

## SMOKY LAKE COUNTY

**A G E N D A:** County Council Meeting to be held on  
Thursday, **January 27, 2022** at 9:00 A.M.  
Virtual through Zoom Platform

Meeting ID: 837 8047 6398 Passcode: 124700

<https://us02web.zoom.us/j/83780476398?pwd=VmJPeFU4WFJKMTI5SVVHeG5EUUM1UT09>

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

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### 1. Meeting:

Call to Order

### 2. Agenda:

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

### 3. Minutes:

1. Minutes of December 7, 2021 – **County Council Committee of the Whole for the Purpose of Planning Meeting.** ©

Recommendation: Motion to Adopt.

2. Minutes of December 14, 2021 – **County Council Departmental Meeting.** ©

Recommendation: Motion to Adopt.

3. Minutes of December 16, 2021 – **County Council Meeting.** ©

Recommendation: Motion to Adopt.

### 4. Request for Decision: Governance Issues and Management Issues

1. Surface Lease Municipal Surface Lease Property: Current Bylaw No.1245-12.©
2. Lakeland Industry and Community Association (LICA) Membership. © (*See Delegation # 7.1*)
3. Proposed Removal of a Caveat on the Lands Legally Described as NE-8-60-12-W4. ©
4. Alberta Bilingual Municipalities Association (ABMA) 2022-2023 Membership. ©
5. Appointment of Public Member-at-Large to the Subdivision and Development Appeal Board. ©
6. Funding Contribution Agreement: Canadian Heritage Rivers System (CHRS) Management Plan for the North Saskatchewan River in Alberta. ©
7. Request to Purchase County Owned Land – Plan 5225CL; Block OT (Former Waskatenau Nuisance Grounds. ©
8. Family School Liaison Worker Program Master Service Agreement. ©
9. Request for Road Access: Plan 0421556, Block 1, Lot 53 (Hillside Acres – Whitefish Lake). ©

10. Alberta's Lakeland Designation Marketing Organization (DMO): 2022 Membership. ©
11. Community Planning Association of Alberta (CPAA) Award and Membership. ©

**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: December 17, 2021 to January 20, 2022. ©
  - 5.1.2 Financial Statement for the months of: **November 2021.** ©
  - 5.1.3 Action List:
    - i. County Council Committee of the Whole for the Purpose of Planning Meeting – December 7, 2021.
    - ii. County Council Departmental Meeting – December 14, 2021.
    - iii. County Council Meeting – December 16, 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.
    - a. Alberta CARE Minutes: December 4, 2021. ©
  - 5.3.2 Division Two. ©
  - 5.3.3 Division Three.
  - 5.3.4 Division Four. - **Reeve.** *(To be handed out at Meeting)*
  - 5.3.5 Division Five. ©
    - a. Muni Corr Notes: January 4, 2022. ©
  - 5.3.6 Additional Documentation: Committees, Boards and Commissions.
    - Regional Community Development Committee**
      - a. Action List: October 13, 2021. ©
    - North East Muni-Corr Ltd.**
      - b. Minutes: November 15, 2021. ©
      - c. AGM Minutes: November 15, 2021. ©
    - Waskatenau Pryveet Dance Club**
      - d. Minutes: December 7, 2021. ©

**6. Correspondence:**

1. Marvin Bjornstad, President, Riverland Recreational Society, dated January 3, 2022 – Re: Three-year funding agreement request for maintenance. ©
  - a. Invoice for maintenance costs. ©
  - b. Riverland Recreational Trail Society: Maintenance Program 2019-2021. ©
  - c. Pictures of the 2019-2021 maintenance program. ©
  - d. Smoky Lake County: Summary of historical payments. ©



Recommendation: That Smoky Lake County renew the funding agreement for the Winter Maintenance Program of the Iron Horse Trail for a three-year term from 2022 to 2024, at a contribution in the amount of \$2,500.00 per year of which 57% is to be contributed to the Riverland Recreational Trail Society and 43% is to be contributed to the Iron Horse Trail Groomer Foundation (Smoky Lake Trail Twister Snowmobile Club); with funds allocated from the Grants to Individuals and Organizations budget.

2. Email: Trevor Richelhof, January 11, 2022 – Re: Alberta Transportation’s Online Permitting and Referral System. ©

Recommendation: Acknowledge receipt.

3. Community Planning Association of Alberta (CPAA) 2022 Conference – May 2-4, 2022. ©

Recommendation: All those who wish to attend the 2022 Community Planning Association of Alberta Conference, from May 2-4th, 2022.

4. Diane Siriwayo, Legal Analyst, Public Lands Disposition Management Section, Alberta Environment and Parks, dated January 13, 2022 – Re: Application to Purchase No. PLS 200011- SEC9 – TWP58 – RGE17 – W4M (47.00 ac/19.02 ha + -). ©

Recommendation: Acknowledge receipt of preliminary review of Application.

5. Email: Mike Oka, Blood Tribe, dated January 11, 2022 – Re: Support for nomination of the North Saskatchewan River. ©

Recommendation: Acknowledge receipt.

6. 11<sup>th</sup> Annual Alberta Coordinated Action for Recycling Enterprises (CARE) Spring Seminar – February 23<sup>rd</sup> to February 25<sup>th</sup> 2022. ©

Recommendation: Who can attend – attend.

7. Smoky Lake County Community Learning Council: 2021-2022 Membership. ©

Recommendation: That Smoky Lake County, as the Legal Host acknowledge receipt that Smoky Lake County Community Learning Council is in good standing for Year 2021 – 2022 as per Membership Certificate provided from the Community Learning Network (CLN) under the Community Adult Learning Program (CALP).

8. RMA Spring Convention 2022- March 14<sup>th</sup> to March 16<sup>th</sup> 2022. ©

Recommendation: Who can attend-attend.

9. Joan Laventure, Office Manager/Executive Assistant, dated January 18, 2022 – Re: Northern Alberta Mayors’ and Reeves’ Caucus (NAMRC) Membership Refund. ©

Recommendation: Acknowledge receipt of action.

10. 2022 Prime Minister's Awards – Nomination Deadline: February 8, 2022. ©

Recommendation: Advertise for Self-nominations.

11. STARS Ally Impact Report 2021. ©

Recommendation: Acknowledge receipt as part of County's program with STARS.

**7. Delegation(s):**

1. Kayla Hellum, Environmental Coordinator, LICA @ **10:30 a.m.** – Re: Development of our Integrated Watershed Management Plan (IWMP), for the Beaver River Watershed. © *(See RFD #4.2)*

**8. Executive Session:**

**9. Information Release:**

1. Calendar: December 2021 and January 2022. ©
2. Thank You Received: None received.

**10. Bills and Accounts:**

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

- March Council Meeting
- March Departmental Meeting
- Discussion: Hosting a Joint Municipalities Meeting (virtually)

**12. Adjournment**

**SMOKY LAKE COUNTY**

Minutes of the **County Council Committee of the Whole Meeting for the purpose of Administration of Tuesday, December 7, 2021 at 9:04 A.M.** held in County Council Chambers and virtually online through Electronic Communication Technology: Zoom Meeting.

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

<b>ATTENDANCE</b>		
<u>Div. No.</u>	<u>Councillor(s)</u>	<u>Tuesday, Dec. 7, 2021</u>
1	Dan Gawalko	Present in Chambers
2	Linda Fenerty	Present in Chambers
3	Dominique Cere	Present in Chambers
4	Lorne Halisky	Present in Chambers
5	Jered Serben	Present in Chambers
CAO	Gene Sobolewski	Present in Chambers
Assistant CAO	Lydia Cielin	Present Virtually
Finance Manager	Brenda Adamson	Present Virtually
Legislative Svcs/R.S.	Patti Priest	Present Virtually
Plan. & Dev. Manager	Jordan Ruegg	Present Virtually
Plan. & Dev. Assistant	Kyle Schole	Present Virtually
Comm. Ec. Dev. Officer	Michelle Wright	Present Virtually
*****		

No Member of the Media was present.

Two Members of the Public were present.

Delegation: Tony Sefton, Vision XS CEO, was virtually present.

**2. Agenda:**

99-21: Serben

That the Agenda for the Smoky Lake County Council Committee of the Whole Meeting for the purpose of Administration, for December 7, 2021, be adopted, as presented.

Carried Unanimously.

**3. Minutes:**

No Minutes.

**7. Delegation:**

**Tony Sefton, Vision XS CEO**

Virtually present before Council from 9:08 a.m. to 10:28 a.m. was Tony Sefton, Vision XS CEO, to provide an update and orientate the new Elected Officials on the Victoria District Economic Development Strategy project and provide answers to Councils' questions, which included but was not limited to the following:

Where and how are we expected to raise \$50 million?

- It is outlined in the Business Plan which shows a return for investment at 7-8% and we would be selling shares in the corporation.

How many tourists are needed per year to make this viable?

- Approximately 80,000 visitors per year.

Where else has an attraction loop like the one proposed, been built?

- It is copied from a successful project in Austria.
- Another successful example would be the "Ring of Kerry" in Ireland.

Has any consideration been given to winter activities?

- Yes, events will be spread throughout the year, some will be inside and some outside, for example: food festivals, dog sledding, snow shoeing, star watching, tobogganing, sledding, etc.

Does each entity have the \$600,000.00 available and ready to invest?

- We expect it will be, the processes are set up and legislation is in place. We haven't determined the loan payback period however it is being worked out in the current Business Plan.

The main goal of this project is to bring more taxable assessment to the County and develop new sources of income for long term sustainability.

Tony Sefton, Vision XS CEO, virtually left the meeting, time 10:29 a.m.

**STARS (Shock Trauma and Rescue Services)**

Virtually present before Council from 10:38 a.m. to 11:06 a.m. was Glenda Farnden, Senior Municipal Relations Liaison, STARS (Shock Trauma and Rescue Services) to provide the following presentation:



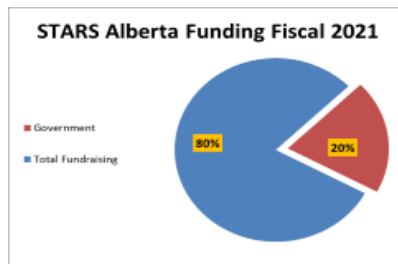
**#1 PRIORITY  
UNINTERRUPTED OPERATIONS**

- STARS remains under strict protocols
- Increasing stress-related types of missions
- COVID-related cases
  - \* 1 -in- 5 STARS missions
- STARS Transport Physicians
  - \* Assist rural hospitals
  - \* Critical care guidance
  - \* Airway management
  - \* Ventilation/resuscitation procedures



**COVID-19 PANDEMIC**

WE ARE ALL STARS



Funding in Thousands	
AB Government Funding	\$ 7,354
Total Operating Costs (Capital Expenditures)**	\$ 36,700
AB Government Funding as a Percent of Costs	20%
STARS Gross Fundraising	
AB Lottery	\$ 7,321
Calendar	\$ 10,359
Site Registration / Emergency Contact Centre	\$ 301
Other Revenue	\$ 3,077
	654
** Excludes capital expenditures for fleet renewal	

**THINK OUTSIDE THE BOX**

- IDENTIFY EFFICIENCIES**
- Operational
  - Fund-raising
  - Downsized staff in affected areas
- STARS LOTTERY**
- Single-largest funding source for STARS
  - 2021 Lottery Sold Out
  - 2022 Lottery launches in January
- STARS CALENDAR CAMPAIGN**
- Decreased revenue— inability to travel
  - New municipal partnerships
  - Calendars for sale at Town Offices in AB.
- PIVOT TO SAFE ONLINE EVENTS**
- Unforeseeable future for mainstay events
  - Rural communities host online 50/50's & raffles
  - New Multi-Provincial Radiothons / Online Galas

**PRO-ACTIVE ACTION**

WE ARE ALL STARS





- \* Access to all available resources
- \* Mechanisms of a call received
- \* Transport Physicians available
- \* GIS mapping and preset locations
- \* Dispatch appropriate level of response
- \* Over 31,000 emergency requests every year

**EMERGENCY LINKCENTRE (ELC) - 24/7 SAFETY NETWORK**

**WE ARE ALL STARS®**



- \* Transport Physician's take an ECC shift
- \* Coordinate complex logistics with receiving hospitals
- \* Scheduling Cardiac Cath lab, Neurosurgeons, CAT Scans
- \* Face-to-face decisions / realtime diagnostics
- \* Result: direct delivery- critical patient to operating room

**ELC AND TRANSPORT PHYSICIANS - PILOT PROJECT - MINUTES COUNT**

**WE ARE ALL STARS®**

Smoky Lake COUNTY @ November 30, 2021	2017	2018	2019	2020	2021	TOTAL
Near Caslan (within Smoky Lake County)					1	1
Near Gold Creek	1		1		1	3
Near Kikino					1	1
Saddle Lake FN			1	4	3	8
Smoky Lake Hospital (critical interfacility transfers)	7	6	7	8	10	38
Smoky Lake (scene calls)	2	6	5	6	3	22
Near Spedden			1		2	3
Near Vilna	1	2	1	1	1	6
Near Waskatenau	1					1
<b>TOTAL (avg. 16 missions per year / \$86158K in service value)</b>	<b>12</b>	<b>14</b>	<b>16</b>	<b>19</b>	<b>22</b>	<b>83</b>



**H145 UPDATE**



**BREAKTHROUGH TECHNOLOGY**

**WE ARE ALL STARS®**



**A GENERATIONAL INVESTMENT FOR THE FUTURE**

**\$138M Fleet Campaign**

- \$65M Federal Government (5)
- \$13M Saskatchewan (1)
- \$13M Alberta (1)
- \$26M Corporate Business, Dedicated Individuals, Alberta Municipalities
- \$15M Possible BK117 proceeds

**\$6M Remaining Campaign**



**FLEET CAMPAIGN CONTINUES**

WE ARE ALL STARS®



STARS - Serving Albertans since 1985.  
More than 45,000 missions flown.  
No cost to the patient.

A life is saved every day.  
Partnerships make this possible.

**Thank You, Smoky Lake County**  
*Life-saving partners since 2004.*

**Standing Motion for Support**  
**\$5000.00** per year

**For your consideration:**  
One-time matching fleet gift  
**\$5000.00**

You are **STARS** reason for being.



Glenda Farnden, Senior Municipal Relations Liaison, STARS (Shock Trauma and Rescue Services), virtually left the meeting, time 11:06 a.m.

**8. Executive Session (Addition to the Agenda):**

**Land and Legal Issue:  
Potential Campground Development**

100-21: Cere

That Smoky Lake County Council unanimously agree to the following Executive Session Addition to the December 7, 2021, Committee of the Whole Meeting Agenda; and go into Executive Session, to discuss a Land and Legal Issue in regard to a potential campground development within Smoky Lake County, under the authority of the FOIP Act, Section 16: third party business interest, time 11:07 a.m., in the presence of all Council, Chief Administrative Office, Assistant Chief Administrative Officer, Planning and Development Manager, Planning and Development Assistant, and Legislative Services Clerk.

Carried.

Kyle Schole, Planning and Development Assistant, virtually left the meeting, time 11:57 a.m.

101-21: Gawalko

That Smoky Lake County Council go out of Executive Session, time 12:10 p.m.

Carried.

**STARS (Shock Trauma and Rescue Services)**

102-21: Jered                      That Smoky Lake County Council **recommend** that the request from the December 7, 2021 Delegation: Glenda Farnden, Senior Municipal Relations Liaison, STARS (Shock Trauma and Rescue Services), of a one-time matching “fleet gift” to STARS, in the amount of \$5,000.00, be brought forward to the next Regular Council meeting for consideration.

Carried.

**ADJOURNMENT**

103-21: Serben                      That the Smoky Lake County Council Committee of the Whole for the purpose of Administration Meeting of Tuesday, December 7, 2021, be adjourned, time 12:15 p.m..

Carried.

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REEVE

**S E A L**

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CHIEF ADMINISTRATIVE OFFICER

**SMOKY LAKE COUNTY**

Minutes of the **County Council Departmental Operations Meeting** held on Tuesday, **December 14, 2021**, at 4:53 P.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. Lorne Halisky, in the presence of the following persons:

			<b>ATTENDANCE</b>
<u>Div. No.</u>	<u>Councillor(s)</u>	<u>Tuesday, Dec.14, 2021</u>	
1	Dan Gawalko	Virtually Present	
2	Linda Fenerty	Present in Chambers	
3	Dominique Cere	Present in Chambers	
4	Lorne Halisky	Present in Chambers	
5	Jered Serben	Present in Chambers	
CAO	Gene Sobolewski	Present in Chambers	
Assistant CAO	Lydia Cielin	Virtually Present	
Finance Manager	Brenda Adamson	Virtually Present	
Legislative Svcs/R.S.	Patti Priest	Virtually Present	
Public Works Manager	Doug Ponich	Virtually Present	
Plan/Dev Manager	Jordan Ruegg	Virtually Present	
GIS	Carole Dowhaniuk	Virtually Present	
Communications Tech.	Evonne Zukiwski	Virtually Present	
Safety Officer	Trevor Tychkowsky	Virtually Present	
Enviro. Op. Manager	Dave Franchuk	Virtually Present	
Shop Foreman	Mark Fedoretz	Virtually Present	

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

**2. Agenda:**

172-12: Cere

That the Smoky Lake County Council Departmental Operations Meeting Agenda for Tuesday, December 14, 2021, be adopted as presented.

Carried Unanimously.

**3. Minutes:**

No Minutes.

**4. Request for Decision:**

No Requests for Decision.

**5. Issues for Information:**

**Manager's Reports:**

One Member of the Public virtually joined the meeting, time 4:58 p.m.

Mark Fedoretz, Shop Foreman, virtually left the meeting, time 5:16 p.m.

Trevor Tychkowsky, Safety Officer, virtually left the meeting, time 5:21 p.m.

Michelle Wright, Community Economic Development Officer, virtually joined the meeting, time 5:22 p.m.



**Planning and Development Manager's Report  
Hillside Acres, Whitefish Lake – Delegations**

173-21: Gawalko That Smoky Lake County Council acknowledge the information provided by the delegations: Lori Danyluk and Gayle Holtz (Landowners at Hillside Acres, Whitefish Lake), at the November 17, 2021, Council Committee of the Whole Meeting, who expressed concerns in respect to the use of the Environmental Reserve (ER), need for a community dock system, safe boat launch, children's park, and handicap access to the lake at Hillside Acres, Whitefish Lake; further to Council's October 15, 2021 Motion #1313-21.

Carried.

**Council Orientation – Planning and Development**

174-21: Fenerty That Smoky Lake County Council acknowledge the Planning and Development Council Orientation was held with all Council and facilitated internally by the Planning and Development Manager: Jordan Ruegg and Planning and Development Manager Assistant: Kyle Schole, on November 17, 2021, at the Council Committee of the Whole Meeting, outlining the following:

- Planning and Development Services Department – “Who we are?”,
- Planning Legislation, Bylaws & Policies,
- Planning Hierarchy & Consistency,
- Planning Legislation, Regulations, Bylaws, and Policies,
- Treaty 6 and Indigenous Acknowledgement, and
- Ongoing and Upcoming Planning and Development Projects.

Carried.

Doug Ponich, Public Works Managers, virtually left the meeting time, 5:30 p.m.

Kyle Schole, Planning and Development Assistant, virtually joined the meeting, time 5:30 p.m.

**Communication Technician's Report  
Microsite Website Retracted Request**

175-21: Fenerty That Smoky Lake County acknowledge receipt of the email received from Jackie Jarema, Caretaker of Hanmore Lake and Island Lake Campgrounds, dated November 30, 2021, in regard to retracting the February 25, 2021 request for a County micro-site website, as it will not meet their expectations for a website capability.

Carried.

**Manager's Reports**

176-21: Cere That the Smoky Lake County Management Reports received for the period between September 21, 2021 to December 7, 2021, from the Public Works Manager, Public Works Foreman, Public Works Shop Foreman, Planning and Development Manager, Safety Officer, GIS Officer and Communications Technician, be accepted as presented and filed for information.

Carried.

**Training Events – Reports to Council**

177-21: Gawalko That Smoky Lake County Council acknowledge receipt of the Reports produced in accordance with Management Policy Statement No. 01-M-41: Reporting on Training Events, received from:

Finance Department:

- Get Real: Cost Reduction & Alternate Revenue, held on December 2, 2021, taken by Brenda Adamson, Finance Manager.

Carried.

2. **Correspondence:**

No Correspondence.

7. **Delegation:**

No Delegation.

8. **Executive Session:**

No Executive Session.

**Adjournment:**

178-21: Fenerty

That the Smoky Lake County Council Meeting for the purpose of Departmental Operations for December 14, 2021, be adjourned, time 5:57 p.m.

Carried.

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REEVE

S E A L

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CHIEF ADMINISTRATIVE OFFICER

SMOKY LAKE COUNTY

Minutes of the **County Council Meeting** held on Thursday, **December 16, 2021** at 9:06 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. Lorne Halisky, in the presence of the following persons:

<b>ATTENDANCE</b>		
<u>Div. No.</u>	<u>Councillor(s)</u>	<u>Thursday, Dec. 16, 2021</u>
1	Dan Gawalko	Present in Chambers
2	Linda Fenerty	Present in Chambers
3	Dominique Cere	Present in Chambers
4	Lorne Halisky	Present in Chambers
5	Jered Serben	Present in Chambers
CAO	Gene Sobolewski	Present in Chambers @9:31am
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

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Observers in Attendance Upon Call to Order:

GIS	Carole Dowhaniuk	Virtually Present
Communications Tech.	Evonne Zukiwski	Virtually Present @9:09am
Bylaw Enforcement	Tammy Godu	Virtually Present
Natural Gas Manager	Daniel Moric	Virtually Present
Media	Redwater Review	Absent
Public	One Member Present	N//A

**2. Agenda:**

179-21: Fenerty That the Smoky Lake County Council Meeting Agenda for Thursday, December 16, 2021, be adopted, as presented.  
Carried Unanimously.

**3. Minutes:**

**Minutes of September 15, 2021 – County Council Budget Meeting**

180-21: Gawalko That the minutes of the **Smoky Lake County Council Budget Meeting** held on Wednesday, September 15, 2021, be adopted as presented.  
Carried

**Minutes of September 21, 2021 –County Council Departmental Meeting**

181-21: Cere That the minutes of the **Smoky Lake County Council Departmental Operations Meeting** held on Tuesday, September 21, 2021, be adopted as presented.  
Carried.

**Minutes of September 23, 2021 – County Council Regular Meeting**

182-21: Serben That the minutes of the **Smoky Lake County Council Regular Meeting** held on Thursday, September 23, 2021, be adopted as presented.  
Carried.

**Minutes of October 1, 2021 - County Council CAO Evaluation Meeting**

183-21: Gawalko That the minutes of the **Smoky Lake County Council for the Purpose of the CAO Evaluation Meeting** held on Friday, October 1, 2021, be adopted as presented.  
Carried.

Evonne Zukiwski, Communications Technician, virtually joined the meeting, time 9:09 a.m.

**Minutes of October 15, 2021 – County Council Regular Meeting**

184-21: Fenerty That the minutes of the **Smoky Lake County Council Regular Meeting** held on Friday, October 15, 2021, be adopted as presented.

Carried.

**Minutes of October 28, 2021 – County Council Organizational Meeting**

185-21: Cere That the minutes of the **Smoky Lake County Council Organizational Meeting** held on Thursday, October 28, 2021, be adopted as presented.

Carried.

**Minutes of October 28, 2021 – County Council Regular Meeting**

186-21: Serben That the minutes of the **Smoky Lake County Council Regular Meeting** held on Thursday, October 28, 2021, be adopted as presented.

Carried

**Minutes of October 29, 2021 – County Council Budget Meeting**

187-21: Gawalko That the minutes of the **Smoky Lake County Council Budget Meeting** held on Friday, October 29, 2021, be adopted as presented.

Carried.

**Minutes of November 17, 2021 – County Council Committee of the Whole Planning Meeting**

188-21: Cere That the minutes of the **Smoky Lake County Council Committee of the Whole for the Purpose of Planning Meeting** held on Wednesday, November 17, 2021, be adopted as presented.

Carried.

**Minutes of November 19, 2021 – County Council Budget Meeting**

189-21: Gawalko That the minutes of the **Smoky Lake County Council Budget Meeting** held on Friday, November 19, 2021, be adopted as presented.

Carried.

**County Council Meeting Recessed**

The Smoky Lake County Reeve announced the Council Meeting recessed, time 9:13 a.m.

**VIRTUAL PUBLIC HEARING:**

**Bylaw No. 1402-21: Road Closure – Cancellation of all that portion of “AVENUE” lying South of Lot A, and North of Lot B, Plan 8420551 located within the Hamlet of Warspite**

**1.0 Opening**

The Virtual Public Hearing was **called to order at 9:16 a.m.** by the Reeve, Lorne Halisky in the presence of all Council members, Assistant Chief Administrative Officer, and Finance Manager as well as in the virtual presence of the Planning and Development Manager, Planning and Development Assistant, Recording Secretary, GIS Officer, Natural Gas Manager, Communications Technician, Bylaw Enforcement and **one member of the public, and one member of the media.**

Confirmation was provided by the Planning and Development Manager, that the Public Hearing had been advertised and notice was provided in accordance with the applicable legislation.

The purpose of the hearing was summarized as:

**To obtain public input in favour or opposed in regard to proposed Bylaw No. 1402-21: a Bylaw of Smoky Lake County, in the Province of Alberta for the purpose of closing to public travel, disposing of, and consolidating with Lot A & Lot B, Plan 8420551, located with the Hamlet of Warspite, in accordance with section 22 of the Municipal Government Act, Chapter M-26, revised statutes of Alberta 2000, as amended.**

## 2.0 Staff Presentation

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

### BACKGROUND:

- Bylaw 1402-21 was presented for 1st Reading on August 26, 2021.
- Notice of the proposed Bylaw was circulated to affected agencies for comment on July 27, 2021. Responses from said agencies are attached.
- A Notice has also been posted on the County's website since November 9, 2021.
- The Public Hearing Notices were advertised in the Redwater Review on November 17, 2021 and November 24, 2021. The Hearing on the proposed Bylaw 1402-21 was advertised and Notice was given in accordance with Section 606 of the Municipal Government Act.
- This Hearing has been scheduled to obtain public input on proposed Bylaw 1402-21 in accordance with Section 230 of the Municipal Government Act.

One Member of the Public virtually joined the meeting, time 9:23 a.m.

## 3.0 Public Presentations Via Written Submissions

There was one written submission received:

**From:** bruce morton <[REDACTED]>  
**Sent:** December 14, 2021 2:32 PM  
**To:** Jordan Ruegg <[jruegg@smokylakecounty.ab.ca](mailto:jruegg@smokylakecounty.ab.ca)>  
**Subject:** Land use hearing

I am alarmed with bureaucratic impropriety and the CAO stands to benefit from insider knowledge and influence.  
Does his choice of property purchase in Warspite yield a plan now unfolding? His land holding stands to increase in size and valuation. If this change is approved then any legal revue should advise a conflict of interest.  
Further to the hire of CAO and a generous severance negotiated by a past Reeve recently defeated without interviewing competing candidates adds a taint.  
Bonnyville under his leadership saw decline and conflict.  
Rewarding your staff outside a transparent salary and hiring structure paints the council with a similar stain.  
Anyone else making this application would raise no flags of contention .  
Thank you for your consideration in this matter.

Councillor Gawalko responded with the following points including but limited to:

- Council hires the CAO as a whole, as reflected in the minutes. His salary is within the salary grid for municipal CAOs and he is one of the lowest paid CAOs across most municipalities.

## 4.0 Public Presentations at the Public Hearing

There were no Members of the Public virtually present who requested to speak **in opposition or in support** of proposed **Bylaw No. 1421-21**.

## 5.0 Questions and Answers

There were no questions.

## 6.0 Closing Remarks

There being no further presentations, the public hearing and discussion on Smoky Lake County's proposed **Bylaw No. 1402-21: a Bylaw of Smoky Lake County, in the Province of Alberta for the purpose of closing to public travel, disposing of, and consolidating with Lot A & Lot B, Plan 8420551, located with the Hamlet of Warspite**, was declared closed, time **9:30 a.m.**

## County Council Meeting Reconvened

The Smoky Lake County Council Meeting reconvened, at a call to order by Reeve Halisky, time **9:31 a.m.**, in the physical presence of all Council members, the Chief Administrative Officer, Assistant Chief Administrative Officer, and Finance Manager, and in the virtual presence of the Planning and Development Manager, Planning and Development Assistant, Communications Technician, GIS Officer, Recording Secretary, one Member of the Public and one Member of the Media.

### 4. Request for Decision:

#### **Bylaw No. 1402-21: Road Closure – Cancellation of all that portion of “AVENUE” lying South of Lot A, and North of Lot B, Plan 8420551 located within the Hamlet of Warspite**

190-21: Gawalko

That Smoky Lake County submit the proposed Bylaw No. 1402-21: Cancellation of all that portion of Railway Avenue (51<sup>st</sup> Avenue), described as “AVENUE,” lying south of Lot A and north of Lot B, Plan 8420551, located within the Hamlet of Warspite, for the purpose of closing to public travel and disposing of portions of a public highway, in accordance with Section 22 of the Municipal Government Act, to the Minister of Transportation for approval prior to considering Second and Third Readings.

Carried.

One Member of the Public virtually joined the meeting, time 9:47 a.m.

#### **2021/2022 Alberta Community Partnership (ACP) Grant Application – Subdivision Development Standards**

191-21: Cere

That Smoky Lake County, in partnership with the Town of Smoky Lake, the Village of Vilna and the Village of Waskatenau, participate in the application for the 2021/2022 Alberta Community Partnership (ACP) Grant for the **Project Titled: Smoky Lake Region Municipal Development Guidelines & Minimum Servicing Standards**, under the “Intermunicipal Collaboration” stream, for the total project cost in the amount of \$200,000.00, with Smoky Lake County being the Managing Partner; and further to agree to abide by the terms and conditions of the Conditional Grant Agreement governing the purpose and use of the grant funds.

Carried.

#### **Policy Statement No. 01-40-02: Governance Policies**

192-21: Fenerty

That Smoky Lake County Policy Statement No. 01-40-02: Governance Policies, be amended:

<b>Title:</b> Governance Policies	<b>PolicyNo.:</b> 40-02
<b>Section:</b> 01	<b>Code:</b> P-I
	<b>Page No.:</b> 1 of 5 E

<b>Legislation Reference:</b>	Alberta Provincial Statutes
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<b>Purpose:</b>	Policies are essential to good government and to an understanding of the continuity of Council decision-making.  To provide a process/framework for the ongoing, strategic, periodic review and evaluation of Smoky Lake County Policies.
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<b>Policy Statement and Guidelines:</b>	
<b>1. STATEMENT:</b>	
1.1	Policies reflect Council's view of what is to be done in order to achieve and may be part of a broad, long-term planning process. It provides a framework for the delegation of decision-making, eliminates misunderstanding, reduces uncertainties and enables goals and objectives to be met.
1.2	These policies mandate various functions of Smoky Lake County, and where necessary, establish the procedures by which the functions are performed.
<b>2. OBJECTIVES:</b>	
2.1	To clearly state and compile Policies of the Council.
2.2	Establish procedures for the preparation, distribution and maintenance of Council policies.
2.3	Review and evaluate all Policies to ensure that they remain effective, current, appropriate and aligned with provincial/federal legislation and Smoky Lake County's Strategic Plan.
<b>3. GUIDELINES:</b>	
3.1	<b>Types of Policies:</b>
3.1.1	<b>Policies of Intent (P-I):</b> Are policies which are broadly-based dealing with long-term issues, reflecting the intention of Council to take certain actions on the goals and priorities of the community.
3.1.2	<b>Situational Policies (P-S):</b> Refer to those which are established by Council in response to a particular circumstance or occurrence which may not have been foreseen in the course of normal decision-making.

<b>Title: Governance Policies</b>	<b>Policy No.: 40-02</b>
<b>Section: 01</b>	<b>Code: P-I</b>
	<b>Page No.: 2 of 5</b>
	<b>E</b>

<b>Policy Statement and Guidelines:</b>	
3.1.3	<b>Routine Policies (P-R):</b> Are policies which are drafted in response to ongoing issues or to issues which can be anticipated in advance.
3.1.4	<b>Administrative Policies (P-A):</b> Are policies which deal with day-to-day issues falling within the mandate and authority allocated to the Chief Administrative Officer.
3.2	All Policy Statements of the Council shall be prepared in writing. Once adopted by resolution, statements of policy will be posted to the Smoky Lake County website and distributed to a "Master Copy Governance Policy Manual" and retained in the vault. A paper copy will be reproduced and distributed to the Assistant Chief Administrative Office. An electronic version of the policy will be saved to a USB flash drive and stored in the vault.
3.3	Each <b>Policy Statement</b> shall include:
3.4.1	The Purpose of the Policy.
3.4.2	The Policy Statement shall identify the Objective, Definitions, Guidelines and Procedures, when necessary.
3.4.3	Cross reference notations as to appropriate provisions, in accordance with Alberta Provincial Statutes or Bylaws.
3.4.4	Amendments referenced to history, with dates that reflect when changes were made.
3.4.5	A Policy number as assigned by Senior Administration.
3.5	The Chief Administrative officer or designate shall be responsible for the preparation, continuing maintenance and distribution of the Governance policies and the inclusion of amendments.
3.6	The Governance policies will be accessible to all employees of Smoky Lake County and to the general public via the Smoky Lake County website.
3.7	Each Policy Statement has a responsible Department and it shall be the responsibility of the Department to:
3.7.1	Periodically review their assigned policies.
3.7.2	Provide appropriate revisions and cross references as necessary.
3.7.3	Review policies and provide revisions as requested by Council or as recommended by Chief Administrative Officer or designate to Council.

<b>Title: Governance Policies</b>		<b>PolicyNo.: 40-02</b>
<b>Section: 01</b>	<b>Code: P-I</b>	<b>Page No.: 3 of 5</b> <i>E</i>

<b>Policy Statement and Guidelines:</b>		
<p>3.8 The Assistant Chief Administrative Officer is responsible to:</p> <p>3.8.1 Assist Departments in the legislative and legal review of Policies.</p> <p>3.8.2 Ensure that policies are tracked for review by Departments.</p> <p><b>4. PROCEDURES:</b></p> <p>4.1 Council, any Council Committee, the Chief Administrative Officer and Managers may initiate Policy proposals for consideration by Council.</p> <p>4.2 Council or the Policy Committee may review the "Governance Policy Manual", at any time, to determine which, if any, policies need to be reviewed or rescinded.</p> <p>4.2.1 Nothing in this Policy shall prevent the earlier review or evaluation of a Policy, if circumstances so warrant.</p> <p>4.2.2 Where Provincial or Federal legislation or the text of a County policy dictates a more frequent review, the legislation or policy text shall prevail over this policy.</p> <p>4.3 The Chief Administrative Officer or designate and Council shall formally review the policies in the "Governance Policy Manual" as required to determine which policies need to be amended.</p> <p>4.4 The Chief Administrative Officer or designate will be responsible for assignment of tentative and final policy numbers to a proposed policy.</p> <p>4.5 Proposed Council policies will follow the policy approval process as per <i>Policy Statement No. 01-22: Policy Committee: Terms of Reference</i> already established for Smoky Lake County. All proposed policy drafts or revisions will be forwarded by the Chief Administrative Officer or designate, the Policy Committee or Council, and then to Council for final consideration.</p> <p>4.6 Once Council officially approves and adopts the proposed Policy Statement, the Chief Administrative Officer or designate will be responsible for publication of the Policy and distribution.</p> <p>4.7 As required, the Chief Administrative Officer or designate will update the amended or adopted policy and send it to the Communications Department to post on the Smoky Lake County Website. Paper copies will be distributed between a "Master Copy Governance Policy Manual" and retained in the vault and a paper copy will be reproduced and distributed to the Assistant Chief Administrative Officer. To prevent any electronic loss, all of the Governance policies will also be kept on a USB flash drive and kept in the vault.</p>		

<b>Title: Governance Policies</b>		<b>PolicyNo.: 40-02</b>
<b>Section: 01</b>	<b>Code: P-I</b>	<b>Page No.: 4 of 5</b> <i>E</i>

<b>Policy Statement and Guidelines:</b>		
<p>4.8 <b>Schedule "A": Smoky Lake County – Policy Review Schedule</b> will be created and updated to serve as a tracking tool to determine which policies need to be reviewed.</p> <p>4.8.1 Administration will develop Schedule "A" as a Plan to track Policy Review date. As each Policy will be reviewed it will be documented and the review date on the Summary plan will be revised accordingly to the next scheduled review date.</p> <p>4.8.2 A Summary Schedule on the Review of Policies will be reported to Council on the progress at each quarterly scheduled Strategic Plan Meeting.</p>		



Section 01

Policy 40-02



SCHEDULE "A"

SMOKY LAKE COUNTY - POLICY REVIEW SCHEDULE  
Template - Sample

Policy Number	Policy Code	Policy Name	Adopted	Last Amended	Next Review
01	GENERAL GOVERNMENT SERVICES				
01-02	P-I	Procedures and Transacting of Organizational Meeting	February 23, 1984	February 24, 2000	February 2012

**Policy Number:** First Number assigned to the Policy to reflect the Policy Number within the "Governance Policy Manual".  
 Second Number assigned reflects the number of times the Policy has been revised.

**Policy Code:** Type of Policy:  
 P-I: Policies of Intent.  
 P-S: Situational Policies.  
 P-R: Routine Policies.  
 P-A: Administrative Policies.

**Policy Name:** Name of the Policy assigned to reflect the Policy Statement.

**Adopted:** Policy Statement original creation date and adopted by Council by resolution.

**Revision Date:** Date the Policy Statement has been revised. This reflects the Second Number assigned to the Policy.

**Review Date:** Date that the Policies are scheduled to be reviewed, as determined by this Policy.

**Policy Governance Manual: Section Areas:**  
 01: General Government Services  
 12: Assessment and Taxation  
 13: Tax Recovery and Municipal Property  
 14: Risk Management  
 15: Human Resources  
 02: Protective Services  
 03: Transportation Services  
 04: Environmental Health Services  
 05: Public Health and Welfare Services  
 06: Environmental Development Services  
 61: Planning, Development and Subdivision Control  
 62: Agricultural Service Board  
 07: Recreation and Cultural Services  
 08: Fiscal Services  
 09: Natural Gas

Carried.

**Lakeland Industry and Community Association (LICA) Membership**

193-21: Fenerty

That Smoky Lake County extend an invitation to the Lakeland Industry and Community Association (LICA) to be a delegation at the next or future County Council meeting, in response to the email from Kristina Morris, Executive Director of Lakeland Industry and Community Association – Environmental Stewards, dated November 9, 2021, in respect to a membership which would provide County residents and communities access to the Community Education and Outreach opportunities provided by LICA.

Carried.

**7. Delegation:**

**Golden Galaxy Development**

Physically present before Council was Akmal Ata, Director, Simran Kaler, Director, Golden Galaxy Development from 10:04 a.m. to 10:42 a.m. to discuss and interest to purchase County land for a commercial project, under Executive Session.

**Executive Session:**

**Land & Legal Issue: Golden Galaxy Development**

194-21: Gawalko

That Smoky Lake County Council go into Executive Session to discuss a Land and Legal Issue, relating Golden Galaxy Development's interest to purchase County land for a commercial project, under the authority of the FOIP Action Section 16: Third Party Business Interests, in the presence of all Council, Chief Administrative Officer, Assistant Chief Administrative Officer, Finance Manager, and Legislative Services Clerk, Planning and Development Manager, Planning and Development Assistant, and the Delegations: Akmal Ata, Director, Simran Kaler, Director, Golden Galaxy Development, time 10:04 a.m..

Carried.

195-21: Gawalko That Smoky Lake County Council go out of Executive Session, time 10:42 a.m.  
Carried.

**Policy Statement No. 07-07-01: Bellis Board of Trade Liaison Committee: Terms of Reference**

196-21: Fenerty That Smoky Lake County Policy Statement No. 07-07-01: Bellis Board of Trade Liaison Committee – Terms of Reference, be adopted:

<b>Title: Bellis Board of Trade Liaison Committee: Terms of Reference</b>	<b>Policy No.: 07-01</b>
<b>Section: 07</b>	<b>Page No.: 1 of 1</b>

<b>Legislation Reference:</b> Alberta Provincial Statutes
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<b>Purpose:</b>	<p>Bellis Board of Trade is listed under the <b>Recreation &amp; Cultural Services</b>.</p> <p><b>Bellis Board of Trade</b> was incorporated on June 30, 1955 as a federal corporation registered under Corporations Canada. Corporation Number 1724.</p> <p>Bellis Board of Trade is governed under the Boards of Trade Act and is a voluntary association of people interested in promoting the welfare of the Hamlet of Bellis and its surrounding area.</p> <p>Appointment held annually at County Organizational Meeting.</p>
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<b>Policy Statement and Guidelines:</b>	
<b>1. MEMBERSHIP:</b>	
1.1	One member of Council.
1.2	One member as alternate.
<b>2. OBJECTIVE:</b>	
2.1	Committee member as a Liaison representative appointed to establish networking opportunities to work together to support the economic interests within the Hamlet of Bellis and surrounding area.
<b>3. MANDATE:</b>	
3.1	Participate as a liaison member to the Board of Directors to interact by providing support and information to the Bellis Board of Trade's network, wherever possible.
3.2	Attend scheduled meetings, share all communications, and information with Council.

Carried.

**7. Delegation:**

**Terry Tychkowsky - Landowner**

Physically present before Council was Terry Tychkowsky from 10:47 a.m. to 11:12 a.m. to discuss an issue the non-existent access to the land legally described as NE-15-61-17-W4, for the purpose determining a solution for developing access to the said land. It was noted that the Chief Administrative Officer, Planning and Development Manager, and Planning and Development Assistant will schedule a meeting with Municipal Planning Services Ltd., to discuss agreeable options for moving forward on providing access to the said land.

**5. Issues for Information:**

**Bylaw Enforcement Officer - Report**

197-21: Halisky That Smoky Lake County Council accept the Bylaw Enforcement Officer's monthly report for November 1, 2021 to December 15, 2021, received under the authority of the FOIP Act Section 16: Disclosure harmful to business interests of a third party, from Investigative Assurance c/o Tammy Goddu, Bylaw Enforcement Officer for Smoky Lake County.

Carried.

Tammy Goddu, Bylaw Enforcement Officer, virtually left the meeting, time, 11:23 a.m.

**4. Request for Decision:**

**Smoky Lake Royal Canadian Legion Branch No. 227 – Financial Request**

198-21: Cere

That Smoky Lake County approve to contribute financial assistance to the Smoky Lake Royal Canadian Legion, Branch No. 227 in the amount of \$2,250.00 with funding allocated from the Year 2021 Contingency Budget to support the replacement of a furnace in the Smoky Lake Royal Legion Hall building attached to the County Office located at 4612 McDougall Drive in Smoky Lake, in response to the letter from George Brooks, President, Royal Canadian Legion Smoky Lake Branch No. 227, dated October 27, 2021.

Carried.

**Policy Statement No. 08-17-02: Family and Community Support Services (FCSS) Grants**

199-21: Serben

That Smoky Lake County Policy Statement No. 08-17-02: Family and Community Support Services (FCSS) Grants, be amended:

<b>Title: Family and Community Support Services (FCSS) Grants</b>		<b>Policy No.: 17-02</b>
<b>Section: 08</b>	<b>Code: P-S</b>	<b>Page No.: 1 of 7 E</b>

<b>Legislation Reference:</b>	<i>Family and Community Support Services Act</i>
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<b>Purpose:</b>	To provide a consistent method for Smoky Lake County to award Family and Community Support Services (FCSS) Grant funding to various non-profit volunteer service organizations that support preventive social initiatives within the community.
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<b>Policy Statement and Guidelines:</b>	
<b>1. STATEMENT:</b>	
1.1	Smoky Lake County will manage its FCSS program in compliance with statutory requirements and operate in accordance with the Act and regulations thereto.
1.2	The County recognizes investments made in organizations that provide preventive social initiatives under the Family and Community Social Services program will benefit the entire community.
1.3	The County will establish an annual budget to assist non-profit organizations to operate their program or services providing these are within the FCSS Act and regulations.
1.4	The County has the authority to set funding deadlines.
<b>2. DEFINITIONS:</b>	
2.1	"Act": means the Family and Community Support Services Act (RSA 2000).
2.2	"County": means Smoky Lake County Council or the Family and Community Services (FCSS) Committee.
2.3	"Outcomes": means the benefits, impact or changes for individuals, families, communities, or populations during or after participating in program activities. They are influenced by a program's outputs. Outcomes may relate to knowledge, attitudes, values, skills, behavior, condition, status or other attributes. They are what participants know, think, or can do; or how they behave; or what their condition or status is, that is different following the program.

<b>Title: Family and Community Support Services (FCSS) Grants</b>		<b>Policy No.: 17-02</b>
<b>Section: 08</b>	<b>Code: P-S</b>	<b>Page No.: 2 of 7 E</b>

<b>Policy Statement and Guidelines:</b>	
<b>3. GUIDELINES:</b>	
3.1	Organizations must be non-profit and must operate within the Smoky Lake County region.
3.2	Services and programs provided by the organization must fall within the mandate of preventive social services as outlined in the Provincial FCSS Act and Regulations.
3.3	The applicant must demonstrate that the funds will be used to:
3.3.1	help individuals develop independence and strengthen coping skills.
3.3.2	develop awareness with regards to social needs.
3.3.3	develop interpersonal and group skills.
3.3.4	help communities assume responsibilities and actions which affect them.
3.3.5	provide supports that help sustain people as active participants in the community.
3.4	Granted funds <b>must be used</b> prior to December 31 of the granting year or returned to Smoky Lake County.
3.5	Unexpended or returned FCSS program funds shall be made available to other programs or projects.
<b>4. PROCEDURES:</b>	
4.1	Each non-profit organization must apply for funding by submitting <b>Schedule "A": Smoky Lake County - FCSS Grant Application</b> .
4.2	The Finance Manager shall review the application to ensure that it meets the criteria established by the FCSS Act and FCSS Regulations.
4.2.1	Incomplete applications will be returned to the applicants and shall be reconsidered by County administration if funds are available and time allow before the deadline.
4.3	All completed application(s) shall be presented to a County Meeting.
4.4	County Council shall review the application(s) to determine an amount, if any to be granted.
4.5	The successful grant recipient shall submit a final accounting as per <b>Schedule "B": Smoky Lake County - FCSS Program Evaluation Report</b> and <b>Schedule "C" - Smoky Lake County - FCSS Financial Report</b> upon completion of the program or prior to December 31 of current year. Failure to provide a final accounting may result in future grant rejection.



- 6. Please select the main strategic social outcome the program will attain.
  - Individuals experience personal well being
  - Individuals are connected with others
  - Children and youth develop positively
  - Healthy functioning within families
  - Families have social supports
  - The community is connected and engaged
  - Community social issues are identified and addressed
- 7. Will the program be carried out by staff or volunteers? \_\_\_\_\_
- 8. What indicators of success will you use? How will you know the program has been successful? What is your outcome statement? \_\_\_\_\_  
\_\_\_\_\_
- 9. What measurement tool will you use to measure success? (survey, interview, documentation review, observation, focus group, or case studies) \_\_\_\_\_

I declare that

- ✓ I am a duly authorized representative having legal, financial, and /or executive signing authority for the above noted organization.
- ✓ The project will benefit the general community and not specific individuals/families..
- ✓ A final budget report indicating the project's expenses and revenues will be provided to the County no later than 60 days after the grant year end (December 31).
- ✓ A final evaluation form will be provided to the County no later than 60 days from the stated completion date.
- ✓ Any unused funding will be returned to Smoky Lake County.
- ✓ Any changes to the project including extensions must have written approval from the County.

Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Position: \_\_\_\_\_  
Date: \_\_\_\_\_

Section 08



SCHEDULE "B"

**SMOKY LAKE COUNTY – FCSS PROGRAM EVALUATION REPORT**

LEGAL REGISTERED NAME OF ORGANIZATION: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
Box City or Town Postal Code  
PHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_ EMAIL: \_\_\_\_\_

▶ **COMPLETE THIS APPLICATION IN ITS ENTIRETY**

- 1. What did your program accomplish? \_\_\_\_\_  
\_\_\_\_\_
- 2. How many participants were involved? \_\_\_\_\_
- 3. How many volunteers were involved? \_\_\_\_\_
- 4. Outcomes:
  - a. Please select at least one of the social outcome statements to report on
    - Individuals experience personal well being
    - Individuals are connected with others
    - Children and youth develop positively
    - Healthy functioning within families
    - Families have social supports
    - The community is connected and engaged
    - Community social issues are identified and addressed
  - b. How did you measure results? (survey, interview, documentation review, observation, focus group, or case studies) \_\_\_\_\_  
\_\_\_\_\_
  - c. What is your outcome statement? \_\_\_\_\_
  - d. How many participants completed the measurement tool? \_\_\_\_\_
  - e. How many participants experienced a positive change? \_\_\_\_\_

Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Position: \_\_\_\_\_  
Date: \_\_\_\_\_





SCHEDULE "C"

SMOKY LAKE COUNTY – FCSS FINANCIAL REPORT

LEGAL REGISTERED NAME OF ORGANIZATION: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
Box City or Town Postal Code  
 PHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_  
 CONTACT PERSON: \_\_\_\_\_ EMAIL: \_\_\_\_\_

- ▶ **COMPLETE THIS APPLICATION IN ITS ENTIRETY**
- Were all funds spent this calendar year?  Yes  No
  - Financial Report:**

REVENUES (please detail all actual revenues related to the project)	
<b>FCSS Grant</b>	
Other Revenue	
<b>Total Revenue</b>	\$
EXPENSES (please detail all actual revenues related to the project)	
<b>Total Expenses</b>	\$

Name: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 Date: \_\_\_\_\_

Carried.

**Policy Statement No. 61-03-06: Application for Development Permit**  
 200-21: Gawalko

That Smoky Lake County Council amend Policy Statement No. 61-03-06: Application for Development Permit, to reflect recent legislative changes made by Bill 48: The Red Tape Implementation Act, 2020, and the Subdivision and Development Appeal Regulation as follows:

<b>Title:</b> Application for Development Permit	<b>Policy No:</b> 03-06
<b>Section:</b> 61	<b>Section:</b> P-A
	<b>Page No.:</b> 1 of 13 E

<b>Legislative Reference:</b>	Alberta Provincial Statutes Land Use Bylaw
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<b>Purpose:</b>	To outline the procedures and requirements for applying for a Development Permit in Smoky Lake County.
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**Policy Statement and Guidelines:**

<p><b>1. STATEMENT</b></p> <p>1.1 Development Permits are issued by Smoky Lake County, pursuant to the <i>Land Use Bylaw</i> and the <i>Municipal Government Act</i> R.S.A. 2000, Chapter M-26, as amended.</p> <p>1.2 Development Permits are issued by Smoky Lake County, and are required <b>PRIOR</b> to commencing any Development, including new construction, and alterations or additions to an existing structure.</p> <p><b>2. DEFINITIONS</b></p> <p>2.1 "<b>Act</b>" means the <i>Municipal Government Act</i> R.S.A. 2000, Chapter M-26, as amended.</p> <p>2.2 "<b>Developer</b>" means the owner of lands on which a Development is proposed, or any other person applying for a Development Permit.</p> <p>2.3 "<b>Development</b>" means development as defined in the <i>Act</i>, and includes the following:</p> <p>2.3.1 The carrying out of any construction or excavation, or other operations, in, on, over or under land;</p> <p>2.3.2 The making of a any change in the use or the intensity of use of any land, buildings or premises, and, without restricting the generality of the foregoing, includes the removal and/or placement of topsoil;</p> <p>2.3.3 In a building or on a parcel used for dwelling purposes, an increase in the number of families occupying and living in the building or on the parcel, and any alteration or additions which provide for an increase in the number of dwelling units within the building or on the parcel;</p> <p>2.3.4 The placing of refuse or waste material on any land;</p> <p>2.3.5 An excavation or stockpile and the creation of either of them;</p> <p>2.3.6 A building or an addition to or replacement or repair of a building and the construction or placing of any of them in, on, over or under land;</p> <p>2.3.7 The resumption of the use for which land or buildings had previously been utilized;</p> <p>2.3.8 The use of land for the storage or repair of motor vehicles or other machinery or equipment;</p>
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<b>Title: Application for Development Permit</b>		<b>Policy No: 03-06</b>
<b>Section: 61</b>	<b>Section: P-A</b>	<b>Page No.: 2 of 13 E</b>

<b>Policy Statement and Guidelines:</b>	
2.3.9	The more frequent or intensive use of land for the parking of trailers, bunkhouses, portable dwellings, skid shacks or any other type of portable building whatsoever whether or not the same has been placed or affixed to the land in any way;
2.3.10	The placement of an already constructed or a partially constructed building on a parcel of land; and
2.3.11	The erection of signs, unless otherwise exempted by the <i>Land Use Bylaw</i> .
2.4	<b>“Development Authority”</b> means the Development Authority established by the municipality’s Development Authority Bylaw and appointed by Council pursuant to that Bylaw.
2.5	<b>“Development Authority Officer”</b> means that person or persons defined by the municipality’s Development Authority Bylaw and appointed by Council to act as the Development Authority Officer, pursuant to that Bylaw.
2.6	<b>“Development Permit”</b> means a permit issued by Smoky Lake County that authorizes a specified development and includes, where applicable, plans, drawings, specifications or other documents. This permit is separate and distinct from a building permit.
2.7	<b>“Discretionary Use”</b> means a use of land or buildings within a specific land use district, for which a Development Permit <i>may</i> be issued.
2.8	<b>“Municipal Planning Commission”</b> means the Municipal Planning Commission of Smoky Lake County, established in accordance with the County’s Municipal Planning Commission Bylaw and appointed by Council pursuant to that Bylaw.
2.9	<b>“Permitted Use”</b> means the use of land or a building within a specific land use district, for which a Development Permit <i>shall</i> be issued, with or without conditions, provided the Development conforms to the <i>Land Use Bylaw</i> .
2.10	<b>“Subdivision and Development Appeal Board”</b> means the Subdivision and Development Appeal Board established by the municipality’s Subdivision and Development Appeal Board Bylaw and appointed by Council pursuant to that Bylaw.
<b>3. PROCEDURES</b>	
3.1	Whenever a Development is proposed within the boundaries of Smoky Lake County, a Development Permit must be obtained by the Developer prior to commencement of the Development.

<b>Title: Application for Development Permit</b>		<b>Policy No: 03-06</b>
<b>Section: 61</b>	<b>Section: P-A</b>	<b>Page No.: 3 of 13 E</b>

<b>Policy Statement and Guidelines:</b>	
3.2	A <b>Development Permit Application Form (Schedule “A”)</b> must be completed and submitted to the Development Authority Officer, accompanied by the application fee as set out in Smoky Lake County <b>Policy No. 61-11: Planning and Development Fees</b> .
3.3	Development Permit application forms are available at the County office and from the County’s website at <a href="http://www.smokylakecounty.ab.ca">www.smokylakecounty.ab.ca</a> .
3.4	The Development Authority Officer must, within <b>20 days</b> after the receipt of an application for a Development Permit, determine whether or not the application is complete.
3.5	An application for a Development Permit shall be deemed complete, if in the sole opinion of the Development Authority Officer, the application contains the documents and other information necessary to review the application.
3.6	The time period referred to in Subsection 3.4 may be extended by an agreement in writing between the Developer and the Development Authority Officer.
3.7	If the Development Authority Officer does not make a determination on an application referred to in Subsection 3.4 within the time required under Subsection 3.4 or Subsection 3.6, the application is deemed to be complete.
3.8	If the Development Authority Officer determines that an application is complete pursuant to Subsection 3.4 or Subsection 3.6, the Development Authority Officer shall issue to the Developer a notice, in writing, informing the Developer that said application had been deemed complete.
3.9	If the Development Authority Officer determines that an application is incomplete pursuant to Subsection 3.4 or Subsection 3.6, the Development Authority Officer shall issue to the Developer a notice, in writing, informing the Developer that said application has been deemed incomplete.
3.10	A notice issued by the Development Authority Officer under Subsection 3.9 shall contain a reason(s) why the application has been deemed incomplete and shall indicate that any outstanding documents and information as deemed necessary by the Development Authority Officer shall be submitted by a date set out in said notice or a later date agreed on between the Development Authority Officer and the Developer in order for said application to be deemed complete.
3.11	If the Development Authority Officer determines that the information and documents submitted pursuant to Subsection 3.10 are complete, the Development Authority Officer shall issue to the Developer a notice, in writing, informing the Developer that said application has been deemed complete.

<b>Title: Application for Development Permit</b>		<b>Policy No: 03-06</b>
<b>Section: 61</b>	<b>Section: P-A</b>	<b>Page No.: 4 of 13 E</b>

<b>Policy Statement and Guidelines:</b>		
3.12	If the Developer fails to submit all the outstanding information and documents pursuant to Subsection 3.10 on or before the date referred to in the notice issued under Subsection 3.9, the application shall be deemed refused by the Development Authority Officer.	
3.13	If an application is deemed to be refused under Subsection 3.12, the Development Authority Officer must issue to the Developer a notice informing the Developer that said application has been refused and the reason(s) for said refusal.	
3.14	Despite that the Development Authority Officer has deemed an application complete pursuant to Subsection 3.8 or Subsection 3.11, in the course of reviewing the application, the Development Authority Officer may request additional information or documentation from the Developer that the Development Authority Officer considers necessary to review the application.	
3.15	If the Development Authority refuses the application for a Development Permit, the Development Authority must issue to the Developer a notice informing the Developer that the application has been deemed refused and the reason(s) for the refusal.	
3.16	The Development Authority must make a decision on an application for a Development Permit within <b>40 days</b> after the receipt by the Developer of a notice issued pursuant to Subsection 3.8 or 3.11.	
3.17	For the purposes of Subsection 3.16, the Developer shall be deemed to have received the notice issued under Subsection 3.8 or 3.11 <b>7 days</b> from the date of the issuance of said notice.	
3.18	The time period referred to in Subsection 3.16 may be extended by an agreement in writing between the Developer and the Development Authority Officer.	
3.19	If the Development Authority fails to make a decision referred to in Subsection 3.16 within the time required under Subsection 3.16 or Subsection 3.18, the application is, at the option of the Developer, deemed to be refused.	
3.20	When an application is refused under Subsection 3.12, and subject to the provisions contained in the <i>Land Use Bylaw</i> , the Development Authority may refuse a subsequent application for a Development Permit for the same or a similar use, until the time stated in the <i>Land Use Bylaw</i> has expired.	
3.21	In cases where a Developer makes application for a Development Permit for a Permitted Use under the <i>Land Use Bylaw</i> , the Development Authority Officer shall issue or refuse said Development Permit.	
3.22	In cases where a Developer makes application for a Development Permit for a Discretionary Use under the <i>Land Use Bylaw</i> , the Municipal Planning Commission shall issue or refuse said Development Permit.	

<b>Title: Application for Development Permit</b>		<b>Policy No: 03-06</b>
<b>Section: 61</b>	<b>Section: P-A</b>	<b>Page No.: 5 of 13 E</b>

<b>Policy Statement and Guidelines:</b>		
<b>4. APPEALS</b>		
4.1	In the event that the Development Authority fails to issue a Development Permit to a Developer, issues a Development Permit to a Developer subject to conditions, or issues an order under Section 645 of the <i>Act</i> , the Developer applying for the Development Permit or the person affected by the order may appeal to the Subdivision and Development Appeal Board.	
4.2	In addition to a Developer or other person affected by an order under Subsection 4.1, any person affected by an order, decision or Development Permit made or issued by the Development Authority may appeal to the Subdivision and Development Appeal Board.	
4.3	Despite Subsection 4.1 and Subsection 4.2, no appeal lies in respect of the issuance of a Development Permit for a Permitted Use unless the provisions of the <i>Land Use Bylaw</i> were relaxed, varied or misinterpreted or if the application for the Development Permit was deemed to be refused under Subsection 3.12.	
4.4	Any party identified under Subsection 4.1 and Subsection 4.2 who wishes to appeal a decision of the Development Authority must file a notice of appeal, accompanied by the application fee as set out in Smoky Lake County <a href="#">Policy No. 61-11: Planning and Development Fees</a> , with the Subdivision and Development Appeal Board.	
4.5	A notice of appeal filed pursuant to Subsection 4.4 must be filed with the Subdivision and Development Appeal Board within <b>21 days</b> after the date on which the written decision is given by the Development Authority.	
4.6	If the Development Authority has not made a decision on an application for a Development Permit within the <b>40-day</b> period or within an extension of that period agreed upon pursuant to Subsection 3.18, and the Developer chooses to deem the application refused, a notice of appeal must be filed with the Subdivision and Development Appeal Board within <b>21 days</b> after the date that the period or extension expires.	
4.7	With respect to an order issued by the Development Authority under Section 645 of the <i>Act</i> , a notice of appeal must be filed with the Subdivision and Development Appeal Board within <b>21 days</b> after the date on which the order is made.	
4.8	Upon receipt of a notice of appeal, the Subdivision and Development Appeal Board must hold an appeal hearing within <b>30 days</b> after the receipt of the notice of appeal.	
4.9	The Subdivision and Development Appeal Board must give its decision in writing together with reasons for the decision within <b>15 days</b> after concluding the hearing.	
4.10	A decision made by the Subdivision and Development Appeal Board is final and binding on all parties and persons subject only to an appeal to the Court of Queen's Bench on a question of jurisdiction of law, pursuant to the <i>Act</i> .	

<b>Title: Application for Development Permit</b>		<b>Policy No: 03-06</b>
<b>Section: 61</b>	<b>Section: P-A</b>	<b>Page No.: 6 of 13 E</b>

<b>Policy Statement and Guidelines:</b>		
<b>5. ENFORCEMENT</b>		
5.1	Where the Development Authority finds that a Development or use of land or a building is not in accordance with a Development Permit or the provisions of the <i>Land Use Bylaw</i> , as amended, the Development Authority may exercise the right to order compliance as outlined in the <i>Land Use Bylaw</i> , as amended, pursuant to the <i>Act</i> .	



DEVELOPMENT PERMIT APPLICATION FORM

DEVELOPMENT PERMIT INSTRUCTIONS

It is important to read and understand the following instruction prior to completing this application form:

- 1) Every application for a Development Permit shall be submitted in complete form, accompanied by the applicable application fee set pursuant to Smoky Lake County [Policy No. 61-11: Planning and Development Fees](#). If site work or construction has commenced prior to obtaining a Development Permit, you are advised that **no further work on the Development is to occur until a Development Permit has been issued**. Any access to, site servicing of, or construction started on the property prior to the issuance of a Development Permit, and/or during the appeal period, is at the Developer's risk and may be subject to enforcement measures being taken pursuant to the *Land Use Bylaw* and/or the *Act*, where applicable.
- 2) An application for a Development Permit **shall** be accompanied by the following information:
  - a. a site plan, to scale, showing the legal description; north arrow; location and dimension of property lines; existing utility rights-of-way and easements; fences; driveways; paved areas; proposed front, rear and side yard setbacks, if any; any provisions for off-street loading and vehicle parking; access and egress points to the site; and any encumbrance such as rights-of-way;
  - b. existing and proposed building dimensions;
  - c. the location of abandoned wells (if applicable), location of water bodies (if applicable), and the location of developed and undeveloped roads (if applicable);
  - d. the type and location of water supply and sewage and waste water disposal facilities;
  - e. a statement of uses;
  - f. a statement of ownership of the land and the interest of the applicant therein;
  - g. the signatures of at least one of the registered landowners listed on the Certificate of Title;
  - h. the estimated commencement and completion dates;
  - i. the estimated cost of the project or contract price;
  - j. an application fee as established by Smoky Lake County Policy No. 61-11: *Planning and Development Fees*, as amended;
  - k. written authorization from the registered owner authorizing the right-of-entry by the Development Authority to such lands or buildings as may be required for investigation of the proposed development;
  - l. in the case of an application for a Development Permit on Crown Land, Provincial authorization for the Development; and
  - m. any other information as required by the Development Authority.
- 3) The Development Authority **may** also require additional information in order to assess the conformity of a proposed Development with the *Land Use Bylaw* before consideration of the Development Permit shall commence. Such information may include:
  - a. floor plans;
  - b. elevations and sections of any proposed buildings;

- a. a Real Property Report, or other documentation indicating the exact location of all structures on the property (prepared within the last five (5) years, in a form that is acceptable to the Development Authority;
  - b. drainage, grading and landscaping plans which provide pre-and-post construction site elevations;
  - c. a storm water management plan approved by Alberta Environment and Parks (or other appropriate provincial authority);
  - d. a geotechnical report prepared, stamped and signed by a qualified professional registered in the Province of Alberta, in potentially hazardous or unstable areas;
  - e. a biophysical assessment prepared, stamped and signed by a qualified professional registered in the Province of Alberta, on the impacts of the proposed Development on wildlife habitats and environments;
  - f. a reclamation plan for aggregate extraction or site grading and excavation;
  - g. an environmental assessment to determine potential contamination and mitigation;
  - h. in the case of placement of an already constructed or partially constructed building on a parcel of land, information relating to the age and condition of the building and its compatibility with the District in which it is to be located;
  - i. a hydro-geological assessment, prepared, stamped and signed by a registered professional engineer or hydro-geologist, registered in the Province of Alberta, of any potential flooding or subsidence hazard that may, in the sole opinion of the Development Authority, affect the subject site;
  - j. a site plan detailing how vegetation, topography disturbance or erosion is to be minimized;
  - k. an environmental impact assessment describing a Development's potential environmental effects;
  - l. within the Garner Lake Area Structure Plan area, a landscaping plan;
  - m. a Cumulative Effects Assessment;
  - n. the identification of all rights-of-way and easements within or abutting the subject property; and/or
  - o. any additional information the Development Authority deems necessary.
- 2) Developers are advised to accurately locate any and all oil, gas, power, telephone and other utility lines on the subject site prior to the commencement of a Development by contacting Alberta One-Call at 1-800-242-3447 or by visiting [www.albertaonecall.com](http://www.albertaonecall.com).
- 3) Please note, that a Development Permit **does not** constitute a Building Permit, or any other Permit issued pursuant to the *Safety Codes Act*. After obtaining a Development Permit from Smoky Lake County, a Developer is required to obtain the applicable *Safety Codes Act* Permits (Building, Plumbing, Gas, Electrical and Private Sewage Disposal) from the County's Safety Codes inspectors The Inspections Group Inc. Please contact The Inspections Group Inc. at 780-454-5048 or by email at [questions@inspectionsgroup.com](mailto:questions@inspectionsgroup.com).
- 4) If you have any questions regarding this application package, please contact the Smoky Lake County Planning and Development Department at 780-656-3730 or by email at [pd@smokylakecounty.ab.ca](mailto:pd@smokylakecounty.ab.ca). Alternatively, you may arrange a pre-application meeting with Planning and Development staff to discuss a proposed Development.

**DEVELOPMENT PERMIT APPLICATION FORM**

**Internal Use Only**  
Our File Number: \_\_\_\_\_ Your File Number: \_\_\_\_\_ Roll Number: \_\_\_\_\_

**Applicant Information**  
Applicant/Agent: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
City/Prov. \_\_\_\_\_ Postal Code: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email address: \_\_\_\_\_ Signature: \_\_\_\_\_

**Applicant/Agent Authorization:** I am the applicant/agent authorized to act on behalf of the registered owner and that the information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application.

**Registered Landowner Information**  Owner same as applicant  
Registered Owner: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Fax: \_\_\_\_\_  
City/Prov. \_\_\_\_\_ Postal Code: \_\_\_\_\_ Signature: \_\_\_\_\_

**Section A - Property Information** Division \_\_\_\_\_  
Legal: Lot \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_ and Part of \_\_\_\_\_ ¼ Sec \_\_\_\_\_ Twp \_\_\_\_\_ Rge \_\_\_\_\_ W4M  
Subdivision Name (if applicable) or Area of Development \_\_\_\_\_  
Rural Address/Street Address \_\_\_\_\_ Parcel Size \_\_\_\_\_  
Number of existing dwellings on property (please describe) \_\_\_\_\_

Has any previous application been filed in connection with this property?  Yes  No  
If yes, please describe the details of the application and file number: \_\_\_\_\_

Is the subject property near a steep slope (exceeding 15%)?  Yes  No  
Is the subject property near or bounded by a body of water?  Yes  No  
Is the subject property within 800m of a provincial highway?  Yes  No  
Is the subject property near a Confined Feeding Operation?  Yes  No Distance: \_\_\_\_\_  
Is the subject property within 1.5km of a sour gas facility?  Yes  No Distance: \_\_\_\_\_  
Is the subject property within 1.5km of a sewage treatment plant/lagoon?  Yes  No Distance: \_\_\_\_\_  
Is the subject property immediately adjacent to the County boundary?  Yes  No  
If yes, the adjoining municipality is: \_\_\_\_\_

Is the property the subject of a licence, permit, approval, or other authorization granted by the Natural Resources Conservation Board, Energy Resources Conservation Board, Alberta Energy Regulator, Alberta Energy and Utilities Board or Alberta Utilities Commission?  Yes  No  
If yes, please describe: \_\_\_\_\_

Is the property the subject of a licence, permit, approval, or other authorization granted by the Minister of Environment or granted under any Act the Minister is responsible for under s.16 of the Government Organization Act\*?  Yes  No  
If yes, please describe: \_\_\_\_\_

Is the subject property immediately adjacent to the County boundary?  Yes  No  
If yes, the adjoining municipality is: \_\_\_\_\_

*\*The Minister is responsible for the following Acts: AB Land Stewardship Act, Environmental Protection Act, Public Lands Act, Surveys Act, Water Act. Please see attached list of resources for identifying this information.*

**Section B – Proposed Development Information**  
Estimated Cost of Project \$ \_\_\_\_\_  
Estimated Commencement Date \_\_\_\_\_ Estimated Completion Date \_\_\_\_\_  
Dwelling: Floor Area \_\_\_\_\_ sq. ft. % of Lot Occupied \_\_\_\_\_ Height of Dwelling \_\_\_\_\_ ft/ m  
Accessory Building Floor Area \_\_\_\_\_ sq. ft. % of Lot Occupied \_\_\_\_\_ Height of Acc. Bldg \_\_\_\_\_ ft/ m  
Parking: No. of Off-Street Parking Stalls (if applicable) \_\_\_\_\_  
Land Use District (Zoning) of Property: \_\_\_\_\_  
Description of Work: \_\_\_\_\_

**Section C – Preferred Method of Communication**  
When a decision has been made on your file, do you wish for us to:  
 call you for pick up  mail the decision  email the decision  
Section 608(1) of the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended states:  
**608(1)** Where this Act or a regulation or bylaw made under this Section requires a document to be sent to a person, the document may be sent by electronic means if  
a) the recipient has consented to receive documents from the sender by those electronic means and has provided an e-mail address, website or other electronic address to the sender for that purpose.

