

SMOKY LAKE COUNTY

A G E N D A: County Council Meeting to be held on
Thursday, **May 26, 2022** at 9:00 A.M.
Virtual through Zoom Platform

Meeting ID: 875 5511 3468 Passcode: 054213

<https://us02web.zoom.us/j/87555113468?pwd=MmxCMmVlV2kzaFlta2p4RHRBVVI0UT09>

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

1. Meeting:

Call to Order

2. Agenda:

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

3. Minutes:

1. Minutes of April 14, 2022 - **County Council Committee of the Whole for the Purpose of Administration** Meeting. ©

Recommendation: Motion to Adopt

2. Minutes of April 22, 2022- **County Council Budget** Meeting. ©

Recommendation: Motion to Adopt.

3. Minutes of April 26, 2022 –**County Council Departmental** Meeting. ©

Recommendation: Motion to Adopt.

4. Minutes of April 28, 2022 - **County Council** Meeting. ©

Recommendation: Motion to Adopt.

5. Minutes of May 5, 2022 – **County Council Budget** Meeting. ©

Recommendation: Motion to Adopt.

4. Request for Decision: Governance Issues and Management Issues

- 4.1 **Bylaw No. 1415-22:** Amend Land Use Bylaw No. 1272-14; Amend Municipal Development Plan Bylaw No. 1249-12; & Amend Victoria District Area Structure Plan Bylaw No. 1305-17 (Second & Third Readings). ©

- 4.2 Request for Proposal (RFP No. CHRS-2022): Bid Recommendation.
(To be handed out at meeting)

- 4.3 Regional Engineering Development Standards – Request for Proposal (RFP). © *(Deferred from April 28th)*

- 4.4 Subdivision of South Part of River Lot 10 (RL-10, VIC SETTLEMENT). ©

- 4.5 **Bylaw No. 1410-22:** Amending Former North Saskatchewan River Ferry Crossings Municipal Historic Area Designation Bylaw 1385-20. *(To be deferred to June Council Meeting)*

- 4.6 **Bylaw No. 1408-22:** Designating the Apedaile Farmstead as a Municipal Historic Resource (NW-16-58-15-W4M – Title #782 013 931). ©
- 4.7 Regional Bylaw Officer for Dog Control. ©
- 4.8 Agricultural Service Board Independent Appeal Panel for Pest Control. ©
- 4.9 Agricultural Service Board Independent Appeal Panel for Soil Conservation. ©
- 4.10 **Bylaw No. 1417-22:** Assessment Review Board Services. ©
- 4.11 Review of **Bylaw No. 1320-18:** Council Code of Conduct. ©
- 4.12 MCC for Smoky Lake Development Corp. ©

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: April 26, 2022 to May 20, 2022. ©
 - 5.1.2 Financial Statement for the months of: **None.**
 - 5.1.3 Action List:
 - i. County Council Committee of the Whole for the Purpose of Administration Meeting – April 14, 2022. ©
 - ii. County Council Budget Meeting – April 22, 2022. ©
 - iii. County Council Departmental Meeting – April 26, 2022. ©
 - iv. County Council Meeting – April 28, 2022. ©
 - v. County Council Budget Meeting – May 5, 2022. ©
- 5.2 Municipal Finance:
 - 5.2.1 Monthly Report. ©
 - 5.2.2 Actual to Budget Review. ©
 - 5.2.3 Accounts Receivable Aging Report. *(for Councillor's information)*. ©
 - 5.2.4 Cheques Register. *(for Councillor's information)*. ©
- 5.3 Reeve and Councillor: Reports from various Committees, Boards and Commissions
 - 5.3.1 Division One.
 - 5.3.2 Division Two.
 - 5.3.3 Division Three.
 - 5.3.4 Division Four. © - **Reeve.**
 - 5.3.5 Division Five.
 - 5.3.6 Additional Documentation: Committees, Boards and Commissions.
Smoky Lake Regional Heritage Board
 - a. Minutes: November 3, 2021. ©

6. Correspondence:

- 1. Richard Richards, Principal, H.A. Kostash School, dated April 28, 2022- Re: Request for financial assistance towards field trips. ©

Recommendation: Discretionary – Contingency budget.

2. Farrah Ollikka, Vice President, Anne Chorney Public Library, dated May 1, 2022 – Re: Request for financial assistance/ Year End Financial Statements as of December 31, 2021. ©

Recommendation: Donate the amount for Memberships as collected in 2021, since no projection given for year 2022.

3. Seniors and Housing Information, dated April 27, 2022 – Re: Proclaim Senior's Week 2022 from June 6th to June 12th, 2022. ©

Recommendation: Proclaim.

4. Andrew Prokop, Mayor, Town of Taber, dated April 20, 2022 – Re: Letter to Alberta Utilities Commission regarding increasing utility fees. ©

Recommendation: Acknowledge receipt.

5. Paul McLauchlin, President, Rural Municipalities of Albert (RMA) – dated February 16, 2022 – Re: RMA 2022 Member Visit Schedule. ©

Recommendation: 1. That Council schedule a Committee of the Whole Meeting for August 11, 2022 at 10:30 a.m. to meet with RMA President Paul McLauchlin.
2. That Council decides as to whether a lunch will be provided. **Note: Judy Makowichuk provided a lunch at the last RMA Member visit on July 19, 2019.*

6. Email from Colette and Jim Packard dated May 7, 2022 – Re: Permission to have 3 Trailers on their lot. ©

Recommendation: Deny the request as Council cannot override a Bylaw.

7. Email from John Mainwaring dated April 25, 2022 – Re: Legal Opinion – Enforcement on Wayetenau Property. ©

Recommendation: Take no action.

8. Audrey Poitras, President, Metis Nation of Alberta, dated May 6, 2022 -Re: Invitation to Métis Nation of Alberta's Fourth Annual Alberta Métis Fest. ©

Recommendation: That Reeve Lorne Halisky attend the Fourth Annual Alberta Metis Fest and any other Councillors that wish to attend.

9. Rajan Sawhney, Minister of Transportation, May 2, 2022 – Re: Additional funding under the Strategic Transportation Infrastructure Program (STIP) of \$210,330.00 for the BF13398 Standard Bridge Replacement Project. ©

Recommendation: Acknowledge receipt of funding.

10. Brandy Cox, Deputy Minister, Alberta Municipal Affairs, April 11, 2022 – Re: Letter to Chief Administrative Officer of Two Hills regarding ineligible grant application through the Strategic Initiatives Grant. ©

Recommendation: Acknowledge receipt of letter that County of Two Hills was unsuccessful for the Strategic Initiatives (SI) Grant for Project Ortho Photos as in reference to County Motion on December 16, 2021 being in partnership with Two Hills for this project.
11. Michael Botros P. Eng., Regional Director, Alberta Transportation, dated May 12, 2022 – Re: Highway 28 Speed Review. ©

Recommendation: Acknowledge receipt of letter.
12. Northeast Alberta Information HUB Ltd. Membership Renewal 2022-2023. ©

Recommendation: Pay membership invoice in the amount of \$1230.50
13. Resident, dated May 6, 2022 – Re: Stunt Driving concern. ©

Recommendation: Acknowledge receipt of the letter and acknowledge it was forwarded on May 16, 2022 to the RCMP for investigation; and recommend the anonymous complainant/witness bring further information forward directly to the RCMP.
14. Noel Simpson, Club House Manager, Smoky Lake Golf Club, dated May 2022 – Re: Request for funding in the amount of \$2000 for the Junior Golf Program. ©

Recommendation: Donate \$1000.00.
Note: Donated \$1000 in July 19, 2019
15. Alexis Fulton, dated May 18, 2022 – Re: Request for donation of \$250 for LiveDifferent Charity – building houses in San Quintin Mexico. ©

Recommendation: Council’s discretion – out of Policy scope.
16. Noreen Easterbrook, Chair, Smoky Lake County Regional Heritage Board, dated April 29, 2022 – Re: Wetland access along County road allowance SE-12-59-18-W4M. ©

Recommendation: To approve the Public Works Department to undertake the work requested by Noreen Easterbrook, Chair, Smoky Lake County Regional Heritage Board, to brush/remove trees and to construct a pull-out on the west side of RGE RD 180, adjacent to SE-12-59-18-W4M, as per the scope of work provided by the Public Works Manager via email, dated May 10, 2022.
17. Rajan, Sawhney, Minister of Transportation, dated May 12, 2012 – Re: Approval of funding under STIP for BF78004: Culvert Repairs maximum grant \$184,028.00 and BF77862: Bridge Culvert Rehabilitation maximum grant \$61,277.00 (Memorandum of Agreement for both Projects Included). ©

Recommendation: Council discussion - defer the STIP approved funds to 13398?

7. Delegation(s):

1. Penny Fox, General Manager, Community Futures St. Paul-Smoky Lake @ **10:00 a.m.** – Re: Invitation to Community Futures Board of Directors. ©
2. Akmal Ata, Director, Simran Kaler, Director, Golden Galaxy Development @ **10:30 a.m.** – Re: Interest to purchase County land for commercial project discussion. ©

8. Executive Session:

1. Personnel Issue: under the authority of the FOIP Act Section 27: Privileged Information, in regard to the Bylaw Enforcement Report. *(To be handed out at meeting)*

9. Information Release:

1. Calendar: May 2022. ©
2. Thank You Received: May 2022. ©

10. Bills and Accounts:

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

- Policy Committee Meeting- schedule for early June.

12. Adjournment



Public Hearing Date: May 26, 2022
Public Hearing Time: 9:15 a.m.

VIRTUAL PUBLIC HEARING BACKGROUND

<u>PROPOSED BYLAW NAME & NO.:</u>	Proposed Smoky Lake County Bylaw No.1415-22
<u>APPLICANTS:</u>	Clayton Didier
<u>PROPOSAL:</u>	A Bylaw amending the Smoky Lake County Land Use Bylaw No.1272-14 to rezone all the portions of the lands legally described as Plan 1423459, Block 1, Lot 1 (Municipal Address: 19176, Victoria Trail), from "Agriculture (AG) District" to "Victoria Commercial (C2) District"; and to amend Municipal Development Plan Bylaw No. 1249-12, to reclassify all the portions of the lands legally described as Plan 1423459, Block 1, Lot 1 (Municipal Address: 19176, Victoria Trail), from "Agriculture Area" to "Commercial Area".

BACKGROUND:

- The Smoky Lake County Planning and Development Department received an application to amend Smoky Lake County Land Use Bylaw No. 1272-14 & Municipal Development Plan Bylaw No. 1249-12, from Clayton Didier, dated April 18, 2022, to rezone/reclassify all the portions of the lands legally described as Plan 1423459, Block 1, Lot 1 (Municipal Address: 19176, Victoria Trail).
- The lands in question are approximately 10.48 acres in area.
- The applicant proposes to amend the Land Use Bylaw & Municipal Development Plan to accommodate the development of the Pine Creek Stopping House & Retreat, a combination bed and breakfast and 'glamping' retreat, comprised of eco-cabin style units and associated facilities (washrooms & shower facility, picnic shelter, firepit, etc.).
- The current Agriculture zoning of the lands allows for the development of a bed and breakfast establishment as a "Permitted Use". However, Smoky Lake County Land Use Bylaw No. 1272-14 defines a "Bed and Breakfast Establishment" as a "*development within a private, owner-occupied dwelling which possesses a dwelling unit, where temporary sleeping accommodations, up to a maximum of ten (10) bedrooms, with or without meals, are provided for remuneration to members of the public for a period of fourteen (14) days or less at a time.*"
- The proposed 'glamping' retreat would not constitute a "Bed and Breakfast Establishment" as the use would not be contained within a dwelling. However, the proposed 'glamping' retreat could be considered as an "Eco-Cabin/Star-Gazing Unit", which is a "Permitted Use" under the Victoria Commercial (C2) District.
- Smoky Lake County Land Use Bylaw No. 1272-14 defines an "Eco-Cabin/Star-Gazing Unit as "*a development used for the provision of self-contained 'Artisanal Use' units for temporary sleeping*

accommodation where in the judgement of the Development Authority, the unit(s) are designed and intended to facilitate stargazing, and the rooms are not equipped with individual kitchen facilities.”

- The subject site is classified as “Agriculture Area” under Section 7.2.3 of Smoky Lake County Municipal Development Plan Bylaw No. 1249-12, which is incongruent with the proposed rezoning. Therefore, Bylaw No. 1415-22 proposes to amend the Municipal Development Plan to reclassify the subject site to “Commercial Area” to ensure consistency between the Land Use Bylaw and the Municipal Development Plan.
- The subject site is classified as “Heritage & Environment Area” of the Victoria District Area Structure Plan Bylaw No. 1305-17. According to Policy #48, *“Commercial businesses may operate on lands designated as Heritage & Environment on Map 1 Future Land Use of this plan, if developed in association with a museum, historic park, or similar enterprise. **Additional tourism oriented businesses and agri-commercial uses may also be allowed within this area in accordance with the County’s Land Use Bylaw.**”* Furthermore, Policy #50 states that *“**Within the Heritage & Environment Area, agricultural, recreational, tourism and institutional land uses shall be encouraged.**”*
- The subject site is classified as “Culture and Tourism Area” on Map 7.3 Future Land Use of Smoky Lake County Bylaw No. 1383-20: *Smoky Lake County & Lamont County Intermunicipal Development Plan*, and is located within the “Referral Area” as shown on Map 7.2 Plan Area and Referral Area Boundaries.
- The subject site is home to the McDonald Stopping House (also known as the Pine Creek Stopping House), which is designated as a Provincial Historic Resource. The owner of the subject lands will need to obtain approval from the Minister of Culture and Status of Women prior to commencing work related to the Bed and Breakfast Establishment and Eco-Cabin/Stargazing Units.

NOTICE:

- Public Notice has been advertised for two weeks consecutively in newsprint in the Redwater Review on **May 11, 2022** and **May 18, 2022**.
- Public Notice has also been posted on the Smoky Lake County website since **May 9, 2022**, and on the County’s Facebook page on **May 10, 2022**.
- Adjacent landowners were notified of the proposed Bylaw and Public Hearing by letter, sent on **May 5, 2022**.
- Potentially affected utilities/agencies were notified of the proposed Bylaw and Public Hearing by email, dated **May 10, 2022**.
- Lamont County was notified of the proposed Bylaw and Public Hearing by email on **May 5, 2022**.

ATTACHMENTS:

1. Proposed Bylaw No. 1415-22
2. Proposed development

3. Smoky Lake County Land Use Bylaw No.1272-14: Section 8.9 – Victoria Commercial (C2) District
4. Smoky Lake County Municipal Development Plan Bylaw No. 1249-12: Sections 2.4.4 (Commercial Uses), 3.6 (Tourism), & 4.4 (Commercial Policy)
5. Victoria District Area Structure Plan Bylaw No. 1305-17: Policy 48 & 50
6. Smoky Lake County Bylaw No. 1383-20: *Smoky Lake County & Lamont County Intermunicipal Development Plan*: Section 3.3 (Historic Resources), Section 3.6 (Tourism and Recreation), Section 4.2 (Culture and Tourism Area), & Section 5.4 (Circulation and Referral)
7. Relevant Legislation
8. Notice of Public Hearing
9. Written Submissions Received

**SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO. 1415-22**

**A BYLAW OF THE MUNICIPALITY OF SMOKY LAKE COUNTY IN THE PROVINCE OF ALBERTA,
TO AMEND BYLAW 1272-14 BEING THE LAND USE BYLAW FOR SMOKY LAKE COUNTY & TO
AMEND BYLAW 1249-12 BEING THE MUNICIPAL DEVELOPMENT PLAN FOR SMOKY LAKE
COUNTY**

WHEREAS Council has adopted Smoky Lake County Bylaw 1249-12 to be used at the Municipal Development Plan.

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

WHEREAS it is deemed expedient to amend Bylaw 1249-12, Bylaw 1272-14, and Bylaw 1305-17, as set out in Section 692 of the Municipal Government Act, R.S.A. 2000, c. M-26, and amendments thereto.

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

1. That Appendix "B" of Smoky Lake County Bylaw No. 1272-14: Land Use Bylaw, be amended such that all the portions of the lands legally described as Plan 1423459, Block 1, Lot 1, as shown on Schedule "A", be rezoned from "Agriculture (AG) District" to "Victoria Commercial (C2) District";
2. That Section 7.2 "Future Land Use Map" of Smoky Lake County Bylaw No. 1249-12: Municipal Development Plan, be amended such that all portions of the lands legally described as Plan 1423459, Block 1, Lot 1, as shown on Schedule "B", be reclassified from "Agriculture Area" to "Commercial Area";
3. This Bylaw shall come into effect after third and final reading.

READ A FIRST TIME IN COUNCIL THIS 28TH DAY OF APRIL, AD 2022.

Lorne Halisky
Reeve
S E A L

Gene Sobolewski
Chief Administrative Officer

READ A SECOND TIME IN COUNCIL THIS _____ DAY OF _____, AD 2022.

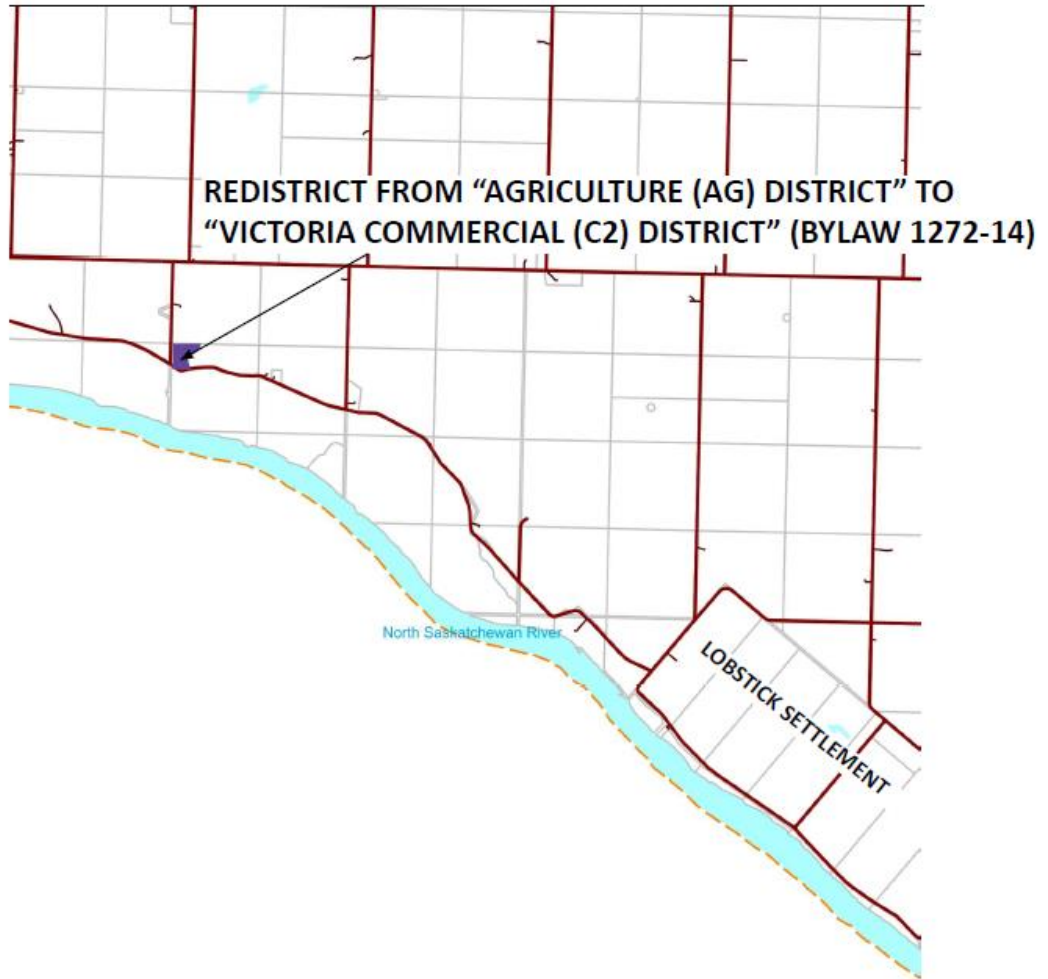
READ A THIRD AND FINAL TIME IN COUNCIL _____ DAY OF _____, AD 2022.

Lorne Halisky
Reeve
S E A L

Gene Sobolewski
Chief Administrative Officer

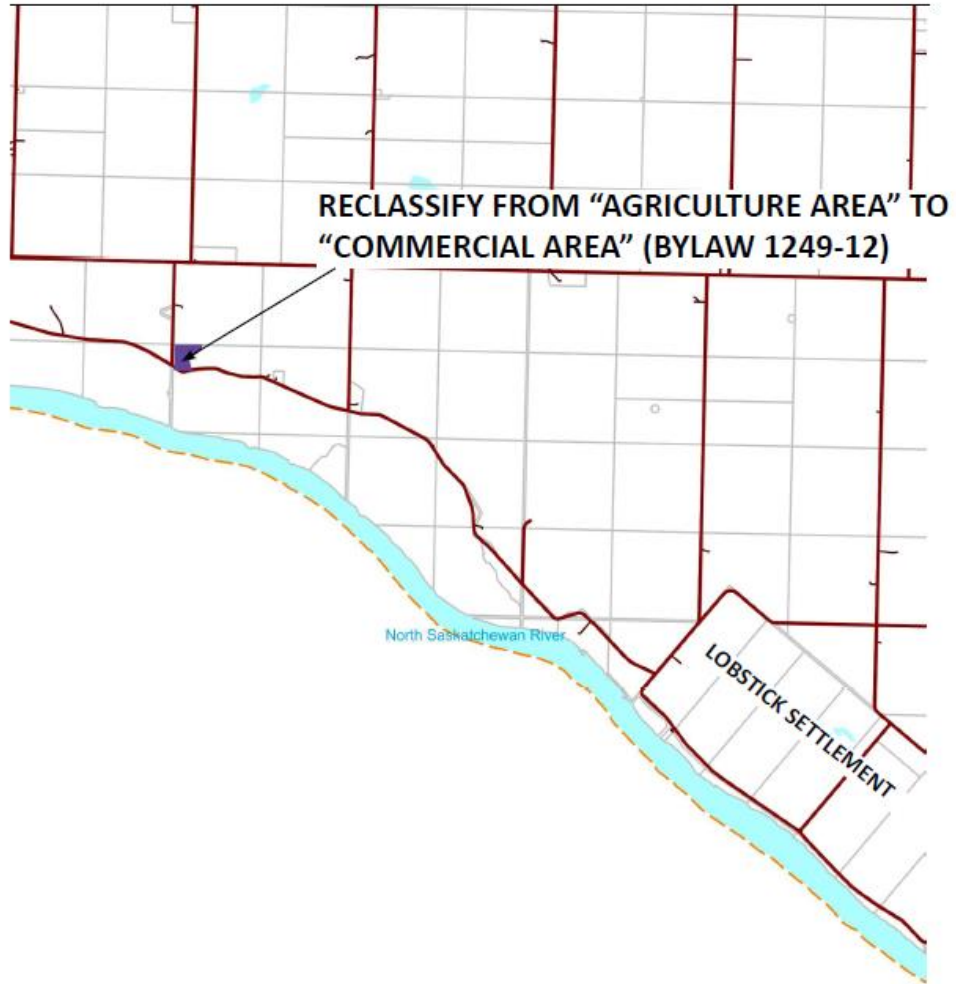


SCHEDULE "A" BYLAW NO. 1415-22





SCHEDULE "B" BYLAW NO. 1415-22



Pine Creek Stopping House & Pine Creek Retreat

Business Introduction & Executive Summary





Pine Creek Stopping House

The Historical Pine Creek Stopping House is part of a hidden retreat nestled above the banks of the North Saskatchewan River along old Victoria Trail. The Stopping House served as a sanctuary and re-supply for weary travellers, homesteaders and curious adventurers retreating into the wild of the Alberta Heartland and Lakeland.

Commencing winter 2021, the historical Pine Creek Stopping House and grounds are being carefully restored and resurrected to serve its original purpose and intend for the modern curious adventurer wanting to connect to the rich cultural history and breathtaking landscapes of Alberta's Lakeland Region.

The Pine Creek Stopping House is a one-and-a-half storey log house originally built in 1908. This designated provincial historical resource was originally used as an Inn, general store, post office and social gathering area for the region. It features a steeply pitched gable roof, wrap-around verandah and one-storey lean-to addition at the rear. A modern wing with extra accommodation, great room and wood burning fireplace were added in the early 1990s, and now serve as part of the Pine Creek Retreat facilities.

The property is situated in a natural setting on Pine Creek Ravine, with a large yard and numerous trees alongside the historic Victoria Trail, near the village of Waskatenau on the North side of the North Saskatchewan River, only minutes away from newly re-imagined Metis Crossing Cultural Destination and Historical Victoria Settlement.

Gateway to the Lakeland - 54°03'22.5"N 112°43'37.3"W

Pine Creek Stopping House and Pine Creek Retreat are located in the county of Smoky Lake, the gateway to the Lakeland region. We are proud to be part of the community of Smoky Lake, as the county and residents are committed to identifying and preserving its vast and rich historic and heritage assets, and is home to the Re-imagined Metis Crossing Cultural Destination, numerous Provincial and Municipal Historic Resources, including Pine Creek, as well as the Victoria District National Historic Site of Canada. Each of these buildings and sites are important to the fabric and history of Smoky Lake County and Lakeland Region.

Find Yourself in Pine Creek - Pine Creek Retreat Centre

Pine Creek Retreat was established around the idea of an immersive personal escape. We wanted to share this natural sanctuary and the beautiful landscape of this historical gathering place to escape, connect and rejuvenate what's important to you.

Situated on the Pine Creek Ravine, above the banks of the North Saskatchewan River, the retreat property offers a unique connection to nature and self with its unique shelter experiences, thoughtfully placed along the ravine, all connected to a lavish common area facilities, including showers, bathrooms, personal areas, full outdoor kitchen, common deck, common area fire pit, wood burning cedar oak hot tub and finally the Pine Creek Stopping House and Facilities

Pine Creek Retreat will officially commence development Springs 2022, during the launch of the property anchor, the Pine Creek Stopping House. The development is currently planned in three phases over three years, with pre-booking starting fall 2022.

The retreat will consist of two "Reclaimed Shelters", that would form the premium experience within the retreat facilities. Additionally there will be six "Air" Shelters, all with double occupancy capabilities, for a total of 16 guests or eight queen beds.

Even though the retreat grounds are being built around the idea of "sanctuary", we want to be able to book out the facilities to Private Group Retreats a few times per season, where the inclusion of the Pine Creek Stopping House, kitchen facilities, dining hall and great room would be included to accommodate group bookings of up to 20-25 guests at a time, allowing yoga and mindfulness retreats an immersive all inclusive experience.



Pine Creek Retreat Development Plan

Phase one - Spring 2022 -- Facility and Shelter Site Development

A significant point of difference for the Pine Creek Retreat will be the supportive facilities, which will consist of showers, bathrooms and sinks, covered outdoor kitchen area, group fire pit and veranda and cedar wood burning hot-tub. We believe having spa-like showers, toilets and sink areas (all separate) will create an unsurpassed user experience for the guests, and maximize facility access to all guests.

In addition, we will develop eight camping sites that will be converted to shelter and air shelter sites in the following phases. This includes levelled camping area, mix of gravel and cedar chip, contained fire pit and sitting area. Finally, a boardwalk system connecting the stopping house to the retreat facilities, creating a complete foundational framework for phase two and three.

Phase two - Fall 2022 -- Glamping Shelters instillation

Convert five of the eight camping sites into “glamping sites”, including two premium shelters, three air shelters and one premium RV pad (Full-service) behind spruce grove.

Phase three - Summer 2023 -- Glamping Shelter & Facility Expansion

Installation of three additional air shelters and possible facilities expansion (bathroom, shower, sinks) if required.

Pine Creek Experiences

Pine Creek Retreat and the Pine Creek Stopping House are conveniently located at the gateway to the Lakeland Region, Smoky Lake County. Smoky Lake County has a strong tourism development plan, well established and establishing “hotspots”, with many well developed experiences and historical and cultural locations, which we want to take full advantage of as part of our local experience profile.

However, the Pine Creek Stopping House and Retreat Centre would like to establish revenue generating experiences that align specifically with our unique identity and brand. We have chosen to partner with regional businesses on almost ALL our onsite experiences.

This Includes Pine Creek Outfitters, an accommodation and tour experience that will invite our guests to enjoy guided fishing tours on the North Saskatchewan River.

Due to our proximity to the start of the Alberta Iron Horse Trail, we will partner with an established regional ATV rental company to provide ATV rental to our guests throughout the season.

Exclusive to Pine Creek Stopping House Guests, we are offering a “Farm to Table” culinary experience through a potential partnership with Serbin Farms and their established network.

Star Gazing around the campfire is a strong tradition in rural Alberta, and to ensure each of our guests get a chance to enjoy this ritual, we are providing a campfire experience at each campsite, and through a partnership with a local wood supplier, offer wood bundles directly on site for purchase.

Finally, once the initial operations are established, we will re-introduce* the Stopping house “general store” on site and online, offering the local artisan and indigenous crafts within the decor of the facilities for people to bring a keepsake of their experiences home.

It is important to note that Pine Creek offers many complimentary experiences including archery and air rifle target shooting, North Saskatchewan River access from property, bush-crafting areas, river canoes, river fishing, outdoor kitchen, fire pit, nature, trails, hiking, wildlife sightings, outdoor theatre area and, after dark, star gazing.



Competitive Analysis

The comparable to the Stopping House are few and far between within the Smoky Lake region, the Lakeland region and even within Alberta. What makes the Pine Creek Stopping House so unique is it will be one of the only provincial historical resources that invites the visitors to actually spend the night. The “boutique” hotel designed experience, the farm to table guest menu, the beautiful landscapes on and around the grounds, the North Saskatchewan River and the vast available experiences and proximity to the newly developed Metis Cultural Gathering Centre, Metis Crossing, and finally, only being an hour away from Edmonton, make The Pine Creek Stopping House a unique gem for the curious adventurer venturing into the Lakeland region.

Fortunately, Pine Creek Retreats offerings are also fairly unique within the region. The comparability analysis revealed a few competitors to consider, even though they are outside the Lakeland region. Honourable mentions include Urban River Adventure, Elk Island Retreat, Hideaway Adventure Grounds and Miquelon Lake Comfort Camping. All offer a fairly unique positioning within the “glamping retreat” category, all share somewhat common available experiences, and all share convenient proximity to the Alberta Capital.

The competitors range somewhat in offering, but basically ALL offering “glamping” to some degree, weather geodesic domes (most common), tipi’s, trappers tents or other seasonal comfort camping options and range in pricing from around \$100 to \$300/night, considering the structure type and capacity. The one common thing they all share, are limited personal facilities and what is now becoming a “common” glamping structure, the geodesic dome.

Pine Creek’s highly unique glamping Reclamation Shelters, Air Shelters and facilities are designed to create a MAJOR relevant point of difference in comparison to our peers, taking the “comfort” not only to the accommodation, but grounds and premium facilities. Pine Creek also uniquely offers its guest access to the Pine Creek Retreats fully serviced office, boardroom and production space with full cell service and broadband wifi for the remote worker and guest who needs to stay connected, all a short drive away in the Town of Smoky Lake.

Despite desperate times for the tourism industry, the recovery road in the hospitality industry left many opportunities for a new development, if positioned correctly (pandemic design considerations) to shelter people from the outside world, and to provide a new type of sanctuary for families, couples, individuals and the developing remote worker category.

Target Demographic REGIONAL

The regional target demographic for Pine Creek Stopping House and Pine Creek Retreat is defined as the CURIOS ADVENTURER. The reason that we want to appeal too and target this particular demographic is that they are looking for personal enlightenment, looking for an authentic connection, desire to feel like a local, are seeking to understand one's place and are ultimately looking for fulfillment through discovery. Within this broad regional demographic, we are putting a primary focus on "Learners" or Authentic Experiencer, Cultural Explorers, Cultural History and Personal History Buffs as they have been proven to have the strongest RURAL demographic appeal.

Authentic Experiencers are typically understated travellers looking for authentic, tangible engagement with destinations they seek, with a particular interest in understanding the history of the places they visit. Cultural Explorers are defined by their love of constant travel and continuous opportunities to embrace, discover and immerse themselves in the culture, people and settings of the places they visit. As travellers, Personal History & Cultural History Explorers are primarily defined by their desire to connect to their own cultural roots or the roots of the area they are exploring – and do so by travelling in comfort, style and security. Our secondary and tertiary demographic focus are families, escapists/rejuvenators (Pine Creek Retreat) and finally the Free Spirit.

Keeping our focus regionally for the first few years is essential to our independent growth within the Lakeland regions, and more specifically Smoky Lake County. We have come to this conclusion strategically, as the global draw, and hotspot hunters will be drawn to the area for the newly re-imagined Metis Crossing Cultural Centre, and cross exposure to their target market will happen organically due to our close proximity and completely unique offerings.



Financial Summary

Information redacted to comply with the *Freedom of Information and Protection of Privacy Act* (FOIP Act), Section 16 (Disclosure harmful to business interests of a third party).



Pine Creek Stopping House



Two Bedroom, Master Ensuite, Living Room & Kitchenette.



Reclamation Shelter Design



Queen Bed, Double Occupancy



Air Shelter Design



Queen Bed, Double Occupancy



Pine Creek Site Map

- | | | | |
|---|-------------------------------|----|----------------|
| 1 | Pine Creek Stopping House | 8 | Air Shelter #1 |
| 2 | Pine Creek Retreat Facilities | 9 | Air Shelter #2 |
| 3 | Stopping House Fire Pit | 10 | Air Shelter #3 |
| 4 | Stopping House Guest Parking | 11 | Air Shelter #4 |
| 5 | Pine Creek Retreat Facilities | 12 | Air Shelter #5 |
| 6 | East Premium Shelter | 13 | Air Shelter #6 |
| 7 | West Premium Shelter | | |

LUSHNA Villa Massive

Cosy, warm and intimate bedroom in nature with unique design.



CONNECTION TO NATURE
full panoramic window wall

TOP NATURAL MATERIALS
larch and pine wood

UNIQUE TRIANGULAR DESIGN
timeless architecture with strong identity

FULL COMFORT
king-size bed in nature

FOUR SEASONS PRODUCT
min. 10 cm eco insulation

COSY
small but spacious

Touch, feel and smell the wood essence for years.

The best sleep you will ever get. Panoramic glass wall brings the feeling of sleeping outdoor under the stars. Perfect for rainy days. A treat for all senses. Shingle roof brings connection to tradition. Getting nicer with age. 100% wood. Build to last. 4-season tourist lodge build entirely from untreated larch wood. No prebuilt foundations required.

LUSHNA®

LUSHNA Villa Massive

Bedroom in nature with the view.



4/3.8/3.4 m (13.12/12.46/11.15 ft.) **SIZE**

massive wood **MATERIAL**

A frame – modular **CONSTRUCTION**

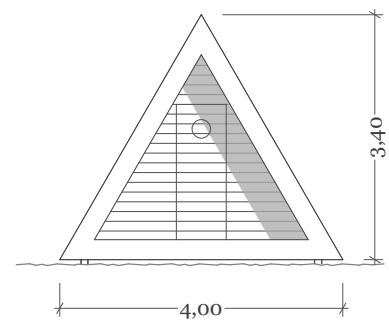
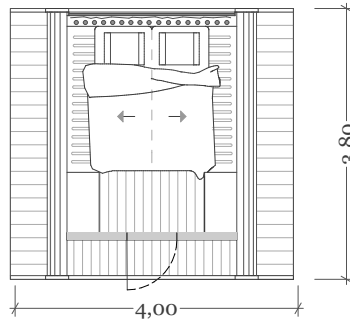
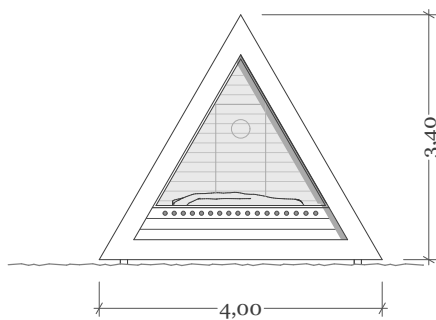
min. 10 cm wood fibers **ECO INSULATION**

WOODEN ROOF larch shingles

FULL PANORAMIC WINDOW openness

CAPACITY 2 people

ECO FOUNDATION ground screws - concrete free*



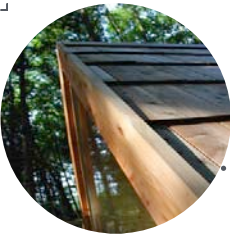
LUSHNA Villa Massive: Features



bedroom in nature
front glass wall -
full window
opening



Natural ventilation



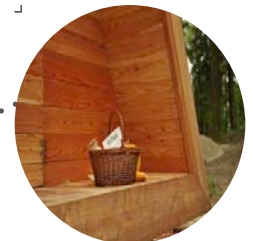
wooden larch shingles



electric installation



exterior LED lighting



porch

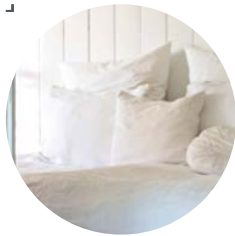


quality construction,
insulated for coldest
winters



wooden lock

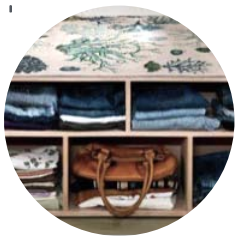
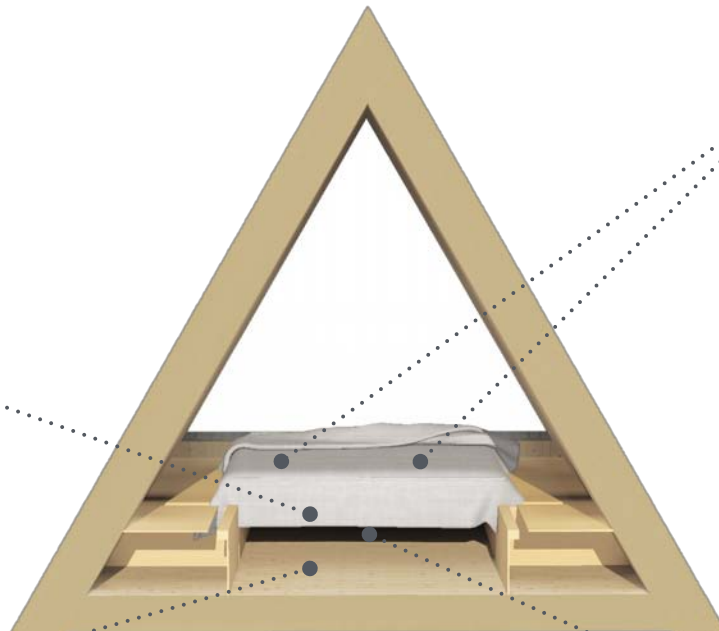
LUSHNA Villa Massive: Equipment



eco bed linen (optional)



LED reading lights (optional)



under-bed storage



160 x 200 massive wood bed (optional)

all furniture massive wood MATERIALS
220/110 V fuse box ELECTRICITY

MAINTENANCE none – natural untreated wood
HEATING fast air heater 1000W



Textile quality

All Textile Elements
Including zips have up to
2 years guarantee.



Roof quality

Up to five years guarantee
on all the roofs.



Long lasting

All our products are built
to last with the best
quality materials.



Eco construction

All Lushna products are
made from natural and
ecological materials. The
use of wood as the main
material in all Lushna
products reduce CO2
emissions considerably.

LUSHNA Villa Massive: Technical specifications

FLOOR CONSTRUCTION	<ul style="list-style-type: none"> • Wooden flooring thickness 32mm, spruce AB 2x oiled, • Vapour barrier Sd = 10m • Massive Wood construction beams • Insulation Wood fibres STEICO flex 10 cm • Fibre wood board "agepan" DWD
ROOF	<ul style="list-style-type: none"> • Interior wooden cladding, tongue / groove thick. 20mm, spruce AB, 1x oiled • Vapour barrier Sd = 10m • Massive Wood construction studs • Insulation Wood fibres STEICO flex 10 cm • OSB board, thick 18mm • 1x EPDM waterproof membrane roofing • Larch shingles.
WALLS (front & back facades)	<ul style="list-style-type: none"> • Interior wooden cladding, tongue / groove thick. 20mm, • Vapour barrier Sd = 10m • Massive Wood construction studs • Insulation Wood fibres STEICO flex 10 cm • Exterior wooden cladding tongue/Groove in larch
INTERIOR FURNITURE-BED (optional)	<ul style="list-style-type: none"> • 19 mm massive wood Tilly board thick. 19mm with milled grooves. • All 2x oiled
ELECTRICITY INSTALLATION	<ul style="list-style-type: none"> • Robust electrical fuse box with electrical box, 6x plugins.
LIGHTS	<ul style="list-style-type: none"> • 2 LED reading lights • General light • Built in LED exterior light in porch.
GLASS	<ul style="list-style-type: none"> • Two layered glass U= 1,1 with wooden frame.
EXTERIOR WOOD	<ul style="list-style-type: none"> • Larch wood in façade and terrace floor in different dimensions 20/60, 20/110, 32/40, 60/32.
FOUNDATIONS* (optional)	<ul style="list-style-type: none"> • Krinner ground-screws with dimensions and length depending on type of soil of location.

LUSHNA Villa Massive: FAQ



What is included in the BASIC price per unit?

Basic price includes the structure, roof, facades, electricity and lighting. There is an additional cost for furniture and bedding accessories. Foundations, transport and installation are not included in the basic price. Upon request we can provide a complete solution including our “Ground Screw foundation system”, ecological and concrete free.

Is it wired/able to have heat, AC, fan, electricity, water?

Electrical installation, lightning, connections and sockets are included in the basic price. Water installations are not an option in Lushna Massive.

What preparation for the placement of Vilas needs to be made?

You don't need to pre-prepare your land. We can adapt to the topography. Nevertheless we need you to provide connections for electricity. We can offer the complete support on designing and planning your destination.

Foundations

We use ecological Ground Screws Foundation from Krinner, Germany. We just screw the foundations to ground and place the cabins on the screws and bind them together. In this way no pre-preparation of the location is necessary. We don't damage the location and cabins can be moved to the other location without major visible signs on the previous location.

Warranty

5 years on the roof and construction and 2 years on the textile parts.

LUSHNA Villa Air

Bright and airy bedroom in the nature.



FULL COMFORT

Hotel bed on a wooden platform
with electrical plugins

CONNECTION TO NATURE

Both side opening with mosquito net

QUALITY MATERIALS

Breathable, flame retardant, water-, mildew-,
repellent outdoor fabric, wooden floors

PRIVACY

Double canvas hides the shadows

Unique beach hut with fresh and modern design.

This wooden tent offers all the comforts the people are missing in the tent, like king size bed, lighting, electrical plugins and mosquito net. Ideal for summer destinations. Easy to set up on sandy beaches with our Ground Screw Foundations without any hassle or damage to the environment.

LUSHNA®

LUSHNA Air

Bright and airy bedroom in the nature.



4/3.65/3.4 m (13.12/12.46/11.15 ft.) **SIZE**

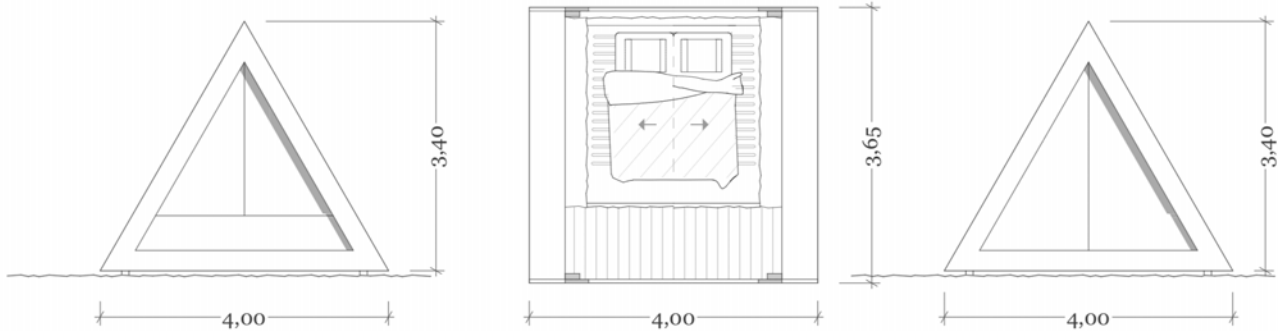
Breathable, durable and water repellent **OUTDOOR FABRIC**

double roof **NATURAL AIR CONDITIONING**

WOODEN STRUCTURE AND FLOORS

CAPACITY 2 people

ECO FOUNDATION* Ground screws - concrete free



* **Optional feature**

LUSHNA Air Features



Electrical plugins**



Construction lifted from the ground



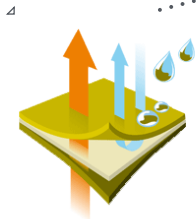
King-size bed*
optional



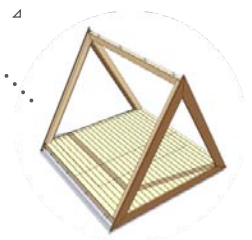
Zippers & Lockers



Lighting



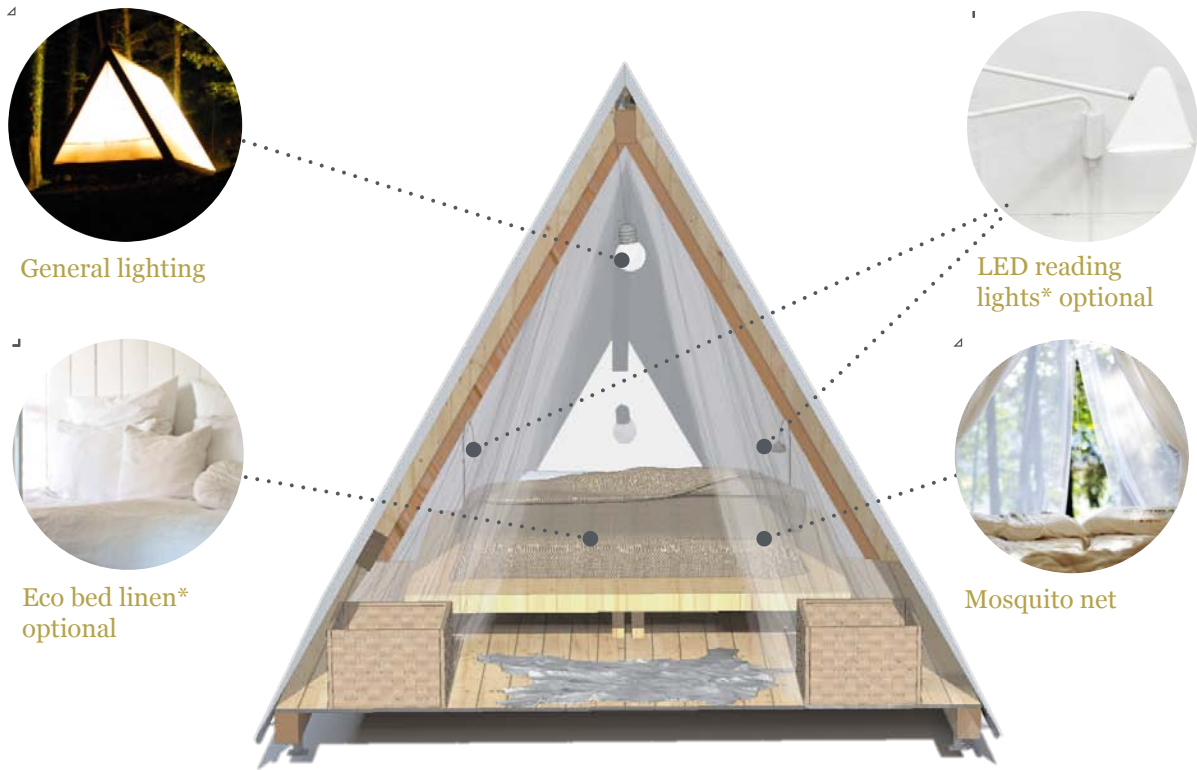
Waterproof double
canvas roof



Wooden structure

* Optional feature

LUSHNA Air Equipment



General lighting

LED reading lights* optional

Eco bed linen* optional

Mosquito net

all furniture massive wood MATERIALS

MAINTENANCE low cost maintenance

220/110 V ELECTRICITY



Best Product

Our customers have chosen Lushna Air as best product of 2017.



Textile quality

All Textile Elements Including zips have up to 2 years guarantee.



Long lasting

All our products are built to last with the best quality materials. Therefore, construction elements are guaranteed for up to 5 years.



Eco construction

All Lushna products are made from natural and ecological materials. The use of wood as the main material in all Lushna products reduce CO2 emissions considerably.

*Optional feature

**Integrated sockets are only available when purchased with furniture.

LUSHNA Air: Technical specifications

WOODEN STRUCTURE

- Massive Wood spruce construction dimensioned to support wind gusts.
- Natural wood in façade triangles with UV lasure protection.

FLOORS

- Deck floor options*: Lacquered hard wood / lacquered Plywood / Waterproof film covered plywood

EXTERIOR ROOF CANVAS

- 420 gr/m2 made of 50 % polyester / 50% cotton.
- Breathable, water repellent, moisture regulating, strong and dirt repellent.
- Back and front Zip opening

Options:

- flame-retardant which inhibits scorching, smouldering and sparks.
- Canvas colours: White, beige, Brown.

INTERIOR CANVAS

- Cotton TCC 125 g/m
- Mosquito net in front and back sides

ELECTRICITY INSTALLATION

- 220 / 110 v electrical connection .
- 4 x sockets (included in bed furniture)*.

LIGHTS

- 1 x general Light point.
- 2 x LED bed side night lamps *

INTERIOR FURNITURE-BED*

- 2,40 x 2,40 m bed structure with built in electrical sockets.
- Made of birch plywood.

FOUNDATIONS*

- Krinner ground-screws with dimensions and length depending on type of soil of location.
- No concrete needed.

(*) Optional feature.

LUSHNA Air: FAQ



What is included in the BASIC price per unit?

Basic price includes the structure, roof, facades, lighting and electricity plugins. There is an additional cost for furniture and bedding accessories. Foundations, transport and installation are not included in the basic price. Upon request we can provide a complete solution including our “Ground Screw foundation system”, ecological and concrete free.

Is it wired/able to have heat, AC, fan, electricity, water?

Electrical installation for general lightning and electrical socket extension cord are included in the basic price. Integrated sockets are only available when purchased with furniture. Lushna Air without furniture will be provided with a socket extension cord. Water installations and toilet is not an option in Lushna Air.

What preparation for the placement of Vilas needs to be made?

You need to provide connections for the electricity. The basic price includes steel adjustable beam bases for the foundation support. If you would like to use these you will have to level the ground. If you would like to put units to an uneven terrain or a slope Lushna is also offering and installing Ground Screw foundations.

How to assemble Lushna Air?

Lushna Air comes in a ready to assemble kit (RTA) with a step by step instructions booklet to build it yourself.

Foundations

We are recommending and installing the use of ecological Ground Screws Foundation from Krinner, Germany. We just screw the foundations to ground and place the cabins on the screws and bind them together. We don't damage the location and cabins can be moved to the other location without major visible signs on the previous location. Screw have 20 years warranty.

Warranty

5 years on wooden construction and 2 years on the textile parts

8.9 VICTORIA COMMERCIAL (C2) DISTRICT

1. Purpose

The general purpose of this District is to control development in the vicinity of the Victoria Trail in order to ensure that future commercial development in this area is compatible with significant cultural landscapes in the Victoria Trail area.

2. Permitted Uses

- A. Art, Craft, and Photography Studios
- B. Bed and Breakfast Establishment
- C. Boutique Accommodation
- D. Buildings and Uses Accessory to Permitted Uses
- E. Campground, basic,
- F. Community Hall
- G. Convenience Retail Service
- H. Cultural Facility
- I. Drive-in Business
- J. Eating and Drinking Establishment
- K. Eco-Cabin/Star-gazing Units**
- L. Extensive Agriculture
- 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. Secondary Suite
- T. Solar Energy Conversion System
- U. Wind Energy Conversion System, Micro

3. Discretionary Uses

- A. Amusement Establishment, Indoor
- B. Amusement Establishment, Outdoor
- C. Buildings and Uses Accessory to Discretionary Uses
- D. Campground, minor
- E. Campground, intermediate
- F. Campground, major
- G. Cemetery
- H. Commercial Uses

- I. Dwelling, Single Detached
- J. Dwelling, single detached, tiny
- K. Duplexes (Vertical and Side-By-Side)
- L. Hotel
- M. Manufactured Home
- N. Modular Home
- O. Motel
- P. Natural Resource Extraction
- Q. Outdoor Eating Establishment
- R. Places of Worship
- S. Public Utilities
- T. Recreational vehicle park
- U. Shipping Container
- V. Surveillance Suite
- W. Transfer Station
- X. Wind Energy Conversion System, Small
- Y. Other Uses which, in the opinion of the Development Authority, are similar to the above mentioned Permitted and Discretionary Uses

4. Subdivision Regulations

A. General

- i. All subdivisions in environmentally sensitive areas and significant cultural landscapes, including but not limited to the Victoria Commercial District, must be designed to retain historically significant patterns of spatial organization and significant environmental features.
- ii. The County considers river lots to be historically significant patterns of spatial organization. Therefore subdivisions within existing river lots must be designed in such a manner that the original river lot pattern is still retained.
- iii. The County will normally require new developments in areas identified as containing significant cultural landscapes, preserve a minimum of 50% of the existing vegetation on each site.
- iv. New developments will also be required to maintain, as much as possible, the current land form and to be sited in such a manner as to ensure that the current viewscape of the areas from the Trail is maintained within the nationally recognized Victoria Trail Heritage Site.

B. 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. Additionally the Development Authority may require the submission of additional information regarding the appearance or the proposed development with any application for development permits in this District in order to ensure that:
 - i. That the development is similar in character in appearance to development on adjacent sites; and
 - ii. That the development will be buffered, to the satisfaction of the Development Authority from the Victoria Trail and adjacent properties.
- D. Grading and drainage of the site shall be provided in accordance with **Section 7.17** of this Bylaw.
- E. Accessory buildings shall be developed in accordance with **Section 8.2** of this Bylaw.
- F. Motels shall be developed in accordance with **Section 6.22** of this Bylaw.
- G. Places of Worship shall be developed in accordance with **Section 6.29** of this Bylaw.
- H. Natural Resource Extraction Industries shall be developed in accordance with **Section 7.16** of this Bylaw.
- I. Shipping Containers shall be developed in accordance with **Section 7.31** of this Bylaw.
- K. Solar Energy Conversion Systems shall be developed in accordance with **Section 7.33** of this Bylaw.
- L. Wind Energy Conversion Systems shall be developed in accordance with **Section 2.9** of this Bylaw.

2.4.3 Industrial Uses

For the purpose of this Municipal Development Plan the term "industry" refers to manufacturing or warehousing and storage, and includes both light and heavy industry. Industries that may have high levels of noxious emissions or noise are referred to as heavy industry. Light industry is not noxious and is generally compatible with other uses. Natural resource extraction industries, includes such uses as gravel pits and oil and gas wells.

At present, industrial uses within the County can be classified as rural industrial, light industrial or medium industrial, as defined in the Smoky Lake County Land Use Bylaw.

Rural Industrial

Rural industries are industrial uses which are better suited to a rural rather than an urban environment because they require relatively large areas of land, do not require urban services, and may provide services to the rural area; or are potentially hazardous or emit high levels of noise, dust, odour, vibration, etc.

Major rural industries operating in the County are dairies, peat moss producers and gravel extraction and hauling. Sungrow Horticulture Canada Ltd. operates a major rural industry in the County. There are also a number of gravel and aggregate operations located predominately in the southwestern portion of the County in close proximity to the North Saskatchewan River valley.

Industrial

Industrial uses include both light and medium industrial developments as defined in the Smoky Lake County Land Use Bylaw. There are currently no heavy or petrochemical industrial developments operating within the County.

2.4.4 Commercial Uses

Commercial uses within the County can currently be classified as Highway Commercial, Urban Commercial or Victoria Commercial.

Highway commercial

Highway commercial uses are generally commercial uses which service the traveling public. They are for the most part located adjacent to or close to highways. Existing Highway Commercial developments within the County include service stations, gas bars and restaurants.



Smoky Lake County
Municipal Development Plan
Bylaw 1249-12

Urban Commercial

Urban commercial developments located in or near the hamlet areas include hotels and motels, farm equipment sales, antique stores, farmers markets, and general commercial retail services.

Victoria Commercial

These commercial uses are currently located along the Victoria Trail and are predominately tourism developments. Major developments include the Métis Crossing which aims to become a première aboriginal interpretive centre.

2.4.5 Public and Quasi-Public Uses

Public and quasi-public uses include public administration and services, and uses for the purposes of community hall and places of worship, instruction, culture, enlightenment, community activities, the provision of utilities and also includes cemeteries and public utilities. The County currently includes a number of public and quasi-public uses including churches, cemeteries, community halls, utility corridors and schools.

2.4.6 Transportation, Communications and Utility Uses

Transportation, communication and utility uses include rights-of-way, and municipal services such as substations, sewage and refuse disposal facilities, water tanks, water treatment facilities, reservoirs, and pumping stations which are normally associated with transportation, communications and/or utilities.

Roadways

The County maintains an extensive municipal road network and works cooperatively with regional and provincial partners to ensure the safety and efficient provision of regional roadways.

Smoky Lake County is serviced by two primary provincial highways: Highway No. 28 and Highway No. 36. Highway No. 28 provides access to the Industrial Heartland and Edmonton to the southwest and to Bonnyville and Cold Lake to the northeast. Highway No. 36 provides direct paved road access to Lac La Biche, Fort McMurray and the Athabasca Oil Sands developments.

Highways No. 831, 855, 656, 857, 859 and 652 crisscross the County providing indirect access to the Yellow Head Trail route and providing access to the western regions of the province and Peace River Country.



Smoky Lake County Municipal Development Plan Bylaw 1249-12

3.6 Tourism

Smoky Lake County supports tourism initiatives and wishes to promote local hospitality operations, museums, churches, cultural centers, golf courses, and special events.

Bed and breakfast establishments and guest ranches are becoming a more significant component of our tourism industry. The Land Use Bylaw should recognize that such establishments are not typical home-based businesses but should be recognized as a separate use category.

The following objectives and policies have been adopted by the County relating to tourism in the County:

Objective 3.6.1	To support and promote cultural tourism initiatives within the County
------------------------	--

Policy 3.6.1.1	The County will encourage the utilization and/or development of cultural, historic and recreational resources to promote tourism, where appropriate.
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Objective 3.6.2	To cooperate with regional partners to encourage local and regional tourism
------------------------	--

Policy 3.6.2.1	Smoky Lake County will co-operate with area tourism groups, municipal neighbours, and tourism zones in promoting local tourism linkages with neighbouring communities.
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Policy 3.6.2.2	The County shall encourage private sector developers to facilitate tourism development, and may assist in accessing government funding programs to develop new, or upgrade existing, tourism attractions.
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Smoky Lake County
Municipal Development Plan
Bylaw 1249-12

Objective 3.6.3	To support and encourage bed and breakfast and guest ranch establishments within the region
------------------------	--

Policy 3.6.3.1 The County will promote bed and breakfasts and guest ranches by creating separate use categories in the Land Use Bylaw to allow such uses, on a discretionary basis, in the Agricultural District.

3.7 Transportation and Municipal Servicing Policy

The development of transportation and utility systems can have a significant impact on land use within Smoky Lake County. Although the County does not have the authority to regulate Provincial Highways, pipelines, transmission lines and similar installations that are under provincial control in many instances Council is given an opportunity to comment on the proposed locations of these facilities. It is Council's intention to encourage the appropriate authorities to have regard for the policies of this Plan.

The following objectives and policies have been adopted by the County relating to transportation and municipal servicing in the County:

Objective 3.7.1	To discourage the fragmentation of working landscapes by transportation and utility corridors
------------------------	--

Policy 3.7.1.1 Council shall encourage linear transportation and utility facilities to locate so that they:

- (a) minimize impacts on working landscapes;
- (b) minimize the fragmentation of land, particularly higher capability agricultural land;
- (c) follow road allowances wherever feasible;
- (d) use corridors to integrate a number of utilities;
- (e) minimize disruption of recreation, wildlife, and historic resources; and
- (f) avoid disruption of existing or future urban centres.



Smoky Lake County
Municipal Development Plan
Bylaw 1249-12

Policy 4.3.2.2 Council shall only consider proposals for the development of lands for industrial uses in a hamlet if the proposal is for a light industrial use.

4.4 Commercial Policy

The intent of the Plan is to accommodate commercial facilities, primarily adjacent to the highway, secondary road systems, within established hamlets, and in appropriate locations within multi-lot recreation residential developments. **Commercial developments provide a service to the agricultural community, local residents, the highway traveling public, and tourists to the region.** The County will not support commercial developments that adversely affect the standard of safety or convenience, or the functional integrity of any highway or road. The Plan also recognizes that specific commercial uses may require unique site locations in order to serve the rural community.

Objective 4.4.1 To minimize the impacts of commercial activities on working landscapes and cultural landscapes

Policy 4.4.1.1 The County shall consider proposals for commercial development:

- (a) that will not unnecessarily fragment the working landscape; and
- (b) that do not conflict with adjacent land uses.

Policy 4.4.1.2 Commercial uses shall be encouraged to avoid locating in areas of critical wildlife habitat wherever possible.

Policy 4.4.1.3 Commercial uses operated as secondary uses to agricultural operations may be allowed.

Objective 4.4.2 To minimize conflicts with adjacent land uses

Policy 4.4.2.1 Commercial development may be allowed to locate near urban areas in consultation with the affected urban area, as determined by the Development Authority.



Smoky Lake County
 Municipal Development Plan
 Bylaw 1249-12

Policy 4.4.2.2 The Development Authority shall require the developer to construct and/or maintain an appropriate buffer, as determined by the Development Authority, between the development and nearby lands.

Policy 4.4.2.3 Council shall encourage commercial development in hamlets if the necessary servicing requirements do not exceed the servicing capabilities of the hamlet or negatively impact the character of the hamlet.

Objective 4.4.3	To minimize municipal servicing costs associated with commercial development
------------------------	---

Policy 4.4.3.1 The Development Authority shall require the developer of a commercial development to identify all municipal servicing costs associated with the development. The assignment of these costs between the County and the developer will be the basis of an agreement to be entered into prior to a subdivision approval or upon the issuance of a development permit. Normally, however, all development servicing costs associated with the development will be carried by the developer.



Smoky Lake County
Municipal Development Plan
Bylaw 1249-12

Objective: Encourage commercial developments that support traditional land practices, settlement patterns, local agricultural history, and ecological features within the Plan Area.

Policy 44: Smoky Lake County shall discourage resource extraction or processing operations from locating within the plan area, within view of municipal, provincial or federal historic sites, in order to protect the area's viewsapes, as well as significant cultural and environmental features.

Policy 45: The development of home-based businesses shall be encouraged throughout the plan area, consistent with provisions in the Smoky Lake County Land Use Bylaw.

Policy 46: Commercial operations that are not home-based or agricultural-based will be encouraged to develop on lands designated as Commercial on **Map 1 – Future Land Use**.

Policy 47: Applications for significant commercial developments, or commercial developments on lands designated as Commercial on **Map 1 – Future Land Use**, shall require the submission of a neighbourhood structure plan or outline plan, to the satisfaction of the Development Authority. The requirements of a neighbourhood structure plan or outline plan, including provisions for public consultation, are detailed in **Part 5: Putting into Practice**.

Policy 48: Commercial businesses may operate on lands designated as Heritage and Environment on Map 1 Future Land Use of this plan, if developed in association with a museum, historic park, or a similar enterprise. Additional tourism oriented businesses and agri-commercial uses may also be allowed within this area in accordance with the County's Land Use Bylaw.

22. Heritage & Environment

This plan acknowledges the equal significance of local environmental and heritage assets, and their interdependent relationship with one another. Significant Heritage and environmental features are jointly identified on **Map 1 - Future Land Use** as the Heritage & Environment Area. The intent of this designation is to identify areas where major cultural and environmentally significant assets (i.e. heritage properties, archeological sites, significant slopes, riparian areas, etc.) are present, and to protect these areas into the future, so that they may remain as valued assets for the Victoria District.

Objective: Preserve and protect cultural and environmental features in the plan area by limiting development opportunities in these areas to land uses that complement the natural beauty and historical significant of the local landscape.

Policy 49: The Heritage & Environment designation identified on **Map 1 - Future Land Use** of this plan shall include:

- » Lots containing all municipally, provincially, or federally recognized historic sites;
- » A 30 metre wide buffer on either side of the Victoria Trail;
- » A 30 metre wide buffer along all water bodies or water courses;
- » Environmentally Significant Areas identified by the province; and
- » All significant slopes (greater than 15%).

Policy 50: Within the Heritage & Environment Area agricultural, recreational, tourism and institutional land uses shall be encouraged.

Policy 51: The plan recognizes that non-intensive agricultural activities compliment the historical significance of the plan area, and may add to or enhance the heritage value of the Victoria District.

Policy 52: The plan shall encourage the development of agricultural land use activities on private properties where the Land Suitability Assessment has indicated that there are multiple development considerations that represent constraints to country residential or commercial development.

Policy 53: Agricultural and rural developments in the Heritage and Environment area shall retain existing shelterbelts, hedgerows and significant tree stands that articulate the plan area's historic subdivision pattern and contribute to the attractiveness of the local landscape.

Policy 54: The consolidation of river lots into larger parcels shall be discouraged.

Policy 55: Natural resource extraction and processing uses shall not be allowed where the development of such uses will be visible from a provincial or municipally designated heritage site or would be located within the identified viewscape areas.

	of the respective County's Municipal Development Plan and Land Use Bylaw and shall take into consideration the guidelines and/or recommendations of: <ol style="list-style-type: none"> Qualified professionals; and/or The Government of Alberta's Stepping Back from the Water: A Beneficial Management Practices Guide for New Development Near Water Bodies in Alberta's Settled Region; and/or The North Saskatchewan Watershed Alliance's Municipal Guide, Planning for a Healthy and Sustainable North Saskatchewan River Watershed; ESRD Recommended Setbacks Chart (see Appendix C – Recommended Setbacks).
Policy 3.2.7	The dedication of Environmental or Municipal Reserve within the IDP area should be coordinated to promote maintenance contiguous wildlife corridors through undisturbed connected tree stands.
Policy 3.2.8	Environmental Reserve, Environmental Reserve Easements, and/or Conservation Reserves shall be established in accordance with Section 664 of the MGA. The boundaries of these area shall normally be defined using the recommendations from a Biophysical Assessment and/or wetland assessment, provided by the development proponent.
Policy 3.2.9	New developments in the IDP area shall be designed to reduce risk from wildfires. New development shall incorporate FireSmart Canada recommendations where appropriate into the site design, where appropriate.
Policy 3.2.10	The Counties may explore opportunities for intermunicipal collaboration on watershed management initiatives that protect and enhance the North Saskatchewan River.

