



TOWN OF SMOKY LAKE AND SMOKY LAKE COUNTY JOINT COUNCIL COMMITTEE MEETING



A G E N D A: Town of Smoky Lake and Smoky Lake County Joint Council Meeting

to be held on Monday, **November 14, 2022** at **1:00 p.m.** through Zoom:

<https://us02web.zoom.us/j/86220161494?pwd=R2pwZytJeSt6OUxTL1IKblIzU0V6QT09>

Or, by dialing in at 1-877-853-5257, Meeting ID: 862 2016 1494 Passcode: 514180

1 Meeting:

Call to Order.

2 Agenda:

Adoption of Agenda: as presented or subject to additions or deletions.

3 Minutes:

3.1 Minutes of the Joint Council Meeting held on: April 13, 2022. ©

3.2 Action List of the Joint Council Meeting held on: April 13, 2022. ©

4 Issues for Decision:

4.1 **Smoky Lake County & Town of Smoky Lake Intermunicipal Development Plan, Town of Smoky Lake Bylaw #003-16/Smoky Lake County Bylaw #1289-16. ©**

RECOMMENDATION: approve both administrations to review the not-yet expired Intermunicipal Development Plan under Bylaw No. 003-16 and Bylaw No. 1289-16, and collaboratively incorporate recommended changes, including the removal of any automatic sunset clause; and circulate the revised document to both Councils prior to proceeding with First Reading at a Regular or Special Meeting in the month of _____ followed by the required advertising to schedule a Joint Public Hearing prior to consideration of Second and Third Readings in accordance with relevant policies, bylaws, and legislation.

4.2 **Town of Smoky Lake's Draft Rental Agreement for Fire Storage Building Rental Space. ©**

RECOMMENDATION: Council's discretion.

5 Other Business:

5.1 **MCC for Smoky Lake Development Corp. - Minutes June 24, 2022. ©**

RECOMMENDATION: acknowledge receipt of the minutes.

5.2 **MCC for Smoky Lake Development Corp. - Expenses.**

RECOMMENDATION: reach a consensus in respect to the expenses deferred by MCC Motion #23-22, from the June 24, 2022, MCC Minutes.

5.3 **MCC for Smoky Lake Development Corp. Resolutions of the Shareholders. ©**

RECOMMENDATION: execute the Resolution of Shareholders.

6 Correspondence: Nil.

7 Delegations: Nil.

8 Executive Session: Nil.

9 Next Meeting: Date and time of Next Meeting: *Call of the Chair.*

Adjournment.

County and Town of Smoky Lake
 Joint Council Meeting
 April 13, 2022



**SMOKY LAKE COUNTY AND TOWN OF SMOKY LAKE
 JOINT COUNCIL MEETING**



Minutes of the **Smoky Lake County** and **Town of Smoky Lake** Joint Council Meeting held on Wednesday, **April 13, 2022** at 5:04 p.m., held virtually online through Electronic Communication Technology: Zoom Meeting.

The meeting was called to Order by the Smoky Lake County Reeve, Lorne Halisky with the following attendance:

	<u>Position</u>	<u>Name</u>	<u>ATTENDANCE</u> <u>Wednesday, April 13, 2022</u>
Smoky Lake County:	Div.1 Councillor	Dan Gawalko	Present Virtually
	Div.2 Councillor	Linda Fenerty	Present Virtually
	Div.3 Councillor	Dominique Cere	Present Virtually
	Reeve/Div.4 Councillor	Lorne Halisky	Present Virtually
	Div.5 Councillor	Jered Serben	Present Virtually
	C.A.O.	Gene Sobolewski	Present Virtually
	Assistant C.A.O.	Lydia Cielin	Present Virtually @ 5:06pm
	Finance Manager	Brenda Adamson	Present Virtually
	Recording Secretary	Patti Priest	Present Virtually
Town of Smoky Lake:	Mayor	Amy Cherniwchan	Present Virtually
	Deputy Mayor	Melody Morton	Present Virtually
	Councillor	Evelynne Kobes	Present Virtually
	Councillor	Marianne Prockiw-Zurusk	Present Virtually
	Councillor	Terry Makowichuk	Present Virtually
	C.A.O.	Adam Kozakiewicz	Present Virtually
Smoky Lake Region:	Assistant C.A.O.	Crystal Letwin	Absent.
	CEDO	Michelle Wright	Present Virtually
Brownlee LLP:	Solicitor	John McDonnell	Present Virtually

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

2. AGENDA:

J285-22: Fenerty That the **Smoky Lake County** and **Town of Smoky Lake** Joint Council Meeting Agenda for Friday, April 13, 2022 be adopted, as presented.

Town of Smoky Lake: motion moved by Kobes.

Carried Unanimously.

3. MINUTES:

J286-22: Serben That the **Smoky Lake County** and **Town of Smoky Lake** Joint Council Meeting Minutes from the Friday, April 1, 2022, be adopted as presented.

Town of Smoky Lake: motion moved by Morton.

Carried.

Action List – April 1, 2022

J287-22: Gawalko

That the **Smoky Lake County** and **Town of Smoky Lake** Joint Council Meeting Action List from the Friday, April 1, 2022, be adopted as presented.

Town of Smoky Lake: motion moved by Kobes.

Carried.

4. ISSUES FOR DECISION:

Unanimous Shareholder Agreement for MCC For Smoky Lake Development Corp.

J288-22: Fenerty

That Smoky Lake County Council and Town of Smoky Lake Council respectively execute the Unanimous Shareholder Agreement between the County, Town and the Municipally Controlled Corporation: "MCC for Smoky Lake Development Corp.", upon receipt from Brownlee LLP after all changes, as discussed on April 13, 2022, have been incorporated.

Town of Smoky Lake: motion moved by Morton.

Carried.

Corporate Bylaw No. 1 for the MCC For Smoky Lake Development Corp.

J289-22: Cere

That Smoky Lake County Council and Town of Smoky Lake Council acknowledge Town and County Councils' review of the Corporate Bylaw No. 1 for the MCC For Smoky Lake Development Corp., and forward the said bylaw to the board of the MCC For Smoky Lake Development Corp. for execution upon receipt from Brownlee LLP after all changes have been incorporated.

Town of Smoky Lake: motion moved by Morton.

Carried.

MCC for Smoky Lake Development Corp. Code of Conduct Policy.

J290-22: Serben

That Smoky Lake County Council and Town of Smoky Lake Council recommend the parties engage Brownlee LLP to prepare a Code of Conduct policy for the MCC for Smoky Lake Development Corp..

Town of Smoky Lake: motion moved by Cherniwchan.

Carried.

MCC for Smoky Lake Development Corp. Inaugural Meeting

J291-22: Gawalko

That Smoky Lake County Council and Town of Smoky Lake Council recommend the Board of Directors of the MCC for Smoky Lake Development Corp., schedule and provide 21 days' public notice of their inaugural meeting for the purpose of appointing the Chairperson, Vice-Chairperson, Officers, Legal, and Auditor, and adoption of the Corporate Bylaw No. 1.

Town of Smoky Lake: motion moved by Cherniwchan.

Carried.

6. CORRESPONDENCE:

No Correspondence.

7. DELEGATIONS:

No Delegations.

8. EXECUTIVE SESSION:

No Executive Session.

Next Meeting

The next **Smoky Lake County** and **Town of Smoky Lake** Joint Council Meeting be scheduled at the call of the Reeve or Mayor.

Adjournment

J292-22: Serben

That the **Smoky Lake County** and **Town of Smoky Lake** Joint Council Meeting of April 13, 2022, adjourn, time 5:41 p.m.



Town of Smoky Lake: motion moved by Cherniwchan.

Carried.

ACTION LIST:

April 13, 2022

Joint Council Meeting: Smoky Lake County and Town of Smoky Lake

MOTION NO.	RESOLUTION	ACTION
J288-22	That Smoky Lake County Council and Town of Smoky Lake Council respectively execute the Unanimous Shareholder Agreement between the County, Town and the Municipally Controlled Corporation: "MCC for Smoky Lake Development Corp.", upon receipt from Brownlee LLP after all changes, as discussed on April 13, 2022, have been incorporated.	  <p>Shareholders executed Unanimous Shareholder Agreement was sent to Jennette Fedchuk, Brownlee LLP on July 26, 2022 by email from Legislative Services.</p> <p>MCC for Smoky Lake Development Corp. acknowledged receipt on June 24, 2022 – Motion 10-22.</p> <p>Each shareholder and MCC retain individual copies.</p>
J289-22	That Smoky Lake County Council and Town of Smoky Lake Council acknowledge Town and County Councils' review of the Corporate Bylaw No. 1 for the MCC For Smoky Lake Development Corp., and forward the said bylaw to the board of the MCC For Smoky Lake Development Corp. for execution upon receipt from Brownlee LLP after all changes have been incorporated.	<p>The MCC for Smoky Lake Development Corp. – Motion 09-22: That By-law No. 1 of the Corporation, being a by-law relating generally to the transaction of the business and affairs of the Corporation, is hereby enacted to regulate the affairs of the Corporation; and the President (CAO) of the Corporation be and is hereby authorized and directed to sign By-law No. 1 and to place a signed copy thereof in the minute book of the Corporation; and a copy of the printed resolution for the Corporate Bylaw No. 1 be appended to the minutes of this meeting.</p>
J290-22	That Smoky Lake County Council and Town of Smoky Lake Council recommend the parties engage Brownlee LLP to prepare a Code of Conduct policy for the MCC for Smoky Lake Development Corp..	<p>Email between John McDonnell, Brownlee LLP and Gene Sobolewski, CAO Smoky Lake County on April 1, 2022: Should there be a reference to a Code of Conduct? There can be, but there does not have to be. My advice is not to include it in the bylaws. Should the group decide to impose a Code of Conduct, if contained in the Bylaws, the Code remains static. Codes of conduct typically evolve over time, firstly to respond to an unforeseen event that needs to be codified or secondly, as ethics evolve. The Board is always free to pass a code of conduct without including it in the corporate bylaws. It is recommended to not do so as it will provide the group with flexibility over time.</p> <p>Code of Conduct not included based on Legal advice as referenced above in red.</p>
J291-22	That Smoky Lake County Council and Town of Smoky Lake Council recommend the Board of Directors of the MCC for Smoky Lake Development Corp., schedule and provide 21 days' public notice of their inaugural meeting for the purpose of appointing the Chairperson, Vice-Chairperson, Officers, Legal, and Auditor, and adoption of the Corporate Bylaw No. 1.	<p>Smoky Lake County took the lead to help establish Corporation and an Email was sent on May 5, 2022 at 10:15 p.m. to the Directors of the MCC for Smoky Lake Development for "NOTICE OF MEETING" to schedule the first Organizational Meeting, including the matters to be brought forth at this said meeting.</p> <p>Smoky Lake County also Advertised the meeting in Redwater Review on June 16, 2022.</p> <p>MCC for Smoky Lake Development Corp. first meeting was held on June 24, 2022</p>



Smoky Lake County

P.O. Box 310
4612 McDougall Drive
Smoky Lake, Alberta T0A 3C0
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1-888-656-3730
Fax: 780-656-3768
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September 2, 2022

TOWN OF SMOKY LAKE
ATTN: CRYSTAL LETWIN, CAO
56 WHEATLAND DRIVE
SMOKY LAKE, AB
T0A 3C0

Email: finance@smokylake.ca

Via E-Mail

**RE: Smoky Lake County & Town of Smoky Lake Intermunicipal Development Plan
Town of Smoky Lake Bylaw #003-16/Smoky Lake County Bylaw #1289-16**

Dear Ms. Letwin,

I write this letter to inform you that the Intermunicipal Development Plan (IDP) between the Town of Smoky Lake and Smoky Lake County (Town Bylaw #003-16 & County Bylaw #1289-16) expired on December 8, 2021, and ceases to have any force or effect as of this date.

On August 26, 2021, Smoky Lake County resolved to renew the IDP as per Section 4.15 of the IDP, and subsequently, the Town of Smoky Lake similarly resolved to do the same at its September 21, 2021 Council meeting (Motion #619-21). Despite these resolutions, Smoky Lake County wishes to adopt a new IDP with the Town of Smoky Lake in order to ensure that our obligations under Section 631(1) of the *Municipal Government Act* have been satisfied. As such, we wish to schedule a Joint Town and County Council meeting at your convenience to discuss the adoption of a new IDP.

