



SMOKY LAKE COUNTY COUNCIL MEETING AGENDA

Thursday, June 29, 2023 at 9:00 a.m.

Virtual - Meeting ID: 562911198

<https://video.businessconnect.telus.com/join/562911198>

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

- 1) Call to Order
- 2) Adoption of Agenda
- 3) Adoption of Minutes
 - 1) County Council– June 1, 2023
- 4) Delegation
 - 1) Andrew Richards, ATCO – 9:00 AM
- 5) Public Hearing (*Council Meeting Recessed and undertaken on a Separate Agenda*)
 - 1) LUB 1272-14 Amending Bylaw 1437-23/Animal Control Bylaw 1438-23 @ 9:00 AM (or as soon as practical thereafter)

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*) - **N/A**
- 7) Business – Requests for Decisions
 - 1) ASB Producer at Large (*Executive Session 14.1*)
 - 2) Draft kisiskaciwanisipi North Saskatchewan Heritage Concept Plan
 - 3) Royal Astronomical Society of Canada (RASC) Dark Skies Preserve Designation Letter of Support for Metis Crossing.
 - 4) LUB 1272-14 Amending Bylaw 1437-23/Animal Control Bylaw 1438-23
 - 5) Offer to Purchase County Owned Lands (*Executive Session 14.3*)
 - 6) Bylaw 1402-21: Cancellation of 51st Avenue – Warspite
 - 7) Bylaw 1439-23: Smoky Lake Regional Intermunicipal Collaboration Framework (ICF)
 - 8) Bylaw 1447-23: Intermunicipal Subdivision and Development Appeal Board (ISDAB) Agreement
 - 9) Rescinding Policies
 - 10) June Requests for Sponsorship
 - 11) June Requests for Donations
 - 12) FCSS Applications
 - 13) 2023-2025 Audit
 - 14) Assessment Services Agreement
 - 15) MCC for Smoky Lake Development Corp. Request for Operating Funds
 - 16) Highway 28/63 Regional Water Services Commission - Interim Manager Compensation
 - 17) Reeves Golf Tournament
 - 18) Policy 03-35-14: Snow Clearing – Public and Private Services

- 19) Reimagining Rural Economic Development: Cooperative Innovation and the Future of our Communities' Conference
 - 20) Service Body Refurbishing
 - 21) STEP Program Wage Increase
 - 22) County Surplus Equipment Bids
 - 23) Alberta CARE Annual Fall Conference 2023
 - 24) Enterprise Fleet Management Canada Inc. Leases
 - 25) Snow Blade Proposal
 - 26) Wheel Loader
 - 27) Thorhild County Mutual Aid Agreement 2023-2025
 - 28) 3rd Annual 2023 Emergency Preparedness Day
 - 29) 3rd Annual 2023 Junior Fire Fighter Summer Day Camp
-
- 8) CAO Report
 - 9) Council Committee Reports- *N/A*
 - 1) Division One
 - 2) Division Two
 - 3) Division Three
 - 4) Division Four - **Reeve**
 - 5) Division Five
-
- 10) Correspondence
 - 1) Letter - Jarret Dyrbye and Jillian Powell – Formal Request
 - 2) Letter - Orysia Boychuk, Ukrainian Canadian Congress – Alberta Provincial Council - Request to Exclude Russian Community from the 2023 Edmonton Heritage Festival
 - 3) Audrey Poitras, Metis Nation of Alberta - Métis Nation of Alberta – 95th Annual General Assembly
 - 4) Letter – Richard Warren, Village of Waskatenau – Concerns about proposed closure at Twp 592 and Highway 28
 - 5) Letter - Marianne Janke, Alberta's Iron Horse Trail – Invitation to Alberta's Iron Horse Trail Artisan at Work - Destination Analysis.
 - 6) Letter – Rebecca Schulz, Minister of Municipal Affairs – Composite Assessment Review Boards Ministerial Order
 - 7) Letter – Bernice Macyk, Village of Waskatenau - Proposed Cost Sharing/Annexation
 - 8) 2023 Regional Parades – Float preparation and participation (*Letter provided for the Town's Parade*)
 - 9) Welcoming Week 2023
 - 10) Letter – Vilna Citizens – Village Concerns
 - 11) Letter - Geoff Scotton- Alberta Utilities Commission - Major Alternative/Renewable Energy Projects
 - 12) Smoky Lake Region Service Assessment and Economic Development Strategy – October 2022
 - 13) Highland Hall 90th Anniversary Celebration
 - 14) Email – Support of Metis Self-Government Legislation

15) Letters of Support to Prevent H.A Kostash School Demolition – Metis Crossing, Northern Lights RV Resort and Town of Smoky Lake Press Release

11) Information Release- *N/A*

12) Financial Reports- *N/A*

- 1) Budget to Actual
- 2) Financial Statement
- 3) Cheque Register

13) Next Meeting

- 1) Schedule a Joint Council Meeting with Village of Waskatenau
- 2) Schedule a Smoky Lake Region Intermunicipal Collaboration Committee (ICC) Meeting -Two Meetings.
- 3) Schedule a Policy Committee Meeting for August

14) In Camera (Executive Session)

- 1) Personnel Issue in respect to the ASB Producer at Large, under the authority of the FOIP Act Section 17: Third Party Personal Privacy.
- 2) Personnel Issue in respect to Compensation, under the authority of the FOIP Act Section 27: Privileged Information.
- 3) Land Issue in respect to purchasing County owned lands, under the authority of the FOIP Act Section 16: interests of a third party, Section 24: advice from officials, Section 25: economic interests of a public body, Section 29: information that is or will be public.
- 4) Legal Issue in respect to Terms and Conditions of a Software Contract, under the authority of the FOIP Act Section 16: interests of a third party.
- 5) Land Issue in respect to 1986213 Alberta Ltd., under the authority of FOIP Act Section 16: interests of a third party.

15) Adjournment

SMOKY LAKE COUNTY

Minutes of the **County Council Meeting** held on Thursday, **June 1, 2023**, at 9:03 A.M. held both virtually online and physically in Council Chambers.

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

ATTENDANCE		
<u>Div. No.</u>	<u>Councillor(s)</u>	<u>Thursday, June 1, 2023</u>
1	Dan Gawalko	Present in Chambers
2	Linda Fenerty	Present in Chambers
3	Dominique Cere	Present in Chambers
4	Lorne Halisky	Present in Chambers
5	Jered Serben	Present in Chambers
CAO	Vacant	N/A
Interim CAO	Lydia Cielin	Present in Chambers
Finance Manager	Brenda Adamson	Present in Chambers
Executive Svcs/R.S.	Patti Priest	Present in Chambers
Plan/Dev Manager	Jordan Ruegg	Absent
Planning Technician	Kyle Schole	Virtually Present

Observers in Attendance Upon Call to Order:

Communications Officer	Evonne Zukowski	Virtually Present
Natural Gas Manager	Daniel Moric	Virtually Present
GIS Technician	Carole Dowhaniuk	Virtually Present
Public Works Manager	Christopher Minailo	Present in Chambers
Peace Officer	Tate Murphy	Virtually Present
Public	1 Members	Virtually Present
Media	N/A	Absent

2. Agenda:

620-23: Serben

That the Smoky Lake County Council Meeting Agenda for Thursday, June 1, 2023, be adopted, as amended:

Addition to the Agenda:

1. Custom Work Request from Douglas Shapka.
2. Pioneer Bible Camp Request for In-Kind Assistance.
3. Vilna Golf Course Request to Reduce Tax Assessment.
4. Executive Session: Personnel – Code of Conduct.

Carried Unanimously.

3. Minutes:

Minutes of April 13, 2023 – County Council Meeting

621-23: Gawalko

That the minutes of the **Smoky Lake County Council Meeting** held on Thursday, April 13, 2023, be adopted as presented.

Carried.

Minutes of April 25, 2023 – County Council Budget Meeting

622-23: Fenerty

That the minutes of the **Smoky Lake County Council Budget Meeting** held on Tuesday, April 25, 2023, be adopted as presented.

Carried.

4. Delegation:

Associate Engineering Alberta Ltd. – Smoky Lake County Bridge Program

Present before County Council from 9:04 a.m. to 10:08 a.m. was Jen Plamondon, P.Eng., and Sarah Wadlow, E.I.T. Civil Engineer, both of Associated Engineering Alberta Ltd. to discuss Smoky Lake County's Bridge Program, in Executive Session, under the authority of the FOIP Act Section 16: Third Party Business Interests and Section 27: Privileged Information.

Executive Session:

Legal Issue: Bridge Program Contracts and Funding

623-23: Gawalko

That Smoky Lake County Council go into Executive Session to discuss a Legal Issue, in respect to bridge contracts and funding, under the authority of the FOIP Act Section 17: Third Party Business Interests and Section 27: Privileged Information, in the presence of all Council, Assistant Chief Administrative Officer, Finance Manager, Public Works Manager and Executive Services Clerk, time 9:05 a.m.

Carried.

624-23: Cere

That Smoky Lake County Council go out of Executive Session, time 10:08 a.m.

Carried.

2023-2027 Bridge Plan

625-23: Cere

That Smoky Lake County Council accept the information received from Associated Engineering Alberta Ltd.'s Jen Plamondon, P.Eng., and Sarah Wadlow, E.I.T. Civil Engineer, in respect to the Five-Year 2023-2027 Bridge Plan priority list and bridge projects pending funding from the Strategic Transportation Infrastructure Program (STIP); and approve to proceed as scheduled with repairs to BF76552, located near the lands legally described as NW11-61-13-W4, North of Township Road 584.

Carried.

5. Municipal Planning Commission:

Nil.

6. Public Hearing:

Nil.

7. Request for Decision:

Township Road 600 Embankment Assessment

626-23: Cere

That Smoky Lake County Council **deny authorization to proceed** with SolidEarth Geotechnical Inc.'s Proposal No. GQ23-060, dated May 11, 2023, for their services to conduct a geotechnical investigation and remedial plan for the failing embankment slope along Township Road 600, east of Range Road 180, at an estimated cost in the amount between \$39,000.00 and \$44,000.00, which would have been an unbudgeted expense.

Carried.

627-23: Serben

That Smoky Lake County Council approve to restrict travel on Township Road 600, east of Range Road 180 to light traffic only and continue to monitor the failing embankment slope as well as make any necessary minor repairs to be completed internally by Public Works to their capacity, in efforts to deter further degradation.

Carried.

Policy 03-35-13: Snow Clearing

628-23: Serben

That Smoky Lake County Policy Statement No. 03-35-13: Snow Clearing, be amended:

Title: Snow Clearing		Policy No.: 35-13
Section: 03	Code: P-R	Page No.: 1 of 5 E
Legislation Reference: Municipal Government Act		
Purpose: Provides protocol for snow clearing within Smoky Lake County.		
Policy Statement and Guidelines:		
<p>1. STATEMENT:</p> <p>1.1 Smoky Lake County recognizes its obligation to provide an acceptable level of snow clearing service within its available resources for winter maintenance on municipal roads. All reasonable efforts will be made to provide roadways that are in a safe, passable condition.</p> <p>1.2 The County may also provide snow clearing services for private residential driveways within the County, at a cost to the resident.</p> <p>2. OBJECTIVE:</p> <p>2.1 That County roads be in a condition where traffic can move freely within five (5) days following any winter weather event.</p> <p>3. PUBLIC ROAD GUIDELINES:</p> <p>3.1 Grader operators will start snow clearing operations at a different point in their grader beat for each event where practical, to ensure that the same citizens are not always last to be served.</p> <p>3.2 Grader operators will proceed to clear the roads in a systematic manner as directed by the Public Works Manager, Public Works Road Foreman or designate.</p> <p>3.3 Truck plow(s) and/or tractor(s) will be deployed to public roads, hamlets, subdivisions, and private residential driveways in that order of priority.</p> <p>3.4 Equipment operators will minimize snow berms across private driveways and around parked vehicles where practicable.</p> <p>3.5 Roads may initially be opened one way if required to meet the five (5) day objective of getting traffic moving freely after a severe winter weather event, which is any combination of snow and wind that obstructs traffic flow.</p> <p>3.6 Snow clearing equipment may be moved into areas of the County where conditions are more severe, once traffic is moving within a grader beat.</p> <p>4. COMMUNICATIONS GUIDELINES:</p> <p>4.1 The Chief Administrative Officer or designate, will communicate to the Council, the general Public and/or emergency service providers through the Communications Officer when necessary, during major winter weather events to report on emergent conditions and departmental priorities during the event.</p>		

Title: Snow Clearing		Policy No.: 35-13
Section: 03	Code: P-R	Page No.: 2 of 5 E
Policy Statement and Guidelines:		
<p>4.2 Inquiries from Councillors and residents should be directed through the Chief Administrative Officer to the Public Works Manager to aid the Public Works Manager or designate in identifying emergent issues requiring attention. The Public Works Manager will use this information to prioritize their snow clearing activities.</p> <p>4.3 The terms and conditions for snow clearing private residential driveways shall accompany each flag numbered for administrative purposes and are valid only for the specific location indicated on the hold harmless agreement. Flags are not transferable.</p> <p>5. PUBLIC / COMMUNITY FACILITIES GUIDELINES:</p> <p>5.1 Community halls, church yards, and cemeteries will be cleared by request and at no cost to the organization, subject to availability of equipment and operators.</p> <p>5.2 Snow clearing will be given a higher priority at no cost to the funeral provider relating to funeral and burial services providing with reasonable notification.</p> <p>6. PRIVATE RESIDENTIAL ACCESS ROADS/DRIVEWAY FLAGS TERMS AND CONDITIONS:</p> <p>6.1 For the purpose of this policy, private residential access roads are defined as the most direct route travelled between the nearest public road and the residential dwelling. The maximum road width, for purposes of definition in the policy, shall be generally 4.0 linear metres.</p> <p>6.2 The access road distance to be cleared with each Flag shall be a maximum of 200 linear meters. Private access roads exceeding 200 linear metres will require the purchase and placement of an additional flag(s) for each 200 linear metre increment desired by the landowner or tenant.</p> <p>6.3 Snow Flags are at all times to be considered as non-transferable and for the purpose of singular use for a single clearing event for private access roads or residential driveways 200 linear meters or less in total length.</p> <p>6.4 Snow clearing on flagged private access roads or residential driveways shall at all times be considered as secondary in priority to the efforts of the Public Works Department snow clearing operations on County roadways. Clearing on flagged access roads or residential driveways will be undertaken after all public snow clearing in the area have been completed. Landowners requiring more immediate clearing service are encouraged to hire a private contractor at their own cost.</p> <p>6.5 County landowners or tenants will be eligible for the purchase of County snow clearing flags for their private access road or residential driveway under the following conditions:</p> <p>6.5.1 The landowner or tenant, or anyone known to reside at the residence, does not have any outstanding accounts receivable over 30 days with Smoky Lake County.</p> <p>6.5.2 The Landowner or tenant agree to place their County issued snow clearing flag in a conspicuous location at the entrance of their driveway beside their municipal rural address sign and ensure it is visible to County snow clearing operators.</p>		

Title: Snow Clearing		Policy No.: 35-13
Section: 03	Code: P-R	Page No.: 3 of 5 E

Policy Statement and Guidelines:	
<p>6.5.3 The Landowner or Tenant shall firstly complete the site plan attached to and forming part of the Agreement to accurately identify all hazards and obstacles the operator and equipment are likely to encounter during the snow clearing activities. The County reserves the unfettered right to refuse to undertake any work on the private access road or driveway until the obstacles and/or hazard has been removed by the Landowner or Tenant. The County also reserves the unfettered right to undertake any snow clearing activities on the private access road or residential driveway for reasons of being too narrow or too close in proximity to existing buildings or gates.</p> <p>6.5.4 In the event that the landowner or tenant has pre-purchased a Flag(s) and the County later determines that the work cannot be undertaken by reasons of 6.5.3 above, then the County will refund the monies paid for the flag(s) to landowner or tenant.</p> <p>6.5.5 Regardless of the placement of flags, snow clearing on private access roads or residential driveways will only be undertaken after an accumulation of a minimum of six (6) inches of snow, including drifted snow as measured at the centreline along the clearing route.</p> <p>6.6 The Application Form and Hold Harmless Agreement for Private Snow Clearing, as per Schedule "A", are located at the County Public Works Shop Office as well as online on the County's website www.smokylakecounty.ab.ca. Any unused flags at the spring of the year can be utilized in the upcoming fall. There shall be no refunds for unused flags: unused flags can be utilized in the next season and do not expire.</p> <p>6.7 Landowners or tenants can purchase multiple non-transferable, one-time-use, snow clearing flags at any time for the sole purpose of the County undertaking snow clearing on a residential driveway at the following cost:</p> <p style="margin-left: 40px;">\$100.00 per flag, or \$75.00 per flag for property owners who are seniors (65 years of age or older) or persons with disability. Proof of age or disability may be required through providing a birth certificate, valid driver's license or other government issued identification, or valid parking placard for people with disabilities.</p>	

Section 03

Policy 35-13

Schedule "A"
APPLICATION FORM AND HOLD HARMLESS AGREEMENT FOR PRIVATE SNOW CLEARING

THIS AGREEMENT made this _____ day of _____, 20__.



BETWEEN:

SMOKY LAKE COUNTY
(hereinafter called "the County")

OF THE FIRST PART

(hereinafter called "the Landowner")

OF THE SECOND PART

Landowners' Name (Print) _____

Landowners' Legal Land Description: _____ - _____ - _____ - _____ W4
Quarter Section Township Range

Municipal Address: _____ Sub-division Name (if Applicable): _____

Flag Number(s) Issued: _____ Cost per Flag: \$ _____

Total Amount Paid: \$ _____

WHEREAS the Landowner or tenant has requested that the County be allowed to enter the property legally described above, to clear snow on the private residential driveway in accordance with the terms and conditions of **Policy Statement No. 03-35: Snow Clearing**.

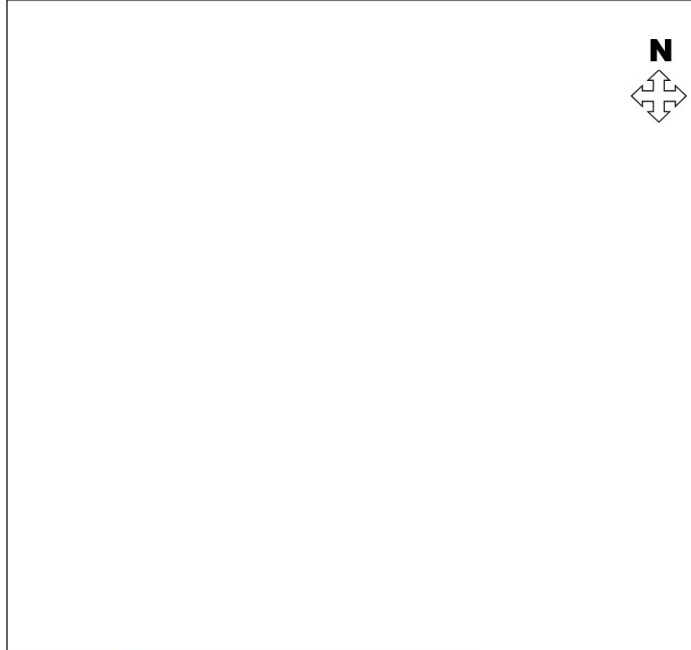
NOW THEREFORE, the Landowner or tenant hereby agrees that the purchased snow clearing flag will entitle them to have snow cleared along the most direct route commonly used to access the residence, including the turn-around in the yard where safe to do so, as depicted on the **site plan** conditional upon accumulation of a minimum of **6 inches** of snow.

1. The Landowner or tenant agrees that the maximum length of the driveway to be serviced through the purchase of a flag is 200 lineal meters. Additional flags will have to be purchased for lengths of exceeding 200m.
2. The Landowner or tenant agrees that the flag(s) purchased are to be posted at the entrance of his/her driveway beside the municipal rural address sign, well before County snow clearing equipment is expected and agrees that the County is not responsible for flags that are blown away or stolen.
3. The Landowner or tenant, hereby covenants and agrees that they will at all times indemnify and save harmless the County, its servants, agents, employees, executors, administrators, and assigns, from and against any claim for loss, damage or injury, however caused to the property aforementioned by reason of the performance of the said work of snow clearing, whether such loss or damage is the result of the negligence of any servant, agent, or employee of the said municipality, or otherwise.

Section 03

Policy 35-13

Site Plan:



AT A MINIMUM INCLUDE THE FOLLOWING INFORMATION IN YOUR SITE PLAN:

- ✓ Location of driveway.
- ✓ Location of existing buildings.
- ✓ Location of existing access (es).
- ✓ Location of any abandoned or active water wells.
- ✓ Location of shelterbelts, dugouts and water bodies.
- ✓ All developed/undeveloped road allowances and right-of-way and/or easements.
- ✓ Location of Private Sewage Disposal System (existing and/or proposed)
- ✓ Location of power generation facilities (if applicable).

IN WITNESS WHEREOF has hereunto set their hand and the day and year first above written.

SIGNED	}	SMOKY LAKE COUNTY
	}	
	}	
_____		_____
Landowner or Tenant (Print Name & Title)		Per (Print Name & Title):

(Page 2 of 2 of Schedule "A")

Carried.

Backsloping Program Application

629-23: Serben

That Smoky Lake County Council approve the backsloping program project along the lands legally described as NW-12-60-19-W4, as per the application received from Rod Ollikka, dated May 4, 2023, and subject to the pass of an inspection conduction by the Public Works Manager or designate, upon completion the County will provide funding to the applicant in the amount of half the total cost of the project up to a maximum amount of \$2,500.00, in accordance with County Policy Statement No. 03-21-06.

Carried.

Chris Minailo, Public Works Manager, left Council Chambers, time 10:30 a.m.

Bylaw No. 1422-23: Intermunicipal Subdivision and Development Appeal Board (ISDAB)

630-23: Cere

That Smoky Lake County Council **UNANIMOUSLY DENY SECOND READING** of Bylaw No. 1422-23: Intermunicipal Subdivision and Development Appeal Board (ISDAB).

Carried Unanimously.

Bylaw No. 1447-23: Intermunicipal Subdivision and Development Appeal Board (ISDAB)

631-23: Fenerty

That Smoky Lake County **Bylaw No. 1447-23: Intermunicipal Subdivision and Development Appeal Board (ISDAB)**, for the purpose of establishing an intermunicipal subdivision and development appeal board for Smoky Lake County, Town of Smoky Lake, Village of Waskatenau, and Village of Vilna, be given **FIRST READING.**, and bring forward to a future meeting of Council for consideration of second reading, after discussions are held with regional stakeholders.

Carried.

Bylaw No. 1437-23: Amendment to Land Use Bylaw No. 1272-14

632-23: Cere

That Smoky Lake County **Bylaw No. 1437-23: Amendment to Land Use Bylaw No. 1272-14**, for the purpose of amendment for Hamlet Chickens, be given **FIRST READING**; and advertise a Public Hearing in conjunction with a Council Meeting on an appropriate date.

Carried.

Bylaw No. 1438-23: Animal Control Bylaw

633-23: Fenerty

That Smoky Lake County **Bylaw No. 1438-23: Animal Control Bylaw**, for the purpose of providing for the keeping and care of animals in Smoky Lake County, be given **FIRST READING** as amended to replace the words “Royal Canadian Mounted Police” with “Police of jurisdiction”.

Carried.

Bylaw No. 1436-23: Major Alternative Energy Bylaw, Amending Land Use Bylaw No. 1272-14 & Municipal Development Plan Bylaw No. 1249-12

634-23: Serben

That Smoky Lake County **Bylaw No. 1436-23: Major Alternative Energy Bylaw**, for the purpose of amending the Land Use Bylaw No. 1272-14 and the Municipal Development Plan Bylaw No. 1249-12, be given **THIRD & FINAL READING**, and that the Reeve and the Chief Administrative Officer are hereby authorized to fix their signatures to all necessary documents and that the corporate seal also be fastened where it is deemed to be necessary.

Carried.

Bylaw No. 1444-23: Municipal Reserve (MR) - Plan 2562BS, Block RLY, Lot 59 (Warspite)

635-23: Cere

That Smoky Lake County **Bylaw No. 1444-23: Municipal Reserve (MR) Designation for Plan 2562BS, Block RLY, Lot 59 (Warspite)**, be given **FIRST READING**.

Carried.

Moved by Councillor Fenerty that Smoky Lake County **Bylaw No. 1444-23: Municipal Reserve (MR) Designation for Plan 2562BS, Block RLY, Lot 59 (Warspite)**, be given **SECOND READING**.

Carried.

Moved By Councillor Gawalko that Smoky Lake County Council give **unanimous consent for permission for Third Reading** to **Bylaw No. 1444-23: Municipal Reserve (MR) Designation for Plan 2562BS, Block RLY, Lot 59 (Warspite)**.

Carried Unanimously.

Moved by Councillor Cere that Smoky Lake County **Bylaw No. 1444-23: Municipal Reserve (MR) Designation for Plan 2562BS, Block RLY, Lot 59 (Warspite)**, be given **THIRD & FINAL READING**, and that the Reeve and the Chief Administrative Officer are hereby authorized to fix their signatures to all necessary documents and that the corporate seal also be fastened where it is deemed to be necessary.

Carried.

Proclaim Canadian Rivers Day

636-23: Cere

That Smoky Lake County Proclaim June 11, 2023, as Canadian Rivers Day in Smoky Lake County as follows:

WHEREAS, On June 21, 2002, Minister of Canadian Heritage: Sheila Copps, signed a Ministerial Proclamation to declare that the second Sunday of June would be celebrated annually as Canadian Rivers Day;

WHEREAS, The Canadian Heritage Rivers System (CHRS) helps recognize, conserve, and share in the storytelling of outstanding rivers that are an enduring part of our national heritage and identity;

WHEREAS, from coast to coast to coast, Canadian Heritage Rivers offer visitors a chance to experience great waterways, learn about their rich history, and share in their stewardship;

WHEREAS, the Smoky Lake County is leading a collaborative initiative among dozens of municipalities, Indigenous communities, clubs, and other groups seeking to designate 718-kilometers of the North Saskatchewan River across Alberta as a Heritage River under the Canadian Heritage Rivers System (CHRS);

WHEREAS, the Smoky Lake County is leading a collaborative initiative among dozens of municipalities, Indigenous communities, clubs, and other groups seeking to designate 718-kilometers of the North Saskatchewan River across Alberta as a Heritage River under the Canadian Heritage Rivers System (CHRS);

WHEREAS, the Alberta and Canadian Governments accepted the Nomination of the North Saskatchewan River in Alberta under the CHRS in August 2022;

WHEREAS, Fresh water is essential to life on earth, Canada being blessed with more than one-fifth of the world's supply;

WHEREAS, Rivers are a vital element of Canada's natural environment and Canadians' cultural heritage, as well as being the lifelines to healthy oceans, forests, and communities;

WHEREAS, Rivers are living threads of history that connect our communities and bind our country, representing an enduring spirit of adventure, discovery, and connectivity;

NOW THEREFORE, I, Lorne Halisky, Reeve of the Smoky Lake County, do hereby proclaim the June 11, 2023 to be Canadian Rivers Day in the Smoky Lake County;

and, administration bring forward a policy in respect to recurring annual proclamations, for Council's consideration at a future meeting.

Carried.

Amanda Kihn, Acting Agricultural Fieldman and Tori Stang, Interim Assistant Agricultural Fieldman, entered Council Chambers, time 10:55 a.m.

Alberta Municipalities (AM) 2023 Conference

637-23: Fenerty

That Smoky Lake County Council who can attend – to attend the Alberta Municipalities (AM) conference schedule for September 27-29, 2023, to be held in Edmonton; subject to review of the agenda once it is available and consideration of the agenda topics relevancy.

Carried.

Federation of Canadian Municipalities (FCM) 2024 Conference

638-23: Gawalko

That Smoky Lake County consider attending the Federation of Canadian Municipalities (FCM) in Calgary, to be held on June 6 to 9, 2024, in the fourth quarter of 2023 in conjunction with the 2024 Budget Process.

Carried.

Agriculture Poster Contest

639-23: Cere

That Smoky Lake County acknowledge receipt of the Year-2023 submissions to the Smoky Lake County Agricultural Services Poster Contest and approve to award prizes as per Policy Statement No. 62-06-06, to the following students from local schools:

Vilna School, Grades 1 & 2 (4 submissions received),
1st place to: Adaline Quintal,
2nd place to: Jayda Buffalo Cardinal,

Vilna School, Grades 3 & 4 (8 submissions received),
1st place to: Clara Shevolup,
2nd place to: Carmelle Cardinal,

H.A. Kostash School Grades 3 & 4 (35 submissions received),
1st place to: Kiana Toy,
2nd place to: Kyler Gray,

Smoky Lake Colony School Grades 1 & 2 (2 submissions received),
1st place to: Weston Joseph Stahl,
2nd place to: Trina Isabelle Stahl,

Smoky Lake Colony School Grades 3 & 4 (2 submissions received),
1st place to: Emily Joy Stahl,
2nd place to: Jenessa Claire Stahl,

Smoky Lake Colony School Grades 5 & 6 (3 submissions received),
1st place to: William Jacob Stahl,
tied 2nd place to: Cameron Davis Stahl,
tied 2nd place to: Braydon Stahl, and

GRAND PRIZE WINNER to: Kiana Toy.

Carried.

17th Annual Federation Charity Golf Classic

640-23: Halisky

That Smoky Lake County Council approve for one team of four people, consisting of Elected Officials, Staff, Administration, and/or MLA Glenn van Dijken, who can attend, to attend, the 17th Annual Federation Charity Golf Classic, scheduled for August 18, 2023, at Goose Hummock Golf Resort, Gibbons, Alberta.

Carried.

Natural Gas Department's Unit 202 Service Body Refurbishing

641-23: Gawalko

That Smoky Lake County Council **defer** the unbudgeted expense due to price increases in materials to refurbish the Natural Gas Department's Unit 202 service body, from the original amount of \$13,500.00 to the increased estimate in the amount of \$16,890.57 (not including GST), as per the Estimate No. 3791, dated May 12, 2023, from Western Truck Body Mfg ULC, with funds allocated from the General Operating Reserves; to allow time to obtain additional quotes prior to the expiration date of the above mentioned Estimate No. 3791.

Carried.

Bylaw No. 1448-23: Natural Gas

642-23: Cere

That Smoky Lake County **Bylaw No. 1448-23: Natural Gas**, to provide for the setting and collection of Natural Gas rates, fees, and charges, to increase to the Operations and Maintenance (O&M) charge from the amount of \$1.90/gigajoule to the amount of \$1.94/gigajoule, as well as increase the monthly residential service charge from the amount of \$25.00 to the amount of \$26.00, be given **FIRST READING**.

Carried.

Moved by Councillor Gawalko that Smoky Lake County **Bylaw No. 1448-23: Natural Gas**, to provide for the setting and collection of Natural Gas rates, fees, and charges, to increase to the Operations and Maintenance (O&M) charge from the amount of \$1.90/gigajoule to the amount of \$1.94/gigajoule, as well as increase the monthly residential service charge from the amount of \$25.00 to the amount of \$26.00, be given **SECOND READING**.

Carried.

Moved By Councillor Halisky that Smoky Lake County Council give **unanimous consent for permission for Third Reading** to **Bylaw No. 1448-23: Natural Gas**, to provide for the setting and collection of Natural Gas rates, fees, and charges to increase to the Operations and Maintenance (O&M) charge from the amount of \$1.90/gigajoule to the amount of \$1.94/gigajoule, as well as increase the monthly residential service charge from the amount of \$25.00 to the amount of \$26.00.

Carried Unanimously.

Moved by Councillor Gawalko that Smoky Lake County **Bylaw No. 1448-23: Natural Gas**, to provide for the setting and collection of Natural Gas rates, fees, and charges, to increase to the Operations and Maintenance (O&M) charge from the amount of \$1.90/gigajoule to the amount of \$1.94/gigajoule, as well as increase the monthly residential service charge from the amount of \$25.00 to the amount of \$26.00, be given **THIRD & FINAL READING**, and that the Reeve and the Chief Administrative Officer are hereby authorized to fix their signatures to all necessary documents and that the corporate seal also be fastened where it is deemed to be necessary.

Carried.

11:39 to 11:39 a.m.

Public Question and Answer Period:

None.

Proclaim June 5 to 11, 2023 as Seniors Week in Smoky Lake County

643-23: Serben

That Smoky Lake County proclaim June 5 to June 11, 2023, as Senior's Week in Smoky Lake County, in honour of the past, present and future contributions of seniors in this community and throughout Alberta; and coordinate with the Vilna and Smoky Lake Foundation Lodge managers for the delivery of cake courtesy of the County.

Carried.

Moose Hide Campaign - Stand Against Gender-Based and Domestic Violence

644-23: Fenerty

That Smoky Lake County acknowledge the month of May is sexual violence awareness month and promote social media awareness of the Moose Hide Campaign, intended to honour, respect, and protect women and children and speak out against gender-based and domestic violence; and acknowledge a limited number of Moose Hide Pins are available for pickup at the County's Main Office.

Carried.

Smoky Lake Public Library Membership Challenge

645-23: Halisky

That Smoky Lake County accept the Town of Smoky Lake’s Challenge to “visit the Smoky Lake Public Library and get an annual library membership” as per the Town’s April 25, 2023, Motion # 191-2023; and respond with a group photo of Council and their library membership cards posted to social media to encourage community members to purchase a library membership, tagging Northern Lights Library System for awareness; **and**, challenge the Town of Smoky Lake to provide additional funds to the Smoky Lake Public Library as the County provided funds in the amount of \$3,250.00 from the Family & Community Support Services (FCSS) grant.

Carried.

Smoky Lake County Rural Crime Watch Association

646-23: Cere

That Smoky Lake County Council approve to promote the Smoky Lake County Rural Crime Watch Association on social media, to encourage people to join their membership, as a local resource on crime prevention.

Carried.

Smoky Lake County Rural Crime Watch Association -

647-23: Fenerty



That Smoky Lake County Councillor Cere be and Gawalko as the alternate be approved to attend the Smoky Lake County Rural Crime Watch Association’s meetings in Year-2023, held quarterly as an advisor to the Board of the Smoky Lake County Rural Crime Watch Association, for the purpose of providing County Elected Official representation equal to the Village of Vilna and Town of Smoky Lake.

Carried.

Policy Statement No. 02-10-02: Peace Officer - Operational Records Management System

648-23: Fenerty

That Smoky Lake County Policy Statement No. 02-10-02: Peace Officer - Operational Records Management System, be amended:

		SMOKY LAKE COUNTY			
Title: Peace Officer: Operational Records Management System			Policy No.: 10-02		
Section: 02		Code: P-A		Page No.: 1 of 8 E	
Legislation Reference:			Peace Officer (Ministerial) Regulations Act		
Purpose:			To define and provide guidelines for an internal Operational Records Management System for Peace Officers.		
Policy Statement and Guidelines:					
1. STATEMENT:					
1.1 The Peace Officer will fulfil their obligations to establish and maintain records that meet the specifications required by the Alberta Justice and Solicitor General Peace Officer Program.					
2. OBJECTIVE:					
2.1 The Operational Records Management System process relates to all Occurrence and Incident report creation, transmission, maintenance, retention and disposal based on both paper and electronic copies.					
3. GUIDELINES:					
The Operational Record System is integral in meeting the business, accountability, and audit requirement, as follows:					
3.1 <u>Occurrence Reports:</u>					
3.1.1 Initial occurrence reports shall be completed by the Peace Officer.					
3.1.2 All occurrence reports must be signed off by the Chief Administrative Officer or by the direct Supervisor upon completion.					
3.1.3 The investigation and disposition process are initially generated in a paper format as an Occurrence Report by the use of Schedule "A": Peace Officer Occurrence Report and once the file is concluded it is entered into a computer database.					
3.1.4 If any investigation required further action, a follow-up Report is initialized by the use Schedule "B": Occurrence Follow-Up Report .					
3.1.5 If an investigation is commenced by another agency or by a Smoky Lake County staff member, that documentation will become an attachment to the Peace Officer's occurrence report.					
3.1.6 Each Investigation is tracked numerically, with a new file assigned by current year and sequential number (e.g., 23-001, 23-002); and a paper copy file is generated. The paper copy will be stored in numerical order by file kept in the Peace Officer's office where occurrence reports, statements, findings, and other investigative material are stored, in a locked filing cabinet.					

Title: Peace Officer: Operational Records Management System		Policy No.: 10-02
Section: 02	Code: P-A	Page No.: 2 of 8 E

Policy Statement and Guidelines:	
<p>3.1.7 Any serious or sensitive incidents involving a Peace Officer that occur outside of the normal complaint process are recorded in an investigation file compiled by the Peace Officer, signed by the Chief Administrative Officer or direct Supervisor, and forwarded to the Peace Officer Program.</p> <p>3.1.7.1 This file will contain all the pertinent information including any referrals or information provided by other agencies that were provided.</p> <p>3.1.7.2 The concluded investigation file reviewed will be in compliance with Policy and Occupational Health and Safety Standards.</p> <p>3.1.8 An Occurrence Log dealing with daily operations, including calls and complaints to track activities and investigations by sequentially assigned file are recorded in accordance with, Schedule "C": Occurrence Log.</p> <p>3.1.9 Any exhibits collected in regards to an investigation are documented on the file, Schedule "D": Possession of Property Report and then stored in the location identified within the report.</p> <p>3.1.10 Review of the files will be deemed compliant and completed when the Chief Administrative Officer or direct Supervisor reviews 100% of the Operational files created by the Peace Officer monthly.</p> <p>3.2 Exhibit Records: Records of evidence seized and how it is recorded, stored and disposed of will be handled in accordance with Policy Statement No. 02-29: Peace Officer Exhibit Handling</p> <p>3.3 Violation Tickets: The issuance and disposition of Bylaw Municipal Tags and Provincial Violation Tickets are tracked by the use of, Schedule "E": Violation Ticket Log.</p> <p>3.4 Memorandum of Understanding</p> <p>3.4.1 Any Memorandum of Understanding between Smoky Lake County and the local Police agency or any other government agency will be kept in a file titled "Memorandum of Agreement" for tracking purposes.</p> <p>3.4.2 Expired Memorandum of Understanding are retained in a three-ring binder entitled "Expired: Memorandum of Agreement".</p>	

Title: Peace Officer: Operational Records Management System		Policy No.: 10-02
Section: 02	Code: P-A	Page No.: 3 of 8 E

Policy Statement and Guidelines:	
<p>3.5 Peace Officer Bulletins:</p> <p>3.5.1 The Peace Officer Bulletin(s) are emailed to the direct supervisor who has been registered with the Peace Officer Program.</p> <p>3.5.2 The direct Supervisor will forward a copy of the Peace Officer Bulletin to the Peace Officer.</p> <p>3.5.3 The Peace Officer Bulletins are stored as an electronic record in the computer database under the file "Peace Officer Program" – Bulletins are tracked numerically per year.</p> <p>3.6 Other Documents:</p> <p>3.6.1 Peace Officer Notebooks document day to day activities such as patrol times and locations and any other incidents. The completed notebooks are retained at the Smoky Lake County Office, in accordance with Policy Statement No. 02-28: Peace Officer Notebook Policy.</p> <p>3.6.2 No shift schedules are generated, due to the employment of one Peace Officer.</p> <p>3.7 Retention of Records:</p> <p>3.7.1 All public complaints records, the investigation of the complaints and the disposition of complaints shall be kept for at least five (5) years after the complaint was settled.</p> <p>3.7.2 All operational records including Notebooks, Incident Reports, Exhibit Evidence Logs, Violation Tickets, Municipal Tags, Violation Ticket Transfer Logs, Written Warnings, Legal Documents (Summons, Subpoenas, Warrants), Occurrence Reports, Memorandum of Agreements, and any other records shall be kept for a minimum of three (3) years, or until the file is concluded within the judicial system, whichever is longer.</p>	

Meeting Recessed Meeting recessed for Lunch, time 12:08 p.m.

Meeting Reconvened The meeting reconvened on a call to order by Reeve Lorne Halisky at 12:40 p.m. in the physical presence of all Council members (with Councillor Serben present virtually), the Interim Chief Administrative Officer, Executive Services Clerk, Finance Manager, and the virtual presence of the Planning & Development Manager, Planning Technician, GIS Operator, Communications Officer, Natural Gas Manager and 2 Members of the Public.

Additions to the Agenda:

Pioneer Bible Camp – Request for Gravel

650-23: Serben That Smoky Lake County Council approve to provide up to a maximum amount of 70 tonne of gravel at no cost, **not including delivery**, for the Pioneer Bible Camp’s access road, located on the lands legally described as NE-19-61-17-W4, at the municipal address: 61342 RGE RD 175, in response to the letter request received from Stuart Barth, Board Chairman, Pioneer Bible Camp, dated May 23, 2023.

Carried.

Pioneer Bible Camp – Request for Mowing In-Kind Assistance

651-23: Gawalko That Smoky Lake County Council approve to provide in-kind assistance from the Agricultural Services Department of manpower and equipment, for up to one hour of roadside mowing along the Pioneer Bible Camp’s access road, located on the lands legally described as NE-19-61-17-W4, at the municipal address: 61342 RGE RD 175, in response to the request received from Stuart Barth, Board Chairman, Pioneer Bible Camp, dated May 23, 2023.

Carried.

Custom Work Request by Douglas Shapka

652-23: Serben That Smoky Lake County Council approve to provide Mr. Douglas Shapka, with Custom Work to lift a truck-box from his manure truck using the crane operated by a competent County Employee in quality and care of the crane at the Public Works Shop in Smoky Lake, and to be charged as per the Alberta Road builder’s rate, subject to receiving an executed “Hold Harmless Agreement” as per Policy Statement No. 03-26-01: Custom Work.

Carried.

8. Chief Administrative Officer’s Report:

Nil.

9. Council Committee Reports:

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

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

Dan Gawalko

Councillor Division one Report

-April 18 attended ASB townhall meeting virtually a good discussion on there being no controls or policy for landowners signing up for solar or wind projects municipalities need to redo there land use bylaws at least reinforcing green zones , we need to reduce carbon but we also need to feed the world, talked about Alberta transportation and weed control, using ASB for program promotion, and 166,000 for ASB grant funding for 2023,

-April 24, attended the LARA board of directors meeting , Wanda Austin the chair gave her report stating that the cropping manager gave her resignation and will be leaving so the organization will be looking for research tech with data processing, Farmrite working with RDAR on contracts, in cropping Amanda attended 2 RVT meetings the second was for malt barley found 2 summer students, in forage Megan organized a Gentech event discussed DNA & genetics 6 producers will be doing DNA testing, discussed funding options with RDAR. Kellie gave the AESA report assisting producers with grant funding doing EFP and scheduled a classroom ag for grade 4, LFA report increased the fee for heifers to .80 cents per day, next meeting June 5 @ 10am in Ashmont.

-May 11 attended the Vilna/Bellis Citizens On Patrol held in Vilna, Tate Murphy Smoky Lake bylaw officer gave a brief report on what he is up to unsightly premises and stray dog issues, Leroy talked about the ACOPA website what it offered and how to log in and use it, through the 14,000 dollar grant rural crimewatch and COPs received they will be hiring Hawkey Studio's puppeteers for all schools in the county for 2 years starting this fall, ticket sales are going well for the meat raffle, group discussed doing security for the Randy Russ memorial barrel racing event on August 6 & 7 and for the Smoky Lake rodeo at the kinsmen beer gardens they will also be selling tickets at the street fair in Smoky Lake and on August 19 will be cooking hotdogs at the show and shine in Vilna they also helped prepare hamburgers and hotdogs for Smoky Lake emergency preparedness day a very busy group of volunteers. Next meeting is July 27, 7:00 pm at the Bellis curling rink.

-May 25 attended Evergreen Regional Waste Management meeting discussed new cell construction using OST (oversized truck tires) and TDA (tire derived aggregate) at 20 dollars per metric ton delivered for a total cost of 30,000 for one cell compared to 410,000 using rock and can stockpile on site till needed, Ashley gave the treasurers report, Paul gave the site report Boscombe 4H club cleaned up fugitive waste on highway cleanup day in the future clubs will be paid 300.00 pr hour, a new seasonal employee has been hired and the loader is in for some welding at Mallaig administration will be doing some name changes to the grid, Meagan Blackburn and Grant Barker from Omni McCann Geoscience gave a presentation on the Evergreen site including water and leachate monitoring and new cell design, next meeting is Thursday June 15 @ 10:00 am in St.Paul.

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

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

Councillor's Report

April – May 19, 2023

From Councillor Linda Fenerty, Division 2

April 17, 2023 – North East Muni-Corr Ltd. – St. Paul County Council Chambers – 10:00 a.m.

- Approval was received for the 2 Billion Trees Program (2BT) which provides financial support to organizations to plant trees over 10 years. Trees can be planted on public and private lands, remote, rural & urban areas. It can be used in the creation of new forest cover on lands that do not currently have trees or have de-forested due to wildland fire. It is a 50% matching with matching portion either financial or in-kind. Financial & manager's report given and accepted. Bank access – still waiting bank approval. Dwayne will be administrator and Marianne will have access to statements. RRTS reported that snowmobilers had a good season. Their AGM is April 22. Delegation – Ken Warholik (Kortech) discussed using MG30 as a dust control. They are going to try a section S/R 881-Hwy 29 as a trial area. He recommended MG30 and a spray of good gravel. (I left early to attend another meeting in Village of Vilna office).

April 19, 2023 – Community Futures – St. Paul – 5:00 p.m.

- A moment of silence was held in respect for Frank Barry's passing. He was a long-time member of several organizations besides Community Futures, and he will be missed. The current loan portfolio and delinquency report were presented by Jody with points of concern being discussed. Loan #2215 – short term loan to Muni-Corr was voted upon with Dale, Evelynne & Linda abstaining due to being Muni-Corr Board members. Lakeland DMO has been approved for a grant of \$265,000.00 for five projects from PrairiesCan. A loan request was made for purchasing a building in the Waskatenau area, but was rejected due to it being a risk to proceed. Financial report and Manager's Report were presented and approved. Lemonade Day is June 17. All Board members were asked to set that date aside to help judge. June 9 is St. Paul Chamber of Commerce Golf Tournament – all Board members invited. CF Symposium is September 20-22/23 in St. Paul with the theme being "Rural Economic Development". Meeting dates have been changed to Wednesday for the next 3 months – May 17 and June 15 are next meeting dates. Adjournment: 6:45 pm.

May 1 – 3, 2023 – Community Planning Association of Alberta

- Sessions I attended were: (1) "The Grey Zone: New Ways Forward in the Convergence of Planning & Economic Development" This session by Chris Fields challenged municipalities to rethink the way they think about the way things are done. "If we want to build ourselves, we have to get out of the way of ourselves" and (2) The Town of Calmar's Community Vitalization Plan & Tour – This was an exciting session as they delved into their strategy framework and how they are making use of underutilized spaces along main street. They are supporting walkability (ie new sidewalks, open spaces) and encouraging new investment. A very good session which included a tour of the community.

May 19, 2023 – MCC / Smoky Lake Tourism Corp – Metis Crossing – 2:00 p.m.

Other Meetings

- April 4, 2023 – RCMP Liaison Committee – Council Chambers – 1:00 p.m.
- April 5, 2023 – School Tour and Lunch Discussion with Aspen View Trustees – 10:30 a.m.
- April 6, 2023 – Committee of the Whole Meeting – Council Chambers – 1:00 p.m.
- April 13, 2023 – County Council Meeting – Council Chambers – 9:00 a.m.
- April 17, 2023 – Mtg. with Carmen Bergeron & Clayton Didier (Econo Musee' follow-up)
- April 18, 2023 – Government Liaison Committee Mtg – Council Chambers – 9:00 a.m.
- April 24, 2023 – MCC Annual meeting – 5:00 p.m.
- April 25, 2023 – County Budget Mtg. – Council Chambers – 2:00 p.m.
- April 27, 2023 – County Council Mtg. – Council Chambers – 9:00 a.m.
- May 1-3, 2023 – Community Planning Association of Alberta – Nisku
- May 5, 2023 – Annual Safety Meeting – National Hall, Smoky Lake
- May 9, 2023 – Council Budget Meeting – Council Chambers – 9:00 a.m.
- May 9, 2023 – Government Liaison Committee Meeting – Council Chambers – following budget mtg.
- May 11, 2023 – Council Meeting – Council Chambers
- May 12, 2023 – Emergency Preparedness Day – Smoky Lake Complex
- May 17, 2023 – Planning & Development Law Webinar – Council Chambers – 9:00 a.m.
- May 23, 2023 – mtg.w/Econo Musee, Lakeland DMO, Carmen Bergeron – Vilna – 2:30 p.m.

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

Dominique Cere – Division Three Councillor written report from various Committees, Boards and Commissions:

April 19 – May 23, 2023

Councillor Report

April 21: Smoky Lake Foundation Mtg.: Monthly reports provided by managers, maintenance, recreation as well as CAO and Financial were reviewed. Business arising included an RFD for the accreditation body (which is now CARF). Reviewed rental rates as well as the price guide.

April 25: Budget Mtg.: Reviewed and approved budgets.

April 27: Regular Council Mtg.: Delegation present from Accurate Assessors. County will look into what other municipalities are doing to help ease the burden on Community Halls.

May 1-3: Community Planning Association of Alberta: The theme of this conference was "Preparing for the Unknown: The Intersection of Planning and Politics." Some very informative sessions covering topics such as working remotely, the development approval process, as well as electoral boundaries – when to consider changing them and the time line that it takes to do so, and Part 17 of the MGA.

May 5: Annual Safety Mtg.: Annual safety meeting was well attended by employees and council; all who attended introduces themselves, morning guest speaker spoke on active shooters, managers provided updates relating to their field, and the afternoon guest speaker spoke about positive thinking.

May 9: Budget Mtg.: Discussed the budget and some of the factors (such as the downloading of policing costs) which affect it.

May 9: Government Liaison Mtg.: Planning strategies to put in place to ensure that they coordinate with the County's Strategic Plan.

May 11: Regular Council Mtg.: Reviewed numerous RFDs, deferred speed limit request along Victoria Trail to next meeting, as well as approved minutes from previous meetings.

May 17: Planning and Development Law Webinar: Reviewed topics such as Downzoning, Land and Property Rights Tribunals versus Subdivision and Development Appeal Boards (LPRT vs SDAB), Community Revitalization Levies as well as Subdivision Bonds, Utility Infrastructure, Ownership and Maintenance, and Land Use By-Laws and Statutory Plans.

May 19: Smoky Lake Foundation Mtg.: Reviewed and approved minutes from previous meeting as well as reports from managers, maintenance, recreation as well as financial and CAO. Requested that monthly calendars as well as resident meeting notices be sent in advance to Board members. Inquired as well about lack of staff meetings during the summer months at Bar V Nook.

Respectfully submitted,

Dominique Cere

Division 3

Reeve – Division Four Councillor’s Report on various Committees, Boards & Commissions
Lorne Halisky – Reeve and Division Four Councillor’s report from various Committees, Boards and Commissions:



Reeve’s Report
April 21, 2023 to May 31, 2023

April 21, 2023 – Metis Crossing Ventures Ltd. MCVL and Smoky Lake Tourism Company SLTC Unanimous Shareholders Agreement USA Meeting @ Metis Crossing (Lorne in person)

- Discussed/made the final edits to the USA Agreement and scheduled signing on May 19th, 2023.

April 21, 2023 - Ukrainian Twinning Meeting held virtually (Lorne virtually)

- Received round table updates and the Gala fundraising event as of February 25, 2023 is \$2,765.78 for Kosiv.
- Discussed future fundraising activities and events.

April 24, 2023 – NAAGO Northeast Alberta Alliance for Growth & Opportunity Highway 28 Upgrade Press Release in Bonnyville (Lorne in person)

- Attended the Highway 28 Upgrade Press Release by the Minister of Transportation and Economic Corridors as a part of the NAAGO Lobbyist Group.
- Great news that the GOA committed to spending money on a study etc. for Highway 28 upgrades.

April 24, 2023 – MCC Annual Meeting of the Shareholders, in County Chambers (Lorne in person, Linda and Dan virtually)

- Shareholders Annual General Meeting: re-elected the same Directors: Lorne Halisky, Linda Fenerty, Amy Cherniwchan, and Melody Morton.
- Received the annual reports.

April 25, 2023 – Queen Elizabeth II Platinum Jubilee Medal Presentation & Lunch @ Metis Crossing (Lorne and Dan in person)

- Issued the Queen Elizabeth II Platinum Jubilee Medals to Michelle Wright and Noreen Easterbrook on behalf of the Smoky Lake County.

April 25, 2023 – Council Budget Meeting, in Chambers & Virtually (all Council in person)

- Approved the 2023 Total Function Budget, with a total Revenue of \$22,019,856 and total expenditures of \$22,019,856, not including amortization of \$2,020,300.
- Approved the Consolidated Five-Year Capital Budget:
 - Year-2023 = \$7,487,498,
 - Year-2024 = \$9,903,656,
 - Year-2025 = \$6,194,053,
 - Year-2026 = \$6,882,889, and
 - Year-2027 = \$4,364,117.

April 25, 2023 – 100 Cups of Coffee Wrap-Up Session, at the National Hall (all Council in person)

- Reviewed the key insights, frustrations, takeaways from the experience, ideas for action, and changes to gain momentum.

April 26, 2023 – Are you a Difference Maker Session, at the National Hall (Lorne in person)

- Discussed why we are doing this? And the Solution is You.
- Building trusting relationships and buy in must occur, must be relevant, impactful and of quality.
- Clarity of goals and roles supporting a real community versus a false community, doing things with people not to them.

April 27, 2023 – Regular Council Meeting, in Chambers & Virtually (all Council in person)

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- Gave 3rd & Final Reading to Bylaw 1433-23: to amend the Land Use Bylaw 1272-14 and Municipal Development Plan Bylaw 1249-12, to remove certain Recreational Vehicles (RV) provisions.
- Gave 3rd & Final Reading to Bylaw 1432-23: Recreational Vehicles (RV) Bylaw.
- Gave 3rd & Final Reading to Bylaw 1434-23: Regulation of Municipal Land and Reserves.
- Amended Policy Statement No. 61-25 01: Reserve Land Management.
- Amended Policy Statement No. 61-21-02: Encroachment Agreement/License.
- Amended Policy Statement No. 15-01-02: Discipline Policy.
- Approved \$1,000 of FCSS funds to the Warspite Community Hall Assoc. for a Volunteer Event.
- Approve \$350 to sponsor the Lac La Biche County’s Healthier Communities Golf Tournament.
- Approved \$2,673.24 of MSI funds to Stry 75th Anniversary Hall.
- Executed an agreement for increased ASB funding supporting of legislative activities.
- Accepted bids to sell the advertised surplus equipment.
- Executed an agreement with the Edmonton Humane Society (EHS) as the County Dog Shelter.
- Approved \$450 additional funds to the Bellis-H Beef Club for their achievement day awards.
- Amended Policy Statement 62-19-03: Ag Service Board Producer-at-Large Terms of Reference.
- Rescinded Policy Statement 62-20-02: Ag Services Board Advisory Committee Terms of Reference.
- Gave 3rd & Final Reading to Bylaw No. 1441-23: Agricultural Service Board.
- Gave 3rd & Final Reading to Bylaw No. 1435-23: Agricultural Service Board Independent Appeal Panel for Weed Control and Pest Control.
- Approved revisions to the Strategic Plan.
- Proclaimed Public Works Week as May 21-27, 2023.
- Acknowledged bridge funding awarded under STIP up to \$500,781 for BF76552.

April 28, 2023 – Travel Lakeland Meeting held virtually (Lorne virtually)

- Discussed tourism in the Victoria Region, connecting with the Lakeland Destination Management Organization DMO, working with the Smoky Lake Tourism Company SLTC and how to support each other to fully utilize resources etc.

April 28, 2023 – Retirement Event/Lunch honoring the Public Works Manager (Jered, Lorne and Dan in person)

- Attended the retirement event/lunch.

May 1-3, 2023 – CPAA 2023 Annual Conference, in Nisku (Lorne, Dominique, Linda & Jered in person)

- Sessions included:
 - The Evolution of Planning – history of land development & planning to understand present planning and help predict future planning.
 - The Intersection of Planning & Politics – how much public discourse and opinion is polluted by misinformation, smoke screens, and noise.
 - The Grey Zone – new ways forward in the convergence of Planning and Economic Development.
- Breakout sessions focused on post-pandemic environment, modern municipal needs, working remotely, enhancing real-estate and land use planning through Urban farming, local electoral boundaries, vitalization plans, limits of municipal authority, building your municipal tax base, affordable housing, embracing innovative land use bylaws and, planning for the unknown.

May 4, 2023 – NAAGO Lobbyist Group Meeting held in Edmonton (Lorne in person)

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- Discussed developing the NAAGO Terms of Reference, next steps, plan for after the GOA Election, budget and retaining the Canadian Strategy Group CSG for further work.
- May 5, 2023 – County’s Annual Safety Meeting, at the National Hall, (all Council in person)
- Speakers included:
 - Dave Ainsworth, Security Advisor, Strathcona County provided a presentation on active shooters and what to do. Run. Hide. Fight. Repeat until safe.
 - Brenda Robinson, trainer, writer and consultant, provided a presentation on positive thinking.
- May 8, 2023 – MCC Organization Meeting (Lorne and Linda in person)
- Reviewed/confirmed organization positions including outside support agencies.
 - Discussed the USA, SLTC signing on May 19, 2023.
 - Discussed the SLTC structure, membership etc.
- May 8, 2023 – Bellis Board of Trade Meeting held in Bellis (Lorne in person)
- Discussed the Hamlet of Bellis Community Wide Garage Sale.
 - Discussed the petition/ viability study to bring water and sewer into hamlet.
 - Discussed supporting the Randy Russ Memorial Barrel Race in regard to labor, food etc.
 - Gave the attendees a brief overview of what is happening within our County, Region and Province.
- May 9, 2023 – Council Budget Meeting, in Chambers & Virtually (all Council in person)
- Gave third reading to the 2023 Tax Rate Bylaw No. 1443-23.
 - Gave third reading to the Bellis Sewer Tax Bylaw No. 1442-23.
- May 9, 2023 – Government Liaison Committee, in Chambers & Virtually (all Council in person)
- Reviewed a draft advocacy plan for 2023 aligned with the strategic plan.
- May 9, 2023 – NAAGO Lobbyist Group and Canadian Strategy Group CSG Meeting held virtually (Lorne virtually)
- Discussed next steps and plan for after the GOA Election.
- May 11, 2023 – Regular Council Meeting, in Chambers & Virtually (all Council in person)
- Approve to advertise a Request for Proposals for a Lake Access and Amenity Improvement Feasibility Study.
 - Amended Policy Statement 01-23: Government Liaison Committee Terms of Reference.
 - Approve to add Plan 1922944; Block 6; Lot 1, in Bellis, to the list of County lands for sale.
 - Declared June 17, 2023 as Lemonade Day, which is a community-wide educational event providing children with the opportunity to learn and apply entrepreneurial thinking.
 - Appointed the Weed and Pest Inspectors for 2023.
 - Approved to provide \$300 to the Kinette Club of Smoky Lake’s 8th Annual Ladies Night.
 - Gave 3rd & Final Reading to the Borrowing Bylaw 1446-23.
 - Approved to sell three expired surplus propane tanks.
 - Approved to close & decommission the Bellis raw water truckfill (potable water truckfill is open).
 - Approved in-kind assistance of blading for Smoky Lake Provincial Grazing Reserve.
 - Approved to accept a late submission for dust control in Division 2.
 - Agreed to write the MLA to request the Provincial Election be postponed in light of all the fires.

- May 12, 2023 – Emergency Preparedness Day, at the Smoky Lake Complex (all Council in person)
- Information and displays from Associated Ambulance, RCMP, Rural Crime Watch, Vilna and Bellis COP and Smoky Lake County Fire & Rescue.

- May 16, 2023 – Elevate Wellness Meeting held Town of Smoky Lake Chambers (Lorne in person)
- Discussed Lending Library equipment i.e. soccer and basket balls etc. for the summer months, Gardening Workshops scheduling workshops, Know Your Food Event was cancelled for August, Seedy Saturday Event was a success, Bike Rack(s) update with retrofitting existing racks and possibly buying new ones due to wide tire bike requirement etc., Walking Trail Plan/Signage update with ordering signs/placing benches etc., Devonian Park update with installing new notice board & privacy wall/planting plants etc.
 - Discussed the Elevate Wellness Team project wrap up, next steps, celebration of achievements etc. with having a couple more future meetings.

- May 17, 2023 - ALUP Planning & Development Law: Current Trends, Issues & Updates Webinar (all Council in person)
- Community Revitalization Levies – with the Government of Alberta lifting its moratorium, how can this cost-recovery tool help your municipality?
 - Downzoning – when will a municipality be obliged to expropriate or pay compensation for loss of value?
 - LPRT v SDAB – with the Municipal Government Act s. 685(2.1) in place, hear about recent decisions respecting appeal tribunal jurisdiction.
 - Land Use Bylaws and Statutory Plans – tips on updating your key planning documents.
 - Utility infrastructure ownership and maintenance – when does “private” infrastructure become the municipality’s responsibility?
 - Subdivision Bonds – a newer product on the market for development agreement security, pros and cons.

- May 18, 2023 – College of Physicians and Surgeons of Alberta CPSA Session held virtually (Lorne virtually)
- Discussion was held on the CPSA’s role in physician recruitment and how they’re working to accelerate registration for eligible internationally trained physicians.

- May 19, 2023 – Smoky Lake Tourism Company and USA Signing Ceremony at Metis Crossing (all council in person)
- Attended and represented the Smoky Lake County at the SLTC and USA signing ceremony.

- May 24-29, 2023 - FCM’s 2023 Annual Conference and Trade Show, held in Toronto (Lorne & Linda in person)
- This year featured highly practical workshops, engaging keynote speeches and innovative lunch-and-learn sessions that offer a rewarding experience for all delegates and engaging with everyone from municipal experts to representatives of provincial and federal parties.
 - Attend Alberta Events that promote Alberta and what it offers/has to offer, building relationships/partnerships/networking etc.

For more information, please visit the Smoky Lake County Website under Council Meeting Minutes and Agendas. www.smokylakecounty.ab.ca
Yours Truly, Lorne Halisky, Smoky Lake County Reeve, and Councillor Division 4

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

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

Councillor's Report April 5th – May 24th , 2023

Division Five

Pumpkin Patch Daycare, April 5th

- Formalities
- Jered elected as Chair, Lauren Melnyk, Vice Chair
- Agenda and minutes adopted
- Treasurer's report; \$18,396 owed in back taxes has been paid. Request to waive penalties and interest has been submitted but can take up to 6 months.
- Quarterly installments for taxes will be submitted
- Director's report; continued waiting list, Employees interested in furthering their education, applying for grant funding for existing space and new space
- Jered requested by motion to revisit the waitlist policy to include healthcare workers as priority
- Accepted Dana Fedoretz' resignation from the board letter (now an employee)
- Fundraising discussion and ideas for fenced green space and equipment for new space
- Closed from July 17th – July 28th for moving purposes
- Proposed expansion space downtown that can potentially reduce waitlist
- Jered in continuing talks with the MNA regarding the old school for daycare space
- GOA to provide 3% addition to fees, we do not need to increase our fees
- Board Code of Conduct, next meeting
- Jered Motioned to update our emergency policies to align with the schools

Smoky Lake Foundation, April 21st

Jered and Dominique

- Formalities
- Manager's reports

- CAO report
- Selected CARF as the accrediting body
- 2023 budget
- 2023 rental and service charges
- 2023 price guide
- Closed session, personnel
- Next meeting May 19th

Pumpkin Patch Daycare, May 4th

- Formalities
- Fundraising; Town clean – up May 15th, chili cook off May 31st, townwide garage sale June 17th
- Closing in July for 2 weeks for moving to the new school purposes
- Continued discussion regarding additional proposed space downtown

ASCHA Webinar (Smoky Lake Foundation), May 10th

- Break – out sessions regarding adding professionals on existing boards, i.e., accountant, lawyer, etc. The GOA is researching streamlining boards

Smoky Lake Foundation, May 19th

Jered and Dominique

- Managers, maintenance and CAO reports
- Financial report
- Discussion regarding the skills Matrix from the May 10th seminar
- Pro – active preparation for evacuating residents in a wild – fire
- Matrix information for board members to review
- Business plans, discussion and preparation

Pumpkin Patch Daycare, May 23rd

- Discussion regarding proposed downtown space
- Licensing, fire, building codes, inspections, renovations cost and timeline
- Projections regarding budgets, profit and loss

- One in – camera discussion

Additional Meetings

- April 6th
- Ian Hill 100 cups of coffee
- Committee of the whole
- April 11th
- RCDC
- April 13th
- Regular Council meeting
- April 18th
- Government Liaison committee
- April 19th
- H. A. K School council
- April 25th
- Ian Hill, 100 cups of coffee
- Council budget
- April 27th
- Regular council meeting
- April 28th
- Public Works Manager’s retirement farewell
- May 1st – 2nd
- CPAA conference
- May 5th
- Annual safety meeting
- May 9th
- County budget
- Government Liaison committee
- May 11th
- Regular Council
- May 12th
- Emergency preparedness day
- Tour of proposed daycare space Smoky Lake
- May 17th
- ALUP planning, zoom in Chambers, Brownlee LLP seminar
- Smoky Lake tourism company signing at Metis Crossing

Reeve’s Report and Councillors Reports

653-23: Cere

That Smoky Lake County’s Reeve Report received for the period of April 21, 2023 to May 31, 2023, be posted to the County’s website and the Councillors reports on various committees, boards and commissions, be accepted as presented.

Carried.

10. Correspondence:

Deputy Commissioner and Commanding Officer Alberta RCMP

654-23: Serben

That Smoky Lake County acknowledge receipt of the letter received from C.M.(Curtis) Zablocki, Deputy Commissioner and Commanding Officer Alberta RCMP, providing feedback from County Council’s meeting at the Spring Rural Municipalities of Alberta (RMA) Convention: remaining committed to working collaboratively with the County to shape service delivery strategies in ways that best serve the citizens.

Carried.

Smoky Lake RCMP Detachment – Quarterly Report

655-23: Gawalko

That Smoky Lake County acknowledge receipt of the correspondence received from Cpl. Roxanne Genereaux, Smoky Lake RCMP Detachment, dated May 11, 2023, including the Quarterly Provincial Policing Report, with the County’s crime statistics to date.

Carried.

Thank You – Smoky Lake Holubka Dancers

656-23: Serben

That Smoky Lake County acknowledge receipt of the correspondence received from the Smoky Lake Holubka Dancers, dated May 2023, thanking the County for their support in providing funds towards lunch at their Year-2023 Annual Highway Cleanup.

Carried.

Community Art Gallery Proposal

657-23: Serben

That Smoky Lake County acknowledge receipt of letter received from Brian and Leesa Jones, Smoky Lake Business Owners, dated May 23, 2023, pleading for the Province, County, and Town of Smoky Lake to meet with Aspen View Public School Board to discuss all possibilities to save a portion of the old H. A. Kostash School from demolition, for the purpose of utilizing it as a community art gallery; **and** have the County Planning and Development Department reach out through the Town of Smoky Lake to ask Alberta Infrastructure to postponed the demolition until after the Métis Nation of Alberta has had time to assess the building.

Carried.

Smoky Lake Tourism Company Partnership Certificate

658-23: Serben

That Smoky Lake County acknowledge receipt of the Smoky Lake Tourism Company Partnership Certificate as follows; and post the accomplishment to the County’s social media:



Carried.

Addition to the Agenda:

Vilna Golf Course Request to Reduce Tax Assessment

659-23: Fenerty

That Smoky Lake County acknowledge receipt of the letter from the owner of the Vilna Golf Course, dated May 21, 2023, addressed to the Property Tax Assessor, requesting an assessment reduction, and defer to administration to respond with information in respect to the assessment appeal process.

Carried.

11. Information Releases:

Information Releases

660-23: Cere

That the following correspondence released to Smoky Lake County Council in accordance with Policy Statement No. 01-28-02: Council - Request for Information, for the period of April 21, 2023 to May 24, 2023, be filed for information:

Information Release	
Date Released	Number/Information Released
April 21, 2023	R63-23: Evergreen Meeting Documents
April 24, 2023	R64-23: RMA Contact Newsletter – April 21, 2023
April 25, 2023	R65-23: LICA – 2022 Air Quality Report
April 25, 2023	R66-23: Highway 28 Improvements
April 26, 2023	R67-23: Farm Safety Centre Thank You Letter – April 17, 2023
April 28, 2023	R68-23: Heritage River Tourism Planning-Final Report: April 28, 2023
April 28, 2023	R69-23: ADOA Spring Issue Newsletter – May 2023
April 28, 2023	R70-23: NSWA Newsletter – April 2023
April 28, 2023	R71-23: RMA Contact Newsletter – April 28, 2023
May 1, 2023	R72-23: UCC-ACP News Bulletin – May 1, 2023
May 1, 2023	R73-23: LICA Spring 2023 Newsletter
May 9, 2023	R74-23: UCC-ACP News Bulletin – May 8, 2023
May 9, 2023	R75-23: RMA Contact Newsletter – May 5, 2023
May 9, 2023	R76-23: Town of SL Newsletter – May 2023
May 9, 2023	R77-23: Aspen View Public Schools News Release – May 4, 2023
May 10, 2023	R78-23: Smoky Lake County Census
May 10, 2023	R79-23: Aspen View Board Highlights – May 4, 2023
May 12, 2023	R80-23: LICA – Heat Warning Statement
May 12, 2023	R81-23: Vilna/Bellis COPs Meeting March 2023
May 12, 2023	R82-23: RMA Contact Newsletter – May 12, 2023
May 17, 2023	R83-23: LICA Air Quality Update
May 18, 2023	R84-23: UCC-ACP News Bulletin May 17 2023
May 24, 2023	R85-23: Waskatenau Pryveet Dance Club Minutes
May 24, 2023	R86-23: Training Report -Finance
May 24, 2023	R87-23: Aspen View News Release – May 24, 2023
May 24, 2023	R88-23: Training Report – Planning and Development

Carried.

12. Financial Reports:

Budget to Actual Report & Financial Statements

As annexed to the minutes:

↳ Financial Statement for the month of: March, 2023.

Budget to Actual Report & Financial Statements

661-23: Gawalko

That Smoky Lake County's financial reports, including the Budget to Actual report as at May 21, 2023 and Cheque Register as of June 1, 2023, as follows, be filed for information:

County Council Meeting: June 01, 2023

Batch #	Cheque Numbers	Total of Batch
PMCHQ123	53184 to 53205	\$73,235.34
PMCHQ125	53206 to 53224	\$121,733.24
PMCHQ127	53225 to 53227	\$208,333.88
PMCHQ129	53328 to 53247	\$654,051.94
PMCHQ130	53248 to 53260	\$58,826.72
PMCHQ132	53261 to 53279	\$29,202.20
PMCHQ135	53280 to 53296	\$101,578.62
PMCHQ136	53297	\$15,562.06
Total Cheques from 53184 to 53297		\$1,262,524.00

Batch #	EFT Numbers	Total of Batch
230419	743 to 757	\$448,478.75
230425	758 to 765	\$89,376.14
230427	766 to 767	\$16,223.79
230505	768 to 780	\$58,726.12
230516	781 to 795	\$135,397.41
230518	796	\$789.17
230519	797 to 809	\$144,657.64
Total EFTs from 743 to 809		\$893,649.02

Direct Debit Register

Batch #	Description	Total of Batch
PMPAY045	My HAS	\$19.78
PMPAY046	My HAS	\$663.00
Total Direct Debits from 045 to 046		\$682.78

Grand Total Bills and Accounts	\$2,156,855.80
<i>(Note: From General Account)</i>	

Carried.

13. Next Meeting(s):

County Council Meetings

The next Smoky Lake County Council Meetings, are scheduled for:

- Monday, June 19, 2023, at 10:00 a.m. (Committee of the Whole),**
- Thursday, June 29, 2023, at 9:00 a.m. (Regular),**
- Thursday, August 3, 2023, at 9:00 a.m. (Regular),**
- Wednesday, August 23, 2023, at 9:00 a.m. (Regular),**
- Thursday, September 7, 2023, at 9:00 a.m. (Regular),**
- Thursday, September 28, 2023, at 9:00 a.m. (Regular),**
- Thursday, October 12, 2023, at 9:00 a.m. (Regular),**
- Thursday, October 26, 2023, at 9:00 a.m. (Organizational), and**
- Thursday, October 26, 2023, at 9:00 a.m. (Regular),**

to be held virtually, through Electronic Communication Technology as per Bylaw 1376-20 and/or physically in County Council Chambers.

Addition to the Agenda (Executive Session):

Personnel: Code of Conduct

662-23: Cere That Smoky Lake County Council go into Executive Session to discuss a Personnel Issue in respect to Code of Conduct, under the authority of the FOIP Act Section 27: Privileged Information and Section 24: Advice from Officials, in the presence of all Council, Interim Chief Administrative Officer and Executive Services Clerk, time 2:25 p.m.

Carried.

663-23: Serben That Smoky Lake County Council go out of Executive Session, time 2:41 p.m.

Carried.

15. ADJOURNMENT:

664-23: Gawalko That the Smoky Lake County Council Meeting of June 1, 2023, be adjourned, time 2:41 p.m.

Carried.

REEVE

S E A L

CHIEF ADMINISTRATIVE OFFICER



Request for Decision (RFD)

Meeting Date: Thursday, June 29, 2023

Agenda Item: # 7.2

Topic: Draft kisiskaciwanisipi North Saskatchewan Heritage Concept Plan

Presented By: Kyle Schole, Project Manager & Planning Tech., Planning & Development Services

Recommendation(s): **That Smoky Lake County:**

1. **Accept the *draft* kisiskaciwanisipi North Saskatchewan Heritage River Concept Plan as prepared by O2 Planning & Design Inc., for information as discussed at the June 19, 2023 Committee of the Whole Meeting.**
2. **Provide the same to the various municipal and non-municipal partners for further opportunity to comment, and**
3. **Submit the same through Alberta Environment and Protected Areas to the Canadian Heritage Rivers Board (CHRB) and Technical Committee for consideration at its Annual General Meeting currently slated for September 2023, and**
4. **Send a request to meet with the Alberta Minister of Environment and Protected Areas, asap.**

Background: Heritage River Concept Plan

This non-binding and non-statutory document will ultimately fulfil the remaining last step for recognition under the Canadian Heritage Rivers System. The Plan outlines various actions for various sectors/groups to steward the river's exceptional cultural, recreational, and natural or bio-physical values and features.

Engagement & What We Heard

Project Engagement launched in September 2022, culminating in several What We Heard Reports (*Public, Indigenous, Tourism, and Heritage*). An intermunicipal Advisory Committee has met several times along the way to provide advice and input to this process.

Generally, there was a high level of interest in seeing the North Saskatchewan River in Alberta recognized under the Canadian Heritage Rivers System (CHRS).

North Saskatchewan Watershed Alliance (NSWA), River Manager

Since 2021, the NSWA has been assisting Smoky Lake County and the project team on the Nomination, and more recently in completing the Heritage River Concept Plan. The NSWA Board enjoys multi-sectoral and interjurisdictional perspectives. NSWA staff also enjoy substantial subject-matter expertise and resourcing/capacity.

On March 29, 2023 - The NSWA Board *approved* the Strategic Planning and Priorities Committee (SPPC)/Executive Committee Recommendations **that the NSWA volunteer to become the River Manager for the North Saskatchewan Heritage River Concept Plan**. This includes taking the lead on annual and ten-year reporting.



Request for Decision (RFD)

However, this partnership does not mean that Smoky Lake County won't continue to be a key partner in this work.

Indeed, the County is partnering with the University of Alberta and the NSWA to implement an opportunity to hire Indigenous summer students under Alberta Environment and Protected Areas Amended/Extended Grant Agreement 23GRRSD45.

Parks Canada: Ecological Corridors, National Urban Park

Smoky Lake County has been contributing to the Pre-Feasibility Study for the City of Edmonton's National Urban Park (NUP) Initiative Stakeholder Committee since April 2022.

The NUP Pre-Feasibility Study is set to wrap up by Q3 2023, with Park Planning and Establishment by 2025. While no final site selection decisions have yet been made, the NUP **could** include portions of the Edmonton River Valley.

In March 2023, Administration also met on-on-one with Parks Canada (*Manager of Ecological Corridors and Heritage Rivers, Manager of National Urban Parks, Heritage Rivers Program Assistant*) to explore how the North Sask. Heritage River *could* fit into and compliment the federally led National Urban Park and Ecological Corridors Programs.

Travel Alberta Tourism Development Zone Plan: NE Lakelands

Smoky Lake County has also been sitting on Travel Alberta's Tourism Development Zone Planning Lakeland Stakeholder Committee since Fall 2022, implementation of which is now well underway.

WHAT'S NEXT

City of Edmonton and other Municipal Partners

County Administration is returning to the City of Edmonton Urban Planning Committee (UPC) on August 29 to present Report UPE01575 in fulfilment of Mayor Iveson's August 2021 Conditional Letter of Support.

Similarly, County Administration is also returning to the other seventeen partner municipalities in late June, July, and August to provide the Heritage River Concept Plan as information.

Heritage Rivers Board AGM

Administration intends submit the Heritage River Concept Plan via Alberta Environment and Protected Areas to the September 2023 Canadian Heritage Rivers Board Annual General



Request for Decision (RFD)

Meeting. Once the Board endorses the document, it will be recommended to the respective Alberta Minister, and then Canadian Minister before being announced, likely in 2024.

Commemorative Plaque Unveiling at River Lot 10

Upon the designation being announced, a commemorative plaque is to be installed. A plaque text is currently being refined, which will be provided in English, French, Ukrainian, Cree, and Blackfoot.

Costs for procurement of the plaque itself are covered by Parks Canada (~\$6,000), and some site prep is required by the County. The Town of Smoky Lake has also contributed an in-kind donation of sandstone.

HISTORY:

The Canadian Heritage Rivers System was established in 1984, and Alberta joined the CHRS in 1994.

The North Saskatchewan Watershed Alliance (NSWA) began the early work toward achieving heritage river status in the early 2000s, which culminated in a Background Study being completed in 2005. However, the project then languished for several years.

In October 2019, Smoky Lake County began to lobby and attempt to kick-start the project (Motion 111-19) in-part, due to alignment with the Victoria District Economic Development Strategy, and to inspire development of ecological, cultural, and heritage tourism opportunities.

In October 2020, then-Minister of Alberta Environment and Parks (AEP) Jason Nixon endorsed the project.

In April 2021, a motion carried at Edmonton City Council provided a ***conditional*** Letter of Support, with questions on governance and finance, which was obtained in August of that year.

In November 2021, the **Nomination Document** was filed with the Heritage Rivers Board, supported by more than 70 community partners across Alberta, which recommended endorsement to the respective Ministers.

In March 2022, Smoky Lake County struck a municipal steering committee (Motion 505-22) and entered a Memorandum of Understanding (Motion 506-22) with the North Saskatchewan Watershed Alliance (NSWA) to collaborate on a **Heritage River Concept Plan**, to complete the designation. Also in March 2022, the Village of Vilna secured a \$200k Alberta Community Partnership (ACP) Grant, further to this work.



Request for Decision (RFD)

In early April 2022, Smoky Lake County learned that Alberta Environment and Parks (AEP) Minister Jason Nixon had signed the Nomination Document and had sent it onto the federal minister for consideration.

In May 2022, the County selected O2 Planning & Design Inc. (Motion 718-22) to complete an 'Heritage River Concept Plan.' This work has been funded by several grants and in-kind support, totaling more than \$283k, and the Project Charter was approved by County Council (Motion 945-22) on August 25, 2022.

On August 3, 2022, the **NSR (Alberta) Nomination** was successfully *announced* by both Environment and Climate Change Canada (ECCC) Minister Guilbeault and Alberta Environment and Parks (AEP) Minister Issik.

Benefits: Including but not limited to:

- Alignment with other regional initiatives.
- Natural, land, and river-based tourism development opportunities.
- Enhanced community participation, awareness, pride, and place-making.
- Opportunities for the unlocking of additional grants, etc. (such as Watershed Resiliency, Community Facility Enhancement, etc.)

Disadvantages: Staff time/capacity.

Alternatives: None.

Financial Implications: Work on this project has been undertaken through several grants to the tune of \$283k, plus staff time.

Legislation: Municipal Government Act (Alberta), Parks Canada Agency Act (Canada): Parks Canada Guiding Principles and Operational Policies: Part II - Activity Policies: Canadian Heritage Rivers Policy.

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, Confederacy of Treaty 6 First Nations, Metis Nation, and others.

Strategic Alignment: Proactivity in Development, Culture, Employment, Education, and Emergency Services.

Enclosure(s):

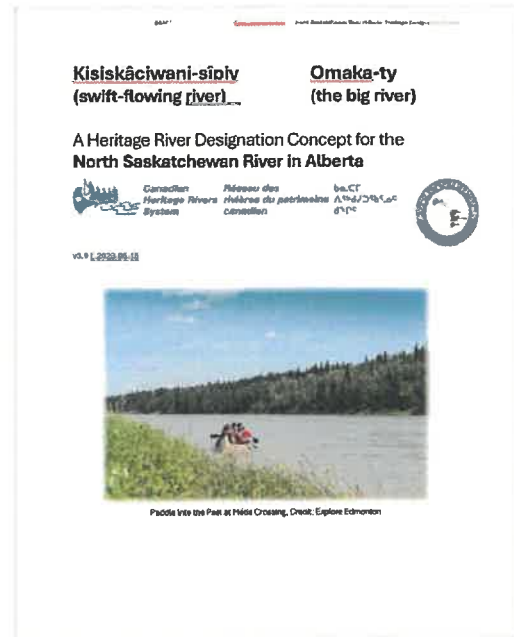
1. Powerpoint Presentation ©

Reviewed by the Interim CAO:  on Date: June 12/23.



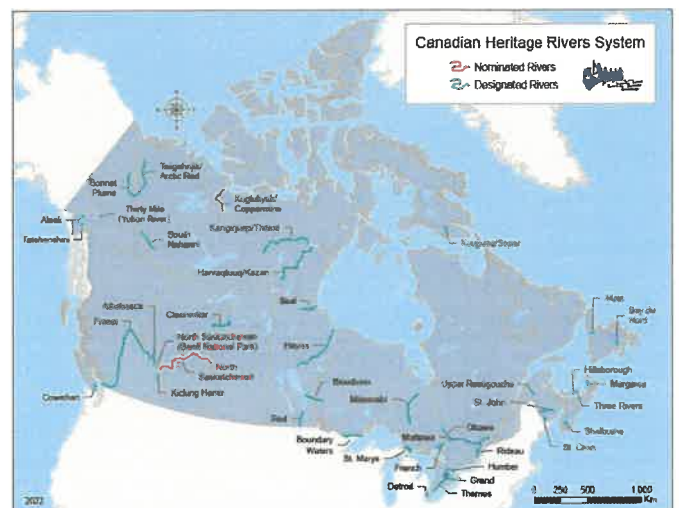
Presentation Outline

- Project Context & The Canadian Heritage Rivers System
- Engagement Summary
- Key River Heritage Values
- A Heritage Strategy: Vision, Principles, Goals and Actions
- Implementation & Monitoring
- Conclusion & Next Steps



Context & Summary

- 718 km long river
- Banff National Park → Saskatchewan
- Part of Canada's 2nd longest river system (Nelson-Saskatchewan)
- Outstanding heritage values:
 - Indigenous heritage
 - Western heritage
 - Indigenous - European conflict & cooperation
 - Large river in the Boreal Plain & Prairies
 - Proximity to urban populations





A Long Time Coming



Engagements

DISCOVER RIVER STORIES	DEVELOP DRAFT PLAN	CELEBRATE PROGRESS & INSPIRE STEWARDSHIP	SUBMISSION TO PROVINCIAL & FEDERAL GOVERNMENTS FOR APPROVAL
FALL/WINTER 2022	SPRING 2023	SUMMER 2023	FALL 2023

Indigenous

- Visited **15** communities
- Engaged **68** participants



Public

- Online Survey: **28**
- Online Portal & Web Map: **235**
- Public Workshops: **14**
- Discussion Guide: **3**
- Meetings: **6**

Tourism Industry

- Online Survey: **22**
- Digital Workshop: **9**
- Interviews: **11**



Indigenous Heritage

- Creation Stories
- A Trade Route
- Ceremonial Sites
- Women & Water
- Plants & Medicines
- Hunting & Fishing

"The river needs us, and we need the river"

Western Canadian Heritage

- The Fur Trade
- Early Expeditions
- Settlement Patterns
- Steamships
- Industrial Heritage
- Regulations & Agreements

"The Story of this River is the Story of the West"

-James Gordon, 'Roll on North Saskatchewan' chorus

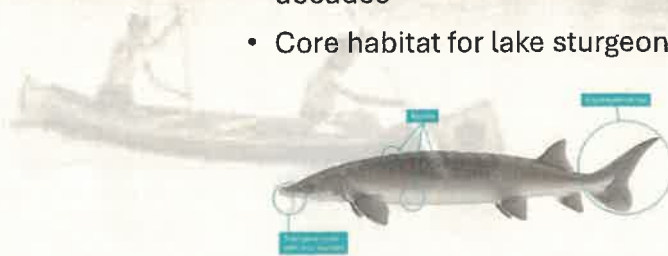


Recreational Heritage

- Boating
- Fishing & Hunting
- Nature Appreciation
- Dark Skies/Northern Lights
- Cultural Tourism
- Events/Celebration

Natural Heritage

- Represents the Boreal Plain & Prairies
- Many unique natural features
- Supports rare & threatened species
- Water quality improving in recent decades
- Core habitat for lake sturgeon





DRAFT Heritage Concept Strategic Framework

VISION

Kisiskâciwani-sîpiy's diverse heritage values are recognized and stewarded, strengthening thriving communities connected by the river's landscapes and history.



PRINCIPLES

- Recognition
- Respect
- Reconciliation
- Integrity
- Sustainability
- Voluntary Participation
- Leadership
- Collaboration & Partnerships



GOALS & ACTIONS



DRAFT Cultural Heritage Goals & Actions

GOAL: Recognize and steward the diverse cultural heritage associated with Kisiskâciwani-sîpiy

KEY ACTIONS

Unveil a commemorative historic plaque during a joint public ceremony in Smoky Lake County.

Open [kîbcinkaw eski \(Sacred Land\)](#) in Whitemud Park, Edmonton. This site will host spiritual ceremonies, sweat lodges, cultural camps, talking circles, and learning.

Promote, steward, and enhance diverse cultural heritage attractions and interpretive opportunities, linked in a river-wide thematic framework.





DRAFT Recreation & Tourism Goals & Actions

GOAL: Promote kisiskâciwani-sîpiy as a diverse recreational amenity and destination, compatible with the natural and cultural heritage values of the river.

KEY ACTIONS

Establish a River Tourism Development Task Force for kisiskâciwani-sîpiy, focused on the core areas of water-based tourism, outdoor adventure tourism, nature-based tourism, cultural tourism, and Indigenous tourism
Inventory river access points, prioritize key locations, and invest in targeted improvements while ensuring safety

Develop signature/epic multi-day river heritage tours



DRAFT Natural Heritage Goals & Actions

GOAL: Maintain or improve the natural heritage of kisiskâciwani-sîpiy, including its watershed, greenways, flora, and fauna.

KEY ACTIONS

Implement the Integrated Watershed Management Plan (IWMP) and monitor progress over time
Update the State of the Watershed Report for the North Saskatchewan River Basin (Alberta)
Complete the update of lake sturgeon population status throughout the river (GoA, 2023)





DRAFT Water Quality Goals & Actions

GOAL: Maintain or improve water quality

KEY ACTIONS

WaterSHED water quality monitoring program implementation and communications

Implement the [Surface Water Quality Framework](#) for the North Saskatchewan basin

Integrate water quality outcomes in the Designated Industrial Zone (DIZ) pilot, Industrial Heartland

Implement the Source Water Protection Plan for Edmonton (EPCOR, 2020)

Implement the Stormwater Integrated Resource Plan (SIRP), including \$1.6 billion of investment

Upgrade wastewater treatment systems at Goldbar to include advanced membrane technologies



Kisiskâciwani-sîpiy

Omaka-ty

The North Saskatchewan River (Alberta)



CO-CREATED OUTCOMES

Implementation & Reporting





Implementation: We Are All Stewards

- All Albertans have a role in river stewardship
- Heritage river designation is commemorative & symbolic *not* prescriptive
- There will be **no** changes to legislation or policies if designation is approved
- The NSWA and provincial and federal governments will **promise / guarantee** designation **will not** and **cannot** create additional red tape or bureaucracy
- **Designation complements stewardship** at all other levels: individual, grassroots, industry, municipal, provincial, Indigenous

What actions will YOU or your organization take, to experience, conserve, or restore the heritage of Kisiskâciwani-sîpiy?



02



Conclusions & Next Steps

- The heritage significance of this river is important & growing
- Designation will support place-based heritage stewardship
- The River connects us to our past & enriches the present
- **It is time for designation as a national Heritage River**
- Plan to proceed with submission to Provincial & Federal governments for approval in **Fall 2023**



02



Questions?





Request for Decision (RFD)

Meeting Date: Thursday, June 29, 2023

Agenda Item: # 7.3

Topic: Letter of Support – Victoria District/ Métis Crossing Dark Skies Preserve

Presented By: Planning & Development Services

Recommendation: That Smoky Lake County provide a Letter of Support for the Métis Crossing application for recognition as a Dark Sky Preserve under the Royal Astronomical Society (RASC) Dark Sky Application Requirements (2020), and to cc neighboring communities requesting consideration of the same.

Background:

In Fall 2021, Smoky Lake County undertook a Public Participation opportunity, dealing with Lake RVs, Urban Chickens, and Dark Skies.

In March 2023, [Metis Crossing received \\$1.45 million](#) from Prairies Canada to add year-round Sky Watching Domes that complement Indigenous programming and support more choice for visitors looking to stay overnight. Also, in March of this year, Smoky Lake County collaborated with RASC Edmonton and the Crossing to undertake the necessary Zenith Sky Quality Measurements during the New Moon.

If Council grants a Letter of Support, it will accompany a Memorandum of Understanding (MOU) between Metis Crossing and RASC along with an application which complies with the ASC Dark Sky-site Application Requirements.

The hope is to complete the designation in time for Metis Crossing Day on September 25th.

Benefits: Attractive tourism and marketing tools.

Disadvantages: Staff time.

Alternatives: Council may differ a decision or choose to take no action.

Financial Implications: Smoky Lake County has covered some expenses associated with the March site-visits including miles, meals, and lodging from within the Planning and Development Regular Budget: approx. \$440 total.

Legislation: Municipal Government Act, M-26 RSA 2000

Intergovernmental: Nil.

Strategic Alignment: Proactivity in Development, Cultural and Heritage Tourism

Enclosure(s):

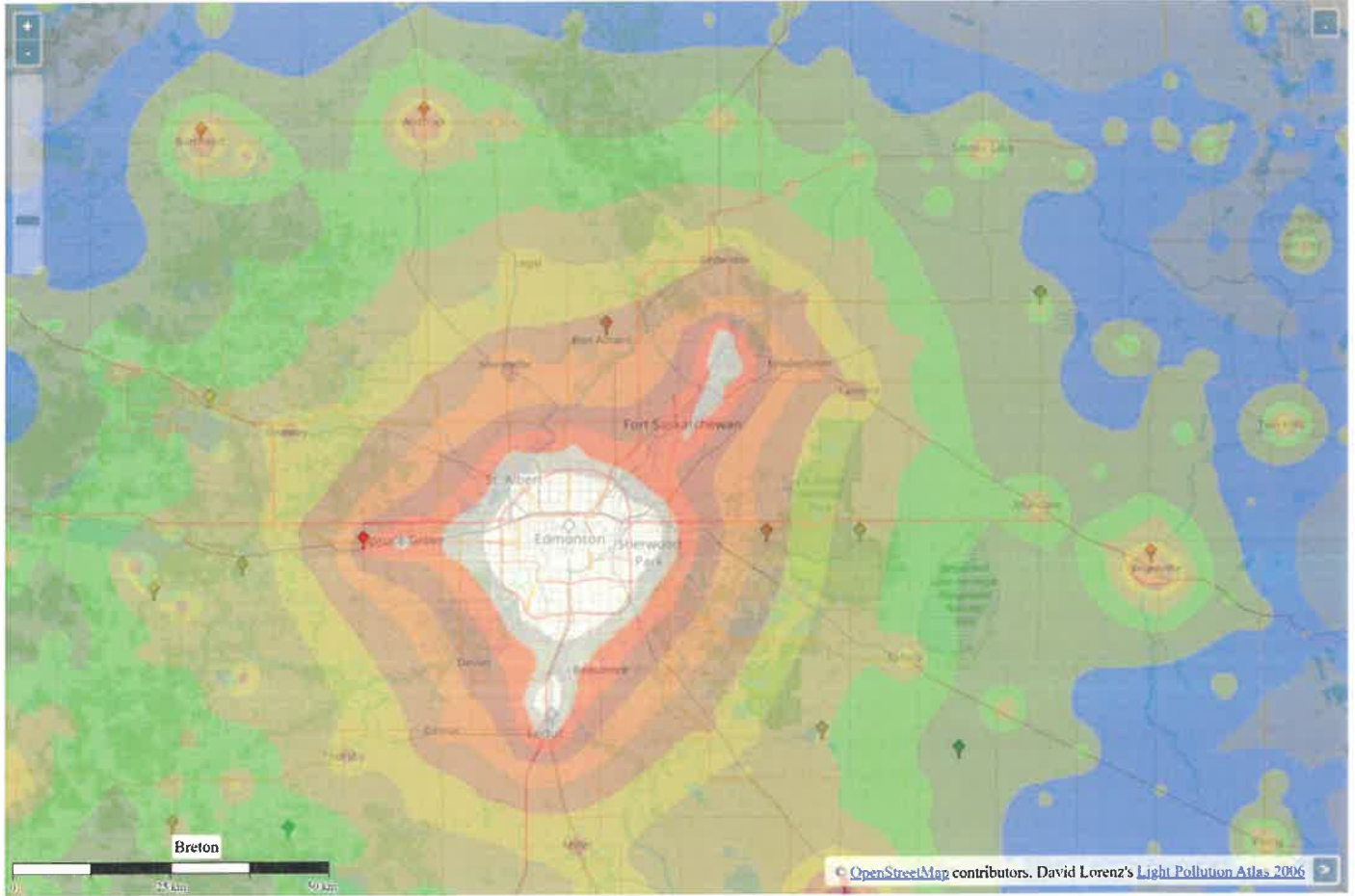
- Regional Dark Sky Heat Map © Attachment 1
- Proposed Letter of Support © Attachment 2
- 2021 What We Heard Report © Attachment 3
- RASC Dark Sky-site Application Requirements (2020) © Attachment 4
- Canadian Guidelines for Outdoor Lighting (Low-Impact Lighting™ for RASC Dark Protection Programs (2020)) © Attachment 5

Approved by the Interim CAO:  Date: June 12/23



Request for Decision (RFD)

Regional Dark Sky Heat Map © Attachment 1



Source: https://www.cleardarksky.com/csk/prov/Alberta_map.html?Mn=lenses



Smoky Lake County

P.O. Box 310
4612 McDougall Drive
Smoky Lake, Alberta T0A 3C0
Phone: 780-656-3730
1-888-656-3730
Fax: 780-656-3768
www.smokylakecounty.ab.ca

July X, 2023

Royal Astronomical Society of Canada (RASC), Edmonton
Attention: John Whoolley, Dark Sky Preserve Coordinator
788, 10301 – 104 Street
Edmonton, AB T5J 1B9

Sent Via E-mail

**RE: Letter of Support: Dark Skies Preserve at Métis Crossing and Victoria Settlement
in the Victoria District National Historic Site of Canada**

Mr. Wholley,

On behalf of Smoky Lake County Council, I am pleased to provide this letter in support of establishment of a Dark Sky Preserve at Métis Crossing, along the banks of the North Saskatchewan River, within the Victoria District National Historic Site of Canada and in Smoky Lake County.

Smoky Lake County, in partnership with the Town of Smoky Lake and the Métis Nation of Alberta, has embarked upon an Economic Development Strategy to grow and develop tourism in our region. We are working with many partners such as Travel Alberta, Explore Edmonton, Parks Canada, and others to implement many projects and initiatives which will support the tourism industry, as well as having struck a Municipally Controlled Corporation (MCC) to directly invest in this space.

The dark skies of this area are simply unparalleled by other Dark Sky Preserves across Alberta such as Jasper, Elk Island, Lakeland, and others. The inclusion of Métis Crossing and Victoria Settlement within a Dark Skies preserve will serve both as an attraction to visitors, as well as conserve and enhance this remarkable and cherished feature for our own residents.

Additionally, Métis Crossing itself has a vested interest in conserving the dark skies of this area and has invested heavily in '*dark sky viewing pods*' which will provide premium accommodations experiences. We also know that dark skies provide for important intergenerational knowledge-transfer and storytelling and holds substantial cultural significance for Indigenous people.

Dark Skies are also promoted through several County statutory plans, including:

The Smoky Lake County – Lamont County Intermunicipal Development Plan (IDP) **Bylaw 1383-20:**

1.1 Plan Principles: 5 - Identify and protect environmentally sensitive features.

The sites are designated as 'Culture and Tourism Area'.

Under Municipal Development Plan (MDP) **Bylaw 1249-12**:

1.4 Plan Philosophy and Principles

1.4.4 Smart Growth:

- Preserving open spaces, natural beauty and environmentally sensitive areas. Development will respect natural landscape features and thus have higher aesthetic, environmental, and financial value.
- Encouraging the use of green buildings and other systems that can save both money and the environment in the long run.

Under Part 4 Built Form and Land Use, Section 26 of the Victoria District Area Structure Plan (ASP) **Bylaw 1305-17**:

Policy 73: Lighting should be encouraged to adhere to Dark Sky Design principles and should be used to highlight only the area required to receive light. Light trespass onto adjacent properties should be avoided.

Policy 74: Lighting fixtures which incorporate flood lights to illuminate large areas of the site, or a building shall not be permitted.