3.3 HISTORIC RESOURCES

Policy 3.3.1	All applications for subdivision and new development on parcels identified by the Province as containing or potentially containing a historic resources must provide a Historic Resources Impact Assessment (HRIA) and letter of clearance from Alberta Culture, Multiculturalism and Status of Women. Where a HRIA has been waived by the department, a letter of clearance indicating that the HRIA is not required must be provided.
Policy 3.3.2	When reviewing proposals for new development applications within portions of the IDP area that are also within the Victoria District Area Structure Plan, the Development Authority shall have regard for potential impacts on the designation of the Victoria District National Historic Site.

3.4 TRANSPORTATION

Policy 3.4.1	The Counties will work collaboratively with Alberta Transportation and Alberta Infrastructure to ensure that highways and bridges in the IDP area are safe and efficient.
Policy 3.4.2	The Counties will work collaboratively to identify opportunities for the placement of signs along local roads and highways in each other's municipality that may promote local businesses, cultural sites, important landmarks, and regional wayfinding.

3.5 NATURAL RESOURCES

Policy 3.5.1	Aggregate resource extraction shall be guided by the policies and regulations in the applicable County's statutory plans and LUB, as well as applicable provincial and federal requirements.
Policy 3.5.2	Applications for subdivision and development in the Plan Area shall conform to setbacks established by the Alberta Energy Regulator (AER).
Policy 3.5.3	The Counties shall work with oil and gas infrastructure development proponents to discourage fragmentation of important natural features or agricultural lands by proposed oil and gas infrastructure in the IDP area.
Policy 3.5.4	The Counties shall work with oil and gas infrastructure development proponents to maintain the integrity of existing pipeline corridors within the Plan Area.

3.6 TOURISM AND RECREATION

Policy 3.6.1	Tourism and recreation opportunities in the region such as ecotourism, enhancements to existing trails, new trail development, staging areas and parks/campgrounds that respect agricultural land uses and environmentally sensitive lands, may be supported.
Policy 3.6.2	Collaboration with existing recreation and tourism groups to efficiently promote recreational tourism in the region will be encouraged.
Policy 3.6.3	Where appropriate, each municipality will endeavour to find efficiencies in bylaw enforcement through public education on recreational use near the North Saskatchewan River and the exploration of shared bylaw services and existing mutual aid agreements.
Policy 3.6.4	The means of providing access to educational material regarding safe and responsible trail use, North Saskatchewan River health, off highway vehicle regulations, hunting regulations, and property ownership will be encouraged.
Policy 3.6.5	Public awareness of significant historic and cultural sites in the region will be promoted as part of heritage tourism efforts.
Policy 3.6.6	Both municipalities will work together to jointly advocate to the Province on issues related to tourism and recreation such as fishing to support tourism in the region.
Policy 3.6.7	Explore opportunities to work together on provincial and federal grant applications for recreation and tourism initiatives in the region.
Policy 3.6.8	Lamont County will explore opportunities to identify and promote the municipality's cultural and historic resources within the Plan Area.

3.7 REQUIREMENTS FOR AREA STRUCTURE PLANS

Policy 3.7.1	Requirements for when an ASP will be prepared for a planned development in the IDP area shall be as identified in the respective Counties' MDPs and LUBs.
Policy 3.7.2	<p>In consideration of a proposal for a redistricting, subdivision, or development permit application that requires Area Structure Plan the Approving Authority may require the following supporting studies and plans as part of the application:</p> <ol style="list-style-type: none"> a. Geotechnical & Groundwater Report to identify environmental hazard lands such as high water table, slope stability; b. Wetland Assessment to delineate and classify wetlands within the subject site; c. Biophysical Assessment to identify significant ecological features, water bodies and watercourses; d. Traffic impact assessment and circulation plan to ensure that the integrity of adjacent roads shall be maintained through the use of service roads and limited access points; e. Utility servicing plans which identifies location and facilities for servicing; f. Storm water management plans; g. Environmental Impact Assessment prepared in accordance with Alberta Environment and Parks (AEP) guidelines; h. Phase I environmental assessment to identify areas of potential contamination within the site; i. Development specific design standards including: architectural, landscaping and sign controls; j. Figures identifying suitable building sites; k. Historic Resources Impact Assessment (HRIA) or letter of clearance Alberta Culture, Multiculturalism and Status of Women if the proposed site contains a Historic Resource; l. Public consultation; m. Any other information or study determined necessary by the Subdivision and/or Development Authority for consideration of the application.

	<ul style="list-style-type: none"> b. Provided for in the respective County’s LUB; or c. Supported by an approved ASP or Conceptual Scheme.
Policy 4.1.12	<p>Land uses and developments that may create negative offsite impacts on surrounding properties by way of:</p> <ul style="list-style-type: none"> a. Noise; b. Pollution; c. Dust control; d. Smell; and/or e. Fragmentation of local viewscapes <p>shall be discouraged from being developed in portions of the Agriculture and Rural Development Area that may affect existing or proposed developments in the Culture and Tourism Area.</p>
Policy 4.1.13	<p>Proposals from subdivision and/or development described in Policy 5.1.13 shall be subject to the policies of Section 5.4 - Circulation and Referral.</p>

4.2 CULTURE AND TOURISM AREA

The policies in this section apply to lands within the Culture and Tourism Area on **Map 7.3 – Future Land Use**.

Policy 4.2.1	The development of lands within the Culture and Tourism Area shall be guided by an approved Area Structure Plan or Conceptual Scheme.
Policy 4.2.2	Lands within the Culture and Tourism Area may be developed for a range of rural agricultural, residential, commercial, institutional, and recreational uses.
Policy 4.2.3	Development within the Culture and Tourism Area will be consistent with the Victoria District Economic Development Strategy.
Policy 4.2.4	Development within the Culture and Tourism Area shall be designed to enhance the socio-cultural authenticity of the communities, conserve built and living cultural heritage and traditional values, and contribute to intercultural understanding and tolerance.



	<ul style="list-style-type: none"> c. The Chief Administrative Officer of Smoky Lake County, or their designate (non-voting member); d. The Chief Administrative of Lamont County, or their designate (non-voting member); and e. Other staff as required to provide technical support to the IPC (non-voting member(s)).
Policy 5.2.4	The Councils of each County may appoint alternative members, should any member not be able to attend an IPC meeting.
Policy 5.2.5	The Chief Administrative Officers of each municipality may appoint another member of their municipality's Administration to serve as an alternate non-voting member.
Policy 5.2.6	The IPC shall establish its own rules of procedure, including its own schedule of meetings.
Policy 5.2.7	Meetings should be called at the pleasure of the IPC Chair as required.
Policy 5.2.8	At minimum, The IPC shall communicate with all members via email on an annual basis to determine if a meeting of the IPC is requested by a member to discuss issues concerning the implementation of the IDP. If no request for a meeting is made, then a meeting of the IPC shall not be required.
Policy 5.2.9	The IPC shall not deal with all development matters within the IDP area. Rather, it will deal with all matters referred to it in the manner described in this IDP.
Policy 5.2.10	<p>The IPC has the following functions:</p> <ul style="list-style-type: none"> a. To clarify the intent and interpretation of the IDP; b. To develop specific strategies related to the provision of infrastructure, service provision, cost sharing, etc. for proposed subdivision and development in the IDP area that reflect the policies and guidelines set out in the IDP; c. To review and comment on applications to amend the IDP; d. To review and comment on development matters referred to the IPC in accordance with this IDP; e. To participate in the dispute resolution process, as outline in Section 6; and f. To undertake such other matters as it deems reasonable and as are referred to it by either County's Council or Administration.

5.3 COMMUNICATION

Policy 5.3.1	The Council and Administration of each County shall encourage and work to improve intermunicipal communication and cooperation.
Policy 5.3.2	The Counties will maintain open lines of communication to resolve misunderstandings and problems in order to capitalize on opportunities for mutual benefit.
Policy 5.3.3	The Counties may explore joint economic initiatives, joint servicing initiatives, and profit sharing agreements as the need arises to support development within the IDP area.

5.4 CIRCULATION AND REFERRAL

Referral Requirements

Policy 5.4.1	<p>The Counties agree that each County's Subdivision Authority and/or Development Authority will notify the other County's Administration of the following items which affect lands within the Referral Area identified on Map 7.2</p> <p>– Plan Area and Referral Area Boundaries:</p> <ul style="list-style-type: none"> a. A proposed Municipal Development Plan, or amendment thereto; b. A proposed Land Use Bylaw, or amendment thereto; c. A proposed Area Structure Plan or Conceptual Scheme, or any amendment thereto; or d. A proposed subdivision or development permit application that would: <ul style="list-style-type: none"> i. Significantly impact local viewsapes within view of the Culture and Tourism Development Area; ii. Create significant negative offsite impacts (such as noise, odour, pollution, dust, etc.); iii. Create a significant impact on municipal or provincial infrastructure; or
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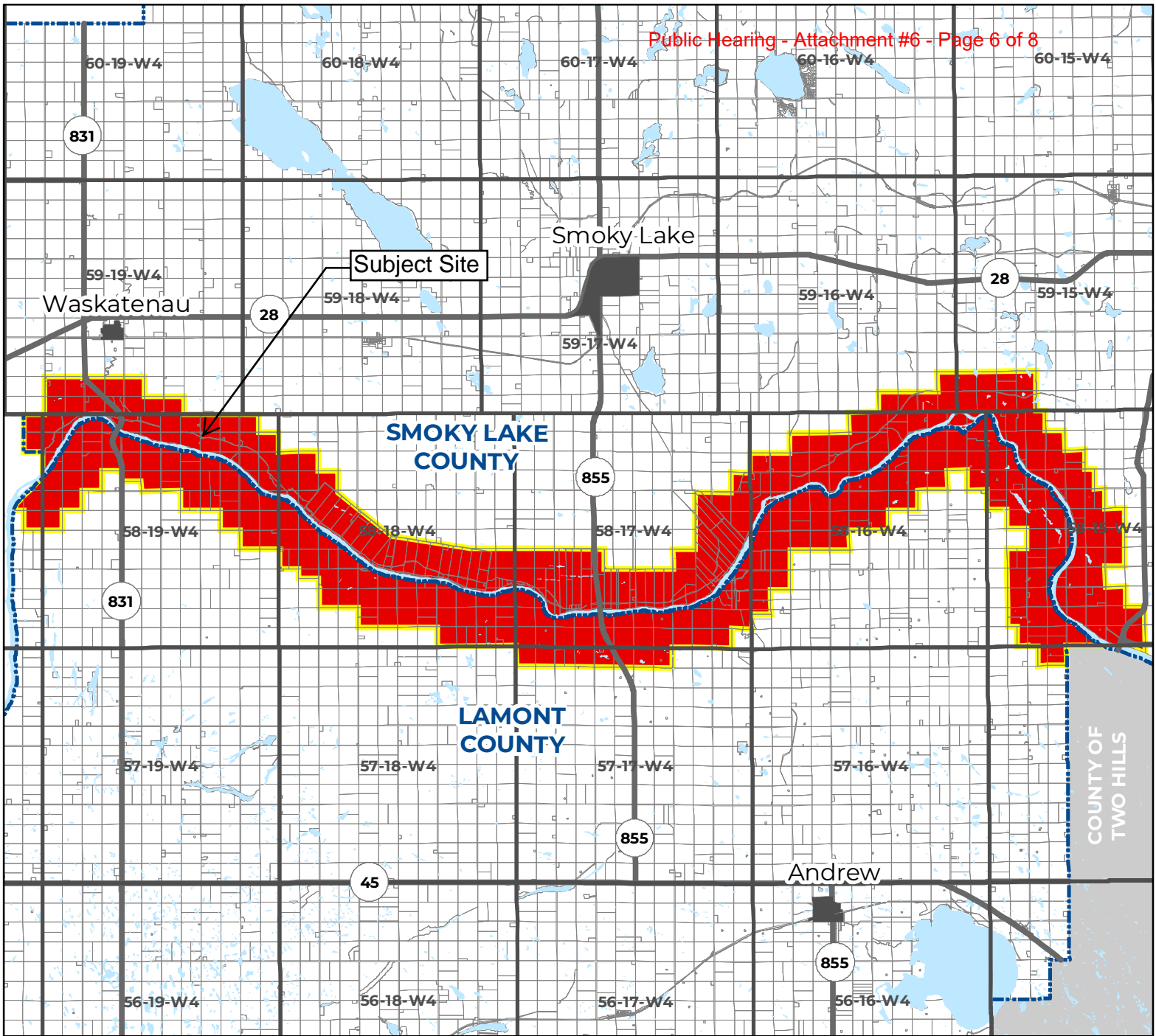
	<p>iv. Impact infrastructures system(s) within the adjacent County or operated as part of a regional system.</p> <p>Comments shall be sent by the responding municipality to the approving authority within 14 calendar days of the date of the referral, as identified in the Administration Review portion of Section 6.4 unless an alternate time period has been agreed to by both Counties.</p>
Policy 5.4.2	<p>Depending on the nature of the proposed application for subdivision or development, and at the specific request of the respective County's Administrations, the IPC may provide recommendations related to the proposed application, as identified in the IPC Review portion of Section 5.4.4.</p>

Administration Review

Policy 5.4.3	<p>Where a referral is required, the referring County shall provide complete information concerning the matter to the other County's Administration. The administrative review shall proceed according to the following process:</p>
--------------	--

STEP	TIMELINE	ACTION
1 Referral to Administration	As matters Arise	Where a referral is required, the referring municipality shall provide complete information concerning the matter to the responding municipality's administration.
☺ Resolution or Next Step ▼		
2 Evaluation of the referral by Administration	Within 14 days of receipt of the referral	<p>The Administration of the responding municipality will undertake an evaluation of the matter and provide comments in writing to the administration of the referring municipality within 14 days of receipt of the referral.</p> <p>Should no comments be received within the 14 days, the referring municipality may proceed with the issuance of a decision/next reading of the bylaw.</p>
☺ Resolution or Next Step ▼		
3 Meeting of Administrations	Within 7 days of receipt of comments	If there are any objections, the two administrations shall meet and discuss the issue and attempt to resolve the matter within 7 days of the referring municipality's receipt of the comments provided by the responding municipality.
☺ Resolution or Next Step ▼		
4 Resolution or referral to the IPC	Within 7 days of the meeting	<p>If the administrations resolve the objection, the responding municipality will formally notify the referring municipality in writing, within 7 days of the resolution. The referring municipality will proceed with the processing of the application and issue a decision within the legislated timeframe or proceed to the next reading of the bylaw adoption process.</p> <p>In the event that the objection is not resolved at the administrative level within 7 days of the meeting of administrations, the referring municipality's administration shall refer the matter to the Intermunicipal Planning Committee.</p>
☺ Resolution or Next Step ▼		



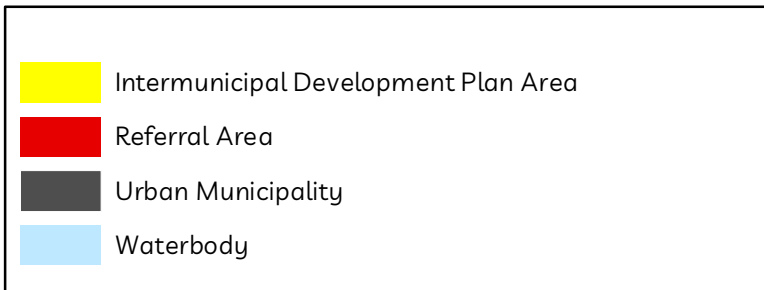


Smoky Lake County & Lamont County

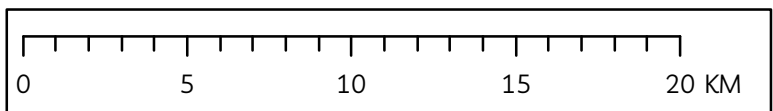
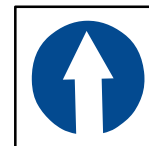
INTERMUNICIPAL DEVELOPMENT PLAN

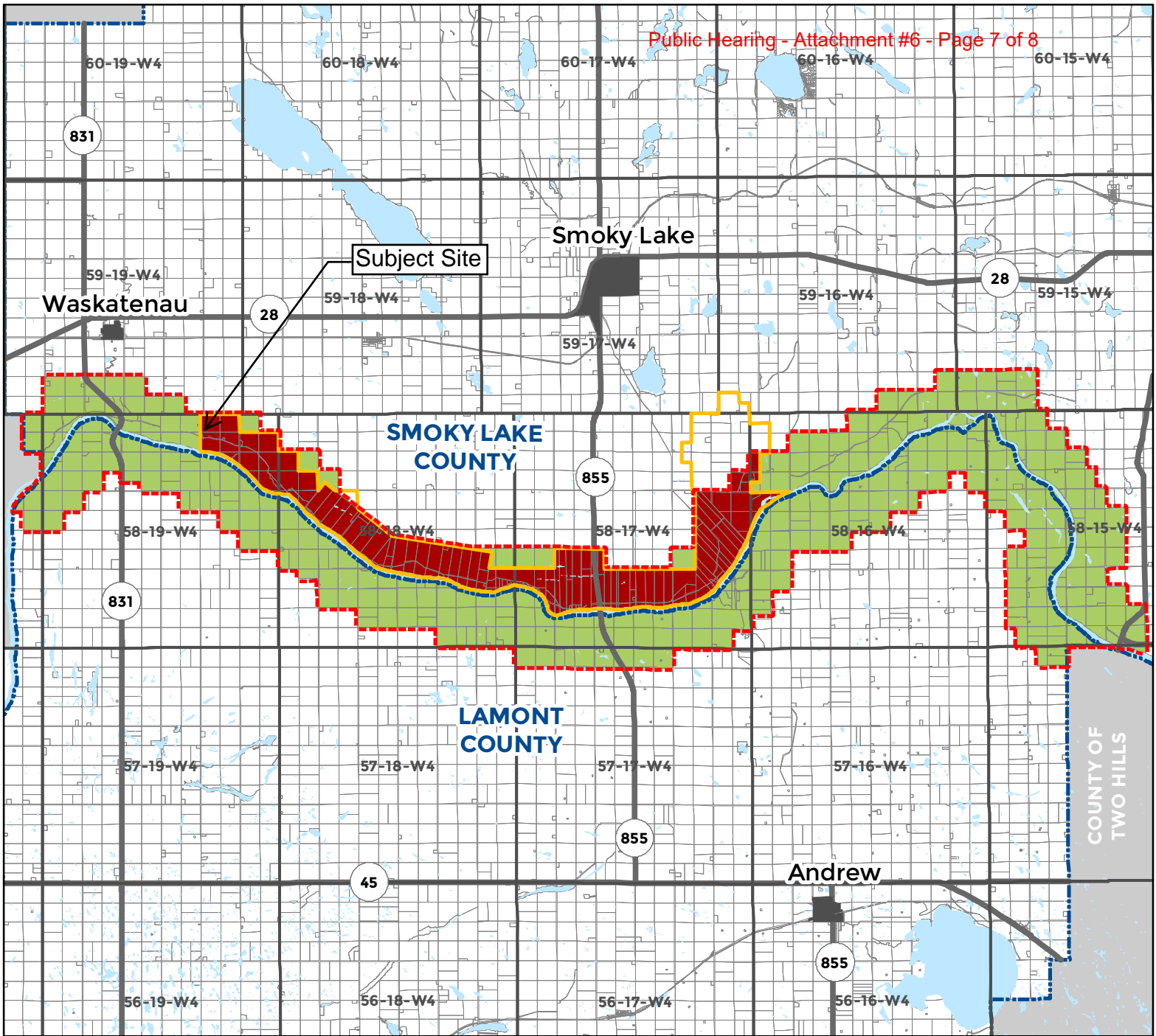


7.2 PLAN AREA AND REFERRAL AREA BOUNDARIES



Digital Information:
 Geogratis, Geodiscover, Altalist
 Projection: UTM NAD 83 12N





Smoky Lake County & Lamont County

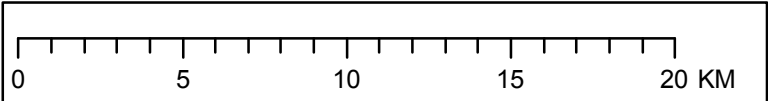
INTERMUNICIPAL DEVELOPMENT PLAN

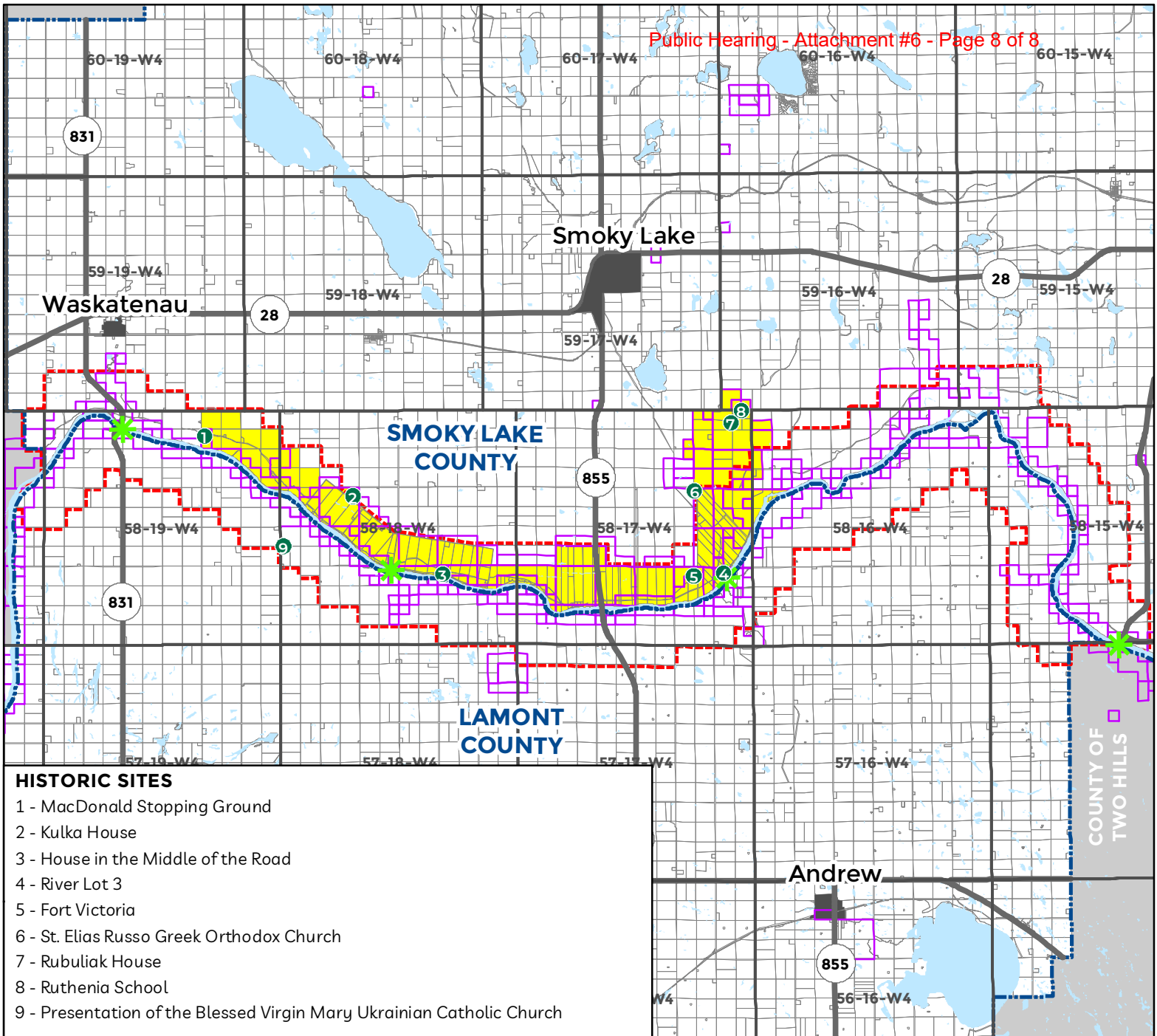


7.3 FUTURE LAND USE

- Intermunicipal Development Plan Area
- Agriculture and Rural Development Area
- Culture and Tourism Area
- Victoria District Area Structure Plan
- Urban Municipality

Digital Information:
Geogatis, Geodiscover, Altalist
Projection: UTM NAD 83 12N





HISTORIC SITES

- 1 - MacDonald Stopping Ground
- 2 - Kulka House
- 3 - House in the Middle of the Road
- 4 - River Lot 3
- 5 - Fort Victoria
- 6 - St. Elias Russo Greek Orthodox Church
- 7 - Rubuliak House
- 8 - Ruthenia School
- 9 - Presentation of the Blessed Virgin Mary Ukrainian Catholic Church

Smoky Lake County & Lamont County

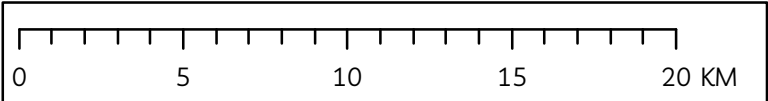
INTERMUNICIPAL DEVELOPMENT PLAN



A.3 HISTORIC AND CULTURAL RESOURCES

	Plan Area Boundary		Historic Site
	Urban Municipality		Former Ferry Crossing
	Victoria District ASP		Waterbody
	Historic Resources		

Digital Information:
Geogratis, Geodiscover, Altalister
Projection: UTM NAD 83 12N





Public Hearing Date: May 26, 2022
Public Hearing Time: 9:15 a.m.

VIRTUAL PUBLIC HEARING – RELEVANT LEGISLATION

Proposed Bylaw 1393-21: Amendment to Smoky Lake County Land Use Bylaw 1272-14

PUBLIC HEARINGS

Municipal Government Act, R.S.A. 2000

- Section 230(1)** When this or another enactment requires council to hold a public hearing on a proposed bylaw or resolution, the public hearing must be held, unless another enactment specifies otherwise,
- (a) before second reading of the bylaw, or
 - (b) before council votes on the resolution.
- (2)** If a public hearing is held on a proposed bylaw or resolution, council must conduct the hearing during a regular or special council meeting.
- (3)** A council by bylaw establish procedures for public hearings.
- (4)** In the public hearing, council
- (a) must hear any person, group of persons, or person representing them, who claims to be affected by the proposed bylaw or resolution and who has complied with the procedures outline by the council, and
 - (b) may hear any other person who wishes to make representations and whom the council agrees to hear.
- (5)** After considering the representations made to it about a proposed bylaw or resolution at a public hearing and after considering any other matter it considers appropriate, council may
- (a) pass the bylaw or resolution,
 - (b) make any amendment to the bylaw or resolution it considers necessary and proceed to pass it without further advertisement or hearing, or
 - (c) defeat the bylaw or resolution.

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

REQUIREMENTS FOR ADVERTISING

Municipal Government Act, R.S.A. 2000

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

- (2) Notice of the bylaw, resolution, meeting, public hearing or other thing must be
- (a) published at least once a week for 2 consecutive weeks in at least one newspaper or other publication circulating in the area to which the proposed bylaw, resolution or other thing relates, or in which the meeting or hearing is to be held, or
 - (b) mailed or delivered to every residence in the area to which the proposed bylaw, resolution or other thing relates, or in which the meeting or hearing is to be held.
- (3) A notice of a proposed bylaw must be advertised under subsection (2) before second reading.
- (4) A notice of a proposed resolution must be advertised under subsection (2) before it is voted on by council.
- (5) A notice of a meeting, public hearing or other thing must be advertised under subsection (2) at least 5 days before the meeting, public hearing or thing occurs.
- (6) A notice must contain
- (a) a statement of the general purpose of the proposed bylaw, resolution, meeting, public hearing or other thing,
 - (b) the address where a copy of the proposed bylaw, resolution or other thing, and any document relating to it or to the meeting or public hearing may be inspected,
 - (c) in the case of a bylaw or resolution, an outline of the procedure to be followed by anyone wishing to file a petition in respect of it, and
 - (d) in the case of a meeting or public hearing, the date, time and place where it will be held.
- (7) A certificate of a designated officer certifying that something has been advertised in accordance with this section is proof, in the absence of evidence to the contrary, of the matters set out in the certificate.

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

PLANNING BYLAWS

Municipal Government Act, R.S.A. 2000

Section 692(1) Before giving second reading to

- (a) a proposed bylaw to adopt an intermunicipal development plan,
- (b) a proposed bylaw to adopt a municipal development plan,
- (c) a proposed bylaw to adopt an area structure plan,
- (d) a proposed bylaw to adopt an area redevelopment plan,
- (e) a proposed land use bylaw, or
- (f) a proposed bylaw amending a statutory plan or land use bylaw referred to in clauses (a) to (e),

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

- (2) Despite subsection (1), if a proposed development relates to more than one proposed bylaw referred to in subsection (1), the council may hold a single public hearing.
- (3) Despite subsection (1), in the case of a public hearing for a proposed bylaw adopting or amending an intermunicipal development plan,
- (a) councils may hold a joint public hearing to which section 184 does not apply, and
 - (b) municipalities may act jointly to satisfy the advertising requirements of section 606.
- (4) In the case of an amendment to a land use bylaw to change the district designation of a parcel of land, the municipality must, in addition to the requirements of subsection (1),
- (a) include in the notice described in section 606(2)
 - (i) the municipal address, if any, and the legal address of the parcel of land, and
 - (ii) a map showing the location of the parcel of land.

- (b) give written notice containing the information described in clause (a) and in section 606(6) to the assessed owner of that parcel of land at the name and address shown on the assessment role of the municipality, and
 - (c) give a written notice containing the information described in clause (a) and in section 606(6) to each owner of adjacent land at the name and address shown for each owner on the assessment role of the municipality.
- (5) If the land referred to in subsection (4)(c) is in another municipality, the written notice must be given to that municipality and to each owner of adjacent land at the name and address shown for each owner on the tax roll of that municipality.
- (6) Despite subsection (1), a bylaw referred to in subsection (1) may be amended without giving notice or holding a public hearing if the amendment corrects clerical, technical or grammatical or typographical errors and does not materially affect the bylaw in principle or substance.
- (6.1) Subsection (1)(f) does not apply in respect of a proposed bylaw amending a statutory plan or land use bylaw to specify the purposes of a community services reserve.
- (7) In this section,
 - (a) “adjacent land” means land that is contiguous to the parcel of land that is being re-designated and includes
 - (i) land that would be contiguous if not for a highway, road, river or stream, and
 - (ii) any other land identified in the land use bylaw as adjacent land for the purpose of notifications under this section;
 - (b) “owner” means the person shown as the owner of land on the assessment roll prepared under Part 9.
- (8) If an ALSA regional plan requires a council to pass a bylaw referred to in this section, the council must,
 - (a) consider whether, in view of the requirement in the ALSA regional plan, consultation is necessary, desirable or beneficial, and
 - (b) decide whether or not to proceed with consultation.
- (9) If a council decides under subsection (8) that consultation is neither necessary nor desirable or would not be beneficial, subsections (1) to (7) do not apply to the council in respect of the bylaw concerned.

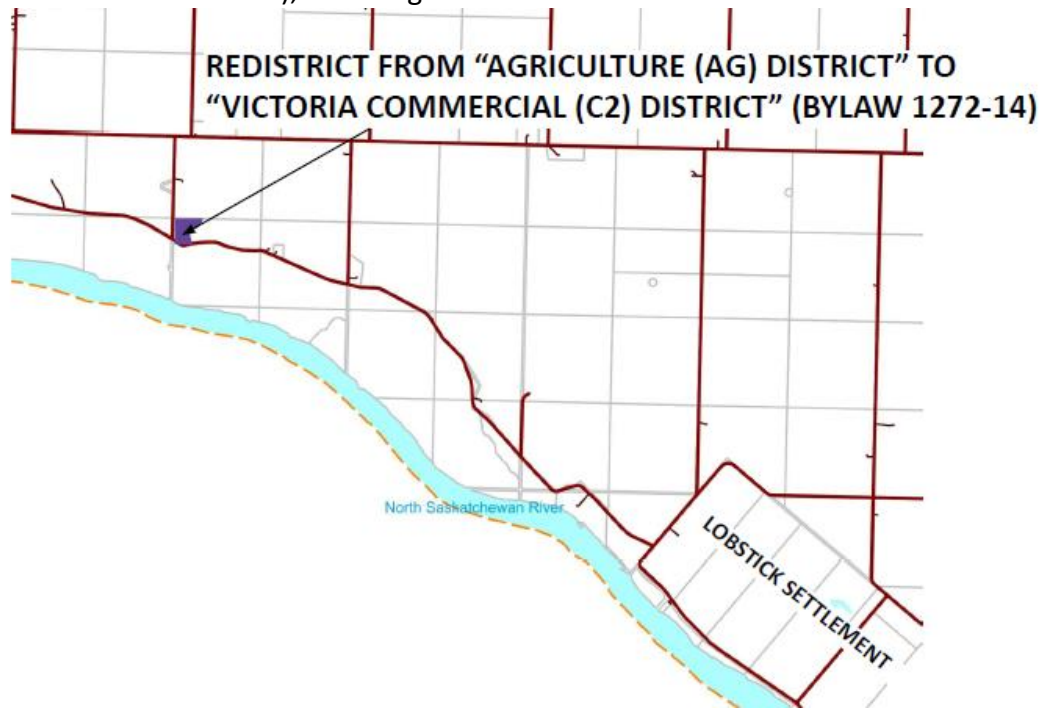


4612 McDougall Drive, PO Box 310, Smoky Lake, AB T0A 3C0
Phone: 780-656-3730 Fax: 780-656-3668
Email: county@smokylakecounty.ab.ca Website: www.smokylakecounty.ab.ca

NOTICE OF PUBLIC HEARING
Land Use Bylaw & Municipal Development Plan Amendment

Pursuant to Sections 230, 606 & 692 of the *Municipal Government Act*, R.S.A. 2000, Ch. M-26, Smoky Lake County Council hereby gives notice of its intention to adopt Proposed Bylaw #1415-22.

The purpose of the proposed Bylaw #1415-22: Amend Land Use Bylaw 1272-14 to rezone all the portions of the lands legally described as Plan 1423459, Block 1, Lot 1 (Municipal Address: 19176 Victoria Trail), from Agriculture (AG) District to Victoria Commercial (C2) District; and to amend Municipal Development Plan Bylaw No. 1249-12, to reclassify all the portions of the lands legally described as Plan 1423459, Block 1, Lot 1 (Municipal Address: 19176 Victoria Trail), from "Agriculture Area" to "Commercial Area".



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

The Public Hearing will be held as follows:

Place: Online:

<https://us02web.zoom.us/j/87555113468?pwd=MmxCMmVlV2kzaFlta2p4RHRBVVlOUT09>

Phone: 1-877-853-5257; Meeting ID: 875 5511 3468; Passcode: 054213

Date: Thursday, May 26, 2022

Time: 9:15 a.m.

AND FURTHER TAKE NOTICE THAT anyone wishing to make a verbal or written representation may do so at the Hearing, or by providing the representation to the County's Chief Administrative Officer before 4:00 p.m. on Tuesday, May 24, 2022. *It would be beneficial for individuals to provide advance notice to the County at (780) 656-3730 of their intention to make a presentation at the hearing.*

AND FURTHER TAKE NOTICE THAT a copy of the proposed Bylaws may also be inspected on the County's website www.smokylakecounty.ab.ca

More information regarding the proposed Bylaw, please contact:

Jordan Ruegg
Planning & Development Manager
Office: 780-656-3730
Cell: 780-650-5207
Email: jruegg@smokylakecounty.ab.ca

Lamont County

May 12, 2022

Smoky Lake County
Attention: Kyle Schole
4612 – McDougall Drive,
PO Box 310
Smoky Lake, Alberta T0A 3C0

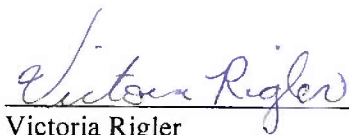
RE: Proposed Rezoning Application within IDP policy area Plan 1423459 Block 1, Lot 1

Dear Kyle

Thank you for the notice of application. Based on our internal review process, Lamont County has no issues or concerns with the above noted proposed rezoning.

Please contact Lamont County Planning & Development at (780) 895-2233 ext. #218 or victoria.r@lamontcounty.ca should you require any further information .

Yours truly,



Victoria Rigler
Development Officer



Jordan Ruegg

From: Daniel Moric
Sent: May 11, 2022 7:41 AM
To: Jordan Ruegg
Cc: Kyle Schole
Subject: RE: Referral of Bylaw 1415-22 - Amendment to Land Use Bylaw 1272-14

Good morning Jordan

In regards to proposed Bylaw 1415-22, re-zoning of Plan 1423459, Block 1, Lot 1 (Municipal Address:19176 Victoria Trail), Smoky Lake County Natural Gas Dept has no comments or concerns.

Thank you



Daniel Moric
Natural Gas Manager
p:780-656-3730 ext 2242 or toll free 1-888-656-3730
c:780-656-5734
4612 - McDougall Drive, PO Box 310
Smoky Lake, Alberta, T0A 3C0

[b"b<Cu 4b"Δg<P \(kaskapatau sakahigan / Smoky Lake\) on Treaty 6 Territory](#)

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From: Jordan Ruegg <jruegg@smokylakecounty.ab.ca>
Sent: May 10, 2022 2:27 PM
To: Daniel Moric <dmoric@smokylakecounty.ab.ca>
Cc: Kyle Schole <kschole@smokylakecounty.ab.ca>
Subject: Referral of Bylaw 1415-22 - Amendment to Land Use Bylaw 1272-14

Good afternoon.

As a potentially affected agency, please find enclosed a copy of proposed Bylaw 1415-22, which is being referred to you pursuant to Section 4.1.7 of Smoky Lake County Land Use Bylaw No. 1272-14. A Public Hearing is scheduled for Thursday, May 26, 2022, at 9:15 a.m. If you have any comments or concerns regarding the proposed Bylaw that you wish for Smoky Lake County Council to consider, please submit them in writing no later than **Tuesday, May 24, 2022, by 4:00 p.m.**

Please let me know if you have any questions.

Thanks,



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

ᑭᓴᑭᓱᓱᓱ ᓴᑭᓱᓱᓱ (kaskapatau sakahigan) / Димних Озеро (Dymnykh Ozero) / Lac qui Fume / Smoky Lake
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.

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

Studies show that trees live longer when they are not cut down. Please do not print this email

Jordan Ruegg

From: Noreen Easterbrook <noreeneasterbrook@gmail.com>
Sent: May 11, 2022 9:56 PM
To: Jordan Ruegg
Cc: Christine Hansen (christine.hansen1108@gmail.com); amy@smokylake.ca; Leon Hunter; marianne@smokylake.ca; Pamela Billey; graham dalziel; caroltrider@hotmail.com; Kyle Schole
Subject: Re: SLCRHB Referral - Proposed Development and Rezoning
Attachments: image003.jpg

Hello Jordan

I have reviewed the documents and have no concerns at this point. I am intrigued by the concept and look forward to seeing this development succeed.

Noreen

On Wed., Apr. 27, 2022, 12:02 p.m. Jordan Ruegg, <jruegg@smokylakecounty.ab.ca> wrote:

Good morning everyone.

Smoky Lake County is in receipt of an application for a Development Permit respecting the lands legally described as Plan 1423459, Block 1, Lot 1, which some of you may know is the location of the McDonald Stopping House. As the lands are located within the area identified as the Heritage Overlay Area in the County's Land Use Bylaw, the application must be circulated to the SLCRHB for comment.

The applicant proposes to develop the site in phases, the first of which intends to repurpose the Stopping House into a bed & breakfast establishment. This phase would be considered as a "Permitted Use" under the Agriculture District of the County's Land Use Bylaw. The second phase would include additional 'glamping' style accommodation units/eco-cabins (see attached), as well as accessory facilities (showers, bathrooms, outdoor kitchen hot-tub, etc.). These additional accommodation units and accessory facilities are not currently permissible under the Land Use Bylaw, and therefore, require that the applicant apply for a redistricting of the property from Agriculture District to Victoria Commercial District. The proposed uses do not require an amendment to the Victoria District Area Structure Plan as Policy 48 of the Plan allows for the development of tourism-oriented businesses within the Heritage & Environment Area as long as they comply with the Land Use Bylaw.

To obtain compliance, the proponent has submitted an application to amend the Land Use Bylaw and the Municipal Development Plan. I have attached a copy of the proposed amending bylaw which will be taken to Council for First Reading on April 28th. Following First Reading, a Public Hearing will be scheduled for the May 26th Council meeting, prior to consideration for Second/Third Readings.

I would appreciate the Board's comments on both the proposed development as well as the proposed Bylaw. In order for me to be able to include the Board's comments into the Public Hearing package, I will need to be in receipt of them by no later than Thursday, May 19th.

Please let me know if you have any questions.

Thanks,



Jordan Ruegg, B.A., MPlan

Planning and Development Manager

p:780-656-3730 or toll free 1-888-656-3730

c:780-650-5207

4612 - McDougall Drive, PO Box 310

Smoky Lake, Alberta, T0A 3C0

ᑭᐱᑭᐱᑭᐱᑭ ᓂᐱᑭᐱᑭᐱᑭ (kaskapatau sakahigan) / Димних Озеро (Дымных Озеро) / Lac qui Fume / Smoky Lake

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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Jordan Ruegg

From: christine hansen <christine.hansen1108@gmail.com>
Sent: May 13, 2022 5:20 PM
To: Jordan Ruegg
Subject: Re: SLCRHB Referral - Proposed Development and Rezoning

Hi Jordan. I'm of the same opinion as Norine.

On Wed, Apr 27, 2022 at 12:02 PM Jordan Ruegg <jruegg@smokylakecounty.ab.ca> wrote:

Good morning everyone.

Smoky Lake County is in receipt of an application for a Development Permit respecting the lands legally described as Plan 1423459, Block 1, Lot 1, which some of you may know is the location of the McDonald Stopping House. As the lands are located within the area identified as the Heritage Overlay Area in the County's Land Use Bylaw, the application must be circulated to the SLCRHB for comment.

The applicant proposes to develop the site in phases, the first of which intends to repurpose the Stopping House into a bed & breakfast establishment. This phase would be considered as a "Permitted Use" under the Agriculture District of the County's Land Use Bylaw. The second phase would include additional 'glamping' style accommodation units/eco-cabins (see attached), as well as accessory facilities (showers, bathrooms, outdoor kitchen hot-tub, etc.). These additional accommodation units and accessory facilities are not currently permissible under the Land Use Bylaw, and therefore, require that the applicant apply for a redistricting of the property from Agriculture District to Victoria Commercial District. The proposed uses do not require an amendment to the Victoria District Area Structure Plan as Policy 48 of the Plan allows for the development of tourism-oriented businesses within the Heritage & Environment Area as long as they comply with the Land Use Bylaw.

To obtain compliance, the proponent has submitted an application to amend the Land Use Bylaw and the Municipal Development Plan. I have attached a copy of the proposed amending bylaw which will be taken to Council for First Reading on April 28th. Following First Reading, a Public Hearing will be scheduled for the May 26th Council meeting, prior to consideration for Second/Third Readings.

I would appreciate the Board's comments on both the proposed development as well as the proposed Bylaw. In order for me to be able to include the Board's comments into the Public Hearing package, I will need to be in receipt of them by no later than Thursday, May 19th.

Please let me know if you have any questions.

Thanks,



Jordan Ruegg, B.A., MPlan

Planning and Development Manager

p:780-656-3730 or toll free 1-888-656-3730

c:780-650-5207

[4612 - McDougall Drive](#), PO Box 310

Smoky Lake, Alberta, T0A 3C0

ᑭᓴᓴᓴᓴᓴ ᑭᓴᓴᓴᓴᓴ (kaskapatau sakahigan) / Димних Озеро (Dymnykh Ozero) / Lac qui Fume / Smoky Lake

Located on Treaty 6 Territory and Homeland of the Métis Nation

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SMOKY LAKE COUNTY

Minutes of the **County Council Committee of the Whole Meeting for the purpose of Administration of Thursday, April 14, 2022 at 9:10 A.M.** held in County Council Chambers and virtually online through Electronic Communication Technology: Zoom Meeting.

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

			ATTENDANCE
<u>Div. No.</u>	<u>Councillor(s)</u>	<u>Thursday, April 14, 2022</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	Virtually Present	
Finance Manager	Brenda Adamson	Virtually Present	
Legislative Svcs/R.S.	Patti Priest	Virtually Present	
Plan. & Dev. Assistant	Jordan Ruegg	Virtually Present	
Planning Technician	Kyle Schole	Virtually Present	
Natural Gas Manager	Daniel Moric	Virtually Present	
GIS Op.	Carole Dowhaniuk	Present in Chambers	
Communications Tech.	Evonne Zukiwski	Present in Chambers	

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

2. Agenda:

616-22: Fenerty

That the Agenda for the Smoky Lake County Council Committee of the Whole Meeting for the purpose of Administration, for April 14, 2022, be adopted, as presented.

Carried Unanimously.

3. Minutes:

No Minutes.

4. Request for Decision:

No Request for Decision.

Brenda Adamson, Finance Manager, virtually left the meeting, time 9:30 a.m., and virtually re-joined the meeting, time 9:35 a.m..

Daniel Moric, Natural Gas Manager, virtually left the meeting, time 9:35 a.m..

7. Delegation:

Scott Lamb, Customer Success Lead, MuniSight Ltd

Virtually present before Council was Scott Lamb, Customer Success Lead, MuniSight Ltd., from 9:12 a.m. to 9:58 a.m., to provide a demonstration on smartphone, mobile, and website applications through All-Net Municipal Solutions: “iTown” which draws information to alert your residents, and “Service Tracker” which allows you to accept, track, manage and report on every service request received by your office in a timely manner.

5. Issues for Information:

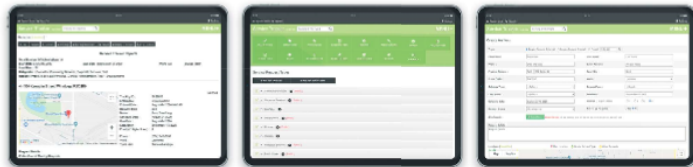
All-Net Municipal Solutions' Programs Year-2022

Council was provided the All-Net Municipal Solutions' Programs Year-2022, which include the following information relating to the presentation from the April 14, 2022 Delegation: Scott Lamb, Customer Success Lead, MuniSight Ltd.:

All-Net iTown Application

All-Net Service Tracker

You will have the assurance that all requests being managed by your staff are dealt with in a timely manner. Service Tracker allows you to accept, track, manage and report on every service request received by your office.



NOTIFICATIONS

Staff are immediately notified of new submissions and receive automated reminders when tasks are due.



DOCUMENT STORAGE

Attach any documents to a specific service request for future or immediate reference.



PUBLIC SUBMISSIONS

Receive submissions online, by phone or in person that are tracked and routed to the appropriate staff.



ARCHIVED REQUESTS

Archive a copy of every request received and acted on in your municipality.



WEBSITE INTEGRATION

Your public submission form and public info portal can be integrated into any website or app with no additional charge.



COUNCIL/BOARD FEATURES

Create accounts for elected officials enabling them with the ability to submit and track their own requests.



GIS INTEGRATION

Search current and archived service requests by name, service type, date or address.



GIS MAPPING

Requests are mapped to the exact location while providing you the ability to edit any mapped location.



ACCOUNT SETTINGS

You have control over the service types and the staff you want to lead each type of service request.



MOBILE ACCESS

Access your account and monitor all activities from any location with a mobile phone or tablet computer.



FAST SET-UP

Minimal training and set-up time is required. You can be trained and running within an hour.



SEARCH & CUSTOM REPORTING

Generate custom reports based on request types, activities and dates.

MuniSight Demonstration/Training and User Guide

617-22: Serben That Smoky Lake County Council recommend a Request for Decision (RFD) be prepared for the May 26, 2022 Regular County Council Meeting, for the purpose of considering a pilot project through the MuniSight Ltd. / All-Net Municipal Solutions' software application: "Service Tracker" to track, manage and report on service requests from internal sources, in a timely manner.

Carried.

Evonne Zukiwski, Communication Technician, left Council Chambers, time 11:08 a.m..

MuniSight Ltd. - User Guide

Council was provided the MuniSight Ltd. "User Guide" for reference in accessing public information on the County's Geographical Information System (GIS) website application.

Meeting Recessed

Meeting recessed for Lunch, time 12:04 p.m.

Meeting Reconvened

The meeting reconvened on a call to order by Reeve Lorne Halisky at 12:37 p.m. in the presence of all Council members, the Chief Administrative Officer, GIS Operator, and in the virtual presence of the Finance Manager and Recording Secretary.

MuniSight Ltd. Demonstration / Training

Council was provided an overview of the external (public) view and the internal (employee) view of the County's Geographical Information System (GIS) website application through MuniSight Ltd., as demonstrated by Carole Dowhaniuk, GIS Operator.

6. Correspondence:

No Correspondence.

8. Executive Session:

No Executive Session.

ADJOURNMENT

618-22: Gawalko

That the Smoky Lake County Council Committee of the Whole for the purpose of Administration Meeting of Thursday, April 14, 2022, be adjourned, time 2:32 p.m.

Carried.

REEVE

SEAL

CHIEF ADMINISTRATIVE OFFICER

SMOKY LAKE COUNTY

Minutes of the **County Council Budget Meeting** held on Friday, **April 22, 2022** starting at 9:10 A.M. held in County Council Chambers as well as 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:

			ATTENDANCE
			<u>Friday, Apr. 22, 2022</u>
<u>Div. No.</u>	<u>Councillor(s)</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	
Asst. CAO	Lydia Cielin	Virtually Present	
Finance Manager	Brenda Adamson	Present in Chambers	
Legislative Svcs/R.S.	Patti Priest	Virtually Present	

Members of Administrative Staff in attendance:

Doug Ponich – Public Works Manager	Virtually Present
Mark Fedoretz – Shop Foreman	Virtually Present
Trevor Tychkowsky – Safety Officer	Virtually Present
Jordan Ruegg, Planning & Dev. Manager	Virtually Present
Kyle Schole, Planning & Dev. Assistant	Virtually Present
Carleigh Danyluk – Ag. Fieldman	Virtually Present
Amanda Kihn – Assist. Ag. Fieldman	Virtually Present
Evonne Zukiwski – Communications Tech.	Virtually Present
Carole Dowhaniuk – GIS Tech.	Virtually Present
Scott Franchuk – Fire Chief	Virtually Present
Dave Franchuk – Env. Operations Manager	Virtually Present
Daniel Moric –Natural Gas Manager	Virtually Present

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

2. Agenda:

619-22: Serben

That the Smoky Lake County Council Budget Meeting Agenda for Friday, April 22, 2022 be adopted, as amended:

Addition to the Agenda:

1. Executive Session - Personnel Issue: Remuneration for Out-of-Scope Employees, under the authority of the FOIP Act, Section 24: Advice from Officials.

Carried Unanimously.

3. Minutes:

No Minutes.

Addition to the Agenda - Executive Session:

Personnel Issue: Remuneration for Out-of-Scope Employees

620-22: Fenerty That Smoky Lake County Council go into Executive Session to discuss Personnel Issue: in respect to a Personnel Issue: remuneration for out-of-scope employees, under the authority of the FOIP Act, Section 24: Advice from Officials, in the physical presence of all Council, the Chief Administrative Officer, and Finance Manager, time 9:12 a.m..

Carried.

621-22: Cere That Smoky Lake County Council go out of Executive Session, time 10:47 a.m..

Carried.

One Member of the Public, virtually joined the meeting, time 11:32 a.m.

4. Request for Direction:

2022 – 2026 Five-Year Capital Budget

622-22: Gawalko That Smoky Lake County Council approve the consolidated Year-2022 to Year-2026 Five-Year Capital Budget, including the Capital Bridge Plan and Capital Road Plan, of expenditures as follows:

\$6,635,763 for Year-2022,
\$10,487,913 for Year-2023,
\$7,518,588 for Year-2024,
\$6,317,293 for Year-2025, and
\$5,977,434 for Year-2026.

Carried.

Two Members of the Public, virtually joined the meeting, time 11:35 a.m.

Carleigh Danyluk, Agricultural Fieldman, virtually left the meeting, time 12:03 p.m.

Year-2022 Total Function Budget

623-22: Gawalko That Smoky Lake County Council approve the balanced Year-2022 Total Function Budget, with a total Revenue in the amount of \$21,392,496.00 and total Expenditures in the amount of \$21,392,496.00, not including amortization in the amount of \$2,026,800.00.

Carried.

5. Issues for Information:

No Issues for Information.

6. Correspondence:

No Correspondence.

7. Delegation:

No Delegation.

Next Meeting:

624-22: Cere

The next Smoky Lake **County Council Budget Meeting** be scheduled for **Thursday, May 5, 2022 at 9:00 a.m.** and **Friday, May 13, 2022, at 1:00 p.m.** to be held virtually, through Electronic Communication Technology as per Bylaw 1376-20 **and/or** physically in County Council Chambers.

Carried.

Adjournment:

625-22: Serben

That the Smoky Lake County Council Budget Meeting of April 22, 2022, be adjourned, time 12:17 p.m..

Carried.

REEVE

S E A L

CHIEF ADMINISTRATIVE OFFICER

SMOKY LAKE COUNTY

Minutes of the **County Council Departmental Operations Meeting** held on **Tuesday, April 26, 2022**, at 9:08 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:

<u>Div. No.</u>	<u>Councillor(s)</u>	<u>ATTENDANCE</u> <u>Tuesday, Apr. 26, 2022</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	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 Operator	Carole Dowhaniuk	Virtually Present
Ag Fieldman	Carleigh Danyluk	Virtually Present
Assist. Ag Fieldman	Amanda Kihn	Virtually Present
Natural Gas Manager	Daniel Moric	Virtually Present
Enviro Op Manager	Dave Franchuk	Virtually Present
Planning & Dev. Tech	Kyle Schole	Virtually Present
Communications Tech.	Evonne Zukiwski	Virtually Present
Safety Officer	Trevor Tychkowsky	Virtually Present
Fire Chief	Scott Franchuk	Virtually Present
Shop Foreman	Mark Fedoretz	Virtually Present

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

2. Agenda:

626-22: Fenerty

That the Smoky Lake County Council Departmental Operations Meeting Agenda for Tuesday, April 26, 2022, be adopted as amended:

Addition to the Agenda:

1. Executive Session – Personnel Issues under the authority of the FOIP Act Section 27: Privileged Information:
 - Personnel Issue: Parks and Recreation Staff Member under Environmental Operations, and
 - Agricultural Fieldman Acting Pay.

Carried Unanimously.

3. Minutes:

No Minutes.

4. Request for Decision:

No Requests for Decision.

5. Issues for Information:

Manager's Reports:

Public Works Manager:

Pioneer Bible Camp – Request for In-Kind Assistance

627-22: Serben

That Smoky Lake County provide in-kind assistance of road crush gravel material including delivery, in the amount not to exceed 10 tandem loads, for the Pioneer Bible Camp's access road, located on the lands legally describes as NE-19-61-17-W4, at the municipal address: 61342 RGE RD 175, in response to the letter request received from Peter Silvius, Board Chairman, Pioneer Bible Camp, dated March 31, 2022.

Carried.

Public Works Shop Foreman:

Public Works Surplus Equipment for Sale

628-22: Gawalko

That Smoky Lake County advertise to sell the following Public Works Surplus Equipment as is - where is, by Public Tender, stating "The Highest Nor Any Bid Shall Not Necessarily Be Accepted"; and the closing date for accepting bids be May 20, 2022 at 12:00 Noon:

Unit #	Description	Serial Number	Odometer
Unit 239	2016 GMC Sierra 1500 Pickup	3GtU2MEC3GG317279	265,446 km
Unit 160	2019 3-Yard Patcher Body	Custom Built	N/A
Unit 196	2004 Decap Belly Dump Trailer	2D9DS4C454L017650	422,296 km
Unit 198	2007 378 Peterbilt Truck	1XPFD0X47D685158	758,276 km
Unit 190	Kenworth T800 Sanding Truck & Gravel Box Also going with 190 is Units 190A the spreader, 190B the snow Plow, and 190C The wing	1XKDD0X63R970745	704,807 km
Unit 455	John Deer 6430 Tractor	1L06430GVCG714724	7,570 km
Unit 507	Caterpillar 14M Grader	CAT0014MLR9J01039	10,932 km

Carried.

Doug Ponich, Public Works Manager, virtually left the meeting, time 9:52 a.m.

Mark Fedoretz, Public Works Shop Foreman, virtually left the meeting, time 9:53 a.m.

Evonne Zukiwski, Communications Technician virtually left the meeting, time 11:05 a.m.

8. Executive Session (Addition to the Agenda):

Personnel Issue: Parks and Recreation Staff Member under Environmental Operations

629-22: Gawalko

That Smoky Lake County Council go into Executive Session to discuss a Personnel Issue in respect to a Parks and Recreation Staff Member under Environmental Operations, under the authority of the FOIP Act Section 27: Privileged Information, in the presence of all Council, Chief Administrative Officer, Assistant Chief Administrative Officer, Finance Manager, Environmental Operations Manager, and Fire Chief, time 11:09 a.m.

Carried.

630-22: Gawalko That Smoky Lake County Council go out of Executive Session, time 11:24 a.m.
Carried.

Parks and Recreation Staff Member under Environmental Operations

631-22: Fenerty That Smoky Lake County provide the Parks and Recreation Staff Member under Environmental Operations, written notice as per discussion held in Executive Session, on April 26, 2022, under the authority of the FOIP Act Section 27: Privileged Information.
Carried.

8. Executive Session (Addition to the Agenda):

Personnel Issue: Agricultural Service Board Vacant Position

632-22: Gawalko That Smoky Lake County Council go into Executive Session to discuss a Personnel Issue, in respect to Agricultural Service Board Vacant Position, under the authority of the FOIP Act Section 27: Privileged Information, in the presence of all Council, Chief Administrative Officer, Assistant Chief Administrative Officer, Finance Manager, and Agricultural Fieldman, time 11:40 a.m.
Carried.

633-22: Gawalko That Smoky Lake County Council go out of Executive Session, time 12:13 p.m.
Carried.

Agricultural Service Board – Acting Agricultural Fieldman Pay

634-22: Gawalko That Smoky Lake County Council approve “acting pay” compensation to be paid to Amanda Kihn, Assistant Agricultural Fieldman, in the temporary annual salary amount not to exceed \$91,000.00, to perform the duties of Acting Agricultural Fieldman for the duration of the positions’ vacancy commencing on the first day of the Agricultural Fieldman’s extended leave of absence expected in Spring 2022, for up to one year.
Carried.

Agricultural Service Board – Temporary Increase in Workload

635-22: Serben That Smoky Lake County Council acknowledge a temporary Assistant Agricultural Fieldman was hired on May 11, 2022, to assist with the increased workload placed upon the Acting Agricultural Fieldman, for the duration of the Agricultural Fieldman position’s temporary vacancy commencing on the first day of the Agricultural Fieldman’s extended leave of absence in Spring 2022, for up to one year.
Carried.

Manager’s Reports

636-22: Cere That the Smoky Lake County Management Reports received for the period of March 14, 2022 to April 19, 2022, from the Public Works Manager, Public Works Shop Foreman, Public Works Road Foreman, Planning and Development Manager, Safety Officer, Natural Gas Manager, Environmental Operations Manager, Agricultural Fieldman, GIS Operator and Communications Technician, be accepted as presented and filed for information.
Carried.

2. **Correspondence:**

No Correspondence.

7. **Delegation:**

No Delegation.

Adjournment:

637-22: Fenerty

That the Smoky Lake County Council Meeting for the purpose of Departmental Operations of April 26, 2022, be adjourned, time 12:21 p.m.

Carried.

REEVE

S E A L

CHIEF ADMINISTRATIVE OFFICER

SMOKY LAKE COUNTY

Minutes of the **County Council Meeting** held on Thursday, **April 28, 2022** at 9:03 A.M. held virtually online through Electronic Communication Technology: Zoom Meeting and physically in Council Chambers.

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

ATTENDANCE		
<u>Div. No.</u>	<u>Councillor(s)</u>	<u>Thursday, April 28, 2022</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 in Chambers
Finance Manager	Brenda Adamson	Present in Chambers
Legislative Svcs/R.S.	Patti Priest	Virtually Present
Plan/Dev Manager	Jordan Ruegg	Virtually Present
Planning Technician	Kyle Schole	Virtually Present

Observers in Attendance Upon Call to Order:

Communications Tech.	Evonne Zukiwski	Virtually Present
Natural Gas Manager	Daniel Moric	Virtually Present
GIS Operator	Carole Dowhaniuk	Virtually Present
Media	N/A	Absent
Public	1 Member	Virtually Present

2. Agenda:

638-22: Fenerty That the Smoky Lake County Council Meeting Agenda for Thursday, April 28, 2022, be adopted, as amended:

Additions to the Agenda:

1. Stry Hall – Request for Financial Assistance.
2. First Baptist Church of Smoky Lake – Request for Gravel.
3. Kinette Club of Smoky Lake – 7th Annual Ladies Night.
4. RMA Insurance - RiskPro Conference, May 17-18, 2022.
5. Electric Vehicle Charging Stations.

Carried Unanimously.

3. Minutes:

Minutes of March 22, 2022 – County Council Departmental Operations

639-22: Serben That the minutes of the **Smoky Lake County Council Departmental Operations Meeting** held on Tuesday, March 22, 2022, be adopted as presented.

Carried.

Minutes of March 22, 2022 - County Council Committee of the Whole - Administration

640-22: Cere That the minutes of the **Smoky Lake County Council Committee of the Whole for the Purpose of Administration Meeting** held on Tuesday, March 22, 2022, be adopted as presented.

Carried.

Minutes of March 24, 2022 & Reconvened on March 28, 2022 – County Council

641-22: Cere That the minutes of the **Smoky Lake County Council Meeting** held on Thursday, March 24, 2022 and reconvened on March 28, 2022, be adopted as presented.

Carried.

Minutes of March 30, 2022 - County Council Committee of the Whole - Administration

642-22: Fenerty That the minutes of the **Smoky Lake County Council Committee of the Whole for the Purpose of Administration Meeting** held on Wednesday, March 30, 2022, be adopted as presented.

Carried.

Minutes of April 8, 2022 - County Council Committee of the Whole - Administration

643-22: Gawalko That the minutes of the **Smoky Lake County Council Committee of the Whole for the Purpose of Administration Meeting** held on Friday, April 8, 2022, be adopted as presented.

Carried.

4. Request for Decision:

Intermunicipal Servicing -Village of Waskatenau - Appointment of Solicitor

644-22: Serben That Smoky Lake County consent to Brownlee LLP Barristers & Solicitors, to act as representation for both Smoky Lake and Village of Waskatenau and retain Brownlee LLP Barristers & Solicitors to prepare an Intermunicipal Servicing Agreement between Smoky Lake County and the Village of Waskatenau, to allow for the Village to provide services to certain parcels of land located within Smoky Lake County and adjacent to the Village of Waskatenau; and execute an “acknowledgement” consenting same.

Carried.

Heritage River Management Planning – Request for Proposal (RFP)

645-22: Cere That Smoky Lake County execute the proposed Project 2122-IC-45 Assignment Contract with the Village of Vilna to assign the entirety of the Assignor’s contractual rights and obligations under the Conditional Grant Agreement, for the 2021 – 2022 Alberta Community Partnership (ACP), Intermunicipal Collaboration Component Conditional Grant Agreement for \$200,000.00 for the Project 2122-IC-45: Management Plan for the North Saskatchewan River under the Canadian Heritage River System with the Minister; in accordance with the Heritage River Management Plan Advisory Steering Committee Terms of Reference, and Smoky Lake County Policy Statement 08-16: Purchasing Guidelines, with Kyle Schole, Planning Technician, as Project Manager.

Carried.

Heritage River Management Planning – Request for Proposal (RFP)

646-22: Cere That Smoky Lake County approve the proposed Request for Proposal (RFP No. CHRS-2022) online and via the Alberta Purchasing Connection (APC) in accordance with the Heritage River Management Plan Advisory Steering Committee Terms of Reference, and Smoky Lake County Policy Statement 08-16: Purchasing Guidelines, with Kyle Schole, Planning Technician, as Project Manager.

Carried.

Heritage River Management Planning – Parks Canada Press Release

647-22: Gawalko That Smoky Lake County acknowledge the Parks Canada Press Release dated March 14, 2022, and correspondence from Andre Corbould, City Manager, City of Edmonton, dated March 25, 2022, inviting representation of the Heritage River project within the National Urban Park Stakeholder Committee, and the accompanying City of Edmonton Committee Terms of Reference.

Carried.

Heritage River Management Planning – Two Hills County

648-22: Fenerty That Smoky Lake County acknowledge correspondence from Two Hills County, dated March 30, 2022, in support ex post facto for the Village of Vilna’s 2021/2022 Alberta Community Partnership Grant for a Heritage River Study.

Carried.

Scott Franchuk, Fire Chief, virtually joined the meeting, time 9:26 a.m.

Unbudgeted Expense – Ergonomics Assessment (Joint Health & Safety Committee)

649-22: Halisky That Smoky Lake County approve the proposed unbudgeted expenditure in an amount not exceeding \$3,000.00, inclusive of GST and contingency, for the purposes of undertaking an ergonomics assessment, and receipt of the final report will be acknowledged at a future meeting of Smoky Lake County Council; and share with the Joint Health and Safety Committee.

Carried.

Regional Engineering Standards – Request for Proposal (RFP)

650-22: Fenerty That Smoky Lake County Council **defer** the April 28, 2022, Request for Decision Agenda Item: 4.3 Regional Engineering Standards – Request for Proposal (RFP), to the May 26, 2022, County Council Meeting.

Carried.

Trails Strategy- Public Participation Plan

651-22: Gawalko That Smoky Lake County approve the Trails Strategy Public Participation Plan, in accordance with Smoky Lake County Policy Statement 01-51: Public Participation and prepare a ‘What We Heard’ Report.

