



# SMOKY LAKE COUNTY COUNCIL MEETING AGENDA

Thursday, March 7, 2024, at 9:00 a.m. held

Virtually <https://video.businessconnect.telus.com/join/404681705> (Meeting ID # 404681705) and

Physically in Smoky Lake County Council Chambers, 4612 McDougall Drive, Smoky Lake

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- 1. Call to Order
- 2. Adoption of Agenda
- 3. Adoption of Minutes  
Nil
- 4. Delegation(s)
  - 4.1. James MacDonald, Executive Director of Northern Lights Library System (NLLS) – Review of 2023 and Overview of 2024 @ 9:30 a.m.
- 5. Public Hearing (*Council Meeting is Recessed and Public Hearing is undertaken on a Separate Agenda*)  
Nil

## **PUBLIC QUESTION AND ANSWER PERIOD - announced between 11:30 a.m. & 12:00 p.m.**

- 6. Municipal Planning Commission (*Council Meeting Recessed and undertaken on a Separate Agenda*)  
Nil
- 7. Business – Requests for Decisions
  - 7.1. Proposed Bylaw No. 1454-24: Off-Highway Vehicle Control (*Public Participation @9am*).
  - 7.2. Wildfire Rapid Response Program
  - 7.3. Alberta Professional Planners Institute (APPI) 2024 Planning Awards Submission.
  - 7.4. Year-2024 Farmers & Ranchers Appreciation Day Event
  - 7.5. 2024 Northlands Farm Family Awards: Division 4
  - 7.6. Bylaw No. 1457-24: Bellis Sewer Tax Bylaw
  - 7.7. Gravel Crushing Tender 2024-2026
- 8. Chief Administrative Officer (CAO) Report (*provided at the second Council meeting of the month*)  
Nil
- 9. Council Committee Reports (*provided at the second Council meeting of the month*)  
Nil
- 10. Correspondence
  - 10.1. Poster from Lakeland Agricultural Research Association (LARA) – Event Titled, Securing Success: Programs, Services and Funding Opportunities for Your Farm or Ranch, March 13, 2024
  - 10.2. News Release from CMHC “Helping build more homes, faster in Alberta” dated February 19, 2024 – Announcing \$486,002 to the Town of Smoky Lake
  - 10.3. Email from RMA Insurance – RiskPro Conference April 8-10, 2024, Registration is Open

- 10.4. Letter from Minister of Municipal Affairs, dated February 12, 2024 – Alberta Community Partnership (ACP) Program -Town of Smoky Lake Approved \$200,000 of funding for Regional Water, Wastewater, and Stormwater Infrastructure Design Study Project
- 10.5. Letter from Alberta Environment and Parks, dated February 15, 2024 – Code of Practice for Pits, Gladden Pit NE-09-58-19-W4, Application No. 005-16126
- 10.6. Letter from Minister of Municipal Affairs, dated February 22, 2024 – Alberta Community Partnership (ACP) Program – Regional Fire Services Study Project No. 2021-IC-25, time extension granted
- 10.7. Letter from Victoria Trail Agricultural Society (VTAS), dated February 19, 2024 – Thanking the County for Support
- 10.8. Letter from Minister of Transportation and Economic Corridors, dated February 20, 2024 – Response to meeting in Fall 2024.
- 10.9. Email from FCM, dated February 27, 2024 - Unveiling FCM's pre-budget 2024 campaign on infrastructure and a new Municipal Growth Framework & Toolkit

**11. Information Release**

Nil

**12. Financial Reports**

- 12.1. Bills and Accounts

**13. Next Meetings**

- 13.1. Schedule the next Regional Community Development Committee (RCDC) Meeting.
- 13.2. Reconfirm Smoky Lake County Council's scheduled upcoming Meetings are as follows:
  - Thursday, March 28, 2024, at 9:00 a.m., (Regular),
  - Thursday, April 11, 2024, at 9:00 a.m., (Regular),
  - Thursday, April 25, 2024, at 9:00 a.m., (Regular)And schedule the next Council Meetings

**14. In Camera (Executive Session)**

**15. Adjournment.**



# Delegation Request Form

**APPLICATION**

**Thank-you** for your interest in becoming a Delegation before County Council.

Personal information on this Application is being collected under the authority of the Freedom of Information & Protection of Privacy Act (FOIP).

**Please** complete this application form. Please refer to Policy Statement No: 01-49 for Delegation Protocol and Procedures.

**Smoky Lake County considers the author's address relevant to Council's consideration of this matter and will disclose this personal information if it is provided to us. However, the author's phone number and email address are not required and should be omitted if the author does not wish this personal information disclosed.**

**NOTE:** By filling out this application form, you are consenting to disclosure of any personal information made evident through your speech or presentation materials and grant permission to the County to publish these materials and agrees to abide by the terms of this Policy.

**APPLICANT NAME AND CONTACT INFORMATION:**

Last Name: Hampson	First Name: Terri
Phone Number: 780-545-4169	E-mail Address: thampson@nlls.ab.ca
Mailing Address: <u>Postal Bag 8</u> <u>Elk Point</u> , Alberta <u>T0A1A0</u> Box Town Postal Code	

**Group / Organization / Business / Individual:**

Representing a Group / Organization / Business : Northern Lights Library System

Attending as a Individual

**NAME OF PRESENTERS / ORGANIZATION:**

Name	Position Title	Supporting documentation (optional)
1. _____	_____	<input type="checkbox"/> Handouts at the meeting (please provide copies to the Municipal Clerk or bring 12 copies to the meeting)
2. <u>James MacDonald</u>	<u>Executive Director</u>	<input type="checkbox"/> Audio / visual presentation (must be received in pdf or jpg format accompanying the Application Form).
3. _____	_____	
4. _____	_____	

**TOPIC AND PURPOSE OF PRESENTATION:**

Clearly outline the topic of your presentation:  Yes  No **Executive Session**

To give overview to 2023 year and present 2024 projects.

List desired outcome of presentation/recommend to Council:

**Note:** That all correspondence submitted to Smoky Lake County will form part of the public record and will be published when this matter is before Council.

**Please Note for clarity:** You do not need to complete this form to ask questions of Council at the "Public Question and Answer Period" scheduled between 11:30 a.m. and noon at each regular Council Meeting. All meetings are open to the Public.

**Comments:**

APPLICANT NAME: (PLEASE PRINT) Terri Hampson	SIGNATURE <i>Terri Hampson</i>	DATE Feb 15 2024
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**OFFICE USE Only:**

Applicant Received: \_\_\_\_\_ By: \_\_\_\_\_

Confirmed by: \_\_\_\_\_ Council Meeting Date: \_\_\_\_\_



# Request for Decision (RFD)

Meeting Date: Thursday, March 7, 2024

Agenda Item: # **7.1**

Topic: Bylaw No. 1454-24: Off Highway Vehicle Bylaw

Presented By: Interim CAO

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**Recommendation(s):**

**That Smoky Lake County Council give Bylaw No. 1454-24: Off Highway Vehicle Bylaw, 2nd Reading and 3rd and Final Reading.**

**Background:**

The original Smoky Lake County Off Highway Vehicle **Bylaw No. 1088-00** was adopted December 21, 2000, and amended by **Bylaw No. 1149-07** on May 24, 2007. Amendments updated the bylaw to include the new Alberta Traffic Safety Act laws and accommodated enforcement on newly created Iron Horse Trail.

In May of 2023 the Alberta Government banned OHV's in the forest protection area due to extreme wildfire risk. Smoky Lake County is not located in the forest protection area and our current bylaw does not address OHV bans.

Smoky Lake County Administration updated Bylaw No. 1454-24: Off Highway Vehicle Control Bylaw to include banning OHV's during total fire bans. The bylaw was presented at the February 8, 2024 Council meeting and was given first reading and directed administration to provide public notice of the bylaw for public input.

Smoky Lake County followed Policy Statement 01-51: Public Participation for public input and have attached **Schedule A Public Participation Plan** and **Schedule C Public Participation Report** for information.

**Benefits:** Risk mitigation for wildfires

**Disadvantages:** N/A.

**Alternatives:** N/A.

**Financial Implications:** \$1,000.00 for OHV Ban signs

**Legislation:**

**Intergovernmental:** N/A

**Strategic Alignment:** N/A

**Enclosure(s):** N/A

Signature of the CAO: 



**SMOKY LAKE COUNTY  
IN THE PROVINCE OF ALBERTA  
BYLAW NO. 1454-24**

**A BYLAW OF THE MUNICIPALITY OF SMOKY LAKE COUNTY IN THE PROVINCE OF ALBERTA BEING A BYLAW FOR THE PURPOSE OF REGULATING THE OPERATION OF OFF-HIGHWAY VEHICLES IN SMOKY LAKE COUNTY**

**WHEREAS**, pursuant to the *Off-Highway Vehicle Act* Regulation AR 319/2002 and/or *Traffic Safety Act*, Council may, by bylaw, authorize the use of Off-Highway Vehicles on Highways under its direction, control and management:

**AND WHEREAS**, pursuant to the provisions of the Municipal Government Act, Council may pass bylaws for municipal purposes respecting the following matters:

- a) the safety, health and welfare of people and the protection of people and property;
- b) people, activities and things in, on or near a public place or place that is open to the public; and
- c) the enforcement of bylaws;

**AND WHEREAS**, it is the desire of the Council of Smoky Lake County to regulate the use of Off-Highway Vehicles within Smoky Lake County;

**NOW THEREFORE** the Council of Smoky Lake County, in the Province of Alberta, in regular meeting duly assembled hereby, enacts:

**1. CITATION**

- 1.1 This Bylaw may be cited as Smoky Lake County "**Off-Highway Vehicle Control Bylaw**".

**2. DEFINITIONS**

- 2.1 "**Act**" means the *Traffic Safety Act* T.S.A. 2000 C.T-6.
- 2.2 "**Council**" means the Council of Smoky Lake County in the Province of Alberta.
- 2.3 "**County**" shall mean municipality of Smoky Lake County.
- 2.4 "**Enforcement Officer**" means police officer, peace officer, bylaw enforcement officer or any other persons having the authority to enforce this bylaw.
- 2.5 "**Extreme Fire Risk**" means risk level determined by Fire Protective Services by the assessment of dry environmental conditions and weather conditions.
- 2.6 "**Hamlet**" means any urbanized area designed by Council as a hamlet and having specific boundaries identified.
- 2.7 "**Highway**" means thoroughfare, street, road, trail, avenue, parkway, driveway, viaduct, lane, alley, square, bridge, causeway, trestle way, or other place within the jurisdiction of Smoky Lake County whether publicly or privately owned, any part of which the public is ordinarily entitled or permitted to use for the passage or parking of vehicles, and includes:
  - 2.7.1 a sidewalk (including a boulevard portion thereof).
  - 2.7.2 where a ditch lies adjacent to and parallel with a roadway, the ditch, and
  - 2.7.3 where a highway right-of-way contained between fences or

between a fence and one side of the roadway, all the land between fences, or all the land between the fence and the edge of the roadway, as the case may be.

- 2.8 **“Multi-Lot Country Residential”**: means any Country Residential Sub-division with an internal roadway for lot access.
- 2.9 **“Municipal Property”**: means any lands owned by the Municipality, or under the direction, control and management of the Municipality, to which members of the public have access by express or implied invitation.
- 2.10 **“off-highway vehicle (OHV)”** as defined in Section 117 of the *Traffic Safety Act*, R.S.A. 2000 C.T.-6., shall mean any motorized mode of transportation built for cross-country travel on land, water, snow, ice or marsh or swamp land or on other natural terrain and, without limiting the generality of the foregoing, includes, when specifically designed for such travel.
  - 2.10.1 4-wheel drive vehicles,
  - 2.10.2 low pressure tire vehicles,
  - 2.10.3 motorcycles and related 2-wheel vehicles,
  - 2.10.4 amphibious machines,
  - 2.10.5 all terrain vehicles,
  - 2.10.6 miniature motor vehicles,
  - 2.10.7 snow vehicles,
  - 2.10.8 minibikes, and
  - 2.10.9 any other means of transportation that is propelled by any power other than muscular power or wind, but does not include
  - 2.10.10 motorboats, or
  - 2.10.11 any other vehicle exempted from being an off-highway vehicle by regulation
- 2.11 **“Off Highway Vehicle (OHV) Restriction”** means prohibiting the operation of Off-Highway Vehicles.
- 2.12 **“Permitted Use Area”** means those recreation areas as defined in *“Schedule B”*.
- 2.13 **“Reasonable Rate of Speed”** means being able to stop in a reasonable distance when presented with hazards such that losses of life or limb or serious injuries are not incurred.
- 2.14 **“Regulation”** means the Off-Highway Vehicle Regulation 319/2002

### 3. PROVISIONS

- 3.1 The County hereby allows the operation of off-highway vehicles on road right-of-ways and permitted use areas under the care, control and management of the County under the following conditions:
  - 3.1.1 Every person who operates an Off Highway Vehicle must be at least 14 (fourteen) years of age.
  - 3.1.2 Every person who operates an Off Highway Vehicle must be in possession of a valid Operator’s License of any class.
  - 3.1.3 Valid insurance and registration must be in place on the said off-highway vehicle at all times and evidence of this shall be available upon demand of a Peace Officer or County representative.
  - 3.1.4 Safety helmets should be worn by the operator and passenger(s).
  - 3.1.5 Subject to the regulations under the *Off-Highway Vehicle Act* Regulation AR 319/2002 and *Traffic Safety Act*, a reasonable rate of speed must be adhered to while on municipal property.

- 3.2 Ditches, culvert ends, culvert markers, pipeline markers, NG markers, survey markers, power poles, power pole anchors, pipeline risers, fence lines (parallel) are to be considered risks associated with operating an off-highway vehicle in ditches and road allowances and property.
- 3.3 Serious risk would include open excavations, washouts, drop-offs, natural or man-made, i.e., bridge ditches to be guard railed or sloped into river, fence lines crossing road allowance improved or not.
- 3.4 Every person operating an Off-Highway Vehicle in Hamlets, Subdivisions and campsites may travel in alleys or when necessary, on the road where no access to an alley is available, solely for the purpose of on route to and returning from, permitted use area as per **Schedule "B". "Permitted Use Area"**
- 3.5 It is the owner's responsibility to ensure that the spark arrestors are not altered or removed from the mufflers.
- 3.6 Off Highway Vehicles shall travel to the extreme right hand side of the road and / or in the right ditch when practical, or as otherwise posted.
- 3.7 Off Highway Vehicles shall travel in single file at all times.
- 3.8 The maximum allowable speed in any Multi-Lot Country Residential area is 30 km/hr.
- 3.9 No person shall operate or be a passenger on an off-highway vehicle where the number of persons on the off-highway vehicle exceeds the number that the off-highway vehicle is designed to carry.
- 3.10 At times of extreme fire risk the County will implement an Off-Highway Vehicle Restriction on Municipal Property as a preventative measure to protect life, property, and the environment from fire.
  - 3.10.1 No person shall operate an Off-Highway Vehicle on Municipal Property, Highway, Permitted Use Area, or trail in Smoky Lake County during a Fire Ban and Off-Highway Vehicle Restriction.
  - 3.10.2 An Off-Highway Vehicle Restriction applies to all Off-Highway Vehicles equipped with a Combustion Engine and/or an Electric Engine.
  - 3.10.3 The Off-Highway Vehicle Restriction does not apply to Private Land or Agriculture, Institutional (educational), Commercial / Industrial, Emergency Response or Indigenous peoples who use an OHV for traditional use.
  - 3.10.4 Any person who causes a fire while operating an Off-Highway Vehicle during an Off-Highway Vehicle Restriction will be responsible for all costs of extinguishing the fire.

#### 4. PENALTIES

- 4.1 In this bylaw, no Enforcement Officer or an employee of the County shall be deemed to have committed an offence if the act done was relative to construction, transportation, maintenance for highways or other places for the purpose of enforcement of this bylaw.

- 4.2 Persons contravening certain sections of this bylaw shall be liable for the penalties set out in **Schedule "A"**. ***"Penalties and Fees"***

**5. VIOLATION(S)**

- 5.1 A notice of form commonly called an Offence Notice / Summons / or Violation Tag having printed wording approved by the County, may be issued by Enforcement Officer to any person alleged to have contravened any provisions of this bylaw, and the said notice shall require the payment to such official in the amount specified in this bylaw, as amended, or the regulations pursuant to the *Provincial Offenses Procedures Act*, (Alberta), as amended.
- 5.2 A Violation Tag shall be deemed to be sufficiently served:
- 5.2.1 if served personally on the accused; or
  - 5.2.2 if mailed to the address of the registered owner of the off-highway vehicle concerned; or to the person concerned;
  - 5.2.3 if attached to or left securely and visibly upon the off-highway vehicle in respect of which the offence is alleged to have been committed.
- 5.3 The conviction of a person under the provisions of this bylaw does not operate as a bar to further prosecution for the continued neglect or failure on the part of the person to comply with the provisions of this bylaw, or conditions, orders, or permits, issued in accordance with this bylaw.

**6. SEVERABILITY**

- 6.1 Should any provision of this Bylaw be invalid, then such invalid provision shall be severed and the remaining Bylaw shall be maintained.

**7. REPEAL**

That Bylaw No. 1149-07, known as the "*Operation of Off-Highway Vehicles*" be and is hereby repealed.

**This Bylaw comes into effect on the date of final passing.**

READ A **FIRST TIME** IN COUNCIL THIS 8<sup>th</sup> day of February, AD **2024**.