Policy 75: Notwithstanding Policy 73 and 74, lighting policies shall not apply to agricultural developments.

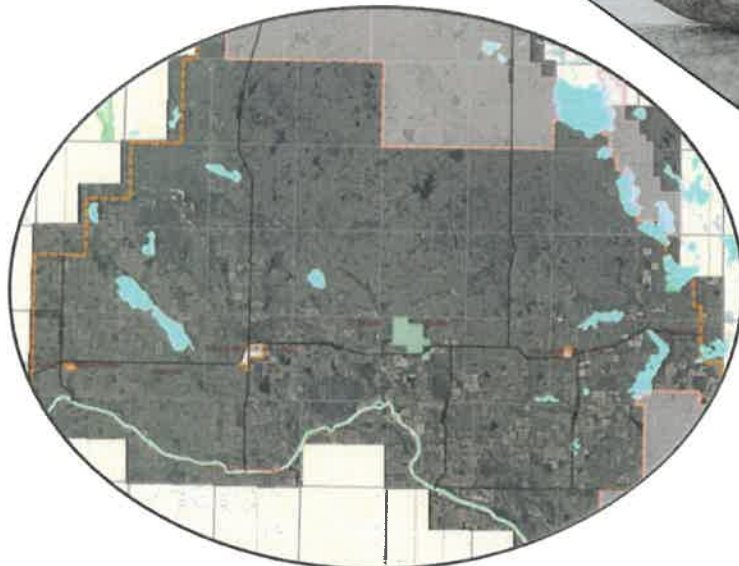
I hope that this letter will help hasten the approval of this designation ahead of the next Métis Crossing Day on September 25th. Please contact me, or Smoky Lake County Administration at 780-650-2059 or by email at kschole@smokylakecounty.ab.ca should you have any questions. Sincerely,

Lorne Halisky,
Reeve and Division 4 Councillor,
Smoky Lake County

cc: Métis Crossing
Lamont County
Town of Smoky Lake
Village of Waskatenau
Village of Vilna
File

Encl. 'What We Heard' Report (Dark Skies Section)
Dark Skies Heat Map

'What We Heard' Report: **Hamlet Chickens, Lake Lot RVs, & **Dark Skies****



July 28, 2021
Smoky Lake County Committee of the Whole
Planning & Development Services

INTRODUCTION

Project Context

During the winter & spring of 2021, Smoky Lake County has been exploring possibilities of changes to the Land Use Bylaw dealing with several areas:

- 1) Potentially allowing the keeping of chickens in hamlets.
- 2) How to better address management of Recreational Vehicles (RVs) at Lake Lots.
- 3) Pursuing Dark Sky designation.

Rather than proceed directly to making bylaw amendments, County Council decided to engage the public for input and considerations in these three areas.

During the months of June/July 2021, an Open House and Survey series was conducted, the results of which this report summarizes for Council's consideration.



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

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

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

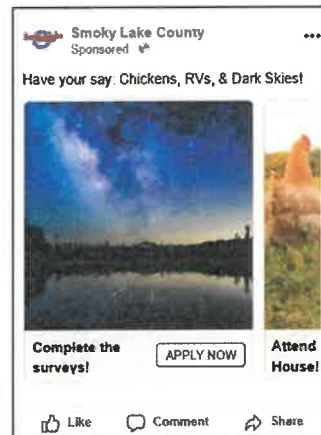
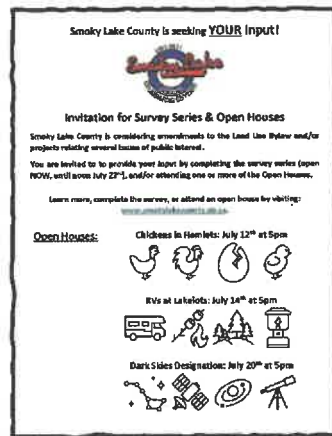


Courtesy of Explore Edmonton

METHODOLOGY

Advertising on social media (Facebook)

- Reach of 2,216 people. (i.e., who saw the ad and/or the Facebook Event least once.)
- Engagements of 192 (i.e., number of likes, shares, comments, etc.).
- Link-click rate of 163 (i.e., number who specifically clicked the Ad thru to the website at least once)



Direct Mail

Notice was also sent in the June/July Gas Bills to 1,500 addresses!

Open Houses

**Urban Chickens: Monday July 12th at 5pm,
Lake Lot RVs: Tuesday July 14th at 5pm, and
Dark Skies: Wednesday July 20th at 5pm.**

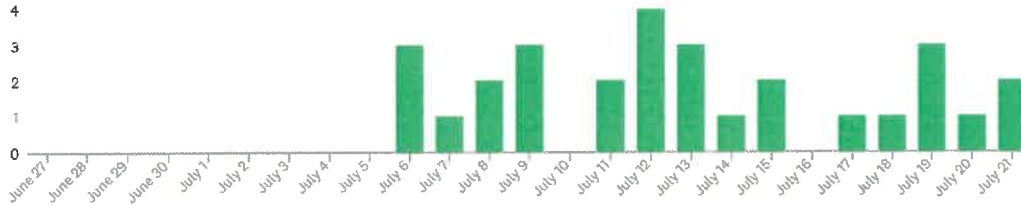


Each Open House was recorded and posted to YouTube, the County's Website, and social media for on-demand viewing.



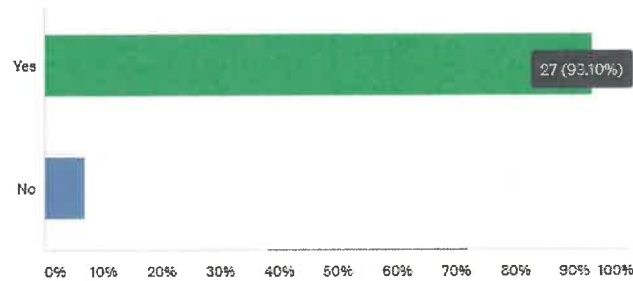
Dark Skies Survey Results

Reply rate: Open House July 20



Do you personally enjoy the fantastically dark skies in Smoky Lake County?

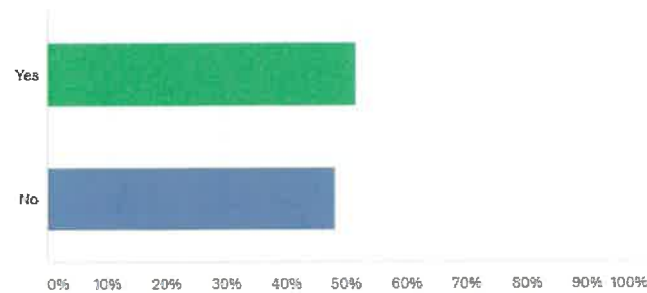
Answered: 29 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	93.10%	27
No	6.90%	2
TOTAL		29

Do you know friends, family, or others who visits or travels to Smoky Lake to in-part enjoy our dark skies?

Answered: 29 Skipped: 0

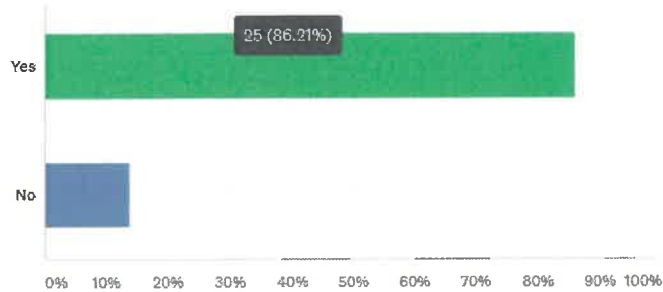


ANSWER CHOICES	RESPONSES	
Yes	51.72%	15
No	48.28%	14
TOTAL		29



Are you aware of the positive significance of dark skies for personal health and wellbeing, tourism, energy efficiency, and the natural environment?

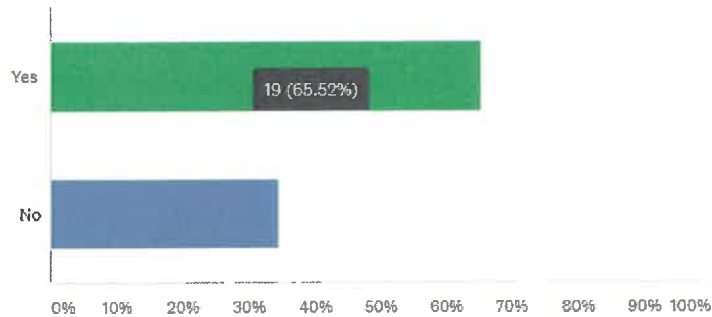
Answered: 29 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	86.21%	25
No	13.79%	4
TOTAL		29

Would you be interested in learning more about good light management practices?

Answered: 29 Skipped: 0

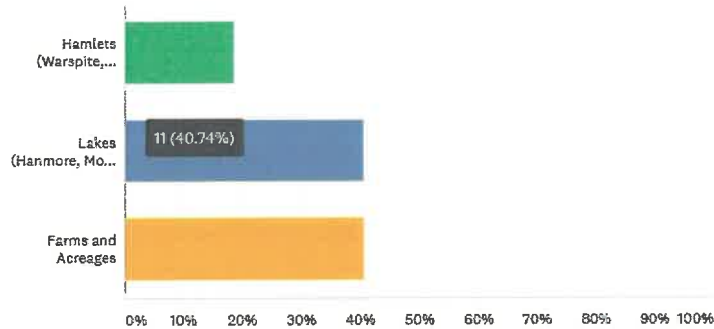


ANSWER CHOICES	RESPONSES	
Yes	65.52%	19
No	34.48%	10
TOTAL		29



Where in the County do you live?

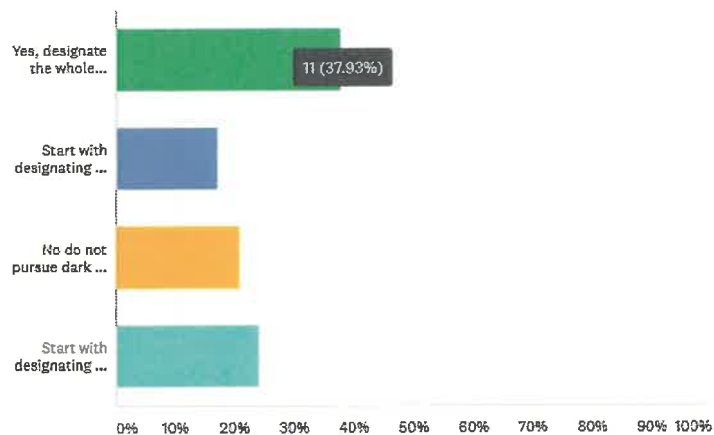
Answered: 27 Skipped: 2



ANSWER CHOICES	RESPONSES	
▼ Hamlets (Warspite, Edwand, Bellis, Spedden)	18.52%	5
▼ Lakes (Hanmore, Mons, Whitefish, Bonnie, Garner)	40.74%	11
▼ Farms and Acreages	40.74%	11
TOTAL		27

Dark Sky designation would serve to protect and showcase Smoky Lake's natural environment, and would require amendments to the Land Use Bylaw. Should the County pursue official Dark Sky designation status, and if so, should the entire county be nominated, or a smaller portion such as the Victoria District?

Answered: 29 Skipped: 0



ANSWER CHOICES	RESPONSES	
▼ Yes, designate the whole County	37.93%	11
▼ Start with designating a smaller portion (Victoria District)	17.24%	5
▼ No do not pursue dark sky designation	20.69%	6
▼ Start with designating a smaller portion (Other)	24.14%	7
TOTAL		29



Are there other land use issues unrelated to Dark Skies that you would like to see addressed or be consulted on in the future?

- *Really would love to see more focus on small scale agriculture. With the new Canada regulations in regulates to more acceptable use of glysohate we need more education on the dangers of this chemical to protect the food systems and waterways.*
- *chemical free zones (no pesticide or herbicide use) for herbal foraging.*
- *Enforce your bylaws. If you have a bylaw, be prepared to enforce it and provide that enforcement on weekends as needed. The lack of enforcement is leading to criminal activities.*
- *Noise*
- *Quit wasting time about dark sky crap. We live in a rural environment. It's already dark at night. Geez, this is what we pay our public servants to do?*
- *Unsite*

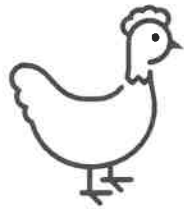


CONCLUSION



General results from Public Participation indicate that:

- 1) A true consensus in relation to RVs at lake lots is unlikely, however, there is appetite for:
 - a. Better enforcement of existing rules
 - b. Allowing larger lots to have additional RVs
- 2) Residents are comfortable with allowing the keeping of a limited number of chickens in a hamlet setting.
- 3) Residents are comfortable in pursuing dark sky designation status.
 - The Royal Astronomical Society of Canada Edmonton Branch recommends starting with a smaller area and if successful, expanding the designation later.



Royal Astronomical Society of Canada

**Dark-Sky Site
Application Requirements**

Adopted by the RASC

March 2008

Revised Autumn 2018

Revised Summer 2020

**Edited by
Robert Dick**

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1.0 SCOPE

This document provides the information necessary to assess the suitability of a site for a Preserve Designation. It describes the application procedure and states the contents of the Application.

The RASC recognizes the value of volunteers in establishing a Preserve. These Application Requirements will minimize administrative work for Park managers, local astronomy groups and the RASC.

The Royal Astronomical Society of Canada (RASC) is a national astronomy organization established in 1868 devoted to the promotion of astronomy and allied sciences. In this capacity, the RASC encourages the protection of the quality of the night sky by minimizing light pollution.

The goal of the RASC Dark-Sky Program is to promote the reduction in light pollution, to demonstrate low-impact lighting practices, to improve the nocturnal environment for plants & wildlife, to protect and expand dark observing sites for astronomy and to provide accessible locations for naturalists and the general public to experience the naturally dark night sky.

Currently, both urban and rural sites are contaminated to different levels by sky glow from artificial lighting. We thus distinguish levels of dark sky sites as follows, though the distinction is not always clear between the categories:

Dark-sky Preserve: Sites with very dark skies with minimal sky glow are generally far from urban centres and are therefore less accessible to astronomers and the public, though these usually do contain public campgrounds.

Nocturnal Preserve: Some dark sites are remote with few resources for active outreach programs, and are designated more for the protection of the night for flora and fauna than for public amenities.

Urban Star Park: These are sites within, or close to, urban areas that are not considered "dark", but provide good access to the public.

All three designations are herein referred to as Preserves.

By promoting the use of these protected areas after dark, Preserves should see increased support from the public and usage during non-peak hours.

2.0 BACKGROUND

There is a growing need to identify and protect accessible areas that permit the public, naturalists, novice stargazers and astronomers to enjoy the night sky. There is also a growing need to identify these areas and protect them from light pollution.

The goal of this RASC Dark-sky Preserve Program is to maintain or increase the quality and accessibility of dark observing sites and preserve the ecology.

Preserves shall be accessible to the public and all lighting fixtures within its borders are to comply with the RASC Guidelines for Outdoor Lighting (https://rasc.ca/dark-sky-site-guidelines/RASC-CGOL_2020.PDF). In some cases, where desired by the Applicant for special considerations and strict preservation, public access may be limited or denied within some portion of the Preserve.

Humans and wildlife are affected by light pollution. Many living creatures have evolved to require a day-night contrast to synchronize their biological rhythms. These organisms have adapted to variations in night illumination from a dark sky to the brightness of a full Moon. In contrast, illumination levels in typical urban areas far exceed the brightness of the Moon. Unfortunately public parks are usually illuminated based on "best practice" for urban areas.

The environmental impact of artificial lighting has been studied for many years. This research concludes that light can pollute the environment and fundamentally change the ecosystem and impact the health and survival of wildlife.

2.1 Applicable Documents

IESNA RP-08

RASC Guidelines for Outdoor Lighting (RASC-CGOL)

2.2 Abbreviations

ALAN Artificial light at night.

CGOL Canadian Guidelines for Outdoor Lighting

DSP Dark-Sky Preserve

IESNA Illumination Engineering Society of North America

NP Nocturnal Preserve

RASC The Royal Astronomical Society of Canada

USP Urban Star Park

2.3 Definitions

Application - the document submitted by the Management of the proposed Preserve

Applicant - the Management authority of the Preserve

Buffer Zone - the region within the Preserve under control of the Preserve Manager. The Buffer is designed to prevent glare and light trespass from shining into the Core area. There may be more than one buffer zone in the Preserve but the total buffer area shall be a small proportion of the total area of the Preserve (typically <5%).

Core - the region under control of the Preserve Manager surrounded by the Buffer Zone. There may be more than one core in the Preserve.

Dark Time – a period after which scheduled outdoor activity has ended and visitors are expected to minimize the use of light to permit other visitors to sleep.

Dark-Sky Preserve (DSP) - the region that includes the DSP Buffer Zone and DSP Core that is under a single management with authority over policy, outdoor lighting and land use.

Filter – material that removes the spectral components <500 nm from light to produce amber illumination

Glare Zone - sector between the horizon (90° from nadir) and 10° below the horizon.

Illumination - the amount of light that shines onto a surface area of 1 square meter (lumens/m², or Lux)

LPA - light pollution abatement

Luminaire - the assembly of the enclosure, lamp, optics, power supply and controls

Luminance - the amount of emitted light from a light source (cd/m²)

Nadir – the point on the ground directly beneath a luminaire

Nocturnal Preserve (NP) - the region that includes the NP Buffer Zone and NP Core that is under a single management with authority over policy, outdoor lighting and land use.

Observing Site - an area promoted as a good place to observe the sky. There may be several observing sites.

Photobiology – the study of the effects of light on biological systems

Photopic Vision – vision based on cone cells that have evolved for daytime vision and high illumination levels. Their peak sensitivity is at 555 nm.

Preserve - an area under single management that is to be designated by the RASC as a Dark-Sky PreserveTM, Nocturnal PreserveTM or Urban Star ParkTM

Scotobiology – the study of the biological need for periods of darkness

Scotopic Vision - vision based on rod cells that have evolved for night vision and low illumination levels. Their peak sensitivity is at 505 nm.

Sky Quality Meter (SQM) – a light meter designed specifically to measure a value for the brightness of the night sky. These meters are available from Unihedron, Inc., or via a short-term loan from the RASC.

Urban Star Park (USP) - the region that includes the USP Buffer Zone and NP Core that is under a single management with authority over policy, outdoor lighting and land use.

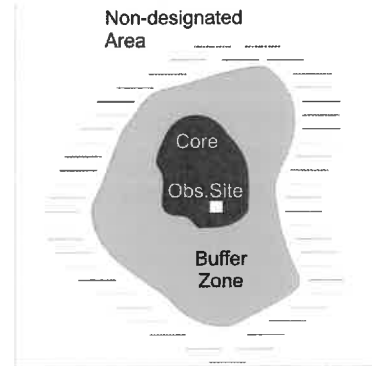
Zenith - a point directly overhead, or 90° up from the horizon.

3.0 MANAGEMENT REQUIREMENTS

The Preserve shall be under the management of a single entity to ensure full adherence to these Requirements and the RASC-CGOL.

A Preserve is a protected area with a Core and a Buffer Zone. The Buffer Zone prevents light from outside the Preserve from reaching the Core area. The Manager of the Preserve shall identify specific observing sites that will be accessible for night observing.

The establishment of a Preserve is a partnership between the Management, local stargazers and astronomers, and neighbouring municipalities, and it requires their active support. There are four principal requirements for a Preserve: compliance to the RASC-CGOL, accessibility, quality of the night sky and in the case of a DSP and USP, an active outreach program. NPs may not have the resources to provide an outreach program, but may do so if such resources can be provided by the park management.



3.1 Outdoor Lighting

The RASC-CGOL respects and protects the need for naturally dark nights, yet it allows sufficient lighting for safety and navigation within the Preserve.

These CGOL defines the spectrum (colour), brightness (illumination), shielding (extent of light) and the schedule (timing) for all artificial light that is used. These CGOL is free to be downloaded from the RASC website (https://rasc.ca/dark-sky-site-guidelines/RASC-CGOL_2020.PDF).

The Applicant shall ensure that all lighting in the Preserve complies with the RASC-CGOL. Compliant and non-compliant lighting shall be reported in the appropriate section of the Application. The Applicant shall also provide a schedule for all non-compliant luminaires to reach compliance.

If the Applicant believes specific luminaires cannot be compliant, an explanation shall be included in the Application. The RASC may choose to waive or amend any of these guidelines for a specific application provided that the integrity of the Preserve programme is not jeopardized.

3.2 Accessibility

The Applicant must ensure the core area remains accessible after the end of twilight. This will require that gates and parking lots remain open for visitors. If some areas are to be restricted from the public for reasons of ecologically sensitivity, they should be identified in the Application.

There shall be appropriate signage to help visitors navigate the Core of the Preserve. This signage shall conform to the RASC-CGOL.

3.3 Quality of a Night Environment and Dark Sky

The illumination by artificial lighting in a Core and Buffer Zone shall comply with the RASC-CGOL (https://rasc.ca/dark-sky-site-guidelines/RASC-CGOL_2020.PDF).

All artificial lighting within the Core shall not affect the ecological integrity of the Preserve or the natural quality of the night sky in terms of diffuse sky glow, luminance (glare) and illumination (surface brightness). All luminaires shall be shielded to limit the extent of the luminance and illumination to only areas where needed for permitted human activity.

Photographic images of the horizon from the observing sites, and descriptions by experienced observers, shall be used to document the sky glow on the horizon and the impact of light fixtures. These data shall be recorded annually to assess and monitor the darkness of the sky above the Preserve (zenith) and shall be submitted to the RASC-LPA Committee every year approximately on the anniversary of the DSP Designation.

3.4 Outreach Programs

For, Management of Dark-Sky Preserves and Urban Star Parks shall develop and manage more than two outreach programs per year designed for public and municipal outreach.

Public outreach is for visitors to the Preserve and will consist of raising awareness of the connection of dark skies to night ecology and raising awareness of stargazing or other night-time activities. Knowledgeable staff or members of local astronomy clubs or other organizations may assist with these activities. Topics may include, but should not be limited to mythology, star tours, telescope observation, indoor presentations, walking tours after dark, experiencing sounds of the night and night wildlife and the explanation of how artificial lighting affects the ecology.

If volunteers are used by Management to assist in public outreach activities, a Memorandum of Understanding may be signed by all parties stating the terms of the voluntary service. See Appendix B for a suggested draft of a MOU. This may also may be regulated through normal programming contracts used by the park.

Management shall encourage the reduction the light pollution that is visible from the Preserve. Municipal outreach is to protect the Preserve from light pollution from neighbouring areas and municipalities by raising awareness of the Designation. This is an investment to protect the ecological integrity of the Preserve. In the course of this outreach, possible or planned development adjacent to the park that may degrade the quality of the night environment should be identified, and the Park shall promote properly designed and installed lighting that will minimize these impacts. Failure to reach some sort of mutual understanding of the effects of nearby development may effect certification or classification of the park and may require revision of the Buffer Zone boundaries and may cause the revoking of the Preserve designation.

3.5 Nomination Process

The Manager of the proposed Preserve may submit the Application for consideration to the RASC consisting of the documentation listed in Table 4.0 and defined within Chapter 4,

and other materials that may be requested by the RASC to help them judge the suitability of the proposed Preserve.

The RASC will acknowledge the receipt of the Application when it is received and will review it in a timely manner. Comments and questions will be transmitted to the Manager of the proposed Preserve. The decision of the RASC will be communicated to the Manager. The RASC will attempt to expedite their decision by a specific date if requested by the Applicant (i.e. for an official announcement).

Upon the award of the Designation, the Preserve should display a sign identifying it as a RASC DSP, USP or NP. The RASC will provide a logo graphic for use of the Preserve on their signage and communiqué, should the Applicant desire to use it.



3.6 Naming of the Preserve

The name of the Preserve shall be determined by the RASC in consultation with the Applicant. Generally, the Preserve will be named after the geographical region. In the case of existing Parks, the Preserve will be given the name of the park.

3.7 Annual Reporting

An Annual Report is required from the Manager of the Preserve to help the RASC monitor and promote the Preserve and it will help maintain communications between the RASC and the Park. It should document outstanding deficiencies from the Application or previous Report. The RASC will attempt to work with the Preserve Management to resolve these issues.

3.6 Revision to Designation

It may become necessary to review the Preserve designation due to changes in Park priorities, signatories of the MOU, or changes in the lighting within or beyond the Preserve boundaries.

If the Preserve is deemed to be no longer viable by the sponsors of the Park or the RASC, the Designation will be rescinded and a letter will notify the Manager. The Park will be required to remove signage referring to the Preserve Designation and the Park shall no longer promote itself as a Preserve.

4.0 APPLICATION REQUIREMENTS

This chapter presents the required content in the Preserve Application.

The designation as a Preserve is based on its current merits and the Application should reflect the current state of the site, not the future plan for the site. As such, the proposed Preserve should be compliant to the RASC-CGOL. The Preserve may be expanded, or reduced, as more area becomes compliant to the CGOL.

There are ten sections to the Application (see Table below). This information will help the RASC assess the status of the current property and will be used in promoting the Preserve to other organizations and the public. This information locates, defines, describes and documents the Preserve, including the sky quality and the state of the outdoor lighting. This information will also be used as a baseline to compare future state of the Preserve.

Preserve Nomination Documentation List

- 4.1) Statement of compliance to the RASC-CGOL
- 4.2) Location and description of the proposed Preserve
- 4.3) Zenith sky quality measurements (location of the reading marked on map)
- 4.4) Public outreach plan (education)
- 4.5) Municipal outreach plan
- 4.6) Existing light fixture inventory
- 4.7) Lighting plan
- 4.8) Images of the Preserve's observing sites taken during the for day and night
- 4.9) Memorandum of Understanding between all partners
- 4.10) Letters of support and commitment from neighbouring municipalities

4.1 Statement of Compliance to RASC-CGOL

This section assesses the Applicant's understanding of the RASC-CGOL and its readiness to become a Preserve. The CGOL was developed to minimize the contamination of the area by artificial lighting and addresses both the needs of wildlife and astronomers.

The Applicant must state whether the proposed Preserve is currently compliant to the CGOL. They should be specific about any non-compliances in their outdoor luminaire inventory. The basis for the acceptance will vary depending on the total application. The RASC may choose to waive or amend any sections of the CGOL for a specific application to ensure the integrity of the Preserve programme is not jeopardized.

4.2 Scale Map of Preserve and Surroundings

Where is the proposed Preserve? The RASC requires sufficiently detailed scaled and labelled maps and directions in order to promote the Preserve. These maps must show the regional context of the Preserve and the boundaries between the Buffer Zone and the Core. Applicants should plot the location of observing sites, including access roads, campgrounds (if any), and all other facilities that are mentioned in the Application. Additional larger scaled maps of areas within the Preserve may be used to provide more detail.

4.3 Zenith Sky Quality Measurements

The sky quality of the observing site(s) must be rated. The RASC or local experienced observers approved by the RASC, should report sky quality measurements, obtained with the Unihedron Sky Quality Meter, or equivalent. The locations where these readings were taken should be marked on a map of the Preserve. These readings should be listed in a table with cross-references to their location. Brightness readings shall be taken on clear nights after astronomical twilight ends, and with no Moon in the sky. The table will include dates and times when these readings were made since they will vary by time of night and season. These reading will also be used to benchmark sky glow in the area. Subsequent annual readings will document improvements over time.

4.4 Public Outreach

The RASC Preserve Program is designed to improve or restore a park to more natural darkness through appropriate use of outdoor light. This will improve the health and welfare of flora and fauna and will provide an improved visitor experience at night. This is achieved through changes in lighting practices and through educational programming. Visitors to the Preserve may not be aware of these topics and will benefit from the experience.

The DSP shall be open after dark so visitors can experience the night with stargazing, astronomy and night talks and night walks.

Literature should be made available to the public during these sessions and in kiosks (if available). Astronomy and light pollution information may be obtained from the RASC on a cost recovery basis.

There is a list of night programs the DSP may offer the public. It includes, but is not limited to the promotion of a healthy nocturnal environment and the relationship between the sky-lore of the First Nations and other cultures. Reference may be made to the new science of scotobiology and how it is changing our awareness of our need for periods of darkness. Management is encouraged to contact other DSPs for more ideas. Every Preserve is different, so some programs may be more appropriate than others.

4.5 Municipal Outreach

Urban growth outside Park boundaries can severely contaminate the night sky over the Preserve with artificial sky glow. An active Municipal Outreach Program should be attempted to protect the Preserve from increases in urban sky glow, and to improve the quality of the night sky into the future.

Managers, with the support and assistance of local astronomy groups environmentalists and scotobiologists, should give presentations to neighbouring municipalities to promote the use of CGOL-compliant fixtures with full cut-off shielding and low colour temperature lamps to protect and improve the quality of the night sky over the Preserve. These presentations will, as a minimum, inform surrounding municipalities of the pending Preserve and will register the request for the municipality to participate in active preservation efforts that will help retain the park as a Preserve. Advice and digital files of presentation materials may be obtained from the RASC.

Repeated reminders of the adverse impact of outdoor lighting on the environment and human health are more effective than a single-mention of it in the media. Therefore, Managers and local partners should regularly raise the issue of light pollution in the local and regional media and in the business community.

4.6 Existing Luminaire Inventory

This is perhaps the most time consuming part of the Application, but it is also one of the most important.

Light fixtures are regularly installed but rarely removed. They have been installed prior to any understanding of the impact they have on the night ecology. The site may have accumulated dozens or hundreds of outdoor lights - many of which are no longer necessary.

This inventory should be presented in tabular form (MS-Excel for example) that includes the location, quantity, wattage, shielding and lamp type (colour, HPS, LED, etc.) for all outdoor luminaires in the Buffer and Core areas of the Preserve. The luminaires should be plotted and referenced on supporting maps. This inventory must be updated and submitted to the RASC every one- to two-years.

4.7 Lighting Plan

This section presents the plan and schedule to make all luminaires compliant to the CGOL. It should schedule the removal, replacement and modification of all non-conforming lighting fixtures. This work should be scheduled and budgeted before the anniversary of the Preserve's designation. Explanations for the submitted schedule and any delayed compliance should be included in this section.

4.8 Images of Proposed Preserve

These images will be posted on the RASC Preserve Website to help promote the Preserve to potential visitors and will give them an indication of what to expect. There should be daytime and nighttime panoramas of the Observing Sites (stitched together from a series of images) showing the cardinal directions, tree line, bushes, buildings, etc. They should be presented with the same scale so they can be compared.

The night panorama will also document the existence of sky glow around the horizon. They will be used as a benchmark against which future images can be compared to show improvement or degradation of the site.

4.9 Memorandum of Understanding

The Applicant should obtain MoUs from all independent businesses or leasees operating within the Park who may have outdoor lighting. They should understand that they will also have to comply with the CGOL and perhaps other requirements of the Preserve.

An understanding from other park departments who supply buildings or lighting to the Park must also be informed that their lighting must also comply with the requirement of the Preserve. Furthermore, all electrical contractors or companies tendering work within the Preserve must be given a copy of the RASC-CGOL and required to comply.

Preserves with designations that pre-date the CGOL (2008) must upgrade their lights to the CGOL when replacing pre-2008 luminaires.

The Preserve should actively promote these outreach activities. If the Preserve staff are not familiar with stargazing or the nocturnal wildlife, the Management should reach out to local astronomy and wildlife groups to help in this endeavour. Letters of interest from partners should be included in the Application. A Memorandum of Understanding (MOU) between the Management of the Preserve and the volunteers may be used to clarify expectations and avoid disagreements (APPENDIX B).

4.10 Letters of Support and Commitment

Future protection of the Preserve depends on the policies of neighbours. The Applicant should attempt to solicit letters of support and commitment to reducing the light pollution from neighbouring municipalities. They should agree to implement policies or bylaws to help protect the Preserve in the future with, as a minimum, full cut-off shielded lighting and <3000K CCT luminaires. Use of amber light and automatic will also be helpful.

5.0 ANNUAL REPORTING

The Manager of the Preserve shall submit this Report so that the RASC may monitor the site and outreach activities. It should be submitted to the RASC National Office on or about each anniversary of the designation.

The contents of the Report shall include the following.

- 1) Name, title and contact information of the following personnel if applicable.
Preserve Manager (Superintendent or Commercial Park owner),
Facilities Manager and User experience Coordinator.

Rationale: The management personnel may change as they continue along their career paths. The RASC requires the current contact person responsible for the Preserve for communication on matters concerning the Preserve.

- 2) The revised audit of outdoor luminaires in the Preserve.

Rationale: The original Application contained a table of all outdoor lighting in the Preserve. These luminaires, and any others that were added after the designation should be monitored. This table can be an edited version of the spreadsheet file that was submitted in the original application. Generally after two years from the Designation, all initially non-compliant luminaires should have been modified, removed or replaced with compliant luminaires. Luminaires that remain non-compliant should be highlighted with the reason for continued non-compliance with the plan to bring them into compliance.

- 3) Sky Quality Readings. The quality of the sky is measured with a Sky Quality Meter (SQM, Unihedron, Inc.).

The SQM measures the brightness of the sky at the zenith. If left uncontrolled this sky glow generally increases with brighter and more extensive light pollution within a Park and from neighbouring municipalities. Long-term measurements will show the success of the Preserve in protecting the night environment.

To allow direct comparisons over time, readings should be made at the same locations that were measured in the original Application.

- 4) List and describe of Public Outreach Activities for night ecology and astronomy.

This should include the nature of the outreach event(s) and an estimate of the number of visitors taking part in the event(s), and the dates. It should also name the volunteer groups that contributed in the outreach programs. If the event is regularly scheduled, then they may be collapsed into a single entry and identified as recurring. The RASC will use this information to help guide the development of outreach resources that could be made available to Preserves to assist in the user experience.

- 5) List and describe Municipal Outreach Activities that concern light pollution.

The Preserve Manager is required to meet with neighbours to ensure the protection of the night environment in the park. The report on these meetings should highlight the discussions on outdoor lighting that may shine into the Park (glare or light trespass) or over the park as sky glow. (If sky glow over the urban area is visible from the Preserve, then it is affecting both the ecology of the Preserve and the user experience of the wilderness area.)

Municipalities play a significant role in maintaining the ecological integrity of a Preserve. However this information about the Preserve, and its needs, may not be passed on during the turn over in municipal staff. Neighbouring municipalities may economically benefit from the Preserve, so it is in the best interests of both parties to have semi-regular communications and meetings.

6) Annual Reports

Include, or provide a link to the Park's preceding Annual Reports that was prepared for their provincial or federal agencies. These have more extensive information that will put their current and future policies and activities into perspective. Commercial parks should also provide a copy of their corporate annual report, if applicable.

6.0 REFERENCES

RASC Guidelines for Outdoor Lighting

https://rasc.ca/dark-sky-site-guidelines/RASC-CGOL_2020.PDF

RASC Preserve Applications Requirements

<https://rasc.ca/dark-sky-site-guidelines/>

RASC_PRESERVE_APPLICATION_REQUIREMENTS_2020.pdf

Illumination Engineering Society of North America (IESNA)

IESNA Lighting Handbook, 10th edition

APPENDIX A - Memorandum of Understanding

These are two samples for MOUs for use between partners.

MEMORANDUM OF UNDERSTANDING

This agreement is between:

Responsible Authority for the Facility Provider	Organization	Date
---	--------------	------

and

Responsible Authority for the Outreach Contributor	Organization	Date
--	--------------	------

The Outreach Contributor agrees to provide outreach assistance to Facility Provider at a mutually agreed upon schedule and location.

In return for providing public outreach assistance from Outreach Contributor, the Facility Provider agrees to provide free access to the facility and campgrounds to the Outreach Contributors providing outreach assistance for the duration of the activity plus at least one night to prevent the need for late night travel.

The Facility Provider agrees to compensate the Outreach Contributor for travel expenses (gas and food) accrued in the course of providing the outreach assistance.

This Memorandum of Understanding (MOU) shall remain in effect if one or both a managing officers are replaced. This MOU shall be dissolved with mutual consent of both organizations.

If this MOU is dissolved, the Royal Astronomical Society of Canada shall be notified within one month of the dissolution so they may re-assess the Preserve designation.

It is the responsibility of the Facility Provider to promote the outreach event, and provide the following:

- A suitable site,
- Electric power,
- Public facilities,

and to inform the Outreach contributor what items will be supplied for the event.

The volunteers may promote the RASC and provide handouts to the public.

MEMORANDUM OF UNDERSTANDING**MANAGING AUTHORITY OF DSP (FACILITY PROVIDER)**

-and-

ASTRONOMY SERVICE PROVIDER (OUTREACH CONTRIBUTOR)

This agreement is made this _____ day of _____, 2017

WHEREAS, The FACILITY PROVIDER has applied to become designated as a Dark-Sky Preserve (DSP) by the Royal Astronomical Society of Canada, and AND WHEREAS, a Memorandum of Understanding (MOU) between the FACILITY PROVIDER and the OUTREACH CONTRIBUTOR will outline the roles and responsibilities of the parties in order to become and maintain the DSP designation, NOW, THEREFORE, BE IT RESOLVED THAT the FACILITY PROVIDER and the OUTREACH CONTRIBUTOR, collectively referred to as the “parties”, agree as follows:

1. Purpose.

The purpose of this MOU is to articulate the role and responsibilities between the parties in the accomplishment of adhering to the protocols of the RASC’s DSP Program as laid out in the Guidelines for Outdoor Light in DSPs (RASC-DSP-CGOL) in order to maintain the OUTREACH CONTRIBUTOR’s designation of the FACILITY PROVIDER as a DSP.

2. Statement of Mutual Benefit and Interests.

The parties recognize the importance of an exceptional dedication to the preservation of the night sky through the implementation and enforcement of quality lighting codes, dark-sky education, and citizen support for dark skies, and that achieving designation as a DSP provides many benefits to wildlife and the community including preservation of the night sky and reductions in night time light pollution.

3. Duties of the Parties.

The parties agree to work together to maintain the DSP designation and to uphold the tenets of dark-sky policies as described by the RASC’s DSP Program as laid out in the Guidelines for Outdoor Light in DSPs (RASC-DSP-CGOL).

4. General Provisions.

The parties agree to the following:

- The parties will consult on all installations of new outdoor lighting fixtures, retrofit and replacement or relocation of all existing outdoor lighting fixtures or increases in light intensity of any existing outdoor lighting fixtures on FACILITY PROVIDER properties;
- The parties will consult with the RASC Light Pollution Abatement Committee when determining proper adaptive controls and curfews on outdoor lighting fixtures where appropriate.
- The parties will work together to support dark skies and good lighting in public communications promoting the concepts of dark skies and good lighting.

- The parties shall work together to maintain a commitment to providing dark-sky education programs by:
 - Planning and execution of at least two community dark sky awareness events per year;
 - Inclusion of dark-sky awareness documents with other community informational documents that are made available to FACILITY PROVIDER volunteers and visitors;
 - Developing and presenting dark-sky events with activities tailored for school groups visiting the FACILITY PROVIDER and within its outreach programs.
- The parties shall work together to investigate and the possibility of establishing and maintaining a sky-brightness measurement program which might include the installation of light monitoring devices.
- The parties shall work together to prepare an annual report with basic information on the effects of the DSP designation on wildlife on the FACILITY PROVIDER.

5. MOU Effective Date and Termination.

This MOU between the parties takes effect upon the signature of both parties. The parties agree that January 1 shall be considered the "Anniversary Date" of this MOU. The MOU should be renewed annually on the Anniversary Date unless either party provides notice of termination to the other by September 30 of the prior year.

FACILITY PROVIDER
Management Authority

OUTREACH CONTRIBUTOR

CEO

CEO

APPENDIX B - Sample Table Current Luminaire Inventory

LOCATION	WATTAGE	No. UNITS	SHIELDING	LAMP	Comments
Administration					
Front door	125	3	Unshielded	HPS	To be replaced with FCO 2W Amber LED, 05/2013
Perimeter Lighting	3	5	FCO	amber LED	wallpacks (EcoLight) - Compliant
	35	2		LPS	not working
Maintenance Compound	100		Unshielded.	HPS	Replace with FCO in next maintenance cycle, 04/2014
Garage		1	Not shielded	Incandescent	To be replaced in next maintenance cycle, 04/2014
Campground	100	2	Not shielded	HPS	Replaced before this camping season, 05/2013
Showers	5	2	FCO	White LED	To be filtered this camping season, 05/2013
Toilet	2		FCO	Amber LED	Compliant
#1 Parking Lot	125	1		HPS	Currently burned out and will be replaced with FCO Amber LED
Access Roads	50			HPS	Use for special event only - safety
Gate Kiosk	35	1	FCO	HPS	Compliant

NOTES:

All shall be made to comply before the current camping season unless otherwise stated.

Current maintenance cycle - April 2013-November 2013

Next maintenance cycle - April 2014-November 2014

APPENDIX C - Scotobiology

STUDY OF THE BIOLOGICAL NEED FOR PERIODS OF DARKNESS

An outline for public information prepared by Dr. R.G.S. Bidwell, Wallace, NS, 2008

What is Scotobiology?

The concept of scotobiology as a science was developed at a conference on light pollution held in Muskoka, Ontario, in 2003. It was recognised that the underlying principle was the deleterious effect of light pollution on the operation of biological systems, ranging from their biochemistry and physiology to their social behaviour. Scotobiology is the study of biological systems that require nightly darkness for their effective performance; systems that are inhibited or prevented from operating by light.

Why is Scotobiology important?

Virtually all biological systems evolved in an environment of alternating light and darkness. Furthermore, the light/dark periods in temperate zones vary with the seasons. Organisms have evolved to use the variations in the length of day and night to integrate their physiological and social behaviour with the seasons. Many organisms measure specifically the length of the night, and light pollution may prevent them from determining the season, with serious or deadly consequences. For this reason light pollution is recognised as being a major component of global pollution, and scotobiology, the study of its specific effects on organisms, has now become an important branch of biological research.

Summary of specific scotobiological responses

Insects: Insects tend to fly towards light. Light pollution thus causes insects to concentrate around bright lights at night with several serious consequences. First, they become easy prey for birds and predacious insects. Insect numbers are reduced by their disorientation and death around lights, and also because they are concentrated where natural predators have an unnatural advantage to capture them. This reduction in insect populations has been found to affect the populations of animals not strongly attracted to light, including frogs, salamanders, bats, some birds and small mammals. In addition, the mating and breeding habits of some insects require darkness, so that light pollution can interfere or prohibit normal reproduction. Finally, the migration habits and paths of many insects are affected by light pollution with resulting population depletion. The huge piles of dead insects such as mayflies that are found under streetlights in springtime give some idea of the extent of damage such lights can cause.

Birds: Many birds are powerfully attracted to lights, and over a hundred million birds die from collisions with illuminated structures in North America alone every year. The actual loss of bird populations is hard to calculate, but it is significantly large. Furthermore, as with insects, bird migration patterns may be affected by light pollution because the birds may become disoriented and unable to follow their normal flight paths. Finally, the concentration of birds around lights also encourages animals and birds of prey that feed on smaller birds, resulting in still further reductions in the population numbers of migrating birds.

Animals: The behaviour of many animals is seriously affected by light pollution. Mating, hunting and feeding habits of wolves and other large animals are altered, with resulting decreases in population. Salamanders, frogs and other amphibians, many of which are already under serious threat from chemical pollution, are subject to impacts from even low levels of artificial night lighting on their physiology, ecology, behaviour and evolution. It is very likely that the behaviour of many if not most of our wild animals is similarly and negatively affected by even low levels of light pollution.

Plants: Plants are seriously affected by light pollution. Probably the most important aspects of a plant's reaction to and interpretation of darkness are expressed in its developmental behaviour: flowering, dormancy and the onset of senescence. The plant's ability to measure and respond to day length is crucial in enabling it to dovetail its developmental behaviour with the seasons. We are all aware of "long-day" and "short-day" plants. What is not so widely known is that plants do not measure or react to the length of the day. Instead, they measure and respond to night length, i.e. the duration of darkness. So short-day plants really require long nights, and should properly be called long-night plants. The problem for short-day/long-night plants arises from the fact that if they are illuminated briefly during a long night, they interpret the event as if they had experienced two short nights, rather than one long night with an interruption. As a result, their flowering and developmental patterns may be completely interrupted. Short-day plants normally bloom in the fall, as the days shorten, and they respond to the lengthening nights to initiate the onset of flowering. As the nights further lengthen, they begin a period of dormancy, which enables them to withstand the rigours of winter. Thus, if the nights are interrupted by light pollution, the consequences can be severe or deadly. Furthermore, the effect of successive experiences of nightly illumination is cumulative. It follows that light pollution, particularly if it is repetitive on a nightly basis, can seriously affect the development, flowering and dormancy – and so the very existence – of short-day (long-night) plants.

Human Health: Humans, like other animals, are affected by nightly light pollution, and human health is more severely affected by light pollution than is generally realised. Human hormone regulation, physiology and behaviour evolved in a diurnal pattern of day and night. The normal operation of wake/sleep cycles, hormone cycles, the immune system and other biochemical behaviour, depends on the daily alternation of light and dark, and may be severely damaged by nighttime illumination. It has been shown that the human immune system works more strongly during the day to produce antibodies that protect the body against microbial invasion, which is normally more likely to occur during the activities of the day. At night the immune system switches from a defensive to a repair mode, and killer cells then become more active in attacking tumours as well as infections that may not have been successfully prevented during the day. Light pollution may thus compromise the operation of human hormone and immune systems leading to increased incidence of cancer and other diseases, as well as to other physical as well as psychological disorders including mental illness, psychiatric instability, and such problems as seasonal depression (SAD). This means that even turning on a night-light or bedside lamp may have negative effects on a person's health. This may have little relevance to light pollution in parks, but it is important to note that bright lights in camp-sites may be unhealthy to humans as well as to the wildlife inhabitants of the park.

Sociology: Human sociology is affected by light pollution. It is now commonplace to be concerned by the fact that few people alive today have had the opportunity to experience the glory of the night sky. This is sad for citizens of “advanced” or wealthy countries, but it is a serious loss of the cultural heritage of aboriginal peoples and those who live (or lived) under natural and unpolluted conditions. The darkness of the night and the ability to commune with the natural beauty of the moon and stars and the glories of the aurora are necessary for the well-being and sociological wholeness of native peoples all over the world. Most of those who live in places like Canada and the United States of America can no longer experience the wholeness of dark skies. Parks that emphasise dark skies are thus an essential part of our human and environmental heritage.

Astronomy: It hardly needs to be mentioned that astronomy depends on dark skies and the virtual absence of light pollution. Both the importance and cost of astronomical research to our present society are very high, and are as important as environmental concerns for the control of light pollution.

Prospects for abatement of light pollution: the importance of public opinion

Public pressure is the surest way to reduce light pollution. This will assist releasing more funds for basic research in scotobiology, and for helping to develop legislation to control light pollution if that is found to be necessary. Light pollution can be controlled by reducing unnecessary lighting, focussing required lighting where needed rather than shining it in every direction, and the use of directional light shades where appropriate. Lower levels of illumination are often advantageous, and have been found to provide better safety and protection for pedestrians than the normally used bright streetlights. All these approaches are already being developed and put to use, but the continued application of public pressure is essential to reduce not only the actual light pollution and the cost in dollars for unnecessary lights, but also to reduce the environmental pollution that results from making the electricity to power them. Anything that can be done to stimulate public appreciation of the dangers and costs of light pollution will be well worth the effort.

If there are further questions about scotobiology, please contact:

Robert Dick, Canadian Scotobiology Group 613-283-0362, rdick@csbg.ca

**Canadian Guidelines for Outdoor Lighting
(Low-Impact Lighting™)**

for

RASC Dark-Sky Protection Programs

**Dark-Sky Preserves™
Nocturnal Preserves™
Urban Star Parks™**

**Adopted March 2008
Revised Spring 2016
Revised Autumn 2018
Revised Summer 2020**

**Edited by
Robert Dick**

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1.0 SCOPE

The goal of the RASC Dark-Sky Protection Program (Program) is to promote the reduction in light pollution, demonstrate good ecologically sound night-time lighting practices, improve the nocturnal environment of wildlife and provide accessible locations for the general public to experience the naturally dark night sky.

There shall be no installed artificial light within a Preserve. However if the manager deems it necessary, artificial lighting will conform to these guidelines.

This document presents the Canadian Guidelines for Outdoor Lighting (CGOL) to be used in, but not limited to, Dark-Sky Preserves™, Nocturnal Preserves™ and Urban Star Parks™ herein after referred to as Preserves, and describes the types of equipment required to satisfy these guidelines. It refers to areas classified as “Lighting Zone 0, and Zone 1” (per IESNA-IDA Model Lighting Ordinance). LZ 1 has low ambient lighting levels such as small rural residential areas. LZ 0 encompasses areas that are sensitive to artificial lighting and other environmental disruptions.

The GOL has three objectives: to limit glare and the adverse ecological impact of artificial lighting throughout the Preserve, provide technical specifications for acceptable illumination levels required for safe navigation, and it presents lighting policies that may be applied to urban areas beyond the its boundaries. These will protect the Preserve from deterioration by surrounding light pollution.

In Section 3.0 we present the rationale for the protection of the rural and urban night environments from the excessive use of artificial lighting. To support these guidelines, this document provides references to useful web sites and general research into the effects of nocturnal lighting on humans, flora and fauna. Additional information and references have been published in the peer-reviewed papers by Dick^{1,2}.

The Canadian Guidelines for Outdoor Lighting are presented in Section 4.

Lighting hardware and signage are described in the Appendices to assist Park Managers in selecting compliant lighting or to guide the modification of non-compliant lighting. These sections and the Appendices will also be useful to municipal officials who are tasked with reducing the ecological impact of urban infrastructure.

¹ Dick, R., Applied Scotobiology in Luminaire Design, Lighting Research and Technology, 2013; 0: 1-17, doi: 10.1177/1477153513505758

² Dick, R. The Biological Basis for the Canadian Guideline for Outdoor Lighting, (Series of 6-papers) JRASC, June 2020-April 2021

2.0 GLOSSARY

2.1 Abbreviations

ALAN Artificial light at night

CARS Canadian Aviation Regulations

CFL Compact Fluorescent Lamps

CO Cut-off luminaires (>0% and <2% up-light)

FCO Full Cut-Off luminaires (0% up-light or “fully shielded”, 10% of light from 80° and 90° from nadir (glare zone). This is the minimum level of shielding.

CGOL RASC Guidelines for Outdoor Lighting

HID High Intensity Discharge lamps (LPS, HPS, MH lamps)

HPS High Pressure Sodium lamps (“yellow” coloured HID lamps)

IESNA Illumination Engineering Society of North America

LEDs Light Emitting Diodes

LILTM Low Impact LightingTM. Lighting that complies with these Guidelines

LPS Low Pressure Sodium lamps (monochromatic, single colour HID lamps)

LZ # Lighting Zone as per IESNA-IDA

MH Metal Halide lamps (“white” coloured HID lamps)

Preserve An area under single management that has been designated by the RASC as a Dark-Sky PreserveTM, Nocturnal PreserveTM or Urban Star ParkTM

SAD Seasonal Affective Disorder

SCO Semi-Cut-off luminaires (<2% up-light)

ShCO Sharp Cut-off luminaires (0% up-light, <1% between 80-90 degrees of nadir)

2.2 Definitions

Amber – a colour of light that does not have any emissions at wavelengths shorter than 500 nm with a peak around 590 nm. Generally has a broadband yellowish colour and has less impact on night vision and circadian rhythm than other colours.

Dark Time – a period after which scheduled outdoor activity has ended and visitors are expected to minimize their activity to permit other visitors to sleep.

Preserve Buffer Zone - the region within the Preserve under control of the Preserve Manager, surrounding the Core area. The Buffer is designed to prevent glare and light trespass from shining into the Core area.

Preserve Core - the region under control of the Preserve Manager surrounded by the Buffer Zone.

Foot-candles (fc) - -- the illuminance metric in the Imperial units of lumens/foot². Examples of levels are provided in Appendices A and C.

Glare Zone - sector between the horizon (90° from nadir) and 10° below the horizon.

Incandescent lamps - Lamps with tungsten filaments

Lumens - A luminance metric unit for the amount of emitted light. Typical luminance of various lamps are listed in Appendix A and C.

Lux – the illuminance metric in the SI units of lumens/m². Examples of levels are provided in Appendix C.

Marker Light – used to indicate the location of a feature (not to illuminate a surface)

Nadir - the point directly below the luminaire (opposite to zenith)

Photobiology – the study of the effects of light on biological systems

Photopic Vision – vision based on cone cells that have evolved for daytime vision and high illumination levels. Their peak sensitivity is at 555 nm.

Scotobiology – the study of the biological need for periods of darkness

Scotopic Vision - vision based on rod cells that have evolved for night vision and low illumination levels. Their peak sensitivity is at 505 nm.

Sky Quality Meter – a light meter designed specifically to measure a value the brightness of the night sky.

White Light - Coloured light with combined spectral components of blue, yellow and red

3.0 RATIONALE

Most people take artificial night lighting for granted. In cities it is considered to be an acceptable component of our society, and indeed many people think it is necessary for safety and security while providing an aesthetic quality to the night. Specifications and guidelines for street and roadway lighting³ address these urban assumptions. These have led to lighting policies that encourage the illumination of all urban areas to allow the use of human photopic (daytime) vision in virtually all populated areas (Figure 3.0.1).

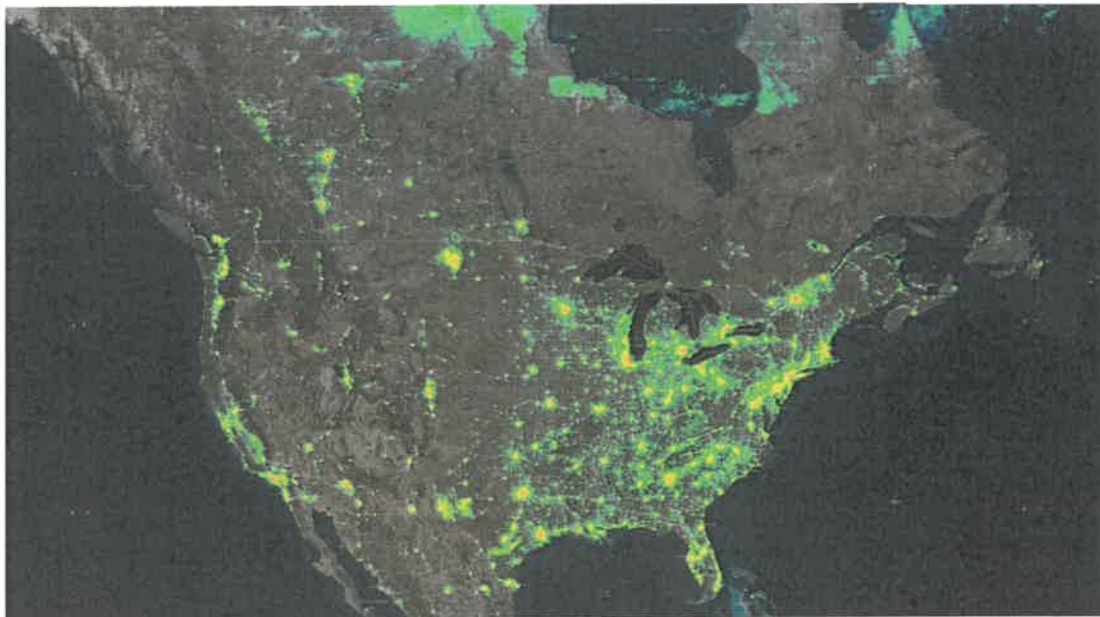


Figure 3.0.1 *Mid Latitudes at Night* (<http://www.lightpollutionmap.info> 2019)

The availability of electrical energy and efficient lighting fixtures have enabled the current urban lifestyle of non-stop “24-7” activity. Furthermore, the advances in lighting technology over a human lifetime have permitted producing 10X the light with the same amount of electricity, which is exponentially increasing light illumination levels by about 2.2% per year⁴. Most commercial and consumer luminaires are designed for high levels of illumination. Low intensity fixtures are primarily limited to decorative lighting such as Christmas lights.



Figure 3.0.2 *Light Pollution in Southern Ontario. Illuminance (lux) values were converted from Sky Quality Meter readings made under clear skies between about 2010 and 2012. Most rural light comes from house and dusk-to-dawn lighting beside township roads and highways.* (<http://www.lightpollutionmap.info> 2010)

³ Illumination Engineering Society of North American (IESNA) Handbook

⁴ C. Kyba, et.al., Artificially Lit Surface of Earth at Night Increasing in Radiance and Extent Science Advances 2017;3: e1701528 November 22, 2017, <http://advances.sciencemag.org/>

It is now common in a city to be able to read a newspaper at night under the city's artificial sky glow. In Figure 3.0.2, the light polluted skies of Toronto are compared to "good skies" in the core of Algonquin Park (upper left) that has very dark skies. Bright red corresponds to high levels of urban sky glow.

3.1 Crime

The most prevalent reason given for light at night is to reduce crime in cities. This is generally based on the notion that more light improves visibility, and this visibility discourages criminals. Based on studies of crime statistics before and after changes in outdoor lighting, there is no clear evidence that outdoor lighting reduces crime⁵. Although there are anecdotal reports that "improved lighting" (i.e. improved visibility) reduces crime⁶, there is no evidence that crime is reduced with "more or brighter lighting"⁷. In some cases crime was simply displaced, or the altered lighting was prompted or caused by a change in use of the streets by, "...strengthening informal social control and community cohesion"⁸ and this may have affected the pattern of crime.

There are different types of crime. Anecdotal studies report theft and property crime is more prevalent during daytime hours. The public's belief in the prevalence of random violence (promoted by Hollywood films) is not supported by research. Further, violent crime occurs more often in the evening and after midnight⁹ between persons that know each other. Random violence is widely reported in the media but it is generally quite rare.

There was an unconfirmed report that the brightly lit City of Manila found violent crime was still more prevalent on brightly lit streets after dark but increasing the presence of police was effective at reducing crime at night. They concluded that the city lights were not the deterrent to crime whereas the visible presence of the police was. A comprehensive report to Congress, by the National Institute of Justice¹⁰ states that there is no evidence that artificial lighting deters crime. It reports that most studies are poorly designed and without controls, which undermines any conclusions to the contrary. The report states that: "We can have very little confidence that improved lighting prevents crime". Furthermore, lighting can assist criminal activity by putting the victim and the target property on display. And, the perception of safety provided by the light may have the opposite effect by encouraging unsafe behaviour.

Vandalism is an example where security lighting has the opposite effect of what is generally believed. Studies conclude that lit areas are subject to more vandalism and graffiti. Anecdotal evidence¹¹ and more focused studies¹² support the policy of turning

⁵ The Influence of Street Lighting on Crime and Fear of Crime, Prevention Unit Paper No. 28, Stephen Atkins, Sohail Husain and Angele Storey, 1991, ISBN 0 86252 668 X

⁶ Effects of Improved Street Lighting on Crime: A Systematic Review, Home Office Research Study 251, by David P. Farrington and Brandon C. Welsh, August 2002

⁷ The Indiana Council on Outdoor Lighting Education (ICOLE), P.O. Box 17351, Indianapolis, IN 46217
⁸ *ibid*, page 2.

⁹ www.bpap.org/bpap/research/DCA_briefing_dtd.pdf

¹⁰ National Institute of Justice Grant Number 96MUMU0019 (www.ncjrs.gov/works/)

¹¹ "Darkened Streetlights Fail to Raise Crime Rate", DesMoines Register, T. Alex and T. Paluch, May 6, 2004 www.dmregister.com

lights off when security staff is not around. Apparently, vandals want to see the results of the damage and for others to see it.

“Security lighting” is often given as a reason for a luminaire. However, the illumination only enables surveillance by security cameras or personnel. Without the active monitoring, the light will have the opposite effect. What is being watched? A security light need only illuminate a particular area that is under surveillance. Shining the light off-site is not just wasteful, but produces glare that undermines visibility.

Security is NOT the same as safety. Best practice for security lighting is based on urban crime, whereas safety depends on visibility of hazards. In most cases illumination in Preserves is used for visitor safety and navigation. This is a different approach to lighting and that is provided by much less light. Lighting should be used only to highlight hazards, and only the hazards should be highlighted.

3.2 Lighting for Human Activities

Humans are a daytime species. Although we can see at night, our vision is significantly reduced compared to the daytime. In the past, starlight provided sufficient levels of illumination for most "pedestrian" activities. However our modern fast-paced and mechanized activity requires better visual acuity for driving cars, riding bicycles and for highlighting urban hazards.

The human reaction time to a stimulus is a function of the illumination level¹³. For our photopic vision it is less than 0.2 seconds whereas with our scotopic (night) vision it is about 0.5 seconds, which is sufficient for a walking pace. However in the presence of illuminated roadside distractions, actual reaction times are from 1 to 3 seconds¹⁴. Illumination levels play only a small part in reducing driver reactions but significantly increase the distractions.

Some level of artificial lighting is required for activities at night. But this lighting must be designed to increase visibility. Paradoxically, more light can reduce visibility by creating glare. This is especially true for persons over 40 years of age¹⁵ whose visual abilities degrade with time.

For example, our sensitivity to glare increases with age, as does our chances of developing cataracts. In the face of a bright light, our iris closes down letting light into the eye only through the centre of our lens. Since cataracts begin in the centre of the lens, the vision of senior citizens can be severely degraded by glare even without fully

¹² Effects of improved street lighting on crime: a systematic review, Home Office Research Study 251, August 2002

¹³ A.L. Robert - Simple Time Reaction as a Function of Luminance for Various Wavelengths, Perception & Psychophysics, 1971, Vol.10(6)

¹⁴ T. Triggs, W. Harris, Reaction Time of Drivers to Road Stimuli, Human Factors Report No. HFR-12, ISBN 0 86746 147 0, Monash University, Victoria Australia, June 1982

¹⁵ Work, Aging, and Vision: Report of a Conference, ISBN-10: 0-309-07793-1

developed cataracts. With the aging of our population, it is becoming more important to reduce glare at night.

3.3 Human Health

The proliferation of outdoor lighting has a significant impact on the health and behaviour of humans¹⁶. “Biological clocks control our sleep patterns, alertness, mood, physical strength, blood pressure, and other aspects of our physiology”¹⁷. The dominant mechanism for synchronizing this biological clock to our activity (the circadian rhythm) is the day-night contrast and the timely release of the hormone melatonin. There is considerable research on this topic. Melatonin regulates the ebb and flow of other hormones that repair the daily damage our bodies suffer each day. Without the timely release of these hormones, healing takes longer and our bodies are less able to fend off disease¹⁸.

The timing or phase of the circadian rhythm also affects our behaviour. For example, Seasonal Affective Disorder (SAD) is an emotional condition experienced by travellers, and others. The symptoms of SAD can be reduced with exposure to bright light¹⁹ in the morning as it shifts (or entrains) and resets our biological clock. However if this entrainment occurs during the late evening or at night due to artificial lighting, the biochemistry that controls our physiological well-being will also be shifted away from the optimum period.

3.4 Environmental Health

Although many people are familiar with the activity of the natural world during the day (i.e. photobiology), few people are as familiar with similar activity at night. Humans are not the only species whose biological clock is controlled by day-night contrasts and the release of melatonin. Similar biological clocks are found in plants and animals wherein darkness plays a similar role²⁰. Wildlife depends on the darkness of the night and the study of this dependence is called “scotobiology”.

Research into the nocturnal environment is relatively recent compared to research into the daytime environment. This situation is changing with a growing body of literature documenting the sensitivity of the general ecology at night to artificial lighting. This mounting scientific evidence is documenting the profound impact of artificial light on the ecology of the night²¹ and the degradation it causes.

Plants are affected by the colour and duration of lighting. Whether the effects are considered beneficial or not depends whether the outcome is desired or not. Generally, artificial lighting will change the natural growth patterns and may affect the resistance of

¹⁶ Light Research Organization, Electric Power Research Institute, (www.epri.com/LRO/index.html)

¹⁷ WebMD, March 06, 2007, www.webmd.com/cancer/news/20040908/light-at-night-may-be-linked-to-cancer

¹⁸ “Light at night and cancer risk”, Schernhammer E, et.al., *Photochem Photobiol.* 2004 Apr;79(4):316-8.

¹⁹ “Shutting Off the Night”, H. Marano, *Psychology Today*, Sep/Oct 2002

²⁰ “Lighting for the Human Circadian Clock”, S. M. Pauley, *Medical Hypotheses* (2004) 63,588–596

²¹ *Ecological Consequences of Artificial Night Lighting*, C. Rich, T. Longcore, Island Press, 2006, Pg. 405

plants to infestations and disease. Many plants respond to the length of the night as an indication of seasonal change. Extending light past the evening may slow or prevent the ability of the plant's biochemistry to prepare for winter. The various affects of light colour and duration, and type of plant, etc. makes sweeping conclusions impossible, however they indicate that changing the natural lit environment will change the natural ecology of the area.

3.5 Animal Behaviour

Artificial sky glow extends well beyond the city boundaries. Therefore in considering urban outdoor lighting, city officials must also consider its impact on the rural areas in the region. As with air and water pollution, light pollution is not contained by political boundaries.



Exposure to short periods of bright illumination (less than a minute) does not seem to affect the biological rhythm in animals²². However, longer exposures can shift (or entrain) their circadian rhythm and can modify their behavioural patterns. Minimizing the duration and extent of exposure is necessary to limit its impact.

Seasonal variations will shift the time of sunset by over four hours at mid-latitudes from roughly 16:30 in winter to 21:00 in summer (mid latitudes). During the peak of summer activities in public parks, the time of sunset can vary by over two hours (see Appendix D). In addition to this, dusk can extend the daylight by as much as an hour. The “behavioural plasticity” of animals has presumably evolved to accommodate these variations.

Natural lighting changes the behaviour of species at night²³. Nocturnal mammals adapt their behaviour over the lunar month to avoid predators. This behaviour includes, in part, limiting the foraging area and carrying food back to their shelters instead of eating in the field - limiting how much they can eat²⁴. They compensate for this during the dark time of the month.

Predator and prey behaviour depends on the darkness of the night²⁵. Illumination levels that significantly affect our biology and that of wildlife is believed to be at the level of the full Moon (0.1-lux), although the effect begins to be evident at lower light levels²⁶. To put this in context, it is generally recommended by the IESNA that an urban parking lot be lighted to more than 100X the brightness of the full Moon (see Appendix A), and the distant illumination by the sky glow from a nearby city can exceed full Moon levels.

²² Ecological Consequences of Artificial Night Lighting, C. Rich, T. Longcore, Island Press, 2006, Pg. 24

²³ The Urban Wildlands Group (www.urbanwildlands.org/abstracts.html)

²⁴ Ecological Consequences of Artificial Night Lighting, C. Rich, T. Longcore, Island Press, 2006, Pg. 28

²⁵ *ibid.*, Chapter 2

²⁶ *ibid.*, Chapter 11

An illuminated road may separate animals from their normal foraging grounds. When headlights from passing cars temporarily blind them, their natural instinct is to wait until they can see where they are going. This can leave them in the open and vulnerable to predation. They may eventually abandon their established foraging areas for new ones, which will impact the indigenous species as they compete for resources²⁷.

It is well documented that some insects are drawn towards light sources. This interrupts their normal mating and foraging activities and it concentrates them within a small area thus enhancing predation²⁸. They may also swarm the light fixture until they are exhausted. In on Canadian park, the resulting pile of insects has to be cleaned up in the morning²⁹. The blue-light components of typical broadband (white) light are the main light attractors for insects. Using white light essentially attracts the insects to the people causing a nuisance and, since insects are vectors for disease, the white light enhances the health risk of outdoor activity³⁰.

3.6 Shorelines

Waterways are used for transportation and recreation. However, they are also important ecosystems that support wildlife in the water and on the lands adjacent to the shoreline. Shoreline property is valued by our society and this is causing human developments along rivers and around lakes. An increasing number of properties have shoreline lighting that illuminates the waterway.



From the human stand point; shoreline lighting makes it very difficult to navigate the channel. Glare from unshielded lights prevents boater's eyes from becoming dark adapted. At night, a boater will only be able to see the points of light along the shore rendering the channel markers and floating hazards very difficult to see. Clearly, glare along the shoreline obscures hazards and should be reduced.

Illuminated shorelines also impact fish and aquatic plants³¹. Some fish are attracted to the light from their natural feeding depths. The increase in the concentration of small fish increases the hunting efficiency of predators. Although the behaviour of the nocturnal predator may not be compromised by artificial light, the ability of its prey to recognize the danger and to escape will affect their survival. This alters the ecological balance leading to unforeseen consequences.

²⁷ Ecological Consequences of Artificial Night Lighting, C. Rich, T. Longcore, Island Press, 2006

²⁸ *ibid.*, Chapter 13

²⁹ Anecdotal reports from Parks Canada, 2011

³⁰ A. Barghini, B. de Medeiros, Artificial Lighting as a Vector Attractant and Cause of Disease Diffusion, doi: 10.128/ehp.1002115, August 2010, National Institute of Environmental Health Sciences, US Dept. of Health and Human Services

³¹ Ecological Consequences of Artificial Night Lighting, C. Rich, T. Longcore, Island Press, 2006, Part V

3.7 Cultural Impact

There is a cultural imperative to protect the darkness of the night sky. Throughout recorded history (about 6,000 years) stargazing and astronomy have been a focus of stories and mythologies. Those who have seen a dark sky are impressed by the serene majesty of the celestial sphere. It comes as no surprise that all civilizations have the constellations and asterisms woven into their culture.

This is a fading experience for most people. After stepping outside from a lit room and under a dark rural sky, our initial count of a few stars with our photopic vision increases a hundred fold after only 10 minutes. This may increase by another order of magnitude after less than an hour as our eyes become fully dark-adapted. However, urban sky glow overwhelms the faint stars, and the glare from discrete light fixtures prevents our eyes from becoming dark-adapted. These limit the number of stars we can see from many thousands to less than a few hundred. The consequence is that most people do not look up - because the view is only darkness. Our current generation is the first for whom much less than half the population has seen a star-filled night sky. Most children have never seen the Milky Way.

With urban-style lighting in parks and campgrounds, visitors are less able to see the night sky that motivated our ancestors. By adhering these Guidelines, visitors will be welcomed by the view of the night sky and the nocturnal animals will help preserve the ecological integrity of the area.

3.8 Spectrum of Artificial Light at Night

As discussed earlier, and as specified in Section 4 and summarized in Appendix L, only non-white light sources are permitted in Preserves. However conversion to compliant lighting can be relatively easy (see Appendix K).

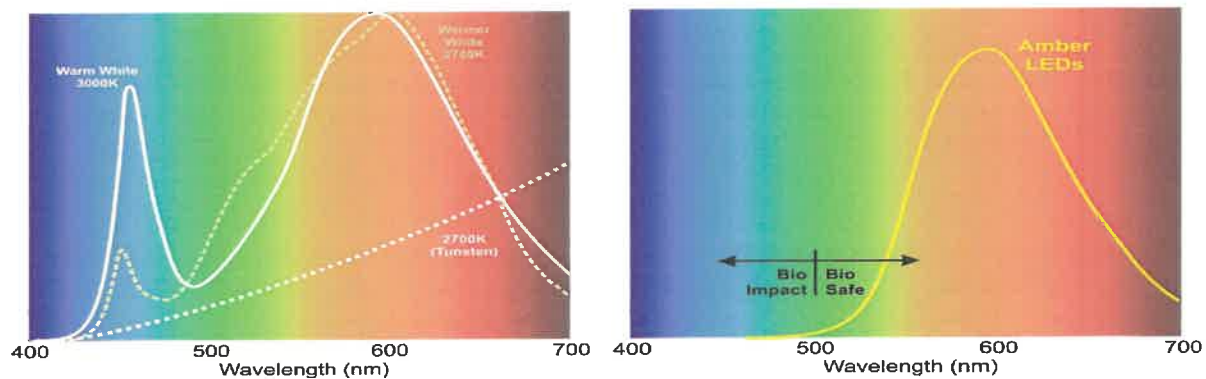


Figure 3.8 Spectra of Common Lamps

A lamps spectrum depends on the physics of light emission. Incandescent lamps (~2700K tungsten filament) have a smooth spectrum that illuminates all coloured surfaces very well. All other sources only illuminate certain colours, which reduces the colour rendering. Although amber LEDs do not cover the range of colours as HPS lamps, it provides better colour rendering due to its less “spiky” emission. Amber LEDs emit virtually no blue light. White light is emitted by broad-spectrum sources of blue to red light. Removing the blue component makes the light appear amber. It is generally the blue-light component that causes the biological impact.

Most lamps are based on incandescent, HPS, florescent and LED bulbs. Incandescent bulbs emit a broadband "warm" white light with a correlated colour temperature (CCT) of about 2700K. HPS lamps have a "spiky" amber spectrum. Although the colour "looks" yellow, it contains 10% blue light (<500 nm).

LEDs are available in a range of colours but they can be classified as white or amber. (Warm-white light has less blue, but it is still "white".) White-light LED luminaires are available with correlated colour temperatures (CCT) from 2700K to 5000K LEDs. However the amount of blue in these lamps can vary considerably between CCT and between companies from less than 10% to almost 40%. The amber LEDs (CCT ~1900K to 2200K) emit virtually no blue light.

White light is not permitted in Preserves because of its impact on wildlife, vision and its high scattering properties in smoke and fog. Blue light also affects the circadian rhythm of plants and animals - artificially altering their biology, and it provides subconscious lighting cues that may lead to inappropriate seasonal and foraging behaviours. For example some plants base their preparation for winter on the length of the night, which can be artificially shortened by artificial light, leading to a delay and reduced winter survival.

White light with blue spectral components also attracts approximately 50% more insects than amber light. Apart from being a nuisance, insects can carry diseases that may be transmitted to park visitors.

The blue light components increase the impact of glare – up to 10X that of amber light. And when unshielded, white LEDs undermine our night vision. With a compromised night vision, we are less able to see into dim areas - reducing safety by limiting our awareness of the surroundings (creating hazards) and affecting our ability to navigate at night. This lack of visibility also reduces our sense of safety and security.

The role of artificial light is to either make a location at night (a marker light) or to make a surface visible. Once the light is emitted from a lamp or scattered off a surface, it may contribute to light pollution.

3.9 Luminance

The amount of light we see "luminance". It is the light that enters our eyes, and if it is excessive we perceive it as glare. The amount of incident light per unit area is the surface "illuminance". This illuminated surface then reflects or scatters the light into our eyes, which we perceive as, once again, the surface luminance. It is the light source and the reflected surface "luminance" that affects the vision and biology of animals and people.

If a lamp is to illuminate a large surface then the luminance of the lamp must be considerably greater than the illuminated surface because it is much smaller than the surface. For example the light source of a streetlight may have an area of 40 cm² (0.004 m²) but it must illuminate 240 m² of road surface, so the luminance of the lamp must be about 60,000X brighter than the apparent luminance of the road. And, the road surface

may only reflect 5% of this light. So although the road surface has a modest brightness, the lamp will be “brilliant”.

If not shielded, the apparent brilliance of the lamp scatters in our eyeglasses, optics of our eyes to reduce contrast and undermine our ability to see. The luminance of a light source (a lamp or a brightly illuminated surface) is what attracts insect and affects the biology and behaviour of other animals.

This is why shields are so important (Section 3.11) otherwise we are both “distracted” by the direct lamplight, and the glare undermines our vision into to dimmer areas. There are three celestial objects that put the luminance of lights into a practical perspective.

During twilight, the planet Venus is a brilliant object and hard to ignore - it casts shadows! However it is low in the sky after twilight and tends to be obscured by vegetation near the horizon. Another celestial object that “gets the attention” of city dwellers is the star Sirius. It is seen in the dark winter sky and is only 1/10 the luminance of Venus (1 cd/m² compared to 0.1 cd/m²)

In contrast, the full Moon is much brighter at about 4,500 cd/m² and a streetlight can have the luminance of 4-million cd/m². The light of the crescent Moon affects the behaviour of different types of animals³², and a luminance of several-times the light of the full Moon affects our biology^{33,34}, and by similarity that of other animals. These numbers put natural and engineered luminous objects into perspective.

Animals have evolved under the natural lights, so we presume the ecosystem will tolerate this amount of luminance even as bright as the full Moon. However streetlights are roughly 1,000X brighter than the full Moon. In the absence of more specific studies, it is reasonable to limit the luminance of light fixtures, as seen from beyond the target area, to at least less than the crescent Moon (500 cd/m²).

Shielding is not appropriate in applications where the purpose of the light is to mark a location (marker light). In these cases, the luminance should be less than 1 cd/m² so as to limit debilitating glare. This is about 3X the luminance of the surface of an urban residential street.

Lamps are rated by how many “lumens” of light they emit, so how many lumens are permissible?

³² Benoit-Bird, K., Au, W., Wisdom, D. (2009) Nocturnal Light and Lunar Cycle Effects on Diel Migration of Micronekton, *Limnology and Oceanography*, 54(5), 1789–1800 2009

³³ Dauchy, R., et.al., (2010) Dark-Phase Light Contamination Disrupts Circadian Rhythms in Plasma Measures of Endocrine Physiology and Metabolism in Rats, *Comparative Medicine*, Vol. 60, No 5 October 2010 Pages 348–356

³⁴ Dauchy, R., et.al., (2014) Circadian and Melatonin Disruption by Exposure to Light at Night Drives Intrinsic Resistance to Tamoxifen Therapy in Breast Cancer, *Cancer Research*; 74(15) August 1, 2014, DOI: 10.1158/0008-5472.CAN-13-3156

A candle emits light in almost every direction, but many modern lights direct the light forward – doubling its apparent luminance for a given total amount of emitted light. More specifically for a marker light, a modern directional lamp such as an LED should be limited to about 6 lumens (a 1/16 W LED).

A brighter field of view (ambient light) will require a brighter LED to get the same attention. For a marker light near an illuminated asphalt road, to get the same contrast of Venus against a tree line, a directional LED would need to be 30X brighter (2W LED marker light)^{35, 36}.

3.10 Luminaire Shields

Shielding luminaires is critical for cutting widespread glare that is otherwise visible for “as far as the eye can see”. Shielding improves visibility and prevents the light’s impact on the environment beyond the target area.

Unshielded lights will illuminate a very large area, however the illumination level more than 2 mounting heights from nadir is, quite literally, negligible - <1/10 that at nadir, and contributes little to good visibility. The useful spread of the light is only about 1.5 X mounting height from nadir. (This is due to the cosine law and the $1/r^2$ law, which are shown the accompanying figure.) So any light that shines beyond this distance primarily produces glare and wastes energy.

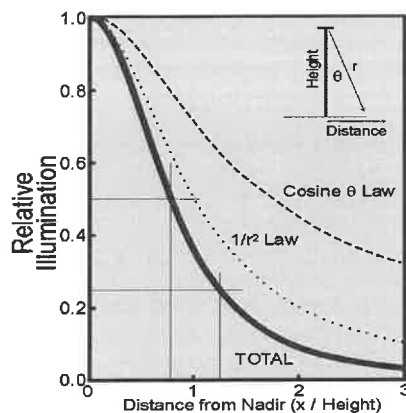


Figure 3.10.1 Distribution of light from a luminaire. For a simple luminaire, the illumination decreases with distance from the nadir of the luminaire. There two reasons for this: the illumination dims with distance ($1/r^2$), and the angle the light hits the ground gets lower (cosine law). The combination of these limits the practical illumination out to less than 2 mounting heights from nadir. Thus a luminaire that shines light farther than this distance contributes only glare, which reduces visibility.

The light that shines within 10° below the horizon can undermine our night vision more than 100 meters away and can affect the aesthetic appearance of the night. Full cut-off fixtures (or fully-shielded fixtures) limit the amount of light in this glare zone to <10% while Sharp Cut-Off fixtures limit it to <1%. (See Figure 3.9.1).

³⁵ Puschig, J., Posch, T., Uttenthaler, S., Night Sky Photometry and Spectroscopy Performed at the Vienna University Observatory, JQSRT, April 2013 arXiv:1304.7716v1 [astro-ph.IM] 29 Apr 2013

³⁶ Assumes a DSP sky brightness of 21.3 mag/s^2 , a tree albedo of 0.15 and an asphalt road luminance of 0.3 cd/m^2

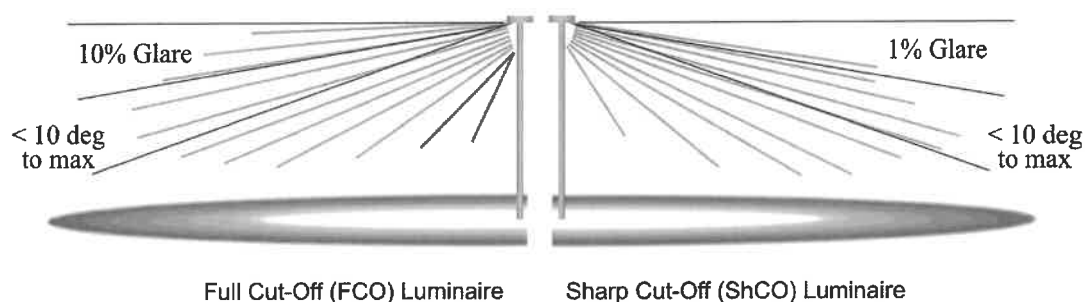


Figure 3.10.2 Comparison of FCO and ShCO shielding. FCO shielding permits 10% of the total emitted light to shine within 10-degrees below the horizon. ShCO shielding reduces this to only 1% and significantly reduces this glare.

To expand the target area with more useful light requires appropriately designed optics to "throw light" from nadir into the periphery. However they still limit the light in this glare zone to <10%. These may be found in the more-expense luminaires.

Because of the spectral effects discussed in section 3.8, white-light lamps require at least Sharp Cut-Off shielding for them to reduce the effective of glare to that of amber light. Existing commercial luminaires (circa 2016) approach FCO but extra shields may be required to convert them into Sharp Cut-Off.

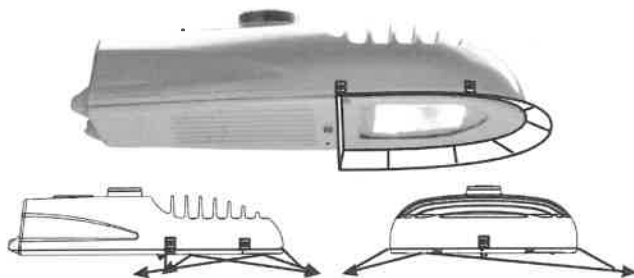


Figure 3.10.3 Sketch of luminaire shield. This is a sketch of what a shield could look like. The shape is based on earlier shields that were used on non cut-off cobra lights. The front and back surfaces should be designed to limit light trespass. Similar concepts should be used for other types of luminaires.

Mirror surfaces or bright coatings are effective at redirecting the light from the glare zone down into the target area to produce a more effective light fixture. The removal of the offending glare significantly increases visibility across the illuminated area, and even beyond by helping to preserve our night vision. This increases our "sense of place" and "situation awareness", and thereby increasing our safety and security.

3.11 Scheduling of Light

The timing of when illumination is used is also important. Humans are the only creatures that want light at night, so it must only be used if and when there is human activity in the area. However, most public parks use lights that were selected before our current understanding of their impact on the ecosystem, and many of these remain on because there are no switches or timing circuits. These units should be retrofitted or replaced.

Some Preserves define "Dark Time" when outdoor lighting is discouraged. It typically begins 2-hours after sunset. This period is similar to that derived from the behavioural

plasticity of wildlife that evolved to accommodate the changing illumination due to cloud cover and the seasonal variations in nightfall.

There are four uses for outdoor lighting.

- Navigation - assists in wayfinding
- Safety - renders hazards more visible
- Security - assists personnel to protect persons and property
- Aesthetics - illuminates a cultural display

The role of artificial light at night is to only identify hazards and wayfinding during pedestrian activities, which require relatively low illumination levels.

The norms of urban areas do not apply in a Preserve. There are usually no security personnel that make regular security sweeps or CCTV monitoring of campgrounds or other areas throughout the night. Therefore, the security "best practice" for urban areas should not be used in Preserves. Artificial light should be used "Springly" for navigation.

3.12 Summary

Artificial lighting that is installed for human activity alters the natural environment. Currently, this environmental degradation supported by outdated urban Best Practice and this should not be applied to Preserves.

It is clearly shown in published research, that artificial outdoor lighting affects the ecology by disrupting food webs, animal biology and behaviours. Although the actual mechanisms for these disruptions are not always clear, this does not weaken the evidence for the damaging impact of artificial light on the ecosystem and the need to minimize it.

There is growing evidence for the degradation of human health with the illumination of the night – particularly the blue components in white light that may be contributing to the increases in chronic diseases.

Education is the key to reducing this degradation by ALAN. Establishing Preserves is an obvious way to help inform the public about the virtues of a dark night, and will show its vitality. Demonstrating compliant outdoor lighting in Preserves, will show the importance of reducing artificial light at night in their home cities.

Wildlife has no voice and cannot control their environment. We must act on their behalf. Both parks and cities must take action and advocate against change in their environment.

4.0 GUIDELINES FOR OUTDOOR LIGHTING

Chapter 3 explained the need to reduce light pollution. The information and tables in this section present the quantitative limits to outdoor lighting in Preserves. In all cases, artificial light at night is considered “contamination” that must be prevented or at least minimized.

Since the goals of the RASC Preserve Program are to promote and protect the night environment and promote astronomy, These Canadian Guidelines for Outdoor Lighting (CGOL) apply to all Preserves. They give priority to the ecology, not urban lighting “Best Practice”.

The only difference between the RASC Dark-Sky Preserves and Urban Star Parks is the sky glow from external lighting over the site. It is understood that the establishment of an USP may not be sufficient to completely change the lighting policies of the urban area. Both DSPs and USPs should provide public outreach programs to explain and promote low-impact lighting and astronomy.

Nocturnal Preserves acknowledge that these outreach programs may not be practical due to limited staff and resources.

Before determining what type of lighting should be installed or retrofitted, it is important to ask the basic question; "Is the light necessary?" If there is no current need for artificial lighting, it should be removed rather than replaced – regardless of the technology. We should not assume the current installed light is necessary.

This chapter provides guidelines that should be followed to minimize light pollution within a Preserve. It is recommended that the Preserve adopt similar equipment with low ecological impact to minimize the cost and complexity of inventory for repairs, replacements and re-purposing. If removal is not practical, then contact the RASC for assistance in selecting new compliant light fixtures, or on modifying existing non-compliant luminaires.

Where necessary for basic safety and navigation:

1. Illumination should not exceed the specified levels.
2. The affected area of illumination should be as small as practical.
3. The duration of the illumination should be as short as practical. And,
4. Light fixtures should emit a minimum of blue spectral components (i.e. white light is not permitted).

What is “practical” depends upon the specific facilities in the area and the technology available at the time.

Illumination levels specified in this document are lower than what is used in urban areas for which most luminaires have been designed. However the specified illumination levels are close to those recommended by the Illumination engineering Society. The main

differences are the added requirement for shielding, amber light and scheduling of the light, which is not addressed in most urban guidelines. These may restrict the type of light sources that may be used.

Although High Intensity Discharge (HID) and CFL lamps are very efficient, they may emit more light than is recommended in these guidelines. To address this, incandescent lights may be used for short periods of time or modern amber LED fixtures may be installed that permit sufficient dimming.

Amber light is emitted by a number of commercially available products. For example, an incandescent or CFL light bulb can be replaced with amber "bug lights". Several lighting companies manufacture and market amber LED luminaires, or amber filters (Roscolux Deep Straw #15) can be used to remove the blue-light components. See also Section 3.8.

These guidelines address the different types of facilities for pedestrian and vehicle traffic. However, the priority is given to respecting and protecting the natural environment.

Managers have the discretion to assess what levels are most appropriate for each built facility within the limits outlined in this chapter. Lighting is limited to provide only what is required for visitor navigation in built up areas. The artificial lighting is restricted to these areas and for the periods of human activity unless otherwise noted.

Managers may define Dark Time that is suitable for their facility. In this document, Dark Time is further defined as initiating 2-hours after sunset. Appendix D contains a reference table with the approximate times of sunset for parks in southern Canada (+50° latitude).

The following tenets have been used in developing these guidelines.

1. Buildings require illumination only when open or available to the public. After the office is closed to the public, all lighting visible from the outside should be turned off.
2. To save energy and minimize the duration and extent of light pollution, lit pathways should be illuminated only when pedestrians are in transit. All reasonable effort should be made to turn off lighting when pedestrian traffic is low or is no longer expected.
3. To minimize the impact of artificial lighting on the ecosystem, the areas covered by this guidelines should provide only enough light needed for a safe transition between lit structures and the surrounding unlit area, and to assist in navigation.
4. To minimize the ecological impact of light pollution, the extent of illumination should be strictly limited to only the area of current human activity.
5. To limit the duration of light exposure on the ecosystem and to save energy, light activated timing circuits should turn off outdoor lighting on or before the beginning of Dark Time or to the end of scheduled activity.

6. Where vehicle and pedestrian traffic is at a low speed or infrequent, retro-reflective signage should be used instead of installed lighting fixtures.

The IESNA BUG Designation System (Back-light, Up-light and Glare) that defines luminaire shielding is in Table 4.0. BUG lighting zone definitions are in Appendix F.

BVH BH, BM, BL	<1% <10%, or as required	FVH FH, FM, FL	<2% As required	UH, UL	0%
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In addition to these guidelines, compliant luminaires described using the "abbreviated" BUG designation should be B=0, U=0 and G=0.

This chapter identifies six types of structures that may require illumination within a Preserve. In all cases, full cut-off (FCO) or sharp cut-off (ShCO) luminaires should be used to prevent light scattering beyond the immediate area of the light fixture. Further, the colour of this light should be amber with minimal blue (short wavelength) content. Although illumination levels and scheduling of the light varies between different facilities the following must be consistent:

FCO or ShCO Shielding
Amber Light

Managers should consult Appendix C and J for guidance in meeting the recommended illumination levels in all the following tables.

4.1 Buildings

This guideline identifies five building classifications. Illumination levels and luminaire types for various buildings are listed in Table 4.1.

4.1.1 Administration Buildings

Administration buildings are defined as those with private offices and will generally be closed after dark. Illumination of the main doorway, and especially any steps leading to the main door, may be required after sunset in the late autumn, winter and early spring.

After hours, either all interior lighting should be turned off, or window and door blinds should be used to prevent interior light from shining outside. Light activated (sunset) or timing circuits should turn off all outdoor lighting within 30 minutes of the office being closed. Manual reset switches or motion detectors may be used to extend this period for late-working staff by a pre-programmed duration of typically less than 1-hour.

4.1.2 Public Buildings

Public buildings are defined as those open to the public during business hours and may also contain private offices. After hours, either all interior lighting should be turned off,

or window and door blinds should be used to prevent interior light from shining outside. All outdoor lighting should be turned off within 30 minutes of the building being closed. Exterior lighting should be limited to the main door area and steps. Light activated (sunset) or timing circuits should turn the lighting on after sunset and off after a period of time specified by the Manager and subject to the building use.

If toilet, washroom and shower facilities are available throughout the night, FCO or ShCO fixtures should be used to illuminate the entrance and any steps leading to the doorway. The down light from the luminaire may be used as the door "marker light".

Interior lighting in these facilities must also be considered. Excessive interior lighting levels can produce serious glare through the windows that will impair exterior visibility. After sunset, interior lighting should use amber (bug lights) or red lamps, or amber filters whenever possible and lighting levels, measured horizontally at the floor, should not exceed 10 lux.

4.1.3 Retail Outlets

It is assumed retail stores will have higher pedestrian traffic than most other areas and illumination may be required while they remain open for business after dark.

Window coverings should be used so that interior lighting will not shine outside 30 minutes after sunset. Exterior light is permitted, but is restricted to FCO or ShCO fixtures illuminating the ground around the door. Exterior lighting should be turned off within 30 min. after business hours.

4.1.4 Vending Machines

Vending machines should be shielded within an enclosed space and their lights should not shine directly outside through doorways or windows. Where practical, these machines should be enclosed in existing public buildings. Figure 4.1.4 shows an example of a dedicated vending machine enclosure. Only FCO or ShCO fixtures should be used to illuminate the area outside the entrances. The extent of the outside illuminated ground area is restricted to less than 5 metres from the entrance to allow a transition out of the illuminated space.

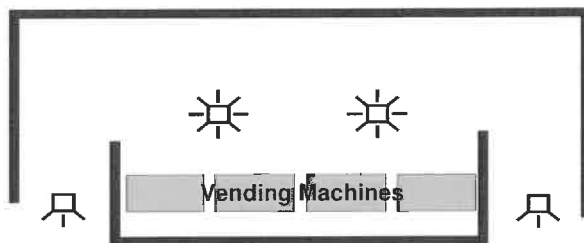


Figure 4.1.4 – Sample Vending Machine Enclosure

Doorway lighting should be turned off or dimmed within two hours of sunset. Interior lighting may remain on at the owner's discretion.

4.1 Area	Type	Light*	Level (lux)**	Height	Curfew
4.1.1 Admin. Bldgs.	FCO ShCO	Amber Incandescent, CFL or LED, Filtered	~3 lux	2.5 m	Yes
4.1.2 Public Bldgs. (Toilet, Washroom, Shower Facilities)	Marker FCO ShCO	Amber Incandescent, CFL or LED, Filtered	~3 lux	2.5 m	No
4.1.3 Retail Stores	FCO ShCO	Amber Incandescent, CFL or LED, Filtered	~3 lux	2.5 m	Yes
4.1.4 Vending Machine	FCO ShCO	Amber Incandescent, CFL or LED, Filtered	~3 lux	2.5 m	Yes

* Wattages for individual lamp types are not specified due to differences in efficacy.

** 2 lux = illumination by clear sky about 20 minutes after sunset. Levels may be increased to 5 lux with Sharp Cut-off Shielding and 3:1 uniformity over area.

4.2 Parking Lots

Generally, parking lots have less traffic at night than during the day. However, they may require lighting due to scheduled after-dusk activities. This lighting may be necessary until gate closure or Dark Time, which ever occurs later. The illumination levels are listed in Table 4.2.

Where required, pole mounted FCO or ShCO luminaires should be placed at least a distance of one pole-height from the extreme corners of the parking lot and distributed evenly along the perimeter with an approximate pole spacing of no less than 4-times the luminaire height. Their light distribution pattern should be “full forward” and aimed into the lot. This is symbolically shown in Figure 4.2. Larger parking lots may have poles located within the parking lot area.

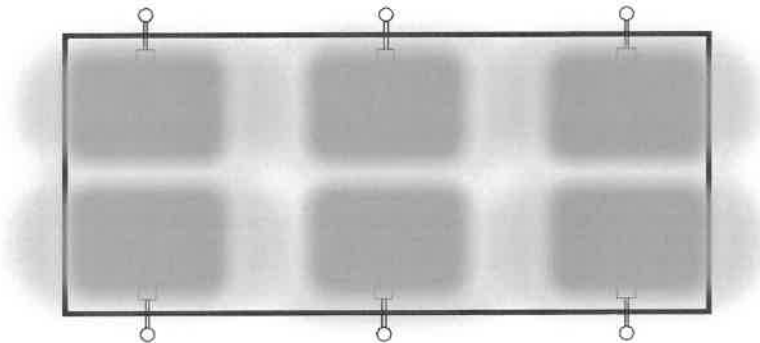


Figure 4.2 Parking Lot Lighting

4.2.1 Administration Parking Lots

Administrative personnel will generally leave when offices close. These luminaires should be turned off within 30 minutes of the office closure. A timing circuit should control the lights with a manual reset (an extra hour) for late-working employees.

4.2.2 Visitor Parking Lots (Small)

Generally small lots (less than 10 cars) experience little traffic and should not be illuminated.

4.2.3 Visitor Parking Lots (Large)

Larger parking lots (spaces for approximately more than 10 cars) may require better visibility than smaller lots due to higher pedestrian and vehicle traffic densities. These lots may be illuminated at the discretion of the Manager. However illumination levels should not exceed the limits listed in Table 4.2.

Table 4.2 Parking Lot Illumination Guidelines (Maximum Values)

4.2 Parking Area	Type	Light	Level (lux)	Height	Curfew
4.2.1 Administration Lot	FCO ShCO	LPS, HPS or Amber CFL or LED, Filtered	~3	6 m	Yes
4.2.2 Visitor Lot < 10 cars	N/A	None	N/A	N/A	N/A
4.2.3 Visitor Lot > 10 cars	FCO ShCO	LPS, HPS or Amber CFL or LED, Filtered	~3	6 m	Yes

N/A – not applicable

4.3 Roadways

Intersections are some of the most dangerous areas for drivers and pedestrians. Drivers of high-speed vehicles require sufficient time to react when they approach an intersection (approximately 3 second reaction time before brakes are applied). Therefore, major intersections should be marked with luminaires, signage or both. Illumination of adjacent areas should be minimized to avoid distracting drivers and to limit ecological impact.

Where federal and provincial highway standards take precedence, the minimum-allowable illumination in the standard should be used. Where federal or provincial roadways run through Preserves, lighting of these roadways should be evaluated. If lighting will affect the quality of the Preserve, then the Manager should request the government to use light fixtures that will most closely comply with the these guidelines.

Federal and provincial standards for roadway lighting refer to illumination levels, so FCO and ShCO shielding can and should be used. Similarly, roadway requirements permit amber-coloured light, so white light should not be used. As a minimum, the Manager should form an agreement with the government so that they are asked to advise on the type of luminaires that are selected.

4.3.1 Class 1 to Class 3

Class 1 to Class 3 roadways are subject to high traffic volumes (Class 1) to medium traffic volumes (Class 3). Due to the high traffic speeds and volumes, marker lighting may be required to alert drivers well in advance of an intersection.

To ensure they are visible to approaching traffic, these marker lights may be semi cut-off (SCO) luminaires with a Type II distribution pattern (illumination along the major road). They should be oriented to minimize illumination beyond the side of the road. Additional shields may be used to prevent light from shining out of the right-of-way.

Retro-reflective signage should be used for all other intersections between the Class 1 to 3 roadways and lesser roadways. Illuminated signage should not be permitted (see Section 4.8).

4.3.2 Class 4 to Class 6

Class 4 to Class 6 roadways have low traffic volumes with class 6 roads seeing occasional and local traffic. They may provide access to large areas of the Preserve and see infrequent use of after hours. These roads and intersections should use retro reflective signage to minimize the ecological impact.