Carried.

Bylaw No. 1413-22: Lending Money to a Municipal Controlled Non-Profit Organization

652-22: Halisky That Smoky Lake County **Bylaw No. 1413-22: Lending Money to a Municipal Controlled Non-Profit Organization**, (given first reading on April 1, 2022) for the provision of lending funds to the Municipally Controlled Corporation named: “MCC for Smoky Lake Development Corp.” for the purpose of investing in the amount of \$590,000.00 for a term loan of eight years, at an interest rate of 6.5% per annum, in a Smoky Lake Tourism Company Ltd which will invest and or lend funds to local tourism opportunities, be given **SECOND READING**.

Carried Unanimously.

Moved by Councillor Fenerty that Smoky Lake County **Bylaw No. 1413-22: Lending Money to a Municipal Controlled Non-Profit Organization**, for the provision of lending funds to the Municipally Controlled Corporation named: “MCC for Smoky Lake Development Corp.” for the purpose of investing in the amount of \$590,000.00 for a term loan of eight years, at an interest rate of 6.5% per annum, in a Smoky Lake Tourism Company Ltd which will invest and or lend funds to local tourism opportunities, be given the **THIRD and FINAL READING** and that the Reeve and the Chief Administrative Officer are hereby authorized to fix their signatures to all necessary documents and that the corporate seal also be fastened where it is deemed to be necessary.

Carried.

One Member of the Public, virtually joined the meeting, time 9:40 a.m.

Executive Session:

Personnel Issue: Organizational Chart Structure Review

653-22: Fenerty That Smoky Lake County Council go into Executive Session to discuss a Personnel Issue: in respect to proposed changes to the Organizational Chart under the authority of FOIP Act: Section 27: Privileged Information and Section 24: Advice from Officials, in the presence of all Council, Chief Administrative Officer, and Assistant Chief Administrative Officer, time 9:40 a.m.

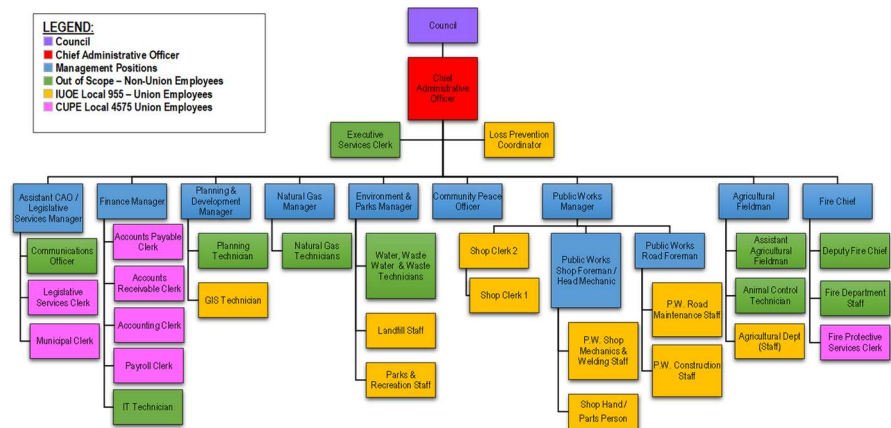
Carried.

654-22: Gawalko That Smoky Lake County Council go out of Executive Session, time 10:00 a.m.

Carried.

Organizational Chart Structure

655-22: Cere That Smoky Lake County Council **approve the structure** of the organizational chart below **and defer** the proposed Policy Statement No. 01-03-27: Organizational Chart, to a Council Committee of the Whole Meeting for the purpose of reviewing remuneration options for out-of-scope employees:



Carried.

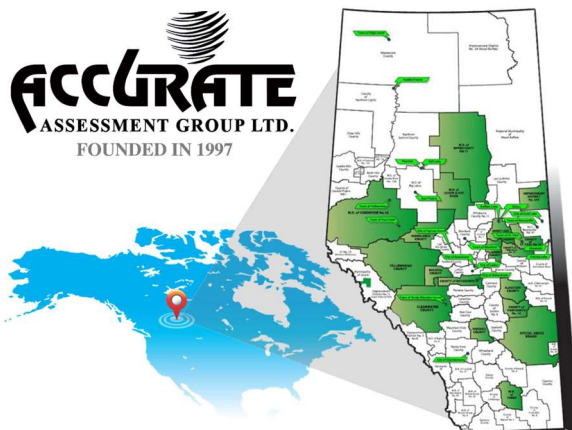
Deb Hackman, Accounting & Tax Clerk, entered Council Chambers, time 10:10 a.m.

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

7. Delegation:

Accurate Assessment Group Ltd.

Present before Council from 10:14 a.m. to 11:06 a.m. was Bob Daudelin, Assessment Specialist, Jesse Nelson, Accurate Assessment Group Ltd. to provide Smoky Lake County's Year-2021 Property Assessment Presentation for the Year-2022 Property Tax Year as follows:

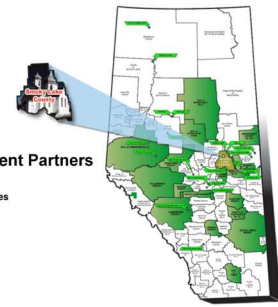


Where We are Located



AAG's Client Partners

- ✓ 17 Rural Municipalities
- ✓ 7 Cities
- ✓ 7 Towns
- ✓ 8 Metis Settlements



Trusted Advisor

AAG, our purpose is to continuously seek improvement, and earn the role of Trusted Advisor.

- TEAM DEPTH**
Specializing in all aspects of Municipal Property Assessment.
400+ Years of Combined Experience
- COMMUNICATION**
We connect with Rate Payers successfully.
We communicate with Council, CAO's and Administration
- DATA INTEGRITY**
Our technology drives best practices for assessment operations.
Leaders in quality control through technology and experience



Bob Daudelin, AMAA	Assessment Specialist
Jesse Nelson	Residential Assessor
Cory Allen	Residential Assessor
Paula Pothier, AMAA	Assessment Manager
John Daudelin	Assessment Specialist
John Daudelin	Residential Assessor
John Daudelin, AMAA	Residential Assessor
John Daudelin, AMAA	Farmland Assessment Specialist



Property Assessment Overview

Property Assessment, is the process of assigning a dollar value to a property for taxation purposes.

Assessed Value * Mill Rate = Property Tax



Assessment Legislation

MGA - Municipal Government Act

MRAT - Matters Relating to Assessment and Taxation Regulation

COPTER - Community Organization Property Tax Exemption Regulation

MRAC - Matters Relating to Assessment Complaints Regulation

http://www.municipalaffairs.alberta.ca/mc_property_assessment_and_taxation_legislation



Assessment Valuation

Assessment Class	Valuation Standard
Residential	Market Value
Non-Residential	Market Value/Regulated
Farmland	Regulated
Designated Industrial Property (DIP)	Regulated



Market Value

✓ Means the amount that a property might be expected to realize if sold on the open market by a willing seller to a willing buyer.



Approaches to Value

- ✓ Cost Approach
- ✓ Direct Sales Approach
- ✓ Income Approach



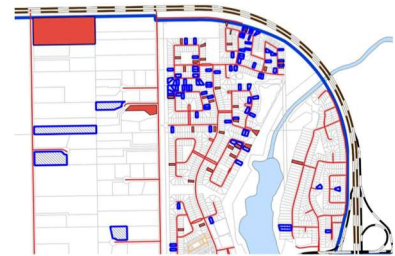
Mass Appraisal

- ✓ Means “the process of preparing assessments for a group of properties using standard methods and common data and allowing for statistical testing”
 - ✓ Common data may include:
 - ✓ Location
 - ✓ Lot size
 - ✓ Age and condition
 - ✓ Other



Assessment Process

- ✓ Every property is reassessed annually
- ✓ Property inspections include:
 - ✓ Development Permits
 - ✓ Progressive Properties
 - ✓ Global Re-inspections



Assessment Inquiry

- Contact Municipality or attend Open House (if applicable) to speak with assessor.
- Provide all requested information to the assessor to ensure correct data is recorded and to maintain the right of complaint.
- If after all information is gathered and reviewed, and the ratepayer is unsatisfied with the assessment, a formal assessment complaint can be filed.

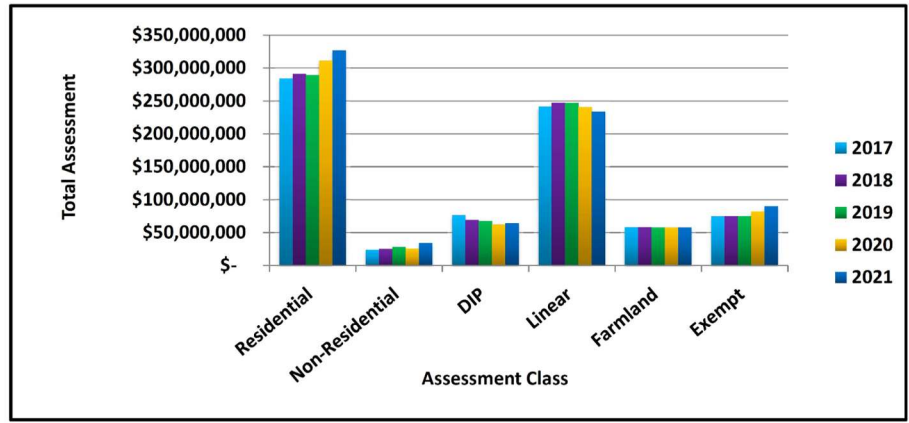


2020 Compared to 2021 Assessment

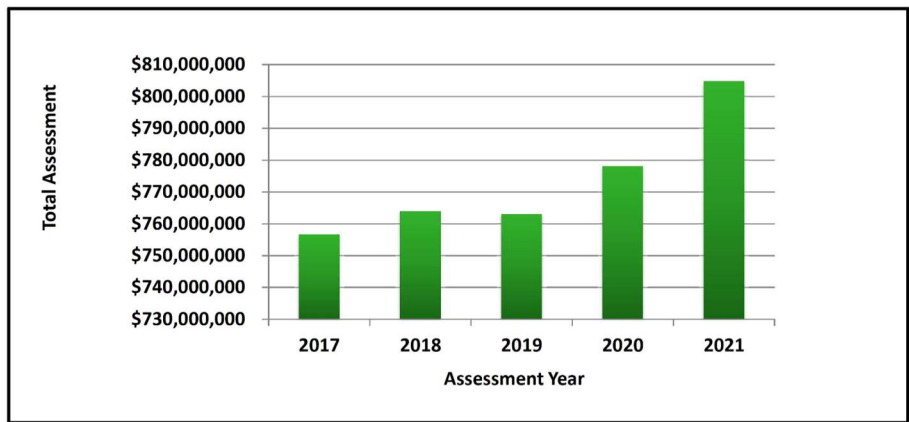
	2020	2021	Difference	
	Totals	Totals	\$	%
Residential	\$311,006,960	\$326,419,780	\$15,412,820	105%
Non-Residential	\$25,395,620	\$33,677,950	\$8,282,330	133%
Designated Industrial Property (DIP)	\$61,905,510	\$63,735,130	\$1,829,620	103%
Linear	\$240,380,340	\$233,656,260	(\$6,724,080)	97%
Farmland	\$57,544,170	\$57,556,870	\$12,700	100%
Exempt	\$81,896,100	\$89,709,770	\$7,813,670	110%
Grand Total:	\$778,128,700	\$804,755,760	\$26,627,060	103%



Assessment Class History Comparison



Assessment Total History Compare



Taxable Assessment Change Compare by %

Range	Properties	%
-25% to -100%	28	0.5%
-10% to -25%	116	1.9%
-1% to -10%	371	6.2%
No Change	3,774	62.9%
1% to 10%	1,164	19.4%
10% to 25%	379	6.3%
25% to 100%	83	1.4%
Over 100%	42	0.7%
New Roll #'s	15	0.3%
Inactive Roll #'s	25	0.4%
Total Properties	5,997	100%

82% (Total for No Change and 1% to 10% categories)



Taxable Assessment Change Compare by \$

Range	Properties	%
Over - \$1,000,000	2	0.0%
-\$100,000 to -\$999,999	6	0.1%
-\$25,000 to -\$99,999	80	1.3%
-\$10,000 to -\$24,999	108	1.8%
-\$1,000 to -\$9,999	228	3.8%
-\$999 to \$999	3,921	65.4%
\$1,000 to \$9,999	970	16.2%
\$10,000 to \$24,999	415	6.9%
\$25,000 to \$99,999	182	3.0%
\$100,000 to \$999,999	44	0.7%
Over \$1,000,000	1	0.0%
New Roll #'s	15	0.3%
Inactive Roll #'s	25	0.4%
Total Properties	5,997	100%

82% (Total for -\$999 to \$999 and \$1,000 to \$9,999 categories)



New Roll #'s & Permit Comparison

New Roll #'s Summary					
	2017	2018	2019	2020	2021
Residential/Non-Res	15	9	24	15	15

Development Permit					
	2017	2018	2019	2020	2021
Development Permits	30	42	61	48	47



Overview

(NOT including Industrial or Linear)

New Residential Growth Assessment			
	2019	2020	2021
New Construction	\$3.8M (1.3%)	\$2.6M (0.9%)	\$6.1M (2.0%)

Residential Inflation			
	2019	2020	2021
Market Change	\$-4.8M (-1.6%)	\$19.5M (6.7%)	\$9.4M (3.0%)



Overview

(NOT including Industrial or Linear)

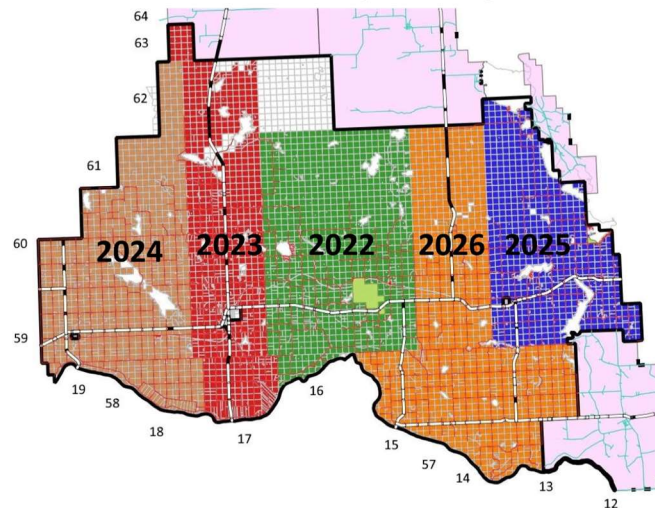
Residential (Rural)	
Land	Significant Increase (10%-25%)
Overall Improved	1% - 6% Increase

Residential (Lake Subdivisions)	
Land	7%-8% Increase for Birchland, Parkview Beach, Mons Lake, Remainder Minimal Change
Overall Improved	Significant Increase for the Above Also

Residential (Hamlets)	
Land	Minimal Change
Overall Improved	-3% - +3% change



5 Year Re-inspection Cycle





Moving Forward – Residential / Non-Residential



Prepare for Assessment Notice mail-out in mid to late Spring



July - September complete 2022 Re-inspections - focus area is all of ranges 15 and 16



October - December complete annual inspections such as new construction, past projects being completed, sales inspections, subdivision inspections



2021 Assessment Presentation

656-22: Gawalko

That Smoky Lake County accept the presentation received from the April 28, 2022, Delegations: Bob Daudelin, Assessment Specialist, Jesse Nelson, Accurate Assessment Group Ltd. in respect to Smoky Lake County's Year-2021 Property Assessment for the Year-2022 Property Tax year.

Carried.

International Day of Mourning – April 28th

Council observed a moment of silence at 11:08 a.m., on this International Day of Mourning – April 28th, as an act of remembrance to honour the lives lost or injured due to workplace tragedy, while also acknowledging the sacrifices of frontline and essential workers who have died or became ill serving during the COVID-19 pandemic.

One Member of the Public, virtually joined the meeting, time 11:18 a.m.

Bylaw No. 1415-22: Amending Land Use Bylaw No. 1272-14 & MDP Bylaw No. 1249-12

657-22: Serben

That Smoky Lake County Council give **Bylaw No. 1415-22: A Bylaw to amend Land Use Bylaw 1272-14: to rezone all the portions of the lands legally described as Plan 1423459**, Block 1, Lot 1 (Municipal Address: 19176 Victoria Trail), from "Agriculture (AG) District" to "Victoria Commercial (C2) District"; and to amend Municipal Development Plan Bylaw No. 1249-12, to reclassify all the portions of the lands legally described as Plan 1423459, Block 1, Lot 1 (Municipal Address: 19176 Victoria Trail), from "Agriculture Area" to "Commercial Area", **FIRST READING**, and to schedule a Public Hearing, to be held at the Smoky Lake County Council chambers, and concurrently virtually via Zoom, on Thursday, May 26, 2022, at 9:15 a.m., and to advertise in the local newspapers, said Public Hearing in accordance with section 230 and section 606 of the *Municipal Government Act*, and to advertise notice of said Public Hearing on the County's website and at the County office.

Carried.

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

Vilna & District Agricultural Society Request for Funding

658-22: Gawalko

That Smoky Lake County Council approve to donate funds in the amount of **\$2,500.00** to the Vilna & District Agricultural Society, in response to the letter received from Charlie Leskiw, President, Vilna & District Agricultural Society, dated February 17, 2022, requesting funds in the amount of \$20,000.00 towards the Vilna Boomtown Days, scheduled for August 19-21, 2022, with a theme in celebration of the 50th anniversary for Vilna Ag Society, as well as the 100th anniversaries for the Village, School, and Pool Hall; further to the breakdown of expenditures received on April 5, 2022.

Carried.

11:31 to 11:31 a.m. **9. Public Question and Answer Period:**

None.

Day of Mourning – April 28, 2022

659-22: Fenerty

That Smoky Lake County declare April 28, 2022 as a “Day of Mourning” remembering all workers who have been killed, injured or disabled at their place of work and honouring the 178 men and women who were killed “Our last goodbye wasn’t how we imagined” in Year-2021; and commemorate the day by lowering the flags as per Policy Statement No. 01-35: Flags: Half Mast, and promote the “Day of Mourning” in the County Grapevine and social media for awareness; and post in office shop and office bulletin boards.

Carried.

Federation of Canadian Municipalities (FCM) Membership 2022-2023

660-22: Gawalko

That Smoky Lake County renew the Federation of Canadian Municipalities (FCM) membership for Year 2022-2023 in the amount of \$747.90 as per invoice number INV-29139-H7S9J5, dated October 13, 2021.

Carried.

Phase II – Lake and Hamlet Signage Project

661-22: Cere

That Smoky Lake County approve the proposed Phase II Lake & Hamlet signage locations and design as amended: with the removal of the maps from all Hamlet signs: and proceed with the purchasing the said signs in preparation of installation subject to scheduling by Public Works in accordance with the 2022 budget.

Carried.

Addition to the Agenda:

Electric Vehicle Charging Stations

662-22: Cere

That Smoky Lake County approve to rationalize the Year-2022 Application submitted to the Municipal Climate Change Action Centre (MCCAC) for project “Electric Vehicle Charging Station” from the original submission in the amount of \$143,467.00 for Public Works location within the Town of Smoky Lake (1 x LII and 1 x LIII) and Metis Crossing (3 x LII) and re-submit a revised application to propose for location at the Metis Crossing – County Commemorative Site and at the Metis Crossing Lodge (2 x LII) for grant funding in the amount of \$20,000.00.

Carried.

5. Issues for Information:

Chief Administrative Officer’s Report

Chief Administrative Officer			
Report Period: Mar 20, 2022 to Apr 26, 2022			
LEGISLATIVE / GOVERNANCE			
Projects	Date In Progress	Date Outstanding	Date Completed
Emergency Response Wildlife Liaison Meeting			Mar 21/22 Apr 19/22
Joint Municipalities Meeting			Mar 31/22
Town/County Joint meetings			Apr 01/22 Apr 13/22
Meeting between Reeve and Mayor of Kosiv – Meet to discuss the Donation of funds.			Apr 01/22
ASB/Gas/Env/Fire – Board Meeting			Apr 12/22
Administrators Meeting			Apr 13/22
MPC Meeting			Apr 22/22
ADMINISTRATIVE			

Projects	Date In Progress	Date Outstanding	Date Completed
Mangers Meetings – Every Monday Morning			Ongoing
Ukrainian Fundraising Meeting			Mar 21/22
Bonnie Lake Resort – Ongoing discussions regarding the stormwater issue, including a meeting with Council at the MPC.	Ongoing		Mar 30/22 Mar 31/22 Apr 07/22
Tourism Partnership – Legal team meeting – MCC Legal – Awaiting information from legal and then setting a meeting. Preparing loan bylaw for next Council meeting.	Ongoing		Mar 25/22
STIP RR130 – BF13398 Tender - The Tender award period was extended to April 17. At that time the County awarded a limited scope to get the girders, backwall and approach structures fabricated. The Minister has not yet provided a response to the escalation costs and we remain hopeful.			Apr 17/22
Committee of the Whole – Broadband Connectivity - March 30, 2022, Smoky Lake County Council discussed the need for initiating a project and develop priorities for Broad band connectivity within our region. A letter was sent out to the Town, Villages, First Nations and Metis Settlement for participation in this project as a region.			Mar /22
Committee of the Whole – MCC – Met to discuss the formation of the MCC, Tourism Ltd and process.			Apr 08/22
Committee of the Whole – GIS/Communication – Met to discuss the GIS and Communications processes in the County.			Apr 14/22
Smoky Lake Fire and Rescue Committee			Apr 19/22
Council Departmental meetings			Feb 22/22
Smoky Lake Creek – Followed up with Doug, still working on developing a cost.			Mar 31/22
Northern Lights RV Park – Ongoing discussions regarding Development Permit requirements.			Apr 04/22 Apr 13/22
SME File – Met with Council and AT representatives to discuss this issue. AT will not be making this SME for gravel available for the County.			Apr 04/22
Office Staff Meeting – Met to discuss issues and concerns			Apr 07/22
Ukrainian Twinning Meeting			Apr 08/22
RCDC Meeting/CEDO Contract			Apr 11/22 Apr 22/22 Apr 25/22
ATB Meeting – Brenda and I met with the ATB to discuss economics and issues.			Apr 20/22
IT Tech Interviews – Interviews for the IT Tech replacement.			Apr 20/22 Apr 21/22 Apr 25/22
Job Fair – Attended the Job Fair and interviewed with several kids and presenters.			Apr 21/22
Budget Meeting			Apr 22/22
HWY 28/63 COMMISSION			
Commission Meetings – Organizational, Budget, draft bylaw issues			Mar 30/22
Barry Pape – Grant Funding with the Commission. Will be looking to release funds, but having to keep as the dispositions require renewal. This will be			Mar 22/22

ongoing until transfer to the WFL #128 is completed.			
WFL #128 Solicitor – Agreements/requirements: Met with Associated Engineering and later with the WFL Solicitor to review issues and plan the resolution of the agreements.			Mar 09/22 Mar 11/22
Bylaw Committee: The Committee got through about 2/3 of the definitions in the bylaw. Have scheduled another meeting.	Ongoing		Mar 31/22 Apr 07/22
FINANCIAL			
Projects	Date In Progress	Date Outstanding	Date Completed
Affordable Housing – Attended a webinar focused on Affordable Housing. Spent about a half hour and left as it seemed to be too subjective and approach and more of a generic survey of Provincial needs as opposed to grant funding opportunities.			Mar 09/22
HUMAN RESOURCES			
Projects	Date In Progress	Date Outstanding	Date Completed
Legal – Managing Partner Deficiency Issues - Brownlee has provided a template for Review. Provided at the last meeting. Has there been any comments?	Ongoing		
COMMUNITY			
Projects	Date In Progress	Date Outstanding	Date Completed
H. A. Kostash School: Received email from Shannon Berkner, Mathematics Teacher on April 5, 2022 – Re: Aspen View Robotics Competition Donations and Judges division wide robotics showcase held on May 11 at Thorhild Central School. H.A. Kostash School is sending a maximum of 12 students (K to 9 to participate).			Apr 05/22
As per Policy – Smoky Lake County donated \$100.00.			
2022 Food Bank Challenge is back! Let's come together in a friendly competition and fill the shelves of our food bank. The weigh off will be held at the Annual Safety Meeting on Friday, April 29, 2022.			
TRAINING			
COUNTY STRATEGIC PLAN			
N/A			
Signature: <i>Gene Sobolewski</i>	County Council Meeting: <u>Apr 26, 2022</u>		

Financial Statements

As annexed to the minutes:

↳ Financial Statement: **None.**

Action List(s)

Action Lists:

- i. County Council Departmental Meeting – March 22, 2022.
- ii. County Council Committee of the Whole for the Purpose of Administration Meeting – March 22, 2022.
- iii. County Council Meeting – March 24, 2022.

- iv. County Council Committee of the Whole for the Purpose of Administration Meeting – March 30, 2022.
- v. County Council Committee of the Whole for the Purpose of Administration Meeting – April 8, 2022.

Chief Administrative Officer's Report

663-22: Gawalko That Smoky Lake County's Chief Administrative Officer's report for the period of March 20, 2022 to April 26, 2022, be accepted and filed for information.

Carried.

Meeting Recessed Meeting recessed for Lunch, time 12:11 p.m.

Meeting Reconvened The meeting reconvened on a call to order by Reeve Lorne Halisky at 12:44 p.m. in the presence of all Council members, the Chief Administrative Officer, and Assistant Chief Administrative Officer, Finance Manager and the virtual presence of the, Planning and Development Manager, Planning Technician, Recording Secretary, Communications Technician, Fire Chief, GIS Operator, and one Member of the Public.

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 April 20, 2022.

Utility Billing – April 2022

664-22: Cere That Smoky Lake County Council waive all late payment penalties on the Natural Gas accounts for the month of April 2022 due to system interruptions arising from the financial system conversion from Bellamy to Great Plains/Diamond.

Carried.

Retirement Brian Niziol – IT Technician

665-22: Fenerty That Smoky Lake County accept with regret, the letter received from Mr. Brian Niziol, dated February 7, 2022, announcing his retirement from the position of IT Technician, after 12 years of service, effective May 31, 2022.

Carried.

Canada Revenue Agency - Audit of Fuel Charge Account

666-22: Serben That Smoky Lake County acknowledge receipt of the letter from Canada Revenue Agency, dated March 23, 2022, in respect to the Audit of Fuel Charge Account 121665640CTOOOI for the period of January 1, 2020 to September 30, 2021 as information.

Carried.

Retirement Diane Bochar – Custodian

667-22: Serben That Smoky Lake County accept with regret, the letter received from Mrs. Diane Bochar, dated April 4, 2022, announcing her retirement from the position of Custodian, after 34 years of service, effective June 15, 2022.

Carried.

One Member of the Public, virtually joined the meeting, time 12:50 p.m.

Finance Manager's Report

668-22: Fenerty

That Smoky Lake County's Finance Manager's report for the period ending April 20, 2022, be accepted, and filed for information.

Carried.

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

Dan Gawalko – Deputy Reeve & Division One Councillor's report from various Committees, Boards and Commissions:

April 21, 2022 - Evergreen Regional Waste Management Services Commission:

- Paul gave a report on his attendance at the SWANA conference and lots of talk about full circle for recycling, tours were very informative.
- Adopted the audited financial statement for 2021 presented by Barb of JMD group.
- Paul gave the regional site report, waiver of charging for freon appliances for the month of May, metal crusher and baler on site but no action, spring thaw is slow, cell construction will be discussed in June or July might delay for a year, try and pick up fugitive garbage one hour per day also discussed with Boscombe 4H about picking up fugitive waste, RMA site tour on April 22, 2022.
- Discussed MSW cell info which is included in Evergreen report.
- Waiting to renew contracts with 7 Lakes, Frog Lake and Kehewin.
- Ashley presented the financials, we moved 200,000 into a leachate reserve from accumulated surplus.
- Discussed the floater staff position which will be going through.
- RPM eco will be replacing Genesis oil for the oil recycling and will be reviewing procedures with the new company (RPM).
- Next meeting May 19, 2022 St. Paul County office.

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

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

April 3-7, 2022 – SWANA (Solid Waste Association of North America) - Banff

- April 4, 2022 – Banff Transfer Site and Biomass Burner. There were 2 places which we visited. The first Tour was the Francis Cook Transfer Station and Class 3 landfill site. This site is inert waste only; all wet waste is hauled off of National Park land. It accepts approx.; 75 – 85,000 MT annually, of that waste intake, approx. 42,000MT of it is excavation waste from new construction or expansion projects from the Banff town site or surrounding areas. Asphalt, Clay, Concrete. Wood pallets, wood, demolition, metals, compost material, branches, make up the balance. Equipment on site to process these volumes are a shredder grinder, to process the wood pallets to a size that they use as fuel source for the waste to energy on their site, 3-wheel loaders, 1 track loader, 2 track hoes and one of the hoes has a concrete cracker as an attachment. Recycling stations are set up for tires, glass, metals, paints, e-waste.
- They have invested in a scale model of their transfer site to educate and teach the public, school groups as to why the recycling implementation are in place. It cost them \$30,000 for this model which includes the monitoring wells, river locations, cross view of the cells, lots of information included in the scale model.
- The second tour was the Banff e-co Station. The Town of Banff has a population of 9,500 people but on any given day the population could swell to 30,000 (annual tourism can reach 4.2 million). The E-co site tries to promote the full circle economy for items being disposed there. They have a small MRF (Material Recovery Facility) where they capture cardboard, plastics, clean wood products. Cardboard and paper are baled and shipped to Capital Paper and in turn, the town will buy paper towel products, toilet paper, as the tourism is a large part of this circular economy. Plastics are baled and sold for further processing in Calgary. Clean wood (PALLETS) are shredded by a shredder they have on site, the material resembling coarse tooth pics, and it is used in their waste to energy boiler system that heats 4 of their municipal buildings. Pallets are brought here in large numbers due to the tourism industry supplies. This is the best fuel for their waste to energy boiler system. They have invested \$1.5 million in the boiler system but have saved a lot of money not shipping their wood waste elsewhere, low carbon foot print, cost savings for heating the

municipal buildings. Glass is crushed, tires are collected, “take it or leave it” sites well-utilized, Mattresses and bulky furniture are sent to the Francis Cook Class 3 landfill for further processing and disposal. Mattresses a problem everywhere, but the EPR program will soon offer solutions for this kind of waste. All wet waste is hauled off of National Park lands for further processing as to not interfere and disrupt wildlife habitat.

- April 5, 2022 - The first session was by Spencer Beach “Turning Your Demons Into Diamonds”. On April 24, 2003, he was at a job as a flooring technician removing lino using a solvent that was very powerful. He had ensured that ventilation was adequate, but when his co-worker left, the door slammed closed and he found himself suddenly engulfed in a flash fire. Within twenty seconds, he received third and fourth degree burns to 90 percent of his body. He tried to open the doors but the fire had consumed all the oxygen. When he was finally able to open the door to the garage (he was still aflame), he fell into a scrap pile consisting of the lino scraps. He was able to make it outside and collapsed on the lawn. After close to 18 years, and several surgeries and extensive rehab, he has an incredible story to tell. Very motivational, with an accent on construction safety.
- The second session was about recycling and “The Circular Economy”. The following sentences and graph are from the website, “Redefining value through innovative and transformative models of production and consumption of goods and services will keep materials at their highest utility and value throughout their entire lifecycle. The circular economy is regenerative where everything is valued, resources are more efficiently used, nothing is wasted, and everything is a resource that can be fed back...”
- The AGM was held in the afternoon followed by a session called, CLIMATE CHANGE WASTE SYSTEMS; City of Leduc presentation on how solid waste departments are stepping in with long term waste strategies and circular economy. They collaborate with commission municipalities in recycling florescent lights, cardboard; and they have transfer stations that are engaged in recycling many items for further processing. Some of the municipalities have “take it or leave it” sites to reduce, reuse, recycle, rethink some of the waste being generated. Some of the innovations being proposed in the waste industry now, and looking to the future, are ways to reduce waste or re-use the waste or use them as a fuel to extend the life of the landfill.
- April 6, 2022 - After the morning breakfast and Tradeshow, I attended a session with Cleanfarms. Cleanfarms is a non-profit environments stewardship organization which works collaboratively with its members, partner agencies, and the government to ensure that Canadian farmers can actively contribute to a healthy environment and a sustainable future. There are various programs available which create meaningful change, and offer a tangible way to address agricultural waste management and resource in the community. Last year alone, more than 5.2 million empty pesticide and fertilizer containers were collected through a Cleanfarms program, and nearly 300,000 empty seed and pesticide bags returned. New technologies in a processing facility put this plastic waste to good use after it is sorted, shredded and melted into useful materials like farm drainage tile.
- The second session was by Prairie Robotics. They install cameras, GPS, and AI-enabled computers on recycling collection trucks. Artificial Intelligence is used to both automatically identify contaminants and generate educational material for each household (educates the homeowner on the value of recycling, etc.)
- The SWANA Conference closed at noon on Wednesday.
- April 7, 2022 - Pine Creek Water Treatment / Calgary Composting Facility & Shepard Waste Management Facility (2 tours)
- The first stop was the Pine Creek Water Treatment Plant which is a partnership between the City of Calgary and the University of Calgary. It supports research and development and knowledge transfer and work to re-risk and pilot leading edge wastewater treatment technology. (see the first two pictures).
- • COMPOST FACILITY; second tour. The Calgary Composting Facility is the largest of its kind in Canada. The compost facility is a closed system which means that the organics were brought into a
- large building by trucks, dumped out on a receiving floor and pushed into composting vessels where the temperature, water, and rotations are controlled. This facility will process upwards of 145,500 metric tons of residential food and yard waste and dewatered biosolids every year. Two reasons for this facility are to divert organic waste and bio solids from the

waste streams. The product is sold as a bulk product (not bagged) loaded as loose loads, for other applications. This product is screened to get as many impurities out prior to shipping off the facility. This was a very interesting place to visit, totally large scale.

- • Shepard Solar Project includes 2,700 solar panels, rated at 400W to produce electricity that directly feeds into Calgary's composting facility. They produce enough electricity to power over 185 average Calgary homes, while generating over 800 tonnes of greenhouse gas emissions reductions a year. The City is currently adding 8,250 solar panels to the area and will soon be generating 4.4 MW.
- • CALGARY RURAL LANDFILL; third tour They have a great transfer station/recycling area on the same site. The city owns the landfill but all of the equipment and operators are contracted out. All equipment is serviced by the contractor. The scale house has a two-way scale system (two lane of traffic). This is a very busy place. The tour guide did not know the volumes of waste received at this site but looking at traffic flow, vehicle types, equipment on site to push and pack, it was large volumes.
- • Lunch was provided at Ralph Klein Park, which is a 30-hectare wetland park. The site includes learning gardens, interpretive trails, wetland viewing areas, and an environmental education Centre.

April 11, 2022 – North East Muni-Corr Ltd. (Zoom)

- • Land review – some property is being sold, so land review will be put on May agenda
- • Audit was presented by Barb McCarthy, none untoward to report
- • Michele Wright gave a presentation on EV car charging in Vilna. A request has been made to Muni Corr to get access. The electric outlet on the old Stry School is within the corrals of Muni Corr staging area). The request has been approved in principle (not sure if it will be via a lease agreement or Memorandum of Understanding).
- • Husky Pipeline – this was carried over from last meeting. The new line which they are proposing does not impact Muni-Corr.
- • Riverland Trail Society – still a lot of snow on the trails. The trestle repair project is being done by volunteers (many remaining are aging, and few young people are volunteering). RRTS will be meeting with all municipal councils.
- • Alberta Snowmobile Club received a grant for signage, but was conditional to it being spent by March 31
- • I had to sign off before meeting was complete due to a previous commitment.

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

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

Board Development Training Fundamentals of Governance, Northern Lakes College April 8, 2022, Took part in, through Zoom, a course on Board Development. This was a fairly in-depth, all-day course which covered the following topics:

- Why have a Board of Directors as well as the Legal Duties of Board Members
- Governance vs. Management as well as Governance vs. Support
- Individual Board Member Responsibility/Contribution
- By-Laws, Creating Board Level Policy as well as Typical Format/Structure of a Policy
- Assessing Board Effectiveness as well as Board Orientation and Board Committees
- Agenda as well as Strategies for Running Good Meetings
- The course finished off with a few case studies as well as resources (mostly from Achieve, Centre for Leadership).
- Overall, a very good course with very valuable handout materials.

Warspite Hall Annual and General Meeting April 25, 2022 Annual meeting was held at the Warspite Community Hall. Elections were held and report (financial, fundraising, and maintenance) were presented. Meeting adjourned at 7:36 pm.

- General meeting followed the Annual meeting. Business arising from minutes of the previous meeting included a discussion on whether there was interest in serving food at the upcoming June 4 function. Seeing as there was, this will be organized as well as possibly selling 50/50 tickets.
- New Business included the possibility of repeating the Family Fun evening later on this year as well as holding a BBQ supper with To Go option possibly on Friday, May 13. Fundraising ideas are always welcome so if you have any, please forward them on to the executive.

- Treasurer's report was presented and rental fees for the hall were also discussed.
 - Next meeting is May 30, 2022 at 8:00pm.
- Smoky Lake Foundation, April 2022, April 5 Regular Meeting;
- Reports from the Managers, Maintenance, Finance as well as CAO were reviewed; hoping to resume Meals on Wheels
 - Reviewed Policies AD-120 as well as HR-205; updated and accepted as presented
 - Ukraine Campaign: looking for supplies to send overseas
 - Discussed PPE procedure for visitors at Lodge
 - Recreation from Foundation may have a table at the Aspen View Career Fair
 - Board Competencies information provided in package
 - Accepted as information the General Services Agreement; to be reviewed later
 - Motion to accept presentation from SAGE as information; carried
 - Next regular meeting is May 6, 2022
- Smoky Lake Foundation, April 19, 2022, Budget Meeting
- Reviewed Budget and moved to accept the 2022 Requisition amount as presented.
 - Both meetings were also attended by Councillor Jered Serben, Division 5.

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:

- March 17, 2022 – Joint Health & Safety Committee, held virtually (Lorne & Dominique)
- Received updates from committee members and updates from the Safety Officer, as well as reviewed 5 Incidents:
 - grader turning around in taxpayer's entrance hit a snow back that had a flowerpot in it.
 - grader benching snow in ditches slid down into taxpayers' fence.
 - loader clearing snow in hamlet and a tree branch swung back breaking the side window of unit.
 - stray dog left in truck while employee talked to pound operator & the dog bit the door of the unit.
 - tractor & plow clearing snow at the shoulder of the road hit a stump causing the unit to come to a quick stop.
 - Discussed External Safety Audit Action Plan, Fire Drill Training, Office Ergonomics Assessment, OHS Legislative Changes, Training Matrix, Joint Northern Alberta Safety Council/ Southern Alberta Safety Council Meeting and 19th Annual Alberta Health & Safety Conference.
- March 17, 2022 – Elevate Wellness Team Meeting, held virtually (Lorne)
- Discussed proposed multi use trail system, lending library and healthy eating initiatives.
- March 17, 2022 – Connect/Create/Innovate Session, held virtually (Lorne)
- Discussed role of Municipal Leaders, Physical/Mental/Social Initiatives and Community Organizations and how they play apart in Health and Wellness.
- March 18, 2022 – Indigenous Cultural Space Grand Opening at Portage College in Lac La Biche, (Lorne)
- Attended the Indigenous Cultural Space Grand Opening collaborating with other Municipalities and Educational Institutes.
- March 21, 2022 – RCMP Liaison, held virtually (Lorne and Linda)
- Discussed hosting an Emergency Preparedness Event on Saturday, May 7, 2022, at the Smoky Lake Ag. Complex.
 - Discussed Fire & Rescue Department, RCMP, Fish & Wildlife and EMS part in the Emergency Preparedness Event.
- March 21, 2022 – Ukrainian Twinning Committee Meeting, held virtually (Lorne and Linda)
- Discussed Lamont Municipal Challenge of a \$5000 donation to Ukraine, Kosiv Request List, 2022 Budget Relocation of \$4000 to support Ukraine and Roundtable Updates.
- March 22, 2022 – Departmental Operations Council, held virtually/in Chambers (All Council)
- Reviewed and accepted 12 Management work plan policies.
- March 22, 2022 – Committee of the Whole Meeting - Administration, held virtually/in Chambers (All Council)
- Reviewed the proposed Organizational Chart.

March 24/28, 2022 – Regular Council, held virtually/in Chambers (All Council)

- Executed a new agreement with the contractor providing caretaker services for Mons Lake, Kaduk Lake and Bellis Lake.
- Adopted the 2021 audited Consolidated Financial Statements and the Gas Utility Financial Statements.
- Approved to support Ukraine against the Russian invasion, by providing \$5,000 to the Kosiv Region, raising the Ukrainian Flag at the County office, and supporting local Kinettes' fundraising efforts.
- Acknowledged the Smoky Creek Drainage Assessment recommendations for improvements.
- Approved On-Call compensation for Natural Gas & Environmental Operations depts.
- Gave final reading to Bylaw No. 1407-22: Designation for Hamlin Road Ranch as a Municipal Historic Resource.
- Executed a Memorandum of Understanding (MOU) with the North Saskatchewan Watershed Alliance (NSWA), for in-kind admin support of up to approximately \$8,000.00 of value.
- Approved to execution of the Memorandum of Agreement for funding the former nuisance ground reclamation near Waskatenau, from Alberta Transportation for \$87,438.
- Appointed Jerry Melnyk and Amy Cherniwchan as members-at-large & accept the resignation of Richard Dubetz for the County's Subdivision and Development Appeal Board (SDAB).
- Gave final reading to Bylaw No. 1412-22: Hamlet of Bellis Sewer System.
- Approved a yearly "Spring Cleanup Promotion", of free disposal of freon appliance at the landfills.
- Ratified the CUPE collective agreement.
- Appoint Lorne Halisky & Linda Fenerty to the Board of Directors for the Municipally Controlled Corporation (MCC) as part of the Victoria District Economic Development Strategy.
- Approved action taken in contracting local equipment & operators to clear roads after the Mar.7-8 extreme snow weather event.
- Accepted with regret, the retirement of 43-year employee: Mrs. Darlene Zdebliak.
- Agreed to waive all late payment penalties on utility accounts for the months of February and March 2022 due to system interruptions arising from the financial system conversion.
- Approved FCSS grant funding of \$1,000 to Aspen View's Career Day & \$6,500 to Smoky Lake's Library for social programming.
- Approved \$450 to the Vilna & District Municipal Library, towards offering free 2022 memberships.

March 25, 2022 – SLTC Smoky Lake Tourism Corporation Legal Meeting, held virtually (Lorne)

- Discussed next steps with forming the MCC etc.

March 30, 2022 – Hwy 28/63 Regional Water Services Commission, held virtually in Chambers (Lorne & Dan)

- Approved a SCADA Master Plan Update to the computer-based system for gathering and analyzing real-time data to monitor and control equipment.
- Adopted the Audited Financial Statements for the Year ended December 31, 2021 & approved the Audit Findings Letter.

March 30, 2022 – Council Committee of the Whole, held virtually/in Chambers (All Council)

- Received information and discussed Broadband Connectivity, to prepare for developing a planning framework to determine priorities within the County, engage the public, engage with professionals, etc.

March 31, 2022 - Hwy 28/63 Regional Water Services Bylaw Review Working Group (Lorne)

- Held review in preparation for 2nd & 3rd readings of the Commission's new Bylaw 008-2022 designed to cover the entire governance, administration and operation of the Commission in accordance with Bill 22 changes to the MGA.

March 31, 2022 – Joint Municipalities, held virtually (All Council)

- Received community reports from the Smoky Lake RCMP detachment and Aspen View Schools.
- Received a presentation from Dandelion Renewables, on an Electric Vehicle Charging Stations Project in the Smoky Lake Region through a funding application to the Municipal Climate Change Action Centre (MCCAC).
- Received information from 13 Ways Inc. and discussed Smoky Lake Region's Strategic Plan and Marketing Advice.

- April 1, 2022 – County Reeve & Mayor of Kosiv Ukraine, held virtually (Lorne)
- The Mayor of Kosiv Ukraine, confirmed they need help with buying Canadian and/or US product, and help with the mobilization of people, transportation costs, and refuges accommodations, equipment, tactical (military) cloths, medicine, medical supplies (tourniquets to stop bleeding), thermal imagery for military to fight in a battle and humanitarian aid.
- April 1, 2022 – Joint Town & County Council Meeting Re: MCC, held virtually (All Council)
- Discussed the Municipally Controlled Corporation (MCC) Documents and how it relates to the structure within the Victoria District Economic Development Strategy.
 - Reviewed the proposed Unanimous Shareholder Agreement, between the County, Town of Smoky Lake and the MCC For Smoky Lake Development Corp. and the proposed Corporate Bylaw No. 1, for the municipally controlled corporation named: MCC for Smoky Lake Development Corp.
- April 2, 2022 – County Reeve presenting 50 years Appreciation Certificate to the Smoky Lake Old Fashioned Bakery in Smoky Lake, (Lorne).
- Attended the 50 Year Service Celebration representing the County.
- April 4, 2022 – Smoky Lake County SME File Meeting, held in Chambers (Lorne)
- Discussed County position on Aggregate SME with GOA.
- April 7, 2022 – Highway 28/63 Regional Water Services Bylaw Review Working Group (Lorne)
- Held review in preparation for 2nd & 3rd readings of the Commission's new Bylaw 008-2022 designed to cover the entire governance, administration and operation of the Commission in accordance with Bill 22 changes to the MGA.
- April 8, 2022 – Ukrainian Twinning Committee, held virtually (Lorne Linda & Jered)
- Reviewed fundraising efforts for Ukraine and received roundtable updates.
- April 8, 2022 – Council Committee of the Whole, held virtually/in Chambers (All Council)
- Received an overview in respect to the purpose of a Municipally Controlled Corporation (MCC) and how it relates to the structure within the Victoria District Economic Development Strategy.
 - Reviewed the proposed Unanimous Shareholder Agreement, between the County, Town of Smoky Lake and the MCC For Smoky Lake Development Corp. and the proposed Corporate Bylaw No. 1, for the municipally controlled corporation named: MCC for Smoky Lake Development Corp.
- April 11, 2022 – Regional Community Development Community (RCDC) held virtually/in Chambers (Lorne)
- Received the Community Economic Development Officer (CEDO) contract and report.
- April 12, 2022 - Agricultural Service Board (ASB) Meeting held in Chambers (Lorne, Linda & Dan)
- Rescheduled the Farmers and Ranchers Appreciation Day from Saturday, June 18, 2022, to Friday, June 10, 2022, 11:00 a.m. to 2:00 p.m., at the Smoky Lake Agricultural Complex.
 - Gave final reading to Bylaw No. 1411-22: Agricultural Service Board Independent Appeal Panel for Weed Control.
 - Adopted Policy Statement No. 62-29-01: Soil Conservation.
 - Approved a \$1,000 sponsorship towards the Bellis 4-H Achievement Day trophy belt buckles.
 - Approved a Leafy Spurge Biocontrol project.
- April 12, 2022 - County Environmental Operations Meeting held in Chambers (Lorne, Linda & Dan)
- Executed a contract with Rapid Gaz for removal and payment of expired propane cylinders received at the County transfer stations.
 - Accepted Management Policy Statement No. 01M-16-01: Transfer Station Attendant Job Description.
 - Approved to explore option through the RCMP to abate prolific scavengers at landfills.
- April 12, 2022 - County Fire Protective Meeting held in Chambers (Lorne, Linda & Dan).
- Approve to provide \$5,000.00 towards the Year-2022 Junior Firefighter Summer Day Camp.
 - Approve to participate in Aspen View Schools Career Day.
- April 12, 2022 - County Natural Gas Meeting held in Chambers (Lorne, Linda & Dan)
- Acknowledge receipt of the Federation 2021 Operations & Maintenance (O&M) Audit for Smoky Lake County, announcing the completion of the review of Smoky Lake County's O&M Audit corrective deficiency documentation.
- April 13, 2022 - Alberta Mayors, Reeves and Indigenous Leaders Caucus in Two Hills (Lorne & Dan)

- Discussed Highway 28 issues such as no passing lanes/resurfacing/speed limits etc., health care, Broadband/Connectivity needs, Doctor Retention & Recruitment and Municipal Sustainability Initiative funding.
- April 13, 2022 – Joint Town & County Council, held virtually/in Chambers (All Council)
- Agreed to execute the Unanimous Shareholder Agreement for MCC For Smoky Lake Development Corp., upon receipt of the final revisions.
 - Acknowledged review of Corporate Bylaw No. 1 for the MCC For Smoky Lake Development Corp.
 - Recommended the parties engage Brownlee LLP to prepare a Code of Conduct policy for the MCC for Smoky Lake Development Corp.
 - Recommended the Directors schedule an inaugural meeting of the MCC for Smoky Lake Development Corp. Board to appoint a Chairperson, Vice-Chairperson, Officers, Legal, and Auditor, and adopt a Corporate Bylaw.
- April 14, 2022 - Council Committee of the Whole, held virtually/in Chambers (All Council)
- Received a presentation from MuniSight Ltd. on smartphone, mobile, and website applications through All-Net Municipal Solutions: “iTown” which draws information to alert your residents, and “Service Tracker” which allows you to accept, track, manage and report on every service request received by your office in a timely manner.
- April 19, 2022 - Smoky Lake Region Fire & Rescue Committee, held virtually/in Chambers (Lorne, Jered, Dominique in Chambers & Linda - Virtually)
- Acknowledged the inventory of gear sent to Ukraine.
 - Approved to participate in a Career Fair for local students at the Smoky Lake Ag Complex on April 21, 2022.
 - Approved to participate in the Emergency Preparedness Day on May 7, 2022.
 - Acknowledged Bob Mitchell, Lamont County’s 70-year Veteran Firefighter, who has completed a national record setting 25,773 days of service.
- April 19, 2022 – RCMP Liaison, held virtually/in Chambers (Lorne in Chambers and Linda - Virtually)
- Received updates on activities from the RCMP, Fish & Wildlife, and Fire & Rescue Services.
 - Continued planning the Emergency Preparedness Day on May 7, 2022.
- April 21, 2022 – Career Day, held at the Smoky Lake Ag Complex (Lorne)
- Aspen View School Division, Holy Family School (Lakeland Catholic), and Careers: The Next Generation came together to host a Career Fair for our approximately 250 Grade 8 -12 students.
 - I provided a speech to the attentive students about local career options, encouraging them to come back to the community to live and work.
- April 22, 2022 – Council Budget, held virtually/in Chambers (All Council)
- Approved the consolidated Year-2022 to Year-2026 Five-Year Capital Budget, including the Capital Bridge Plan and Capital Road Plan.
 - Approve the balanced 2022 Total Function Budget, with Revenue of \$21,392,496.00 and Expenditures of \$21,392,496.00, not including amortization of \$2,026,800.00.
- April 22, 2022 – Municipal Planning Commission, held virtually/in Chambers (All Council)
- Approved Development Permit No. 010-22: PLAN 1821256, BLOCK 6, LOT 1 (PT. SW-34-59-13-W4M), at Bonnie Lake, subject to conditions.
- April 22, 2022 – CEDO Contract Review Meeting, held in Chambers (Lorne and Jered)
- Discussed CEDO Contract options etc.

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

Jered Serben - Division Five Councillor written report from various Committees, Boards and Commissions:

Agricultural Society, Smoky Lake, March 28th, 2022

- Organizational meeting for the upcoming Gord Bamford concert
- Ticket sales, logistics, etc.
- Second discussion about an updated sound system and internet
- Brief discussion pertaining to the Career Fair April 21st and the Gord Bamford concert April 23rd (logistics, volunteers, clean up)
- Both events listed above were successful

Smoky Lake Foundation ASCHA Conference April 10th – 13th, 2022

- Guest speaker Adam Kreek, Olympic gold medalist for rowing in 2008, spoke about working as a team, communication
- 3.7-million-dollar one time grant between 130 housing bodies to help offset utility costs. \$100 per door

- Discussion about transferals of properties, i.e GOA divesting properties. Several scenarios; rent to own, private sector, municipalities own, first right of refusals, etc. Wanting to start the process in May 2022
- GOA continues their efforts by lobbying the Feds for carbon tax rebates for senior's housing
- Supposedly introducing rental subsidies with less red – tape to help keep vacancies low. (fast tracking this system)
- Affordable housing property taxes continue to be an issue. Could be tax exempt if transferred from the Province to the municipality. (more scenarios)
- Break – out sessions; development of menus and what to consider. Build surveys, communication. Get to know your residents to know what they like and dislike, their plating preferences, etc.
- Break – out sessions; team building, communication, balancing life with work. Staff team building. Residents are always priority number 1
- Break – out session; keeping people safe in senior's homes by getting to know each individual and their needs, understanding their mental and physical states, their abilities and disabilities
- Minister of Health, Jason Copping spoke. 20% of the total population will be seniors by 2040. 6.6% increase on the budget from 2021. \$204 million being invested as capital funding. Indigenous capital
- program for continuing care. Priority grants for 2023. AHS supported living care updated. Bill 11, continuing care act passed first reading March 28th. The Bill, if passed, will give the minister more authority to monitor and enforce the standards. Penalties would increase 100-fold from \$1,000/day to \$100,000/day for violations. Modernize care, quality of life and services, increase home – care, increase staff.
- \$10.4 million to help operators with the rising inflation
- Overall, 3.2-billion-dollar investment to expand continuing care for seniors in rural and indigenous areas. The investment will be divided between 3 sectors; community care, home care and continuing care

Councillors Reports on Various Committees, Boards and Commissions

669-22: Gawalko

That the Smoky Lake County Councillor's reports received for the period of March 2022 to April 2022, and additional information produced by Various Committees, Boards and Commissions and Added Named Insured (ANI), be filed for information and the Reeve's Report received for the period of March 17, 2022, to April 22, 2022, be posted to the County's website; and acknowledge receipt of the following information from the Waskatenau Pryveet Dance Club, as an Added Named Insured (ANI) under the County's insurance umbrella:

- Minutes of March 1, 2022, and April 5, 2022.

Carried.

6. Correspondence:

Alberta Community Partnership (ACP) - North Sask. River Heritage River System Project

670-22: Gawalko

That Smoky Lake County acknowledge receipt of the correspondence to the Village of Vilna from Honourable Ric McIver, Minister, Alberta Municipal Affairs, dated March 2022, announcing the Village of Vilna has been approved for a grant of \$200,000.00 under the Intermunicipal Collaboration component of the 2021/22 Alberta Community Partnership (ACP) program in support of the Management Plan for the North Saskatchewan River Heritage River System Project.

Carried.

Alberta Community Partnership (ACP) - Regional Municipal Development Guidelines and Minimum Servicing Standards

671-22: Fenerty

That Smoky Lake County acknowledge receipt of the correspondence from Honourable Ric McIver, Minister, Alberta Municipal Affairs, dated March 2022, announcing the County has been approved for a grant of \$200,000.00 under the Intermunicipal Collaboration component of the 2021/22 Alberta Community Partnership (ACP) program in support of the Smoky Lake Region Municipal Development Guidelines and Minimum Servicing Standards Project.

Carried.

Rural Municipalities of Alberta (RMA) Zone 5

672-22: Serben

That the correspondence received by Smoky Lake County acknowledge receipt of the correspondence from Gene Hrabec, District 5 Chair, Tara Kuzio, District 5 Vice Chair, Rural Municipalities of Alberta (RMA), dated March 24, 2022, in respect to “returning to normal” and Financial Statements for the year ending December 31, 2021, for RMA Zone 5, be filed for information.

Carried.

Public Works Week Proclamation

673-22: Cere

That Smoky Lake County proclaim May 12-21, 2022, as Public Works Week, “Ready and Resilient”:

WHEREAS, public works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of Smoky Lake County; and,

WHEREAS, these infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers, and employees at all levels of government and the private sector, who are responsible for rebuilding, improving, and protecting our nation’s transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

WHEREAS, it is in the public interest for the citizens, civic leaders and children in Smoky Lake County to gain knowledge of and to maintain an ongoing interest and understanding of the importance of public works and public works programs in their respective communities; and,

WHEREAS, the year 2022 marks the 62nd annual National Public Works Week sponsored by the American Public Works Association be it now,

RESOLVED, I, Lorne Halisky, Reeve of Smoky Lake County do hereby designate the week May 15 – 21, 2022 as National Public Works Week; I urge all citizens to join with representatives of the American Public Works Association/Canadian Public Works Association and government agencies in activities, events, and ceremonies designed to pay tribute to our public works professionals, engineers, managers, and employees and to recognize the substantial contributions they make to protecting our national health, safety, and quality of life.

Carried.

Paramount Resources Ltd. – Wellsite Surface Lease Annual Fee Amendment

674-22: Gawalko

That Smoky Lake County take no action to the correspondence received from Landon Whitlock, Sr. Surface Landman, Paramount Resources Ltd., dated April 13, 2021, requesting an amendment to the annual wellsite rental fee, to better reflect the actual loss and actual adverse-affect associated with the ACL LUKCY 12-11-61-18 W4M abandoned and cut and capped well, under Lease Type: Alberta Surface Lease, dated January 12, 1989, containing 0.97 Acres, from the current rental fee in the annual amount of \$400.00 to \$200.00, effective January 12, 2023.

Carried.

Warspite Community Hall Association – Request

675-22: Gawalko That Smoky Lake County respond to the letter received from Melinda Kaminsky, President, Ellie Osinchuk, Vice President, Warspite Community Hall Association, dated April 6, 2022, and reaffirm the funds provided as per County Council’s October 15, 2021, Motion #1319-21, in the amount of \$8,000.00, issued by cheque number 51811 to Warspite Community Hall Association, on November 5, 2021, **must be** utilized towards the replacement of an oversized furnace within Warspite Hall or the funds must be returned to Smoky Lake County.

Carried.

Smoky Lake Holubka Dancers - Highway Clean-up

676-22: Cere That Smoky Lake County donate funds in the amount of **\$300.00**, from Grants to Individuals and Organizations, to the Smoky Lake Holubka Dancers, towards lunch for approximately 30 Highway Clean-up participants on May 7, 2022, in response to the letter received from Lisa Shires, Coordinator for Highway Clean up, Smoky Lake Holubka Dancers, dated April 2022.

Carried.

Community Futures: St. Paul – Smoky Lake Region’s project “Lemonade Day”

677-22: Serben That Smoky Lake County support the Community Futures: St. Paul – Smoky Lake Region’s project “Lemonade Day” on June 18, 2022, by promoting the event on social media and the Grapevine; and participate in the Lemonade Day 2022 by: Issuing Lemonade Stand Business Licenses at a cost of \$1.00, and Entering into a simple lease – should the youth want to locate their stand on municipal land, in response to the correspondence from Penny Fox, General Manager, Community Futures, dated April 4, 2022.

Carried.

Alberta Recreation and Parks Association – Year of the Garden Proclamation

678-22: Cere That Smoky Lake County proclaim 2022 as the Year of the Garden, in response to the email received from Steve Allan, Executive Director, Alberta Recreation and Parks Association, dated April 20, 2022; and send to greenhouses and market gardens for awareness;

WHEREAS Communities in Bloom and “Fleurons du Québec” in collaboration with the Canadian Garden Council, invite all municipalities to celebrate the Year of the Garden 2022;

WHEREAS the Year of the Garden 2022 celebrates the Centennial of Canada’s horticulture sector;

WHEREAS gardens and gardening contribute to the quality of life of our municipality, our climate action goals and create safe and healthy places where people can come together in the spirit of inclusivity and reconciliation:

WHEREAS the Year of the Garden 2022 will highlight and celebrate the important contribution of gardeners, our local gardening organizations, horticultural professionals and local horticultural businesses which contribute to garden culture and experience of our municipality;

WHEREAS gardens and gardening have helped us face the challenges of the COVID pandemic;

NOW THEREFORE BE IT RESOLVED

THAT Smoky Lake County HEREBY PROCLAIMS 2022 as the Year of the Garden in celebration of the contribution of gardens and gardening to the development of our country, our municipality, and the lives of our citizens in terms of health, quality of life and environmental challenges; and

THAT the Saturday before Father's Day, National Garden Day, June 18 in 2022, be recognized as Garden Day in Smoky Lake County as a legacy of Canada's Year of the Garden 2022; and

THAT Smoky Lake County is committed to be a Garden Friendly County supporting the development of its garden culture.

THAT all municipalities across Canada BE INVITED to proclaim 2022 to be the Year of the Garden in their respective municipalities, and that a copy of this resolution be provided to the FCM, and for that purpose.

Carried.

Inspections Group - Revised Permit Conditions

679-22: Gawalko

That Smoky Lake County acknowledge receipt of the correspondence from Collene Ditchfield, Customer Relations, Inspections Group, dated April 7, 2022, in respect to revised permit conditions:

- Permit Conditions revision from 'may' statement, to:
 - Set expiry dates on permits based on a timeframe acceptable to the risk tolerance of the Authority Having Jurisdiction. (e.g., Expiry date of one or two years)
- General Permit Notes/Information printed on the issued permit
 - List the QMP required/minimum inspection stages on the permit.
 - Standard Statement
 - "The applicant is responsible for calling for inspection for all required/minimum inspection stages before covering work. Covered work may be required to be uncovered or verified by a professional engineer."
 - Additional Standard Comment:
 - "If interested, call to see if a virtual inspection is possible."

Carried.

Smoky Lake and District Chamber of Commerce - Membership

680-22: Serben

That Smoky Lake County Council approve to pay the membership invoice in the amount of **\$150.00** to the Smoky Lake and District Chamber of Commerce Invoice for membership.

Carried.

Alberta Community Partnership (ACP) - Regional Water Loss Study Project

681-22: Halisky

That Smoky Lake County acknowledge receipt of the correspondence to the Town of Smoky Lake from Honourable Ric McIver, Minister, Alberta Municipal Affairs, dated March 2022, announcing the Town of Smoky Lake has been approved for a grant of \$200,000.00 under the Intermunicipal Collaboration component of the 2021/22 Alberta Community Partnership (ACP) program in support of the Regional Water Loss Study Project.

Carried.

Addition to the Agenda:

Stry Hall – Request for Financial Assistance

682-22: Gawalko That Smoky Lake County **defer** the letter received from Jane Ozdoba, Member, Stry 75th Anniversary Hall, dated April 19, 2022, to a future meeting of Council after receipt of the organization’s financial statements.

Carried.

First Baptist Church of Smoky Lake – Request for 100 Tonnes of Gravel

683-22: Gawalko That Smoky Lake County **take no action** to the letter received from Sharon Phillips, Secretary, First Baptist Church of Smoky Lake, received on April 27, 2022, requesting a donation of 100 tonnes of crushed gravel for the parking lot of the Church owned property located on Harvest Gold Drive in Smoky Lake.

Carried.

Kinette Club of Smoky Lake - 7th Annual Ladies Night

684-22: Serben That the Smoky Lake County sponsor the Kinette Club of Smoky Lake’s 7th Annual Ladies Night with the theme “Candyland”, scheduled for Saturday, May 14, 2022, at the Smoky Lake Agricultural Complex, with a “Silver Package” sponsorship in the amount of **\$300.00**; with funds to be allocated from the Grants to Individuals and Organizations budget; and donate the 4 event tickets, 8 liquor tickets and reserved table that come as part of the “Silver Package” back to the Kinette Club of Smoky Lake to re-sell.

Carried.

One Member of the Public, virtually joined the meeting, time 1:39 p.m.

RMA Insurance - RiskPro Conference

685-22: Gawalko That Smoky Lake County Council and relevant administration who can attend – attend RMA Insurance’s virtual RiskPro 2022 Convention scheduled for May 17-18, 2022.

Carried.

9. Information Release:

Monthly Release of Information - March 2022 & Thank You Correspondence

686-22: Gawalko 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 March 2022, be (F) filed for information or (A) acknowledged receipt:

- March 21, 2022 – R18-22: RMA: President’s Update: March 2022.F
- March 30, 2022 – R19-22: Aspen View Board Highlights –March 24, 2022.F
- March 31, 2022 – R20-22: RMA Board of Directors Report March 2022.F
- March 31, 2022 – R21-22: RMA Findings and Recommendations March 2021.F
- R22-22: RMA: Contact Newsletter: April 1, 2022.F
- R23-22: LICA – Call for Volunteers. F
- R24-22: Paul Reutov, Mayor, Lac La Biche County, dated March 16, 2022 – Re: Invitation to 2022 Healthier Communities Golf Tournament- July 8, 2022. F
- R25-22: RMA: Contact Newsletter: April 8, 2022.F

and acknowledge receipt of the “Thank You” correspondence received in the month of April 2022, from Alberta Health Communities for participating the Connect / Create / Innovate Forum, and from The Do More Agriculture Foundation, for supporting Mental Health in Agriculture.

Carried.

10. Bills & Accounts:

687-22: 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: Apr. 28th, 2022

Batch #	Cheque Numbers	Total of Batch
58330	52126 to 52151	\$54,324.12
58343	52152 to 52162	\$40,364.41
58348	52163 to 52166	\$22,486.82
58353	52167 to 52168	\$177,461.56
3	52169 to 52178	\$13,164.01
5	52179 to 52186	\$12,502.28
6	52187 to 52203	\$29,728.40
Total Cheques from 52126 to 52203		\$350,031.60

Batch #	EFT Numbers	Total of Batch
220331	001 to 005	\$19,780.84
220406	006 to 014	\$31,736.81
220411	015 to 029	\$49,864.11
Total EFTs from 001 to 029		\$101,381.76

Direct Debit Register

Batch #	Description	Total of Batch
58345	My HAS	\$913.05
58347	My HAS	\$36.54
58350	Smoky Lake County	\$336,154.43
58360	My HAS	\$48.84
Total Direct Debits		\$337,152.86

Grand Total Bills and Accounts <i>(Note: From General Account)</i>	\$788,566.22
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Carried.

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

County Council Departmental Meeting & County Council Meeting

688-22: Gawalko

The next Smoky Lake **County Council Departmental Meeting** be scheduled for **Tuesday, May 24, 2022, at 10:00 a.m.** (not 9:00 a.m.) and **Tuesday, June 20, 2022, at 10:00 a.m.** and the next Smoky Lake **County Council Meeting** be scheduled for **Thursday, May 26, 2022, 9:00 a.m.** and **Thursday, June 23, 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.

ADJOURNMENT:

689-22: Fenerty

That the Smoky Lake County Council Meeting of April 28, 2022, be adjourned, time 1:43 p.m..

