

SMOKY LAKE COUNTY

A G E N D A: County Council Meeting
for the purpose of **Departmental Operations** to be held on
Tuesday, **July 28, 2020** at 9:00 o'clock A.M.

Virtual through Zoom Platform

<https://us02web.zoom.us/j/81153375146?pwd=MmorK0FER3JSYXVRdnQxZEhmWkcydz09>

1. Meeting:

Call to Order

2. Agenda:

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

3. Minutes:

No minutes.

4. Request for Decision:

- 4.1 Expression of Interest to Purchase County-Owned Land: Plan 314HW, Block 4, Lot 15 (5112-50th Avenue, Warspite). ©
- 4.2 Request to Lease County-Owned Land: Plan 5225CL; OT (Former Waskatenau Nuisance Ground). ©
- 4.3 Encroachment Agreement: Plan 7520244, Block 3, Lot 4 & Plan 7520244, Lot R-2 Reserve. ©
- 4.4 Request to Approve Action Taken: National Trust of Canada. ©
- 4.5 Smoky Lake County 2020-2024 Financial Plan. ©

5. Issues for Information:

- 5.1 Finance Manager.
- 5.2 Public Works Manager. ©
- 5.3 Public Works Foreman. *(To be handed out at meeting)*
- 5.4 Public Works Shop Foreman. ©
- 5.5 Peace Officer. ©
- 5.6 Natural Gas Manager. ©
- 5.7 Environmental Operations. *(To be handed out at meeting)*
- 5.8 Agricultural Service Board. ©
- 5.9 Planning and Development. ©
- 5.10 Safety Officer. ©
- 5.11 Fire Chief. ©
- 5.12 GIS. ©
- 5.13 Communication. ©
- 5.14 Legislative Services. ©

6. Correspondence(s):

1. Marianne Janke, Travel Lakeland/Alberta's Iron Horse Trail, dated June 23, 2020 – Re: Municipal Engagement – Alberta's Iron Horse Trail 10 Year Strategic Development Plan. ©

Recommendation: Participate in the zoom meeting on August 26, 2020 at 1:00 p.m.

2. Permitting and Approvals, Carrier and Vehicle Safety Branch, Safety and Policy Division, Alberta Transportation, dated July 13, 2020 – Re: COVID-19 Update. ©

Recommendation: Acknowledge receipt.

3. Mike Priddle, Priddle and Gibbs Adjusters, dated June 23, 2020 – Re: Insurance Claim regarding sewer backup. ©

Recommendation: Acknowledge receipt.

4. Adam Kozakiewicz, Chief Administrative Officer, Town of Smoky Lake, dated July 17, 2020 – Re: Public Hearing – Proposed Bylaw 014-2020: LUB Amendment. ©

Recommendation: Accept for information and provide a letter of support for rezoning.

5. Neil O'Shea, Superintendent, Aspen View Public Schools, dated July 15, 2020 – Re: New School Update. ©

Recommendation: Acknowledge receipt.

7. Delegation(s):

8. Executive Session:

1. Personnel Issue: a record of communication from the International Union of Operating Engineers, Local Union No. 955, dated July 15, 2020 – Re: concerns for the overall health and welfare of every employee currently employed at Smoky Lake County, under the authority of FOIP Act: Section 27: Privileged Information.

Adjournment



REQUEST FOR DECISION	DATE July 28, 2020	4.1
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TOPIC	Request to Purchase County Owned Land – Plan 314HW, Block 4, Lot 15 (5112-50th Avenue, Hamlet of Warspite)
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PROPOSAL	An expression of interest form was received from Bruce Morton, on July 9, 2020, in which Mr. Morton has provided an Offer to Purchase land owned by Smoky Lake County, legally described as: Plan 314HW, Block 4, Lot 15 (Roll #40300415), in the amount of \$10,500.00 (\$10,000 + \$500 GST) . Mr. Morton proposes to construct a mobile home on piles within 2-years of purchase. © Attachment 1
BACKGROUND	<p>In accordance with Policy 61-10-01: <i>Disposition of County Owned Property</i>, the Planning and Development Manager has obtained the current assessed value of the property. The current assessed value of the property is \$12,800.00.</p> <p>In accordance with Policy 61-10-01: <i>Disposition of County Owned Property</i>, the Planning and Development Manager circulated this request internally to all Managers and Senior Administration on July 16, 2020. Comments received from the other departments are attached. © Attachment 2</p> <p>Attached is Policy 61-10-01: <i>Disposition of County Owned Property</i> for reference. © Attachment 3</p> <p>A General Location Map is attached for reference. © Attachment 4</p> <p>The zoning of the property is Hamlet General (HG). © Attachment 5</p>

CORRELATION TO BUSINESS (STRATEGIC) PLAN

Nil.

LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS	<p><u>MGA Sections</u></p> <p><u>Section 70: Disposal of land</u></p> <p>(1) If a municipality proposes to transfer or grant an estate or interest in</p> <ul style="list-style-type: none"> (a) land for less than its market value, or (b) a public park or recreation or exhibition grounds, the proposal must be advertised. <p>(2) The proposal does not have to be advertised if the estate or interest is</p> <ul style="list-style-type: none"> (a) to be used for the purposes of supplying a public utility, (b) transferred or granted under Division 8 of Part 10 before the period of redemption under that Division, or (c) to be used by a non-profit organization as defined in Section 241(f). <p><u>Section 419: Reserve bid and conditions of sale</u></p> <p>The council must set</p> <ul style="list-style-type: none"> (a) for each parcel of land to be offered for sale at a <i>public auction</i>, a reserve bid that is as close as reasonably possible to the market value of the parcel, and (c) any conditions that apply to the sale. <p><u>Section 425: Right to dispose of parcel</u></p> <p>(1) A municipality that becomes the owner of a parcel of land</p>
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pursuant to section 424 may dispose of the parcel

- (a) by selling it at a price that is as close as reasonably possible the market value of the parcel, or
- (b) by depositing in the account referred to in section 427(1)(a) an amount of money equal to the price at which the municipality would be willing to sell the parcel under clause (a)

(2) The municipality may grant a lease, license or permit in respect to the parcel.

(3) Repealed 1995 c24 s65.

(4) If a parcel of land is disposed of under subsection (1), the municipality must request the Registrar to delete the words "Tax Forfeiture" from the certificate of title issued in the name of the municipality for that parcel.

Section 427: Separate account for sale proceeds

(1) The money paid for a parcel of land at a public auction or pursuant to section 425

- (a) must be deposited by the municipality in an account that is established solely for the purpose of depositing money from the sale or disposition of land under this Division, and
- (b) must be paid out in accordance with this section and section 428.

(2) The following must be paid first and in the following order:

- (a) any remedial costs relating to the parcel;
 - (a.1) the tax arrears in respect of the parcel;
 - (b) any lawful expenses of the municipality in respect of the parcel;
 - (c) any expenses owing to the Crown that have been charged against the parcel of land under section 553;
 - (d) an administration fee of 5% of the amount paid for the parcel, payable to the municipality.

(3) If there is any money remaining after payment of the tax arrears and costs listed in subsection (2), the municipality must notify the previous owner that there is money remaining.

(3.1) Subject to subsection (3.3), if the municipality is satisfied that there are no debts that are secured by an encumbrance on the certificate of title for the parcel of land, the municipality may pay the money remaining to the previous owner.

(3.2) If the municipality is not satisfied that there are not debts that are secured by an encumbrance on the certificate of title for the parcel of land, the municipality must notify the previous owner that an application has been made under section 428(1) to recover all or part of the money.

(3.3) For the purpose of this Division, "previous owner" includes the Crown in right of Alberta if the municipality has been notified by the Minister responsible for the *Unclaimed Personal Property and Vested*

Property Act that the land has vested in the Crown, and any money remaining after payment of the tax arrears and costs set out in subsection (2) must be paid to the Minister responsible for the *Unclaimed Personal Property and Vested Property Act*.

(4) Money paid to a municipality under a lease, license or permit granted under section 425(2) must be placed in the account referred to in subsection (1) and distributed in accordance with this section and section 428.

Section 428: Distribution of surplus sale proceeds

(1) A person may apply to the Court of Queen's Bench for an order declaring that the person is entitled to a part of the money in the account referred to in section 427(1).

(2) An application under this section must be made within 10 years after

- (a) the date of the public auction, if the parcel was sold at a public auction, or
- (b) the date of a sale under section 425, if the parcel was sold at a sale under that section.

(3) The Court must decide if notice must be given to any person other than the applicant and in that event the hearing must be adjourned to allow notice to be given.

(4) In making an order, the Court must have regard to the priorities in which sale proceeds are distributed in a foreclosure action.

BENEFITS

County will:

- accommodate prospective land owners;
- start to generate some tax revenue from sales and / or development;
- dispose of land not required for municipal use;
- reduce public liability of the vacant land; and
- reduce the use of County resources required to maintain this land (grass-cutting, etc.)

Reasons to sell the lands:

- The longer that the County holds on to the property may make it harder to sell in the future.
- The County has not collected any taxes on the property since 2010.

DISADVANTAGES

Nil.

ALTERNATIVES

- Council may choose not to sell the property in question and decline the expression of interest to purchase the property.

FINANCE/BUDGET IMPLICATIONS

Operating Costs:	<u>Advertising Costs</u>	\$500.00	Capital Costs:	
Budget Available:	_____		Source of Funds:	_____
Budgeted Costs:	_____		Unbudgeted Costs:	_____

INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS

Nil.

COMMUNICATION STRATEGY

If Council decides to consider the request to purchase the lands in question, the Planning and Development Manager

RECOMMENDATION

Recommendation:
 That Smoky Lake County proceed with advertising the lands legally described as Plan 314HW, Block 4, Lot 15, Roll #19591614, for two (2) consecutive weeks in accordance with Policy No. 61-10-01: *Disposition of County Owned Property.*

CHIEF ADMINISTRATIVE OFFICER



Section 61

Policy: 10-01

SCHEDULE A – EXPRESSION OF INTEREST FORM

ATTENTION: PLANNING AND DEVELOPMENT MANAGER
 EXPRESSION OF INTEREST
 TO PURCHASE PROPERTY FROM SMOKY LAKE COUNTY

The information below is not an offer or a contract and does not constitute an interest in land. The purpose of this Expression of Interest is to provide information regarding a desire to purchase property owned by Smoky Lake County prior to negotiation of a formal agreement of purchase and sale. The completion and submission of the Expression of Interest in no way obligates the applicant to purchase the property in question and is not in any way binding upon Smoky Lake County. The Expression of Interest is for information purposes only.

Expressions of Interest will not be reviewed until after any stated deadline date. Where no deadline date is stated, expressions of Interest will be reviewed as received. Smoky Lake County reserves the right to negotiate with only those parties that Smoky Lake County so determines in its sole discretion.

Contact information*Required fields marked with asterisk (*)*

Date*	09 JULY 2020
Interested Purchaser's Name*	Bruce MORTON
Organization (if applicable)	
Phone Number*	780-717-2064
E-mail address	ecurbnotrom@gmail.com
Mailing Address*	P.O. Box 713 SMOKY LAKE

Section 61

Policy 10-01

Description of proposed development, including specific uses anticipated for the site (for information purposes only):

INSTALL MOBILE HOME ON
PINES WITHIN 2 YEARS

Realtor Name and Address (if applicable): _____

Legal Description of property requesting to purchase

Lot: 15		Block: 4		Plan: 314HW	
Pt. NW	Sec. 10	Township 59	Range 18	W4M	
Size: 580.63 sqm		Location/Area: 5112 50 AVE WARSPITE			

What sale price are you prepared to pay?

Sale Price 10,000	\$ (Please indicate specific dollar amount)
Deposit (to be submitted with this form)	\$200.00
Total Price (before GST)	\$ 10,000.00
GST (on sale price and deposit)	\$ 500.00
Balance Due at Closing	\$ 10,300.00

Closing Date

What is your preferred date to complete the transaction, take possession and have any adjustments made?

YYYY: 2020 MM: ASAP DD: _____

This information is collected under the authority of section 33 (c) of the *Freedom of Information and Protection of Privacy Act* and for the purpose of property sale transactions with Smoky Lake County. It is protected by the privacy provisions of the *Freedom of Information Act*.

SMOKY LAKE COUNTY
BOX 310 ITEM 4.1 - ATTACHMENT #1 - Page 3 of 3
SMOKY LAKE, AB T0A 3C0
PHONE: (780)656-3730 (780)424-7103
FAX: (780)656-3768

O F F I C I A L R E C E I P T

*** C O P Y ***

BRUCE MORTON

Reg. #: R121665640
Receipt #: 0302912
Date: 2020/07/10

Account #	Description	Payment
1-1-431-12-00-00-00	OTHER REVENUE - ADMIN	200.00

** Payment Total: 200.00

Cheque 200.00

jordan ruegg

From: Kyle Schole
Sent: July 20, 2020 1:24 PM
To: jordan ruegg
Subject: FW: Reply Required: Application for Disposition of County Land

Kyle Schole
Planning, Development, & Heritage Assistant
Smoky Lake County



4612 - McDougall Drive, PO Box 310
Smoky Lake, Alberta T0A 3C0
e: kschole@smokylakecounty.ab.ca
p: (780) 656-3730 ext. 2234 / c: (780) 650-2059
w: <http://www.smokylakecounty.ab.ca/>

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NOTE: While COVID-19 has forced the closure of the Smoky Lake County Office until further notice, we remain hard at work. The County, and the Planning & Development Services Dept. continue to be available during regular business hours by phone and electronically.

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From: brenda adamson <badamson@smokylakecounty.ab.ca>
Sent: July 16, 2020 4:02 PM
To: Kyle Schole <kschole@smokylakecounty.ab.ca>
Subject: RE: Reply Required: Application for Disposition of County Land

Thanks Kyle,
FYI, in 2014 Smoky Lake County did some demo work on that lot and it is charged to the property taxes. The balance that would need to be paid from proceeds is \$6,219.06

2014/11/17	I0453878	LOT CLEANUP HOUSE DE	2014	4,000.00	6,219.06
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Brenda Adamson, CLGM, CAMP
Finance Manager
Smoky Lake County
(780) 656-3730

From: Kyle Schole <kschole@smokylakecounty.ab.ca>

Sent: July 16, 2020 3:35 PM

To: bob novosiwsky <bnovosiwsky@smokylakecounty.ab.ca>; brennda adamson <badamson@smokylakecounty.ab.ca>; Carleigh McMullin <cmcmullin@smokylakecounty.ab.ca>; carole dowhaniuk <cdowhaniuk@smokylakecounty.ab.ca>; cory ollikka <collikka@smokylakecounty.ab.ca>; Daniel Moric <dmoric@smokylakecounty.ab.ca>; dave franchuk <dfranchuk@smokylakecounty.ab.ca>; dave kully <dkully@smokylakecounty.ab.ca>; doug ponich <dponich@smokylakecounty.ab.ca>; ed english <eenglish@smokylakecounty.ab.ca>; evonne zukiwski <ezukiwski@smokylakecounty.ab.ca>; jordan ruegg <jruegg@smokylakecounty.ab.ca>; lydia cielin <lcielin@smokylakecounty.ab.ca>; scott franchuk <sfranchuk@smokylakecounty.ab.ca>; trevor tychkowsky <ttychkowsky@smokylakecounty.ab.ca>

Subject: Reply Required: Application for Disposition of County Land

Importance: High

Folks,

We have received an application to purchase County owned land in Warspite, at 5112 50 Avenue (Plan 34HW, Block 4, Lot 15).



Per Policy 61.10, we're bringing the application forward to the July 28th Departmental. Could you please reply to the P&D Depart. on or before July 24th with any concerns?

Best Regards,

Kyle Schole
Planning, Development, & Heritage Assistant
Smoky Lake County



4612 - McDougall Drive, PO Box 310
Smoky Lake, Alberta T0A 3C0
e: kschole@smokylakecounty.ab.ca

Cell (780)656-5734

From: Kyle Schole

Sent: July-16-20 3:54 PM

To: bob novosiwsky <bnovosiwsky@smokylakecounty.ab.ca>; brenda adamson <badamson@smokylakecounty.ab.ca>; Carleigh McMullin <cmcmullin@smokylakecounty.ab.ca>; carole dowhaniuk <cdowhaniuk@smokylakecounty.ab.ca>; cory ollikka <collikka@smokylakecounty.ab.ca>; Daniel Moric <dmoric@smokylakecounty.ab.ca>; dave franchuk <dfranchuk@smokylakecounty.ab.ca>; dave kully <dkully@smokylakecounty.ab.ca>; doug ponich <dponich@smokylakecounty.ab.ca>; ed english <eenglish@smokylakecounty.ab.ca>; evonne zukiwski <ezukiwski@smokylakecounty.ab.ca>; jordan ruegg <jruegg@smokylakecounty.ab.ca>; lydia cielin <lcielin@smokylakecounty.ab.ca>; scott franchuk <sfranchuk@smokylakecounty.ab.ca>; trevor tychkowsky <ttychkowsky@smokylakecounty.ab.ca>

Subject: RE: Reply Required: Application for Disposition of County Land

Sorry for the multiple emails – for greater clarity, the Parcel is: **Plan 314HW, Block 4 Lot 15**

Kyle Schole

Planning, Development, & Heritage Assistant
Smoky Lake County



4612 - McDougall Drive, PO Box 310

Smoky Lake, Alberta T0A 3C0

e: kschole@smokylakecounty.ab.ca

p: (780) 656-3730 ext. 2234 / c: (780) 650-2059

w: <http://www.smokylakecounty.ab.ca/>

b⁶Cu ʘb^Δg<P (kaskapatau sahahigan / Smoky Lake) on Treaty 6 Territory

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To: bob novosiwsky <bnovosiwsky@smokylakecounty.ab.ca>; brenda adamson <badamson@smokylakecounty.ab.ca>; Carleigh McMullin <cmcmullin@smokylakecounty.ab.ca>; carole dowhaniuk <cdowhaniuk@smokylakecounty.ab.ca>; cory ollikka <collikka@smokylakecounty.ab.ca>; Daniel Moric <dmoric@smokylakecounty.ab.ca>; dave franchuk <dfranchuk@smokylakecounty.ab.ca>; dave kully <dkully@smokylakecounty.ab.ca>; doug ponich <dponich@smokylakecounty.ab.ca>; ed english <eenglish@smokylakecounty.ab.ca>; evonne zukiwski <ezukiwski@smokylakecounty.ab.ca>; jordan ruegg <jruegg@smokylakecounty.ab.ca>; lydia cielin <lcielin@smokylakecounty.ab.ca>; scott franchuk <sfranchuk@smokylakecounty.ab.ca>; trevor tychkowsky <ttychkowsky@smokylakecounty.ab.ca>

Subject: Reply Required: Application for Disposition of County Land

Importance: High

Folks,

jordan ruegg

From: Kyle Schole
Sent: July 20, 2020 1:25 PM
To: jordan ruegg
Subject: FW: Reply Required: Application for Disposition of County Land

Kyle Schole
Planning, Development, & Heritage Assistant
Smoky Lake County



4612 - McDougall Drive, PO Box 310
Smoky Lake, Alberta T0A 3C0
e: kschole@smokylakecounty.ab.ca
p: (780) 656-3730 ext. 2234 / c: (780) 650-2059
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From: ed english <eenglish@smokylakecounty.ab.ca>
Sent: July 17, 2020 8:50 AM
To: Kyle Schole <kschole@smokylakecounty.ab.ca>
Subject: RE: Reply Required: Application for Disposition of County Land

Hey Kyle,
Parks and Recreation has no concerns in regards to the selling of this property. (less grass to mow)
Ed English

From: Kyle Schole
Sent: July-16-20 3:35 PM
To: bob novosiwsky <bnovosiwsky@smokylakecounty.ab.ca>; brennda adamson <badamson@smokylakecounty.ab.ca>; Carleigh McMullin <cmcmullin@smokylakecounty.ab.ca>; carole dowhaniuk <cdowhaniuk@smokylakecounty.ab.ca>; cory olikka <collikka@smokylakecounty.ab.ca>; Daniel Moric <dmoric@smokylakecounty.ab.ca>; dave franchuk <dfranchuk@smokylakecounty.ab.ca>; dave kully <dkully@smokylakecounty.ab.ca>; doug ponich <dponich@smokylakecounty.ab.ca>; ed english <eenglish@smokylakecounty.ab.ca>; evonne zukiwski <ezukiwski@smokylakecounty.ab.ca>; jordan ruegg <jruegg@smokylakecounty.ab.ca>; lydia cielin <lcielin@smokylakecounty.ab.ca>; scott franchuk <sfranchuk@smokylakecounty.ab.ca>; trevor tychkowsky <ttychkowsky@smokylakecounty.ab.ca>

SMOKY LAKE COUNTY



Title: Disposition of County Owned Property	Policy No: 10-01
Section: 61	Code: P-R
	Page No.: 1 of 14 <i>E</i>

Legislative Reference:	Alberta Provincial Statutes
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Purpose:	To outline the procedures and requirements for disposition of County owned lands not required for present or future County operations.
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Policy Statement and Guidelines:

1.0 STATEMENT

Smoky Lake County owns a variety of land assets, some of which the County acquired through tax forfeiture. The County recognizes that these lands are deemed as surplus and wishes to dispose of same with a consistent and transparent process at a fair market value whenever possible.

2.0 OBJECTIVE

On behalf of County Council, administration is to receive and coordinate all requests to dispose of surplus property in accordance with federal, provincial, and municipal laws.

3.0 GUIDELINES

It shall be the policy of Council to consider the sale of municipally owned land when requests are received or when land is no longer required for municipal purposes.

4.0 REQUEST TO PURCHASE LAND:

- 4.1 An individual wishing to purchase land owned by Smoky Lake County must complete the **Schedule A - Expression of Interest Form** in its entirety and submit a cash deposit of \$200.00.
- 4.2 Upon receipt of the "Expression of Interest", the Planning and Development Manager will:
 - 4.2.1 Circulate the legal land description to the management team to determine if the County has a potential for future use of said lands.
 - 4.2.2 Obtain a current assessed value for the said lands from the County's assessor.
 - 4.2.3 Prepare a report and recommendation to be presented to Council for consideration attaching the compiled comments from the management team.
 - 4.2.4 If County Council agrees to proceed with the sale of the said lands by resolution, an advertisement will be placed in the local newspaper for (2) two consecutive weeks.

Title: Disposition of County Owned Property		Policy No: 10-01
Section: 61	Code: P-R	Page No.: 2 of 14 E

Policy Statement and Guidelines:

- 4.2.5 Develop and maintain a list of County owned lands for sale to be reviewed by County Council by December 31st of each calendar year.
- 4.2.6 The listing will be made available on Webmap and the County's website.
- 4.3 If a decision is made not to sell the land in question, the \$200.00 cash deposit shall be refunded in its entirety.
- 4.4 If the Administration advertises (sample attached as **Schedule B – Sample Advertisement For Sale of County Owned Property**) as per Council direction for the sale of the land, and if the applicant is the successful bidder or if a decision is made pursuant to Section (8) hereof to waive this policy and sell directly to the applicant, then the \$200.00 cash deposit shall be applied to the price of the land.
- 4.5 If the applicant is not the successful bidder for the land, the \$200.00 cash deposit will be returned to the applicant.
- 4.6 If the applicant is the only bidder (and the bid is accepted by County Council) for the land in question, the \$200.00 cash deposit will be applied to the price of the land.
- 4.7 Interested Purchaser(s) are responsible for obtaining the following documents: Certificate of Title, Caveats registered on the land title, Property Dimensions, Zoning, Aerial Photo, Tax Certificate at his or her own costs. Alternatively, some of this information may be obtained free of charge by accessing the County's Geographical Information Systems (GIS) on the County's website at <http://webmap.smokylakecounty.ab.ca>. This information can be obtained by an interested Purchaser prior to submitting an "Expression of Interest".

5.0 REQUEST FOR PROPOSALS:

- 5.1 Council may consider, from time to time, the sale of certain parcels of municipally owned land by way of "Request For Proposals" which shall be advertised in a local paper for a period of not less than (3) three consecutive weeks and the County's website.
- 5.2 Proposals submitted to the County for the purchase of municipally owned land may include but not be limited to the following information:
 - 5.2.1 Detailed description of economic impact of the project including number of jobs created both part-time and full-time.
 - 5.2.2 Detailed description of the development proposed;
 - 5.2.3 Detailed plot plan showing specific location of any buildings, structures or developments (including parking area) within the site;
 - 5.2.4 Schedule for the construction of all components of the proposed development;

Title: Disposition of County Owned Property		Policy No: 10-01
Section: 61	Code: P-R	Page No.: 3 of 14 E

Policy Statement and Guidelines:

- 5.2.5 Detailed description of the building design and other components such as exterior building materials, façade, signage, landscape and other aesthetics impacting on the area where the development will occur;
- 5.2.6 Amount offered for land on a per acre basis and an estimate of total value of project when complete; and,
- 5.2.7 Detailed description of economic impact of the project including number of jobs created both part-time and full-time.