I/we grant consent for the Development Authority to communicate information and/or the decision electronically regarding my/our application.  YES  NO

<p><b>OFFICE USE ONLY</b></p> <p>Type of Payment: <input type="checkbox"/> DEBIT <input type="checkbox"/> CASH <input type="checkbox"/> CHEQUE</p> <p>Fee \$ _____</p> <p>Receipt # _____</p> <p>Receipt Date _____</p> <p>Date Received _____</p> <p>*and deemed complete by Development Authority.</p> <p><input type="checkbox"/> Entered into MuniSight PD # _____</p>	<p><b>Authorization:</b> <input type="checkbox"/> Permitted Use <input type="checkbox"/></p> <p>Discretionary Use</p> <p>Issuing Officer's Name _____</p> <p>Issuing Officer's Signature _____</p> <p>Date of Approval _____</p> <p>Date Issued _____</p> <p>Comments and/or Variances _____</p>
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Schedule "A": Development Permit Application Form Section 61 SCHEDULE "A" Page 11 of 13. 03-06

DEVELOPMENT PERMIT APPLICATION FORM	
Our File Number: _____	Roll Number: _____
DEVELOPMENT PERMIT SITE PLAN	
DATE: _____	SIGNATURE OF APPLICANT: _____
DATE: _____	DEVELOPMENT AUTHORITY: _____

Schedule "A": Development Permit Application Form Page 12 of 13.

Section 61 SCHEDULE "A" 03-06

DEVELOPMENT PERMIT APPLICATION FORM				
SAMPLE SITE PLAN				
<p>*Sample site plan not drawn to scale.</p>				
<p><b>INCLUDE THE FOLLOWING INFORMATION IN YOUR SITE PLAN:</b></p> <table border="0"> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> <li>✓ Location of existing buildings.</li> <li>✓ Location of proposed buildings.</li> <li>✓ Location of existing access (es).</li> <li>✓ Location any proposed access (es).</li> <li>✓ Location of any abandoned wells.</li> <li>✓ Location of shelterbelts and dugouts</li> <li>✓ Location of water well(s)</li> </ul> </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> <li>✓ Front, Side and Rear Yard setbacks from property lines in meters/feet.</li> <li>✓ Location of any water bodies on subject property.</li> <li>✓ Location of driveway.</li> <li>✓ All developed/undeveloped road allowances.</li> </ul> </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> <li>✓ Location of Private Sewage Disposal System (existing and/or proposed)</li> <li>✓ Indicate the North direction.</li> <li>✓ Location of all right-of-way and easements within or abutting the subject property.</li> <li>✓ Location of power generation facilities (if applicable).</li> </ul> </td> </tr> </table>		<ul style="list-style-type: none"> <li>✓ Location of existing buildings.</li> <li>✓ Location of proposed buildings.</li> <li>✓ Location of existing access (es).</li> <li>✓ Location any proposed access (es).</li> <li>✓ Location of any abandoned wells.</li> <li>✓ Location of shelterbelts and dugouts</li> <li>✓ Location of water well(s)</li> </ul>	<ul style="list-style-type: none"> <li>✓ Front, Side and Rear Yard setbacks from property lines in meters/feet.</li> <li>✓ Location of any water bodies on subject property.</li> <li>✓ Location of driveway.</li> <li>✓ All developed/undeveloped road allowances.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Location of Private Sewage Disposal System (existing and/or proposed)</li> <li>✓ Indicate the North direction.</li> <li>✓ Location of all right-of-way and easements within or abutting the subject property.</li> <li>✓ Location of power generation facilities (if applicable).</li> </ul>
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Schedule "A": Development Permit Application Form Page 13 of 13.

Carried.

11:35 to 11:36 a.m. 9. **Public Question and Answer Period:**

None.

**Meeting Recessed** Meeting recessed for Lunch, time 11:44 a.m.

**Meeting Reconvened** The meeting reconvened on a call to order by Reeve Lorne Halisky at 12:33 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, Natural Gas Manager, Communications Technician one Member of the Public.

**2021 Property Tax Sale Results**

201-21: Cere That Smoky Lake County Council accept the information regarding the lack of bids received for the properties under Alberta Land Title Certificate numbers: 162 354 715 (Lot 2 Block 1 Plan 1624316), 122 107 121 (SE-23-060-19 W4), and 002 357 454 (Lot 20 Block 1 Plan 1039CL) and take no further action.

Carried.

**Policy Statement No. 08-18-09: Council Remuneration and Expenses**

202-21: Cere That Smoky Lake County Policy Statement No. 08-18-09: Council Remuneration and Expenses, be amended to reflect a 5% rollback to Council's annual remuneration as follows:

**DEFEATED**

	<u>Current</u>	<u>With 5% Rollback</u>
Reeve:	\$ 73,075.20	\$ 69,421.44
Deputy Reeve:	\$ 66,434.40	\$ 63,112.68
Councillor:	\$ 63,112.80	\$ 59,957.16
Councillor:	\$ 63,112.80	\$ 59,957.16
Councillor:	\$ 63,112.80	\$ 59,957.16

**Councillor Cere requested a recorded vote:**

<u>For</u>	<u>Against</u>
Cere	Gawalko
Serben	Fenerty
	Halisky

**MOTION DEFEATED.**

**Smoky Lake County Community Learning Council (CLC):**

**2021 -2024 Community Adult Learning Program (CALP) Grant**

203-21: Fenerty That Smoky Lake County acknowledge receipt of the letter received from Carla Corbett, Executive Director, Program Implementation and Coordination, Operations and Client Service Delivery, Government of Alberta, Advanced Education, dated June 15, 2021, in regard to the Smoky Lake County Community Learning Council's - Community Adult Learning Program (CALP) for three years: July 1, 2021 – June 30, 2024 Base operating funding in the amount of \$113,230.00 – Grant Agreement # AR61169, and approve action taken by the Chief Administrative Officer, Legal Host Representative in executing the Community Adult Learning Program (CALP) Grant agreement for a three-year Grant commitment between the Minister of Advanced Education and the Legal Host: Smoky Lake County.

Carried.

**8. Executive Session:**

**Personnel Issue: Regional Community Development Committee (RCDC):  
Member-at-Large Letters of Interest**

204-21: Fenerty That Smoky Lake County Council go into Executive Session to discuss a Personnel Issue, relating to the Regional Community Development Committee (RCDC): Appointment of Two Member-at-Large. Review of Letters of Interest, under the authority of the FOIP Act Section 24: Advice from Officials and Section 17: Third Party Personal Privacy, in the presence of all Council, Chief Administrative Officer, Assistant Chief Administrative Officer, and Finance Manager, time 12:47 p.m..

Carried.

205-21: Cere That Smoky Lake County Council go out of Executive Session, time 1:00 p.m.

Carried.

**Regional Community Development Committee (RCDC):  
Appointment of Two Member-at-Large**

206-21: Cere That Smoky Lake County appoint Ed Dyck and Noel Simpson as Member-at-Large members, to the Regional Community Development Committee (RCDC) in accordance with Bylaw No. 1399-21.

Carried.

**Year-2022 Interim Municipal Budget**

207-21: Gawalko That Smoky Lake County Council approve the Year-2022 Interim Municipal Budget, with revenue in the amount of \$19,908,569 and total Expenditures in the amount of \$19,908,569 not including amortization in the amount of \$2,026,800.

Carried.

**Year-2022-2026 Interim Five-Year Capital Project Budget**

208-21: Halisky That Smoky Lake County Council approve the Year-2022 to Year-2026 Interim Five-Year Capital Project Budget of expenditures as follows:  
2022 - 5,582,611,  
2023 -10,487,913,  
2024 -7,518,588,  
2025 - 6,317,293, and  
2026 - 5,977,434.

Carried.

**Five-Year Road Plan for 2022-2026**

209-21: Fenerty That Smoky Lake County Council approve the interim Five-Year Road Plan for Years 2022 to 2026, as presented on December 16, 2021, in respect to Policy Statement No. 3-18: Five Year Road Plan.

Carried.

**Notice of Intention to Designate a Municipal Historic Resource: Hamlin Road Ranch**

210-21: Fenerty That Smoky Lake County Council give (sixty) 60-Day Notice of Intent to Designate the "Hamlin Road Ranch" located on the lands legally described as SW-17-58-13-W4, as Municipal Historic Resources under the Alberta Historical Resources Act and in accordance with Smoky Lake County Policy Statement No. 61-15-1: Designation of a Municipal Historic Resource.

Carried.

One Member of the Public, virtually joined the meeting, time 1:29 p.m.

**North Saskatchewan in Alberta Heritage River Initiative Update**

211-21: Fenerty

That Smoky Lake County Council acknowledge:

1. the North Saskatchewan River Nomination document titled: “Nomination of the North Saskatchewan Rive in Alberta” was presented to the CHRS Board by the Planning and Development Department on November 24, 2021, and
2. administration will complete a Final Narrative Report to complete the Parks Canada’s Funding Contribution #1 (GC-1424) in the amount of \$5,000, and that a new Parks Canada Funding Contribution #2 Agreement for \$45,000 and recommended Management Planning facilitation group(s) are to be brought forward to a future meeting of Council for consideration, and
3. the Reeve and administration will continue to make representations to, and advocate with, the Province, Federal Government, municipalities, Indigenous organizations, and other partners along the North Saskatchewan River in furtherance to the Heritage River Initiative.

Carried.

**North Saskatchewan in Alberta Heritage River Initiative Update**

212-21: Serben

That Smoky Lake County in partnership with more than sixteen other municipalities across Alberta, participate in the application of the 2021-2022 Alberta Community Partnership (ACP) Grant for the Project Titled: ‘Management Plan for the North Saskatchewan River under the Canadian Heritage Rivers System’ under the “Intermunicipal Collaboration Framework” Component Grant, due by January 5, 2022 for the total project cost in the amount of \$200,000.00, listing Kyle Schole, Planning Technician as the Preferred Contact Name, and further, agree to abide by the terms of the Conditional Grant Agreement governing the purpose and use of the grant funds.

Carried.

Kyle Schole, Planning and Development Assistant, virtually left the meeting, time 1:38 p.m.

**Alberta Community Partnership (ACP) Grant Application - Ortho Photos**

213-21: Cere

That Smoky Lake County in partnership with the County of St. Paul, County of Two Hills and Lamont County participate in the application of the 2021-2022 Alberta Community Partnership (ACP) Grant under the “Intermunicipal Collaboration Framework” Component, for the Project: **Ortho Photos** for a total project cost in the amount of \$211,000.00; and approve the County of Two Hills to be the Managing Partner under the said application; and further agree to abide by the terms of the Conditional Grant Agreement governing the purpose and use of the grant funds.

Carried.

**STARS (Shock Trauma and Rescue Services) – Funding Request**

214-21: Serben

That Smoky Lake County Council approve the unbudgeted expense to donation a one-time matching contribution in the amount of \$5,000.00, to STARS (Shock Trauma and Rescue Services), in response to the December 7, 2021 Delegation: Glenda Farnden, Senior Municipal Relations Liaison, STARS (Shock Trauma and Rescue Services), requesting same.

Carried.

**Municipal Surface Lease Property: NE 30-59-14-W4**

215-21: Gawalko

That Smoky Lake County accept to terminate the surface lease of municipal owned property legally described as NE 30-59-14-W4 – Tax Roll Number 14593040 with Helmut Rompfer, as per letter received from Joan VanKoughnett, Co-Executor, dated November 8, 2021; **and** bring forward the Bylaw No. 1245-12: Lease Agreements, for deliberations to a future council meeting.

Carried.

**5. Issues for Information:**

**Chief Administrative Officer's Report**

The Chief Administrative Officer (CAO) provided a report to Council for the period of September 24, 2021 to December 16, 2021:

Chief Administrative Officer			
			Report Period: <b>Sept 24, 2021 to Dec 16, 2021</b>
LEGISLATIVE / GOVERNANCE			
Projects	Date In Progress	Date Outstanding	Date Completed
<b>Bylaw Enforcement:</b> the contractor continues to react to complaints and proactively patrol areas. Investigative Assurance has provided the County excellent services to date and their contract will be expiring on January 01, 2022. I spoke to our Officer and she would welcome a contract extension. The recommendation from Administration is to extend the contract for at least 6 months to a year. Administration is currently evaluating whether an employee is required or whether continuance of the existing services deals with the majority of Bylaw Enforcement issues. The intention will be that if the County will pursue a long term contract (3 or more years) with Investigative Assurance, the contract will be prepared accordingly.  <b>Recommendation:</b> That Council approve the extension of the existing contract for Bylaw Services with Investigative Assurance for a term not exceeding one (1) year in duration.			Dec 16/21
<b>TSI – Several meetings.</b> Draft Governance report for Council review. TSI will presented to County Council, the Joint Fire Committee a couple of times and several emails regarding their schedule. The election results and corresponding learning curve with some of the County partners is causing some delays.	Ongoing		Sept 24 to Dec 16/21
Limited Partnership meeting - legal			Sept 29/21
Joint Health and Safety Committee			Oct 14/21 Nov 18/21 Dec 15/21
Safety Audit Interview			Nov 16/21
COVID Updates			Sept 22/21 Oct 07/21 Oct 13/21 Oct 20/21 Oct 27/21 Nov 03/21 Nov 10/21 Nov 17/21 Dec 01/21 Dec 15/21
ICC Committee meeting			
Organizational Meeting - SLC			Oct 28/21
Council Orientation Training			Nov 04/21
Muni-101 (Bonnyville) Council Training			Nov 09/21 Nov 10/21
Attendance at Legislature with Village of Vilna – Reservoir Issue			Nov 18/21
Victoria District Committee of the Whole			Dec 07/21
Smoky Lake Region Fire And Rescue Committee meeting			Dec 09/21
Town and County Joint Council Meeting			Dec 09/21
ADMINISTRATIVE			
Projects	Date In Progress	Date Outstanding	Date Completed
<b>Mangers Meetings – Every Monday Morning</b>			Ongoing
<b>Administration Building Upgrades – Roof Replacement:</b> The contract has been executed. The Contractor had some supplier issues in ordering materials. The Contractor finally mobilized on November 22, 2021. The recent snows and cold temperatures are likely to result in further delays.	Jul 15/21		Dec 31/21
RCDC Meeting			Sept 27/21 Oct 13/21 Dec 06/21
<b>Bonnie Lake Resort – Meetings pertaining to development/engineering</b>	Ongoing		Ongoing
<b>Several Administrators/Managers meetings to discuss Planning ACP project.</b>			Ongoing
Victoria District Economic Development			Oct 01/21 Dec 10/21
Range Road 130 design Criteria			Oct 01/21
Council Departmental/ASB/GAS/ENV/Fire meetings			Oct 12/21 Dec 14/21
BF13398 (RR130) Design Criteria			Oct 20/21
Disaster Recovery Course			Oct 27/21 Nov 02/21
DRP Planning			Nov 08/21
Policy Committee			Nov 12/21
Negotiating Committee Meeting			Nov 15/21
Committee of the Whole			Nov 17/21
Safety Audit – Report of Findings			Nov 22/21
RMA Convention			Nov 23 – 26/21
Heritage River meeting with City of Edmonton			Dec 01/21
Victoria District Legal team review of agreement status			Dec 02
HWY 28/63 COMMISSION			
Commission Meeting – Assets issue, connection issue, Municorr and draft bylaw issues			Sept 29/21 Nov 16/21
Town Council Meeting - Delegation	Ongoing		Oct 05/21
Water Study Design Criteria			Oct 08/21 Oct 13/21
Whitefish Lake Council Update - AE			Oct 15/21
<b>Water Commission Bylaw:</b> The background work and drafting of this bylaw has taken up an extraordinary amount of my time from July 2021 through to December 16, 2021. The process commenced with obtaining copies of other bylaws and then aggregating them into a consolidated bylaw. Once that was completed, the monumental task of making the bylaw relevant to the			



Commission began. From the outset, this proved to be a very difficult task as there did not seem to be adequate information			
<b>FINANCIAL</b>			
<b>Projects</b>	<b>Date In Progress</b>	<b>Date Outstanding</b>	<b>Date Completed</b>
County preliminary Budget discussion with Managers and Council. Several meetings in the last week of September through to the 2 <sup>nd</sup> week in October.			Sept 28/21 - Oct 25/21
Council Budget Meeting			Oct 29/21 Nov 19/21
<b>HUMAN RESOURCES</b>			
<b>Projects</b>	<b>Date In Progress</b>	<b>Date Outstanding</b>	<b>Date Completed</b>
Christmas Luncheon: This year, with COVID-19 being an almost continuous ongoing matter, I decided to proceed with the annual Christmas luncheon with staff this year. Protocols will be in place and all staff and Council, regardless of vaccination status, are welcome to attend. The luncheon at the County Main Office will be held on December 16, 2021 (Council meeting) and the luncheon for the Public Works Staff will be held on December 22, 2021.  <b>Recommendation:</b> Acknowledge action taken by the CAO and that the Christmas luncheons being held at the County Main Office will be held on December 16, 2021 (Council meeting) and the luncheon for the Public Works Staff will be held on December 22, 2021.			Dec 16/21
Step 2 Grievance			Nov 03/21
Legal – Managing Partner Deficiency Issues- Legal. Brownlee will be drafting a template document for use to protect the County.	Ongoing		
<b>**EXECUTIVE SESSION**</b> Organizational Chart – Executive Services Clerk: The Organizational Chart was brought forward to Council on August 26, 2021. The recommendation was to defer to a future Council meeting to discuss. One emergent issue is that I need to formalize the Executive Services Clerk as described (language notwithstanding a required modernization) under Article 2.02. With the upcoming bargaining, I am going to need this position formally recognized such that all the background bargaining documents and other sensitive data can be processed.  <b>Recommendation:</b> That Council formalize the position of Executive Services Clerk, pursuant to Article 2.02 in the CUPE Collective Agreement and as highlighted in the proposed 2021 Organizational Chart presented to Council on August 26, 2021.			Dec 16/21
Step 2 Grievance			Nov 29/21
Grievances Resolution			Dec 02/21 Dec 07/21 Dec 09/21
<b>**EXECUTIVE SESSION**</b> PERSONNEL – Division 3 Posting  <b>Recommendation:</b> Council to determine			Dec 16/21
Dec 24 <sup>th</sup> – Council Acknowledges that the Office and Public Works will close at noon on December 24, 2021 for the Christmas Break. The recommendation would be that staff will be paid for the 4 hours in recognition of the hard work and dedication the staff have gone through this past year. Historically, there are little to no visits at the office that afternoon. Public Works staff will continue to be on-call in the event of inclement weather or other emergencies as usual.			Dec 24/21
CAO Vacation – for information, I am intending to take some vacation days from the afternoon of Dec 24 through to January 03, 2022.			Dec 24/21
<b>MERRY CHRISTMAS!!</b>			
<b>COMMUNITY</b>			
<b>Projects</b>	<b>Date In Progress</b>	<b>Date Outstanding</b>	<b>Date Completed</b>
Attended the HAK sod Turning ceremony			Sept 24/21
<b>TRAINING</b>			
<b>COUNTY STRATEGIC PLAN</b>			
N/A			
Signature: Gene Sobolewski		County Council Meeting: Dec 16, 2021	

**Bylaw Enforcement Contract**

216-21: Cere

That Smoky Lake County Council approve the extension of the existing contract for Bylaw Enforcement Services with Investigative Assurance c/o Tammy Goddu, as the Bylaw Enforcement Officer for Smoky Lake County, for a term not exceeding one (6) month in duration from January 1, 2022 to June 1, 2021; **and** commence undertaking the recruitment process for a Community Peace Officer One (CPO1).

Carried.

One Member of the Public, virtually joined the meeting, time 2:18 p.m.



**Christmas Luncheons**

217-21: Gawalko That Smoky Lake County Council acknowledge action taken by the Chief Administrative Officer in permitting a Christmas luncheon held at the County Main Office on December 16, 2021, and a Christmas luncheon scheduled for the Public Works Staff on December 22, 2021 at the Public Works Shop.

Carried.

**8. Executive Session:**

**Personnel Issue:**

**Executive Services Clerk and Organizational Chart**

218-21: Gawalko That Smoky Lake County Council go into Executive Session to discuss a Personnel Issue, relating to the position of Executive Services Clerk and the Organizational Chart, under the authority of the FOIP Act Section 24: Advice from Officials, in the presence of all Council, Chief Administrative Officer, Assistant Chief Administrative Officer, and Finance Manager, time 2:22 p.m.

Carried.

219-21: Gawalko That Smoky Lake County Council go out of Executive Session, time 2:32 p.m.

Carried.

**Organizational Chart – Executive Services Clerk Position**

220-21: Gawalko That Smoky Lake County Council formalize the position as highlighted in the proposed Organizational Chart which was presented to Council on August 26, 2021, of Executive Services Clerk, whereby, the title of “Executive Services Clerk” is a modernized version of the title “Secretary to the Chief Administrative Officer” and pursuant to Article 2.02 of the Canadian Union of Public Employees (CUPE), Local 4575, Collective Agreement, expiring on December 31, 2021, the Secretary to the Chief Administrative Officer (Executive Services Clerk) shall be excluded from the Collective Agreement.

Carried.

**Grader Operator Position for Division Three**

221-21: Serben That Smoky Lake County advertise the employment opportunity to fill the vacation position of Grader Operator - Division Three, within the terms and conditions of International Union of Operating Engineers, Local 955, Collective Agreement expiring on December 31, 2024.

Carried.

**Office Closure – Christmas Break**

222-21: Gawalko That Smoky Lake County Council acknowledge the Office and Public Works will close at noon on December 24, 2021 for the Christmas break and staff will be paid for the 4 hours in recognition of the hard work and dedication the staff have gone through this past year, and Public Works and other department staff will continue to be on-call in the event of inclement weather or other emergencies.

Carried.

**Financial Statements**

As annexed to the minutes:

↳ Financial Statement for the month of: **October 2021.**

**Action List(s)**

Action Lists:

- i. County Budget Meeting – September 15, 2021.
- ii. County Council Departmental Meeting – September 21, 2021.
- iii. County Council Meeting – September 23, 2021.

- iv. County CAO Evaluation Meeting – October 1, 2021.
- v. County Council Meeting – October 15, 2021.
- vi. County Council Organizational Meeting – October 28, 2021.
- vii. County Council Meeting – October 28, 2021.
- viii. County Budget Meeting – October 29, 2021.
- ix. County Council Committee of the Whole for the Purpose of Planning Meeting – November 17, 2021.
- x. County Council Budget Meeting – November 19, 2021.

**Chief Administrative Officer's Report**

223-21: Fenerty

That Smoky Lake County's Chief Administrative Officer's report for the period of September 24, 2021 to December 16, 2021, be accepted and filed for information.

Carried.

One Member of the Public, virtually joined the meeting time 3:01 p.m.

**5. Issues for Information:**

**Finance Manager's Report:**

**Actual to Budget Report**

Brenda Adamson, Finance Manager presented an updated Financial Report for the period ending December 9, 2021.

**AlphaBow Energy Limited**

224-21: Gawalko

That Smoky Lake County respond to AlphaBow Energy Limited, explaining Pipeline and Designated Industrial Assessments are under Provincial Jurisdiction therefore Smoky Lake County cannot make any assessment adjustments and is amenable to set up a payment plan for the \$6,616.41 in outstanding taxes to avoid legal action.

Carried.

**Property Tax Roll Number 40310208**

225-21: Cere

Smoky Lake County Council approve to **execute a Tax Agreement** with Victor Strembesky regarding Property Tax Roll Number 40310208, legally described as lots 8 & 9 Block 2 Plan 716C1, to recover arrears with a payment schedule of \$260.50 per month for a period of 36 months effective December 1, 2021 to November, 2024, in accordance with Policy Statement No 12-01-01: Tax Agreement.

Carried.

**Property Tax Write Off – Tax Roll # 18590141**

226-21: Gawalko

Smoky Lake County Council approve to **cancel taxes** in the amount of \$59.20 and penalties of \$6.34 on tax roll 18590141 because Cultivation Permit #CUP02003 was cancelled in 2020 as the property is a cultivation permit on Provincial land and the disposition was cancelled in November 2020, therefore there should not be any taxes charged for Year-2021.

Carried.

**Property Tax Write Off – Tax Roll # 18590141**

227-21: Fenerty

Smoky Lake County Council approve to **cancel taxes** in the amount of \$63.39 and penalties of \$7.61 on tax roll 17603440 because there the property is a grazing permit on Provincial land and disposition was cancelled in Year-2020 therefore there should not be any taxes charged for Year-2021.

Carried.

**Request to Write Off Penalties – Tax Roll# 15593441**

228-21: Serben Smoky Lake County Council approve to **write off** penalties in the amount of \$28.61 on tax roll 15593441 NE-34-059-15-4 due to administrative error at time of payment.

Carried.

**Request to Write Off Penalties – Tax Roll# 17603440**

229-21: Serben Smoky Lake County Council approve to **write off** penalties in the amount of \$7.61 on tax roll 17603440 NE-34-060-17-4 due to administrative error at time of payment.

Carried.

**Request to Write Off Penalties Tax Roll# 17581740**

230-21: Serben Smoky Lake County Council approve to **write off** penalties in the amount of \$83.08 on tax roll 17581740 NE-17-058-17-4 due to administrative error at time of payment.

Carried.

**Request to Write Off Penalties – Tax Roll# 16603230**

231-21: Serben Smoky Lake County Council approve to **write off** penalties in the amount of \$12.50 on tax roll 16603230 NW-32-060-16-4 due to administrative error when verifying outstanding balance.

Carried.

**Request to Write Off Penalties – Tax Roll# 40341002**

232-21: Gawalko Smoky Lake County Council approve to **write off** penalties in the amount of \$47.40 on tax roll 40341002 NW-10-059-18-W4, due to the late receipt of the property title change, **subject to** payment in the full amount of \$394.96.

Carried.

**Request to Write Off Penalties – Tax Roll# 17591613**

233-21: Gawalko Smoky Lake County **take no action** regarding the request to write off penalties in the amount of \$48.58 on tax roll 17591613 SE-16-059-17-4 because the payment of \$404.81 was applied to account 50550.03 as instructed through ATB online payments.

Carried.

**Petro-Canada Tax Roll #19591641**

234-21: Gawalko That Smoky Lake County Council **take no action** to the letter received from Ted Pak, Director, Petro-Canada, dated November 23, 2021 requesting penalties be waived for Year-2021 on tax roll #19591641.

Carried.

**Request to Write Off Penalties**

235-21: Cere Smoky Lake County Council approve to **write off** penalties on the property tax roll numbers below in the corresponding amounts and send a friendly letter advising the owner payments must be made on time:

Roll #	Amount
1559030	\$23.24
15591610	\$ 34.35
15591620	\$ 13.07
15591630	\$ 53.76
15591640	\$246.56
15591710	\$ 21.76
15591740	\$ 51.26
15591830	\$ 7.44
15592010	\$ 22.86
15592120	\$289.35

Carried.

### Family and Community Support Services (FCSS)

236-21: Cere

That Smoky Lake County approve to allocate funding from the 2021 Family and Community Support Services (FCSS) Grant budget in accordance with Policy No. 08-17-01: Family and Community Support Services (FCSS) grant as follows:

Community Group	Eligibility	Funding
Warspite Community Hall Association.	Family Fun New Years' Eve Celebration to help sustain people as active member of the community.	\$2,000.00

Carried.

### Finance Manager's Report

237-21: Gawalko

That Smoky Lake County's Finance Manager's Report for the period ending December 9, 2021, be accepted and filed for information.

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:

December 8, 2021 - Evergreen Regional Waste Management Services Commission Meeting held virtually:  
(Dan)

- The organizational meeting was first on the agenda Maxine Fodness was elected as chair and I was elected vice chair.
- A summation statement was presented by the former chair Steve Upham giving us some history and some suggestions moving forward.
- Omni-McCann geoscience gave us some history of the landfill and how much airspace we are using and what we can expect in the future in the existing cells.
- Ashley presented the treasurers report and the 2022 budget which were both passed.
- Paul Poulin manager for ERWMS C gave his site report and is still using clay for cover equipment is running well and 1 employee took some training fire dept and Omni-McCann did site inspections, also in discussion with Ken Large of Saddle lake and also Frog Lake first nation about municipal waste that might be coming to our landfill , also discussed some leachate disposal and trucking contracts that are coming up , spoke a bit about the Alberta film industry taking pictures of the site and in the local area to use in future movies. He also spoke with Mulch Co a company that grinds solid waste. And he spoke with Rapid Gaz a company that buys and picks up propane bottles.
- The next Alberta CARE (Canadian authority of recycling enterprises) face to face meeting is on January 14 10:00 am at the Leduc Golf & Country club.
- The next ERWMS C meeting is on January 20 10:00 am St. Paul County office.
- This concludes my report if you have any questions feel free to contact me.

The next Lakeland Agricultural Research Association (LARA) board meeting is scheduled for January 31, 2022 at 1:00 p.m.

October 28, 2021 - Vilna & Bellis Citizens on Patrol (C.O.P.)

- Included in this package:
- Minutes of October 28, 2021.
- Treasure's Report dated October 28, 2021.
- Next Meeting January 19, 2022 at 7:00 pm at the Vilna Cultural Centre

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

Linda Fenerty - Division Two Councillor's Report from various Committees, Boards and Commissions:

November 8, 2021 – North East Muni-Corr Ltd. (via Zoom)

- They did not have quorum, so meeting was postponed until November 15, 2021 at 10:00 a.m.

November 15, 2021 – North East Muni-Corr Ltd. (via Zoom) – 10:00 am – 1:00 pm

- Agenda approved, with By-law review added to agenda
- Bonnyville Regional Fire Authority invoice – they responded to a wildfire on May 7/21 behind Sportsman Mobile Home Park. Iron Horse Trail is on private land so BRFA have invoiced Muni-Corr. Muni-Corr to write a letter to BRFA and cc Town of Bonnyville for clarification.
- Smoky Lake County Subdivision Notice – Ken Billey is doing sub-division on NE corner of his property – No affect to Muni-Corr.
- Appointment letters – Banking Institution: Servus Credit Union. Appointment of Solicitor: Reynolds, Mirth. Land Purchases: Trevor Lee
- Riverland Recreational Trail Society – Elk Point Snowmobile Association has disbanded. Sea can moved to County Yard in St. Paul

- Executive Committee: Dwayne Yaremkevich (Pres), Maureen Miller (Vice-Pres), Dale Hedrick (Secretary), Elise Brousseau (Treas), Tim Mahdiuk (Controller). Signing authorities: Pres & Vice Pres
- County of St. Paul RR104 Reconstruction – part of Owlseye road has been redone extending it to NW of Owlseye. Hill has been levelled out and trees planted. No additional land being purchased. County of St. Paul just wants an easement to do the work.
- Trestle Maintenance Quote - \$16,687.50 (materials), \$13,700.00 (labour). Planks need to be redone; approaches resurfaced – will need bobcats so cost should be approx. \$30,000.00. This work hasn't been done for 20 years. Discussion on using cold mix for entrances and exits to bridge. Marianne to do more research into costs and bring to December meeting.
- Fort Kent Pavement – Marianne advised cost is approx. \$1,000.00 for each corner. Recommendation that we wait until CN gets back to Muni Corr.
- Temporary license of occupation – Brian Makaruk – Muni Corr will allow cattle to pasture from May-December
- Code of Conduct – need to do some work on it. Muni Corr got legal opinion. Matter has been turned back to Exec. Comm who will bring it to the Board for further discussion.
- Closed Session – (a) Spedden Property – UFA has property for sale. There are no contamination issues - \$5,650.00 for 1 acre. Marianne to contact appraiser. (b) Bellis Property update – Muni Corr had right of way on East and West side. Lawyers sold it to Stahl's in error, so lawyer still owes Muni Corr for it.
- Bylaw Review Date – February 14, 2022
- Meetings for Muni Corr will be the second Monday of the month at 10:00 a.m. Delegations at Board Meeting at meeting on January 10
- Date was set for Orientation Session – Tuesday, January 4, 2022. Information will be sent to Dropbox, Can get a printed copy if preferred.
- Next meeting will be December 13, 2021 at 10:00 a.m. November 27, 2021 – Northern Lights Library System (NLLS) – 10:00 am – 1:12 pm
- Following items were accepted: today's agenda, minutes of August 27 meeting, Chair's report, Library Manager's Council report, ALTA report, Executive Director's report, 2022 budget
- Election of Executive Committee members was held. Executive Committee: Josh Crick, Maxine Fodness, Dwayne Spicer, Leslie Cusack, Matthew McLennan/Policy Committee: Dwayne Spicer, Josh Crick, Loraine Berry/Grievance Committee: Rick Fountain, Wanda Cochrane, Dwayne Spicer/Advocacy Committee: Larry Tiedemann, Dwayne Spicer, Chris Neureuter
- Board Orientation webinars to be held December 8- 6:00-8:00 pm or December 16 – 2:00-4:00 p.m. New board members are encouraged to attend.
- Dave Diduck moved that Executive Committee revisit cost of living allowance and/or benefits increase for staff. They will get back to the Board in February
- Next meeting will be February 25, 2022 at 10:00 a.m. Meetings generally held last Friday or Saturday of February, May, August and November

### **Division Three Councillor's Report on various Committees, Boards and Commissions**

Dominique Cere - Division Three Councillor's Report from various Committees, Boards and Commissions:

December 7, 2021 - Smoky Lake Foundation, held Virtually

- Reviewed Visitor Policy Board Member Code of Conduct Policy.
- Approved the interim operating budget for 2022.
- Next Meeting January 26, 2022.

### **Reeve - Division Four Councillor's Report on various Committees, Boards & Commissions**

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

October 28, 2021 – County Council Organizational Meeting, held in Chambers/Virtually (All Council)

- Lorne Halisky acclaimed as Reeve.
- Dan Gawalko acclaimed as Deputy Reeve.
- To view all appointments, please visit: <http://www.smokylakecounty.ab.ca/p/municipal-committees>

October 28, 2021 – County Council Regular Meeting, held in Chambers/Virtually (All Council)

- Acknowledged 25th Anniversary of the Raubenheimer Medical Clinic.
- Approved add Bellis Board of Trade to the Council Committees & appointed Lorne Halisky.
- Approved to provide FCSS funding to:
  - Smoky Lake Holubka Dancers, in the amount of \$2,500
  - Smoky Lake Regional Chamber of Commerce, in the amount of \$1,500
  - The Kinette Club of Smoky Lake, in the amount of \$1,000
  - Smoky Lake FCSS \$800 and
  - Smoky Lake FCSS \$2,000

October 29, 2021 – Council Budget Meeting, held in Chambers/Virtually (All Council)

- The Chief Administrative Officer and Finance Manager presented the proposed Year-2022 Operating and Capital Budget.
- Approved to host a Public Open House for the 2022 Budget on December 7, 2021 at 7pm.

November 4, 2021 – Regional Council Orientation Training, held in Chambers/Virtually (All Council)

- Jeneane S. Grundberg, Q.C., Brownlee LLP virtually presented Council Orientation, outlining:
  - Municipal Purposes and Powers,
  - Roles and Responsibilities,
  - Code of Conduct Bylaw,
  - Council Proceedings,

- Public Participation,
- Pecuniary Interest,
- Budget & Finance,
- Councillor Disqualification, and
- Personal Liability of Councillors.

November 5, 2021 – Northeast Regional ASB Conference, held in Myrnam, Alberta (All Council)

- Opening remarks by the Mayor of Myrnam and MP Shannon Stubs talked about the Lakeland District diversity etc.
- Received the ASB Program Update from Doug Macaulay, Manager, Agricultural Service Board Program.
- Received a Farm Safety Presentation.
- Held elections for Regional ASB Committee Representative/Alternate.
- Received Update from Provincial ASB Committee.
- Reviewed the 2020 Report Card/Review ASB Rules of Procedure
- Reviewed the Regional Procedures for Selecting, Preparing and Writing Resolutions.
- Derwent Fire Chief spoke of their Stars Project including using their Drone camera with heat sensing capabilities for fighting fires etc. and would do presentations for other fire departments.
- Toured the new Myrnam CTEC – Construction and Technology Education Centre School.

November 9-10, 2021 – Munis 101, held in Bonnyville (All Council)

- Received key information and strategies needed to excel as a Councillor, to meet all Alberta Municipal Affairs requirements for mandatory post-election training, providing the fundamental strategies and concepts that new and returning elected officials can apply to learning about their own local municipal functions, plans, and financial information.

November 12, 2021 – Policy Committee Meeting, held in Chambers/Virtually (All Council)

- Reviewed the following Policy Statements:
  - 01-40-01: Governance Policies.
  - 61-03-03: Application for Development Permit.
  - 08-17-01: Family and Community Support Services (FCSS) Grants.
  - 08-18-08: Council Remuneration.
- Recommended a 5% rollback to Council's annual remuneration.

November 15, 2021 – Negotiating Committee Meeting, held in Chambers (Lorne, Dan, and Dominique)

- Reviewed the Canadian Union of Public Employees (CUPE) Local 4575 Collective Agreement which expires December 31, 2021, in preparation for the upcoming negotiations.

November 16, 2021 – Hwy 28/63 Regional Water Services Commission Meeting, held in Chambers/Virtually (Lorne and Dan)

- Organizational meeting held; Lorne Halisky acclaimed as Chairperson. Vice-Chairperson Position Nomination was deferred to the next meeting due to two tie votes.
- Received updates on:
  - Financial Reports,
  - Whitefish Lake First Nation #128 projects,
  - Regional Water Study, and
  - Village of Vilna's water reservoir situation.

November 17, 2021 – Council Committee of the Whole Meeting - Planning, held in Chambers/Virtually (All Council)

- Received information/presentations from Hillside Acres, Whitefish Lake landowners expressing concerns with the use of the Environmental Reserve (ER), safety hazards of pedestrians competing with ATVs, pollution of the lake and need to protect the watershed, noise pollution, land erosion and need for a community dock system, safe boat launch, children's park, and handicap access to the lake.
- Received information regarding the next steps of the Trails Strategy and Lake Accretion, which will be brought forward to a Regular Council Meeting.
- Received Planning and Development Orientation as presented by the Planning and Development Manager: Jordan Ruegg and Planning and Development Manager Assistant: Kyle Schole.

November 18, 2021 – Joint Health & Safety Committee Meeting, held Virtually (Lorne and Dominique)

- Kyle Schole and Amanda Kihn were acclaimed as co-chairpersons.
- Received the Internal Audit Action Plan & Formal Safety inspections update.
- Acknowledged the need for reintegrating fire drill training to familiarize and reinforce proper evacuation routes and practices.
- Acknowledged the CAO executed the County Council Statement of Commitment.
- One incident was verbally reported: an employee walking in the main office parking lot slipped on ice prior to the public works sanding, due to improper footwear.
- Reports from Committee members included but was not limited to the following points:
  - The COVID-19 cases continue in our region and throughout the province so please get your vaccinations if you so wish and continue to do your part to ensure your and others health/safety by social distancing, wearing PPE (masks, face shields, gloves), washing your hands more frequently etc. when necessary and most importantly follow the County COVID-19 guidelines and stay home if you're feeling ill.
  - Hunting season is here so be cautious and report all unlawful/suspicious activities to Fish and Wildlife.
  - Wildlife such as deer and moose etc. are on the move more this time of year so take extra caution when driving and plan your drive knowing areas where they cross the roads etc.
  - With the time change driving into the sun at dawn and dusk may cause a visual issue so keep your windshield clean and in good repair etc.
  - Time changes can cause tiredness so proper rest etc. is a must.



- Winter is upon us so please ensure your vehicles/equipment whether County owned or personal are winter ready.
- Theft in the region continues so please continue to ensure vehicle/equipment whether County owned or personal are secured etc. and report all suspicious activities to the RCMP immediately.
- Please keep your mind on task at all times, conduct hazard assessments, and report all incidents and hazards to help prevent loss.

November 19, 2021 – Council Budget Meeting, held in Chambers/Virtually (All Council)

- Adopted the Year-2022 Natural Gas System Budget.
- Agreed to amend the 2022 draft budget to include a project to drill a water well and conduct the remediation of the current non-sufficient water well at Hanmore Lake Campground West Side.

November 22, 2021 – Safety Audit Initial Exit Report, held in Virtually (Lorne and Dominique)

- Received the 2021 AMHSA COR Documentation & Interviews Recertification Audit information of the Data Collected on November 5 to 19, 2021 which included review of directive documents and operational records, twenty interviews conducted remotely.
- Received an overall 70-79% Audit Score of limited scope.

November 23-26, 2021 – Rural Municipalities of Alberta (RMA) Fall Convention, held in Edmonton (Lorne, Dominique, and Jered)

- RMA/Canoe Tradeshow
- Speakers included:
  - Jordin Tootoo, Mental Health, Resilient Communities and Leadership.
  - Hon. Ric Mclver, Minister of Municipal Affairs.
  - Lauren Sergy, Presence in the Public Eye: How Leadership Presence Supercharges Communication.
  - MLA Rachel Notley, NDP, Alberta's Official Opposition Leader.
  - Hon. Jason Kenney, Premier of Alberta.
  - Manjit Minhas, Rising to the Top - How to Inspire, Learn, and Lead.
- Sessions included:
  - Mayor and Reeve's Meeting.
  - RMA Orientation.
  - Truth and Reconciliation Panel.
  - Internet Speed Testing.
  - Preparing for the Worst: Municipal Disaster Mitigation.
  - RMA Annual General Meeting.
  - Ministerial Forum.
  - Prairies Economic Development Canada.
  - RMA Vice President Election & Election for RMA District Directors
  - Municipalities and Rural Healthcare.
  - The Municipal Approval Process for Aggregate Projects.
  - The Fundamentals of Conflict Management for Elected Officials.

November 30 to December 1, 2021 - Federation of Alberta Gas Co-ops Ltd. Conference, held Virtually (All Council)

- Session topics included:
  - Health & Safety benefits and key issues that should be addressed.
  - An overview of the processes involved to bring gas from the wellhead to your home.
  - Fundamentals of governance that a director of a rural utility should know.
  - Overview of changes to the 2020 gas codes, as well as issues of current concern to the gas industry.
  - The importance of cybersecurity awareness.
  - How we can create a culture that reduces risk acceptance.
  - An overview of the results of the Member Services Survey and of the Cost-of-Service Study.
  - How co-operatives can be engaged economically and socially in a post-Pandemic world.

November 30, 2021 - Gas Alberta Inc. Annual General Meeting, held Virtually (All Council)

- The meeting began with a formal presentation and concluded with a Question & Answer session with Gas Alberta's Board and Management.

December 6, 2021 – Regional Community Development Committee RCDC, held in Chambers/Virtually (Lorne and Jered)

- Lorne Halisky acclaimed as Chairperson and Jered Serben was acclaimed as Vice-Chairperson.
- Received RCDC Orientation, including the details of the:
  - Regional Community Economic Development 20 Year Strategy: Policy and Plan
  - Three Year Rolling Action Table February 2021,
  - Work Plan 2021,
  - Annual Reporting Process, and
  - Strategic Priorities Chart August 2021.
- Motion made to move forward with a \$4200 Go East Advertising Package.
- Motion made to sponsor \$250 for Career Fair Survey Prizes for students.
- Discussion on CEDO Contract with a motion made to extend existing contract until March 31/22 during which time RCDC will conduct a Management of Change process to address the changing Economic Development environment in Smoky Lake Region.
- Financial – Year to Date Spending and Forecast.
- Roundtable Regional Discussion.

December 7, 2021 – Council Committee of the Whole Meeting - Administration, held in Chambers/Virtually (All Council)

- Received a presentation from Tony Sefton, Vision XS CEO, to provide an update on Smoky Lake Region's Victoria District Economic Development Strategy and clarify any misinformation.
- Received a presentation from Glenda Farnden, Senior Municipal Relations Liaison, STARS (Shock Trauma and Rescue Services), thanking the County for their \$5,000/year standing contribution to STARS and outlining their funding needs.
- Executive Session under Land and Legal.

December 7, 2021 – County Budget Open House, held Virtually (All Council)

- The Finance Manager, Brenda Adamson presented the draft Five-Year Capital Budget, draft Year-2022 Road Plan, and draft Year-2022 Operating Budget to receive public input for the Year-2022 Budget as part of the Public Participation process.

One Member of the Public, virtually joined the meeting, time 3:44 p.m.

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

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

December 8, 2021 – Pumpkin Patch Daycare meeting:

- Chair; Dana Fedoretz
- Vice chair; Melody Morton
- Tinelle is no longer the head care provider and Heidi has been hired.
- Heidi has requested several new items including chairs and tables and Dutch doors
- Heidi has requested benefits for staff
- Capacity is 23 children due to covid, 53 children capacity other wise
- Heidi is requesting employees continue with training
- Discussion about the implementation of the \$10/ day cost share between federal and provincial governments
- Discussed using the remaining of the covid grant by paying it to the employees since the daycare is closed through the Christmas holidays

Smoky Lake Agricultural Society Meeting

- Pushing to sell out their fundraiser tickets.
- Haven't had any hockey tournaments due to COVID and financially struggling.
- Discussion held regarding expanding the campground.

Evonne Zukiwski, Communications Technician, virtually re-joined the meeting, time 3:49 p.m.

### **Councillors Reports on Various Committees, Boards and Commissions**

238-21: Cere

That the Smoky Lake County Councillors Reports received for the period of October 28, 2021 to December 8, 2021, be accepted and filed for information; and the Reeve's Report received for the period of October 28, 2021 to December 7, 2021, be accepted, filed for information, and posted to the County's website.

Carried.

### **Regional Community Development Committee (RCDC) - Action Lists**

239-21: Gawalko

That Smoky Lake County Council acknowledge receipt of the Regional Community Development Committee (RCDC)'s Action Lists from the meetings held on August 30, 2021 and September 27, 2021.

Carried.

### **Minister of Justice & Solicitor General - Provincial Police Transition Study Engagement**

240-21: Fenerty

That Smoky Lake County who can attend – attend the Minister of Justice and Solicitor General Meeting - Alberta Provincial Police Transition Study Engagement session scheduled for March 4, 2022 from 2:00 p.m. to 4:30 p.m. in the Town of Smoky Lake, at a location to be determined, in respect to the letter from Honourable Kaycee Madu Minister of Justice and Solicitor General.

Carried.

### **Pryveet Minutes**

241-21: Serben

That the Smoky Lake County acknowledge receipt of the ANI (Additional Named Insured): Waskatenau Pryveet Dance Club Minutes from the meetings held on October 5, 2021 and November 2, 2021.

Carried.

**Royal Canadian Mounted Police (RCMP)**

242-21: Gawalko That Smoky Lake County acknowledge receipt of the letter from C.M. (Curtis) Zoblocki M.O.M., Deputy Commissioner, Commanding Officer Alberta Royal Canadian Mounted Police (RCMP), dated November 12, 2021, congratulating County Council on their success in the 2021 Municipal Election and encouraging continued communication and collaboration in partnership with the RCMP.

Carried.

**National Police Federation - Alberta Provincial Police Service (APPS) Transition Study**

243-21: Serben That Smoky Lake County acknowledge receipt of the correspondence from National Police Federation, dated December 8, 2021 in respect to a survey conducted by Pollara Strategic Insights which was completed on the eve of the Government of Alberta's release of the Alberta Provincial Police Service (APPS) Transition Study, titled: "National Police Federation – Alberta Wave 3", dated November, 2021, showing strong support for the Alberta RCMP.

Carried.

**6. Correspondence:**

**2020/21 Alberta Community Partnership (ACP) Grant Agreement**

244-21: Fenerty That Smoky Lake County acknowledge action taken in executing the 2020/21 Alberta Community Partnership (ACP) Intermunicipal Collaboration Component Conditional Grant Agreement on November 4, 2021, for conditional funding in the amount of \$200,000.00 towards the Regional Fire Services Study, in partnership with the Town of Smoky Lake, Village of Vilna and Village of Waskatenau, and abide by the terms of the Conditional Grant Agreement governing the purpose and use of the grant funds.

Carried.

**Smoky Lake Public Library – Public Membership Fee Funding**

245-21: Cere That Smoky Lake County **approve the unbudgeted expense** to provide Public Membership Fee funding in the amount of **\$750.00** to the Smoky Lake Public Library to assist in offering free membership to the community in Year-2022, in response to the letter request received from Lise van der Vaart, Library Manager, Smoky Lake Public Library, dated October 27, 2021.

Carried.

**Community Futures St. Paul-Smoky Lake Region**

246-21: Gawalko That the correspondence received by Smoky Lake County from Penny Fox, General Manager, Community Futures St. Paul-Smoky Lake Region, providing information for Year-2022 new and existing Councillors, in respect to the role of their board and what the not-for-profit organization does, be filed for information.

Carried.

**Lakeland Centre for Fetal Alcohol Spectrum Disorder (FASD)**

247-21: Serben That the correspondence received by Smoky Lake County from Lisa Murphy, Executive Director, Lakeland Centre for Fetal Alcohol Spectrum Disorder (FASD), dated September 9, 2021, including their 2020-2021 Annual Report, be filed for information.

Carried.

**Federation of Canadian Municipalities (FCM)**

248-21: Serben That Smoky Lake County acknowledge receipt of the correspondence from Federation of Canadian Municipalities (FCM), which was emailed on October 14, 2021, from Beaver County, providing the Western Economic Solutions Taskforce Report titled: Opportunity and Prosperity - the Future of Western Canada.

Carried.

**Derek Zaplotinsky – Local Para-Nordic Skier Olympian**

249-21: Halisky That Smoky Lake County donate funds in the amount of **\$2,000.00** from the Year-2022 Grants to Individual and Organizations budget, to the Smoky Lake resident and Para-Nordic Skier Olympian: Derek Zaplotinsky to financially assist with his training and participation in World Cup Events with the ultimate goal of participating in the Year-2022 Paralympics in response to the letter received from Derek Zaplotinsky, dated November 3, 2021.

Carried.

**Town of Smoky Lake Council Contact Information 2021**

250-21: Fenerty That Smoky Lake County acknowledge receipt of the correspondence from the Town of Smoky Lake, providing updated contact information after the Year-2021 Municipal Election, for Town Council.

Carried.

**Remembrance Day: Signage**

251-21: Cere That Smoky Lake County approve action taken in the purchase of the Remembrance Day Signage: “We Will Remember Them” from the Smoky Lake Royal Canadian Legion, Branch No. 227 in the amount of \$20.00 to be retained and displayed annually (for as long as the said sign is in good repair) during the Remembrance Day ceremonies.

Carried.

**Brownlee LLP Council Orientation**

252-21: Gawalko That Smoky Lake County acknowledge receipt of the Brownlee LLP Council Orientation Presentation dated November 3, 2021, and retain the document for future reference; and acknowledge all five Councillors did attend Brownlee LLPs Smoky Lake County Regional Orientation session held on November 4, 2021, along with other Council members from the Town of Smoky Lake, Village of Vilna and Village of Waskatenau.

Carried.

**Aspen View Public Schools**

253-21: Serben That Smoky Lake County acknowledge receipt of the correspondence from Candyce Nikipelo, Chair, Board of Trustees, Aspen View Public Schools, dated November 8, 2021, congratulating County Council on the Year-2021 Municipal Election and expressing appreciation to continue the commitment to build a positive and productive relationship with them.

Carried.

**Alberta Ombudsman/Public Interest Commissioner**

254-21: Serben That Smoky Lake County acknowledge receipt of the correspondence from Marianne Ryan, Alberta Ombudsman / Public Interest Commissioner, Alberta Ombudsman, dated November 10, 2021, providing answers to frequently asked questions about the Ombudsman, and outlining 10 tips for developing and administering fair rebate programs.

Carried.

**Minister of Municipal Affairs**

255-21: Gawalko That Smoky Lake County acknowledge receipt of the correspondence from Ric McIver, Minister, Municipal Affairs, dated November 10, 2021, congratulating Council on the Year-2021 Municipal Election and extending appreciation for Council’s willingness to participate in our democratic process and for their commitment to Albertans.

Carried.

**New Horizons for Seniors Program – Age Friendly E-News**

256-21: Cere

That Smoky Lake County acknowledge receipt of the E-News letter received from Alberta Seniors and Housing, titled: Age Friendly E-News, with a headline of “New Horizons for Seniors Program 2021-2022” announcing the Government of Canada’s deadline to submit community-based project proposals to the said program will be December 21, 2021.

Carried.

**Canadian Heritage Rivers System (CHRS) - Initiative to designate the North Saskatchewan**

257-21: Gawalko

That Smoky Lake County acknowledge the correspondence sent and dated November 18, 2021, which provided an update on the collaborative initiative to designate the North Saskatchewan River in Alberta under the Canadian Heritage Rivers System (CHRS) to:

- Alberta First Nations,
- North Saskatchewan Watershed Alliance Board,
- Michael Janz, Edmonton City Councillor,
- James Leppan, Travel Alberta,
- Jason Letwin, Explore Edmonton,
- Darren Dalgleish, Fort Edmonton Management Company, and

acknowledge receipt of the letter from Violet M. Meguinis, B. Ed., Tsuut’ina TUS Consultation Director, Tsuut’ina Nation, dated November 15, 2021, in support of the initiative.

Carried.

**17th Annual Dart Tournament at Warspite Hotel**

258-21: Serben

That Smoky Lake County approve action taken by administration in providing funds in the amount of \$100.00 to the Smoky Lake Food Bank on behalf of the 17th Annual Dart Tournament in Memory of Cathy Bullas, scheduled for December 4, 2021, at Warspite Hotel.

Carried.

**Shannon Stubbs, MP, Lakeland**

259-21: Fenerty

That Smoky Lake County acknowledge receipt of the correspondence from Shannon Stubbs, MP, Lakeland, dated November 25, 2021, in regard to gathering information pertaining to how the retroactive pay mandated by the RCMP Collective Agreement, impacts community.

Carried.

**Gary & Anita DeWitt, Landowners at Hillside Acres, Whitefish Lake**

260-21: Gawalko

That Smoky Lake County acknowledge receipt of the correspondence received from, and on behalf of, Gary and Anita DeWitt, dated August 16, 2021 and August 19, 2021, concerning the Environmental Reserve at Hillside Acres, Whitefish Lake; and acknowledge the appearance of the DeWitt’s, as delegation to Council at the November 17, 2021 Council Committee of the Whole Meeting, further to their correspondence, at the November 17, 2021, Council Committee of the Whole Meeting, as per Council’s August 26, 2021, Motion #1156-21.

Carried.

**Angela Sime, Landowner at Hillside Acres, Whitefish Lake**

261-21: Gawalko

That Smoky Lake County acknowledge receipt of correspondence received from Angela Sime, Landowner at Hillside Acres, Whitefish Lake, dated October 27, 2021, concerning the use of the Environmental Reserve (ER) within the subdivision of Hillside Acres at Whitefish Lake, which was read at the November 17, 2021 Council Committee of the Whole Meeting.

Carried.

**Lori Danyluk, Landowner at Hillside Acres, Whitefish Lake**

262-21: Gawalko That Smoky Lake County acknowledge the appearance of the delegations: Lori Danyluk and Gayle Holtz (Landowners at Hillside Acres, Whitefish Lake), at the November 17, 2021 Council Committee of the Whole Meeting, further to Council's October 15, 2021 Motion #1313-21, and concerning the use of the Environmental Reserve (ER), and need for a community dock system, safe boat launch, children's park, and handicap access to the lake at Hillside Acres, Whitefish Lake.

Carried.

**Brownlee LLP's Emerging Trends in Municipal Law**

263-21: Gawalko That Smoky Lake County Council who can attend – attend, Brownlee LLP's Emerging Trends in Municipal Law seminar, scheduled for February 17, 2022, and Reynold Mirth Richards & Famer LLP's Employment Law seminar, scheduled for January 13 and 14, 2022.

Carried.

**Smoky Lake School of Dance**

264-21: Serben That Smoky Lake County donate funds allocated from the Year-2022 Grants to Individuals and Organizations, in the amount of \$1,000.00 to Smoky Lake School of Dance, in response to the request for funding from Cheryl Semeniuk, President, Smoky Lake School of Dance, dated December 8, 2021.

Carried.

**Smoky Lake Foundation Christmas Parties**

265- 21: Serben That Smoky Lake County donate promotional items towards the Smoky Lake Foundation Christmas parties at Bar-V-Nook Lodge and Vilna Lodge, in the amount approximately valued up to \$100.00 each, in response to the verbal request communicated through the Chief Administrative Officer on December 16, 2021.

Carried.

**9. Information Release:**

**October and November 2021**

266-21: Serben That Smoky Lake County's 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 October and November 2021, be (F) filed for information or (A) acknowledged receipt:

- R59-21: RMA: President's Update: October 2021.F
- R60-21: Aspen View Board Highlights – October 7, 2021. F
- R61-21: Kevin D. Kisilevich, Tourism Marketing and Development,
- GO EAST of Edmonton Regional Tourism, dated October 13, 2021 – Re: 2021 Summer Highlights. F
- R62-21: RMA: Contact Newsletter: October 29, 2021.F
- R63-21: Municipal Committees 2021-2022.F
- R64-21: Aspen View Board Highlights – November 8, 2021. F
- R65-21: Paul McLaughlin, President, Rural Municipalities of Alberta (RMA), dated November 12, 2021 – Re: Support Letter regarding RMA Virtual Conventions. F
- R66-21: Stacey Hryciuk, Reeve, County of Vermilion River, dated November 10, 2021 – Re: Fall 2021 RMA Convention. F
- R67-21: Nancy Broadbent, President and CEO, Portage College, dated November 5, 2021 – Re: Congratulatory message and Portage College Strategy 2025 information. F
- R68-21: RMA: Contact Newsletter: November 19, 2021.F

Carried.



**Thank You to Smoky Lake County**

267-21: Fenerty

That Smoky Lake County acknowledge there were no “Thank You” correspondence received for the months of November and December, 2021.

Carried.

**10. Bills & Accounts:**

268-21: Gawalko

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

**County Council Meeting: Dec. 16th, 2021**

<b>Batch #</b>	<b>Cheque Numbers</b>	<b>Total of Batch</b>
56206	51621 to 51627	\$13,111.88
56241	51628 to 51643	\$33,597.89
56327	51644 to 51653	\$89,273.91
56412	51654 to 51666	\$168,053.52
56491	51667 to 51673	\$11,919.19
56616	51674 to 51696	\$19,939.19
56646	51697 to 51698	\$9,645.24
56669	51699 to 51709	\$14,609.93
56778	51710 to 51748	\$116,658.45
56868	51749 to 51765	\$183,578.41
57016	51766 to 51794	\$52,709.08
57102	51795 to 51811	\$23,381.28
57171	51812 to 51829	\$100,475.63
57285	51830 to 51849	\$92,572.49
57347	51850 to 51852	\$152,209.42
<b>Total Cheques from 51621 to 51852</b>		<b>\$1,081,735.51</b>

<b>Batch #</b>	<b>EFT Numbers</b>	<b>Total of Batch</b>
56206	467 to 475	\$63,823.96
56241	476 to 489	\$101,754.99
56327	490 to 493	\$80,868.09
56412	494 to 501	\$344,925.33
56491	502 to 506	\$28,429.09
56616	507 to 530	\$473,912.11
56669	531 to 542	\$201,933.85
56778	543 to 547	\$43,960.85
56868	548 to 564	\$59,307.55
57016	565 to 574	\$33,033.90
57102	575 to 590	\$78,290.89
57171	591 to 602	\$229,184.81
57285	603 to 622	\$68,379.97
57326	623 to 624	\$78,886.36
57347	625 to 626	\$16,132.65
<b>Total EFTs from 467 to 626</b>		<b>\$1,902,824.40</b>

**Direct Debit Register**

Batch #	Description	Total of Batch
56282	Enterprise Fleet Management	\$103.24
56283	Enterprise Fleet Management	\$126.24
56430	My HAS	\$221.00
56547	Smoky Lake County	\$377,355.93
56548	Vision XS Limited	\$5,000.00
56892	Vision XS Limited	\$5,000.00
57031	Smoky Lake County	\$375,256.81
57268	My HAS	\$221.00
57379	My HAS	\$287.23
57438	My HAS	\$325.97
<b>Total Direct Debits</b>		<b>\$763,897.42</b>

<b>Grand Total Bills and Accounts</b>	<b>\$3,748,457.33</b>
<i>(Note: From General Account)</i>	

Carried.

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

**County Council Meeting**

269-21: Gawalko

The next Smoky Lake County Council Meeting be scheduled for **Thursday, February 24, 2022, 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.

270-21: Gawalko

The next Smoky Lake County Council Departmental Meeting be scheduled for **Tuesday, February 22, 2022, at 10:00 a.m.** to be held virtually, through Electronic Communication Technology as per Bylaw 1376-20 **and/or** physically in County Council Chambers.

Carried.

**Council's Delegation of Authority**

271-21: Fenerty

That Smoky Lake County affirm Council's delegation of authority to the Smoky Lake County Council Fire Protective Services Committee, further to the December 14, 2021, Fire Protective Services Committee Motion #162-21: "That Smoky Lake County Council delegate its' authority to all Smoky Lake County Councillors appointed to the Fire Protection Services Committee for all purposes allowed in the Municipal Government Act; and formalize such resolution at the December 16, 2021, Regular County Council Meeting."

Carried.

**ADJOURNMENT:**

272-21: Cere

That the Smoky Lake County Council Meeting of December 16, 2021, be adjourned, time 4:42 p.m..

\_\_\_\_\_  
REEVE

**S E A L**

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



<b>REQUEST FOR DECISION</b>	DATE	<b>January 27, 2022</b>
		<b>4.1</b>

<b>TOPIC</b>	Municipal Surface Lease Property: Current <u>Bylaw No. 1245-12</u>
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<b>PROPOSAL</b>	<p><b><u>HISTORY:</u></b></p> <ul style="list-style-type: none"> <li>▶ <b>Upon further research:</b> Municipal Leased Properties date back to Year 1982 – the County established individual Bylaws: <b>First one was <u>Bylaw No. 648</u></b> with Clear Hills Grazing Association Term: 3 Years and annual lease payment was 45% of the assessed land value.</li> <li>▶ <b>The County combined all municipal properties for lease into one Bylaw – starting in 1990 and rescinded all the individual one established.</b></li> </ul> <p><b><u>Bylaw No. 861-90 and 931-93:</u></b> A Bylaw authorizing the surface lease of Municipal owned properties - <b><u>adopted</u></b> on August 20, 1990 and amended on May 27, 1993 with Bylaw NO. 931-93 for the establishment of the <b>Surface Lease of Municipal Owned Properties</b> is for interested person(s) to lease Municipal Owned Properties and establish an Agreement outlining terms and conditions to pay an annual lease payment of tax percentage of assessed value – subject to change annually the assessment value.</p> <ul style="list-style-type: none"> <li>▶ Started with six (6) individuals then seven (7) that entered into an agreement to lease County lands.</li> <li>▶ As of 2021: eleven (11) individuals entered into agreements to lease County lands.</li> </ul> <p><b>Bylaws and Agreements</b> state that Properties may be subject to assessment changes. Current agreement within Bylaw 1245-12: <i>Section 7: The Lessee shall be required to pay an annual lease payment to the County prior to November 1 of each year based upon (3.5%) of the <u>properties assessed value</u>, as per the <b>Property Tax Notice for that year.</b></i></p> <p><b><u>BACKGROUND:</u></b></p> <p>√ <b>The Term of the Lease and the percent as to the lease payment of the assessed land value is determined by Council.</b></p> <ul style="list-style-type: none"> <li>▶ Current: 3.5% - Past: 5% - previous records show as high as 45%</li> </ul> <p>Smoky Lake County: <b>11 Surface Leases</b> of Municipal Owned Properties in accordance with Bylaw No. 1245-12: <b>Attachment No. #1:</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">1</td> <td>SW 12-61-16-W4</td> <td style="text-align: right;">160.00 acres</td> </tr> <tr> <td style="text-align: center;">2</td> <td>NE 23-61-13-W4</td> <td style="text-align: right;">160.00 acres</td> </tr> <tr> <td style="text-align: center;">3</td> <td>SW 34-61-13-W4</td> <td style="text-align: right;">160.00 acres</td> </tr> <tr> <td style="text-align: center;">4</td> <td>SW 8-62-13-W4</td> <td style="text-align: right;">160.00 acres</td> </tr> <tr> <td style="text-align: center;">5</td> <td>SE 8-62-13-W4</td> <td style="text-align: right;">160.00 acres</td> </tr> </table>	1	SW 12-61-16-W4	160.00 acres	2	NE 23-61-13-W4	160.00 acres	3	SW 34-61-13-W4	160.00 acres	4	SW 8-62-13-W4	160.00 acres	5	SE 8-62-13-W4	160.00 acres
1	SW 12-61-16-W4	160.00 acres														
2	NE 23-61-13-W4	160.00 acres														
3	SW 34-61-13-W4	160.00 acres														
4	SW 8-62-13-W4	160.00 acres														
5	SE 8-62-13-W4	160.00 acres														

6	NE 30-59-14-W4	40.00 acres
7	NW 2-61-18-W4	160.00 acres
8	SW 11-61-18-W4	160.00 acres
9	Un-surveyed property intersecting river road trails located in the South East of SW 3-58-15-W4 bordered by SH 857 to the west side of SH 652 to the north side: Plan 5022 MC	.82 acres
10	NE 32-59-14-W4	160.00 acres
11	Reclaimed Gravel Pit SE 9-58-15-W4	22.04 acres

**Attachment No. #1:** Bylaw No. 1245-12 with the Agreement that is executed to lease municipal properties.

- A new Bylaw is passed every time an individual name (the leasee) is changed when approved by a resolution of Council to lease Property.
- In 2012 – the Agreement was revised – stating that new agreements do not have to be re-signed when changes are made when the assessment value are changed, and the lease payment are adjusted. Property tax notice from that year is billed annually to the Leasee(s).
  - ▶ Bylaw indicates that: Property maybe subject to assessment changes and all properties shall in addition be levied property taxes payable by the lease.
  - ▶ They County does have the option to not renew and/or to cancel this surface lease agreement at any time.

**CURRENT:**

At the December 16, 2021 County Council Meeting: Municipal Surface Lease Property: NE 30-59-14-W4 was discussed:

- ▶ **Letter was received by the County on December 8, 2021: Helmut Rompfer:** leased lands NE 30-59-14-W4 – 40 Acres from the beginning.
  - This current individual no longer wishes to lease said lands, therefore the lease agreement shall be terminated between both parties.
  - The **attached documents** provided are **confidential** that provide the reason to be released from the agreement.
  - One public inquiry has expressed verbal interest to lease the said property.
- ▶ Since Smoky Lake County has been providing landowners the opportunity to lease municipal owned properties since 1982 – the practice continued.
- ▶ Property: NE 30-59-14-W4 became available. Recommending motion at the December 16, 2021 Council Meeting was for “ **That Smoky Lake County advertised the Surface Lease of Municipal Owned Property on lands located at the NE 30-59-14-W4 – containing 40 acres for individuals interested in leasing the said land to forward submissions by January \_\_\_\_, 2022.**”

**PROPOSAL:**

▶ **The following Motion was made:**

**December 16, 2021 Council Meeting**

**Municipal Surface Lease Property: NE 30-59-14-W4**

That Smoky Lake County accept to terminate the surface lease of municipal owned property legally described as NE 30-59-14-W4 – Tax Roll Number 14593040 with Helmut Rompfer, as per letter received from Joan VanKoughnett, Co-Executor, dated November 8, 2021; and bring forward the Bylaw No. 1245-12: Lease Agreements, for deliberations to a future council meeting.

▶ **The following is the 2021 Surface Lease Billing provided as information to assist Council with discussion, in accordance with the above motion:**

**Surface Lease Billing 2021**

<u>Customer #</u>	<u>Customer Name</u>	<u>Roll #</u>	<u>2020 Assessment</u>	<u>bylaw 1245-12 3.5%</u>	<u>Total Inv</u>
1545	Clear Hills Grazing Reserve	16612120	6170	\$ 215.95	\$ 215.95
3689	Walter and Sheryl Mazur	13602340	3710	\$ 129.85	\$ 129.85
1548	Alfred Romaniuk	13613420	5270	\$ 184.45	\$ 184.45
1549	John Romaniuk	13620820	3930	\$ 137.55	\$ 137.55
1549	John Romaniuk	13620810	3350	\$ 117.25	\$ 254.80
1550	Helmut & Beverlyly Rompfer	14593040	1100	\$ 38.50	\$ 38.50
1551	Kevin Wawrynychuk	18610230	6610	\$ 231.35	\$ 231.35
1551	Kevin Wawrynychuk	18611120	4600	\$ 161.00	\$ 161.00
1802	Eugene and Larry Minailo	15580321	1470	\$ 51.45	\$ 51.45
1705	Agnes Amberson	14593240	4660	\$ 163.10	\$ 163.10
1650	Zan Huchulak & Glenda McGinnis	15580912	780	\$ 27.30	\$ 27.30

**CORRELATION TO BUSINESS (STRATEGIC) PLAN**

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

**MUNICIPAL GOVERNMENT ACT**

**Section 61, Municipal Government Act:**

**A municipality may grant rights, exclusive or otherwise, with respect to its properties, including property under the direction, control and management of the municipality**

**BENEFITS**

- Opportunity for grazing domestic livestock for the sole purpose of Agriculture.
- Establishes standard approach to leasing Municipal Owned Properties.
- Provides ratepayers an opportunity to lease additional land.

**DISADVANTAGES**

<b>ALTERNATIVES</b>		<ul style="list-style-type: none"> <li>■ Do not lease municipal owned properties.</li> <li>■ Sell all municipal owned properties.</li> </ul>
<b>FINANCE/BUDGET IMPLICATIONS</b>		
<b>Operating Costs:</b>	_____	<b>Capital Costs:</b> _____
<b>Budget Available:</b>	_____	<b>Source of Funds:</b> _____
<b>Budgeted Costs:</b>	_____	<b>Unbudgeted Costs:</b> _____
<b>INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS</b>	N/A	
<b>COMMUNICATION STRATEGY</b>	Successful applicant will be informed in writing.	
<b>RECOMMENDATION</b>		
<p><b>Motion #1:</b></p> <p><b><u>Decision</u> to be determined from Council discussion:</b></p> <ul style="list-style-type: none"> <li>■ advertised the Surface Lease of Municipal Owned Property on lands located at the NE 30-59-14-W4 – containing 40 acres for individuals interested in leasing the said land to forward submissions by February ____, 2022.</li> <li>■ Bylaw reflecting a “new” term of years and the annual lease payment at a percentage (as determined by Council) of the assessed land value.</li> </ul>		
<b>CHIEF ADMINISTRATIVE OFFICER</b>		



**SMOKY LAKE COUNTY  
IN THE PROVINCE OF ALBERTA  
BYLAW NO. 1245-12**

BEING A BYLAW TO AUTHORIZE THE **SURFACE LEASE OF MUNICIPAL OWNED PROPERTIES** PURSUANT TO THE PROVISIONS OF SECTION 61 OF THE *MUNICIPAL GOVERNMENT ACT*, CHAPTER M-26.