REEVE

S E A L

CHIEF ADMINISTRATIVE OFFICER

SMOKY LAKE COUNTY

Minutes of the **County Council Budget Meeting** held on Thursday, **May 5, 2022** starting at 9:04 A.M. held in County Council Chambers as well as 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:

ATTENDANCE		
<u>Div. No.</u>	<u>Councillor(s)</u>	<u>Thursday, May 5, 2022</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
Asst. CAO	Lydia Cielin	Virtually Present
Finance Manager	Brenda Adamson	Present in Chambers
Legislative Svcs/R.S.	Patti Priest	Virtually Present

Members of Administrative Staff in attendance:

Doug Ponich – Public Works Manager	Absent
Mark Fedoretz – Shop Foreman	Virtually Present @9:10am
Trevor Tychkowsky – Safety Officer	Absent
Jordan Ruegg, Planning & Dev. Manager	Virtually Present @9:11am
Kyle Schole, Planning & Dev. Assistant	Virtually Present
Carleigh Danyluk – Ag. Fieldman	Virtually Present
Amanda Kihn – Assist. Ag. Fieldman	Virtually Present
Evonne Zukiwski – Communications Tech.	Virtually Present
Carole Dowhaniuk – GIS Tech.	Absent
Scott Franchuk – Fire Chief	Virtually Present
Dave Franchuk – Env. Operations Manager	Virtually Present
Daniel Moric –Natural Gas Manager	Virtually Present

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

2. Agenda:

690-22: Gawalko

That the Smoky Lake County Council Budget Meeting Agenda for Thursday, May 5, 2022 be adopted, as amended:

Additions to the Agenda:

1. Electric Vehicle Charging Stations Construction Agreement – Dandelion Renewables Inc.
2. 2021/22 Alberta Community Partnership (ACP) Intermunicipal Collaboration Component, Conditional Grant Agreement for Regional Engineering Development Standards Project.

Carried Unanimously.

3. Minutes:

No Minutes.

Mark Fedoretz, Public Works Shop Foreman, virtually joined the meeting, time 9:10 a.m.

Jordan Ruegg, Planning & Development Manager, virtually joined the meeting, time 9:11 a.m.

Carole Dowhaniuk, GIS Operator, virtually joined the meeting, time 9:20 a.m.

4. Request for Decision (Additions to the Agenda):

Electric Vehicle Charging Stations Construction Agreement – Dandelion Renewables Inc.

691-22: Cere

That Smoky Lake County Council **approve to sole source Dandelion Renewables Inc.** to supply and install two Level 2 SIEMENS 8EM13105CF141GA2 and SIEMENS 8EM13105CF140GA0 11.5kW chargers, for the project as per the Year-2022 Application submitted to the Municipal Climate Change Action Centre (MCCAC), titled: “Electric Vehicle Charging Stations” within Smoky Lake County, at the Commemorative Site: 17301 Victoria Trail, and at The Lodge at Métis Crossing Metis Crossing: 17339 Victoria Trail; and further **approve the execution** of the construction agreement in respect to same, as prepared by Dandelion Renewables Inc.; **and acknowledge** if the preferred site location for one of the two said chargers at the Commemorative Site, 17301 Victoria Trail, on the lands legally described as RL-10-58-17-4 is not feasible, then the secondary preferred location be at Métis Crossing, 17339 Victoria Trail.

Carried.

Electric Vehicle Charging Stations Project Funding

692-22: Cere

That Smoky Lake County Council **approve the unbudgeted expense** of \$20,000.00 (plus \$1,000.00 as a contingency allowance for a maximum total in the amount of \$21,000.00 including GST) allocated from Reserves to fund the project “Electric Vehicle Charging Stations” as per the Year-2022 Application submitted to the Municipal Climate Change Action Centre (MCCAC); **and acknowledge** the \$20,000.00 is to be replenished upon receipt of funds awarded towards the said project from the MCCAC.

Carried.

2021/22 Alberta Community Partnership (ACP) Intermunicipal Collaboration Component, Conditional Grant Agreement for Regional Engineering Development Standards Project

693-22: Serben

That Smoky Lake County **execute** the 2021/22 Alberta Community Partnership (ACP) Intermunicipal Collaboration Component, Conditional Grant Agreement between Her Majesty the Queen in Right of the Province of Alberta as represented by the Minister of Municipal Affairs, to be the Grant Recipient of funds in the amount of \$200,000.00, as managing partner of the Project: **Smoky Lake Region Municipal Development Guidelines and Minimum Servicing Standards**, with the Town of Smoky Lake, Village of Vilna and Village of Waskatenau; and further agree to abide by the terms of the Conditional Grant Agreement governing the purpose and use of the grant funds.

Carried.

Evonne Zukiwski, Communications Technician, virtually left the meeting, time 10:09 a.m.

5. Issues for Information:

Year-2022 Property Tax Rate

Brenda Adamson, Finance Manager presented the following information:

On April 22, 2022 the final budget was approved. We have received the requisitions amounts. Both the School and Foundation requisitions have increased. Smoky Lake County collects these funds and forwards them on to the appropriate entity. We have no control over the amounts or the impact they have.

The following PowerPoint tax presentation providing more detailed background as well as a summary of the options.

The average increases (decrease) in taxes **before** any changes are made to the municipal tax rates with the increase in requisitions and change in assessment would result in:

- ❖ Farmland parcels average increase of \$2.46
- ❖ Residential parcels average increase of \$81.22
- ❖ Small business parcels average decrease of \$556.42
- ❖ Other industrial and non-residential parcels average increase of \$81.80
- ❖ Machinery and Equipment parcels average increase of \$365.55
- ❖ Linear parcels average decrease of \$4885.35.

As per discussions with Council at the budget meeting, we have two tax rate options:

Option 1

Increase only the non-residential class. The tax rate would increase .38. resulting in:

- ❖ Small business average decrease of \$470.98
- ❖ Non residential average increase of \$105.69
- ❖ Machinery and Equipment average increase of \$497.73
- ❖ Linear average decrease of \$2193.66

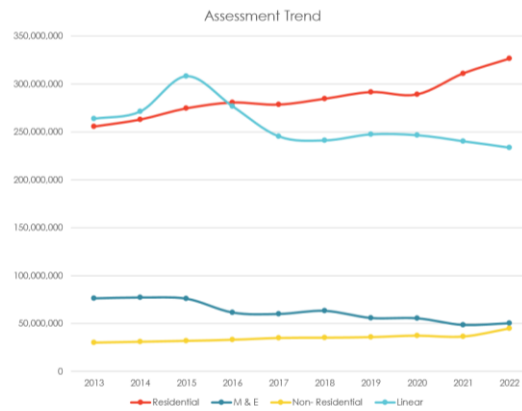
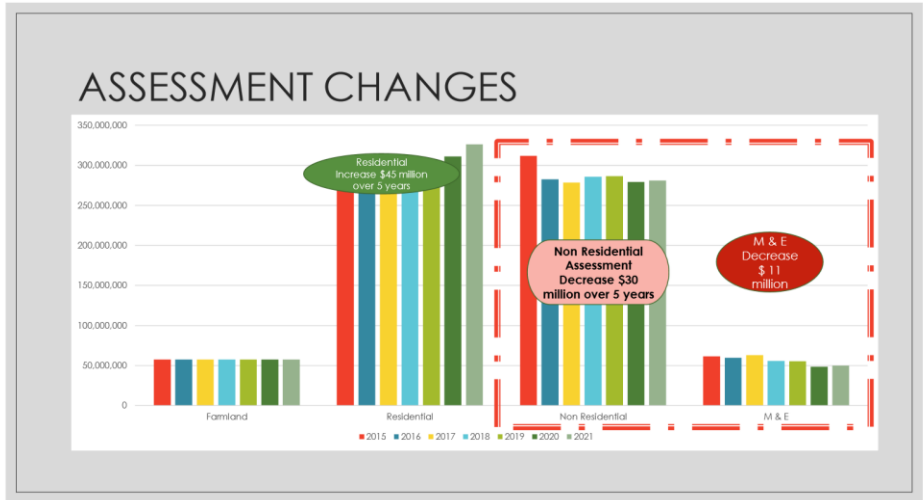
Option 2

Establish a separate rate for the Small Business Class and increase the remaining non-residential categories. The tax rate would increase .397 resulting in:

- ❖ Small business average decrease would be \$556.24
- ❖ Non residential average increase of \$106.76
- ❖ Machinery and Equipment average increase of \$503.64
- ❖ Linear average decrease of \$2,073.34

These two options provide a starting point.

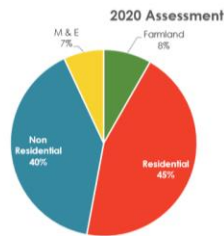




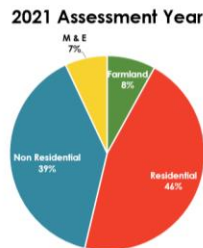
10 YEAR ASSESSMENT TREND

Over 10 years:

- Residential has increased an average of 3% per year
- Non residential (commercial) has increased an average of 5% per year
- Linear has decreased an average of 1% per year
- M & E has decreased an average of 3% per year



PROPORTION OF ASSESSMENT CONTINUES TO CHANGE



Smoky Lake County relies more on residential assessment for tax revenue each year

Residential Assessment:

- ♦ 2016 41%
- ♦ 2019 42%
- ♦ 2021 46%

Non-Residential & M & E:

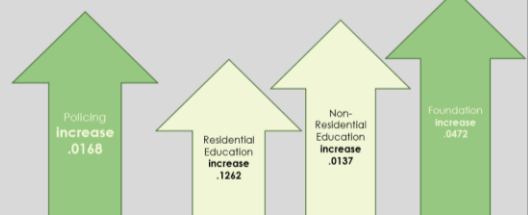
- ♦ 2016 51%
- ♦ 2019 50%
- ♦ 2020 46%

2022 REQUISITIONS

Total Requisitions & policing Increased

- The School Requisitions increased. The net result is an increase of \$98,258. The change to each class:
 - Residential Rate will be **2.6213** (2021 - 2.4951)
 - Non-Residential Rate will be **3.8847** (2021 - 3.8710)
- Foundation Requisition has increased:
 - 2022 Rate will be **.7224** (2021 - .6752)
- Policing Charge has increased:
 - 2021 Rate equals **.1583** (2020 - .1415)

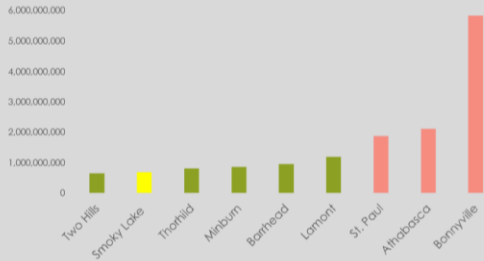
	2021	2022	Increase
School	\$1,987,412	\$ 2,085,669.64	\$98,258
Foundation	\$482,894	\$514,064	\$31,170
Designated Industrial Property	\$22,882	\$22,464	-\$418
Policing	\$98,521	\$127,404	\$28,883



MUNICIPAL TAX RATE

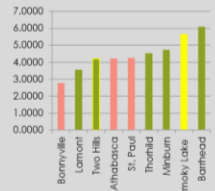
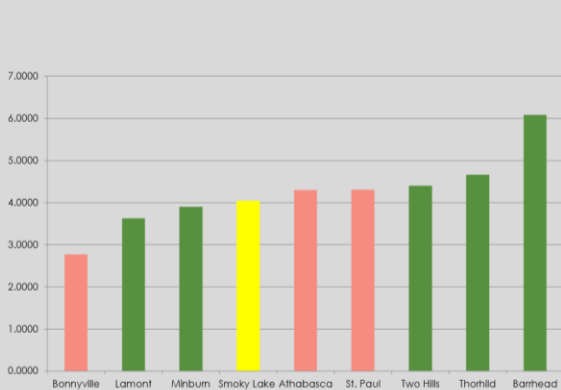
Equalized Assessment Comparison

2020 Equalized Assessment



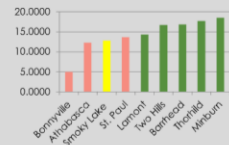
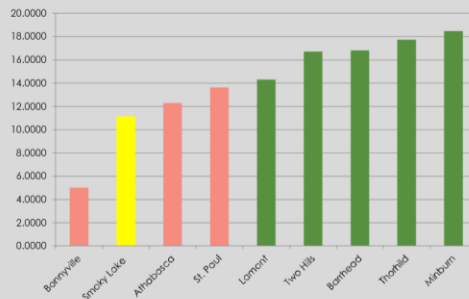
Smoky Lake County has the second lowest Assessment (compared to similar municipalities). This results in the need for a higher tax rate.

2020 Residential Tax Rate Comparison



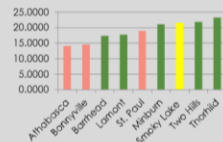
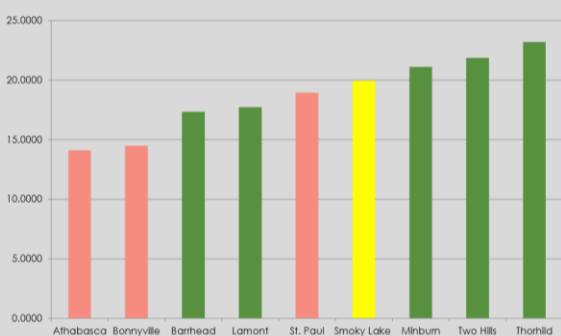
Athabasca, St Paul, Two Hills, and Thorhild increased rates for 2021 leaving SL County as 4th lowest

2021 Farmland Comparison

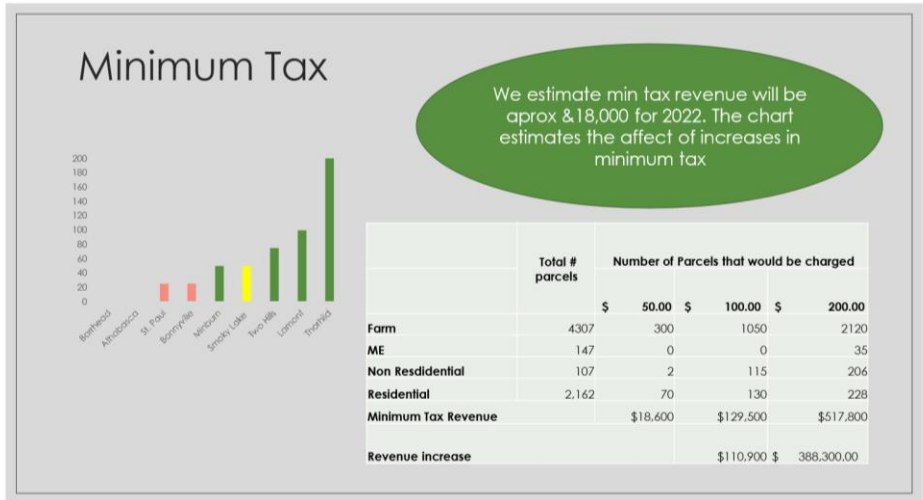


SL County has the second lowest farmland tax rate

2020 Non Residential Comparison



The trend continues. Smoky Lake County rate is decreasing in relation to neighbors



2022 AMENDED BUDGET

As per the approved budget, the Municipal Tax revenue required is **\$9,878,490**

Total Non Tax Revenue	\$ 9,035,121.00
Tax Revenue	\$ 9,878,490.00
Total Revenues	\$ 18,913,611.00
Total Expenses	\$ 20,940,411.00
Deduct Amortization	-\$ 2,026,800.00
Total expenses to fund	\$ 18,913,611.00

2022 Approved Budget

We require \$162,576 more in municipal tax revenue for 2022.

- Policing costs increase \$28,888
- The budget for fuel has been increased to reflect higher prices.

Administration has provided two options based on discussions with Council

Recommended Option#1 Increase the Non-Residential Tax rate by .38

- Total Residential rate increase = .1511
- Total Farm rate increase = .1734
- Total Non residential rate increase = .4409
- Total Machinery & Equipment rate increase = .4272

Res and Farmland increases are strictly from requisitions

Class	Farm	Res	Non Res	M & E
Rate	16.219	9.0967	26.5363	22.6516
Parcels	4,271	2,162	463	144
Assessment	\$13,295	\$150,961	\$62,875	\$347,834
Avg Tax per parcel	\$215.63	\$1,373.25	\$1,668.48	\$7,878.99
Avg increase	\$2.46	\$81.22	\$105.69	\$497.73

Option#2 Increase the Non-Residential Tax rate by .397 and set up a separate small business tax rate with no increase

- Total Residential rate increase = .1511
- Total Farm rate increase = .1734
- Total Non residential rate increase = .4579 Small Business = .0609
- Total Machinery & Equipment rate increase = .4272

Res and Farmland increases are strictly from requisitions

Class	Farm	Res	Non Res	Small Bus	M & E
Rate	16.219	9.0967	26.5533	26.1563	22.6686
Parcels	4,271	2,162	463	38	144
Avg Assessment	\$13,295	\$150,961	\$62,875	\$224,826	\$347,834
Avg Tax per parcel	\$215.63	\$1,373.25	\$1,669.55	\$5,880.62	\$7,884.91
Avg increase	\$2.46	\$81.22	\$106.76	\$-556.42	\$503.64

DISCUSSION

We will review examples of specific properties

Year-2022 Property Tax Rate

694-22: Gawalko

That Smoky Lake County Council acknowledge the direction provided to Administration to prepare the Year-2022 Tax Rate Bylaw for Residential, Farmland, and Non-Residential Properties, based on “Option 1” which includes and increase to the Non-Residential Tax rate by .38 as well as a minimum property tax in the amount of \$100.00, per tax roll, as presented on May 5, 2022.

Carried.

6. Correspondence:

No Correspondence.

7. Delegation:

No Delegation.

Next Meeting:

The next Smoky Lake **County Council Budget Meeting** is scheduled for **Friday, May 13, 2022, at 1:00 p.m.** to be held virtually, through Electronic Communication Technology as per Bylaw 1376-20 **and/or** physically in County Council Chambers.

Adjournment:

695-22: Cere

That the Smoky Lake County Council Budget Meeting of May 5, 2022, be adjourned, time 11:18 a.m..

Carried.

REEVE

S E A L

CHIEF ADMINISTRATIVE OFFICER



REQUEST FOR DECISION		DATE May 26, 2022	4.1
TOPIC	Bylaw No. 1415-22: Amend Land Use Bylaw 1272-14 to rezone all the portions of the lands legally described as Plan 1423459, Block 1, Lot 1 (Municipal Address: 19176 Victoria Trail), from “Agriculture (AG) District” to “Victoria Commercial (C2) District”; and to amend Municipal Development Plan Bylaw No. 1249-12, to reclassify all the portions of the lands legally described as Plan 1423459, Block 1, Lot 1 (Municipal Address: 19176 Victoria Trail), from “Agriculture Area” to “Commercial Area”.		
PROPOSAL	<ul style="list-style-type: none"> • Smoky Lake County received an application to amend Smoky Lake County Land Use Bylaw No. 1272-14 & Smoky Lake County Municipal Development Plan Bylaw No 1249-12, from Clayton Didier, dated April 19, 2022, to rezone/reclassify all the portions of the lands legally described as Plan 1423459, Block 1, Lot 1 (Municipal Address: 19176 Victoria Trail). © Attachment 1 • The amount of land that the applicant proposes to rezone/reclassify totals approximately 10.48 acres. A copy of the Certificate of Title is attached for reference. © Attachment 2 • The applicant proposes to amend Smoky Lake County Land Use Bylaw No. 1272-14 & Smoky Lake County Municipal Development Plan Bylaw No. 1249-12, to accommodate the development of the Pine Creek Stopping House & Retreat, a combination bed and breakfast and ‘glamping’ retreat, comprised of eco-cabin style units and associated facilities (washrooms & shower facility, picnic shelter, firepit, etc.). A copy of the proposed development is attached for reference. © Attachment 3 • The current Agriculture zoning of the lands allows for the development of a bed and breakfast establishment as a “Permitted Use”. However, Smoky Lake County Land Use Bylaw 1272-14 defines a “Bed and Breakfast Establishment” as “a development within a private, owner-occupied dwelling which possesses a dwelling unit, where temporary sleeping accommodations, up to a maximum of ten (10) bedrooms, with or without meals, are provided for remuneration to members of the public for a period of fourteen (14) days or less at a time.” • The proposed ‘glamping’ retreat would not constitute a “Bed and Breakfast Establishment” as the use would not be contained within a dwelling. However, the proposed ‘glamping’ retreat could be considered as an “Eco-Cabin/Star-Gazing Unit”, which is a “Permitted Use” under the Victoria Commercial (C2) District. © Attachment 4 • Smoky Lake County Land Use Bylaw 1272-14 defines an “Eco-Cabin/Star-Gazing Unit” as “a development used for the provision of self-contained ‘Artisanal Use’ units for temporary sleeping accommodation where in the judgement of the Development Authority, the unit(s) are designed and intended to facilitate stargazing, and the rooms are not equipped with individual kitchen facilities.” • The subject site is classified as “Agriculture Area” under Section 7.2.3 (MDP Map 1.3) of Smoky Lake County Municipal Development Plan Bylaw No. 1249-12, which is incongruent with the proposed rezoning. Therefore, proposed Bylaw No. 1415-22 proposes to amend the Municipal Development Plan to reclassify the subject site to “Commercial Area” to ensure consistency between the Land Use Bylaw and the Municipal Development Plan. The relevant policies pertaining to commercial uses contained within the Municipal Development Plan are attached for reference. © Attachment 5 • The subject site is classified as “Heritage & Environment Area” under Map 1 – Future Land Uses of the Victoria District Area Structure Plan Bylaw No. 1305-17. According to Policy #48, “Commercial businesses may operate on lands designated as Heritage and Environment on Map 1 Future Land Use of this plan, if developed in association with a museum, historic park, or a similar enterprise. Additional tourism oriented businesses and agri-commercial uses may also be allowed within this area in accordance with the County’s Land Use Bylaw. The relevant policies contained within the Victoria District Area Structure Plan pertaining to the proposed development are attached for reference. © Attachment 6 • The subject site is classified as “Culture and Tourism Area” on Map 7.3 Future Land Use of Smoky Lake County Bylaw No. 1383-20: Smoky Lake County & Lamont County 		

BACKGROUND	<p>Intermunicipal Development Plan and is located within the “Referral Area” as shown on Map 7.2 Plan Area and Referral Area Boundaries. The relevant policies from Bylaw No. 1383-20 pertaining to proposed Bylaw are attached for reference. © Attachment 7</p> <ul style="list-style-type: none"> • Pursuant to Section 5.4 (Circulation and Referral) of Bylaw No. 1383-20, a copy of proposed Bylaw 1415-22 will be circulated to Lamont County for comment. • A copy of proposed Bylaw No. 1415-22 is attached for reference. © Attachment 8 • The subject site is home to the McDonald Stopping House (also known as the Pine Creek Stopping House), which is designated as a Provincial Historic Resource. The owner of the subject lands will need to obtain approval from the Minister of Culture and Status of Women prior to commencing work related to the Bed and Breakfast Establishment and Eco-Cabin/Stargazing Units. <ul style="list-style-type: none"> • <u>April 28, 2022 - Smoky Lake County Council Meeting</u> Motion #657-22: <i>“That Smoky Lake County Council give Bylaw No. 1415-22: A Bylaw to amend Land Use Bylaw No. 1272-14: to rezone all the portions of the lands legally described as Plan 1423459, Block 1, Lot 1 (Municipal Address: 19176, Victoria Trail), from “Agriculture (AG) District” to “Victoria Commercial (C2) District”; and to amend Municipal Development Plan Bylaw No. 1249-12, to reclassify all of the portions of the lands legally described as Plan 1423459, Block 1, Lot 1 (Municipal Address: 19176, Victoria Trail), from “Agriculture Area” to “Commercial Area”, FIRST READING, and to schedule a Public Hearing, to be held at the Smoky Lake County Council chambers, and concurrently virtually via Zoom, on Thursday, May 26, 2022, at 9:15 a.m., and to advertise in the local newspapers, said Public Hearing in accordance with Section 230 and Section 606 of the Municipal Government Act, and to advertise notice of said Public Hearing on the County’s website and at the County office.</i> • <u>May 26, 2022 – Smoky Lake County Council Meeting - Public Hearing</u> • A Public Hearing was held at the May 26, 2022 Smoky Lake County Council meeting. • A summary of the feedback received at the Public Hearing is attached for reference. © Attachment 9
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CORRELATION TO BUSINESS (STRATEGIC) PLAN

Smoky Lake County Policy No. 38-03: 2018-2020 Strategic Plan

Focus Area: Economic Development
1.0 – Good Planning that Supports Growth
1.1 – Land Use Bylaw Changes

The proposed Bylaw 1415-22 aligns with Smoky Lake County’s strategic plan by providing an additional opportunity for economic development within the region. Moreover, the proposed Bylaw would help facilitate economic development that aligns with the Victoria District Economic Development Strategy Bylaw No. 1372-20.

LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS	<p><u>Municipal Government Act</u></p> <p>When to hold public hearing</p> <p>230(1) When this or another enactment requires council to hold a public hearing on a proposed bylaw or resolution, the public hearing must be held, unless another enactment specifies otherwise,</p> <ul style="list-style-type: none"> a) before second reading of the bylaw, or b) before council votes on the resolution. <p>(2) When this or another enactment requires a public hearing to be held on a proposed bylaw or resolution, council must</p> <ul style="list-style-type: none"> a) give notice of the public hearing in accordance with section 606, and b) conduct the public hearing during a regular or special council meeting. <p>(1) A council may by bylaw establish procedures for public hearings.</p> <p>(2) In the public hearing, council,</p>
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- a) must hear from any person, group of persons, or person representing them, who claims to be affected by the proposed bylaw or resolution and who has complied with the procedures outlined by the council, and
 - b) may hear any other person who wishes to make representations and whom the council agrees to hear.
- (5) After considering representations made to it about a proposed bylaw or resolution at the public hearing and after considering any other matter it considers appropriate, the council may
- a) pass the bylaw or resolution,
 - b) make any amendment to the bylaw or resolution it considers necessary and proceed to pass it without further advertisement or hearing, or
 - c) defeat the bylaw or resolution.
- (6) The minutes of the council meeting during which the public hearing is held must record the public hearing to the extent directed by the council.

Requirements for advertising

- 606(1) The requirements of this section apply when this or another enactment requires a bylaw, resolution, meeting, public hearing or something else to be advertised by a municipality, unless this or another enactment specifies otherwise.
- (2) Notice of the bylaw, resolution, meeting, public hearing or other thing must be
- a) published at least once a week for 2 consecutive weeks in at least one newspaper or other publication circulating in the area to which the proposed bylaw, resolution, or other thing relates, or in which the meeting or hearing is to be held,
 - b) mailed or delivered to every residence in the area to which the proposed bylaw, resolution or other thing relates, or in which the meeting or hearing is to be held, or
 - c) given by a method provided for under section 606.1.
- (3) A notice of a proposed bylaw must be advertised under subsection (2) before second reading.
- (4) A notice of a proposed resolution must be advertised under subsection (2) before it is voted on by council.
- (5) A notice of a meeting, public hearing or other thing must be advertised under subsection (2) at least 5 days before the meeting, public hearing or thing occurs.
- (6) A notice must contain
- a) a statement of the general purpose of the proposed bylaw, resolution, meeting, public hearing or other thing,
 - b) the address where a copy of the proposed bylaw, resolution or other thing, and any document relating to it or to the meeting or public hearing may be inspected.
 - c) in the case of a bylaw or resolution, an outline of the procedure to

be followed by anyone wishing to file a petition in respect of it, and

- d) in the case of a meeting or public hearing, the date, time and place where it will be held.
- (7) The certificate of a designated officer certifying that something has been advertised in accordance with this section is proof, in the absence of evidence to the contrary, of the matters set out in the certificate.
- (8) The certificate is admissible in evidence without proof of the appointment or signature of the person who signed the certificate.

Planning Bylaws

692(1) Before giving second reading to

- a) a proposed bylaw to adopt an intermunicipal development plan,
- b) a proposed bylaw to adopt a municipal development plan,
- c) a proposed bylaw to adopt an area structure plan,
- d) a proposed bylaw to adopt an area redevelopment plan,
- e) a proposed land use bylaw, or
- f) a proposed bylaw amending a statutory plan or land use bylaw referred to in clauses (a) to (e),

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

- (2) Despite subsection (1), if a proposed development relates to more than one proposed bylaw referred to in subsection (1), the council may hold a single public hearing.
- (3) Despite subsection (1), in the case of a public hearing for a proposed bylaw adopting or amending an intermunicipal development plan,
 - a) councils may hold a joint public hearing to which section 184 does not apply, and
 - b) municipalities may act jointly to satisfy advertising requirements of section 606.
- (4) In the case of an amendment to a land use bylaw to change the district designation of a parcel of land, the municipality must, in addition to the requirements of subsection (1),
 - a) Include in the notice described in section 606(2)
 - I. the municipal address, if any, and the legal land address of the parcel of land, and
 - II. a map showing the location of the parcel of land.
 - b) give written notice containing the information described in clause (a) and in section 606(6) to the assessed owner of that parcel of land at the name and address shown on the assessment roll of the municipality, and
 - c) give written notice containing the information described in clause (a) and in section 606(6) to each owner of adjacent land at the name and address shown for each owner on the assessment roll of

the municipality.

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

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

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

(7) In this section,

a) “adjacent land” means land that is contiguous to the parcel of land that is being redesignated and includes

- I. land that would be contiguous if not for a highway, road, river or stream, and
- II. any other land identified in the land use bylaw as adjacent land for the purpose of notifications under this section;

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

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

- a) consider whether, in view of the requirement in the ALSA regional plan, consultation is necessary, desirable or beneficial, and
- b) decide whether or not to proceed with consultation.

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

BENEFITS	County will be able to: <ul style="list-style-type: none"> • Increase assessment through commercial development • Facilitate commercial development that will support the tourism industry and potentially provide opportunities for additional economic development spinoffs.
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DISADVANTAGES	<ul style="list-style-type: none"> • Nil.
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ALTERNATIVES	<ul style="list-style-type: none"> • Refuse the proposed amendment.
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FINANCE/BUDGET IMPLICATIONS

Operating Costs: _____	Capital Costs: _____
Budget Available: _____	Source of Funds: _____
Budgeted Costs: _____	Unbudgeted Costs: _____

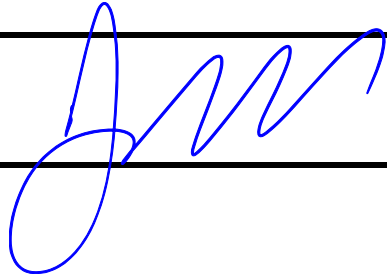
INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS	Nil.
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COMMUNICATION STRATEGY	Nil.
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RECOMMENDATION

That Smoky Lake County Council give Bylaw No. 1415-22: A Bylaw to rezone all the portions of the lands legally described as Plan 1423459, Block 1, Lot 1 (Municipal Address: 19176 Victoria Trail), from "Agriculture (AG) District" to "Victoria Commercial (C2) District"; and to amend Municipal Development Plan Bylaw No. 1249-12, to reclassify all the portions of the lands legally described as Plan 1423459, Block 1, Lot 1 (Municipal Address: 19176 Victoria Trail), from "Agriculture Area" to "Commercial Area", SECOND READING, and THIRD and FINAL READING, this day of May 26th, 2022, and that the Reeve and the Chief Administrative Officer are hereby authorized to affix their signatures to all necessary documents and that the corporate seal also be fastened where it is deemed necessary.

CHIEF ADMINISTRATIVE OFFICER

A handwritten signature in blue ink, appearing to be 'J.M.', is written over the signature line of the Chief Administrative Officer.



REQUEST FOR DECISION		DATE	May 26, 2022	4.3
TOPIC	Regional Engineering Development Standards – Request for Proposal (RFP)			
PROPOSAL	<p><i>That Smoky Lake County approve the proposed Regional Engineering Design Standards (REDS) Request for Proposal (RFP No. REDS-2022), and to advertise said RFP online via the Alberta Purchasing Connection (APC), in accordance Smoky Lake County Policy Statement 08-16: Purchasing Guidelines. ©ATTACHMENT 1</i></p> <p><u>BACKGROUND</u></p> <ul style="list-style-type: none"> • The objective of the Alberta Community Partnership (ACP) is to improve the viability and long-term sustainability of municipalities. • Terms of the ACP allow a municipality to be a partner in more than one grant application. However, a municipality may only serve as the managing partner of a single application. • <u>January 23, 2020 – Smoky Lake County Council Meeting</u> Motion #365-20: <i>“That Smoky Lake County Council warrants changes to the County’s Subdivision Development Guidelines and Minimum Servicing Standards as prepared by Stewart Weir & Co. Engineering and adopted in Year 1986, to meet the current standards as described in the letter received from Gene Sobolewski, C.E.T., Senior Project Manager, Associated Engineering Alberta Ltd., dated December 3, 2019, in respect to Bascor Development’s multi-lot subdivision proposal for the lands legally described as Lot 1, Block 6, Plan 1821256 (Pt. SW-34-59-13-W4M) at Bonnie Lake.”</i> CARRIED. • <u>September 20, 2021 – Administrators’ Meeting</u> <ul style="list-style-type: none"> ○ A meeting of the administrations of Smoky Lake County, the Town of Smoky Lake, the Village of Vilna and the Village of Waskatenau was held on September 20, 2021, to discuss the ACP applications that each municipality would serve as the managing partner for. ○ At this meeting, it was decided the Smoky Lake County would serve as the managing partner for an application under the Intermunicipal Collaboration stream for the development of minimum servicing standards and subdivision development guidelines. ○ The rationale for this project being chosen is that the Town of Smoky Lake, the Village of Waskatenau and the Village of Vilna do not have any servicing standards nor subdivision development guidelines, and while Smoky Lake County does have a document containing these guidelines/standards, it was produced during the 1960’s and is outdated with respect to current engineering standards and development practices. ○ By having an updated and consistent set of guidelines and standards for use throughout the region, the County and its municipal partners will be able to have greater cost certainty with respect to maintaining roads and other municipal infrastructure. ○ A consistent approach to regional servicing standards and guidelines will also provide additional clarity to prospective developers and may allow for 			

increased intermunicipal collaboration on regional projects, which in turn, may unlock additional grant funding, as provincial priorities are focused on intermunicipal and regional collaboration in an effort to stretch limited municipal funding provide benefits to a wider geographical area.

- **December 16, 2021 – Smoky Lake County Council Meeting**

Motion #191-21: *“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

- **April 13, 2022 – Administrator’s Meeting**

- The Chief Administrators of Village of Waskatenau, Town of Smoky Lake, and Smoky Lake County convened to discuss principles and process to be incorporated into a Request for Proposal under this project.
- Smoky Lake County Planning & Development Services has integrated this feedback into the proposed RFP No. REDS-2022.

- **April 28, 2022 – County Council Meeting**

- County Council acknowledged receipt of correspondence from Alberta Minister of Municipal Affairs Ric McIver dated March 25, 2022, to Smoky Lake County as Managing Partner of Alberta Community Partnership (ACP) Grant Application (Project 2122-IC-4). **©ATTACHMENT 2**

NEXT STEPS

- Once the RFP has closed, administration will review and score bidders in accordance with **Smoky Lake County Policy Statement 08-16: Purchasing Guidelines** and return to Council with a recommendation to select a successful bidder.
- The project will also include public participation to invite input.
- Once the project has been completed, each participating municipal council will contemplate *adopting* the revised standards, either by policy or bylaw.

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.

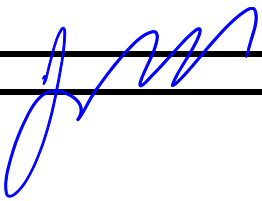
LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS

Municipal Government Act

Smoky Lake County Policy Statement 08-16: Purchasing Guidelines

BENEFITS

- Economic Development

	<ul style="list-style-type: none"> • Climate Resilience • Standardized design guidelines and minimum servicing standards will ensure high quality infrastructure is developed throughout the region • Standards and guidelines that are consistent between the municipalities will provide greater certainty and clarity to prospective developers within the region • Consistent standards may allow for cost-sharing of regionally-based projects • Modernized standards will make use of new engineering practices and materials, leading to more durable infrastructure • Modernized standards will help prevent flooding and erosion near County infrastructure, potentially saving money on repairs/maintenance in the future • Leveraging grant dollars to further unlock additional grant dollars
DISADVANTAGES	<ul style="list-style-type: none"> • Staff time.
ALTERNATIVES	<ul style="list-style-type: none"> • Take no action or Defer a Decision • Decline the 2021-2022 ACP Grant
FINANCE/BUDGET IMPLICATIONS	
Operating Costs: _____	Capital Costs: _____
Budget Available: \$200,000 _____	Source of Funds: ACP grant _____
Budgeted Costs: _____	Unbudgeted Costs: _____
INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS	<ul style="list-style-type: none"> • The County will act as the managing partner of this ACP application and will be responsible for the administration of the project, including processing of all invoices. • The County will work closely with the Town of Smoky Lake, the Village of Vilna and the Village of Waskatenau, and provide project updates throughout the duration of the project.
COMMUNICATION STRATEGY	<ul style="list-style-type: none"> • website & social media • public participation plan
RECOMMENDATION	
<p>That Smoky Lake County approve to publish the proposed Smoky Lake Regional Development Guidelines and Minimum Servicing Standards (aka Regional Engineering Design Standards (REDS)) Request for Proposal (RFP No. REDS-2022) online via the Alberta Purchasing Connection (APC), in accordance with Smoky Lake County Policy Statement 08-16: Purchasing Guidelines.</p>	
CHIEF ADMINISTRATIVE OFFICER	

SMOKY LAKE COUNTY



REQUEST FOR PROPOSAL (RFP)

**RFP 2022-001:
Regional Subdivision and Design Standards (RSDS)**

Project No. SLC-PD-2022-001

Request For Proposal 2022-001: Regional Subdivision and Design Standards (RSDS)

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Request For Proposal 2022-001: Regional Subdivision and Design Standards (RSDS)

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1 PROJECT INFORMATION

1.1 Project Description

The Smoky Lake Region comprises Smoky Lake County, the Town of Smoky Lake and the Villages of Vilna and Waskatenau. Through the successful approval of an ACP grant, Smoky Lake County is leading an initiative to prepare a set of subdivision and development guidelines and accompanying uniform engineering design standards to meet the needs within (small) urban and rural settings. The design guidelines will be intended to be used as design guidelines for development and replacement/renewal projects within the region.

The development standards are intended to streamline economic development within the Smoky Lake Region by providing developers with clear and consistent expectations for the development process within the region as well as standardized engineering design standards which will be both economical and practical within the context of our urban and rural community settings. These Standards are also expected to help streamline economic development, cut red tape and plan for climate resilience.

Currently, the County has very dated and rudimentary subdivision and engineering design guidelines. The Town and Villages do not have established subdivision design and engineering guidelines. The result of these inadequacies has been very inconsistent or homogenized subdivision assets ranging from expensive “city” designs to inadequately designed structures (compared with actual use).

The project budget is based upon the approved ACP grant of \$200,000. Costs exceeding this value can be considered upon agreement by the regional partners, as budgets are very limited.

Smoky Lake County and its regional partners wish to retain a consultant with expertise in the development and preparation of documents as described herein. With the limited budget available, we are seeking a consultant with diverse experience in the development of subdivision and engineering guidelines as well as an extensive library of detail drawings for use in the document.

Request For Proposal 2022-001: Regional Subdivision and Design Standards (RSDS)

While the selected consultant will be expected to review available existing data, development standards and existing designs (field reconnaissance) to better understand the specific needs within each community in the region, our desire is that emphasis will be placed on moving forward with a “what works and what will not work” approach the creation of new Standards. The region is not interested in expensive “cookie-cutter” standards and guidelines used or copied from larger metropolitan areas as a basis to our regional document. Our document is intended to be prepared within the context of our unique community needs within the region.

The Region will invite consultations and engagement with industry and public stakeholders to review relevant planning bylaws and policies with the proposed Standards to gain input and opinion.

The consultant will be expected to ensure their work is completed in a timely and efficient manner within the approved budget.

As this project is broad in nature, the Regional team will generally consist of:

- The County CAO and Planning Department
- The Town of Smoky Lake CAO
- The Village of Vilna CAO
- The Village of Waskatenau CAO
- Consultations with municipal Public Works, Environment (water/sewer), Gas and Ag Department representatives.
- The Smoky Lake County Planning Manager, or his designate, will be the key project lead and liaison person for this project

Consultant will be required to:

- Have familiarity and recent experience within the project area (with a diversity of experience with small urban and rural budgets and standards) and be able demonstrate the same.
- Have experience and policies in regard to the impacts of climate change and corresponding design considerations.
- Have experience to be able to create language regarding development requirements and design criteria which from time to time, may be required by a municipality or developer which may be an exception to the guidelines being proposed.
- The Consultant shall be fully experienced with legislation and regulations pertaining to Land/Subdivision Development (in rural and small urban settings), regulatory approvals:
 - AEP - Water Act, EPEA, Wildlife and Bird reviews, etc.
 - Alberta Transportation – TIA, Hwys approach, Hwy design, etc.
 - Historic Regulations
 - Indigenous (First Nation/Metis Settlement) Consultations
- Water/Sewer/Storm/Road/Solid Waste – Planning and Engineering experience in revitalizations and rehabilitations within small community settings

While the selected consultant will be expected to review available existing data, development standards and existing designs (field reconnaissance) to better understand the specific needs within each community in the region, our desire is that emphasis will be placed on moving forward with a

Request For Proposal 2022-001: Regional Subdivision and Design Standards (RSDS)

“what works and what will not work” approach the creation of new Standards. The region is not interested in expensive “cookie-cutter” standards and guidelines used or copied from larger metropolitan areas as a basis to our regional document. Our document is intended to be prepared within the context of our unique community needs within the region.

1.2 Project Objectives

- 1.2.1 Conduct a review of existing municipal development guidelines, minimum servicing standards and engineering requirements to obtain an understanding of the current regional context and inform the creation of a set of new development guidelines, minimum servicing standards and engineering requirements;
- 1.2.2 Attend regional engagements with industry, developers and public stakeholders to inform of proposed development guidelines, minimum servicing standards and engineering requirements;
- 1.2.3 Develop a new set of development guidelines, minimum servicing standards and engineering requirements that will be economical to construct and maintain, streamline economic development and cut red tape by providing developers and municipal administration with clear and consistent expectations; and
- 1.2.4 To create a new set of development guidelines, minimum servicing standards and engineering requirements that address climate change and help plan for climate resilience.

1.3 Evaluation Criteria

- 1.3.1 Smoky Lake County will review each proposal submitted in response to this Request For Proposal for responsiveness, completeness and all required data before accepting the Proposal for further review.
- 1.3.2 Evaluation of Proposals will be based upon the following criteria:
 - Previous experience in preparation of municipal development guidelines, minimum servicing standards and engineering design;
 - Demonstrated experience with small urban and rural communities;
 - Demonstrated experience with conducting meaningful public engagement;
 - Demonstrated ability to understand municipal planning and development processes and to produce standards that help streamline development and reduce administrative red tape;
 - Demonstrated ability to factor climate change into the municipal development guidelines, minimum servicing standards and engineering design to help plan for climate resilience;

Request For Proposal 2022-001: Regional Subdivision and Design Standards (RSDS)

- Ability to mobilize and complete the required work within County-established timelines; and
- Price is not the defining criterion, but is nevertheless, a significant consideration.

1.4 Project Inquires

Refer all proposal inquiries to Jordan Ruegg, Planning and Development Manager:

E-mail at jruegg@smokylakecounty.ab.ca or

Telephone: 780-656-3730

Cellular: 780-650-5207

2 INSTRUCTIONS TO CONSULTANTS**2.1 Proposal Submissions**

- 2.1.1 All proposals received will be subject to all terms and conditions contained in the RFP. The Proponent shall inspect the subject area, make all inquiries and investigations necessary for the preparation and submission of their proposal, and shall be deemed to have made same prior to submitting the Proposal response.
- 2.1.2 The County will not be responsible for any costs incurred by a Proponent in preparing and submitting a Proposal. The County accepts no liability of any kind to a Proponent unless and until the Proposal is accepted by the County.
- 2.1.3 All proposals are to be received by the County no later than **4:00:00 P.M., Mountain Time, Friday, June 17, 2022.**

The Closing Date and Time may be amended at the sole discretion of the County

For RFP closing purposes the official time of receipt of Proposals shall be as determined by front reception used to date and time stamp Proposals upon submission to County

Proposals not being delivered directly to front reception, may result in delays in date and time stamping of Proposals. Proposals that are date and time stamped after the Closing Date and Time will not be evaluated and will be returned unopened.

- 2.1.4 The envelope shall be sealed and clearly marked “**Proposal for Regional Engineering Design Standards (REDS)**” and include the RFP Project No. (SLC-PD-2022-001) and shall be addressed to:

**Jordan Ruegg, Planning and Development Manager,
Smoky Lake County**

Request For Proposal 2022-001: Regional Subdivision and Design Standards (RSDS)

2.1.5 All proposals can be delivered in person or mailed to:

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

Or, alternatively, emailed to:

jruegg@smokylakecounty.ab.ca

**Should a proposal submitted by email be chosen as the successful proposal, the consultant must also submit a hardcopy of said proposal to Smoky Lake County prior to commencement of work related to the Project. Proposals submitted by email must contain the following in the subject line of the email:*

**“Proposal for Regional Engineering Design Standards (REDS) –
RFP Project No. (SLC-PD-2022-001)”**

**Proposals will not be accepted by fax.*

2.2 Reservation

Notwithstanding anything to the contrary herein, the County reserves the right in its sole discretion to;

- Accept or reject any or all Proposals. The lowest priced Proposal need not be accepted;
- Accept or reject any Proposal that exceeds the County’s allocated project budget;
- Disqualify a Proponent in the event that, in the sole discretion of the County, its Proposal does not contain sufficient information to permit a thorough analysis;
- Verify the validity of the information supplied and to reject any Proposal where the contents appear to be incorrect or inaccurate in the County’s estimation;
- Accept Proposal in whole or in part;
- Accept a non-compliant Proposal;
- Accept or reject any Proposal where the County believes the County staffing levels required to implement and maintain a Proponent’s proposed solution are unacceptable;

In the event that:

- The majority of the Proposals exceed the County’s allocated budget for this RFP;
- Financial circumstances of the County change;
- Political, economic, or technical conditions change;
- Any other event which was unforeseen occurs and is beyond the control of the County; or,
- Less than three (3) qualified Proponents submit Proposals.

Request For Proposal 2022-001: Regional Subdivision and Design Standards (RSDS)

The County reserves the right, in its sole discretion, to cancel this RFP without award or compensation to Proponents, their officers, directors, employees, or agents.

2.3 Evaluation Criteria

The main areas of consideration in the evaluation process are:

- 10% -Understanding of the project;
- 15% -Ability to meet the service requirements identified in para 2.3;
- 5% -RFP Submission quality and clarity;
- 15% -Project team relevant experience;
- 10% -Similar projects completed (on time and on budget);
- 10% -Proposed project schedule;
- 30% -Cost
- 5% -Innovation.

Incomplete Proposals or Proposals that fail to follow the format outlined in Para 4.2 may be eliminated without further evaluation.

At any time during the evaluation process, the County may request written clarification concerning any aspect of a Proponent's Proposal. If the County is not satisfied as to the reliability of any proposed solution, the Proposal may be rejected, at the sole discretion of the County

2.4 Contract Award

A contract award decision may be made after Smoky Lake County has had an opportunity to examine and evaluate all proposals in detail. Should a contract be awarded, the tentative date for such an award shall be **June 30, 2022**.

2.5 Freedom of Information and Protection of Privacy Act

While the Freedom of Information and Protection of Privacy Act allows persons a right of access to records in the County's custody or control, it also prohibits the County from disclosing personal information about an individual in certain circumstances, or business information, if disclosure could reasonably be expected to cause harm as outlined in the Act. Because of the complexity of this Act, Proponents must consider the potential that any information that is provided to the County may be disclosed to a third party.

All information in the possession or control of the County, including any information provided, obtained or under the control of the County under this competitive process, is subject to the Freedom of Information and Protection of Privacy Act. Should the County receive a request for any records that are under the control of the County and in the Proponent's custody, the Proponent must provide the records, at the Proponent's expense to the County

Assessment criteria and allocation formulas for this competitive process are public information. Information regarding individual assessments is considered confidential and may be provided, upon request, to the party to whom it relates. Third parties will only be provided information in accordance with the Freedom of Information and Protection of Privacy Act.

Request For Proposal 2022-001: Regional Subdivision and Design Standards (RSDS)

2.6 Conflict of Interest

Proponents must fully disclose, in writing to the County on or before the Closing Date and Time of this RFP, the circumstances of any potential conflict of interest or what could be perceived as a possible conflict of interest if the Proponent were to become a contracting party pursuant to this RFP. The County shall review any submissions by Proponents under this provision and may reject any Proposals where, in the sole opinion of County, the Proponent could be in a conflict of interest or could be perceived to be in a possible conflict of interest position if the Proponent were to become a contracting party pursuant to this RFP.

2.7 Governing Law

This RFP shall be governed by the laws of the Province of Alberta, and the forum for all disputes shall be the Courts of the Province of Alberta.

2.8 Sub-Contracting

Proponents retain the ability to subcontract work that is beyond their scope/ capability; however, they still remain the “Prime” Contractor. The prime contractor is overall responsible for the quality of work completed and must ensure all safety regulations and applicable codes are followed. Any extra costs associated with sub-contracting that were not identified in the accepted proposal remain the responsibility of the proponent.

2.9 Health and Safety

Upon successful award, the Proponent must provide Smoky Lake County with the following for review:

- COR.
- Company Safety Manual.
- Tailgate Meeting/Hazard Assessment Forms.
- Emergency Response Plan for Worksite.
- Proof of Insurance.

2.10 Organization of Proposal

The County requests the Proponent’s Proposal be organized as outlined below. This will facilitate the County’s evaluation.

The total length of the Proposal shall not be more than ten (10) pages, excluding Appendices, Cover Page and Table of Contents.

If the Proponent wishes to include additional information on any point that is somewhat voluminous or that is not directly relevant to the specific situation described in this RFP, that information should be placed in the section entitled “Additional Features” and referenced in the main body of the Proposal.

- Cover Page
- Table of Contents
- 1.0 – Experience
- 1.1 – Team Member Profiles
- 1.2 – Similar Projects Completed

Request For Proposal 2022-001: Regional Subdivision and Design Standards (RSDS)

- 2.0 – Services
- 2.1 – Project Understanding
- 2.2 – Approach and Methodology
- 2.3 – Project Schedule
- 2.4 – Project Management
- 2.5 – Risk Management
- 3.0 – Pricing
- 3.1 – Fee for Services
- 4.0 – Additional Features/Value Added Annex A – Consent Form (Completed and signed)

2.11 Cover Page

The County requests the cover page be completed with:

- The name of this RFP;
- The name of the Proponent;
- The Proponent's address, telephone and fax numbers, name of the Proponent's Primary Contact for this competitive process, and Primary Contact's e-mail address;
- The date of Proposal submission;
- The signature of a duly authorized representative of the company (indicate name and title).

2.12 Experience**2.12.1 Team Member Profiles**

Summary description of relevant experience and capability of each team member, including sub-consultants, and their role and responsibility during the project (**limit one page/member**). The relevant experience should be limited to work on projects of similar size and scope.

2.12.2 List of Similar Projects

Brief summary of similar projects completed.

2.13 Service**2.13.1 Project Understanding**

Proponents are required to demonstrate their understanding of the project scope and requirements. Briefly outline the key issues as the Proponent understands them.

2.13.2 Approach and Methodology

Describe the capabilities in terms of methods, approach, and tools the Proponent intends to deploy in fulfilling project scope and requirements.

2.13.3 Project Schedule

Present your high-level schedule including 1) key dates for all deliverables; 2) County and the Proponent resource assignments (i.e., who is doing what); and 3) percentage of available time the Proponent's resources are assigned to this project.

Comment on your strategy to facilitate a quick start to the project.

Request For Proposal 2022-001: Regional Subdivision and Design Standards (RSDS)

2.13.4 Project Management

Describe how your Project Management methodology will ensure completion of the project within the required timeline and how costs will be controlled.

2.13.5 Risk Management

Identify the potential risks involved in this project. Present your approach to managing and mitigating any risks. Identify any risk sharing opportunities the Proponent can offer to consider how risk is shared as well as opportunity for reward. Any risk sharing opportunities may be negotiated with the successful Proponent.

2.14 Pricing**2.14.1 Fees for Services**

The proponent shall submit a list of fees and expenses that will be incurred for the project for each schedule of work. Describe the fees in detail identifying when/how fees are applied. In addition, using the proposed fees, provide estimated hourly quantities, and an estimate total value for this project.

Any fees not identified in the Proposal will be the responsibility of the Proponent.

For cost comparison a summary of fees for each task must be included in the proposal submission.

2.15 Additional Features / Value-Added

In addition to the categories identified in this section, the Proponent is encouraged to identify any additional features or value-added components of its Proposal that could be of benefit to the County Only those aspects deemed to be of benefit to the County may be considered in the evaluation.

2.16 Project Meetings

The consultant's project manager will be required to attend all project meetings, including:

- 2.16.1 A Project kick-off meeting to introduce personnel, disc specific project scope and deliverables;
- 2.16.2 Stakeholder engagement session(s) with the various public stakeholder groups;
- 2.16.3 Meetings with municipal administration, as necessary; and
- 2.16.4 Final project wrap-up meeting.

2.17 Expenses

Request For Proposal 2022-001: Regional Subdivision and Design Standards (RSDS)

The consultant is solely responsible for their own expenses in preparing, delivering and submitting a proposal, and also for all expenses subsequently incurred in the preparation of a proposal, provisions of samples, or attendance at a pre or post-award meeting with Smoky Lake County, regardless of the outcome of any such proposal submission or of the reasons for such outcome.

2.18 Goods and Service Tax

Smoky Lake County is subject to Goods and Services Tax. All Goods and Service Tax shall be identified as a separate line item.

2.19 Invoicing

All charges and credits are to be shown on an invoice statement provided by the consultant to Smoky Lake County.

2.20 Ownership of Proposals

All proposals and related documents submitted as the result of this RFP become the property of Smoky Lake County.

2.21 Confidentiality of Proposals

Proposals will be circulated only to Smoky Lake County Council and staff. Smoky Lake County will make all responsible efforts to keep confidential any personal information specifically identified in proposals, as *per the Freedom of Information and Protection of Privacy Act*.

2.22 Free From Obligation

Smoky Lake County is under no obligation under any circumstances, to accept or respond, in whole or in part, to any proposal, or to negotiate with any consultant. Smoky Lake County is not bound to accept the lowest priced proposal, and shall have the right to reject any and all proposals. The decision of Smoky Lake County is final.

3 CONTRACT FORM AND REQUIREMENTS**3.1 Laws and Regulations: Compliance**

The consultant shall be responsible for complying with all federal, provincial, and municipal laws, rules, regulations and guidelines that apply.

Request For Proposal 2022-001: Regional Subdivision and Design Standards (RSDS)

The Consultant shall ensure compliance to the:

- Safety Codes Act
- Occupational Health and Safety Act

3.2 Liability and Insurance Requirements

- 3.2.1 The consultant shall indemnify and save harmless Smoky Lake County from any and all losses, costs, damages, actions, causes of action, suits, claims and demands resulting from anything done by the consultant.
- 3.2.2 Smoky Lake County shall not be liable nor responsible for any bodily or personal injury or property damage of any nature what-so-ever that may be suffered or sustained by the consultant, its employees or agents, in the performance of any agreement.
- 3.2.3 The consultant shall provide evidence of a **Commercial General Liability Insurance** with insurable limits of not less than **Two Million Dollars (\$2,000,000.00)** for each occurrence or incident.
- 3.2.4 The consultant shall provide evidence of an Automobile Liability Insurance of not less than Two Million Dollars (\$2,000,000.00).
- 3.2.5 The consultant shall provide evidence that Smoky Lake County is to be named as an **additional named insured** to the consultant's Insurance Policy.

3.3 Workers Compensation

The consultant shall at all times comply with all requirements of the *Worker's Compensation Act* of Alberta, amendments thereto, or any successor legislation; and shall upon notice by Smoky Lake County, provide evidence satisfactory to Smoky Lake County of said compliance with the Act within two (2) business days of request by Smoky Lake County.

3.4 Safety Pre-Qualifications

A contract will only be awarded to a consultant who, prior to the time fixed for receiving proposals possess a **Certificate of Recognition (COR)** which is relevant to their industry and which is recognized by Alberta Human Resources and Employment, Workplace Health and Safety.

Consultants are advised that a small employers certificate of recognition (for employers with less than ten employees) is not considered acceptable.

For consultants who have not obtained a Certificate of Recognition, a valid Temporary Letter of Certification (TLC) issued by the Alberta Construction Safety Association (ACSA) will be considered acceptable.

Request For Proposal 2022-001: Regional Subdivision and Design Standards (RSDS)

Smoky Lake County will confirm that the consultant possess a COR or a valid TLC through the Alberta Construction Safety Association.

Prospective consultant's who do not possess a COR and wish to obtain information about obtaining a COR or TLC, are advised to contact:

The Alberta Construction Safety Association
 #225, Parsons Road S.W.
 Edmonton, Alberta T6X 0W6
 Telephone: 780-453-3311 or 1-800-661-2272
 Fax: 780-455-1120
www.acsa-safety.org

4 SCOPE OF WORK

4.1 Project Work Plan

- 4.1.1 The consultant will provide a detailed work schedule that identifies how it intends to meet the Project Objectives and anticipated time to complete the project.
- 4.1.2 The project is to be completed by, no later than **March 15, 2024**.

4.2 Consultant's Questionnaire

- 4.2.1 The consultant will provide a list of personnel they intend to use to complete the Project, their hourly rate and expected number of hours.

LIST OF PERSONNEL			
Team	Estimated # of Hours	Hourly Rate	Total

Request For Proposal 2022-001: Regional Subdivision and Design Standards (RSDS)

4.2.2 The consultant will provide a list of sub-consultants, if any are proposed, their hourly rate and expected number of hours.

LIST OF SUB-CONSULTANTS			
Name	Estimated # of Hours	Hourly Rate	Total

4.3 Project Budget

The consultant fees shall be shown as separate costs associated to the completion of the Project shall be identified by the Consultant and tabulated in the form shown below. Disbursements shall be identified by the consultant and shown in the table as a percentage of the fee.

Description	Fees

Request For Proposal 2022-001: Regional Subdivision and Design Standards (RSDS)

Sub-Total Cost	\$
G.S.T.	\$
TOTAL COST	\$

4.4 Project Final Acceptance

Final Project completion and acceptance will be determined collectively by each of the participating municipalities, in accordance with the Project Objectives.

4.5 Payment

- 4.5.1 Upon completion of the works identified in the Request for Proposals, Smoky Lake County shall pay to the consultant in Canadian Funds, the amounts determined by the individual work items contained within the Project Budget, as agreed upon by the consultant and Smoky Lake County.
- 4.5.2 If Smoky Lake County fails to make a payment to the consultant as is prescribed in this Request for Proposals, or as is prescribed in an award by arbitration or a court, interest of **two (2) percent** per annum on such unpaid amounts shall also become due and payable until such payment described in this Request for Proposal has been made to the consultant by Smoky Lake County. Such interest shall be calculated and added to any unpaid amounts on a monthly basis.

SUBMITTED BY:

_____ (Consultant Legal Name)

Is business name registered under the *Alberta's Partnership Act*? **If not, please indicate:**
Other:

- Sole Proprietorship** **Partnership** **Limited Partnership** **Limited Liability Partnership**

Request For Proposal 2022-001: Regional Subdivision and Design Standards (RSDS)

Witness

(Name and Title of Officer Signing for the Consultant)

(Signature of Officer)

S E A L

(Contact Name of Project Manager)

(Street Address)

(City, Province, Postal Code)

(Phone Number
Number)

(Facsimile
Number)

(E-mail Address)

Request For Proposal 2022-001: Regional Subdivision and Design Standards (RSDS)

ANNEX A – PROPOSAL CONSENT FORM

Proponents are requested to sign and return this form with their Proposal.

Enclosed is our Proposal submitted in response to The Smoky Lake County Request For Proposal:
Regional Subdivision and Design Standards (RSDS).

The Proponent consents, and has obtained written consent of any individuals identified in the Proposal, to the use of the information in the Proposal by the County or its agents to enable the County to evaluate the Proposal and use this information for other program purposes of the County

Proponent Name:

Contact Name:

Proponents Billing Address:

Proponent Name Telephone Number:

Proponents Fax Number:

Proponents Email Address:

Number of Attachments (Detailed information if required) _____

Date:

Authorized Signature (Print Name) Title:

2021/22 ALBERTA COMMUNITY PARTNERSHIP

Intermunicipal Collaboration Component

CONDITIONAL GRANT AGREEMENT

BETWEEN:

HER MAJESTY THE QUEEN in Right of the Province of Alberta as
represented by the Minister of Municipal Affairs
(hereinafter called "**the Minister**")

AND

SMOKY LAKE COUNTY in the Province of Alberta
(hereinafter called "**the Grant Recipient**")

WHEREAS the Minister has approved the Grant Recipient's grant application and has agreed to make a one-time conditional grant in the amount of **TWO HUNDRED THOUSAND DOLLARS (\$200,000)**, (hereinafter called "the Grant") to the Grant Recipient pursuant to the Municipal Affairs Grants Regulation;

AND WHEREAS the Grant Recipient and the Minister are entering into a Conditional Grant Agreement (hereinafter called "the Agreement") governing the use and purpose of the Grant.

Preamble:

The purpose of the grant is to support the collaboration of the Grant Recipient and the Town of Smoky Lake, and the villages of Vilna and Waskatenau to develop regional engineering designs/standards/guidelines for new subdivisions and infrastructure.

As project manager, the Grant Recipient will manage the administration of funds on behalf of the Project participants.

The parties agree as follows:

1. The Minister shall:
 - (a) subject to the provisions of the Agreement, pay the Grant Recipient a one-time conditional grant in the amount of **TWO HUNDRED THOUSAND DOLLARS (\$200,000)**, to carry out the activities outlined in Schedule "A" (hereinafter called "the Project") as attached hereto and forming an integral part of this Agreement;
 - (b) provide the Grant to the Grant Recipient, by way of installments, as follows:
 - (i) \$150,000, within one month of the Minister signing the Agreement; and
 - (ii) upon submission of the reporting requirements set out in Section 2(h) of the Agreement to the Minister's satisfaction, provide the remaining grant amount to be calculated as the total grant amount expended on the project as reported on the Statement of Funding and Expenditures minus the amount indicated above in 1b(i);
 - (c) have the right to conduct an evaluation or audit of the Project at any time;
 - (d) have the right to publish and distribute any report submitted by the Grant Recipient, to the Minister, on the Project; and
 - (e) have the right, in the sole discretion of the Minister, to approve a time extension beyond the date specified in Clause 2(e), if requested by the Grant Recipient, or if the Minister considers it

necessary or advisable to do so. If the Minister approves a time extension, the Minister shall provide written notice to the Grant Recipient of that extension and such notice is deemed to be a formal amendment of the term of this Agreement.

2. The Grant Recipient shall:

- (a) carry out the Project as set out in Schedule "A", without material alteration;
- (b) use the entire amount of the Grant for the purpose of carrying out the Project;
- (c) if grant funds are invested, apply any income earned on the Grant to the Project;
 - (i) the Grant Recipient may invest the funds provided, or unutilized portions thereof, in accordance with the terms of Section 250 of the *Municipal Government Act*;
 - (ii) the Grant Recipient shall determine and report the "actual income earned" on the unexpended funds invested and all such income including other credit adjustments as outlined in the Alberta Community Partnership Program Guidelines;
- (d) not use any part of the Grant, including any income earned thereon, to pay for work done or materials obtained before April 1, 2021;
- (e) complete the Project by March 31, 2023;
- (f) notify and seek approval from Municipal Affairs in writing of any significant changes in circumstances that may affect the project timelines specified in sub-clause 2(e) above, or the implementation of the Project as described in Schedule "A";
- (g) be responsible for any cost over-runs incurred in carrying out the Project;
- (h) submit a Final Statement of Funding and Expenditures to the satisfaction of the Minister within 60 days after the Project completion date outlined in 2(e) above, or sooner if the project is completed prior to the Project completion date, including income earned and financial information including expenditures;
- (i) carry out the Project in accordance with all applicable laws, regulations and generally accepted standards;
- (j) ensure that all resource personnel involved in the Project are suitably qualified; and
- (k) refund, within 30 days of Municipal Affairs' request, any unexpended portion of the Grant and any amounts expended for purposes other than for those specified in this Agreement to the Government of Alberta.

3. The Grant Recipient represents and warrants to the Minister that:

- (a) the execution of the Agreement has been duly and validly authorized by the Grant Recipient in accordance with all applicable laws;
- (b) the Grant Recipient as the managing partner has or will obtain motions or council resolutions from the Project participants; and
- (c) in accordance with this Agreement, it will provide all the required Project administration, compliance reporting, and documentation, as required.

4. If the Grant Recipient does not meet all of its obligations under this Agreement, or uses the Grant for any unauthorized purpose, the Minister will notify the Grant Recipient of such breach in writing and the Grant Recipient will have 30 days to remedy such breach. If, in the opinion of the Minister, the Grant Recipient does not remedy the breach, the Minister may terminate the Agreement without further notice to the Grant Recipient and demand the immediate refund of the Grant, or such lesser amount as the Minister may determine, to the Government of Alberta.

5. The Minister may terminate this Agreement for any reason by notifying the Grant Recipient in writing upon 60 days' notice. Upon receipt of the notice of termination, the Grant Recipient shall only use the Grant to pay reasonable wind-down costs and committed expenses related to the Project. Immediately upon termination of the Agreement, the Grant Recipient shall refund to the

Government of Alberta any unexpended portion of the Grant and any amounts expended for purposes other than those specified in this Agreement.