Should you have any questions regarding this matter, please contact the undersigned at 780-656-3730 or jruegg@smokylakecounty.ab.ca.

Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "Jordan Ruegg".

Jordan Ruegg

Planning & Development Manager, Smoky Lake County



4612 - McDougall Drive, PO Box 310

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

ᑭᓴᑭᓱᓱᓱ ᓴᑭᓱᓱᓱ (kaskapatau sakahigan / Smoky Lake) on Treaty 6 Territory, and Homeland of the Metis Nation

CC: Gene Sobolewski, Chief Administrative Officer, Smoky Lake County, cao@smokylakecounty.ab.ca
Lydia Cielin, Assistant Chief Administrative Officer, Smoky Lake County, lcielin@smokylakecounty.ab.ca
Kyle Schole, Planning, Development & Heritage Assistant, Smoky Lake County, kschole@smokylakecounty.ab.ca
Patti Priest, Legislative Services Clerk, Smoky Lake County, patti.priest@smokylakecounty.ab.ca



Town of Smoky Lake + Smoky Lake County

Intermunicipal Development Plan Bylaw #1289-16

#206, 1751-107 Avenue NW Edmonton AB T5S 1E5
t. 780.486.1991 | f. 780.483.7326 | munplan.ab.ca



**SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO. 1289-16**

A Bylaw of Smoky Lake County, in the Province of Alberta for the purpose of adopting an Intermunicipal Development Plan for Smoky Lake County & the Town of Smoky Lake.

WHEREAS an Intermunicipal Development Plan has been prepared for the Town of Smoky Lake and Smoky Lake County based on public input and studies of land use, development and other relevant data; and


WHEREAS the foresaid Intermunicipal Development Plan describes the way in which the future development within the Plan area may be carried out in an orderly and economic manner;

NOW THEREFORE the Council of Smoky Lake County, duly assembled, and pursuant to the authority conferred upon it by the Municipal Government Act R.S.A. 2000, c. M-26 as amended, enacts as follows:

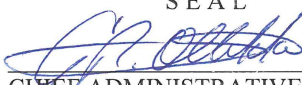
1. This new Bylaw may be cited as "Smoky Lake County & the Town of Smoky Lake Intermunicipal Development Plan".
2. Smoky Lake County & the Town of Smoky Lake Intermunicipal Development Plan is attached hereto as Schedule "A" to this Bylaw is hereby adopted.
3. This Bylaw may be amended by Bylaw in accordance with the Municipal Government Act R.S.A. 2000, c. M-26, as amended.

This Bylaw comes into effect upon the date of the final reading thereof.

READ a First Time this 24th day of March, AD 2016.



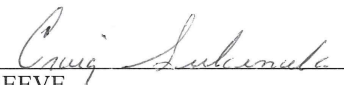
REEVE

S E A L



CHIEF ADMINISTRATIVE OFFICER

READ a Second Time this 8th day of December, AD 2016.

READ a Third and Final Time this 8th day of December, AD 2016 and finally passed by Council.



REEVE

S E A L


CHIEF ADMINISTRATIVE OFFICER



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1 Interpretation

1.1 Definitions

1. **Area Structure Plan** is a statutory plan that establishes the general planning framework for future subdivision and development of an area of undeveloped land.
2. **Building** includes anything, whether temporary or permanent, constructed or placed on, in, over, or under land but does not include a highway or road or a bridge forming part of a highway or road;
3. **Confined Feeding Operation** means fenced or enclosed land or buildings where livestock are confined for the purpose of growing, sustaining, finishing or breeding by means other than grazing and any other building or structure directly related to that purpose but does not include residences, livestock seasonal feeding and bedding sites, equestrian stables, auction markets, race tracks or exhibition grounds. Confined Feeding Operations are regulated under the Agricultural Operation Practices Act (AOPA) in Alberta.
4. **Development** means:
 - a. an excavation or stockpile and the creation of either of them, or
 - b. a building or an addition to or replacement or repair of a building and the construction or placing of any of them in, on, over or under land, or
 - c. a change of use of land or a building or an act done in relation to land or a building that results in or is likely to result in a change in the use of the land or building, or
 - d. a change in the intensity of use of land or a building or an act done in relation to land or a building that results in or is likely to result in a change in the intensity of use of the land or building;
5. **Development Authority** means the Development Authority established by the Town of Smoky Lake and the Smoky Lake County Development Authority Bylaws;
6. **Environmental Reserve** means land considered undevelopable because of its natural features or location (e.g., unstable slopes, shoreline areas, etc.) that is



dedicated to the municipality at the time of subdivision by the landowner, as provided for in the Municipal Government Act;

7. **Environmental Reserve Easement** is an easement that is registered on the title of a parcel of land in favour of the municipality for the purpose of the protection and enhancement of the environment;
8. **Farmstead** means the currently inhabited or formerly inhabited residence or other improvements connected with a farm or an intensive agricultural use. Farmstead also includes a currently vacant site, which is intended to be used as a country residence;
9. **Fragmented Parcel** means a parcel of land or a part of a parcel of land that is separated from the balance of the parcel of land by a natural barrier such as a river or coulee, or by a physical barrier such as a road, railroad, or highway;
10. **Multi-lot Country Residential Development** means any subdivision, which will create five (5) or more country residential or farmstead lots on a quarter section.
11. **Municipal Reserve** is land (or cash-in-lieu of land, or both) dedicated by a landowner to the municipality at the time of subdivision for the purpose of providing parks, recreation facilities and school sites as provided for in the Municipal Government Act;
12. **Public Utility** means a public utility, as defined in the Act. More specifically, a public utility means:
 - a. a system, works, plant, equipment or service for the production, transmission, delivery or furnishing of water, heat, light or power supplied by means other than electricity, either directly or indirectly to or for the public;
 - b. an oil pipeline the proprietor of which is declared by the Energy Resources Conservation Commission to be a common carrier; and
 - c. an electric utility; (Section 1(i) Public Utilities Act 2010 as Consolidated).



2 Introduction

2.1 Purpose

The four (4) partner municipalities within the Smoky Lake Region (the Town of Smoky Lake, the Village of Vilna, the Village of Waskatenau, and Smoky Lake County) are actively working together to achieve three regional collaboration initiatives. The three initiatives are:

Initiative 1	Consult, develop, communicate and implement a new and expanded terms of reference for a regional economic and community development advisory committee (RCDC).
Initiative 2	Communicate and provide shared regional services in the critical areas of business counselling, retention and growth planning assistance; business/investment attraction; tourism promotion and attraction and overall economic and community development capacity building.
Initiative 3	Consult, develop, communicate and integrate initiatives that address the need for more effective regional and/or inter-municipal growth, land use, infrastructure, recreation, social and emergency services planning and possible or increased joint service provision.

The purpose of this intermunicipal development plan is to identify and communicate a plan for improving regional collaboration in the areas of intermunicipal growth, land use, infrastructure, recreation, social and emergency services planning, and joint service provision, as outlined in Initiative 3.

During the preparation of this intermunicipal development plan, the following deliverables were agreed upon by the partner municipalities:

- To develop and implement a community and stakeholder consultation program.
- To draft a municipal planning, development, and regulatory framework recommendations report and strategy.
- To consult with Council, key stakeholders, residents and the regional community economic development committee.



- To prepare a final municipal planning, development and regulatory framework recommendations report and plan.
- To prepare a 'Go-Forward' report and recommendation for the community economic development committee to implement the recommendations.

Initiative 3 was accomplished through the development of three (3) intermunicipal development strategies – the Town of Smoky Lake + Smoky Lake County Intermunicipal Development Strategy (this document), the Village of Vilna + Smoky Lake County Intermunicipal Development Strategy, and the Village of Waskatenau + Smoky lake County Intermunicipal Development Strategy. These documents were structured so that in order to further their implementation they could be approved by the respective Councils of the partner municipalities as Intermunicipal Development Plans.

The adoption of this Intermunicipal Development Plan represents the implementation of the recommendations in the 'Go-Forward' Report and provides the Town and the County with a joint future land use plan to help guide growth and development within the plan area.

2.2 Approach

This plan utilizes a comprehensive approach to land-use planning. In practice, this means that local information, specialized viewpoints and environmental stewardship practices are used in the decision-making process for land use and development.

This approach takes into account both the past and present human and physical environments. Considering where the community has been, where it is presently and where it wants to go enables both municipalities to set in place a plan for how to reach their desired destination. This approach to planning assumes that the plan's policies and subsequent decisions will be based on careful consideration of environmental information, stakeholder interests and municipal goals and objectives. This approach offers communities the opportunity to provide widely-accepted and lasting solutions to development and land use management issues.



2.3 Goals

The goals of this plan are to assist the Town and County achieve the following short and long term benefits:

Short Term Benefits

- Provide all municipalities within the Town and County with a service delivery tool or strategy to assist with determining the viability of regional municipal service delivery;
- Develop a new committee/board to better facilitate inter-municipal and intra-regional cooperation relating to economic AND community development issues, opportunities, and challenges;
- Increase overall community and economic development capacity building essential for both short term and longer term community viability, sustainability, and quality of life; and
- Develop a more effective process and planning strategy for coordinating intermunicipal growth, land use, infrastructure, recreation, social services, and emergency services.

Long Term Benefits

- The development and implementation of a regional framework that strengthens regional collaboration and integrated regional service delivery models to increase efficiencies and provide a stronger, more unified approach to addressing the issues identified as important to community members within the Smoky Lake Region;
- Increased business/investment attraction “presence” throughout the Smoky Lake Region;
- Improved business retention, growth, and business attraction throughout the region;
- Improved regional fiscal and financial sustainability; and
- Increased opportunities for leveraging regional strengths into regional competitive advantages.



2.4 Enactment

The policies contained within this plan come into force once the Councils of the Town of Smoky Lake and Smoky Lake County have each given Third Reading to the bylaws adopting the Town of Smoky Lake + Smoky Lake County Intermunicipal Development Plan.

2.5 Duration

This plan will establish, in general terms, the general land use patterns, together with the conditions upon which the provision of municipal services may occur in the subject area, and mutually agreed policy directions for the next 25 years following the adoption of the plan. While this plan is meant to be a long range planning document, it is intended that regular monitoring, review, and periodic amendments may be required for policies in the plan to remain current with changing development trends and growth within the region.

A process for amending the plan has been established as a part of this plan.

This plan also provides a “sunset clause” – a time at which the plan will cease to have any force and effect should the two municipalities not re-adopt the plan. Notwithstanding these processes, the plan should be reviewed every three years from the date on which the plan comes into effect to ensure that it is still current and meets the needs of the Town of Smoky Lake, Smoky Lake County, and the entire Smoky Lake Region.

2.6 Enabling Legislation

The provincial legislation that allows one or more municipalities to adopt an Intermunicipal Development Plan is the Municipal Government Act.

Section 631 of the Municipal Government Act states, in part:

Two or more councils may, by each passing a bylaw . . . adopt an intermunicipal development plan to include those areas of land lying within the boundaries of the municipalities as they consider necessary.

(1) An intermunicipal development plan

(a) may provide for;

(i) the future land use within the area,



(ii) *the manner of and the proposals for future development in the area, and*

(iii) *any other matter relating to the physical, social or economic development of the area that the councils consider necessary,*

and

(b) *must include*

(i) *a procedure to be used to resolve or attempt to resolve any conflict between the municipalities that have adopted the plan,*

(ii) *a procedure to be used, by one or more municipalities, to amend or repeal the plan, and*

(iii) *provisions relating to the administration of the plan.*

The procedure for adopting an Intermunicipal Development Plan is described in Section 692 of the Municipal Government Act.

2.7 Subject Area Boundary

The lands within the Town of Smoky Lake and Smoky Lake County to which this plan applies are identified on **Map 5.1 – Future Land Use Concept**.

2.8 Subject Area Profile

Location and History

The Town of Smoky Lake is located approximately 115 km north-east of the City of Edmonton, approximately 80 km north-east of the Alberta's Industrial Heartland area, and approximately 175 km west of Cold Lake. Historically, the Town has served as an agricultural service centre for the surrounding area. It continues to provide important social, educational, health, and business services to neighbouring rural and agricultural communities.

With the removal of the rail line through Smoky Lake and the demolition of the grain elevators, an important element of the Town's agricultural services ended. The transformation of the rail line into the Iron Horse Trail, a multi-use trail system managed and maintained by a not-for-profit organization representing the ten



municipalities through which the trail passes, provides the Town of Smoky Lake the opportunity to act as a tourist service centre for trail users.