- 5.3 Criteria for rating proposals shall be as follows:
 - 5.3.1 Suitability of Development Rating 20 pts.
 - 5.3.1.1 Land Use Planning compatibility
 - 5.3.1.2 Accessibility
 - 5.3.1.3 Complimentary to existing uses in the area
 - 5.3.1.4 Aesthetic impact (ie. structure, landscape, signage, etc.)

 - 5.3.2 Economic Development Rating 20 pts.
 - 5.3.2.1 Employment opportunities
 - 5.3.2.2 Tax base impact (displacement)
 - 5.3.2.3 Need for service
 - 5.3.2.4 Competitiveness to Community

 - 5.3.3 Infrastructure Benefits Rating 20 pts.
 - 5.3.3.1 Potential to improve sewer service.
 - 5.3.3.2 Potential to improve road/access service.
 - 5.3.3.3 Potential to improve other provincial or municipal services.
 - 5.3.3.4 Potential to allow for improved communication services.

 - 5.3.4 Community Benefits Rating 20 pts.
 - 5.3.4.1 Provides for needs of local residents.
 - 5.3.4.2 Reduces need to seek services outside local area.
 - 5.3.4.3 Enhances the building compliment in the area.
 - 5.3.4.4 Supports or encourages tourism.

- 5.4 Council is not bound to accept any proposal, and may accept a proposal in whole or in part.

- 5.5 The Transfer of Land will be made subject to the conditions of a land sale agreement which shall be negotiated between the developer and County Council.

Title: Disposition of County Owned Property		Policy No: 10-01
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Policy Statement and Guidelines:

- 5.6 Provision for Transfer of Land back to the County based upon project timelines not being met will be considered.
- 5.7 Pursuant to the provisions of the Municipal Government Act the County must receive at least market value for land sold.

Procedures for Section 5.0 – Request For Proposals

- 5.8 All Request For Proposals for the purchase of land shall be accompanied by a cash or cheque deposit equal to ten percent (10%) of the bid price, or such other amount as the Council may have determined. Failure to enclose the required deposit will result in rejection of the bid.
- 5.9 The County reserves the right to reject any or all proposals received. Should the County decide that it is in the best interest of the County to retain the subject lands, the bidders shall have no claim against the County.
- 5.10 Only those bids received on or before the deadline date advertised for the submission of Request For Proposals will be considered by the County.
- 5.11 If a proposal is withdrawn following acceptance by the County, the accepted deposit shall be forfeited to and retained by the County as liquidated damages, with the County reserving the right to proceed against the bidder for additional expenses and damages incurred and the bidder deemed not to have been received.
- 5.12 The County accepts no responsibility for damage to the tendered land after the date of notification of acceptance of the proposals to the successful bidder.

6.0 ELIGIBILITY OF PROPERTY FOR SALE

- 6.1 Council shall investigate and verify the ownership of land before offering land for sale. Ownership will be determined by the completion of a title search by the Planning & Development Manager.
- 6.2 Council may request a valuation of the land (appraisal) to be sold at any time.
- 6.3 All sales of municipally owned land shall comply with the provisions set out in Section 70 of the Municipal Government Act and amendments thereto for the sale of municipal land.

7.0 TERMS OF SALE

- 7.1 A **Schedule C - Agreement To Purchase** shall be signed by all parties within 30 days of a Council resolution attached hereto as.

Title: Disposition of County Owned Property		Policy No: 10-01
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Policy Statement and Guidelines:

7.2 Once all conditions have been completed as stated in the agreement the Chief Administrative Officer shall sign **Schedule D – Sample Notice** and forward the original signed document to the Purchaser. The Purchaser shall forward same to his/her solicitor.

7.3 Within 60 days of receiving the executed Schedule D, the purchaser shall arrange to have a solicitor of their choice complete the Transfer of Land. All costs associate with same shall be borne by the Purchaser.

8.0 WAIVER OF THIS POLICY

8.1 Advertising is not required for the sale of land in the following instances as per Section 70 (2) of the Municipal Government Act:

8.1.1 To be used for the purposes of supplying a public utility as defined in Section 1(1)(y)the Municipal Government Act,

8.1.2 Transferred or granted under Division 8 Part 10 of the Municipal Government Act before the period of redemption under that Division, or

8.1.3 To be used by a non-profit organization as defined in Section 241(f) of the Municipal Government Act.

9.0 OTHER

9.1 This policy does not apply to lands listed and/or sold at a Public Auction held by the municipality.

9.2 Smoky Lake County provides no representation or warranty in regards to the presence or absence of any environmental contamination or hazardous substances, soil conditions, accessibility or suitability for development. Each Parcel (including any and all structures located thereon) is sold on an “as is” basis and the Purchaser is the purchasing the parcel(s) at his or her own risk.

9.3 All costs for servicing the lot shall be borne by the Purchaser.

9.4 The Purchaser shall be responsible for obtaining all necessary development, building, and other related permits if the Purchaser wishes to commence with the development on said lands.

9.5 The County reserves the right at its discretion to accept, reject or further negotiate with any and all applications and/or cancel a listing at any given time.

9.6 The County reserves the right to specify a reserve bid on the lands being offered for sale.

9.7 The proceeds from the sale of non-reserve lands shall be allocated to a County reserve as directed by Council.

Title: Disposition of County Owned Property		Policy No: 10-01
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Policy Statement and Guidelines:

9.8 The proceeds from sales of Municipal Reserves (MR) and/or, Municipal and School Reserves shall be allocated to the Cash in Lieu of Municipal Reserve Account.

10.0 PENDING LAND SALES

10.1 Any land sale pending prior to the adoption of this policy shall be considered null and void unless a written extension has been agreed to by County Council on or before the adoption of this policy.

	Date	Resolution Number
Approved	March 28, 2014	# 368-14 - Page #11163
Approved		
Amended		
Amended		

SCHEDULE A – EXPRESSION OF INTEREST FORM

**ATTENTION: PLANNING AND DEVELOPMENT MANAGER
EXPRESSION OF INTEREST
TO PURCHASE PROPERTY FROM SMOKY LAKE COUNTY**

The information below is not an offer or a contract and does not constitute an interest in land. The purpose of this Expression of Interest is to provide information regarding a desire to purchase property owned by Smoky Lake County prior to negotiation of a formal agreement of purchase and sale. The completion and submission of the Expression of Interest in no way obligates the applicant to purchase the property in question and is not in any way binding upon Smoky Lake County. The Expression of Interest is for information purposes only.

Expressions of Interest will not be reviewed until after any stated deadline date. Where no deadline date is stated, expressions of Interest will be reviewed as received. Smoky Lake County reserves the right to negotiate with only those parties that Smoky Lake County so determines in its sole discretion.

Contact information

Required fields marked with asterisk ()*

Date*	
Interested Purchaser's Name*	
Organization (if applicable)	
Phone Number*	
E-mail address	
Mailing Address*	

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Description of proposed development, including specific uses anticipated for the site (for information purposes only):

Realtor Name and Address (if applicable): _____

Legal Description of property requesting to purchase

Lot:		Block:		Plan:	
Pt.	Sec.	Township	Range	W4M	
Size:		Location/Area:			

What sale price are you prepared to pay?

Sale Price	\$ (Please indicate specific dollar amount)
Deposit (to be submitted with this form)	\$200.00
Total Price (before GST)	\$
GST (on sale price and deposit)	\$
Balance Due at Closing	\$

Closing Date

What is your preferred date to complete the transaction, take possession and have any adjustments made?

YYYY: _____ MM: _____ DD: _____

This information is collected under the authority of section 33 (c) of the *Freedom of Information and Protection of Privacy Act* and for the purpose of property sale transactions with Smoky Lake County. It is protected by the privacy provisions of the *Freedom of Information Act*.

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**SCHEDULE B – SAMPLE ADVERTISEMENT FOR SALE OF
COUNTY OWNED PROPERTY**

**PUBLIC NOTICE
SMOKY LAKE COUNTY**

NOTICE is hereby given that Smoky Lake County is offering for sale, by Public Bid, lands described as:

Roll #	Legal Description:	Area of Development:	Title Number:	Size:	Electoral Division:	Zoning:
--------	--------------------	----------------------	---------------	-------	---------------------	---------

<insert map>

TERMS: Cash plus G.S.T. Each parcel offered for sale is subject to Council acceptance and to the reservations and conditions contained in the existing Certificate Of Title including Caveats and/or Easements. The purchaser is responsible for the cost of all services including water, sewer, roads, power, natural gas, sanitary and storm sewer where applicable and necessary access to the property, and for any and all other costs associated with the sale of the lands (including Transfer of Land).

The minimal accepted bid shall be \$ _____ (excluding GST).

Person(s) interested must submit the required Expression Of Interest Form in a sealed envelope marked **“EXPRESSION OF INTEREST FORM TO PURCHASE PROPERTY”**.

The aforementioned property is being offered for sale on an “AS IS” basis and the County makes no representation and gives no warranty whatsoever as to the adequacy of services, soil conditions, absence or presence of environmental contamination or the development ability of the subject lands for any intended use by the Purchaser.

No offer will be accepted where the Purchaser attempts to attach conditions precedent to the sale of any parcel. No terms or conditions of sale will be considered other than those specified by Smoky Lake County.

Smoky Lake County Council has the full right to reject any or all Expression(s) Of Interest(s).

Deadline for submitting an interest is _____ at 12:00:00 Noon.

Please submit to: Cory Ollikka, Chief Administrative Officer
Smoky Lake County
Box 310
Smoky Lake County, Alberta T0A 3C0

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1. Smoky Lake County provides no representation or warranty in regards to the presence or absence of any environmental contamination or hazardous substances, soil conditions, or suitability for development. Each Parcel is sold on an "as is" basis and the Purchaser is purchasing the Parcel(s) at its own risk.
2. No terms or conditions of final sale will be considered other than those specified by Smoky Lake County in this agreement.
3. The Purchaser shall pay the County the full purchase price is full at the time of signing this agreement. Purchase price: \$ _____.
4. The Land Transfer must be completed prior to the acceptance of a development permit, subdivision application, rezoning application, and/or any safety codes permits.
5. The purchaser is responsible for the cost of all services including water, sewer, roads, power, natural gas, sanitary and storm sewer where applicable and necessary access to the property and for any other costs associated with the sale.
6. Applicants who rescind their land purchase application after it has been accepted (by resolution of Council) will be subject to an administrative processing fee of \$200.00.
7. Applicants owing overdue debts with the municipality will not be considered for approval until all debts have been paid to the County.
8. Applicants who are under litigation with the municipality will not be considered for approval until the case has been resolved with the County.
9. All fees, including hiring a solicitor to transfer said lands, are to be paid by the purchaser.
10. The purchaser will be responsible for obtaining all necessary development, building, and other related permits if the purchaser desires to proceed with development on said lands.
11. Failure to adhere to all conditions outlined in this agreement will result in a non-refundable administrative fee as stated in Section 6.
12. This Agreement shall not be assignable by the Purchaser.
13. The County has the legal right to sell the said property.
14. This Agreement is for the benefit of and shall be binding upon heirs, executors, administrators and assigns of the individual parties and the successors and assigns of corporate parties.

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15. Any notices required by one party to be given to the other shall be given at the following address:

Name
Address

And
Smoky Lake County
Box 310
Smoky Lake, Alberta T0A 3C0

IN WITNESS WHEREOF the Parties here have caused their signatures to be hereunto affixed the day and year first above written.

SMOKY LAKE COUNTY

CHIEF ADMINISTRATIVE OFFICER

REEVE

WITNESS

}

PURCHASER

WITNESS

}

PURCHASER

AFFIDAVIT OF EXECUTION

CANADA
PROVINCE OF ALBERTA
TO WIT:

) I, _____,
) of the Smoky Lake County,
) in the Province of Alberta,
) MAKE OATH AND SAY:

- 1. THAT I was personally present and did see **NAME(S)**, named in the within instrument, on the basis of the identification provided to me, duly sign and execute the same for the purpose named therein;
- 2. THAT the instrument was executed at the Smoky Lake County, Alberta and that I am the subscribing witness thereto;
- 3. THAT I believe the person(s), whose signature(s) I witnessed, is (are) at least eighteen (18) years of age.

Sworn before me at the Smoky Lake County,)
in the Province of Alberta)
this ____ day of _____, 20__)
)
)

)
A Commissioner for Oaths in and for the)
Province of Alberta)

Section 61

Policy 10-01

SCHEDULE D – SAMPLE NOTICE

(to be printed on County letterhead)

NOTICE TO TRANSFER LAND

TO: Name of Purchaser

DATE: _____

FILE #: _____

RE: Land Sale of _____.

I, Cory Ollikka, Chief Administrative Officer of Smoky Lake County, hereby authorize for the Transfer of Land to be completed on behalf of the Purchaser. The Purchaser shall be responsible for any and all costs associated with the Transfer of Land. Motion No. was passed on _____ authorizing said transfer as follows:

“state the motion as indicated in the Council minutes”

Please prepare all necessary documentation for Smoky Lake County’s signature and seal.

Thank you.

Cory Ollikka
Chief Administrative Officer

TEMP RD 509

Plan 314HW, Block 4, Lot 15

1519

50 AVE

RCE RD 183

Wastepile



8.7 HAMLET GENERAL (HG) DISTRICT

1. Purpose

The general purpose of this district is to permit and regulate development within the Hamlets of Bellis, Edward, Spedden and Warspite.

2. Permitted Uses

- A. Agricultural Support Service
- B. Automobile Repair Shop, Major
- C. Automobile Repair Shop, Minor
- D. Automobile Sales
- E. Bakery
- F. Bank
- G. Basement Suites
- H. Bed and Breakfast Establishment
- I. Buildings and Uses Accessory to Permitted Uses
- J. Business Office
- K. Child Care Facility
- L. Clinic
- M. Club or Lodge
- N. Community Hall
- O. Commercial Uses
- P. Convenience Retail Service
- Q. Day Care Facility
- R. Day Home
- S. Dwelling, Single Detached
- T. Drive-in Business
- U. Eating and Drinking Establishment
- V. Extensive Agriculture
- W. Home Occupation, Minor
- X. Home Occupation, Major
- Y. In-law Suite
- Z. Neighbourhood Park
- AA. Protective or Emergency Services
- BB. Public or Quasi-Public Services
- CC. Public Park
- DD. Retail Store
- EE. Secondary Suite
- FF. Solar Energy Conversion System
- GG. Wind Energy Conversion System, Micro

3. Discretionary Uses

- A. Amusement Establishment, Indoor
- B. Amusement Establishment, Outdoor
- C. Animal Clinic

- D. Animal Hospital
- E. Animal Hospital, Large
- F. Apartment
- G. Auctioneering Facility
- H. Bakery, Large
- I. Bed and Breakfast Establishments
- J. Buildings and Uses Accessory to Discretionary Uses
- K. Building Supply and Lumber Outlet
- L. Bulk Fuel Storage and Sales
- M. Day Care Facility
- N. Duplex (Side-by-side and vertical)
- O. Campground, Basic
- P. Car wash Establishment
- Q. Cemetery
- R. Communication Tower Facility
- S. Drinking Establishment
- T. Drive-in Business
- U. Dwellings within buildings in which the predominant use is one or more of the listed permitted or discretionary uses, provided, however, that the dwellings have direct access to the outside of the building
- V. Family Care Facility
- W. Garage Suite
- X. Garden Suite
- Y. Group Care Facility
- Z. Guest House
- AA. Entertainment Establishment
- BB. Liquor sales/distribution Service
- CC. Manufactured Home
- DD. Modular Home
- EE. Motel
- FF. Multi-Unit Dwelling
- GG. Multi-Use Development
- HH. Natural Area
- II. Neighbourhood Convenience (or retail) Store
- JJ. Outdoor Eating Establishment
- KK. Places of Worship
- LL. Private Club or Lodge
- MM. Public Utilities
- NN. Public Utility building
- OO. Rural Commercial
- PP. Servicing Establishment
- QQ. Shipping Container
- RR. Shopping Centre
- SS. Small Radio Communication Facilities
- TT. Surveillance Suite
- UU. Transfer Station
- VV. Other Uses which, in the opinion of the Development Authority, are similar to the above mentioned Permitted and Discretionary Uses

4. Subdivision Regulations

A. Minimum Lot Area for Low Density Residential Uses (Single Detached Dwellings, Manufactured and Modular Homes)

Unless otherwise stated in an approved Development Concept Plan or Area Structure Plan the minimum and maximum lot dimensions for residential uses shall be as follows:

		Minimum Lot Frontage	Minimum Lot Area
i.	Un-serviced	30.5 m (100.0 ft.)	1858.0 sq. m (20,000 sq. ft.)
ii.	Serviced (Municipal Sewer & Water)	15.2 m (50.0 ft.)	557.4 sq. m (6,000 sq. ft.)
iii.	Municipal Sewer Only	30. m (100.0 ft.)	929.0 sq. m (10,000 sq. ft.)
iv.	Municipal Water Only	30.5 m (100.0 ft.)	1393.5 sq. m.(15,000 sq. ft.)

B. Minimum Site Area for Medium Density Residential Uses and High Density Residential Uses – as required by the Development Authority

C. Minimum Site Area for all other uses – as required by the Development Authority

- i. Where shopping centres or groups of shops are to be built on a site, developers shall provide a Development Concept Plan identifying the proposed parcel boundaries, location(s) of building(s), access, parking and specific commercial uses, and any other matter required by the Development Authority, to the satisfaction of the Development Authority.

5. Development Regulations

A. Minimum Ground Floor Area

Unless otherwise stated in an approved Development Concept Plan or Area Structure Plan the minimum ground floor area for residential and non-residential developments shall be as follows:

Minimum Ground Floor Area		
i.	Single Detached Residential	69.7 sq. m (750.0 sq. ft.)
ii.	Duplexes (side-by-side and vertical)	55.7 sq. m (600.0 sq. ft.) for each dwelling unit
iii.	Manufactured Home	55.7 sq. m (600.0 sq. ft.)
iv.	Modular Home	65.0 sq. m (700.0 sq. ft.)
v.	All other residential uses	As required by the Development Authority
vi.	All other non-residential uses	As required by the Development Authority

B. Minimum Yard Requirements

i. Minimum Yards – Single Detached Dwellings, Manufactured and Modular Homes

Minimum Yard Requirements - Single Detached Dwellings, Manufactured and Modular Homes	
Front	7.6 m (25.0 ft.)
Rear	7.6 m (25.0 ft.)
Side	10% of the lot width but not less than 1.5 m (5.0 ft.)

- ii. Minimum Yards - All other residential uses – as required by the development authority
- iii. Notwithstanding **subsections (i), and (ii)** above, where there is an intersection or sharp curve, the minimum yard requirements shown on **Figures 20 and 21** of this Bylaw shall apply.
- iv. Minimum Yards – Commercial Uses

Minimum Yard Requirements – Commercial Uses	
Front	No front yard setback is required except where the Development Authority may deem it necessary to conform to existing development setbacks.
Rear	Minimum 7.6 m (25.0 ft.) or as required by the Development Authority.
Side	10% of the lot width but not less than 1.5 m (5.0 ft.)
When bounded by Commercial Lots and a lane	No setback is required
When bounded by Commercial Lots and no lane	4.5 m (15.0 ft.)
When adjacent to a residential lot	1.5 m (5.0 ft.)

- v. Minimum Yard Requirements - All Other Non-Residential Uses – As required by the Development Authority

C. Maximum Site Coverage –

Maximum Site Coverage		
i.	Residential Uses	45% Of the 45% site coverage, a maximum of 15% of the total site may be covered by accessory buildings.
ii.	Commercial Uses	80% provided that provisions have been made for on-site parking, loading, storage and waste disposal to the satisfaction of the Development Authority.
iii.	All other uses	At the discretion of the Development Authority

D. Maximum Height

Maximum Height		
i.	Single Detached Dwellings and Modular Homes	Maximum 10.0 m (33.0 ft.)
ii.	Manufactured Homes	Maximum 10.0 m (33.0 ft.)
iii.	Buildings Which are Accessory to Single Family Dwellings, Modular Homes and Manufactured Homes	Maximum 10.0 m (33.0 ft.)
iv.	Uses All Other Uses	At the discretion of the Development Authority
v.	Buildings Which are Accessory to Discretionary	At the discretion of the Development Authority

6. Other Regulations

- A. Residential parcels will not be allowed:
- i. within required setbacks from a sewage treatment plant or lagoon or solid waste disposal site as specified by the appropriate guidelines or authority;
 - ii. within required setbacks from sour gas wells, pipelines and ancillary facilities;
 - iii. within an area likely to be subject to high levels of noise or emissions from industry, transportation facilities, or other sources; or
 - iv. within a 1 in 100 year flood plain.
- B. A development permit for a dwelling shall be issued only on condition that approval of the proposed sewage disposal system is received in accordance with provincial regulations.
- C. Development proposals adjacent to a primary highway shall comply with any relevant provincial regulations.
- D. Fences shall be developed in accordance with **Section 7.7** of this Bylaw.

- E. Landscaping shall be provided in accordance with **Section 6.11** of this Bylaw.
- F. Grading and drainage of the site shall be provided in accordance with **Section 6.11** of this Bylaw.
- G. Accessory buildings shall be developed in accordance with **Section 6.1** of this Bylaw.
- H. Motels shall be developed in accordance with **Section 6.22** of this Bylaw.
- I. Vehicle Washing Establishments (carwashes) shall be developed in accordance with **Section 7.35** of this Bylaw.
- J. Places of Worship shall be developed in accordance with **Section 6.29** of this Bylaw.
- K. Private Liquor Stores and Storage Facilities shall be developed in accordance with **Section 7.19** of this Bylaw.
- L. Private swimming pools and hot tubs shall be developed in accordance with **Section 2.2** of this Bylaw.
- M. Service Stations and Gas Stations shall be developed in accordance with **Section 7.30** of this Bylaw.
- N. Shipping Containers shall be developed in accordance with **Section 7.31** of this Bylaw.
- O. Small Radio Communication Facilities shall be developed in accordance with **Section 7.32** of this Bylaw.
- P. Solar Energy Conversion Systems shall be developed in accordance with **Section 7.33** of this Bylaw.
- Q. Wind Energy Conversion Systems shall be developed in accordance with **Section 2.9** of this Bylaw.