6. This Agreement shall come into effect on the date that the Minister or Minister's representative signs the Agreement.
7. This Agreement shall expire on the date that the Grant Recipient has met all provisions of this Agreement, unless terminated earlier by the Minister in accordance with this Agreement.
8. Except for a time extension made in accordance with section 1(e), amendments to this Agreement, including changes to Schedule "A", may be necessary from time to time and may be initiated by either the Minister or the Grant Recipient, in writing, and shall be agreed upon by both parties.
9. The Minister and the Grant Recipient acknowledge that the *Freedom of Information and Protection of Privacy Act* (FOIP) applies to all information generated, collected or provided under this Agreement, and will comply with its provisions.
10. The Grant Recipient agrees to indemnify and hold harmless the Minister, Minister's employees, and agents from any and all actions, claims, demands and costs whatsoever, arising directly or indirectly, out of any act or omission of the Grant Recipient or its employees or agents, with respect to carrying out the purposes of this Agreement.
11. The Agreement, including the attached Schedule "A", is the entire agreement between the Minister and the Grant Recipient with respect to the Grant from the Minister for the Project. There are no other agreements, representations, warranties, terms, conditions or commitments except as expressed in this Agreement.
12. The following clauses shall survive conclusion or termination of this Agreement:
 - (a) FOIP – Clause 9,
 - (b) Indemnity – Clause 10, and
 - (c) Entire Agreement – Clause 11.
13. Any notice under this Agreement shall be deemed to be given to the other party if in writing and personally delivered, sent by prepaid registered mail, or emailed to the addresses as follows:

The Minister

c/o Director, Grant Program Delivery
Municipal Affairs
15th Floor Commerce Place
10155 - 102 Street
Edmonton AB T5J 4L4
Email: acp.grants@gov.ab.ca

The Grant Recipient

c/o Chief Administrative Officer
Smoky Lake County
PO Box 310
Smoky Lake AB T0A 3C0
Email: cao@smokylakecounty.ab.ca

14. The rights, remedies, and privileges of the Minister under this Agreement are cumulative and any one or more may be exercised.

15. If any portion of this Agreement is deemed to be illegal or invalid, then that portion of the Agreement shall be deemed to have been severed from the remainder of the Agreement and the remainder of the Agreement shall be enforceable.
16. This Agreement is binding upon the parties and their successors.
17. The parties agree that this Agreement will be governed by the laws of the Province of Alberta.


The parties have therefore executed this Agreement, each by its duly authorized representative(s), on the respective dates shown below.

HER MAJESTY THE QUEEN
in Right of the Province of
Alberta as Represented by
the Minister of Municipal Affairs

WITNESS SIGNATURE

Per: _____
Executive Director SIGNATURE
GRANTS AND EDUCATION PROPERTY TAX BRANCH

Date: _____



WITNESS SIGNATURE

SMOKY LAKE COUNTY

Per: 

CHIEF ELECTED OFFICIAL SIGNATURE



PRINT NAME AND TITLE



PRINT NAME AND TITLE

Date: May 5th, 2022



WITNESS SIGNATURE

Per: 

DULY AUTHORIZED SIGNING OFFICER SIGNATURE



PRINT NAME AND TITLE



PRINT NAME AND TITLE

Date: May 5th, 2022

2021/22 Alberta Community Partnership – Intermunicipal Collaboration Component

**CONDITIONAL GRANT AGREEMENT
SCHEDULE “A”**

The Grant Recipient, as the designated managing partner, will carry out the following work on behalf of the Project participants:

- Hire a consultant to coordinate and develop regional engineering designs/standards/guidelines for new subdivisions and infrastructure, which may include:
 - conducting public engagements and reviewing the resulting feedback; and
 - researching and preparing the engineering standards and design guidelines document.

- Hire a consultant to undertake any related activities which may include:
 - stakeholder consultations;
 - supporting plans and studies;
 - development of agreements;
 - development or amendment of bylaws; or
 - project specific research and administration.



REQUEST FOR DECISION		DATE	May 26, 2022	4.4
TOPIC	Subdivision of South Part of River Lot 10 (RL-10, VIC SETTLEMENT)			
PROPOSAL	<p><i>That Smoky Lake County initiate undertake a subdivision (also known as a fragmentation) of the South portion of River Lot 10 (Victoria Settlement), and to formally contact the Metis Nation of Alberta regarding the potential transfer of the portion of River Lot 10 (Victoria Settlement) that lies north of Victoria Trail, and containing the Victoria Park Cemetery.</i></p> <p><u>BACKGROUND</u></p> <ul style="list-style-type: none"> • The South Part of River Lot 10 (RL-10, VIC SETTLEMENT) contains both the Victoria Park Cemetery and the Victoria District National Historic Site of Canada (NHSC) Plaque Site. • The Metis Nation of Alberta has held informal discussions with administration about the potential of acquiring the Victoria Park Cemetery lands as many Metis people are buried there and because the Cemetery is culturally and historically significant to the Metis people. • The parcel is naturally split by Victoria Trail, such that the North and South portions are functionally separate. • To separate the two pieces onto different Land Titles, Smoky Lake County could undertake a subdivision of the two fragments. • Administration met with the Alberta Director of Cemeteries (within Service Alberta) on March 31, 2022, to explore this scenario, and no significant concerns were found. • Administration met with the Subdivision Authority (Municipal Planning Services (MPS)) on April 20, 2022, to explore this scenario, and no significant concerns were found. Municipal Planning Services provides a 50% discount on its subdivision fees to municipally-instigated subdivision applications. • The proposed fragmentation of a lot south of Victoria Trail for institutional use is consistent with Smoky Lake County: <ul style="list-style-type: none"> ○ Land Use Bylaw 1272-14 ○ Victoria District Area Structure Plan Bylaw 1305-17 ○ Municipal Development Plan Bylaw 1249-12 ○ Lamont County Intermunicipal Development Plan Bylaw 1383-20 <p><u>ATTACHMENTS</u></p> <ul style="list-style-type: none"> • Site Plan – © Attachment 1 • Land Use Bylaw: Section 8.3 – Victoria Agriculture (A1) District © Attachment 2 • Victoria District Area Structure Plan: Section 30 – Subdivision & Development © Attachment 3 • Municipal Development Plan: Objectives 3.1.2 & 3.1.3 © Attachment 4 • Intermunicipal Development Plan: Culture/Tourism Area & Circulation/Referral © Attachment 5 			
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

- Subdivision and Development Regulations

Smoky Lake County

- Land Use Bylaw 1272-14
- Victoria District Area Structure Plan Bylaw 1305-17
- Municipal Development Plan Bylaw 1249-12
- Lamont County Intermunicipal Development Plan Bylaw 1383-20

BENEFITS

- Flexibility for future management of the Victoria Park Cemetery and the Victoria District National Historic Site of Canada (NHSC) Plaque Site.

DISADVANTAGES

- Staff time

ALTERNATIVES

- Defer a Decision
- Take no Action.

FINANCE/BUDGET IMPLICATIONS

Operating Costs: _____

Capital Costs: _____

Budget Available: _____

Source of Funds: P&D Dept. Budget

Budgeted Costs: \$500.00 subdivision fees

Unbudgeted Costs: _____

INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS

- Nil.

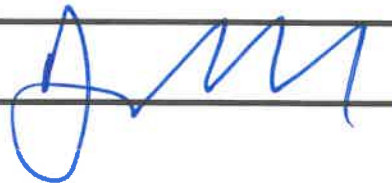
COMMUNICATION STRATEGY

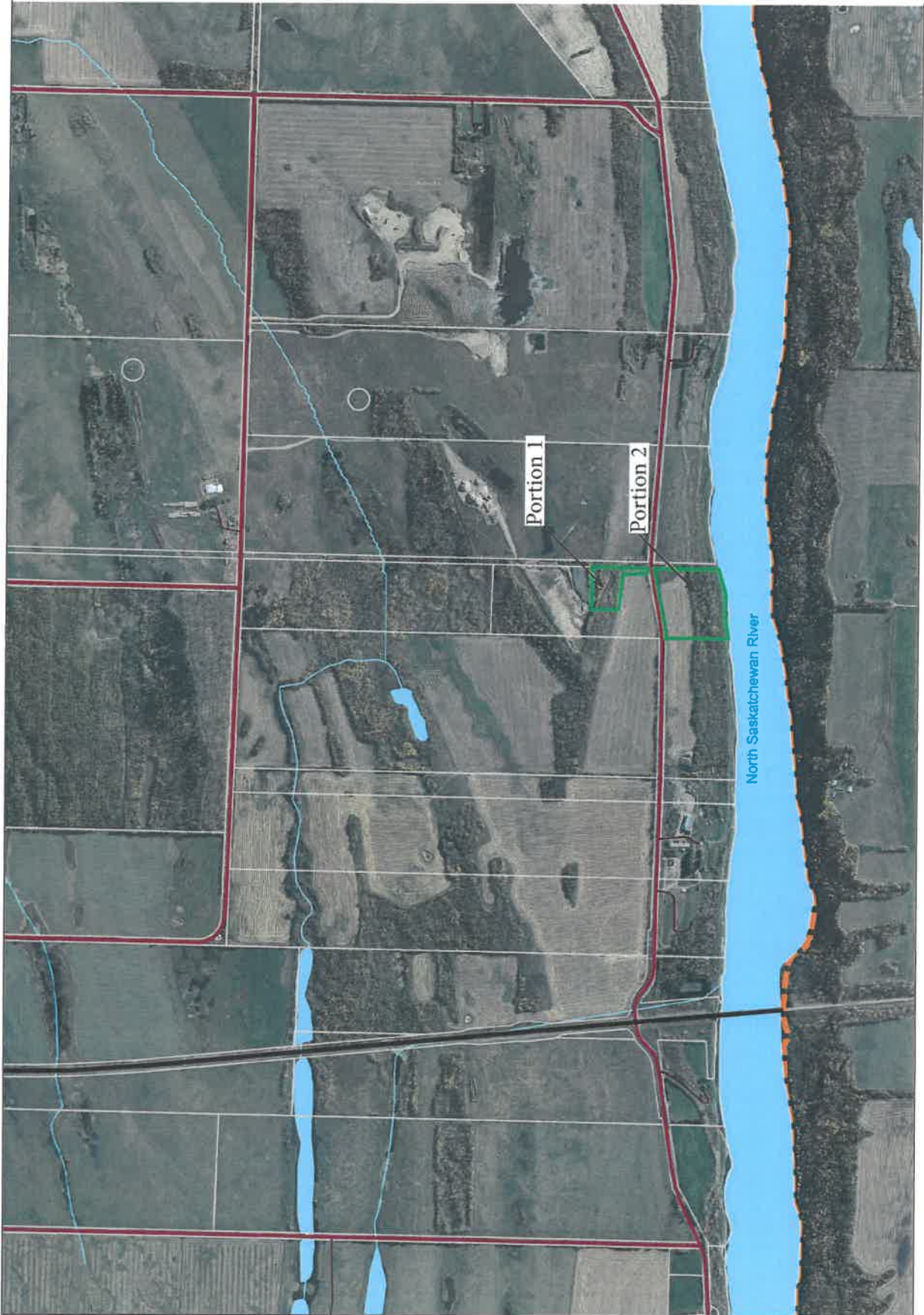
- Nil.

RECOMMENDATION

That Smoky Lake County initiate a subdivision (also known as a fragmentation) of the South portion of River Lot 10 (Victoria Settlement), and to contact the Metis Nation of Alberta regarding the potential transfer of the portion of River Lot 10 (Victoria Settlement) that lies north of Victoria Trail, and containing the Victoria Park Cemetery.

CHIEF ADMINISTRATIVE OFFICER





8.3 VICTORIA AGRICULTURE (A1) DISTRICT

1. Purpose

The general purpose of this District is to recognize the historic value of the area near the Victoria Trail within the County. Subdivision and development proposals within this use area must be compatible with and/or increase the historic value of the Victoria Trail.

2. Permitted Uses

- A. Art, Craft and Photography Studios
- B. Basement Suite
- C. Bed and Breakfast Establishment
- D. Buildings and Uses Accessory to Permitted Uses
- E. Community Hall
- F. Day Home
- G. Dwelling, Single Detached
- H. Dwelling, single detached, tiny
- I. Extensive Agriculture
- J. Garage Suite
- K. Garden Suite
- L. Guest House
- M. Home Occupation, Major
- N. Home Occupation, Minor
- O. In-law Suite
- P. Manufactured Home
- Q. Modular Home
- R. Natural Area
- S. Public Utility
- T. Secondary Suite
- U. Shipping Container
- V. Solar Energy Collection Systems
- W. Wind Energy Conversion System, Micro

3. Discretionary Uses

- A. Agricultural Support Services
- B. Animal Breeding and/or Boarding Facility
- C. Animal Clinic
- D. Animal Hospital
- E. Animal Hospital, Large
- F. Boarding Facility
- G. Buildings and Uses Accessory to Discretionary Uses
- H. Campground, minor
- I. Campground, intermediate
- J. Campground, major
- K. Cemetery
- L. Child Care Facility
- M. Day Care Facility
- N. Duplex (Vertical and Side-by-Side)

- O. Family Care Facility
- P. Intensive Agriculture
- Q. Kennel
- R. Natural Resource Extraction Industry
- S. Place of Worship
- T. Public and Quasi-Public Building and Uses
- U. Public Utility
- V. Recreational Uses
- W. Recreational vehicle park
- X. Relocated Building
- Y. Secondary Commercial
- Z. Sign
- AA. Surveillance Suite
- BB. Transfer Station
- CC. Utility building
- DD. Other Uses which, in the opinion of the Development Authority, are similar to the above mentioned Permitted and Discretionary Uses

4. Subdivision Regulations

A. General

- i. All residential subdivisions in environmentally sensitive areas and significant cultural landscapes, including but not limited to the Victoria District, must be designed to retain historically significant patterns of spatial organization and significant environmental features.
- ii. The County considers river lots to be historically significant patterns of spatial organization. Therefore multi-lot country residential subdivisions within existing river lots must be designed in such a manner that the original river lot pattern is retained.
- iii. The County will normally require that new developments in areas identified as containing significant cultural landscapes preserve a minimum of 50% of the existing vegetation on each site.
- iv. New developments within the Victoria Agriculture District should also be required to maintain, as much as possible, the current land form and to be sited in such a manner as to ensure that the current viewsapes of the area from the Trail are maintained within the nationally recognized Victoria Trail Heritage Site.

- B. A maximum of four (4) parcels per quarter section may be subdivided for agricultural or residential uses including the subdivision of fragments. The following chart presents information by use type regarding the maximum number of parcels allowed per quarter section.

	Maximum Parcel Density Per Quarter Section By Use Type	Minimum Parcel Size	Maximum Parcel Size
Agricultural Use	2 parcels per quarter section	Normally 32.0 ha (80.0 ac.) however a single 16.0 ha (40.0 ac.) parcel may be subdivided if the proposed parcel conforms to 4(A)(ii)	At the Discretion of the Subdivision Authority
Residential Use	3 parcels per quarter section	0.8 ha (2.0 ac.)	8.0 ha (20.0 ac.)
Commercial Use	At the Discretion of the Subdivision Authority	At the Discretion of the Subdivision Authority	At the Discretion of the Subdivision Authority
Community/ Institutional Use	At the Discretion of the Subdivision Authority	At the Discretion of the Subdivision Authority	At the Discretion of the Subdivision Authority
Industrial Use	At the Discretion of the Subdivision Authority	At the Discretion of the Subdivision Authority	At the Discretion of the Subdivision Authority

C. Lot Area – Agricultural Use

- i. The **minimum** parcel size for extensive agricultural uses shall normally be 32.0 ha (80.0 ac.) less any approved subdivisions.
- ii. Notwithstanding (C)(i) above, the subdivision of a single 16.0 ha (40.0 ac.) parcel for agricultural use may be permitted out of an **un-subdivided** quarter section or river lot if the following criteria are met to the satisfaction of the County:
 - a. Legal and year round physical access to the proposed parcel and the remainder are developed to County standards;
 - b. The proposed use of the parcel will not adversely impact adjacent agricultural uses;
 - c. The parcel should normally be located:
 - I. adjacent to or near quarter section boundaries;
 - II. in close proximity to existing residential parcels or farmsteads on adjacent quarter sections;
 - III. along a designated rural residential collector road;

- d. The applicant demonstrates that the parcel can be serviced on-site as per provincial regulations;
 - e. If the parcel is to be used for an intensive agricultural operation or a value added agricultural industry², the use and size of the parcel is supported by a business plan that may include:
 - I. a financial plan to the satisfaction of the County;
 - II. a detailed site plan of the proposed operation including the required land area, expansion possibilities and possible effects on adjacent landowners, uses and municipal infrastructure;
 - III. information regarding potential traffic generation which may include a Traffic Impact Assessment;
 - IV. potential nuisance factors and any mitigation measures necessary to reduce nuisance factors; and
 - V. where necessary, a detailed site assessment which indicates the location, character and parcel coverage percentages of the environmentally sensitive areas and/or heritage features on the site.
- D. Lot Area – Residential Use
- i. Normally, a **maximum** of 8.0 ha (20.0 ac.) per quarter section will be allowed for residential subdivisions.
 - ii. Normally, the minimum lot area allowed for vacant residential parcels or for farmstead separations will be 0.8 (2.0 ac.) and the maximum lot area will be 8.0 ha (20.0 ac.).
- E. Lot Area - Other Uses

The minimum parcel size for other uses shall be as provided for elsewhere in this Bylaw, in the County's Municipal Development Plan, in any relevant Area Structure Plan, or as required by the Subdivision Authority.

² Value added industry in this context means: an industry which economically adds value to a product by changing it from its current state to a more valuable state.

5. Development Regulations

A. Minimum Yard Dimensions

It should be noted that adjacent to Provincial Highways, Alberta Transportation may require greater setbacks for development. Contact Alberta Transportation regarding their requirements in this regard.

i. Minimum Front Yards

From Municipal Road Allowances	23.1 m (92.0 ft.) from the property line
From Highways	40.8 m (134.0 ft.) from the boundary of the right-of-way or as required by Alberta Transportation
Internal Subdivision Road	7.6 m (25.0 ft.) from the property line

ii. Minimum Side Yards

From Municipal Road Allowances	18.3 m (60.0 ft.) from the property line
From Highways	40.8 m (134.0 ft.) from the boundary of the right-of-way or as required by Alberta Transportation
Internal Subdivision Road	7.6 m (25.0 ft.) from the property line
Adjacent to Another Parcel	18.3 m (60.0 ft.) from the property line

iii. Minimum Rear Yards

From Municipal Road Allowances	18.3 m (60.0 ft.) from the property line
From Highways	40.8 m (134.0 ft.) from the boundary of the right-of-way or as required by Alberta Transportation
Internal Subdivision Road	7.6 m (25.0 ft.) from the property line
Adjacent to Another Parcel	18.3 m (60.0 ft.) from the property line

- iv. Notwithstanding **subsections (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.

- B. Minimum Floor Area
 - i. Single detached dwellings – 69.7 sq. m (750.0 sq. ft.)
 - ii. Manufactured and modular home units – 65.0 sq. m (700.0 sq. ft.)
 - iii. All others uses at the discretion of the Development Authority
 - C. Maximum Site Coverage - 45%

Of the 45% site coverage a maximum of 15% of the total site may be covered by accessory buildings.
 - D. Maximum Height
 - i. 11.0 m (36.1 ft.)
 - ii. In the case of buildings which are accessory to extensive agriculture and for discretionary uses, the maximum height shall be at the discretion of the Development Authority.
6. Other Regulations
- A. Residential parcels in the Victoria Agriculture District will not be allowed:
 - i. within required setbacks from a sewage treatment plant or lagoon or solid waste disposal site as specified by the appropriate guidelines or authority;
 - ii. within required setbacks from sour gas wells, pipelines and ancillary facilities;
 - iii. within an area likely to be subject to high levels of noise or emissions from industry, transportation facilities, or other sources; or
 - iv. within a 1 in 100 year flood plain.
 - B. A development permit for a dwelling shall be issued only on condition that approval of the proposed sewage disposal system is received in accordance with provincial regulations.
 - C. Development proposals adjacent to a primary highway shall comply with any relevant provincial regulations.
 - D. Fences shall be developed in accordance with **Section 7.7** of this Bylaw.
 - E. Landscaping shall be provided in accordance with **Section 6.11** of this Bylaw.
 - F. The keeping of recreational vehicles shall be provided in accordance with **Section 7.23** of this Bylaw.
 - G. Shipping containers shall be developed in accordance with **Section 7.31** of this Bylaw

- H. Accessory buildings shall be developed in accordance with **Section 6.1** of this Bylaw.

stakeholders) to collect and consider their thoughts on the issue. County Council shall also consider the findings of the Victoria District Area Structure Plan Background Report when reviewing an amendment to this plan.

In addition to the required public hearing, an amendment to this plan must include, at minimum, one public meeting to provide local residents and area stakeholders with an opportunity to review the amendment application and provide feedback. Guidelines for public meetings are addressed in the **Public & Stakeholder Consultation** section in this Part.

30. Subdivision and Development

Subdivision and development in the plan area must be consistent with the goals and policies of this plan. Any application that would propose to amend the future land use areas on Map 1 will require an amendment to this plan.

Policy 79: An application that proposes to create a multi-lot subdivision must be first preceded by the submission of a neighbourhood area structure plan or outline plan, to the satisfaction of Council and the Subdivision Authority. In addition to describing the proposed layout of the subdivision and phasing of the development, the County may request that the plan include the following information:

- » How the proposed development satisfies the requirements of applicable provincial legislation, regulations, policies and the North Saskatchewan Regional Watershed Management Plan;
- » Existing and planned land use developments;
- » Density, siting, transportation access, and servicing;
- » Architectural controls including information regarding how the design, size, and height of proposed structures conforms the design guidelines in this Plan;
- » Soil and agriculture capability;
- » Historical, cultural, and archeological resources impact assessment and clearance from AB Culture and Tourism;
- » Figure identifying hazardous (including steep and soft slopes) and environmentally significant areas as identified in a geotechnical report or similar study;



- » Setbacks for natural resource extraction sites, sewage lagoons, landfills, or any other development that may require buffering or space separation;
- » The location and plan for the dedication and creation of municipal reserve, municipal school reserve, environmental reserve, and environmental reserve easements;
- » Parks, trails, open spaces, and amenities suitable to the proposed land uses;
- » The principles of FireSmart and Dark Sky;
- » Potential impacts on local traffic and regional infrastructure (where applicable);
- » Geophysical, hydrological, and environmental studies including where required, a wetland assessment prepared by a qualified professional;
- » Emergency Response and Preparedness Plan; and
- » Any other matters that the County deems appropriate.

Policy 80: An application for commercial development not associated with a home-based occupation or agricultural operation may also require the submission of an outline plan at the time of application. In addition to the aforementioned requirements, the Development Authority may request that the outline plan address:

- » Parking;
- » Outdoor storage and display;
- » Hours/season of operation; and
- » Any other matters that the Development Authority deems appropriate.

Policy 81: All subdivision applications and development permit applications for discretionary uses will be circulated to the Heritage Board for comment.

Policy 82: In the event that a proposed subdivision or development may, in the opinion of the Development Authority, have an impact on a heritage site or resource identified within this Plan, a pre-application consultation meeting with the Smoky Lake Heritage Board will be required and a summary of the meeting shall be provided to the County. The County will not consider the application complete until the meeting has been held and the summary has been received from the Heritage Board. The Heritage Board will have 20 days from the date of the meeting to provide the County with a summary.



Public & Stakeholder Consultation

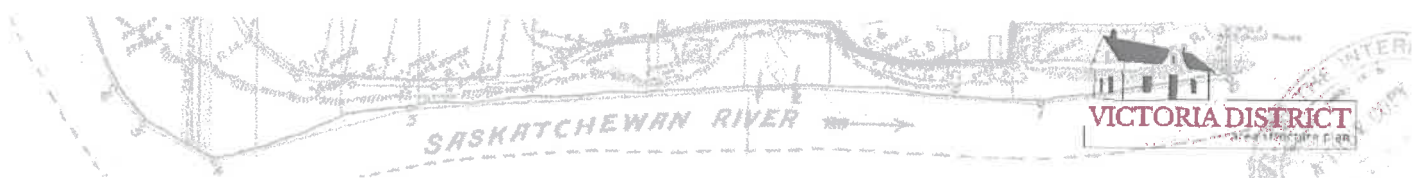
Local landowner knowledge and participation is an invaluable asset in this plan's implementation and success. When public and stakeholder consultation in the plan area is required, the following guidelines shall be implemented by the Development Authority in the assessment and approval of a public consultation program.

- » The public open house(s) shall provide a presentation of the proposed amendment/issue, and an opportunity for formal and informal public participation.
- » Notice of the public consultation session shall be provided through multiple mediums, such as online/social media platforms, newspaper advertisements, physical advertisements in public spaces where residents of the plan area may gather, direct mailings, and/or any other effective form of notification as determined by the Development Authority.
- » Notices for the public consultation session should be initiated a minimum of two weeks before the intended date of engagement.
- » Opportunities should be made available for persons unable to attend the proposed public consultation session to review the presentation materials, consult with the proponents, and provide feedback on the issue at hand.
- » Feedback from local residents and stakeholders shall be collected by the proponent and made available for review by the Development Officer and Council as a part of any report or amendment application.

31. Provincial and Federal Coordination

Smoky Lake County shall maintain a strong and open working relationship with provincial and federal agencies involved in the designation, maintenance, operation, and funding of local historic sites. Together with the local Heritage Board, Smoky Lake County shall explore opportunities to work with the federal and provincial counterparts to:

- » Further identify, protect, and maintain significant cultural and heritage resources within the plan area.
- » Develop a program to jointly promote the entire Victoria District as a locally, provincially, and nationally significant area.
- » Develop an integrated wayfinding system that includes signage, online promotion, and mapping to promote all significant features of the Victoria District to potential visitors.



locations where the proposal may impact significant cultural landscapes.

Policy 3.1.1.4 The County will encourage the use of historic resources to promote tourism, where appropriate.

Policy 3.1.1.5 The County will require that proposed subdivisions and developments on the “main streets” of urban areas protect built heritage and enhance the historic significance and character of these areas.

Objective 3.1.2 **Preserve recognized historically significant built features, landforms, vegetation and patterns of spatial organization**

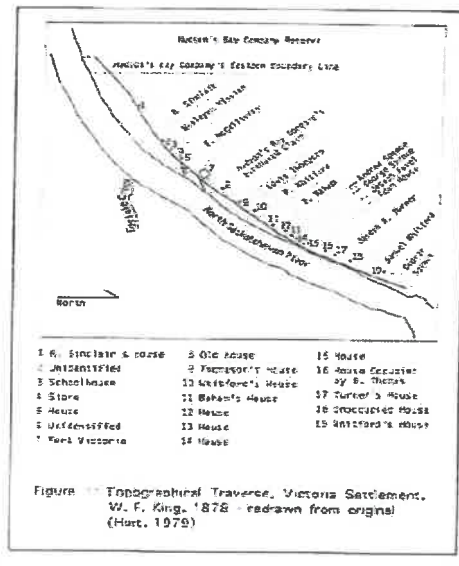
Policy 3.1.2.1 The County will require that proposed subdivisions in significant cultural landscapes, including but not limited to the Victoria District, retain the recognized historically significant patterns of spatial organization.

Policy 3.1.2.2 The County will require that future subdivisions and developments in significant cultural landscapes preserve existing vegetation.



Smoky Lake County
Municipal Development Plan
Bylaw 1249-12

Figure 5: Historic View of the Victoria Trail and Old Plan of River Lots along the Victoria Trail



Smoky Lake County
Municipal Development Plan
Bylaw 1249-12

Objective 3.1.3 Preserve recognized historically significant viewscapes

Policy 3.1.3.1 The County will require that proposed subdivisions and developments in significant cultural landscapes, including but not limited to the Victoria District, preserve recognized, historically significant viewscapes.

3.2 Environmental Management

Smoky Lake County includes a range of valuable and unique environmental features which support not only the County's ecosystem but also the economic, social and cultural systems throughout the County. Recognizing that a successful and sustainable future is dependent on the vitality of all of the interconnected systems (built and natural environment, economic, social and cultural) the County has adopted a strong approach, for environmental management.

Low Net Negative Environmental Impact

The County recognizes that the goal of environmental protection cannot mean total ecological integrity. Simply put, a municipality cannot reasonably expect to maintain the full structure of the ecosystem and still have roads and buildings. Rather the goal must be the achievement of a healthy environment or one that does not show symptoms of stress such as:

- decreased water quality; and/or
- significantly reduced biodiversity.

The County supports a **Low Net Negative Environmental Impact** approach to environmental management that will help to ensure that over all, the County's natural and built heritage and the processes that connect them will prosper well into the future. The goal is to ensure that the cumulative impact of development decisions affecting the ecological, social and heritage assets of the County will be mitigated to ensure that any negative environmental impacts are as low as is reasonably possible. Adopting a low net environmental impact approach to environmental management allows the County to encourage sustainable development in all areas without unduly impacting ecosystem health, working landscapes or the County's cultural landscapes.

The following objective and polices have been adopted by the County relating to environmental management:



Smoky Lake County Municipal Development Plan Bylaw 1249-12

4 FUTURE LAND USE AREAS

Existing opportunities and constraints within the IDP area relating to the physical characteristics of the area, the location of existing municipal services, roadways, regional infrastructure, and the location of existing land uses were carefully reviewed to identify the preferred location for future development and land uses.

The Future Land Use Concept for the Smoky Lake County & Lamont County Intermunicipal Development Plan is established on Map 7.3 – Future Land Use. Development and subdivision within the IDP area shall be consistent with Map 7.3 – Future Land Use and the policies in this section.

Goal: Land use within the IDP area promotes sustainable rural economic development and incorporates design features that minimize negative impacts on significant historical and environmental features.

Policies for specific land uses in the IDP area are provided for in the subsequent subsections. Map 7.3 – Future Land Use includes the following Future Land Use and Overlay Areas:

AGRICULTURE AND RURAL DEVELOPMENT AREA	Includes lands intended for agricultural and rural residential consistent with: <ol style="list-style-type: none"> a. The respective Municipal Development Plans and Land Use Bylaws; and b. Provincial plans for Crown Land in the IDP area.
CULTURE AND TOURISM DEVELOPMENT AREA	Includes historically and culturally significant lands that will be developed for a range of rural agricultural, residential, commercial, institutional, and recreational uses, supported by an approved Area Structure Plan.

4.1 AGRICULTURE AND RURAL DEVELOPMENT AREA

The policies in this section apply to lands within the Agriculture and Rural Development Area on Map 7.3 – Future Land Use.

Policy 4.1.1	The continuation of existing agricultural uses shall be encouraged within this area to support the agricultural community.
Policy 4.1.2	Agricultural uses allowed within the Agriculture and Rural Development Area shall be those uses identified in the agricultural land use districts of the respective County’s LUB.
Policy 4.1.3	The Counties will encourage the implementation of Best Management Practices (BMPs) in agricultural operations to limit nutrients from entering watercourses (off-stream livestock watering, riparian areas vegetative buffers).
Policy 4.1.4	Subdivision and development for uses other than agricultural uses shall be designed to minimize the fragmentation of agricultural lands.
Policy 4.1.5	Subdivision of agricultural land shall comply with the respective County’s MDP policies and the applicable provisions in County’s LUB.
Policy 4.1.6	Multi-lot residential subdivision will be allowed only after the approval of an amendment to the respective County’s MDP and LUB, placing the lands affected by the proposed subdivision or development into an appropriate residential land use district.
Policy 4.1.7	New multi-lot residential subdivision shall not be allowed unless an ASP has been approved by the respective County as per the requirements in the County’s MDP. The ASP referral process shall be consistent with the referral policies in Section 5.4.
Policy 4.1.8	New residential development shall be discouraged from locating on lands that are subject to slope instability or high water tables which would make the site hazardous or unsuitable for the construction of a dwelling.
Policy 4.1.9	The retention of vegetative cover shall be encouraged within residential developments in the Agriculture and Rural Development Area to control surface water runoff.
Policy 4.1.10	The maximum parcel density allowed per quarter section shall be in accordance with the respective County’s MDP.
Policy 4.1.11	Heavy industrial uses will only be allowed within the Agriculture and Rural Development Area if: <ol style="list-style-type: none"> a. Developed and/or approved for development at the time of this IDP’s adoption; or

	<ul style="list-style-type: none"> b. Provided for in the respective County’s LUB; or c. Supported by an approved ASP or Conceptual Scheme.
Policy 4.1.12	<p>Land uses and developments that may create negative offsite impacts on surrounding properties by way of:</p> <ul style="list-style-type: none"> a. Noise; b. Pollution; c. Dust control; d. Smell; and/or e. Fragmentation of local views <p>shall be discouraged from being developed in portions of the Agriculture and Rural Development Area that may affect existing or proposed developments in the Culture and Tourism Area.</p>
Policy 4.1.13	Proposals from subdivision and/or development described in Policy 5.1.13 shall be subject to the policies of Section 5.4 - Circulation and Referral .

4.2 CULTURE AND TOURISM AREA

The policies in this section apply to lands within the Culture and Tourism Area on **Map 7.3 – Future Land Use**.

Policy 4.2.1	The development of lands within the Culture and Tourism Area shall be guided by an approved Area Structure Plan or Conceptual Scheme.
Policy 4.2.2	Lands within the Culture and Tourism Area may be developed for a range of rural agricultural, residential, commercial, institutional, and recreational uses.
Policy 4.2.3	Development within the Culture and Tourism Area will be consistent with the Victoria District Economic Development Strategy.
Policy 4.2.4	Development within the Culture and Tourism Area shall be designed to enhance the socio-cultural authenticity of the communities, conserve built and living cultural heritage and traditional values, and contribute to intercultural understanding and tolerance.

	<ul style="list-style-type: none"> c. The Chief Administrative Officer of Smoky Lake County, or their designate (non-voting member); d. The Chief Administrative of Lamont County, or their designate (non-voting member); and e. Other staff as required to provide technical support to the IPC (non-voting member(s)).
Policy 5.2.4	The Councils of each County may appoint alternative members, should any member not be able to attend an IPC meeting.
Policy 5.2.5	The Chief Administrative Officers of each municipality may appoint another member of their municipality's Administration to serve as an alternate non-voting member.
Policy 5.2.6	The IPC shall establish its own rules of procedure, including its own schedule of meetings.
Policy 5.2.7	Meetings should be called at the pleasure of the IPC Chair as required.
Policy 5.2.8	At minimum, The IPC shall communicate with all members via email on an annual basis to determine if a meeting of the IPC is requested by a member to discuss issues concerning the implementation of the IDP. If no request for a meeting is made, then a meeting of the IPC shall not be required.
Policy 5.2.9	The IPC shall not deal with all development matters within the IDP area. Rather, it will deal with all matters referred to it in the manner described in this IDP.
Policy 5.2.10	<p>The IPC has the following functions:</p> <ul style="list-style-type: none"> a. To clarify the intent and interpretation of the IDP; b. To develop specific strategies related to the provision of infrastructure, service provision, cost sharing, etc. for proposed subdivision and development in the IDP area that reflect the policies and guidelines set out in the IDP; c. To review and comment on applications to amend the IDP; d. To review and comment on development matters referred to the IPC in accordance with this IDP; e. To participate in the dispute resolution process, as outline in Section 6; and f. To undertake such other matters as it deems reasonable and as are referred to it by either County's Council or Administration.

5.3 COMMUNICATION

Policy 5.3.1	The Council and Administration of each County shall encourage and work to improve intermunicipal communication and cooperation.
Policy 5.3.2	The Counties will maintain open lines of communication to resolve misunderstandings and problems in order to capitalize on opportunities for mutual benefit.
Policy 5.3.3	The Counties may explore joint economic initiatives, joint servicing initiatives, and profit sharing agreements as the need arises to support development within the IDP area.

5.4 CIRCULATION AND REFERRAL

Referral Requirements

Policy 5.4.1	<p>The Counties agree that each County's Subdivision Authority and/or Development Authority will notify the other County's Administration of the following items which affect lands within the Referral Area identified on Map 7.2 – Plan Area and Referral Area Boundaries:</p> <ul style="list-style-type: none"> a. A proposed Municipal Development Plan, or amendment thereto; b. A proposed Land Use Bylaw, or amendment thereto; c. A proposed Area Structure Plan or Conceptual Scheme, or any amendment thereto; or d. A proposed subdivision or development permit application that would: <ul style="list-style-type: none"> i. Significantly impact local viewscales within view of the Culture and Tourism Development Area; ii. Create significant negative offsite impacts (such as noise, odour, pollution, dust, etc.); iii. Create a significant impact on municipal or provincial infrastructure; or
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	<p>iv. Impact infrastructures system(s) within the adjacent County or operated as part of a regional system.</p> <p>Comments shall be sent by the responding municipality to the approving authority within 14 calendar days of the date of the referral, as identified in the Administration Review portion of Section 6.4 unless an alternate time period has been agreed to by both Counties.</p>
Policy 5.4.2	<p>Depending on the nature of the proposed application for subdivision or development, and at the specific request of the respective County's Administrations, the IPC may provide recommendations related to the proposed application, as identified in the IPC Review portion of Section 5.4.4.</p>

Administration Review

Policy 5.4.3	<p>Where a referral is required, the referring County shall provide complete information concerning the matter to the other County's Administration. The administrative review shall proceed according to the following process:</p>
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STEP	TIMELINE	ACTION
1 Referral to Administration	As matters Arise	Where a referral is required, the referring municipality shall provide complete information concerning the matter to the responding municipality's administration.
☺ Resolution or Next Step ▼		
2 Evaluation of the referral by Administration	Within 14 days of receipt of the referral	<p>The Administration of the responding municipality will undertake an evaluation of the matter and provide comments in writing to the administration of the referring municipality within 14 days of receipt of the referral.</p> <p>Should no comments be received within the 14 days, the referring municipality may proceed with the issuance of a decision/next reading of the bylaw.</p>
☺ Resolution or Next Step ▼		
3 Meeting of Administrations	Within 7 days of receipt of comments	If there are any objections, the two administrations shall meet and discuss the issue and attempt to resolve the matter within 7 days of the referring municipality's receipt of the comments provided by the responding municipality.
☺ Resolution or Next Step ▼		
4 Resolution or referral to the IPC	Within 7 days of the meeting	<p>If the administrations resolve the objection, the responding municipality will formally notify the referring municipality in writing, within 7 days of the resolution. The referring municipality will proceed with the processing of the application and issue a decision within the legislated timeframe or proceed to the next reading of the bylaw adoption process.</p> <p>In the event that the objection is not resolved at the administrative level within 7 days of the meeting of administrations, the referring municipality's administration shall refer the matter to the Intermunicipal Planning Committee.</p>
☺ Resolution or Next Step ▼		

WELL SITE AGREEMENT

BETWEEN

SMOKY LAKE COUNTY
(hereinafter call the "County")

Rolling Hills Energy Ltd. File: MLC 22-024
Company Name (Hereinafter called the "Operator")

Whereas the **OPERATOR** proposed to conduct drilling operation or plant placement for the discovery or processing of oil or natural gas on the:

3-17-61-17-W4 (1 Well) directional drill not given (6 bottom holes)

(Herein after called the "the land")

IT IS HEREBY AGREED BETWEEN THE PARTIES AS FOLLOWS;

- 1) In the event that any repairs, dust controls or improvements to the Municipal Roads are required as a result of this project, the **OPERATOR** shall be responsible to complete the work as directed by the Municipality.
- 2) The **OPERATOR** will locate the **wellhead** and / or the **facility** in accordance with the survey plan provided and adhere to the set back a minimum of 40 meters from the center of the road allowance.
- 3) The **OPERATOR** will provide dust control in front of residences while developing site, and or complete road way if dust deemed a safety hazard.
- 4) **The County grants permission to the OPERATOR to construct an approach for the access road provided that:**
 - a) The **OPERATOR** will construct the said approach in a good workmanlike manner to the satisfaction of the Public Works Supervisor and or the Industry Liaison Officer of the County and will place such gravel on the approach and the County road in the immediate area of the approach, as may be required by the County;
 - b) The **OPERATOR** will install such culverts as may be required by the County and will maintain the culverts in a state of good repair;
 - c) The **OPERATOR** will ensure that if a County owned Natural Gas Distribution Line must be crossed; there must be a minimum of 1.5-meter cover.
 - d) The **OPERATOR** will ensure that if a well head is located within 100 meters of a natural gas distribution line, proper safety precautions will be adhered to and proper line locates done.
 - e) The **OPERATOR** will ensure that if an undeveloped county road allowance must be crossed in order to build an access road to the site, it must be restored to a road construction standard.

(Grantee)

SMOKY LAKE COUNTY
(Grantor)

Corporation Officer

Bob Novosiwsky
Industry Liaison Officer



REQUEST FOR DECISION		DATE May 26, 2022	4.6
TOPIC	Bylaw #1408-22: A Bylaw Designating the Apedaile Farmstead as a Municipal Historic Resource (NW-16-58-15-W4M – Title # 782 013 931)		
PROPOSAL	<p><i>To adopt Bylaw 1408-22: A Bylaw Designating the Apedaile Farmstead, located on the lands legally described as NW-16-58-15-W4M, as a Municipal Historic Resource, in accordance with Section 26 of the Alberta Historical Resources Act, R.S.A. 2000 Chapter H-9 (the Act), and in accordance with Smoky Lake County Policy Statement 61-15-1: Designation of a Municipal Historic Resource. © ATTACHMENT 1 BYLAW NO. 1408-22</i></p> <p>BACKGROUND</p> <ul style="list-style-type: none"> • The owners of the lands have agreed to the designation of their property as a Municipal Historic Resource. © ATTACHMENT 2 CORRESPONDENCE WITH LANDOWNER • The Smoky Lake Regional Heritage Board has recommended that the Apedaile Farmstead be considered for designation as Municipal Historic Resources. © ATTACHMENT 3 SMOKY LAKE COUNTY POLICY STATEMENT 61-15-1: DESIGNATION OF A MUNICIPAL HISTORIC RESOURCE. • The Apedaile Farmstead is listed on the Smoky Lake Region Inventory of Historic Places (2012). © ATTACHMENT 4 • 60-Day Notice of Smoky Lake County Council's intention to designate the lands as a Municipal Historic Resource was given and served upon the owner on March 8, 2022, and thereafter expired on May 7, 2022. © ATTACHMENT 5 NOTICE OF INTENTION TO DESIGNATE <ul style="list-style-type: none"> ○ Once Notice is given and fulfilled, the property may be considered for designation by adopting proposed Bylaw 1408-22, which has now been prepared for consideration at the May 26th 2022 County Council Meeting. • If Three Readings are given, and the property is designated: <ul style="list-style-type: none"> ○ A Copy of the Bylaw will be registered in Title by way of Caveat ○ A bronze commemorative plaque may be installed at the site providing information regarding the Designation, likely at the driveway or road allowance. <ul style="list-style-type: none"> ○ <i>*This will need to be further discussed with the landowner as they are interested in maintaining their privacy.*</i> ○ Municipal Historical Resources may be registered on the Alberta Register of Historic Resources (HeRMIS) 		
CORRELATION TO BUSINESS (STRATEGIC) PLAN			
<ul style="list-style-type: none"> • Smoky Lake Regional Heritage Management Plan 			
LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS	<p>HISTORICAL RESOURCES ACT</p> <p>Designation as Municipal Historic Resource 26(1) In this section, and in sections 27 and 28,</p>		

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

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

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

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

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

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

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

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

(6) Notwithstanding any other Act, no person shall

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

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

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

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

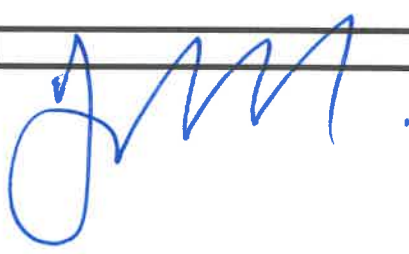
(8) On the service of a notice of intention under subsection (2), subsection (6) applies to the historic resource and land as if a bylaw under subsection (2) has been passed until the council passes the bylaw or revokes the notice of intention or until the expiry of 120 days from the receipt of the notice.

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

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

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

	<p>owner, and</p> <p>(b) if the bylaw under subsection (2) was registered against the certificate of certificates of title to any land, cause a certified copy of the repealing bylaw to be registered in the appropriate land titles office.</p> <p>(11) On the registration of a certified copy of the repealing bylaw at the appropriate land titles office, the Registrar of Land Titles shall endorse a memorandum on the certificate or certificates of title to the land concerned cancelling the registration of the bylaw under subsection (2).</p> <p>(12) A notice or bylaw under this section may be served on the owner by personal service or registered mail or in any other manners as the Court of Queen’s Bench may direct.</p> <p><u>SMOKY LAKE COUNTY POLICIES/BYLAWS</u></p> <ul style="list-style-type: none"> • Smoky Lake County Policy 61-20-01: <i>Heritage Management Plan Policy</i>, contains a number of actions that Smoky Lake County is responsible for, including assisting with the process of designating heritage assets as Municipal Historic Resources. • The proposed designation also fulfills the mandate of the Smoky Lake County Regional Heritage Board. Specifically, Section 3.3 of Smoky Lake County Bylaw #1236-11: <i>Smoky Lake County Regional Heritage Board</i>, states that one of the Board’s purposes is “To stimulate, in the general public, an appreciation and knowledge of heritage and heritage activities, end encourage, promote and advocate for the preservation and safeguarding of the integrity of landscape heritage, ecological heritage, cultural heritage events and built heritage in the Smoky Lake County.” Furthermore, Section 4.9 of Smoky Lake County Bylaw #1236-11: <i>Smoky Lake County Regional Heritage Board</i>, states that one of the Board’s functions is to “Assist in defining, identifying, evaluating and designating historical and heritage assets for inclusion in County, Provincial, National and Global inventories of heritage assets.”
BENEFITS	<ul style="list-style-type: none"> • Designation as a Municipal Historic Resource may allow application for provincial or federal grant funding to maintain historic integrity. • Designating a Municipal Historic Resource helps protect and preserve local heritage sites, enriches local history and can be leveraged as an economic development opportunity by driving heritage-based tourism. • Historic Resource “clusters” are attractive tourism destinations, as well as advantageous for granting purposes.
DISADVANTAGES	<ul style="list-style-type: none"> • Designation as a Municipal Historic Resources places certain restrictions on the use and development of the resource. • Once a heritage asset is designated as a Municipal Historic Resource, any repairs, additions or other work altering the structure will require a Heritage Resource Intervention Permit to be issued by Smoky Lake County prior to work commencing.

	<ul style="list-style-type: none"> Any proposed alterations, additions or any other work must conform to, and protect, the Character Defining Elements contained within the designating bylaw.
ALTERNATIVES	<ul style="list-style-type: none"> Defeat or Defer Bylaw 1408-22
FINANCE/BUDGET IMPLICATIONS	
Operating Costs: _____	Capital Costs: _____
Budget Available: _____	Source of Funds: _____
Budgeted Costs: _____	Unbudgeted Costs: _____
INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS	Nil.
COMMUNICATION STRATEGY	<ul style="list-style-type: none"> Information added to county website & announced via Grapevine
RECOMMENDATION	
<p>That Smoky Lake County Council give Bylaw 1408-22: A Bylaw Designating the Apedaile Farmstead, located on the lands legally described as NW-16-58-15-W4M, as a Municipal Historic Resource, FIRST READING, SECOND READING, PERMISSION for THIRD READING, and THIRD and FINAL READING; and to register said Bylaw with the Alberta Land Titles Office; and to provide notice to the landowner of registration of said Bylaw.</p>	
CHIEF ADMINISTRATIVE OFFICER	

**SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW 1408-22**

A BYLAW OF SMOKY LAKE COUNTY IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF DESIGNATING THE APEDAILE HOMESTEAD AS A MUNICIPAL HISTORIC RESOURCE.

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

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

**Land Title No. 782 013 931
NW-16-58-15-W4
EXCEPTING THEREOUT ALL MINES AND MINERALS**

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

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

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

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

1. The property known as the **Apedaile Homestead**, located on lands legally described as NW-16-58-15-W4 (43.95 hectares; 108.6 Acres more or less) is hereby designated a Municipal Historic Resource with the County as described in **Schedule "A"**.
2. Council wishes to protect and preserve the original character of the **Apedaile Homestead**, while encouraging changes that will make the related buildings and structures functional. The Historic Resource shall not be removed, destroyed, disturbed, altered, rehabilitated, repaired, or otherwise permanently affected, other than in accordance with the terms outline in **Schedule "B"**.
3. The administration of this bylaw shall be under the management and control of the Development Authority of Smoky Lake County.
4. This bylaw shall come into effect after third and final reading.

60-DAY NOTICE HAVING BEEN GIVEN THIS 8th DAY OF March, AD 2022.

READ A FIRST TIME IN COUNCIL THIS ___ DAY OF _____, AD 2022.

READ A SECOND TIME IN COUNCIL THIS ___ DAY OF _____, AD 2022.

READ A THIRD AND FINAL TIME WITH UNANIMOUS CONSENT IN COUNCIL THIS ___ DAY OF _____, AD 2022.

Lorne Halisky
Reeve

S E A L

Gene Sobolewski
Chief Administrative Officer

SCHEDULE "A"

This Statement of Significance forms Schedule "A" to Bylaw 1408-22 and provides a *Description of the Historic Place*, explains the *Heritage Value* of the building, and identifies, by written description and photographs, those *Character Defining Elements* of the **Apedaile Homestead** which are regulated by the "General Guidelines for Conservation" (Schedule "B") and must be preserved (the "Regulated Character Defining Elements").

STATEMENT OF SIGNIFICANCE**APEDAILE HOMESTEAD****NW-16-58-15-W4****43.95 hectares; 108.6 Acres, more or less****Description of Heritage Place**

The Apedaile Farmstead, formerly the Shapka Farmstead, consists of a collection of farm buildings three of which are included in the historic resource designation: a small pioneer house, circa 1910; a two story main residence, circa 1914; and a large barn, circa 1924. This collection of historic resources is located in the northeast corner of NW-16-58-15-W4M about 500 m north of the North Saskatchewan River. Other outbuildings include a pump house, a pig barn and a large log granary with adjustable bin sizes. Although not included in the historic designation, these other buildings speak to the nature of the mixed farming activities on this farmstead.

Heritage Value

The Apedaile farmstead is an excellent representation of Alberta's provincial heritage theme of Rural Settlement. Cultural, built, landscape and environmental aspects of heritage are all represented by the farmstead. Its design and construction demonstrate the rural Ukrainian style in general and the craftsmanship of the builder in particular. The placement of the homestead in a location with good water, drainage and shelter to the northwest also speaks to the foresight of the pioneers. The heritage value of the buildings has been enhanced by the extensive preservation and maintenance work undertaken by the Apedailes. The homestead also has heritage value due to its association with the Shapka pioneer family who were known for their progressive approach to farming and rural life and who consequently contributed to the local community.

The quarter section on which the farmstead is located was purchased by Steve Shapka in 1909 who began clearing the land with oxen constructing the original small home in 1910 homesteading alongside his wife Raifta (nee Cherniwchan). In that same year, he walked to Calgary to purchase the first horses in the district. The pioneer house is of simple exposed horizontal log construction. It was skillfully constructed as evidenced by the squared logs with dovetailed corners. The walls are secured with wooden pegs, heavy timber crossbeams and log rafters with obvious axe marks. This house was later used by the family as a summer kitchen. An attached peech (clay and brick oven) was removed after it ignited several fires. Eventually the building fell into disrepair, but it was restored by the Apedaile family in the 1990s and became a residence again.

The second and larger residence was built several years later in the Bukovyna-style, two 18x18 foot log structures, supported on heavy field stones, with an 8-foot galley kitchen between them. The floors float on log beams within the structures. A four-foot frame pony wall provides a half-story upstairs for bedrooms to accommodate the growing family and farm workers. The contemporary design also featured a dormer, a verandah with decorated posts and a large balcony from the largest second floor unfinished bedroom.

The large barn was constructed in about 1924, roughly ten years after the main residence with the help of Peter Cherniwchan, Raifta's brother. The barn with hay loft was constructed to house draft horses and to store feed for the Shapka's other livestock which came to include a small herd of milk cows, poultry, beef cattle, and pigs. As the farm became mechanized, horses were needed less and the barn was used for milking cows. The shed addition on the north side of the barn was built as a shop in 1962.

The tendency toward innovation was characteristic of the Shapkas; they always stayed abreast of local and international news and the latest technology. As the farm grew, they readily adopted farm equipment that was state-of-the-art for the period including one of the first steel-wheeled, steam-powered tractors. They were one of the first families to have a radio in the community; they had a gas-powered washing machine; and bought their first family car in 1927. By 1931, Steve and Raiffa's son Peter was taking on more of the farm's responsibilities. He married Pearl in 1947 and fully took over the farming operations. The Shapka family was and are community builders and today remain very involved in Dickiebush Parish.

The site is valuable as it is representative of one of the oldest continuously occupied farmsteads in the County and demonstrates the development of a subsistence farm into a very successful mixed farming operation due to progressive and innovative pioneers and their descendants. The scale, simplicity of form, progressive design of the built heritage, and subsequent efforts of stewardship respect the cultural and environmental heritage founded by the pioneers.

Character Defining Elements

SUMMER HOUSE: (Circa 1910, repaired and restored circa 1995)

- Form and scale of small farm house
- Horizontal square exposed log superstructure with dovetailed corners except for rear frame wall
- Medium gable roof with projecting eaves and plain wood fascia
- Original vertical wood planks on exterior gables
- Four-paned fixed wood windows, replaced circa 1995.
- Wood foundation on concrete supports
- Four panel wooden door with nine-pane window storm door (both original from the larger house).
- Timber cross beams with axe marks, log rafters, some with scorch marks from former fires associated with the peech (clay oven)
- Interior wood planks cover the underside of the sandwich (insulated) roof to form the open ceiling.

MAIN RESIDENCE (Circa 1914, with the addition in 2000)

Exterior:

- Form, massing and style
- Bukovyna-style log (40x18 ft) with frame addition (24x20 ft + 28x8 ft closed porch to the North) typical of additions throughout the local area.
- Older part supported on spaced field stone; newer addition on concrete foundation and basement.
- High pitched undecorated gable roof with projecting eaves of wood fascia and soffit.
- Horizontal pegged and mudded log superstructure covered with clapboard siding and corner boards.
- Open verandah with original decorated posts on first floor, balcony on the second floor (rebuilt 2002).
- Three gable-roofed dormers with projecting eaves, one with doors to the upper balcony.
- Eight two-over-two double hung windows, plain slip sills on ground floor with original glass.
- Bank of six wood double-hung windows on north side of the porch mimicking the original porch (replaced).
- Two-over-two double-hung double-pane windows on the addition.

Interior:

- Original door and window trim in the original house: Matching finishing for the addition.
- Sand plaster finish on lower-level dining and living room walls.
- Original finished fir plank flooring on spruce in the living and dining rooms.
- Solid pine flooring in the addition.
- Painted fir plank ceiling and walls in the west bedroom.
- Spruce plank floors, painted in upstairs except for pine in the addition.
- Spruce ceiling and walls in the east bedroom, nailed with only one nail reflecting hard times.

BARN: (Circa 1924 and shop 1962)

Exterior:

- Form and scale of one-and-a-half story barn with lean-two side wing.
- Gambrel roof with two cupolas and finials.
- Diamond shaped windows on both ends of loft.
- Two over three panes in two fixed windows on side wing.
- Projecting eaves with plain wood fascia and soffit.
- Exposed rafters in the loft and side wing.
- Shiplap siding and wooden corner boards.
- Sliding doors on front bay, swinging doors on side wing; all clad with wood planks.

Interior:

- Heavy post and beam construction
- Livestock stalls with hangers for harness.
- Walls of wood boards.
- Timber plank flooring.

Photographic Detail









SCHEDULE "B"

This is Schedule "B" to Bylaw 1408-22 and identifies the "General Guidelines for Conservation" for the Apedaile Homestead.

GENERAL GUIDELINES FOR CONSERVATION**1. Approval of Development Alterations**

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

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

2. Compatible Uses

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

3. Original Character

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

4. The Historic Period

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

5. Witness to Change

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

6. Repair and Replacement

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

7. Style and Craftsmanship

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

8. Cleaning

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

or wood. In all instances, it should be ascertained that a building exterior is really in need of cleaning prior to undertaking the work.

9. Reversibility of Improvements

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

10. Recording

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

11. Original Construction Details

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

12. Enforcement

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

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

13. Improvements

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

14. Codes

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

15. Signs

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

16. Claims

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

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

17. Consent

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

LEONARD PETRY APEDAILE
OWNER

ELLA MAY APEDAILE
OWNER

Kyle Schole

From: Peter Apedaile <apedaile@ualberta.ca>
Sent: January 24, 2022 2:24 PM
To: Kyle Schole
Subject: Fwd: Apedaile heritage resource
Attachments: Farmstead Statement of Significance13Jan22.docx

----- Forwarded Message -----

Subject: Apedaile heritage resource
Date: Mon, 24 Jan 2022 14:11:21 -0700
From: Peter Apedaile <apedaile@ualberta.ca>
To: Don & Noreen <eastklym@mcsnet.ca>, 'christine hansen' <christine.hansen1108@gmail.com>
CC: kschole@smokylakecounty.ab, len <apedaile@uniserve.com>, ROBERT SHAPKA <r.shapka@shaw.ca>

Hello Noreen and Christine

We thank Jordan Ruegg for his 9 November 2021 invitation letter. Thank you for inviting us to consider municipal heritage designation of our homestead. And thank you for your visit and for sending us a draft statement of significance. We have reviewed your draft, consulted with Robert Shapka, grandson of Steve and Raifita Shapka, on its accuracy and prepared revisions, which are attached.

Our children also have reviewed your offer. They, Ella May and I support your initiative and are indeed honoured by it. We are in the process of transferring part or all of our land titles to them. They are in the decision-making chairs too. I have copied Len who holds our Power of Attorney. I will be the point-person for your communications with us.

Our primary concerns lie with the potential for external micromanagement of our stewardship of the CDE's and potential implications for maintenance and upgrade options and costs. It is our collective intent, as stewards of our heritage, to maintain the general CDE's of the homestead, but we also expect them to evolve overtime.

Currently, other than adding this to the municipal heritage registry, are there any other immediate implications? Will there be any contractual documentation that goes along with this or immediate costs to us?

It would be good to gain some insight from the County as to how it sees the role and work of the Heritage Board evolving, over what time frame, and what additional bylaws or regulations may be being contemplated to administer the designations. We note that the Bylaw does provide for a planning and development fee in relation to heritage resource intervention permits, but have not seen any description of this permit, perhaps not having studied the Bylaw properly, or consulted other bylaws. It would be important for us to understand what administrative requirements would subsequently apply. We also understand that it would be possible for us to request the County or for the County to withdraw the designation. It would be useful to understand what is involved there.

Sincerely. Peter

Jordan Ruegg

From: Jordan Ruegg
Sent: January 26, 2022 3:32 PM
To: 'Peter Apedaile'
Cc: 'Noreen Easterbrook'; Christine Hansen (christine.hansen1108@gmail.com); kschole@smokylakecounty.ab.ca
Subject: Apedaile Heritage Resource

Good afternoon Peter.

Thank you again for your interest in pursuing a Municipal Historic Resource Designation for the Apedaile Homestead.

It has been brought to my attention by Noreen that you had some questions pertaining to how the process works and what obligations and responsibilities are placed on the owner of the Resource.

The authority of Council to adopt a bylaw designating a historic resource as a Municipal Historic Resource is granted by Section 26(2) of the *Historical Resources Act*, (the *Act*) which provides that such designation is accomplished by first giving the owner of said resource 60 days' notice of the Council's intent to adopt a designating bylaw. The *Act* further stipulates that a copy of this bylaw must be served on the owner of the resource and on the owner of any land that will be subject to the bylaw. Furthermore, the *Act* also requires that a copy of the bylaw be registered on the Certificate of Title by the Registrar of Land Titles.

The most important part of the designating bylaw is the Statement of Significance (SOS) which is comprised of three separate components: a description of the historic resource; a description of the heritage value of the historic resource; and a description of the "character-defining elements" (materials, forms, location, spatial configurations, uses, and cultural associations or meanings that contribute to the heritage value of a resource, and that must be retained in order to preserve its heritage value). Without a Statement of Significance that provides details of these three components, a designating bylaw would be essentially useless as it would not specify what makes a historic resource worthy of designation, nor would it protect specific elements that reflect the resource's historic, heritage or cultural values that are worth preserving. Thankfully, the Smoky Lake County Regional Heritage Board has been able to assist with the preparation of the Statement of Significance.

Once the designating bylaw has been adopted by Council and registered against the Certificate of Title, it is the Statement of Significance, and more specifically, the character-defining elements that create immediate implications. Section 26(6) of the *Act* states that *"no person shall destroy, disturb, alter or repair an historic resource that has been designated under this section, or remove any historic object from an historic resource that has been designated under this section, without the written approval of the council or a person appointed by the council for the purpose"* (in this case the Development Authority for Smoky Lake County). Section 26(7) of the *Act* further states that *"the council or the person appointed by council, in it's or the appointee's absolute discretion, may refuse to grant an approval under subsection (6) or may make the approval subject to any conditions that it or the appointee considers appropriate."* Furthermore, Section 26(8) of the *Act* stipulates that *"on the service of the notice of intention under subsection (2), subsection (6) applies to the historic resource and land as if a bylaw under subsection (2) had been passed until the council passes the bylaw or revokes the notice of intention or until the expiry of 120 days from the receipt of the notice."*

Once a designating bylaw has been passed and registered on the Certificate of Title, it does not require any additional contractual documentation between yourself and the County. The notice on Title will make any prospective purchasers of the property aware of the designation and they would be able to obtain a copy of the bylaw from Land Titles or the County in order to understand what the designation entails. There is no immediate cost to yourself as the County's covers all necessary processing fees associated with registering the bylaw with Land Titles.

Hello Noreen and Christine

We thank Jordan Ruegg for his 9 November 2021 invitation letter. Thank you for inviting us to consider municipal heritage designation of our homestead. And thank you for your visit and for sending us a draft statement of significance. We have reviewed your draft, consulted with Robert Shapka, grandson of Steve and Raifta Shapka, on its accuracy and prepared revisions, which are attached.

Our children also have reviewed your offer. They, Ella May and I support your initiative and are indeed honoured by it. We are in the process of transferring part or all of our land titles to them. They are in the decision-making chairs too. I have copied Len who holds our Power of Attorney. I will be the point-person for your communications with us.

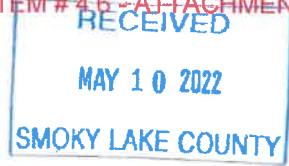
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Currently, other than adding this to the municipal heritage registry, are there any other immediate implications? Will there be any contractual documentation that goes along with this or immediate costs to us?

It would be good to gain some insight from the County as to how it sees the role and work of the Heritage Board evolving, over what time frame, and what additional bylaws or regulations may be being contemplated to administer the designations. We note that the Bylaw does provide for a planning and development fee in relation to heritage resource intervention permits, but have not seen any description of this permit, perhaps not having studied the Bylaw properly, or consulted other bylaws. It would be important for us to understand what administrative requirements would subsequently apply. We also understand that it would be possible for us to request the County or for the County to withdraw the designation. It would be useful to understand what is involved there.

Sincerely. Peter

Section 61



Policy 15-01



Municipal Historic Resource Compensation Waiver Form

Box 310
4612 McDougall Drive
Smoky Lake, AB T0A 3C0
Ph: 656-3730 Fax: 656-3768

MUNICIPAL HISTORIC RESOURCE WAIVER

I/We PETER & ELLA APEDAILE understand that Smoky Lake County is applying to have the APEDAILE FARMSTEAD

designated as a Municipal Historic Resource.

In order for Smoky Lake County to proceed with the application, I/We agree to waive the following clauses of the *Historical Resources Act*.

Compensation

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

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

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

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

For greater certainty, I/We expressly waive all rights to claim compensation from Smoky Lake County for any cause whether arising in common law, equity or by statute, because of the County's designation of the property described above as a Municipal Historic Resource.

Owner's signature [Signature] Date 31 04 22

Owner's signature [Signature] Date 21 04 22

Witness' signature _____ Date _____

SMOKY LAKE COUNTY

Title: Designation of Municipal Historic Resources		Policy No.: 15-01
Section: 61	Code: P-I	Page No.: 1 of 23 <i>E</i>

Legislation Reference:	Alberta Historical Resources Act, Smoky Lake County Bylaw 1236-11 Smoky Lake County Regional Heritage Board
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Purpose:	To provide standardized criteria for evaluating historic resources and to outline the procedures and requirements for designating an historic resource as a Municipal Historic Resource as defined under Section 26 of the Historical Resources Act, R.S.A. 2000, c. H-9.
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Policy Statement and Guidelines:	
1. STATEMENT:	
1.1	The Designation of Municipal Historic Resources Policy is intended to encourage the recognition, designation, protection and rehabilitation of historic resources within Smoky Lake County.
1.2	The Designation of Municipal Historic Resources Policy provides guidance to Council, administration and property owners as a precondition to the Designation Bylaw applicable to each designated resource.
1.3	The Designation of Municipal Historic Resources Policy facilitates the maintenance and preservation of Municipal Historic Resources by establishing the process and conditions for the issuance of a Heritage Resource Intervention Permit.
2. OBJECTIVE:	
2.1	Smoky Lake County receives requests to designate historic resources as Municipal Historic Resources. The County wishes to have a policy that formalizes the procedures for processing such requests.
2.2	Smoky Lake County wishes to have a policy that formalizes the procedures for issuing Heritage Resource Intervention Permits.
3. DEFINITIONS:	
For Interpretation purpose:	
3.1	Character-Defining Elements: the materials, forms, location, spatial configurations, uses and cultural associations or meanings that contribute to the heritage value of an historic place, which must be retained to preserve its heritage value.
3.2	Designation Bylaw: A bylaw passed by Council designating an historic resource as a Municipal Historic Resource. A Designation Bylaw must include the legal description of the property that is to be designated and a declaration that the property is being designated as a Municipal Historic Resource pursuant to the <i>Historical Resources Act</i> .