---

Jered Serben  
Reeve

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Lydia Cielin  
Interim Chief Administrative Officer

**Bylaw 1454-24**

**READ A SECOND TIME IN COUNCIL THIS \_\_\_\_ day of \_\_\_\_\_, AD 2024.**

**READ A THIRD AND FINAL TIME, WITH THE UNANIMOUS CONSENT OF ALL COUNCILLORS PRESENT, THIS \_\_\_\_ day of \_\_\_\_\_, AD 2024.**

\_\_\_\_\_  
Jered Serben  
Reeve

\_\_\_\_\_  
Lydia Cielin  
Interim Chief Administrative Officer

**SCHEDULE "A"**  
**PENALTIES AND FEES**

1. Operators not using reasonable speed are liable to a fine of up to:	<b>\$250.00</b>
2. Operating an off-highway vehicle in contravention of the Traffic Safety Act	<b>As per the <i>Traffic Safety Act</i></b>
3. Operating an off-highway vehicle during a Fire Ban or Off-Highway Vehicle (OHV) Restriction	<b>\$1,000.00</b>

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**SCHEDULE "B"**  
**PERMITTED USE AREA**


- **Iron Horse Trail**







SCHEDULE "C"

	Public Participation	REPORT																														
The objective of this report is to provide all proceedings, findings and recommendations pertaining to the Public Participation undertaken for the following: <b><i>Public Participation Opportunity</i></b>  <b>NAME:</b> <u>Off-Highway Vehicle Bylaw</u>  <b>DATE OF ACTIVITY/TIME PERIOD:</b> <u>February 8, 2024</u>		<b>Contact Person:</b>  <u>Lydia Cielin / Scott Franchuk</u>  <b>Department:</b>  <u>Senior Administration and Fire Protective Services</u>																														
BRIEF DESCRIPTION OF PARTICIPATION OPPORTUNITY																																
Bylaw No. 1454-24: Off-Highway Vehicles (OHV) for the purpose of regulating the operation of off-highway vehicles in Smoky Lake County and to provide enforceable restrictions to prevent fires caused by OHV was advertised by various methods to notify and encourage feedback from residents.																																
<b># of Participants:</b> <u>2 Participants</u> <b>Other:</b> <u>N/A</u>																																
PURPOSE OF PARTICIPATON		TOOLS																														
<u>Level of Participation</u> 1. Provide the Public with the information to assist them in understanding the County's position on Health and Safety Practices.  2. To keep the public informed and to ask for the public's opinions and to consider their input.  3. _____  4. _____	<u>Goals #</u> Goal #1: Inform  Goal #2: Consult  _____  _____	Participation Tools used:  <input checked="" type="checkbox"/> <u>Digital</u>  <input checked="" type="checkbox"/> <u>Written</u>																														
BACKGROUND: Record of the Participation PROCESS																																
<b>Public Notice:</b> <u>Timeline</u> Date for Public Feedback & Comment  February 29, 2024: Public submission deadline for comments.	<b>Advertised:</b>  February 13, 2024: Posted on the Website.  Advertised during the week of February 19, 2024.  Social Media: Appeared on February 13, 21 and 27, 2024	<b>Background Information Provided:</b>  Bylaw No. 1454-24: Off-Highway Vehicle Bylaw																														
SUMMARY OF PUBLIC COMMENTS RECEIVED:		Written, Verbal or No comments																														
<table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 35%; text-align: center;"><u>Commenter Name</u></th> <th style="width: 30%; text-align: center;"><u>Title</u></th> </tr> </thead> <tbody> <tr><td>1.</td><td>_____</td><td>_____</td></tr> <tr><td>2.</td><td>_____</td><td>_____</td></tr> <tr><td>3.</td><td>_____</td><td>_____</td></tr> <tr><td>4.</td><td>_____</td><td>_____</td></tr> <tr><td>5.</td><td>_____</td><td>_____</td></tr> </tbody> </table>		<u>Commenter Name</u>	<u>Title</u>	1.	_____	_____	2.	_____	_____	3.	_____	_____	4.	_____	_____	5.	_____	_____	<table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 85%; text-align: center;">Date and Format of Feedback received</th> </tr> </thead> <tbody> <tr><td>1.</td><td style="text-align: center;"><input type="checkbox"/> _____</td></tr> <tr><td>2.</td><td style="text-align: center;"><input type="checkbox"/> _____</td></tr> <tr><td>3.</td><td style="text-align: center;"><input type="checkbox"/> _____</td></tr> <tr><td>4.</td><td style="text-align: center;"><input type="checkbox"/> _____</td></tr> <tr><td>5.</td><td style="text-align: center;"><input type="checkbox"/> _____</td></tr> </tbody> </table>			Date and Format of Feedback received	1.	<input type="checkbox"/> _____	2.	<input type="checkbox"/> _____	3.	<input type="checkbox"/> _____	4.	<input type="checkbox"/> _____	5.	<input type="checkbox"/> _____
	<u>Commenter Name</u>	<u>Title</u>																														
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# Public Participation

REPORT

## Public Participation Opportunity

**NAME:** Off-Highway Vehicle Bylaw

PAGE TWO

### SUMMARY OF PUBLIC COMMENTS:

#### FINDING: Result of Involvement

The Public Participation Plan outlines the purpose, and process to initiate communication as a tool to interact between the County and its' residents.

#### RECOMMENDATION: Analysis of results

Proposal:

- Smoky Lake County to proceed with second reading and third and final reading to the Bylaw No. 1545-24: Off-Highway Vehicle Bylaw.
- In adopting this Bylaw Policy will demonstrate Transparency and Accountability to the operations of Off-Highway Vehicles operations are in alignment with Provincial guidelines.

### COMPLETE AFTER OUTCOME

#### COUNCIL MEETING: DECISION:

Provide an outline of decisions made

Provide a record of how the final decision was reached

Council Meeting Date: March 7, 2024

Request For Decision: # 7.1

Approval: Motion Number: \_\_\_\_\_

#### WHAT WORKED WELL AND WHY? Satisfaction with the process, success with the conclusion of the work

- ▶ Upon "adoption" of this Bylaw, the process to engage the public is clearly established where the public had an opportunity to provide feedback or comments.
- ▶ A timeframe over 14-day period for public comment was provided.
- ▶ The Public Participation "Notice" clearly outlines where to find the Bylaw on the Website and the process was very easy to access.

#### WHAT SHOULD BE DONE DIFFERENTLY NEXT TIME?

The process has worked well – very easy to access and clearly communicated based for "Awareness" to inform and consult.

#### HOW WAS SUCCESS MEASURED? How do we know that the engagement as successful?

Evaluation Completed: N/A

Comments:

As outlined in the Plan Report.

#### COMMUNICATE DECISION:

Advise Public of the final outcome

Report Release Date:

Next edition of Grapevine

How was the Public advised of Decision?

April's 2024 Grapevine: County Council Highlights – reference made to Bylaw on website.

RETENTION OF RECORD: No correspondence submitted

#### SIGN-OFF:

DEPARTMENT MANAGER NAME:

Scott Franchuk

SIGNATURE

DATE

February 29, 2024 / March 1, 2024

CHIEF ADMINISTRATIVE OFFICER NAME:

Lydia Cielin

SIGNATURE

DATE

February 29, 2024 / March 1, 2024

*Schedule "C": Public Participation REPORT: Page 2 of 2.*





# Request for Decision (RFD)

Meeting Date: Thursday, March 7, 2024

Agenda Item: # 7.2

Topic: Wildfire Rapid Response Program

Presented By: Interim CAO

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**Recommendation(s):**

That Smoky Lake County Council agree to establish a Wildfire Rapid Response Program, in response to the anticipated drought forecasted and currently being experienced in Alberta for Year-2024, with the Program including the following points:

- commencing April 15, 2024, for approximately six weeks, subject to change, depending on snow melt and precipitation,
- involving up to a maximum of four members per day, and
- being provided a standby cost in the amount of \$100.00 per day or a day-rate in the amount of \$300.00 per member, and if necessary,
- with an out-of-region firefighter's rate in the amount of \$300.00 per day, plus meals and mileage;
- and with Smoky Lake County fully funding the said program.

**Background:**

Alberta is experiencing warmer than normal temperatures and below average precipitation leading to a heightened wildfire risk. The Government of Alberta declared an early start to the 2024 Wildfire Season 10 days sooner. The Government of Alberta also requested municipalities to create a water conservation plan to help mitigate potential drought conditions.

The wildfire rapid response program was discussed at the Smoky Lake Region Fire and Rescue Committee meeting on February 26, 2024 and the following motion was passed:

That the Smoky Lake Region Fire and Rescue Committee recommend each respective municipality agree to establish a Wildfire Rapid Response Program, in response to the anticipated drought forecasted and currently being experienced in Alberta for Year-2024, with the Program including the following points:

- commencing April 15, 2024, for approximately six weeks, subject to change, depending on snow melt and precipitation,
- involving up to a maximum of four members per day, and
- being provided a standby cost in the amount of \$100.00 per day or a day-rate in the amount of \$300.00 per member, and if necessary,
- with an out-of-region firefighter's rate in the amount of \$300.00 per day, plus meals and mileage;
- and with Smoky Lake County fully funding the said program.

**Benefits:** Risk mitigation for wildfires and water conservation strategy

**Disadvantages:** N/A.

**Alternatives:** N/A.

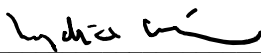
**Financial Implications:** \$40,000.00 was incorporated into the 2024 Fire Protective Services budget

**Legislation:**

**Intergovernmental:** N/A

**Strategic Alignment:** N/A

**Enclosure(s):** N/A

Signature of the CAO: 



# Request for Decision (RFD)



# Request for Decision (RFD)

**Meeting Date:** Thursday, March 7, 2024

**Agenda Item:** # **7.3**

**Topic:** Alberta Professional Planners Institute (APPI) 2024 Planning Awards Submission

**Prepared By:** Kyle Schole (external) **Reviewed By:** Jordan Ruegg, P&D Manager

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**Recommendation(s):** That Smoky Lake County provide written confirmation that the County is 'aware and supportive' of the O2 Planning + Design Inc. submission to the Alberta Professional Planners Institute (APPI) Planning Awards, for the 'North Saskatchewan (kisiskâciwani-sîpiy) Heritage River Designation Document and Concept Plan' under the 'Special Study' (Category Three (3)).

## Background:

- The previous RFD relating to the Heritage River initiative was last before Council on December 14<sup>th</sup>, 2023.
- 718km of the North Saskatchewan River across Alberta will become Canada's newest Heritage River, adding to the 49km within Banff National Park designated in 1989.
- The Final (Revised) Heritage River Designation Document and Concept Plan (and its accompanying reports/appendices) was accepted by County Council (Motion 192-23, Halisky) and can be found here: [The North Saskatchewan Heritage River Initiative - kisiskâciwani-sîpiy Heritage River Concept Plan \(Summer 2023\) \(smokylakecounty.ab.ca\)](https://www.smokylakecounty.ab.ca/heritage-river-initiative-kisiskâciwani-sîpiy-heritage-river-concept-plan-summer-2023)
- Smoky Lake County is partnered with the North Saskatchewan Watershed Alliance (NSWA) as the two key proponents of this initiative and undertaking annual and decadal reporting on implementation of the Concept Plan.

## Background

- The primary consultant (O2 Planning + Design Inc.) has agreed to sponsor a submission to the Alberta Professional Planners Institute (APPI) Planning Awards for this project, which necessitates that Smoky Lake County provide written confirmation that the County is 'aware and supportive' thereof.
- The 2024 Call for Submissions closes in 1 week from today's March 7<sup>th</sup> Meeting, at 3:30pm.
- This year's APPI Planning Awards will be presented at the Canadian Institute of Planning (CIP) National Conference happening in Edmonton in July 2024.
- The Consultant and Administration will also continue to passively scan for and pursue other opportunities to promote and recognize County initiatives, such as but not limited to possibly applying to the Alberta Emerald Awards in 2025.

- Smoky Lake County previously received an Alberta Professional Planners Institute (APPI) Planning Award of Merit along with Municipal Planning Services (MPS) in 2020, for the implementation of the **Victoria District Area Structure Plan (ASP) Bylaw 1307-17**, which guides the stewardship of the historical values of the Victoria District National Historic Site of Canada (VDNHSC), designated in 2001.

**Benefits:** Formal recognition of cutting-edge County-led projects, including but not limited to alignment with regional initiatives, new natural, land, and river-based tourism development opportunities, enhanced community participation, awareness, pride, and place-making, and new opportunities for the unlocking of grants, etc.

**Disadvantages:** None.

**Alternatives:** Council Discretion.

**Financial Implications:** None.

**Legislation:** N/A.

**Intergovernmental:** Collaboration with +20 municipalities, Alberta Environment and Protected Areas, Environment and Climate Change Canada/Parks Canada, North Saskatchewan Watershed Alliance, River Valley Alliance, Travel Alberta, Explore Edmonton, Paddle Alberta, Treaty 6 and 8 First Nations, Otipemisiwak Metis Nation, etc.

**County Strategic Alignment:** Proactivity in Development and Culture.

**Enclosure(s):**

- **Attachment #1 – Alberta Professional Planners Institute (APPI) Planning Awards Call for Submissions Package.**
- **Attachment #2 – Draft Client ‘Written Confirmation’ Letter.**

Reviewed by the Interim CAO: \_\_\_\_\_ on Date: \_\_\_\_\_.



**PLANNING AWARDS**  
**Submission and Evaluation Criteria**  
**Deadline – 3:30 PM March 14, 2024**

Each year the Alberta Professional Planners Institute recognizes exemplary plans and projects, undertaken in whole or in part by members of the Institute, that significantly contribute to the livability of communities in Alberta, the Northwest Territories, and Nunavut. Applications for plans and projects specific to rural and indigenous planning are encouraged.

The awards will be presented at the 2024 National Conference in Edmonton, July 10th. Award recipients will receive a Certificate of Planning Excellence or a Certificate of Planning Merit.

**CATEGORIES**

The plan or project must be submitted for only one category and meet the Eligibility and Submission requirements.

**1. Comprehensive and Policy Plan**

- A strategic, long-range policy plan for a municipality, a portion of a municipality (e.g., neighborhood, downtown) or multiple municipalities (a region), often in the form of a municipal development plan, area structure plan, area redevelopment plan or inter-municipal development plan, also including a land use bylaw.
- A policy plan which addresses specialized areas such as the environment, housing, economic development, recreation and/or parks, social planning, roads or utility infrastructure of a municipality or region.

**2. Design Plan**

- A physical land use plan or project focusing on design elements for a specific site or larger area, including but not being limited to site design plans, park/trail plans, historic site/resource plans, revitalization plans, and downtown improvement plans.

**3. Special Study**

- An original or clearly outstanding study/report, based on sound research and analysis through creative or outstanding approaches leading to findings, solutions and/or approaches of value to the planning profession, the livability of communities or the sustainability of resources.

**4. Education**

- Written or electronic materials and videos intended for use within or outside the planning profession to inform or educate the public or segment thereof about the benefits of planning, how planning makes a difference, how planning works and how to be effectively involved in planning processes.

**5. Implementation Success (Plan, Study, Report or Education Materials Approved Prior to 2022)**

- A Plan, Study, Report or set of Education materials that was approved prior to 2022 and has realized or are realizing their goals and objectives as demonstrated by an accompanying Plan Evaluation (max 3 pages) submitted with the originally approved document. The evaluation must explain specifics of the Plan's positive impact on the community or communities it was intended to serve.



**PLANNING AWARDS**  
**Submission and Evaluation Criteria**  
**Deadline – 3:30 PM March 14, 2024**

**EVALUATION CRITERIA Categories 1 – 4: Plans or Projects Completed in 2021-2023**

The Awards Committee will evaluate submissions based on the following criteria (the weighting for each criterion is shown in parentheses). Please ensure that your submission articulates how your plan or project demonstrates exemplary planning in each of the criterion identified.

**Planning Process (25%)**

- uses planning principles and knowledge, with a thorough, appropriate, and methodological approach
- demonstrates the engagement of with relevant public, stakeholders, and decision-makers in meaningful ways
- supports the alignment of other related plans and planning objectives
- acknowledges and/or resolves potential effects on other plans, objectives, and policies and/or effects on adjacent and nearby lands and resources

**Original, Innovative or Creative Process, Product and/or Solution (25%)**

- provides an original or uniquely visionary approach and/or outcome
- advances planning goals, principles, and processes
- applies innovative approaches to existing techniques, procedures, or concepts
- demonstrates a positive impact on the planning profession or approaches to planning

**Transferability (20%)**

- applicable to other jurisdictions and issues
- instructive to other applications, issues and circumstances

**Results (20%)**

- achieves the intended objectives of the product, process or plan
- appropriate to the nature of the challenges and issues addressed
- supported by analysis and community/stakeholder input
- implemented or the feasibility to be implemented
- effective and making a positive and measurable difference

**Clarity of Presentation (10%)**

- well organized, clearly articulated concepts, analysis, writing and graphics
- application of planning goals, principles and/or processes
- relevant to the targeted audience

Applicants are applying for an award recognizing exemplary planning. The Awards Committee determines the standing of all applications and if they qualify for a Certificate of Planning Excellence, a Certificate of Planning Merit or whether no award will be granted.

Evaluation weighting is provided as information to applicants. The individual score for any one submission is at the discretion of the Awards Committee, and will not be disclosed to any or all of the award applicants. The decision of the Awards Committee is final.

**PLANNING AWARDS**  
**Submission and Evaluation Criteria**  
**Deadline – 3:30 PM March 14, 2024**

**EVALUATION CRITERIA - Category 5: Implementation Success - Plans Completed Prior to 2022**

The Awards Committee will evaluate submissions based on the following criteria (the weighting for each criterion is shown in parentheses). Please ensure that your submission articulates how your plan or project demonstrates exemplary planning in each of the criterion identified.

**Results (40%)**

- achieves the intended objectives of the product, process, or plan
- appropriate to the nature of the challenges and issues addressed
- supported by analysis and community/stakeholder input
- carried out or feasibility to be carried out
- effective and making a positive and measurable difference

**Transferability (20%)**

- applicable to other jurisdictions and issues
- instructive to other applications, issues, and circumstances

**Planning Process (20%)**

- uses planning principles and knowledge, with a thorough, appropriate, and methodological approach
- demonstrates the engagement of with relevant public, stakeholders, and decision-makers in meaningful ways
- supports the alignment of other related plans and planning objectives
- acknowledges and/or resolves potential effects on other plans, objectives, and policies and/or effects on adjacent and nearby lands and resources

**Original, Innovative or Creative Process, Product and/or Solution (10%)**

- provides an original or uniquely visionary approach and/or outcome
- applies innovative approaches to existing techniques, procedures, or concepts
- demonstrates that is an outstanding application of existing techniques, procedures or concepts

**Clarity of Presentation (10%)**

- well organized, clearly articulated concepts, analysis, writing and graphics
- application of planning goals, principles and/or processes
- relevant to the targeted audience

Applicants are applying for an award recognizing exemplary planning. The Awards Committee determines the standing of all applications and if they qualify for a Certificate of Planning Excellence, a Certificate of Planning Merit or whether no award will be granted.

Evaluation weighting is provided as information to applicants. The individual score for any one submission is at the discretion of the Awards Committee, and will not be disclosed to any or all of the award applicants. The decision of the Awards Committee is final.

**Attachment 2**

[LETTERHEAD]

March 8<sup>th</sup>, 2024

O2 Planning + Design Inc.  
Attn: Leif Olson, <Leif.Olson@o2design.com>  
510, 255 17th Avenue SW  
Calgary, AB, Canada T2S 2T8

**RE: 2024 Call for Submissions, the Alberta Professional Planners Institute (APPI) Planning Awards**

To Whom it May Concern,

On behalf of Smoky Lake County, I am writing to confirm that at its Regular Meeting on March 7<sup>th</sup>, 2024, Council adopted a motion confirming that the County is 'aware and supportive' of the O2 Planning + Design Inc. submission to the Alberta Professional Planners Institute (APPI) Planning Awards, for the '*North Saskatchewan (kisiskâciwani-sîpiy) Heritage River Designation Document and Concept Plan*' under the 'Special Study' (Category Three (3)).

Smoky Lake County was glad to work with an excellent consultant team led by O2, and proud to collaborate alongside the North Saskatchewan Watershed Alliance, more than fifteen urban/rural municipal jurisdictions and communities, Indigenous people, and many other stewardship, tourism, and recreation organizations in accomplishing this document which enables kisiskâciwani-sîpiy (718Km across Alberta) to be recognized under the Canadian Heritage Rivers System (CHRS).