\*\*\*\*\*

**WHEREAS** an interest has been indicated by persons(s) to lease municipal owned property.

**NOW THEREFORE**, the Smoky Lake County does hereby lease the following properties for the consideration of a per annum lease payment to equal three and half percent (3.5%) of the assessed value of the said properties, payable for an annual period subject to terms and conditions of the accompanying **Schedule "A": Surface Lease Agreement**. Property may be subject to assessment changes. All properties shall in addition be levied property taxes payable by the leasee.

- |    |  |   |  |
|----|--|---|--|
| 1. | <b>SW 12-61-16-W4</b><br><b>Roll #: 16611220</b> | - | <b>Clear Hills Grazing Reserve</b><br>Box 717, Smoky Lake, Alberta T0A 3C0 |
|    | 160.00 acres                                     |   | Assessment: 6,170      Fee: \$215.95                                       |
| 2. | <b>NE 23-60-13-W4</b><br><b>Roll #: 13602340</b> | - | <b>Walter &amp; Sheryl Mazur</b><br>Box 463, Vilna, Alberta T0A 3L0        |
|    | 136.6 acres                                      |   | Assessment: 3,700      Fee: \$129.50                                       |
| 3. | <b>SW 34-61-13-W4</b><br><b>Roll #: 13613420</b> | - | <b>Alfred Romaniuk</b><br>Box 173 Vilna, Alberta T0A 3L0                   |
|    | 127.6 acres                                      |   | Assessment: 5,250      Fee: \$183.75                                       |
| 4. | <b>SW 8-62-13-W4</b><br><b>Roll #: 13620820</b>  | - | <b>John Romaniuk</b><br>Box 276, Vilna, Alberta T0A 3L0                    |
|    | 153.5 acres                                      |   | Assessment: 3,930      Fee: \$137.55                                       |
| 5. | <b>SE-8-62-13-W4</b><br><b>Roll #: 13620810</b>  | - | <b>John Romaniuk</b><br>Box 276, Vilna, Alberta T0A 3L0                    |
|    | 125.1 acres                                      |   | Assessment: 3,350      Fee: \$117.25                                       |
| 6. | <b>NE-30-59-14-W4</b><br><b>Roll #: 14593040</b> | - | <b>Helmut &amp; Beverly Rompfer</b><br>Box 79, Bellis, Alberta T0A 0J0     |
|    | 40.00 acres                                      |   | Assessment: 1,110      Fee: \$38.85  |

7. **NW 2-61-18-W4** - **Kevin Wawrynychuk**  
**Roll #:** 18610230 Box 458, Smoky Lake, Alberta T0A 3C0  
 160.00 acres Assessment: 7,680 Fee: \$268.80
8. **SW 11-61-18-W4** - **Kevin Wawrynychuk**  
**Roll #:** 18611120 Box 458, Smoky Lake, Alberta T0A 3C0  
 160.00 acres Assessment: 4,850 Fee: \$169.75
9. Unsurveyed property intersecting river road trails located in the South East of the SW 3-58-15-W4 bordered by S.H. 857 to the west side of S.H. 652 to the north side:  
**Plan 5022 MC** - **Eugene and Larry Minailo**  
**Roll #:** 15580321 R.R.1, Willingdon, Alberta T0B 4R0  
 .82 acres Assessment: 1,350 Fee: \$47.25
10. **NE 32-59-14-W4** - **Agnes Amberson**  
**Roll #:** 14593240 Box 465, Vilna, Alberta T0A 3L0  
 160.00 acres Assessment: 4,660 Fee: \$163.10
11. Reclaimed Gravel Pit:  
**SE 9-58-15-W4** - **Zane Huchulak/ Glenda McGinnis**  
**Roll #:** 15580912 Box 1055, Smoky Lake, Alberta T0A 3C0  
 22.04 acres Assessment: 780 Fee: \$ 27.30

**REPEAL**

That Bylaw NO. 1232-11, be and is hereby repealed.

READ a **FIRST** Time this 22 day of August, AD 2012.

READ a **Second** Time this 22 day of August, AD 2012.

READ a **Third** and Final Time this 22 day of August, AD 2012 and finally passed by Council.

\_\_\_\_\_  
 REEVE

S E A L

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

**Schedule "A"**

**SURFACE LEASE AGREEMENT**

**THIS AGREEMENT** made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ A.D.

**BETWEEN:**

**SMOKY LAKE COUNTY**  
(hereinafter called the "County")

OF THE FIRST PART

**A N D**

\_\_\_\_\_  
**Address:** \_\_\_\_\_  
(hereinafter called the "Leasee")

OF THE SECOND PART

\*\*\*\*\*

**WHEREAS**, the County is the owner of the property legally described as:

\_\_\_\_\_  
\_\_\_\_\_

**AND WHEREAS**, the Leasee has made a request to lease the above said land for the purpose of grazing domestic livestock.

**NOW THEREFORE BE IT RESOLVED** that each of the parties of this Agreement agrees with the other to understand and adhere to the following conditions:

1. Pursuant to Section 61 and 425 of the *Municipal Government Act*, R.S.A. Chapter M-26, this lease shall be for a minimum period of **one (1) year**, terminating December 31<sup>st</sup> of each year and be renewed indefinitely subject to Clause 2 of this agreement.
2. The County does have the option to not renew and/or to cancel this Surface Lease Agreement at any time.
3. The Leasee does have permission to erect a fence on the said property to contain livestock:
  - 3.1 any brush clearing and other land improvements shall require specific Council permission.
4. This lease shall be solely for agricultural purposes.

- 5. Should the County wish to exercise Clause #2 of this Agreement and if the Lessee has erected a fence, the County shall ask to be removed, as well as any / all other improvements be removed:
  - 5.1 The County shall not be responsible in any manner whatsoever to reimburse the Lessee for any improvements.
  
- 6. The Lessee shall not have any right or permission to enter into any Agreement with any other person or Company in respect of this property, nor have the any right to any monies or minerals and the right to work same.
  
- 7. The Lessee shall be required to pay an annual lease payment to the County prior to **November 1<sup>st</sup>** of each year based upon **THREE AND ONE-HALF PERCENT (3.5%)** of the properties assessed value, as per the Property Tax Notice from that year.
  
- 8. The Lessee shall be required to pay all property taxes on the said lease.
  
- 9. This agreement shall continue in force for an undetermined period, but may be terminated by the lease giving notice in writing to the County at least **THREE (3) MONTHS** prior to the desired termination date. The County shall have the privilege of cancelling this Agreement at any time.

IN WITNESS WHEREOF this Agreement has been duly executed by the parties hereto.

\_\_\_\_\_  
LEASSEE

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date



<b>REQUEST FOR DECISION</b>		DATE	<b>January 27, 2022</b>
		<b>4.2</b>	
TOPIC	<b>Lakeland Industry and Community Association (LICA) Membership</b>		
PROPOSAL	<p><b>BACKGROUND:</b></p> <p>Smoky Lake County <u>has never had</u> a membership to the Lakeland Industry and Community Association (LICA) and there is no documentation in County municipal files of its' operation, although it has been in operation for over 20 years.</p> <p>As a result of LICA's Annual General Meeting on October 6, 2021, they announced an expansion to the LICA boundaries, which includes part of Smoky Lake County and subsequently, a letter and recruitment package was mailed to the Reeve as attached.</p> <p><b>ATTACHMENTS:</b></p> <ol style="list-style-type: none"> <li>1. LICA Membership Letter - County of Smoky Lake, dated November 9, 2021.</li> <li>2. LICA Membership List of Benefits.</li> <li>3. LICA 2020-21 Annual Report.</li> <li>4. LICA Municipal Government Membership Form.</li> </ol> <ul style="list-style-type: none"> <li>■ Community Economic Development Officer (CEDO) at an RCDC Meeting held on December 6, 2021 in her report to the Committee reported on the Lakeland Industrial Community (LICA) meeting to determine mandate reason for the membership drive into Smoky Lake Region – to report to County and Town with recommendation (working with the Town CAO and the County Assistant CAO).</li> <li>■ The Community Economic Development Officer (CEDO) assisted the municipalities and researched what the LICA Organization offers. The following comments in respect to the “Lakeland Industry and Community Association (LICA) Membership Opportunity”:</li> </ul> <ul style="list-style-type: none"> <li>√ In my discussion with Kristina Morris at LICA, the reason they are reaching out beyond their airshed and watershed boundaries is to spread their educational offerings at no cost to their members. They offer many ecologically based sessions for all ages, and are interested in helping Smoky Lake with our tourism offerings around ecology as well as providing curriculum appropriate materials to our Regional schools.</li> <li>√ Smoky Lake Region is actually within the North Saskatchewan Watershed Alliance (NSWA) and the County holds a membership with that alliance. The focus of their work has been on watershed health studies and they offer some programming, but not yet the programs being offered by LICA.</li> <li>√ With our Regional collaboration efforts with Lakeland Destination Management Organization, Iron Horse Trail, Regional Tourism Initiative (with St. Paul and Elk Point), collaborating to the northeast continues to be very productive.</li> <li>√ I did ask if there was a potential to do a Regional membership versus individual municipalities and Kristina thought they might be able to make something work for us.</li> </ul> <ul style="list-style-type: none"> <li>■ On December 6, 2021: Town of Smoky Lake – Motion 792-2021:</li> </ul> <p>“MOVED by Councillor Makowichuk that Town of Smoky Lake defer the “Lakeland Industry and Community Association (LICA) Membership Opportunity” to the next Regional Community Development Committee meeting; in reference to the letter from Kristina Morris, Executive Director of Lakeland Industry and Community Association – Environmental Stewards, dated November 9, 2021.”</p>		

- ▶ A small portion of the County boundary (to the east) falls in the jurisdiction of the Lakeland Industry and Community Association (LICA). This non-for-profit organization is enhancing its programming to expand its outreach program to include and serve adjacent area.

Membership would be **\$250.00**.

- ▶ The focus area that may be of interest to the County and benefit its Community members is the **Community Education and Outreach** portion: Community would see more the LICA's presence and would provide access to additional resources for public education and participation; informational (materials) resources; understanding the balance between ecological values and a sustainable economy that contribute to a healthy overall community by having access to data, educational activity opportunities.

- ▶ Smoky Lake County has an opportunity to indicate its interest as expressed on the membership:

I/WE ARE INTERESTED IN RECEIVING INFORMATION FROM LICA REGARDING THE FOLLOWING:

- Meetings and Correspondence
- Upcoming Events & Programs
- Open Houses
- LICA Newsletters
- Other Email Updates & News
- Annual Report

- ▶ This opportunity will provide access to additional resources being available to our area for a small membership fee towards education by participating as a partner towards a positive environmental impact.

- ▶ If the County pursues to take advantage of this opportunity, the Regional Community and Economic Development (RCDC) Committee will be advised of the County's action. As membership can only be obtain by a municipality and not a committee.

**CURRENT:**

**December 16, 2021 Council Meeting: Motion # 193-21**

**Lakeland Industry and Community Association (LICA) Membership**

“That Smoky Lake County extend an invitation to the Lakeland Industry and Community Association (LICA) to be a delegation at the next or future County Council meeting, in response to the email from Kristina Morris, Executive Director of Lakeland Industry and Community Association – Environmental Stewards, dated November 9, 2021, in respect to a membership which would provide County residents and communities access to the Community Education and Outreach opportunities provided by LICA.”

- ▶ Delegation was scheduled January 4, 2022 for the January 27, 2022 Council meeting for 10:30 a.m.

**PROPOSAL:**

**Recommendations are listed below:** Council decision will based on the outcome from January 27, 2022 Delegation.

**CORRELATION TO BUSINESS (STRATEGIC) PLAN**

N/A



<b>LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS</b>	N/A
<b>BENEFITS</b>	<ul style="list-style-type: none"> <li>▪ Promote your support for LICA's work and contribute to environmental stewardship</li> <li>▪ Provide financial support towards LICA initiatives and presence within the region</li> <li>▪ Opportunity to increase LICA's presence within your area; tailored to your needs</li> <li>▪ Develop collaborative relationship/connections with multi-stakeholder groups</li> <li>▪ Advertisement of logo on the LICA website, Annual Report, and Newsletters under Our Supporters</li> <li>▪ Access to LICA's monitoring data</li> <li>▪ Receive quarterly newsletters</li> <li>▪ Stay informed of upcoming events, meetings, and volunteer opportunities</li> <li>▪ One representative from each municipal government is eligible to vote annually for LICA's Board of Directors</li> <li>▪ Currently four local municipal government representatives are appointed to LICA's Board of Directors annually.</li> <li>▪ Currently four local municipal government representatives are appointed to LICA's Integrated Watershed Management Plan committee annually.</li> </ul>
<b>DISADVANTAGES</b>	<ul style="list-style-type: none"> <li>▪ Unbudgeted expense.</li> </ul>
<b>ALTERNATIVES</b>	<ul style="list-style-type: none"> <li>▪ Council's discretion.</li> </ul>
<b>FINANCE/BUDGET IMPLICATIONS</b>	
<b>Operating Costs:</b>	\$ _____
<b>Budget Available:</b>	\$ _____
<b>Budgeted Costs:</b>	\$ _____
<b>Capital Costs:</b>	\$ _____
<b>Source of Funds:</b>	_____
<b>Unbudgeted Costs:</b>	\$ _____
<b>INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS</b>	N/A
<b>COMMUNICATION STRATEGY</b>	N/A
<b>RECOMMENDATIONS</b>	
<p><b>That Smoky Lake County Council purchase a membership in the amount of \$250.00 with the “Lakeland Industry and Community Association (LICA); in reference to the letter from Kristina Morris, Executive Director of Lakeland Industry and Community Association – Environmental Stewards, dated November 9, 2021, for County residents and communities to have access to the Community Education and Outreach opportunities provided by LICA, and show a partnership towards a positive environmental impact.</b></p> <p><b>OR</b></p> <p><b>That Smoky Lake County Council take no action for a membership in the amount of \$250.00 with the “Lakeland Industry and Community Association (LICA); in reference to the letter from Kristina Morris, Executive Director of Lakeland Industry and Community Association – Environmental Stewards, dated November 9, 2021.</b></p>	
<b>CHIEF ADMINISTRATIVE OFFICER</b>	



Lakeland Industry and Community Association  
Box 8237, 5107W - 50 Street, Bonnyville, AB T9N 2J5  
780 812-2182 780 812-2186 www.lica.ca

November 9, 2021

Smoky Lake County  
Email: [cao@smokylakecounty.ab.ca](mailto:cao@smokylakecounty.ab.ca)

**RE: LICA Membership Opportunity**

Dear Reeve Craig Lukinuk and Members of Council,

Lakeland Industry and Community Association (LICA) is a community-based not-for-profit association that has operated for over 20 years and currently serves its region as the following:

- An Airshed Zone monitoring the air quality throughout the LICA region,
- The Watershed Planning and Advisory Council (WPAC) for the Beaver River Watershed, which is one of eleven WPACs in Alberta, and
- A Synergy Group that facilitates all stakeholders' voices when addressing issues concerning the environment.

LICA has three main areas of focus, which include environmental monitoring, management, and community education and outreach.

This letter is to seek interest from surrounding organizations, municipal governments, and individuals that reside within the LICA region on the opportunity to become a LICA member. Annual memberships not only aid in supporting the Association's operational and administrative costs; it also promotes unity within the community towards the goal of environmental sustainability within the LICA region. Please refer to the attached list of benefits of becoming a LICA member.

LICA is always looking for opportunities to enhance our programming and expand our outreach. If the Smoky Lake County has a specific need that you'd like addressed, have feedback on our programming, or would like to receive more of LICA's presence in your area, I encourage you to share your thoughts with us so we may best serve your area and make a positive environmental impact!

If you are interested in learning more about LICA, please visit our website at [www.lica.ca](http://www.lica.ca) or contact our office via phone (780)-812-2182 or email [executivedirector@lica.ca](mailto:executivedirector@lica.ca). We would be happy to provide a more in-depth presentation on who we are and how you may benefit from being a part of LICA!

Yours in environmental stewardship,

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

Kristina Morris, Executive Director  
LICA – Environmental Stewards

Attachments: LICA Membership List of Benefits  
LICA 2020-21 Annual Report

.cc: [county@smokylakecounty.ab.ca](mailto:county@smokylakecounty.ab.ca)  
[lcielin@smokylakecounty.ab.ca](mailto:lcielin@smokylakecounty.ab.ca)



Lakeland Industry and Community Association

Box 8237, 5107W - 50 Street, Bonnyville, AB T9N 2J5  
 780 812-2182 780 812-2186 www.lica.ca

## LICA MEMBERSHIP

Become a LICA Member today and enjoy the benefits of becoming an Environmental Steward!

Membership is available to anyone over the age of seventeen who resides, owns property, or works in the LICA region for six months or more, as defined in the LICA bylaws. Types of memberships and the associated benefits include:

### 1. Individual Membership

#### Who Does this Apply To?

General members of the public, including First Nations, Métis, along with Provincial and Federal Governments officials, and members of Non-Government Organizations (NGOs).

**Membership Rates:** Free

#### Benefits:

- Promote your support for LICA's work and contribute to environmental stewardship
- Develop collaborative relationship/connections with multi-stakeholder groups
- Access to LICA's monitoring data
- Receive quarterly newsletters
- Stay informed of upcoming LICA events, meetings, and volunteer opportunities
- Eligibility to vote and run for LICA's Board of Directors annually
- Eligibility to be appointed to LICA's working committees annually by LICA's Board of Directors



## 2. Corporate Membership

### **Who Does this Apply To?**

Businesses, organizations, associations, and oil & gas non-producers.

**Corporate Rates:** Determined by number of employees.

### **Benefits:**

- Promote your support for LICA's work and contribute to environmental stewardship
- Provide financial support towards LICA initiatives and presence within the region
- Develop collaborative relationship/connections with multi-stakeholder groups
- Advertisement of logo on the LICA website, Annual Report, and Newsletters under *Our Supporters*
- Access to LICA's monitoring data
- Receive quarterly newsletters
- Stay informed of upcoming events, meetings, and volunteer opportunities
- One representative from each company is eligible to vote annually for LICA's Board of Directors

## 3. Municipal Government Membership

**Who:** Municipal Governments (i.e., cities, towns, villages, hamlets, municipalities, etc.)

**Government Rates:** Determined by population size as per current Statistics Canada figures.

### **Benefits:**

- Promote your support for LICA's work and contribute to environmental stewardship
- Provide financial support towards LICA initiatives and presence within the region
- Opportunity to increase LICA's presence within your area; tailored to your needs
- Develop collaborative relationship/connections with multi-stakeholder groups
- Advertisement of logo on the LICA website, Annual Report, and Newsletters under *Our Supporters*
- Access to LICA's monitoring data
- Receive quarterly newsletters
- Stay informed of upcoming events, meetings, and volunteer opportunities
- One representative from each municipal government is eligible to vote annually for LICA's Board of Directors
- Currently four local municipal government representatives are appointed to LICA's Board of Directors annually.
- Currently four local municipal government representatives are appointed to LICA's Integrated Watershed Management Plan committee annually.

LICA is always looking for opportunities to enhance our programming and expand our outreach. We are open to new ideas and feedback related to how we may best serve the Lakeland region and make a positive environmental impact.

#### 4. Industry Membership & Funding Partners

##### **Who Does this Apply To?**

Oil & gas producers within the LICA Region.

**Industry Funding Partner Rates:** Industry Funding Partners, defined as oil and gas producers that own assets within the LICA Region, shall pay a portion of costs associated to LICA's operations, monitoring, projects, and studies according to a funding formula agreed upon by LICA and industry members within the LICA region annually. Industry members are subject to participate in and adhere to the Funding Formula Agreement, including its principles, metrics, and conditions, as mandated within the project's AER approval.

##### **Benefits:**

- Promote your support for LICA's work and contribute to environmental stewardship
- Develop collaborative relationship/connections with multi-stakeholder groups
- Provide technical and directional support to LICA on regional environmental projects and programs
- Advertisement of logo on the LICA website, Annual Report, and Newsletters under *Our Supporters*
- Access to LICA's monitoring data
- Receive quarterly newsletters
- Stay informed of upcoming LICA events, meetings, and volunteer opportunities
- A minimum of one representative from each company will be appointed to LICA's Industry Steering Committee (LISC).
- One representative from each company is eligible to vote annually for LICA's Board of Directors
- Currently three industry representatives are appointed to LICA's Board of Directors by the LISC annually.
- Currently two industry representatives are appointed to each of LICA's working committees annually.

##### **Become an Environmental Steward today!**

Online membership registration is available on the LICA website at

<https://lica.ca/membership-form/>.





2020/2021

# ANNUAL REPORT



**LICA**  
ENVIRONMENTAL STEWARDS



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# Organizational Overview



In response to the expansion of oil and gas production in the region, the Lakeland Industry and Community Association (LICA) was formed in October 2000. LICA, a community-based not-for-profit association registered under the Alberta Societies Act, has evolved to become a Synergy Group, Watershed Planning and Advisory Council (WPAC) for the Beaver River Watershed and an Airshed Zone with a focus on environmental monitoring, environmental management, and community education and outreach. LICA will continue to facilitate all stakeholders' voices when addressing issues concerning the environment in our region.

## Vision



The environment in the LICA region is ecologically healthy and sustainable.

## Mission



LICA collects, shares, and acts upon credible data, Traditional Knowledge and information relevant to the environment. This will be achieved through scientific study, community engagement, and meaningful partnerships.

## Values



- We connect stakeholders and promote community involvement
- We provide timely, defensible, and accessible data
- We educate the community, advocating for environmental stewardship
- We responsibly manage our resources to achieve our vision and mission





# LICA is...



## A Synergy Group

The mission of Synergy Groups throughout Alberta is to foster mutually satisfactory outcomes in communities by providing information, mutual learning, communication, skills development, facilitation and resources. The strength in Synergy Groups is that they connect people and organizations; all voices are heard at the same table. As a multi-stakeholder group, true information sharing happens and environmental projects can be tailored to meet the needs of all stakeholders.

## An Airshed Zone

An Airshed's role is primarily to monitor air quality. Guided by the Air Monitoring Directive, Airsheds implement stakeholder-tailored air monitoring programs to meet regional data and information needs. Monitoring efforts undertaken by Airsheds include direct measurement of air quality parameters and air effects on the environment (e.g. lake and soil acidification, precipitation chemistry, and forest health). Airsheds provide data which allow for the assessment of the state of air quality and trends, as well as for community monitoring needs including Air Quality Health Index (AQHI).

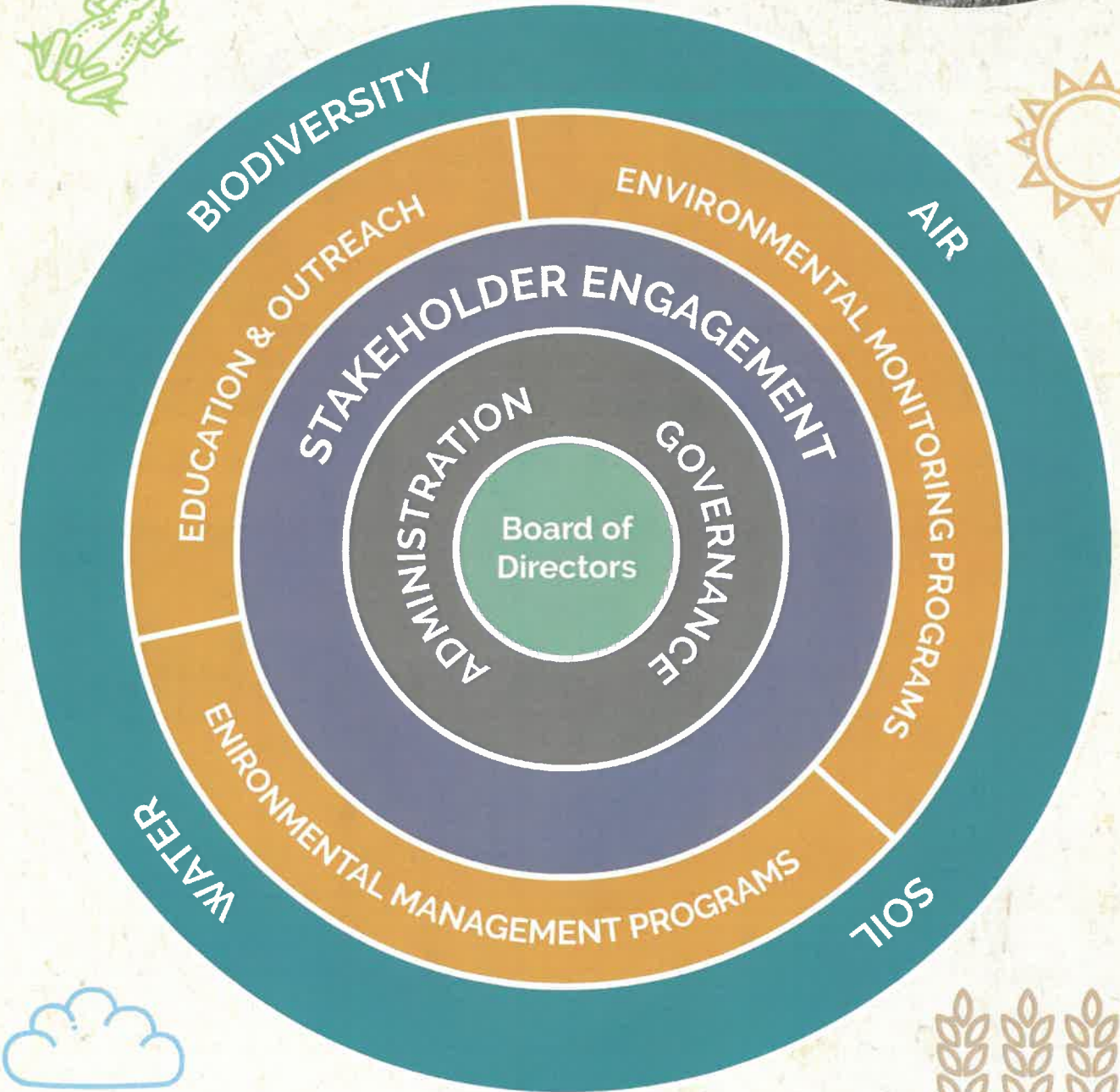
## A WPAC

The intent of having a regional WPAC is to reach a balance between ecological values and a sustainable economy that contribute to a healthy overall community. The organization is designed to achieve Alberta's "Water for Life Strategy" which strategically looks to ensure water availability for future generations. The three main goals of the "Water for Life Strategy" are:

1. Safe, secure drinking water
2. Healthy aquatic ecosystems
3. Reliable, quality water supplies for a sustainable economy

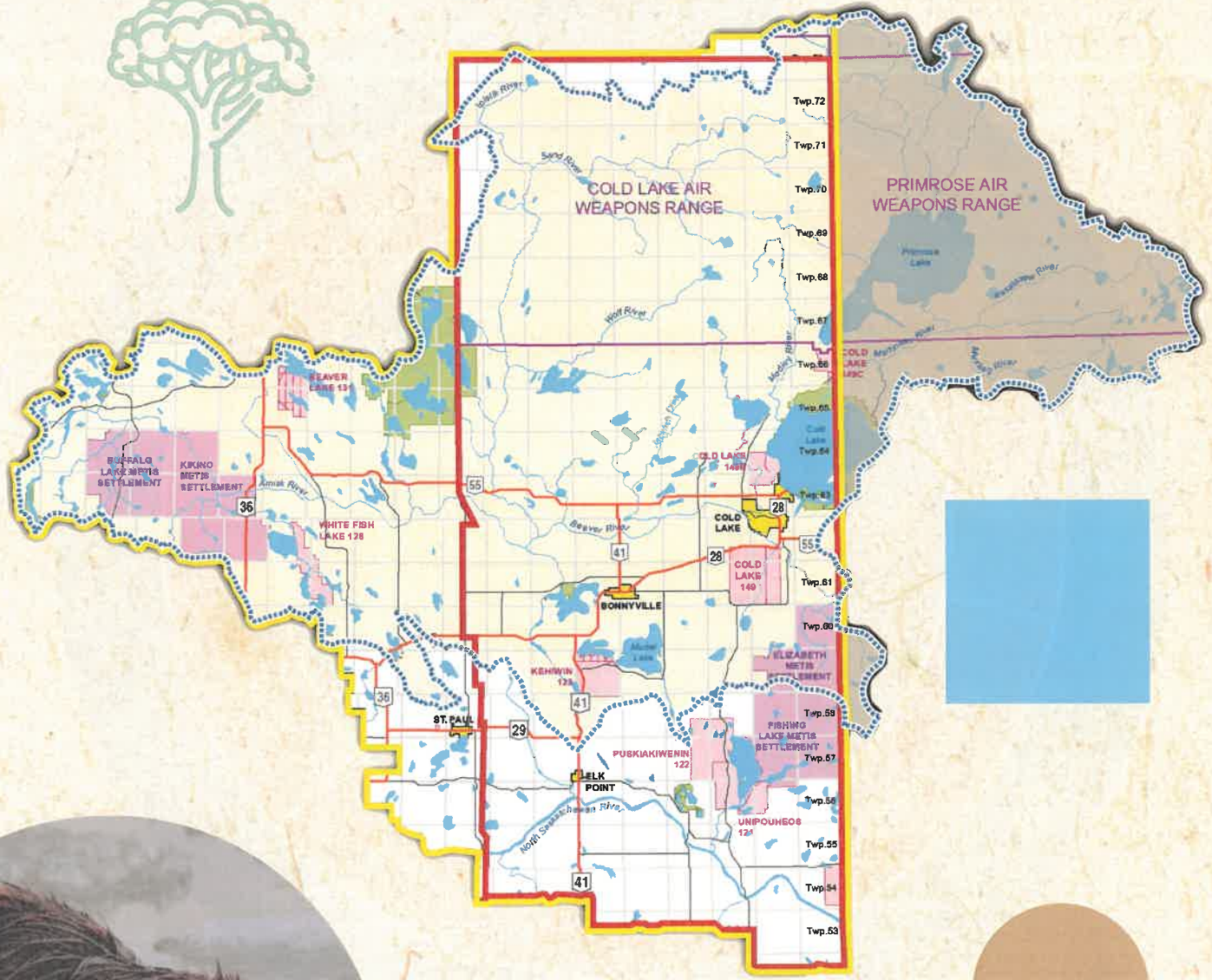





# Our Structure





# Our Region



-  LICA Boundary
-  Air Monitoring Zone
-  Beaver River Watershed



# Our 2020-21 Board



Amanda Avery-Bibo  
Chairperson



Annette Hobart



Craig Copeland



Dana Swigart



Duane Zaraska



Heather Harms



John Ilchuk



Lorin Tkachuk



Lorna Storoschuk



Richard Bourgeois



Shawn Elgert



Sheena Oman  
Vice-Chairperson

Not Pictured: Cody Jacknife, Anthony Traverse, Wayne Bamber (Secretary-Treasurer), Francis Nkemamin, Abdi Siad-Omar, Jason Quinney

# Our Committees



## Education & Outreach (E&O)

Under the direction of the LICA Education and Outreach Coordinator, the E&O Committee plans, coordinates, and facilitates educational opportunities, outreach activities and special events for the community. This standing committee provides opportunities for public education and participation and develops educational materials and informational resources.



## Governance (GC)

Under the direction of the LICA Executive Director, the Governance Committee is a standing committee that spearheads policy development, bylaw, and policy review, and provide their recommendations to the LICA Board of Directors for approval.

## Technical Working Group (TWG)



Under the direction of the LICA Program Managers, the TWG assists in the oversight, operation, reporting, and management of LICA environmental programs, ensuring the programs are relevant, accurate, reliable, and credible and that information addresses stakeholder needs. The TWG provides technical expertise and makes recommendations to the LICA Board of Directors for approval.

This advisory group was dissolved effective December 17, 2020, as it was not meeting its original intention to address specific technical issues within both the Airshed and Watershed.

## Integrated Watershed Management Plan (IWMP)

Under the direction of the LICA Environmental Coordinator, the IWMP committee oversees the development of LICA's Integrated Watershed Management Plan (IWMP) for the Beaver River watershed. This ad-hoc committee reports its activities and reports to the LICA Board of Directors and is supported by representation from industry, government, indigenous communities, and the public, which allows for a diverse insight and support when it comes to priorities within the Beaver River watershed.

## Boundary Change Advisory (BCAC)

Under the direction of the LICA Executive Director and Program Managers, the Boundary Change Advisory Committee (BCAC) was established to research, review, and assess feasible opportunities for future expansion of the LICA boundary and provide recommendations to the LICA Board of Directors. This ad-hoc committee was appointed by the LICA Board of Directors in March 2021.



# Resiliency

## Within the Community

Over the last year our communities have faced many challenges with COVID-19, one of which was the need to adapt to an ever changing new "normal". As with many other businesses and organizations, Lakeland Industry & Community Association (LICA) had to overcome the limitations imposed on the three main aspects of the association: environmental monitoring, environmental management, and community education and outreach.

This long-standing community-based not-for-profit association has operated for over 20 years and had to quickly adapt to a new method of delivering programming and supporting its 60+ volunteers. How was this made possible? Well, LICA had to adjust our core operational work plans to ensure our Airshed, Watershed Planning and Advisory Council, and Synergy Group could operate safely and effectively during the pandemic. We also established a virtual presence within the community, one not previously developed.

This was a very large undertaking! First, LICA made significant upgrades to their software and audio/visual equipment to ensure our volunteers and stakeholders could remain connected. Once this was established, LICA's dedicated volunteer-based Board of Directors and staff worked very hard to determine the direction the organization should take to complete our projects as effectively and safely as possible. With the support of our funding partners, a re-evaluation was conducted of our work plan targets and methods of delivering quality educational materials, data, and initiatives to ensure we could reach as many people as possible. This led us towards a more economical and environmentally friendly path forward - going paperless! LICA developed an Introduction to LICA marketing video, published our very first digital Annual Report, updated our website to be more user friendly, and increased our presence on social media through event pages and posts.

Although the COVID-19 pandemic affected LICA's normal operations, I am proud to say that we have made more progress this year in our project work than ever before! At LICA, we aim to build partnerships with local municipalities, indigenous communities, and organizations, on projects which give back to our community through promoting a healthy environment and sustainable practices. This past year it was difficult not being able to connect face-to-face with our members and volunteers, but we were able to still come together and make a difference within the community. With this said, I want to recognize that this work would not have been made possible without the continued support of our surrounding communities within the LICA Region. THANK YOU for being patient as we navigated through this pandemic and for believing in the work that we do!

More information on the projects and programming delivered in 2020-2021 is included within this annual report and can also be found on our website at [www.lica.ca](http://www.lica.ca).

Yours in environmental stewardship,

*Kristina Martel*

LICA, Executive Director

# Education & Outreach Summary



LICA strives to educate and foster environmental stewardship by offering a diverse range of education and outreach events, programs, and activities. Despite the many challenges this past year has brought, including school closures and postponement of in-person events, LICA has adapted and continued delivering outreach programs to the community. Highlights from 2020-2021 include:

# 48

## Classroom Presentations

were delivered virtually to students in Kindergarten to Grade 12. These curriculum-aligned presentations include hands-on activities that teach students about our local watershed and airshed. During the past year, LICA developed alternative hands-on activities for teachers to accompany our online presentation.

# 12

## Little Green Thumbs & Sprouts

gardens were hosted at Ardmore School, École des Beaux-Lacs, Art Smith Aviation Academy, Iron River School, J.F. Dion School, St. Dominic School, École Dr. Bernard Brosseau School, Holy Cross Elementary School, Kehewin Community Education Centre, Kikino Elementary School, Light Of Christ Catholic School, and Notre Dame Elementary School. Students worked together to care for their gardens and learn about nutrition, environmental stewardship, and sustainable food systems.

# 4

## Contests

were organized for youth and adults in the Lakeland. The 11th Annual Calendar Contest had students draw a picture of their favourite plant in the Lakeland region. 27 entries were received, and 13 winners were featured in LICA's 2021 calendar. The LICA Earth Day Writing Contest asked grade 6 students to write a news article to inform their school community about blue-green algae blooms; 37 entries were received, and awards were presented to the top three writers. LICA also hosted their very first Virtual Science Fair for students from Grades 4 – 9 on topics related to water, air, and other environmental areas; a total of 5 entries were submitted. Our biennial Nature Photography contest received the greatest number of entries since 2008, with 125 photos entered by 37 participants.



# 10

## X-Stream Science Programs

were modified and delivered to summer day camps and the Muriel Lake Basin Management Society (MLBMS). A total of 10 X-Stream Science sessions were provided to multiple summer day camps at lakes, ponds, and other wetlands.

As participation was from younger age groups than what the program is designed for and accommodating COVID-19 guidelines, a modified version was used to teach kids about bioindicators, benthic macroinvertebrates, healthy water bodies, and ecosystems. An additional program was delivered to MLBMS volunteers who completed field work and sampled water in creeks to determine local water quality.



# 5

## LICA Workshops and Events

LICA hosted a variety of webinar-style workshops and events over the past year, including an invasive species workshop, gardening workshops, and vermicomposting.

# 16

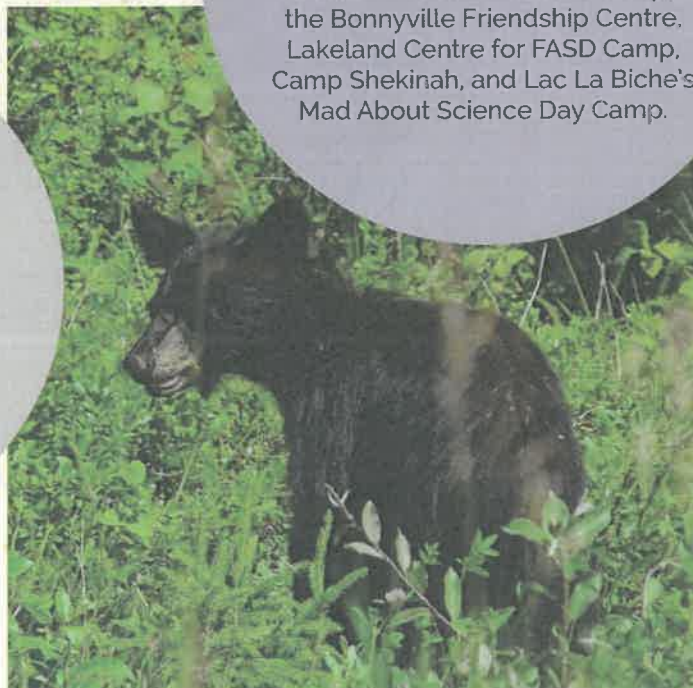
## Youth and Summer Programs

were organized for C2 Camp, Children's Mental Health Camp, the Bonnyville Friendship Centre, Lakeland Centre for FASD Camp, Camp Shekinah, and Lac La Biche's Mad About Science Day Camp.

# 3

## Community Events

LICA attended community events in the Lakeland region as they were available, including a consistent presence at the Bonnyville Farmer's Market in Fall 2020.





# New Initiatives

## Community Garden

The Bonnyville Community Garden and Compost (BCGC) is an outreach project initiated by LICA in 2020. The BCGC will be used to promote sustainability within the Town of Bonnyville and Municipal District of Bonnyville No. 87, provide a dedicated space for LICA's existing and future education and outreach programs, and act as a communal gathering place for our community. The transformation of a vacant lot will beautify the space and raise LICA's presence within the community, as the BCGC site is in a high traffic area of Bonnyville.

LICA completed Phase 1 in the 2020-21 fiscal year. In Fall 2020, LICA successfully leveled and landscaped the site, developed signage, and constructed 15 raised garden beds with the in-kind support from our community volunteers and local businesses. This represents over 860 square feet of planting area. The garden beds were constructed with locally donated lumber and soil. The compost facility was also built with construction panels in Fall 2020 and is now fully operational for community use.

To foster a sense of community and allow gardeners to communicate with each other, LICA created a [Community Garden Facebook group](#). If you're interested in receiving updates on the garden or want to network with other local gardeners, this is the perfect place to do it! While our Phase 1 garden plots are currently all seeded for this growing season, there will be plenty of opportunities to sign up for a plot next year. If you would like more information or to sign up to receive an email when plots become available next spring, please contact [outreach@lica.ca](mailto:outreach@lica.ca).

## What Comes Next?

LICA plans to commence Phase 2 of the BCGC in Summer 2021. Priorities in Phase 2 include the installation of fencing around the garden site and building 39 additional garden beds to maximize our reach and community participation. This includes building the beds out of lumber, lining them with landscaping fabric, filling beds with soil and installing 2 more water tanks. Fencing around the garden site will protect our investment and will delineate the boundary of the area managed by LICA.

The final steps to complete Phase 2 will focus on beautifying the area and creating a welcoming space for community members to get involved in the garden and to facilitate LICA's outreach activities. First, LICA will lay an accessible pathway to allow all members of our community access to the garden facilities. We will then install four picnic tables and two benches. The gazebo will be built in the centre of the garden and provide a dedicated educational space. Creating a welcoming and inviting space is an important part of sustaining community use. Finally, we will plant perennials and berry bushes to around the periphery of the garden site and fruit trees throughout the garden. These will provide additional sources of produce and shade for community members. LICA plans to complete the garden design by Spring/Summer 2022.



# Community

# Events & Campaigns

## Bonnyville Farmer's Market

The Education & Outreach Coordinator hosted an informational booth at the Bonnyville Farmer's Market in September/October 2020. At these events, the Education and Outreach Coordinator shared information about LICA, provided resources and made connections with members of the local community. Maintaining a presence in the community is important to achieving LICA's values of promoting community involvement and advocating for environmental stewardship, as well as providing us an opportunity to hear any concerns or comments community members have regarding our local environment.



## Stop Needless Idling

LICA worked collaboratively with the Alberta Airsheds Council (AAC) to continue the province-wide Stop Needless Idling campaign in Winter 2021. This educational campaign describes three major benefits of stopping needless idling: keeping the air healthy to breathe, improving the environment and saving fuel and money for participants. The campaign asks drivers to pledge to idle for 60 seconds or less when they are parked. LICA launched a 3-month social media campaign where different tips and facts were posted regarding the benefits of reducing one's idling time. Throughout the duration of the 2021 winter the AAC received 56 pledges to stop needless idling.

For more information about the campaign, and to pledge to Stop Needless Idling please visit: <https://www.albertaairshedsCouncil.ca/60-seconds>.



## Keep Our Lake Blue

LICA once again partnered with the Moose Lake Watershed Society to launch our annual Keep Our Lake Blue campaign (KOLB). The goal of our campaign is to encourage people to take action to reduce runoff and pollutants from entering Moose Lake. Nutrient runoff (nitrogen and phosphorus) is one of the leading causes of blue-green algae blooms, which are toxic to humans and animals. Households that signed up in the Keep Our Lake Blue campaign received a lawn sign to display their commitment to restoring the lake's health and lowering the frequency of blue-green algae blooms. Along with a public display of their support, participants were provided a list of 52 actions they could take to reduce runoff and pollutants from entering the lake. From this list, the average household implemented 3 new actions in Summer 2020 and has implemented 26 of the 52 total actions on their property in previous years.



LICA

# Workshop Highlights



## Aquatic Invasive Species

LICA invited Nicole Kimmel from Alberta Environment and Parks to give a webinar presentation about the Aquatic Invasive Species Program in June 2020. Aquatic invasive species (AIS) are non-native organisms that have been brought from other places into Alberta's waterbodies. These species can and do cause harm to our environment, economy, and human health as they become established outside their natural range. Most importantly, once established, invasive species reduce the quality and quantity of habitat available to native species; consequently, our native species cannot compete and are increasingly at risk of becoming endangered. Many invasive species are very difficult to eradicate once they are established, so prevention through education is essential.



## Gardening Workshops

LICA hosted 2 virtual gardening workshops in Winter 2021 with guest speakers from the Alberta Horticultural Association. Speakers Robert Spencer and Lorna McIlroy joined us virtually and spoke about "Gardening 101". This included how to read seed packets, how to plant from seed and from transplants, starting seeds inside and caring for your garden over the summer. While gardening has become increasingly popular over the last year, there is a big learning curve and a lot of conflicting information available to those who are getting started in the hobby. LICA's gardening workshops broke down the basics of growing a successful garden and provided credible information in an easy-to-understand format. LICA is hosting additional garden workshops throughout the 2021-2022 year! Stay tuned to [our Facebook page](#) to get the latest information on when these workshops will be held.



## Vermicomposting

LICA hosted 2 virtual gardening workshops in Winter 2021 with guest speakers from the Alberta Horticultural Association. Speakers Robert Spencer and Lorna McIlroy joined us virtually and spoke about "Gardening 101". This included how to read seed packets, how to plant from seed and from transplants, starting seeds inside and caring for your garden over the summer. Stay tuned to [our Facebook page](#) to get the latest information on when these workshops will be held.







# Monitoring Programs Overview



The quality of our air has a direct impact on our overall quality of life. For this reason, LICA operates a comprehensive network of air quality monitoring stations. Several different methods are used to monitor ambient air quality. These range from instruments that continuously sample and analyze the air onsite, to systems which require laboratory analysis of an air sample or filter.

## Continuous Monitoring

Continuous monitoring equipment provides an almost instantaneous measurement of ambient concentrations for several pollutants. These include hydrocarbons, hydrogen sulphide, total reduced sulphurs, oxides of nitrogen, ozone, particulate matter, and sulphur dioxide. This monitoring method can provide a measurement of pollutant concentration for intervals as short as one minute, although the most commonly reported sampling interval is one hour. Continuous monitoring is used to determine the Air Quality Health Index (AQHI).

## Passive Monitoring

This method is often used in rural and remote areas and requires no power to operate. Passive monitoring is named for the technique used to collect samples. With this method, a small cartridge is deployed every month; air passively crosses a diffusion barrier and pollutants are collected on a reactive surface which is then sent to the laboratory for analysis. Passive monitors usually sample for an entire month. Analysis provides a monthly average for pollutants being monitored.

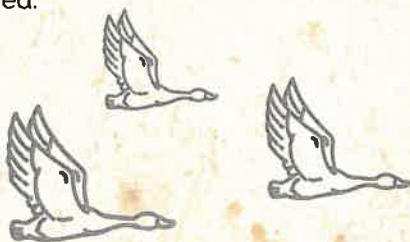


Photo: Monique Pandarinath

## Time-Integrated Monitoring

In some cases, a more detailed investigation is needed to determine what pollutants are present in the air. In these situations, time-integrated monitoring is used and involves collecting of samples over a period of time commonly ranging from one to 24 hours. These samples are then analyzed at a laboratory to determine air pollutant concentrations. Time-integrated monitoring is often used to identify concentration and composition of particulate matter and hydrocarbons in the air.

## Soil Acidification Monitoring









Monitoring for changes in forest soils, specifically changes caused by acidifying substances, is an important part of understanding the effects of atmospheric deposition. This type of monitoring involves collecting a sample of soil and sending it to a laboratory for analysis. Soil acidification parameters are soil attributes that can be directly affected by acidic inputs, and which in turn could affect other components of the ecosystem. These attributes include pH, exchangeable base saturation, aluminum, and base cations.

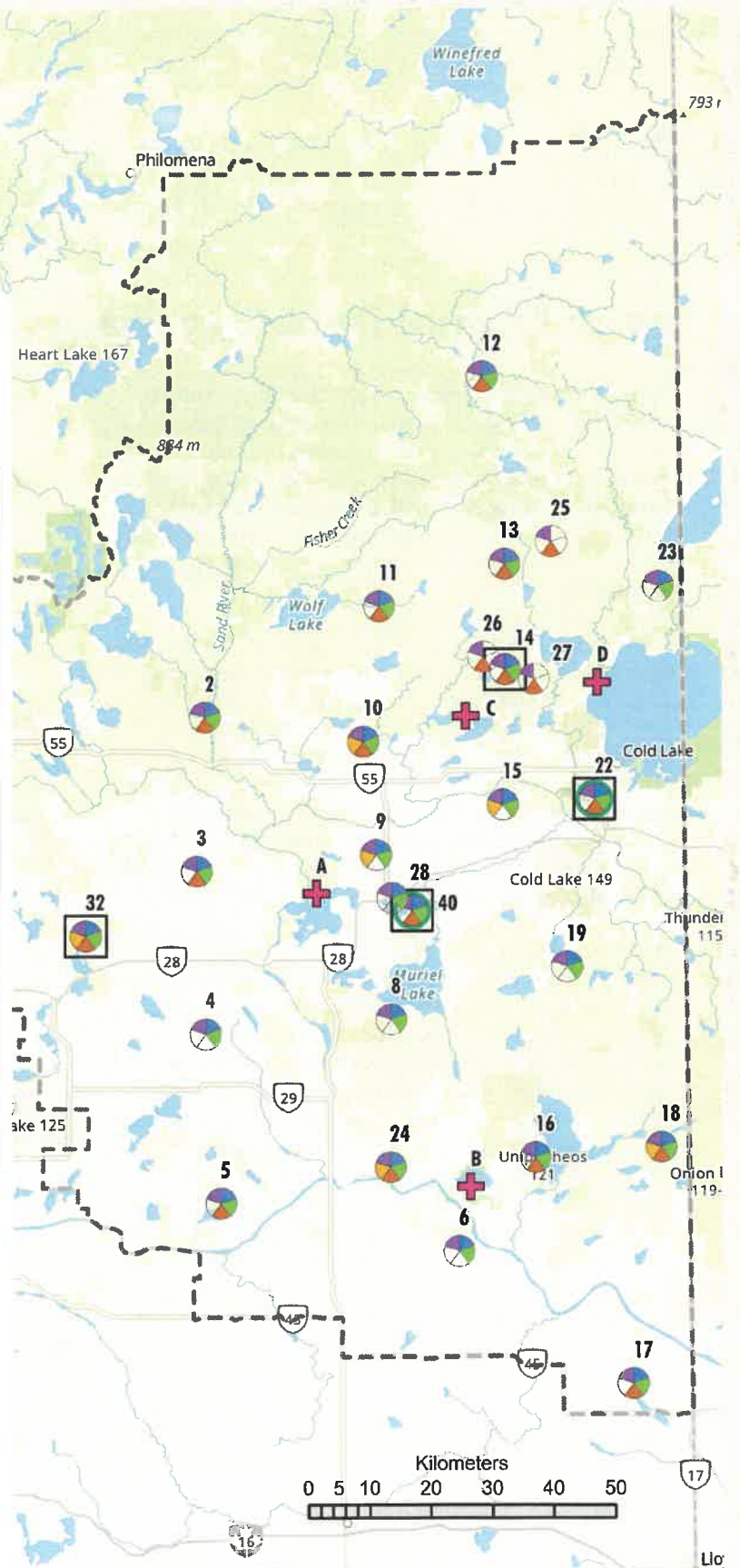


# Monitoring Network Station Names

2	Sand River	18	Fishing Lake
3	Therien	19	Beaverdam
4	Flat Lake	22	Cold Lake South
5	Lake Eliza	23	Medley - Martineau
6	Telegraph Creek	24	Fort George
8	Muriel - Kehewin	25	Burnt Lake
9	Dupre	26	Mahihkan
10	La Corey	27	Mahkeses
11	Wolf Lake	28	Bonnyville
12	Foster Creek	32	St. Lina
13	Primrose	40	Bonnyville East - Charlotte Lake
14	Maskwa (renamed to Tamarack)	A	Moose Lake Soil Plot
15	Ardmore	B	Whitney Lakes Soil Plot
16	Frog Lake	C	Tucker Lake Soil Plot
17	Clear Range	D	Cold Lake Fish Hatchery Soil Plot

## Monitoring Networks

-  Nitrogen Dioxide Passive
-  Ozone Passive
-  Hydrogen Sulphide Passive
-  Sulphur Dioxide Passive
-  Polycyclic Aromatic Compounds Passive
-  Multi-Parameter Continuous
-  Multi-Parameter Time-Integrated
-  Soil Acidification



Sources: Esri, HERE, Garmin, FAO, NOAA, USGS, © OpenStreetMap contributors, and the GIS User Community



# Continuous Monitoring Program

## 2020 Annual Data Summary

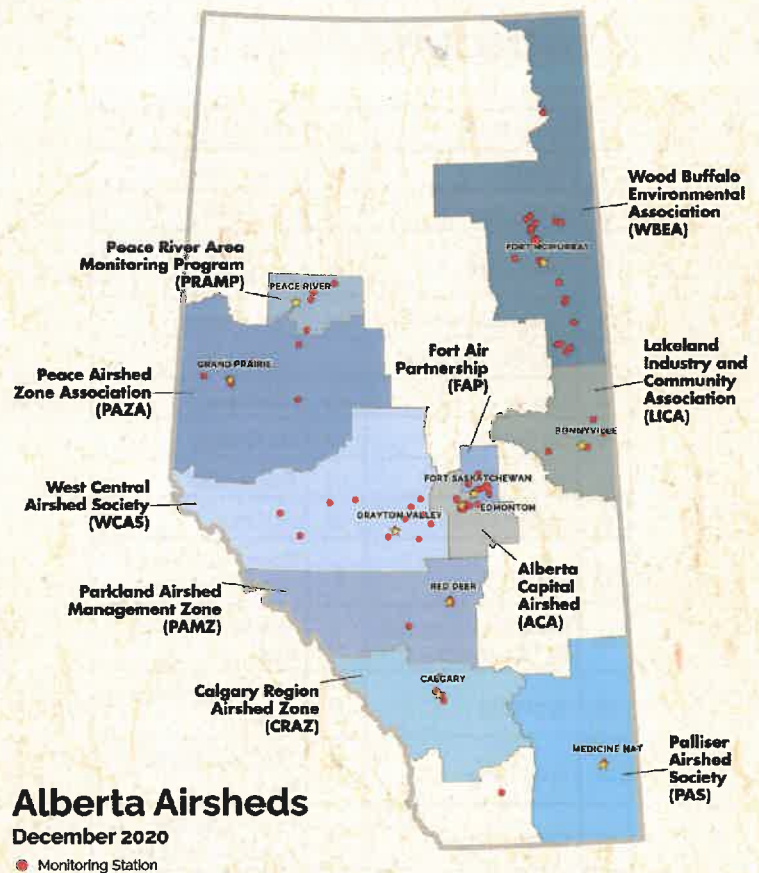
In 2020, Alberta's Airsheds collectively operated nearly 90 continuous monitoring stations across the province. Airsheds monitor a variety of pollutants and meteorological parameters. Each Airshed operates a monitoring program that is designed to meet local objectives including long-term trend analysis, air quality health index reporting, and compliance assurance.

This section summarizes 2020 continuous monitoring data for several pollutants collected by Alberta's Airsheds. Annual average data are presented as vertically stacked horizontal bar graphs. Each bar represents a unique monitoring location with a label that includes an acronym for the Airshed that operates the station; Airsheds' acronyms and their geographic location can be found on the map on this page. In some cases, Alberta Environment and Parks (AEP) also operates monitoring stations.

On each chart, the coloured bars represent the annual average for the given site. Extending beyond the bars is a thin black line; the end of this line represents the 95th percentile of 1-hour measurements. The 95th percentile indicates that 95% of the hourly average measurements fall below the given value. This is a useful indicator since it provides an indication of "data spread" but excludes potential outlier data points collected during extreme events such as forest fires, facility upsets, and unique weather phenomenon. Outliers and data collected during extreme events are often examined independent of annual summaries.

In each chart, the bars representing LICA's stations are shaded in yellow for easy reference and for comparison to other monitoring locations in the province.

If available, the relevant threshold (the acceptable provincial or federal levels) for the guideline or standard for the pollutant is presented below each pollutant summary in an information box.



# Sulphur Dioxide

Sulphur dioxide is a highly reactive, colourless gas. It has an odour like the smell of a struck match. In Alberta, major sources of sulphur dioxide include industrial processes (upstream oil and gas, petroleum refining, pulp and paper) and electric utilities.

When released, sulphur dioxide can react with other pollutants in the air to form fine particulate matter. This is made up of small solid or liquid particles suspended in air. Sulphur dioxide, along with nitrogen oxides, is a precursor of acid deposition.

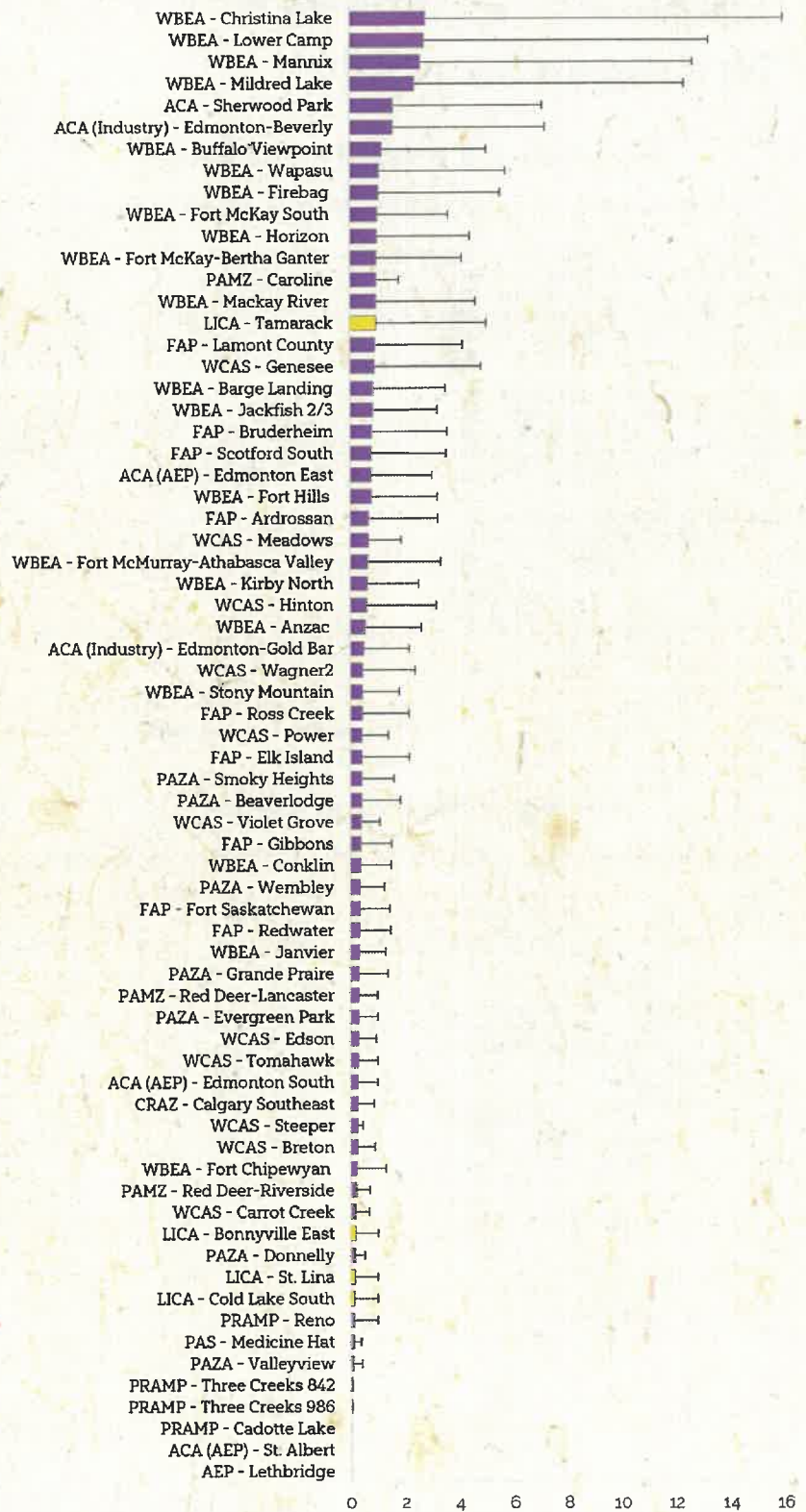
Health effects caused by exposure to high levels of sulphur dioxide include breathing problems, respiratory illness, and cardiovascular disease. People with asthma or chronic lung or heart disease are the most sensitive to sulphur dioxide.

In Alberta, oil and gas operations and their associated sulphur dioxide emissions range from relatively small (small, distributed well sites) to very large (oilsands operations or sour gas processing); many operations can be, and typically are, located close together resulting in higher localized concentrations of sulphur dioxide. This pattern of elevated concentrations near major sources or clusters of facilities is evident in the monitoring data. In 2020, the highest annual concentrations of sulphur dioxide were measured north of Fort McMurray near oilsands mines, east of Edmonton near refineries, and west of Red Deer near sour gas operations.

In 2020, LICA's Tamarack (formerly Maskwa) monitoring station had an annual average concentration among the 15 highest measured in the province; this is because of the cluster of oil sands facilities near the station. LICA's other monitoring stations are some distance from sulphur dioxide sources and, comparatively, have low concentrations.

## Sulphur Dioxide in Alberta

2020 Annual Average and 95th percentile of 1-Hour Averages



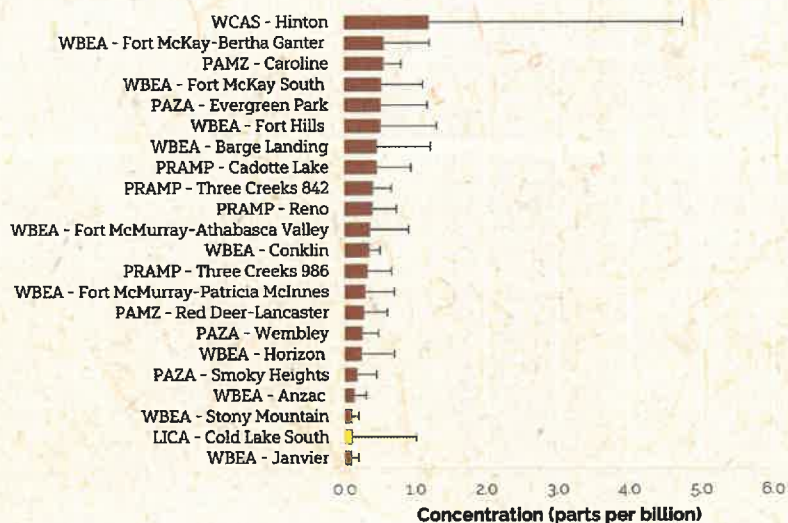
Alberta Ambient Air Quality Objectives  
 Sulphur dioxide 1-Hour: 172 parts per billion  
 Sulphur dioxide Annual: 8.0 parts per billion



# Total Reduced Sulphur Compounds & Hydrogen Sulphide

## Total Reduced Sulphide in Alberta

2020 Annual Average and 95th percentile of 1-Hour Averages

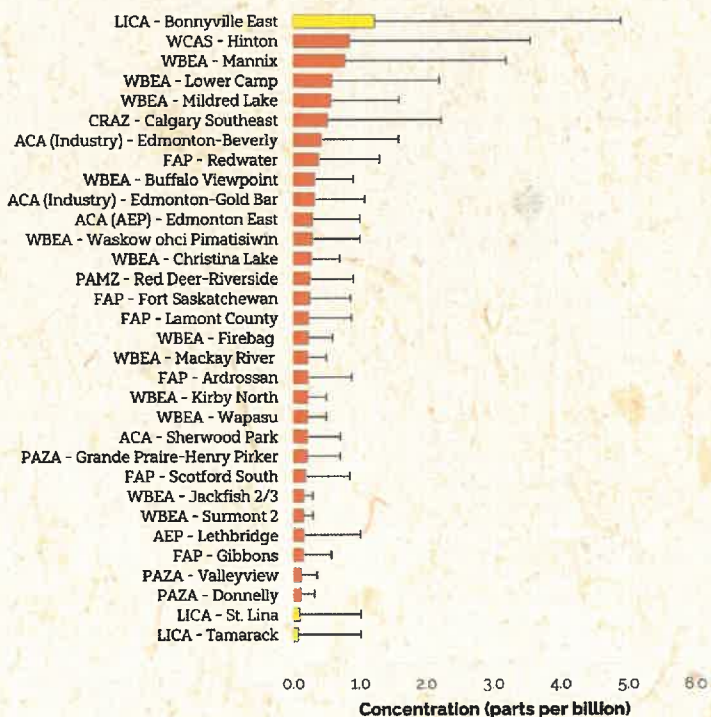


Hydrogen sulphide is a colourless gas which has the odour of rotten eggs. Total Reduced Sulphur is a collection of H<sub>2</sub>S and several other sulphur compounds (e.g., carbonyl sulphide, carbon disulphide and methyl mercaptan) which often have unpleasant odours like "rotten cabbage" or "skunk". Hydrogen sulphide often occurs naturally in some environments (gas wells, sulfur springs, swamps, etc.). It can also be associated with livestock, oil and gas facilities, and sewage treatment.

Hydrogen sulphide is considered an odour nuisance at low levels and can result in discomforting physiological symptoms of headache and nausea. Under most weather conditions, hydrogen sulphide and total reduced sulphurs released from different sources are diluted by air movement, so health problems are not expected. Odours may still be noticed because people can smell sulphur-based chemicals, such as total reduced sulphur gases, at extremely low concentrations.

## Hydrogen Sulphide in Alberta

2020 Annual Average and 95th percentile of 1-Hour Averages



In 2020, LICA's Bonnyville East monitoring station (Portable Air Monitoring System) had both the highest annual average and 95th percentile 1-hour measurements. This station was located near sewage lagoons east of Bonnyville, a known source of hydrogen sulphide in the area. LICA's other monitoring stations have very low overall concentrations of hydrogen sulphide and total reduced sulphurs. Other monitoring locations that had elevated concentrations were Hinton due to pulp mill operations, Caroline due to sour gas production, and the oil sands mining area north of Fort McMurray.

### Alberta Ambient Air Quality Objectives

Hydrogen sulphide 1-Hour: 10 parts per billion  
 Hydrogen sulphide Annual: None

Total reduced sulphur 1-hour: None  
 Total reduced sulphur Annual: None

# Total Hydrocarbons

Total hydrocarbons refer to a broad family of chemicals that contain carbon and hydrogen atoms; they are the sum of non-reactive and reactive hydrocarbons. The major reactive hydrocarbon in the atmosphere is methane. Major sources of atmospheric methane include wetlands, ruminants such as cows, energy use, landfills, and burning biomass such as wood. Methane is the primary component of natural gas.

The reactive (or non-methane) hydrocarbons consist of many volatile organic compounds, some of which react with oxides of nitrogen in the atmosphere to form ozone.

While Alberta does not have ambient air quality objectives for total hydrocarbons, methane or non-methane hydrocarbons, the oxidation of hydrocarbons in the atmosphere contributes to an increased amount of nitrogen oxides and ozone, which do have objectives. Additionally, there are objectives for specific reactive hydrocarbons such as benzene, toluene, ethylbenzene, xylene, styrene, and ethylene.

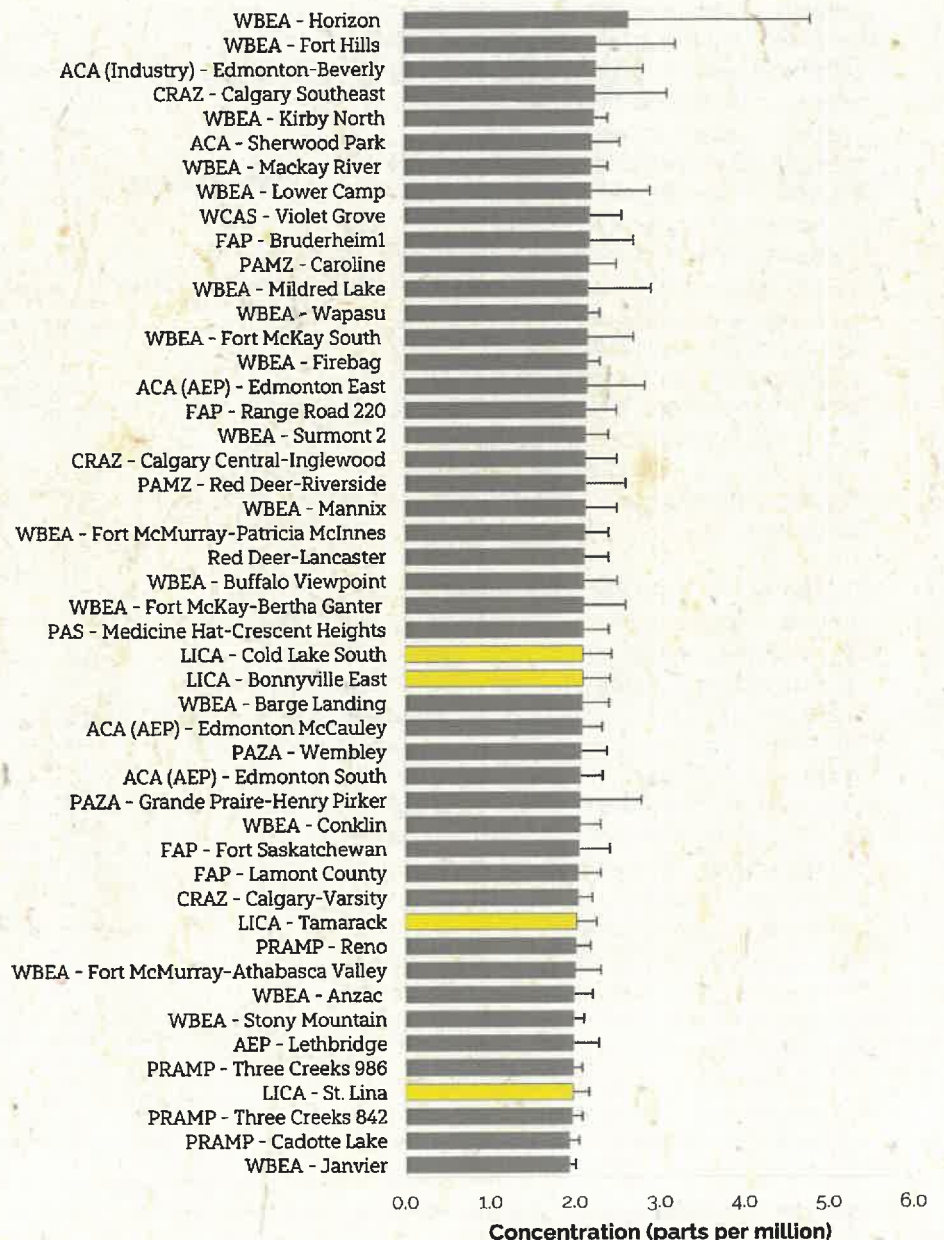
In 2020, the highest concentrations of hydrocarbons were measured near oilsands mining areas north of Fort McMurray, the industrial complexes east of Edmonton and near Fort Saskatchewan. LICA's monitoring stations have concentrations that are very close to the natural background for rural Alberta (1.5 - 2.0 parts per million) with the St. Lina monitoring station being among the lowest, since it is an area that has few residents and very little industrial activity.