Major resource extraction and industrial development in Alberta has had a significant impact on the Town of Smoky Lake. While the Town does not currently include major resource extraction or industrial developments, many Town residents work in natural resource extraction industries, or for industries outside of the Town. Although indirect, regional resource extraction and industrial developments are important factors in the Town’s social and economic viability.

Environmental Characteristics

The Town of Smoky Lake is located in a shallow valley draining into White Earth Creek, located approximately one kilometre north of the Town boundaries. A tributary creek runs through the northern portion of the community, providing wildlife habitat and low-impact recreational opportunities. Small stands of mixed boreal forest are located along the creek.

Information about the soil capability and local features within the plan area is included in Appendix A for information. This information was analyzed to determine the suitability of future land uses within the plan area.

The majority of undeveloped lands within the plan area are used for agriculture, with some low-lying wet areas and small mixed tree stands.

Existing Land Uses

Within the Town are a variety of planned land uses. Residential development in the Town of Smoky Lake primarily consists of low density, single family dwellings, although several medium density multi-family developments exist in the Town. Residential development adjacent to the town consists of country residential style housing, on acreage-style lots and in association with agricultural operations.

Commercial developments within the Town include downtown shops and services, highway oriented businesses, and large lot developments.

Recreational and community use developments in the Town and the subject area include a wide range of parks (small neighbourhood oriented parks and large multi-purpose sport facilities), trail networks (community pathways and the Iron Horse Trail), campgrounds, golf course, schools and churches.



Municipal Services

The Town of Smoky Lake provides full infrastructure services to the majority of the community including storm and sanitary sewer, potable water and garbage collection. The majority of roadways within the Town are developed to an urban standard (paved with sidewalks). Town residents can recycle waste materials at the County transfer stations.

A wide variety of ‘soft’ services exist within the Town and the subject area, including: provincial government buildings, a hospital (with heli-pad), an auxiliary hospital and lodge, a regional volunteer fire department, multiple recreational facilities, an extensive trail network, schools, churches, a regional library, campgrounds, a golf course, a museum and a regional agricultural society.

2.9 Public Consultation

Public Open House #1

A public open house was held on January 20, 2014 at the Town of Smoky Lake Curling Rink. The purpose of this meeting was to inform local residents and stakeholders about the Town of Smoky Lake + Smoky Lake County Intermunicipal Development Plan project and the Smoky Lake Region regional collaboration initiatives. This meeting was also used to gather local knowledge about past, present and anticipated future development patterns, opportunities and issues in the subject area. Approximately 10 people were in attendance for this meeting.

Public Open House #2

A second public open house was held on June 2, 2015 in the Smoky Lake Curling Club. The purpose of this open house was to review the proposed Intermunicipal Development Plan with the community and stakeholders prior to the formal adoption of the Plan by the Councils of the Town of Smoky Lake and Smoky Lake County.

3 Intermunicipal Growth

3.1 General Land Use Policies

1. Future subdivision and development shall be in accordance with this plan. Major deviations shall require an amendment to this plan. Minor relaxations may be considered without an amendment to this plan where the proponent can demonstrate to the satisfaction of the approving body and the Intermunicipal Planning Committee that the subdivision or development would maintain the intent of the policies contained within this plan.

However, if the Intermunicipal Planning Committee makes a recommendation on a relaxation to this plan to a Council or an approving authority, that Council or authority shall strongly consider such recommendation.

2. The partner municipalities agree to work with development proponents and Alberta Transportation and Alberta Environment & Parks to encourage the preparation of area structure plans and/or development concept plans where required by this plan to assure certainty of land use and development standards.
3. New applications for confined feeding operations in subject area, or applications for the expansion of any existing confined feeding operations in the subject area, shall not be discouraged due to the proximity of residential areas of the Town.
4. The Town and County will work together to provide an adequate inventory of suitable lands to attract a broad range of business and appropriate industry, and will encourage industries that generate large volumes of traffic or substantial traffic loads (in terms of either bulk or weight or potential hazard) to locate in such a manner as to minimize any traffic impact, such as the need for traffic to travel through the Town.
5. Subdivision applicants shall dedicate a minimum of 30 metres of environmental reserve, in accordance with the provisions of the Municipal Government Act, adjacent to major bodies of water. At the sole discretion of the Subdivision Authority for the affected municipality the amount of environmental reserve required may be varied to accommodate unique site

conditions such as steep slopes, bank instability, or pre-existing development.

6. Subdivision applicants will be required to dedicate the full amount of Municipal Reserve owing in the forms provided for in the Municipal Government Act. The Town and County will consider establishing jointly-administered cash-in-lieu of municipal reserve fund into which reserve proceeds in the subject area would be placed for the purposes of undertaking capital works on regional recreational facilities.
7. The Smoky Lake County shall require a Development Concept Plan be prepared and approved prior to the approval of any major development within that portion of the plan area. That Development Concept Plan may be in the form of an Area Structure Plan considered and adopted pursuant to the Municipal Government Act.
8. For the purposes of implementing this policy, the definition of the term “major” shall be as agreed upon by the consensus of Town and County staffs, but shall not include development which had been appropriately classified in the municipality’s Land Use Bylaw as of the date of the approval of this plan. If they cannot agree, the definition of the term shall be considered and determined by the Intermunicipal Planning Committee.

3.2 Agricultural Land Use

The **AGRICULTURAL LAND USE AREA** identifies portions of the plan area that are currently used for agricultural or country residential purposes and lands that may be suitable for future agricultural developments.

The following policies apply to land within the **Agricultural Land Use Area**:

1. The Agricultural Land Use Area shall be those lands within the IDP area identified as Agricultural on **Map 5.1 – Future Land Use Concept**.
2. Agricultural operations in the Plan area are to be protected from encroachment by either competing or conflicting developments resulting from the premature conversion or agricultural land to other land uses.
3. Extensive Agriculture will be allowed within the plan area. Intensive agriculture (excluding confined feeding operations) will be allowed, where provided for in the County’s Land Use Bylaw. Subdivision and development applications for new intensive agriculture developments and the expansion

of existing intensive agricultural developments will be circulated to the IPC for comments prior to the issuance of a decision by the County’s approving (subdivision or development) authority. The IPC will review the application in relation to potential environmental and infrastructure impacts such as: siting of the proposed development in relation to prevailing winds, adjacent land uses, and the impacts on the transportation network.

4. Country Residential development may occur within the Agricultural Land Use Area at the discretion of the Subdivision Authority where provided for in the County’s Land Use Bylaw.
5. Multi-lot Country residential development (more than 5 (five) country residential parcels per quarter section) will only be allowed in the areas designated Serviced and Unserviced Residential on **Map 5.1 – Future Land Use Concept**.

3.3 Residential Land Use

The **FUTURE SERVICED AND UN-SERVICED RESIDENTIAL USE AREA** has been applied to that portion of the plan area that is currently developed or identified for future urban residential and/or country residential development.

Land within the **FUTURE SERVICED AND UN-SERVICED RESIDENTIAL USE AREA** is generally intended for future residential development. For the purposes of this plan urban residential development is generally considered municipally serviced residential development while country residential development is considered residential development that is not serviced by municipal service; specifically, municipal sewer, water, and storm water management systems.

The following policies apply to land within the Future Serviced and Un-Serviced Residential Use area indicated on **Map 5.1 – Future Land Use Concept**.

1. The Future Serviced and Un-Serviced Residential Use areas shall be those lands within the Town of Smoky Lake and Smoky Lake County identified as Future Serviced or Un-Serviced Residential Use on **Map 5.1 - Future Land Use Concept**.
2. Undeveloped land designated for **Serviced or Un-Serviced Residential Use** development shall be buffered from uses that may have negative effects on future urban development by virtue of odour, heat, vibration, visual impact,

noise or light. This does not apply to such effects that arise in the course of normal, non-intensive farm operations.

3. Multi-lot residential developments are to be predominantly residential in nature. No developments will be approved either within the residential area or adjacent to the residential which would, in the opinion of the Town or County, negatively impact the Future Serviced or Un-Serviced Residential Area.
4. New multi-lot country residential development within the subject area, for the purposes of this plan shall be considered the development of more than 5 (five) lots without municipal piped sewage collection and water supply services within any quarter section, subject to the policies in **Section 3.2** of this plan.
5. Multi-lot country residential development to create more than (5) five parcels per quarter section shall be allowed only after amendment to the County's Land Use Bylaw, placing the lands where such development may occur into an appropriate Residential District.
6. The regulations for residential and accessory development in multi-lot residential and country residential developments shall be provided for in the Smoky Lake County Land Use Bylaw.
7. The following policies shall apply to multi-lot residential and country residential development applications and designs:
 - a. internal road access shall be provided to each lot;
 - b. the minimum parcel size for serviced residential lots shall be the minimum lot size indicated in the Town's Land Use Bylaw for residential lots; and
 - c. the minimum parcel size for unserviced country residential lots shall be 0.4 ha (1.0 acre), and the normal maximum parcel size shall be 1.21 ha (3.0 acres); and subdivision proposals shall indicate the location of development areas within lots as well as the natural areas on the lots.
8. Multi-lot country residential redistricting and subdivision proposals shall address potential conflicts with existing agricultural operations and proposed industrial and commercial operations that may occur on lands

designated for industrial or commercial development, and shall indicate how these potential conflicts will be resolved or mitigated.

9. Within the rest of the subject area, the Town and/or County may require a Development Concept Plan or Area Structure Plan be prepared and approved prior to the approval of any amendment to the Land Use Bylaw to allow a multi-lot residential subdivision of more than 5 (five) residential lots within any residential area without municipal piped sewage collection and water supply services within any quarter section.

3.4 Commercial Land Use

The **SERVICED AND UN-SERVICED COMMERCIAL USE AREAS** identify portions of the subject area that are currently developed or identified for future commercial development. The following policies apply to land within Future Serviced and Un-Serviced Commercial Use areas identified on **Map 5.1 – Future Land Use Concept**.

1. The **SERVICED AND UN-SERVICED COMMERCIAL USE AREAS** shall be those lands within the Town and County identified as Serviced Commercial and Serviced & Un-Serviced Commercial Use on **Map 5.1 - Future Land Use Concept**.
2. Lands designated Serviced Commercial Use may develop in a range of uses which serve local and regional customers, and connects to piped municipal water and sanitary services. These uses include but are not limited to:
 - a. hotels and motels
 - b. food/beverage establishments
 - c. gas bars/service stations
 - d. travel information centres
 - e. car washes
 - f. souvenir shops
 - g. personal service establishments within a hotel/motel
 - h. retail stores with no more than approximately 200 sq. m of retail floor space

- i. vehicle or recreational equipment sales and service
 - j. recreational establishments
 - k. drive-through businesses
 - l. bus depots
 - m. bulk fuel storage and distribution
 - n. equipment sales, service and rentals
 - o. manufactured and modular home sales and service
 - p. public or quasi-public uses
 - q. surveillance suites
 - r. accessory uses or buildings
3. Lands designated **Serviced & Un-Serviced Commercial Use** may develop in a range of large lot highway-oriented commercial uses which serve local and regional customers.
4. Smoky Lake County may require that a Development Concept Plan or Area Structure Plan be prepared and approved prior to the approval of any amendment to the Land Use Bylaw to allow a substantial commercial development within 1.6 km (1.0 mile) of the boundary of the Town of Smoky Lake.

3.5 Industrial Land Use

The **SERVICED INDUSTRIAL USE AREA** and the **UN-SERVICED INDUSTRIAL USE AREA** identifies portions of the subject area that are currently developed or identified for future industrial development. The following policies apply to land within the **SERVICED INDUSTRIAL USE AREA** and the **UN-SERVICED INDUSTRIAL USE AREA ON MAP 5.1 – Future Land Use Concept**.

1. The **SERVICED INDUSTRIAL USE AREA** and the **UN-SERVICED INDUSTRIAL USE AREA** shall be those lands within the County identified as **SERVICED INDUSTRIAL USE AREA** or **UN-SERVICED INDUSTRIAL USE AREA** on **Map 5.1 - Future Land Use Concept**.