REQUEST FOR DECISION		DATE June 28, 2020	4.2
TOPIC	Request to Temporarily Rent County Land at Plan 5225CL, Lot OT;		
PROPOSAL	<ul style="list-style-type: none"> • That Smoky Lake County APPROVE to allow the temporary lease of County Owned Lands at Plan 5225CL, Lot OT (Waskatenau Nuisance Ground) @ Attachment 1 - Map for a term of up to two (2) months year, that the lease be at a of \$100, and that the lease be: <ul style="list-style-type: none"> ○ Interruptible with five (5) days' written notice, with outstanding rent being pro-rated at an amount equal to the interruption ○ Terminable at the sole discretion of the County 		
BACKGROUND	<ul style="list-style-type: none"> • July 9, 2020 – County Administration received an email request @ Attachment 2 from Just For Licks Small Batch Creamery to temporarily locate an ice-cream truck at Plan 5225CL, Lot OT (Waskatenau Nuisance Ground). • Smoky Lake County Policy No. 13.01.02 Surface Lease of Municipal Owned Properties @ Attachment 3 provides for a per annum lease payment to equal three and half (3.5%) percent of the assessed value. <ul style="list-style-type: none"> ○ This policy was last amended in 2002. ○ Assessed at \$14,750 for 2019 x 3.5% / 12 x 2 = <u>\$86.04</u> • July 15, 2020 – County Administration spoke with Ian McDougall, Alberta Health Services (AHS) Public Health Inspector for Environmental Health and confirmed there are no concerns with the proposed use at this site. • Smoky Lake County is in the process of finalizing plans to reclaim the site, in coordination and partnership, as well as being supported by Alberta Transportation. <ul style="list-style-type: none"> ○ The proposed lease is terminable/interruptible in order to facilitate the reclamation. 		
CORRELATION TO BUSINESS (STRATEGIC) PLAN			
Nil.			
LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS	<p style="text-align: center;"><u>Smoky Lake County Policy No. 13.01.02: Surface Lease of Municipal Owned Properties</u></p> <p>That Smoky Lake County lease the following properties for the consideration of a per annum lease payment to equal three and half (3.5%) percent of the assessed value of the said properties, payable for an annual period subject terms and conditions of the accompanying</p> <p style="text-align: center;"><u>“Surface Lease Agreement”</u></p> <p>↳ Property may be subject to assessment changes.</p>		

		<ul style="list-style-type: none"> ☞ All properties shall in addition be levied property taxes payable by the leasee. 	
BENEFITS		<ul style="list-style-type: none"> • Nominal revenue generation • Temporary utilization of otherwise vacant lands • COVID-19 Recovery & Commercial Use 	
DISADVANTAGES		<ul style="list-style-type: none"> • Nil 	
ALTERNATIVES		<ul style="list-style-type: none"> • Take not action/Defer 	
FINANCE/BUDGET IMPLICATIONS			
Operating Costs: _____		Capital Costs: _____	
Budget Available: _____		Source of Funds: _____	
Budgeted Costs: _____		Unbudgeted Costs: _____	
INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS		<ul style="list-style-type: none"> • Nil 	
COMMUNICATION STRATEGY		<ul style="list-style-type: none"> • Nil 	
RECOMMENDATION			
<p>That Smoky Lake County APPROVE to allow the temporary lease of County Owned Lands at Plan 5225CL, Lot OT (Waskatenau Nuisance Ground) @ Attachment 1 - Map for a term of up to a one (1) year, that the lease be at a of \$100, and that the lease be:</p> <ul style="list-style-type: none"> • Interruptible with five (5) days' written notice, with outstanding rent being pro-rated at an amount equal to the interruption • Terminable at the sole discretion of the County 			
CHIEF ADMINISTRATIVE OFFICER			



Imagery 00



100 yd
100 m

Current Scale 1:1500

Kyle Schole

From: lydia cielin
Sent: July 9, 2020 1:08 AM
To: jordan ruegg; Kyle Schole
Subject: Fw: Land Use

Categories: Green Category

Sent from my BlackBerry - the most secure mobile device - via the TELUS Network

From: [REDACTED]
Sent: July 8, 2020 1:01 PM
To: lcielin@smokylakecounty.ab.ca
Subject: Land Use

My name is Tami (TJ) Perrott and I operate Just For Licks Small Batch Creamery just north of Waskatenau. I make and sell homemade ice cream from local ingredients with an approved mobile food vending unit. Due to COVID, fairs and festivals are no longer operating this year. Although I am still able to attend farmers markets, due to farmers market rules I'm not able to sell ice cream by the scoop; I can only sell it in sealed containers. This has really limited my ability to operate my business this summer.

The parcel of land along highway 28 located west of Metros Contracting in Waskatenau seems like the perfect spot to park my unit for ice cream sales. There is an existing driveway and heavy traffic volume in that area. As I understand, the County of Smoky Lake owns this property. I am asking if I would be able to use this space to operate my business. I am prepared to pay rent for this usage.

Your consideration of my request is greatly appreciated.

Thank you for your time,
Tami Perrott

A large black rectangular redaction box covering the signature area.

Sent from my iPhone

SMOKY LAKE COUNTY



Title: Surface Lease of Municipal Owned Properties	Policy No.: 01-02
Section: 13	Page No.: 1 of 4

E

Legislation Reference: Alberta Provincial Statutes

Purpose:	To provide an agreement for lease of Municipal owned/Tax Recovery properties and establish a per annum lease payment.
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Policy Statement and Guidelines:													
<p>That Smoky Lake County lease the following properties for the consideration of a per annum lease payment to equal three and half (3.5%) percent of the assessed value of the said properties, payable for an annual period subject terms and conditions of the accompanying</p> <p style="text-align: center;"><u><i>“Surface Lease Agreement”</i></u></p> <ul style="list-style-type: none"> ↪ Property may be subject to assessment changes. ↪ All properties shall in addition be levied property taxes payable by the leasee. <table style="width: 100%; border: none;"> <tr> <td style="width: 5%; vertical-align: top;">1.</td> <td style="width: 40%; vertical-align: top;"> SW 12-61-16-W4 160.00 acres Assessment: 6,170 </td> <td style="width: 55%; vertical-align: top;"> Clear Hills Grazing Reserve Box 717, Smoky Lake, Alberta T0A 3C0 </td> </tr> <tr> <td style="vertical-align: top;">2.</td> <td style="vertical-align: top;"> NE 23-60-13-W4 160.00 acres Assessment: 3,710 </td> <td style="vertical-align: top;"> Marianne, Adrian & Aldon Mazur Box 364, Vilna, Alberta T0A 3L0 </td> </tr> <tr> <td style="vertical-align: top;">3.</td> <td style="vertical-align: top;"> SW 34-61-13-W4 160.00 acres Assessment: 5,270 </td> <td style="vertical-align: top;"> Alfred Romaniuk Box 173, Vilna, Alberta T0A 3L0 </td> </tr> <tr> <td style="vertical-align: top;">4.</td> <td style="vertical-align: top;"> SW 8-62-13-W4 160.00 acres Assessment: 3,930 </td> <td style="vertical-align: top;"> John Romaniuk Box 276, Vilna, Alberta T0A 3L0 </td> </tr> </table>		1.	SW 12-61-16-W4 160.00 acres Assessment: 6,170	Clear Hills Grazing Reserve Box 717, Smoky Lake, Alberta T0A 3C0	2.	NE 23-60-13-W4 160.00 acres Assessment: 3,710	Marianne, Adrian & Aldon Mazur Box 364, Vilna, Alberta T0A 3L0	3.	SW 34-61-13-W4 160.00 acres Assessment: 5,270	Alfred Romaniuk Box 173, Vilna, Alberta T0A 3L0	4.	SW 8-62-13-W4 160.00 acres Assessment: 3,930	John Romaniuk Box 276, Vilna, Alberta T0A 3L0
1.	SW 12-61-16-W4 160.00 acres Assessment: 6,170	Clear Hills Grazing Reserve Box 717, Smoky Lake, Alberta T0A 3C0											
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4.	SW 8-62-13-W4 160.00 acres Assessment: 3,930	John Romaniuk Box 276, Vilna, Alberta T0A 3L0											

Title: Surface Lease of Municipal Owned Properties	Policy No.: 01-02
Section: 13	Page No.: 2 of 4

Policy Statement and Guidelines:

- | | | |
|-----|---|--|
| 5. | SE 8-62-13-W4
160.00 acres
Assessment: 3,350 | John Romaniuk
Box 276, Vilna, Alberta
T0A 3L0 |
| 6. | NE 30-59-14-W4
40.00 acres
Assessment: 1,110 | Helmut & Beverly Rompfer
Box 79, Bellis, Alberta
T0A 0J0 |
| 7. | NW 2-61-18-W4
160.00 acres
Assessment: 12,580 | Kevin Wawrynychuk
Box 458, Smoky Lake, Alberta
T0A 3C0 |
| 8. | SW 11-61-18-W4
160.00 acres
Assessment: 5,320 | Kevin Wawrynychuk
Box 458, Smoky Lake, Alberta
T0A 3C0 |
| 9. | Unsurveyed property intersecting river road trails located in the South East of the <u>SW 3-58-15-W4</u> bordered by S.H. 857 to the west side of S.H. 652 to the north side
Plan 5022 MC
.82 acres
Assessment: 4,050 | Eugene and Larry Minailo
R.R. #1, Willingdon, Alberta
T0B 4R0 |
| 10. | NE 32-59-14-W4
160.00 acres
Assessment: 4,660 | Agnes Amberson
Box 465, Vilna, Alberta
T0A 3L0 |

	Date	Resolution Number
Approved	March 20, 2001	# 338 - Page # 7053
Amended	April 25, 2002	# 319 - Page # 7253
Amended		

SURFACE LEASE AGREEMENT

This Agreement made this _____ day of _____, 20____ A.D.,

BETWEEN:

SMOKY LAKE COUNTY
(hereinafter called the "County")

OF THE FIRST PART;

AND

Address: _____
(hereinafter called the "Leasee")

OF THE SECOND PART.

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

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

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

1. Pursuant to Section 61 and 425 of the *Municipal Government Act*, R.S.A. September 1, 2000, Chapter M-26, this lease shall be for a minimum period of **(1) one year, terminating December 31st** of each year and be renewed indefinitely subject to Clause 2 of this agreement.
2. The County does have the option to not renew and/or cancel the period remaining on this Surface Lease Agreement at any time.

3. The Leasee does have permission to erect a fence on the said property to contain livestock:

- a. any brush clearing and other land improvements shall require specific Council permission.
- 4. This lease shall be solely for agricultural purposes.
- 5. Should the County wish to exercise Clause #2 of this Agreement and if the Lessee has erected a fence, the County shall ask to be removed, as well as any / all other improvements be removed:
 - a. The County shall not be responsible in any manner whatsoever to reimburse the Lessee for any improvements.
- 6. The Lessee shall not have any right or permission to enter into any Agreement with any other person or Company in respect of this property, nor have any right to any monies or minerals and the right to work same.
- 7. The Lessee shall be required to pay an annual lease payment, in advance, to the County prior to **November 1st** of each year based upon **THREE AND ONE-HALF PERCENT (3.5%)** of the properties assessed value, subject to reassessment.
 - a. At present the property is assessed at _____ and the lease payment is \$ _____ per year.
- 8. The Lessee shall be required to pay all property taxes on the said lease.
- 9. This agreement shall continue in force for an undetermined period, but may be terminated by the leasee giving notice in writing to the County at least **THREE (3) MONTHS** prior to the desired termination date. The County shall have the privilege of canceling this Agreement at any time.

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

LEASEE -

Date: _____

CHIEF ADMINISTRATIVE OFFICER

Date



REQUEST FOR DECISION		DATE July 28, 2020	4.3
TOPIC	Encroachment Agreement – Plan 7520244, Block 3, Lot 4 and Plan 7520244, Lot R2-Reserve: Birchland Resort – Garner Lake		
PROPOSAL	<ul style="list-style-type: none"> On July 17, 2020, the Planning and Development Manager received a request to enter into an Encroachment Agreement (© Attachment 1), between Smoky Lake County and the owner of the lands legally described as: <p style="margin-left: 20px;">PLAN 7520244 BLOCK 3 LOT 4 EXCEPTING THEREOUT ALL MINES AND MINERALS</p> 		
BACKGROUND	<ul style="list-style-type: none"> Currently there is a single structure (a deck) located on the lands legally described as Plan 7520244, Block 3, Lot 4 that is encroaching onto the County-owned Environmental Reserve, legally described as Plan 7520244, Lot R2- Reserve. The owner of said lands would like to ensure that this encroachment will not be removed by the County and to ensure that the encroachment complies with County policies relating to encroaching structures. Smoky Lake County Policy 61-21-01: <i>Encroachment Agreement</i>, provides the terms and conditions that apply to structures that encroach onto municipally-owned land and road allowances © Attachment 2 A draft Encroachment Agreement has been prepared by the Planning and Development Manager for Council's consideration © Attachment 3 		
CORRELATION TO BUSINESS (STRATEGIC) PLAN			
Nil			
LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS	<p>Municipal Government Act</p> <p>651.2 (1) In this section, "encroachment agreement" means an agreement under which a municipality permits the encroachment onto a road that is under the direction, control and management of the municipality of improvements made on land that is adjoining that road.</p> <p>(2) Despite the <i>Land Titles Act</i> or any other enactment, a municipality may register a caveat under the <i>Land Titles Act</i> in respect of any encroachment agreement entered into by the municipality with the registered owner of a parcel of land that adjoins a road that is under the direction, control and management of the municipality.</p> <p>(3) A caveat registered pursuant to subsection (2)</p> <p>(a) shall be registered against the certificate of title to the parcel of land</p> <p style="margin-left: 40px;">(i) that is adjoining the road, and</p> <p style="margin-left: 40px;">(ii) that was issued to the person who entered into the encroachment agreement with the municipality</p> <p>(b) has the same force and effect as if it had been an encroachment agreement registered under section 72 of the <i>Land Titles Act</i>,</p>		

	<p>(c) may be discharged only by the municipality or an order of a court, and</p> <p>(d) does not lapse pursuant to the provisions of the <i>Land Titles Act</i> governing the lapse of caveats.</p> <p>Land Titles Act</p> <p>72 (1) An encroachment agreement executed by the registered owner of a parcel of land to permit the encroachment of improvements made on an adjoining parcel of land</p> <p>(a) may be registered against the parcels of land affected by that agreement, and</p> <p>(b) after registration shall be binding on and enures to the benefit of all persons subsequently acquiring interests in the parcels of land affected by that agreement to the same extent as if it were an easement.</p> <p>(2) Notwithstanding subsection (1), before an encroachment agreement may be registered against a parcel of land under subsection (1)(a), certificates of title must exist for all parcels of land affected by the agreement, including the parcel of land that is the subject to the encroachment and the parcel of land that is to benefit from the encroachment.</p>
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BENEFITS	<ul style="list-style-type: none"> Improved utility of landowner's lot without compromising adjacent undeveloped road allowance. Reduces the County's potential liability with respect to the encroachment.
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DISADVANTAGES	<ul style="list-style-type: none"> Nil.
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ALTERNATIVES	<ul style="list-style-type: none"> Remove the encroachment from the road allowance.
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FINANCE/BUDGET IMPLICATIONS

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

INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS	Nil
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COMMUNICATION STRATEGY	Nil.
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RECOMMENDATION

That Smoky Lake County execute an Encroachment Agreement with Floyd & Janet Valentine, owners of the lands legally described as Plan 7520244, Block 3, Lot 4, (Birchland Resort – Garner Lake) to allow the existing deck to encroach upon the County-owned Environmental Reserve, legally described as Plan 7520244, Lot R2 - Reserve and to cause said Encroachment Agreement to be registered via a caveat on the title of the lands legally described as Plan 7520244, Block 3, Lot 4 and on the title of the lands legally described as Plan 7520244, Lot R2 - Reserve.

CHIEF ADMINISTRATIVE OFFICER	
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Section 61

Policy: 21-01



Box 310
4612 McDougall Drive
Smoky Lake, AB, T0A 3C0
Phone: 656-3730 Fax: 656-3768

ENCROACHMENT AGREEMENT APPLICATION

Application Requirements:

- 1. Signed and Completed Encroachment Agreement Application Form
- 2. Application fee of \$500.00 or the cost of legal fees, whichever is greater
- 3. 3 copies of a Real Property Report dated within 3 months of the application date (faxed, emailed, spliced or altered copies will not be accepted)
- 4. A current copy of the Certificate of Title

Internal Use Only		
Our File Number: <u>EA 001-20</u>	Roll Number: <u>23090304</u>	Date: <u>July 17, 2020</u>
Registered Landowner Information		
Registered Owner: <u>Floyds Janet Valentine</u>	Phone: <u>780 916-4300</u>	
Address: <u>7611-135A ave</u>	Fax: _____	
City/Prov. <u>Edmonton, AB.</u>	Postal Code: <u>T5C 2J2</u>	Signature: <u>Janet Valentine Floyd Valentine</u>
Right of Entry		
Pursuant to Section 542 of the Municipal Government Act, I hereby do <input checked="" type="checkbox"/> or do not _____ grant consent for a designated officer of Smoky Lake County to enter upon the land as described above, for a site inspection.		
Print Name: <u>Floyd Valentine</u>	Signature: <u>Floyd Valentine</u>	
Section A - Property Information		
Legal: Lot <u>4</u> Block <u>3</u> Plan <u>750 0244</u> Part of _____ ¼ Sec _____ Twp _____ Rge _____ W4M		
Subdivision Name (if applicable) or Area of Development <u>Birchland Resort</u>		
Rural Address/Street Address <u>406 12272 Twp R1 602</u> Parcel Size <u>0.5 acres</u>		

<p>Section B – Description of Encroachment</p> <p>Please describe the nature of the Encroachment</p> <p style="font-size: 1.2em; margin-left: 40px;">Part of Deck is on County land</p>	
<p>Section C – Preferred Method of Communication</p> <p>If we have any questions or require clarification regarding your application, how do you wish to be contacted:</p> <p> <input type="checkbox"/> phone <input type="checkbox"/> mail <input type="checkbox"/> fax <input type="checkbox"/> e-mail </p>	
<p>OFFICE USE ONLY</p> <p>Type of Payment: <input type="checkbox"/> DEBIT <input type="checkbox"/> CASH <input checked="" type="checkbox"/> CHEQUE </p> <p>Fee \$ 500.00</p> <p>Receipt # 0303554</p> <p>Receipt Date July 16, 2020</p> <p>Date Received July 17, 2020</p> <p><small>*and deemed complete by Development Authority.</small></p>	<p>Authorization: <input type="checkbox"/> Approved <input type="checkbox"/> Refused</p> <p>Issuing Officer's Name _____</p> <p>Issuing Officer's Signature _____</p> <p>Date of Decision _____</p> <p>Date Issued _____</p> <p>Motion # _____</p> <p>Comments _____</p>

The personal information provided is being collected under the authority of the Municipal Government Act and will be used for the purposes under that Act. Information that you provide may be made public, subject to the provisions of the Freedom of Information and Protection of Privacy Act. Any questions regarding the collection, use or disposal of this information should be directed to Smoky Lake County at 780-656-9730.

SMOKY LAKE COUNTY
BOX 310 ITEM 4.3 - ATTACHMENT #1 - Page 3 of 3
SMOKY LAKE, AB T0A 3C0
PHONE: (780) 656-3730 (780) 424-7103
FAX: (780) 656-3768

OFFICIAL RECEIPT

VALENTINE JANET
7611 135A AVENUE NW
EDMONTON AB T5C 2J2

Reg. #: R121665640
Receipt #: 0303554
Date: 2020/07/16

Account #	Description	Opening Bal	Payment	Amount Due
1-1-526-61-00-00-00	ENCROACHMENT AG REEMENT		500.00	

** Payment Total: 500.00

Cheque 500.00

SMOKY LAKE COUNTY



Title: Encroachment Agreement		Policy No.: 21-01
Section: 61	Section: P-I	Page No.: 1 of 17 E
Legislation Reference:	Municipal Government Act, R.S.A. 2000, Chapter M-26, Sec. 651.2; Land Titles Act, R.S.A. 2000, Chapter L-4, Sec. 72.	

Purpose:	To implement a policy that will provide clarity and guidance to County administration and landowners with respect to encroaching structures and improvements on Municipally-Owned Lands and Road-Allowances.
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Policy Statement and Guidelines:	
<p>1. STATEMENT:</p> <p>1.1 Smoky Lake County recognizes that Encroachments exist and will continue to be discovered on Municipally-Owned Lands and Road Allowances.</p> <p>1.2 Smoky Lake County receives requests from private landowners to allow an Encroachment to remain on Municipally-Owned Lands and/or Road Allowances.</p> <p>1.3 Smoky Lake County has established this Policy and related procedures to provide a clear and consistent process for evaluating applications to allow for Encroachments onto Municipally-Owned Lands and Road Allowances.</p> <p>2. OBJECTIVES:</p> <p>2.1 Smoky Lake County recognizes the importance of assisting the public by effectively managing Encroachments and wishes to provide a consistent approach in processing applications for Encroachment Agreements.</p> <p>2.2 Smoky Lake County must ensure that Encroachments onto Municipally-Owned Lands and Road Allowances do not adversely affect these lands and rights-of-way, or the County's ability to maintain effective services or restrict public access and enjoyment of lands for public use.</p> <p>3. DEFINITIONS:</p> <p>For interpretation purpose:</p> <p>3.1 Council: the Municipal Council of Smoky Lake County.</p> <p>3.2 County: the Municipal Corporation of Smoky Lake County.</p>	

Title: Encroachment Agreement		Policy No.: 21-01
Section: 61	Section: P-1	Page No.: 2 of 17 E

Policy Statement and Guidelines:

- 3.3 **Encroachment:** anything placed, constructed or erected below, on or above ground, or attached to something placed, constructed or erected below, on or above ground, that extends on, over or under municipal lands including, but not limited to the following:
- 3.3.1 Buildings and all projections (including eaves, footings, foundations, weeping tiles, cantilevers, etc.) and siding;
 - 3.3.2 Sheds (including those attached to a dwelling and/or fence);
 - 3.3.3 Extensions of adjacent lands by fill or any deposit of fill;
 - 3.3.4 Fences;
 - 3.3.5 Sidewalks, curbs, parking pads, aprons or driveways made from concrete asphalt, brick or similar materials;
 - 3.3.6 Structures (including decks, patios, gazebos, satellite dishes, antennae, decorative walls, etc.);
 - 3.3.7 Retaining walls;
 - 3.3.8 Swimming pools and hot tubs;
 - 3.3.9 Shrubs, trees and other organic landscaping planted in Reserve Parcels or Municipally-Owned Lands;
 - 3.3.10 Hard landscaping (including asphalt, concrete paving stones, retaining walls, structures, planters, etc.);
 - 3.3.11 Light standards;
 - 3.3.12 Permanent signs; and
 - 3.3.13 Underground electrical/irrigation systems (excluding utilities authorized by the County).
- 3.4 **Encroachment Agreement:** An agreement between the applicant and the County authorizing an Encroachment(s). The Encroachment Agreement shall include, but not be limited to, the following:
- 3.4.1 The nature and location of the Encroachment(s);
 - 3.4.2 The Owner's responsibilities to maintain the Encroachment(s);
 - 3.4.3 Terms and conditions under which the Agreement may be terminated;
 - 3.4.4 The County's right to have access to the land subject to the Encroachment(s);
 - 3.4.5 Indemnification of the County, its agents and its licensees; and
 - 3.4.6 Any other condition or provision that Council deems appropriate.
- 3.5 **Municipally-Owned Lands:** Collectively or individually, all titled land owned by the County, including, but not limited to, all Municipal Reserves, School Reserves, Municipal and School Reserves, Community Services Reserves, Environmental Reserves and Public Utility Lots.

Title: Encroachment Agreement		Policy No.: 21-01
Section: 61	Section: P-1	Page No.: 3 of 17 E

Policy Statement and Guidelines:

- 3.6 **Owner:** The person, persons or corporation or other entity registered under the *Land Titles Act*, R.S.A. 2000, as the owner of the fee simple estate in the land. In the context of municipal lands, "owner" shall mean the owner of the adjacent land which has an encroachment into the municipal lands.
- 3.7 **Reserve Parcel:** A parcel that is registered at the Alberta Land Titles Office as a Municipal Reserve, School Reserve, Municipal and School Reserve, Community Services Reserve or Environmental Reserve, as defined by the *Municipal Government Act*, R.S.A. 2000.
- 3.8 **Road Allowance:** land shown as a road on a plan of survey that has been filed or registered at the Alberta Land Titles Office, whether it has been developed as a road or not, and includes a bridge forming part of a public road.

4. GUIDELINES:

- 4.1 When an Encroachment(s) onto Municipally-Owned Lands or a Road Allowance is identified, the County will send a Notice in writing that the Owner must enter into an Encroachment Agreement with the County to allow said Encroachment(s) to remain.
- 4.2 The Planning and Development Manager will review all applications for an Encroachment Agreement and provide a recommendation to Council.
- 4.3 Council will retain the right to refuse any request for an Encroachment Agreement and will also retain the right to force the Owner of the Encroachment(s) to remove said Encroachment(s) at the Owner's sole expense.

5. PROCEDURES:

- 5.1 An application form for an Encroachment Agreement must be submitted to the Planning and Development Manager before an Encroachment Agreement will be considered by Council. Application forms are available at the Smoky Lake County office or at the County's website at www.smokylakecounty.ab.ca ("**Schedule "A" Application for Encroachment Agreement**")
- 5.2 The applicant must provide, solely at the applicant's expense, a Real Property Reported, dated within **three (3) months** of the application date, showing the exact nature and location of the Encroachment(s) and a current copy of the Certificate of Title.
- 5.3 The applicant must pay the County an application fee of **\$500.00 or the cost of legal fees, whichever is greater**, as per Smoky Lake County Policy 61-11-04: *Planning and Development Fees*.