4.3 Roadways	Type	Light	Level (lux)	Height	Curfew
4.3.1 Class 1-3 roadways	None	N/A	N/A	N/A	N/A
4.3.2 Class 1-3 roads & intersections	SCO Marker	LPS, HPS or Amber CFL or LED, Filtered	~3	6 m	No
4.3.3 Class 4-6 Roads & intersections	Signage only	N/A	N/A	N/A	N/A

N/A – not applicable

4.4 Pathways

Only those paths the Manager considers appropriate should be illuminated.

Pathways and sidewalks provide a relatively level surface for pedestrian traffic, and aid in site navigation. Visibility is necessary for navigation but excessive illumination will prevent pedestrians from seeing off the path for situation awareness. Although visitors might use flashlights, additional pathway lighting may be required to guide visitors to public events and facilities.

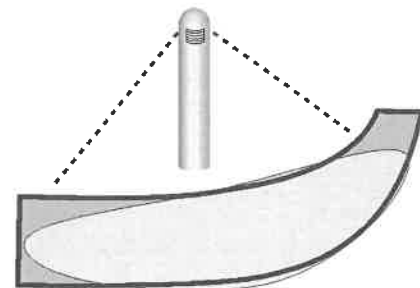
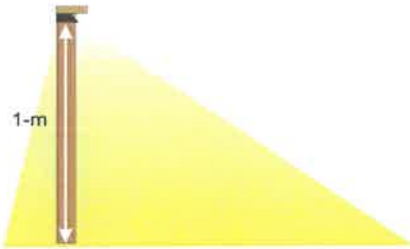


Figure 4.4.1 Bollard Luminaire

Paths are also used by wildlife. Therefore, pathway lighting should be restricted to only those paths near buildings, parking lots and campgrounds.



Since overhead FCO and ShCO luminaires will illuminate areas much wider than the path, low wattage bollard lighting, or railing mounted lighting, should be used such that the light is directed down and along the path. Fixtures should be shielded or lensed such that the illumination is approximately limited to the path width.

Pathways should use white or light coloured crushed stone (limestone) to help reflect ambient light. Asphalt has a very dark surface that requires 5X more light than more natural surface treatments.



Generally, individuals walking along a pathway will have left the area after a minute or so (a distance of 30 metres) unless they remain for an activity. To minimize unnecessary light exposure, motion detectors should be used to turn on the string of lights and timing circuits to turn them off after a few minutes. Detectors may be installed at the entrances to pathways or at the limits to the lit portion of the path.

Passive fluorescent markers may be used to mark the extent and direction of the pathway when the lights are off. These may be mounted on bollards or in the pathway surface.

The closeness of the luminaires to the ground necessitates very low intensity lights. This limits the current available products to low wattage incandescent bulbs and amber, or filtered LEDs. Low-brightness CFL Lamps are too bright for this purpose.

1. Whenever possible, pathways in the Preserve should not be illuminated. If deemed necessary by the Manager, specific pathways may be illuminated, or lined with white or yellow paint, or have fluorescent markers.
2. Illuminated pathways should have FCO or ShCO shielded fixtures, mounted on low-height poles, railings or bollards to restrict the extent of the illumination.
3. Pathway lighting should be turned off during the Dark Time lighting curfew. Retro-reflective markers or fluorescent markers on the bollards/railing may be used to assist pedestrians after Dark Time.
4. Main pathways leading to all-night facilities may be illuminated throughout the night at the discretion of the Manager but shall be limited to Table 4.4.

4.4 Pathways	Type	Light	Level (lux)	Height	Curfew
4.4.1 Pathways	None	None	N/A	N/A	N/A
4.4.2 Illuminated Paths	FCO ShCO	Amber Incandescent or LED, Filtered	~1 lux	1 m	Yes
4.4.3 Main Pathways	FCO ShCO	Amber Incandescent or LED, Filtered	~1 lux	1 m	No

N/A – not applicable

4.5 Shorelines

This section provides guidance to managers for reducing the impact of lighting along a waterway. Shorelines facilities consist of docks, jetties, lock facilities, boat launching areas, beaches, homes, cottages and undeveloped lands. Direct illumination of the shallow water near shore alters the behaviour of aquatic species and the foraging patterns of land species and insects.

These guidelines are relatively general due to the limited authority of managers over some of these properties.

1. Park personnel should inform the owners and users of shoreline property of the impact artificial light has on the ecology of the water and adjacent lands.
2. Property owners should be advised to shield all outdoor lighting to comply with FCO or ShCO requirements and to turn off this lighting when they go to bed.
3. Shoreline lighting should consist of amber or red light. Blue and white lights are not permitted.
4. Light fixtures should be prohibited within ten metres of a shoreline unless the Manager deems them necessary. Overhead luminaires that shine into the water are not permitted.
5. High traffic areas and areas near machinery (lock facilities) may require higher levels of illumination at the discretion of the Manager.
6. There shall be curfews when there are no boat arrivals or departures, or when the machinery is not being used and turned off.

4.5 Waterways	Type	Light	Level (lux)	Height	Curfew
4.5.1 General Areas	N/A	None	N/A	N/A	N/A
4.5.2 Dock Bollards	FCO ShCO	Amber Incandescent or LED, Filtered	~1 lux	1m	Limited
4.5.3 Lock Facilities	FCO ShCO	Amber Incandescent or LED, Filtered	~3 lux	6 m	Limited

N/A – not applicable

4.6 Colour or Spectrum of Illumination

All outdoor illumination shall be amber. Illumination described as "warm", "warm white", or Dark Sky Friendly are not necessarily compliant. On a case-by-case basis the RASC may allow 3000K LEDs. However, no more than 1% of the total emitted light shall be emitted in the "glare zone" between 90-80 degrees from nadir (ShCO requirements). And, the illumination level must be less than 40% the levels specified in this chapter. (This accounts for the difference between photopic lumens and scotopic lumens.) This will help preserve night vision and limit the extent of the ecological impact.

4.7 Luminance Limits

The previous tables refer to the illumination levels – how much light falls on the surface. Too much light shining on a surface can reflect enough light to create glare. The specification in the previous tables will minimize surface glare while providing enough illumination to see the ground. But the brightness of the light source if not shielded, or when used as a “Marker Light” will also create glare, and should be limited.

We can approximate the limiting light that will be noticed as a marker light in a range of ambient light levels. As discussed in section 3.10, we specify 0.1 cd/m² to 1 cd/m² as a reasonable range based on natural light sources. A light of 0.1 cd/m² that is produced by a 0.01W LED will be easily seen from 10’s of meter away. Table 4.7 lists more powerful LEDs will attract or demand attention.

Mark a Location	6-10 Lumens (0.1W)
Attract Attention	60-100 Lumens (1W)
Demand Attention (affects night vision)	600-1000 Lumens (10W)

Wall mounted luminaires may have enough backlight to illuminate the mounting surface. This surface can act as a broad marker light that is “easier on the eyes” than a point source. Table 4.7.2 provides approximate brightness and approximate powers of LEDs that will provide reasonable surface illumination to mark a location. These values assume a surface with a light coloured paint. A dark colour (brown) may allow more illumination for the same prominence.

Mark a Location	5-10 Lumens (0.1W)
Attract Attention	10-20 Lumens (0.2W)
Demand Attention (affects night vision)	20-50 Lumens (0.5W)

These power levels for amber LEDs are suitable for small off-grid solar systems precluding the need to install high voltage power lines.

4.8 Scheduling Illumination

Way-finding requires very little light (0.1-1 lux), but unshielded fixtures undermine this because the glare prevents the visibility of trees and other landmarks. Some Preserves have a defined a Dark Time during which all unnecessary lighting should be turned off.

Dark Time typically begins 2-hours after sunset. The Manager may identify safety-critical lighting that should remain on but in a significantly dimmed level.

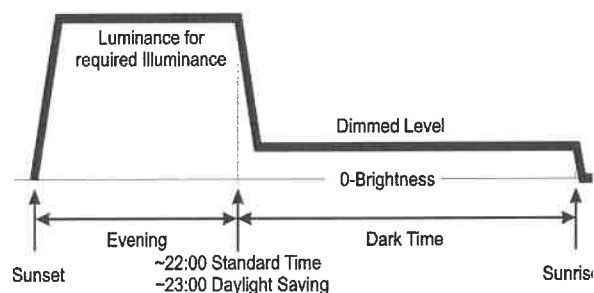


Figure 4.8 *Illumination Schedule*. Light may be used during peak activity during twilight and early evening. At the beginning of dark time the outdoor artificial light should be turned off or significantly dimmed (Ref ecolights.ca).

Virtually all visitors use flashlights that can be used when necessary during Dark Time.

4.9 Signage

Signs within a Preserve are essential for the efficient navigation of the site. They may display three forms of information: names for sites or buildings (usually mounted in proximity to buildings or other structures), directions (located along roadways or pathways and their intersections) and those meant to convey other information (also located to the side of roadways and pathways). To provide the visibility of signs after dark, their location, colour scheme, and material should permit reading the sign with flashlights or existing compliant pathway or roadway lighting.

When deemed necessary by the Manager, signs may be illuminated to the levels in Table 4.6. Otherwise, illuminated signs shall be prohibited in a Preserve. These include, but are not limited to, back illuminated signs, electronic billboards, signs illuminated from below and above the sign, and in front of the sign.

4.6 Signage	Type	Light	Level (lux)	Height	Curfew
4.6.1 Building	Reflective, Light colour	Amber LED*, Filtered	~3 lux	1-2 m	Yes
4.6.2 Navigation	Reflective, Light colour	Amber LED*, Filtered	~3 lux	<1 m	N/A
4.6.3 Information	Retro-reflective Light colour	Amber LED*, Filtered	~3 lux	1-2 m	Yes

* Lowest wattage for about 3 lumen/ m² (0.3 lumen/ft²) N/A – not applicable

Pathway and information signs should be located less than one metre above the grade of the path so they may be found and read by pedestrians with flashlights after dark. All bollards and railings should be marked with bright coloured or retro-reflective material so they may be visible to pedestrians after Dark Time. Roadway signs should be mounted in accordance with standard roadway practice.

4.10 Tower Navigation Avoidance Beacons

Some towers for communication (cell phones). Tall structures and wind turbine power generation. Towers that may have heights of hundreds of metres are being erected in otherwise unspoiled areas. Communication towers erected on or near Preserve should not be fitted with night navigation beacons unless strictly required by Transport Canada regulations (CARS 621.19). Managers should be aware of the options available for tower navigation beacons that are regulated by Transport Canada³⁷ and Industry Canada. The brightness of night navigation beacons should be the minimum required by Transport Canada regulations (CARS 621.19). And, all towers requiring night navigation beacons should use red flashing lights so as not to interfere with the navigation of birds.

There are several types of navigation avoidance beacons that may be used on towers (see Appendix E). A low impact example is a beacon with a collimated rotating beam (Appendix E CL864). In principal, its luminous intensity can be lower than other types of beacons and would emit less total light into the air, resulting in less scattered light into the environment yet it maintains its critical visibility to pilots. Birds are not attracted to red light as much as white light and they appear to be less able to orient themselves to the flashing beacons compared to non-flashing types³⁸.

Tower and wind turbine lighting may not be required unless the tower exceeds 90 meters, unless specifically identified by Transport Canada as a hazard to aviation. For wind farms with several towers, the towers on the edge of the array and the central tower must be illuminated³⁹.

Managers may not have authority over the illumination of these towers so this subsection is as a guide when discussing tower illumination with tower owners and Transport Canada. Where tower lighting contributes undue glare or illumination within the Preserve, Transport Canada may consider collimated beacons or down-shields.

4.11 “Developed” Properties

These properties include, but are limited to, private-owned and rental properties and towns within the Preserve's boundaries.

Owners of private properties within the Preserve should be informed of the impact of artificial lighting on wildlife. They should be encouraged to remove “dusk to dawn”

³⁷ Canadian Aviation Regulations (CARS) 621.19

³⁸ Gehring, J. Aviation Collision Study for the Michigan Public Safety Communications System (MPSCS): Summary of Spring 2005 Field Season, Central Michigan University, August 12, 2005

³⁹ Wind Turbine and Windfarm Lighting, CAR621.19 Advisory Circular 1/06 - DRAFT 9, Transport Canada

lights, replace "yard lights" with FCO or ShCO luminaires. And they should replace white LED, MH bulbs with either HPS, Low Pressure Sodium (LPS) fixtures or amber LED or filtered fixtures. They should be encouraged to turn off all exterior lighting when they are indoors.

All municipal lighting should be FCO or ShCO and illumination levels should be no greater than the "minimum" recommended by IESNA Guidelines (RP-08). White light luminaires are not permitted, however 3000K LED luminaires may be approved by the RASC if they comply with Section 4.6.

The outdoor lighting on built facilities under the control of the Manager should use FCO or ShCO fixtures. Area lighting fixtures, such as "yard lights" and "dusk to dawn" fixtures or similar luminaires, are not permitted. White LED, Metal Halide (MH) or mercury vapour lamps are not permitted. These products produce excessive glare and light trespass and emit short wavelength light that affects wildlife and our night vision.

Use of outdoor lighting on all built facilities within Preserve should be discouraged during the Dark Time, and should be turned off when people are indoors. The RASC may approve some lighting on a case-by-case basis but this must be specifically requested in the Preserve application.

4.8 Other Properties	Type	Light*	Level (lux)	Height	Curfew
4.8.1 Door Lights	FCO	Amber Incandescent, CFL or LED, Filtered	<3	1.5 m	Yes
4.8.2 Yard Lights	FCO	LPS, HPS, Amber CFL or LED, Filtered	<3	6 m	Yes
4.8.3 Municipal Lights	FCO	LPS, HPS, Amber CFL or LED, Filtered	IESNA minimums	TBD	No

* Wattage of lamps should be based on illumination limits.

4.12 Light Pollution Abatement Beyond Preserve Boundaries

As with air and water pollution, light pollution respects no boundaries. Light pollution is best reduced at the source by decreasing the light emitted. Some cities are actively promoting the replacement of luminaires that contribute to sky glow but these policies are not wide spread. Preserves may influence the producers of air and water pollution and this influence should be extended to include light pollution.

- Managers should introduce and encourage programs of light pollution abatement in neighbouring municipalities around the Preserve with the goal of reducing glare across the Preserve boundaries and sky glow visible from within the Preserve.
- Managers should approach individuals whose lights shine into the Preserve. The goal is to have those lights shielded, reduced in brightness or removed.

4.13 Historic Sites

These guidelines give priority to wildlife in the Preserve; but historic sites may be located within urban areas where light pollution is generally so bad that lighting to the above standards will have no significant improvement. However the philosophy of not over-lighting the area is prudent for better visibility, which leads directly to safety, aesthetics, and it will reduce operating costs.

Outdoor lighting at historic sites should use FCO or ShCO fixtures and should illuminate the facilities to the minimum levels of standards and guidelines in the surrounding area. If “Period Lighting Fixtures” are used on the site, then the FCO or ShCO varieties should be used where possible. Historic lighting rarely included "white light, so amber light should be used because perceptually it is also more historically accurate.

4.14 Wilderness Areas

Wilderness areas are all “undeveloped” properties in their natural state. No artificial lights shall be installed in wilderness areas.

The use of personal red or amber flashlights may be used but high power flashlights (> 300 lumens) should not be allowed. As with permanent lighting, amber and red light flashlights will reduce glare and help maintain dark adaptation. The use of white flashlights should be discouraged or used sparingly. Installation and extended use of portable outdoor lighting is strictly prohibited.

5.0 LIMITATIONS

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APPENDIX A – Luminance and Illuminance Levels

Luminance Condition	Lumination * (cd/m ²)
Clear dark night sky (no Moon)	0.000 4†
Clear Urban Sky with Light Pollution	~0.007†
Twilight (clear sky)	~0.25†
Overcast Urban Sky with Light Pollution	~0.25†
Full Moon	4,500 (maximum)
Venus (typical)	~1 †††
Urban Road Surface Artificial Illumination	0.3 ††††
Sirius	0.12†††
Streetlight	~ 1 x 10 ⁶
Traffic Light	~ 2 x 10 ⁶
Full Sunlight	1.6 x 10 ⁹

† Reference <http://unihedron.com/projects/darksky/magconv.php>

†† [https://en.wikipedia.org/wiki/Orders_of_magnitude_\(luminance\)](https://en.wikipedia.org/wiki/Orders_of_magnitude_(luminance))

††† from RASC Observers Handbook by scaling from Sun

†††† IESNA RP-08

Illuminance Condition	Illumination * (lux)**
Clear night sky (no Moon)	0.000 05
Clear Urban Sky with Light Pollution	0.015
Twilight	0.1
Overcast Urban Sky with Light Pollution	0.15
Full Moon	0.26 max. (0.1 typical)
Urban Road Artificial Illumination	3-4***
Open Urban Parking Lot	11-22
Car Dealership Lot	200
Full Sunlight	130,000

* Clarity of the atmosphere is highly variable over hours and days. These values are presented to provide only a rough guide to approximate illumination levels.

** “lux” is a Système internationale (SI) unit of illumination equal to 1 lumen/m²
= 0.093 foot-candles (fc)

*** IESNA RP-8-00

To place these levels in context, people have reported seeing “fine” at full Moon illumination levels in the absence of glare⁴⁰ and most people can read at 1-3 lux.

⁴⁰ Preliminary Recommendations: Outdoor Lighting at Highlands Center, Cape Cod National Seashore, Chad Moore, March 25, 2006

APPENDIX B - Colour of Various Light Sources

This table lists six lamps that convey “colour” from bright white to deep yellow and amber. LEDs can be designed to provide a range of different colours so they have two entries.

White Light LEDs	Available in a range of CCT with 10% to >50% blue light. Blue light components impact the biology and behaviour of wildlife and plants. Undermines night vision. Should not be used in a PRESERVE due to ecological impact and vision degradation. White light gives very good colour recognition.
MH – Metal Halide	HID lamp that must be warmed up before it can reach full brightness. MH has high blue spectral content, produces a significant amount of UV and therefore its use should be avoided in all Preserves.
Incandescent bulbs	These emit a warm white light (~2700K CCT) and have very low energy efficiency. They can be turned off and on very quickly so they can be used for motion detection systems. Should be considered only if amber LED or amber CFL lamps are not available with low enough brightness.
HPS - High Pressure Sodium	These are bright yellow and allow fair colour recognition. A HPS bulb has a small light-emitting region for very good control over where the light is focused. As a HID source, they require a few minutes to heat up before they reach their design brightness.
Amber CF – Compact Fluorescent Lamps	These produce filtered light and are commercially sold as bug and party lights. They may be identified as yellow and orange but their colour and quality vary greatly. Choose darker yellow and orange whenever possible to avoid flying insect attraction. They typically do not perform as well in cold temperatures and may take several minutes to warm up in sub-zero temperatures.
LPS - Low Pressure Sodium	Deep yellow light is virtually a single colour offering very poor colour recognition. It is the most energy efficient of the above lamps. They are so efficient that even low wattages may produce too much light for use in Preserves. The light-emitting region in the lamp is quite large compared to other HID lamps.
Amber and Red Light Emitting Diodes	Amber and red LEDs have low impact on the environment. They can produce very focused illumination, which is very desirable for Preserve applications. For Preserve purposes “Amber” is defined as light in the wavelength of 500 – 700 nm and “Red” is 600 - 660nm. Most people can see "better" with amber than red LEDs.

APPENDIX C - Light Output from Typical Bulbs

Bulb Types	Lumens	Lux at 6 m	Lux at 2 m	Lux at 1 m
Incandescent*				
7 watt	60	0.13	1.2	4.8
15 watt	128	0.28	2.6	10.2
40 watt	342	0.8	6.8	27.2
60 watt	513	1.1	10.2	40.8
100 watt	855	1.9	17.0	68.0
Metal Halide (MH)				
70 watt	3,000	6.6	59.7	238.7
100 watt	5,800	12.8	115.4	461.6
High Pressure Sodium (HPS)				
35 watts	2025	4.5	40.3	161.1
50 watts	3600	8.0	71.6	286.5
70 watts	5450	12.1	108.4	433.7
100 watts	8550	18.9	170.1	680.4
Low Pressure Sodium (LPS)				
18 watts	1570	3.5	31.2	124.9
35 watts	4000	8.8	79.6	318.3
55 watts	6655	14.7	132.4	529.6
Compact Florescent (CF)				
9 watt (40 w equivalent)	550	1.2	10.9	43.8
13 watt (60 w equivalent)	850	1.9	17.9	71.6
LED**				
1 watt (amber) ***	75	2.	19	75
3 watt amber A19	90	0.5	4.0	12
3 watt amber PAR16	90	1.8	16	50
7 watt amber PAR30	200	5.5	50	200
13 watt amber PAR38	400	11	100	400

Note:

Fixture and bulb degradation before cleaning or replacement may decrease these to as low as 50%.

Fire has an approximate efficacy of 0.5 lumens/watt

* The luminous efficiency of incandescent light is approximated as 1/10 that of HPS for photopic vision

** Supplied by IDA

*** Assumes a 1 steradian illumination angle and no external optics, typical for 2011

Lumens is the total amount of light emitted in all directions (over 4π steradians)

Lux is the amount of light illuminating a surface of one metre square

$$1 \text{ lux} = 1 \text{ Lumen} / (4\pi \text{ dist}^2) \text{ where distance is in metres}$$

References:

IDA Information Sheet 4, Operating Data and Economics of Different Lamps, (08/96)

CAN/CSA-C653-94 (2000) - Performance Standard for Roadway Lighting Luminaires

Mesopic Street Lighting Demonstration, Lighting Research Centre, Jan. 31, 2008, (Renssear), Table 2, 5

APPENDIX D - Approximate Times of Sunset (Areas in Southern Canada - +50° Lat.)

The time of sunset depends on the time of year and the latitude for a site. The following table lists the approximate time of sunset (DST) for latitude of about +50 degrees from May to the end of September.

May 1	8:17
8	8:29
15	8:38
22	8:48
29	8:57
June 1	9:00
8	9:08
15	9:11
22	9:13
29	9:13
July 1	9:13
8	9:09
15	9:04
22	8:57
29	8:48
August 1	8:42
8	8:31
15	8:19
22	8:06
29	7:50
September 1	7:45
8	7:30
15	7:15
22	6:59
29	6:44

From the Royal Astronomical Society of Canada
Observers Handbook

APPENDIX E - Navigation Beacon Photometrics⁴¹

Light Type	Colour	Signal type	Minimum Intensity (candelas) (a)		Vert. beam spread (b)	Intensity (candelas) at given elevation angles when the light is levelled (c)				
			day	twilight		night	- 10deg (d)	- 1deg (e)	± 0deg (e)	+ 2.5deg +12.5deg (c)
CL810	red	fixed	N/A	32min	10deg	-----	-----	-----	32 min	32 min
CL864	red	flashing 20-40fpm	N/A	2,000 ±25%	3 deg min	-----	50% min 75% max	100% min	-----	-----
<u>CL865 (f)</u>	<u>white (f)</u>	flashing 40fpm	20,000 ±25%	20,000 ±25%	3 deg min	3% max	50% min 75% max	100% min	-----	-----
CL866	white	flashing 60fpm	20,000 ±25%	20,000 ±25%	3 deg min	3% max	50% min 75% max	100% min	-----	-----
CL885 Catenary	red	flashing 60fpm	N/A	2,000 ±25%	3 deg min	-----	50% min 75% max	100% min	-----	-----
CL856	white	flashing 40fpm	270,000 ±25%	20,000 ±25%	3 deg min	3% max	50% min 75% max	100% min	-----	-----
CL857 Catenary	white	flashing 60fpm	140,000 ±25%	20,000 ±25%	3 deg min	3% max	50% min 75% max	100% min	-----	-----

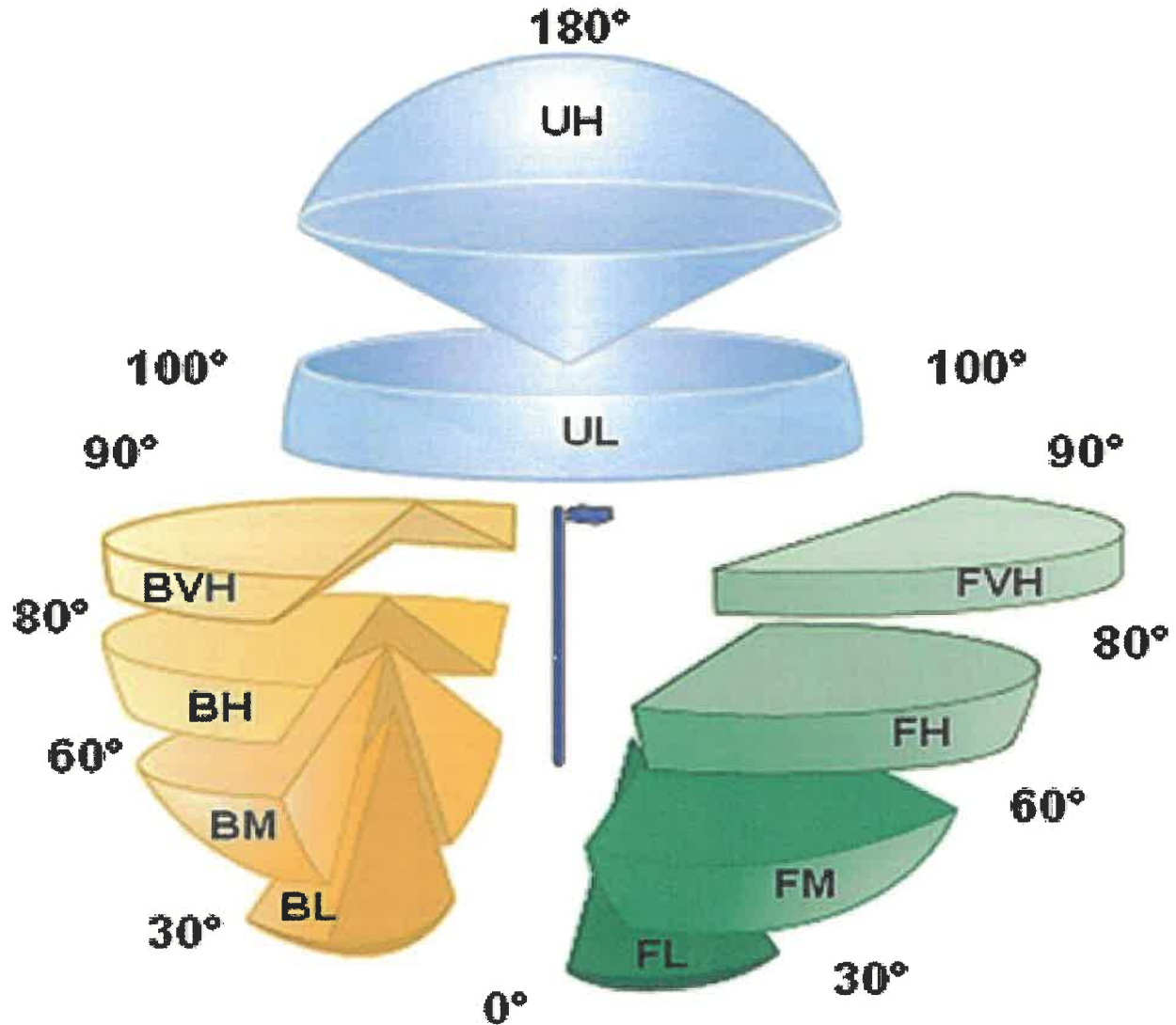
- (a) Effective intensity, as determined in accordance with External Transport Canada Document
- (b) Beam spread is defined as the angle between two directions in a plane for which the intensity is equal to 50% of the lower tolerance value of the intensity shown in columns 4, 5 and 6. The beam pattern is not necessarily symmetrical about the elevation angle at which the peak intensity occurs.
- (c) Elevation (vertical) angles are referenced to the horizontal.
- (d) Intensity at any specified horizontal radial as a percentage of the actual peak intensity at the same radial when operated at each of the intensities shown in columns 4, 5 and 6.
- (e) Intensity at any specified horizontal radial as a percentage of the lower tolerance value of the intensity shown in columns 4, 5 and 6.
- (f) In the case of rotating type CL865 one third of the flash display should be red in colour. e.g. WWR

⁴¹Wind Turbine and Windfarm Lighting, CAR621.19 Advisory Circular 1/06 - DRAFT 9, Transport Canada

APPENDIX F - IESNA BUG Designation System

The IESNA BUG System has been developed to more specifically define the illumination from a luminaire. Ten zones have been defined that affect the shielding and glare from a light fixture.

The Addendum A for IESNA TM-15-07 provides examples of this system for a given luminaire. The diagram below (IDA Specifier Bulletin for Dark Sky Applications, Vol. 2(1), 2009) visually defines the different zones.



FCO luminaire preclude any up light (UH and UL = 0% of total emitted light). To minimize glare and light trespass that increases the impact area of the illumination should have BVH and FVH as close to 0% as possible. FCO fixtures allow 10% of the total light to be emitted in the zone from 80° to 90° of nadir (Glare Zone). However the preferred Sharp Cut-off designation only permits 1% in the Glare Zone, which can be achieved with FCO using an additive shield.

APPENDIX G - Summary of RASC Recommended Lighting

This summary applies to all property and structures within the Preserve.

1. No additional light fixtures should be installed.

If additional light fixtures are considered necessary by the Park Manager, and with approval by the RASC, additional fixtures may be installed. All new fixtures should conform to the requirements of Items 3-8 below.

2. Signage should not use active lighting.

Signage should use retro reflective materials. Pedestrian signs should be mounted at a height suitable for illumination with flashlights (<1 metre from the ground).

3. Only full cut-off (FCO) and Sharp cut-off (ShCO) fixtures should be used.

All existing light fixtures should be replaced with FCO or ShCO fixtures or shielded to prevent light from shining above the horizon or beyond the immediate area requiring illumination.

4. The illumination level produced by all light fixtures should be as low as practical.

Dusk and night pedestrian and vehicle traffic densities should be used in assessing the level of illumination within the limits of this Guideline. For vehicles, typically < 70-watt HPS at 6-m is sufficient (3 lux) for large parking lots and high traffic density areas where low speed limits are in effect. Major pedestrian routes may be illuminated by typically < 8-watt incandescent light or <1 watt amber LED (< 5 lux). With the use of vehicle headlights and pedestrian flashlights, lower power lamps can be used with the understanding that they are used only as marker lights. Phosphorescent markers may be used.

5. Structures and barriers should be used to confine illumination to the immediate area.

Illuminated areas should be bordered by trees and bushes, or other barriers, to prevent the light from shining and scattering beyond the area being illuminated.

6. All light sources should be turned off within 2-hours of sunset (Dark Time)

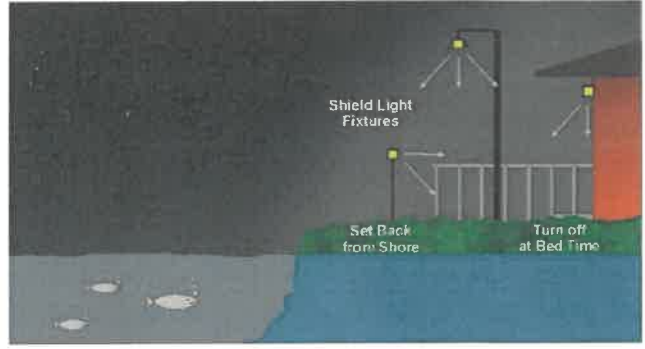
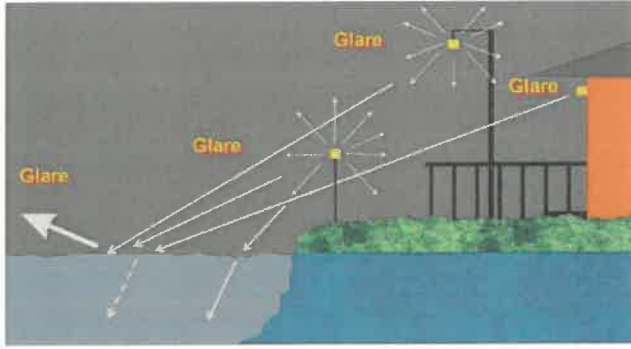
Automatic timers should be used to avoid the need for staff to turn off the lights. The timers should detect nightfall and should turn the lights off within 2-hours. If the Park Manager considers lights will occasionally be required after this time, the timer should be capable of being reset by staff.

7. Indoor lighting should be prevented from shining through exterior windows.

If interior lights must be used after sunset, window curtains should be closed within 30-minutes of sunset or interior illumination levels must be reduced significantly so as not to produce glare or light trespass.

8. The colour of all light fixtures should emit <1% blue light in their spectrum.

“White” light sources such as metal halide lamps and white LEDs should not be used. High-pressure, and low-pressure sodium lamps, incandescent and CFL bulbs, and amber LEDs may be used as long as they are in FCO fixtures and they provide amber light at the required illumination levels.



The Bad and the Good Shoreline Lighting

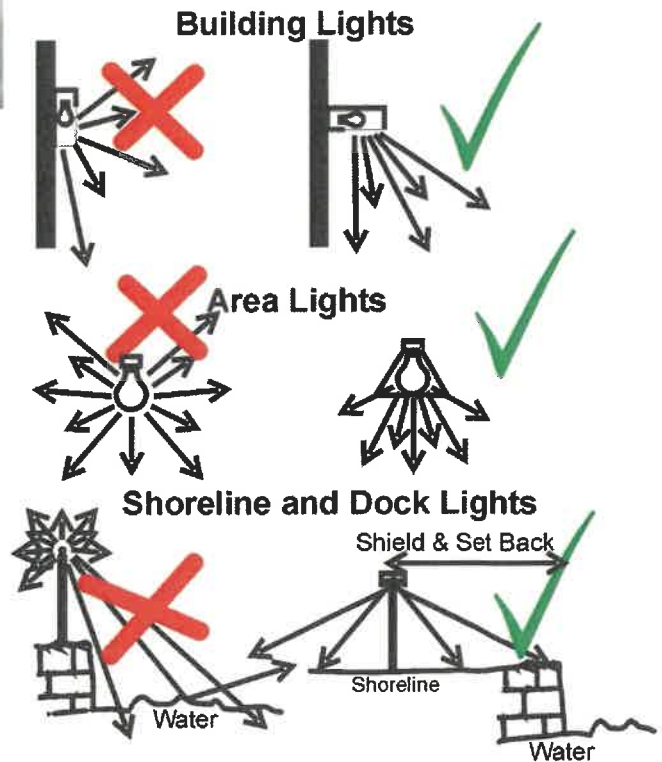


White Stone on Pathway
and Shielded Bollard

Use "Warm Light"
- not white light

Use Timers
- on at sunset
- off 2-hours later

Use Motion Sensors
- lights on only
when needed



APPENDIX H - Critical Outdoor Lighting Attributes

Colour and Spectrum

Only amber light should be used. No white light should be permitted. The energy spectrum of amber light (>500 nm) shall contain less than 2% of the total emitted light as shown in Figure G.1

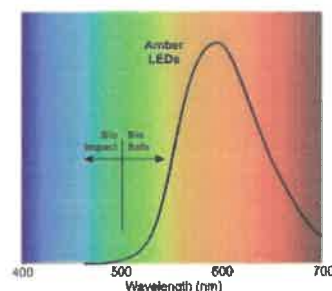


Figure G.1: *The spectrum of compliant amber light for Preserves.*

Shielding

All luminaires shall have Full Cut-Off or Sharp Cut-Off shielding or better. The industry definition of FCO shielding is for only 10% of the total light the luminaire shall be emitted within the zone between 80-degrees and 90-degrees from nadir. And, zero light shall be emitted above 90-degrees from nadir. ShCO shielding allows only 1% of the light in the glare zone. This is presented in figure G.2

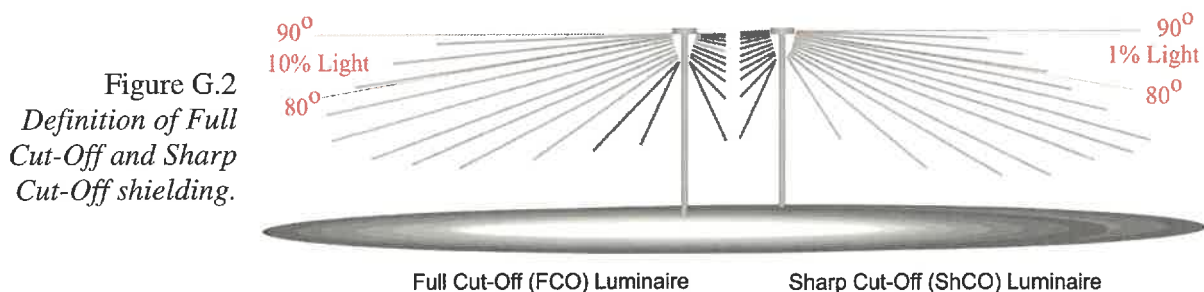


Figure G.2
*Definition of Full
Cut-Off and Sharp
Cut-Off shielding.*

Brightness

The illumination levels (brightness) shall be limited to those tabulated in Chapter 4 and compiled in APPENDIX I. These lux values require selecting lamps with the correct wattage. We provide a guide to these wattages in the table of APPENDIX J.

It is obvious that these powers are considerably less than typical luminaires. There are two reasons for this.

- 1) The illumination in a Preserve is based on protecting the ecology, not maximizing visual impact.
- 2) Shielding to either FCO or ShCO and using non-white light preserves visitor night vision providing good visibility.

Tests performed with these levels provide very good visibility for visitors in a park setting.

APPENDIX I - Summary of GOL Illumination Tables

4.1 Area	Type	Light*	Level (lux)**	Height	Curfew
4.1.1 Admin. Bldgs.	FCO ShCO	Amber Incandescent, CFL or LED, Filtered	~3 lux	2.5 m	Yes
4.1.2 Public Bldgs.	FCO ShCO	Amber Incandescent, CFL or LED, Filtered	~3 lux	2.5 m	Yes
4.1.3 Retail Stores	FCO ShCO	Amber Incandescent, CFL or LED, Filtered	~3 lux	2.5 m	Yes
4.1.4 Vending Machine	FCO ShCO	Amber Incandescent, CFL or LED, Filtered	~3 lux	2.5 m	Yes
4.1.5 Toilet, Washroom, Shower Facilities	Marker (FCO)	Amber Incandescent, CFL or LED, Filtered	~3 lux	2 m	No

* Wattages for individual lamp types are not specified due to differences in efficacy.

Park Managers should consult Appendix C of the GOL for guidance in meeting the recommended illumination level for all tables in Section 4.

**May be as high as 5 lux with Sharp Cut-off Shielding and 3:1 uniformity over area.

Note: 1 lux = limit for reading printed text in brochure

2 lux = illumination by clear sky about 20 minutes after sunset

4.2 Parking Area	Type	Light	Level (lux)	Height	Curfew
4.2.1 Administration Lot	FCO ShCO	LPS, HPS, Amber CFL or LED, Filtered	~3	6 m	Yes
4.2.2 Visitor Lot < 10 cars	N/A	None	N/A	N/A	N/A
4.2.3 Visitor Lot > 10 cars	FCO ShCO	LPS, HPS, Amber CFL or LED, Filtered	~3	6 m	Yes

N/A – not applicable

4.3 Roadways	Type	Light	Level (lux)	Height	Curfew
4.3.1 Class 1-3 roadways	None	N/A	N/A	N/A	N/A
4.3.2 Class 1-3 roads & intersections	SCO Marker	LPS, HPS, Amber CFL or LED, Filtered	~3	6 m	No
4.3.3 Class 4-6 Roads & intersections	Signage only	N/A	N/A	N/A	N/A

N/A – not applicable

4.4 Pathways	Type	Light	Level (lux)	Height	Curfew
4.4.1 Pathways	None	None	N/A	N/A	N/A
4.4.2 Illuminated Paths	FCO ShCO	Amber Incandescent, CFL or LED, Filtered	~1 lux	1 m	Yes
4.4.3 Main Pathways	FCO ShCO	Amber Incandescent, CFL or LED, Filtered	~1 lux	1 m	No

N/A – not applicable

4.5 Waterways	Type	Light	Level (lux)	Height	Curfew
4.5.1 General Areas	N/A	None	N/A	N/A	N/A
4.5.2 Dock Bollards	FCO ShCO	Amber Incandescent, CFL or LED, Filtered	~1 lux	1m	No
4.5.3 Lock Facilities	FCO ShCO	Amber Incandescent, CFL or LED, Filtered	~3 lux	6 m	Yes

* - lowest practical wattage

N/A – not applicable

4.6 Signage	Type	Light	Level (lux)	Height	Curfew
4.6.1 Building	Reflective, Light colour	Amber LED*, Filtered	~3 lux	1-2 m	Yes
4.6.2 Navigation	Reflective, Light colour	Amber LED*, Filtered	~3 lux	<1 m	N/A
4.6.3 Information	Retro-reflective Light colour	Amber LED*, Filtered	~3 lux	1-2 m	Yes

* Lowest wattage for about 3 lumen/ m² (0.3 lumen/ft²)

N/A – not applicable

4.8 Other Properties	Type	Light*	Level (lux)	Height	Curfew
4.8.1 Door Lights	FCO	Amber Incandescent, CFL or LED, Filtered	<3	1.5 m	Yes
4.8.2 Yard Lights	FCO	LPS, HPS, Amber CFL or LED, Filtered	<3	6 m	Yes
4.8.3 Municipal Lights	FCO	LPS, HPS, Amber CFL or LED, Filtered	IESNA minimums	TBD	No

* Wattage of lamps should be based on illumination limits.

APPENDIX J - Power and Lumens to Comply with GOL

The following table provides a convenient guide for the selection of luminaires that will provide illumination that is compliant to this GOL.

The power levels are based on five mounting heights that correspond to typical applications. The power levels are further given for the two levels of average illumination (1 lx and 3 lx), which also correspond to applications typical of Preserves. Other levels may be interpolated.

To use the table,

- 1) Identify the application (mounting height and illumination).
- 2) Select the corresponding column for application and the row for lamp type.
- 3) The lamp power is printed in the shaded part of the table.

Applications											
	1m height =		bollard or pathway light								
	2.5m height =		over-door light								
	3m height =		under-eve light								
	4m height =		over-head pathway light								
	6m height =		roadway and parking lot light								
Height Lux (GOL)	1m		2.5m		3m		4m		6m		
	1	3	1	3	1	3	1	3	1	3	
LED (watts)	0.065	0.19	.40	1.22	.58	1.75	1.04	3.11	2.33	7.00	
HPS (watts)	No lamps available. Do not use.										
CFL (watts)	No lamps available. Do not use.									8.7	
Incandescent	0.65	1.9	4.0	12.2	5.8	17.5	10.4	31.1	23.3	70.0	
Lumens (ave)	6.5	19	40	122	58	175	10.4	311	23.3	700	
Notes:	Pick lamp wattage closest to that in the table										
	Lamp power based on average lux assuming 20% of light is "lost" in fixture and includes 20% losses in power supplies (actual = 5%-30%)										
	Approx. coverage area = 1.5 x 3 mounting-heights = 4.5 x MH ²										
	Uniformity 3:1 => Max = 1.5 x ave. lux and Min = 0.5 x ave. lux										
Efficacies Used (lm/W)	LEDs - 100		HPS - 100		CFL - 80		Incandescent - 10				

These powers are only approximate and can be affected by the type of fixture, shielding, optics and degree of in-use degradation. However lamps using more than 2X these levels should not be used. Note that all lamps must only emit amber light.

"No lamps available" means these lamps are not available in low-enough wattages. Lumens are the amount of light emitted by the luminaire, not just the lamp.

APPENDIX K - Converting Non-Compliant Fixtures for GOL

Converting existing light fixtures to comply with the GOL may be done on a case-by-case basis. We will begin with an Edison screw socket. These take the standard consumer incandescent and compact fluorescent bulbs (E27 base).



The simplest way to convert from non-compliant to compliant lamps is to replace the white light incandescent, compact florescent and LED bulbs with amber bulbs - usually referred to as bug lights. The challenge with using off-the-shelf bug lights is that they tend to be too bright. Most applications in a Preserve require less than 50 lumens.

25W Incandescent	~200 lumens
13W CFL	~550 lumens
9W LED	~800 lumens



Therefore, they require careful shielding to reduce the impact of the glare. Since they have very low wattage, they generate relatively little heat. Only the incandescent bulb may be too hot to touch (~55C). (Smaller incandescent bulbs are available at 8W.) This simplifies the materials that may be used for shields.



This example is made from cardboard with a coat of outdoor paint to protect it against weather. The exterior colour may be selected for it to blend in with the surroundings, the interior colour may be white to maximize the illumination, or black to reduce the brightness of the ground. If metal is used, care must be taken to prevent touching the electrical contacts at the bottom of the bulb.



Larger lamps, such as florescent tubes, may be filtered. The photographic filter material by Roscolux (Deep Straw #15) will filter out the blue light of typical white lamps. A comparison of lamps with this filter can be viewed at: www.csbg.ca/BLOG.HTM#25 This amber coloured plastic foil can be purchased in sheets from www.bhphotovideo.com.



To assemble, line the interior of the U-shaped diffuser on a typical florescent tube fixture. To further reduce the glare and light trespass from the fixture, the interior sides of the diffusing plastic should be lined with light-blocking material (cardboard).

APPENDIX L - Luminance of Light Sources

Some applications require a light to mark a location. It is designed for the lamp to be seen. Therefore the shielding should allow the light to shine horizontally. An example of this is the aviation navigation beacon in CL864 in Appendix E.

The brightness of the light source is difficult to determine without in situ testing, however referring to typical light sources will give the user a better sense for luminance values.

Celestial Object	Luminance [cd/m ²]
Sun	1.6 x 10 ⁹
Full Moon	4,500
Half Moon	1,000
Venus	1.0
Sirius	0.12
Polaris	0.005

For reference, the following table gives the typical luminance of a road surface. The "Local "road designation is used in these guidelines because of the very low vehicle traffic density in DSPs at night but with some persistent pedestrian traffic along the roads.

Road Surface and Use (Local)	Surface Luminance [cd/m ²]
High Pedestrian Conflict	0.6
Medium Pedestrian Conflict	0.5
Low Pedestrian Conflict	0.4

Note: From IESNA RP-08-2000 Table 3

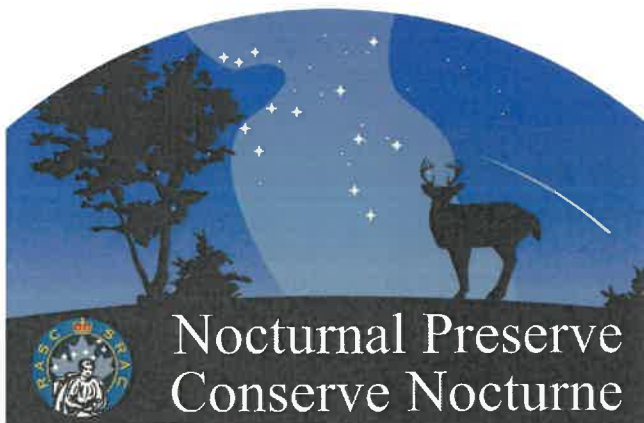
Using the Small Target Visibility criteria, the Surface Luminance for High Pedestrian Conflict is 0.5 cd/m². The luminance of a "marker light" need not be greater than the appearance of the planet Venus.

APPENDIX M - RASC Dark-Sky Protection Programs



Dark-Sky Preserves

- Limited use of artificial light at night
- Visitor facilities
- Visitor access at night
- Limiting artificial sky glow
- Stargazing and astronomy outreach programs
- Promotion of light pollution Abatement



Nocturnal Preserve

- Limited use of artificial light at night
- May have visitor facilities
- May have visitor access at night
- Limiting artificial sky glow
- Promotion of nocturnal environment



Urban Star Park

- Limited use of artificial light at night
- Visitor facilities
- Visitor access at night
- Noticeable impact of artificial sky glow
- Stargazing and astronomy outreach programs
- Promotion of light pollution Abatement



Request for Decision (RFD)

Meeting Date: Thursday, June 29, 2023

Agenda Item: # 7.4

Topic: Proposed Bylaw 1437-23: amending Land Use Bylaw 1272-14 - Hamlet Chickens, and Proposed Bylaw 1438-23: Animal Control

Presented By: Planning & Dev. Services, Enforcement Services, and Agricultural Services

Recommendation:

- 1) That Smoky Lake County give Second Reading to Bylaw 1437-23 Amending Land Use Bylaw (LUB) 1272-14.
- 2) That Smoky Lake County give Second Reading to Animal Control Bylaw 1438-23.

Background:

- In Fall 2021, Smoky Lake County undertook a Public Participation opportunity, dealing with Lake RVs, Urban Chickens, and Dark Skies. That What We Heard Report is **attached**.
- Since that time, the County has hired a Bylaw Officer, enhancing our ability to conduct enforcement.
- The existing Land Use Bylaw (LUB) dating from 2014 currently regulates and restricts the keeping of animal units and restricts keeping any chickens within hamlets.
- In April 2023, Planning & Development Services prepared a Land Use Bylaw Amendment which would require a statutory Public Hearing prior to considering its adoption.
- In May 2023, Enforcement and Protective Services prepared an accompanying Animal Control Bylaw for consideration.
- Council gave First Readings to both bylaws at its Regular Meeting of **June 1st, 2023**.
 - A Public Hearing was therefore scheduled and advertised for today, June 29th.
 - In accordance with the 30-day referral timeline under several of the County's Intermunicipal Development Plans, administration is recommending only giving Second Reading today, and Third/Final Reading at the next Meeting of Council.

Benefits: Appropriate enforcement tools.

Disadvantages: Staff time.

Alternatives: Council may defeat Second Reading of the proposed bylaws or differ a decision.

Financial Implications: Advertising costs have been about \$184+gst x 2 weeks, which is normally covered within the Planning & Development Regular Annual Budget.

Legislation: Part 17, Municipal Government Act, M-26 RSA 2000

Intergovernmental: Nil.

Strategic Alignment: Proactivity in Development

Enclosure(s):

- **Fall 2021 What We Heard Report: Chickens Sections © Attachment 1**
- **Proposed Bylaw 1437-23 Amending Land Use Bylaw (LUB) 1272-14 © Attachment 2**
- **Proposed Hamlet Chickens Bylaw 1438-23 © Attachment 3**

Approved by the Interim CAO: [Signature] Date: June 12/23

**SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO. 1437-23**

A Bylaw of Smoky Lake County, in the Province of Alberta for the purpose of Amending Land Use Bylaw (LUB) 1272-14 as it relates to Hamlet Chickens.

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

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

WHEREAS a Public Hearing has been held pursuant to Section 230 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, and amendments thereto;

WHEREAS said Public Hearing has been advertised pursuant to Section 606 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, and amendments thereto;

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

1. Title

- a. This Bylaw may be cited as: 'Land Use Bylaw 1272-14 and amendment for Hamlet Chickens.'

2. Smoky Lake County Land Use Bylaw 1272-14 is hereby amended:

- a. **The following is struck:**

<p>Section 7.19 PET KEEPING, LIVESTOCK AND KENNELS</p> <p>1. The total number of domestic pets shall be in conformity with the County's Animal Control Bylaw.</p> <p>2. No animals other than domestic pets shall be allowed:</p> <ul style="list-style-type: none">A. on lots located within the Multi-lot Country Residential (R1) and Residential (Cluster) Conservation (R2) Districts, located within the Garner Lake, Mons Lake, Bonnie Lake, Whitefish Lake and/or Hanmore Lake Area Structure Plan Areas on parcels less than or equal to 2.03 ha (5.0 ac.) in area; andB. on lots located within Hamlet General (HG) District on parcels less than or equal to 2.03 ha (5.0 ac.) in area. <p>3. Additional livestock units shall be allowed:</p> <ul style="list-style-type: none">A. on lots located within the Multi-lot Country Residential (R1) and Residential (Cluster) Conservation (R2) Districts, located within the Garner Lake, Mons Lake, Bonnie Lake, Whitefish Lake and/or Hanmore Lake Area Structure Plan Areas on parcels greater than 2.03 ha (5.0 ac.) in area; andB. on lots located within Hamlet General (HG) District on parcels greater than or equal to 2.03 ha (5.0 ac.) in area <p>In accordance with the following:</p>

Animal Unit Calculation		
<i>* Effecting lots in the HG District and lots within the R1 and R2 Districts located within the Garner Lake, Mons Lake, Bonnie Lake, Whitefish Lake and/or Hanmore Lake Area Structure Plan Areas</i>		
Residential Parcel Size		Allowable Number of Animal Units
Residential Parcel Size Requirements		Allowable Number of Animal Units
0-2.05 hectares	(0 – 5.0 ac.)	0
2.06 - 2.42 hectares	(5.1 - 5.99 acres)	1
2.43 - 4.04 hectares	(6.0 - 9.99 acres)	2
4.05 hectares or greater	(10.0 acres or greater)	3*

**Plus - the number of animal units permitted for that portion of the parcel in excess of 4.05 hectares (10.0 acres).*

Example: 8.08 hectares (20.0 acres) = 3+3=6 total animal units.

3. *The keeping of animals not in accordance with Section 6.20(3) shall only be allowed upon issuance of an approved development permit, in those circumstances considered exceptional or unique by the Municipal Planning Commission.*
5. *For the purposes of this Section, "one animal unit" means the following:*
 - (A) 1 horse, donkey, mule or ass (over one year old);
 - (B) 2 colts up to one year old;
 - (C) 1 llama, alpaca;
 - (D) 2 ostrich, emu, or other ratiie;
 - (E) 1 cow or steer (over one year old);
 - (F) 2 calves up to one year old;
 - (G) 3 pigs;
 - (H) 15 chickens;
 - (I) 10 ducks, turkeys, pheasants, geese or other similar fowl;
 - (J) 3 sheep or goats; or
 - (K) 20 rabbits or other similar rodents.
6. *The keeping of more than two (2) dogs on any lot, whether the dogs are being bred or boarded, shall be allowed at the discretion of the Development Authority only in those Districts where kennels are listed as a discretionary use in this Bylaw.*
7. *The maximum number of dogs to be kept on-site in each of the above Districts shall be at the discretion of the Development Authority.*
8. *In determining the number of dogs, pups less than six months of age shall not be included.*
9. *An exercise area shall be provided for each dog as follows:*
 - A. *breeds weighing 16 kg (35 lbs.) or less - at least 2.3 sq. m. (25.0 sq. ft.) per dog; and*
 - B. *breeds weighing more than 16 kg (35 lbs.) - at least 4.6 sq. m. (50.0 sq. ft.) per dog.*
10. *No building or exterior exercise area to be used to accommodate the dogs shall be allowed within 25.0 m (82.0 ft.) of any lot line of the lot for which an application is made.*
11. *All exterior exercise areas (runs) shall be enclosed with an acceptable fence with a minimum height of 1.8 m (6.0 ft.).*
12. *All dogs in kennels shall be kept within buildings or a fenced area at all times when not leashed.*
13. *All dog facilities shall be cleaned on a daily basis, and all feces shall be stored in an enclosed container and disposed of in a sanitary manner.*
14. *Pens, rooms, exercise runs, and holding stalls shall be soundproofed where possible to the satisfaction of the Development Authority.*
15. *A separate air extractor system shall be provided in the animal shelter or holding area where heating and air conditioning is necessary.*
16. *All facilities and kennel operations shall be in compliance with the applicable Provincial regulations.*

Bylaw No. 1437-23

17. All development permits issued shall be subject to cancellation if any of the above requirements, or any other condition of the development permit, is not followed.

b. And the same is replaced and renumbered with:

PET KEEPING AND KENNELS

1. The keeping of domestic pets shall be accordance with the County's Dog Control and/or Animal Control Bylaw(s), as amended.
2. Subject to the County's Animal Control Bylaw:
 - a. The keeping of non-domestic dogs on any lot, whether the dogs are being bred or boarded, shall be allowed at the discretion of the Development Authority only in those Districts where kennels are listed as a Discretionary Use in this Bylaw.
 - b. The maximum number of dogs to be kept on-site in each of the above Districts shall be at the discretion of the Development Authority.
 - c. In determining the number of dogs, un-weaned pups of less than six months of age shall not be included.
 - d. An exercise area shall be provided for each dog as follows:
 - i. breeds weighing 16 kg (35 lbs.) or less - at least 2.3 sq. m. (25.0 sq. ft.) per dog; and
 - ii. breeds weighing more than 16 kg (35 lbs.) - at least 4.6 sq. m. (50.0 sq. ft.) per dog.
 - e. No building or exterior exercise area to be used to accommodate the dogs shall be allowed within 25.0 m (82.0 ft.) of any lot line of the lot for which an application is made.
 - f. All exterior exercise areas (runs) shall be enclosed with an acceptable fence with a minimum height of 1.8 m (6.0 ft.).
 - g. All dogs in kennels shall be kept within buildings or a fenced area at all times when not leashed.
 - h. All dog facilities shall be cleaned on a daily basis, and all feces shall be stored in an enclosed container and disposed of in a sanitary manner.
 - i. Pens, rooms, exercise runs, and holding stalls shall be soundproofed where possible to the satisfaction of the Development Authority.
 - j. An air circulation or extractor system shall be provided in the animal shelter or holding area where heating and air conditioning is necessary.
 - k. All facilities and kennel operations shall be in compliance with the applicable Provincial regulations.
3. In the case of a conflict between this Land Use Bylaw and the County's and/or Animal Control Bylaw(s), the latter shall prevail.

c. Section 1.7 INTERPRETATION/DEFINITIONS is amended by adding and renumbering the following:

“Kennel” or Boarding/Breeding Facility means the breeding or boarding of dogs, excluding un-weaned pups in return for remuneration or kept for the purposes of sale.

d. The following Districts are amended to include ‘Kennel’ as a Discretionary Use:

*Section 8.2 – Agriculture General (AG) District
Section 8.3 – Victoria Agriculture (A1) District
Section 8.7 – Hamlet General (HG) District
Section 8.8 – Highway Commercial (C1) District*

Bylaw No. 1437-23

3. Severability

- a. If any portion of this Bylaw is found to be invalid, the remaining portions remain in effect.

4. Effect

- a. This Bylaw takes effect upon Third Reading.

5. Amendment

- a. This Bylaw may be amended by Bylaw in accordance with the *Municipal Government Act* R.S.A. 2000, c. M-26, as amended.

READ a First Time this ____ day of _____, **AD 2023**.

S E A L

REEVE

CHIEF ADMINISTRATIVE OFFICER

A Statutory Public Hearing having been held this _____ day of _____, **AD 2023**.

READ a Second Time this _____ day of _____, **AD 2023**.

READ a Third and Final Time this _____ day of _____, **AD 2023** and finally passed by Council.

S E A L

REEVE

CHIEF ADMINISTRATIVE OFFICER

**SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO. 1438-23**

A Bylaw of Smoky Lake County, in the Province of Alberta to provide for the
keeping and care of animals in Smoky Lake County.

Whereas, the Council of Smoky Lake County may, pursuant to the provisions of the Municipal Government Act, 2000, Chapter M-26 with amendments thereto, establish a bylaw respecting domestic animals and activities in relation to them and the enforcement of bylaws made under this or any other enactment; and

Whereas, Council has deemed it desirable to put into effect a process whereby the control of domestic animals can be enforced to ensure the safety, health and welfare of people and animals;

Now Therefore, Council of Smoky Lake County, in the Province of Alberta, duly assembled, enacts as follows:

1. Short title

1.1 This bylaw may be cited as the Animal Control Bylaw.

2. Definitions

(a) **“Agriculture General (AG) District”** means those areas defined under the County’s Land Use Bylaw to permit and regulate development within the prescribed district.

(b) **“Victoria Agriculture (A1) District”** means those areas defined under the County’s Land Use Bylaw to permit and regulate development within the prescribed district.

(c) **“Agricultural land”** means the land upon which an agricultural operation operates;

(d) **“Bylaw Enforcement Officer”** means

- i) Any member of the ~~Royal Canadian Mounted~~ Police of jurisdiction.
- ii) Any Community Peace Officer.

Bylaw No. 1438-23

- iii) Bylaw Enforcement Officer appointed as per the County's Bylaw Enforcement Officer Bylaw, as amended from time to time.
 - iv) The Chief Administrative Officer of the County or any person designated by the Chief Administrative Officer to enter and inspect property in accordance with the provisions of this Bylaw.
- (e) **“Coop”** means a fully enclosed, weatherproof structure and attached outdoor chicken run utilized for the keeping of chickens;
- (f) **“Council”** means the Council for Smoky Lake County.
- (g) **“County”** means Smoky Lake County.
- (h) **“Domestic Pet”** means a dog, a cat or any other animal that is tamed or domesticated and is kept as a companion or for assistance and is under the control of a human and does not include any type of farm animal.
- (i) **“Domestic Pig”** is a large, domesticated, even-toed ungulate that traces its ancestry to the wild boar.”
- (j) **“Fowl”** means a bird of any kind including domestic and exotic birds.
- (k) **“Hamlet General (HG) District”** means those areas defined under the County's Land Use Bylaw to permit and regulate development within the Hamlets of Bellis, Edward, Spedden and Warspite.
- (l) **“Hen Keeper”** means a person having any right of custody, control, or possession of an Urban Hen(s).
- (m) **“Livestock”** means livestock (excepting wild boars) as defined in the Agricultural Operation Practices Act.
- (n) **“Pot bellied Pig”** is any breed of small pigs originating in southeastern Asia and having a straight tail, potbelly, swayback and black, white or black and white coat.
- (o) **“Poultry”** means domestic birds kept in captivity for the production of eggs, meat and other by-products.
- (p) **“Residential Use”** means a development comprising a single detached dwelling, manufactured home or other residential building located on a parcel

Bylaw No. 1438-23

used for residential uses and uses accessory to residential uses. The dwelling may be occupied permanently or seasonally.

(q) “**Rooster**” means a male chicken.

(r) “**Urban Hen**” means a female chicken.

(s) “**Violation Tag**” means a tag or similar document issued by the County pursuant to the *Municipal Government Act*, R.S.A. 2000, c. M-26 as amended.

(t) “**Violation Ticket**” means a ticket issued pursuant to Part 2 or Part 3 of the *Provincial Offences Procedures Act*, R.S.A. 2000, c. P-34, as amended and regulations thereunder.

3. Exemptions

3.1 This bylaw shall not apply to Agriculture General (AG) or Victoria Agriculture (A1) districts.

3.2 This bylaw shall not apply to the ownership of domestic dogs and cats.

4. Property Animal Restrictions

4.1 The keeping of all animals is subject to the regulatory provisions of this Animal Control Bylaw and the Smoky Lake County Dog Control Bylaw.

4.2 No livestock except for dogs, cats, and a maximum of 2 pot bellied pigs or other such domestic pets shall be kept on lots less than 1.2 hectares (3.0 acres) in size.

4.3 Notwithstanding 4.2, Urban Hens, with the exclusion of Roosters, may be kept on Hamlet General (HG), parcels less than 1.2 hectares (3 acres) in size, subject to the following regulations:

(a) A minimum of two (2) Urban Hens must be kept and shall not exceed four (4) Urban Hens on site;

(b) Hen Keepers must comply with all Provincial regulations around the keeping of Urban Hens;

(c) Hen Keepers of Urban Hens must reside on the parcel where the Urban Hens are being housed;

Bylaw No. 1438-23

(d) Coops must be built to Provincial standards and meet all requirements for accessory buildings under the Land Use Bylaw;

(e) Coops shall be in the rear yard only and must be setback a minimum of 3 metres (9.8 feet) from the side and rear property boundaries;

(f) The Urban Hens cannot be free range, the Hen Keeper must ensure that by keeping chickens they are not unreasonably interfering with the use and enjoyment of neighbouring properties - this includes disturbance from noise and or odour. Regular cleaning and proper disposal of waste is required;

(g) Hen Keepers shall make themselves available and their coops available for inspection on a reasonable request from provincial authorities and/or a Bylaw Enforcement Officer.

4.4 On Hamlet General (HG) parcels 1.2 hectares (3.0 acres) or larger in size, the maximum allowable livestock quantities shall be determined by animal units as defined below:

<u>Number of Animals Equivalent</u> <u>Type of Livestock</u>	<u>To One Animal Unit</u>
Cow/Steer (plus calves up to 12 months)	1
Sheep (plus lambs up to 6 months)	5
Goat (plus kids up to 6 months)	5
Horse (plus foal up to 12 months)	1
Poultry: Urban hen, quail, pheasant and turkey	10
Rabbit plus kits up to 2 months	15

The maximum allowable livestock quantities shall be determined by lot sizes as defined below:

<u>Lot Area</u>	<u>Maximum Number of Animal Units</u>
1.21 ha (3.00 ac) - 2.42 ha (5.99 ac)	3 animal units
2.43 ha (6.00 ac) – 3.23 ha (7.99 ac)	5 animal units
3.24 ha (8.00 ac) and over	7 animal units

4.5 Subject to section 4.4, any person who houses any type of livestock, must construct suitable fencing to ensure the livestock remains within the confines of the property.

5. Penalties

5.1 Any person who contravenes a provision of this bylaw is guilty of an offence and is liable to penalty as set out in **Schedule "A": Fines and Penalties**.

6. Violation Tags and Tickets

6.1 A Bylaw Enforcement Officer is authorized and empowered to issue a Violation Tag to any person who the Bylaw Enforcement Officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw.

6.2 A Violation Tag may be issued:

- (a) personally, or
- (b) by mailing a copy of the Violation Tag to the person at their last known mailing address.

6.3 The Violation Tag shall state:

- (a) the name of the person; and
- (b) the offence; and
- (c) the appropriate penalty for the offence as set out in the Schedule "A": Fines and Penalties section, as amended from time to time;
- (d) that the penalty shall be paid within thirty (30) days of the issuance of the Violation Tag;
- (e) any other information as may be required by the Bylaw Enforcement Officer.

6.4 Where a contravention of this Bylaw is of a continuing nature, further Violation Tags may be issued by the Bylaw Enforcement Officer, provided however, that no more than one Violation Tag shall be issued for each day that the contravention continues.

6.5 Where a Violation Tag is issued pursuant to this Bylaw, the person to whom the Violation Tag is issued may, in lieu of being prosecuted for the offence, pay to the County, the penalty specified on the Violation Tag.

6.6 If the penalty specified on the Violation Tag is not paid within the prescribed time period then a Bylaw Enforcement Officer is hereby authorized and empowered to issue a Violation Ticket pursuant to Part 2

Bylaw No. 1438-23

or Part 3 of the *Provincial Offences Procedure Act, S.A. 2000, c. P-34*, as amended from time to time.

6.7 Notwithstanding anything in this Bylaw, a Bylaw Enforcement Officer is hereby authorized and empowered to immediately issue a Violation Ticket pursuant to Part 2 or Part 3 of the *Provincial Offences Procedure Act, S.A. 2000, c. P-34*, as amended from time to time, to any person who the Bylaw Enforcement Officer has reasonable grounds to believe has contravened any provision of this Bylaw.

7. Effect

7.1 This bylaw shall come into effect upon the final passing thereof.

8 Severability

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

READ a First Time this _____ day of _____, **AD 2023**.

S E A L

REEVE

CHIEF ADMINISTRATIVE OFFICER

READ a Second Time this _____ day of _____, **AD 2023**.

READ a Third and Final Time this _____ day of _____, **AD 2023** and finally passed by Council.

S E A L

REEVE

CHIEF ADMINISTRATIVE OFFICER

Bylaw No. 1438-23

SCHEDULE "A"

Fines and Penalties

Any person who contravenes any of the provisions within Bylaw No. 1438-23 is guilty of an offence and is liable to pay a fine as follows:

<u>ITEM DESCRIPTION</u>	<u>Violation Tag Fine Amount</u>
First offence	\$100.00
Second offence	\$200.00
Third and any subsequent offence	\$500.00



Request for Decision (RFD)

Meeting Date: Thursday, June 29, 2023

Agenda Item: # 7.6

Topic: Third Reading: Bylaw No. 1402-21 – Cancellation of all that portion of Railway Avenue (51st Avenue) lying south of Lot A and north of Lot B, Plan 8420551, located within the Hamlet of Warspite.

Presented By: Planning & Development Services

Recommendation: That Smoky Lake County give Third Reading to Bylaw No. 1402-21: Cancellation of all that portion of Railway Avenue (51st Avenue) lying south of Lot A and north of Lot B, Plan 8420551, located within the Hamlet of Warspite and to refuse the counteroffer of \$1,000.00, made by Mr. Gene Sobolewski, dated June 9, 2023.

Background:

December 16, 2021, Smoky Lake County Council Meeting:

- **Motion 190-21:** *That Smoky Lake County submit the proposed Bylaw No. 1402-21: Cancellation of all that portion of Railway Avenue (51st Avenue), described as "AVENUE," lying south of Lot A and north of Lot B, Plan 8420551, located within the Hamlet of Warspite, for the purpose of closing to public travel and disposing of portions of a public highway, in accordance with Section 22 of the Municipal Government Act, to the Minister of Transportation for approval prior to considering Second and Third Readings. Carried.*

A Public Hearing was also held on December 16, 2023 for Bylaw No. 1402-21, which yielded no representations either in favor, or opposed to the proposed Bylaw.

ATCO Electric requires a Distribution Line Right-of-Way Agreement to be registered at the Alberta Land Titles Office concurrently with said Bylaw.

May 11, 2023, Smoky Lake County Council Meeting:

- **Motion 591-23:** *That Smoky Lake County Bylaw No. 1402-21: Road Closure of all that portion of Avenue which lies South of Lot A, and North of Lot B, within Plan 8420551, in the Hamlet of Warspite, be given SECOND READING. Councillor Cere requested a recorded Vote: (In favor: Gawalko, Halisky, Serben, Opposed: Cere, Fenerty) Carried.*
- **Motion 592-23:** *That Smoky Lake County Council defer third reading of Bylaw No. 1402-21: Road Closure of all that portion of Avenue which lies South of Lot A, and North of Lot B, within Plan 8420551, in the Hamlet of Warspite, to allow time to negotiate a sale price in the amount of \$4,000.00, with the adjacent Land Owner directly north and south of the said road closure. Carried.*

The Planning and Development Manager sent a letter to Mr. Sobolewski, dated June 7, 2023, informing him of Council's decision made pursuant to Motion 592-23. Subsequently, Mr. Sobolewski submitted a counteroffer totaling **\$1,000.00**, in addition to his rationale for said offer. The correspondence, including the counteroffer is attached for reference.



Request for Decision (RFD)

Benefits: Dispose of surplus lands that the County does not require and currently maintains.

Disadvantages: County would lose a potential access point to the lands to the east of the Hamlet of Warspite should future expansion of the Hamlet be contemplated.

Alternatives: Council may defeat the proposed Bylaw or defer a decision. (NOTE: Bylaw 1402-21 was given first reading on August 26, 2021 and must receive third reading by two years of this date. Failure to give third reading by this date would nullify the Bylaw.)

Financial Implications: County would earn a nominal amount of revenue from the sale of the lands in question, as well as new annual taxation going forward, as the applicant intends to consolidate the lands with the adjacent Lots A & B.

Legislation: Sections 18 & 22, Municipal Government Act, M-26 RSA 2000

Intergovernmental: Nil.

Strategic Alignment: Proactivity in Development

Enclosure(s):

- **Attachment #1** - Proposed by Bylaw No. 1402-21 ©
- **Attachment #2** – Correspondence with applicant and counteroffer. ©

Signature of the (Assistant) CAO: _____

Bylaw 1402-21: Road Closure – Cancellation of all that portion of “AVENUE” lying south of Lot A and north of Lot B, Plan 8420551, located within the Hamlet of Warspite

**SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO. 1402-21**

A BYLAW OF SMOKY LAKE COUNTY IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF CLOSING TO PUBLIC TRAVEL AND DISPOSING OF PORTIONS OF A PUBLIC HIGHWAY IN ACCORDANCE WITH SECTION 22 OF THE MUNICIPAL GOVERNMENT ACT, CHAPTER M-26, REVISED STATUTES OF ALBERTA 2000, AS AMENDED.

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

WHEREAS application has been made to Council to have the highway closed, and

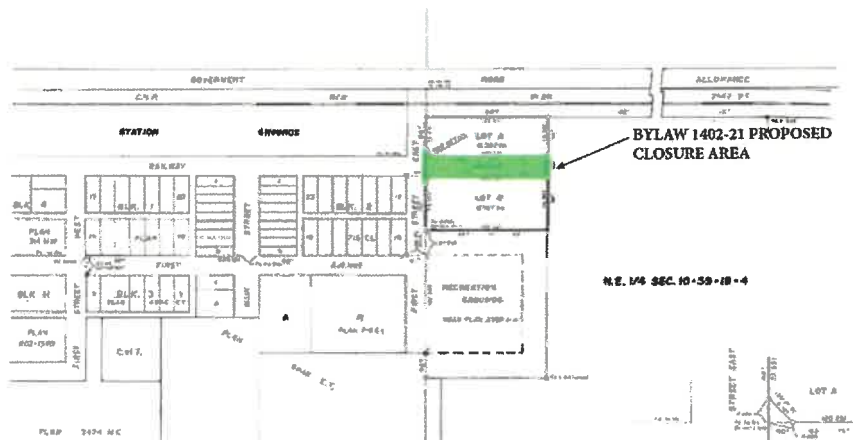
WHEREAS the Council of Smoky Lake County deems it expedient to provide for a bylaw for the purpose of closing to public travel and thereafter disposing of same, and

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

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

NOW THEREFORE BE IT RESOLVED that the Council of Smoky Lake County in the Province of Alberta does hereby close to public travel and dispose of the following described highways, subject to rights of access granted by other legislation.

Hamlet of Warspite: Part of South Railway Avenue east between Lot A, Plan 842 0551 and Lot B, Plan 842 0551, dimensions: 66' x 564.25' = containing 0.85 Acres, more or less.



Received first reading this 26th day of AUGUST, 2021.

[Signature]
Reeve

Seal

[Signature]
Chief Administrative Officer

APPROVED this 17th day of April, 2023.

[Signature]
Minister of Infrastructure
Transportation and Economic Corridors

Bylaw 1402-21: Road Closure – Cancellation of all that portion of “AVENUE” lying south of Lot A and north of Lot B, Plan 8420551, located within the Hamlet of Warspite

Received second reading this _____ day of _____, _____.

Received third reading and finally passed this day ____ of _____, _____.

Reeve

Seal

Chief Administrative Officer



Smoky Lake County

P.O. Box 310
4612 McDougall Drive
Smoky Lake, Alberta T0A 3C0
Phone: 780-656-3730
1-888-656-3730
Fax: 780-656-3768
www.smokylakecounty.ab.ca

May 23, 2023

GENE SOBOLEWSKI
BOX 32
WARSPITE, AB
T0A 3N0

Transmitted via E-Mail: [REDACTED]

Roll No.: 40341601 & 40341602
Legal: Plan 8420551, Lot A & B
Zoning: Hamlet General (HG) District

RE: ROAD CLOSURE BYLAW NO. 1402-21

Thank you for your submission of an application **received on July 22, 2021** requesting the closure of portions of the road plan located between the lands legally described as Plan 8420551, Lot A & Lot B.

I wish to inform you that at the May 11, 2023 Smoky Lake County Council meeting, the following motion was passed:

Motion 592-23: *“That Smoky Lake County Council defer third reading of Bylaw No. 1402-21: Road Closure of all that portion of Avenue which lies South of Lot A, and North of Lot B, within Plan 8420551, in the Hamlet of Warspite, to allow time to negotiate a sale price in the amount of \$4,000.00, with the adjacent Land Owner directly north and south of the said road closure.”*

Accordingly, I have attached a draft Sale Agreement for your review which will need to be agreed upon prior to consideration of third reading of Bylaw No. 1402-21. Please note, that first reading of said Bylaw was given on **August 26, 2021**. Section 188(a) requires a proposed bylaw to have received third reading within **2 years** after first reading for it to take effect.

To make arrangements to sign the attached Sale Agreement, or if you have any further questions or concerns, please contact the undersigned at 780-656-3730 or 780-650-5207.

SALE AGREEMENT

THIS AGREEMENT made this _____ day of _____, A.D., 2023.

BETWEEN:

Purchaser:

GENE SOBOLEWSKI
Box 32, Warspite, AB T0A 3N0
(hereinafter called "the Purchaser")

OF THE FIRST PART

- AND -

Vendor:

SMOKY LAKE COUNTY
4612 McDougall Drive, PO Box 310
Smoky Lake, AB T0A 3C0
Phone: 780-656-3730
(hereinafter called "the Vendor")

OF THE SECOND PART

WHEREAS, the Purchaser agrees to purchase the lands legally described as:

Legal Land Description: (populated once the Road Closure is complete)

_____ (all that portion of Railway Avenue (51st Avenue) lying south of Lot A and north of Lot B, Plan 8420551, located within the Hamlet of Warspite, as contemplated under Bylaw 1402-21 (File RC-31), encompassing +/-0.85 acres)

(hereinafter called "the Lands")

AND WHEREAS the Vendor and the Purchaser wish to enter into an Agreement regarding the sale of said Lands.

THE PARTIES of this Agreement, in consideration of the promises and the mutual terms, covenants and conditions to be observed and performed by each party, agree as follows:

1. The Vendor provides no representation or warranty in regard to the presence or absence of any environmental contamination or hazardous substances, soil conditions, or suitability for development on said Lands. Each Parcel is sold on an "as is" basis and the Purchaser is purchasing the Parcel(s) at his own risk.
2. No terms or conditions of final sale will be considered other than those specified by Vendor under this Agreement.
3. The Purchaser shall pay the Vendor the purchase price, in full, prior to registration of the transfer with Alberta Land Titles Office (LTO). Purchase price, plus GST:

\$4,000.00 + GST = \$4,200.00 (Per Motion 592-23)

4. Due to the delays experienced in processing land transfer documents at the Land Titles Office, the Vendor agrees that it may provide its signature to an application for a Development Permit application and/or any Safety Codes Act Permit application(s), should said applications be submitted to the respective approving authorities by the Purchaser prior to the land transfer being registered by the Land Titles Office.
5. The Purchaser shall be responsible for the cost of installation and maintenance of all services, including water, sewer, roads, power, natural gas, sanitary and storm sewer where applicable and for the costs of providing necessary access to the property and for any other costs associated with the sale.
6. The Purchaser shall pay any and all outstanding and/or overdue debts owed to the Vendor prior to the Vendor approving the sale.
7. Should the Purchaser be subject to any litigation with the Vendor, the sale will not be considered for approval until the case has been resolved with the Vendor.
8. All fees, including hiring a solicitor to complete the transfer of said Lands, are to be paid by the Purchaser.
9. The Purchaser will be responsible for obtaining all necessary development, building, and other related permits if the Purchaser desires to proceed with development on said lands.
10. This Agreement shall not be assignable by the Purchaser without prior written consent being granted by the Vendor.
11. The Vendor has the legal right to sell the said Lands and to rescind its offer to sell said Lands at any time prior to this Agreement being signed and executed and prior to the Transfer of Land being finalized at the Land Titles office.
12. This Agreement is for the benefit of, and shall be binding upon, heirs, executors, administrators and assigns of the individual parties and the successors and assigns of corporate parties.
13. Any notices required by one party to be given to the other shall be given at the following addresses:

Metis Crossing Ltd
Box 32, Warspite, AB T0A 3N0

And

Smoky Lake County
Box 310
Smoky Lake, Alberta T0A 3C0

IN WITNESS WHEREOF the Parties here have caused their signatures to be hereunto affixed the day and year first above written.

WITNESS

WITNESS

VENDOR (SMOKY LAKE COUNTY)

Lydia Cielin
ASSISTANT CAO

Lorne Halisky
REEVE

PURCHASER

Gene Sobolewski

AFFIDAVIT OF EXECUTION

CANADA
PROVINCE OF ALBERTA
TO WIT:

) I, _____,
) of the Town of Smoky Lake,
) in the Province of Alberta,
) MAKE OATH AND SAY:

1. THAT I was personally present and did see _____, named in the within instrument, on the basis of the identification provided to me, duly sign and execute the same for the purpose named therein;
2. THAT the instrument was executed at the Smoky Lake County, Alberta and that I am the subscribing witness thereto;
3. THAT I believe the person(s), whose signature(s) I witnessed, is (are) at least eighteen (18) years of age.

Sworn before me at the Smoky Lake County, in)
the Province of Alberta)
this ____ day of _____, 2023)

A Commissioner for Oaths in and for the
Province of Alberta

)
)
)
)
)
)

Jordan Ruegg

From: Jordan Ruegg
Sent: June 9, 2023 11:43 AM
To: [REDACTED]
Cc: Kyle Schole
Subject: RE: Road Closure File RC-031 - Bylaw No. 1402-21
Attachments: Policy 28-01-03 - Purchasing Land for Local Roadways.pdf

Good morning Gene.

As a follow-up to my email from yesterday, please see the attached Policy 28-01: Purchasing Land for Local Roadways. I believe that this is the Policy that we spoke about yesterday.

Please let me know if I can be of further assistance.

Thank you,



Jordan Ruegg, B.A., MPlan
Planning and Development Manager
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

ᑭᑭᑭᑭᑭᑭ ᑭᑭᑭᑭᑭᑭ (kaskapatau sakahigan) / Димних Озеро (Dymnykh Ozero) / Lac qui Fume / Smoky Lake
Located on Treaty 6 Territory and Homeland of the Métis Nation

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

From: Jordan Ruegg
Sent: Thursday, June 8, 2023 3:23 PM
To: [REDACTED]
Cc: Kyle Schole <kschole@smokylakecounty.ab.ca>
Subject: RE: Road Closure File RC-031 - Bylaw No. 1402-21

Good afternoon Gene.

Thank you for your questions. I will do my best to address each one as follows:

1. Please see the attached "Road Closures" document that includes the purchase price as well as additional details of the road closure applications that the County has received in the last five years.
2. Please see the attached summary report from the County's assessor that assess the value of the parcel immediately north of the proposed closure area (Plan 8420551, Lot A) at \$190.00.
3. The methodology that was used by Council regarding the road closures referenced in question #1 appears to have been derived from the County's policy regarding reserve land requirements for subdivisions (see attached Policy 61-01), which ascribes a \$1,000.00/acre value to land. As I mentioned in my previous email, neither the Road Closure Policy nor the Disposition of County Owned Properties Policy establishes a value, so it has been

From: [REDACTED]
Sent: Wednesday, June 7, 2023 2:39 PM
To: Jordan Ruegg <jruegg@smokylakecounty.ab.ca>
Cc: Kyle Schole <kschole@smokylakecounty.ab.ca>
Subject: Re: Road Closure File RC-031 - Bylaw No. 1402-21

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

Jordan,

The price the Council had established is grossly overpriced for the local area and identical property immediately next to the proposed parcel.

The County policy is \$1,000 per acre. I am also aware that the County did not alter that policy at the time of second reading of the bylaw. So the question of valuation persists. Please provide the evidence of rationale or calculations the Council utilized to determine the over-pricing of that parcel. I am willing to purchase the property, as this has been an exercise in frustration, firstly by the Province and secondly, now by the County.

I have also made an inquiry with Municipal Affairs on this question and they indicated that policy or bylaw for establishing fair pricing in closures are usually utilized as the backstop for setting a price. They also indicated that, while unfortunately the process took so long that there may be a question of procedural fairness as at the outset of the process, neither party addressed cost of the parcel and that the presumption would have been that the existing policy would be followed.

Gene

Sent from my iPhone

On Jun 7, 2023, at 9:05 AM, Jordan Ruegg <jruegg@smokylakecounty.ab.ca> wrote:

Good morning Gene. I hope you are well.

Please see the attached letter regarding the status of road closure Bylaw no. 1402-21. As per the letter, Council passed a motion establishing its desired sale price of \$4000.00 for the proposed closure area. Also note that first reading of said Bylaw was given on **August 26, 2021**, which means Council has until August 26th of this year to give third reading to the Bylaw or else it will be considered defeated as per Section 188(a) of the *Municipal Government Act*.

Please let myself or Kyle know if you have any questions and about how you wish to proceed.

Thanks,

<image002.jpg>

Jordan Ruegg, B.A., MPlan
Planning and Development Manager

Jordan Ruegg

From: Gene Sobolewski [REDACTED]
Sent: June 9, 2023 2:55 PM
To: Jordan Ruegg
Subject: Bylaw 1402-21
Attachments: Summary Report Assessment.pdf

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

Good afternoon Jordan,

Thank you for the requested information and I provide the following for your consideration.

- 1) In consideration of the circumstances surrounding my termination from the County on May 23, 2023 and the fact that the Council meeting held on May 11, 2023, I am trusting that procedural fairness in the discussions on this matter on May 11 was not compromised by a bias and/or prejudice from the Council. In ordinary circumstances, 2nd and 3rd reading would have occurred without a second thought, especially after the Minister had approved the closure.
- 2) I have spoken with a number of municipalities on this subject and essentially, the fairness of process in the road closure request from a ratepayer comes down to two essential and key distinctions.
 - a. The first is that the bylaw to close the road is not tied in any fashion whatsoever to the price of the land. Procedurally the bylaw (1st, 2nd, and 3rd readings) specifically deals with the very narrow scope of the physical closure and disposal. 1st reading, referrals to the Province, approval by the Minister and 2nd reading have occurred. Procedurally, the price of the land in transfer to the applicant is not part of the subject matter of the bylaw and therefore the resolution should not have tied the two together, as 3rd reading was *deferred* to negotiate a price for the parcel.
 - b. The second is that once the title of the road is transferred to the County, the land is transferred and the cost of the parcel is to be established at "fair market value", pursuant to policy and the *MGA*.
- 3) The existing policies of Council with respect to the cost of land is \$400/acre (in land acquisition pursuant to Policy 28-01) and \$1,000/acre (reserve land in Policy 61-01).
- 4) The past practice of the County (as established by the information provided) was that the sale pricing for land was assumed to be established by the assessed market value of adjacent properties (or similar properties elsewhere in the County) as comparison properties at the time the lands were sold. The sale prices of those properties were well below the \$400 per acre (as per policy 28-01).
- 5) Many of the municipalities I spoke to establish "*fair market value*" as being a function of their land acquisition bylaw or policy, or, the default of the value of the property as established by the municipal assessors. The County does not currently have a specific bylaw or policy dealing with the selling price of land.
- 6) Procedurally, Councils are discouraged from deviating from precedent and past practices without the backstop of policies or bylaws in place which then can rationalize their decision as being defensible. In this case, given the fact that the process started in 2021, any material changes to a bylaw or policy today would most certainly not take effect as the basis for decision would be grandfathered.
- 7) Based on the information provided, the value of these lands, based on the vacant property immediately adjacent to the proposed parcel, is \$350/acre. **At 0.85 acres, the parcel market value as per the assessed value would be \$298.**

- 8) The Council resolution set the price equivalency at \$4,706/acre, which is grossly inflated above any pricing the County has used in the past and not supported by any current policy or bylaw.
- 9) In 2021, we discussed the cost of the parcel as being \$1,000/acre and that this cost would be recommended to Council accordingly. Based on the area of the lands being 0.85 acre, the sale price would be \$850.
- 10) I am prepared to honour the spirit of those discussions and further advance that I will be prepared to pay **\$1,000 for the parcel**. I understand that I will be responsible for the consolidation and registration of title costs. I understand the consolidation can be undertaken by description.

Gene Sobolewski



Request for Decision (RFD)

Meeting Date: Thursday, June 29, 2023

Agenda Item: # 7.7

Topic: Proposed Bylaw 1439-23: Smoky Lake Regional Intermunicipal Collaboration Framework (ICF)

Presented By: Planning and Development Services, OR CAO's Office

Recommendation:

- 1) That Smoky Lake County give First Reading to Bylaw 1439-23, being a Smoky Lake Intermunicipal Collaboration Framework (ICF).**

- 2) That Smoky Lake County give Second Reading to 1439-23, being a Smoky Lake Intermunicipal Collaboration Framework (ICF).**

- 3) That Smoky Lake County give Unanimous Consent for Third Reading of 1439-23, being a Smoky Lake Intermunicipal Collaboration Framework (ICF).**

- 4) That Smoky Lake County give Third and Final Reading to 1439-23, being a Smoky Lake Intermunicipal Collaboration Framework (ICF).**

Background:

Smoky Lake County entered an Intermunicipal Collaboration Framework (ICF) with the Town of Smoky Lake, Village of Waskatenau, and Village of Vilna in 2021.

Since that time, Administration realized that the copy of the Bylaw that was adopted did not include the Dispute Resolution figures as was clearly intended.

At the **March 16, 2023 County Council Meeting**, this issue was discussed in closed session, and Council recommended to complete the necessary updates and bring back a revised bylaw, which is now before you, attached here.

A similar Bylaw has been provided to the CAOs of the Town and Villages, and they have indicated that they intend to recommend adoption to their Councils in short order.

Also in March, the Minister of Municipal Affairs issued an Order which extends the timeline for review from 5 years to 7.

Benefits: Compliance with legislation.

Disadvantages: None – legislative requirement.

Alternatives: Council may defeat the proposed bylaw or defer a decision.

Financial Implications: There are no financial implications associated with this item.

Legislation: Municipal Government Act, M-26 RSA 2000

Intergovernmental: Nil.

Strategic Alignment: Proactivity in Planning.



Request for Decision (RFD)

Enclosure(s):

- 1. Proposed Bylaw 1439-23, Smoky Lake Regional Intermunicipal Collaboration Framework (ICF). © Attachment 1**
- 2. Cover Letter and Ministerial Order MSD:024/23**

Signature of the CAO: 

**SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO. 1439-23**

**BEING A BYLAW OF SMOKY LAKE COUNTY IN THE PROVINCE OF ALBERTA FOR THE PURPOSE
TO ADOPT THE SMOKY LAKE REGION INTERMUNICIPAL COLLABORATION FRAMEWORK.**

WHEREAS, pursuant to the *Municipal Government Act*, R.S.A. 2000 c. M-26 Section 708.28(1) and amendments thereto, mandates that municipalities which share a common boundary must create an Intermunicipal Collaboration Framework with one another;

AND WHEREAS, pursuant to *Municipal Government Act*, R.S.A. 2000 c. M-26 Section 708.28(3) and amendments thereto, mandates that municipalities which do not share a common boundary may be parties to a framework;

AND WHEREAS, pursuant to the *Municipal Government Act*, R.S.A. 2000 c. M-26 Section 708.29 and amendments thereto, establishes the content of a framework that must be considered, including identification of the services provided on an intermunicipal basis, the municipality or municipalities responsible for providing the services, and how the services will be delivered and funded;

AND WHEREAS, Smoky Lake County; Town of Smoky Lake; Village of Vilna; and Village of Waskatenau are municipalities in a region with some common boundaries;

AND WHEREAS, Smoky Lake County; Town of Smoky Lake; Village of Vilna; and Village of Waskatenau share a common regional interest and are desirous of working together to provide services to their residents;

NOW THEREFORE, be it resolved that the Council of Smoky Lake County in the Province of Alberta, duly assembled hereby enacts as follows:
follows:

1. THAT the Smoky Lake Region Intermunicipal Collaboration attached hereto as **"Appendix A"** of this Bylaw is hereby adopted.
2. This Bylaw may be cited as "Smoky Lake Region Intermunicipal Collaboration Framework."
3. This Bylaw may be amended by Bylaw in accordance with the *Municipal Government Act*, R.S.A. 2000, c.M-26, as amended.
4. Should any provision of this Bylaw be found invalid, the invalid provision shall be severed and the remaining Bylaw shall be maintained.
5. This Bylaw repeals Smoky Lake County Intermunicipal Collaboration Framework Bylaw No. 1365-20 and all amendments thereto.
6. This Bylaw shall come into force and effect on the final date of passing thereof.

READ A **FIRST TIME** IN COUNCIL THIS ____ day of ____, 2023.

READ A **SECOND TIME** IN COUNCIL THIS ____ day of ____, 2023.

READ A **THIRD AND FINAL TIME, WITH THE UNANIMOUS CONSENT OF ALL COUNCILLORS PRESENT, THIS** ____ day of ____, 2023.

Reeve

S E A L

Chief Administrative Officer



Municipality	Date/Revision	Bylaw No.
Smoky Lake County	June 1, 2023 – Motion #	1439-23
Town of Smoky Lake	June 1, 2023 – Motion #	004-2023
Village of Vilna	June 1, 2023 – Motion #	
Village of Waskatenau	June 1, 2023 – Motion #	701-2023

Appendix A

Smoky Lake Region

INTERMUNICIPAL COLLABORATION FRAMEWORK



June, 2023

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Bylaw No. 1439-23**

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EXECUTIVE SUMMARY

The Town of Smoky Lake, the Villages of Vilna and Waskatenau, and Smoky Lake County have partnered to prepare the Smoky Lake Region Intermunicipal Collaboration Framework. All participating municipalities have entered into this Framework in good faith and with a commitment to intermunicipal communication and collaboration that benefits the regions residents.

Intermunicipal Collaboration Frameworks (ICFs) were introduced by the Province of Alberta as part of the Modernized Municipal Government Act in 2018. All municipalities that share a common border are required to adopt an ICF; municipalities that do not have a common boundary may be a party to a framework.

The purpose of an ICF is facilitate communication and cooperation between neighbouring municipalities to ensure municipal services are provided to residents in an efficient and cost effective manner.

The Smoky Lake ICF consists of the following sections and schedules:

SECTION 1	Introduction	Acronyms, Definitions, Interpretation, Principles, Requirements
SECTION 2	The Committee	Composition of the Intermunicipal Collaboration Committee (ICC)
SECTION 3	Responsibilities	Responsibilities of Councils, Administrations, and Working Groups
SECTION 4	Inventory of Services	Inventory of all services organized by category
SECTION 5	ICF Review	Process for reviewing ICF
SECTION 6	Dispute Resolution	Dispute Resolution Process for review and interpretation of the ICF, Dispute Resolution Process for review or development of services
SCHEDULES	A through F	ICC Terms of Reference, Working Group Terms of Reference, Discussion Protocols, Intermunicipal Development Plans

1 INTRODUCTION

1.1 SIGNATORIES

The Signatories to the Smoky Lake Region Intermunicipal Collaboration Framework are the Town of Smoky Lake, the Village of Vilna, the Village of Waskatenau, and Smoky Lake County.

The terms “Signatory”, “Signatory Municipality”, and “Participating Municipality” (and the plural forms of each) may be used interchangeably in this Intermunicipal Collaboration Framework.

1.2 ACRONYMS

AM	Asset Management
ASP	Area Structure Plan
CAO	Chief Administrative Officer
ICF	Intermunicipal Collaboration Framework
IDP	Intermunicipal Development Plan
ICC	Intermunicipal Collaboration Committee
LUB	Land Use Bylaw
MDP	Municipal Development Plan
MGA	Municipal Government Act
TOR	Terms of Reference

1.3 DEFINITIONS

The Participating Municipalities agree to use the definitions provided in the *MGA*, or another applicable Act of the Province of Alberta, as necessary to interpret each municipality’s roles and responsibilities identified in this ICF.

1.4 INTERPRETATION

Policies are written in the active tense using **SHALL, MUST, WILL, SHOULD, or MAY** statements and are intended to be interpreted as follows:

Where **SHALL, MUST, or WILL** is used in a statement, the statement is considered **MANDATORY**, usually in relation to a declaration of action, legislative direction, or situation where a desired result is **REQUIRED**.

Where **SHOULD** is used in a statement, the intent is that the statement is strongly **ENCOURAGED**. Alternatives can be proposed where the statement is not reasonable or practical in a given situation, or where unique or unforeseen circumstances provide for courses of action that would satisfy the general intent of the statement. However, the general intent is for compliance.

Where **MAY** is used in a statement, it means there is a **CHOICE** in applying the statement and denotes discretionary compliance or the ability to alter the requirements as presented.

1.5 SCHEDULES

The following Schedules are referenced in the ICF, and included for information.

SCHEDULE	TITLE
A	ICC Terms of Reference
B	Working Group Terms of Reference
C	Discussion Protocols
D	Town of Smoky Lake & Smoky Lake County IDP
E	Village of Vilna & Smoky Lake County IDP
F	Village of Waskatenau & Smoky Lake County IDP

1.6 PURPOSE

The purpose of the Smoky Lake Region ICF is to establish formalized protocols for regional cooperation, communication, and service delivery.

1.7 GUIDING PRINCIPLES

The participating municipalities agree to the following principles to guide regional communication and cooperation efforts:

1. To have defined **communication channels** to share information.
2. To encourage **respect** of different views and interests.
3. To pursue relations based on **transparency and openness**.
4. To **work together** to resolve issues.
5. To develop a **consultative process** to ensure shared goals and efforts.
6. To respect **jurisdictional interests**.
7. To acknowledge that **not all parties** need to be involved in each regional project.
8. To advance shared interests to other levels of government with a **common voice**.
9. To ensure **public awareness** of the progress and results of regional cooperation.

1.8 ICF REQUIREMENTS

Sections 708.27 and 708.28 of the *MGA* state all municipalities that share a common boundary must create an Intermunicipal Collaboration Framework. An ICF is developed **in order** to:

1. Provide for the integrated and strategic planning, delivery, and funding of intermunicipal services;
2. Steward scarce resources efficiently in providing local services; and
3. Ensure municipalities contribute funding to services that **benefit** their residents.

At minimum, an ICF **must**:

1. Describe the services that benefit residents in two or more of the municipalities that are party to the ICF.

**Smoky Lake County
Bylaw No. 1439-23**

2. Identify the municipality that provides the service and how the service will be funded and delivered.
3. Establish a dispute resolution process.

1.9 INTERMUNICIPAL DEVELOPMENT PLANS

An IDP is a statutory land use plan prepared collaboratively by two or more municipalities that addresses an agreed upon area of land of mutual significance for both municipalities. IDPs must address:

1. Future land use and development of the plan area;
2. Environmental matters;
3. Provision of transportation systems;
4. Coordination of intermunicipal programs relating to the physical, social, and economic development of the plan area;
5. A procedure to resolve conflict between the participating municipalities;
6. A procedure to amend the plan; and
7. Provisions relating to the administration of the plan.

An IDP is intended to guide regional approaches to managing growth, outline how regional land development will occur, and provide criteria for infrastructure and servicing. The ICF provides the framework for how the delivery of services will occur. The two documents work together to plan and organize intermunicipal services.