2. Land designated **Serviced Industrial Use** may develop in a wide range of light industrial uses, and will be connected to piped municipal water and sanitary services. Land uses that may be suitable for the area may include but are not limited to:
- a. natural resource processing industries,
 - b. grain elevators,
 - c. manufacturing, processing, storage, packaging, or assembly of goods or materials, including petroleum products, chemical and associated products, pulp and paper products, fertilizer, or animal by-products,
 - d. warehousing, storage, receiving, or distributing facilities,
 - e. metal processing or fabrication operation or storage,
 - f. agricultural services,
 - g. auctioneering,
 - h. bulk fuel storage and distribution,
 - i. accessory offices,
 - j. commercial greenhouses,
 - k. transportation and public utility facilities/buildings,
 - l. accessory surveillance suites,
 - m. public utilities,
 - n. public or quasi-public uses (e.g., municipal equipment and maintenance yards), and
 - o. accessory uses or buildings,

provided that any nuisance such as odour, noise, glare, vibration, heat, smoke, or effluent is confined to the site of the establishment or within the applicable **Serviced Industrial Use**, or substantially mitigated in accordance with the policies and/or regulations and/or design of a Development Concept Plan or Area Structure Plan, especially in those areas in proximity to existing or proposed residential areas or in proximity to the Town.

In this respect, individual developments will not necessarily be precluded; however, extra precautions shall be required such as requiring a warning system or so-called “disaster plan” should the need arise.

3. Land designated **Un-Serviced Industrial Use** may develop in a wide range of light industrial or rural industrial uses, and will utilize onsite water and sanitary systems.
4. Smoky Lake County may require a Development Concept Plan or Area Structure Plan be prepared and approved prior to the approval of any amendment to the Land Use Bylaw to allow a substantial rural industrial development within 1.6 km (1.0 mile) of the boundary of the Town of Smoky Lake.
5. For the purposes of implementing this policy, the definition of the term “substantial” shall be as agreed upon by the consensus of Town and County staffs. If they cannot agree, the definition of the term shall be considered and determined by the Intermunicipal Planning Committee.

3.6 Community Land Use Area

The **COMMUNITY USE AREA** identifies that portion of the subject area that is currently developed for community or recreational uses. It is the intent of this plan that this area continue to be used for community and recreational purposes to provide benefit to both the Town and County. The following policies apply to land within the **COMMUNITY USE AREA on Map 5.1 – Future Land Use Concept**.

1. The **COMMUNITY USE AREA** shall be those lands within the Town identified as Future Community Use area on **Map 5.1 - Future Land Use Concept**.
2. Land designated Future Community Use may develop in a wide range of community uses. Land uses that may be suitable for the area are limited to the permitted and discretionary uses listed in the appropriate land use districts of the Town of Smoky Lake and Smoky Lake County Land Use Bylaws.
3. Some residential development may also be permitted in the Community Use Area if the proposed development is consistent with applicable provisions in the Smoky Lake County Land Use Bylaw, federal regulations and provincial regulations.

3.7 Municipal Services and Road Policies

1. The Town of Smoky Lake and Smoky Lake County shall establish strategies and standards for the orderly, efficient and economical extension of wastewater collection, water distribution systems, storm water management, and roads within the subject area.
2. Some of the development strategies within the subject area are closely connected to the ability and need for municipal piped services.
3. Future servicing with municipal piped services may be required within the Future Residential Use area. If such services are not available due to cost or capacity limitations or other reasons, the area shall not be developed for serviced residential purposes unless it meets a minimum agreed residential development standard.
4. Where it is deemed appropriate, necessary and/or desirable, further to this plan, the Town and County will endeavor to enter into agreements respecting municipal piped services in the subject area.
5. Where proposed developments may impact intersections between Provincial highways and municipal roads, as shown on **Map 5.2 – Major Intersections**, additional consultation with Alberta Transportation will be required prior to approval by the Town and/or County. This consultation may include the preparation of a Traffic Impact Assessment satisfactory to Alberta Transportation. All costs of the TIA and any corresponding intersection improvements will be the responsibility of the developer/proponent.
6. The Town and the County will continue to work cooperatively with Alberta Transportation to identify and mitigate traffic impacts and identify the scheduling of necessary improvements at the intersections of highways and municipal roads as shown on **Map 5.2 – Major Intersections**.

3.8 Social Services

Social services within the Plan area are provided by provincial agencies, not-for-profit and volunteer organizations and by the Town, the County and in some instances the Town and the County collaboratively. Currently the following social services are joint Town/County initiatives:

- The Foundation
- Recreation
- Emergency Services
- Ag Society

1. The Town and the County will continue to work cooperatively to provide social services to community members within the Smoky Lake region.
2. The Town and the County will endeavor to explore opportunities for expanding joint service provisions.

3.9 Emergency Services

Emergency Services within the plan area are provided by the following agencies and organizations:

- RCMP
- Aspen Regional Health
- Smoky Lake Volunteer Fire Department (with fire halls in the Village of Vilna, the Town of Smoky Lake & the Village of Waskatenau)

1. The Town and the County will continue to work collaboratively to provide fire and rescue services to the region.

3.10 Development Concept Plans & Area Structure Plans

1. A Development Concept Plan or Area Structure Plan may describe, outline, or provide, among other matters, in text and map form:
 - a. a definition of the affected area and a description of the relationship between the affected area and surrounding lands;
 - b. an indication of the proposed land uses and the area of each land use;
 - c. an indication of the total number of dwelling units proposed on the quarter section (if applicable);

- d. policies and plans addressing buffering from adjacent land uses which may be affected by or which may affect a residential community (if applicable);
- e. policies respecting phasing, if any, including an indication of which lots will be developed first and how the development of these lots will be designed specifically to allow for further development of the subject quarter section into residential lots;
- f. policies respecting environmental protection, habitat, ecological conservation, effect on the adjacent agricultural community, including any existing or potential confined feeding operations;
- g. policies and plans addressing natural and man-made limitations to development such as flood susceptibility, bank subsidence, erosion, railway lines, oil and gas wells, pipelines, and other facilities (including active, inactive, abandoned, and decommissioned facilities, sour gas, etc.), gravel operations or resources, airports, agricultural operations, historical resources, other nearby land uses, etc.;
- h. policies respecting built form, amenities, aesthetics, landscaping, architecture, buffering from potential limiting factors, dealing with the potential for land use conflict, etc.;
- i. policies and plans for necessary water supply, sanitary sewage disposal, and storm water management;
- j. as required, policies relating to:
 - i. the impact on adjacent land uses;
 - ii. the impact on community services, such as fire protection;
 - iii. the municipal servicing costs associated with the development, and landscaping; and
 - iv. wetland mitigation.
- k. a Phase I Environmental Assessment, describing the possibility of contamination within the subject area and, if the Phase I indicates, a Phase II Environmental Assessment, describing the extent of any contamination within the subject area and the means of mitigation;

- l. engineering information in sufficient detail to show how that is to be done;
- m. if the development is to provide water by a municipal piped water supply system, engineering information showing how that is to be done;
- n. if the development is to be supplied with water by means other than a municipal piped water supply system, a report which would satisfy the requirements of Section 23(3)(a) of the Water Act;
- o. an assessment of the general suitability of the Plan area for sewage disposal by tile field (percolation tests);
- p. a determination of any flood plains relating to any water bodies within or adjacent to the subject site, including a description as to how any flood plain lands will be made suitable for development without transferring the flood hazard to other lands;
- q. an assessment of the stability of any banks (either steep slopes or watercourse valleys) within or adjacent to the subject site, including a description as to how any bank stability hazards will be mitigated without transferring the stability hazard to other lands;
- r. A wetland assessment (prepared by a certified wetland professional) that delineates and classifies wetlands (onsite and offsite) that will be impacted by the proposed development.
- s. if within 0.8 km of a Highway, a Traffic Impact Assessment, indicating the vehicular generation from the development at various stages of development, and any roadway improvements that may be necessary on adjacent and nearby roads and Highways (and on their intersections) resulting from that vehicular generation;
- t. an assessment of the site, indicating
 - i. how Environmental Reserves, Environmental Reserve Easements, Municipal Reserves, and other land management tools are to be used to protect significant biophysical sites;

- ii. how all Provincial and Federal legislation and regulations are to be adhered to respecting wetlands, habitat, and environmentally sensitive lands;
 - u. an assessment of all other limitations to development, including potential and actual land use conflicts, which have been identified, indicating how the limitations and conflicts are to be accommodated, dealt with, and/or overcome; and
 - v. other policies and plans as may be indicated by the proponent or the municipality to address any unique circumstances of the Development Concept or Area Structure Plan area.
- 2. The level of detail required in a Development Concept Plan or Area Structure Plan shall be as agreed upon by the consensus of Town and County staffs. If they cannot agree, the definition of the term shall be considered and determined by the Intermunicipal Planning Committee.
- 3. The process for considering a Development Concept Plan or Area Structure Plan for approval will be the same as for a major development proposal. The approving authority shall be the Council of the municipality in which the site of the Development Concept Plan or Area Structure Plan is located.



4 Plan Implementation

4.1 Implementation Policies

The Councils of the Town of Smoky Lake and Smoky Lake County have agreed to the following implementation policies which will be used in implementing the policies contained in this plan.

4.2 Plan Amendments

1. An amendment to this plan may be proposed by either municipality. An amendment to the plan proposed by a landowner shall be made to the municipality in which the subject land is located.
2. An amendment to this plan has no effect unless it is adopted by both municipalities by bylaw.

4.3 Annexation

1. There will continue to be a boundary between the Town of Smoky Lake and Smoky Lake County for administration of services such as maintenance of infrastructure, waste management, development control, weed control, etc.
2. There is a need for periodic expansion of the urban area, and thus the Town of Smoky Lake, by annexation. Annexations will occur from time to time in a positive, orderly, and timely manner with an agreed-upon process where there is a clear need for Town annexation to provide more land for urban development.
3. The Town of Smoky Lake shall demonstrate reasonable need for annexation through appropriate growth studies to support annexation applications.
4. Each municipality shall protect lands identified in the plan suitable for municipal piped services from land uses and developments that might unduly interfere with and create conflict with future urbanization.
5. Both municipalities shall follow the annexation process as outlined in the Municipal Government Act current at the time an annexation application is made.



4.4 Cost/Revenue Sharing Schemes

1. Any agreements for cost and revenue sharing shall be to benefit the future development of land within the plan's subject area.
2. The Town and County will explore cost and revenue sharing opportunities as development occurs and through the review and approval process of each Development Concept Plan or Area Structure Plan.

4.5 Framework

1. This plan is conceptual. Its policies do not delve into the fine details of land use, servicing, or implementation but instead set out a framework of guidelines for municipal planning policies.
2. The Town of Smoky Lake and Smoky Lake County will co-operate in pursuing mutually beneficial economic development initiatives that would attract investment and create employment opportunities in the Smoky Lake Region.
3. **Map 5.1 – Future Land Use Concept** of this plan will be the primary land use document supplemented by implementation tools such as Development Concept Plans and Area Structure Plans. The Town of Smoky Lake and Smoky Lake County shall amend their respective Municipal Development Plans and Land Use Bylaws as necessary to be consistent with the policies and provisions of this plan.

4.6 Establishment of the Intermunicipal Planning Committee

1. The Intermunicipal Planning Committee (IPC) will be established upon Third Reading of the Bylaws adopting this plan.
2. The Intermunicipal Planning Committee will not be a decision-making body, but will submit recommendations to the approving bodies of the respective municipalities, striving for consensus as much as possible.
3. The Intermunicipal Planning Committee will be comprised of two (2) members each of the Councils of the Town of Smoky Lake and Smoky Lake County. The ICP will select its own chairman and vice-chairman. The Councils may appoint alternative members, should any member not be able to attend Committee meetings. Additionally, the Chief Administrative Officer or the Development Officer of each municipality shall be ex-officio members of the Committee.



4. The Intermunicipal Planning Committee shall establish its own rules of procedure, including its own schedule of meetings, with meetings being held as required.