Please contact the undersigned with any questions of clarification from the perspective of the County, or in my absence, please contact Kyle Schole, who also coordinated and co-led the project. Best Regards,

**Jordan Ruegg, B.A., MPlan**

*Planning and Development Manager, Smoky Lake County*

p:780-656-1588 or toll free 1-888-656-3730

c:780-650-5207

4612 - McDougall Drive, PO Box 310

Smoky Lake, Alberta, T0A 3C0

cc: Kyle Schole,  
Vice-Chair, North Saskatchewan Watershed Alliance (NSWA), and former Planning Technician, Smoky Lake County; <[kschole@outlook.com](mailto:kschole@outlook.com)>

Page 1 of 1

*b'nb<Cu 'b"Δg<P(kaskapatau sakahigan) / Димных Озеро (Dymnykh Ozero) / Lac qui Fume / Smoky Lake Located on Treaty 6 Territory and Homeland of the Métis Nation.*



# Request for Decision (RFD)

**Meeting Date:** Thursday, March 7, 2024

**Agenda Item:** # **7.4**

**Topic:** Year-2024 Farmers and Ranchers Appreciation Day Event

**Presented By:** Agricultural Department

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## **Recommendation:**

**Option 1: That Smoky Lake County Council approve to host an afternoon Farmers and Ranchers Appreciation BBQ event on June 14<sup>th</sup>, 2024 from 11:00 a.m to 2:00 p.m at the Smoky Lake Agricultural Complex, in the Town of Smoky Lake.**

**Option 2: That Smoky Lake County take no action for an event in 2024.**

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## **Background:**

Smoky Lake County Agricultural Service Board established the Farmers Appreciation Event in 2002 in response to the BSE crisis. Smoky Lake was the first ASB in the province to host an event. This event began as a pancake breakfast where Council cooked pancakes for attendees, this then evolved into an afternoon BBQ event. In 2016 and 2017 there was a shift to an evening event that was a supper with a short educational speaker and entertainment. This event had a small fee of \$10-\$20 and required preregistration. Then the event returned to an afternoon BBQ as that seemed to have the best attendance. In 2022 and 2023 Kortech generously donated their BBQ trailer and time, and they did all the BBQing for us. We are hopeful that they will continue this partnership with us if we choose to have a BBQ for the 2024 year.

For the past 20 years, this event has been rotated through the various communities: Smoky Lake, Vilna and Waskatenau. The Farmer's Appreciation was held in Smoky Lake for 2022 and 2023 for a central location and 2019 Vilna, 2018 was in Waskatenau.

This event has been hosted in conjunction with the Bellis 4-H Beef Club show and sale in the past when and if possible.

February 14<sup>th</sup>, 2023

- That Smoky Lake County Council approve to host and schedule a barbeque lunch event for the Year-2023 Farmers and Ranchers Appreciation Day, on Friday, June 9, 2023 from 11:00 a.m. to 2:00 p.m., at the Smoky Lake Agricultural Complex, in the Town of Smoky Lake. **Motion # 354-23**

February 15<sup>th</sup>, 2022

- That Smoky Lake County host a barbeque lunch event for the Year2022 Farmers and Ranchers Appreciation Day to be scheduled on June 18, 2022, from 11:00 a.m. to 2:00 p.m., at the Smoky Lake Agricultural Complex, in the Town of Smoky Lake, in conjunction with the Bellis 4-H Beef Show, if possible. **Motion # 354-22**

April 13, 2021

- That Smoky Lake County **defer** further discussion of the idea of holding the Year-2021, 19th



# Request for Decision (RFD)

Annual Farmers and Ranchers Appreciation Day in conjunction with the Lakeland Agricultural Research Association (LARA), Plot Tour scheduled for August 5, 2021, due to the uncertainty of COVID restrictions." **Motion # 577-21**

April 13, 2021

- That Smoky Lake County sponsor the purchase of the Year-2021 Bellis 4-H Achievement Day Belt Buckles in the amount of \$750.00, which are to be provided for their annual show and sale scheduled for June 11, 2021 in Waskatenau, in response to the letter received from Justin Cherniwchan, President of the Bellis 4-H Beef Club, dated March 7, 2021.' **Motion # 574-21**

June 15, 2021

- That Smoky Lake County Agricultural Service Board acting on behalf of County Council, take no action to host the Year-2021, 19<sup>th</sup> Annual Farmers and Ranchers Appreciation Day in conjunction with the Lakeland Agricultural Research Association (LARA), Plot Tour scheduled for July 22, 2021, due to COVID-19 restrictions and the possibility of hosting an appreciation day in conjunction with the County's 60<sup>th</sup> Anniversary in Fall 2021 subject to pandemic restrictions; and approve to provide LARA with appropriate door prizes for their said event." **Motion # 840-21**

- Due to no event being hosted in 2021 Smoky Lake County sponsored lunch for the Bellis 4-H Achievement Day. 'That Smoky Lake County sponsor lunch for the Bellis 4-H Achievement Day, show and sale, scheduled for June 11, 2021 in Waskatenau, up to a maximum in the amount of \$500.00, subject to the event going forward in respect to the uncertainty of COVID restrictions.' **Motion # 575-21**

- As well as sponsored the Do More Agriculture Foundation. That Smoky Lake County, donate in the amount of \$1,000.00 to the Do More Agriculture Foundation, which is a not-for-profit organization focusing on mental health in agriculture across Canada, based on the 3 pillars: Awareness - education and breaking the stigma; Community - being more than just a physical place, community is also a sense of belonging and being a part of something more; and Research - which is the backbone to creating further resources and ensuring they serve the agricultural industry; as part of or in lieu of the Year-2021 Farmers Appreciation Event which may not be hosted due to the COVID-19 Pandemic evolving gathering restrictions. **Motion # 576-21**

April 15, 2020

- That Smoky Lake County Agricultural Service Board postpone the 18<sup>th</sup> Annual Farmers and Ranchers Appreciation Day lunch event of hamburgers and hotdogs scheduled for Friday, June 5, 2020, from 11:00a.m. to 2:00 p.m., in the Town of Smoky Lake, until further notice due to uncertainties surrounding the COVID-19 Pandemic. **Motion # 676-20**

## Benefits:

Show appreciation to our agricultural community.

Work with community service groups

Increases profile of the Agricultural Service Board

## Disadvantages:



# Request for Decision (RFD)

N/A

**Alternatives:**

To be discussed by Council.

**Financial Implications:**

\$3000

**Legislation:**

Smoky Lake County Agricultural Service Board is required to provide extension events to our producers. When this event is hosted, we have a booth set up for Smoky Lake County Agricultural Service Board showcasing what Smoky Lake County Agricultural Service Board does Ex. Spraying program, mowing program information etc. We also have booths from local Ag Retailers to Farm Safety attend to showcase their products and services.

**Intergovernmental:**

N/A

**Strategic Alignment:**

N/A

**Enclosure(s):**

N/A

Signature of the CAO: \_\_\_\_\_



# Request for Decision (RFD)

**Meeting Date:** Thursday, March 7, 2024

**Agenda Item: # 7.5**

**Topic:** 2024 Northlands Farm Family Awards: Division 4

**Presented By:** Agricultural Department

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**Recommendation:**

**That Smoky Lake County Council nominate Jason and Tina Senetzas' family from Division 4, to receive the Year-2024 Farm Family Award.**

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**Background:**

Smoky Lake County acknowledges the significant contribution made by farm families in Alberta and is proud to recognize residents in Smoky Lake County who are eligible to receive the Farm Family Award. For 50 years, farm families from Northern and Central Alberta communities have been recognized as the recipients of the Farm Family Award. The Northern and Central Agricultural Service Boards select outstanding families who best represent values of the family farm within their rural community. The award honors both their farming business practices and community involvement. Each recipient receives a commemorative gate sign and is honored at the Farm Family Awards Gala.

A copy of the application has not been included because it is not available publicly yet because they are working on changing it into a digitized application.

**Benefits:**

This award is to recognize outstanding farm families in an area of our municipality who best exemplifies the value of the family farm and society in general.

**Disadvantages:**

N/A

**Alternatives:**

N/A

**Financial Implications:**

N/A

**Legislation:**

N/A

**Intergovernmental:**

N/A

**Strategic Alignment:**

N/A

**Enclosure(s):**

Policy Statement No. 62-22-06

**Signature of the CAO:** \_\_\_\_\_



# Request for Decision (RFD)

**Meeting Date:** Thursday, March 7, 2024

**Agenda Item:** # **7.6**

**Topic:** Bylaw 1457-24 Bellis Sewer Tax Bylaw

**Presented By:** Brenda Adamson, Finance Manager

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## **Recommendation:**

That Smoky Lake County give **First Reading** to Bylaw No.: 1457-24 Bellis Sewer Tax Bylaw

That Smoky Lake County give **Second Reading** to Bylaw No.: 1457-24 Bellis Sewer Tax Bylaw

That Smoky Lake County give permission for Third Reading to Bylaw No.: 1457-24 Bellis Sewer Tax Bylaw

That Smoky Lake County give **Third Reading** to Bylaw No.: 1457-24 Bellis Sewer Tax Bylaw

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## **Background:**

The Hamlet of Bellis has a municipally operated sewage discharge system.

There is NO monthly fee charged to property owners to fund the annual repairs and maintenance to the system. In order to recover some costs, Smoky Lake County has been levying a special tax by bylaw (which MUST be considered annually). In 2017, Council increased the per footage amount from \$1.50 to \$1.75. It has remained at \$1.75 since.

The average household currently pays \$123 (\$52.50-\$350).

In December, 2023, council granted another property permission to connect to the sewer system. This will increase the frontage revenue by \$628.00.

## **Benefits:**

The County can recover some of the costs to operate the Bellis Sewer System

## **Disadvantages:**

- This form of recovery doesn't take into consideration the variety of uses for each property.
- This form of recovery doesn't recover all of the costs nor future replacement costs.

## **Alternatives:**

- Pass all three readings and bill Frontage on the 2023 Tax Notices
- Pass first reading and have administration bring back to a future meeting
- Do not pass the bylaw and do not recover \$9,719.

## **Financial Implications:**

The 2024 budget is \$16,217. The bylaw would provide revenue of \$9,719. The remainder would be funded through general revenues.

## **Legislation:**

### **Division 5 Special Tax**

**Special tax bylaw 382(1) Each council may pass a special tax bylaw to raise revenue to pay for a specific service or purpose by imposing one or more of the following special taxes: (a) a waterworks tax; (b) a sewer tax; (c) a boulevard tax; (d) a dust treatment tax; (e) a paving tax; (f) a tax to cover the cost of repair and maintenance of roads, boulevards, sewer facilities and water facilities; (g) repealed 2008 cE-6.6 s55; (h) a tax to enable the municipality to provide incentives to health professionals to reside and practice their professions in the municipality; (i) a fire protection area tax; (j) a drainage ditch tax; (k) a tax to provide a supply of water for the residents of a hamlet; (l) a recreational services tax. (2) A special tax bylaw must be passed annually.**





# Request for Decision (RFD)

**Taxable property 383**(1) The special tax bylaw authorizes the council to impose the tax in respect of property in any area of the municipality that will benefit from the specific service or purpose stated in the bylaw. (2) The tax must not be imposed in respect of property that is exempt under section 351.

**Contents of special tax bylaw 384** The special tax bylaw must (a) state the specific service or purpose for which the bylaw is passed, (b) describe the area of the municipality that will benefit from the service or purpose and in which the special tax is to be imposed, (c) state the estimated cost of the service or purpose, and (d) state whether the tax rate is to be based on (i) the assessment prepared in accordance with Part 9, (ii) each parcel of land, (iii) each unit of frontage, or (iv) each unit of area, and set the tax rate to be imposed in each case.

**Condition 385** A special tax bylaw must not be passed unless the estimated cost of the specific service or purpose for which the tax is imposed is included in the budget of the municipality as an estimated expenditure.

**Use of revenue 386**(1) The revenue raised by a special tax bylaw must be applied to the specific service or purpose stated in the bylaw. (2) If there is any excess revenue, the municipality must advertise the use to which it proposes to put the excess revenue.

**Person liable to pay special tax 387** The person liable to pay the tax imposed in accordance with a special tax bylaw is the owner of the property in respect of which the tax is imposed.

**Intergovernmental:**

n/a

**Strategic Alignment:**

n/a

**Enclosure(s):**

1. Bylaw 1457-24

Signature of the CAO: 

# SMOKY LAKE COUNTY BELLIS SEWER ANALYSIS

		5435.78	ft      ft      ft											
REVENUE	2024 Budget	Actual Total (10 years)	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012
Bylaw Charged per foot	1.75		1.75	1.75	1.75	1.75	1.75	1.75	1.5	1.5	1.5	1.5	1.5	1.5
Minimum Tax Bylaw	9,719.00		9,090.14	9,090.14	9,090.14	9,090.14	8,828.84	8,828.84	7,748.68	7,748.68	7,748.68	8,153.67	8,153.67	8,153.67
Council has a policy to cancel the charges to Bellis Curling Association and Ruthenian Greek Catholic Parish of St. John the Babtist for a total of \$405														
<b>TOTAL REVENUE</b>	<b>9,040.00</b>	<b>85,217.95</b>	<b>9,040.14</b>	<b>9,040.14</b>	<b>9,040.14</b>	<b>9,040.14</b>	<b>8,828.84</b>	<b>8,828.84</b>	<b>7,748.68</b>	<b>7,748.68</b>	<b>7,748.68</b>	<b>8,153.67</b>	<b>8,153.67</b>	<b>8,153.67</b>
<b>DIRECT EXPENSES</b>														
Dig Fill Well		0.00												
Parts & Stock	1,000.00	175.88	175.88											
Supplies		106.80	0.00	106.80										
Other Goods Purchased	0.00	2,156.67	2,064.70								91.97			
Vacuum Truck		700.00									300.00	400.00		
Work Order- Equipment		0.00											209.00	2,467.75
Work Order - Other employees		0.00											130.45	941.03
Contract Repairs	1,000.00	437.50	437.50											
Work Order - Lagoon ww02		39,179.46		0.00	262.50	662.50	482.90	6,927.33	24,328.80	374.38	429.39	5,711.66		
<b>TOTAL DIRECT EXPENSES</b>	<b>2,000.00</b>	<b>42,756.31</b>	<b>2,678.08</b>	<b>106.80</b>	<b>262.50</b>	<b>662.50</b>	<b>482.90</b>	<b>6,927.33</b>	<b>24,328.80</b>	<b>374.38</b>	<b>821.36</b>	<b>6,111.66</b>	<b>339.45</b>	<b>3,408.78</b>
Direct costs per square foot	0.37	0.79	0.49	0.02	0.05	0.12	0.09	1.27	4.48	0.07	0.15	1.12	0.06	0.63
<b>INDIRECT EXPENSES</b>														
Sanitary Manager/employee*	6,618.98	70,843.83	6,489.20	5,530.56	5,470.96	5,139.75	5,221.39	4,970.84	9,582.07	9,582.07	9,315.00	9,542.00	9,182.17	8,991.79
Utility Officer	5,034.82	60,962.61	4,936.10	4,722.22	4,552.99	4,557.93	4,606.08	4,486.21	8,574.63	8,574.63	8,293.86	7,657.95	7,976.50	8,991.79
Employer Contributions (22.64%)	2,563.84	29,803.21	2,513.57	2,255.61	2,205.27	2,133.49	2,162.04	2,175.12	4,176.04	4,176.04	4,050.04	3,955.99	3,946.49	1,708.44
<b>Indirect Expenses</b>	<b>14,217.64</b>	<b>175,959.58</b>	<b>13,938.86</b>	<b>12,508.39</b>	<b>12,229.22</b>	<b>11,831.18</b>	<b>11,989.52</b>	<b>11,632.17</b>	<b>22,332.74</b>	<b>22,332.74</b>	<b>21,658.90</b>	<b>21,155.93</b>	<b>21,105.16</b>	<b>19,692.03</b>
Indirect costs per square foot	2.62	3.24	2.56	2.30	2.25	2.18	2.21	2.14	4.11	4.11	3.98	3.89	3.88	3.62
<b>TOTAL EXPENSES</b>	<b>16,217.64</b>	<b>218,715.89</b>	<b>16,616.94</b>	<b>12,615.19</b>	<b>12,491.72</b>	<b>12,493.68</b>	<b>12,472.42</b>	<b>18,559.50</b>	<b>46,661.54</b>	<b>22,707.12</b>	<b>22,480.26</b>	<b>27,267.59</b>	<b>21,444.61</b>	<b>23,100.81</b>
<b>NET SURPLUS (DEFICIT)</b>	<b>-7,177.64</b>	<b>-136,234.23</b>	<b>-7,576.80</b>	<b>-3,575.05</b>	<b>-3,451.58</b>	<b>-3,453.54</b>	<b>-3,643.58</b>	<b>-9,730.66</b>	<b>-38,912.86</b>	<b>-14,958.44</b>	<b>-14,731.58</b>	<b>-19,113.92</b>	<b>-13,290.94</b>	<b>-14,947.14</b>
should have charged per foot to recover total cost	\$ 3.35	\$ 4.81	\$ 3.55	\$ 2.34	\$ 2.35	\$ 2.42	\$ 2.38	\$ 4.69	\$ 13.06	\$ 4.25	\$ 4.29	\$ 6.14	\$ 4.01	\$ 4.88
<b>NOTES:</b>														
The 15 year average yearly direct cost is:		\$ 5,006.36												
The 15 year average yearly total costs allocated is:		\$ 25,222.52												

If any work is required (such as a line break), it would be captured on a work order.  
Major repairs will be needed at the gathering manhole within 2 - 3 years. This will cost about \$50,000 plus additional staff time. we will have \$20,000 in reserves

**SMOKY LAKE COUNTY  
IN THE PROVINCE OF ALBERTA  
BYLAW NO. 1457-24**

**BEING A BYLAW OF SMOKY LAKE COUNTY IN THE PROVINCE OF ALBERTA TO  
AUTHORIZE THE LEVYING OF A SPECIAL TAX ON PROPERTIES IN THE HAMLET OF  
BELLIS TO RECOVER BELLIS SEWER MAINTENANCE COSTS FOR 2024**

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**WHEREAS** pursuant to Sections 382 (1)i of the Municipal Government Act, R.S.A. 2000, Chapter M-26 and amendments thereto, a municipality may pass a bylaw to levy a special tax to cover the cost of repair and maintenance of sewer facilities;

**AND WHEREAS** pursuant to Sections 383 (1) The special tax bylaw authorizes the council to impose an operating and maintenance tax in respect of properties in any area of the municipality that will benefit from the Bellis Sewer;

**AND WHEREAS**, Smoky Lake County has deemed fair and equitable to levy a special tax based on the property frontage for the purpose of recovering a portion of the operating and maintenance costs of the Bellis Sewer System.

**NOW THEREFORE**, the Council of Smoky Lake County in the Province of Alberta, duly assembled hereby enacts as follows:

**1. TITLE:**

1.1 This Bylaw may be cited as the “2024 Bellis Sewer Tax Bylaw”.

**2. DEFINITIONS:**

2.1 “**Council**” means the duly elected Council of Smoky Lake County.

2.2 “**Municipal Government Act**” means the Municipal Government Act, R.S.A. 2000, Chapter M-26 as amended or replaced from time to time.

2.3 “**Parcel of Land**” has the same meaning as in Section 1(1)(v) of the Municipal Government Act.

2.4 “**Property**” has the same meaning as in Section 284(1)(r) of the Municipal Government Act.

**3. Bellis Sewer Special Tax Rate**

3.1 The estimated municipal expenditures set out in the budget for the provision of sewer services in the Hamlet of Bellis are \$16,217. \$6,498 will be funded from general revenues and \$9,719 will be funded from the special tax levy.

3.2 The special tax levy shall be calculated based on the frontage of each parcel.

3.3 The Chief Administrative Officer is hereby authorized to levy a sewer maintenance tax of \$1.75 per linear foot of frontage against the owner of each property listed in Schedule A “Parcels of Land within the Hamlet of Bellis:

<b>Total Frontage</b>	<b>Special Tax Rate</b>	<b>Total Frontage Levy</b>	<b>Estimated Cost of Bellis Sewer Repair and Maintenance</b>
5,553.78	1.75	\$ 9,719.12	\$ 16,217.00

**Bylaw No. 1457-24**

1. This bylaw comes into force upon third and final reading.

READ a First Time this **7th** day of **March**, 2024.