The following IDPs have been adopted by the participating municipalities, and form components of the ICF:

IDP NAME	IDP BYLAWS
Town of Smoky Lake & Smoky Lake County IDP	Town Bylaw 001-2023
	County Bylaw 1426-22
Village of Vilna & Smoky Lake County IDP	Village Bylaw 584-23
	County Bylaw 1425-22
Village of Waskatenau & Smoky Lake County IDP	Village Bylaw 697-22
	County Bylaw 1424-22

These IDPs are included as **Schedules** to this ICF.

1.10 EFFECTIVE TERM AND REVIEW

In accordance with the MGA, this ICF shall come into force on final passing of matching bylaws that contain the framework by the participating municipalities.

PARTICIPATING MUNICIPALITY	ICF BYLAW
Town of Smoky Lake	Bylaw No. 004-2023
Village of Vilna	Bylaw No. 545-19

**Smoky Lake County
Bylaw No. 1439-23**

Village of Waskatenau	Bylaw No. 701-2023
Smoky Lake County	Bylaw No. 1439-23

This ICF may be amended by mutual consent of the participating municipalities unless otherwise specified in the ICF.

In accordance with the MGA, this **ICF must be reviewed once every 5 years**, or sooner if requested by one or more participating municipalities.

1.11 DECISION MAKING PROCESS

Unless otherwise identified in this ICF, decision-making related to this ICF shall be vested in the participating municipalities' Councils.

Together, the Terms of Reference included as **Schedule A** and Discussion Protocols in **Schedule C** of this ICF outline how the ICC will function, guide how the participating municipalities determine what issues, projects, and initiatives are subject to this ICF, and guide decision-making for the ICC. The Terms of Reference included as **Schedule B** outline how Working Groups established by the ICC will function and guides decision-making for the Working Groups.

2 THE COMMITTEE

2.1 INTENT

In order to establish meaningful and ongoing intermunicipal communication, the participating municipalities agree to establish a joint Intermunicipal Collaboration Committee (ICC, or ‘the Committee’) with the intent of:

1. Fostering effective collaboration between the participating municipalities;
2. Ensuring the routine monitoring of intermunicipal relationships and agreements; and
3. Providing a forum for dealing with intermunicipal concerns and capitalizing on regional opportunities in a mutually beneficial and timely fashion.

2.2 EFFECTIVE DATE

The ICC is established as of the effective date of the ICF and subsequently renewed at the respective organizational meetings of each participating municipality on an annual basis as long as this ICF is in effect.

2.3 COMPOSITION

The composition of the ICC shall be guided by the Terms of Reference included as **Schedule A** to this ICF.

2.4 REPORTING

The ICC shall report annually to the Councils or the participating municipalities in open sessions on the status of the participating municipalities’ intermunicipal relationship and any cooperation agreements.

2.5 TERMS OF REFERENCE

The ICC shall be guided by the intent and provisions of the ICC Terms of Reference included as **Schedule A** and the Discussion Protocols included as **Schedule C**.

3 RESPONSIBILITIES

3.1 JOINT COUNCIL ORIENTATION

The participating municipalities agree to hold a Joint Council Orientation to the ICF for their Councils and Administrations within two months of a general municipal election.

The intent of the Joint Council Orientation is to ensure that each Council and individual elected official has a common understanding of the purpose of the ICF, and of the intermunicipal relationships between the participating municipalities.

3.2 ADMINISTRATIONS

Unless otherwise identified in this ICF, the CAOs of the participating municipalities shall be responsible for the implementation of this ICF.

The CAOs shall consult with one another during the regular Administrators meetings to ensure that the ICF is being effectively implemented.

3.3 WORKING GROUPS

To effectively address intermunicipal concerns or opportunities, the ICC may establish one or more Working Groups to provide recommendations to the ICC on a specific purpose. Working Groups may be utilized by the participating municipalities when the intermunicipal concern or opportunity involves some but not all of the participating municipalities. An example Terms of Reference for a Working Group is outlined in **Schedule B**.

4 INVENTORY OF SERVICES

The following is a description of the current status of municipal and intermunicipal services provided in the participating municipalities. Where applicable, the third party service provider and timeframe (duration of service agreement) is noted.

4.1 TRANSPORTATION

DESCRIPTION	CATEGORY	PROVIDER	PARTICIPANTS	TIMEFRAME	OPPORTUNITY
There are not currently any transportation agreements					

4.2 WATER AND WASTEWATER

DESCRIPTION	CATEGORY	PROVIDER	PARTICIPANTS	TIMEFRAME	OPPORTUNITY
Highway 28/63 Regional Water Services	Intermunicipal	Highway 28/63 Regional Water Commission	Town of Smoky Lake Village of Vilna Village of Waskatenau Smoky Lake County Thorhild County	Unknown	
Utility Right-of-Way Agreement Between North East Muni-Corr and Smoky Lake County, and Novation Agreement with North East Muni-Corr and Highway 28/63 Regional Water Services Commission	Intermunicipal	Highway 28/63 Regional Water Services Commission (Third Party: Muni-Corr)	Town of Smoky Lake Village of Vilna Village of Waskatenau Smoky Lake County	20 Years (2011 – 2031)	

**Smoky Lake County
Bylaw No. 1439-23**

Memorandum of Understanding (MOU): Highway 28/63 Regional Water Services Commission and Smoky Lake County	Intermunicipal	Smoky Lake County (Third Party: Highway 28/63 Regional Water Services Commission)	Town of Smoky Lake Village of Vilna Village of Waskatenau Smoky Lake County	Ongoing	
---	----------------	--	--	---------	--

4.3 SOLID WASTE

DESCRIPTION	CATEGORY	PROVIDER	PARTICIPANTS	TIMEFRAME	OPPORTUNITY
Evergreen Regional Waste Management Services Commission	Intermunicipal	Regional Service Commission	Town of Smoky Lake Village of Vilna Village of Waskatenau Smoky Lake County County of St. Paul Town of St. Paul Town of Elk Point Village of Warspite	Ongoing	<ul style="list-style-type: none"> • Dry waste cell • Transfer station site
Operation and Maintenance of Nuisance Grounds, Modified Landfill Site Agreement	Intermunicipal	Village of Waskatenau	Village of Waskatenau Smoky Lake County	Ongoing	

**Smoky Lake County
Bylaw No. 1439-23**

Operation and Maintenance of Nuisance Grounds, Modified Landfill Site Agreement	Intermunicipal	Village of Vilna	Village of Vilna Smoky Lake County	Ongoing	
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4.4 EMERGENCY SERVICES

DESCRIPTION	CATEGORY	PROVIDER	PARTICIPANTS	TIMEFRAME	OPPORTUNITY
Regional Emergency Management Bylaw	Intermunicipal	Town of Smoky Lake Village of Vilna Village of Waskatenau Smoky Lake County	Town of Smoky Lake Village of Vilna Village of Waskatenau Smoky Lake County	Ongoing	
Smoky Lake Region Fire & Rescue Committee	Intermunicipal	Smoky Lake Region Fire & Rescue Committee	Town of Smoky Lake Village of Vilna Village of Waskatenau Smoky Lake County	Ongoing	
Emergency 9-11 Fire Dispatch Service	Intermunicipal	Bonnyville Regional Fire Authority	Town of Smoky Lake Village of Vilna Village of Waskatenau Smoky Lake County	Every 5 Years	
Fire Protection Services - Joint Operating Agreement	Intermunicipal	Smoky Lake County, Town of Smoky Lake	Town of Smoky Lake Smoky Lake County	Every 2 Years	Review at the end of each term
Fire Protection Services - Joint Operating Agreement	Intermunicipal	Smoky Lake County, Village of Vilna	Village of Vilna Smoky Lake County	Every 2 Years	Review at the end of each term
Fire Protection Services - Joint Operating Agreement	Intermunicipal	Smoky Lake County, Village of Waskatenau	Village of Waskatenau Smoky Lake County	Every 2 Years	Review at the end of each term

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Emergency Water Supply (170 Fire)	Municipal	Smoky Lake County (Third Party: Government of Alberta)	Smoky Lake County	Unspecified	
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4.5 RECREATION AND COMMUNITY SERVICES

DESCRIPTION	CATEGORY	PROVIDER	PARTICIPANTS	TIMEFRAME	OPPORTUNITY
Smoky Lake Region Regional Recreation Master Plan	Intermunicipal		Town of Smoky Lake Village of Vilna Village of Waskatenau Smoky Lake County	Ongoing	Revision Required
Northern Lights Library System	Intermunicipal	Third Party: Northern Lights Library System	Town of Smoky Lake Village of Vilna Village of Waskatenau Smoky Lake County Several Other Municipalities	Annual	
County Lakes: Recreational Area Facility Supervision and Cleaning Services w/ Jaclyn Jarema	Municipal	Third Party	Smoky Lake County	Every 5 Years	
County Lakes: Recreational Area Facility Supervision and Cleaning Services w/ Dawn Marie Tannas	Municipal	Third Party	Smoky Lake County	Every 5 Years	

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County Lakes: Recreational Area Facility Supervision and Cleaning Services w/ Veronica Fox & Donald Holmes	Municipal	Third Party	Smoky Lake County	Every 5 Years	
Doctor Retention and Recruitment Agreement	Intermunicipal	Smoky County, Town of Smoky Lake (Third Party: Raubenheimer Medical Clinic)	Town of Smoky Lake Village of Vilna Village of Waskatenau Smoky Lake County	Ongoing	
Family/School Liaison Program Master Service Agreement	Intermunicipal	Third Party: Aspen View Public School Division No. 78	Village of Vilna Village of Waskatenau Smoky Lake County	Annual	
Senior Citizen Housing	Intermunicipal	Smoky Lake Foundation (Third Party: Alberta Housing Corporation)	Town of Smoky Lake Village of Vilna Village of Waskatenau Smoky Lake County	Ongoing	
Lease for Kinsmen Pavilion Joint Agreement	Intermunicipal	Smoky Lake County, Town of Smoky Lake	Smoky Lake County, Town of Smoky Lake	Twenty-five years	

4.6 PLANNING AND DEVELOPMENT

DESCRIPTION	CATEGORY	PROVIDER	PARTICIPANTS	TIMEFRAME	OPPORTUNITY
The Inspections Group Inc. - Safety Codes Act	Intermunicipal	Third Party: The Inspection Group Inc.	Town of Smoky Lake Village of Vilna Village of Waskatenau Smoky Lake County Several Other Municipalities	Every five years	

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Municipal Safety Codes Inspection Commission	Intermunicipal	Third Party: Municipal Safety Codes Inspection Commission	Unknown	Unspecified	
Milenet Master Agreement	Municipal	Third Party: Government of Alberta - Minister for Municipal Affairs	Smoky Lake County	Ongoing	
Town of Smoky Lake and Smoky Lake County Intermunicipal Development Plan	Intermunicipal	Smoky Lake County, Town of Smoky Lake	Town of Smoky Lake Smoky Lake County	Unspecified	
Village of Vilna and Smoky Lake County Intermunicipal Development Plan	Intermunicipal	Smoky Lake County, Village of Vilna	Village of Vilna Smoky Lake County	Unspecified	
Village of Waskatenau and Smoky Lake County Intermunicipal Development Plan	Intermunicipal	Smoky Lake County, Village of Waskatenau	Village of Waskatenau Smoky Lake County	Unspecified	
Municipal MuniSight	Municipal	Third Party: Accurate Assessment Group	Town of Smoky Lake Village of Vilna Village of Waskatenau Smoky Lake County	Unknown	Agreement expired in Aug 2019.
Subdivision and Planning Services	Municipal	Third Party: Municipal Planning Services	Town of Smoky Lake Village of Vilna Village of Waskatenau Smoky Lake County	Unspecified	

4.7 HERITAGE

DESCRIPTION	CATEGORY	PROVIDER	PARTICIPANTS	TIMEFRAME	OPPORTUNITY
Smoky Lake Region Heritage Management Plan	Intermunicipal	Town of Smoky Lake Village of Vilna Village of Waskatenau Smoky Lake County	Town of Smoky Lake Village of Vilna Village of Waskatenau Smoky Lake County	Ongoing	

4.8 ECONOMIC DEVELOPMENT

DESCRIPTION	CATEGORY	PROVIDER	PARTICIPANTS	TIMEFRAME	OPPORTUNITY
Regional Community Development Committee (RCDC) - Joint Agreement	Intermunicipal	Town of Smoky Lake Village of Vilna Village of Waskatenau Smoky Lake County	Town of Smoky Lake Village of Vilna Village of Waskatenau Smoky Lake County	Ongoing	Opportunity to revisit joint agreement
Contract Agreement: Community Economic Development Officer (CEDO) and Assistant Economic Development	Intermunicipal	Smoky Lake County (Third Party: Agreement with CEDO and Assistant Economic Development)	Town of Smoky Lake Village of Vilna Village of Waskatenau Smoky Lake County	Semi-annually	
Smoky Lake Region Development Strategic Plan	Intermunicipal	Town of Smoky Lake Village of Vilna Village of Waskatenau Smoky Lake County	Town of Smoky Lake Village of Vilna Village of Waskatenau Smoky Lake County	Ongoing	

4.9 MISCELLANEOUS

DESCRIPTION	CATEGORY	PROVIDER	PARTICIPANTS	TIMEFRAME	OPPORTUNITY
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<p>Protocol for Regional Collaboration</p>	<p>Intermunicipal</p>	<p>Town of Smoky Lake Village of Vilna Village of Waskatenau Smoky Lake County (Third Parties: RCDC, CAO Committee, CEDO)</p>	<p>Town of Smoky Lake Village of Vilna Village of Waskatenau Smoky Lake County</p>	<p>Unspecified</p>	<p>Revision of this agreement is a priority.</p>
<p>Natural Gas Bulk Supply Agreement</p>	<p>Intermunicipal</p>	<p>Smoky Lake County, Town of Smoky Lake</p>	<p>Smoky Lake County, Town of Smoky Lake</p>	<p>Every 20 years</p>	

4.10 FUTURE PROJECTS/SERVICE COLLABORATIONS

4.10.1 TRANSPORTATION

DESCRIPTION	CATEGORY	PROVIDER	PARTICIPANTS	TIMEFRAME
Street Sweeping	Intermunicipal	Smoky Lake County	Town of Smoky Lake Village of Vilna Village of Waskatenau Smoky Lake County	
Road Maintenance (cold mix)	Intermunicipal		Town of Smoky Lake Village of Vilna Village of Waskatenau Smoky Lake County	

4.10.2 WATER AND WASTEWATER

DESCRIPTION	CATEGORY	PROVIDER	PARTICIPANTS	TIMEFRAME
Joint Licensed Water/Wastewater Operator	Intermunicipal		Town of Smoky Lake Village of Vilna Village of Waskatenau Smoky Lake County	

4.10.3 SOLID WASTE

DESCRIPTION	CATEGORY	PROVIDER	PARTICIPANTS	TIMEFRAME
Solid Waste Collection	Intermunicipal		Town of Smoky Lake Village of Vilna Village of Waskatenau Smoky Lake County	

4.10.4 RECREATION AND COMMUNITY SERVICES

DESCRIPTION	CATEGORY	PROVIDER	PARTICIPANTS	TIMEFRAME
Joint Library Board	Intermunicipal		Town of Smoky Lake Village of Vilna Village of Waskatenau Smoky Lake County	
Community Closet/ Take It or Leave It	Intermunicipal		Town of Smoky Lake Smoky Lake County	
Bylaw Enforcement	Intermunicipal		Town of Smoky Lake Village of Vilna Village of Waskatenau Smoky Lake County	

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Seniors Transportation	Intermunicipal		Town of Smoky Lake Village of Vilna Village of Waskatenau Smoky Lake County	
Food Bank	Intermunicipal		Town of Smoky Lake Village of Vilna Village of Waskatenau Smoky Lake County	
ParentLink Centre	Intermunicipal	Town of Smoky Lake (potentially)	Town of Smoky Lake Village of Vilna Village of Waskatenau Smoky Lake County	

4.10.5 PLANNING AND DEVELOPMENT

DESCRIPTION	CATEGORY	PROVIDER	PARTICIPANTS	TIMEFRAME
Intermunicipal Subdivision and Development Appeal Board/Training	Intermunicipal		Town of Smoky Lake Village of Vilna Village of Waskatenau Smoky Lake County	
Joint Development Officer	Municipal		Smoky Lake County Town of Smoky Lake	
Joint Subdivision and Development Appeal Board (SDAB)	Municipal		Town of Smoky Lake Village of Vilna Village of Waskatenau Smoky Lake County	
MuniSight GIS Agreement	Intermunicipal	MuniSight	Town of Smoky Lake Village of Vilna Village of Waskatenau Smoky Lake County	

4.10.6 HERITAGE

DESCRIPTION	CATEGORY	PROVIDER	PARTICIPANTS	TIMEFRAME
Smoky Lake County Regional Heritage Board	Intermunicipal	Smoky Lake County	Town of Smoky Lake Village of Vilna Village of Waskatenau Smoky Lake County	Future opportunity to expand the mandate for participating municipalities.

4.10.7 MISCELLANEOUS

DESCRIPTION	CATEGORY	PROVIDER	PARTICIPANTS	TIMEFRAME
Joint Council Orientation/Training	Intermunicipal		Town of Smoky Lake Village of Vilna Village of Waskatenau Smoky Lake County	4 years
Stormwater Management	Intermunicipal		Town of Smoky Lake Village of Vilna Village of Waskatenau Smoky Lake County	
Joint Public Works Agreement	Municipal	Smoky Lake County	Town of Smoky Lake Village of Vilna Village of Waskatenau Smoky Lake County And additional municipal partners	
Gas Pipeline	Intermunicipal		Smoky Lake County Town of Smoky Lake	
Agriculture Society Agreements	Intermunicipal		Smoky Lake County Town of Smoky Lake	

4.10.8 DEVELOPMENT OF PROPOSED PROJECTS AND SERVICES

The participating municipalities agree that a Working Group (established by the ICC) or the ICC (when the future service agreement involves all participating municipalities) will be the primary forum used to address and develop future service delivery agreements.

In the event that one of the participating municipalities initiate the development of a proposed project and/or service as per the Protocol for Regional Collaboration Bylaw that may require a cost-sharing agreement, the following steps shall be taken:

1. **The initiating municipality's CAO** shall notify in writing the **ICC** prior to the consideration of such a project and/or service being constructed/developed.
2. Once the written notice has been received, a meeting with the CAOs of the participating municipalities must be held **within 20 calendar days** to discuss the proposal and required documentation.
3. The initiating municipality shall provide relevant information about the project and/or service to the ICC.
4. The ICC shall convene to discuss the matter or, if the agreement does not involve all participating municipalities, to establish a Working Group, if necessary.

In the event that the ICC or a Working Group of the ICC is unable to reach an agreement, the dispute shall be dealt with through the procedure outlined in **Section 6.2.2** of this ICF.

5 ICF REVIEW

5.1 REVIEW

At the request of any of the participating municipalities, the ICF may be reviewed at any time, in addition to the obligatory 7-year review identified in the MGA.

The provisions of Section 5.2 of this ICF apply to any amendment or renegotiation resulting from a review.

5.2 RENEGOTIATION

A participating municipality may request renegotiation of all or part of this ICF by providing a written request to all other participating municipalities. A request to renegotiate shall identify what is to be negotiated and why the request has been made.

Renegotiation of all or part of the ICF shall be completed within 18 months from the date of receipt of a request.

In accordance with the MGA, if the ICF is found to no longer adequately and reasonably serve the interest of the participating municipalities, the ICF shall not expire indefinitely – but shall be replaced with an updated ICF agreed upon by the participating municipalities.

5.3 CHANGES TO LAWS AND REGULATIONS

In the event that a change in Federal or Provincial legislation has significant impact on the ability of the participating municipalities to fulfill their obligations under this ICF, any of the participating municipalities may request a meeting of the ICC to determine what implications the change(s) may have for the ICF and to initiate negotiations for any changes the ICC deems necessary.

5.4 OTHER CHANGES

In the event that any other change in circumstance has significant impact on the ability of the participating municipalities to fulfill their obligations under this ICF, any of the participating municipalities may request a meeting of the ICC to determine what implications the change(s) may have for the ICF and to initiate negotiations for any changes the ICC deems necessary.

6 DISPUTE RESOLUTION

6.1 RELATIONSHIP TO IDPS

The dispute resolution process in this ICF relates to matters specific to the ICF. For intermunicipal disputes relating to land use and development addressed by an approved IDP, the dispute resolution process in the corresponding IDP shall be used.

6.2 PROCESS

The participating municipalities are committed to resolving any disputes in a non-adversarial and cost-efficient manner. The participating municipalities shall make all reasonable efforts to resolve all disputes by negotiation and agree to provide, without prejudice, open and timely disclosure of relevant facts, information and documents to facilitate negotiations.

6.2.1 INTERMUNICIPAL COLLABORATION FRAMEWORK

Figure 1 outlines the dispute resolution process the participating municipalities shall undertake for disputes related to the ICF, including:

- The interpretation, implementation or application of the ICF
- Any contravention or alleged contravention of the ICF
- Lack of agreement on proposed amendments

Figure 1. ICF Dispute Resolution Process

If each step in this process is completed within the identified timeline, no processing or decisions will be made by the participating municipalities concerning the area of dispute. If the timeline passes and the communication/action has not completed, the next step shall be initiated.

If, at any point in the dispute resolution process, all of the participating municipalities agree that the dispute has been appropriately resolved:

1. Each Council must pass a motion stating that the dispute has been satisfactorily resolved; and
2. The Initiating municipality must give written notice to the other participating municipalities that the dispute has been satisfactorily resolved.

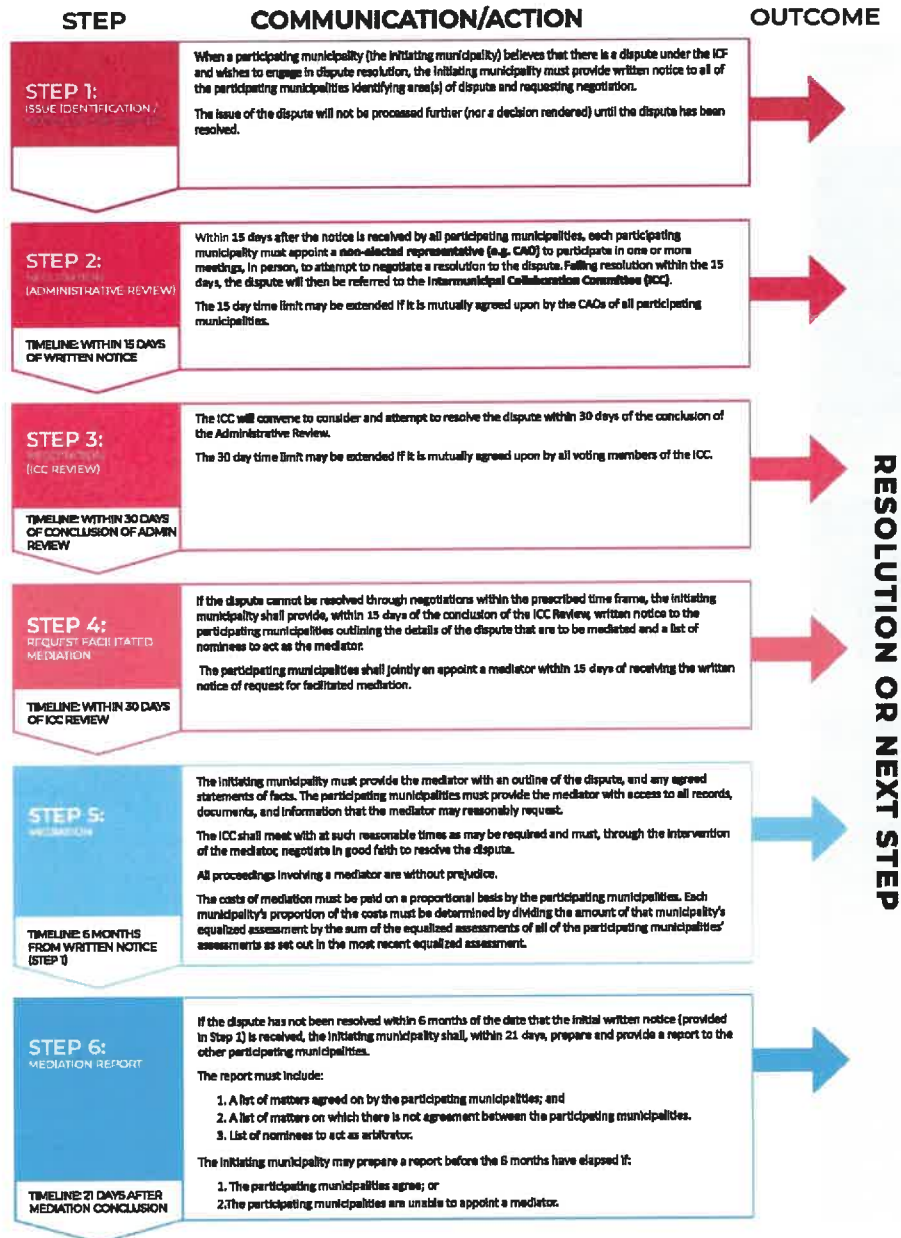
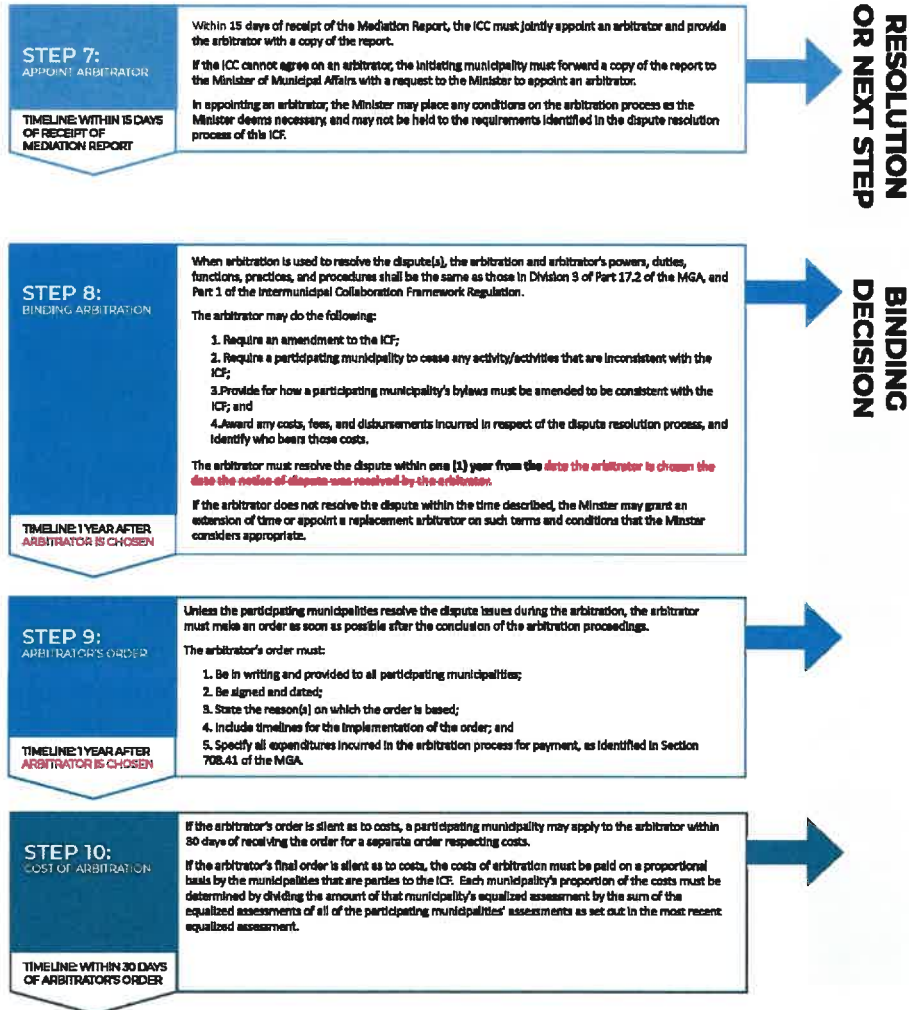


Figure 1. ICF Dispute Resolution Process Continued



6.2.2 SERVICES AND PROJECT AGREEMENTS

For disputes related to review of or development of services and/or projects, the municipalities involved in the service or project shall refer to the dispute resolution process outlined in Section 6.2.2 and **Figure 2**.

Figure 2 outlines the dispute resolution process for agreements between one or more of the participating municipalities. This dispute resolution process only involves the municipalities involved in the agreement in question.

Where an existing agreement has a binding dispute resolution process, that dispute resolution process shall be used instead of the process outlined in **Figure 2**.

Figure 2. Service Agreement Dispute Resolution Process

If each step in this process is completed within the identified timeline, no processing or decisions will be made by the participating municipalities involved in the agreement concerning the area of dispute. If the timeline passes and the communication/action has not completed, the next step shall be initiated.

If, at any point in the dispute resolution process, the participating municipalities involved in the agreement agree that the dispute has been appropriately resolved:

1. Each Council (of the participating municipalities involved in the agreement) must pass a motion stating that the dispute has been satisfactorily resolved; and
2. The initiating municipality must give written notice to the responding municipalities that the dispute has been satisfactorily resolved.

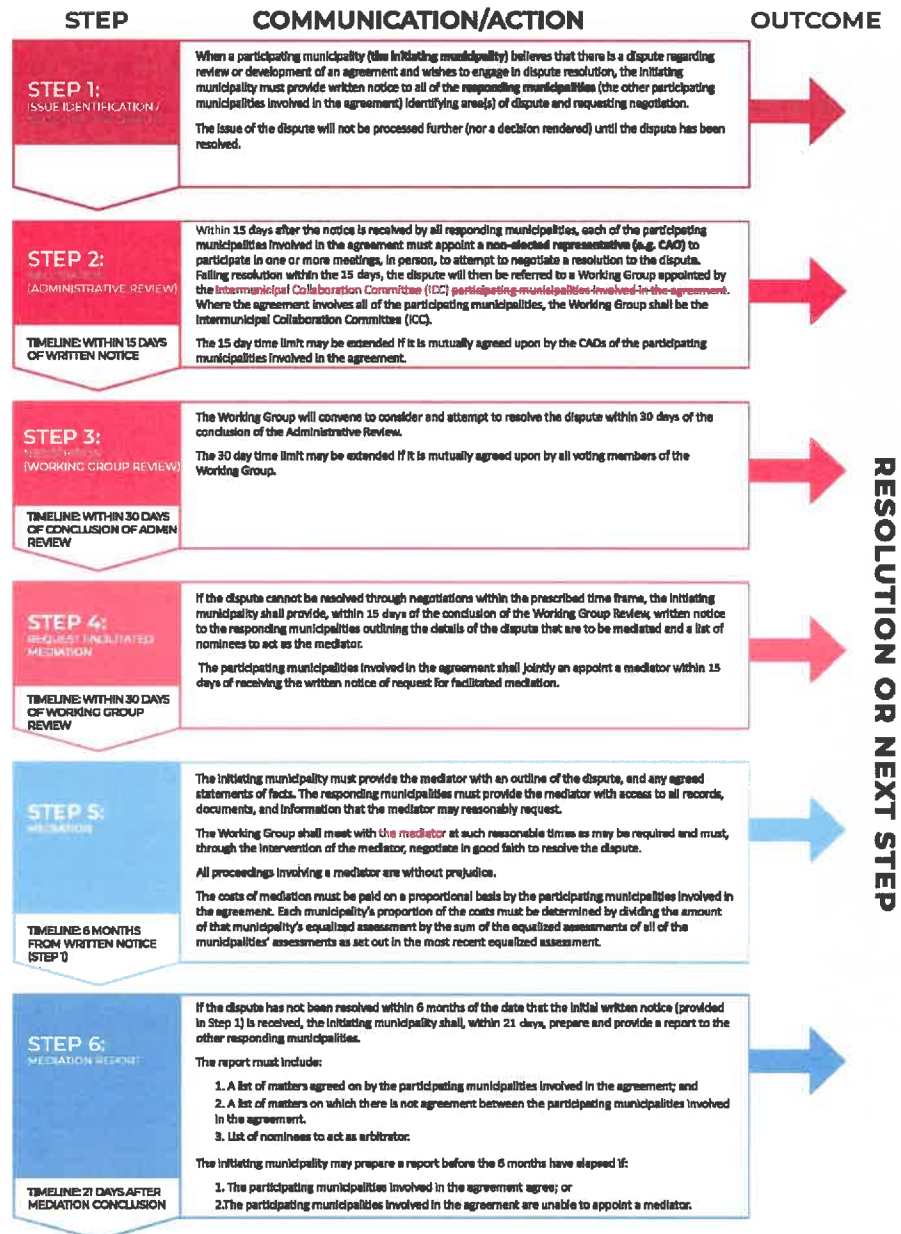
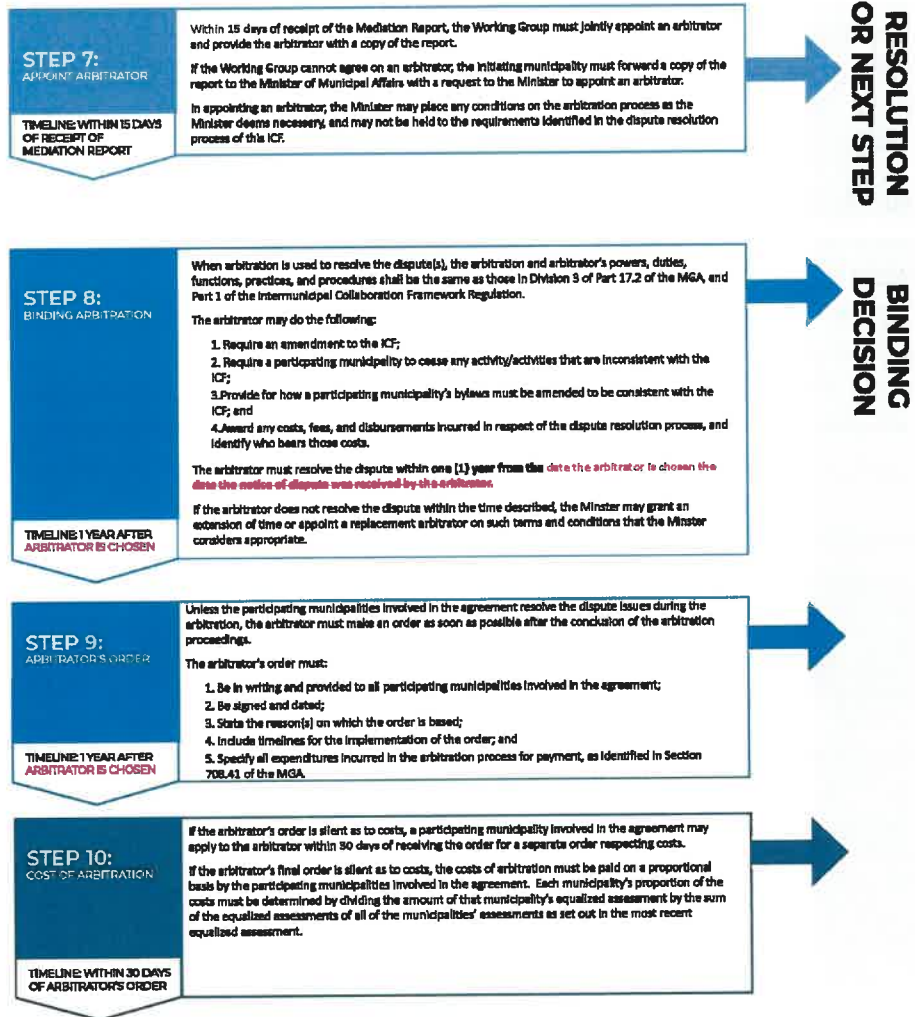


Figure 2. Service Agreement Dispute Resolution Process Continued



SCHEDULE A – ICC TERMS OF REFERENCE

The creation of an Intermunicipal Collaboration Committee (ICC) is contemplated to give expanded focus to intermunicipal opportunities and considerations. Although individual Councils maintain the authority for decisions in the respective municipalities, the ICC is seen to be the foundation for intermunicipal matters. Without interfering with the good work being accomplished in existing intermunicipal committees, the ICC has the following five primary functions:

1. Proactively identify new service areas or opportunities;
2. Address intermunicipal opportunities that arise on an as needed basis where no existing structure exists to deal with the matter;
3. Prioritize activities and develop appropriate measures, processes and subcommittees to address areas in consideration;
4. Represent the region locally and provincially; and
5. Address areas where intermunicipal differences in need of resolution may arise.

A.1 ICC COMPOSITION

The ICC will be composed of:

TOWN OF SMOKY LAKE	Two elected officials
	Chief Administrative Officer
VILLAGE OF VILNA	One elected official
	Chief Administrative Officer
VILLAGE OF WASKATENAU	One elected official
	Chief Administrative Officer
SMOKY LAKE COUNTY	Two elected officials
	Chief Administrative Officer

The ICC members will be as appointed by the respective participating municipalities' Councils. The opportunity to rotate elected officials as alternates into the ICC will be at the discretion of each municipality.

Only the elected officials on the ICC shall be considered voting members.

A.2 ICC TERM APPOINTMENT

The ICC term shall normally be a four year Council term. When an elected official's term on Council has ended, the elected official's participation on the ICC shall be terminated.

A.3 ICC CHAIR

The ICC Chair shall be elected by the members of the ICC from amongst the elected officials and shall normally serve for a term of one (1) years, with the position rotating among the participating municipalities. The ICC Chair shall be appointed at the annual organization meeting.

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A.4 ADMINISTRATIVE SUPPORT

Unless otherwise determined by the ICC, administrative support for the ICC Chair shall be provided by Smoky Lake County.

A.5 QUORUM

A quorum will consist of a majority of voting ICC members attending each scheduled meeting. Attendance via phone or electronic means is acceptable.

A.6 NON-ICC MEMBER ATTENDANCE

Other elected officials, administration or staff may attend as observers, if invited by the ICC.

Should presentations to the ICC be required, the invited parties will be agreed to and coordinated ahead of the meeting by the CAOs.

A.7 SCHEDULE

Meetings of the ICC will be held at a minimum of two (2) times per year, with recognition that more frequent meetings may need to be added as opportunities/issues arise and initiatives are developed and to address specific matters

The two (2) meetings per year will be scheduled annually to:

1. Summarize and update progress on issues to date;
2. Inventory and prioritize matters to be addressed;
3. Strategize, plan and schedule for new items; and
4. Address any outstanding matters.

A.8 BUDGET

Operating costs shall be borne by each municipality.

A.9 PUBLIC PARTICIPATION

All ICC meetings are open to the public. Members of the public are not permitted to participate in ICC discussions but may appear as a delegation before the ICC. Delegations shall be for a maximum of 10 minutes, unless otherwise agreed to by the ICC. Those wishing to appear as a delegation at an ICC meeting must so advise the ICC's administrative support a minimum of five (5) working days prior to the meeting.

SCHEDULE B – WORKING GROUP TERMS OF REFERENCE

A Working Group shall be established by the ICC when two or more of the participating municipalities (but not all participating municipalities) wish to initiate a shared service or opportunity. The Working Group has the following primary functions:

1. Review proposals for shared services or opportunities;
2. Work collaboratively to determine how the shared service will be implemented and monitored;
and
3. Represent the region locally and provincially.

B.1 WORKING GROUP TITLE

The title of the Working Group shall be established by the ICC.

B.2 WORKING GROUP COMPOSITION

The Working Group will be composed of elected officials and the Chief Administrative Officer from the participating municipalities that are involved in the Working Group. The quantity of members in the Working Group shall be determined using the following table:

TOWN OF SMOKY LAKE	Two elected officials
	Chief Administrative Officer
VILLAGE OF VILNA	One elected official
	Chief Administrative Officer
VILLAGE OF WASKATENAU	One elected official
	Chief Administrative Officer
SMOKY LAKE COUNTY	Two elected officials
	Chief Administrative Officer

Only the elected officials in the Working Group shall be considered voting members.

B.3 WORKING GROUP TERM APPOINTMENT

The Working Group term be determined by the ICC.

B.4 WORKING GROUP CHAIR

The Working Group Chair shall be elected at the first meeting of the Working Group by the **voting** members of the Working Group and shall normally serve for the duration of the Working Group.

B.5 ADMINISTRATIVE SUPPORT

Unless otherwise determined by the Working Group, administrative support for the Working Group Chair shall be provided by the Chair's municipality.

B.6 QUORUM

A quorum will consist of a majority of voting Working Group members attending each scheduled meeting. Attendance via phone or electronic means is acceptable.

B.7 NON-WORKING GROUP MEMBER ATTENDANCE

Other elected officials, administration or staff may attend as observers, if invited by the Working Group.

Should presentations to the Working Group be required, the invited parties will be agreed to and coordinated ahead of the meeting by the CAOs.

B.8 SCHEDULE

A minimum of two meetings of the Working Group will be held to review and address the proposal for the shared service/opportunity. Additional meetings may be scheduled as necessary.

B.9 BUDGET

Operating costs shall be borne by each municipality.

B.10 PUBLIC PARTICIPATION

All Working Group meetings are open to the public. Members of the public are not permitted to participate in Working Group discussions but may appear as a delegation before the Working Group. Delegations shall be for a maximum of 10 minutes, unless otherwise agreed to by the Working Group. Those wishing to appear as a delegation at a Working Group meeting must so advise the Working Group's administrative support a minimum of five (5) working days prior to the meeting.

B.11 DELIVERABLES

The deliverables shall be determined by the Working Group based on an assessment of the supporting information required to complete the **Shared Service Review in Appendix 1** of the **Protocol for Regional Collaboration Bylaw**.

B.12 REPORTING

The minutes from meetings shall be prepared by the administrative staff of the Working Group Chair's municipality and shall be shared with the ICC.

B.13 REVIEW OF THE TERMS OF REFERENCE

This TOR shall be in effect for the Working Group unless the Working Group indicates otherwise. The TOR may be amended at any time by the Working Group.

B.14 DISSOLUTION OF THE WORKING GROUP

The Working Group shall be dissolved when an agreement for the proposed shared service is established and approved by the Councils of the participating municipalities involved in the Working Group or the Councils have decided not to proceed with the proposal as per the requirements in the Protocol for Regional Cooperation Bylaw.

SCHEDULE C – DISCUSSION PROTOCOLS

The following discussion protocols have been developed for the ICC and Working Groups established by the ICC to:

1. Respect the jurisdictional autonomy of each participating municipality;
2. Promote respectful and meaningful dialogue;
3. Establish consistency in meeting discussions and decision making processes; and
4. Seek consensus (where possible) on issues of regional or intermunicipal significance;

C.1 PARTICIPATING MUNICIPALITIES

The participating municipalities and the discussions and negotiations flowing from it are the Town of Smoky Lake, the Village of Waskatenau, the Village of Vilna, and Smoky Lake County (the participating municipalities).

C.2 DECISION MAKING AUTHORITIES

The participating municipalities acknowledge and agree that any issue agreed to in discussions/negotiations is an agreement in principle that is subject to approval by the Councils for the participating municipalities.

C.3 AGREEMENT TO NEGOTIATE

The participating municipalities agree that they will participate in good faith to discuss and negotiate ways to cooperate more effectively together while taking into account the interests of each municipality.

C.4 RIGHT TO INDEPENDENT AGREEMENTS

The participating municipalities acknowledge the right of any participating municipality to enter into agreements with one or more of the participating municipalities when it cannot be demonstrated that there is regional benefit to entering into an agreement with all participating municipalities. The participating municipalities then agree to support agreements between some rather than all of the participating municipalities.

C.5 INTERMUNICIPAL COLLABORATION COMMITTEE

The Councils for the participating municipalities have appointed representatives for the purposes of the tasks related to the ICC. If a permanent vacancy occurs, Councils for the respective municipality can appoint another as replacement in their place.

C.6 ROLE OF ADMINISTRATIVE SUPPORT/TECHNICAL ADVISORS

The participating municipalities may invite external consultants and/or administrative support to attend an ICC session with no less than seven days' notice to the other party. In exceptional circumstances the requirement for seven days' notice may be waived by mutual agreement.

When possible, external attendees will be reflected on the meeting agenda.

External consultants and/or administrative support in attendance at a session will be subject to the provisions of the Discussion Protocols.

C.7 RESOLUTION OF ISSUES

The ICC will work to achieve consensus on the issues or package of issues before them. The parties agree that the ICC will own the consensus achieved through the discussion/negotiations and ICC members will represent it to their respective Councils.

For purposes of the discussions/negotiations consensus will be defined as “I can live with it”.

C.8 FREEDOM TO SPEAK AND CONFIDENTIALITY

Except as set out elsewhere in these Protocols or unless the parties have specifically agreed to release information, all discussions/negotiations, summary notes of discussions/negotiations and all other records or information generated for the purposes of the discussions/negotiations are to be kept confidential recognizing that:

- Other Council members will be informed about discussions and negotiations during in- camera meetings;
- Communication within the ICC and to Councils and select administrative support may be by electronic means recognizing that such communication is to be treated as confidential if it pertains to the content of the discussions/negotiations and that further dissemination beyond the ICC or Councils and select administrative support by electronic means is not permitted;
- Any information that is in the public domain but not the confidential negotiation discussions about that information, may be used by either party; and
- Disclosure of information associated with the discussions/negotiations can be made to external consultants and/or administrative support. This will only be done on a "need to know basis" and the person(s) will be required to keep all associated information confidential in accordance with these Protocols.

C.9 COMMUNICATION WITH MEDIA

The participating municipalities may agree to prepare and distribute a joint media release at various times throughout the discussions/negotiations. The mayors/reeve of the participating municipalities will act as the spokesperson for each municipality. Key messages to be released to the media and/or to the public will be discussed and finalized at the end of each negotiation meeting as a standing agenda item.

C.10 COMMUNICATION WITH THE PUBLIC

Any consultation, communication or dissemination of information with or to the public will be done jointly. Each party's logos and authorized signatures will be required on each joint communication with the public. Each municipality will act as the distributor for joint communication to their respective residents/ratepayers.

C.11 RECORD KEEPING

At its first meeting one of the parties will agree to appoint a staff member to act as the Recording Secretary for the ICC sessions. The Recording Secretary will provide confidential meeting notes that will summarize the ICC's discussion within ten calendar days of the end of a session. At the conclusion of each session, the Chair will review the items discussed and summarize the consensus achieved or still to be achieved by the ICC on the items discussed. In addition, if any information has been requested during a session, the Chair will outline the requests and specify responsibilities for providing the information requested.

**Smoky Lake County
Bylaw No. 1439-23**

The ICC will indicate their approval of this summary, or provide clarification at the conclusion of the session. The written meeting notes will be reviewed as one of the first orders of business at the next scheduled session.

Smoky Lake County
Bylaw No. 1439-23

SCHEDULE D – TOWN OF SMOKY LAKE & SMOKY LAKE COUNTY IDP

Town of Smoky Lake & Smoky Lake County IDP

Smoky Lake County Bylaw No. 1425-23

Town of Smoky Lake Bylaw No. 001-2023

Smoky Lake County
Bylaw No. 1439-23

SCHEDULE E – VILLAGE OF VILNA & SMOKY LAKE COUNTY IDP

Village of Vilna & Smoky Lake County IDP

Smoky Lake County Bylaw No. 1426-23

Village of Vilna Bylaw No. 584-23

Smoky Lake County
Bylaw No. 1439-23

SCHEDULE F – VILLAGE OF WASKATENAU & SMOKY LAKE COUNTY IDP

Village of Waskatenau & Smoky Lake County IDP

Smoky Lake County Bylaw No. 1424-22

Village of Waskatenau Bylaw No. 697-2022



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Shaw*

AR111331

April 11, 2023

Dear Chief Elected Official:

Intermunicipal Collaboration Framework agreements (ICFs) between municipalities with shared boundaries are designed to provide for integrated and strategic planning, delivery, and funding of intermunicipal services.

ICFs are created with the understanding that things change over time, and there is a requirement to review those frameworks regularly to ensure they are current and meet the needs of the municipalities that are parties to the framework.

I have heard from some municipalities that it will be challenging to meet the review period of "at least every five years" from the date that their original ICF was signed while the ministry is concurrently reviewing the ICF provisions within the *Municipal Government Act*. Given those concerns, I have signed Ministerial Order No. MSD:24/23, extending the review period from five to seven years.

For clarity, this does not impact the obligation to have an ICF in place and current agreements are still in effect. In other words, the time extension does not mean municipalities can forfeit their obligations within their agreement, including cost-sharing, shared services, and any agreed-upon review period. We recommend municipalities hold off on renegotiation discussions in light of the potential for further amendments.

In addition to this extension, my ministry can provide additional supports to assist with mediation or facilitation services if needed. Questions regarding ICFs can be directed to a Municipal Collaboration Advisor at icf@gov.ab.ca or toll-free by first dialing 310-0000, then 780-427-2225.

Sincerely,

Rebecca Schulz
Minister

Attachment: Ministerial Order No. MSD:024/23

cc: Chief Administrative Officers



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Shaw*


MINISTERIAL ORDER NO. MSD:024/23

I, Rebecca Schulz, Minister of Municipal Affairs, pursuant to Section 605(2) of the *Municipal Government Act*, make the following order:

The date by which a municipality must review an intermunicipal collaboration framework, as required by Section 708.32(1) of the *Municipal Government Act*, is amended from at least every five years to at least every seven years.

This order expires March 31, 2027.

Dated at Edmonton, Alberta, this 6th day of April, 2023.



Rebecca Schulz
Minister of Municipal Affairs



Request for Decision (RFD)

Meeting Date: Thursday, June 29, 2023

Agenda Item: # 7.8

Topic: Proposed Bylaw 1447-23: Intermunicipal Subdivision and Development Appeal Board (ISDAB) Agreement

Presented By: Kyle Schole, Planning Technician, Planning & Development Services

Recommendations:

1. That Smoky Lake County give Second Reading to **AMENDED Bylaw 1447-23: Intermunicipal Subdivision and Development Appeal Board (ISDAB) Agreement.**
2. That Smoky Lake County give Third and Final Reading to **Bylaw 1447-23: Intermunicipal Subdivision and Development Appeal Board (ISDAB) Agreement.**
3. That Smoky Lake County appoint:
 - Christine Hansen, Grant Gillund, and Gary Henry of Smoky Lake County,
 - Amy Cherniwchan of the Town of Smoky Lake,
 - Jerry Melnyk, Sylvia Holowach, David Thomas, and Candace Bryks each of Lamont County,
 - Margaret Allan Newell and Pat Olchoway both of Thorhild County as Board Members, and
 - Kyle Schole and Jordan Ruegg as Clerks,**for the Smoky Lake Intermunicipal Subdivision and Development Appeal Board (ISDAB) in accordance with Bylaw 1447-23, upon its coming into force.**

Background:

The County must maintain a Subdivision and Development Appeal Board (SDAB) under Part 17 of the MGA, which also enables or provides for establishment of an Intermunicipal SDAB (ISDAB). This requirement is currently fulfilled by Bylaw 1347-19, which replaced Bylaw 995-95.

In December 2022, Council gave First Reading (**203-22: Serben**) to a revised SDAB Bylaw 1422-22 in was fundamentally intended to expand the membership of the Board which is presently limited to five (5) individuals, with quorum at three (3).

A larger membership provides greater flexibility to convene Hearings, avoid conflicts of interest and be nimble, which provides greater certainty for economic development.

Administration has identified approximately six ADDITIONAL trained Board Members from Neighboring communities who have expressed a willingness to be cross appointed.

The County's SDAB typically hears an appeal about once per year. This does not provide a lot of experience for our Board Members or Chairperson.

Additionally, to be eligible to sit for a Hearing, Members must maintain appropriate training in accordance with the Municipal Government Act (MGA) Part 17, the Subdivision and Development Regulation 84/2022, and Ministerial Order MLS:019/18.



Request for Decision (RFD)

Enclosure #1 – Legislation

Municipal Government Act Part 17

Appeal board established

627(1) A council must by bylaw

(a) establish a subdivision and development appeal board, or

(b) authorize the municipality to enter into an agreement with one or more municipalities to establish an intermunicipal subdivision and development appeal board, or both.

(2) An intermunicipal subdivision and development appeal board is a subdivision and development appeal board for the purposes of this Part.

(3) Unless an order of the Minister authorizes otherwise, a panel of a subdivision and development appeal board hearing an appeal must not have more than one councillor as a member.

(4) The following persons may not be appointed as members of a subdivision and development appeal board:

(a) an employee of the municipality;

(b) a person who carries out subdivision or development powers, duties and functions on behalf of the municipality;

(c) a member of a municipal planning commission.

(5) A member of a subdivision and development appeal board may not participate in a hearing of the subdivision and development appeal board unless the member is qualified to do so in accordance with the regulations made under section 627.3(b).

RSA 2000 cM-26 s627;2016 c24 s94;2020 c39 s10(13)



Request for Decision (RFD)

Enclosure #2 – Regional ICF Bylaw 1365-20, Section 4.10.5: ISDAB a ‘future project’

Smoky Lake County
Bylaw No. 1365-20

4.10.5 PLANNING AND DEVELOPMENT

DESCRIPTION	CATEGORY	PROVIDER	PARTICIPANTS	TIMEFRAME
Intermunicipal Subdivision and Development Appeal Board/Training	Intermunicipal		Town of Smoky Lake Village of Vilna Village of Waskatenau Smoky Lake County	
Joint Development Officer	Municipal		Smoky Lake County Town of Smoky Lake	
Joint Subdivision and Development Appeal Board (SDAB)	Municipal		Town of Smoky Lake Village of Vilna Village of Waskatenau Smoky Lake County	
MuniSight GIS Agreement	Intermunicipal	MuniSight	Town of Smoky Lake Village of Vilna Village of Waskatenau Smoky Lake County	

BYLAW NO. 1447-23

INTERMUNICIPAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD BYLAW

BEING A BYLAW OF SMOKY LAKE COUNTY IN THE PROVINCE OF ALBERTA, TO ESTABLISH AN INTERMUNICIPAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD FOR SMOKY LAKE COUNTY, THE TOWN OF SMOKY LAKE, THE VILLAGE OF WASKATENAU, AND THE VILLAGE OF VILNA

WHEREAS, section 627 of the *Municipal Government Act* authorizes a municipality to enter into an agreement with one or more municipalities to establish an intermunicipal subdivision and development appeal board;

AND WHEREAS the Council of Smoky Lake County deems it necessary to establish an intermunicipal subdivision and development appeal board to hear subdivision and development appeals within the municipal boundaries of Smoky Lake County, the Town of Smoky Lake, the Village of Waskatenau, and the Village of Vilna;

NOW THEREFORE the Council of Smoky Lake County duly assembled enacts as follows:

TITLE:

1. This Bylaw may be cited as the “**Intermunicipal Subdivision and Development Appeal Board Bylaw**”.

ESTABLISHMENT:

2. Smoky Lake County is authorized to enter into an agreement with the Village of Vilna, Village of Waskatenau, and Town of Smoky Lake, to establish an Intermunicipal Subdivision and Development Appeal Board (the “Board”) and provide for the:
 - (a) hearing of subdivision and development appeals within the boundaries of the municipalities;
 - (b) function and duties of the Board; and
 - (c) procedure and conduct of the Board and its members.

ELECTRONIC HEARINGS:

3. For the purposes of the Board, “Electronic Means” means participation using a virtual platform such as Zoom or other virtual platform approved by the Board, whereby the individual attending virtually can hear, can be clearly heard, and can be clearly seen when speaking.
4. The Board may hold hearings in-person, by Electronic Means or using a hybrid of in-person and Electronic Means, as determined by the Board.

5. If the Board is holding a hearing using Electronic Means or using a hybrid, the notice of hearing shall include information on how individuals who wish to participate by Electronic Means can access the hearing and make submissions.
6. If the Board is holding a hearing using Electronic Means or using a hybrid, the notice of hearing shall include information on where information publicly available for the hearing will be available.

GENERAL:

7. This Bylaw repeals and replaces Bylaw No. 1347-19.
8. This Bylaw comes into force when it has received third and final reading and has been duly signed.

READ a first time this 1st day of June, 2023.

READ a second time this _____ day of _____, 2023.

READ a third and final time this _____ day of _____, 2023.

Reeve
Lorne Halisky

Interim Chief Administrative Officer
Lydia Celin

**INTERMUNICIPAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD
AGREEMENT**

AN AGREEMENT DATED THIS _____ DAY OF _____, 2023

BETWEEN:

SMOKY LAKE COUNTY

- and -

TOWN OF SMOKE LAKE

- and -

VILLAGE OF WASKATENAU

- and -

VILLAGE OF VILNA

(collectively, the "**Municipalities**")

WHEREAS, section 627 of the *Municipal Government Act* authorizes municipalities to enter into an agreement to establish an Intermunicipal Subdivision and Development Appeal Board;

AND WHEREAS, the Councils of the Municipalities have determined it is appropriate to establish an Intermunicipal Subdivision and Development Appeal Board for the purpose of hearing appeals from decisions made by the subdivision authority and development authority of each respective Municipality;

NOW THEREFORE in consideration of the promises, mutual terms, conditions and covenants to be observed and performed by each of the parties, the Municipalities agree as follows:

DEFINITIONS

1(1) In this Agreement:

- (a) **"Act"** means the *Municipal Government Act* and its regulations;
- (b) **"Board"** or **"Intermunicipal Subdivision and Development Appeal Board"** means the appeal board established by the Municipalities by this Agreement under section 627(1)(b) of the Act;
- (c) **"Clerk"** means the individual appointed to be the clerk of the Board;
- (d) **"Council"** means the individual Council of each Municipality;

- (e) **“Electronic Means”** means participation using a virtual platform such as Zoom or other virtual platform approved by the Board, whereby the individual attending virtually can hear, can be clearly heard, and can be clearly seen when speaking.
 - (f) **“Member”** means a member of the Board; and
 - (g) **“Municipality” or “Municipalities”** means any Municipality that is a party to this Agreement.
- (2) All other terms used in this Agreement shall have the same meaning as in the Act.

ESTABLISHMENT

- 2(1) The Intermunicipal Subdivision and Development Appeal Board is hereby established.
- (2) The Board has all the powers, duties and responsibilities of a subdivision and development appeal board under the Act.
- (3) The Board Procedures and Rules of Conduct as set out in **Schedule “A”** and **Schedule “B”** are incorporated into and form part of this Agreement.

FUNCTION AND DUTIES

- 3(1) The Board shall hear all subdivision and development appeals of the Municipalities in accordance with this Agreement and Division 10 of Part 17 of the Act.
- (2) The Board cannot hear any matters that must be decided by the Land and Property Rights Tribunal.

MEMBERSHIP

- 4(1) The Board shall consist of no less than five Members and more than ten Members, which shall be appointed by Smoky Lake County.
- ~~(2) Each Municipality shall appoint, by resolution of Council, no more than the following number of Members:~~
- ~~(a) Smoky Lake County shall appoint three to five Members;~~
 - ~~(b) Town of Smoky Lake shall appoint two to three Members;~~
 - ~~(c) Village of Waskatenau shall appoint one to two Members; and~~
 - ~~(d) Village of Vilna shall appoint one to two Members.~~

~~(3)~~(2) Members must be 18 years or older and a resident of the Province of Alberta. Each Municipality shall make reasonable efforts to attract candidates with qualifications, skills, and experience which will assist the Board in determining the appeals before it.

~~(4)~~(3) No person shall be appointed as a Member of the Board who is a Councillor of a Municipality, an employee of a Municipality, carries out subdivision or development powers, duties and functions on behalf of a Municipality, or is a member of a municipal planning commission of a Municipality.

~~(5)~~(4) A Member ceases to be a Member if:

- (a) the Member ceases to be a resident of the Province of Alberta;
- (b) the Member becomes an employee of or a Councillor for any of the Municipalities; or
- (c) the Member is removed from the Board by a resolution of Council.

~~(6)~~(5) Each Municipality has the right to rescind the appointment of a Member, at their sole discretion.

~~(7)~~(6) If a Municipality's appointed Member has their membership rescinded, resigns for any reason, or ceases to be a Member, that Municipality may appoint a new Member by resolution of Council.

~~(8)~~(7) Members shall adhere to the Board Procedures as set out in **Schedule "A"** and the Rules of Conduct as set out in **Schedule "B"**.

~~(9)~~(8) Only Members who are qualified in accordance with the Act may participate in Board hearings. Members must participate in training programs approved by the Minister of Municipal Affairs in accordance with the Act.

~~(10)~~(9) In the event there are insufficient Members for a hearing, the Clerk may recruit trained subdivision and development appeal board members from outside the boundaries of the Municipalities (an "**Alternate Member**"). An Alternate Member's appointment shall be:

- (a) ratified by a resolution of the Council of Smoky Lake County;
- (b) limited to a specific hearing; and
- (c) terminated automatically at the conclusion of the specific hearing to which the Alternate Member was appointed.

TERM OF APPOINTMENT

5(1) The term of appointment for a Member shall be three years.

- (2) Regardless of the date of appointment, a Member's term of appointment shall expire on December 31st of the last year of the Member's term of appointment.
- (3) Members may be reappointed by resolution of Council for one or more additional terms.
- (4) A Member may resign from the Board by sending written notice to the Clerk and the Municipality that appointed the Member.

CLERK

- 6(1) The Chief Administrative Officer for Smoky Lake County shall appoint an employee of Smoky Lake County as the Clerk and the Chief Administrative Officer for one of the other Municipalities, as agreed upon by the Municipalities, shall appoint an employee of that Municipality to act as an alternate Clerk.
- (2) The Clerk shall participate in training programs approved by the Minister of Municipal Affairs in accordance with the Act.
- (3) The responsibilities of the Clerk are as follows:
 - (a) ensure all statutory requirements of the Board are met;
 - (b) inform all parties of the appeal hearing in accordance with the Act;
 - (c) inform all affected parties of the appeal hearing in accordance with the Act;
 - (d) compile all necessary documentation for distribution to the Members;
 - (e) attend all Board hearings;
 - (f) make and keep a record of the proceedings, which may be in the form of a summary of the evidence presented, and retain all exhibits, including all written submissions to the Board;
 - (g) communicate decisions of the Board in accordance with the Act; and
 - (h) such other matters as the Board may direct.
- (4) If the Board decides to conduct a hearing by Electronic Means or a hybrid of in-person and Electronic Means, the Clerk shall ensure the notice of hearing includes the following information:
 - (a) how individuals who wish to participate by Electronic Means can access the hearing and make submissions; and
 - (b) where information publicly available for the hearing will be available.

MEMBER REMUNERATION

- 7 Members shall be reimbursed \$180.00 per hearing day. A hearing day shall be no more than 7 hours.
- 8 Members may make a claim for mileage at \$0.58/km. Members must submit mileage claims to the Clerk within 5 days of the close of the hearing.

APPEAL FILING

- 8(1) Notices of appeal must be filed with the Clerk at the Smoky Lake County office.
- (2) A notice of appeal is not complete and will not be accepted without payment of the appeal fee.

ADMINISTRATION FOR HEARINGS

- 9(1) The fee for an appeal is \$250.00.
- (2) If a written withdrawal of the appeal is received by the Clerk prior to notifications of the appeal hearing being sent out, \$200.00 of the appeal fee will be refunded to the person who paid the appeal fee.
- (3) Board hearings will be held in the Municipality from where the appeal originates at a location as determined by the Municipality and advertised in accordance with the Act.
- (4) The Municipality from where the appeal originates will provide any additional administrative resources required for the Board hearings.

TRAINING COSTS

- 10(1) The costs of training the Clerk and Members, including reasonable travel, mileage, meals, and accommodations, shall be paid by shall be equally shared by the Municipalities.

HEARING COSTS

- 11(1) The Municipality from which an appeal originates shall pay all Board costs and expenses related to the appeal, including the following:
 - (a) Member remuneration;
 - (b) Member reimbursement for meals and mileage, if any;
 - (c) Clerk reimbursement for meals and mileage, if any;
 - (d) all administrative costs and expenses incurred in holding a hearing, including any facility rental costs; and

- (e) any legal fees, including legal fees for legal counsel for the Board, if legal counsel is retained.
- (2) The Municipality from which the appeal originates shall be invoiced by the Municipality which employs the Clerk for the costs of the Clerk, including pre-hearing duties, attending the hearing, and post-hearing duties. Invoices must be paid within 30 days of the date of the invoice.
- (3) The Clerk may, in consultation with the Chief Administrative Officer of the Municipality from where the appeal originates, retain legal counsel on behalf of the Board for a particular appeal.
- (4) If a Board decision is appealed to the Court of Appeal, the Municipality from which an appeal originates shall be responsible for all costs associated with the appeal.

DISPUTE RESOLUTION

12(1) In the event of a dispute regarding this Agreement, the Chief Administrative Officers of the Municipalities shall meet to consider the matter. A majority decision of the Chief Administrative Officers shall be final and binding on the Municipalities.

GENERAL

- 13(1) Should any Municipality wish to withdraw from this Agreement, they may do so by serving written notice of their intent to withdraw on each Municipality providing no less than 60 days' notice.
- (2) If an appeal is filed during the 60-day notice of intent to withdraw, the 60 day clock stops on the date of the notice of appeal and restarts when a decision is issued on the appeal.
- (3) This Agreement may be signed in counterparts that, when taken together, constitutes a fully signed and legally binding Agreement.

IN WITNESS WHEREOF, the Municipalities have executed this Agreement as evidenced by the duly authorized signatures below:

SMOKY LAKE COUNTY

Per:

Mayor

Per:

Chief Administrative Officer

TOWN OF SMOKY LAKE

Per:

Mayor

Per:

Chief Administrative Officer

VILLAGE OF WASKATENAU

Per:

Mayor

Per:

Chief Administrative Officer

VILLAGE OF VILNA

Per:

Mayor

Per:

Chief Administrative Officer

SCHEDULE "A"

INTERMUNICIPAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD PROCEDURES

DEFINITIONS

- 1 In addition to the terms defined in the Agreement and the Act, the following definitions apply to this Schedule:
 - (a) **"Administration"** means a member or members of administration from the Municipality;
 - (b) **"Appellant"** means a person who, pursuant to the Act, has filed a notice of appeal with the Board;
 - (c) **"Applicant"** means the person, who has applied for a permit or approval, and whose permit or approval is being appealed;
 - (d) **"Board"** means the Board established by the Municipalities by this Agreement and includes Panels;
 - (e) **"Chair"** means a Member appointed to chair a Panel;
 - (f) **"Closed Session"** means the part of the Board hearing that is closed to the public in accordance with section 197(2.1) of the Act; and
 - (g) **"Panel"** means the specific panel of Members assigned to hear a specific appeal.

APPLICATION

- 2 These procedures shall apply to all hearings of the Intermunicipal Subdivision and Development Appeal Board.

HEARING PANEL AND CHAIR

- 3(1) The Board shall hold hearings as necessary to consider and decide appeals in accordance with the Act.
- (2) Hearings will be heard by the Board in panels of three Members.
- (3) Panels shall have all the same powers, duties and responsibilities of the Board.
- (4) When a hearing is required in accordance with the Act, the Clerk shall canvass Members for availability. Reasonable efforts will be made to assign Members to the Panel who are not from the Municipality from where the appeal originates.
- (5) The Members of a Panel shall select a Chair.

- (6) The Chair shall be responsible for the conduct of the hearing and for ensuring the hearing is conducted in a fair and impartial manner, in accordance with the rules for such hearings as set out in the Act and the rules of natural justice.
- (7) Two or more Panels may conduct separate hearings simultaneously.

DECISIONS OF THE PANEL

- 4(1) A decision of the Panel is deemed to be a decision of the Board.
- (2) Only Members present for the entire hearing shall participate in the making of a decision on any matter before the Panel. The Clerk shall not participate in making a decision on any matter before the Panel.
- (3) If a hearing is recessed for any reason following the submission of evidence, the hearing may be recessed to the next or other date when all original Members of the Panel are available. Only Members present at the original hearing shall render a decision of the matter.
- (4) The Panel shall issue a written decision together with the reasons for the decision in accordance with the Act.
- (5) An order, decision, approval, notice or other thing made, given or issued by the Panel shall be signed by the Chair or, in the Chair's absence, another Member of the Panel who heard the matter as designated by the Chair in writing.

GENERAL APPEAL PROCEDURES

- 5(1) The Board shall consider and decide subdivision and development appeals and section 645 Stop Order appeals which have been properly filed with the Municipality in accordance with the Act.
- (2) The Board shall give notice of the hearing in accordance with the Act.
- (3) The Board shall make available for public inspection prior to the hearing all relevant documents and materials respecting the appeal.
- (4) The Board shall hear from parties in accordance with the Act.
- (5) Any information previously submitted to a Municipality's subdivision or development authority will not be considered by the Board unless resubmitted for the hearing. The author of the submission must be identified on the document.
- (6) The Board shall hear appeals in public, but it may at any time recess and deliberate in Closed Session.
- (7) If the Board requires further technical information, legal opinions, or other assistance, the Board may recess the hearing pending receipt of such information.

- (8) Electronic or similar recording devices shall not be used during the hearing by anyone in attendance except the Clerk.
- (9) Prior to advertising the hearing date, a preliminary request to adjourn the hearing may be made by the Appellant, the Applicant or Administration, in writing to the Clerk. This request may also address filing timelines.

ELECTRONIC HEARINGS

- 6(1) The Board may hold hearings in-person, by Electronic Means, or using a hybrid of in-person and Electronic Means.
- (2) If the Board is a hearing by Electronic Means or using a hybrid, individuals who wish to attend by Electronic Means must register with the Clerk in advance and provide their full name.
- (3) Individuals who wish to attend by Electronic Means are solely responsible for ensuring their connection is secure, reliable and clear.
- (4) Individuals who wish to attend by Electronic Means and who wish to make submissions must confirm their identity and be visible during their submissions.
- (5) If the Applicant, Appellant, Development Authority or Subdivision Authority or their representative is attending by Electronic Means and the connection is lost, the Chair will recess the hearing. If the connection cannot be resolved, the Chair will adjourn the hearing to another time or another date and time.
- (6) Unless the hearing is held by Electronic Means only, Members are expected to attend hearings in-person.
- (7) Members may only attend by Electronic Means in unusual or extraordinary circumstances with the prior consent of the Chair.
- (8) If a Member has permission to attend by Electronic Means, the Member must ensure their Electronic Means are secure, reliable and clear and they must maintain visual connection for the entire hearing.
- (9) If the connection with the Member attending by Electronic Means is lost, the Chair will recess the hearing to allow for reconnection. If the connection cannot be resolved, the Chair will adjourn the hearing to another time or another date and time.
- (10) Prior to Closed Session, the Members must confirm they are in a secure setting where the discussion cannot be overheard.

HEARING PROCEDURE

- 7(1) The Chair will call the hearing to order, ask the Clerk to introduce the matter and ask for a motion to open the hearing.
 - (a) The Clerk will confirm that the notice of appeal has been provided to all parties in accordance with the Act.
 - (b) The Chair will introduce the Members on the Panel and outline how the hearing will be conducted.
 - (c) The Chair will ask if anyone objects to any Member of the Panel hearing the appeal.
 - (d) Administration or their representative will outline the matter under appeal and make submissions.
 - (e) The Applicant or their representative, if different from the Appellant, will make their submissions, if any.
 - (f) The Appellant or their representative will make submissions, if any.
 - (g) The Chair will then call upon any persons in favour of the appeal and who are entitled to be heard by the Board in accordance with the Act to speak. The Board reserves the right to abbreviate repetitious oral submissions.
 - (h) The Chair will then call upon any persons opposed to the appeal and who are entitled to be heard by the Board in accordance with the Act to speak. The Board reserves the right to abbreviate repetitious oral submissions.
 - (i) The Chair will then call upon the Applicant to provide closing comments, if any.
 - (j) The Chair will then call upon Administration to provide closing comments, if any.
 - (k) The Chair will then call upon the Appellant to provide closing comments, if any.
 - (l) Members may ask presenters questions through the Chair at any time during the hearing.
 - (m) The Appellant, Applicant and Administration or their representatives may ask questions, through the Chair, of each other prior to closing comments.
 - (n) Once Members have asked all questions, the Chair will close the hearing.
 - (o) The Board may deliberate and make its decision in Closed Session.

- (p) The Board may, at any time, modify or adjust the foregoing procedure as required to comply with the Act and the rules of natural justice.

SUBMISSION OF APPEAL MATERIALS

- 8(1) All presentation submissions, including written submissions, must be provided to the Clerk at least 5 days before the hearing date. Notwithstanding the foregoing, the Board retains the discretion to accept late submissions.
- (2) The use of slides, maps, videos, photographs and power point presentations are allowed and these materials along with any written submissions will become the property of the Board as exhibits to the hearing and will not be returned.
- (3) The Chair, in consultation with the Clerk, may set alternate timelines for providing submissions, including staggered timelines for submissions by each party.
- (4) All materials submitted to the Board will be made public.

CONDUCT AT HEARINGS

- 9(1) Members of the public in attendance at a hearing shall:
 - (a) address the Board through the Chair;
 - (b) maintain order and decorum; and
 - (c) not applaud or otherwise interrupt any speech or action of the Members or any other person addressing the Board.
- (2) The Chair may order members of the public who disturb or act improperly at a hearing by words or actions to be removed or disconnected. The Chair may request assistance from a Peace Officer to remove the individual.
- (3) Persons addressing the Board shall give their full name, location of residence or business, indicate whether they are speaking on their own behalf or on behalf of others, indicate whether they are for or against the appeal, and address the Chair when responding to questions or providing information.
- (4) A person who does not identify themselves will not be given the opportunity to address the Board.

MEMBER CONDUCT

- 10(1) A Member wishing to speak at a hearing shall obtain the approval of the Chair before speaking.
- (2) When a Member or member of the public is addressing the Chair, every other Member shall:
 - (a) remain quiet and seated;

- (b) not interrupt the speaker except on a point of order;
- (c) not carry on a private conversation; and
- (d) not cross between the speaker and the Chair.

SCHEDULE "B"

BOARD MEMBER RULES OF CONDUCT

PECUNIARY INTEREST AND BIAS

- 1(1) No Member shall participate in the hearing of any matter before the Board in which that Member has a pecuniary interest.
- (2) For the purposes of determining whether a Member has a pecuniary interest in the matter before the Board, all provisions of section 170 of the Act shall apply, substituting the term "Member" for the term "Councillor".
- (3) No Member shall participate in the hearing of any matter before the Board in which that Member has an actual or perceived bias for or against the Appellant, Applicant or any parties that appear before the Board.
- (4) Where a Member has a pecuniary interest in the matter before the Board, or an actual or perceived bias for or against the Appellant, Applicant or any parties that appear before the Board, that Member shall disclose that interest or bias to the Board and Clerk as soon as possible and remove himself/herself from participating as a Member in the hearing of the appeal.

GENERAL MATTERS

- 2(1) Members shall not discuss any matter under appeal with any party to that appeal or any other persons outside of the formal hearing process nor shall Members conduct any independent investigations of matters under appeal outside the formal hearing process.
- (2) Members shall keep matters discussed in Closed Session and legal advice provided to the Board confidential, except where required to disclose that information by law.
- (3) Members shall attend all Board hearings to which they are assigned and Members shall make every effort to diligently prepare in advance for hearings.
- (4) Members shall make every effort to actively participate in the hearing, deliberation and decision-making process on all appeals to which they have been assigned.
- (5) Members shall conduct themselves in a professional manner and treat all parties, including the Clerk and other Members, with dignity and respect.
- (6) Members shall perform their functions and duties in a conscientious and diligent manner.
- (7) Where a Municipality becomes aware of a breach of these rules by a Member, Council for the Municipality from where the Member is appointed may review

the facts and make a determination as to whether the Member, in the sole opinion of Council, has breached the rules and if so, Council may rescind the Member's appointment.



Request for Decision (RFD)

Meeting Date: Thursday, June 29, 2023

Agenda Item: # 7.9

Topic: Rescinding Policy Statements

Presented By: Interim CAO Office (Input from Parks Recreation and Environment, and Planning and Development).

Recommendations: That Smoky Lake County rescind redundant Policy Statements 01-07: To Sell Portions of Municipal Reserve, and 07-01: Designated Recreational Trails.

Background:

Administration has reviewed both policies and found each to be redundant:

- Policy Statement 01-07: To Sell Portions of Municipal Reserve was established in 1995 and was updated once in 2000. Other policy statements and legislation adequately cover-off this issue.
- Policy Statement 07-01: Designated Recreational Trails was established in 2008 and has never been updated. Other policy statements and legislation adequately cover-off this issue, and the County continues to work towards a comprehensive Trails Strategy.

Benefits: Current, relevant, and updated County Policy Statements.

Disadvantages: Nil.

Alternatives: Council may differ or defeat the proposed resolution.

Financial Implications: There are no costs associated with rescinding these policy statements.

Legislation:

1. Municipal Government Act (MGA) Part 17, Division 9: Use and Disposal of Reserve Land

Intergovernmental: Nil.

Strategic Alignment: Proactive Planning.

Enclosure(s):

1. Policy Statement 01-07: To Sell Portions of Municipal Reserve. ©
2. Policy Statement 07-01: Designated Recreational Trails. ©

Reviewed by the Interim CAO: [Signature] Date Reviewed: June 12/23

SMOKY LAKE COUNTY



Title: To Sell Portions of Municipal Reserve	Policy No.: 07-02
Section: 01	Page No.: 1 of 1

Legislation Reference:	Municipal Government Act, Section 671 – 676 Inclusive
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Purpose:	To disposal of Municipal Reserve
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Policy Statement and Guidelines:
<p>Whereas the Municipal Council of the Smoky Lake County duly assembled does agree to sell a portion of Municipal Reserve at a fair market value of:</p> <p style="text-align: center;">Forty Cents per square foot (\$.40/sq.ft.)</p> <p>During the time such a request is brought to the Council.</p> <p>Disposal of Municipal Reserve to follow Section 674.</p>

	Date	Resolution Number
Approved	June 20, 1995	# 439 - Page 5832
Amended	February 24, 2000	# 245 - Page 6797
Amended		

SMOKY LAKE COUNTY



Title: Designated Recreational Trails	Policy No.: 01-01
Section: 07	Page No.: 1 of 4

Legislation Reference:	Alberta Provincial Statutes
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Purpose:	To ensure the quality of and reduce hazards on trails.
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Policy Statement and Guidelines:

1. STATEMENT:

- 1.1 Smoky Lake County recognizes the benefits of trails within the municipality encourages physical activity and supports alternative ways to get around.
- 1.2 Enjoying the trails can enhance mental health and family bonding.
- 1.3 A trail network of multi-use trails linked to the Regional Iron Horse Trail is a highly valued recreational feature within our municipality and can contribute to economic development and environmental awareness within the County.
- 1.4 Trail systems also have ecological benefits by control access to habitat and allows more diverse wildlife and vegetation to flourish.

2. DEFINITIONS:

- 2.1 **Regional Trail:** Iron Horse Trail is a formation of North East Muni-Corr Ltd., a partnership of 10 municipalities that own and manage abandoned rail lines in the region.
- 2.2 **Multi-Use Trails:** Trails developed within the Smoky Lake County boundaries, as indicated below:

Bonnie Lake	RR 133 from Twp Rd 594 to Twp Rd 595.5 RR 132A from Twp Rd 595 to Twp Rd 595.5 Twp Rd 595 from RR 132A to RR 133
Mons Lake	RR 164 from Twp Rd 600 to Twp Rd 602
Sandy Lane	<i>See Mons Lake</i>
Garner Lake	Twp Rd 602 from RR 122 to RR 123 RR 122 from Twp Rd 595.5 to Twp Rd 602

- 2.3 **Facilities:** Staging areas in the Hamlets of Warspite, Bellis, and Spedden: Toilets, fire rings, tables, litter containers, signs and barriers.

Policy Statement and Guidelines:

3. MANDATE:

- 3.1 Maintenance of recreation sites, trails and facilities involves cleaning, inspecting, repairing, replacing and removing structures and natural hazards.
- 3.2 Maintenance consists of inspections and any follow-up actions (further visits or services) that may be necessary to maintain safe, sanitary, socially acceptable and environmentally sound conditions in accordance with the type of environment and the level of use of the site, trail or facility.
- 3.3 The objectives of maintenance are to provide user safety, provide sanitary conditions, protect the environment, provide user access and convenience, and protect investment in infrastructure.
 - 3.3.1 Safety considerations of the public shall always be the first priority.
 - 3.3.2 Sanitary considerations will be inspected to correct potentially unhealthy conditions, (e.g. toilet facilities).
 - 3.3.3 Environmental damage will be corrected and actions taken to prevent further damage.
 - 3.3.4 User convenience will be considered.
- 3.4 Specific maintenance activities and frequency of service visits on the recreation trail or facility will depend on the types of structures, environmental conditions and level of use.

4. PROCEDURES:

- 4.1 Semi-annual inspections will be completed on all trails by May 10th and October 30th by the Parks and Recreation Manager.
- 4.2 Inspections will be completed using the attached ***Schedule "A": Trail System Maintenance and Safety Inspection Form.***
 - 4.2.1 Maintenance of the multi-use trails will be the responsibility of the County.
- 4.3 The inspector will date and sign each inspection on the date of completion.

Title: Designated Recreational Trails	Policy No.: 01-01
Section: 07	Page No.: 3 of 4

Policy Statement and Guidelines:	
4.4	All required follow-up repairs or maintenance will be noted under " <i>Action Required</i> " on the inspection form and will be the responsibility of the Parks and Recreation Manager.
4.5	Inspections will be reviewed by the Parks and Recreation Manager to attempt to identify any trends and areas of concern.

	Date	Resolution Number
Approved	May 15, 2008	# 492-08 - Page # 8675
Amended		
Amended		



SCHEDULE "A"

TRAIL SYSTEM MAINTENANCE AND SAFETY INSPECTION

Trail: _____
 Date of Inspection: _____ Time of Inspection: _____
 Trail Inspector: _____

INSPECTION REPORT			
	Check	Action Required	Action Confirmed
INSPECTION: Items			
Trail Surface: Is in good repair: free of any debris, glass discarded metal, or any other garbage or foreign objects.			
Ditches: Check for any foreign material.			
Drainage: Check to ensure standing water does not cover the trail.			
Tripping hazards: Check for exposed concrete footings, tree stumps, rocks, tree limbs and overhanging branches.			
Elevated surfaces: Make sure platforms and ramps have guardrails to prevent falls, <i>if applicable</i> .			
Proper signage: Is in good repair and visible.			
Facility: Check toilets, fire rings, tables, litter containers, signs, barriers are in place and properly maintained.			
Vegetation Control: Condition of mowing, noxious weeds.			

 Parks and Recreation Manager: *Signature*



Request for Decision (RFD)

Meeting Date: Thursday, May 11, 2023

Agenda Item: # 7.10

Topic: June Requests for Sponsorships

Presented By: Brenda Adamson, Finance

Recommendation:

Motion #1 That Smoky Lake County take no action regarding the sponsorship and advertising Ukrainian Day at the Ukrainian Cultural Heritage Village.

Motion #2 That Smoky Lake County sponsors the Vilna & District Agricultural Society Boomtown Days Fair in the amount of \$1,000.

Background:

We have received two requests for Sponsorship/Advertising Opportunities:

1. Ukrainian Day – August 20, 2023 There are 6 levels of sponsorship from in kind to a cash contribution of \$5,000 or advertising in the program book. We haven't traditionally contributed to this event.
2. Vilna & District Agricultural Society Boomtown Days Fair. There are 5 levels from \$100 to \$1,000.
 - In 2022 we contributed \$2,500
 - 2019 we donated 12 tonnes of gravel for a live auction plus \$1,000
 - 2018, 2017, 2016 we donated \$1,200

Benefits:

Sponsorship provides advertising opportunities.

Disadvantages:

The budget is very limited

Alternatives:

1. Sponsor
2. Take no action.

Financial Implications:

There was \$13,750 of \$29,000 remaining in the budget for contributions to individuals and organizations.

Legislation:

na

Intergovernmental:

na

Strategic Alignment:

na

Enclosure(s):

1. *Ukrainian Day Sponsorship Request*
2. *Boomtown Day Sponsorship Request*

Signature of the CAO: 



Ukrainian Day

Opening our Hearts

August 20, 2023

SPONSORSHIP & ADVERTISING OPPORTUNITIES!

On Sunday, August 20th 2023, the UCC-APC will be celebrating our annual Ukrainian Day at the Ukrainian Cultural Heritage Village. This annual festival has been a signature community event for over 70 years!

The festival includes several activities, talent showcases, and commemorative events promoting and celebrating Ukrainian-Albertan heritage and culture. The event will feature a Music Jam, Cheremosh & Tryzub dancers, choirs, food vendors, presentations, children's activities, displays and much more!

We encourage you to show your support of the Ukrainian-Canadian community, the largest population of Ukrainians outside of Ukraine itself, especially during this time of Russia's invasion of Ukraine. Ukrainian Day is a unique opportunity to showcase your organization, business or services to a large, diverse audience. A chance to show your community spirit and caring, while at the same time fostering brand recognition throughout the Ukrainian community. All sponsors will be profiled to maximum capacity by UCC-APC.

You can show your support of Alberta's vibrant Ukrainian community at one of several different levels of sponsorship. All Ukrainian Day sponsors will be acknowledged. In addition, each level of sponsorship has a wide variety of profile and marketing opportunities.

All sponsors will be provided with:

- **Logo and recognition on UCC-APC website, e-Bulletins, program booklet and media releases**
- **Prominent signage at Ukrainian Day (sponsor to provide banner)**
- **Announcements and recognition of sponsorship by the Emcee at the Showcase Concert**
- **Opportunity to distribute corporate marketing item/brochure (must be approved by the UCC-APC)**
- **Acknowledgement in the UCC-APC newsletter article about Ukrainian Day.**

A. 2022 Ukrainian Day Presenting Sponsor \$5,000

The Presenting Sponsorship is a unique opportunity for a company/organization to attach its name and reputation to an important annual event and be associated with the broader community in Alberta. This is a co-branding opportunity with the potential for lasting recognition and offers the chance for your corporate/organization name and logo to be prominently melded into all 2022 Ukrainian Day advertising and promotion. In addition to the promotional and advertising opportunities previously mentioned, you will also receive:

- **Naming opportunity of the event, i.e. UCC-APC and ‘your company’ present Ukrainian Day 2023**
- **Opportunity to use ‘Ukrainian Day Sponsor’ on your promotional and advertising materials**
- **Opportunity to develop a special marketing item/component at the Ukrainian Day event**
- **Link from the UCC-APC website to your organization’s website**
- **First right of refusal for next year’s presenting sponsorship**
- **Corporate Logo on an email announcement acknowledging and promoting the sponsorship (5000+)**
- **Your corporate logo on all our emails promoting the event, broadcast directly to over 5000 contacts (targeted to community leaders, local business, individuals and media)**
- **Logo on the cover of the Ukrainian Day program book, 3000+ distributed at the event and mailed around Alberta**
- **Full page ad in the Ukrainian Day program book (3000+ copies)**
- **Corporate Logo on an e-Bulletin announcement acknowledging and promoting the sponsorship (5000+)**
- **Half page ad in the UCC-APC newsletter, distributed to 1500+ contacts**
- **Special VIP luncheon with unique entertainment**

B. 2022 Ukrainian Day Concert Showcase Sponsor \$3,000



This Sponsor receives many benefits from sponsoring the headline event of the afternoon at Ukrainian Day, the Ukrainian Showcase performance. In addition to the promotional and advertising opportunities previously mentioned, you will also receive:

- **Opportunity to use ‘Ukrainian Day Sponsor’ on your promotional and advertising materials**
- **Link from the UCC-APC website to your organization’s website**
- **First right of refusal for next year’s concert sponsorship**
- **Opportunity for corporate/organization name and logo to be displayed on the main stage (banner to be provided by the sponsor)**
- **Your corporate logo on all our emails promoting the event, broadcast directly to over 5000 contacts (targeted to community leaders, local business, individuals and media)**
- **Logo on the acknowledgement page in the Ukrainian Day program book (3000+)**
- **Half page ad in the Ukrainian Day program book (3000+ copies)**
- **Corporate Logo on an e-Bulletin announcement acknowledging and promoting the sponsorship (5000+)**
- **Quarter page ad in the UCC-APC newsletter, distributed to 1500+ contacts, and on-line**
- **Special VIP luncheon with unique entertainment**

C. 2022 Ukrainian Day Silver Sponsor \$2,000

This sponsor will receive many benefits and prominent positioning of your organization's name and logo on all Ukrainian Day promotion and advertising materials. In addition to the opportunities mentioned above, you will also receive:

- Opportunity to use 'Ukrainian Day Sponsor' on your promotional and advertising materials
- Link from the UCC-APC website to your organization's website
- Your corporate logo on all our emails promoting the event, broadcast directly to over 5000 contacts (targeted to community leaders, local business, individuals and media)
- Logo on the acknowledgement page in the Ukrainian Day program book (3000+)
- Half page ad in the Ukrainian Day program book (3000+ copies)
- Acknowledgement in the UCC-APC newsletter, distributed to 1500+ contacts, and online

D. 2022 Ukrainian Day Bronze Sponsor \$750

For your sponsorship of this special event, you will receive positioning of your organization as follows:

- Your corporate logo on all our emails promoting the event, broadcast directly to over 5000 contacts (targeted to community leaders, local business, individuals and media)
- Logo on the acknowledgement page in the Ukrainian Day program book (3000+)
- Quarter page ad in the Ukrainian Day program book (3000+ copies)
- Logo and recognition on the UCC-APC website
- Announcements and recognition of sponsorship by the Emcee at the Showcase Concert
- Prominent on site signage
- Acknowledgement in the UCC-APC newsletter article about Ukrainian Day, and on-line

E. 2022 Ukrainian Day Activity Sponsor \$500

Businesses and organizations also have an opportunity to sponsor a specific component of Ukrainian Day 2022. Activity areas include:

- Stage Sponsor
- Arts and Crafts Sponsor
- Market Sponsor
- Children's activities and games

For your sponsorship of this special component, you will receive positioning of your organization as follows:

- Quarter page ad in the Ukrainian Day program book (3000+ copies)
- Logo and recognition on the UCC-APC website
- Prominent Signage at the sponsorship area (banner to be provided by the sponsor)
- Recognition on the acknowledgement page of the Ukrainian Day program book
- Acknowledgement in UCC-APC newsletter article about Ukrainian Day, and on-line.

F. In-Kind Sponsor

To mount any event there are many needs and opportunities for businesses to provide in-kind support for items such as:

- Decorations
- Tents
- Design of Promotional Materials
- Printing of Promotional Materials
- Technical equipment and support

If you are interested in an in-kind sponsorship, recognition will be provided at the level of support provided - in Program booklet, website, e-Bulletin. Please contact our office for more details.

UCC-AB Provincial Council
#8, 8103-127 Ave, Edmonton, T5C 1R9
community@uccab.ca
(780) 414-1624

**The Ukrainian Day Souvenir
Program Booklet
Advertising Opportunities!
Printed in full colour!**

The Ukrainian Day Booklet is distributed free of cost to all attendees during annual Ukrainian Day festivities.

Advertising rates:

Taxes do not apply to prices!

Full page

7 1/4 " x 9 1/4 " = \$800

Half page

3 1/2 " x 9 1/4 " or 7 1/4 " x 4 1/2 " = \$ 535

Quarter page

3 1/2 " x 4 1/2 " = \$325

Business card

3 1/2 " x 2 " = \$190

DEADLINES:

Ad space reservation - **July 5, 2023**

Ad material submission – **July 15, 2023**

** Orders received after the deadline will only be accepted based on space availability*



P.O. Box 440, Vilna, Alberta T0A 3L0

BOOMTOWN DAYS FAIR AUGUST 18 & 19, 2023

The Vilna and District Agricultural Society is busy planning our annual Boomtown Fair Days for August 18 & 19, 2023. We have a wide variety of events planned for the two days suitable for all ages.

The weekend starts with a Friday night bench show that celebrates locally made treasures by our residents. Then, join us on Saturday for a parade followed by a children's carnival with old fashioned games, a bouncy house, and a country farmers market. Our Saturday night dance will be with Bud's Busted 9 Irons, and the we will wrap up the event with a spectacular fireworks show.

The Vilna Agricultural Society would like to ask you for your sponsorship towards this community favourite weekend. Your contribution will be used to offset the costs of the event allowing us to provide no charge admission, bringing many visitors to the Village and area. In return we would advertise your business throughout the community and area, before and during the fair. Our event is advertised in various outlets, including newspaper, radio, and print posters. We are excited to be hosting events again, and hope to partner with your business for this exciting weekend of family fun.

Please contact me regarding this request if you have any questions or to discuss sponsorship. Thank you in advance for your time and consideration.

Mary Flondra

Chair-Vilna Boomtown Days Committee



www.vilnaagsociety.com



Vilna & District Agricultural Society

P.O. Box 440, Vilna, Alberta T0A 3L0

Sponsorship Opportunities:

	Logo on print materials	Social Media promotion	Website promotion	Sign* hung at event	Thank you Board	Announced during lunch program
Diamond Sponsor (\$1,000)	√	√	√	√	Logo	√
Platinum Sponsor (\$750)		√	√	√	Logo	√
Gold Sponsor (\$500)		√	√	√	Name	
Silver Sponsor (\$250)		√	√		Name	
Bronze Sponsor (\$100)			√		Name	

* Signs to be provided by or at the expense of the sponsor.

We appreciate your consideration of support for our Boomtown Days Fair event. Our Thank you Board will be displayed during the weekend at the Cultural Center.



Request for Decision (RFD)

Meeting Date: Thursday, June 29, 2023

Agenda Item: # 7.11

Topic: June Requests for Donations

Presented By: Brenda Adamson, Finance

Recommendation:

Motion #1 That Smoky Lake County provide the Smoky Lake Fire Department with a donation of \$??? from the Grants to Individuals and Organizations Fund in response to a letter from Juanita Cozicar, Fire Chief, Dated June 12, 203 requesting a donation.

Motion #2 That Smoky Lake County provide the Ukrainian Orthodox Society of Spedden with a donation of \$??? from ??? in response to a letter from Gordon Gordey, Treasurer, dated May 31, 2024 requesting funding.

Motion #3 That Smoky Lake County provide Stry Ukrainian Catholic Recreation Society with a donation of \$??? from ??? in response to a letter from Bernard Tchir, Treasurer, dated May 314, 2023 requesting funding.

Background:

We have received three requests for funding for this meeting. Council has granted \$15,250 of the \$29,000 budgeted thus far. \$13,750 remains.

1. Smoky Lake Fire Department

Letter requesting donations for fireworks. We have no record of previously granting funds.

2. Ukrainian Orthodox Society of Spedden

Letter requesting contribution of \$3,705 to cover water and a portion of insurance costs. In 2021 they were provided \$1,629.00 from the COVID grant

3. Stry Ukrainian Catholic Recreation Society

Request for funding to cover approximately \$5,000 of increased costs. In 2021 they were provided \$2,437 from the Covid Grant

We received \$5,000 in additional Municipal Sustainability funding in 2023. \$2,673.24 was allocated to Stry 75th Anniversary Hall in April, leaving \$2,326.76 available plus the \$13,750 available under grants to organizations.

Benefits:

- Providing funds towards the cost of fireworks will allow the Department to create an extra special celebration for Smoky Lakes 100 year anniversary.
- Providing the requested funds will allow the organizations to continue to operate.

Disadvantages:



Request for Decision (RFD)

- Many volunteer organizations are financially challenged, especially after losing the ability to hold functions during COVID.
- Not funding the entire request could put undue financial pressure on the Hall, however there are likely to be many more requests for financial assistance.

Alternatives:

- That Smoky Lake County donated a portion of the funds requested from the MSI Operating grant of \$2,326.76
 - That Smoky Lake County donates funds from the grants to organizations.
 - That Smoky Lake County donates no funds because the Covid grant was a one time offer from the Province and Smoky Lake County does not have the budget capacity to fund the halls at this time.
-

Financial Implications:

2,326.76 is available from the increase in MSI operating grant plus the \$13,750 available under grants to organizations.

If the contribution is over, or comes from another fund, it would be an unbudgeted expenditure.

Legislation:

na

Intergovernmental:

na

Strategic Alignment:

na

Enclosure(s):

1. *Letter from Smoky Lake Fire Department*
2. *Letter from Ukrainian Orthodox Society*
3. *Letter from Stry Ukrainian Catholic Recreation Society*

Signature of the CAO: 



SMOKY LAKE FIRE DEPARTMENT

P.O. Box 460
56 Wheatland Avenue
Smoky Lake, Alberta
T0A 3C0

Phone: 1-780-650-1234
Fax: 1-780-656-3675
Email: jcozicar@telus.net

June 12, 2023

Smoky Lake County
Box 310
Smoky Lake, AB
T0A 3C0

Dear Council and CAO:

Smoky Lake Fire Department will once again be hosting the annual fireworks show (August 6, 2023) in conjunction with the Smoky Lake Heritage Weekend. This year the fireworks show will be celebrating the 40th anniversary of the Smoky Lake Stampede and promoting "Honoring 100 Years for the Town of Smoky Lake" theme for the weekend. The Smoky Lake Fire Department is asking for monetary donations from local businesses and organizations, as well as members of the community that would like to donate to enhance the fireworks display. There is no minimum amount for your donation but every donation helps.

With your donation, you or your business or organization will receive recognition on our social media pages. Our association, unfortunately does not have charitable status, but a receipt for your donation could be obtained through the Smoky Lake Fire Department on request. If you decide to support the fireworks show, please forward your donation to:

**Cheques made payable to
Smoky Lake Fire Department**

**Town of Smoky Lake
56 Wheatland Avenue
Box 460
Smoky Lake, AB
T0A 3C0**

All donations have to be in by Friday July 21, 2023 as the Fire Department will be ordering the fireworks that day. If you have any questions, please contact Bill Smith at 780-656-4374.

Smoky Lake Fire Department would also like to invite you to a Pancake Breakfast on Saturday, July 1, 2023 from 8:00 a.m. to 11:00 a.m. located at the Smoky Lake Complex (4612 – 54 Ave). The fundraiser event proceeds will be going to the fireworks. Look for a poster that is advertising the event throughout the communities.