4.7 Intermunicipal Planning Committee

1. Upon the referral of a matter, the Intermunicipal Planning Committee will schedule a meeting and the administrations of the County and the Town will present their positions on the matter to the Committee.
2. After consideration of a matter, the Committee may:
 - a. provide suggestions to both administrations with respect to revisions to the matter that should be considered to make it more acceptable to both municipalities;
 - b. if possible, agree on a consensus position of the Committee in support of or in opposition to the matter, to be presented to both Councils;
 - c. conclude that no initial agreement can be reached and that a consensus position of the Committee will not be presented to both Councils;
 - d. if agreed to by both Municipalities, employ a facilitator to help the Committee work toward a consensus position;
 - e. if a matter cannot be satisfactorily processed following a Committee review, refer the matter to both Councils; or undertake any other action it deems reasonable.
3. The Intermunicipal Planning Committee shall not deal with all development matters within the Town of Smoky Lake + Smoky Lake County Intermunicipal Development Plan subject area. Rather, it will deal with all matters referred to it in the manner described in **Section 4.7** of this plan.
4. The Intermunicipal Planning Committee has the following functions:
 - a. to clarify the intent and interpretation of the plan;
 - b. to develop specific strategies related to the provision of infrastructure, service provision, cost sharing, etc. for proposed subdivision and development in the subject area that reflect the policies and guidelines set out in this plan;



- c. to review and comment on applications to amend this plan;
 - d. to review and comment on development matters referred to it in accordance with this plan; and
 - e. to undertake such other matters as it deems reasonable and as are referred to it by either Council or municipal administration.
5. The Town of Smoky Lake and Smoky Lake County agree that the County's Subdivision Authority and Development Authority will notify the Intermunicipal Planning Committee of applications received within subject area and that the Town's Subdivision Authority and Development Authority will notify the Intermunicipal Planning Committee of applications within the subject area.
 6. Each municipality's Subdivision Authority and Development Authority will deal with an application within their own boundaries in accordance with the policies of this plan.
 7. Depending on the nature of the proposed subdivision or development, the Intermunicipal Planning Committee may provide recommendations related to the proposed development or subdivision.

4.8 Dispute Resolution/Mediation Procedures

1. The dispute resolution process for matters related to this plan is outlined in this section. The emphasis of the dispute resolution process is mediation at the municipal level prior to an appeal to the Municipal Government Board. This process is based on an assumption that the two parties may have significant differences of opinion on any particular matter and that third-party assistance may be necessary to help resolve the disputes.
2. For the purposes of this plan, a dispute is defined as a disagreement between the Town of Smoky Lake and Smoky Lake County on any statutory plan, any Land Use Bylaw, or any amendment to any statutory plan or Land Use Bylaw which is given First Reading by a Council, or any subdivision or development permit application, or any scheme for the provision of municipal services, which the other municipality deems may be inconsistent with the goals, objectives, and policies of this plan.
3. Decisions on all disputes will be made by the respective municipalities in accordance with the provisions of this plan and the Municipal Government Act, but with review as indicated in **Section 4.7.5** of this plan.



4. The Town of Smoky Lake and Smoky Lake County agree to consider the establishment of an Intermunicipal Subdivision and Development Appeal Board to deal with appeals arising from subdivision or development permit decisions within the subject area.
5. Disputes shall be addressed and shall be resolved through any of the following mechanisms either singularly or in combination with each other:
 - a. Administrative Review
 - b. Intermunicipal Planning Committee
 - c. Municipal Councils
 - d. Mediation
 - e. Non-binding Arbitration
 - f. Appeal Process – Intermunicipal Dispute or Subdivision and Development Appeal Board
 - g. Court Option
6. In the event of a dispute, the applicant municipality will not give approval to the matter in any way (e.g., development permit or subdivision approval, or Second or Third Reading of a bylaw) until the dispute is past the mediation stage.
7. The time limitations and legislative requirements as may be specified from time to time in the Municipal Government Act will be respected in relation to the administration of this dispute resolution procedure and may supersede the time processes provided for in this plan.

4.9 Administrative Review

1. The municipality within which any development, subdivision, land use bylaw amendment, servicing scheme, or other matter is proposed (hereinafter referred to as “the applicant municipality”) will provide complete information concerning the matter to both the other municipality and to the Intermunicipal Planning Committee. The other municipality (hereinafter referred to as “the responding municipality”) will undertake an evaluation of the matter and provide comments to the administration of the applicant municipality.



2. If there is any concern, the two administrations shall discuss the issue and attempt to resolve the matter.
3. If the administrations resolve the concern, the responding municipality will formally notify the applicant municipality and the Intermunicipal Planning Committee, and the applicant municipality will take the appropriate actions to consider approving the matter.
4. In the event that the issue is not resolved at the administrative level, the applicant municipality's administration shall refer the matter to the Intermunicipal Planning Committee.
5. Upon the referral of a matter, the Intermunicipal Planning Committee will schedule a meeting and the administrations of the Town and County will present their positions on the matter to the Committee.
6. After consideration of a matter, the Committee may:
 - a. provide suggestions to both administrations with respect to revisions to the matter that should be considered to make it more acceptable to both municipalities;
 - b. if possible, agree on a consensus position of the Committee in support of or in opposition to the matter, to be presented to both Councils;
 - c. conclude that no initial agreement can be reached and that a consensus position of the Committee will not be presented to both Councils;
 - d. if agreed to by both Municipalities, employ a facilitator to help the Committee work toward a consensus position;
 - e. if a matter cannot be satisfactorily processed following a Committee review, refer the matter to both Councils; or
 - f. undertake any other action it deems reasonable.

4.10 Municipal Councils

1. After receiving the recommendations of the Intermunicipal Planning Committee with respect to a particular matter, each Council will establish a position on the matter.



2. If both municipal Councils are in agreement on a matter, then the consideration of approval (including, if necessary, an amendment process) can be completed. If neither Council supports the matter, then no further action will be undertaken.
3. If the Councils cannot agree on a matter, then the matter may be referred to a mediation process.
4. In the event that the matter goes to mediation, the applicant municipality will not give any approval to the matter until mediation has been pursued.

4.11 Mediation

1. The following will be required before a mediation process can proceed:
 - a. agreement by both Councils that mediation is necessary;
 - b. appointment by both Councils of an equal number of elected officials to participate in a mediation process;
 - c. engagement, at equal cost to both municipalities, of an impartial and independent mediator agreed to by both municipalities; and
 - d. approval by both municipalities of a mediation schedule, including the time and location of meetings and a deadline for the completion of the mediation process.
2. If agreed to by both municipalities, any members of the Intermunicipal Planning Committee or administrative staff from either municipality who are not participating directly in the mediation process may act as information resources either directly or indirectly to the mediation process.
3. All participants in the mediation process will be required to keep details of the mediation confidential until the conclusion of the mediation.
4. At the conclusion of the mediation, the mediator will submit a mediator's report to both Councils.
5. If a mediated agreement is reached, then that agreement will be referred to both Councils for action. Both Councils will consider the mediator's report and the respective positions of the municipal administrations with respect to the mediated agreement. Any mediated agreement will not be binding on either municipality and will be subject to the formal approval of both Councils.



6. If no mediated agreement can be reached or if both Councils do not approve a mediated agreement, then a non-binding arbitration process as described below may be initiated.

4.12 Non-Binding Arbitration

1. The following will be required before a non-binding arbitration process can proceed:
 - a. agreement by both Councils that non-binding arbitration is necessary;
 - b. appointment by both Councils of officials to participate in the non-binding arbitration process;
 - c. engagement, at equal cost to both municipalities, of an impartial and independent arbitrator agreed to by both municipalities; and
 - d. approval by both municipalities of an arbitration schedule, including the time and location of meetings and a deadline for the completion of the process.
2. At the conclusion of the non-binding arbitration, the arbitrator will submit a report to both Councils.
3. If both Councils agree, then the arbitrator's recommendations will be implemented by the Council or Councils as necessary. Any arbitrator's decision will not be binding on either municipality unless both municipalities concur, and will be subject to the formal approval of both Councils.
4. If no agreement can be reached to abide by the arbitrator's decision or if both Councils do not approve the arbitrator's recommendation, then an appeal process may be initiated if provided for under the provisions of the Municipal Government Act. If there is no appeal process available, then the applicant municipality may proceed with any approvals as are allowed.

4.13 Appeal Process – Intermunicipal Dispute or Subdivision and Development Appeal Board

1. In the event that the mediation process fails, the applicant municipality may approve the matter (e.g., a Land Use Bylaw amendment, a development permit approval, etc.).



2. If the applicant municipality passes a bylaw to implement the matter, then the responding municipality may appeal that action to the Municipal Government Board under the provisions of Section 690 of the Municipal Government Act in accordance with that Act.
3. If the appeal of the matter is to the applicant municipality's Subdivision and Development Appeal Board, the responding municipality may appeal that action to the Subdivision and Development Appeal Board as it sees fit.
4. If there is no appeal available pursuant to the Act, then the responding municipality may wish to pursue a Court option.

4.14 Court Option

1. After any action by the Municipal Government Board, or the applicant municipality's Council or Subdivision and Development Appeal Board from which there is no further appeal, the responding municipality will have the option, should it so choose, of undertaking a court challenge of the matter.

4.15 Intermunicipal Development Plan Termination

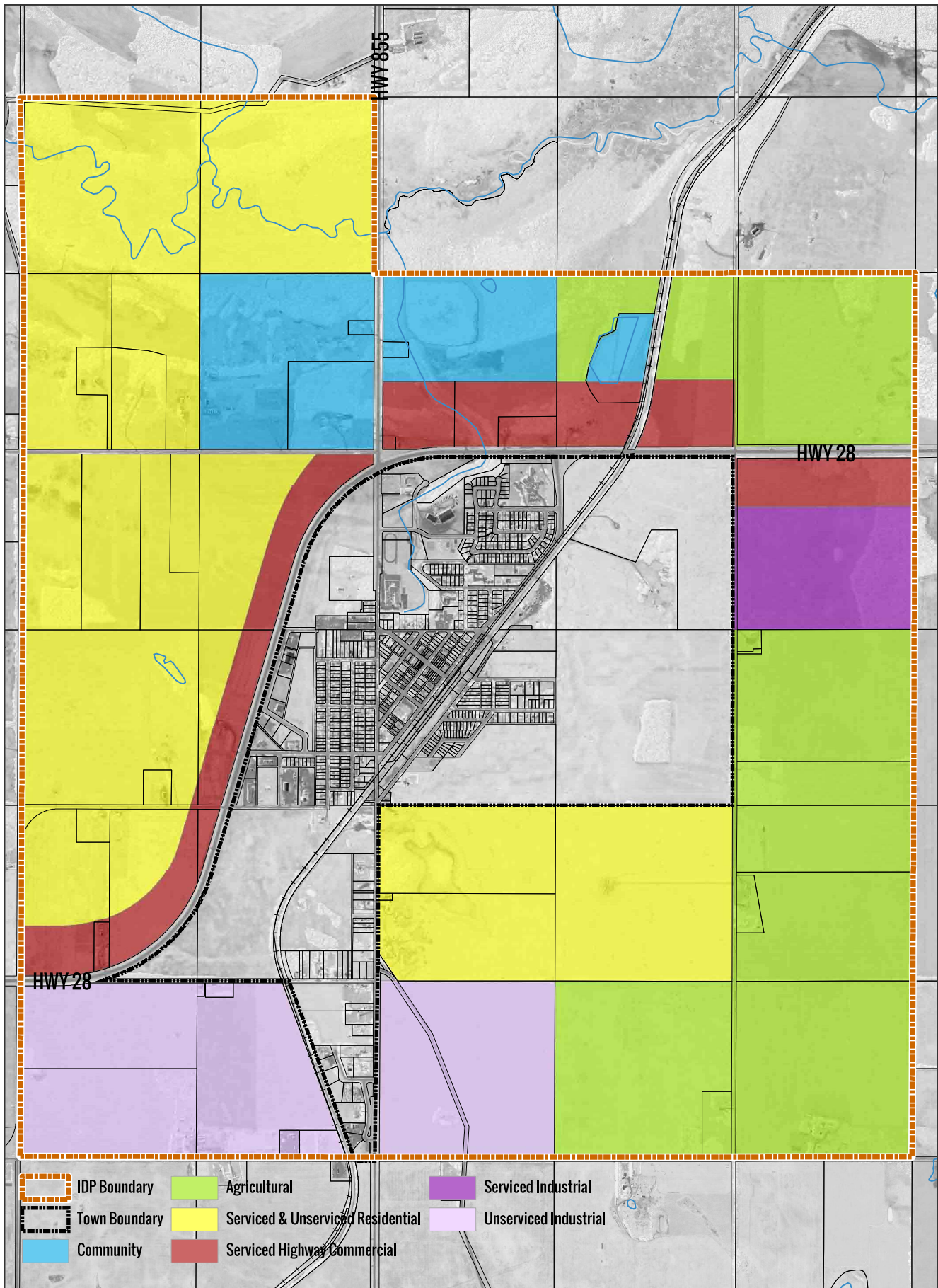
1. The plan is renewable by resolution of both Councils before the 5th anniversary of the third reading of the Bylaws adopting this plan and every 5 years thereafter. Failure to renew this plan by both municipalities by the 5th anniversary will cause the plan to lapse and cease to exist.