Title: Designation of Municipal Historic Resources		Policy No.: 15-01
Section: 61	Code: P-I	Page No.: 2 of 23 <i>E</i>

Policy Statement and Guidelines:	
3.3	Heritage Resource Intervention Permit: A Heritage Resource Intervention Permit is required when interventions are proposed to a building or site that has been designated as a Municipal Historic Resource. Interventions include, but are not limited to, construction, additions, alterations, demolition, cosmetic changes and signage.
3.4	Heritage Survey: A heritage survey gathers and records information associated with the physical remains of the past to identify, document and understand potential historic resources in a community. A heritage survey lays the foundation for continued heritage protection, promotes public awareness and fosters grassroots support for heritage preservation, and offers municipalities a planning tool for managing and preserving historic sites.
3.5	Heritage Value: The aesthetic, historic, scientific, cultural, social or spiritual importance or significance for past, present or future generations. The heritage value of an historic place is embodied in its character-defining materials, forms, location, spatial configurations, uses and cultural associations or meanings.
3.6	Historic Resource: An historic resource is any work of nature or humans that is primarily of value for its palaeontological, archeological, prehistoric, historic, cultural, natural, scientific or aesthetic interest, including, but not limited to, a palaeontological, archeological, prehistoric, historic or natural site, structure, or object.
3.7	Historic Site: An historic site is any site that includes, or is comprised of, an historic resource of immovable nature or that cannot be disassociated from its context without destroying some or all of its value as an historic resource.
3.8	Municipal Historic Resource: A Municipal Historic Resource is an historic resource that is designated by bylaw and protected from unsympathetic alteration or destruction pursuant to the conditions of the <i>Historical Resources Act</i> .
3.9	Notice of Intention to Designate: A Notice of Intention to Designate is a motion passed by Council stipulating that a written notice of intention to designate an historic resource as a Municipal Historic Resource shall be served on the owner of said resource. The Notice shall contain the legal description of the property and a declaration stating Council's intention to designate the property as a Municipal Historic Resource pursuant to the <i>Historical Resources Act</i> .
3.10	Smoky Lake Region Inventory of Historic Places: The Smoky Lake Region Inventory of Historic Places is a register of historic assets within Smoky Lake County, the Villages of Waskatenau and Vilna, and the Hamlets of Bellis, Spedden and Warspite. Resources must be listed in the Inventory before they can be considered for designation as a Municipal Historic Resource.
3.11	Statement of Significance: A Statement of Significance is a succinct description of an historic resource that includes a brief description of the historic place, identifies the key heritage values of the resource and highlights the resource's character-defining elements.

Title: Designation of Municipal Historic Resources	Policy No.: 15-01
Section: 61	Code: P-I
	Page No.: 3 of 23 <i>E</i>

<p>Policy Statement and Guidelines:</p> <p>4. GUIDELINES:</p> <p>4.1 Upon recommendation from the Smoky Lake County Regional Heritage Board, Smoky Lake County Council may decide to designate an historic resource as a Municipal Historic Resource if it deems the resource to be of significant historic value and whose preservation it considers to be in the public interest.</p> <p>4.2 When an historic resource is designated as a Municipal Historic Resource, ownership will be retained by the landowner. However, the landowner will have agreed that there are now limitations and restrictions on how the resource can be altered.</p> <p>5. PROCEDURES:</p> <p>5.1 Application forms for Municipal Historic Resource Designation can be obtained from the Smoky Lake County Regional Heritage Board, the Smoky Lake County office or online at www.smokylakecounty.ab.ca (Schedule "A" – Application for Municipal Historic Resource Designation)</p> <p>5.2 Before a historic resource may be considered for designation as a Municipal Historic Resource, a Statement of Significance must first be completed, and the resource listed on the Smoky Lake Region Inventory of Historic Places. A Preliminary Heritage Site Identification form must be completed before a resource can be considered for inclusion on the Inventory (Schedule "B" – Preliminary Heritage Site Identification Form)</p> <p>5.3 Nominations for designation and/or placement on the Smoky Lake Region Inventory of Historic Places shall be made upon the request of the resource owner, and submitted to the Smoky Lake County Regional Heritage Board for comment.</p> <p>5.4 If recommended by the Smoky Lake County Regional Heritage Board, an application for Municipal Historic Resource Designation will be submitted to the County. The Development Authority will prepare a Request for Decision for Council's consideration, including a draft Designating Bylaw.</p> <p>5.5 If Council deems the historic resource to be worthy of designation, Council shall pass a motion issuing a Notice of Intention to Designate, pursuant to Section 26 of the <i>Historical Resources Act</i>. (Schedule "C" – Notice of Intention to Designate)</p> <p>5.6 The Notice of Intention to Designate must be served on the resource owner a minimum of sixty (60) days before the consideration of a designation bylaw. During this period the owner of said resource shall not destroy, disturb, alter, restore or repair said resource.</p> <p>5.7 Following the 60 day notification period, Council may consider a Designation Bylaw for said resource. Council may also decide to revoke a Notice of Intention to Designate if it deems protection of the resource is not in the public interest.</p>

Title: Designation of Municipal Historic Resources		Policy No.: 15-01
Section: 61	Code: P-I	Page No.: 4 of 23 E

Policy Statement and Guidelines:	
5.8	A Designation Bylaw must be passed within one hundred and twenty (120) days of the serving of the Notice of Intention to Designate. Failure to pass a Designation Bylaw during this period will render the Notice of Intention to Designate invalid.
5.9	Pursuant to Section 26 of the <i>Historical Resources Act</i> , a Designation Bylaw must contain the legal description of the property and a declaration that said property is being designated as a Municipal Historic Resource pursuant to the <i>Historical Resources Act</i> . (Schedule "D" – Sample Designation Bylaw)
5.10	Prior to passing a Designation Bylaw, a written agreement must be entered into between Smoky Lake County and the resource owner, waiving the right to receive compensation for any loss of economic value, perceived or real, as the result of designation. (Schedule "E" – Municipal Historic Resource Compensation Waiver Form) A Designation Bylaw will only be considered if the resource owner has waived his or her right to compensation for loss of economic value as a result of designation and has signed a Municipal Historic Resource Compensation Waiver attesting the same.
5.11	Once a Designation Bylaw has been passed by Council, a copy of said Bylaw, including any and all schedules, shall be signed by the owner and registered at the appropriate Land Titles Office against the title of the designated property.
5.12	A certified true copy of the Designation Bylaw shall be provided to the owner of the designated property.
5.13	Upon designation, a Municipal Historic Resource shall be nominated by the County to be placed on the Alberta Register of Historic Places.
5.14	County Council reserves the right to repeal a Designation Bylaw at any time for any reason it deems necessary. Council must pass a bylaw repealing the Designation Bylaw and must serve said repealing bylaw on the owner of the designated resource. The County must also discharge the Designation Bylaw from the land titles registry.
5.15	Upon designation, any alteration, restoration, repair, disturbance, removal, addition or destruction of a Municipal Historic Resource shall require written permission from the Development Authority in the form of a Heritage Resource Intervention Permit. (Schedule "F" – Application for Heritage Resource Intervention Permit)

	Date	Resolution Number
Approved	June 26, 2015	
Amended		
Amended		

Schedule "A"

SMOKY LAKE COUNTY REGIONAL HERITAGE BOARD Application For Municipal Historic Resource Designation

Box 310, Smoky Lake, Alberta T0A 3C0

Roll # []

Date []

Name of Resource []

Municipality [] Municipal Address: []

Short Legal Description: Plan: [] Block: [] Lot: []

Long Legal Description LSD/Pt. [] Section [] Township [] Range [] W4

Please attach:

- Current Certificate of Title
- Recent photographs of the exterior of Site (ensure date and location is indicated on the back of photo)
- Recent photographs of the Interior of Site (ensure date and location is indicated on the back of photo)
- Historic photographs of the Site (ensure date and location is indicated on the back of photo)

NOTE: All photographs attached to this application remain the property of the municipality.

The information provided on this form was recorded by:

Name []

Address []

Postal Code [] Telephone 1 [] Telephone 2 [] Date []

Site Owner []

Address []

Postal Code [] Telephone []

Does the Owner support the possible designation of the Site? Yes No

Does the Owner give permission to the municipality and it's heritage contractor (if applicable) to enter the property, for the sole purpose of documentation and evaluation of the structure? Yes No

Comments []

Owner's Signature _____ Date []

The personal information on this form is protected under the authority of Section 33(c) of the Alberta Freedom of Information and Protection of Privacy Act SA 2000. The information will be used to process this application for the purpose of having a property considered as a Historic Resource. This document is a public document and is available for public viewing if requested and as a result your name and address may be included on reports and available to public. The municipality WILL NOT use your personal information for unrelated purposes, without your expressed consent.

Application For Municipal Historic Resource Designation

No. of structures	
Type of structures	
Type of construction (log, frame, brick, etc.)	
Present Condition	
Roof	
Siding	
Windows and frames	
Foundation	
What was the date of construction? Estimated or Actual?	
What was (were) the original uses(s) of the structure?	
What was the nature and date of any later addition?	
What is the architectural significance of this site or structure?	
What is the name of the architect, if one was involved?	
What is the name of the builder?	
Does the architect or builder have any special prominence in the community?	
Is there something notable about the method of construction or the building materials used?	
Is the structure on its original site? If it has been moved, when and why?	
In what condition is the building? What alterations have been made in the cause of maintenance or renovation, and when?	
If it is in a town of village, does the building fit in with	

~ Smoky Lake County Regional Heritage Board ~

<p>the age, types, and styles of others on the street, or in the neighbourhood? If it is in a rural area, does it fit in with the local environment?</p>	
<p>What is the historical significance of this site and / or structure? Was this site associated with major patterns in economic, social, political, cultural or any other broad development?</p>	
<p>Is it a particular visible landmark in the area?</p>	
<p>What is the present use of the site or structure?</p>	
<p>What is the proposed use of the site or structure?</p>	
<p>Are there any plans for restoration / rehabilitation of this site or structure?</p>	
<p>Have there been any important event(s) associated with this site or structure? If so, provide an account of it.</p>	
<p>Is there something unique or excellent about the artist design and craftsmanship of the site or structure?</p>	
<p>Why do you feel the preservation of this resource is in the public interest?</p>	
<p>List sources of information and names with contact information of people we can contact for further information.</p>	

~ Smoky Lake County Regional Heritage Board ~

SMOKY LAKE COUNTY REGIONAL HERITAGE BOARD

Preliminary Heritage Site Identification

Requested By: Date:

Contact Information:

Name(s) of Site:

Land Location:

Current Owner:

Previous Owner:

Construction Date: Approximate Actual

Builder / Architect:

Additions or Alterations to Original Building

History

Special Exterior Features

Special Interior Features

Additional Information

Do you have any photographs, documents, blueprints, etc. to show us?

Do you have any additional information about other buildings in the Smoky Lake Region?

Submit or drop off at:

Smoky Lake County Regional Heritage Board, Box 310, 4612 McDougall Drive, Smoky Lake, Alberta T0A 3C0

SMOKY LAKE COUNTY REGIONAL HERITAGE BOARD

Notice of Intention to Designate

NOTICE OF INTENTION TO DESIGNATE

[Redacted]

AS A MUNICIPAL HISTORIC RESOURCE

ALBERTA HISTORIC RESOURCES ACT
Section 26 H.R.A., R.S.A. 1980, c.H-8, as amended

TO:

[Redacted]

Notice is hereby given that following at least sixty (60) days from the date of serving of this Notice, on

Council Meeting Date: [Redacted]

the Municipal Council of the [Redacted]

intends to pass a Bylaw that the site legally described as:

Short Legal Description: Plan: [Redacted] Block: [Redacted] Lot: [Redacted]

Long Legal Description: Municipal Address: [Redacted]

[Redacted]

Excepting thereout all mines and minerals,
Containing the building(s), known as:

[Redacted]

located on the site be designated a **MUNICIPAL HISTORIC RESOURCE** under Section 26 of the Historical Resources Act, as amended from time to time.

AND TAKE FURTHER NOTICE THAT the Municipal Council of the [Redacted]

has appointed the Chief Administrative Officer to implement matters arising from the issuance of the Notice of Intention to Designate a Municipal Historic Resource.

DATED this [Redacted] day of [Redacted], 201[Redacted]

Attachments:

- Location Map
- Photographs
- Statement of Significance

Chief Administrative Officer

**SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW XXXX-XX**

**A BYLAW OF SMOKY LAKE COUNTY IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF
DESIGNATING THE (NAME OF RESOURCE) AS A MUNICIPAL HISTORIC RESOURCE**

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

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

**(NAME OF HISTORIC RESOURCE)
(LEGAL DESCRIPTION)
XXX hectares (XXX acres more or less)**

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

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

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

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

1. The property known as (NAME OF RESOURCE) located on lands legally described as (LEGAL DESCRIPTION) excepting thereout all mines and minerals, area (XXX) Hectares ((XXX) Acres more or less) is hereby designated a Municipal Historic Resource within the County as described in Schedule "A".
2. Council wishes that the original character of (NAME OF RESOURCE) be protected and preserved while encouraging changes that will make the related buildings and structures functional, at no cost to the County. The Historic Resource shall not be removed, destroyed, disturbed, altered, rehabilitated, repaired or otherwise permanently affected, other than in accordance with the terms outline in Schedule "B".
3. The administration of this bylaw shall be under the management and control of the Development Authority of Smoky Lake County.
4. This bylaw shall come into effect after third and final reading.

READ A **FIRST TIME** IN COUNCIL THIS XXTH DAY OF XXXXX, AD 20XX.

(NAME)
Reeve

SEAL

(NAME)
Chief Administrative Officer

READ A **SECOND TIME** IN COUNCIL THIS ____ DAY OF _____, AD 20XX.
READ A **THIRD AND FINAL TIME** IN COUNCIL THIS ____ DAY OF _____, AD 20XX.

(NAME)
Reeve

SEAL

(NAME)
Chief Administrative Officer

SCHEDULE "A"

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

STATEMENT OF SIGNIFICANCE

(NAME OF RESOURCE)

(LEGAL DESCRIPTION)

XXX hectares (XXX acres more or less)

**(INSERT THE STATEMENT OF SIGNIFICANCE FOR THE RESOURCE TO BE DESIGNATED,
INCLUDING A DESCRIPTION OF THE HISTORIC RESOURCE, ITS HERITAGE VALUE AND
THE RESOURCE'S CHARACTER DEFINING ELEMENTS)**

Section 61

Policy 15-01

Photographic Detail

**(ADD PHOTOGRAPHS THAT SHOW THE CHARACTER DEFINING ELEMENTS OF THE RESOURCE
TO BE PRESERVED)**

SCHEDULE "B"

This is Schedule "B" to Bylaw XXXX-XX and identifies the "General Guidelines for Conservation" for (NAME OF RESOURCE)

GENERAL GUIDELINES FOR CONSERVATION**1. Approval of Development Alterations**

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

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

2. Compatible Uses

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

3. Original Character

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

4. The Historic Period

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

5. Witness to Change

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

6. Repair and Replacement

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

7. Style and Craftsmanship

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

8. Cleaning

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

9. Reversibility of Improvements

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

10. Recording

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

11. Original Construction Details

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

12. Enforcement

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

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

13. Improvements

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

14. Codes

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

15. Signs

As a general rule, signs should be limited to signs that were originally present on the building. In instances where new use or interpretive functions dictate the use of additional signs, these new elements should be integrated into the general design of the project.

The size, typeface, graphics and materials should be chosen to suit the period of the Municipal Historic Resource, wherever possible. All signs must conform to the Smoky Lake County Land Use Bylaw.

16. Claims

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

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

17. Consent

This bylaw is hereby agreed to by the Owners as registered as a Caveat on the Certificate of Title XXX XXX XXX: (INSERT NAME OF MUNICIPAL HISTORIC RESOURCE)

(NAME OF LANDOWNER)

(ORGANIZATION – IF APPLICABLE)

(SIGNATURE)



Municipal Historic Resource Compensation Waiver Form

Box 310
4612 McDougall Drive
Smoky Lake, AB T0A 3C0
Ph: 656-3730 Fax: 656-3768

MUNICIPAL HISTORIC RESOURCE WAIVER

I/We _____ understand that Smoky Lake County is applying to have the _____ designated as a Municipal Historic Resource.

In order for Smoky Lake County to proceed with the application, I/We agree to waive the following clauses of the *Historical Resources Act*.

Compensation

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

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

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

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

For greater certainty, I/We expressly waive all rights to claim compensation from Smoky Lake County for any cause whether arising in common law, equity or by statute, because of the County's designation of the property described above as a Municipal Historic Resource.

Owner's signature _____ Date _____

Owner's signature _____ Date _____

Witness' signature _____ Date _____

HERITAGE RESOURCE INTERVENTION PERMIT

1. A Heritage Intervention Permit is required to undertake changes to properties because of their historic or architectural significance under the Alberta *Historical Resources Act*. Municipal governments in Alberta are responsible for safeguarding the heritage values of these properties. Section 26(6) of the Act requires that "no person shall destroy, disturb, alter, restore, or repair a historic resource that has been designated...without the written approval of the Council or a person appointed by the Council for this purpose."
2. The purpose of a Heritage Intervention Permit is to ensure that the proposed changes to a designated Historic Resource do not alter the property in such a way that the reasons for designation are diminished.
3. A Heritage Intervention Permit is required when interventions are proposed to a Municipal Heritage Resource, including: construction, additions, alterations, demolition, new colors, new windows, lighting, brick work, signs and all applicable exteriors including roofs.
4. There is **no fee** for a Heritage Resource Intervention Permit.
5. Applicants are requested to confirm their plans with the Municipality to determine if a Development Permit and/or a Building Permit are required. It should also be noted that a Heritage Resource Intervention Permit **does not** supersede the requirements of the Alberta Building Code, the Municipal Government Act or the municipality's Land Use Bylaw.
6. It is suggested that the Applicant consult with a Heritage Board Member or Heritage Planner when making plans to submit an Application for Heritage Resource Intervention Permit, as they may offer some suggestions or advise on appropriate methods of treatment or intervention.
7. All Applications for Heritage Resource Intervention Permit will be evaluated by the Smoky Lake Heritage Board and / or a Heritage Planner and a recommendation will be presented to the Municipality's Development Officer for final decision.
8. The requirements to complete a Application for Heritage Resource Intervention Permit are:
 - Copy of Designation Bylaw, with Statement of Significance (obtain from municipality)
 - Concept drawing (e.g. image of structure or finished sign)
 - Detailed dimensioned drawings of proposed "work", (structure or sign)
 - Site plan detailing the location of the structure or sign, to scale, in relation to other structures
 - Historical documentation / photographs to support proposed intervention
 - Photographs of existing building, side elevations, finishes, architectural details, streetscape or landscape
 - Description of materials to be used for proposed intervention
 - IF PAINTING: Samples of heritage colors with manufacturer, name, number and finish for each
 - IF SIGNAGE: Sample font, name and size of lettering, and sign mounting information
 - IF LIGHTING FIXTURE: Images and description of fixtures
9. During the evaluation of this Application, municipal staff, Heritage Board Member and / or Heritage Planner may find it necessary to enter the property, to view and photograph the Site that is subject to the Application. Failure to allow access onto the property may result in the Application being considered incomplete.

PART 1 - TO BE COMPLETED BY OWNER

Roll # _____

Permit # _____

Resource Name

Municipality Municipal Address

Owner Information

Legal Description

Name

Plan

Address

Block Lot

City Province

LSD/Pt Sec Twp Rng W4

Postal Code Phone Number

This Historic Resource is:

listed on Municipal Inventory a Municipal Historic Resource Designation Bylaw #

What kind of interventions / changes are being proposed to this Resource?

(Provide a brief summary of the proposed work)

Why are these specific interventions / changes being proposed to this Resource?

(Please check all that apply)

- To conserve the heritage value of the property
- To improve the functionality of the property
- To enable the adaptive re-use of the property
- Other

Provide a brief summary of the rationale for the proposed work.

Certification

I/We the Owner(s) of the subject property, and the Applicant of this subject Application, by signing the Application, agree to allow either municipal staff and/or Heritage Board Committee Member the right to enter onto my property, as necessary, to view and photograph the property for the Application. Failure to allow access onto the property may result in the Application being considered incomplete.

Date

Owner's Signature _____

Name

PART 2 - TO BE COMPLETED BY EVALUATOR

What conservation documents or other resources have been reviewed in evaluating the proposed work?

(Check all that apply)

- Municipal Heritage Management Plan
- Statement of Significance
- Standard and Guidelines for the Conservation of Historic Places in Canada*
- Designation Bylaw
- Proposed work plan / drawings
- Other *(please describe)*

Municipal governments are responsible for safeguarding the heritage values of these properties. What "heritage values" and / or "character-defining elements" of the Resource (described in the Statement of Significance), if any, would be impacted by the proposed work? How, specifically, would they be affected?

Heritage Values

Potential Impact on Heritage Values

Character-Defining Elements

Potential Impact on Character-Defining Elements

Applying the *Standards and Guidelines for the Conservation of Historic Places in Canada* helps to ensure that sound conservation principles are considered when reviewing potential changes to historic places. Please check whether the proposed work meets each standard.

General Standards for all projects - "Preservation"

1. Conserve the *heritage value* of a historic place. Do not remove, replace, or substantially alter its intact or repairable *character-defining elements*. Do not remove a part of a *historic place* if its current location is a *character-defining element*.
 Yes No
2. Conserve changes to a *historic place* which, over time, have become *character-defining elements* in their own right.
 Yes No
3. Conserve *heritage value* by adopting an approach calling for *minimal intervention*.
 Yes No
4. Recognize each *historic place* as a physical record of its time, place and use. Do not create a false sense of historical development by adding elements from other *historic places* or other properties or by combining features of the same property that never co-existed.
 Yes No

5. Find a use for a *historic place* that requires minimal or no change to its *character-defining elements*.
- Yes No
6. Protect and, if necessary, stabilize a *historic place* until any subsequent *intervention* is under-taken. Protect and preserve archaeological resources in place. Where there is potential for disturbance or archaeological resources, take mitigation measures to limit damages and loss of information.
- Yes No
7. Evaluate the existing condition of character-defining elements to determine the appropriate intervention needed. Use the gentlest means possible for any intervention. Respect *heritage value* when undertaking an intervention.
- Yes No
8. Maintain *character-defining elements* on an ongoing basis. Repair *character-defining elements* by reinforcing their materials using recognized conservation methods. Replace in kind any extensively deteriorated or missing parts of *character-defining elements*, where there surviving prototypes.
- Yes No
9. Make any *intervention* needed to preserve *character-defining elements* physically and visually compatible with the *historic place*, and identifiable upon close inspection. Document any intervention for future reference.
- Yes No

Additional Standards relating to - "Rehabilitation"

10. Repair rather than replace *character-defining elements*. Where *character-defining elements* are too severely deteriorated to repair, and where sufficient physical evidence exists, replace them with new elements that match the forms, materials and detailing the sound versions of the same elements. Where there is insufficient physical evidence, make the form, material and detailing of the new elements compatible with the character of the *historic place*.
- Yes No
11. Conserve the heritage value and *character-defining elements* when creating any new additions to a historic place or any related new construction. Make the new work physically and visually compatible with, subordinate to and distinguishable from the historic place.
- Yes No
12. Create any new additions or related construction so that the essential form and integrity of a *historic place* will not be impaired if the new work is removed in the future.
- Yes No

Additional Standards relating to - "Restoration"

13. Repair rather than replace *character-defining elements* from the restoration period. Where *character-defining elements* are too severely deteriorated to repair and where sufficient physical evidence exists, replace them with new elements that match the forms, materials and detailing of sound versions of the same elements.
- Yes No

APPLICATION DECISION

Based on the assessment of the work proposed, it is certified that the proposed work meets the Standards of Conservation described above, and does not negatively impact the heritage values and character-defining elements of the Historic Resource.

- No - Does **not** meet all the required Standards, work **not** permitted

Yes - Meets all the required Standards, work permitted

Permitted with
Conditions:

Recommendation Date

Final Decision Date

Heritage Evaluator _____

Designated Officer _____

Name

Name

Apedaile Homestead

58280 Range Road 153

NW 16-58-15 W4



Description of Heritage Place

The Apedaile Homestead is a collection of farm buildings, including a late 1910s, one-and-a-half storey, horizontal log-framed farm house clad in clapboard siding. It is situated northeast of an early c1910 summer house, and a c1920 red barn. The resources are located in the northeast corner of NW-16-58-15-W4, in a large, open farmstead facing south to a crop field, and bordered by caragana, conifer, and deciduous trees, and are in close proximity to a garage and outbuildings.

Heritage Value

The heritage significance of the Apedaile Homestead exists in its association with the provincial theme of Agricultural Development. The municipal value of the homestead is directly associated with it been an example of one of the most progressive, innovative, and adaptative farms in the district, and with its association with the Shapka family who contributed to creating community within the district.

The Apedaile Homestead was initially homesteaded by Steve and Raifta Shapka. In c1909, Steve Shapka purchased the quarter section, and constructed a residence, a summer house, and later a barn in c1920. Initial clearing of the land began with a team of oxen until 1910, when Steve Shapka walked to Calgary to return with the first horses in the district. Steve and Raifta Shapka were very progressive and had the determination and ability to stay abreast of any new inventions of the time. The Shapka's subscribed to several local, regional, and inter-provincial papers; introduced one of the first radios to the community; purchased the first family car in 1927; purchased the most innovative farm equipment; and provided custom work for other farmers in the community. Steve Shapka's contributions to the community are also evident in his instrumental role in the building of the Dickiebush St. Peter & Paul Russo-Greek Orthodox Church in 1909.

Steve Shapka's progressiveness is also evident in his homestead house. Built in the late 1910s, the residence is a log-framed structure clad with clapboard. It is representative of "modern, progressive, and fashionable"



contemporary designs that were being adopted in North America to address health and social issues, and the need for better housing. At the time, there was a North American trend away from decoration for a more functional and efficient house. In Alberta, in 1910, it was thought the best houses were those without decoration, and the Shapka residence displays such simplicity. Shapka constructed additional rooms over the years to accommodate the growing family and farm workers. Significant, yet very sympathetic, renovations occurred between 2000-2005 by the current owner. Logs from an original outbuilding built for chickens were used in these most current renovations as new support beams.

The Summer House (c1910s) is an exposed horizontal log structure and was originally constructed as a summer kitchen. The construction represents that of a more skillful builder in the use of squared logs and dovetailed corners. A brick peech was built into the rear of the kitchen, however, several fires ignited by the peech during its use damaged part of the structure. The peech has since been removed. At least one wedding celebration took place inside this building. The Summer House was renovated in the early 1990s and is currently used as a summer residence. Some logs from an original outbuilding were used in this renovation as well.

The barn (c1920) was originally constructed for draft horses. The scale of the structure, and the size of the upper loft, speaks to the scale of Shapka's livestock herd and the need for feed and storage. As the farm became mechanized in c1946-48, it was used for milking cows and the raising of pigs. An addition was constructed onto the barn in 1962. It is currently used on an occasional basis for horses and donkeys, as well as for storage.

The resource is a valuable landmark in the district and is representative of one of the most progressive homesteads in the district. Sold in 1971 to its current owners, the homestead buildings have been well-maintained and the farm maintains its traditional mixed farming activities, although modernized.

Character-defining Elements

Late 1910s Farmhouse

Exterior:

- mass, form and style of one-and-a-half storey farm house
- high pitched gable roof, with projecting eaves and verges, with plain wood fascia, soffit, and frieze
- horizontal log superstructure covered with clapboard siding, and corner boards
- open one-storey verandah with decorated posts, and balcony
- gable-roofed dormer, with projecting eaves
- double-hung wood windows, with two-over-two pane arrangement, and original two-over-two storm windows, and plain slip sills
- six-panel wood entry door, with glass panel
- plain wood door and window trim
- belly board around perimeter of building, at the base
- stone foundation

Interior:

- original wood door and window trim
- original sand plaster finish on walls



Early 1910s Summer House**Exterior:**

- mass, form, and shape of one-and-a-half storey small farm house
- wood foundation, under horizontal finished log superstructure, covered with vertical plank
- logs dovetailed at corners
- medium gable roof, with projecting eaves and verges, with plain wood fascia and soffit
- two-over-two fixed wood windows
- three-panel door, with plain wood trim, except for shaped trim header

Interior:

- heavy timber cross beams, timber rafters, with some timbers showing evidence of fires from stove at rear of the building.

c1920 Barn**Exterior:**

- mass, form, and scale of one-and-a-half storey barn
- gambrel roof, with cupola and finial
- projecting eaves and verges with plain wood fascia and soffit
- upper-storey wood door and diamond shaped window on either end of barn
- stone and concrete foundation
- nailed frame with shiplap siding, and wooden cornerboards
- one bay with sliding doors, covered with horizontal wood planks
- side wing with front bay and three-over-three fixed windows, and swing out doors
- exposed rafters, and plain verge fascia on side wind

Interior:

- livestock stalls
- timber plank flooring
- massive loft
- heavy post and beam construction

Sources

1. Smoky Lake and District Cultural and Heritage Society, *Our Legacy: History of Smoky Lake and Area*, 1983, 18.
2. Western Land Grants, <http://www.collectionscanada.gc.ca/databases/western-land-grants/>, vol. 878, folio 5, num. C-6642.
3. Bellis Golden Age Society, *Down Through the Years: Bellis History 1897 – 2002*, 2003, 330.
4. Vilna and District Homesteaders Map.
5. Peter Apedaile, Personal conversation. 15, June, 2011.



NOTICE OF INTENTION TO DESIGNATE**Apedaile Farmstead**

AS A MUNICIPAL HISTORIC RESOURCE

ALBERTA HISTORIC RESOURCES ACT

Section 26 H.R.A., R.S.A. 1980, c.H-8, as amended

TO: LEONARD PETRY & ELLA MAY APEDAILE
RR#1
WILLINGDON, AB
TOB 4R0

Notice is hereby given that following at least sixty (60) days from the date of serving of this Notice, on

Council Meeting Date: FEBRUARY 24, 2022

the Municipal Council of the Smoky Lake County

intends to pass a Bylaw that the site legally described as:

Short Legal Description: Plan: Block: Lot:

Long Legal Description: Municipal Address: 58280 RGE RD 153

ALL THAT PORTION OF THE NORTH WEST QUARTER OF SECTION SIXTEEN (16) TOWNSHIP FIFTY EIGHT (58) RANGE FIFTEEN (15) WEST OF THE FOURTH MERIDIAN WHICH LIES TO THE EAST OF THE LEFT BANK OF THE SASKATCHEWAN RIVER, AS SHOWN ON A PLAN OF SURVEY OF THE SAID TOWNSHIP SIGNED AT OTTAWA ON THE 14TH DAY OF DECEMBER A.D. 1905, CONTAINING SEVENTY THREE AND ONE TENTH (73.1 ACRES)

Excepting thereout all mines and minerals,

Containing the building(s), known as:

APEDAILE FARMSTEAD

located on the site be designated a **MUNICIPAL HISTORIC RESOURCE** under Section 26 of the Historical Resources Act, as amended from time to time.

AND TAKE FURTHER NOTICE THAT the Municipal Council of the Smoky Lake County

has appointed the Chief Administrative Officer to implement matters arising from the issuance of the Notice of Intention to Designate a Municipal Historic Resource.

DATED this 24 day of FEBRUARY, 201

Attachments:

- Location Map
- Photographs
- Statement of Significance

Chief Administrative Officer









STATEMENT OF SIGNIFICANCE APEDAILE HOMESTEAD

Living Heritage

This statement describes the Living Heritage of the Apedaile and formerly Shapka Homestead, a 114-year-old farm enterprise. The Homestead is the yard-site of what used to be a large mixed farm for its time, The character of its heritage is in constant evolution, alive, unlike a museum. The emphasis in this statement is on the built heritage, which unlike so many other pioneer yard-sites in this County has been enhanced, not abandoned.

Description of Heritage Place

The Apedaile Homestead comprises a collection of farm buildings; a barn and two houses, a pig barn, large log granary and other out-buildings, with two good wells. There is a small pioneer house, the 'Summer House', (circa 1910) of simple exposed horizontal log construction; a large log granary likely built shortly after; the two-story main residence (circa 1914) also constructed of logs, but on a larger, refined scale, clad with clapboard siding; and a large barn (circa 1924). This collection of historic resources is located in the northeast corner of NW-16-58-15-W4M with several springs, good water, drainage and access to the North Saskatchewan River less than 500m away.

Heritage Value

The Apedaile homestead is an excellent representation of Alberta's provincial heritage theme of Rural Settlement. The homestead is significant for the way it combines the four parts of its heritage: built, cultural, landscape and environmental heritage. The resource's value lies in its prescient design around good water, drainage and shelter to the northwest. The craftsmanship in the buildings by the Shapkas and their preservation and maintenance by the Apedailes provide intrinsic value. Finally, the municipal value of this homestead is enhanced by the foresight and farming skill of its founders, and their next generation (Peter and Pearl), innovative and ambitious settlers and farmers as well as community-builders. Shapkas were active in Dickie Bush Parish and still are.

Initially homesteaded by Steve and Raifita Shapka (Cherniwchan), the quarter section was purchased by Steve in 1909 who began clearing the land with oxen, constructing the original small home in 1910. In the same year he walked to Calgary to purchase the first horses in the district. The house was skillfully constructed as seen in the squared logs with dovetailed corners. The walls are held sturdy with wooden pegs and heavy timber crossbeams and log rafters where axe marks are evidence of his artisan craftsmanship. The next building to be constructed was a large granary with adjustable bin sizes. Their first home was used later by the family as a summer kitchen. An attached peech (clay and brick oven) ignited several fires. Eventually the building fell into disrepair, until it was restored in the 1990s and became a residence again.

DRAFT

The second and larger residence was built several years later in the Bukovina-style, two 18x18 foot log structures, supported on heavy field stones, with an 8-foot galley kitchen between them. The floors float on log beams within the structures. A four-foot frame pony wall provides a half-story upstairs for bedrooms to accommodate the growing family and farm workers. The contemporary design also featured a dormer, a verandah with decorated posts and a large balcony originally from the largest second floor unfinished bedroom. Steve and Raifta stayed abreast of the latest inventions. They introduced one of the first radios to the community, a gas-powered washing machine, bought their first family car in 1937, and purchased the most innovative farm equipment for that period, including one of the first tractors, steel-wheeled and steam-powered. By 1931 their son Peter was getting seriously involved, marrying Pearl in 1947, just after WWII and taking over the farming.

The large barn was constructed in about 1924, roughly ten years after the main residence, with the help of Peter Cherniwchan, Raifta's brother, for draft horses with a large upper hay loft. The farm was mixed with a small milking herd, poultry, beef cattle and pigs. As the farm became mechanized, horses were needed less and the barn was used more for milking cows. The shed addition on the north side of the barn was built as a shop in 1962. Other outbuildings include a pump house, the pig barn and the large log granary, not bearing value to designate but speaking to the mixed farming activities on this homestead.

The resource is valuable as it is representative of one of the most progressive farms, and continuously occupied homesteads in the district. It demonstrates a successful example of rural development in the eastern part of the County of Smoky Lake. The scale, simplicity of form, progressive design of the built heritage, and subsequent efforts at stewardship respect the cultural and environmental heritage founded by the pioneer Shapka family.

Character-defining Elements

SUMMER HOUSE: (Circa 1910, repaired and restored circa 1995)

- Form and scale of small farm house.
- Horizontal square exposed log superstructure with dovetailed corners except for rear frame wall.
- Medium gable roof with projecting eaves and plain wood fascia.
- Original vertical weathered wood planks on exterior gables.
- Four paned fixed wood windows, replaced circa 1995.
- Wood foundation on concrete supports.
- Four panel wooden door with nine-pane window storm door (both original from the larger house).
- Timber cross beams with axe marks and log rafters, some scorched from former fires associated with the peech (clay oven).
- Interior wood planks cover the underside of the sandwich (insulated) roof to form the open ceiling.

DRAFT

MAIN RESIDENCE (Circa 1914, with the addition in 2000)

Exterior:

- Bukovina-style log (40x18 ft) with frame addition (24x20 ft + 28x8 ft closed porch to the North) typical of additions throughout the local area.
- Older part supported on spaced field stone; newer addition on concrete foundation and basement.
- High pitched undecorated gable roof with projecting eaves of wood fascia and soffit.
- Horizontal pegged and mudded log superstructure covered with clapboard siding and corner boards.
- Open verandah with original decorated posts on first floor, balcony on the second floor (rebuilt 2002).
- Three gable-roofed dormers with projecting eaves, one with doors to the upper balcony.
- Eight two-over-two double hung windows, plain slip sills on ground floor with original glass.
- Bank of six wood double-hung windows on north side of the porch mimicking the original porch (replaced).
- Two-over-two double-hung double-pane windows on the addition.

Interior:

- Original door and window trim in the original house: Matching finishing for the addition.
- Sand plaster finish on lower-level dining and living room walls.
- Original finished fir plank flooring on spruce in the living and dining rooms.
- Solid pine flooring in the addition.
- Painted fir plank ceiling and walls in the west bedroom.
- Spruce plank floors, painted in upstairs except for pine in the addition.
- Spruce ceiling and walls in the east bedroom, nailed with only one nail reflecting hard times.

BARN: (Circa 1924 and shop 1962)

Exterior:

- Form and scale of one-and-a-half story barn with lean-two side wing.
- Gambrel roof with two cupolas and finials.
- Diamond shaped windows on both ends of loft.
- Two over three panes in two fixed windows on side wing.
- Projecting eaves with plain wood fascia and soffit.
- Exposed rafters in the loft and side wing.
- Shiplap siding and wooden corner boards.
- Sliding doors on front bay, swinging doors on side wing; all clad with wood planks.

Interior:

- Heavy post and beam construction
- Livestock stalls with hangers for harness.
- Walls of wood boards.
- Timber plank flooring.

DRAFT



REQUEST FOR DECISION		DATE	May 26, 2022	4.7
TOPIC	Regional Bylaw Officer for Dog Control			
PROPOSAL	<p>BACKGROUND:</p> <p>Since the retirement of the County’s Community Peace Officer, dog catching services have been taken over by the Agricultural Services Board’s Problem Wildlife Technician, who transports the unclaimed dogs to the County’s Designated Dog Shelter, as per the agreement with Kountry Kennel c/o Diana Bochar, which expires on December 31, 2025. The Problem Wildlife Technician contract expires at the end of October 31, 2022. The County Administration and Council has not yet deliberated as to the contract renewal. We understand at the moment that Kountry Kennel is also contemplating to cease their kenneling operations upon their contract expiring (or sooner).</p> <p>Enforcement of Bylaw No. 1344-19 (Dog Control) is been addressed under a temporary contract for bylaw enforcement services which expires in June 2022, with Tammy Goddu.</p> <p>On March 24, 2022, Council reviewed a request from the Village of Waskatenau, dated February 23, 2022, to assist with Bylaw Enforcement for Dog Control within the Village. Council responded by directing the CAO to have an Administrators Meeting.</p> <p>The Town of Smoky Lake also reached out by email on March 30, 2022 to express the Town of Smoky Lake’s interest in opening up discussion about creating a Smoky Lake Regional Bylaw Officer for Dog Control, in preparation of putting the item on the Town’s agenda for the April 5, 2022 Regular Council Meeting.</p> <p>On April 13, 2022, an Administrators Meeting was held and Bylaw Enforcement Services were discussed by the CAOs. The next steps were determined to be: that Smoky Lake County calculate a proposed rate for bylaw enforcement services after the County Community Peace Officer (CPO) position has been filled; and then, if approved, permission/authority would be required to be granted by each municipality prior to any enforce activities by the County CPO can commence.</p> <p>To date, the County’s Community Peace Officer (CPO) position has not been filled; it has been advertised and resumés from qualifying candidates are being short listed as of May 16, 2022 in preparation of scheduling interviews.</p> <p>CURRENT:</p> <p>April 5, 2022 Town of Smoky Lake Regular Council Meeting: MOTION 264-2022: MOVED by Councillor Kobes that the Town of Smoky Lake direct administration to send a letter to Smoky Lake County to express interest of creating a Regional Bylaw Officer for Dog Control in the Smoky Lake Region to benefit members of the Smoky Lake County, Town of Smoky Lake, Village of Waskatenau, and Village of Vilna; and direct CAO, Kozakiewicz to discuss the letter at the Administrators Meeting on April 13, 2022.</p>			



PO Box 460, 56 Wheatland Avenue, Smoky Lake, AB T0A 3C0
Phone: 780-656-3674 Fax: 780-656-3675
Email: town@smokylake.ca Website: www.smokylake.ca

April 29, 2022

Smoky Lake County
Box 310
Smoky Lake, AB
T0A 3C0

Re: Bylaw Officer – Dog Control.

The Town of Smoky Lake passed a motion at our April 5, 2022 Regular Council Meeting to send a letter to Smoky Lake County to express our interest of Smoky Lake County assisting the Town of Smoky Lake with Bylaw Enforcement for Dog Control in Town.

The Town of Smoky Lake does not have a Bylaw Officer. We would like to open discussion with Smoky Lake County about the option of creating a Smoky Lake Regional Bylaw Officer for Dog Control, to assist the Town and surrounding municipalities with dog issues and dog control enforcement.

Please contact me for further discussions regarding this matter at 780-656-3674.

Sincerely,

TOWN OF SMOKY LAKE
Per:

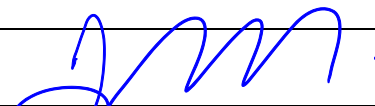
Adam Kozakiewicz
Chief Administrative Officer

AK/jc

PROPOSAL:

The Intermunicipal Collaboration Framework (ICF) Bylaw No. 1365-20 lists “Dog Shelter Caretaker Service”, with Smoky Lake County being the only participant in the inventory of services, and “Bylaw Enforcement” is listed under the “Future Projects/Service Collaborations”.


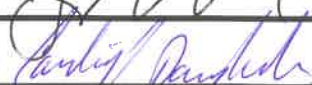
Therefore, after reviewing the letter submitted by the Town of Smoky Lake dated April 29, 2022 and in consideration of the outcome of the Administrator’s meeting held previous, the recommendation from Administration would be that the Town should instead refer this item to the Intermunicipal Collaboration Committee (ICC) for further discussion. Those deliberations may prove to be very fruitful for the County in their review of our current dog control program as well. Administration recommends an ICC meeting be scheduled for members to discuss the possibility of Regional Bylaw Enforcement Services receive an also undertake a brief orientation of the ICF & ICC Bylaw, which each municipality adopted in 2021.

CORRELATION TO BUSINESS (STRATEGIC) PLAN	
N/A	
LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS	Bylaw 1365-20: Regional Intermunicipal Collaboration Framework (ICF) Bylaw No. 1367-20: Protocol for Regional Cooperation Bylaw No. 1344-19: Dog Control
BENEFITS	<ul style="list-style-type: none"> ▪ Building intermunicipal relationships. ▪ Revenue Generating.
DISADVANTAGES	<ul style="list-style-type: none"> ▪ Additional administrative duties. ▪ Could take away time from the CPO dealing with County issues.
ALTERNATIVES	<ul style="list-style-type: none"> ▪ Council's discretion.
FINANCE/BUDGET IMPLICATIONS	
Operating Costs:	\$ _____
Budget Available:	\$ _____
Budgeted Costs:	\$ _____
Capital Costs:	\$ _____
Source of Funds:	_____
Unbudgeted Costs:	\$ _____
INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS	N/A
COMMUNICATION STRATEGY	N/A
RECOMMENDATIONS	
<p>That Smoky Lake County defer the Town of Smoky Lake's April 5, 2022 Council Motion # 264-2022, expressing interest in creating a Regional Bylaw Officer for Dog Control in the Smoky Lake Region as per the letter received from Adam Kozakiewicz, Chief Administrative Officer, Town of Smoky Lake, dated April 29, 2022, to an Intermunicipal Collaboration Committee (ICC) meeting to be scheduled by the Town of Smoky Lake for the purpose of discussing the possibility of Regional Bylaw Enforcement Services and to orientate/refresh ICC members in respect to the Intermunicipal Collaboration Framework (ICF) and ICC process.</p>	
CHIEF ADMINISTRATIVE OFFICER	



REQUEST FOR DECISION		DATE	May 26 th , 2022	4.8																																																	
TOPIC	Agricultural Service Board Independent Appeal Panel for Pest Control																																																				
PROPOSAL	<p><u>BACKGROUND:</u></p> <p>Smoky Lake County has established its <u>first Bylaw</u> on Independent Appeal Panel for Weed Control since March 5, 2012: Bylaw No. 1240-12: Agricultural Service Board Independent Appeal Panel for Weed Control.</p> <p>Bylaw was repealed and replaced with Bylaw No. 1411-22: Agricultural Service Board Independent Appeal Panel for Weed and Pest Control.</p> <p>Smoky Lake County Agricultural Services received a Field Visit on June 25th, 2021 by Alberta Agriculture and Forestry as part of the ASB Program. The ASB Program conducts field visits to ensure that ASB Grant funding appropriately supports ASB Grant Program objectives. Information gathered from field visits also benefits other ASBs in the development and delivery of programs related to the ASB Grant and provides evidence to the Officer of the Auditor General on the effective and efficient use of ASB Grant Dollars to support programs related to the <i>ASB Act</i>, environmental extension and awareness.</p> <p>Through the field visits areas of improvement and recommendations are made to the Agricultural Services Department. The below images shows that Smoky Lake County is required to appoint an appeal committee for the <i>Agricultural Pest Act</i>.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="5">Field Visit Recommendations Plan Summary (for all critical and significant recommendations)</th> <th colspan="2">Recommendation Tracking</th> </tr> <tr> <th>Requirement</th> <th>Recommendation</th> <th>Critical</th> <th>Significant</th> <th>Due Date</th> <th>Decision</th> <th>Approved by/Date</th> </tr> </thead> <tbody> <tr> <td>ASB has and applies policies and/or bylaws for SCA</td> <td>Recommend creation of a Soil Conservation Policy. Refer to related policies on agriculturalserviceboards.com</td> <td></td> <td style="text-align: center;">X</td> <td>May 2022</td> <td></td> <td></td> </tr> <tr> <td>ASB has and applies policies and/or bylaws for AHA</td> <td>Recommend creation of an Animal Health Policy. 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Composition of the committee can be found in Section 14 of the SCA.</td> <td style="text-align: center;">X</td> <td></td> <td>March 2022</td> <td></td> <td></td> </tr> <tr> <td>Seed cleaning plants licensed WCA Regulation Part 1 (2) – (7)</td> <td>Recommend connecting with a trained Ag Fieldman and AFRED staff for assistance in conducting seed cleaning facility licensing inspections as annual licensing is required for all seed cleaning facilities.</td> <td style="text-align: center;">X</td> <td></td> <td>September 2022</td> <td></td> <td></td> </tr> </tbody> </table> <p><u>CURRENT:</u></p> <p>Smoky Lake County just recently developed a new bylaw, Bylaw No. 1411-22: Agricultural Service Board Independent Appeal Panel for Weed and Pest Control to ensure that we are in compliance with our legislative requirements. Now that the Bylaw has been passed Council is able to appoint an appeal committee.</p> <p><u>PROPOSAL:</u></p> <p>To appoint Member-at-Large: Barry Feniak, Norman Schmidt, and Robert Semeniuk. Alternate: Ed Doktor as per Bylaw No. 1411-22- Section Three: 3.3-3.4 <u>Factors</u> to consider:</p> <ul style="list-style-type: none"> • Smoky Lake County Agricultural Services has never received an appeal based on these <i>Acts</i>. 				Field Visit Recommendations Plan Summary (for all critical and significant recommendations)					Recommendation Tracking		Requirement	Recommendation	Critical	Significant	Due Date	Decision	Approved by/Date	ASB has and applies policies and/or bylaws for SCA	Recommend creation of a Soil Conservation Policy. Refer to related policies on agriculturalserviceboards.com		X	May 2022			ASB has and applies policies and/or bylaws for AHA	Recommend creation of an Animal Health Policy. 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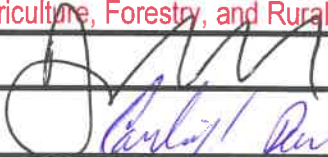
		Recommendation: To appoint Member-at-Large: Barry Feniak, Norman Schmidt, and Robert Semeniuk. Alternate: Ed Doktor as per Bylaw No. 1411-22- Section Three: 3.3-3.4	
CORRELATION TO BUSINESS PLAN			
Business Plan 2. Weed Control Act Duties Business Plan 5. Agricultural Pest Act Duties			
LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS		Agricultural Service Board Act Weed Control Act Agricultural Pest Act Bylaw No. 1411-22: Agricultural Service Board Independent Appeal Panel for Weed and Pest Control.	
BENEFITS	<ul style="list-style-type: none"> For regulating and control of prohibited noxious and noxious weeds in Smoky Lake County For regulating and control of declared pests in Smoky Lake County 		
DISADVANTAGES	N/A		
ALTERNATIVES	N/A		
FINANCE/BUDGET IMPLICATIONS			
Operating Costs: N/A		Capital Costs: N/A	
Budget Available: N/A		Source of Funds: N/A	
Budgeted Costs: N/A		Actual Costs: N/A	
INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS	N/A		
COMMUNICATION STRATEGY	Bylaw will be posted on the Smoky Lake County website for transparency and awareness		

RECOMMENDATION	
That Smoky Lake County Council appoint Member-at-Large: Barry Feniak, Norman Schmidt, and Robert Semeniuk. Alternate: Ed Doktor as per Bylaw No. 1411-22.	
Chief Administrative Officer	
Agricultural Fieldman	



REQUEST FOR DECISION		DATE	May 26 th , 2022	4.9																																																	
TOPIC	Agricultural Service Board Independent Appeal Panel for Soil Conservation																																																				
PROPOSAL	<p>BACKGROUND:</p> <p>Smoky Lake County has established its <u>first policy</u> for Soil Conservation on April 12th, 2022. This policy was established in response to the 2021 Agricultural Service Board Field Visit report.</p> <p>Smoky Lake County Agricultural Services received a Field Visit on June 25th, 2021 by Alberta Agriculture and Forestry as part of the ASB Grant Program. The ASB Program conducts field visits to ensure that ASB Grant funding appropriately supports ASB Grant Program objectives. Information gathered from field visits also benefits other ASBs in the development and delivery of programs related to the ASB Grant and provides evidence to the Officer of the Auditor General on the effective and efficient use of ASB Grant Dollars to support programs related to the <i>ASB Act</i>, environmental extension and awareness.</p> <p>Through the field visits areas of improvement and recommendations are made to the Agricultural Services Department. The below images shows that Smoky Lake County is required to appoint an appeal committee for the <i>Soil Conservation Act</i>.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="5">Field Visit Recommendations Plan Summary (for all critical and significant recommendations)</th> <th colspan="2">Recommendation Tracking</th> </tr> <tr> <th>Requirement</th> <th>Recommendation</th> <th>Critical</th> <th>Significant</th> <th>Due Date</th> <th>Decision</th> <th>Approved by/Date</th> </tr> </thead> <tbody> <tr> <td>ASB has and applies policies and/or bylaws for SCA</td> <td>Recommend creation of a Soil Conservation Policy. Refer to related policies on agriculturalserviceboards.com</td> <td></td> <td style="text-align: center;">X</td> <td>May 2022</td> <td></td> <td></td> </tr> <tr> <td>ASB has and applies policies and/or bylaws for AHA</td> <td>Recommend creation of an Animal Health Policy. 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Now that the policy has been passed Council is able to appoint the Agricultural Service Board as the Soil Conservation appeal committee.</p> <p>PROPOSAL:</p> <p>To appoint the Agricultural Service Board as the Soil Conservation appeal committee. <u>Factors to consider:</u></p> <ul style="list-style-type: none"> Smoky Lake County Agricultural Services has never received an appeal based on these <i>Acts</i>. <p>Recommendation: To appoint the Agricultural Service Board as the Soil Conservation appeal committee as per the requirements from Alberta Agriculture, Forestry and Rural Economic Development.</p>				Field Visit Recommendations Plan Summary (for all critical and significant recommendations)					Recommendation Tracking		Requirement	Recommendation	Critical	Significant	Due Date	Decision	Approved by/Date	ASB has and applies policies and/or bylaws for SCA	Recommend creation of a Soil Conservation Policy. 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CORRELATION TO BUSINESS PLAN	
Business Plan 6. Soil Conservation Duties	
LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS	Soil Conservation Act Policy Statement No. 62-29-01: Soil Conservation
BENEFITS	<ul style="list-style-type: none"> To ensure Smoky Lake County is in compliance with the legislative requirements provided to us through the ASB Program.
DISADVANTAGES	N/A
ALTERNATIVES	N/A
FINANCE/BUDGET IMPLICATIONS	
Operating Costs: N/A	Capital Costs: N/A
Budget Available: N/A	Source of Funds: N/A
Budgeted Costs: N/A	Actual Costs: N/A
INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS	N/A
COMMUNICATION STRATEGY	The policy will be posted on the Smoky Lake County website for transparency and awareness

RECOMMENDATION	
That Smoky Lake County Council appoint the Agricultural Service Board as the Soil Conservation appeal committee as per the requirements from Alberta Agriculture, Forestry, and Rural Economic Development.	
Chief Administrative Officer	
Agricultural Fieldman	



REQUEST FOR DECISION		DATE	May 26, 2022	4.10						
TOPIC	Assessment Review Board Services									
PROPOSAL	<p>Smoky Lake County must establish Local Assessment and Composite Assessment Review Boards. In 2011 bylaw 1231-11 was passed to establish the boards. Since that time, there have been further changes to the act and regulations relating to Assessment Review Boards. The Municipal Audit Program identified the need to pass an updated bylaw in 2021.</p> <p>It has been increasingly difficult to find and train members (both public and council). Council has suggested that administration look into the option of outsourcing the Assessment Review Board Services.</p> <p>Currently, there are not enough members with the required training to appoint to the board. This puts the organization in a critical position as we prepare to send out tax notices. Capital Region Assessment Services Commission (CRASC) is the only organization that we have found that provides this type of service. The term would be to December, 2024, The costs are</p> <table style="margin-left: 40px;"> <tr> <td>Base fee</td> <td>= \$ 800.00</td> </tr> <tr> <td>Per parcel fee \$0.30 x 8,882 parcels</td> <td>= 2,664.60</td> </tr> <tr> <td>Annual cost</td> <td>= \$3,464.60</td> </tr> </table> <p>If there are hearings, the following fees would be charged:</p> <ul style="list-style-type: none"> \$800 for each LARB or CARB hearing day (or part day) \$175 for each panelist for each part day of less then 4 hours including travel time \$300 for each panelist for each hearing day from 4-8 hours including travel time <p>The cost to have our own board would be training costs for 3-4 people every 3 years approx. \$3,000-\$4,000</p> <p>The cost of the hearing would be per day cost plus mileage based on Council policy at the time.</p> <p>@4.10a is the agreement provided by CRASC .</p> <p>Although having our own board would be the financially less expensive option, it does not take into consideration the ongoing administration time needed to deal with complaints, look for and coordinate members, and then administer the hearings.</p> <p><i>Council motion 1231-11 That Smoky Lake County appoint the following Local Assessment Review Board appointments for the remaining four-year term Year 2021 to Year 2025 of Councillor Dominique Cere as member; Councillor Lorne Halisky as alternate; and reconfirm Sue Landiak and Grant Gillund as Public-at-Large; and the alternate public-at-large member be appointed when the vacant position is filled; as per Bylaw No. 1231-11.</i></p> <p>At the moment, Smoky Lake County would not be able to hold a hearing as neither Council member is certified.</p> <p>We recommend contracting CRASC to carry out the Assessment Review Board Services. This will eliminate the problem finding members and will alleviate the pressure on council to ensure they are trained and receive certification. Therefore, we recommend that Council proceed with the contract offered by CRASC @4.10a, pass the attached bylaw 1417-22 @4.10b , and appoint the members as provided below.</p>				Base fee	= \$ 800.00	Per parcel fee \$0.30 x 8,882 parcels	= 2,664.60	Annual cost	= \$3,464.60
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Annual cost	= \$3,464.60									
CORRELATION TO BUSINESS (STRATEGIC) PLAN										

3. That Smoky Lake County **Bylaw No. 1417-22: Assessment Review Boards** for the purpose of establishing a Local Assessment Review Board and a Composite Assessment Review Board be given **FIRST READING...**
4. That Smoky Lake County **Bylaw No. 1417-22: Assessment Review Boards** for the purpose of establishing a Local Assessment Review Board and a Composite Assessment Review Board be given **SECOND READING...**
5. That permission for third reading be given to Smoky Lake County **Bylaw No. 1417-22: Assessment Review Boards** for the purpose of establishing a Local Assessment Review Board and a Composite Assessment
6. That Smoky Lake County **Bylaw No. 1417-22: Assessment Review Boards** for the purpose of establishing a Local Assessment Review Board and a Composite Assessment Review Board be given the **THIRD and FINAL READING** and that the Reeve and the Interim Chief Administrative Officer are hereby authorized to fix their signatures to all necessary documents and that the corporate seal also be fastened where it is deemed to be necessary.

CHIEF ADMINISTRATIVE OFFICER

A handwritten signature in blue ink, appearing to be 'J. M.', is written over the signature line.

Capital Region Assessment Services Commission



**PARTICIPANT
MEMORANDUM OF AGREEMENT
2022 - 2024**

**LOCAL ASSESSMENT REVIEW BOARDS
and
COMPOSITE ASSESSMENT REVIEW BOARDS**

1 January 2022

MEMORANDUM OF AGREEMENT

made between

CAPITAL REGION ASSESSMENT SERVICES COMMISSION
(the “**Commission**”)

and

(the “**Participant**”)

WHEREAS the Commission will provide specific administrative and financial services relating to Assessment Review Boards to the Participant;

AND WHEREAS the Commission and the Participant have reached agreement with respect to the terms and conditions under which the Commission will provide such administrative and financial services to the Participant;

NOW THEREFORE the Commission and the Participant agree as follows:

1. DEFINITIONS

- a. “**Board**” means the Board of Directors of the Capital Region Assessment Services Commission.
- b. “**Commission**” means the Capital Region Assessment Services Commission.
- c. “**Fiscal Year**” means 1st of January to 31st of December.
- d. “**Participant**” and “**Municipality**” mean a municipal authority NOT listed in the Appendix to Alberta Regulation 77/96, as amended from time to time; and which has engaged the services of the Commission to provide specific administrative and financial services relating to Assessment Review Boards.

- e. **“Panellist”** means an individual who is accredited by the Alberta Land & Property Rights Tribunal (“LPRT”) to hear Assessment Complaints.
- f. **“Assessment Review Board”** and **“ARB”** mean either the Local Assessment Review Board (“LARB”) or the Composite Assessment Review Board (“CARB”).
- g. **“Assessment Clerk”** means an individual who is accredited by the Alberta LPRT to perform assessment clerk services.
- h. **“Term”** means the term of this agreement as set forth in Section 2.

2. **TERM**

The term of this agreement is as specified in Schedule “A” hereto. The Term may be extended by an agreement in writing between the parties hereto before the end of the Term, failing which the agreement shall terminate at the end of the Term without notice by either party to the other and without additional compensation from the Participant to the Commission.

3. **OBLIGATIONS of the COMMISSION**

The Commission will provide a full ARB administration service from receipt of Complaint forms through to distribution of the hearing decisions, including, but not limited to:

- a. receiving Complaint forms from the Participant, acknowledging their receipt, setting up hearings, preparing and distributing Notices of Hearings, attending each hearing and distributing the decision.
- b. maintaining a Panellist pool sufficient to respond to the Participant’s requirements for Assessment Review Board hearings.
- c. annually providing the Participant with:
 - i. a list of Commission approved Panellists from which the Commission can draw to fill its hearing needs;
 - ii. the name of the chair of the LARB and CARB;
 - iii. the name of the Assessment Clerk of the LARB and CARB.

- d. apprising the Participant of such information relevant and necessary for the performance of its legislated duties and responsibilities with respect to Assessment Review Boards.
- e. providing an Assessment Clerk at Assessment Review Board hearings, unless the Participant informs the Commission of its wish to provide its own Assessment Clerk.
- f. assisting the Panellists to prepare a written decision from each hearing and distributing the decision to the appropriate parties. *NOTE - The decisions, reasons therefore and the writing of the decision are the responsibility of the hearing panellists. The clerk will provide only administrative and clerical assistance to this function.*
- g. preparing, and distributing to the Participant, appropriate administrative and operating policies and procedures relating to Assessment Review Boards.
- h. annually meeting with the Panellists to review activities and ensure that the Panellists are current with respect to Assessment Review Board hearing information.

Panellist Nominations:

While it is the policy of the Commission to, wherever possible, draw its pool of panellists only from its members; from time to time the Commission may contact Participants seeking nominations of suitable individuals who may be appointed as potential Panellists so that an acceptable pool of accredited Panellists can be maintained. The determination of the Panellist pool rests solely with the Commission.

Should the Commission decide to accept the Participant's nominee, the Commission will contact the Participant's nominee to outline the requirements for being considered as a Panellist and inform the nominee of pending training and accreditation requirements and opportunities. Upon successful accreditation, the nominee will be entered on the Commission's Panellist pool registry as maintained by the Commission.

4. OBLIGATIONS of the PARTICIPANT

The Participant will cooperate with the Commission to ensure the smooth running of the Commission's ARB practices and procedures, including, but not limited to:

- a. at the commencement of each year of this agreement (and no later than the 15th of February of each year), the Participant will provide to the Commission its total parcel count as at the 1st of January of each year. *NOTE - This parcel count will be used to calculate the total per parcel fees due in accordance with Schedule "A" to this agreement.*
- b. annually appointing to the LARB and CARB the list of Commission Panellists, the name of the chair and the name of the Assessment Clerk, provided to the Participant by the Commission each year. *NOTE - The Commission draws from only its own designated pool of Panellists to sit on Commission administered hearings.*
- c. providing the Commission with immediate notification by email when an Assessment Review Board Complaint has been filed with the Participant.
- d. for each complaint, promptly scanning and emailing the following to the Commission: (*IMPORTANT - Where the following documentation contains colour, the document should be scanned in colour.*)
 - Assessment Review Board Complaint form
 - Assessment Complaints Agent Authorization form - if appropriate
 - Proof of payment of applicable complaint fee
 - All other documentation provided by the complainant accompanying the ARB Complaint form
 - Copy of the assessment notice or combined assessment/tax notice that is the subject of the complaint
 - Confirmation of the date that the complaint was received by the Participant and that the complaint was received within the deadline for submission of complaints.
- e. when requested by the Commission, providing a suitable meeting room or other means of facilitating a hearing (e.g. setting up, providing and hosting suitable videoconference and/or teleconference facilities) for the Assessment Review Board hearing without charge to the Commission. The decision regarding how the hearing will take place, e.g in person, by video/teleconference or by other means will be at the sole discretion of the Commission.

5. FEES and EXPENSES

Each year the Board will review the budget for Assessment Review Board services and will establish such fees as it deems appropriate. Annually, the Participant will

be informed as to what the forthcoming year's fees will be. Effective at the commencement of this Agreement, these approved fees and expenses are as shown in Schedule "A" and they will remain in effect for the remaining years of this agreement unless changed by the Board.

The Commission will invoice each Participant for the applicable fees and expenses listed in Schedule "A" and the Participant will pay those invoices in a timely manner.

Should the Board change the fees in Schedule "A", the Participant has the option to withdraw from this agreement within 30 days from the latter of the date of the change(s) coming into effect and the Participant being informed of the change(s).

6. PARTICIPANT INFORMATION

All Participant information relating to the Assessment Review Board complaints is deemed the property of the Participant.

Other than for the proper functioning of the Assessment Review Board process, the Commission will not disclose or make known to any person the Participant information or any matter or thing which comes to the knowledge of or is disclosed to the Commission by reason of this Agreement and shall retain all such knowledge as confidential, unless the Commission is required by law, or is expressly authorized by the Participant in writing, to disclose or make known the knowledge.

Where Participant information, whether paper or electronic, is in the temporary possession or control of the Commission, the Commission will ensure the security and safety of all data and allow only authorized access to the Participant information.

7. TERMINATION

A Participant shall be entitled to terminate this agreement upon six (6) months written notice together with payment of the annual fees for the balance of the Term.

The Commission reserves the right to terminate this agreement upon six (6) months written notice to the Participant.

8. SURVIVAL

The provisions of this agreement, which by their context are meant to survive the expiry or earlier termination of this agreement, shall so survive for the benefit of the party relying upon the same.

9. NOTICE

Whether or not so stipulated herein, all notices, communication, requests and statements required or permitted hereunder shall be in writing.

10. ASSIGNMENT

This agreement or any rights arising out of this agreement shall not be assigned by either party hereto without the other party's prior written consent, which consent shall not be arbitrarily withheld.

11. ENTIRE AGREEMENT

This agreement represents the entire agreement between the parties with respect to the subject matter hereof.

12. AMENDMENTS

This agreement can be modified, amended or assigned only by a written instrument duly executed by the parties.

IN WITNESS WHEREOF the parties hereto have executed this agreement by the hands of their respective, properly authorized officers, on their behalf.

THE COMMISSION: CAPITAL REGION ASSESSMENT SERVICES
COMMISSION

Per: _____, _____, _____, 202
Authorized Signature Name Date

THE PARTICIPANT: _____
Name of Participant

Per: _____, _____, _____, 202
Authorized Signature Name Date

SCHEDULE “A”

TERM of AGREEMENT

The Term of this agreement is for the period from 1 January 2022 to 31 December 2024.

FEES and EXPENSES

The compensation payable by the Participant to the Commission for its performance of this agreement is as follows:

1. Annual Fees per Participant - Per Fiscal Year

- a. Core fee of \$800, plus;
- b. Per parcel fee of \$0.30, based on the total number of the Participant’s parcels that are eligible to have a LARB or CARB complaint filed on them, as at 1 January of each year of the agreement. *(Do not include DIP, Linear, Exempt, Municipal Owned and similar parcels)*

2. Hearing Fees - Per Hearing

Assessment Review Board Hearing Fees are chargeable to the Participant for each hearing day or part day and depend on the services provided to the Participant for each hearing. Not all fees may be chargeable for every hearing.

- a. **Hearing:** \$800 for each LARB hearing day or part day.
\$800 for each CARB hearing day or part day.
- b. **Panellist:** \$175 per Panellist for each hearing day or part day and associated travel time that do not exceed four (4) hours.
\$300 per Panellist for each hearing day or part day and associated travel time that exceed four (4) hours and do not exceed eight (8) hours.

\$450 per Panellist for each hearing day or part day and associated travel time that exceed eight (8) hours.

- c. **Presiding Officer:** \$225 per Presiding Officer for each hearing day or part day and associated travel time that do not exceed four (4) hours.

\$400 per Presiding Officer for each hearing day or part day and associated travel time that exceed four (4) hours and do not exceed eight (8) hours.

\$600 per Presiding Officer for each hearing day or part day and associated travel time that exceed eight (8) hours.

- d. **Assessment Clerk:** \$800 for each hearing day or part day where the Commission provides an Assessment Clerk.

