

SMOKY LAKE COUNTY

A G E N D A: County Council Meeting to be held on
Thursday, **September 23, 2021** at 9:00 A.M.
Virtual through Zoom Platform

Meeting ID: 870 9533 0339 Passcode: 986458

<https://us02web.zoom.us/j/87095330339?pwd=L0NiOUFZMwXGR21QVTBBZDQzOVINUT09>

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

1. Meeting:

Call to Order

2. Agenda:

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

3. Minutes:

1. Minutes of August 24, 2021 – **County Council Departmental** Meeting. ©

Recommendation: Motion to Adopt.

2. Minutes of August 26, 2021 – **County Council** Meeting. ©

Recommendation: Motion to Adopt.

4. Request for Decision: Governance Issues and Management Issues

1. 2021 General Municipal Election – Poll Workers. ©
2. **Policy Statement No. 07-05-01:** Smoky Lake Community Daycare Co-op (Pumpkin Patch): Terms of Reference. ©
3. **Bylaw No. 1404-21:** Ukrainian Twinning Committee – Terms of Reference. ©
4. Resolution for the Closure of Road Plan 10 C.L and Road Plan 3098HW, located within NE-19-57-13-W4 – New Information. © (*Executive Session 8.1*)
5. Safety Codes Agency Agreement - Request for Proposals. ©
6. Regional Post Election Council Orientation Training. ©
7. RCDC Policies- *To be handed out prior to meeting.*
8. **Bylaw No.1405-21:** To Rescind Bylaw No. 1366-20 - Bylaw Enforcement Officer. *To be handed out prior to meeting.*

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

5. Issues for Information:

- 5.1 Chief Administrative Officer:

5.1.1 Monthly Report: August 27, 2021 to September 17, 2021. (*To be handed out at meeting*)

5.1.2 Financial Statement for the months of: **July 2021.** ©

5.1.3 Action List:

- i. County Council Departmental Meeting – August 24, 2021.
(To be handed out at meeting)
- ii. County Council Meeting – August 26, 2021.
(To be handed out at meeting)

5.2 Municipal Finance:

5.2.1 Monthly Report. ©

5.2.2 Actual to Budget Review. ©

5.2.3 Accounts Receivable Aging Report. *(for Councillor's information).* ©

5.2.4 Cheques Register. *(for Councillor's information).* ©

5.3 Reeve and Councillor: Reports from various Committees, Boards and Commissions

5.3.1 Division One.

5.3.2 Division Two.

a. N.E. Muni-Corr Report. ©

5.3.3 Division Three - **Reeve.**

a. August 19, 2021 to September 16, 2021. ©

5.3.4 Division Four.

5.3.5 Division Five.

5.3.6 Additional Documentation: Committees, Boards and Commissions.

Regional Community Development Committee (RCDC):

a. **Action List:** April 26, 2021. ©

b. **Action List:** June 21, 2021. ©

Smoky Lake Community Daycare Committee:

c. Tenille Garton, dated September 13, 2021 – Re: Letter of resignation. ©

Recommendation: Acknowledge receipt.

Organizational Meeting:

d. County Organizational Meeting date recommended by the CAO for October 28, 2021.

Recommendation: Approve action by CAO to schedule the Organizational Meeting to be held on October 28, 2021 at 9:00 a.m.

6. Correspondence:

1. Mike Van Horne, General Manager, Service Line Warranties of Canada, dated August 10, 2021 – Re: Service Line Program. ©

Recommendation: File for information.

2. Invitation to Sod Turning Ceremony for New H.A. Kostash School – September 24, 2021 at 1:00 p.m. ©

Recommendation: Who can attend-attend.

3. Miranda Rowda, P. Eng., Infrastructure Manager, Alberta Transportation, dated August 30, 2021 – Re: BF 70923/BF 72828/BF 00849/BF 01772- Strategic Transportation Infrastructure Program (STIP) Projects declined for funding. ©

Recommendation: Acknowledge receipt of letter stating BF 70923, BF 72828, BF 00849 and BF 01772 Projects not recommended for grant funding.

4. Miranda Rowda, P. Eng., Infrastructure Manager, Alberta Transportation, dated August 30, 2021 – Re: Memorandum of Agreement- STIP- Local Road Bridge BF 13398 Bridge Replacement. ©

Recommendation: Approve action taken in executing Memorandum of Agreement for BF 13398.

5. Ed and Wanda Cowley, The Review, Redwater, The Free Press, Morinville, dated September 2021 – Re: New ownership in 2022. ©

Recommendation: Acknowledge receipt.

6. C.M. (Curtis) Zablocki, M.O.M., Deputy Commissioner, Commanding Officer Alberta RCMP, dated August 25, 2021 – Re: Letter of support reply. ©

Recommendation: Acknowledge receipt.

7. Federation of Alberta Gas Co-ops Ltd 2021 Convention and Trade Fair – November 28 – December 2, 2021. ©

Recommendation: Who can attend-attend.

8. Tony Russo, National Accounts Manager, Crime Watch Canada, dated September 17, 2021 – Re: Sponsorship request. ©

Recommendation: Council's discretion.

**Note: Took no action in 2019.*

7. Delegation(s):

1. Bob Novosiwsky @ **11:00** a.m. – Re: Road Alignment at NE-19-57-13-W4. *(Documents in the RFD #4.4)*

8. Executive Session:

1. Land issue: Under the authority of the FOIP Section 27: Privileged Information, in regard to Road Alignment at NE-19-57-13-W4. *(See Request for Decision 4.4).*

9. Information Release:

- 9.1 Calendar: September 2021. ©
- 9.2 Thank You Received: September 2021. ©

10. Bills and Accounts:

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

12. Adjournment

SMOKY LAKE COUNTY

Minutes of the **County Council Departmental Operations Meeting** held on Tuesday, **August 24, 2021**, at 9:07 A.M. held virtually online through Electronic Communication Technology: Zoom Meeting and physically in Council Chambers.

The meeting was called to Order by the Deputy Reeve, Mr. Randy Orichowski, in the presence of the following persons:

ATTENDANCE		
<u>Div. No.</u>	<u>Councillor(s)</u>	<u>Tuesday, August 24, 2021</u>
1	Dan Gawalko	Present in Chambers
2	Johnny Cherniwchan	Present in Chambers
3	Craig Lukinuk	Virtually Present @ 9:45am
4	Lorne Halisky	Present in Chambers
5	Randy Orichowski	Present in Chambers
CAO	Gene Sobolewski	Present in Chambers @9:49am
Assistant CAO	Lydia Cielin	Virtually Present
Finance Manager	Brenda Adamson	Virtually Present
Legislative Svcs/R.S.	Patti Priest	Virtually Present
Public Works Manager	Doug Ponich	Virtually Present
Plan/Dev Manager	Jordan Ruegg	Virtually Present
Plan/Dev Assistant	Kyle Schole	Virtually Present
Natural Gas Manager	Daniel Moric	Virtually Present
Agricultural Fieldman	Carleigh McMullin	Virtually Present
GIS	Carole Dowhaniuk	Virtually Present
Communications Tech.	Evonne Zukiwski	Virtually Present
Fire Chief	Scott Franchuk	Virtually Present
Safety Officer	Trevor Tychkowsky	Virtually Present
Enviro. Op. Manager	Dave Franchuk	Virtually Present
Interim Shop Foreman	Mark Fedoretz	Virtually Present

2. Agenda:

1071-21: Cherniwchan That the Smoky Lake County Council Departmental Operations Meeting Agenda for Tuesday, August 24, 2021, be adopted as amended:

Additions to the Agenda:

1. Ukrainian-Canadian Heritage Day Proclamation.
2. Alberta Development Officers Week Proclamation.
3. Enterprise Fleet Management Canada Inc. Leases.
4. National Day of Truth and Reconciliation Statutory Holiday.

Carried Unanimously.

3. Minutes:

No Minutes.

4. Request for Decision:

2021 Annual Farmers and Ranchers Appreciation Event

1072-21: Gawalko That Smoky Lake County’s Annual Farmers and Ranchers Appreciation Event for Year-2021, be cancelled due to the uncertainty of everchanging COVID-19 pandemic restrictions and advertise such, with regret of the cancellation as well as appreciation of the hard work, dedication and hectic harvest season of our Farmers & Ranchers, on social media.

Carried.

Animal Control Technician

1073-21: Cherniwchan That Smoky Lake County Council approve to temporarily replace the seasonal Trapper position with a fulltime salaried Animal Control Technician position, with a salary range of \$55,640.00-\$68,000.00 for the term of November 1, 2021 to October 31, 2022.

Carried.

Additions to the Agenda

Ukrainian-Canadian Heritage Day

1074-21: Halisky That Smoky Lake County proclaim September 7, 2021, as Ukrainian-Canadian Heritage Day in Smoky Lake County, in accordance with the Province of Alberta's Ukrainian-Canadian Heritage Day Act, and fly the Ukraine Flag at the Main Office on September 7th each year to publicly celebrate the Ukrainian heritage within Smoky Lake County and advertise the proclamation on the County's social media and Grapevine.

Carried.

Alberta Development Officers Week Proclamation

1075-21: Gawalko That Smoky Lake County proclaim September 19 to September 25, 2021, to be designated as Alberta Development Officers Week in Smoky Lake County and advertise such on the County's social media and Grapevine.

Carried.

Craig Lukinuk, Reeve, virtually joined the meeting, time 9:45 a.m.

Gene Sobolewski, Chief Administrative Officer, joined Council Chambers, time 9:49 a.m.

National Day for Truth and Reconciliation Statutory Holiday

1076-21: Cherniwchan That Smoky Lake County Council **defer** discussion of adding: September 30th National Day for Truth and Reconciliation, to both the Collective Agreements under International Union of Operating Engineers (IUOE), Local No. 955, and Canadian Union of Public Employees (CUPE), Local 4575, as a Statutory Holiday for employees, to the next County Council Meeting.

Carried.

Additions to the Agenda

Enterprise Fleet Management Canada Inc. Leases

1077-21: Lukinuk That Smoky Lake County execute the open-end (equity) lease agreement with Enterprise Fleet Management Canada Inc. as per their Quote #5836022, Dated August 18, 2021, for a Year-2022 GMC Sierra SLE 4x4 Crew Cab 8 ft. box 172 in. WB SRW, to replace Public Works Department Unit 107.

Carried.

Enterprise Fleet Management Canada Inc. Leases

1078-21: Halisky That Smoky Lake County execute the open-end (equity) lease agreement with Enterprise Fleet Management Canada Inc. as per their Quote #5831556, Dated August 16, 2021, for a Year-2022 GMC Sierra 3500HD SLE 4x4 Crew Cab 6.75 ft. box 158.9 in. WB SRW, to replace Natural Gas Department Unit 206.

Carried.

Reeve Craig Lukinuk, assumed the Chair, time 10:40 a.m.

2. **Issues for Information:**

Manager's Reports:

Public Works Manager's Report

Executive Session:

Public Works Staff Members Medical Leave

1079-21: Halisky That Smoky Lake County go into Executive Session to discuss a Personnel Issue, relating to Public Works Staff Members Medical Leave, under the authority of the FOIP Act Section 17: Third Party Personal Privacy, in the presence of all Council, Chief Administrative Officer, Assistant Chief Administrative Officer, Public Work Manager, and Finance Manager, time 11:05 a.m..

Carried.

1080-21: Gawalko That Smoky Lake County Council go out of Executive Session, time 11:27 a.m.

Carried.

Doug Ponich, Public Works Manager, virtually left the meeting time 11:28 a.m.

2. **Issues for Information:**

Interim Public Works Shop Foreman's Report

Headache Racks for Beacon Lights on Fleet Vehicles

1081-21: Gawalko That Smoky Lake County Administration provide a cost comparison between purchasing headache racks and fabricating in-house headache racks, for the installation of beacon lights on fleet vehicles.

Carried.

Mark Fedoretz, Interim Shop Foreman, virtually let the meeting, time 12:07 p.m.

Daniel Moric, Natural Gas Manager, virtually left the meeting, time 12:35 p.m.

Environmental Operations Manager's Report

County Lakes Recreational Area Facility Supervision and Cleaning Services

1082-21: Cherniwchan That Smoky Lake County Administration review the executed agreement for County Lakes Recreational Area Facility Supervision and Cleaning Services, expiring on December 31, 2024, to determine protocol required in addressing complaints received in respect to Bellis Beach.

Carried.

Manager's Reports

1083-21: Halisky That the Smoky Lake County Management Reports received for the period between July 19, 2021 to August 18, 2021 from the Public Works Manager, Public Works Foreman, Interim Public Works Shop Foreman, Natural Gas Manager, Environmental Operations Manager, Agricultural Fieldman, Planning and Development Manager, Safety Officer, Fire Chief, GIS Officer and Communications Technician, be accepted as presented and filed for information.

Carried.

2. **Correspondence:**

No Correspondence.

7. **Delegation:**

No Delegation.

Adjournment:

1084-21: Lukinuk

That the Smoky Lake County Council Meeting for the purpose of Departmental Operations for August 24, 2021, be adjourned, time 12:56 p.m.

Carried.

REEVE

S E A L

CHIEF ADMINISTRATIVE OFFICER

SMOKY LAKE COUNTY

Minutes of the **County Council Meeting** held on Thursday, **August 26, 2021** at 9:03 A.M. held virtually online through Electronic Communication Technology: Zoom Meeting and physically in Council Chambers.

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

ATTENDANCE		
<u>Thursday, August 26, 2021</u>		
<u>Div. No.</u>	<u>Councillor(s)</u>	
1	Dan Gawalko	Present in Chambers
2	Johnny Cherniwchan	Present in Chambers
3	Craig Lukinuk	Present in Chambers
4	Lorne Halisky	Present in Chambers
5	Randy Orichowski	Present in Chambers
CAO	Gene Sobolewski	Present in Chambers
Assistant CAO	Lydia Cielin	Present in Chambers
Finance Manager	Brenda Adamson	Present in Chambers
Legislative Svcs/R.S.	Patti Priest	Virtually Present
Plan/Dev Manager	Jordan Ruegg	Virtually Present
Plan/Dev Assistant	Kyle Schole	Virtually Present

Observers in Attendance Upon Call to Order:

GIS	Carole Dowhaniuk	Virtually Present
Communications Tech.	Evonne Zukiwski	Virtually Present
Natural Gas Manager	Daniel Moric	Virtually Present
Enviro. Op. Manager	Dave Franchuk	Virtually Present
Fire Chief	Scott Franchuk	Virtually Present
Media	Smoky Lake Signal	Absent
Media	Redwater Review	Absent
Public	3 Member Present	Virtually Present

2. Agenda:

1085-21: Halisky

That the Smoky Lake County Council Meeting Agenda for Thursday, August 26, 2021, be adopted, as amended:

Additions to the Agenda:

1. National Day of Truth and Reconciliation: Statutory Holiday.
2. Delegation: Pam Davidson, Candidate for Senator.
3. Golden View Fabricating Ltd. One-Pass Grader System.

Carried Unanimously.

3. Minutes:

Minutes of June 22, 2021 – County Council Departmental Meeting

1086-21: Gawalko

That the minutes of the **Smoky Lake County Council Departmental Meeting** held on Tuesday, June 22, 2021, be adopted as presented.

Carried

Minutes of June 24, 2021 – County Council Regular Meeting

1087-21: Cherniwchan

That the minutes of the **Smoky Lake County Council Regular Meeting** held on Thursday, June 24, 2021, be adopted as presented.

Carried.

Minutes of June 28, 2021 – Special County Council Meeting

1088-21: Halisky That the minutes of the **Smoky Lake County Council Special Meeting** held on Monday, June 28, 2021, be adopted as presented.

Carried.

Minutes of July 20, 2021 – County Council Departmental Operations Meeting

1089-21: Orichowski That the minutes of the **Smoky Lake County Council Departmental Operations Meeting** held on Tuesday, July 20, 2021, be adopted as presented.

Carried.

Minutes of July 28, 2021 – County Council Committee of the Whole – Planning Meeting

1090-21: Gawalko That the minutes of the **Smoky Lake County Council Committee of the Whole for the Purpose of Planning Meeting** held on Wednesday, July 28, 2021, be adopted as presented.

Carried.

Minutes of August 5, 2021 – Special County Council Meeting

1091-21: Cherniwchan That the minutes of the **Smoky Lake County Council Special Meeting** held on Thursday, August 5, 2021, be adopted as presented.

Carried.

4. Request for Decision:

Senate Election Proclamation

1092-21: Cherniwchan That Smoky Lake County acknowledge receipt of the Senate Election Proclamation issued on June 23, 2021 from Elections Alberta under the Alberta Senate Election Act E-19-1216 – Section 43 as follows:

E-19-1216
Alberta Senate Election Act
Section 43

Senate Election Proclamation

Local Jurisdiction: SMOKY LAKE COUNTY, Alberta

For the purpose of electing 3 person(s) according to the *Alberta Senate Election Act*, whose name(s) is(are) to be submitted by the Government of Alberta to the Queen's Privy Council for Canada as a person(s) who may be summoned to the Senate of Canada for the purpose of filling a vacancy(-ies) relating to Alberta, Public Notice is hereby given to the electors that the following are fixed pursuant to the *Alberta Senate Election Act*:

NOMINATION OF CANDIDATES

COMMENCING immediately and continuing until 2:00 P.M. on September 20, 2021
(date)

excluding Sundays and holidays, nomination papers may be filed with the Office of the Chief Electoral Officer during normal business hours at 100, 11510 Kingsway NW, Edmonton, AB T5G 2Y5, for a candidate under the *Alberta Senate Election Act*.

ELECTION DAY

Voting will take place on October 18, 2021 between the hours of 10:00 A.M. and 8:00 P.M.
(date)

unless an elected authority has passed a bylaw to open voting stations before 10:00 A.M..

ANNOUNCEMENT OF OFFICIAL RESULTS BY CHIEF ELECTORAL OFFICER

The announcement of the tabulation of the official results will take place at the Office of the Chief Electoral Officer at 100, 11510 Kingsway NW, Edmonton, AB T5G 2Y5, on October 26, 2021 at 11:00 AM
(date) (time)

RETURNING OFFICER

Additional information concerning the Senate Election may be obtained from the Office of the Chief Electoral Officer, at 1-877-422-8683 (VOTE) or by email at info@election.ab.ca, or from the returning officer in the applicable voting area:

Michelle Wright 4612 McDougall Drive, Smoky Lake, Alberta T0A 3C0
(name) (address)

Telephone: (780) 656-5398 Email: cedo@smokylakeregion.ab.ca
(contact information)

ISSUED ON June 23, 2021 BY Glen Resler
(Chief Electoral Officer)

Carried.

Ministerial Order & Confirmation on Senate Election and Referendum Voting Ballots

1093-21: Halisky That Smoky Lake County acknowledge receipt of the cover letter for the Ministerial Order No. MSD:065/21 from the Honorable Ric McIver, Minister, Alberta Municipal Affairs, received by Reeve Craig Lukinuk through email on August 10, 2021, thanking the County for agreeing to host First Nation voters for the Senate and referenda voting initiative being held on October 18, 2021 and confirming only one ballot box is required for all Senate ballots and one separate box for all referendum ballots collected, regardless of the community in which the voters reside.

Carried.

Senate Election Proclamation

1094-21: Orichowski That Smoky Lake County acknowledge receipt of the Ministerial Order No. MSD:065/21 which enables the use of band and federal status cards as acceptable forms of identification for the purposes of the First Nations voters for the Senate and referenda voting initiative, and amends the notice requirements so that notice is deemed to have been given under Section 35 of the LAEA if it has been mailed, delivered, or sent by electronic means to the First Nation Band Council office within the legislated timelines and the Band Council communicate the notice to their community members, in respect to the Senate and Referendum vote being held on October 18, 2021.

Carried.

Gene Sobolewski, Chief Administrative Officer, left Council Chambers, time 9:12 a.m.

One member of the Public virtually joined the meeting, time 9:13 a.m.

Bylaw No. 1402-21: Road Closure of all that portion of Avenue South of Lot A, and North of Lot B, within Plan 8420551, in the Hamlet of Warspite

1095-21: Lukinuk That Smoky Lake County Council give **FIRST READING** to **Bylaw 1402-21: Road Closure of all that portion of Avenue which is South of Lot A, and North of Lot B, within Plan 8420551, in the Hamlet of Warspite**; and schedule a **Public Hearing for Thursday, September, 23, 2021, at 9:15 a.m.**, at the Smoky Lake County Council Chambers and concurrently broadcasted via Zoom, and advertise said Public Hearing in the local newspaper, as per the requirements of the Municipal Government Act, and provide notice of said Public Hearing to adjacent landowners located within 500 meters of the proposed closure area, and provide notice of said Public Hearing on the County's website, as per Smoky Lake County Bylaw No. 1282-15: Planning and Development Public Hearing Procedures.

Carried.

Gene Sobolewski, Chief Administrative Officer, returned to Council Chambers, time 9:22 a.m.

Former Waskatenau Nuisance Ground - Remediation Report

1096-21: Orichowski That Smoky Lake County acknowledge receipt of the Remediation Report, dated July 15, 2021, prepared by Action Land & Environmental Services Ltd., relating to the remediation and reclamation of the former Waskatenau Nuisance Grounds, legally described as Plan 5225CL; OT, located on SE-16-59-19-W4.

Carried.

Former Waskatenau Nuisance Ground - Groundwater Monitoring Report

1097-21: Halisky That Smoky Lake County acknowledge receipt of the Groundwater Monitoring Report, dated July 15, 2021, prepared by Action Land & Environmental Services Ltd., relating to the remediation and reclamation the former Waskatenau Nuisance Grounds, legally described as Plan 5225CL; OT, located on SE-16-59-19-W4.

Carried.

Former Waskatenau Nuisance Ground - Request to Vary Development Setback

1098-21: Gawalko That Smoky Lake County Development Authority submit the required information to the Minister of Environment and Parks, for requesting consent to vary the setback distance for a development to a non-operating landfill, in respect to the completion of the remediation and reclamation of the former Waskatenau Nuisance Grounds, legally described as Plan 5225CL; OT, located on SE-16-59-19-W4.

Carried.

Former Waskatenau Nuisance Ground - Alberta Transportation Reimbursement

1099-21: Cherniwchan That Smoky Lake County forward the necessary documentation to Alberta Transportation, to be reimbursed for 50% of the project cost, as per the email received from the Honorable Ric McIver, Minister of Transportation, dated July 9, 2020, in respect to the completion of the said project: remediation and reclamation of the former Waskatenau Nuisance Grounds, legally described as Plan 5225CL; OT, located on SE-16-59-19-W4.

Carried.

Town of Smoky Lake & Smoky Lake County Intermunicipal Development Plan Bylaw

1100-21: Halisky That Smoky Lake County resolve to renew Bylaw No. 1289-16: Smoky Lake County & Town of Smoky Lake Intermunicipal Development Plan.

Carried.

What We Heard Report: Hamlet Chickens, Dark Skies Designation, and RVs at Lake Lots

1101-21: Halisky That Smoky Lake County Council accept the report summarizing Public Participation results, titled: 'What We Heard' Report: Hamlet Chickens, Lake Lot RVs, & Dark Skies, dated July 28, 2021, for information, and bring forward proposed Land Use Bylaw amendments, pursuant to the Report to a future Committee of the Whole Meeting.

Carried.

North Saskatchewan in Alberta Heritage River Management Planning Process Framework

1102-21: Halisky That Smoky Lake County Council approve the Heritage River Management Planning Process Framework, including the three documents titled: "Invitation for Expressions of Interest - North Saskatchewan Heritage River Initiative: Facilitation of a Canadian Heritage Rivers System (CHRS) Management Plan", "Terms of Reference, North Saskatchewan in AB Heritage River Initiative, Management Planning Committee", and "North Sask. Heritage River Initiative, Key Milestones & Deliverables", as amended, and as of September 1, 2021.

Carried.

One Member of the Public, virtually joined the meeting, time 10:13 a.m.

8. Executive Session:

Land and Legal Issues:

1103-21: Gawalko That Smoky Lake County Council go into Executive Session to discuss three Land and Legal Issues, under the authority of the FOIP Section 27: Privileged Information, relating to:

1. an offer to sell land to Smoky Lake County legally described as Plan 1955CL, Block 1, Lot 22, within the Hamlet of Spedden,
2. a proposal in respect to a twelve (12) acre parcel of land located at 911 West Railway Drive, within the Town of Smoky Lake, and
3. the closure of Road Plan 10 C.L. and all of Road Plan 3098HW, located within the lands legally described as NE-57-13-W4M for the purpose of registering a new road plan to incorporate all of the as-built road located within the lands legally described as NE-19-57-13-W4M & SE-30-57-13-W4M,

in the presence of all Council, Chief Administrative Officer, Assistant Chief Administrative Officer, Finance Manager, Planning and Development Manager, Planning and Development Assistant, and Legislative Services Clerk, time 10:25 a.m..

Carried.

Scott Franchuk, Fire Chief, virtually joined the meeting, Executive Session, time 10:35 a.m..

1104-21: Cherniwchan That Smoky Lake County Council go out of Executive Session, time 11:04 a.m..

Carried.

7. Delegation:

Pam Davidson, Candidate for Senate

Virtually present before Council from 11:05 a.m. to 11:20 a.m. was Pam Davidson, Candidate for Senate, to learn about Smoky Lake County, as a rural municipality and prepare for representing rural Alberta, if elected as senator.

Pam Davidson, Candidate for Senate, virtually left the meeting, time 11:20 a.m.

Offer of Land to Smoky Lake County – Plan 1955CL, Block 1, Lot 22 Spedden

1105-21: Gawalko That Smoky Lake County Council decline the offer to transfer land to Smoky Lake County, as offered in the letter received from Ms. Fialkow, dated July 30, 2021, in respect to the land legally described as Plan 1955CL, Block 1, Lot 22, within the Hamlet of Spedden, and provide her notice of Council's decision.

Carried.

One Member of the Public, virtually joined the meeting, time 11:27 a.m.

Spencer Kotylak, Deputy Fire Chief, virtually joined the meeting, time 11:28 a.m.

Lake Subdivision Wayfinding Signage Project

1106-21: Gawalko That Smoky Lake County approve the procurement and placement of wayfinding signage at the County's Lake subdivisions, for the purpose of emergency services and promoting public awareness of the subdivision's layout and municipal reserve locations, at the following locations:

1. Hanmore Lake,
2. Mons Lake,
 - Sandy Lane,
 - Mons View Resort, and
 - Mons Lake Estates,
3. Bonnie Lake Estates at Bonnie Lake,
4. Garner Lake,
 - Birchland Resort,
 - Sunrise Beach, and
 - Parkview Beach Resort
5. Hillside Acres at Whitefish Lake

in accordance with the 2021 Budget, with installation being subject to scheduling by Public Works Department, and placement as per the Lake Subdivision Signage Locations Map subject to site suitability determined by inspections.

Carried.

11:35 to 11:35 a.m. 9. Public Question and Answer Period:

None.

Power Up North Entrepreneur Conference Sponsorship

1107-21: Halisky That Smoky Lake County approve a "Gold Level", "Breakfast Sponsorship" at a cost in the amount of \$1,900.00, for the 3rd Annual "Power Up North!" conference to be held on September 8 and 9th, 2021 at Metis Crossing Cultural Gathering Centre in Smoky Lake in support for businesses within the Northeastern region of Alberta; and the Reeve to attend and provide a two-minute welcoming Address; as recommended by the Regional Community Development Committee Community Economic Development Officer and as per the Community Futures correspondence, dated July 16, 2021.

Carried.

Outstanding Fire Invoice No. 40250 – Write Off

1108-21: Orichowski That Smoky Lake County Council approve to **write off** Fire Invoice No. 40250, issued to The Personal Insurance Company, in the original amount of \$2,205.00 plus any penalties incurred to date, for the emergency services provided relating to the August 9, 2016 motor vehicle collision at or near Range Road 122 and Township Road 594, as the collection agency: Consolidated Recovery System, cannot recover the costs, it was denied as a third party claim due to there being no collision insurance on the vehicle involved, and there is no profit in taking it to small claims court.

Carried.

Outstanding Fire Invoice No. 39353

1109-21: Halisky That Smoky Lake County Council approve to **write off** Fire Invoice No. 39353, issued to the vehicle owner, in the amount of \$2,205.00 plus any penalties incurred to date, for the emergency services provided relating to the August 9, 2016 motor vehicle collision at or near Range Road 122 and Township Road 594, as the collection agency: Consolidated Recovery System, cannot recover the costs, it was denied as a third party claim due to there being no collision insurance on the vehicle involved, and there is no profit in taking it to small claims court.

Carried.

Outstanding Fire Invoice No. 34862

1110-21: Gawalko That Smoky Lake County Council approve to **write off** Fire Invoice No. 34862 issued to the vehicle owner in the amount of \$3,285.00 plus any penalties incurred to date, for the emergency services provided relating to the August 16, 2014 motor vehicle collision at or near Range Road 130 and Township Road 600, as the collection agency: Consolidated Recovery System, cannot recover the costs, and the small claims 2-year window has been exceeded.

Carried.

Meeting Recessed

Meeting recessed for Lunch, time 11:57 a.m.

Meeting Reconvened

The meeting reconvened on a call to order by Reeve Craig Lukinuk at 12:45 p.m. in the presence of all Council members, the Chief Administrative Officer, Assistant Chief Administrative Officer, and Finance Manager, and the virtual presence of the Planning and Development Manager, Planning and Development Assistant, Recording Secretary, GIS Officer, Communications Technician one Member of the Public.

Damage Claim – Vehicle Related

1111-21: Cherniwchan That Smoky Lake County take no action to the vehicle related damage claim received on June 20, 2021 from Tim Shepert for an incident which occurred on June 14, 2021, in the amount of \$255.00, as outlined on the Schedule "A" form of Policy Statement No. 14-A.10-01: Damage Claim – Vehicle Related; based on the Safety Officer's investigation and conclusion the damage was not inflicted by any County Vehicle.

Carried.

Post-Election Council Orientation

1112-21: Halisky That Smoky Lake County Council participate virtually in the Munis 101 session scheduled for November 9 and 10, 2021 in Bonnyville, Alberta, offered by Rural Municipalities of Alberta (RMA) under the Elected Officials Education Program (EOEP), as part of the Council Orientation Program.

Carried.

Métis Nation of Alberta & Confederacy of Treaty 6 First Nations Flag Raising Ceremony

1113-21: Orichowski That Smoky Lake County acknowledge actions taken in co-hosting the "Métis Nation of Alberta and Confederacy of Treaty 6 First Nations Flag Raising Ceremony" event with the Town of Smoky Lake which was held on Friday, August 13, 2021, at the Smoky Lake County Office, located at 4612 McDougall Drive in Smoky Lake, which included honoured guests from the Métis Nation of Alberta and Treaty 6 First Nation.

Carried.

Métis Nation of Alberta & Confederacy of Treaty 6 First Nations Flag Raising Ceremony

1114-21: Gawalko That Smoky Lake County extend appreciation to the Town of Smoky Lake and their Public Works Foreman: Billy McMullen, as well as to all County employees including Daniel Moric - Natural Gas Manager, Dave Franchuk – Environmental Operations, Larry Kokotilo – Welder, and Parks and Recreation Staff for everyone’s efforts in making the Flag Raising Ceremony for the Métis Nation of Alberta and the Confederacy of Treaty 6 First Nations Flags a successful event.

Carried.

Closure of Road Plan 10CL & Road Plan 3098HW, located within NE-19-57-13-W4M

1115-21: Lukinuk That Smoky Lake County Council resolve to close all the portions of road described in Road Plan 10CL and Road Plan 3098HW, located within the lands legally described as NE-19-57-13-W4M, subject to written approval from the landowner of the lands legally described as NE-19-57-13-W4M, and further, subject to Ministerial approval of the closure, to register a new Road Plan to incorporate the as-built road lying within the lands legally described as NE-19-57-13-W4M and SE-30-57-13-W4M, at no cost to Smoky Lake County, as per Smoky Lake County Policy No. 03-61: Road Closure or Cancellation.

Carried.

One Member of the Pubic virtually joined the meeting, time 1:02 p.m.

2021 Property Tax Sale - Schedule

1116-21: Halisky That Smoky Lake County, in accordance with the tax recovery process as set out in the Municipal Government Act, offer for sale at a public auction the following properties in tax arrears with Tax Notifications on title:

<u>Tax roll:</u>	<u>Land Description:</u>
15592111	1;1;1026561, SE 21-059-15-4
16592921	SW 29-059-16-4
16592930	NW 29-059-16-4
17592121	2;1;1624316, SW 21-059-17-4
17601510	SE 15-060-17-4
19602311	S1/2 - SE 23-060-19-4
27150120	20;1;1039CL
40310111	11;1;716CL, NW 10-059-18-4
40310208	8 & 9; 2;716CL, NW 10-059-18-4

And, schedule the **Year-2021 Property Tax Sale** for **Friday, November 12, 2021 at 10:00 a.m.**, to be held virtually, through Electronic Communication Technology and/or physically in County Council Chambers, at 4612 McDougall Drive, Smoky Lake, Alberta.

Carried.

2021 Property Tax Sale – Reserve Bids

1117-21: Gawalko

Smoky Lake County Council, in accordance with the tax recovery process as set out in the Municipal Government Act, approve the following reserve bids for the Year-2021 Property Tax Sale:

<u>Roll</u>	<u>Reserve Bid</u>	<u>Lot/BIK/PI Legal</u>
15592111	\$ 65,000.00	1;1;1026561, SE 21-059-15-4
16592921	\$ 20,000.00	SW 29-059-16-4
16592930	\$ 340,000.00	NW 29-059-16-4
17592121	\$ 225,000.00	2;1;1624316, SW 21-059-17-4
17601510	\$ 250,000.00	SE 15-060-17-4
19602311	\$ 65,000.00	S1/2 - SE 23-060-19-4
27150120	\$ 3,900.00	20;1;1039CL
40310111	\$ 95,000.00	11;1;716CL, NW 10-059-18-4
40310208	\$ 45,000.00	8 & 9; 2;716CL, NW 10-059-18-4

subject to the following conditions:

1. Each parcel will be offered for sale, subject to a reserve bid and to the reservations and conditions contained in the existing Certificate of Title.
2. These properties are being offered for sale on an "as is, where is" basis and Smoky Lake County makes no representation and gives no warranty whatsoever as to access, the adequacy of services, soil conditions, land use districting, building and development conditions absence or presence of environment contamination, or the develop ability of the subject land for an intended use by the Purchaser.
3. No bids will be accepted where the bidder attempts to attach conditions precedent to the sale of any parcel. No terms or conditions of sale will be considered other than those specified by Smoky Lake County. No further information is available at the auction regarding the lands to be sold.
4. Terms: 10 % Cash to be deposited at the Public Auction the balance and G.S.T. will be paid by cash or certified cheque by 2:00:00 pm November 15, 2021.

Carried.

Additions to the Agenda:

National Day for Truth and Reconciliation - Statutory Holiday

1118-21: Lukinuk

That Smoky Lake County Council approve adding: September 30th as the "National Day for Truth and Reconciliation", to both Collective Agreements: International Union of Operating Engineers (IUOE), Local No. 955, and Canadian Union of Public Employees (CUPE), Local 4575, as a Statutory Holiday for all County employees, following the Government of Canada's June 3, 2021, Bill C-5 to honour First Nations, Inuit and Métis survivors, their families and communities, and to publicly commemorate the history and legacy of residential schools, as a vital component of the reconciliation process.

Carried.

8. Executive Session:

Policy Statement No. 01-03-27: Organizational Chart – Structure Review

1119-21: Halisky

That Smoky Lake County Council go into Executive Session to discuss a Personnel Issue, relating to the review of Policy Statement No. 01-03-27: Organizational Chart, and more specifically, the structure of the organizational chart and positions therein, under the authority of the FOIP Act Section 24: Advice from Officials, in the presence of all Council and the Chief Administrative Officer, time 1:18 p.m..

Carried.

Lydia Cielin, Assistant Chief Administrative Officer, and Brenda Adamson, Finance Manager, left Council Chambers, time 1:18 p.m.

1120-21: Cherniwchan That Smoky Lake County Council go out of Executive Session, time 1:36 p.m.

Carried.

Lydia Cielin, Assistant Chief Administrative Officer, entered Council Chambers, time 1:36 p.m.

Policy Statement No. 01-03-27: Organizational Chart – Structure Review

1121-21: Halisky That Smoky Lake County Council acknowledge review of the organizational chart structure and defer the recommendations made by the Chief Administrative Officer to restructure, to a future Council Committee of the Whole Meeting.

Carried.

Brenda Adamson, Finance Manager, entered Council Chambers, time 1:38 p.m.

5. Issues for Information:

Chief Administrative Officer's Report

The Chief Administrative Officer (CAO) provided a written report to Council for the period of June 25, 2021 to August 19, 2021 as follows:

LEGISLATIVE / GOVERNANCE

- Bylaw Enforcement: Attached is a proposed contract for execution. Highlights: Term is 4 to 6 months or longer, depending on recruitment outcome for CPO1. Unable to enforce Traffic Safety Act. Predominate bylaws for enforcement: Noise, RV's, unsightly.
- TSI – Several meetings. Draft report for Phase 1 and commencement of Phase 2 expected mid-September.
- Council/MLA Meeting
- AUMA Summer Leaders Caucus – The morning theme was concerning the issues of social media, bullying/harassment and the lack of public respect for elected officials and how the general tone and frequencies of negative attacks are increasing. Lack of civility.
- Treaty 6/Metis Nation Flag Raising

ADMINISTRATIVE

- Administration Building Upgrades – Roof Replacement: Notice of Award issued on July 15, 2021 to Company: Western Weather Protector c/o Michael Bruens.
- Regional Fire & Rescue Committee Meeting
- Bonnie Lake Resort – Meetings pertaining to development/engineering
- NE Muni-Corr Members Meeting – Obtain information regarding proposed fee structures.
- Meet with David Goldstien – Travel Alberta – Metis Crossing
- Departmental Meeting
- MPC Meetings
- Victoria District Economic Development Strategy Meetings
- Council Committee of the Whole
- Visited Colony – Tour of egg laying facility
- Kosiv Ukrainian Twinning Meeting
- Special Council Meeting
- AE/Contractor – Main Office Roof Repairs Kickoff meeting
- AE – RR130 Concept Study Kickoff Meeting
- ASB/Enviro/Gas/Fire Dept Meetings
- Enterprise Fleet Management / Grant Miller – 2022 Leasing program Meeting
- Joint Health/Safety Meeting
- AE – Bridge Priorities Meeting - Budget
- Bylaw Enforcement Contracting Services – Meeting to discuss terms and condition of services and contract.

HIGHWAY 28/63 Regional Water Services COMMISSION

- Meeting with Legal – Discussion of risk and outstanding agreements
- Meetings with AE – Ongoing Issues
- Construction Completion Inspection - Reservoir
- AE – Water Study Update
- HWY 28/63 Meeting

FINANCIAL

- Capital Purchase – Unit 198: Year 2021 Kenworth T880 Truck: The following Motion 898-21 passed on June 22, 2021 Departmental Operations Meeting, Kenworth (USA) sent a notice to the sales representative that due to production cost increases, an additional \$1,500 (in usd) [Aug 20/21 rate: \$1,927 can] was required to be paid to advance the purchase. The County will be invoiced upon delivery of the truck. There is sufficient budget to cover the amount however the issue is that the Council motion was very specific such that an additional motion to cover this surprise cost needs to be approved.

HUMAN RESOURCES

- Completed updating a few Management Policies on Job Descriptions: Policy Statement 1-M-08-05: Shop Foreman and Policy Statement 1-M-25-03: Grader Operator.

COMMUNITY

- Review Consultant's with Vilna – Regional Study
- Juanita Marois condolences and sympathy gift basket. We learned of the sad news of the passing of Juanita's mother last week. Juanita is a trusted friend and tourism partner of Smoky Lake County. In the passing of their sympathies, the Town passed the following resolution in regard to the purchasing of a sympathy basket: "MOVED by Mayor Holowaychuk that Town of Smoky Lake extend condolences to Juanita Marois, Executive Director, Metis Crossing for the recent loss of a family member and provide a sympathy gift basket in the amount of \$150.00; to be funded from the 2021 Operating Budget entitled "Promotion, Public Relations". The County does not have a specific policy regarding sympathies to individuals outside the staff, however discretion of the CAO can be undertaken. Since the issue was first raised during the Departmental meeting, the Administration's recommendation would be to follow the Town's lead in extending our sympathies to Juanita and purchase a sympathy basket comprised of food and beverage items obtained locally and in the spirit of the principles followed by Metis Crossing. There are sufficient funds available in the budget to allow for this purpose.

County Bylaw Enforcement - Service Contract

1122-21: Orichowski That Smoky Lake County Council approve for the Chief Administrative Officer to execute a service contract agreement for the purpose of enforcing County bylaws, with Investigative Assurance, of Elk Point, for a minimum term of four (4) months commencing September 1, 2021 and ending on January 1, 2021.

Carried.

Main Office Building Upgrades – Roof Replacement

1123-21: Cherniwchan That Smoky Lake County Council approve action taken by the Chief Administrative Officer in awarding Western Weather Protector, of St. Albert, Alberta to replace the roof on the County's Main Office Building.

Carried.

Capital Purchase – Unit 198: Year 2021 Kenworth T880 Truck

1124-21: Orichowski That Smoky Lake County approve additional funds equivalent to \$1,500.00 USD using the exchange rate at the time of invoicing, further to the June 22, 2021 Departmental Operations Meeting Motion 898-21: "That Smoky Lake County purchase a Year-2021 Kenworth, Model T880 Day Cab, with a manual transmission from Edmonton Kenworth Ltd. in reference to the quote dated June 15, 2021, in the amount of \$185,874.00, for the purpose of replacing Public Works' Unit 198, in accordance with the Year-2021 to Year-2025 Five-Year Capital Budget approved by Council Motion #663-21 on April 28, 2021, within the budgeted amount not to exceed \$190,000.00"

Carried.

Policy Statement No. 1-M-08-05: Shop Foreman – Job Description

1125-21: Halisky

That Smoky Lake County Management Policy Statement No. 1-M-08-05: Shop Foreman – Job Description, be amended:

Title: Shop Foreman	Policy No.: 08-05
Section: 1 - M Job Description	Code: P-A
	Page No: 1 of 4

Classification: Salary Negotiable Yearly – Full Management Benefits
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Purpose:	The Shop Foreman shall report directly to the Chief Administrative Officer and the Public Works Manager. The Shop Foreman is the Head Mechanic who manages the day-to-day operations of the Public Works Shop and meets all Provincial and Federal Safety Regulations while performing repairs, overhauls, routine maintenance, preventative maintenance, and inspections, on all County fleet vehicles and equipment.
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Policy Statement and Guidelines:

RESPONSIBILITIES
1. General
<ol style="list-style-type: none"> 1.1. Maintain proper inventory procedures, ordering and accounting of parts, supplies, products, and materials effectively from appropriate suppliers. 1.2. Maintain cost accounting records on County equipment, warranty checks and claims. 1.3. Assist in budget preparation and ensure budgetary control is maintained by administering funds in accordance with the County's approved Annual Budget and monitoring expenditures. 1.4. Produce confidential and non-confidential detailed reports for County Council meetings and attend Council meetings as required. 1.5. Be competent and proficient in all aspects of light and heavy-duty equipment testing, diagnosing, and repair of diesel and gasoline engines, fuel systems, emission systems, electronic systems and hydraulic systems. 1.6. Oversee all aspects of Public Works Shop staff and operations including but not limited to work plans, time sheets, work orders, and daily vehicle / equipment checklists. 1.7. Prioritize and perform required repairs, inspections and preventative maintenance on fleet vehicle and equipment to maximize the safety, productivity, and life of the unit. 1.8. Ensure all municipal assets are managed and maintained in accordance with current regulations, best practices, and County policies. 1.9. Carry out a system of preventative maintenance on County vehicles and equipment and schedule repairs at the most opportune time.

Title: Shop Foreman	Policy No.: 08-05
Section: 1 - M Job Description	Code: P-A
	Page No: 2 of 4

<ol style="list-style-type: none"> 1.10. Conduct Commercial Vehicle Inspection Program (CVIP) inspections on vehicles and equipment according to Provincial standards. 1.11. Maintain proper inventory procedures, ordering and accounting of parts, supplies, products, and materials effectively from appropriate suppliers. 1.12. Maintain cost accounting records on County equipment, warranty checks and claims. 1.13. Assist in budget preparation and ensure budgetary control is maintained by administering funds in accordance with the County's approved Annual Budget and monitoring expenditures. 1.14. Produce confidential and non-confidential detailed reports for County Council meetings and attend Council meetings as required. 1.15. Be competent and proficient in all aspects of light and heavy-duty equipment testing, diagnosing, and repair of diesel and gasoline engines, fuel systems, emission systems, electronic systems and hydraulic systems. 1.16. Oversee all aspects of Public Works Shop staff and operations including but not limited to work plans, time sheets, work orders, and daily vehicle / equipment checklists. 1.17. Prioritize and perform required repairs, inspections and preventative maintenance on fleet vehicle and equipment to maximize the safety, productivity, and life of the unit. 1.18. Ensure all municipal assets are managed and maintained in accordance with current regulations, best practices, and County policies. 1.19. Carry out a system of preventative maintenance on County vehicles and equipment and schedule repairs at the most opportune time. 1.20. Conduct Commercial Vehicle Inspection Program (CVIP) inspections on vehicles and equipment according to Provincial standards.
2. Safety:
<ol style="list-style-type: none"> 2.1. Ensure that Smoky Lake County's Health and Safety Program along with the requirements and procedures as outlined in the Safety Policy Manual are adhered to, and the Alberta Occupational Health and Safety (OH&S) standards are met. 2.2. Perform Safety Hazard Assessments. 2.3. Attend training sessions and workshops, as required.

Title: Shop Foreman		Policy No.: 08-05
Section: 1 - M Job Description	Code: P-A	Page No: 3 of 4

3. Other Responsibilities:

- 3.1. Handle concerns of ratepayers when the Public Works Manger and/or Public Works Road Foreman are not available
- 3.2. Contact appropriate suppliers and arrange for rental equipment as necessary.
- 3.3. Perform all other related duties, as assigned by the Chief Administrative Officer or Public Works Manager or designate.

QUALIFICATIONS

- Maintain proper inventory procedures, ordering and accounting of parts, supplies, products, and materials effectively from appropriate suppliers.
- Maintain cost accounting records on County equipment, warranty checks and claims.
- Assist in budget preparation and ensure budgetary control is maintained by administering funds in accordance with the County's approved Annual Budget and monitoring expenditures.
- Produce confidential and non-confidential detailed reports for County Council meetings and attend Council meetings as required.
- Be competent and proficient in all aspects of light and heavy-duty equipment testing, diagnosing, and repair of diesel and gasoline engines, fuel systems, emission systems, electronic systems and hydraulic systems.
- Oversee all aspects of Public Works Shop staff and operations including but not limited to work plans, time sheets, work orders, and daily vehicle / equipment checklists.
- Prioritize and perform required repairs, inspections and preventative maintenance on fleet vehicle and equipment to maximize the safety, productivity, and life of the unit.
- Ensure all municipal assets are managed and maintained in accordance with current regulations, best practices, and County policies.
- Carry out a system of preventative maintenance on County vehicles and equipment and schedule repairs at the most opportune time.
- Conduct Commercial Vehicle Inspection Program (CVIP) inspections on vehicles and equipment according to Provincial standards.
- Maintain proper inventory procedures, ordering and accounting of parts, supplies, products, and materials effectively from appropriate suppliers.
- Maintain cost accounting records on County equipment, warranty checks and claims.
- Assist in budget preparation and ensure budgetary control is maintained by administering funds in accordance with the County's approved Annual Budget and monitoring expenditures.
- Produce confidential and non-confidential detailed reports for County Council meetings and attend Council meetings as required.
- Be competent and proficient in all aspects of light and heavy-duty equipment testing, diagnosing, and repair of diesel and gasoline engines, fuel systems, emission systems, electronic systems and hydraulic systems.

Title: Shop Foreman		Policy No.: 08-05
Section: 1 - M Job Description	Code: P-A	Page No: 4 of 4

- Oversee all aspects of Public Works Shop staff and operations including but not limited to work plans, time sheets, work orders, and daily vehicle / equipment checklists.
- Prioritize and perform required repairs, inspections and preventative maintenance on fleet vehicle and equipment to maximize the safety, productivity, and life of the unit.
- Ensure all municipal assets are managed and maintained in accordance with current regulations, best practices, and County policies.
- Carry out a system of preventative maintenance on County vehicles and equipment and schedule repairs at the most opportune time.
- Conduct Commercial Vehicle Inspection Program (CVIP) inspections on vehicles and equipment according to Provincial standards.

EMPLOYEE EVALUATION

- Evaluated by the Public Works Manager on a yearly basis.
- Salary Range: as per Policy 01-03: Organizational Chart.

Carried.

Policy Statement No. 1-M-25-03: Grader Operator – Job Description

1126-21: Gawalko

That Smoky Lake County Management Policy Statement No. 1-M-25-03: Grader Operator – Job Description, be amended:

Title: Grader Operator		Policy No.: 25-03
Section: 1 - M Job Description	Code: P-A	Page No: 1 of 4

Classification: As per International Union of Operating Engineers – Local 955

Purpose:

The Grader Operator shall report directly to the Public Works Manager and is assigned a work area by the Public Works Manager.

The Grader Operator performs skilled work of operating a motor grader under various applications and operating conditions such as gravel road blading, snow plowing, application of dust controls, road construction grading and finishing grading.

The Grader Operator's duties are key to the maintenance and construction of roads and road right-of-ways. The wages and benefits for the position are based on the International Union of Operating Engineers Local 955 Collective Agreement, under the job classifications of: Equipment Operator III or Equipment Operator IV.

Policy Statement and Guidelines:
RESPONSIBILITIES
<p>Equipment Operator III: Maintenance (Beat) Grader Operator and Equipment Operator IV: Construction Grader Operator positions are responsible for operating Municipal equipment in a safe and effective manner to ensure the roadways are accessible, safe, and in good condition. The Grader Operator follows direction from the Public Works Manager as to daily tasks and expectations for each specific project, job site or area.</p>
<p>1. General</p> <ol style="list-style-type: none"> 1.1. Operate all types of motor grader equipment and attachments including front blade, v-plow, snow wing and rear mounted ripper/scarifier. 1.2. Notify the Manager of any missing, broken, or damaged regulatory road signs. 1.3. Complete and submit daily time sheets and maps/logs of roads graded for the Public Works Manager's approval, on a regular basis. 1.4. Maintain a record of fuel, blades, types of blades, on daily time sheets and submit to them to the Public Works Manager when requested. 1.5. Maintain courteous relations with the public, contractors, Council members and other co-workers. 1.6. Fulfill irregular work schedules/hours caused by adverse weather conditions. 1.7. Communicate with Public Works Manager as to the daily job specifications.

Title: Grader Operator	Policy No.: 25-03
Section: 1 - M Job Description	Code: P-A Page No: 2 of 4

<ol style="list-style-type: none"> 1.8. Assist in dust control procedures on County roads. 1.9. Perform other related duties as assigned or required by the Public Works Manager or Public Works Road Foreman. 1.10. Assure the equipment being operated is maintained properly to maximize the life of the equipment, by being familiar with and incorporating information derived from the equipment's Operator's Manual. 1.11. Perform daily pre-start up procedures, i.e. check fluid levels, ensure the equipment is in good running order, and complete the Daily Equipment Checklist. 1.12. Perform and assist with inspections for the equipment being used, and fully support and participate in preventive maintenance procedures and routine maintenance as they develop. 1.13. Make every attempt to diagnose major problems and undertake minor repairs if possible and advise the Shop Foreman of all repairs performed and/or required. 1.14. Keep interior and exterior of equipment in a clean condition, relative to the job. 1.15. Change the various blades as required, including straight, serrated and carbide tooth blades. 1.16. Assist in dust control procedures on County roads. 1.17. Perform other related duties as assigned or required by the Public Works Manager or Public Works Road Foreman. 1.18. Perform other related duties as assigned or required by the Public Works Manager or Public Works Road Foreman. 1.19. Assist in dust control procedures on County roads. <p>2. Safety:</p> <ol style="list-style-type: none"> 2.1. Ensure that Smoky Lake County's Health and Safety Program along with the requirements and procedures as outlined in the Safety Policy Manual are adhered to, and the Alberta Occupational Health and Safety (OH&S) standards are met. 2.2. Perform Safety Hazard Assessments. 2.3. Attend training sessions and workshops, as required.

Title: Grader Operator	Policy No.: 25-03
Section: 1 - M Job Description	Code: P-A Page No: 3 of 4

<p>3. Equipment Operator Classification:</p> <p>3.1. Equipment Operator III – Maintenance (Beat) Grader Operator</p> <ol style="list-style-type: none"> 3.1.1. Operate a CAT 160 (or equivalent) grader with a weight rating of approximately 45,500 lbs for the purpose of regular road maintenance blading of gravel dirt roads in a designated area to ensure safe public travel on roadways within the County. 3.1.2. Perform basic operations to spread gravel and removal of large rocks from road surfaces, shaping, and re-instatement of the road crown to between 2% and 3% as required. 3.1.3. Perform winter maintenance activities and snow plowing in accordance with the County policies and procedures as approved by Council including snowplowing using the front blade and snow wing as required. 3.1.4. Be readily available to for the purposes of communication with the Public Works Manager at all times, by the radio, cellular telephone or telephone at their residence. 3.1.5. Perform winter maintenance activities and snow plowing in accordance with the County policies and procedures as approved by Council including snowplowing using the front blade and snow wing as required. 3.1.6. For beat operators living within their designated beat area, the County may enter an agreement with the operator to keep the grader at their residence. The County would provide fuel, power and required supplies pursuant to County Policy. <p>3.2. Equipment Operator IV – Construction Grader Operator</p> <ol style="list-style-type: none"> 3.2.1. Operate a CAT 14 (or equivalent) grader with a weight rating of approximately 57,250 lbs to undertake construction grading, to perform precise mixing of dust suppressant products and spreading of materials for road construction applications for both rough and finishing grade. 3.2.2. Dry and prepare road surfaces to precise grade specifications during construction. 3.2.3. Be proficient at road shoulder definition and crowning of the road while performing shoulder pulls and/or laying out cold-mix aggregate material. 3.2.4. Be always readily available to the Public Works Manager by the radio in the machine and /or cellular telephone and/or telephone at their residence.

Title: Grader Operator	Policy No.: 25-03
Section: 1 - M Job Description	Code: P-A
	Page No: 4 of 4

QUALIFICATIONS
<ul style="list-style-type: none">▪ Equipment Operator III – Maintenance (Beat) Grader Operator:<ul style="list-style-type: none">▪ Five (5) or more years of motor grader operating experience in maintaining gravel roads and operating road maintenance equipment.▪ Equipment Operator IV – Construction Grader Operator:<ul style="list-style-type: none">▪ Five (5) or more years of motor grader operating experience in road construction and construction methods, such as finishing; and operating heavier equipment (14M Graders or larger).▪ Minimum of a valid Class 5 Alberta Operator's License.▪ The ability to work alone and with the need (on occasion) to work long hours and/or irregular schedules, including evenings and weekends, required.▪ Be comfortable working in all types of weather (rain, cold, or extreme heat) and dusty conditions.▪ Withstand common vibratory motion associated with operation of equipment and occasionally rough terrain.▪ Have mechanical aptitude to perform routine inspections and servicing of equipment.▪ The ability to lift heavy blades for the purposes of replacement.▪ Be able to lift approximately 50 pounds, sit for prolonged periods of time, drive and climb in and out of equipment.▪ Be safety conscious and attentive to the working environment.▪ Be road tested for grader operating skills.▪ Understand oral and written instructions.▪ Have great attention to detail and a high stress tolerance.
EMPLOYEE EVALUATION
<ul style="list-style-type: none">▪ Evaluated by the Public Works Manager on a yearly basis.

Carried.

Sympathy Gift Basket to Juanita Marios, Executive Director of Métis Crossing

1127-21: Lukinuk

That Smoky Lake County approve to extend condolences to Juanita Marois, Executive Director, Metis Crossing for the recent loss of a family member and provide a sympathy gift basket sourced locally in the amount of \$150.00, to be funded from the 2021 Operating Budget entitled "Promotion, Public Relations".

Carried.

Financial Statements

As annexed to the minutes:

↳ Financial Statement – May and June 2021.

Action List(s)

Action Lists:

- i. County Council Departmental Meeting – June 22, 2021.
- ii. County Council Meeting – June 24, 2021.
- iii. County Council Special Meeting – June 28, 2021.
- iv. County Council Departmental Meeting – July 20, 2021.
- v. County Council Committee of the Whole for the Purpose of Planning Meeting – July 28, 2021.
- vi. County Council Special Meeting – August 5, 2021.

Chief Administrative Officer's Report

1128-21: Gawalko

That Smoky Lake County's Chief Administrative Officer's report for the period of June 25, 2021 to August 19, 2021, be accepted and filed for information.

Carried.

5. Issues for Information:

Finance Manager's Report:

Actual to Budget Report

Brenda Adamson, Finance Manager presented an updated Financial Report for the period of June 16, 2021 to August 18, 2021.

Tax Agreement with Deborah Pruden for Property Tax Roll Number 13620412

1129-21: Halisky

That Smoky Lake County execute a Tax Agreement with Deborah Pruden for Property Tax Roll Number 13620412, legally described as Lot 1 Block 2 Plan 1324428, in accordance with Policy Statement No 12-01-01: Tax Agreement, to recover the tax arrears on the said property, with a payment schedule of \$210.22 per month for a period of 36 months effective September 1, 2021 to September, 2024.

Carried.

Tax Agreement with Deborah Pruden for Property Tax Roll Number 13620410

1130-21: Gawalko That Smoky Lake County execute a Tax Agreement with Deborah Pruden for Property Tax Roll Number 13620410, legally described as SE-04-062-14 W4, in accordance with Policy Statement No 12-01-01: Tax Agreement, to recover the tax arrears on the said property, with a payment schedule of \$269.32 per month for a period of 36 months effective September 1, 2021 to September, 2024.

Carried.

Tax Agreement with Krysta Kushniruk for Property Tax Roll Number 32210102

1131-21: Cherniwchan That Smoky Lake County execute a Tax Agreement with Krysta Kushniruk for Property Tax Roll Number 32210102, legally described as Lot 2 Block 1 Plan 7922056, in accordance with Policy Statement No 12-01-01: Tax Agreement, to recover the tax arrears on the said property, with a payment schedule of \$146.96 per month for a period of 36 months effective September 1, 2021 to September, 2024.

Carried.

Schedule a Budget Meeting

1132-21: Halisky That the next Smoky Lake County Council Budget meeting be scheduled for Wednesday, September 15, 2021 at 9:00 a.m. in accordance with Policy Statement No. 08-11: Budget Development, to be held virtually, through Electronic Communication Technology as per Bylaw 1376-20 **and/or** physically in County Council Chambers.

Carried.

Five-Year 2021- 2025 Financial Plan

1133-21: Gawalko That Smoky Lake County Council acknowledge the Public Participation process was engaged for the five-year 2021- 2025 Financial Plan and approve the 2021- 2025 Financial Plan.

Carried.

Finance Manager's Report

1134-21: Gawalko That Smoky Lake County's Finance Manager's Report for the period of June 16, 2021 to August 18, 2021, be accepted and filed for information.

Carried.

Division Three - Reeve's Report on Various Committees, Boards & Commissions

Craig Lukinuk: Reeve and Division Three Councillor's Report from various Committees, Boards and Commissions:

June 17, 2021 – FedGas Insurance Reciprocal Exchange, held Virtually: (All Council)

- Reviewed the Audited Financial Statements.
- Review the FedGas Insurance Reciprocal Exchange Report

June 18, 2021 - Victoria Dist. Ec. Dev Strategy Implementation Working Group, held Virtually: (Craig)

- Discussed the legal action plan to establish the Municipally Controlled Corporation with the Town of Smoky Lake and updates from the group.

June 19, 2021 – Alberta Fire Chief Annual General Meeting: (Craig)

- 2020 financial Review adopted.
- Appointment of the Auditor David LeBlanc.
- Lifetime Memberships Awards to Greg van Tighem and Chris Senaratne.
- Honorary Membership to Don Rosland.
- Resolution that AFCA be amended to include a new elected position on the Board of Directors and the executive committee to be filled by an elected secretary-treasurer.

June 19, 2021 – Alta AGM: (Craig)

- Reviewed Audit Financial Statement.
- Discussion on the status of the Alberta Library Planning Committee. A decision has now been made to dissolve it.

June 21, 2021 – Regional Economic Development Committee (RCDC), held in Chambers/Virtually: (Craig, Lorne, Johnny)

- Approved for Smoky Lake Regional Chamber of Commerce Association to utilize the Community Economic Development Officer (CEDO) for their shop local campaign.

- Approved to amend the Strategic Priorities chart to include the Vilna Mainstreet Revitalization Project.
- Review the Performance Appraisal with the Contract CEDO: Michelle Wright.

June 22, 2021 - Council Departmental Operations meeting, held in Chambers/Virtually: (all Council)

- Approved to proceed with a geotechnical study on Range Road 130, North of Highway 28, for approximately 8.25 Miles.
- Approve to purchase a 2021 Kenworth, Model T880 and a 2021 John Deere 6175M Cab Tractor in accordance with the budget.

June 24, 2021 - Council Regular Meeting, held in Chambers/Virtually: (all Council)

- Held a Public Hearing for input in favour or opposed to Bylaw No. 1398-21 Cancellation of a portion of "FIRST AVE" and "MAIN ST" in Edwand.
- Gave First Reading to Bylaw No. 1398-21: Cancellation of a portion of "FIRST AVE" and "MAIN ST" Edwand.
- Gave Third & Final Reading to Bylaw No. 1399-21: Regional Community Development Committee (RCDC).
- Gave Third & Final Reading to Bylaw No. 1400-21: Procedural Bylaw.
- Gave Third & Final Reading to Bylaw No. 1371-20: Joint Agreement to Regionalize the Smoky Lake County Regional Heritage Board (SLCRHB).
- Review the draft Ukrainian Twinning Committee – Terms of Reference Proposed Bylaw.
- Gave Third & Final Reading to Bylaw No. 1401-21: Borrowing Bylaw.
- Repealed the redundant Policy Statement No. 08-04-02: Interim Budget.
- Approved to advertise the County 5-Year Financial Plan for 2021 - 2025 and Financial Survey for Public Feedback.
- Approved in-kind assistance to install directional signage to the Highland Hall and to the Chohor Church.
- Approved to advertise to sell eleven pieces of surplus equipment.
- Acknowledged the flags lowered on Monday, May 31, 2021, to half-mast to honour and remember the 215 Indigenous children who never returned home and whose lives were lost at the Kamloops, B.C residential school.
- Approved the unbudgeted expense to undertake a survey to determine recommendations for repairs to the Smoky Lake Creek channel.
- Accepted with regret the retirement of Mr. Edward English Peace Officer / Parks and Recreation Manager, and Mr. David Kully Public Works Shop Foreman, effective at the end of July 2021.
- Proclaimed National Drowning Prevention Week as July 18-24, 2021.
- Acknowledged the agreement to conduct an advance vote and vote of the electors for the Senate Election and the Referendum Vote(s) for Saddle Lake Cree Nation and Whitefish Lake 128.

June 25, 2021 - Victoria Dist. Ec. Dev Strategy Implementation Working Group, held Virtually: (Craig)

- Received updates on the progress of the legal action plan to establish the Municipally Controlled Corporation with the Town of Smoky Lake and updates from the group.

June 28, 2021 – Government Liaison Committee Meeting with MLA van Dijken, held Virtually: (all Council)

- Brought awareness to Mr. Glenn van Dijken, MLA Athabasca-Barrhead-Westlock Constituency to the following issues and information:
- Waskatenau Nuisance Grounds Reclamation Project - for the purpose of varying the 300-meter setback distance for development,
- Mons Lake Shoreline Restoration Project - for the purpose of stabilizing and restoring ecological integrity to the degraded shoreline at Mons Lake recreation area,
- Delays for Water Act Approvals for North Saskatchewan River Emergency Accesses,
- Delays for Alberta Transportation Roadside Development Permits,
- Delays for Road Closures and Lost File, and
- Seasonal Docks and other Mooring Structures for Personal Recreational Purposes.
- Vilna Health Centre's Laboratory reduction hours of operations,
- Highway 28/63 Regional Water Services Commission's Whitefish Lake First Nation #128 Project
- Victoria District Economic Development Strategy & Municipally Controlled Corporation (MCC).

June 29, 2021 – Special Meeting: (All Council)

- Ratified Local 955 Agreement.

June 30, 2021 – Smoky Lake Regional Fire & Rescue Committee Meeting, held virtually: (Craig, Randy, Lorne, Johnny)

- Accept the recommendation for each respective Municipality to remain non-accredited to allow the Province of Alberta to provide the Fire Safety Code Inspection service at no cost to the Municipalities.
- Acknowledged the Memorandum of Agreements with Transitional Solutions Inc. (TSI) for conducting the Smoky Lake Regional Fire Services Review, which is funded by the 2020/21 – Alberta Community Partnership (ACP) Intermunicipal Collaboration Grant.

July 5, 2021 – Meeting with Minister of Infrastructure, (Craig)

- Had a Meet and Greet with Minister Prasa Panda Minister of Infrastructure and Dale Nally Associate Minister of Natural Gas \Electricity.
- Discussion on several topics of past, present and potential future projects.

July 9, 2021 - Victoria Dist. Ec. Dev Strategy Implementation Working Group, held Virtually: (Craig)

- Received updates from the group on the progress of the formation of the corporation Municipally Controlled Corporation (MCC).

- July 11, 2021 – Chahor Church: (Craig, Randy)
- Presented a Certificate of Congratulations in Recognition of the 100th Anniversary of the founding of Chahor Russo-Orthodox Church.
- July 12, 2021 – N.E. Muni-Corr Ltd. Meeting, held in St. Paul: (Craig, Johnny)
- Discussion of a fee structure wanting to be placed on the Part nine members by Muni Corr which have waterlines\utilities running parallel to the Muni Corr Trail right of way.
- July 15, 2021 – Elevate Wellness: (Craig, Lorne)
- Reviewed Physical Activity Survey Results.
 - Review Logo for branding purposes.
 - Reviewed Action List what has been completed to date.
 - Discussion on Physical Activity Review.
- July 20, 2021 - Council Departmental Operations meeting, held in Chambers/Virtually: (all Council)
- Approved to execute the replacement Memorandum of Understanding (MOU), for a 3-year period, with Alberta Environment and Parks (AEP) in Support of Identifying Potential Wetland Replacement Projects for the Wetland Replacement Program.
 - Acknowledge receipt of the draft North Saskatchewan in Alberta Heritage River Nomination Document.
 - Approved to sell the County owned land containing 2.01 acres, located within the Village of Vilna, to the Village of Vilna.
 - Accepted bids on the County's surplus equipment and sold 9 pieces of equipment.
 - Approved in-kind to the Victoria Trail Agricultural Society for Gravel at the arena and fitness centre facility in Waskatenau.
- July 21, 2021 – Smoky Lake Region & Kosiv Region Gift Exchange (Ukrainian Twinning), held virtually: (Craig, Johnny)
- Received a pottery gift to Smoky Lake Region, handmade by Kosiv local artist, Serhiy Dutka.
 - Presented a framed mirror gift to Kosiv, made by Smoky Lake Region entrepreneurs, Katilynn & Alyson.
- July 23, 2021 - Victoria Dist. Ec. Dev Strategy Implementation Working Group, held Virtually: (Craig)
- Confirmed the Minister of Municipal Affairs is in support, and in favour of the MCC.
- July 28, 2021– Council Committee of the Whole – Planning, held in Chambers/Virtually: (all Council)
- Reviewed Intermunicipal Development Plan Bylaw between the Town of Smoky Lake and Smoky Lake County.
 - Received an update on the Lake Subdivision Wayfinding Signage project.
 - Reviewed the report summarizing Public Participation results, titled: 'What We Heard' Report: Hamlet Chickens, Lake Lot RVs, & Dark Skies.
 - Reviewed the updated draft North Saskatchewan in Alberta Heritage River Nomination Documents.
- August 4, 2021 – Smoky Lake Region & Kosiv Region (Ukrainian Twinning), held virtually: (Craig)
- Discussed the Smoky Lake Region's tourism strategy ecological, heritage & cultural, and the opportunity of history & cultural aspects developing the Ukrainian tourism in the region.
 - Discussed the Kosiv Region's desire to be represented in Smoky Lake such as through ceramics, art, or participation in events and cultural education.
- August 5, 2021 – Municipal Planning Commission, held in Chambers/Virtually: (all Council)
- Approved Development Permit No. 037-21: PLAN 1955CL, BLOCK 1, LOT 23, for the development of a "Manufactured Home".
- August 5, 2021 – Council Special Meeting, held in Chambers/Virtually: (all Council)
- Declared a Municipal Agricultural Disaster effective August 5, 2021, in response to widespread drought conditions, low growing season moisture, coupled with long periods of heat and wind, which have significantly depleted soil moisture reserves, and have severely impacted all segments of agricultural production within Smoky Lake County.
 - Approved to pursue a contract agreement for the purpose of short-term bylaw enforcement services with Tammy Goddu, Certified Forensic Science Investigator (CFSI), Bylaw Enforcement Services, Investigative Assurance.
- August 6, 2021 - Victoria Dist. Ec. Dev Strategy Implementation Working Group, held Virtually: (Craig)
- Received update on Métis Crossing's activities and a summary of grant applications made by stakeholders in the Smoky Lake Region.
- August 10, 2021 - Agricultural Service Board (ASB) Meeting held in Chambers/Virtually: (All Council)
- Amended Policy Statement No. 62-28-04: Mowing Program.
 - Received reports for the 2021: Pest Monitoring, Weed Inspection, Mowing Progress, & Herbicide Progress.
 - Received an update on activities from Lakeland Agricultural Research Association (LARA).
- August 10, 2021 – County Environmental Operations Meeting held in Chambers/Virtually: (All Council)
- Approved action taken by the Chief Administrative Officer in applying for a \$375,000 grant through the Canada Community Revitalization Program for the Project Titled "Create an accessible interpretive recreational trail at Hanmore Lake".
 - Acknowledged the redistribution of duties from the Parks and Recreation Manager to the Environmental Operations Manager and recommended the Environmental Operations Department name be changed to "Environment & Parks" at the next Organizational Chart review.

August 10, 2021 – County Fire Protective Meeting held in Chambers/Virtually: (All Council)

- Approved to cancel two Fire Invoices for services that were already paid for by insurance companies.
- Approved to waive penalties subject to full payment being received on an invoice.
- Approved to send one invoice to a collection's agency.
- Approved to cancel uncollectable invoices.
- Approved to sell 12 surplus VHF radios to Métis Crossing at \$300.00 each.
- Approved in-kind assistance of lending and delivering picnic tables and bleachers to Métis Crossing for the 91st Métis Nation of Alberta's Annual General Assembly.

August 10, 2021 – County Natural Gas Meeting held in Chambers/Virtually: (All Council)

- Acknowledge receipt of the letter from the Federation O&M Auditor, in respect to the O&M Audit on Smoky Lake County completed on June 15, 2021.

August 13, 2021 - Treaty 6 and concurrent Métis Nation Flag Raising Ceremony, held at the County Main Office: (Craig, Johnny, Lorne, Danny)

- Honoured the Confederacy of Treaty Six and Métis Nation of Alberta peoples by raising their flags and permanently installing their flags in County Council Chambers.

August 15, 2021 – Senator Paula Simons: (Craig)

- Had a meet and greet with Senator Paula Simons at Metis Crossing.

Reeve's Report

1135-21: Gawalko

That Smoky Lake County's Reeve's Report for the period of June 17, 2021 to August 15, 2021, be accepted and filed for information, and posted to the County website.

Carried.

Division One Councillor's Report on various Committees, Boards and Commissions

Dan Gawalko - Division One Councillor's Report from various Committees, Boards and Commissions:

- No report.