5 Maps

5.1 – Future Land Use Concept

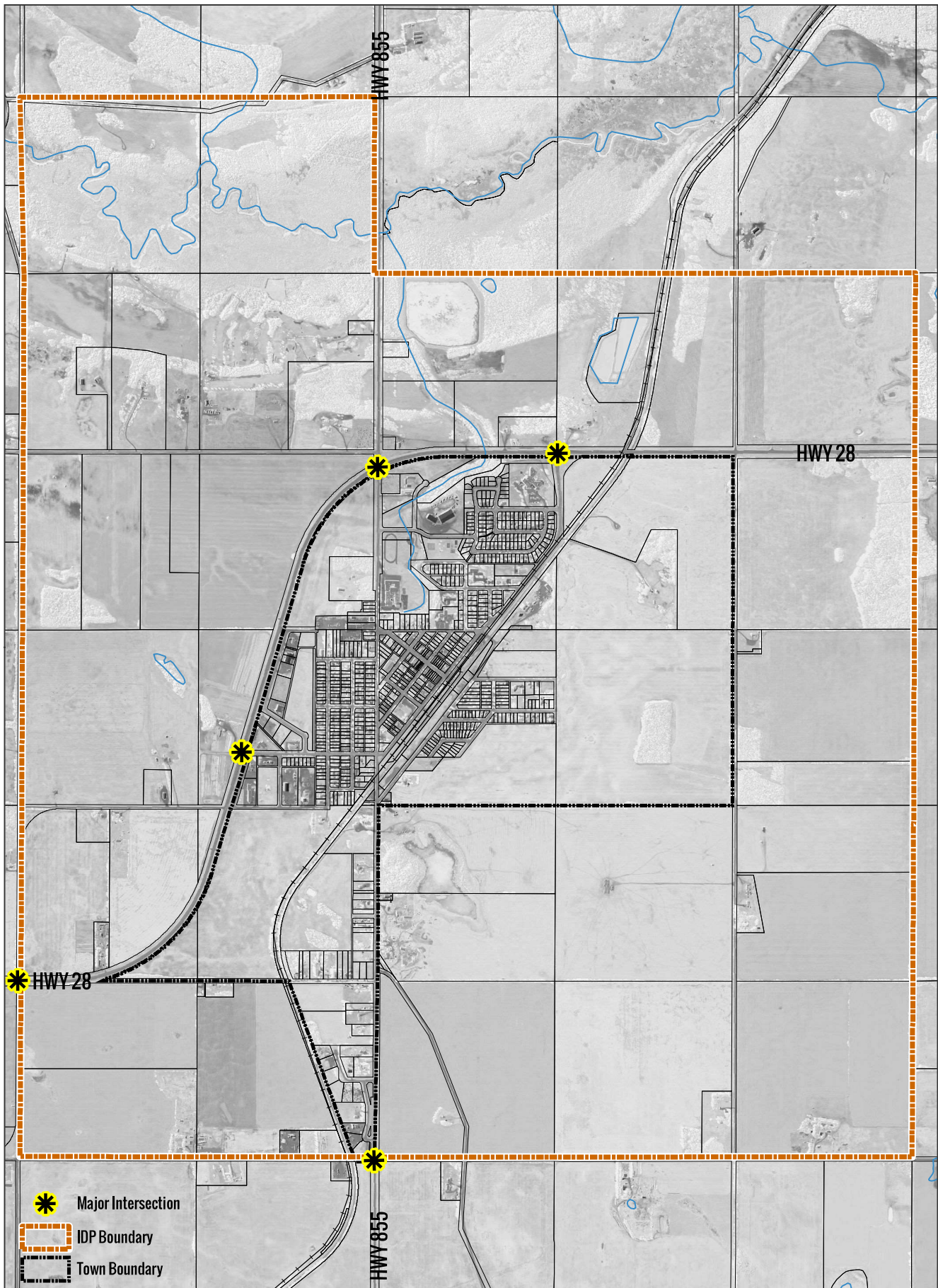
5.2 – Major Intersections





Town of Smoky Lake + Smoky Lake County IDP

Map 5.1 - Future Land Use Concept



Town of Smoky Lake + Smoky Lake County IDP

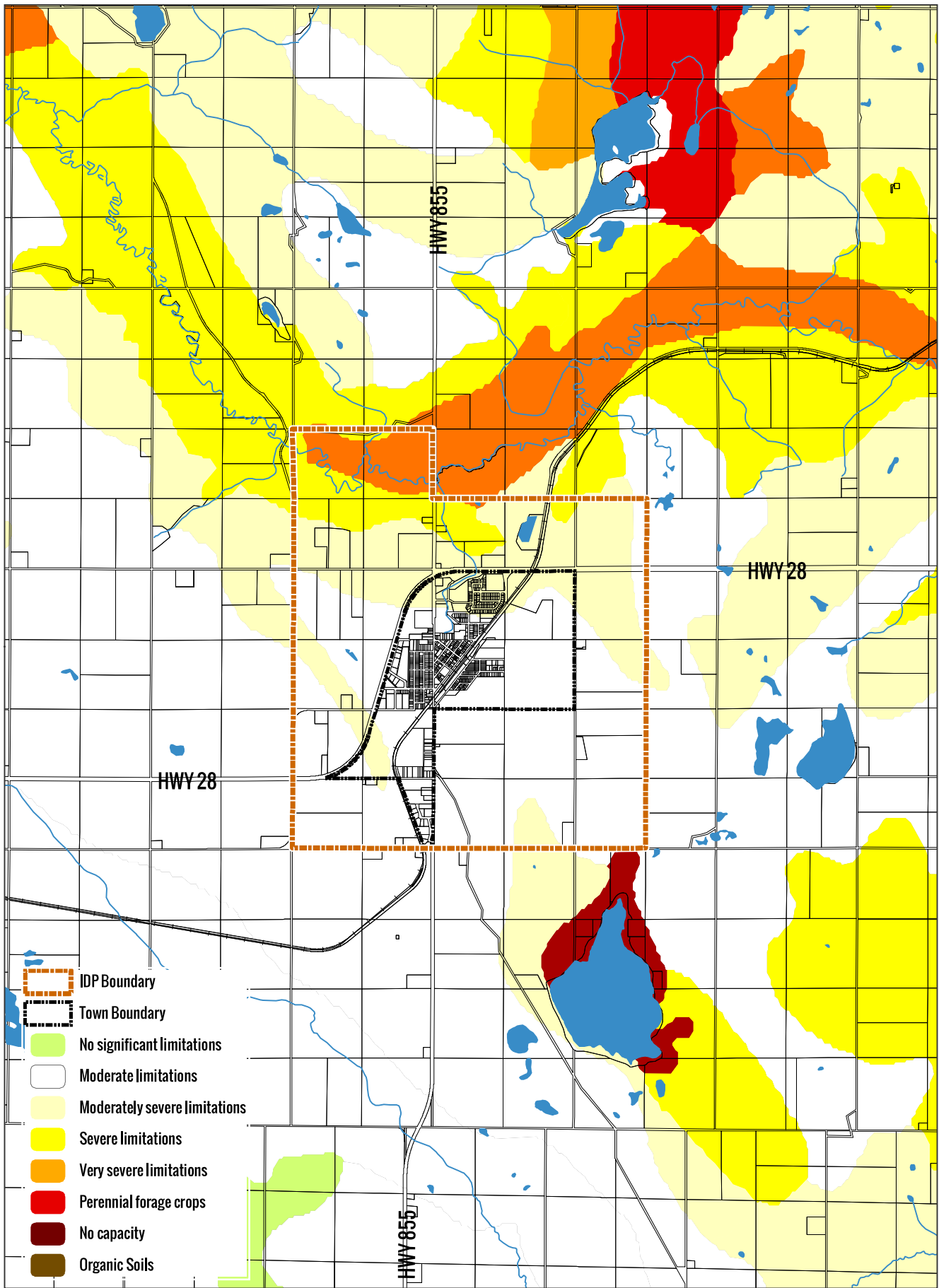
Map 5.2 - Major Intersections

6 Appendix A - Information Maps

6.1 – CLI Agriculture

6.2 – Local Features



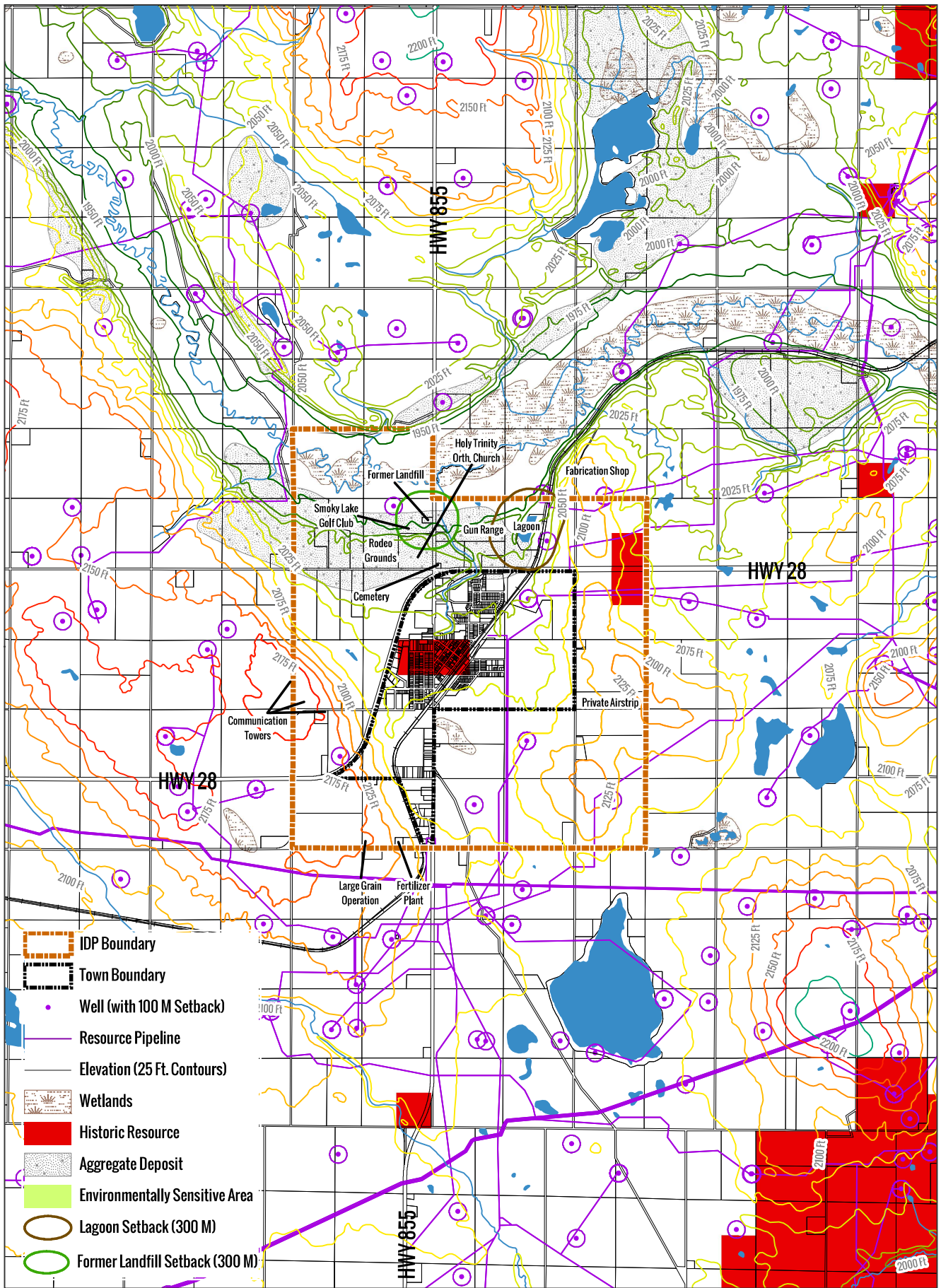


Town of Smoky Lake + Smoky Lake County IDP

Map 6.1 - CLI Agriculture

Digital Information: Geogratis and Altalis
 Projection: UTM NAD 83 12N





Town of Smoky Lake + Smoky Lake County IDP

Map 6.2 - Local Features

Digital Information: Geogratias and Altalis
 Projection: UTM NAD 83 12N



Agenda Item #:	7.7
Meeting Date:	August 22, 2022.
Topic:	Fire Storage Building Rental Space.
Prepared by:	Jay-Lynn Cozicar, Legislative Assistant/ Crystal Letwin, Interim CAO

RECOMMENDATION:

Council consideration.