## Alberta Ambient Air Quality Objectives

Total Hydrocarbons 1-Hour: None  
 Total Hydrocarbons Annual: None

## Total Hydrocarbons in Alberta

2020 Annual Average and 95th percentile of 1-Hour Averages





# Ozone

Ozone is a colourless, odourless gas at ambient concentrations and is a major component of smog. While ozone in the upper atmosphere (the ozone layer) plays an important role protecting life on the planet from harmful ultraviolet radiation, ozone produced near the surface (ground level ozone) of the earth has environmental, health, and economic impacts.

Ground-level ozone is a secondary pollutant which means it is not directly emitted by industry or vehicles. It forms and degrades by complex atmospheric processes. Ozone is formed when nitrogen oxides and volatile organic compounds, the "precursor" chemicals, react in the presence of sunlight. However, under certain conditions, ozone can be degraded by some of the compounds by which it is also formed. This degradation occurs more often in cities than in rural areas because of the increased presence of key precursor compounds, namely nitric oxide. In Alberta, rural areas often have higher concentrations of ozone than urban areas. This is because ozone levels are generally higher downwind of ozone precursor sources such as cities, at distances of hundreds or even thousands of kilometers.

This pattern of elevated concentrations in downwind rural areas can be seen in 2020 ozone monitoring data in Alberta. LICA's St. Lina monitoring station for example, is on the western edge of the airshed zone, making it downwind from the large precursor sources including the City of Edmonton and Fort Saskatchewan; because of this, LICA has measured some of the highest provincial annual average concentrations of ozone at this site. Conversely, some of the lowest annual average concentrations of ozone in Alberta are measured at monitoring sites in cities and next to large industrial complexes because of the presence of other pollutants. Note: this data presentation excludes LICA's Tamarack station because ozone monitoring was added late in the year (there is insufficient data for annual comparisons).

## Alberta Ambient Air Quality Objectives

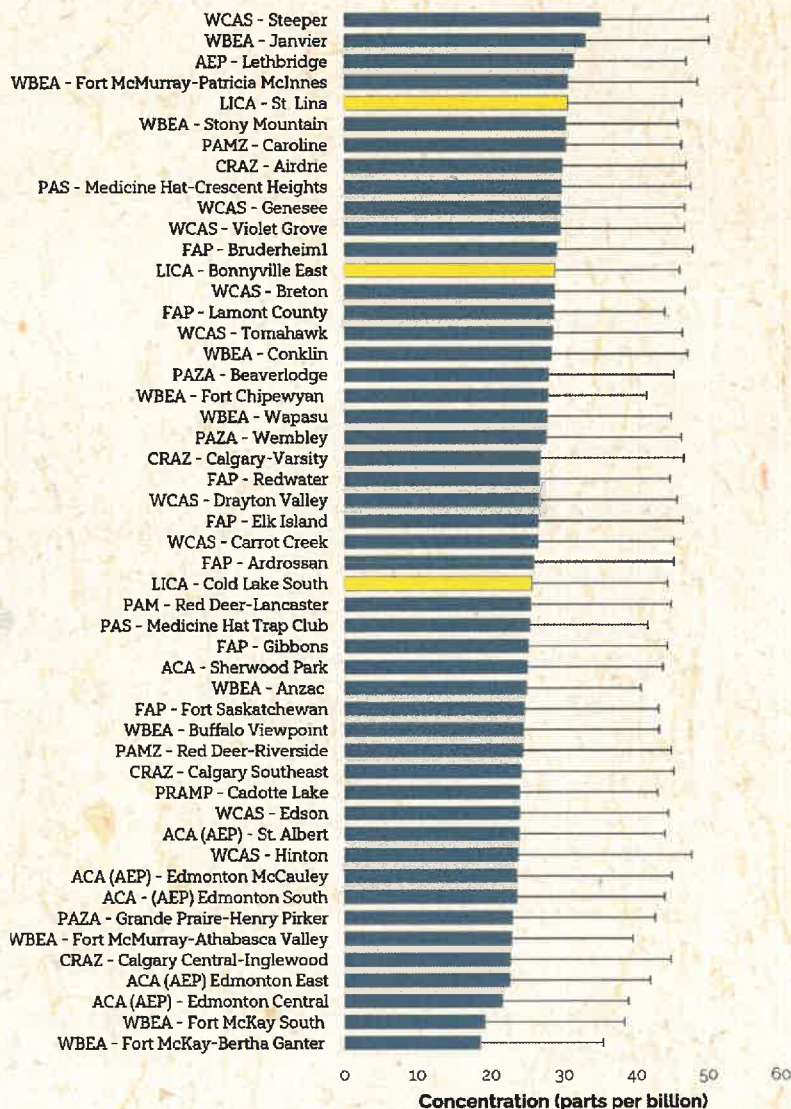
Ozone 1-Hour: 76 parts per billion

Ozone Annual: None



## Ozone in Alberta

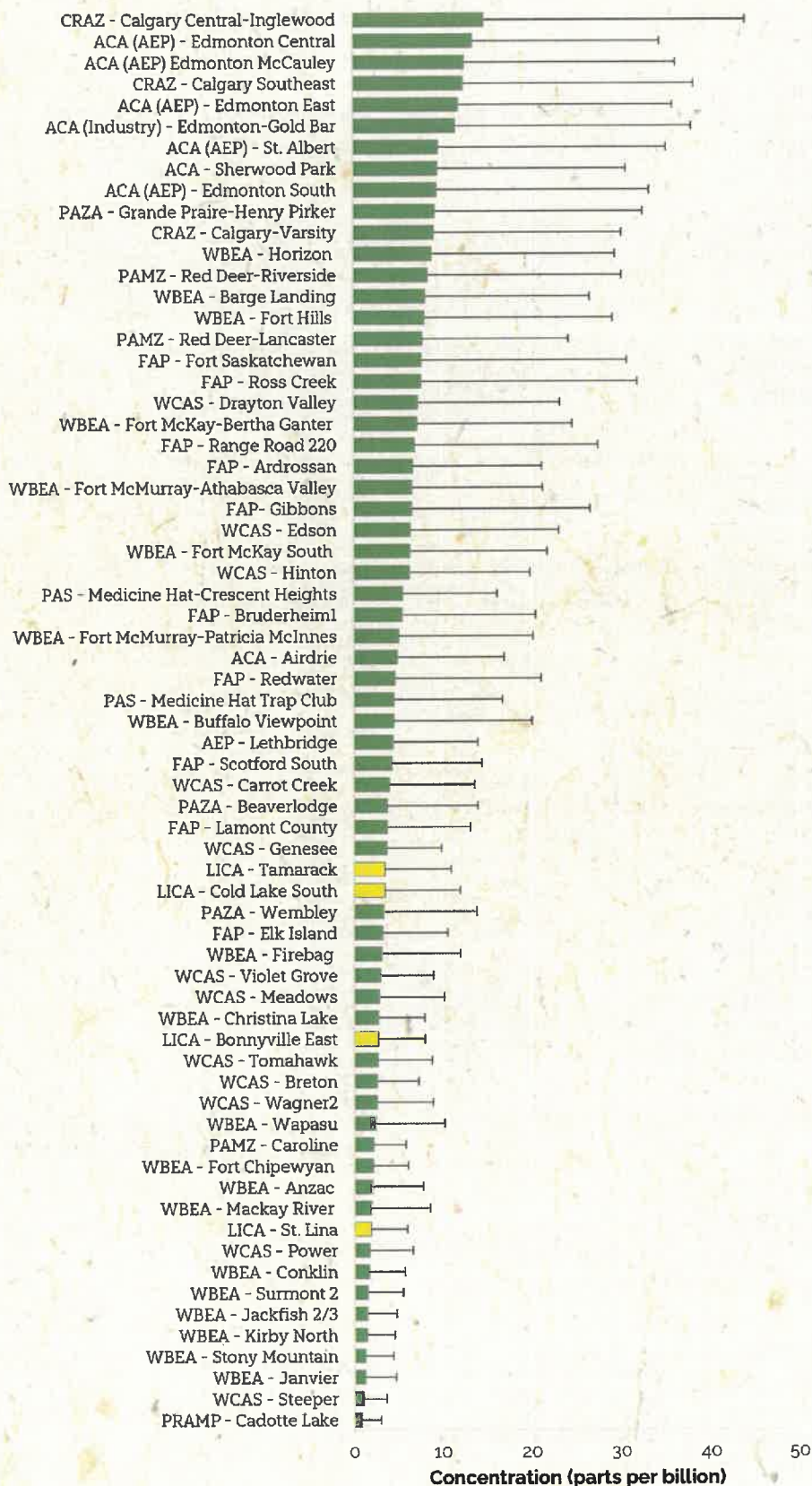
2020 Annual Average and 95th percentile of 1-Hour Averages





## Nitrogen Dioxide in Alberta

2020 Annual Average and 95th percentile of 1-Hour Averages



## Nitrogen Dioxide

Nitrogen dioxide is a gaseous pollutant produced along with other nitrogen oxides during high temperature burning of fossil fuels.

In Alberta, air emissions of nitrogen dioxide are predominantly the result of combustion processes, including vehicle exhaust, coal, oil, and natural gas, with some emissions occurring because it is used in industrial processes.

Exposure to nitrogen dioxide is known to affect human health and the environment. Long-term exposures, for example, have been shown to induce the development of allergic responses, asthma, increased susceptibility to respiratory infections, and have been linked to other cardiovascular system effects. Short-term exposures can reduce lung function and aggravate respiratory symptoms and airway inflammation.

The highest annual average concentrations in Alberta occur almost exclusively in large cities including Edmonton, Calgary, St. Albert, Red Deer, and Grande Prairie. The next group of elevated concentrations were generally measured at smaller urban centers and stations in the vicinity of large industrial operations. All LICA's stations, have annual averages in the lower 50% of all monitoring sites in Alberta.

### Alberta Ambient Air Quality Objectives

Nitrogen Dioxide 1-Hour:  
159 parts per billion  
Nitrogen Dioxide Annual:  
24 parts per billion

# Particulate Matter (Fine)

Particulate matter is characterized according to size, mainly because of the different health effects associated with particles of different diameters. Particulate matter is the general term used for a mixture of solid particles and liquid droplets in the air. It includes smoke, dust, ash, and pollen. The composition of particulate matter varies with place, season, and weather conditions. This chart presents fine particulate matter. Fine particulate matter is 2.5 microns in diameter and less. It is also known as PM<sub>2.5</sub> or respirable particles because it penetrates the respiratory system further than larger particles. In comparison, a human hair is about 70 microns in diameter.

Fine particulate matter is primarily formed from chemical reactions in the atmosphere and through fuel combustion. Major sources of fine particulate matter in Alberta include forest fires, vehicles, power plants, oil and gas facilities, residential fireplaces and wood stoves, and agricultural burning.

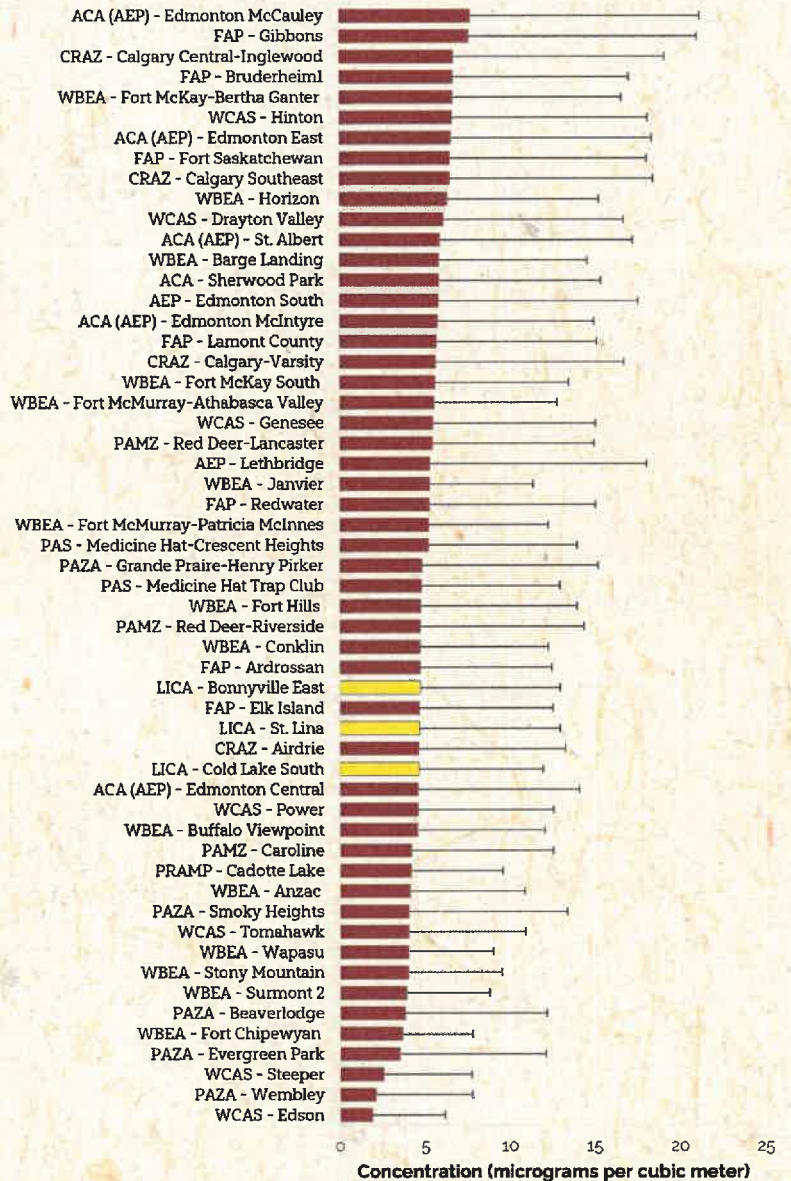
In 2020, the highest overall concentrations were generally measured in Alberta's large cities and urban centres (Edmonton, Calgary, Fort Saskatchewan, Red Deer) and the areas downwind of them (Gibbons, Lamont County). Past studies have determined that this is largely the result of secondary fine particulate matter formation; there are a greater frequency of days with fine particulate matter events between January and March driven by weather conditions associated with calm winds and temperature inversions. The other notable area that has elevated particulate matter concentrations is the oil sand mining area north of Fort McMurray; this is likely caused by dust from mining operations.

Like many other monitoring sites in Alberta, there were no protracted wildfire smoke episodes in 2020 and therefore, LICA's monitoring stations had overall low concentrations.

Note: this data presentation excludes LICA's Tamarack station because particulate matter monitoring was added late in the year (there is insufficient data for annual comparisons).

## Particulate Matter in Alberta

2020 Annual Average and 95th percentile of 1-Hour Averages



### Alberta Ambient Air Quality Objectives

Particulate Matter 1-Hour: 80 micrograms per cubic meter

Particulate Matter Annual: None

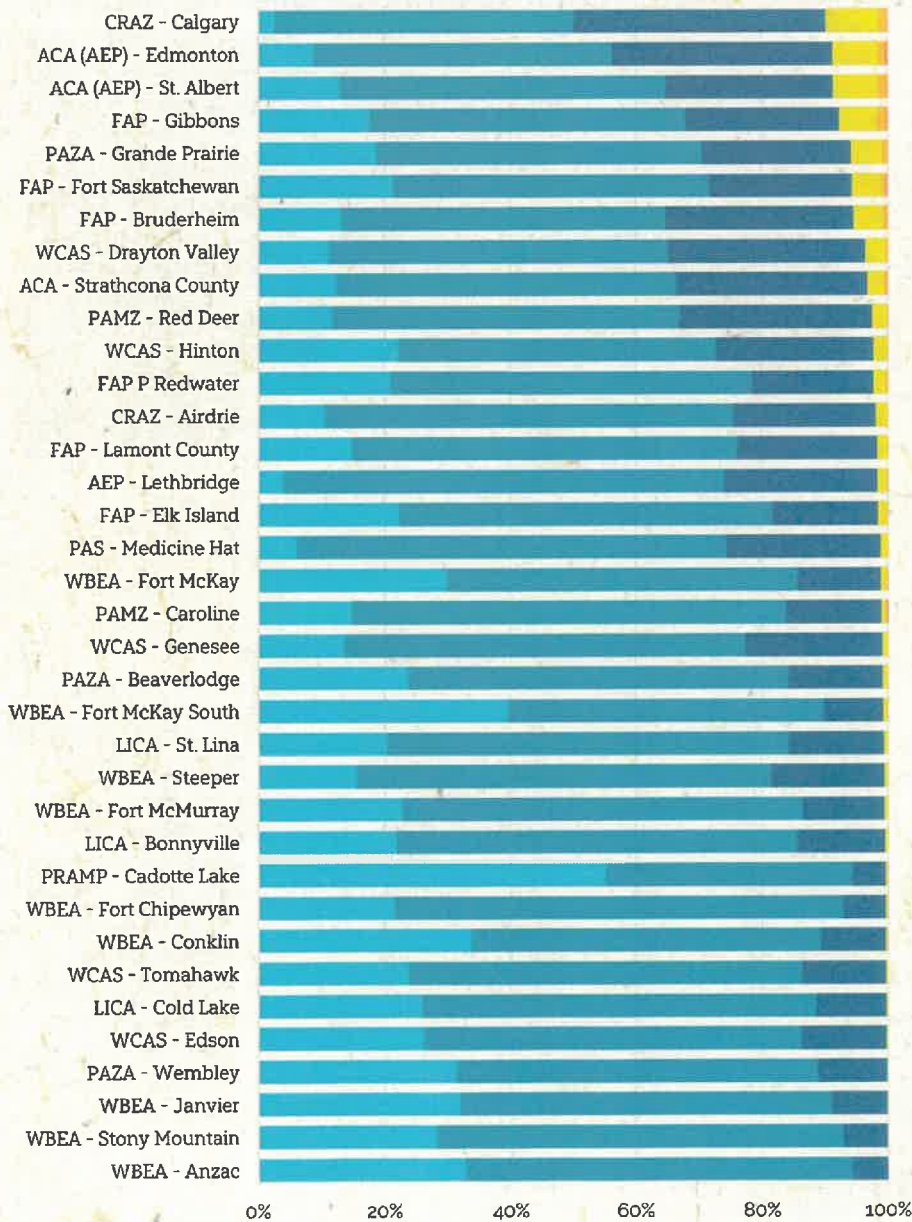


# Air Quality Health Index

Continuous monitoring data can be used to determine the Air Quality Health Index. The Air Quality Health Index (AQHI) provides a rating to indicate the level of relative health risk associated

with local air quality using a colour-coded scale from 1 to 10. The index describes the level of health risk associated with each number as low (1-3), moderate (4-6), high (7-10) or very high (11+), and suggests exposure mitigation steps. The AQHI is determined with a complex formula using the ambient concentration of nitrogen dioxide, ground-level ozone, and particulate matter; these pollutants are known to contribute to cardiovascular and respiratory disease.

**AQHI Risk Value in Alberta**  
2020 Monitoring Data



In 2020, LICA had three air monitoring stations where the Air Quality Health Index was determined: Cold Lake, St. Lina, and the Portable Air Monitoring System (PAMS). The PAMS was located at Charlotte Lake east of Bonnyville in 2020. Towards the end of 2020, LICA completed the upgrade of the Tamarack (formerly Maskwa) monitoring station to make it AQHI capable. Data from the Tamarack station is not included in the following summary because there is insufficient data for annual comparisons.

This diagram helps illustrate the AQHI regional patterns and observations for different locations across Alberta in 2020, including the three air quality monitoring stations in the LICA network. Each location on the chart has approximately 8500 hours of AQHI readings.

In 2020, the LICA region had a "low risk" AQHI rating over 99.5% of the time. Elevated ozone and particulate matter in other regions of the province caused a higher frequency of "moderate" and "high" health risk AQHI ratings; this pattern is most noticeable in urban centres and the areas that surround them. The lack of protracted fire smoke events seen in previous years is the reason for noticeably fewer overall extreme values (11+ AQHI) in 2020.

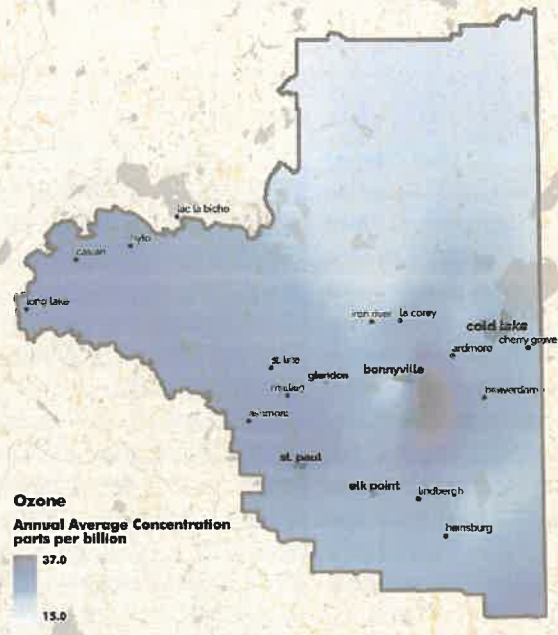
Health Risk	Low			Moderate			High			Very High	
AQHI Scale	1	2	3	4	5	6	7	8	9	10	11+

# Passive

# Monitoring Results

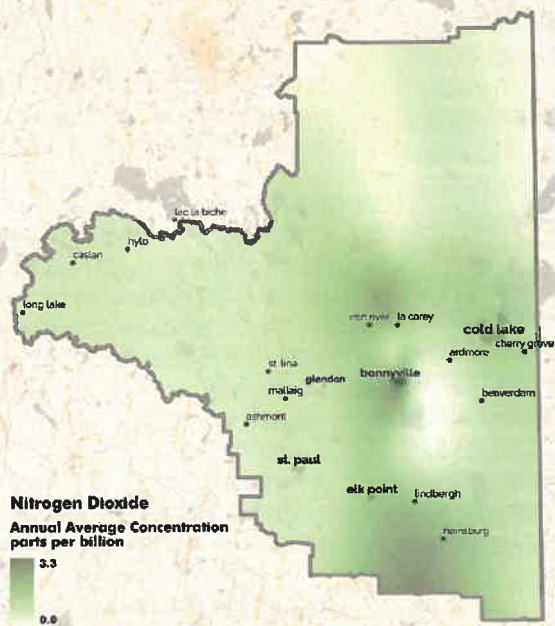
## Ozone

The annual spatial pattern of ozone in the LICA area is very subtle. The monitoring sites that have the lowest concentrations are those closest to or downwind from combustion sources, including stations in Bonnyville, Cold Lake, and near Highway 55. This is due to the titration of ozone by nitric oxide which is emitted by vehicles, home and office heating, and other high temperature fossil fuel-burning processes. Higher concentrations were generally observed at rural monitoring stations, particularly along the western boundary and central areas of the LICA region. These sites do not have many combustion sources nearby and may be influenced by ozone-forming processes downwind from Edmonton and Fort Saskatchewan. There is no current annual Alberta Ambient Air Quality Objective for ozone.



## Nitrogen Dioxide

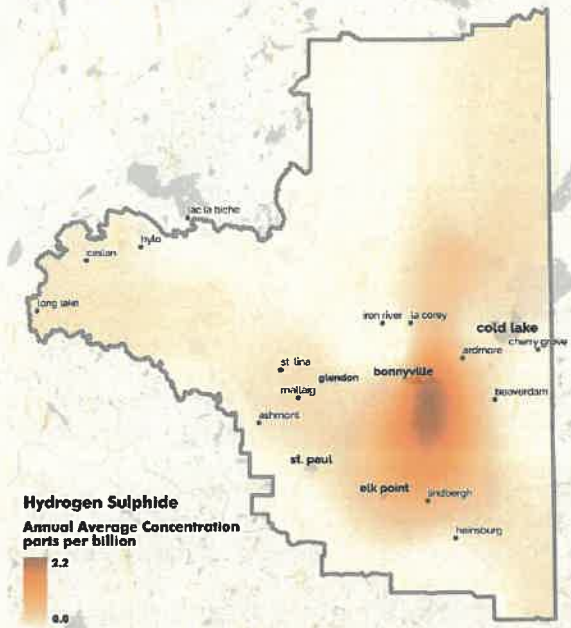
In the LICA region, the highest concentrations of nitrogen dioxide were measured near major highways and in urban or built-up centers. In populated centers such as Bonnyville, the high density of combustion sources near the station (automobiles, home and office heating, trucking) are the likely cause for these elevated concentrations. A cluster of higher readings was also identified near Elk Point because of the prolific upstream oil and gas and associated hauling found throughout southern part of the LICA region. Another hotspot is the busy Highway 55 and Highway 41 intersection near La Corey. All stations had annual average concentrations well below the annual Alberta Ambient Air Quality Objective of 24 ppb.





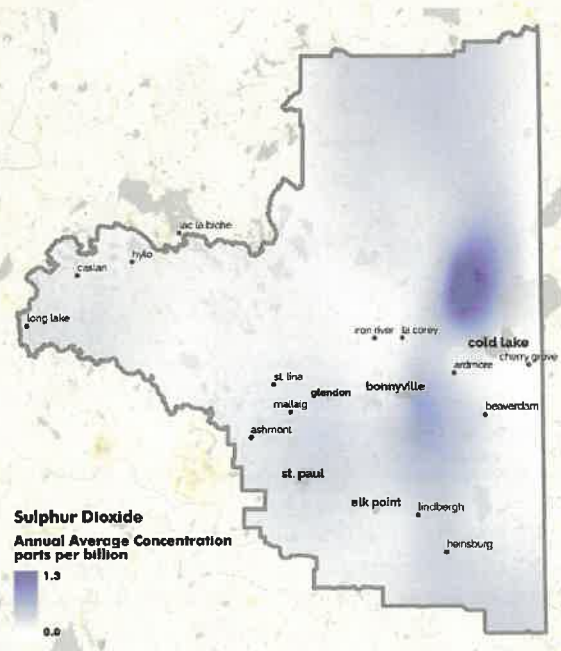
## Hydrogen Sulphide

In the LICA region, some elevated concentrations of hydrogen sulphide were measured at the stations close to large oil sands facilities. However, the highest concentrations of hydrogen sulphide were in and around the Town of Bonnyville, near Jessie Lake and Charlotte Lake. In the Bonnyville area, waste material in sewage lagoons and the decay of plant material in Jessie Lake are the likely causes of elevated hydrogen sulphide concentrations. There is no current annual Alberta Ambient Air Quality Objective of for hydrogen sulphide.



## Sulphur Dioxide

Sulphur dioxide has a strong pungent odour. In Alberta, natural gas processing plants are responsible for close to half the emissions of this gas. Oil sands facilities and power plants are also major sources. Other sources include gas plant flares, oil refineries, pulp and paper mills, and fertilizer plants. Sulphur dioxide can form acidic compounds in the air; these compounds are responsible for acid deposition which has negative effects on aquatic and terrestrial ecosystems. In the LICA region, the highest concentrations of sulphur dioxide were measured near the oil sands facilities northwest of Cold Lake. These facilities are the major point source of sulphur dioxide in the region. Although elevated, these elevated annual average concentrations were well below the annual Alberta Ambient Air Quality Objective of 8 ppb.



# Environmental Management



## Integrated Watershed Management Plan

LICA is working collaboratively with stakeholders and Indigenous peoples to develop an Integrated Watershed Management Plan (IWMP) for the Beaver River watershed.

The Beaver River watershed is within the traditional lands of the Dene, Cree, and Métis. This recognition represents respect and gratitude to share in the land and honours our responsibility to truth and reconciliation as members of Treaty 6, 8, and 10 territories and the Métis Homeland.

An IWMP is a guidance document and planning tool for resource managers, including governments, planners, Indigenous communities, other stakeholders, and landowners who manage water and land resources. The plan will identify goals for improving and/or maintaining watershed health and will make recommendations on how to reach those goals. A watershed is the area of land where all rain and snow melt drain to a common waterbody, in our case, the Beaver River.

## Beaver River Watershed



Caption: Map of the Beaver River watershed and its main sub-watershed

LICA contracted Palliser Environmental Services Ltd. (PESL) to support development of the IWMP. PESL has led the development of Integrated Watershed Management Plans across Alberta, including the Milk River, Lesser Slave Lake, and Nose and Jumpingpound creeks. They are a valuable addition to our team!



# Progress to Date

1. A draft Terms of Reference (TOR) and Summary document have been developed. The TOR directs the development of the IWMP and will be used to create a common understanding among LICA, the IWMP Committee, stakeholders, First Nations, and the Métis regarding the purpose, intent and scope of work that will be undertaken as part of the planning process. The TOR includes:
  - Background information pertaining to previous planning initiatives.
  - A description of the planning area and issues.
  - The IWMP goals, objectives, and outcomes.
  - Roles and responsibilities of those involved in the management and stewardship of the watershed.
  - A work schedule to track project milestones.
2. A new section was developed within the Watershed tab of the LICA website committed to the IWMP, which is regularly updated as the project progresses.
3. LICA held the first round of engagement in April and May 2021 focused on:
  - Intent and scope of the IWMP,
  - Watershed condition: identifying key issues to consider in the plan, and
  - Roles and responsibilities.

Input from all stakeholders and Indigenous peoples in the watershed is needed to ensure the IWMP is relevant, accurate, implementable, and reflective of diverse viewpoints. If you would like to be added to LICA's email circulation list for the IWMP, please contact Tricia B. Fleming, LICA Environmental Coordinator at [watershed@lica.ca](mailto:watershed@lica.ca) or 780-812-2182.





# Water Quality Monitoring

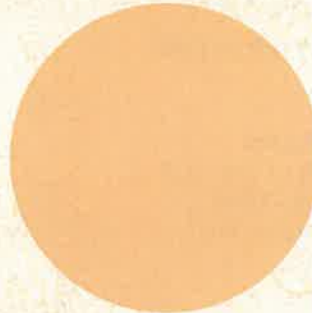


## Alberta Lake Management Society – LakeWatch 2020

LICA partnered with the Alberta Lake Management Society (ALMS) to fund water quality monitoring in 5 lakes as part of the LakeWatch 2020 program. The program enlists volunteers to help collect water quality data such as water temperature, clarity, and chemistry; nutrient levels; and invasive species. Lakes sampled in 2020 included: Crane, Jessie, Moose, Muriel, and Skeleton (north and south).

ALMS compiles analyzed data into summary reports and conducts long-term trend analysis for lakes with 10 or more years of data. To see the individual lake reports, please visit our website [www.lica.ca/resources/](http://www.lica.ca/resources/) or visit the ALMS website [www.alms.ca/reports](http://www.alms.ca/reports).

Results can help determine if and what kinds of management efforts need to be taken to improve or sustain water quality. Since every lake is different, examining changes in parameters at a single lake over time is more valuable than comparisons between lakes to understand water quality and management needs.



## Highlights from 2020 ALMS results in the LICA Region

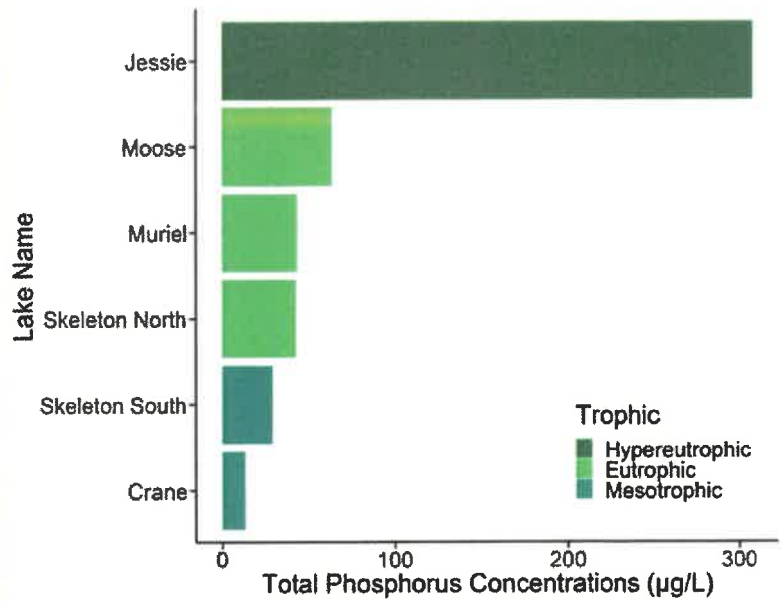
- Jessie Lake is unique in that light can penetrate to the lake bottom, which likely has a large influence on the lake's aquatic plant distribution and benthic (bottom) algae and cyanobacteria (blue-green algae) communities.
- No invasive species (mussels, spiny flea, watermilfoil) were observed.
- Microcystin levels were within acceptable ranges. Microcystin is a toxin produced by cyanobacteria (blue-green algae), which when ingested can cause liver damage in mammals. However, since sampling occurs at a point in time and only at select locations, caution should be taken when recreating in or around cyanobacteria.
- Arsenic exceeded acceptable ranges in Jessie and Muriel Lake. Arsenic is naturally elevated in the Beaver River Watershed and can be introduced into the aquatic environment through industrial or municipal discharges or from the combustion of fossil fuels.
- High levels of phosphorus were related to high levels of cyanobacteria (blue-green algae) and algae.

Figure: Average total phosphorus (TP) concentrations from 5 LICA region lakes sampled through the LakeWatch program during the summer of 2020. Credit: ALMS

**Hypereutrophic:** Very high levels of nutrients resulting in excessive plant and algae growth.

**Eutrophic:** Highly productive with abundant plants due to high nutrient levels.

**Mesotrophic:** Medium levels of nutrients, usually clear water with submerged aquatic plants.



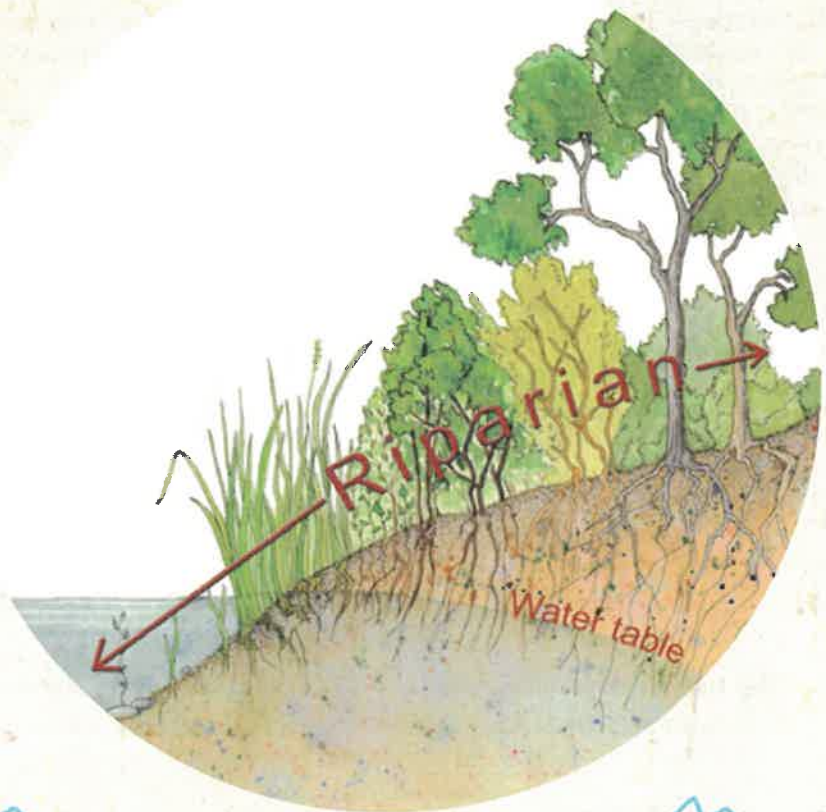
## Riparian Health

Riparian areas are the transitional zone between water and upland and are essential to watershed health (both land and water).

Riparian areas have many essential functions including:

- Trapping and storing sediment
- Building and maintaining banks and shorelines
- Decreasing water speed
- Storing, holding and slowly releasing water
- Increasing biodiversity

Photo credit: @Cows and Fish  
www.cowsandfish.org





# Riparian Health *cont.*

Considering the importance of riparian areas, LICA is involved in several programs aimed at promoting riparian health.

## Tree Planting: Jessie Lake Restoration Project

The Jessie Lake Restoration Project has been ongoing since 2016 in partnership with the Town of Bonnyville to help improve lake aroma and quality. Since a 2019 riparian assessment indicated a need for more woody vegetation, a total of 5,000 red osier dogwood seedlings were planted in the riparian area along the Jessie Lake trail between 42nd and 55th streets, and 7,500 willows between 55th and 58th streets near the rodeo grounds.

## Riparian Assessment

Information about current riparian condition is valuable to help guide management planning strategies. LICA has contracted Fiera Biological Consulting (Fiera) to conduct a riparian assessment of the Jackfish-Muriel Creeks sub-watershed (see figure 1 on page 32). The assessment process was recently developed by Fiera in partnership with the North Saskatchewan Watershed Alliance (NSWA) and uses satellite imagery to effectively assess large extents of riparian areas in a timely manner. The

process has been validated and is being used widely throughout Central Alberta.

This assessment examines riparian intactness and pressure and combines the results to develop a prioritization assessment. Riparian intactness is a relative scale-rating assessed within 50 meters of the shoreline. Areas dominated by natural vegetation are considered highly intact, and areas dominated by human-created features (e.g. roads, houses, agricultural crops) are considered to have very low intactness.

Pressure considers natural and human caused factors in the greater watershed that may place additional pressure on riparian areas. Natural pressures may include the slope of the land; whereas human caused pressure may include land use intensity such as road density, industry, or agriculture.

The prioritization assessment uses intactness and pressure results to identify areas of high and moderate restoration and conservation priority. For example, an area with low pressure and high intactness would be considered high priority for conservation, whereas one with high pressure and low intactness would be high restoration priority.

		RIPARIAN INTACTNESS			
		High	Moderate	Low	Very Low
CATCHMENT PRESSURE	Low	1	3	7	9
	Moderate	2	5	8	11
	High	4	6	10	12

-  High Conservation Priority
-  Moderate Conservation Priority
-  High Restoration Priority
-  Moderate Restoration Priority

Table: Riparian intactness classification

Credit: Fiera Biological Consulting







# LICA Membership



Membership is available to anyone over the age of seventeen who resides, owns property, or works in the LICA region for six months or more, as defined in the LICA bylaws.

## Individual Membership

**Who:** General members of the public, First Nations, Metis, Provincial and Federal Governments, and Non-Government Organizations (NGOs).

**Membership cost:** Free

**Benefits:**

- Promote your support for LICA's work and contribute to environmental stewardship
- Develop collaborative relationship/connections with multi-stakeholder groups
- Access to LICA's monitoring data for non-commercial use
- Receive quarterly newsletters
- Stay informed of upcoming LICA events, meetings, and volunteer opportunities
- Eligibility to vote and run for LICA's Board of Directors annually
- Eligibility to be appointed to LICA's working committees annually by LICA's Board of Directors



# 281

**In 2020, LICA's  
membership  
count was 281**

## Industry Membership & Funding Partners



**Who:** Oil & gas producers.

**Full Status Membership cost:** Industry Funding Partners shall pay a portion of costs associated to LICA's operations, monitoring, projects, and studies according to a funding formula agreed upon by LICA and industry members within the LICA region annually. Industry members are subject to participate in and adhere to the Funding Formula Agreement, including its principles, metrics, and conditions, as mandated within the project's AER approval.

### **Benefits:**

- Promote your support for LICA's work and contribute to environmental stewardship
- Develop collaborative relationship/connections with multi-stakeholder groups
- Provide technical and directional support to LICA on regional environmental projects and programs
- Advertisement of logo on LICA's website under Our Supporters
- Access to LICA's monitoring data for commercial use
- Receive quarterly newsletters
- Stay informed of upcoming LICA events, meetings, and volunteer opportunities
- A minimum of one representative from each company will be appointed to LICA's Industry Steering Committee (LISC).
- One representative from each company is eligible to vote annually for LICA's Board of Directors
- Currently three industry representatives are appointed to LICA's Board of Directors by the LISC annually.
- Currently two industry representatives are appointed to each of LICA's working committees annually.

**Associate Membership:** Industry Members not wishing to become Full Status Members shall be Associate Members with restricted benefits, such as having an observer status only and not having access to monitoring data for commercial use. Should an industry member wish to access monitoring data for commercial use, they may pay an annual 'Commercial Use of Data' fee.

## Corporate

**Who:** Businesses, organizations, associations, and oil & gas non-producers.

**Membership cost:** Determined by number of employees.

### **Benefits:**

- Promote your support for LICA's work and contribute to environmental stewardship
- Provide financial support towards LICA's initiatives and presence within the region
- Develop collaborative relationship/connections with multi-stakeholder groups
- Advertisement of logo on LICA's website under Our Supporters
- Access to LICA's monitoring data for non-commercial use
- Receive quarterly newsletters
- Stay informed of upcoming events, meetings, and volunteer opportunities
- One representative from each company is eligible to vote annually for LICA's Board of Directors





## Municipal Government

**Who:** Municipal Governments (i.e., cities, towns, villages, hamlets, municipalities, etc.).

**Membership cost:** Determined by population size as per current Statistics Canada figures.

**Benefits:**

- Promote your support for LICA's work and contribute to environmental stewardship
- Provide financial support towards LICA's initiatives and presence within the region
- Opportunity to increase LICA's presence within your area; tailored to your needs
- Develop collaborative relationship/connections with multi-stakeholder groups
- Advertisement of logo on LICA's website under Our Supporters
- Access to LICA's monitoring data for non-commercial use
- Receive quarterly newsletters
- Stay informed of upcoming events, meetings, and volunteer opportunities
- One representative from each municipal government is eligible to vote annually for LICA's Board of Directors
- Currently four local municipal government representatives are appointed to LICA's Board of Directors annually.
- Currently four local municipal government representatives are appointed to LICA's Integrated Watershed Management Plan committee annually.

LICA is always looking for opportunities to enhance our programming and expand our outreach. We are open to new ideas and feedback related to how we may best serve the Lakeland region and make a positive environmental impact.

**Become an  
Environmental  
Steward today!**

Online membership registration is available on the LICA website at <https://lica.ca/membership-form/>.



LICA

# Volunteers



Madison Arsenault  
JR Ashmead  
Amanda Avery-Bibo  
Wayne Bamber  
Carrie Baumgarder  
Kristen Berezanski  
Al Bertschi  
Richard Bourgeois  
Roxane Bretzlaff  
Hannah Broekhoven-Fiene  
Kelti Cabay  
Craig Copeland  
Colin Coté  
Katherine Currie  
Maureen Delorme-Ouellette  
Alex Demmons  
Katlyn Degenhardt  
Randi Dupras  
Shawn Elgert  
Michael Fairfax  
Holly Fox  
Trey Funk  
Jennifer Goguen  
Jimmy Gu  
Heather Harms  
David Hartog  
Eveline Hartog  
Kendra Heinemann  
Matthew Hennessey

Robynne Henry  
Easton Hesse  
Will Hilfiker  
Tanya Hintz  
Annette Hobart  
Warren Hobart  
John Ilchuk  
Jamie Ismay  
Cody Jackknife  
Shawn Jesse  
Kehewin Community  
Education Center  
Ryan Koebel  
Sam Kroon  
Vincent Lamanna  
Dylan Landstrom  
Shana Langley  
Vincent Lomena  
AJ Macaulay  
Fin MacDermid  
Bruce MacGregor  
Robert Machatis  
Matt McKim  
Monty Moore  
Myk Morris  
Kellie Nichiporik  
Francis Nkemamin  
Sheena Oman  
Leo Paquin

Clem Paranteau  
Desiree Paranteau  
Richard Pearce  
Alex Power  
Jason Quinney  
Rosey Radmanovich  
Bill Rogers  
Austin Saint  
Greg Sawchuk  
Trevor Schaffrick  
Ryan Schendel  
Justin Stathopoulos  
Lorna Storoschuk  
Ethan Sundal  
Dana Swigart  
Mitch Sylvestre  
Lorin Tkachuk  
Megan Tilley  
Delano Tolley  
Patrick Traudt  
Anthony Traverse  
Eugie Vachon  
Korey Vachon  
Vil Vachon  
Isaak Watters  
Andrea Woods  
Colin Woods  
Duane Zaraska

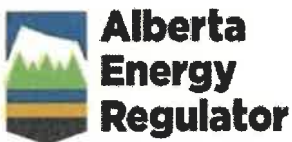




# Our Supporters



Bonnyville Senior Citizens Society



**BAYTEX**  
ENERGY CORP.

**STRATHCONA**  
RESOURCES LTD

City of **Cold Lake**

**cenovus**  
ENERGY

**DRAKE**  
CONTRACTING LTD.

**Canadian Natural**

**Alberta Health Services**

Alberta Environment and Parks

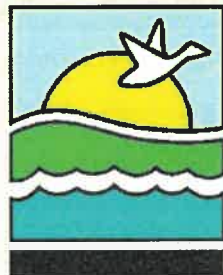
Lac La Biche County  
welcoming by nature.

**CO-OP**

BONNYVILLE ALLIANCE  
FELLOWSHIP CHURCH

**Bonnyville Municipal Library**

**Lakeland**



Town of Bonnyville  
"It's Multi-Natural"

**TC Energy**



**ROCKSLIDE**  
gravel ltd

BONNYVILLE & DISTRICT  
**Centennial Centre**

CLEAN UP SERVICES  
**GET RID OF IT!**  
ENVIRONMENTAL • RESIDENTIAL • COMMERCIAL

**PURE**  
ENVIRONMENTAL



# Financial Statement

## Revenues

Amortization Of Capital Allocations	\$	1,393	2,628
Government Contract Funding	\$	982,454	1,035,367
Grant Funding	\$	264,653	255,385
Industry And Municipality Funding	\$	121,984	170,757
Interest Income	\$	999	1,114
Memberships	\$	39,214	41,113
<b>Total</b>	<b>\$</b>	<b>1,410,697</b>	<b>1,506,364</b>

DEFICIENCY OF REVENUE OVER EXPENSES FROM OPERATIONS	\$	(20,629)	(21,604)
OTHER ITEM	\$	(23)	(1,248)
Loss on disposal of property and equipment			
<b>DEFICIENCY OF REVENUE OVER EXPENSES</b>	<b>\$</b>	<b>(20,652)</b>	<b>(22,852)</b>

## Expenses

Amortization	\$	100,398	104,739
Board and committee	\$	14,750	13,290
Contracted services	\$	181,043	222,219
Environmental monitoring	\$	703,035	799,335
Insurance	\$	10,732	10,949
Meetings	\$	955	7,047
Occupancy costs	\$	46,977	46,511
Office	\$	23,933	23,880
Professional fees	\$	7,180	7,940
Property taxes	\$	4,313	4,479
Public relations	\$	39,515	42,376
Training and development	\$	4,720	2,389
Travel	\$	2,011	13,683
Wages and benefits	\$	281,211	229,131
Watershed projects	\$	10,553	-
<b>Total</b>	<b>\$</b>	<b>1,431,326</b>	<b>1,527,968</b>





2020/21

# Report Card



**1,667**

Social media followers

**48**

School Programs delivered

**88**

Total Number of Volunteers

**1,216**

People reached through Outreach Programs

**5**

Lakes sampled with ALMS Lakewatch

**3**

Community Events

**12,500**

Riparian trees planted

**1,108**

Passive air samples collected and analyzed

**16**

Youth and Summer programs



**5**

LICA Workshops and Events

**6**

Virtual Science Fair Entries

**56**

Stop Needless Idling Pledges

**99.5%**

Time the Air Quality Health Index was low risk across the entire LICA network

**281**

LICA Members

**574,252**

Hours of public near-real time air monitoring data

**99%**

Uptime (air monitoring network)

**12**

Little Green Thumbs Gardens

**1**

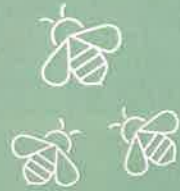
X-Stream Science



Phone: 780.812.2182  
Toll Free: 1.877.737.2182  
Fax: 780.812.2186

E: [lica2@lica.ca](mailto:lica2@lica.ca)  
Web: [www.lica.ca](http://www.lica.ca)  
Office open Monday-Thursday

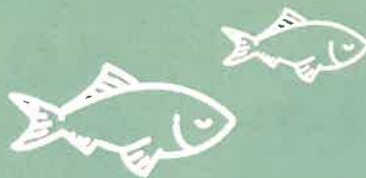
5107 W - 50 Street  
P.O. Box 8237  
Bonnyville, Alberta T9N 2J5



@infolica



**LICA**  
ENVIRONMENTAL STEWARDS







# LICA

ENVIRONMENTAL STEWARDS

5107W – 50th Street  
Bonnyville, AB T9N 2J5  
Phone: (780) 812-2182  
Fax: (780) 812-2186  
Toll Free: 1-877-737-2182  
E-Mail: [lica2@lica.ca](mailto:lica2@lica.ca)  
Website: <http://www.lica.ca>

## LICA MUNICIPAL GOVERNMENT MEMBERSHIP FORM

<b>MUNICIPAL GOVERNMENT RATES:</b>	Population up to 5,000:	\$250.00
	Population of 5,001-10,000:	\$500.00
	Population over 10,000:	\$750.00

\*Municipal Government fees based on most recent available Statistics Canada population figures.

Organization/Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**I/WE ARE INTERESTED IN RECEIVING INFORMATION FROM LICA REGARDING THE FOLLOWING:**

<input type="checkbox"/> Meetings and Correspondence	<input type="checkbox"/> Upcoming Events & Programs	<input type="checkbox"/> Open Houses
<input type="checkbox"/> LICA Newsletters	<input type="checkbox"/> Other Email Updates & News	<input type="checkbox"/> Annual Report

**VISION:** The environment in the LICA region is ecologically healthy and sustainable.

**MISSION:** LICA collects, shares and acts upon data, traditional knowledge, and information relevant to the environment. This will be achieved through scientific study, community engagement and meaningful partnerships.

**VALUES:**

- We connect stakeholders and promote community involvement
- We provide timely, defensible, and accessible data
- We educate the community, advocating for environmental stewardship
- We responsibly manage our resources to achieve our vision and mission

**I/WE ARE INTERESTED IN BEING A LICA MEMBER FOR THE FOLLOWING REASONS:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I consent to receive information from LICA as described above

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please submit a completed copy of this form electronically to [lica2@lica.ca](mailto:lica2@lica.ca).  
An invoice will be emailed to the email address provided.



<b>REQUEST FOR DECISION</b>		<b>DATE</b> January 27, 2022	<b>4.3</b>
<b>TOPIC</b>	Discharge of Caveat – Document Registration #792101828 (NW-8-60-12-W4M)		
<b>PROPOSAL</b>	<ul style="list-style-type: none"> <li>To discharge a caveat (Document Registration #792101828) from the lands legally described as NW-8-60-12-W4M (Certificate of Title #792176460) © <b>Attachment 1</b></li> </ul>		
<b>BACKGROUND</b>	<ul style="list-style-type: none"> <li>The Planning and Development Department received an email, dated December 14, 2021, from Karen A. Davison, Barrister &amp; Solicitor, Kirwin LLP, representing the current landowner, After Eight Holdings Ltd., of the lands legally described as NW-8-60-12-W4M, requesting the discharge of a caveat (Document Registration #792101828), respecting an Agreement of Sale, made between Smoky Lake County and the owners of the lands at the time. © <b>Attachment 2</b></li> <li>The caveat was executed and registered with the Registrar of the Alberta Land Titles Office on May 8, 1979. © <b>Attachment 3</b></li> <li>The caveat references an Agreement of Sale, made between Alex Lewicky and Ella Lewicky, as Vendors, and the County of Smoky Lake No., 13 as Purchasers, dated November 22, 1977. The Agreement of Sale references the sale of 20 acres of land to Smoky Lake County for the purposes of constructing a landfill. The land referenced in the Agreement was eventually subdivided and transferred to the County on October 25, 1979. The Agreement of Sale is attached for reference. © <b>Attachment 4</b></li> <li>Section 137 of the <i>Land Titles Act</i>, RSA 2000, Chapter L-4, as amended, allows for the discharge of a caveat by the caveator. © <b>Attachment 5</b></li> <li>The process and procedures for removing a caveat are described in the Alberta Land Titles Procedures Manual (Procedure # CAV-2). © <b>Attachment 6</b></li> <li>The County must submit a Discharge of Caveat Form to Alberta Land Titles in order to discharge the caveat. © <b>Attachment 7</b></li> </ul>		
<b>CORRELATION TO BUSINESS (STRATEGIC) PLAN</b>			
<ul style="list-style-type: none"> <li>Nil.</li> </ul>			
<b>LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS</b>	<p><u><b>Land Titles Act, RSA 2000, Ch. L-4</b></u>  <b>Withdrawal of Caveat</b>            137(1) Subject to subsection (2), a caveat may be withdrawn by the caveator or by the agent for the caveator who signed the caveat.</p> <p>(2) In the case of a caveat in which</p> <p style="padding-left: 40px;">(a) the nature of the interest in which</p> <p style="padding-left: 80px;">(i) an easement,</p> <p style="padding-left: 80px;">(ii) a party wall agreement,</p> <p style="padding-left: 80px;">(iii) an encroachment agreement, or</p> <p style="padding-left: 80px;">(iv) a restrictive covenant running with or capable of being annexed to land,</p> <p style="padding-left: 40px;">and</p> <p style="padding-left: 40px;">(b) the dominant tenement is identified,</p> <p>the caveat may be withdrawn only by the registered owner of the dominant tenement or, if the registered owner of the dominant tenement is the caveator and the caveat was signed by an agent, by the registered owner or the agent.</p>		
<b>BENEFITS</b>	<ul style="list-style-type: none"> <li>Assist the landowner with discharging the caveat which will help facilitate a land sale.</li> </ul>		

<b>DISADVANTAGES</b>	<ul style="list-style-type: none"> <li>• Nil</li> </ul>
<b>ALTERNATIVES</b>	<ul style="list-style-type: none"> <li>• Refuse the request to discharge the caveat.</li> </ul>
<b>FINANCE/BUDGET IMPLICATIONS</b>	
<b>Operating Costs:</b> _____	<b>Capital Costs:</b> _____
<b>Budget Available:</b> _____	<b>Source of Funds:</b> _____
<b>Budgeted Costs:</b> _____	<b>Unbudgeted Costs:</b> _____
<b>INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS</b>	<ul style="list-style-type: none"> <li>• Nil.</li> </ul>
<b>COMMUNICATION STRATEGY</b>	<ul style="list-style-type: none"> <li>• Nil.</li> </ul>
<b>RECOMMENDATION</b>	
<p><b>That Smoky Lake County Council direct administration to proceed with filing the necessary paperwork to discharge the caveat, registered as Document #792101828, from the lands legally described as NW-8-60-12-W4M (Certificate of Title #792176460), with the Alberta Land Titles office.</b></p>	
<b>CHIEF ADMINISTRATIVE OFFICER</b>	



## LAND TITLE CERTIFICATE

S			
LINC	SHORT LEGAL	TITLE NUMBER	
0023 590 848	4;12;60;8;NW	792 176 460	

## LEGAL DESCRIPTION

MERIDIAN 4 RANGE 12 TOWNSHIP 60  
SECTION 8  
FIRSTLY: THE EAST HALF OF THE NORTH WEST QUARTER  
CONTAINING 32.4 HECTARES (80 ACRES) MORE OR LESS  
EXCEPTING THEREOUT: 8.10 HECTARES (20.0 ACRES)  
MORE OR LESS, SUBDIVIDED UNDER PLAN 7922596  
EXCEPTING THEREOUT ALL MINES AND MINERALS  
SECONLDY: THE WEST HALF OF THE NORTH WEST QUARTER  
CONTAINING 32.4 HECTARES (80 ACRES) MORE OR LESS  
EXCEPTING THEREOUT ALL MINES AND MINERALS

ESTATE: FEE SIMPLE

MUNICIPALITY: SMOKY LAKE COUNTY

REGISTERED OWNER(S)				
REGISTRATION	DATE (DMY)	DOCUMENT TYPE	VALUE	CONSIDERATION
792 176 460	26/07/1979		\$2,362	

## OWNERS

AFTER EIGHT HOLDINGS LTD.  
OF 11605-156 ST  
EDMONTON  
ALBERTA T5M 3T8

(DATA UPDATED BY: CHANGE OF NAME 102167577)

## ENCUMBRANCES, LIENS &amp; INTERESTS

REGISTRATION	DATE (D/M/Y)	PARTICULARS
792 101 828	08/05/1979	CAVEAT CAVEATOR - THE COUNTY OF SMOKY LAKE NO. 13.

TOTAL INSTRUMENTS: 001

( CONTINUED )



THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN  
ACCURATE REPRODUCTION OF THE CERTIFICATE OF  
TITLE REPRESENTED HEREIN THIS 11 DAY OF  
JANUARY, 2022 AT 01:00 P.M.

ORDER NUMBER: 43438705

CUSTOMER FILE NUMBER:



\*END OF CERTIFICATE\*

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THIS ELECTRONICALLY TRANSMITTED LAND TITLES PRODUCT IS INTENDED  
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OR TECHNICAL EXPERTISE FOR THE BENEFIT OF CLIENT(S).

## Kyle Schole

---

**From:** Karen Davison <KDavison@kirwinllp.com>  
**Sent:** December 14, 2021 10:15 AM  
**To:** Kyle Schole  
**Subject:** Re: Discharge of Caveat  
**Attachments:** LTO Caveat.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hello Kyle,

Thank you for speaking to me just now. As discussed, I act for After Eight Holdings Ltd. who own a property in Smoky Lake County that is subject to a Caveat registered by The County of Smoky Lake in 1979. I have attached a copy of the Caveat.

My clients are selling the property and the purchasers are requiring that the Caveat be discharged.

Please advise whether the County will execute a discharge relating to this Caveat and the timeline for doing so.

Thank you very much for your assistance.

Yours truly,

### **Karen A. Davison B.A., LL.B.**

Barrister & Solicitor  
[kdavison@kirwinllp.com](mailto:kdavison@kirwinllp.com)



100, 12420 - 104 Avenue T (780) 448-7401  
Edmonton, Alberta F (780) 453-3281  
T5N 3Z9 [www.kirwinllp.com](http://www.kirwinllp.com)

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**ALBERTA GOVERNMENT SERVICES  
LAND TITLES OFFICE**

IMAGE OF DOCUMENT REGISTERED AS:

**792101828**

**ORDER NUMBER: 43301990**

**ADVISORY**

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

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





Form 218

HAYAN STATIONERY LTD.

### CAVEAT

TO THE REGISTRAR OF THE NORTH ALBERTA LAND REGISTRATION DISTRICT

TAKE NOTICE that, THE COUNTY OF SMOKY LAKE NO. 13

of Smoky Lake in the Province of Alberta, (Occupation)

claims an interest under and by virtue of an Agreement of Sale made between Alex Lewicky and Ella Lewicky, as Vendors, and The County of Smoky Lake No. 13, as Purchasers, dated the 22nd day of November, A.D. 1977.

in Firstly: The East Half of the North-west Quarter of Section Eight (8), Township Sixty (60) Range Twelve (12), West of the Fourth Meridian, Containing Eighty (80) Acres, more or less. Excepting thereout all mines and minerals. Secondly: The West Half of the North-west Quarter of said Section Eight (8), containing Eighty (80) Acres, more or less. Excepting thereout all mines and minerals.

Being lands described in Certificate of Title Number 107-I-266 standing in the register in the name of Alex Lewicky and Ella Lewicky, both of Spedden, in the Province of Alberta and I forbid the registration of any person as transferee or owner of, or of any instrument affecting the said estate or interest, unless the instrument or Certificate of Title, as the case may be, is expressed to be subject to my claim.

I APPOINT BROWNLEE FRYETT, Barristers & Solicitors, 803 Chancery Hall, Edmonton, in the Province of Alberta, as the place at which notices and proceedings relating hereto may be served.

DATED this 7<sup>th</sup> day of May A.D. 1979

THE COUNTY OF SMOKY LAKE NO. 13  
by their solicitors and agents  
BROWNLEE FRYETT

Per: Ernest J. Walter  
(Signature of Caveator or his Agent)

CANADA  
PROVINCE OF ALBERTA  
To Wit:

I, \_\_\_\_\_ of \_\_\_\_\_ of \_\_\_\_\_ in the Province of Alberta, (Occupation)

#### MAKE OATH AND SAY AS FOLLOWS:

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

SWORN before me at the \_\_\_\_\_ of \_\_\_\_\_ in the Province of Alberta, this \_\_\_\_\_ day of \_\_\_\_\_ A.D. 1979

# Preliminary Agreement for use in case of any Title or for any Work

~~MUNICIPAL DISTRICT~~ OR COUNTY OF Smoky Lake No. 13

**Know all Men** by these presents that I, Alex Lewicky, farmer and  
Ella Lewicky, his wife  
of Spedden, Alberta

in the Province of Alberta, (Occupation) for the consideration hereinafter  
mentioned do hereby, for myself, my heirs, executors, administrators and assigns, grant and assign unto  
the ~~Municipal District~~ or County of Smoky Lake No. 13

the right to enter by their surveyors, workmen or agents upon the following lands, viz.

The North West Quarter of Section Eight Township Sixty Range  
Twelve West of the Fourth Meridian (N.W.8-60-12-W.4)

for the purpose of the survey of a Sanitary  
Land Fill upon or across the said land and also to  
make and construct such Land Fill and to take upon said land for the purpose all such  
workmen, teams, implements and machinery as may be necessary. And I agree to assign, transfer, con-  
vey or quit claim to the said Municipal District such portion of said land as may be ascertained by  
such surveyors, workmen or agents to be necessary for the construction of such Land Fill

In consideration of the foregoing I am to receive, after the issue by the Registrar of Certificate  
of Title, The Sum of \$6,500.00 for 20 acres of land in the  
North East corner of this land, preferably in the  
following priority:  
(a) Square Shape  
(b) 1089 feet from east to west and 800 feet from north to South  
(c) 800 feet from East to west and 1089 feet from north to South

DEPENDING ON RECOMMENDATIONS OF APPROVING AUTHORITIES

as compensation for such portion of said land  
as may be required for the construction of such Land Fill

**In Witness Whereof** I have hereunto subscribed my name this 22 ND.

day of NOVEMBER 19 77

Signed by the said ALEX AND

ELLA LEWICKY

in the presence of

J. Boyko  
(Witness)

Alex Lewicky  
Alex Lewicky (Signature)

Ella Lewicky  
Ella Lewicky (Signature)

**NOTE** This Agreement, though of advantage in effecting settlement, is not binding upon  
the Municipal District until accepted by the Council.

**Withdrawal of caveat**

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

**(2)** In the case of a caveat in which

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

and

- (b) the dominant tenement is identified,

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

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

**Lapse of caveat**

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

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

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



(2) Notwithstanding subsection (1), the court may on an ex parte application shorten the period of 60 days to a period it specifies in the order, and a copy of the order shall be served or mailed with the notice.

(3) In the case of a caveat registered to protect an easement, a party wall agreement or an encroachment agreement,

- (a) if the dominant tenement is not identified in the caveat, subsection (1) applies, and
- (b) if the dominant tenement is identified in the caveat, subsection (1) applies only if, instead of the notice's being served on or sent to the caveator, the notice is
  - (i) served as process is usually served on the registered owner of the dominant tenement, or
  - (ii) sent by registered mail to the registered owner of the dominant tenement at or to the address stated on the certificate of title or, if a notice of change of address for service has been filed with the Registrar, then at or to the address stated in the last notice of change of address for service filed in the Land Titles Office.

(4) The service or sending of the notice shall be proved to the satisfaction of the Registrar.

(5) No caveat is deemed to have lapsed pursuant to subsection (1) unless the person who caused the notice to be served or sent proves to the satisfaction of the Registrar that the person has an interest in the land, mortgage or encumbrance against which the caveat was lodged.

RSA 2000 cL-4 s138;2009 c53 s95

#### **Caveat to protect restrictive covenant**

**139(1)** In the case of a caveat that is registered to protect a restrictive covenant running with or capable of being annexed to land,

- (a) section 138 does not apply, and
- (b) where the dominant tenement is not identified in the caveat, section 137(1) does not apply.

(2) Subject to section 137(2), a caveat referred to in subsection (1) may be modified or discharged only by an order of the court made under section 48.

1988 c27 s54

**Extension of time for proceeding on caveat**

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

RSA 2000 cL-4 s140;2009 c53 s95

**Application to discharge caveat**

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

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

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

RSA 2000 cL-4 s141;2009 c53 s95

**Order for security**

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

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



## Procedures Manual

Procedure # **CAV-2**Page **1** of **7**Subject: **REMOVAL OF CAVEATS**Date Issued **2017 09 01**

### BACKGROUND

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

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

### REGISTRATION PROCEDURE

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

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

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

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

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

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

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

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

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

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

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

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

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



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

8. **Fees** - [Tariff item 11\(5\)](#) is charged.

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

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

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

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

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

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

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

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

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

(iv) A notice sent via facsimile is not an acceptable method for service.

b) **Service on a corporate caveator**

(i) Registered mail to the caveator at the address stated in the caveat or in the most recent registered Notice of Change of Address for Service. The time period commences the day after the notice was mailed.

(ii) Courier service on the caveator (this is considered personal service). The time period commences the day after the date of service indicated in the affidavit of personal service.

(iii) If the corporation is governed by the Business Corporations Act, service by delivery to the registered office in which case the time period commences the day after the date of delivery; registered mail in which case the time period commences the day after the date it would be received in the ordinary course of mail as indicated in the affidavit of service or statutory declaration. (Definition of, "ordinary course of mail" is 7 days in Alberta and 14 days outside Alberta.) (10) If the material submitted indicates that the notice was returned, service has not been effected and the caveat cannot be lapsed. The affidavit of service or statutory declaration must confirm that the corporation is governed by the Business Corporations Act and that the address served is the registered office or the post office box designated as its address for service by mail. (11)

(iv) If the corporation is incorporated under an Act which does not have any specific provisions relating to service, personal service on someone who works for the corporation in one of the following capacities: president, chairman or other head officer by whatever title he is known, manager, office manager or the agent designated in the caveat. Service may be effected on the mayor or reeve of a municipal corporation. (12) The affidavit of service must indicate the name and office of the person served and must confirm that service was effected pursuant to Rule 15 of the Rules of Court as the manner of service on the corporation is not provided by statute. The time period commences the day after the date of personal service.

(v) If the manner of service is governed by some other specific statutory provision, service in accordance with the provision. The statute must be checked to verify that service has been effected properly.

(vi) A notice sent via facsimile is not an acceptable method for service.

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

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

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

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

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

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

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

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

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

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

## C. COURT ORDER DISCHARGING A CAVEAT

Date Issued **2017 09 01**Page **6** of **7**Procedure # **CAV-2**

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

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

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

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

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

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

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

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

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



Date Issued **2017 09 01**Page **7** of **7**Procedure # **CAV-2**

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



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

TO THE REGISTRAR OF THE ALBERTA LAND REGISTRATION DISTRICT:

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

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

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

and that the same is hereby withdrawn and discharged.