Title: Encroachment Agreement		Policy No.: 21-01
Section: 61	Section: P-I	Page No.: 4 of 17 E

Policy Statement and Guidelines:

- 5.4 Upon submitting a completed application form and application fee, the Planning and Development Manager will review the request and provide a recommendation to Council at the next possible Council meeting.
- 5.5 The Planning and Development Manager will refer the application to other departments when necessary. County administration will evaluate the application, giving consideration to such factors as public safety, future development plans, environment/wildlife sensitivities, existing and future requirements of utilities, existing easements and any other factor deemed relevant to the Encroachment(s).
- 5.6 The Planning and Development Manager will present the evaluation of the application and a draft Encroachment Agreement (**'Schedule "B" – Encroachment Agreement'**) to Council for consideration. Council reserves the right to amend the draft Agreement as it deems necessary, or refuse to allow the Encroachment.
- 5.7 If Council approves the Encroachment(s), the County and the Owner will jointly enter into an Encroachment Agreement, and both parties will be bound by the terms and conditions within said Encroachment Agreement. A copy of said Encroachment Agreement will be registered at the North Alberta Land Titles Office by caveat.
- 5.8 If the Encroachment Agreement is refused by Council, the Owner will be notified of the decision in writing, and a Notice will be issued to the Owner, requiring removal of said Encroachment(s) within a specified timeframe.
- 5.9 If an Encroachment Agreement is refused by Council and a Notice has been sent to the Owner requiring said Encroachment(s) to be removed and said Encroachment(s) is(are) not removed within the timeframe specified in said Notice, the County shall be at liberty to remove said Encroachment(s) at the sole expense of the Owner.
- 5.10 Unless an Encroachment(s) is(are) explicitly permitted by means of an Encroachment Agreement, the County reserves, upon Notice being given to the Owner, the right to remove said Encroachment(s) from Municipally-Owned Lands or Road Allowances at the sole cost of the Owner.
- 5.11 If, after having been sent Notice of an Encroachment(s) by the County, and an application for an Encroachment Agreement has not been received from the Owner by the County within the timeframe specified by said Notice, the County reserves the right to remove said Encroachment(s) at the sole expense of the Owner.

Title: Encroachment Agreement		Policy No.: 21-01
Section: 61	Section: P-1	Page No.: 5 of 17 E

Policy Statement and Guidelines:	
5.12	An authorized and executed Encroachment Agreement does not release the Owner from the responsibility to comply with provincial or federal requirements, or other municipal bylaws and policies.
5.13	All expenses, costs, liabilities and other risks associated with an Encroachment, including but not limited to costs of utility relocation/reconstruction and removal/relocation of public property, shall be borne solely by the Owner.
5.14	Unless explicitly provided for in the Encroachment Agreement, an Encroachment once authorized by Council may continue to exist, but said Encroachment shall not be added to, rebuilt or structurally altered, except: <ul style="list-style-type: none"> 5.14.1 as may be necessary to remove the Encroachment; or 5.14.2 as may be necessary for the routine maintenance of the Encroachment.
5.15	If an authorized Encroachment is damaged or destroyed to the extent of more-than or equal-to 75% of the replacement value of said Encroachment, said Encroachment shall not be repaired, rebuilt or reconstructed, and said Encroachment shall be removed by the Owner within thirty (30) days of Notice being given to the Owner by the County.
5.16	Notwithstanding any of the above, in the event that an Encroachment poses a clear and present danger to the public as determined solely by the County, Notice shall be given to the Owner, and the Owner shall remove said Encroachment immediately upon receipt of said Notice, solely at the expense of the Owner. Should the Owner for any reason be unable or unwilling to remove said Encroachment, the County will remove said Encroachment, and all costs incurred by the County pursuant to the removal of said Encroachment shall be borne by the Owner.
5.17	An Encroachment shall not interfere with the County's or other utility operator's need to access any easement or right-of-way.
5.18	Existing Encroachments authorized by Licenses of Occupation, Encroachment Agreements, Roadway Licensing Agreements or any other existing agreement with the County authorizing said Encroachment shall be deemed to be an authorized Encroachment and be subject to the terms and conditions of the existing agreement.

	Date	Resolution Number
Approved	June 16, 2016	# - Page #
Amended		
Amended		

Section 61

Policy: 21-01



Box 310
 4612 McDougall Drive
 Smoky Lake, AB, T0A 3C0
 Phone: 656-3730 Fax: 656-3768

ENCROACHMENT AGREEMENT APPLICATION

Application Requirements:

- 1. Signed and Completed Encroachment Agreement Application Form
- 2. Application fee of \$500.00 or the cost of legal fees, whichever is greater
- 3. 3 copies of a Real Property Report dated within 3 months of the application date (faxed, emailed, spliced or altered copies will not be accepted)
- 4. A current copy of the Certificate of Title

Internal Use Only		
Our File Number: _____	Roll Number: _____	Date: _____
Registered Landowner Information		
Registered Owner: _____	Phone: _____	
Address: _____	Fax: _____	
City/Prov. _____	Postal Code: _____	Signature: _____
Right of Entry		
Pursuant to Section 542 of the Municipal Government Act, I hereby do _____ or do not _____ grant consent for a designated officer of Smoky Lake County to enter upon the land as described above, for a site inspection.		
Print Name: _____	Signature: _____	
Section A - Property Information		
Legal: Lot _____ Block _____ Plan _____ Part of _____ ¼ Sec _____ Twp _____ Rge _____ W4M		
Subdivision Name (if applicable) or Area of Development _____		
Rural Address/Street Address _____	Parcel Size _____	

<p>Section B – Description of Encroachment</p> <p>Please describe the nature of the Encroachment</p> <hr/> <hr/> <hr/>	
<p>Section C – Preferred Method of Communication</p> <p>If we have any questions or require clarification regarding your application, how do you wish to be contacted:</p> <p><input type="checkbox"/> phone <input type="checkbox"/> mail <input type="checkbox"/> fax <input type="checkbox"/> e-mail</p>	
<p>OFFICE USE ONLY</p> <p>Type of Payment: <input type="checkbox"/> DEBIT <input type="checkbox"/> CASH <input type="checkbox"/> CHEQUE</p> <p>Fee \$ _____</p> <p>Receipt # _____</p> <p>Receipt Date _____</p> <p>Date Received _____</p> <p><i>*and deemed complete by Development Authority.</i></p>	<p>Authorization: <input type="checkbox"/> Approved <input type="checkbox"/> Refused</p> <p>Issuing Officer's Name _____</p> <p>Issuing Officer's Signature _____</p> <p>Date of Decision _____</p> <p>Date Issued _____</p> <p>Motion # _____</p> <p>Comments _____</p>

The personal information provided is being collected under the authority of the Municipal Government Act and will be used for the purposes under that Act. Information that you provide may be made public, subject to the provisions of the Freedom of Information and Protection of Privacy Act. Any questions regarding the collection, use or disposal of this information should be directed to Smoky Lake County at 780-656-3730.

Section 61

Policy: 21-01

ENCROACHMENT AGREEMENT
BETWEEN TITLED PARCELS OF LAND

THIS AGREEMENT MADE EFFECTIVE this _____ day of _____, _____.

BETWEEN:

SMOKY LAKE COUNTY
Box 310, 4612 McDougall Drive, Smoky Lake, AB, T0A 3C0
a municipal corporation pursuant to the laws
of the Province of Alberta
(hereinafter called the "Grantor")

- and -

OWNER'S NAME
Owner's Address
(hereinafter called the "Owner")

WHEREAS:

- A. The Owner is the registered owners of the lands located in Smoky Lake County, in the Province of Alberta, municipally described as **(INSERT MUNICIPAL ADDRESS)**, and legally described as:

(INSERT LEGAL LAND DESCRIPTION)
(hereinafter referred to as the "Owner's Land")

- B. The Grantor is the registered owners of the lands located in Smoky Lake County, in the Province of Alberta, municipally described as **(INSERT MUNICIPAL ADDRESS)**, and legally described as:

(INSERT LEGAL LAND DESCRIPTION)
(hereinafter referred to as the "Grantor's Land")

- C. The Owners have constructed/placed a **(INSERT NATURE OF THE ENCROACHMENT)** (hereinafter referred to as the "Encroachment") which encroaches upon the Grantor's Land.
- D. The Grantor is prepared to authorize the Encroachment to exist upon the Grantor's Land, subject to the terms and conditions contained within this Encroachment Agreement (hereinafter referred to as the "Agreement").

NOW THEREFORE THIS AGREEMENT WITNESSETH THAT in consideration of the payment of **(INSERT PAYMENT AMOUNT)** paid by the Owners to the Grantor, the receipt of which is hereby acknowledged, and in consideration of the mutual covenants and agreements contained herein, the Grantor and Owners hereby agree as follows:

GRANT OF ENCROACHMENT

- 1. The Grantor hereby permits the Encroachment to exist upon the Grantor's Land in the manner and location as shown on the Real Property Report **(INSERT FILE #)** prepared by **(INSERT NAME OF SURVEYOR)**, dated **(INSERT DATE OF SURVEY)**, attached hereto as Schedule "A" to this Agreement, subject to the terms, covenants and conditions contained within this Agreement. The Owners shall pay any and all costs associated with obtaining the Real Property Report. **[NOTE: It is essential that the Encroachment is accurately depicted and located].**

TERM AND TERMINATION

- 2. The terms of this Agreement shall be for the lifetime of the Encroachment, subject to the earlier termination of this Agreement due to breach of contract or as provided for within this Agreement.
- 3. In the event that the Grantor deems it necessary for the Encroachment to be partially or completely removed from the Grantor's Lands for a temporary period of time, the Owner shall remove it within **ninety (90) days** at the Owner's sole expense.
- 4. In the event that the Encroachment must be immediately removed, in whole or in part, due to an emergency situation (as defined by the Grantor at its sole discretion), the Grantor shall remove the Encroachment at the Grantor's sole expense. The Owner shall be permitted to replace the Encroachment at the Owners' sole expense, upon receiving written confirmation from the Grantor that the emergency situation has been resolved.
- 5. In the event that the Encroachment at any time after the date that this Agreement takes effect, is destroyed or by any other means removed from the Grantor's Land in circumstances other than contemplated in **Section 3** or **Section 4** of this Agreement:
 - 5.1 this Agreement shall automatically terminate, save and except for those terms which survive termination, and all rights and privileges granted to the Owner pursuant to the terms of this Agreement shall immediately expire; and

- 5.2 the Encroachment, or any structure constructed as a replacement for the Encroachment, shall not be replaced or rebuilt on the Grantor's Lands.
6. In the event that the Encroachment is only partially destroyed, the rights and privileges granted to the Owner pursuant to the terms of this Agreement shall expire with respect to the partially destroyed portion of the encroachment, PROVIDED ALWAYS that it is reasonable for the Owner to rebuild the partially destroyed portion of the Encroachment having regard to the nature of the structure, and the extent and the nature of the damage.
7. Notwithstanding anything contained within this Agreement, this Agreement and the rights and privileges granted to the Owner may be unilaterally terminated by the Grantor providing **thirty (30) days** written notice of such termination to the Owner.

REMOVAL AND RECLAMATION

8. Upon the termination of the rights and privileges granted to the Owner pursuant to the terms of this Agreement, the Owner shall:
 - 8.1 remove the Encroachment from the Grantor's Land; and
 - 8.2 attend to the repair and reclamation of the Grantor's Land to the reasonable satisfaction of the Grantor.
9. If, upon termination of this Agreement, the Owner has failed to perform its obligations under **Section 3** and **Section 8** of this Agreement, the Grantor is hereby authorized to enter onto the Owner's Land if necessary and perform such obligations, at the sole expense of the Owner.

MAINTENANCE EASEMENT

10. In conjunction with the Grantor's grant of the right of encroachment as contained within this Agreement, the Grantor hereby grants to the Owner, the right, license, privilege and easement across, over, under and upon the Grantor's Land as is reasonably required in order to allow the Owner to inspect the condition of the Encroachment, and to attend to routine maintenance and repairs of the Encroachment, as may be necessary.
11. The Owner's right to enter upon the Grantor's Land for the purposes permitted pursuant to **Section 10** of this Agreement is subject to the reasonable restrictions and limitations imposed from time to time by the Grantor in order to minimize disruption of the Grantor's use and enjoyment of the Grantor's Land, and minimize damage to the Grantor's Land and any improvements or chattels located thereon. Such restrictions may include, without restriction, limitation as to the time of day any entry upon the Grantor's Land by the Owner, and the equipment, if any, permitted to be placed upon the Grantor's Land for the purpose of assisting the inspection, maintenance or repair of the Encroachment.

12. The Owner shall maintain and repair the Encroachment in a good and workmanlike manner, having regard to the nature of the Encroachment any structure incorporating the Encroachment, the nature and condition of the Grantor's Land, and the nature and extent of the Encroachment upon the Grantor's Land.
13. The Owner shall be responsible for the repair and restoration of the Grantor's Land after each and every entry upon the Grantor's Land pursuant to the rights of easement granted within **Section 10** of this Agreement. Without restricting the generality of the foregoing, the Owner shall be responsible for the repair and restoration of any fences or other structures or chattels damaged by the Owner, its agents or its contractors as a result of the exercise of purported exercise of any of the rights granted within this Agreement.
14. The Owner's signature to this document shall serve as acknowledgement of the Grantor's infrastructure which lies beneath the surface of the Encroachment, and the Owner shall be responsible for the cost of repair of any and all damages resulting from the presence, use, repair or maintenance of the Encroachment, to this infrastructure, to the Grantor's satisfaction.

LIABILITY

15. The Owner shall indemnify and hold harmless the Grantor, its employees, agents, franchisees and licensees from and against any and all claims, damages, costs (including, without restriction, all legal and other professional costs on a solicitor and his own client fill indemnity basis), losses, expenses, actions and suits of every kind and nature caused by, or arising directly or indirectly out of the existence of the Encroachment, the exercise or purported exercise of any of the rights granted within this Agreement, or by reason of any matter or anything done, permitted or omitted to be done by the Owner or their heirs, executors, administrators and assigns, and whether occasioned by negligence or otherwise.
16. The Owner hereby assumes, and shall remain responsible for, all risk of personal injury and damage to all real or personal property, including the Owner's property comprising the Encroachment upon the Servient Tenement, regardless of how such injury or damage is caused.
17. The Owner's obligations under **Section 15** and **Section 16** of this Agreement shall survive the termination of this Agreement for any reason whatsoever, and shall remain binding upon the Owner until all such obligations are satisfied in full.

18. Throughout the existence of this Agreement, the Owner shall take out and maintain insurance in such form and in such amounts as may be satisfactory to the Grantor, acting reasonably, and upon request provide the Grantor with written confirmation of the existence of such insurance (including but not limited to providing copies of the insurance policies). Without limiting the generality of the foregoing, the insurance shall have at least the following coverage, and contain the following terms:
 - 18.1 comprehensive general liability insurance covering all risks associated with the use and occupation of the Encroachment by the Owner including, without limitation, extended coverage, coverage for public liability, and such other coverage and in such amounts as the Grantor may reasonably require;
 - 18.2 such policies shall name the Grantor as an additional loss payable with respect to the Encroachment and the portion of the Grantor's Land occupied by the Encroachment; and
 - 18.3 such policies of insurance shall contain an undertaking by the insurers to notify the Grantor in writing of any material change, cancellation or termination of any provision of any policy not less than thirty (30) days prior to the material change, cancellation or termination thereof.

ENVIRONMENTAL

19. The Owner hereby represents, covenant and warrants to and in favour of the Grantor that the Owner:
 - 19.1 shall not allow any Hazardous Substances to be placed, held, located or disposed of on, under or at the Grantor's Land without the prior consent of the Grantor, which consent may be arbitrarily or unreasonably withheld;
 - 19.2 shall not allow the Grantor's Land to be utilized in any manner in contravention of any applicable laws intended to protect the environment, including without limitation, laws respecting the handling, disposal and emission of Hazardous Substances;
 - 19.2 to the extent that Hazardous Substances are, with the Grantor's consent, placed, held, located or disposed of on, under or at the Grantor's Land in accordance with the terms hereof, the Owner shall:

- 19.2.1 comply with, or cause to be complied with, all applicable laws and regulations relating to the use, storage and disposal of the Hazardous Substances, as well as all terms or conditions required by the Grantor; and
 - 19.2.2 at the request of the Grantor, provide evidence to the Grantor of compliance with all applicable laws and regulations, such evidence to include inspection reports and such tests as the Grantor may reasonably require, all at the Owner's expense.
- 20. The Owner shall indemnify and save harmless the Grantor and its successors and assigns from and against any and all losses, liabilities, damages, costs and expenses of any kind whatsoever including, without limitation:
 - 20.1 the costs of defending, counter-claiming or claiming over against third parties in respect of any action or matter including fees, cost and disbursements on a solicitor and his own client full indemnity basis and at all court levels;
 - 20.2 any cost, liability or damage arising out of a settlement of any action entered into by the Grantor with or without the consent of the Owner; and
 - 20.3 the costs of repair, clean-up or restoration paid by the Grantor and any fines or levies against the Grantor or owner,which at any time or from time to time may be paid, incurred or asserted against the Grantor as a direct or indirect result of the presence on or under, or the escape, seepage, leakage, spillage, discharge, emission or release of Hazardous Substances from the Grantor's Land either onto any lands (including the Owner's Land), into the atmosphere or into any water. This indemnification shall survive the expiration of the term of this Agreement, the termination of this Agreement for whatever cause, and any renewal of this Agreement.
- 21. That for purposes of this Agreement, the term "Hazardous Substances" shall mean any substance which is hazardous to persons or property and includes, without limiting the generality of the foregoing:
 - 21.1 any form of radioactive materials;
 - 21.2 explosives;

- 21.3 any substance that, if added to any water, would degrade or alter or form part of a process of degradation or alteration of the quality of that water to the extent that it is detrimental to its use by man or by any animal, fish or plant;
- 21.4 any solid, liquid, gas or odour or combination of any of them that if emitted into the air, would create or contribute to the creation of a condition of the air that:
 - 21.4.1 endangers the health, safety, or welfare of any persons or the health of animal life;
 - 21.4.2 interferes with normal enjoyment of life or property; or
 - 21.4.3 causes damage to pant life or property; and
- 21.5 substances declared to be hazardous or toxic under any law or regulation now or hereafter enacted or promulgated by any governmental authority having jurisdiction over the Grantor's Land.

22. The Owner shall:

- 22.1 notify the Grantor, in writing, of any sale of the Owner's Land; and
- 22.2 notify any purchaser of the Owner's Land of the terms of this Agreement.

GENERAL

- 23. This Agreement, and each of the terms, covenants and conditions contained herein, shall be of the same force and effect for all intents and purposes as a covenant running with the Grantor's Land and the Owner's Land, respectively, and subject to the terms of this Agreement shall be binding upon, and ensure the benefit of, all future owners of the Grantor's Land and the Owner's Land throughout the existence of this Agreement.
- 24. Subject to acceptance by the Alberta Land Titles Office, the parties shall be at liberty to register by way of Caveat or otherwise against the title to the lands affected in order to protect the parties' respective interests under the terms of this Agreement. Any such Caveat or other registration shall expire and shall forthwith be discharged by the parties upon the termination of this Agreement.

25. All notices to be given in relation to the Agreement, as well as all requests for prior written consent required under this Agreement, may be hand delivered or sent by prepaid courier or registered mail addressed to the parties as follows:

25.1 to the Owner at: **(INSERT OWNER'S ADDRESS)**

25.2 to the Grantor at: **SMOKY LAKE COUNTY**
Box 310
Smoky Lake, AB, T0A 3C0

or at such other address, in either case, as the Owner or the Grantor respectively may from time to time appoint in writing. Any notice sent in accordance with this paragraph shall be deemed to be given to and received by the addressee seven (7) days after the mailing thereof, postage prepaid, save and except for during periods of postal interruption and seven (7) days thereafter, in which case all notices required herein shall be sent by pre-paid courier or hand delivered and shall be deemed to have been given upon delivery.

26. The terms contained within this Agreement, including any recital and any Schedules attached hereto, shall constitute the entire Agreement between the parties. Words within this Agreement importing number or gender shall be construed in grammatical conformance with the context or the party or parties in reference. Any term or provision of this Agreement which is found to be invalid or unenforceable shall be severed from the balance of the document, and shall not affect the enforceability of the remainder of this Agreement.

IN WITNESS WHEREOF the parties have executed this Agreement to be effective the year and date first above written.

SMOKY LAKE COUNTY

Per: _____

Ron Bobocel, Reeve

- SEAL -

Per: _____

Cory Ollikka, Chief Administrative Officer

SIGNED, SEALED AND DELIVERED)

in the presence of)

(INSERT OWNER NAME)

_____)

Witness)

SCHEDULE "A"
The Encroachment

(INSERT REAL PROPERTY REPORT SHOWING ENCROACHMENT)

ENCROACHMENT AGREEMENT
(BETWEEN TITLED PARCELS OF LAND)

THIS ENCROACHMENT AGREEMENT made this _____ day of _____, 2020,

BETWEEN:

SMOKY LAKE COUNTY
Box 310, 4612 McDougall Drive, Smoky Lake, AB, T0A 3C0
a municipal corporation pursuant to the laws
of the Province of Alberta
(hereinafter called the "Grantor")

- and -

FLOYD & JANET VALENTINE
7611-135A Avenue, Edmonton, AB, T5C 2J2
(hereinafter called the "Owner")

WHEREAS:

- A. The Owner is the registered owner of the lands located within Smoky Lake County, in the Province of Alberta, municipally described as #406, 12272, TWP RD 602, Alberta, and legally described as:

PLAN: 7520244

BLOCK: 3

LOT: 4

EXCEPTING THEREOUT ALL MINES AND MINERALS

(hereinafter referred to as the "Dominant Tenement")

- B. The Grantor is the registered owner of the lands located within Smoky Lake County, in the Province of Alberta, and legally described as:

PLAN 7520244

LOT R-2 (RESERVE)

CONTAINING 13.1 HECTARES (32.30 ACRES) MORE OR LESS

EXCEPTING THEREOUT:

HECTARES (ACRES) MORE OR LESS

**A) PLAN 9523965 - SUBDIVISION 0.061 0.15
EXCEPTING THEREOUT ALL MINES AND MINERALS**

(hereinafter referred to as the "Servient Tenement")

- C. The Owner has constructed a **deck** (hereinafter referred to as the "Encroachment") which encroaches upon the Servient Tenement.
- D. The Grantor is prepared to permit the Encroachment to exist upon the Servient Tenement, subject to the terms and conditions contained within this Encroachment Agreement (hereinafter referred to as the "Agreement").

NOW THEREFORE THIS AGREEMENT WITNESSETH THAT in consideration of the payment of **ONE (\$1.00) DOLLAR** paid by the Owner to the Grantor, the receipt of which is hereby acknowledged, and in consideration of the mutual covenants and agreements contained herein, the Grantor and Owner hereby agree as follows:

GRANT OF ENCROACHMENT

- 1. The Grantor hereby permits the Encroachment to exist upon the Servient Tenement in the manner and location as shown on the Real Property Report (File X079820) prepared by Explore Surveys Inc., and Alberta Land Surveyor, dated July 8, 2020, attached hereto as Schedule "A" to this Agreement, subject to the terms, covenants and conditions contained within this Agreement. The Owner shall pay any and all costs associated with obtaining the Real Property Report.

TERM AND TERMINATION

- 2. The terms of this Agreement shall be for the lifetime of the Encroachment, subject to the earlier termination of this Agreement due to breach of this Agreement or as provided for within this Agreement.
- 3. In the event that the Municipality deems it necessary for the Encroachment to be partially or completely removed from the Servient Tenement for a temporary period of time, the Owner shall remove them within ninety (90) days at the Owner's sole expense.
- 4. In the event that the Encroachment must be immediately removed, in whole or in part, due to an emergency situation (as defined by the Grantor in its sole discretion), the Grantor shall remove the Encroachment at the Grantor's sole expense. The Owner shall be permitted to replace the Encroachment at the Owner's sole expense, upon receiving written confirmation from the Grantor that the emergency situation has been resolved.