READ a Second Time this **7th** day of **March**, 2024

READ a Third and Final Time this **7th** day of **March**, 2024, and finally passed by Council.

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REEVE

S E A L

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CHIEF ADMINISTRATIVE OFFICER

**Schedule "A"**  
Parcels of Land within the Hamlet of Bellis

Taxable			Taxable		
D Roll #	Frontage	Legal Description	D Roll #	Frontage	Legal Description
15593412	334.0	SE-34-59-15-4	27150218	0.0	Lot 18 - 21, BI 2,Plan 1039CL
15593441	100.0	Lot 2, BI 6,Plan 1922944	27150223	150.0	Lot 22,23,24, BI 2,Plan 1039CL
15593442	100.0	NE- 34-59- 15-4	27150225	50.0	Lot 25, BI 2,Plan 1039CL
15593444	100.0	NE- 34-59- 15-4	27150226	161.3	Lot 26,27.28, BI 2,Plan 1039CL
15593522	100.0	SW- 35-59- 15-4	27150301	75.6	Lot 1 & 2, BI 3,Plan 1039CL
15593530	100.0	NW- 35-59- 15-4	27150303	105.0	Lot 3, 4, 5, BI 3,Plan 1039CL
15593531	50.0	NW- 35-59- 15-4	27150306	70.0	Lot 6 & 7, BI 3,Plan 1039CL
15593532	100.0	Lot , BI A,Plan 2179EO	27150309	0.0	Lot 8 & 9, BI 3,Plan 1039CL
15593533	100.0	NW- 35-59- 15-4	27150311	70.0	Lot 10 & 11, BI 3,Plan 1039CL
15593534	100.0	NW- 35-59- 15-4	27150312	35.0	Lot 12, BI 3,Plan 1039CL
27150101	50.0	Lot 1, BI 1,Plan 1039CL	27150314	75.0	Lot 13 & 14, BI 3,Plan 1039CL
27150102	90.0	Lot 2,3 & 4, BI 1,Plan 1039CL	27150315	100.0	Lot 15 & 16, BI 3,Plan 1039CL
27150105	30.0	Lot 5, BI 1,Plan 1039CL	27150317	100.0	Lot 17 & 18, BI 3,Plan 1039CL
27150106	60.0	Lot 6 & 7, BI 1,Plan 1039CL	27150320	100.0	Lot 19 & 20, BI 3,Plan 1039CL
27150108	30.0	Lot 8, BI 1,Plan 1039CL	27150321	50.0	Lot 21, BI 3,Plan 1039CL
27150109	30.0	Lot 9, BI 1,Plan 1039CL	27150322	50.0	Lot 22, BI 3,Plan 1039CL
27150110	30.0	Lot 10, BI 1,Plan 1039CL	27150323	50.0	Lot 23, BI 3,Plan 1039CL
27150111	60.0	Lot 11 & 12, BI 1,Plan 1039CL	27150324	52.7	Lot 24, BI 3,Plan 1039CL
27150113	30.0	Lot 13, BI 1,Plan 1039CL	27150401	75.0	Lot 1 & 2, BI 4,Plan 1039CL
27150115	81.1	Lot 15, BI 1,Plan 1039CL	27150403	70.0	Lot 3 & 4, BI 4,Plan 1039CL
27150116	100.0	Lot 16 & 17, BI 1,Plan 1039CL	27150405	70.0	Lot 5 & 6, BI 4,Plan 1039CL
27150119	100.0	Lot 18-19, BI 1,Plan 1039CL	27150407	70.0	Lot 7 & 8, BI 4,Plan 1039CL
27150120	50.0	Lot 20, BI 1,Plan 1039CL	27150410	105.0	Lot 9&10&11, BI 4,Plan 1039CL
27150121	50.0	Lot 21, BI 1,Plan 1039CL	27150412	110.0	Lot 12&13&14, BI 4,Plan 1039CL
27150122	50.0	Lot 22, BI 1,Plan 1039CL	27150415	102.6	Lot 15&16, BI 4,Plan 1039CL
27150123	70.0	Lot 23 & 24, BI 1,Plan 1039CL	27150417	100.0	Lot 17&18, BI 4,Plan 1039CL
27150201	57.3	Lot 1 & 2, BI 2,Plan 1039CL	27150419	200.0	Lot 19-22 INC, BI 4,Plan 1039CL
27150203	30.0	Lot 3, BI 2,Plan 1039CL	27150423	50.0	Lot 23, BI 4,Plan 1039CL
27150204	30.0	Lot 4, BI 2,Plan 1039CL	27150424	50.0	Lot 24, BI 4,Plan 1039CL
27150205	30.0	Lot 5, BI 2,Plan 1039CL	27150499	100.0	Lot R, BI 4,Plan 1039CL
27150206	30.0	Lot 6, BI 2,Plan 1039CL	27160501	130.2	Lot 1, BI 5,Plan 2552KS
27150207	46.5	Lot 7A, BI 2,Plan 728767	27160503	54.0	Lot 3, BI 5,Plan 2552KS
27150209	73.5	Lot 10A, BI 2,Plan 728767	27160504	54.0	Lot 4, BI 5,Plan 2552KS
27150211	30.0	Lot 11, BI 2,Plan 1039CL	27160505	108.0	Lot 5, BI 5,Plan 2552KS
27150212	30.0	Lot 12, BI 2,Plan 1039CL	27160506	54.0	Lot 6, BI 5,Plan 2552KS
27150213	90.0	Lot 13,14,15, BI 2,Plan 1039CL	27160507	54.0	Lot 7, BI 5,Plan 2552KS
27150216	60.0	Lot 16 & 17, BI 2,Plan 1039CL	27160508	100.0	Lot 8, BI 5,Plan 2552KS
			<b>Total</b>	<b>5,493.8</b>	



# Request for Decision (RFD)

Meeting Date: Thursday, March 7, 2024

Agenda Item: # **7.7**

Topic: Gravel Crushing 2024-2026

Presented By: Public Works Manager

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### Recommendation(s):

That Smoky Lake County proceed to tender for the Year 2024 Gravel Crushing of 100,000 tonnes of Gravel Products to stockpile within the White Earth Creek Gravel Pit located at NW ¼ of Section 2-61-18-W4, with the option of 2 renewals each of a one year term, at the sole discretion of the County, with estimated gravel volumes for the optional renewal years of 2025 and 2026 shall not be less than 85,000 Tonnes per year.

#### 2024 Quantities required:

- Designation 4, Class 20 (3/4") material – 42,000 Tonne
- Designation 4, Class 25 ( 1") material – 45,000 Tonne
- Designation 4, Class 40 ( 1 1/2") material – 13,000 Tonne
- Designation 3, Class 12.5C ( 1/2") material – 5,000 Tonne: Not for Year 2024 – only Year 2025 and 2026

Sand elimination based on 10,000 to 20,000 tonnes

### Background:

Smoky Lake County requires aggregate material of different size rock for various projects and for the maintenance of its roads within the County.

### Attached:

1. "Invitation to Tender" Ad.
2. Tender Package: 2024-2026 Gravel Crushing to Stockpile.

**Benefits:** Have product available for on-going road maintenance

**Disadvantages:** N/A.

**Alternatives:** Purchase gravel

**Financial Implications:**

**Legislation:**

**Intergovernmental:** N/A

**Strategic Alignment:** N/A

**Enclosure(s):** As described under Background

Signature of the CAO: 

# INVITATION TO TENDER

## 2024-2026 GRAVEL CRUSHING TO STOCKPILE

Smoky Lake County invites tenders for the 2024 crushing of 100,000 Tonnes of Gravel Products to stockpile within the White Earth Creek Gravel Pit located at NW ¼ of Section 2-61-18-W4, with the option of 2 renewals each of a one year term, at the sole discretion of the County. Estimated gravel volumes for the optional renewal years of 2025 and 2026 shall not be less than 85,000 Tonnes per year.

2024 Quantities required:

- Designation 4, Class 20 (3/4") material – 42,000 Tonne
- Designation 4, Class 25 ( 1") material – 45,000 Tonne
- Designation 4, Class 40 ( 1 ½") material – 13,000 Tonne
- Designation 3, Class 12.5C ( ½") material – 5,000 Tonne: Not for Year 2024 – only Year 2025 and 2026

All bids are to be submitted on tender form provided in and in accordance with the "Tender Package". Tender Packages available at the Smoky Lake County Office during regular business hours or on the Alberta Purchasing Connection at <http://www.purchasingconnection.ca>.

Smoky Lake County reserves the right to reject any or all tenders, or accept the tender deemed most favorable in the interest of Smoky Lake County. The lowest or any tender may not necessarily be accepted.

Sealed tenders clearly marked "**2024 Gravel Crushing**" will be accepted until 2:00:00 p.m., Tuesday, **March 26, 2024** at the address indicated below.

For additional information, contact:

**Chris Minailo**, Public Works Manager at 780-656-3755.

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





**SMOKY LAKE COUNTY**

**TENDER PACKAGE**

**2024-2026 GRAVEL CRUSHING TO STOCKPILE**

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**White Earth Creek Gravel Pit  
NW ¼ Section 2-61-18-W4**



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**1.0 INSTRUCTION TO BIDDERS**

**1.1 Preparation of Tender**

- 1.1.1 Bidders must complete every item in the Tender on the forms provided. This must include the bid for 2024 Crushing as well as a bid for the optional renewal years of 2025 and 2026. Each Bidder shall specify on the Tender Form: **Schedule “A”: “Schedule of Fees – Bid Sheet”** the unit price and the total for each item in the total bid column. Showing the sum of all tender item totals in the space marked “Total Tender”. In case of discrepancy, the unit price figure will take precedence and be considered as the intention of the Bidder.
- 1.1.2 Tender bids shall be signed by an authorized representative of the Bidder; the official title of the Bidder must be affixed; and the post office address must be shown.
- 1.1.3 All Tenders shall bear the corporate seal a Body Corporation; and in case of an individual or partnership, or non-incorporated organization, shall be signed and witnessed, where necessary.

**1.2 Delivery of Tender**

- 1.2.1 Bidders must submit the Tender Form: **Schedule “A”: “Schedule of Fees – Bid Sheet”** in a sealed envelope marked “**2024 Gravel Crushing**” with the Bidder’s name and address on the upper left hand corner of the envelope, marked and addressed as follows:

**Smoky Lake County  
Box 310  
4612 McDougall Drive  
Smoky Lake, Alberta T0A 3C0  
ATTENTION: Chris Minailo, Public Works Manager**

- 1.2.2 Bidders may submit Tenders only up to **2:00:00 p.m.** on Tuesday, **March 26, 2024** (hereinafter “Tender Closing”) and for the purposes of this tender process, time shall be conclusively determined by a clock located at the above address as chosen by Smoky Lake County .
- 1.2.3 It shall be the Bidder’s responsibility to confirm with Smoky Lake County that the tender has been received prior to the Tender Closing.
- 1.2.4 Refer all tender inquiries to **Chris Minailo, Public Works Manager:**

E-mail at [cminailo@smokylakecounty.ab.ca](mailto:cminailo@smokylakecounty.ab.ca)  
Telephone: 780-656-3755                      Cellular: 780-650-5701

**1.3 Withdrawal**

- 1.3.1 A Bidder may, without prejudice to himself, withdraw his Tender at any time up to the Tender Closing. After Tender Closing, Tenders shall be irrevocable by Bidders and open for acceptance by Smoky Lake County for a period of thirty (30) days after Tender Closing.

**1.4 Tender Deposit**

- 1.4.1 The tender must be accompanied by a certified cheque or bid bond made payable to Smoky Lake County in the amount of **ten percent (10%)** of the total sum tendered for the work.
- 1.4.2 If Smoky Lake County accepts a Tender and the Bidder does not provide to Smoky Lake County the Contract, duly executed, and the required Performance and Labour and Materials Bond(s) as required in the Tender Package and any required insurance within the time period identified in the Tender Package, then the bid security described in 1.4.1 shall be irrevocably forfeited to Smoky Lake County.
- 1.4.3 In the event that the damages suffered by Smoky Lake County arising from default of the Bidder are greater than the amount of the bid security, the bid security shall not be construed to limit or eliminate the right to sue for the balance of its damages or for all of its damages and that right may be exercised by Smoky Lake County in its sole discretion.
- 1.4.4 Unsuccessful Bidder's bid security will be returned as soon as possible after due execution of the Contract, or if no Contract is awarded, after such decision is reached by Smoky Lake County. The successful Bidder's bid security will be returned upon receipt by Smoky Lake County of the Contract duly executed, and the required Performance and Labour and Material Bonds and insurance.

**1.5 Guarantee Bonds**

- 1.5.1 Pursuant to 4.2 of the Contract Form and Requirements, the successful Bidder shall deposit with Smoky Lake County at the time of signing the Contract the following bonds(s):
- 1.5.1.1 A **Performance Bond** in the amount of **fifty percent (50%)** of the agreed Tender price, covering the faithful performance of the Contract.
- 1.5.1.2 A **Labour and Material Payment Bond** in the amount of **fifty percent (50%)** of the agreed Tender Price.

Both bonds shall be issued by the same Surety Company, which shall be licensed to do business in the Province of Alberta in forms acceptable to Smoky Lake County, in its discretion.

1.5.2 The cost of the bonds shall be borne by the Contractor.

1.5.3 The Bidder, with his Tender, to be provided prior to Tender Closing, shall enclose a **Schedule "B: "Consent of Surety"** from the Surety Company stating that the Bidder is willing to supply the bonds referred to previously in this 1.5.

## **1.6 Site Conditions**

The Bidder should examine the site(s) of the work(s) before submitting a bid, either personally or through a representative, and satisfy himself as to the nature and location of the work, site access, local conditions, soil structure and topography at the site(s) of this work, the nature and quality of materials to be used, the equipment and facilities needed preliminary to and during the prosecution of the work, and all other matters which can in any way affect the work under the Contract. Submission of a Tender by the Bidder acknowledges awareness of all matters that such a site inspection would reveal to the reasonable Bidder.

## **1.7 Schedule / Completion of the Work**

1.7.1 The Bidder shall provide a detailed work schedule as to when the work is expected to be completed.

1.7.2 The Contract Completion date: **November 15, 2024.**

## **1.8 Equipment**

The preferred Bidder may be required to supply evidence of experience, equipment, ability and financial capability before the Contract is executed.

## **1.9 Subcontractors**

1.9.1 The Contractor named in the Agreement is solely responsible for all work under the Contract and for the allocation of work and payment to Subcontractors.

1.9.2 The Contractor is responsible for the administration of and subdivision of the work to Subcontractors, and all disputes as to scope of the work to be carried out by the various Subcontractors shall be responsibility of the Contractor so that the work is

carried out to the satisfaction of Smoky Lake County. No claims for Extras will be allowed on the basis that Subcontractors did not include same in their scope of work due to any subdivision of work expressed or implied in the Plans or Specifications.

**1.10 Omissions or Discrepancies**

- 1.10.1 Should a Bidder find discrepancies in, or omissions from, the Drawings or other Contract Documents, or should he be in doubt as to their meaning, the Bidder should at once notify Smoky Lake County.
- 1.10.2 No oral interpretations shall be made to any Bidder as to the meaning of any part of the Tender Documents. Every request for an interpretation shall be made in writing and addressed and forwarded to Smoky Lake County.

**1.11 Tender Award**

- 1.11.1 A tender award decision may be made after the County has had an opportunity to examine and evaluate all tenders in detail; tentatively Thursday, **March 28, 2024**.
- 1.11.2 The acceptance of the Tender shall bind the successful Bidder to execute a Contract.
- 1.11.3 The successful Bidder shall sign and return to the County within 7 days of receipt from the County (a) a duly executed yearly “**Contract**” with the County that shall name the current year’s gravel volumes, and which shall contain the terms of this Tender Package and the Tender; (b) the required bonds; (c) the required insurance certificates and; (d) satisfy any other conditions required by the County. The successful Bidder shall sign and execute any other annual renewal of the Contract within 7 days of receipt of same as required.
- 1.11.4 Any Tender that is unsigned, incomplete, conditional, illegible, unbalanced, non-compliant, obscure, or that contains additions not called for, reservations, erasures, alterations, or irregularities or any kind, may be rejected or accepted in the sole discretion of Smoky Lake County. In addition, as it is the purpose of Smoky Lake County to obtain the Tender that is most suitable and most advantageous to the interests of Smoky Lake County, Smoky Lake County reserves the right, in its sole and unfettered discretion, to award the Contract on the basis of any factor which it considers appropriate, including but not limited to price, Bidder’s past work performance for Smoky Lake County or anyone else, Smoky Lake County’s assessment of Bidder’s financial strength and resources or ability to perform the Contract and anticipated work schedule.
- 1.11.5 Smoky Lake County reserves the right to negotiate, after the Tender Closing, with the Bidder that it deems has provided the most advantageous Tender and in no event will the County be required to offer any modified terms to any other Bidder and Smoky Lake County shall incur no liability to any other Bidder as a result of such

negotiation or as a result of entering into a Contract with the most advantageous Bidder on such modified terms.

1.11.6 By submitting a Tender, each Bidder agrees that any claim that the Bidder may have against Smoky Lake County (and Smoky Lake County's employees, agents, and elected officials) for damages, losses, or expenses or for any other legal relief, arising, directly or indirectly, in relation to this Tender Package process (whether in contract, tort, or other legal theory) is limited to an amount equal to the Bidder's actual and reasonable costs in preparing its Tender. For clarity, each Bidder specifically waives as against Smoky Lake County (and Smoky Lake County's employees, agents, and elected officials) any claim for consequential or indirect damages, loss of profit, loss of opportunity, judicial review or injunctive relief.

1.11.7 There is an option to renew for an additional 2 years at the discretion of County Council.

## **2.0 CONDITIONS**

The Undersigned (referred to as the "Bidder" and the "Contractor", having carefully read the Tender Documents and inspected the site, hereby agrees to execute and complete the Work contemplated in strict accordance with the said Tender Documents at the prices show in **Schedule "A" Schedule of Fees – Bid Sheet**.

It is understood that:

- 2.1 The estimated quantities shown in this Tender are approximate only and are used for the purpose of comparing bids.
- 2.2 No claim shall be made by the Bidder on account of any loss of anticipated profits resulting from any excess or deficiency in the estimated quantities.
- 2.3 Payment for work under this Contract will be made on the basis of quantities measured on the site by an independent consultant; and at the unit prices or lump sum prices submitted, which shall be compensation in full for all the work done under the terms of the Contract.
- 2.4 The prices quoted shall bear a proper relationship to the value of work done or materials supplied.
- 2.5 The Contract shall contain a clause that Smoky Lake County reserves the right to terminate or to cancel any or all portions of the work or Contract at its convenience upon 30 days written notice to the Contractor and except for a claim for payment of the Contract price for work performed on or before termination, there shall be no claim by the Contractor for any other losses or damages, including but not limited to loss of anticipated profits or loss of opportunity, resulting from any cancellations or terminations of this Contract or the work.

- 2.6 The Contractor shall complete the Unit Price or the Lump Sum Price for all items on the Schedule of Fees – Bid Sheet.
- 2.7 Smoky Lake County reserves the right to waive irregularities or formalities in the Tender, or to reject any or all Tenders, or to accept the Tender deemed most favourable in the interest of the County.

**3. GENERAL SPECIFICATIONS**

**3.1 Expenses**

The successful Bidder shall be solely responsible for their own expenses in preparing, delivering and submitting the tender, and also for all expenses subsequently incurred in the preparation of the tender, site location visit, regardless of the outcome of any such tender submission or of the reasons for such outcome.