We thank you for your continuing support and commitment to our community and its events. Smoky Lake Fire Department greatly **Thanks You!** For your ongoing support and kindness.

Sincerely,

Juanita Cozicar
Fire Chief
Town of Smoky Lake



County of Smoky Lake
Smoky Lake AB T0A 3C0

May 31, 2023



Attention Gene Sobolewski (Chief Administrative Officer) & County Council

Spedden Community Hall Grant Support Request

Our community hall finds itself in an operating fund shortfall as we strive to stay open to serve our Spedden area and Smoky Lake County users. COVID restrictions deprived us of revenue for nearly two years. In addition we were hit with two large unexpected bills. Our cistern jet pump and hot water tank failed and needed to be replaced at a cost of \$3,397. We are also facing the cost of repairing an unexpected roof leak. Overall with these fixes our hall is in very good physical shape having been very well maintained in the past through fundraising efforts. We will be having a casino in Camrose later this year so this will allow us to have some revenue, although the casino funds are primarily designated to keep our Church and graveyard serving our community. Right now it is estimated that there is a 41 month wait between casinos at Camrose so you can see that there is very little annual revenue available to put toward the Hall because the total estimated casino take of \$14,000 has to be apportioned over last three years.

Needless to say we faced increased costs in insurance, natural gas (up \$450), and electricity. We took the responsible route of reducing our insurance coverage to just cover liability and site cleanup – canceling our building replacement. Insurance went down from \$2,850 in 2022 to \$1,780 in 2023 saving us \$1,070 in the first year.

In the first earned revenue bounce back from COVID, in 2022 we had 3 events - a wedding rental, a church sponsored pot luck dinner, and a community auction. So far in 2023 we have had 6 events - a community auction, two family special event celebrations, a 40th anniversary event, church sponsored pot luck, and a Lakeland Agricultural Association (LARA) regional meeting. We project at least two more rental events in this year.

We appeal to the Smoky Lake County “Grants to Non-Profit Profit Organizations” budget for grant support to offset the unexpected maintenance costs for continuing to supply water to the hall (\$3,260) plus 25% of the insurance costs (\$445) for **total grant support of \$3,705**. Our Hall is owned and maintained by the non-profit Ukrainian Orthodox Society of Spedden.

Thank you in advance to Smoky Lake County to supporting our community infrastructure.

Gordon Gordey
Treasurer, Ukrainian Orthodox Society of Spedden

A handwritten signature in blue ink that reads "Gordon Gordey".

Eddy Huk, President



Receipt

September 09, 2022

Issued by
HIGH MARK AGENCIES LTD
BOX 753 44 WHEATLAND AVE
SMOKY LAKE AB T0A 3C0
780-656-3535

Payment details

Name	spedden ukrainian orthodox church
Reference #	1073347995
Amount	\$2,845.00
Method	Cheque

annual insurance

Thank you

*Reduced to
\$1,780 for 2023*



Rocket Plumbing & Heating Ltd. 1999

PLUMBING & HEATING SERVICES
P.O. BOX 1591, ST. PAUL, ALBERTA T0A 3A0
Donmar@mcsnet.ca
TELEPHONE: 645-2230
GST #877518829RT

DATE Mar 10 20 22

CUSTOMER:

SPEESEN HALL

ADDRESS:

c/o Gordon Gandy

AMOUNT: \$

INVOICE

WORK DONE & MATERIAL

953-5385

Supply + install
50 GAL H.T.

1400.00

Handwritten notes:
#485
1/2 in pipe
March 20/2022
AS

TERMS: NET WITHIN 14 DAYS. INTEREST WILL BE CHARGED ON ALL ACCOUNTS NOT PAID WITHIN 21 DAYS AT THE RATE OF 3% PER MONTH (36% PER ANNUM)

PLEASE PAY ON INVOICE. NO STATEMENT WILL BE ISSUED.

MATERIAL TOTAL

LABOUR TOTAL

CUSTOMER SIGNATURE:

\$85.00 MINIMUM CHARGE

GST #877518829RT

P.O. BOX 1591, ST. PAUL, ALBERTA T0A 3A0
Telephone: 645-2230

Rocket Plumbing & Heating Ltd.

SUB TOTAL

GST

INVOICE TOTAL

1400.00

95.00

1495.00



Rocket Plumbing & Heating Ltd. 1999

PLUMBING & HEATING SERVICES
P.O. BOX 1591, ST. PAUL, ALBERTA T0A 3A0
Donmar@mcsnet.ca
TELEPHONE: 645-2230
GST #877518829RT

DATE Apr 30 20 22

CUSTOMER: SPEEDEN ~~FROM~~ HALL
ADDRESS: 90 GOND GORDY
AMOUNT: \$ _____ **INVOICE**


WORK DONE & MATERIAL.

<u>CHANGE JET PUMP AT HALL</u>		
<u>1</u>	<u>1/2 HP. BENCEL JET PUMP</u>	<u>700.00</u>
<u>1</u>	<u>1" SPRING CHECK VALVE</u>	<u>53.00</u>
<u>1</u>	<u>1" GAL 90°</u>	<u>6.00</u>
<u>3</u>	<u>1" GAL N.P.P.E.S</u>	<u>12.00</u>

SPEEDEN UKRAINIAN ORTHODOX CONGREGATION OF HOLY TRINITY
GENERAL DELIVERY
SPEEDEN, ALBERTA T0A 3E0

000496

DATE 20 22-05-24
Y Y Y Y M M D D

PAY to Rocket Plumbing & Heating Ltd. 1999 \$ 1265.25
the order of ONE thousand two hundred sixty five 25 DOLLARS 

ATB Financial
4901 - 50 AVE., P.O. BOX 440
ST. PAUL, ALTA. T0A 3A0

SPEEDEN UKRAINIAN ORTHODOX CONGREGATION OF HOLY TRINITY

RE item on bank statement
HALL
PER Nancy Shijster

⑈000496⑈ ⑆07379⑆ 219⑆ 1084119⑆ 24⑈

TERMS: NET WITHIN 14 DAYS. INTEREST WILL BE CHARGED ON ALL ACCOUNTS NOT PAID WITHIN 21 DAYS AT THE RATE OF 3% PER MONTH (36% PER ANNUM)

PLEASE PAY ON INVOICE. NO STATEMENT WILL BE ISSUED.

CUSTOMER SIGNATURE: _____

\$85.00 MINIMUM CHARGE

Rocket Plumbing & Heating Ltd.

GST #877518829RT

P.O. BOX 1591, ST. PAUL, ALBERTA T0A 3A0
Telephone: 645-2230

MATERIAL TOTAL	<u>776.00</u>
LABOUR TOTAL	<u>434.00</u>
SUB TOTAL	<u>1205.00</u>
GST	<u>60.25</u>
INVOICE TOTAL	<u>1265.25</u>

Stry Ukrainian Catholic Recreation Society
Box 405
Vilna, Alberta
ToA 3Lo

May 31, 2023

County of Smoky Lake
Box 310
Smoky Lake, Alberta
ToA 3Co

Attention: Brenda Adamson

Dear Brenda:

**Re: Request for Decision on
Municipal Sustainability Operating Grant**

On behalf of the Stry Ukrainian Catholic Recreation Society, we respectfully request that County Council give consideration to support our facility with a contribution as a Grant to cover expenditures that we have incurred over the past 3 years which resulted in shortfalls of income primarily relating to COVID-19 restrictions. Additionally, due to inflation, our utility costs and insurance fees have increased considerably. Our utility costs exceeded our income by approximately \$1,700.00. Our insurance costs have more than doubled from approximately \$2,700.00 to over \$6,000.00 as a result of the Residential School issues and church arsons.

Over the course of the past 3 years, our facility has required a number of repairs and renovations. As a result of these increased expenditures, our bank balances have dwindled.

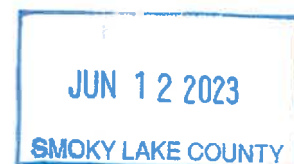
In previous years, our organization was able to raise funds by having annual Fall Suppers, providing luncheons for funeral, memorial services and by working bingos which are regulated by the Alberta Gaming and Liquor Commission.

We have attached our 2022 Bingo financial statements for your information.

Thank you for your consideration and look forward to your response.

Yours truly,


Bernard S. Tchir, Treasurer – Phone – 
Stry Ukrainian Catholic Recreation Society



**Stry Ukrainian Catholic Recreation Society
Bingo -2022**

Opening Balance – January 1, 2022 **\$18,160.80**

Income

-	Pooling Account	4,791.70
-	Pull Tickets	751.05
	Total Income	<u>\$ 5,542.75</u>

Expenses

-	Direct Energy	\$ 2,149.54
-	Telus	659.84
-	Natural Gas – Smoky Lake County	3,588.03
-	Concession	1,003.00
-	Lakeland Fire & Safety – Annual Recertification of Fire Extinguisher	68.15
-	Don Farmer Renovations – Window Replacement, Deck Repair, Cemetery Cross Repair	7,140.33
-	Don Farmer Renovations – Hall Repairs	3,472.35
-	Humanitarian Aid for Ukraine	1,000.00
	Total Expenses	<u>\$18,081.24</u>

Bank Balance December 31, 2021 **\$18,160.80**

Total 2022 Income 5,542.75

Less 2022 Expenses **- 18,081.24**

Bank Balance December 31, 2022 **\$ 5,622.31**

<u>NOTE:</u> Common Share Balance – Jan. 1/22	\$123.76
Dividend for 2022	<u>4.94</u>
Common Share Balance – Dec. 31/22	<u>\$128.70</u>

Reviewed By: C. Leskin

Print Name: CHARLIE LESKIN

Date: MAR 20, 2023

Reviewed By: Wm. P. Wynn

Print Name: WM. P. WYNN

Date: March 20 / 2023



Request for Decision (RFD)

Meeting Date: Thursday, June 29, 2023

Agenda Item: # 7.12

Topic: FCSS Applications

Presented By: Brenda/Finance

Recommendation:

That Smoky Lake County approve to allocate funding from the 2023 Family and Community Support Services (FCSS) Grant budget in accordance with Policy NO. 08-17-01: Family and Community Support Services (FCSS) grant as follows:

\$2,0700 to Vilna & District Municipal Library for the Green Thumbs & Golden Needles Program

Background:

There is currently \$15,827 in FCSS funding available to grant out. The Fire Department requested \$10,000. Council did not approve that grant in February, therefore nothing has been deducted from the available balance.

The budget announcement indicated that there would be an increase in FCSS funding, however the Province has not confirmed the amount yet.

The Vilna & District Municipal Library has requested \$2,700 to launch the Green Thumbs & Golden Needles Program. The program will facilitate activities that provide an opportunity for seniors and younger members of the community to share topic.

Benefits:

The program will keep community members engaged

Disadvantages:

none

Alternatives:

Approve a different amount or nothing.

Financial Implications:

Current unspent amount is \$15,827.

Legislation:

The funds granted are from the FCSS grant under the Family and Community support Services Act. Smoky Lake County Policy 08-17-01 provides the guidelines for granting funds.

Intergovernmental:

n/a



Request for Decision (RFD)

Strategic Alignment:

n/a

Enclosure(s):

A: Vilna & District Municipal Library Application

Signature of the CAO: _____

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

6. Please select the main strategic social outcome the program will attain.

- Individuals experience personal well being
- Individuals are connected with others
- Children and youth develop positively
- Healthy functioning within families
- Families have social supports
- The community is connected and engaged
- Community social issues are identified and addressed

7. Will the program be carried out by staff or volunteers? Combination

8. What indicators of success will you use? How will you know the program has been successful? What is your outcome statement?

Indicators of success will include community engagement, improved mental health for community members taking part, increased skill leaves in the youth as they learn these valuable skills.

We will know the program has been successful when we start to see our indicators presenting themselves in day-to-day life.

Outcome Statement: The community program will improve mental health and well-being by bringing together adults and youth to teach vital life skills, fostering intergenerational learning, and strengthening relationships. It will create a more connected and empowered community for present and future generations.

9. What measurement tool will you use to measure success? (survey, interview, documentation review, observation, focus group, or case studies)

Survey, observation, and feedback from those in the Program.

I declare that

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

Name:

Rebeka-Lynn Harakal

Signature:

[Handwritten Signature]

Position:

Library manager

Date:

May 17, 2023



Request for Decision (RFD)

Meeting Date: Thursday, June 29, 2023

Agenda Item: # 7.13

Topic: 2023-2025 Audit

Presented By: Brenda Adamson; Finance Manager

Recommendation:

That Smoky Lake County re-appoint JMD Group LLP Chartered Professional Accountants as the County Auditor for a three year term as follows: 2023 in the amount of \$44,000, 2024 in the amount of \$46,000 and year 2025 in the amount of \$49,000 plus additional costs in accordance with the letter received from Barbara McCarthy, CPA,CA dated April 12, 2023

Background:

JMD Group LLP has been the Smoky Lake County Auditor for over 15 years. Prices are quoted and agreed to for a period of three years at a time. The quote is provided based on no major changes that would affect the number of hours required to conduct the audit. For example, the first year of the new financial system required a more detailed audit of system processes.

Benefits:

- Agreeing to a three-year term allows the auditor the ability to plan staffing ahead.
- The auditor knows Smoky Lake County processes and procedures from year to year providing a more efficient audit process.
- It provides administration with the expected costs for budgeting purposes.

Disadvantages:

n/a

Alternatives:

Request proposals from other Companies

Financial Implications:

The budget for the 2023 audit is \$42,000 for the municipality and \$17,000 for the Natural Gas Department. The total of \$59,000 is greater than the quote of \$44,000 budgeted leaving room for additional costs while providing a savings.

Legislation:

n/a

Intergovernmental:

n/a

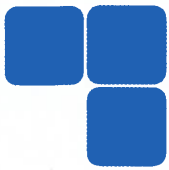
Strategic Alignment:

n/a

Enclosure(s):

Letter from JMD Group LLP dated April 12, 2023

Signature of the CAO: 



JMD Group LLP

CHARTERED PROFESSIONAL ACCOUNTANTS

Maurice R. Joly, CPA, CA, CFP*
Barbara K. M^CCarthy, CPA, CA*
Claude R. Dion, CPA, CA, CMA*
Richard R. Jean, CPA, CA*
Amie J. Anderson, CPA, CA*
Stephanie Ference, CPA, CA*
*Denotes Professional Corporation

April 12, 2023

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

Attention: Reeve and Council

Dear Sirs/Madams:

We have been performing the audit for the Smoky Lake County for a number of years.

We are currently not aware of any significant changes in the accounting standards (asset retirement obligations have been implemented) and reporting requirements being proposed by the Chartered Professional Accountants of Canada or Alberta Municipal Affairs. We are also not aware of any more significant changes (change in accounting software) to the county's operations that would result in numerous additional audit hours being required.

If we are reappointed as auditors for the next three years our fees would be as follows plus travel, disbursements and GST:

2023	\$ 44,000
2024	46,000
2025	49,000

However, if during this period, CPA Canada or Alberta Municipal Affairs come up with major changes to the reporting or audit requirements, or if there is a change in key personnel (i.e. Brenda leaves), or significant changes in county operations, we would expect to be compensated for any additional time at our standard rates.

Please do not hesitate to contact the writer if you have any questions regarding this quotation.

Yours very truly,

JMD Group LLP
Chartered Professional Accountants

Barbara McCarthy, CPA, CA

4925-50 Avenue
St. Paul, Alberta
Ph: (780) 645-4611
Fax: (780) 645-6644

Mailing Address:
Box 1452,
St. Paul, AB T0A 3A0
Email: jmdadmin@mcsnet.ca



Request for Decision (RFD)

Meeting Date: Thursday, June 29, 2023

Agenda Item: # 7.14

Topic: Assessment Services Agreement

Presented By: Brenda Adamson, Finance Manger

Recommendation:

That Smoky Lake County enter into an agreement with Accurate Assessment Group Ltd for the provision of assessment services for the years 2024 thru to 2028, with an option to renew for another five year term (2029-2033)

Background:

Accurate Assessment Group Ltd., has provided assessment services to Smoky Lake County for many years. The last contract was signed in 2017, and the extension option was exercised. The 2023 assessment is currently being conducted and will conclude spring 2024 when the taxes are levied. To provide ample time for planning, the next contract is being presented to Council now.

The quote stars at \$20.50 per parcel and increases by \$0.50 per parcel each year. As well Accurate Assessment will provide Industrial Property Assessment Services for an additional fee. This service includes reviewing the Industrial Property Assessment prepared by the Provincial Assessors.

Benefits:

- Provides assessment consistency.
- Contracted costs are set for budget purposes.

Disadvantages:

- n/a

Alternatives:

- Advertise request for proposals.

Financial Implications:

The cost for 2023 assessment services \$133,860 (\$20*6,313 properties plus \$7,600 for Industrial Property Assessment Services). Assuming there is no change in the number of parcels in 2024 the total cost will be \$137,117. Other Assessment costs incurred are the fee for CAMALOT (\$6,800) . The total assessment costs budgeted for 2023 is \$142,800

Legislation:

The corporation that we hire to prepare the assessment must designate one person to be our Assessor. We must appoint that person by bylaw (MGA Sect 284). We currently have Bob Daudelin of Accurate Assessment appointed.

Intergovernmental:

N/a

Strategic Alignment:

n/a

Enclosure(s):

Proposed Assessment Services Agreement.

Signature of the CAO: 

ASSESSMENT SERVICES AGREEMENT

BETWEEN: **SMOKY LAKE COUNTY,**
a municipal corporation incorporated pursuant to the laws of the
Province of Alberta, having an address at:
PO Box 310, 4612 McDougall Drive, Smoky Lake, AB T0A 3C0

(hereinafter referred to as the “**Client Partner**”)

OF THE FIRST PART

- and -

ACCURATE ASSESSMENT GROUP LTD.,
a body corporate duly incorporated under the laws of the
Province of Alberta, having an address at:
199 Pembina Road, Sherwood Park, Alberta T8H 2W8

(hereinafter referred to as “**AAG**”)

OF THE SECOND PART

(collectively referred to hereinafter as the “**Parties**”)

WHEREAS the Client Partner wishes to enter into an Agreement with AAG for the Services as that term is hereinafter defined; and

WHEREAS AAG has agreed, subject to the terms and provisions of this Agreement, to provide the Services;

THEREFORE the parties to this Agreement, in consideration of the mutual promises hereinafter contained, agree as follows:

1. Definition:
 - a) **Services** means to provide the Client Partner with a five (5) year annual assessment, being years 2024 thru to 2028, with an option to renew for another five (5) year term (for the 2029 thru 2033 years) and assume all duties and responsibilities required by any and all statutes in existence from time to time, and as specified within this Agreement and in **Schedule “A”**, attached hereto. Please refer to **Schedule “A”** for a full Scope of Services
2. The Client Partner appoints the **Chief Administrative Officer**, or such other person as the Client Partner may from time to time designate in writing, as its authorized representative to communicate with AAG under this Agreement.
3. AAG appoints the **President** of AAG, or such other person as AAG may from time to time designate in writing, as its authorized representative to communicate with the Client Partner under this Agreement.

4. The consideration payable to AAG by the Client Partner, for the proper performance and provision of the Services shall be as follows:

(a) **2024 Assessment for the 2025 Taxation Year:**

Residential/Non-Residential/Farmland Assessment costs are Twenty Dollars and Fifty Cents (\$20.50) plus GST as per the 2023 Assessment parcel count, to be determined on or before March 1, 2024.

Industrial Property Assessment Services (IPAS) costs are Seven Thousand Seven Hundred dollars (\$7,700.00) plus GST.

(b) **2025 Assessment for the 2026 Taxation Year:**

Residential/Non-Residential/Farmland Assessment costs are Twenty One Dollars (\$21.00) plus GST as per the 2024 Assessment parcel count, to be determined on or before March 1, 2025.

Industrial Property Assessment Services (IPAS) costs are Seven Thousand Eight Hundred dollars (\$7,800.00) plus GST.

(c) **2026 Assessment for the 2027 Taxation Year:**

Residential/Non-Residential/Farmland Assessment costs are Twenty One Dollars and Fifty Cents (\$21.50) plus GST as per the 2025 Assessment parcel count, to be determined on or before March 1, 2026.

Industrial Property Assessment Services (IPAS) costs are Seven Thousand Nine Hundred dollars (\$7,900.00) plus GST.

(d) **2027 Assessment for the 2028 Taxation Year:**

Residential/Non-Residential/Farmland Assessment costs are Twenty Two Dollars (\$22.00) plus GST as per the 2026 Assessment parcel count, to be determined on or before March 1, 2027.

Industrial Property Assessment Services (IPAS) costs are Eight Thousand dollars (\$8,000.00) plus GST.

(e) **2028 Assessment for the 2029 Taxation Year:**

Residential/Non-Residential/Farmland Assessment costs are Twenty Two Dollars and Fifty Cents (\$22.50) plus GST as per the 2027 Assessment parcel count, to be determined on or before March 1, 2028.

Industrial Property Assessment Services (IPAS) costs are Eight Thousand One Hundred dollars (\$8,100.00) plus GST.

And if the Client Partner, in its unfettered discretion, elects to extend the contract for five (5) more years:

(f) **2029 Assessment for the 2030 Taxation Year:**

Residential/Non-Residential/Farmland Assessment costs are Twenty Three Dollars (\$23.00) plus GST as per the 2028 Assessment parcel count, to be determined on or before March 1, 2029.

Industrial Property Assessment Services (IPAS) costs are Eight Thousand Two Hundred dollars (\$8,200.00) plus GST.

(g) **2030 Assessment for the 2031 Taxation Year:**

Residential/Non-Residential/Farmland Assessment costs are Twenty Three Dollars and Fifty Cents (\$23.50) plus GST as per the 2029 Assessment parcel count, to be determined on or before March 1, 2030.

Industrial Property Assessment Services (IPAS) costs are Eight Thousand Three Hundred dollars (\$8,300.00) plus GST.

(h) **2031 Assessment for the 2032 Taxation Year:**

Residential/Non-Residential/Farmland Assessment costs are Twenty Four Dollars (\$24.00) plus GST as per the 2030 Assessment parcel count, to be determined on or before March 1, 2031.

Industrial Property Assessment Services (IPAS) costs are Eight Thousand Four Hundred dollars (\$8,400.00) plus GST.

(i) **2032 Assessment for the 2033 Taxation Year:**

Residential/Non-Residential/Farmland Assessment costs are Twenty Four Dollars and Fifty Cents (\$24.50) plus GST as per the 2031 Assessment parcel count, to be determined on or before March 1, 2032.

Industrial Property Assessment Services (IPAS) costs are Eight Thousand Five Hundred dollars (\$8,500.00) plus GST.

(j) **2033 Assessment for the 2034 Taxation Year:**

Residential/Non-Residential/Farmland Assessment costs are Twenty Five Dollars (\$25.00) plus GST as per the 2032 Assessment parcel count, to be determined on or before March 1, 2033.

Industrial Property Assessment Services (IPAS) costs are Eight Thousand Six Hundred dollars (\$8,600.00) plus GST.

5. AAG will submit monthly invoices as per **Schedule "B"**, to the Client Partner for the term of the contract. The Client Partner will pay the invoice(s) within thirty (30) days of receipt of the invoice if the services billed have been performed to the satisfaction of the Client Partner and in accordance with the contract.
6. AAG shall comply with the provisions of:
 - (a) any Act of the Legislature of the Province of Alberta and of the Parliament of Canada now in force or enacted hereafter; and
 - (b) any regulations in force from time to time under any of the acts referred to in Clause 6(a); and
 - (c) any applicable Minister's Guidelines; and
 - (d) any existing bylaws or policies that affect the performance of the services by AAG, and that any new bylaws, resolutions or policies that affect the performance of the Services within a reasonable time after the same have been passed or established.
7. All assessment data must be filed, inputted, verified and adopted in accordance with legislative requirements and the Municipal Government Act for each year. The Client Partner in consultation with AAG is responsible for the preparation of the assessment and tax roll.
8. AAG shall cause the Services to be performed efficiently and in a good and reasonable manner.
9. AAG agrees that:
 - (a) all assessment related data files, including "hard copy" and "electronic" data files, shall remain the property of the Client Partner and in the event of termination or expiry of this agreement, AAG shall upon receipt of demand therefore return all of the said "hard copy" and "electronic" data files forthwith to the Client Partner; and
 - (b) AAG, its authorized agents, employees or representatives, will not disclose or make known to any person at any time while this Agreement is in effect or at any time thereafter, any privileged matter or thing which comes to knowledge or is disclosed to AAG by reason of this Agreement, and shall retain all such knowledge as confidential in accordance with FOIP, unless AAG is expressly authorized by the Client Partner, in writing, to disclose or make known the knowledge.
10. Except as otherwise provided for in this agreement, AAG shall be solely responsible for all costs relating to the provision of the Services, including but not limited to:
 - (a) all mileage and automobile expenses.
 - (b) all accommodation, meals and related living expenses.
 - (c) any and all office and related equipment requirements, clerical support, and telephone charges.

11. The Client Partner agrees that:

- (a) the Client Partner shall provide notice either directly or indirectly to all ratepayers affected that AAG has been retained to perform the Services;
- (b) the Client Partner shall be responsible for costs that may be incurred by the Client Partner as a result of ratepayer information brochures, requests for information, newspaper advertisements, or other information released by the Client Partner; and
- (c) the Client Partner shall provide AAG with all maps and aerial photograph information (digital or hardcopy) as well as required permissions to allow AAG access to the following Geographical Information System (GIS) layers: parcel, roads, building locations, utilities, DiD's, AER, orthorectified aerial images and any other layer required by AAG to perform the Services.
- (d) the Client Partner shall be responsible for all costs incurred at Land Titles Office, Spin II Registries, and Corporate Registry associated with the performance of this Agreement, provided that AAG shall, as much as is practical, utilize existing information and files in the possession of the Client Partner.
- (e) that the Client Partner will be responsible for all costs relating to the Assessment Software available through Compass Municipal Services (which are estimated at \$1 per assessment account, annually).
- (f) the Client Partner shall be responsible for any costs relating to the data creation/coding for ASSET purposes, not forming part of requested reporting.
- (g) the Client Partner shall be responsible for costs associated with inspecting and preparing assessments of Industrial Property Assessment Services (IPAS) expansions or new installations that exceed **Seven Million (\$7,000,000) Dollars** in construction costs per parcel.
- (h) the Client Partner shall be responsible for costs associated with the preparation and defense of Industrial Property Assessment Services (IPAS) assessment complaints at the Composite Assessment Review Board (CARB), or Municipal Government Board (MGB) level.

Activities not part of the Assessment or Annual inspections, or special requests from the Client Partner not included in the scope of activities presented in Section 11, performed by AAG, will be billed on a Time and Materials basis. Any work falling under this category will commence upon approval from the Client Partner. AAG will maintain hourly time and expense records and provide them on a regular basis to ensure that these activities are performed within the approved budget. The rate for such services will be at **One Hundred Twenty Five Dollars (\$125.00)** per hour, plus vehicle mileage charges at a rate of **Fifty Five Cents (\$0.55)** per kilometer, and additional expenses at cost.

12. The parties agree that nothing in this Agreement shall create an employment relationship between AAG and the Client Partner or authorize or permit AAG to make any contract, agreement, warranty or representation on the Client Partner's behalf or to incur any other obligation in the Client Partner's name and at all times AAG, in the execution of this Agreement, shall be considered an independent contractor.

13. AAG will comply with the Workers' Compensation Act when the Act applies and shall, upon demand by the Client Partner, deliver to the Client Partner a certification from the Workers' Compensation Board showing that AAG is registered and is in good standing with the Board, or notwithstanding the foregoing, a voluntary industry.
14. AAG shall indemnify and save harmless the Client Partner, its officers, employees, and agents from any and all claims, demands, actions and costs, to the extent that such claims, demands, actions and costs are attributable to a negligent act or omission of AAG, its officers, employees or agents in the performance by AAG of this Agreement. In the event that any such claim or demand is made, the Client Partner shall:
- (a) promptly notify AAG.
 - (b) permit AAG, if requested, to conduct and control at AAG's own expense, the defense of such claim or demand and any related settlement negotiations; and
 - (c) provide all reasonable assistance to AAG, and make no prejudicial admission in respect of the defense of any such claim or demand.

Such indemnification shall survive termination or expiry of this Agreement for a period of three (3) years from the said termination or expiry.

15. The Client Partner shall indemnify and save harmless AAG, its officers, employees, and agents from any and all claims, demands, actions and costs, to the extent that such claims, demands, actions and costs are attributable to a negligent act or omission of the Client Partner, its officers, employees or agents in the performance by the Client Partner of this Agreement. In the event that any such claim or demand is made, AAG shall:
- (a) promptly notify the Client Partner.
 - (b) permit the Client Partner, if requested, to conduct and control at the Client Partner's own expense, the defense of such claim or demand and any related settlement negotiations; and
 - (c) provide all reasonable assistance to the Client Partner, and make no prejudicial admission in respect of the defense of any such claim or demand.

Such indemnification shall survive termination or expiry of this Agreement for a period of three (3) years from the said termination or expiry.

16. AAG shall, without limiting its obligations or liabilities herein, at its own expense provide and maintain the following insurance in a form acceptable to the Client Partner with an insurer licensed in Alberta:
- (a) Comprehensive General Liability Insurance in the amount of not less than Five Million Dollars (\$5,000,000) ,inclusive per occurrence, against bodily injury, death and property damage, including loss of use thereof. Such insurance shall include:
 - (i) Premises, Property and Operations Liability;
 - (ii) Products and Completed Operations Liability;
 - (iii) Owner's and Contractor's Protective Liability;
 - (iv) Blanket Written Contractual Liability;

- (v) Contingent Employer's Liability;
- (vi) Personal Injury Liability; and
- (vii) Liability With Respect to Non-Owned Vehicles.

Commercial General Liability policy meeting these conditions is acceptable provided that its annual aggregate is at least Five Million Dollars (\$5,000,000).

- (b) Automobile Liability Insurance on all vehicles owned, operated or licensed, in the name of AAG, in the amount of Two Million Dollars (\$2,000,000).
 - (c) Professional Liability/ Errors and Omissions insurance with limits not less than Two Million Dollars (\$2,000,000) inclusive per occurrence.
 - (d) AAG shall provide the Client Partner with acceptable evidence of appropriate insurance prior to the commencement of the work. All required insurance shall be endorsed to provide the Client Partner with Thirty (30) days advance notice of material change or cancellation.
17. Nothing in any Agreement shall be construed to obligate AAG to prepare for or appear in litigation on behalf of the Client Partner, excluding any assessment matters directly related to the scope of this contract, unless AAG is compensated for such services at an hourly rate of **One Hundred Twenty Five (\$125.00) Dollars**, plus vehicle mileage charges at the rate of **Fifty Five Cents (\$0.55)** per kilometer and additional expenses at cost.
18. The Parties to this Agreement may add to, delete, vary or amend any provision of this Agreement by mutual agreement in writing and any changes that are mutually agreed upon by the said Parties shall be included in and form part of this Agreement.
19. This Agreement may be terminated:
- (1) Upon Notice;
 - a. This agreement may be terminated at any time by the Client Partner by giving sixty (60) days written notice to AAG, and AAG's right to consideration shall be limited to payment for the Services performed and not previously paid for. AAG specifically agrees that the notice and consideration set forth in this paragraph constitutes reasonable, fair and equitable notice and compensation for damages, if any that may be suffered by AAG as a result of the termination of this Agreement.
 - b. If such notice is given, AAG shall perform the Services up to and including the effective date of termination specified in the notice and shall, upon request, provide the Client Partner with a written report on the Services rendered to the time of termination.
 - c. Except for any such report, AAG shall not perform any further Services subsequent to the effective date of termination.
 - (2) Upon Default;
 - a. The Client Partner may terminate this Agreement by providing written notice of termination to AAG, without prejudice to any other right or remedy the Client Partner may have, if AAG at any time:

- i. fails to comply with any of the terms or conditions of this agreement within thirty (30) days of receiving written notice to so comply.
- ii. breaches any of the warranties and representations given herein to the Client Partner, or
- iii. is adjudged or otherwise becomes bankrupt or insolvent, makes an assignment for the benefit of creditors, if a receiver is appointed for the property of AAG, or if AAG ceases to carry on business in the normal course.

such termination to be effective on the date such notice of termination is received.

- b. AAG shall be liable to the Client Partner for any damages arising out of its default, including but not limited to the costs of the Client Partner having to advertise, locate and arrange for a replacement service provider.
 - c. The Client Partner shall, in the event of termination of this Agreement pay to AAG all amounts for completed work due to AAG in accordance with this Agreement, less any amounts which may be owing by AAG to the Client Partner. The Client Partner shall have no further liability of any nature whatsoever to AAG for any losses or damages suffered or sustained, either directly or indirectly, by AAG including, without limitation, loss of profit, as a result of the termination of this Agreement.
- (3) Automatically in the event that the Alberta Legislature brings into effect legislation that is fundamentally incompatible with the premises of this Agreement, or any relationship between the parties implied by the Agreement.

Notwithstanding the expiration or termination of this Agreement for any cause, the provisions of this Agreement regarding payment obligations, indemnities confidentiality obligations and proprietary rights, and those provisions which are expressly or impliedly intended to survive, shall survive any such expiration or termination and shall remain in force

20. If there is a change in circumstance caused by a Local or Provincial or Federal Government or Governmental body; then the Parties shall remain bound to this Agreement in as far as all work that has occurred; and the Client Partner shall be responsible to pay AAG for all work done to the date of change in circumstance as set out in this Agreement. If the Parties are not able to complete this Agreement as a result of the change in circumstance, the Client Partner is then relieved from making any further payment for that work which has not been undertaken, and the Client Partner and AAG agree that this Agreement shall be considered null and void beginning on the date of change in circumstance.

Notwithstanding the above paragraph, the Client Partner and AAG may mutually agree to work together to attempt to amend this Agreement to encompass the change in circumstance and to continue working together to complete the work required under this Agreement.

21. This Agreement shall be from March 1, 2024 to December 31, 2029, unless;
- (a) the Client Partner elects the 5-year extension through to December 31, 2034, on or before March 1st, 2029, or
 - (b) the Agreement is terminated in accordance with the terms of the Agreement, or unless extended with the mutual written consent of the parties for such term and for such consideration as mutually agreed to by the parties in writing.

22. Except as otherwise provided by this Agreement, if the Parties agree to an extension or renewal of this Agreement, the extension or renewal shall be subject to the terms and conditions that the Parties may prescribe to, including the considerations payable during any extension or renewal.
23. In the event of termination pursuant to Clause (19) of this Agreement, AAG shall be entitled to compensation as provided in the Agreement for the full value of the Services actually performed up to the effective date of termination of this Agreement. AAG shall be required to submit in writing, to the Client Partner, outlining in detail, what services have been completed.
24. Any notice required or permitted to be given under this Agreement shall be in writing and shall be delivered, mailed by prepaid registered mail, or sent by facsimile transmission addressed to the party to whom it is to be given at the address shown below, or such other address notified by the other party in writing:

If to the Client Partner at:	Smoky Lake County PO Box 310, 4612 McDougall Drive Smoky Lake, AB T0A 3C0
To the attention of:	Brenda Adamson, Finance Manager
Facsimile #:	780-656-3730

If to AAG at:	Accurate Assessment Group Ltd. 199 Pembina Road Sherwood Park, Alberta T8H 2W8
To the attention of:	Greg Berger, President
Facsimile #:	780-417-8714

Any notice shall:

- 1) If **delivered**, be deemed to have been given and received at the place of receipt on the date of delivery.
- 2) If transmitted by **facsimile** transmission, then it is deemed to have been given and received at the place of receipt on the next business day following the day of sending.
- 3) If mailed, be deemed to have been given and received at the place of receipt at the expiration of seven (7) business days after the mailing thereof. If the event of a postal disruption, such notices must either be delivered personally or sent by facsimile transmission.

IN WITNESS WHEREOF Smoky Lake County has affixed its seal under the hands of its officers authorized in that behalf this _____ day of _____, 2023.

SMOKY LAKE COUNTY
Mayor

(Seal)

SMOKY LAKE COUNTY
CAO

WITNESS

(Print Name and Title)

IN WITNESS WHEREOF AAG has affixed its seal under the hands of its officer authorized in that behalf this _____ day of _____, 2023.

ACCURATE ASSESSMENT GROUP LTD.
Greg Berger, President

(Seal)

WITNESS

PRINT

SCHEDULE “A”

SCOPE OF SERVICES

AAG’s Assessment and Geographic Information Systems (GIS) experience has enabled us to become familiar with Client Partner information and to understand the issues and challenges they face. We are continually coming up with innovative ways to increase the efficiency and effectiveness of our assessment procedures.

Assessment Procedures

Timeline	Data Integrity	Communication
April	Inspection Plan AAG annually inspects all new developments and 20% re-inspection cycle including; field inspections market analysis calculation of assessments data entry and integration of information into CAMALot & GIS System.	Notification of inspections to Ratepayers
May		Respond to Ratepayer inquiries during assessment / tax notice mail out
June		Request for information (295 RFI) sent to income producing property owners
July		Communicate with Ratepayers during the inspection and analysis process
August		
September		
October		
November		
December		
January		Designated Industrial Property (DIP), upload to the Provincial Assessor Facilitate quality control analysis and upload assessments into Milenet (ASSET)
February	Prepare for next year’s assessment process	AAG Council Presentation; discuss assessment impacts and future strategy
March		

AAG agrees to perform the following Statutory Performance Requirements:

- ✓ Be responsible for the provision of property assessment services in accordance with the Municipal Government Act.
- ✓ Provide assessment services in accordance with Provincial and Municipal legislation and regulations, including applicable industry standards.
- ✓ Prepare assessments in accordance with the MGA and regulations and adhere to any other successor regulations, policies and guidelines as issued from Province of Alberta.
- ✓ Provide completed assessments to the Municipality in compliance with the statutory timelines prescribed in the MGA and regulations.
- ✓ Provide assessment information as requested by the Minister of Municipal Affairs in compliance with the statutory reporting requirements prescribed in the MGA and regulations.
- ✓ Complete and submit assessments including Residential, Non-residential, Linear, M&E, Provincial, Industrial, Municipal-owned, and Institutional to the Province in the required format and to the Client Partner in Excel format for completion of the assessment roll in accordance with the MGA.

AAG meets all standards set out by the Municipal Government Act and Regulations. We will prepare annual assessments in accordance with the valuation standards and timelines prescribed in the Municipal Government Act and the regulations passed pursuant to Section 322 of the Municipal Government Act (the "Legislation").

Required reporting to the Assessment Shared Service Environment (ASSET), via Milenet, will be conducted. All subsequent reports generated from ASSET/Milenet will be reviewed by the appointed assessor. The assessor will hold meetings with the provincial audit department to ensure the assessment quality meets the standards as set out in the Matters Relating to Assessment and Taxation Regulation.

Reporting occurs as follows:

- ✓ Annual Milenet submissions – Assessments (ASSET testing before submission is made)
- ✓ Auditor consultation – throughout the Assessment Cycle

The Assessment data will be provided electronically to the Client Partner upon confirmation from the Provincial Auditors that the quality standards have been met.

We have familiarity with many of the third party municipal tax systems to integrate and share information as required for Provincial reporting requirements.

During the annual assessment cycle, AAG will utilize the following Assessment Procedures:

- ✓ Create supplementary assessments in accordance with the Client Partner's Bylaw's.
- ✓ During new construction we will use building plans to obtain preliminary construction information, as well as reviewing in the field and annual visits.
- ✓ Create assessments on all newly subdivided properties, including adjustments for road acquisitions (Client Partner & Alberta Transportation).
- ✓ Provide adjusted assessments for properties where there has been a change in the permitted use prescribed by the Client Partner's Land Use Bylaw.
- ✓ Review Non-Profit organizations
- ✓ Leave a call back card with our toll-free phone number where required.
- ✓ Display company identification on vehicles as well as providing picture identification.
- ✓ We are very proficient with CAMA lot software:
 - Recording all assessment data, including digital photographs and digital diagrams, record latitude/longitude of all improvements (improvement points, market land points and map points)
 - Provide remote access for viewing and printing
 - Creation of tables and code structures that will maximize consistency and accuracy
 - Provide information in nearly any electronic format or by hardcopy
 - Allow information to be exported for use in a Client Partner's GIS
 - Work closely with Compass Municipal Services to enhance the functionality of CAMA lot
- ✓ Completely review all forms of previous and current market transactions, utilizing land titles information as well as local real estate agents, appraisers and ratepayers.
- ✓ Provide conclusions of the market activity for the purpose of market value assessments and provide the Municipality with assessment base and tax shift analysis reports after each valuation year.
- ✓ Ensure all assessments have proper municipal assessment codes and comply with all reporting for the Assessment Shared Services Environment (**ASSET**) system meeting the legislated requirements and time lines.
- ✓ All assessment records for the Client Partner in the possession of AAG remain the property of the Client Partner.
- ✓ AAG, its authorized agents, employees or representatives, will not disclose or make known to any person at any time while this Agreement is in effect or at any time thereafter, any privileged matter or thing which comes to knowledge or is disclosed to AAG by reason of this Agreement, and shall retain all such knowledge as confidential in accordance with FOIP, unless AAG is expressly authorized by the Municipality, in writing, to disclose or make known the knowledge.

- ✓ We understand the different assessment needs that arise throughout the year, and therefore when required, we will provide representative(s) to be present for the following;
 - After assessment notices are mailed out (Open House)
 - Council meetings
 - Administration meetings
 - Public meetings
 - Written opinions of value on tax recovery properties and road allowances
 - Written opinions of value for Client Partner and/or School reserves

- ✓ In an advisory capacity, AAG will attend seminars, conference and educational courses relating to the assessment needs and requirements for the Client Partner. We will then advise administration and council about any changes in current assessment issues.

We will prepare annual assessments in accordance with the valuation standards and timelines prescribed in the Municipal Government Act and the regulations passed pursuant to Section 322 of the Municipal Government Act (the "Legislation"). AAG utilizes various tools in property valuation. These are:

- ✓ Market Modified Cost Approach
- ✓ Multiple Regression Analysis
- ✓ Direct Comparison Approach
- ✓ Income Approach
- ✓ Alberta Farmland Assessment Manual
- ✓ Machinery & Equipment Minister's Guidelines
- ✓ Alberta 2001 Metal Buildings Cost Manual
- ✓ Marshall & Swift
- ✓ Alberta Construction Cost Reporting Guide (CCRG)

As outlined in the Municipal Government Act property type definitions are as follows:

Residential (20% - 5 year Re-inspection cycle)

Part 9 Division 1 section 297

(4) In this section,

(c) "residential", in respect of property, means property that is not classed by the assessor as farm land, machinery and equipment or non-residential as well as matters relating assessment and taxation regulation.

- ✓ Valuation standard for residential properties is Market Value.
- ✓ Value properties using a market-modified cost approach.
- ✓ Visually inspect identified properties, checking additions or deletions and verifying current assessment information.
- ✓ Provide adjusted assessments for all removed or demolished improvements.
- ✓ Provide adjusted assessments relating to designated manufactured homes moved in and out of the jurisdiction, if applicable.
- ✓ Verify and document, annually, all sales information including inspections or interviews of property owners as required.
- ✓ Physical data is collected in the field and analyzed using mass appraisal techniques.
- ✓ Properties that fall into this category are typically single family dwellings, residential condo's, manufactured homes, etc.

Non-Residential (20% - 5 year Re-inspection cycle)

Part 9 Division 1 section 297

(4) In this section,

(b) "non-residential", in respect of property, means linear property, components of manufacturing or processing facilities that are used for the cogeneration of power or other property on which industry, commerce or another use takes place or is permitted to take place under a land use bylaw passed by a council, but does not include farm land or land that is used or intended to be used for permanent living accommodation;

- ✓ Valuation standard for non-residential properties is Market Value.
- ✓ Value properties using all three accepted approaches to value (Direct Sales, Income, Cost using Marshall and Swift).
- ✓ Properties that fall into this category are typically retail, office, warehouse, golf courses, hotels and motels, etc.
- ✓ Visually inspect identified properties, looking for signs of change including tenant/improvement changes, additions, deletions, and conduct interior inspections as required and verifying current assessment information.
- ✓ Annually request and review all income information relating to income producing properties.
- ✓ Provide adjusted assessments for all removed or demolished improvements.
- ✓ Verify and document, annually, all sales information including inspections or interviews of property owners as required.

Farmland (20% - 5 year Re-inspection cycle)

Part 9 Division 1 section 297

(4) In this section,

(a) "farm land" means land used for farming operations as defined in the regulations;

- ✓ Valuation standard for farmland properties is Agricultural Use Value.
- ✓ Value properties using the Alberta Farmland Assessment Manual.
- ✓ Review farmland properties that experience change of ownership, subdivisions or any property that has been brought to our attention.
- ✓ Properties will be examined for status changes, brushing, clearing or any other physical change to the land.

Industrial Property Assessment Services (IPAS)

- ✓ Prepare annual requests for information (RFI).
- ✓ Inspect and/or review 100% of the facility annually.
- ✓ Inspect and/or review 100% of associated Municipal Development Permits annually.
- ✓ Review RFI submissions and implement annual property assessment values.
- ✓ If required, communicate assessment impacts to council and administration.
- ✓ If required, provide assessment / tax forecasting.
- ✓ Machinery and equipment properties are the components or equipment within commercial and industrial properties where manufacturing or processing takes place. These properties include, but are not limited to, food processing facilities, grain and fertilizer handling facilities, bakeries and butcher shops.

ASSESSMENT COSTS

Residential, Non-Residential and Farmland Assessment costs are subject to change based on the number of parcels in the previous year’s parcel count as outlined in Section 4.

Assessment Year	Residential, Non-Residential, Farmland					Sub Total	+	IPAS	Contract Total
	Re-Inspection Cycle Residential	Re-Inspection Cycle Non-Residential	Rate/Parcel	x	# of Parcels				
2024	20%	20%	20.50	x	=		+	\$7,700.00	
2025	20%	20%	21.00	x	=		+	\$7,800.00	
2026	20%	20%	21.50	x	=		+	\$7,900.00	
2027	20%	20%	22.00	x	=		+	\$8,000.00	
2028	20%	20%	22.50	x	=		+	\$8,100.00	
2029 - Optional	20%	20%	23.00	x	=		+	\$8,200.00	
2030 - Optional	20%	20%	23.50	x	=		+	\$8,300.00	
2031 - Optional	20%	20%	24.00	x	=		+	\$8,400.00	
2032 - Optional	20%	20%	24.50	x	=		+	\$8,500.00	
2033 - Optional	20%	20%	25.00	x	=		+	\$8,600.00	

****PLUS GST****

**Schedule "B"
Assessment Payment Schedule**

Month	Amount
April 2024	\$0.00
May 2024	\$0.00
June 2024	\$0.00
July 2024	\$0.00
August 2024	\$0.00
September 2024	\$0.00
October 2024	\$0.00
November 2024	\$0.00
December 2024	\$0.00
January 2025	\$0.00
February 2025	\$0.00
March 2025	\$0.00
TOTAL	\$0.00

Plus GST



Request for Decision (RFD)

Meeting Date: Thursday, June 29, 2023

Agenda Item: # 7.15

Topic: MCC for Smoky Lake Development Corp. Request for Operating Funds

Presented By: Finance Manager

Recommendation(s):

That Smoky Lake County Council approve the unbudgeted expense to provide funds as a shareholder, in the amount of \$6,000.00, allocated from general reserves, towards the MCC for Smoky Lake Development Corp.'s operating expenses in Year-2023; and budget to provide funds in the amount of \$6,000.00 in year 2024, 2025, and 2026; in response to the request from Amy Cherniwchan, Chairperson of the MCC for Smoky Lake Development Corp., dated May 8, 2023.

Background:

Joint Town & County Council meeting Motion #J186-20:

That the Smoky Lake County and Town of Smoky Lake Joint Councils accept the proposed Victoria District Economic Development Strategy Pre-Financing Budget as follows and agree for the municipal funding contribution to be a 50/50 County/Town split: TOTAL PRE-FINANCING BUDGET \$247,000.00

The motion was made after the budget had been passed therefore it was an unbudgeted item. In 2020 we spent \$91,170.70 and 45,585.35 of that was billed to the Town of Smoky Lake.

In 2021 we budgeted a net cost of \$0 for a net balance of \$0, however the actual costs were \$62,086.29, with \$31,043.14 of that billed to the Town, and the County's portion paid from reserves. In December 2021 Tony Sefton, Vision XS, presented an estimation of the expected costs until the MCC was formed and the County reaffirmed the budget.

In 2022 the County budgeted \$70,000 with the understanding that the Town would be billed for 50% of the costs. The actual total spent was \$33,484.80 and the town was billed \$16,742.40 and because the MCC was officially formed in 2022, the project was considered financially compete for Smoky Lake County. Therefore, there was nothing budgeted for 2023 as no further requests were made for funding for the project, until the May 8, 2023 letter (enclosed).

Although the letter does not state the intention clearly, it is Administrations understanding that these funds will be a "contribution" vs a shareholders loan and that there is no expectation that the funds will be paid back to Smoky Lake County.

Benefits:

Provides funds for the necessary steps to cover operating costs of the Smoky Lake Tourism Company Ltd for the first three years of operations



Request for Decision (RFD)

Disadvantages:

This is an unbudgeted expense and the funds are not an investment that will be recovered.

Alternatives:

Any alternative to the recommendation is at the discretion of Council.

Financial Implications:

This expense was not budgeted; therefore it will be considered and unbudgeted expense of \$6,000 which would decrease any possible surplus for 2023. There is a contingency budgeted of 174,525, which it could be allocated from

Legislation:

Bylaw No. 1413-22: MCC Lending

Intergovernmental:

The Town of Smoky Lake is the other shareholder of the MCC

Strategic Alignment:

Grow Employment Opportunities

Enclosure(s):

1. Letter from Amy Cherniwchan, Chairperson – the MCC for Smoky Lake Development Corp. Request for Operating Funds, dated May 8, 2023.

Signature of the CAO: 



Request for Decision (RFD)

Enclosure #1

MCC for Smoky Lake Development Corp. **MCC**
 P.O. Box 310
 Smoky Lake, Alberta T0A 3C0

RECEIVED
 MAY 26 2023
 SMOKY LAKE COUNTY

May 8, 2023

Shareholder
 Smoky Lake County
 P.O. Box 310
 Smoky Lake, Alberta T0A 3C0

Shareholder
 Town of Smoky Lake
 P.O. Box 460
 Smoky Lake, Alberta T0A 3C0

Dear Shareholders:

Re: Request of Funds for the Operations of the MCC for Smoky Lake Development Corp.

The Directors appreciate the guidance provided at the Shareholders meeting held on April 24, 2023 on the direction to request for funding. We write this request letter to kindly ask for funding from the Shareholders. The MCC for Smoky Lake Development Corp. was formed in 2022 and the Directors are taking the necessary steps to further develop and strengthen our business in establishing the Smoky Lake Tourism Company Ltd. The outlook for tourism strategies remains very strong in our partnership with Metis Crossing Ventures Inc..

We project that our corporation's presence will be increased to establish the tourism action plan. The annual projected costs for the future operation of the Corporation are highlighted below which are necessary to be sustainable in the growth of this corporation to generate returns you rightfully expect from us:

Operation	Projected Amount
Legal Fees: Filing and registering corporation documents	\$ 390.00
Accountant	\$ 995.00
Insurance	\$ 925.00
Advertising: Shareholder Annual Meeting	\$ 650.00
Directors /Officers Meeting Costs @ \$175.00 per meeting (Appr. x 6)	\$ 7,350.00
Office Materials:	\$ 190.00
Banking	\$ 0.00
Mileage and Meals	\$ 1,500.00
Annual Projected TOTAL	\$12,000.00

We would appreciate funding for the Directors efforts for the next four (4) years, completing this election term and have funds in place for a portion of the following election term, resulting at \$6,000.00 per year x per (2) shareholder x 4 years totaling \$ 48,000.00. This will ensure the Corporation continuing success remains undisturbed.

The Directors of MCC for Smoky Lake Development Corp. would like to thank all of our Shareholders for your continued support and confidence for the Corporation. We look forward to the achievements and sharing our experience in the upcoming years.

Sincerely,

 Amy Cherniwchan
 Chairperson, MCC for Smoky Lake Development Corp.



Request for Decision (RFD)

Meeting Date: Thursday, June 29, 2023

Agenda Item: # 7.16

Topic: Highway 28/63 Regional Water Services Commission – Interim Manager Compensation

Presented By: Assistant Chief Administrative Officer

Recommendation(s):

That Smoky Lake County Council appoint the Finance Manager: Brenda Adamson, as the Highway 28/63 Regional Water Service Commission Interim Manager in accordance with the Memorandum of Understanding between the Commission and Smoky Lake County executed on December 10, 2020; and approve to compensate her in the amount of \$500.00 per month, effective June 1, 2023, for duration of her services as the Interim Manager of the Highway 28/63 Regional Water Services Commission; and acknowledge the compensation amount is allocated from funds received from the Commission to manage it.

Background:

- February 15, 2023, Council Motion 383-23: That Smoky Lake County Council approve to compensate the Chief Administrative Officer: Gene Sobolewski, in the amount of \$500.00 per month, effective March 1, 2023, until his services cease as the appointed Manager of the Highway 28/63 Regional Water Services Commission and acknowledge the compensation amount is allocated from funds received from the Commission to manage it.
- May 23, 2023, Mr. Gene Sobolewski tendered his resignation from the County and including the Commission.
- June 14, 2023, Highway 28/63 Regional Water Services Commission Board recommended by Resolution # 090-23, that Smoky Lake County name Brenda Adamson as the Interim Commission Manager up to December 31, 2023 or until the position is filled, in accordance with the Memorandum of Understanding between the Commission and Smoky Lake County executed on December 10, 2020, as it is understood that Smoky Lake County provides the Commission's General Manager services.

Benefits:

Provides compensation in recognition that the duties are being added to what is already a full time work load.

Disadvantages:

N/A

Alternatives:

Any alternative to the recommendation is at the discretion of Council.

Financial Implications:

This expense is allocated from funds received by the Commission for management services.

There is no budget impact.

Legislation:

N/A

Intergovernmental:



Request for Decision (RFD)

The Town of Smoky Lake is the other shareholder of the Commission

Strategic Alignment:

N/A

Enclosure(s):

N/A

Signature of the CAO: 



Request for Decision (RFD)

Meeting Date: Thursday, June 29, 2023

Agenda Item: # 7.17

Topic: Lamont County Reeve's Annual Charity Golf Tournament

Presented By: Interim CAO

Recommendation(s):

That Smoky Lake County not attend Lamont County Reeve's Annual Golf Tournament, scheduled for August 17, 2023, to be held at Whitetail Crossing golf course, near Mundare, Alberta, as it is an unbudgeted expense.

Background:

Lamont County hosts an Annual Charity Golf Tournament. Last year's tournament was in support of Ukraine Refugees. Smoky Lake County has not attended this event in the past. This year's profits will be in support of unknown.

Benefits: If attended, this would be an opportunity to network and build relationships with other municipal representatives.

Disadvantages: If attended, it would be an unbudgeted minor expense.

Alternatives: Any alternative to the recommendation is at the discretion of Council.

Financial Implications: Potential unbudgeted expense - this event was not considered in the budget. This cost of registration is unknown at this time.

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

Intergovernmental: If attended, there would be casual interactions with various municipalities.

Strategic Alignment: N/A

Enclosure(s):

1. Save the Date Poster for the Lamont County Reeve's Charity Golf Tournament

Signature of the Interim CAO: 



Request for Decision (RFD)

Enclosure #1



SAVE THE DATE!

REEVE'S ANNUAL CHARITY GOLF TOURNAMENT

August 17, 2023
Whitetail Crossing
Mundare, AB

Registration & Breakfast open
between 8:00 - 9:00 a.m.
Tee Off at 9:30 a.m.

Please join us for a fun-filled day
in support of a great cause!

Details to follow.

A close-up photograph of a white golf ball with the Lamont County logo printed on it, resting on a green golf course.



Request for Decision (RFD)

Meeting Date: Thursday, June 29, 2023

Agenda Item: # 7.18

Topic: Policy Statement No. 03-35-14: Snow Clearing

Presented By: Interim CAO / Public Works Manager

Recommendation:

That Smoky Lake County amend Policy Statement No. 03-35-14: Snow Clearing.

Background:

At the May 11, 2023 Council Meeting, Council made changes to the Snow Clearing Policy to bring forward to the June 1, 2023 Council Meeting where Council approved and amended the policy to reflect the sale of one-time-use snow flags. After further consultation with Public Works and due to the additional administrative and operator strain this one-time-use system will create on the organization, administration is requesting Council to reconsider.

Benefits:

Amending this policy as recommend by administration would continue the seasonal snow flag system used last year and for the past decades, creating continuity of ratepayer expectations.

Disadvantages:

Unknown.

Alternatives:

Any alternative to the recommendation is at the discretion of Council.

Financial Implications:

The financial implications of the recommendation are within the budget.

Legislation:

MGA Section 201: Policy Development

Intergovernmental:

N/A

Strategic Alignment:

N/A

Enclosure(s):

1. Policy 03-35-14 – With changes made
2. Policy 03-35-14 – With marked changes

Signature of the Interim CAO: 

SMOKY LAKE COUNTY



Title: Snow Clearing - Public & Private Services		Policy No.: 35-14
Section: 03	Code: P-R	Page No.: 1 of 5 E

Legislation Reference:	Municipal Government Act
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Purpose:	Provides protocol for public and private snow clearing within Smoky Lake County.
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Policy Statement and Guidelines:

1. STATEMENT:

- 1.1 Smoky Lake County recognizes its obligation to provide an acceptable level of snow clearing service within its available resources for winter maintenance on municipal roads. All reasonable efforts will be made to provide roadways that are in a safe, passable condition.
- 1.2 The County may also provide snow clearing services for private residential driveways within the County, at a cost to the resident.

2. OBJECTIVE:

- 2.1 That County roads be in a condition where traffic can move freely within five (5) days following any winter weather event.

3. PUBLIC SNOW CLEARING SERVICES GUIDELINES:

- 3.1 Grader operators will start snow clearing operations at a different point in their grader beat for each event where practical, to ensure that the same citizens are not always last to be served.
- 3.2 Grader operators will proceed to clear the roads in a systematic manner as directed by the Public Works Manager, Public Works Road Foreman or designate.
- 3.3 Truck plow(s) and/or tractor(s) will be deployed to public roads, hamlets, subdivisions, and private residential driveways in that order of priority.
- 3.4 Equipment operators will minimize snow berms across private driveways and around parked vehicles where practicable.
- 3.5 Roads may initially be opened one way if required to meet the five (5) day objective of getting traffic moving freely after a severe winter weather event, which is any combination of snow and wind that obstructs traffic flow.
- 3.6 Snow clearing equipment may be moved into areas of the County where conditions are more severe, once traffic is moving within a grader beat.

4. PUBLIC SNOW CLEARING COMMUNICATIONS GUIDELINES:

- 4.1 The Chief Administrative Officer or designate, will communicate to the Council, the general Public and/or emergency service providers through the Communications Officer when necessary, during major winter weather events to report on emergent conditions and departmental priorities during the event.

Title: Snow Clearing - Public & Private Services	Policy No.: 35-14
Section: 03	Code: P-R
Page No.: 2 of 5	E

Policy Statement and Guidelines:

- 4.2 Inquiries from Councillors and residents should be directed through the Chief Administrative Officer or designate, to the Public Works Manager or designate, to aid them in identifying emergent issues requiring attention. The Public Works Manager or designate will use this information to prioritize County snow clearing activities.

5. PUBLIC / COMMUNITY FACILITIES GUIDELINES:

- 5.1 Community halls, church yards, and cemeteries may receive snow clearing services by request at no cost to the organization, subject to availability of equipment and operators.
- 5.2 Snow clearing for funeral and burial services will be provided at no cost and highly prioritized, subject to reasonable notification.

6. PRIVATE RESIDENTIAL DRIVEWAY SNOW CLEARING FLAGS TERMS & CONDITIONS:

- 6.1 For the purpose of this policy, a "Private Residential Driveway" is defined as the most direct route travelled between the nearest public road and the residential dwelling and **must** be located within Smoky Lake County.
- 6.2 The Private Residential Driveway distance to be cleared shall be up to 200 linear meters and anything exceeding 200 linear metres will require the purchase of an additional snow clearing flag for each increment up to 200 linear metres. The maximum width to be cleared shall be up to 4 linear meters.
- 6.3 Snow clearing flags are **non-transferable** and are valid only for the specific location indicated on the hold harmless agreement.
- 6.4 Snow clearing on Private Residential Driveways shall be considered as a secondary priority to all public snow clearing operations, and landowners or tenants that require more immediate services are encouraged to hire a private contactor at their own cost.
- 6.5 County landowners or tenants may purchase County snow clearing flags for their Private Residential Driveway under the following conditions:
- 6.5.1 The landowner, tenant, or anyone known to reside at the residence, must not have any outstanding accounts receivable over 30 days due to Smoky Lake County.
- 6.5.2 The Landowner or tenant agree to place their County issued snow clearing flag in a conspicuous location at the entrance of their driveway beside their municipal rural address sign and ensure it is visible to County snow clearing operators.

Title: Snow Clearing - Public & Private Services		Policy No.: 35-14
Section: 03	Code: P-R	Page No.: 3 of 5 E

Policy Statement and Guidelines:

- 6.5.3 The landowner or tenant shall complete the site plan attached to and forming part of **Schedule "A"** to accurately identify all hazards and obstacles the operator and equipment are likely to encounter prior to any snow clearing activities. The County reserves the unfettered right to refuse to undertake snow clearing activities on a Private Residential Driveway until all obstacles and/or hazards have been removed by the landowner or tenant. The County also reserves the unfettered right to refuse to undertake any snow clearing activities on a Private Residential Driveway if the County equipment operator deems it to be too narrow or too close in proximity to existing buildings or gates.
- 6.5.4 In the event that the landowner or tenant has pre-purchased a snow clearing flag(s) and the County later determines that the work cannot be undertaken by reasons of 6.5.3 above, then the County will refund the monies paid for the snow clearing flag(s) to landowner or tenant.
- 6.5.5 Snow clearing on Private Residential Driveways may only occur after an accumulation of a minimum of six (6) inches of snow, including drifted snow as measured at the centreline along the clearing route.
- 6.6 The **Application Form and Hold Harmless Agreement for Private Snow Clearing**, as per **Schedule "A"**, are located at the County Public Works Shop Office as well as online on the County's website www.smokylakecounty.ab.ca.
- 6.7 Snow clearing flags can be purchased in summer or fall subject to there being no snow cover on the ground and the snow clearing services season begins on November 1st of the year purchased to April 30th of the following year. There shall be no discount or proration to the stated price below for any reason whatsoever if purchased within the service season. The price per snow clearing flag for a Private Residential Driveway is:
- \$250.00** for **seniors and/or persons with disability** who can provide proof of their age or disability through a birth certificate, valid driver's license, other government issued identification, or valid parking placard, or
- \$800.00** for all other **landowners and tenants**.

	Date	Resolution Number
Approved	October 24, 1991	# 99 - Page # 5377
Amended	February 14, 1994	# 218 - Page # 5647
Amended	May 23, 1996	# 467 - Page # 6018
Amended	February 17, 2005	# 228 - Page # 7884
Amended	February 20, 2007	# 225-07 - Page # 8294
Amended	March 10, 2008	# 348-08 - Page # 8621
Amended	May 26, 2011	# 557-11 - Page # 9733
Amended	December 4, 2014	# 175-14 - Page # 11498
Amended	June 15, 2017	# 805-17 - Page # 12711
Amended	February 14, 2018	# 306-18 - Page # 12958
Amended	February 20, 2020	# 505-20 - Page # 13996
Amended	June 23, 2022	# 864-22 - Page # 15239
Amended	June 1, 2023	# 628-23 - Page # 15664

Schedule "A"
APPLICATION FORM AND HOLD HARMLESS AGREEMENT FOR PRIVATE SNOW CLEARING

THIS AGREEMENT made this ___ day of ___, 20__.



BETWEEN:

SMOKY LAKE COUNTY
(hereinafter called "the County")

OF THE FIRST PART

(hereinafter called "the Landowner")

OF THE SECOND PART

Landowners' Name (Print) _____

Landowners' Legal Land Description: ___ - ___ - ___ W4
Quarter Section Township Range

Municipal Address: _____ Sub-division Name (If Applicable): _____

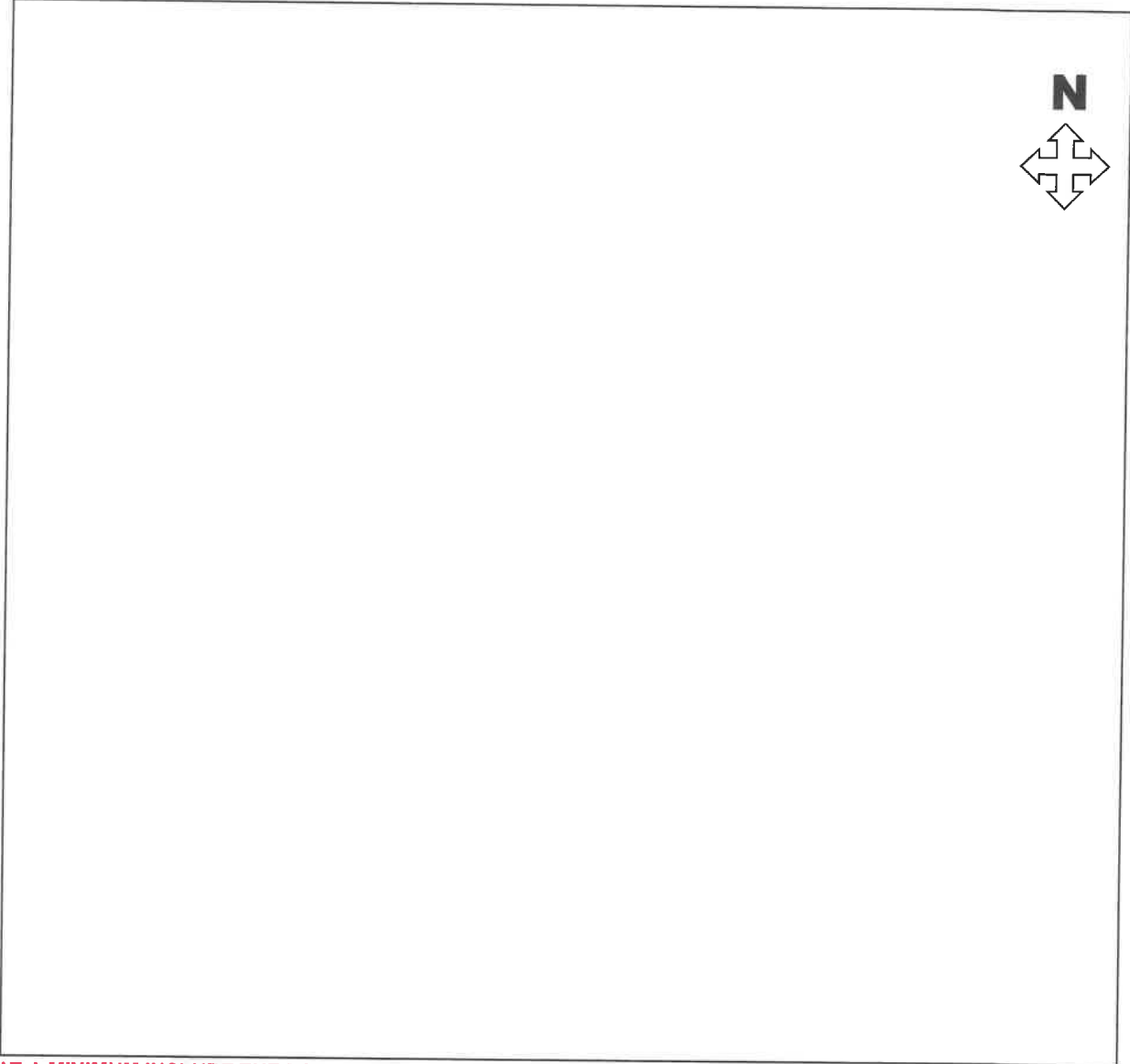
Flag Number(s) Issued: _____ Cost per Flag: \$ _____
Total Amount Paid: \$ _____

WHEREAS the Landowner or tenant has requested that the County be allowed to enter the property legally described above, to clear snow on the private residential driveway in accordance with the terms and conditions of Policy Statement No. 03-35: Snow Clearing.

NOW THEREFORE, the Landowner or tenant hereby agrees that the purchased snow clearing flag will entitle them to have snow cleared along the most direct route commonly used to access the residence, including the turn-around in the yard where safe to do so, as depicted on the site plan conditional upon accumulation of a minimum of 6 inches of snow.

- 1. The Landowner or tenant agrees that the maximum length of the driveway to be serviced through the purchase of a flag is 200 lineal meters. Additional flags will have to be purchased for lengths of exceeding 200m.
2. The Landowner or tenant agrees that the flag(s) purchased are to be posted at the entrance of his/her driveway beside the municipal rural address sign, well before County snow clearing equipment is expected and agrees that the County is not responsible for flags that are blown away or stolen.
3. The Landowner or tenant, hereby covenants and agrees that they will at all times indemnify and save harmless the County, its servants, agents, employees, executors, administrators, and assigns, from and against any claim for loss, damage or injury, however caused to the property aforementioned by reason of the performance of the said work of snow clearing, whether such loss or damage is the result of the negligence of any servant, agent, or employee of the said municipality, or otherwise.

Site Plan:



AT A MINIMUM INCLUDE THE FOLLOWING INFORMATION IN YOUR SITE PLAN:

- ✓ Location of driveway.
- ✓ Location of existing buildings.
- ✓ Location of existing access (es).
- ✓ Location of any abandoned or active water wells.
- ✓ Location of shelterbelts, dugouts and water bodies.
- ✓ All developed/undeveloped road allowances and right-of-way and/or easements.
- ✓ Location of Private Sewage Disposal System (existing and/or proposed)
- ✓ Location of power generation facilities (if applicable).

IN WITNESS WHEREOF has hereunto set their hand and the day and year first above written.

SIGNED

}
}
}

SMOKY LAKE COUNTY

Landowner or Tenant (Print Name & Title)

Per (Print Name & Title):

SMOKY LAKE COUNTY



Title: Snow Clearing - Public & Private Services	Policy No.: 35-13
Section: 03	Code: P-R
	Page No.: 1 of 5
	E

Legislation Reference:	Municipal Government Act
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Purpose:	Provides protocol for public and private snow clearing within Smoky Lake County.
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Policy Statement and Guidelines:
<p>1. STATEMENT:</p> <p>1.1 Smoky Lake County recognizes its obligation to provide an acceptable level of snow clearing service within its available resources for winter maintenance on municipal roads. All reasonable efforts will be made to provide roadways that are in a safe, passable condition.</p> <p>1.2 The County may also provide snow clearing services for private residential driveways within the County, at a cost to the resident.</p> <p>2. OBJECTIVE:</p> <p>2.1 That County roads be in a condition where traffic can move freely within five (5) days following any winter weather event.</p> <p>3. PUBLIC ROAD SNOW CLEARING SERVICES GUIDELINES:</p> <p>3.1 Grader operators will start snow clearing operations at a different point in their grader beat for each event where practical, to ensure that the same citizens are not always last to be served.</p> <p>3.2 Grader operators will proceed to clear the roads in a systematic manner as directed by the Public Works Manager, Public Works Road Foreman or designate.</p> <p>3.3 Truck plow(s) and/or tractor(s) will be deployed to public roads, hamlets, subdivisions, and private residential driveways in that order of priority.</p> <p>3.4 Equipment operators will minimize snow berms across private driveways and around parked vehicles where practicable.</p> <p>3.5 Roads may initially be opened one way if required to meet the five (5) day objective of getting traffic moving freely after a severe winter weather event, which is any combination of snow and wind that obstructs traffic flow.</p> <p>3.6 Snow clearing equipment may be moved into areas of the County where conditions are more severe, once traffic is moving within a grader beat.</p> <p>4. PUBLIC SNOW CLEARING COMMUNICATIONS GUIDELINES:</p> <p>4.1 The Chief Administrative Officer or designate, will communicate to the Council, the general Public and/or emergency service providers through the Communications Officer when necessary, during major winter weather events to report on emergent conditions and departmental priorities during the event.</p>

Title: Snow Clearing		Policy No.: 35-13
Section: 03	Code: P-R	Page No.: 2 of 5 E

Policy Statement and Guidelines:

4.2 Inquiries from Councillors and residents should be directed through the Chief Administrative Officer or designate, to the Public Works Manager or designate, to aid them ~~the Public Works Manager or designate~~ in identifying emergent issues requiring attention. The Public Works Manager or designate will use this information to prioritize their County snow clearing activities.

4.3 ~~The terms and conditions for snow clearing private residential driveways shall accompany each flag numbered for administrative purposes and are valid only for the specific location indicated on the hold harmless agreement. Flags are not transferable.~~

5. PUBLIC / COMMUNITY FACILITIES GUIDELINES:

5.1 Community halls, church yards, and cemeteries ~~will~~ may be receive snow clearing services by request ~~and~~ at no cost to the organization, subject to availability of equipment and operators.

5.2 Snow clearing ~~will be given a higher priority at no cost to the funeral provider relating to~~ for funeral and burial services will be provided at no cost and highly prioritized, providing with subject to reasonable notification.

6. PRIVATE RESIDENTIAL ACCESS ROADS/DRIVEWAY SNOW CLEARING FLAGS TERMS AND CONDITIONS:

6.1 For the purpose of this policy, a "Private Residential access roads Driveway" ~~are is~~ defined as the most direct route travelled between the nearest public road and the residential dwelling and must be located within Smoky Lake County. The maximum road width, for purposes of definition in the policy, shall be generally 4.0 linear metres.

6.2 The access road Private Residential Driveway distance to be cleared with each Flag shall be a maximum of up to 200 linear meters. Private access roads and anything exceeding 200 linear metres will require the purchase and placement of an additional snow clearing flag(s) for each increment up to 200 linear metres. The maximum width to be cleared shall be up to 4 linear meters. increment desired by the landowner or tenant.

6.3 Snow clearing F flags are at all times to be considered as non-transferable and for the purpose of singular use for a single clearing event for private access roads or residential driveways 200 linear meters or less in total length, and are valid only for the specific location indicated on the hold harmless agreement.

6.4 Snow clearing on ~~flagged private access roads or residential driveways~~ Private Residential Driveways shall ~~at all times~~ be considered as a secondary ~~in~~ priority to the efforts of the Public Works Department all public snow clearing operations, ~~on County roadways. Clearing on flagged access roads or residential driveways will be undertaken after all public snow clearing in the area have been completed. L and~~ landowners or tenants that requiring more immediate clearing services are encouraged to hire a private contractor at their own cost.

6.5 County landowners or tenants ~~will be eligible for the~~ may purchase ~~of~~ County snow clearing flags for their ~~private access road or residential driveway~~ Private Residential Driveway under the following conditions:

6.5.1 The landowner, ~~or~~ tenant, or anyone known to reside at the residence, ~~does not~~ must not have any outstanding accounts receivable over 30 days ~~with due to~~ Smoky Lake County.

6.5.2 The Landowner or tenant agree to place their County issued snow clearing flag in a conspicuous location at the entrance of their driveway beside their municipal rural address sign and ensure it is visible to County snow clearing operators.

Title: Snow Clearing		Policy No.: 35-13	
Section: 03	Code: P-R	Page No.: 3 of 5	E

Policy Statement and Guidelines:

6.5.3 The ~~l~~andowner or ~~t~~enant shall ~~firstly~~ complete the site plan attached to and forming part of ~~the Agreement~~ **Schedule "A"** to accurately identify all hazards and obstacles the operator and equipment are likely to encounter ~~during the prior to~~ any snow clearing activities. The County reserves the unfettered right to refuse to undertake ~~any work snow clearing activities on a the private access road or driveway~~ Private Residential Driveway until ~~the all~~ obstacles and/or hazards ~~has~~ have been removed by the ~~l~~andowner or ~~t~~enant. The County also reserves the unfettered right to refuse to undertake any snow clearing activities on ~~a the private access road or residential driveway~~ Private Residential Driveway if the County equipment operator deems it to be for reasons of being too narrow or too close in proximity to existing buildings or gates.

6.5.4 In the event that the landowner or tenant has pre-purchased a snow clearing ~~f~~Flag(s) and the County later determines that the work cannot be undertaken by reasons of 6.5.3 above, then the County will refund the monies paid for the snow clearing flag(s) to landowner or tenant.

6.5.5 ~~Regardless of the placement of flags, s~~ Snow clearing on ~~private access roads or residential driveways~~ Private Residential Driveways ~~may~~ will only be undertaken/occur after an accumulation of a minimum of six (6) inches of snow, including drifted snow as measured at the centreline along the clearing route.

6.6 The **Application Form and Hold Harmless Agreement for Private Snow Clearing**, as per **Schedule "A"**, are located at the County Public Works Shop Office as well as online on the County's website www.smokylakecounty.ab.ca. ~~Any unused flags at the spring of the year can be utilized in the upcoming fall. There shall be no refunds for unused flags: unused flags can be utilized in the next season and do not expire.~~

6.7 Snow clearing flags can be purchased in summer or fall subject to there being no snow cover on the ground and the snow clearing services season begins on November 1st of the year purchased to April 30th of the following year. There shall be no discount or proration to the stated price below for any reason whatsoever if purchased within the service season. The price per snow clearing flag for a Private Residential Driveway is: Landowners or tenants can purchase multiple non-transferable, one-time-use, snow clearing flags at any time for the sole purpose of the County undertaking snow clearing on a residential driveway at the following cost:

\$250.00 for seniors and/or persons with disability who can provide proof of their age or disability through a birth certificate, valid driver's license, other government issued identification, or valid parking placard, or

\$800.00 for all other landowners and tenants.

	Date	Resolution Number
Approved	October 24, 1991	# 99 - Page # 5377
Amended	February 14, 1994	# 218 - Page # 5647
Amended	May 23, 1996	# 467 - Page # 6018
Amended	February 17, 2005	# 228 - Page # 7884
Amended	February 20, 2007	# 225-07 - Page # 8294
Amended	March 10, 2008	# 348-08 - Page # 8621
Amended	May 26, 2011	# 557-11 - Page # 9733
Amended	December 4, 2014	# 175-14 - Page # 11498
Amended	June 15, 2017	# 805-17 - Page # 12711
Amended	February 14, 2018	# 306-18 - Page # 12958
Amended	February 20, 2020	# 505-20 - Page # 13996
Amended	June 23, 2022	# 864-22 - Page # 15239
Amended		

Section 03

Policy 35-13

Schedule "A"

APPLICATION FORM AND HOLD HARMLESS AGREEMENT FOR PRIVATE SNOW CLEARING

THIS AGREEMENT made this _____ day of _____, 20__.



BETWEEN:

SMOKY LAKE COUNTY
(hereinafter called "the County")

OF THE FIRST PART

(hereinafter called "the Landowner")

OF THE SECOND PART

Landowners' Name (Print) _____

Landowners' Legal Land Description: _____ - _____ - _____ - _____ W4
Quarter Section Township Range

Municipal Address: _____ Sub-division Name (If Applicable): _____

Flag Number(s) Issued: _____ Cost per Flag: \$ _____

Total Amount Paid: \$ _____

WHEREAS the Landowner or tenant has requested that the County be allowed to enter the property legally described above, to clear snow on the private residential driveway in accordance with the terms and conditions of **Policy Statement No. 03-35: Snow Clearing**.

NOW THEREFORE, the Landowner or tenant hereby agrees that the purchased snow clearing flag will entitle them to have snow cleared along the most direct route commonly used to access the residence,

including the turn-around in the yard where safe to do so, as depicted on the **site plan** conditional upon accumulation of a minimum of **6 inches** of snow.

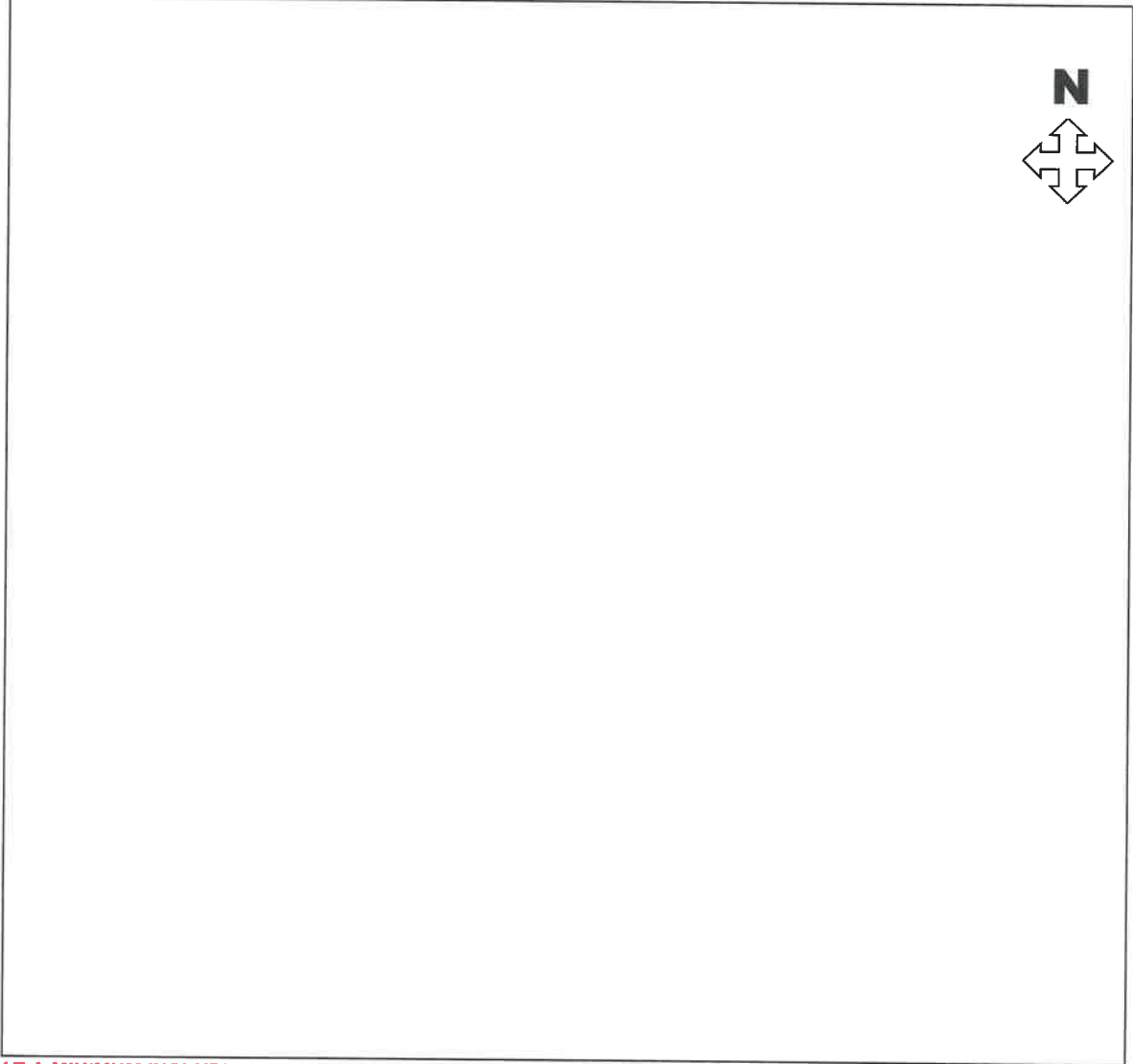
1. The Landowner or tenant agrees that the maximum length of the driveway to be serviced through the purchase of a flag is 200 lineal meters. Additional flags will have to be purchased for lengths of exceeding 200m.
2. The Landowner or tenant agrees that the flag(s) purchased are to be posted at the entrance of his/her driveway beside the municipal rural address sign, well before County snow clearing equipment is expected and agrees that the County is not responsible for flags that are blown away or stolen.
3. The Landowner or tenant, hereby covenants and agrees that they will at all times indemnify and save harmless the County, its servants, agents, employees, executors, administrators, and assigns, from and against any claim for loss, damage or injury, however caused to the property aforementioned by reason of the performance of the said work of snow clearing, whether such loss or damage is the result of the negligence of any servant, agent, or employee of the said municipality, or otherwise.

(Page 1 of 2 of Schedule "A")

Section 03

Policy 35-13

Site Plan:



AT A MINIMUM INCLUDE THE FOLLOWING INFORMATION IN YOUR SITE PLAN:

- ✓ Location of driveway.
- ✓ Location of existing buildings.
- ✓ Location of existing access (es).
- ✓ Location of any abandoned or active water wells.
- ✓ Location of shelterbelts, dugouts and water bodies.
- ✓ All developed/undeveloped road allowances and right-of-way and/or easements.
- ✓ Location of Private Sewage Disposal System (existing and/or proposed)
- ✓ Location of power generation facilities (if applicable).

IN WITNESS WHEREOF has hereunto set their hand and the day and year first above written.

SIGNED

}
}
}

SMOKY LAKE COUNTY

Landowner or Tenant (*Print Name & Title*)

Per (*Print Name & Title*):



Request for Decision (RFD)

Meeting Date: Thursday, June 29, 2023

Agenda Item: # 7.19

Topic: Reimagining Rural Economic Development: Cooperative Innovation & the Future of Our Communities' Conference

Presented By: Interim CAO

Recommendation(s):

Option #1

That Smoky Lake County Councilor _____ attend the University of Alberta's 'Reimagining Rural Economic Development: Cooperative Innovation & the Future of Our Communities' Conference, scheduled for Wednesday, October 25, 2023 to Thursday, October 26, 2023, Hosted by the Alberta Centre for Sustainable Rural Communities (ACSRC), University of Alberta - Augustana Campus, in Camrose Alberta.

Option #2

That Smoky Lake County not attend the University of Alberta's 'Reimagining Rural Economic Development: Cooperative Innovation & the Future of Our Communities' Conference, scheduled for Wednesday, October 25, 2023 to Thursday, October 26, 2023, Hosted by the Alberta Centre for Sustainable Rural Communities (ACSRC), University of Alberta - Augustana Campus, in Camrose Alberta.

Background:

Councillor Linda Fenerty has brought this information forward.

Benefits: Learn how innovative uses of the Co-operative model can drive sustainable rural economic development.

Disadvantages:

This event had not been attended by Council in the past and is therefore unbudgeted.

Alternatives:

Any alternative to the recommendation is at the discretion of Council.

Financial Implications:

Unbudgeted Expense:

\$200 +GST / registration (until July 15th) or \$250 +GST / registration (after July 15th)

Mileage, Meals, and Lodging for the conference in Camrose is unknown.

Legislation:

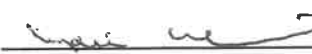
Policy Statement No. 08-18-08: Council Remuneration and Expenses

Intergovernmental: N/A

Strategic Alignment: N/A

Enclosure(s): N/A

- 1. Reimagining Rural Economic Development: Cooperative Innovation & the Future of Our Communities' Conference.**

Signature of the Interim CAO: 



Request for Decision (RFD)

Enclosure #1

<https://app.groupize.com/e/reimagining-rural-economic-development-cooperation-the-future-of-our-communities#>



'Reimagining Rural Economic Development: Cooperative Innovation & the Future of Our Communities' Conference

Wed, Oct 25, 2023 - Thu, Oct 26, 2023



**Hosted by the Alberta Centre for Sustainable Rural Communities (ACSRC)
University of Alberta - Augustana Campus | Camrose AB**

\$200 +GST / registration (until July 15th)
\$250 +GST / registration (after July 15th)

Over the past year, the Alberta Centre for Sustainable Rural Communities (University of Alberta, Augustana Campus in Camrose AB) has been exploring innovative uses of the co-operative model and their potential role in modern rural economic and community development.

The **Reimagining Rural Economic Development Conference**, hosted by the ACSRC and with project support from the Alberta Real Estate Foundation, represents the culmination of this work and will highlight ways that an old idea can breathe new life into rural communities across the province.

Aimed at rural community leaders, councillors, economic development and planning officers, and rural residents who care deeply about the future of their communities, this event will feature a collection of speakers including rural entrepreneurs, co-operative developers, and academics from across North America to showcase how innovative uses of the co-operative model can drive sustainable rural economic development.

During this two-day conference, participants will:

- be introduced to innovative uses of the co-operative model across a wide range of areas including green energy, commercial real estate, large and small scale agriculture, community capital investment, housing, and daycares
- learn about how consumer, producer, and marketing co-ops, as well as worker-owned businesses and new generation agricultural co-ops, are generating positive economic growth and enhancing service delivery in rural communities
- learn from successful rural co-operative founders about the opportunities and challenges co-ops can present and the lessons learned along the way
- network and connect with co-op founders and developers who can help guide your local group and develop your idea into a thriving co-op in your rural community

This project is made possible through a grant from the Alberta Real Estate Foundation.



Request for Decision (RFD)

Meeting Date: Thursday, June 29, 2023

Agenda Item: #7.20

Topic: Service Body Refurbishing Unit 202A

Presented By: Daniel Moric, Gas Department

Recommendation:

Smoky Lake County Council review the quotes provided regarding the refurbishing and installation of the service body for Unit 202A, as per Motion #641-23 from the June 1, 2023 Smoky Lake County Council meeting.

Background: Received quote from Western Truck Body Edmonton in October 2022 to refurbish the Western Truck Body Mfg. service body from Unit 202 for budgeting purposes. Service body was delivered in March 2023 for refurbishing and on May 12, 2023, due to price increases in materials, the estimate has increased to \$16,890.57 (this price does NOT include GST). This includes installation of service body on Unit 202A, the replacement truck for unit 202. In 2022, the cost of refurbish and installation of a service body was \$13,500. A brand new replacement service body is around \$23,00 to \$25,000.

Motion #641-23 from the June 1st Council meeting deferred this until additional quotes were received. As of June 22nd, I have only received 1 additional quote from Dragon Sandblasting & Painting in Sherwood Park for \$4,633.00. I have contacted 3 other companies and have not received written quotes as of yet. This would not include installation or rewiring, as shown in the quote from Western Truck Body in Edmonton.

Benefits: Currently, the service body has some peeling paint and oxidized aluminum exposed. It is also currently white in color. The refurbishing will restore the service body to new condition, and color match it red to the replacement truck.

Disadvantages: Possible increase in approved 2023 Natural Gas Capital Budget. Would have to find a company to install the service body on the truck and rewire the body and the truck.

Alternatives:

Financial Implications: Possible increase to approved capital budget.

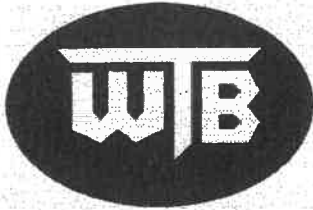
Legislation: N/A

Intergovernmental: N/A

Strategic Alignment: N/A

Enclosure(s): Please see attached quote from Western Truck Body

Signature of the CAO:  _____



Western Truck Body Mfg ULC

6115 - 30 Street
Edmonton, AB T6P 1J8 Canada

Phone: (780) 466-8065
Fax: (780) 468-1577
BN: 105641815

Estimate No: 3791

May 12, 2023

Page: 1

Attention:

SMOKY LAKE COUNTY

PO BOX 310
Smoky Lake, AB T0A 3C0
Canada
Phone: 780-424-7103

Chassis Info

Vehicle Year
Vehicle Make
Vehicle Model
Vehicle Height
Wheel Base

Attention Daniel
Western Truck Body is pleased to offer the quoted price for this product.

Line:	Part ID:	Rev:	Quantity	U/M	Unit Price	Discount	Discounted Unit Price	Addl Charge	Lead Time	Total Price
1	REFURB-SLIPIN-REPAINT Refurb Slip-In Re-paint complete Repaint WTB Slip In Unit		1.00	EA	8,000.00000					C\$8,000.00 *
<ul style="list-style-type: none"> Remove all doors & frames Build door frames for all WTB round corner doors (this is less expensive than trying to save the old frames as they are normally damaged when removing) Replace all hardware with the new stainless steel hardware including whale tail door handles, gas shocks and door seals New aluminum rock guard Strip down to raw aluminum Repair any cracks or welds Weld holes on roof from old style roof rack Paint to color match chassis Ford Race Red PQ/M7236 										

Line:	Part ID:	Rev:	Quantity	U/M	Unit Price	Discount	Discounted Unit Price	Addl Charge	Lead Time	Total Price
2	10100INS Install Customer Supplied Parts Install Customer Supplied Parts	ACTIVO	1.00	EA	8,890.57000					C\$8,890.57 *
<ul style="list-style-type: none"> Complete rewire of slip in and chassis Replace compartment lights Replace missing work lights LED spot/flood lights Replace CHMSL light Install beacon light Install slip in on new chassis 										



DRAGON
SANDBLASTING & PAINTING

Physical Address: 53323 Range Rd. 232,
Sherwood Park, AB, T8A 4V2
780-472-6969

Request for Quotation Details

Date: Monday, June 12, 2023
Attention: Daniel Moric
Email: dmoric@smokylakecounty.ab.ca
Company: Smoky Lake County

Dragon Quote #: Q23-112
Customer Reference: Smoky Lake County Slip in Service Body
Reference Drawings: Photos Attached to RFQ

Price

Price to sandblast and coat the following:

Description	Qty.	Total
6' Western slip in aluminum service body	1	\$ 4,633.00

Scope of Work

Procedure	Description
Specification:	As per manufacturer's specification
Surface Prep:	SSPC-SP6 Commercial sandblast using silica abrasive to achieve a surface profile of 2 - 3 mils
Base coat:	Endura Intermix 3 : 1 Low VOC Primer applied at 3 - 5 mils dry film thickness; colour = manufacturer's standard light grey
Top coat:	Endura EX-2C Topcoat applied at 1.5 - 2.5 mils dry film thickness; colour = Ford Race Red

Notes

- 1.) We anticipate a work duration of a 4 - 5 day turn around after receipt of items at our facility which is subject to shop space, personnel and equipment availability.
- 2.) Surface preparation is done using Silica abrasive. Prices are subject to review if other abrasives are required.
- 3.) All labour included in the base price is at Monday to Friday day shift straight time rates unless noted otherwise.
- 4.) All coatings are applied in accordance with the coating manufacturer's product data sheet.
- 5.) Dragon's and the coating manufacturer's standard warranty terms are applicable.
- 6.) Price is valid for thirty (30) days from the date of this quotation.
- 7.) Dragon's standard QC program and QC documents are applicable unless noted otherwise.
- 8.) Applicable taxes are excluded and will be applied to all amounts invoiced.
- 9.) Terms of payment are net 30 days with no holdback or retention.
- 10.) Schedule is subject to prior bookings and availability of paint material at the time of order.
- 11.) All prices are based on the currently defined scope of work as clarified herein and are subject to confirmation at the time of award. Changes in the scope of work are subject to a work change order (WCO).
- 12.) This quotation does not acknowledge acceptance of the Buyer's or End User's Terms and Conditions of Sale.
- 13.) Dragon Sandblasting is registered with ISNetwork, Avetta Consortium, & Comply Works.
- 14.) Dragon Sandblasting COR certificate #20190424-2879.

We appreciate the opportunity to provide pricing on this project and look forward to working together. If there are any questions, please feel free to contact the undersigned.

Yours truly,

Arnold Duong
NACE CIP Lvl.2 - #57125
Estimator / Quality Control
Dragon Sandblasting and Painting Ltd.



Request for Decision (RFD)

Meeting Date: Thursday, June 29, 2023

Agenda Item: # 7.21

Topic: STEP Program Wage Increase

Presented By: Dave Franchuk Environment and Parks Manager

Recommendation:

That the compensation for Smoky Lake County Step Students for the Parks and Recreation Department be increase from \$15.00 per hour to \$17.00 per hour, effective July 3, 2023.

Background: The Environment and Parks Department is currently having a difficult time in hiring staff under the STEP Program. These students are out in the elements for most of the day; throughout the years more and more expectations are expected to keep the County property, parks, Hamlets, Resorts mowed and maintained. The County needs 2 for the 4-month period and 2 for the 2-month period. Currently we have only one STEP employee for the 4-month position. The County needs, for this year, at least 3 more STEP students to maintain current activities. We did put an ad out twice and there are 3 students pending.

Last motion regarding Step wages is below.

December 17, 2015, Council Budget Meeting Motion #243-15:

That the compensation for Smoky Lake County Step Students for the Parks and Recreation Department and Public Works Department be increased from \$13.00 per hour to \$15.00 per hour, effective January 1, 2016.

Benefits:

Will fill positions as the wages will be more attractive.

Disadvantages:

The disadvantages will be an increase to the budget in the following years.

Alternatives:

Any alternative to the recommendation is at the discretion of Council.

Financial Implications:

The financial implications may remain unchanged as all positions have not been filled to date. Students are hired as of July 4, 2023.

Legislation:

The legislation, bylaws and/or policies relating to or affecting the recommendation are not listed on this RFD.

Intergovernmental:

N/A

Strategic Alignment:

N/A

Enclosure(s):

Email from Smoky Lake Foundation

Email from Town of Smoky Lake



Request for Decision (RFD)

Signature of the CAO: _____



Request for Decision (RFD)

Meeting Date: Thursday, June 29, 2023

Agenda Item: # 7.22

Topic: County Surplus Equipment Bds

Presented By: Dave Franchuk

Recommendation:

That Smoky Lake County Council accept the offer in the amount of \$50.00 plus GST for a total in the amount of \$52.50 payable to Smoky Lake County from Peter Anton, to purchase the County surplus capital equipment, as is - where is, described as 2001 500 US gallon propane tank serial # 42609 located at Smoky Lake Transfer station.

Background: Sale of County Surplus Equipment – Propane Tanks 604-23: Gawalko That Smoky Lake County advertise to sell the following County Surplus Equipment in the County Grapevine and on social media, as is - where is, by public tender stating "The Highest nor Any Bid Shall Not Necessarily Be Accepted", with a closing bid deadline of June 2, 2023, at 12:00 Noon: • Year-2001 500 US Gallon Propane Tank (requiring recertification), Serial # 42609, located at Smoky Lake Transfer Station; • Year-2001 500 US Gallon Propane Tank (requiring recertification), Serial # 49921, located at Bellis Transfer Station; • Year-2001 500 US Gallon Propane Tank (requiring recertification), Serial #512057, located at Spedden Transfer Station. Carried.