Division Two Councillor's Report on various Committees, Boards and Commissions

Johnny Cherniwchan - Division Two Councillor's Report from various Committees, Boards and Commissions:

Reports provided from the August 16, 2021, N.E. Muni-Corr Ltd. Meeting agenda package included:

- Financial Budget to Actual report, dated June 30, 2021.
- Financial Customer Aged Summary dated June 30, 2021.
- Report to the board dated August 16, 2021, outlining manager activities and hours worked.

Division Four Councillor's Report on various Committees, Boards and Commissions

Lorne Halisky - Division Four Councillor's Report from various Committees, Boards and Commissions:

August 09, 2021 – Smoky Lake Agricultural Society Meeting (in-person): Lorne Halisky

- Security cameras – Invoice from Gemelli Security has come in higher than original. There was a leak in the ceiling that messed up the alarm wiring.
- Community Learning Council has offered some money towards the Jody Carrington evening – has been received.
- Casino Fun Night – November 6, 2021.
- Outside addition is on the go. Money has been given with the May deadline.
- Alberta Ag is basing the annual grant on the last 5 years, because of the lack of activity during COVID. The base grant is \$17,500 plus additional to bring it to \$55,000.
- Kinettes & Ag Society have submitted request for funding (Healthy Communities Grant) for the outdoor ice ring, plus a skating loop \$225,000. Should hear by early September.
- Heifer Raffle – please sell tickets! Advertising to be on K97 & CFCW. Gibbons Motor Sports has taken some books.
- Financial Statement was presented by the treasurer with less revenue made due to Covid, trying to collect from sign sponsors, looking at ways to cut utility costs, however all is in good standing.
- Bingo is scheduled to commence on September 8, 2021.
- Concert for Pumpkin Fair: Gord Bamford plus 2 other acts.
- Next Smoky Lake Agricultural Society Meeting is TBD.

August 12, 2021 – Joint Health and Safety Meeting (in-person): Johnny Cherniwchan and Lorne Halisky

- 4 employees (Waskatenau Fire Dept.) trained in First-Aid/CPR and 2 New Employee Orientations.
- Joint Health & Safety Committee acknowledge the retirement of Ed English – Peace Office / Parks and Recreation Manager, effective July 31, 2021, and David Kully – Public Works Shop Foreman, effective July 30, 2021; and appoint Mark Fedoretz, Public Works Interim Shop Foreman, to the Joint Health and Safety Committee.
- Joint Health & Safety Committee adopt the revised Safety Policy Statement No. 06-02: Workplace Violence and Harassment Prevention Plan, as amended.
- Joint Health & Safety Committee acknowledge employees assigned to perform Site Inspections in areas which are not their regular area of work as per a set schedule.

- There were 4 incidents reported for the period of July 9th, 2021 to August 12, 2021: July 12, 2021, loss time WCB claim – Vilna & District Volunteer Fire Fighter felt a pop inside their shoulder while on scene using an axe and continued to work a little longer then went to the hospital. July 12, 2021, property damage – Smoky Lake County Fire Unit 405 had damage occur when a burning tree fell onto it while on scene due to lack of situational awareness and higher priorities. August 4, 2021, property damage – a Grader Unit cutting the edge of the road met a leaning tree limb which resulted in the side window of the cab being smashed. August 10, 2021, theft and property damage – two packer Units 625 and 642 were vandalized between 5:00 p.m. August 9, 2021 and 6:30 a.m. August 10, 2021, a fuel cap and fuel was stolen along with a water tank and two batteries; the RCMP were notified; going forward, whenever possible, equipment will not be left on road right of ways overnight.
- Internal Audit Action Plan had some progress since last reporting period reported by the Safety Officer.
- Everyone in the County Administration and Shop areas are still healthy from Covid. However, all employees must follow the Return-to-Work Guidelines. Being aware of rising COVID cases and the importance of vaccinations - those that can, should.
- The absence of sleep, good diet, exercise, relaxation, and time with friends and family isn't something to be applauded. Being overworked is not a badge of honour, but a systemic problem that leads to burnout. – brilliant internet quote from unknown.
- Reminder at the end of August School is back. Please help keep everyone safe by: Observing school zone speeds, proceeding carefully through crosswalks when safe, watch for running children and always stop when school bus lights are flashing.
- There has been an increase of bear activity throughout our region so know your surroundings, watch for their activity, take caution, and be prepared such as have an escape plan, use bear spray etc.
- With the hot temperatures and dry conditions recently wasps and hornets etc. are on the rise so ensure to be on the lookout for their activity including nests etc. as they can be aggressive and sting. Be prepared and carry personal medication such as an EpiPen if required. Continue to watch for heat exhaustion, heat stroke etc. signs and seek medical attention if required.
- Fall harvest is starting. Large farm equipment is on the roads so drive with caution, paying extra attention to the equipment/vehicle blind spots etc., give farm equipment/vehicles the right of away and plan your drive.
- Safety Officer is starting up toolbox meetings and implementing Emergency Drill Procedures.
- Theft in the region continues so please ensure all vehicles/equipment whether County owned or personal are secured etc. and report all suspicious activities to the RCMP immediately.
- Keep your mind on task at all times, conduct hazard assessments, and report all incidents to help prevent loss.
- Please continue to report all hazardous road conditions including fallen or leaning trees, missing road signs etc. to County Public Works.
- Next JH&S Meeting is scheduled for Thursday, September 16/21.

August 12, 2021 – Bellis Board of Trade Meeting (in-person): Lorne Halisky

- Metis Crossing and Victoria District Strategic Plan. Many are interested in being a part of it.
- Ag Producers are encouraged to grow Hemp for fiber to supply an operations facility in Bruderheim.
- New H.A.K school will soon start construction.
- Round About is complete on Highway 28 and Secondary 831.
- Lobbying to resurface Highway 28 from Waskatenau to east side of Smoky Lake County.
- The Water Commission Line is completed. Looking into grant/ funding for Bellis to tie into this water.
- Bellis School sale fell through. Hopefully, the “unsightly” property mess can be cleaned up.
- Primary Care Network: will offer specialty health services such as foot technician, chiropractor etc., working on getting an optometrist, hearing tests are provided at Pharmacy.
- The Russ home is being looked at to be moved to Victoria Trail Interpretive Centre.
- Financial Statement was presented by the treasurer and all in good standing.
- Bellis Hamlet Sign off Highway 28 needs repair so quotes are being looked into as well as grant funding.
- Kaduk Lake and Bellis Beach Campgrounds need to have better care to attract more tourism in Bellis area.
- Memorial benches for late Bellis Board of Trade Members will be installed within the Bellis Hamlet.
- Next Bellis Board of Trade Meeting is scheduled for Wednesday, October 20/21.

August 18, 2021 – Vilna and Bellis COP (Citizens on Patrol) Meeting (in-person): Danny Gawalko and Lorne Halisky

- RCMP was not in attendance for the meeting however it was discussed that crime is still occurring and to continue to report suspicious activities to help prevent crime etc.
- Fish and Wildlife (Sherriff) Officer Erik Von Platen stated that he is assisting the police force with calls through a new dispatch system which summons a closest vehicle response. Fish and Wildlife have been extremely busy with lake activity etc. Off Road Vehicle enforcement needs more attention as there are more trail users on the Iron Horse Trail etc. finding riders to not have proper insurance, registration etc. He thanked Smoky Lake County for the installation of the IHT user signs and Peace Officer support etc. An additional Fish and Wildlife (Sherriff) Officer will be arriving mid-October/21.
- Financial statement was presented with all in good standing.
- Members discussed COP patrols and documenting the patrols using the existing tracking form.
- ID Card orders are complete and distributed to the members.
- COP sign quotes were received, and 25 signs will be ordered. Vehicle magnetic (4) signs are being looked into.
- Meat Raffle tickets/ draw fundraising is going well.
- Advertising pens are a good thing so 500 more pens will be ordered.
- ACOPA AGM is scheduled for September 24 to 26/21.

- COP Admin to get/give something such as a donation in memory of Edgar Lacasse past COP President and long-standing member. Also sent a condolence card to Tina Chan and received a thank you in return. Will send a thank you to the Smoky Lake County for annual funding.
- Next Vilna and Bellis COP Meeting is scheduled for Wednesday, October 27/21.

Division Five Councillor's Report on various Committees, Boards and Commissions

Randy Orichowski - Division Five Councillor/Deputy Reeve's Report from various Committees, Boards and Commissions:

Smoky Lake Seniors Foundation meeting held August 11/2021

- Managers, maintenance, and CAO report attached
- No progression on installing internet towers on lodge roof top. Town may be considering other options.
- New Covid 19 Visitor Policy from Chief Medical Officer of Health for seniors facilities. Copy attached
- Minister of Seniors has tentatively scheduled a visit of Bar V Nook for August 26/2021
- Still receiving Covid relief funding from the Province
- t) Next Meeting Scheduled for September 16th, 2021 at 9 a.m.

Highway 28/63 Regional Water Services Commission meeting held August 16/2021

- Minutes of June 23th meeting attached
- Commission Manager report attached
- Financial reports attached
- Ryan Krausher updated the members on the WFLFN water line project Still waiting for signature documents from the Band. The system is ready for WFLFN to receive water. Complete report attached.
- The commission received a letter from a business wanting to tie into the regional water line by Egremont. The letter was forwarded to Thorhild County as that portion of line is considered an asset of Thorhild County
- Further review of all Commission Assets to take place and documented. This is also required for insurance purposes.
- Five new bylaws will be presented for first reading at the September meeting
- Next meeting is scheduled for September 29th 2021 at 10 a.m.

Evergreen Regional Waste Management Services Commission meeting held August 25/2021

- Discussion on metal prices. Evergreen manager and municipal operators are meeting on August 27th to see who is offering the best price
- Recycling Council of Alberta conference being held in Banff on Sept. 29th to Oct 1st 2021.
- A policy for use of video surveillance at the regional site has to be developed.
- Regional site visit by st. Paul Deputy Fire Chief and his report attached
- Bylaw No.12 was passed with 3 readings. (attached)
- Next meeting is scheduled for September 22nd 2021 at 10 a.m.

Councillors Reports on Various Committees, Boards and Commissions

1136-21: Lukinuk That the Smoky Lake County Councillors Reports received for the period of June 16, 2021 to August 25, 2021 be accepted and filed for information.

Carried.

Government Liaison Committee:

Alberta Transportation Meeting – Rural Municipalities of Alberta (RMA) Convention

1137-21: Orichowski That Smoky Lake County schedule a meeting with the Minister of Alberta Transportation at the Rural Municipalities of Alberta (RMA) Fall 2021 Convention to advise of the County's 2021/2022 Priorities:

- Strategic Transportation Infrastructure Program (STIP) Grant-Coordination,
- Highway 28/63 Regional Water Services Commission's Whitefish Lake First Nation #128 waterline funding,
- Local Bridge Funding,
- Highway 28 road resurfacing.

Carried.

Alberta Municipal Affairs Meeting – Rural Municipalities of Alberta (RMA) Convention

1138-21: Halisky That Smoky Lake County schedule a meeting with the Minister of Alberta Municipal Affairs at the Rural Municipalities of Alberta (RMA) Fall 2021 Convention to advise of the County's 2021/2022 Concerns:

- Strategic Transportation Infrastructure Program (STIP) Grant-Coordination,
- Downloading policing funding and other onto municipalities.

Carried.

Environment and Parks Meeting – Rural Municipalities of Alberta (RMA) Convention

1139-21: Orichowski That Smoky Lake County schedule a meeting with the Minister of Environment and Parks at their convenience to advise of the County's 2021 concerns and priorities:

- Crown Land: Beaver Trapping Damage Control Licensing,
- North Saskatchewan River for the Canadian Heritage River System (CHRS),
- Alberta Environment and Parks approvals - Red Tape reduction
- Strategic Transportation Infrastructure Program STIP program funding and the need for a coordinated effort to get work done in timely manner with respect to water flow and nesting seasons,
- Bed and Shore rights, and
- Docks and mooring approvals.

Carried.

RiskPro Committee:

Rural Municipalities of Alberta (RMA) Insurance – 2021 RiskPro Convention

1140-21: Gawalko That Smoky Lake County Council and relevant administration who can attend – attend the Rural Municipalities of Alberta (RMA) Insurance, RiskPro Pro virtual convention scheduled for September 30, 2021.

Carried.

6. Correspondence:

Alberta Justice and Solicitor General – Potential Provincial Police Service

1141-21: Halisky That Smoky Lake County acknowledge receipt of the correspondence from the Honourable Kaycee Madu, Minister, Alberta Justice and Solicitor General, dated June 23, 2021, replying to the County's letter dated May 31, 2021 concerning the potential provincial police service, stating: "If the Alberta government decides to proceed with further analysis, Justice and Solicitor General will conduct further study and engagement, which will include local policing perspectives from municipal partners."

Carried.

Two Hills Regional Chronicle

1142-21: Orichowski That Smoky Lake County acknowledge receipt of the letter from Jared Rajoo, Publisher, Two Hills Regional Chronicle, dated July 15, 2021, apologizing for the error published in the May 2021 edition of the Two Hills Regional Chronicle which was not authorized by Smoky Lake County and cancelling the invoice #INV-1188 in the amount of \$393.75.

Carried.

Strategic Transportation Infrastructure Program (STIP) - Bridge File BF09915

1143-21: Halisky That Smoky Lake County Council approve action taken in executing the Memorandum of Agreement with Her Majesty the Queen, in right of Alberta, as represented by Alberta Transportation for the Strategic Transportation Infrastructure Program (STIP), Local Road Bridge Component funding for the BF09915 - Emergency Bridge Repair Project, dated July 20, 2021, which is in place of previous funding approvals for repairs to BF77862 and BF78004, as per the correspondence received from Miranda Rowda, P. Eng., Infrastructure Manager, Alberta Transportation, dated July 19, 2021.

Carried.

Strategic Transportation Infrastructure Program (STIP) - Bridge File BF13398

1144-21: Orichowski That Smoky Lake County acknowledge receipt of the Strategic Transportation Infrastructure Program (STIP), Local Road Bridge Component funding approval for the BF13398 - Bridge Replacement Project, in the amount of \$664,400.00, as per the letter received from the Honorable Ric McIver, Minister of Alberta Transportation, dated June 21, 2021.

Carried.

Minister of Municipal Affairs - 2021 Gas Tax Fund (GTF)

1145-21: Cherniwchan That Smoky Lake County acknowledge the 2021 Gas Tax Fund (GTF) allocation of \$288,156.00, which includes \$140,800.00 of one-time-top-up funding to Smoky Lake County, as per the letter received from the Honorable Ric McIver, Minister of Municipal Affairs, dated July 5, 2021.

Carried.

Alberta Municipal Affairs - Minister's Awards for Municipal Excellence

1146-21: Gawalko That Smoky Lake County acknowledge receipt of the correspondence from the Honorable Ric McIver, Minister, Alberta Municipal Affairs, dated July 2021 in regard to the County's submission of the initiative "Smoky Lake Pumpkin Patch Daycare Co-op" to the Smaller Municipalities category for the 2021 Minister's Awards for Municipal Excellence, not being selected for the award.

Carried.

Redwater- Smoky Lake Victim Services Unit's Annual Charity Golf Tournament

1147-21: Halisky That Smoky Lake County donate in the amount of \$200.00 plus County promotional item valued at \$50.00 to support the Redwater-Smoky Lake Victim Services Unit's Annual Charity Golf Tournament scheduled for Sunday, August 29, 2021 to be held at the Smoky Lake Town & Country Golf Course.

Carried.

Strategic Transportation Infrastructure Program (STIP) – Bridge Project BF09915

1148-21: Cherniwchan That Smoky Lake County acknowledge receipt of the Strategic Transportation Infrastructure Program (STIP), Local Road Bridge Component funding approval for the BF09915 - Bridge Repair Project, in the amount of \$172,000.00, by redistributing the approved funding of the County's existing STIP approvals (bridge projects BF77862 and BF78004) to BF 09915; as per the letter received from the Honorable Ric McIver, Minister of Alberta Transportation, dated May 19, 2021.

Carried.

IBI Group - Project Construction Delay for Metis Crossing Solar Project

1149-21: Halisky That Smoky Lake County acknowledge receipt of the letter from Dylan Grove, IBI Group, dated June 30, 2021 in regard to a projected construction delay for the Metis Crossing Solar Project (MCSP) which is being developed by the Metis Nation of Alberta (MNA), due to unforeseen funding delays; and the revised anticipated project construction date is to start in October 2021 with a project completion date estimated to be by November 2022.

Carried.

Honourable Senator Paula Simons

1150-21: Cherniwchan That Smoky Lake County approve action taken by the Reeve in attending a meeting with Honourable Senator Paula Simons on August 15, 2021 at Metis Crossing, and acknowledge receipt of the letter received from Honourable Senator Paula Simons, as an Independent Senator from Alberta, as a member of the Senate Standing Committee on Energy, the Environment, and Natural resources, and as a born-and-bred Edmontonian, writing in support of the County's application to have the North Saskatchewan River declared a National Heritage River.

Carried.

Twelve (12) Acre Parcel of land at 911 West Railway Drive, Smoky Lake

1151-21: Halisky That Smoky Lake County advise Mr. Del Huchulak: the County is unable to move forward at this time on the offer letter, dated August 5, 2021, relating to a parcel of land containing twelve (12) acres within the Town of Smoky Lake, located at the municipal address of 911 West Railway Drive, due to the unknown results of the regional fire services study in progress.

Carried.

Metis Nation of Alberta 93rd Annual General Assembly

1152-21: Halisky That Smoky Lake County Council approve action taken by the Reeve in attending and bringing greetings to the opening ceremonies at the Métis Nation of Alberta's 93rd Annual General Assembly which was held at Métis Crossing from August 19-22, 2021.

Carried.

Minister of Municipal Affairs - 2021 Senate Election and Referendum Funding

1153-21: Gawalko That Smoky Lake County acknowledge receipt of the letter from the Honourable Ric McIver, Minister of Municipal Affairs, dated August 5, 2021, approving funding in the amount of \$4,922.00 based on a formula of \$1.00 per capita, as the initial payment along with a secondary payment in the amount of \$4,922.00 to be paid in October 2021, to conduct the 2021 Senate Election and Referendum, which will be held at the same time as local elections (October 18, 2021) to leverage efficiencies and economies of scale, while ensuring all Albertans have the ability to participate in the vote.

Carried.

The Vegreville News Advertiser Ltd.

1154-21: Orichowski That Smoky Lake County **defer** the letter received from Arthur Beaudette, General Manager, The Vegreville News Advertiser Ltd. dated August 13, 2021, inquiring about the County's annual advertising budget in light of The Vegreville News Advertiser Ltd. investigating the viability of opening a News Advertiser publication for the Smoky Lake Region, to a future Budget Meeting.

Carried.

Lakeland Today

1155-21: Cherniwchan That Smoky Lake County contact the Lakeland Today, which is an exclusive online news and information site providing breaking news powered by the Bonnyville Nouvelle, Elk Point Review, Lac La Biche Post, and St. Paul Journal; to express the need for coverage in the Smoky Lake Region, in light of the discontinuation of the Smoky Lake Signal newspaper.

Carried.

Hillside Acres, Whitefish Lake Environmental Reserve Issues

1156-21: Orichowski That Smoky Lake County defer the correspondence received from, and on behalf of, Gary and Anita DeWitt, dated August 16, 2021 and August 19, 2021, in respect to Hillside Acres, Whitefish Lake, including, but not limited to Environmental Reserve concerns, to a future Council Committee of the Whole Meeting, and extend an invitation to the writers and the community to attend.

Carried.

Golden View Fabricating Ltd. - Single Pass Road Maintainer

1157-21: Halisky That Smoky Lake County request Mr. Bruce Chern of Golden View Fabricating Ltd., to provide a proposal for a second demonstration of the “single pass road maintainer” including manpower and equipment supplied by Golden View Fabricating Ltd. at no cost to the County, further to the virtual video demonstration provided at the February 25, 2021 Council Meeting, as well as further to the original live demonstration held on May 26, 2021 on County roads.

Carried.

9. Information Release:

Information Releases: July and August 2021

1158-21: Cherniwchan That the following correspondence released to Smoky Lake County Council in accordance with Policy Statement No. 01-28-02: Council - Request for Information, for the month of July 2021 and August 2021, be (F) filed for information or (A) acknowledged receipt:

- R47-21: Aspen View Board Highlights – June 17, 2021. F
- R48-21: RMA: Contact Newsletter: July 9, 2021.F
- R49-21: Shae-Lynn Onufrichuk, Summer Program Coordinator, Town of Redwater, dated July 6, 2021 – Re: Invitation to Participate in annual Discovery Days Parade. F
- R50-21: 93rd Annual General Assembly- August 19-22, 2021, Metis Crossing Smoky Lake: “Honour Our Metis Veterans.” F
- R51-21: RMA: Contact Newsletter: July 16, 2021.F
- R52-21: RMA: President’s Update: July 2021.F. F
- R53-21: RMA: Contact Newsletter: July 30, 2021.F
- R54-21: Letter of Support for Inter-Provincial Nomination of the North Saskatchewan River for the Canadian Heritage River System (CHRS) – Honourable Senator Paula Simons, dated August 2021/Don Iveson, Mayor, City of Edmonton, dated August 16, 2021. A

Carried.

Thank You to Smoky Lake County

1159-21: Halisky That Smoky Lake County acknowledge the “Thank You” correspondence received from:

- Penny Fox, General Manager of Community Futures, St. Paul Smoky Lake Region, for supporting Lemonade Day 2021,
- Sgt. Tina Chan, Smoky Lake RCMP Detachment, for condolences.

Carried.

10. Bills & Accounts:

Bills and Accounts Approved for Payment

1160-21: Orichowski That all the Smoky Lake County Bills and Accounts approved for payment, including the bills and accounts recommended for payment by the Natural Gas Council, and including transfers to the Payroll Account, be filed for information:

County Council Meeting: Aug. 26th, 2021

Batch #	Cheque Numbers	Total of Batch
54990	51378 to 51397	\$95,545.51
55406	51398 to 51413	\$54,950.29
55129	51414 to 51426	\$201,940.44
55175	51427 to 51435	\$77,979.33
55230	51436 to 51449	\$204,155.64
55298	51450 to 51460	\$22,080.58
55386	51461 to 51475	\$145,867.27
55447	51476 to 51492	\$40,194.95
55523	51493 to 51496	\$91,499.34
55543	51497 to 51509	\$201,517.59
55639	51510 to 51517	\$12,794.00
55716	51518 to 51535	\$25,684.42
55806	51536 to 51539	\$93,321.23
55807	51540 to 51557	\$93,146.38
Total Cheques from 51378 to 51557		\$1,360,676.97

Batch #	EFT Numbers	Total of Batch
55543	368 to 381	\$98,140.13
55639	382 to 385	\$11,066.66
55716	386 to 395	\$14,178.22
55807	396 to 416	\$101,770.58
Total EFTs from 368 to 416		\$225,155.59

Direct Debit Register

Batch #	Description	Total of Batch
54992	Vision XS Ltd	\$5,000.00
54994	My HAS	436.48-
55255	Smoky Lake County	\$367,150.09
55283	Enterprise Fleet Mgmt	\$41,104.29
55321	My HAS	\$114.39
55355	Vision XS Ltd	\$5,000.00
Total Direct Debits		\$418,368.77

Grand Total Bills and Accounts	\$2,004,201.33
<i>(Note: From General Account)</i>	

Carried.

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

County Council Meeting

1161-21: Gawalko The next Smoky Lake **County Council Meeting** be scheduled for **Thursday, September 23, 2021, at 9:00 a.m.** to be held virtually, through Electronic Communication Technology as per Bylaw 1376-20 **and/or** physically in County Council Chambers.

Carried.

ADJOURNMENT:

1162-21: Lukinuk

That the Smoky Lake County Council Meeting of August 26, 2021, be adjourned, time 3:38 p.m..

REEVE

S E A L

CHIEF ADMINISTRATIVE OFFICER



REQUEST FOR DECISION		DATE	September 23, 2021	4.1
TOPIC	2021 General Municipal Election – Poll Workers			
PROPOSAL	<p>BACKGROUND:</p> <p style="text-align: center;"><u>Voting Stations:</u></p> <p><u>County Council – May 27, 2021 – Motion # 784-21</u></p> <p>That Smoky Lake County approve the following Voting Stations established in each Division for Smoky Lake County’s 2021 General Municipal Election, to be held on Monday, October 18, 2021, as designated by the Chief Returning Officer, Michelle Wright:</p> <p><u>Division One</u> Spedden National Hall, 5002 - 49 Street, Spedden Vilna Cultural Centre, 5431 - 50 Street, Vilna</p> <p><u>Division Two</u> Stry 75th Anniversary Hall, 13304 Twp Rd 584 Dickiebush Church Hall, 58444 Rge Rd 152</p> <p><u>Division Three</u> Warspite Community Hall, 4913 - 51 Avenue, Warspite Smoky Lake Curling Club, 45 White Earth Street, Smoky Lake</p> <p><u>Division Four</u> Bellis Ukrainian Rec. Cultural Centre, 4956 50 Street, Bellis Smoky Lake Curling Club, 45 White Earth Street, Smoky Lake</p> <p><u>Division Five</u> Waskatenau Community Centre, 5104 – 50 Street, Waskatenau Smoky Lake Curling Club, 45 White Earth Street, Smoky Lake</p> <p style="text-align: center;"><u>Advance Vote</u></p> <p><u>County Council – May 27, 2021 – Motion # 785-21</u></p> <p>That Smoky Lake County’s Advance Vote Poll for the 2021 General Election be held on two dates prior to October 18, 2021 as chosen by the Returning Officer, with one date being on a weekday and the other date being on a Saturday; and the Voting Station for the Advance Poll be established at the Smoky Lake County Administration Office located at 4612 McDougall Drive in the Town of Smoky Lake</p> <p style="text-align: center;">■ October 9, 2021: 10:00 a.m to 5:00 p.m. ■ October 14, 2021: 4:00 p.m. to 8:00 p.m.</p> <p>CURRENT:</p> <p>Michelle Wright has established and <u>confirmed</u> for the Voting Stations for the Smoky Lake County 2021 <u>General Municipal Election</u>:</p> <p style="text-align: center;">10 Voting Stations x 2 Poll Workers 2 Poll Workers for the <u>Advance Vote</u> One Floater Poll Worker. <u>Total 23 Poll Workers</u></p>			

■ **Municipalities: Compensation Rates for Poll Workers**

Municipality	Category	Rate – Per Day
Sturgeon County	Presiding Deputy Officer	\$ 450.00
	Training	\$ 100.00
	Advance Vote	\$ 40.00/hr.
	Deputy Returning Officer	\$ 350.00
	Training	\$ 75.00
County of St. Paul	Election Day	\$ 275.00
	Training	\$ 165.00 + Mileage
Thorhild County	Presiding Deputy Officer	\$ 420.00
	Deputy Returning Officer	\$ 380.00
	Training	\$ 65.00 + Mileage
Lamont County	Presiding Deputy Officer	\$ 300.00
	Deputy Returning Officer	\$ 250.00
	Training	\$?
	Floater	\$ 225.00
Town of Smoky Lake	Presiding Deputy Officer	\$ 1,000.00
	Deputy Returning Officer	\$ 250.00
Strathcona County	Presiding Deputy Officer	\$ 360.00
	Deputy Returning Officer	\$ 290.00
	Training	Included
Smoky Lake County: Election 2017 Compensation Rate \$175.00 per day and Training cost was \$75.00.		

PROPOSAL:

- **To approve compensation for the Poll Workers** for the Smoky Lake County 2021 General Municipal Election:

- ▶ **Election Day: \$350.00 for the full day. (Approximately 12 hour day)**
- ▶ **Advance Vote: \$200.00 for half-day and \$350.00 for full-day.**
- ▶ **Training: \$150.00 - half-day**
- ▶ **Mileage:** to be paid if worker is requested to travel to a polling station other than their assigned home station by the Returning Officer, to fill an unexpected vacancy.

The 2021 Municipal Election is unique: Additional measures and responsibilities will be imposed on the Poll Workers:

- √ Dealing with Safety Measures due to the COVID-19 Pandemic.
- √ Senate Election and the Referendum – ballots.
- √ As well, School Trustee ballots.


CORRELATION TO BUSINESS (STRATEGIC) PLAN

N/A

LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS

Local Authorities Election Act, RSA 2000, Chapter L-21:

BENEFITS	Due to such a large geographic area, the County provides a service to its residents by having two voting stations per division requires two Poll Workers per station.	
DISADVANTAGES	<ul style="list-style-type: none"> ■ No disadvantages: Legislative Requirement. 	
ALTERNATIVES	<ul style="list-style-type: none"> ■ N/A – governed by Legislation. 	
FINANCE/BUDGET IMPLICATIONS		
Operating Costs:	\$ _____	Capital Costs: \$ _____
Budget Available:	\$ 25,000.00	Source of Funds: _____
Smoky Lake County is also receiving for the 2021 Senate Election and Referendums: \$4,922.00 in August and \$4,922.00 in October.		
Budgeted Costs:	_____	
Unbudgeted Costs:	_____	
Poll Workers:	22 x \$350.00 = \$ 7,700.00	
	1 x \$200.00 = \$ 200.00	
Training:	23 x \$150.00 = \$ 3,450.00	
	TOTAL \$11,350.00	
INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS	N/A	
COMMUNICATION STRATEGY	Advertise in the County's Grapevine, Website and Social Media.	
RECOMMENDATION		
<p>That Smoky Lake County approve the following compensation rates for each of the Year-2021 Municipal Election Polling Station Workers, in the amounts of:</p> <ul style="list-style-type: none"> ▪ \$350.00 for Monday, October 18, 2021, ▪ \$200.00 for Saturday, October 9, 2021, and ▪ \$150.00 for attending the half-day of training. 		
CHIEF ADMINISTRATIVE OFFICER		

REQUEST FOR DECISION		DATE	September 23, 2021	4.2
TOPIC	Policy Statement No. 07-05-01: Smoky Lake Community Daycare Co-op (Pumpkin Patch): Terms of Reference			
PROPOSAL	<p>HISTORY:</p> <ol style="list-style-type: none"> 1. In May 2018, parents gathered in a local church to hear representatives from Co-operatives First and the Government of Alberta explain how a daycare co-operative could work. They liked what they heard and assembled a Steering Committee to start building the business. <ul style="list-style-type: none"> ▶ The co-operative model was a natural fit for rural daycares. Run on a non-profit basis by boards made up (mostly) of parents, daycare co-ops can be more flexible and respond more quickly to the needs of the children. ▶ There are hundreds of childcare co-ops in Canada, and while they have a long history in some parts of the country, they are absent in others. Saskatchewan has over 100 pre-school and daycare co-operatives – the second-highest in Canada. Many of these were created in the 1970s and 1980s when provincial policy prioritized non-profit childcare co-ops. The trend can still be seen today. 2. The County and Town supported the concept of a Daycare and both contributed funds as “seed money” to establish the first co-operative daycare in Alberta. Both municipalities have representatives sit on the board. The advantage of this wasn’t just the financial support, but also community support to promote the licensed daycare for child care. 3. Smoky Lake Community Daycare Co-op was incorporated on September 19, 2018 under Alberta Company Number 222144152. 4. Aspen View Schools also became a vital partner and provided the Smoky Lake Community Daycare Co-op space in the H.A. Kostash School as the location (rent free) for the Daycare which consists of two classrooms that can host up to 42 children. 5. Smoky Lake Community Daycare Co-op (Pumpkin Patch) opened its doors on October 1, 2018. Known as <i>The Pumpkin Patch</i> — for the town’s status as “Pumpkin Capital of Alberta” <div style="text-align: right; margin-top: 10px;">  </div> <p>BACKGROUND:</p> <p>County Council Meeting – June 28, 2018 Motion 753-18: That Smoky Lake County donate in the amount of \$5,000.00 to the Smoky Lake Community Daycare Co-operative Steering Committee, with funds allocated from marketing supplies to assist with the cost of corporation; and forward the investing in Canada Infrastructure Program grant information to steering committee.</p>			

Motion 754-18: That Smoky Lake County appoint Councillor Craig Lukinuk as member to the Smoky Lake Community Daycare Cooperative Steering Committee; and Councillor Lorne Halisky be appointed as an alternative.

County Council Meeting – December 12, 2019

Motion 202-19: That Smoky Lake County, being a stakeholder shareholder of the Smoky Lake Community Daycare Co-operative, approve to allow the Smoky Lake Community Daycare Co-operative to transfer their current cellular phone number for the Pumpkin Patch Daycare, to the County's **cellular phone** plan; and, Smoky Lake Community Daycare Co-operative Steering Committee reimburse the County for all related charges on a monthly basis to be reviewed one year.

Motion 203-19: That Smoky Lake County defer discussion of the Pumpkin Patch, Smoky Lake Community Daycare Co-operative's letter, dated December 4, 2019, in regard to a request to waive their **insurance fees** paid through the Smoky Lake County's Additional Named Insured umbrella with RMA Insurance, to a future Joint Town of Smoky Lake and Smoky Lake County Council Meeting.

Motion 204-19: That Smoky Lake County, being a stakeholder shareholder of the Smoky Lake Community Daycare Co-operative, approve to assist in **advertising a part-time employment opportunity** with the Pumpkin Patch Daycare, Smoky Lake Community Daycare Co-operative, by advertising in the County Grapevine and Social Media.

Joint Town and County Council Meeting – January 15, 2020

Motion J143-20: That the Smoky Lake County and Town of Smoky Lake Joint Council approve to fund on a **50/50 Town/County cost share, the RMA Insurance fee** for the Policy dated: November 1, 2019 to November 1, 2020, in the total amount of \$1,103.76, for the Smoky Lake Community Daycare Cooperative Committee's Pumpkin Patch Daycare insurance policy held under the Smoky Lake County's Additional Named Insured umbrella; in response to the Pumpkin Patch, Smoky Lake Community Daycare Co-operative's letter request, dated December 4, 2019; and, recommend the Cooperative provide a written request of same for Council's consideration on an annual basis.

Joint Town and County Council Meeting – April 29, 2020

Motion J143-20: That the Smoky Lake County and Town of Smoky Lake Joint Council agree in principle to be a Stakeholder Investor into the New H. A. Kostash School Project and potentially provide funds in the approximate amount **\$600,000.00 towards a Community Daycare**, Community Library and possibly the old gym.

County Council Meeting – January 28, 2021

Motion 336-21: That Smoky Lake County Council acknowledge the funds provided in Year-2019 to the Smoky Lake Community **Daycare Co-operative for facility renovations**, in the amount of \$2,500.00, was not expended by the Daycare due to Aspen View Public Schools completing the renovations at no cost to the Daycare, and approve for the said funds to be reallocated by the Daycare to a separate account for future use; and request the Daycare notify the County as to what the said funds will be used for; in response to the letter from Melody Morton, Chair of the Smoky Lake Community Daycare Co-operative Committee, dated January 14, 2021.

CURRENT:

Smoky Lake County Council:

- ✓ Appoints a Council member and alternate annual at its Organizational Meeting.
- ✓ Assists by decision-making on issues pertaining to one of the municipalities.

		<p>PROPOSAL:</p> <p>Smoky Lake County approve the Policy Statement NO. 07-05-01 Smoky Lake Community Daycare Co-op (Pumpkin Patch): Terms of Reference:</p> <ul style="list-style-type: none"> ■ Describes the membership and mandate of the Daycare facility for a County member to be appointed to the Board of Directors. ■ Indicates the County's partnership of working together to continue a shared goals with other Community members for a Daycare. ■ Provides a guideline to demonstrate the legitimacy and authority to be a member representative for appointment to an external agency: Smoky Lake Community Daycare Co-op (Pumpkin Patch). 	
CORRELATION TO BUSINESS (STRATEGIC) PLAN			
All municipalities will adopt same bylaw. Mutual working relationship.			
LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS		<p>MUNICIPAL GOVERNMENT ACT, Section 201: Policy Development.</p> <p>Smoky Lake County Bylaw No. 1400-21: Procedural Bylaw - Committees.</p>	
BENEFITS		<ul style="list-style-type: none"> ■ Provides leadership in the role collaboratively as a community member to support for the continuance of existence of the Smoky Lake Community Daycare Co-op (Pumpkin Patch). ■ Demonstrates commitment and promotes the importance of having a licensed Daycare in the Smoky Lake Region. ■ Promote and work collaboratively with Town and the Community. 	
DISADVANTAGES		<ul style="list-style-type: none"> ■ N/A 	
ALTERNATIVES		<ul style="list-style-type: none"> ■ Not appoint a Council member and have Daycare Board of Directors provide information to the County. 	
FINANCE/BUDGET IMPLICATIONS			
Operating Costs: _____		Capital Costs: _____	
Budget Available: _____		Source of Funds: _____	
Budgeted Costs: _____		Unbudgeted Costs: _____	
INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS		Working relationship with Town of Smoky Lake as a municipal government representative in support for Daycare.	
COMMUNICATION STRATEGY		Communication will be facilitated through the Council Meetings.	
RECOMMENDATION			
<p>Recommendation:</p> <p>That Smoky Lake County adopt Policy Statement No. 07-05-01: Smoky Lake Community Daycare Co-op (Pumpkin Patch): Terms of Reference:</p>			
CHIEF ADMINISTRATIVE OFFICER			

Title: Smoky Lake Community Daycare Co-operative (Pumpkin Patch) - Terms of Reference		Policy No.: 05-01
Section: 07	Code: P-R	Page No: 1 of 2

Legislation Reference:	Alberta Provincial Statutes.
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Purpose:	To provide for the appointment of Council members to the Smoky Lake Community Daycare Co-operative Committee's elected Board of Directors, and to outline the objectives of Smoky Lake County's appointed members.
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Policy Statement and Guidelines:

1. STATEMENT:

- 1.1. Smoky Lake Community Daycare Co-operative (The Pumpkin Patch) was incorporated on September 19, 2018 as the first co-operative daycare in Alberta under Alberta Company Number 2221441526, that opened its doors on October 1, 2018 as a not for profit, accessible, accredited, licensed daycare facility in Smoky Lake, under the co-operative model governed and operated by an elected Board of Directors.
- 1.2. Smoky Lake County and the Town of Smoky Lake have agreed to provide municipal representation on the Board of Directors in partnership with the Aspen View Public Schools Division No. 78.
- 1.3. Smoky Lake County has the Smoky Lake Community Daycare Co-operative (The Pumpkin Patch) listed through Recreation & Cultural Services as a Municipal Committee.



2. DEFINITION(S):

- 2.1. "Appointed Member" for the purpose of this policy means the Councillor appointed to the Smoky Lake Community Daycare Co-operative (Pumpkin Patch).



Title: Smoky Lake Community Daycare Co-operative (Pumpkin Patch) - Terms of Reference		Policy No.: 05-01
Section: 07	Code: P-R	Page No: 2 of 2

3. OBJECTIVES:

- 3.1. As a community stakeholder, the County’s Appointed Members:
- 3.1.1. are to represent the County on the Board of Directors, who are responsible for the hiring of staff, determining wage and salary allocations, and ensuring program guidelines for the Smoky Lake Community Daycare Co-operative (Pumpkin Patch),
 - 3.1.2. assist in decision-making for the operations of the daycare that facilitates childcare for infants, toddlers, preschools, and kindergarteners, and
 - 3.1.3. attend all scheduled meetings and share all communications and information to Council.

4. GUIDELINES:

- 4.1. Appointed Members must undergo a “Vulnerable Sector Check” which is governed by section 6.3(3) of the Criminal Records Act and obtained through the RCMP as an information check plus a check to see if a person has a record suspension (pardon) for sexual offences.
- 4.2. Appointed Members shall consist of one member of Council, plus one more as alternate, and are appointed at the County Council Organizational Meeting each year.

	Date	Resolution Number & Page Number
Adopted	September 23, 2021	# 00-21 - Page
Amended		
Amended		
Amended		

TOPIC

Bylaw No. 1404-21: Ukrainian Twinning Committee – Terms of References

PROPOSAL

History:

The concept was first introduced to RCDC on **June 28, 2016** – Motion 96-16: *“That the Regional Economic Development Committee (RCDC) pursue the Canadian Ukrainian Chamber of Commerce Twinning Initiative.”*

- **October 24, 2016, Regional Community Development Committee (RCDC) – Motion 150-16:**
That the Regional Economic Development Committee (RCDC) accept the report on the Ukrainian Twinning Initiative presented by Adam Kozakiewicz, Chief Administrative Officer from the Town of Smoky Lake, as information.” (Based on personal trip to Ukrainian where he further researched the Initiative.)
- **April 16, 2018, Regional Community Development Committee (RCDC) – Motion 52-18:**
That the Regional Community Development Committee (RCDC) invite Ukrainian-Canadian Chamber of Commerce (Edmonton Chapter) President: Vitaly Milentyev, to future Regional Community Development Committee (RCDC) meeting, in reference to the June 28, 2016 RCDC motion #96-16: That the Regional Economic Development Committee (RCDC) pursue the Canadian Ukrainian Chamber of Commerce Twinning Initiative.
- **September 18, 2018, Regional Community Development Committee Meeting (RCDC)**
Delegation: Vitaliy Milentyev, Director of the Canada Ukraine Chamber of Commerce (CUCC) Alberta; provided information on the Ukrainian Twinning Initiative, including the following points:
The twinning initiative 3 pillars to push towards urbanization and economic expansion of Ukrainian:
 1. business education,
 2. representation as in dealing with local government on matters related to business, and
 3. facilitating business between regions.

Ukraine celebrated the 27th year of independence - August 25, 2018. Canada is home to the biggest migration of Ukrainians with the highest concentration in Alberta.

The Town of Vegreville, Alberta has a twinning Memorandum of Understanding Agreement with Kolomyia District, Ukraine which recognizes the long cultural and historic connections and friendships that exist between citizens of Kolomyia District and Vegreville, and the commitment shared in improving and sustaining the historic and cultural connections, to support opportunities for collaboration between private sector organizations by facilitating connections and direct introductions and facilitate opportunities for collaboration in the areas of education, culture, economics and social initiatives.

Background:

- **June 25, 2019, Regional Community Development Committee (RCDC) Meeting Motion: 116-19:**
That the Regional Community Development Committee (RCDC) recommend that each respective municipality participate in the Ukrainian Twinning Initiative with Vitaliy Milentyev, Director of the Canada Ukraine Chamber of Commerce (CUCC) Alberta in respect to the Skype conference; and pursue signing Memorandum of Understanding; and review the Ukrainian Twinning Initiative in the 2020 Budget; prior to signing a contract and bring forward to October 2019 RCDC Meeting.
- **August 12, 2019, Regional Community Development Committee (RCDC) Meeting: Motion: 166-19:**
That the Regional Community Development Committee (RCDC) request the Economic Development Assistant to research the status of the **June 25, 2019 – Motion #116-19** RCDC Meeting in regards to each respective municipality participating with the Memorandum of Understanding (MOU) for the Ukrainian Twinning Initiative Project.

- **September 26, 2019, Smoky Lake County Council Meeting Motion # 1165-19:**
That Smoky Lake County, as a municipality in partnership, of the Regional Community Development Committee (RCDC) **approve to execute** a Memorandum of Understanding on Cooperation in an English version and Ukrainian version with both versions having equal standing between Kosiv District, Ivano-Frankivska Oblast, Ukraine and the Smoky Lake Region representing the regional municipalities: Smoky Lake County, Town of Smoky Lake, Village of Vilna and Village of Waskatenau, for a period of five (5) years from the date of execution, to pursue the Ukrainian Twinning Initiative, subject to all regional partners of RCDC participate in the Initiative.
 - ✓ Village of Waskatenau's July 18, 2019 Motion #138-2019 (of same)
 - ✓ Town of Smoky Lake's October 15, 2019 Motion #714-19 (of same)
 - ✓ Village of Vilna's 2019 Motion #132-19 (of same)

- **January 28, 2020, Regional Community Development Committee (RCDC) Meeting Motion: 97-20:**
The Regional Community Development Committee (RCDC) acknowledged that each respective municipality signed the Memorandum of Understanding on Cooperation between Kosiv District, Ivano – Frankivska Oblast, Ukraine and Smoky Lake Region on January 27, 2020, at the Joint Municipalities Meeting.

- **September 30, 2020, Smoky Lake Region and Ivano-Frankivska Virtual Meeting**
The Kosiv District, Ivano – Frankivska Oblast, Ukraine representatives executed the:

**MEMORANDUM OF UNDERSTANDING ON COOPERATION
BETWEEN
KOSIV DISTRICT, IVANO-FRANKIVSKA OBLAST, UKRAINE
AND
SMOKY LAKE REGION, ALBERTA, CANADA**

Recognizing the long cultural and historic connections and friendships that exist between citizens of Ivano-Frankivska Oblast and the Province of Alberta, recognizing the commitment shared in improving and sustaining the historic and cultural connections, Kosiv District and Smoky Lake Region enter into this Memorandum of Understanding on Cooperation to work together to:

 - ◆ support efforts to prepare and execute a Twinning Agreement between Kosiv District and the Smoky Lake Region;
 - ◆ support opportunities for collaboration between private sector organizations by facilitating connections and direct introductions;
 - ◆ facilitate opportunities for collaboration in the areas of education, culture, economics and social initiatives.

This Memorandum of Understanding on Cooperation will be for a period of five (5) years from the date of execution. Extension for any additional period will be at mutual written consent.

This Memorandum of Understanding on Cooperation will be signed in both Ukrainian and English, with both versions having equal standing.

- **October 22, 2020, Regular County Council Meeting Motion: 66-20**
That Smoky Lake County acknowledge the Ukrainian Twinning initiative has been formalized through the Memorandum of Understanding on Cooperation between Kosiv District, Ivano-Frankivska Oblast, Ukraine and Smoky Lake Region, which was executed by the Smoky Lake Region on January 27, 2020 and by the Kosiv District on September 30, 2020, with the said MOU valid for a **period of five (5) years** from the date of full execution and with an option to extend an additional period of time by mutual written consent.

- **October 22, 2020, Regular County Council Meeting Motion: 67-20**
: That Smoky Lake County approve of and acknowledge the Smoky Lake Region's Community Economic Development Officer's (CEDO's) additional time involved and required to facilitate the Ukrainian Twinning Initiative between Kosiv District, Ivano-Frankivska Oblast, Ukraine and Smoky Lake Region, which currently remain under the Regional Community Development Committee's (RCDC's) portfolio.

- **October 22, 2020, Regular County Council Meeting Motion: 68-20**
That Smoky Lake County approve forming a Ukrainian Twinning “Working Group”, until there is a term of reference established, for the purpose of implementing initiatives between Kosiv District, Ivano-Frankivska Oblast, Ukraine and Smoky Lake Region, and approve to appoint Reeve Craig Lukinuk, to the said Working Group consisting of:
Pavlo Vandjurak – Head, Kosiv District Council,
Yuri Ploskonos – Mayor, City of Kosiv,
Andriy Yuzyuk, Director, Alberta Ukraine Chamber of Commerce,
Craig Lukinuk – Reeve, Smoky Lake County
Hank Holowaychuk – Mayor, Town of Smoky Lake,
Leo Chapdelaine – Mayor, Village of Vilna,
Casey Caron – Mayor, Village of Waskatenau,
Michelle Wright – Smoky Lake Region Community Economic Development Officer.

- ▶ **March 23, 2021: Administrator’s Meeting**
Ukrainian Twinning Committee - Terms of Reference:
Michelle Wright, Smoky Lake Region Community Economic Development Officer (CEDO) presentation of the first draft of the Ukrainian Twinning Committee Terms of Reference.

- ▶ **April 6, 2021: Administrator’s Meeting**
Ukrainian Twinning Committee - Terms of Reference:
Recommendations for direction regarding to the draft Ukrainian Twinning Committee Terms of Reference was to be provided to all CAO’s for the purpose of preparing a revised draft prior to the next RCDC Meeting scheduled for April 26, 2021 as the structure of the bylaw could impact the upcoming changes to the Regional Community Development Committee (RCDC) bylaw.

Discussion was held including, **but not limited to the following points:**

- An existing entity such as the Smoky Lake Region Intermunicipal Collaboration Committee (ICC) may be whom the committee would report to, such that each independent council would provide direction to the Committee, similar the Heritage Board.
- Smoky Lake County is strained administratively and has limited capacity to be the Managing Partner of the committee, the Town of Smoky Lake if willing, can be if there are no more than 6 meetings per year (there will be a minimum of 4 meetings per year).
- The Smoky Lake Region-Kosiv District Ukrainian Twinning Committee shall be comprised of 6 members, all elected members appointed by a resolution of each respective Council. 2-2-1-1.
- The four member municipalities’ Chief Administrative Officers and the Committee Project Manager are all deemed to be non-voting participants in Smoky Lake Region-Kosiv District Ukrainian Twinning Committee meetings as per Section 4.4.
- Project Manager (Town CAO) to report to every two months.
- All members shall have equal voting privileges on issues / items where a vote is called, with a simple majority (with quorum) deciding any vote.
- This proposed bylaw will not affect the RCDC Bylaw.
- Section 6, the Project Manager shall be considered the Managing Partner’s CAO unless recommended to be deemed necessary and subsequently appointed.
- Percentage Funding Formula is recommended to be based on the Trider Formula as follows:
 - Smoky Lake County 50% Town of Smoky Lake 25%
 - Village of Vilna 12.5% Village of Waskatenau 12.5%.

► June 9, 2021, **Ukrainian Twinning Committee Working Group Meeting – Motion #003-21:**

That the Ukrainian Twinning Committee Working Group acknowledge the review of the draft Twinning Committee Bylaw, and amend section 3.8 under “Functional Responsibilities of The Ukrainian Twinning Committee” as follows:

3.8. ~~Consults with and maintains ongoing and regular contact with regional businesses, volunteers, community leaders, and other stakeholders to ensure that the full range of views and perspectives are considered in the various economic, business and community development twinning opportunities.~~ *as required.*

And, **forward the said amended draft bylaw to each respective municipality to create corresponding draft bylaws for each respective Councils’ consideration for the purpose of authorizing the Municipal Councils to enter into a joint agreement between Smoky Lake County, Town of Smoky Lake, Village of Waskatenau, and Village of Vilna, in order to pursue joint projects of benefit to Smoky Lake Region and Kosiv District in Ukraine;** and to establish the Terms of Reference for the Ukrainian Twinning Committee including, but not limited to the Committee’s funding formula, membership, and definition of quorum.

Current:

► September 16, 2021, **Ukrainian Twinning Committee Working Group Meeting:**

Motion #006-21:

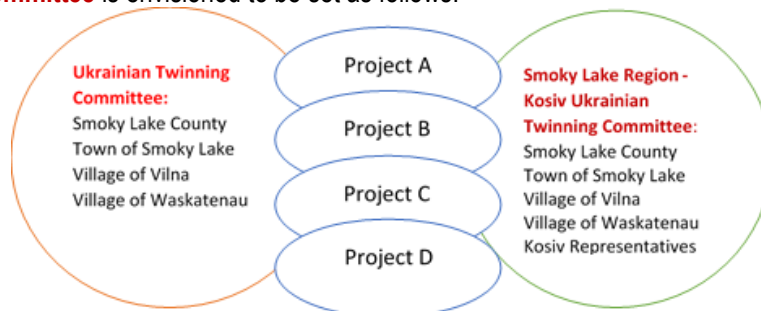
That the Ukrainian Twinning Committee Working Group recommend the draft Ukrainian Twinning Committee Bylaw be amended as follows:

- ✓ Section 2.5.3: add “and Kosiv Region” after Smoky Lake Region,
- ✓ Section 3.4: change wording to “Manages the Committee’s annual budget and aids in locating grant funding opportunities to support projects.”,
- ✓ Section 3.9 add “as referenced in Section 2.5” at the end of the sentence.
- ✓ Section 4.2: voting membership to include:
 - a. Two (2) members from Smoky Lake County,
 - b. Two (2) members from the Town of Smoky Lake,
 - c. One (1) member from the Village of Waskatenau, and
 - d. One (1) member from the Village of Vilna,
- ✓ Section 5.3: regular meetings be held quarterly, on a date and time agreed to by the Committee, and at other such times as the Committee deems necessary.
- ✓ Section 5.7: quorum be 3 members from 2 or more municipalities.
- ✓ Section 7.1: The Funding Formula for each respective municipality’s budget contribution shall be:
 - Smoky Lake County: 50.0%
 - Town of Smoky Lake: 25.0%
 - Village of Vilna: 12.5% (or a maximum of \$625.00 which ever is less),

Village of Waskatenau: 12.5% (or a maximum of \$625.00 which ever is less), and any municipality may, by resolution of the respective Council, contribute additional funds.

Motion #007-21:

The structure of the **Ukrainian Twinning Committee** and the **Smoky Lake Region -Kosiv Ukrainian Twinning Committee** is envisioned to be set as follows:



	<p>The Smoky Lake Region-Kosiv Ukrainian Twinning Committee identifies projects of interest to both Regions. The project resourcing is determined by Smoky Lake Ukrainian Twinning Committee and Kosiv Representatives and project reporting is to both the Smoky Lake Ukrainian Twinning Committee by the Smoky Lake accountable parties (monthly or bi monthly), and to the larger group (quarterly). The project accountable parties may be municipal, regional or private entities, depending on the project.</p> <p>Proposal:</p> <p>September 16, 2021 – Ukrainian Twinning Committee Working Group: Following recommending motion was passed: Motion #008-21: That the Ukrainian Twinning Committee Working Group recommend the draft Ukrainian Twinning Committee Bylaw be adopted by each respective municipality for the purpose of authorizing the Municipal Councils to enter into a joint agreement between Smoky Lake County, Town of Smoky Lake, Village of Waskatenau, and Village of Vilna, in order to pursue joint projects of benefit to Smoky Lake Region and Kosiv District in Ukraine; and to establish the Terms of Reference for the Ukrainian Twinning Committee.</p>	
CORRELATION TO BUSINESS (STRATEGIC) PLAN		
N/A		
LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS	<p>Bylaw No. 1365-20: Intermunicipal Collaboration Framework (ICF) Section 4.10.8: Development of Proposed Projects and Services</p> <p>Bylaw No. 1367-20: Regional Protocol Bylaw Section 5: Project Process</p>	
BENEFITS	<p>Improve and sustain the historic and cultural connections, support opportunities for collaboration between private sector organizations, and facilitate opportunities for collaboration in the areas of education, culture, economics and social initiatives, between Kosiv District, Ukraine and our Smoky Lake Region.</p>	
DISADVANTAGES	N/A	
ALTERNATIVES	<p>N/A Memorandum of Understanding has been executed for <u>Five (5) Years</u>. September 2021 will be completing – ONE Year.</p>	
FINANCE/BUDGET IMPLICATIONS		
<p>Operating Costs: _____</p> <p>Budget Available: _____</p> <p>Budgeted Costs: _____</p>	<p>Capital Costs: _____</p> <p>Source of Funds: _____</p> <p>Unbudgeted Costs: _____</p>	
INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS		
COMMUNICATION STRATEGY	<p>Advertise in the County Grapevine, and County Social Media for transparency and awareness.</p>	
RECOMMENDATIONS		
<p>That Smoky Lake County Council give Bylaw No. 1404-21: Ukrainian Twinning Committee – Terms of Reference, first reading, second reading, permission for third reading, and third and final reading.</p>		
CHIEF ADMINISTRATIVE OFFICER		

**SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO. 1404-21**

Being a Bylaw of Smoky Lake County in the Province of Alberta, to authorize the Municipal Council to enter into a **JOINT AGREEMENT** to establish the provision of a **Ukrainian Twinning Committee**, for the purpose of pursuing joint projects of benefit to the **Smoky Lake Region, Alberta, Canada and Kosiv District, Ivano-Frankivska Oblast, Ukraine.**

WHEREAS the Municipal Government Act, S.A. 2000, c. M-26 as amended ("the Act") provides that a Municipal Council may pass such bylaws to enter into an agreement as to the joint control and management of anything that concerns respective municipalities; and

AND WHEREAS, the Council of Smoky Lake County wishes to enter into a Joint Agreement with the Town of Smoky Lake, Village of Waskatenau, and Village of Vilna to pursue joint projects of benefit to Smoky Lake Region and Kosiv District in Ukraine, all pursuant to the laws of the Province of Alberta and operate such undertaking as per **Schedule "A" - Terms of Reference**, included in this Bylaw; and

NOW THEREFORE, the Council of Smoky Lake County duly assembled, in consideration of the mutual covenants contained herein agree to a Joint Agreement - Terms of Reference for the **Ukrainian Twinning Committee**, as jointly executed, by the municipalities of Smoky Lake County, Town of Smoky Lake, Village of Waskatenau, and Village of Vilna. **Joint Agreement**

This bylaw shall be cited as the "**Ukrainian Twinning Committee**" bylaw.

EFFECTIVE DATE

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

READ A **FIRST TIME** IN COUNCIL THIS 23rd day of September, AD 2021.

READ A **SECOND TIME** IN COUNCIL THIS 23rd day of September, AD 2021.

READ A **THIRD AND FINAL TIME, WITH THE UNANIMOUS CONSENT OF ALL COUNCILLORS PRESENT, THIS 23rd day of September, AD 2021.**

REEVE

S E A L

CHIEF ADMINISTRATIVE OFFICER

Schedule "A" - Terms of Reference

BETWEEN:

SMOKY LAKE COUNTY – BYLAW NO. 1404-21
a Municipal Corporation, in the Province of Alberta
Box 310
4612 McDougall Drive
Smoky Lake, Alberta T0A 3C0

OF THE FIRST PART

AND

TOWN OF SMOKY LAKE – BYLAW NO. _____
a Municipal Corporation, in the Province of Alberta
Box 460
56 Wheatland Avenue
Smoky Lake, Alberta T0A 3C0

OF THE SECOND PART

AND

VILLAGE OF WASKATENAU – BYLAW NO. _____
a Municipal Corporation, in the Province of Alberta
Box 99
5008 - 51st Street
Waskatenau, Alberta T0A 3P0

OF THE THIRD PART

AND

VILLAGE OF VILNA – BYLAW NO. _____
a Municipal Corporation, in the Province of Alberta
Box 10
5135 - 50 Street
Vilna, Alberta T0A 3L0

OF THE FOURTH PART

Hereinafter referred to collectively as the "Smoky Lake Region".

WHEREAS the four municipalities of the Smoky Lake Region wish to enter into a Joint Agreement to establish the provision of a **Ukrainian Twinning Committee**, for the purpose of pursuing joint projects of benefit to **Smoky Lake Region, Alberta, Canada and Kosiv District, Ivano-Frankivska Oblast, Ukraine**; and

NOW THEREFORE, in consideration of the mutual provisions and covenants contained hereunder in this Agreement, and intending to be legally bound hereby, the Smoky Lake Region agrees as follows in accordance with the provisions of the Terms of Reference hereafter.

Schedule "A" - Terms of Reference (continued)

1. VISION

Execution of Memorandum of Understanding on Cooperation for a five (5) year term between

KOSIV DISTRICT, IVANO-FRANKIVSKA OBLAST, UKRAINE

AND

SMOKY LAKE REGION, ALBERTA, CANADA

As Per the Four Municipalities Motions:

SMOKY LAKE COUNTY:

September 26, 2019

Motion: 165-19

That Smoky Lake County, as a municipality in partnership, of the Regional Community Development Committee (RCDC) approve to execute a Memorandum of Understanding on Cooperation in an English version and Ukrainian version with both versions having equal standing between Kosiv District, Ivano-Frankivska Oblast, Ukraine and the Smoky Lake Region representing the regional municipalities: Smoky Lake County, Town of Smoky Lake, Village of Vilna and Village of Waskatenau, for a period of five (5) years from the date of execution, to pursue the Ukrainian Twinning Initiative, subject to all regional partners of RCDC participate in the Initiative

TOWN OF SMOKY LAKE:

October 15, 2019

Motion: 714-19

Moved by Mayor Holowaychuk that Town of Smoky Lake, as a municipality in partnership of the Regional Community Development Committee (RCDC) approve to execute a Memorandum of Understanding on Cooperation in an English version and Ukrainian version with both versions having equal standing between Kosiv District, Ivano-Frankivska Oblast, Ukraine and the Smoky Lake Region representing the regional municipalities: Smoky Lake County, Town of Smoky Lake, Village of Vilna and Village of Waskatenau for a period of five (5) years term to pursue the Ukrainian Twinning Initiative, subject to all regional partners of RCDC participate in the Initiative.

VILLAGE OF WASKATENAU:

July 18, 2019

Motion: 138-2019

Councillor Richard Warren moves that Village of Waskatenau in partnership with the Town of Smoky Lake, Smoky Lake County, and the Village of Vilna participate in the Ukrainian Twinning Initiative proposed to commence in Year-2020, facilitated through the Canada Ukraine Chamber of Commerce (CUCC) Alberta, and as recommended by the June 25, 2019 Smoky Lake Regional Community Development Committee Motion #116-19; and, approve the Town of Smoky Lake to be the Managing Partner of the Initiative to pursue a Memorandum of Understanding agreement between all parties involved.

VILLAGE OF VILNA:

October 21, 2019

Motion: 132-19

Moved by Councillor Dyck that the Village of Vilna support in principle, the Regional Community Development Committee in its twinning initiative with Kosiv District of Ivano-Frankivsk Region Ukraine, to support efforts to prepare and execute a Twinning Agreement, support opportunities for collaboration between private sector organizations by facilitating connections and direct introductions and to facilitate opportunities for collaboration in the areas of education, culture, economic and social initiatives.

Schedule "A" - Terms of Reference (continued)

Memorandum of Understanding:

**MEMORANDUM OF UNDERSTANDING ON COOPERATION
BETWEEN
KOSIV DISTRICT, IVANO-FRANKIVSKA OBLAST, UKRAINE
AND
SMOKY LAKE REGION, ALBERTA, CANADA**

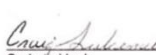
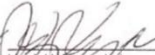






Recognizing the long cultural and historic connections and friendships that exist between citizens of Ivano-Frankivska Oblast and the Province of Alberta, recognizing the commitment shared in improving and sustaining the historic and cultural connections, Kosiv District and Smoky Lake Region enter into this Memorandum of Understanding on Cooperation to work together to:

- ◆ support efforts to prepare and execute a Twinning Agreement between Kosiv District and the Smoky Lake Region;
- ◆ support opportunities for collaboration between private sector organizations by facilitating connections and direct introductions;
- ◆ facilitate opportunities for collaboration in the areas of education, culture, economics and social initiatives.





This Memorandum of Understanding on Cooperation will be for a period of five (5) years from the date of execution. Extension for any additional period will be at mutual written consent.

This Memorandum of Understanding on Cooperation will be signed in both Ukrainian and English, with both versions having equal standing.

Signed at Smoky Lake, Alberta this 27th day of January, 2020.

 Craig Lukinuk, Reeve, Smoky Lake County	 Hank Hobowsyчук, Mayor, Town of Smoky Lake	 Leo Chadelaine Mayor, Village of Vilna	 Casey Caron Mayor, Village of Waskatenau
			

Signed at Kosiv, Ivano-Frankivska, this 30th day of September, 2020.

 Name _____ Title _____ Pavlo Vandzhurak, Head of Kosiv district council	 Name _____ Title _____ Yuri Ploskonos Mayor, Town of Kosiv
	

**МЕМОРАНДУМ ПРО ВЗАМОРОЗУМІННЯ ЩОДО СПІВПРАЦІ
МІЖ
КОСІВСЬКИМ РАЙОНОМ, ІВАНО-ФРАНКІВСЬКОЇ ОБЛАСТІ, УКРАЇНА
ТА
РЕГІОНОМ СМОКІ ЛЕЙК, АЛЬБЕРТА, КАНАДА**









Визнаючи тривалі культурні та історичні зв'язки та дружбу, що існують між жителями Івано-Франківщини та Альберти, визнаючи зобов'язання щодо покращення і збереження історичних та культурних зв'язків, Косівський район та Регіон Смокі Лейк укладають цей Меморандум про взаєморозуміння щодо співпраці в наступних напрямках:

- ◆ докладання зусиль до підготовки та підписання договору про побратимство між Косівським районом та Регіоном Смокі Лейк;
- ◆ підтримувані можливості для співпраці між організаціями приватного сектору шляхом сприяння встановленню зв'язків та прямих контактів;
- ◆ сприяння більш широким можливостям для співпраці в сферах освіти, культури, економіки та громадських ініціатив.

Цей Меморандум про взаєморозуміння щодо співпраці є чинним протягом 5 (П'ять) років з моменту його підписання. Продовження його дії на додатковий термін здійснюється у письмовій формі за взаємною згодою сторін.

Цей Меморандум про взаєморозуміння щодо співпраці укладається у двох примірниках на українській та англійській мовах, кожен з яких має однакову юридичну силу.

Підписано Smoky Lake, AB, в January 27, 2020

 Craig Lukinuk, Reeve, Smoky Lake County	 Hank Hobowsyчук, Mayor, Town of Smoky Lake	 Leo Chadelaine Mayor, Village of Vilna	 Casey Caron Mayor, Village of Waskatenau
			

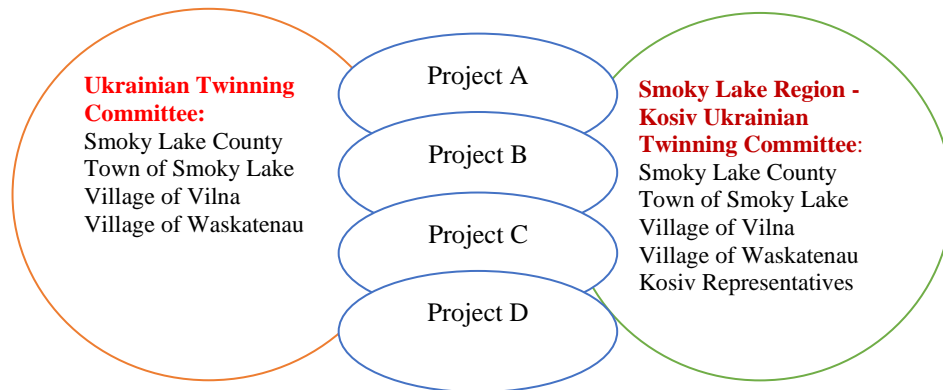
Signed at Kosiv, Ivano-Frankivska, this 30th day of September, 2020.

 Name _____ Title _____ Pavlo Vandzhurak, Head of Kosiv district council	 Name _____ Title _____ Yuri Ploskonos Mayor, Town of Kosiv
	

Schedule "A" - Terms of Reference (continued)

2. PURPOSE OF THE UKRAINIAN TWINNING COMMITTEE

- 2.1. One of the **Ukrainian Twinning Committee's** annual key roles and responsibilities is to work in conjunction with the Kosiv District, Ivano-Frankivska Oblast, Ukraine representatives, to jointly create a recommended **Twinning Project Plan** between the **Smoky Lake Region and the Kosiv District**, for the Municipalities' Councils to consider; and, upon approval, to monitor and assist in the implementation and execution of that plan.
- 2.2. Whether a multi-year or annual update to the Twinning Project Plan, the Committee is responsible for overseeing the plans' development and for bringing the plan forward for the approval of each respective Municipalities' Council.
- 2.3. The Committee is the representative body for the Municipalities in the ongoing discussions with the Kosiv District representatives, for project execution.
- 2.4. The Committee identifies potential project opportunities for the Twinning Project Plan.
- 2.5. Before recommending the Twinning Project Plan to each respective Municipalities' Council, the plan should include, but not be limited to:
 - 2.5.1. A review of the current project action plan including status and performance measures.
 - 2.5.2. An assessment of Smoky Lake Region's, respective Municipalities', and Kosiv District's current economic situation and overall business climate.
 - 2.5.3. Recommended actions that ensure Smoky Lake Region and Kosiv Region is well-positioned to take full advantage of new and emerging twinning opportunities.
 - 2.5.4. Specific action items which further promote and enhance business retention, attraction, and growth for Smoky Lake Region and Kosiv District.
 - 2.5.5. An outline of the plans' specific goals/objectives and related performance measures and targets.
 - 2.5.6. A proposal of action for responding to any specific issues to be reviewed and explored in more detail which have been brought forward by the Councils of the Municipalities. This may also involve stakeholder or broader public consultations, depending on the specific issue(s) the Committee has been asked to address.
- 2.6. The structure of the Ukrainian Twinning Committee and the Smoky Lake Region -Kosiv Ukrainian Twinning Committee is envisioned to be set as follows:



The Smoky Lake Region-Kosiv Ukrainian Twinning Committee identifies projects of interest to both Regions. The project resourcing is determined by Smoky Lake Ukrainian Twinning Committee and Kosiv Representatives and project reporting is to both the Smoky Lake Ukrainian Twinning Committee by the Smoky Lake accountable parties (monthly or bi-monthly), and to the larger group (quarterly). The project accountable parties may be municipal, regional, or private entities, depending on the project.

Schedule "A" - Terms of Reference (continued)

3. FUNCTIONAL RESPONSIBILITIES OF THE UKRAINIAN TWINNING COMMITTEE

Ukrainian Twinning Committee is intended to serve as both a strategic advisory committee to the Municipalities and as a senior-level, multi-stakeholder oversight committee who:

- 3.1. Provides broad-based community leadership, experience, and expertise in helping build and effectively implement the Twinning Project Plan.
- 3.2. Oversees and is responsible (accountable) for recommending twinning opportunities to the Municipalities Councils for approval.
- 3.3. Monitors, assists, and helps guide in the implementation and execution of the plan.
- 3.4. Manages the Committee's annual budget and aids in locating grant funding opportunities to support projects.
- 3.5. Provides resources for project execution.
- 3.6. Identifies specific goals / objectives, corresponding performance measures and targets, and makes recommendations for fine-tuning the Twinning Project Plan, as required.
- 3.7. Responds to specific requests made by the Municipalities Councils to review, further consider, advise and/or undertake consultations around a particular twinning opportunity.
- 3.8. Consults with and maintains contact with regional businesses, volunteers, community leaders, and other stakeholders, as required.
- 3.9. Meets quarterly with the Kosiv District, Ivano-Frankivska Oblast, Ukraine representatives to review and assign project teams, build relationships, and confirm compliance to the project plan, as referenced in Section 2.5.
- 3.10. Communicates with the Smoky Lake Regions' public and other stakeholders on completed projects and other celebrations.

4. MEMBERSHIP OF THE UKRAINIAN TWINNING COMMITTEE

- 4.1. The Committee shall be comprised of a total of **six (6)** Elected Officials from the Municipalities as outlined in Section 4.2 and shall be appointed by a resolution of Council.
- 4.2. **Voting membership** shall include:
 - **Two (2)** members from Smoky Lake County,
 - **Two (2)** members from the Town of Smoky Lake,
 - **One (1)** member from the Village of Waskatenau, and
 - **One (1)** member from the Village of Vilna.
- 4.3. Each respective Council shall ensure that an alternate Elected Official voting member is also appointed by a resolution of Council to the Committee.
- 4.4. **Non-voting participants** of the Committee meetings are the four Chief Administrative Officers of the Municipalities (or their respective designate), and/or the Twinning Project Manager.

5. GOVERNANCE AND PROCEDURES OF THE UKRAINIAN TWINNING COMMITTEE

- 5.1. Annually, during the month of November, the Committee shall hold a meeting at which time a Chairperson and Vice-Chairperson shall be elected from its' membership for the ensuing year.
- 5.2. The Chairperson and Vice-Chairperson, with the approval of the Committee, shall establish (or reconfirm) the operating ground-rules for committee meetings and ensure that these are in accordance with generally accepted standards and practices.
- 5.3. Regular meetings be held quarterly on a date and time agreed to by the Committee, and at other such times as the Committee deems necessary.
- 5.4. Special meetings of the Committee may be called by the Chairperson or Vice-Chairperson provided that not less than two (2) full business days' notice is given to each member of the committee.
- 5.5. No regular or special meetings of the Committee shall be convened unless the Chairperson or Vice-Chairperson is present.
- 5.6. In-Camera or Closed Session portions of meetings can lawfully be held in private and not open to the public only in accordance with the Municipal Government Act and only to discuss information that the Committee is either: prohibited from disclosing, required to refuse to disclose, or has refused to disclose under discretion and in accordance with the FOIP (Freedom of Information and Protection of Privacy) Act or other legislation.

Schedule "A" - Terms of Reference (continued)

- 5.7. A quorum for regular and special meetings of the Committee shall be three (3) members from two (2) or more municipalities.
- 5.8. All members shall have equal voting privileges on issues / items where a vote is called, with a simple majority (with quorum) deciding any vote.