**3.2 Goods and Service Tax**

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

**3.3 Invoicing**

All charges and credits are to be shown on an invoice statement.

**3.4 Ownership of Tenders**

All documents submitted as the result of this Tender become the property of Smoky Lake County.

**3.5 Confidentiality of Tenders**

Tenders will be circulated only to Smoky Lake County Council and staff. Smoky Lake County will make all responsible efforts to keep confidential any personal information specifically identified in the Tenders.

**3.6 Free From Obligation**

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



## **4.0 CONTRACT FORM AND REQUIREMENTS**

### **4.1 Laws and Regulations: Compliance**

The Contractor shall be responsible for complying with all Federal, Provincial, and Municipal laws, rules, regulations and guidelines that apply to the Contract.

The Contractor shall ensure compliance to the:

- Safety Codes Act
- Occupational Health and Safety Act
- Industrial Safety Regulations
- Environmental Protection and Enhancement Act

### **4.2 Performance and Payment Bond**

4.2.1 Successful Contractor shall deposit with the County at the time of signing the Contract by the County the following bond(s):

- **A Performance Bond** in the amount of ***fifty (50%) percent*** of the agreed Tender price, covering the faithful performance of the Contract.
- **A Labour and Material Payment Bond** in the amount of ***fifty (50%) percent*** of the agreed Tender Price.

Both bonds shall be issued by the same Surety Company licensed to do business in the Province of Alberta wherein the work is located and in a form satisfactory to the County.

4.2.2 The cost of the bonds shall be borne by the Contractor.

### **4.3 Warranty Period**

For the duration of the Project, the County will hold:

- 4.3.1 The Performance Bond: ***fifty (50%) percent*** of the Tender Price remains in force until the final project is accept as complete by the County.
- 4.3.2 The Labour and Material Payment Bond in the amount of ***fifty (50%) percent*** of the agreed Tender Price remains in force until the final project is accepted as complete by the County.

**4.4 Liability Requirement**

4.4.1 The Contractor shall indemnify and save harmless the Smoky Lake County from any and all losses, costs, costs (including costs on a solicitor and his own client basis), damages, actions, causes of action, suits, claims and demands resulting from anything done by the Contractor or in the performance of the Contract.

Smoky Lake County and its employees, elected officials and agents, shall not be liable nor responsible for any bodily or personal injury or property damage of any nature what-so-ever that may be suffered or sustained by the Contractor, its employees or agents, in the performance of the Contract, whether due to negligence, breach of contract or otherwise.

**4.5 Insurance Requirements**

4.5.1 The Contractor shall provide evidence of a **Commercial General Liability Insurance** with insurable limits of not less than **Two Million Dollars (\$2,000,000.00)** for each occurrence or incident, PROVIDED, that such liability insurance may be canceled at the end of One (1) Year **Guarantee Period**.

4.5.2 The Contractor shall provide evidence of a **Automobile Liability Insurance** of not less than **Two Million Dollars (\$2,000,000.00)**.

4.5.3 Smoky Lake County shall be named as an additional named insured to the Contractor's Commercial General Liability Insurance Policy and all insurance provide by the Contractor shall be on such terms as satisfactory to the County in the County's sole discretion.

**4.6 Workers Compensation**

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

**4.7 Safety Pre-Qualification**

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

4.7.2 Bidders are advised that a small employer's certificate of recognition (for employers with less than ten employees) is not considered acceptable.

**5.0 SPECIAL PROVISIONS**

**5.1 Scope of Work:**

- 5.1.1 The Scope of Work for Year 2024 shall include Crushing to Stockpile and other related work of approximately 100,000 tonnes of Designation 4, Class 20 (3/4”); Designation 4, Class 25 (1”) and Designation 4, Class 40 (1 1/2”) granular material for Smoky Lake County at the White Earth Gravel Pit located in the NW ¼ Section 2-61-18-W4. Note: No Designation 3, Class 12.5 (1/2”) for Year 2024.
- 5.1.2 Year 2025 and Year 2026 shall include no less than 85,000 tonnes of granular material (to include Designation 3, Class 12.5 (1/2”)) to be crushed for Smoky Lake County at the White Earth Gravel Pit located in the NW ¼ Section 2-61-18-W4.
- 5.1.3 The Contractor shall supply all necessary material, labour, tools, equipment, expertise, supervision and any other incidentals necessary to complete the Work in accordance with the specifications.
- 5.1.4 The Contractor shall be responsible for and shall conduct his work in such a manner as to safeguard all telephone lines, power lines, gas lines, and oil pipelines within the limits of this project. It is also the Contractor’s responsibility to maintain liaison with Smoky Lake County and take all other precautions to maintain utility services.

**5.2 Gravel Quantities:**

- 5.2.1 Gravel quantities to be crushed for Year 2024 under the Contract are estimated at approximately 100,000 tonnes of the following designation:
  - Designation 4, Class 20 (3/4”) material - 42,000 tonnes
  - Designation 4, Class 25 (1”) material - 45,000 tonnes
  - Designation 4, Class 40 (1 1/2 “) material - 13,000 tonnes

**The specifications to meet Smoky Lake County’s requirements are shown in Schedule “E”: Aggregate Specifications.**

- 5.2.2 Smoky Lake County may, at the time of crushing, request that additional material be crushed. If requested, the Contractor shall provide the required quantities at the unit price bid for the class of material crushed. No other additional compensation will be made.

**5.3 Liquidated Damages**

5.3.1 If any work remains incomplete after the specified or adjusted completion date, the Contractor agrees to pay Smoky Lake County an amount of **\$1,000.00** per day, for each and every day beyond the specified or adjusted completion date that the work remains incomplete. Such liquidated damages do not constitute a cap on liability and Smoky Lake County is entitled to claim for any other damages or losses that it suffers as a result of the Contractor's delay.

5.3.2 Smoky Lake County will deduct assessed liquidated damages from payments due on the Contract. If there are insufficient funds to cover the liquidated damages, Smoky Lake County will invoice the Contractor. The Contractor shall promptly pay the amounts invoiced. Should any Liquidated damages remain unpaid after 30 days from the date of the invoice, Smoky Lake County may recover the unpaid sum from any money due the Contractor on other Contracts or Accounts.

**5.4 Permits and Reclamation**

Smoky Lake County shall be responsible for obtaining all permits and for reclamation of the site.

**5.5 Stockpile Location**

The stockpile location will be designated by Smoky Lake County prior to the start of the crushing operation. Refer **Schedule "C": "Site Location Map"** and **Schedule "D": Site Plan Map**. The stockpiles shall be conveyor stacked.

**5.6 Measurement For Payment**

5.6.1 Measurement for payment of the crushed aggregates shall be based upon the cross section measurement of the stockpiles in the following manner of a survey, plotting and computer analysis taken by an independent consultant.

5.6.2 Any material taken directly from the conveyor belt or pile prior to the survey will be weighed on the Smoky Lake County scale located at the access of the gravel pit area near the County road. The following conversion factors will be used:

- 1 cubic meter = 1.632 tonne
- 1 cubic meter = 1.3080 cubic yards
- 1 cubic yard = 0.7645 cubic meters
- 1 cubic yard = 1.2478 tonne

5.6.3 Alternatively, if the scale is not available, material will be calculated by truck box measurement. The total amount crushed will be the sum of the various methods of

measurement. It should be noted that no allowance for settlement will be considered in the measurement and surveys taken to determine quantities.

- 5.6.4 If the Contractor disputes the quantity of material as measured by the Consultant, he can elect to have the cross section measurements of the stockpile completed by a reputable independent consulting firm. The quantity for payment will then be calculated as the average of the quantities calculated by the Consultant and the independent consultant firm.
- 5.6.5 The independent consulting firm, licensed to practice in Alberta, will be selected by the Contractor, subject to approval by Smoky Lake County. All costs incurred by the Contractor in engaging the independent consulting firm or otherwise during the period of dispute will be the responsibility of the Contractor.
- 5.6.6 The unit prices in the Tender Form shall be full compensation to the Contractor for all work completed or for goods and services furnished by him to complete the work. Such items as overhead, profit and all miscellaneous expenses are to be included pro rata in the unit prices.
- 5.6.7 The County shall pay the successful bidder in Canadian Funds the amounts determined by the individual in the Tender Form upon final inspection of the project completed by the Public Works Manager.

## **5.7 Testing**

Smoky Lake County shall be responsible for all crusher monitoring and quality control testing on the Gravel Crushing Project. Frequency of all tests will be performed at the discretion of the County.

## **5.8 Pit Operations and Cleanup**

Smoky Lake County will be responsible for the reclamation of the pit. The Contractor shall conduct his operations prudently so as not to encroach onto additional pit areas not defined within the limits of the aggregate source.

## **5.9 Workmanship**

For all work performed under the contract, the Contractor shall provide a product conforming in quality and accuracy of detail to the dimensional and tolerance requirements of the specifications and drawings. Where no tolerance is specified, the standard of workmanship shall be in accordance with normally accepted industry good practice.

**6. DEFINITIONS**

- 6.1 **CONTRACT:** The word “Contract” shall mean the written Agreement covering the performance of the work and the furnishing of labour, equipment, and materials in the construction of work.
- 6.2 **CONTRACTOR:** The word “Contractor” shall mean the party or parties agreeing to perform the work embraced in the Contract, and shall include the heirs, administrators and assigns, and also the legal representative or representatives of such party or parties.
- 6.3 **COUNTY:** The word “County” shall mean Smoky Lake County.
- 6.4 **PUBLIC WORKS MANAGER:** The word “Public Works Manager” shall mean the person holding the position or acting in the capacity of the County Council of the Smoky Lake County acting either directly or through any duly authorized officer or agent, such officer or agent acting within the scope of the particular duties entrusted to him.
- 6.5 **MATERIAL:** The word “Material” shall mean all machinery, tools, plant, power plant, equipment, articles and things furnished by the Contractor and required for the execution of the Contract, and shall also mean all materials furnished by the County for incorporation into the work.
- 6.6 **SURETY:** “Surety” means the corporate body or bodies bound with and for the Contractor to provide security, respectively for:
- 6.6.1 the due performance of the contract; and/or
  - 6.6.2 the payment in full of all items for labour and for materials used or reasonably required for use in the performance of the contract; and/or
  - 6.6.3 for the repair of any damage to or failure in the works to which the contract relates and for which the Contractor is responsible under the contract, to the full extent of the respective bonds.

**SCHEDULE "A"**  
**SCHEDULE OF FEES (Bid Sheet)**

Project: 2024 Gravel Crushing to Stockpile

Location: White Earth Creek Gravel Pit – NW ¼ Section 2-61-18-W4 – Smoky Lake County

ITEM NO.	ITEM DESCRIPTION	ESTIMATED QUANTITY For 2024	UNIT PRICE				TOTAL BID	
			2024	2025	2026	2027	2028	
1	Crush to Stockpile Designation 4 Class 20	42,000 Tonnes	\$	Alberta Construction Safety Association Number or equivalent Safety Certification Number ( <i>mandatory</i> ):				
2	Crush to Stockpile Designation 4 Class 25	45,000 Tonnes	\$	\$	\$	\$	\$	
3	Crush to Stockpile Designation 4 Class 40	13,000 Tonnes	\$	\$	\$	\$	\$	
4	Crush to Stockpile Designation 3 Class 12.5 C	0.00 for 2024 Year 2025 and 2026 5,000 Tonnes		\$	\$			
4	Sand Elimination	10,000 Tonnes to 20,000 Tonnes	\$	\$	\$	\$	\$	
Sub-Total TENDER				\$	\$			
G.S.T.				\$	\$			
TOTAL TENDER				\$	\$			

TENDER DEPOSIT (10%) enclosed:  YES  No

Contractor's G.S.T. No.:

Contractor's Legal Name

Contractor's Signature

Is business registered under the *Alberta's Partnership Act*?

If not, please indicate: Other:

Sole Proprietorship

Partnership

Limited Partnership

Limited Liability Partnership

Phone Number

Address

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

**SCHEDULE “B”**

**CONSENT OF SURETY**

The \_\_\_\_\_ Sureties are willing to provide a Performance Bond and a Labour and Materials Payment Bond each in the amount of **50% (Percent)** of the total amount tendered, upon awarding of the Tender. The “**Consent of Surety**” form to this effect is complete.

Accompanying this Tender is a certified cheque to bid bond in the amount of **10% (Percent)** of the total amount tendered for the work.

If our Tender is accepted, we agree to commence the work by the \_\_\_\_ day of \_\_\_\_\_, 2024, and to complete the work on or before **15<sup>th</sup>** day of **November, 2024** or such later date as Smoky Lake County may for any reason determine.

It is understood that if this Tender is accepted within **thirty (30) days** of the time stated for closing of the Tender, and if we fail or decline to enter into a Contract in accordance with the terms of the Tender, our certified cheque or bid bond shall be forfeited to Smoky Lake County as an accepted and agreed determination of the damages to which Smoky Lake County may be entitled by reason or our failure or refusal to enter into such Contract.

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**Date**

---

**Signature**

---

**Witness or SEAL**

---

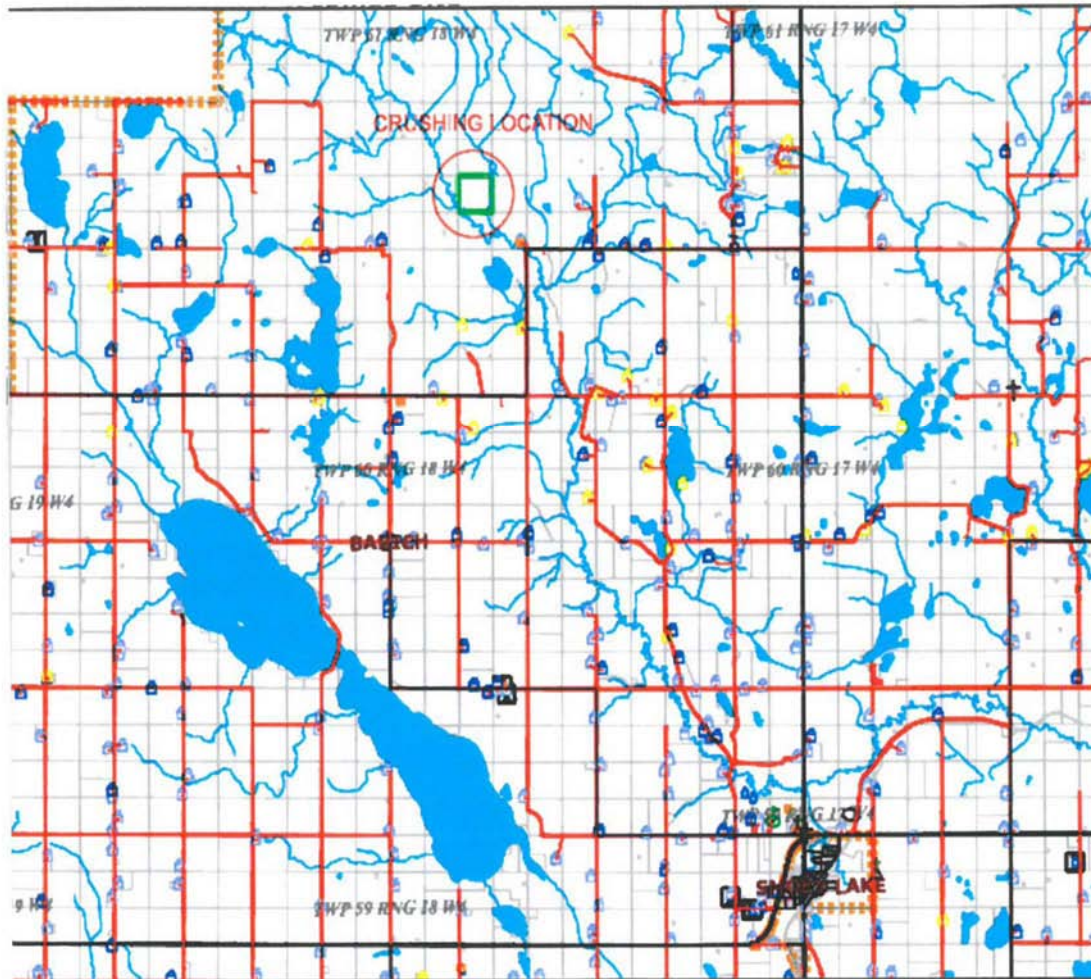
**Contractor (Bidder)**

---

**Address**



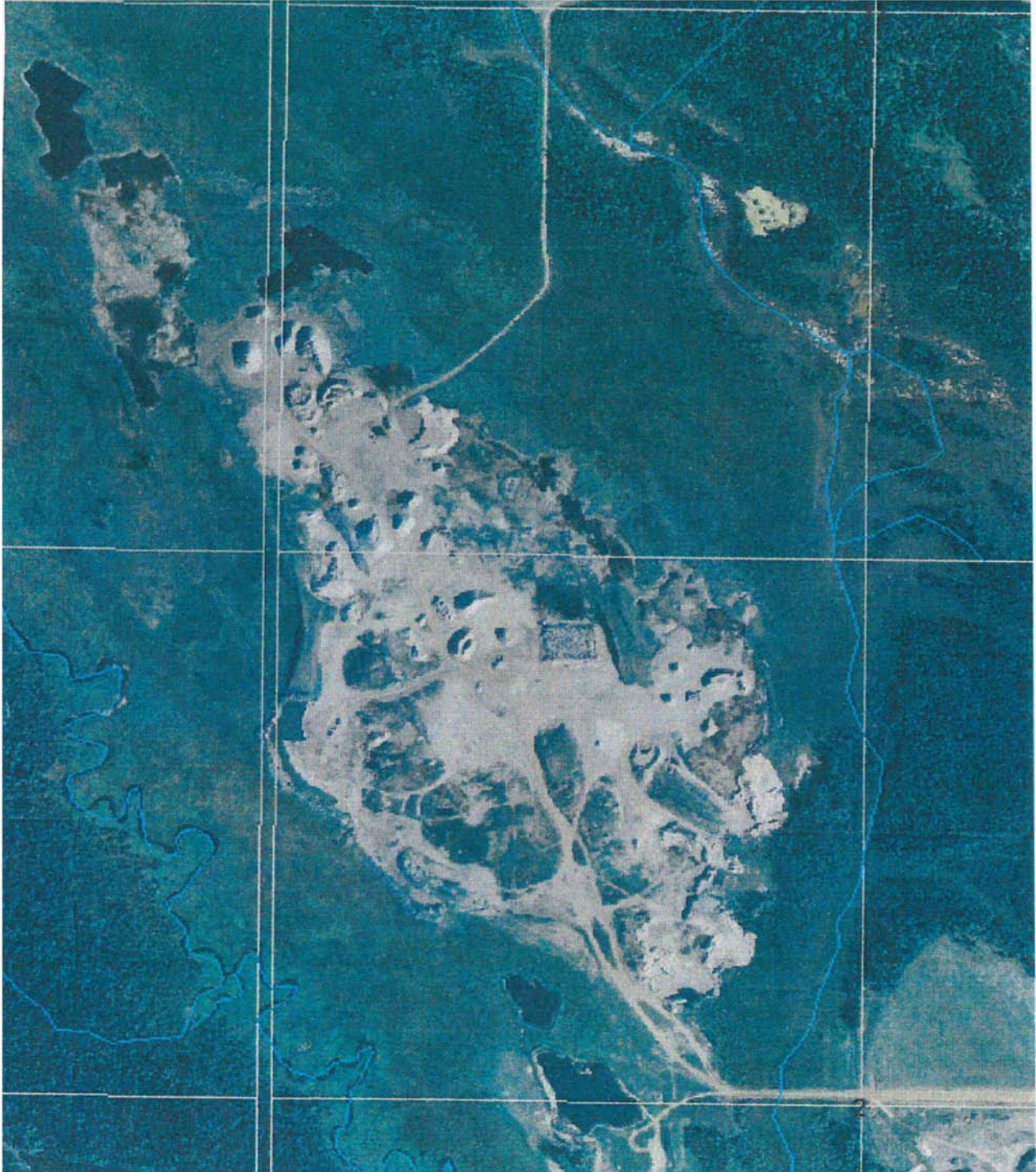
**SCHEDULE "C"**





**SCHEDULE "D"**

**SITE PLAN MAP**



SCHEDULE " E "