3. **Hearing Expenses**

Travel and subsistence expenses are chargeable to the Participant for each hearing. These are based on the rates established from time to time by the Government of Alberta for its Boards, Agencies and Commissions.

COMMISSION’S SERVICE ADDRESS

The Commission's address for service of notices is:

Capital Region Assessment Services Commission
11810 Kingsway
Edmonton, Alberta T5G 0X5

Telephone: 780-451-4191
Email: info@crasc.ca

PARTICIPANT’S SERVICE ADDRESS

The Participant’s address for service of notices is:

Name of municipality _____

Contact name _____

Address 1 _____

Address 2 _____

City _____

Postal Code _____

Telephone: _____

Email: _____

**SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO. 1417-22**

A BYLAW OF THE MUNICIPALITY OF SMOKY LAKE COUNTY IN THE PROVINCE OF ALBERTA BEING A BYLAW OF SMOKY LAKE COUNTY TO ESTABLISH AND GOVERN THE SMOKY LAKE COUNTY ASSESSMENT REVIEW BOARDS.

WHEREAS under and by virtue of Section 454 of the *Municipal Government Act, R.S.A., 2000* Chapter M-26 a council must establish a local assessment review board and a composite assessment review board to hear complaints referred to in section 460,

WHEREAS under and by virtue of Section 454 of the *Municipal Government Act*, a council must appoint at least three persons as members to each local assessment review board; and at least two persons as members to each composite assessment review board; and must appoint one member as a chairperson;

WHEREAS under and by virtue of Section 456 of the *Municipal Government Act*, a council must appoint a designated officer to act as the Clerk of the Assessment Review Boards having jurisdiction in the County of Smoky Lake;

NOW THEREFORE the Council of Smoky Lake County, in the Province of Alberta, hereby establishes a Local Assessment Review Board (LARB) and a Composite Assessment Review Board (CARB) as follows:

1. NAME OF THIS BYLAW

This Bylaw may be cited as the "Assessment Review Boards Bylaw".

2. DEFINITIONS

2.1 **Act:** The Municipal Government Act, R.S.A. 2000, Chapter M-26 as amended from time to time.

2.2 **Assessment:** the value of property determined in accordance with the Act and the regulations made thereunder.

2.3 **Boards:** the Assessment Review Boards that may act as a Composite Assessment Review Board (CARB) or Local Assessment Review Board (LARB) to decide on any matter required or permitted to be heard under relevant legislation.

2.4 **Capital Region Assessment Services Commission (CRASC):** The organization contracted to carry out all Assessment Review Board Duties.

2.5 **Complaint:** a complaint under section 460 of the Act.

2.6 **Chairperson:** the person appointed as the Chair under section 454.1(2), 454.1(2) or 455(2) of the Act

2.7 **Composite Assessment Review Board:** a board established pursuant to section 454 of the Act to hear and make decisions on complaints for properties other than the property described in section 2.11 of this bylaw

2.9 **Council:** the Council of Smoky Lake County.

- 2.10 **County:** Smoky Lake County.
- 2.11 **Local Assessment Review Board:** a board established pursuant to section 454 of the Municipal Government Act to hear and make decisions on complaints about assessment notices for residential properties with 3 or fewer dwelling units, or farmland.
- 2.12 **Panelist:** an individual who is accredited by the Alberta Municipal Government Board to hear Assessment Complaints and who will be appointed to the Assessment Review Boards.
- 2.13 **Regulation:** Alberta Regulation 310/2009: Matters Relating to Assessment Complaints Regulation, as amended or replaced from time to time or any other regulation made under Part 11 of the Municipal Government Act.

3. PURPOSE OF THE BOARDS

The purpose and mandate of the Boards are:

- 3.1 To hear and make decisions respecting the Assessment Review Board Complaints filed.
- 3.2 To perform all duties and exercise responsibilities in accordance with the provisions of the Act and Regulation.

4. GENERAL

Council hereby establishes the following boards:

- 4.1 Local Assessment Review Board; and
- 4.2 Composite Assessment Review Board

5. DUTIES AND AUTHORITIES

- 5.1 The Assessment Review Boards shall carry out the duties and responsibilities as set out in the Municipal Government Act and its regulations.

6. APPOINTMENT OF BOARD MEMBERS, CHAIR, AND ASSESSMENT CLERK

- 6.1 Annually, upon the request and recommendation provided by the Capital Region Assessment Review Board; Council shall by resolution appoint:
 - a) the list of panellists as
 - b) the names of the Chair of the LARB and CARB; and
 - c) the Clerk

7. FEES AND EXPENSES

- 7.1 Compensation will be payable to the CRASC for contract fees, hearing fees, panellist fees, and clerk fees as per schedule 'A' of the Participant Memorandum of Agreement approved by Council.

8. ASSESSMENT COMPLAINTS

8.1 Upon receipt of an assessment complaint, Smoky Lake County shall forward the completed Assessment Review Board Complaint form and all supporting documentation.

9. REPEAL AND EFFECTIVE DATE

9.1 Bylaw 1231-11 is hereby repealed.

10. SEVERABILITY

10.1 If any clause in this Bylaw is found to be invalid, it shall be severed from the remainder of the Bylaw and shall not invalidate the whole Bylaw.

This Bylaw comes into effect on the date of final passing.

READ a First Time this ____ day of __, AD .

READ a Second Time this ____ day of __, AD .

READ a Third and Final Time this ____ day of __, AD ,

and finally passed by Council.

Lorne Halisky
Reeve

S E A L

Gene Sobolewski
Chief Administrative Officer

Brenda Adamson

From: Gerryl Amorin <gerryl@amorinaccounting.com>
Sent: May 16, 2022 10:03 AM
To: Brenda Adamson
Subject: RE: Assessment Review Boards
Attachments: BYLAW No. 1 21.pdf

Hello Brenda,

Apologies for the delay, I have confirmed that CRASC provides your County with approval to join our Regional Board pending receipt of below 3 items:

There is a requirement to provide the following resolutions approved by council:

1. Signed copy of the Council Minutes containing the approval by Council to engage CRASC to provide ARB services.

As well, an annual requirement appointing officials (this is typically communicated at the beginning of the year):

2. All municipalities are required to appoint by resolutions the following as your ARB officials for 2022.

ARB Chairman - Raymond Ralph

Certified ARB Clerk - Gerryl Amorin

Certified Panelists - Darlene Chartrand
Tina Groszko
Stewart Hennig
Richard Knowles
Raymond Ralph

This is to appoint the Panelists that will “hear” any complaints that result in an ARB Hearing.

3. Signed 3 Year Agreement (previously sent May11/22, a Fully executed agreement will be sent to you)

For billing purposes, we require your parcel count as at Jan 1/2022 – annual billing will come shortly after receiving the above.

Let me know if you need any other info.

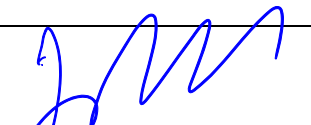
Attached are our Bylaws – some helpful info in there, as well as on our website www.crasc.ca

Thanks,
Gerryl Amorin

From: Brenda Adamson <badamson@smokylakecounty.ab.ca>
Sent: May 13, 2022 11:51 AM



REQUEST FOR DECISION		DATE	May 26, 2022																								
		4.11																									
TOPIC	Review of Bylaw No. 1320-18: Council Code of Conduct																										
PROPOSAL	<p>BACKGROUND:</p> <p>The County has had a “Code of Conduct” policy since March 28, 2014 and was replaced by Bylaw No. 1320-18 on August 30, 2018, to be in compliance with the Modernized Municipal Government Act and regulations which came into force on October 26, 2017 – Bill 20 “The Code of Conduct for Elected Officials Regulation, AR 200/2017, that mandated a Code of Conduct be in place by BYAW- Effective as of July 23, 2018: MGA - Section 146.1 (1) to (5).</p> <p>The bylaw must be reviewed after a general municipal election or by-election to fill a vacancy, as part of the Elected Official Orientation and following the orientation review, Members of Council acknowledge the standards of this Code by signing the acknowledgment statement, as outlined in Schedule “B”: Smoky Lake County Council – Acknowledgement of Code of Conduct.</p> <p>October 28, 2021, Organizational Meeting, Motion #05-21:</p> <p>That Smoky Lake County, as per Bylaw No. 1320-18: Code of Conduct, acknowledge each respective Council member’s execution of the “Code of Conduct” which is to provide standards for the conduct of Council Members relating to their roles and obligations as elected representatives of the County as well as a procedure for the investigation and enforcement of those standards; and, the “Oath of Confidentiality” as a condition of service to swear to execute, according to law and to the best of their abilities, the duties required and to not, without due authorization, disclose or make known any matter or thing which comes to their knowledge, by reason of their employment:</p> <table style="margin-left: 40px;"> <thead> <tr> <th style="text-align: left;"><u>Div.</u></th> <th style="text-align: left;"><u>Name</u></th> <th style="text-align: center;"><u>Code of Conduct</u> <u>Signed</u></th> <th style="text-align: center;"><u>Oath of Confidentiality</u> <u>Signed</u></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Dan Gawalko</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> </tr> <tr> <td>2</td> <td>Linda Fenerty</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> </tr> <tr> <td>3</td> <td>Dominique Cere</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> </tr> <tr> <td>4</td> <td>Lorne Halisky</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> </tr> <tr> <td>5</td> <td>Jered Serben</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">✓</td> </tr> </tbody> </table> <p>Section 9.2 of Bylaw 1320-18 states:</p> <p>“Smoky Lake County Bylaw No. 1320-18: Council Code of Conduct Bylaw will be reviewed by County Council at least every four years. Council may initiate a more frequent review of the Code of Conduct, if deemed necessary.”</p> <p>Note that Bylaw No. 1320-18:</p> <ul style="list-style-type: none"> ✓ is current and is in compliance with the “Guide for Municipalities – Code of Conduct” Handbook: https://www.abmunis.ca/sites/default/files/councillor_codes_of_conduct_guidance_document_-_final.pdf ✓ was reviewed by the Minister’s Office during the Municipal Accountability Program (MAP) conducted on January 18, 2021. ✓ was utilized after receiving a compliant (3 years ago) and the process outlined in the Bylaw worked very well. <p>CURRENT:</p> <p>May 11, 2022, Policy Committee Meeting, Motion #222-22:</p> <p>That the Smoky Lake County Policy Committee recommend that Council acknowledges to confirm Bylaw No. 1320-18: Council Code of Conduct, has been reviewed on May 11, 2022, as required every four years, and is current and in compliance with all legislative requirements, at the next Regular Council Meeting.</p>			<u>Div.</u>	<u>Name</u>	<u>Code of Conduct</u> <u>Signed</u>	<u>Oath of Confidentiality</u> <u>Signed</u>	1	Dan Gawalko	✓	✓	2	Linda Fenerty	✓	✓	3	Dominique Cere	✓	✓	4	Lorne Halisky	✓	✓	5	Jered Serben	✓	✓
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3	Dominique Cere	✓	✓																								
4	Lorne Halisky	✓	✓																								
5	Jered Serben	✓	✓																								

PROPOSAL:	
As per the recommendation by the Policy Committee on May 11, 2022, Council needs to acknowledge Bylaw No. 1320-18: Council Code of Conduct, has been reviewed on May 11, 2022, is current, and is in compliance with all legislative requirements	
CORRELATION TO BUSINESS (STRATEGIC) PLAN	
N/A	
LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS	Bylaw No. 1320-18: Council Code of Conduct. Municipal Government Act and regulations which came into force on October 26, 2017 – Bill 20 “The Code of Conduct for Elected Officials Regulation, AR 200/2017.
BENEFITS	Holds Councillors accountable to the public and addresses immediate/urgent issues when it comes to the conduct of individual councillors.
DISADVANTAGES	
ALTERNATIVES	N/A - Legislative Requirement.
FINANCE/BUDGET IMPLICATIONS	
Operating Costs:	\$ _____
Budget Available:	\$ _____
Budgeted Costs:	\$ _____
Capital Costs:	\$ _____
Source of Funds:	_____
Unbudgeted Costs:	\$ _____
INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS	N/A
COMMUNICATION STRATEGY	N/A
RECOMMENDATIONS	
That Smoky Lake Council confirms Bylaw No. 1320-18: Council Code of Conduct, has been reviewed on May 11, 2022, as required every four years, and is current and in compliance with all legislative requirements.	
CHIEF ADMINISTRATIVE OFFICER	

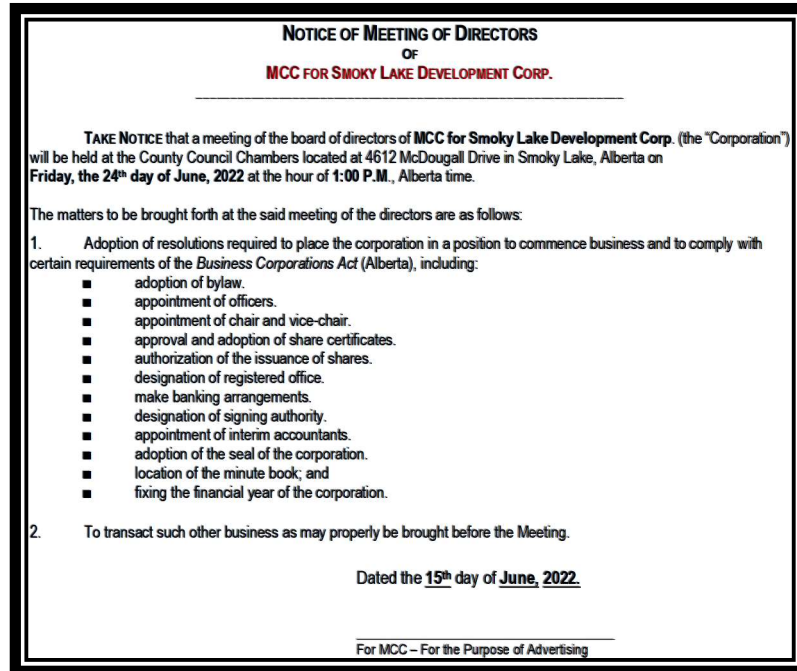


REQUEST FOR DECISION		DATE	May 26, 2022
		4.12	
TOPIC	MCC for Smoky Lake Development Corp.		
PROPOSAL	<p>BACKGROUND:</p> <p>June 8, 2021, Smoky Lake County & Town Joint Council Meeting, Motion SLC253-21: A Resolution of the Council of Smoky Lake County for the purpose of establishing a Municipally Controlled Corporation in accordance with Section 75.1 of the Municipal Government Act, Chapter M26, RSA 2000, and pursuant to Section 2 of the Municipally Controlled Corporation Regulation, AR 112/2018.</p> <p>WHEREAS, the Council of Smoky Lake County has adopted Municipal Development Plan Bylaw No. 1249-12, which promotes and encourages a wide range of tourism and heritage initiatives; Smoky Lake County & Town of Smoky Lake Joint Council Meeting & Public Hearing June 8, 2021;</p> <p>WHEREAS, the Council of Smoky Lake County has adopted the Victoria District Economic Development Strategy Bylaw No. 1372-20, a Bylaw which provides an approach to building and developing future tourism development within the Smoky Lake Region;</p> <p>WHEREAS, the Council of Smoky Lake County has adopted the Victoria District Economic Development Strategy Business Plan Bylaw No. 1390-20, a Bylaw which provides further direction for implementing the Victoria District Economic Development Strategy; AND</p> <p>WHEREAS, the Council of Smoky Lake County wishes to establish a Municipally Controlled Corporation as a joint venture with the Town of Smoky Lake, for the purposes of creating a regional tourism corporation for the purposes of executing the Victoria District Economic Development Strategy Business Plan;</p> <p>THEREFORE, be it resolved that the Council of Smoky Lake County does hereby provide notice to the Minister of Municipal Affairs of its intention to establish a Municipally Controlled Corporation.</p> <p>March 28, 2022 - MCC for Smoky Lake Development Corp.'s Documents Issued: Certificate of Incorporation issued by the Government of Alberta, under the Corporate Access Number: 2024193308, Business Number: 736624404, issued by the Canadian Revenue Agency (CRA).</p> <p>March 28, 2022, Council Meeting, Motion #523-22: That Smoky Lake County approve to appoint Reeve Lorne Halisky and Councillor Linda Fenerty to the position of Board of Directors for the Municipally Controlled Corporation (MCC) in accordance with the Victoria District Economic Development Strategy MCC Business Plan.</p> <p>April 5, 2022, Town of Smoky Lake Council Motion # 282-2022: MOVED by Councillor Kobes that Town of Smoky Lake remove Adam Kozakiewicz, CAO as a Director for the Municipally Controlled Corporation for the Smoky Lake Development Corp. and replace with Melody Morton, Deputy Mayor.</p>		

CURRENT:

Advertising the MCC for Smoky Lake Development Corp.'s inaugural meeting:

Cost for ad for ¼ page will be approximately \$213.00 in the Review. The deadline if meeting is June 24, 2022 - the Ad will state dated June 15, 2022 as that is when it would appear in the paper and it must be submitted to the paper by June 9, 2022.



Corporate Seal for the MCC for Smoky Lake Development Corp.:

A corporate seal will be required on official documents, where it is deemed to be necessary. Administration has researched to cost to purchase a corporate seal which was estimated to be between \$50.00 and \$100.00

PROPOSAL:

County Administration has taken the lead in coordinating the Director's schedules to determine a date for the MCC for Smoky Lake Development Corp.'s inaugural meeting, and has prepared an advertisement for the meeting as well as prepare and agenda. This was necessary to move this project forward in a timely manner as to not lose progress from years of work leading up to this stage in the Victoria District Economic Development Strategy Business Plan.

Once the inaugural meeting has been held and required resolutions passed to commence business and to comply with certain requirements of the Business Corporations Act (Alberta), the corporate seal will need to be on hand.


Therefore, Administration requests that Council approve the action taken and recommends the minor expenses be address.

CORRELATION TO BUSINESS (STRATEGIC) PLAN

As per the Victoria District Economic Development Strategy Business Plan.

LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS

Municipal Government Act
Business Corporations Act (Alberta)

BENEFITS	Maintain progress from years of work leading up to this stage in the Victoria District Economic Development Strategy.		
DISADVANTAGES	Lose progress from years of work leading up to this stage in the Victoria District Economic Development Strategy.		
ALTERNATIVES	Council's discretion.		
FINANCE/BUDGET IMPLICATIONS			
Operating Costs:	\$ _____	Capital Costs:	\$ _____
Budget Available:	\$ _____	Source of Funds:	_____
Budgeted Costs:	\$ _____	Unbudgeted Costs:	<u>\$313.00 (to be reimbursed)</u>
INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS	N/A		
COMMUNICATION STRATEGY	N/A		
RECOMMENDATIONS			
<p>Motion #1 That Smoky Lake County Council approve action taken by Administration in coordinating the scheduling, advertising, and agenda preparation for the MCC for Smoky Lake Development Corp.'s inaugural meeting, to be held on Friday, June 24, 2022 at 1:00 p.m. in County Council Chambers.</p> <p>Motion #2 That Smoky Lake County temporarily cover the expenses relating to advertising the MCC for Smoky Lake Development Corp.'s inaugural meeting, in the approximate amount of \$213.00, and to purchase a corporate seal for the MCC for Smoky Lake Development Corp. in the approximate amount of \$100.00; and submit all related invoices to the MCC for Smoky Lake Development Corp. for reimbursement.</p>			
CHIEF ADMINISTRATIVE OFFICER			



Chief Administrative Officer			
Report Period: Apr 26, 2022 to May 20, 2022			
LEGISLATIVE / GOVERNANCE			
Projects	Date In Progress	Date Outstanding	Date Completed
Policy Committee Meeting			May 11/22
ADMINISTRATIVE			
Projects	Date In Progress	Date Outstanding	Date Completed
Mangers Meetings – Every Monday Morning			Ongoing
NE18-59-15 – Water Ponding/Culvert: In response to complaints from the landowner in the last few years, the Farmers Advocate had contacted the County to gain insights in regard to watershed and perception that a culvert is causing water retention on the property. Several inspections/culvert cleaning operations have been undertaken.			Apr 27/22
Bonnie Lake Resort – Ongoing discussions regarding the stormwater issue, including a meeting with AE and the Developer’s engineers.	Ongoing		May 03/22 May 04/22
Tourism Partnership – Legal team meeting – MCC Legal – Awaiting meeting of Directors. The County Administration is incurring legal and other administrative costs (advertising, etc.) to assist in setting up the meeting in preparing agendas, advertising and legal document preparations.	Ongoing		May 20/22
STIP RR130 – BF13398 Tender - The Tender was awarded at a limited scope and the girders, backwall and approach structures are currently in que for fabrication. The Minister approved the escalation costs to 50% of the costs (\$210,330). To complete this project the County will have to provide the balance of funds. The Minister also approved the STIP grant for the rehabilitation of BF78004 (Twp 585A and RR 195A) and BF77862 (Twp 590 and RR 190) for a total of \$245,305 (AT contribution at 75%. These structures are in dire need of rehabilitation and therefore it is not advisable to request AT to divert those funds to BF13398 due to the compounding effects of the growing poor condition of bridge inventory. Discussion Req’d. Recommendation: That Smoky Lake County acknowledge the Letters from the Minister of Transportation dated May 02, 2022 and....			May 19/22
Committee of the Whole – Broadband Connectivity – Sent out a second letter. Response from Buffalo Lake, The Town of Smoky Lake and Village of Vilna.			May 11/22
Annual County Safety Meeting			Apr 29/22
Northern Lights RV Park – Ongoing discussions regarding Development Permit requirements.			May 03/22 May 04/22 May 06/22

Chief Administrative Officer

Report Period: **Apr 26, 2022 to May 20, 2022**

Ukrainian Twinning Meeting/Kosiv			May 10/22
RCDC Meeting/CEDO Contract			May 19/22
HWY 28/63 COMMISSION			
Commission Meetings – Organizational, Budget, draft bylaw issues			Mar 30/22
Westlock – Brownlee Session: Attended an evening session to reiterate roles of the Board/Administrations of Commissions and legal requirement/obligations.			Apr 28/22
Bylaw Committee: The Committee completed the review of the bylaw. Legal will be required to undertake some additional review/opinions.	Ongoing		May 06/22
FINANCIAL			
Projects	Date In Progress	Date Outstanding	Date Completed
2022 Budget Meeting			May 05/22 May 13/22
HUMAN RESOURCES			
Projects	Date In Progress	Date Outstanding	Date Completed
Legal – Managing Partner Deficiency Issues - Brownlee has provided a template for Review. Provided at the last meeting.	Ongoing		
COMMUNITY			
Projects	Date In Progress	Date Outstanding	Date Completed
Emergency Preparedness			May 07/22
Robotics Competition			May 11/22
TRAINING			
COUNTY STRATEGIC PLAN			
N/A			
Signature: <i>Gene Sobolewski</i>	County Council Meeting: <u>May 19, 2022</u>		



ALBERTA
TRANSPORTATION

Office of the Minister



May 2, 2022

AR 89263

Mr. Lorne Halisky
Reeve
Smoky Lake County
PO Box 310
Smoky Lake, AB T0A 3C0

Dear Reeve Halisky:

Thank you for your letter of March 16, 2022 regarding Smoky Lake County's BF13398 Standard Bridge Replacement project. I acknowledge the challenges you have faced regarding issues related to cost escalations that have impacted your ability to complete this project within the approved budget. I also appreciate your attempts at mitigating these issues and ongoing challenges.

The Department understands the impacts that steel market volatility and the decline in the number of local standard girder fabricators has had on the project. I am pleased to advise that your project will receive additional funding under the Strategic Transportation Infrastructure Program (STIP). The County will receive \$210,330 (based on a 50% cost-share of the project cost overrun incurred). Considerations were given to the importance of this project within the limitations of the Provincial budget due to the COVID-19 Pandemic.

We appreciate the efforts being made to proceed with this project and will continue to assist you with this project. Thank you for taking the time to write.

Sincerely,

Rajan Sawhney
Minister of Transportation

cc: Michael Botros
Regional Director, Alberta Transportation.



ALBERTA
TRANSPORTATION

Office of the Minister

May 12, 2022

AR 89587

Reeve Lorne Halisky
Reeve
Smoky Lake County
PO Box 310
Smoky Lake, AB T0A 3C0
lhalisky@smokylakecounty.ab.ca

Dear Reeve Halisky:

I am pleased to advise your council that the following projects will be funded under the Strategic Transportation Infrastructure Program.

Local Road Bridges:

Based on your submitted application(s), the approved grant is 75 per cent of the eligible project cost.

BF 78004 - Culvert Repairs, maximum grant: \$184,028

BF 77862 - Bridge Culvert Rehabilitation, maximum grant: \$61,277

The final grant amount will be based on the actual eligible costs at the time of project completion, up to the approved maximum grant amount.

Budget 2022 focuses on protecting lives and livelihoods. Our government continues to make investments in hospitals, schools, roads, bridges, transit, and water infrastructure to support municipalities in improving critical local transportation infrastructure, creating jobs, and stimulating the economy.

Alberta Transportation staff will be in contact with your administration to formalize the funding agreement to undertake this work. As part of the previous approval conditions, no cost increases can be considered.

While I look forward to sharing the news about this important investment, I ask that you please do not publicly communicate this project approval until provincial announcements are made.

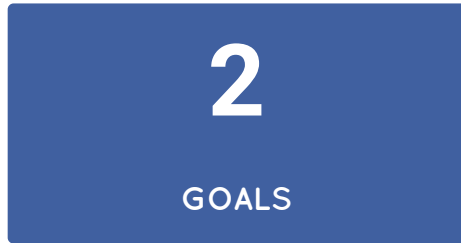
Sincerely,

Rajan Sawhney
Minister of Transportation

cc: Mr. Glenn van Dijken, MLA, Athabasca-Barrhead-Westlock
Mr. Michael Botros, Regional Director, North Central Region



5.1.3.i



● Draft ● Not started ● Behind ● On Track ● Overdue ● Complete → Direct Alignment --- Indirect Alignment

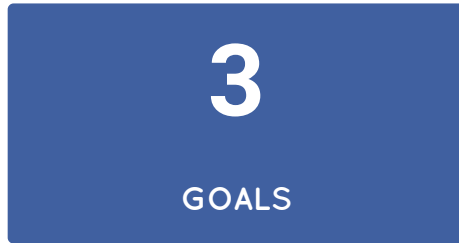
GOAL

Meeting...	Motio...	Goal	Details	Owner	Progress Update	Curr...
		2022 04 14 Committee of the Whole				On Track
2022/04/14	617-22	MuniSight Demonstration/Tr and User Guide	That Smoky Lake County Council recommend a Request for Decision (RFD) be prepared for the May 26, 2022 Regular County Council Meeting, for the purpose of considering a pilot project through the MuniSight Ltd. / All-Net Municipal Solutions' software application: "Service Tracker" to track, manage and report on service requests from internal sources, in a timely manner.	GIS Technician	Carole Dowhaniuk: Achievements: <ul style="list-style-type: none"> Demonstration of ALL Net- Service Tracker - Presenter - Scott Lamb Customer Success Lead MuniSight/ALL-Net Solutions Overview of Smoky Lake County's Webmap - Presenter - Carole Dowhaniuk <ul style="list-style-type: none"> Overview County and Regional Internal site. Overview of GIS on Website Maps available to public Public webmap and user guide Challenges: <i>No value</i> Next Steps:	On Track

Meeting...	Motio...	Details	Owner	Progress Update	Curr...
				<ul style="list-style-type: none"> • Present and discuss ALL-Net Service Tracker with Management May 16, 2022 <ul style="list-style-type: none"> ◦ Provide feedback to Council • Request for Decision (RFD) be prepared for the June, 2022 Regular County Council Meeting <ul style="list-style-type: none"> ◦ for the purpose of considering a pilot project through the MuniSight Ltd. / All-Net Municipal Solutions' software application: "Service Tracker" to track, manage and report on service requests from internal sources, in a timely manner. <ul style="list-style-type: none"> ◦ Attachment from Municipal District of Taber ◦ Attachment form City of Fort Saskatchewan 	



5.1.3.ii



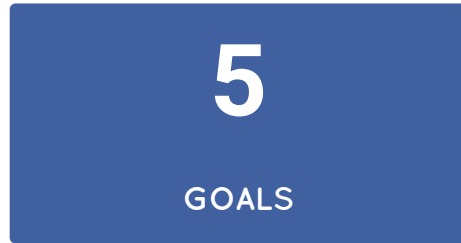
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GOAL

Meeting...	Motio...	Goal	Details	Owner	Progress Update	Curr...
2022 04 22 Budget						
2022/04/22	622-22	→ 2022 – 2026 Five-Year Capital Budget	That Smoky Lake County Council approve the consolidated Year-2022 to Year-2026 Five-Year Capital Budget, including the Capital Bridge Plan and Capital Road Plan, of expenditures as follows: \$6,635,763 for Year-2022, \$10,487,913 for Year-2023, \$7,518,588 for Year-2024, \$6,317,293 for Year-2025, and \$5,977,434 for Year-2026.	Finance Manager	Brenda Adamson: Achievements: The Five year capital budget will be incorporated into the 5 year financial plan. Expenses budgeted for 2022 will be tracked for 2022. Challenges: <i>No value</i> Next Steps: <i>No value</i>	Completed
2022/04/22	623-22	→ Year-2022 Total Function Budget	That Smoky Lake County Council approve the balanced Year-2022 Total Function Budget, with a total Revenue in the amount of \$21,392,496.00 and total Expenditures in the amount of \$21,392,496.00, not including amortization in the amount of \$2,026,800.00.	Finance Manager	Brenda Adamson: Achievements: The approved budget was provided to Communications May 13, 2022 to be posted. It will be updated in the Diamond Financial System and budget to actual reports are being created for reporting to Council. Challenges: <i>No value</i> Next Steps: <i>No value</i>	Completed



5.1.3.iii



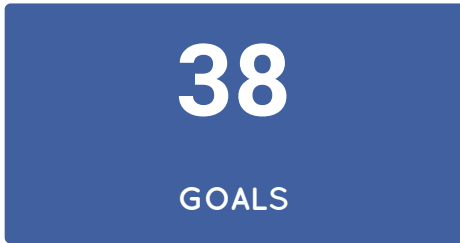
● Draft
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 ● Overdue
 ● Complete
 → Direct Alignment
 --- Indirect Alignment

GOAL

Meeting...	Motio...	Goal	Details	Owner	Progress Update	Curr...
		2022 04 26 Departmental Operations				On Track

Meeting...	Motio...	Goal	Details	Owner	Progress Update	Curr...																																
2022/04/26	628-22	→Public Works Surplus Equipment for Sale	<p>That Smoky Lake County advertise to sell the following Public Works Surplus Equipment as is - where is, by Public Tender, stating "The Highest Nor Any Bid Shall Not Necessarily Be Accepted"; and the closing date for accepting bids be May 20, 2022 at 12:00 Noon:</p> <table border="1" data-bbox="562 305 1144 1323"> <thead> <tr> <th>Unit #</th> <th>Description</th> <th>Serial Number</th> <th>Odometer</th> </tr> </thead> <tbody> <tr> <td>Unit 239</td> <td>2016 GMC Sierra 1500 Pickup</td> <td>3GtU2MEC3GG317279</td> <td>265,446 km</td> </tr> <tr> <td>Unit 160</td> <td>2019 3-Yard Patcher Body</td> <td>Custom Built</td> <td>N/A</td> </tr> <tr> <td>Unit 196</td> <td>2004 Decap Belly Dump Trailer</td> <td>2D9DS4C454L017650</td> <td>422,296 km</td> </tr> <tr> <td>Unit 198</td> <td>2007 378 Peterbilt Truck</td> <td>1XPFD0X47D685158</td> <td>758,276 km</td> </tr> <tr> <td>Unit 190</td> <td>Kenworth T800 Sanding Truck & Gravel Box Also going with 190 is Units 190A the spreader, 190B the snow Plow, and 190C The wing</td> <td>1XKDD0X63R970745</td> <td>704,807 km</td> </tr> <tr> <td>Unit 455</td> <td>John Deer 6430 Tractor</td> <td>1L06430GVCG714724</td> <td>7,570 km</td> </tr> <tr> <td>Unit 507</td> <td>Caterpillar 14M Grader</td> <td>CAT0014MLR9J01039</td> <td>10,932 km</td> </tr> </tbody> </table>	Unit #	Description	Serial Number	Odometer	Unit 239	2016 GMC Sierra 1500 Pickup	3GtU2MEC3GG317279	265,446 km	Unit 160	2019 3-Yard Patcher Body	Custom Built	N/A	Unit 196	2004 Decap Belly Dump Trailer	2D9DS4C454L017650	422,296 km	Unit 198	2007 378 Peterbilt Truck	1XPFD0X47D685158	758,276 km	Unit 190	Kenworth T800 Sanding Truck & Gravel Box Also going with 190 is Units 190A the spreader, 190B the snow Plow, and 190C The wing	1XKDD0X63R970745	704,807 km	Unit 455	John Deer 6430 Tractor	1L06430GVCG714724	7,570 km	Unit 507	Caterpillar 14M Grader	CAT0014MLR9J01039	10,932 km	Shop Foreman	<p>Patti Priest:</p> <p>Achievements: The equipment as per motion was advertised in the May 2022 Grapevine.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	On Track
Unit #	Description	Serial Number	Odometer																																			
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Meeting...	Motio...	Goal	Details	Owner	Progress Update	Curr...
2022/04/26	631-22	→ Parks and Recreation Staff Member under Environmental Operations	That Smoky Lake County provide the Parks and Recreation Staff Member under Environmental Operations, written notice as per discussion held in Executive Session, on April 26, 2022, under the authority of the FOIP Act Section 27: Privileged Information.	Environmental Operations Manager	<p>Dave Franchuk:</p> <p>Achievements: On May 3, 2022, the Parks and Recreation employee had text that he was not feeling well and was not coming in for the Second day in a row. Management had tried to deliver the notice to his residence, but nobody answered the door so the notice was left in side the screen door and the unit 705 was taken back to the shop.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Patti Priest:</p> <p>Achievements: A Written Warning of Disciplinary Action letter dated May 2, 2022 was prepared with Cc. to the County Fire Chief, Environmental Operations Manager, Local 955 Job Stewart, and Local 955 Business agent.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	Completed
2022/04/26	634-22	→ Agricultural Service Board – Acting Agricultural Fieldman Pay	That Smoky Lake County Council approve “acting pay” compensation to be paid to Amanda Kihn, Assistant Agricultural Fieldman, in the temporary annual salary amount not to exceed \$91,000.00, to perform the duties of Acting Agricultural Fieldman for the duration of the positions’ vacancy commencing on the first day of the Agricultural Fieldman’s extended leave of absence expected in Spring 2022, for up to one year.	Finance Manager	<p>Patti Priest:</p> <p>Achievements: A copy of the motion was provided by email to Payroll for reference and placement in the appropriate personnel file.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	Completed
2022/04/26	635-22	→ Agricultural Service Board – Chief Administrative Officer Temporary Additional Duties	That Smoky Lake County Council acknowledge a temporary Assistant Agricultural Fieldman was hired on May 11, 2022, to assist with the increased workload placed upon the Acting Agricultural Fieldman, for the duration of the Agricultural Fieldman position’s temporary vacancy commencing on the first day of the Agricultural Fieldman’s extended leave of absence in Spring 2022, for up to one year.	Legislative Service Clerk	<p>Patti Priest:</p> <p>Achievements: A copy of the motion was provided by email to Payroll for reference and placement in the appropriate personnel file.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	Completed



Draft
 Not started
 Behind
 On Track
 Overdue
 Complete
 → Direct Alignment
---→ Indirect Alignment

GOAL

Meeting...	Motio...	Goal	Details	Owner	Progress Update	Curr...
		2022 04 28 Regular Council Meeting				On Track

Meeting...	Motio...	Goal	Details	Owner	Progress Update	Curr...
2022/04/28	644-22	→ Intermunicipal Servicing -Village of Waskatenau - Appointment of Solicitor	That Smoky Lake County consent to Brownlee LLP Barristers & Solicitors, to act as representation for both Smoky Lake and Village of Waskatenau and retain Brownlee LLP Barristers & Solicitors to prepare an Intermunicipal Servicing Agreement between Smoky Lake County and the Village of Waskatenau, to allow for the Village to provide services to certain parcels of land located within Smoky Lake County and adjacent to the Village of Waskatenau; and execute an "acknowledgement" consenting same.	Planning & Development Manager	<p>Patti Priest: Achievements: Municipal File: 1-114 Challenges: <i>No value</i> Next Steps: <i>No value</i></p> <p>Jordan Ruegg: Achievements: The Planning and Development Manager sent the signed consent form to Brownlee LLP on May 10, 2022, indicating that the County agrees to have Brownlee LLP jointly represent Smoky Lake County and the Village of Waskatenau in the creation of an Intermunicipal Servicing Agreement that would allow the Village of Waskatenau to provide services to lands located within Smoky Lake County. County administration will meet with Village administration and representatives of Brownlee LLP to discuss the content of the Agreement and will report back to Council at a future Council meeting. Challenges: <i>No value</i> Next Steps: <i>No value</i></p>	Completed

Meeting...	Motio...	Goal	Details	Owner	Progress Update	Curr...
2022/04/28	645-22	→ Heritage River Management Planning – Request for Proposal (RFP)	That Smoky Lake County execute the proposed Project 2122-IC-45 Assignment Contract with the Village of Vilna to assign the entirety of the Assignor's contractual rights and obligations under the Conditional Grant Agreement, for the 2021 – 2022 Alberta Community Partnership (ACP), Intermunicipal Collaboration Component Conditional Grant Agreement for \$200,000.00 for the Project 2122-IC-45: Management Plan for the North Saskatchewan River under the Canadian Heritage River System with the Minister; in accordance with the Heritage River Management Plan Advisory Steering Committee Terms of Reference, and Smoky Lake County Policy Statement 08-16: Purchasing Guidelines, with Kyle Schole, Planning Technician, as Project Manager.	Planning & Development Assistant	<p>Patti Priest:</p> <p>Achievements: Municipal File: 19-125F</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Kyle Schole:</p> <p>Achievements: The Village of Vilna has already adopted a concurrent resolution at its April Council Meeting.</p> <p>The Conditional Grant Agreement between the Village of Vilna and Municipal Affairs is currently under review. Once it has been received, the Village will execute and return it to the Province.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	On Track
	646-22	→ Heritage River Management Planning – Request for Proposal (RFP).	That Smoky Lake County approve the proposed Request for Proposal (RFP No. CHRS-2022) online and via the Alberta Purchasing Connection (APC) in accordance with the Heritage River Management Plan Advisory Steering Committee Terms of Reference, and Smoky Lake County Policy Statement 08-16: Purchasing Guidelines, with Kyle Schole, Planning Technician, as Project Manager.	Planning & Development Assistant	<p>Kyle Schole:</p> <p>Achievements: The Request for Proposal No. CHRS-2022 has been posted to the Alberta Purchasing Connection (APC) as of 3pm April 28th 2022, and will close at 3:59:59pm MST on May 18th 2022. At that time, the Project Manager will analyze bids received before the deadline, and evaluate them against the evaluation process/rubric detailed within the RFP itself, making a recommendation to the May 26, 2022 County Council Meeting.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	On Track

Meeting...	Motio...	Goal	Details	Owner	Progress Update	Curr...
2022/04/28	647-22	→ Heritage River Management Planning – Parks Canada Press Release	That Smoky Lake County acknowledge the Parks Canada Press Release dated March 14, 2022, and correspondence from Andre Corbould, City Manager, City of Edmonton, dated March 25, 2022, inviting representation of the Heritage River project within the National Urban Park Stakeholder Committee, and the accompanying City of Edmonton Committee Terms of Reference.	Planning & Development Assistant	<p>Kyle Schole:</p> <p>Achievements: The Heritage River Initiative Project Manager (Kyle Schole, with Jordan Ruegg as alternate) will sit on the City of Edmonton's National Urban Park Initiative Stakeholder Committee. The Committee is planned to meet about once a month for about one to two hours, for about six months.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	Completed
2022/04/28	648-22	→ Heritage River Management Planning – Two Hills County	That Smoky Lake County acknowledge correspondence from Two Hills County, dated March 30, 2022, in support ex post facto for the Village of Vilna's 2021/2022 Alberta Community Partnership Grant for a Heritage River Study.	Planning & Development Assistant	<p>Kyle Schole:</p> <p>Achievements: Correspondence has been filed.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	Completed
2022/04/28	649-22	→ Unbudgeted Expense – Ergonomics Assessment (Joint Health & Safety Committee)	That Smoky Lake County approve the proposed unbudgeted expenditure in an amount not exceeding \$3,000.00, inclusive of GST and contingency, for the purposes of undertaking an ergonomics assessment, and receipt of the final report will be acknowledged at a future meeting of Smoky Lake County Council; and share with the Joint Health and Safety Committee.	Safety Officer	<p>Patti Priest:</p> <p>Achievements: Municipal File: 18-42</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Kyle Schole:</p> <p>Achievements: The successful quoter has been contacted and an assessment will be scheduled accordingly.</p> <p>Any capital recommendations that cannot be accommodated within this year's budget, if any, will be considered in the 2023 budget process.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	On Track

Meeting...	Motio...	Goal	Details	Owner	Progress Update	Curr...
2022/04/28	650-22	→ Regional Engineering Standards – Request for Proposal (RFP)	That Smoky Lake County Council defer the April 28, 2022, Request for Decision Agenda Item: 4.3 Regional Engineering Standards – Request for Proposal (RFP), to the May 26, 2022, County Council Meeting.	Legislative Service Clerk	<p>Patti Priest:</p> <p>Achievements: This item is on the May 26, 2022 Agenda as #4.3</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	Completed
2022/04/28	651-22	→ Trails Strategy-Public Participation Plan	That Smoky Lake County approve the Trails Strategy Public Participation Plan, in accordance with Smoky Lake County Policy Statement 01-51: Public Participation and prepare a 'What We Heard' Report.	Planning & Development Manager	<p>Patti Priest:</p> <p>Achievements: Municipal File: 61-53</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Kyle Schole:</p> <p>Achievements: Administration will implement the public participation plan during May/June, with a <i>What We Heard</i> Report returning to the August Council Meeting.</p> <p>Also at that time, Administration will present a draft Trails Strategy Policy Statement, and the next round of engagement in September 2022, before consideration of final adoption perhaps in October.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	On Track
2022/04/28	652-22	→ Bylaw No. 1413-22: Lending Money to a Municipal Controlled Non-Profit Organization	<p>That Smoky Lake County Bylaw No. 1413-22: Lending Money to a Municipal Controlled Non-Profit Organization, (given first reading on April 1, 2022) for the provision of lending funds to the Municipally Controlled Corporation named: "MCC for Smoky Lake Development Corp." for the purpose of investing in the amount of \$590,000.00 for a term loan of eight years, at an interest rate of 6.5% per annum, in a Smoky Lake Tourism Company Ltd which will invest and or lend funds to local tourism opportunities, be given SECOND READING.....</p> <p>...be given the THIRD and FINAL READING and that the Reeve and the Chief Administrative Officer are hereby authorized to fix their signatures to all necessary documents and that the corporate seal also be fastened where it is deemed to be necessary.</p>	Finance Manager	<p>Brenda Adamson:</p> <p>Achievements: Legislative Services will ensure the budget is signed and filed. Finance will prepare and release payment after there is confirmation that the MCC has had meetings, has a bank account and is in place to operate.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	Completed

Meeting...	Motio...	Goal	Details	Owner	Progress Update	Curr...
2022/04/28	655-22	→ Organizational Chart Structure	That Smoky Lake County Council approve the structure of the organizational chart below and defer the proposed Policy Statement No. 01-03-27: Organizational Chart, to a Council Committee of the Whole Meeting for the purpose of reviewing remuneration options for out-of-scope employees:	Legislative Service Clerk	Patti Priest: Achievements: A copy of the new Organizational chart was emailed to all Managers for information, on April 28, 2022. The Policy will be brought for again for amendment to incorporate the structure, salaries and other clauses. Challenges: <i>No value</i> Next Steps: <i>No value</i>	Comple
2022/04/28	656-22	→ 2021 Assessment Presentation	That Smoky Lake County accept the presentation received from the April 28, 2022, Delegations: Bob Daudelin, Assessment Specialist, Jesse Nelson, Accurate Assessment Group Ltd. in respect to Smoky Lake County's Year-2021 Property Assessment for the Year-2022 Property Tax year.	Finance Manager		Comple

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2022/04/28	657-22	→ Bylaw No. 1415-22: Amending Land Use Bylaw No. 1272-14 & MDP Bylaw No. 1249-12	That Smoky Lake County Council give Bylaw No. 1415-22: A Bylaw to amend Land Use Bylaw 1272-14: to rezone all the portions of the lands legally described as Plan 1423459 , Block 1, Lot 1 (Municipal Address: 19176 Victoria Trail), from "Agriculture (AG) District" to "Victoria Commercial (C2) District"; and to amend Municipal Development Plan Bylaw No. 1249-12, to reclassify all the portions of the lands legally described as Plan 1423459, Block 1, Lot 1 (Municipal Address: 19176 Victoria Trail), from "Agriculture Area" to "Commercial Area", FIRST READING, and to schedule a Public Hearing, to be held at the Smoky Lake County Council chambers, and concurrently virtually via Zoom, on Thursday, May 26, 2022, at 9:15 a.m., and to advertise in the local newspapers, said Public Hearing in accordance with section 230 and section 606 of the <i>Municipal Government Act</i> , and to advertise notice of said Public Hearing on the County's website and at the County office.	Planning & Development Manager	<p>Jordan Ruegg:</p> <p>Achievements: The Planning and Development Department has scheduled a Public Hearing to be held at the Smoky Lake County Council chambers, and concurrently virtually via Zoom, on Thursday, May 26, 2022, at 9:15 a.m., and has prepared the necessary documentation for the Public Hearing. Notice of the proposed Bylaw and Public Hearing was provided to adjacent landowners via mail on May 5, 2022. Notice of the proposed Bylaw and Public Hearing was advertised in the Redwater Review on May 11, 2022 and May 18, 2022. Notice of the proposed Bylaw and Public Hearing was also posted to the County's website beginning on May 9, 2022, and on the County's Facebook page beginning on May 10, 2022. Potentially affected agencies/utilities were notified of the proposed Bylaw and Public Hearing via email on May 10, 2022. Lamont County was notified of the proposed Bylaw and Public Hearing by email on May 5, 2022.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	Completed

Meeting...	Motio...	Goal	Details	Owner	Progress Update	Curr...
2022/04/28	658-22	→ Vilna & District Agricultural Society Request for Funding	That Smoky Lake County Council approve to donate funds in the amount of \$2,500.00 to the Vilna & District Agricultural Society, in response to the letter received from Charlie Leskiw, President, Vilna & District Agricultural Society, dated February 17, 2022, requesting funds in the amount of \$20,000.00 towards the Vilna Boomtown Days, scheduled for August 19-21, 2022, with a theme in celebration of the 50th anniversary for Vilna Ag Society, as well as the 100th anniversaries for the Village, School, and Pool Hall; further to the breakdown of expenditures received on April 5, 2022.	Finance Manager	<p>Brenda Adamson:</p> <p>Achievements: EFT payment 81 to Vilna % District Agricultural Society for \$2,500 was processed May 5, 2022</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Patti Priest:</p> <p>Achievements: A copy of the motion & backup info was emailed to Accounts Payable for payment on April 28, 2022. Municipal File: 1-115</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	Completed

Meeting...	Motio...	Goal	Details	Owner	Progress Update	Curr...
2022/04/28	659-22	→ Day of Mourning – April 28, 2022	That Smoky Lake County declare April 28, 2022 as a “Day of Mourning” remembering all workers who have been killed, injured or disabled at their place of work and honouring the 178 men and women who were killed “Our last goodbye wasn’t how we imagined” in Year-2021; and commemorate the day by lowering the flags as per Policy Statement No. 01-35: Flags: Half Mast, and promote the “Day of Mourning” in the County Grapevine and social media for awareness; and post in office shop and office bulletin boards.	Legislative Service Clerk	<p>Patti Priest:</p> <p>Achievements: Council observed a moment of silence at 11:08 a.m., on the International Day of Mourning – April 28th, as an act of remembrance to honour the lives lost or injured due to workplace tragedy, while also acknowledging the sacrifices of frontline and essential workers who have died or became ill serving during the COVID-19 pandemic. Municipal File: 2-14</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Dave Franchuk:</p> <p>Achievements: On April 28, 2022 the Environment and Parks employees had lowerd all the flags throughout the County to half mass and on Monday May 2, 2022 the flags were raied back up.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	Comple

Meeting...	Motio...	Goal	Details	Owner	Progress Update	Curr...
2022/04/28	660-22	→ Federation of Canadian Municipalities (FCM) Membership 2022-2023	That Smoky Lake County renew the Federation of Canadian Municipalities (FCM) membership for Year 2022-2023 in the amount of \$747.90 as per invoice number INV-29139-H7S9J5, dated October 13, 2021.	Finance Manager	<p>Brenda Adamson:</p> <p>Achievements: Cheque 52263 payable to Federation of Canadian Municipalities for \$747.90 was processed May 5, 2022</p> <p>Challenges:</p> <p>Next Steps: <i>No value</i></p> <p>Patti Priest:</p> <p>Achievements: A copy of the motion & backup info was emailed to Accounts Payable for payment on April 28, 2022.</p> <p>Municipal File: 1-152</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	Completed
2022/04/28	661-22	→ Phase II – Lake and Hamlet Signage Project	That Smoky Lake County approve the proposed Phase II Lake & Hamlet signage locations and design as amended: with the removal of the maps from all Hamlet signs: and proceed with the purchasing the said signs in preparation of installation subject to scheduling by Public Works in accordance with the 2022 budget.	Planning & Development Manager	<p>Patti Priest:</p> <p>Achievements: Municipal File: 61-49</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Kyle Schole:</p> <p>Achievements: The revised sign designs will be sent to the fabricator in May. Once received, Public Works will undertake installation subject to scheduling.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	On Track

Meeting...	Motio...	Goal	Details	Owner	Progress Update	Curr...
2022/04/28	662-22	→ Electric Vehicle Charging Stations	That Smoky Lake County approve to rationalize the Year-2022 Application submitted to the Municipal Climate Change Action Centre (MCCAC) for project "Electric Vehicle Charging Station" from the original submission in the amount of \$143,467.00 for Public Works location within the Town of Smoky Lake (1 x LII and 1 x LIII) and Metis Crossing (3 x LII) and re-submit a revised application to propose for location at the Metis Crossing – County Commemorative Site and at the Metis Crossing Lodge (2 x LII) for grant funding in the amount of \$20,000.00.	Legislative Service Clerk	<p>Patti Priest:</p> <p>Achievements: April 29, 2022 @11:37am email received from Mikhail Ivanchikov, Dandelion Renewables Inc, providing an updated proposal and construction agreement based on the re-submitted application of \$20,000. Further action taken on May 5, 2022 Budget Meeting to execute the documents. Municipal File: 19-87</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	Completed
2022/04/28	664-22	→ Utility Billing – April 2022	That Smoky Lake County Council waive all late payment penalties on the Natural Gas accounts for the month of April 2022 due to system interruptions arising from the financial system conversion from Bellamy to Great Plains/Diamond.	Finance Manager	<p>Brenda Adamson:</p> <p>Achievements: March Natural Gas bills were sent on May 9, 2022.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	Completed
2022/04/28	665-22	→ Retirement Brian Niziol – IT Technician	That Smoky Lake County accept with regret, the letter received from Mr. Brian Niziol, dated February 7, 2022, announcing his retirement from the position of IT Technician, after 12 years of service, effective May 31, 2022.	Finance Manager	<p>Brenda Adamson:</p> <p>Achievements: We would like to welcome Will Doonanco to the IT position. He started on May 9, 2022. He will be training with Brian for three weeks.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	Completed
2022/04/28	666-22	→ Canada Revenue Agency - Audit of Fuel Charge Account	That Smoky Lake County acknowledge receipt of the letter from Canada Revenue Agency, dated March 23, 2022, in respect to the Audit of Fuel Charge Account 121665640CT0001 for the period of January 1, 2020 to September 30, 2021 as information.	Finance Manager		Completed
2022/04/28	667-22	→ Retirement Diane Bochar – Custodian	That Smoky Lake County accept with regret, the letter received from Mrs. Diane Bochar, dated April 4, 2022, announcing her retirement from the position of Custodian, after 34 years of service, effective June 15, 2022.	Finance Manager	<p>Brenda Adamson:</p> <p>Achievements: The position was advertised internally from May 9-13, 2022. There were no internal applicants</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	On Track

Meeting...	Motio...	Goal	Details	Owner	Progress Update	Curr...
2022/04/28	670-22	→ Alberta Community Partnership (ACP) - North Sask. River Heritage River System Project	That Smoky Lake County acknowledge receipt of the correspondence to the Village of Vilna from Honourable Ric McIver, Minister, Alberta Municipal Affairs, dated March 2022, announcing the Village of Vilna has been approved for a grant of \$200,000 under the Intermunicipal Collaboration component of the 2021/22 Alberta Community Partnership (ACP) program in support of the Management Plan for the North Saskatchewan River Heritage River System Project.	Planning & Development Assistant	<p>Patti Priest: Achievements: Municipal File: 19-125 Challenges: <i>No value</i> Next Steps: <i>No value</i></p> <p>Kyle Schole: Achievements: The Village of Vilna is the Managing Partner of this ACP Grant. Smoky Lake County has published a Request for Proposal (No. CHRS-2022) on the Alberta Purchasing Connection (APC) which will close on May 18, 2022. Once a successful bidder is selected, Smoky Lake County will invoice the Village of Vilna on a bi-annual basis until the completion of the project, which is targeted for Spring 2023.</p> <p><i>ACP dollars are eligible for expenses dating back to April 1 2021, and up until March 2024, notwithstanding any extensions granted by Municipal Affairs.</i></p> <p>Challenges: <i>No value</i> Next Steps: <i>No value</i></p>	On Track

Meeting...	Motio...	Goal	Details	Owner	Progress Update	Curr...
2022/04/28	671-22	→ Alberta Community Partnership (ACP) - Regional Municipal Development Guidelines and Minimum Servicing Standards	That Smoky Lake County acknowledge receipt of the correspondence from Honourable Ric McIver, Minister, Alberta Municipal Affairs, dated March 2022, announcing the County has been approved for a grant of \$200,000.00 under the Intermunicipal Collaboration component of the 2021/22 Alberta Community Partnership (ACP) program in support of the Smoky Lake Region Municipal Development Guidelines and Minimum Servicing Standards Project.	Planning & Development Manager	<p>Patti Priest: Achievements: Municipal File: 19-125F Challenges: <i>No value</i> Next Steps: <i>No value</i></p> <p>Kyle Schole: Achievements: The Regional Engineering and Design Standards Request for Proposal (No. REDS-2022) is currently under review/development by Administration, and it will be brought to the May 26 2022 County Council Meeting for consideration prior to publication on the Alberta Purchasing Connection (APC). Challenges: <i>No value</i> Next Steps: <i>No value</i></p>	On Track

Meeting...	Motio...	Goal	Details	Owner	Progress Update	Curr...
2022/04/28	673-22	→Public Works Week Proclamation	<p>That Smoky Lake County proclaim May 12-21, 2022, as Public Works Week, "Ready and Resilient":</p> <p>WHEREAS, public works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of Smoky Lake County; and,</p> <p>WHEREAS, these infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers, and employees at all levels of government and the private sector, who are responsible for rebuilding, improving, and protecting our nation's transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,</p> <p>WHEREAS, it is in the public interest for the citizens, civic leaders and children in Smoky Lake County to gain knowledge of and to maintain an ongoing interest and understanding of the importance of public works and public works programs in their respective communities; and,</p> <p>WHEREAS, the year 2022 marks the 62nd annual National Public Works Week sponsored by the American Public Works Association be it now,</p> <p>RESOLVED, I, Lorne Halisky, Reeve of Smoky Lake County do hereby designate the week May 15 – 21, 2022 as National Public Works Week; I urge all citizens to join with representatives of the American Public Works Association/Canadian Public Works Association and government agencies in activities, events, and ceremonies designed to pay tribute to our public works professionals, engineers, managers, and employees and to recognize the substantial contributions they make to protecting our national health, safety, and quality of life.</p>	Communications Technician	<p>Jenna Preston:</p> <p>Achievements: In honour of Public Works Week, two meat and cheese trays were ordered for Wednesday, May 18th to be taken to the Public Works shop.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Evonne Zukowski:</p> <p>Achievements:</p> <ul style="list-style-type: none"> Public Works Week proclamation advertised in the May edition of the Smoky Lake County (published in the Redwater Review on May 11, 2022) Proclamation scheduled to appear on social media on May 15, 2022- May 4, 2022 Signed proclamation emailed to the Alberta Chapter of the American Public Works Association- May 2, 2022 <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	Completed

Meeting...	Motio...	Goal	Details	Owner	Progress Update	Curr...
2022/04/28	674-22	→ Paramount Resources Ltd. – Wellsite Surface Lease Annual Fee Amendment	That Smoky Lake County take no action to the correspondence received from Landon Whitlock, Sr. Surface Landman, Paramount Resources Ltd., dated April 13, 2021, requesting an amendment to the annual wellsite rental fee, to better reflect the actual loss and actual adverse-affect associated with the ACL LUKCY 12-11-61-18 W4M abandoned and cut and capped well, under Lease Type: Alberta Surface Lease, dated January 12, 1989, containing 0.97 Acres, from the current rental fee in the annual amount of \$400.00 to \$200.00, effective January 12, 2023.	Legislative Service Clerk	<p>Patti Priest:</p> <p>Achievements: The CAO spoke with Nadine Coffey, Paramount Resources, on April 6, 2022 at 403-290-6273 indicating Smoky Lake County will not be signing the Alberta Surface Lease Acknowledgement, and that it will remain at \$400 for the annual rental, as is. Municipal File: 9-35E</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	Completed
2022/04/28	675-22	→ Warspite Community Hall Association – Request	That Smoky Lake County respond to the letter received from Melinda Kaminsky, President, Ellie Osinchuk, Vice President, Warspite Community Hall Association, dated April 6, 2022, and reaffirm the funds provided as per County Council's October 15, 2021, Motion #1319-21, in the amount of \$8,000.00, issued by cheque number 51811 to Warspite Community Hall Association, on November 5, 2021, must be utilized towards the replacement of an oversized furnace within Warspite Hall or the funds must be returned to Smoky Lake County.	Legislative Service Clerk	<p>Patti Priest:</p> <p>Achievements: As per motion, letter dated May 12, 2022, was sent to confirm the \$8,000.00 will be reserved for its' original use. Municipal File: 1-116</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	Completed
2022/04/28	676-22	→ Smoky Lake Holubka Dancers - Highway Clean-up	That Smoky Lake County donate funds in the amount of \$300.00 , from Grants to Individuals and Organizations, to the Smoky Lake Holubka Dancers, towards lunch for approximately 30 Highway Clean-up participants on May 7, 2022, in response to the letter received from Lisa Shires, Coordinator for Highway Clean up, Smoky Lake Holubka Dancers, dated April 2022.	Finance Manager	<p>Brenda Adamson:</p> <p>Achievements: EFT Payment 78 to Smoky Lake Holubka Dancers for \$300 was processed May 5, 2022</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Patti Priest:</p> <p>Achievements: A copy of the motion & backup info was emailed to Accounts Payable for payment on April 28, 2022. Municipal File: 3-156</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	Completed

Meeting...	Motio...	Goal	Details	Owner	Progress Update	Curr...
2022/04/28	677-22	→ Community Futures: St. Paul – Smoky Lake Region's project "Lemonade Day"	That Smoky Lake County support the Community Futures: St. Paul – Smoky Lake Region's project "Lemonade Day" on June 18, 2022, by promoting the event on social media and the Grapevine; and participate in the Lemonade Day 2022 by: Issuing Lemonade Stand Business Licenses at a cost of \$1.00, and Entering into a simple lease – should the youth want to locate their stand on municipal land, in response to the correspondence from Penny Fox, General Manager, Community Futures, dated April 4, 2022.	Communications Technician	<p>Patti Priest:</p> <p>Achievements: Penny Fox was provided a copy of Motion #677-22 via email on May 12, 2022. Municipal File: 1-129</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Evonne Zukowski:</p> <p>Achievements:</p> <ul style="list-style-type: none"> • Event advertised in the May edition of the Smoky Lake County Grapevine (published in the Redwater Review on May 11, 2022) • Lemonade Day post shared on social media on May 4, 2022 <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Kyle Schole:</p> <p>Achievements: Planning and Development Staff will be prepared ahead of Lemonade Day (June 18) to assist in issuing \$1 Business Licenses, providing information, no-cost 1-day leases, etc.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	Completed
2022/04/28	678-22	→ Alberta Recreation and Parks Association – Year of the Garden Proclamation	<p>That Smoky Lake County proclaim 2022 as the Year of the Garden, in response to the email received from Steve Allan, Executive Director, Alberta Recreation and Parks Association, dated April 20, 2022; and send to greenhouses and market gardens for awareness;</p> <p>WHEREAS Communities in Bloom and "Fleurons du Québec" in collaboration with the Canadian Garden Council, invite all municipalities to celebrate the Year of the Garden 2022;</p>	Communications Technician	<p>Patti Priest:</p> <p>Achievements: Municipal File: 1-4</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Jenna Preston:</p> <p>Achievements: Proclamation was signed by the Reeve and sent to Communications as</p>	Completed

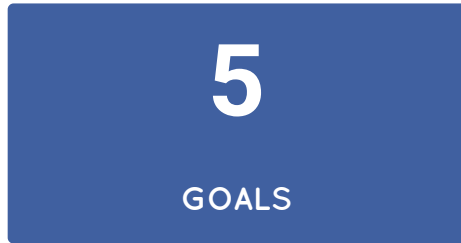
Meeting...	Motio...	Details	Owner	Curr...
		<p>WHEREAS the Year of the Garden 2022 celebrates the Centennial of Canada's horticulture sector;</p> <p>WHEREAS gardens and gardening contribute to the quality of life of our municipality, our climate action goals and create safe and healthy places where people can come together in the spirit of inclusivity and reconciliation:</p> <p>WHEREAS the Year of the Garden 2022 will highlight and celebrate the important contribution of gardeners, our local gardening organizations, horticultural professionals and local horticultural businesses which contribute to garden culture and experience of our municipality;</p> <p>WHEREAS gardens and gardening have helped us face the challenges of the COVID pandemic;</p> <p>NOW THEREFORE BE IT RESOLVED</p> <p>THAT Smoky Lake County HEREBY PROCLAIMS 2022 as the Year of the Garden in celebration of the contribution of gardens and gardening to the development of our country, our municipality, and the lives of our citizens in terms of health, quality of life and environmental challenges; and</p> <p>THAT the Saturday before Father's Day, National Garden Day, June 18 in 2022, be recognized as Garden Day in Smoky Lake County as a legacy of Canada's Year of the Garden 2022; and</p> <p>THAT Smoky Lake County is committed to be a Garden Friendly County supporting the development of its garden culture.</p> <p>THAT all municipalities across Canada BE INVITED to proclaim 2022 to be the Year of the Garden in their respective municipalities, and that a copy of this resolution be provided to the FCM, and for that purpose.</p>	<p>well as forwarded to local greenhouses for promotion and awareness.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Evonne Zukiwski:</p> <p>Achievements:</p> <ul style="list-style-type: none"> Scheduled proclamation on social media for June 18, 2022 - scheduled May 6, 2022 Proclamation advertised in the May edition of the Smoky Lake County Grapevine (published in the Redwater Review May 11, 2022) <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	

Meeting...	Motio...	Goal	Details	Owner	Progress Update	Curr...
2022/04/28	679-22	→ Inspections Group - Revised Permit Conditions	<p>That Smoky Lake County acknowledge receipt of the correspondence from Collene Ditchfield, Customer Relations, Inspections Group, dated April 7, 2022, in respect to revised permit conditions:</p> <ul style="list-style-type: none"> • Permit Conditions revision from 'may' statement, to: <ul style="list-style-type: none"> o Set expiry dates on permits based on a timeframe acceptable to the risk tolerance of the Authority Having Jurisdiction. (e.g. Expiry date of one or two years) • General Permit Notes/Information printed on the issued permit o List the QMP required/minimum inspection stages on the permit. o Standard Statement § "The applicant is responsible for calling for inspection for all required/minimum inspection stages before covering work. Covered work may be required to be uncovered or verified by a professional engineer." o Additional Standard Comment: § "If interested, call to see if a virtual inspection is possible." 	Planning & Development Manager	<p>Patti Priest:</p> <p>Achievements: Municipal File: 2-62</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Kyle Schole:</p> <p>Achievements: Inspections Group will undertake these process changes on behalf of the Intermunicipal Quality Management Program (QMP) partners. As required, administration will update any forms online on the website or hardcopy at the Office.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	Completed
2022/04/28	680-22	→ Smoky Lake and District Chamber of Commerce - Membership	<p>That Smoky Lake County Council approve to pay the membership invoice in the amount of \$150.00 to the Smoky Lake and District Chamber of Commerce Invoice for membership.</p>	Finance Manager	<p>Brenda Adamson:</p> <p>Achievements: EFT payment 79 payable to Smoky lake Regional Chamber of Commerce for \$150 was processed May 5, 2022</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Patti Priest:</p> <p>Achievements:</p> <p>A copy of the motion & backup info was emailed to Accounts Payable for payment on April 28, 2022.</p> <p>Municipal File: 1-113</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	Completed

Meeting...	Motio...	Goal	Details	Owner	Progress Update	Curr...
2022/04/2 8	681-22	→ Alberta Community Partnership (ACP) - Regional Water Loss Study Project	That Smoky Lake County acknowledge receipt of the correspondence to the Town of Smoky Lake from Honourable Ric McIver, Minister, Alberta Municipal Affairs, dated March 2022, announcing the Town of Smoky Lake has been approved for a grant of \$200,000.00 under the Intermunicipal Collaboration component of the 2021/22 Alberta Community Partnership (ACP) program in support of the Regional Water Loss Study Project.	Legislative Service Clerk	<p>Patti Priest:</p> <p>Achievements: Letter acknowledged for documentation purposes for awareness pf two municipalities partnering (Town & Vilna) for ACP Grant Project. Municipal File: 1-113</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	Completed
2022/04/2 8	682-22	→ Stry Hall – Request for Financial Assistance	That Smoky Lake County defer the letter received from Jane Ozdoba, Member, Stry 75th Anniversary Hall, dated April 19, 2022, to a future meeting of Council after receipt of the organization’s financial statements.	Legislative Service Clerk	<p>Patti Priest:</p> <p>Achievements: The Financial Statements were requested by email on May 17, 2022, once they are received this item will be brought forward to Council again.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	On Track
2022/04/2 8	683-22	→ First Babtist Church of Smoky Lake – Request for 100 Tonnes of Gravel	That Smoky Lake County take no action to the letter received from Sharon Phillips, Secretary, First Baptist Church of Smoky Lake, received on April 27, 2022, requesting a donation of 100 tonnes of crushed gravel for the parking lot of the Church owned property located on Harvest Gold Drive Smoky Lake.	Legislative Service Clerk	<p>Patti Priest:</p> <p>Achievements: A copy of Motion #683-22 was emailed to the fbcsl@telus.net for their records on May 12, 2022. Municipal File: 7-84</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	Completed

Meeting...	Motio...	Goal	Details	Owner	Progress Update	Curr...
2022/04/28	684-22	→ Kinette Club of Smoky Lake - 7th Annual Ladies Night	That the Smoky Lake County sponsor the Kinette Club of Smoky Lake's 7th Annual Ladies Night with the theme "Candyland", scheduled for Saturday, May 14, 2022, at the Smoky Lake Agricultural Complex, with a "Silver Package" sponsorship in the amount of \$300.00 ; with funds to be allocated from the Grants to Individuals and Organizations budget; and donate the 4 event tickets, 8 liquor tickets and reserved table that come as part of the "Silver Package" back to the Kinette Club of Smoky Lake to re-sell.	Finance Manager	<p>Brenda Adamson:</p> <p>Achievements: Cheque 52266 payable to Kinette Club of Smoky Lake for \$300 was sent May 5, 2022</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Patti Priest:</p> <p>Achievements: A copy of the motion & backup info was emailed to Accounts Payable for payment on April 28, 2022. Municipal File: 7-36</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	Completed
2022/04/28	685-22	→ RMA Insurance - RiskPro Conference	That Smoky Lake County Council and relevant administration who can attend – attend RMA Insurance's virtual RiskPro 2022 Convention scheduled for May 17-18, 2022.	Legislative Service Clerk	<p>Patti Priest:</p> <p>Achievements: The Safety Officer purchased one registration, to be viewed virtually from Council Chambers so that appropriate Managers can join relevant sessions. Municipal File: 14-18N</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	Completed

Meeting...	Motio...	Goal	Details	Owner	Progress Update	Curr...
2022/04/28	686-22	<p>↳ Monthly Release of Information - March 2022 & Thank You Correspondence</p>	<p>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 March 2022, be (F) filed for information or (A) acknowledged receipt:</p> <ul style="list-style-type: none"> • March 21, 2022 – R18-22: RMA: President's Update: March 2022. F • March 30, 2022 – R19-22: Aspen View Board Highlights – March 24, 2022. F • March 31, 2022 – R20-22: RMA Board of Directors Report March 2022. F • March 31, 2022 – R21-22: RMA Findings and Recommendations March 2021. F • R22-22: RMA: Contact Newsletter: April 1, 2022. F • R23-22: LICA – Call for Volunteers. F • R24-22: Paul Reutov, Mayor, Lac La Biche County, dated March 16, 2022 – Re: Invitation to 2022 Healthier Communities Golf Tournament- July 8, 2022. F • R25-22: RMA: Contact Newsletter: April 8, 2022. F <p>and acknowledge receipt of the “Thank You” correspondence received in the month of April 2022, from Alberta Health Communities for participating the Connect / Create / Innovate Forum, and from The Do More Agriculture Foundation, for supporting Mental Health in Agriculture.</p>	Legislative Service Clerk	<p>Patti Priest:</p> <p>Achievements: RMA – Municipal File: 1-10 Aspen View Board Highlights – Municipal File: 17-4</p> <p>LICA – Municipal File: 1-244</p> <p>Healthier Communities Golf Tournament – Municipal File: 5-11</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	Completed



● Draft ● Not started ● Behind ● On Track ● Overdue ● Complete → Direct Alignment --- Indirect Alignment

GOAL

Meeting...	Motio...	Goal	Details	Owner	Progress Update	Curr...
2022 05 05 Budget						On Track
2022/05/05	691-22	→ Electric Vehicle Charging Stations Construction Agreement – Dandelion Renewables Inc.	That Smoky Lake County Council approve to sole source Dandelion Renewables Inc. to supply and install two Level 2 SIEMENS 8EM13105CF141GA2 and SIEMENS 8EM13105CF140GA0 11.5kW chargers, for the project as per the Year-2022 Application submitted to the Municipal Climate Change Action Centre (MCCAC), titled: “Electric Vehicle Charging Stations” within Smoky Lake County, at the Commemorative Site: 17301 Victoria Trail, and at The Lodge at Métis Crossing Metis Crossing: 17339 Victoria Trail; and further approve the execution of the construction agreement in respect to same, as prepared by Dandelion Renewables Inc.; and acknowledge if the preferred site location for one of the two said chargers at the Commemorative Site, 17301 Victoria Trail, on the lands legally described as RL-10-58-17-4 is not feasible, then the secondary preferred location be at Métis Crossing, 17339 Victoria Trail.	Planning & Development Manager		On Track

Meeting...	Motio...	Goal	Details	Owner	Progress Update	Curr...
2022/05/0 5	692-22	→ Electric Vehicle Charging Stations Project Funding	That Smoky Lake County Council approve the unbudgeted expense of \$20,000.00 (plus \$1,000.00 as a contingency allowance for a maximum total in the amount of \$21,000.00 including GST) allocated from Reserves to fund the project "Electric Vehicle Charging Stations" as per the Year-2022 Application submitted to the Municipal Climate Change Action Centre (MCCAC); and acknowledge the \$20,000.00 is to be replenished upon receipt of funds awarded towards the said project from the MCCAC.	Planning & Development Manager		On Track
2022/05/0 5	693-22	→ 2021/22 Alberta Community Partnership (ACP) Intermunicipal Collaboration Component, Conditional Grant Agreement for Regional Engineering Development Standards Project	That Smoky Lake County execute the 2021/22 Alberta Community Partnership (ACP) Intermunicipal Collaboration Component, Conditional Grant Agreement between Her Majesty the Queen in Right of the Province of Alberta as represented by the Minister of Municipal Affairs, to be the Grant Recipient of funds in the amount of \$200,000.00, as managing partner of the Project: Smoky Lake Region Municipal Development Guidelines and Minimum Servicing Standards , with the Town of Smoky Lake, Village of Vilna and Village of Waskatenau; and further agree to abide by the terms of the Conditional Grant Agreement governing the purpose and use of the grant funds.	Planning & Development Manager		On Track
2022/05/0 5	694-22	→ Year-2022 Property Tax Rate	That Smoky Lake County Council acknowledge the direction provided to Administration to prepare the Year-2022 Tax Rate Bylaw for Residential, Farmland, and Non-Residential Properties, based on "Option 1" which includes and increase to the Non-Residential Tax rate by .38 as well as a minimum property tax in the amount of \$100.00, per tax roll, as presented on May 5, 2022.	Finance Manager	Brenda Adamson: Achievements: Property Tax Rate Bylaw 1416-22 was presented to Council at the budget meeting May 16, 2022 Challenges: <i>No value</i> Next Steps: <i>No value</i>	Completed

Smoky Lake Regional Heritage Board
FINAL NOVEMBER 2021 Meeting Minutes

5.3.6.a

Date: November 3, 2021

Location: County council chambers and sites via Zoom

Chair: Noreen Easterbrook

1.0 Call to Order

The meeting was called to order by the Chair, Noreen Easterbrook at 4:32 P.M.