6. ROLES OF THE MANAGING PARTNER OF THE UKRAINIAN TWINNING COMMITTEE

- 6.1. The **Managing Partner** shall:
 - 6.1.1. Be the **Town of Smoky Lake**.
 - 6.1.2. Assist the Committee in responding to specific issues that the Municipalities have requested to be reviewed or considered in more detail.
 - 6.1.3. Prepare agendas, maintain minutes, records, and action lists; as well as prepare correspondence relating to the Committee's ongoing activities and joint meetings with Kosiv District representatives; and shall provide quarterly reporting of such to the Municipalities.
 - 6.1.4. Monitor and manage employment contracts with any support or team resources such as the Twinning Project Manager (if reassigned by the Committee as per Section 6.2.1); and shall provide office space and/or additional resources as deemed necessary.
 - 6.1.5. Monitor and manage financial resources including any grant funds received.
 - 6.1.6. Prepare, oversee, and advise the Committee on its' operating budget which must be approved by each respective Municipalities' Council; and present interim budget updates as requested by the Committee.
 - 6.1.7. Prepare an annual year-end report for submission to each respective Municipalities' Council on the various initiatives and activities undertaken.
- 6.2. The **Twinning Project Manager** shall:
 - 6.2.1. Be the **Managing Partners' Chief Administrative Officer**, unless reassigned otherwise by the Committee.
 - 6.2.2. Plan, organize, and direct the completion of specific twinning projects while ensuring the projects are on budget and within scope.
 - 6.2.3. Liaison with the Municipalities' Chief Administrative Officers as issues arise.
 - 6.2.4. Assist the Committee in carrying out its primary purpose, roles and responsibilities related to the pursuit of twinning opportunities between the Smoky Lake Region and Kosiv District.
 - 6.2.5. Refer specific twinning project matters to the Committee for its' information, review, consideration and/or recommendations.

7. FUNDING FORMULA FOR THE UKRAINIAN TWINNING COMMITTEE

- 7.1. **Funding Formula** for each respective municipality's budget contribution shall be:
 - Smoky Lake County: 50.0%**
 - Town of Smoky Lake: 25.0%**
 - Village of Vilna: 12.5% (or a maximum of \$625.00 whichever is less),**
 - Village of Waskatenau: 12.5% (or a maximum of \$625.00 whichever is less),****and any municipality may, by resolution of the respective Council, contribute additional funds.**
- 7.2. Finances shall be administered by the Managing Partner of the Committee.
- 7.3. Budgets shall be prepared annually by the Committee and presented to each respective Municipalities Council for approval.
- 7.4. Any per diems and/or expenses for Committee Members shall be paid by the Committee Members' respective municipality, unless specifically provided for with the projects' budget.

Schedule "A" - Terms of Reference (continued)

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

SMOKY LAKE COUNTY

DATE: _____

Reeve, **Smoky Lake County**

Chief Administrative Officer, **Smoky Lake County**

TOWN OF SMOKY LAKE

DATE: _____

Mayor, **Town of Smoky Lake**

Chief Administrative Officer, **Town of Smoky Lake**

VILLAGE OF WASKATENAU

DATE: _____

Mayor, **Village of Waskatenau**

Chief Administrative Officer, **Village of Waskatenau**

VILLAGE OF VILNA

DATE: _____

Mayor, **Village of Vilna**

Chief Administrative Officer, **Village of Vilna**

REQUEST FOR DECISION		DATE	September 23, 2021	4.4
TOPIC	Resolution for the closure of Road Plan 10 C.L. & Road Plan 3098HW, located within NE-19-57-13-W4M (New information from the applicant in relation to 7.1), (Executive Session in relation to 8.1)			
PROPOSAL	<ul style="list-style-type: none"> To close all of Road Plan 10 C.L. & all of Road Plan 3098HW, located within the lands legally described as NE-57-13-W4M and to register a new road plan that incorporates all of the as-built road located within the lands legally described as NE-19-57-13-W4M & SE-30-57-13-W4M. The owner of the lands legally described as NE-19-57-13-W4M & SE-30-57-13-W4M have requested the cancellation of Road Plans 10 C.L & 3098HW and further have requested that a new road plan be registered to incorporate the as-built road located within both properties. The applicants believe that they should not be required to assume the costs of said closure and registration of a new road plan, as is prescribed by Smoky Lake County Policy No. 03-61: <i>Road Closure or Cancellation</i> because the process to close and realign the road was begun in 1991 and was not completed correctly (see background section for more information). 			
BACKGROUND	<p><u>May 2, 1991 – Letter from Alberta Transportation Re: Closure of Road Plans 10CL & 3098HW</u></p> <ul style="list-style-type: none"> Smoky Lake County received a letter, dated May 2, 1991, from David Haley, Road Cancellation Technologist, Strategic Services, Alberta Transportation and Utilities, informing Smoky Lake County that the closure of said Road Plans could not be effected until a Resolution was adopted by Smoky Lake County Council and provided to the Minister of Transportation. Further, the letter indicates that the County shall provide written confirmation to the Minister as to whom the cancelled road should be transferred to, and, that the County shall provide to the Minister, letters of consent from affected landowners. © Attachment 1 <p><u>April 30, 1992 – Smoky Lake County Council Meeting</u></p> <ul style="list-style-type: none"> Motion # 387: <i>“Resolution for cancellation of unused road diversions. A Resolution of the County of Smoky Lake No. 13 for the purpose of closing to public travel and cancelling of a Public Highway Act, Chapter M26, Revised Statutes of Alberta 1980, as amended. WHEREAS, the lands hereafter described are no longer required for public travel; THEREFORE, be it resolved that the Council of the County of Smoky Lake No. 13 does hereby close the following described road, subject to the rights of access granted by other legislation or regulations. Road Plan 10CL affecting the NE ¼ Sec. 19-57-13-W4M.”</i> © Attachment 2 There is no indication from the County’s records that the Resolution adopted pursuant to Motion #387 on April 30, 1992, was forwarded to the Minister of Transportation for approval. <p><u>March 23, 1995 – Letter from Alberta Transportation Re: Closure of Road Plans 10CL & 3098HW</u></p> <ul style="list-style-type: none"> Smoky Lake County received a letter, dated March 23, 1995, from David Haley, Road Cancellation Technologist, Strategic Services, Alberta Transportation and Utilities, informing Smoky Lake County that the closure of said Road Plans requires a resolution from Smoky Lake County to be sent to the Minister of Transportation for approval. © Attachment 3 As per Smoky Lake County Policy No. 03-16: <i>Road Closure or Cancellation</i>, a person applying to have a road closed shall, prior to a Resolution being adopted by Council, provide a detailed sketch plan of the proposed closure area, including an approximate calculation of the amount of land included in the closure area. A sketch plan has been provided showing the proposed closure area as well as the proposed road plan that would reflect the as-built location of the road and is attached for reference. © Attachment 4 			

- A copy of Smoky Lake County Policy No. 03-16: *Road Closure or Cancellation* is attached for reference. © **Attachment 5**
- As per Section 3.5 of Smoky Lake County Policy No. 03-16, the Planning and Development Manager is required to refer the proposed Bylaw to a number of Referral Agencies for their comments. Responses from said Referral Agencies will be forwarded to Council for consideration prior to the adoption of a Resolution closing said road. Copies of the referrals that were sent are attached for reference. © **Attachment 6**

August 26, 2021 – County Council Meeting

- **Motion 1115-21:** *“That Smoky Lake County Council resolve to close all the portions of road described in Road Plan 10 C.L. & Road Plan 3098HW, located within the lands legally described as NE-19-57-13-W4M, subject to written approval for the landowner of the lands legally described as NE-19-57-13-W4M, and further, subject to Ministerial approval of the closure, to register a new Road Plan to incorporate the as-built road lying within the lands legally described as NE-19-57-13-W4M & SE-30-57-13-W4M, all at no cost to Smoky Lake County, as per Smoky Lake County Policy No. 03-61: Road Closure or Cancellation.”*
- Letter to the Applicant © **Attachment 7**

NEXT STEPS:

1. Responses to be obtained from Referral Agencies prior to adoption of Resolution closing Road Plan 10 C.L. & Road Plan 3098HW.
2. Obtain written approval from affected landowners.
3. Preparation of survey and transfer documents for registration of new road plan.
4. Adoption of Resolution.
5. Forwarding of the Resolution, landowner approval and proposed survey effecting the registration of the as-built road to the Minister of Transportation for approval.
6. Assuming Ministerial approval, forwarding of necessary survey and documents to Land Titles Office for registration.

CORRELATION TO BUSINESS (STRATEGIC) PLAN

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

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

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

LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS

MGA Section

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

22(1) No road in a municipality that is subject to the direction, control and management of the municipality may be closed except by bylaw.

(2) A bylaw closing a road must be advertised.

(3) A bylaw closing a road made by the Council of a municipality that is not a city has no effect unless it is approved by the Minister of Transportation before the bylaw receives second reading.

(4) Before passing a bylaw closing a road, a person who claims to be affected prejudicially by the bylaw or that person’s agent must be given an opportunity to be heard by the Council.

24 Despite section 22, the council of a municipality may by resolution, with the approval of the Minister of Transportation, close the whole or any part of a road described in a surveyed road plan that the council determines is no longer required for use by the travelling public owing to the existence of an alternate route.

BENEFITS	<ul style="list-style-type: none"> Correctly align the as-built road within a registered road plan as currently the road deviates from the registered road plans onto private property
DISADVANTAGES	<ul style="list-style-type: none"> Costs associated with the proposed resurveying and registration of a new road plan to reflect the as-built road (if said costs are assumed as requested by the applicants)
ALTERNATIVES	<ul style="list-style-type: none"> Take no action
FINANCE/BUDGET IMPLICATIONS	
Operating Costs:	<u>>5,000.00</u>
Budget Available:	_____
Budgeted Costs:	_____
Capital Costs:	_____
Source of Funds:	_____
Unbudgeted Costs:	_____
INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS	Should Smoky Lake County Council adopt a Resolution to close said road, a copy of said Resolution must be approved by the Minister of Transportation.
COMMUNICATION STRATEGY	Nil.
RECOMMENDATION	
<p><i>(One single motion:)</i></p> <p>That Smoky Lake County Council resolve:</p> <ol style="list-style-type: none"> to close all the portions of road described in Road Plan 10 C.L. & Road Plan 3098HW, located within the lands legally described as NE-19-57-13-W4M, subject to written approval for the landowner of the lands legally described as NE-19-57-13-W4M; to close a portion of road measuring about 440ft more or less in length, located southeast of the lands legally described as SE-30-57-13-W4M, subject to written approval for the landowner of the lands legally described as SE-30-57-13-W4M; and further, subject to Ministerial approval of both the closures, <ol style="list-style-type: none"> to register a new Road Plan to incorporate the as-built road lying within the lands legally described as NE-19-57-13-W4M & SE-30-57-13-W4M, as per Smoky Lake County Policy No. 03-61: <i>Road Closure or Cancellation</i>; and that each said land-swap with each landowner be for \$1.00.; and that this work be at the County's cost, surveying not to exceed \$5,000.00, as the file was initially commenced in 1991 but left incomplete. 	
CHIEF ADMINISTRATIVE OFFICER	



TRANSPORTATION AND UTILITIES
Property Services Branch

File(s): 19181 M.D.
21183, 39690

1st Floor, Twin Atria Building, 4999 - 98 Avenue, Edmonton, Alberta, Canada T6B 2X3 Fax 403/427-1066

Phone: 427-8764

May 2, 1991

County of Smoky Lake No. 13
Box 310
Smoky Lake, Alberta
T0A 3C0

Attention: Cary Smigerowsky

Dear Sir:

RE: ROAD PLANS 10 C.L. AND 3098 H.W. IN N.E. 19-57-13-4

Please refer to the attached print of a new road plan which shows portions of the above mentioned roadway to be cancelled.

Pursuant to section 180.01 of the Municipal Government Act as amended on June 5, 1985 we will require for the Minister's approval a Council "resolution" authorizing the cancellation of this old road.

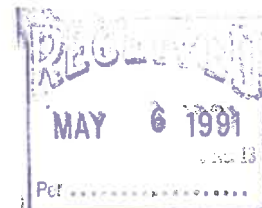
If more than one adjoining landowner is affected by the cancellation we will require written confirmation as to whom the cancelled road should be transferred, and letters of consent from the owners involved.

Your attention to this file will be appreciated and should you have any questions please contact the writer.

Yours truly,

David Haley
Road Cancellation Technologist
Strategic Services

DH/cmc
Attached



L A K E

A

269°57'00"
20.12

Fd. No Mk.
R1
Re-est. Pl. I.

Fd. I.
N. 1/4 19

Government Road Allowance

Assumed

269'

57'

109.98

Fd. Re-e
Pl. I.

Bank of Lake A
as traversed by
R.W. Cautley D.L.S.
March 29, 1904.

Portion of Road Plan
10 C.L. to be
Cancelled

Road Plan
3098 H.W. to
be Cancelled

Road Plan
10 C.L.

Fd. No Mk.
R2

R10 to R11
Delta=7°26'42"
R=250.00
Arc=32.49

I. Mp. R11

50"

50"

07'

07'

Road Plan
7732 A.U.

355.60

381.14

0'

0'

35"

Fd. I. Hole
Pl. I. Mp. R3

20.12
90°10'35"

Road Plan
6027 K.S.

N.E. 1/4 Sec. 19 - 57 - 13 - 4

Area Required = 1.74 Ha.

24.00
calc.

33°00'45"
159.32

18°20'55"
74.93

I. Mp. R4

204.62

00"

Fd. No Mk.
R8

Fd. No Mk.
R7

Fd. No Mk.
R6

Fd. No Mk.
R5

Fd. No Mk.
R4

Fd. No Mk.
R3

R8 to R9
Delta=16°13'05"
R=400.00
Arc=113.22

R9 to R10
Delta=12°06'45"
R=250.00
Arc=57.85

250°28'40"
42.348

33°00'45"
193.82
Delta=37°27'55"
R=97.31
Arc=63.63
I. Mp. R5

88.06

Government Road Allowance

Apr. 30, 1992

- 5441 -

385-Dombowsky

That the request received from Mr. Walter Wasyliw dated April 20, 1992 for a temporary road closure between the Bellis Hall and the United Church and the use of the southern portion of the school grounds, that permission be granted.

Carried.

386-Lamash

That the information received from the Energy Resources Conservation Board directing the use of oily waste material on County and private roads, be filed for information.

Carried.

387-Novosiwsky

RESOLUTION FOR CANCELLATION OF UNUSED ROAD DIVERSIONS

A Resolution of the County of Smoky Lake No. 13 for the purpose of closing to public travel and cancelling of a Public Highway Act, Chapter M26, Revised Statutes of Alberta 1980, as amended.

WHEREAS, the lands hereafter described are no longer required for public travel;

THEREFORE, be it resolved that the Council of the County of Smoky Lake No. 13 does hereby close the following described road, subject to rights of access granted by other legislation or regulations.

Road Plan 10 C.L. affecting the NE 1/4 Sec. 19-57-13-W4M.

Carried.

388-Novosiwsky

RESOLUTION FOR CANCELLATION OF UNUSED ROAD DIVERSIONS

A Resolution of the County of Smoky Lake No. 13 for the purpose of closing to public travel and cancelling of a Public Highway Act, Chapter M26, Revised Statutes of Alberta 1980, as amended.

WHEREAS, the lands hereafter described are no longer required for public travel;

THEREFORE, be it resolved that the Council of the County of Smoky Lake No. 13 does hereby close the following described road, subject to rights of access granted by other legislation or regulations.

Road Plan 3629 C.L. affecting the SE 36-60-17-W4M and the NE 36-60-17-W4M.

Carried.

389-Novosiwsky

RESOLUTION FOR CANCELLATION OF UNUSED ROAD DIVERSIONS

A Resolution of the County of Smoky Lake No. 13 for the purpose of closing to public travel and cancelling of a Public Highway Act, Chapter M26, Revised Statutes of Alberta 1980, as amended.

WHEREAS, the lands hereafter described are no longer required for public travel;

THEREFORE, be it resolved that the Council of the County of Smoky Lake No. 13 does hereby close the following described road, subject to rights of access granted by other legislation or regulations.



Property Services Branch

1st floor, Twin Atria Building
4999 - 98 Avenue
Edmonton, Alberta
Canada T6B 2X3

Fax 403/427-1066

Our Files: 19181 M.D.

Telephone: 427-8764

March 23, 1995

County of Smoky Lake #13
Box 310
SMOKY LAKE AB T0A 3C0

**ATTENTION: Cary Smigerowsky
Manager**

Dear Sir:

RE: ROAD PLANS 10 C.L. AND 3098 H.W. IN NE 19-57-13-4

Further to our previous letters regarding the cancellation of the above noted roads in conjunction with the registration of the road survey.

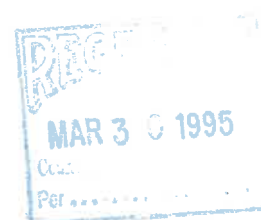
In order for us to proceed we will require a council resolution pursuant to section 24 of the new Municipal Government Act.

Yours truly,

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

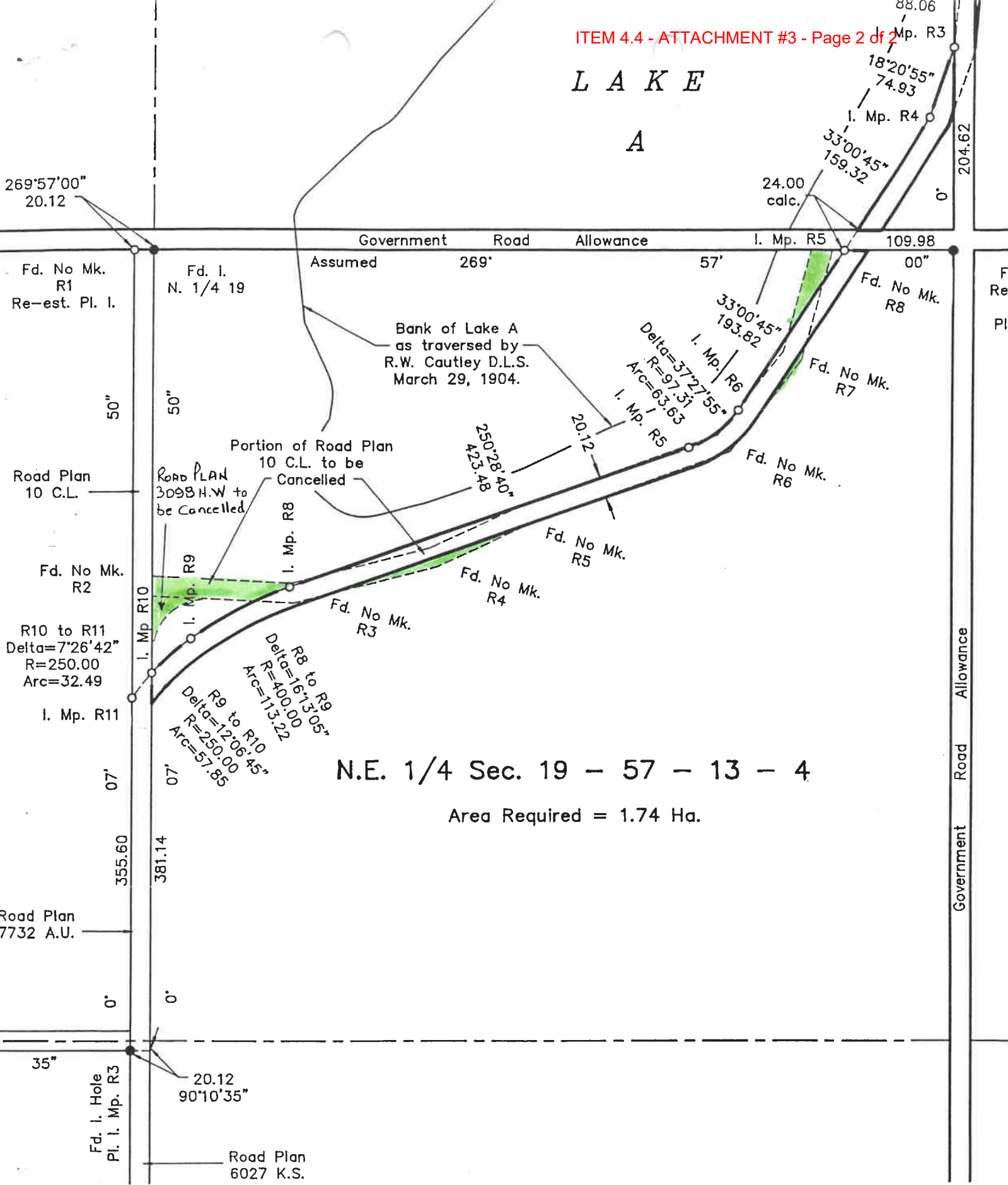
Dave Haley
Road Cancellation Technologist
Realty

DH/mp



L A K E

A



N.E. 1/4 Sec. 19 - 57 - 13 - 4

Area Required = 1.74 Ha.

Government Road Allowance

F Re Pl.

PLAN

SHOWING SURVEY OF ROAD DIVERSION
IN

SEC. 19, — T^P57, — R^E13, — W. 4thM.

SCALE 4 CMS. = 1 INCH — — — BY A.P.C. BELYEA, D.L.S.
1913.

Note: All Distances Shown in Blue are Computed.

A.P.C. Belyea Edmonton
North Alberta

Edmonton
27th
March AD 1914

A.P.C. Belyea

R. J. Gies

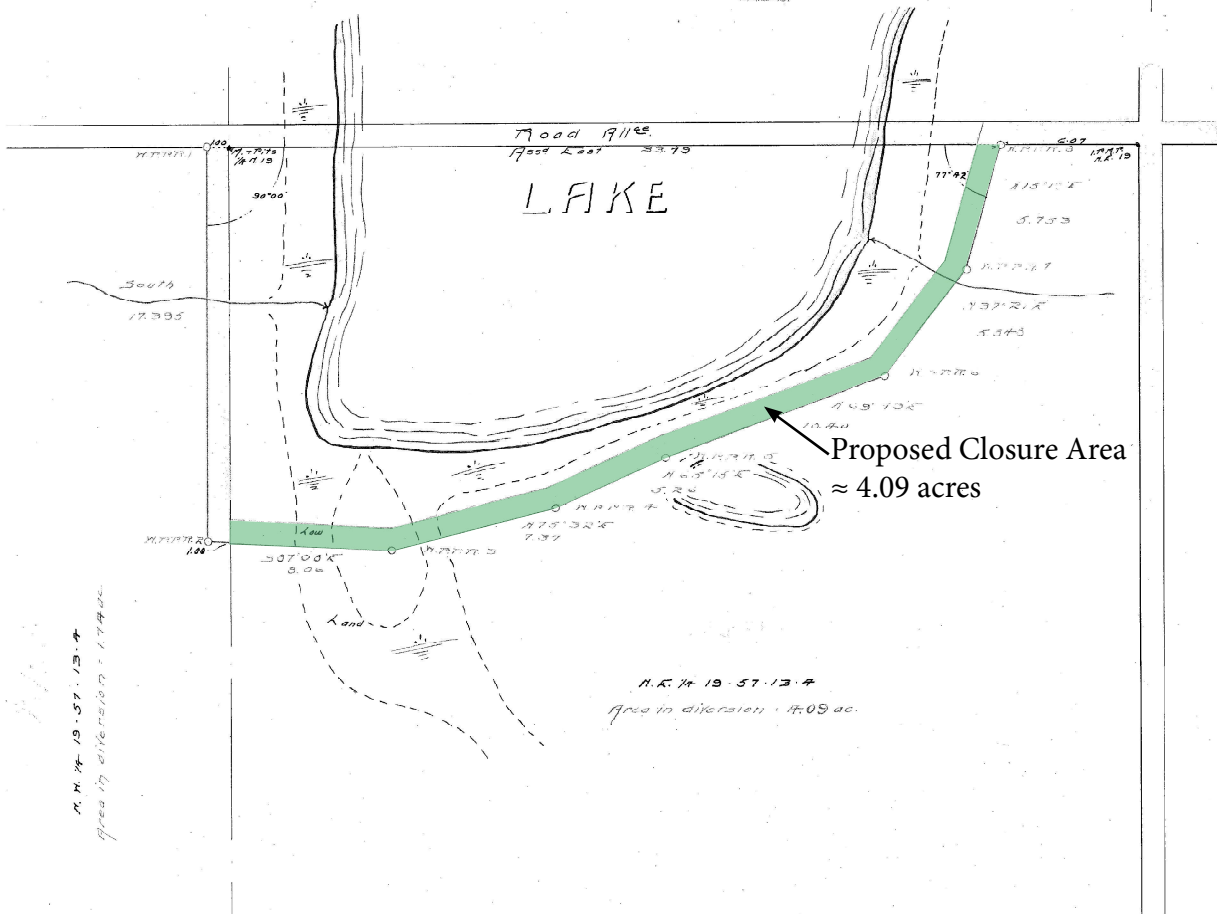
North Alberta

27th April AD 1914

Ed. J. H. Gies

Witness that the within instrument is
true and correct. Registered in the Land
Title Office for the North Alberta Land
Registration District at Edmonton in the
Province of Alberta at 10⁰⁰ o'clock
A.M. on the 19 day of Oct.
1913. Number 10 Book 22
Full

Edwards Registrar
S.A.S.



PLAN SHOWING SURVEY OF ROAD DIVERSION N.E. 1/4 SEC. 19 T. 57 R. 13 W. 4TH M.

SCALE: 2 CHAINS = 1 INCH

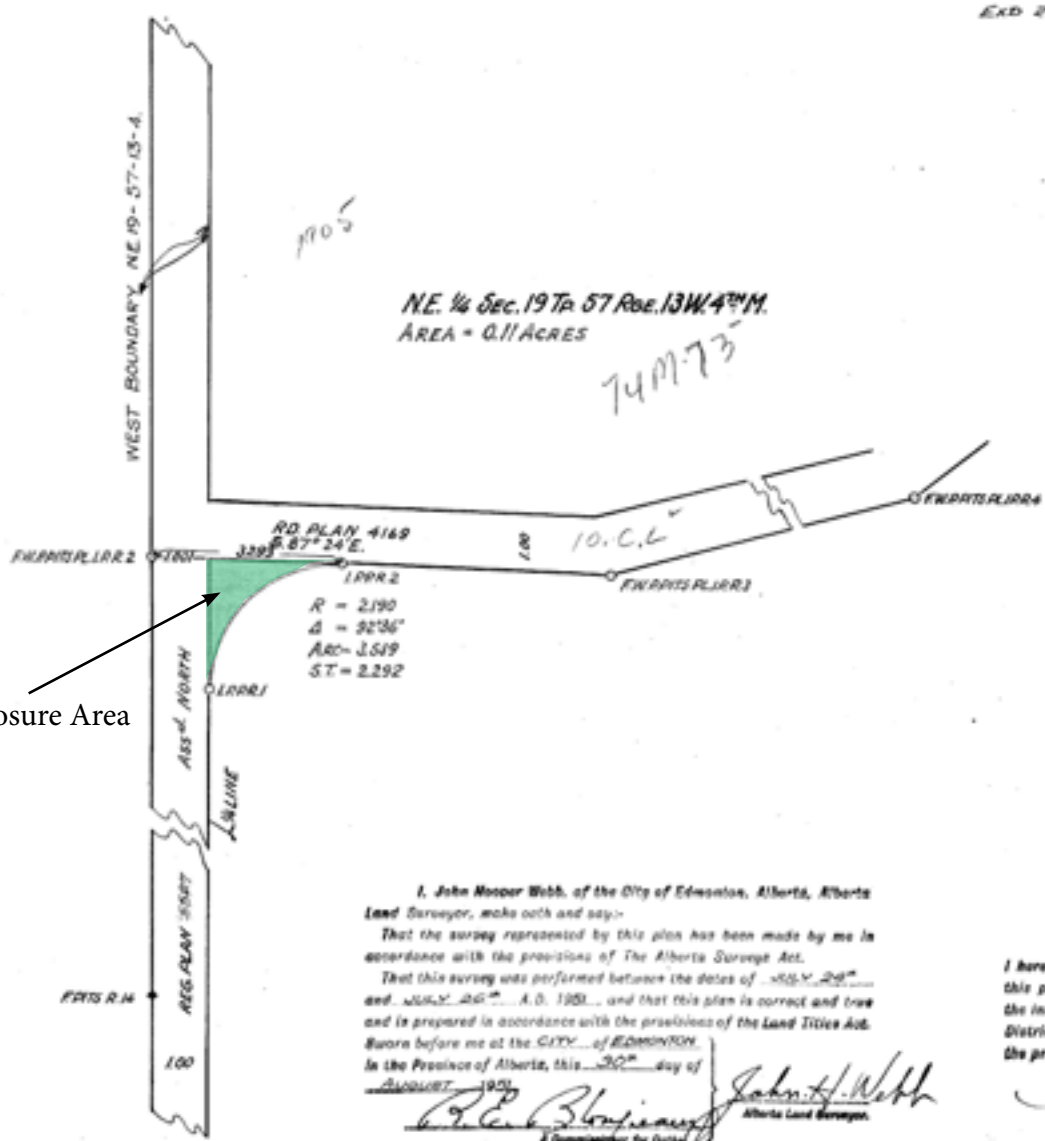
CALCULATED DISTANCES ARE SHOWN IN BLUE.

By JOHN H. WEBB A.L.S.
1951

I certify that the within instrument is duly entered and registered in the Land Titles Office for the North Alberta Land Registration District at Edmonton, in the Province of Alberta, this 20th day of November A.D. 1951, before me, J. H. Webb, Notary Public.
J. H. Webb
Notary Public

APPROVED

[Signature]
Director of Surveys
Exp. 23-10-51
J.H.W.



Proposed Closure Area
≈ 0.11 acres

I, John H. Webb, of the City of Edmonton, Alberta, Alberta Land Surveyor, make oath and say:-

That the survey represented by this plan has been made by me in accordance with the provisions of The Alberta Survey Act.

That this survey was performed between the dates of MAY 29th and MAY 30th A.D. 1951, and that this plan is correct and true and is prepared in accordance with the provisions of the Land Titles Act.

Sworn before me at the CITY of EDMONTON in the Province of Alberta, this 30th day of AUGUST 1951

[Signature]
John H. Webb
Alberta Land Surveyor

I hereby certify that the survey represented by this plan has been made in accordance with the instructions of the Council of the Municipal District of SMOKY LAKE No. 89 under the provisions of the Municipal Districts Act.

[Signature]
Secretary-Treasurer







SMOKY LAKE COUNTY

Title: Road Closure or Cancellation		Policy No.: 16-04
Section: 03	Code:	Page No.: 1 of 11

E

Legislation Reference:	Alberta Provincial Statutes
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Purpose:	To provide a process to close a Government Road Allowance, or cancel a surveyed Road Plan.
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Policy Statement and Guidelines:	
1. DEFINITIONS	<p>1.1 Government Road Allowance – 66 feet wide</p> <p>1.1.1 in a north-south direction, with one mile between each column of sections east to west, commencing on the eastern range boundary. Also known as Range Roads.</p> <p>1.1.2 in an east-west direction, two miles between each 2nd row of sections south to north, commencing on the southern township boundary. Also known as Township Roads.</p> <p>1.2 Road Plan – Surveyed areas acquired for public purposes such as new roads, road widening, diversion and drainage ditches which are undertaken by the municipality under the authority of the <i>Municipal Government Act</i>.</p> <p>When a municipality or the Crown acquires land for a road or other public work by an agreement with the owner, title to the land is vested in the city, or in the case of any other municipality, the Crown in right of Alberta by filing a plan of survey at the Land Titles Office.</p> <p>1.3 Road – means land</p> <p>1.3.1 shown as a road on a plan of survey that has been filed or registered in a Land Titles Office, or</p> <p>1.3.2 used as a public road,</p> <p>1.3.3 as or within a Government road allowance,</p> <p>and includes a bridge forming part of a public road and any other structure incidental to a public road.</p>
2. TEMPORARY ROAD CLOSURE	<p>2.1 Council, may by resolution or a Designated Officer if authorized by Council resolution, temporarily close the whole or a part of a road at any time that a construction or maintenance project on or adjacent to the road may create a hazard.</p>

Title: Road Closure or Cancellation		Policy No.: 16-04
Section: 03	Code:	Page No.: 2 of 11

E

3. **PERMANENT ROAD CLOSURE / CANCELLATION BY RESOLUTION –
*Municipal Government Act, Section 24***

Council, may by resolution, with the approval of the Minister of Transportation, close the whole or any part of a Road described in a surveyed Road Plan that the Council determines is no longer required for use by the travelling public owing to the existence of an alternative route.

PROCEDURE

- 3.1 A Landowner may request the County to consider cancellation of the whole or any part of an undeveloped Road Plan or the County may initiate the action.
- 3.2 A Request for Decision (*as per Policy Statement No. 01-27: Request For Decision*) shall be presented to Council for consideration for Road Closure by Resolution, see attached *Schedule "A": Sample Resolution*.
- 3.3 The road is usually returned to the title from which it was excepted (i.e. the ¼ section). Consolidation with the adjacent land parcels may require a Descriptive Plan or a Plan of Survey. When using a Descriptive Plan, Land Titles should be consulted to ensure that the description is suitable for registration.
- 3.4 No advertising is necessary, but an agreement or consent must be obtained from the landowner(s) affected. If there is more than one adjacent owner, direction from the municipality as to the disposition of the Road shall be provided to affected landowners, and consent from all affected landowners is required, see attached *Schedule "B": Sample Resolution Letter & Consent*.
- 3.5 The municipality is responsible for ensuring that all third party interests and the interests of anyone who might be adversely affected are protected.

A letter, as per *Schedule "C": Sample Letter of Referral* shall be sent to the following Referral Agencies, as per *Schedule "F": Referral List*:

- 3.5.1 Telecommunication providers (Telus).
- 3.5.2 Power Authority (ATCO).
- 3.5.3 The owner/operator of any pipeline or right-of-way which crosses the subject closure area.

Title: Road Closure or Cancellation		Policy No.: 16-04
Section: 03	Code:	Page No.: 3 of 11

E

Policy Statement and Guidelines:

3.6 If easements or conditions are required by any of the Referral Agencies, the County must attach the proper documentation to accompany the Resolution when submitting it to Alberta Transportation for approval. Easements are granted by the “**Minister of Transportation**”.

3.7 The complete package to be sent to Alberta Transportation shall include:

3.7.1 Original or certified copy of the Resolution;

3.7.2 Copies of the Notices sent to all Referral Agencies;

3.7.3 Copies of written consent by affected Landowner(s); and

3.7.4 Copies of written responses from all required Referral Agencies.

And shall be sent to:

District Operations Manager, Athabasca Unit
 Alberta Transportation
 Unit #2, Jewell Building
 3603 – 53 Street
 Athabasca, Alberta T9S 1A9

3.8 Alberta Transportation will prepare the documentation (Notification to Registrar) to transfer the Road to the appropriate adjacent landowner(s).

4. **PERMANENT ROAD CLOSURE / CANCELLATION BY BYLAW: *Municipal Government Act, Section 22***

Council, may by Bylaw, with the approval of the Minister of Transportation, close the whole or any part of a Government Road Allowance (or a surveyed Road Plan, when preferred).

PROCEDURE

4.1 Prior to First Reading of the Bylaw, the applicant shall provide a detailed sketch of the proposed closure area, which includes an approximate calculation of the area of land included in the proposed closure area. Following First Reading, and prior to a Public Hearing being held on the proposed Bylaw, the applicant shall provide a Plan of Survey or a Descriptive Plan, prepared by an Alberta Land Surveyor, showing the fully-calculated closure area. Costs of the Plan of Survey or a Descriptive Plan shall be borne solely by the applicant.

4.2 A Request for Decision (*as per Policy Statement No. 01-27: Request For Decision*) shall be presented to Council for consideration for Road Closure by Bylaw, see attached *Schedule “D”: Sample Bylaw*. Council must give First Reading to the Bylaw prior to a Public Hearing and prior to submitting it to Alberta Transportation for approval.

Title: Road Closure or Cancellation		Policy No.: 16-04
Section: 03	Code:	Page No.: 4 of 11

*E***Policy Statement and Guidelines:**

- 4.3 Following First Reading of the Road Closure Bylaw, advertisement requirements, *as per Municipal Government Act - Section 606*, for a Public Hearing must be followed, including the time and place for a Public Hearing, (*as per Policy Statement No. 01-06: Public Hearing Procedures*).
- 4.4 The Bylaw and advertising must state the ultimate purpose of the closure (i.e., to public travel only, for lease or for creation of a title), see attached *Schedule "E": Sample Advertisement*.
- 4.5 If objections are raised, either in writing or at the Public Hearing, Council should determine whether the objections are valid and whether they wish to continue in spite of the objections. If continuing, the rationale for the closure/cancellation must be made clear in the covering letter to Alberta Transportation.
- 4.6 The municipality is responsible for ensuring that all third parties interests and the interests of anyone who might be adversely affected are protected.
- A letter, as per *Schedule "C": Sample Letter of Referral*, shall be sent to the following Referral Agencies, as per *Schedule "F": Referral List*:
- 4.6.1 Telecommunication providers (Telus);
 - 4.6.2 Power Authority (ATCO);
 - 4.6.3 Public Lands, Alberta Sustainable Resources, if a Government Road Allowance is for sale, or if adjacent to Crown Lands or a water body; and
 - 4.6.4 Rural Utilities Branch, Alberta Agriculture and Rural Development; and
 - 4.5.5 The owner/operator of any pipeline or right-of-way which crosses the subject closure area.
- 4.7 If easements or conditions are required by any of the Referral Agencies, the County must attach the proper documentation to accompany the Resolution when submitting it to Alberta Transportation for approval. Easements are granted by the "**Minister of Transportation**".

Title: Road Closure or Cancellation		Policy No.: 16-04
Section: 03	Code:	Page No.: 5 of 11

E

Policy Statement and Guidelines:

4.8 The complete package to be sent to Alberta Transportation shall include:

- 4.8.1 Original or certified copy of the Bylaw (after First Reading).
- 4.8.2 Copies of the Notices sent to all Referral Agencies.
- 4.8.3 Copy of the Notice published in the local newspaper.
- 4.8.4 Copies of written consent by affected Landowner(s).
- 4.8.5 Copies of written responses from all required interested parties.
- 4.8.6 Copy of the meeting minutes when the Bylaw received First Reading.

And shall be sent to:

District Operations Manager, Athabasca Unit
 Alberta Transportation
 Unit #2, Jewell Building,
 3603 – 53 Street
 Athabasca, Alberta T9S 1A9

- 4.9 Alberta Transportation will review the package and if approved, the Minister of Transportation will sign the Original Bylaw and return to the Municipality.
- 4.10 The Bylaw may then be presented to Council for consideration of Second and Third Readings. Second and Third Readings must be done within two years of First Reading.
- 4.11 Once given Third and Final Reading, a duplicate original or certified copy of the Bylaw is to be sent to Alberta Land Titles for registration.
- 4.12 Upon acceptance of the Road Closure Bylaw, Alberta Land Titles will issue a new Certificate of Title for the subject parcel of land, in the name of Smoky Lake County.
- 4.13 The County may consolidate the parcel of land with an adjacent parcel of land upon a Transfer of Title and Consolidation or Separation of Titles being submitted to Alberta Land Titles.

	<i>Date</i>	<i>Resolution Number</i>
Approved	June 3, 1985	# 590 - Page # 4944
Amended	June 16, 2005	# 479 - Page # 7960
Amended	November 25, 2010	#111-10 - Page # 9535
Amended	June 25, 2020	

Section 3

Policy 16-04



Schedule "A" Sample Resolution

Date: _____ Resolution Number: _____

WHEREAS, Smoky Lake County requires a resolution for the purpose of closing to public travel and canceling a public highway in accordance with Section 24, of the *Municipal Government Act*, Chapter M26 Revised Statutes of Alberta, 2000, as amended; and

WHEREAS, the lands hereafter described are no longer required for public travel.

NOW THEREFORE BE IT RESOLVED that the Council of Smoky Lake County does hereby close the following described road, subject to rights of access granted by other legislation.

Road Plan _____, within the land(s) legally described as:

_____.

Excepting Thereout All Mines and Minerals.

Chief Elected Official

- SEAL -

Chief Administrative Officer

Approved this _____ day of _____, 20____.

Minister of Transportation

Section 3

Policy 16-04



Schedule "B" Sample Resolution Letter and Consent

Date:

Name

Address

Town, Alberta Postal Code

To Whom It May Concern:

RE: Proposed Road Plan Cancellation
Road Plan XXXXX in XX XX-XX-XX W4

Enclosed is a copy of the above mentioned Road Plan that is located on land registered in your name. Please be advised that Smoky Lake County proposes to cancel this Road Plan and that all lands from the cancelled road will revert to the Title from which it was exempted.

In order to proceed with the Road Plan cancellation, it is necessary for you to indicate your consent of the cancellation by signing and returning the duplicate of this letter.

Yours truly,

Chief Administrative Officer

I, _____, landowner of _____,
Name Section Township Range Median

hereby certify that I have no objections to the cancellation of Road Plan _____,

within the _____ W4.
Section Township Range Median

Date: _____

Signature: _____

Section 3

Policy 16-04



Schedule "C" Sample Letter of Referral

Date:

Name

Address

Town, Alberta Postal Code

To Whom It May Concern:

RE: Proposed Road Cancellation and Closure

On behalf of Smoky Lake County, this letter serves as notification that "Smoky Lake County" intends to close to public travel and cancel a portion of public highway or roadway in accordance with Section 22 or 24 of the *Municipal Government Act*, M26, Revised Statutes 2000, and amendments thereto.

To be Cancelled: Road Plan _____, in the _____, as shown on the enclosed sketch.

If an easement is required to protect your interests within this road closure, please advise us. **Alberta Transportation** will be the **GRANTOR** for all easements. They will be registered at the Land Titles Office in conjunction with the other Road Closure documents.

Please return the following to our office by _____, 20__:

- Three fully executed easement documents by your company. These documents will be forwarded to Alberta Transportation for final execution.
- This letter signed, which shall grant approval of the Road Closure and Cancellation.

If you have any concerns or require any further information, please contact the undersigned.

Sincerely,

Enclosure(s)

APPROVAL GRANTED (Utility Company)
Signature
Print Name
Date

Section 3

Policy 16-04



Schedule "D"
Sample Bylaw

A BYLAW OF THE SMOKY LAKE COUNTY IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF CLOSING PUBLIC TRAVEL AND (choose which one applies and insert: "creating title to", "disposing of" or "leasing of") PORTIONS OF A PUBLIC ROAD IN ACCORDANCE WITH SECTION 22 OF THE MUNICIPAL GOVERNMENT ACT, CHAPTER M26, REVISED STATUTES OF ALBERTA, 2000, AS AMENDED.

WHEREAS, the lands hereafter described are no longer required for public travel, and

WHEREAS, a request has been made to Council to have the road closed, and

WHEREAS, the Council of Smoky Lake County deems it expedient to provide for a bylaw for the purpose of closing to public travel certain roads, or portions thereof, situated in the said municipality, and thereafter disposing of same, and

WHEREAS, notice of the intention of Council to pass a bylaw has been given in accordance with Section 606 of the Municipal Government Act, and

WHEREAS, Council was not petitioned for an opportunity to be heard by any person claiming to be prejudicially affected by the bylaw.

NOW THEREFORE BE IT RESOLVED that the Council of Smoky Lake County in the Province of Alberta does hereby close to public travel for the purpose of (choose which one applies and insert: "creating title to", "disposing of" or "leasing of") the following described roads, subject to rights of access granted by other legislation:

(insert proper description)

Excepting thereout all mines and minerals

Received first reading this ___ day of ___, 2___.

Chief Elected Official

- SEAL -

Chief Administrative Officer

Approved this ___ day of ___, 2___.

Minister of Transportation

- SEAL -

Received second reading this ___ day of ___, 2___.

Received third reading this ___ day of ___, 2___.

Section 3

Policy 16-04



**Schedule "E"
Sample Advertisement**

PUBLIC NOTICE

SMOKY LAKE COUNTY

BYLAW No. 1200-09: PUBLIC HEARING

The purpose of **Bylaw No. 1200-09** is to close to public travel for the purpose of disposing of and consolidating the unused portion of road registered as

**Road Plan 2463BM within
SE 02-58-13 W4
Excepting thereout all mines and minerals**

AREA AFFECTED:

SE 02-58-13 W4 – 2.56 acres (1.036 hectare)

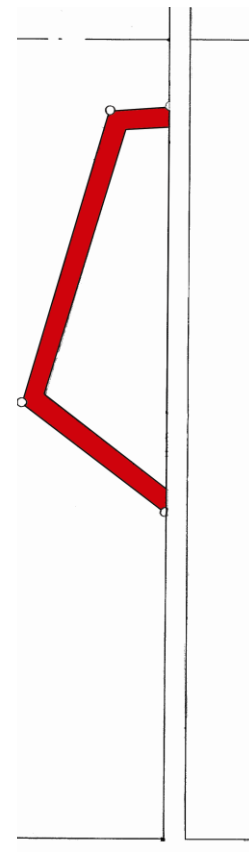
Copy of **Bylaw No. 1200-09** is available at the County Administration Office in Smoky Lake, during regular business hours, for inspection at the following address:

**Smoky Lake County Office
4612 McDougall Drive (Box 310)
Smoky Lake, Alberta T0A 3C0**

Any person wishing to file a letter or comment on the proposed Bylaw is welcome to submit written correspondence prior to the Public Hearing or appear in person at the Public Hearing.

A **Public Hearing** has been scheduled for **October 29, 2009** at **1:00 P.M.**, in the **County Council Chambers**, Smoky Lake, to provide the public with the opportunity to comment on **Bylaw 1200-09** prior to its proposed adoption.

Cory Ollikka
Chief Administrative Officer



Section 3

Policy 16-04



Schedule “F” Referral List

Telus Communications Engineering OPS – Right of Ways 16 th Floor, 10020 – 100 Street Edmonton, Alberta T5J 0N5	ATTENTION: Cindy Sparks Real Estate Agreements Assistant III Phone: (780) 493-4619 Phone: (780) 425-0843
ATCO Electric Land & Properties Acquisition 12 th Floor, 10035 – 105 Street Edmonton, Alberta T5J 2V6	ATTENTION: Andy Sharun Phone: (780) 420-3748 Phone: (780) 420-5410
If affecting a water body or adjacent to Crown Land	
Alberta Sustainable Resources Public Lands Division Roadway and Reservation Program 5 th Floor, 9915 – 108 Street South Petroleum Plaza Edmonton, Alberta T5K 2G8	
	Phone: (780) 427-3570 Fax: (780) 422-3120
Only if selling a Government Road Allowance:	
Alberta Sustainable Resource Development Technical and Logistics Unit 3 rd Floor, 9915 – 108 Street Edmonton, Alberta T5K 2G8	ATTENTION: Bev Cormack Phone: (780) 422-4737 Phone: (780) 422-4251
NOTE: Because most Municipalities have a three month termination clause in their lease agreements, Alberta Environment and Pipeline Companies in the area do not need to be notified of leases on Statutory Road Allowances.	



Smoky Lake County

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1-888-656-3730
Fax: 780-656-3768
www.smokylakecounty.ab.ca

August 19, 2021

Alberta Environment & parks
Technical Services Unit
3rd Floor, 9915 – 108th Street
Edmonton, AB T5K 2G8

RE: Proposed Road Closure: All of Road Plan 10 C.L. & Road Plan 3098HW (NE-19-57-13-W4M)

On behalf of Smoky Lake County, this letter serves as notification that Smoky Lake County intends to close and cancel a portion of a public road: **All of Road plan 10 C.L. & Road Plan 3098HW**, located within the lands legally described as NE-19-57-13-W4M.

Please refer to the attached sketch showing the location of the above noted cancellation and advise whether you have any objections and/or require easement protection. Please *mail or email your written reply* to the undersigned within fourteen (14) days.

If an easement is required, please provide three fully executed easement document by your firm. The documents affecting the easement will be forwarded to Alberta Transportation for final execution. If an easement is not required, please sign this letter in the space provided below and return to the undersigned.

If you have any questions or concerns or require further information, please do not hesitate to contact the undersigned at 780-656-3730 or by email at jruegg@smokylakecounty.ab.ca. I appreciate your earliest response in this regard. Thank you.

Yours truly,

Jordan Ruegg
Planning & Development Manager, Smoky Lake
County



4612 - McDougall Drive, PO Box 310
Smoky Lake, Alberta T0A 3C0
e: jruegg@smokylakecounty.ab.ca
p: (780) 656-3730 / c: (780) 650-5207
w: <http://www.smokylakecounty.ab.ca/>

If your agency has no objections to the foregoing, would you kindly indicate your acceptance by signing this letter in the space provided and return it to our office.

Acknowledged and agreed to the _____ day of _____, 2021.



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August 19, 2021

Altalink
26315 TWP RD 531A
Acheson, AB
T7X 5A3

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ᑭᓕᓕᓕᓕᓕ ᓂᓂᓂᓂᓂᓂ (kaskapatau sahakigan / Smoky Lake) on Treaty 6 Territory

cc: Kyle Schole, Planning, Development & Heritage Assistant, Smoky Lake County kschole@smokylakecounty.ab.ca



Smoky Lake County

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August 19, 2021

Atco Electric
Land & Properties Aquisition
12th Floor, 10035 – 105th Street
Edmonton, AB, T5J 2V6

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cc: Kyle Schole, Planning, Development & Heritage Assistant, Smoky Lake County kschole@smokylakecounty.ab.ca



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

August 19, 2021

Atco Pipelines Edmonton Centre
7210 42nd Street
Edmonton, AB
T6B 3H1

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cc: Kyle Schole, Planning, Development & Heritage Assistant, Smoky Lake County kschole@smokylakecounty.ab.ca



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August 19, 2021

Fortis Alberta Inc.
320-17th Avenue SW
Calgary, AB
T2S 2V1

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cc: Kyle Schole, Planning, Development & Heritage Assistant, Smoky Lake County kschole@smokylakecounty.ab.ca



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www.smokylakecounty.ab.ca

August 19, 2021

Smoky Lake County Gas Department
Attn: Daniel Moric
Box 310,
Smoky Lake, AB T0A 3C0

RE: Proposed Road Closure: All of Road Plan 10 C.L. & Road Plan 3098HW (NE-19-57-13-W4M)

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August 19, 2021

Telus Communications
Real Estate/Right of Way Alberta
10035-102 Street, 10th Floor
Edmonton, AB T5J 0E5

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www.smokylakecounty.ab.ca

September 2, 2021

File No. RC-032

BOB NOVOSIWSKY
BOX 489
VILNA, AB
T0A 3L0

**RE: Proposed Closure and Realignment of Road Plan 10 C.L. & Road Plan 3098HW
NE-19-57-13-W4M & SE 30-57-13-W4M**

Dear Mr. Novosiwsky,

This letter serves to inform you that at the August 24, 2021 meeting of Smoky Lake County Council, the following Motion was adopted:

***Motion 1115-21:** "That Smoky Lake County Council resolve to close all the portions of road described in Road Plan 10 C.L. & Road Plan 3098HW, located within the lands legally described as NE-19-57-13-W4M, subject to written approval for the landowner of the lands legally described as NE-19-57-13-W4M, and further, subject to Ministerial approval of the closure, to register a new Road Plan to incorporate the as-built road lying within the lands legally described as NE-19-57-13-W4M & SE-30-57-13-W4M, all at no cost to Smoky Lake County, as per Smoky Lake County Policy No. 03-61: Road Closure or Cancellation."*

If you have any questions concerning this file, please contact me at 780-656-3730. Thank you.

Sincerely,

Jordan Ruegg
Planning & Development Manager, Smoky Lake County



4612 - McDougall Drive, PO Box 310
Smoky Lake, Alberta T0A 3C0
e: jruegg@smokylakecounty.ab.ca
p: (780) 656-3730 / c: (780) 650-5207
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ᑭᓴᓴᓴᓴᓴ ᑭᓴᓴᓴᓴᓴ (kaskapatau sakahigan / Smoky Lake) on Treaty 6 Territory

CC: Kyle Schole, Planning, Development & Heritage Assistant, Smoky Lake County kschole@smokylakecounty.ab.ca

REQUEST FOR DECISION		DATE	September 23, 2021	4.5
TOPIC	Safety Codes Agency Agreement – Request for Proposals			
PROPOSAL	<ul style="list-style-type: none"> To award a contract for Safety Codes Services, for the Building, Plumbing, Gas, Electrical and Private Sewage Disposal Disciplines, and, if necessary, for the Fire Discipline, for Smoky Lake County, the Town of Smoky Lake, the Village of Vilna and the Village of Waskatenau, with Smoky Lake County being the managing partner, and being responsible as the Manager of the Joint Quality Management Plan, for the period of January 1, 2022, to December 31, 2026, to The Inspections Group Inc. 			
BACKGROUND	<ul style="list-style-type: none"> As the managing partner for Safety Codes Services for Smoky Lake County, the Town of Smoky Lake, the Village of Vilna and the Village of Waskatenau, Smoky Lake County is responsible for issuing a Request for Proposals for Safety Codes Services for the partnering municipalities. The current Safety Codes Services Agreement with The Inspections Group Inc. expires on December 31, 2021. <u>February 22, 2021 - Intermunicipal Collaboration Committee (ICC) Meeting</u> Motion 005-21: <i>“That the Smoky Lake Region Intermunicipal Collaboration Committee (ICC) recommend Smoky Lake County as managing partner, in collaboration with the municipal partners: Town of Smoky Lake, Village of Waskatenau and Village of Vilna, proceed to advertise a Request for Proposals (RFP) for providing Safety Codes Services, in respect to Building, Electrical, Plumbing, Gas and Private Sewage Disposal Disciplines, for the period of January 1, 2022, to December 31, 2026, as per the Joint Uniform Quality Management Plan, and as required under the Safety Codes Act; and, engage the Region’s ratepayers who have utilized the current Safety Codes Service provider: The Inspections Group Inc., with a satisfaction survey to assess the quality of services received.”</i> <u>March 25, 2021 – Smoky Lake County Council Meeting</u> Motion 528-21: <i>“That Smoky Lake County, as managing partner, prepare a Request for Proposals for a Safety Codes Services Agreement and forward it for a review to the next Smoky Lake Region Intermunicipal Collaboration Committee (ICC) meeting for consideration by the partnering municipalities within the Smoky Lake Region; and recommend each respective municipality conduct a survey of client satisfaction to assess the quality of service provided by the current Safety Codes Act Agency, to be concluded at the end of September, 2021.”</i> <u>May 28, 2021 - Intermunicipal Collaboration Committee (ICC) Meeting</u> Motion 005-21: <i>“That the Smoky Lake Region Intermunicipal Collaboration Committee (ICC) recommend that each respective Council adopt a motion for the purpose of authorizing Smoky Lake County’s Planning and Development Manager: Jordan Ruegg, as Smoky Lake Region’s Joint Quality Plan Manager, to advertise a Request for Proposals (RFP), for a Safety Codes Services Contract, which includes an option to also provide Fire Safety Codes Inspections, for a period of five years, commencing on January 1, 2022, and expiring on December 31, 2026; and each respective municipality be aware of the option to provide a Satisfaction Survey to its ratepayers who have utilized the current Safety Codes Services Provider, and if any feedback is received from the Satisfaction Survey, it is to be submitted to the Joint Quality Plan Manager, to be forwarded to a future Smoky Lake Region ICC meeting for discussion.</i> A Request for Proposals for a Safety Codes Services was advertised on the Alberta 			

Purchasing Connection on June 9, 2021, with a closing date of July 30, 2021. The Request for Proposals is attached for reference. © Attachment #1

- A total of two (2) Proposals were received in response to the Request for Proposals, one proposal from Superior Safety Codes Inc. (© Attachment #2) and one proposal from The Inspections Group Inc. (© Attachment #3)

- A comparison of the two proposals received is attached for reference © Attachment #4

- **September 1, 2021 – Smoky Lake Region Administrators’ Meeting**

- The administrators for each of the respective municipal partners reviewed the two proposals received and weighed the pros and cons of each.
- A consensus decision was reached to award the Safety Codes Services contract to the Inspections Group Inc., for the period of January 1, 2022, to December 31, 2026, and to forward this recommendation to the next Smoky Lake Region Intermunicipal Collaboration Committee (ICC) meeting.

- **September 16, 2021 – Smoky Lake Region Administrators’ Meeting**

Motion: *“That the Intermunicipal Collaboration Committee (ICC) recommend to the respective Councils of Smoky Lake County, the Town of Smoky Lake, the Village of Vilna and the Village of Waskatenau, to award the Safety Codes Services contract to The Inspections Group Inc., for the period of January 1, 2022, to December 31, 2026.*

CORRELATION TO BUSINESS (STRATEGIC) PLAN

LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS

Safety Codes Act

Accredited Municipalities

26(1) On the application of a local authority, the Minister may, by order,

- (a) designate a municipality as an accredited municipality authorized to administer all of part of this Act with respect to any or all things, processes or activities to which this Act applies within the boundaries of the municipality, or
- (b) designate 2 or more municipalities as accredited municipalities authorized to administer in common all or part of this Act with respect to any or all things, processes or activities to which this Act applies within the boundaries of those municipalities.

(2) The Minister may include terms and conditions in an order under this section.

(3) If the Minister, on reasonable and probable grounds, is of the opinion that an accredited municipality does not comply with the requirements of this Act or the terms and conditions of its designation, or that any thing, process or activity to be administered by the accredited municipality may constitute a serious danger to persons or property, the Minister may

- (a) request the local authority to take the action necessary to correct the situation;
- (b) direct a safety codes officer appointed under section 33(1) to undertake the administration of this Act in that accredited municipality and to charge fees, in the amount provided for by the regulations,

- i. to the accredited municipality for any permit issued by the safety codes officer and for any material or service that is provided by the safety codes officer, and
- ii. to the owner of a premises or place for any material or services provided by the safety codes officer, and
- iii. to the recipient of any permit issued by the safety codes officer;

(c) by order, cancel or suspend the municipality's designation as an accredited municipality.

(4) An order under this section shall be published in The Alberta Gazette.

(5) The Minister may delegate any or all of the Minister's powers under this section to the Council, and if the Council refuses to designate a municipality as an accredited municipality or cancels or suspends the designation of the accredited municipality, the municipality may appeal the refusal, cancellation or suspension to the Minister.

Municipal Government Act
Section 248

(1) A municipality may only make an expenditure that is

- (a) included in an operating budget, interim operating budget or capital budget or otherwise authorized by council,
- (b) for an emergency, or
- (c) legally required to be paid.

(2) Each council must establish procedures to authorize and verify expenditures that are not included in a budget.

New West Partnership Trade Agreement
Article 14: Procurement

1. Further to Articles 3 and 4, Parties will provide open and non-discriminatory access to procurements of the following government entities:

- (c) regional, local, district or other forms of municipal government, school boards, publically-funded academic, health and social service entities, as well as any corporation or entity owned or controlled by one or more of the preceding entities where the procurement value is:
 - (i) \$75,000 or greater for goods;
 - (ii) \$75,000 or greater for services; or
 - (iii) \$200,000 or greater for construction.

3. Parties shall ensure that government entities post tender notices for all covered procurement through an electronic

	tendering system or systems provided by the Party. Additional means of providing notices may be used.
BENEFITS	<ul style="list-style-type: none"> • A new Safety Codes Services Agreement will ensure that County ratepayers continue to receive timely and affordable Safety Codes Act inspections services. • A Request for Proposals for a new Safety Codes Services Agreement will allow the partnering municipalities to evaluate competing bids for Safety Codes Act inspections services to provide better value to County ratepayers.
DISADVANTAGES	<ul style="list-style-type: none"> • Nil
ALTERNATIVES	<ul style="list-style-type: none"> • The partnering municipalities could chose to enter into their own Safety Codes Services Agreement. • The proposed 5-year term for the Safety Codes Services Agreement could be altered to be for a longer or short term at Council's discretion.
FINANCE/BUDGET IMPLICATIONS	
Operating Costs: _____	Capital Costs: _____
Budget Available: _____	Source of Funds: _____
Budgeted Costs: _____	Unbudgeted Costs: _____
INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS	As the managing partner of the Safety Codes Services Agreement, Smoky Lake County requires the Town of Smoky Lake, the Village of Waskatenau and the Village of Vilna to each pass a motion accepting the Request for Proposals for a Safety Codes Services Agreement for a term of five (5) years.
COMMUNICATION STRATEGY	Nil
RECOMMENDATION	
<p>RECOMMENDATION: That Smoky Lake County, as Managing Partner, in conjunction with its municipal partners, the Town of Smoky Lake, the Village of Waskatenau and the Village of Vilna, award the Safety Codes Services Contract to The Inspections Group Inc., for a term of five (5) years, for the period of January 1, 2022, to December 31, 2026, and enter into a Safety Codes Services Agreement with the Inspections Group Inc., to provide Safety Codes Services in the Building, Electrical, Plumbing, Gas and Private Sewage Disposal Disciplines, and to have the option to include the Fire Discipline, in reference to the Joint Quality Management Plan, and as required as an Accredited Municipality under the Safety Codes Act, R.S.A., 2000, c. S-1, as amended.</p>	
CHIEF ADMINISTRATIVE OFFICER	



REQUEST FOR PROPOSALS (RFP)

SAFETY CODES SERVICES
Building, Electrical, Plumbing, Gas &
Private Sewage Disposal Disciplines

REQUEST FOR PROPOSALS CLOSING DATE: FRIDAY, JULY 30, 2021
4:00:00 P.M. MOUNTAIN TIME

MANAGING PARTNER:

Smoky Lake County
Box 310
Smoky Lake, AB, T0A 3C0
Contact: Jordan Ruegg
Phone: 780-656-3730
Email: jruegg@smokylakecounty.ab.ca



HISTORIC
VILNA

A true Alberta boomtown.



Table of Contents

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1.0 PROPOSAL CALL

1.1 INVITATION

Smoky Lake County, the Town of Smoky Lake, the Village of Waskatenau and the Village of Vilna (hereinafter referred to as “the Municipality”) are soliciting written Proposals from Accredited Agencies for the provision of Safety Codes Services in the Building, Electrical, Plumbing, Gas and Private Sewage Disposal Disciplines, to the Municipality, to maintain the level of service outlined in the Municipality’s Uniform Quality Management Plan (**Appendix “A”**).

1.2 GENERAL TERMS AND CONDITIONS

1.2.1 SCOPE

The RFP and the successful Proponent’s Proposal shall form the basis of the Contract created by the acceptance of a Proposal relating to this RFP.

1.2.2 DEFINITIONS

- a. “Accredited Municipality” means a municipality that is designated as an Accredited Municipality under the Act;
- b. “Act” means the Safety Codes Act, amended from time to time, including all regulations and codes enacted thereunder, or any other statute enacted in substitution therefore;
- c. “Agency” means the selected proponent who will be providing safety code services for the Municipality;
- d. “Closing Date” means the closing date of this Request for Proposals specified in the RFP;
- e. “Contract” means the agreement(s) entered into by the Municipality with the successful Proponent for the goods, services or goods and services described in the RFP;
- f. “Commencement Date” is the date this Contract was accepted and executed by the Municipality and the successful Proponent, as indicated in this Contract;
- g. “Proponent” means any organization, company, firm or individual that submits a Proposal under this Request for Proposals;
- h. “Proposal” means a proposal submitted by a Proponent under this Request for Proposals;
- i. “Records” means an intelligible record of information in any form, including notes, books, documents, maps, drawings, schematics, photographs, letters, vouchers, permits, papers and any other information that is written, photographed, recorded or stored in any manner, but does not include software or any mechanism that produces records;
- j. “RFP” means this Request for Proposals for Safety Codes Services for the Municipality, including all forms to be included as part of any proposal;
- k. “Safety Codes Officer” means an individual designated as a Safety Codes Officer under the Safety Codes Act;
- l. “Services” means the functions, duties, tasks and responsibilities as described in this Request for Proposal, the Act and any subsequent Contract entered into between the Municipality and a

Vendor, and without limiting the generality of the foregoing, includes the provision of inspections and compliance monitoring services provided by the Vendor;

- m. "Uniform Quality Management Plan" means the Uniform Quality Management Plan of the Municipality as attached as "**Appendix A**" to this Request for Proposals;
- n. "Vendor" means a Proponent to whom a Contract is awarded by the Municipality for any or all of the goods and services established in the RFP.

1.2.3 ASSIGNMENT

The Contract arising from this RFP shall be binding upon the parties' respective successors and permitted assigns. Neither party may assign the Contract or any of its rights or obligations hereunder without the prior written consent of the other party, and such attempted assignment shall be void, except that either party may assign the contract, or any of its rights or obligations hereunder, upon written notice to the other party, to any of its subsidiaries and/or affiliated companies, without the consent of the other party. Furthermore, no work to be performed by the Vendor hereunder shall be subcontracted to or performed on behalf of the Vendor by any third party, except upon prior written permission by the Municipality.

1.2.4 COMPLIANCE WITH LAWS

The Proponent shall be responsible for complying with all Federal, Provincial (Alberta), and Municipal laws, rules, regulations and guidelines that apply.

1.2.5 GOVERNING LAW

Any Contract resulting from the Request for Proposals is governed by, and interpreted in accordance with, the laws of the Province of Alberta.

1.2.6 JURISDICTION

The parties agree that the laws of Alberta shall govern the Contract and the Courts of Alberta shall have sole and exclusive jurisdiction over any dispute or lawsuit between the parties.

1.2.7 INDEMNIFICATION

The Proponent shall indemnify and hold harmless, the Municipality, representatives of the Municipality, its officers, officials, employees and volunteers, from and against all claims, demands, losses, costs, damages, actions, suits or proceedings arising out of or in connection with the performance of the work hereunder by the Proponent, his agents, representatives, employees of sub-consultants. The Proponent, by submitting a proposal under the RFP, waives any claim for loss of profits if no Contract, regardless of form, is made with the Proponent.

1.2.8 FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

- a. All documents submitted to the Municipality are subject to the protection and disclosure provisions of the *Freedom of Information and Protection of Privacy Act*. While this Act allows persons a right of access to records in the Municipality's custody or control, it also prohibits the Municipality from disclosing personal or business information where disclosure would be

harmful to a business' interests or would be an unreasonable invasion of personal privacy as defined in Section 15 and Section 16 of the Act. Proponents are encouraged to identify what portions of their submissions are confidential and what harm could be reasonably expected from its disclosure.

- b. The purpose for collecting the personal information required to be provided in this RFP is to enable the Municipality to ensure the accuracy and the reliability of the Proposal and to enable the Municipality to evaluate the Proposal.
- c. The records stipulated in this RFP as being required to be maintained by the successful Proponent may be subject to the protection and access provisions of the *Freedom of Information and Protection of Privacy Act*. Should the Municipality receive a request for any of these records, the Proponent shall provide the records, at the Proponent's sole cost and expense, to the Municipality within fifteen (15) calendar days of official notification from the Municipality.
- d. The Municipality's evaluations of Proposals submitted in response to this RFP will be confidential and the Municipality will not disclose the details contained in the Proposals.

2.0 PROPOSALS

2.1 SUBMISSION OF PROPOSALS

All interested firms and organizations are invited to submit **two (2) printed copies and one Adobe pdf copy** (on a memory stick or similar device) of their Proposal in a sealed envelope, addressed to the following, delivered or post-marked no later than the Closing Date of **Friday, July 30th, 2021 at 4:00:00 p.m. Mountain Time:**

Smoky Lake County
Planning and Development Department
Box 310
4612 McDougall Drive
Smoky Lake, Alberta, T0A 3C0
Attention: Jordan Ruegg, Planning and Development Manager

Proposals received or post-marked after the aforementioned Closing Date will not be considered and will be returned to the Proponent unopened. Proposals received by the Municipality are considered final and may not be altered or amended after the Closing Date.

All Proposals must be clearly marked "**Safety Codes Services – Request for Proposals**". Opening of Proposals is closed to the public and to the Proponents. This Request for Proposals does not commit the Municipality or any one of its joint members to award a Contract or pay any costs or expenses incurred by any Proponent in the preparation or submission of any Proposal, or attendance at any meetings with the Municipality's staff in relation to this Request for Proposals.

2.2 CONTRACT

The term of the Contract entered into between the Municipality and the successful Proponent will be **five (5) years**, with an option for a **single two (2) year** extension, if mutually agreed upon by both the Municipality and the Proponent.

2.3 PROPOSAL SUBMISSION CONTENT AND FORMAT

In order to be considered by the Municipality, all Proposals must include the following information:

2.3.1 TRANSMITTAL LETTER

A Letter of Transmittal, dated and signed by an official authorized to negotiate, make commitments and provide clarification with respect to the Proposal on behalf of the Proponent, stating the Proponent's understanding of the objectives of the RFP and confirming that all items identified in the RFP will be provided by the Proponent.

2.3.2 COVER PAGE

The cover page must include, at minimum, the project name, Proponent's name and the Proponent's primary contact information (name, phone number, address and email address).

2.3.3 EXECUTIVE SUMMARY

The executive summary must include a brief profile of the Proponent's key attributes, strengths and proof that the Proponent is in good standing with the Safety Codes Council and the Worker's Compensation Board.

2.3.4 SERVICE DELIVERY PROPOSAL

Proposals will be evaluated based on their conformance with the Municipality's Uniform Quality Management Plan (**Appendix "A"**). Proposals must include details about the Proponent's ability to satisfy, at minimum, all aspects of the requirements outlined in the following section:

A. Permit Issuance

- Describe the process that the Proponent will use to process and issue Safety Codes Permits.

B. Compliance Monitoring

- Describe the process that the Proponent will use to monitor compliance with the Safety Codes Act.

C. Permit Closure

- Describe the process that the Proponent will use to close permits that are non-compliant.

D. Required Permits

- Describe how the Proponent will ensure that all new development will obtain the required Safety Codes Permits.

E. Order Procedures

- Describe how the Proponent will undertake enforcement action when necessary.

F. Availability

- Describe how the Proponent will make Safety Codes Officers (SCO) available for consultation with Municipal staff, including, but not limited to, the Planning and Development staff and the Fire Department.

G. Training

- Describe how the Proponent will ensure that its Safety Codes Officers and other employees receive all professional development and educational upgrades necessary to maintain their certifications or designations.
- Describe how the Proponent will provide training to its Safety Codes Officers with respect to the Municipality's Uniform Quality Management Plan.
- Describe how the Proponent will provide continued training and support to Planning and Development staff with respect to the issuance of Safety Codes Permits and the Proponent's service delivery model and methodologies.

H. Transition

- Describe how the Proponent proposes to transition from the Municipality's current Safety Codes Services Agency to the Proponent.

I. Data Management

- Describe how the Proponent proposes to manage Records and what types of computer equipment and databases the Proponent plans to employ with respect to this process. ****It is a mandatory requirement for the Proponent to manage Records through the Electronic Safety Information Tracking Environment (eSITE).***

J. Proposed Safety Codes Officers

- Proponents must provide resumes or other such documentation for the Safety Codes Officers who will be assigned to provide Safety Codes Services to the Municipality. Resumes must include the following information for each Safety Codes Officer:
 - The SCO's level of certification;
 - The SCO's relevant background and training;
 - The SCO's years of experience in each discipline; and
 - The SCO's previous experience in other municipalities.

2.3.5 INSURANCE AND SECURITY

Proponents are required to submit evidence of the following insurance coverage with their Proposal:

- A.** Comprehensive of Commercial General Liability in an amount of not less than **five million dollars (\$5,000,000.00)** inclusive per occurrence, and annual aggregate, if any, of not less than **ten million dollars (\$10,000,000.00)** insuring against bodily injury or damage to property of others (including loss thereof).
- B.** Auto Liability insurance for all motor vehicles used by the Proponent hereunder, with limits of not less than **two million dollars (\$2,000,000.00)** per occurrence for bodily injury and/or property damage.
- C.** All Risks Liability to include Valuable Paper Records Insurance on all such items pertaining to the Services in an amount adequate to enable their reconstruction.
- D.** Errors and Omissions in an amount not less than **two million dollars (\$2,000,000.00)** per occurrence.