BACKGROUND:

Tuesday, January 18, 2022 **MOTION: 033-2022** **MOVED** by Councillor Makowichuk that Town of Smoky Lake direct administration to work with Juanita Cozicar, Fire Chief for the Town of Smoky Lake to prepare a draft Rental Agreement with Smoky Lake County to include an inventory list of the Fire Department's equipment and vehicles that will be utilizing the Town's new Storage Building, located at 246 West Railway Drive in Smoky Lake and create a list of ownership for each unit (Joint Town/County or owned by County); and administration present the draft rental agreement to council at a future meeting of Council.

1-Feb-22 **MOTION: 074-2022** **MOVED** by Deputy Mayor Morton that Town of Smoky Lake direct administration to schedule a meeting with Billy McMullen, Public Works Foreman and Juanita Cozicar, Fire Chief to discuss future use of the Fire Storage Building located at 246 West Railway Drive in Smoky Lake for town owned equipment; and if there is space available, discuss what portion (by square footage) of the building will not be in use and draft a rental agreement accordingly; and present the draft rental agreement at a future Regular Council meeting.

The New Fire Storage Building:

Cost of the building - \$207,910 (funded by Town municipal grants)

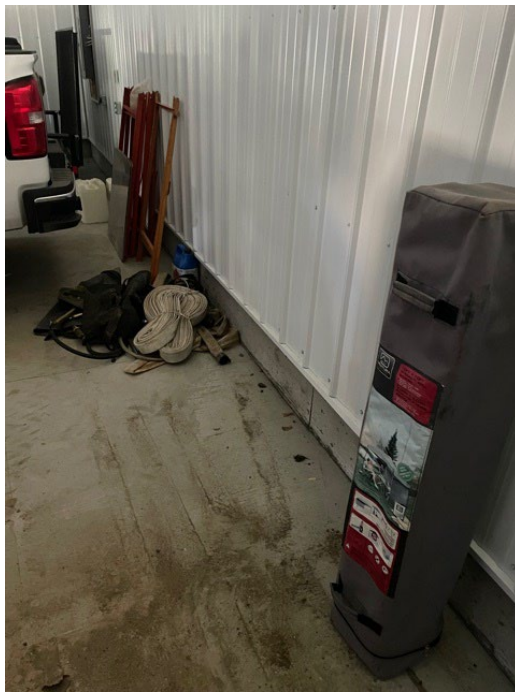
Current use of the building: County 85%, Town 15%. The total square footage is 2,400 sq. ft. There are Three (3) Bay doors, each Bay is 800 sq. ft. The Public Works Foreman would like to utilize One (1) Bay (800 sq. ft) therefore, Two Bays (1,600 sq. ft.) is available for rent. The town's assessor confirmed there are no comparable spaces in Smoky Lake but recommends \$5.00 per sq. ft. x 1,600 sq. ft. = \$8,000 annually / \$667.00 monthly.

Typically rent is determined by a combination of market rates and negotiations between the parties.

Options for calculation:

- *If there any comparable spaces for lease in the Town, you could look at the rate being charged as a benchmark (commercial rental rates are usually based on square footage).*
- *If there are no comparable, you could use the cost of operating and maintaining the facility as a benchmark to determine rent. You could calculate the approximate annual costs associated with the space (utilities, upkeep and maintenance, insurance, etc.) and determine the rent based on the Town's costs.*
- *The rent could be determined by negotiations/discussions with the County.*





ALIGNMENT WITH STRATEGIC PRIORITIES:

- ✓ **Infrastructure:** Well-planned infrastructure investments will enable community growth in a prioritized and responsible manner.

BUDGET/FINANCIAL:

Smoky Lake County currently pays rent for the Fire Hall in the amount of \$900.00 in accordance with Bylaw No.004-15 Joint Fire Protection Services with Smoky Lake County.

Fire Hall Building:

County use – 70%

Town use – 30%



60% County 40% Town

90% County 10% Town

60% County 40% Town



on September 12, 2022, Town Council made a motion for administration to forward the Rental Agreement to SL County. Town Public Works would like to utilize 1 bay (800 sq.ft.) and the Fire Department can utilize 2 bays (1,600 sq.ft.).

**Addition to the Agenda
September 20, 2022 Dept. Op.**

THIS LICENCE AGREEMENT MADE as of _____, 2022 (the "Effective Date")

BETWEEN:

TOWN OF SMOKY LAKE
(the "Town")

OF THE FIRST PART

- and -

SMOKY LAKE COUNTY
(the "County")

OF THE SECOND PART

WHEREAS:

- A. The Town is the registered owner of the lands located in the Town of Smoky lake with a municipal address of 230 West Railway Drive (the "Town Lands").
- B. There is a building situated on the Town Lands consisting of three bays and approximately 2,400 square feet (the "Building") which is used for storage of vehicles and equipment.
- C. The County has requested the Town's permission to use a portion of the Building for storage of vehicles and equipment owned by the County and the Town is prepared to grant the County's request subject to the terms and conditions of this Agreement;

NOW THEREFORE this Agreement witnesses that in consideration of the covenants herein contained and other good and valuable consideration, the parties agree as follows:

- 1. Subject to the terms and conditions of this Agreement, the Town grants to the County a license to use two bays (1,600 square feet) of the Building (the "**License Area**") for the sole purpose of storage of County vehicles and equipment (the "**Use**") together with access through the Town Lands as is necessary to access the License Area. The Town may designate which two bays form the License Area and may change such designation from time to time.
- 2. In consideration for this License the County shall, upon executing this Agreement, pay to the Town the sum of Eight Thousand (\$8,000.00) Dollars annually, with the first payment due within five (5) business days of the Effective Date and subsequent payments being due on each anniversary of the Effective Date.
- 3. The term of the License granted herein shall be one (1) year commencing on the Effective Date (the "**Term**"). The Term shall automatically renew for additional terms of one (1) year each, unless

either party provides no less than 30 days notice to the other party indicating that the then current term will not be renewed.

4. The County shall at its own expense, keep and maintain the Licence Area in good and sufficient repair, and in a clean and tidy condition, to the reasonable satisfaction of the Town, and no alterations or improvements shall be made to the Licence Area without the prior written approval of the Town which may be withheld in the Town's sole discretion.
5. The County shall ensure that its vehicles and equipment stored in the License Area do not cause damage to the License Area, whether through operation, leakage of fluids or otherwise.
6. The County shall indemnify the Town and save it harmless from and against all claims, actions, damages, liabilities, and expenses by whomsoever made, brought or prosecuted in connection with losses of life, personal injury, damage to property, or any other loss, damage or injury, whether or not of a nature related to the foregoing, arising from or in any way related to:
 - (a) the Licence granted herein;
 - (b) the use of the Licence Area by the County, including, without restricting the generality of the foregoing:
 - i. any claim for loss, injury or death to persons or damage to property due to the County's negligence or failure to comply with any applicable legislation, regulations, bylaws or requirements or any of the requirements of this Agreement; and
 - ii. any environmental damage or loss occurring on or within the License Area and caused by the County or those for whom the County is responsible for;

which obligation to indemnify shall survive the expiry or termination of this Agreement, howsoever it occurs, and shall include the obligation for the County to pay all costs and expenses incurred or paid by the Town with respect to the foregoing including legal costs on a solicitor and own client full indemnity basis.

7. The County shall at its sole cost and expense and, upon execution of this Agreement, shall provide the Town with evidence of general liability insurance coverage regarding the Use and the Licence Area, in a form and on terms and conditions satisfactory to the Town. The insurance shall be for an amount not less than FIVE MILLION (\$5,000,000.00) DOLLARS per incident and the Town shall be an additional insured thereunder. The insurance coverage shall contain a waiver of all rights of subrogation against the Town, its employees, elected officials, volunteers and agents, and a provision that it shall not be cancelled without thirty (30) days written notice to the Town.
8. In the event the County violates any provision of this Agreement, the Town may without prejudice to any other remedy available to it, terminate this Agreement effective immediately.
9. Notwithstanding any other provision of this Agreement, either party may terminate this Agreement at any time without cause and without penalty upon giving Thirty (30) Days' notice in

writing to the other party. Upon such termination, any pre-paid amounts shall be reimbursed to the County.

10. Upon the termination of this Agreement, howsoever it occurs, the County shall at its sole cost and expense immediately remove all of its property from the License Area and restore any damage caused to the License Area by the County to the satisfaction of the Town, acting reasonably.
11. If any section, subsection, sentence, clause or phrase of this Agreement is for any reason held to be invalid by the decision of a Court of competent jurisdiction, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remainder of this Agreement.
12. All terms, covenants and conditions contained in this Agreement shall be binding upon and enure to the benefit of the respective successors and assigns of the Town and the County including any person taking or receiving in any manner the benefit hereof absolutely to the same extent as if each such successor and assign and any such person were named as a party to this Agreement.
13. Nothing in this Agreement shall create an interest in the Licence Area or Town Lands in favour of the County. This License is personal to the County and may not be transferred or assigned in any way by the County.
14. This Agreement shall be construed in accordance with and governed by the laws of the Province of Alberta.
15. This Agreement may be signed in counterpart and delivered electronically.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the Date first written above.

TOWN OF SMOKY LAKE

Per: _____

(Corporate Seal)

Per: _____

SMOKY LAKE COUNTY

Per: _____

(Corporate Seal)

Per: _____

MCC for SMOKY LAKE DEVELOPMENT CORP.

Board of Directors

ORGANIZATIONAL MEETING

Held at the Smoky Lake County Council Chambers located at 4612 McDougall Drive in the Town of Smoky Lake

MINUTES

Friday, June 24, 2022



ATTENDANCE:

Directors:

Lorne Halisky	-	Director – Smoky Lake County	-	Present
Linda Fenerty	-	Director – Smoky Lake County	-	Present
Amy Cherniwchan	-	Director – Town of Smoky Lake	-	Present
Melody Morton	-	Director – Town of Smoky Lake	-	Present

Recording Secretary:

Lydia Cielin	-	Smoky Lake County	-	Present
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Observers:

Gene Sobolewski	-	CAO – Smoky Lake County	-	Present
Adam Kozakiewicz	-	CAO – Town of Smoky Lake	-	Present
Michelle Wright	-	CEDO – Smoky Lake Region	-	Present
Public	-	One Member	-	Present

1. CALL TO ORDER

Chief Administrative Officer, Smoky Lake County, Gene Sobolewski, in the interim until the Election of Chairperson called the First Meeting of the Board of Directors for the purpose of the MCC for Smoky Lake Development Corp. (the “Corporation”) Organizational Meeting to order, time 1:04 P.M., whereas a Certificate of Incorporation was issued to the Corporation on March 28, 2022.

Introduction of Directors

Each member of the MCC for Smoky Lake Development Corp. introduced themselves as the Board of Directors:

- Lorne Halisky - Smoky Lake County
- Linda Fenerty - Smoky Lake County
- Amy Cherniwchan - Town of Smoky Lake
- Melody Morton - Town of Smoky Lake

Appointment of Chairperson:

Nomination for Chairperson:

01-22: Linda Fenerty That **Lorne Halisky** be nominated as **Chairperson** for the MCC for Smoky Lake Development Corp.

Second time called for nominations.

02-22: Melody Morton That **Amy Cherniwchan** be nominated as **Chairperson** for the MCC for Smoky Lake Development Corp.

Third time called for nominations.

Lorne Halisky declined the nomination for Chairperson for the MCC for Smoky Lake Development Corp.

Upon a motion duly made, it was

Be It Resolved that Amy Cherniwchan is hereby appointed Chairperson of the MCC for Smoky Lake Development Corp. to hold the office at the pleasure of the Directors; and that a copy of the printed resolution for Chairperson be appended to the minutes of this meeting.

Carried.