5. In the event that the Encroachment at any time after the date of this Agreement are destroyed or removed from the Servient Tenement in circumstances other than contemplated in **Section 3** or **Section 4** of this Agreement:
 - a) this Agreement shall automatically terminate, save and except for those terms which survive termination, and all rights and privileges granted to the Owner pursuant to the terms of this Agreement shall immediately expire; and
 - b) the Encroachment, or any structure constructed as a replacement for the Encroachment, shall not be replaced or rebuilt on the Servient Tenement.
6. In the event that the Encroachment is only partially destroyed, the rights and privileges granted to the Owner pursuant to the terms of this Agreement shall expire with respect to the partially destroyed portion of the Encroachment, PROVIDED ALWAYS that it is reasonable for the Owner to rebuild the partially destroyed portion of the Encroachment having regard to the nature of the structure, and the extent and nature of the damage.
7. Notwithstanding anything contained within this Agreement, this Agreement and all rights and privileges granted to the Owner may be unilaterally terminated by the Grantor providing **thirty (30) days** written notice of such termination to the Owner.

REMOVAL AND RECLAMATION

8. Upon the termination of the rights and privileges granted to the Owner pursuant to the terms of this Agreement, the Owner shall:
 - a) remove the Encroachment from the Servient Tenement; and
 - b) attend to the repair and reclamation of the Servient Tenement to the reasonable satisfaction of the Grantor.

The Owner's obligations under this section shall survive the termination of this Agreement for any reason whatsoever, and shall remain binding upon the Owner until all such obligations are satisfied in full.

9. If, upon termination of this Agreement, the Owner has failed to perform its obligations under **Section 3** and **Section 8** of this Agreement, the Grantor is hereby authorized to enter the Dominant Tenement and perform such obligations at the sole expense of the Owner.

MAINTENANCE EASEMENT

10. In conjunction with the Grantor's grant of the right of encroachment as contained within this Agreement, the Grantor hereby grants to the Owner, the right, license,

privilege and easement across, over, under and upon the Servient Tenement as is reasonably required in order to allow the Owner to inspect the condition of the Encroachment, and to attend to routine maintenance and repairs of the Encroachment.

11. The Owner's right to enter upon the Servient Tenement for the purposes permitted within **Section 10** of this Agreement is subject to the reasonable restrictions and limitations imposed from time to time by the Grantor in order to minimize disruption of the Grantor's use and enjoyment of the Servient Tenement, and minimize damage to the Servient Tenement and any improvements or chattels located thereon. Such restrictions may include, without restriction, limitations as to the time of day of any entry upon the Servient Tenement by the Owner, and the equipment, if any, permitted to be placed upon the Servient Tenement for the purposes of assisting the inspection, maintenance or repair of the Encroachment.
12. The Owner shall maintain and repair the Encroachment in a good and workmanlike manner, having regard to the nature of the Encroachment and the structure incorporating the Encroachment, the nature and condition of the Servient Tenement, and the nature and extent of the Encroachment upon the Servient Tenement.
13. The Owner shall be responsible for the repair and restoration of the Servient Tenement after each and every entry upon the Servient Tenement pursuant to the rights of easement granted within **Section 10** of this Agreement. Without restricting the generality of the foregoing, the Owner shall be responsible for the repair and restoration of any fences or other structures or chattels damaged by the Owner, their agents or their contractors as a result of the exercise or purported exercise of any of the rights granted within this Agreement.

LIABILITY

14. The Owner shall indemnify and hold harmless the Grantor, its employees, agents, franchisees and licensees from and against any and all claims, damages, costs (including, without restriction, all legal and other professional costs on a solicitor and his own client fill indemnity basis), losses, expenses, actions and suits of every kind and nature caused by, or arising directly or indirectly out of the existence of the Encroachment, the exercise or purported exercise of any of the rights granted within this Agreement, or by reason of any matter or anything done, permitted or omitted to be done by the Owner or their heirs, executors, administrators and assigns, and whether occasioned by negligence or otherwise.
15. The Owner hereby assumes, and shall remain responsible for, all risk of personal injury and damage to all real or personal property, including the Owner's property comprising the Encroachment upon the Servient Tenement, regardless of how such injury or damage is caused.

16. The Owner's obligations under **Section 14** and **Section 15** of this Agreement shall survive the termination of this Agreement for any reason whatsoever, and shall remain binding upon the Owner until all such obligations are satisfied in full.

ENVIRONMENTAL

17. The Owner hereby represents, covenants and warrants to and in favor of the Grantor that the Owner:
- a) shall not allow any Hazardous Substances to be placed, held, located or disposed of on, under or at the Servient Tenement without the prior consent of the Grantor, which consent may be arbitrarily or unreasonably withheld;
 - b) shall not allow the Servient Tenement to be utilized in any manner in contravention of any applicable laws intended to protect the environment, including without limitation, laws respecting the handling, disposal and emission of Hazardous Substances;
 - c) to the extent that Hazardous Substances are, with the Grantor's consent, placed, held, located or disposed of on, under or at the Servient Tenement in accordance with the terms hereof, the Owner shall:
 - i. comply with, or cause to be complied with, all applicable laws and regulations relating to the use, storage and disposal of the Hazardous Substances, as well as all terms or conditions required by the Grantor; and
 - ii. at the request of the Grantor, provide evidence to the Grantor of compliance with all applicable laws and regulations, such evidence to include inspection reports and such tests as the Grantor may reasonably require, all at the Owner's expense.
18. The Owner shall indemnify and save harmless the Grantor and its successors and assigns from and against any and all losses, liabilities, damages, costs and expense of any kind whatsoever including, without limitation:
- a) the costs of defending, counter-claiming or claiming over against third parties in respect of any action or matter including fees, cost and disbursements on a solicitor and his own client full indemnity basis and at all court levels;
 - b) any cost, liability or damage arising out of a settlement of any action entered into by the Grantor with or without the consent of the Owner; and
 - c) the costs of repair, clean-up or restoration paid by the Grantor and any fines levies against the Grantor or Owner,

- d) which at any time or from time to time may be paid, incurred or asserted against the Grantor as a direct or indirect result of the presence on or under, or the escape, seepage, leakage, spillage, discharge, emission or release, of Hazardous Substances from the Servient Tenement either onto any lands (including the Dominant Tenement), into the atmosphere or into any water. This indemnification shall survive the expiration of the term of this Agreement, the termination of this Agreement for whatever cause, and any renewal of this Agreement.
19. That for purposes of this Agreement, the term "Hazardous Substances" shall mean any substance which is hazardous to persons or property and includes, without limiting the generality of the foregoing:
- a) any form of radioactive materials;
 - b) explosives;
 - c) any substance that, if added to any water, would degrade or alter or form part of a process of degradation or alteration of the quality of that water to the extent that it is detrimental to its use by man or by any animal, fish or plant;
 - d) any solid, liquid, gas or odour or combination of any of them that if emitted into the air, would create or contribute to the creation of a condition of the air that:
 - i. endangers the health, safety, or welfare of any persons or the health of animal life,
 - ii. interferes with normal enjoyment of life or property, or
 - iii. causes damage to plant life or to property; and
 - e) substances declared to be hazardous or toxic under any law or regulation now or hereafter enacted or promulgated by any governmental authority having jurisdiction over the Servient Tenement.
20. The Owner shall:
- a) notify the Grantor, in writing, of any sale of the Dominant Tenement; and
 - b) notify the purchaser of the Dominant Tenement of the terms of this Agreement.

GENERAL

21. This Agreement, and each of the terms, covenants and conditions contained herein, shall be of the same force and effect for all intents and purposes as a covenant running with the Dominant Tenement and the Servient Tenement, respectively, and subject to the terms of this Agreement shall be binding upon, and ensure the benefit of, all future owners of the Dominant Tenement and Servient Tenement throughout the existence of this Agreement.
22. Subject to acceptance by the Alberta Land Titles Office, the parties shall be at liberty to register by way of Caveat or otherwise against the title to the lands affected in order to protect the parties' respective interests under the terms of this Agreement. Any such Caveat or other registration shall expire and shall forthwith be discharged by the parties upon the termination of this Agreement.
23. All notices to be given in relation to the Agreement, as well as all requests for prior written consent required under this Agreement, may be hand delivered or sent by prepaid courier or registered mail addressed to the parties as follows:
 - a) to the Owner at: **FLOYD & JANET VALENTINE**
7611-135A Avenue
Edmonton, AB, T5C 2J2
 - b) to the Grantor at: **SMOKY LAKE COUNTY**
Box 310
Smoky Lake, AB, T0A 3C0

or at such other address, in either case, as the Owner or the Grantor respectively may from time to time appoint in writing. Any notice sent in accordance with this paragraph shall be deemed to be given to and received by the addressee **seven (7) days** after the mailing thereof, postage prepaid, save and except for during periods of postal interruption and **seven (7) days** thereafter, in which case all notices required herein shall be sent by pre-paid courier or hand delivered and shall be deemed to have been given upon delivery.

24. The terms contained within this Agreement, including any recital and any Schedules attached hereto, shall constitute the entire Agreement between the parties. Words within this Agreement importing number or gender shall be construed in grammatical conformance with the context or the party or parties in reference. Any term or provision of this Agreement which is found to be invalid or unenforceable shall be severed from the balance of the document, and shall not affect the enforceability of the remainder of this Agreement.

IN WITNESS WHEREOF the parties have executed this Agreement to be effective the year and date first above written.

SMOKY LAKE COUNTY

Per: _____
Craig Lukinuk, Reeve

- SEAL -

Per: _____
Lydia Cielin, Acting Chief Administrative Officer

SIGNED, SEALED AND DELIVERED)
in the presence of)

_____))
Witness)

_____))
FLOYD VALENTINE

_____))
Witness)

_____))
JANET VALENTINE

SCHEDULE "A"
The Encroachment



www.exploreinc.ca
Email: info@exploreinc.ca
Toll Free: 1-866-838-1805

ALBERTA LAND SURVEYOR'S REAL PROPERTY REPORT

OUR FILE: X079820
YOUR FILE

TO: FLOYD & JANET VALENTINE
7611-135 A AVENUE
EDMONTON, ALBERTA
T5C 2J2

RE: LOT 4
BLOCK 3
PLAN 750 0244
SMOKY LAKE COUNTY

DATE OF SURVEY: JULY 7, 2020

CERTIFICATE OF TITLE: 752 157 404
(A copy of the file is attached)
DATE OF TITLE SEARCH: JULY 8, 2020

Alberta Land Surveyor's Certification

I hereby certify that this Report, which includes the attached plan and related survey, was prepared and performed under my personal supervision and in accordance with the Alberta Land Surveyors' Association's Manual of Standard Practice and supplements thereto. Accordingly, within those standards and as of the date of this Report, I am of the opinion that:

1. the plan illustrates the boundaries of the Property, the improvements as defined in Part C, Section 8.5 of the Alberta Land Surveyors' Association's Manual of Standard Practice, and registered easements and rights-of-way affecting the extent of the title to the Property;
2. the improvements are entirely within the boundaries of the Property;
EXCEPT FOR THE DECK AS SHOWN ON PAGE 2.
3. no visible encroachments exist on the Property from any improvements situated on an adjoining property;
4. no visible encroachments exist on registered easements or rights-of-way affecting the extent of the Property;
5. eaves are measured to line of fascia;
6. distances shown to the buildings are to the greatest extent of the building;
7. title is subject to the following encumbrances:
Caveat # 752 032 891, Utility Right of Way # 842 261 606

Purpose of Report:

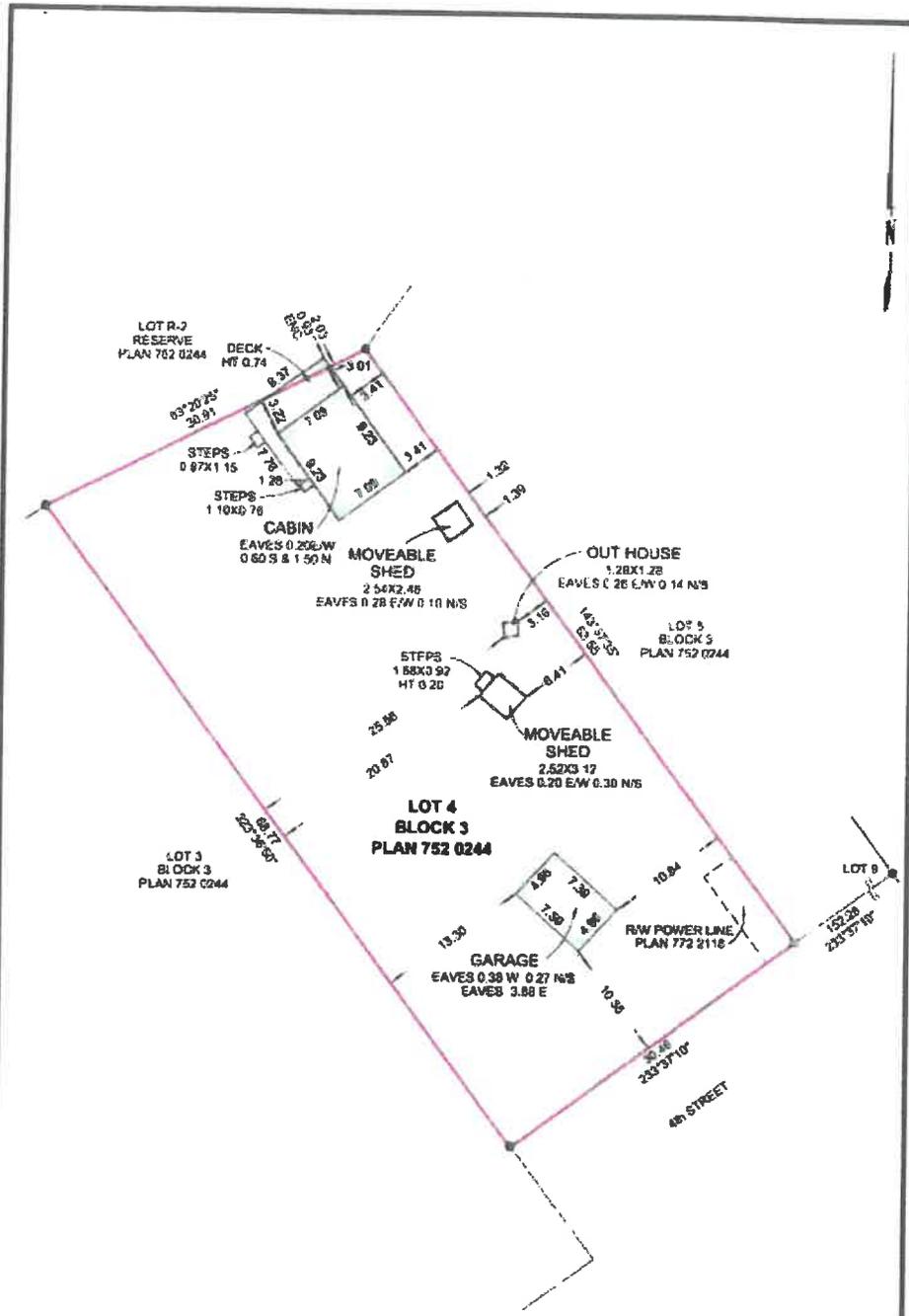
This Report and attached plan have been prepared for the benefit of the Property owner, subsequent owners, and any of their agents for the purpose of (a) land conveyance, support of a subdivision application, a mortgage application, a submission to the municipality for a compliance certificate, etc.; Copying is permitted only for the benefit of these parties, and only if the plan remains attached. Where applicable, registered easements and utility rights-of-way affecting the extent of the Property have been shown on the attached plan. Unless shown otherwise, property corner markers have not been placed during the survey for this Report. The attached plan should not be used to establish boundaries because of the risk of misinterpretation or measurement error by the user. The information shown on this Report reflects the status of the Property as of the date of survey only. Users are encouraged to have the Real Property Report updated for future requirements.

Dated at St. Paul, Alberta
JULY 8, 2020

Connie Petersen, A.L.S. ©2020

This document is not valid unless it bears an original signature (in blue ink) and a (survey company) permit stamp (in red ink).





SCALE 1:400
 THIS IS PAGE 2 OF 2 OF A REAL PROPERTY REPORT, AND IS INEFFECTIVE IF DETACHED FROM PAGE 1

BEARINGS ARE GRID NAD83; DERIVED FROM GNSS OBSERVATIONS
 DISTANCES ARE GROUND AND SHOWN IN METERS AND DECIMALS THEREOF
 STATUTORY IRON POST FOUND SHOWN THUS ●
 TEMPORARY POSITIONS SHOWN THUS ○



www.exploreinc.ca
 Email: info@exploreinc.ca
 Toll Free: 1-800-836-1608

DRAWN BY J.D. CALCD BY J.D. FILE NO. X078620



LAND TITLE CERTIFICATE

S
 LINC SHORT LEGAL TITLE NUMBER
 0015 167 489 7520244;3;4 762 157 494

LEGAL DESCRIPTION
 PLAN 7520244
 BLOCK 3
 LOT 4
 EXCEPTING THEREOUT ALL MINES AND MINERALS
 AREA: 0.202 HECTARES (0.5 ACRES) MORE OR LESS

ESTATE: FEE SIMPLE
 ATS REFERENCE: 4;12;60;15

MUNICIPALITY: SMOKE LAKE COUNTY

REGISTRATION	DATE (DMY)	REGISTERED OWNER(S) DOCUMENT TYPE	VALUE	CONSIDERATION
762 157 494	03/09/1976		\$14,000	

OWNERS
 FLOYD DAVID VALENTINE

AND
 JANET MAE VALENTINE
 BOTH OF:
 7611-135 A AVE
 EDMONTON
 ALBERTA
 AS JOINT TENANTS

ENCUMBRANCES, LIENS & INTERESTS

REGISTRATION NUMBER	DATE (D/M/Y)	PARTICULARS
752 032 891	02/04/1975	CAVEAT RE : RESTRICTIVE COVENANT CAVEATOR - GARNER LAKE DEVELOPMENTS LTD. (DATA UPDATED BY: 912104700)

(CONTINUED)

ENCUMBRANCES, LIENS & INTERESTS

PAGE 2
762 157 494

REGISTRATION
NUMBER DATE (D/M/Y) PARTICULARS

842 261 608 04/12/1984 UTILITY RIGHT OF WAY
GRANTEE - THE COUNTY OF SMOKY LAKE NO. 13.

TOTAL INSTRUMENTS: 002

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN
ACCURATE REPRODUCTION OF THE CERTIFICATE OF
TITLE REPRESENTED HEREIN THIS 6 DAY OF JULY,
2020 AT 01:28 P.M.

ORDER NUMBER: 39641220

CUSTOMER FILE NUMBER:



END OF CERTIFICATE

THIS ELECTRONICALLY TRANSMITTED LAND TITLES PRODUCT IS INTENDED
FOR THE SOLE USE OF THE ORIGINAL PURCHASER, AND NONE OTHER,
SUBJECT TO WHAT IS SET OUT IN THE PARAGRAPH BELOW.

THE ABOVE PROVISIONS DO NOT PROHIBIT THE ORIGINAL PURCHASER FROM
INCLUDING THIS UNMODIFIED PRODUCT IN ANY REPORT, OPINION,
APPRAISAL OR OTHER ADVICE PREPARED BY THE ORIGINAL PURCHASER AS
PART OF THE ORIGINAL PURCHASER APPLYING PROFESSIONAL, CONSULTING
OR TECHNICAL EXPERTISE FOR THE BENEFIT OF CLIENT(S).

REQUEST FOR DECISION		DATE June 28, 2020	4.4
TOPIC	<p>National Trust for Canada (NTC) 2020 Virtual Conference in Edmonton & Prince of Whales Prize</p> <div style="display: flex; justify-content: space-around; align-items: center;">  <div style="text-align: center;"> <p>National Trust for Canada</p> </div> <div style="text-align: center;">  </div> </div>		
PROPOSAL	<ul style="list-style-type: none"> • That Smoky Lake County AKNOWLEDGE the email correspondence dated June 29, 2020 from Emily Boulet, Manager of Development for the National Trust of Canada, @ Attachment 1 notifying that Smoky Lake County has been long-listed for the 2020 Prince of Whales Prize for Municipal Heritage Leadership, and APPROVE action taken for providing the requested information. @ Attachment 2 • That Smoky Lake County AKNOWLEDGE the email correspondence dated July 10, 2020 from Janet Bascom, Chair for the Joint Association for Preservation Technology/National Trust for Canada 2020 @ Attachment 3 		
BACKGROUND	<p><u>The National Trust for Canada (NTC)</u></p> <ul style="list-style-type: none"> • Formerly known as the Heritage Canada Foundation, (French: La Fiducie nationale du Canada) the NTC is a registered charity with the mandate to inspire and lead action to save historic places and promote the care and wise use of our historic environment. <ul style="list-style-type: none"> ○ Its sites, projects and programs enhance community and quality of life and inspire Canadians to identify, conserve, use, celebrate and value their heritage buildings, landscapes, natural areas and communities for present and future generations. ○ Established in 1973, it campaigns to update and fill gaps in Canadian heritage policies and laws. <p><u>Prince of Whales Prize</u></p> <ul style="list-style-type: none"> ○ The National Trust for Canada also awards municipalities for their actions in preserving historical built environments through the Prince of Wales Prize for Municipal Heritage Leadership. <ul style="list-style-type: none"> ▪ The local government who wins the award must have a record of supporting heritage preservation through such means as regulation, policies, funding and exemplary stewardship. Created in 1999, the prize reflects His Royal Highness' commitment to architecture, the environment, and inner-city renewal. ▪ Special consideration is given to places with a long track record and demonstrated results in bringing heritage to life through a combination of political will, good policy-making and effective citizen engagement. Other criteria also include: <ul style="list-style-type: none"> • Heritage conservation. • Keeping heritage relevant today through activating heritage areas and finding new uses for heritage assets. 		

- Sensitively integrating new construction into historic areas, reflecting continuity and context over time.
- The economic, environmental sustainability, social and quality of life benefits resulting from the community's investment and commitment to the conservation of its heritage assets should be emphasized.

National Trust for Canada Conference

- Held every year since 1974, the Conference brings together a wide-range of people working to keep Canada's heritage alive: from grassroots activists and elected officials, to professionals, planners, policy makers, and property owners. Conference themes have tackled pressing issues for Canada's heritage movement, including community revitalization, heritage tourism, sustainable development, and climate change.
 - The annual National Trust Conference is Canada's largest heritage learning and networking event.
 - Held in a different part of Canada every year, this national conference brings together a wide range of people keeping Canada's heritage alive: from grassroots advocates, professionals, and planners, to elected officials, policy makers, and students.
 - This year's conference was to be held in Edmonton, with the theme 'HINDSIGHT 2020'. In light of COVID-19, the event will be moved online to be held virtually.
 - HINDSIGHT 2020 will explore heritage conservation's disruptive role in a 21st century defined by resource scarcity, climate change and sustainability.
 - The five tracks of HINDSIGHT 2020 explore the intersection of technical, design, policy and community issues.
 - The conference organizers seek dynamic presentations that provide compelling insights, principles, lessons and solutions that others can apply in their projects and communities.
 - In an era seeking heroic solutions, historic preservation provides transformative ideas, highlighting the importance of adaptation, minimal intervention, reversibility, and maintainability.

CORRELATION TO BUSINESS (STRATEGIC) PLAN

- **Economic Development:** Victoria District Economic Development Plan Bylaw 1372-20

LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS

**Smoky Lake County Victoria District
Economic Development Strategy Bylaw 1372-20**

1. Introduction

d. Project Purpose: *This Strategy was originally initiated by Smoky Lake County to review the current state of tourism in the community and develop an approach for its future*

development. The purpose of the Strategy is to provide a shared vision for tourism in the region, a framework for stakeholders to collaborate, and a direction for tourism development over the next 10 years.

i. Community Benefits of Tourism: Tourism has the potential to provide compelling community benefits for the Smoky Lake region, as well:

A source of community pride – Celebrating local culture and sharing it with the world can be a significant source of pride for communities, individuals, and cultures.

Capacity to encourage community engagement – Tourism can provide opportunities for individuals within the community to become engaged through business, volunteerism, event/activity execution and interpretation of local culture.

Enhancements to the quality of life for residents – Communities that embrace tourism can often justify enhancements to infrastructure, events and activities well beyond what could be achieved without a stable source of external revenue flowing into the community. Local community members benefit from enhanced amenities.

Preservation and Enhancement of Built and Natural Environments – The tourism industry can also contribute to the preservation and revitalization of built and natural environments in the Smoky Lake region.

When a destination's unique characteristics (e.g. special landscapes, authentic culture, history, etc.) are leveraged as tourism products, they acquire an enhanced value that goes beyond the economic considerations. Travelers experience an emotional connection to the places they visit, while residents find a newfound significance for things that they may have taken for granted before. The addition of such values provides the motivation to further protect significant community assets and, in some cases, enhance them.