- E. Security must be provided to Smoky Lake County, on behalf of the Municipality, and in a format suitable to the Municipality, in the amount of **ten thousand dollars (\$10,000.00)**. Security may be used by the Municipality if, but not limited to:
- there has been a default by the Vendor due to non-performance or inadequate performance of the Services covered in the Contract awarded pursuant to this RFP;
 - the Vendor has not performed the Services to the satisfaction of the Municipality; or
 - the Vendor is in non-compliance with the *Act*, the *Regulation* or the *Permit Regulation* or any other regulations passed pursuant to the *Act*.

2.3.6 FEE SCHEDULE

Proponent's Proposals must include fee schedules for each Safety Codes discipline that the Vendor will provide Services for and must include a proposed percentage split of the fee between the Vendor and the Municipality. Proposals must also specify what, if any, additional charges may be incurred by the Municipality for services over and above the QMP requirements.

The Proposal shall also be required to demonstrate how the Vendor will remit the Municipality's portion of the fees collected, as well as how the Vendor will invoice the Municipality for closed permits.

2.4 EVALUATION

Proposals will be evaluated in two stages. The first stage will consist of a review of each Proposal to ensure that each Proposal was received before the Closing Date and that the Proposal complies with all submission requirements specified in this Request for Proposals.

The second stage will consist of an evaluation of the merits of each Proposal as they relate to the criteria established in this RFP, by the four Chief Administrative Officers of the municipalities comprising the Municipality. **Table 1** below indicates how the Proposals will be evaluated.

Table 1 – Request for Proposals Evaluation

Requirement	Agency "A"	Agency "B"	Agency "C"
A. Report frequency			
B. Invoice frequency			
C. Full-time personnel – qualifications and training			
D. Service fee rates			
E. Request for inspection response			
F. Insurance coverage			
G. Security			
H. Order procedures			
I. Availability			
J. Satisfactory references from known sources			

The assessment of the Proposals shall be as objective as possible. The minimum criteria set out in this RFP and the UQMP are set as the baseline. The most important points will be chosen for assessment and each point will be assessed individually based on its own merits. If the Proponent meets the requirement, they will receive a **zero (0)** score, if the Proponent exceeds the requirement, they will receive a **plus one (+1)** score, and if the Proponent fails to meet the requirement, they will receive a **minus one (-1)** score. The scores will then be tabulated for each Proposal and compared against the total scores of each Proposal. After comparison, if there is no definitive result, additional criteria may be chosen or heavier weight could be assigned to a particular criteria.

2.5 RESERVATION

Notwithstanding anything to the contrary herein, the Municipality reserves the right, in its sole and absolute discretion, to exercise any or all of the following rights, alone or in combination with each other, to:

1. **Accept a Proposal:**
 - which in the Municipality's sole and absolute discretion fail in any material respect to comply with the requirements of this RFP; or
 - in whole or in part without any negotiations.
2. **Enter into negotiations with:**
 - any or all Proponents on any aspects of their proposal, to ensure the Municipality's operational requirements are met and to promote the best value;
 - any or all Proponents or prospective persons or entities capable of delivering the required Services under this RFP, but who may not have submitted a Proposal in response to this RFP in the event, in the Municipality's sole and absolute discretion, no Proposals meet the requirements of this RFP; or
 - tied Proponents in the event of a tie between two or more Proponents.
3. **Conduct a best and final offer process:**
 - with any or all Proponents, in which Proponents are invited to revise their financial offers in circumstances where the Municipality deems it appropriate, at the Municipality's sole and absolute discretion.
4. **Cancel, modify, re-issue or suspend:**
 - any aspect of this RFP, in whole or in part, at any time, for any reason;
 - in whole or in part, at any time, for any reason, the schedule for this RFP, including without limitation, the Closing Date for Proposals, the anticipated award date or any other activity or date stipulated in this RFP;
 - this RFP in its current or modified form and invite Proposals from only the Proponents who submitted Proposals in response to this RFP where to do so, in the Municipality's sole and absolute discretion, to be in the Municipality's best interests.
5. **Seek clarification, validate or take into account:**
 - independently or with the assistance of the Proponent, any or all information provided by the Proponent with respect to this RFP and, for this purpose, disclose any or all of the

information provided by the Proponent to a third party, subject to the Municipality obtaining appropriate assurances of confidentiality from those third parties.

6. Reject or refuse to consider any proposal:

- if in the Municipality's sole and absolute discretion it fails in any material respect to comply with the requirements of this RFP;
- contains false, misleading or misinterpreted information;
- in the event any matter causes or is likely to cause, in the Municipality's sole and absolute discretion, a conflict of interest in relation to the selection of any Proposal;
- from a Proponent who colludes with one or more other Proponent(s) in the preparation of any Proposal;
- from a Proponent who fails to cooperate with the Municipality in any attempt by the Municipality to clarify or validate any information provided by the Proponent or who fails to provide accurate or complete documentation as required by the Municipality with respect to this RFP;
- from a Proponent with whom the Municipality has previously terminated a contract for any reason or has had a previous, or currently has a commercial or legal dispute that, in the Municipality's sole and absolute discretion, would impair the Municipality's ability to enter into the Contract contemplated by this RFP; or
- from a Proponent failing to have the capacity to enter into a Contract contemplated by this RFP with the Municipality.

7. Award

- a Contract in connection with this RFP.

8. Waive

- Irregularities, informalities, omissions, and defects in any Proposal where, in the Municipality's sole and absolute discretion, they do not materially affect the ability of the Proponent to provide the Services required by this RFP.

2.6 INQUIRIES

Questions or inquiries relating to this Request for Proposals shall be directed to:

Jordan Ruegg
Planning and Development Manager
Phone: 780-656-3730 Cell: 780-650-5207
Toll Free: 1-888-656-3730 Fax: 780-656-3768
Email: jruegg@smokylakecounty.ab.ca

Inquiries must not be directed to any other County employee or elected officials. Directing inquiries to other than those designated may result in a Proposal being rejected or disqualified. The deadline for questions or inquiries related to this RFP is **Friday, July 23, 2021, at 4:00:00 p.m., Mountain Time.**

3.0 Appendix "A" – Uniform Quality Management Plan

Smoky Lake County

June 27, 2019 – Motion #821-19

Town of Smoky Lake

July 16, 2019 – Motion #495-19

Village of Waskatenau

July 18, 2019 – Motion #136-2019

Village of Vilna

September 16, 2019 – Motion #085-19

Joint Accreditation

Quality Management Plan

June 2019

Smoky Lake County, Town of Smoky Lake, Village of Waskatenau & Village of Vilna

Quality Management Plan

This Quality Management Plan that includes
Schedule A – Scope and Administration,
Schedule B – Operational Requirements and
Schedule C – Technical Discipline Service Delivery Standards
has been accepted by the Administrator of Accreditation.



Administrator of Accreditation

Nov 28/19

Date



**Safety
Codes
Council**

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Schedule A

Scope and Administration

1.0 SCOPE OF ACCREDITATION

SMOKY LAKE COUNTY, TOWN OF SMOKY LAKE, VILLAGE OF WASKATENAU & VILLAGE OF VILNA herein referred to as “The Municipality” will administer the Safety Codes Act (Act) including the pursuant regulations and codes and standards, and Alberta Amendments that are in force and applicable in the following technical discipline(s) within their jurisdiction:

BUILDING	
<input checked="" type="checkbox"/>	All parts of the: <ul style="list-style-type: none"> • National Building Code – 2019 Alberta Edition
<input type="checkbox"/>	Only those parts of the National Building Code – 2019 Alberta Edition pertaining to small buildings being 3 storeys or less in height, having a building area of 600m ² or less and used as major occupancies classified as Group C - residential, Group D - business and personal services, Group E - mercantile, or Group F2 and F3 - medium and low hazard industrial
ELECTRICAL	
<input checked="" type="checkbox"/>	All parts of the: <ul style="list-style-type: none"> • Canadian Electrical Code Part 1
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> • Alberta Electrical Utility Code
PLUMBING	
<input checked="" type="checkbox"/>	All parts of the: <ul style="list-style-type: none"> • National Plumbing Code of Canada, and • Private Sewage Disposal System Standard of Practice.
GAS	
<input checked="" type="checkbox"/>	All parts of the: <ul style="list-style-type: none"> • Natural Gas and Propane Installation Code, • Propane Storage and Handling Code, and • Compressed Natural Gas Fueling Stations Installation Code; <p style="margin-left: 40px;">Excluding the:</p> <ul style="list-style-type: none"> • Installation Code for Propane Fuel Systems and Tanks on Highway Vehicles, and • Natural Gas for Vehicles Installation Code – Part 1 Compressed Natural Gas.
FIRE	
<input type="checkbox"/>	All parts of the: <ul style="list-style-type: none"> • Alberta Fire Code, and • Fire Investigation (cause and circumstance) <p style="margin-left: 40px;">Or</p>
<input type="checkbox"/>	All parts of the: <ul style="list-style-type: none"> • Alberta Fire Code except for those requirements pertaining to the installation, alteration, and removal of the storage tank systems for flammable liquids and combustible liquids, • Fire Investigations (cause and circumstance)
<i>Fire Prevention Programs</i> (optional)	
<input type="checkbox"/>	Public education

2.0 Quality Management Plan Administration

SMOKY LAKE COUNTY, TOWN OF SMOKY LAKE, VILLAGE OF WASKATENAU & VILLAGE OF VILNA

The Municipality is responsible for the administration, effectiveness and compliance with this Quality Management Plan (QMP).

The Municipality will provide permitting, inspection and compliance monitoring services through its own staff and/or one or more accredited agencies. The Municipality will ensure that sufficient personnel, both administrative and technical, will be available to meet obligations and respond to the workload as required for quality administration of the Act and all applicable regulations and codes and standards within, as required by this QMP. All services will be performed in compliance with this QMP, in an effective, timely, professional and ethical manner, and with impartiality and integrity while working co-operatively with owners and/or the owner's representative(s).

The Municipality recognizes that should the required services be provided by an accredited agency, the Municipality will ensure that a formal contract for services is in place. The Municipality understands that they are responsible to effectively manage the contract with the accredited agency to ensure that the accredited agency is adhering to the service delivery standards of the approved QMP of the Municipality. Contracts with accredited agencies will include a statement that ensures that all SCOs will have the right to work in atmosphere free of undue influence and hold the discretionary authority to perform their duties as outlined in the Act.

The Municipality will maintain an atmosphere that supports objective and unbiased decisions. All Safety Codes Officers (SCOs) working for the Municipality will have the ability and opportunity to independently make decisions relative to compliance monitoring, without undue influence of management, appointed or elected officials, or any other party.

The Municipality recognizes that the Safety Codes Council herein referred to as the "Council" or its representative may review/audit for compliance to this QMP, the Act, and Council policies. The Municipality will fully cooperate with the Council on matters that relate to the administration of the QMP including the review and audit process. The Municipality recognizes that the Council has full and unfettered access to all records of the Municipality relating to the provision of services under this QMP including the right to enter the Municipality premises at any reasonable time in order to inspect, review, audit, or retrieve such records. The Municipality will implement the recommendations of the reviewer/ auditor and the Administrator of Accreditation.

The Municipality, in the event that it ceases to administer the Act for any new thing, process, or activity to which the Act applies, will retain the responsibility for services provided under the Act while accredited, including the administration and completion of services for permits issued.

The Municipality has identified a QMP Manager who is responsible for the administration of the QMP.

The Municipality recognizes that failure to follow this QMP may result in suspension or cancellation of the Municipality's accreditation.

2.1 Personnel

The Municipality will employ, retain, or otherwise engage:

- SCOs who are appropriately certified and designated to carry out the provisions of the

QMP, and

- persons knowledgeable with the Act, regulations, codes, standards, Council policies, and other applicable legislation relative to the services to be provided.

SCOs shall have authority and freedom of discretion to:

- provide safety codes consultation,
- review plans,
- issue permits,
- carry out an inspection for anything, process, or activity to which this Act applies for the purpose of ensuring compliance with the Act ,
- issue reports and correspondence,
- accept verification of compliance,
- review alternative solution proposals,
- issue variances,
- issue Orders,
- engage in enforcement action,
- conduct investigations,
- require professional engagement, and
- re-inspect.

A registry of all SCOs and permit issuers whether employed or through a contracted accredited agency, that provide services pursuant to this QMP will be maintained and made available to the Council or auditors upon request. This registry will include SCO certification level(s) and designation of powers.

The Municipality acknowledges the responsibilities of the SCOs and the requirement to obtain training to maintain SCO certification.

The Municipality will ensure that its employed SCOs will attend update training/development as required by the Council to maintain current SCO certification and competency including but not limited to changes in:

- the Act,
- regulations under the Act,
- codes and standards mandated by the Act,
- procedures under the Act,
- Council policies and directives,
- Administrator directives,
- assigned duties, and
- professional development.

The Municipality will ensure that all staff, SCOs, permit issuers, and contract personnel performing duties under the Act are aware of the content of this QMP and any revisions. The Municipality will ensure its officers, staff, SCOs, contracted personnel, and contracted accredited agencies have access to a copy of this QMP, the Act, and regulations. The Municipality will train its involved staff and SCOs in the requirements of this QMP, and maintain the training records on the employee file.

The Municipality will ensure that the employed SCO(s) and staff follow the QMP.

2.2 Freedom of Information and Confidentiality

The Municipality will ensure that all staff, SCOs, permit issuers, and contracted personnel preserve confidentiality with respect to all information and documents that come to their knowledge from

their involvement with the administration of this QMP. The Freedom of Information and Protection of Privacy Act R.S.A. 2000, c F-25 and its regulations apply to all information and records relating to, created, or collected under this QMP.

2.3 Council Levy

The Municipality will collect the Council levy for each permit or service provided under the Act, and remits the levy to the Council in the manner and form prescribed by the Council.

2.4 Records

The Municipality will maintain a file system for all records associated to administration of the Act and services provisions within the QMP including:

- permit applications and permits,
- plans, specifications, and other related documents,
- new home warranty verification as applicable,
- licensed residential builder verification as applicable,
- plans review reports,
- requests for inspections and services,
- inspection reports,
- investigation reports including supporting documentation,
- verifications of compliance,
- variances including application and supporting documentation,
- orders,
- Permit Services Reports (PSRs),
- related correspondence,
- a registry of contracts that relate to the administration of the QMP including any contracts with accredited agencies, and
- all other information that may be related to the administration of the Act.

The Municipality will retain the files and records for a period no less than three (3) years in accordance to Council policy or in accordance to the Municipality's records retention policy, whichever is greater.

All records and other material related to the services provided under the administration of this QMP are the property of the Municipality. Any records where an accredited agency (s) was involved will be returned to the Municipality within a reasonable time of completion of the service or upon request of the municipality.

2.5 Revisions

Revisions to the Scope, Administration, or Service Delivery Standards in this QMP must be submitted with the acceptance of the Municipality's QMP Manager, or a "duly authorized" employee of the Municipality. A duly authorized municipal employee is an individual that has been given the authority by the municipality to sign the QMP on its behalf.

All revisions to this QMP require the approval of the Administrator of Accreditation before they can be implemented.

The Municipality will:

- maintain a registry of the SCOs and contracted accredited agencies that have been provided with a copy of this QMP and amendments, and
- immediately distribute copies of approved amendments to all registered holders of this

QMP.

2.6 Permits / Permissions Administration

The Municipality will collect all information required by the permit regulation and as outlined in the operational requirements section of this QMP.

Permissions for the purpose of administering the Act, is deemed to be the same as a permit.

2.7 Annual Internal Review

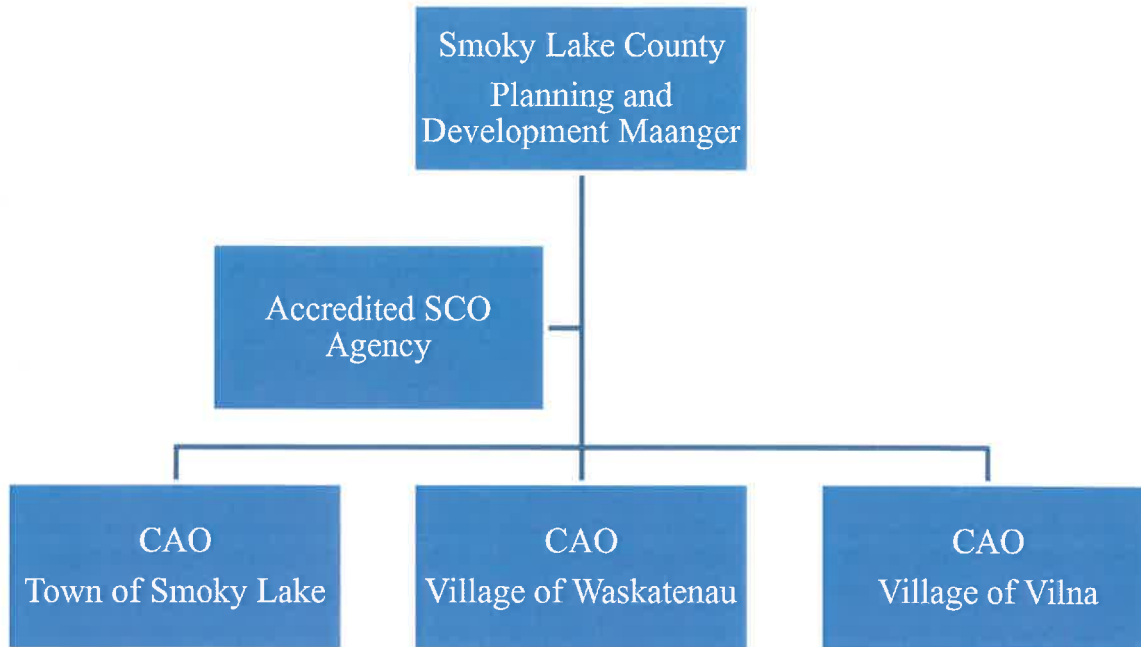
The Municipality will conduct an annual internal review to evaluate the compliance and effectiveness of the Municipality, staff, and QMP with respect to the administration of the Municipality's accreditation. At the conclusion of the internal review, the Municipality will provide to the Council a summary comprised of all findings of the review including any successes, areas for improvement, and the methodology used to achieve improvement or correction signed by the Chief Administration Officer and the designated QMP Manager.

The annual internal review will be submitted to the Council no later than the last day of March, reporting on the previous calendar year of safety codes administration.

2.8 Declaration of Status

The Municipality will ensure that any or all SCOs, staff, or officers, whether employed, retained or otherwise engaged by an accredited agency, will be an unbiased third party in any services provided under this QMP. This includes participation in any design, construction, installation or investigation activities for projects where they also provide compliance monitoring.

2.9 Organizational Chart



The above organizational structure including the use and reporting relationship of accredited agencies only applies with respect to the administration of this QMP


2.10 Municipality Agreement

In accordance with Council **Resolution #821-19** made on **June 27, 2019**, by **SMOKY LAKE COUNTY**, hereby provides agreement and signature to this QMP.

The Municipality hereby provides/acknowledges agreement, commitment, and adherence to this QMP.



CORY OLLIKKA,
CHIEF ADMINISTRATIVE OFFICER



CRAIG LUKINUK,
REEVE

Oct. 9, 2019

Date

Sept. 23, 2019

Date

collikka@smokylakecounty.ab.ca

Email Address

clukinuk@smokylakecounty.ab.ca

Email Address

SMOKY LAKE COUNTY

Name of Municipality

BOX 310, 4612 McDOUGALL DRIVE,
SMOKY LAKE, AB, T0A 3C0

Municipality Address

780-656-3730

Phone Number

780-656-3743

Fax Number

In accordance with Council **Resolution #495-19** made on **July 16, 2019**, by the **TOWN OF SMOKY LAKE**, hereby provides agreement and signature to this QMP.

The Municipality hereby provides/acknowledges agreement, commitment, and adherence to this QMP.



ADAM KOZAKIEWICZ,
CHIEF ADMINISTRATIVE OFFICER



HANK HOLOWAYCHUK,
MAYOR

Sept. 23, 2019

Date

Sept. 23, 2019

Date

cao@smokylake.ca

Email Address

hhollowaychuk@smokylake.ca

Email Address

TOWN OF SMOKY LAKE

Name of Municipality

56 WHEATLAND AVENUE,
SMOKY LAKE, AB, T0A 3C0

Municipality Address

780-656-3674


Phone Number


780-656-3675

Fax Number

In accordance with Council **Resolution #136-2019** made on **July 18, 2019**, by the **VILLAGE OF WASKATENAU**, hereby provides agreement and signature to this QMP.

The Municipality hereby provides/acknowledges agreement, commitment, and adherence to this QMP.


BERNICE MACYK,
CHIEF ADMINISTRATIVE OFFICER


CASEY CARON,
MAYOR

Sept. 23, 2019
Date

Sept. 23, 2019
Date

waskvillage@mcsnet.ca
Email Address

casey.caron@live.ca
Email Address

VILLAGE OF WASKATENAU
Name of Municipality

BOX 99, 5008 – 51ST STREET
WASKATENAU, AB, T0A 3P0
Municipality Address

780-358-2208
Phone Number

780-358-2208
Fax Number

In accordance with Council **Resolution # 085-19** made on **September 16, 2019**, by the **VILLAGE OF VILNA**, hereby provides agreement and signature to this QMP.

The Municipality hereby provides/acknowledges agreement, commitment, and adherence to this QMP.


LONI LESLIE,
CHIEF ADMINISTRATIVE OFFICER


LEO CHAPDELAINE,
MAYOR

Sept. 23, 2019
Date

Sept. 23, 2019
Date

vilna@mcsnet.ca
Email Address

mrchap
vilnamayor@shaw.ca
Email Address

VILLAGE OF VILNA
Name of Municipality

BOX 10, VILNA, AB
T0A 3L0
Municipality Address

780-636-3620
Phone Number

780-636-3022
Fax Number

2.11 Municipality QMP Manager Information

**JORDAN RUEGG
PLANNING AND DEVELOPMENT
MANAGER**

Name and Title of QMP Manager

jruegg@smokylakecounty.ab.ca

Email Address

SMOKY LAKE COUNTY

Name of Municipality

**BOX 310, 4612 McDOUGALL DRIVE,
SMOKY LAKE, AB, T0A 3C0**

Municipality Address

780-656-3730

Phone Number

780-656-3743

Fax Number

2.12 Notices

Any correspondence with regard to this QMP will be forwarded to both the Chief Administrative Officers and the QMP Manager of the Municipality.

Schedule B

Operational Requirements

3.0 Operational Requirements

3.1 Scope of Services

The operational requirements establishes responsibilities and processes in order to provide compliance monitoring services under the Act, applicable regulations, and Council policy including as applicable but not limited to:

- code advice:
 - construction,
 - building upgrade programs,
 - development and implementation of fire safety plans, and
 - storage of dangerous goods.
- plans examinations:
 - new construction,
 - building upgrade programs,
 - residential secondary suites, and
 - fire safety plans with emphasis to addressing the risk to occupied residential buildings.
- permit/permission issuance:
 - construction,
 - renovations/alterations/reconstruction/demolition/additions, or other changes
 - occupancy permit
 - occupancy load certificates,
 - storage tank systems for flammable liquids and combustible liquids installation, alteration or removal, and
 - storage, purchase or discharge of fireworks.
- compliance inspections of work and occupancy:
 - construction,
 - renovations/alterations/reconstruction/additions,
 - occupancy loads and changes in occupancy,
 - fire safety plan practices with emphasis to addressing the risk to occupied residential buildings,
 - follow-up inspections of deficiencies and unsafe conditions,
 - post-occupancy of facilities identified, and
 - special or other activities addressed in the codes or at the discretion of the SCO.
- alternative solutions/variances,
- verification of compliance (VOC),
- collection and remittance of Council levies,
- issuance of Permit Services Reports,
- investigations, and
- maintain files and records.

3.2 Interdisciplinary Technical Coordination

An effective safety codes system requires cooperation between technical disciplines.

Where possible or appropriate, SCOs from all technical disciplines will discuss/interact in relation to:

- inspections,
- subdivision applications,
- development permits,
- plans reviews,
- occupancy permits,
- occupancy load certificates,
- enforcement,
- closure of files, and
- areas of mutual interest.

3.3 Orders

A SCO will issue and serve an order in accordance with the Act, the Administrative Items Regulation, and Council policy. Orders will be in the format prescribed by the Council. Upon compliance with an Order, a notice of compliance will be provided to the person(s) to whom the Order was served and to the Council.

A SCO will:

- prior to issuing an Order, first make every reasonable effort, including consultation with the QMP Manager or designate, to facilitate conformance with the Act,
- issue an Order if the SCO is of the opinion that all other reasonable efforts to obtain compliance with the act have failed,
- issue an Order in accordance with the Act, the Administrative Items regulation and Council policies,
- on issuance of an Order, immediately provide a copy to the Municipal QMP Manager or designate and the Council,
- a copy of the Order will be provided to the Council within 30 days of issuance,
- monitor the Order for compliance, and
- issue written acknowledgement of Order being satisfied to all parties to whom the originating Order was served and to the Council.

Orders may be appealed in accordance with the Act and Council policy.

The enforcement of an Order is the responsibility of the Municipality. It is the purview of the Municipality to escalate enforcement measures as necessary.

3.4 Emergency Situations

If a SCO is, on reasonable and probable grounds, of the opinion that there is an imminent serious danger to persons or property because of any thing, process or activity to which the Act applies or because of a fire hazard or risk of explosion, the SCO may take any action that they consider necessary to remove or reduce the danger.

3.5 Alternative Solutions / Variances

A SCO may review an alternative solution proposal and issue a site, instance specific, or jurisdiction-wide variance from a code or referenced standard. An alternative solution proposal and variance cannot remove or relax an existing code, standard, or rule, nor be intended to provide product approval.

An SCO can issue a variance if they are of the opinion that the alternative solution proposal and variance provides approximately equivalent or greater safety performance with respect to persons and property as provided for by the Act.

An alternative solution proposal and variance will be issued in accordance with the Act. A request for a variance must:

- be made in writing;
- be signed by the owner or the owner's representative; and
- include support documentation that demonstrates that the variance requested provides equivalent or greater level of safety that is identified by the code, standard or regulation.

A SCO may only make a decision respecting an alternative solution proposal and variance after having thoroughly researched the subject matter.

A copy of an approved variance will be provided, within ten (10) days of issuance, to the:

- owner;
- contractor if applicable;
- the Council; and
- the Municipality, if issued by their contracted accredited agency.

Registration of the variance with the Council requires only a copy of the approved variance.

Submission of background and support documentation is not required.

For a site, or instance specific alternative solution proposal, a copy of the approved variance must be placed on the permit file.

3.6 Permit Administration

3.6.1 Permit Applications

An application for a permit and any information required to be included with the application must be submitted in a form and in a manner satisfactory to the SCO and/or permit issuer. The application must include the following information:

- (a) state the use or proposed use of the premises,
- (b) clearly set forth the address or location at or in which the undertaking will take place,
- (c) the owner's name and contact information,
- (d) any further information as required to enable the SCO and/or permit issuer to determine the permit fee,
- (e) describe the undertaking, including information, satisfactory to the SCO and/or permit issuer, regarding the technical nature and extent of the undertaking,
- (f) set out the name, complete address, telephone number and evidence of credentials required of the permit applicant, together with the written or electronic signature of the permit applicant,
- (g) for a permit for the building discipline:
 - i. state the type of occupancy,
 - ii. set out the prevailing market value of the undertaking,
 - iii. if a structure is to be installed on a temporary basis, as determined by the permit issuer, state the period for which the structure will be installed,
- (h) include a method of payment of fees acceptable to the permit issuer,

- (i) include any further information that the SCO and/or permit issuer considers necessary, including the provision of:
- i. a site plan that shows the actual dimensions of the parcel of land and the location of the proposed undertaking in relation to the boundaries of the parcel of land and other buildings on the same parcel of land,
 - ii. copies of plans and specifications for the proposed undertaking,
 - iii. documentation required to verify information provided by the applicant, and
- (j) A Freedom of Information and Protection of Privacy Act (FOIPP) statement that meets the requirements of FOIPP as per the following example will be included on the permit application:

“The personal information provided as part of this application is collected under the Safety Codes Act and the Municipal Government Act and in accordance with the Freedom of Information and Protection of Privacy Act. The information is required and will be used for issuing permits, safety codes compliance verification and monitoring, and property assessment purposes. The name of the permit holder and the nature of the permit is available to the public upon request. If you have any questions about the collection or use of the personal information provided, please contact the Municipality.”

3.6.2 Required terms of permit issuance

Permits will include the following information:

- a permit number or other unique identifier that has been assigned by the permit issuer to the undertaking,
- the date on which the permit is issued,
- the name of the owner and/ or the person to whom the permit has been issued,
- where the undertaking is to take place,
- a description of the undertaking or portion of the undertaking governed by the permit, and
- contain any other information that the SCO and/or permit issuer considers necessary.

3.6.3 Terms and Conditions of Permit

A permit may contain terms and conditions that include but are not limited to:

- requiring permission be obtained from the SCO before occupancy or use of the construction, process or activity under the permit,
- setting the date on which the permit expires,
- setting a condition that causes the permit to expire,
- setting the period of time that the undertaking may be occupied, used or operated,
- setting the scope of the undertaking being permitted,
- setting the location or locations of the undertaking being permitted,
- setting the qualifications of the person responsible for the undertaking and/or doing the work,
- requiring an identification number or label to be affixed to the undertaking, and
- requiring SCO approval be obtained before any part of the work or system is occupied, covered or concealed.

3.6.4 Annual Permits

An annual permit may be issued in the electrical, gas or plumbing discipline allowing the owner or operator of the premise to effect minor repairs, alterations or additions on the premises under the following conditions:

- a person who holds a trade certificate in the appropriate trade under the Apprenticeship and Industry Training Act carries out the undertaking,
- the permit does not entitle the owner or operator to effect major alternations or additions to the premise, and
- the owner or operator maintains on the premise an accurate record of all repairs for the previous 2 years and makes the records available to an SCO upon request.

The inspection time frame for an Annual Permit may not be extended.

3.6.5 Permit Expiry

A permit shall expire with the time period set in the Permit or in the absence of a different term set in the permit, in conformance with the Act and the Permit Regulation.

The Municipality shall upon a permit expiring:

- notify the owner and the permit applicant as indicated on the permit application by issuing the Permit Services Report, and
- close the permit recording the expiration in the records management system including the reason.

3.6.6 Permit Timeframe Extension

A SCO and/or permit issuer may on the written request of a permit holder extend a permit for a fixed period of time that the SCO and/or permit issuer considers appropriate. The application for timeframe extension must be received prior to the permit expiring.

3.6.7 Permit Services Report (PSR)

A PSR:

- will be used to complete and close a file,
- will be issued within 30 days of completing the compliance monitoring services as required in this QMP (completion of compliance monitoring services means; after the final or only required inspection, after acceptance of a verification of compliance (VOC) in lieu of an inspection when permitted, or after compliance with the no-entry policy with respect to the final or only required inspection), and
- be issued to the Owner (the Owner, for the purposes of this document means, in order of preference; the Owner of the project at the time the permit was purchased, at the time the compliance monitoring services were provided, or at the time the PSR was issued).

The Municipality or an SCO may:

- reactivate the file at any time, and
- inspect post permit closure and attach report to the permit.

The Municipality will not issue a PSR or close the file if there is an identified unsafe condition that has not yet been corrected.

3.6.8 Permit Refusal, Suspension, or Cancellation

A SCO may refuse, suspend or cancel a permit in conformance with the Act and the Permit Regulation.

The Municipality will upon refusal, suspension or cancellation of a permit:

- notify the owner and the permit applicant including the reason for the refusal, suspension or cancellation, and advise of the owner's right to appeal, and
- issue a PSR identifying the reason for the refusal, suspension or cancellation of the permit.

3.7 Site Inspections/Inspection Reports

Inspections will be conducted to determine and advise the owner of compliance to applicable codes and standards.

Inspections will:

- be conducted by a SCO,
- determine if the work, thing, or activity complies with the Act, regulations, and codes and standards,
- be conducted within the time frames noted in the discipline specific sections of this QMP,
- inspection services will be conducted within 5 working days of the requested inspection date, and
- be conducted the at the stage(s) indicated in the discipline specific sections of this QMP, address the work of the inspection stage, any previously identified deficiencies, and any related work or condition observed.

An inspection report will be completed following the inspection and will include:

- permit number and Municipality file number (if applicable),
- discipline,
- Municipality name,
- owner name, address, phone number and email (if email is applicable),
- contractor name, address, phone number and email (if email is applicable),
- address of the inspection,
- date of the inspection,
- the stage(s) of work being inspected,
- a description of the applicable work in place at the time of inspection,
- all observed deficiencies including any condition where the work is incomplete, or does not comply with the Act or an associated code or regulation and in the opinion of the SCO is not an unsafe condition,
- all observed unsafe conditions including any condition that, in the opinion of the SCO, could result in property loss, injury, or death, and is not a situation of imminent serious danger, and
- all observed situations of imminent serious danger and the action taken by the SCO to remove or reduce the danger.

Inspection reports will:

- include name, signature, and designation number of the SCO conducting the inspection,
- be provided either electronically or hard copy to the permit applicant, contractor, and permit file; and if requested to the Owner, project consultant, Architect, or Consulting Engineers,
- document the corrected unsafe conditions through re-inspection(s) or VOC, and

- include all outstanding deficiencies from all inspection reports and plan reviews on the PSR.

For the purposes of this QMP:

- a deficiency is any condition where the work is incomplete, or does not comply with the Act, regulation or an associated code, and may include an unsafe condition(s),
- an unsafe condition is any condition that, in the opinion of the SCO, could result in injury, death, or property damage or loss, and may include a deficiency or a situation of imminent serious danger,
- a final inspection means an inspection conducted when the project or designated portion of the project, in the opinion of the SCO is sufficiently complete, safe, and compliant such that the owner can safely occupy or utilize the work for its intended use, and
- imminent serious danger is a condition that, in the opinion of the SCO will result in injury, death, or property damage or loss if the condition is not corrected in a timely manner.

A SCO may, in addition to the mandatory inspections stipulated in this QMP, conduct as many inspections as required to ensure that safety and compliance with the Act has reasonably been achieved.

3.8 No-Entry Policy

When a SCO is unable to gain entry to a site for a required inspection, the SCO will leave a notification on-site, or forward notification to the owner or permit applicant (as appropriate), advising of the inspection attempt and requesting that the Municipality be contacted to arrange for the site inspection.

If the Municipality does not receive a response within 30 days of notification, the Municipality notify the owner or permit applicant (as appropriate), a second notification requesting that the Municipality be contacted within 30 days to arrange for a site inspection.

If the Municipality is not contacted within 30 days of the second notification, the inspection stage may be considered a “no-entry” and counted as the required interim or final inspection. It will be noted on the Permit Services Report that a final inspection was not conducted and the file will be closed.

3.9 Verification of Compliance (VOC)

A SCO, at their discretion, may accept a VOC in place of an inspection for an identified deficiency or noncompliance. The re-inspection may:

- follow-up on noted deficiencies or unsafe conditions on a site inspection report, or
- in lieu of a site inspection when permitted in this QMP (e.g. labelled mobile home siting, minor residential improvements).

A VOC will include the:

- identification of the document as a VOC,
- address of where the VOC is being applied for,
- permit number and discipline,
- name and title of the person who provided the VOC and how it was provided (i.e. written assurance, verbal assurance (with written documentation), site visit by designate, photographs, etc.),
- date accepted by the SCO, and
- signature and designation number of the SCO.

3.10 Investigation of an Unsafe Condition, Accident, or Fire

A SCO may investigate an unsafe condition, or accident to determine its cause and circumstance and make recommendations related to safety.

In relation to the fire discipline, an SCO will investigate the cause, origin, and circumstance of every fire in which a person dies or suffers injury that requires professional medical attention or in which property is damaged or destroyed.

When investigating an unsafe condition, or accident, or fire, a SCO has the authority to exercise the powers under the Act and close all or part of the affected premise for a period of 48 hours or for a period authorized by a justice to prevent injury or death or to preserve property while conducting an investigation.

No person shall remove or interfere with anything in, on or about the place where the unsafe condition, accident or fire occurred until permission has been granted by a SCO, unless it is necessary to do so to prevent death or injury, to protect property or to restore service.

A SCO who conducts an investigation will submit a copy of the report to an Administrator and provide a summary of the investigation to the Council.

Schedule C

Technical Discipline Service Delivery Standards

4.0 Technical Discipline Service Delivery Standards

4.1 Schedule C.1 BUILDING

Building Permits

The Municipality will, **prior** to permit issuance:

- obtain construction documents including plans and specifications as outlined in the Alberta Building Code (NBC),
- obtain any letters or schedules required to be provided by the NBC,
- conduct a preliminary review of the construction documents to determine if professional involvement is required or if there are any potentially significant code compliance issues,
- review applicable information on land conditions e.g. Sub strata, soil conditions, water table,
- obtain documents with the seal and signature of a registered architect and/or professional engineer(s), when required by the NBC,
- obtain New Home Warranty verification where applicable, and
- obtain a hot works permit, where applicable.

Construction Document Review

The Municipality will, not more than 15 days after permit issuance:

- complete a review of the construction documents in accordance with the requirements of the NBC,
- prepare a Plans Review Report,
- provide the Plans Review Report to the permit applicant and/or the contractor, and the Municipality's file and if requested, to the owner, project consultant, architect, or consulting engineers, and
- provide one set of the examined construction documents to the permit applicant for retention and review at the project site, and retain one set on the Municipality's file.

The Municipality will, prior to construction, alteration or demolition operations, obtain in writing, a fire safety plan for the project site.

Compliance Monitoring on Projects requiring Professional Involvement

The Municipality will:

- collect and maintain on file, required schedules, and/or a letter(s) of compliance from the professional architect or engineer when a part(s) of the building requires a professional architect or engineer, and
- collect and maintain on file all schedules and letters of compliance required in accordance with the NBC when the registered professional architect and/or engineer involvement is required for the work covered under a permit.

Building Site-Inspections

A Building SCO will conduct site inspections at the stages indicated in the following tables:

Site Inspection Stages for Part 9 Buildings Not Requiring Overall Professional Involvement

Type Of Project	Type of Building & Major Occupancy	Minimum # of Inspections	Inspection Stage
New Construction, OR Alteration, addition, renovation, reconstruction, change in occupancy, minor work (with a value of not more than \$50,000)	All	2	<ul style="list-style-type: none"> ○ at any stage OR <ul style="list-style-type: none"> ○ within 1 year from permit issuance
Demolition	All	1	<ul style="list-style-type: none"> ○ at any stage within 1 year from permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work of more than \$50,000)	Single & Two Family Dwellings (Group C)	3	<ul style="list-style-type: none"> ○ complete foundation (prior to backfill) AND <ul style="list-style-type: none"> ○ solid or liquid fuelled appliance(s), building envelop, and framing (prior to covering up with insulation and vapour barrier) OR <ul style="list-style-type: none"> ○ building envelope including insulation and vapour barrier (prior to drywall) AND <ul style="list-style-type: none"> ○ final, including HVAC completion within 2 years of permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work of more than \$50,000)	Multi-family Residential, Townhouses, Small Apartments (Group C)	3	<ul style="list-style-type: none"> ○ complete foundation (prior to backfill) AND <ul style="list-style-type: none"> ○ solid or liquid fuelled appliance(s), building envelop, and framing (prior to covering up with insulation and vapour barrier) OR <ul style="list-style-type: none"> ○ building envelope including insulation and vapour barrier (prior to drywall) AND <ul style="list-style-type: none"> ○ final, including fire alarm and HVAC completion within 2 years of permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work of more than \$50,000)	Business & Personal Services, Mercantile, Med. & Low Hazard Industrial (Group D, E, F2, F3)	3	<ul style="list-style-type: none"> ○ complete foundation (prior to backfill) AND <ul style="list-style-type: none"> ○ building envelope and HVAC rough-in OR <ul style="list-style-type: none"> ○ framing, structure, and building envelop (prior to insulation and vapour barrier) AND <ul style="list-style-type: none"> ○ final, including HVAC completion within 2 years of permit issuance

Site Inspection Stages, Part 3 Buildings Not Requiring Overall Professional Involvement

Type Of Project	Major Occupancy	Minimum # of Inspections	Inspection Stages
Alteration, addition, renovation, reconstruction, change in occupancy, minor work (with a value of not more than \$50,000)	All	1	<ul style="list-style-type: none"> ○ at any stage OR ○ within 1 year of completion
Demolition	All	1	<ul style="list-style-type: none"> ○ at any stage within 1 year of permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy with a value of work more than \$50,000 and less than \$200,000)	All	2	<ul style="list-style-type: none"> ○ *foundation OR ○ *framing, structure OR ○ *HVAC rough-in OR ○ *fire suppression systems OR ○ *fire alarm system OR ○ *HVAC completion OR ○ *interior partitioning OR ○ Medical Gas rough in AND ○ *final within 2 years of permit issuance <p>* NOTE: Any of these site inspections may be combined when it's reasonable to do so, and if site conditions permit.</p>
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy (value of work more than \$200,000)	All	3	<ul style="list-style-type: none"> ○ *foundation OR ○ *framing, structure OR ○ *HVAC rough-in OR ○ *fire suppression systems OR ○ *fire alarm system OR ○ *HVAC completion OR ○ *interior partitioning OR ○ Medical Gas rough in AND ○ *final within 2 year of permit issuance <p>* NOTE: Any of these site inspections may be combined when it's reasonable to do so, and if site conditions permit.</p>

Site Inspection Stages, Part 3 or 9 Buildings Requiring Overall Professional Involvement

Type Of Project	Major Occupancy	Minimum # of Inspections	Inspection Stages
Alteration, addition, renovation, reconstruction, change in occupancy, minor work (with a value of not more than \$50,000)	All	1	<ul style="list-style-type: none"> ○ at any stage OR ○ within 1 year of permit issuance
Demolition	All	1	<ul style="list-style-type: none"> ○ at any stage within 1 year of permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy (value of work more than \$50,000 and less than \$200,000)	All	2	<ul style="list-style-type: none"> ○ interim inspection at approximately the mid-term of the work AND ○ final within 2 years of permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy (value of work more than \$200,000)	All	3	<ul style="list-style-type: none"> ○ *foundation OR ○ *framing, structure OR ○ *HVAC rough-in OR ○ *fire suppression systems OR ○ *fire alarm system OR ○ *HVAC completion ○ OR ○ Interior Partitioning OR ○ Medical Gas rough in AND ○ *final within 2 years of permit issuance <p>* NOTE: Any of these site inspections may be combined when it's reasonable to do so, and if site conditions permit.</p>

In conjunction with / exceptions to with the above tables:

Site Inspection of labelled mobile home siting will consist of at least one on-site inspection within 90 days of permit issuance.

Site Inspection of Part 10 buildings will consist of at least one on-site inspection within 30 days of final set-up stage.

Site Inspection of Solid or Liquid Fuelled Heating Appliances (under separate permit) will consist of at least one on-site inspection, prior to covering, within 180 days of permit issuance.

Site Inspection of Mechanical, Heating, or Ventilation Systems (under separate permit) will consist of at least one on-site inspection at the completion stage, prior to covering, within 180 days of permit issuance.

Site Inspection of Vendors that advertise, display, or offer for sale, things to which the Act applies will consist of inspecting upon complaint or concern.

Site Inspection of Manufacturers will be conducted as per the permit inspection schedule for permitted work; or initiate the compliance and enforcement process for work not permitted or under other safety codes administration such as accredited corporation monitoring, a Standards Council of Canada program, a provincial government manufacturing program, or an international agreement, where the work is within scope of safety codes requirements.

4.2 Schedule C.2 ELECTRICAL AND ELECTRICAL UTILITY

Electrical Permits

The Municipality will issue Electrical Permits.

Construction Document Review

A SCO and/or a permit issuer may, as a condition of the permit, require the permit applicant to submit construction documents (including plans and specifications) describing the work for any proposed electrical installation.

Electrical Site-Inspections

An Electrical SCO will conduct site inspections at the stages indicated in the following table:

Site Inspections for Electrical Installations

Type of Project	Minimum # of Inspections	Inspection Stages
Public Institutions, Commercial, Industrial, Multi-Family Residential (with value of work over \$10,000)	2	<ul style="list-style-type: none"> ○ rough-in inspection (prior to cover-up) AND ○ final inspection at substantial completion of work described on the permit within 2 years of permit issuance
Public Institutions, Commercial, Industrial, Multi-Family Residential (with value of work \$10,000 or less)	1	<ul style="list-style-type: none"> ○ rough in inspection or final inspection, within 1 year of permit issuance
Single Family Residential or Farm Buildings (with value of work over \$2,500)	2	<ul style="list-style-type: none"> ○ completed rough-in inspection (prior to cover-up) AND ○ final inspection at substantial completion of work described on the permit within 2 years of permit issuance
Single Family Residential or Farm Buildings (with value of work \$2,500 or less)	1	<ul style="list-style-type: none"> ○ final inspection, within 180 days of completed work
Skid Units, Relocatable Industrial Accommodation, Oilfield Pump-jacks, Temporary Services	1	<ul style="list-style-type: none"> ○ rough-in inspection (prior to cover-up) OR ○ final inspection within 180 days of permit issuance, including all additional wiring for Relocatable Industrial Accommodation and Manufactured Housing
Annual Permit (for minor alterations/additions conducted on one site)	2	<ul style="list-style-type: none"> ○ mid- term inspection ○ final inspection, within 60 days of expiry of permit

Site Inspection of Vendors that advertise, display, or offer for sale, things to which the Act applies will consist of inspecting upon complaint or concern.

Site Inspection of Manufacturers will be conducted as per the permit inspection schedule for permitted work; or initiate the compliance and enforcement process for work not permitted or under other safety codes administration such as accredited corporation monitoring, a Standards Council of Canada program, a provincial government manufacturing program, or an international agreement, where the work is within scope of safety codes requirements.

4.2.1 Electrical Utility

Where applicable, the Municipality will act in accordance with the *Alberta Electrical Utility Code* for the installation and maintenance of electrical utility systems.

Construction Document Review

Prior to construction, a SCO, with will review design documents and construction drawings applicable to the new installation of utility systems.

Standard designs for construction will be required to be reviewed on an ongoing basis to ensure that compliance is continually being achieved with applicable electrical system designs and regulation for the new installation of utility systems.

A plans review would not normally apply for work done in accordance with existing drawings, standards and design. A plans review may be waived, at the discretion of the SCO, for minor alteration or renovation of utility systems.

A SCO may review design drawings which are not based on a standard design previously approved to ensure that compliance with applicable codes and standards are being achieved.

Maintenance of Utility Systems includes but is not limited to poles, substations and overhead/underground systems.

Electrical Utility System Site Inspections

A Group B Electrical SCO will conduct site inspections, in accordance with the following table:

Site Inspections for Electrical Utility Systems

Distribution (Dollar values based on project cost)	Minimum percentage of completed projects to be inspected
Less than \$75K	30%
Greater than \$75K, less than \$500K	50%
Greater than \$500K	100%
Transmission and Substations	
Less than \$200K	50%
Greater than \$200K	100%

For construction that is based on a custom design, is not repetitive in nature and not based on standard designs and that have been signed by a Professional Engineer, the frequency of inspections shall be 30%.

The installations selected for site inspection will be selected at the discretion of the SCO. The SCO will consider the following elements when selecting installations for site inspections:

- urban verses rural construction,
- customer type i.e. industrial, commercial, farm, residential,
- system upgrades,
- geographic location and terrain, i.e. service area, forest, prairie,
- construction crews involved, and
- facility risks.

The purpose for considering these elements is to provide for a thorough sample of the annual construction projects completed by the municipality.

4.3 Schedule C.3 PLUMBING

Plumbing Permits

The Municipality will issue Plumbing permits.

Construction Document Review

A SCO and/or a permit issuer may, as a condition of the permit, require the permit applicant to submit construction documents including plans and specifications describing the work for any proposed plumbing installation.

Plumbing Site-Inspections

A Plumbing SCO will conduct site inspections at the stages indicated in the following table:

Site Inspections for Plumbing Installations

Installation Type	Minimum # of Inspections	Plumbing Installation Stage
Public Institutions, Commercial, Industrial, Multi-Family Residential (with more than 5 fixtures)	2	<ul style="list-style-type: none"> ○ rough-in below grade prior to covering OR ○ rough-in above grade prior to covering AND ○ final inspection at substantial completion of work described on the permit within 2 years of permit issuance
Public Institutions, Commercial, Industrial, Multi-Family Residential (with 5 fixtures or less)	1	<ul style="list-style-type: none"> ○ rough-in below grade prior to covering OR ○ rough-in above grade prior to covering OR ○ final inspection at substantial completion of work described on the permit within 2 years of permit issuance
Single Family Residential or Farm Buildings new construction (or alteration, addition, or renovation with more than 5 fixtures)	2	<ul style="list-style-type: none"> ○ completed rough-in below grade OR ○ completed rough-in above grade prior to covering (within 180 days of permit issuance) AND ○ final inspection at substantial completion of work described on the permit within 2 years of permit issuance
Single Family Residential or Farm Building alteration, addition, or renovation (with 5 fixtures or less)	1	<ul style="list-style-type: none"> ○ final inspection at substantial completion of work described on the permit within 2 years of permit issuance
Annual Permit	2	<ul style="list-style-type: none"> ○ mid-term inspection AND ○ final inspection at substantial completion of work described on the permit within 2 years of permit issuance
Private Sewage Disposal Systems	1	<ul style="list-style-type: none"> ○ site inspection completed prior to covering.

Site Inspection of Vendors that advertise, display, or offer for sale, things to which the Act applies will consist of inspecting upon complaint or concern.

Site Inspection of Manufacturers will be conducted as per the permit inspection schedule for permitted work; or initiate the compliance and enforcement process for work not permitted or under other safety codes administration such as accredited corporation monitoring, a Standards Council of Canada program, a provincial government manufacturing program, or an international agreement, where the work is within scope of safety codes requirements.

Permits for Private Sewage Disposal Systems

The Municipality will issue permits for Private Sewage Disposal System installations.

Permit Issuance for Private Sewage Disposal Systems

The Municipality will, prior to permit issuance require the permit applicant to provide all relevant installation details including:

- a site plan,
- the expected volume of sewage per day,
- the criteria used to determine the expected volume of sewage per day,
- description and details of all sewage system treatment and effluent disposal component(s), and
- details of the method(s) used to determine the soil effluent loading rate, including the results of the method(s) and who they were conducted by, and the depth to the water table if less than 2.4 m from ground surface.

A Plumbing Group B SCO will complete a review of the permit application information for compliance with the Private Sewage Disposal System regulations prior to permit issuance.

Private Sewage Disposal System Site Inspections

A Plumbing Group B SCO will conduct a minimum of one site inspection prior to covering.

4.4 Schedule C.4 GAS

Gas Permits

The Municipality will issue Gas Permits.

Construction Document Review

A SCO and/or a permit issuer may, as a condition of the permit, require the permit applicant to submit construction documents including plans and specifications describing the work for any proposed gas installation.

Gas Site-Inspections

A Gas SCO will conduct site inspections at the stages indicated in the following table:

Site Inspections for Gas Installations

Installation Type	Minimum # of Inspections	Gas Installation Stages
Public Institutions, Commercial, Industrial, Multi-Family Residential	2	<ul style="list-style-type: none"> ○ rough-in AND ○ final inspection at substantial completion of work described on the permit within 2 years of permit issuance
Single Family Residential or Farm Buildings	2	<ul style="list-style-type: none"> ○ rough-in ○ AND ○ final inspection at substantial completion of work described on the permit within 2 years of permit issuance
Single Family Residential accessory buildings, or any use alteration, addition, renovation, or reconstruction	1	<ul style="list-style-type: none"> ○ final inspection at substantial completion of work described on the permit within 2 years of permit issuance
Temporary Heat Installations (under separate permit), temporary services	1	<ul style="list-style-type: none"> ○ final inspection at substantial completion of work described on the permit within 2 years of permit issuance
Annual Permit	2	<ul style="list-style-type: none"> ○ mid-term inspection AND ○ final inspection at substantial completion of work described on the permit within 2 years of permit issuance

Site Inspection of Vendors that advertise, display, or offer for sale, things to which the Act applies will consist of inspecting upon complaint or concern.

Site Inspection of Manufacturers will be conducted as per the permit inspection schedule for permitted work; or initiate the compliance and enforcement process for work not permitted or under other safety codes administration such as accredited corporation monitoring, a Standards Council of Canada program, a provincial government manufacturing program, or an international agreement, where the work is within scope of safety codes requirements.

Definitions:

- 1) ***On request or complaint*** - the process as defined by municipal operational policy.
- 2) ***Once every month*** - a specific day is set which shall apply in each month for each occupancy or site to be inspected. An inspection conducted within 7 days of this set date is deemed to have met with the quantitative intent of this QMP.
- 3) ***Once every 6 months*** - a specific day is set which shall apply in each 6th month for each occupancy or site to be inspected. An inspection conducted within 30 days of this set date is deemed to have met with the quantitative intent of this QMP.
- 4) ***Once every 12 months*** - a specific day is set which shall apply in each 12th month for each occupancy or site to be inspected. An inspection conducted within 60 days of this set date is deemed to have met with the quantitative intent of this QMP.
- 5) ***Once every 24 months*** - a specific day is set which shall apply in each 24th month for each occupancy or site to be inspected. An inspection conducted within 60 days of this set date is deemed to have met with the quantitative intent of this QMP.



Request for Proposal Smoky Lake County

Including (Town of Smoky Lake, Village of Vilna and Village of Waskatenau)

Safety Codes Services Building, Electrical, Plumbing, Gas, and Private Sewage Disciplines

Submitted by:
Superior Safety Codes Inc.
14613-134 Avenue
Edmonton, AB T5L 4S9
Phone: 1.866.999.4777
Attention: Laural Sheeler

Closing Date: July 30, 2021
Closing Time: 4:00 pm

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July 29, 2021

Smoky Lake County
Planning and Development Department
Box 310
4612 McDougall Drive
Smoky Lake, Alberta, T0A 3C0

Attention: Jordan Ruegg, Planning and Development Manager

**SUBJECT: 2.3.1 Letter of Transmittal
Request for Proposal for Safety Codes Services**

We agree to abide by all terms of reference detailed in the Request for Proposal. As you will see, our proposal explains exactly how we will help Smoky Lake County, the Town of Smoky Lake, the Village of Vilna and the Village of Waskatenau, hereafter known as the County, achieve its goals.

As you know, safety codes save lives. The residents of the County aren't just ratepayers; they're your families, friends, and neighbours. It is critically important to ensure that they have the information and support they need to develop their homes and businesses, in a way that is safe for them and others. We strive to exceed the expectations of our customers by anticipating, understanding, and responding appropriately to your needs.

Key attributes of this proposal and our service to date that support the County's selection of Superior are as follows:

- Experienced – We have been providing compliance monitoring services, in all disciplines, since 2004.
- Qualified – we supply a team of knowledgeable upper level Safety Codes Officers and experienced Administrators to service the County.
- Successful – Over 120 contracts throughout the province, serviced by 5 offices. We are the exclusive service provider, in your area, for the Counties of Sturgeon, Lamont, Thorhild and St. Paul along with the Kikino and Buffalo Lake Metis Settlements. We also service all unaccredited municipalities.
- Technology – we have incorporated in-house tablet technology to enhance the inspection process.
- Safety – we are COR certified, increasing our commitment to safety.

We would be pleased to meet with you to provide any clarification you may require.

Sincerely,



Laural Sheeler
Contract Relations Manager

/LS
Enclosure

2.3.2 Cover Page

Request for Proposals (RFP)

Safety Codes Services

Building, Electrical, Plumbing, Gas and Private Sewage Disposal Disciplines

Superior Safety Codes Inc.

Primary Contact – Laural Sheeler

14613 – 134 Avenue

Edmonton, AB T5L 4S9

Phone Number: 780-489-4777

Direct Line: 780-733-0556

Email Address: lsheeler@superiorsafetycodes.com

2.3.3 Executive Summary

Proposal Highlights

- Superior Safety Codes has been in the business of life safety since 2004, although our history goes back to the privatization of safety codes services in the 1990s. We work closely with you to deliver a safety codes services program that meets your needs and delivers real value to the municipality and ratepayers.
- Superior Safety Codes is authorized by Municipal Affairs, the Alberta Safety Codes Authority, and the Safety Codes Council in all areas of the province. We are a stable and financially viable company.
- Customer service is paramount, and Superior endeavors to provide service over and above the expectations of the QMP.
- We provide a dedicated Contract Administrator to the County who will meet with your administration staff on a quarterly basis to provide contractual support.
- We are COR certified. Safety Codes Officers are required to fill out a Field Level Hazard Assessment form prior to conducting each site inspection. Each completed form is kept on our server for auditing purposes for the COR audit team. This program ensures the safety of our Safety Codes Officers.
- You have access to the wealth of knowledge held by our discipline-specific Chiefs. These leaders, in all disciplines, have more than 65 years of combined experience and provide technical advice as well as mentorship to all Safety Codes Officers.
- We use technology to make your life easier. Site inspections are conducted on a tablet and uploaded through a wireless connection to our servers. The permit applicant immediately receives an email notification when the inspection has been completed and can easily download the report in PDF format.
- Our business strategy of electronically networking our offices in a terminal services environment has increased efficiencies and communication. This allows each office to service their respective regions with support from all offices.
- We will provide support in preparing for safety codes audits, both internal and external through the Safety Codes Council. Superior will generate all the reports required for the audits and attend any external reviews completed by the Safety Codes Council. We will also be in attendance, either through virtual meetings or in person at the County office, to help with the annual internal audit.
- All reviews of Superior Safety Codes Inc. conducted by the Safety Codes Council and Alberta Municipal Affairs have resulted in compliance with the Authorization Agreement and our accreditation requirements.

2.3.3 Executive Summary

Mission Statement

'Superior Safety Codes Inc.'s mission is to provide all individuals ethical and timely service through an absolute commitment to integrity.'

Company Outline

Since 2004, Superior Safety Codes has been protecting the safety of our fellow Albertans and helping our clients ensure that they are meeting their obligations when it comes to public safety. We are partners with our clients, listening to their unique needs and delivering the services and information they need to stay in compliance and save lives. We are responsive, flexible, adaptive, and prepared to develop a service program that aligns with the County's needs.

Our core group of founding employees has decades of experience and President Terry Booth is a pioneer in our industry. But it's our tablet technology, Armada, that sets us apart from the crowd. With Armada, everything happens in real time, eliminating delays in communication and allowing our people and our clients to get the information they need with the touch of a finger.

We are an Authorized Accredited Agency; our clientele include, but are not limited to, Accredited Municipalities, Governmental Departments, Construction Contractors, and the general public. Our goal is to continue to work with these stakeholders ensuring that public safety, as it pertains to the Safety Codes Act of Alberta, is being properly addressed in a tactful and impartial manner.

We understand that you need a service provider who will make servicing your organization their number one priority. Although we serve a number of municipalities and corporations, we have a large staff in place and make each client our number one. We currently employ 26 administrative staff and 27 Safety Codes Officers who operate out of five offices located in Red Deer, Calgary, Edmonton, Lethbridge, and Lloydminster. We have the capacity to be there when you need us, no matter what.

Superior Safety Codes appreciates that customer service is paramount. Safety Codes Officers are readily available to ratepayers, contractors, and all the municipal departments who require code advice, assistance, or information. Safety Codes Officers are available by cell phone or email. In addition, all of Superior's offices are fully staffed and have toll free phone and fax numbers. All disciplines have an experienced Chief for mentorship and support for all of our Safety Codes Officers. Each Chief has over 20 years of Safety Codes experience and are leaders in the industry.

2.3.3 Executive Summary

Management

Raymond Hajjar, the Vice President of Operations for Superior Safety Codes Inc. has over 22 years of sales and marketing experience. Raymond is responsible for the day to day operations of the company with focus on customer service, efficiencies, and growth of the company.

Laural Sheeler, the Contract Relations Manager for Superior Safety Codes Inc., offers exceptional comprehension of the Safety Codes Act, Accreditation, Quality Management Plans, Permit Regulations and Audit procedures. Laural has been involved in the Safety Codes Industry for over 25 years.

Brent van Leeuwen, CMA, the Corporate Controller for Superior Safety Codes Inc., has over 20 years' experience as a Certified Management Accountant. Brent is responsible for all finance and accounting functions and is invaluable in keeping us on track and profitable.

Safety Codes Council

Superior Safety Codes is an Accredited Agency and remains in good standing with the Safety Codes Council. The letter in good standing from the Safety Codes Council is attached under *Appendix 'A'*.

Workers' Compensation Board

Superior Safety Codes Inc. carries current and appropriate Workers' Compensation Coverage through an account in good standing with the Alberta Workers' Compensation Board. The letter in good standing from the Workers Compensation Board is included under *Appendix 'A'*.

Superior Safety Codes Inc. complies with the requirements of all municipal, provincial, and federal legislation. This includes, but is not limited to, the Safety Codes Act, the Provincial Employment Standards Code, Labour Relations Code, the Freedom of Information and Personal/Privacy Act, and the Occupational Health and Safety Act.

Conflict Resolution

In the event there is a conflict between a permit applicant and a Safety Codes Officer then the Contract Administrator will be brought in to find a resolution. The Contract Administrator, Safety Codes Officer and Chief for the affected discipline will have a meeting to discuss the issue and determine the best course of action. If the conflict is related to a disagreement with a Code call the Chief will be in contact with the applicant to provide a solution. Failing that, Municipal Affairs technical advisor will be contacted to make the final decision. Conflict with County staff and Superior Safety Codes will involve a meeting with the affected parties, the County and Management to resolve any issues on a go forward basis.

2.3.3 Executive Summary

Safety Program

Superior Safety Codes Inc. continues to maintain our stellar record of zero incidents since being incorporated in 2004. Our 'Safety Policy' is customized for our industry with a considerable influence on driving and job site review. As our Safety Codes Officers are on multiple construction sites per day, the job site review is imperative as different jobs present different hazards; Safety Codes Officers are trained in First Aid, WHMIS, and H2S Alive.

Certificate of Recognition (COR)

Superior has successfully completed the requirements for becoming COR certified. The Certificate of Recognition (COR™) is a well-established, Canada-wide certification program that gives companies a tool for assessing and enhancing their health and safety management system. The purpose of COR™ is to encourage safer workplace behavior and practices that also lead to improved performance. In addition, we are pleased to be part of The Partners in Injury Reduction (PIR) program encourages the development of effective workplace health, safety and disability management programs in Alberta. These programs were established and formally recognized by the granting of our certificate in December 2018 by our certifying partner Alberta Construction Safety Association and Workers Compensation Board Alberta.

Contract Liaison

Our provision of a dedicated Contract Administrator to the County is our assurance that customer satisfaction is of the utmost importance. With 25 years' safety codes experience, Laural Sheeler will be your Contract Liaison. She is available to meet with your designates' and other municipal representatives on a regularly scheduled basis.

Laural's responsibilities include the following:

- a) Supports administrative staff on permit issuance in all disciplines.
- b) Supervises all Safety Codes Officers servicing the County.
- c) Receives, reviews, and submits all site inspection reports.
- d) Confirms closure in accordance with the Quality Management Plan prior to invoicing.
- e) Review of the documentation to support reconciliations.
- f) Review and confirm all Safety Codes requirements are met prior to occupancy.
- g) Attends all Safety Codes Council audits.
- h) Works closely with the County to establish suitable processes.
- i) Provide training to our Edmonton office on the County's processes.

2.3.3 Executive Summary

Quality Monitoring

We maintain a comprehensive quality assurance program which ensures the highest quality inspections and reporting for our clients. Our program is designed to consistently meet or exceed the expectations of our customers, all regulatory bodies, as well as our own standards; the cumulative effect of this program ensures accurate timely reporting, and competency of staff.

Our 'Quality Assurance Program' objectives are to:

- Maintain accreditation and licensure with the appropriate regulatory bodies.
- Enhance and develop the expertise of our technical personnel.
- Continue successful preventative maintenance for all equipment.
- Provide a safe workplace by coordinating safety programs.
- Ensure the quality, accuracy, and timelines of all processing and reporting.
- Maintain an evaluation system for all aspects of operations and identify areas for enhancement.

Memberships & Affiliations

Superior Safety Codes Inc. is proud members/affiliates of the following entities:

- Alberta Association of Municipal Districts and Counties (AAMDC)
- Alberta Building Officials Association (ABOA)
- Alberta Construction Safety Association (ACSA)
- Alberta Mechanical Officials Society (AMOS)
- Alberta Onsite Wastewater Management Association (AOWMA)
- Alberta Urban Municipalities Association (AUMA)
- Canadian Standards Association (CSA)
- Electrical Inspectors Association of Alberta (EIAA)
- Quality Auditing Institute (QAI) Equipment Approval
- Safety Codes Council's Plumbing Sub-Council

2.3.4 Service Delivery Proposal

A. Permit Issuance

Building Permit Issuance

Building permits will be applied for through our Edmonton office via email, walk-in, or mail. Permits will be entered and approved in eSITE. Residential building permits will be issued within two to five business days of receipt of completed application and supporting documentation. Larger project permits will be issued as expeditiously as possible, and will in no way, delay projects commencing if the application is complete.

The requirements for a completed building application include, but are not limited to, the following:

- Building permit application is filled out completely, including method of payment.
- Approved Development Permit, when required by the County.
- Construction drawings as outlined in Part 2 of the Alberta Building Code; drawings can be submitted in PDF format.
- Any letters or schedules required to be provided by the Alberta Building Code, including the New Home Warranty Registration (includes Builders' License) and the National Energy Code, when applicable.
- When required, obtain documents with the seal and signature of a registered Architect and/or Professional.

Once the required documentation has been received, Superior will complete the following process:

- Conduct a thorough plans examination of the submitted drawings, outlining the various requirements of the Alberta Building Code and then generate a plans examination report with the results of the review. Any discrepancies with the Code requirements will be marked on the drawings and noted in the report.
- Issue the building permit in eSITE, stamp the drawings as reviewed and distribute the approved building permit, plans examination report and a copy of the stamped drawings back to the applicant. We can also email the issued permit and plans examination report to the County to keep you aware of the permits being approved.
- The applicant will receive a placard to be posted at site and a cover letter with the approved permit stating when to call for the different stages of inspection during construction.
- A complete copy of the permit application package will be uploaded into eSITE and be kept on file with Superior for the required inspections during construction.

Pending Building Permits

If any required information is not received with the building permit applications, the Safety Codes Officer will send the permit applicant, via email or regular mail, a letter detailing what is required to be submitted in order to approve the permit. The permit application will then go 'pending' until the documents are received. If the information is not received within 30 days of the date of the letter, then administration will follow up with the applicant to ensure they received the letter and to find out when the information will be sent in. If documentation is not submitted within another 30 days, then the permit may be refused, and the applicant will have to re-apply. The County will be copied on all correspondence.

2.3.4 Service Delivery Proposal

A. Permit Issuance

Electrical, Gas and Plumbing Permits

Superior Safety Codes will accept, review and issue all electrical, plumbing, and gas permits in eSITE. Completed permit applications will be issued and uploaded into eSITE within 24 hours of receipt. The issued permit will be emailed and/or mailed back to the applicant.

A Safety Codes Officer may, as a condition of the permit, require the permit applicant to submit construction documents (including plans and specifications) describing the work for any proposed electrical, plumbing or gas installation.

Private Sewage Permits

Private Sewage permit applications will be submitted to Superior for approval by a Level 2 Plumbing Safety Codes Officer. Private sewage permits and all required documentation, as detailed below, will be thoroughly reviewed by the Plumbing Safety Codes Officer for compliance with the Private Sewage Standard of Practice.

Permits will be issued in eSITE within two (2) days of receipt of a completed application. The requirements for a completed private sewage permit application include, but are not limited to, the following:

- a detailed site plan,
- the expected volume of sewage per day, the criteria used to determine the expected volume of sewage per day,
- GPS Coordinates
- B66 CSA tank certification, High Level Alarm information, Effluent filter, and pump information
- soil log reports from two (2) test pits with Soil Analysis Report,
- design worksheets
- soil classification information using the correct color chart
- description of details of all sewage system treatment and effluent disposal component(s),
- details of the method(s) used to determine the soil effluent loading rate, including the results of the method(s) and who they were conducted by,
- the depth to the water table if less than 2.4 m from ground surface, and

The permit and all documentation, including a plans review, will be sent back to the applicant. Permit applicants are also informed that they are to call for an inspection prior to the system being covered. If the system is covered prior to an inspection, the installation may be closed as non-compliant.

2.3.4 Service Delivery Proposal

B. Compliance Monitoring

Superior has a dedicated administrator ensuring that compliance monitoring is consistently being performed on every permit issued. The compliance monitoring benchmarks are 90 days after permit issuance and then every 120 days. Any correspondence with owner's and/or contractors will be documented and uploaded into eSITE.

At minimum, the required number of site inspections will be conducted in accordance with the County's Quality Management Plan (QMP). If an inspection is not completed at a required stage of inspection, then the Safety Codes Officer will indicate the reason on the site inspection report.

Inspection requests can be submitted online through our website or permit applicants can call or email our office to request an inspection.

Our inspection process includes but is not limited to:

- Inspection request response times, for all disciplines, will be within 1 – 3 days from receipt of the request.
- Requested inspections are entered into our database and the Safety Codes Officers will immediately be notified on his/her tablet.
- At minimum, site inspections will be conducted in accordance with the required stages in the QMP. Additional inspections may be required based on the complexity of the project.
- Site inspections are conducted on tablet-based wireless technology and inspection reports are immediately emailed to the applicant upon completion of the inspection. Therefore avoiding delays in moving forward with construction.
- Superior's administration staff will check the database to ensure that all discipline permits are notified when a final inspection has been requested or completed for a project.
- After each inspection and when applicable, the Safety Codes Officer will affix a label to the electrical panel box stating the permit number, date of inspection, and inspector's initials.
- Site inspection reports and inspection requests will be uploaded and updated in eSITE.
- If projects are found to be deficient and the applicant is uncooperative in repairing the deficiencies, we will correspond with the County regarding either closing the permit non-compliant or doing enforcement. Enforcement would be in the form of an Order under the Safety Codes Act.

Open Permit Follow-up

Permit applicants do not always call for an inspection during construction. Our Safety Codes Officers and administration staff will frequently review all open permits and contact the permit applicant for a status update on the project. Additionally, auto emails are generated from eSITE notifying applicants to call for an inspection.

2.3.4 Service Delivery Proposal

B. Compliance Monitoring

Below are the various stages of construction that are required to be inspected for different types of projects. We will respond to inspection requests within 1 – 3 days of receiving the request.