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

**SIGNED** by the above named

\_\_\_\_\_

\_\_\_\_\_

*(Signature of Caveator or Agent)*

in the presence of

\_\_\_\_\_

\_\_\_\_\_

*(Witness Sign Here)*

\_\_\_\_\_

*(Signature of Caveator or Agent)*

**Affidavit of Attestation of an Instrument**

Form 31  
Land Titles Act  
Sections 155 and 156

I, \_\_\_\_\_

of \_\_\_\_\_ in the \_\_\_\_\_

make oath and say:

1. I was personally present and did see

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

OR

I was personally present and did see

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

sign the instrument;

2. The instrument was signed at \_\_\_\_\_, in the \_\_\_\_\_

and I am subscribing witness thereto;

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

SWORN before me at \_\_\_\_\_




in the \_\_\_\_\_

this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
*(Witness Sign Here)*

\_\_\_\_\_  
*(Print or Stamp Name of Commissioner)*

\_\_\_\_\_  
*(Expiry Date of Commission or Office)*

REQUEST FOR DECISION	DATE	January 27, 2022	4.4
TOPIC	<p>Alberta Bilingual Municipalities Association (ABMA) 2022-23 Membership</p> <div style="text-align: center;">      </div>		
PROPOSAL	<p>That Smoky Lake County renew its membership in the Alberta Bilingual Municipalities Association (ABMA) for 2022-2023, accept the 2020-2023 Strategic Plan for information, and appoint a representative to the association.</p> <p><b>BACKGROUND</b></p> <p>ABMA is a Conseil de développement économique de l'Alberta (CDEA) initiative that began in November 2010 (Formerly known as the Concerto Network). The ABMA brings together bilingual municipalities in Alberta to highlight the added value of bilingualism for sustainable economic development. ABMA does this through social and cultural contributions of which enhance the reach within these communities to a larger economy.</p> <p><b>VISION:</b> To be the leader in support of Francophone economic development in Alberta.</p> <p><b>MISSION:</b> Support the development of an autonomous, dynamic and innovative French-speaking economic power.</p> <p><b>WHAT ARE THE BENEFITS OF ABMA</b></p> <ul style="list-style-type: none"> <li>• Membership is at no-cost.</li> <li>• Contributing to the attractiveness and competitiveness of local municipalities.</li> <li>• Infusing knowledge of French facts into the municipal economy's.</li> <li>• Encouraging economic vitality and sustainable growth of municipalities.</li> <li>• Highlight the presence of entrepreneurs and increase new business synergies.</li> <li>• Ensure provincial, national and international visibility.</li> </ul> <p><b>WHAT ARE THE IMPACTS OF BEING ABMA MEMBER?</b></p> <ul style="list-style-type: none"> <li>• Tourism development</li> <li>• Attracting Investors and Bilingual Skilled Workers</li> <li>• Developing initiatives in green economy</li> </ul>		



## CURRENT ABMA MEMBERS

- Plamondon, Municipal District of Lac La Biche, Beaumont, Legal, Morinville, St. Albert, Grande Prairie, St. Paul, Town of Bonnyville, Municipal District of Bonnyville, Falher, Municipal District of Smoky River, Northern Sunrise County, Girouxville, McLennan, Donnelly, Town of Smoky Lake, County of Smoky Lake and County of Birch Hill.
- **August 27, 2020 – County Council Meeting**
  - 1059-20: Halisky: *That Smoky Lake County approve administration to secure an Alberta Bilingual Municipalities Association (ABMA) membership for Year-2020-2021 at no cost, to take advantage of the benefits provided from infusing knowledge of French facts into Smoky Lake County to contribute to the attractiveness and competitiveness of Smoky Lake County tourism.*
- **December 10, 2020 – ABMA Regular Meeting and Annual General Meeting**
  - Smoky Lake County Planning Technician Kyle Schole was elected Secretary for the ABMA for 2021-2022.
    - This role does not require substantial staff-time.
- **October 22, 2020 - ABMA Regular Meeting the new ABMA Strategic Plan was adopted.**
- **September 2021 – Newsletter Featuring the Smoky Lake Region**

## ATTACHMENTS:

- Membership Renewal Email from Étienne Alary, Directeur general, Conseil de développement économique de l'Alberta, dated December 20, 2021 © **Attachment 1**
- ABMA Strategic Plan © **Attachment 2**
- September 2021 Newsletter – Featuring the Smoky Lake Region © **Attachment 3**

## 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

## Municipal Government Act

Part 1  
Purposes, Powers and Capacity of Municipalities  
Municipal purposes

		<p><b>3 The purposes of a municipality are</b></p> <p>(a) to provide good government,</p> <p>(a.1) to foster the well-being of the environment,</p> <p>(b) to provide services, facilities, or other things that, in the opinion of council, are necessary or desirable for all or a part of the municipality,</p> <p>(c) to develop and maintain safe and viable communities, and</p> <p>(d) to work collaboratively with neighboring municipalities to plan, deliver and fund intermunicipal services.</p> <p style="text-align: right;">RSA 2000 cM-26 s3;2016 c24 s6;2017 c13 s1(3)</p>
<b>BENEFITS</b>	<ul style="list-style-type: none"> <li>• Free translation services, enhanced communications, and exposure for the County</li> <li>• Tourism Development support including culture and agriculture themes</li> </ul>	
<b>DISADVANTAGES</b>	<ul style="list-style-type: none"> <li>• Nil.</li> </ul>	
<b>ALTERNATIVES</b>	<ul style="list-style-type: none"> <li>• Take not action/Defer</li> </ul>	
<b>FINANCE/BUDGET IMPLICATIONS</b>		
<b>Operating Costs:</b> _____		<b>Capital Costs:</b> _____
<b>Budget Available:</b> _____		<b>Source of Funds:</b> _____
<b>Budgeted Costs:</b> _____		<b>Unbudgeted Costs:</b> _____
<b>INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS</b>	<ul style="list-style-type: none"> <li>• Collaboration and relationship-building with member municipalities and Government of Alberta</li> </ul>	
<b>COMMUNICATION STRATEGY</b>	<ul style="list-style-type: none"> <li>• Website</li> </ul>	
<b>RECOMMENDATION</b>		
<p><b>That Smoky Lake County: renew its membership in the Alberta Bilingual Municipalities Association (ABMA) for the 2021 – 2022 year, accept the 2020-2023 ABMA Strategic Plan for information, and appoint Kyle Schole, Planning Technician as Smoky Lake County’s ABMA representative.</b></p>		
<b>CHIEF ADMINISTRATIVE OFFICER</b>		

## Kyle Schole

---

**From:** Corinne Michaud <corinne@lecdea.ca>  
**Sent:** December 20, 2021 11:06 AM  
**To:** Kyle Schole  
**Cc:** Suzanne Prevost; Elisa Brosseau  
**Subject:** Fwd: Alberta Bilingual Municipalities Association Members // Membres de l'Association bilingue des municipalités de l'Alberta  
**Attachments:** ABMA Presentation.pdf; Présentation ABMA.pdf; ABMA Members.pdf; Membres de l'ABMA.pdf  
**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi Kyle,

Following your conversation this morning, please see below the email sent following the municipal elections. If there's anything else I can help with, please let me know.

### Corinne Michaud

----- Forwarded message -----

De : **Corinne Michaud** <[corinne@lecdea.ca](mailto:corinne@lecdea.ca)>

Date: jeu. 21 oct. 2021 à 09:00

Subject: Alberta Bilingual Municipalities Association Members // Membres de l'Association bilingue des municipalités de l'Alberta

To:

Cc: Elisa Brosseau <[ebrosseau@town.bonnyville.ab.ca](mailto:ebrosseau@town.bonnyville.ab.ca)>, Etienne Alary <[etienne.alary@lecdea.ca](mailto:etienne.alary@lecdea.ca)>, Suzanne Prevost <[suzanne.prevost@lecdea.ca](mailto:suzanne.prevost@lecdea.ca)>, Diane Chiasson <[diane.chiasson@lecdea.ca](mailto:diane.chiasson@lecdea.ca)>, Colette Bogun <[colette.bogun@laclabichedecounty.com](mailto:colette.bogun@laclabichedecounty.com)>

### Dear ABMA member,

Following the Alberta municipal elections on October 18<sup>th</sup> 2021, we are inviting each member municipality to assign or reassign an elected official or representative to collaborate on the continuity of the bilingual economic development initiatives of the association.

Your member municipality is alongside nineteen other member municipalities in the **Alberta Bilingual Municipalities Association**, including: Plamondon, Municipal District of Lac La Biche, Beaumont, Legal, Morinville, St. Albert, Grande Prairie, St. Paul, Town of Bonnyville, Municipal District of Bonnyville, Falher, Municipal District of Smoky River, Northern Sunrise County, Girouxville, McLennan, Donnelly, Town of Smoky Lake, County of Smoky Lake and County of Birch Hill.

ABMA is constantly growing and member municipalities have benefited from various opportunities over the past few years. This year, the member municipality of Lac La Biche County is benefiting from the added value of bilingualism through a pilot-project to increase and improve bilingual signage throughout the county attractions and businesses. To promote its members, the ABMA recently introduced a monthly promotional opportunity featuring its member municipalities. More recently, our partnership with the Association of Manitoba Bilingual Municipalities (AMBM) highlights the development and strength of associations at the provincial and federal level.

By working together, the association and their member municipalities demonstrate the socio-economic strength and economic development through the added value of bilingualism on a municipal level and encourage sustainable economic development projects.

We are inviting your representative to participate in meetings, specifically one in-person and three virtually per year. An ABMA presentation can be viewed electronically.

We look forward to continuing working with your municipality.

**Étienne Alary**

Executive Director

Conseil de développement économique de l'Alberta

--

**Membre de l'ABMA,**

Suite aux élections municipales albertaines du 18 octobre 2021, nous invitons chaque municipalité membre d'attribuer ou réattribuer un élu ou un représentant, pour collaborer dans l'avancement de l'association en continuant le développement des initiatives bilingues.

Votre municipalité est parmi 19 autres municipalités membres de l'**Association bilingue des municipalités de l'Alberta**, dont : Plamondon, comté de Lac La Biche, Beaumont, Legal, Morinville, St. Albert, Grande Prairie, St. Paul, village de Bonnyville, district municipal de Bonnyville, Falher, district municipal de Smoky River, comté de Northern Sunrise, Girouxville, McLennan, Donnelly, ville de Smoky Lake, comté de Smoky Lake et comté de Birch Hill.

L'ABMA est en croissance constante et les municipalités membres ont bénéficié de diverses opportunités au cours des dernières années. Cette année, la municipalité membre du comté de Lac La Biche profite de la valeur ajoutée du bilinguisme grâce à un projet-pilote visant à augmenter et à améliorer l'affichage bilingue dans les attractions touristiques et commerces à travers le comté. En outre, afin de promouvoir ses membres, l'ABMA a récemment introduit une promotion mensuelle mettant en vedette ses municipalités membres. Et plus récemment, notre partenariat avec l'Association des municipalités bilingues du Manitoba (AMBM) souligne à quel point il est important de promouvoir les développements et les forces des associations bilingues, et ce, à l'échelle provinciale et nationale.

En travaillant ensemble, l'association et ses municipalités membres démontrent, au niveau municipal, une force socio-économique et un développement économique par la valeur ajoutée du bilinguisme dans tous les secteurs d'intervention en initiant des projets de développement économique durable.

Nous invitons votre représentant à participer à des réunions, plus précisément une en présentiel, par année, et trois virtuelles. Une présentation ABMA peut être visionnée électroniquement.

Nous sommes ravis de continuer à travailler avec votre municipalité.

**Étienne Alary**

Directeur général

Conseil de développement économique de l'Alberta

--

**Suzanne Prevost**

Directrice développement rural & entrepreneuriat

Director Rural Development & Entrepreneurship

Tél: 780-573-4516

**Corinne Michaud**

Coordinatrice de projets

Projects Coordinator



Tél: 780-414-6125 #113



ALBERTA  
BILINGUAL  
MUNICIPALITIES  
ASSOCIATION



ASSOCIATION  
BILINGUE DES  
MUNICIPALITÉS DE  
L'ALBERTA



Conseil de  
développement  
économique  
de l'Alberta



# STRATEGIC PLAN

2020 | 2023

# STRATEGIC PLAN

2020 | 2023

We are pleased to introduce the Alberta Bilingual Municipalities Association (ABMA)'s strategic plan for the years 2020 to 2023. The development of this plan is the result of concerted work involving the members of many municipalities and valuable partners of the Association. The consultation, completed in late August 2020, was a great opportunity to confirm the importance and validity of the organization.

This strategic plan builds on past achievements and, while ensuring that they are maintained, aims to expand ABMA's reach. While keeping in mind the evolution of the municipal sector and its changing nature, the active members are ever strong in their wish to move the association forward.

Members of the municipalities have a strong desire to leverage the economic benefit of the Francophone presence within their respective municipalities. As such, the ABMA wishes to become an organization capable of producing tangible projects that will benefit its members.

The general strategic goals, objectives and actions presented in this plan demonstrate a strong willingness from members to take ownership of their destiny and to act together on community projects. Indeed, the value of collaboration was selected as key to the organization.

More specifically, the four main strategic goals for the next three years are:

- Increase the involvement of members within the ABMA
- Strengthen the visibility of the ABMA throughout the province
- Provide added value to members
- Build capacity and continuity of the governance and operations

The ABMA's members reaffirm, with this strategic plan, their wish to continue working closely with the Conseil de développement économique de l'Alberta (CDÉA) and others who share their stated vision to unite municipalities by promoting their prosperity through bilingualism.

We wish them well on their journey.



Frédérick Audet  
Consultant  
Learn Square Inc.  
[www.learnsq.com](http://www.learnsq.com)



**Learn  
SQUARE**  
Design & Training



# INTRODUCTION

The ABMA, an initiative of the CDÉA, brings together the municipalities of Alberta that promote the added value of bilingualism for the benefit of sustainable economic development. The association aims to encourage strategic projects and initiatives of an economic nature that are beneficial to all represented regions. Its goal is to increase the competitiveness of member municipalities compared to unilingual municipalities by recognizing the added value of being bilingual.

*The term “bilingual” is used here to describe those municipalities who acknowledge the Francophone presence in their community and who will seek to reap the economic and social benefits associated with that presence.*

The concept of the ABMA was inspired by the Association of Manitoba Bilingual Municipalities (AMBM), which has a strong presence in their province. Their member municipalities are directly recognized by their provincial government as being bilingual. In the fall of 2010, the CDÉA launched the “Concerto” initiative, known today as the ABMA. At present, the association brings together 17 municipalities that highlight the added value of bilingualism for sustainable economic development.



## KEY PILLARS

### TOURISM DEVELOPMENT

We are promoting each of the members to our target audiences, namely Francophones outside of the province and francophone countries.

We are currently initiating the project “Northern Alberta Bilingual Tourism Network”. The future vision of this project is to bring the Network across the entire province.

### RECRUITMENT AND EMPLOYABILITY

Alberta continues to face real needs for qualified labor. We are working with our partners to facilitate the provision of qualified bilingual people to try to meet the real needs in terms of recruiting.

### ATTRACTION OF FRANCOPHONE/ BILINGUAL BUSINESS INVESTORS

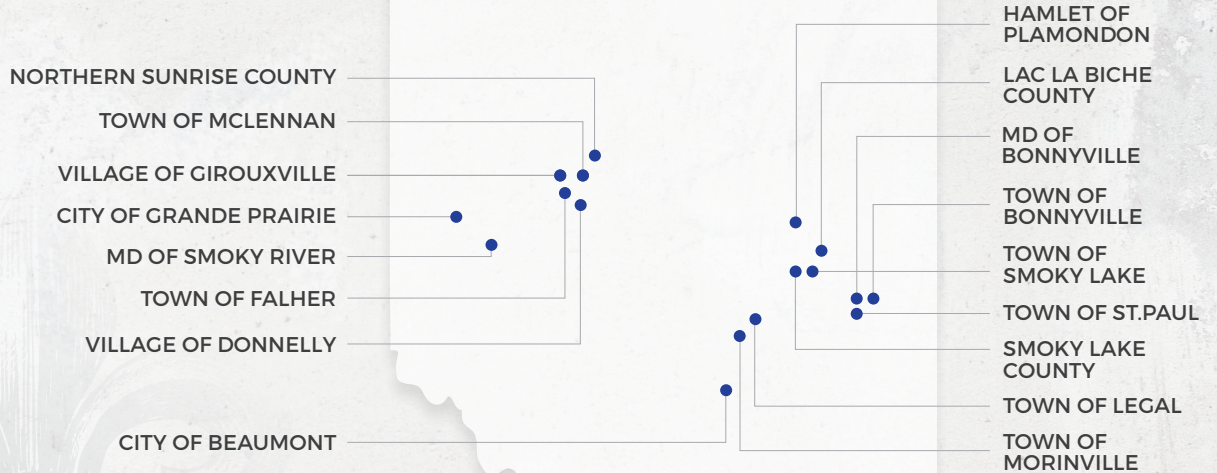
Alberta’s economic vitality and the strength of its market have propelled it into an advantageous position for investors. We do our utmost, firstly, to facilitate and keep these investors informed of the potential of network members, and secondly, of the opportunities offered by other municipalities.

### SUSTAINABLE DEVELOPMENT AND GREEN ENERGY PROJECT

In the face of energy challenges and climate change, supporting municipality members and their businesses in taking the green path is crucial in maintaining the sustainability of communities and businesses.



## MUNICIPALITIES MEMBERS



## BENEFITS FOR MEMBERS

- Increases the competitiveness of bilingual municipalities compared to unilingual municipalities
- Increases the regions' attractiveness for investment by demonstrating openness to collaborative ventures
- Greater access to francophone and bilingual entrepreneurs (business community)
- Increases the regions' scope of influence at the provincial and federal levels
- Encourages business start-ups and growth
- Supports the creation and consolidation of community projects
- Increases economic growth





# WHO WE ARE

## VISION

To unite municipalities by promoting their prosperity through bilingualism.

## MISSION

Our mission is to advocate for economically vibrant, sustainable, bilingual communities through a collaborative network of municipalities.

## VALUES

### 1 PASSIONATE

- Believe in our organization.
- Empower or help others.
- Be excited with our decisions.

### 2 LEADERSHIP

- Provide guidance and communication with municipalities.
- Provide confidence in our projects.
- Collaborate with the municipalities.

### 3 COLLABORATION

- Bring people together to brainstorm ideas.
- Find common ground between municipalities, administrations and other organizations to support members and share successes.

### 4 RESPECT

- We value the diversity of our communities.
- In our progression, communications and decisions, we will strive to reflect our diverse contexts and needs.

# SWOT

## STRENGTHS

1

Engaged and diverse membership

- Currently many members at the ABMA
- A visible and strong team
- Currently expanding the membership base
- Geographic diversity of members
- Free for members to join

2

Strong administration (CDÉA)

- Larger network who want to see us succeed (AMBA, RVFFA, FCM, New Brunswick Bilingual Association)
- Skilled and knowledgeable staff from CDÉA
- Binding the province's municipalities together

3

Good tourism projects

- Ability to communicate with many municipalities
- Ability to assist municipalities with grants
- CDÉA support for human resources and financial needs
- Strong in regional tourism development

4

Good communication and resources offered to member municipalities

- A good collaboration with RVFFA (Réseau des villes francophones et francophiles d'Amérique)
- Ability to communicate in both English and French

5

Bilingualism

## WEAKNESSES

1

Lack of funding

- Too few meetings and not enough to discuss
- Sometimes diverging goals
- Decrease in funding from the provincial/federal government

2

Lack of members on the south side of the province

- Unclear vision, goals and direction
- A lack of representation from other areas of the province (no members south of Beaumont)

3

No clear vision and goals to accomplish

- Lots of changes that lead to loss of traction
- No future projects that members can benefit from
- Limited financial resources

4

A lack of meetings and touch points between members

- Loss of buy-in from members
- A poor awareness of the advantages of bilingualism
- Economy impacted by the pandemic

5

Poor understanding of the value of bilingualism with stakeholders





# SWOT

## OPPORTUNITIES

1

Municipal affairs minister could be an ally

- Federal money may exist
- The new municipal affairs minister is bilingual and does know of our association

2

Discover allies with bilingual ministers at provincial and federal levels

- Increase in regional tourism and staycations due to pandemic
- Potential with European tourism
- Incorporate the ABMA

3

Find common projects to promote and implement

- Role of the ACFA regionale in the ABMA
- Bringing multiple languages together
- Emerging needs to diversify our economies

4

Add to the membership base

- Opportunities with covid - members having more time to reach out
- Possibility of having more municipalities join the ABMA

## THREATS

1

Lack of recognition from external organisations (provincial or interprovincial)

- Potential decrease in membership
- Lack of recognition from external stakeholders (government, other provinces)
- Low profile and visibility of French language and culture in Alberta

2

Cultural bias (Fr vs Eng)

- Weak understanding of why others should be doing business with us
- Cultural bias
- Potential threats to viability of member municipalities (e.g. due to changes in provincial tax structure)

3

Lack of grants/ money available

4

Turnover of members and municipalities administrators

- Need for member municipalities to direct the limited amount of money elsewhere
- CDÉA no longer assisting the ABMA financially or with human resources
- Turnover in members (because of municipal elections or other)

5

Duplication of efforts by individual municipalities

- Administration may become complacent
- Duplication of efforts from other organizations (ABMA vs AUMA/RMA)
- Members not following through on key commitments
- Not having a clear plan to accomplish

6

Lack of tangibles



# PRIORITIES

The members identified the following as being the Association's priorities for the next few years. They were determined after careful analysis of the current situation and looking at where the members want to be in the future. This list was used to create the strategic goals and objectives in this plan.

Implement one project for ABMA members (\$ or visibility)

Increase our capacity (ABMA/CDÉA)

Prioritize and promote membership of ABMA

Promote and adapt French signage in bilingual communities

Develop a list/map of communities that are bilingual

Proactive and innovative: Find some new ways to promote bilingualism, that is the future

Improve our communication skills

Ensure we target our leaders in our communities and assure that they are valued

Increase the visibility of what it is to be bilingual

Stand together to strengthen our image as a team

Collaborate to achieve the right results

Establish a direct relationship with the provincial government

Strengthen ABMA's presence throughout the province (i.e.: recruit members in the south)

Actively engage with members and learn their bilingual needs

Grow awareness of the ABMA and its members among all municipalities

Support CDÉA staff by establishing an advisory committee that would receive the concerns/ expectations, etc. from members

Address the issue that this is not a French organization, but rather bilingual

Strengthen ABMA by ensuring that potential members know who we are and what we do; therefore; achieving our vision



... CONTINUED

# STRATEGIC PLAN

2020 | 2023

Determine benefits that are clearly articulated for member municipalities

Build our communities (include more specific economic development programs that would add value for members)

Communicate our value (e.g. of our organization, of bilingualism, to decision members and public)

Strengthen our organization (relates to membership, continuity and objectives)

Establish by whom and how the group will be led and supported

Identify what is needed (time, \$, people, etc.) to be successful

Reinforce our association with the participating municipalities

Arrange meetings with councils

Measure our accomplishments and evaluate if there are changes to be made

Enhance financial support

Solidify bilingualism

Evaluate innovative ideas from active members

Research funding, opportunities from provincial & federal

Ensure the financial and human resources are available to achieve goals



# EXECUTIVE SUMMARY

## GOALS & OBJECTIVES



### INCREASE THE INVOLVEMENT OF MEMBERS WITHIN THE ABMA

1

- 1.1 Expand resources to meet the needs of members throughout the province
- 1.2 Promote the benefits of ABMA memberships
- 1.3 Develop tools to spread awareness of members' benefits
- 1.4 Clarify the process for ABMA municipalities to propose projects



### STRENGTHEN THE VISIBILITY OF THE ABMA THROUGHOUT THE PROVINCE

2

- 2.1 Expand relationships with provincial government
- 2.2 Create new partnerships (ABMA/RMA) with organizations
- 2.3 Develop tools to promote our visibility throughout the province



# EXECUTIVE SUMMARY

## GOALS & OBJECTIVES



### PROVIDE ADDED VALUE TO MEMBERS

# 3

- 3.1 Create projects that fit with the needs of our members
- 3.2 Facilitate communication between members on project opportunities
- 3.3 Clarify the relationship between the role of ABMA and CDÉA



### BUILD CAPACITY AND CONTINUITY OF THE GOVERNANCE AND OPERATIONS

# 4

- 4.1 Implement transition processes to address turnover of member's representatives
- 4.2 Request that each member municipalities designate an alternate representative
- 4.3 Formalize governance structures and processes



# ACTION PLAN



STRATEGIC GOAL

1

## INCREASE THE INVOLVEMENT OF MEMBERS WITHIN THE ABMA

PRIORITY	ACTION ITEM	MUNICIPALITY/ PERSON RESPONSIBLE	TIMELINE	REQUIRED/ ASSIGNED RESOURCES
2	Hire one full-time employee under the CDÉA to assist in recruiting members <b>(1.1.1)</b>	CDÉA and CAO	August 2021	CAO
2	Develop an ambassador program <b>(1.2.1)</b>	CDÉA and ABMA (Director)	February 2021	Director
1	Conduct member meetings every two months to be more consistent in sharing information <b>(1.3.1)</b>	ABMA Director and Chair	Every two months	Chair
1	Send out monthly emails to all members to make them aware of what is going on and to promote benefits <b>(1.3.2)</b>	ABMA Chair	October 2020	Chair and Sophie
1	Develop an application package to distribute to members <b>(1.4.1)</b>	CDÉA	December 2020	CAO

# ACTION PLAN



## STRATEGIC GOAL

# 2

## STRENGTHEN THE VISIBILITY OF THE ABMA THROUGHOUT THE PROVINCE

PRIORITY	ACTION ITEM	MUNICIPALITY/ PERSON RESPONSIBLE	TIMELINE	REQUIRED/ ASSIGNED RESOURCES
1	Reach out and meet with the new minister of municipal affairs, Tracy Allard, to introduce the ABMA by January 2021 <b>(2.1.1)</b>	Kevin O'Toole, ABMA executive, CDÉA	January 2021	Member of Grande Prairie
2	Establish two new partnerships in the next two years <b>(2.2.1)</b>	CDÉA, staff of choice	September 2022	Administration
2	Establish a membership drive promoting the ABMA and recruiting two new Northern and three Southern municipalities by September 2021 <b>(2.3.1)</b>	Executive member, staff of CDÉA, a member of a municipality in this region	September 2021	Car rental, hotel, and food
3	Create marketing tools, such as pamphlets, banners, leaflets that we can hand out to promote the ABMA <b>(2.3.2)</b>	CDÉA and ABMA staff with input from members	September 2023	Financial and human resources
2	Develop a website to communicate and market the ABMA by September 2021 <b>(2.3.3)</b>	CDÉA staff	September 2021	Financial and human resources

# ACTION PLAN



STRATEGIC  
GOAL

3

PROVIDE ADDED VALUE TO MEMBERS

PRIORITY	ACTION ITEM	MUNICIPALITY/ PERSON RESPONSIBLE	TIMELINE	REQUIRED/ ASSIGNED RESOURCES
1	Review and understand the economic development priorities of each member <b>(3.1.1)</b>	CDÉA staff	December 2020	Input from ABMA members
2	Propose and prioritize a list of potential projects for members' review <b>(3.1.2)</b>	CDÉA staff	March 2021	Input from ABMA members
2	Investigate funding sources for the preferred projects <b>(3.1.3)</b>	CDÉA staff	August 2021	Depend on funding applications
2	Collaborate with participating municipalities to implement the projects <b>(3.1.4)</b>	CDÉA staff and ABMA members	August 2021	Depend on projects
1	Enhance communications on a specific number of ways and on fixed dates <b>(3.2.1)</b>	CDÉA staff	Ongoing	Human resources
1	Take the time during our next meeting to review CDÉA strategic plan <b>(3.3.1)</b>	ABMA members	November 2020	Copy of the plan
1	Create an organizational chart with roles and responsibilities of CDÉA <b>(3.3.2)</b>	CDÉA staff and ABMA members	January 2021	Human resources

# ACTION PLAN



STRATEGIC  
GOAL

4

## BUILD CAPACITY AND CONTINUITY OF THE GOVERNANCE AND OPERATIONS

PRIORITY	ACTION ITEM	MUNICIPALITY/ PERSON RESPONSIBLE	TIMELINE	REQUIRED/ ASSIGNED RESOURCES
2	By the 2021 municipal election, develop an introductory package for the ABMA members to distribute after the election <b>(4.1.1)</b>	CDÉA staff	October 2021	ABMA member review approval
2	Before the 2021 municipal election, design and implement an ABMA mentorship program <b>(4.1.2)</b>	CDÉA staff	October 2021	ABMA member participation required
1	Ask all members to have an alternate representative to ensure attendance at meetings <b>(4.2.1)</b>	CDÉA staff	December 2020	Collaboration from ABMA members
1	ABMA will ensure to copy emails and all information to both representatives <b>(4.2.2)</b>	CDÉA staff	Ongoing	CDÉA staff
1	ABMA will keep the list updated when changes occur <b>(4.2.3)</b>	CDÉA staff	Ongoing	CDÉA staff
1	In 2021 and 2022, establish a staggered two-year term for chair and vice-chair at an AGM <b>(4.3.1)</b>	CDÉA staff	January 2021	CDÉA staff and ABAM members
3	After the 2021 election, establish a decision-making framework for the allocation of resources among members <b>(4.3.2)</b>	CDÉA staff	December 2022	ABMA member participation required



# PERFORMANCE INDICATORS



## INCREASE THE INVOLVEMENT OF MEMBERS WITHIN THE ABMA

STRATEGIC GOAL



OBJECTIVES	MEASURES	TARGETS	DATA SOURCE	REPORTING FREQUENCY
	Raw Number Indicator (# of new members)	6		Quarterly, Monthly, Bi- yearly, Yearly
	Progress Indicator (% complete)	50%		
	Change Indicator (% increase in/of...)	22%		
<b>1.1</b> Expand resources to meet the needs of members throughout the province	Number of new hires	1	Employment contract	Yearly
<b>1.2</b> Promote the benefits of ABMA memberships	Percentage of satisfaction in information received from the ambassador program	70%	Membership survey	Yearly
<b>1.3</b> Develop tools to spread awareness of members' benefits	Percentage of members at meetings	100%	Meeting minutes	Every two months
	Number of meetings	4-6	Meeting agendas	Yearly
	Number of emails sent	12	Emails	Yearly
	Percentage of satisfaction of monthly emails	80%	Survey	Yearly
<b>1.4</b> Clarify the process for ABMA municipalities to propose projects	Number of successful applications	3	Application packages	Yearly



# PERFORMANCE INDICATORS



## STRENGTHEN THE VISIBILITY OF THE ABMA THROUGHOUT THE PROVINCE

STRATEGIC  
GOAL

2

OBJECTIVES	MEASURES	TARGETS	DATA SOURCE	REPORTING FREQUENCY
	Raw Number Indicator (# of new members)	6		Quarterly, Monthly, Bi- yearly, Yearly
	Progress Indicator (% complete)	50%		
	Change Indicator (% increase in/of...)	22%		
<b>2.1</b> Expand relationships with provincial government	Number of meetings	1	Kevin's Report	Once
<b>2.2</b> Create new partnerships (ABMA/RMA) with organizations (EDA, FCM, Chamber of Commerce)	Number of new partnerships	2	Name of new partners	Yearly
<b>2.3</b> Develop tools to promote our visibility throughout the province	Number of new member municipalities	5	Onboarding document	Quarterly
	Number of marketing tools produced	3	Promotion materials	Bi-Yearly
	Percentage of the website created	100%	ABMA's website	Quarterly



# PERFORMANCE INDICATORS



## PROVIDE ADDED VALUE TO MEMBERS

## STRATEGIC GOAL 3

OBJECTIVES	MEASURES	TARGETS	DATA SOURCE	REPORTING FREQUENCY
	Raw Number Indicator (# of new members)	6		Quarterly, Monthly, Bi- yearly, Yearly
	Progress Indicator (% complete)	50%		
	Change Indicator (% increase in/of...)	22%		
<b>3.1</b> Create projects that fit with the needs of our members	Percentage of completion of a list of priorities for each member	100%	List of priorities	Yearly
	Number of new funding sources found for preferred projects	?	?	Yearly
	Number of implemented projects	?	?	Yearly
<b>3.2</b> Facilitate communication between members on project opportunities	Number of communications sent	?	?	Yearly
<b>3.3</b> Clarify the relationship between the role of ABMA and CDÉA	Percentage of completion on the review of CDÉA's strategic plan	100%	Meeting Agenda	Once
	Percentage of completion on the organizational chart with roles and responsibilities	100%	Organizational chart and list of roles and responsibilities	Once



# PERFORMANCE INDICATORS



## BUILD CAPACITY AND CONTINUITY OF THE GOVERNANCE AND OPERATIONS

STRATEGIC GOAL

4

OBJECTIVES	MEASURES	TARGETS	DATA SOURCE	REPORTING FREQUENCY
	Raw Number Indicator (# of new members)	6		Quarterly, Monthly, Bi- yearly, Yearly
	Progress Indicator (% complete)	50%		
	Change Indicator (% increase in/of...)	22%		
4.1 Implement transition processes to address turnover of member's representatives	Percentage of completion of the introductory package	100%	Introductory package	Yearly
	Percentage of completion of the implementation of an ABMA mentorship program	1	Program document	Quarterly
	Percentage of new members assigned a mentor	100%	Mentorships created	Yearly
4.2 Request that each member municipalities designate an alternate representative	Percentage of members at meetings (note: the performance measure is the same as in objective 1.3)	100%	Meeting minutes	Every two months
4.3 Formalize governance structures and processes	Percentage of completion of a staggered two-year term for chair and vice-chair	100%	Chair and vice-chair sitting members	Yearly
	Percentage of completion of a decision-making framework	100%	Framework document	Yearly





## CONTACT

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# ABMA

**Kyle Schole**

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**From:** ABMA // Le CDÉA <abma@lecdea.ca>  
**Sent:** September 24, 2021 11:30 AM  
**To:** Kyle Schole  
**Subject:** ABMA // Monthly Feature - September 2021 / Vedette du mois - Septembre 2021

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*NSR at Highway 831, Smoky Lake County and Waskatenau.*

**The Town of Smoky Lake, and Smoky Lake County** are located just over an hour's drive (or a two-day canoe ride along the North Saskatchewan River) northeast from Edmonton, in Alberta's Lakeland.

This region has long been a gathering place. Indigenous peoples have called this place home since time immemorial. More recently, the first European, Ukrainian, and others arrived and chose to establish their settlements here. Today, we are continuing to partner and work to share these rich oral, musical, cultural, and culinary stories with residents and visitors.

Indeed, our communities feature great opportunities for affordable country living, recreation, agriculture, and development. Naturally, many families, young professionals, outdoor enthusiasts, and active adults are drawn to our scenic vistas, lakes, trails, quality golf courses, culinary, and cultural opportunities.

**Victoria District Economic Development Strategy**

In partnership with the Metis Nation of Alberta, the Town and County have embarked on a 10-year visionary strategy to support tourism recovery and grow the visitor economy. The municipalities have resolved to establish a Municipally Controlled Corporation (MCC) which will be a vehicle for investment, marketing, and development of new tourism products to complement the existing offer such as Victoria Settlement Provincial Historic Site, and the phenomenal Metis Crossing.



*Source: Metis Crossing*



### **North Saskatchewan Heritage River Initiative**

Dozens of Alberta communities including the City of Edmonton and fourteen municipalities, Indigenous organizations including the Metis Nation of Alberta and Confederacy of Treaty Six First Nations, and other groups like Explore Edmonton, Travel Alberta, Indigenous Tourism Alberta, the North Saskatchewan Watershed Alliance, River Valley Alliance, EPCOR, and Fort Edmonton Park are supporting Smoky Lake County's collaborative initiative to see the North Saskatchewan River recognized as a Heritage River under the Canadian Heritage Rivers System (CHRS).

This commemorative recognition will honor the river, assisting in storytelling and understanding the exceptional cultural, natural, and recreational significance of this place.

Indeed, with this initiative having also been endorsed by Minister of Alberta Environment and Parks Jason Nixon, we are excited to build the new relationships, coordination, stewardship, and tourism recovery toward which this will contribute!

### **Treaty 6 and Metis Flag Raising**

On August 13<sup>th</sup>, 2021, the Town of Smoky Lake and Smoky Lake County hosted Grand Chief Vernon Watchmaker of the Confederacy of Treaty 6 First Nations, President Audrey Poitras of the Metis Nation of Alberta, and other guests for a very special flag raising ceremony.

According to County Reeve Craig Lukinuk: *"In flying the Treaty Six flag, we remember what the treaty means: a partnership between nations; Canada could not have existed without these treaties. Treaties are our legacy, and we are all Treaty People. Flying the Métis flag will also signify our respect and friendship with the Métis people."*

*The Town and County are both proud and honored to permanently fly both the Treaty Six and Métis flags in both our Council Chambers."*



*Flag Raising Ceremony, with dignitaries.*





*NSR at Highway 831, Smoky Lake County and Waskatenau.*

La ville et le comté de **Smoky Lake** sont situés à un peu plus d'une heure de route (ou à deux jours de canoë sur la rivière Saskatchewan Nord) au nord-est d'Edmonton, dans la région de Lakeland.

Cette région a longtemps été un lieu de rassemblement. Les peuples autochtones y ont élu domicile depuis des temps immémoriaux. Plus récemment, d'autres peuples dont les premiers Européens et les Ukrainiens sont arrivés et ont choisi de s'établir ici. Aujourd'hui, nous continuons à collaborer ensemble pour partager ces riches témoignages et ces histoires musicales, culturelles et culinaires avec les résidents et les visiteurs.

En effet, nos communautés offrent une vie agréable et abordable en campagne grâce à ces loisirs, à son agriculture et aux opportunités de développement. Naturellement, de nombreuses familles, des jeunes professionnels, des amateurs de plein air et des adultes actifs, sont attirés par nos vues panoramiques, nos lacs, nos sentiers, nos terrains de golf de qualité et nos expériences culinaires et culturelles.

#### **Stratégie de développement économique du district de Victoria**

En partenariat avec la Nation Métis de l'Alberta, la ville et le comté se sont lancés dans une stratégie visionnaire sur dix ans pour soutenir la relance du tourisme et développer l'économie des visiteurs. Les municipalités ont décidé de créer une société contrôlée par les municipalités (MCC), pour véhiculer l'investissement, le marketing et le développement de nouveaux produits touristiques afin de compléter l'offre existante, comme le lieu historique provincial Victoria Settlement et le site culturel Metis Crossing.



*Source: Metis Crossing*

### **North Saskatchewan Heritage River Initiative**

Des dizaines de communautés de l'Alberta, dont la ville d'Edmonton et quatorze municipalités, des organisations autochtones dont la Nation Métis de l'Alberta et la confédération des Premières nations du Traité n° 6, ainsi que d'autres groupes comme Explore Edmonton, Travel Alberta, Indigenous Tourism Alberta, North Saskatchewan Watershed Alliance, River Valley Alliance, EPCOR et Fort Edmonton Park, appuient l'initiative du comté de Smoky Lake visant à faire reconnaître la rivière Saskatchewan Nord comme étant une rivière patrimoine en vertu du Réseau des rivières du patrimoine canadien (CHRS).

Cette reconnaissance commémorative honorera la rivière, aidera à raconter des histoires et à comprendre l'importance culturelle, naturelle et récréative de cet endroit exceptionnel.

En effet, avec cette initiative approuvée par Jason Nixon, le ministre de l'Environnement et des Parcs de l'Alberta, la ville et le comté de Smoky Lake construisent de nouvelles relations et relancent le secteur du tourisme.

### **Traité n°6 et levé du drapeau Métis**

Le 13 août 2021, la ville et le comté de Smoky Lake ont accueilli lors de la cérémonie de la levé du drapeau, le grand chef Vernon Watchmaker de la Confédération des Premières Nations du Traité 6, la présidente Audrey Poitras de la Nation Métis de l'Alberta, ainsi que d'autres invités.

Selon Craig Lukinuk, préfet du comté : « En levant le drapeau du Traité n°6, nous nous souvenons de l'importance du traité : un partenariat entre les nations; le Canada n'aurait pas pu exister sans ces traités. Les traités font partie de notre héritage, et nous sommes tous des traités. La levée du drapeau Métis signifiera également notre respect et notre amitié avec le peuple

Métis. »

La ville et le comté sont à la fois fiers et honorés d'arborer en permanence les drapeaux du Traité n°6 et Métis dans nos deux chambres de ville.



*Flag Raising Ceremony, with dignitaries.*

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L'ABMA a une nouvelle adresse courriel! Pour toutes questions, requêtes ou commentaires, merci de vous adresser maintenant à **abma@lecdea.ca**.

The ABMA has now a new email address! For all questions, requests or comments, please reach out to **abma@lecdea.ca**.

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**Communiquez avec nous pour la prochaine édition!**

**Stay in touch to be featured in our next edition!**





EDMONTON

8627, 91e Rue (Marie-Anne-Gaboury),  
bureau 140

Edmonton, AB, T6C 3N1

**Tél:** 780 414-6125

CALGARY

105, 12e Avenue SE,  
bureau 940

Calgary, AB, T2G 1A1

**Tél:** 403 802-0880

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<b>REQUEST FOR DECISION</b>		DATE	January 27, 2022	<b>4.5</b>
TOPIC	Subdivision and Development Appeal Board Appointments			
PROPOSAL	<ul style="list-style-type: none"> <li>To appoint Gary Henry as a Member of the Smoky Lake County Subdivision and Appeal Board.</li> <li>Clause 3.3 of Smoky Lake County Bylaw No. 1347-19: <i>Subdivision and Development Appeal Board Bylaw</i> states that the Board shall consist of five (5) Members-at-Large.</li> <li><b>October 28, 2021 – Smoky Lake County Organizational Meeting</b> <b>Motion 34-21:</b> “That Smoky Lake County re-appoint Members-at-Large: Grant Gillund, Christine Hansen, Richard Dubetz, and Jerry Melnyk as Members of the Subdivision and Development Appeal Board, as required by Bylaw No. 1347-19.”</li> <li>Due to the fact that only 4 Members-at-Large were appointed at the Organizational Meeting in October, Smoky Lake County Council must appoint an additional Member-at-Large in order to fulfil the requirements of Bylaw No. 1347-19.</li> <li>The Planning and Development Department advertised the vacant SDAB spot in the December 22, 2021 edition of the <i>Redwater Review</i>. © <b>Attachment 1</b></li> <li>The Planning and Development Department received an email, dated January 4, 2022, from Mr. Gary Henry, expressing interest in serving on the SDAB. The email is attached for reference. © <b>Attachment 2</b></li> </ul>			
BACKGROUND				
<b>CORRELATION TO BUSINESS (STRATEGIC) PLAN</b>				
LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS	<p><b>Bylaw No. 1347-19: Smoky Lake County Subdivision and Development Appeal Board Bylaw</b></p> <p>3.3 The Board shall consist of five (5) Members-at-Large, appointed by Council resolution.</p> <p>3.4 Each Member shall be appointed annually at the Organizational Meeting or from time to time should vacancies occur.</p> <p>3.5 No person who is an employee of the County, or who serves as the Development Authority or the Subdivision Authority for Smoky Lake County, shall be appointed as a Member of the Board.</p>			
BENEFITS	County will be able to: <ul style="list-style-type: none"> <li>Ensure that there are enough SDAB Members to satisfy the requirements of Bylaw 1347-19 and the requirements of the <i>Municipal Government Act</i>.</li> </ul>			
DISADVANTAGES	<ul style="list-style-type: none"> <li>Nil.</li> </ul>			
ALTERNATIVES	<ul style="list-style-type: none"> <li>Nil.</li> </ul>			
<b>FINANCE/BUDGET IMPLICATIONS</b>				
Operating Costs:	_____	Capital Costs:	_____	
Grant Available:	_____	Source of Funds:	_____	
Budgeted Costs:	_____	County Funding:	_____	
INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS	Nil.			

COMMUNICATION STRATEGY	Nil.
RECOMMENDATION	
<b>That Smoky Lake County appoint Gary Henry, as a Member-at-Large, to the Smoky Lake Subdivision and Development Appeal Board, as per Bylaw No. 1347-19.</b>	
CHIEF ADMINISTRATIVE OFFICER	



## PUBLIC NOTICE

Take notice that further to **Bylaw No. 1347-19**, Smoky Lake County is seeking Public Members-at-Large for appointment to the Subdivision and Development Appeal Board (SDAB).

Members are eligible for compensation by honorarium for meetings attended.

Please forward expressions of interest or questions to:

Smoky Lake County  
Clerk, Subdivision and Development Appeal Board (SDAB)  
4612 McDougall Drive, Box 310  
Smoky Lake, Alberta T0A 3C0

Or contact Kyle Schole at 780-656-3730 or [kschole@smokylakecounty.ab.ca](mailto:kschole@smokylakecounty.ab.ca).



## Kyle Schole

---

**From:** Gary Henry <garyhenryrisk@gmail.com>  
**Sent:** January 4, 2022 12:50 PM  
**To:** Kyle Schole  
**Subject:** Subdivision and Development Appeal Board (SDAB)

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi Kyle,

I am interested in the position of Public Member-at-Large on the Subdivision and Development Appeal Board.

I am retired and am a full time resident at Mons Lake. My wife and I have owned property at the Lake since the mid-1980s and for most of that time have used it as a recreational property each year. Over the years we have tried to keep informed about the County and would like to participate in the County.

I have had a varied work experience in the private sector, primarily in Mining. After being involved in Operations, I became focused on Health & Safety and this led to a career transition in the municipal sector as Health & Safety/ Risk Management Manager. In this capacity, I was involved in the broad spectrum of municipal operations, including planning and development.

I feel my varied work experience together with my interest in contributing to the future of the County development would be a benefit to the SDAB and would be interested in discussing this opportunity further.

Gary.

Gary Henry  
38 Mons Lake Drive  
Smoky Lake  
705-665-8415  
[garyhenryrisk@gmail.com](mailto:garyhenryrisk@gmail.com)





Headwaters of the Athabasca River  
(168km within Jasper National Park)

- 2003: Clearwater River  
(326km from Fort McMurray AB, into Prov. of Sask.)

- The objectives of the Canadian Heritage Rivers program are to give national recognition to Canada's outstanding rivers as part of a comprehensive and representative system and to encourage long-term management that will conserve their **natural, cultural, and recreational values** for the benefit and enjoyment of Canadians and visitors, now and in the future.
- The Canadian Heritage Rivers System is a model of stewardship, cooperation and participation; one that engages society in valuing the natural and cultural heritage of rivers and river communities as essential to the identity, health and quality of life of Canadians.
- As of 2016, forty-two rivers have been nominated to the system, totaling almost 12,000 kilometers.
  - Thirty-nine of these have been designated as Canadian Heritage Rivers, which signifies that a designation document (management plan or heritage strategy) has been tabled with the Canadian Heritage Rivers Board (CHRB) providing direction on how heritage values associated with the river will be conserved and communicated.
- Alberta joined the CHRS program in 1994 under Premier Ralph Klein.
  - A three-part series of Alberta CHRS River Studies were also completed, culminating in 1996.
  - Today, Alberta's day-to-day representation within CHRS is administered through the Ministry of Alberta Environment and Parks (AEP).

**Designation under the CHRS does NOT impact or increase development restrictions along the river. No new rules, red-tape, or restrictions are created as a result of designation, nor is ownership, jurisdiction, traditional use affected.**

- The process for Selection, Nomination, and Designation of Rivers to participate in the CHRS is summarized in the CHRS Principles, Procedures and Operational Guidelines (PPOG, 2017).
  - Supplementary to the PPOG are the 2001 Natural Values Framework and Cultural Values Frameworks, as well as the 2011 GAP Analysis.
- Generally, the designation process can be summarized as such:
  1. Background Study → 2. Nomination Document → 3. Management Plan → 4. Annual & 5. ten-year reports.

**PROJECT TO-DATE SUMMARY**

- **Early-Mid 2000s** – the North Saskatchewan Watershed Alliance (NSWA) completed much of the necessary research and work to obtain CHRS designation.
- **2010s** – due largely to an ill-timed provincial Cabinet shuffle, and transitions of the NSWA Board, the North Sask. River CHRS project languished.

- **2017** – the North Saskatchewan River Basin Council (NSRBC) in the Province of Saskatchewan completed a CHRS Background Study required for the portion of the NSR within that Province.
- **October 29, 2019** – Smoky Lake County adopted Motion 11-19 to send a Letter of Support to the NSWA, NSRBC, AEP, as well as river communities and Indigenous groups in favor of completing CHRS Designation for the North Saskatchewan River
- **February 2020** – Planning & Development Services made a presentation to the NSWA Board in-person in Stony Plain.
- **Throughout 2020** – Smoky Lake County was cc'd or directly received dozens of subsequent Letters of Support calling for CHRS Designation for the NSR in Alberta.
- **October 23, 2020**, the County received a letter © **ATTACHMENT 2** from the Hon. Jason Nixon, Alberta Environment Minister, confirming AEPs intent to support Nomination/Designation on this basis.
- **November 2020 thru Sept 2021**
  - A total of more than 70 letters of support, including 15 of 16 river-adjacent municipalities across Alberta.
  - Work also progressed on revising a formal Nomination Document, including public participation.
- **November 24, 2021** – Presentation to the CHRS Board, which recommended approval of the Nomination.
- **January 2022**
  - On January 5<sup>th</sup>, 2021, the Village of Waskatenau applied as the Managing Partner for an Alberta Community Partnership (ACP) Grant in the Intermunicipal Collaboration theme, in an amount of \$200,000 to contribute to completing a Heritage River Management Plan.
    - This application was modeled on a similar successful application led by the MD of Fairview No. 136 in 2019, on behalf of the five-member Peace Valley Conservation, Recreation & Tourism Society.
  - Administration anticipates making a presentation to Alberta Minister for Environment and Parks (AEP) for ratification, after which, the file will go to the federal Minister of Environment and Climate Change Canada (ECCC).

#### **NEXT STEPS**

- A Request for Proposal (RFP) will be brought forward to the Regular March Council Meeting for consideration prior to publication.
  - If approved, responses thereto will return to an April or May Council Meeting.
- Administration is proposing that the Management Planning process will be guided by a steering committee, which will be considered alongside the RFP at the March Council Meeting.
- Administration aims to complete the Heritage River Management Plan in sufficient time to present it to the Bi-Annual Spring 2023 meeting of the CHRS Board.

	<p><b>ATTACHMENTS:</b></p> <ul style="list-style-type: none"> <li>Proposed Parks Canada (PC) Funding Contribution Agreement GC-XXX  <b>©ATTACHMENT 1</b></li> </ul>
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**CORRELATION TO BUSINESS (STRATEGIC) PLAN**

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

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

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

<b>LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS</b>	<b><u>Parks Canada Guiding Principles and Operational Policies, Part II - Activity Policies: Canadian Heritage Rivers Policy</u></b>
--	--

<b>BENEFITS</b>	<ul style="list-style-type: none"> <li>Agreement allows 50% matching (inclusive of in-kind, such as claiming of staff-time, etc.)</li> <li>Regional, Provincial, National, and international exposure for Smoky Lake County and Region. <ul style="list-style-type: none"> <li>Enhanced marketability on-par with Lakeland Provincial Park, and Elk Island, Wood Buffalo, Waterton, Banff, and Jasper National Parks.</li> </ul> </li> <li>Opportunities for leveraging and unlocking of additional grants, etc.</li> <li>Natural, land, and river-based tourism development opportunities.</li> <li>Opportunities for the unlocking of additional grants, etc. (such as Watershed Resiliency, etc.)</li> <li>Enhanced community participation, awareness, pride, and place-making.</li> </ul>
-----------------	--

<b>DISADVANTAGES</b>	<ul style="list-style-type: none"> <li>Staff time.</li> </ul>
----------------------	---

<b>ALTERNATIVES</b>	<ul style="list-style-type: none"> <li>Take not action/Defer</li> </ul>
---------------------	---

**FINANCE/BUDGET IMPLICATIONS**

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

<b>INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS</b>	<ul style="list-style-type: none"> <li><b>Collaboration with/among:</b> <ul style="list-style-type: none"> <li>Indigenous Communities</li> <li>+16 River-adjacent Municipalities</li> <li>Canadian Heritage Rivers System (CHRS) Board</li> <li>Environment &amp; Climate Change Canada (ECCC)</li> <li>Alberta Environment and Parks (AEP)</li> <li>Alberta Culture, Multi-culturalism, &amp; Status of Women</li> <li>North Saskatchewan Watershed Alliance (NSWA)</li> <li>North Saskatchewan River Basin Council (NSRBC)</li> </ul> </li> </ul>
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<b>COMMUNICATION STRATEGY</b>	<ul style="list-style-type: none"> <li>Delegations before partner municipal Councils</li> <li>Public Participation &amp; Webinars</li> </ul>
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- Grapevine & Newsprint
- Website & Social Media
- Media Release(s)

**RECOMMENDATION**

**That Smoky Lake County execute the proposed Parks Canada (PC) Funding Contribution Agreement GC-XXX in an amount totaling forty-five thousand dollars (\$45,000.00), with the agreement's term to expire on March 31, 2024.**

**CHIEF ADMINISTRATIVE OFFICER**

**Package Insert:**  
**Item 4.6 – Attachment 1**

Attachment 1 will be distributed prior to the January 27, 2022,  
County Council Meeting.

*As of January 20<sup>th</sup>, the Funding Contribution Agreement is making its way through the Parks Canada approvals process and is anticipated to be received shortly for Council consideration.*

<b>REQUEST FOR DECISION</b>		DATE	January 27, 2022	<b>4.7</b>
TOPIC	<b>Request to Purchase County Owned Land – Plan 5225CL; Block OT (Former Waskatenau Nuisance Grounds)</b>			
PROPOSAL	To dispose of surplus County-owned land, that being the lands legally described as Plan 5225CL; Block OT (former Waskatenau Nuisance Grounds).			
BACKGROUND	<p>An expression of interest form was received from Orbit Construction Services Ltd. (C/O Ryan Smith), on February 21, 2020, in which Orbit has provided an Offer to Purchase land owned by Smoky Lake County, legally described as: Plan 5225CL; Block OT, (Roll #19591614), in the amount of <b>\$31,710.00 (\$30,200.00 + \$1,510.00 GST)</b>. Mr. Smith proposes to construct a shop, office and yard for his seasonal construction company and may also add commercial vehicle repairs and inspections services at a later date. © <b>Attachment 1</b></p> <p>On January 5, 2022, an expression of interest was received from 1986215 Alberta Ltd. (Golden Galaxy Development), to purchase land owned by Smoky Lake County, legally described as: Plan 5225CL; Block OT, (Roll #19591614), in the amount of <b>\$53,750.00 (\$51,000.00 + \$2,550.00 GST)</b>. Golden Galaxy Developments intends to develop a “highway travel center” which would include various commercial uses to serve highway travelers and the local community. © <b>Attachment 2</b></p> <p>In accordance with Policy 61-10-01: <i>Disposition of County Owned Property</i>, the Planning and Development Manager has obtained the current assessed value of the property. The current assessed value of the property is <b>\$14,750.00</b>.</p> <p>In accordance with Policy 61-10-01: <i>Disposition of County Owned Property</i>, the Planning and Development Manager circulated this request internally to all Managers and Senior Administration on February 27, 2020, and again on March 9, 2020. Comments received from the other departments are attached. © <b>Attachment 3</b></p> <p>Attached is Policy 61-10-01: <i>Disposition of County Owned Property</i> for reference. © <b>Attachment 4</b></p> <p>A General Location Map is attached for reference. © <b>Attachment 5</b></p> <p>The zoning of the property is Highway Commercial (C1). © <b>Attachment 6</b></p> <p><b><u>April 30, 2020 – Smoky Lake County Council Meeting</u></b>  <b>Motion 731-20:</b> “That Smoky Lake County defer proceeding with advertising the lands legally described as Plan 5225CL; Block OT, Roll ##19591614, known as the former Waskatenau Nuisance Grounds, for two (2) consecutive weeks in accordance with Policy No. 61-10-01: <i>Disposition of County Owned Property</i>, until further information is received from the Province in regard to financial assistance with the remediation of said lands.”</p> <p><b><u>August 26, 2021 – Smoky Lake County Council Meeting</u></b>  <b>Motion 1096-21:</b> “That Smoky Lake County acknowledge receipt of the Remediation Report, dated July 15, 2021, prepared by Action Land &amp; Environmental Services Ltd., relating to the remediation and reclamation of the former Waskatenau Nuisance Grounds, legally described as Plan 5225CL, located on SE-16-59-19-W4M.”</p> <p><b>Motion 1097-21:</b> “That acknowledge receipt of the Groundwater Monitoring Report, dated July 15, 2021, prepared by Action Land &amp; Environmental Services Ltd., relating to the remediation and reclamation of the former Waskatenau Nuisance Grounds, legally described as Plan</p>			

5225CL, located on SE-16-59-19-W4M.”

**Motion 1098-21:** “That Smoky Lake County Development Authority submit the required information to the Minister of Environment and Parks, for requesting consent to vary 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-W4M.”

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 Sections**

**Section 70: Disposal of land**

(1) If a municipality proposes to transfer or grant an estate or interest in

- (a) land for less than its market value, or
- (b) a public park or recreation or exhibition grounds, the proposal must be advertised.

(2) The proposal does not have to be advertised if the estate or interest is

- (a) to be used for the purposes of supplying a public utility,
- (b) transferred or granted under Division 8 of Part 10 before the period of redemption under that Division, or
- (c) to be used by a non-profit organization as defined in Section 241(f).

**Section 419: Reserve bid and conditions of sale**

The council must set

- (a) for each parcel of land to be offered for sale at a *public auction*, a reserve bid that is as close as reasonably possible to the market value of the parcel, and
- (c) any conditions that apply to the sale.

**Section 425: Right to dispose of parcel**

(1) A municipality that becomes the owner of a parcel of land pursuant to section 424 may dispose of the parcel

- (a) by selling it at a price that is as close as reasonably possible the market value of the parcel, or
- (b) by depositing in the account referred to in section 427(1)(a) an amount of money equal to the price at which the municipality would be willing to sell the parcel under clause (a)

(2) The municipality may grant a lease, license or permit in respect to the parcel.

(3) Repealed 1995 c24 s65.

(4) If a parcel of land is disposed of under subsection (1), the municipality must request the Registrar to delete the words “Tax Forfeiture” from the certificate of title issued in the name of the municipality for that parcel.

**Section 427: Separate account for sale proceeds**

(1) The money paid for a parcel of land at a public auction or pursuant



to section 425

- (a) must be deposited by the municipality in an account that is established solely for the purpose of depositing money from the sale or disposition of land under this Division, and
  - (b) must be paid out in accordance with this section and section 428.
- (2) The following must be paid first and in the following order:
- (a) any remedial costs relating to the parcel;
- (a.1) the tax arrears in respect of the parcel;
- (b) any lawful expenses of the municipality in respect of the parcel;
  - (c) any expenses owing to the Crown that have been charged against the parcel of land under section 553;
  - (d) an administration fee of 5% of the amount paid for the parcel, payable to the municipality.
- (3) If there is any money remaining after payment of the tax arrears and costs listed in subsection (2), the municipality must notify the previous owner that there is money remaining.
- (3.1) Subject to subsection (3.3), if the municipality is satisfied that there are no debts that are secured by an encumbrance on the certificate of title for the parcel of land, the municipality may pay the money remaining to the previous owner.
- (3.2) If the municipality is not satisfied that there are not debts that are secured by an encumbrance on the certificate of title for the parcel of land, the municipality must notify the previous owner that an application has been made under section 428(1) to recover all or part of the money.
- (3.3) For the purpose of this Division, "previous owner" includes the Crown in right of Alberta if the municipality has been notified by the Minister responsible for the *Unclaimed Personal Property and Vested Property Act* that the land has vested in the Crown, and any money remaining after payment of the tax arrears and costs set out in subsection (2) must be paid to the Minister responsible for the *Unclaimed Personal Property and Vested Property Act*.
- (4) Money paid to a municipality under a lease, license or permit granted under section 425(2) must be placed in the account referred to in subsection (1) and distributed in accordance with this section and section 428.

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

- (1) A person may apply to the Court of Queen's Bench for an order declaring that the person is entitled to a part of the money in the account referred to in section 427(1).
- (2) An application under this section must be made within 10 years after
- (a) the date of the public auction, if the parcel was sold at a public auction, or
  - (b) the date of a sale under section 425, if the parcel was sold at a sale under that section.

		(3) The Court must decide if notice must be given to any person other than the applicant and in that event the hearing must be adjourned to allow notice to be given.
		(4) In making an order, the Court must have regard to the priorities in which sale proceeds are distributed in a foreclosure action.
BENEFITS	County will:	<ul style="list-style-type: none"> <li>• accommodate prospective land owners/developers;</li> <li>• start to generate some tax revenue from future development;</li> <li>• dispose of land not required for municipal use; and</li> <li>• reduce public liability of the abandoned land.</li> </ul>
	Reasons to sell the lands:	<ul style="list-style-type: none"> <li>• The longer that the County holds on to the property may make it harder to sell in the future.</li> <li>• The County has not collected any taxes on the property since 2016.</li> </ul>
DISADVANTAGES	Nil.	
ALTERNATIVES	<ul style="list-style-type: none"> <li>• Council may choose not to sell the property in question and decline the expression of interest to purchase the property.</li> </ul>	
FINANCE/BUDGET IMPLICATIONS		
<b>Operating Costs:</b>	_____	<b>Capital Costs:</b> _____
<b>Budget Available:</b>	_____	<b>Source of Funds:</b> _____
<b>Budgeted Costs:</b>	_____	<b>Unbudgeted Costs:</b> _____
INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS	Nil.	
COMMUNICATION STRATEGY	If Council decides to advertise that Expressions of Interest to purchase said lands have been made, the Planning and Development Manager will advertise notice in the Redwater Review for a period of two (2) consecutive weeks, and will also cause notice to be posted to the County's website.	
RECOMMENDATION		
<p><b><u>Recommendation:</u></b></p> <p><b>That Smoky Lake County accept the Expression of Interest to purchase the lands legally described as Plan 5225CL; Block OT, in the amount of \$51,000.00 (+ \$2,550.00 GST), made by 1986215 Alberta Ltd., dated January 5, 2022, and execute an Agreement to Purchase, in accordance with Policy No. 61-10: <i>Disposition of County Owned Property</i>, and to cause all necessary documents to affect the transfer to be registered with the Alberta Land Titles Office.</b></p>		
CHIEF ADMINISTRATIVE OFFICER		

**SCHEDULE A – EXPRESSION OF INTEREST FORM**

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

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

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

**Contact information**

*Required fields marked with asterisk (\*)*

Date*	FEB. 21, 2020
Interested Purchaser's Name*	Orbit Construction Services Ltd.
Organization (if applicable)	Orbit Construction Services Ltd.
Phone Number*	
E-mail address	
Mailing Address*	

Section 61

Policy 10-01

Description of proposed development, including specific uses anticipated for the site (for information purposes only):

SHOP, OFFICE & YARD FOR SEASONAL CONSTRUCTION COMPANY

Potential to open shop up to do public mechanic work. Specifically Heavy Duty Mechanics, Large Truck tire repair, and CVP inspections.

Realtor Name and Address (if applicable): N/A

Legal Description of property requesting to purchase property on hwy 28 @ Waskatenau

Lot:		Block:		Plan: 5225CL; 0T	
Pt. <u>SE</u>	Sec. <u>16</u>	Township <u>59</u>	Range <u>19</u>	W4M	
Size: <u>2.63 ACRES</u>		Location/Area: <u>NEAR WASKATENAU</u>			

What sale price are you prepared to pay?

Sale Price	\$ <u>30,000.00</u> (Please indicate specific dollar amount)
Deposit (to be submitted with this form)	\$200.00
Total Price (before GST)	\$ <u>30,200.00</u>
GST (on sale price and deposit)	\$ <u>1,510.00</u>
Balance Due at Closing	\$ <u>31,710.00</u>

**Closing Date**

What is your preferred date to complete the transaction, take possession and have any adjustments made?

YYYY: 2020 MM: 07 DD: 01 NEGOTIABLE

This information is collected under the authority of section 33 (c) of the *Freedom of Information and Protection of Privacy Act* and for the purpose of property sale transactions with Smoky Lake County. It is protected by the privacy provisions of the *Freedom of Information Act*.



Section 61

Policy: 10-01

**SCHEDULE A – EXPRESSION OF INTEREST FORM**

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

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

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

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

Date*	5/01/2022
Interested Purchaser's Name*	1986215 Alberta Ltd / and/or Nominee
Organization (if applicable)	N/A
Phone Number*	
E-mail address	
Mailing Address*	

Section 61

Policy 10-01

Description of proposed development, including specific uses anticipated for the site (for information purposes only):

Highway Travel Center

Realtor Name and Address (if applicable): \_\_\_\_\_

Legal Description of property requesting to purchase

Lot:	Block:	Plan:	5225 CLOT	
Pt. SE	Sec. 16	Township S9	Range 19	W4M
Size: 2.63 ACRES	Location/Area: NORTH OF WASKATENAU/HIGHWAY 28			

What sale price are you prepared to pay?

Sale Price	\$ 51000.00 (Please indicate specific dollar amount)
Deposit (to be submitted with this form)	\$200.00 DEPOSIT RECEIVED JANUARY 5, 2022 RECEIPT # 0331160
Total Price (before GST)	\$ 51200.00
GST (on sale price and deposit)	\$ 2560.00
Balance Due at Closing	\$ 53760.00

Closing Date

What is your preferred date to complete the transaction, take possession and have any adjustments made?

YYYY: 2022 MM: 05 DD: 05

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**jordan ruegg**

---

**From:** brenda adamson  
**Sent:** Friday, February 28, 2020 9:06 AM  
**To:** jordan ruegg  
**Subject:** RE: Offer to Purchase County-Owned Land

Jordan,

From a finance perspective, I suspect that this is the same Ryan smith who owes for gravel purchased in 2010. The original invoice was \$169.92 and the penalties are 611.11 for a total owing of 774.03. Taxes are caught up now, but historically payments have not been made by the penalty date.

From a risk perspective. I think we could be taking on some liability by knowingly selling contaminated land.....

***Brenda Adamson, CLGM***

Finance Manager  
Smoky Lake County  
Box 310, Smoky Lake, AB T0A 3C0  
780-656-3730

---

**From:** jordan ruegg  
**Sent:** February 27, 2020 12:20 PM  
**To:** managers <managers@smokylakecounty.ab.ca>  
**Cc:** Kyle Schole <kschole@smokylakecounty.ab.ca>  
**Subject:** Offer to Purchase County-Owned Land

Good afternoon everyone.

I have received an offer to purchase County-owned land legally described as **Plan 5225CL; OT (the former nuisance grounds)** located near Waskatenau. As per *County Policy 61-10: Disposition of County-Owned Property*, I am required to circulate the Expression of Interest to Purchase to all of the managers in order to determine if the County has any future plans for the land, or if there are any issues or concerns you have regarding the proposed development of said land. Please see the attached copy of the Expression of Interest to Purchase and provide your comments to me. I'd like to take this request to Council on March 26<sup>th</sup>, so if you could email me your comments (even if you don't have any concerns) in the next couple of weeks I'd appreciate it.

Let me know if you have any questions.

Thanks,

**Jordan Ruegg, B.A., MPlan**  
**Planning & Development Manager**  
**Smoky Lake County**  
**Vice-President ADOA**

Main Office: 1-780-656-3730  
Cell: 1-780-650-5207  
Fax: 1-780-656-3768

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**jordan ruegg**

---

**From:** Daniel Moric  
**Sent:** Wednesday, March 11, 2020 1:13 PM  
**To:** jordan ruegg  
**Subject:** RE: Offer to Purchase County-Owned Land  
**Attachments:** Expression\_of\_Interest\_February\_26\_2020\_Orbit\_Construction.pdf

Good afternoon Jordan

On behalf of Smoky Lake County Gas Department, we have no issues or concerns regarding the Expression of Interest to Purchase the County-owned land legally described as **Plan 5225CL; OT (the former nuisance grounds)** located near Waskatenau.

Thank you



**Daniel Moric**  
Natural Gas Manager  
Smoky Lake County Natural Gas Dept  
Office **(780)656-3037**  
Cell **(780)656-5734**

---

**From:** jordan ruegg  
**Sent:** March-09-20 12:10 PM  
**To:** managers <managers@smokylakecounty.ab.ca>  
**Cc:** Kyle Schole <kschole@smokylakecounty.ab.ca>  
**Subject:** Offer to Purchase County-Owned Land

Good afternoon everyone.

Just a friendly reminder that the Planning and Development Department has received an offer to purchase County-owned land legally described as **Plan 5225CL; OT (the former nuisance grounds)** located near Waskatenau. As per *County Policy 61-10: Disposition of County-Owned Property*, I am required to circulate the Expression of Interest to Purchase to all of the managers in order to determine if the County has any future plans for the land, or if there are any issues or concerns you have regarding the proposed development of said land. Please see the attached copy of the Expression of Interest to Purchase and provide your comments to me. I'd like to take this request to Council on March 26<sup>th</sup>, so if you could email me your comments (even if you don't have any concerns) by **Friday, March 13th** I'd appreciate it. If you have already sent me your comments please disregard this email.

Let me know if you have any questions.

Thanks,

**Jordan Ruegg, B.A., MPlan**





**jordan ruegg**

---

**From:** ed english  
**Sent:** Friday, February 28, 2020 9:24 AM  
**To:** jordan ruegg  
**Subject:** RE: Offer to Purchase County-Owned Land

No concerns from Parks and Recreation or Peace Officer

Ed English

---

**From:** jordan ruegg  
**Sent:** February-27-20 12:20 PM  
**To:** managers <managers@smokylakecounty.ab.ca>  
**Cc:** Kyle Schole <kschole@smokylakecounty.ab.ca>  
**Subject:** Offer to Purchase County-Owned Land

Good afternoon everyone.

I have received an offer to purchase County-owned land legally described as **Plan 5225CL; OT (the former nuisance grounds)** located near Waskatenau. As per *County Policy 61-10: Disposition of County-Owned Property*, I am required to circulate the Expression of Interest to Purchase to all of the managers in order to determine if the County has any future plans for the land, or if there are any issues or concerns you have regarding the proposed development of said land. Please see the attached copy of the Expression of Interest to Purchase and provide your comments to me. I'd like to take this request to Council on March 26<sup>th</sup>, so if you could email me your comments (even if you don't have any concerns) in the next couple of weeks I'd appreciate it.

Let me know if you have any questions.

Thanks,

**Jordan Ruegg, B.A., MPlan**  
**Planning & Development Manager**  
**Smoky Lake County**  
**Vice-President ADOA**

Main Office: 1-780-656-3730  
Cell: 1-780-650-5207  
Fax: 1-780-656-3768

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**jordan ruegg**

---

**From:** doug ponich  
**Sent:** Thursday, February 27, 2020 12:57 PM  
**To:** jordan ruegg  
**Subject:** RE: Offer to Purchase County-Owned Land

Good afternoon,  
I have no concerns regarding the sale of this property.

Cheers - Doug

---

**From:** jordan ruegg <jruegg@smokylakecounty.ab.ca>  
**Sent:** February 27, 2020 12:20 PM  
**To:** managers <managers@smokylakecounty.ab.ca>  
**Cc:** Kyle Schole <kschole@smokylakecounty.ab.ca>  
**Subject:** Offer to Purchase County-Owned Land

Good afternoon everyone.

I have received an offer to purchase County-owned land legally described as **Plan 5225CL; OT (the former nuisance grounds)** located near Waskatenau. As per *County Policy 61-10: Disposition of County-Owned Property*, I am required to circulate the Expression of Interest to Purchase to all of the managers in order to determine if the County has any future plans for the land, or if there are any issues or concerns you have regarding the proposed development of said land. Please see the attached copy of the Expression of Interest to Purchase and provide your comments to me. I'd like to take this request to Council on March 26<sup>th</sup>, so if you could email me your comments (even if you don't have any concerns) in the next couple of weeks I'd appreciate it.

Let me know if you have any questions.

Thanks,

**Jordan Ruegg, B.A., MPlan**  
**Planning & Development Manager**  
**Smoky Lake County**  
**Vice-President ADOA**

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## SMOKY LAKE COUNTY

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

<b>Legislative Reference:</b>	Alberta Provincial Statutes
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<b>Purpose:</b>	To outline the procedures and requirements for disposition of County owned lands not required for present or future County operations.
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### Policy Statement and Guidelines:

#### 1.0 STATEMENT

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

#### 2.0 OBJECTIVE

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

#### 3.0 GUIDELINES

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

#### 4.0 REQUEST TO PURCHASE LAND:

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



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

### Policy Statement and Guidelines:

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

### 5.0 REQUEST FOR PROPOSALS:

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

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

### Policy Statement and Guidelines:

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

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### Policy Statement and Guidelines:

- 5.6 Provision for Transfer of Land back to the County based upon project timelines not being met will be considered.
- 5.7 Pursuant to the provisions of the Municipal Government Act the County must receive at least market value for land sold.