3. The Strategy:

Plan Objectives:

1. Arrest the declining population to protect municipal core services including hospitals and schools
2. See property values gradually return to a positive-growth pattern
3. Reduce the unemployment
4. Facilitate career opportunities for young people so they do not have to leave the area
5. Ensure wealth generation is shared around the region
6. Contribute to the preservation of heritage values

of both the Victoria District and the wider region

**Smoky Lake County Victoria District
Area Structure Plan (ASP) Bylaw 1305-17**

7. A Vision for the Victoria District: *"The beautiful natural landscapes and historical assets of the Victoria District will serve as a living monument to the historic settlers and current and future residents of the Smoky Lake Region."*

**Smoky Lake County Heritage Management Plan
Policy 61.20.01**

Section 1 – Introduction

1.4 Benefits of Heritage Conservation

ECONOMIC PROSPERITY

It has been proven that the economic health of a community is substantially bolstered through heritage conservation.

Conservation projects create jobs in skilled labour and designing markets as well as increase local sales due to the construction materials purchased for the project.

Rehabilitation of heritage buildings result in the municipality benefiting from increased property taxes and other revenues such as permit fees. What once was a vacant building and a liability to the municipality is now being used and paying taxes.

Heritage tourism

Heritage tourism is a popular reason for choosing destinations for travel, and research has proven that heritage tourists spend 60% more and stay 60% longer than non-heritage tourists.

Since heritage activities tend to appeal to older people, by 2025, travelers who seek heritage experiences in Canada are expected to grow from 8.3 million to 12.3 million in Canada. (*The Canadian Tourism Commission, 2003a and 2003b*)

Tourism trends are shifting from active holidays to holidays as an experience. Travelers want an experience which provides new knowledge as well as authentic emotions. (*World Trade Organization, 2002*)

BENEFITS

- Exposure for the Smoky Lake Region to Canada's largest gathering of heritage professionals

	<ul style="list-style-type: none"> Valuable networking and education in regard to implementation for the Victoria District Economic Development Strategy
DISADVANTAGES	<ul style="list-style-type: none"> Staff time to implement
ALTERNATIVES	<ul style="list-style-type: none"> Take not action/Defer
FINANCE/BUDGET IMPLICATIONS	
Operating Costs: _____	Capital Costs: _____
Budget Available: _____	Source of Funds: _____
Budgeted Costs: _____	Unbudgeted Costs: _____
INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS	<ul style="list-style-type: none"> Collaboration numerous agencies such as: <ul style="list-style-type: none"> National Trust for Canada Parks Canada Travel Alberta Alberta Culture Alberta Economic Development Tourism and Trade (EDTT), Metis Crossing & the Metis Nation of Alberta (MNA), etc.
COMMUNICATION STRATEGY	<ul style="list-style-type: none"> Conference Presentation to be posted online & on social media Collaboration with the Victoria Home Guard Historical Society, Smoky Lake County Regional Heritage Board, Metis Crossing, etc.
RECOMMENDATION	
<ol style="list-style-type: none"> That Smoky Lake County ACKNOWLEDGE the email correspondence dated June 29, 2020 from Emily Boulet, Manager of Development for the National Trust of Canada, notifying that Smoky Lake County has been long-listed for the 2020 Prince of Whales Prize for Municipal Heritage Leadership, and APPROVE action taken for providing the requested information. That Smoky Lake County ACKNOWLEDGE the email correspondence dated July 10, 2020 from Janet Bascom, Chair for the Joint Association for Preservation Technology/National Trust for Canada 2020. 	
CHIEF ADMINISTRATIVE OFFICER	

Kyle Schole

From: Emily Boulet <eboulet@nationaltrustcanada.ca>
Sent: June 29, 2020 1:30 PM
To: Kyle Schole
Subject: Invitation to Submit - 2020 National Trust Awards Nomination
Attachments: Smoky Lake County.docx; 2020 Prince of Wales Prize - Submission Forms_EN.pdf

Dear Kyle,

I am pleased to inform you that your nomination for Smoky Lake County has been longlisted for the National Trust's 2020 Prince of Wales Prize. Congratulations!

You are now invited to submit a more detailed nomination package for review by our independent juries. Attached you will find the submission forms for you to complete (one PDF). Please note these forms are required in order to finalize your submission:

- Evidence of a Sustained Commitment to Heritage Conservation Checklist
- Evidence of Support Form (please submit additional copies of this form for each supporter)

Please send the completed forms to my attention at eboulet@nationaltrustcanada.ca by July 15, 2020.

A copy of your nomination package, including links to photos and supporting material (if provided), is attached. Should you wish to provide any additional information to supplement the nomination, simply reply to this email by July 15, 2020 with any updates and/or attachments. You may want to include:

- Changes and/or updates to the written description;
- Additional Photos Key Players (if you have less than the limit of 10); and/or
- Supporting Material, such as videos, links to news articles, etc.

I also wanted to provide you with an update regarding the 2020 Awards ceremony, which is usually held as part of the National Trust's annual conference. This year, due to social distancing restrictions, we will not be hosting an in-person conference or an awards ceremony, but we are excited to instead produce a video that will showcase the award-winning projects and places. This video will be used to profile award winners in the lead up to, during, and after the National Trust-APT virtual conference in October.

If you have any questions, please do not hesitate to get in touch.

Thank you! I look forward to hearing back.

Best regards,
Emily

Emily Boulet

Manager, Development | Gestionnaire, Développement
National Trust for Canada | Fiducie nationale du Canada
T 613-237-1066 ext. 230
eboulet@nationaltrustcanada.ca | eboulet@fiducienationalecanada.ca
nationaltrustcanada.ca | fiducienationalecanada.ca



Item 4.4 - Attachment 1 - Page 1 of 1

**Please note that we are taking preventive measures against the COVID-19 outbreak. The National Trust for Canada continues to fully operate, with staff working remotely.*

**Veuillez noter que nous prenons des mesures préventives contre l'épidémie du COVID-19. La Fiducie nationale du Canada continue ses opérations pleinement, et notre personnel travail à distance.*



EVIDENCE OF A SUSTAINED COMMITMENT TO HERITAGE CONSERVATION CHECKLIST

The following checklist should be completed by a designated official.

1. Is there a heritage planner on staff? Yes No

If yes, are they full-time or part-time? Full-time Part-time

2. Is there a Municipal Heritage Committee appointed by Council? Yes No

3. Have heritage planning policies been integrated into the municipal Master Plan or its equivalent? Yes No

If yes, please elaborate:

Regional Heritage Management Plan, Victoria District Economic Development Strategy

4. Are there examples of the municipality investing in the heritage conservation of municipally-owned historic properties? Yes No

If yes, please elaborate:

Council has been providing an annual Capital Budget to the Heritage Board.

5. Is there a program of municipal heritage incentives to encourage private sector investment in heritage properties, either commercial or residential? Yes No

If yes, please elaborate:

Victoria District National Historic Site Caveat Program & Victoria District Economic Development Strategy

6. Are there regulations in place to protect heritage places (bylaws, zoning, etc.)? Yes No

If yes, please specify:

Provisions in place within the Land Use Bylaw, Area Structure Plans, and Municipal Development Plan

7. Has the municipality formally designated heritage properties and/or districts? Yes No

If yes, please specify the number of:

Individual Properties: 10 Heritage Conservation Districts: 2

8. Does the municipality participate in or support the development and delivery of:

Historic Tours Plaque Program Doors Open Days Other

If you selected other, please specify:

Economic Development based on heritage, indigenous, and cultural tourism.

SIGN OFF Name: Lydia Cielin Title: Assistant CAO
 Organization: Smoky Lake County

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EVIDENCE OF SUPPORT FORM

The following form should be completed by the local or provincial/territorial heritage organization or community organization supporting the submission package. Please submit additional copies of this form for each additional supporter.

Alberta Culture, Multiculturalism, and Status of Women Heritage Division

(name of supporting organization or agency)

supports the submission package of

Smoky Lake County

(name of nominated town city rural region or district)

for the 2020 Prince of Wales Prize for its exemplary

commitment to heritage conservation.

Authorized Representative: Rebecca Goodenough

Title: Manager, Historic Places Research and Designation

Phone Number: 780-431-2309

Email: rebecca.goodenough@gov.ab.ca

Questions?

Contact Emily Boulet, Development Manager at eboulet@nationaltrustcanada.ca or 1-866-964-1066 ext. 230.

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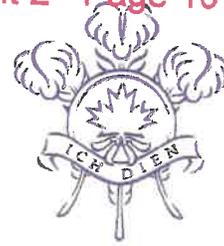
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Smoky Lake County

Nominator Contact Details

Name: Kyle Schole

Title: Planning, Development, & Heritage Assistant

Organization: Smoky Lake County

Phone: (780) 656-3730

Email: kschole@smokylakecounty.ab.ca

Prince of Wales Prize

Community Name: Smoky Lake County

Province / Territory: Alberta

Population: 2,461 (2016)

Name of Designated Official: Lydia Cielin, Assistant CAO

Brief Community Description: Scenic Smoky Lake County is located about an hour Northeast of Edmonton Alberta, stretching north from the amazing North Saskatchewan River. Home to numerous lakes, agricultural lands, recreational, and natural areas, the municipality also encompasses the expansive Victoria District National Historic Site, a picturesque cultural landscape, which provides an exceptional illustration of major themes in prairie settlement, including fur-trade, Métis river lots, mission, agricultural development, and eastern European immigration. The District has long been a focal point, known across the region as a space for inter-cultural learning and connection to the past.

Community Website: <http://www.smokylakecounty.ab.ca/>

Written Description

Please tell us why this community deserves to be recognized with a national award.

Smoky Lake County has embarked on an extraordinary path of heritage management planning, driven largely through collaborative initiatives, grassroots, and community consensus.

Beginning in the late 1990s, the Victoria Home Guard Historical Society (VHGHS) initiated a bid to achieve national designation for the Victoria District. This goal was successfully realized in 2001, creating one of the largest National Historic Sites in Western Canada, encompassing ~10,500 acres and *dozens* of privately owned lands.

In the intervening years since then, Smoky Lake County has shown sustained leadership in this area:

- Victoria District Cultural Landscape Inventory and Analysis (2007)
- Victoria District Commemorative Integrity Statement (2008)
- Establishing a Council-appointed Smoky Lake County Regional Heritage Board (2008)
- Historic Resource Designations Program under the *Historical Resources Act* (ongoing)
- Regional Heritage Survey & Inventory (2012)
- Regional Heritage Management Plan (2012)
 - Incorporation of heritage managing planning into the:
 - Municipal Development Plan (MDP) (2012) and
 - Land Use Bylaw (LUB) (2014)
 - Victoria District Area Structure Plan (ASP) Bylaw 1305-17 (2017)
- Victoria District Economic Development Strategy (2020)
- Smoky Lake County - Lamont County Intermunicipal Development Plan (IDP) (Anticipated Spring 2021)

In particular, the Victoria District Area Structure Plan (ASP) represents a seminal application of statutory municipal authority under the Alberta *Municipal Government Act* (MGA) in the ongoing guidance of development within the District, in order to complement (and indeed, enhance) its heritage values, significant features, and natural beauty.

National Historic Site Designation in Canada is largely commemorative in nature. By leveraging the municipal planning authority vested in the MGA, Smoky Lake County has implemented important measures in order to achieve the protection and preservation of the integrity of several heritage values which would otherwise be vested in a management plan. These include establishing design elements, preserving viewsapes and lot lines, as well as establishing a clear, fair, and consistent process for managing small and large-scale developments ranging from residential uses to aggregate and gravel extraction.

A result of the culmination of four years of work on behalf of the County and its consultant Municipal Planning Services (MPS), the ASP has directly and perceptibly contributed both to a soothing of local tensions among landowners, natural resource extractors, farmers, developers, and heritage advocates. It both allows for future development, while also navigating said development in such a way as to preserve and promote existing heritage values and encourage shared use. Indeed, the District has recently seen a significant investment to the tune of a \$10 Million Cultural Gathering Center constructed by the Metis Nation of Alberta.

Recently adopted as a joint initiative between the Town and County of Smoky Lake, the ambitious Victoria District Economic Development Strategy signals a re-commitment to heritage management and aims to leverage the vast wealth of historic resources encompassed in the District for heritage and cultural tourism purposes. The Strategy outlines a ten-year vision for municipal investment, enhanced story telling, conservation, and re-investment in heritage both within and without the District.

Finally, a forthcoming Intermunicipal Development Plan (IDP) between Smoky Lake and Lamont Counties will also further strengthen the protections afforded to the Victoria District, potentially including development referrals and inter-organizational cooperation and knowledge sharing.

For years, indeed, decades, Smoky Lake County has prioritized heritage, and this is set to continue into the 2020s and beyond.

Key Players

Please add up to ten (10) Key Players associated with the community.

Name | Title | Organization | Phone | Email | Role in Community

Lydia Cielin | Assistant Chief Administrative Officer | Smoky Lake County | 780-656-3730 | lcielin@smokylakecounty.ab.ca | Municipality

Kyle Schole | Planning, Development & Heritage Assistant | Smoky Lake County | 780-656-3730 | kschole@smokylakecounty.ab.ca | Municipality

Jane Dauphinee | Principal & Senior Planner | Municipal Planning Services (MPS) | 780-486-1991 | j.dauphinee@munplan.ab.ca | Planning Consultant

Noreen Easterbrook | Chairperson | Smoky Lake County Regional Heritage Board (SLCRHB) | 780-656-2114 | eastklym@mcsnet.ca | Community

Elaine Breadon-Pieche | Secretary | Victoria Home Guard Historical Society (VHGHS) | 780-383-2202 | vpeiche@telus.net | Community

Juanita Marois | Executive Director | Metis Crossing | 780-722-1993 | jmarois@metis.org | Community

Bernice Macyk | Chief Administrative Officer | Village of Waskatenau | 780-358-2208 | info@waskatenau.ca | Municipality

Adam Kozakiewicz | Chief Administrative Officer | Town of Smoky Lake | 780-656-3668 | cao@smokylake.ca | Municipality

Rebecca Goodenough | Manager, Historic Places Research and Designation | Alberta Culture | 780-431-2309 | rebecca.goodenough@gov.ab.ca | Province of Alberta

James Leppan | Manager, Experience Development, North | Travel Alberta | 780-920-4573 | james.leppan@travelalberta.com | Province of Alberta

Supporting Material

Please upload up to ten (10) relevant photos.

- [IMG_20200206_115507.jpg](#)
- [DSC_9921.jpg](#)
- [IMG_P5448.jpg](#)
- [IMG_20190724_110335_667.jpg](#)
- [d19d88b0866582d0761675f1dc96a6ef.jpg](#)
- [bd66f8724561938865b6f2db460883e2.jpg](#)
- [b86ccc82994da70b73acaf43c457a5f4.jpg](#)
- [386817_403008939764414_1395662915_n2.jpg](#)
- [558c397a201ed2999e284e55397d052b.jpg](#)
- [1.-1305_17_Victoria_District_Area_Structure_Plan_CONSOLIDATION-0.1.pdf](#)

**SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO. 1372-20**

**BEING A BYLAW OF SMOKY LAKE COUNTY IN THE PROVINCE OF ALBERTA FOR
THE PURPOSE OF ADOPTING THE VICTORIA DISTRICT ECONOMIC DEVELOPMENT
STRATEGY.**

SMOKY LAKE COUNTY - Bylaw No. 1372-20
a Municipal Corporation, in the Province of Alberta
4612 McDougall Drive, Box 310
Smoky Lake, Alberta T0A 3C0

OF THE FIRST PART

AND

TOWN OF SMOKY LAKE - Bylaw 006-2020
a Municipal Corporation, in the Province of Alberta
56 Wheatland Avenue, Box 460
Smoky Lake, Alberta T0A 3C0

OF THE SECOND PART

WHEREAS, the Victoria District National Historic Site of Canada was Designated by Order of the Canadian Minister of Heritage on October 17th, 2001, on the recommendation of the National Historic Sites and Monuments Board of Canada under the *Canada Historic Sites and Monuments Act* R.S.C., 1985, Ch. H-4, and thanks largely to the work and advocacy of the Victoria Home Guard Historical Society (VHGHS);

AND WHEREAS, the Victoria District National Historic Site Commemorative Statement of Integrity (2008) outlines the heritage values of the District, which under the Standards and Guidelines for the Conservation of Historic Places in Canada must be conserved and protected for the continued historical significance and integrity of the District;

AND WHEREAS, the Victoria District is unique and significant in Alberta and Western Canada, and has long been a focal point of Smoky Lake County, serving as a cultural gathering place for residents and visitors alike;

AND WHEREAS the *Municipal Government Act*, R.S.A. 2000, Ch. M-26 as amended ("the Act") provides that a Municipal Council may pass such bylaws to enter into an agreement as to the joint control and management of anything that concerns respective municipalities;

AND WHEREAS, pursuant to the *Municipal Government Act*, R.S.A. 2000, Ch. M-26, the purposes of a municipality are to provide good government, to foster the well-being of the environment, to provide services, facilities or other things that, in the opinion of Council, are necessary or desirable for all or a part of the municipality, to develop and maintain safe and viable communities, and, to work collaboratively with neighbouring municipalities;

AND WHEREAS, Smoky Lake County Council and the Smoky Lake Town Council have each respectively adopted Municipal Development Plan Bylaws 1249-12 and 012-12 as amended, both of which establish the objectives 'to support and promote cultural tourism initiatives' as well as 'to cooperate with regional partners to encourage local and regional tourism';

AND WHEREAS, the Municipal Corporations of **Smoky Lake County**, and the **Town of Smoky Lake**, (referred to hereinafter as "the Parties") are local authorities, in the Province of Alberta;

Bylaw 1372-20: Victoria District Economic Development Strategy

SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO. 1372-20

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

1. This Bylaw may be cited either as the
 - i. "Victoria District Economic Development Strategy" or,
 - ii. "Smoky Lake Tourism Economic Development Strategy"
2. The Victoria District Economic Development Strategy attached hereto as "**Appendix A**" of this Bylaw is hereby adopted.
3. This Bylaw shall come into force and effect on the final date of passing thereof.
4. This Bylaw may be amended by Bylaw in accordance with the Alberta *Municipal Government Act*, R.S.A. 2000, Ch. M-26, as amended.
5. Should any provision of this Bylaw be found invalid, the invalid provision shall be severed, and the remaining Bylaw shall be maintained.

READ A **FIRST TIME** IN COUNCIL THIS 29th day of **MAY**, AD 2020.

REEVE

seal

CHIEF ADMINISTRATIVE OFFICER

READ A **SECOND TIME** IN COUNCIL THIS 26th day of **JUNE**, AD 2020.

READ A **THIRD AND FINAL TIME** THIS 26th day of **JUNE**, AD 2020.

REEVE

seal

CHIEF ADMINISTRATIVE OFFICER

Bylaw 1372-20: Victoria District Economic Development Strategy

**SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO. 1372-20**

IN WITNESS WHEREOF this bylaw is executed on behalf of the participating Municipalities, by the hands of their officers duly authorized in that behalf and under each municipal seal affixed:

SMOKY LAKE COUNTY

Reeve
Smoky Lake County

Chief Administrative Officer
Smoky Lake County

DATE: _____

DATE: _____

TOWN OF SMOKY LAKE

Mayor
Town of Smoky Lake

Chief Administrative Officer
Town of Smoky Lake

DATE: _____

DATE: _____



Smoky Lake Heritage Train Station as seen along the Iron Horse Trail



Vilna Pool Hall Provincial Historic Site



Victoria Trail Municipal Historic Area in autumn, by Steve Ricketts



Thanks to Tony Sefton and the team at Vision *'the Experience Specialists'* (Vision XS) for assistance in the formulation of this Strategy.

For hundreds of years, people have traveled to visit, live, and play in the Smoky Lake region because of the culture, heritage, and natural beauty of this area. This place is special. Together, we will continue to conserve it for the enjoyment of future generations.



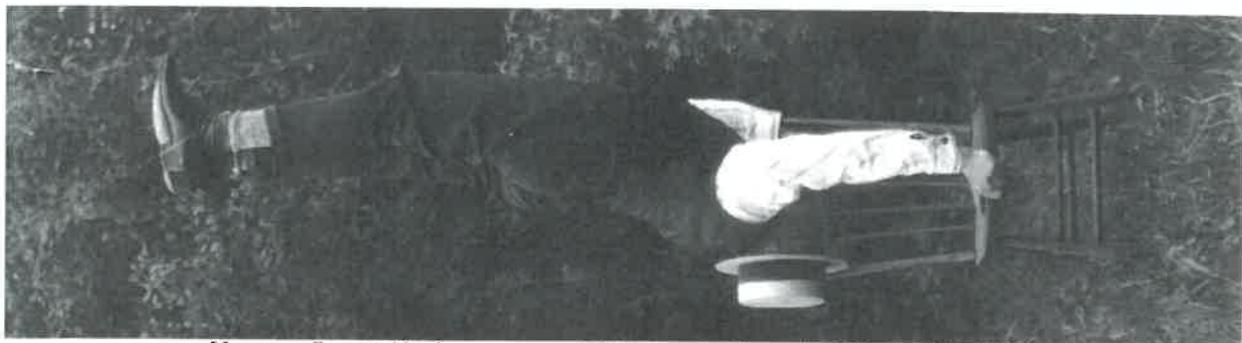
Victoria Settlement, by Linda Treleaven



Pumpkin Park in Smoky Lake, by Linda Treleaven



Threshing Demonstration at Smoky Lake Pumpkin Festival 2013, by Bill Trout



**Man standing upside down on chair, Smoky Lake, Alberta. [c.1927], by Gavinchuk
Courtesy of the Provincial Archives of Alberta**

*Appendix 'A' Cover/Rear Photos: River Views from Métis Crossing, within the Victoria District by Kyle Schole

APPENDIX 'A'

SMOKY LAKE COUNTY
TOWN OF SMOKY LAKE

BYLAW 1372-20
BYLAW 006-2020

VICTORIA DISTRICT ECONOMIC DEVELOPMENT STRATEGY



May 2020



Patio Sunrise at the Métis Crossing Cultural Gathering Center



'Jigging' Lessons



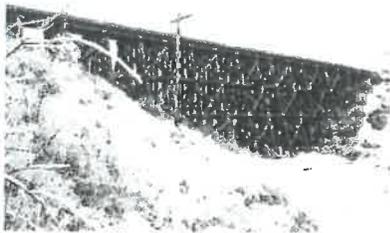
'Paddle into the Past' on the North Saskatchewan River



The Victoria District was Designated a National Historic Site of Canada by Order of the Minister of Canadian Heritage in 2001, thanks primarily to the hard work and advocacy of the Victoria Home Guard Historical Society (VHGHS).



This Strategy owes a special thanks to the multitude of residents of the Smoky Lake region who continually cherish, and work/volunteer to improve their community.



Waskatenau Creek Train Trestle in winter, by Kyle Schole



Flag Raising Ceremony for Métis Week 2019



Russo-Greek Orthodox Church Provincial Historic Site



2019 Smoky Lake Stampede Rodeo

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1. Introduction

a. Executive Summary

The adopting of this Bylaw represents the Victoria District Economic Development Strategy as a concept, a vision, and a path forward. Moving beyond concept and into implementation may likely require additional bylaws, subject to continued public participation.

Project Brief

Aim of the tourism investment strategy:

To move the Smoky Lake Tourism economy from its current \$8 million to c\$70 million in ten years creating 700 new jobs and raising the county population from 4200 to 4800. The plan is to eventually grow to 1000 units of accommodation and attract 120,000 people a year staying 2-3 nights in the region. On a busy day in 5 years this equates to an additional 1500 people across the region and 5000 on a peak day of which there will 3 or 4 each year.

The Tourism Strategy - Based on Local:

Experiential Education + Heritage + Nature + Agriculture + Culture + Food & Drink

Involves starting in the Victoria Settlement area with Metis Cross and 2 new attractions and then spreading the tourists around the region by introducing the Smoky Lake Ring that utilize the historical Victoria Trail and Iron Horse Road with two new links to create 100 km circulation way for walkers, cyclists, horse and carts, e-bikes, skidoos, dog sleds and many more. Along this Ring will be 6-8 new attractions plus food and beverage, retail and accommodation. Events will be expanded and introduced to spread the tourist income around the year.

The Smoky Lake Tourism Company (SLTC)

A new company that brings investment

This will be a partnership between Smoky Lake County, Smoky Lake Town, operators, and investor(s). The new company will invest in infrastructure, attractions, and accommodation in order to make the whole system work. It will also take responsibility for the local marketing and partner with Travel Alberta to bring international visitors.