<i>BUILDING DISCIPLINE</i>			
INSPECTION STAGE(S)	CONFIRM COMPLETE		
Foundation – prior to backfill	<ul style="list-style-type: none"> ➤ footings and wall poured forms removed ➤ weeping tile in place ➤ washed rock and dampproofing applied 		
and Framing / HVAC - prior to Insulation / Vapor Barrier	<table border="0" style="width: 100%;"> <tr> <td style="width: 60%;"> <ul style="list-style-type: none"> ➤ foundation backfilled ➤ walls framed ➤ floors and roof completed ➤ mechanical and electrical rough-in started ➤ heating duct installation started </td> <td style="width: 40%;"> <ul style="list-style-type: none"> ➤ exterior doors ➤ windows installed ➤ outside sheathing ➤ manufacturer's engineered floor layout ➤ trusses layout and roof bracing details on site </td> </tr> </table>	<ul style="list-style-type: none"> ➤ foundation backfilled ➤ walls framed ➤ floors and roof completed ➤ mechanical and electrical rough-in started ➤ heating duct installation started 	<ul style="list-style-type: none"> ➤ exterior doors ➤ windows installed ➤ outside sheathing ➤ manufacturer's engineered floor layout ➤ trusses layout and roof bracing details on site
<ul style="list-style-type: none"> ➤ foundation backfilled ➤ walls framed ➤ floors and roof completed ➤ mechanical and electrical rough-in started ➤ heating duct installation started 	<ul style="list-style-type: none"> ➤ exterior doors ➤ windows installed ➤ outside sheathing ➤ manufacturer's engineered floor layout ➤ trusses layout and roof bracing details on site 		
and Final – prior to occupancy	<table border="0" style="width: 100%;"> <tr> <td style="width: 60%;"> <ul style="list-style-type: none"> ➤ drywall and paint complete ➤ interior finishing complete ➤ handrails in place ➤ plumbing and electrical complete (including fixtures) </td> <td style="width: 40%;"> <ul style="list-style-type: none"> ➤ heating/ventilation system installed and ductwork complete ➤ smoke alarms installed ➤ all items from previous inspection reports or plans examination complete </td> </tr> </table>	<ul style="list-style-type: none"> ➤ drywall and paint complete ➤ interior finishing complete ➤ handrails in place ➤ plumbing and electrical complete (including fixtures) 	<ul style="list-style-type: none"> ➤ heating/ventilation system installed and ductwork complete ➤ smoke alarms installed ➤ all items from previous inspection reports or plans examination complete
<ul style="list-style-type: none"> ➤ drywall and paint complete ➤ interior finishing complete ➤ handrails in place ➤ plumbing and electrical complete (including fixtures) 	<ul style="list-style-type: none"> ➤ heating/ventilation system installed and ductwork complete ➤ smoke alarms installed ➤ all items from previous inspection reports or plans examination complete 		
<i>ELECTRICAL DISCIPLINE</i>			
Rough-in – prior to covering	<ul style="list-style-type: none"> ➤ all wire and boxes installed and visible ➤ main service installed ➤ bonding and grounding complete 		
and Final - prior to occupancy	<ul style="list-style-type: none"> ➤ all load devices and switches installed and operational ➤ smoke detectors installed ➤ panel labeled 		
<i>PLUMBING DISCIPLINE</i>			
Groundwork: Rough-in below grade – prior to covering or Stacks: Rough-in above grade – prior to covering and Final - prior to occupancy	<ul style="list-style-type: none"> ➤ all drain or sewer lines installed ➤ all drain lines installed ➤ all vent stacks installed ➤ all water lines installed ➤ all fixtures installed and operational 		
<i>GAS DISCIPLINE</i>			
Rough-in – prior to covering and Final – prior to occupancy	<ul style="list-style-type: none"> ➤ all gas piping installed ➤ pressure (air) test completed ➤ gas meter hung ➤ appliances firing 		
<i>PRIVATE SEWAGE DISCIPLINE</i>			
Rough-in – prior to backfilling of dirt	<ul style="list-style-type: none"> ➤ majority of system installed but not covered 		

2.3.4 Service Delivery Proposal

C. Permit Closure

When a final inspection has been requested, our administration team informs each discipline's Safety Codes Officer that the project is complete. After each discipline has been inspected the Safety Codes Officer initials the label on the panel box.

The following processes will be followed in accordance with and, in some cases, over and above the County's QMP requirements:

- Permits will not be expired unless the parameters in the Permit Regulations and the QMP have been met.
- Verification of compliance will not be an acceptable means of closure where deficiencies are numerous or serious in nature or the assurance is made verbally. A site re-inspection will be completed to ensure compliance. Superior will communicate with the County to determine if additional fees should be charged for re-inspections if the applicant is uncooperative in rectifying the situation.
- We will spot check contractors and homeowners who have signed off, as written confirmation, on permit deficiencies to confirm that deficiencies have in fact been corrected.
- Permits are not closed with site deficiencies outstanding, unless approved by the County. The Safety Codes Officer may note a time frame on the site inspection report for correcting the deficiencies. If this time frame is not met our administrative staff will send a letter to the applicant requesting the deficiencies be corrected within 30 days from the date of the letter. If the deficiencies have not been corrected after 30 days, we will contact The County for assistance in obtaining compliance with the option of closing the permit non-compliant or writing an Order under the Safety Codes Act of Alberta.
- The no-entry process as described in the County's QMP will be followed. The Safety Codes Officer will leave a door tag and write a report stating an inspection is required, if no response within 30 days of notification, we will send a second notification requesting that we be contacted within 30 days to arrange for a site inspection. If there is no response within 30 days of the second notification, the inspection stage may be considered a "no-entry" and counted as the required interim or final inspection. Superior will then contact the County for assistance in contacting the owner to gain access. After the process has been followed with no response from the owner, the municipality has the option to approve the permit being closed as non-compliant; unable to enter.
- A permit services report will be generated from eSITE for each closed permit and emailed or mailed to the owner listed on the permit.
- The permit services report, inspection report(s), inspection request(s), permit and any other documents that pertain to the permit, will be returned to the County on a monthly basis.

2.3.4 Service Delivery Proposal

D. Required Permits

Superior will work collectively with the County to make sure all safety codes permits are in place. Over the years, we have implemented a permit tracking system which has been successful in ensuring all required permits are obtained within an effective time frame to make certain inspection stages are not missed. Public education early on is essential in minimizing time spent on permit tracking. The following recommendations are included as part of our issuance training sessions.

Development Permit Follow-up:

- The County should email copies of all approved development permits to Superior's Edmonton office for follow-up on safety codes permits.
- Superior will review the development permit and determine which safety codes permits are required and a letter will be emailed or mailed to the applicant notifying them of the safety codes requirements.
- If no response is received to the permits required letter within 45 days, then a Safety Codes Officer may be dispatched to site to see if work has commenced. A Stop Work notice will be given to the applicant if work has started without a permit.
- Once a building permit has been issued, the applicant will receive their issued permit along with copies of the other permit applications that they may need to submit for their project.

Safety Codes Permits Follow-up:

- Electrical, gas and plumbing permits will not be issued if it is determined that a building permit is required for the project but has not been received.
- Our Safety Codes Permit Issuer will contact the applicant to inform them that a building permit is required, and the other discipline permit(s) will not be issued until the building permit application is submitted for review.
- Prior to the issuance of the final Permit Service Reports, Superior will confirm that all other required permits have been obtained and inspected.
- Safety Codes Officers will also inform the County if work has commenced on a project and the required permit(s) are not in place. An Order may need to be issued to ensure the permit is obtained.
- The Safety Codes Clerk(s) will perform the follow-up regarding all safety codes permits.

2.3.4 Service Delivery Proposal

E. Order Procedures

Orders are issued when there are reasonable and probable grounds to believe the Safety Codes Act is being contravened or there is danger of serious injury or damage to a person or property. Orders set what a person is required to do or stop doing to comply with the Act, ensure safety and/or protect property.

Before issuing an order, we first make every reasonable effort to facilitate conformance with the Safety Codes Act. In most instances, with the proper approach and communication, conformance can be achieved.

The following outlines Superior Safety Codes procedure for situations where our office is having difficulty obtaining compliance (not applicable to situations where life or limb may be at risk):

- 1) Contact the person responsible for the installation and discuss in detail the nature of the infraction and potential consequences which may include a stop work order.
- 2) Contact a Senior Safety Codes Officer and discuss in detail the nature of the infraction, who in turn contacts the person responsible in an effort to achieve compliance.
- 3) Issue a warning letter describing the nature of deficiencies, requesting a response from the person responsible in an effort to gain compliance.

If after the specific time-frame detailed in the warning letter compliance has not yet been achieved, we will request from the County written approval to issue an order. Upon approval, and in addition to the requirements of Sections 49 – 57 of the Safety Codes Act, the process below will be followed:

- 1) Create the order and have Laural Sheeler and the Manager of Planning and Development, review the content and format prior to delivery.
- 2) Deliver the Order, either by registered mail or in person to the entity responsible.
- 3) Submit copies to the County and the Safety Codes Council Technical Administrator.
- 4) If the deficiencies are corrected within the specified time-frame in the Order, we will notify all parties that the Order has been complied with and issue a rescind letter to the Safety Codes Council and the County.
- 5) If after the allotted time has elapsed, an appeal has not been filed, and the items in the Order have not been rectified, the County would then be responsible for enforcing the Order.
- 6) Enforcement of an Order involves the County consulting with legal counsel and taking the applicant to court.
- 7) Superior will not charge the County for the first 8 hours of our time after the Order has been issued, there will be \$125.00/hour charged thereafter.

Superior Safety Codes recommends that a Stop Work Notification be used prior to issuing an official Order through the Safety Codes Council.

2.3.4 Service Delivery Proposal

F. Availability

The County will be serviced from our Edmonton office, the toll-free phone number is 1.866.999.4777. All Safety Codes Officers and administrative staff are available to the Planning and Development Department, Fire Department and Public Works Department for any questions that arise. All of our team members have access to email throughout the day and Safety Codes Officers are also available on cell phone for consultations. In addition, all of our offices are fully staffed and have toll free phone and fax numbers.

Regular meetings between the County and Superior Safety Codes are vital to delivering quality service to the residents. We recommend that the County's designate and Laural Sheeler meet on a regular basis to ensure effective communication relative to service delivery and contractual matters. Meetings can be in person, virtually or on the phone. Safety Codes Officers will be brought in whenever necessary.

Superior Safety Codes Inc. employs a total of 27 Safety Codes Officers in all disciplines who can be brought in to deal with peak demands, back up for vacation time and any other extenuating circumstances. Additionally, each of our offices is available to provide support administratively for permit issuance during the busy season.

2.3.4 Service Delivery Proposal

G. Training

Safety Codes Officers

We remain committed to hiring experienced Safety Codes Officers. All Officers are required to maintain their levels of certification, updating courses when required; all costs associated with education of our staff are covered by Superior. We also hold an Annual General Meeting for all staff. The Chiefs in each discipline will bring in experts to discuss new technology (i.e. alternative energy, tiny homes), new code implementations, Standatas and other changes in the construction industry. Superior is also on Municipal Affairs email list for receiving Standatas as they are implemented throughout the year.

It would be beneficial to host an annual seminar with the support of the County, to inform the public with regards to how the Safety Codes system works and to address any questions or concerns. Superior would have representation from each discipline as well as the Contract Liaison to attend the meeting.

Training for all Superior's Staff

Superior provides comprehensive administrative training for all affected administration, Safety Codes Officers, and management which includes a complete review of the County's Quality Management Plan, permit regulations, and associated development requirements. Upon completion of the QMP training session each attendee will sign a document stating they received and understand the training. This form will be kept on file.

Continuing Education and Orientation

Training and support will be provided to the County throughout the contract. Laura Sheeler has 25 years' experience in the safety codes industry and will conduct training sessions for permit issuance, eSITE processes, the Safety Codes Act and Permit Regulations. She will also review the County's Quality Management Plan requirements and Superior's compliance monitoring processes with all County departments. Continuous communication and education between the County and Superior will ensure ratepayers and contractors are receiving exceptional service, resulting in successful projects within the County.

2.3.4 Service Delivery Proposal

H. Transition Plan

Superior Safety Codes Inc.'s key individuals would meet with the County's representatives to discuss the full process required for a smooth implementation. The County would be kept up to speed on an ongoing basis.

We will be available to all municipal departments with each request handled proficiently and professionally. The following transition plan is a framework and would be further detailed with important input from the County's representatives:

1. Upon notification of award the contract, Superior would arrange a meeting, either virtual or in person, with the County representatives for a round table discussion to implement the new contract and address any concerns either party may have.
2. Schedule Orientation regarding the Quality Management Plan and Permit Issuance and arrange a meet and greet with our SCOs and office admin.
3. Our Contract Administrator and the County representatives will finalize the processes.
4. Schedule a meet and greet with all of Superior's team for the County staff, contractors and ratepayers.

Open Permits from Previous Provider

1. The County can choose to have the previous safety codes provider close any open permits, as of the transition date, with a time limit to complete. We recommend one year to complete, any open permits after that time would then transition to Superior.
2. The previous provider should submit a reconciliation report to the County listing the open permits and what inspections have been completed to date.
3. If the County would like Superior Safety Codes to complete all open permits, then we will review the open permits to determine what will be required to complete them.
4. The open permits will be entered into Superior's database for compliance monitoring.
5. Superior will utilize the previous provider's fee schedule to determine the cost to complete the open permits.
6. Permit Services Reports will be issued upon completion of each permit.
7. Closed permits will be returned to the County on a monthly basis with an invoice and reconciliation report of the closed permits.

2.3.4 Service Delivery Proposal

I. Data Management

eSITE

Superior has been fully operational in eSITE since its implementation and utilizes the database on a daily basis. Superior will enter and approve all building, electrical, gas, plumbing and private sewage permits in eSITE. We will update and upload all inspection requests, inspection reports, verification of compliance, drawings and any other documentation pertaining to a permit. Permit Services Reports are used to close permits and will be generated from eSITE and mailed or emailed to the owner listed on the permit as per the QMP requirements.

RAPTER

Our internal database is RAPTER (Remote Access Permit Tracker). The County can be provided with a username and password for access to our secure login for RAPTER. The secure login allows you to see the status of issued permits as well as any inspections that have been conducted, in real-time. Our On-Line Reporting Guide is attached under Appendix 'B'.

Tablet Based Inspections

Superior uses a wireless communication system to expedite the permit inspection process. Driven by RAPTER, the system we designed, Armada, allows us to complete the entire inspection process electronically on site. Additionally, we have uploaded all the discipline code books onto the tablets for easy access by the SCOs.

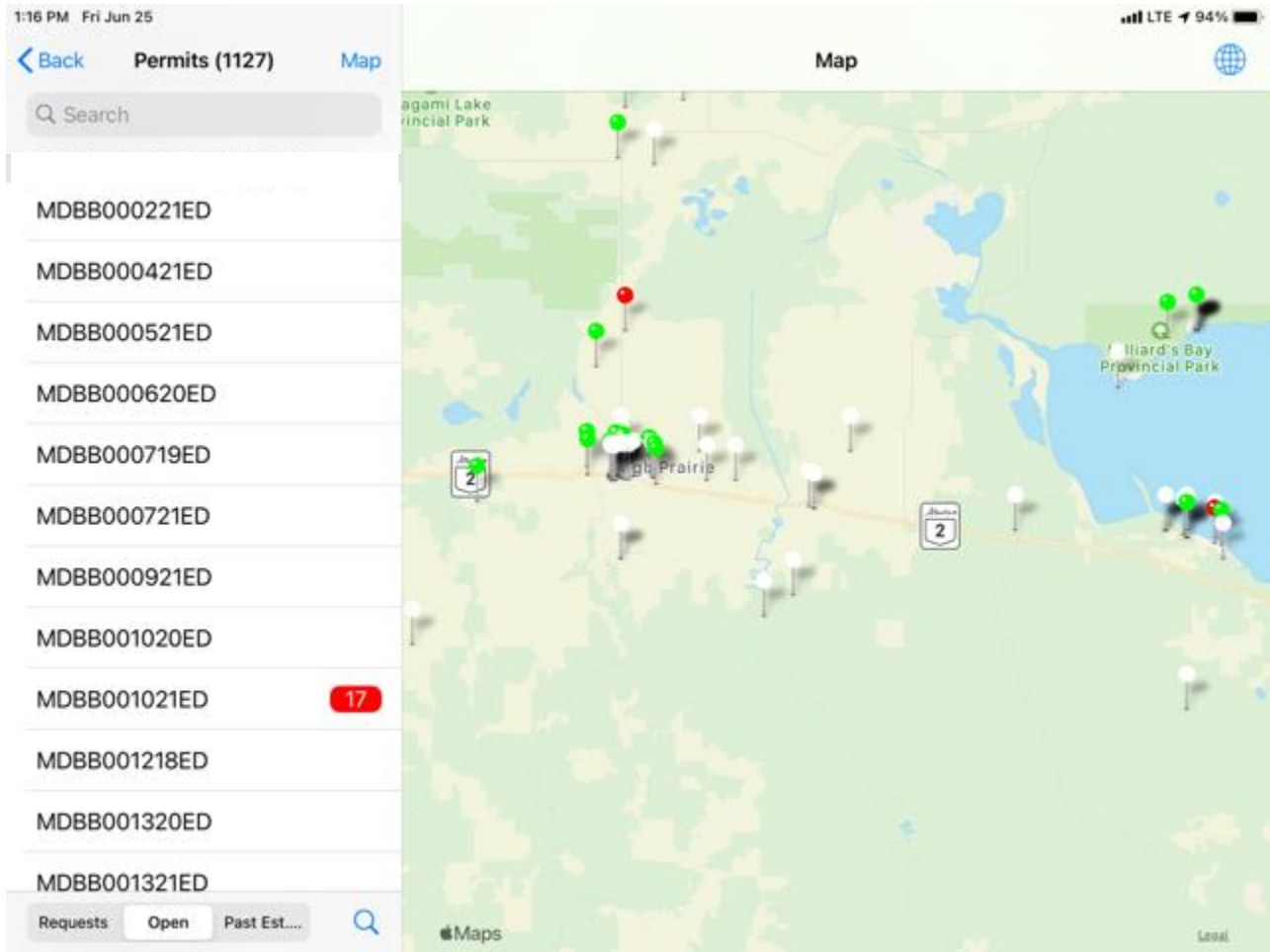
Safety Codes Officers are notified on their tablet, in real-time, when an inspection has been requested. Inspection reports are uploaded through a wireless connection to our servers and the applicant immediately receives an email with a link to view the report. The County can also be copied in the emails each time an inspection has been conducted.

With Armada, Safety Codes Officers can see all active permits for their areas. The permit information includes, but isn't limited to, the owner and contractor information, project location, description of work, past inspections, and inspection requests. SCOs also have the option for smart searching. For example, they can search permits by estimated completion dates, new permits, and requested inspections. Armada uses google maps for pinpointing projects and giving directions to sites.

2.3.4 Service Delivery Proposal

I. Data Management


Below is a screen shot from Armada, the pins on the map are the locations of some of the open building permits in another jurisdiction.



2.3.4 Service Delivery Proposal

I. Data Management

Superior has implemented the ability to attach picture(s) of an installation to site inspection reports. The inspection comments will be noted beside the picture, giving the permit applicant, and the County a clear understanding of the inspection. Below is also an example of how the inspection report generated from Armada will look with a picture as part of the report.



SITE INSPECTION REPORT

Inspection Stage: Foundation Framing Progress Stacks Groundwork
 Service Rough In Final Other _____

Owner: _____

Ph: _____ Fax: _____

Email: _____

Contractor: _____

Ph: _____ Fax: _____

Email: _____

Permit # _____ Discipline: _____

File: _____

Municipality: _____

Address: _____

Lot: _____ Block: _____ Plan: _____

Part of: _____ Sect: _____ Twp: _____ Rg: _____ W of: _____

Subdivision: _____

Description of work: _____

This Site Inspection Report strictly references Provincial Codes and is not to be used for the New Home Buyers Protection Act.

Outstanding deficiencies from previous inspection and plan reviews have been corrected: Yes No Not Applicable

VOC Required Unsafe Conditions Unable to Enter Permit Expired Permit is Cancelled Deficiencies
 Observations No Deficiencies Observed at Time of Inspection No More Site Inspections Required (Permit Services Report to Follow)

OBSERVATIONS



- Meter base with an isolated neutral installed.
- Ground bushing on service cable and enclosure bond in place.
- Neutral grounding and enclosure bonding complete.
- Visible portions acceptable.

EXEMPTION: The permit applicant/owner acknowledges that as per section 12(2) of the Alberta Safety Codes Act, Superior Safety Codes Inc. is not liable for any damage caused by any decision related to the system of inspections, examinations and investigations including but not limited to a decision relating to their frequency and the manner in which they are carried out.

Safety Codes Officer Signature: _____ D7774
 Safety Codes Officer Name: Bax, David SCO Designation Number
 Inspection Date: 11/23/20

Verification of Compliance (VOC): Once the above noted items have been corrected, please sign and return to Superior Safety Codes Inc.

I verify that the above noted deficiencies have been corrected to meet the intent of the Safety Codes Act.

Name & Title (please print)	Date Completed	Safety Codes Officer	Date of Acceptance
Signature: _____		SCO Designation Number: _____	

Means of Verification:

Verbal Assurance Written Assurance Site Visit

Calgary	25, 2015 - 32 Avenue N.E.	T2E 6Z3	Ph. 403.717.2344	Fax: 403.717.2340	Toll Free Phone: 1.888.717.2344
Edmonton	14613 - 134 Avenue	T5L 4S9	Ph. 780.489.4777	Fax: 780.489.4711	Toll Free Phone: 1.866.999.4777
Lethbridge	422 North Mayor Magrath Dr.	T1H 6H7	Ph. 403.320.0734	Fax: 403.320.9969	Toll Free Phone: 1.877.320.0734
Lloydminster	Unit 2, 1724 2914 - 50 Avenue	T9V 0Y1	Ph. 780.870.9020	Fax: 780.870.9036	
Red Deer	3, 6264 - 67A Street	T4P 3E8	Ph. 403.358.5545	Fax: 403.358.5085	Toll Free Phone: 1.888.358.5545

2.3.4 Service Delivery Proposal

I. Data Management

The following is an overview of Superior Safety Codes Inc.'s network system:

Servers:

Virtualized multi-redundant system on Xen
2 VM host servers and 2 redundant storage servers
Guest servers running a mix of Server 2008r2, 2012, and Linux
UPS backup for up to 30 minutes of run time

Email:

Exchange 2010

Workstations:

Windows 10

Antivirus:

ESET Nod32 AV

Software:

Office 365
Custom municipality portal running on Ruby on Rails secured with an EV certificate and frequent patching

Internet:

Telus 100mbps symmetric fibre; Managed by Broadconnect

Network:

Cisco based VPN Mesh network
Secured with AES IPSec VPNs, with PFS
Cisco 2911 head office router; 1811w and 1941 branch office routers
Cisco 2960 PoE+ switches
Internally managed multi-level CA

Phones:

Telus 100mbps symmetric fibre; Polycom Managed by Broadconnect

2.3.4 Service Delivery Proposal

J. Proposed Safety Codes Officers

Superior Safety Codes Inc. is committed to providing experienced, qualified Safety Codes Officers; all of our officers are bondable and fully covered under our comprehensive insurance plan.

Our seasoned Safety Codes Officers (resumes enclosed) are backed by our experienced management (resumes enclosed) team which include the following members:

- Dennis Cooke, Building Safety Codes Officer
- Paul Sheppard, Chief Building Safety Codes Officer
- Denny Smith, Electrical Safety Codes Officer
- Jerry Ives, Electrical Safety Codes Officer
- Brad Dingman, Plumbing and Gas Safety Codes Officer
- Brian Cherneske, Plumbing and Gas Safety Codes Officer
- Raymond Hajjar, Vice President of Operations
- Laural Sheeler, Contract Relations Manager
- Brent Van Leeuwen, Controller

2.3.4 Service Delivery Proposal

J. Proposed Safety Codes Officers

Experience in Similar Municipalities

Superior is the exclusive service provider, in all disciplines, for the Counties of St. Paul, Thorhild, Lamont and Sturgeon. These municipalities are similar to the County with diverse projects ranging from single family dwellings to cannabis production facilities to large industrial installations. We also provide compliance monitoring services for all unaccredited municipalities in the area.

In addition to the numerous residential projects that our team services, below are a few of the commercial/industrial projects that Superior has or is currently providing compliance monitoring for in areas surrounding the County.

Construction Value	Owner/Applicant	Description of Work	Municipality
\$17,600,000.00	Town of Morinville	Multi Purpose Sport, Recreation and Community Centre	Sturgeon County
\$6,500,000.00	Enbridge Pipelines	Oil & Gas Buildings	Thorhild County
\$4,900,000.00	Graymont Western Canada	Silos for Hazardous Industrial Location	Lamont County
\$3,900,000.00	Caouette & Sons Implements	Agricultural Service Centre	County of St. Paul
\$3,200,000.00	Pembina Pipeline Corporation	Online Process Gas Chromatographs Building	Sturgeon County
\$2,500,000.00	Heartland Greenhouse	Cannabis Facility	Lamont County
\$1,700,000.00	Mill Creek Sand & Gravel	Sand Crushing Mill	Thorhild County
\$1,200,000.00	Top Gro Agro	Agrichem Warehouse	County of St. Paul

2.3.4 Service Delivery Proposal

J. Proposed Safety Codes Officers

DENNIS COOKE

Building Safety Codes Officer

Building Certification: Residential, Part 9, Part 3

PROFESSIONAL SUMMARY

- ✓ 25 years' experience in residential and commercial construction
- ✓ Safety Codes Officer for 9 years
- ✓ Prime Contractor Certificate

CREDENTIALS

Building Safety Codes Officer

Residential

- Houses within the scope of Article 9.10.15.1. (except HVAC systems), and garages and accessory buildings located on the same property as a house within the scope of Article 9.10.15.1 in the edition of the Alberta Building Code (ABC) in force.

Part 3

- All buildings within the scope of the edition of the ABC in force, except HVAC systems. Includes medical gas piping systems within the scope of the ABC in force.

Part 9

- Buildings within the scope of Part 9 (except HVAC systems) and Part 10 in the edition of the ABC in force.

EXPERIENCE

Building Safety Codes Officer Superior Safety Codes Inc.	2021 – Present
Building Safety Codes Officer Parkland County	2016 – 2018
Building Safety Codes Officer Various Agencies	2012 – 2015
Carpenter / Frammer	1989 - 2012

2.3.4 Service Delivery Proposal

J. Proposed Safety Codes Officers



CERTIFICATE OF COMPETENCY

It is hereby certified that

Dennis Cooke

SCO No. 118090

has satisfied conditions established by the Safety Codes Council
in accordance with the *Safety Codes Act* and
is certified under Section 42 as a

Building

SAFETY CODES OFFICER

Group A Level 1 (Housing and Small Buildings)
Part 3
Part 9
Residential

This certificate will expire

Jul 20, 2022

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

Administrator of Certification

2.3.4 Service Delivery Proposal

J. Proposed Safety Codes Officers

PAUL SHEPPARD

Chief Building and Fire Safety Codes Officer

Certification Building: Group A; Level 3

Certification Fire: Group B; Level 1

PROFESSIONAL SUMMARY

- ✓ Extensive experience in, building code administration, code advice, interpretation, plans examination and site inspections.
- ✓ Designed and presented numerous safety codes seminars and has attended Safety Codes Council appeal hearings.
- ✓ 10 years Managerial, Supervisory and Safety Codes experience.
- ✓ All areas of major and minor construction projects.
- ✓ Proficient in the use of Microsoft Office

CREDENTIALS

Building Safety Codes Officer

Building Group A, Level 1 – Safety Codes Officers inspect the structural elements of buildings such as, materials, design, construction practices, and fire safety considerations.

Building Group A2 – Safety Codes Officers inspect automatic sprinklers and standpipe systems, and are introduced to the Alberta Fire Code.

Building Group A3 – Safety Codes Officers inspect Part 3 Building Subjects and fire alarm systems.

Fire Safety Codes Officer

Fire Group A – Safety Codes Officers deal with basic problems encountered under the Alberta Fire Code and the Safety Codes Act within their local community.

Fire Group B – Safety Codes Officers undertake fire inspections as a regular part of their duties within the municipalities where they have a Designation of Powers.

EXPERIENCE

Chief Building and Fire Safety Codes Officer Superior Safety Codes	2005 – Present
Building and Fire Safety Codes Officer Alberta Permit Pro	2001 – 2005
Foreman Roadway Trailers	1997 – 2001

2.3.4 Service Delivery Proposal

J. Proposed Safety Codes Officers



Safety Codes Council

CERTIFICATE OF COMPETENCY

It is hereby certified that

Paul Sheppard

SCO No. 111379

has satisfied conditions established by the Safety Codes Council in accordance with the *Safety Codes Act* and is certified under Section 42 as a

Building

SAFETY CODES OFFICER

Group A Level 1 (Housing and Small Buildings)
Group A Level 3 (Buildings - all uses & occupancies)

This certificate will expire

Sep 11, 2022



A handwritten signature in black ink, appearing to read 'M. D. ...'.

Administrator of Certification

2.3.4 Service Delivery Proposal

J. Proposed Safety Codes Officers

DENNY SMITH

Electrical Safety Codes Officer

Electrical Certification: Group A

PROFESSIONAL SUMMARY

Electrical Safety Codes Officer

- ✓ Master Electrician Certificate
- ✓ Experience in all facets of the electrical industry including industrial, commercial, and residential
- ✓ Quality Assurance and Quality Control for electrical installations and drawings

CREENTIALS

Electrical Safety Codes Officer

Electrical Group A – Safety Codes Officers inspect all electrical installations with the exception of high-voltage generation, transmission, and distribution systems.

EXPERIENCE

Electrical Safety Codes Officer Superior Safety Codes Inc.	2020 – Present
Lead Electrician Studon (NWR Refinery)	2015 – 2017
Industrial Electrician Continental Group (Suncor Edmonton Refinery)	2009 - 2015

2.3.4 Service Delivery Proposal

J. Proposed Safety Codes Officers



CERTIFICATE OF COMPETENCY

It is hereby certified that

Denny Smith

SCO No. 124507

has satisfied conditions established by the Safety Codes Council
in accordance with the *Safety Codes Act* and
is certified under Section 42 as a

Electrical

SAFETY CODES OFFICER

Group A (Installations)

This certificate will expire

Mar 11, 2023



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

Administrator of Certification

2.3.4 Service Delivery Proposal

J. Proposed Safety Codes Officers

GERALD IVES

Electrical Safety Codes Officer

Electrical Certification: Group A

PROFESSIONAL SUMMARY

Electrical Safety Codes Officer

- ✓ Journeyman Electrician
- ✓ Actively involved in the electrical industry since 1975
- ✓ Partly owned and operated electrical business for 11 years

CREDENTIALS

Electrical Safety Codes Officer

Group A – Safety Codes Officers inspect all electrical installations with the exception of high-voltage generation, transmission, and distribution systems.

EXPERIENCE

Electrical Safety Codes Officer Superior Safety Codes Inc.	2009 – Present
Sales Manager The Zephyr Group of Companies	2005 – 2009
General Manager Zephyr Electric Ltd.	2000 – 2005
Working Foreman Keldon Electric Ltd	1991 – 2000
Part Owner / Operator Trident Electric Ltd.	1980 – 1991
Electrician Apprenticeship C.J. Coons Electric	1975 – 1979

2.3.4 Service Delivery Proposal

J. Proposed Safety Codes Officers



CERTIFICATE OF COMPETENCY

It is hereby certified that

Gerald Ives

SCO No. 117977

has satisfied conditions established by the Safety Codes Council
in accordance with the *Safety Codes Act* and
is certified under Section 42 as a

Electrical
SAFETY CODES OFFICER

Group A (Installations)

This certificate will expire

Feb 05, 2022



A handwritten signature in black ink, appearing to read "David Powell".

Administrator of Certification

2.3.4 Service Delivery Proposal

J. Proposed Safety Codes Officers

BRAD DINGMAN

Plumbing and Gas Safety Codes Officer

Plumbing Certification: Group A and Group B

Gas Certification: Group A

PROFESSIONAL SUMMARY

- ✓ Journeyman Plumber / Gasfitter for over 13 years.
- ✓ Experience in all facets of the plumbing and gas industry.
- ✓ Certified Safety Codes Officer since 2013

CREDENTIALS

Plumbing Safety Codes Officer

Plumbing Group A – Safety Codes Officers inspect all plumbing installations, with the exception of private sewage disposal systems.

Plumbing Group B – Safety Codes Officers inspect and monitor private sewage disposal systems only.

Gas Safety Codes Officer

Gas Group A – Safety Codes Officers inspect all natural gas and propane installations, with the exception of highway motor vehicle carburetion systems which are served under Gas Group B.

EXPERIENCE

Plumbing and Gas Safety Codes Officer
Superior Safety Codes Inc.

2013 – Present

Journeyman Plumber/Gasfitter
DJ Plumbing and Heating Ltd.

2001 – 2013

2.3.4 Service Delivery Proposal

J. Proposed Safety Codes Officers



CERTIFICATE OF COMPETENCY

It is hereby certified that

Brad Dingman

SCO No. 119211

Has satisfied conditions established by the Safety Codes Council
In accordance with the Safety Codes Act and
Is certified under Section 42 as a

SAFETY CODES OFFICER

Gas

Group A (Installations)

This certificate will expire
October 4, 2023




Administrator of Certification

2.3.4 Service Delivery Proposal

J. Proposed Safety Codes Officers



CERTIFICATE OF COMPETENCY

It is hereby certified that

Brad Dingman

SCO No. 119211

Has satisfied conditions established by the Safety Codes Council
In accordance with the Safety Codes Act and
Is certified under Section 42 as a

SAFETY CODES OFFICER

Plumbing

Group A (Installations)
Group B (PSDS)

This certificate will expire
October 4, 2023



Administrator of Certification

2.3.4 Service Delivery Proposal

J. Proposed Safety Codes Officers

BRIAN CHERNESKE

Plumbing and Gas Safety Codes Officer

Plumbing Certification: Group A and Group B

Gas Certification: Group A

PROFESSIONAL SUMMARY

- ✓ Extensive plumbing and gas fitting experience since 1971
- ✓ 13 years owning and operating Brian The Plumber Ltd.
- ✓ Cross Connection Control Specialist Ticket

CREDENTIALS

Plumbing Safety Codes Officer

Plumbing Group A – Safety Codes Officers inspect all plumbing installations, with the exception of private sewage disposal systems.

Plumbing Group B – Safety Codes Officers inspect and monitor private sewage disposal systems only.

Gas Safety Codes Officer

Gas Group A – Safety Codes Officers inspect all natural gas and propane installations, with the exception of highway motor vehicle carburetion systems which are served under Gas Group B.

EXPERIENCE

Plumbing and Gas Safety Codes Officer Superior Safety Codes Inc.	2008 – Present
Operations / Project Manager Pro Solutions	2008
Plumbing and Gas Safety Codes Officer Alberta Permit Pro	2007 – 2008
Plumbing and Gas Safety Codes Officer City of Edmonton	2005 – 2007
Owner / Operator Brian the Plumber Ltd.	1998 – 2005

2.3.4 Service Delivery Proposal

J. Proposed Safety Codes Officers



CERTIFICATE OF COMPETENCY

It is hereby certified that

Brian Cherneske

SCO No. 114674

has satisfied conditions established by the Safety Codes Council in accordance with the *Safety Codes Act* and is certified under Section 42 as a

Gas

SAFETY CODES OFFICER

Group A (Installations)

This certificate will expire

Jul 18, 2022

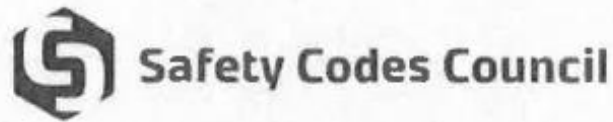


A handwritten signature in black ink, appearing to read "Daniel Pardo".

Administrator of Certification

2.3.4 Service Delivery Proposal

J. Proposed Safety Codes Officers



CERTIFICATE OF COMPETENCY

It is hereby certified that

Brian Cherneske

SCO No. 114674

has satisfied conditions established by the Safety Codes Council in accordance with the *Safety Codes Act* and is certified under Section 42 as a

Plumbing

SAFETY CODES OFFICER

Group A (Installations)
Group B (PSDS)

This certificate will expire

Jul 18, 2022



A handwritten signature in black ink, appearing to read "Donald P. Proulx".

Administrator of Certification

2.3.4 Service Delivery Proposal

J. Proposed Safety Codes Officers

RAYMOND HAJJAR

Vice President of Operations

PROFESSIONAL SUMMARY

- ✓ 20 years of Sales and Marketing
- ✓ Specialize in operations and go to market business strategies
- ✓ Experienced business owner, operating up to 7 businesses
- ✓ Board member on the OSBA
- ✓ Management and Sales Consultant
- ✓ 6 years' experience in retail and commercial construction

CREDENTIALS

Business Owner

Consultant

B. Com., University of Alberta – Finance and Marketing

EXPERIENCE

Vice President of Operations Superior Safety Codes Inc.	2017 – Present
Managing Partner Skyslimit Inc.	2010 – 2016
Director of Sales and Operations Corby Distilleries Limited	1997 – 2010

2.3.4 Service Delivery Proposal

J. Proposed Safety Codes Officers

LAURAL SHEELER

Contract Relations Manager

PROFESSIONAL SUMMARY

- ✓ Over 30 years' experience in all facets of an office environment with exceptional customer service skills; 25 years in the Safety Codes Industry
- ✓ Extensive knowledge of the Safety Codes Act, Permit Regulations and Quality Management Plans
- ✓ Proficient in the use of eSITE and Microsoft Office
- ✓ Presented several training sessions on permit issuance and compliance monitoring procedures for municipalities

CREDENTIALS

Post-Secondary Business Education

Safety Codes Council Designation of Powers for Electrical, Plumbing & Gas permit issuance

EXPERIENCE

Contract Relations Manager Superior Safety Codes Inc.	2008 – Present
Red Deer Office Manager Superior Safety Codes Inc.	2006 – 2008
Office Administrator Superior Safety Codes Inc.	2005 – 2006
Senior Office Administrator Alberta Permit Pro (Red Deer)	1996 – 2005
Administrative Assistant Mulvey Agency	1994 – 1996
Administrator Comstock Canada, Lloydminster	1992 – 1994

2.3.4 Service Delivery Proposal

J. Proposed Safety Codes Officers

BRENT VAN LEEUWEN, CMA
Corporate Controller

PROFESSIONAL SUMMARY

- ✓ 20 years' experience in the accounting field, 9 as manager
- ✓ Extensive knowledge in government reporting
- ✓ Strong business ethics
- ✓ Proficient in municipal billing procedures
- ✓ 9 years of experience in the construction industry

CREDENTIALS

Current member of the Society of Managerial Accountants in good standing

CMA Designation, 2005

NAIT Diploma for Advanced Management Accounting, 2001

Commissioner of Oaths for the Province of Alberta

Volunteer for the Canadian Red Cross - Disaster Management

EXPERIENCE

Corporate Controller Superior Safety Codes Inc.	2008 – Present
Accounting Manager Casca Electric a division of Reppsco Services	2007 – 2008
Accounting Manager Daytona Homes Inc.	2000 – 2007
Accountant Alberta Lung Association	1997 – 1999

2.3.5 Insurance and Security

Insurance

Superior Safety Codes Inc. presently carries insurance coverage that meets the industry standard; \$5,000,000.00 Comprehensive General Liability per occurrence and an annual aggregate of not less than \$10,000,000.00; automobile liability insurance of not less than \$2,000,000.00. Professional Liability errors and omissions of not less than \$2,000,000.00. Our policy also includes adequate valuable paper replacement coverage.



CERTIFICATE OF INSURANCE

Suite 710, 10216 124 St NW, Edmonton, AB T5N 4A3 TEL: (780) 431-1500 FAX: (780) 431-1700 www.highstreetinsurance.com

THIS IS TO CERTIFY that the policy(ies) of insurance described herein have been issued to the insured named herein for the policy period indicated. Notwithstanding any requirement, term or condition of any contract or other document with respect to which the Certificate may be issued or may pertain, the insurance afforded by the policy(ies) described herein is subject to all the terms, conditions and exclusions of such policy(ies).

HOLDER:
To Whom It May Concern

NAMED INSURED:
Superior Safety Codes Inc.
14613 134 Avenue NW
Edmonton, AB T5L 4S9

REFERENCE: Evidence of Insurance. For Information Purposes Only.

TYPE OF POLICY	POLICY NUMBER	POLICY TERM		LIMITS OF LIABILITY
		From	To	
Commercial General Liability Insurer: Certain Lloyd's Underwriters as arranged by B Underwriting Managers Inc.	13-5447	01-May-2020	01-May-2021	Per Occurrence Bodily Injury and/or Property Damage to a Third Party (Combined Single Limit): \$ 2,000,000 Products & Completed Operations Aggregate: \$ 2,000,000 Personal Injury and Advertising Injury Limit: \$ 2,000,000 Non-Owned Automobile Liability: \$ 2,000,000 Limited Pollution Liability, 120 hour Reporting: \$ 2,000,000
Commercial Automobile Liability Insurer: Intact Insurance Company	7V0538068	01-May-2020	01-May-2021	Per Occurrence Bodily Injury and/or Property Damage to a Third Party (Combined Single Limit): \$ 2,000,000 All Vehicles Owned and/or Leased by the Named Insured
Umbrella Liability Insurer: Certain Lloyd's Underwriters as arranged by B Underwriting Managers Inc.	13-5447	01-May-2020	01-May-2021	Per Occurrence Excess of Scheduled Underlying Limits: \$ 3,000,000 <u>Underlying Coverages:</u> Commercial General Liability, Non-Owned Automobile Liability and Commercial Automobile Liability
Professional Liability Insurer: Liberty Mutual Insurance Company	PLCGABSIBY001	01-May-2020	01-May-2021	Errors & Omissions, Per Claims \$ 5,000,000

Special Conditions of this Certificate issued to Certificate Holder:

None.

For and on behalf of:
HIGHSTREET INSURANCE GROUP INC.

PER: _____
Kristina Kulak

DATE: April 13, 2020

The insurance afforded is subject to the terms, conditions and exclusions of the applicable policy. This Certificate is issued as a matter of information only and confers no rights on the holder and imposes no liability on the insurer.

2.3.5. Insurance and Security

Security

As described in Sections 2.3.5 E. of the proposal, the Agency is required to provide a Letter of Credit in the amount of ten thousand dollars (\$10,000.00). Superior accepts this term but would also like Smoke Lake County to consider an alternative to this. Superior's alternative is a system of reconciliation to the Municipality that has been incorporated into many of the contracts we presently hold. Superior will issue all building, electrical, plumbing, gas and private sewage permits and collect all fees. On a monthly basis Superior will send the County 100% of the fees collected, less the SC Levy, with a detailed reconciliation of the permits issued.

Superior will not invoice The County for compliance monitoring on any permit, including building, until that permit is closed in accordance with the Quality Management Plan. These invoices will also be sent monthly and will have the closed files attached.

2.3.6 Fee Schedule

Superior will provide an excellent level of service by delivering the full complement of Safety Codes Services. We suggest a 55 (Agency) / 45 (County) percentage split based on the proposed attached fee schedule. We recommend that no remuneration be remitted to Superior until such time as the permit is closed in accordance with the County's QMP.

We will send 100% of the permit fees (less the SC Levy) collected each month to the County along with a credit note and reconciliation report of the permits issued. The closed permits along with the reconciliation report of the permits closed for the month will also be forwarded to the County with an invoice for our portion of the fees. See *Appendix 'C'* for a sample Invoice, Credit Note and Reconciliation Report.

On a monthly basis, we will remit the Safety Codes Levy fees to the Safety Codes Council, on behalf of the County.

Our services include but are not limited to:

- Compliance services, including but not limited to, site inspections, technical queries, advice, and issuance of orders.
- Audit representation and support with the Safety Codes Council.
- Permit issuance training and refresher sessions.
- Code seminars for local contractors as new Codes are adopted by the Province of Alberta.
- Out of scope inspections.
- All interaction with The County and associated departments.
- All costs associated with contract implementation.
- Web accessible database.
- Insurance coverage as required by the contract.
- Workers' Compensation coverage.
- All travel costs.
- All office and ancillary costs.
- Housing and maintenance of all files associated with this contract.
- Business license.

Additional Services

Description of Service	Agency Hourly Fee
Consultative Services	\$125.00/hour
Emergency Services	\$125.00/hour
Investigation Services	\$125.00/hour
Public Works Complaints	\$125.00/hour

2.3.6 Fee Schedule

**SMOKY LAKE COUNTY, TOWN OF SMOKY LAKE
VILLAGE OF VILNA, VILLAGE OF WASKATENAU**

Building Permit Fee Schedule

Residential Installations	
Description	Permit Fee – not including SCC levy*
New Construction	\$0.50/sq. ft. main floor
	\$0.40/sq. ft. additional storeys
	\$0.30/sq. ft. for developed basement (if developing at time of construction)
Relocation of a Building (on crawlspace or basement)	\$0.37 per square foot of main floor
	\$150.00 minimum permit fee
Garage, Addition, Renovation, Basement Development	\$0.35 per square foot
	\$150.00 minimum permit fee
Manufactured / Mobile Home (on blocking or piles)	\$325.00
Decks, Solid Fuel Burning Appliances, Demolition	\$150.00

Commercial, Industrial, Institutional, Oil & Gas	
New, Renovation, Addition	\$6.00 per \$1000 of Project Value **
	\$350.00 minimum permit fee
Change of Occupancy (no structural changes)	\$225.00
Demolition	\$3.00 per \$1000 of Project Value **
	\$200.00 minimum permit fee

**NOTE: Project Value is based on the actual cost of material and labour
Verification of cost may be requested prior to permit issuance.

* **SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560**

2.3.6 Fee Schedule

**SMOKY LAKE COUNTY, TOWN OF SMOKY LAKE
VILLAGE OF VILNA, VILLAGE OF WASKATENAU**

**Electrical Permit Fee Schedule
Residential Installations**

Single Family Dwellings, Additions (include attached garage with house square footage)			
Square Footage (total developed area)	Permit Fee	SCC Levy	Total Fee
Up to 1200	\$130.00	\$5.20	\$135.20
1201 – 1500	\$150.00	\$6.00	\$156.00
1501 – 2000	\$175.00	\$7.00	\$182.00
2001 – 2500	\$200.00	\$8.00	\$208.00
2501 – 3500	\$250.00	\$10.00	\$260.00
Over 3500	\$250.00 plus \$0.10 per square foot		

Basement development, garage, renovation, minor work			
Installation Cost	Permit Fee	SCC Levy	Total Fee
\$0 - \$500	\$100.00	\$4.50	\$104.50
\$501 - \$1000	\$130.00	\$5.20	\$135.20
\$1001 - \$2000	\$150.00	\$6.00	\$156.00
\$2001 - \$3000	\$160.00	\$6.40	\$166.40
\$3001 - \$4000	\$170.00	\$6.80	\$176.80
\$4001 - \$5000	\$180.00	\$7.20	\$187.20

Installation costs greater than \$5000 use the square footage fee schedule above

Description	Permit Fee	SCC Levy	Total Fee
Manufactured Home Connection (no basement)	\$85.00	\$4.50	\$89.50
Temporary Power/Underground Service	\$85.00	\$4.50	\$89.50

*** SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560**

2.3.6 Fee Schedule

SMOKY LAKE COUNTY, TOWN OF SMOKY LAKE VILLAGE OF VILNA, VILLAGE OF WASKATENAU

Electrical Permit Fee Schedule

Commercial, Industrial, Institutional (Contractors Only) Farm Buildings (Owners & Contractors)

Installation Cost	Permit Fee	SCC Levy	Total Fee
0 - 1,000.00	\$80.00	\$4.50	\$84.50
1,001 - 1,500.00	\$90.00	\$4.50	\$94.50
1,500.01 - 2,000.00	\$100.00	\$4.50	\$104.50
2,000.01 - 2,500.00	\$110.00	\$4.50	\$114.50
2,500.01 - 3,000.00	\$120.00	\$4.50	\$124.50
3,000.01 - 3,500.00	\$130.00	\$4.50	\$134.50
3,500.01 - 4,000.00	\$140.00	\$4.50	\$144.50
4,000.01 - 4,500.00	\$150.00	\$4.50	\$154.50
4,500.01 - 5,000.00	\$160.00	\$6.40	\$166.40
5,000.01 - 5,500.00	\$165.00	\$6.60	\$171.60
5,500.01 - 6,000.00	\$170.00	\$6.80	\$176.80
6,000.01 - 6,500.00	\$175.00	\$7.00	\$182.00
6,500.01 - 7,000.00	\$180.00	\$7.20	\$187.20
7,000.01 - 7,500.00	\$185.00	\$7.40	\$192.40
7,500.01 - 8,000.00	\$190.00	\$7.60	\$197.60
8,000.01 - 8,500.00	\$195.00	\$7.80	\$202.80
8,500.01 - 9,000.00	\$200.00	\$8.00	\$208.00
9,000.01 - 9,500.00	\$205.00	\$8.20	\$213.20
9,500.01 - 10,000.00	\$210.00	\$8.40	\$218.40
10,000.01 - 11,000.00	\$215.00	\$8.60	\$223.60
11,000.01 - 12,000.00	\$220.00	\$8.80	\$228.80
12,000.01 - 13,000.00	\$225.00	\$9.00	\$234.00
13,000.01 - 14,000.00	\$230.00	\$9.20	\$239.20
14,000.01 - 15,000.00	\$235.00	\$9.40	\$244.40
15,000.01 - 16,000.00	\$240.00	\$9.60	\$249.60
16,000.01 - 17,000.00	\$245.00	\$9.80	\$254.80
17,000.01 - 18,000.00	\$250.00	\$10.00	\$260.00
18,000.01 - 19,000.00	\$255.00	\$10.20	\$265.20
19,000.01 - 20,000.00	\$260.00	\$10.40	\$270.40
20,000.01 - 21,000.00	\$265.00	\$10.60	\$275.60
21,000.01 - 22,000.00	\$270.00	\$10.80	\$280.80
22,000.01 - 23,000.00	\$275.00	\$11.00	\$286.00
23,000.01 - 24,000.00	\$280.00	\$11.20	\$291.20
24,000.01 - 25,000.00	\$285.00	\$11.40	\$296.40
25,000.01 - 26,000.00	\$290.00	\$11.60	\$301.60
26,000.01 - 27,000.00	\$295.00	\$11.80	\$306.80
27,000.01 - 28,000.00	\$300.00	\$12.00	\$312.00
28,000.01 - 29,000.00	\$305.00	\$12.20	\$317.20
29,000.01 - 30,000.00	\$310.00	\$12.40	\$322.40
30,000.01 - 31,000.00	\$315.00	\$12.60	\$327.60
31,000.01 - 32,000.00	\$320.00	\$12.80	\$332.80
32,000.01 - 33,000.00	\$325.00	\$13.00	\$338.00
33,000.01 - 34,000.00	\$330.00	\$13.20	\$343.20
34,000.01 - 35,000.00	\$335.00	\$13.40	\$348.40
35,000.01 - 36,000.00	\$340.00	\$13.60	\$353.60
36,000.01 - 37,000.00	\$345.00	\$13.80	\$358.80
37,000.01 - 38,000.00	\$350.00	\$14.00	\$364.00

Installation Cost	Permit Fee	SCC Levy	Total Fee
38,000.01 - 39,000.00	\$310.00	\$12.40	\$322.40
39,000.01 - 40,000.00	\$320.00	\$12.80	\$332.80
40,000.01 - 41,000.00	\$330.00	\$13.20	\$343.20
41,000.01 - 42,000.00	\$340.00	\$13.60	\$353.60
42,000.01 - 43,000.00	\$350.00	\$14.00	\$364.00
43,000.01 - 44,000.00	\$360.00	\$14.40	\$374.40
44,000.01 - 45,000.00	\$370.00	\$14.80	\$384.80
45,000.01 - 46,000.00	\$380.00	\$15.20	\$395.20
46,000.01 - 47,000.00	\$390.00	\$15.60	\$405.60
47,000.01 - 48,000.00	\$400.00	\$16.00	\$416.00
48,000.01 - 49,000.00	\$410.00	\$16.40	\$426.40
49,000.01 - 50,000.00	\$420.00	\$16.80	\$436.80
50,000.01 - 60,000.00	\$430.00	\$17.20	\$447.20
60,000.01 - 70,000.00	\$440.00	\$17.60	\$457.60
70,000.01 - 80,000.00	\$465.00	\$18.60	\$483.60
80,000.01 - 90,000.00	\$590.00	\$23.60	\$613.60
90,000.01 - 100,000.00	\$630.00	\$25.20	\$655.20
100,000.01 - 110,000.00	\$655.00	\$26.20	\$681.20
110,000.01 - 120,000.00	\$680.00	\$27.20	\$707.20
120,000.01 - 130,000.00	\$705.00	\$28.20	\$733.20
130,000.01 - 140,000.00	\$730.00	\$29.20	\$759.20
140,000.01 - 150,000.00	\$755.00	\$30.20	\$785.20
150,000.01 - 160,000.00	\$780.00	\$31.20	\$811.20
160,000.01 - 170,000.00	\$805.00	\$32.20	\$837.20
170,000.01 - 180,000.00	\$830.00	\$33.20	\$863.20
180,000.01 - 190,000.00	\$855.00	\$34.20	\$889.20
190,000.01 - 200,000.00	\$880.00	\$35.20	\$915.20
200,000.01 - 210,000.00	\$905.00	\$36.20	\$941.20
210,000.01 - 220,000.00	\$955.00	\$38.20	\$993.20
220,000.01 - 230,000.00	\$1,005.00	\$40.20	\$1,045.20
230,000.01 - 240,000.00	\$1,055.00	\$42.20	\$1,097.20
240,000.01 - 250,000.00	\$1,105.00	\$44.20	\$1,149.20
250,000.01 - 300,000.00	\$1,155.00	\$46.20	\$1,201.20
300,000.01 - 350,000.00	\$1,205.00	\$48.20	\$1,253.20
350,000.01 - 400,000.00	\$1,280.00	\$51.20	\$1,331.20
400,000.01 - 450,000.00	\$1,355.00	\$54.20	\$1,409.20
450,000.01 - 500,000.00	\$1,470.00	\$58.80	\$1,528.80
500,000.01 - 550,000.00	\$1,545.00	\$61.80	\$1,606.80
550,000.01 - 600,000.00	\$1,620.00	\$64.80	\$1,684.80
600,000.01 - 650,000.00	\$1,720.00	\$68.80	\$1,788.80
650,000.01 - 700,000.00	\$2,070.00	\$82.80	\$2,152.80
700,000.01 - 750,000.00	\$2,170.00	\$86.80	\$2,256.80
750,000.01 - 800,000.00	\$2,270.00	\$90.80	\$2,360.80
800,000.01 - 850,000.00	\$2,370.00	\$94.80	\$2,464.80
850,000.01 - 900,000.00	\$2,520.00	\$100.80	\$2,620.80
900,000.01 - 950,000.00	\$2,670.00	\$106.80	\$2,776.80
950,000.01 - 1,000,000.00	\$2,820.00	\$112.80	\$2,932.80

For installations greater than \$1,000,000.00 please contact Superior Safety Codes for a quote.

* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

2.3.6 Fee Schedule

**SMOKY LAKE COUNTY, TOWN OF SMOKY LAKE
VILLAGE OF VILNA, VILLAGE OF WASKATENAU****Electrical Permit Fee Schedule****Annual Electrical Permits**

Description	Permit Fee	SCC Levy	Total Fee
Annual Electrical Maintenance	\$350.00	\$14.00	\$364.00

* SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560

2.3.6 Fee Schedule**SMOKY LAKE COUNTY, TOWN OF SMOKY LAKE
VILLAGE OF VILNA, VILLAGE OF WASKATENAU****Gas Permit Fee Schedule****Residential Installations**

Number of Outlets	Permit Fee	SCC Levy	Total Fee
1	\$85.00	\$4.50	\$89.50
2	\$95.00	\$4.50	\$99.50
3	\$105.00	\$4.50	\$109.50
4	\$115.00	\$4.50	\$119.50
5	\$130.00	\$5.20	\$135.20
6	\$145.00	\$5.80	\$150.80
7	\$160.00	\$6.40	\$166.40
8	\$175.00	\$7.00	\$182.00
9	\$190.00	\$7.60	\$197.60
10	\$200.00	\$8.00	\$208.00
Over 10	\$200.00 plus \$10.00 per outlet over 10		

Description	Permit Fee	SCC Levy	Total Fee
Propane Tank Set (does not include connection to appliance)	\$100.00	\$4.50	\$104.50
Temporary Heat	\$100.00	\$4.50	\$104.50

*** SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560**

2.3.6 Fee Schedule

**SMOKY LAKE COUNTY, TOWN OF SMOKY LAKE
VILLAGE OF VILNA, VILLAGE OF WASKATENAU**

Gas Permit Fee Schedule

**Commercial, Industrial, Institutional
(Contractors Only)**

BTU Input	Permit Fee	SCC Levy	Total Fee
0 to 150,000	\$85.00	\$4.50	\$89.50
150,001 to 250,000	\$100.00	\$4.50	\$104.50
250,001 to 350,000	\$130.00	\$5.20	\$135.20
350,001 to 500,000	\$175.00	\$7.00	\$182.00
500,001 to 750,000	\$200.00	\$8.00	\$208.00
750,001 to 1,000,000	\$250.00	\$10.00	\$260.00
Over 1,000,000	\$250.00 plus \$5.00 per 100,000 (or portion of) over 1,000,000 BTU		

Propane Tank Sets (does not include connection to appliance)			
Description	Permit Fee	SCC Levy	Total Fee
Propane Tank Sets	\$100.00	\$4.50	\$104.50
<i>Add \$50.00 for each additional tank set</i>			
Propane Cylinder Refill Centre	\$260.00	\$10.40	\$270.40
Grain Dryers	\$275.00	\$11.00	\$286.00

Temporary Heat			
BTU's	Permit Fee	SCC Levy	Total Fee
0 to 500,000	\$85.00	\$4.50	\$89.50
500,001 to 1,000,000	\$125.00	\$5.00	\$130.00
Over 1,000,000	\$125.00 plus \$10.00 per 100,000 BTU (or portion of) over 1,000,000 BTU		

*** SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560**

2.3.6 Fee Schedule

**SMOKY LAKE COUNTY, TOWN OF SMOKY LAKE
VILLAGE OF VILNA, VILLAGE OF WASKATENAU**

**Plumbing Permit Fee Schedule
Residential & Non-Residential Installations**

Number of Fixtures	Permit Fee	SCC Levy	Total Fee
1	\$85.00	\$4.50	\$89.50
2	\$90.00	\$4.50	\$94.50
3	\$95.00	\$4.50	\$99.50
4	\$100.00	\$4.50	\$104.50
5	\$105.00	\$4.50	\$109.50
6	\$110.00	\$4.50	\$114.50
7	\$115.00	\$4.60	\$119.60
8	\$120.00	\$4.80	\$124.80
9	\$125.00	\$5.00	\$130.00
10	\$130.00	\$5.20	\$135.20
11	\$145.00	\$5.80	\$150.80
12	\$150.00	\$6.00	\$156.00
13	\$155.00	\$6.20	\$161.20
14	\$160.00	\$6.40	\$166.40
15	\$165.00	\$6.60	\$171.60
16	\$170.00	\$6.80	\$176.80
17	\$175.00	\$7.00	\$182.00
18	\$180.00	\$7.20	\$187.20
19	\$185.00	\$7.40	\$192.40
20	\$190.00	\$7.60	\$197.60
Over 20	\$190.00 plus \$5.00 per fixture over 20		

Homeowner Permits - add \$50.00 for greater than 5 fixtures

*** SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560**

2.3.6 Fee Schedule

**SMOKY LAKE COUNTY, TOWN OF SMOKY LAKE
VILLAGE OF VILNA, VILLAGE OF WASKATENAU****Private Sewage Permit Fee Schedule**

Description	Permit Fee	SCC Levy	Total Fee
Holding Tank	\$175.00	\$7.00	\$182.00
Septic Fields, Open Discharge, Mounds, Lagoons	\$350.00	\$14.00	\$364.00
Any system with Treatment Plant	\$375.00	\$15.00	\$390.00

*** SCC Levy is 4% of the permit fee with a minimum of \$4.50 and a maximum of \$560**

Municipal References

Sheila Kitz

Chief Administrative Officer

County of St. Paul

5015-49 Avenue

St. Paul, AB T0A 3A4

Ph: 780.645.3301

Email: skitz@county.stpaul.ab.ca

Superior has been providing safety codes compliance monitoring services in all disciplines for over 14 years.

Paul Hanlan

Chief Administrative Officer

Thorhild County

PO Box 10

Thorhild, AB T0A 3J0

Phone: 780.398.3741

Email: cao@thorhildcounty.com

Superior has been providing safety codes compliance monitoring services in all disciplines for over 8 years.

Stephen Hill

Chief Administrative Officer

Lamont County

5303-50 Avenue

Lamont, AB T0B 2R0

Phone: 780.895.2233

Email: Stephen.h@lamontcounty.ca

Superior has been providing safety codes compliance monitoring services in all disciplines for over 3 years.

Appendix 'A'
Safety Codes Council Letter
&
WCB Clearance



November 4, 2020

Laural Sheeler
Superior Safety Codes Inc.
14613 134 Avenue
Edmonton AB T5L 4S9

Dear Laural Sheeler:

RE: Superior Safety Codes Inc. – A000300

I confirm that Superior Safety Codes Inc. is duly accredited agency under the *Safety Codes Act*, and is authorized to provide safety codes services pursuant to the Act. As an accredited agency they may enter in to an agreement or contract with an accredited municipality, regional services commission, corporation, the Government of Alberta and the Alberta Safety Codes Authority (ASCA). ASCA is a division of the Safety Codes Council that has been delegated responsibility to oversee the administration of the Act in non-accredited areas of the province.

As of today's date, Superior Safety Codes Inc. is in good standing with Council in terms of their accreditation as an agency and I have no concerns with respect of their delivery of safety codes services.

Best Regards,

A handwritten signature in blue ink, appearing to read "Peter Thomas".

Peter Thomas
Administrator of Accreditation

SM



9912 - 107 Street
PO Box 2415
Edmonton AB T5J 2B5

Email: ebusiness.support@wcb.ab.ca
Tel: (780) 498-3999 (1-866-922-9221)
Fax: (780) 498-7999
WCB website: www.wcb.ab.ca

July 27, 2021

Reference Number: 787107

JORDAN RUEGG
SMOKY LAKE COUNTY
PO BOX 310
SMOKY LAKE AB T0A 3C0

Dear Sir or Madam:

Re: SUPERIOR SAFETY CODES INC.
14613 134 AVE NW
EDMONTON AB T5L 4S9

The above named subcontractor has an account with WCB-Alberta in the following industry(ies):

account	trade name(s)/Industry	effective date	coverage
4919324	VISUAL INSPECTIONS,	Jun 11, 2004	worker coverage no personal coverage

Thank you for checking into the status of this contractor or subcontractor. Under Section 128 of the Workers' Compensation Act, you are responsible for obtaining a clearance on your contractor or subcontractor, in order to release you from any liability for unpaid WCB premiums owed by them. Please ensure clearance has been issued in the correct name and that there is coverage in the industry(ies) for which work was performed.

Please accept this letter as a clearance for work completed between the effective date of the account and the date of this letter. For this account, you are cleared of any liability under Section 128 of the Workers' Compensation Act up to the date of this letter. Any holdback may be released for contracts completed, and/or for work completed to the date of this letter. For an account that shows closed under the effective date, the clearance is only valid for work completed up to the close date. If work has not started, obtain a clearance prior to releasing final payment.

Please note, if any directors of the corporation are injured at work, you are protected from lawsuit if they have personal coverage. If they do not have personal coverage, you may not be protected in the case of a workplace injury.

If your contractor or subcontractor is performing work outside Alberta, contact the WCB in that jurisdiction to determine your clearance and any other WCB requirements.

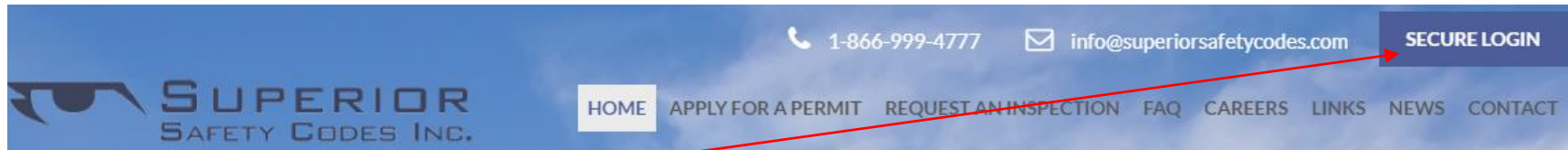
Any alteration of this document is strictly prohibited.

Yours truly,

eBusiness Support Team (12773714)

Appendix 'B'
Online Reporting Guide

Welcome to Superior Safety Codes Inc. Online Reporting. To access your account, please go to <http://www.superiorsafetycodes.com/>.



Once at the site, click the **SECURE LOGIN** button to be redirected to the login screen where you will be prompted to enter your assigned username and password.

SUPERIOR SAFETY CODES SECURE SITE

Login

Username

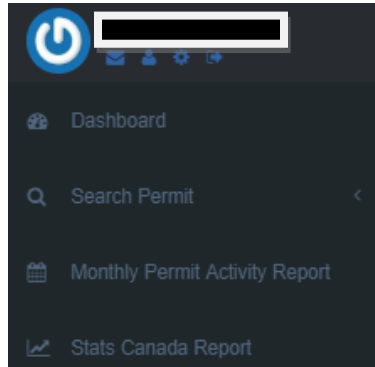
Password

Login

IF YOU FORGET YOUR PASSWORD OR WISH TO CHANGE IT PLEASE CALL 1-866-999-4777.

DASHBOARD:

Once logged in, you will see the main Dashboard. This view will show you the total number of open permits, the number of closed permits in the past 30 days and the number of issued permits in the past 30 days. You will also see the 10 most recent issued and closed permits. You can click on any of the permit numbers to see the status of the permit including the permit and inspection information.



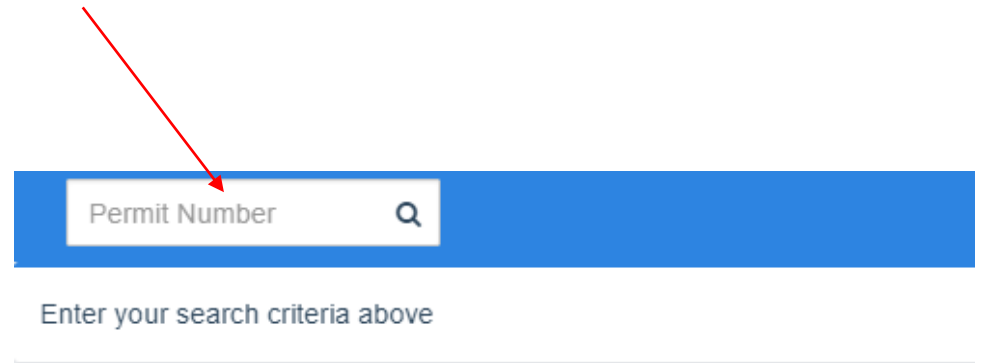
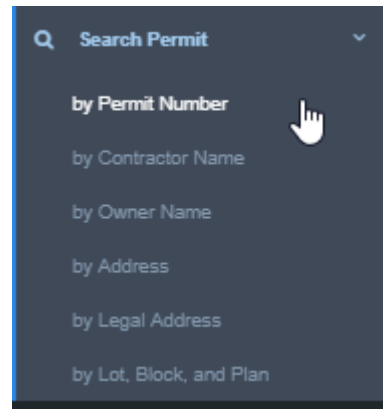
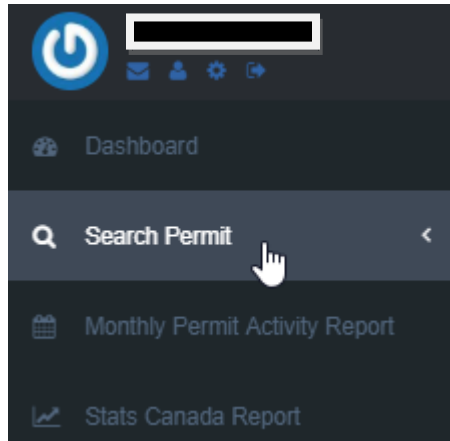
Dashboard

OPEN PERMITS	CLOSED PERMITS	ISSUED PERMITS
292	41	51
▲ 4% increase in open permits.	▲ 105% increase in closed permits.	▼ 7% decrease in issued permits.

Recently Issued Permits				Recently Closed Permits			
Date	Permit Number	File No	Location	Date	Permit Number	File No	Location
11/03/20	20-4534	TCRP005820MU	34 McCool Crescent	11/04/20	20-4530	TCRE009520MU	34 McCool Crescent
11/03/20	20-4535	TCRP005920MU	34 McCool Crescent	11/02/20		TCRE004020MU	241 Vista Drive
11/03/20	20-4536	TCRP006020MU	34 McCool Crescent	11/02/20		TCRE009319MU	1106 Nanton Avenue
11/03/20	20-4537	TCRP006120MU	34 McCool Crescent	11/02/20		TCRP002220MU	241 Vista Drive
11/03/20	20-4538	TCRP006220MU	34 McCool Crescent	11/02/20		TCRG002820MU	241 Vista Drive
11/02/20		TCRB008820MU	138 Amery Crescent	11/02/20		TCRG007220MU	1409 Knight Avenue
11/02/20		TCRB008920MU	146 Amery Crescent	11/02/20	20-4533	TCRP005320MU	34 McCool Crescent
11/02/20		TCRB009020MU	158 Amery Crescent	11/02/20	20-4529	TCRE009420MU	34 McCool Crescent
11/02/20		TCRE010320MU	138 Amery Crescent	11/02/20	20-4499	TCRE009920MU	34 McCool Crescent
11/02/20		TCRE010520MU	158 Amery Crescent	11/02/20	20-4500	TCRE010020MU	34 McCool Crescent

SEARCH PERMIT:

This option allows you to look for any permit with a number of search options as seen below. Depending on the search parameter chosen, a search field will appear at the top of the screen with the method of searching shaded in the box.



PERMIT INFORMATION:

After searching for a permit, all the information from the permit application will appear as shown below.

Permit Info

<p>General Info</p> <p>File No: TCRB008820MU</p> <p>Development Permit: D75 2020</p> <p>Tax Roll: 7330000</p> <p>Applicant: [REDACTED]</p> <p>Owner:</p> <p>Open Permit</p>		<p>Location</p> <p>Municipality: [REDACTED]</p> <p>Address: [REDACTED]</p> <p>Lot/Block/Plan: 33 1 161 0985</p> <p>Long Legal: Unknown Address</p>	
<p>Application</p> <p>Date: 11/02/20</p> <p>Est Completion Date: 07/30/20</p> <p>Permit Fee: \$1,307.88</p>		<p>Owner</p> <p>Name: H [REDACTED]</p> <p>Address: [REDACTED]</p> <p>Phone: ([REDACTED])</p> <p>Fax: () -</p>	
<p>Building Permit Info</p> <p>Residential</p> <p>Type of Work: New Construction</p> <p>Intended Use: R-1B</p> <p>Work Value: \$189,653.00</p>		<p>Area</p> <p>Total Area: 2326 ft²</p> <p>Basement Area: 0</p> <p>Garage Area: 480</p> <p>Storeys: 2</p>	
<p>Info</p> <p>Documents Recieved: Unknown</p> <p>Classification:</p> <p>Description of Work:</p> <p>House, attached garage, deck, no basement development.</p>			

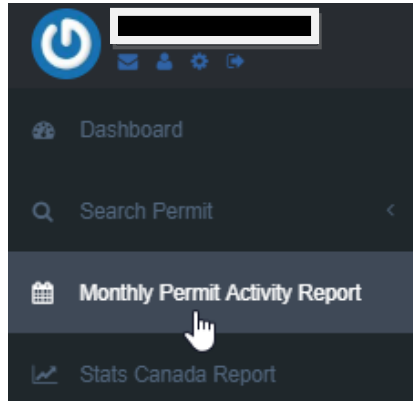
INSPECTIONS:

If an inspection has been conducted the inspection information will appear beneath the Permit Info as illustrated below. Thanks to our tablet-based technology, inspection reports are updated in real-time to the website.

Inspections				
Date	Inspector	Stage	Status	Printable
06/09/20	Bax, David	Final	Observations Work Complies No Site Inspec Req	PDF
-	Observation: Installation of underground cable, sub panel and connection to outside junction box supplying circuits for pre-fabricated building are complete.			

The Safety Codes Officers comments from the inspection report are listed on the screen. You can also download the completed inspection report in PDF format. Click on the PDF button and you will be prompted to save the document in order to open it.

MONTHLY PERMIT ACTIVITY REPORT:



The monthly permit activity report will display the permits issued for the selected date parameters. All of the permits will appear on the screen and can also be downloaded into a CSV report.