#### Procedures for Section 5.0 – Request For Proposals

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

#### **6.0 ELIGIBILITY OF PROPERTY FOR SALE**

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

#### **7.0 TERMS OF SALE**

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

<b>Title: Disposition of County Owned Property</b>		<b>Policy No: 10-01</b>
<b>Section: 61</b>	<b>Code: P-R</b>	<b>Page No.: 5 of 14 E</b>

### Policy Statement and Guidelines:

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

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

### 8.0 WAIVER OF THIS POLICY

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

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

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

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

### 9.0 OTHER

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

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

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

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

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

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

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



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<b>Section: 61</b>	<b>Code: P-R</b>	<b>Page No.: 6 of 14 E</b>

<b>Policy Statement and Guidelines:</b>	
9.8	The proceeds from sales of Municipal Reserves (MR) and/or, Municipal and School Reserves shall be allocated to the Cash in Lieu of Municipal Reserve Account.
<b>10.0</b>	<b>PENDING LAND SALES</b>
10.1	Any land sale pending prior to the adoption of this policy shall be considered null and void unless a written extension has been agreed to by County Council on or before the adoption of this policy.

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

**SCHEDULE A – EXPRESSION OF INTEREST FORM**

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

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

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

**Contact information**

*Required fields marked with asterisk (\*)*

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

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Description of proposed development, including specific uses anticipated for the site (for information purposes only):

--

Realtor Name and Address (if applicable): \_\_\_\_\_

**Legal Description of property requesting to purchase**

Lot:		Block:		Plan:	
Pt.	Sec.	Township	Range	W4M	
Size:		Location/Area:			

**What sale price are you prepared to pay?**

Sale Price	\$ (Please indicate specific dollar amount)
Deposit (to be submitted with this form)	\$200.00
Total Price (before GST)	\$
GST (on sale price and deposit)	\$
Balance Due at Closing	\$

**Closing Date**

What is your preferred date to complete the transaction, take possession and have any adjustments made?

YYYY: \_\_\_\_\_ MM: \_\_\_\_\_ DD: \_\_\_\_\_

This information is collected under the authority of section 33 (c) of the *Freedom of Information and Protection of Privacy Act* and for the purpose of property sale transactions with Smoky Lake County. It is protected by the privacy provisions of the *Freedom of Information Act*.

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**SCHEDULE B – SAMPLE ADVERTISEMENT FOR SALE OF  
COUNTY OWNED PROPERTY**

**PUBLIC NOTICE  
SMOKY LAKE COUNTY**

**NOTICE** is hereby given that Smoky Lake County is offering for sale, by Public Bid, lands described as:

Roll #	Legal Description:	Area of Development:	Title Number:	Size:	Electoral Division:	Zoning:

*<insert map>*

**TERMS:** Cash plus G.S.T. Each parcel offered for sale is subject to Council acceptance and to the reservations and conditions contained in the existing Certificate Of Title including Caveats and/or Easements. The purchaser is responsible for the cost of all services including water, sewer, roads, power, natural gas, sanitary and storm sewer where applicable and necessary access to the property, and for any and all other costs associated with the sale of the lands (including Transfer of Land).

The minimal accepted bid shall be \$\_\_\_\_\_ (excluding GST).

Person(s) interested must submit the required Expression Of Interest Form in a sealed envelope marked “**EXPRESSION OF INTEREST FORM TO PURCHASE PROPERTY**”.

The aforementioned property is being offered for sale on an “AS IS” basis and the County makes no representation and gives no warranty whatsoever as to the adequacy of services, soil conditions, absence or presence of environmental contamination or the development ability of the subject lands for any intended use by the Purchaser.

No offer will be accepted where the Purchaser attempts to attach conditions precedent to the sale of any parcel. No terms or conditions of sale will be considered other than those specified by Smoky Lake County.

**Smoky Lake County Council has the full right to reject any or all Expression(s) Of Interest(s).**

**Deadline for submitting an interest is \_\_\_\_\_ at 12:00:00 Noon.**

**Please submit to:** Cory Ollikka, Chief Administrative Officer  
Smoky Lake County  
Box 310  
Smoky Lake County, Alberta T0A 3C0



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**SCHEDULE C – SAMPLE AGREEMENT TO PURCHASE**

**AGREEMENT TO PURCHASE**

THIS AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 20\_\_.

**BETWEEN:**

**SMOKY LAKE COUNTY**  
a Municipal Corporation  
Box 310  
4612 McDougall Drive  
Smoky Lake, Alberta T0A 3C0  
Phone: 780-656-3730  
(hereinafter called “the County”)

**OF THE FIRST PART**

**- AND -**

**PURCHASER’S NAME**

\_\_\_\_\_  
Mailing Address                      Phone Numbers:      Residence      Work      Cellular  
(hereinafter called “the Purchaser”)

**OF THE SECOND PART**

\*\*\*\*\*  
**WHEREAS**, the Purchaser agrees to purchase the lands legally described as:

**Legal Land Description:**  
\_\_\_\_\_  
(hereinafter called “the Lands”)

**AND WHEREAS** the County and the Developer wish to enter into an Agreement regarding the sale of said Lands.

**THE PARTIES** of this Agreement, in consideration of the promises and the mutual terms, covenants and conditions to be observed and performed by each party, agree as follows:

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1. Smoky Lake County provides no representation or warranty in regards to the presence or absence of any environmental contamination or hazardous substances, soil conditions, or suitability for development. Each Parcel is sold on an “as is” basis and the Purchaser is purchasing the Parcel(s) at its own risk.
2. No terms or conditions of final sale will be considered other than those specified by Smoky Lake County in this agreement.
3. The Purchaser shall pay the County the full purchase price is full at the time of signing this agreement. Purchase price: \$\_\_\_\_\_.
4. The Land Transfer must be completed prior to the acceptance of a development permit, subdivision application, rezoning application, and/or any safety codes permits.
5. The purchaser is responsible for the cost of all services including water, sewer, roads, power, natural gas, sanitary and storm sewer where applicable and necessary access to the property and for any other costs associated with the sale.
6. Applicants who rescind their land purchase application after it has been accepted (by resolution of Council) will be subject to an administrative processing fee of \$200.00.
7. Applicants owing overdue debts with the municipality will not be considered for approval until all debts have been paid to the County.
8. Applicants who are under litigation with the municipality will not be considered for approval until the case has been resolved with the County.
9. All fees, including hiring a solicitor to transfer said lands, are to be paid by the purchaser.
10. The purchaser will be responsible for obtaining all necessary development, building, and other related permits if the purchaser desires to proceed with development on said lands.
11. Failure to adhere to all conditions outlined in this agreement will result in a non-refundable administrative fee as stated in Section 6.
12. This Agreement shall not be assignable by the Purchaser.
13. The County has the legal right to sell the said property.
14. This Agreement is for the benefit of and shall be binding upon heirs, executors, administrators and assigns of the individual parties and the successors and assigns of corporate parties.

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15. Any notices required by one party to be given to the other shall be given at the following address:

**Name**  
Address

And

**Smoky Lake County**  
Box 310  
Smoky Lake, Alberta T0A 3C0

**IN WITNESS WHEREOF** the Parties here have caused their signatures to be hereunto affixed the day and year first above written.

**SMOKY LAKE COUNTY**

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

\_\_\_\_\_  
**REEVE**

\_\_\_\_\_  
**WITNESS**

}

\_\_\_\_\_  
**PURCHASER**

\_\_\_\_\_  
**WITNESS**

}

\_\_\_\_\_  
**PURCHASER**

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**AFFIDAVIT OF EXECUTION**

CANADA	)	I, _____,
PROVINCE OF ALBERTA	)	of the Smoky Lake County,
TO WIT:	)	in the Province of Alberta,
	)	MAKE OATH AND SAY:

1. THAT I was personally present and did see **NAME(S)**, named in the within instrument, on the basis of the identification provided to me, duly sign and execute the same for the purpose named therein;
2. THAT the instrument was executed at the Smoky Lake County, Alberta and that I am the subscribing witness thereto;
3. THAT I believe the person(s), whose signature(s) I witnessed, is (are) at least eighteen (18) years of age.

Sworn before me at the Smoky Lake County,	)	
in the Province of Alberta	)	
this ____ day of _____, 20__	)	
	)	_____
	)	
_____	)	
A Commissioner for Oaths in and for the	)	
Province of Alberta	)	



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**SCHEDULE D – SAMPLE NOTICE**

(to be printed on County letterhead)

**NOTICE TO TRANSFER LAND**

TO: Name of Purchaser

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

FILE #: \_\_\_\_\_

RE: Land Sale of \_\_\_\_\_.

I, Cory Ollikka, Chief Administrative Officer of Smoky Lake County, hereby authorize for the Transfer of Land to be completed on behalf of the Purchaser. The Purchaser shall be responsible for any and all costs associated with the Transfer of Land. Motion No. was passed on \_\_\_\_\_ authorizing said transfer as follows:

*“state the motion as indicated in the Council minutes”*

Please prepare all necessary documentation for Smoky Lake County’s signature and seal.

Thank you.

\_\_\_\_\_  
Cory Ollikka  
Chief Administrative Officer

Subject Site



VILLAGE OF AUBURN AVENUE  
WILLAGE OF FORTSICKLE HILL



## 8.8 HIGHWAY COMMERCIAL (C1) DISTRICT

### 1. Purpose

The general purpose of this District is to control development in the vicinity of Provincial Highways. Development should be restricted to that which is generally required to serve the motoring public.

### 2. Permitted Uses

- A. Agricultural Support Service
- B. Automobile Repair Shop, Major
- C. Automobile Repair Shop Minor
- D. Automobile Sales
- E. Bed and Breakfast Establishment
- F. Buildings and Uses Accessory to Permitted Uses
- G. Community Hall
- H. Convenience Retail Service
- I. Drive-in Business
- J. Eating and Drinking Establishment
- K. Extensive Agriculture
- L. Highway Commercial Use
- M. Home Occupation, Minor
- N. Home Occupation, Major
- O. Natural Area
- P. Protective or Emergency Services
- Q. Public or Quasi-Public Services
- R. Public Park
- S. Solar Energy Conversion System
- T. Wind Energy Conversion System, Micro

### 3. Discretionary Uses

- A. Amusement Establishment, Indoor
- B. Amusement Establishment, Outdoor
- C. Auctioneering Facility
- D. Buildings and Uses Accessory to Discretionary Uses
- E. Bulk Fuel Storage and Sales
- F. Cannabis accessory retail sales
- G. Cannabis retail sales
- H. Car wash Establishment
- I. Cemetery
- J. Commercial Use

- K. Dwelling, Single Detached
- L. Duplexes (Vertical and Side-By-Side)
- M. Highway Commercial
- N. Liquor Sales/Distribution Service
- O. Manufactured Home
- P. Modular Home
- Q. Motel
- R. Natural Resource Extraction
- S. Outdoor Eating Establishment
- T. Places of worship
- U. Public Utilities
- V. Rural Commercial
- W. Rural Industries
- X. Secondary Suite
- Y. Shipping Container
- Z. Surveillance Suite
- AA. Transfer Station
- BB. Wind Energy Conversion System, Small
- CC. Workcamp
- DD. Workcamp, Short Term
- EE. Other Uses which, in the opinion of the Development Authority, are similar to the above mentioned Permitted and Discretionary Uses

4. Subdivision Regulations

- A. Minimum Lot Area – As determined by the Subdivision Authority

5. Development Regulations

- A. Minimum Yard Setback Requirements

It should be noted that adjacent to Provincial Highways, Alberta Transportation may require greater setbacks for development. Contact Alberta Transportation regarding their requirements in this regard.



## i. Minimum Front Yards

From Municipal Road Allowances	23.1 m (92.0 ft.) from the property line
From Highways	40.8 m (134.0 ft.) from the boundary of the right-of-way or as required by Alberta Transportation
Internal Subdivision Roads	7.6 m (25.0 ft.) from the property line

## ii. Minimum Side Yards

From Municipal Road Allowances	18.3 m (60.0 ft.) from the property line
From Highways	40.8 m (134.0 ft.) from the boundary of the right-of-way or as required by Alberta Transportation
When adjacent to an Internal subdivision road	7.6 m (25.0 ft.) from the property line
When adjacent to Another Parcel	7.6 m (25.0 ft.) from the property line

## iii. Minimum Rear Yards

From Municipal Road Allowances	18.3 m (60.0 ft.) from the property line
From Highways	40.8 m (134.0 ft.) from the boundary of the right-of-way or as required by Alberta Transportation
When adjacent to an internal subdivision road	7.6 m (25.0 ft.) from the property line
When adjacent to another parcel	7.6 m (25.0 ft.) from the property line

- iv. Notwithstanding **subsections (i), (ii), and (iii)** above, where there is an intersection or sharp curve, the minimum yard requirements shown on **Figures 20 and 21** of this Bylaw shall apply.

## 6. Other Regulations

- A. Development proposals adjacent to a primary highway shall comply with any relevant provincial regulations.

- B. Fences shall be developed in accordance with **Section 7.7** of this Bylaw.
- C. Landscaping shall be provided in accordance with **Section 6.11** of this Bylaw.
- D. Grading and drainage of the site shall be provided in accordance with **Section 6.11** of this Bylaw.
- E. Accessory buildings shall be developed in accordance with **Section 6.1** of this Bylaw.
- F. Motels shall be developed in accordance with **Section 7.4** of this Bylaw.
- G. Vehicle Washing Establishments (carwashes) shall be developed in accordance with **Section 6.24** of this Bylaw.
- H. Places of Worship shall be developed in accordance with **Section 6.29** of this Bylaw.
- I. Private Liquor Stores and Storage Facilities shall be developed in accordance with **Section 7.19** of this Bylaw.
- J. Natural Resource Extraction Industries shall be developed in accordance with **Section 6.22** of this Bylaw.
- K. Service Stations and Gas Stations shall be developed in accordance with **Section 6.22** of this Bylaw.
- L. Shipping Containers shall be developed in accordance with **Section 7.31** of this Bylaw.
- N. Solar Energy Conversion Systems shall be developed in accordance with **Section 7.33** of this Bylaw.
- O. Wind Energy Conversion Systems shall be developed in accordance with **Section 2.9** of this Bylaw.



<b>REQUEST FOR DECISION</b>		DATE	<b>January 27, 2022</b>	<b>4.8</b>
TOPIC	<b>Family School Liaison Worker Program Master Service Agreement</b>			
PROPOSAL	<p><b>BACKGROUND:</b>                      The County has participated in the Family School Liaison Worker (FSLW) program from 1998-2017 providing supervision and office space for the FSLW who administered the Family School Liaison (FSL) Program in Vilna, HAK, and Holy Family schools.</p> <p>The program was reviewed by a third party (Flourish Consulting) in 2016 and upon their recommendations the supervision of the Family School Liaison Worker (FSLW) was taken over by Aspen View Public Schools in 2017 and Aspen View also provided the worker with an appropriate office space. In 2018, the Family School Liaison Worker Program Master Service Agreement was created between the County, Aspen View, Lakeland Roman Catholic, and Village of Waskatenau, with Aspen View as the Managing Partner for the period: September 1, 2018 to August 31, 2019.</p> <p>This agreement has expired and must be renewed.</p> <p><b>CURRENT:</b>                      Each year the County forwards 75% of the Preventative Family and Community Support Services grant funds directly to Aspen View to administer the program and 25% of the grant funds are distributed to non-profit volunteer service organizations in accordance with Policy Statement No. 08-17-02: Family and Community Support Services (FCSS) Grants.</p> <p>The County must annually provide both a financial and an outcomes report to Preventative Family and Community Support Services continue to receive the funds.</p> <p><b>PROPOSAL:</b>                      Approve to execute the Family School Liaison Worker Program Master Service Agreement which outlines the roles and responsibilities of all parties as well as the financial contributions.</p> <p><b>ATTACHMENTS:</b></p> <ol style="list-style-type: none"> <li>1. Family School Liaison Worker Program Master Service Agreement. ©</li> <li>2. FSLW 2021 2022 Report. ©</li> </ol>			
<b>CORRELATION TO BUSINESS (STRATEGIC) PLAN</b>				
N/A				
<b>LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS</b>	<ul style="list-style-type: none"> <li>▪ Family and Community Support Services Act Municipal Government Act, C-F-3, January 1, 2002</li> <li>▪ Family and Community Support Services Regulation (Alberta Regulation 218/1994), July 1, 2021.</li> </ul>			
<b>BENEFITS</b>	<ul style="list-style-type: none"> <li>▪ The Family School Liaison (FSL) Program in Vilna, HAK, and Holy Family schools continues.</li> </ul>			
<b>DISADVANTAGES</b>	<ul style="list-style-type: none"> <li>▪ Financial Reporting may be difficult with the timing of school's financial yearend.</li> </ul>			
<b>ALTERNATIVES</b>	<ul style="list-style-type: none"> <li>▪ Council's discretion.</li> </ul>			
<b>FINANCE/BUDGET IMPLICATIONS</b>				
<b>Operating Costs:</b>	\$ _____	<b>Capital Costs:</b>	\$ _____	
<b>Budget Available:</b>	<b>\$93,308.00</b>	<b>Source of Funds:</b>	_____	

<b>Budgeted Costs:</b> \$ _____		<b>Unbudgeted Costs:</b> \$ _____	
<b>INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS</b>		N/A	
<b>COMMUNICATION STRATEGY</b>		N/A	
<b>RECOMMENDATIONS</b>			
<p><b>That Smoky Lake County execute the Family School Liaison Program - Master Service Agreement dated January 5, 2022, between Aspen View Public School Division No. 78, Lakeland Roman Catholic Separate School District No. 150, Smoky Lake County and Village of Waskatenau; and acknowledge Aspen View Public School Division No. 78 as the managing partner of the Family School Liaison Worker.</b></p>			
<b>CHIEF ADMINISTRATIVE OFFICER</b>			



# Family School Liaison Worker Program

This **MASTER SERVICE AGREEMENT** (the “Agreement”) is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2021, by and **BETWEEN:**

**Aspen View Public School Division**

3600 48<sup>th</sup> Avenue,  
Athabasca, Alberta T9S 1M8  
(hereinafter referred to as AVPS)

OF THE FIRST PART

AND

**Lakeland Roman Catholic Separate School District No. 150**

4810 46 Street,  
Bonnyville, AB T9N 2R2  
(hereinafter referred to as LCSD)

OF THE SECOND PART

AND

**Smoky Lake County**

4612 McDougall Drive, P.O. Box 310,  
Smoky Lake, AB T0A 3C0

OF THE THIRD PART

AND

**Village of Waskatenau**

5008 51 Street, P.O. Box 99,  
Waskatenau, AB T0A 3P0

OF THE FOURTH PART

hereinafter collectively referred to as “the parties”

\*\*\*\*\*

**WHEREAS**, the parties will provide for the provision of a Family School Liaison Worker (FSLW) to the following schools in the Smoky Lake Region:

- H.A. Kostash School, within the Town of Smoky Lake,
- Vilna School, within the Village of Vilna,
- Vilna Off Campus, within the Village of Vilna, and
- Holy Family Catholic School, within the Village of Waskatenau.

**WHEREAS**, Smoky Lake County will provide funds as per **Schedule “B”: Financial Contributions** in accordance with Family and Community Support Services (FCSS) funding requirements

## Family School Liaison Worker Program MASTER SERVICE AGREEMENT

**WHEREAS**, AVPS, LCSD, and Village of Waskatenau will cost-share and assume the costs to maintain the FSLW Program as per **Schedule “B”: Financial Contributions**.

**WHEREAS**, AVPS, Smoky Lake County, LCSD, and Village of Waskatenau agree to abide by the Family School Liaison Program and adhere to the roles and responsibilities as outlined in **Schedule “A”: Roles and Responsibilities**, attached to this Agreement.

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

1. This Agreement shall become **effective as of the date of its execution** and shall continue to be in effect automatically for successive annual periods, unless otherwise amended or terminated in accordance with this agreement.
2. The assignment of the FSLW to individual schools will be made in accordance with **Schedule “A”: Roles and Responsibilities**, Sections 1.1 through 1.1.5.
3. AVPS will act as the managing partner responsible for:
  - 3.1. selecting or hiring of the FSLW in consultation with LCSD;
  - 3.2. Supervision of the FSLW(s); and
  - 3.3. Provision of salary and benefits.
4. The Annual budget directly related to the FSLW programs for each school year is not to exceed the attached **Schedule “B”: Financial Contributions** and, LCSD, Smoky Lake County, and Village of Waskatenau will be **invoiced by AVPS three (3) times a year** (September-December; January-April; May-August) on the first day of the billing period (i.e. September 1<sup>st</sup>).
5. All parties may meet as needed from time to time to negotiate the financial aspects of this Agreement prior to each school year.
6. Grant Reporting, including the Family and Community Support Services (FCSS) Outcomes Report, must be provided by AVPS to Smoky Lake County in accordance with the requirement of the FCSS grant program criteria:
  - 6.1. an FSLW activity report outlining caseloads, activities, successes, and challenges shall be submitted semiannually by **June 30<sup>th</sup> and December 31<sup>st</sup>** of each year to Smoky Lake County, and
  - 6.2. financial reporting for each fiscal year: January – December, must be submitted by AVPS to Smoky Lake County annually, by **February 1<sup>st</sup>** of the following year, as a requirement to comply with the FCSS grant program criteria, and also provide a mid-year January to June financial report along with a final activity report.
7. An Administrative Committee, consisting of the Chief Administrative Officer (CAO), Smoky Lake County, the Director of Student Services, AVPS, and the Director of Student Learning, LCSD will meet as the need arises, to liaise for their respective Boards/Councils.

**Family School Liaison Worker Program  
MASTER SERVICE AGREEMENT**

8. AVPS and LCSD agree to provide temporary space in each of their schools so that the Family School Liaison Worker can conduct interviews in private. ASVP and LCSD agree to provide a minimum of a desk and chair for the FSLW, additional chairs for clients when interviews are conducted, and secure/locked locations as required for case files.
9. AVPS agrees to provide office space for the FSLW from Monday to Friday, including a desk, chair, telephone, locked filing cabinet, computer, cell phone and materials for the Family School Liaison program.
10. AVPS and LCSD agree that the FSLW will have access to supplies needed for the program.
11. Without in any way limiting the liability of any of the parties under this Agreement, each party shall obtain and maintain in force during the term, the following insurance, acting reasonably:
  - 11.1. a commercial general liability insurance policy providing coverage of at least Five Million Dollars (\$5,000,000.00) inclusive and in respect of any one claim for injury to or death of any one or more persons or damage to or destruction of property,
  - 11.2. property coverage respecting the Facilities and all equipment and property owned by each respective party contained therein, and
  - 11.3. such other insurance as each party may from time to time reasonably require.
12. This Agreement can be **amended** by unanimous consent of the parties within this Agreement; should one of the parties desire amendments they must provide written notice to all parties and request a joint meeting at least forty-five (45) days prior to the date the proposed changes would take place.
13. The Agreement can be **terminated** by any of the parties through the following procedure:
  - 13.1. the party wishing to terminate this Agreement will send a written notice from their Board to the other parties declaring their intent to terminate this Agreement, and
  - 13.2. the written notice of intent to terminate this Agreement will specify a date of termination which shall not be less than three (3) months from the date notice is given or ninety (90) days' notice.

**Family School Liaison Worker Program  
MASTER SERVICE AGREEMENT**

**All parties, hereby, consent to this Agreement:**

**1) Aspen View Public School Division No. 78**

\_\_\_\_\_  
Board Chair Date

\_\_\_\_\_  
Secretary Treasurer Date

**2) Lakeland Roman Catholic Separate School District No.150**

\_\_\_\_\_  
Board Chair Date

\_\_\_\_\_  
Secretary Treasurer Date

**3) Smoky Lake County**

\_\_\_\_\_  
Smoky Lake County Chief Administrative Officer Date

\_\_\_\_\_  
Smoky Lake County Reeve Date

**4) Village of Waskatenau**

\_\_\_\_\_  
Village of Waskatenau Chief Administrative Officer Date

\_\_\_\_\_  
Village of Waskatenau Mayor Date



**Family School Liaison Worker Program  
MASTER SERVICE AGREEMENT**

***SCHEDULE "A": Roles and Responsibilities***

This is Schedule "A" to an agreement between the Aspen View Public School Division (AVPS), Smoky Lake County, Lakeland Roman Catholic Separate School District No.150 (LCSD), and Village of Waskatenau and forms an integral part thereof.

**Family School Liaison Program Definition**

The Family School Liaison Program is a free-of-charge, client-based, goal-focused program facilitated through a Family School Liaison Worker (FSLW) which is designed to meet the social and emotional needs of children/youth who are experiencing difficulties. The program provides support, encouragement, and ideas in a non-judgmental, confidential manner.

Children, youth, parents/guardians, school staff, or community members can contact a FSLW directly through Family and Community Support Services (FCSS) or through school counsellors or administrators.

**Family School Liaison Workers' Roles and Responsibilities:**

1. The FSLW full time position consists of thirty-five (35) hour work week and shall be scheduled to work within individual schools within the Smoky Lake Region as determined by the AVPS, Director of Student Services made in consultation with the LCSD, Director of Student Learning. Specifically:
  - 1.1. The assignment at each of the partner school divisions shall be based on a number of factors. Final assignment of time will be made in consultation between the AVPS Director of Student services, the FSLW, and school(s) administration. Assignment of time will be based on:
    - 1.1.1. Number of referrals made for student counselling/invention work;
    - 1.1.2. Number of students in the caseload of the FSLW;
    - 1.1.3. Programs planned by the FSLW and school administration;
    - 1.1.4. Be approximately equivalent to the percentage of students attending Vilna School, H A Kostash School and Holy Family Catholic School;
    - 1.1.5. And reflect the financial contribution made by or on behalf of each jurisdiction.
  - 1.2. Emergent issues or referrals made to the FSLW program may require additional time allocated to meet the needs of students. Any changes in schedule shall in consultation with school administration.
2. The FSLW will work collaboratively with a student services designate and school administration to determine the priorities for service and case load management. If the FSLW and the school administration are unable to come to a consensual agreement, they may refer the issue to the AVPS Director of Student Services.
3. The FSLW will determine the work schedule, in consultation with school administration or designate.

## **Family School Liaison Worker Program MASTER SERVICE AGREEMENT**

4. The FSLW will provide each School Principal and the AVPS Director of Student Services and LCSD Director of Student Learning with a regular report regarding their activities at assigned schools. The report should include: the number of students on the caseload at the school, types of issues, and number of times dates and times the worker was physically at the school.
5. The FSLW will be responsible for notifying school administration or designate of any changes in the work schedule.
6. The FSLW will be required to adhere to division/district and/or schooled based policies and procedures on matters including but not limited to signing in, accessing students, Occupational Health and Safety, Freedom of Information and Protection of Privacy, and professional code of conduct.
7. FSLW will be required to sign a confidentiality agreement covering their interactions with students and work in AVPS schools.

### **Aspen View Public Schools Division's Roles and Responsibilities:**

1. AVPS shall provide the services of a FSLW to the Schools within the Smoky Lake Region, with a minimum of one (1) FSLW position contemplated through this agreement.
2. AVPS shall be responsible for all source deductions and all other required payments, contributions or deductions with respect to the employee.
3. The AVPS Director of Student Services will contact each school Principal at least twice a year to review the program and address any concerns. More frequent contact may be initiated by either party if immediate concerns arise.
4. AVPS will ensure that each FSLW has been screened with a Criminal Record Check and Vulnerable Sector Search as well as a Child Intervention Record Check.
5. AVPS will provide supervision of the FSLW through weekly consultation and case load review with the Director of Student Services and or a School Therapist assigned to Vilna School and H. A. Kostash School.
6. AVPS will appoint a student services contact to liaise and consult with FSLWs and participate in case conferences as required.
7. The FSLW will be provided with access to professional development opportunities through AVPS.
8. The FSLW will be provided with access to Individual Program Plans (IPPs) and Psychological / Educational Assessments upon referral of clients where applicable.
9. AVPS will chair Child & Youth Services (CYS) Sharing Hub meetings to take place 3 times annually which will provide the opportunity for collaboration between the parties and other agencies providing support services to children and youth within the schools.

**Family School Liaison Worker Program  
MASTER SERVICE AGREEMENT**

**Lakeland Roman Catholic Separate School District's Roles and Responsibilities:**

1. LCSD will provide supervision of the FSLW through regular consultation with the Director of Student Learning or Holy Family Catholic School Administration.
2. The FSLW will be provided with access to professional development opportunities through LCSD.
3. The FSLW will be provided with access to Individual Program Plans (IPPs) and Psychological/Academic Assessments upon referral of clients where applicable.
4. LCSD will provide suitable office space to meet with students as required and provide a lockable filing cabinet for the safe and secure storage of casefiles.
5. LCSD will participate in Child & Youth Services (CYS) Sharing Hub meetings to take place 3 times annually which will provide the opportunity for collaboration between the parties and other agencies providing support services to children and youth within the schools.

**Family School Liaison Worker Program  
MASTER SERVICE AGREEMENT**

***SCHEDULE "B": Financial Contributions***

This is Schedule "B" to an agreement between the Aspen View Public School Division (AVPS), Smoky Lake County, Lakeland Roman Catholic Separate School District No.150 (LCSD), and Village of Waskatenau and forms an integral part thereof.

**Financial Contributions**

In accordance with the Family School Liaison Program Master Service Agreement, each party shall financially contribute to the maintenance of the Family School Liaison Worker (FSLW) as follows, for schools in the Smoky Lake Region; specially, in the communities of the Town of Smoky Lake, the Village of Vilna, and the Village of Waskatenau:

Lakeland Roman Catholic Separate School District No. 150	\$ 3,800.00
Village of Waskatenau	\$ 2,500.00
Aspen View Public School Division	\$22,160.00
FCSS Grants (as allocated by Smoky Lake County)	<u>\$93,308.00</u>
<b>Total Revenue</b>	<b><u>121,768.00</u></b>



# Smoky Lake FSLW Position

## 2021-2022

Vilna School, HAK School and Holy Families School Catholic School continue to be the heart of their communities, providing a safe place for students and their families to learn and grow. These schools strive to fill resource gaps created by isolation, service deficits and the significant individual needs of their diverse populations. The ongoing pandemic and its unpredictable consequences has increased the need for connection and support. The role of the FSLW is to provide preventative, universal and targeted effective support to help create positive change in our community.

The approaches of the FSLW program at this time are as follows:

- classroom and small group sessions to provide universal supports and strategies to enhance resilience and address issues related to social emotional learning themes
- individual sessions to support students and parents, provide appropriate strategies and resources, and provide advocacy through collaboration and connection
- creative ways to connect and promote mental health and wellness within current Covid restrictions

The majority of services provided this school year have been one-on-one sessions at 49.5%, with small targeted groups next at 31.3% and universal supports being classroom presentations at 19.2%.

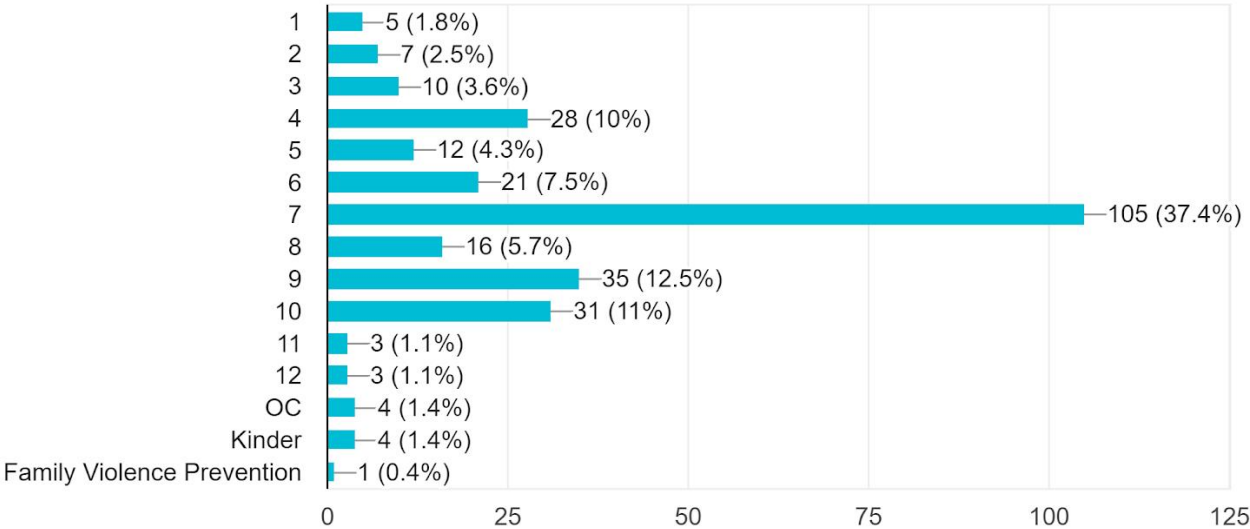
Service  
281 responses



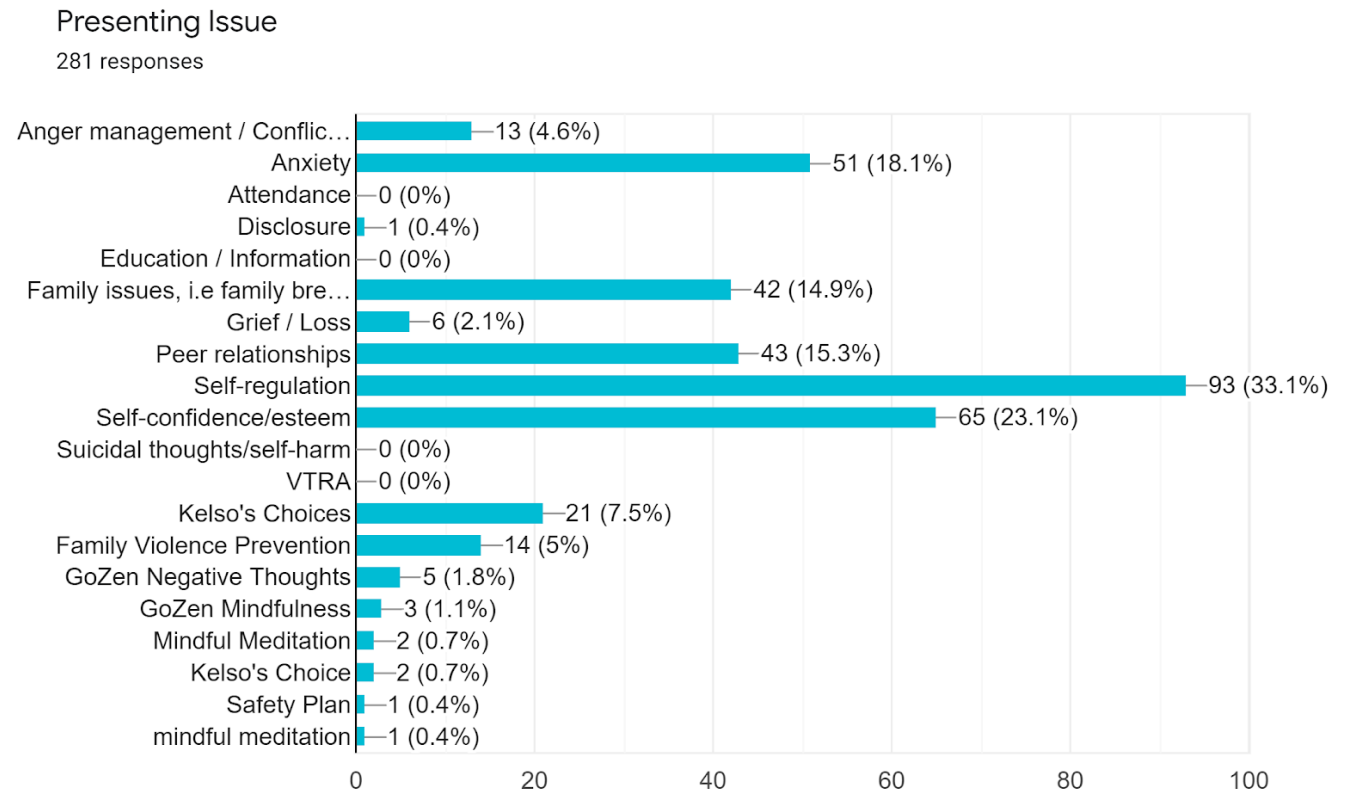
The chart below conveys the amount of services provided to each grade. At this time the grade seven group is substantially higher due to the two targeted groups provided to this grade group as a result of identified need.

Grade

281 responses



A summary of the presenting issues that have been addressed this school year is as follows.



\*Family issues: family breakdown, divorce etc.

\*VTRA: Violence Threat Risk Assessment, used to identify early risk indicators in persons of concern and guide multi-disciplinary teams through high-end threat assessment cases from data collection to data-driven interventions.

## Small Groups

### The Bull Pen

- **Target population:** grade 7 boys
- **Goal:** increase self-regulation, improve interpersonal skills, improve peer interactions, increase conflict management skills
- **Strategies:**
  - team building activities
  - peacemaking circle discussions to improve interpersonal skills
  - collaborative brainstorming to improve cooperation

- Teach problem solving strategies in a group setting
- **Participants to-date:** 8

## Girl Squad

- **Target populations:** grade 7 girls
- **Goal:** focus on the self-empowerment, confidence, and motivation within the young ladies in grade 7. Through group activities and discussions, this group is designed to
  - Focus on mind, body, heart, and soul
  - Focus on social, emotional, and physical wellbeing
  - Connect with various beliefs, cultures, and socio-economic backgrounds
  - Discuss dreams, challenges, goals, and obstacles
- **Strategies**
  - Peacemaking circle discussion
  - Collaborative brainstorming
  - Self-expression through art
- **Participants to-date:** 10

# Classroom Presentations/Facilitating

## Zones of Regulation

- **Target population:** elementary students
- **Goal:** to develop self-regulation. All the different ways children feel and the states of alertness they experience are categorized into four coloured zones. Children who are well regulated are able to be in the appropriate zone at the appropriate time.
- **Strategies:**
  - Teach students about the Zones of Regulation rating scales, emotion identification and coping skills
  - Self-rating for students to identify their emotional state and decide on appropriate coping skills to use
  - Increase awareness around life events that impact emotional states
  - Identify emotional states of others
- **Number of classes involved up-to-date:** 1

## Go Zen

- **Target population:** Grades 3-9
- **Goals:** increase mental wellness understanding, improve self-regulation, provide coping skills for anxious experiences
- **Strategies:**
  - To be used in one-on-one setting or in classroom settings
  - Online videos to raise awareness around mental wellness, resiliency, regulation and coping skills
  - Open discussions, group work and individual work
- **Number of classes involved up-to-date:** 3

## Kelso's Choices

- **Target population:** elementary students
- **Goal:** conflict-management system to support positive behavior through the use of consistent language and practices. Teach conflict management skills, increase accountability in conflicts and conflict resolution skills
- **Strategies:**
  - Familiarize students with the Kelso's Choices conflict management process.
  - Provide students with scenarios which may occur at school or home to facilitate problem solving
  - Students will use self-reflection to raise awareness of when they have successfully used the conflict managements skills they have learnt
- **Number of classes involved up-to-date:** 6

## Friendship Chain

- **Target population:** grade 3
- **Goal:** to improve peer relationships
- **Strategies:**
  - Discussions around what attributes found in positive friendships vs. negative friendships
  - Students identified positive attributes in one another and shared those with peers
- **Number of classes involved up-to-date:** 1

## Family Violence Prevention Series

- **Target population:** junior and senior high classes
- **Goals:** increase awareness around healthy relationships, identifying signs of abuse, increase awareness around accessing help
- **Strategies:**
  - Identify types of abuse
  - Discuss truths vs. myths
  - Identify indicators and warning signs
  - Identify ways to access help
- **Number of classes involved up-to-date:** 6





<b>REQUEST FOR DECISION</b>		DATE	January 27, 2022	<b>4.9</b>
TOPIC	Request for Road Access – Plan 0421556, Block 1, Lot 53 (Hillside Acres – Whitefish Lake)			
PROPOSAL	<ul style="list-style-type: none"> <li>That Smoky Lake County investigate the feasibility of providing physical access to the lands legally described as Plan 0421556, Block 1, Lot 53 (Municipal Address: 62121 RGE RD 133A) located at Hillside Acres, Whitefish Lake.</li> </ul>			
BACKGROUND	<ul style="list-style-type: none"> <li>On December 20, 2021, the Planning and Development Department received a letter from Bernice LaFramboise, who is the executor of the Estate of the late Mr. Francis Verbonac (a copy of the Death Certificate for Mr. Verbonac was attached with said letter), requesting that road access be provided to a lot owned by Mr. Verbonac, legally described as Plan 0421556, Block 1, Lot 53. © <b>Attachment 1</b></li> <li>During a subsequent phone conversation with Ms. LaFramboise, the Planning and Development Manager indicated to Ms. LaFramboise that providing access to said lands would be challenging given the topography of the adjacent government road allowance where said access would be located. Further, the Planning and Development Manager conveyed to Ms. LaFramboise that the County was not obligated to provide physical access to said land but rather is only required to provide legal access, which currently exists due to the fact that said lands are adjacent to the government road allowance. During the phone conversation, the Planning and Development Manager indicated that the County may be able to assist with brush removal within the road allowance (or provide permission to the landowner to do same) in order to facilitate access to said lands.</li> <li>Following the phone conversation, the Planning and Development Manager emailed Ms. Laframboise and provided her with an aerial photograph showing where said lands are located in relation to the government road allowance and the existing built road. The aerial photograph indicates that there is somewhere between 50-75 feet of distance between where the as-built road terminates and where an approach to said lands could potentially be constructed.</li> <li>The main constraint to facilitating access to said lands remains the steep topography and tree cover on the government road allowance, which could be const-prohibitive to undertake. © <b>Attachment 2</b></li> <li>According to Section 3.2.1 of Smoky Lake County Policy No. 03-05: <i>Approaches</i>, the landowner would be responsible for the costs of installing an approach to his/her property. However, the Policy is silent on who would be responsible for the costs of removing trees/resurfacing/constructing road within the road allowance itself. A copy of Smoky Lake County Policy No. 03-05: <i>Approaches</i> is attached for reference. © <b>Attachment 3</b></li> <li>An aerial photograph of said lot and road allowance is attached for reference. © <b>Attachment 4</b></li> </ul>			
<b>CORRELATION TO BUSINESS (STRATEGIC) PLAN</b>				
<ul style="list-style-type: none"> <li>Nil</li> </ul>				
LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS	<p><b>Municipal Government Act</b>  <b>Part 3 - Division 2 - Roads</b></p> <p><b>Control of roads</b>  18(1) Subject to this or any other Act, a municipality has the direction, control and management of all roads within the municipality.</p> <p>(2) Subject to this or any other Act, a municipal district also has the direction, control and management of roads and road diversions surveyed for the purpose of opening a road allowance as a diversion from the road allowance on the south or west boundary of the district although the roads or road diversions are outside the boundaries of the municipal district.</p>			

		(3) Nothing in this section gives a municipality the direction, control and management of mines and minerals.
BENEFITS	<ul style="list-style-type: none"> <li>• Provide access to a parcel of land that currently lacks access, which in turn, may provide opportunities for future development of said lands.</li> </ul>	
DISADVANTAGES	<ul style="list-style-type: none"> <li>• Cost to undertake road construction adjacent to said lands will be costly as the steep topography of the area presents a number of challenges.</li> </ul>	
ALTERNATIVES	<ul style="list-style-type: none"> <li>• Clear trees/brush from road allowance so that the landowner can construct an approach.</li> <li>• Landowner could approach their neighbour to provide access via an easement.</li> </ul>	
FINANCE/BUDGET IMPLICATIONS		
<b>Operating Costs:</b> _____		<b>Capital Costs:</b> _____
<b>Budget Available:</b> _____		<b>Source of Funds:</b> _____
<b>Budgeted Costs:</b> _____		<b>Unbudgeted Costs:</b> _____
INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS	<ul style="list-style-type: none"> <li>• Nil.</li> </ul>	
COMMUNICATION STRATEGY	<ul style="list-style-type: none"> <li>• Nil.</li> </ul>	
RECOMMENDATION		
<p><b>That Smoky Lake County inform Ms. Bernice LaFramboise, Executor of the Estate of Francis Verbanoc, owner of the lands legally described as Plan 0421556, Block 1, Lot 53 (Municipal Address: 62121 RGE RD 133A) located at Hillside Acres, Whitefish Lake, that all costs of providing and constructing access to said lands shall be borne solely by the landowner/developer, as per Smoky Lake County Policy No. 0305: <i>Approaches</i>, in response to her letter dated December 20, 2021.</b></p>		
CHIEF ADMINISTRATIVE OFFICER		

ATTN. JORAN  
Ruegg

Dec. 9/2021

Please be advised that I Bernice LaFramboise request that the vacant lot (description) lot 53 BLK 1 Plan 0421556 have an access provided to ENABLE us to enter and exit the property.

Presently there is NO access.

I have included a copy of the death certificate indicating that I am the executor of his property (FRANCIS JOSEPH VERBANAC)

Signed Bernice LaFramboise

1-306-221-6765



## Jordan Ruegg

---

**From:** Gene Sobolewski  
**Sent:** January 19, 2022 12:01 PM  
**To:** Jordan Ruegg  
**Cc:** Kyle Schole; Lydia Cielin  
**Subject:** RE: Hillside Acres Road Access

Jordan,

As I understand the matter, the lot was originally purchased as-is, which means there was not any physical road built by the developer to access this property, nor any provisions (R/W, PUL, Easement) to access through other lots. Jordan, were there any conditions placed on the lot (ie any kind of lot grading plan or proposed access shown on the drawings at approval of the subdivision)? Was this lot ever recognized during the process as not accessible?

A short distance from the terminus of the existing road are concrete barriers and a very steep escarpment beyond. Although there appears to be a clearing at the north end of the lot, it is doubtful that physical, vehicular access could easily be achieved without extensive geotechnical investigations, specific engineering requirements and expensive construction as the grade of the escarpment is so steep.

At a minimum, the following would be required:

- 1) A detailed survey of the escarpment slope and propose location of the access.
- 2) A geotechnical report prepared providing recommendations as to the structure required to provide access to the lot.
- 3) An engineer will mostly be required to be retained to undertake the design of the structure(s) as recommended by the geotechnical report.
- 4) Notification of the proposed works to the surrounding public, as a development permit may be required.
- 5) Construction of the proposed works.
- 6) Approval of the Construction by the County and a two year warranty would also be required at a minimum.

The costs for all this work would be borne by the lot owner.

Perhaps dedication as a park, MR or County lot would be easier to achieve.

Gene



**Gene Sobolewski, C.E.T.,**  
Chief Administrative Officer  
p:780-656-3730 or toll free 1-888-656-3730  
c: 780-207-1884  
4612 - McDougall Drive, PO Box 310  
Smoky Lake, Alberta, T0A 3C0

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Lake

Located on Treaty 6 Territory and Homeland of the Métis Nation

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**From:** Jordan Ruegg <jruegg@smokylakecounty.ab.ca>  
**Sent:** January 19, 2022 11:32 AM  
**To:** Gene Sobolewski <cao@smokylakecounty.ab.ca>  
**Cc:** Kyle Schole <kschole@smokylakecounty.ab.ca>; Lydia Cielin <lcielin@smokylakecounty.ab.ca>  
**Subject:** Hillside Acres Road Access

Good morning Gene.

As per our conversation, please see attached the letter from Bernice LaFramboise, executor of the Estate of Francis Vebonac, owner of Plan 0421556, Block 1, Lot 53 at Hillside Acres. In the letter, a request has been made for the County to provide access to said parcel. As per County Policy No. 03-05, the landowner is responsible for paying the costs of constructing an approach, but this is currently not feasible as the lot in question lies north of a concrete barrier which blocks road access. Additionally, the lot is located on relatively steep topography that will present additional challenges for any roadwork that would need to take place to facilitate an access.

I would appreciate it if you could outline the process and some of the challenges/costs associated with this course of action which would need to be undertaken by Ms. LaFramboise in order to construct an access at this location so that I can include it in my recommendation to Council.

Thanks,



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

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Located on Treaty 6 Territory and Homeland of the Métis Nation

**NOTE:** In response to the latest Alberta COVID-19 measures, we have returned to alternating in-office and at-home days, and the County Office is closed to the public during the noon hour as well as Tuesday and Thursday. Reach me on my cell at 780-650-5207.

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## SMOKY LAKE COUNTY

<b>Title: Approaches</b>	<b>Policy No: 05-05</b>
<b>Section: 03</b>	<b>Code:</b>
<b>Page No.: 1 of 6</b>	
<b>E</b>	

<b>Legislative Reference:</b>	Alberta Provincial Statutes
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<b>Purpose:</b>	To establish consistent practice for all approach construction in Smoky Lake County as well as provide an application for all new approach installation.
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### Policy Statement and Guidelines:

#### 1. STATEMENT

Smoky Lake County, being the road authority, must ensure that private approaches are situated at locations that are considered safe and are constructed to approved standards so as not to endanger the safety of the public.

#### 2. GUIDELINES

The following considerations will be applicable for all access approach requests:

- 2.1 The construction of the first or additional access approach will only be granted where the requested location is considered practical and safe in the sole discretion of the County.
- 2.2 Where a subdivision parcel exists adjacent to an internal subdivision road and also borders on an external grid road, consideration will only be given to a possible additional access approach to the internal subdivision road.
- 2.3 An application to construct a new access approach to replace an existing approach may be approved by the County.
- 2.4 All requests for access off a Provincial Highway must be submitted to Alberta Transportation for review and approval.

#### 3. REGULATIONS

##### 3.1 Rural:

- 3.1.1 Where there is no approach to an un-subdivided quarter section of land used or proposed for agricultural or residential use, and where there is an existing developed municipal roadway adjacent to the land; the County will, upon request by the landowner, construct one access approach to the land to normal County standards at no cost to the landowner.
- 3.1.2 Lands containing an oil/gas industry lease road approach constructed from an adjacent municipal road shall be deemed to have an access approach and the County will not provide for any additional approaches under section 3.1.1 above.

<b>Title: Approaches</b>		<b>Policy No: 05-05</b>
<b>Section: 03</b>	<b>Code:</b>	<b>Page No.: 2 of 6</b> <b>E</b>

### Policy Statement and Guidelines:

- 3.1.3 The County may grant approval for the landowner to construct an additional access approach to an un-subdivided quarter used for agricultural or residential purposes.
- 3.1.4 For parcels of land that have been previously subdivided and there is no approach to the new parcel, the County will not construct an access approach to the land.
- 3.1.5 **Approach location** must have a minimum of 600 feet (180 m) sight distance each way.
- 3.1.6 **Finished Approach Top** must be 28 feet (8.53 m) in width (minimum) and flared to the County road, measured at top of the road surface, above the culvert.
- 3.1.7 **A Culvert**, when required, must be corrugated steel plastic (CSP) culverts and be the following diameters or as otherwise directed by the Public Works Manager or designate:
- 3.1.7.1 Culvert diameter requirement will be determined upon inspection with a **minimum** diameter of 300 mm (12").
- 3.1.7.2 Culvert length must be 32.8 feet (10 m) **minimum**.

### 3.2 Urban / Multi-Lot Country Residential:

- 3.2.1 For any parcels in a hamlet or multi-lot country residential land which are bordered by a lane as well as a street, the County will permit the landowner to construct access to the land at his/her own cost, a maximum of one access to the street and a maximum of one access to the lane.
- 3.2.2 **Finished Approach Top** must be 20 feet (6.10 m) in width (minimum) and flared to the County road, measured at top of the road surface, above the culvert.
- 3.2.3 **A culvert**, when required, must be corrugated steel plastic (CSP) culverts and be the following diameters or as otherwise directed by the Public Works Manager or designate:
- 3.2.3.1 Culvert diameter must be 300 mm (12") **minimum**.
- 3.2.3.2 Culvert length must be 24 feet (7.3 m) **minimum**.

<b>Title: Approaches</b>		<b>Policy No: 05-05</b>
<b>Section: 03</b>	<b>Code:</b>	<b>Page No.: 3 of 6</b> <b>E</b>

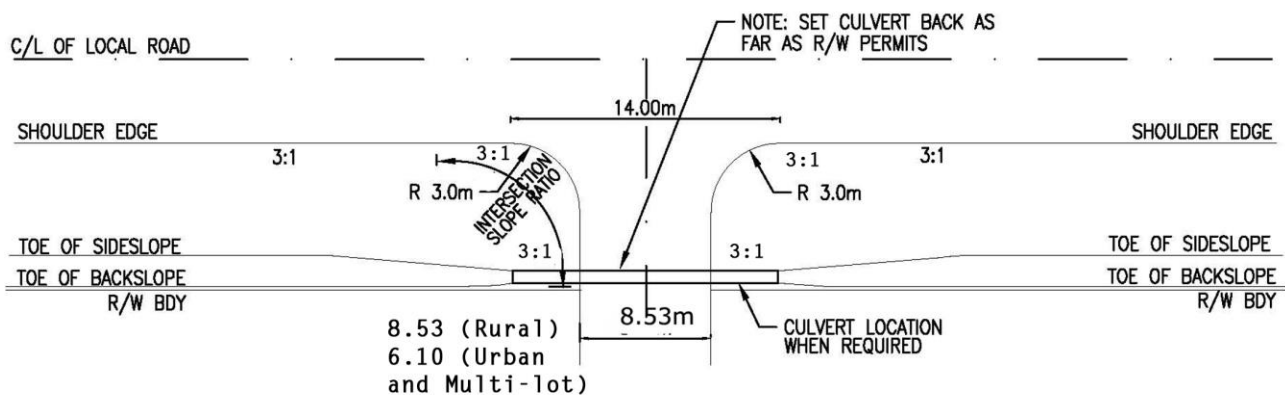
### Policy Statement and Guidelines:

#### 3.3 Other:

- 3.3.1 For lands on which oil and / or gas facilities are located or proposed to be located, approach applications by oil and gas companies will be administered by the County according to **Policy Statement 09-11: Oilfield Permit / Inspection Fee.**

#### 4. APPROACH CONSTRUCTION

- 4.1 The approach must have a reasonable slope, not exceeding 5% for a distance of 50 feet (15 meters) away from the County road into the parcel.
- 4.2 Base material must be used prior to gravelling and must be properly compacted in lifts, no deeper than 10 inches.
- 4.3 Suitable common fill material (e.g. clay or pitrun) must be used.
- 4.4 Approach surface must be graveled with a minimum of ten cubic yards of 25 mm (1 inch) crushed gravel or “sufficient material” that meets the approval of the County Public Works Manager or Public Works Foreman. Approaches constructed onto local or subdivision gravel, cold mix or hot mix surfaces shall not require asphalt, or any kind of treatment. Property owner is responsible to maintain approach.
- 4.5 Culverts must be installed in the base of the ditch within the road allowance and be of sufficient minimum length as referenced herein.
- 4.6 Approach Construction Detail - as indicated below:



#### APPROACH DETAIL

SCALE: N.T.S.

<b>Title: Approaches</b>		<b>Policy No: 05-05</b>
<b>Section: 03</b>	<b>Code:</b>	<b>Page No.: 4 of 6</b> <b>E</b>

### Policy Statement and Guidelines:

#### 5. PROCEDURES:

5.1 All requests for the construction of an Approach(es) *except* those referenced in Section 3.1.1 herein or for approach constructions subject to Sub-division Development Agreements, are required to complete **Schedule "A": APPLICATION FOR APPROACH CONSTRUCTION** Form.

**No other Development Permit Form shall be required.**

5.2 Application must be completed and submitted to the County Office, accompanied with a fee of \$50.00 (fifty) dollars.

5.3 All approaches constructed by a landowner, or his/her contractor shall be at the sole cost of the landowner.

5.4 If requesting the County to construct the approach(es) for the Applicant, a fee of **\$3,000.00 (three thousand dollars)**, per approach, must be submitted with the Application.

5.5 Upon review and evaluation of the application, the County will advise the Applicant of refusal or approval of the application.

5.6 When the County is requested to build the approach, and in the case of application refusal, or inability for the County to construct the approach, the construction fee will be refunded to the Applicant within 30 (thirty) days.

5.7 Any approval issued or inspection completed by the County may include conditions requiring alterations to the proposed location and / or standards of construction may require additional fee from the landowner, based on the additional current material costs in cases where the County has been requested to construct the approach.

5.8 Any approach applications approved under this policy shall be valid for **1 (one) year** from date of approval, excluding approaches required as part of a Subdivision Application, and may be extended upon written request from the landowner to the County.

	Date	Resolution Number
Approved	<b>June 20, 1991</b>	# 849 - Page # 5331
Approved	<b>September 28, 2000</b>	# 643 - Page # 6931
Amended	<b>May 23, 2002</b>	# 381 - Page # 7294
Amended	<b>September 20, 2007</b>	# 610-07 - Page # 8478
Amended	<b>December 16, 2011</b>	# 172-11 - Page # 9915

Section 03

Policy: 05-05

**SCHEDULE "A"**



Box 310 4612 McDougall Drive  
 Smoky Lake, AB T0A 3C0  
 Phone: 888.656.3730 Fax 780.656.3768

**APPLICATION  
 FOR APPROACH  
 CONSTRUCTION**

APPLICANT INFORMATION			COMPLETE IF DIFFERENT FROM APPLICANT		
NAME OF APPLICANT			NAME OF REGISTERED OWNER		
MAILING ADDRESS			MAILING ADDRESS		
POSTAL CODE	TELEPHONE (RES)	OTHER	POSTAL CODE	TELEPHONE (RES)	OTHER

LAND INFORMATION								
LEGAL DESCRIPTION								
QTR/LSD	SECTION	TOWNSHIP	RANGE	W4	OR	REGISTERED PLAN	BLOCK	LOT
REASON FOR CHANGING OR REQUESTING APPROACH								

I hereby make application to construct an approach in accordance with the attached plan and specifications and at the location shown on the sketch plan on reverse of this form.

\_\_\_\_\_  
 DATE OF APPLICATION

\_\_\_\_\_  
 SIGNATURE OF APPLICANT

**INCLUDE WITH THIS APPLICATION:**

- Application Fee of \$50.00.**
- \$3,000.00, per approach,** if requesting the County to construct the approach(es).

**NOTES:**

1. Each parcel of land can normally only have one approach for access. An additional approach is subject to approval by Smoky Lake County and will be constructed by the owner at his own cost, to a standard acceptable to the County.
2. Applicant is agreeing to allow the Public Works Department to perform with pre and post construction inspections.

The personal information provided by you is being collected under the authority of the Municipal Government Act and will be used for the purposes under that Act. The personal information that you provide may be made public, subject to the provisions of the *Freedom of Information and Protection of Privacy Act*.



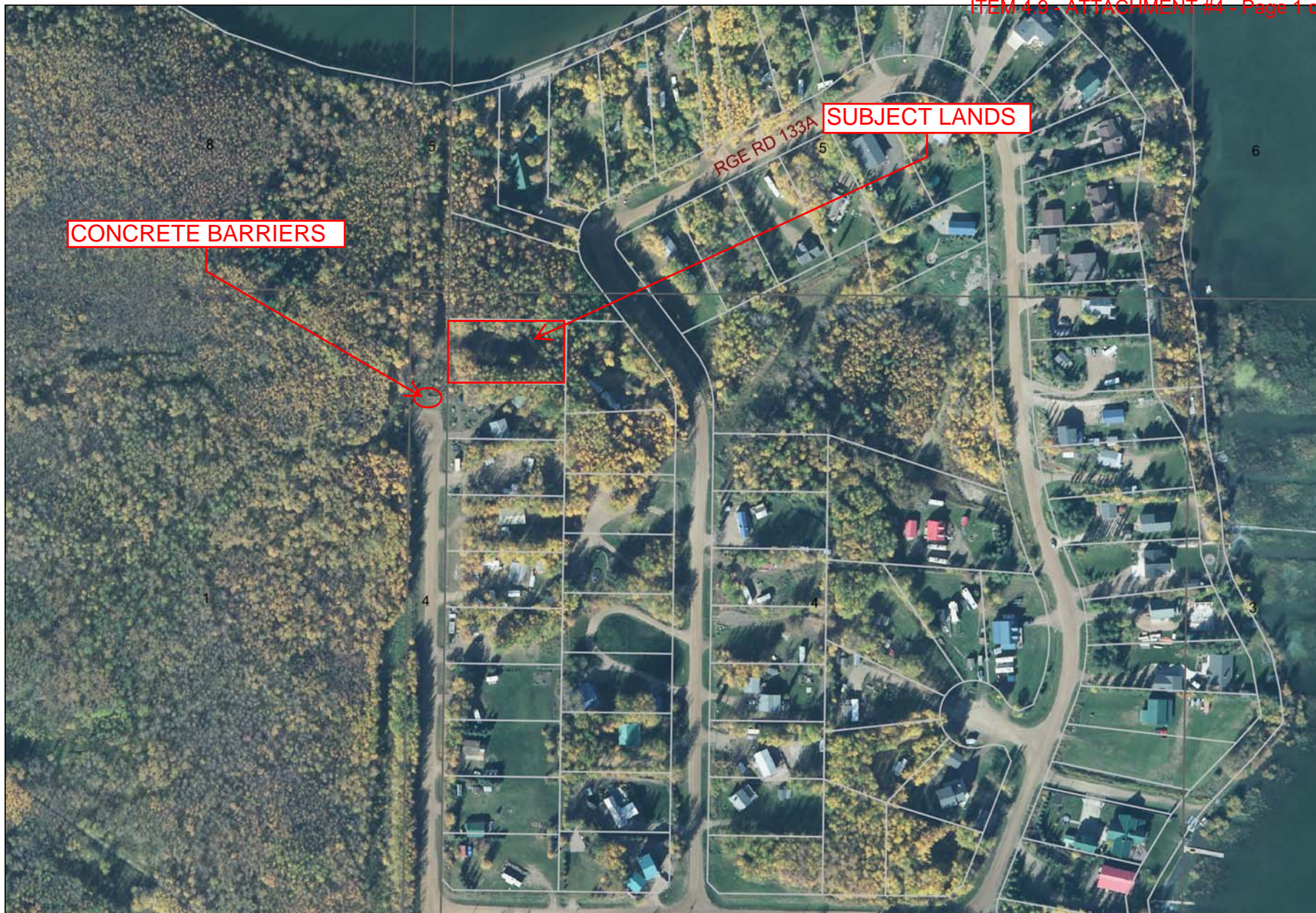
## SITE PLAN

**The sketch plan should indicate the following:**

1. Boundaries of the affected parcel including dimensions.
2. All drainage courses.
3. Proposed location of the new approach dimensioned from the closest property corner.
4. All roads adjacent to the parcel.
5. Location of the any existing approach(es).



OFFICE USE ONLY		
DATE APPROVED	COUNTY REPRESENTATIVE	FEE FOR COUNTY TO CONSTRUCT <b>\$3,000.00 / approach</b>
SPECIAL PROVISIONS		PAYMENT RECEIVED
<b>PRE CONSTRUCTION INSPECTION</b> DATE ACCEPTED & INITIALS	<b>POST CONSTRUCTION INSPECTION</b> DATE ACCEPTED & INITIALS	RECEIPT NUMBER

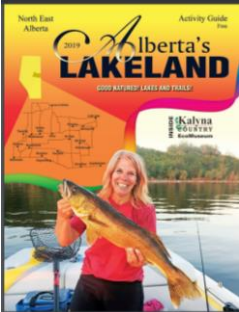


Smoky Lake County

Smoky Lake County

Date Created: 1/20/2022




<b>REQUEST FOR DECISION</b>		DATE	<b>January 27, 2022</b>
		<b>4.10</b>	
TOPIC	Alberta's Lakeland DMO (Destination Marketing Organization)		
PROPOSAL	<p><b>BACKGROUND:</b></p> <p>Heart of the Lakeland Marketing Organization was incorporated in 1996 as a non-profit organization. Since that time, the name evolved to <b>Alberta's Lakeland Destination Marketing Organization</b> and in 2017 they rebranded their public persona to "Travel Lakeland". Smoky Lake County has been a member of the DMO since its inception.</p> <p>The organization's mission is to provide unified resources and opportunities for the world to experience the uniqueness of the Lakeland region and assists tourism operators with their product development and marketing initiatives in partnership between private businesses, non-profits, and government organizations.</p> <p>Membership is open to industry, municipal governments, non-profits, and chambers of commerce, claiming the benefits of: reaching more customers and/or increase attendance at your events or promote your community, receiving access to advertising funding opportunities, discounted advertising options, and increased visibility on their website: <a href="https://travellakeland.ca/">https://travellakeland.ca/</a></p> <p>Prior to COVID-19, the organization produced a free Activity Guide for North East Alberta, titled: Alberta's Lakeland:</p> <div style="text-align: center;">  </div> <p>A digital copy of this 2019 magazine is available on their website.</p> <p><b>In 2020</b>, Lakeland obtained several cooperative marketing grants from Travel Alberta to complete multiple itineraries, social media campaigns and video content. The team undertook a membership survey, to determine the best services they can provide to the Lakeland region. Smoky Lake Region's CEDO has attended many of the organizations meetings and has used their programs to promote Smoky Lake Region which provided content, videos and still photography for the Smoky Lake Region's media database.</p> <p><b>In 2021</b>, a refresh of Lakeland engagement with the regional partners was undertaken and funded predominantly through Travel Alberta and managed by Lakeland DMO resources. Three of the initiatives that supported promotion for the Smoky Lake Region were:</p> <ol style="list-style-type: none"> <li>1. Travel Alberta Grant / Sustainability Plan</li> <li>2. Travel Alberta Co-op Marketing / RFP 2021-2022 Marketing</li> <li>3. Content / Insights – social media</li> </ol>		



<b>Budget Available:</b> \$ _____		<b>Source of Funds:</b> _____	
<b>Budgeted Costs:</b> \$ _____		<b>Unbudgeted Costs:</b> \$ _____	
<b>INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS</b>	Working in conjunction with RCDC Regional Community Development Committee		
<b>COMMUNICATION STRATEGY</b>	N/A		
<b>RECOMMENDATIONS</b>			
<p style="color: red;">That Smoky Lake County approve to pay the Alberta's Lakeland Destination Marketing Organization Year-2022 Membership invoice number 2022-149, in the amount of \$774.17, as per invoice dated January 3, 2022 at \$.30 cents per capita for a population of 2,459 plus G.S.T.</p>			
<b>CHIEF ADMINISTRATIVE OFFICER</b>			



<b>REQUEST FOR DECISION</b>	<b>DATE</b>	January 27, 2022 <span style="float: right;">4.11</span>
<b>TOPIC</b>	<p><b>Community Planning Association of Alberta (CPAA) Award &amp; Membership</b></p> 	
<b>PROPOSAL</b>	<p>That Smoky Lake County renew its membership in the Alberta Bilingual Municipalities Association (ABMA) for 2022-2023, accept the 2020-2023 Strategic Plan for information, and appoint a representative to the association.</p> <p><b>Annual Conference</b></p> <ul style="list-style-type: none"> <li>• Often in Red Deer, this year at the Royal Hotel, Edmonton Airport in Leduc County.</li> <li>• May 2 - 4, 2022: Now What? What's Next? Moving Past an Uncertain Future             <ul style="list-style-type: none"> <li>○ <i>'Join us as we explore paths forward from the various challenges - climate change, COVID, fiscal challenges, economic diversification, technology integration - our communities are facing and how they intersect with community planning.'</i></li> </ul> </li> <li>• The full conference schedule has not yet been published.</li> </ul> <p><b>NEW: Community Achievement Award</b></p> <ul style="list-style-type: none"> <li>• This award is intended to recognize, celebrate, and share the success and hard work of an individual, team, or organization whose creative ideas and work has positively contributed to community building and wellbeing anywhere in Alberta.</li> <li>• The inaugural award winner will be formally announced and presented with a plaque recognizing their achievements at the May 2-4 CPAA Conference 2022 and will be featured in CPAA publications. Nominators and winners must be CPAA members in good standing.</li> <li>• Requirements:             <ol style="list-style-type: none"> <li>1. Brief description (300-500 words) of the project.</li> <li>2. The reasons (300-500 words) this project merits recognition.</li> <li>3. Identify the tangible benefits that have resulted from this success or this project.</li> <li>4. Brief description of any funding, volunteer hours in kind contributions or other resources used to support the success of this project.</li> </ol> <ul style="list-style-type: none"> <li>○ <u>Eligibility:</u> Application/Nomination requires CPAA Membership, as well as two letters of support from any individual, group or agency that was involved in supporting, participating, or benefitted from the story/project submitted.</li> </ul> </li> </ul>	

- Deadline: is 4:00 pm March 1, 2022.

**CPAA Membership**

- Member Types include Group (\$250), Individual (\$100), and Student (\$25)
- Provides a \$75 discount for conference attendance (or \$600 savings, assuming 8-person conference attendance).

**ATTACHMENTS:**

- CPAA Community Achievement Award Description & Application Form © **Attachment 1**
- CPAA Membership Form © **Attachment 2**

**CORRELATION TO BUSINESS (STRATEGIC) PLAN**

- **Values:** Integrity, Sustainability/Stability, Pride, Fairness, Freedom
- **Vision:** Leading the way in positive growth with healthy, sustainable, rural living.
- **Mission:** Smoky Lake County strives for collaboration and excellence in the provision of transparent and fiscally responsible governance and services.

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

Municipal Government Act

**BENEFITS**

- Discounted Conference Fee

**DISADVANTAGES**

- Nil.

**ALTERNATIVES**

- Take not action/Defer

**FINANCE/BUDGET IMPLICATIONS**

**Operating Costs:**     \$250

**Capital Costs:**             \_\_\_\_\_

**Budget Available:**   \$728

**Source of Funds:**       P&D Memberships

**Budgeted Costs:**       \_\_\_\_\_

**Unbudgeted Costs:**     \_\_\_\_\_

**INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS**

- Collaboration and relationship-building with member municipalities and Government of Alberta

**COMMUNICATION STRATEGY**

- Website

**RECOMMENDATION**

**That Smoky Lake County approve membership for 2022-23 in the Community Planning Association of Alberta (CPAA) at a group rate cost of \$250 and self-nominate for the inaugural 2022 Community Achievement Award.**

**CHIEF ADMINISTRATIVE OFFICER**



## Community Achievement Award

### Purpose

*Community Planning Association of Alberta membership are focused on improving the quality of life for their residents in multiple ways. Communities across Alberta have undertaken and are currently working on a wide range of community-based projects and priorities to address safety, health, local services and social and economic opportunities. The purpose of this Award is to recognize, celebrate, and share the success of these community-based projects.*

This award recognizes an individual, team, or organization whose creative ideas and work has resulted in a successful project that has positively contributed to community building and well being within the Province of Alberta.

### Eligibility

Recipients must be a member in good standing of the CPAA, actively engaged in some facet of community planning in an Alberta context and willing to share information about their successful project with CPAA.

### Nomination and Submission

You may nominate a project or submit a project that you were involved in; both can be made by any member in good standing of the CPAA. A complete submission package will consist of:

- 1) Application form
- 2) Required description, reasons, tangible benefits and supporting information as listed on the Application form.
- 3) Supporting Documents listed on the Application form.