Benefits:

Liquidates surplus equipment.

Disadvantages:

N/A

Alternatives:

Any alternative to the recommendation is at the discretion of Council.

Financial Implications:

The amount of revenue received from the sale of the equipment is unknown.

Legislation:

Policy Statement No. 08-13-01: Disposal of Assets.

Intergovernmental:

N/A

Strategic Alignment:

N/A

Enclosure(s):

1. Bid Results.

Signature of the CAO: 

Enclosure 1.



Request for Decision (RFD)

Bid Results from the Surplus Equipment Sale April 11, 2023.

Year-2001 500 US gallon propane tank serial #42609

	BID
Peter Anton	\$50.00
No other bid	

I Peter Anton of Smoky Lake, ~~sub~~ submit a
tender for a 500 gallon Propane Tank from
Smoky Lake, ^{Dump} for the sum of fifty dollars.

P. Anton

May 31/2033

780-652-6041

Peter A. Anton

Quote on Propane Tank.



Request for Decision (RFD)

Meeting Date: Thursday, June 29, 2023

Agenda Item: # 7.23

Topic: Alberta CARE Annual Fall Conference 2023

Presented By: Environment & Parks Manager

Recommendation(s):

That Smoky Lake County Councillors and relevant administration who can attend - attend the 23rd Alberta CARE Annual Fall Conference 2023, scheduled for September 6-8, 2023 in Grande Prairie, Alberta.

Background:

Well attended by Smoky Lake County for several years, this annual conference has proven to be of value.

Benefits:

Explore other waste facilities and learn about best practices and the latest recycling information and programs.

Disadvantages:

Unknown.

Alternatives:

Any alternative to the recommendation is at the discretion of Council.

Financial Implications:

Budgeted Expense

\$225 +GST / registration (10% less if 3 or more people attending) plus Mileage, Meals, and Lodging for the conference in Grande Prairie.

Legislation:

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

Intergovernmental: N/A

Strategic Alignment: N/A

Enclosure(s): N/A

1. Alberta CARE Annual Fall Conference Pamphlet.

Signature of the Interim CAO: _____

A handwritten signature in black ink, appearing to be "Lisa", written over a horizontal line.



Request for Decision (RFD)

Enclosure #1

23rd Annual Alberta CARE Conference

Please forward registrations & payment to:
ALBERTA C.A.R.E.
Jinda McDonald, Executive Director
212-49 Street
Medoc, AB T9E 7H5
Cell: 1-780-668-6767
Email: executivedirector@albertacare.org
Web: www.albertacare.org

23rd Annual Alberta CARE Conference September 6th-8th 2023 Accommodations

Holiday Inn and Suites
Conference Centre
9816 107 Street, Grande Prairie, Alberta
1-780-402-6886

Group Reservation Alberta CARE



23rd Annual Alberta CARE Conference

September 6th- 8th 2023

Holiday Inn and Suites
Conference Centre
9816 107 Street, Grande Prairie, Alberta

*County of Grande Prairie No. 1
Host Sponsor*

Who Should Attend?

- Municipal Elected Officials
- Waste Management Employees
- Public Works Employees
- Landfill Operators
- Government Waste Management Agencies
- Community Recycling Associations and Non-Profit Groups
- Waste Management Businesses
- Environmental Organizations
- School Boards, Education Facilities
- Anyone interested in Reusing, Reducing, Recycling and Recovery

Silent Auction
Going once...
Going twice...
Beginning September 6th
Ending September 7th at 9pm

County of Grande Prairie No. 1



The County of Grande Prairie is well known for its productive agriculture areas, while thriving with its oil, gas, forestry, construction and tourism industries. The County features broad, gently rolling plains, steep sided river valleys, native grasslands and mixed wood boreal forests.

"Alberta's First County"

Alberta CARE 30th Anniversary



Alberta CARE founding members from the Grande Prairie Region 1993 developed a plan for a non-profit organization to advance Recycling and Waste Management in Alberta.



Request for Decision (RFD)

Tuesday, September 5th	Thursday, September 7th	Friday, September 8th
<p>Financial Sustainability, Landfill Closure, Landfill Disposal, and Waste Diversion Operation Workshop. 10:00 p.m. to 5:00 p.m. Register with executive.director@albertacare.org</p> <div style="background-color: #008000; color: white; padding: 5px; text-align: center;"> Wednesday, September 6th </div> <p>1:00 a.m. 5:00 p.m. Registration and Exhibit Set Up</p> <p>1:40 a.m. Light Lunch and Refreshments</p> <p>2:30 p.m. TOUR #1</p> <ul style="list-style-type: none"> County Regional Landfill Clairmont Centre for Recycling and Waste Management Reece Creek Transfer Station <i>(Bus Provided for you)</i> <p style="text-align: center;">OR</p> <p>TOUR #2</p> <ul style="list-style-type: none"> Wild River Adventure Jet Boat Tour <i>(Bus Provided for you)</i> <p style="text-align: center;">OR</p> <p>1:30 a.m. GOLF – The Dunes Golf and Winter Club 18 Holes</p> <p>1:00 p.m. COCKTAILS (Cash Bar)</p> <p>1:15 p.m. Welcoming Remarks from the Mayor of the County of Grande Prairie Welcoming Remarks from the Mayor of the City of Grande Prairie Welcoming Remarks from the Legislature</p> <p>1:30 p.m. BUFFET BANQUET</p> <p>1:00 p.m. Entertainment</p>	<p>7:00 a.m. Exhibit Viewing & Buffet Breakfast</p> <p>8:15 a.m. Welcome – Tom Moore, Chairman, Alberta CARE</p> <p>8:30 a.m. Environmental Sustainability Accomplishments Jennifer Besinger, Technical Service Manager, County of Grande Prairie, AB</p> <p>9:15 a.m. Landfill Gas to Energy Presentation Robert Geivolar, Landfill Supervisor, Aquatera Utilities</p> <p>10:00 a.m. Overview of the New Advances in Organic Recycling Alan Yee, Composting Council of Canada</p> <p>10:45 a.m. Stormwater Exemption Joey Hurby, Lead Policy Advisor, Alberta Environment & Parks</p> <p>NOON BUFFET LUNCH</p> <p>1:30 p.m. TOUR #3</p> <ul style="list-style-type: none"> Wild River Adventure Jet Boat Tour <i>(Buses Loading at 1:15 p.m.)</i> <p style="text-align: center;">OR</p> <p>TOUR #4</p> <ul style="list-style-type: none"> Crosslink County Complex County of Grande Prairie Dinosaur Museum Aqualera Landfill Aqualera Eco Centre <p style="text-align: center;">OR</p> <p>More GO.F at The Dunes <i>(Loading on fish on way)</i></p> <p>5:00 p.m. COCKTAILS</p> <p>6:30 p.m. BUFFET BANQUET</p> <p>8:00 p.m. Entertainment</p> <p>9:00 p.m. Silent Auction Ends</p> <div style="background-color: #008000; color: white; padding: 5px; text-align: center; margin-top: 10px;"> \$525.00 Registration Per Person Register 3 or more Delegates and receive a... 10% Discount! </div>	<p>7:00 a.m. Exhibit Viewing & Hot Buffet Breakfast</p> <p>8:15 a.m. Alberta Environment and Parks Jane Mackenzie, Director of Waste Policy Branch</p> <p>9:15 a.m. Alberta Recycling Management Authority Bill Gupenhartner, CEO</p> <p>10:30 a.m. ARMA Municipal Site Awards</p> <p>11:00 a.m. Closing Remarks Tom Moore, Chairman, Alberta CARE <i>(Coffee Side Board At 11:00)</i></p> <p style="color: red; text-align: center;">This Conference is Alberta Environment approved for Continuing Education Units</p> <div style="display: flex; justify-content: space-around; margin-top: 10px;">      </div> <p style="text-align: center; font-weight: bold;">County of Grande Prairie Offices</p>
Cancellation Deadline August 25th 2023		ALBERTA Coordinated Action for Recycling Enterprises (CARE) 1-780-980-8089 Office 1-780-688-6767 Cell



Request for Decision (RFD)

Meeting Date: Thursday, June 29, 2023

Agenda Item: # 7.24

Topic: Enterprise Fleet Management Canada Inc. Leases

Presented By: Mark Fedoretz

Recommendation:

That Smoky Lake County execute the open-end (equity) lease agreement with Enterprise Fleet Management Canada Inc. as per their Quote 7270882, Dated June 8, 2023, for Four (4) Year-2024 GMC Sierra SLE 4x4 Crew Cab 5.75 ft. box 147.4 in. WB, to replace Fleet Units 101C, 100A, 227A, 239B.

Background:

January 28, 2021, Council Meeting Motion #315-21 authorized Administration to engage Enterprise Fleet Management Canada Inc., in a timely manner to take advantage of the best pricing available for the purpose of adding four (4) Year-2021 Public Works fleet vehicle units, through an open-end lease agreement, which was executed on February 3, 2021.

April 28, 2021, Council Budget Meeting Motion #663-21 approved the amended Year-2021 to Year-2025 Five-Year Capital Project Budget of expenditures including:

- \$4,082,751 for Year-2023,
- \$3,425,179 for Year-2024, and
- \$1,634,785 for Year-2025.

Benefits:

We are able to keep the Total Cost of Ownership of the vehicles down to a minimum.

Disadvantages:

This is outside the budgeting period for 2024.

Alternatives:

We wait till and utilize the order bank for Ford trucks instead.

Financial Implications:

Budgeted expenditure of \$65141.30each for a total of \$260565.20 from the capital budget.

Strategic Alignment:

This is alignment with our 5 year capital replacement plan.

Enclosure(s):

1. Quote from Enterprise dated June 8, 2023.

Signature of the CAO: 



Request for Decision (RFD)

ENCLOSURE #1



FLEET MANAGEMENT

Open-End (Equity) Lease Rate Quote

Quote No: 7270882

Prepared For: Smoky Lake County
Fedoretz, Mark

Date 06/08/2023
AE/AM AS/SAD

Unit #
Year 2024 Make GMC Model Sierra 1500
Series SLE 4x4 Crew Cab 5.75 ft. box 147.4 in. WB

Vehicle Order Type Ordered Term 12 Province/State AB Customer# 591923

\$ 67,800.00 Capitalized Price of Vehicle All language and acknowledgments contained in the signed quote \$ 0.00 * Sales Tax
0.0000% Prov. AB apply to all vehicles that are ordered under this signed quote.

Driver Name **
Exterior Color Cardinal Red
Interior Color Jet Black w/Cloth Seat Trim
Lic. Plate Type Government
GWWR 0

\$ 0.00	* Initial License Fee	
\$ 0.00	* Registration Fee	
\$ 770.00	Other: (See Page 2)	
\$ 65,141.50	* Capitalized Price Reduction	
\$ 3,257.08	* Tax on Capitalized Price Reduction	
\$ 0.00	Gain Applied From Prior Unit	
\$ 0.00	* Tax on Gain On Prior	
\$ 0.00	* Security Deposit	
\$ 0.00	* Tax on Incentive (Taxable Incentive Total : \$0.00)	
	Total Capitalized Amount (Delivered Price)	
\$ 3,428.50	Depreciation Reserve @ 1.0000%	
\$ 34.29		
\$ 89.95	Monthly Lease Charge (Based on Interest Rate - Subject to a Floor)	
	Total Monthly Rental Excluding Additional Services	
\$ 124.24	Additional Fleet Management	
	Commercial Automobile Liability	
\$ 0.00	Liability Limit \$ 0.00	
\$ 0.00	Physical Damage Management	Comp/Coll Responsibility 070
\$ 0.00	Full Maintenance Program	Contract Kilometres 0 Excess Use Charge \$ 0.0000 Per Km
	Incl: # Brake Sets (1 set = 1 Axle) 0	# Tires 0
\$ 0.00		Loaner Vehicle Not Included
\$ 6.21	Additional Services SubTotal	
	GST 5.0000%	Province/State AB
\$ 130.45	Total Monthly Rental Including Additional Services	
\$ 3,017.02	Reduced Book Value at 12 Months	
\$ 495.00	Service Charge Due at Lease Termination	

Quote based on estimated annual kilometres of 20,000
(Current market and vehicle conditions may also affect value of vehicle)
(Quote is Subject to Customer's Credit Approval)

Notes

Printed On 06/08/2023 01:39 PM

Page 1 of 8



Request for Decision (RFD)

Meeting Date: Thursday, April 13, 2023

Agenda Item: #7.25

Topic: Snow Blade Proposal for Unit 206 – GMC 3500 4X4

Presented By: Public Works Foreman

Recommendation:

That Smoky Lake County take no action to the quote# EDWQTE115677, received from Drive Products Inc. dated April 4, 2023 for a 7.5ft snow plow attachment, further to the March 16, 2023, Council Motion #448, requesting a quote to provide a snow blade attachment for Public Works Unit 206, GMC 3500 4X4.

Background:

On March 16, 2023 Council requested that Administration obtain a quote to purchase and install a snow blade onto Unit 206, which is a 2013 GMC 3500, 4X4 with 185737km on it. The Public Works Shop Foreman has provided the information. The blade must be a straight blade as it can't be a V-type, due to the front axle weight rating of the truck is only 4800lbs and rear is 7050lbs.

Benefits:

Would provide another means of snow removal.

Disadvantages:

Unbudgeted costs to purchase and install the blade.

Alternatives:

Any alternative to the recommendation is at the discretion of Council.

Financial Implications:

Unbudgeted amount of \$10,834.86 plus installation.

Legislation:

Policy Statement No. 08-16-01: Purchasing Guidelines

Intergovernmental:

N/A

Strategic Alignment:

N/A

Enclosure(s):

1. Quote # EDWQTE115677 from Drive Products Inc., dated April 4, 2023


Signature of the CAO: _____

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



Request for Decision (RFD)

Enclosure #1



DRIVE PRODUCTS
SOLUTIONS PARTNERS SERVICES

DRIVE PRODUCTS GROUP OF BRANDS **POWER** **HE YOUNG**

DEL **INNOVATION** **CONTE** **CONCRETE** **CDT+** **INOMAX** **CONCRETE**

DRIVE PRODUCTS INC.(ACHE)
11455-250 St.
Acheson, AB T1X 0L4
Phone: (780) 960-6826
Toll Free: (800) 661-7336
Fax: (780) 960-6138

QUOTATION - SOUMISSION


Quotation / Soumission	EDWQTE115677
Date	4/4/2023
Page	1

Expiry Date / Date d'expiration: 4/19/2023

Sold To - Vendu À
County Of Smoky Lake
Box 310
Smoky Lake AB T0A 3L0

Ship To - Expédié À
County Of Smokey Lake
5004 50 St
Smoky Lake AB T0A 3C0

Customer No. N° du Client	Customer PO Bon commande	Salesperson Vendeur	Customer Service Représentant	Shipping Method Méthode d'expédition	Ship Date Date d'expédition (mm/dd/yy)
COUNTY#		FBILYK	TRIDEOUT		
VIN : NIV		Odometer : Odomètre	Unit# : Numéro d'unité	Job Scope : Description de tâche	

Qty	Item Number Numéro d'article	Description	U of M	Unit Price Prix Unitaire	Net Amount Montant Net
1	P75HALOWES	7.5ft Pro Plow Halogen Package	each	\$10,318.91	\$10,318.91
					

Subtotal / Sous-total	\$10,318.91
Freight / Transport	\$0.00
GST	\$515.95
PST	
Total	\$10,834.86

Signature _____

Date _____

DPI GST# 85240 0316 RT0001
DPI GST# 1217408993 TG0001



Request for Decision (RFD)



May 2, 2023

Quotation #:2023-05-02

Smoky Lake County
4612 McDougall Ave
Smoky Lake, AB
T0A 3C0

As per our conversation, please accept the following quotation for the **Supply & Installation** of the following equipment:

BUYERS "Snow Dogg" SNOWPLOW MODEL EX80II

SPECIFICATIONS:

- Moldboard is 8' in length x 31" high.
- 83" Cutting width at full angle.
- 12-gauge, 304 stainless steel, full trip moldboard
- 4 trip springs with HD shock absorbers
- 9 vertical ribs
- Floating A-Frame
- ½" x 6" replaceable cutting edge • 1 ½" x 12" angling cylinders
- Adjustable cast iron skid shoes
- Halogen Plow Lights with integral Turn Signals
- Corner Markers
- Pistol Grip Controller
- Poly Snow Deflector
- Parking Stands
- 2-year standard warranty.

Your Price:	\$ 6,188.00
Installation:	\$ 1,700.00

Note: Due to the model year of the chassis, the installation is an estimate. If any issues arise during the installation, you will be notified. Any extra labor for installation would be charged as an extra.

Please call if you have any questions.
Regards,

Dan Bogart
Sales Representative



Request for Decision (RFD)

May 5 2023

Hello Mark,

Thank you for your patience in getting this out to you. Not an easy thing to get straight answers on I found, but I at least some basic pricing for you on the Snowplow. Please also keep in mind that any of the products are not in stock at this time.

I don't have these part numbers in my system as we don't typically stock this product but will at least give you something to check out and pricing.

Meyer Snowplows is the Manufacturer, and the parts are as follows:

MEY53310 - Super Blade Snow Plow Package - \$14,467.99

MEY17174 - Install Kit for 11-14 GMC HD - \$664.99

MEY23056 - Wiring Harness - \$150.99

I really hope this helps,

--

Abby Goodwin | Inside Sales



**NORTH SHORE
OFF-ROAD CENTRE**



Phone: 780.471.2500

12912 Yellowhead Trail NW | Edmonton, Alberta

<https://raventruck.com/edmonton-north>

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Request for Decision (RFD)

April 27 2023

Hi Mark,

We were chatting about a 7'6" pro-plow for your 2013 GMC K3500 w/ crew cab, 6.5' box, 6.0L V8, 4800 lbs. FGAWR, 7050 RGAWR, and 10,800 GVWR

This plow is currently in stock @ \$8740.

That would include the vehicle mounting, wiring, controller, and halogen plow lights.

Installation is an extra \$1500 if you wanted us to install that for you.

Thanks,

David

David Kroshko

PARTS REPRESENTATIVE

Fort Garry Industries Ltd.

5350 72 Ave SE, Calgary, Alberta T2C 4X5

ph: 403 236-9712





Request for Decision (RFD)



Request for Decision (RFD)

Meeting Date: Thursday, June 29, 2023

Agenda Item: # 7.26

Topic: Hyundai HL975 wheel loader

Presented By: Mark Fedoretz

Recommendation:

That Smoky Lake County execute the purchase agreement with Chinook Equipment Quote #03-972, dated June 15, 2023, for a 2023 Hyundai HL975A Loader with a 6.3-yard smooth bucket.

OR

That Smoky Lake County execute the lease agreement with Chinook Equipment Quote #03-972, dated June 15, 2023, for a 2023 Hyundai HL975A Loader with a 6.3-yard smooth bucket.

Background:

The Cat 950H wheel loader that we are currently using has 7500hrs. We plan on keeping the 950H wheel loader for the salt and calcium loading in winter and the odd gravel job in summer to help make the gravel hauling more efficient. The loader bucket is worn down and the rest of the machine is showing its age and the effects of salt and calcium making it unreliable as it is the only wheel loader that we have.

Benefits:

Instead of renting a loader for the five gravel months at a cost of \$15,000.00 to \$20,000.00 per month we lease or buy.

Disadvantages:

There will still be finance charges due to it being a lease or a loan.

Alternatives:

Purchase the loader outright by funding from the general capital reserve. Pay back \$100,000 every year until they have been replenished. This will save on interest costs but will also result in a loss of interest revenue of approximately \$17,000 for the first-year prorated down by \$100,000 per year. For 5 years.

Financial Implications:

There is \$100,000.00 budgeted for this in 2023 as per the 5-year capital plan.

Strategic Alignment:

This is alignment with our 5-year capital replacement plan.

Enclosure(s):

1. Quote

Signature of the CAO: 



Request for Decision (RFD)

Enclosure #1



Chinook Equipment Ltd.
 Unit 107 3921 81 Ave
 Leduc, AB T9E 8S6
 780.612.8918
 www.ChinookEquipment.ca
 GST# 784146730 RT0001

QUOTE - DO NOT PAY

SMOKE

Quote: 03-972 PO:
 Date: 6/15/2023 CustId: COUNTY OF

Cust Email:

Phone: (780) 650-5510
 Salesperson: MikeS
 User: MikeS
 Ship To:

Bill To:

County of Smoky Lake
 Mark Fedoretz
 5004 - 50th Street
 Smoky Lake, AB T0A 3C0 CA

County of Smoky Lake

Item	Type	Description	Qty	Tax	Price	Discount	Net Price
16350 / WL0213	UN	Hyundai HL975 Yr: 2023 S/N: HHKHW770CL0000213 HYU - 331Hp Cummins Diesel Wheel Loader Meter: 11.20 Hours BS01: Boom Safety Lock Bar CW12: 4,740 lbs Heavier Counterweight DY02: Universal Key, Engine start Door Lock EB01: Additional Halogen Cabin Lights EF10: LED Beacon EI01: Rear View Camera EO06: Hi-Mate for 5 Years FJ02: Dual Brake Pedal JS01: Joystick steering LA01: Standard Front Attachment LB01: 128" PIN-ON Bucket (6.3 yd3) LF01: Ride Control System LM01: Rear Fenders (Mud Guards) LP05: 5-Speed Transmission w/ Lock-Up Clutch LT28: 26.5 R25 L3 Tires : Triangle LU01: Belly-Pan Guard LV02: 3rd Spool Valve MCV MS13: 3" Seat Belt Air Sus. Seat w/ Heater OL08: VG32 for Cold Area Hydraulic Oil RV11: Electric-Hydraulic 1-Joystick Control XC02: Axle Oil Cooler in Front and Rear XFR6: Front Diff. Lock / Rear Conv. Axle	1.0000	Y	\$439,000.00		\$439,000.00
Remark	RE	3 year/3000 Hour Full Warranty					
Remark	RE	Warranty C/W 0\$ deductible & 300km travel					
						Total:	\$439,000.00
Totals					Sub Total:		\$439,000.00
					GST:	\$21,950.00	
					Total Tax:		\$21,950.00
					Invoice Total:		\$460,950.00

Dealer Signature: _____

Customer Signature: _____

TERMS:
 ALL ACCOUNTS DUE NET 30 DAYS. A SERVICE CHARGE OF 24% PER ANNUM (2% PER MONTH) WILL BE ADDED TO OVERDUE ACCOUNTS AT TIME OF STATEMENT. 15% RESTOCKING FEE ON ALL RETURNED PARTS, NO RETURNS ON ELECTRICAL PARTS OR SPECIAL ORDERED PARTS. NO REFUND WITHOUT THIS INVOICE. NO REFUNDS AFTER 30 DAYS.

This form legislated under Policy Statement No. 01-27: County Council Meetings Request for Decision



Request for Decision (RFD)

Option 1 – Lease for 60 months to \$1

- 60 Payments - \$8,465.35 which is \$101,934.20 per year.

Label:

Compounding Period: Nominal Annual Rate: %

Event	Date	Amount	Number	Period	End Date
1 Lease	06-15-2023	439,000.00	1		
2 Lease	06-15-2023	350.00	1		
3 Lease Payment	06-15-2023	8,465.35	60	Monthly	05-15-2028

+ [Click here to add a new line](#)

Option 2 – Lease for 60 months with 20% residual (guaranteed by client which is really a bullet payment)

- 59 payments - \$7,311.51 which is \$87738.12 per year.
- 60th payment - \$87,960

Label:

Compounding Period: Nominal Annual Rate: %

Event	Date	Amount	Number	Period	End Date
1 Lease	06-15-2023	439,000.00	1		
2 Lease	06-15-2023	350.00	1		
3 Lease Payment	06-15-2023	7,311.51	59	Monthly	04-15-2028
4 Lease Payment	05-15-2028	87,960.00	1		

Option 3 – Loan for 60 months (no taxes)

- 1st payment is 20% down of \$87,960
- 59 payments - \$6,903.57 which is \$82842.84 per year.

Label:

Compounding Period: Nominal Annual Rate: %

Event	Date	Amount	Number	Period	End Date
1 Loan	06-15-2023	439,000.00	1		
2 Loan	06-15-2023	350.00	1		
3 Payment	06-15-2023	87,960.00	1		
4 Payment	07-15-2023	6,903.57	59	Monthly	05-15-2028

+ [Click here to add a new line](#)



Request for Decision (RFD)

Option 4 – Loan for 61 months and last payment is 20%

- 1st payment is 20% down of \$87,960
- 59 payments - \$5,626.85
- 61st payment - \$87,960

Label:

Compounding Period: Nominal Annual Rate: %

Event	Date	Amount	Number	Period	End Date
1 Loan	06-15-2023	439,000.00	1		
2 Loan	06-15-2023	350.00	1		
3 Payment	06-15-2023	87,960.00	1		
4 Payment	07-15-2023	5,626.85	59	Monthly	05-15-2028
5 Payment	06-15-2028	87,960.00	1		

+ [Click here to add a new line](#)

Option 5 - Rent to Own option

\$ 15,000.00 per month for 6 months. 80% of rentals paid would be applied to the sell price of \$439,000.00

After 6 months you would go to the bank and finance the remaining balance \$367,000.00

Using todays rate of 6.07% (subject to change), you r payments would be \$7107.09 monthly over 60 months.



Request for Decision (RFD)

Meeting Date: Thursday, June 29, 2023

Agenda Item: # 7.27

Topic: Thorhild County Mutual Fire Aid Agreement 2023-2025

Presented By: Fire Chief

Recommendation(s):

That Smoky Lake County execute a Mutual Aid Agreement with Thorhild County for the Year 2023 to Year 2025 Election Term at a cost of \$400/hour/unit.

Background:

- Mutual aid agreements are executed between each municipality to provide clear and consistent terms for providing fire protection services within each boundary. With every election term the current mutual aid agreement information requires updates with the new contact information.
- Bylaw No. 1285-15: Fire Protection Services "Schedule A" states if a mutual aid agreement is not executed with Smoky Lake County no emergency services will be provided.
- RMA Insurance advises that the County execute mutual aid agreement with other municipalities to mitigate risk and liability.
- June 24, 2022 Smoky Lake County sent Thorhild County a Mutual Fire Aid Agreement. December 22, 2022 Smoky Lake County received a revised *Municipal Emergency / Disaster / Fire Mutual Aid Agreement* From Thorhild County which would serve both municipalities more effectively.

Benefits: Clear consistent terms for providing fire protection services. Good risk management for fire control for Smoky Lake County. Avoids unnecessary delays for emergency responses.

Disadvantages:

No fire protective services will be provided without a mutual aid agreement.

Alternatives: Mutual aid fire protection can be provided but will require council resolution prior to responding, only in acclaimed Local State of Emergency.

Financial Implications: As per executed mutual aid agreement at \$400/hour/unit .

Legislation: Bylaw No. 1285-15, RMA Insurance

Intergovernmental:

With each respective municipality

Strategic Alignment: N/A

Enclosure(s):

1. *.Thorhild County Letter Date: December 19, 2022*
2. *Municipal Emergency / Disaster / Fire Mutual Aid Agreement Smoky Lake County and Thorhild County*

Signature of the CAO: 



Box 10, Thorhild, AB T0A 3J0
Ph: 780-398-3741
www.thorhildcounty.com

December 19, 2022

Smoky Lake County
Box 310
Smoky Lake, Alberta
T0S 3C0

Re: Mutual Aid Agreement

Dear Spencer,

Thorhild County has reviewed the Mutual Fire Aid Agreement that was executed by Smoky Lake County Council. After a lengthy review we are providing Smoky Lake County with a revised Agreement. We feel that this revised Agreement will better serve the two municipalities in the event that Mutual Aid is required.

I am available for further discussion on this Mutual Aid Agreement. I can be reached at or 780-398-3741 ext 2808, or carol.revega@thorhildcounty.com. I will be off for Christmas break from December 24, 2022 to January 2, 2023.

Yours truly,

A handwritten signature in blue ink that reads "Carol Revega".

Carol Revega
Director of County Services

**MUNICIPAL EMERGENCY/DISASTER/FIRE MUTUAL AID
AGREEMENT**

THIS AGREEMENT made effective the day of , 202X

BETWEEN:

SMOKY LAKE COUNTY
(Hereinafter called "Smoky Lake County")

OF THE FIRST PART

AND

THORHILD COUNTY
(Hereinafter called "Thorhild County")

OF THE SECOND PART

WHEREAS Smoky Lake County and Thorhild County are neighboring jurisdictions that border each other;

AND WHEREAS Smoky Lake County and Thorhild County provide Essential Services within their respective municipal boundaries;

AND WHEREAS it is desirable that at various times Smoky Lake County and Thorhild County wish to assist each other during emergencies including, but not limited to, fires, vehicular collisions, states of local emergency and other Municipal Emergencies where life and/or property is endangered, and when the local authority where the Municipal Emergency has or is expected to occur, has requested the Assistance;

AND WHEREAS the parties wish to enter into an Agreement to formalize their rights and obligations for the supply of such services.

NOW THEREFORE THIS AGREEMENT WITNESSETH THAT in consideration of the premises, covenants and agreements herein contained, the parties covenant and agree as follows:

1.0 DEFINITIONS

1.1 In this Agreement, the following words and expressions have the meanings herein set forth:

- (a) "Assistance" means the provision of services, to the standard of service normally provided throughout the parties' respective municipal boundaries, available to the Requesting Party from a Supplying Party pursuant to this Agreement;
- (b) "Authorized Representative" means any one of:
 - 1. Chief Administrative Officer;
 - 11. Fire Chief or designate;

111. Director of Emergency Management;

iv. Deputy Director of Emergency Management;

v. Incident Commander;

as listed and as updated from time to time in in the attached Schedule B.

- (c) "Claims" means any and all manner of action and actions, cause and causes of action, suits, debts, dues, sums of money, general damages, special damages, interests, costs, fees (including legal fees on a solicitor-and-his-own-client full indemnity basis), claims and demands of every nature and kind at law or in equity or under any statute which any party has, had or shall have directly or indirectly;
- (d) "Disaster" means an event that results in serious harm to the safety, health or welfare of people or in widespread damage to property;
- (e) "Essential Service" means a service without which the safety, health or welfare of the community or a section of the community would be endangered or seriously prejudiced;
- (f) "Facility" means any building, structure or property that is used as a place for people to work, conduct activities or to store property;
- (g) "Equipment" means any vehicles, tools, contrivances, devices, or materials used to combat an Municipal Emergency, and includes rolling apparatus such as, but not limited to, fire truck, pumper truck, rescue truck, command post, or any vehicle provided with machinery, devices, or materials used to transport personnel or supplies to combat any Municipal Emergency;
- (h) "Heavy Equipment" means any Equipment or device designed and intended for use in construction, or material handling, including but not limited to, air compressors, pile drivers, pneumatic or hydraulic tools, bulldozers, tractors, excavators, trenchers, cranes, derricks, loaders, scrapers, pavers, generators, off-highway haulers or trucks, ditchers, compactors and rollers, pumps, concrete mixers, graders, or other material handling Equipment;
- (i) "Municipal Emergency" means an event that requires prompt co-ordination of action or special regulation of persons or property to protect the safety, health or welfare of people or to limit damage to property;
- (j) "Force Majeure" means any cause not within the reasonable control of the Supplying Party including, without limitation, the inability to assemble sufficient volunteer personnel to adequately respond to a call for Assistance, interruption of telecommunications, gas, electric or other utility service, acts of God, strikes, lockouts, or other industrial disturbances, acts of the public enemy, wars, blockades, insurrections,

riots, epidemics, landslides, earthquakes, fires, lightning, storms, floods, high water, washouts, inclement weather, orders or acts of military authorities, civil disturbances and explosions;

- (k) "Incident Commander" means the individual responsible for all activities, including the development of strategies and tactics and the ordering and the release of resources. The Incident Commander has overall authority and responsibility for conducting Municipal Emergency operations and is responsible for the management of all Municipal Emergency operations at the site; and
- (l) "Incident Command System" means the standardized on-site management system designed to enable effective, efficient incident management by integrating a combination of facilities, Equipment, personnel, procedures, and communications operating within a common organizational structure.

2.0 AUTHORITY

- 2.1 The authority for municipalities to enter into this agreement is provided under Section 54(1) of the Municipal Government Act.
- 2.2 This agreement will be utilized in keeping with the intent of the following Statutes of Alberta as proclaimed and amended:
 - (a) The Emergency Management Act and Regulations
 - (b) The Municipal Government Act and Regulations
- 2.3 If anything in this agreement is inconsistent with the provisions of any provincial statute, then the agreement is of no effect to the extent of the inconsistency.
- 2.4 This agreement will not supersede any existing contracts or agreements between local authorities to routinely provide emergency services within the area of jurisdiction of the local authorities and as defined in each contract or agreement.

3.0 TERM OF AGREEMENT

- 3.1 This Agreement shall remain in full force and effect from the date first written above (the "Effective Date") until terminated by either party, provided that the party wishing to terminate this Agreement shall give to the other party ninety (90) days' notice in writing of its intention to terminate this Agreement.

4.0 APPLICATION

- 4.1 From the Effective Date of this agreement, any party hereto (herein called the "Requesting Party"), that feels that the Assistance of the other party (herein called the "Supplying Party") to this agreement is required, or may be required, it will contact the party(s) either in person, by telephone, radio, facsimile or some other means to request Assistance.

4.2 The request will indicate whether it applies to a:

- (a) Municipal Emergency;
- (b) Potential or pending State of Local Emergency; or a
- (c) Declared State of Local Emergency;

and it will outline what Assistance is requested, where it is required and whether it is required immediately, required at a specified time or if the request is to place resources in a standby mode for a possible pending requirement.

- 4.3 The Authorized Representative of the Supplying Party will have full authority and discretion to determine if, based on current and anticipated conditions, the Supplying Party is able to meet all, some or none of the requests from the Requesting party to assist in dealing with the Requesting Party's Municipal Emergency. Where a Supplying Party's Assistance is delayed or the Supplying Party is prevented from rendering Assistance, the Supplying Party shall, as soon as reasonably possible, give notice to an Authorized Representative of the Requesting Party of the nature, extent, and cause for such delay or inability to provide Assistance. The Requesting Party shall have no Claim for damages or compensation against a Supplying Party arising out of the refusal of that Supplying Party to render Assistance.
- 4.4 Further, each Supplying Party may, even after commencement of providing Assistance, withdraw Assistance where it is necessary or desirable that the Supplying Party's staff or Equipment provide services at another location and the Requesting Party shall have no Claim for damages, compensation or indemnity arising out of the withdrawal of Assistance.
- 4.5 Each party, whose Assistance is requested, will provide information to the Requesting Party as soon as possible indicating what, if any, Assistance will be provided as well as when and where it will be available.
- 4.6 Each party shall be responsible for receiving calls from the public within their respective municipal boundaries.
- 4.7 Requests for Assistances shall be made by an Authorized Person of the Requesting Party and shall be directed to an Authorized Representative of the Supplying Party.
- 4.8 Where a request for Assistance is received from someone other than one of the Requesting Party's Authorized Representatives, the Supplying Party shall confirm the request with an Authorized Representative of the Requesting Party before providing Assistance.
- 4.9 Assistance may be requested in situations in which the Requesting Party is in attendance, or situations in which the Requesting Party is unable to respond.
- 4.10 A Requesting Party shall not request Assistance, nor need the Supplying Party to provide Assistance in relation to vehicle, grass or bush fires, unless such fires are immediately threatening buildings or lives.

- 4.11 The level of service to be provided by the Supplying Party in providing Assistance to the Requesting Party shall be the same level of service with which the Supplying Party would respond to similar circumstances within its own municipal boundaries.

5.0 COST RECOVERY

5.1 Equipment

- (a) Where a request for Assistance is received or confirmed by the Requesting Party's Authorized Representative and Supplying Party provides Assistance for Equipment, the Requesting Party shall compensate the Supplying Party for all applicable Equipment, inclusive of manpower, as per the rates set out in Schedule C.
- (b) The Supplying Party shall be compensated for the total number of hours for each vehicle, rounded to the nearest 15 minutes, from leaving the station (i.e. Dispatched) until the Equipment is back in service, as documented in the "Run Report".

5.2 Motor Vehicle Collision Response

- (a) Where a request for Assistance is received or confirmed by the Requesting Party's Authorized Representative and Supplying Party provides Assistance, the Requesting Party shall compensate the Supplying Party for all applicable Equipment inclusive of manpower, as per the rates set out in Schedule C.
- (b) The Supplying Party shall be compensated for the total number of hours for each Equipment, rounded to the nearest 15 minutes, from the time of Dispatch until the Equipment is back in service, as documented in the "Run Report".

5.3 Heavy Equipment

- (a) Where a request for Assistance is received or confirmed by the Requesting Party's Authorized Representative and Supplying Party provides Assistance for firefighting resources, the Requesting Party shall compensate the Supplying Party for all applicable Heavy Equipment, inclusive of manpower, as per the rates set out in Schedule C.
- (b) The Supplying Party shall be compensated for the total number of hours for each Heavy Equipment, rounded to the nearest 15 minutes, from leaving the municipality (i.e. Dispatched) until the Heavy Equipment is back in service.

5.4 Facilities

- (a) Where a request for Assistance is received or confirmed by the Requesting Party's Authorized Representative and Supplying Party provides Assistance, the Requesting Party shall compensate the Supplying Party for all applicable Facilities exclusive of manpower, as per the rates set out in the respective municipality's bylaws, policies and agreements.
- (b) The Supplying Party shall be compensated for the actual time that the Facility is occupied by the Requesting Party, including any costs or penalties incurred by the Supplying Party due to cancellation of events confined in the Facility.

5.5 Manpower

- (a) Where a request for Assistance is received or confirmed by the Requesting Party's Authorized Representative and Supplying Party provides Assistance for manpower resources, the Requesting Party shall compensate the Supplying Party the actual cost plus 20%.
- 5.6 In event of a dispute between parties, regarding invoiced amounts for services provided under this agreement, a mutually agreeable third party may be requested to facilitate a resolution.
- 5.7 The party providing Assistance will be responsible for submitting a written invoice for services to the Requesting Party within 30 days of the service(s) being provided, or in the event of a large-scale Disaster, as soon as practicable.
- 5.8 The Requesting Party will be responsible to the Supplying Party(s) for the payment of all normal costs associated with the provision of the service within 60 days of receipt of a written invoice for services provided.

6.0 OPERATIONAL CONSIDERATIONS

- 6.1 The Party Requesting Assistance will be responsible for direction and supervision of the resources of the parties providing Assistance in keeping with the principles of the Incident Command System, subject to 6.2, 6.3 and 6.4 below.
- 6.2 Where the persons providing direction and supervision of resources are of the opinion that representatives of parties Supplying Assistance can provide a better level of direction and supervision, they may request that one or more representatives from the parties Supplying Assistance assume the responsibility for direction and supervision.
- 6.3 A representative of a Party Supplying Assistance, receiving a request outlined in 6.2, may refuse a request to assume responsibility for direction and supervision.
- 6.4 A representative of a Party Supplying resources, and anyone under their direct supervision, may refuse to follow the directions of the persons providing direction and supervision on behalf of the Requesting Party when they believe that following the direction provided would result in an unreasonable risk to themselves or the persons and/or Equipment under their control.
- 6.5 It is understood that when any disagreement arising in 6.4 occurs all reasonable efforts will be made to resolve the issue quickly. When this is not possible, and the issue is of a significant and ongoing nature, the representative of the Party Supplying resources may withdraw the resources under their control and return, along with these resources, to their own local authority. All reasonable efforts will be made to notify the Requesting Party and their own local authority of their decision, reasons and actions.

- 6.6 The parties may, from time to time, arrange for the transfer of information and records sufficient to enable the parties to effectively provide Assistance when and if called upon. Each party shall provide such information and documentation upon request being made, as noted above, prior to, during, after, and in anticipation of any request for Assistance giving rise to the operation of the provisions of this Agreement.
- 6.7 Both parties agree to participate in joint training initiatives and information exchanges as may be arranged by the parties from time to time. Each party shall bear their own costs with respect to this section.
- 6.8 The parties may develop and agree upon operational and maintenance policies, procedures and strategies for the efficient and effective deployment of personnel and Equipment to emergencies, the efficient and effective provision of services by the parties, and the efficient and effective provision of Assistance under this Agreement generally. Any and all such policies, procedures, and strategies shall, when and if agreed upon, be evidenced in writing, and copies shall be retained by each of the parties at their respective offices so as to be immediately available in the event of the occurrence of any emergency for which Assistance is requested. Notwithstanding the foregoing, the parties acknowledge that when and if agreed upon, the policies, procedures and strategies shall be guidelines only, and the parties shall exercise reasonable best efforts to comply with and conform to such guidelines, having regard to the nature and extent of the emergency that may occur and the criticality of timing of response and decision making and response thereto.

7.0 WAIVER AND INDEMNIFICATION

- 7.1 The Supplying Party shall not be liable to the Requesting Party for any failure or delay in the performance of its obligations hereunder nor be deemed to be in breach of this Agreement, if such failure or delay has arisen from Force Majeure. When the Supplying Party is prevented from carrying out its obligation hereunder due to Force Majeure, the Supplying Party shall, as soon as possible, give notice of the occurrence of such Force Majeure to the Requesting Party and the Supplying Party shall thereupon be excused from the performance of such obligations for the period of time directly attributable to the effect of the Force Majeure.
- 7.2 The Requesting Party does hereby remise, release and forever discharge the Supplying Party, its officials, councillors, employees, servants, agents, insurers, successors and assigns of and from all Claims which the Requesting Party may have against the Supplying Party arising out of the provision of Assistance excepting where such Claims result from the negligence or willful misconduct of the Supplying Party, its officials, councillors, employees, servants, successors or assigns.
- 7.3 The Requesting Party shall indemnify and save harmless the Supplying Party from any and all Claims brought by any party which is not a party to this Agreement arising out of or in any way related to the Supplying Party providing Assistance and the proper discharge of the obligations of

the Supplying Party excepting where such Claims result from the negligence or willful misconduct of the Supplying Party, its officials, employees, servants, successors or assigns.

8.0 RESPONSIBILITIES AND ADMINISTRATION

8.1 Each party shall, during the currency of this Agreement:

- (a) maintain all requisite Federal, Provincial and Municipal licenses, permits and approvals for all services contemplated pursuant to this Agreement;
- (b) maintain all Equipment in good working order;
- (c) maintain coverage for its staff pursuant to the Worker's Compensation Act;
- (d) provide the other party with a list of its Authorized Representatives, and their applicable telephone numbers, and any changes to the list and telephone numbers as set out in (Schedule B); and
- (e) maintain commercial general liability insurance including coverage relating to the provision of fire protection services, of not less than Five Million (\$5,000,000.00) Dollars per occurrence.

8.2 Excepting requests for Assistance, all notices, communication and statements (the "Notice") required or permitted hereunder shall be in writing. Notice shall be served to the relevant address set forth in Schedule A hereto, or to such other address as each party hereto may from time to time direct in writing, by one of the following means:

- (a) personally, by delivering it to the party on whom it is to be served at the address set out herein, provided such delivery shall be during normal business hours. Personally, delivered Notice shall be deemed received when actually delivered as aforesaid; or
- (b) by telecopier or by any other like method by which a written or recorded message may be sent, directed to the party on whom it is to be served at the address set out herein. Notice so served shall be deemed received on the earlier of:
 - i. upon transmission with answer back confirmation if received within the normal working hours of the business day; or
 - 11. if received after normal working hours of the business day, at the commencement of the next ensuing business day following transmission with answer back confirmation thereof; or
- (c) by mailing via first class registered post, postage prepaid, to the party on whom it is served. Notice so served shall be deemed to be received seventy-two (72) hours after the date it is postmarked. In the event of postal interruption, no notice sent by means of the

postal system during or within seven (7) days prior to the commencement of such postal interruption or seven (7) days after the cessation of such postal interruption shall be deemed to have been received unless actually received.

8.3 If any term, covenant or condition of this Agreement or the application thereof to any party or circumstance shall be invalid or unenforceable to any extent the remainder of this Agreement or application of such term, covenant or condition to a party or circumstance other than those to which it is held invalid or unenforceable shall not be affected thereby and each remaining term, covenant or condition of this Agreement shall be valid and shall be enforceable to the fullest extent permitted by law.

8.4 This Agreement constitutes the entire agreement between the parties hereto relating to the subject matter hereof and supersedes all prior and contemporaneous agreements, understandings, negotiations and discussions, whether oral or written, or the parties and there are not general or specific warranties, representations or other agreements by or among the parties in connection with the entering into of this Agreement or the subject matter hereof except as specifically set forth herein.

8.5 This Agreement shall not be assignable by any party hereto to any other person, firm or corporation without the prior consent of all the other parties hereto.

IN WITNESS WHEREOF the parties hereto have set their seals and hands of their proper officers in that behalf on the day herein first above written.

SMOKY LAKE COUNTY

Reeve Lorne Halisky

CAO Gene Sobolewski

THORHILD COUNTY

Reeve Joyce Pierce

CAO Ryan Maier

SCHEDULE A

Thorhild County

Attention CAO

Box 10

801-1 Steet

Thorhild , Alberta

T0A 3J0

Phone: 1-780-398-3741

Fax: 1-780-398-3748

Email: info@thorhildcounty.com

Smoky Lake County

Attention CAO

Box 310

4612 McDougall Drive

Smoky Lake, Alberta

T0A 3C0

Phone: 1-780-656-3730

Fax: 1-780-656-3768

Email: county@smokylakecounty.ab.ca

SCHEDULE B

Authorized Representatives – for Requesting Assistance

Smoky Lake County

Title	Name	Landline	Cell	Email
Chief Administrative Officer	Gene Sobolewski	780-656-3730	780-207-1884	cao@smokylakecounty.ab.ca
Regional Fire Chief	Scott Franchuk		780-650-5410	sfranchuk@smokylakcounty.ab.ca
Director of Emergency Management	Trevor Tychkowsky	780-656-3755	870-650-5111	ttucjkowsky@smokylakecounty.ab.ca

Thorhild County

Title	Name	Landline	Cell	Email
Chief Administrative Officer	Ryan Maier	780-398-3741 ext 2800	780-919-2924	cao@thorhildcounty.com
Fire Chief	Denis Poulin	780-398-3741 Ext 2804	587-336-3116	denis.poulin@thorhildcounty.com
Director of Emergency Management	Ryan Maier	780-398-3741 ext 2800	780-919-2924	cao@thorhildcounty.com
Deputy Director of Emergency Management	Carol Revega	780-398-3741 ext 2808	780-656-6121	carol.revega@thorhildcounty.com
Director of Infrastructure	Wayne MacLean	780-398-3741 ext 2816	780-656-6034	wayne.maclean@thorhildcounty.com

SCHEDULE C

Services Rates

Smoky Lake County Rates

Supply Item	Service Rate Agreement
Fire Apparatus	The sum of four hundred (\$400.00 dollar)s for each hour or fifteen (15) minute fraction thereof for each firefighting vehicle owed the the Supplying Party to include two (2) firefighters per unit
Construction Equipment	Costs will be based on the current Alberta Road Builders and Heavy Construction rates
Personnel	Each Additional firefighter (excluding the two (2) firefighters per unit) at twenty-five (\$25.00) dollars per hour or fifteen (15) minute fraction thereof;

Thorhild County Rates

Supply Item	Service Rate Agreement
Fire Apparatus	Thorhild County rates will be based on the most current bylaws or policies of Thorhild County.
Construction Equipment	Costs will be based on the current Alberta Road Builders and Heavy Construction rates.
Personnel	Section 5.5 Manpower at the following rates Each Additional firefighter (excluding the two (2) firefighters per unit) at Thorhild County most current bylaws or policies.



Request for Decision (RFD)

Meeting Date: Thursday, June 29, 2023

Agenda Item: # 7.28

Topic: 3rd Annual 2023 Emergency Preparedness Day

Presented By: Fire Chief

Recommendation(s):

That Smoky Lake County approve the unbudgeted expenditures in the amount of \$1,793.08 for hosting the 3rd Annual 2023 Emergency Preparedness Day at the Smoky Lake Agricultural Society Complex located at 4612 – 54 Ave on Friday, May 12, 2023.

Background:

- In 2019 Smoky Lake County partnered with RCMP and Fish and Wildlife to host the 1st Annual Emergency Preparedness Day on Saturday May 4, 2019. Smoky Lake RCMP and Victim Services sponsored the food and Smoky Lake County sponsored the venue.
- In 2022 the 2nd Annual Emergency Preparedness was hosted on Saturday May 7, 2022 with Rural Crime Watch providing food as a fundraiser for the group and the County sponsoring the venue.
- For 2023 the 3rd Annual Emergency Preparedness Day was scheduled for Friday May 12, 2023 due to poor attendance at the previous years.
- Scheduling the Emergency Preparedness Day on a weekday limited the availability of the volunteers, in respect to new RCMP members and no Victims Services program the County agreed to sponsor the 2023 event.

Benefits: Provides education in awareness to the residents for emergency events, in person communication tool

Disadvantages: Requires human resources and funding, no local newspaper to advertise

Alternatives: Create an Emergency Preparedness package (newsletter, video and recommendation) to be email or mailed at the resident's request.

Financial Implications: Unbudgeted expenditure from the 2023 Fire Protective Services 2023 operating budget.

Legislation: N/A

Intergovernmental: N/A

Strategic Alignment: N/A

Enclosure(s):

1. *3rd Annual Emergency Preparedness Budget*

Signature of the CAO: 

2023 Emergency Preparedness Day Revenue

Description	Quantity	Price	Revenue
County Residents	145	\$2.00	\$290.00
Smoky Lake School	237	\$2.00	\$474.00
Sub Total			\$764.00

2023 Emergency Preparedness Day Expenses

Description	Quantity	Price	Cost
Smoky Lake Ag Society Rental	1	\$650.00	\$650.00
Hamburgers	350	\$2.20	\$770.00
Hotdogs	100	\$89.91	\$89.91
Hotdog and hamburger buns	400	\$186.94	\$186.94
Condiments	1	\$100.47	\$100.47
Emergency Preparedness Kit	1	\$182.95	\$182.95
Emergency Preparedness Magnets	200	\$2.30	\$460.00
Propane	1	\$80.81	\$80.81
Ice	10	\$3.60	\$36.00
Pop, Juice and Chips	RCMP	RCMP	RCMP
Sub Total			\$2,557.08

County Cost = \$1,793.08



Request for Decision (RFD)

Meeting Date: Thursday, June 29, 2023

Agenda Item: # 7.29

Topic: 3rd Annual 2023 Junior Firefighter Summer Day Camp

Presented By: Fire Chief

Recommendation(s):

That Smoky Lake County approve to allocate funding in the amount of \$6,000.00 for the 3rd Annual 2023 Junior Firefighter Summer Day Camp from the Family and Community Support Services (FCSS) Grant funding in accordance with Policy No. 08-17: Family and Community Support Services (FCSS).

Background:

- On February 15, 2023 County Council meeting discussion was held on the 3rd Annual Junior Summer Day Camp and the following motion was passed:

“That Smoky Lake County provide funds in the amount of \$6,000.00 allocated from the Fire Protective Services municipal budget, towards the 3rd Annual 2023 Junior Firefighter Summer Day Camp; **and challenge** the Village of Vilna, Village of Waskatenau, and Town of Smoky Lake to contribute funds to the project’s total budget in the amount of \$20,000.00, by March 31, 2023.

- Smoky Lake County has received confirmation of funds from Town of Smoky Lake, Village of Waskatenau, Smoky Lake Fire Department, Vilna Fire Department and Waskatenau Fire Department in the amount \$4,000.00.

Benefits: Recruitment strategy, career opportunities for youth in Emergency Services with hands on experience.

Disadvantages: Requires human resources and funding

Alternatives: N/A

Financial Implications: \$6000.00 County, \$4,000.00 from the Region and \$6,000 FCSS Grant Funding

Legislation: N/A

Intergovernmental: Communication with regional municipalities.

Strategic Alignment: N/A

Enclosure(s):

1. *Smoky Lake County – FCSS Grant Application*
2. *3rd Annual 2023 Junior Firefighter Summer Day Camp Draft Budget*

Signature of the CAO: 

2023 Draft Junior Fire Summer Day Camp Revenue

Description	Quantity	Price	Revenue
Smoky Lake County	1	\$6,000.00	\$6,000.00
County FCSS Funding	1	\$6,000.00	\$6,000.00
Registration	14	\$50.00	\$700.00
Town of Smoky Lake	1	\$500.00	\$500.00
Village of Waskatenau	1	\$2,000.00	\$2,000.00
Smoky Lake Fire Department	1	\$500.00	\$500.00
Vilna Fire Department	1	\$500.00	\$500.00
Waskatenau Fire Department	1	\$500.00	\$500.00

Sub Total \$16,700.00

2023 Draft Junior Fire Summer Day Camp Expenses

Description	Quantity	Price	Cost
Course Creation	1	\$750.00	\$750.00
Course Instructors	5	\$1,500.00	\$7,500.00
First Aid Course Material	14	\$25.00	\$350.00
Mileage	1150	\$0.60	\$690.00
Vehicle for Training with towing	2	\$500.00	\$500.00
Fire Gear Rental	14	\$170.00	\$2,380.00
T-Shirts	28	\$25.00	\$700.00
Food Cost	1	\$1,500.00	\$1,500.00
Catering Costs	5	\$100.00	\$500.00
Bumper to Bumper	1	\$200.00	\$200.00
Treated Water Used (m ³)	30	\$7.50	\$225.00
Fuel For Aspen View Bus	1	\$100.00	\$100.00
Curling Rink Rental	5	\$150.00	\$750.00

Sub Total \$16,145.00

Surplus of = \$555.00



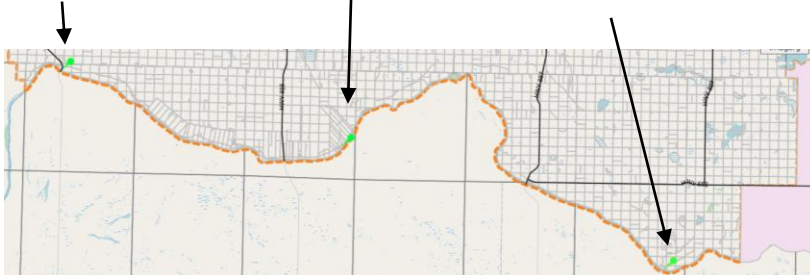
Chief Administrative Officer -																								
Report Period: May 23, 2023 – June 22, 2023																								
LEGISLATIVE / GOVERNANCE																								
Projects	Date In Progress	Date Outstanding	Date Completed																					
<p>■ 2023 Five-Year Road Plan – Road Project P2314: Asphalt Paving Tender Project on Twp 612 between Hwy 855 – RR 174 of 1 mile. <u>A RFD and Tender Package</u> will be prepared and provided to Council for the next scheduled Council Meeting (beginning of August).</p>	May 2023		August 3																					
<p>■ Victoria Trail: Speed Limit Council Motion 606-23: Metis Crossing – Request to Reduce the Speed Limit on Victoria Trail</p> <p>“That Smoky Lake County Council defer the email request from Leon Boychuk-Hunter, dated May 5, 2023, requesting a speed limit reduction for Victoria Trail, to the next Council Meeting to allow time for Administration to determine the length of the Speed limit reduction zone to be considered for the Victoria Trail.”</p> <p><u>Estimate Cost of Signage for the complete trail (Appr. 12 miles)</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Signs: 25 at \$105.00 each</td> <td style="width: 5%; text-align: center;">=</td> <td style="width: 35%; text-align: right;">\$ 2,625.00</td> </tr> <tr> <td>Posts: 25 at \$67.00 each</td> <td style="text-align: center;">=</td> <td style="text-align: right;">\$ 1,675.00</td> </tr> <tr> <td>Hardware: Nuts/Bolts/Washers</td> <td style="text-align: center;">=</td> <td style="text-align: right;">\$ 64.00</td> </tr> <tr> <td>Sub-Total</td> <td style="text-align: center;">=</td> <td style="text-align: right;">\$ 4,364.00</td> </tr> <tr> <td>Labour: 2 men at \$30.00/hr x 24 hrs</td> <td style="text-align: center;">=</td> <td style="text-align: right;">\$ 1,440.00</td> </tr> <tr> <td>Vehicle: \$38.00/hr x 24 hrs</td> <td style="text-align: center;">=</td> <td style="text-align: right;">\$ 912.00</td> </tr> <tr> <td style="text-align: center;">TOTAL</td> <td></td> <td style="text-align: right;">\$ 6,716.00</td> </tr> </table> <p>► Currently there are no signs posted. It is the Provincial set speed limit on rural roads of 80km.</p> <p>► Public Works Signage budget: \$14,000.00 - spent to date \$ 7,837.75.</p> <p><u>Recommendation:</u> As per Council discussion – Administration has no concerns.</p>	Signs: 25 at \$105.00 each	=	\$ 2,625.00	Posts: 25 at \$67.00 each	=	\$ 1,675.00	Hardware: Nuts/Bolts/Washers	=	\$ 64.00	Sub-Total	=	\$ 4,364.00	Labour: 2 men at \$30.00/hr x 24 hrs	=	\$ 1,440.00	Vehicle: \$38.00/hr x 24 hrs	=	\$ 912.00	TOTAL		\$ 6,716.00	May 5	May 23	June 20
Signs: 25 at \$105.00 each	=	\$ 2,625.00																						
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Hardware: Nuts/Bolts/Washers	=	\$ 64.00																						
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Vehicle: \$38.00/hr x 24 hrs	=	\$ 912.00																						
TOTAL		\$ 6,716.00																						
<p>■ Community Emergency Management Program Emergency Plan for the Region. L-1 Attachment – Digital copy</p> <p><u>Next Steps:</u> Review the Smoky Lake Regional Emergency Management Agency Bylaw. Then schedule a meeting.</p>	June 1		June 15																					
<p>■ <u>Also:</u> Joint Health & Safety Committee Meeting: Discussion held in respect to Safety First Aid Kit – an action item from April 5, 2023 determine costs for replacing all kits or upgrading. We have to comply with the <u>Alberta (OHS) Occupational Health and Safety Code</u>: Part 11– workplace first aid kits must meet CSA Z1220-17 standards, this came in effective March 31, 2023.</p> <p>► Cost is approx. \$20.00 for refills/upgrade from Lakeland and \$45.56 to purchase new one. County has 75 First Aid Kits units in various locations.</p> <p>20 First Aid Kits will be upgraded now and will advise when all 75 are completed.</p>	June 13	June 19	June 26																					
<p>Alberta Environment and Protected Areas (EPA): Have developed information signage to educate and create awareness on the Lake Sturgeon (a native and threatened fish species in the North and</p>	June 14		June 29																					

South Saskatchewan Rivers). They will provide the signs, posts and hardware, require County help for the installations at the locations along the river that have river access: Waskatenau Ferry Site and Desjarlais Ferry Site.

L-2 Attachment – Signs and Location Map

Parks and Recreation Department will assist in the installation.

Desjarlais Ferry Site Pakan/Victoria Ferry Waskatenau Ferry Site



Recommendation: That Smoky Lake County approve to assist Alberta Environment and Protected Areas (EPA) to install the provided Signage “Lake Sturgeon – Species at Risk” at the following locations along the North Saskatchewan River:

- **Waskatenau Ferry Site:** within NE-32-58-19-W4 east side of bridge off of Hwy 831
- **Desjarlais Ferry Site:** within SE-11-57-14-4 SOUTH POINT OFF OF RGE RD 135A

And suggest another location that may be of interest:

- **Pakan/Victoria Ferry Site:** within NW-12-58-17-W4 and River Lot 6(Victoria Settlement) RGE RD 171A south of Victoria Trail

to educate and create awareness on the Lake Sturgeon (a native and threatened fish species in the North and South Saskatchewan Rivers).

ADMINISTRATIVE

Projects	Date In Progress	Date Outstanding	Date Completed
<p>Notice of Temporary Road Closure was posted on Social Media as follows: <i>Range Road 130 is CLOSED between Township Road 600 to 610 for bridge replacement and other construction, until further notice Northbound and Southbound traffic will detour on Rand Road 131.</i></p>	June 15		June 16
<p>Notice of Road Re-Open posted on Social Media as follows: <i>Range Road 130 is re-open between Township Road 602 to 610 for and continues to be closed for the bridge replacement, until further notice between Township Road 600 and 62 (detours in place).</i></p>	June 19		June 19
<p>Fire Negotiation Committee Meeting with Administrators:</p> <ul style="list-style-type: none"> ▪ Discussed Call Attendance for each Fire Department ▪ Discussed budget options based on transitional solutions recommendation and other Fire Department Regional Concepts currently established. <ul style="list-style-type: none"> ➢ Agreed at this Committee Meeting to forward the regional Fire Negotiation planning to ICC Committee and follow the Transitional Solutions recommended Actions provided as the discussion model. 	June 14		June 14

➤ On the Agenda – Administration will be asking for an ICC Meeting date to be scheduled.			
<p>MSCNet forwarded a “Proposed Agreement” to the County to extend GigAir in Town of Smoky Lake asking to use the County Public Works shop as a location to help extend their GigAir network. A-1: Agreement Suggested wording and sections are highlighted in “Red”.</p> <p style="text-align: center;">A-2: Email and Presentation</p> <p>Providing Council with information: Email how this request originated and Presentation made to the Town, for reference what GigAir Technology represents, current installations locations in Smoky Lake and</p> <p>Recommendation: Execute agreement subject to MSCNet agreeing to the amendments incorporate.</p>	May 23	June 2	June 21
<p>Smoky Lake Regional Web-Site: Meeting with the past CEDO to have all information accounts and passwords relating to the regional website, facebook and twitter provided to the County.</p>	June 15		July 5
<p>Athabasca Flooding Assisted Athabasca in providing 250 sand bags to help with current flooding situations.</p>	June 22		June 22
FINANCIAL			
Projects	Date In Progress	Date Outstanding	Date Completed
<p>In respect to the County Strategic Plan: Last motion made: April 27, 2023 – Council Meeting Motion 565-23 for the 2023-2025 Strategic Plan “ That Smoky Lake County Council approve the Revision 1 version of the strategic plan and authorize the Chief Administrative Officer to integrate the proposed changes into operational and financial targets/milestones accompanying the plan for approval by Council pursuant to the direction set at the Government Liaison Committee meeting held on April 18, 2023.”</p> <p>Met with Planning Department on June 13 to work on establishing a budget and rough timeline for the strategic priorities to assist the Finance Manager – so numbers can be incorporate into the financial plan. <i>Thank you to Kyle for compiling the information.</i></p>	June 13		June 15
HUMAN RESOURCES			
Projects	Date In Progress	Date Outstanding	Date Completed
<ul style="list-style-type: none"> ■ Loss Prevention Coordinator (part of the ASIST Team) was called to help with evacuation of Fort Chipewyan to Fort McMurray. All expenses are covered by Regional Municipality of Wood Buffalo. ■ Held a Staff Debrief on Council meeting ■ Public Works hired a seasonal – Classification III: Congratulations to Craig Hennessey – starts June 22, 2023. 	<p>May 31</p> <p>June 6</p>		<p>June 3</p> <p>June 6</p>
COMMUNITY			
Projects	Date In Progress	Date Outstanding	Date Completed
<p>Metis Crossing – Nekinan House Compromise on a Parking Space with the General Manager of the Nekinan House to park behind the building(formally known as the Nurses Residences), as she was her office was relocated there from the main building.</p> <p>Note: Researching options to expand County parking for the Gas,</p>	May 25		May 29

<p>Water, Ag Department Vehicles - as the current space is very active with Food Bank parking.</p>			
<p>Smoky Lake Community Daycare Co-operative: Request for an Internet HUB (Air Card) and Computer.</p> <ul style="list-style-type: none"> ▪ HUB: Device to purchase is \$240.00. ▪ Monthly charge capped at \$ 30.00 plus monthly base of \$5.00 under the County Plan. ▪ An Alcatel aircard with the SIM associated with the phone number: 780-656-5414. ▪ Computer: County as an older computer: Value of \$300.00. Serial number for the laptop is: R90178F7. Model: Lenovo Thinkpad T540p with Windows 10 Pro, Intel i5 CPU 6GB RAM, 128GB SSD, Cd/dvd burner and SD-Card reader <p>√ <u>The HUB and Computer was picked-up by DayCare not to further delay progress</u></p> <p>Recommendation: That Smoky Lake County approve action taken to donate to the Smoky Lake Community Daycare Co-operative a Computer - Model: Lenovo Thinkpad T540p with Windows 10 Pro, Intel i5 CPU 6GB RAM, 128GB SSD, CD/DVD burner and SD-Card reader with Serial Number: R90178F7 from the County Inventory.</p> <p>Recommendation: That Smoky Lake County approve action taken to Donate or Lease to the Smoky Lake Community Daycare Co-operative an Alcatel aircard HUB for Internet ????????</p>	<p>June 13</p>		<p>June 15</p>
<p>Smoky Lake Community Daycare Co-operative: Cellular Phone Service - County Council – December 12, 2019 <u>Motion: 202-19</u> “That Smoky Lake County, being a stakeholder of the Smoky Lake Community Daycare Co-operative, approve to allow the Smoky Lake Community Daycare Co-operative to transfer their current cellular phone number for the Pumpkin Patch Daycare, to the County’s cellular phone plan; and Smoky Lake Community Daycare Co-operative Steering Community reimburse the County for all related charges on a monthly basis to be <u>reviewed one year</u>”. Year 2020: COVID Year 2021: Phone charges = \$194.66 Year 2022: Phone charges = \$222.52</p> <p>Recommendation: That Smoky Lake County, being a stakeholder of the Smoky Lake Community Daycare Co-operative continue to allow the Smoky Lake Community Daycare Co-operative to remain under the County’s cellular phone plan and reimburse the County for all phone related charges on an annual basis as invoiced by the County.</p>	<p>Dec. 12/19</p>		
<p>Smoky Lake Community Daycare Cooperative Insurance <u>January15, 2020 - Motion J143-20 - County and Town Motion</u> “That the Smoky Lake County and Town of Smoky Lake Joint Council approve to fund on a 50/50 Town/County cost share, the RMA Insurance fee for the Policy dated: November 1, 2019 to November 1, 2020, in the total amount of \$1,103.76, for the Smoky Lake Community Daycare Cooperative Committee’s Pumpkin Patch Daycare insurance policy held under the Smoky Lake County’s Additional Named Insured umbrella; in response to the Pumpkin Patch, Smoky Lake Community Daycare Co-operative’s letter request, dated December 4, 2019; and, recommend the Cooperative provide a written request of same for Council’s consideration on an annual basis.”</p> <p>■ Last sentence of the motion – no requests are being submitted</p>			

<p>annually. Municipalities continued to pay the insurance: 2020: \$1,103.76; 2021: \$1,469.63 2022: 1,490.51</p> <ul style="list-style-type: none"> At the time when this motion this was - this group was a new entity: many unknown elements at the time the DayCare was being established. <p>Recommendation: That Smoky Lake County and Town of Smoky Lake jointly continue to fund on a 50/50 Town/County cost share for the Smoky Lake Community Daycare Cooperative - Pumpkin Patch Daycare insurance policy held under the Smoky Lake County's Additional Named Insured umbrella, as per January 15, 2020 – Motion J143-20, until further notice is received from either party.</p>			
<ul style="list-style-type: none"> On behalf of the County in respect to Metis Crossing: Expressed our condolences to Leon Boychuk-Hunter on the passing of his father. Basket was delivered on June 19. 	June 8		June 19
<ul style="list-style-type: none"> On behalf of the County – Promotional Items were provided to: <ul style="list-style-type: none"> Quiet Nook Community Hall: Raffle and fund-raising Event Royal Canadian Mounted Policy: Commissioner Meeting with Reeve. 	June 5		June 5
TRAINING / MEETINGS			
<ul style="list-style-type: none"> Joined Council to listen to a Summit on the Aging Workforce: A Multi-generational workforce – consisting of 5 generations and how to deal with the recruitment and retention of the labour workforce. Will forward powerpoint presentation once received. Attended meeting on June 22, 2023 at the Town Office in respect to the Regional Newsletter Concept. Update will be provided at the next JMM meeting for more information and clarification. Discussion resulted to 4 Options: <ul style="list-style-type: none"> Option 1: 4-5 page newsletter: Highlighting each municipality information. Published quarterly: Question of Cost and resource capacity, delivery, lead organizer Option 2: Just share each other newsletters. Option 3: Publish a regional calendar versus newsletter Option 4: See what future of RCDC is. <p>So still a work in progress</p> 	June 8 June 22		June 8 June 22
PREVIOUS ACTIONS			
<p><u>Temporary on hold</u> unless otherwise indicated by Council:</p> <ul style="list-style-type: none"> Stony Creek / Saddle Lake: Beaver Dam Issue Administrative Efficiencies: Review with Council will be required. Broadband Project Policies: Cold Weather / Snow Clearing will be addressed accordingly. Regional Engineering Standards (APC) continues within the Planning and Development Department. Strategic Plan: Last motion made in respect to the Strategic Plan listed under Finance section <u>in today report</u>. <u>Will work</u> with Manager's on enhancing our Monday - Managers Meeting Notes: So information reported is in more detail; i.e. follow template as previously provided to Council that highlights an itemizes specific department priority areas. 			On-going
<p>Signature: Interim Chief Administrative Officer</p>	<p>County Council Meeting: June 29, 2023</p>		

Community Emergency Management Program Emergency Plan for Region

Smoky Lake Regional Emergency Management Agency

Emergency Plan for Region
Smoky Lake Regional Emergency Management Agency
Distribution List

Contact Person	Community / Agency		Copy Number / Format
Trevor Tychkowsky	Smoky Lake County Village of Vilna		780-656-3730 or 780-650-5111
Bernice Macyk	Village of Waskatenau		780-358-2612 or 780-915-0866
Dawn Philips	Town of Smoky Lake		780-656-3674 or 780-656-5795

Emergency Plan for Region
 Smoky Lake Regional Emergency Management Agency
Amendment Record

Amendment Number	Issue Date	Page(s) Replaced	Amended By	Date
		<i>CEMP</i>	Trevor	June 24, 2015
		<i>Update</i>	Trevor	July 18 , 2017
		<i>Bylaw</i>	Trevor	Jan 27, 2020
		<i>Update</i>	Trevor	Feb 2 2022
		<i>Update</i>	Trevor	Mar 8 2023

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Emergency Plan for Region

Smoky Lake Regional Emergency Management Agency

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1 Introduction

The Smoky Lake Regional Emergency Management Agency Emergency Plan (hereinafter referred to as the Plan) has been produced and distributed through the combined efforts of the member communities of the Smoky Lake Regional Emergency Management Agency Regional Emergency Management Partnership (hereinafter referred to as the Partnership).

As per the statutory requirements of the applicable Emergency Management Act; as well as the emergency management bylaws of each of the Partnership members, this Plan is to be adopted as the official emergency plan for each of the member communities.

The Plan has been designed to ensure a quick and effective response, to deal with natural, man-made and technological hazards affecting Region Smoky Lake Regional Emergency Management Agency. The Plan is one element of the Smoky Lake Regional Emergency Management Agency Emergency Management Program (hereinafter referred to as the Program).

The Program establishes the elements of a continuous improvement process to develop, implement, maintain and evaluate emergency management in the region and address the functions of mitigation, preparedness, response and recovery. The elements of this continuous improvement process will include program management, planning, implementation, evaluation and management review by elected officials and administrators.

Natural and man-made hazards, and the risks they present to our communities, have been increasing. In order for this Plan to remain effective, it needs to be updated and exercised on a consistent basis to ensure sustainability. As such, the Plan should be considered a "Living" document.

The personal information included in this Plan is being collected in support of the Region Smoky Lake Regional Emergency Management Agency Emergency Management Program. The collection is authorized under section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act and will be managed in accordance with the privacy provisions within the FOIP Act. If you have any questions about the collection of this information, please contact the Chairperson of the Region Smoky Lake Regional Emergency Management Agency Emergency Management Agency in writing at:

Chair, Region Smoky Lake Regional Emergency Management Agency Emergency Management Agency

Smoky Lake Regional Emergency Management Agency
null

2 Notification

Background

Notification is the process of communicating to community officials' information regarding incidents that may require additional considerations beyond first response procedures in order to ensure early and proactive emergency management coordination. When an incident is anticipated or after an incident occurs, agencies (typically first responders) arriving at the site should assess if the Director of Emergency Management (DEM) needs to be informed of the incident. This assessment should be based on established operational criteria resulting in the applicable notification decision.

Goal

In order to respond effectively to all occurring or anticipated incidents, the DEM, the Deputy DEM or designate must be able to activate emergency management coordination procedures as soon as possible. In order to activate these procedures, notification of the emergency management agency must be ensured in a timely and predictable manner.

Risk

The lack of clearly communicated notification procedures could result in failure to activate emergency coordination procedures in a timely manner. This failure to activate the emergency procedures could prevent the community from supporting the incident response as required and protecting public safety, property and the environment. The procedure and criteria for notification must be clear and communicated effectively to all agencies. The notification procedure forms part of the Emergency Plan (the Plan) and must be included in training, exercises and actual response.

Policy

To ensure timely and effective emergency management, notification of incidents shall be proactive, shall be based on incident criteria and shall be developed as part of the Plan. The notification procedures shall be communicated to all agencies, including those with the potential of responding to an incident or those who may become aware of an incident. The DEM shall establish, distribute and exercise these notification procedures as part of the Plan.

2.1 Procedure

All first responders and departments aware of an occurring or potential incident must ask the following questions to determine the necessity of contacting the Director of Emergency Management (DEM), Deputy DEM or Designate:

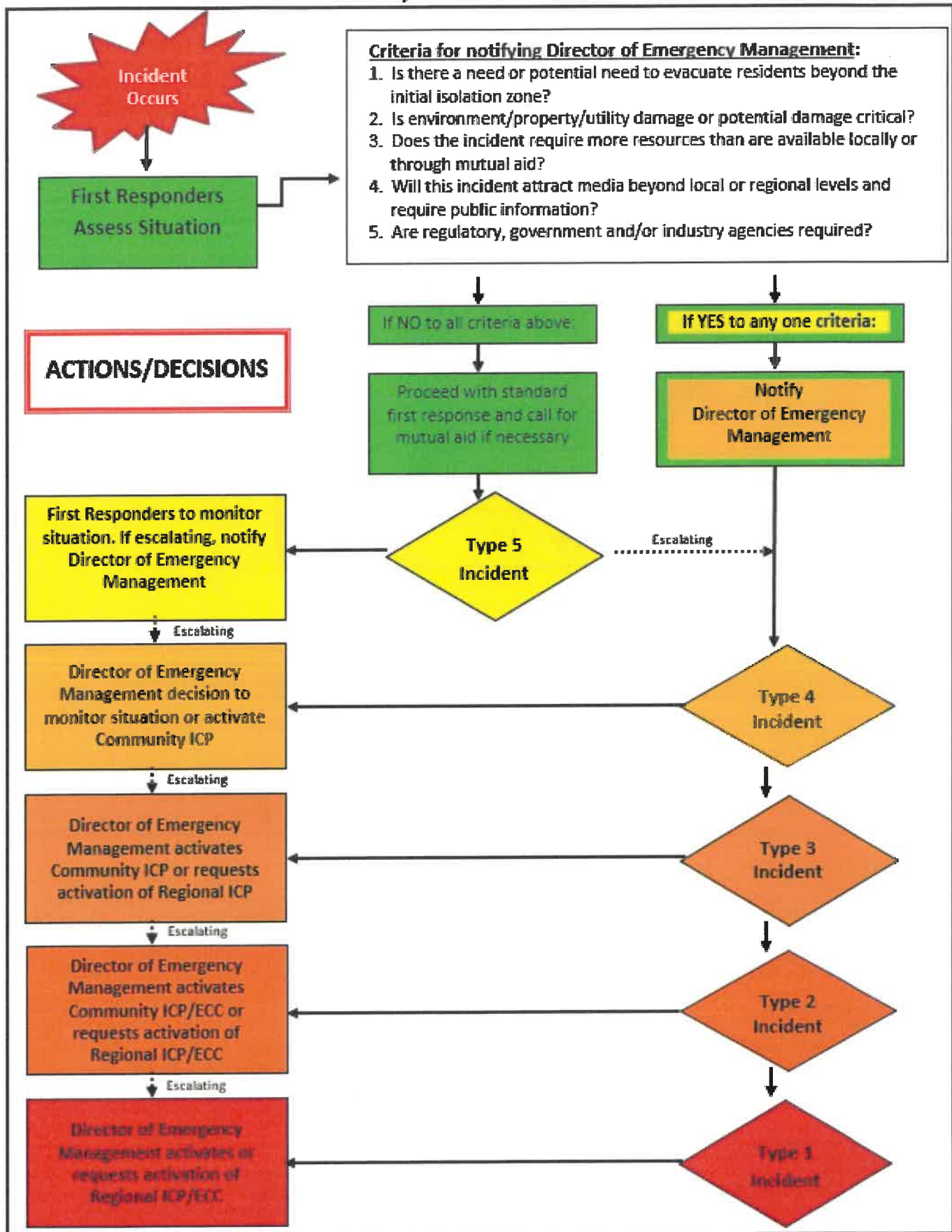
- Is there a need or potential need to evacuate residents beyond the initial isolation zone;
- Is environment/property/utility damage or potential damage critical;
- Does the incident require more resources than are available locally or through mutual aid;
- Will this incident attract media beyond the local or regional level and/or require public notification/information; and
- Is notification to regulatory, government or other external agencies required?

If the answers to the above questions are all "no", first responders are to proceed with their normal standard operating procedures and/or standard operating guidelines to resolve the incident. If the incident should escalate and/or any of the answers to the above questions changes to a "yes", notification is required as per below.

- If the answer to any one question is "yes", the following notification must be made:
- Contact the DEM of jurisdiction as per notification protocols;
- In his/her absence, contact the Deputy DEM of jurisdiction as per notification protocols;
- In his/her absence, contact the next designate on the list;
- The following information needs to be provided by the Incident Commander:
 - Type of incident and details;
 - Incident location;
 - Nature of the incident;
 - Community impact;
 - Is immediate evacuation support or activation of the Alberta Emergency Alert system required?
 - What additional resources are required?
 - Who is reporting the incident?
 - Provide the contact name and number at emergency site.
 - Notifications requested
 - Other important information?

The DEM or Designate will record any notification received on the Incident Report Form for Community DEM and will decide if Plan activation is required, including activating the Emergency Coordination Centre (ECC). If the DEM believes that the ECC should be activated, the DEM will liaise with Council and Administration as per activation policy, and activate as directed.

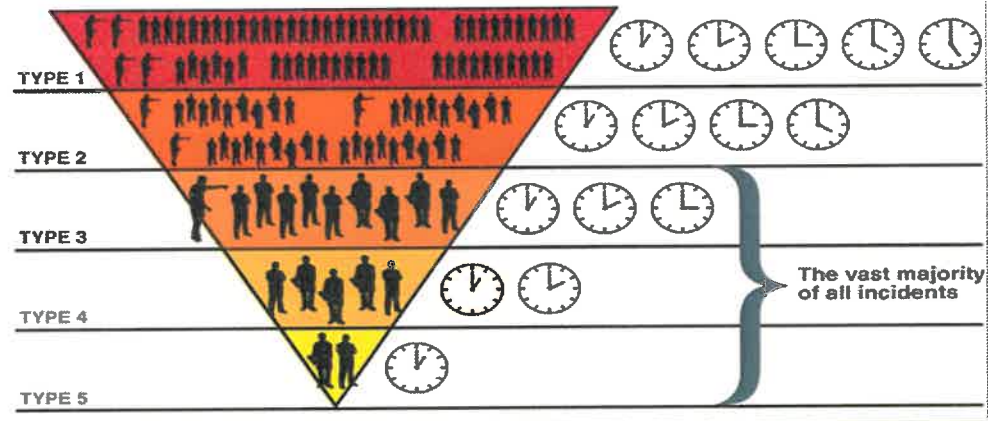
NOTIFICATION/ACTIVATION DECISION CHART



Emergency Plan for Region
 Smoky Lake Regional Emergency Management Agency

Some of the factors that may be considered in analyzing incident complexity:

- Impacts to life, property, and the economy
- Community and responder safety
- Potential hazardous materials
- Weather and other environmental influences
- Likelihood of cascading events
- Potential crime scene (including terrorism)
- Political sensitivity, external influences, and media relations
- Area involved, jurisdictional boundaries
- Availability of resources



Type 5 Incident

Resources: One or two single resources, up to 6 personnel. Only Incident Commander position filled.	Time Span: A few hours - One operational period. No written Incident Action Plan is required.
--	--

Type 4 Incident

Resources: Several single resources. Command & general staff positions (as needed)	Time Span: One operational period. No written Incident Action Plan is required. Operational Brief completed.
---	--

Type 3 Incident

Resources: Significant number of resources. Some or all Command & general staff; division or group supervisor or unit leaders.	Time Span: Multiple operational periods. Written Incident Action Plan required for each operational period.
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Type 2 Incident

Resources: Regional and/or national resources. Most/all Command and general staff positions filled. Personnel between (200-500)	Time Span: Multiple operational periods. Written Incident Action Plan required for each operational period.
--	--

Type 1 Incident

Resources: National resources required. All Command & general staff positions filled; Branches established. Personnel exceed 500.	Time Span: Multiple operational periods. Written Incident Action Plan required for each operational period.
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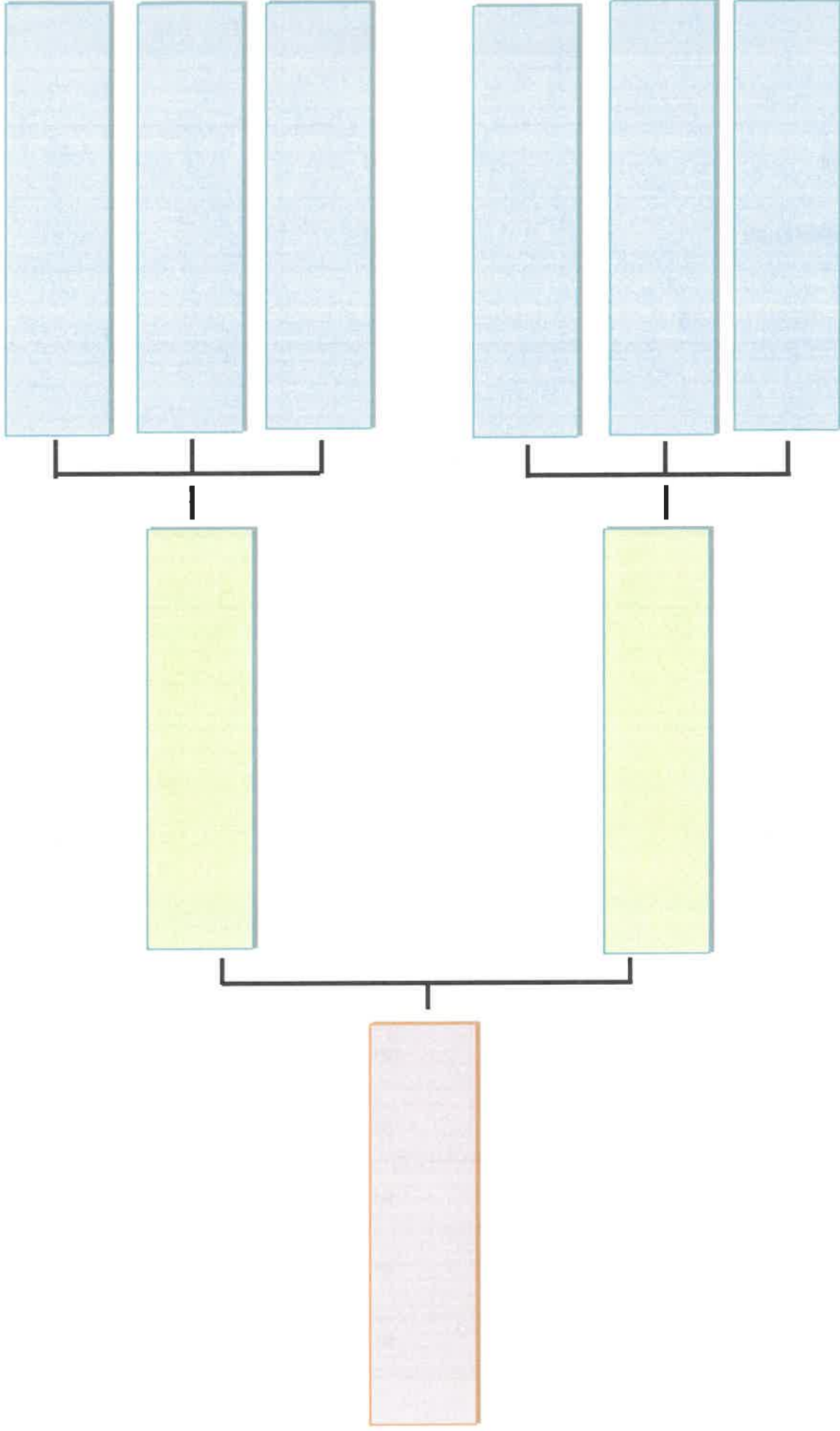
3 Contacts

MUNICIPALITY	POSITION	NAME	HOME PHONE	OFFICE PHONE	CELL PHONE
Smoky Lake County	Reeve	Lorne Halisky		(780) 656-3730	(780)650-5401
Smoky Lake County	Deputy Reeve	Dan Gawalko	(780)636-3233	(780) 656-3730	(780)645-1589
Village of Waskatenau	Mayor	Richard Warren		(780) 358-2208	(780) 656-0153
Village of Waskatenau	Deputy Mayor	Roy Krahulec		(780) 358-2599	(780) 618-1398
Town of Smoky Lake	Mayor	Amy Cherniwchan		(780)656-3674	(780)656-0386
Town of Smoky Lake	Deputy Mayor	Melody Morton		(780)656-3674	(780)650-5277
Village of Vilna	Mayor	Leroy Kunyk		(780)636-3620	(780) 656-0553
Village of Vilna	Deputy Mayor	Tammy-Lynn Thompson		(780)636-3620	(780) 404-3616

3.1 First Response Contacts

MUNICIPALITY	FIRE CHIEF	DEPUTY CHIEF	HOME PHONE	WORK PHONE	CELL PHONE
Smoky Lake County	Scott Franchuk	-----	(780)656-2287	(780)656-3730	(780)650-5410
Smoky Lake County	-----	Spencer Kotoliak	(780)656-3597	(780)656-3730	(780)656-5575
Village of Waskatenau	Don Rosa		(780) 895-2023	(780) 358-2208	(780) 650-5206
Village of Waskatenau	-----	Casey Caron	(780) 358-2367		(780) 656-0153
Town of Smoky Lake	Wanita Cozicar	-----	(780)656-3922		(780)650-1234
Town of Smoky Lake	-----				
Village of Vilna	Ray Soch	-----		(780)656-3755	(780)656-0104
Village of Vilna	-----	Rick Muzyka	(780)636-3982	(780)636-3688	(780)212-0215
Good fish Lake		-----		(780)636-3691	
St Paul		-----	(780)645-3811		

Emergency Plan for Region
Smoky Lake Regional Emergency Management Agency
Emergency Agency Call List
Date: _____



Emergency Plan for Region
 Smoky Lake Regional Emergency Management Agency

FIRE	Emergency	Fire Hall	Fax
Smoky Lake	911		
Village of Vilna	911		
Village of Waskatenau	911		
POLICE	Emergency	Complaint	Administration
Smoky Lake	780-656-3691		
St Paul	780-645-8888		
Fish & wild Life	780-656-3556		
Smoky Lake Peace Officer	780-650-5006		
EMS	Emergency	Main Office	Fax
Smoky Lake	911		
Vilna	911		
St Paul	911	780-645-3256	
Stars	911	1-888-888-4567	
Saddle lake	911	780-726-3931	
Inflight radio	911	780-349-4111	

3.2 Council

MUNICIPALITY	POSITION	NAME	HOME PHONE	OFFICE PHONE	CELL PHONE
Smoky Lake County	Council	Linda Fenerty		(780) 656-3730	(780)646-0015
Smoky Lake County	Council	Dominique Cere	(780)656-0494	(780) 656-3730	(780)656-5617
Village of Waskatenau	Mayor	Richard Warren		(780) 358-2208	(780) 656-0153
Village of Waskatenau	Deputy Mayor	Roy Krahulec		(780) 358-2599	(780) 618-1398
Town of Smoky Lake	Mayor	Amy Cherniwchan		(780)656-3674	(780)656-0386
Town of Smoky Lake	Deputy Mayor	Melody Morton		(780)656-3674	(780)650-5277
Village of Vilna	Mayor	Leroy Kunyk		(780)636-3620	(780) 656-0553
Village of Vilna	Deputy Mayor	Tammy-Lynn Thompson		(780)636-3620	(780) 404-3616

ALBERTA EMERGENCY ALERT AUTHORIZED USERS

Name and Position	Telephone		
	Business	Residence	Cell
Trevor Tychkowsky			780-650-5111

ADMINISTRATION / COMMUNITY STAFF – KEY POSITIONS

Name and Position	Telephone		
	Business	Residence	Cell
Lydia Cielin Smoky Lake County CAO	780-656-3730		780-650-1035
Dawn Phillips Town of Smoky Lake	780-656-3674		780-656-5795
Bernice Macyk Village of Wasketenau	780-358-2612		780-915-0866
Earla Wagar Village of Vilna	780-636-3620	780-358-2394	780-975-4909

Emergency Plan for Region
 Smoky Lake Regional Emergency Management Agency

ICP STAFF			
Name and Position	Telephone		
	Business	Residence	Cell
Trevor Tychkowsky IC/Safety	780-656-3730		
Bernice Macyk IC	780-358-2612		
Dawn Philips IC/ESS	780-656-3674		
Spencer Kotolak OPS	780-656-3730		
Jordan Ruegg Planning	7880-656-3730		
Patti Priest Planning	7880-656-3730		
Dwight Pritchard Logistics	780-656-3755		
Brenda Adamson Finance/admin	7880-656-3730		
Evonne Zukiwski IO	780-656-3730		
Bob Novosiwsky Leason	780-656-3755		
Daniel Moric Logistics	7880-656-3730		
Billy Mc Mullen Ops	780-656-3674		
Marianne Prckiw-Zurusky Logistics/ESS	780-656-3674		
Tamara Flondra Planning	780-656-3674		
Crystal Letwin Finance/Admin	780-656-3674		

DIRECTOR OF EMERGENCY MANAGEMENT

Name and Position	Telephone		
	Business	Residence	Cell

**UTILITIES
 EMERGENCY CONTACT INFORMATION**

Company	Contact Information		
	Phone	Cell	Email
Atco	780-656-4133	780-656-4133	
Lake Land REA	780-632-6112	780-632-1024	
SL County	780-656-3730	780-656-5734	
Town of Smoky Lake	780-656-3674	780-650-0514	

1. *School Principals and Alternates*

1. MUNICIPALITY AND SCHOOL NAME	SCHOOL PRINCIPAL	ALTERNATE	HOME PHONE	WORK PHONE	CELL PHONE
H.A.K	Dick Richards	----	(780)656-3031	(780)656-3820	-----
H.A.K	-----	Lenore lamouche	-----	(780)656-3820	(780) 721-6711
Vilna	Don Cosman	-----	(780)	(780)636-3651	
Vilna	-----	Robert Mckay	(780)636-2934	(780)636-3651	
Spedden	Mavis Giant	-----	(780)614-8856	(780)636-3736	-----
Spedden	-----	Roxanne Breerton	(780)726-2026	(780)636-3736	-----
Waskatenau	Ron Baier	-----	-----	(780)358-2332	(780)656-6073
Waskatenau	-----	Darline Paly	(780)398-2335	(780)358-2332	(780)310-1566

3.3 GoA

FEDERAL GOVERNMENT	
Ministry/Agency	Email/Website/Fax
Canadian Food Inspection Agency	800.442.2342 www.inspection.gc.ca
Environment & Climate Change Canada	800.222.6514 https://weather.gc.ca
National Energy Board	800.899.1265 www.neb-one.gc.ca info@neb-one.gc.ca
NAV Canada Notice to Airmen (NOTAM)	866.541.4102 www.navcanada.ca
Transport Canada	
Airspace Restrictions	204.983.5290 www.tc.gc.ca
CANUTEC (Dangerous goods)	613.996.6666 canutech@tc.gc.ca
Transport Safety Board	819.997.7887 www.tsb.gc.ca/eng/index.asp
NOTE: Requests for Federal Assistance must be made through AEMA	

GOVERNMENT OF ALBERTA		
Ministry/Agency	Phone	Email/Website/Fax
Alberta Emergency Management Agency		www.alberta.ca/alberta-emergency-management-agency.aspx
Provincial Emergency Coordination Centre (PECC)	866.618.2362	ma.poc@gov.ab.ca
PECC Duty Officer 1	780.644.4461	FAX: 780.644.7962
PECC Duty Officer 2	780.644.4462	
Alberta Emergency Alert – activation	866.647.9276	Alberta.Emergency.Alert@gov.ab.ca
Search and Rescue	866.618.2362	www.saralberta.ca/
Alberta Environment & Protected Areas		www.alberta.ca/environment-and-parks.aspx
Environmental Emergency	800.222.6514	(24-Hour Response Line)
Wildfire	310.3473	wildfire.alberta.ca
Alberta Transportation		www.alberta.ca/transportation.aspx
Alberta EDGE (Environmental and Dangerous Goods Emergencies)	800.272.9600	www.alberta.ca/alberta-environmental-and-dangerous-goods-emergencies.aspx
Alberta Energy Regulator		www.aer.ca
Energy & Environmental Emergency	800.222.6514	(24-Hour Response Line)
Alberta Health Services	811	www.albertahealthservices.ca
Environmental Public Health	833.476.4743	www.albertahealthservices.ca/eph/eph.aspx
Poison & Drug Info (PADIS)	800.332.1414	www.albertahealthservices.ca/topics/page11975.aspx
Alberta Skilled Trade & Professions		www.alberta.ca/labour-and-immigration.aspx
Occupational Health & Safety	866.415.8690	whs@gov.ab.ca
Alberta Community & Social Services		Contact Provincial Emergency Coordination Centre
Provincial Emergency Social Services	866.618.2362	

3.4 Others

MEDIA EMERGENCY CONTACT INFORMATION			
Radio/TV/Newspapers	Contact Information		
	Phone	Fax	Email
CHLW	780-645-2383		
CFRN	780-489-5883		
ITV	780-438-8482		
CBC	780-468-7897		
Global	780-944-2181		

MUTUAL AID – EXTERNAL EMERGENCY CONTACT INFORMATION			
Community	Contact Information		
	Business	Residence	Cell
St Paul County			
Two Hills County			
Lamont County			
Stathcona County			
Sturgeon County			
Thorhild County			
Buffalo Lake settlement			
Whitefish lake Reserve			
Saddle Lake Reserve			
Lac La Biche County John Kokotilo			
NE IMT Team Anne Danielson			

**NON-GOVERNMENTAL ORGANIZATIONS
 EMERGENCY CONTACT INFORMATION**

Organization	Contact Information		
	Phone	cell	Email
AEMA PEC	1-866-618-2362		
Field officer		780-646-0180	

PUBLIC FACILITIES <i>(Schools, Lodges, Hospitals, Community Halls, Churches, Arena, etc.)</i>			
Facility	Contact Information		
	Phone	Fax	email
Smoky Lake Complex 656-3775			
National Hall 656-4140			
Curing Rink 656-3850			
Seniors Center			
HAK School 656-3820			
5104-50st			
Comm.Cent 358-2339			
512451st			
School 358-2332			
Vilna culture Center 636-3936			

4 Emergency Services Frequencies

Communications Profile

Chan	Rx	Tone	Tx	Tone	Scan	Display	Description
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							

5 Emergency Coordination Centre (ECC)

MUNICIPALITY	EOC PHYSICAL ADDRESS	ALTERNATE EOC PHYSICAL ADDRESS	ACCESS CONTACT PERSON	HOME PHONE	CELL PHONE
Smoky Lake County	4612- Mcdougal drive	County Office	Trevor Tychkowsky	(780) 656-4035	(780) 650-5111
Town of Smoky Lake	56 Wheatland Ave	S.L Town hall	Dawn Philips		(780) 656-5795
Village of Vilna	5105 – 50 Street	Vilna Fire Hall	Ray Soch		(780) 656-0104
Village of Waskatenau	5008- 51street	Village Office	Bernice Macyk	(780)358-2612	(780) 915-0866

5.1 ICP - Activation

Once the decision has been made to activate the ICP, a fan-out or call down procedure should be initiated by the DEM, or Designate. Depending on the nature and urgency of the incident (i.e.: mandatory evacuation requirement) this call down procedure must be made as quickly as possible. In essence, the call down procedure should be arranged to minimize the number of calls needed to be made by the DEM. For example, the DEM should only have to make one or two calls (call to the Administrator and/or Deputy DEM) and they will carry out the remaining calls as per the community fan-out process. This will allow the DEM to concentrate on the details of the incident and the requirements for immediate public protective actions and other higher level notifications.

5.2 Neighboring ICP Activation

There may be incidents whereby the impacted ECC is not suitable for activation (for example, the ECC is located in or near the impacted area). In these circumstances, the flexibility of the Partnership allows for a request to the closest neighboring community to activate/open their ECC in support of the impacted community. The decision to choose a neighboring ECC, as opposed to requesting activation of an Emergency Coordination Centre (ECC), should be made considering the capabilities of the supporting ECC.

Details for requesting support are contained in the "Requests for Support" section.

The Partnership has identified the need for an enhanced regional capability and the following communities have agreed to establish a Regional Emergency Coordination Centre (RECC) based on need and formal request:

- Example Regional Member ICP ;
- Example Regional Member #2 ICP; and
- Example Regional Member #3 ICP.

Procedures for requesting activation of a RECC in support of a MECC are contained in the "Requests for Support" section.

5.3 ICP - Initial Operations

5.3.1 General

The objectives of this Plan are to:

- Save lives and reduce suffering;
- Protect property;
- Protect the environment; and
- Reduce economic impacts.