01/01/2020 05/03/2020 Search Download (CSV) Search

Monthly Permit Activity Report

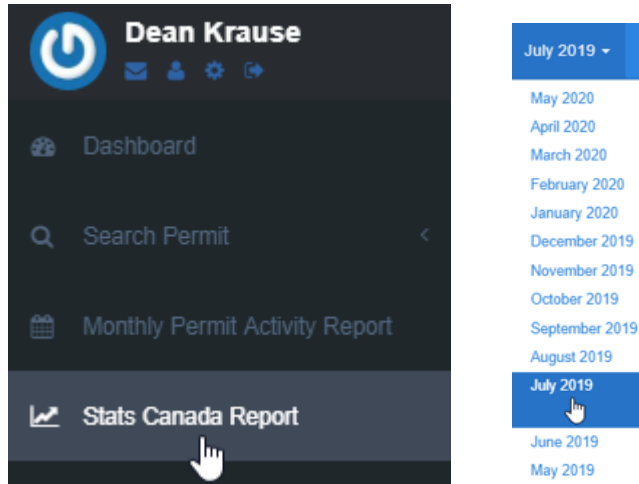
Application Date	Permit Number	File No	Applicant	Permit Fee	Municipality Portion	SSCI Portion	SC Portion
04/09/20	268SSC 20 E0002	ASCE005120LD	Jentin Services Ltd.	\$390.00	\$78.00	\$312.00	\$15.60
01/15/20	268SSC 20 E0001	ASCE000220RD	Rocky Electric Ltd.	\$285.00	\$57.00	\$228.00	\$11.40
04/21/20	268SSC 20 G0005	ASCG002320RD	Bluewave Energy -Edmonton	\$150.00	\$30.00	\$120.00	\$6.00
04/16/20	268SSC 20 G0004	ASCG002220RD	Don Livingston	\$209.00	\$41.80	\$167.20	\$8.36
02/28/20	268SSC 20 G0003	ASCG001520RD	Everything H2O Ltd.	\$190.00	\$38.00	\$152.00	\$7.60

At the bottom of the Monthly Permit Activity Report screen will be a financial summary of the issued permits for the selected timeframe. The Permit Fee, Municipality's Portion of the fees, Superior's portion of the fees and the SC Levy portion are all summarized for each discipline.

Totals

Discipline	Permit Fee	Municipality Portion	SSCI Portion	SC Portion
Electrical	\$675.00	\$135.00	\$540.00	\$27.00
Gas	\$923.00	\$184.60	\$738.40	\$36.92
Plumbing	\$455.00	\$91.00	\$364.00	\$18.20

STATS CANADA REPORT:



The Stats Canada Report can be generated for any month within the past 12 months and includes all building permits issued within the specified month. The report can be downloaded into a CSV report. The downloaded report also includes the detailed description of work for each building permit.

July 2019 ▾ Download (CSV) Search 🔍

Statscan Report

Permit Num	File No	Project Information	Type of Work	Construction Value Total	Owner	Builder Name	Construction Location	Lot/Block/Plan	Legal Address
61/900.029/19	TTHB000719MU	Residential	Demolition	\$17,500.00	Proctor, Dan		13 Mobile Drive	1 1 091 2537	Unknown Address
61/900.033/19	TTHB000819MU	Institutional	Renovation	\$42,350.00		Krawford Construction Company Inc	1504 2 Street	1 811 0847	Unknown Address
61/900.034/19	TTHB000919MU	Residential	New Construction	\$4,410.00	Kanderka, Joe and June		206 Bradford Crescent	70 5 011 1387	Unknown Address
61/900.036/19	TTHB001019MU	Institutional	Demolition	\$24,000.00		All West Demolition Ltd.	319 5 Avenue	2 5130 AR	Unknown Address
61/900.037/19	TTHB001119MU	Residential	Renovation	\$15,000.00	Moran, Carol		806 Main Street	15 031 0221	Unknown Address

NOTE: Since Superior doesn't currently issue the building permits for the County, all information is from a different jurisdiction.

Appendix 'C'
Sample Invoice, Credit Note and
Reconciliation Report



14613 134 Avenue NW
 Edmonton, Alberta T5L 4S9
 Phone: 780 489 4777 Toll Free Phone: 1 866 999 4777
 Fax: 780 489 4711 Toll Free Fax: 1 866 900 4711

INVOICE

Bill To:

<Municipal Name>
 <Contact Name>
 <address>
 <City>, <Prov> <Postal Code>

Invoice Number.:	18304
Date:	Feb 28, 2021
Customer Phone:	
Customer Fax:	

Quantity	Description	Tax	Unit Price	Amount
	Superiors portion of the permit fees for the month of February 2021 as per the attached closed permit report	G		3,458.07
	G - GST 5%			
	G			172.90
TERMS: DUE UPON RECEIPT			Total Amount	3,630.97
GST Registration Number: 858007677 RT0001				

THANK YOU FOR YOUR BUSINESS!


PERMITS & INSPECTIONS

14613 - 134 Avenue

Edmonton, AB T5L 4S9

Phone: 780.489.4777

Toll Free Phone:

1.866.999.4777

Fax: 780.489.4711

Toll Free Fax:

1.866.900.4711

CREDIT NOTE

To: <Municipal Name>
 <Address>
 <City>, <Prov> <Postal Code>

Credit Note	CN 2021 0123
Date	28-Feb-21

Description	Division	Amount
Total February 2021 Permit Revenue issued by Superior	701	23,063.33
Less Safety Codes Council Fees, submitted by Superior		-800.37
E - G. S. T. Exempt	E	
Please reference the credit note number when applying to an invoice or permit application. If you have any questions, please contact our office. GST Registration Number: 858007677 RT0001	Total Credit	\$22,262.96

THANK YOU FOR YOUR BUSINESS!

Reconciliation Report

SAMPLE Closed Permit Report from August 1, 2020 To August 31, 2020 for <MUNICIPALITY NAME> Sorted By Permit Number

Permit Number	File Number	Dev. Permit #	Tax Roll	Issue Date	Date Closed	Applicant	Superior Portion	Muni Portion	Sc Levy	Total Permit	Installation Address	Lot/Block/Plan
B												
307SSC 18 B0014	TSD B 0016 18 MU	2018-D21	2623.000	7/3/2018	8/14/2020	Smith, James	\$39.38	\$39.37	\$4.50	\$83.25	200 4 Avenue SW	23//961 2304
307SSC 18 B0021	TSD B 0022 18 MU	2018-D32		9/5/2018	8/5/2020	Smith, James	\$39.38	\$39.37	\$4.50	\$83.25	408 5 Street NW	15/4/961 0892
307SSC 19 B0030	TSD B 0029 19 MU	2019-D34		10/3/2019	8/18/2020	Smith, James	\$78.75	\$78.75	\$6.30	\$163.80	1103 2 Street NE	15/12/891 0549
307SSC 20 B0001	TSD B 0001 20 MU	2020-D01		2/10/2020	8/26/2020	Smith, James	\$269.38	\$269.37	\$21.55	\$560.30	101 3 Street SW	10/1/991 2438
307SSC 20 B0009	TSD B 0009 20 MU	2020-D13		5/4/2020	8/10/2020	Smith, James	\$105.50	\$105.50	\$8.44	\$219.44	267 4 Street NW	58/3/801 0730
307SSC 20 B0013	TSD B 0013 20 MU	2020-D17		6/5/2020	8/18/2020	Smith, James	\$39.38	\$39.37	\$4.50	\$83.25	413 5 Street NW	27/3/961 0892
B Totals:						# of Permits: 6	\$571.77	\$571.73	\$49.79	\$1,193.29		
E												
307SSC 20 E0001	TSD E 0001 20 MU	2020-D01		1/27/2020	8/4/2020	Smith, James	\$105.00	\$105.00	\$8.40	\$218.40	101 3 Street SW	10/1/991 2438
307SSC 20 E0014	TSD E 0014 20 MU	N/A		7/31/2020	8/21/2020	Smith, James	\$28.88	\$28.87	\$4.50	\$62.25	189- 200 4 Avenue SW	189//981 2536
307SSC 20 E0015	TSD E 0015 20 MU	N/A	2791000	8/18/2020	8/21/2020	Smith, James	\$28.88	\$28.87	\$4.50	\$62.25	191- 200 4 Avenue	191//981 2536
E Totals:						# of Permits: 3	\$162.76	\$162.74	\$17.40	\$342.90		
G												
307SSC 20 G0002	TSD G 0002 20 MU	2020-D01	650.000	6/12/2020	8/4/2020	Smith, James	\$39.38	\$39.37	\$4.50	\$83.25	101 3 Street SW	10/1/991 2438
G Totals:						# of Permits: 1	\$39.38	\$39.37	\$4.50	\$83.25		
P												
307SSC 20 P0004	TSD P 0004 20 MU	N/A	3012.000	7/6/2020	8/18/2020	Smith, James	\$39.38	\$39.37	\$4.50	\$83.25	1305 2 Street NE	12/13/991 2954
P Totals:						# of Permits: 1	\$39.38	\$39.37	\$4.50	\$83.25		
Town of <MUNICIPAL NAME> Totals:						# of Permits: 11	\$813.29	\$813.21	\$76.19	\$1,702.69		
B Totals:						# of Permits: 6	\$571.77	\$571.73	\$49.79	\$1,193.29		
E Totals:						# of Permits: 3	\$162.76	\$162.74	\$17.40	\$342.90		
G Totals:						# of Permits: 1	\$39.38	\$39.37	\$4.50	\$83.25		
P Totals:						# of Permits: 1	\$39.38	\$39.37	\$4.50	\$83.25		
Grand Totals						# of Permits: 11	\$813.29	\$813.21	\$76.19	\$1,702.69		

PROPOSAL

SAFETY CODES SERVICES

Building, Electrical, Plumbing (Private Sewage)
and Gas Disciplines



Prepared For:
Smoky Lake County
Town of Smoky Lake
Village of Waskatenau
Village of Vilna

Planning and Development Department
Box 310
4612 McDougall Drive
Smoky Lake, Alberta, T0A 3C0

Attention: Jordan Ruegg, Planning and Development Manager



Prepared By:
The Inspections Group Inc.
12010-111 Avenue
Edmonton, Alberta T5G 0E6

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APPENDICES

Appendix “A”	Fee Schedule
Appendix “B”	Letters of Reference
Appendix “C”	Sample OnCue 360 Reports

2.3.3. EXECUTIVE SUMMARY

Located just over an hour (120 km/75 miles) northeast of Edmonton in Alberta's Lakeland, a progressive County of over 5000 residents features great opportunities for affordable country living, recreation, agriculture and development. People who call Smoky Lake County, Town of Smoky Lake, Village of Vilna and Waskatenau (The Municipalities) home include a passion for the outdoors, a tranquil and safe community that appeals to all ages. The Municipalities offer its residents an environment in which to seek a high quality of life; a balanced community with a diverse range of housing, employment, educational, shopping and recreational opportunities; and a vital community that provides financial and social support for quality of life programs.

Delivery of value for dollars spent on Safety Codes services to the Municipalities residents is part of the foundation of successful service delivery by the Agency. We are strong supporters of working collaboratively with the Municipality and its residents. We feel our pricing for permit revenue sharing of 65% for the Agency and 35% for the Municipalities support quality Safety Codes Services.

This proposal will provide details on several workflows and processes that ensure the Municipalities Quality Management Plan (QMP) requirements are satisfied. These methods integrate with the Municipalities QMP requirements seamlessly and deliver a high standard of care to contractor/applicants. We work with permit holders to identify options to open doors and construct Code compliant projects successfully. Our collaboration also extends to the Municipalities in many ways; some key methods of collaborating with the Municipalities are:

- Bi-Annual or Quarterly meetings with management as ongoing monitoring of day-to-day activities and working to make the Safety Codes System efficient in processes.
- Strong Methodologies that:
 - support education of permit holders;
 - manage quality control/oversight of service delivery;
 - have regular compliance monitoring by the Agency of permits and construction activity within the Municipalities; and
 - provide means for an appeal of safety codes calls.
- Value-Added services include;
 - development of Code update information for contractors;
 - open house presentations to assist contractors with change(s) in Code(s); and
 - website news only publishes information when changes occur in Code(s) and ensures curated educational information on the impact code changes will have.
- Many other details on processes are contained within this proposal on pages 1 to 58.

Our experience includes a 20+ year history, over 1.3 million inspections and an ongoing commitment to being industry leaders while working with over fifty-five Accredited Municipalities and Accredited Corporations. Our Safety Code Officer's (SCO's) bring a collective experience of 210 years to our services. Another key way the Agency is unique is our 20+ year history with EPCOR utility and Electrical SCO's with industry-leading knowledge and understanding of solar installations. As communities increase their focus on environmentally conscious services, technology has led to increasingly complex buildings. This is especially true for Libraries, Schools and Multi-Plex / Recreational facilities. The Agency is the only Accredited Agency that works in a metropolitan center (City of Edmonton) and with an Accredited University (University of Alberta); we bring an unmatched depth of experience with unique complex projects like a nano-technology research center (University of Alberta).

The Agency pays for all of its SCO's to participate in all of the inspector professional associations. We are the only Accredited Agency with a staff member represented on a Safety Codes Council Sub-Council. We work hard to train and equip industry-leading personnel to serve our customers, and we look forward to the opportunity to continuing our relationship with the Municipality.

SAFETY CODES COUNCIL LETTER IN GOOD STANDING



February 19, 2020

Tim Roskey
Chief Executive Officer
The Inspections Group
12010 – 111 Avenue
Edmonton AB T5G 0E6

Dear Mr Roskey:

RE: The Inspections Group – A000202

I confirm that The Inspections Group, is a duly accredited agency under the *Safety Codes Act*, and is authorized to provide safety codes services pursuant to the Act. As an accredited agency they may enter into an agreement or contract with an accredited municipality, regional services commission, corporation, the Government of Alberta and, the Alberta Safety Codes Authority (ASCA). ASCA is a division of the Safety Codes Council that has been delegated responsibility to oversee the administration of the Act in non-accredited areas of the province.

Best regards,

A handwritten signature in black ink, appearing to read 'Peter Thomas', written over a light blue circular stamp.

Peter Thomas
Administrator of Accreditation

WORKERS COMPENSATION BOARD CLEARANCE LETTERS



9912 – 107 Street
PO Box 2415
Edmonton AB T5J 2S5

Email: ebusiness.support@wcb.ab.ca
Tel: (780) 498-3999 (1-866-922-9221)
Fax: (780) 498-7999
WCB website: www.wcb.ab.ca

July 9, 2021

Reference Number: 787107

SMOKY LAKE COUNTY
PO BOX 310
SMOKY LAKE AB T0A 3C0

Dear Sir or Madam:

Re: THE INSPECTIONS GROUP INC.
12010 111 AVE NW
EDMONTON AB T5G 0E6

The above named subcontractor has an account with WCB-Alberta in the following industry(ies):

account	trade names(s)/industry	effective date	coverage
4352239	INSPECTION SERVICES	Jun 15, 2001	worker coverage personal coverage for: TIM ROSKEY

Thank you for checking into the status of this contractor or subcontractor. Under Section 126 of the Workers' Compensation Act, you are responsible for obtaining a clearance on your contractor or subcontractor, in order to release you from any liability for unpaid WCB premiums owed by them. Please ensure clearance has been issued in the correct name and that there is coverage in the industry(ies) for which work was performed.

Please accept this letter as a clearance for work completed between the effective date of the account and the date of this letter. For this account, you are cleared of any liability under Section 126 of the Workers' Compensation Act up to the date of this letter. Any holdback may be released for contracts completed, and/or for work completed to the date of this letter. For an account that shows closed under the effective date, the clearance is only valid for work completed up to the close date. If work has not started, obtain a clearance prior to releasing final payment.

Please note, if any directors of the corporation are injured at work, you are protected from lawsuit if they have personal coverage. If they do not have personal coverage, you may not be protected in the case of a workplace injury.

If your contractor or subcontractor is performing work outside Alberta, contact the WCB in that jurisdiction to determine your clearance and any other WCB requirements.

Any alteration of this document is strictly prohibited.

Yours truly,

eBusiness Support Team (12730369)

SIGN UP FOR ONLINE SERVICES - GO TO MY.WCB.AB.CA



9912 – 107 Street
PO Box 2415
Edmonton AB T5J 2S5

Email: ebusiness.support@wcb.ab.ca
Tel: (780) 498-3999 (1-866-922-9221)
Fax: (780) 498-7999
WCB website: www.wcb.ab.ca

July 9, 2021

Reference Number: 175250

TOWN OF SMOKY LAKE
PO BOX 460
SMOKY LAKE AB T0A 3C0

Dear Sir or Madam:

Re: THE INSPECTIONS GROUP INC.
12010 111 AVE NW
EDMONTON AB T5G 0E6

The above named subcontractor has an account with WCB-Alberta in the following industry(ies):

account	trade names(s)/industry	effective date	coverage
4352239	INSPECTION SERVICES	Jun 15, 2001	worker coverage personal coverage for: TIM ROSKEY

Thank you for checking into the status of this contractor or subcontractor. Under Section 126 of the Workers' Compensation Act, you are responsible for obtaining a clearance on your contractor or subcontractor, in order to release you from any liability for unpaid WCB premiums owed by them. Please ensure clearance has been issued in the correct name and that there is coverage in the industry(ies) for which work was performed.

Please accept this letter as a clearance for work completed between the effective date of the account and the date of this letter. For this account, you are cleared of any liability under Section 126 of the Workers' Compensation Act up to the date of this letter. Any holdback may be released for contracts completed, and/or for work completed to the date of this letter. For an account that shows closed under the effective date, the clearance is only valid for work completed up to the close date. If work has not started, obtain a clearance prior to releasing final payment.

Please note, if any directors of the corporation are injured at work, you are protected from lawsuit if they have personal coverage. If they do not have personal coverage, you may not be protected in the case of a workplace injury.

If your contractor or subcontractor is performing work outside Alberta, contact the WCB in that jurisdiction to determine your clearance and any other WCB requirements.

Any alteration of this document is strictly prohibited.

Yours truly,

eBusiness Support Team (12730374)

SIGN UP FOR ONLINE SERVICES - GO TO MY.WCB.AB.CA



9912 – 107 Street
PO Box 2415
Edmonton AB T5J 2S5

Email: ebusiness.support@wcb.ab.ca
Tel: (780) 498-3999 (1-866-922-9221)
Fax: (780) 498-7999
WCB website: www.wcb.ab.ca

July 9, 2021

Reference Number: 416240

VILLAGE OF VILNA
PO BOX 10
VILNA AB T0A 3L0

Dear Sir or Madam:

Re: THE INSPECTIONS GROUP INC.
12010 111 AVE NW
EDMONTON AB T5G 0E6

The above named subcontractor has an account with WCB-Alberta in the following industry(ies):

account	trade names(s)/industry	effective date	coverage
4352239	INSPECTION SERVICES	Jun 15, 2001	worker coverage personal coverage for: TIM ROSKEY

Thank you for checking into the status of this contractor or subcontractor. Under Section 126 of the Workers' Compensation Act, you are responsible for obtaining a clearance on your contractor or subcontractor, in order to release you from any liability for unpaid WCB premiums owed by them. Please ensure clearance has been issued in the correct name and that there is coverage in the industry(ies) for which work was performed.

Please accept this letter as a clearance for work completed between the effective date of the account and the date of this letter. For this account, you are cleared of any liability under Section 126 of the Workers' Compensation Act up to the date of this letter. Any holdback may be released for contracts completed, and/or for work completed to the date of this letter. For an account that shows closed under the effective date, the clearance is only valid for work completed up to the close date. If work has not started, obtain a clearance prior to releasing final payment.

Please note, if any directors of the corporation are injured at work, you are protected from lawsuit if they have personal coverage. If they do not have personal coverage, you may not be protected in the case of a workplace injury.

If your contractor or subcontractor is performing work outside Alberta, contact the WCB in that jurisdiction to determine your clearance and any other WCB requirements.

Any alteration of this document is strictly prohibited.

Yours truly,

eBusiness Support Team (12730381)

SIGN UP FOR ONLINE SERVICES - GO TO MY.WCB.AB.CA



9912 – 107 Street
PO Box 2415
Edmonton AB T5J 2S5

Email: ebusiness.support@wcb.ab.ca
Tel: (780) 498-3999 (1-866-922-9221)
Fax: (780) 498-7999
WCB website: www.wcb.ab.ca

July 9, 2021

Reference Number: 159036

VILLAGE OF WASKATENAU
PO BOX 99
WASKATENAU AB T0A 3P0

Dear Sir or Madam:

Re: THE INSPECTIONS GROUP INC.
12010 111 AVE NW
EDMONTON AB T5G 0E6

The above named subcontractor has an account with WCB-Alberta in the following industry(ies):

account	trade names(s)/industry	effective date	coverage
4352239	INSPECTION SERVICES	Jun 15, 2001	worker coverage personal coverage for: TIM ROSKEY

Thank you for checking into the status of this contractor or subcontractor. Under Section 126 of the Workers' Compensation Act, you are responsible for obtaining a clearance on your contractor or subcontractor, in order to release you from any liability for unpaid WCB premiums owed by them. Please ensure clearance has been issued in the correct name and that there is coverage in the industry(ies) for which work was performed.

Please accept this letter as a clearance for work completed between the effective date of the account and the date of this letter. For this account, you are cleared of any liability under Section 126 of the Workers' Compensation Act up to the date of this letter. Any holdback may be released for contracts completed, and/or for work completed to the date of this letter. For an account that shows closed under the effective date, the clearance is only valid for work completed up to the close date. If work has not started, obtain a clearance prior to releasing final payment.

Please note, if any directors of the corporation are injured at work, you are protected from lawsuit if they have personal coverage. If they do not have personal coverage, you may not be protected in the case of a workplace injury.

If your contractor or subcontractor is performing work outside Alberta, contact the WCB in that jurisdiction to determine your clearance and any other WCB requirements.

Any alteration of this document is strictly prohibited.

Yours truly,

eBusiness Support Team (12730377)

SIGN UP FOR ONLINE SERVICES - GO TO MY.WCB.AB.CA

2.3.4. SERVICE DELIVERY PROPOSAL

A. PERMIT ISSUANCE

The Agency accepts permit applications, issue permits and collect permit fees as per the Municipalities Fee Schedules (Appendix A) and remits payment of Safety Codes Council levies for all Building, Electrical, Plumbing (Private Sewage), and Gas permits pursuant to the Safety Codes Act and Regulations. The Agency reviews designs, plans, drawings and specifications submitted in support of permit applications. We are available to the Municipalities Planning and Development staff for Safety Codes support as needed. We also provide consulting services to contractors/applicants to ensure compliance with the Safety Codes Act, Regulations, Codes and in accordance with the Municipalities QMP.

The Agency currently conducts all Plans Reviews for the Building and Private Sewage Disciplines within five (5) working days provided that all necessary paper work for completion of these Plans Reviews are current and present.

Permits for Building and Private Sewage permits will be issued in one (1) to two (2) days after the Plans Review has been completed by the Safety Codes Officer (SCO). Electrical, Plumbing and Gas permits will be issued within one (1) to two (2) working days provided all information on permit applications has been completed correctly.

Requests for inspections of projects are forwarded to us by email or other means mutually approved by both parties. We will perform the services, as requested or assigned by the Municipalities, in strict compliance with the Municipalities QMP, and contractual service levels.

All active permits are reviewed on a monthly basis and follow-up phone call, SMS or email are sent, as appropriate to monitor progress on permits.

B. COMPLIANCE MONITORING

The Inspections Group Inc. performs compliance monitoring in strict compliance with all parts of the current edition of the Alberta Building Code, the Canadian Plumbing Code, including Private Sewage Disposal Systems, and all other applicable Codes, Standards or Regulations as required. We carry out our obligations in strict compliance with the Municipalities Quality Management Plan, all Statutes and Regulations passed by any authority having jurisdiction that, without limiting the generality of the foregoing, shall include the Safety Codes Act, as amended. These services include but are not limited to:

- providing Safety Codes consultation and advise;
- review plans;
- issue permits;
- compliance inspections of work and occupancy;
- issue reports and correspondence;
- accept Verification of Compliance;
- review alternative solution proposals;
- issue variances;
- issue orders;
- engage in enforcement action;
- conduct investigations;
- require professional engagement; and
- conduct re-inspections.

We deliver consistency and uniformity in Code compliance, thereby providing an equal playing field for all involved parties. We provide technical advice and Code interpretations relative to the Safety Codes Act, Regulations, applicable Codes, and Standards related to the provision of any of the Safety Codes Services. We review designs, plans, drawings and specifications submitted in support of permit applications for compliance with the Safety Codes Act, applicable Codes, Regulations, Standards and in accordance with the Municipalities Quality Management Plan.

The Agency performs all services in an efficient and timely manner, so as not to impose undue time delays on the proposed service activity. We apply a label on the electrical panel (or equivalent location) for each project inspected, showing the history and types of inspections performed for the applicant/owner.

We carry out all activities that are necessary and incidental to the defense of any dispute or appeal relating to the permit inspections conducted by us that are issued under the Safety Codes Act, on behalf of the Municipalities and at no additional cost to the Municipalities.

Requests for additional services pursuant to the Safety Codes Act, not covered under a permit, are forwarded directly to the Municipalities. Requests approved by the Municipalities are then forwarded to us for the completion of the services.

Follow up is conducted when the Agency has not received an inspection request in a timely manner or when a Final inspection with non-compliances is outstanding. All active files are reviewed on a monthly basis as part of our follow up practices.

Should the contractor/applicant not contact the Agency for inspection, the procedure is as follows:

- 90 days after a permit is issued a follow-up phone call will be made. If no response to the phone call a letter will be sent via email.
- If there is no response to the 90 day follow up, an additional phone call and email will be sent to applicant/owner within 120 days after the initial follow-up.
- Final Inspection/Closed Files will be reviewed by the SCO for further action.

C. PERMIT CLOSURE

The Inspections Group Inc. issue 'Permit Services Reports' to close permits as required by the Municipalities Quality Management Plan.

Compliant Permit Services Reports are emailed directly to the owner of the property. This indicates their permit is compliant and now closed.

When a final inspection is conducted, and there are non-compliances to be addressed, the contractor/applicant will receive a copy of the final non-compliant inspection report. The report will be held "open" for thirty (30) days. After thirty (30) days the contractor/applicant will be notified that their permit is still "open" with non-compliances. We will make every effort to contact the contractor/applicant concerning non-compliances. Once all avenues have been exhausted by us, the permit will be closed non-compliant and a Permit Services Report issued. We will hold this closed permit for an additional thirty (30) days, to allow more time to make necessary repairs by the contractor/applicant and allow for easy re-opening since the file is still in the Agency's possession. Effective coordination between disciplines is achieved by ensuring regular communication between SCO's, Administrative staff and the Municipalities.

NO ENTRY PROCESS

When following up on an active permit, it is the policy of the Agency to have their SCO's call/email the site contractor/applicant one (1) week ahead of going to a site we are attempting to enter. When we are unable to gain entry to a site for a required or requested inspection, the SCO will leave notification on site and/or we will generate an inspection report. This report states that due to "no access" the inspection could not take place. Thirty (30) days after the original "No Entry" report is sent to the contractor/applicant a second notification is sent requesting access to the property. If we have not received an inspection request within thirty (30) days of the second notification, the inspection stage will be considered "No Entry". The inspections stage will be counted as a required inspection (rough-in or final). Depending on the scope of work the permit may be closed "No Entry" with the Municipalities approval.

VERIFICATION OF COMPLIANCE

The SCO's of the Inspections Group Inc. understand and are trained in the use of a Verification of Compliance (VOC). They understand that a VOC is a compliance monitoring tool that provides for third party verification in certain circumstances. These circumstances include: (a) the Quality Management Plan authorizes and establishes the parameters for the use of a VOC as a means for a third party to provide SCO's with reasonable assurance of compliance; (b) reasonable assurance includes, supporting documentation and information that supports the third party assertion that the follow-up to a deficiency noted on a site inspection form has been rectified; and (c) the SCO may accept or reject the VOC after due consideration of such factors as the degree of the non-compliance, the reputation and compliance history of the person submitting the VOC and the relevance of the evidence provided; (d) it is not appropriate for an SCO to use a VOC in lieu of required inspections; and (e) the acceptance of the VOC should be made by the SCO who performed the original inspection and prepared the site inspection form, where reasonable and practical to do so.

The Safety Codes Officers performs random follow up site visits on submitted VOC's to ensure that they are accurate and actions reported are validated. If submissions are incomplete or inaccurate, re-inspections are performed. Re-inspection fees may apply. The use of a VOC, when appropriate, supports the Agency Vision of being recognized as diligent and efficient.

IDENTIFICATION AND FOLLOW-UP OF DEFICIENCIES AND UNSAFE CONDITIONS

We have implemented a Follow Up procedure that enhances our services provided to the contractor/applicant. Every month, all active permits are reviewed. We will contact the contractor/applicant ninety (90) days after permit issuance via phone or email if there have been no inspections or requests for inspections to date. If one hundred twenty (120) days have passed between inspections, the Agency will attempt to contact the contractor/applicant via phone or email to remind them of their permit requirements and possibly book their inspection. Any files that are open with Final inspections will be reviewed for follow up.

File extensions are a commonly used tool we allow our contractors/applicants to apply for should they require additional time starting their project or finishing their project. This is a one-time extension to allow the contractor/applicant the time they require to finish their project.

Final Notices are issued to contractor/applicants who have long outstanding non-compliances with no requests for re-inspection or Verification of Compliance submitted to the Agency to date. These notices are sent via email or mail in an attempt to raise the contractors/applicants awareness of their outstanding non-compliances. At the Municipalities request, we can ensure they receive a copy of each of these issued.

Final Advisory letters are sent to contractor/applicants who have non-compliances that could lead to life safety issues and an eventual Order to Comply. The non-compliances noted on their last inspection report would be of the upmost safety concerns. These letters are a tool the Agency implements to ensure the contractor/applicant are aware of the state of their Permit, and that this Permit is about to go to Order. At the Municipalities request, we can ensure they receive a copy of each of these issued.

If an Unsafe Condition is identified in relation to persons, property, or the environment because of any thing, process or activity to which the Act applies; the Agency SCO(s) will identify the Unsafe Condition(s) on inspection report(s), promptly share with the Municipalities the nature of the Unsafe Condition(s), communicate the action(s) necessary to the contractor/applicant and conduct a site inspection to verify correction of any Unsafe Condition.

VARIANCES

All variances issued by the Agency undergo a peer review by a supervisor or manager to ensure that variances are maintaining the requirement of “equal or better” status to applicable Codes and Regulations.

The Agency, when issuing a variance, will abide by the processes outlined in the Safety Codes Act. The Agency will review all variance applications with the Municipalities Quality Management Plan Manager or specified Municipalities representative, prior to the issuance of a variance.

SITE INVESTIGATIONS

Site Investigations of Safety Code complaints or concerns will be conducted at the request of the Municipalities. Investigations include site inspections and completion of a written report detailing the results of the investigation. An Order to Comply may become necessary due to the possible findings of the investigation; the Order to Comply will be prepared in collaboration with the Municipalities.

These site investigations will be conducted at a rate of \$75.00 per hour, minimum 2 hours plus GST.

D. REQUIRED PERMITS

The Inspections Group Inc. communicates with the Municipalities Planning and Development Departments, to coordinate the respective discipline permits. During the normal process of conducting inspections, the SCO's will be observant for new construction processes and ensure that the permit requirements of the Municipalities Safety Codes Management Plan are identified for follow up. Should the scope of work change, we will advise the contractor/applicant to revise the current permit, or in some cases apply for a new permit for the additional work being conducted that was not identified on the original permit. As part of the Building permit plan review process, all Building permits are reviewed to determine if additional Plumbing, Gas, Electrical or PSDS permits are required.

When contractors/applicants do not reply to communications from us, we will contact the Municipalities representative to assist in directing the contractors/applicants to obtain the required permits. Pursuant to the Safety Codes Act, the Agency SCO's will support the Planning and Development Manager in the application of Administrative Penalties and/or issue a “Stop Work” Order when the warning letters and conversations have failed to motivate contractors/applicants to obtain the required permits.

E. ORDER PROCEDURES

When issuing an order we will abide by the processes outlined in the Safety Codes Act. Any Order written by our SCO's for contravention of the Act, or Regulations, will be reviewed with the Municipalities Planning and Development Departments / Quality Management Plan Manager, prior to the Order being served.

If any person, to whom an Order has been issued, appeals the Order to the Safety Codes Council pursuant to the Act; a SCO in the applicable discipline from The Inspections Group Inc. will attend all appeal proceedings and defend the Order on behalf of the Municipalities. As a value added service there will be no additional cost to the Municipalities.

Basic enforcement, under the Safety Codes Act, will be carried out by the Agency in partnership with the Municipalities. As a value added service there will be no additional cost to the Municipalities.

F. AVAILABILITY

The Inspections Group Inc.'s philosophy is collaboration with the Municipalities as well as permit applicants or owners. The SCO's are available to answer questions regarding Code compliance and to schedule preliminary plan review meetings. This collaborative approach with permit holders is considered a significant contributor to achieve safe buildings. We are a strong advocate of preventing issues from developing into major problems. We provide consultation to contractors/applicants concerning their projects, including how applicable Codes and Regulations could influence their project at no additional charge. We have full time personnel available to answer contractor/applicant questions.

We communicate with the Municipalities Planning and Development staff, Fire Department, Developers, Builders, property owners, Contractors, Architects, and Engineers working in the Municipalities. We will schedule regular (semi-annual) meetings with Municipalities Planning and Development staff to review the permit process, inspection services, and other matters. We will also have personnel available for consultation with the Municipalities Departments that may include field personnel, when appropriate.

Service complaints and concerns are dealt with by Contract Relations personnel and the Inspections Group Inc. directors of their respective disciplines, including the CEO, if required. All complaints and concerns will be reviewed with the Municipalities Management. They will communicate directly with Planning and Development personnel on a periodic basis. They communicate to ensure that we are delivering quality services that meet or exceed the expectations of the customer and the Municipalities. Findings are reported to the Chief Executive Officer on the quality of our services, satisfaction levels, and dispute resolutions, if and when applicable.

The normal working hours of the Inspections Group Inc. are from 7:30 a.m. to 4:30 p.m. Monday to Friday; however, our Safety Code Officers may arrange to conduct inspections for contractor/applicants after these hours for an additional charge. We can be contacted at (780) 454-5048 or toll free 1-866-554-5048. This number also provides an after-hours voice-messaging service. Emailed questions can be sent to questions@inspectionsgroup.com. Fax communication is available at (780) 454-5222 or toll free at 1-866-454-5222.

All our SCO's are equipped with cell phones, and are in constant communication with the office during working hours. The Agency administration staff will transfer calls to the SCO involved with a specific project. This customer service allows the client to speak directly with the SCO involved in the inspection of the project. E-mail addresses of key Agency staff will be made available to the Municipalities. All SCO's carry Safety Codes Council, and Agency identification cards for presentation to contractor/applicants.

G. TRAINING

As soon as new training material becomes available from the Safety Codes Council, we schedule training session(s) to update our Safety Codes Officers (SCO's). Internal discipline specific meetings take place on a monthly and bi-weekly basis to review the interpretation and application of Codes. This includes training from outside experts. This results in consistent application of Code interpretation and application.

Our team of 28 professional SCO's, 12 Administrative support staff and Directors are proficient in compliance monitoring and Code interpretation as the result of a precise and comprehensive training program. Our philosophy, of being a leader in compliance monitoring, means we are working constantly to train our personnel on the diverse challenges they will encounter. Training is provided in a number of ways to our personnel. Our SCO's are experienced in Codes compliance monitoring, Codes interpretations and on-site consultation. These skills improve the quality of an installation and assist in reducing costs to the contractor/applicants and the Municipalities.

All SCO's and Administrative staff employed by the Agency performs their duties with impartiality, integrity and in a professional and ethical manner. The Service Team assigned to the Municipalities is provided with ongoing training to maintain and enhance their competency by:

- reviewing the Municipalities Quality Management Plan on a regular basis, and having it available for review at any time on our internal website;
- participating in Alberta Construction Safety Association Training Certification Program;
- participating in Safety Code upgrading courses;
- participating in Code courses as instructors, participants, or facilitators;
- participating in Alberta Municipal Affairs Regional meetings, Safety Codes Council annual conference, conferences for Electrical Inspectors Association of Alberta, Alberta Mechanical Officials Society, Alberta Onsite Wastewater Management Association and Alberta Building Officials Association;
- maintaining frequent communication with Alberta Municipal Affairs and Safety Codes Council; and
- ensuring all staff has completed the WHMIS 2015 Training for Workers and FOIP training.

We will support the Municipalities Planning and Development Services Department by:

- conducting orientation workshop(s) with the Municipalities and our staff to review processes, Codes, Safety Codes Act and Standards required under the contract (these will be available virtually as well);
- provide training to Municipalities administration staff on permit information requirements and processes. As a value added service there will be no additional cost to the Municipalities; and
- being available to mentor the Municipalities staff in daily operation of the Safety Codes system.

When Codes change we will assist the Municipalities by providing Safety Codes updates, and permit issuance orientations. An orientation will be done in partnership with the Municipalities. We will develop the information and have a subject matter expert available to answer questions. The Municipalities may select the forum/location.

We will offer to do an open house forum, at a mutually agreed upon date and location, allowing for contractors/applicants to ask questions about the issues they are facing and to help identify any process challenges they may be experiencing. This public open house is a mechanism that we recommend to ensure feedback is heard from industry. This creates the opportunity to improve how the Safety Codes system works for the benefit of the public.

H. TRANSITION

Should the Municipalities choose to no longer keep The Inspections Groups Inc. as their service provider, we propose to have existing permits closed by the Agency and new permits issued on or after the date of contract commencement will be managed by the new Agency.

I. DATA MANAGEMENT

The Agency is currently using e-SITE for permit issuance and tracking permits for the Municipalities. We generate inspection requests, inspection reports, and permit services reports through e-SITE. Additional documentation is uploaded to e-SITE throughout the permit process.

All records, held by us, will be stored securely in our Edmonton office to ensure that confidentiality of information is maintained. On a monthly basis all closed files will be returned to the Municipalities together with a report listing of permits that have been closed during the prior month.

The Inspections Group Inc. has developed an internal inspection reporting program that greatly enhances the quality of field inspection reports. This inspection system is available to the Municipalities as part of this proposal and a sample inspection report is attached in Appendix "C". Two primary benefits of this system are:

- (a) reports have photographs embedded into the inspection report; and
- (b) the inspection reports are sent directly from site 95%+ of the time! Inspection reports would only be delayed for projects where a SCO needs to consult a supervisor or review code requirements in depth.

This inspection report system works in parallel with eSITE, which ensures that data entry into eSITE continues to support eSITE reports for the Municipalities. This will operate and allow for accurate statistics and file management.

J. PROPOSED SAFETY CODES OFFICERS

Steve Henderson

THE INSPECTIONS GROUP INC.
12010-111 Avenue
Edmonton, AB T5G 0E6
Phone: (780) 454-5048

**Steve Henderson,
Safety Codes Officer Building**

- Certification #118398 & Designation #D00006798
- Certified in Building Group Leve Three
- Alberta Construction Safety Certified
- WHIMIS 2015 Training For Workers
- Emergency First Aid Level C
- 2014 Alberta Building Code update training
- Total of 25 years in the Building and construction industry
- A total of 9 years as a Building Inspector with The Inspections Group Inc.
- Currently services County of Westlock, Town of Morinville and Stony Plain, City of Edmonton and Spruce Grove, and several areas North and West of Alberta (ASCA).

Cameron Kowalski

THE INSPECTIONS GROUP INC.
12010-111 Avenue
Edmonton, AB T5G 0E6
Phone: (780) 454-5048

Cameron Kowalski, SCO, Building, Plumbing & Gas Inspector

- Plumbing and Gas Certification #119690 & Designation #D00010143 / D00010142
- Building Certification #119690 & Designation #D00010144
- Certified Gasfitter Class A
- Red Seal Journeyman Plumber
- Private Sewage Disposal System certified installer and Safety Codes Officer
- Building SCO certified for Residential and HVAC Residential
- Over 27 years in the construction industry
- Construction Safety Training
- H2S Alive certified
- WHMIS for Workers Training
- A Plumbing / PSDS & Gas Inspector with the Agency for 3 years
- Currently provides inspection services for Smoky Lake County and Town, Village of Vilna and Waskatenau, and City of Edmonton.



Dan Bridges

THE INSPECTIONS GROUP INC.
12010-111 Avenue
Edmonton, AB T5G 0E6
Phone: (780) 454-5048

Dan Bridges, SCO, Electrical Inspector

- Certification # 123386 & Designation # D00009497
- Certified Electrical in Group A (Installations)
- First Class Electrical Certificate/Master Electrician
- WHMIS Certification
- CSTS upgrading (includes WHMIS)
- 24th edition CEC upgrade
- A total of 17 years experience in the electrical industry.
- A total of 3 year experience in electrical inspections on various residential / multi-family, commercial, industrial installations
- Currently provides Safety Codes services for Athabasca Town and County, Smoky Lake Town and County, Barrhead Town and County, Westlock County, Alberta Beach, Summer Village of Castle Island, Silver Sands, Southview and Sunset Point.

2.3.5. INSURANCE AND SECURITY

CERTIFICATE OF INSURANCE					ISSUE DATE (DD/MM/YY) 15/06/20	
BROKER  Aon Reed Stenhouse Inc. Ste 900, 10025 102A Avenue Edmonton, AB T5J 0Y2 PHONE: 780-423-9801 FAX: 780-423-9876			This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policies below.			
INSURED'S FULL NAME AND MAILING ADDRESS THE INSPECTIONS GROUP INC. 12010 – 111Ave EDMONTON, AB T5G 0E6			Company A	ALLIANZ GLOBAL RISKS US INSURANCE COMPANY		
			Company B	ROYAL & SUN ALLIANCE INSURANCE COMPANY		
			Company C	CERTAIN UNDERWRITERS AT LLOYDS OF LONDON		
			Company D			
Certificate No. 027						
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
TYPE OF INSURANCE	CO LTR	POLICY NUMBER	EFFECTIVE (DD/MM/YY)	EXPIRATION (DD/MM/YY)	LIMITS OF LIABILITY (Canadian dollars unless otherwise indicated)	
COMMERCIAL GENERAL LIABILITY <small>(BROAD FORM BODILY INJURY & PROPERTY DAMAGE, PERSONAL & ADVERTISING INJURY, CROSS LIABILITY - SEVERABILITY OF INTEREST, TENANTS LEGAL LIABILITY, EMPLOYERS LIABILITY, BLANKET CONTRACTUAL LIABILITY, SUDDEN & ACCIDENTAL POLLUTION, OWNERS' AND CONTRACTORS' PROTECTIVE, PREMISES & OPERATIONS LIABILITY, INDEPENDENT CONTRACTORS, EMPLOYEES AS ADDITIONAL INSURED, CONTINGENT EMPLOYERS LIABILITY, XCU ENDORSEMENT AND FOREST FIRE FIGHTING EXPENSE)</small>	A	CAC001607190	13/06/20	13/06/21	\$1,000,000	EACH OCCURENCE BODILY INJURY AND PROPERTY DAMAGE
					\$1,000,000	AGGREGATE, PRODUCTS AND COMPLETED OPERATION
NON-OWNED AUTOMOBILE LIABILITY	A	CAC001607190	13/06/20	13/06/21	INCLUDED IN COMMERCIAL GENERAL LIABILITY	
AUTOMOBILE LIABILITY <small>ALL VEHICLES OWNED BY, REGISTERED IN THE NAME OF AND/OR LEASED BY THE INSURED</small>	B	CAP047720024	13/06/20	13/06/21	\$1,000,000	THIRD PARTY LIABILITY LIMIT BODILY INJURY, DEATH AND PROPERTY DAMAGE
UMBRELLA LIABILITY <small>EXCESS OF UNDERLYING POLICIES</small>	A	CAC00160819U	13/06/20	13/06/21	\$4,000,000	EACH OCCURENCE BODILY INJURY AND PROPERTY DAMAGE
					\$4,000,000	AGGREGATE, PRODUCTS AND COMPLETED OPERATION
PROFESSIONAL LIABILITY	C	PEO00019	13/06/20	13/06/21	\$3,000,000	EACH CLAIM
					\$3,000,000	AGGREGATE
RE: EVIDENCE OF INSURANCE AN UMBRELLA POLICY GENERALLY IS WRITTEN OVER VARIOUS PRIMARY LIABILITY POLICIES. IN THE CASE OF THE INSPECTIONS GROUP IT SITS ABOVE THE COMMERCIAL GENERAL LIABILITY (CGL) POLICY, AND AUTOMOBILE POLICY. THE UMBRELLA POLICY SERVES THREE PURPOSES: IT PROVIDES EXCESS LIMITS WHEN THE LIMITS OF UNDERLYING LIABILITY POLICIES ARE EXHAUSTED BY THE PAYMENT OF CLAIMS; IT DROPS DOWN AND PICKS UP WHERE THE UNDERLYING POLICY LEAVES OFF WHEN THE AGGREGATE LIMIT OF THE UNDERLYING POLICY IN QUESTION IS EXHAUSTED BY THE PAYMENT OF CLAIMS; AND IT PROVIDES PROTECTION AGAINST SOME CLAIMS NOT COVERED BY THE UNDERLYING POLICIES, SUBJECT TO THE ASSUMPTION BY THE NAMED INSURED OF A SELF-INSURED RETENTION (SIR).						
CERTIFICATE HOLDER			AUTHORIZED REPRESENTATIVE			
Smoky Lake County 4612 McDougall Drive PO Box 310 Smoky Lake, AB T0A 3C0			 Per: _____ Authorized Representative			

CERTIFICATE OF INSURANCE					ISSUE DATE (DD/MM/YY) 21/06/21	
BROKER Aon Reed Stenhouse Inc. Ste 900, 10025 102A Avenue Edmonton, AB T5J 0Y2 PHONE: 780-423-9801 FAX: 780-423-9876			This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policies below.			
INSURED'S FULL NAME AND MAILING ADDRESS THE INSPECTIONS GROUP INC. 12010 – 111Ave EDMONTON, AB T5G 0E6			Company A	EVOLUTION INSURANCE INC		
			Company B	ROYAL & SUN ALLIANCE INSURANCE COMPANY		
			Company C	CERTAIN UNDERWRITERS AT LLOYDS OF LONDON		
			Company D	ZURICH INSURANCE		
			Company E			
			Company F	CERTAIN UNDERWRITERS AT LLOYDS OF LONDON		
Certificate No. 044						
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
TYPE OF INSURANCE	CO LTR	POLICY NUMBER	EFFECTIVE (DD/MM/YY)	EXPIRATION (DD/MM/YY)	LIMITS OF LIABILITY (Canadian dollars unless otherwise indicated)	
COMMERCIAL GENERAL LIABILITY <i>(BROAD FORM BODILY INJURY & PROPERTY DAMAGE, PERSONAL & ADVERTISING INJURY, CROSS LIABILITY - SEVERABILITY OF INTEREST, TENANTS LEGAL LIABILITY, EMPLOYERS LIABILITY, BLANKET CONTRACTUAL LIABILITY, SUDDEN & ACCIDENTAL POLLUTION, OWNERS' AND CONTRACTORS' PROTECTIVE, PREMISES & OPERATIONS LIABILITY, INDEPENDENT CONTRACTORS, EMPLOYEES AS ADDITIONAL INSURED, CONTINGENT EMPLOYERS LIABILITY, XCU ENDORSEMENT AND FOREST FIRE FIGHTING EXPENSE)</i>	A	EVO22030	13/06/21	13/06/22	\$2,000,000	EACH OCCURENCE BODILY INJURY AND PROPERTY DAMAGE
					\$2,000,000	AGGREGATE, PRODUCTS AND COMPLETED OPERATION
NON-OWNED AUTOMOBILE LIABILITY	A	EVO22030	13/06/21	13/06/22	\$2,000,000	INCLUDED IN COMMERCIAL GENERAL LIABILITY
AUTOMOBILE LIABILITY <i>ALL VEHICLES OWNED BY, REGISTERED IN THE NAME OF AND/OR LEASED BY THE INSURED</i>	B	CAP047720024	13/06/21	13/06/22	\$2,000,000	THIRD PARTY LIABILITY LIMIT BODILY INJURY, DEATH AND PROPERTY DAMAGE
UMBRELLA LIABILITY <i>EXCESS OF UNDERLYING POLICIES EVO22030 CAP047720024</i>	C	UMX00521	13/06/21	13/06/22	\$3,000,000	EACH OCCURENCE BODILY INJURY AND PROPERTY DAMAGE
					\$3,000,000	AGGREGATE, PRODUCTS AND COMPLETED OPERATION
CONTRACTORS EQUIPMENT	D	LPC10593	13/06/21	13/06/22	BLANKET SUM INSURED	"ALL RISKS" OF DIRECT PHYSICAL LOSS OR DAMAGE - REPLACEMENT COST
PROFESSIONAL LIABILITY	F	PEO10209	13/06/21	13/06/22	Each Claim	AGGREGATE
RE: EVIDENCE OF INSURANCE AN UMBRELLA POLICY GENERALLY IS WRITTEN OVER VARIOUS PRIMARY LIABILITY POLICIES. IN THE CASE OF THE INSPECTIONS GROUP IT SITS ABOVE THE COMMERCIAL GENERAL LIABILITY (CGL) POLICY, AND AUTOMOBILE POLICY. THE UMBRELLA POLICY SERVES THREE PURPOSES: IT PROVIDES EXCESS LIMITS WHEN THE LIMITS OF UNDERLYING LIABILITY POLICIES ARE EXHAUSTED BY THE PAYMENT OF CLAIMS; IT DROPS DOWN AND PICKS UP WHERE THE UNDERLYING POLICY LEAVES OFF WHEN THE AGGREGATE LIMIT OF THE UNDERLYING POLICY IN QUESTION IS EXHAUSTED BY THE PAYMENT OF CLAIMS; AND IT PROVIDES PROTECTION AGAINST SOME CLAIMS NOT COVERED BY THE UNDERLYING POLICIES, SUBJECT TO THE ASSUMPTION BY THE NAMED INSURED OF A SELF-INSURED RETENTION (SIR).						
CERTIFICATE HOLDER Town of Smoky Lake 56 Wheatland Avenue Smoky Lake, AB T0A 3C9				AUTHORIZED REPRESENTATIVE Per: _____ Authorized Representative		

CERTIFICATE OF INSURANCE					ISSUE DATE (DD/MM/YY) 21/06/21	
BROKER Aon Reed Stenhouse Inc. Ste 900, 10025 102A Avenue Edmonton, AB T5J 0Y2 PHONE: 780-423-9801 FAX: 780-423-9876			This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policies below.			
INSURED'S FULL NAME AND MAILING ADDRESS THE INSPECTIONS GROUP INC. 12010 – 111Ave EDMONTON, AB T5G 0E6			Company A	EVOLUTION INSURANCE INC		
			Company B	ROYAL & SUN ALLIANCE INSURANCE COMPANY		
			Company C	CERTAIN UNDERWRITERS AT LLOYDS OF LONDON		
			Company D	ZURICH INSURANCE		
			Company E			
			Company F	CERTAIN UNDERWRITERS AT LLOYDS OF LONDON		
Certificate No. 049						
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
TYPE OF INSURANCE	CO LTR	POLICY NUMBER	EFFECTIVE (DD/MM/YY)	EXPIRATION (DD/MM/YY)	LIMITS OF LIABILITY (Canadian dollars unless otherwise indicated)	
COMMERCIAL GENERAL LIABILITY (BROAD FORM BODILY INJURY & PROPERTY DAMAGE, PERSONAL & ADVERTISING INJURY, CROSS LIABILITY - SEVERABILITY OF INTEREST, TENANTS LEGAL LIABILITY, EMPLOYERS LIABILITY, BLANKET CONTRACTUAL LIABILITY, SUDDEN & ACCIDENTAL POLLUTION, OWNERS' AND CONTRACTORS' PROTECTIVE, PREMISES & OPERATIONS LIABILITY, INDEPENDENT CONTRACTORS, EMPLOYEES AS ADDITIONAL INSURED, CONTINGENT EMPLOYERS LIABILITY, XCU ENDORSEMENT AND FOREST FIRE FIGHTING EXPENSE)	A	EVO22030	13/06/21	13/06/22	\$2,000,000	EACH OCCURENCE BODILY INJURY AND PROPERTY DAMAGE
					\$2,000,000	AGGREGATE, PRODUCTS AND COMPLETED OPERATION
NON-OWNED AUTOMOBILE LIABILITY	A	EVO22030	13/06/21	13/06/22	\$2,000,000	INCLUDED IN COMMERCIAL GENERAL LIABILITY
AUTOMOBILE LIABILITY ALL VEHICLES OWNED BY, REGISTERED IN THE NAME OF AND/OR LEASED BY THE INSURED	B	CAP047720024	13/06/21	13/06/22	\$2,000,000	THIRD PARTY LIABILITY LIMIT BODILY INJURY, DEATH AND PROPERTY DAMAGE
UMBRELLA LIABILITY EXCESS OF UNDERLYING POLICIES EVO22030 CAP047720024	C	UMX00521	13/06/21	13/06/22	\$3,000,000	EACH OCCURENCE BODILY INJURY AND PROPERTY DAMAGE
					\$3,000,000	AGGREGATE, PRODUCTS AND COMPLETED OPERATION
CONTRACTORS EQUIPMENT	D	LPC10593	13/06/21	13/06/22	BLANKET SUM INSURED	"ALL RISKS" OF DIRECT PHYSICAL LOSS OR DAMAGE - REPLACEMENT COST
PROFESSIONAL LIABILITY	F	PEO10209	13/06/21	13/06/22	Each Claim	AGGREGATE
RE: EVIDENCE OF INSURANCE AN UMBRELLA POLICY GENERALLY IS WRITTEN OVER VARIOUS PRIMARY LIABILITY POLICIES. IN THE CASE OF THE INSPECTIONS GROUP IT SITS ABOVE THE COMMERCIAL GENERAL LIABILITY (CGL) POLICY, AND AUTOMOBILE POLICY. THE UMBRELLA POLICY SERVES THREE PURPOSES: IT PROVIDES EXCESS LIMITS WHEN THE LIMITS OF UNDERLYING LIABILITY POLICIES ARE EXHAUSTED BY THE PAYMENT OF CLAIMS; IT DROPS DOWN AND PICKS UP WHERE THE UNDERLYING POLICY LEAVES OFF WHEN THE AGGREGATE LIMIT OF THE UNDERLYING POLICY IN QUESTION IS EXHAUSTED BY THE PAYMENT OF CLAIMS; AND IT PROVIDES PROTECTION AGAINST SOME CLAIMS NOT COVERED BY THE UNDERLYING POLICIES, SUBJECT TO THE ASSUMPTION BY THE NAMED INSURED OF A SELF-INSURED RETENTION (SIR).						
CERTIFICATE HOLDER				AUTHORIZED REPRESENTATIVE		
Village of Vilna 5135 – 50 Street (Main Street) PO Box 10 Vilna, AB T0A 3L0				 Per: _____ Authorized Representative		

CERTIFICATE OF INSURANCE					ISSUE DATE (DD/MM/YY) 21/06/21	
BROKER Aon Reed Stenhouse Inc. Ste 900, 10025 102A Avenue Edmonton, AB T5J 0Y2 PHONE: 780-423-9801 FAX: 780-423-9876			This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policies below.			
INSURED'S FULL NAME AND MAILING ADDRESS THE INSPECTIONS GROUP INC. 12010 – 111Ave EDMONTON, AB T5G 0E6			Company A	EVOLUTION INSURANCE INC		
			Company B	ROYAL & SUN ALLIANCE INSURANCE COMPANY		
			Company C	CERTAIN UNDERWRITERS AT LLOYDS OF LONDON		
			Company D	ZURICH INSURANCE		
			Company E			
			Company F	CERTAIN UNDERWRITERS AT LLOYDS OF LONDON		
Certificate No. 051						
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
TYPE OF INSURANCE	CO LTR	POLICY NUMBER	EFFECTIVE (DD/MM/YY)	EXPIRATION (DD/MM/YY)	LIMITS OF LIABILITY (Canadian dollars unless otherwise indicated)	
COMMERCIAL GENERAL LIABILITY <i>(BROAD FORM BODILY INJURY & PROPERTY DAMAGE, PERSONAL & ADVERTISING INJURY, CROSS LIABILITY - SEVERABILITY OF INTEREST, TENANTS LEGAL LIABILITY, EMPLOYERS LIABILITY, BLANKET CONTRACTUAL LIABILITY, SUDDEN & ACCIDENTAL POLLUTION, OWNERS' AND CONTRACTORS' PROTECTIVE, PREMISES & OPERATIONS LIABILITY, INDEPENDENT CONTRACTORS, EMPLOYEES AS ADDITIONAL INSUREDS, CONTINGENT EMPLOYERS LIABILITY, XCU ENDORSEMENT AND FOREST FIRE FIGHTING EXPENSE)</i>	A	EVO22030	13/06/21	13/06/22	\$2,000,000	EACH OCCURENCE BODILY INJURY AND PROPERTY DAMAGE
Non-Owned Automobile Liability	A	EVO22030	13/06/21	13/06/22	\$2,000,000	INCLUDED IN COMMERCIAL GENERAL LIABILITY
AUTOMOBILE LIABILITY <i>ALL VEHICLES OWNED BY, REGISTERED IN THE NAME OF AND/OR LEASED BY THE INSURED</i>	B	CAP047720024	13/06/21	13/06/22	\$2,000,000	THIRD PARTY LIABILITY LIMIT BODILY INJURY, DEATH AND PROPERTY DAMAGE
UMBRELLA LIABILITY <i>EXCESS OF UNDERLYING POLICIES EVO22030 CAP047720024</i>	C	UMX00521	13/06/21	13/06/22	\$3,000,000	EACH OCCURENCE BODILY INJURY AND PROPERTY DAMAGE
CONTRACTORS EQUIPMENT	D	LPC10593	13/06/21	13/06/22	BLANKET SUM INSURED	"ALL RISKS" OF DIRECT PHYSICAL LOSS OR DAMAGE - REPLACEMENT COST
PROFESSIONAL LIABILITY	F	PEO10209	13/06/21	13/06/22	Each Claim	AGGREGATE
RE: EVIDENCE OF INSURANCE AN UMBRELLA POLICY GENERALLY IS WRITTEN OVER VARIOUS PRIMARY LIABILITY POLICIES. IN THE CASE OF THE INSPECTIONS GROUP IT SITS ABOVE THE COMMERCIAL GENERAL LIABILITY (CGL) POLICY, AND AUTOMOBILE POLICY. THE UMBRELLA POLICY SERVES THREE PURPOSES: IT PROVIDES EXCESS LIMITS WHEN THE LIMITS OF UNDERLYING LIABILITY POLICIES ARE EXHAUSTED BY THE PAYMENT OF CLAIMS; IT DROPS DOWN AND PICKS UP WHERE THE UNDERLYING POLICY LEAVES OFF WHEN THE AGGREGATE LIMIT OF THE UNDERLYING POLICY IN QUESTION IS EXHAUSTED BY THE PAYMENT OF CLAIMS; AND IT PROVIDES PROTECTION AGAINST SOME CLAIMS NOT COVERED BY THE UNDERLYING POLICIES, SUBJECT TO THE ASSUMPTION BY THE NAMED INSURED OF A SELF-INSURED RETENTION (SIR).						
CERTIFICATE HOLDER Village of Waskatenau 5008 – 51 Street PO Box 99 Waskatenau, AB T0A 3P0			AUTHORIZED REPRESENTATIVE <div style="text-align: center;"> </div> Per: _____ Authorized Representative			

The Agency has been in business for twenty years and, in that time, has conducted over 1.3 million inspections. The number of legal actions compared to the amount of work that the Agency has done yields a ratio of one (1) legal action: for every fifty thousand (50,000) inspections that the Agency has conducted. Stated another way, 0.002% of all the work that the Agency has conducted over 20 years has contributed to legal action. All legal actions have successfully been resolved in our favor. We have sustained no judgements against our organization and have experienced no claims since 2017.

2.3.6. FEE SCHEDULE

The Agency collects permit fees for all Building, Electrical, Gas, Plumbing and Private Sewage permits and submit applicable Levies. The Agency issues all Building, Electrical, Gas, Plumbing and Private Sewage permits.

The Agency performs services as described at a rate of 65% of the permit fees. At the end of each month the Agency provides the Municipalities with a detailed monthly invoice, setting out all the issued permits and/or services provided by the Agency during the previous month. At the end of each month, the Agency remits to the Municipalities 35% (plus any applicable GST) of all of the collected Permit Fees minus the Safety Code levy for permits issued during the previous month.

Re-Inspections and additional inspections selected at the time of permit issuance, are charged at a rate of \$150.00 per inspection plus the Safety Codes levy. The Municipalities receives their percentage split of these supplementary charges.

Additional pre-authorized inspection services not covered under permit(s), requested by the contractor/applicant, will be invoiced at a rate of \$120 per hour (Min 2 hours) plus GST. The Agency will retain 100% of these fees.

Additional inspection services not covered under permit(s), and site investigations at the request of the Municipalities will be conducted at a rate of \$75.00 per hour (Min 2 hours) plus GST. The Agency will retain 100% of these fees.

A minimum cancellation fee of \$35.00 will be retained when a permit is cancelled and upon cancellation of a Building and Private Sewage permit 25% of the Permit Fee will be paid to the Agency if a plan review has been completed, up to a maximum of \$250.00. Cancellation requests must be made in writing from the applicant and forwarded to the Agency.

APPENDIX "A"
FEE SCHEDULES



Smoky Lake County
 PO Box 310
 SMOKY LAKE AB T0A 3C0
 Phone: (780) 656-3730
 Fax: (780) 656-3768
 www.smokylakecounty.ab.ca

The Inspections Group Inc.
 12010 – 111 Avenue
 EDMONTON AB T5G 0E6
 Phone: (780) 454-5048 Toll Free: (866) 554-5048
 Fax: (780) 454-5222 Toll Free: (866) 454-5222
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BUILDING PERMIT FEE SCHEDULE

RESIDENTIAL/DWELLING UNITS/FARM

New Construction - Building Permit Levy (main level)	\$0.50 per sq. ft. + SCC levy
- Upper/Lower Floors	\$0.39 per sq. ft. + SCC levy
Additions/renovations/basement development	\$0.39 per sq. ft. + SCC levy
	\$125.00 (minimum fee) + SCC levy

Accessory Buildings

Garages (attached or detached) (flat rate) (under 624 sq. ft.)	\$125.00 + SCC levy
Shops, garages, storage buildings (over 624 sq. ft.)	\$0.39 per sq. ft. + SCC levy
Decks or garden storage sheds (sheds under 150 sq. ft.)	\$100.00 + SCC levy
Relocation of Home (set-up on basement or foundation)	\$0.37 per sq. ft. + SCC levy (min \$125.00)
Placement of home (only)	\$325.00 (minimum fee) + SCC levy
Fireplaces/Wood Stove (if not included in new construction) (flat rate)	\$104.00 + SCC levy
Demolitions Residential (flat rate)	\$104.00 + SCC levy
Geothermal Heating	\$250.00 + SCC levy

COMMERCIAL/INDUSTRIAL/INSTITUTIONAL

First \$1,000,000.00 construction value	\$6.25 per \$1,000 construction value + SCC levy
Over \$1,000,000.00 construction value	\$6,250.00 + (\$5.00 per \$1,000 construction value portions over \$1,000,000.00) + SCC levy
(Minimum Fee)	\$350.00 + SCC levy
Demolitions Commercial (flat rate)	\$150.00 + SCC levy

MANUFACTURED AND MODULAR HOME

Modular Home (RTM's, etc)	\$335.00 + SCC levy
Basement Development	\$0.39 sq. ft. + SCC levy (min. \$150.00)
Manufactured Home Set-up	\$200.00 + SCC levy
Basement Development (if on foundation)	\$0.39 sq. ft. + SCC levy (min. \$150.00)

NOTE: Add applicable 'Safety Codes Council' levy to each permit; \$ 4.50 each permit or 4% of permit levy, whichever is greater!

A minimum cancellation fee of \$35.00 will be retained when a permit is cancelled or 25% up to a max of \$250 of the fee if a drawing review has been completed or an inspection has been carried out.

When work has commenced without first obtaining the required permit(s); the permit fees will be doubled up to a maximum of \$500.00 surcharge per permit.

Re-Inspections will be charged a rate of \$150.00 per inspection + GST.

Re-opening a previously closed permit will be charged to applicants at a rate of \$75 per permit, plus applicable re-inspection fees should they apply.

(Effective: TBD)



Smoky Lake County
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 SMOKY LAKE AB T0A 3C0
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GAS PERMIT FEE SCHEDULE

Residential Installations	
Number of Outlets	Permit Fee
1	\$95.00
2	\$100.00
3	\$105.00
4	\$125.00
5	\$135.00
6	\$145.00
7	\$160.00
8	\$175.00
9	\$190.00
10	\$200.00
11	\$210.00
12	\$220.00
13	\$230.00
14	\$235.00
15	\$244.00
16	\$250.00
17	\$255.00
18	\$260.00
19	\$265.00
20	\$270.00

Non-Residential Installations			
B.T.U. Input	Permit Fee	B.T.U. Input	Permit Fee
10,000	\$95.00	210,000	\$120.00
20,000	\$95.00	230,000	\$120.00
30,000	\$95.00	250,000	\$130.00
40,000	\$95.00	300,000	\$135.00
50,000	\$100.00	350,000	\$140.00
60,000	\$100.00	400,000	\$145.00
70,000	\$100.00	450,000	\$155.00
80,000	\$100.00	500,000	\$160.00
90,000	\$100.00	550,000	\$165.00
100,000	\$105.00	600,000	\$170.00
110,000	\$105.00	650,000	\$175.00
120,000	\$105.00	700,000	\$180.00
130,000	\$105.00	750,000	\$185.00
140,000	\$105.00	800,000	\$190.00
150,000	\$110.00	850,000	\$195.00
160,000	\$110.00	900,000	\$205.00
170,000	\$110.00	950,000	\$215.00
180,000	\$110.00	1,000,000	\$250.00
190,000	\$115.00	1,000,001 to 2,000,000	\$270.00
200,000	\$115.00	Over 2,000,000 Add \$ 5.00 per 100,000 BTU	

Propane and Small Installations

Propane Tank Sets (New or Replacements)	\$90.00 per Appliance
Temporary Heat	\$90.00 per Appliance
Gas/Propane Cylinder Refill Centers	\$285.00
Replacement Commercial or Industrial Appliances (per unit)	
1 - 400,000 BTU Input	\$145.00 per Unit
400,001 - 3,000,000 BTU Input	\$225.00 per Unit
Over 3,000,000 BTU Input	\$325.00 per Unit

NOTE: Add applicable 'Safety Codes Council' levy to each permit; \$ 4.50 each permit or 4% of permit levy, whichever is greater!

A minimum cancellation fee of \$35.00 will be retained when a permit is cancelled or 25% up to a max of \$250 of the fee if a drawing review has been completed or an inspection has been carried out.

When work has commenced without first obtaining the required permit(s); the permit fees will be doubled up to a maximum of \$500.00 surcharge per permit.

Re-inspections will be charged a rate of \$150.00 per inspection + GST.

Re-opening a previously closed permit will be charged to applicants at a rate of \$75 per permit, plus applicable re-inspection fees should they apply.

(Effective: TBD)



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**PLUMBING PERMIT FEE SCHEDULE
 (RESIDENTIAL)**

# of Fixtures	Permit Fee	# of Fixtures	Permit Fee
1	\$95.00	21	\$190.00
2	\$100.00	22	\$195.00
3	\$105.00	23	\$200.00
4	\$105.00	24	\$205.00
5	\$110.00	25	\$210.00
6	\$115.00	26	\$215.00
7	\$120.00	27	\$220.00
8	\$125.00	28	\$225.00
9	\$130.00	29	\$230.00
10	\$135.00	30	\$235.00
11	\$140.00	31	\$240.00
12	\$145.00	32	\$245.00
13	\$150.00	33	\$250.00
14	\$155.00	34	\$255.00
15	\$160.00	35	\$260.00
16	\$165.00	36	\$265.00
17	\$170.00	37	\$270.00
18	\$175.00	38	\$275.00
19	\$180.00	39	\$280.00
20	\$185.00	40	\$285.00
Add \$3.00 per fixture over 40			

PRIVATE SEWAGE PERMITS

Private Sewage System - \$375.00
Holding Tanks - \$150.00

NOTE: Add applicable 'Safety Codes Council' levy to each permit; \$ 4.50 each permit or 4% of permit levy, whichever is greater!

A minimum cancellation fee of \$35.00 will be retained when a permit is cancelled or 25% up to a max of \$250 of the fee if a drawing review has been completed or an inspection has been carried out.

When work has commenced without first obtaining the required permit(s); the permit fees will be doubled up to a maximum of \$500.00 surcharge per permit.

Re-Inspections will be charged a rate of \$150.00 per inspection + GST.

Re-opening a previously closed permit will be charged to applicants at a rate of \$75 per permit, plus applicable re-inspection fees should they apply.

(Effective: TBD)



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**PLUMBING PERMIT FEE SCHEDULE
 (COMMERCIAL)**

# of Fixtures	Permit Fee	# of Fixtures	Permit Fee	# of Fixtures	Permit Fee
1	\$95.00	35	\$270.00	69	\$440.00
2	\$100.00	36	\$275.00	70	\$445.00
3	105.00	37	\$280.00	71	\$450.00
4	\$110.00	38	\$285.00	72	\$455.00
5	\$115.00	39	\$290.00	73	\$460.00
6	\$120.00	40	\$295.00	74	\$465.00
7	\$125.00	41	\$300.00	75	\$470.00
8	\$130.00	42	\$305.00	76	\$475.00
9	\$135.00	43	\$310.00	77	\$480.00
10	\$140.00	44	\$315.00	78	\$485.00
11	\$145.00	45	\$320.00	79	\$490.00
12	\$150.00	46	\$325.00	80	\$495.00
13	\$155.00	47	\$330.00	81	\$500.00
14	\$160.00	48	\$335.00	82	\$505.00
15	\$165.00	49	\$340.00	83	\$510.00
16	\$170.00	50	\$345.00	84	\$515.00
17	\$175.00	51	\$350.00	85	\$520.00
18	\$180.00	52	\$355.00	86	\$525.00
19	\$185.00	53	\$360.00	87	\$527.00
20	\$190.00	54	\$365.00	88	\$530.00
21	\$195.00	55	\$370.00	89	\$533.00
22	\$200.00	56	\$375.00	90	\$535.00
23	\$205.00	57	\$380.00	91	\$537.00
24	\$210.00	58	\$385.00	92	\$540.00
25	\$215.00	59	\$390.00	93	\$543.00
26	\$220.00	60	\$395.00	94	\$545.00
27	\$225.00	61	\$400.00	95	\$550.00
28	\$230.00	62	\$405.00	96	\$560.00
29	\$235.00	63	\$410.00	97	\$565.00
30	\$245.00	64	\$415.00	98	\$570.00
31	\$250.00	65	\$420.00	99	\$575.00
32	\$255.00	66	\$425.00	100	\$580.00
33	\$260.00	67	\$430.00	Add \$3.00 each fixture over 100	
34	\$265.00	68	\$435.00		

NOTE: Add applicable 'Safety Codes Council' levy to each permit; \$ 4.50 each permit or 4% of permit levy, whichever is greater!