**Community Achievement Award submissions must be received by the CPAA Office via email to [cpaa@cpaa.biz](mailto:cpaa@cpaa.biz) by 4:00 pm, March 1, 2022.**



## Community Achievement Award

### Selection

The CPAA Scholarships and Awards Committee will review the nominations and make one or more Award recommendation to the CPAA Board of Directors for a final decision. Please note the following criteria will be used in the selection process:

1. Each complete submission package will demonstrate/document its positive effect/impact on the community and/or intended end users.
2. The type of project or activity nominated is less important than the positive outcomes of the project. What is important is how it improves, informs, educates, creates new opportunities or efficiencies. A project may be nominated for its innovative concepts or methods. It could be an innovation in an existing process, use of materials, administration, management training, or procurement. Alternatively, it could be focused on social service, education, recreation, small business development, or cultural activities and successful projects/practices.
3. The submission must provide evidence of success and document the positive impact, improved quality and cost efficiencies, etc of the project. A successful project must be a proven success and not just a good idea that has yet to be implemented.
4. The submission information should highlight and explain the significance of the project presented in strengthening the community and creating new opportunities or significantly improving services.
5. The submission must be documented and well presented. The project contacts (including their teams and/or their agencies/employers) must provide sufficient information and documentation for the Scholarships and Awards Committee to verify and evaluate the work presented. Nominees may be contacted by the Committee for clarification and further information as necessary.

### Presentation

The winner will be announced and presented with a plaque recognizing their achievement at the annual CPAA Conference and will be featured in CPAA publications.

***Thank you for your consideration to participate in the first CPAA Community Achievement Award!***



## Community Achievement Award Application

This award is to recognize successful community achievements by Community Planning Association of Alberta members. **Submission DEADLINE is 4:00 pm March 1, 2022.**

### Eligibility

Recipients must be a member in good standing of the CPAA, actively engaged in some facet of community planning in an Alberta context and willing to share information about their successful project with CPAA.

### Nomination and Submission

You may nominate a project or submit a project that you were involved in; both must be a CPAA member in good standing.

### Award Decision and Presentation to the Winner

The Awards and Scholarship Committee will make a recommendation to the CPAA Board of Directors for final approval. The winner or a representative must be in attendance to receive the award plaque and be available for photographs as agreed to in the Signatures section of this application.

### Title of Entry/Project

---

### Name(s) of the individual, team or organization to be recognized for this project:

---

---

### CPAA Member submitting or nominating the Project

Name: \_\_\_\_\_

Organization/Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_ Postal Code: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### Project Contact Person if different from above

Name: \_\_\_\_\_

Organization/Company: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_





## Community Achievement Award Application

### Submission Requirements

#### Project Information

1. Brief description (300-500 words) of the project.
2. The reasons (300-500 words) this project merits recognition.
3. Identify the tangible benefits that have resulted from this success or this project.
4. Brief description of any funding, volunteer hours in kind contributions or other resources used to support the success of this project.

#### Supporting Documents

1. Two Letters of Support for the submission. The letters may be from any individual, group or agency that was involved in supporting, participating, or benefitted from the story/project submitted.
2. Optional: provide an appendix of public information (including photographs, media coverage) about the work to support your submission. Copyright and privacy laws apply, please check and receive permission for any type of images or information submitted.
  - to provide evidence of success and positive benefits.
  - maybe more useful for some types of submissions and therefore this appendix is encouraged by not required.

Refer to the Community Achievement Award Information Document for important Selection and Presentation expectations posted on the CPAA website.

**Please ensure that this application form and supporting documents are submitted in pdf file format to the CPAA office at [cpaa@cpaa.biz](mailto:cpaa@cpaa.biz) with the email heading "Community Achievement Award Submission" no later than 4:00 pm March 1, 2022.**

#### Signatures Required for Submission

For a submission to be considered complete, for purposes of acceptance by CPAA, it is necessary that CPAA have the permission of the applicants in order for the Awards and Scholarship Committee to contact them for further information if required and to use the information provided in the submission in CPAA publications and Award announcements. Further, the Award winner or a representative must attend the CPAA Conference formal award presentation in the year that award is granted and be available for photographs.

By signing this application form below, you are giving CPAA said permissions and agreeing to participate in the formal award presentation at the 2022 CPAA Conference.

1. CPAA Member making the submission:

Print Name	Signature	Date

2. Primary Contact for the submission if different:

Print Name	Signature	Date



## MEMBERSHIP FORM

### Main Contact Person

The contact person is noted on all invoices and the billing contact is copied.

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Organization/Company: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### Billing Contact Person

Name:

Email:

Members who are included with the Group Membership, will each receive all CPAA communications. List here with name(s) and email address(es):

*Memberships are valid from January 1 to December 31 each year GST not applicable*

Group (\$250/year)       Individual (\$100/year)       Student (\$25/year)

An invoice will be emailed to the Main Contact Person.

Cheques are payable to the *Community Planning Association of Alberta*. Direct deposit and e transfers are accepted. Credit card payment is now available using the CPAA

Member online form: [CPAA Membership Renewals | CPA Alberta](#)

GST is not applicable.



**Chief Administrative Officer**

Report Period: **Dec 17 to Jan 20, 2022**

**LEGISLATIVE / GOVERNANCE**

Projects	Date In Progress	Date Outstanding	Date Completed
<b>Bylaw Enforcement:</b> Pursuant to Council's Motion, notification for contract extension for 6 months completed.			Dec 28/21 Jan 03/22
<b>TSI – Several meetings.</b> Review Report and meeting with Joint group. Governance report for Council review. TSI will presented to County Council, the Joint Fire Committee a couple of times and several emails regarding their schedule. The election results and corresponding learning curve with some of the County partners is causing some delays.	Ongoing		Sept 24 to Dec 16/21
<b>Joint Health and Safety Committee</b>			Jan 20/22
<b>COVID Updates</b>			Dec 22/21
<b>ICC Committee meeting</b>			
<b>Municipal Elected Officials Course: Emergency Management</b> held on January 11, 2022 with Ian Fox.  <b>Recommendation:</b> Approve action taken that all County Councillors did attend the Municipal Elected Officials Course on Emergency Management roles and responsibilities held on January 11, 2022.			Jan 11/22
<b>Legislative: Summary of Activities for Year 2021. L-1</b>  <b>Recommendation:</b> Approve the Legislative Summary of Activities for Year 2021.			Jan 20/22
<b>Committee of the Whole Meeting</b>			Jan 20/22

**ADMINISTRATIVE**

Projects	Date In Progress	Date Outstanding	Date Completed
<b>Mangers Meetings – Every Monday Morning</b>			Ongoing
<b>Administration Building Upgrades – Roof Replacement:</b> The recent snows and cold temperatures in December, coupled with the Christmas break, have caused significant likely to result in further delays.	Jul' 15/21		Jan 30/22
<b>RCDC Meeting</b>			Sept 27/21 Oct 13/21 Dec 06/21
<b>Bonnie Lake Resort – Meetings</b> pertaining to the approval of the development/engineering/Storm System	Ongoing		Ongoing
<b>BRFA Meeting – Mental Health Initiatives</b>			Jan 04/22
<b>Tourism Partnership – Legal team meeting – MCC Creation</b>			Jan 10/22

## Chief Administrative Officer

Report Period: **Dec 17 to Jan 20, 2022**

<p><b>Wishing Well Development – Request for Reimbursement of Deposit:</b> The Developer was requesting a return of the deposit of \$22,400 + GST as only one of his lots have sold.</p> <p>In 2009 the developer signed a Development Agreement with the County for the development of Country Residential Lots. The developer pre-paid \$22,400 +GST (\$3,200 per lot) for the installation of gas lines and service drops. The gas lines were installed for a cost of \$18,700. With this information, the Developer acknowledged that return of the remaining funds would effectively negate the terms of the Development agreement and perspective lot owners would have to pay \$3,500 per lot for the service drops, pursuant to the County’s policy. The developer could no longer advertise the properties as “serviced lots”. The Developer withdrew his request.</p>			Jan 12/22
<p><b>Council Departmental/ASB/GAS/ENV/Fire meetings</b></p>			Jan 25/22
<p><b>MPS Meeting – Tychowsky Subdivision Issue:</b> Jordan/Kyle and myself met with MPS to discuss this ongoing issue. We reviewed the issues and resolved the outstanding issues relating to the landowners concerns. MPS will be setting up a meeting with the Landowner for final resolution.</p>			Jan 17/22
<p><b>Risk Pro Meeting:</b> This meeting was to review the program and benefits to the municipality.</p>			Jan 19/22
<p><b>HWY 28/63 COMMISSION</b></p>			
<p><b>Commission Meetings – Organizational, Budget, draft bylaw issues</b></p>			Dec 22/21 Jan 12/22
<p><b>WFL #128 Solicitor – Agreements/requirements</b></p>			Dec 21/22
<p><b>Bylaw Queries</b></p>	Ongoing		
<p><b>Orientation Package:</b> In the December and January meetings the need to develop an orientation package for new directors was requested. The Commission had not developed this and the Board felt that while there is information available, they did not want to pay a Consultant to prepare the PowerPoint/Package. This is a project that myself, Brenda, Dave, Terry and Carole will be undertaking, in addition to outside services converting the drawings for professional presentation to the Board.</p>	Mar 15/22		
<p><b>Commission Timesheets:</b> Timesheets have been developed to accurately record the Administrative time required undertaking Commission duties. This is to assess whether adequate remuneration is being recuperated by the County in the role of Managing Partner. The intention is to report to County Council on an ongoing basis.</p>	Ongoing		
<p><b>FINANCIAL</b></p>			
<p style="text-align: center;"><b>Projects</b></p>	<p style="text-align: center;"><b>Date In Progress</b></p>	<p style="text-align: center;"><b>Date Outstanding</b></p>	<p style="text-align: center;"><b>Date Completed</b></p>
<p><b>County preliminary Budget discussion with Managers and Council. Several meetings in the last week of September through to the 2<sup>nd</sup> week in October.</b></p>			Sept 28/21 - Oct 25/21
<p><b>Council Budget Meeting</b></p>			Oct 29/21 Nov 19/21

**HUMAN RESOURCES**

Projects	Date In Progress	Date Outstanding	Date Completed
<p><b>Grader Operators:</b> Met with the grader operators as a group on Monday . There were a couple of outcomes which were noted.</p> <ol style="list-style-type: none"> <li>1) In regard to the EOIII position, the operators and the Union provided strong arguments as to Council's previous motion. The recommendation was that Council consider rescinding their previous motion of posting the vacancy as a EOIII and instead provide a resolution to post the existing employee to this particular Grader Beat and secondly, formally notify the Union that all divisional beats that open up are to be posted as EOIII classification, or as amended. This matter was discussed at the Committee of the Whole on January 18, 2022, with the emerging recommendation.</li> <li>2) The group discussed the aspects of how their position is inadequately described in the current (and past) agreements. Currently, the classifications, rate of pay experience and existing job descriptions are not congruent with each other and are a source of conflict. The Union and myself have been in discussion and our thoughts are to create specific classifications for the very specific work these operators undertake. This may be an ongoing issue in relation to other classifications as well.</li> <li>3) The posting of the employee, described above, will create a vacancy for a Construction Grader Operator. This position will be posted pursuant to the IUOE 955 Collective Agreement (internal and external posting).</li> </ol> <p><b>Recommendations:</b></p> <ol style="list-style-type: none"> <li>1) <b>Acknowledge action taken by the CAO in meeting with the Public Works Manager, Foreman and Grader Operators to discuss emergent issues on December 20, 2021.</b></li> <li>2) <b>That Council rescind motion 221-21 as noted below.</b></li> </ol> <p>December 16, 2021:  <b>Grader Operator Position for Division Three</b>                  221-21: Serben      That Smoky Lake County advertise the employment opportunity to fill the vacation position of Grader Operator - Division Three, within the terms and conditions of International Union of Operating Engineers, Local 955, Collective Agreement expiring on December 31, 2024.</p> <p style="text-align: right;">Carried.</p> <p><b>That Council pass the following motion:</b></p> <p><b>That the Chief Administrative Officer authorize the filling of the vacant position of the Division 3 Grader Operator area with the current operator within the terms and conditions of</b></p>			<p>Dec 20/21                      Jan 17, 22                      Jan 27/22</p>



## Chief Administrative Officer

Report Period: **Dec 17 to Jan 20, 2022**

<p><b>International Union of Operating Engineers, Local 955, Collective Agreement expiring on December 31, 2024.</b></p> <p><b>3) That Council pass the following motion:</b></p> <p><b>That the Chief Administrative Officer work with the International Union of Operating Engineers, Local 955, to develop formal classifications for the Grader Operator positions, relative to the County needs, for adoption at a future Council meeting and ratification by the International Union of Operating Engineers, Local 955.</b></p>			
<p><b>Shop Clerk 2 Position:</b> In reviewing the Organization Chart within Public Works, it was noted that the senior clerk position, which has exclusive duties to Public Works, but different hours and conditions under a different union, which is not congruent to the needs within the department. Currently this position is under the CUPE Collective Agreement (Clerk 4). This position is anticipated to be vacated later in the year due to a retirement. This position will not be filled.</p> <p>In moving forward, Public Works will be creating a Shop Clerk 2 position within the IUOE 955, which will specifically include minor supervisory duties in overseeing the Shop Clerk position and operate within the IUOE 955 Collective Agreement.</p>	Jan 19/22		
<p><b>Legal – Managing Partner Deficiency Issues- Legal. Brownlee will be drafting a template document for use to protect the County.</b></p>	Ongoing		
<p><b>Fire Services Clerk (PT) Update:</b> The Organizational Chart was brought forward to Council on August 26, 2021, and recommended the need for a PT clerk to free up valuable time for the Fire Chief and Deputy Fire Chief to provide assistance in typical clerk duties. In 2021, there were a total of 223 calls (toned out). These individuals responded to nearly every call but had to complete the required reports and paperwork associated with a response, in addition to the time spent on scene. In prioritizing workloads and avoiding having to work dozens of hours on a weekly basis after-hours, the need for assistance was deemed to be a high priority. Administration is currently investigating whether there is ability to fill the needs of this position within existing staffing compliments.</p>	Ongoing		
<p><b>Heavy Duty Mechanic:</b> As reported to Council in the COW on January 18, 2022, the County has posted for a FT HD mechanic and a PT (80 hrs/month) HD mechanic.</p> <p>Ads for these positions have/will be advertised (or scheduled) in the following places.</p> <ul style="list-style-type: none"> <li>- January Grapevine</li> <li>- Published as a stand-alone ads in the Redwater Review</li> </ul>			

## Chief Administrative Officer

Report Period: **Dec 17 to Jan 20, 2022**

<ul style="list-style-type: none"> <li>- Posted on the Smoky Lake County website under the Opportunities tab: <a href="http://www.smokylakecounty.ab.ca/p/employment-opportunities">www.smokylakecounty.ab.ca/p/employment-opportunities</a></li> <li>- Facebook</li> </ul>			
<p><b>Executive Services Clerk:</b> Notification has been sent to CUPE in regard to the clarification of this position.</p>			
<p><b>CUPE 4575: Request dates for Collective Bargaining.</b> Email received from Mark Brzezowski, National Representative for the Canadian Union of Public Employees (CUPE) 4575 dated January 10, 2022.</p> <p><b>Date availability: January 28, 2022 and January 31, 2022 or February 1<sup>st</sup> and 4<sup>th</sup>. H-1</b></p> <p><b>Recommendation:</b> Acknowledge receipt to the email received from Mark Brzezowski, National Representative, Canadian Union of Public Employees – CUPE Local 4575 on January 10, 2022 in regards to Notice to Commence Collective Bargaining between CUPE Local 4575 and Smoky Lake County; and schedule a Negotiating Committee Meeting on _____ at _____ to commence collective bargaining for the purpose of negotiating the renewal of the collective agreement between Smoky Lake County and the CUPE Local 4575 employees.</p>			

### COMMUNITY

Projects	Date In Progress	Date Outstanding	Date Completed
<p><b>Vilna &amp; District Agricultural Society,</b> Rebecca Joseph, Office Manager: Email January 10, 2022 – <b>Letter of Support for a Community Initiatives Program (CIP) Grant.</b></p> <p><b>Recommendation:</b> Approve the action take in providing a letter of support to the Vilna &amp; District Agricultural Society’s application for a Community Initiatives Program (CIP) Grant for funding towards the 2022 Annual Boomtown Days Fair event held in the Village of Vilna.</p>			Jan 10/22

### TRAINING

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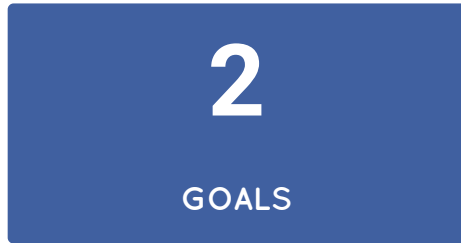
### COUNTY STRATEGIC PLAN

N/A			
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<p><b>Signature:</b> <i>Gene Sobolewski</i></p>	<p>County Council Meeting: <b>Dec 16, 2021</b></p>
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## 2021 Legislative Summary

Monitored Item	Amount
Sets of Meeting Minutes	<b>109</b>
Bylaws brought forward to Council	<b>16</b>
Council resolutions voted on	<b>1308</b>
Public Hearings Held	<b>6</b>
Invitations for Public Participation	<b>3</b>
Approaches	<b>0</b>
Agreements Executed	<b>15</b>
Aggregate Licenses Issued	<b>9</b>
Haul Road Agreements (non minor)	<b>4</b>
Council Requests	<b>180</b>
Christmas Cards Sent	<b>21</b>
Promotional	<b>10 Organizations/Persons -door prizes</b> <b>94 items given away or bought</b>
Policies	<b>Adopted: 4</b> <b>Amended: 38</b> <b>Total: 42</b>
In-kind Gravel	<b>20 tonnes (reject sand)</b> <b>22.4 tonnes (3/4")</b> <b>11.34 tonnes (1 ½")</b>
In-kind Assistance	<b>Manpower/sign-post material to</b> <b>Chahor Church</b>
Training Expenses  <i>*Any department not listed to the right had zero training expenses for year 2021. These numbers are based off of training reports received by Municipal Clerk.</i>	<b>Administration: \$ 393.75</b> <b>Communications: \$ 393.75</b> <b>Environmental: \$ 412.50</b> <b>Finance: \$ 701.00</b> <b>Safety: \$ 395.00</b> <b>Total: \$2296.00</b>



● Draft ● Not started ● Behind ● On Track ● Overdue ● Complete → Direct Alignment --- Indirect Alignment

GOAL

Meeting...	Motio...	Goal	Details	Owner	Progress Update	Curr...
		<b>2021 12 07 Committee of the Whole</b>				Comple
2021/12/07	102-21	→ <b>STARS (Shock Trauma and Rescue Services)</b>	That Smoky Lake County Council <b>recommend</b> that the request from the December 7, 2021 Delegation: Glenda Farnden, Senior Municipal Relations Liaison, STARS (Shock Trauma and Rescue Services), of a one-time matching "fleet gift" to STARS, in the amount of \$5,000.00, be brought forward to the next Regular Council meeting for consideration.	Legislative Service Clerk	<b>Patti Priest:</b> <b>Achievements:</b> Legislative Services drafted a Request for Decision (RFD) as per motion #102-21 which was brought forward to the December 16, 2021 Regular Council Meeting.  <b>Challenges:</b> <i>No value</i>  <b>Next Steps:</b> <i>No value</i>	Comple 100 /



4 GOALS

100% GOAL COMPLETION

● Draft ● Not started ● Behind ● On Track ● Overdue ● Complete → Direct Alignment --- Indirect Alignment

GOAL

Meeting...	Motio...	Goal	Details	Owner	Progress Update	Curr...
	<i>No value</i>	<b>2021 12 14 Departmental Operations</b>				Comple 100 /
2021/12/14	173-21	→ <b>Hillside Acres, Whitefish Lake – Delegations</b>	That Smoky Lake County Council acknowledge the information provided by the delegations: Lori Danyluk and Gayle Holtz (Landowners at Hillside Acres, Whitefish Lake), at the November 17, 2021, Council Committee of the Whole Meeting, who expressed concerns in respect to the use of the Environmental Reserve (ER), need for a community dock system, safe boat launch, children’s park, and handicap access to the lake at Hillside Acres, Whitefish Lake; further to Council’s October 15, 2021 Motion #1313-21.	Planning & Development Manager	<b>Patti Priest:</b>  Achievements: Motion #173 is to formalize the delegations attendance by resolution of Council, for documentation purposes.  Challenges: <i>No value</i>  Next Steps: <i>No value</i>	Comple 100 /



Meeting...	Motio...	Goal	Details	Owner	Progress Update	Curr...
2021/12/14	174-21	→ <b>Council Orientation – Planning and Development</b>	<p>That Smoky Lake County Council acknowledge the Planning and Development Council Orientation was held with all Council and facilitated internally by the Planning and Development Manager: Jordan Ruegg and Planning and Development Manager Assistant: Kyle Schole, on November 17, 2021, at the Council Committee of the Whole Meeting, outlining the following:</p> <ul style="list-style-type: none"> <li>· Planning and Development Services Department – “Who we are?”,</li> <li>· Planning Legislation, Bylaws &amp; Policies,</li> <li>· Planning Hierarchy &amp; Consistency,</li> <li>· Planning Legislation, Regulations, Bylaws, and Policies,</li> <li>· Treaty 6 and Indigenous Acknowledgement, and</li> <li>· Ongoing and Upcoming Planning and Development Projects.</li> </ul>	Legislative Service Clerk	<p><b>Patti Priest:</b></p> <p><b>Achievements:</b> The acknowledgement of the Council Orientation taken was formalized by resolution of Council for historical records and is in accordance with MGA Section 201.1 &amp; Policy 01-05.</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i></p>	Completed 100 /
2021/12/14	175-21	→ <b>Microsite Website Retracted Request</b>	<p>That Smoky Lake County acknowledge receipt of the email received from Jackie Jarema, Caretaker of Hanmore Lake and Island Lake Campgrounds, dated November 30, 2021, in regard to retracting the February 25, 2021 request for a County micro-site website, as it will not meet their expectations for a website capability.</p>	Communications Technician	<p><b>Evonne Zukiwski:</b></p> <p><b>Achievements:</b></p> <ul style="list-style-type: none"> <li>• Microsite and user account deleted, as requested on December 20, 2021.</li> </ul> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i></p>	Completed 100 /

**Alberta Coordinated Action for Recycling Enterprises**  
**Zoom Meeting Minutes with Regions 1-5**  
**Friday, December 4, 2020 – 9:00 a.m.**

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**Minutes**

**Attending**

Tom Moore	Westlock Regional Waste Commission
Rob Smith	Athabasca Regional Waste Services Management Commission
Paul Ryan	Bow Valley Regional Waste Commission
Art Sawatzky	Peace Regional Waste Company
Ray Juska	Newell Regional Waste Authority
Tracy Boutilier	RM of Wood Buffalo
Lorna Storoschuk	Town of Bonnyville
Dan Gawalko	Smoky Lake County
Andrew Lamoureux	Quantum Lifestyles
Brad Shultz	ARMA
Crystal Barrett	ARMA
Ed Gugenheimer	ARMA
Darren Turner	ARMA
Ryan Ropcean	Aquatera
Robert Savidon	Aquatera
Sarah Kaut	Aquatera
Doug Renwick	Aquatera
Molly Fyten	Lac La Biche County
Tim Mahdiuk	County of St. Paul
Warren Leister	County of St. Paul
Roxi Rutt	MD of Greenview
Diane Faskiw	County of Two Hills
Troy Moore	Two Hills Regional Waste Commission
Lindsay Miller	Mountainview Regional Waste Commission
Marc Jubinville	MD of Bonnyville
Brad Ollen	MD of Bonnyville
Jennifer Koole	Rocky View County
Glen Finstad	City of Leduc
Dennis Lang	North Peace Landfill
Linda McDonald	Alberta CARE

**Regrets**

Dick Ellis	Vulcan & District Regional Waste Commission
Jennifer Besinger	County of Grande Prairie
Janet Altmiks	Crystal Water
Ben Armstrong	Wheatland County
Chris Nielsen	DBS Environmental
Jonathan Beekman	Full Circle Plastics
Teresa Vance	Long Lake Regional Waste Commission
Clayton Miller	Quantum Life Styles
Audrey Gall	Northern Sunrise County
John Greathead	MD of Jasper
Linda Davies	St. Michaels Regional Waste Authority

**1. Meeting called to Order at 9:05 a.m.**

**2. Adoption of the Agenda**

**Moved by Rob Smith and seconded by Art Sawatzky to accept the agenda as presented.....CARRIED**

**3. Adoption of the December 6, 2019 Meeting Minutes.**

**Moved by Tracey Boutilier and seconded by Art Sawatzky to accepted 2019 Meeting Minutes as presented  
.....CARRIED**

**Alberta Recycling Management Authority (ARMA) Presentation**

**Paint** - The Alberta Paint Program is the lowest in Canada.

As of April 1<sup>st</sup> – 25 cents for aerosol fees. Eventually all auto, coatings, tar and patching will go into the paint program. These products appear in other provinces.

**Electronics** – There has been sorting difficulties. The paperwork submitted is solid data. There is good service from processors of this waste in the roundups. There is a weakness in the front line staff. They have found Christmas lights co-mingled with e-waste.

**Used Oil** – This is an expansion of an additional product. Window Wash fluid and Antifreeze is not included. ARMA will be doing auditing next year. ARMA does not have the surplus funds to pay for this material.

**Tire** – Added a third processor to be more cost effective

Members were asked to share any concerns they had with the field staff and ARMA.

Tracey Boutilier mentioned to ARMA that Fort Chip has ice roads and needs tire chip, salt and sand to keep it open.

Marc Jubinville expressed that the ongoing chips from tires should continue as there is a strong market for Sport fields.

**5. Olds Business**

a) Alberta CARE Spring Seminar held and sponsored by Westlock Regional Waste Commission was successful with 142 delegates attending.

b) Alberta CARE Conference held and sponsored by the Pincher Creek Landfill was a success with COVID 19 Protocols in place. There was 100 attending delegates (according to COVID restrictions) and nine catering staff. Alberta CARE spent approximately \$2100.00 for COVID – 19 supplies. Alberta CARE held the tracking sheet for one month rather than the 14 days as requested and there wasn't anyone who became sick from the Conference.

**Art Sawatzky moved and Glen Finstad seconded that items 5 (a) and 5(b) be filed for information**

**.....CARRIED**

**6. New Business**

a) Alberta CARE Spring Seminar 2021' is under way to be held in the Town of Stony Plain, AB

b) Alberta CARE Conference 2021' is underway to be held in the Town of Bonnyville, AB

c) Alberta CARE HHW Courses were held in the County of Wheatland, Vulcan & District and Claystone in Riley. The total attendance was 30 staff.

d) Art Sawatzky reported that the new Peace River Micro Gasification Bio Mass Energy Project will heat 3 shops. The cost of the project is 1.6 million - purchased the building, which will up on Tuesday, and then the equipment next week.

**Roxi Rutt moved and seconded by Dan Gawalko that items 6 (a) to 6(d) be filed for information.....CARRIED**

## 7. Other New Business

- a) e-Waste Expansion Pilot Competition among AB Collection Sites – Jennifer Besinger reported that this was a good idea.
- b) New Regulations into Hydro Vac Waste and Facilities – Carol Nelson reported that at this time it has been a struggle with definitions. This coming year should have something in place.
- c) The Alberta Government has passed an EPR Feasibility Study to implement an Alberta EPR Program

**Moved by Lorna Storoschuk and Dan Gawalko to accept items 7 (a) to 7 (c) for information.....CARRIED**

## 8. Round Table

**Paul Ryan** reported that they have done drone mapping and did it in 3D model for staff to use. This is an excellent education tool. The cost for the 3D model was \$30,000.00. Paul reported that Exshaw Lafarge was burning tires with a burning permit at the cement plant, but quit due to public outcries.

**Art Sawatzky** reported that the volumes were a little lower, but busier, as consumers are downsizing due to COVID and busy with recycling and clean up. The Landfill is in the red for cardboard, a negative of \$40.00 due to transportation costs. The oilfield waste is very low.

**Ray Juska** reported that cardboard is not \$100.00 a ton but \$200.00 a ton. His site is busy with a lot of Recycling and again due to at home clean up. Newell has purchased a Eco Mister with is a substantial Investment. Ray is available for anyone to call him if they need more information about this.

**Glen Finstad** reported that the Leduc Eco Station won the award from ARMA, but due to COVID, tours and ceremonies were put on hold. Glen attended a drone tour and felt it was an excellent tour. The City had a Styrofoam demo and there was a positive response to purchasing one.

**Melody** reported that Valleyview implemented an OHS Policy for COVID.

**Brad Ollen** reported that twine pick up was done three times this year and DBS Environmental had picked it up. MD of Bonnyville had done a feasibility study by Tetra Tech for Hydro Vac feasibility. They also did a Waste to Energy Study for a Pilot Project, results will be in before Christmas. The MD has beautified 7 Landfills with 38 Lilac trees. The MD has spent approximately \$13,000.00 for plastic lumber.

**Rob Smith** reported that he has sent Full Circle Plastics 5 semi loads of plastic. He had 4 years worth. Alberta CARE should check out energy projects such as Fog Dog Energy, etc for a workshop.

**Lorna Storoschuk** reported that the Town of Bonnyville seems to be quite normal in this type of economy. The town has been working with the community gardens, which is close to their store in town.

**Marc Jubinville** reported that the MD of Bonnyville is watching closely to Waste to Energy. The Hydro VAC Study was very good information.

**Lindsay Moore** reported that Mountain View is doing a E-Pilot Project. The landfill holding tank has finally been installed for oil. She enjoys the Alberta CARE meetings, we get so much information.

**Dan Gawalko** reported that Smoky County has very good staff that are working with the COVID situation. Dan as well, likes the Alberta CARE meetings.

**Sarah Kaut** reported that she is having a baby around January 1<sup>st</sup> and will be on maternity leave for one

year. Brian Ropcean will be taking her place. Aquatera is dealing with the same challenges.

**Darren Turner** from ARMA complemented the efforts of Alberta CARE and is looking forward to working with everyone with the e-Waste program.

**Tracey Boutilier** reported that the Disaster Waste Management Course held by Alberta CARE/SWANA helped her in these times. The volumes have increased with lots of cardboard, stero, etc, lots of consumers cleaning out sheds, basements, and garages. They have had lots of rain, so they are drying out the wood chips on the compost piles. RM of Wood Buffalo has one machine that COVID fogs the facility to be used indoors such as offices, buses, fleet vehicles and recycling site. This fog is non-toxic liquid and safe for everyone. They have lots of leachate. They are closing out old landfill using Leduc's bio cover type . They have put more trucks on the road for curb side pick up.

**Roxi Rutt** reported that MD of Green View is having a difficult financial situation with COVID. They have a temporary Public Works Supervisor for waste and water, looking for a permanent person.

**Troy Moore** reported that the County of Two Hills waste is up due to COVID 19.

**Andrew Lamoureux** reported that Quantum has difficulties getting sea cans and cages due to COVID, as China is not manufacturing and shipping is a challenge as well.

**Warren Leister** from County of St. Paul is busy, which is up by 30% trying to keep everyone happy in this current Environment.

**Jennifer Koole** from Rocky View County reported that COVID is a hot bed dealing with increased numbers at Transfer stations and increasing shut downs from Eco Centers, which gave us an increase. They have increased costs due to PPE.

**Dennis Lang** from North Peace Regional Landfill reports that he has had some increase in volume, but it has been going fairly well. They have purchased a drone. Merry Christmas to all and a Happy New Year.

**Diane Faskiw** from the County of Two Hills wishes everyone a Happy New Year.

**Molly Fyten** reported that Lac La Biche County is working from home. They have purchased a drone and had onsite training. They are modifying their annual reporting system. The re-use center is still open since October/19. Alberta CARE is an awesome organization.

**9. Adjournment at noon.**



## **Councillor's Report**

For December 2021

From Councillor Linda Fenerty, Division 2

### **December 8, 2021 – Northern Lights Library System (via Zoom) 6:00 – 8:00 p.m.**

- This meeting was a Board Member Orientation to NLLS. We are among 54 other representatives. NLLS is one part of 7 regional libraries throughout the Province with 47 libraries within the system. Population served is 174,483, with 7 First Nations and 4 Metis Settlements serving a population of 15,616. NLLS is a member of TAL (The Alberta Library) card program providing privileges at other Alberta libraries. The purpose of the system is to provide library services for libraries within our system. Operation of the system is done through municipal and board levy payments, and Provincial Grants. The operating budget is approximately 2.5 million dollars.
- In addition to on-site libraries, also offered are inter-library loans, either in hard cover or electronic format. Also available are audio/talking books, large print and special theme collections.
- Some of the resources available are: PressReader (read newspapers/magazines) from around the world, Ancestry Library Edition, Auto Repair Source, Language Learning, Cypress Resume', Consumer Reports, Hobbies & Crafts, Home Improvement, Small Engine Repair, LinkedIn Learning (learn business software)
- The Board meets 4 times annually, with 1 in-person meeting in May.

### **December 13, 2021 – N.E. Muni-Corr Ltd. (via Zoom) 10:00 a.m. – 12:13 p.m.**

- Quoted from minutes regarding code of conduct/confidentiality issues, "Discussion included confirmation that N.E. Muni-Corr Ltd. meetings are not public meetings. Some Directors noted they need to report to council which meetings they attend and information about the content of the meetings. To have to wait a whole month for the minutes to be approved before they Page 2 of 4 can discuss those items is too long of a time span. Suggestions for handling sensitive and ongoing discussions: - Just note during the discussion that this topic is on hold, meaning it is not to be shared with councils at this time. - Highlight sensitive topics on the agenda so Directors know those are not to be shared with councils at this time. - Directors should be professional enough to know what to and what not to say. Muni-Corr should trust the judgment of the Directors. - Items of confidence on our agenda only be shared in confidence at the council meetings. Chair Yaremkevich called a halt to discussion."
- Delegation from RMA Insurance made a presentation regarding insurance. N.E. Muni-Corr currently has 5 million in coverage with additional 4 layers of coverage for 20 million. RMA recommends keeping this level o coverage. Other organizations who use

the trails should be providing proof of liability and list Muni Corr as an additional insured. Muni Corr to establish amount of coverage needed.

- License of occupation agreement between Muni Corr and Riverland Recreational Trail Society to be updated to see if coverage is adequate.
- There is currently no internal policy for dealing with maintenance and hazard issues. Board is to look at developing a maintenance and hazard plan with municipalities.
- There currently is no agreement with Iron Horse Trail Groomer Foundation while includes a hold harmless clause and minimum amount for liability coverage.
- Muni Corr to check Master Agreement for liability insurance each municipality is required to have and ask for a copy of their certificate annually.
- Discussion continued re: code of conduct/confidentiality, and as quoted, “- Perhaps the wording could be the opposite and have it say all items are allowed to be shared unless identified otherwise. - The only items allowed in a closed session are items dealing with land, legal and staff. It was confirmed this is what is stated in the MGA and since we are not governed by the MGA, this may not apply. Administration noted she will contact RMRF to find out what it says in the Companies Act about closed sessions. - It is recognized that we need some type of document to hold Directors accountable, but it does boil down to the person’s integrity. It was moved by Director Lefebvre to have the Executive Committee review the documents and bring forward a revised draft for the January meeting.”
- Trestle Maintenance Quote – quote from Oregon which supplied creosote treated timbers accepted for information. Marianne will be getting more quotes.
- Fort Kent Rehabilitation Project – this intersection is the only one where the trail and highways are so close together. Alberta Transportation will not install signs and crosswalk markings at this location. Intent of Alberta Transportation is to make it safe for traffic and Muni Corr intent is to make it safe for trail users. It was moved to send a letter to Alberta Transportation and request a meeting on site so they can understand concerns of Muni Corr.
- Because of time constraints, the balance of the agenda was rescheduled to January 10, 2022. Meeting adjourned at 12:13 p.m.

## Pumpkin Patch Day Care Report

5.3.5

Jered Serben, Division 5

### December 16, 2021 – January 27, 2022

#### **January 5, 2022**

- Discussion whether financials need to be audited
- A Google search showed information stating that if a Co-op does not have saleable shares and/or pay dividends to its shareholders then no financial audit is required. Zelpha Melnyk enquire further
- Acceptance of resignation by a staff care - giver dated Dec. 28, 2021. Last day Jan. 11, 2022
- Positions posted; level 2 (one) and level 1 (two)
- Day care is licensed for a maximum of 44 children
- Current enrollment: 31 children including 1 out of school care (OSC), and 5 drop in (OSC and daycare age)
- Hours of operation is 6 am- 6:45 totaling 12.75 hours per day
- Part time is considered 50-100 hours monthly
- Full time is considered 101 hours and above
- Government introduced flat fee rates for all part timers (whether it be 50 or 90 hours, same fee)
- Same flat fee rates for full timers as well (whether it be 101 or 150 hours, same fee)
- Day care cooperative approves the new fee schedule in accordance to the affordability grants program mandated by the Federal Government effective January 1, 2022
- The monthly days and times schedule deadline is the 20<sup>th</sup> day for the following month
- Request for quotes from benefits providers
- Next meeting TBD

#### **January 19, 2022**

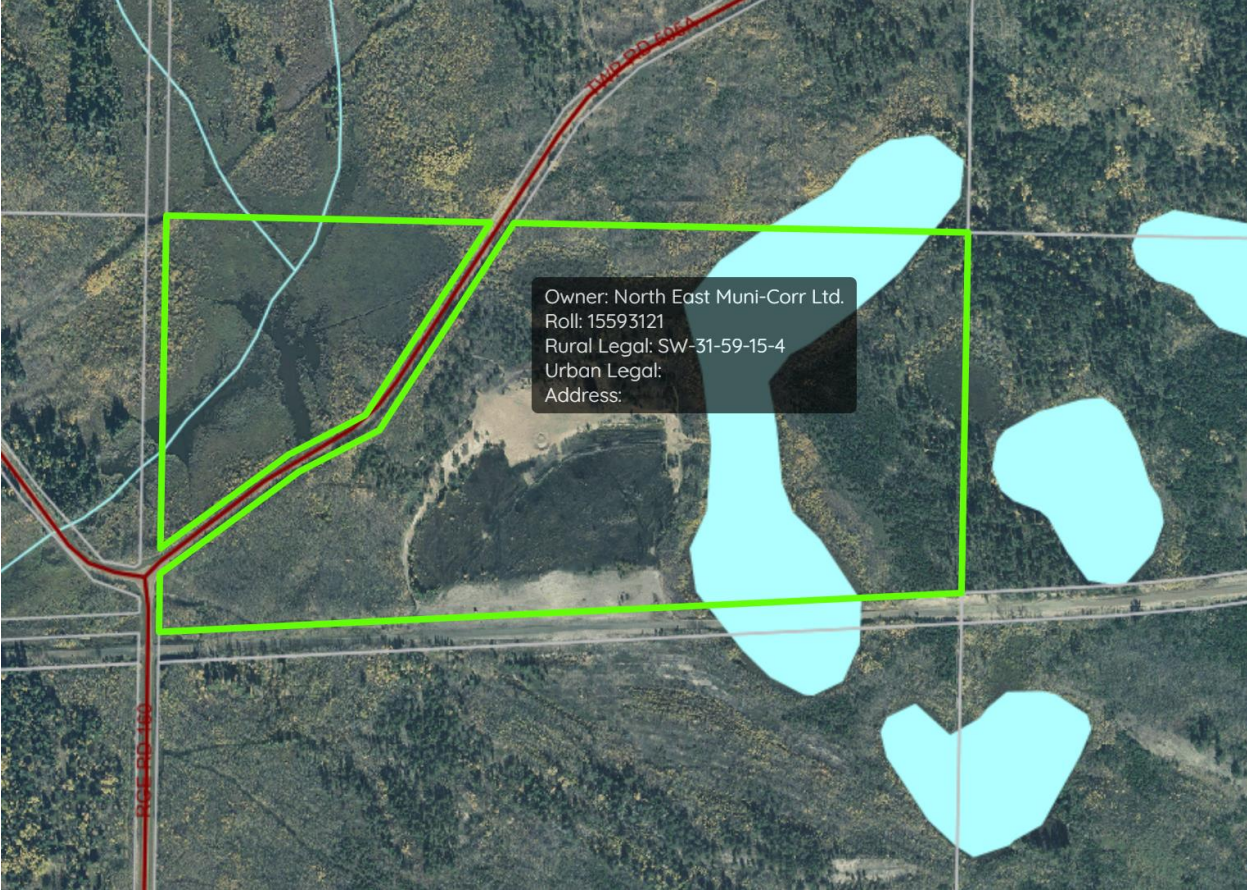
- Closed due to covid for 14 days since Jan 9<sup>th</sup>. 4+ positive covid cases
- Covid check list newly passed down from the Provincial Government. Separate rules between staff (age) and children (age):
- Unvaccinated Covid positive children must isolate for 10 days
- Vaccinated Covid positive children must isolate for 5 days
- Unvaccinated Covid positive staff must isolate for 14 days
- Vaccinated Covid positive staff must isolate for 5 days
- Covid testing kits ordered. Unvaccinated staff must test
- Currently 2 staff members are not vaccinated. 1 of the 2 unvaccinated staff members is strongly considering receiving her vaccination
- Interview with level 3 care – giver. Qualified and eager to work. \*She was the only applicant.
- Discussion about out of school care fee schedule (OSC). 9 spots available and now includes Kindergarten whereas this used to only include grades 1 – 6. (Kindergarten age is covered under affordability program).

- Much discussion about fees regarding different ages and whether these fees change based on if children are placed in the out of school care, full time or part time schedules
- Much confusion about fee rates and whether the Government pre – sets rates or if there is a range in allowable fees passed on to parents over and above the affordability programming
- Government allows 3% fees increase annually due to food increases and inflation
- Gathered information about benefits rates and premiums sent to board for review

Muni-Corr January 4, 2022

- Smoky Lake County has the most Trestles
- MariAnne was an employee of 2005 iron horse trail, 2007 Muni-Corr hired Marianne
- Discussion about an existing policy regarding major repairs and bridges and the shared cost between the municipalities. Currently anything under \$5000 repair are required by the municipality and the repair is required. Over \$5000 repair sounds like all municipalities cost share (I am unclear, confused how this works or if municipalities can refuse to pay their share since it sounds like there is push back when this has happened in the past)
- \*Bellis SW-31-59-15-4 Old gravel pit (76.13 acres). Land held for recreation development to be added to Iron Horse Trail
- Muni-corr does not pay for or erect fencing along their right of way
- Muni-corr does not pay for dust control. Individual municipalities are in charge of dust control and speed limit or slow signs. SL county looking into appropriate signage trying to slow down trail users in specific problem dust areas
- Leasing out lands beyond the 99 foot right-of-way for removeable assets or storage of snow or garbage for an admin fee of \$250 one- time fee
- \*Discussion about water booster stations and whether the municipalities should have to buy the land from Muni-Corr VS leasing for the one- time fee of \$250 or \$0.05/square foot (Dana from Bonnyville has brought this forward). I asked: If a water booster is needed in the SL county to push water to Cold Lake, for example, are you suggesting the SL county would be forced to purchase land for a permanent booster station that would benefit another municipality? Marianne says she will itemize the lease or purchase policy for better explanation (for Dana from Bonnyville)
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- 
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Owner: North East Muni-Corr Ltd.  
Roll: 15593121  
Rural Legal: SW-31-59-15-4  
Urban Legal:  
Address:

## ACTION LIST:

October 13, 2021 Regional Community Development Committee (RCDC) Meeting

MOTION NO.	RESOLUTION	DEPARTMENT	ACTION	STRATEGIC PLAN
133-21	That the Regional Community Development Committee (RCDC) direct the Community Economic Development Officer (CEDO) to summarize the RCDC discussion of the Northeast Information HUB videos and submit a written evaluation to Northeast Information HUB and engage with Lakeland Connect to edit the current versions into a useable business attraction product.	CEDO	<p>October 15, 2021: CEDO submitted written evaluation of HUB business attraction videos (Vilna, Town of Smoky Lake, Smoky Lake County) to NE HUB.</p> <p>November 4, 2021: CEDO met with Lakeland Connect to direct changes to the business attraction videos and have new versions completed for RCDC review at an upcoming meeting.</p> <p>November 29, 2021: CEDO reviewed updated versions of the Vilna, Town of Smoky Lake and Smoky Lake County business attraction videos and provided additional feedback to Lakeland Connect.</p>	2.1
137-21	That the Regional Community Development Committee (RCDC) accept for information the Community Economic Development Officer draft comments on the proposed contract and direct Smoky Lake County CAO and CEDO to further revise and redraft the contract and present the revisions to RCDC no later than December 31, 2021.	CEDO Managing Partner	<p>November 2, 2021: CEDO, County CAO and Assistant CAO met to review contract and identified three areas for further discussion and revision: Liabilities, Insurance and Scope of Work. All parties agreed to create an Request For Discussion for RCDC's next meeting evaluating contractor versus employee engagement with associated costs, benefits and other relevant content.</p> <p>November 29, 2021: Request for Discussion included in December 6, 2021 Agenda package for RCDC consideration.</p>	1.2

**NORTH EAST MUNI-CORR LTD.  
BOARD MEETING MINUTES  
November 15, 2021**

**DIRECTORS PRESENT**

Maureen Miller, Town of St. Paul  
Dale Hedrick, County of St. Paul  
Dwayne Yaremkevich, Town of Elk Point  
Terry Makowichuk, Town of Smoky Lake  
Nicholas Werstiuk, Village of Glendon

Vicky Lefebvre, City of Cold Lake  
Elisa Brosseau, Town of Bonnyville  
Linda Fenerty, Smoky Lake County  
Tammy-Lynn Thompson, Village of Vilna

**OTHERS**

Tim Mahdiuk, Controller  
Marvin Bjornstad, RRTS  
Ron Boisvert, Town of St. Paul

Marianne Janke, Administrative Coordinator  
Jason Boorse, Town of Elk Point  
Bill Parker, City of Cold Lake

**1. CALL TO ORDER:**

President Yaremkevich called the meeting to order at 10:38am.

**2. ADOPTION OF AGENDA:**

It was moved by Director Makowichuk to approve the agenda with the addition of 7.8 Bylaw Review Date.

Carried

**3. ADOPTION OF MINUTES:**

It was moved by Director Miller to approve the October 4, 2021, Minutes as presented.

Carried

**4. BUSINESS FROM MINUTES**

**4.1 Invoice: Bonnyville Regional Fire Authority**

Administration provided some background information and Directors were provided with correspondence and opinions from RMA Insurance and RMRF on this item.

Discussion included whose responsibility it is to maintain right of way land, questions about where the fire started and how other fires have been handled by the Members in the past.

It was moved by Director Younghans to instruct Administration to write a letter to the BFRA asking for photos of the fire site, outline municipalities are responsible for maintenance and cc the Town of Bonnyville.

Carried

**5. Correspondence**

**5.1 Smoky Lake County – Subdivision Notification**

Administration reported contacting the land owner and discussing the proposed subdivision. It was verified the land being subdivided is not adjacent to Muni-Corr property and Administration responded there are no issues with the proposal.

It was moved by Director Brosseau to ratify the response to Smoky Lake County's subdivision notification indicating N.E. Muni-Corr Ltd. has no concerns with the proposal.

Carried

## **5.2 Appointment Letters**

It was moved by Director Lefebvre to accept the letters of appointment from the Members as presented.

Carried

## **6. Reports**

### **6.1 Riverland Recreational Trail Society – Marvin Bjornstad**

Marvin Bjornstad reported the Elk Point snowmobile club has dissolved and donated a container to RRTS as well as their warm up cabin at the Windsor Salt Plant. The container has been moved at no charge by B & R Eckel's to the County of St. Paul public works yard and will be used for sign and miscellaneous storage. RRTS met with the management of the Salt Plant as the Elk Point Club only had a verbal agreement for placing their building on the plant's property. RRTS will submit a letter of request to the company which management will support.

Additionally, RRTS talked to the plant management about a recreation lease on the northeast quarter section. Trail users are travelling off the trail and onto the plant's property because of the amazing views from the top of the hill. RRTS's long term plan is to develop the area as a point of interest for tourists with a viewing deck on the top which would be accessible from the trail and from Highway 646. RRTS will submit a letter of interest which management will support.

RRTS is also exploring the possibility of using RaffleBox to run a 50/50 fundraiser. A number of groups have had some success with this online method.

Adjacent land owner, Harvey Aarbo installed fencing and a set of gates on the east side of RR 161 without authorization or entering into a Temporary Licence of Occupation agreement. It's been forwarded to the office for handling.

It was moved by Director Younghans to accept the report as presented.

Carried

### **6.2 Administration – Marianne Janke**

Administration circulated her report and pointed out that trail inquiries have dropped off as we transition from ATV use to snowmobiles.

Discussions with several adjacent landowners dealing with water issues, hunters and lack of signage, moving gates, speed signs and dust control.

The CDEA did a Vlog on the Iron Horse Trail. Several volunteers helped with the videos and interviews and will forward the final production once it is completed.

Spent a day on the trail with two volunteers doing a trestle assessment so they can submit a quote for much needed repair work.

AMA Magazine did a winter snowmobile feature on the Iron Horse Trail with Cold Lake, Bonnyville and St. Paul. Administration added that we have no control over the content and while this time, not all the communities were featured, there was an article in the previous year where Smoky Lake to Heinsburg was promoted.

Somehow nuts are disappearing off the fence bolts at the Beaver River Trestle. A volunteer from there is looking to see how many replacements we need to purchase. Solutions include red lock tight or hammering the bolt ends to mushroom them.

Discussion took place on whether cameras would be of any help on the trail where we are experiencing issues. Director Makowichuk noted there are trail cameras that, for a fee, will send a

notification when activity is detected. Issues would be who would monitor them, is the information useful to RCMP or Peace Officers; essentially who gets the info and who uses it.

It was moved by Director Makowichuk for Administration to research camera use, talk to RCMP and Peace Officers to see if the data could be used by them and bring it back to a future meeting.

Carried

It was moved by Director Miller to accept the report as presented.

Carried

### **6.3 Executive Committee**

No report.

## **7. NEW BUSINESS**

### **7.1 County of St. Paul: RR104 Reconstruction**

Administration shared the engineer drawings for the project and reported meeting County of St. Paul representatives on site. The County proposes to level a hill to reconstruct the road which will affect the one side of the right of way but not interfere with the trail surface. There will be some brush cleared from N.E. Muni-Corr Ltd. property along with ditch sloping to accommodate drainage. The County of St. Paul will transplant small spruce trees that are growing in the right of way to design a barrier between the trail and the road along this whole stretch. The recommendation is to authorize the County of St. Paul to proceed.

It was moved by Director Younghans to approve the County of St. Paul's proposal as presented.

Carried

### **7.2 Trestle Maintenance Quote**

Administration reported the right of way has 18 trestles on it. Twenty years ago when CN turned over the property, they planked the decks and installed chain link fencing on all of them. N.E. Muni-Corr Ltd. is responsible for any maintenance or work on the trestles and, other than some spot repairs, no work has been done to them since taking over. A rough estimate for the work that needs to be done is \$30,000.00. The quote is being broken into two parts; labour and material. We can get a quote for material now but that will probably change by the time the work can be done in spring so recommends a bit of a contingency be added. The labour includes equipment and tool rental. We are trying to locate a place where we can buy the large creosote beams. Administration called CN but they won't sell or donate them due to liability issues. Two of the three companies contacted say they don't sell creosote-soaked beams and we're waiting to hear from the 3<sup>rd</sup>. We'll also contact the engineers who worked on the Beaver River Trestle repairs and inquire about the beams they used. A second issue was noted at all the trestles, and this is the approaches. The approaches have been dug out from ATV tires which results in deeper rutting and damage to the abutments. Once we do the repair work, the damage is going to continue unless we can level out the approaches. One of the suggestions was to use cold mix to bring the trail surface level with the trestle.

Director Makowichuk suggested talked to public works for their input and to explore the option of using calcium chloride as it hardens up the ground material.

Director Miller suggested the quote be submitted by the December meeting so it can be included in the 2022 budget discussions.

It was moved by Director Brosseau to accept as information only.

Carried

### **7.3 Fort Kent Pavement Rehabilitation Project**

Administration shared the engineer drawing for the project and reported meeting the land agents and a representative from the M.D. of Bonnyville on site.



Alberta Transportation wants to purchase property from N.E. Muni-Corr Ltd. to widen the access points into Fort Kent. The issue is the trail is very close to the roads and, in fact, part of the existing turning lane on the east side encroaches on Muni-Corr property. Widening the turning lane by 1-2 metres creates an unsafe situation for trail users. Administration reported offering two options to Alberta Transportation. The first is to re-engineer the turning lane to meet up with the trail in its current state, paint white cross walk lines on the pavement and install “multi-use trail crossing” signs on the highway. The second option is to move the trail surface to the furthest north piece of the property. The land agents said they would take this information back to Alberta Transportation and, at the time of this meeting, there has not been a response.

Discussion included working together to make the entrance safe for both traffic and trail users. It was moved by Director Younghans to accept as information only.

Carried

#### **7.4 Access: MGM Land Services**

It was moved by Director Brosseau to approve as per our standard agreement.

Carried

#### **7.5 Temporary Licence of Occupation: Brian Makaruk**

It was moved by Director Werstiuk to approve the TLO agreement with Brian Makaruk as presented.

Carried

#### **7.6 2021-17 Code of Conduct Policy**

It was moved by Director Miller to instruct the Executive Committee to review and revise the 20121-17 Code of Conduct and bring a new draft back to the Board.

Carried

#### **7.7 Bylaw Review Date**

Administration provided some background information on the bylaws. The previous Board had sent draft revisions to the Members and did some additional revisions based on their input but these were not sent out due to the pending municipal elections. The recommendation is this Board review the draft bylaws prior to sending them back to the Members.

It was moved by Director Werstiuk to schedule a bylaw review at the February 14, 2022 Board meeting.

Carried

#### **7.6 Closed Session**

It was moved by Director Miller to move into a closed session at 11:50am with Directors, Alternates, Administration, Controller and RRTS liaison in attendance.

Carried

It was moved by Director Brosseau to move out of the closed session at 12:12pm.

Carried

It was moved by Director Makowichuk to instruct Administration to proceed with the legal matters discussed in the closed session.

Carried

### **8. CONTROLLERS REPORT**

Controller, Tim Mahdiuk presented the financial reports for September 30, 2021 and October 31, 2021.

Discussion included how long Vantage Resources have been in arrears. Directors Yaremkevich volunteered to see if he could find anything out about the company along with the Controller and

Administration. Director Makowichuk asked if Muni-Corr has a policy for submitting past due accounts to a collection agency which we don't.

It was moved by Director Makowichuk to approve the financial reports as presented.

Carried

**9. NEXT MEETING**

The next N.E. Muni-Corr Ltd. Board meeting is scheduled for Monday, December 13<sup>th</sup> at 10:00am.

**10. ADJOURNMENT**

It was moved by Director Makowichuk to adjourn this meeting at 12:24pm.

Carried



Dwayne Yaremkevich, President



Marianne Janke, Administrative Coordinator

**NORTH EAST MUNI-CORR LTD.  
AGM MEETING MINUTES  
November 15, 2021**

**DIRECTORS PRESENT**

Maureen Miller, Town of St. Paul  
Dale Hedrick, County of St. Paul  
Dwayne Yaremkevich, Town of Elk Point  
Terry Makowichuk, Town of Smoky Lake  
Nicholas Werstiuk, Village of Glendon

Vicky Lefebvre, City of Cold Lake  
Elisa Brosseau, Town of Bonnyville  
Linda Fenerty, Smoky Lake County  
Tammy-Lynn Thompson, Village of Vilna

**OTHERS**

Tim Mahdiuk, Controller  
Marvin Bjornstad, RRTS  
Ron Boisvert, Town of St. Paul  
Darrell Younghans, County of St. Paul

Marianne Janke, Administrative Coordinator  
Jason Boorse, Town of Elk Point  
Bill Parker, City of Cold Lake

**1. CALL TO ORDER:**

Administrative Coordinator, Marianne Janke called the meeting to order at 10:03am.

**2. ADOPTION OF AGENDA:**

It was moved by Director Miller to approve the agenda as presented.

Carried

**3. APPOINTMENT OF DIRECTORS**

It was moved by Director Makowichuk to approve the appointment of Directors and Alternates as presented.

Carried

**4. ELECTION OF PRESIDENT**

Administration presented Dwayne Yaremkevich for the position of President and called for further nominations from the floor three times.

It was moved by Director Hedrick to cease nominations.

Carried

**5. ELECTION OF VICE PRESIDENT**

Administration presented Maureen Miller for the position of Vice President and called for further nominations from the floor three times.

It was moved by Director Brosseau to cease nominations.

Carried

**6. ELECTION OF SECRETARY**

Administration presented Dale Hedrick for the position of Secretary and called for further nominations from the floor three times.

It was moved by Director Werstiuk to cease nominations.

Carried

**7. ELECTION OF TREASURER**

Administration called for nominations from the floor.  
Director Yaremkevich nominated Elisa Brosseau and she accepted.  
Administration called for further nominations from the floor two times.  
It was moved by Director Makowichuk to cease nominations.

Carried

10:10am Administration turned the chair over to the President, Director Yaremkevich.

**8. APPOINTMENT OF CONTROLLER**

It was moved by Director Miller to appoint Tim Mahdiuk as the Company's controller.

Carried

**9. APPOINTMENT OF SIGNING AUTHORITIES**

It was moved by Director Lefebvre to appoint any two of the following as signing authorities:  
President – Dwayne Yaremkevich  
Treasurer – Elisa Brosseau  
Controller – Tim Mahdiuk  
Marianne Janke - Administration

Carried

**10. APPOINTMENT OF BANKING INSTITUTION**

It was moved by Director Miller to appoint the Servus Credit Union as the Company's banking institution.

Carried

**11. APPOINTMENT OF NOTICE TO READER**

Administration reported there are three quotes coming in for the Notice To Reader.  
It was moved by Director Brosseau to table this item to the next meeting.

Carried

**12. APPOINTMENT OF SOLICITOR**

It was moved by Director Hedrick to appoint Reynolds Mirth Richards Farmer LLP as the Company's legal advisor and Trevor R. Lee Law Office for land sales.

Carried

**13. APPOINTMENT OF RIVERLAND RECREATIONAL TRAIL SOCIETY LIAISON**

It was moved by Director Brosseau to appoint President, Marvin Bjornstad as the RRTS liaison.

Carried

10:25am – Director Dale Hedrick left the meeting.

**14. DATE FOR N.E. MUNI-CORR LTD. ORIENTATION SESSION**

It was moved by Director Younghans to set the North East Muni-Corr Ltd. orientation session for Tuesday, January 4, 2022 at 6:00pm via ZOOM.

Carried

**15. DATE FOR RIVERLAND RECRATIONAL TRAIL SOCIETY AND ALBERTA'S LAKELAND DESTINATION MARKETING ORGANIZATION DELEGATION**

It was moved by Director Miller to allocate one hour to the delegation at the January 10, 2022 Board Meeting starting at 10:30am.

Carried

**16. DATE FOR LAND REVIEW**

It was moved by Director Lefebvre to allocate the February 14, 2022 Board Meeting to the Land Review.

Carried

**17. DATE FOR INSURANCE REVIEW**

It was moved by Director Makowichuk to allocate one hour at the December 13, 2021 Board Meeting to the Insurance Review with RMA Insurance as a delegation starting at 10:30am.

Carried

**18. SCHEDULE OF MEETING DATES AND TIMES**

It was moved by Lefebvre to approve the schedule of meeting dates and times as presented.

Carried

**19. OTHER APPOINTMENTS**

It was moved by Director Makowichuk to appoint the Executive, Controller and Administration to Executive Committee.

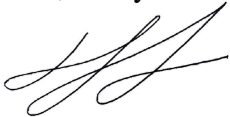
Carried

**20. ADJOURNMENT**

It was moved by Director Lefebvre to adjourn this meeting at 10:36am.

Carried

President, Dwayne Yaremkevich



Vice President, Maureen Miller



Secretary, Dale Hedrick





## **Waskatenau Pryveet Dance Club**

Tuesday December 7, 2021

Regular Meeting - Minutes

Waskatenau Community Hall

6:15p.m.

**Attendance:** Erin Sauchuk (President), Jessica Ollikka (Vice President), Wendy Dowhan (Treasurer), Jami Dombowsky (Secretary), Kelly Andruchow, Ashley Diachyshyn and Vance Macklin.

1. Call Meeting to Order - 6:16pm
2. Additions/Adoption of the Agenda - Add Invoice for the Village of Waskatenau to new business. Additions have been made. Jami made the motion to approve additions and Kelly seconded.
3. Approval of Minutes of November 2nd, 2021 Meeting - Reviewed and Jessica made the motion to approve the minutes as presented and Jami seconded.

4. **Treasurer Report** - Financial Report
  - General Account - \$11,720.17
  - Casino Account - \$5,889.34
  - GIC - \$15,469.05

Wendy made the motion to approve the financial report and Jessica seconded.

### **5. Old Business**

- a. **Competitions** - Reviewed competition dates. Smoky Lake Kalyna March 5th & 6th, 2022, Westlock March 12th, 2022, Fort Saskatchewan April 27th, 30th and May 1st, 2022. St. Paul April 9th & 10th, 2022. Decisions do not have to be made today, but look at 2 or 3 competitions to pick for our children to go to.
- b. **Pictures** - Tentatively February 8th, 2022
- c. **Dance Bags (30th Anniversary)** - \$30 per bag and to add name is an additional \$6. Will confirm this in the New year. Table to next meeting.
- d. **Weekend Workshop** - Bri said no workshops are needed at this time.
- e. **Mini Concert/Dress Rehearsal** -The night will consist of costumes, pictures and a mini concert for the parents. February 8th 2022.

### **6. New Business**

- a. **Waskatenau Pryveet Dance GIC** - GIC came due, Erin placed into amplified GIC. This GIC is redeemable and not locked in.
- b. **Costumes** - January 18th, 2022 will be customer pick up.
- c. **Year-End Concert** - Switched year-end concert date to April 23rd, talk to Brenda with regards to the date for the hall. Kelsey and Bri will not dance as Kelsey had surgery. Start planning details of the year-end throughout the next couple months.

d. Village of Waskatenau (Insurance) - Invoice is \$141 to pay. Kelly made the motion to pay the invoice and Ashley seconded. All in favor.

7. Next Regular Meeting - January 11th, 2022

8. Adjourned - 6:45pm



**Riverland Recreational Trail Society**  
Box 874 St. Paul, Alberta T0A 3A0  
Phone: (780) 645-2913 Fax: (780) 645-5790  
Toll Free: (877) 645-4521  
Email: [info@ironhorsetrail.ca](mailto:info@ironhorsetrail.ca)  
Website: [www.ironhorsetrail.ca](http://www.ironhorsetrail.ca)

Smoky Lake County  
Box 310  
Smoky Lake, AB.  
T0A 3C0  
Attention: Reeve and Council

January 3, 2022

**Re: Alberta's Iron Horse Trail Maintenance**

Dear Reeve and Council,

Riverland Recreational Trail Society (RRTS) would like to take this opportunity to thank Smoky Lake County for their past support and funding for the maintenance of Alberta's Iron Horse Trail. The funds go a long way towards keeping the trail and amenities in excellent condition for users. Our three-year agreement expired with the end of the 2021 and we would like to ask council to consider another three-year funding agreement; 2022 through to 2024. Smoky Lake County's contribution has been 2,500.00 per year.

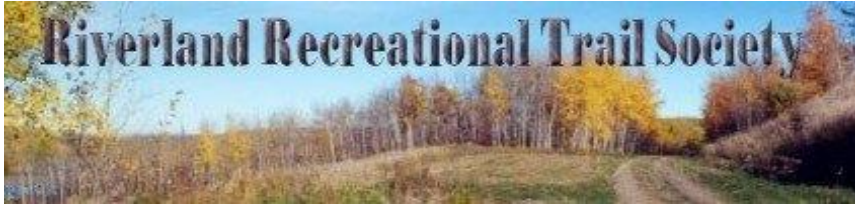
The section of trail that runs from Waskatenau to Heinsburg is designated part of the Trans Canada Trail and is utilized by all user groups; hikers, cyclists, horse and wagon treks, ATV and snowmobile enthusiasts. During COVID 19, we saw trail use nearly double as people were looking for safe places to get outdoors.

Included with this letter is a report showing the projects we were able to complete using the funds received from the municipalities over the past 3 years and a financial accounting of how the funds were spent.

If there are any questions, please don't hesitate to contact us. Or, if council would like RRTS to attend and present directly to them, we would be happy to do so.

Sincerely,

Marvin Bjornstad  
President  
Riverland Recreational Trail Society



P.O. Box 874  
 St. Paul, AB T0A 3A0  
 780-645-2913  
 Toll Free: 1-888-645-4155

**INVOICE # 2022-24**

03-Jan-22

**Smoky Lake County**  
 Box 310  
 Smoky Lake, Alberta  
 T0A 3C0

<b>Project Details</b>	<b>PRICE</b>		<b>TOTAL</b>
Project: 2022 Iron Horse Trail Maintenance			
Riverland Recreational Trail Society			
Annual Maintenance for 2022	<b>2,500.00</b>		<b>2,500.00</b>
<b>Sub-Total</b>			<b>2,500.00</b>
<b>GST</b>	<b>N/A</b>		<b>2,500.00</b>
<b>Total Payable</b>			<b>\$2,500.00</b>

Please make cheque payable to Riverland Recreational Trail Society  
 Thank You

Riverland Recreational Trail Society  
Maintenance Program – 2019, 2020 & 2021

<b>2019</b>	CR	DR
Collected:		
Vilna – 0		
Town of Elk Point – 504.00		
Town of Bonnyville – 0		
M.D. of Bonnyville – 6,210.00		
County of St. Paul – 6,720.00		
Town of Smoky Lake – 1,000.00		
County of Smoky Lake – 2,500.00		
Town of St. Paul – 1,848.00		
City of Cold Lake – 4,256.00		
Village of Glendon – 196.00		
Total: \$23,234.00		
-----		
57% to the Iron Horse Trail Groomer Foundation – \$13,243.38		
43% to Riverland Recreational Trail Society - \$9,990.62	9,990.62	
Texas Gate Sales	1,200.00	
Cut Line Oilfield Ltd. – Work in kind donation for hauling boiler to Abilene Junction	3,425.00	
RMA - Membership		200.12
Cut Line Oilfield Ltd. – Repair texas gates on east end and haul boiler to Abilene Junction		7,021.25
E.R. Lab – Concrete pad at Abilene Junction		5,030.00
G.S. Construction – Shelter at Abilene Junction		9,660.00
Octopus Creative – Website maintenance & social media management (50% of \$6,300.00)		3,150.00
Triple R Excavations Ltd. – Fencing at Ashmont staging area		249.67
RMA - Insurance		1,180.38
Husky Trail - License of Occupation		50.00
Louise Premak – Book keeping		450.00
Linette Newby – Repairs to Ashmont gazebo		60.75
St. Paul Glass & Mirror Ltd. – Padlocks		178.50
Telus		134.83
<b>Total:</b>	<b>14,615.62</b>	<b>27,665.50</b>



Riverland Recreational Trail Society  
Maintenance Program – 2019, 2020 & 2021

<b>2020</b>	CR	DR
Collected:		
Town of Elk Point – 504.00		
Village of Vilna – 112.00		
Town of Bonnyville – 3,864.00		
M.D. of Bonnyville – 993.60		
County of St. Paul – 6,720.00		
Town of Smoky Lake – 1,000.00		
Town of St. Paul – 1,848.00		
City of Cold Lake – 4,256.00		
Smoky Lake County – 2,500.00		
Village of Glendon – 196.00		
Total: \$21,993.60		
-----		
57% to the Iron Horse Trail Groomer Foundation – \$12,536.35		
43% to Riverland Recreational Trail Society - \$9,457.25	9,457.25	
RC Strategies Inc.	3,510.00	
RMA - Membership		204.75
Alberta TrailNet – Membership		50.00
Octopus Creative - Website maintenance & social media management (50% of \$1,575.00)		787.50
Octopus Creative – Annual website maintenance contract for 9 months		850.41
Octopus Creative – Annual email marketing platform for 9 months		104.96
Hootsuite – Annual social media scheduler (50% of \$256.90)		128.45
Louise Premak – Book keeping		450.00
OutersSpatial App – 6 month contract		651.00
Bennett Jones – Trademark renewal		1,252.60
RMA - Insurance		2,009.53
Husky Trail - License of Occupation		50.00
Danny Smyl – Deliver loading ramp to Bonnyville		76.50
Gun Powder Welding – Fabricate stand for boiler at Abilene Junction		525.00
Amyotte & Son Welding – Steel plate for boiler		121.10
Telus		128.69
<b>Total:</b>	<b>12,967.25</b>	<b>7,390.49</b>

Riverland Recreational Trail Society  
Maintenance Program – 2019, 2020 & 2021

<b>2021</b>	CR	DR
Collected:		
Town of Elk Point – 504.00		
M.D. of Bonnyville – 4,140.00		
Village of Vilna – 56.00		
Town of Bonnyville – 1,932.00		
County of St. Paul – 6,720.00		
Town of Smoky Lake – 1,000.00		
Town of St. Paul – 1,848.00		
City of Cold Lake – 4,256.00		
Smoky Lake County – 2,500.00		
Village of Glendon – 196.00		
Total: \$23,152.00		
-----		
57% to the Iron Horse Trail Groomer Foundation – \$13,196.64		
43% to Riverland Recreational Trail Society - \$9,955.36	9,955.36	
Town of Bonnyville – donation towards staging area sign	1,500.00	
Sign Solutions – donation towards staging area sign	569.96	
Hoodie sales	212.00	
RMA - Membership		214.24
Alberta TrailNet - Membership		50.00
Husky Trail - License of Occupation		50.00
RMA Insurance		2015.00
Octopus Creative - Annual website maintenance contract		1,133.87
Hootsuite – Annual social media scheduler (50% of \$231.27)		115.63
OuterSpatial – Annual contract		3,949.50
Louise Premak – Book keeping		450.00
Sign Solutions – Bonnyville staging area sign		5,956.07
Telus		120.84
Lakeland Signs – AIHT banners		209.06
Parade float candy		220.19
Trail steward kits and promotional items (\$12,462.24 less 5,000.00 TCT grant)		7,462.24
RC Strategies Inc. – 10-year strategic development plan		33,038.00
<b>Total:</b>	<b>12,237.32</b>	<b>54,984.64</b>

Iron Horse Trail Groomer Foundation  
Maintenance Program – 2019, 2020 & 2021

It costs \$14.26 per kilometre to run the Groomer; fuel, insurance, repairs, trucking.