AGGREGATE SPECIFICATIONS

TABLE 32.3.1. SPECIFICATIONS FOR AGGREGATE

DESIGNATION	1			2			3			4			5		6		7		8		9				
	10	12.5	16	*16(N2)	20	25	40	12.5AW	12.5BW	12.5C	16	20	25	40	10A	10B	80	125	40	25	8				
Percent Passing Metric Sieve	125 000																								
	80 000																	100	100						
	50 000																	55-100	55-100						
	40 000						100											38-100	38-100	100					
	25 000					100	100														100				
	20 000					100	82-97															100			
	16 000			100		84-94	70-94				100												90-100		
	12 500		100	80-92		89-100					100	72-95													
	10 000	100	83-92	70-84		78-94	63-86	52-79	44-74													85-100		45-75	
	8 000																								100
(CGSB 8-GP-2M) $\mu$ m	5 000	60-75	55-70	50-65	55-70	40-67	35-64	32-62	0-15	0-15	30-60	27-54													
	1250	26-45	26-45	26-45	26-45	20-43	18-43	17-43	0-3	0-3	9-28	9-28	0-30	0-30	0-30	0-30									
	630	18-38	18-38	18-38	18-38	14-34	12-34	12-34																	
	315	12-30	12-30	12-30	12-30	9-26	8-26	8-26																	
	160	8-20	8-20	8-20	8-20	5-18	5-18	5-18																	
% FRACTURE BY WEIGHT (2 FACES)	ALL +3000	4-10	4-10	4-10	4-10	2-10	2-10	2-10	0-0.3	0-0.3	0-11	0-11	0-12	0-12	0-12	0-10	0-10	2-10	2-15	6-30	17-100				
		60+	60+	* SEE NOTE (N1)	60+	60+	60+	50+	75+ (100% 1 Face)	75+ (100% 1 Face)	60+	60+	40+	40+	25+	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	5-15
PLASTICITY INDEX (PI)	NP	NP	NP	NP	NP	NP-6	NP-6	NP-6	N/A	N/A	NP-4	NP-4	NP-8	NP-8	NP-8	NP-6	NP-6	NP-8	NP-8	NP-5	NP-5	NP			
L.A. ABRASION LOSS PERCENT MAX.	40	40	40	50	50	50	50	35	35	35	35	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A			
FLAKINESS INDEX																									
COEFFICIENT OF UNIFORMITY (CU)																									

Designations:

- Designation 1 - Asphalt Concrete Pavement
- Designation 2 - Base Course Aggregate
- Designation 3 - Seal Coat Aggregate
- Designation 4 - Gravel Surfacing Aggregate
- Designation 5 - Sanding Material
- Designation 6 - Pit- Run Gravel Fill
- Designation 7 - Cement Stabilized Base Course Aggregate
- Designation 8 - Granular Filter Aggregate
- Designation 9 - Slurry Seal Aggregate
- N1. Asphalt Concrete Mix Type 1 - 90+ (98% 1 Face)
- Other Asphalt Concrete Mix Types - 60+
- N2. Designation 2 Class 16 Material is for ASBC
- N3. For crushed aggregates other than all Designation 5 and Designation 9 materials, a tolerance of three percent in the amount passing the maximum size sieve will be permitted provided all oversize material passes the next larger standard sieve size.

\* Notes:



# Securing Success: Programs, Services and Funding Opportunities for Your Farm or Ranch

March 13, 2024

Ukrainian National Hall  
Smoky Lake

Doors open at 5:00 pm  
Supper at 5:30 pm

Pre-registration is required:  
(780) 826-7260  
director@laraonline.ca



Hear from Lakeland Agricultural Research Association (LARA) and Smoky Lake County on programs and services available for you!

Including:  
Feed Testing, Soil Testing, Riparian Health Assessments, Environmental Farm Plans and the RALP and LARAWRRP funding opportunities!

Bring your questions!





# Helping build more homes, faster in Alberta

Alberta, February 19, 2024

With federal funding and federal leadership, we are changing how cities let housing get built in their municipalities. With a greater focus on higher density housing, student housing, homes near transit and affordable housing, we are going to get more homes built for Canadians at prices they can afford.

Today, the Government of Canada and the Towns of Banff, Sylvan Lake, Bow Island, Westlock, Smoky Lake and the Village of Duchess announced that they reached agreements to fast track a combined total of over 400 homes over the next three years. This work will help spur the construction of more than 3,100 homes over the next decade.

These agreements under the Housing Accelerator Fund (HAF), will provide a combined total of over \$13.8 million to eliminate barriers to building the housing we need, faster.

Banff will receive more than \$4.6 million to support its Action Plan which commits to five local initiatives that enable a variety of housing forms and densities to meet the diverse needs of the community. The funding will enable the reduction of parking requirements, as well as updates to the density intensification policy. Banff's Action Plan will encourage the development of accessory dwelling units by providing financial support and streamlined processing and will incentivize more housing development by creating a suite of financial tools such as tax strategies and fee waivers. Additionally, Banff will unlock efficiencies in the town's permitting process.

HAF is helping cut red tape and fast track at least 100,000 permitted new homes over the first three years, which cities and regions estimate will lead to the creation of almost 600,000 permitted new homes for people in towns, cities, and Indigenous communities across Canada over the next decade. It asks for innovative action plans from local governments, and once approved, provides upfront funding to ensure the timely building of new homes, as well as additional funds upon delivering results. Local governments are encouraged to think big and be bold in their approaches, which could include accelerating project timelines, allowing increased housing density, and encouraging affordable housing units.

The Government of Canada is making life more affordable for Canadians — and housing is key to our work. We will continue to work with provincial, territorial, and municipal governments, as well as Indigenous partners, to keep building more homes for Canadians, faster.

## Quotes:

“Today’s announcement will help fast-track a combined total of over 400 homes in Banff, Sylvan Lake, Bow Island, Westlock, Duchess and Smoky Lake over the next three years and over 3,100 homes over the next decade. By working with cities, towns, municipalities, mayors, and all levels of government, we are helping to get more homes built for Canadians at prices they can afford.”

— **The Honourable Sean Fraser, Minister of Housing, Infrastructure and Communities**

“The innovative design of the Government of Canada’s HAF program will be crucial to addressing Banff’s housing crisis. The funding is a catalyst for Town-led projects, while also perfectly timed with bold new changes to municipal land use rules and

incentive initiatives that will encourage more private developers and property owners to create new homes in our community. This partnership demonstrates the federal government and the Town are unified in our eagerness to create new homes quickly, desperately needed for the residents who welcome Canadians to our first national park.”

— Corrie DiManno, Mayor of the Town of Banff

### Quick facts:

- Today’s announcement was made by the Honourable Sean Fraser, Minister of Housing Infrastructure and Communities, and Corrie DiManno, Mayor for the Town Banff.
- **For information on the Towns of Banff, Sylvan Lake, Bow Island, Westlock, Smoky Lake and the Village of Duchess’s Action Plans and initiatives, please see the attached background document.**
- Launched in March 2023, the Housing Accelerator Fund (HAF) is a \$4 billion initiative from the Government of Canada that will run until 2026 – 27.
- The Housing Accelerator Fund is part of Canada’s National Housing Strategy (NHS), an \$82+ billion plan to give more Canadians a place to call home. Progress on programs and initiatives are updated quarterly at [www.placetocallhome.ca](http://www.placetocallhome.ca). The [Housing Funding Initiatives Map](#) shows affordable housing projects that have been developed.
- As of September 30, 2023, the Government of Canada has committed over \$38.89 billion to support the creation of almost 152,000 units and the repair of over 241,000 units. These measures prioritize those in greatest need, including seniors, Indigenous Peoples, people experiencing or at risk of homelessness, and women and children fleeing violence.

### Additional information:

- [Housing Accelerator Fund](#)
- [Housing Accelerator Fund — Building more homes, faster](#)
- [Building more homes, faster](#)
- [Making housing more affordable for Canadians](#)
- [National Housing Strategy](#)

### Information on this news release:

Micaal Ahmed  
Office of the Minister of Housing, Infrastructure and Communities  
[micaal.ahmed@inf.gc.ca](mailto:micaal.ahmed@inf.gc.ca)

Media Relations  
Canada Mortgage and Housing Corporation  
[media@cmhc-schl.gc.ca](mailto:media@cmhc-schl.gc.ca)

### Backgrounder :

#### Project: Housing Accelerator Fund — Alberta Bundle

Today, the Government of Canada and the towns of Banff, Sylvan Lake, Bow Island, Westlock, Smoky Lake and the Village of Duchess announced that they reached agreements to fast track a combined 409 housing units over the next three years. This

work will help spur the construction of more than 3,100 homes over the next decade.

These agreements under the Housing Accelerator Fund (HAF), will provide a total of \$13,840,222 million to eliminate barriers to building the housing we need, faster.

**Banff** will receive \$4,660,800 to support its Action Plan which commits to five local initiatives that enable a variety of housing forms and densities to meet the diverse needs of the community. The funding will enable the reduction of parking requirements, as well as updates to the density intensification policy. Banff's Action Plan will encourage the development of accessory dwelling units by providing financial support and streamlined processing and will incentivize more housing development by creating a suite of financial tools such as tax strategies and fee waivers. Additionally, Banff will unlock efficiencies in the town's permitting process.

**Sylvan Lake** will receive \$5,485,430 to support its Action Plan which commits to seven local initiatives that enable a variety of housing forms and densities to meet the diverse needs of the community. The funding will allow the Town of Sylvan Lake to rezone to allow for high density residential, commercial, and mixed-use development in the downtown, unlock secondary suites, and incentivize the public, private, and non-profit sectors towards increasing the community's housing supply.

**Bow Island** will receive \$1,568,000 to support its Action Plan which commits to six local initiatives that enable a variety of housing forms and densities to meet the diverse needs of the community. The funding will allow the Town of Bow Island to update their housing processes through modernizing their land use by-law to include as-of-right zoning, digitizing their permitting process by implanting an e-permitting software solution, and regulating secondary and garden suite development. Bow Island will also encourage missing middle housing through an incentive program, and disincentivize idle land with the implementation of a Land Sale policy.

**Westlock** will receive \$1,112,000 to support its Action Plan which commits to six local initiatives that enable a variety of housing forms and densities to meet the diverse needs of the community. The funding will allow the City of Westlock to increase the supply of lots available for housing development, encourage low-density development in residential districts, and streamline housing development across town through pre-approved plans.

**Duchess** will receive \$527,991 to support its Action Plan which commits to six local initiatives that enable a variety of housing forms and densities to meet the diverse needs of the community. The funding will allow for the reduction or elimination of development fees, tax incentives for developers and amending land use bylaws to allow of missing middle. Duchess's Action Plan will also remove barriers to housing supply by enabling development on unused village-owned land, and providing serviced land to affordable housing providers committed to developing and operating housing that meets the village's criteria.

**Smoky Lake** will receive \$486,002 to support its Action Plan which commits to five local initiatives that enable a variety of housing forms and densities to meet the diverse needs of the community. The funding will allow the establishment of small and tiny dwelling neighbourhood guidelines, the creation of an affordable housing incentive program and implementing an e-permitting system for building and development applications. Smoky Lake's Action Plan will also encourage more affordable housing development by streamlining the process by which developers can purchase town-owned land to reate affordable housing units.

**From:** Kelsie Leonhardt <Kelsie@rmainsurance.com>  
**Sent:** February 27, 2024 3:37 PM  
**To:** Kelsie Leonhardt <Kelsie@rmainsurance.com>  
**Subject:** Registration for RiskPro 2024 is Open!

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Good afternoon,

Please find below our invitation to RiskPro Communities 2024. Note that registration is open to administration as well as council and staff. It is a fantastic education opportunity that we would like to extend to as many of our members as possible.

Registration for RiskPro Communities is now open. [Please register here on the RMA website.](https://RMAinsurance.com/riskpro)

RiskPro Communities is an annual insurance and risk management education symposium designed to help municipal and community organizations learn how to better protect their facilities, residents, and staff from potential risks and losses. The 2024 symposium will take place in Enoch, Alberta at the [River Cree Resort and Casino](https://RiverCreeResort.com).

If you have any questions, please email Kelsie Leonhardt at [kelsie@RMAinsurance.com](mailto:kelsie@RMAinsurance.com).



[RMAinsurance.com/riskpro](https://RMAinsurance.com/riskpro)

**Kelsie Leonhardt**  
*Administrative Coordinator*



Office: 825.319.2244  
Mobile: 780.720.4894  
[RMAAlberta.com](https://RMAAlberta.com)

2510 Sparrow Drive, Nisku, Alberta T9E 8N5 780.955.3639



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## REGISTRATION IS NOW OPEN!

We have already begun planning our next conference in 2024 and hope to see you there April 8 to 10 at the River Cree Resort and Casino! If you have any questions, please contact [Kelsie Leonhardt](#), RMA Insurance Administrative Coordinator.

[Register Today](#)

## AGENDA

### MONDAY, APRIL 8, 2024

Time	Presentation	Location
3:00 – 5:00 pm	Genesis Reciprocal AGM	<i>Enoch Grand Ballroom</i>

### TUESDAY, APRIL 9, 2024

Time	Presentation	Location
8:00 – 9:00 am	Breakfast	<i>Enoch Grand Ballroom</i>
9:00 – 10:00 am	Keynote Speaker – Frank Fazio CySAT Security Cyber Security	<i>Enoch Grand Ballroom</i>
10:00 – 10:15 am	Break	
10:15 – 11:15 am	Insurance Bureau of Canada Severe Weather Resiliency for Rural Municipalities	<i>Enoch Grand Ballroom</i>
11:15 am – 12:00 pm	Breakout Session 1 – Field Law Employment Law Issues of Importance to Municipalities	<i>River Cree 1</i>
	Breakout Session 2 – Alberta Emergency Management Agency (AEMA) Disasters in Alberta: AEMA's Hazard Identification & Risk Assessment (HIRA)	<i>River Cree 2</i>
12:00 – 1:00 pm	Lunch	<i>Enoch Grand Ballroom</i>
1:00 – 2:00 pm	Justin Brown (County of Grande Prairie) & Tanya Stegmeier (Strathcona County) Municipal Risk Management – Q&A Panel	<i>Enoch Grand Ballroom</i>
2:00 – 3:00 pm	Service Master Restore Edmonton Water Damage Mitigation	<i>Enoch Grand Ballroom</i>
3:00 – 3:15 pm	Break	
3:15 – 4:00 pm	Wildfire Defense Systems Wildfire Loss Prevention Services	<i>Enoch Grand Ballroom</i>
4:00 – 4:30 pm	Crisis Risk Crisis Advisory Services and Its Impact on Public Entities	<i>Enoch Grand Ballroom</i>
4:30 – 5:00 pm	RMA Insurance Risky Quizness	<i>Enoch Grand Ballroom</i>
6:00 pm	Hospitality / Networking Event Sponsored by Service Master	<i>River Cree Ballroom</i>

### WEDNESDAY, APRIL 10, 2024

Time	Presentation	Location
8:00 – 9:00 am	Breakfast	<i>Enoch Grand Ballroom</i>
9:00 – 10:00 am	DDC Lawyers LLP Understanding the Environmental Protection and Enhancement Act: A Practical Assessment of the EPEA, the Municipal Government Act, and the Impact on Municipalities	<i>Enoch Grand Ballroom</i>
	Break	<i>Enoch Grand Ballroom</i>
10:15 – 11:00 am	Breakout Session 1 – Alberta Association of Recreation Facility Personnel Life Cycle Planning for Recreation Facilities	<i>River Cree 1</i>
	Breakout Session 2 – WB Risk & Insurance Consulting Fleet Safety/ What Causes Accidents?	<i>River Cree 2</i>
	Breakout Session 3 – John Hackwell Enterprise Risk Management	<i>River Cree 3</i>
11:00 am – 12:00 pm	Engel Law Risk Management – CPO Misconduct	<i>Enoch Grand Ballroom</i>
12:00 – 1:00 pm	Lunch	<i>Enoch Grand Ballroom</i>

1:00 – 1:45 pm	Breakout Session 1 – CDW Cyberthreats are Getting More Complex. Is Your Organization Prepared to Face Them?	River Cree 1
	Breakout Session 2 – Canoe Procurement Group of Canada Making Group Procurement Work for You	River Cree 2
1:45 – 2:00 pm	Closing Remarks / Risk Pro Credit Requirements	Enoch Grand Ballroom

## RISKPRO CREDITS ASSIGNMENT

Those members who attended will qualify for credits which can be used towards enhancing risk management and safety within their municipal operations upon successful completion of the assignment.

For more information, email [risk@RMAinsurance.com](mailto:risk@RMAinsurance.com)

## ACCOMMODATIONS

Rooms are available for booking at our venue:

RiverCree Resort and Casino  
300 East Lapotac Boulevard  
Enoch, AB T7X 3Y3

Rooms can be reserved by calling 1-844-425-2733 (24/7) or [booking online](#).

If you have any questions, please email Kelsie Leonhardt, RMA Insurance Administrative Coordinator [kelsie@RMAinsurance.com](mailto:kelsie@RMAinsurance.com).



## NETWORKING EVENT

As part of our RiskPro Communities event, we have a networking event taking place.

Join us Tuesday April 9 at 6:00 pm following our regular sessions. There will be food, fun & games, and prizes!

When you register, please indicate if you plan to take part as a Registrant, Registrant + Guest, or if you are not able to attend.

Thank you to ServiceMaster Restore for sponsoring this event!



## REGISTRATION FEES

You are registering as an **RMA Insurance Member**.

The registration total is **\$150.00**

Complete your payment to finalize your registration. Please hit Submit to be taken to the payment area.

\*Please add the name of attendee to the NOTE field on the payment page.

By checking this box, I confirm I wish to proceed with registration for RiskPro Communities 2024



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Hays*

AR113641

February 12, 2024

Her Worship Amy Cherniwchan  
Mayor  
Town of Smoky Lake  
PO Box 460  
Smoky Lake AB T0A 3C0

Dear Mayor Cherniwchan:

Through the Alberta Community Partnership (ACP) program, the Government of Alberta encourages strengthened relationships between municipalities and cooperative approaches to service delivery. By working in partnership with our neighbours, we create opportunities that support economic development and job creation. Together, we help build vibrant, resilient communities for the benefit of every Albertan.

I am pleased to inform you that the Town of Smoky Lake has been approved for a grant of \$200,000 under the Intermunicipal Collaboration component of the 2023/24 ACP in support of your Regional Water, Wastewater, and Stormwater Infrastructure Design Study project. This approval does not signify broader provincial support for any recommendation or outcome that might result from your project.