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ELECTRICAL PERMIT FEE SCHEDULE
 (For “Other Than” New Single Family Residential)

Installation Cost \$	Permit Fee	Installation Cost \$	Permit Fee	Installation Cost \$	Permit Fee
Under 1,000	\$ 95.00	23,000.01 – 24,000	\$415.00	100,000.01 – 110,000	\$696.00
1,000.01 – 1,500	\$ 105.00	24,000.01 – 25,000	\$425.00	110,000.01 – 120,000	\$737.00
1,500.01 – 2,000	\$ 115.00	25,000.01 – 26,000	\$435.00	120,000.01 – 130,000	\$778.00
2,000.01 – 2,500	\$ 125.00	26,000.01 – 27,000	\$445.00	130,000.01 – 140,000	\$819.00
2,500.01 – 3,000	\$ 135.00	27,000.01 – 28,000	\$455.00	140,000.01 – 150,000	\$860.00
3,000.01 – 3,500	\$ 145.00	28,000.01 – 29,000	\$465.00	150,000.01 – 160,000	\$901.00
3,500.01 – 4,000	\$ 155.00	29,000.01 – 30,000	\$475.00	160,000.01 – 170,000	\$941.00
4,000.01 – 4,500	\$165.00	30,000.01 – 31,000	\$485.00	170,000.01 – 180,000	\$982.00
4,500.01 – 5,000	\$175.00	31,000.01 – 32,000	\$495.00	180,000.01 – 190,000	\$1,023.00
5,000.01 – 5,500	\$185.00	32,000.01 – 33,000	\$505.00	190,000.01 – 200,000	\$1,064.00
5,500.01 – 6,000	\$195.00	33,000.01 – 34,000	\$510.00	200,000.01 – 210,000	\$1,105.00
6,000.01 – 6,500	\$205.00	34,000.01 – 35,000	\$515.00	210,000.01 – 220,000	\$1,146.00
6,500.01 – 7,000	\$215.00	35,000.01 – 36,000	\$520.00	220,000.01 – 230,000	\$1,187.00
7,000.01 – 7,500	\$225.00	36,000.01 – 37,000	\$525.00	230,000.01 – 240,000	\$1,228.00
7,500.01 – 8,000	\$235.00	37,000.01 – 38,000	\$530.00	240,000.01 – 250,000	\$1,290.00
8,000.01 – 8,500	\$245.00	38,000.01 – 39,000	\$535.00	250,000.01 – 300,000	\$1,380.00
8,500.01 – 9,000	\$255.00	39,000.01 – 40,000	\$540.00	300,000.01 – 350,000	\$1,471.00
9,000.01 – 9,500	\$265.00	40,000.01 – 41,000	\$545.00	350,000.01 – 400,000	\$1,561.00
9,500.01 – 10,000	\$275.00	41,000.01 – 42,000	\$550.00	400,000.01 – 450,000	\$1,652.00
10,000.01 – 11,000	\$285.00	42,000.01 – 43,000	\$555.00	450,000.01 – 500,000	\$1,742.00
11,000.01 – 12,000	\$295.00	43,000.01 – 44,000	\$560.00	500,000.01 – 550,000	\$1,832.00
12,000.01 – 13,000	\$305.00	44,000.01 – 45,000	\$565.00	550,000.01 – 600,000	\$1,923.00
13,000.01 – 14,000	\$315.00	45,000.01 – 46,000	\$570.00	600,000.01 – 650,000	\$2,013.00
14,000.01 – 15,000	\$325.00	46,000.01 – 47,000	\$575.00	650,000.01 – 700,000	\$2,104.00
15,000.01 – 16,000	\$335.00	47,000.01 – 48,000	\$580.00	700,000.01 – 750,000	\$2,194.00
16,000.01 – 17,000	\$345.00	48,000.01 – 49,000	\$585.00	750,000.01 – 800,000	\$2,285.00
17,000.01 – 18,000	\$355.00	49,000.01 – 50,000	\$585.00	800,000.01 – 850,000	\$2,375.00
18,000.01 – 19,000	\$365.00	50,000.01 – 60,000	\$595.00	850,000.01 – 900,000	\$2,465.00
19,000.01 – 20,000	\$375.00	60,000.01 – 70,000	\$600.00	900,000.01 – 950,000	\$2,556.00
20,000.01 – 21,000	\$385.00	70,000.01 – 80,000	\$605.00	950,000.01 – 1,000,000	\$2,646.00
21,000.01 – 22,000	\$395.00	80,000.01 – 90,000	\$630.00	Add \$75.00 for every \$50,000 over \$1,000,000	
22,000.01 – 23,000	\$405.00	90,000.01 – 100,000	\$641.00		

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**ELECTRICAL PERMIT FEE SCHEDULE
 (For “NEW” Single Family Residential)**

Based on Size of Dwelling (Square Footage)	Permit Fee
Up to 1200 square feet	\$175.00
1201 to 1500 square feet	\$200.00
1501 to 2000 square feet	\$225.00
2001 to 2500 square feet	\$250.00
Over 2500 square feet	\$260.00
Attached Garage	Include square footage of garage with house
Manufactured, Modular and RTM Homes (on foundation or basement)	\$110.00
Basement development wiring – new home - if done at time of initial construction (otherwise as per above)	Include square footage of basement with house
Manufactured home connection	\$100.00
Detached Residential Garage	\$.20 a sq. ft. (minimum fee \$100.00)

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**ANNUAL ELECTRICAL PERMIT FEE SCHEDULE
 (Based On Cost of Installation)**

Total Cost of Installation	Permit Fee
\$2,000 or Less	\$450.00 (maximum 2 hours inspection time thereafter \$95.00 per hour or portion thereof)
\$2,000 to \$5,000	\$450 plus \$3.25 each \$100 cost or fraction of \$100 over \$2,000.
\$5,000.01 to \$50,000	\$600 plus \$1.60 each for \$100 cost or fraction of \$100 over \$5,000.
\$50,000.01 to \$1,000,000	\$1,200 plus \$1.10 each \$100 cost or fraction of \$100 over \$50,000.
\$1,000,000.01 and over	Contact The Inspections Group Inc. for cost.

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BUILDING PERMIT FEE SCHEDULE

RESIDENTIAL/DWELLING UNITS/FARM

New Construction - Building Permit Levy (main level)	\$0.50 per sq. ft. + SCC levy
- Upper/Lower Floors	\$0.39 per sq. ft. + SCC levy
Additions/renovations/basement development	\$0.39 per sq. ft. + SCC levy
	\$125.00 (minimum fee) + SCC levy

Accessory Buildings

Garages (attached or detached) (flat rate) (under 624 sq. ft.)	\$125.00 + SCC levy
Shops, garages, storage buildings (over 624 sq. ft.)	\$0.39 per sq. ft. + SCC levy
Decks or garden storage sheds (sheds under 150 sq. ft.)	\$100.00 + SCC levy
Relocation of Home (set-up on basement or foundation)	\$0.37 per sq. ft. + SCC levy (min \$125.00)
Placement of home (only)	\$325.00 (minimum fee) + SCC levy
Fireplaces/Wood Stove (if not included in new construction) (flat rate)	\$104.00 + SCC levy
Demolitions Residential (flat rate)	\$104.00 + SCC levy
Geothermal Heating	\$250.00 + SCC levy

COMMERCIAL/INDUSTRIAL/INSTITUTIONAL

First \$1,000,000.00 construction value	\$6.25 per \$1,000 construction value + SCC levy
Over \$1,000,000.00 construction value	\$6,250.00 + (\$5.00 per \$1,000 construction value portions over \$1,000,000.00) + SCC levy
(Minimum Fee)	\$350.00 + SCC levy
Demolitions Commercial (flat rate)	\$150.00 + SCC levy

MANUFACTURED AND MODULAR HOME

Modular Home (RTM's, etc)	\$335.00 + SCC levy
Basement Development	\$0.39 sq. ft. + SCC levy (min. \$150.00)
Manufactured Home Set-up	\$200.00 + SCC levy
Basement Development (if on foundation)	\$0.39 sq. ft. + SCC levy (min. \$150.00)

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GAS PERMIT FEE SCHEDULE

Residential Installations	
Number of Outlets	Permit Fee
1	\$95.00
2	\$100.00
3	\$105.00
4	\$125.00
5	\$135.00
6	\$145.00
7	\$160.00
8	\$175.00
9	\$190.00
10	\$200.00
11	\$210.00
12	\$220.00
13	\$230.00
14	\$235.00
15	\$244.00
16	\$250.00
17	\$255.00
18	\$260.00
19	\$265.00
20	\$270.00

Non-Residential Installations			
B.T.U. Input	Permit Fee	B.T.U. Input	Permit Fee
10,000	\$95.00	210,000	\$120.00
20,000	\$95.00	230,000	\$120.00
30,000	\$95.00	250,000	\$130.00
40,000	\$95.00	300,000	\$135.00
50,000	\$100.00	350,000	\$140.00
60,000	\$100.00	400,000	\$145.00
70,000	\$100.00	450,000	\$155.00
80,000	\$100.00	500,000	\$160.00
90,000	\$100.00	550,000	\$165.00
100,000	\$105.00	600,000	\$170.00
110,000	\$105.00	650,000	\$175.00
120,000	\$105.00	700,000	\$180.00
130,000	\$105.00	750,000	\$185.00
140,000	\$105.00	800,000	\$190.00
150,000	\$110.00	850,000	\$195.00
160,000	\$110.00	900,000	\$205.00
170,000	\$110.00	950,000	\$215.00
180,000	\$110.00	1,000,000	\$250.00
190,000	\$115.00	1,000,001 to 2,000,000	\$270.00
200,000	\$115.00	Over 2,000,000 Add \$ 5.00 per 100,000 BTU	

Propane and Small Installations

Propane Tank Sets (New or Replacements)	\$90.00 per Appliance
Temporary Heat	\$90.00 per Appliance
Gas/Propane Cylinder Refill Centers	\$285.00
Replacement Commercial or Industrial Appliances (per unit)	
1 - 400,000 BTU Input	\$145.00 per Unit
400,001 - 3,000,000 BTU Input	\$225.00 per Unit
Over 3,000,000 BTU Input	\$325.00 per Unit

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**PLUMBING PERMIT FEE SCHEDULE
 (RESIDENTIAL)**

# of Fixtures	Permit Fee	# of Fixtures	Permit Fee
1	\$95.00	21	\$190.00
2	\$100.00	22	\$195.00
3	\$105.00	23	\$200.00
4	\$105.00	24	\$205.00
5	\$110.00	25	\$210.00
6	\$115.00	26	\$215.00
7	\$120.00	27	\$220.00
8	\$125.00	28	\$225.00
9	\$130.00	29	\$230.00
10	\$135.00	30	\$235.00
11	\$140.00	31	\$240.00
12	\$145.00	32	\$245.00
13	\$150.00	33	\$250.00
14	\$155.00	34	\$255.00
15	\$160.00	35	\$260.00
16	\$165.00	36	\$265.00
17	\$170.00	37	\$270.00
18	\$175.00	38	\$275.00
19	\$180.00	39	\$280.00
20	\$185.00	40	\$285.00
Add \$3.00 per fixture over 40			

PRIVATE SEWAGE PERMITS

Private Sewage System - \$375.00
Holding Tanks - \$150.00

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**PLUMBING PERMIT FEE SCHEDULE
 (COMMERCIAL)**

# of Fixtures	Permit Fee	# of Fixtures	Permit Fee	# of Fixtures	Permit Fee
1	\$95.00	35	\$270.00	69	\$440.00
2	\$100.00	36	\$275.00	70	\$445.00
3	105.00	37	\$280.00	71	\$450.00
4	\$110.00	38	\$285.00	72	\$455.00
5	\$115.00	39	\$290.00	73	\$460.00
6	\$120.00	40	\$295.00	74	\$465.00
7	\$125.00	41	\$300.00	75	\$470.00
8	\$130.00	42	\$305.00	76	\$475.00
9	\$135.00	43	\$310.00	77	\$480.00
10	\$140.00	44	\$315.00	78	\$485.00
11	\$145.00	45	\$320.00	79	\$490.00
12	\$150.00	46	\$325.00	80	\$495.00
13	\$155.00	47	\$330.00	81	\$500.00
14	\$160.00	48	\$335.00	82	\$505.00
15	\$165.00	49	\$340.00	83	\$510.00
16	\$170.00	50	\$345.00	84	\$515.00
17	\$175.00	51	\$350.00	85	\$520.00
18	\$180.00	52	\$355.00	86	\$525.00
19	\$185.00	53	\$360.00	87	\$527.00
20	\$190.00	54	\$365.00	88	\$530.00
21	\$195.00	55	\$370.00	89	\$533.00
22	\$200.00	56	\$375.00	90	\$535.00
23	\$205.00	57	\$380.00	91	\$537.00
24	\$210.00	58	\$385.00	92	\$540.00
25	\$215.00	59	\$390.00	93	\$543.00
26	\$220.00	60	\$395.00	94	\$545.00
27	\$225.00	61	\$400.00	95	\$550.00
28	\$230.00	62	\$405.00	96	\$560.00
29	\$235.00	63	\$410.00	97	\$565.00
30	\$245.00	64	\$415.00	98	\$570.00
31	\$250.00	65	\$420.00	99	\$575.00
32	\$255.00	66	\$425.00	100	\$580.00
33	\$260.00	67	\$430.00	Add \$3.00 each fixture over 100	
34	\$265.00	68	\$435.00		

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Installation Cost \$	Permit Fee	Installation Cost \$	Permit Fee	Installation Cost \$	Permit Fee
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1,500.01 – 2,000	\$ 115.00	25,000.01 – 26,000	\$435.00	120,000.01 – 130,000	\$778.00
2,000.01 – 2,500	\$ 125.00	26,000.01 – 27,000	\$445.00	130,000.01 – 140,000	\$819.00
2,500.01 – 3,000	\$ 135.00	27,000.01 – 28,000	\$455.00	140,000.01 – 150,000	\$860.00
3,000.01 – 3,500	\$ 145.00	28,000.01 – 29,000	\$465.00	150,000.01 – 160,000	\$901.00
3,500.01 – 4,000	\$ 155.00	29,000.01 – 30,000	\$475.00	160,000.01 – 170,000	\$941.00
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4,500.01 – 5,000	\$175.00	31,000.01 – 32,000	\$495.00	180,000.01 – 190,000	\$1,023.00
5,000.01 – 5,500	\$185.00	32,000.01 – 33,000	\$505.00	190,000.01 – 200,000	\$1,064.00
5,500.01 – 6,000	\$195.00	33,000.01 – 34,000	\$510.00	200,000.01 – 210,000	\$1,105.00
6,000.01 – 6,500	\$205.00	34,000.01 – 35,000	\$515.00	210,000.01 – 220,000	\$1,146.00
6,500.01 – 7,000	\$215.00	35,000.01 – 36,000	\$520.00	220,000.01 – 230,000	\$1,187.00
7,000.01 – 7,500	\$225.00	36,000.01 – 37,000	\$525.00	230,000.01 – 240,000	\$1,228.00
7,500.01 – 8,000	\$235.00	37,000.01 – 38,000	\$530.00	240,000.01 – 250,000	\$1,290.00
8,000.01 – 8,500	\$245.00	38,000.01 – 39,000	\$535.00	250,000.01 – 300,000	\$1,380.00
8,500.01 – 9,000	\$255.00	39,000.01 – 40,000	\$540.00	300,000.01 – 350,000	\$1,471.00
9,000.01 – 9,500	\$265.00	40,000.01 – 41,000	\$545.00	350,000.01 – 400,000	\$1,561.00
9,500.01 – 10,000	\$275.00	41,000.01 – 42,000	\$550.00	400,000.01 – 450,000	\$1,652.00
10,000.01 – 11,000	\$285.00	42,000.01 – 43,000	\$555.00	450,000.01 – 500,000	\$1,742.00
11,000.01 – 12,000	\$295.00	43,000.01 – 44,000	\$560.00	500,000.01 – 550,000	\$1,832.00
12,000.01 – 13,000	\$305.00	44,000.01 – 45,000	\$565.00	550,000.01 – 600,000	\$1,923.00
13,000.01 – 14,000	\$315.00	45,000.01 – 46,000	\$570.00	600,000.01 – 650,000	\$2,013.00
14,000.01 – 15,000	\$325.00	46,000.01 – 47,000	\$575.00	650,000.01 – 700,000	\$2,104.00
15,000.01 – 16,000	\$335.00	47,000.01 – 48,000	\$580.00	700,000.01 – 750,000	\$2,194.00
16,000.01 – 17,000	\$345.00	48,000.01 – 49,000	\$585.00	750,000.01 – 800,000	\$2,285.00
17,000.01 – 18,000	\$355.00	49,000.01 – 50,000	\$585.00	800,000.01 – 850,000	\$2,375.00
18,000.01 – 19,000	\$365.00	50,000.01 – 60,000	\$595.00	850,000.01 – 900,000	\$2,465.00
19,000.01 – 20,000	\$375.00	60,000.01 – 70,000	\$600.00	900,000.01 – 950,000	\$2,556.00
20,000.01 – 21,000	\$385.00	70,000.01 – 80,000	\$605.00	950,000.01 – 1,000,000	\$2,646.00
21,000.01 – 22,000	\$395.00	80,000.01 – 90,000	\$630.00	Add \$75.00 for every \$50,000 over \$1,000,000	
22,000.01 – 23,000	\$405.00	90,000.01 – 100,000	\$641.00		

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(Effective: TBD)



Town of Smoky Lake
 Box 460
 56 Wheatland Avenue
 Smoky Lake, AB T0A 3C0
 Phone: (780) 656-3674
 Fax: (780) 656-3675
 www.smokylake.ca

The Inspections Group Inc.
 12010 – 111 Avenue
 Edmonton, AB T5G 0E6
 Phone: (780) 454-5048 Toll Free: (866) 554-5048
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**ELECTRICAL PERMIT FEE SCHEDULE
 (For “NEW” Single Family Residential)**

Based on Size of Dwelling (Square Footage)	Permit Fee
Up to 1200 square feet	\$175.00
1201 to 1500 square feet	\$200.00
1501 to 2000 square feet	\$225.00
2001 to 2500 square feet	\$250.00
Over 2500 square feet	\$260.00
Attached Garage	Include square footage of garage with house
Manufactured, Modular and RTM Homes (on foundation or basement)	\$110.00
Basement development wiring – new home - if done at time of initial construction (otherwise as per above)	Include square footage of basement with house
Manufactured home connection	\$100.00
Detached Residential Garage	\$.20 a sq. ft. (minimum fee \$100.00)

NOTE: Add applicable ‘Safety Codes Council’ levy to each permit; \$ 4.50 each permit or 4% of permit levy, whichever is greater!

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**ANNUAL ELECTRICAL PERMIT FEE SCHEDULE
 (Based On Cost of Installation)**

Total Cost of Installation	Permit Fee
\$2,000 or Less	\$450.00 (maximum 2 hours inspection time thereafter \$95.00 per hour or portion thereof)
\$2,000 to \$5,000	\$450 plus \$3.25 each \$100 cost or fraction of \$100 over \$2,000.
\$5,000.01 to \$50,000	\$600 plus \$1.60 each for \$100 cost or fraction of \$100 over \$5,000.
\$50,000.01 to \$1,000,000	\$1,200 plus \$1.10 each \$100 cost or fraction of \$100 over \$50,000.
\$1,000,000.01 and over	Contact The Inspections Group Inc. for cost.

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(Effective: TBD)



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BUILDING PERMIT FEE SCHEDULE

RESIDENTIAL/DWELLING UNITS/FARM

New Construction - Building Permit Levy (main level)	\$0.50 per sq. ft. + SCC levy
- Upper/Lower Floors	\$0.39 per sq. ft. + SCC levy
Additions/renovations/basement development	\$0.39 per sq. ft. + SCC levy
	\$125.00 (minimum fee) + SCC levy

Accessory Buildings

Garages (attached or detached) (flat rate) (under 624 sq. ft.)	\$125.00 + SCC levy
Shops, garages, storage buildings (over 624 sq. ft.)	\$0.39 per sq. ft. + SCC levy
Decks or garden storage sheds (sheds under 150 sq. ft.)	\$100.00 + SCC levy
Relocation of Home (set-up on basement or foundation)	\$0.37 per sq. ft. + SCC levy
	(min \$125.00)
Placement of home (only)	\$325.00 (minimum fee) + SCC levy
Fireplaces/Wood Stove (if not included in new construction) (flat rate)	\$104.00 + SCC levy
Demolitions Residential (flat rate)	\$104.00 + SCC levy
Geothermal Heating	\$250.00 + SCC levy

COMMERCIAL/INDUSTRIAL/INSTITUTIONAL

First \$1,000,000.00 construction value	\$6.25 per \$1,000 construction value + SCC levy
Over \$1,000,000.00 construction value	\$6,250.00 + (\$5.00 per \$1,000 construction value portions over \$1,000,000.00) + SCC levy
(Minimum Fee)	\$350.00 + SCC levy
Demolitions Commercial (flat rate)	\$150.00 + SCC levy

MANUFACTURED AND MODULAR HOME

Modular Home (RTM's, etc)	\$335.00 + SCC levy
Basement Development	\$0.39 sq. ft. + SCC levy (min. \$150.00)
Manufactured Home Set-up	\$200.00 + SCC levy
Basement Development (if on foundation)	\$0.39 sq. ft. + SCC levy (min. \$150.00)

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GAS PERMIT FEE SCHEDULE

Residential Installations	
Number of Outlets	Permit Fee
1	\$95.00
2	\$100.00
3	\$105.00
4	\$125.00
5	\$135.00
6	\$145.00
7	\$160.00
8	\$175.00
9	\$190.00
10	\$200.00
11	\$210.00
12	\$220.00
13	\$230.00
14	\$235.00
15	\$244.00
16	\$250.00
17	\$255.00
18	\$260.00
19	\$265.00
20	\$270.00

Non-Residential Installations			
B.T.U. Input	Permit Fee	B.T.U. Input	Permit Fee
10,000	\$95.00	210,000	\$120.00
20,000	\$95.00	230,000	\$120.00
30,000	\$95.00	250,000	\$130.00
40,000	\$95.00	300,000	\$135.00
50,000	\$100.00	350,000	\$140.00
60,000	\$100.00	400,000	\$145.00
70,000	\$100.00	450,000	\$155.00
80,000	\$100.00	500,000	\$160.00
90,000	\$100.00	550,000	\$165.00
100,000	\$105.00	600,000	\$170.00
110,000	\$105.00	650,000	\$175.00
120,000	\$105.00	700,000	\$180.00
130,000	\$105.00	750,000	\$185.00
140,000	\$105.00	800,000	\$190.00
150,000	\$110.00	850,000	\$195.00
160,000	\$110.00	900,000	\$205.00
170,000	\$110.00	950,000	\$215.00
180,000	\$110.00	1,000,000	\$250.00
190,000	\$115.00	1,000,001 to 2,000,000	\$270.00
200,000	\$115.00	Over 2,000,000 Add \$ 5.00 per 100,000 BTU	

Propane and Small Installations

- Propane Tank Sets (New or Replacements) \$90.00 per Appliance
- Temporary Heat \$90.00 per Appliance
- Gas/Propane Cylinder Refill Centers \$285.00
- Replacement Commercial or Industrial Appliances (per unit)**
- 1 - 400,000 BTU Input \$145.00 per Unit
- 400,001 - 3,000,000 BTU Input \$225.00 per Unit
- Over 3,000,000 BTU Input \$325.00 per Unit

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**PLUMBING PERMIT FEE SCHEDULE
 (RESIDENTIAL)**

# of Fixtures	Permit Fee	# of Fixtures	Permit Fee
1	\$95.00	21	\$190.00
2	\$100.00	22	\$195.00
3	\$105.00	23	\$200.00
4	\$105.00	24	\$205.00
5	\$110.00	25	\$210.00
6	\$115.00	26	\$215.00
7	\$120.00	27	\$220.00
8	\$125.00	28	\$225.00
9	\$130.00	29	\$230.00
10	\$135.00	30	\$235.00
11	\$140.00	31	\$240.00
12	\$145.00	32	\$245.00
13	\$150.00	33	\$250.00
14	\$155.00	34	\$255.00
15	\$160.00	35	\$260.00
16	\$165.00	36	\$265.00
17	\$170.00	37	\$270.00
18	\$175.00	38	\$275.00
19	\$180.00	39	\$280.00
20	\$185.00	40	\$285.00
Add \$3.00 per fixture over 40			

PRIVATE SEWAGE PERMITS

**Private Sewage System - \$375.00
 Holding Tanks - \$150.00**

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**PLUMBING PERMIT FEE SCHEDULE
 (COMMERCIAL)**

# of Fixtures	Permit Fee	# of Fixtures	Permit Fee	# of Fixtures	Permit Fee
1	\$95.00	35	\$270.00	69	\$440.00
2	\$100.00	36	\$275.00	70	\$445.00
3	105.00	37	\$280.00	71	\$450.00
4	\$110.00	38	\$285.00	72	\$455.00
5	\$115.00	39	\$290.00	73	\$460.00
6	\$120.00	40	\$295.00	74	\$465.00
7	\$125.00	41	\$300.00	75	\$470.00
8	\$130.00	42	\$305.00	76	\$475.00
9	\$135.00	43	\$310.00	77	\$480.00
10	\$140.00	44	\$315.00	78	\$485.00
11	\$145.00	45	\$320.00	79	\$490.00
12	\$150.00	46	\$325.00	80	\$495.00
13	\$155.00	47	\$330.00	81	\$500.00
14	\$160.00	48	\$335.00	82	\$505.00
15	\$165.00	49	\$340.00	83	\$510.00
16	\$170.00	50	\$345.00	84	\$515.00
17	\$175.00	51	\$350.00	85	\$520.00
18	\$180.00	52	\$355.00	86	\$525.00
19	\$185.00	53	\$360.00	87	\$527.00
20	\$190.00	54	\$365.00	88	\$530.00
21	\$195.00	55	\$370.00	89	\$533.00
22	\$200.00	56	\$375.00	90	\$535.00
23	\$205.00	57	\$380.00	91	\$537.00
24	\$210.00	58	\$385.00	92	\$540.00
25	\$215.00	59	\$390.00	93	\$543.00
26	\$220.00	60	\$395.00	94	\$545.00
27	\$225.00	61	\$400.00	95	\$550.00
28	\$230.00	62	\$405.00	96	\$560.00
29	\$235.00	63	\$410.00	97	\$565.00
30	\$245.00	64	\$415.00	98	\$570.00
31	\$250.00	65	\$420.00	99	\$575.00
32	\$255.00	66	\$425.00	100	\$580.00
33	\$260.00	67	\$430.00	Add \$3.00 each fixture over 100	
34	\$265.00	68	\$435.00		

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ELECTRICAL PERMIT FEE SCHEDULE
 (For “Other Than” New Single Family Residential)

Installation Cost \$	Permit Fee	Installation Cost \$	Permit Fee	Installation Cost \$	Permit Fee
Under 1,000	\$ 95.00	23,000.01 – 24,000	\$415.00	100,000.01 – 110,000	\$696.00
1,000.01 – 1,500	\$ 105.00	24,000.01 – 25,000	\$425.00	110,000.01 – 120,000	\$737.00
1,500.01 – 2,000	\$ 115.00	25,000.01 – 26,000	\$435.00	120,000.01 – 130,000	\$778.00
2,000.01 – 2,500	\$ 125.00	26,000.01 – 27,000	\$445.00	130,000.01 – 140,000	\$819.00
2,500.01 – 3,000	\$ 135.00	27,000.01 – 28,000	\$455.00	140,000.01 – 150,000	\$860.00
3,000.01 – 3,500	\$ 145.00	28,000.01 – 29,000	\$465.00	150,000.01 – 160,000	\$901.00
3,500.01 – 4,000	\$ 155.00	29,000.01 – 30,000	\$475.00	160,000.01 – 170,000	\$941.00
4,000.01 – 4,500	\$165.00	30,000.01 – 31,000	\$485.00	170,000.01 – 180,000	\$982.00
4,500.01 – 5,000	\$175.00	31,000.01 – 32,000	\$495.00	180,000.01 – 190,000	\$1,023.00
5,000.01 – 5,500	\$185.00	32,000.01 – 33,000	\$505.00	190,000.01 – 200,000	\$1,064.00
5,500.01 – 6,000	\$195.00	33,000.01 – 34,000	\$510.00	200,000.01 – 210,000	\$1,105.00
6,000.01 – 6,500	\$205.00	34,000.01 – 35,000	\$515.00	210,000.01 – 220,000	\$1,146.00
6,500.01 – 7,000	\$215.00	35,000.01 – 36,000	\$520.00	220,000.01 – 230,000	\$1,187.00
7,000.01 – 7,500	\$225.00	36,000.01 – 37,000	\$525.00	230,000.01 – 240,000	\$1,228.00
7,500.01 – 8,000	\$235.00	37,000.01 – 38,000	\$530.00	240,000.01 – 250,000	\$1,290.00
8,000.01 – 8,500	\$245.00	38,000.01 – 39,000	\$535.00	250,000.01 – 300,000	\$1,380.00
8,500.01 – 9,000	\$255.00	39,000.01 – 40,000	\$540.00	300,000.01 – 350,000	\$1,471.00
9,000.01 – 9,500	\$265.00	40,000.01 – 41,000	\$545.00	350,000.01 – 400,000	\$1,561.00
9,500.01 – 10,000	\$275.00	41,000.01 – 42,000	\$550.00	400,000.01 – 450,000	\$1,652.00
10,000.01 – 11,000	\$285.00	42,000.01 – 43,000	\$555.00	450,000.01 – 500,000	\$1,742.00
11,000.01 – 12,000	\$295.00	43,000.01 – 44,000	\$560.00	500,000.01 – 550,000	\$1,832.00
12,000.01 – 13,000	\$305.00	44,000.01 – 45,000	\$565.00	550,000.01 – 600,000	\$1,923.00
13,000.01 – 14,000	\$315.00	45,000.01 – 46,000	\$570.00	600,000.01 – 650,000	\$2,013.00
14,000.01 – 15,000	\$325.00	46,000.01 – 47,000	\$575.00	650,000.01 – 700,000	\$2,104.00
15,000.01 – 16,000	\$335.00	47,000.01 – 48,000	\$580.00	700,000.01 – 750,000	\$2,194.00
16,000.01 – 17,000	\$345.00	48,000.01 – 49,000	\$585.00	750,000.01 – 800,000	\$2,285.00
17,000.01 – 18,000	\$355.00	49,000.01 – 50,000	\$585.00	800,000.01 – 850,000	\$2,375.00
18,000.01 – 19,000	\$365.00	50,000.01 – 60,000	\$595.00	850,000.01 – 900,000	\$2,465.00
19,000.01 – 20,000	\$375.00	60,000.01 – 70,000	\$600.00	900,000.01 – 950,000	\$2,556.00
20,000.01 – 21,000	\$385.00	70,000.01 – 80,000	\$605.00	950,000.01 – 1,000,000	\$2,646.00
21,000.01 – 22,000	\$395.00	80,000.01 – 90,000	\$630.00	Add \$75.00 for every \$50,000 over \$1,000,000	
22,000.01 – 23,000	\$405.00	90,000.01 – 100,000	\$641.00		

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**ELECTRICAL PERMIT FEE SCHEDULE
 (For “NEW” Single Family Residential)**

Based on Size of Dwelling (Square Footage)	Permit Fee
Up to 1200 square feet	\$175.00
1201 to 1500 square feet	\$200.00
1501 to 2000 square feet	\$225.00
2001 to 2500 square feet	\$250.00
Over 2500 square feet	\$260.00
Attached Garage	Include square footage of garage with house
Manufactured, Modular and RTM Homes (on foundation or basement)	\$110.00
Basement development wiring – new home - if done at time of initial construction (otherwise as per above)	Include square footage of basement with house
Manufactured home connection	\$100.00
Detached Residential Garage	\$.20 a sq. ft. (minimum fee \$100.00)

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**ANNUAL ELECTRICAL PERMIT FEE SCHEDULE
 (Based On Cost of Installation)**

Total Cost of Installation	Permit Fee
\$2,000 or Less	\$450.00 (maximum 2 hours inspection time thereafter \$95.00 per hour or portion thereof)
\$2,000 to \$5,000	\$450 plus \$3.25 each \$100 cost or fraction of \$100 over \$2,000.
\$5,000.01 to \$50,000	\$600 plus \$1.60 each for \$100 cost or fraction of \$100 over \$5,000.
\$50,000.01 to \$1,000,000	\$1,200 plus \$1.10 each \$100 cost or fraction of \$100 over \$50,000.
\$1,000,000.01 and over	Contact The Inspections Group Inc. for cost.

NOTE: Add applicable 'Safety Codes Council' levy to each permit; \$ 4.50 each permit or 4% of permit levy, whichever is greater!

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(Effective: TBD)



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BUILDING PERMIT FEE SCHEDULE

RESIDENTIAL/DWELLING UNITS/FARM

New Construction - Building Permit Levy (main level)	\$0.50 per sq. ft. + SCC levy
- Upper/Lower Floors	\$0.39 per sq. ft. + SCC levy
Additions/renovations/basement development	\$0.39 per sq. ft. + SCC levy
	\$125.00 (minimum fee) + SCC levy

Accessory Buildings

Garages (attached or detached) (flat rate) (under 624 sq. ft.)	\$125.00 + SCC levy
Shops, garages, storage buildings (over 624 sq. ft.)	\$0.39 per sq. ft. + SCC levy
Decks or garden storage sheds (sheds under 150 sq. ft.)	\$100.00 + SCC levy
Relocation of Home (set-up on basement or foundation)	\$0.37 per sq. ft. + SCC levy
	(min \$125.00)
Placement of home (only)	\$325.00 (minimum fee) + SCC levy
Fireplaces/Wood Stove (if not included in new construction) (flat rate)	\$104.00 + SCC levy
Demolitions Residential (flat rate)	\$104.00 + SCC levy
Geothermal Heating	\$250.00 + SCC levy

COMMERCIAL/INDUSTRIAL/INSTITUTIONAL

First \$1,000,000.00 construction value	\$6.25 per \$1,000 construction value + SCC levy
Over \$1,000,000.00 construction value	\$6,250.00 + (\$5.00 per \$1,000 construction value portions over \$1,000,000.00) + SCC levy
(Minimum Fee)	\$350.00 + SCC levy
Demolitions Commercial (flat rate)	\$150.00 + SCC levy

MANUFACTURED AND MODULAR HOME

Modular Home (RTM's, etc)	\$335.00 + SCC levy
Basement Development	\$0.39 sq. ft. + SCC levy (min. \$150.00)
Manufactured Home Set-up	\$200.00 + SCC levy
Basement Development (if on foundation)	\$0.39 sq. ft. + SCC levy (min. \$150.00)

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GAS PERMIT FEE SCHEDULE

Residential Installations	
Number of Outlets	Permit Fee
1	\$95.00
2	\$100.00
3	\$105.00
4	\$125.00
5	\$135.00
6	\$145.00
7	\$160.00
8	\$175.00
9	\$190.00
10	\$200.00
11	\$210.00
12	\$220.00
13	\$230.00
14	\$235.00
15	\$244.00
16	\$250.00
17	\$255.00
18	\$260.00
19	\$265.00
20	\$270.00

Non-Residential Installations			
B.T.U. Input	Permit Fee	B.T.U. Input	Permit Fee
10,000	\$95.00	210,000	\$120.00
20,000	\$95.00	230,000	\$120.00
30,000	\$95.00	250,000	\$130.00
40,000	\$95.00	300,000	\$135.00
50,000	\$100.00	350,000	\$140.00
60,000	\$100.00	400,000	\$145.00
70,000	\$100.00	450,000	\$155.00
80,000	\$100.00	500,000	\$160.00
90,000	\$100.00	550,000	\$165.00
100,000	\$105.00	600,000	\$170.00
110,000	\$105.00	650,000	\$175.00
120,000	\$105.00	700,000	\$180.00
130,000	\$105.00	750,000	\$185.00
140,000	\$105.00	800,000	\$190.00
150,000	\$110.00	850,000	\$195.00
160,000	\$110.00	900,000	\$205.00
170,000	\$110.00	950,000	\$215.00
180,000	\$110.00	1,000,000	\$250.00
190,000	\$115.00	1,000,001 to 2,000,000	\$270.00
200,000	\$115.00	Over 2,000,000 Add \$ 5.00 per 100,000 BTU	

Propane and Small Installations

Propane Tank Sets (New or Replacements)	\$90.00 per Appliance
Temporary Heat	\$90.00 per Appliance
Gas/Propane Cylinder Refill Centers	\$285.00
Replacement Commercial or Industrial Appliances (per unit)	
1 - 400,000 BTU Input	\$145.00 per Unit
400,001 - 3,000,000 BTU Input	\$225.00 per Unit
Over 3,000,000 BTU Input	\$325.00 per Unit

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**PLUMBING PERMIT FEE SCHEDULE
 (RESIDENTIAL)**

# of Fixtures	Permit Fee	# of Fixtures	Permit Fee
1	\$95.00	21	\$190.00
2	\$100.00	22	\$195.00
3	\$105.00	23	\$200.00
4	\$105.00	24	\$205.00
5	\$110.00	25	\$210.00
6	\$115.00	26	\$215.00
7	\$120.00	27	\$220.00
8	\$125.00	28	\$225.00
9	\$130.00	29	\$230.00
10	\$135.00	30	\$235.00
11	\$140.00	31	\$240.00
12	\$145.00	32	\$245.00
13	\$150.00	33	\$250.00
14	\$155.00	34	\$255.00
15	\$160.00	35	\$260.00
16	\$165.00	36	\$265.00
17	\$170.00	37	\$270.00
18	\$175.00	38	\$275.00
19	\$180.00	39	\$280.00
20	\$185.00	40	\$285.00
Add \$3.00 per fixture over 40			

PRIVATE SEWAGE PERMITS

Private Sewage System - \$375.00
Holding Tanks - \$150.00

NOTE: Add applicable 'Safety Codes Council' levy to each permit; \$ 4.50 each permit or 4% of permit levy, whichever is greater!

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**PLUMBING PERMIT FEE SCHEDULE
 (COMMERCIAL)**

# of Fixtures	Permit Fee	# of Fixtures	Permit Fee	# of Fixtures	Permit Fee
1	\$95.00	35	\$270.00	69	\$440.00
2	\$100.00	36	\$275.00	70	\$445.00
3	105.00	37	\$280.00	71	\$450.00
4	\$110.00	38	\$285.00	72	\$455.00
5	\$115.00	39	\$290.00	73	\$460.00
6	\$120.00	40	\$295.00	74	\$465.00
7	\$125.00	41	\$300.00	75	\$470.00
8	\$130.00	42	\$305.00	76	\$475.00
9	\$135.00	43	\$310.00	77	\$480.00
10	\$140.00	44	\$315.00	78	\$485.00
11	\$145.00	45	\$320.00	79	\$490.00
12	\$150.00	46	\$325.00	80	\$495.00
13	\$155.00	47	\$330.00	81	\$500.00
14	\$160.00	48	\$335.00	82	\$505.00
15	\$165.00	49	\$340.00	83	\$510.00
16	\$170.00	50	\$345.00	84	\$515.00
17	\$175.00	51	\$350.00	85	\$520.00
18	\$180.00	52	\$355.00	86	\$525.00
19	\$185.00	53	\$360.00	87	\$527.00
20	\$190.00	54	\$365.00	88	\$530.00
21	\$195.00	55	\$370.00	89	\$533.00
22	\$200.00	56	\$375.00	90	\$535.00
23	\$205.00	57	\$380.00	91	\$537.00
24	\$210.00	58	\$385.00	92	\$540.00
25	\$215.00	59	\$390.00	93	\$543.00
26	\$220.00	60	\$395.00	94	\$545.00
27	\$225.00	61	\$400.00	95	\$550.00
28	\$230.00	62	\$405.00	96	\$560.00
29	\$235.00	63	\$410.00	97	\$565.00
30	\$245.00	64	\$415.00	98	\$570.00
31	\$250.00	65	\$420.00	99	\$575.00
32	\$255.00	66	\$425.00	100	\$580.00
33	\$260.00	67	\$430.00	Add \$3.00 each fixture over 100	
34	\$265.00	68	\$435.00		

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ELECTRICAL PERMIT FEE SCHEDULE
 (For “Other Than” New Single Family Residential)

Installation Cost \$	Permit Fee	Installation Cost \$	Permit Fee	Installation Cost \$	Permit Fee
Under 1,000	\$ 95.00	23,000.01 – 24,000	\$415.00	100,000.01 – 110,000	\$696.00
1,000.01 – 1,500	\$ 105.00	24,000.01 – 25,000	\$425.00	110,000.01 – 120,000	\$737.00
1,500.01 – 2,000	\$ 115.00	25,000.01 – 26,000	\$435.00	120,000.01 – 130,000	\$778.00
2,000.01 – 2,500	\$ 125.00	26,000.01 – 27,000	\$445.00	130,000.01 – 140,000	\$819.00
2,500.01 – 3,000	\$ 135.00	27,000.01 – 28,000	\$455.00	140,000.01 – 150,000	\$860.00
3,000.01 – 3,500	\$ 145.00	28,000.01 – 29,000	\$465.00	150,000.01 – 160,000	\$901.00
3,500.01 – 4,000	\$ 155.00	29,000.01 – 30,000	\$475.00	160,000.01 – 170,000	\$941.00
4,000.01 – 4,500	\$165.00	30,000.01 – 31,000	\$485.00	170,000.01 – 180,000	\$982.00
4,500.01 – 5,000	\$175.00	31,000.01 – 32,000	\$495.00	180,000.01 – 190,000	\$1,023.00
5,000.01 – 5,500	\$185.00	32,000.01 – 33,000	\$505.00	190,000.01 – 200,000	\$1,064.00
5,500.01 – 6,000	\$195.00	33,000.01 – 34,000	\$510.00	200,000.01 – 210,000	\$1,105.00
6,000.01 – 6,500	\$205.00	34,000.01 – 35,000	\$515.00	210,000.01 – 220,000	\$1,146.00
6,500.01 – 7,000	\$215.00	35,000.01 – 36,000	\$520.00	220,000.01 – 230,000	\$1,187.00
7,000.01 – 7,500	\$225.00	36,000.01 – 37,000	\$525.00	230,000.01 – 240,000	\$1,228.00
7,500.01 – 8,000	\$235.00	37,000.01 – 38,000	\$530.00	240,000.01 – 250,000	\$1,290.00
8,000.01 – 8,500	\$245.00	38,000.01 – 39,000	\$535.00	250,000.01 – 300,000	\$1,380.00
8,500.01 – 9,000	\$255.00	39,000.01 – 40,000	\$540.00	300,000.01 – 350,000	\$1,471.00
9,000.01 – 9,500	\$265.00	40,000.01 – 41,000	\$545.00	350,000.01 – 400,000	\$1,561.00
9,500.01 – 10,000	\$275.00	41,000.01 – 42,000	\$550.00	400,000.01 – 450,000	\$1,652.00
10,000.01 – 11,000	\$285.00	42,000.01 – 43,000	\$555.00	450,000.01 – 500,000	\$1,742.00
11,000.01 – 12,000	\$295.00	43,000.01 – 44,000	\$560.00	500,000.01 – 550,000	\$1,832.00
12,000.01 – 13,000	\$305.00	44,000.01 – 45,000	\$565.00	550,000.01 – 600,000	\$1,923.00
13,000.01 – 14,000	\$315.00	45,000.01 – 46,000	\$570.00	600,000.01 – 650,000	\$2,013.00
14,000.01 – 15,000	\$325.00	46,000.01 – 47,000	\$575.00	650,000.01 – 700,000	\$2,104.00
15,000.01 – 16,000	\$335.00	47,000.01 – 48,000	\$580.00	700,000.01 – 750,000	\$2,194.00
16,000.01 – 17,000	\$345.00	48,000.01 – 49,000	\$585.00	750,000.01 – 800,000	\$2,285.00
17,000.01 – 18,000	\$355.00	49,000.01 – 50,000	\$585.00	800,000.01 – 850,000	\$2,375.00
18,000.01 – 19,000	\$365.00	50,000.01 – 60,000	\$595.00	850,000.01 – 900,000	\$2,465.00
19,000.01 – 20,000	\$375.00	60,000.01 – 70,000	\$600.00	900,000.01 – 950,000	\$2,556.00
20,000.01 – 21,000	\$385.00	70,000.01 – 80,000	\$605.00	950,000.01 – 1,000,000	\$2,646.00
21,000.01 – 22,000	\$395.00	80,000.01 – 90,000	\$630.00	Add \$75.00 for every \$50,000 over \$1,000,000	
22,000.01 – 23,000	\$405.00	90,000.01 – 100,000	\$641.00		

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**ELECTRICAL PERMIT FEE SCHEDULE
 (For “NEW” Single Family Residential)**

Based on Size of Dwelling (Square Footage)	Permit Fee
Up to 1200 square feet	\$175.00
1201 to 1500 square feet	\$200.00
1501 to 2000 square feet	\$225.00
2001 to 2500 square feet	\$250.00
Over 2500 square feet	\$260.00
Attached Garage	Include square footage of garage with house
Manufactured, Modular and RTM Homes (on foundation or basement)	\$110.00
Basement development wiring – new home - if done at time of initial construction (otherwise as per above)	Include square footage of basement with house
Manufactured home connection	\$100.00
Detached Residential Garage	\$.20 a sq. ft. (minimum fee \$100.00)

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**ANNUAL ELECTRICAL PERMIT FEE SCHEDULE
 (Based On Cost of Installation)**

Total Cost of Installation	Permit Fee
\$2,000 or Less	\$450.00 (maximum 2 hours inspection time thereafter \$95.00 per hour or portion thereof)
\$2,000 to \$5,000	\$450 plus \$3.25 each \$100 cost or fraction of \$100 over \$2,000.
\$5,000.01 to \$50,000	\$600 plus \$1.60 each for \$100 cost or fraction of \$100 over \$5,000.
\$50,000.01 to \$1,000,000	\$1,200 plus \$1.10 each \$100 cost or fraction of \$100 over \$50,000.
\$1,000,000.01 and over	Contact The Inspections Group Inc. for cost.

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APPENDIX "B"
LETTERS OF REFERENCE



June 15, 2021

TO WHOM IT MAY CONCERN:

Re: The Inspections Group Inc.

Westlock County has been accredited since 2001. The County has been in a service contract with The Inspections Group Inc. since May 31, 2018. We are very pleased with the service level provided by the Inspectors and their office staff.

They are a positive minded, team oriented organization. We are in daily contact with their office and the inspectors and we always find a solution to whatever situation may arise. Their team has gone above and beyond since the onset and continuance of the pandemic to ensure the permit process is flexible but thorough and compliant with the Quality Management Plan.

If you have additional questions please feel free to contact me directly at 1-780-307-0531 or by email at lstrutt@westlockcounty.com.

WESTLOCK COUNTY



LAURIE STRUTT
Director
Planning and Community Services



June 15, 2021

TO WHOM IT MAY CONCERN:

LETTER OF REFERENCE – THE INSPECTIONS GROUP

Since 2010, the Beaver County Region (Towns of Tofield and Viking, Villages of Ryley and Holden, and Beaver County) has contracted safety codes inspections and permitting services from The Inspections Group. This includes the building, electrical, plumbing, and gas disciplines.

During that time, we have received excellent support from The Inspections Group for all administrative inquiries, and residents' questions or concerns have been addressed in a timely and satisfactory manner.

Ryan Nixon and his team have always conducted business professionally and have been willing to work with each municipality to provide skilled and thorough service to our residents.

Both internal and external audits have been completed during this time, and no major concerns have been identified. The Inspections Group has been receptive to improvements and changes suggested by the Safety Codes Council, when requested.

The Beaver County Region values its relationship with The Inspections Group and recommends consideration of their services to other municipalities.



Margaret JONES
Assistant CAO, Beaver County
(on behalf of the Beaver County Region)

Phone: (780) 663-3730

Fax: (780) 663-3602

www.beaver.ab.ca

Email: administration@beaver.ab.ca



February 26, 2021

To Whom It May Concern

Re: Letter of Reference

The Inspections Group has provided the Town of Morinville with contracted safety codes inspections and permitting services for Building, Electrical, Gas, Plumbing, and Private Sewage Disposal Disciplines in compliance with our QMP under the Safety Codes Act since 2007.

Over this time, the Town of Morinville has found the Inspections Group to be knowledgeable, provide excellent support, and a high level of professionalism to our staff, residents, and customers. Inspections and communication have been conducted promptly, and they can answer questions and concerns quickly and efficiently.

Through audits conducted internally and externally, the Inspections Group has been readily available to answer questions and provide support. They have been conducive to changes that have come from these audits and changes to our internal processes.

The Town of Morinville recommends the Inspections Group services for other municipalities' consideration.

Should you have any questions regarding this reference, please contact the undersigned at 780-939-7622 or brad.white@morinville.ca.

Best Regards,

Brad White
Senior Manager
Planning and Economic Development

10125 - 100 Avenue Morinville, Alberta T8R 1L6 T 780.939.4361 F 780.939.5633

www.morinville.ca



March 11, 2021

Via E-Mail: rnixon@inspectionsgroup.com

Ryan Nixon, Director of Business Development & Innovation
The Inspections Group Inc.
12010-111 Avenue
Edmonton, AB T5G 0E6

Re: Letter of Recommendation

It is my pleasure to provide The Inspections Group Inc. with a positive recommendation as a leader in the safety codes permitting and inspections system under the Safety Codes Act.

From my recollection, my first experience with your organization, being our contracted agency dates back to approximately 2010. During our time, your team has provided exemplary support to our municipality and my staff to ensure an understanding and commitment to our Quality Management Plan and the Safety Codes Act.

Questions from the public and from staff to The Inspections Group Inc. has always been with a team approach of how we can all support each other to help out our customers and ensure that safety is first and foremost with our community.

We both know that codes and the reasoning for codes can be difficult to understand or explain to a customer. I applaud you and your team's commitment to making the time and being available to our community for this. This commitment has not gone unnoticed.

Please feel free to share this letter and my contact information if needed in the future. Should you have any questions, please contact the undersigned at 780-645-1766. Thank you.

Sincerely,

PER:

Aline Brousseau
Director of Planning & Legislative Services



APPENDIX "C"
SAMPLE ONCUE 360 REPORTS



The Inspections Group Inc.
 12010 – 111 Avenue
 Edmonton, Alberta T5G 0E6
 Phone: 780.454.5048 Toll Free: 1.866.554.5048
 Fax: 780.454.5222 Toll Free: 1.866.454.5222




Page 1 of 1

ELECTRICAL INSPECTION REPORT

Inspection Stage: **Final** Permit Issued: **1 Dec 2020** Permit Number: **XXXTIG-21-EXXX**

APPLICANT INFORMATION	OWNER INFORMATION
Power Pro Electrical 20010 111 Avenue SW Slave Lake, ALBERTA T0A 2T0 Phone: 587 654 4444 Fax: Cell: 587 325 5484 Email: powerpro@shaw.ca	John Smith 12010 – 111 Avenue NW Edmonton, AB T5G 0E6 Phone: 780 652 2222 Fax: 780 555 6666 Cell: Email: johnsmith@hotmail.com

PROJECT INFORMATION	
Project Address: 3611 51a Avenue, Municipality: Smoky Lake County Lot: - Block: - Plan: - Legal Address: Q: - S: - T: - R: - W: - Directions:	Subdivision: Sample Subdivision
Description of Work: renovation of house and garage addition, relocating service underground. Building permit xxxTIG-21-BXXX	
Intended Use: single family residential Type: Underground Amps: 1000 Volts: 120/208 Phase: 3 Contractor permit Estimated Completion: 01 June 2021 Project Value: \$13,500.00	

OBSERVATIONS	
	3 m working space without obstructions that would interfere with high voltage switching such as rocks, decorative boulders, trees and fences must be allowed for on the door sides of transformers and switching cubicles as per Rule #2.18 of the Epcor Customer Connection Guide

NON COMPLIANCE ITEMS	
	A minimum of 3 m unobstructed clearance is required around the switching cubicle as per Rule# 2.18 Epcor Customer Connection Guide. Please call to schedule a reinspection.

INSPECTING SAFETY CODES OFFICER		
Dan Bridges D00009497 SCO Name and DOP Number	_____ SCO Signature	May 7, 2021 Inspection Date

VERIFICATION OF COMPLIANCE
 To be completed by the person responsible for the installation. Sign, date and return to The Inspections Group Inc.
 I hereby declare that the above noted deficiencies have been completed in accordance with the Safety Codes Act.

Printed name and signature of _____ Date _____ SCO name and DOP number _____ Date of acceptance _____
 Applicant Owner Professional Other Written Site Visit Other

Request for Proposal Comparison – Safety Codes Services Contract

	Superior Safety Codes Inc.	Inspections Group Inc.
Requirement		
A. Report frequency	<ul style="list-style-type: none"> • Inspection reports are immediately emailed to the applicant; • Inspection reports will be uploaded to eSITE to allow the municipality to view them; • Permit services report will be generated in eSITE and emailed to the applicant for all closed permits; • All of these reports will be returned to the municipalities on a monthly basis. 	<ul style="list-style-type: none"> • Inspection reports are immediately emailed to the applicant; • Inspection reports will be uploaded to eSITE to allow the municipality to view them; • Permit services report will be generated in eSITE and emailed to the applicant for all closed permits; • All of these reports will be returned to the municipalities on a monthly basis.
B. Invoice frequency	<ul style="list-style-type: none"> • An invoice and reconciliation report will be returned to the municipalities on a monthly basis. • The municipalities will not be billed for any compliance monitoring on any permit until the permit is closed in accordance with the QMP. These invoices will also be sent on a monthly basis and will have the closed files attached. 	<ul style="list-style-type: none"> • An invoice and reconciliation report will be returned to the municipalities on a monthly basis.
C. Full-time personnel – qualifications & training	<ul style="list-style-type: none"> • Chief Building and Fire SCO – 10 years managerial experience; designed and presented numerous safety codes seminars/attended Safety Codes Council appeal hearings • Building Inspector – 9 years experience as an SCO • Electrical SCO – Master Electrician Certificate; 1 year as SCO • Plumbing & Gas SCO – Journeyman plumber/gasfitter for over 13 years; Certified SCO since 2013 • All SCOs are required to maintain their levels of certification and update courses whenever necessary • Section Chiefs will bringing in experts to discuss new technology (i.e. alternative energy, tiny homes, etc.) new code implementations and other changes within the construction industry • Would host an annual seminar, in conjunction with the municipalities, to inform/educate the public on how the Safety Codes system works • Superior provides comprehensive administration training 	<ul style="list-style-type: none"> • Building Inspector – 25 years experience in building/construction industry and 9 years as an SCO • Building/Plumbing/Gas Inspector – 27 years in building/construction industry; PSDS certified installer and SCO; Certified Gasfitter Class A; Red Seal Journeyman Plumber • Electrical Inspector - 17 years experience in the electrical industry; 3 years as SCO; First Class Electrical Certificate; Master Electrician • 210 total years of experience and over 1.3 million inspections conducted over 20+ year history of the company • All SCOs are required to maintain their levels of certification and update courses whenever necessary • Inspections Group provides comprehensive administration training

<p>D. Service fee rates</p>	<ul style="list-style-type: none"> • Agency receives 55% of fees & municipality receives 45% • Building Permit Fees (Residential) <ul style="list-style-type: none"> ○ Main floor = \$0.50/sq. ft. ○ Additional Floors = \$0.40/sq. ft. ○ Basement = \$0.30/sq. ft. ○ Garage = \$0.35/sq. ft. (min \$150.00) ○ Manufactured/Mobile Home = \$325.00 ○ Decks = \$150.00 • Building Permit Fees (Commercial/Industrial) <ul style="list-style-type: none"> ○ \$6.00/\$1,000.00 construction value (min \$350.00) ○ Change of occupancy = \$225.00 • Electrical Permit Fees (Res. Single Family Dwelling) <ul style="list-style-type: none"> ○ \$130.00 (up to 1,200 sq. ft.) ○ \$150.00 (1,201-1,500 sq. ft.) ○ \$175.00 (1,501-2,000 sq. ft.) ○ \$200.00 (2,001-2,500 sq. ft.) ○ \$250.00 (2,501-3,500 sq. ft.) ○ \$250.00 + \$0.10/sq. ft. (over 3,000 sq. ft.) • Electrical Permit Fees (Residential – Basement/Garage/Renovation) = \$100.00 - \$180.00 (depending on cost of installation) • Electrical Permit Fees (Commercial/Industrial/Institutional) = \$80.00 - \$2,820.00 (depending on cost of installation) • Gas Permit Fees (Residential) = \$85.00 - \$200.00 (depending on number of outlets) • Gas Permit Fees (Commercial/Industrial/Institutional) = \$85.00 - \$250.00 (depending on BTU Input) • Plumbing Permit Fees (Residential) = \$85.00 - \$190.00 (depending on number of fixtures) • Plumbing Permit Fees (Commercial/Industrial/Institutional) = \$85.00 - \$190.00 (depending on number of fixtures) • Private Sewage Fees = Holding Tank \$175.00; Septic Field/Open Discharge/Mound/Lagoon \$350.00; Treatment Plan \$375.00 	<ul style="list-style-type: none"> • Agency receives 65% of fees & municipality receives 35% • Building Permit Fees (Residential) <ul style="list-style-type: none"> ○ Main floor = \$0.50/sq. ft. ○ Additional Floors = \$0.39/sq. ft. ○ Basement = \$0.39/sq. ft. ○ Garage = \$0.39/sq. ft. (min \$125.00) ○ Manufactured/Mobile Home = \$200.00 ○ Decks = \$100.00 • Building Permit Fees (Commercial/Industrial) <ul style="list-style-type: none"> ○ \$6.25/\$1,000.00 construction value ○ Change of occupancy = \$225.00 • Electrical Permit Fees (Res. Single Family Dwelling) <ul style="list-style-type: none"> ○ \$175.00 (up to 1,200 sq. ft.) ○ \$200.00 (1,201-1,500 sq. ft.) ○ \$225.00 (1,501-2,000 sq. ft.) ○ \$250.00 (2,001-2,500 sq. ft.) ○ \$260.00 (over 2,500 sq. ft.) • Electrical Permit Fees (Residential – Basement/Garage/Renovation) = \$100.00 - \$180.00 (depending on cost of installation) • Electrical Permit Fees (Commercial/Industrial/Institutional) = \$95.00 - \$2,646.00 (depending on cost of installation) • Gas Permit Fees (Residential) = \$95.00 - \$270.00 (depending on number of outlets) • Gas Permit Fees (Commercial/Industrial/Institutional) = \$95.00 - \$270.00 (depending on BTU Input) • Plumbing Permit Fees (Residential) = \$95.00 - \$185.00 (depending on number of fixtures) • Plumbing Fees (Commercial/Industrial/Institutional) = \$95.00 - \$185.00 (depending on number of fixtures) • Private Sewage Fees = Holding Tank \$150.00; Septic Field/Open Discharge/Mound/Lagoon/Treatment Plant \$375.00
<p>E. Request for inspection response</p>	<ul style="list-style-type: none"> • Request for inspections can be submitted online through Superior's website or the applicant can call and make a request • Response times for inspection requests for all disciplines will be 1-3 days from receipt of the request 	<ul style="list-style-type: none"> • Request for inspections can be submitted online through The Inspections Group's website or the applicant can call and make a request • Response times for inspection requests for all disciplines will be 1-2 days from receipt of the request
<p>F. Insurance coverage</p>	<ul style="list-style-type: none"> • \$5 million Comprehensive General Liability/occurrence (annual aggregate of not less than \$10 million) • \$2 million automobile liability • \$2 million Professional Liability Errors and Omissions 	<ul style="list-style-type: none"> • \$4 million Comprehensive General Liability/occurrence • \$2 million automobile liability • \$3 million Professional Liability Errors and Omissions

G. Security	<ul style="list-style-type: none"> • Would provide \$10,000.00 security but proposes to remit 100% of the fees collected monthly and only invoice the municipality when a permit is closed 	<ul style="list-style-type: none"> • Security not discussed in the Proposal
H. Order procedures	<ul style="list-style-type: none"> • Orders are issued when there are reasonable and probable grounds to believe that the Safety Codes Act is being contravened or there is danger of serious injury or damage to a person or property • Before issuing an Order, Superior would make every reasonable effort to facilitate conformance with the Safety Codes Act • Prior to issuing an Order, Superior will request written approval from the municipality to do so 	<ul style="list-style-type: none"> • Orders are issued when there are reasonable and probable grounds to believe that the Safety Codes Act is being contravened or there is danger of serious injury or damage to a person or property • Before issuing an Order, Superior would make every reasonable effort to facilitate conformance with the Safety Codes Act. Employ an extensive process to identify and follow-up on deficiencies and unsafe conditions in order to make every attempt possible to ensure compliance prior to an Order being issued • Prior to issuing an Order, Superior will request written approval from the municipality to do so
I. Availability	<ul style="list-style-type: none"> • County will be serviced from Superior's Edmonton office • All team members have access to email throughout the day • SCOs also available by cellphone (total of 27 SCOs employed) • Regular meetings between Superior and the municipalities can be arranged 	<ul style="list-style-type: none"> • SCOs available to answer any questions regarding Code compliance and will work with contractors/applicants by scheduling preliminary plan review meetings when necessary • Provide consultation to contractors/applicants at no additional cost • Will conduct semi-annual meetings with Planning and Development staff to review permit process, inspections services, Code updates and other matters • Contract relation personnel will handle complaints • Normal hours of operation are 7:30 a.m. to 4:30 p.m., Monday to Friday, however, SCOs may arrange to conduct inspections outside of these hours • SCOs and admin staff can be reached by phone/fax/email during normal hours of operation • SCOs are equipped with cellphones and have access to email at all times
J. References	<ul style="list-style-type: none"> • County of St. Paul • Thorhild County • Lamont County 	<ul style="list-style-type: none"> • Westlock County • Beaver County • Town of Morinville • Town of St. Paul

Other Considerations:

- Superior Safety Codes' management team is affiliated with the now defunct Alberta Permit Pro, which had a history of poor service, non-compliance and legal issues. Furthermore, President Terry Booth has been named in multiple lawsuits related to Alberta Permit Pro and also in his tenure as CEO of Aurora Cannabis.
- The administrative cost of switching safety codes services contractors will place an additional time constraint on the Joint Quality Management Plan Manager (Smoky Lake County) as well as the administrators from the partnering municipalities.
- We have developed a strong relationship with the Inspections Group over the past ten years and have never had any issues with their level of service nor their openness to discuss any concerns we may have.

REQUEST FOR DECISION	DATE	September 23, 2021	4.6
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TOPIC	Regional Post-Election Council Orientation Training
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PROPOSAL	<p>Background:</p> <p>The Municipal General Election is on October 18, 2021. In accordance with the Municipal Government Act (MGA), Section: Orientation training 201.1</p> <ol style="list-style-type: none"> (1) A municipality must, in accordance with the regulations, offer orientation training to each councillor, to be held within 90 days after the councillor takes the oath of office. (2) The following topics must be addressed in orientation training required under subsection (1): <ol style="list-style-type: none"> (a) role of municipalities in Alberta; (b) municipal organization and functions; (c) key municipal plans, policies and projects; (d) roles and responsibilities of council and councillors; (e) the municipality’s code of conduct; (f) roles and responsibilities of the chief administrative officer and staff; (g) budgeting and financial administration; (h) public participation (i) any other topic prescribed by the regulations. (3) The Minister may make regulations respecting orientation training, including, without limitation, regulations (a) respecting the delivery of orientation training; (b) prescribing topics to be addressed in orientation training <p>History:</p> <p>In previous elections, the County has participated in a consultant led, regional orientation training workshop with neighbouring municipalities.</p> <ul style="list-style-type: none"> ▶ October 26, 2017 - Smoky Lake Region Joint Council Meeting: Smoky Lake County, Town of Smoky Lake, Village of Vilna, and Village of Waskatenau Councils and Administrations jointly participated in a Council Orientation Training facilitated by Jack Hayden at the National Hall in Smoky Lake. <p>Current:</p> <p>Smoky Lake Region Intermunicipal Collaboration Framework: Bylaw 1365-20 adopted on February 20, 2020</p> <ul style="list-style-type: none"> ▶ Listed in the framework under 4.10.7 Miscellaneous: <u>Description Joint Council Orientation/Training.</u> ▶ <u>Smoky Lake County September 1, 2021 – Administrators Meeting:</u> Discussion was held regarding the need to jointly participate, and cost share the 2021 Council Orientation Training and Smoky Lake County was tasked to coordinate the Regional Council Orientation Training. ▶ <u>September 14, 2021 – Letter to engage Brownlee LLP:</u> Smoky Lake County requested Brownlee LLP to provide quotes to virtual Council Orientation Training from a legal perspective for November 4, 2021. √ Response received September 15, 2021 from Brownlee LLP – Re: Quote and general parameters of each session for a regional Council Orientation Training . Attachment #1 ▶ September 16, 2021 – Region ICC Meeting: Discussion was held regarding the Administrator’s Meeting topic of providing Council Orientation Training on a regional basis from a legal perspective and the cost share portion to be determined.
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Proposal:	
<p>September 16, 2021 – Smoky Lake Region Intermunicipal Collaboration Committee Meeting: <u>Following recommending motion was passed:</u></p> <p>“That the Smoky Lake Region Intermunicipal Collaboration Committee (ICC) recommend each respective Council resolve to participate and cost share in a virtual Regional Council Orientation Training to be scheduled for November 4, 2021, coordinated by Smoky Lake County through Brownlee LLP, as per Brownlee LLP’s quote dated September 15, 2021, in the amount of \$4,050.00, to be divided by the number of participants, and invoiced respectively through Smoky Lake County.”</p>	
CORRELATION TO BUSINESS (STRATEGIC) PLAN	
LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS	Municipal Government Act (MGA) Orientation training 201.1 Policy Statement No. 01-05-01: Council Orientation Training.
BENEFITS	<ul style="list-style-type: none"> ■ Provides essential information regarding the operation of the municipality and its governance role as a member of Council. ■ Establishes and maintains productive working relationships. ■ Inter-municipal collaboration, partnership, and relationship building.
DISADVANTAGES	N/A - Mandatory
ALTERNATIVES	<ul style="list-style-type: none"> ■ External Orientation Session: Organized only for Smoky Lake County Council.
FINANCE/BUDGET IMPLICATIONS	
Operating Costs: _____	Capital Costs: _____
Budget Available: _____	Source of Funds: <u>MO</u> _____
Budgeted Costs: _____	Unbudgeted Costs: _____
Virtual Session:	
■ Preparation of PowerPoint presentation (flat fee):	\$ 900.00
■ Presentation time and questions: \$450.00 per hour x 7 hours	\$ 3,150.00
TOTAL	\$ 4,050.00
INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS	N/A
COMMUNICATION STRATEGY	Internal among the four municipalities within the Smoky Lake Region.
RECOMMENDATION	
<p>That Smoky Lake County engage Brownlee LLP to coordinate a virtual Regional Council Orientation Training to be scheduled for November 4, 2021 at a cost in the amount of \$4,050.00, as per the letter quote received from Jeneane S. Grundberg, Q.C., ICD.D, Brownlee LLP, dated September 15, 2021; and participate with the Town of Smoky Lake, Village of Waskatenau, and the Village of Vilna on a cost-share basis equally divided per participant to be paid to Smoky Lake County, in accordance with the recommendation received from the Smoky Lake Region Intermunicipal Collaboration Committee (ICC) meeting held on September 15, 2021.</p>	
CHIEF ADMINISTRATIVE OFFICER	



Suite 2200, Commerce Place
10155 - 102 Street
Edmonton, AB Canada T5J 4G8
Telephone: (780) 497-4800
Telecopier: (780) 424-3254
E-Mail: e-mail@brownleelaw.com
WebSite: www.brownleelaw.com

Refer to: J.S. Grundberg, Q.C., ICD.D
Direct Line: 780.497.4812
E-mail: jgrundberg@brownleelaw.com
Our File#: 71187-0170

September 15, 2021

Via E-mail: cao@smokylakecounty.ab.ca

Smoky Lake County
PO Box 310
Smoky Lake AB T0A 3C0

Attention: Gene Sobolewski, CAO

Dear Sir:

**Re: 2021 General Election - Council Orientation Training
Smoky Lake County – Regional – November 4, 2021
Webinar format**

Further to Ms. Cielin's correspondence of September 14, 2021, we thank you for choosing Brownlee LLP to provide Council Orientation Training on November 4, 2021 and take this opportunity to provide you with an updated quote. We confirm that the attendees would be from Smoky Lake County, the Town of Smoky Lake and the Villages of Vilna and Waskatenau. We understand that you do not want Planning 101 at this time.

The general parameters of each session would be as follows.

1. Council Orientation Training

Content – the session will be presented from a legal perspective and address orientation training topics prescribed by the *Municipal Government Act*, including:

- (a) the role of municipalities in Alberta;
- (b) municipal organization and functions;
- (c) roles and responsibilities of council and councillors;
- (d) an overview of Code of Conduct bylaws;
- (e) roles and responsibilities of the chief administrative officer and staff;
- (f) budgeting and financial administration; and
- (g) public participation.

More specifically, we will cover such matters as Council meetings and meeting procedures, including closed sessions; passing bylaws and resolutions; pecuniary interests and bias; councillor disqualification; and personal liability of councillors.

The session is intended to be supplemented by further in-house orientation training provided by individual municipalities. For example, administration for individual municipalities will address (pursuant to the requirements of the *MGA* s. 201.1), among other things, key municipal plans, policies and projects, and provide more in-depth orientation to the individual municipality's budgeting process and finances.

Attendees –the target audience will be members of Council. However, the session would also be open to Chief Administrative Officers and any members of senior administration selected by the Chief Administrative Officer to attend.

Materials – we will provide a comprehensive PowerPoint presentation slide deck which you can reproduce and provide to attendees to take notes and keep as a reference guide. **Your office had mentioned that they would like to distribute the materials to the attendees via email.**

Format – we propose that this session would be conducted over 7 hours, and be offered as a full-day session. If you wish to vary the time, the cost would be commensurate. This allotted time will allow for questions both during the presentation and at the conclusion.

Cost – the estimated costs for our Jeneane Grundberg to provide the orientation would include the following (our invoice would be based on actual costs):

- | | |
|--|-------------------|
| a) Preparation of PowerPoint presentation (flat fee): | \$900.00 |
| b) Presentation time and questions: (\$450 per hour x 7 hours): | <u>\$3,150.00</u> |

Total – Council Orientation Training	\$4,050.00
This quote excludes GST	

We trust you will find the above in order. However, should you have any questions, please do not hesitate to contact the writer.

Sincerely,

BROWNLEE LLP

Per:



for:

Jeneane S. Grundberg, Q.C., ICD.D
JSG\amg

N.E Muni-Corr Report ---- September 13, 2021**Business from Minutes**

- 2021-13 Draft Meeting Procedural Policy **Carried**
- 2021-14 Right of Way/Siding Lands Enhancement Policy **Carried**
- Draft Bylaw Update - Sent to Municipalities
- Discussion on Bonnyville Regional Fire Authority Invoice - Tabled
- Discussion on Regional Fire Authority
 - Can Fire Departments charge for fires on Right Of Way?
 - More information needed.

Correspondence

- Response to Reeve Craig Lukinuk, Smoky Lake County
- Response to Deputy Reeve Chad Colburne, Town of Bonnyville
- Response to Rodd Thorkelsson, Brownlee LLP- Letter attached

Reports

- Riverland Recreational Trail Society--Nothing much to report
- Administration - Marianne Janke - Report attached

New Business

- Glendon Landscape - Maps attached
- Problems with vehicles on Beaver River Trestle

Controllers Report

- Attached

Next Meeting

- October 4, 2021

N.E. Muni-Corr Ltd. Report
September 13, 2021

- August Hours: 152
- Meeting packages and notices for N.E. Muni-Corr Ltd., Riverland Recreational Trail Society and Alberta's Lakeland Destination Marketing Organization.
- Invoicing and bookkeeping for Riverland Recreational Trail Society and Alberta's Lakeland Destination Marketing Organization.
- **Trail Inquiries:**

Inquiries have slowed down but it appears the trail is still busy with people posting in the Facebook group page about their trips.

 - *Hi , we had a great time at St Paul this past weekend, camped at IHTrail campground, 1st time, seen some rodeo action, rode trail to Heinsburg and back, great ride. Impressed with the amenities ,rest stops, signage. Big thanks to all the people that take care of them. Also spoke to a F&W officer, great guy , great info . 🙌🕶️*
 - *Was out on the trail today and I have to say the outhouse in Lindbergh was the best and cleanest I have seen. Good job to the persons that takes care of it 🙌😊*
 - *Well, we're back at it again this weekend. My 14 year old daughter and I are riding from Ashmont towards Smoky Lake tomorrow to the end of the trail. Start off tonight with dinner at The Den and a fire.*
 - *Well, made it to Smoky Lake. Passed some people several times that were in side by sides that were wearing Iron Horse Trail t-shirts. The trail itself is busy today. Lots and lots of people out riding.*
- **Riverland Recreational Trail Society:**
 - Sent snowmobiling photos to AMA Magazine as the upcoming Winter 2021 issue will be featuring snowmobiling the Iron Horse Trail!
 - Booked an information table at the Lakeland Sled Sap in Bonnyville the beginning of October. (Cancelled).
 - We received a free booth for the October 15 -17th Alberta Snowmobile & Powersports Show. Waiting to see if it will be going ahead.
 - Attended the Power Up North Conference.
 - Met with Sawmen Logs & Timber by Angling Lake to look at log gazebo. Possible option for installation at the Beaver River Trestle.
- **Regional Tourism Initiative Committee (St. Paul/Elk Point):**
 - Working with Linda Sallstrom from STEP to create an itinerary template.
 - Destination development worksheet being sent to all committee members for completion.
- **Alberta's Lakeland Destination Marketing Organization:**
 - The Conseil de développement économique de l'Alberta is recording a series of vlogs for the northeast region. Videographer Roger Dallaire has been contracted. For the St. Paul/Elk Point region we've selected the UFO Landing Pad, Musée St. Paul Museum, Alberta's Iron Horse Trail, Twisted Fork Restaurant, St. Paul Art Walk and Fort George Buckingham House. The vlogs will be in English and French.
 - James Leppan, Manager of Tourism, Development for the North and Travel Alberta CEO, David Goldstein will be touring the northeast in October. Working with James and Linda at STEP to put together an itinerary of must see stops and operators to meet.