After a ten-year period, the company will operate around 20-30% of the tourist operations and work with many private companies to work as one to achieve success.

Infrastructure and a Tourism Levy

Making sure the numbers add up across the region

Around 50% of the total SLTC investment will be into infrastructure. The Town and County will explore paying for this over many years by introducing a 6% levy or business licence on tourism activities including food and beverage operations with residents of the Smoky Lake region obtaining an exception card. This 6% will also go on accommodation which already has a Provincial Tourism Levy of 4%.

b. Introduction of Councils



**Hank Holowaychuk,
Mayor**



**Dan Gawalko,
Division 1 Councillor**



**Daniel Kotylak, Town
Councillor**



**Johnny Cherniwchan,
Division 2 Councillor**



**Terry Makowichuk,
Councillor**



**Craig Lukinuk,
Division 3 Councillor,
Reeve**



**Melody Morton,
Councillor**



**Lorne Halisky,
Division 4 Councillor**



**Ross Whitelaw,
Deputy Mayor**



**Randy Orichowski,
Division 5 Councillor,
Deputy Reeve**



c. Ministerial Greetings



ALBERTA
CULTURE, MULTICULTURALISM AND STATUS OF WOMEN

Office of the Minister



**Message from Honourable Leela Sharon Aheer
Minister of Culture, Multiculturalism and Status of Women**

Stretching back along the north bank of the North Saskatchewan River, the Victoria District National Historic Site captures the spirit of Alberta's settlement, mission, trade, and agricultural heritage.

Rich in history from First Nations, Metis, and Ukrainian-Canadians, the district has become a cornerstone of cultural and economic prosperity. It is full of amazing Alberta stories and is home to several of our treasured Provincial Historic Resources, including buildings at Victoria Settlement Historic Site and the Macdonald Stopping House. The area offers opportunities for people to connect with our past, and facilitates greater intercultural understanding and awareness.

Congratulations for embarking on an Economic Development Strategy for the Victoria District. I applaud the work embodied within this strategy and I look forward to witnessing the results.

Leela Sharon Aheer
Minister

Room 227 Legislature Building, 10800-97 Avenue, Edmonton, Alberta T5K 2B6 Canada Telephone 780-422-3559

Printed on recycled paper

The Honourable Leela Sharon Aheer

Minister
of Canadian Heritage



Ministre
du Patrimoine canadien

Ottawa, Canada K1A 0M5



The Victoria District represents everything that is great about Canada. This National Historic Site on the North Saskatchewan River has welcomed people of all cultures for hundreds of years and continues to play an important role in the community's future. This area not only holds significance to various First Nations, Métis and Ukrainian Canadians, it also continues to drive the tourist and creative economy in Smoky Lake.

That is why I am encouraged by the development of the Victoria District Economic Development Strategy. This document will help ensure that this historic district will remain a compelling cultural destination to visitors and an important part of the economy for area residents. I look forward to seeing the results of this strategy, not to mention the opening of the Interpretive Center at Métis Crossing this coming spring.

As Minister of Canadian Heritage, I would like to thank everyone involved for their hard work in crafting this visionary strategy and their dedication to our country's culture and heritage.

La région de Victoria représente tout ce qu'il y a de merveilleux au Canada. Baigné par la rivière Saskatchewan Nord, ce lieu historique national accueille des gens de toutes les cultures depuis des centaines d'années et joue un rôle important dans l'avenir de la collectivité. Non seulement cette région est-elle importante pour des Premières Nations, des Métis et des Canadiens d'origine ukrainienne, mais elle stimule aussi l'économie touristique et créative dans le comté de Smoky Lake.

C'est pourquoi je suis ravi de l'élaboration de la stratégie de développement économique de la région de Victoria. Cette stratégie permettra à cette région historique de demeurer une destination culturelle attrayante pour les visiteurs et un élément important de l'économie pour les résidents. J'ai hâte de voir les résultats qui découleront de cette stratégie, sans oublier l'ouverture du Centre d'interprétation de Métis Crossing au printemps prochain.

À titre de ministre du Patrimoine canadien, je tiens à remercier tous ceux et celles qui ont contribué à l'élaboration de cette stratégie visionnaire. Meroi de votre dévouement envers la culture et le patrimoine du pays.



The Honourable / L'honorable Steven Guilbeault

Canada

The Honourable / L'honorable Steven Guilbeault

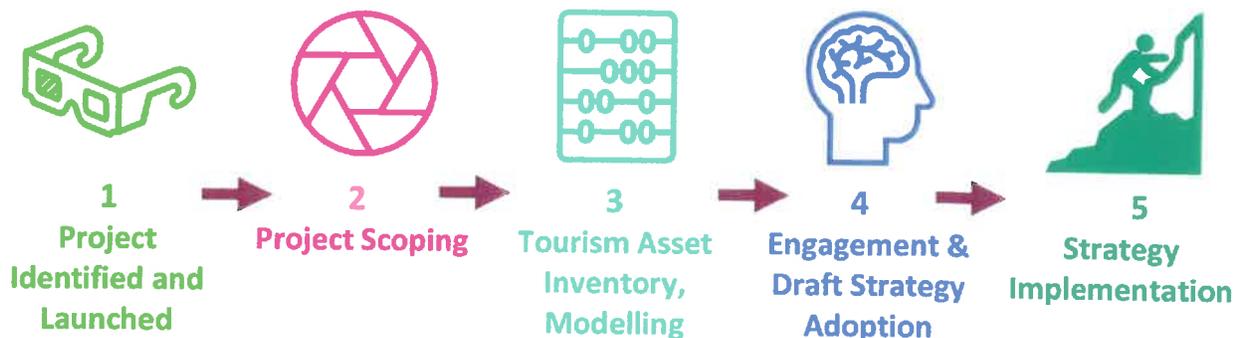
d. Project Purpose

Note: Strathcona County is presently considering a *Draft Tourism Strategy and Implementation Plan*, within which there is considerable alignment, especially of rational. As such, this Strategy borrows language and reasoning in its introduction.

This Strategy was originally initiated by Smoky Lake County to review the current state of tourism in the community and develop an approach for its future development. The purpose of the Strategy is to provide a shared vision for tourism in the region, a framework for stakeholders to collaborate, and a direction for tourism development over the next 10 years.

e. Process

The project has had five interconnected phases, as described below:



f. What Is Tourism?

Tourism itself as a concept is surprisingly challenging to articulate. This is in part because it is *so many* things at once! Indeed, tourism and the ‘visitor economy’ is a dynamic and competitive industry with no one single universally accepted definition.

For the purposes of this Strategy, tourism can be very broadly understood as:¹

“The activities of people travelling to places outside their usual environment for leisure, business or other purposes for not more than one consecutive year.”

Under the North American Industry Classification System, we can also further define tourism as an economic sector made up primarily of five industries: *Accommodations, Food & Beverage, Recreation & Entertainment, Transportation, and Travel Services.*

g. The Visitor Economy

The visitor economy refers to the widespread and often hidden benefits the Smoky Lake region receives from the dollars spent by travelers. However, tourism is more than just a business sector; it is an economic driver that crosses multiple industries and supports growth in multiple ways. For example:²

A family from California travels to an Alberta ranch to take part in a cattle drive. They take a flight, rent a car, stay in a local accommodation, and rent or buy equipment. This is the “direct” impact of the visitor economy: local businesses receive money from tourism spending.

As a result of this spending, the business offering the cattle drive experience is able to make a profit and hire more staff. This “indirect” impact of tourism spending produces a multiplying effect as an economic driver by increasing wages, salaries, profits and other business costs. Also, as more visitors come to the ranch, more work is generated in the supply chain, as wholesalers, food and beverage suppliers, tour planners, retailers, manufacturers, etc., are called upon to meet customers’ demands.

The new employees hired by the ranch now have money to spend on clothes, food, transportation, entertainment and to pay taxes. This is the “induced” impact of the visitor economy.

The ripple or spillover effects of this induced impact are felt as income, and taxes are spent throughout the province on housing, education, transportation, infrastructure, energy, communication, health care and other personal expenditures.

The end result is that tourism dollars circulate throughout the economy, amplifying their impact along the way, resulting in support for community building and economic well-being.



h. Alberta's Tourism Industry

Another way of understanding the positive ripple effect of tourism in Alberta is by viewing it through the characterizing lens of an “industry of industries,” being comprised of all businesses, organizations and individuals that provide services and experiences to travellers.³

Tourism's positive reach goes far beyond the direct front-line. It is inclusive of many other supporting industries.

Specifically, tourism has significant strategic value to the province and the Smoky Lake region for the following reasons:⁴

- **Tourism is an economic platform** - tourism crosses many sub sectors (transportation, food and beverage, recreation, culture) and has a broad and diversifying effect on the economic base of the province.
- **Tourism has growth potential** - research has demonstrated that both domestic and international visitors have an increasing, and strong interest in visiting Alberta destinations.
- **Tourism is part of the rural development agenda** - many communities see the potential to grow tourism as part of their plans to diversify their local economy. Festivals and events, agritourism and nature-based tourism offer great opportunities for the development of new products in rural areas, such as those in Smoky Lake region.
- **Tourism contributes to the awareness and positive image of communities in the global marketplace** - tourism can enhance the reputation and awareness of communities on a worldwide basis. Tourists are potential investors and can become valuable ambassadors for business development and talent attraction in Smoky Lake region.



Scenes Across the Smoky Lake region

i. Community Benefits of Tourism

Tourism has the potential to provide compelling community benefits for the Smoky Lake region, as well.⁵



A source of community pride – Celebrating local culture and sharing it with the world can be a significant source of pride for communities, individuals, and cultures.



Capacity to encourage community engagement – Tourism can provide opportunities for individuals within the community to become engaged through business, volunteerism, event/activity execution and interpretation of local culture.



Enhancements to the quality of life for residents – Communities that embrace tourism can often justify enhancements to infrastructure, events and activities well beyond what could be achieved without a stable source of external revenue flowing into the community. Local community members benefit from enhanced amenities.



Preservation and Enhancement of Built and Natural Environments – The tourism industry can also contribute to the preservation and revitalization of built and natural environments in the Smoky Lake region.

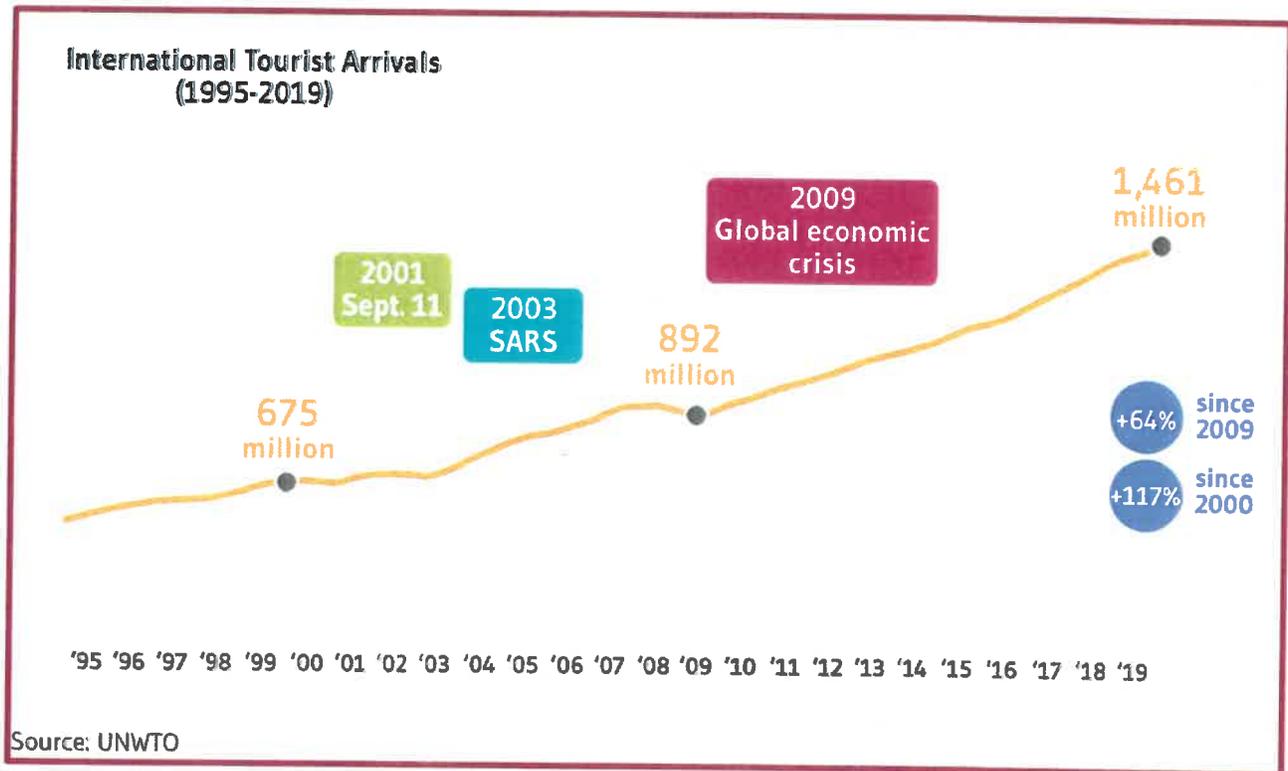
When a destination's unique characteristics (e.g. special landscapes, authentic culture, history, etc.) are leveraged as tourism products, they acquire an enhanced value that goes beyond the economic considerations. Travellers experience an emotional connection to the places they visit, while residents find a newfound significance for things that they may have taken for granted before. The addition of such values provides the motivation to further protect significant community assets and, in some cases, enhance them.

This Strategy has been conceived with two key concepts especially in mind:

- 1) When tourism works, Albertans work.
- 2) If tourism is not working for residents of the Smoky Lake region, then it isn't working.

j. Resilience of Tourism

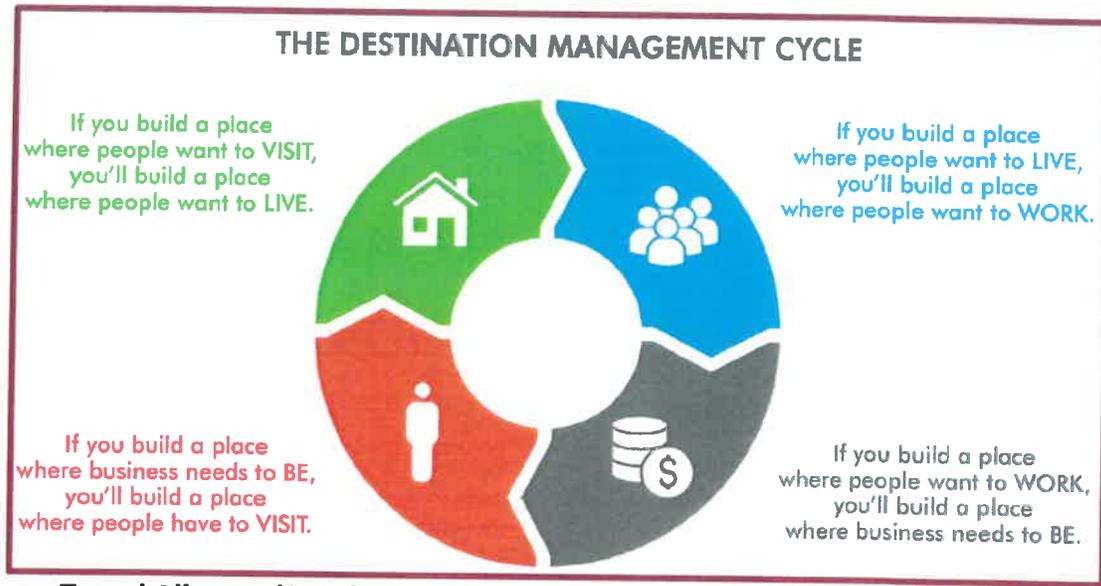
As a global industry, tourism has a strong history of growth and has been proven to be resilient through significant crises and events. International tourism has seen continued expansion over the past few decades, despite occasional shocks. In the past 20 years, international tourist arrivals have risen from 675 million in 2000 to 1.5 billion today. This dramatic growth demonstrates the sector's strength and resilience (see Figure below).⁶



k. Why Invest?

The Smoky Lake region already experiences benefits of the visitor economy. Given its strategic location, strong support from stakeholder groups, and a multitude of assets presents a significant opportunity for tourism development.

A strategic investment now will help tourism flourish and support other industries in the region for years to come. This will result in enhanced economic and social benefits for the community. A conceptual model of how these benefits come to be is provided in the Destination Management Cycle (see below).



Source: Travel Alberta. (2018).

A strategic investment now will help tourism flourish and support other industries in the region for years to come. This will result in enhanced economic and social benefits for the community.

I. PROVINCIAL TOURISM GOAL:

Double tourism spending in Alberta from 10 to \$20 billion by 2030

The Government of Alberta has set an ambitious goal to double tourism spending in Alberta to \$20 billion by 2030.⁷ To achieve this goal, new destinations will need to be developed to attract visitors and increase spending in the Province. The Smoky Lake region could be one of the destinations that will help achieve this broader goal.

Tourism can play a key role in talent attraction and the broader economic development goals of communities.



m. Trends in Tourism

GROWTH IN TOURISM WORLD-WIDE

- Tourism is one of the largest industries in the world, with Tourism equating to 10% of total Global GDP⁸



EXPERIENCES VS MATERIAL GOODS

- Today's visitors are seeking experiential tourism products that connect them to the people and places they visit.
- 78% of people ages 25 - 40 prefer to spend their money on experiences rather than on material goods.⁹



LOCALISM

- Consumers are embracing products that have local credentials or claims as they consider these products to be better quality, healthier, more sustainable, and more authentic.¹⁰
- Examples of these products include craft beer, farm-to-table offerings, and local festivals that highlight community values.



DESTINATION STEWARDSHIP

- *"Destination management addresses the interactions between visitors, the industry that serves them, the community that hosts them, and the environment (natural, built and cultural)."* - UNWTO, 2019



COMMUNITY ALIGNMENT

- The most effective destinations have the support of government and area residents who believe that the visitor economy positively impacts their community and elevates their overall quality of life.
- When government, businesses and residents agree on the value of the visitor economy, then it is much easier to build support for new initiatives that will grow tourism.



TOURISM GROWTH AND SUSTAINABILITY

- In this case, sustainability refers to the environmental, economic, and socio-cultural aspects of tourism development. A suitable balance must be established between these three dimensions to promote long-term sustainability.
- Increasingly, destinations are realizing that their efforts to grow tourism must be pursued within the wider context of the economic, social, and environmental needs of their communities. According to UNWTO, sustainable tourism should:¹¹



1. Make optimal use of environmental resources while maintaining essential ecological processes and helping to conserve natural heritage and biodiversity.
2. Respect the socio-cultural authenticity of host communities, conserve their built and living cultural heritage and traditional values, and contribute to intercultural understanding and tolerance.
3. Ensure viable, long-term economic operations, providing socio-economic benefits to all stakeholders, that are equitably distributed.



Sustainable tourism development requires the informed involvement of all relevant participants, as well as strong political leadership to ensure wide participation and consensus building.

n. THE IMPACT OF COVID-19



- The COVID-19 crisis is unprecedented, and tourism has been one of the most negatively affected sectors.¹²
- As the world responds to and recovers from this global health emergency, there is a good chance that the tourism sector will need to evolve. The full impacts of the crisis cannot be known at this time, although, at the time of writing this report, it appears clear that significant recovery efforts will be needed.
- The direction put forward in this document should be adjusted as necessary to respond to the most pressing future needs.
- Sound planning, preparation and strategic investment will put the region in a position to begin to rebound from this tremendous economic and social shock.



Heritage buildings at Métis Crossing

Smoky Lake Stampede Parade

o. Tourism Development

Ansoff's Product/Mission Mix is a tool which may be utilized to conceptualize the Strategy for tourism development (see Figure below).

This model helps to frame what direction tourism development should take. Ansoff's Matrix identifies four different strategies, which can be described as follows:

Market Penetration (existing products in existing markets)

- Expanded provision of existing product for existing markets.

Market Development (existing products in new markets)

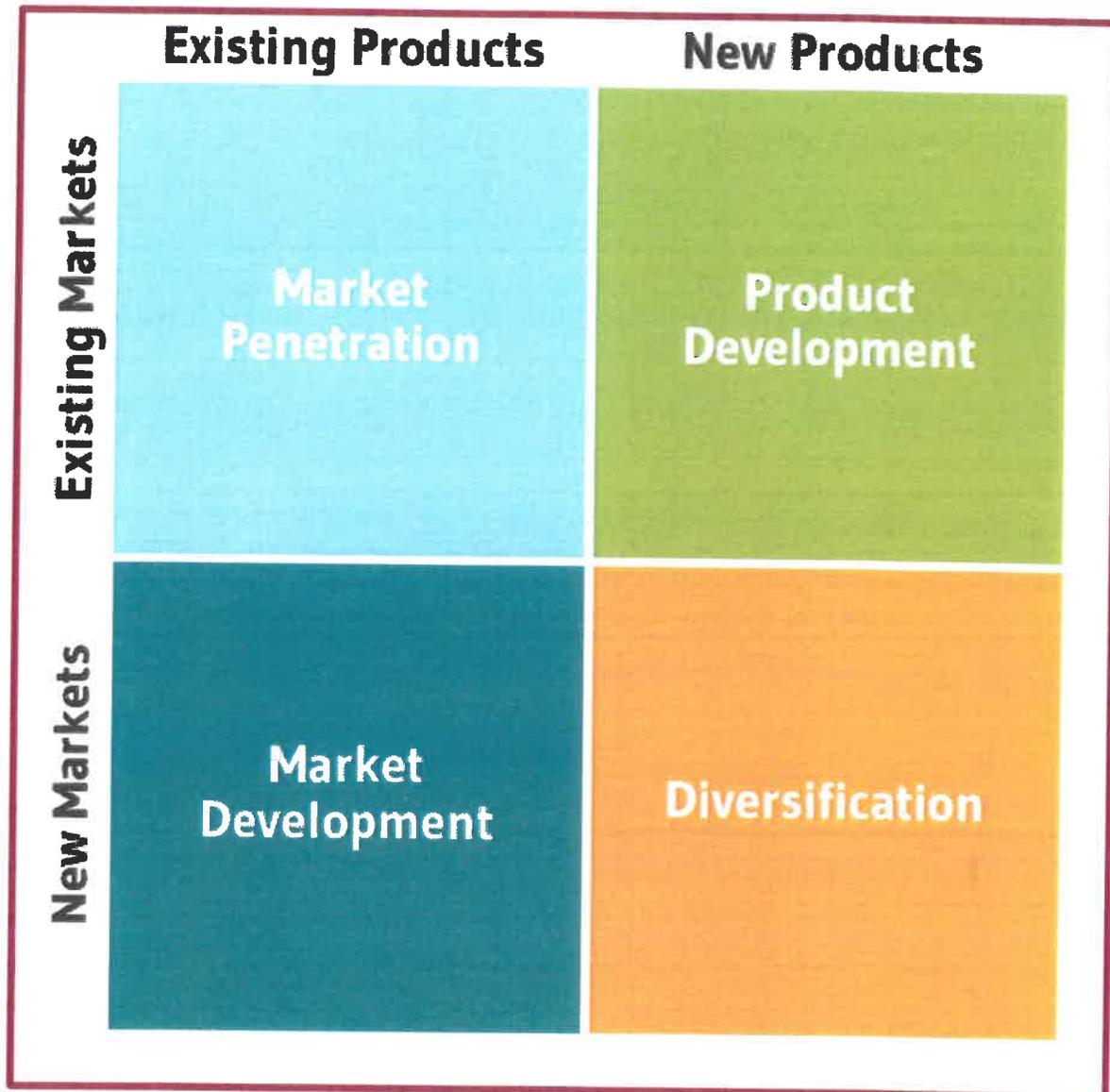
- Focus on existing products promoted to market segments currently not highly engaged.

Product Development (developing new products for existing markets)

- Expansion of current products or addition of new products for existing markets.

Diversification (developing new products for new markets)

- Develop new products specifically designed to attract and engage new markets.