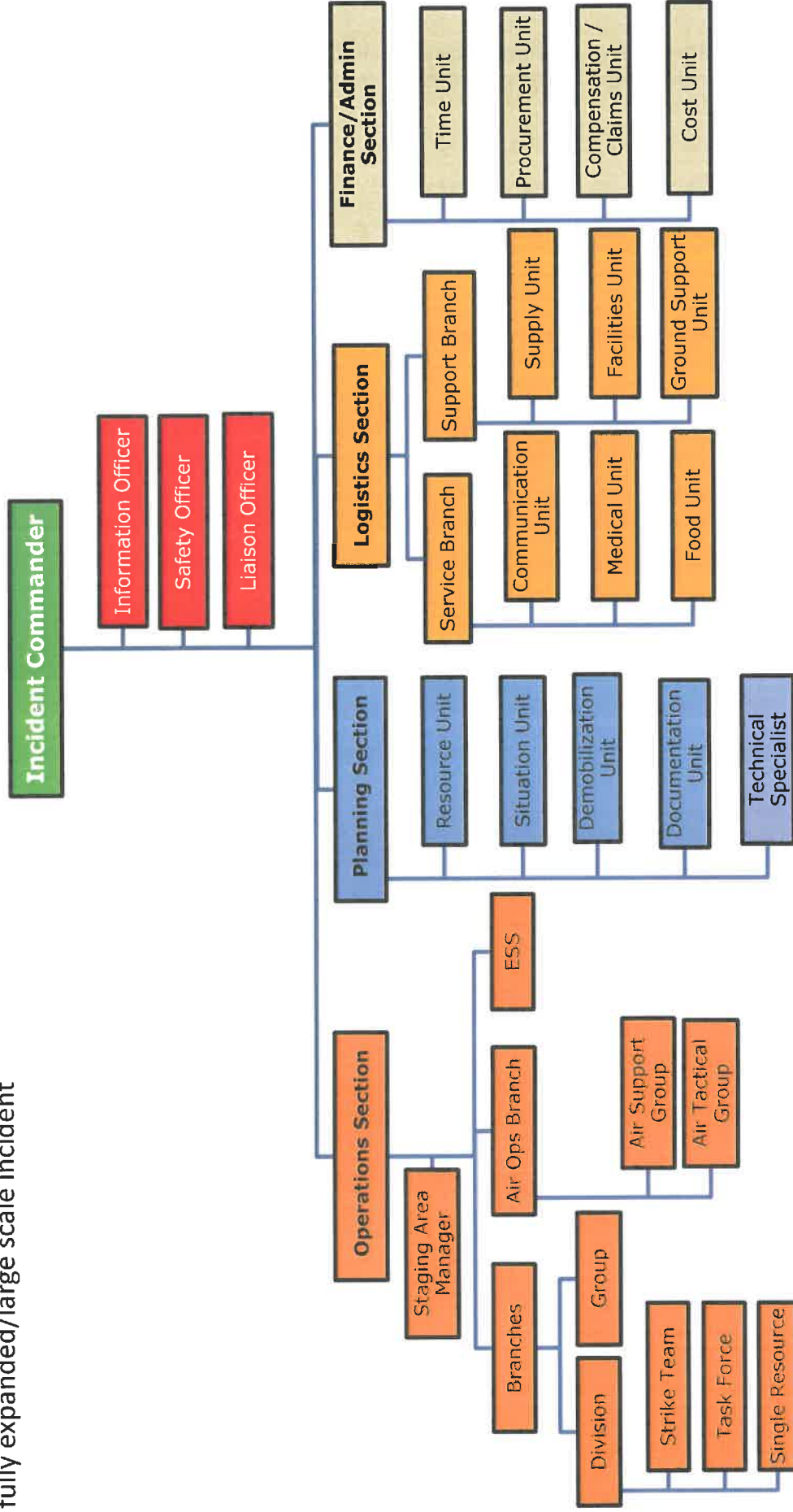
The ICP, when activated, will operate under an "all hazards" concept (see glossary). As Smoky Lake Regional Emergency Management Agency is faced with a wide variety of potential hazards, including natural, man-made (both non-intentional and intentional) and technological threats, notification, passage of information and quick reaction is critical to a successful response.

The strategies and tactics employed to respond to significant incidents will be developed on-site and in the ICP based on the hazards, scope and scale of the incident. The strategies and tactics will be shared with all involved.

5.3.2 Incident Command System (ICS)

The Partnership has agreed to use the Incident Command System (ICS) as the incident management system for use at both the ICP and at the incident site. Training on the ICS for first responders and ICP personnel will be an on-going effort across the region.

**INCIDENT COMMAND POST (ICP) Structure in a
 fully expanded/large scale incident**





L2

Thorhild County

Smoky Lake County

Smoky Lake County

Smoky Lake

Smoky Lake

Wasketanau Bridge

Desjarlais North
Desjarlais South

Lamont County

Whitford Lake

County of Two Hills No. 21

Lamont County

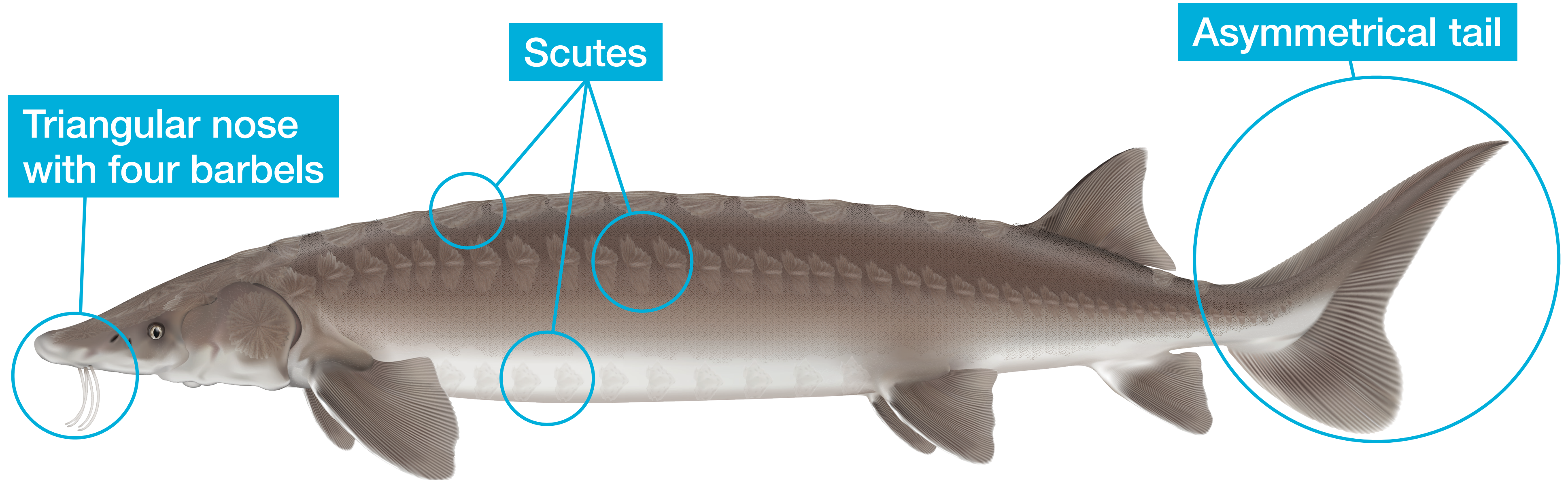
Lamont

Chipman

Map data © OpenStreetMap contributors, Microsoft, Facebook, Inc. and its affiliates, Esri
Community Maps contributors, Map layer by Esri
County of Minburn No. 27

Lake Sturgeon

Species at Risk



Lake sturgeon are Alberta's largest fish. They have a zero possession limit (catch and release only). Sturgeon must be released immediately; they depend on your good handling skills to ensure no harm to the fish. Help care for these unique 'dinosaur' fish by following these tips!



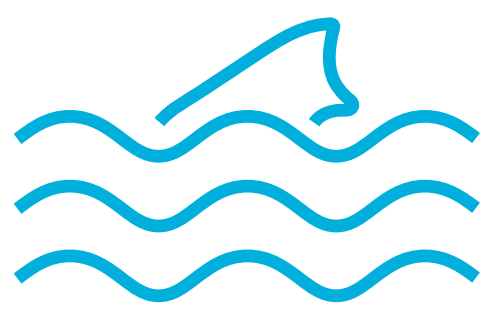
Tackle

- ✓ Heavy rods and reels.
- ✓ Fishing line greater than 30 lb. test.
- ✓ Remove the hook quickly with needle-nose pliers.
- ✗ Do not use pickerel rigs.



Taking a photo?

Have your camera ready and get in the water with the fish or lean over the side of the boat.



Keep fish wet!

- ✓ Leave sturgeon in the water. Get in the water with the fish.
- ✓ If you land a fish at the boat, release it from the boat.
- ✗ Do not drag a fish on to the shore.
- ✗ Don't pull a fish into the boat, and don't pull on a fish's gill plates, mouth, tail or pectoral fins.



Handling

- ✓ Always hold fish horizontally and with two hands.
- ✓ Keep fingers away from the gills and out of the gill plates.
- ✗ Do not lift the fish out of the water or weigh a sturgeon. Use a length/weight calculator instead.



Presentation to Council

May 29th, 2023

About MCSnet

MCSnet of is a family-owned and operated business based in St. Paul, Alberta. Founded in 1995, MCSnet is one of Canada's largest Wireless Internet Service Providers (WISPs) in operation within the telecommunication industry.

We are never satisfied with the status quo and have always searched for innovative ways to deliver high speed internet services. It started off with finding something faster than dial-up.



VISION

High Speed Internet Service Everywhere

MISSION

Our mission at MCSnet is to grow our company by providing high speed Internet and outstanding customer service to rural areas through innovation and dedication

CORE VALUES

Integrity, Respect, Courtesy, Communication, Teamwork and Accountability

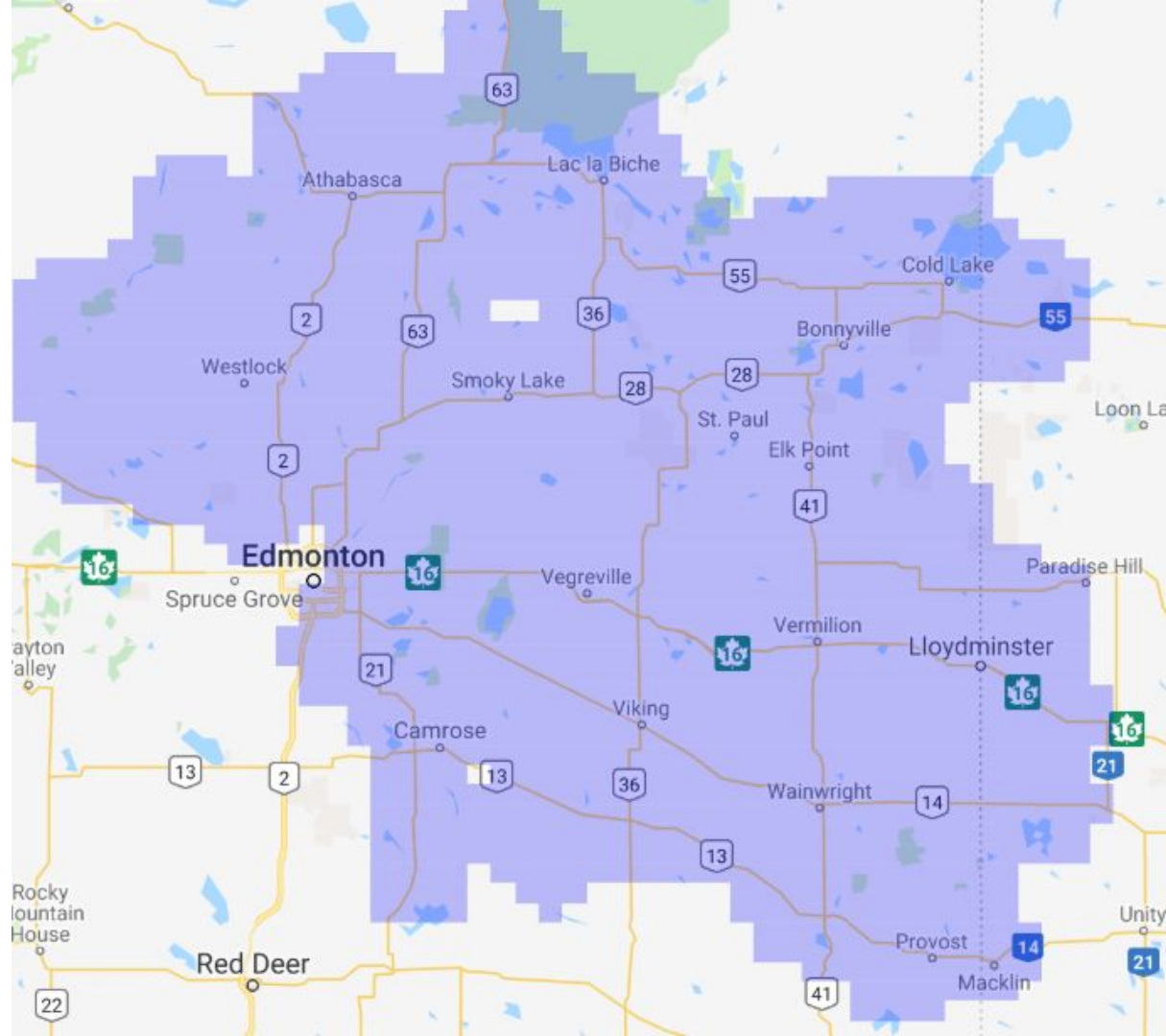
Company Culture

Here at MCSnet, we strive to treat customers and fellow co-workers with dignity, respect, courtesy and fairness. We promote team building exercises, social gatherings and recognition of good work and helpfulness. Our goal is to work hard while having fun



Our Service Area

From the border city of Lloydminster to our hometown of St. Paul, to the peaceful pastures of rural Edmonton to the river rapids of Athabasca, we connect countryside communities across Alberta with our Fiber, GigAir, and MCSnet Towers.



MCSnet Today

Today, we serve over 26,000 customers throughout northeastern Alberta and a small section of northwestern Saskatchewan.

We have invested in and built an internal network of over 540 fixed wireless towers, 3 fiber-to-the-premise (FTTP) communities (Cherry Grove, Mallaig, Ft. Kent), and we are a pioneer in our ever-expanding GigAir technology.

Since 2015, MCSnet and its family group of companies have prioritized its capital investments on building Transit Fiber to connect MCSnet's core, fixed-wireless internet towers.

This Transit Fiber backbone gives us the ability to continue our scalability for future high speed internet demands.



Transit Fiber

Fiber Optics provide the backbone for high speed internet options in rural Alberta.

Since 2015, MCSnet has been building fiber to our towers in order to increase bandwidth, create better reliability, increase speeds, and to provide for new technologies that will meet today's demand as well as the future's.





- 📍 ST. PAUL, AB
- 📍 GLENDON, AB
- 📍 KITSCOTY, AB
- 📍 VILNA, AB
- 📍 ARDMORE, AB
- 📍 SMOKY LAKE, AB
- 📍 ASHMONT, AB
- 📍 MYRNAM, AB
- 📍 MARWAYNE, AB
- 📍 ELK POINT, AB
- 📍 BONNYVILLE, AB
- 📍 WASKATENAU, AB
- 📍 WARSPITE, AB
- 📍 RADWAY, AB
- 📍 MANNVILLE, AB
- 📍 LEGAL, AB
- 📍 MUNDARE, AB
- 📍 CHIPMAN, AB
- 📍 HILLIARD, AB
- 📍 BOYLE, AB
- 📍 GRASSLAND, AB
- 📍 ATHABASCA , AB
- 📍 MANOLA, AB
- 📍 NEERLANDIA, AB
- 📍 COLD LAKE (S), AB
- 📍 TWO HILLS, AB
- 📍 COLINTON, AB



GigAir uses 60 GHz technology to form a mesh or web-like network within your neighbourhood. This service requires a short distance between connections and an unobstructed view of the surrounding neighbourhood, which makes it ideal for towns, villages, hamlets and industrial parks. MCSnet is a leading provider in this smart technology and plans to expand this service throughout its network and beyond.



How it Works

For further information on how the 60 GHz technology works, we created a YouTube video on the MCSnet channel:

<https://www.youtube.com/watch?v=QQrQQ6oVTtw>

Or visit our GigAir page:

<https://mcsnet.ca/internet/gigair/>



Why Choose GigAir High-Speed Internet?

1

As Fast as Fiber Optic Internet: Our gigabit internet technology matches fiber optic speeds, so you can stream, work, and play on multiple devices any way you want.

2

Quick & Easy Installation: No need to dig up the ground—the signal broadcasts from the roof of your building.

3

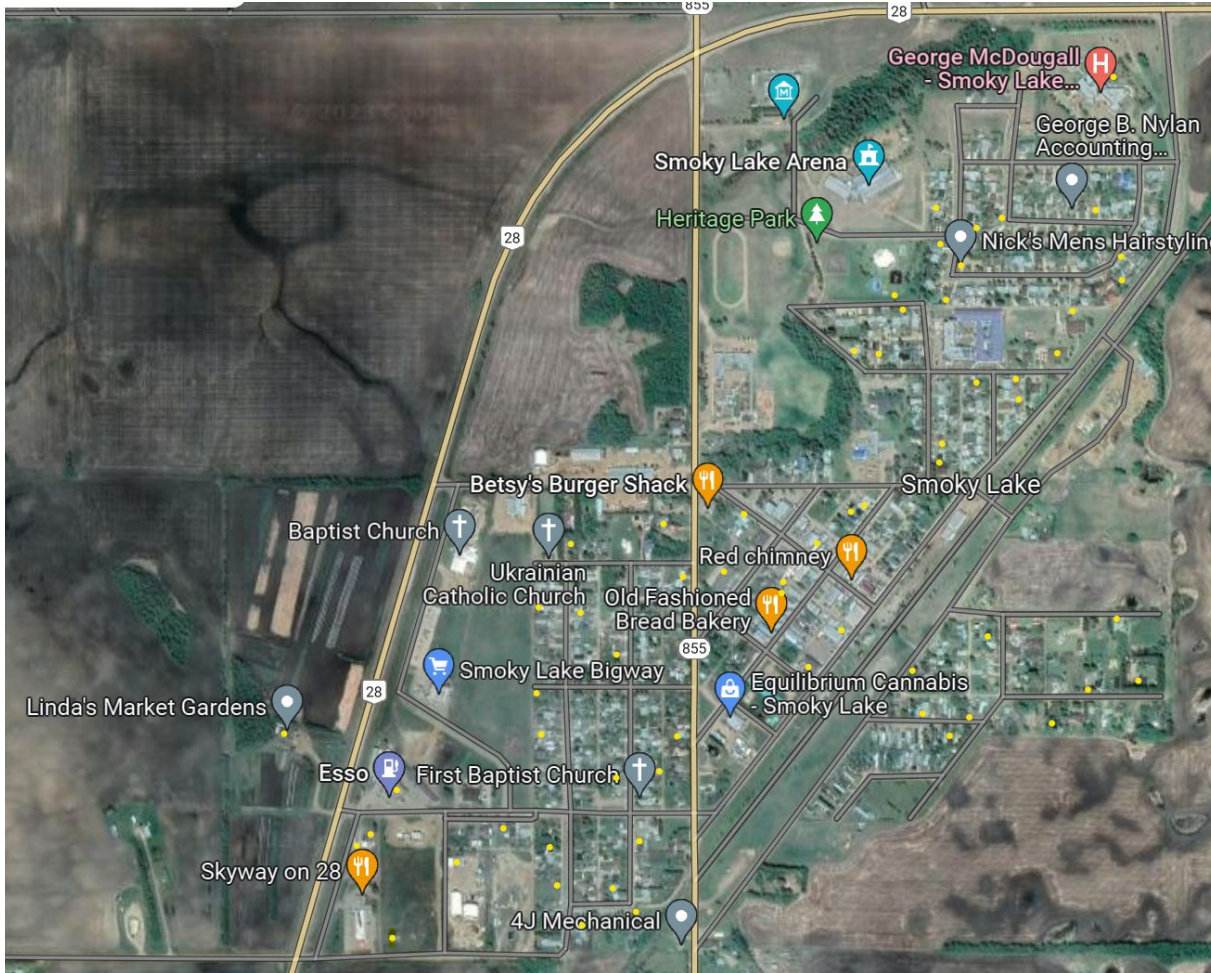
Competitive Rates: We are highly competitive with other providers in your area, to get you best value for your money.

4

Reliable Technology: With GigAir's strong signals and mesh design, spotty and slow connections are a frustration of the past.

5

Local Customer Support: Our neighbourly team is right here in St. Paul, Alberta. Give us a call; we're here to help.



**Existing MCSnet
Customers in
Smoky Lake.**

**58 households
within the town
limits.**

GigAir for Smoky Lake

Transit Fiber has already been built to the tower West of Linda's Market Gardens. 14 Customers have received their free upgrades to GigAir

Moving forward MCSnet will:

- Upgrade existing customers
- Determine critical sites for expanding coverage
- Set up Wi-Fi Hotspots for public use facilities owned by municipality or non-profit organizations
- Install new subscribers



What does it look like?



GigAir radio on a house.



GigAir radio on a business.



GigAir PoP to extend network.

GigAir Municipality Partnerships

MCSnet is committed to working with municipalities to leverage existing assets to create project efficiency and potentially lower final project costs. MCSnet is willing to contribute equipment, free installation, and complimentary Wi-Fi Hotspots for public-use facilities to build a mutually-beneficial network.



Wi-Fi Hotspots

MCSnet partners with non-profits and municipalities to install complimentary Wi-Fi Hotspots at public use facilities. These locations help us to build out the network and provide free, high-speed internet to the public.



GigAir Internet Plans

Package	Top Down Speed	Top Up Speed	Monthly Traffic	Monthly Price
GigAir Unlimited	1000 Mbps	1000 Mbps	Unlimited	\$89.95
GigAir Ultra	1000 Mbps	1000 Mbps	2,000 GB	\$69.95
GigAir Advanced	1000 Mbps	1000 Mbps	500 GB	\$49.95
GigAir Basic	1000 Mbps	1000 Mbps	200 GB	\$39.95



GigAir Corporate Plans & Pricing

We recommend GigAir Corporate packages for business or organizations that cannot afford to be without internet. For example, businesses with a point of sale device should be on a GigAir Corporate plan.

Package	Top Down Speed	Top Up Speed	Monthly Traffic	Monthly Price	Install Fee
1 Year	1000 Mbps	1000 Mbps	Unlimited	\$200	\$950
3 Year	1000 Mbps	1000 Mbps	Unlimited	\$150	\$0

GIGAIR CORPORATE INCLUDES:

- Dedicated tech support
- Same business day onsite repairs
- Monitored 24/7
- Up to 10 static IP addresses
- Optional Service Level Agreement

Thank You!



June 5th, 2023



Formal Request to Smoky Lake County Council

Dear Members of Smoky Lake County Council,

We are the owners of the property at 4924 50th Street (AKA Signal House) which is neighbouring to Smoky Lake County's Public Works Shop facility.

The landscaping of the facility property is substandard, unsafe for our young family and damaging to our private property.

Our request for Smoky Lake County Council is threefold:

- 1) Take immediate action to make the entry approach from the industrially-zoned facility property into the residentially-zoned alleyway next to our residentially-zoned property safe.
- 2) Take immediate action to provide adequate drainage from the facility's land surfaces into appropriate drainage corridors instead of into our garden and other areas of our private property.
- 3) Take immediate action to hire qualified independent professional services to evaluate the environmental damage done by leaching hydrocarbons and road traction enhancement substances onto the soil on our private property.

We will provide full cooperation in these efforts.

Thank you for your attention on this matter,

Jarret Dyrbye

Jillian Powell

Point of contact:



PO Box 477, Smoky Lake, AB, T0A 3C0



May 23, 2023

Board of the Edmonton Heritage Festival
14603 A – 118 Avenue NW
Edmonton, AB
T5L 2M7

Request to Exclude Russian Community from the 2023 Edmonton Heritage Festival

Dear Members of the Board,

I hope this letter finds you well. I am writing to you as a concerned citizen and an advocate for justice and human rights in the wake of recent geopolitical events. It has come to my attention that the Russian community is being considered to participate in the upcoming 2023 Edmonton Heritage Festival. I kindly request that you deny their involvement and exclude them from this year's festivities due to the serious concerns raised by Russia's invasion of Ukraine, their campaign of genocide against Ukrainians, and the Russian community's support of the invasion.

As an organization committed to showcasing and celebrating the rich cultural diversity of our city, it is imperative that we uphold the values of inclusivity, respect, and human rights. The Russian government's invasion of Ukraine and the subsequent actions taken against Ukrainian civilians cannot be ignored. The International Council of Organizations of Folklore Festivals and Folk Arts, of which you are a member, has already taken a stance by suspending the membership of both Russia and Belarus, recognizing the severity of the situation. In light of these events, it would be ethically inconsistent to allow the Russian community's participation in the Edmonton Heritage Festival.

The invasion of Ukraine by Russian forces has resulted in countless deaths, widespread displacement, and unimaginable suffering for the Ukrainian people. Reports of human rights abuses, including acts of violence, arbitrary detentions, and forced disappearances, have been well-documented by international organizations and the media. These actions stand in direct violation of the principles of justice, peace, and dignity that our festival aims to promote.



Moreover, it is crucial to acknowledge the Russian community's support of the invasion, which further deepens our concerns. While we appreciate the contributions made by the Russian community to our city's cultural fabric, their endorsement of such actions sends a distressing message to all Edmontonians and undermines the values we hold dear.

By excluding the Russian community from the 2023 Edmonton Heritage Festival, we would demonstrate our solidarity with the Ukrainian people, condemn the violations of international law, and reaffirm our commitment to promoting peace, justice, and human rights. This decision would align with the actions taken by the International Council of Organizations of Folklore Festivals and Folk Arts, lending further credibility to our stance.

I understand that the decision to exclude any community from the festival is a sensitive matter, and it is important to consider the diverse perspectives of all stakeholders involved. However, given the gravity of the situation and the need to maintain our festival's integrity, I believe that this request reflects the values and principles we should stand by.

Thank you for your attention to this matter. I trust that the Board will give serious consideration to the concerns raised, and I remain hopeful that you will make a decision that upholds the spirit of inclusivity and justice that our festival represents.

We look forward to hearing from you with your final decision as soon as possible.

Sincerely,

O. Boychuk

Orysia Boychuk
President, Ukrainian Canadian Congress – Alberta Provincial Council



Métis
Nation Of
Alberta

Office of the Provincial President

100 Delia Gray Building
11738 Kingsway Avenue
Edmonton AB T5G 0X5

10.3

Phone: 780 455 2200
Fax: 780 452 8946
www.albertametis.com

May 24th, 2023

Reeve Lorne Halisky
County of Smoky Lake

Email: lhalisky@smokylakecounty@ab.ca

Dear Reeve Halisky:

Re: Métis Nation of Alberta – 95th Annual General Assembly

On behalf of the Métis Nation of Alberta, I am pleased to extend an official invitation to you to attend our 95th Annual General Assembly. ThiEs year's Assembly is being held at Metis Crossing, just outside of Smoky Lake on August 10th – 13th, 2023.

We would be honoured to have you participate in our Opening Ceremonies and bring greetings on behalf of the Métis National Council on August 12th, beginning at 9:00 a.m. In the event that you are unable to attend in person, we would like to request a virtual greeting. In addition, we would appreciate receiving a written message along with a picture by June 15th, 2023, to be included in our Annual Report.

Please contact my Executive Assistant, Sonia Fushtey, at (780) 453-0281 or via email at sfushtey@metis.org, to confirm your attendance.

We look forward to seeing you there.

Sincerely,

Audrey Poitras President



VILLAGE OF WASKATENAU

Box 99, Waskatenau, Alberta T0A 3P0

Phone: (780) 358-2208
 Fax: (780) 358-2208
 Email: waskvillage@mcnet.ca
 Website: www.waskatenau.ca

May 25, 2023

Smoky Lake County
 Box 310
 Smoky Lake, Alberta
 T0A 3C0

Thank you for sending the Village of Waskatenau a copy of the letter sent to the Smoky Lake County from McElhanney dated May 3, 2023 in regards to Highway 28 – Highway Rehabilitation – Intersection Realignment and Closure at Twp Rd 592.

The Village of Waskatenau discussed the letter at our Council meeting on May 23, 2023 and wish to express the following concerns or comments in regards to the proposed Closure at Twp Rd 592 access to Hwy 28.

- Twp Rd 592 serves as an emergency bypass in the event there is an accident at the Roundabout (Hwy 28 & Hwy 831). Traffic can be re-routed utilizing Twp Rd 592 and will also alleviate the re-routed traffic going through the Village of Waskatenau.
- Agricultural Equipment utilizes Twp Rd 592 and the Hwy 28 access to bypass the Roundabout. The size and width span of the equipment makes it difficult to navigate through the bypass on a daily basis.
- Local residents have been using this Twp Rd 592 and access to Hwy 28 for years to bypass the heavy traffic flow at the Roundabout. It provides a safe option for local travellers.
- Twp Rd 592 access to Hwy 28 has a history of no accidents over the years and remains a safe access from the Highway. Its skewed angle as it intersects Hwy 28 has never been a problem or a safety concern.
- Will there be a public consultation on the closure of the Twp Rd 592 access to Hwy 28?

The Village of Waskatenau would not support the closure at Twp Rd 592 access to Hwy 28 and respectfully advocates keeping this access open.

Thank you

Richard Warren

Richard Warren
 Mayor, Village of Waskatenau





Alberta's Iron Horse Trail Artisan at Work - DESTINATION Analysis

June 2, 2023

You are invited to join us on Monday, June 12th from 1:00 – 3:00pm at the Landing Hotel & Conference Centre in St. Paul for the release of our **Alberta's Iron Horse Trail Artisan at Work - DESTINATION Analysis**.

We were fortunate to receive funding from PrairiesCan to contract the EconoMusée Network Society (ENS) who spent eight days in our region this spring. They met with a wide variety of tourism operators along the trail to introduce the concept. ENS spent considerable time assessing the product offerings we have in the region to determine if we have enough potential sites to develop an Artisan at Work - DESTINATION (cluster) around and along the 300km. Iron Horse Trail. We are excited to say they were pleasantly surprised with the potential and opportunities in the region and are looking forward to their presentation of their findings. For more information on ENS, go to <https://artisansaloeuvre.com/en/>

In 2021, we released our Master Plan to Unlock our Potential and one of the priorities identified within was to animate the trail by *“developing multiple fully independent single and multi-day themed visitor experience itineraries and packages for both summer and winter . . . ”*. We feel the Artisan at Work - DESTINATION program moves us towards this objective.

We will be live streaming the presentation on ZOOM for anyone who is not able to attend in person. Please RSVP to info@ironhorsetrail.ca or call (780) 645-2913 by end of day on Friday, June 9th and let us know if you are attending in person or online. We will send the ZOOM link to those who register on a first come first serve basis as we have limited online capacity.

Sincerely,

Marianne Janke, Executive Director
Alberta's Iron Horse Trail
Travel Lakeland



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Shaw*

MINISTERIAL ORDER NO. M:007/23

I, Rebecca Schulz, Minister of Municipal Affairs, pursuant to Section 579 of the *Municipal Government Act*, make the following order:

- 1) In this order a "provincial member" means a person defined in Section 453(1)(g) of the *Municipal Government Act*.
- 2) In this order "service" means all time spent by a provincial member for hearing preparation, sitting during a hearing, and decision-making and writing.
- 3) That a fee is established for the services of a provincial member payable by a municipality that receives the services of the provincial member.
- 4) The fee shall apply for any day during a part of which any service is provided.
- 5) That the fee established in 3) shall be as follows:
 - a) Subject to clauses b) and c), \$450 per day of service.
 - b) No fee shall be payable in regard to the services provided for any hearings related to any complaints made under Section 460 of the *Municipal Government Act* up to and including nine complaints in a taxation year.
 - c) Whether or not a municipality participates in a joint assessment review board, it is required to pay the fee for services rendered in respect of 10 or more complaints in a taxation year.
 - d) No fee is payable where a hearing is cancelled with at least two working days' notice of the cancellation provided to the Land and Property Rights Tribunal.
- 6) An invoice of the fees payable by the municipality to the Minister of Municipal Affairs must be paid within 30 days of the invoice date.

Dated at Edmonton, Alberta, this 27th day of April, 2023.

Rebecca Schulz
Minister of Municipal Affairs



VILLAGE OF WASKATENAU

Box 99, Waskatenau, Alberta T0A 3P0

10.7

Phone: (780) 358-2208
Fax: (780) 358-2208
Email: waskvillage@mcsnet.ca
Website: www.waskatenau.ca

Smoky Lake County
Box 310
Smoky Lake, Alberta
T0A 3C0

May 31, 2023

On September 1, 2022, the Village of Waskatenau and Smoky Lake County met to discuss potential cost/revenue sharing schemes and/or annexation. The purpose of this initiative by the Village is to increase economic development activity in the Village and surrounding area.

From this meeting, the County requested that the Village provide additional information to the County regarding its proposal for future cost/revenue sharing and/or annexation. In January 2023, The Village of Waskatenau formally requested the support of Municipal Planning Services (MPS) to assist with preliminary research and investigation into a proposed annexation application for lands immediately west, north, and northeast of the Village's current boundaries. The proposed annexation area is consistent with the agreed future annexation area in the Smoky Lake County + Village of Waskatenau Intermunicipal Development Plan.

Over the last several weeks, MPS has undertaken preliminary research into the lands identified as the proposed annexation area (see the map in the attached report). This research has included:

- A review of statutory plans and land use bylaws adopted by both municipalities.
- A review of surrounding development and environmental features

Prior to submitting a formal notice of intention to the Land and Property Rights Tribunal, the Village proposes to host an in-person meeting between the Village and County to discuss the Village's preliminary annexation report, which includes a proposed annexation area. Staff from MPS would be in attendance to provide support and information about the proposed annexation area and the annexation process.

Proposed In-Person Meeting Options

June 21, 2023, July 5, 2023, July 6, 2023

Time: 2:30 p.m.

Location: Waskatenau Senior Drop-In Centre

Thank you for your attention and participation in these discussions to date; we look forward to your response.

Bernice Macyk
Chief Administrative Officer

"Country living at its Best"

INTRODUCTION

On September 1, 2022, the Village of Waskatenau and Smoky Lake County met to discuss potential cost/revenue sharing schemes and/or annexation. The purpose of this initiative by the Village is to increase economic development activity in the Village and surrounding area.

From this meeting, the County requested that the Village provide additional information to the County regarding its proposal for future cost/revenue sharing and/or annexation.

In Fall 2022, Village Council and Administration met with Municipal Planning Services (MPS) to discuss the annexation process. The Village has authorized MPS to undertake preliminary research into the proposed annexation area and to engage with the County on potential annexation conditions prior to submitting a formal notice of intent with the Land and Property Rights Tribunal (LPRT).

This report has been prepared to provide the Village and County with information about the proposed annexation area.

AREA

The proposed annexation area is shown on Appendix A of this report. The proposed annexation area includes lands currently west and north of the Village's current boundaries. The proposed annexation area includes approximately 78.0 ha of land (192.7 acres) currently within Smoky Lake County. This represents approximately 0.00023% of the County's total land area.

BOUNDARY ROADS

Boundary roads are roads that serve as portions of a municipality's boundary. The LPRT requires that an annexation application report identify any affected boundary roads.

Currently, portions of Range Roads 193B, 193A, and 193, 53 Avenue, and Township Roads 592 and 591B are boundary roads for the Village. The proposed annexation area would result in boundary roads that include: Highways 831 and 28 (both new), Range Road 193 (same), and Township Roads 592 and 591B (both same).

OWNERSHIP

The proposed annexation area includes:

- 11 privately owned parcels of land
- 2 road rights-of-way (Range Road 193B/52 Street and Range Road 193A/50 Street)
- Crown land (Waskatenau Creek)

ANNEXATION HISTORY

A review of the Alberta Municipal Affairs Municipal Boundary Search tool revealed four past annexations affecting the Village of Waskatenau and the County (not including the Village's establishment in 1932. These annexations occurred in 1967, 1969, 1972, and 1976. All annexations involved small individual lots or minor boundary adjustments.

STATUTORY PLANS

Intermunicipal Development Plan (IDP)

The Smoky Lake County & Village of Waskatenau IDP was adopted by both municipalities in 2022. The proposed annexation area is entirely within the 'Future Annexation Area Overlay' on Map 5.1 – Future Land Use Areas. Map

5.1 identifies specific parcels of lands within this Overlay as 'Serviced and Unserviced Commercial and Industrial', 'Serviced Commercial', 'Serviced Residential', 'Agricultural', and 'Community'.

Section 4.3 – Annexation in the IDP includes the following policies:

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

Smoky Lake County Municipal Development Plan (MDP)

The Smoky Lake County MDP (Bylaw 1249-12 as amended) identifies the proposed annexation as within the 'Commercial Area' on Map 1.3 – Future Land Use.

Section 6 – Plan Administration of the IDP includes a policy addressing annexation. This policy states:

Policy 6.1.3.4: Council shall support only those annexation proposals that they feel are required and justified. In forming their position on an annexation proposal, Council shall consider the following:

- a. Does the annexation proposal encompass lower capability agricultural land and, if not, is the expansion onto high capability agricultural land justified in light of existing growth direction options?
- b. Has the urban centre planned its future land use and development through a municipal development plan or similar planning document?
- c. Is the annexation required or does the urban centre have sufficient land within its boundaries to accommodate anticipated growth and development?

Village of Waskatenau Municipal Development Plan (MDP)

The Village of Waskatenau MDP (Bylaw 685-2021 as Amended) does not identify the proposed annexation area on its Future Land Use Map as it is currently within Smoky Lake County. The MDP does include policies that note that "significant residential, commercial/industrial, or mixed-use developments" may require an Area Structure Plan (ASP) or Conceptual Scheme. The MDP also notes that an ASP may be required by Alberta Transportation as part of a Traffic Impact Assessment.

LAND USE BYLAWS

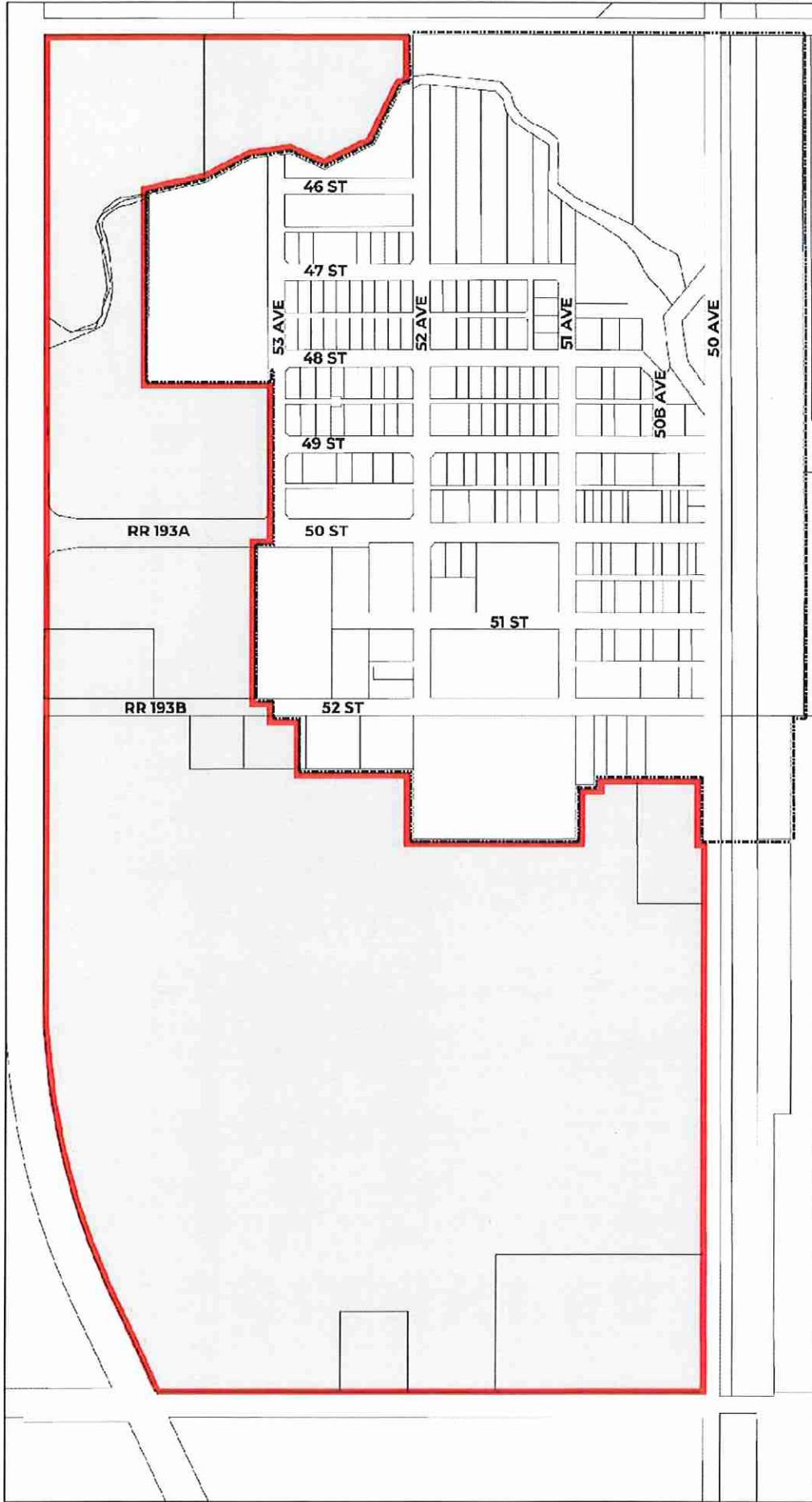
Regulations within the Village of Waskatenau Land Use Bylaw (686-2021) do not apply to lands within the proposed annexation area.

The Smoky Lake County Land Use Bylaw (Bylaw 1272-14, as amended) identifies lands within the proposed annexation area as C1 – Highway Commercial District (3 parcels), P – Community and Institutional District (1 parcel), and AG – Agriculture District (the remaining parcels in the proposed annexation area).

CURRENT LAND USES AND DEVELOPMENT FEATURES

Within the proposed annexation area are the following existing land uses and noteworthy development features:

Nuisance Grounds (Former Landfill Sites)	Two non-operating former landfill sites are located within the proposed annexation area. Provincially regulated development setbacks affect the future development of these lands for certain types of land uses and may require further ground remediation.
Regional Water Line and Water Services	<p>The regional waterline corridor is developed within the centre of the western portion of the proposed annexation area and extends into lands within the Village of Waskatenau.</p> <p>The Village of Waskatenau provides water services to the following properties in the proposed annexation area:</p> <ul style="list-style-type: none"> • 59222 RR 193 • 59224 RR 193 • 5312 – 52 Street (issued a village address) • 5230 – 52 Street (issued a village address) • 5222 – 50 Avenue (issued a village address) • Agriterra Equipment
Smoky Lake County Natural Gas Infrastructure	Developments within the proposed annexation area are serviced by the Smoky Lake County Natural Gas.
Agricultural Developments	Most of the total land area within the proposed annexation area is utilized for extensive agricultural activities (e.g. livestock foraging, cultivation of hay).
Residential Developments	Within the proposed annexation area are four acreage/rural residential developments that abut the current boundaries of the Village.
Commercial Developments	Within the proposed annexation area are two existing commercial developments: Agriterra Equipment and Metro's Contracting (located in the southwest and north portions of the proposed annexation area respectively).
Environmental Features	<p>Notable environmental features within the proposed annexation area include:</p> <ul style="list-style-type: none"> • Portion of Waskatenau Creek • Wetlands (desktop observation, boundaries and values unconfirmed) • Tree stands and shelter belts
Highway Access	Only one parcel in the proposed annexation area has existing access from Highways 831 and 28; these accesses are for agricultural purposes and do not service existing residential or commercial developments.



VILLAGE of WASKATENAU Proposed Annexation Area



Proposed Annexation Area Shown in Grey (Outlined in Red)

June 13, 2023

Greetings!

The Town of Smoky Lake is pleased to formally invite you to participate in our annual **Heritage Day Parade, held on Saturday, August 5, 2023**. The theme this year is "**Celebrating 100 Years as a Municipality**", as the town celebrates their 100th milestone anniversary as a Municipality this year. Your participation in this parade would be very much appreciated. If you wish to attend, an entry form has been enclosed with this letter.

The parade will start at the Smoky Lake Agricultural Complex (4612-54 Avenue) with registration and assembly starting at 9:00 a.m. The registration table will be set up by the East Entrance of the Complex. The judging will take place at the complex upon registration and prizes will be awarded prior to commencement.

Thank you for your consideration in participating in our Annual Heritage Day Parade. Please return your entry form by drop-off, email, fax, or mail to the address below before Wednesday, August 2, 2023. We can't wait to see you all!

If you have any questions or wish to receive further information please don't hesitate to reach out.

Sincerely,

Joan Prusak

Accounts Payable
Town of Smoky Lake

Phone: 780-656-3674

Fax: 780-656-3675

Email: payable@smokylake.ca

Mail: Town of Smoky Lake
Box 460
Smoky Lake, Alberta T0A 3C0

The Town of Smoky Lake extends an invitation to all businesses, municipalities, organizations and individuals to submit an entry and participate in the celebrations in this year's theme:

“Celebrating 100 Years as a Municipality”

**Smoky Lake Annual Heritage Day Parade
On
SATURDAY, August 5, 2023**

REGISTRATION:

Entry Name: _____

Contact Person: _____

Phone Number: _____

Number of Participants: _____

Category (please check one):

- Antiques Vehicles.
- Agricultural.
- Clubs/Associations.
- Horses/Riders.
- Municipality/Town/Village.
- Western Wagons/Teams
- Novelty.
- Farm Antiques.
- Business.

Please kindly return this form to:

Town of Smoky Lake
Joan Prusak
Box 460
Smoky Lake, AB T0A 3C0
Ph: 780-656-3674 Fax:780-656-3675
Email: payable@smokylake.ca

Parade Registration and Assembly at the Smoky Lake Complex (4612-54 Ave.) 9:00 a.m

Station Judging of Floats at 10:00 a.m. at the Complex

Parade Begins at 11:00 a.m. and Ends at the CN Station Museum. Parade Route from Complex to CN Station.

Please Come and Join the Fun!

From: Immigration Refugees and Citizenship Canada / Immigration Réfugiés et Citoyenneté Canada
<IRCC.COMMDoNotReply-NePasRepondreCOMM.IRCC@cic.gc.ca>

10.9

Sent: Friday, June 9, 2023, 9:01 a.m.

To: lhalisky@smokylakecounty.ab.ca <lhalisky@smokylakecounty.ab.ca>

Subject: Save the date – Welcoming Week 2023 / Prenez date – Semaine de l'accueil 2023

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



Canada



The [Immigration Matters](#) team is excited to invite you to save the date for this year's Welcoming Week, taking place from September 8 to 17, 2023!

Welcoming Week 2023 is an opportunity to recognize and celebrate the people, places and values that make everyone feel welcome and give them a sense of belonging in their local community, no matter where they come from.

In the coming weeks, we will provide you with resources to help you participate, such as ready-to-use social media content, graphics and key messages.

We look forward to working together to showcase the welcoming work underway in your communities and to connect to global efforts to create more welcoming places.

The Immigration Matters Team

Immigration, Refugees and Citizenship Canada / Government of Canada

IRCC.ImmigrationMatters-ImmigrationCaCompte.IRCC@cic.gc.ca



Immigration, Réfugiés
et Citoyenneté Canada

Immigration, Refugees
and Citizenship Canada

Canada



LA SEMAINE
DE L'ACCUEIL

L'équipe [d'Immigration, ça compte](#) est heureuse de vous inviter à prendre date pour la Semaine de l'accueil, qui aura lieu cette année du 8 au 17 septembre 2023.

La Semaine de l'accueil 2023 est l'occasion de reconnaître et de célébrer les personnes, les lieux et les valeurs qui font que chacun se sent le bienvenu et a un sentiment d'appartenance à sa collectivité locale, quelle que soit son origine.

Au cours des prochaines semaines, nous vous fournirons des ressources pour vous aider à participer, comme du contenu prêt à être utilisé dans les médias sociaux, des graphiques et des messages clés.

Nous sommes enthousiastes à l'idée de collaborer avec vous pour mettre en valeur le travail d'accueil que vous accomplissez dans vos collectivités et de contribuer aux efforts déployés dans le monde afin de créer des lieux accueillants.

L'équipe d'Immigration, ça compte

Immigration, Réfugiés et Citoyenneté Canada / Gouvernement du Canada

IRCC.ImmigrationMatters-ImmigrationCaCompte.IRCC@cic.gc.ca

May 28th, 2023

To whom it may concern,

I am writing to bring to your attention some concerns shared by myself and many of the residents of Vilna regarding the exorbitantly high property taxes and the continued deteriorating state of our village's infrastructure. As a resident and taxpayer, I believe it is crucial to address these pressing issues in order to improve the quality of life for all citizens. Hopefully this message does not come off as *entitled* as the previous mayor's message had implied about the residents of Vilna.

Let me express the frustration with the absurdly high property taxes in Vilna. Many residents are finding it increasingly difficult to meet their financial obligations due to the disproportionate burden imposed on them. It is essential that property taxes are set at a fair and reasonable level. Taking into consideration the economic realities of our community, residents should not be paying as much in Vilna as they do in bigger centers like Smoky Lake, St. Paul and Bonnyville; let alone be compared to Edmonton in any notion. Vilna does not provide most of the larger services that those communities have for their citizens, like pools, sport centers, etc. I kindly request that you review the current tax structure and explore other possibilities outside of increasing the burden on homeowners within Vilna.

The "Mayor's Message" from the village newsletter blames every citizen in the village for "unsightly premises", unlicensed animals, etc. even though a high percentage of community members follow the rules and abide by the by-laws within the village. Aside from the by-law officer now required in the village, there are several problems within the town that need to be addressed, especially when trying to justify the higher property tax cost.

Firstly, the state of our roadways has continued to be a growing concern. Numerous streets throughout Vilna have been ripped up in means to fix the continuing water problems. We as citizens are grateful for the repairs, but filling the hole solely with gravel and leaving it like so has tarnished the image of the village (not to mention the lack of snow removal in the winter to the point where some citizens are unable to leave their driveways for days at a time). The village looks extremely unkept and, considering the fact that the citizens are required to keep their yards clean and upkept, it is quite comical and is hypocritical for the town to turn around and do nothing with the streets. These unkept roadways not only affect the safety of our residents, but also have a negative impact on our village's aesthetics and overall appeal. I urge you to prioritize road maintenance and allocate sufficient funds for timely repairs and resurfacing projects to ensure the safety and convenience of all residents and visitors.

Secondly, along with the growing concern about unkept properties throughout Vilna, the town has failed to upkeep its own properties. Considering how concerned the village office is about presenting a welcoming community, the state of the local park, monument mushrooms, and other town owned lots/premises are in major disrepair. The park is not a welcoming site, along with the unkept sand areas, broken park equipment and un-mowed and ungroomed areas, it is

a surprise that anyone wants to visit what should be a neat little afternoon spot. The mushrooms have been vandalized, left uncleaned and unpainted for quite some time. As for the smoke shack, I mean "skate shack", I think the vandalism speaks for itself. There is constantly garbage, uncut ditches, and ungroomed areas (including a tennis court that is so grown over and unmaintained that it is completely unusable) that only further hamper the image of the village for anyone passing through.

I understand that addressing these issues requires careful consideration, budgetary planning, and collaboration among various stakeholders; however, I firmly believe that by actively addressing the concerns mentioned above, we can improve the overall livability and attractiveness of our beloved village. Property taxes are to be used to fix these issues and, even with the breakdown of where the taxes go every year, it is difficult to understand how taxpayer money is being used effectively. The fact that major issues (like those mentioned above) have not been fixed or dealt with raises concerns for citizens about paying more taxes. Being called "entitled" and requesting the citizens to do their part is (again) hypocritical, especially considering the villages lack of responsibility. Please take into consideration these thoughts as they are not from one citizen, but numerous throughout the whole village.

Sincerely,

Citizens of Vilna

VILLAGE OF VILNA

Newsletter

MAY, 2023



Spring is here, and so are the winds and the weeds and fires. One of the priorities of your Council is to brighten up the Village. *That means convincing everyone to clean up their yards and brighten up their gardens.*

MAYOR'S MESSAGE

Why are taxes increasing?

Entitlement. Easy one word answer – entitlement. The Village has Bylaws that many residents feel do not apply to them. As such, Council has had to contract an expensive Bylaw Enforcement Officer to re-introduce aspects of civilization. The Village of Vilna is no different than Edmonton, Calgary or Vancouver. Rules must be followed for a greater quality of life.

There have been many, many warnings in letters and newsletters about unsightly premises, lack of building permits, unlicensed chickens, unlicensed dogs, animal control issues and derelict vehicles and cluttered yards. For Vilna to move forward, not just survive, but to thrive, there must be painful changes. There is no more hiding from or turning a blind eye to responsibility.

Inflation. Whether it's carbon tax or minor wage increases, costs have crept up. Inflation affects everything, and municipal costs, including utilities are not immune.

Hence, compared to Edmonton, a very small tax increase.

GREAT NEWS: We got the grant to replace the treated water reservoir. At the end of April we were informed that we were successful in getting a \$3,562,500.00 grant toward the project. As exciting as that is, it is a 75/25 grant. The grant will cover 75% of the project and the Village will have to provide the other 25%. The Engineers are working on the design drawings and firm up cost estimates. Once that is done the project will be put out to tender. It's quite possible that construction won't start until fall or spring 2024.

We will continue to test the water daily to ensure that the quality of the water you are receiving meets the approval of Alberta Environment and Alberta Health.

FIRE BAN Province Wide

Due to extreme fire hazard conditions the province has upgraded the existing fire restriction to a **FIRE BAN**. The ban will remain in effect until further notice. The Fire Ban means there are **ABSOLUTELY NO OUTDOOR FIRES** permitted. This means NO open fires, camp fires, brush piles and burning barrels. The discharge of fireworks is also prohibited during this ban. **Don't toss cigarette butts on the ground.**

All ATV's or Off Road Vehicles are prohibited during the FIRE BAN.

Gas fueled barbeques with lids and liquid fueled camping stoves will be allowed.

A person who causes a fire during a Fire Ban may be prosecuted and responsible for the costs of extinguishing.

COMMUNITY GATHERING Sunday, May 28th

Your Council is planning a Community BBQ where you can have a hot dog and share your opinions and ideas on what your vision of Vilna is and how you see us getting there.

Watch for notice about time and place.



We registered with **COMMUNITIES IN BLOOM** this year. And the color for 2023 is purple. The goals of the program are:

Vision:

To inspire all communities to enhance the quality of life and our environment *through people and plants in order to create community pride.*

Mission:

We are a volunteer and partnership-driven organization that uses a multi-tiered competitive evaluation process to foster community strength, involvement and continuous improvement.

UNSTOPPABLE CONVERSATIONS

The Village was selected for a grant for guest speakers and workshops that are geared to encouraging community members to get involved and work together to address community needs and transform some of our thinking to produce seemingly impossible, positive results.

We held two 4 hour workshops at the end of April and are now moving into using the information gathered to make Vilna a growing, positive thinking, public spirited community.



"If you want to discover and empower yourself under any circumstance and find your hidden blindspots dealing with ethics and the decisions you make, this will knock you out!"

June 14, 2023

Lorne Halisky
Reeve and Division 4 Councillor
Smoky Lake County

Via email: lhalisky@smokylakecounty.ab.ca

Lorne Halisky:

I am replying to your emailed letter of June 9. Thank you for reaching out to the Alberta Utilities Commission and for sharing your concerns on good and proper planning and reclamation for major alternative/renewable energy projects, including preservation of agricultural lands.

The AUC encourages, appreciates and values municipal involvement and input in its regulatory decision making around energy projects such as renewable generation including wind and solar power. The AUC mandate, derived from a suite of legislation, is to regulate the utilities sector to protect social, economic and environmental interests of Alberta where competitive market forces do not.

As an independent, quasi-judicial agency of the province of Alberta, the AUC is required under legislation to ensure that the delivery of Alberta's utility service takes place in a manner that is fair, responsible and in the public interest.

The AUC is familiar with, and works with, the RMA. AUC Chair Carolyn Dahl Rees and AUC Executive Director of Facilities Wayne Mackenzie had the privilege of addressing the RMA's latest conference in March 2023. They noted that both the AUC and municipalities have roles set out in legislation to ensure land development, including utility development, takes place in the public interest.

While attending the conference the AUC chair and executive director shared the importance that the AUC places on ensuring municipalities have the tools and information needed to understand and take part in our regulatory processes. Municipal involvement in AUC proceedings leads to better, more informed decisions that are in the best interests of both applicants and local communities. We recently released a webpage dedicated to how Municipalities can be engaged in our hearing processes.

[Municipalities and the AUC review process - AUC](#)

When evaluating applications to develop generation facilities and utility infrastructure, the AUC assesses the overall impacts of the specific project before it. These impacts can and do include land-use considerations and reclamation requirements.

Before the AUC considers a decision regarding an application, a rigorous public consultation process must be completed. This process provides adjacent landowners, the public and local municipalities with the opportunity to raise concerns about the proposed development. Details about the AUC review process is available at www.auc.ab.ca/facility-application-review-process-steps.

Electricity projects such as solar and wind power are subject to [AUC Rule 007](#), which sets out the requirements that must be met before the AUC grants approvals. The AUC focuses on environmental, economic, and social factors while ensuring opportunities for public and municipal input. AUC considerations include environmental impacts, wildlife impacts, property values, noise complaints, visual impacts, land-use considerations, local and municipal economic benefits, decommission and reclamation plans, and other issues raised by participants.

The AUC requires applicants to demonstrate they have a plan to reclaim their projects when they have reached the end of life. The owner must also satisfy Alberta Environment's [Conservation and Reclamation Directive for Renewable Energy Operations](#). Under this directive, operators of renewable energy operations on private lands require professional sign-off for the development and updating of

- Conservation and reclamation plans.
- Required assessments
- The reclamation certificate application(s).

When rendering decisions the AUC can and does require conditions of approval, which can include reclamation and end-of-life matters. The AUC will continue to monitor the adequacy of reclamation requirements to ensure the public interest is protected.

I hope all of this is helpful. The AUC would be happy to provide more information to you or the Smokey Lake County Council. The AUC encourages, appreciates and values municipal understanding of, and involvement in, its regulatory decision making around energy projects.

Best wishes,

Geoff Scotton

Senior Communications Advisor
Assistance and Information Services Team Lead

403-650-5774
geoff.scotton@auc.ab.ca



SERVICE
ASSESSMENT AND
ECONOMIC
DEVELOPMENT
STRATEGY
SMOKY LAKE REGION



OCTOBER 2022



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1.0 Introduction

13 Ways Inc. and Azimi Consulting Ltd. were approached in fall of 2021 to perform a Municipal Service Delivery Review for the Smoky Lake Region, which includes the Village of Waskatenau, the Village of Vilna, Smoky Lake County, and the Town of Smoky Lake.

The intent of the project is to find efficiencies and cost savings for the municipalities facing growing budget challenges due to the continued downloading of costs and services from other levels of government, increased demands for services and infrastructure from an insatiable public, and a slowly shrinking tax base and population. The work is noble and important, but it is often also a matter of life or death for municipalities.

13 Ways has never taken on a project restricted to service delivery savings and efficiencies, because we believe a singular focus on finding savings and efficiencies is only a short-term solution. Communities may find they extend their viability after such an exercise, but as other levels of government continue to download costs, demands from the public continue to rise, and tax bases continue to shrink, communities find they are back to do the same exercise within a matter of years. The entire process is unsustainable.

With a contract such as this, we insist on adding discussions and work on strategic economic development and marketing that will focus attention on growing the economic pie, in conjunction with ensuring that services are delivered effectively and efficiently. It is the only way to ensure municipalities are not constantly looking for ways to live year by year on an ever-shrinking pie. Enduring success will only come by working completely collaboratively in identifying strategic initiatives and investments that grow the revenue base and the economic pie.

As such, without raising the cost of the project, we found ways to add in work and recommendations on an economic development strategy and marketing that complement the work done on service level reviews and priorities. We were not able to present a complete economic and marketing strategy as there is still more work to be done on collaboration and cooperation efforts that produce a clear vision and set of values for the region. We took these additional elements of project work as far as we could in this phase.

However, we have provided some very valuable and important recommendations and guidance on economic development and marketing and anticipate this report will help the region realize not only the value but the critical importance of working together proactively to find a pathway to success and prosperity.

2.0 Methodology

There are ever-increasing expectations for local governments to make informed choices about the services they provide to their citizens. This affects all municipalities regardless of whether they are enjoying positive economic growth or periods of fiscal constraint. All municipalities need to renew their existing infrastructure and assets to continue meeting the needs of the community. In addition, they need to invest in assets to meet the future needs of the ever-changing community, as well as address potential growth requirements. Given the differences between addressing current infrastructure needs and investing in expansion to accommodate possible future growth, it is not hard for the community to become trapped in the following circular logic, which emphasizes the importance of strategic decision making:

- We need to take care of our existing infrastructure and program needs to meet the current levels of service (for example, fixing roads, operating water treatment facilities, and replacing aging sewer lines).
- Residential taxes are high under our current conditions. We need to diversify our tax base by adding more businesses to increase our revenue.
- We need to invest in our infrastructure to attract businesses to our community and create opportunities for growth (for example, more properties and lands for businesses, telecommunication infrastructure, and more diverse housing types).
- We need to communicate and demonstrate accountability of decisions to the public, ensuring the community has the information necessary to understand how their tax dollars are being utilized.
- We need more revenue.



The need to increase the revenue and diversify the tax base is fundamental in escaping the forever loop of “we need to reduce our service delivery costs”.

2.1 Connection to Economic Development

Economic development initiatives were once distinct from the traditional work of municipalities. Swimming pools and flowers on main street had no connection to attracting business, industries, and jobs to a region. All that was required for economic development was serviceable land, few regulations, and low, or at least reasonable, taxes. That may have worked long ago when previous generations moved to where the jobs were located, but now the jobs are moving to places where people want to live. That means economic development is about ensuring a quality community where people want to live and the services these communities are offering.

Although the pandemic accelerated such a shift, the shift was already occurring in unwavering fashion. Communities, small or large, that were focused on building infrastructure and services that offered up a great quality of life began attracting new people, young and old. Short-term tourists, long-term visitors, people looking for a change of scenery or a change of life, or those with flexible work options all began to move, and we saw those communities grow. Post pandemic, with new work from home options, a new rise in entrepreneurialism, and a desire to seek the safety and comforts that come with belonging to a community are driving a massive and continued wave of relocations.

It must be emphasized, though, quality of life does not mean what it used to mean. Many of us still think quality of life means no potholes, a swimming pool, and low taxes. Not one of these items is a key motivator for attracting people to your community, or the lack of them a reason for anyone to leave. That’s because people are attracted to a place that offers them a lifestyle they seek and is a place they feel they belong. A community isn’t appealing or unappealing to outsiders simply because of its potholes, pools, or property taxes. It is defined by its aesthetic beauty, connections to nature, socialization and events, housing affordability, recreation options, its welcoming(ness), and a myriad of other soft factors that all contribute to its brand and reputation.

It is critically important that a community, or a region, start by identifying who they are and what they want to become. Once they identify what makes them truly unique, and how they will support that with strategic investments in the future, they can identify who would be interested in what they have to offer. Finding the first 100 to come to the community starts with finding how to attract that very first one. After the message is honed and sharpened and motivated the first one, the next 100 will be much easier. But that only happens when the community is selling what makes them unique to the people and families looking for what they have to offer.

This requires you to have:

1. Clear understanding of what you want to become (Collective Community Vision)
2. Who are you attracting? (Economic Development Strategy)
3. What are the service needs? (Service Assessment and Asset Management)
4. How do you attract them? (Targeted Marketing Strategy)

This is the important part. Once the community has begun to attract new people, they begin to build a workforce – a workforce of people who love where they live. That will attract new businesses and industry to the community. A readily available workforce is one of the biggest challenges for businesses and industries these days, which means the new growing workforce is a perfect marketing element to add to the economic development strategy to attract businesses and industry. That means that economic development and community building go hand in hand. They are inseparable. One cannot build a community without some economic growth, and one cannot successfully grow their economy without building their community.



Yet, even when we finally see it, we fail. We focus on building and investing in services and infrastructure we think every community needs, rather than what makes us stronger and appeals to those we wish to attract. We focus on the day-to-day operations and management, putting all our energy into maintaining the organization instead of appealing to the client. We replay old patterns and old ways of thinking, afraid of the risks associated with trying something new. Except the biggest risk we face is staying where we are, not changing, and not trying something new.

Finding success requires changing our mindset to focus on the future. We must be willing to change our systems and organizational structures to meet our future objectives. Loyalty to old systems, old organizational structure, and outdated modes of thinking will ensure nothing changes. The worrisome part is that if nothing changes, then nothing changes.

2.2 Asset Management Mindset

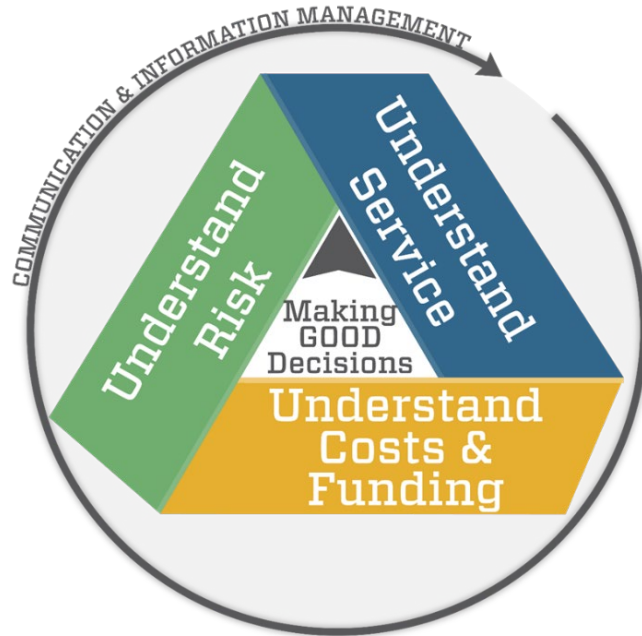
Adopting an asset management mindset to decision making can address the challenges outlined in the above graphic. Asset management is the process of making decisions about the use and care of infrastructure to deliver services in a way that considers current and future needs, manages risks and opportunities, and makes the best use of resources. It is an adaptive approach to service delivery that provides a defensible way of prioritizing projects and limited resources.

Asset Management is about services. Infrastructure exists to deliver services. Understanding the services, the community values and needs (today and tomorrow), the level they require and are willing to pay for, helps the municipality to decide what infrastructure and programs are needed to meet these service needs.

Setting up service levels that meet the current and future needs of the community while being achievable, requires understanding of the trade-offs between services, risks and cost requirements. Asset Management is the adaptive process that enables municipalities to achieve this.

The methodology used in this study incorporates an asset management approach and mindset. Establishing service levels that are realistic and achievable requires a thorough understanding of the trade-offs between service needs, risks, and long-term costs and revenue requirement of service provision.

Working together as a group, and through multiple interviews and workshops, the elected officials and the CAOs defined levels of service based on their understanding of their communities' current and future needs and their Regional objectives. They also assessed events that could impede their ability to deliver these services and achieve their strategic objectives. This process informs the infrastructure and human resources requirements of delivering the needed services to the community. This in turn will inform the financial and organizational requirements. By knowing the financial and organizational requirements, the municipalities can determine which governance structure can best position them to meet the service requirements.



*Building Community Resilience through Asset Management
– A Handbook and Toolkit for Alberta Municipalities

In short, this methodology includes evaluating the following steps:

1. Define User / Community Groups:
 - a. Current population and residents
 - b. Groups you want to attract to your community
2. What are the service attributes that matter to the users (community)? (e.g. clean and safe potable water, safe community, etc.)
3. What are your current Levels of Service?
 - a. Current infrastructure requirements and maintenance procedures
 - b. Documentation
4. Evaluate Current Performance
 - a. What are your current performance targets?
 - b. How reliable are the services? Are you meeting your current performance targets?
5. What are your desired performance targets?

- a. Do you need to adjust your performance targets?
6. What are some of the trends in community needs?
 - a. Demographic changes, technological advances, political climate, macro economics, etc.
7. What services are required to meet the future needs?
 - a. Do you need new services?
 - b. Do you need to continue the current services?
8. What are the future Levels of Service? What does your economic strategy require?
9. What needs to change? Where are the gaps?
 - a. Meet current and desired performance targets/ Future Levels of Service
 - b. Changes in Levels of service
 - c. Investment and revenue requirements to meet the life-cycle costs of infrastructure, operations, and programs
10. How do you get there?
 - a. Feasible and practical plan
 - b. What are the risks? What is the mitigation strategy?



3.0 Service Assessment

To meet the current needs of the community without compromising the ability to meet the future needs, in other words a sustainable service delivery, requires the implementation of the following steps:

1. Understand the Community's needs
 - a. Current and existing needs
 - b. Future needs based on trends and economic development objectives
2. Treat service delivery as an investment rather than liability
 - a. Use services as a community growth driver
3. Assess all decisions with a service lens
 - a. Impacts of cost cutting and investment on services
 - b. Understand Needs → Levels of Service Requirements → Infrastructure needs → service delivery methods and organizational requirements
4. Assess Risks
 - a. Clear understanding of the risks and the impacts on services and service levels to achieve the community's objectives

Good decisions about infrastructure begin with thinking about service to the community, from the perspective of the community. The community needs to be informed and educated on what it takes to deliver the services they require with education and balance. Infrastructure exists solely to deliver and support service delivery, and as such there are three questions which should form the basis of a municipality's decision-making around its infrastructure: Which services does the community value; which levels of service do they require; and what are they willing to pay for them? Service considerations should include the current as well as future needs of the community.

It is important to step back and look at levels of service critically. The point is to provide a certain level of service because the community has indicated it is valuable to them and that is needed to attract and retain people in the community, not because it is what has always been done. To do this, there must be a clear understanding of the following:

1. The types of services the community needs
2. The groups of residents, businesses and industries that receive these services
3. The levels of service that are being delivered to the community currently (current levels of service – current performance)
4. The levels of service that are aimed to be delivered to the community in the future (future levels of service – target performance)

Level of service is a measure of the quality, quantity and reliability of a service from the perspective of the community. There are many benefits in having a clear understanding of service needs and defining levels of service. By being clear about what the community is asking for, the municipality can determine whether they can afford providing these services and evaluate actions such as cutting costs and making investments in terms of their impacts on levels of service. Council and staff can prioritize projects based on their impacts on providing sustainable services. This will enable them to communicate clearly and consistently with the community as to why certain decisions are made and how they are aligned with the community's objectives.

The following sections outline the current and future levels of service for the four municipalities in the Smoky Lake region.

3.1 Population and Demographic

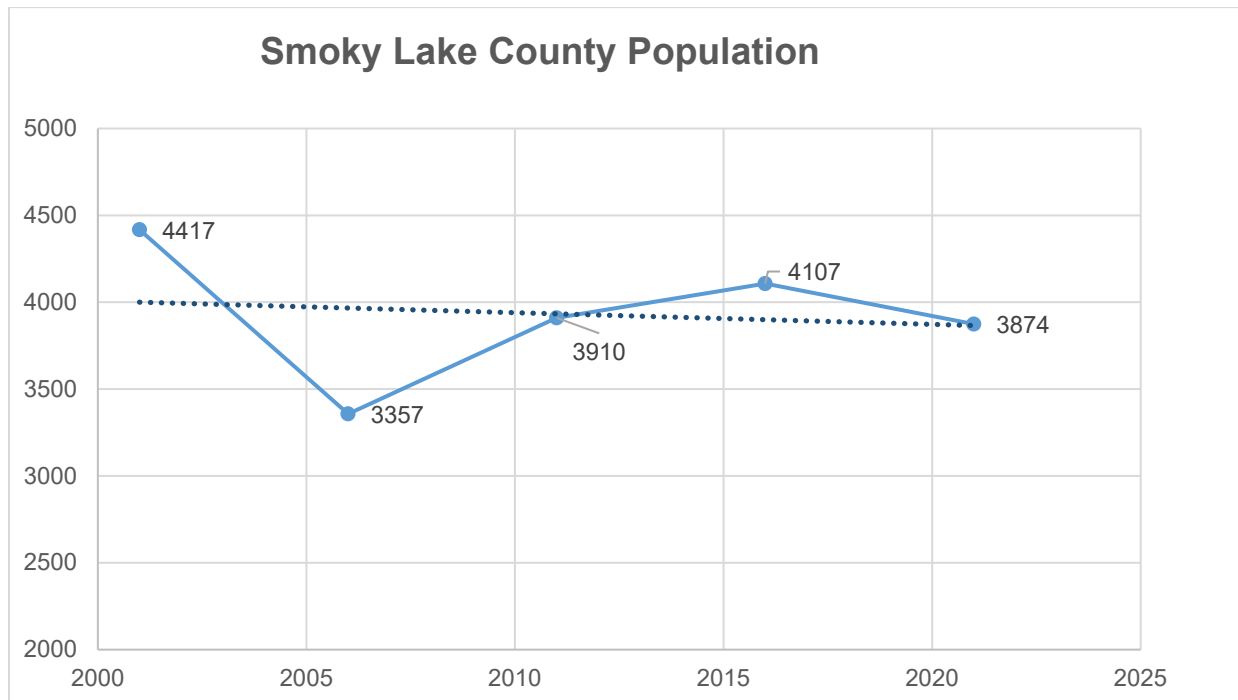
To gain an understanding of the type of services needed currently in the community, it is important to assess the current demographics. The trend and population growth/decline will guide and inform the decisions about future service needs and requirements. Census Canada's data was used to prepare the following graphs.

3.1.1 Smoky Lake County (County)

Based on the 2021 census results, the County has experienced negative growth (-5.7%) since the last census (2016). The 20-year growth is negative as well, calculated at -12.3%. However, for the past 10 years, the population decline rate has decreased (Growth rate at -0.92%).

The following graph shows the population trend for the County in the past 20 years.

Figure 1. Smoky Lake County Population Trend



The above graph demonstrates that the overall population trend has been slightly downward.

In 2021, the Median age in the County was 44.8 years, which is higher than the provincial median age (based on 2021 census, Alberta’s median age was 38.4 years). The County has the lowest Median age and the highest % of under 20 years amongst the four municipalities of Smoky Lake Region.

Almost 21% of the County’s population are above 65 years of age.

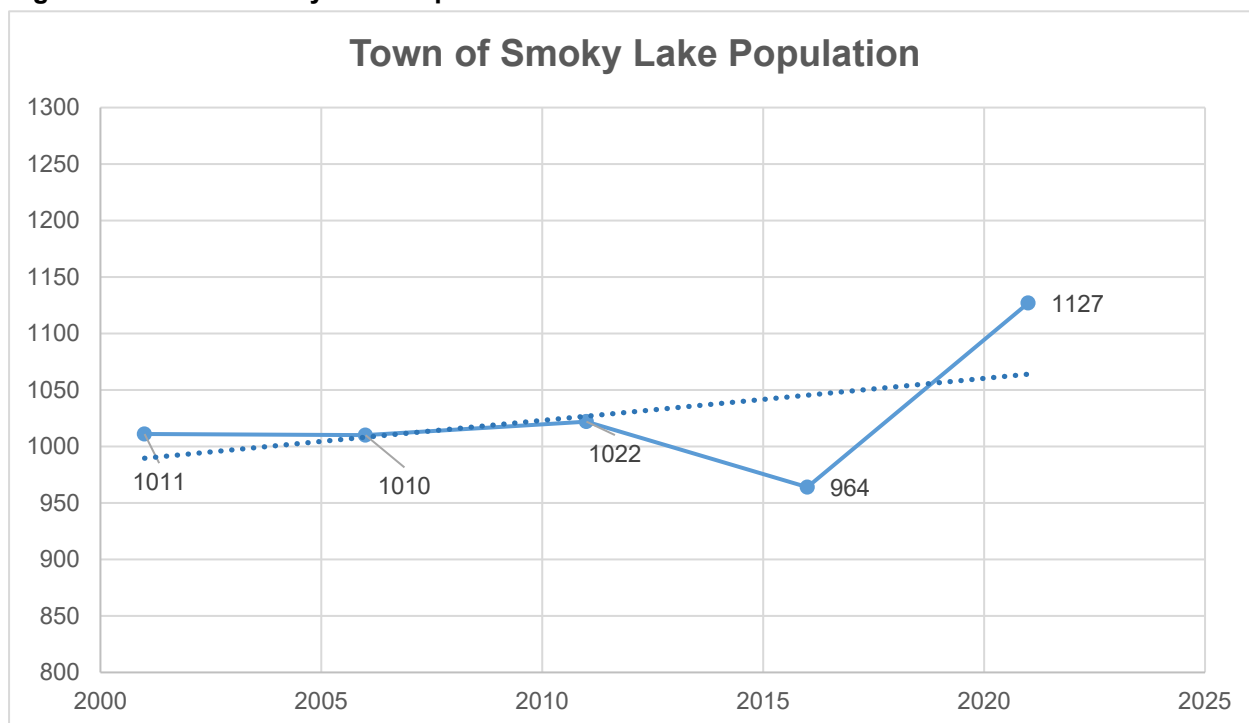
Table 1. 2021 County Population Distribution

0 to 19 years	26.3%
20 to 39 years	19.2%
40 to 64 years	33.7%
65 to 84 years	19.4%
85 years and over	1.50%
Average age of the population	42
Median age of the population	44.8

3.1.2 Town of Smoky Lake (Town)

The Town has experienced a significant growth over the past 20 years (11.5%). It is the only community in the Smoky Lake Region that has experienced growth since the last census (16.9%).

Figure 2. Town of Smoky Lake Population Trend



As the graph demonstrates, the Town’s population has been trending upward in the last 20 years.

In 2021, the Median age in the Town was 61.6 years, which is significantly higher than the provincial median age. More than 45% of the Town’s population are over 65 years of age. The Town has the highest median age within the four municipalities of Smoky Lake Region. The population of 85+ in the Town indicates that seniors are choosing the Town as their preferred choice of residence in the region.

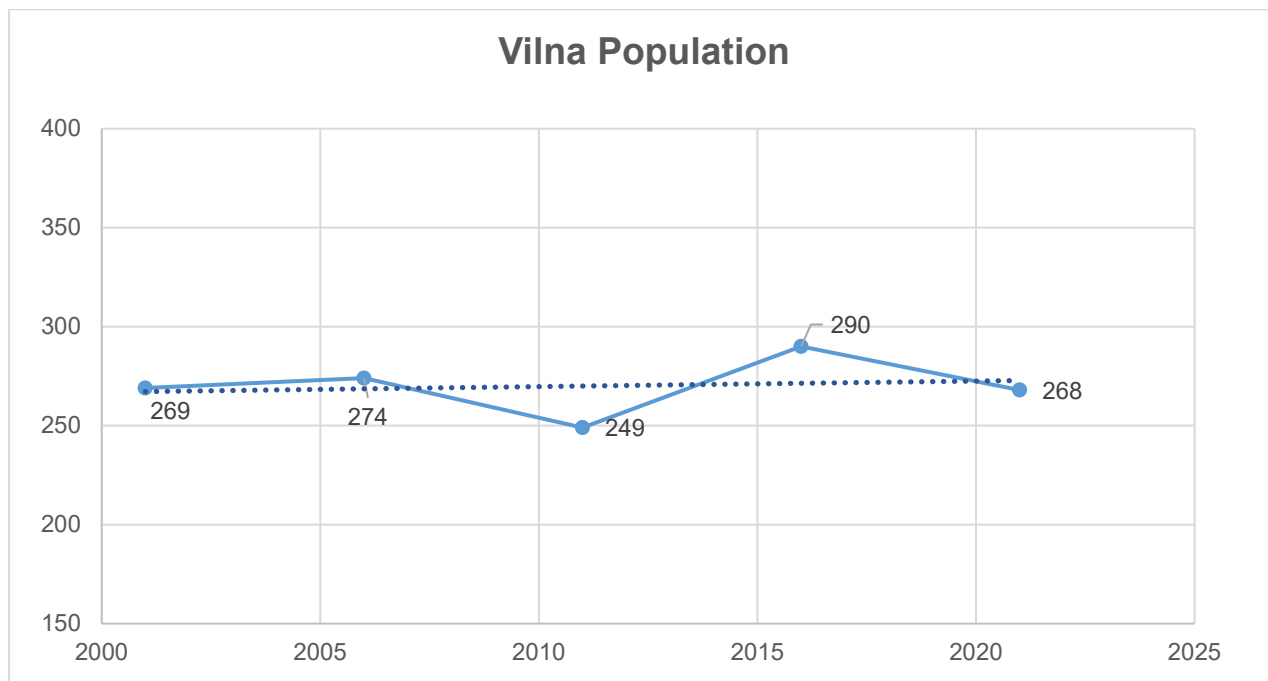
Table 2. 2021 Town Population Distribution

0 to 19 years	12.80%
20 to 39 years	13.70%
40 to 64 years	28.80%
65 to 84 years	31.90%
85 years and over	13.30%
Average age of the population	56.1
Median age of the population	61.6

3.1.3 Village of Vilna (Vilna)

Vilna has had a steady population over the past 20 years, with the 20-year growth rate of -0.4%. However, the village’s population decreased at -7.6% since 2016.

Figure 3. Village of Vilna Population Trend



35% of Vilna’s population are over 65 years of age. Vilna also has the second highest percentage of under 20 in the region, which could indicate its attraction to families with children.

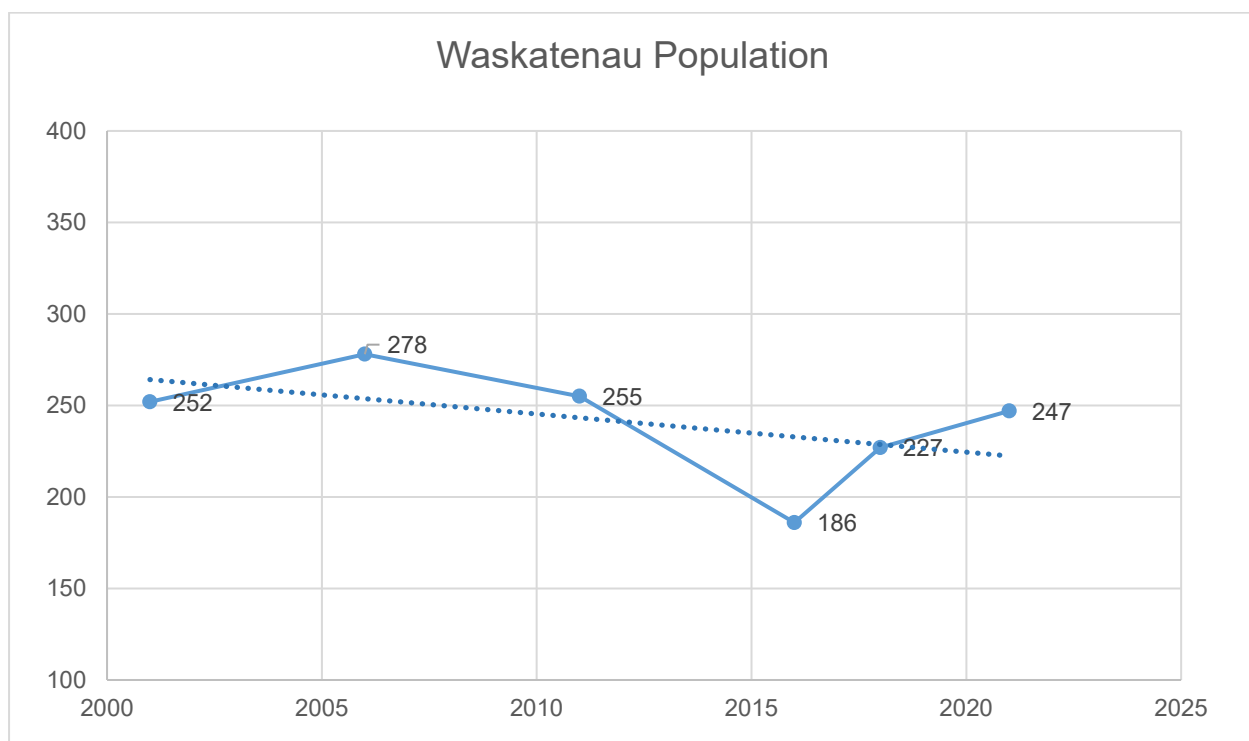
Table 3. 2021 Vilna Population Distribution

0 to 19 years	20.40%
20 to 39 years	16.70%
40 to 64 years	29.60%
65 to 84 years	27.80%
85 years and over	7.40%
Average age of the population	49
Median age of the population	53.6

3.1.4 Village of Waskatenau (Waskatenau)

Waskatenau has experienced a population decline over the past 20 years (-2%). However, the growth since the last federal census has been significant, adding 61 people to the community which represents a 33% growth rate since 2016.

Figure 4. Village of Waskatenau Population Trend



The median age in Waskatenau is 50 years. More than 65% of Waskatenau’s population are between the ages of 20 and 64, which is the highest of all four municipalities. Waskatenau also has the lowest rate of 65 years plus in the region, with 0 reporting over 85 years of age.

Table 4. 2021 Waskatenau Population Distribution

0 to 19 years	16.30%
20 to 39 years	30.60%
40 to 64 years	34.70%
65 to 84 years	16.30%
85 years and over	0%
Average age of the population	45.2
Median age of the population	50

3.2 Current Services and Levels of Service

The municipalities deliver several services to their residents. Some of these services are shared and some are delivered at a municipal level (individually).

3.2.1 Shared Service Delivery

The communities currently share several services. In addition, there are some not for profit organizations and community volunteers that co-deliver certain services to the communities. These services include:

Water Supply

The municipalities are all members of the Highway 28/63 Regional Water Services Commission. The Commission supplies treated water to each municipality (to a treated water storage/reservoir). The municipalities are responsible for distribution of the water and delivery to their residents.

Waste Management (a combination of shared and individual)

Solid waste collection (no recycling) is done individually by each municipality.

Solid waste disposal (emptying bins and disposal to Transfer Station) is done by the County and charged back to each municipality. Evergreen Landfill in the Town of Elk Point is utilized for garbage disposal.

Emergency Services

Emergency services is comprised of two parts:

a. **Regional Fire Services**

A combination of shared and individual service delivery, with equipment owned and provided by the County and Buildings (Fire Halls) owned by the respective municipality. Each municipality has its own fire department.

Fire services are provided by volunteer firefighters and two staff at the County. The County pays the firefighters and charges municipalities based on the location of the fire/emergency call.

b. **Disaster Services**

A regional service, with each municipality having a Director of Emergency Management, all working under the Regional Director.

Cost sharing for Emergency services could be included in the Intermunicipal Collaboration Framework.

Recreational

This service is 100% maintained and operated by the Community not for profit group (Agricultural Society).

Buildings are owned by the municipalities who pay for insurance. The municipalities do not participate in programming and recreational service offerings.

Libraries

Northern Light Library provides service to the County.

In other municipalities, a combination of library boards, schools, and FCSS with support from municipalities deliver this service.

Economic Development (Partial)

The Town of Smoky Lake, Smoky Lake County, and the Village of Vilna are all members of the Regional Community Development Committee. RCDC is managed by the Community Economic Development Officer and guided by the 2007-2027 Strategic Plan, as developed by the member communities. The main mandate of the RCDC is to improve the region's economic development capacity and maintain the quality of life.

3.2.2 Other Services

In addition to above shared services, each municipality provides the following services to their community. It should be noted that the levels of service in each community is different for these services.

Water Distribution Systems

The Town has a gravity-fed distribution system, fed by the potable water reservoir. The Villages each have a pumphouse and potable water reservoir. The distribution systems have hydrants; however, this study did not determine whether fire flow availability meets the fire underwriter requirements.

The County operates the water distribution systems in the hamlets of Spedden and Warspite, in addition to multiple truckfill facilities that is fed by the regional water line.

Sanitary Collection Systems

The Town and the Villages operate their sanitary collection systems and wastewater lagoons. The County operates the sanitary collection systems and lagoons for the hamlets of Warspite, Spedden, and Bellis.

Transportation and Drainage

Each community operates and maintains their road system and ditches. The road systems are mostly paved in the urban communities and a combination of paved and gravel in the County. The communities mostly do the snow clearing and ice management (sanding) in house, however, the County provides supports to the villages during major storm events.

Policing

The communities are serviced by the RCMP and pay accordingly to the provincial government for this service.

Administration

Customer service, planning and development, human resources management, financial management and audits, communication and engagement, bylaw enforcement, data and information management, and legislative services are all part of this service that each community must provide in order to manage and operate the municipal organization.



3.3 Current Service Gaps and Future Service Requirement

Rural Internet

Rural areas in the County do not have a reliable internet access and coverage. The urban centers, however, have relatively reliable coverage that could be sufficient for the near future.

Rural Potable Water Supply

Like most rural areas in the province, most of the County is serviced through individual water wells. It has been mentioned that lack of access to reliable potable water is hindering development in the County.

Administration Capacity

The Chief Administrator Officers (CAO)s in the two villages are the only staff available to provide administration services. This includes, in addition to the regular CAO management role, front desk support, finance, bylaw enforcement, legislative, planning and development, and all other office and administration responsibilities. This has imposed a significant burden on their time and their ability to focus on more long-term goals and the implementation of the economic vision for the region. The villages also have limited number of public works staff with no contingency and back up, making them more vulnerable due to human resource challenges.

The Town needs to complement their staff with a position to address public communication and legislative services.

Planning and Development

The communities could improve their planning and development processes and update their documents to be more responsive to potential development opportunities. The municipalities could benefit from a coordinated land use plan for the region, to clearly identify areas for potential growth, type of development, infrastructure requirement for the growth areas, funding mechanism, and approval processes. Having a coordinated land use plan and clear development approval process could position the communities to readily take advantage of any potential developer/industry that is interested in investing in the region.

Technology and Website support

In addition to better website design and information sharing, the Villages could benefit from software upgrades to address their financial management needs.

Information and Document Management System

The communities use Geographic Information System (GIS) and a GIS service provider to store and access their infrastructure data. However, there is no clear information management system in place. An information and document management system should clearly identify the process of gathering, collating, storing, updating, and accessing the data and information and the person(s) responsible in each municipality to manage the process. This is critical to mitigating the risk of the loss of the organizational knowledge and critical information. It also ensures a more effective development process and infrastructure replacement projects.

Housing

Having accessible and a variety of housing units / options is fundamental to sustaining the population and facilitating growth in the community.

The business plan prepared by the Smoky Lake Tourism Company, identifies housing and staff accommodation as their infrastructure needs and requirement to implement their strategy.

Family and Community Support Services (FCSS)

The CAOs have indicated that although funding is available, staffing has been an issue for delivering the programs. This is an area that could benefit from more collaboration between the municipalities to find a sustainable solution to the staffing challenges.

Recreational programming

As mentioned before, recreational services is 100% maintained and operated by the community not for profit group with assets provided by municipalities.

The reliability and availability of programming could be improved to provide more variety to users. Recreational programming could act as an incentive for families and people of working age, when choosing their preferred place to live.

Senior Transportation

As demonstrated in section 3.1, ageing population is the demographic trend the Smoky Lake region municipalities are facing. The median age in the region is above 44, with more than 25% of the population above 65 years of age.

Considering this demographic change, providing mobility options for the senior population is key to help this group access essential services such as healthcare, groceries and food, and other services the seniors need to maintain their quality of life. This could help with keeping this population in the community, which could keep the fabric of the community intact. Seniors also act as anchors, helping to keep the next generation in the community and preventing an outmigration.

Major Infrastructure Replacement

The Tangible Capital Asset (TCA) files for all municipalities were used to forecast major infrastructure replacement requirement in the coming years. It should be noted that no field assessment or actual condition assessment was performed as part of this study. The TCA information was used to provide an overall understanding of major infrastructure replacement requirement and the strategic risk communities are facing in preparation for funding these replacements.

Being close to or past the useful life does not mean that the infrastructure is not functional, rather the risk of failure is increased as the likelihood of failure increases with age. Most of the infrastructure were built around the same time, which further intensifies the financial burden on the communities.

Reviewing these files indicates that the water distributions systems and wastewater collection systems are the asset that will need to be replaced in near future.

In the villages, these systems were mostly installed in the 1950s and are close to the end of their useful life. The TCA for Waskatenau shows that the water distribution system and the sanitary collection system are close to or past their useful life. The water distribution system is mostly comprised of cast iron pipes, installed in the 1950s, and the sanitary collection pipes are made of clay tiles, also installed in the 1950s. In addition to pipes, the sanitary lift station is the other asset that will need to be replaced in near future, as it is past its useful life.

Vilna too, is in a similar situation as Waskatenau, with both systems mostly installed in the 1950s and nearing their end of useful life. The potable water reservoir is in poor condition and needs to be replaced (with estimated price of \$4.7million provided to the Village by their engineers). The Town's water distribution system is a gravity system. It is reaching its end of useful life and currently is experiencing about 23% of loss which is significant. Most isolation valves in the system are not functional which imposes more operational issues when dealing with breaks or leaks. The potable water reservoir is scheduled for replacement, pending funding approval from the senior government.

4.0 Cost Analysis

In asset management cost is defined as the financial and human resources required throughout the lifecycle of the assets that deliver services to the community. It includes:

- Replacement costs of current assets to deliver current services
- Capital costs of new assets for future services
- Current and projected operation and maintenance costs for current and new assets
- Past and projected trends in operating and maintenance costs over time
- Revenue sources for funding future capital and operational costs

Understanding costs will help municipalities identify whether they are getting value for their money. It is fundamental to making good decisions about what levels of service can be afforded and what levels of risk should be tolerated. Well-understood costs can be clearly communicated to the community so that citizens understand what they are paying for and what value they are getting.

Once the municipality understands the long-term costs, they will need to identify how they will fund them. There are various sources of revenue available to the municipalities, some more reliable than others. Municipalities should have an understanding of expected revenue from sources such as property taxes, user fees and utility charges, grants, borrowing, and other sources such as linear assessments.

4.1 Historical Cost and Revenue Trends

Each municipality's financial statements for the years 2015 through 2020 were used to determine the historical revenue and expenditure trends. Since the municipalities do not track cost of service using an asset management methodology (i.e. including the human resources, operational costs and capital costs for each service area) for each type of service, this study was not able to establish historical costs of service nor operation and maintenance costs; for example, it is not clear whether the salaries and benefits of the water operators are tracked under Administration expenses or water services. In addition, there is some variability between municipalities in how expenditures are categorized and accounted for. Keeping these limitations in mind, the assessment provides an overview of the past 7 years for each municipality.