- Helping Smoky Lake Pumpkin Growers Association with Travel Alberta funding proposal for the Smoky Lake Fair.
- Working with Blackbear Social Media to get timely and relevant content posted on social media. New process is working well and our engagement across the board has increased significantly.
- **N.E. Muni-Corr Ltd.**
 - Thanks to everyone who participated in the N.E. Muni-Corr Ltd. golf tournament. We had 18 golfers and 23 for lunch. We appreciate all the door prizes donated by the municipalities and Riverland Recreational Trail Society. Next year the tournament will be held at the beautiful Bonnyville Golf & Country Club!
 - Atco Electric concerning a pole move on the west end of St. Paul due to road construction. Tim determined it was moving an existing crossing.
 - M.D. of Bonnyville about Cory's gate being damaged.
 - RMRF to finalize minutes from July 12th information meeting and clarification on items in the responses to Smoky Lake County, Town of Bonnyville and Brownlee LLP.
 - Drafted responses to Smoky Lake County, Town of Bonnyville and Brownlee LLP correspondence.
 - Windsor Salt Plant for Utility Right of Way Agreement facilitated by Tim.
 - Steve Engman with SE Design concerning the plans for the park benches and trees in the Village of Glendon.
 - M.D. of Bonnyville for photos of the paving work at the Beaver River Trestle
 - Hired Jonathan McArthur to repair/replace boards on the Beaver River Trestle.
 - Dr. Patricia Makokis organized a Treaty Walk on the Iron Horse Trail from St. Paul to Heinsburg with about 30 people participating.
 - Met with Atco east and west of Vilna to look at brushing under the 3-phase line for approximately 5-7 miles. Noted many of the trees fall within their 7 metre easement which means we would not have anything left on the south side of the trail if they brush it all out. Will meet with them on a later date on site with ATV's to mark what gets removed and what stays.
 - M.D. of Bonnyville concerns about vehicle traffic on the Beaver River Trestle.
 - Met with Paul at 7 Lakes Oilfield Services in Ardmore. He is requesting permission to clear the trees behind his property and along the trail. He's had several break ins and the trees are providing cover while the fence is being cut and items are removed.

● **Trail Maintenance:**

Report from adjacent landowner, Neil Cory, of damaged gates on the trail at SEC-18-62-2-W4 just southwest of the trestle. The Cory's have a Temporary Licence of Occupation and use the gates when grazing cattle.



Jonathan McArthur and Laura Lovatt repairing and replacing boards on the Beaver River Trestle.



Jonathan and Laura donated their time and tools to get the work done. Thanks!

The giant pumpkins in Smoky Lake got a face lift! That is newly applied paint just in time for the Smoky Lake Pumpkin Fair on October 2nd.



Ardmore staging area out of commission with new storm sewer work being done.

Parking Lot, Paved Trail and Guard Rails at the Beaver River Trestle
A huge thank you to the M.D. of Bonnyville



Paved trail



Guard rails



Expanded parking lot



Trestle to pavement



Tent city at Cold Lake staging area - removed by Peace Officers



M.D. of Bonnyville cleaned side of trail to alleviate flooding on ALO property.



Log gazebo at Sawmen Log & Timber. Option for the Beaver River Trestle.



Iron Horse Trail float at the St. Paul Rodeo Parade. Thanks to great volunteers Calvin and Cyndal!



Looks like we might have a washroom facility at the Bonnyville staging area. Eagerly awaiting more information ☺



Multiple unauthorized signs in Glendon. Some are knocked over onto the ground.



Two of the three new approaches installed in the Village of Glendon. Getting ready for the pavement, park benches and trees along this section of trail.



Crew of trail users on the left that stayed at the St. Paul Canalta Hotel. The t-shirts say “Almost Divorced on The Iron Horse”. They posted that they had a great time on the trail!



Burnt out marks on the trestle from a vehicle.

LEGEND

CD	DATE	REVISIONS

SCALE

DATE	SCALE
AUGUST 23, 2021	1" = 20'

DATE

DATE	BY
AUGUST 23, 2021	SBE

DATE

DATE	BY
AUGUST 23, 2021	SBE

SE DESIGN AND CONSULTING INC.

1000 W. 10th Street, Suite 100
 Lincoln, NE 68502
 Phone: (402) 441-1111
 Fax: (402) 441-1112
 Website: www.se-design.com

VILLAGE OF GLENDON
 2021 LANDSCAPE IMPROVEMENT PLAN
 GLENDON, NE
 LANDSCAPE PLAN
 DWG. No. 01



NE Muni-Corr Ltd.**Budget to Actual as of July 31, 2021**

	2021	2021	
Revenue	Actual	Budget	Variance
Utility Crossing Fees	6,511.06	19,641.00	13,129.94
Crossing Fees	(2,500.00)	1,000.00	3,500.00
Temporary License of Occupation Fees	60.00	110.00	50.00
Siding Leases		1,373.00	1,373.00
Sale of Land		30,000.00	30,000.00
Patronage Refunds		45.00	45.00
Miscellaneous Revenue	5,742.86	1,000.00	(4,742.86)
Wage Recovery	5,000.00	5,000.00	-
Interest Revenue	7,733.22	6,460.00	(1,273.22)
Total Revenue	22,547.14	64,629.00	42,081.86

Expenses			
Audit/Controller Fees	7,000.00	10,500.00	3,500.00
Administrative Coordinator	35,890.82	71,100.00	35,209.18
Land Appraisal Fees	-	-	-
Legal Fees	2,375.08	5,000.00	4,526.92
Insurance		10,400.00	10,400.00
Promotions/Advertising		500.00	500.00
Entertainment		1,000.00	1,000.00
Bank Charges	-	-	-
Contracted Services	555.80	4,150.00	3,594.20
Office Supplies	356.25	500.00	143.75
Repairs & Maintenance		5,000.00	5,000.00
Grants to Organizations	19,047.62	20,000.00	952.38
Rent	185.00	2,400.00	2,215.00
Memberships	125.00	200.00	75.00
Management/Travel Fees	1,125.00	3,000.00	1,875.00
GST Payable	1,228.87	1,500.00	271.13
Total Expense	67,889.44	135,250.00	69,262.56

Total Net Surplus/(Deficit)	(45,342.30)	(70,621.00)	(25,278.70)
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Bank Account/Term Deposit Balances

Savings Account	5,547.57		
Chequing Account	114,230.96		
GIC #32 (Matures June 17, 2022)	325,000.00	Accrued Interest	293.84
GIC #27 (Matures May 2022)	105,083.00	Accrued Interest	513.07
GIC #31 (Matures Oct. 5 2021)	140,000.00	Accrued Interest	894.54
	689,861.53		1,701.45

Northeast Muni-Corr Ltd.

Customer Aged Summary As at 31/07/2021

<u>Name</u>	<u>Total</u>	<u>Current</u>	<u>31 to 60</u>	<u>61 to 90</u>	<u>91+</u>
Edwardson, Blake	94.50	0.00	0.00	0.00	94.50
Vantage Point Resources Inc.	5,250.00	0.00	0.00	0.00	5,250.00
Village of Glendon	250.00	0.00	0.00	250.00	0.00
Total outstanding:	5,594.50	0.00	0.00	250.00	5,344.50

Generated On: 18/08/2021

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Reeve's Report

August 19, 2021 to September 16, 2021

August 19, 2021 – Métis Nation of Alberta 93rd Annual General Assembly, held Métis Crossing: (Craig)

- Provided a speech to welcome all Elders, Officials, Dignitaries and Special Guests to the County and to the historic, beautiful banks of the North Saskatchewan River at Métis Crossing.

August 20, 2021 - Victoria Dist. Ec. Dev Strategy Implementation Working Group, held Virtually: (Craig)

- Received roundtable updates on activities and progress of the formation of the Municipally Controlled Corporation and Limited Corporation.

August 21, 2021 - Metis Crossing Parade and Unveiling of War Veteran Memorial Plaque, held Métis Crossing: (Craig)

- Attended the 93rd Annual AGM at Metis Crossing where I was the Delegation Representing Smoky Lake County in a Parade Pre-session for the Unveiling of the Metis Veteran Memorial Plaque.

August 24, 2021 - Council Departmental Operations meeting, held in Chambers/Virtually: (all Council)

- Approved to cancel the Annual Farmers and Ranchers Appreciation Event for 2021 because of the uncertainty of everchanging COVID-19 pandemic restrictions.
- Approved to temporarily replace the seasonal Trapper position with a fulltime salaried Animal Control Technician position.
- Proclaimed September 7, 2021, as Ukrainian-Canadian Heritage Day.
- Proclaimed September 19 to September 25, 2021, to be designated as Alberta Development Officers Week.
- Approved to execute two lease agreements with Enterprise Fleet Management Canada Inc. to provide two County trucks.

August 26, 2021 - Council Regular Meeting, held in Chambers/Virtually: (all Council)

- Gave first reading to Bylaw 1402-21 for a Road Closure of located Warspite.
- Acknowledged remediation reports received for the Former Waskatenau Nuisance Ground.
- Resolved to renew Bylaw No. 1289-16: Smoky Lake County & Town of Smoky Lake Intermunicipal Development Plan.
- Approved the Heritage River Management Planning Process Framework.
- Approved the procurement and placement of wayfinding signage at the County's Lake subdivisions.
- Approved to sponsor the 3rd Annual "Power Up North!" conference at Metis Crossing.
- Approved to offer for sale at a public auction the properties in tax arrears with Tax Notifications on November 12, 2021.
- Approved adding September 30th as the "National Day for Truth and Reconciliation" and have the offices closed on that day each year.
- Reviewed the organizational chart structure.
- Approved to execute a service contract agreement for enforcing County bylaws with Investigative Assurance, of Elk Point.
- Approved awarding the contract to Western Weather Protector, of St. Albert, Alberta to replace the roof on the County's Main Office.
- Amended Management Policy Statement No. 1-M-08-05: Shop Foreman – Job Description.
- Amended Management Policy Statement No. 1-M-25-03: Grader Operator – Job Description.
- Approved to enter into three Tax Agreement to recover outstanding property taxes.
- Acknowledged the Public Participation process was engaged for the five-year 2021- 2025 Financial Plan.
- Approved to donate \$200 to the Redwater-Smoky Lake Victim Services Unit's Annual Charity Golf Tournament.



Reeve's Report

August 19, 2021 to September 16, 2021

August 30, 2021 – Regional Economic Development Committee (RCDC), held in Chambers/Virtually: (Craig, Lorne, Johnny)

- Approved to provide \$1,000 to Métis Crossing for the Travel Alberta Cooperative Marketing project.
- Amended the Strategic Priorities Chart to include the Vilna Mainstreet Revitalization Project in the NOW category.
- Discussed the review of the Terms of Reference.

September 3, 2021 - Victoria Dist. Ec. Dev Strategy Implementation Working Group, held Virtually: (Craig)

- Received roundtable updates on activities and progress of the formation of the Municipally Controlled Corporation and Limited Corporation.

September 9, 2021 – Power up North Conference: (Craig)

- Attended this event and brought Greetings on Behalf of Smoky Lake County.

September 14, 2021 – Doctor Retention and Recruitment Meeting, held virtually: (Craig, Johnny, Randy)

- Received the Drs. Raubenheimer Medical Clinic Cheque for unspent fund as per the Memorandum of Understanding.
- Acknowledge the Doctor Retention and Recruitment Committee Letter of Support for the Vilna Health Centre Lab.

September 15, 2021 – Council Budget Meeting, held in Chambers/Virtually: (all Council)

- Discussed the 2022 Budget and Five-Year Financial Plan to provide direction to administration.
- Approved the five-year Bridge Priority Plan for 2022-2026.

September 15, 2021 - Victoria Dist. Ec. Dev Strategy Implementation Working Group, held Virtually: (all Council)

- Councillors, Administrators, Directors and Management of: Smoky Lake County, Town of Smoky Lake, Village of Vilna, Village of Waskatenau, Métis Crossing, and Métis Nation of Alberta attended, and information was shared on the status of Tourism Strategy, expressing appreciation for the leadership to date, highlighting relationships built through the past 2 years of engagement, and providing the participants with briefing notes to reference when speaking with the public.

September 16, 2021 – Smoky Lake Region Intermunicipal Collaboration Committee (ICC), held virtually: (Craig, Johnny, Lorne)

- Recommended awarding the regional Safety Codes Services contract to The Inspections Group Inc.
- Recommended participate and cost share in a virtual Regional Council Orientation Training after the municipal election.

Sincerely,

Craig Lukinuk, Smoky Lake County Reeve and Councillor Division 3

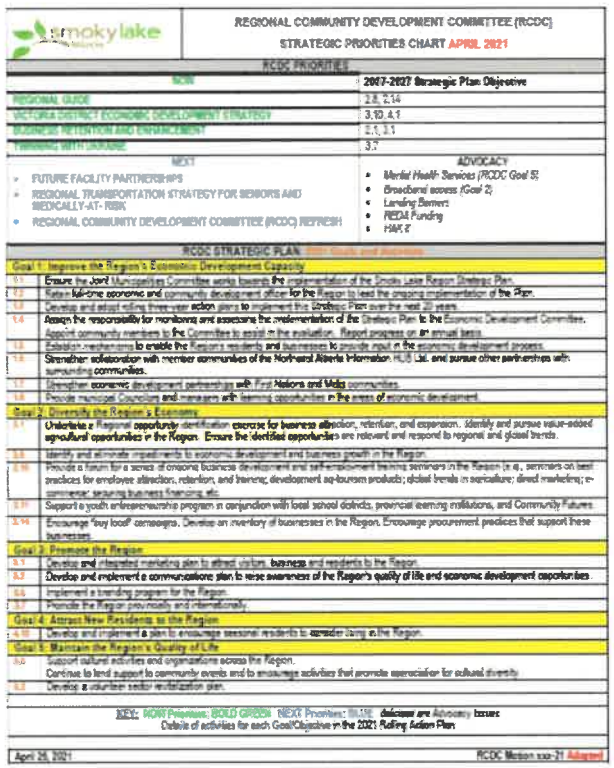
ACTION LIST:

April 26, 2021 Regional Community Development Committee (RCDC) Meeting

MOTION NO.	RESOLUTION	DEPARTMENT	ACTION	STRATEGIC PLAN
70-21	That the Regional Community Development Committee (RCDC) reviewed the 20-Year Strategic Plan as per Policy Statement 61-04-03: Smoky Lake Region Strategic Plan as prepared by the Committee March 10, 2021 and recommend that each respective municipality amend its Policy Statement on the Smoky Lake Region 2007 – 2027 Strategic Plan; and adopt the Regional Community Development Committee (RCDC) 3 year rolling action plan 2021 for the Strategic Plan Years 2020 to 2023.	Municipalities	<p>Smoky Lake County Date MOTION:</p> <p>Village of Vilna Date RES:</p> <p>Town of Smoky Lake Date MOTION:</p>	
71-21	That the Regional Community Development Committee (RCDC) adopt the Regional Strategic Priorities Chart for April 2021 ; as amended.	CEDO	<p>April 26, 2021, Community Economic Development Officer (CEDO) amended the Strategic Priorities Chart as follows:</p> <ul style="list-style-type: none"> • Consolidation of Welcome Wagon and Business Directory as Regional Guide in Now Priorities. • Replace COVID19 Business Recovery Interim Strategy with Business Retention and Enhancement in Now Priorities. • Move Twining with Ukraine to Now Priorities. • Addition of Regional Community Development Committee (RCDC) Refresh to Next Priorities • Remove FCSS Service Inventory 	

ACTION LIST:

April 26, 2021 Regional Community Development Committee (RCDC) Meeting

	 <p>REGIONAL COMMUNITY DEVELOPMENT COMMITTEE (RCDC) STRATEGIC PRIORITIES CHART APRIL 2021</p> <p>RCDC PRIORITIES</p> <p>2017-2027 Strategic Plan Objective</p> <p>REGIONAL GOAL: 2.8, 2.14</p> <p>VICTORIA DISTRICT ECONOMIC DEVELOPMENT STRATEGY: 3.10, A.7</p> <p>BUSINESS RETENTION AND ENHANCEMENT: 2.1, 3.1</p> <p>WILSONVILLE CITY GOALS: 3.7</p> <p>NEXT: ADVOCACY</p> <ul style="list-style-type: none"> FUTURE FACILITY PARTNERSHIPS REGIONAL TRANSPORTATION STRATEGY FOR SENIORS AND MEDICALLY-AT-RISK REGIONAL COMMUNITY DEVELOPMENT COMMITTEE (RCDC) REFRESH Mental Health Services (RCDC Goal 5) Discretionary access (Goal 2) Landing Barriers REDA Funding HAK 2 <p>RCDC STRATEGIC PLAN: <i>2017 Goals and Objectives</i></p> <p>Goal 1: Improve the Region's Economic Development Capacity</p> <p>1.1 Ensure the Joint Municipalities Committee works towards the implementation of the Smoky Lake Region Strategic Plan.</p> <p>1.2 Retain full-time economic and community development officer for the Region to lead the ongoing implementation of the Plan.</p> <p>1.3 Review and amend rolling five-year action plans to implement the Strategic Plan over the next 20 years.</p> <p>1.4 Assign the responsibility for monitoring and assessing the implementation of the Strategic Plan to the Economic Development Committee. Assign community members to the Committee to assist in the evaluation. Report progress on an annual basis.</p> <p>1.5 Establish mechanisms to enable the Region's residents and businesses to provide input in the economic development process.</p> <p>1.6 Strengthen collaboration with member communities of the Northern Alberta Information PLUS Ltd. and pursue other partnerships with surrounding communities.</p> <p>1.7 Develop economic development partnerships with First Nations and Métis communities.</p> <p>1.8 Provide municipal Councilors and managers with learning opportunities in the areas of economic development.</p> <p>Goal 2: Diversify the Region's Economy</p> <p>2.1 Undertake a Regional opportunity identification exercise for business attraction, retention, and expansion. Identify and pursue value-added agricultural opportunities in the Region. Ensure the identified opportunities are relevant and respond to regional and global trends.</p> <p>2.2 Identify and allocate investments to economic development and business growth in the Region.</p> <p>2.3 Provide a forum for a series of ongoing business development and enhancement forums/businesses in the Region (e.g., services on best practices for employee retention, retention, and training; development ag-tourism products; digital trends in agriculture; direct marketing; re-commerce; securing business financing, etc).</p> <p>2.4 Support a youth entrepreneurship program in conjunction with local school districts, provincial learning institutions, and Community Futures.</p> <p>2.5 Encourage 'buy local' campaigns. Develop an inventory of businesses in the Region. Encourage procurement practices that support these businesses.</p> <p>Goal 3: Promote the Region</p> <p>3.1 Develop and implement marketing plan to attract visitors, business and residents to the Region.</p> <p>3.2 Develop and implement a communications plan to raise awareness of the Region's quality of life and economic development opportunities.</p> <p>3.3 Implement a branding program for the Region.</p> <p>3.4 Promote the Region provincially and internationally.</p> <p>Goal 4: Attract New Residents to the Region</p> <p>4.1 Develop and implement a plan to encourage seasonal residents to consider living in the Region.</p> <p>Goal 5: Maintain the Region's Quality of Life</p> <p>5.1 Support cultural activities and organizations across the Region.</p> <p>5.2 Continue to lend support to community events and to encourage activities that promote appreciation for cultural diversity.</p> <p>5.3 Develop a volunteer mobilization plan.</p> <p>KEY: BOLD PRIORITIES; BOLD GREEN: NEXT PRIORITIES; 10,150: <i>discusses</i> are Advocacy issues</p> <p>Detail of activities for each Goal/Objective in the 2021 Rolling Action Plan</p> <p>April 26, 2021 RCDC Meeting x20-21 <i>Adapted</i></p>		<ul style="list-style-type: none"> Move HAK II to Advocacy Update 2021 Goals and Objectives to follow the 2021 Rolling Action Plan 	
<p>74-21</p>	<p>That the Regional Economic Development Committee (RCDC) recommend each respective municipality to adopt a "NEW REVISED" Regional Economic Development Committee (RCDC) Bylaw: Joint Agreement - Terms of Reference which includes the incorporated percentage funding formula and removal of the references to the Village of Waskatenau as a Committee member Municipality.</p>	<p>Managing Partner</p>	<p>Municipalities reviewed and provided amendments to the Terms of Reference; revised document in discussion with the partners.</p>	

ACTION LIST:

April 26, 2021 Regional Community Development Committee (RCDC) Meeting

75-21	That the Regional Community Development Committee (RCDC) recommends the Community Economic Development Officer (CEDO) retain the RCDC binders status quo until October 2021 and create an e-version of the RCDC binder, and then each Committee member can choose which version they use during their service to RCDC, with a master paper version at each municipal office.	CEDO	Community Economic Development Officer (CEDO) will update the RCDC binders and versions in October 2021, as directed.	
76-21	That the Regional Community Development Committee (RCDC) accept and recommend Smoky Lake County as Managing Partner of the Regional Community Development Committee amend Policy Statement 61-16-03: Regional Community Development Committee (RCDC): Communications.	Managing Partner	In process.	
77-21	That the Regional Community Development Committee (RCDC) accept and recommend Smoky Lake County as Managing Partner of the Regional Community Development Committee amend Policy M01-37.02 Regional Community Development Committee (RCDC): Community Economic Development Officer (CEDO) Job Description.	Managing Partner	In process	
78-21	That the Regional Community Development Committee (RCDC) accept and recommend Smoky Lake County as Managing Partner of the Regional Community Development Committee amend Policy Statement 61-19-01 Regional Community Development (RCDC): Stakeholder Participation.	Managing Partner	In process	
79-21	That the Regional Community Development Committee (RCDC) accept and recommend Smoky Lake County as Managing Partner of the Regional Community Development Committee amend Policy Statement 61-17-01 Regional	Managing Partner	In process.	

ACTION LIST:

April 26, 2021 Regional Community Development Committee (RCDC) Meeting

	Community Development (RCDC): Community Economic Development Officer (CEDO) – Performance Appraisal.			
80-21	That the Regional Community Development Committee (RCDC) accept and recommend Smoky Lake County as Managing Partner of the Regional Community Development Committee amend Policy Statement 61-04-02 Regional Community Development (RCDC): Schedules A, B, C and D.	Managing Partner	In process.	
81-21	That the Regional Community Development Committee (RCDC) accept and recommend Smoky Lake County as Managing Partner of the Regional Community Development Committee amend Policy Statement 61-18-01 Regional Community Development (RCDC): Community Economic Development Officer (CEDO) – Reporting Structure.	Managing Partner	In process	
82-21	That the Regional Community Development Committee (RCDC) members complete a written Community Economic Development Officer (CEDO) Performance Evaluation as provided on April 26, 2021 RCDC meeting and in accordance with Policy 61-17-01 bring their written evaluation to be reviewed at the next RCDC meeting scheduled for June 21, 2021 Executive Session.	RCDC	Committee members completed their evaluations and submitted to the June 21, 2021 Executive Session.	
83-21	That the Regional Community Development Committee (RCDC) approve for the Community Economic Development Officer (CEDO) to attend the virtual Economic Developers of Alberta Conference on May 19-20, 2021.	CEDO	Community Economic Development Officer (CEDO) virtually attended the Economic Developers of Alberta Conference May 19-20, 2021.	
84-21	That the Regional Community Development Committee (RCDC) recommend the Regional municipalities proclaim May 9-15, 2021 as “Economic Development Week” and remind individuals to recognize the importance of this	Municipalities	Smoky Lake County April 29, 2021 MOTION: 681-21	

ACTION LIST:

April 26, 2021 Regional Community Development Committee (RCDC) Meeting

	<p>community celebration which supports the expansion of career opportunities and improving quality of life.</p>		<p>That Smoky Lake County Council proclaim May 9-15, 2021 as "Economic Development Week"; WHEREAS, the International Economic Development Council is the largest professional economic development organization dedicated to serving economic developers; and WHEREAS, for almost 50 years, Economic Developers Alberta has been Alberta's leading economic development network, committed to advancing the economic development profession by providing resources, professional development and networking opportunities; and WHEREAS, economic developers promote economic well-being and quality of life for their communities by creating, retaining, and expanding jobs that facilitate growth, enhance wealth, and provide a stable tax base; and WHEREAS, economic developers stimulate and incubate entrepreneurship in order to help establish the next generation of new businesses, which is the hallmark of Alberta's economy; and WHEREAS, economic developers are engaged in a wide variety of settings including rural and urban, local, state, provincial, and federal governments, public-private partnerships, chambers of commerce, universities, and a variety of other institutions; and WHEREAS, economic developers attract and retain high-quality jobs, develop vibrant communities, and improve the quality of life in their regions;</p>	
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ACTION LIST:

April 26, 2021 Regional Community Development Committee (RCDC) Meeting

			<p>and WHEREAS economic developers work in the Smoky Lake Region; and NOW, THEREFORE, BE IT RESOLVED that the Reeve does hereby recognizes May 9-15, 2021 as "Economic Development Week" in Smoky Lake County and remind individuals of the importance of this community celebration which supports the expansion of career opportunities and improving quality of life; and BE IT FURTHER RESOLVED that the Reeve is authorized and directed to transmit an appropriate copy of this resolution to Economic Developers Alberta in support of these provincial celebrations.</p> <p>Village of Vilna Date RES:</p> <p>Town of Smoky Lake May 4, 2021 MOTION: 345-2021 MOVED by Mayor Holowaychuk that Town of Smoky Lake proclaim Economic Development Week on May 9 – 15, 2021 in Smoky Lake to remind individuals of the importance of this community celebration which supports the expansion of career opportunities and improving quality of life; and administration advertise in the local newspaper and social media.</p>	
85-21	That the Regional Community Development Committee	Managing Partner	In process.	

ACTION LIST:

April 26, 2021 Regional Community Development Committee (RCDC) Meeting

	<p>(RCDC) accept and recommend Smoky Lake County, as managing partner of the Regional Community Development Committee adopt Policy Statement No. 61M-02-01: Regional Community Development Committee (RCDC) Economic Work Plan for 2021.</p>			
<p>86-21</p>	<p>That the Regional Community Development Committee (RCDC) recommend that each respective municipality adopt the 2021 Economic Development Budget in the amount of \$100,000.00 and apply the funding formula of Smoky Lake County 67.5% (\$67,500.00), Town of Smoky Lake 27% (\$27,000.00) and Village of Vilna 5.5% (\$5,500.00).</p>	<p>Municipalities</p>	<p>Smoky Lake County April 29, 2021 MOTION: 703-21 That Smoky Lake County, as the managing partner of the Regional Community Development Committee (RCDC) approve the Year-2021 Economic Development Budget in the amount of \$100,000.00 including Municipal Contributions in the total amounts allocated as follows: Smoky Lake County \$67,500, Town of Smoky Lake \$27,000 and Village of Vilna \$5,500.</p> <p>Village of Vilna March 18, 2021 RES: 077-21 Moved by Mayor Chapdelaine that Resolution #041-21 be rescinded and that the Village of Vilna Approve the RCDC amended 2021 Operating Budget indicating anticipated expenditures of \$100,000.00 with the Village contribution being \$5,500.00 or 5.5% of the proposed budget.</p> <p>Town of Smoky Lake May 4, 2021 MOTION: 342-2021</p>	

ACTION LIST:

April 26, 2021 Regional Community Development Committee (RCDC) Meeting

			<p>MOVED by Councillor Morton that Town of Smoky Lake, as a municipality in partnership of the Regional Community Development Committee (RCDC) with Smoky Lake County and the Village of Vilna adopt the 2021 Economic Development Budget in the total amount of \$100,000.00, with the Town's portion based on 27% of the budget in the amount of \$27,000.00; and acknowledge the funding formula for Smoky Lake County is 67.5% (\$67,500.00) and the Village of Vilna is 5.5% (\$5,500.00).</p>	
89-21	<p>That the next Regional Community Development Committee (RCDC) Meeting will be held virtually on June 21, 2021 10:00 a.m. and will include the annual performance review of the Community Economic Development Officer (CEDO).</p>	RCDC	<p>The Community Economic Development Officer annual performance review was completed at the Regional Community Development Committee (RCDC) meeting held June 21, 2021.</p>	

ACTION LIST:

June 21, 2021 Regional Community Development Committee (RCDC) Meeting

MOTION NO.	RESOLUTION	DEPARTMENT	ACTION	STRATEGIC PLAN
92-21	That the Regional Community Development Committee (RCDC) approve the addition of the Vilna Mainstreet Revitalization Project to the next Regional Community Development Committee meeting agenda for further discussion.	CEDO	The agenda for the Regional Community Development Committee (RCDC) meeting scheduled for August 30, 2021 includes an item to discuss the Vilna Mainstreet Revitalization Project scope and objectives.	
97-21	That the Regional Community Development Committee (RCDC) approve an extension to the "Contract Agreement" for a three-month period: July 1, 2021 to September 30, 2021 originally signed June 30, 2020 for a one-year term which expired June 30, 2021 with Pappy's Parcel Pitstop Inc. c/o Michelle Wright as the Contractor for the position of Community Economic Development Officer (CEDO) ; and advise Smoky Lake County, as the managing partner to review the contents contained within the current "Contract Agreement" to include provisions and conditions for that of an "Independent Contractor" for the CEDO position.	Managing Partner	In process.	
98-21	That the Regional Community Development Committee (RCDC) defer to the next RCDC meeting the review and discussion of the Regional Community Development Committee (RCDC) Terms of Reference Bylaw.	CEDO	The agenda for the Regional Community Development Committee (RCDC) meeting scheduled for August 30, 2021 includes an item to discuss the Regional Community Development Committee (RCDC) Terms of Reference Bylaw.	

From: Lydia Cielin
Sent: September 17, 2021 7:07 AM
To: Jenna Preston
Subject: Fw: Letter to the Board of Directors

Agenda section Committee under the Daycare name - acknowledge receipt
Sent from my BlackBerry - the most secure mobile device - via the TELUS Network

From: clukinuk@smokylakecounty.ab.ca
Sent: September 16, 2021 10:42 AM
To: cao@smokylakecounty.ab.ca; lcielin@smokylakecounty.ab.ca; patti.priest@smokylakecounty.ab.ca
Subject: FW: Letter to the Board of Directors

FYI
Need to be brought to council to accept. We will be posting for a replacement ASAP which I think is going in the Review for next week.

Craig

From: knorborg@hotmail.com <knorborg@hotmail.com>
Sent: September 13, 2021 8:32 PM
To: Smoky Lake Community Daycare Co-operative <smokylakedaycare@outlook.com>
Cc: Melody Morton <melmort@telus.net>; Craig Lukinuk <clukinuk@smokylakecounty.ab.ca>; Dick Richards <dick.richards@aspensview.org>; Evonne Zukiwski <ezukiwski@smokylakecounty.ab.ca>; Zelpha Melnyk <zelparuthmelnyk@gmail.com>; Carli Sadoway <sadoway35@gmail.com>
Subject: Re: Letter to the Board of Directors

Sooo do we need a motion to post the position?

Lise

On Sep. 13, 2021 10:52 a.m., Smoky Lake Community Daycare Co-operative <smokylakedaycare@outlook.com> wrote:

Dear Board of Directors:

I am writing to announce my resignation from the Pumpkin Patch Daycare, effective September 30, 2021.

It is with deep sadness that I am informing you all that this is my notice that I will be leaving as Program Director here at the Pumpkin Patch Daycare. This was not an easy decision to make, it took a lot of thought but this is personally the best decision for me for my future. I would like to thank you all for welcoming me with open arms to the daycare over the last two years. It has been a pleasure getting to know each of you and all the parents from our daycare. I am going to miss everyone at the daycare, especially the children as I have been able to create some great relationships with each of them.

I would like to thank you again for the opportunity to work at the Pumpkin Patch Daycare and I am here to help with the transition to a new Program Director to help make it as smooth as possible.

Sincerely,

Tenille Garton



CRAIG LUKINUK
 REEVE
 SMOKY LAKE COUNTY-AB
 PO BOX 310
 SMOKY LAKE AB T0A 3C0
 CANADA

August 10, 2021

Dear Craig,

Thank you for your leadership during such a challenging time. The Covid pandemic has brought unprecedented challenges for local elected officials and never-before-seen obstacles for our residents and friends. And with homeowners working from home and experiencing potential income losses and tighter home budgets, it is more important than ever that we have solutions to ensure the safety and livability of our citizens' homes and help residents avoid unexpected household repair expenses.

Service Line Warranties of Canada, an approved supplier of the Rural Municipalities of Alberta, provides this protection to homeowners. Offered at no cost to municipalities, the Program educates homeowners about their service line responsibilities and provides optional, affordable protection from unanticipated service line repair costs. Homeowners in participating municipalities are eligible to purchase low-cost repair service plans for broken or leaking outside water and sewer lines, covering up to \$10,000 per occurrence.

Benefits to residents and municipalities include:

- Educates homeowners and reduces local officials' frustration
- No cost for municipalities to participate
- Optional 5% royalty paid to municipal program partners for use of logo helps drive dollars back to the city
- Affordable rates for residents
- Increases citizen satisfaction

Important features of the program:

1. Program pays for the repairs, not your residents
2. Customers are provided with a 24/7/365 repair hotline staffed with live agents
3. All repairs performed to local code by rigorously vetted, licensed and insured local-area contractors
4. Encompasses all aspects of administration – educational outreach, billing, customer service, repairs, customer satisfaction measurement and partner reporting

Currently 67 municipalities in Canada offer the program, which has saved homeowners over \$5 million in repair costs. The program is offered by HomeServe, a leading provider of home repair solutions in North America, with an outstanding reputation.

We encourage you to consider adopting this program for your citizens. For more information, please contact Jeff Olson at jolson@slwofc.ca or visit <https://servicelinewarranties.ca>.

Sincerely,

A handwritten signature in black ink that reads "Mike Van Horne".

Mike Van Horne
 General Manager, SLWC
 Vaughan, ON

Join the celebration!

6.2



Sod Turning Ceremony for the new H.A. Kostash School



Friday, September 24, 2021 at 1 p.m.

H.A. Kostash School

5019 50 Street, Smoky Lake, AB

(ceremony will be held at the new school site, north of the school)



Aspen View
PUBLIC SCHOOLS

File: 1560-STIP-LRB-C-SMOK
BF 70923/72828/00849/01722

August 30, 2021

VIA EMAIL: clukinuk@smokylakecounty.ab.ca

Mr. Craig Lukinuk
Reeve
Smoky Lake County
PO Box 310
Smoky Lake, AB T0A 3C0

Dear Reeve Lukinuk:

RE: BF 70923/ BF 72828/ BF 00849/ BF 01772

Thank you for your applications under the Strategic Transportation Infrastructure Program (STIP) for the above projects.

Unfortunately a significant number of applications were received which exceeded the available program budget and your projects were not recommended for grant funding at this time.

Your municipality may resubmit these applications and any new eligible projects for 2022. The application deadline is November 30, 2021.

If your municipality chooses to start a project before receiving funding approval under STIP, the project will no longer be eligible.

If you have any questions regarding STIP, please contact me at 780-427-8360, or at Miranda.Rowda@gov.ab.ca.

Yours truly,

Miranda.Rowda Digitally signed by Miranda.Rowda
Date: 2021.08.30 15:01:54 -06'00'

Miranda Rowda, P.Eng.
Infrastructure Manager



Construction and Maintenance Division
 North Central Region
 Box 4596, 4513-62 Avenue
 Barrhead, AB T7N 1A5 Canada
 Telephone 780-674-4700
 Toll Free Dial 310-0000
www.alberta.ca

File: 1560-STIP-LRB-C-SMOK
 BF 13398

August 30, 2021

VIA EMAIL: clukinuk@smokylakecounty.ab.ca

Mr. Craig Lukinuk
 Reeve
 Smoky Lake County
 PO Box 310
 Smoky Lake, AB T0A 3C0

Dear Reeve Lukinuk:

**RE: Memorandum of Agreement – STIP – Local Road Bridge
BF 13398 Bridge Replacement**

Attached is the Memorandum of Agreement for the above-noted project, approved under the Strategic Transportation Infrastructure Program (STIP) – Local Road Bridge Program.

Please sign and date page 5, and return a signed copy to the attention of Miranda Rowda. If possible, our office would prefer copies of the agreements be returned by email with electronic signatures to miranda.rowda@gov.ab.ca. However, in lieu of electronic signatures, you may print two copies of each agreement and mail the signed copies to the Barrhead office:

Alberta Transportation
 Construction and Maintenance Division
 North Central Region
 Box 4596, 4513- 62 Avenue
 Barrhead, AB T7N 1A5

The department will date the agreements on page 2, after which an agreement will be returned to the County for its records.

August 26, 2021 - Council Mtg.
 Moton 144-21 : Acknowledged receipt
 of STIP funding:
664,400.00 - BF 13398

Should you or your staff have questions or concerns regarding this grant program, you may contact me at 780-427-8360.

Yours truly,

Miranda.Rowda Digitally signed by Miranda.Rowda
Date: 2021.08.30 14:45:28 -06'00'

Miranda Rowda, P. Eng.
Infrastructure Manager

cc: Barry Pape, Team Lead Water/Wastewater and Grants



Memorandum of Agreement

between

Alberta Transportation

and

Smoky Lake County

for the

Strategic Transportation Infrastructure Program

Local Road Bridge Component

for

BF#13398 – Bridge Replacement

MEMORANDUM OF AGREEMENT made as of the _____ of _____, 2021

BETWEEN:

HER MAJESTY THE QUEEN,
in right of Alberta, as represented by Alberta Transportation
("Alberta")

-and-

Smoky Lake County

in the Province of Alberta (the "Municipality")

The Municipality has proposed to undertake **Bridge Replacement of BF#13398** (in this document referred to as the "Project"); and

Ownership of the said **BF#13398** is vested in the Crown in right of Alberta; and

Under the provision of Alberta Regulation 79/2003, the Minister may enter into an agreement with respect to any matter relating to the payment of a grant; and

The Minister, as a condition to the use of Provincial funds for the construction of the **BF#13398**, under the Strategic Transportation Infrastructure Program – **Local Road Bridge Component**, deems it necessary to enter into an agreement with the Municipality to ensure the preservation and protection of **BF#13398** as an efficient means of transportation.

In consideration of the terms and conditions specified in this document, the parties agree as follows:

1. The Municipality shall undertake the **Bridge Replacement of BF#13398** in accordance with the detailed plan and specifications as approved by the Minister.
2. The maximum contribution by the Minister shall be limited to **Six Hundred Sixty Four Thousand Four Hundred** dollars ~~<\$664,400>~~ or Seventy-Five Percent (75%) of the actual shareable costs, whichever is less, as shown in the **Schedule of Costs**, in this document referred to as the "**Schedule A**", attached to this document and forming part of this Agreement.
3. The Minister may advance a portion or all of the funds specified in Clause 2 in trust or provide payments upon submission of invoices submitted by the municipality based on actual expenditures incurred on the project.

4. Nothing in this Agreement will preclude the Municipality from using other sources of funding to complete the work agreed upon.
5. The Municipality will accept the funds granted conditionally by the Minister on the following terms and conditions:
 - a) the Municipality shall maintain a separate accounting for costs incurred on the project and all funds granted conditionally by the Minister;
 - b) the Municipality will ensure expenditures accounted for against the principal amount of any advance and the interest earned is only for the work accepted by the Minister under this Agreement;
 - c) any interest earned on the provincial funds held by the Municipality will only be applied to the total eligible project expenditures so as to reduce the total sharable cost; and
 - d) **"Interest Earned"** shall be calculated based on the actual interest earned by the municipality so as to maximize the interest on such money, subject to provisions of the Municipal Government Act or a method agreeable to the Minister;
 - e) all funds advanced conditionally and accumulated interest not expended prior to December 31st in any year, will be retained conditionally by the Municipality and expended on the Project in the following year(s). The Municipality agrees that any funds and accrued interest unexpended on completion or termination of the Project will be returned to the Province or may be treated as an advance on other Transportation programs as may be specified by the Minister.
6. The Municipality agrees that the Minister shall have the right at all times to inspect the cost records of the Municipality, the work specified in this document, and any and all materials supplied or used in connection with this work, and shall have the right to require any modification or alteration in the work to ensure its completion in accordance with the specifications forming part of this Agreement.
7. The Municipality agrees that:
 - a) it will utilize competent engineering consultants registered and licensed to practice in the Province of Alberta, in this document referred to as the **"Engineer"**, for the design including preparation of the plans and specifications and for the quality control activities and supervision of the contract during construction; and

- b) it will undertake the construction on a contract basis, and shall invite tenders; and where the Municipality recommends that any tender other than the low tender be accepted, shall submit to the Province for its written approval its recommendation respecting such awarding, together with details of all tenders received; and
 - c) it will ensure that the accepted work is carried out in accordance with the rules, regulations and laws governing such works and in accordance with the best general practice, and in a manner agreeable to the Minister; and
 - d) it will satisfy itself that the costs proposed and submitted by the Engineer for their services are considered fair and reasonable; and
 - e) it will provide the Minister with confirmation of construction completion; and a certified financial statement of all costs incurred; and revenues received with respect to the project; along with copies of all relevant invoices; and
 - f) it will schedule the work to be completed by **December 31, 2023**.
8. Upon completion of the work, the Municipality shall allow free and complete use of the said **BF#13398** to and by any lawfully licensed vehicle operated in accordance with the Traffic Safety Act.
9. The Municipality agrees that it shall at its own expense perform subsequent maintenance on the **BF#13398** including upkeep of signage and pavement markings, as required.
10. The Municipality shall indemnify and hold harmless the Minister, his employees and agents from any and all claims, demands, actions and costs or whatever may arise, directly or indirectly, out of any act or omission of the Municipality, its employees or agents, in the performance by the Municipality of this Agreement. Such indemnification shall survive termination of this Agreement.
11. The parties agree to give this Agreement a fair and liberal interpretation and to negotiate with fairness and candor, any modification or alteration that may be rendered necessary by changing conditions.

IN WITNESS WHEREOF this Agreement has been duly executed by the parties hereto as of the date first above written.

SIGNED ON BEHALF OF

Alberta Transportation

Michael Botros, Regional Director

Witness

Date Signed

SIGNED ON BEHALF OF

Smoky Lake County
As represented by the Mayor/Reeve:

Craig Lukinuk, Reeve

Witness

Date Signed

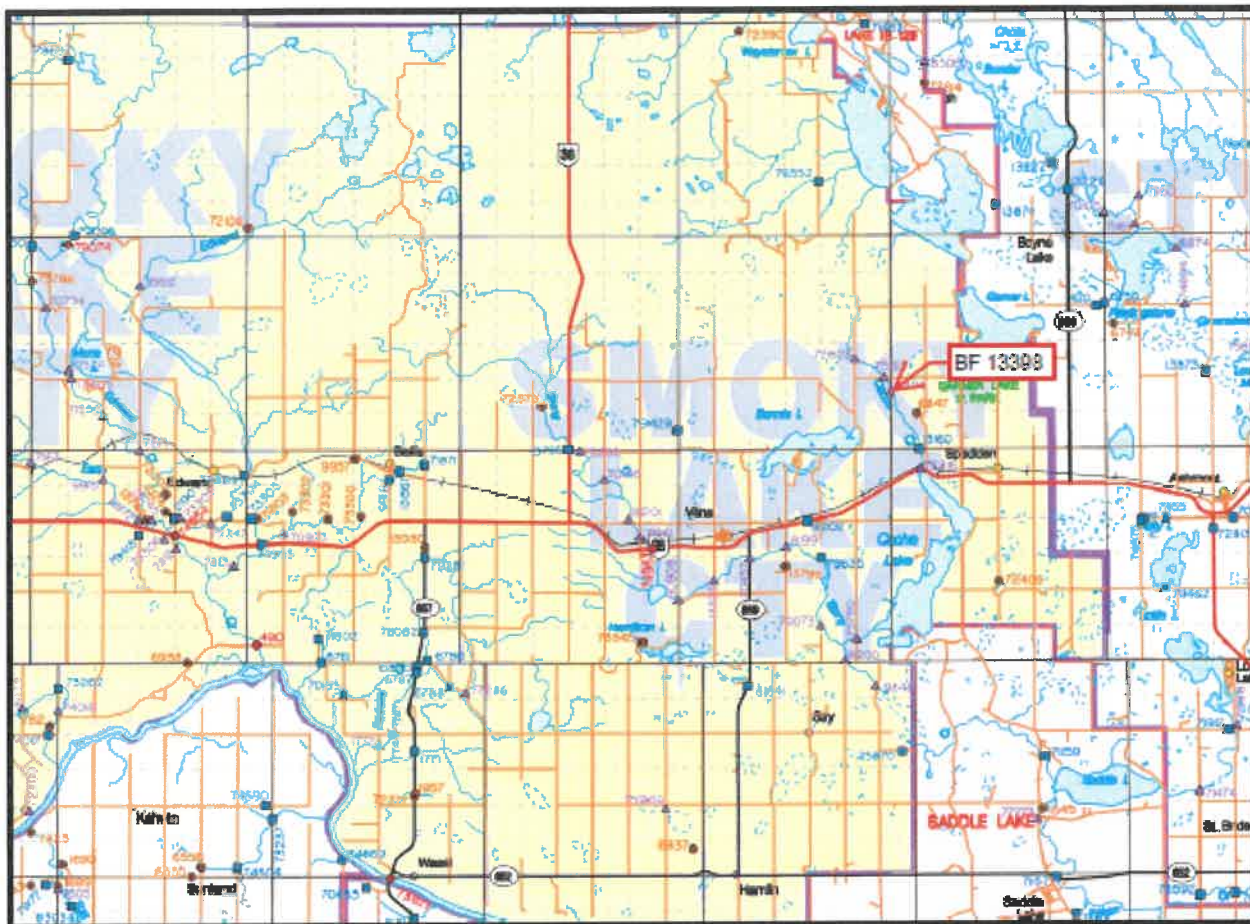
Schedule "A"

Schedule of Costs

Project Information	
Municipality	Smoky Lake County
Project Name:	BF 13398 Bridge Replacement
Project Detailed Location:	Cache Creek, with legal land location: NW SEC 7, TWP 60, RGE 12, W4M on Range Road 130 near the community of Vilna, with a Latitude / Longitude of 54:10:29, -111:48:11.
Contractor:	TBD
Consultant:	Associated Engineering, Jennifer Plamondon, P.Eng
Financial Information	
Project/Construction Cost	\$752,928
Engineering Costs (Eligible Costs Only)	\$132,939
Total Eligible Cost	\$885,867
Other (Please Specify)	\$

Exhibit "A"

(Map of Site)



STIP APPLICATION - BF 13398

New ownership in 2022

For over four decades we have produced weekly community newspapers through boom and bust. The support of our staff, readers, advertisers, suppliers, business community and even government elected officials and municipal staff have made the journey fun.

However it is time to move on to another phase of life so we'll be retiring from operating The Review and The Free Press at the end of 2021 with new ownership continuing to publish the local newspapers.

This note is to express appreciation for your support and to give you a heads-up that change is coming at the end of the year. An agreement in principle has been reached that will see The Free Press and The Review continue in 2022. An experienced independent Alberta publisher will produce both community newspapers using the same distribution patterns. Publishing will continue to be based out of the existing Review office in Redwater.

We are confident you will see the commitment to local residents and business continue – but with a fresh energy. Watch for an update in an official announcement closer to the changeover date – when all the details are finalized. Advertisers in the process of planning your 2022 marketing now can contact the Free Press or Review offices by email and the new publisher will respond.

The transition will be smooth – Cowley will continue to publish the newspapers weekly as per normal until the final edition under our ownership on Dec. 22, 2021, with the new owner preparing and distributing the Jan. 5, 2022 and future editions.

*Thanks again,
Ed Cowley
Wanda Cowley*

The Review, Redwater redwater@shaw.ca
The Free Press, Morinville morinville@shaw.ca

Royal Canadian Mounted Police



Gendarmerie royale du Canada

Commanding Officer
Alberta

Commandant
de l'Alberta

August 25, 2021

Reeve Craig Lukinuk
Smoky Lake County
P.O Box 310
4612 McDougall Drive
Smoky Lake, AB T0A 3C0



Dear Reeve Lukinuk:

Re: Letter of support to retain the Royal Canadian Mounted Police (RCMP) in Alberta

I appreciate the time you have taken to share such positive words of support for the Royal Canadian Mounted Police (RCMP) in your community with Minister Madu. I firmly believe our service is a reflection of the collaborative relationships that take place between community leaders, citizens and our employees.

Working closely with those we serve means you have a police service that is community-led and focused on the safety and security needs of your citizens. I appreciate your commitment in helping us meet those needs. Community leaders offer guidance on ways in which the RCMP can demonstrate an understanding of issues to build trust. Our relationship has been mutually beneficial and has allowed for the Alberta RCMP to improve our community engagement, response time and overall cohesiveness.

We have a strong foundation for success as our pride is in the service to your community with emphasis in providing a safer place for all Albertans. Thank you for your continued support of the Alberta RCMP.

Yours truly,

C. M. (Curtis) Zablocki M.O.M.
Deputy Commissioner
Commanding Officer Alberta RCMP

11140 – 109 Street
Edmonton, AB T5G 2T4

Telephone: 780-412-5444
Fax: 780-412-5445

CC: Angela Duncan, Interim President, Alberta Urban Municipalities Association
Paul McLaughlin, President, Rural Municipalities Association
Glen Van Dijken, Member of Legislative Assembly for Barrhead – Athabasca – Westlock
Superintendent Shane Ramteemal, Acting District Officer, Eastern Alberta District, Alberta Royal Canadian Mounted Police
Sergeant Tina Chan, Detachment Commander, Smoky Lake Detachment, Alberta Royal Canadian Mounted Police



TENTATIVE AGENDA
2021 CONVENTION & TRADE FAIR
NOVEMBER 28 – DECEMBER 2, 2021
DELTA HOTELS BY MARRIOTT EDMONTON SOUTH
RADISSON HOTEL EDMONTON SOUTH

Co-operative Culture!!!

Sunday, November 28, 2021

- | | |
|-----------------|--|
| 6 p.m. – 7 p.m. | Olfactory Testing – First Come, First Serve – Imperial Ballroom (Level P1), Radisson Hotel Edmonton South |
| 7 p.m. – 9 p.m. | Service Personnel Seminar – Imperial Ballroom (Level P1), Radisson Hotel Edmonton South – Registration at 6:30 p.m. |

Monday, November 29, 2021

- | | |
|-----------------------|--|
| 8 a.m. – 5 p.m. | Convention Registration – Main Foyer, Delta Hotels By Marriott Edmonton South |
| 7 a.m. – 8 a.m. | Olfactory Testing – First Come, First Serve – Imperial Ballroom (Level P1), Radisson Hotel Edmonton South |
| 8:15 a.m. – 2:30 p.m. | Service Personnel Seminar – Imperial Ballroom (Level P1), Radisson Hotel Edmonton South |
| 8:30 a.m. – 3 p.m. | Office Admin Seminar – Jubilee Ballroom (Level P2), Radisson Hotel Edmonton South |
| 9 a.m. – 12:30 p.m. | Managers Meeting – Top of the Inn, Delta Hotels By Marriott Edmonton South |
| 12 p.m. – 4:30 p.m. | Trade Fair – Grand Ballroom (main floor), Delta Hotels By Marriott Edmonton South |

Tuesday, November 30, 2021

- | | |
|-----------------|--|
| 8 a.m. – 4 p.m. | Convention Registration – Main Foyer, Delta Hotels By Marriott Edmonton South |
|-----------------|--|
- Registration at 8:30 a.m. for 9 a.m. sessions; 10:30 a.m. for 11 a.m. sessions**

Please Note Session 1 is held in the Crystal Gallery at the Delta Hotels By Marriott Edmonton South
Sessions 2 – 7 are in the Jubilee Ballroom at the Radisson Hotel Edmonton South

- | | |
|-----------|---|
| Session 1 | 9 a.m. – 12:00 p.m. Indigenous Relations Blanket Exercise
<i>The Blanket Exercise is an interactive way to learn more about Canadian history, particularly the First Nations, Metis and Inuit perspectives that have not been regularly taught or discussed. The goal is to build understanding about our shared history as Indigenous and non-Indigenous peoples in Canada by walking through pre-contact, treaty-making, colonization, and resistance. Everyone is actively involved as they step onto blankets that represent the land, and into the role of First Nations, Inuit and later Métis peoples.</i> |
|-----------|---|

- Session 2 9 a.m. – 10:30 a.m. **Gas Processing – Gene Campbell, Ste. Anne Natural Gas Co-op Ltd.**
An overview of the processes involved to bring gas from the wellhead to your home
- Session 3 9 a.m. – 10:30 a.m. **Governance - Brent McEwan, Executive Director of Industry Governance and Rural Utilities**
Presentation on the fundamentals of governance that a director of a rural utility should know. These include understanding board responsibilities and member duties, appreciating your role as a member on the Board, knowing the dynamics between Board and staff, and raising your awareness of the legislative and regulatory framework you operate within.
- Session 4 9 a.m. – 10:30 a.m. **Gas Codes - Sidney Manning, Administrator of Plumbing and Gas for Alberta Municipal Affairs**
Will provide an overview of changes to the 2020 gas codes, as well as issues of current concern to the gas industry, including residential, commercial, and industrial customers.
- Session 5 11 a.m. – 12:30 p.m. **Gas Processing – Gene Campbell, Ste. Anne Natural Gas Co-op Ltd.**
An overview of the processes involved to bring gas from the wellhead to your home
- Session 6 11 a.m. – 12:30 p.m. **Governance - Brent McEwan, Executive Director of Industry Governance and Rural Utilities**
Presentation on the fundamentals of governance that a director of a rural utility should know. These include understanding board responsibilities and member duties, appreciating your role as a member on the Board, knowing the dynamics between Board and staff, and raising your awareness of the legislative and regulatory framework you operate within.
- Session 7 11 a.m. – 12:30 p.m. **Gas Codes - Sidney Manning, Administrator of Plumbing and Gas for Alberta Municipal Affairs**
Will provide an overview of changes to the 2020 gas codes, as well as issues of current concern to the gas industry, including residential, commercial, and industrial customers.
- 11 a.m. – 4 p.m. Trade Fair - Grand Ballroom (main floor), **Delta Hotels By Marriott Edmonton South**
- 1:30 – 4:30 p.m. Chair Meeting –**Registration at 1 p.m.** Imperial Ballroom (Level P1), Radisson Hotel Edmonton South
- 5 p.m. – 6 p.m. Gas Alberta Inc. Annual General Meeting (Shareholder Reception to follow) Jubilee Ballroom (Level P2), **Radisson Hotel Edmonton South**

Wednesday, December 1, 2021

- 6:00 a.m. - 8 a.m. Breakfast Buffet – Your choice
Atrium (main floor), **Radisson Hotel Edmonton South** or
Crystal Gallery (main floor), **Delta Hotels By Marriott Edmonton South**
- 8 a.m. - 3 p.m. Convention Registration – Main Foyer, **Delta Hotels By Marriott Edmonton South**

9:00 a.m. – 3 p.m.	Spousal Program – Mayfield Dinner Theatre Registration and coffee at 8:30 a.m. Bus leaves the Delta at 9:15 a.m.
8:30 a.m.	2021 Annual General Meeting (48 th Annual Convention & 47 th Annual Trade Fair) Grand Ballroom, Delta Hotels By Marriott Edmonton South
	O Canada In Memory Welcome and Introduction of Board and Staff – Bert Paulssen
	<u>Recognitions</u> Resolutions – Resolutions Committee comprised of Zone Representatives Convention and Trade Fair Co-ordinators – Dawn McWhirter and Allison Zinnick Registration – Federation Staff Meeting Chair – Bert Paulssen Recording Secretaries –Sandi Orr and Sandra German
9 a.m.	Open and Welcome
9:05 a.m.	Kevin Ouderkirk, Chairperson of Manager’s Advisory Committee
9:15 a.m.	Cost of Service/Democratic Structure
10 a.m.	The Co-operators – Co-operative Culture
10:30 a.m.	Refreshment Break
10:45 a.m.	Kurt Kinnear, CEO, 4H
11 a.m.	ATCO – Hydrogen Project
11:55 a.m.	Federation Achievement Awards
12 noon	Lunch Break
1 p.m.	Call to Order – Annual General Meeting Business Portion Adoption of Agenda
1:05 p.m.	Minutes of 2020 Convention ➤ Adoption and Business Arising from the Minutes
1:15 p.m.	Federation Board & Executive Director Report ➤ Adoption & Questions Arising from the Board & Executive Director Report
1:30 p.m.	Resolutions
2:30 p.m.	Refreshment Break
2:45 p.m.	Phil Dirks, C.P.A, C.A. – Metrix Group LLP

- Auditor's Report & Adoption
 - Appointment of Auditor for 2021/2022
- 3 p.m. Presentation of 2021/2022 Budget
Levy Motion
- 3:10 p.m. Resolutions (if required)
- 3:30 p.m. **Adjourn Annual General Meeting Business Portion**
- 3:30 p.m. Aon Reed Stenhouse Fedgas Insurance Reciprocal Exchange
➤ Insurance Update
- 4:15 p.m. Adjourn for the Day
- 5:45 p.m. Social Hour - Cash Bar – **Jubilee Ballroom, Radisson Hotel Edmonton South**
- 6:45 p.m. Banquet & Entertainment – **Jubilee Ballroom, Radisson Hotel Edmonton South**

Thursday, December 2, 2021

- 6:00 a.m. - 8 a.m. Breakfast Buffet – Your choice
Atrium (main floor), **Radisson Hotels Edmonton South** or
Crystal Gallery (main floor), **Delta Hotels By Marriott Edmonton South**
- 8 a.m. Convention Registration – Main Foyer, **Delta Hotels By Marriott Edmonton South**
- 8:30 a.m. Convention Meeting – Reconvenes – Grand Ballroom, **Delta Hotels By Marriott Edmonton South**
- Evaluation of 2021 Convention & Trade Fair
Registration Report
New Business and Resolutions
Suggestions from the floor on next Annual Meeting or Zone Meetings
- 8:45 a.m. Government MLA Forum and Discussion
- 10:30 a.m. Refreshment Break
- 10:45 a.m. Georges Laraque, **Keynote Speaker**
- 11:45 a.m. Closing Remarks
- 12 p.m. Adjournment
Luncheon – Grand Ballroom, **Delta Hotels By Marriott Edmonton South**



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IHG[®] Game Changing
advantage

GROUP ACCOMMODATION CONTRACT

Reservation Procedure

Method of Reservation:

Group designated rooms can be booked through Hotel +1 (780) 431-1100. Please mention during reservation Federation of Alberta Gas Co-op 2021 **BLOCK CODE: FGC**

Guest Room Accommodations:

Standard Room with One Queen or King Bed – Single or Double Rate \$89.00

- 3% Destination Marketing Fee (Taxable)
- 4% Provincial Tourism Levy.
- 5% GST will be applied over and above all other quoted rates.

Complimentary Services:

- Wi-Fi internet
- Coffee/Tea in room
- Access to the pool, hot tub and Fitness Center
- Parking (Underground at an extra charge)

Breakfast:

Fresh hot breakfast is served at the famous *Ricky's All Day Grill* - starting from \$12 per person per day.

Holiday Inn Conference Centre Edmonton South

4485 Gateway Boulevard Edmonton, AB TGH 5C3

T: 780.431.1100 F: 780.437.3455

Jenna Preston

From: Tony <tony@crimewatchcanada.com>
Sent: September 17, 2021 9:37 AM
To: Jenna Preston
Subject: Crime Watch Canada - Sponsorship Request
Attachments: 2021 cwc price list.pdf

Hello,

Further to your discussion with Andre:

Thank You for your interest in Crime Watch Canada and considerations to advertise your Organization as one of our valued sponsors.

Crime Watch Canada believes by putting criminals and the crimes they commit under the spotlight, we have a better chance of protecting our children, loved ones and ourselves from the negative influences of Crime. Since 2003 Crime Watch Canada Magazine has grown to a quarter million readerships and has become Canada's leading Crime Prevention and Educational subscription-based publication.

The Crime Watch Material is mailed out on a bi-monthly cycle (six issues a year) and your Sponsorship includes a complimentary one-year subscription. We encourage our Members to place it in a high traffic area (i.e. reception) as it generates a higher readership thus assisting with getting this information to everyone. Alternatively, we can send out this complimentary subscription on your behalf to an Organization which requests this material from our office.

Attached are our sponsorship rates - The sponsorship funding from our Community and Business Members enables us to distribute this crucial information with two of our primary focuses being the Fugitive Alert & Reward Program and Missing Person's notifications across the Country.

If you would like to become a sponsor, please advise us at your earliest convenience.

Regards,

Tony Russo
National Accounts Manager
780-995-2855 (Direct)
1-877-443-4453 (Office line)
1-877-443-4467 (Facsimile)
www.crimewatchcanada.com

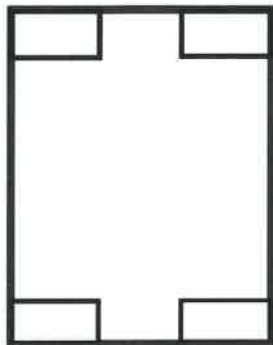
The content of this email is the confidential property of Crime Watch Canada and should not be copied, modified, re-transmitted, or used for any purpose except with written authorization. If you are not the intended recipient, please delete all copies and notify us immediately.



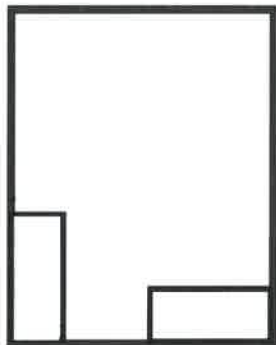
MAGAZINE

ADVERTISING RATES

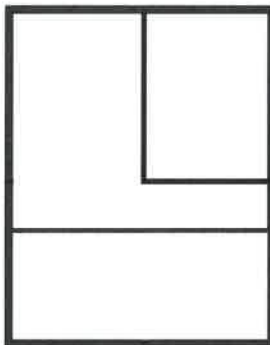
PRICES ARE QUOTED ON A "PER ISSUE" BASIS TAXES NOT INCLUDED



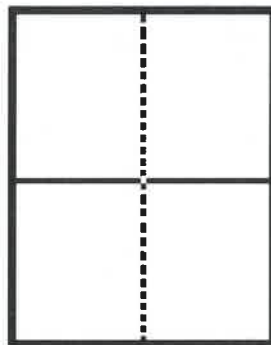
AD SIZE 1 Regular BUSINESS CARD
SIZE IS APPROXIMATE



AD SIZE 2 Jumbo SIZE BUSINESS CARD
SIZE IS APPROXIMATE



AD SIZE 3 QUARTER PAGE
SIZE IS APPROXIMATE



AD SIZE 4 HALF PAGE
SIZE IS APPROXIMATE



AD SIZE 5 FULL PAGE
SIZE IS APPROXIMATE

TERMS AND CONDITIONS

- Payment in full for ads placed in multiple issues will receive an additional discount
- Payments are accepted by Visa / MasterCard / Cheque or Cash
- Payments are due prior to placement of ad

Contact Info:

Mark Bradshaw

Ad Copy

12904 - 54 st

Edmonton, AB T5A 0A4

Tel 1(877) 443-4453

Fax 1(877) 443-4467

Email high resolution PDF* ads to: adcopy@crimewatchcanada.com

Please specify:

- company name
- client contact & phone number
- invoice number
- ad size
- Formats other than PDF's please contact Mark Bradshaw
- FTP site access available upon request

* use the default settings for the "Press" job option in Acrobat Distiller

AD SIZE	1 Issue	2 Issues	3 Issues	4 Issues	5 Issues	6 Issues
Regular Business Card	\$195.00	\$350.00	\$500.00	\$625.00	\$730.00	\$820.00
Jumbo Business Card	\$320.00	\$575.00	\$815.00	\$1,025.00	\$1,200.00	\$1,345.00
Quarter Page	\$460.00	\$830.00	\$1,175.00	\$1,475.00	\$1,725.00	\$1,935.00
Half Page	\$770.00	\$1,385.00	\$1,965.00	\$2,465.00	\$2,890.00	\$3,235.00
Full Page	\$1,200.00	\$2,185.00	\$3,060.00	\$3,840.00	\$4,500.00	\$5,040.00
Full Inside Cover	\$1,900.00	\$3,420.00	\$4,845.00	\$6,080.00	\$7,125.00	\$7,980.00

RESOLUTION FOR ALL
ARTWORK IS 300 DPI

www.crimewatchcanada.com

INSERTS If you have an insert to go into the magazine contact us for a quote



Monthly Release of Information



SEPTEMBER 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Release for Information #
			1	2	3	4	R56-21: UCC Alberta – E-Bulleting: September 9, 2021.F
5	6	7	8	9 R56-21	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30			

MONTH: September 2021

Summary: Thank You to Smoky Lake County

Organization	Event	Thank You
Chahor Parish	Centenary	Representation
STARS	N/A	Donation
Bellis 4-H Beef Club	2021 Achievement Day	Support/Donation
Community Futures St.Paul/Smoky Lake Region	Lemonade Day	Sponsorship
Bellis/Vilna Citizens on Patrol	N/A	Donation

Dear Mary and Randy
Thank you for representing
the Council



Your kindness is appreciated
more than you know.

On behalf of the
Chahon Parish thank you
for your attendance and
presenting the plaque

Mary Ann Boychuk



ORTHODOX PARISHES BULLETIN

Archdiocese of Canada
Orthodox Church in America **August, 2021**

One Orthodox Family Worshipping in Fifteen parishes
Rev. Fr. Stephen Keaschuk

Rev. Kolin Berglund
Smoky Lake, AB. T0A 3C0
(780) 499-2863



RECEIVED
AUG 30 2021
SMOKY LAKE COUNTY

Feast of Saints Peter & Paul at Chahor



The centenary that was planned for 2020 was delayed due to the covid-19.

This year county officials Randy Orichowski and Reeve Craig Lukinuk presented a centenary certificate to Metro Starchuk. Craig added more history of the church to the congratulatory message. Janice Klementovich & Christine Meroniuk accepted the congratulatory certificate from MP Shannon Stubbs, who represents the district in Ottawa. More certificates were accepted by church members Ruby Gontowiuk, Vicky Hupka, Mary Rogoza and Mary Ann Boychuk. Thanks to Don Klym et al for the entertainment



Fr. Stephen was assisted by Garry Fedoretz and choir. To say the least, spirits were uplifted in most who attended.

Elijah :Hebrew prophet

Elijah, also spelled **Elias** or **Elia**, Hebrew **Eliyyahu**, (flourished 9th century bce), Hebrew prophet who ranks with **Moses** in saving the religion of **Yahweh** from being corrupted by the **nature worship** of **Baal**. Elijah's name means "Yahweh is my God" and is spelled Elias in some versions of the **Bible**. The story of his prophetic career in the northern kingdom of **Israel** during the reigns of Kings **Ahab** and Ahaziah is told in **1 Kings 17–19** and **2 Kings 1–2** in the Bible. Elijah claimed that there was no reality except the God of Israel, stressing **monotheism** to the people with possibly unprecedented emphasis. He is **commemorated** by **Christians** on July 20 and is recognized as a prophet in **Islam**.

Theological significance

One of the most important moments in the history of monotheism is the climax of Elijah's struggle with Baalism. His momentous words, "If Yahweh is God, follow him, but if Baal, then follow him"—especially when taken with the prayer "Hear me, Yahweh, that this people may know that you, Yahweh, are God"—show that more is at stake than simply allotting to divinities their particular spheres of influence. The true question is whether Yahweh or Baal is God, simply and universally. Elijah's words proclaim that there is no reality except the God of Israel, there are no other beings entitled to the name of divinity. The acclamation of the people, "Yahweh, he is God" expresses a fully conscious monotheism, never before perhaps brought home to them so clearly.

Elijah's deepest prophetic experience takes place on his pilgrimage to Horeb, where he learns that God is not in the storm, the earthquake, or the lightning. Nature, so far

from being God's embodiment, is not even an adequate symbol. God is invisible and spiritual and is best known in the intellectual word of revelation, "the still, small voice." The transcendence of God receives here one of its earliest expressions. Elijah's story also expresses for the first time a thought that was to dominate Hebrew prophecy: in contrast to the bland hopes of the people, salvation is bestowed only on a "remnant," those purified by God's judgment. The theme of the later prophets, that morality must be at the heart of ritual worship, is also taught by Elijah, who upholds the unity of law and religion against the despotic cruelty of a king influenced by a pagan wife. Elijah's work may also be regarded as a protest against every effort to find religious experience in self-induced ecstasy and sensual frenzy rather than in a faith linked with reason and morality.

<https://www.britannica.com/biography/Elijah-Hebrew-prophet>

August Birthdays			
Dan Balan	Emily Ketsa	George Marianicz	Jason Rosychuk
Margie Basaraba-Luchak	Bob Koroluk	Neil Marianicz	Doug Serediak
Mary Esak	Sophie Koroluk	Audrey Matan	Bradley Shapka
Amy Fedoretz	Cheryl Kozak	Scott A. Melnyk	Maria Shapka
Malcolm Fedoretz	Elias Kozakewich	Lia Nikolaev	Marissa Shapka
Bob Gillespie	Evangeline Kozakewich	Nicholas Perepeletza	Mary Shukalek
Cherie Gillespie	Roxanne Kozakewich	Alexander Ponich	Charlene Shulko
Maryann Gorda	David Lewyta	Megan Ponich	Lana Shulko
Alvina Hughes	Stephen Lewyta	Nick Repka	Steve Sopenko
Linda Luchak			Metro Starchuk
ANNIVERSARIES			
Bob & Sophie Koroluk 64		Ron & Angela Fedelichuk	
Malcolm & Marilyn Fedoretz 45		Lawrence & Georgina Kapitsky	
Doug & Phyllis Ponich 39		Emil & Betty Kostiuik 33	
Douglas & Kathy Megley 31		David & Amanda Dombowsky 6	
Scott & Tamara Forbes 21			



August 17, 2021

Reeve & Council
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Allies like you make it possible for **STARS** to be there for the next patient, like we were for our Very Important Patient (VIP) Ron Diller. Ron arrived at a rural hospital looking to treat his sudden and severe back pain when he took a turn for the worse. He went into cardiac arrest, needing nearly five minutes of CPR to be revived. After determining that Ron needed more advanced care, **STARS** was called to provide him with critical care and transport him to the nearest major trauma centre for the specialized care he needed.

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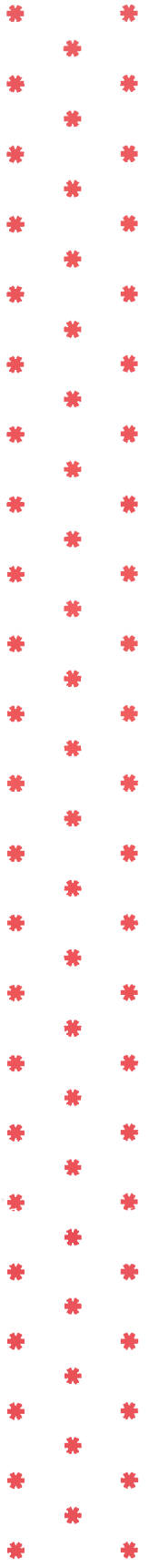
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President and CEO
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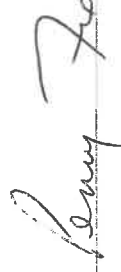
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