The conditional grant agreement will be sent shortly to your Chief Administrative Officer to obtain the appropriate signatures.

The Government of Alberta looks forward to celebrating your ACP-funded project with you and your municipal partnership. I encourage you to send invitations for these milestone events to my office. We ask that you advise Municipal Affairs a minimum of 15 working days prior to the proposed event. If you would like to discuss possible activities or events to recognize your ACP achievements, please contact a grant advisor, toll-free by dialing 310-0000, then 780-422-7125, or at [acp.grants@gov.ab.ca](mailto:acp.grants@gov.ab.ca).

.../2

I congratulate the partnership on initiating this project, and I wish you every success in your efforts.

Sincerely,



Ric McIver  
Minister

cc: Honourable Brian Jean, KC, MLA, Fort McMurray-Lac La Biche  
Scott Cyr, MLA, Bonnyville-Cold Lake-St. Paul  
Glenn van Dijken, MLA, Athabasca-Barrhead-Westlock  
Reeve Jered Serben, Smoky Lake County  
Dawn Phillips, Chief Administrative Officer, Town of Smoky Lake  
Lydia Cielen, Interim Chief Administrative Officer, Smoky Lake County

February 15, 2024

Christopher Minailo  
Smoky Lake County  
4612 MCDUGALL DRIVE  
PO BOX 310  
SMOKY LAKE, AB T0A 3C0

Dear Mr. Minailo:

**RE: Code of Practice for Pits  
Gladden Pit NE 09-058-19 W4M  
Application No. 005-16126**

We have completed our review of your application for registration under the above Code of Practice. Attached is the original registration No. 16126-02-03 signed by the designated Director.

It is your responsibility to obtain any approvals, permits or licences that are required from other agencies.

The holder of a registration for a Pit must meet all the requirements of the applicable Code of Practice. It is recommended that you and operating staff regularly review the code requirements and keep a copy of the Code of Practice available for staff use.

In addition, a registration holder and any staff involved in operating a pit must comply with all requirements of the *Environmental Protection and Enhancement Act*, associated Regulations, and any other applicable laws.

All licences, authorizations, registrations and approvals issued by Environment and Parks under the Alberta *Environmental Protection and Enhancement Act* or the *Water Act* should not be taken to mean the proponent (applicant) has complied with federal legislation. Proponents should contact Fisheries and Oceans, Habitat Management, Whitemud Business Park, 4253 - 97 Street, Edmonton, Alberta, T6E 5Y7, telephone (780) 495-4220, fax number (780) 495-8606 in relation to the application of federal laws relating to the *Fisheries Act (Canada)* and the Navigable Water Protection Program, Transport Canada, Canada Place, 1100, 9700 Jasper Avenue, Edmonton, Alberta, T5J 4E6 telephone (780) 495-8215, relating to the *Navigable Waters Protection Act*.

Questions or concerns regarding the contents of the Code of Practice can be made to the:

Capital Region – Edmonton District  
Alberta Environment and Protected Areas  
111-4999 98 AVE  
EDMONTON, AB T6B 2X3  
Telephone: 780-427-7617  
Fax: 780-427-7824 Environment and Parks

If any changes to the operation (activities plan) of the pit are contemplated, the person responsible shall provide the Director with additional information about these proposed modifications by completing and submitting the applicable portions of Section 9 of the Guide to the Code of Practice for Pits, October, 2004.

Yours truly,



Debby Wetmore  
Data Entry Clerk

Attachment

cc: Stephen Abioye, North Region – Capital District  
Dennis Twerdoff – Twerdoff & Associates Inc.  
Smoky Lake County



# REGISTRATION

## PROVINCE OF ALBERTA

### ENVIRONMENTAL PROTECTION AND ENHANCEMENT ACT R.S.A. 2000, c.E-12, as amended

REGISTRATION NO.: ..... 16126-02-03


APPLICATION NO.: ..... 005-16126

EFFECTIVE DATE: ..... February 13, 2024

REGISTRATION HOLDER: ..... Smoky Lake County

Registration is issued for the following activity:

The construction, operation or reclamation of GLADDEN PIT located in the NE 09-058-15-W4M as per the Activities Plan dated October 2023, and all supplemental information provided.

Designated Director under the Act .....  .....  
Muhammad Aziz, P. Eng

Date Signed ..... February 13, 2024

Grants and Education  
Property Tax Branch  
15th Floor, Commerce Place  
10155 – 102 Street  
Edmonton, Alberta T5J 4L4  
Telephone 780-422-7125

Batch No.: AM00318

February 22, 2024

Ms. Lydia Cielin  
Interim Chief Administrative Officer  
Smoky Lake County  
PO Box 310  
Smoky Lake, AB T0A 3C0  
E-mail: lcielin@smokylakecounty.ab.ca

Dear Ms. Cielin:

**Re: Alberta Community Partnership (ACP) – Intermunicipal Collaboration Component  
Time Extension – Project No. 2021-IC-25**

This letter regards a time extension amendment as requested by you for the Smoky Lake County Regional Fire Services Study project, funded by a 2020/21 ACP grant of \$200,000.

On behalf of the ministry, the extension of the project completion date from December 31, 2023 to December 31, 2024 has been approved. Please indicate your agreement with this amendment by signing where indicated and returning a copy of this letter.

Except for the amendment specified above, all other provisions of the Original Agreement as amended from time to time remain in full force and effect.

We recognize the municipality's commitment to the project and strongly encourage the Smoky Lake County to complete it by December 31, 2024, as future time extensions may not be granted. If the reporting requirements of the conditional grant agreement are not met, the Minister may request the return of grant funds per clause 2(k).

I look forward to learning of the successful completion of the above project.

.../2

If you have any questions or concerns, please contact Fiona Robertson at 780-427-1778 (toll-free 310-0000), or email [fiona.robertson@gov.ab.ca](mailto:fiona.robertson@gov.ab.ca).

Yours truly,



Susan McFarlane  
Director, Grant Program Delivery

cc: Brenda Adamson, Finance Manager, Smoky Lake County

Agreed

---

DULY AUTHORIZED SIGNING OFFICER  
SMOKY LAKE COUNTY

---

PRINT NAME AND TITLE

---

DATE



#10.7

February 19, 2024

Jered Serben – Reeve  
Smoky Lake County  
Box 1045  
Smoky Lake, Alberta  
T0A 3C0

Dear Jered,

Re: Victoria Trail Agricultural Society – Resurfacing Project

The members of the Victoria Trail Agricultural Society would like to express our sincere appreciation for your support both with our organization and our facility resurfacing project. You have been with us every step of the way, offering valued advice and pointing us in the right direction, to help us reach our goals.

Our members have invested much time and energy in making this project happen, but your support has also made a huge contribution. Thank you very much for your genuine interest in our group and we really appreciate your committed participation at our meetings.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Dave Harsulla', is written over a white background.

Dave Harsulla  
VTAS President



ALBERTA

TRANSPORTATION AND ECONOMIC CORRIDORS

*Office of the Minister  
MLA, Innisfail-Sylvan Lake*

February 20, 2024

AR 95009

Ms. Linda Fenerty  
Deputy Reeve  
Smoky Lake County  
PO Box 310  
Smoky Lake, AB T0A 3C0  
[lfenerty@smokylakecounty.ab.ca](mailto:lfenerty@smokylakecounty.ab.ca)

Dear Deputy Reeve Fenerty:

Thank you for taking time to meet with me at the Rural Municipalities of Alberta Convention.

Thank you for sharing your concerns with the grant funding levels for local road bridges. I am aware of the funding demand on the local road bridge component under the Strategic Transportation Infrastructure Program (STIP) and we are looking for ways to improve the program.

I understand the County has submitted a STIP application for Bridge File 08200. Department staff have confirmed the application will be considered as per the typical process of evaluating and ranking all applications for the program. Upon confirmation of the budget by Treasury Board, a review of the recommended projects will be completed with a decision on the applications to be released soon after the annual budget announcement.

As discussed during the meeting, although a bridge structure may currently be in place, culverts could be considered a replacement option. Each design is site-specific, and the design consultant should be evaluating both options. Culverts are a cost-effective option as long as they meet relevant codes, department standards, specifications, and recognized engineering practices.

If you have any questions related to the grant application or wish to discuss culverts versus bridges, please contact Mr. Michael Botros, Regional Director. Mr. Botros can be reached at 780-305-2405 or [michael.botros@gov.ab.ca](mailto:michael.botros@gov.ab.ca).

.../2

Thank you again for the opportunity to meet. I look forward to continued engagement and collaboration with Smoky Lake County.

Sincerely,

A handwritten signature in cursive script that reads "Devin Dreeshen".

Honourable Devin Dreeshen, ECA  
Minister of Transportation and Economic Corridors

cc: Glenn van Dijken, MLA for Athabasca-Barrhead-Westlock  
Michael Botros, Regional Director, Transportation and Economic Corridors

From: FCM Communique <[communique@fcm.ca](mailto:communique@fcm.ca)>

Date: February 27, 2024 at 3:47:08 PM MST

To: Jered Serben <[jserben@smokylakecounty.ab.ca](mailto:jserben@smokylakecounty.ab.ca)>

Subject: **UPDATE REQUIRED: Unveiling FCM's pre-budget 2024 campaign on infrastructure and a new Municipal Growth Framework**

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

[Click here to view this email in your browser.](#)



February  
27, 2024



**As you are aware, FCM has been calling for a new, predictable, and more equitable way to fund local governments amidst the unprecedented growth Canada is experiencing.**

With 1.25 million new residents in the last year, we know that new housing is essential to meet the needs of our expanding population. However, without adequate services, infrastructure and supports in place, cities and towns across Canada will continue to struggle to accommodate growth effectively. Infrastructure is essential to the well-being of all Canadians. Clean water, wastewater, roads, public transit and amenities are all vital for our communities to thrive.

To ensure that Canada's growth is successful, FCM is urging all orders of government to address the next generation of infrastructure that Canadians will rely on and to come together and develop a new Municipal Growth Framework.

**New Campaign Launch: Update Required**

Today we are launching a very exciting social media campaign, *Update Required*, to ensure our collective voices are heard on the need for sustained infrastructure investment. Record growth across Canada can deliver a shared prosperity, but the federal government needs to equip municipalities with the necessary tools to plan for future generations and address the needs of growing communities.



This campaign comes at a strategic moment. With the new federal infrastructure plan at a standstill, the Canada Community-Building Fund (CCBF) is the only federal infrastructure program that municipalities can rely on to rehabilitate existing infrastructure and develop new assets to accommodate growth. Moreover, FCM is aware that additional, onerous conditions could be introduced as CCBF is renegotiated. Canada's municipalities must be able to count on permanent, flexible and predictable infrastructure funding. **Now is the time to use your voice as an FCM member through this campaign.**

### Help us amplify our message

This creative targeted advertising campaign will be in full swing across various platforms over the next month along with engaging organic content on our FCM channels.

We are providing you with the following resources to support your advocacy efforts. Please feel free to customize these assets with your local insight—after all, you know the reality on the ground better than anyone.

- [News release](#)
- Key messages
- Sample op-ed
- Social media shareables and sample post copy
- Q&A
- Template resolution for adoption by your municipal council
- Template letter to transmit the resolution to your federal Member of Parliament

## Download FCM's toolkit

**We're calling on you—our members—to get involved.** Together, our collective efforts will ensure our voices are heard during this critical time in the lead up to the 2024 federal budget.

### Your FCM team



24 Clarence Street  
Ottawa, Ontario K1N 5P3  
T. 613-241-5221  
[fcm.ca](http://fcm.ca)

[Privacy Policy](#)  
[Unsubscribe here.](#)





## Campaign Member Toolkit

# Federation of Canadian Municipalities

### OUR STORY

*Canada's communities are experiencing record population growth — so how do we ensure they remain great places to live for all residents?*

Infrastructure is essential to the well-being of all Canadians. Clean water, wastewater, local roads, public transit and community amenities are all vital for our communities to thrive.

Canada is experiencing historic population growth. And with 1.25 million new residents in the last year, we are encountering a **dual challenge**: building both enough housing to restore affordability while ensuring local infrastructure is sufficient to support a good quality of life for all.

To ensure that Canada's growth is successful, **FCM** is urging the federal government to properly fund the crucial next generation of infrastructure that Canadians will rely on. FCM is requesting Ottawa to convene all orders of government to come together and develop a **Municipal Growth Framework**. With a new, diverse, predictable and more equitable way to fund local governments, municipalities will be better positioned to give Canadians the quality of life they expect and deserve.

Progress on a federal infrastructure plan is at standstill, which is concerning in a context of rapid growth. At the same time, no new infrastructure programs are available today, even though the Investing in Canada Infrastructure Program is closed, and the Permanent Public Transit Fund will not start before 2026. Moreover, the Canada Community-Building Fund which allows municipalities to decide how best to allocate their funding and provides the flexibility to make strategic investments in a wide range of project categories is under re-negotiation between the federal government and signatories.

A **Municipal Growth Framework** can act as a key to unlock communities' full potential and address our most pressing national challenges, including infrastructure, housing and homelessness, climate change and public safety.

## CAMPAIGN KEY MESSAGES

- **As Canada experiences historic growth, there is a critical need to invest in the infrastructure supporting new housing units**, such as water and wastewater, public transit, local roads, and climate change adaptation measures. This is crucial to support quality of life for Canadian families, today and for generations to come.
- **The federal government needs to step up in Budget 2024 and solidify its commitment to new housing by investing in supporting infrastructure.** New housing units are critical for Canada, but so is the infrastructure required to sustain them.
- **With a new federal infrastructure plan at a standstill, municipalities are concerned that the Canada Community-Building Fund (CCBF) is the only federal infrastructure program that municipalities can rely on to rehabilitate existing infrastructure and develop new assets to accommodate growth.** Moreover, FCM is concerned that onerous conditions could be introduced into the CCBF as it is renegotiated. Canada's growing municipalities must be able to count on a flexible and predictable CCBF at the end of the current renegotiation process between the federal government and signatories.
- **This current infrastructure gap is exacerbated by the fact that funding models for municipalities have not changed since 1867, while almost every aspect of life in our communities has.** Outdated fiscal models cannot fund the needs of communities today or in the future.
- **Canadian municipalities and FCM are seeking to engage and collaborate with other levels of government** and find innovative solutions for Canadians as we face these historic challenges. We need all orders of government to work together—no matter the circumstances or jurisdiction—to address modern challenges and protect the quality of life for citizens.
- **Canada's municipalities, through FCM, are calling for a new Municipal Growth Framework** that empowers local governments with revenue tools that grow with Canada's national population and economy. This framework would ensure a future where Canadians see their communities growing confidently, with scale and ambition that delivers what Canadians need now: more affordable housing, support for the most vulnerable, core infrastructure that can support generations of residents, and reliable, efficient transit we can rely on into the future.
- **A first step is for the federal government to convene provinces, territories and municipalities to negotiate a Municipal Growth Framework** that results in an accord between the three orders of government to enable Canada's long-term growth.

## SAMPLE OP-ED

### **Stalled progress: Canada needs urgent infrastructure investment to build better lives amid record growth**

As Canada experiences record population growth, an intensifying housing and homelessness crisis and a soaring cost of living, the need for sustainable solutions is increasingly urgent.

Life is harder than it should be in Canada. Cities and communities that support our quality of life with the services and infrastructure they provide are facing a debilitating infrastructure funding gap precisely when our residents need support the most.

The conclusion of the 10-year Investing in Canada Infrastructure Program and the lack of follow-on programs has left communities vulnerable. There is no sign of a new infrastructure plan, let alone one that enables the growth and corresponding housing development that is being targeted nationally.

The delay of initiatives like the Permanent Public Transit Fund, set to start only in 2026, and the ongoing renegotiation and new added uncertainty of the Canada Community-Building Fund, which communities rely on to fund core infrastructure, directly affects Canadians. It stalls progress on efficient transit systems, well-maintained community spaces and access to affordable and accessible housing.

These widening gaps in programs for the services Canadians need are alarming, especially in the context of rapid growth and the essential infrastructure needed to support swift action in housing development.

Despite promises made at the FCM's Annual Conference last June, where the Prime Minister committed to a new federal-provincial-territorial infrastructure plan by Fall 2023, Canadians are still waiting.

The absence of a comprehensive plan brings uncertainty to the lives of individuals, particularly those searching for affordable housing. We need a housing and homelessness plan now, but for it to be successful the focus must extend beyond new housing units to include the infrastructure required to service these units and encompass a renewed commitment to invest in complete neighborhoods with robust public services.

It's not just about bricks and mortar, pavement, and water systems. Fundamentally, it's about the daily experiences, struggles, and goals of individuals and families across the country, especially when it comes to securing a place to call home.

Efficient transportation, inclusive communities and well-maintained core infrastructure are integral components of a successful housing strategy.

Municipal budgets are strained, impacting services that Canadians rely on daily. Unlike federal and provincial revenue, municipal tax revenue does not automatically adjust for inflation or economic growth, putting pressure on services that contribute to the quality-of-life Canadians expect and deserve.

There are many examples that underscore the urgency of the situation. In Brampton, Ontario, additional planned housing growth up to 2031 will require a \$3 billion investment in infrastructure above the City's planned forecast.

Again, this isn't just about numbers; it's about the lives of individuals in Brampton and communities nationwide, the quality of life that our country promises, and how people deserve better.

Recent federal and provincial efforts to address housing affordability are commendable but will fall short without a parallel commitment to infrastructure investment.

A forthcoming federal Housing Action Plan must offer urgent additional measures, but without a corresponding infrastructure plan, the prospect of maintaining and increasing the quality of life for Canadians remains elusive.

In the face of these challenges, municipalities are urgently calling for immediate infrastructure funding, particularly in areas like water, wastewater, and adaptation to keep Canadians safe and meet urgent core infrastructure needs.

There must also be a clear commitment in the next Budget from the federal government to convene all orders of government to work together on a new, and sustainable Municipal Growth Framework.

Striking a framework agreement will establish a foundation for sustainable growth, infrastructure investment and housing affordability.

It should empower municipalities with predictable revenue sources that are linked with national population and economic growth; enabling local governments to contribute directly and tangibly to the improved well-being and daily lives of Canadians.

As Canada navigates its unprecedented growth, a comprehensive plan that centers on people and families and their experiences is not just essential. It is the key to a brighter and more prosperous future for all Canadians.

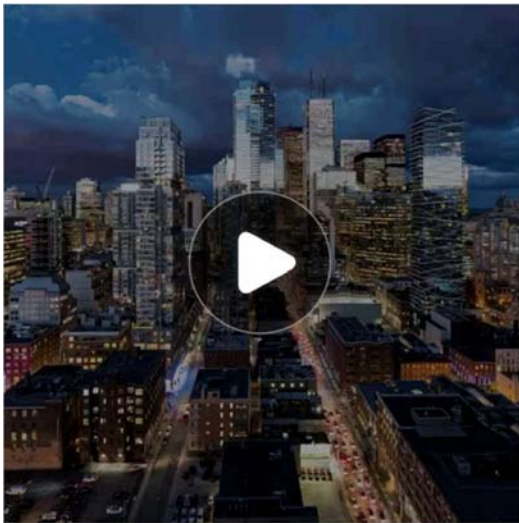
## SOCIAL MEDIA POSTS

If you're interested in helping us spread the word, here are some social media posts and visuals to get you started. We encourage you to use this copy as a guide and to add localized messaging that will resonate with your community.

### Option #1 –

Download [square video](#)

Download [vertical video](#)



#### Suggested Post Copy:

Growing communities need infrastructure that generates economic growth and improves quality of life.