Present:	Chair	Noreen Easterbrook
Present:	Treasurer	Graham Dalziel
Present:	Secretary	Christine Hansen
Present:	Director	Michelle Wright
Absent:	Director	Pam Billey
Absent:	Director	Leon Boychuk-Hunter
Present:	SLC Plan./Dev. Manager	Jordan Ruegg
Present:	SLC Plan./Dev Assistant	Kyle Schole
Present:	Admin Asst.	Amy Cherniwchan
Present:	County Councilor	Linda Fenerty
Present:	Member at Large	Pat Palichuk
Present:	Member at Large	Vicky Wasnea
Present:	Member at Large	Sylvia Chinery
Present:	Member at Large	Peter Apedaile

2.0 Agenda

The chair presented the agenda

Motion 21-17

Graham: That the agenda for the November 3, 2021 Smoky Lake Regional Heritage Board Meeting be adopted with additions.

Carried.

3.0 Minutes

3.1 Minutes were presented by Noreen Easterbrook

Motion 21-18

Michelle: That the minutes of the Smoky Lake Regional Heritage Board Meeting held September 2, 2021 be adopted as presented.

3.2 Action Items were reviewed and updated as listed in Action Table attached.

Action 21-9

Noreen will contact Joyce Mahon regarding an old house she wants restored and explain its ineligibility as it needs a fair amount of repair.

4.0 Correspondence

4.1 Sent:

- (missed in Sept meeting) Letter dated July 20, 2021 to Town of Smoky Lake Council with our recommendation to designate the Keen House as a Municipal Historic Resource.

Smoky Lake Regional Heritage Board

FINAL NOVEMBER 2021 Meeting Minutes

- Oct 14 email to board members asking for confirmation of remaining on the regional board and for approval to raise the admin support hourly rate.
- Oct 14 letter from Noreen to Lakeland Destination Marketing Organization (DMO) provided historical background on the riverlot system.
- October 19 Keen House SOS sent to Kyle to include in a municipal designation bylaw.
- Oct 22 email proposed 2022 draft budget to SLC planning and accounting departments.
- Oct 28 email to Behrends Bronze asking if they have concealed inserts with tamper-resistant screws to prevent theft of bronze plaques.

4.2 Received

- Sept 23 request from Lakeland DMO for a summary of importance and background of riverlots/ hedgerows in Victoria District National Historic Site.
- Oct 14 invoice from Amy Cherniwchan in the amount of \$300.
- Oct 26 email from SLC with the final version of the new SL Regional Heritage Board bylaw 1371-20.
- Oct 29 email with photo of inserts and screws for bronze plaques followed by a phone call that the cost would be \$70 for each installment and detailed information will be provided soon.

5.0 Financial

5.1 Christine Hansen presented the current bank balance.

Motion 21-19

Michelle: That the balance as of November 3, 2021, in the amount of \$ 4,295.98 in the general account be accepted.

Carried

5.2 Proposed 2022 Budget

The draft proposed heritage budget was submitted to the county planner and accounts controller before the County budget meeting on October 29, 2021. Noreen presented a draft budget with the same amount as last year from the county, but with input from board members, item amounts were adjusted. The budget has \$1,500 coming from fundraising and a request for \$13,500 from the county. An additional line item of \$20,000 included funds from the combined municipalities. Two members of the public in attendance suggested the budget should be greatly increased. Further via email will determine if the draft budget should be increased and resubmitted.

Noreen also asked if we should move any remaining money from the county at the end of December into the society account so there will be less confusion when new members from the combined municipalities join in January. Most meeting participants agreed that make sense.

Also, money will be required to install a fence at Ruthenia school, as that was part of the agreement with the Bidlocks who donated the land and school.

Motion 21-20

Christine: to accept the proposed 2022 draft budget with possible revisions.

Smoky Lake Regional Heritage Board

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Carried

6.0 Business

6.1 Administration

- According to this board's bylaw 1236-11, section 6.1 states that "The Election of Executive Officers shall be done at the first meeting following Council's Organizational Meeting". Council held their organizational meeting on October 22, 2021. Therefore, board members must select a chair, vice chair, and secretary-treasurer at this meeting.
- The board discussed combining the secretary and treasurer into one position and having a chair and a vice chair as suggested in the bylaw. Graham agreed to be vice chair with Noreen as Chair. Christine is now the secretary-treasurer.

Motion 21-21

Noreen:

That the same three board members be appointed to continue as the executive.

Carried

Motion 21-22

Noreen:

That the fee paid for administrative services be raised from \$25 to \$30 an hour.

Carried

- Jordan will be giving orientation to the new County Council during the meeting of the whole on November 17, 2021. He'll explain the role and function of the Board and the Heritage Management Plan and Policy.
- The grant application for the reception and interpretive center was not approved. Jordan will discuss with the new County Council to see if they might be interested in helping out.

6.2 Heritage Designation and Associated Activities

- Almost a year ago council adopted a heritage designation bylaw for six ferry landings. Rebecca Goodenough of Alberta Culture had some suggestions to improve the Statement of Significance (SOS) and asked for some contemporary photography. Jordan and Kyle felt they needed to change the bylaw to fit the new SOS. It will be brought to the December 2021 county council meeting. With the new bylaw, the ferry landing sites will be submitted for inclusion on the National Register of Historic Places.
- Designation of the Victoria Trail as a historic area has been completed, submitted to the Alberta government and placed on the National Register of Historic Places. Graham and Kyle continue to work on interpretive signs.
- Before the end of the year letters will be sent to Hamlin Road Ranch and the Apedaile homestead with barn so the buildings can be evaluated and Statements of Significance started. The evaluation committee of Noreen, Michelle, and Christine will look at these buildings, and others.

Smoky Lake Regional Heritage Board

FINAL NOVEMBER 2021 Meeting Minutes

- Designation of the Keen house was recommended to the town and they have agreed to grant it municipal historic designation. The town has issued a Notice of Intent. Kyle will assist the town with a bylaw.

6.3 Ecological Preservation

Noreen has been scouting the county for different kinds of wetlands and recently found one with a lot of potential and adjacent crown land. A land disposition must be obtained for any development to occur. Michelle is looking for grants for wetlands preservation and tourism.

6.4 Historical Preservation

- The Ruthenia School roofing project has been completed. Windows are the next priority, followed by the ceiling and walls. Funding is being sought.
- On the photo archive initiative, Noreen and Michelle are finding out what it will cost and what the funding opportunities are.
- CN Station preservation to be tabled for the next meeting with town council representation. It has been suggested to make it a train museum rather than the current tourist information centre.

6.5 Heritage Promotion and Recognition

- Bronze plaques that were put up this spring at Bellis Fire Hall and the Free Traders Cabin. Last week, plaques were installed at the Rubuliak House and Ruthenia School.
- Interpretive signage for the Victoria Trail designation is being worked on by Kyle and Graham.
- A suggestion was made to do something to recognize schools of the past. This will be tabled to next meeting.

6.6 Financial Management

- To keep county and town funding separate it might be wise to move what is left to the society account, then an appropriate amount moved to the casino account in preparation for our next casino.
- We may need to reach out to new town councils in the region about budgeting funds for the heritage board.

Action 21-12

Noreen will write letters to the new town councils regarding board funding and an explanation on what the money will be spent on.

Motion 21-23

Noreen:

Smoky Lake Regional Heritage Board

FINAL NOVEMBER 2021 Meeting Minutes

That money from the county remaining in the regional account at the end of December be moved to the society account before regional members join in the new year.

Action 21-13

Board members are to submit their travel expenses before mid-December, 2021.

7.0 Conclusion: Next Meeting and Adjournment

Motion 21-24

Graham: That the next meeting be held at the call of the Chair in conjunction with the next Smoky Lake Heritage Board Society meeting and that this meeting be adjourned at 5:55 pm.

Carried.



H. A. Kostash School

6.1

5019 - 50 Street

PO Box 630

Smoky Lake, Alberta T0A 3C0

Phone: (780) 656-3820

E-mail: hak@aspview.org

Mr Richards - Principal

Ms Lamouche – Assistant Principal

28 April, 2022

To whom it may concern,

On behalf of our staff and students, I would like County Council to consider providing support for some of our initiatives. Currently, bus drivers are extremely difficult to find, and because of the increase in fuel prices, field trips are very expensive. When we are able to find a bus driver, we have to pay to cover his or her costs.

We have always appreciated the support we have received from our community. The County has been extremely generous, and we realize that financial times are difficult for all; however, we are reaching out for whatever assistance you could provide to help offset costs for things such as trips, uniforms, equipment and especially field trips.

We appreciate your consideration, and will gladly accept any donation. \$8000 would help our students and our school in many ways.

Yours sincerely

Richard Richards
Principal

Anne Chorney Public Library

May 1, 2022

County of Smoky Lake
4612 McDougall Drive
PO Box 310
Smoky Lake, AB
T0A-3C0

Dear County of Smoky Lake Councilors,

Our Library Board has embarked on raising operating funds for the Anne Chorney Public Library in Waskatenau. The library fulfills many needs in the community, including, but not limited to, free Internet access, a place to commune, and most importantly for access to a wide range of resources from itself and the extended library of Northern Lights.

In the past few years, our finances have been strained, and most noticeably now with the increase in utilities. Last year's finances were aided mostly by a large donation in association to a memorial. Were it not for those one time funds, we would not have completed our year's expenses. Going forward into 2022, we are acutely aware of what will be an \$8600.00 shortfall. We have been trying to gain traction with some fundraisers, however, we have the challenge of limited volunteers.

We know that the Village has a focus on enhancing opportunities within the community and values a high quality of life for the people who live here. We hope that you will consider a request to assist us in our operating expenditures.

Please contact me at 780-656-6073, or follikka@lrcssd.ca.

Thank you for your time and attention.

Sincerely,

Farrah Ollikka, Vice President
Anne Chorney Public Library



DECLARATION

In honour of the past, present and future contributions of the seniors of this community and throughout Alberta, I hereby declare June 6 – 12, 2022 to be Seniors' Week in

Community

Official Title

Official Signature

A handwritten signature in black ink, appearing to be "Josephine Pon", written over a horizontal line.

The Honourable Josephine Pon, Minister of Seniors and Housing



April 20, 2022

File: 100-G03

Alberta Utilities Commission
106 Street Building
10th Floor, 10055 106 Street
Edmonton, Alberta T5J 2Y2

Dear Utilities Commission,

RE: Increasing Utility Fees

Please accept this correspondence as a letter of support in addition to the correspondence you have already received from the Town of Fox Creek, dated March 23, 2022.

The Town of Taber joins in the increasing concern across the province regarding the rising utility fees for both natural gas and electricity. This concern is being felt throughout public and private spheres, and we are urging the Commission to take serious note of the concerns herein.

Over the past two years, residents of both Taber and the province have felt the ever-increasing strain of the ongoing COVID-19 pandemic coupled with increasing job insecurity and the rapid inflation of food, fuel, and housing costs. The rising costs of utilities have placed an additional strain on residents' already thin bottom lines.

It is important to note that the rising costs are not just impacting residents, but non-profits, small businesses, and commercial industries. Many of the aforementioned are in jeopardy of closing or forced to stop their services to our communities due to the increasing costs of utilities.

We as representatives of our community also note that it is wholly unacceptable that the rising costs of utilities have led to increased private profits as has been noted in the media lately. In our estimation, increased private profits seems to be a step too far given the undue hardship the public has faced these past two years and will likely continue to face unless the Commission takes swift action. As members of Council and representatives for our community's citizens, we believe now is not the time to be taking more money from the pockets of Albertans. Now is the time to be supporting Albertans when and where they need it most.

Alongside the Town of Fox Creek, the Town of Taber is urging the Commission to perform a review of the fees being charged on top of the actual usage fees all the while giving strict attention to the amount of profit corporations are making off of our residents and Albertans.

Your time and consideration for our residents, businesses, and non-profits is greatly appreciated.

Sincerely,

Mayor Andrew Prokop

Cc: Town of Taber Council
Mr. Grant Hunter, MLA
Alberta Municipalities
Town of Fox Creek

February 16, 2022

Dear Reeve/Mayor & CAO,

Re: RMA 2022 Member Visit Scheduling

As you are aware, the RMA schedules council member visits with all our member councils on a three-year rotation. This year there are 23 municipalities across the province up for a visit with your municipality being one of them.

The purpose of these visits is for the RMA President, District Director, and Executive Director to travel to each municipality to meet in the member's home base to experience and learn about each member as your representatives at the Association. It is our opportunity to focus on you and for you to have direct access to us.

In 2022 this is particularly important for me as a new president, as I have not much opportunity to travel to and learn about our members in the province outside of my region. Being restricted in doing visits in person due to Covid cramped my style but that is no longer the case. I am excited about the opportunity to meet you all in person and get to learn about all our members. I know our board members, including our newly elected ones in District 3 & 5, are excited about meeting, and getting to know our members.

Scheduling Options

We schedule these roundtable meetings with your council and senior staff to take place at your offices either as part of a council meeting, a committee meeting, or as a separate stand-alone meeting.

We have appreciated those that have chosen the stand alone or non-council dates as far too many of you all meet on the same dates each month, or on the same date as our board member home councils, to allow us to participate via council meetings alone. These stand-alone meetings have been more relaxed and provided more time for discussion and learning and as such should be considered as an option.

We offer you two options for member visits:

1. A standard 1-hour meeting; either attached to a council meeting, committee meeting, or stand alone; or
2. A longer meeting (2 – 3 hours) where we can learn more about your operations and what makes your municipality unique.

To make our visits cost and time effective, it would be beneficial to meet with two municipalities on one day that are within driving distance of each other (i.e., usually within the same district). As such we have limited the longer meeting option to 3 hours or less to facilitate scheduling and we will be seeking out opportunities to meet with more than one member in a district per day. Below is the 2022 RMA Member Visit chart which identifies the municipalities in addition to your own that we will be coordinating visits with.

Your Availability

To get started we request a response as to your general availability. Specifically, we require the following information from you:

- a) Your general council availability per month up to and including September (i.e., every Wednesday, 2nd & 4th Tuesdays, etc.), plus any other meetings when all council will be together. Include potential stand-alone dates separate from your meetings if possible.

- b) Your preference of Member Visit option:
 1. Standard 1 hour meeting
 2. Longer familiarization meeting (up to 3 hours)

- c) The key contact's name, email address, and phone number to schedule the meeting with.

In the table attached we have identified typical monthly dates that will prove difficult for either myself or your district director to attend so that other date options can be considered.

We ask that you please provide your answers to the above noted questions to my assistant Susan Valentine at susan@RMAAlberta.com or 780.955.4076 as member visits will commence as soon as possible. Susan will follow up with your contact directly.

Your attention to this matter is greatly appreciated. I look forward to our upcoming visit.

Sincerely,

Paul McLaughlin
President

District 1	District 2	District 3	District 4	District 5
Cypress	Lacombe	Athabasca	Peace	Lamont
Lethbridge	Kneehill	Lesser Slave	Birch Hills	Smoky Lake
Warner	Starland	Parkland	Clear Hills	St Paul
Cardston	Acadia	Sturgeon	Greenview	Minburn
Newell	Ponoka	Wetaskiwin	N. Lights	

Monthly Conflict dates for President & District 1 Director	Monthly Conflict dates for President & District 2 Director	Monthly Conflict dates for President & District 3 Director	Monthly Conflict dates for President & District 4 Director	Monthly Conflict dates for President & District 5 Director
2 nd & 4 th Tues	2 nd & 4 th Tues	2 nd & 4 th Tues	2 nd & 4 th Tues	2 nd & 4 th Tues
1 st & 3 rd Wed	1 st & 3 rd Tues	Every 2 nd Wednesday	2 nd Tuesday	3 rd Wed

Jordan Ruegg

From: Jim Packard <jpackard@telusplanet.net>
Sent: May 7, 2022 1:16 PM
To: Jordan Ruegg
Cc: Colette, Packard
Subject: Jim and Colette's request to keep our Mom and Dad's trailer on our property this year
Attachments: Which Trailer units our who's on our property 220504 LT TO Owner RE Remove RVs in excess of 2.pdf

Hi Jordan,

As per our conversation I am emailing you before your May 26th meeting with our request to keep our parents trailer on our property this year. Trailer 2 is our parents and they lived at Mons lake for 25+ years when they owned their lot at Mons Lake in Sandy Lane and have had their trailer on our lot for the past 12 years as they had sold their place in Sandy Lane . They are 89 and don't travel with their trailer any more and this is probably the last year they can enjoy camping and fishing. Dad and Mom enjoy having their independence and coming and going when they like. Being seniors they do not have a lot of money and this enjoyment of coming back to Mons Lake makes them so happy and really does not cost them much.

We would appreciate it if we could have the 3 trailers on our property this year. They are not an eye sore and all vehicles are always on our property. We take a lot of pride in how our lot looks and work very hard to make it beautiful. We understand the bylaws but would also like to see these bylaws reviewed/updated to allow more trailers so people can enjoy some relaxation at an affordable cost. We would think if they are presentable trailers and being used should be ok. Maybe just to update to allow up to 4 or 5 depending obviously on lot size. With the way the economy is, a lot of families only have the enjoyment of coming to the lake to relax and have fun. Since we have owned our property at Mons Lake we see more and more people coming to the lake for enjoyment. These same people that do come to Mons Lake also support Smoky Lake by purchasing what they need from vendors in town.

Thank-you for taking our request into this matter of limit of Trailers on our property and are looking forward to hearing from you after your meeting this month.

Regards,

Colette & Jim Packard



Smoky Lake County

P.O. Box 310
4612 McDougall Drive
Smoky Lake, Alberta T0A 3C0

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

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

May 4, 2022

Delivered Via – Regular mail & Email
jpackard@telusplanet.net

Colette Marie & James Packard
Box 661
Smoky Lake, AB
T0A 3C0

Dear Colette & James:

RE: Lot 12, Block 1, Plan 8023098
#8, 60203 RGE RD 164, Mons Lake Estates, Alberta
Recreational Vehicles in excess of two (2) units per property.

Please be advised, the above-noted property is in contravention of the Land Use Bylaw 1272-14, Section 7.25.

In my capacity as Designated Officer, on April 29, 2022, I conducted a patrol of Mons Lake Estates and determined there to be a contravention due to the number of recreational vehicles currently situated on the above-noted Lands.

Accordingly, I am hereby giving Notice and requesting that all recreational vehicles in excess of two (2) be removed from the property on or before **May 31, 2022**.

Should you choose not comply with this request, the County may issue a Stop Order to obtain compliance in accordance with Smoky Lake County Land Use Bylaw 1272-14.

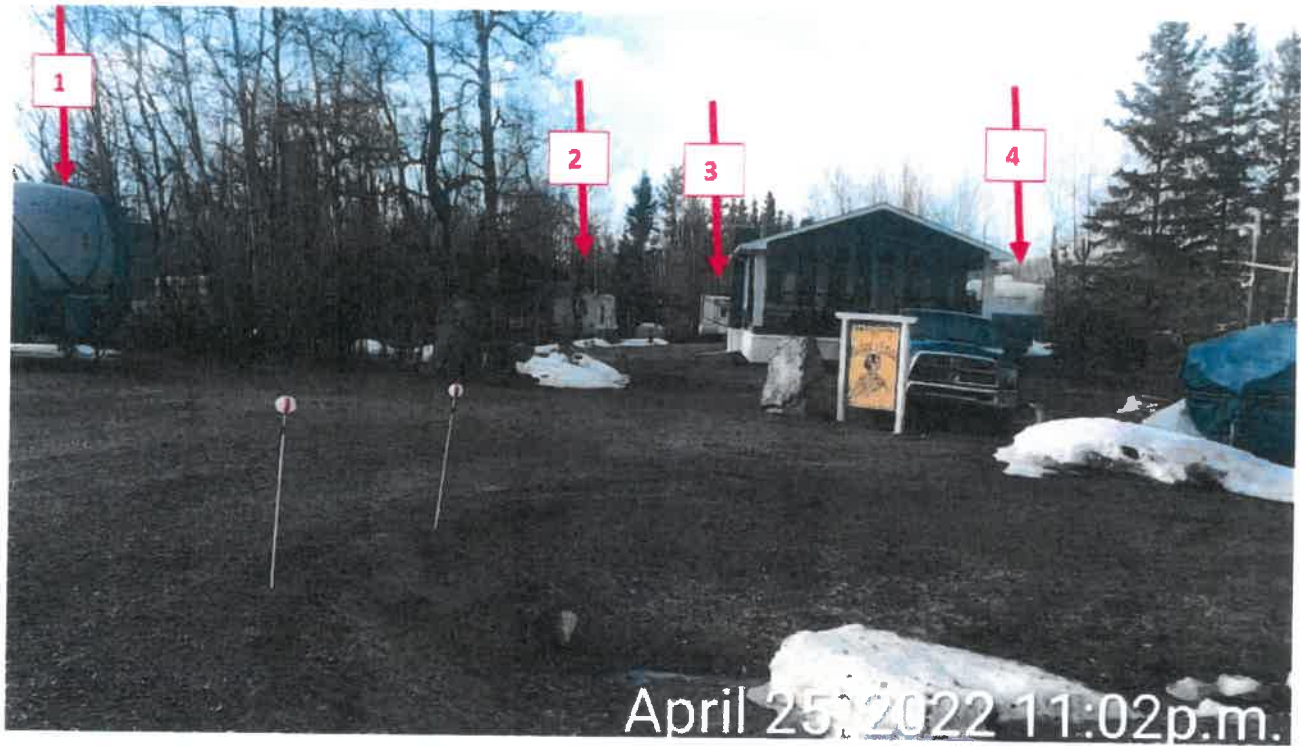
Should you have questions or concerns, please do not hesitate to contact me directly.

Sincerely,

A handwritten signature in blue ink, appearing to read "Tammy Goddu".

Tammy Goddu
Bylaw Enforcement Officer
Smoky Lake County
(T) 780-201-6777
(EM) tgoddu@smokylakecounty.ab.ca

Enclosure(s) – Photos/Video captured April 25, 2022
Land Use Bylaw 1272.14, Section 7.25 - Recreational Vehicles



Trailer 1 - is our Daughter and Son's unit

Trailer 2 - is our Mom and Dad's unit

Trailer 3 - is our Brothers trailer and he will be moving it when it dry's up

Trailer 4 - is our unit

7.25 RECREATIONAL VEHICLES

1. The year round placement of 2 (two) recreational vehicles on a parcel in Multi-lot Country Residential (R1), Residential (Cluster) Conservation (R2), Victoria Residential(R3) or Hamlet General (HG) Districts is allowed without a development permit.
2. Additional recreational vehicles shall be permitted within the Multi-lot Country Residential (R1), Residential (Cluster) Conservation (R2), Victoria Residential (R3) or Hamlet General (HG) Districts for a maximum of four (4) consecutive days.
3. No recreational vehicle shall be permanently connected to any utility or municipal service, such as power, gas, water supply, or sanitary sewage disposal facilities unless the recreational vehicle is located in an approved recreational vehicle park.
4. This section **does not** apply to the placement of recreational vehicles in the Agriculture District (AG), Victoria Agriculture District (A1), Highway Commercial District (C1), Victoria Commercial District (C2), Industrial District (M1), Rural Industrial District (M2), Institutional & Community District (P), Direct Control District (DC), and Direct Control Landfill District (DC1).



Smoky Lake County

4612 McDougall Drive

Box 310, Smoky Lake, AB T0A 3C0

Colette Marie & James Packard

Box 661

Smoky Lake, AB

T0A 3C0

Jordan Ruegg

From: John Mainwaring <jpmainwaring@gmail.com>
Sent: April 27, 2022 10:43 AM
To: Jordan Ruegg
Subject: Fwd: Legal opinion

----- Forwarded message -----

From: John Mainwaring <jpmainwaring@gmail.com>
Date: Wed., Apr. 27, 2022, 10:40 a.m.
Subject: Fwd: Legal opinion
To: <jruegg@smokylakecounty.ab.ca>

Hi, try try again heres what I sent to Mark

Thanks John

----- Forwarded message -----

From: John Mainwaring <jpmainwaring@gmail.com>
Date: Mon., Apr. 25, 2022, 8:34 p.m.
Subject: Legal opinion
To: Mark Fussell <Mark.Fussell@gov.ab.ca>
Cc: John Broderick <John.Broderick@geoverra.com>

Hello Mark,

I've trying to ask the Rcmp to implement a policy to charge the land owners with proceeds of crime. You know this niighbourhood after all your experience out here. What and how you do things do work we have finally a quiet niighbourhood to thank Alert, SCAN, Rcmp for but what about this?

Instead of just chasing this kids on the quads once illegal activity has been determined why not charge the land owner with proceeds of crime? For that trailer site that burned down the succession act (the county dropped the ball here that property is supposed to be transferred within two years now taxes paid by anyone for years) would make the siblings accountable. For 13205 615 would make Mildred responsible.

This policy would suit us out here I could find you hostile witnesses to Mary's property (where the yellow then the white house burnt down the ESRD property controlled out of Athabaska a fellow who's retired now Bill Black. Of where she took \$25,000 for the yellow house and \$16,000 for the white house. This was a direct violation of the land use act because the addminister did not sign off the original owner. Thats another problem ESRD. My relationship with Bill was interesting for the first contact he flat out told me hes not worried whos on the land , the second he did better the third time and forth I simply told him fix it get rid of them or under the Judicature act 25.1, S1 , S18 I would charge him with proceeds of crime (well they are getting the tax money) let it bounce in court and invite the media. You know he was great to deal with after that.

These land owners benefit from the drug dealers I can prove it. So why not charge them?

Mark I've been trying for a month to talk to the Sargeant at Smoky to consider this idea should we have any activity in the future I got Constable Tieson on the phone today . Nice chat I like the guy but he can't implement a in station policy nor is he allowed to do so. I personally found dealing with them more than frustrating that they wouldn't introduce me to the legal department for an opinion maybe others could use.

My other avenue is a motion with the county. This new CAO Jean has been pretty good to talk to so far. Its nice when someone understands legislation and perhaps how it can be implied. Right now a land owner can give permission to two RVs to be on their land. (used to be 3 days for one, Brian at Paradise motioned to change that for his park , thats ok for his business) So in my view follow the dots...

If drug dealers were on Mildreds property under the municipal act to be there they have permission. If they denie them being there or taking money well under landlords and tenants they are illegal and the Rcmp have the right to remove them immediatly. Trespassing act might be considered to , if she denied activity charge them with trespass if she won't charge well then colusion and conspirsy mis leading and obstructing justice and giving a false statement would work just fine.

I hope you can see the laws are in place to use its a matter of a legal opinion that would ensure due process and a safe community.

As always thanks for everything Mark if your not able to forward this to the legal department please advise me a contact.

God bless, be safe
John Mainwaring



Métis Nation of Alberta

A strong Métis Nation embracing Métis rights

(780) 455-2200 | 1-800-252-7553 | albertametis.com
11738 Kingsway NW | 100 Delia Gray Building | Edmonton, AB | T5G 0X5

Office of the President

6.8

May 6, 2022

Mr. Lorne Halisky
Reeve, Smoky Lake County
PO Box 932
Smoky Lake, AB T5K 2B6
lhalisky@smokylakecounty.ab.ca

Dear Mr. Halisky,

Re: Métis Nation of Alberta's Fourth Annual Alberta Métis Fest

I am excited to personally invite you, on behalf of the Métis Nation of Alberta (MNA), to the fourth annual Alberta Métis Fest.

The fourth annual Alberta Métis Fest is taking place Saturday, June 25th, 2022, at Métis Crossing, 17339 Victoria Trail, Smoky Lake, AB. The event will be in-person for the first time since 2019, and will be an exciting celebration of Métis culture, heritage, and history. This year's Alberta Métis Fest will allow for both Métis and non-Métis alike to gather, share stories, and experience all that Métis Crossing has to offer.

This event will offer people from across the province the opportunity to be immersed in Métis culture, and appreciate our artistry and talent, while also teaching the unique history of the Métis on our own land. Alberta Métis Fest 2022 will also include performances from many talented Métis musicians and dancers from across the province. There will also be a jigging competition, delicious Indigenous cuisine, cultural workshops, children's activities, wagon rides, and more!

On behalf of the Métis Nation of Alberta, we kindly invite you to attend this celebration of Métis culture and heritage within Alberta and bring greetings on behalf of the County of Smoky Lake. The Métis are a resilient people, who have greatly contributed to the development of not only Alberta but Canada as a whole.

To confirm your attendance at our fourth annual Alberta Métis Fest and for more information, please contact Madison Tipler at 780-455-2200 ext. 417 or mtipler@metis.org by **Friday, June 3rd, 2022**. We look forward to hearing from you, and we hope you can attend this exciting celebration.

Kind regards,

Audrey Poitras
President,
Métis Nation of Alberta



May 2, 2022

AR 89263

Mr. Lorne Halisky
Reeve
Smoky Lake County
PO Box 310
Smoky Lake, AB T0A 3C0

Dear Reeve Halisky:

Thank you for your letter of March 16, 2022 regarding Smoky Lake County's BF13398 Standard Bridge Replacement project. I acknowledge the challenges you have faced regarding issues related to cost escalations that have impacted your ability to complete this project within the approved budget. I also appreciate your attempts at mitigating these issues and ongoing challenges.

The Department understands the impacts that steel market volatility and the decline in the number of local standard girder fabricators has had on the project. I am pleased to advise that your project will receive additional funding under the Strategic Transportation Infrastructure Program (STIP). The County will receive \$210,330 (based on a 50% cost-share of the project cost overrun incurred). Considerations were given to the importance of this project within the limitations of the Provincial budget due to the COVID-19 Pandemic.

We appreciate the efforts being made to proceed with this project and will continue to assist you with this project. Thank you for taking the time to write.

Sincerely,

Rajan Sawhney
Minister of Transportation

cc: Michael Botros
Regional Director, Alberta Transportation.



Municipal Affairs

6.10

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

AR108117

April 11, 2022

Sally Dary
Chief Administrative Officer
County of Two Hills
PO Box 490
Two Hills AB T0B 4K0

Dear Sally Dary:

Thank you for your grant application under the Alberta Community Partnership (ACP) program, Strategic Initiatives (SI) component.

On behalf of the Minister, I regret to advise that the following project is not eligible under the SI component:

- Regional Geographic Information System - \$208,000

The SI component considers projects that are not eligible for funding under other components. This project is eligible for funding under the ACP Intermunicipal Collaboration (IC) component, and I encourage you to apply under the 2022/23 ACP. Program staff will be in contact to discuss how your project best aligns under this component and will provide suggestions on how to submit a strong application.

If you have any questions, please contact Ryan Barber, Manager, Regional Grant Programs, toll-free first by dialing 310-0000, then 780-422-8755, or at acp.grants@gov.ab.ca.

Sincerely,

Brandy Cox
Deputy Minister

cc: Honourable Ric McIver, Minister of Municipal Affairs

File: 2140-SMOK

May 12, 2022

Delivered by email: cao@smokylakecounty.ab.ca

Gene Sobolewski
Chief Administrative Officer
Smoky Lake County
PO Box 310
Smoky Lake, AB T0A 3C0

Dear Mr. Sobolewski:

**RE: Subject– Meeting with Smoky Lake County
Highway 28 Speed Review**

Further to our meeting with Smoky Lake County on January 28, 2022 a speed review was undertaken on Highway 28 in the Smoky Lake area.

A cursory speed limit review was undertaken to update the previously completed speed limit review and to assess the improvement at Highway 855 completed in 2018. Collision data from 2004 to 2021 was reviewed and there were no collisions in 2018 and 2020, and one collision in 2019 and one in 2021. In addition a review of the three year traffic volumes show a decrease in traffic volumes.

Ensuring speed limits are set so they meet driver expectations while protecting all highway users is a delicate balance. The review considered the surrounding development, the suitability of the current speed limit, the highway's classification, and geometry. The review also evaluated whether any proposed speed limit changes would result in poor driver compliance, which often occurs when posted speed limits are set lower than what motorists would generally consider reasonable for a provincial highway.

Based on the cursory speed limit review, the current posted 100 km/hr speed limit is adequate for the area. Recognizing the change in traffic patterns the past couple of years, department staff will continue to monitor the area and review next years' traffic volumes and determine if there are significant changes that might trigger a full speed review.

If you have any further questions, please contact Mr. Paula Campbell, Operations Manager. Ms. Campbell can be reached toll free by dialing 310-0000, then 780 675 2624, or at paula.campbell@gov.ab.ca.

Yours truly,



Michael Botros. P. Eng.
Regional Director

cc: Paula Campbell, Operations Manager



Northeast Alberta Information HUB Ltd.
 5015 - 49 Avenue
 St. Paul, Alberta T0A 3A4
 Canada

6.12

MEMBERSHIP RENEWAL 2022-2023

County of Smoky Lake
 Box 310
 Smoky Lake, AB T0A 3C0

Date: 04/01/2022

Business No.: 866162647RT0001

Description	Tax	Amount
Membership fee covering the operating period of April 1, 2022 to March 31, 2023 – based on population of 2,461 @ \$0.50 /capita NOTE: If your current population is different that the one listed (Source: 2021 Federal census) adjust as necessary		1,230.50
Comments Please make cheque payable to Northeast Alberta Information Hub Ltd. and mail to the above address	Total Amount	1,230.50

May 6, 2022

Smoky Lake County Councillors

County of Smoky Lake

Smoky Lake Ab.

Re: Stunt Driving



For the past number of years Hiway 18 between RR 203 and hiway 831 has been defaced with burnouts, Donuts and various other examples of stunt driving. For those of us who use that road regularly it is upsetting to see and reflects poorly on our community. Local residents are well aware of who engages in this type of activity. [redacted] and [redacted] are not teenagers, they are grown men yet they continue with this type of unlawful and dangerous activity. It's about time the RCMP did something about this.

Concerned resident

2205112310

3932 751

County of Smoky Lake Councillors
 Smoky Lake County Office
 4612 Mc Dougall Drive
 TOA 3C0



6.14



To: County of Smoky Lake

From: Smoky Lake Golf Course

On behalf of the Smoky Lake Golf Club, I would like to express my appreciation for the support that we have received from the County of Smoky Lake. Without your efforts, we would not have been able to put on some of the programs that we like provide for the community.

This year we hope to once again host the Junior golf program. Our program runs every Wednesday and involves golfers between the ages of 7-16 years. On average in the past, we have around 15-20 golfers golfing every Wednesday. The junior golf program is designed to encourage a passion for the sport of golf in the youth of the community. Members of the junior golf program have the opportunity to spend time working with professionals on their skills at the driving range and on the putting green which they later get to put to use on the course.

As you know, programs like this require time, effort, as well as funding. Our program has been successful in the past, however; we hope to take it to the next level this season. The program helps bring the younger generation to the golf course and with this expected increase in youth members we will require more funding to support our program. We recognize and appreciate that last year you gave a generous donation towards the junior golf program. This year, we would like to ask for a bit more funding towards our youth program, amounting to \$2000. We look forward to your response.

Sincerely

Noel Simpson

Club House Manager

Alexis Fulton

Box 939.
Smoky Lake, Alberta
(780) 656-0032
alexisfulton3@gmail.com

18th May 2022

Smoky Lake County Council

Smoky Lake, Alberta

Dear Smoky Lake Country Councilors:

My name is Alexis Fulton, and I am currently a grade nine student at Vilna School. I live in Smoky Lake. This August I will be going to San Quintin, Mexico to build houses for a week with the canadian charity LiveDifferent.

I'm writing to you to request a charitable donation of 250\$ for my trip. The money will be going towards my lodging and food while on the trip among other things. All of the fundraising is going through my online fundraising page. You can find the page at this link

<https://my.livedifferent.com/fundraising/afulto/Alexis-Volunteer-Trip-To-Mexico>.

I can be reached via phone or email at any time of day if you have any questions. I want to thank you for your generosity and kindness. I am so grateful for the opportunity to go on this trip and hope your organization chooses to be a part of this experience.

Sincerely,



Alexis Fulton.



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

April 29, 2022

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

RE: Wetland Access Along County Road Allowance SE 12-59-18 W4M

To further its mandate to promote and advocate for the preservation of ecological heritage, the Smoky Lake County Regional Heritage Board surveyed the County for wetlands that could be promoted to residents and tourists alike as wildlife observation points. The Board feels that the wetland at the above location could be successfully developed as such a site. It hosts a large number and diversity of waterfowl and is adjacent to crown land giving the public right of entry.

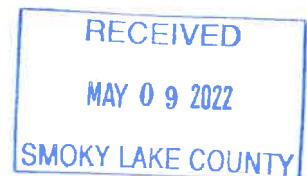
In order to provide access wide enough for foot traffic to the open area by the water, some of the shrubs and poplar trees along the road would have to be removed. Also, fill and gravel would be needed to create a road shoulder where vehicles can pull over and turn around. It would be helpful to have public works survey the site to determine the boundary between the road allowance and the crown land as well as the northerly extent of the crown land. We are asking for this in-kind service to develop the site while minimizing land disturbance.

Your contribution will enable us to provide access to residents and visitors to an avian and wildlife natural area for both education and enjoyment of the County's natural heritage.

Sincerely,



Noreen Easterbrook, Chair
Smoky Lake County Regional Heritage Board





ALBERTA
TRANSPORTATION

Office of the Minister

6.17

May 12, 2022

AR 89587

Reeve Lorne Halisky
Reeve
Smoky Lake County
PO Box 310
Smoky Lake, AB T0A 3C0
lhalisky@smokylakecounty.ab.ca

Dear Reeve Halisky:

I am pleased to advise your council that the following projects will be funded under the Strategic Transportation Infrastructure Program.

Local Road Bridges:

Based on your submitted application(s), the approved grant is 75 per cent of the eligible project cost.

BF 78004 - Culvert Repairs, maximum grant: \$184,028

BF 77862 - Bridge Culvert Rehabilitation, maximum grant: \$61,277

The final grant amount will be based on the actual eligible costs at the time of project completion, up to the approved maximum grant amount.

Budget 2022 focuses on protecting lives and livelihoods. Our government continues to make investments in hospitals, schools, roads, bridges, transit, and water infrastructure to support municipalities in improving critical local transportation infrastructure, creating jobs, and stimulating the economy.

Alberta Transportation staff will be in contact with your administration to formalize the funding agreement to undertake this work. As part of the previous approval conditions, no cost increases can be considered.

While I look forward to sharing the news about this important investment, I ask that you please do not publicly communicate this project approval until provincial announcements are made.

Sincerely,

Rajan Sawhney
Minister of Transportation

cc: Mr. Glenn van Dijken, MLA, Athabasca-Barrhead-Westlock
Mr. Michael Botros, Regional Director, North Central Region



Memorandum of Agreement

between

Alberta Transportation

and

Smoky Lake County

for the

Strategic Transportation Infrastructure Program

Local Road Bridge Component

for

BF 78004 – Culvert Rehabilitation

MEMORANDUM OF AGREEMENT made as of the _____ of _____, 2022

BETWEEN:

HER MAJESTY THE QUEEN,
in right of Alberta, as represented by Alberta Transportation
("Alberta")

-and-

Smoky Lake County

in the Province of Alberta (the "Municipality")

The Municipality has proposed to undertake **Culvert Rehabilitation of BF 78004** (in this document referred to as the "Project"); and

Ownership of the said **BF 78004** is vested in the Crown in right of Alberta; and

Under the provision of Alberta Regulation 79/2003, the Minister may enter into an agreement with respect to any matter relating to the payment of a grant; and

The Minister, as a condition to the use of Provincial funds for the construction of the **BF 78004**, under the Strategic Transportation Infrastructure Program – **Local Road Bridge Component**, deems it necessary to enter into an agreement with the Municipality to ensure the preservation and protection of **BF 78004** as an efficient means of transportation.

In consideration of the terms and conditions specified in this document, the parties agree as follows:

1. The Municipality shall undertake the **Culvert Rehabilitation of BF 78004** in accordance with the detailed plan and specifications as approved by the Minister.
2. The maximum contribution by the Minister shall be limited to **One Hundred Eighty Four Thousand Twenty Eight dollars \$ 184,028** or Seventy-Five Percent (75%) of the actual shareable costs, whichever is less, as shown in the **Schedule of Costs**, in this document referred to as the "**Schedule A**", attached to this document and forming part of this Agreement.
3. The Minister may advance a portion or all of the funds specified in Clause 2 in trust or provide payments upon submission of invoices submitted by the municipality based on actual expenditures incurred on the project.

4. Nothing in this Agreement will preclude the Municipality from using other sources of funding to complete the work agreed upon.
5. The Municipality will accept the funds granted conditionally by the Minister on the following terms and conditions:
 - a) the Municipality shall maintain a separate accounting for costs incurred on the project and all funds granted conditionally by the Minister;
 - b) the Municipality will ensure expenditures accounted for against the principal amount of any advance and the interest earned is only for the work accepted by the Minister under this Agreement;
 - c) any interest earned on the provincial funds held by the Municipality will only be applied to the total eligible project expenditures so as to reduce the total sharable cost; and
 - d) "**Interest Earned**" shall be calculated based on the actual interest earned by the municipality so as to maximize the interest on such money, subject to provisions of the Municipal Government Act or a method agreeable to the Minister;
 - e) all funds advanced conditionally and accumulated interest not expended prior to December 31st in any year, will be retained conditionally by the Municipality and expended on the Project in the following year(s). The Municipality agrees that any funds and accrued interest unexpended on completion or termination of the Project will be returned to the Province or may be treated as an advance on other Transportation programs as may be specified by the Minister.
6. The Municipality agrees that the Minister shall have the right at all times to inspect the cost records of the Municipality, the work specified in this document, and any and all materials supplied or used in connection with this work, and shall have the right to require any modification or alteration in the work to ensure its completion in accordance with the specifications forming part of this Agreement.
7. The Municipality agrees that:
 - a) it will utilize competent engineering consultants registered and licensed to practice in the Province of Alberta, in this document referred to as the "**Engineer**", for the design including preparation of the plans and specifications and for the quality control activities and supervision of the contract during construction; and

- b) it will undertake the construction on a contract basis, and shall invite tenders; and where the Municipality recommends that any tender other than the low tender be accepted, shall submit to the Province for its written approval its recommendation respecting such awarding, together with details of all tenders received; and
 - c) it will ensure that the accepted work is carried out in accordance with the rules, regulations and laws governing such works and in accordance with the best general practice, and in a manner agreeable to the Minister; and
 - d) it will satisfy itself that the costs proposed and submitted by the Engineer for their services are considered fair and reasonable; and
 - e) it will provide the Minister with confirmation of construction completion; and a certified financial statement of all costs incurred; and revenues received with respect to the project; along with copies of all relevant invoices; and
 - f) it will schedule the work to be completed by **October 31, 2025**.
8. Upon completion of the work, the Municipality shall allow free and complete use of the said **BF 78004** to and by any lawfully licensed vehicle operated in accordance with the Traffic Safety Act.
9. The Municipality agrees that it shall at its own expense perform subsequent maintenance on the **BF 78004** including upkeep of signage and pavement markings, as required.
10. The Municipality shall indemnify and hold harmless the Minister, his employees and agents from any and all claims, demands, actions and costs or whatever may arise, directly or indirectly, out of any act or omission of the Municipality, its employees or agents, in the performance by the Municipality of this Agreement. Such indemnification shall survive termination of this Agreement.
11. The parties agree to give this Agreement a fair and liberal interpretation and to negotiate with fairness and candor, any modification or alteration that may be rendered necessary by changing conditions.

IN WITNESS WHEREOF this Agreement has been duly executed by the parties hereto as of the date first above written.

SIGNED ON BEHALF OF

Alberta Transportation

Regional Director

Witness

Date Signed

SIGNED ON BEHALF OF

Smoky Lake County

As represented by the Mayor/Reeve:

Mayor/Reeve

Witness

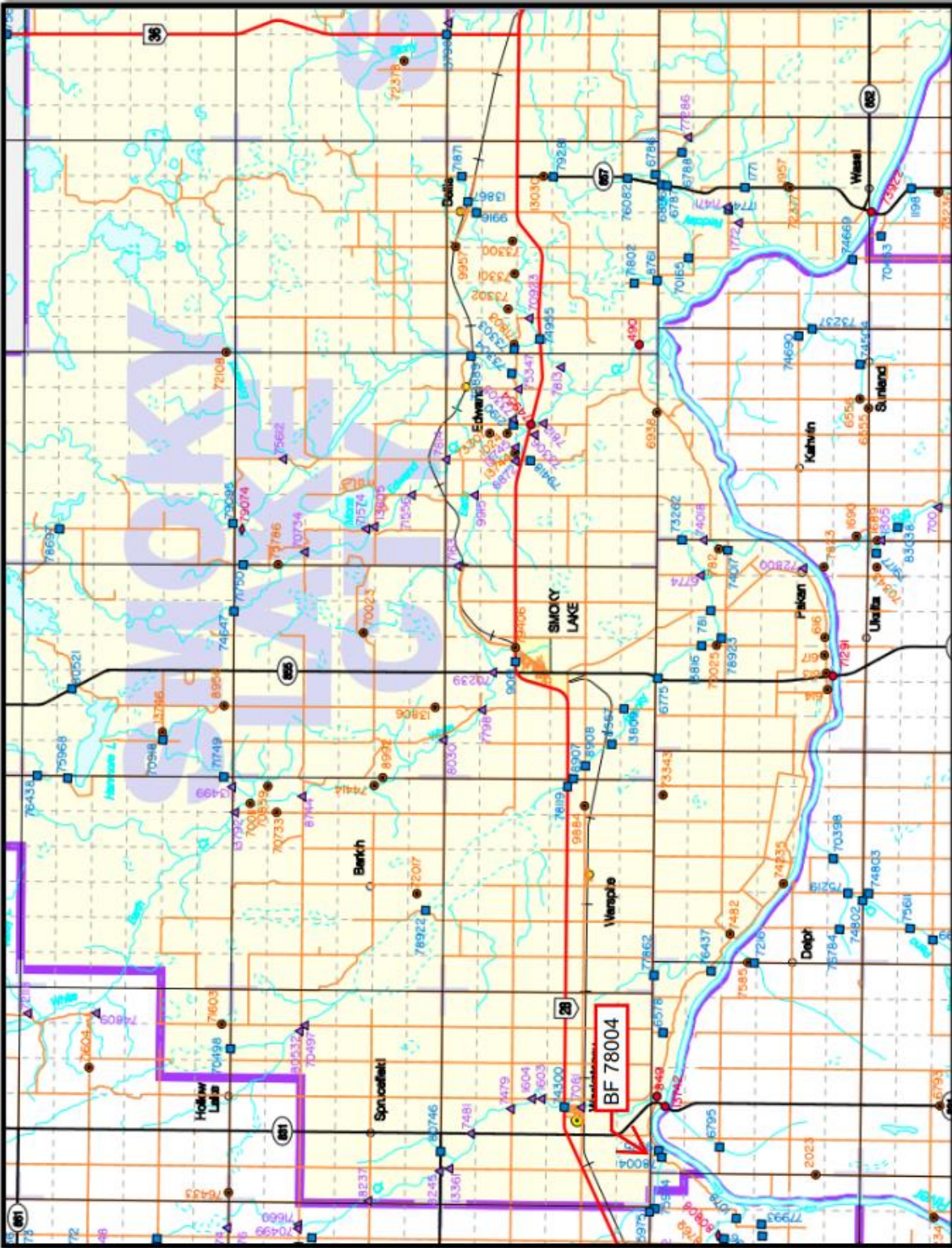
Date Signed

Schedule "A"

Schedule of Costs

Project Information	
Municipality	Smoky Lake County
Project Name:	BF 78004 – Culvert Rehabilitation
Project Detailed Location:	NE 31-58-19-W4M
Contractor:	
Consultant:	
Financial Information	
Project/Construction Cost	\$
Engineering Costs <i>(Eligible Costs Only)</i>	\$
Total Eligible Cost	\$ 184,028
Other <i>(Please Specify)</i>	\$

Exhibit "A"
(Map of Site)





Memorandum of Agreement

between

Alberta Transportation

and

Smoky Lake County

for the

Strategic Transportation Infrastructure Program

Local Road Bridge Component

for

BF 77862 – Culvert Rehabilitation

MEMORANDUM OF AGREEMENT made as of the _____ of _____, 2022

BETWEEN:

HER MAJESTY THE QUEEN,
in right of Alberta, as represented by Alberta Transportation
("Alberta")

-and-

Smoky Lake County

in the Province of Alberta (the "Municipality")

The Municipality has proposed to undertake **Culvert Rehabilitation** of **BF 77862** (in this document referred to as the "Project"); and

Ownership of the said **BF 77862** is vested in the Crown in right of Alberta; and

Under the provision of Alberta Regulation 79/2003, the Minister may enter into an agreement with respect to any matter relating to the payment of a grant; and

The Minister, as a condition to the use of Provincial funds for the construction of the **BF 77862**, under the Strategic Transportation Infrastructure Program – **Local Road Bridge Component**, deems it necessary to enter into an agreement with the Municipality to ensure the preservation and protection of **BF 77862** as an efficient means of transportation.

In consideration of the terms and conditions specified in this document, the parties agree as follows:

1. The Municipality shall undertake the **Culvert Rehabilitation** of **BF 77862** in accordance with the detailed plan and specifications as approved by the Minister.
2. The maximum contribution by the Minister shall be limited to **Sixty One Thousand Two Hundred Seventy Seven** dollars **\$ 61,277** or Seventy-Five Percent (75%) of the actual shareable costs, whichever is less, as shown in the **Schedule of Costs**, in this document referred to as the "**Schedule A**", attached to this document and forming part of this Agreement.
3. The Minister may advance a portion or all of the funds specified in Clause 2 in trust or provide payments upon submission of invoices submitted by the municipality based on actual expenditures incurred on the project.

4. Nothing in this Agreement will preclude the Municipality from using other sources of funding to complete the work agreed upon.
5. The Municipality will accept the funds granted conditionally by the Minister on the following terms and conditions:
 - a) the Municipality shall maintain a separate accounting for costs incurred on the project and all funds granted conditionally by the Minister;
 - b) the Municipality will ensure expenditures accounted for against the principal amount of any advance and the interest earned is only for the work accepted by the Minister under this Agreement;
 - c) any interest earned on the provincial funds held by the Municipality will only be applied to the total eligible project expenditures so as to reduce the total sharable cost; and
 - d) **"Interest Earned"** shall be calculated based on the actual interest earned by the municipality so as to maximize the interest on such money, subject to provisions of the Municipal Government Act or a method agreeable to the Minister;
 - e) all funds advanced conditionally and accumulated interest not expended prior to December 31st in any year, will be retained conditionally by the Municipality and expended on the Project in the following year(s). The Municipality agrees that any funds and accrued interest unexpended on completion or termination of the Project will be returned to the Province or may be treated as an advance on other Transportation programs as may be specified by the Minister.
6. The Municipality agrees that the Minister shall have the right at all times to inspect the cost records of the Municipality, the work specified in this document, and any and all materials supplied or used in connection with this work, and shall have the right to require any modification or alteration in the work to ensure its completion in accordance with the specifications forming part of this Agreement.
7. The Municipality agrees that:
 - a) it will utilize competent engineering consultants registered and licensed to practice in the Province of Alberta, in this document referred to as the **"Engineer"**, for the design including preparation of the plans and specifications and for the quality control activities and supervision of the contract during construction; and

- b) it will undertake the construction on a contract basis, and shall invite tenders; and where the Municipality recommends that any tender other than the low tender be accepted, shall submit to the Province for its written approval its recommendation respecting such awarding, together with details of all tenders received; and
 - c) it will ensure that the accepted work is carried out in accordance with the rules, regulations and laws governing such works and in accordance with the best general practice, and in a manner agreeable to the Minister; and
 - d) it will satisfy itself that the costs proposed and submitted by the Engineer for their services are considered fair and reasonable; and
 - e) it will provide the Minister with confirmation of construction completion; and a certified financial statement of all costs incurred; and revenues received with respect to the project; along with copies of all relevant invoices; and
 - f) it will schedule the work to be completed by **October 31, 2025**.
8. Upon completion of the work, the Municipality shall allow free and complete use of the said **BF 77862** to and by any lawfully licensed vehicle operated in accordance with the Traffic Safety Act.
9. The Municipality agrees that it shall at its own expense perform subsequent maintenance on the **BF 77862** including upkeep of signage and pavement markings, as required.
10. The Municipality shall indemnify and hold harmless the Minister, his employees and agents from any and all claims, demands, actions and costs or whatever may arise, directly or indirectly, out of any act or omission of the Municipality, its employees or agents, in the performance by the Municipality of this Agreement. Such indemnification shall survive termination of this Agreement.
11. The parties agree to give this Agreement a fair and liberal interpretation and to negotiate with fairness and candor, any modification or alteration that may be rendered necessary by changing conditions.

IN WITNESS WHEREOF this Agreement has been duly executed by the parties hereto as of the date first above written.

SIGNED ON BEHALF OF

Alberta Transportation

Regional Director

Witness

Date Signed

SIGNED ON BEHALF OF

Smoky Lake County

As represented by the Mayor/Reeve:

Mayor/Reeve

Witness

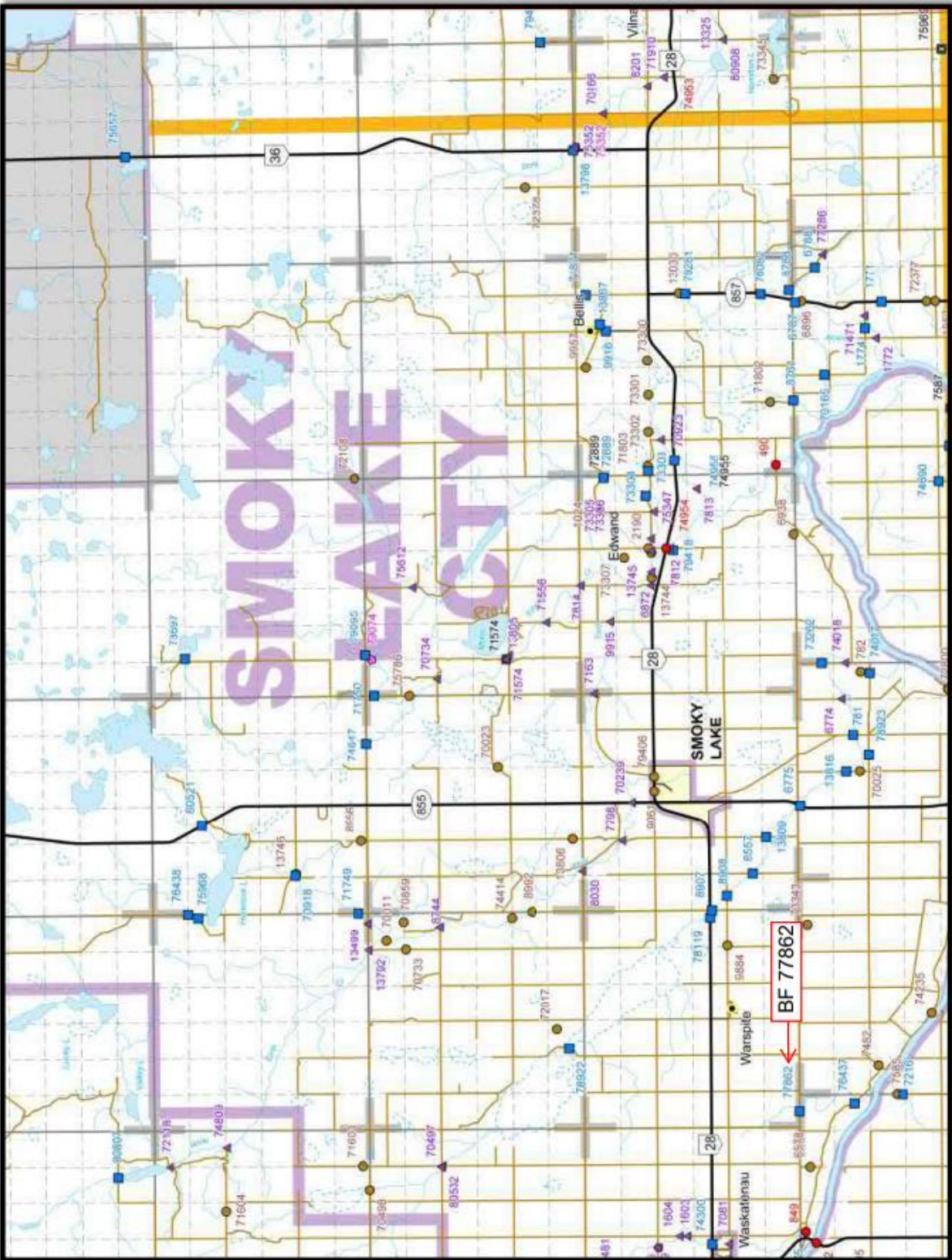
Date Signed

Schedule "A"

Schedule of Costs

Project Information	
Municipality	Smoky Lake County
Project Name:	BF 77862 – Culvert Rehabilitation
Project Detailed Location:	SW 6-59-18-W4M
Contractor:	
Consultant:	
Financial Information	
Project/Construction Cost	\$
Engineering Costs <i>(Eligible Costs Only)</i>	\$
Total Eligible Cost	\$ 61,277
Other <i>(Please Specify)</i>	\$

Exhibit "A"
(Map of Site)



Monthly Release of Information



MAY 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Release for Information #
1	2 R27-22	3	4 R28-22	5	6	7	<u>April 2022</u>
8	9	10	11 R29-22 R30-22 R31-22 R32-22	12	13	14	April 26, 2022 – R26-22: UCC Alberta – E-Bulletin: April 21, 2022. F
15	16	17 R33-22 R34-22	18	19	20	21	R27-22: RMA: Contact Newsletter: April 29, 2022. F R28-22: Aspen View Board Highlights –April 21, 2022. F R29-22: Reynolds Mirth Richards and Farmer – Re: Bill 21: Red Tape Reductions Statutes. F R30-22: Wyatt Skovron, Manager of Policy and Advocacy, RMA, dated May 9, 2022- Re: RMA LGFF Member Townhall. F
22	23	24	25	26	27	28	R31-22: Ross Hunter, Communications Officer, Aspen View Public Schools, dated May 5, 2022- Re: News Release Aspen View Public Schools announces appointments to division-based administrative positions. F
29	30	31					R32-22: RMA District 5 Golf Tournament, Friday, July 15, 2022 At Coal Creek Golf Resort. F R33-22: LICA – Bold Center Wetland Restoration Planting Workshop June 5, 2022. F R34-22: Aspen View Board Highlights –May 5, 2022. F

Crabby Brooke Gracie!!
Hannah!! Talia Austin
Kali♥ Jordyn😊
Faith!! Shiloh♥
Ava Ryder Kayla
Paistee Peyton Summer
Alyssa
isabelle brielle

Miss Lauren
Thank you!

Dear Smoky Lake County,
Thank you for your generous
donation to the Smoky Lake
School of Dance. We are
extremely grateful to have
your support!