4.1.1 Smoky Lake County

Revenue:

- The County's total revenue (not including government transfers) has been relatively constant
- The linear tax revenue forms 50 to 55% of the County's total tax revenue
- The residential/farmland tax forms 28 to 30% of the County's total tax revenue
- County's Natural Gas services pays for itself through user fees

Expenses:

- The total expenses have increased

- The highest expense is Transportation, (around 40% of total expenses), followed by Administration & Legislative
- Protective services expenses have increased significantly (due to changes imposed by the provincial government)
- On average, 15% of expenses are paid by Government Transfers over the past 7 years, with the highest being 20%
- Expenses per capita have increased over the past 7 years

Figure 5. County Total Revenue (excluding grants) – Expenses Trends

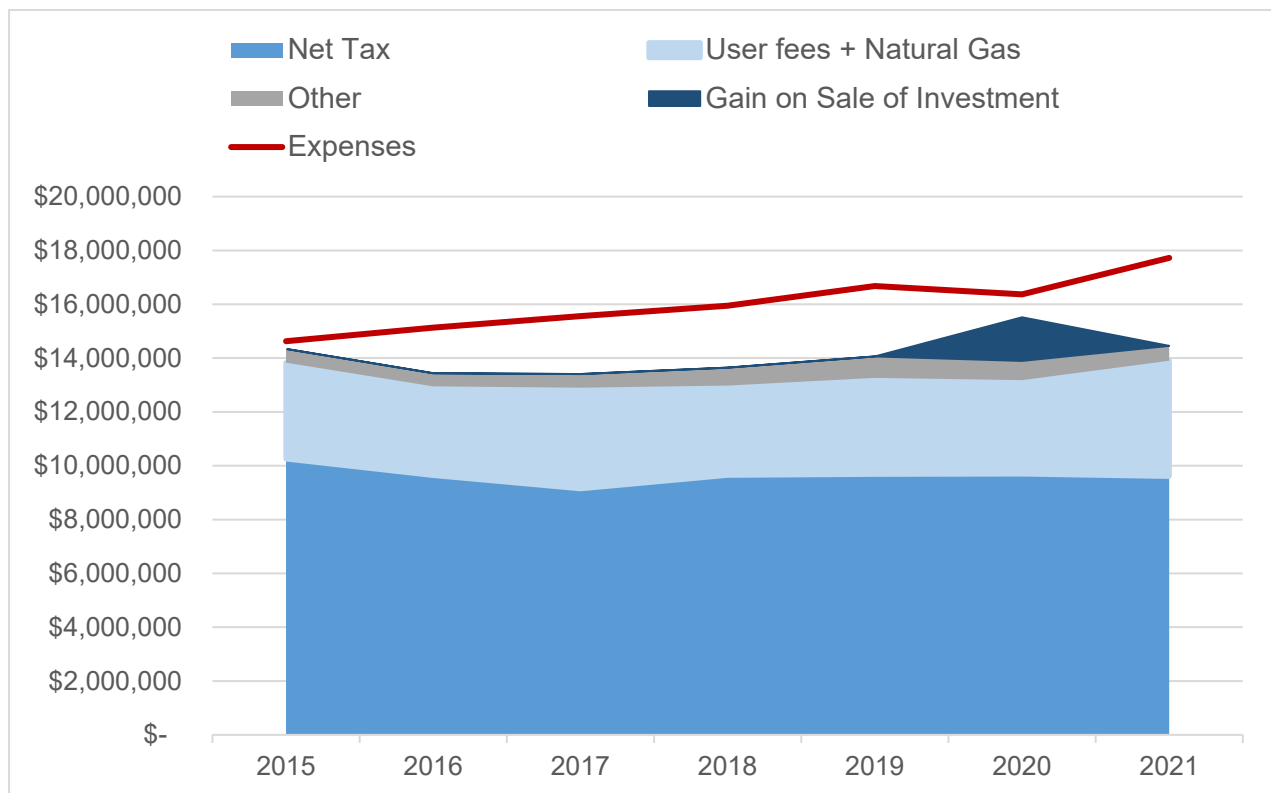
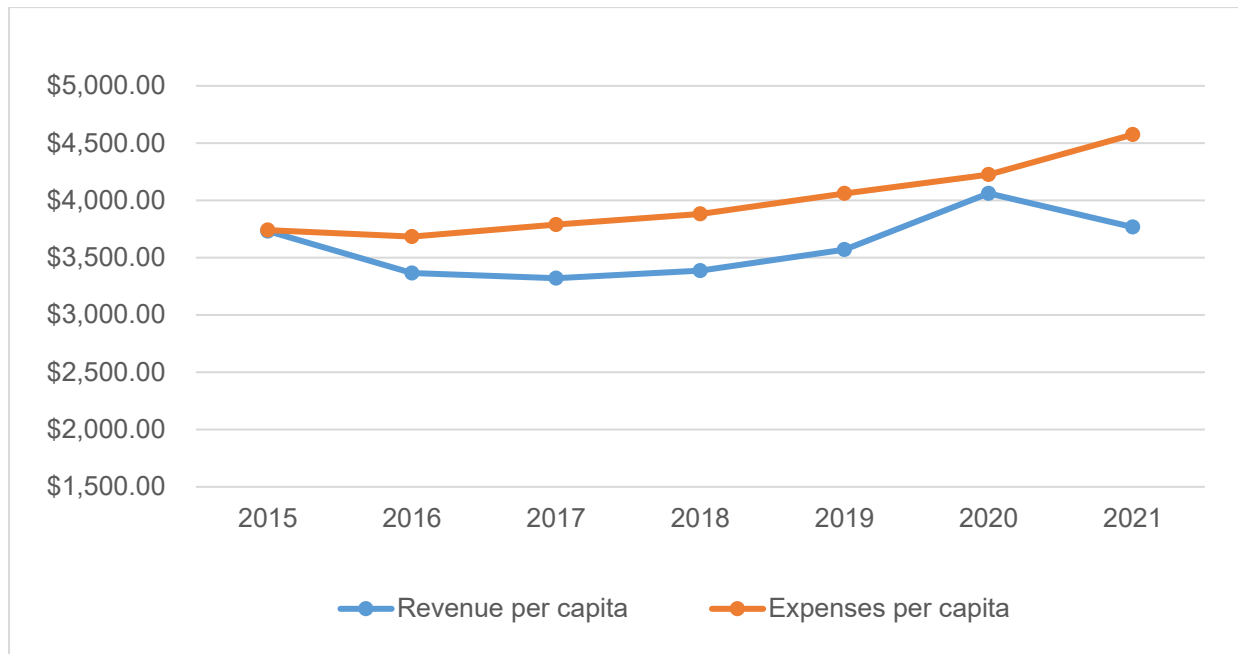


Figure 6. County Revenue/Expenses per capita



4.1.2 Town of Smoky Lake

Revenue:

- The Town’s total revenue has increased slightly over the past 6 years (3%)
- The increase is due to increasing User Fees
- Net taxes have been relatively constant or decreasing since 2018
- Total revenue per capita has decreased over the past 7 years
- User fees are the largest contributors to the total revenue, followed by residential taxes

Expenses:

- Total expenses have been increasing over the past 6 years
- Environmental services (water, sanitary, waste management) are the highest expense item (around 30% of total), followed by Transportation and Natural Gas services
- On average, Government Transfers (grants) have paid for approximately 28% of the expenses over the past 7 years
- Expenses per capita has increased over the past 7 years

Figure 7. Town Total Revenue (excluding grants) – Expenses Trends

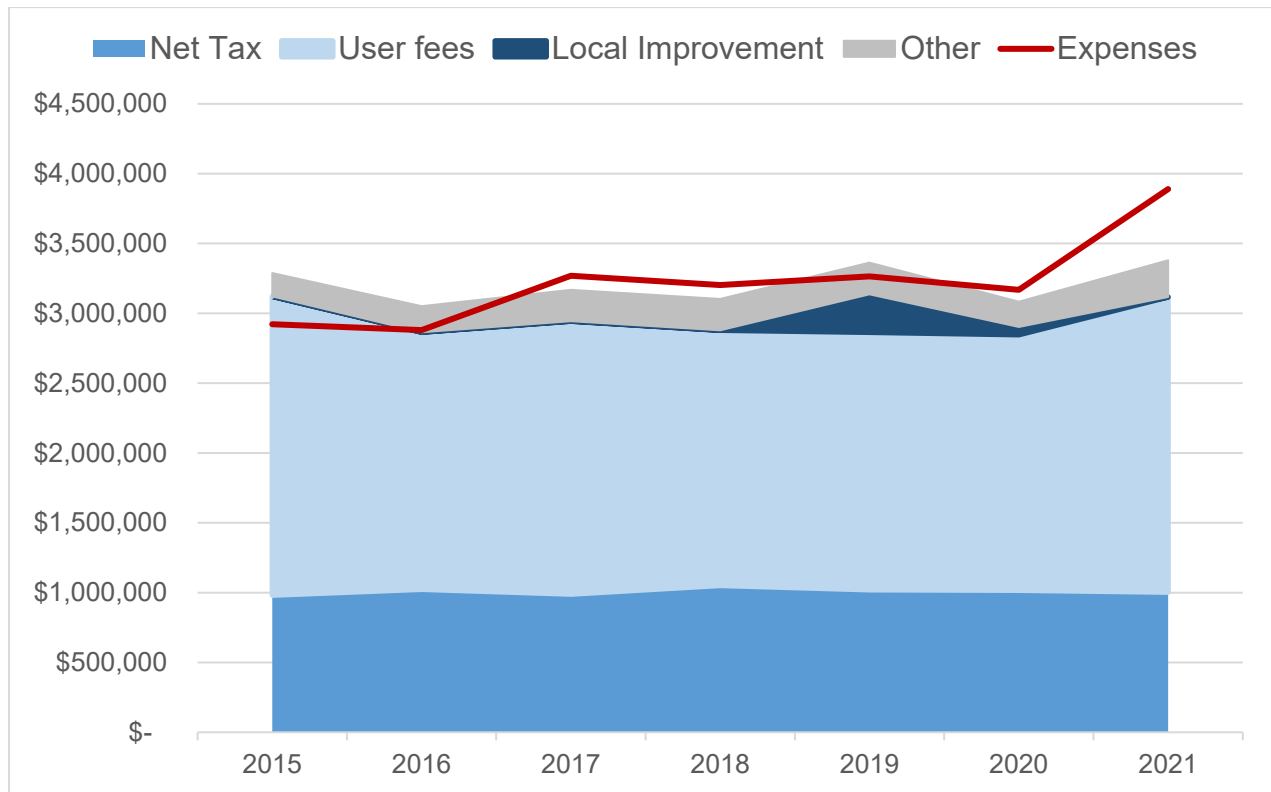
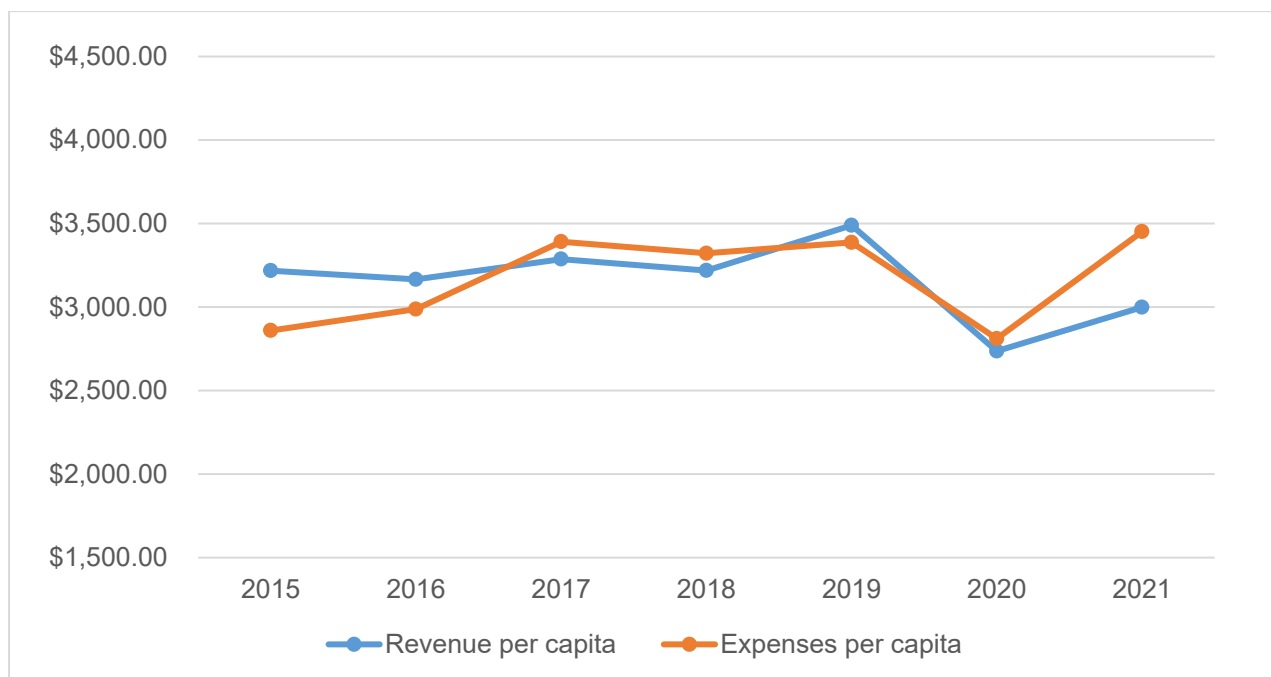


Figure 8. Town Revenue/Expenses per capita



4.1.3 Village of Vilna

Revenue:

- Total revenue (not including grants) has increased over the past 6 years (4.5%)
- The increase is due to increasing user fees
- Net taxes have been slightly decreasing
- User fees are the highest revenue item followed by residential taxes
- Revenue per capita has been slightly decreasing

Expenses:

- Total expenses have been increasing over the past 6 years
- The highest expense item is Transportation followed by Administration and Water Services
- The expense per capita has been increasing
- On average Government Transfers have paid for 40% of expenses over the past 6 years

Figure 9. Vilna Total Revenue (excluding grants) – Expenses Trends

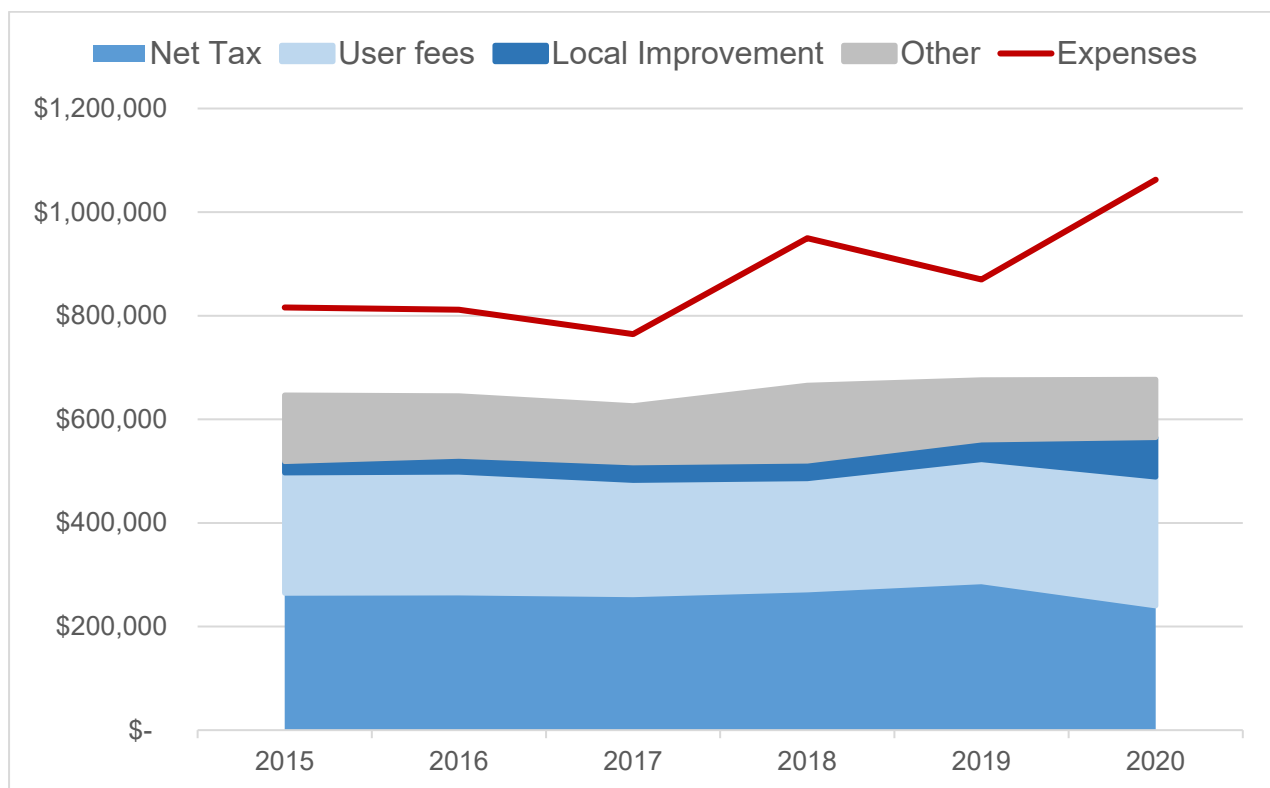
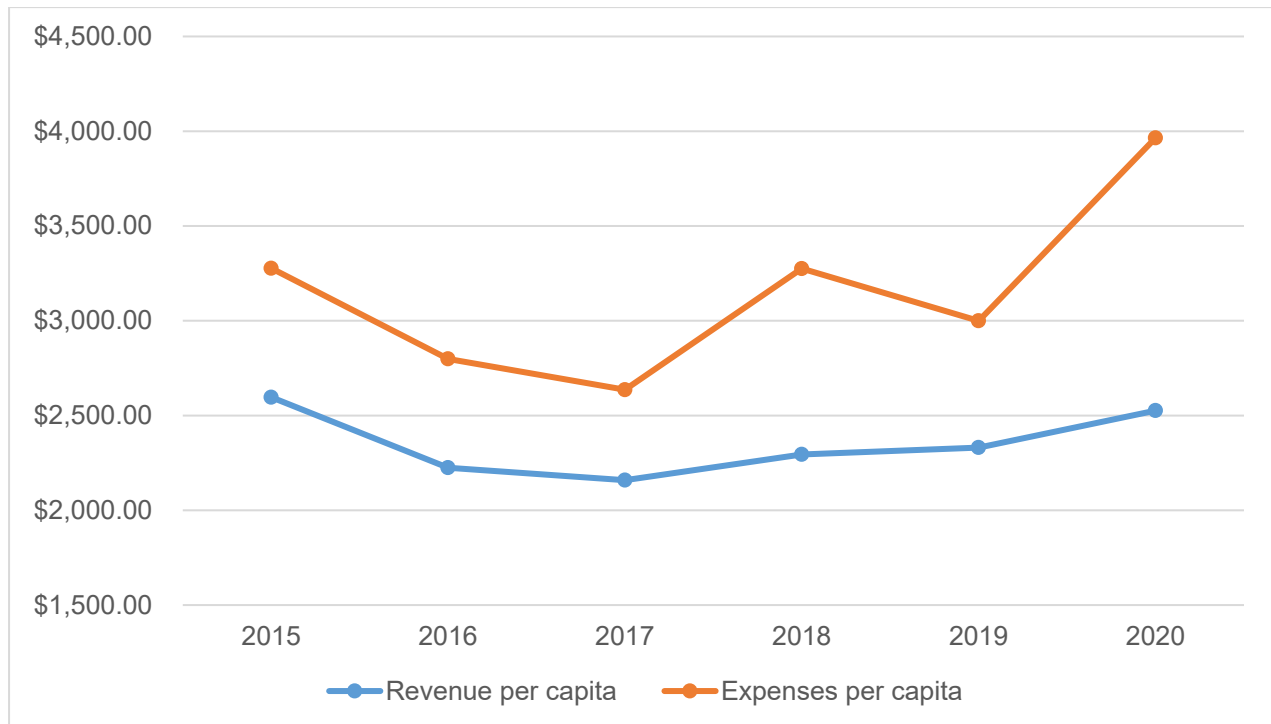


Figure 10. Vilna Revenue/Expenses per capita



4.1.4 Village of Waskatenau

Revenue:

- Total revenue has been constant over the past 6 years
- The highest contributing item to total revenue is Residential Taxes followed by User Fees
- Total revenue per capita has been decreasing

Expenses:

- Total expenses have been increasing
- The highest contributing item is Transportation services followed by Administration
- The expense per capita have been increasing
- The Village carries zero debt as of 2021

Figure 11. Waskatenau Total Revenue (excluding grants) – Expenses Trends

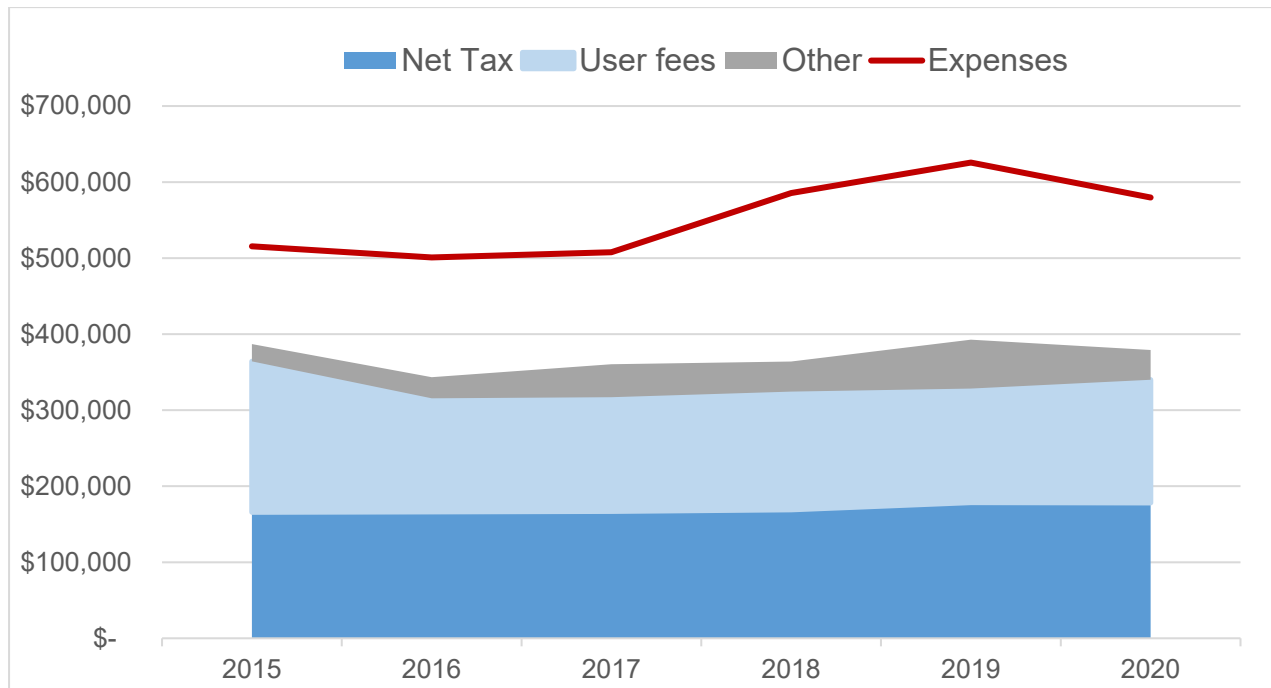
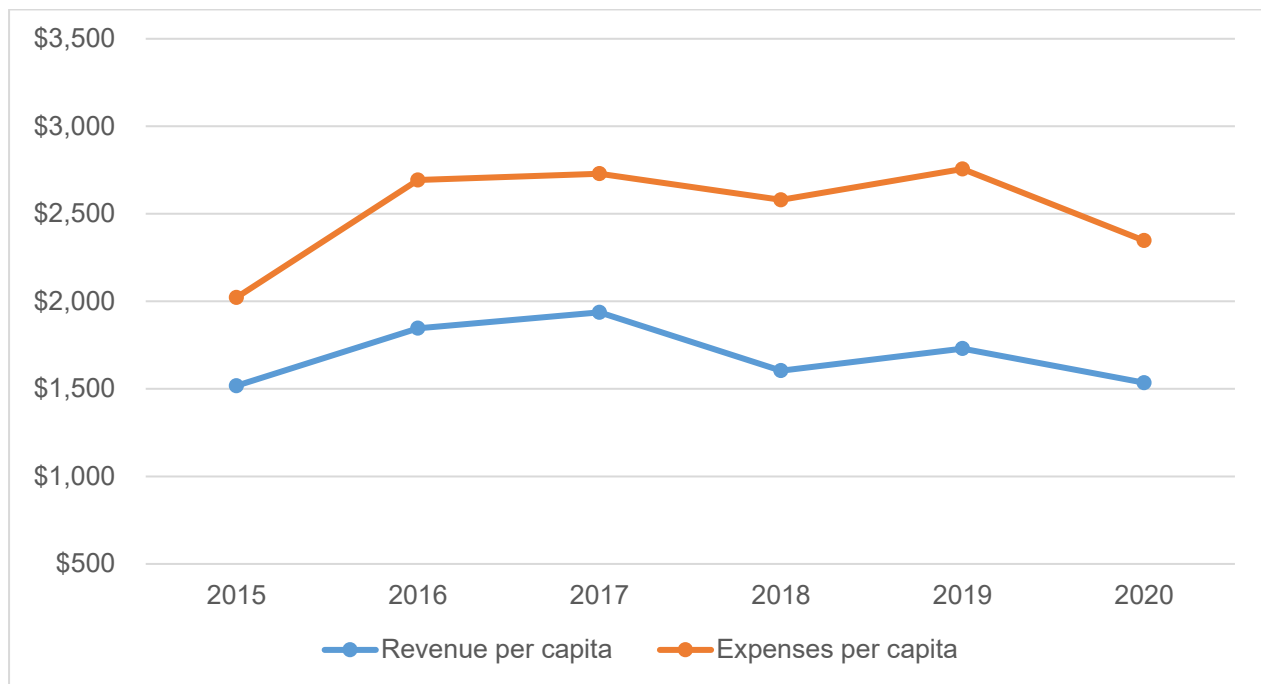


Figure 12. Waskatenau Revenue/Expenses per capita



5.0 Risk Management

Risks are events that have a negative impact on a municipality's ability to deliver services to the community. Some of these events will have a higher probability (likelihood) or greater impact than others, which can make them bigger risks. However, with the right planning and mitigation actions, the probability or impact of these events can be reduced.

Risks are assessed by identifying the impact and likelihood of the event and then finding the corresponding level of risk.

Risk = Impact x Likelihood

The impact is measured by determining how severe are the consequences of the events and the likelihood measures the probability of the event.

People and organizations perceive risk differently. This can complicate decision making, especially when the decision concerns a common interest. Therefore, applying a systematic approach to risk management can help with developing a common understanding of risks and inform decision making.

Risk Management Process steps are:

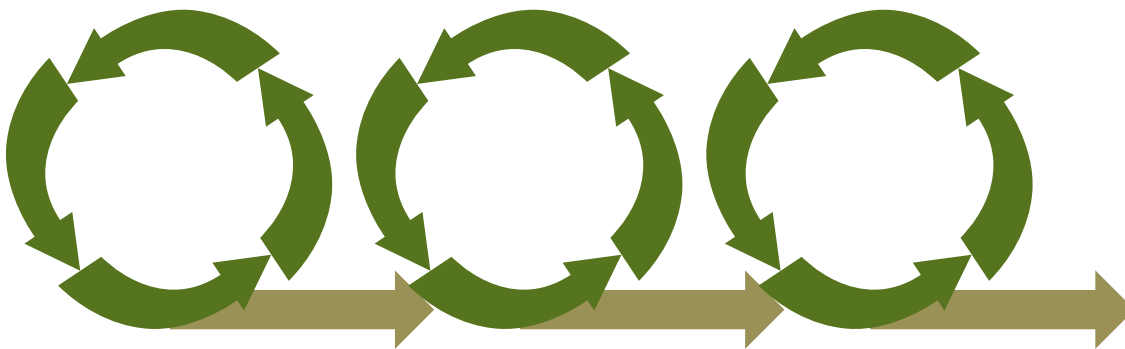
Step 1. Risk Assessment: Identifying and evaluating risks

Step 2. Risk Mitigation Strategies: Identifying what should be tolerated and what should be mitigated

Step 3. Implementation: processes, financial and human resources needed to implement mitigation strategies

Step 4. Monitoring and Evaluation: Are the mitigation strategies effective?

Step 5. Go back to step 1.



Risks cannot be eliminated, and risk mitigation can be costly. When making a collective decision, it is important to agree on the levels of the risk that can be tolerated by the community; this step is part of the risk management process. Risk management is an iterative process of identifying and assessing risks, identifying what risks can be tolerated, identifying, and evaluating mitigating actions that can reduce risks, and implementing these actions.

There are two types of risk: Asset Risk refers to the failure of an asset to perform as it was designed to (inability to deliver the service as it was designed to), such as water pipe break or potholes in the road. Strategic Risk are events that impede the ability to reach strategic objectives, such as a reduction in revenue, losing organizational knowledge or retiring workforce.

Smoky Lake Municipalities are facing a several strategic decisions as to how invest in their communities and how best work together to achieve the economic strategic objectives. As such, it was important for the councils and the CAOs to develop a consistent understanding and language around strategic risks. This was done by leveraging a tool called a Risk Evaluation Matrix, which provides a systematic approach in assessing strategic risks. This matrix was completed collaboratively during two workshops.

The development of the Risk Evaluation Matrix followed these guidelines:

1. The Risk Evaluation Matrix and its assumptions should be defensible (objective vs. subjective)
2. It should be developed and agreed upon collectively (consensus-based decision making)
3. It should be appropriately linked to Smoky Lake Region's economic and strategic objectives (purpose-driven)
4. It should inform trade-off evaluations in decision-making

5.1 Strategic Risk Assessment Process

The process of developing the Risk Evaluation Matrix followed these steps:

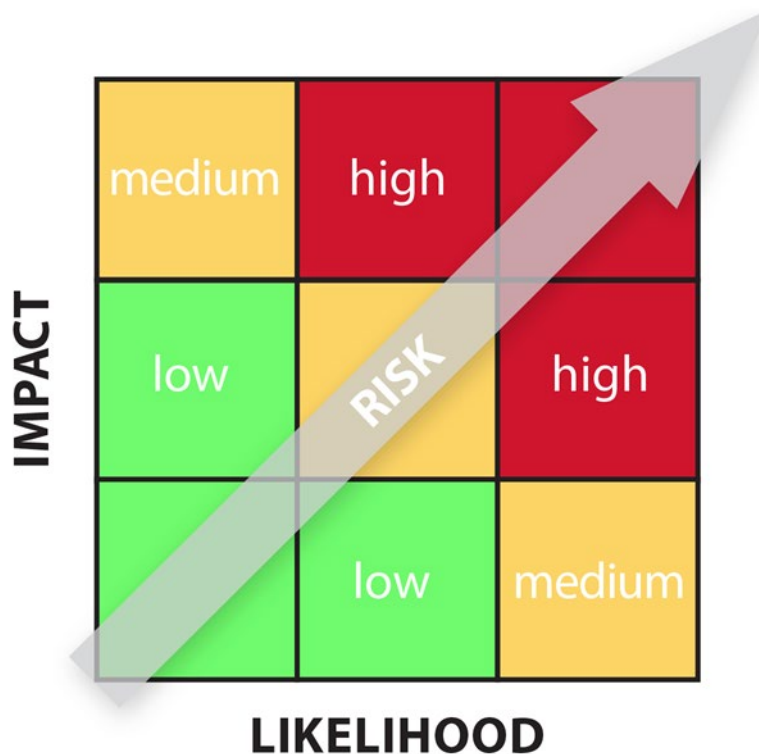
1. Define high-level objectives for the risk evaluation process based on strategic and economic objectives
 - It will ensure that the process is continually aligned with your high-level objective
 - It will evaluate consequences of risks based on their impact on service objectives
3. Create a consequence scale for each objective
 - 1 (best) to 4 (worst)

1	2	3	4
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4. Define what each consequence scale represents for any given objective
5. Define Likelihood scale (1 to 4)
6. Identify undesired events that can negatively impact decisions
7. Rank each event under the objectives using the consequence scale and likelihood table

This process is a systematic approach that helps create a common language around risk across the four municipalities in Smoky Lake region, which in turn helps with allocating the limited resources to address the never-ending needs. It is a defensible approach that reduces subjectivity, while also helping with accountability and transparency in trade-offs and decision-makings. Using this tool, the communities could communicate the reasons they made certain decisions and compromises.

The four municipalities utilized this process through 2 facilitated workshops. As mentioned before, Risk Management is a process, you have to start with what you have and make it more accurate and complete as you go forward. The municipalities made good progress in understanding the process, the value it could provide to their organizational and decision-making processes and assessing risks. However, the mitigation strategies and implementation process were not completed and should be addressed in future. The results of the risk assessment and some observations from the workshops are presented in the following sections.



5.2 Risk Assessment Results

Upon reviewing the Intermunicipal Collaboration Frameworks between the municipalities in Smoky Lake Region, the following points could be made about the overall strategic objectives of the region:

- Increase overall community and **economic** development capacity building
- Develop a more **effective process & planning strategy** for coordinating intermunicipal growth, land use, infrastructure, recreation, social services, & emergency services
- Strengthen **regional collaboration** and integrated regional service delivery models to increase efficiencies
- Increase **business/investment attraction** “presence” throughout the Smoky Lake Region
- Improve **business retention**, growth, and business attraction throughout the region
- Improve regional fiscal and **financial sustainability**
- Increase opportunities for **leveraging regional strengths** into regional competitive advantages

Considering the above, the municipalities developed 5 high-level objectives to measure the impact and consequences of the risks:

Quality of life (Services and Service delivery)

Planning and preparedness

Financial resiliency

Economic prosperity

Collaboration with target partners

For each objective the consequence scale was developed, from 0 (no impact) to 4 (most severe impact). This was reviewed by the workshop attendees in the first risk workshop. Table 5 outlines this consequence scale.

Table 5: Consequence Table

Objectives	0 (no impact)	1 (least impact)	2	3	4
Quality of Life (Service Delivery)	Deliver current services at the desired level AND plan/invest for future services	Deliver current services at the desired level BUT unable to plan/invest for some of the future services	Deliver some of the current services at their desired level but not all	Unable to deliver current services at their desired level	Unable to deliver core services
Planning & Preparedness	Ability to plan for long-term needs (> 5 years)	Able to plan for medium term needs (3 to 5 years)	Only able to plan for short term needs (up to 3 year)	Reacting to situation as they arise (year to year)	Unable to respond to current needs/situation
Financial Resiliency	No impact on resources due to financial shocks	short-term impact on resources due to financial shocks	Medium-term impact on resources due to financial shocks	Long-term impact on resources due to financial shocks	No resources to absorb financial shocks
Economic Prosperity	growth in both agricultural sector and businesses (tourism?) meet targets OR growth in more than one type and value of assessments	small growth in agricultural sector AND businesses OR slight increase in the value and type of assessments	No new agricultural sector growth but some business growth OR no significant change the value of assessments but some growth in type	no growth in Agricultural sector AND other businesses compared to today Or no change in type or value of assessments compared to today	loss of current Agricultural and businesses OR significant loss of Assessment values compared to today
Collaboration with target partners	Partners are working collaboratively and are seeking to improve partnership	Some mutually beneficial agreements in place, and there's a structure/desire to expand partnerships	Some mutually beneficial agreements in place, but there's no consistent/established working relationship in place	Only partnerships that are reliant on external incentives or mandated are formed	No external incentives and no internal desire to form partnerships

The following Likelihood table was used in the risk assessment:

Table 6: Likelihood Table

Likelihood	1	2	3	4
	Improbable	Possible	Likely	Almost Certain
	Could happen, but probably never will except under exceptional circumstances	The event might occur at some time as there is a history of this event occurring	There is strong possibility of this event occurring as there is a frequent history of occurrence	Very likely. Expected to occur in most circumstances.

After developing these tables, the group identified and assessed the events that could negatively impact their ability in achieving their economic and strategic objectives. This was done collaboratively, discussing their individual understanding of the risk and agreeing upon the final number. The results are shown in the table below. The table is arranged from the highest ranked risk to the lowest.

Table 7: Risk Assessment Results

Item	Event	Service Delivery	Planning and Preparedness	Financial Resiliency	Economic Prosperity	Collaboration	Likelihood	Risk Score
1	Significant Increase in cost of service delivery	2	3	3	3	3	4	56
2	Reduction in government grants	3	3	3	3	2	4	56
3	Ageing population	1	2	2	2	1	4	32
4	Loss of organizational knowledge and critical staff	2	2	2	2	2	3	30
5	Major infrastructure failure	3	3	3	3	3	2	30

Item	Event	Service Delivery	Planning and Preparedness	Financial Resiliency	Economic Prosperity	Collaboration	Likelihood	Risk Score
6	Increased municipal service delivery requirements	2	3	3	3	3	2	28
7	Lack of physicians/ healthcare access	2	2	2	3	0	3	27
8	Dissolutions of Villages	2	2	3	3	3	2	26
9	Lack of access to skilled workers (attraction and retention)	2	3	2	3	3	2	26
10	Loss of critical data and information	2	2	2	2	2	2	20
11	Change in leadership (Municipal)	1	1	1	3	3	2	18
12	School Closures	2	2	2	3	0	2	18

RED = HIGH ORANGE = MEDIUM HIGH YELLOW = MEDIUM GREEN = LOW

5.3 Mitigation Strategies

Risks cannot be entirely eliminated. The purpose of this exercise was to create a common language around risk and to provide an objective method for assessing risks. The result of this assessment can inform trade-off decisions made for infrastructure investment and service delivery by developing appropriate mitigation strategies. Elected officials could use this assessment to determine what type of governance structure could better position them to mitigate these risks while delivering services to their communities. This section proposes possible mitigation strategies for the risk events assessed by the municipalities.

Table 8: Risk Mitigation Strategies

Risk Event	Proposed Mitigation Strategy	What is it?	How does it help?
Significant increase in cost of service delivery	<ul style="list-style-type: none"> Each municipality to develop Asset Management Plans and Decision-Making processes 	<ul style="list-style-type: none"> A systematic decision-making process to assess levels of service, risk and life-cycle costs of service delivery and incorporate the results in the annual budgeting processes 	<ul style="list-style-type: none"> Provides a defensible method to evaluate service offerings and realize efficiencies Budget decisions are informed by trade-offs between service, cost, risks
Reduction in senior government grants	<ul style="list-style-type: none"> Develop Regional Economic Development Plan Develop Integrated long-term financial plan 	<ul style="list-style-type: none"> A plan that considers the uniqueness of the region and is tied to service delivery A financial plan that is connect to asset management plans and forecasts costs AND revenue 	<ul style="list-style-type: none"> Investing in services to attract economic activities and increasing revenue streams Proactive planning to fund service investments rather than relying on annual assessment results to decide what part of the budget could be implemented
Ageing population	<ul style="list-style-type: none"> Each municipality to develop Asset Management Plans and Decision-Making processes Develop Regional Economic Development Plan 	<ul style="list-style-type: none"> A systematic decision-making process to assess levels of service, risk and life-cycle costs of service delivery and incorporate the results in the annual budgeting processes 	<ul style="list-style-type: none"> By assessing service needs, it focuses on services that are needed by the community and aligns budget decisions. These could include housing, senior transportation, etc.

Risk Event	Proposed Mitigation Strategy	What is it?	How does it help?
		<ul style="list-style-type: none"> A plan to attract economic activity and retain citizens and businesses in the community 	<ul style="list-style-type: none"> Investing in the region to attract economic activities to increase revenue and pay for required services
Loss of organizational knowledge and critical staff	<ul style="list-style-type: none"> Invest (or continue) investment in developing an information & documentation management system 	<ul style="list-style-type: none"> A process that identifies how information is stored, documented, updated and accessed and what resources are required to do so (digital infrastructure, human and financial resources) 	<ul style="list-style-type: none"> By providing a process to documentation and access to information and policies, the risk of losing the information due staff changes is minimized
Major infrastructure failure	<ul style="list-style-type: none"> Develop Asset Management Plans 	<ul style="list-style-type: none"> A systematic decision-making process to assess service, cost, risk 	<ul style="list-style-type: none"> Asset Risk management is part of asset management plans
Increased municipal service delivery requirements	<ul style="list-style-type: none"> Each municipality to develop Asset Management Plans and Decision-Making processes Develop Regional Economic Development Plan 	<ul style="list-style-type: none"> A systematic decision-making process to assess levels of service, risk and life-cycle costs of service delivery and incorporate the results in the annual budgeting processes 	<ul style="list-style-type: none"> Asset Management plans align the decisions with the current and trending service needs and realizes efficiencies

Risk Event	Proposed Mitigation Strategy	What is it?	How does it help?
		<ul style="list-style-type: none"> A plan to attract economic activity and retain citizens and businesses in the community 	<ul style="list-style-type: none"> Attracting economic activities will grow revenue base however, it should be tied to the asset management plan to assess service needs of the population you're aiming to attract in your region
Lack of physicians / healthcare access	<ul style="list-style-type: none"> Political Lobbying Increased focus on engaging with AHS for recruitment of healthcare workers Develop Regional Economic Development Plan Develop Targeted Marketing Strategies 	<ul style="list-style-type: none"> Regional Economic development plan will focus on services needed to attract and retain targeted population in the region Targeted marketing strategy to attract healthcare workers to the community 	<ul style="list-style-type: none"> Service provisions influence the retention aspect healthcare workers recruitment & retention initiatives Marketing strategy should clearly identify why Smoky Lake is the place to relocate, live and work
Dissolutions of Villages	<ul style="list-style-type: none"> Increase collaboration with targeted partners (local government and not for profit organization) Town and County to provide targeted support Develop a Regional Economic Development Plan Evaluate revenue sharing options 	<ul style="list-style-type: none"> Targeted collaboration to utilize the resources in the community (such as volunteers) Provide targeted administration and operation support to Villages A plan to attract economic activity and retain citizens and businesses in the community 	<ul style="list-style-type: none"> Town and County to continue with providing administration and operational support to address Villages' staff limitations Utilizing and investing in the strong volunteer base in the communities helps with cost efficiencies and community building

Risk Event	Proposed Mitigation Strategy	What is it?	How does it help?
			<ul style="list-style-type: none"> • Economic activities to encourage revenue increase • Communities could evaluate revenue sharing options to maintain the viability of the villages to reduce risks of losing services and facilities in these villages that benefit the entire region
<p>Lack of access to skilled workers (attraction & retention)</p>	<ul style="list-style-type: none"> • Develop Regional Economic Development Plan • Develop Targeted Marketing Strategies 	<ul style="list-style-type: none"> • Regional Economic development plan will focus on services needed to attract and retain targeted population in the region • Targeted marketing strategy to attract skilled workers to the community 	<ul style="list-style-type: none"> • Service provisions influence the retention aspect healthcare workers recruitment & retention initiatives • Marketing strategy should clearly identify why Smoky Lake is the place to relocate, live and work

Risk Event	Proposed Mitigation Strategy	What is it?	How does it help?
Loss of critical data & information	<ul style="list-style-type: none"> Invest (or continue) investment in developing an information & documentation management system Continue investment in and enhance the utilization of your GIS in operations and information management 	<ul style="list-style-type: none"> A systematic documentation and information management system that identifies how information is stored, documented, updated and accessed and what resources are required to do so (digital infrastructure, human and financial resources) 	<ul style="list-style-type: none"> By providing a process to documentation and access to information and policies, the risk of losing the information is minimized
Change in Municipal leadership	<ul style="list-style-type: none"> Invest (or continue) investment in developing an information & documentation management system 	<ul style="list-style-type: none"> A systematic documentation and information management system that identifies how information is stored, documented, updated and accessed and what resources are required to do so (digital infrastructure, human and financial resources) 	<ul style="list-style-type: none"> Accessible and up to date documents will provide background information as to why certain decisions were made and will provide continuity in policy implementation with the change in leadership
School closures	<ul style="list-style-type: none"> Invest in services that attract and retain families in the region 	<ul style="list-style-type: none"> Identifying service needs of target demographic with school age children 	<ul style="list-style-type: none"> This will be part of the asset management plans and budgeting process

Risk Event	Proposed Mitigation Strategy	What is it?	How does it help?
			<ul style="list-style-type: none"> Investment in FCSS, childcare services (daycare and after school), and recreational facilities and programs will help with retaining families in the region and maintaining the school age population

6.0 Recommendations

Risk mitigation costs. Communities need financial and human resources to implement the mitigation strategies outlined in Table 8. The reality imposes limitations on implementing these strategies. Therefore, there needs to be a process in selecting and prioritizing these strategies. This section of the report provides recommendations on what strategies should be selected to address the service gaps and risks. These areas are of the highest priority and can provide the greatest impact with implementation. They can be organised in the following categories:

1. *Realize Efficiencies*

- Asset Management and Budgeting
- Joint operations of linear services
- Administrative support
- Coordinated Fleet management

2. *Grow the pie*

- Regional Economic Development Strategy
- Regional Marketing Strategy
- Regional Land Use and Development Planning

3. *Make it Happen*

- Develop a Common Purpose with a Shared Strategic Direction and a “Shared Objectives”
- Prepare a Governance Structure and Organizational Processes that is effective
- Identify the required financial and human resources to implement the initiatives

They are not small tasks; nor are they easy. They require a recognition of the realities of scarcity and exhaustion, and the need to share resources to grow. They require a check against fear and entitlement that have us pull back from commitments to collaboration. They require egos and self interest to be put aside for the sake of the communities and the region, and most importantly, the citizens that the Councils represent and serve. The recommendations made in this section of the report will require the right attitude and right approach to effectively mitigate high levels of risk and create new opportunities that grow the pie for all the communities in the region and stakeholders.

Each community and municipality have some competitive advantage over the others and contributes to the quality of life of the region. While one community may appeal to young families, another may appeal to retirees. While one attracts those seeking space, another will attract those seeking social interaction. Every community offers something that makes the region stronger and more competitive. That means seeing each other as contributing partners, not financial sinkholes. Each community has a role to play that contributes, and their assets and nature should be leveraged for the success of the entire region. That requires changing the mindset, eliminating fear and egos, and focusing on helping each other to grow.

There will not be a winning municipality while the others lose. If any single community fails, the burden will be borne by the remaining. There is great risk posed by the failure of one because it will create a chain of failures, and the downfall of all. Ultimately, it is in everyone's interest to work together to grow.

6.1 Realize Efficiencies

This section focuses on initiatives municipalities could implement to reduce redundancies, realize efficiencies, and get a better value for their limited financial and human resources. Some actions are done at the individual municipal operations, and some are collaborative.

6.1.1 Asset Management and Budgeting

“Asset management is the process of making decisions about the use and care of infrastructure to deliver services in a way that considers current and future needs, manages risks and opportunities, and makes the best use of resources.” (*Building Community Resilience Through Asset Management, A Handbook and Toolkit for Alberta Municipalities*).

Most small and mid-sized communities don't have asset management processes and plans. And those that do have plans, aren't using them to influence decisions like capital planning or budgeting. In addition, municipalities generally don't have a clear understanding of their levels of service and the impact of their current levels of service on their financial and organizational resources. Most, simply deliver services as they have always done, without a consideration for changes in demographic and service needs. This means that the connection between the current levels of service and cost of service delivery is not well understood. Which in turn makes it difficult to plan ahead and allocate resources.

A lack of clear understanding of service levels and cost of service delivery, hinders municipality's ability for long-term planning and funding. Although municipalities are required to prepare a 5 year capital plan and a 3 year operation plan, they do not often identify the connection of these plans to levels of service and risk of service delivery and rarely they prepare a long-term revenue plan to identify how they are funding their long-term capital and operations needs. This is evident in how little of 5 year capital plans get implemented. Grant availability influences capital priorities in all types of municipalities, with the greatest influence on the villages.

Being able to plan for and provide sustainable services is integral to the success of any municipal organization. Knowing what services are needed, what is required to deliver them and how to implement those initiatives in the budgeting and decision-making processes are fundamental to effective and efficient service delivery.

Municipalities could begin with developing an **Asset Management Roadmap**. The Roadmap will identify the asset management high-level objectives, tasks and initiatives to be completed under each objective, roles and responsibilities, resources, and timelines.

Federation of Canadian Municipalities (FCM) provides funding and guidelines for municipalities to begin their asset management journey and process through their Municipal Asset Management Program (MAMP).

It is recommended that each municipality form a team of their staff to use the FCM MAMP “Readiness Scale” at each municipality to determine the baseline for their current asset management practices. This baseline will inform and guide the development of the Asset Management Roadmap.

In addition to the Roadmap, municipalities could benefit from asset management training for staff and council.

6.1.2 Joint Operation of Linear Services

Human resources limitations are one of the main challenges the villages face in delivering services to their residents. The organization is lean and has limited capacity to address any out of ordinary issue. There is also a risk of losing the organizational knowledge once the current staff retires or in the case they choose to leave their job.

Currently, the municipalities do assist each other in operations, however it is mostly ad-hoc and upon request and in special circumstances. This arrangement does not support a proactive approach to operations and management. It could also impose more demand on the already stretched management time as they have to coordinate and plan at the time of emergency to ask for assistance.

It is recommended that the communities formalize this collaboration to jointly operate their linear services, starting with water distribution system. There are three options to implement this initiative.

Option 1: One of the municipalities will become the “contractor” that provides operation services to all other communities. They will enter into individual contracts with each municipality. The “contractor” is responsible for recruiting and managing the staff and resources needed to operate all the water distribution systems.

Option 2: A joint operation consortium could be formed. A business plan, financial model, and organizational structure needs to be prepared. The consortium will be responsible for recruiting and managing the staff and resources needed to operate the water distribution systems.

Option 3: The Highway 63/28 Water Commission could be leveraged as a resource by adding the task of operation of distribution systems to their mandate. The Commission will be responsible for recruiting and managing the staff and resources needed to operate the water distribution systems. The financial model for this additional work needs to be prepared and amended, to identify the financial resources needed to provide this task in addition to collection of fees and revenue generation methods.

All of these options will provide relief on staff time for municipalities, and operation staff could be utilized in delivering other tasks. However, implementing a new method, like any other change, requires up-front human and financial resources. The objective here is to formalize the current collaborative efforts into a more organized agreement with clear expectations that could help with staff time and resource limitations and eventually deliver a better quality of service to the communities.

6.1.3 Administrative Support

Limitation on administrative capacity is one of the main challenges the communities face. This is more apparent in the two Villages as they each have only their CAO to deliver all the administrative activities in the organization.

Municipalities could look into collaborating and formalizing collaboration on some administrative tasks, such as bylaw enforcement, website design and maintenance, and information management to ease the administrative burden on smaller communities. This will help the larger communities as well, as the CAOs of the villages could focus more on long-term initiatives to grow the region rather than being bogged down by the day-to-day tasks.

6.1.4 Coordinated Fleet Management

A coordinated fleet management system between the four municipalities could help with reducing the redundancies and ensuring that the equipment and fleet are utilized effectively. It could also help with better cost management and improve operations.

6.2 Grow the Pie

The following initiatives focus on growth and increasing the revenue base.

6.2.1 Regional Economic Development Strategy

The current economic development strategy (Smoky Lake Region Strategic Plan 2007 – 2027) is typical of strategies written at that time and is still common practice today. It is a laundry list of everything anyone could dream of all lumped together under themes intended to make it manageable. Yet, it is not particularly manageable, or results oriented.

The laundry list of goals is not focused, creating a hit and miss approach with strategic investments and initiatives that is uncoordinated at best, and counter productive at worst. Ambiguity over who bears responsibility for implementation means goals are deliberately pursued and achieved. And finally, a lack of performance measures or concrete milestones means it's impossible to properly measure whether progress is being made or a goal has been achieved. This may sound overly critical, but it is not meant to be anything but factual.

Specifically,

- Five of the goals listed are implementation focused. There is no need to list implementation of the plan as a goal within the plan. It is redundant.
 - For example: Ensure the Joint Municipalities Committees works towards the implementation of the Smoky Lake Region Strategic Plan.

You really don't need a goal that says you will work toward achieving the goals.

- Six goals properly belong within the work contract of the Community Economic Development Officer as they are ongoing initiatives and the CEDO's responsibility. I understand those goals have been relocated to the contract and I support that move.
- 20 goals are specifically municipal issues to be addressed. They are important to economic development work, yet the CEDO has no power or authority to realize them.
 - For instance: Ensure that the appropriate infrastructure (including water and wastewater) is in place to expand existing businesses and attract new industry.

Such strategic investments are critical to economic development, but they are not within the domain of control of the CEDO, and yet, if this is not part of the plan of any particular community so many of the other economic development goals are unattainable. (Note: This disconnect is addressed in the recommendations section of this report.)

Of the remaining goals listed in the strategy,

- Fourteen goals were identified as priorities of the Regional Community Development Committee (RCDC) for 2020/2021.
- Twenty items remain unprioritized or unassigned.

As well, most of the performance measures listed are not useful. They are vague and unmeasurable both quantitatively and qualitatively. There is no value in what they measure or they are impossible to measure. For example:

- number of successful local development initiatives – How do you measure this? Is there a target?
- attendance at training seminars offered to councillors – What value will this provide?
- regional population growth – Growth targets? Population targets? By community or by region?
- growth in tourism visitation – How much? Any tourism or focused on certain tourism areas? Day trippers or longer duration visitations? What about economic impact, such as the \$ they spend?
- website counts – Why? What does this translate into?

- provincial awareness levels of the Region as an attractive place to live – How do you measure this? And if you find a way to measure it, what benefit does it have?

Ultimately, the current plan is heavily focused on the “what’s” - what you want and what you hope to see, but there are gaps in the answers to the most important questions:

Why:

- Why do you want this?
- Why is this important to your success?

Who:

- Who is given responsible for each goal?
- Who will take ownership if goals aren’t achieved, and results aren’t realized?
- Who will be accountable to whom for implementation and results?

How:

- How will this be achieved?
- How will your organization be structured to make these goals come true?
- How will investments be coordinated to ensure results?
- How will progress and success be measured and celebrated?

Pointedly, this can be seen in how often your goals expressly say “encourage”. Encouragement is not a goal. It is a wish. Wishes don’t get results because they leave out motivation and aspiration (Why), they leave out responsibility and accountability (Who), and they leave out actions and milestones (How).

There doesn’t seem to be an issue of competition between the partnering communities of the Smoky Lake Region. That is good, because competition on such a local level wastes resources, leaving no financial or human capacity to work collaboratively on strategic investments, aggressive economic development initiatives, and targeted marketing strategies that can help the region grow and prosper.

However, I do believe there are other issues preventing the region from achieving all it could. Some of the issues are related to egos and an underlying desire to maintain autonomy. That is not meant to be a criticism of anyone. It simply means we must all understand our sense of purpose is often tied to our job, our role, or our title. Surrendering some of that autonomy or control, no matter how great the cause, can make us feel diminished and undervalued, which impacts our ego, which in turn, subconsciously impacts our ability to work together on those greater goals for the region. We must work together to overcome those personal psychological obstacles that encourage us to put up false barriers about why we don’t need to work more together.

One of the greatest barriers to getting the results we want is our loyalty to the systems and organizational structures we currently have in place. While we should reconstruct our systems and organizations to get us the results we want, we are often paralysed by our loyalty to current structures. That is tantamount to doing the same thing over and over but hoping for different results, which Einstein often referred to as Quantum Level Insanity. If we want different results, we must be willing to do things differently.

So, to take advantage of the opportunities created by a fast-changing world and to ensure results, you need more than a wish list. You need a strategy that lays out the story of who you are becoming (Why) and where your focus is (What We Value Most) as a region and as communities, but it also means being willing to change your way of thinking and operating. It means mentally changing the way you approach challenges and opportunities, and the way you structure yourselves to deliver on those priorities.

6.2.1.1 Your Next Regional Economic Development Strategy

It must be noted here that this is not intended to be a complete economic development strategy, though most of elements needed to create one have been incorporated into this section based on meetings with councils and administration, interviews with members of the public, and research all done by the 13 Ways team.

The strategic plan should include the following elements, designed to be inspiring, unifying, concise, practical, purposeful, focused, and measurable:

Our Story – Intended to focus attention on what is important while also creating an inspiring Story about where you came from, who you are, and who you are becoming as a region. It forms the basis of your communication externally (marketing) and internally (with your own public).

Our Vision – It must be concise and focused on what the community or region is working to become. This Vision can and should be shared with other community institutions and organizations, because if everyone in the community isn't all steering in the same direction, chaos and disorganization ensues.

Our Mission – Specifically, what the organization (that owns the strategic plan) will do to contribute to making the Story and the Vision a reality. Each organization and institution, though sharing in the Story and the Vision, has their own Mission that contributes to making the Story and Vision a reality.

What We Value (Most) – These represent 3 to 5 areas of focus that will make the Story and the Vision become a reality. To have more than 5 areas of focus is to have no focus. Each Value identified must have a descriptor that defines what that area of focus is so there is no confusion as to what is meant. Budgeting should reflect these areas of priority (Priority Based Budgeting).

Milestones and Actions – Milestones are the markers that show progress is being made, with general Actions that show initiatives being undertaken to achieve those Milestones. They indicate progress and accomplishments to leadership and to the public but are not so prescriptive as to prevent flexibility to changing circumstances and opportunities.

The Smoky Lake Communities currently have a vision, which is part of their passionate story regarding their future, while they also have a vision statement that is concise and articulate.

The vision, outlined on page 4 of the current strategy could be easily leveraged into a story that could expand upon who “you” were, who “you” are, and who “you” are becoming as a region, to complement what “you” value and the life “you” are offering to residents and visitors alike. The current vision (potential story arc) is stated here:

People in the Smoky Lake Region value their quality of life. They cherish the rural and small-town character of the area. They value their natural environment and their rich cultural and historical roots. While they are interested in the economic development of the Region, they won't support industrial development that will detract from their rural and small-town lifestyles.

Smoky Lake residents understand that the long-term sustainability of their communities depends upon the Region's ability to attract and retain residents and businesses. They want to pursue an economic development strategy based on promoting diversification, with an emphasis on light manufacturing, oil and gas servicing, agriculture, recreation, and tourism. They believe that industrial and commercial development should be clustered along the Highway 29 corridor.

Residents want to attract more people to live in the Region, especially within existing urban areas and lakefront subdivisions. They are supportive of the first parcel out subdivision of farmsteads. They are anxious to promote the Region as an attractive place to raise a family or to retire. They want to promote the Region as an easy commute to the industrial job sites in surrounding areas.

People in the Smoky Lake Region hold a close connection to the land and to their roots. They are interested in protecting agricultural and environmentally sensitive land. They place high importance on the quality of their water supply and on the protection of the regional watershed. They are adamant about preserving their cultural and historic assets.

The current vision statement is concise and articulate, though it is not without issues. Embedded within page 4, it reads:

The Smoky Lake Region is an attractive, prosperous community that treasures its blend of rural and small-town lifestyles, with strong values placed on economic development, social cohesion, environmental protection, and historical preservation.

Though it is identified as one of the six priorities of your strategy – **Protect the Region's Natural and Historic Assets** - it is not clearly connected to economic development within the strategy. Of the 20 goals identified as priorities to focus on, only one goal under this priority made the cut: *Support the development of tourism products to improve awareness and visitation of the Region's cultural and historic assets.* The other goals under this heading remain unfunded, policy focused, and unconnected to economic growth initiatives within the strategy.

Highlighting environmental protection and historical preservation are important to articulate the type of communities and region you wish to create, but these are better left within your story.

This priority reflects an important value and part of your story, but it is not something you have committed to as part of a regional economic development undertaking, except as part of the current tourism initiative. In short, it has been identified as a value but not identified as a priority, so it should not be included except as a tourism goal.

Though related to your current six strategic priorities, it is recommended to change the language and reduce the focus to four areas of priority, or otherwise what could be referred to as “**What We Value Most**”:

Quality of Life

Grow Economic Development Capacity

Develop Targeted Marketing Campaigns

Diversify the Regional Economy

The current list of priority goals fit under all four of these headings (if a category is empty, it means there are no priority goals in the current strategic plan).

It is important to note that there were no priority goals from the current strategic plan identified under Quality of Life, and only the tourism aspect of historical and natural resource preservation made the cut.

However, the consultations and sessions with the councils and administrations, as well as members of the public, more items were identified. These are added to each category in **green** font, so they are easily distinguished from the list of priority goals from the current plan:

Quality of Life

Housing Diversity and Affordability Initiative through partnerships with developers and accessing grants that increase opportunities for ownership, as well as short-term and long-term rental.

Improve recreational diversity through the development of walking trails, cross country skiing, better boating and lake access (Waskatenau), and e-bike access.

Develop policies, support, and partnerships that improve access to regional transportation.

Strategically invest to support new families' needs regarding those special loved ones in our lives, such as daycare and dog parks.

Develop four-season focused activities and experiences that also complement tourism growth initiatives, but focus on the year-round quality of life opportunities of the region.

Grow Economic Development Capacity

Identify and eliminate impediments to economic development and business growth in the Region.

Work with tourism partners to encourage networking within the Region's tourism sector.

Support the development of tourism products to improve awareness and visitation of the Region's cultural and historic assets.

Develop rural water systems and highway service capacity.

Provide better support and resources to attract talented people and grow our economic development personnel capacity.

Partner with local chambers and other organizations to provide training to business owners, administrators, elected officials, entrepreneurs and others about the basic and advanced business success strategies and practices.

Targeted Marketing Campaign

Encourage "buy local" campaigns. Develop an inventory of businesses in the Region. Encourage procurement practices that support these businesses.

Develop an integrated marketing plan to attract visitors, businesses, and residents to the Region.

Work with the provincial government to ensure adequate signage is available along major transportation routes to increase visitation to regional tourism and recreation sites.

Develop and implement a marketing plan. Focus the plan on attracting residents to existing urban areas and waterfront properties.

Identify and communicate with former residents of the Region. Encourage people to "come home" to live or visit.

Develop and implement a Regional "welcome package" for new and prospective residents based on a coherent regional identity.

Begin an internal marketing campaign to the residents of the region, about the region.

Target potential international and immigration populations considering relocating by leveraging our existing strengths through nuanced marketing strategies.

Develop a conversion strategy for visitors and tourists so they become residents.

Diversify the Regional Economy

Undertake a regional opportunity identification exercise for business attraction, retention, and expansion. Identify and pursue value-added agricultural opportunities in the Region. Ensure the identified opportunities are relevant and respond to regional and global trends.

Encourage the development of outdoor recreation and adventure tourism products within the Region.

Targeted Business Development and Entrepreneurial Opportunity Identification

Attract Recreation Amenities Dealership(s) such as quad, RV, and boating.

Attract Horticulture and Alternative Agriculture Opportunities such as greenhouses, indigenous agriculture, and health related agricultural products.

Identify and support local home-based businesses and entrepreneurs to help them grow and locate in our commercial and downtown locations.

It should be noted that this is not a complete strategic plan. The current study has analyzed the current strategic plan, identified its missing pieces and weaknesses, and offered practical advice. It has identified areas of improvement and potential additions based on the consulting team's extensive experience working with municipalities in Canada and the United States, their research on future trends in community building and economic development, and their conversations with the Smoky Lake Region municipalities staff, Council, and members of the community. This can help the communities to update their economic strategic plan with renewed focus on the four areas and the addition of some new and important initiatives.



6.2.2 Regional Marketing Strategy - An Effective Marketing Strategy

Marketing strategies fail for the same reason most of our communications fail. We say what we want to say and hope someone cares enough to listen, but in a busy world, our message gets lost in the noise. Talking into the wind in hopes that someone is listening is wasted breath and wasted energy. We spend money on brochures, websites, print ads, and billboards, and hope someone hears us among the noise of a million other marketing campaigns, and takes interest in what we are pitching in the marketing world that is what is done because it is uncomplicated, but it doesn't get results.

Tactical marketing strategies begin with identifying what you have to offer that is unique and gives you a competitive advantage over others. Once you have identified what makes you unique, you can identify who would be interested in such an offering. And once you have identified who would be interested in such an offering you need only identify where they are and how to reach them. Then, instead of shouting to the wind hoping the right person hears your message, you have a finely crafted message that is whispered directly into the ear of the few people who want to hear it. That is how effective marketing is done.

6.2.2.1 Your Marketing Strategy: Profiles and Guide

Economic Growth Goal:

Through our consultations it was clearly articulated that the goal is not focused on attracting industry. There is a high value placed on the *quality of life* for individuals and families in the region, the interconnectedness of the community and communities, for the environment, for recreation opportunities. The focus for growth was identified as small business and tourism, and attracting families and professionals.

Key Messages:

Messaging, communication, and the story must be concise, consistent, commonly shared throughout the community, focused, and inspiring. You cannot effectively tell multiple stories and expect to get results. You must tell one story, very well and repeatedly. As Bruce Lee so famously said, "I do not fear the opponent who has practiced 1000 kicks, but the opponent who has practiced 1 kick, thousands of times. Keep your message focused and find those that need to hear it. They will respond, with enthusiasm, and you will get the results you need.

Table 9: Key Marketing Messages

<p>Prospective New Residents</p>	<p>The Smoky Lake Region is proud of its history and energized around its future, but at present it offers a quality of life for young families, young professionals, and anyone else looking for vibrant communities that are both safe and busy, and where they can feel connected to their neighbours and nature.</p>
<p>Businesses</p>	<p>An alluring and inspiring community has created a vibrant and robust economy. Research is increasingly demonstrating people are investing and enterprising in the places they want to live. The quality of life offered by the communities in the Smoky Lake Region are creating new jobs, new businesses, and new opportunities for entrepreneurs you can't find elsewhere.</p>
<p>Visitors (Tourists)</p>	<p>Smoky Lake is the place where spontaneity is welcomed and rewarded. No itinerary is needed and no long-term plans are required. This is the place where you can live and be in the moment because everywhere there are things to experience and memories to create.</p>

Example Target Demographics Persona:

Ages: Early 30s to Middle 40s

Household Income: \$70,000 - \$140,000

Occupations: Professionals - Teacher, Accountant, Digital Designer, Social Media Expert

Meet the Hanson Family; Luke and Claire have two kids 4 and 2 (Ben and Anna). The Hansons enjoy quality over quantity. When it comes to experiences and material possessions it isn't about utility. Claire will spend \$5.00 on a coffee because she can bring her laptop to the coffee shop to get work done or meet to socialize and visit with a friend in a pretty setting. Luke and Claire love taking the kids to the farmers market on the weekend to buy local produce and bread for the week. They know it's more expensive, but they don't mind because it's an experience, it reflects their values for their community and the environment, and they are supporting the local community.

Luke and Claire want to be able to go to work and get home to their kids and each other within 10 minutes, which means a short commute, or no commute, is important to them. In fact, if they could bicycle or walk to work all year long, they would prefer that. Luke is in a golf league in the summer and a hockey league in the winter. Claire works remotely, but also likes to teach yoga as a certified instructor in the evenings.

They are both runners and love to play slow pitch as well, because they love the social aspect that comes along with such a league. They take their kids to do outdoor activities whenever possible, because they value being outdoors and want their kids to appreciate it as well. Sports are important for the Hanson's because they value their health and mobility.

They want to be in a place with access to quality childcare. They also want to be in a community where they can build a bond with people throughout their community, but especially their neighbours. They crave a community that reflects who they are, their values, their personal aesthetic aspirations, and their lifestyle. They want a community that is pretty and creates a nice feel, because it takes pride in itself, just like they take pride in themselves and their family. A community that has flowers in the summer on the patio of the restaurants where they can go for a nice family dinner enhances the connectedness and openness of the community so it is something they will look for in their community. In the winter they will look for events to keep their family business, but they will also look for things like twinkle lights as they bundle their kids up to go for a winter walk downtown for hot chocolate at a local cafe.

Quality is important to the Hansons. They don't look for a Dollar Store to shop in because they value quality over quantity. They are not stoics, but they are opposed to needless overconsumption as a value. They value activities and experiences over 'things'. They value locally made craft beer or food over cheap mass-produced products. They value housing affordability, but they don't value owning 'stuff'. They value a quality community and a quality of life. They don't measure their prosperity or happiness with how much they have, but rather how much they have experienced together.

6.2.2.2 Your Marketing Strategy: Next Steps

Creating Content and Material

Communication drives social and economic prosperity. Businesses and investors recognize places that are *vibrant and attractive* as being essential to their ability to attract and retain skilled workers. It relies on the quality of service and delivery to contribute to the quality of life. Prospective residents and visitors are naturally drawn to places that offer memorable *experiences*. The value of increasing and enhancing your community's quality of life — *and celebrating and communicating it externally* — can never be overstated.

- **Create Consistent Brand:** Develop new brand standards to communicate a level of quality to all audiences
 - Typography
 - Colours
 - Logo
 - Examples
 - Templates

- **Articulate Community Variety and Diversity:** The region is not homogeneous and has multiple different communities from which to choose. We offer up these merely as suggestions and ideas. More work needs to be done to identify their strengths and build each a brand and story.
 - Vilna - indigenous and entrepreneurs
 - Waskatenau - young families and recreation focused
 - Town of Smoky Lake - retirees, semi-retirees, and mature families
 - Smoky Lake County - rural residential, agriculture, and industry
 - Others -
- **Photos:** Create a photo branded visual bank for social media content.
 - Custom the Smoky Lake Region Preset to match brand guidelines.
 - Improve overall aesthetic and brand consistency.
 - Examples: [Harriston*](#),
 - Minimum of yearly professional photo shoots including images of:
 - Community members
 - Landscape
 - Landmarks
 - Local Business
 - Crowdsource Images from locals and businesses
 - Social Media training should be provided to all staff posting using the Smoky Lake Region platforms.
- **Did You Know Series:** A series of interesting and fun facts of the community will be distributed throughout the internal stakeholders to create excitement.
 - Create a fact list. 30-40 facts about the Smoky Lake Region that can be used on: billboards, social media, print media, digital advertising.
 - Identify 3 communities or neighbourhoods to use this targeted campaign in, where the demographics reflect the target demographic persona identified above.
- **Video Series:** Develop a video series to promote the many advantages of the community being near urban centers, including less traffic, open space and shorter commute times.
 - The audience will consist of local residents, developers, prospective residents and commercial investors.
 - Video Specs: What the video should include?
 - File type: MP4, MOV or GIF
 - Ratio:
 - Horizontal: 16:9
 - Square: 1:1
 - Vertical: 4:5 or 9:16 (for social media stories)

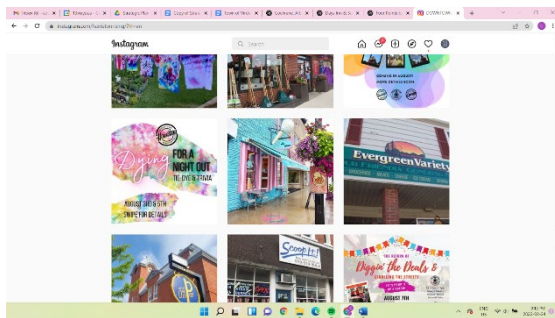
- Resolution: Minimum 1080 x 1080 pixels
- Frames: Max 30 fps
- Why use video media?:
 - Our brains are programmed to respond positively to a well-crafted, authentic narrative.
 - Retention is highest if a video is under a minute. Maximum 3 minutes.
 - 50 percent of 18-34 year old's will stop what they are doing to watch a video.
 - Examples:
 - [Moose Jaw's COVID Campaign](#)
 - [Nova Scotia Work From Here Campaign](#)
- Interview residents who promote the kind of community you want to enhance

Creating Content and Material: Results and Outcomes

- Consistent touch-points and messaging.
- Increased brand awareness.
- Stronger messaging and communication

Image examples:

1. Harriston Rising - Instagram Account



2. Nova Scotia - Work From Here Campaign



The Next Investments - Making the Story Come/Stay True

A revitalized core can generate tremendous economic benefit for the entire community. Establishing your downtown region as a destination in its own right can act as something of an epicentre for outward economic growth while at the same time contributing to the allure of being able to live, work, shop, eat, and run errands in a single geographic area. It is important to remember that people need a *reason* to visit — and an even greater reason to *stay*. Your downtowns should be an attraction to visitors and tourists alike. Build vibrancy and plan your investments accordingly.

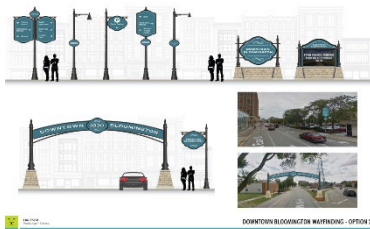
- **Downtown Identity:** An identity for the downtown will be established and implemented to create a desired space.
 - Establish Downtown Brand - Wayfinding signage, flags, flower pots, blade signs, promotional materials, standard communications
 - Advocate for the location of businesses downtown. Showcase the positive attention businesses can acquire with being located in the center of it all.
- **Downtown Art:** Celebrating and promoting the recently developed downtown artistic renderings
 - Create a separate landing page with renderings where people can hover over the points of improvement where they can choose their favourite elements.
 - Ex: Hover over a bench - then two choices will appear, and the public can click on their favourite.
 - Advertise in all media avenues for residents to participate and view renderings.
- **Events:** Every quarter an event will happen to honor the downtown that is taking shape.
 - Develop a digital interactive calendar with links for signup/interest.
 - Categorize events into three categories.
 - Signature - Yearly large scale event. Hosted on behalf of the Region with financial partners. Pitch to banks, developers for funding sponsorship opportunities. Ex: Downtown DAZE festival.
 - Ad Hoc - Spontaneous, adaptable, timely events. This is a venue to respond to what the community is looking for: aka - downtown days to boost business post covid?
 - Seasonal - Ensure there are at least two events to capitalize on the seasons of choice but celebrating all seasons of the Smoky Lake Region to increase the foot traffic into the center

The important thing to remember is partnerships are key and make them FUN! Events will be well attended if there are fun activities for kids (bubble artist) and licensed for the adults.

The Next Investments: Results and Outcomes

- Create community ownership
- Increased attention and desire
- Showcase talent and strength
- Allow for healthy competition

1. Downtown Signage Aesthetic



2. ATB's Silver Skate Festival



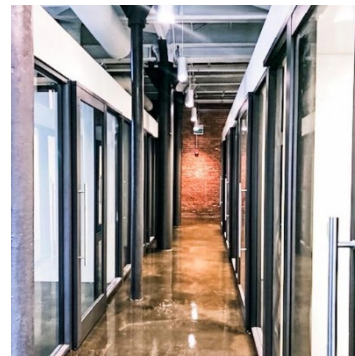
Telling the Story

Attracting residents and businesses by demonstrating *why* they should choose the Smoky Lake Region will be key to the Region's efforts to grow the economy moving forward. In the absence of major industry, proactive efforts need to be made to fill the gap left by would-be workers. The Region must ensure a strategic approach to targeting, attracting, and cultivating new businesses by reiterating the Region's enviable quality of life, and by diligently and aggressively pursuing those businesses identified as being necessary, complementary, or beneficial.

People don't just want to live here . . . they feel the NEED TO BE here.

- **Quality of Life:** Target external residents with a paid advertising campaign.
 - Contact Pattison for a quote for communities in the region (geo-targeting). Two communities: Brandon & Winnipeg.
 - Paid social media to go with the picture campaign.
 - Competitive advantage matrix — leverage advantageous indicators relative to target audience.
- **Recruitment Strategy:** Develop a business and retail gap analysis with a business recruitment strategy campaign in place.
 - Identify gaps in products and services for target demographics (brew pub, 'glamping', coffee shop co-workspace).
 - Establish relationships with developers, vendors and property management companies to sell the vacant space.

- Develop key sales metrics and marketing collateral: Sales per square foot, renderings of main street, demographic information, traffic flow and times, what the municipality is doing to invest.
- Develop and implement an import replacement program — engage businesses to determine and identify gaps and opportunities.
- **Incubator:** Investing in an incubator space that can be leased to budding entrepreneurs
 - Identifying a suitable space that can be rented on a 'micro' lease basis. 500sqft. This space needs to be BEAUTIFUL! People will not move to your community for a simple, bland repurposed office unit.
 - Consider space amenable to activities including, but not limited to, barber, baker, esthetics, real estate, professionals etc.
 - Develop a landing page to gauge interest in the community and ensure home based businesses list is up to date.



- **Shop Local Campaigns:** Encouraging local business support AND local businesses meet local consumer needs
 - Encourage residents to shop locally through marketing campaigns that remind citizens just how much the area has to offer.
 - Encourage local businesses to give people a reason to want to shop locally through new products, customer services and experiences, and branding/aesthetics.
 - Professional development for local businesses - online, aesthetics, branding, marketing, and cooperation and competition initiatives.
- **Welcome (Home) Package:** Selling your community starts with showing you want them and showing them what it will be like to live in the community. It is not a list of amenities and services, but what those amenities and services mean to give them a high quality of life and vast opportunities.
 - Target New Immigrants to Canada
 - Web page with all of the information they need to know how to become a resident of Canada, Alberta, and your communities. Resource: [Lindsay Rubeniuk - Immigration Consultant](#)

- Grow government connections that put you on the map and their minds.
- Target Former Residents
 - Homecomings are popular post pandemic. Everyone welcomes people home for a visit, but they never sell them on why it is beneficial to come home. Sell the opportunities when they come to visit.
 - Without a homecoming event, build an inventory of people who have left and reach out to them to let them know you have a lot to offer and you would love to have them come home again. Sell them on why they would want to come home for a visit, and then give them ample reason to want to consider staying.
- Target Visitors and Tourists
 - When visitors come because of what you have to offer, make them aware you have more to offer than just a visit, and make them aware that yours is not just a place they can stop in occasionally, but a place where they can be home.

Telling the Story: Results and Outcomes

- Increase population
- Stay relevant and seen
- Business innovation and adaption
- Showcase the local talent and qualities
- Focused on interested and responsive populations

6.2.3 Regional Development Processes, Permitting, and Land Use Planning

Business and industry must have revenue to operate, but they must have profit to succeed. We often consider the revenue side of the business equation, but successful business leaders spend just as much time considering the 'cost of doing business side of the equation.' Before investing, business leaders consider the cost of doing business in a jurisdiction. There are many factors that are outside a community's control, such as the cost of land, labour and utilities.

But there are some costs that are completely within the control of a municipality, and most are associated with planning, processes, permitting, and data. There are many communities who have declared they are 'open for business', but they have a cumbersome and convoluted process for permits and approvals. Most continue to declare their pro-business mindset even as they refuse to work with their neighbours on coordinating and streamlining such processes. Communities and regions lose business and industry because they have a reputation for fighting with the neighbour, and not working together to create a one window approach to permitting and approvals, or simply keep their bureaucratic processes because they have become institutionalized.

Simply put, business and industry want to invest in communities and regions where their contribution is appreciated and desired. Removing needless complexities is not a nice to have for economic growth, but a requirement. That requires simplifying and coordinating your processes, permits, and approvals processes now, and meaningfully. As mentioned elsewhere in this report, if one doesn't change the system, once cannot expect different results.

Land Use Planning is imperative to attract business or industry, or to expand the recreation and tourism opportunities. Identifying available land, lots, buildings, and having a clear understanding of the required infrastructure investment costs, reduces the upfront work for the business or industry considering investing in the community. The land and property inventory could assist their economic development manager to identify and pursue potential developers, entrepreneurs, and industries that might find the region attractive. Without the accessible information, it is much more likely a potential new investment will pass by the region in favour of one with the data already assembled.

6.3 Make it Happen: Implementation

Implementing the recommended strategies requires human and financial resources, which could pose a challenge to the municipalities since the limitation of these resources is exactly what drove them to conduct this study. Failure to address the risks and service gaps, however, will exacerbate the challenges associated with human and financial resources and make the situation worse. That is why trade-off analyses are needed. Good decisions are informed by an understanding of service, risk, and costs and funding trade-offs that are accurate and complete. Once the decision is made about what strategies need to be implemented, the implementation should be clearly identified. The communities should plan and determine the timeline, the required financial and human resources, and the governance structure. The following sections provide a path to the implementation process.

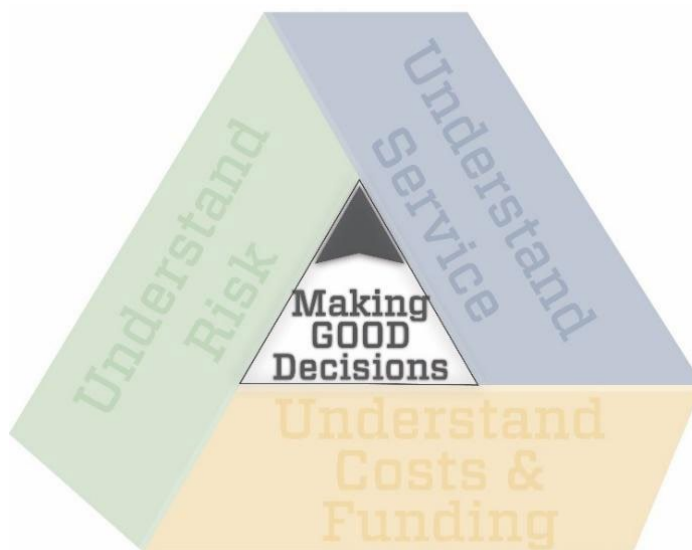
6.3.1 Develop Common Purpose with Shared Strategic Direction

There is no 'right answer' when it comes to evaluating trade-offs, especially in a complex environment defined by an uncertainty around revenue and future service needs. What is important is having a "**Common Purpose**" and shared objective to guide the trade-off evaluations. A **common purpose**, in addition to the availability of information and an effective decision-making process for considering the trade-offs, are the most important ingredients in successful risk management and implementation of any strategy.

Although the communities in the Smoky Lake Region have been working together for some time, as evidenced by their existing regional economic development strategy (*Smoky Lake Region Strategic Plan 2007 – 2027*) and the Regional Community Development Committee, there are still some barriers to success.

The consulting team observed a few important points while facilitating the workshops and sessions. It is important to mention and discuss these points, as they will undoubtedly impact the implementation of any collaborative initiative the four municipalities might choose to pursue.

- For certain events, the risk perception is very different between the Villages, and the Town, and County. Given that the two villages have a very small sized administration and staff, the impact of losing staff and organizational knowledge is significantly higher than the other two municipalities.



*Building Community Resilience through Asset Management
– A Handbook and Toolkit for Alberta Municipalities

- There were some significant differences between how elected officials and the CAOs perceived the risks and impacts, with CAOs consistently and realistically assessing the situations worse than the elected officials' evaluations. This could hinder future collaboration efforts and cost sharing endeavours.
- There were some inconsistencies in interpreting the current financial situations of each municipality and the upcoming budget cycle.
- The impact of resource scarcity was evident. The Administration has been working hard, delivering services and meeting demands as best as they can with the limited resources (human and financial). This demand on their time has limited their ability to focus on preparing for economic development and exploration of new service offerings that could add to the revenue generation potential. This was more pronounced in the case of villages.
- Although the team agreed on the risk factors of each event, and what the mitigation strategy should be for each risk, when asked to select one or two action items to focus on for implementation, agreement could not be reached. There wasn't even a general consensus. This poses some challenges to the implementation of any shared initiative, such as the economic development plan and the tourism action plan, as it highlights lack of shared objectives, even after agreement on the assessed risk. Given the limited resources, it is important to agree upon and focus on a few initiatives to invest and implement.

These five points are the most critically important things in this report to read, understand, and digest. Overcoming them will determine whether the municipalities will be successful in their efforts to ensure enduring prosperity for their communities, the region, and their citizens. These important issues must be understood, appreciated, and addressed before risk can be properly assessed, mitigated and for any strategy to be implemented. The five bullet points articulate how even after assessing risks collectively, there is a limited understanding of risk, as it highlights the lack of shared objectives and limited agreement on how to address and mitigate the risks faced by all of the municipalities and the stakeholders in the region. That is the most significant challenge to implementing any shared service delivery and a recipe for failure. Our attitudes and approach determine what has value and what gets done. Failure to understand the full implications of the risks one faces, poses the greatest risk of all, because it will leave one vulnerable and unprepared to address each new crisis as it unfolds, and will mean strategic and valuable opportunities will pass by.

We suggest the municipalities and the Councils read these bullet points and seriously discuss what they mean and how they will negatively impact their ability to find a pathway to success. Once that is understood, the **“common purpose and a shared objective”** could be established. It is important to not just be told by the consultants why these are consequential, but to truly understand and appreciate the negative impact they will have on the municipalities' work and their goals.

6.3.2 Governance Structure and Organizational Processes

The municipalities in the Smoky Lake Region have created a new economic development corporation. The leader of that organization will have a focus on growing the tourism industry in the region. However, the success of that organization will require active support, partnership, and commitment with the political and administrative leadership of the municipalities. Failure to work together will ultimately result in the failure of all. If the tourism corporation needs new camping space, but the municipalities don't allow the development, the corporation's success is hampered, but so too is the viability of the municipalities.

If the municipalities follow suit with the creation of an economic development corporation, that corporation will require explicit and deliberate coordination and cooperation with the municipalities in the region. If the corporation requested a streamlined one-window to development, permit, and business approval processes to attract more businesses and the municipalities refused, or were even slow to comply, the success of all would be in jeopardy.

There are some undeniable facts:

- CAOs are accountable to their elected officials and the public, and their performance is often evaluated on the implementation of their own local strategic plan initiatives and the delivery of local municipal services.
- The CEOs of regional municipal corporations are accountable to their shareholders (the municipalities) and are evaluated against their effective implementation of their business plans and economic growth numbers.
- Elected officials are accountable for the success of both of those parties, to their stakeholders, the citizens, and are evaluated against short-term (4 year election cycle) deliverables and success.

Each of these three will come into conflict as they find they have different objectives and different demands from their stakeholders. Yet, all three must succeed if any is to succeed. Without a stable or growing economy and tax base the service side will suffer. Without strategic investments in infrastructure and services, economic growth initiatives will be ineffective. Without success in both of those areas, elected officials are doomed to fail.

All three must be accountable to each other. One is not superior or more important than the other. That is why governance structure and organizational processes must be modified to ensure effectiveness and collaboration, without risk of a stalemate. As well, the governance body must have performance evaluation criteria that assesses risk and balances the value and need for services, infrastructure, and economic growth. As said before, there is no right answer when it comes to evaluating trade-offs, especially in a complex environment defined by uncertainty around revenue, future service needs, and economic initiatives that grow the tax base.

It is recommended to reorganize the Regional Economic Development Committee. It should adhere to the principles of good governance. The most important ingredients for such an organization are outlined in the following points.

- **Roles and Responsibilities:** There should be clarity regarding individual and organizational expectations of executives and leaders.
- **Structure and Composition:** The board needs to have the right group of people, with particular regard to each individual's background, skills and experience. It also needs to know how the addition of an individual builds the collective capability and effective functioning of the board and its committees.
- **Purpose and Strategy:** The board plays an important role in setting the vision, purpose and strategies of the organization, helping the organization and partners understand these, as well as supporting the plans to implement them.
- **Risk Management:** By putting in place an appropriate system of risk oversight and internal controls, the board can help increase the likelihood that their organizations will deliver on their purpose.
- **Organizational Performance Measures and Evaluations:** The board determines and assesses appropriate performance categories and indicators for the organization.
- **Accountability and Engagement:** It is important that the board ensures a flow of information that aids decision-making, transparency and accountability to external stakeholders and to employees throughout the enterprise, and helps the organization engage effectively with stakeholders and employees.
- **Training and Education:** The board has a role to play in enhancing the capacity and capabilities of the organization they serve, as well as themselves in their leadership capacities.
- **Culture and Ethics:** The executive committee sets the tone for ethical and responsible decision-making throughout the organization.
- **Benefits Future Generations:** Growth with a vision for long-term sustainability over short-term gain, profits, needs, or benefits.

A reconstituted regional board requires authority and respect to effectively implement the principles of good governance.

6.3.2.1 Create A Regional Economic Development Corporation

The communities have already taken the important step of creating a joint municipal corporation focused on tourism. They recognize the value this will add to their economy and marketing initiatives. However, there is also value in taking this area out of the day-to-day operations at the municipal level, especially considering the staffing and human resources issues.

The region offers a great quality of life, prime locations for businesses and industry, a growing and skilled workforce, accessible land, and quality services. Tourism is well accommodated with a separate corporation that can focus on current assets, develop more assets, market those collective assets, and accommodate the visitors that answer the marketing call. The tourism corporation should remain focused on tourism development and growth. Tourism is a great way to market yourself and attract newcomers, however, the economic development potential exceeds the tourism opportunities.

Economic development initiatives would be well served by a separate and distinct corporation, one that makes business decisions with its investments and partnerships and is focused on economic and population growth rather than potholes and swimming pools. This is not meant to be insulting. Simply put, political and administrative obligations don't mix well with economic development initiatives. Public demands are not often focused on economic and population growth but rather on immediate wants and needs, which are potholes and swimming pools. The municipalities understood the value of a separate tourism corporation. The same logic and imperatives support the creation of a distinct regional economic development corporation.

Economic growth requires specific strategic investments in water and wastewater, land development, beautification, training and education, land identification and development, and marketing. Some of those items desperately require contributions and investments from municipalities so economic growth is possible. This requires consideration for a new corporate model that respects and balances the voice of an Economic Development Corporation CEO with the Municipal Corporation CAOs. This requires partnership and mutual collaboration, which is not common in even the best of regional municipal partnerships and is unprecedented at the regional economic development level.

Consider an economic development corporation adjacent to the tourism one that is already created. Consider an organizational structure that will make those two corporations effective enough to grow the economy of the region and improve the quality of life of residents of each community. The communities' future depends on a growing and diversified economy for the region through sound investments in services, infrastructure, and marketing. An effective organizational structure is needed to implement this.

Without it, there will continue to be a disconnect between investments in infrastructure and the provision of services and the growth of the local economy. Building the community and building the economy are not separate endeavours. They are inextricably connected. Yet, in many communities there is still an archaic perspective that they are not linked. Investments by companies are being made in communities that offer a good quality of life. The quality of life offered attracts people, which builds a workforce. Companies invest in those communities because they already have an established workforce, and they know their employees will be happy to remain there.

6.3.3 Identify human and financial resources for each initiative

Currently, staff in every municipality, but especially in the villages, are overburdened and exhausted. There is little time or energy left over for initiatives that can grow the economy and the tax base of each community let alone spend time finding efficiencies, identifying duplication, or reducing unnecessary redundancy. As well, when teams do come together the sense of constraint and fear reduce, or eliminate, collaboration initiatives and investments that can help improve the situation over time. In summary, the entire system of the region is still designed and operating on short-term survival goals focused on holding on more than holding hands. Even with the current plans in place the system is siloed, inefficient, and unfocused.

To ensure that the proposed initiatives are implemented and are not lost within the current limitations and workload, the next step following this study should be the identification of the human and financial resources required to begin the implementation of the above recommendations.

Once the “Common Purpose” is agreed upon and well understood, the municipalities should work on prioritizing the implementation of the recommended initiatives. Each priority should then have an estimate of the required human and financial resources, the accountable team to lead it, and the progress reporting mechanism. The municipalities will then have to account for the required human and financial resources in their annual and long-term budgeting processes.



7.0 Conclusion

The study used an asset management approach to assess the ability of the four municipalities in the Smoky Lake Region in delivering sustainable services to their communities to ensure the viability of their region.

The intent of the project was to find efficiencies and cost savings for the municipalities facing growing budget challenges due the continued downloading of costs and services from other levels of government, increased demands for services and infrastructure from public, and a slowly shrinking tax base and population. However, focusing on a project restricted to service delivery savings and efficiencies is only a short-term solution. Municipalities may find they extend their viability after such an exercise, but as other levels of government continue to download costs, demands from the public continue to rise, and tax bases continue to shrink, communities find they are back to do the same exercise within a matter of years. Therefore, it is important to focus on growth initiatives that outlines the process to generate more revenue. In other words, combine the service assessment with a strategic economic development plan. Adding discussions and work on strategic economic development and marketing will focus attention on growing the economic pie, in conjunction with ensuring services are delivered effectively and efficiently. It is the only way to ensure municipalities are not constantly looking for ways to live year by year on an ever-shrinking pie. Enduring success will only come by working completely collaboratively in identifying strategic initiatives and investments that grow the revenue base and the economic pie.

Using this methodology, in combination with a number of engagement initiatives with CAOs, Councils, and member of the communities, the consulting team has prepared a list of recommendations that are categorized into three main area:

1. Realize Efficiencies

- Asset Management and Budgeting
- Joint operations of linear services
- Administrative support
- Coordinated Fleet management

2. Grow the pie

- Regional Economic Development Strategy
- Regional Marketing Strategy
- Regional Land Use and Development Planning

3. Make it Happen

- Develop a “Common Purpose” with a Shared Strategic Direction and a “Shared Objective”
- Prepare a Governance Structure and Organizational Processes that is effective
- Identify the required financial and human resources to implement the initiatives

Non of the above recommendations could be implemented without the “Common Purpose and the Shared Objective”. The communities must “buy in” and recognize the need for change and the benefits of these initiatives. This “buy in” should be followed by actions, allocating resources and time to implement these monumental tasks.

Without change, leadership at the administrative and political levels will be forced to focus on their own urgencies and emergencies, and other municipalities' issues will be seen as distracting and unbearable. That causes other municipalities to pull away from meaningfully working together to avoid financial and administrative distress. That only exacerbates the problems. Fear, desperation, and ego are holding the municipalities back from real and meaningful commitment and to working together effectively.

The villages have very limited financial and human resources. As well, administration is exhausted, however they have all the corporate knowledge for their community, which leaves when they retire or find another job. This could be devastating to the communities and the region. As they continue to lose services, because of human capacity issues and lack of resources, they will become less appealing to live in. As they become less appealing to live in, fewer people will move there which will not only make them unviable but will also restrict the ability of the entire region to attract new people to the region. Those villages should not be seen as burdens, but as opportunities for the region to grow. With the right strategic investment, the recent growth trend in all communities can become sustainable and enduring, which makes the entire region more viable.

It is important, however, that the County and Town are not viewed as ‘cash cows’. The differential in financial resources should not be seen as an opportunity for some communities to support others in the status quo. There desperately needs to be an understanding that the current model is not viable, and everyone needs to consider strategic investment that will help deliver services effectively and efficiently, but also in a way that grows the regional economy by attracting people, businesses, and industry that are looking for what you have to sell. And then sell it, together. Finally, for this to be effective, a new perspective on governance and operations needs to be considered to effectively deliver on these goals, or there will be a quick and seamless reversion back to old priorities and the old way of doing things. In effect, one cannot get different results by using the same systems they have always used.

Economic growth requires specific strategic investments in water and wastewater, land development, beautification, training and education, land identification and development, and marketing. Some of those items desperately require contributions and investments from municipalities to facilitate the economic growth. Therefore, a new corporate model that respects and balances the voice of an Economic Development Corporation CEO with the Municipal Corporation CAOs should be established. This requires partnership and mutual collaboration, which is not common in even the best of regional municipal partnerships and is unprecedented at the regional economic development level.

There will not be a winning municipality while the others lose. If any single community fails, the burden will be borne by the remaining. There is a great risk posed by the failure of one because it will create a chain of failures, and the downfall of all. Ultimately, it is in everyone’s interest to work together to grow.



HIGHLAND 10.13 COMMUNITY HALL

(UKRAINIAN FARMERS' NATIONAL HOME OF TARAS SHEVCHENKO)

INVITES YOU TO ITS

90TH ANNIVERSARY CELEBRATION

DATE: JULY 15, 2023

PLACE: BARICH, AB (10 MILES NW OF Town of Smoky Lake)



EVENT

RECEPTION: 3 pm

PROGRAM: 4 pm

BARBEQUE: 5 pm

DANCE MUSIC: 6 - 8

For information, phone 780-656-2114

Kyle Schole

From: Lorne Halisky
Sent: June 18, 2023 2:26 PM
To: Stubbs, Shannon - M.P.
Cc: council; Lydia Cielin; Jordan Ruegg; Kyle Schole
Subject: Metis Self-Government Legislation

Good afternoon Shannon, I hope this email finds you very well. On behalf of the Smoky Lake County Council I wanted to inform you that our Council fully supports the Metis Self-Government Legislation and hope that it can be carried unanimously Federally tomorrow while Audrey Poitras is still the MNA President who worked on this legislation for years and years as she is retiring in September this year. This would be a great tribute to Audrey who worked tirelessly on this Legislation.

Smoky Lake County Council hopes that you support our direction as well. There are many Metis that live within and surrounding our County and this legislation supports our County's Strategic Plan with economic and resource development etc.

Thanks for your time and consideration,
Lorne



Lorne Halisky

Reeve – Councillor Division 4

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

c:780-650-5401

4612 - McDougall Drive, PO Box 310

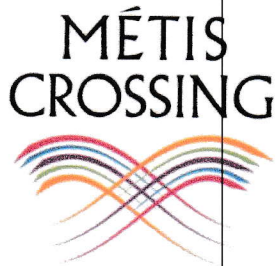
Smoky Lake, Alberta, T0A 3C0

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

Located on Treaty 6 Territory and Homeland of the Métis Nation

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An Affiliate of the Métis Nation of Alberta
Box 548 17339 Victoria Trail
Smoky Lake, AB T0A 3C0
1-780-656-2229
metiscrossing@metis.org
metiscrossing.org

10.15

June 19, 2023

RE : Letter of Support

To interested parties:

It is our pleasure at Métis Crossing to support the efforts to save from demolition the H. A. Kostash (HAK) school.

It is our understanding that the proposed uses could include an Art Gallery, Spa, Daycare and Community Incubator space for new businesses and community groups. All of these proposed uses would complement our developments at Métis Crossing.

Please reconsider the decision to demolish part of the school for the Art Gallery. To have a location to support local and Indigenous artists would bring great value to the Smoky Lake region.

I appreciate the amount of work that is required for a project of this scale. The community leaders leading this initiative require additional time to align their efforts and evaluate the investment.

We ask Aspenview and Alberta Infrastructure to reassess their decision to demolish the school in August, and discuss further possibilities.

Sincerely,

Juanita Marois

Chief Executive Officer

Metis Crossing

Northern Lights RV Resort
Box 565
Vilna Alberta

June 19, 2023

Re: Aspen View Demolition & Proposed Art Gallery in Smoky Lake

Dear Brian and Leesa Jones,
cc: To Whom it may Concern,

Thank you for including Northern Lights RV Resort in your endeavors to establish an Art Gallery in Smoky Lake. We are pleased to express our support.

I moved to the County of Smoky Lake 2 years ago to develop a major RV Resort because of The County's vision setting a new standard among rural municipalities in diversifying and promoting tourism. Northern Lights RV Resort is located 25 minutes southeast of the Town of Smoky Lake and has a growing membership base of professionals and retirees. Our members are eager to experience local offerings and regularly visit nearby restaurants, shops, golf courses, and tourist attractions such as the Metis Crossing. Our members have the greatest interest, however, in attending local fairs and community events like the Pumpkin Festival.

An art gallery in Smoky Lake would be a significant contribution to the community, providing a stage to showcase our many world-class artists and enabling much needed growth of the art community to support art-centric events. An Art gallery would also go a long way to achieving our collective tourism goals and further enhance the recent momentum achieved in tourism for our region.

Northern Light RV Resort's membership-based business model works on the premise that a group of people working together for a common goal can create amazing results. The Town of Smoky Lake, the County of Smoky Lake, and the Metis Crossing have also begun to set the stage for collaborative partnership through the newly established Smoky Lake Tourism Company. While it may be necessary to demolish the original part of the school, an agreement was reached to retain the 1986 addition referred to as the "small gym" as a condition of the new school development. On November 28, 2022 Council reaffirmed the need to discuss potential business opportunities for this building prior to demolition (Attachment 1). Given that you have now expressed interest, and with consideration that multiple motions have been brought forward to review this matter (Attachments 2 & 3), I fully expect the regional partners to hold on demolition until a more fulsome discussion can occur. I look forward to further voicing my support for proven local business owners like yourselves as you bring forth opportunities to retain this space for uses such as an Art Gallery.

Yours truly,



Richard Kimmitt, Developer & Owner at Northern Lights RV Resort
Nicole Kimmitt, as agent



PO Box 460, 56 Wheatland Avenue
Smoky Lake AB T0A 3C0
PH: 780-656-3674 | FX: 780-656-3675
smokylake.ca | town@smokylake.ca

Press Release – June 20, 2023

In the initial conversations with Aspen View Public Schools, the Town of Smoky Lake explored options to re-purpose the small gymnasium as part of the old H.A. Kostash School building located at 5019-50 Street in Smoky Lake.

Town Council and Administration worked closely to examine and consider the financial implications that re-purposing of the small gymnasium would have on taxpayers, as future development needs of this building would be the responsibility of the municipality.

In November 2022, Town Council decided not to pursue the acquisition to repurpose the small gymnasium building and requested the Community Economic Development Officer (CEDO) of the Smoky Lake Region to discuss any potential business opportunities for the small gymnasium building prior to the demolition. No interested parties came forward.

In January 2023, the Town advised Aspen View Public Schools of their decision not to pursue the acquisition and re-purposing of the small gymnasium.

In April 2023, Town Council was approached by local business owners with a potential business opportunity to re-purpose the small gymnasium building. Town Council advised Administration to contact Alberta Infrastructure to consider a change order to prevent the demolition of the small gymnasium. Administration met with Alberta Infrastructure and the Aspen View Superintendent to discuss the change order request.

In May 2023, Aspen View Board of Trustees advised the Town that they made a motion to proceed with the full demolition of the old H.A Kostash School based on information received from Alberta Infrastructure. Town Council made the final decision not to pursue the small gymnasium following the decision made by Aspen View Public Schools.