In Budget 2024, it's time for the federal government to step up and empower municipalities with the tools we need to support unprecedented growth – and that starts with a conversation between the three orders of government to enable Canada's long-term growth.

Learn more: <https://fcm.ca/en/focus-areas/municipal-growth-framework>

#FCMUpdateRequired #cdnpoli [#CDNmuni](#)

#### X Option:

Growing communities need infrastructure that generates economic growth and improves quality of life.



In Budget 2024, it's time for the government to step up and empower municipalities with the tools we need to support growth.

<https://fcm.ca/en/focus-areas/municipal-growth-framework>

#FCMUpdateRequired

## Option #2

Download [square graphic](#)

Download [vertical graphic](#)



### Suggested Post Copy:

Families can't move into homes that aren't connected to water or power. We need to make sure we have the proper infrastructure in place to allow Canadians to grow and thrive.

The federal government needs to step up and solidify its commitment to new housing by investing in the supporting infrastructure that make a house, a home. 🏠

Learn more: <https://fcm.ca/en/focus-areas/municipal-growth-framework>

#FCMUpdateRequired #cdnpoli

### X Option:

Families can't move into homes that aren't connected to water or power—they need the proper infrastructure and essential services that make a house, a home. 🏠

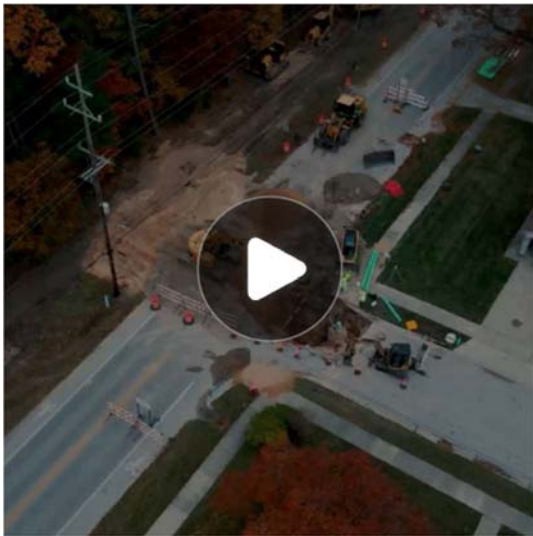
Learn more about our call to the federal government: <https://fcm.ca/en/focus-areas/municipal-growth-framework>

#FCMUpdateRequired #CdnPoli #CdnMuni

### Option #3 –

Download [square video](#)

Download [vertical video](#)



#### Suggested Post Copy:

Our community infrastructure progress is stalled.

All residents need better services and infrastructure they can rely on. It's time to empower municipalities with predictable funding tools to plan for the future.

Learn more: <https://fcm.ca/en/focus-areas/municipal-growth-framework>

#FCMUpdateRequired #cdnpoli

#### X Option:

All communities need better services and infrastructure they can rely on. It's time to empower municipalities with predictable funding tools to plan for the future. Learn more:

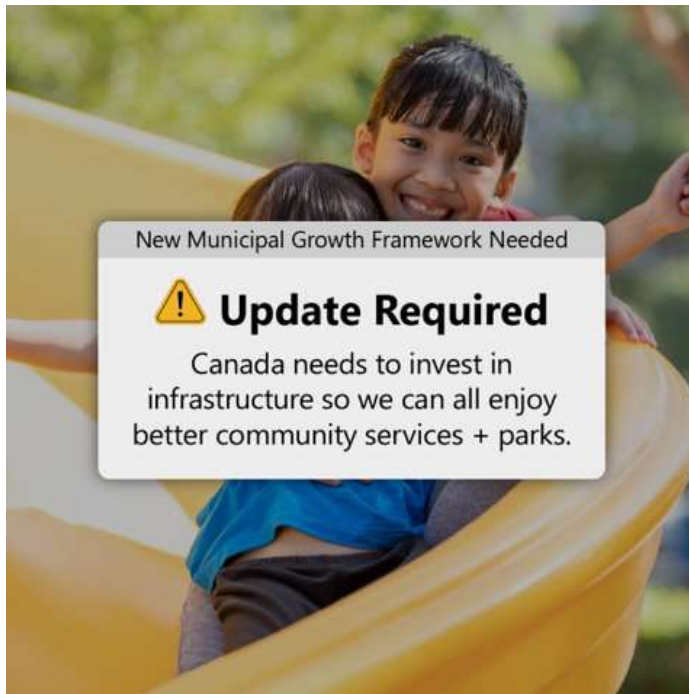
<https://fcm.ca/en/focus-areas/municipal-growth-framework>

#FCMUpdateRequired #CdnPoli #CdnMuni

**Option #4 –**

**Download [square graphic](#)**

**Download [vertical graphic](#)**



**Suggested Post Copy:**

Our kids need safe places to be kids – but these community services and amenities come at a cost. With families already feeling financially pinched, municipalities can't keep raising property taxes to pay for them.

The federal government needs to step up.

Learn more: <https://fcm.ca/en/focus-areas/municipal-growth-framework>

#FCMUpdateRequired #cdnpoli

**X Option:**



Our kids need safe places to be kids – but these community services and amenities come at a cost. And municipalities can't keep raising property taxes to pay for them.

The federal government needs to step up.

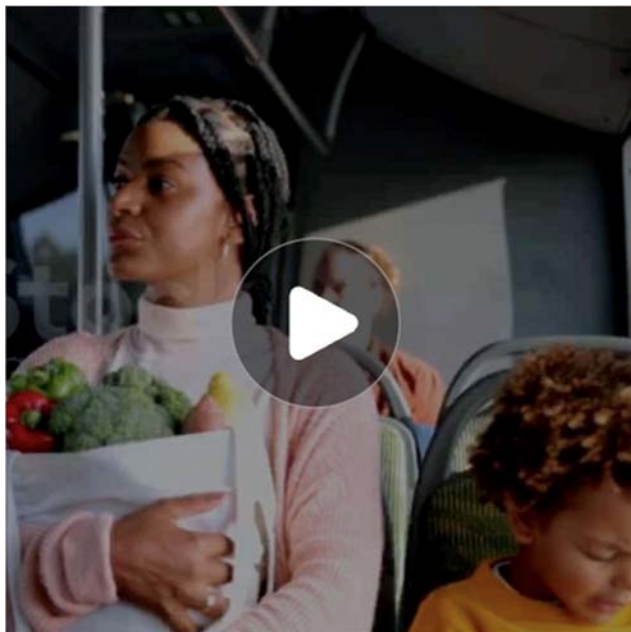
Learn more: <https://fcm.ca/en/focus-areas/municipal-growth-framework>

#FCMUpdateRequired #CdnPoli

### Option #5 –

Download [square video](#)

Download [vertical video](#)



#### Suggested Post Copy:

As our communities grow, the need for quick & reliable public transportation skyrockets – yet funding falls short.

Municipalities need funding to keep Canadians moving. 🚆

Learn more: <https://fcm.ca/en/focus-areas/municipal-growth-framework>

#FCMUpdateRequired #cdnpoli

**X Option:**

As our communities grow, the need for quick & reliable public transportation skyrockets – yet federal funding falls short. Municipalities need funding now to keep Canadians moving. 🚌

Learn more: <https://fcm.ca/en/focus-areas/municipal-growth-framework>

#FCMUpdateRequired #CdnPoli #CdnMuni

## FAQ

1. **Does FCM have a dollar figure on how much additional investment municipalities need from the federal government?**

FCM represents municipalities of every size and from every part of Canada. The needs of our members are as diverse as the membership itself. Trying to put a “one size fits all” figure on municipal needs is not the right approach given the differences between communities. We need to talk about diverse, adequate and predictable sources of municipal funding that address the unique needs of individual communities and a new model that offers municipalities flexibility and agency to meet their own community’s needs.

In 2023, FCM conducted research to determine the level of investment in municipal infrastructure that could be required to unlock 5.8 million new housing units. FCM determined that a housing unit requires an average investment of around \$107,000 in municipally owned capital assets.

2. **The federal government might be less than a month away from delivering its budget, is this request from the FCM coming too late in the process?**

FCM and our members have been consistently advocating for additional funding for infrastructure and service, as well as a discussion on a new growth framework for some time. In November 2022, FCM released a comprehensive set of recommendations for the next generation of federal infrastructure programs. In particular, we are calling for immediate investment in Budget 2024 in municipal water and wastewater infrastructure, climate resilience and adaptation, public transit and a multi-faceted approach to end chronic homelessness. This should not be a surprise to the federal government, with recent weeks being a culmination of long-term advocacy. We will continue to push until this budget is announced to influence federal decisions, notably to convene provinces, territories, and municipalities to negotiate a Municipal Growth Framework.

3. **“Municipalities are legally a responsibility of the provinces.” If they want a new deal or additional funding, shouldn’t the request go to the Premiers first?**

We are talking to the federal government today about new investments, but we intend to convene with provinces as well. Funding the services and infrastructure that municipalities need to grow is a challenge that requires a comprehensive approach. That is why we have asked the federal government to bring all parties together to convene a discussion on new funding models.

4. **The growing population that FCM talks about will also add to the municipalities tax base. Doesn’t that mean that population growth is as much a solution for municipalities as it is a challenge?**

The rapid increase in population growth that we are experiencing is straining municipal budgets and municipalities can’t catch up. We don’t currently have a model where growth pays for growth. That would only be the case if population growth purely added to municipal revenue,

without also adding to the demand for municipal services. If there is a community where a growing number of more residents can pay more property taxes, but don't also need more power and water and wastewater infrastructure, well-maintained roads, more transit, and more parks and services, we have not seen it yet. And municipalities recoup the cost of municipal services over time through property taxes.

**5. What types of revenue tools are municipalities looking for from the federal government, and what funding could those tools bring to municipal budgets?**

We want to sit down with the federal, provincial and territorial governments and talk about a new funding model and the flexibility that new revenue tools could deliver, as well as how we give municipalities the autonomy to decide what's right for them. In Budget 2024 we are looking for new federal investments that will help municipalities better welcome population growth. In the medium-term, we want to co-develop a new growth framework with the federal government, provinces and territories that links municipal revenue to economic growth.

**6. The Canada Community-Building Fund is an existing federal funding program that delivers money to municipalities for infrastructure and services. Why are you not simply asking for additional funding through the CCBF instead of separate investments and new funding models?**

The Canada Community-Building Fund (CCBF) provides more than \$2 billion in annual capital funding directly to municipalities through a predictable allocation mechanism, and municipalities of all sizes use the CCBF to deliver direct results for Canadians by building and renewing critical core public infrastructure, including water infrastructure, local roads, public transit and community, and cultural and recreational facilities.

In the near-term, FCM is calling on the federal government to renew this critical program and maintain the CCBF as a source of direct, predictable, long-term funding for local infrastructure priorities.

FCM has also been calling on the federal government to leverage this proven funding mechanism as a vehicle to deliver increased funding directly to municipalities.

**7. What is the plan for municipalities if the federal government says no to additional infrastructure funding?**

In that scenario, municipalities will continue to struggle to support growth, which will force many of them to raise property taxes to support new infrastructure and services, causing further hardship for families that are already struggling with affordability. It is important to remember that property taxes have been the dominant source of funding for municipalities for over a century. None of that is good for Canadians or our economy. We believe the federal government has a good understanding of what saying "no" would mean, and why it is in everyone's best interest to find a way to say "yes."

8. **Your release also calls on the federal government to convene a meeting with provinces, territories and municipalities to work out a new funding deal. Do you honestly expect a group with such a diverse view of politics and priorities to reach a consensus?**

FCM's membership is incredibly diverse in their political outlooks, the types of communities that they represent and the places that they all call home. If collectively, our membership can find the common ground to call for new solutions, we are certain that the representatives of the federal, provincial and territorial governments can do the same to support Canada's future.

## RESOLUTION TEMPLATE

[month, day, year]

### Federal infrastructure funding not keeping pace with population growth

**WHEREAS**, Canada is experiencing record population growth, having welcomed 1.25 million new Canadians last year alone; and

**WHEREAS**, According to the Canada Mortgage and Housing Corporation (CMHC) we need to build at least 3.5 million additional homes by 2030, and municipalities need to build or expand the infrastructure to accommodate this growth; and

**WHEREAS**, FCM has estimated that the cost of the municipal infrastructure required support housing development is, on average, in the range of \$107,000 per unit; and

**WHEREAS**, According to Statistics Canada the cost of upgrade *existing* municipal infrastructure so that it is in a state of good repair is in the range of \$170 billion; and

**WHEREAS**, Non-residential construction price inflation has risen by 29% since the end of 2020 and municipalities are facing soaring costs for infrastructure project without a corresponding growth in revenue; and

**WHEREAS**, Unlike federal and provincial revenue, municipal tax revenue has not increased in recent years along with inflation, economic growth or population growth; and

**WHEREAS**, Municipalities are facing a gap in federal infrastructure funding as the 10-year Investing in Canada Infrastructure Program has come to an end, the Canada Community-Building Fund is being renegotiated and the Permanent Public Transit Fund is set to start in 2026;

**WHEREAS,** The Canada Community-Building Fund (CCBF), which was formerly known as the federal Gas Tax Fund, provides more than \$2billion in annual capital funding directly to municipalities through a predictable allocation mechanism, and municipalities of all sizes use the CCBF to deliver direct results for Canadians by building and renewing critical core public infrastructure, including water infrastructure, local roads, public transit and community, and cultural and recreational facilities; now therefore be it

**RESOLVED,** That the federal government work with agreement signatories and municipalities to maintain the CCBF as a source of direct, predictable, long-term funding for local infrastructure priorities; and be it further

**RESOLVED,** That the federal government commit, in Budget 2024, to the next generation of infrastructure programs, including a new program for water and wastewater infrastructure and an increase to the Disaster Mitigation and Adaptation Fund; and be it further

**RESOLVED,** That the federal government convene provinces, territories and municipalities to negotiate a “Municipal Growth Framework” to modernize the way that municipalities are funded in order to enable Canada’s long-term growth.

[Municipality of xx, Province (abr.)]

## SAMPLE LETTER TO YOUR MP

March [xx], 2024

[Mr./Mrs./Ms./Mx. (full name), M.P., or for Ministers: The Honourable (full name), P.C., M.P.]

House of Commons

Ottawa, ON

K1A 0A6

**Subject: Urgent call for federal commitment in infrastructure to sustain growth**

[Dear Minister or Dear Mr./Ms. (last name of MP)]:

I write to you today to bring your urgent attention to an issue of growing concern to our municipality.

On March [xx], 2024, the council of the municipality of [xyz] unanimously resolved to urge the federal government to dedicate funds in the 2024 Budget to the next generation of infrastructure programs, including a new program for water and wastewater infrastructure and an increase to the Disaster Mitigation and Adaptation Fund.

**The federal government must step up in Budget 2024** and solidify its commitment to new housing by channeling investments into the supporting infrastructure. The housing crisis is not something any single order of government can solve. Our municipality, along with others across the country, has been accelerating housing construction, fast-tracking permit approvals, and coming up with innovative zoning solutions to get more housing built faster.

However, the absence of a comprehensive housing and infrastructure plan brings uncertainty to the lives of individuals, particularly those searching for affordable housing. An immediate housing and homelessness plan is essential, one that extends beyond new housing units to include the infrastructure required to service these units and encompass a renewed commitment to invest in complete neighbourhoods with robust public services.

Moreover, our municipal council is concerned that the Canada Community-Building Fund (CCBF) is currently the only federal infrastructure program on which we can rely on to rehabilitate existing infrastructure and develop new assets to accommodate growth. It is crucial for Canada's growing municipalities to have access to a CCBF that is flexible and predictable as the renegotiation process concludes.



While municipalities are working hard to get housing built, they own and maintain most of the infrastructure that Canadians rely on every day. Yet, they only collect between 8 to 12 cents of every tax dollar. It is time to empower municipalities with the tools they need to support growth. Alongside the Federation of Canadian Municipalities, our municipality is advocating for all orders of government to come together to modernize the way that municipalities are funded to enable Canada’s long-term growth, to ensure economic development and to provide a great quality of life for every Canadian.

The municipality of [xyz] looks forward to working with you to ensure a future where Canadians see their communities growing confidently, with scale and ambition that delivers what Canadians need now—more affordable housing, support for the most vulnerable, core infrastructure that can support generations of residents, and reliable, efficient transit we can rely on into the future.

Yours sincerely,

[name of signatory]

[title, municipality, province]

**County Council Meeting: Mar. 07th 2024**

<b>Batch #</b>	<b>Cheque Numbers</b>	<b>Total of Batch</b>
PMCHQ188	53776 TO 53796	\$54,021.71
PMCHQ190	53797 TO 53815	\$23,093.83
PMCHQ192	53816 TO 53844	\$240,755.81
PMCHQ193	53845 TO 53876	\$580,192.84
PMCHQ195	53877 TO 53933	\$296,391.04
PMCHQ197	53934 TO 53954	\$113,917.24
PMCHQ200	53955 TO 53983	\$42,473.32
PMCHQ201	53984 TO 53996 <b>VOIDED</b>	Cheque print failed
PMCHQ203	53997 TO 54008	\$69,077.17
PMCHQ204	54009 TO 54029	\$902,803.54
PMCHQ207	54030 TO 54044	\$193,982.91
PMCHQ208	54045 TO 54069	\$36,596.28
PMCHQ210	54070 TO 54086	\$19,166.85
PMCHQ213	54087 TO 54109	\$400,450.40
PMCHQ215	54110 TO 54145	\$601,417.34
<b>Total Cheques from 53776 to 54145</b>		<b>\$3,574,340.28</b>

<b>Batch #</b>	<b>EFT Numbers</b>	<b>Total of Batch</b>
231116	1111 TO 1121	\$236,908.12
231123	1122 TO 1127	\$53,165.40
231130	1128 TO 1141	\$41,764.44
231207	1142 TO 1155	\$170,388.99
231220	1156 TO 1189	\$230,817.93
240104	1190 TO 1196	\$31,188.58
240111	1197 TO 1208	\$176,653.69
240116	1209 TO 1224	\$376,162.59
240125	1225 TO 1235	\$99,174.95
230130	1236 TO 1240	\$12,647.41
240207	1241 TO 1250	\$64,591.10
240216	1251 TO 1259	\$197,021.92
240222	1260 TO 1274	\$123,495.09
240228	1275 TO 1283	\$22,929.71
<b>Total EFTs from 1111 to 1283</b>		<b>\$1,836,909.92</b>

## Direct Debit Register

Batch #	Description	Total of Batch
PMPAY060	My HAS	\$169.55
PMPAY061	My HAS	\$9.95
PMPAY062	ENTERPRISE FLEET MNGT	\$71,844.34
PMPAY063	My HAS	\$1,093.97
PMPAY064	My HAS	\$3,097.80
PMPAY065	My HAS	\$583.02
PMPAY066	My HAS	\$663.00
PMPAY067	My HAS	\$1,034.28
PMPAY068	My HAS	\$514.66
PMPAY069	My HAS	\$1,136.14
PMPAY070	My HAS	\$663.00
PMPAY071	My HAS	\$663.00
PMPAY072	My HAS	\$642.88
PMTRX622	ENTERPRISE FLEET MNGT	\$1,975.10
PMTRX623	AB SCHOOL FOUNDATION	\$463,789.91
<b>Total Direct Debits</b>		<b>\$547,880.60</b>

<b>Grand Total Bills and Accounts</b>	<b>\$4,594,649.49</b>
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*(Note: From General Account)*