Amy Cherniwchan took over the Board Meeting as the Chairperson of the MCC for the Smoky Lake Development Corp.

Appointment of Vice-Chairperson:

Nomination for Vice-Chairperson:

03-22: Linda Fenerty

That **Lorne Halisky** be nominated as **Vice-Chairperson** for the MCC for Smoky Lake Development Corp.

Second time called for nominations.

Third time called for nominations.

Upon a motion duly made, it was:

Be It Resolved that Lorne Halisky is hereby appointed Vice-Chairperson of the MCC for Smoky Lake Development Corp. to hold the office at the pleasure of the Directors and that a copy of the printed resolution for Vice-Chairperson be appended to the minutes of this meeting.

Carried.

2. AGENDA

04-22: Lorne Halisky

Be It Resolved that the agenda for Friday, **June 24, 2022** for the MCC for Smoky Lake Development Corp. be adopted, as presented.

Unanimously Carried.

3. MINUTES

No Minutes – First Meeting of the Board of Directors for the MCC for Smoky Lake Development Corp.

4. BUSINESS

Appointment of Officers

Position of Secretary

05-22: Melody Morton

Be It Resolved that Lydia Cielin be and is hereby appointed to the position of Secretary of the MCC for Smoky Lake Development Corp. to hold the office at the pleasure of the Directors; and that a copy of the printed resolution for Secretary be appended to the minutes of this meeting.

Carried.

Position of Treasurer

06-22: Lorne Halisky

Be It Resolved that Angela Semeniuk be and is hereby appointed to the position of Treasurer of the MCC for Smoky Lake Development Corp. to hold the office at the pleasure of the Directors; and that a copy of the printed resolution for Treasurer be appended to the minutes of this meeting.

Carried.

07-22: Lorne Halisky **Position of President (CAO)**
Be It Resolved that Melody Morton, Director be and is hereby appointed in the Interim of President (CAO) of the MCC for Smoky Lake Development Corp. to hold the office at the pleasure of the Directors; and that a copy of the printed resolution for Interim President (CAO) be appended to the minutes of this meeting.

Carried.

MCC Documents

08-22: Lorne Halisky **Articles of Incorporation**
Be It Resolved that the Certificate of Incorporation issued by the Government of Alberta, dated March 28, 2022, under the Corporate Access Number 2024193308, for the corporation named: MCC for Smoky Lake Development Corp. including the articles of incorporation, registration statement – service request number: 3731335 and the Business Number 736624404 issued by Canada Revenue Agency (CRA) for being a corporation named the MCC for the Smoky Lake Development Corp., as acknowledged by Smoky Lake County and Town of Smoky Lake on April 1, 2022: Motion J273-22 and Motion J274-22; is hereby ratified and authorized to be placed in the minute book of the Corporation; and that a copy of the printed resolution for the Certificate of Incorporation and Articles of Incorporation be appended to the minutes of this meeting.

Carried.

09-22: Melody Morton **Corporate Bylaw No. 1**
Be It Resolved that By-law No. 1 of the Corporation, being a by-law relating generally to the transaction of the business and affairs of the Corporation, is hereby enacted to regulate the affairs of the Corporation; and the President (CAO) of the Corporation be and is hereby authorized and directed to sign By-law No. 1 and to place a signed copy thereof in the minute book of the Corporation; and a copy of the printed resolution for the Corporate Bylaw No. 1 be appended to the minutes of this meeting.

Carried.

10-22: Linda Fenerty **Unanimous Shareholder Agreement**
Be It Resolved that the Unanimous Shareholder Agreement (USA), between SMOKY LAKE COUNTY, TOWN OF SMOKY LAKE and MCC FOR SMOKY LAKE DEVELOPMENT CORP., being an agreement to the terms and conditions under which they will carry on their activities under the corporate structure of the Corporation, has been respectively adopted by Smoky Lake County and the Town of Smoky Lake on April 13, 2022 – Motion J288-22, where the parties will comply to the USA, is hereby ratified and authorized to be placed in the minute book of the Corporation; and a copy of the printed resolution for the Unanimous Shareholder Agreement (USA) be appended to the minutes of this meeting.

Carried.

11-22: Lorne Halisky

Issuance of Shares

Be It Resolved that Shares in the capital stock of the Corporation be issued to the following persons, of the type and in the aggregate numbers opposite their respective names pursuant to their subscriptions therefore:

<u>Allottee</u>	<u>Number of Shares</u>
Town of Smoky Lake	100 Class "A" Common Voting
Smoky Lake County	100 Class "A" Common Voting

and the Corporation having received payment in full for such shares:

Smoky Lake County:

<u>Share Type</u>	<u>Number</u>	<u>Consideration</u>
Class "A" Common Voting	100	\$10,000.00

Town of Smoky Lake:

<u>Share Type</u>	<u>Number</u>	<u>Consideration</u>
Class "A" Common Voting	100	\$10,000.00

hereby declares that such shares be issued as fully-paid and non-assessable and certificates therefore be issued in the name of each of the respective allottees or as they may in writing direct; and a copy of the printed resolution for the Issue of Shares and Share Subscription be appended to the minutes of this meeting.

Carried.

12-22: Melody Morton

Shares Certificates

Be It Resolved that the form of **Share Certificate** certifies that **Smoky Lake County:** Number: A-1: Class and Series: Class "A" Common Voting of 100 Shares and that **Town of Smoky Lake:** Number A-2: Class and Series: Class "A" Common Voting of 100 Shares in the capital of the Corporation, a specimen of which is annexed hereto be, and the same is hereby approved and adopted; and a copy of the printed resolution for the Share Certificate be appended to the minutes of this meeting.

Carried.

13-22: Lorne Halisky

Designation of Registered Office

Be It Resolved that the registered office of the Corporation shall be the Edmonton office of Brownlee LLP, the solicitors for the Corporation, as its agents, are authorized to, without further action or authorization from the Corporation, its Directors or Officers, as the case may be, execute and file with Alberta Corporate Registry or any other similar entity, whether in or outside of the Province of Alberta, any and all documents contemplated by the *Business Corporations Act* or any other applicable legislation or regulation, including but not limited to, a Notice of Change of Address; and a copy of the printed resolution for the Registered Office be appended to the minutes of this meeting.

Carried.

14-22: Linda Fenerty

Seal of the Corporation

Be It Resolved that the seal, an impression of which appears in the margin hereof, is hereby adopted as the corporate seal of the Corporation; and a copy of the printed resolution for the Corporate Seal be appended to the minutes of this meeting.

Carried.

15-22: Melody Morton **Location of Minute Book**
Be It Resolved that the Corporate Minute Book containing all corporate and director's records be maintained at the Smoky Lake County Office located at 4612 McDougall Drive, Smoky Lake, Alberta; and the mailing address: P.O. Box 310, Smoky Lake, Alberta T0A 3C0; and a copy of the printed resolution for the location of the Minute Book be appended to the minutes of this meeting.

Carried.

16-22: Lorne Halisky **Banking Arrangement**
Be It Resolved that the ATB Financial located on 50 Wheatland Ave. in Smoky Lake, Alberta be appointed as the Bank of the Corporation and the banking resolution as contained in the forms of the said bank attached hereto be enacted as a resolution of the directors and that the proper officers of the corporation be authorized and instructed to complete such forms as may be required to enable the Corporation to carry on banking at the Bank aforesaid; and a copy of the printed resolution for the Banking be appended to the minutes of this meeting.

Carried.

17-22: Lorne Halisky **Signing Authority**
Be It Resolved that the following individuals are hereby appointed as Signing Authorities for the Corporation:

Amy Cherniwchan	-	Chairperson
Lorne Halisky	-	Vice-Chairperson
Melody Morton	-	Interim President (CAO)

and are hereby authorized to make, sign, draw, accept, negotiate, endorse, execute and deliver all or any cheques, promissory notes, drafts, acceptances, bill of exchange, orders for the payment of money, and other instruments whether negotiable or not, on behalf of the Corporation, and may further affix the corporate seal to any instrument requiring same; and a copy of the printed resolution for the Signing Authorities be appended to the minutes of this meeting.

Carried.

18-22: Melody Morton **Fixing the Financial Year-End**
Be It Resolved that the Financial Year-End of the Corporation shall end on the 31st day of December in each year until changed by the board; and a copy of the printed resolution for the Financial Year-End be appended to the minutes of this meeting.

Carried.

Appointments

19-22: Linda Fenerty **Auditor**
Be It Resolved that JMD Group LLP located on 4925 – 50 Ave. in St. Paul, Alberta are hereby appointed interim Auditor of the Corporation to hold office until the close of the first meeting of shareholders at such remuneration as may be fixed by the Board of Directors and the Board of Directors is hereby authorized to fix such remuneration; and a copy of the printed resolution for the Interim Auditor be appended to the minutes of this meeting.

Carried.

20-22: Lorne Halisky **Accountant**
Be It Resolved that the MCC for Smoky Lake Development Corp. not appoint an Accountant, as the role and duties will be fulfilled by the position appointed of as Treasurer to hold the office at the pleasure of the Directors.

Carried.

21-22: Melody Morton **Legal Counsel**
Be It Resolved that Brownlee LLP located in Edmonton, Alberta are hereby appointed as the Law Firm for services of its Legal Counsel for the Corporation for general legal needs, upon such generally prevailing rates as are customarily charged by said solicitor/firm, to hold office until the next annual meeting or next annual resolutions by the Board of Directors; and a copy of the printed resolution for Legal Counsel be appended to the minutes of this meeting.

Carried.

5. OTHER BUSINESS

Smoky Lake Tourism Company Ltd.
22-22: Melody Morton **Be It Resolved that** the MCC for Smoky Lake Development Corp. schedule a meeting with Metis Crossing to engage discussion in respect to the Smoky Lake Tourism Company Ltd. and the Tourism Loan; and provide the following dates available: July 20, 2022, July 26, 2022 or August 4, 2022.

Carried.

MCC Expenses
23-22: Melody Morton **Be It Resolved that** the MCC for Smoky Lake Development Corp. defer the discussion on the reimbursement of MCC Expenses to the Shareholders relating to the Advertisement of the MCC for Smoky Lake Development Corp.'s First Meeting of the Directors - Organizational meeting and the purchase of the Corporate Seal currently covered by Smoky Lake County.

Carried.

6. IN-CAMERA: No items

7. NEXT MEETING DATE:

24-22: Amy Cherniwchan That the next MCC for Smoky Lake Development Corp. Meeting to be called by the Chairperson.

Carried.

8. ADJOURNMENT TIME

25-22: Lorne Halisky That the meeting of the MCC for the Smoky Lake Development Corp. Organizational Meeting be adjourned, and this was agreed upon at 1:57 P.M.

Carried.

Chairperson

SEAL

Secretary

**RESOLUTIONS OF THE SHAREHOLDERS
OF MCC FOR SMOKY LAKE DEVELOPMENT CORP.
(THE “CORPORATION”)
EFFECTIVE DATE: MARCH 28, 2022**

BE IT RESOLVED THAT:

ELECTION OF DIRECTORS

1. The following persons be elected directors of the Corporation for a term expiring at the closing of the next annual meeting or resolutions of the shareholders or until their successors are elected or appointed:

LORNE HALISKY
LINDA FENERTY
AMY CHERNIWCHAN
MELODY MORTON

CONFIRMATION OF BY-LAW NO. 1

2. Bylaw No. 1, the general administrative by-law of the Corporation enacted and made by the Directors of the Corporation, be and it is hereby confirmed as a bylaw of the Corporation.

APPOINTMENT OF ACCOUNTANT

3. **Be It Resolved that the MCC for Smoky Lake Development Corp. did not appoint an Accountant, as the role and duties will be fulfilled by the position appointed of as Treasurer to hold the office at the pleasure of the Directors.**

RATIFICATION OF DIRECTORS’ ACT

4. The business transacted at the first meeting of the Directors be and the same is hereby ratified and confirmed.

These resolutions may be signed by the shareholders of the Corporation in as many counterparts as may be necessary and delivered by electronic transmission, and such counterparts together shall constitute one and the same original instrument, each of which so signed shall be deemed to be an original.

The undersigned, being the shareholders of the Corporation entitled to vote at a meeting of shareholders, hereby confirm the foregoing resolutions, in accordance with the provisions of the *Business Corporation Act (Alberta)*.

SMOKY LAKE COUNTY

TOWN OF SMOKY LAKE

Per: _____

Per: _____