The Iron Horse Trail is 275km. long and each time the trail is groomed it requires two complete passes.

275km. X 2 = 550km. X \$14.26 per = \$7,873.00 to groom the entire trail.

	CR	DR
Collected:		
2019 – \$13,243.38		
2020 – \$12,536.35		
2021 – \$13,196.64	38,976.37	
2019: Groomed 3 times		23,619.00
2020: Groomed 1 time		7,873.00
2021: Groomed 2 times		15,746.00
<b>Total:</b>	<b>38,976.37</b>	<b>47,238.00</b>



Six Texas gates east towards Heinsburg had to be dug out and railway ties inserted. An adjacent landowner reported cattle were just walking across the gates. This seems to have fixed the problem.

We've also had a couple of complaints from landowners in Smoky Lake County.



Installation of cement pad at Abilene Junction. Trail volunteers celebrated with a ride and wiener roast.



Boiler being delivered and set in place at Abilene Junction. Shelter completed with boiler inside.





Inspection on Smoky Lake water line.



Checking new trenching method.



TCT grant to purchase lumber. Fixed loading ramps and picnic tables.



Guard rails at Ashmont buried trestle – installed by County of St. Paul as part of the water line construction.



Adjacent landowner managing water at a beaver dam east of St. Paul.



Sold land to the M.D. of Bonnyville in Fort Kent and Ardmore for the two new community fire halls.



2020

In 2020 and 2021, money from the municipalities was leveraged to obtain grants to complete a 10-year strategic development plan. The total project cost was \$118,000.00 with two thirds funded by grants.

<b>Total Project Cost</b>	<b>118,000.00</b>	
<b>Grant from Trans Canada Trail</b>		<b>37,500.00</b>
<b>Grant from Alberta Snowmobile Association</b>		<b>35,000.00</b>
<b>Donation from RC Strategies Inc.</b>		<b>12,462.00</b>
<b>Riverland Recreational Trail Society</b>		<b>33,038.00</b>



RC Strategies Inc. on the trail collecting data.



Flooding east of St. Paul. The County installed some delineators to keep users on the trail. Beaver dams were removed, and water receded.



Paved trail at Glendon



Using the horse facilities at the St. Paul Iron Horse Trail Campground. A group of horse and wagons on a three day ride.



New fencing installed at Ashmont staging area. There was a problem with vehicle traffic driving on the trail. The fencing helped define the staging area and narrowed the trail entrance so it no longer looks like a gravel road.





Bear damage / overgrown



Landowner chained gate



Damaged signs



AMA Magazine writer, Caleb Caswell spent two days on the trail. Sampled giant donuts from Golden Loaf Bakery in Elk Point. And all kinds of pumpkin treats from Old Fashioned Bakery in Smoky Lake.



Photo shoot on trail near Ardmore



Paved parking lot at Beaver River Trestle



Moose Lake Trestle repairs to the boards and pipe hole on either end was capped to prevent horses or hikers from stepping into them.





Groomer at Moose Lake Trestle



Spring inspection and close gates



Received a \$5,000.00 TCT grant to outfit trail steward kits.



Trail volunteers with parade float

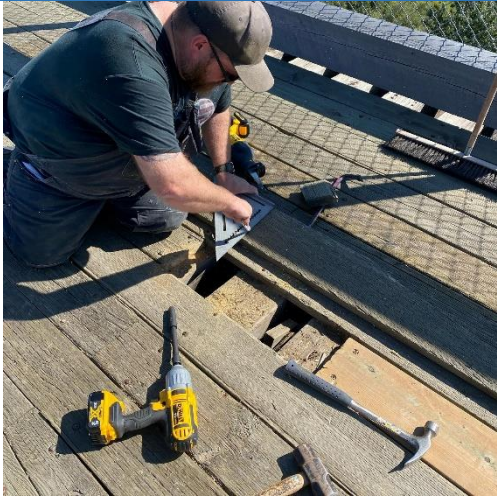


Issue north of Smoky Lake with water from a spring opened during water line construction



Beaver River Trestle parking lot expansion and paved trail to the trestle. Additional railing was added to stop trail traffic from going up and down the banks which was causing dangerous erosion to the trail surface.





Volunteer replacing boards on the Beaver River Trestle



Possible washroom facility at Town of Bonnyville staging area?

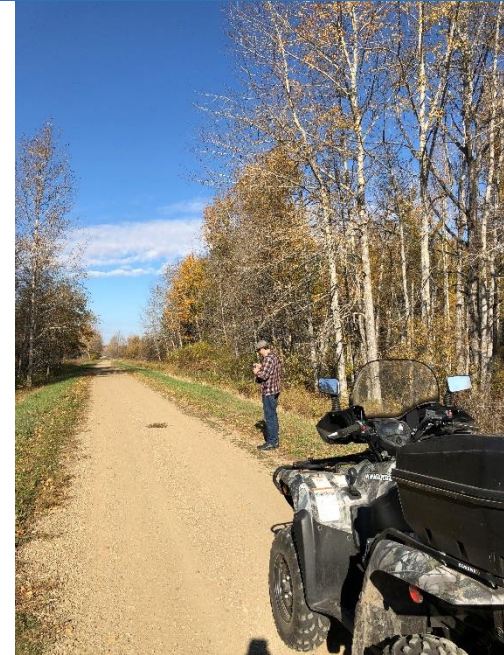


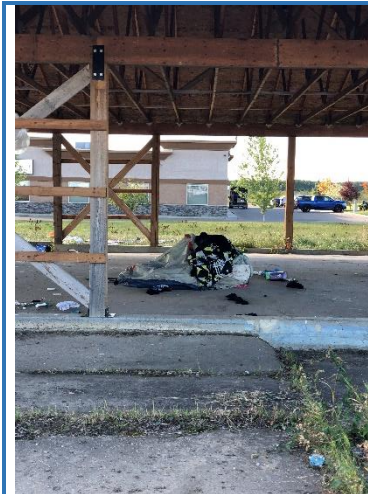
Photo shoot on trail near Lindbergh



M.D. installing drainage ditch in Ardmore and using the staging area as a construction zone.



Water line inspection Bonnyville/Cold Lake



Tent city at Cold Lake staging area



M.D. established drainage for adjacent landowner near Ardmore

1/19/22 10:48:04  
ALL INVOICES

Accounts Payable System  
Vendor Invoice Inquiry

AP04011A

6.1.d

Payee vendor #: 44303 RIVERLAND RECREATIONAL TRA Applied: .....00  
Unapplied: .....00

Position to . . . Invoice Date 0000/00/00 Starting character(s)

Type options, press Enter.

Opt	*	Invoice #	Pst	Inv. Date	Description	*	Notes	S=Status	D=Document
D	Order#	Batch#	P/P	PayM T4A	Voucher	Cur	Original Amt	Balance	
-		2021-24	Y	2021/02/09	2021 IRON HORSE TRAIL MAINT.	C	2500.00		
-	44303	53492		CHEQ N		C	2500.00		
-		2020-24/818-20	Y	2020/04/21	RR TRAIL SOC/IRON HORSE GROOMR	C	2500.00		
-	44303	49923		CHEQ N		C	2500.00		
-		1087-19	Y	2019/08/29	IRON HORSE TRAIL MAINTENANCE	C	2500.00		
-	44303	47004		CHEQ N		C	2500.00		
-		2018-11	Y	2018/04/11	MOT 506-18/IRON HORSE TRAIL	C	2500.00		
-	44303	41375		CHEQ N		C	2500.00		

More...

F3=Exit F5=Refresh F9=Outstanding Inv F10=Invoice # F12=Previous  
F15=Ascending F17=Top F18=Bottom



1/19/22 10:48:14  
ALL INVOICES

Accounts Payable System  
Vendor Invoice Inquiry

AP04011A

Payee vendor #: 44303 RIVERLAND RECREATIONAL TRA      Applied: .....00  
Unapplied: .....00

Position to . . . 0000/00/00      Invoice Date      Starting character(s)

Type options, press Enter.

1=Select      2=Details      3=Transactions      \*=Notes      S=Status      D=Document

Opt.	* Invoice #	Pst	Inv. Date	Description	Cur	Original Amt	Balance
-	D 2017-17	Y	2017/06/19	ANNUAL MAINT/IRON HORSE TRAIL	C	2500.00	
-	44303 37822		CHEQ N				
-	2016-38	Y	2016/11/14	50 CROP IN SIGNS/MOTION 75-16	C	75.00	
-	44303 35741		CHEQ N				
-	315-16	Y	2016/01/22	RIVERLAND REC/GROOMER FDN	C	2500.00	
-	44303 32483		CHEQ N				
-	I#008164	Y	2005/08/08	GROUP MEMBERSHIP	C	50.00	
-	44303 14199		CHEQ N				

Bottom  
F12=Previous

F3=Exit      F5=Refresh      F9=Outstanding Inv      F10=Invoice #  
F15=Ascending      F17=Top      F18=Bottom  
Roll up or roll down past the first or last record in file.

**Jordan Ruegg**

---

**From:** Trevor Richelhof <Trevor.Richelhof@gov.ab.ca>  
**Sent:** January 11, 2022 12:07 PM  
**To:** Jordan Ruegg  
**Subject:** Coming Soon! Alberta Transportation's Online Permitting and Referral System

## **Coming Soon! Alberta Transportation's Online Permitting and Referral System Roadside Planning Application Tracking Hub (RPATH)**

Alberta Transportation's new online portal for the submission of roadside planning applications

*Please Note – this email was sent to this email address because you have previously made an application or inquiry to Alberta Transportation regarding a roadside planning activity. No further communication regarding RPATH will be sent to this email address.*

### **Modernizing Alberta Transportation's Permitting and Referral Response**

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Alberta Transportation is modernizing the permitting and land use planning processes by creating an online portal (RPATH) to reduce red tape, and to create efficiencies with the review of municipal planning referrals, development, and utility permit applications.

RPATH will be a one-stop solution for submitting and tracking all roadside planning referrals and approvals required under the [Municipal Government Act/Subdivision and Development Regulation](#), and the [Highways Development and Protection Act/Highways Development and Protection Regulation](#).

This online application portal replaces the use of emails and PDF/paper application forms, allowing applicants to perform one easy step to submit a permit application, obtain the approved permit document, and receive status updates and communications along the way.

RPATH will help reduce red tape for Albertans and, at the same time, allow for easier and quicker handling of permit applications and municipal referrals by Alberta Transportation personnel.

RPATH will provide applicants and municipalities:

- Real time tracking of the status of an application or referral, including access to previous permits and/or authorizations issued through the RPATH system.
- Increased province-wide consistency in application processes and permit requirements
- A comprehensive GIS interface that provides information regarding long term classification of provincial highways, including short- and long-term highway plans that may affect proposed roadside planning activities.
- Improved communications with Alberta Transportation staff regarding applications or referrals.
- A clear decision making process.
- Enhanced access to Alberta Transportation's long term planning information.

For municipalities, RPATH will replace hard-to-track email threads with information on a simple dashboard/report and ensure an efficient review by Alberta Transportation staff. Municipal staff will be able to see updates on referrals or inquiries and obtain Alberta Transportation's response or technical review for a municipal planning referral.

Applicants (including the general public, consultants, and utility companies) will be able to use RPATH and the online map tool instead of PDF forms or paper, and see the application's status, communicate with Alberta Transportation staff, and obtain the issued permit all in one place.

The online map tool will be a key source of information for current applications and future highway plans, as well as providing the ability to directly contact Alberta Transportation staff through the inquiry feature.

### **Requirements to Access RPATH**

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To prepare for access to RPATH, users will require a valid MyAlberta Digital ID (MADI) account or MyAlberta Digital ID for Business (MADI-B) account.

Individuals submitting an application require a [MADI](#) account. If you are applying on behalf of a business, municipality, or organization, a [MADI-B](#) account is required.

Once your MADI or MADI-B account has been obtained, you can log in to RPATH with your MADI or MADI-B credentials to create a RPATH profile. This is required before an application or notice can be submitted or before a representative can be assigned to submit an application on your behalf.

### **For More Information**

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Updates will be posted to <https://www.alberta.ca/roadside-development.aspx> as they become available. Stay tuned!

Classification: Protected A

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# CPAA 2022 Conference Now What? What's Next?

Moving Past an Uncertain Future

[Register Now](#)

We encourage elected officials, planners, development officers, economic development officers, and administrators from across Alberta to attend and participate in the conference.

**Sponsor Opportunities! [click here](#)**

Program to soon to be released!

You can expect sessions at next year's conference to explore the current world we are within and responses to it from the lenses of community and economic development, technology advances, the current state of the economy, changing infrastructure needs, responsive retrofitting, policy needs and a deeper look into the hierarchy of planning documents and requirements of the planning process among many others.

We encourage elected officials, planners, development officers, economic development officers, and administrators from across Alberta and beyond to attend and participate in the conference.

Thank you for supporting CPAA and engaging in our conference during these uncertain times.

## CPAA Conference Committee

When	May 2nd, 2022 9:00 AM through May 4th, 2022 12:00 PM	
Location	Royal Hotel Edmonton Airport 8450 Sparrow Drive Leduc, AB T9E 7G4 Canada	
Contact	Email: <a href="mailto:cpaa@cpaa.biz">cpaa@cpaa.biz</a>	
Event Fee(s)	Conference Fees	
	CPAA Member	\$ 500.00
	Non-member	\$ 575.00
	Student	\$ 50.00
	Sponsor	\$ 0.00
	Education Session	
	CPAA Member	\$ 150.00
	Non CPAA Member	\$ 175.00
	CPAA 2022 CONFERENCE SPONSOR PACKAGE	\$ 0.00
	DIAMOND	\$ 3,000.00
	PLATINUM	\$ 2,000.00
	GOLD	\$ 1,700.00
	SILVER	\$ 1,000.00
	BRONZE	\$ 700.00

[Register Now](#)



### Help spread the word

Please help us and let your friends, colleagues and followers know about our page: [CPAA 2022 Conference Now What? What's Next?](#)

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You can also share the below link in an email or on your website:  
<https://www.cpaa.biz/civicism/event/info?id=8&reset=1>



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## Contact

Vicki Hackl  
#205, 10940 - 166A Street  
Edmonton, Alberta T5P 3V5  
Phone: (780) 432.6387  
Fax: (780) 452.7718  
E-mail: [cpaa@cpaa.biz](mailto:cpaa@cpaa.biz)

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**CPAA**

COMMUNITY  
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ASSOCIATION  
of ALBERTA







**Lands Division**  
Lands Delivery & Coordination – North Branch  
Public Lands Disposition Management  
5th floor, South Petroleum Plaza  
9915 – 108 Street  
Edmonton, Alberta, T5K 2G8  
Fax: 780- 422-2545  
<https://www.alberta.ca/land>

**PLS 200011**

January 13, 2022

Smoky Lake County  
4612 McDougall Drive  
Box 310  
Smoky Lake, AB T0A 3C0  
Attention: Kyle Schole

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

Metis Crossing  
Box 548  
Smoky Lake, AB T0A 3C0  
Attention: Juanita Marois

Email: [jmarois@metis.org](mailto:jmarois@metis.org)

Dear Mr. Schole and Ms. Marois,

**RE: Application to Purchase No. PLS 200011**  
**SEC9 – TWP58 – RGE17 – W4M (47.00 ac/19.02 ha + -)**

---

The department has completed its preliminary review of your Application to Purchase dated July 14, 2021, with respect to your interest in purchasing a *portion* of the land described as SEC9 – TWP58 – RGE17 – W4M, being approximately 47.00 ac/19.02 ha + - (the “Land”).

Your Application has been assigned file number PLS 200011 (the “Application”). Please quote this number on all correspondence with the department concerning this matter.

**PLEASE NOTE that at this time, the department is experiencing a substantial delay in processing applications as a result of the large volume of applications received. It will be some time before the department initiates its full review of the application.**

As the department is unable to represent your legal interests in any transaction, you will be required to obtain a lawyer to receive any transfer documentation with respect to this matter.

If you require further information regarding this matter, please contact me at the address noted above or by e-mail: [diane.siriwayo@gov.ab.ca](mailto:diane.siriwayo@gov.ab.ca).

Yours truly,

---

Diane Siriwayo  
Legal Analyst  
Public Lands Disposition Management Section

cc: Kyla Paziuk, Rangeland Agrologist [kyla.paziuk@gov.ab.ca](mailto:kyla.paziuk@gov.ab.ca)  
Luc Boulianne, Lands Officer [luc.boulianne@gov.ab.ca](mailto:luc.boulianne@gov.ab.ca)

Encl.

## **SUMMARY OF STEPS REQUIRED TO CONVEY CROWN LAND (DIRECT SALE OR LAND EXCHANGE)**

**Please note that this is a basic outline of the steps required to convey Crown Land in a regular transaction and that additional steps may be required for more complicated transactions. This list is not intended to be exhaustive, nor is it a representation of the entire process the Crown will follow. It may also change without notice.**

1. Applicant submits appropriate application.
2. Application is reviewed to determine if the information submitted is complete (including sketch of proposed sale parcel).
3. Letter of acknowledgement is sent to Applicant.
4. The Applicant conducts the First Nation Consultation if required.
5. Department conducts extensive referral process to determine if the Crown Land should be released for sale and on what conditions.
  - a. In the case of a land exchange, the Department must establish that the transaction provides a “net benefit” to Albertans in accordance with policy: <https://open.alberta.ca/publications/land-exchange-net-benefit>
6. Department communicates decision of approval or refusal of application to Applicant.

### **If approved for sale:**

7. Department obtains appraisals of Crown Land, and, in the case of a land exchange, the Applicant Land, to establish value for sale. The appraised value(s) are not negotiable.
8. Department provides a non-binding letter of intent to the Applicant indicating the transaction price, conditions of transaction arising from referral and other analyses, an indication of associated costs, and direction with respect to arranging a plan(s) of survey or subdivision (at the cost of the Applicant).

### **If the Applicant accepts the terms of the non-binding letter of intent:**

9. The Applicant obtains a plan of survey or subdivision in the Department's name followed by a title in the Department's name with respect to the plan of survey/subdivision (est. 135 days).

10. The Department instructs the Applicant to negotiate agreements with existing disposition holders, who hold interests in the sale parcel, to replace the dispositions which cease to exist upon the date of transfer to the Applicant. In lieu of “common law” agreements, provided the Applicant fully indemnifies the Department against claims made by the holders against the Department as a result of the change of parcel ownership, the Department will permit the Applicant to obtain the consent of the disposition holders to the transaction.
11. Upon creation of a proper land title certificate representing the Crown Land, the Department delivers a formal Offer to Purchase/Exchange to the Applicant for signature.
12. If the Applicant accepts the Offer unconditionally and pays the purchase or exchange price to the Department, the Department will sign the Offer to Purchase/Exchange. The contract will be binding on both parties once the conditions in the Offer are met.
13. Upon acceptance by the Department, the parties have a negotiated period to waive conditions, which include for example:
  - a. If the Applicant is a disposition holder at the Crown Land, the Applicant must provide a Property Tax Certificate showing nil balance;
  - b. If there are other disposition holders at the Crown Land, the Applicant must negotiate new agreements with the disposition holders to replace their dispositions that will be amended or terminated as a consequence of the sale, or obtain the holders’ consents to the transaction.
14. Upon satisfaction of conditions, the Department will submit closing documents to the Applicant's lawyer.
15. The Applicant's lawyer has 30 days to complete registration of title in the Applicant's name and to release transaction proceeds.

#### **COST BELONGING TO THE APPLICANT**

1. Application fee,
2. Mapping fee and amended mapping fee(s),
3. Survey costs,
4. May be required to cover costs of amendments required of existing disposition holders arising from the sale transaction,

5. Own legal costs and title registration fees,
6. May be required to supply Real Property Report where Applicant has constructed buildings on the proposed sale parcel,
7. GST arising from the proposed transaction, unless all purchaser parties are GST registrants.



Please Print or Type

Operations Division Provincial Programs Branch 5 <sup>th</sup> Floor, South Petroleum Plaza 9915 – 108 Street NW Edmonton, Alberta T5K 2G8 Fax: 780-427-1029 <a href="http://aep.alberta.ca/lands-forests/default.aspx">http://aep.alberta.ca/lands-forests/default.aspx</a>	Application Fee (non-refundable): \$1,050 + GST* Deposit: \$2,000* Mapping Fee (non-refundable): \$125 (*Excluding municipalities)	<b>For Departmental Use Only</b>	
		Department File Number:	200011
		Client ID Number:	0012266-001
		Applicant's File Number (optional):	PLS-2021-1
		Plan Confirmation Number:	2021003055

Applicants	Applicant 1	Applicant 2	Corporate Applicant	Contact/Agent
Last Name, Given Name	Smoky Lake County	Metis Crossing	Does the corporation have a seal? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Kyle Schole, For Gene Sobolewski
Mailing address City/Province Postal Code	4612 McDougall Drive Box 310, Smoky Lake, AB T0A 3C0	Box 548, Smoky Lake, AB T0A 3C0		
Work/Mobile Telephone	780-656-3730	780-722-1993		
Fax Number	780-656-3768			
Email Address	kschole@smokylakecounty.ab.ca	jmarois@metis.org		

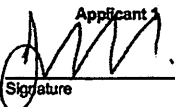
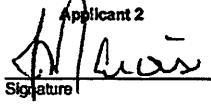
Qualification of each applicant to purchase public land	Applicant 1	Applicant 2	Corporate Applicant
1. Are you an employee of the Government of Alberta or a Member of the Legislative Assembly of Alberta?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, which department?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, which department?	<input checked="" type="checkbox"/> N/A
2. Have you attained the age of 18 years?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
3. Are you a Canadian citizen or a permanent resident of Canada?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
4. Is the Applicant a body corporate in which 75% of the equity shares are registered in the name of and beneficially owned by one or more Canadian citizens?	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

If the Applicant(s) answers "no" to any of questions 2, 3, or 4, the Applicant(s) is not qualified to purchase public land and this Application will be rejected. If the Applicant(s) answers "yes", please complete the attached Statutory Declaration, as applicable.

The Land Being Applied For (the "Land") (Attach Schedule if insufficient space)														
Name of subdivision					Plan no.		Block		Lot		Parcel			
Victoria Settlement Extension														
QTR/LS	Sec	Twp	Rge	Mer	Ac	Ha	QTR/LS	Sec	Twp	Rge	Mer	Ac	Ha	
	9	58	17	4	47	19.02								

Special Features At Or Near The Land	
1. <b>Lands Act) on the Land?</b>	Are there or were there waterbodies (as defined by the Public <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. If the Land, or a portion of it, was previously covered by water, what is the approximate date the Land or portion became dry?	
3. Did the Land become dry by natural means?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know
If no, explain:	
4. If yes, describe:	Are there structures (fixtures) or improvements on the Land? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Please ensure that the location of fixtures and improvements are identified on the sketch plan of the Land.	
5. Describe the access to the Land: Access is attained from Township Road 582 from the north boundary of the parcel.	

The personal information contained on this form is collected under the authorization of Section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act and is managed in accordance with Part 2 of the FOIP Act. It will be used for the purpose of monitoring public land utilization in accordance with the Public Lands Act. Alberta Environment & Parks will disclose all information contained on this form, including personal information, to anyone requesting a copy in accordance with Section 166-167 of the Public Lands Administration Regulation. For further information, please contact Provincial Programs Branch, Operations Division, Alberta Environment and Parks, 5<sup>th</sup> Floor, South Petroleum Plaza, 9915-108 Street, Edmonton, Alberta, T5K 2G8, telephone 780-427-3570.

Adjoining Land						
I am the owner/lessee of the adjoining land, namely:						
Qtr/Is	Sec	Twp	Rge	Mer	Ac	Ha
NE	9	58	17	4	24.75	10.01
SE	9	58	17	4	180.91	73.21
This adjoining land is held by <input checked="" type="checkbox"/> Title <input type="checkbox"/> Lease						
Environment and Parks Lease No.						
Current Interests On The Land (Prior To Potential Sale)						
1. If the Land is being used by the Applicant, what are the file numbers of the agreements under which the Applicant is occupying the Land?						
a. disposition(s)?				Is the Applicant currently complying with all the terms of the		
				<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
b. lands?				Are the property taxes paid in full with respect to the disposition		
				<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
2. If Land is being used by someone other than the Applicant, state how and by whom: The current grazing lease GRP787758 is held by Lonesome Pine Cattle Co. which has agreed to support this application for Public Land Sale. Has the current occupant agreed to the submission of this Application? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No						
Applicant's (Preferred) Interest In The Land						
For what purpose will you use the Land? Please note that upon any transfer of title, the zoning and development bylaws of the municipality apply to the Land and it is the Applicant's sole responsibility to ensure that your intended use of the Land complies with the bylaws. Agriculture and tourism activities including bison grazing & tours etc.						
<input type="checkbox"/> Joint Tenants or <input checked="" type="checkbox"/> Tenants in Common 10% Applicant 1 90% Applicant 2				Title (if any) to be forwarded to: <input checked="" type="checkbox"/> Applicant 1/Corporation or <input type="checkbox"/> Agent		
The Applicant(s) acknowledge that he/she/they make this Application to Purchase solely at their own risk and sole cost.				Required additional information:		
<p>Applicant 1</p>  Signature Gene Sobolewski Print Name July 14, 2021 Date				<p>Applicant 2</p>  Signature Juanita Marois Print Name \$Nil Amount Enclosed		
				1. If the Land is within a subdivision: <input type="checkbox"/> An accurate sketch plan <sup>1</sup> in accordance with the content requirements for disposition sketch plans (below) or 2. If the Land is not within a subdivision, all of the following are required: <input checked="" type="checkbox"/> An accurate sketch plan <sup>1</sup> in accordance with the content requirements for disposition sketch plans (below) <input checked="" type="checkbox"/> A detailed site layout plan of existing or proposed development <sup>2</sup> <input checked="" type="checkbox"/> A written description of existing or proposed development <sup>2</sup>		
				<sup>1</sup> The sketch plan must be submitted electronically in accordance with the instructions below.		
				<sup>2</sup> The information will be provided to the municipality.		
Sketch Plan Requirements						
Every application must include a plan of survey prepared by an Alberta Land Surveyor or a sketch plan, delivered electronically and acceptable to Alberta Environment and Parks (AEP), in accordance with the following:						
1. The minimum plan requirements are available at: <a href="http://aep.alberta.ca/lands-forests/land-management/disposition-plan-requirements.aspx">http://aep.alberta.ca/lands-forests/land-management/disposition-plan-requirements.aspx</a> (see Content Requirements for Disposition Sketch Plans or <a href="http://aep.alberta.ca/lands-forests/land-management/documents/RequirementDispositionSketchPlans-2012.pdf">http://aep.alberta.ca/lands-forests/land-management/documents/RequirementDispositionSketchPlans-2012.pdf</a> ).						
2. The Applicant must include the "Plan Confirmation Number" at the top of the first page of this Application provided by <a href="#">Plan Confirmation Services</a> .						
3. The Applicant (or your surveyor) must submit the confirmation package electronically to AEP through the <a href="#">Electronic Disposition System</a> .						
Applicants (or their surveyor) require a user identification number (user ID) to access both the <a href="#">Plan Confirmation Services</a> and the <a href="#">Electronic Disposition System</a> . For further information on PCS and EDS, please see Digital Plan Submission Standards and Procedures at: <a href="http://aep.alberta.ca/lands-forests/land-management/documents/DigitalPlanSubStandProc-May16-2016.pdf">http://aep.alberta.ca/lands-forests/land-management/documents/DigitalPlanSubStandProc-May16-2016.pdf</a>						
Inquiries about plan requirements should be directed to: Provincial Programs Branch Operations Division 2 <sup>nd</sup> Floor, South Tower, Petroleum Plaza 8915 - 108 Street Edmonton, Alberta T5K 2G8 Tel (Toll Free): 310-3773 Fax: 780-422-4252						
Surface File Records		For Departmental Use Only			GLIMPS	

An incomplete application may be returned to the applicant without being processed. The amounts payable on this Application must be paid upon submission of this Application to Environment and Parks, otherwise the Application will be immediately rejected.

The personal information contained on this form is collected under the authorization of Section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act and is managed in accordance with Part 2 of the FOIP Act. It will be used for the purpose of monitoring public land utilization in accordance with the Public Lands Act. Alberta Environment & Parks will disclose all information contained on this form, including personal information, to anyone requesting a copy in accordance with Section 166-167 of the Public Lands Administration Regulation. For further information, please contact Provincial Programs Branch, Operations Division, Alberta Environment and Parks, 5<sup>th</sup> Floor, South Petroleum Plaza, 9915-108 Street, Edmonton, Alberta, T5K 2G8, telephone 780-427-3570.

**Kyle Schole**

---

**From:** Mike Oka <mike.oka@bloodtribe.org>  
**Sent:** January 11, 2022 11:24 AM  
**To:** ihalisky@smokylakecounty.ab.ca  
**Cc:** jjshade; mtfeathers; Kyle Schole; Cedric Solway; staciecr@siksikanation.com; Scotty Many Guns  
**Subject:** North Saskatchewan River

In regards to a letter dated for Oct.29th 2021, I just received this letter as sometimes our mail gets mixed up within the Tribal Office, we the Blood Tribe have no issues with the plan to designate the river under the Canadian Heritage River System, as it should be documented that The Blackfoot Confederacy Traditional Territory meets the south bank of the North Saskatchewan as it's documented in history, if you can make that documentation the Confederacy would be very pleased, thank you.



# 11th Annual Alberta CARE Spring Seminar

February 23rd-February 25th

# 2022

## Accommodations

**Sandman Signature Lethbridge Lodge**  
320 Scenic Drive South  
Lethbridge, Alberta  
1-403-328-1123

**Book you room under  
#ID - Group Code: 136499**

**WestJet Has Daily Flights from  
Edmonton and Calgary to Lethbridge**

**Sandman Signature Lethbridge Lodge**



# 11th Annual Alberta CARE Spring Seminar

February 23rd-February 25th

# 2022

**Sandman Signature Lethbridge Lodge**  
320 Scenic Drive South Lethbridge, Alberta



**Galt  
Gardens**



**Lethbridge Ariel View**

Please forward registrations & payment to:  
**ALBERTA C.A.R.E.**  
Linda McDonald, Executive Director  
5212-49 Street  
Leduc, AB T9E 7H5  
Phone:780-980-8089  
Email: [executivedirector@albertacare.org](mailto:executivedirector@albertacare.org)  
Web: [www.albertacare.org](http://www.albertacare.org)

## Who Should Attend?

- Municipal Elected Officials
- Waste Commission Managers
- Landfill Operators
- Public Works Employees
- Eco Centre Employees
- Alberta Recycling Associations
- Alberta Landfill Engineers
- Waste Management Vendors
- Waste Disposal Companies
- School Boards, Education Facilitators
- Anyone interested in Reusing, Reducing, Recycling and Recovery

**Silent Auction**  
Going once...  
Going twice...

Ends February 24/22  
at 8:00 p.m.

# Tuesday February 22nd

New HHW Course – 8:00 a.m. to 4:00 p.m. – register with [executivedirector@albertacare.org](mailto:executivedirector@albertacare.org)

# Wednesday, February 23rd

8:00 a.m. - Noon DRONE Training Session for Landfills register with [executivedirector@albertacare.org](mailto:executivedirector@albertacare.org)

9:00 a.m. - 5:00 p.m. Registration and Exhibit Set Up

11:00 a.m. - Noon Light Lunch and Refreshments

12:30 p.m. TOUR #1

- Lethbridge Regional Landfill
- New Hydro Vac Pad
- New Automatic Recycling Centre
- New Composting Site and Green Cart System

*(Buses provided for Tour)*

OR

TOUR #2

- Antique Prairie Tractor Club
- Lethbridge Military Museum
- Coulee Brewery
- Galt Museum & Archives

*(Buses provided for Tour)*

5:00 p.m. COCKTAILS (Cash Bar)

6:00 p.m. Welcoming Remarks from the Mayor  
Welcoming Remarks from the Legislature

6:30 p.m. BUFFET BANQUET

8:00 p.m. Local Entertainment

Register 3 or more  
Delegates  
and receive a....

# 10% Discount!

# Thursday, February 24th

7:00 a.m. Exhibit Viewing & Buffet Breakfast

8:15 a.m. Welcome – Tom Moore, Chairman, Alberta CARE

8:30 a.m. CEIP & MCCAC Programs – Overview  
Councillor Glen Finstad, City of Leduc

9:15 a.m. Alberta Extended Producer Responsibility Program  
Alberta Environment & Parks, Waste Policy Section to present

10:00 a.m. Extended Producer Responsibility Program  
Bob McDonald, Director, EPR Program  
Environmental Standards Branch  
B.C. Minister of Environment Transition facing the Challenges and Opportunities *(Coffee Side Bar)*

10:45 a.m. Retail Council of Canada - Prospective to Operate & Interact with Our View of the Risks & Concerns as a view into Alberta 2023' and beyond  
John Graham, Director Government Relations (Prairies)

11:30 a.m. Waste to Energy Project, Joint Presentation of Bio Mass Energy Techniques. Scalable Units for Individual, Commercial & Municipal  
Art Sawatzky, Peace River Waste Mgmt Company & Dan Duckering, Bio Mass Energy Techniques

12:15 p.m. BUFFET LUNCHEON *(Buses loading at 1:15)*

1:30 p.m. TOUR #3

- Haul All Equipment Systems  
Jeff Crighton, Regional Manager

- DEMO - AG Plastics & Twine at DBS Site along with Tour  
Chris Nielsen, DBS Environment & Davin Johnson, Clean Farms

5:00 p.m. COCKTAILS

6:30 p.m. BUFFET BANQUET

8:00 p.m. Silent Auction Ends

9:00 p.m. HOSPITALITY EVENING - Hosted by K&K Recycling

This Conference is Alberta Environment approved for 'Continuing Education Units'

# Friday, February 25th

7:00 a.m. Exhibit Viewing & Hot Buffet Breakfast

8:30 a.m. Hydro Vac Code of Practice  
Carol Nelson, P. Eng., Team Lead Waste Management

9:15 a.m. Alberta Recycling Management Authority(ARMA)  
Current Update of Changes for the Used Oil Program  
Erin Tessier, Director of Operations

10:00 a.m. Success Story – Plastic Recycling  
Tom Moore, Westlock Regional Waste Commission

10:45 a.m. Closing Remarks  
Tom Moore, Chairman, Alberta CARE  
*(Coffee Side Board During Morning Sessions)*



DBS Environmental



Haul All Systems

## COVID-19 Protocols

- Must be Double Vaccinated
- Negative Rapid Test Accepted
- Masks when Walking
- No Masks when Sitting

ALBERTA Coordinated Action for  
Recycling Enterprises (CARE)

1-780-980-8089 Phone

Printed on 100% Post-Consumer Recycled Paper





# Registration Form

## ALBERTA CARE Spring Seminar 2022'

February 23-25, 2022

Sandman Signature Lethbridge Lodge Hotel  
403-328-1123 - Block of Rooms under "136499"

Names: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone \_\_\_\_\_

### NO CHARGE FOR Spring Seminar TOURS: (Buses picking up at front doors)

Please indicate the number attending Wednesday Tour 1 \_\_\_\_\_

Please indicate the number attending Wednesday Tour 2 \_\_\_\_\_

Please indicate the number attending Thursday Tour 3 \_\_\_\_\_

Sub Total \$ \_\_\_\_\_

Conference Fee \$425.00 p.p \$ \_\_\_\_\_

LESS: 10% if 3 or more attend \$ \_\_\_\_\_

GST \$ \_\_\_\_\_

### Spouses or Guests attending meals:

Breakfast Buffet @ \$25.00 p.p. \$ \_\_\_\_\_

Luncheon @ 30.00 p.p. \$ \_\_\_\_\_

Buffet @ 50.00 p.p. \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

MAIL PAYMENT TO: Alberta CARE, 5212 49 Street, Leduc, Alberta T9E 7H5

EMAIL: [executivedirector@albertacare.org](mailto:executivedirector@albertacare.org) or for information call Cell: 780-668-6767

Please indicate any food allergies: \_\_\_\_\_



Community  
Learning  
Network

6.7

# Certificate of Membership

This certifies that

**Smoky Lake County Community Learning Council**

---

Is declared a member in good standing of

**COMMUNITY LEARNING NETWORK**

**FOR**

**2021 - 2022**



COMMUNITY ADULT  
LEARNING PROGRAM

# . RMA Conventions

## In This Section

- [RMA Conventions](#)
- [Sponsorship](#)
- [2021 Fall Convention](#)

## About the Conventions

The RMA hosts two conventions per year, one in spring and one in fall, at the Edmonton Convention Centre in Edmonton, Alberta. Each convention sees a variety of plenary addresses and workshops, as well as the ministerial forum and resolutions session. In addition to these events, the fall convention hosts the opposition party leader panel, as well as our RMA Board elections and partners program. Starting in Fall 2021, the RMA and Canoe Tradeshow is held during the fall convention to better serve our members as they go through the budget process within their municipalities.

## Tradeshow

The RMA & Canoe Tradeshow will now be hosted in conjunction with the fall convention to better serve our members as they go through the budget process within their municipalities. It's an excellent opportunity for vendors and delegates to connect and share how their organizations can benefit members' municipalities.

## Awards & In Memoriam

During the **fall convention**, we present two awards as well as honor those who have passed away during the year. The awards are:

- **R.W. Hay Award:** Any chief administrative officer (CAO) who served or is serving in the current calendar year in an RMA member municipality is eligible to be nominated.
- **Long Service Award:** The next presentation will be at the 2022 Fall Convention.
- **In Memoriam:** Please be sure to notify us of anyone who has passed away during the year so we can honor their contributions

## Future Convention Dates

All conventions will be at the Edmonton Convention Centre unless otherwise stated.

	Spring Convention	Fall Convention
2022	March 14-16	November 7-10
2023	March 20-22	November 6-9
2024	March 18-20	November 4-7
2025	March 17-19	November 24-27

**From:** Joan Laventure <Joan.Laventure@edmonton.ca>  
**Sent:** January-18-22 10:07 AM  
**Subject:** Northern Alberta Mayors' & Reeves' Caucus (NAMRC) Membership Refund

Good Morning,

Happy New Year to you all! I hope this email finds you well.


There may have been some changes in your municipality with respect to the Mayors/Reeves since my last contact with you, and we are in the process of updating our list, but I wanted to send a quick note anyways.

Since we have not held a NAMRC meeting since 2019, we decided to refund the 2020 membership fees to each municipality. You will receive, or you may have already received, a cheque for \$300.00 from the City of Edmonton. This is being reimbursed to you as there were no meetings held in 2020. We did not collect membership fees in 2021 nor did we have any meetings.

We have a newly elected Mayor, Amarjeet Sohi, and are in the process of finalizing our office structure, so we'll be in touch in the near future regarding any upcoming meetings.

Take care and stay well!

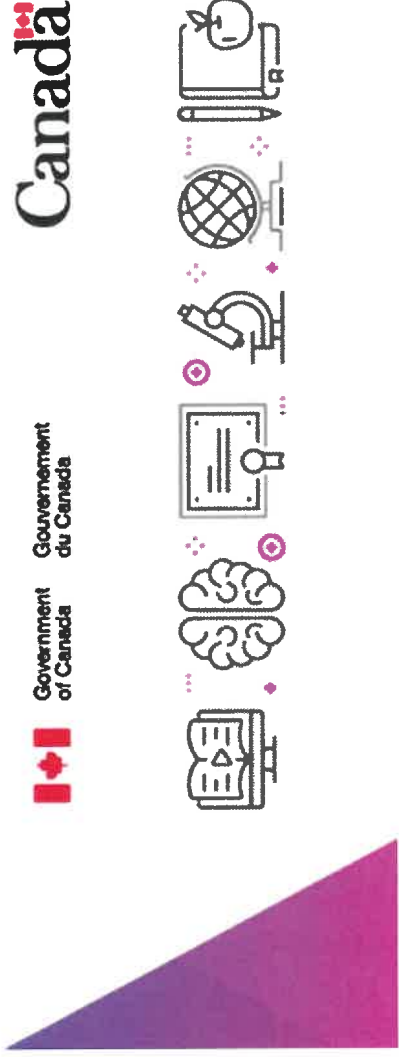
Warmest regards,

	<p><b>Joan Laventure</b> <a href="#">(she/her)</a>  <b>Office Manager   Executive Assistant</b>  <b>Office of Mayor Amarjeet Sohi</b>          2nd floor, City Hall, 1 Sir Winston Churchill Square          Edmonton AB   T5J 2R7          Tel: 780-496-4406   Cell: 780-910-9557</p>
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*The contents of this message and any attachment(s) are confidential, proprietary to the City of Edmonton, and are intended only for the addressed recipient. If you have received this in error, please disregard the contents, inform the sender of the misdirection, and remove it from your system. The copying, dissemination, or distribution of this message, if misdirected, is strictly prohibited.*

[View this email in your browser](#)

*Le français suit l'anglais.*



Now more than ever is the time to nominate an outstanding educator who is inspiring the next generation to be bold innovators. Help them get the recognition they deserve. **The nomination period closes on February 8, 2022.**

[CLICK HERE TO NOMINATE A TEACHER](#)

[CLICK HERE TO NOMINATE AN EARLY CHILDHOOD EDUCATOR](#)  
Need inspiration? Check out the 2021 Prime Minister's Award recipients for [Teaching Excellence](#), [Teaching Excellence in STEM](#), and [Excellence in Early Childhood Education!](#)

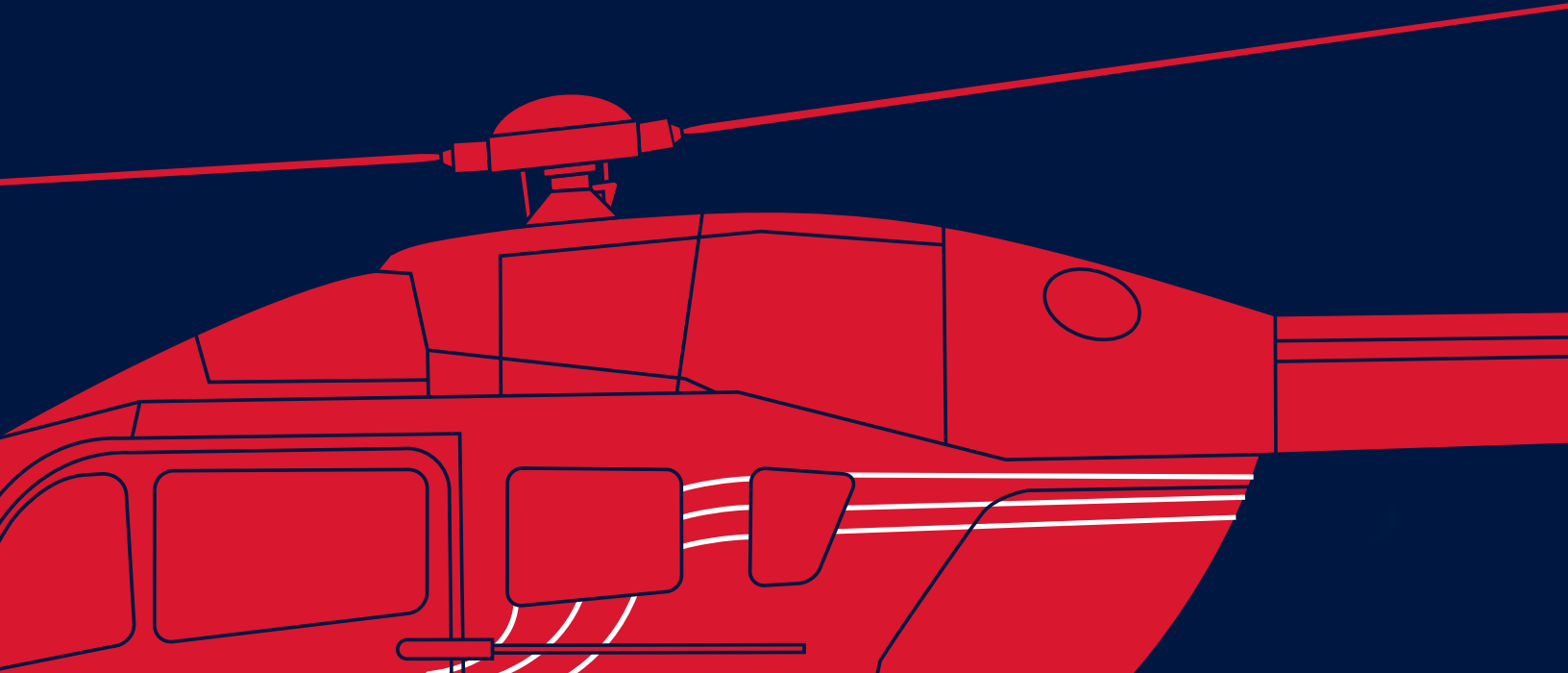




# ALLY IMPACT REPORT

6.11

**STARS**<sup>®</sup>





- **STARS** PRESIDENT AND CEO, ANDREA ROBERTSON

On behalf of everyone at **STARS**, thank you for your unwavering support throughout the unprecedented events of the past year.

**STARS** has always made it a priority to be ready for the unexpected, and through the COVID-19 pandemic, our crews have cared for and transported critically ill patients battling the virus. Our COVID-19-related calls peaked at 18 per cent of our total missions in November 2020. With your support, we were able to deliver highly specialized, rapid critical care while keeping our crews safe with personal protective equipment and training.

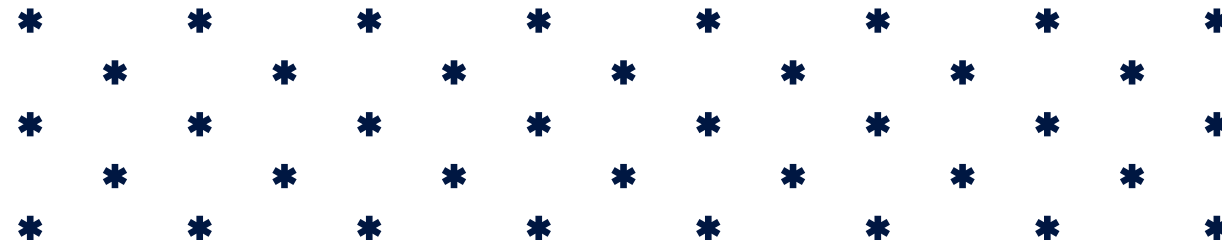
**With you by our side,  
we are all STARS.**

Even with the pandemic, motor vehicle collisions, recreational incidents, mental health and other medical emergencies did not stop. We continue to provide care and transport to those patients who live, work, and play throughout Western Canada.

Since 1985, our success has been grounded in partnerships with our allies. Your contribution has played a significant role in **STARS'** ability to be there when patients need us most. It's only together that we can put the right tools in the hands of the best talent. This doesn't just save time, it saves lives. Thank you!

Sincerely,

Andrea Robertson  
President and CEO  
**STARS**





- **STARS** VERY IMPORTANT PATIENT, GLEN RECKNELL  
AND **STARS** FLIGHT PARAMEDIC TROY PAULS

Friendships come in many forms and often have unique beginnings. But there are few with a start quite like the friendship between Troy Pauls, a **STARS** flight paramedic, and Glen Recknell, a **STARS** Very Important Patient.

One summer, Recknell was enjoying his grandson's birthday at a lake when he decided to take a ride on a jet ski. After travelling roughly five kilometres away from the family campsite, he crashed into a sandbar. The momentum tossed him in the air and the hard landing left Recknell with a severe injury to his spinal cord.

"I woke up with water splashing over my face and I couldn't feel anything below my neck," he said. "I knew immediately I was paralyzed."

Fortunately, a family member happened to be following behind and positioned a lifejacket under Recknell's head to keep the water from covering his face. They went for help and a short time later, firefighters and paramedics arrived and transported Recknell to shore.

"That's when I saw the beautiful red **STARS** helicopter and their air medical crew waiting for me. It's a sight I will never forget. I thought then that maybe I would live: **STARS** is here."

Recknell was transported to a trauma centre from the lake in 45 minutes, a trip which would take well over three hours by ground.

One week later, Pauls was back at the same hospital for another mission when he ran into a member of Recknell's family and was updated on his status.

The two men have had several opportunities to get together over the years, but one moment that stands out for Pauls was Recknell's VIP visit to the base.

"I was completely stunned when he came to the base and was able to stand up after months of incredible physiotherapy and hard work," said Pauls.

"His attitude remains positive despite his circumstances, and Dawn – who has been by his side since high school – continues to be a devoted partner," said Pauls. "They are truly inspiring people."

"I know in my heart if it wasn't for **STARS** I wouldn't be here today," said Recknell. "Before my accident we didn't know much about **STARS**. Now we understand just how vital they are to all of us. They need us, and we need them."

**STARS I wouldn't be here today."**

# WHERE YOUR SUPPORT GOES



TIME

18%

Time can be the difference between life and death, or between intervention and irreversible effects. The sooner our **STARS** crews are able to be there to care for a patient, the better their chance of survival. Saving time saves lives.



TOOLS

20%

Your support means our crews have the right tools to care for critically ill and injured patients throughout Western Canada. This ranges from single-use syringes all the way up to our helicopters. The advanced medical and aviation equipment we use helps save lives.



TALENT

62%

Our people are our biggest asset. Our nurses, paramedics, and physicians go through intense and on-going training to be **STARS** crew members. Their commitment to being the best in trauma care saves lives.



# CREW HIGHLIGHT

## STUART GRANT

At **STARS** with the help of our allies, the expertise of our crew is one of three critical areas where we are able to constantly innovate: time, tools, talent. We focus on hiring the best talent to care for our critically ill and injured patients. Stuart Grant, one of our flight nurses' experience with **STARS** has come full circle.

After completing a degree in biology, Grant decided to further his education and entered an emergency medical technician (EMT) program.

"It was during my ambulance practicum that I had my first true exposure to **STARS**," Grant said, referring to a call for help from a local hospital needing assistance with a patient in the emergency department. "**STARS** had been dispatched and when they arrived, I fully expected to step aside and become a spectator."

Instead, the **STARS** crew kept him involved and coached him through assisting the patient.

"This left a lasting impression on me," he said. "This experience gave me a goal for where I wanted to be."

Throughout his time in the EMT program, and in his experience volunteering in the emergency department of a hospital, he was exposed to what it really looks like to care for the critically ill and injured.

Grant enrolled in the University of Calgary nursing program and began working in urgent care centres. He continued to Mount Royal University where he took the advanced critical care nursing program and began studying to become an advanced care paramedic. He did this while working as a registered nurse on trauma and triage teams.

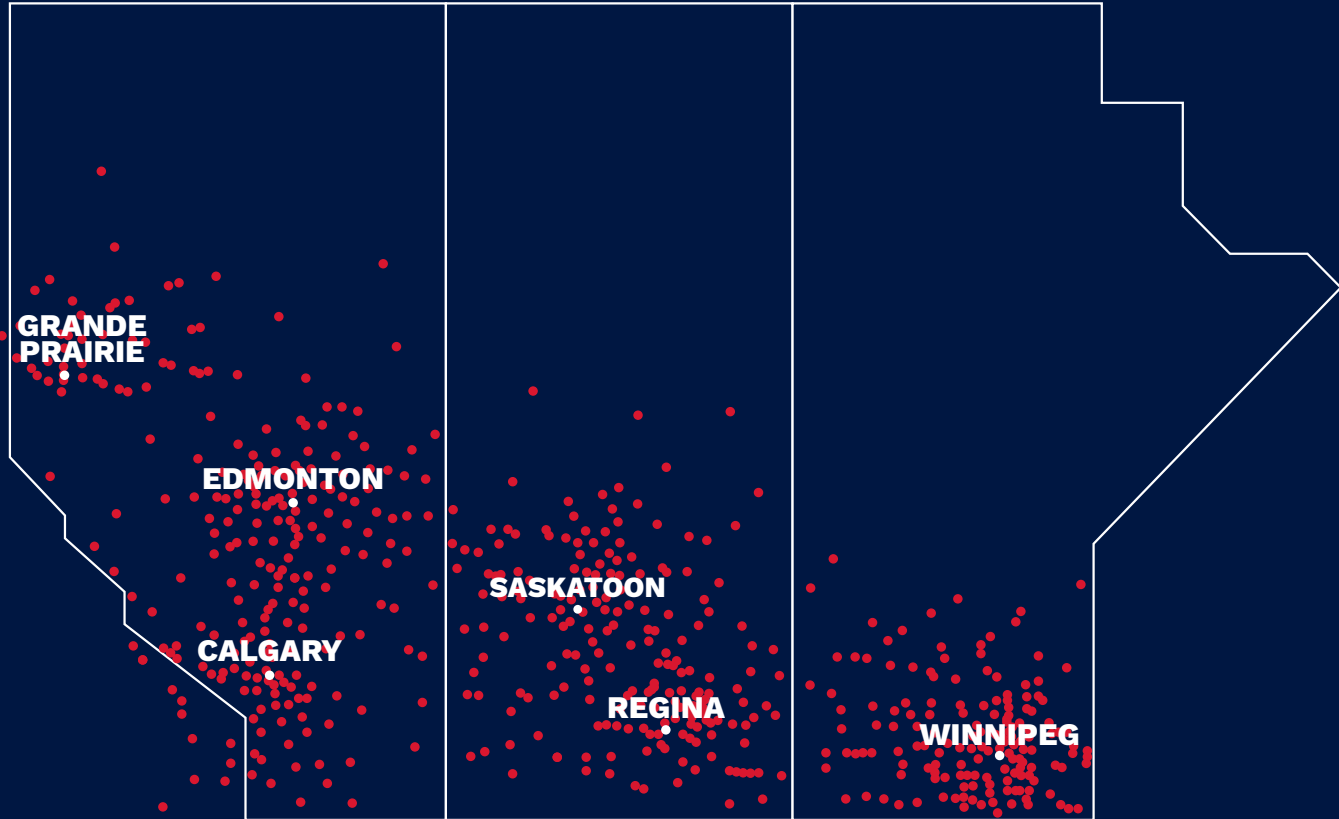
In December 2019, Grant officially joined the **STARS** crew.

"Since the start, **STARS** realized that the combination of a critical care nurse and advanced care paramedic brings unique experience and training," Grant said. "For myself, the blend of training benefits my patients, no matter which uniform I am wearing."





# OUR MISSION LOCATIONS



## YEAR IN REVIEW 2020/2021

### STARS EMERGENCY LINK CENTRE

**32,702** EMERGENCY REQUESTS HANDLED

**9,430** INDUSTRY CALLS

**90** AVERAGE EMERGENCY REQUESTS A DAY

### EDUCATION

**1,757** PERSONNEL TRAINED

Due to COVID-19 our mobile education and community outreach programs have been interrupted to accommodate provincial health restrictions.



### MISSIONS

**2,994** YEARLY MISSIONS

1,436 AB 901 SK 657 MB

**45K+** SINCE 1985

**8** AVERAGE MISSIONS A DAY

### FUNDING

**40,359** ANNUAL DONORS

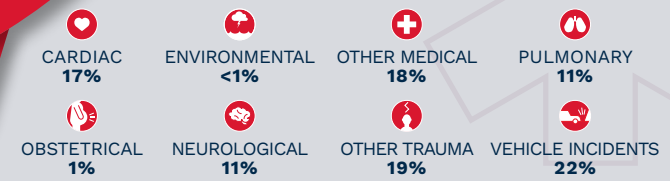
**\$10M** APPROXIMATE ANNUAL COST/BASE

### ALLY FUNDING BREAKDOWN



- \* FUNDRAISING
- \* GOV'T FUNDING

### INCIDENT TYPES



**Do you have questions about what we do or what it means to be an ally? Feel free to reach out.**

**1-888-797-8277**

**info@stars.ca**

**stars.ca**





# Delegation Request Form

## APPLICATION

**Thank-you** for your interest in becoming a Delegation before County Council.

**Please** complete this application form. Please refer to Policy Statement No: 01-49 for Delegation Protocol and Procedures.

**NOTE:** By filling out this application form, you are consenting to disclosure of any personal information made evident through your speech or presentation materials and grant permission to the County to publish these materials and agrees to abide by the terms of this Policy.

Personal information on this Application is being collected under the authority of the Freedom of Information & Protection of Privacy Act (FOIP).

**Smoky Lake County considers the author's address relevant to Council's consideration of this matter and will disclose this personal information if it is provided to us. However, the author's phone number and email address are not required and should be omitted if the author does not wish this personal information disclosed.**

### APPLICANT NAME AND CONTACT INFORMATION:

Last Name: Hellum

First Name: Kayla

Phone Number: 780-812-2182

E-mail Address: watershed@lica.ca

Mailing Address:

PO Box 8237

Bonnyville

Alberta

T9N 2J5

Box

Town

Postal Code

Group / Organization / Business / Individual:

- Representing a Group / Organization / Business : Lakeland Industry & Community Association (LICA)  
 Attending as an Individual

### NAME OF PRESENTERS / ORGANIZATION:

	Name	Position Title
1.	Kayla Hellum	Environmental Coordinator
2.	_____	_____
3.	_____	_____
4.	_____	_____

#### Supporting documentation (optional)

- Handouts at the meeting (please provide copies to the Municipal Clerk or bring 12 copies to the meeting)  
 Audio / visual presentation (must be received in pdf or jpg format accompanying the Application Form).

### TOPIC AND PURPOSE OF PRESENTATION:

Clearly outline the topic of your presentation:  Yes  No **Executive Session**

LICA is requesting a delegation regarding the development of our Integrated Watershed Management Plan (IWMP), for the Beaver River Watershed. I would like to present a PowerPoint presentation to explain what the IWMP is, the intent, and our vision and mission. We also have an upcoming engagement session that we would love to see the County of Smoky Lake attend, where we can gain feedback on the first draft of our IWMP.

List desired outcome of presentation/recommend to Council:

To gain feedback and input throughout the development and engagement process of our IWMP.

**Note:** That all correspondence submitted to Smoky Lake County will form part of the public record and will be published when this matter is before Council.

**Please Note for clarity:** You do not need to complete this form to ask questions of Council at the "Public Question and Answer Period" scheduled between 11:30 a.m. and noon at each regular Council Meeting. All meetings are open to the Public.

#### Comments:

Our presentation is currently in the final stages of edits. We can share it with you upon completion.

APPLICANT NAME: (PLEASE PRINT)  
Kayla Hellum

SIGNATURE

DATE

December 23, 2021

#### OFFICE USE Only:

Applicant Received: \_\_\_\_\_

By: \_\_\_\_\_

Confirmed by: \_\_\_\_\_

Council Meeting Date: \_\_\_\_\_

A silhouette of a person rowing a boat on a lake at sunset. The person is in the foreground, holding a long oar that extends across the frame. The background shows a bright sunset with golden light breaking through a layer of clouds. The water in the foreground is dark, reflecting the light from the sky.

# Lakeland Industry & Community Association (LICA)

Executive Director: Kristina Morris

Environmental Coordinator: Kayla Hellum

Date: January 27, 2022



# LICA — Environmental Stewards

Community-based not-for-profit association

Overview:

- LICA background
- Integrated Watershed Management Plan (IWMP)
- Upcoming Engagement Session





**We recognize that the Beaver River watershed is within the traditional lands of the Dene, Cree, and Métis. This recognition represents respect and gratitude to share in the land and honors our responsibility to truth and reconciliation as members of Treaty 6, 8, and 10 territory and the Métis Homeland.**





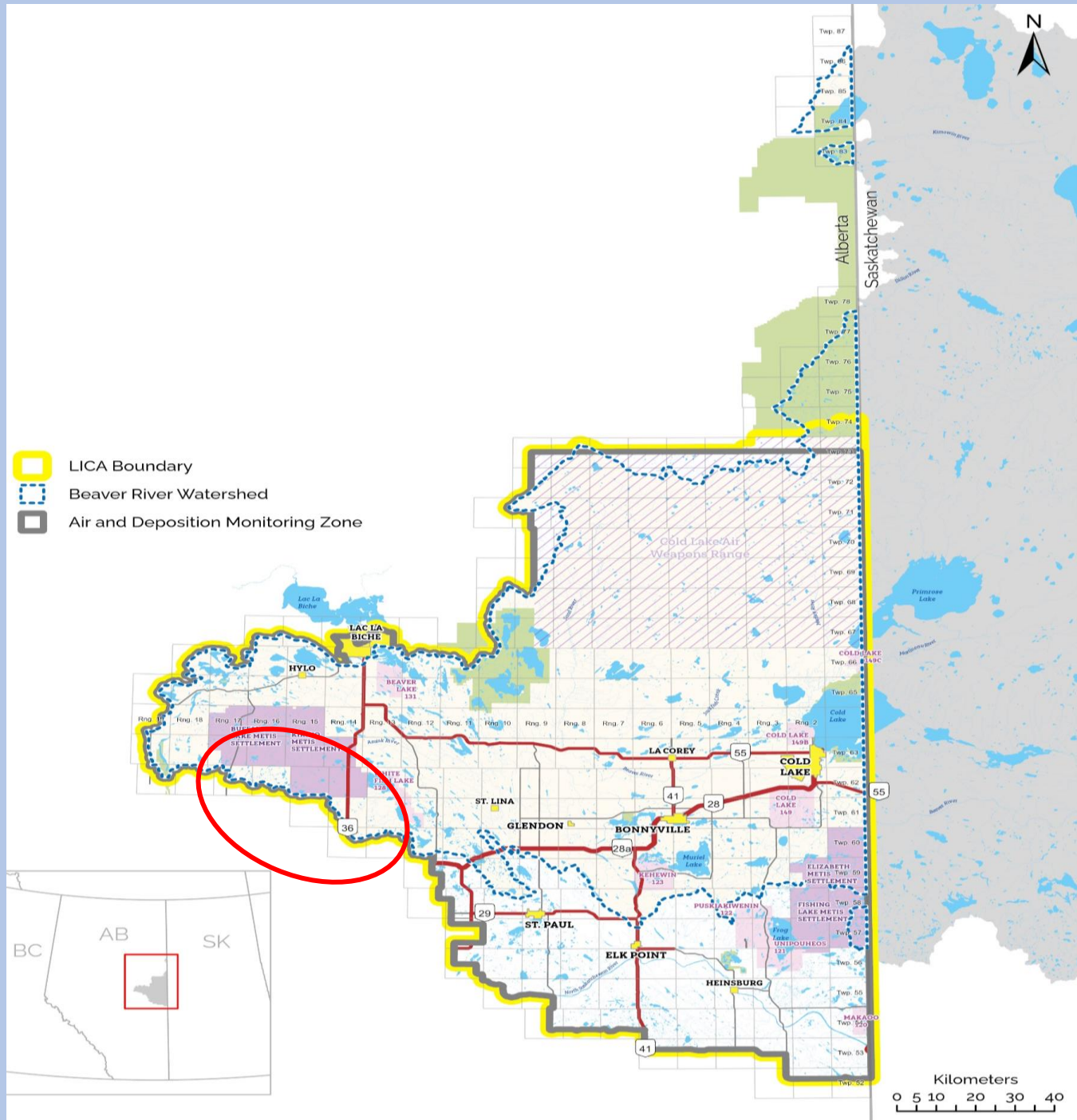
**LICA**  
ENVIRONMENTAL STEWARDS

One of eleven Watershed  
Planning and Advisory  
Councils (WPAC) in Alberta

### WPAC Water for Life Strategy:

- Healthy aquatic ecosystems
- Reliable, quality water supplies for a sustainable economy
- A safe, secure drinking water supply





**LICA**  
ENVIRONMENTAL STEWARDS



An aerial photograph showing a river meandering through a dense forest. The river is light-colored, possibly due to sand or silt. The surrounding land is a mix of green forest and brown agricultural fields. The text "Integrated Watershed Management Plan (IWMP)" is overlaid in white, sans-serif font in the center of the image.

# Integrated Watershed Management Plan (IWMP)



# What is an IWMP?

A guidance document and planning tool for resource managers



## Collaborators:

- Governments
- Planners
- Indigenous communities
- Other stakeholders
- Landowners who manage water and land resources



# Purpose, Intent, and Authority



**LICA**  
ENVIRONMENTAL STEWARDS

The Government of Alberta considers IWMPs in decision-making and in regional planning

The partnership is established by the *Water for Life Strategy*



The process is guided by the *Framework for Watershed Management Planning*

# What is an IWMP for?



1. Identifies goals for maintaining and/or improving watershed health



2. Provides recommendations on how to:

- a) reach those goals, and
- b) monitor and evaluate the effectiveness of IWMP implementation





# Vision & Mission

Human Health: Individual & community physical, mental, & social well-being

Domestic & Production Animal Health: Involves physical and psychological well-being that supports productivity & reproduction

Wildlife Health: Involves resiliency under changing environmental conditions and the ability to sustain their ecological, social, and cultural roles

Ecosystem Health: Involves the ability to maintain and improve organizational structure, function, resiliency, and to provide ecosystem services



**Vision: A healthy Beaver River Watershed for the future**

**Mission: The IWMP incorporates environmental, social, and economic factors for a healthy watershed**



# Implementation

Not legally binding, an IWMP receives authority through collective action taken to implement recommendations

Guidance document and planning tool

The Beaver River IWMP will align with existing and future planning initiatives





# Key Steps

We are here



Draft Beaver River  
IWMP Terms of  
Reference

Engagement  
Session 1

Draft 1 Beaver River  
IWMP – Indicators,  
Targets and  
Thresholds, Early  
Recommendations

Engagement  
Session 2

Draft II Beaver River  
IWMP  
Recommendations and  
Implementation  
Strategy

Engagement  
Session 3

Final Beaver River  
IWMP Presentation

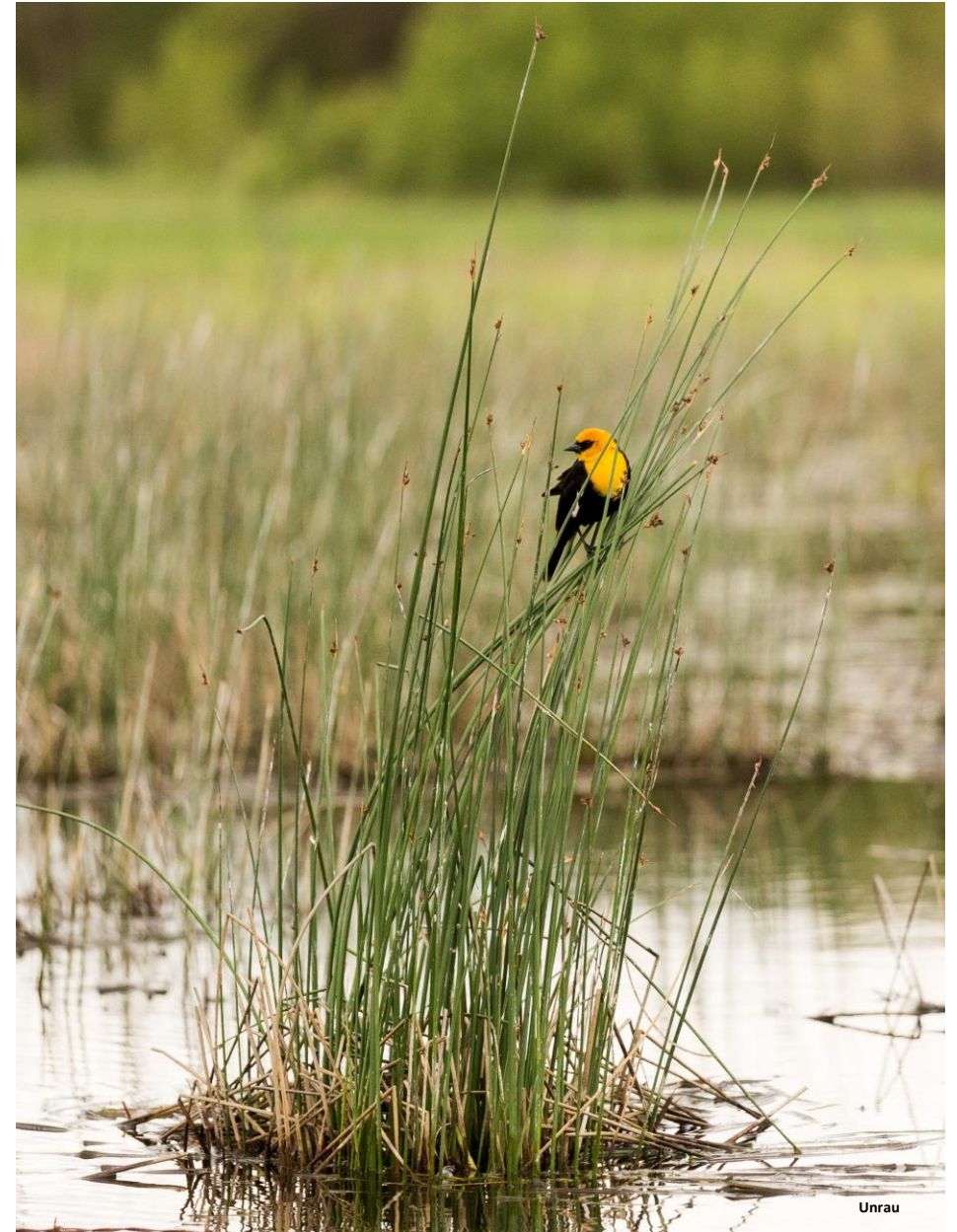


# Engagement Session 2

March 3, 2022 – In-person  
March 7, 2022 - Virtual

The sessions will focus on:

- Targets
- Thresholds
- Early recommendations





## LICA is Seeking

- Stakeholder feedback and input at key junctions through engagement
- Support from Stakeholders, Indigenous and Metis Communities
- Implementation of recommendations

## Monthly Release of Information



### DECEMBER 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Release for Information #
			1	2	3	4	
5	6	7	8 R69-21	9	10	11	R69-21: Aspen View Board Highlights – November 26, 2021. F R70-21: David Goldstein, CEO, Travel Alberta, dated December 16, 2021 – Re: Message from CEO: Alberta Tourism on the Road to Recovery. F R71-21: Aspen View Board Highlights – December 20, 2021. F R72-21: RMA: Contact Newsletter: December 23, 2021. F
12	13	14	15	16	17	18	
19	20	21	22	23 R70-21 R71-21 R72-21	24	25	
26	27	28	29	30	31		

# Monthly Release of Information



## JANUARY 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Release for Information #
						1	R01-22: RMA: Contact Newsletter: January 7, 2022.F R02-22: RMA: Contact Newsletter: January 14, 2022.F
2	3	4	5	6	7	8	
9	10	11 R01-22	12	13	14	15	
16	17 R02-22	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31						