Ansoff's Product/Mission Mix

p. Opportunities for Regional Collaboration

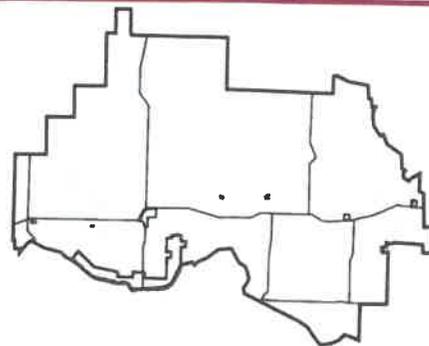
The Smoky Lake region stands to benefit from cooperating, both internally and externally.

This cooperation can and should take many forms, including collaboration at the policy and legislative level among municipalities, joint marketing initiatives, coordinated event attraction, as well as product development and packaging.

During the creation of this Strategy, numerous potential partners and supporting bodies have been identified and engaged with. The engagement process is to be continuing and ongoing into the future, as new or additional partnerships are identified, discovered, or created.



Connectivity & Collaboration



The Victoria District National Historic Site, within the Smoky Lake region

Smoky Lake County Regional Heritage Board (SLCRHB)

ESTABLISHED BY COUNTY BYLAW 1236-11, SLCRHB IS MANDATED TO:

- Manage aspects of the survey, identification, evaluation, designation, preservation, restoration, planning, financing and development of the heritage
- Advise Council on all policy and regulatory matters relating to heritage and heritage resources
- Stimulate in the general public an appreciation and knowledge of heritage and heritage activities, and encourage, promote and advocate for the preservation and safeguarding of the integrity of landscape heritage, ecological heritage, cultural heritage events and built heritage



2. Background & Project To-Date

In the 2018 - 2020 Smoky Lake County Strategic Plan,¹³ County Council identified a series of priorities, including an Economic Development Plan leveraging the Victoria District as a tourism asset. The Strategy is to be completed by Q3 of 2020.

2018-2020 Strategic Priorities

Values	Strategic Priorities
<ul style="list-style-type: none"> Integrity Respect Transparency Collaboration Leadership 	<ul style="list-style-type: none"> Economic Development Land Use Bylaw Changes Q4 2018 - Q3 2019 Victoria District Economic Development Plan Q4 2018 - Q3 2019 Wagner-Petersen Task Force Q4 2018 - Q3 2019 Perennial Park Q4 2018 - Q3 2019 Infrastructure Regional Park Study Q4 2018 - Q3 2019 Water Accessory Plan Q4 2018 - Q3 2019 Government Develop the Victoria District Q4 2018 - Q3 2019 District High Priority Q4 2018 - Q3 2019 IR Study Q4 2018 - Q3 2019 St. John's Q4 2018 - Q3 2019

Victoria's Message

If you talk to plan, you also win.

Everyone knows that plans are not change so readily. However, in our new County Strategic Plan, we have created a new direction and a new strategic plan.

Creation and Management of community workshops, public meetings, and public consultations, in order to reflect the new strategic plan, was an integral component of the process and is a key to our success.

Cathy Clarke from the leadership team was a great asset to all of Council and Administration in helping develop Smoky Lake County's new direction for the upcoming year. Her efforts were held and the leadership team and professionals of the Leadership team were supported by all who attended. This leadership collaborative effort has given us a great new direction for our county.

On behalf of the Council Colleagues, thank you very much to all who contributed to making our new Strategic Plan happen.

Sincerely,
Cathy Clarke
Mayor

About Smoky Lake County

Smoky Lake County is a municipality in Alberta, along Highway 28 about 100 km from the provincial capital, Edmonton. It has a land area of 1,000 km² and a population of 1,000. It is a member of the North Saskatchewan River Municipal District.

Smoky Lake County has a great opportunity for development, recreation, agriculture and affordable housing. With a strong economic base, the county has a lot to offer. We are looking for partnerships to develop our economy and improve our lives.

Smoky Lake County is very excited to welcome the growing Victoria District Community and is looking for partnerships to develop our economy and improve our lives.

Our Thinking Process

Smoky Lake County Council Retreat

Smoky Lake County Council and Management held a retreat on April 10-11, 2018. The purpose of the retreat was to determine the strategic direction and priorities of Smoky Lake County and to set the foundation for the next three years. The retreat was held at the Victoria District and was attended by all Council members and staff. The retreat was a success and resulted in the development of the 2018-2020 Strategic Plan.

Engaging the Community

Victoria District Meeting

In April 2018, all members of the community completed an online survey which had 100% participation rate. The survey results are as follows:

- Government
- Community Development
- Regional Development
- Infrastructure

The questionnaire responses were analyzed and provided to Council for consideration. The data will be used to inform the county's development, infrastructure and other plans. The survey responses were also presented to the Council and identified any items, issues or concerns raised by the community.

The Community Open House

An open house was held at the Victoria District on Thursday May 3, 2018, during which the 'open house' was presented for public feedback. Community members participated in the open house.

At the open house, the community was invited to provide feedback on the 'open house' and to provide input on the 'open house'.

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Smoky Lake County 2018 - 2020 Strategic Plan



- **May 30, 2019** - As a side-trip from the Federation of Canadian Municipalities (FCM) conference, several members of County Council and administration toured Île d'Orléans in Quebec, studying potential ways how heritage and historic assets can be leveraged to drive tourism and sustainable economic development.



During the tour, attendees visited the following attractions:

- Chocolaterie de Île d'Orléans
- St-Laurent Parc Maritime (maritime park; spoke with a local operator who ran kayak and bike rental tours)
- Manoir Mauvide Genest (historic home)
- Cidery Steinbach (Cider/agro-tourism)
- Cassis Mona & Filles (blackcurrant/agro-tourism)
- Lunch meeting with Mrs. Debbie Deslauriers, Mayor of St-Laurent, Île d'Orléans

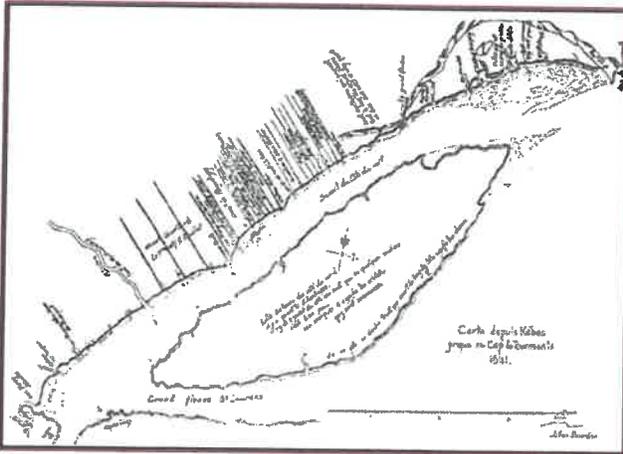
Île d'Orléans

(ENGLISH: ISLAND OF ORLEANS) IS LOCATED IN THE SAINT LAWRENCE RIVER ABOUT 5 KILOMETERS (3.1 MI) EAST OF DOWNTOWN QUEBEC CITY, QUEBEC, CANADA. THE ISLAND WAS ONE OF THE FIRST PARTS OF THE PROVINCE TO BE COLONIZED BY THE FRENCH, AND A LARGE PERCENTAGE OF FRENCH CANADIANS CAN TRACE ANCESTRY TO EARLY RESIDENTS OF THE ISLAND. THE ISLAND HAS BEEN DESCRIBED AS THE "MICROCOSM OF TRADITIONAL QUEBEC AND AS THE BIRTHPLACE OF FRANCOPHONES IN NORTH AMERICA." ...IT ATTRACTS MORE THAN 600,000 VISITORS EACH YEAR. NUMEROUS BED-AND-BREAKFAST INNS, REGIONAL CUISINE RESTAURANTS, ROADSIDE FRUIT STANDS, ART GALLERIES AND CRAFT SHOPS ALSO ATTRACT VISITORS.

- WWW.ILEDORLEANS.COM



Île d'Orléans Tours



Map of Beauré and Orléans Island, east of Quebec City, made by Jean Bourdon in 1641

NOTE: Although the tour to Île d'Orléans highlighted some similarities between the Island and the Victoria District, as well as an inspiration for cultural and heritage focused tourism, it should be noted that the Victoria District Economic Development Strategy has been created primarily with a local focus in mind.

Special Thanks to Alain Winter of Tourisme Conseil Inc. for coordinating the visit.

- **Summer 2019** - During these months, Municipal Administration solicited a series of project proposals from a number of possible consulting agencies for consideration to partner for the completion of the Strategy.



August 26, 2019
Project Scoping Workshop, led by CDS

- **August 26, 2019** - Committee of the Whole Meeting: In follow-up to the Île d'Orléans tour, a 'project scoping' workshop was facilitated by Community Design Strategies Inc., to determine the purpose, extent, focus and content of the Strategy, and to identify stakeholders and determine how public consultation would take place. A Scoping Summary was developed from this meeting which was accepted by Council on September 26, 2019.



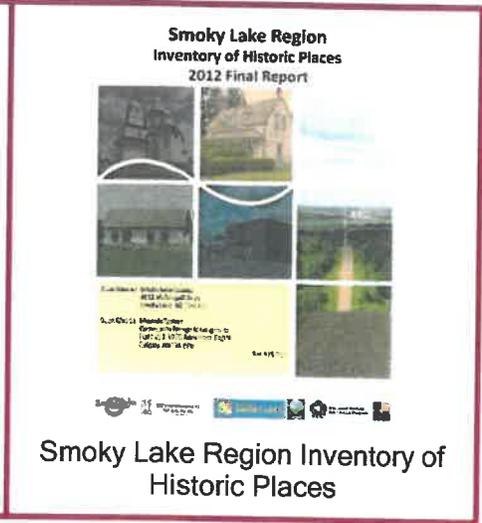
Community Design Strategies (CDS)

WITH FINANCIAL ASSISTANCE FROM THE PROVINCE OF ALBERTA, THE VILLAGES OF WASKATENAU AND VILNA, AS WELL THE TOWN AND COUNTY OF SMOKY LAKE PARTNERED WITH CDS IN 2012 TO ADOPT THE REGIONAL HERITAGE MANAGEMENT PLAN¹⁴, AND THE REGIONAL INVENTORY OF HISTORIC PLACES¹⁵. IN CONJUNCTION WITH OTHER RELEVANT BYLAWS AND POLICIES, THESE DOCUMENTS GUIDE THE HERITAGE MANAGEMENT PLANNING AND CONSERVATION OF NUMEROUS HISTORIC RESOURCES ACROSS THE REGION.

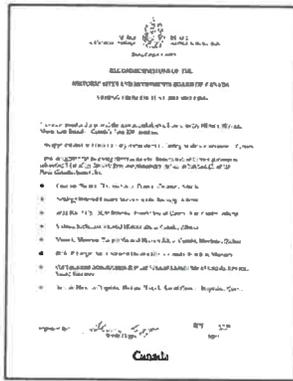
BOTH DOCUMENTS ALSO CONTRIBUTED TO THE VICTORIA DISTRICT AREA STRUCTURE PLAN (ASP) BYLAW 1302-17, WHICH PROVIDES FOR ADDITIONAL PLANNING, DESIGN STANDARDS, AND PROTECTIONS FOR THE DISTRICT.



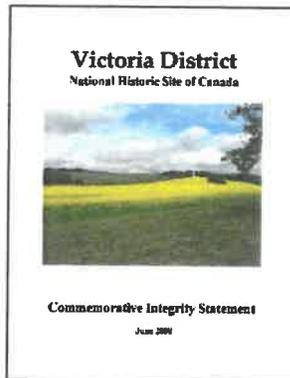
Smoky Lake Region Heritage Management Plan



Smoky Lake Region Inventory of Historic Places



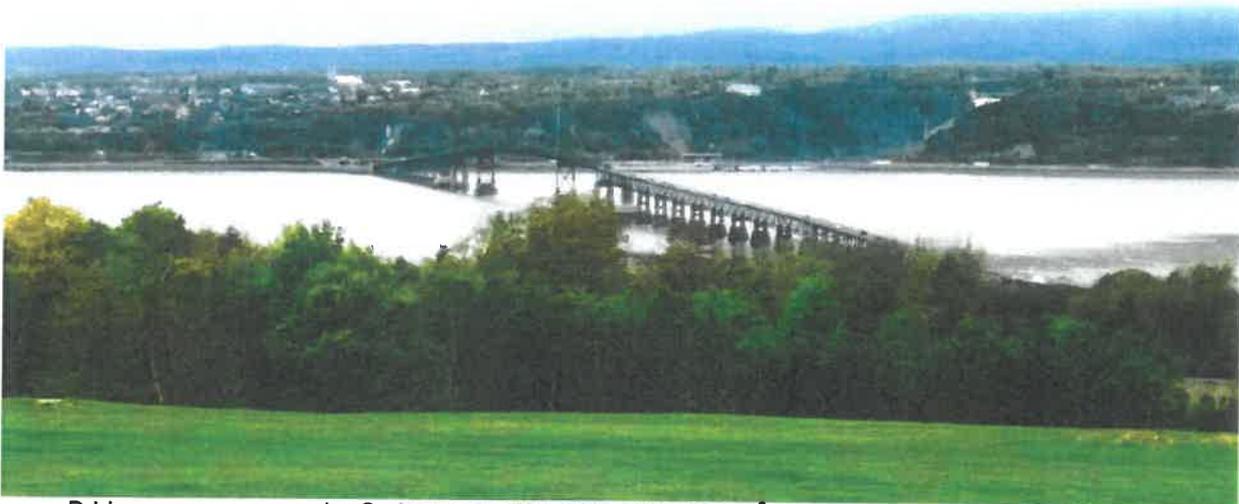
The Victoria District was Designated a National Historic Site of Canada by Ministerial Order¹⁶ in 2001



Smoky Lake County then worked with Parks Canada and local landowners to create a Cultural Landscape Inventory and Analysis¹⁷ (2007) followed by a Commemorative Statement of Integrity¹⁸ (2008), specifying the characteristics that make the District special and significant.



Aspects of the Commemorative Statement of Integrity were then integrated into the Victoria District Area Structure Plan Bylaw¹⁹ 1305-17 (2017), establishing various land use planning requirements to ensure ongoing historical integrity and proper management.



Bridge access across the St. Lawrence River from Quebec to Île d'Orléans, Site Visit May 29, 2019

- **September 24, 2019** - Municipal Administration met with Suzanne Prevost, Director Rural Development & Entrepreneurship with the Conseil de développement économique de l'Alberta regarding the Économusée framework and its potential applicability to the Strategy.



Artisans at work
ÉCONOMUSÉE® | ALBERTA

Économusée

VISITING AN ARTISAN'S WORKSHOP IS A SPECIAL OPPORTUNITY FOR DISCOVERING A TRADE AND CHATTING WITH A PERSON WHO LIVES AND WORKS IN THE AREA THAT YOU'RE EXPLORING. THIS IS A WINDOW ON THE COMMUNITY, ITS LIFESTYLE, ECONOMY, HISTORY, AND CULTURE - AN EXPERIENCE THAT ESSENTIALLY TAKES YOU DEEP TO ITS VERY SOUL.

THESE ARTISANS OPEN THE DOORS TO THEIR WORLD FOR YOU. ENJOY THE MOMENT IN THESE ENCHANTING PLACES. TAKE THE TIME TO APPRECIATE THE WORK THAT HAS BEEN ACCOMPLISHED. LEARN ABOUT THE MANUFACTURING PROCESS, FROM RAW MATERIAL TO THE FINAL PRODUCT OR ABOUT PRACTICES OF YESTERYEAR AND HOW THEY HAVE EVOLVED TODAY, WITH DUE RESPECT FOR THE HERITAGE THAT THEY HELP TO PRESERVE.

WE BELIEVE THAT CULTURAL TOURISM IS THE BEST WAY TO SHOWCASE ARTISANS

DEVELOPING A DIFFERENTIAL HERITAGE, OFFERING A DIFFERENT PATTERN OF CONSUMPTION AND INSPIRING ENTREPRENEURSHIP TAKE PLACE THROUGH DIRECT CONTACT BETWEEN THE POPULATION AND THE ARTISANS. THE ÉCONOMUSÉE® CONCEPT IS PART OF A DYNAMIC AGRO-TOURISM AND EXPERIENTIAL CULTURAL TOURISM APPROACH THAT ALLOWS PEOPLE TO:

- MEET ARTISAN ENTREPRENEURS WHO WELCOME VISITORS TO PREMISES WHERE ARTISTIC CREATION AND PRODUCTION TAKE PLACE
- GET TO KNOW, EXCHANGE AND SHARE WITH ARTISANS THE CRAFT THEY EXERCISE WITH PASSION
- DISCOVER PRODUCTION MODELS BASED ON TRADITION AND PRODUCTS CAREFULLY CRAFTED ON THE PREMISES
- ADMIRE EXCELLENCE, SAVOUR FOR THE PLEASURE OF THE SENSES AND LIVE MOMENTS OF EMOTION
- PARTICIPATE IN AN INTERACTIVE AND AUTHENTIC CULTURAL EXPERIENCE
- STAND OUT FROM THE COMPETITION

[HTTP://ECONOMUSEES.COM](http://economusees.com)

- **September 18, 2019** - A scoping debrief, and next steps were discussed, yielding a recommendation that Smoky Lake County Council establish an Ad hoc committee to move the project forward.



Project Scoping Workshop
Final Document²⁰

• **September 26, 2019 - County Council Meeting:** The Victoria District Economic Development Strategy Ad hoc Committee was formed, comprised of representatives from:

- Smoky Lake County Regional Heritage Board (Noreen Easterbrook),
- Métis Crossing (Juanita Marois),
- Victoria Home Guard Historical Society (Elaine Breadon-Peiche),
- Victoria Settlement (Suzanna Wagner),
- Smoky Lake County Administration (Jordan Ruegg & Kyle Schole),
- Community Economic Development Officer (Michelle Wright), and
- County Council (Craig Lukinuk and Lorne Halisky, with Johnny Cherniwchan as alternate).



Welcome to the Victoria District!

- **October 10, 2019 - Visioning Session:** The Victoria District Economic Development Strategy Ad Hoc Committee conducted a visioning session. Committee members were encouraged to envision what the District might look like several years (i.e. 5 years, 10 years, 20 years, etc.) from now, in order to guide the development of the Strategy.

The Ad Hoc committee aligned on three values:

- heritage integrity and ecological preservation,
- desire to share our regional assets with others,
- and maintaining our community.

- **December 1-6, 2019:** The Smoky Lake County Planning and Development Services Department as well as other municipal managers and senior administration attended a series of meetings to discuss the next steps for the Strategy.
- **December 12, 2019 - County Council Meeting:** Smoky Lake County Council approved the selection of Vision XS Ltd., for project assistance towards the development of the Victoria District Economic Development Strategy, acknowledging the cost savings and synergies associated with the Métis Crossing development.
Over the remainder of the months of December and January, Vision XS CEO Tony Sefton worked with the County Planning & Development Services Department as well as other municipal departments to gather research, statistics, and background information/data to build modelling to form the foundation of the Strategy.

The resulting modeling assists in determining what infrastructure is needed, as well as when, and what the estimated costs will be.

Vision XS

VISION XS WAS FOUNDED IN 1996 AND HAS BEEN ASSOCIATED WITH REINVENTING TECHNICAL MODELLING OF THE LEISURE INDUSTRY. PROPRIETARY MODELS COMBINED WITH DATA COLLECTED FROM ATTRACTIONS AND TOURIST SYSTEMS OVER 20 YEARS MAKE VISION XS THE PARTNER OF CHOICE FOR GOVERNMENTS, DEVELOPERS AND EXISTING LEISURE OPERATORS WHEN CONSIDERING ANY FORM OF LEISURE OR TOURISM STRATEGIES. A CORE SKILL SET INCLUDES:

- BEING A STRATEGIC EXPERIENCE ADVISOR TO MAJOR PROJECTS
- SETTING UP MAJOR PROJECTS AND DELIVERING OPERATIONAL TEAMS
- STRATEGIC EXPERIENCE INVESTMENT ADVICE TO GOVERNMENTS, REGIONAL GOVERNMENTS AND INVESTORS
- VISITOR EXPERIENCE MODELLING
- VISITOR JOURNEY PREDICTIONS AND MONITORING
- EXPERIENCE ECONOMICS AND BUSINESS PLANNING
- BUSINESS RECOVERIES
- DUE DILIGENCE
- STRATEGIC LEISURE/EXPERIENCE PLANNING

5 MODEL APPROACH

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- **February 24 - 28, 2020: Site Visits & Strategy Refinement**
 - Internal strategy discussion, feedback, & next steps.
 - Smoky Lake Chamber Panel with Tony Sefton (CEO, Vision XS), Juanita Marois (Executive Director, Métis Crossing), and Bill Alexander (acclaimed Executive Chef, Grey Eagle Casino).
 - Attended by residents, members of the Chamber of Commerce, local producers/agricultural growers, representatives from 'Go East of Edmonton' and Alberta HUB, the Victoria Home Guard Historical Society, among others.



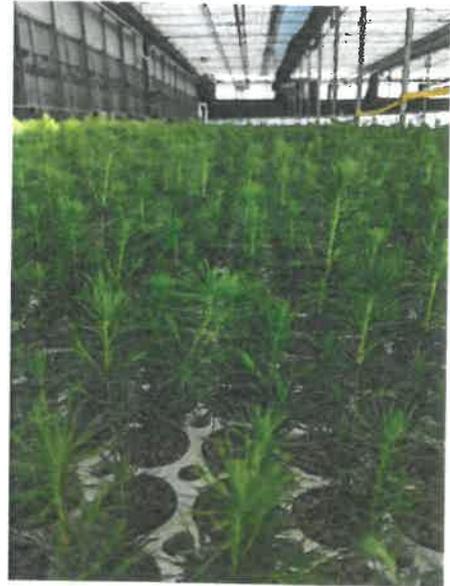
Chamber of Commerce Panel at the Smoky Lake Senior's Drop-in Center

- Committee of the Whole Meeting, at which the draft Strategy was discussed, in the morning with County Council, and in the afternoon with Town Council also in attendance. Furthermore, in the afternoon, representatives of:
 - Municipal Planning Services (MPS) Ltd.
 - Métis Crossing
 - Alberta Economic Development, Trade & Tourism
 - Travel Alberta
 - Town/County Council/Administration
 - (both Villages of Waskatenau and Vilna were invited but did not attend.)



Committee Meeting at the Smoky Lake Curling Rink

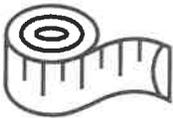
- Regional tour to identify existing and potential tourism attraction operators
 - sites located within the Villages of Vilna and Waskatenau
 - potential sites in the Hamlet of Bellis
 - Smoky Lake Forest Nursery



Smoky Lake Tree Nursery



- Finance: Discussion with County Finance Manager for aspects of finance and funding implementation, potentially ranging from Levies, Licensing, borrowing options, etc.



- Infrastructure review: Discussion with County Municipal Engineer (Associated Engineering), as well as and the Planning and Development Services Department to discuss the infrastructure requirements/costs for various scenarios



**A Voyageur Brigade at Clerk's Quarters,
Victoria Settlement**



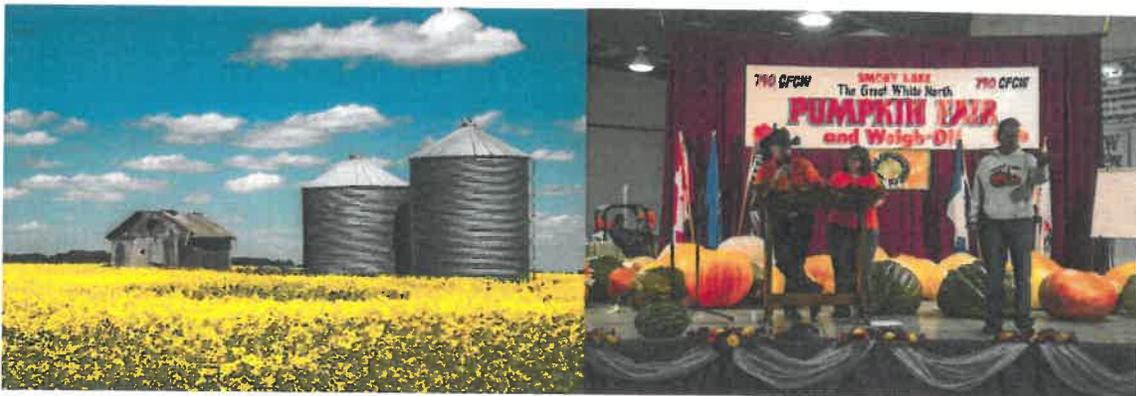
**Clerk's Quarter's, Fort Victoria
Courtesy of the Provincial Archives**

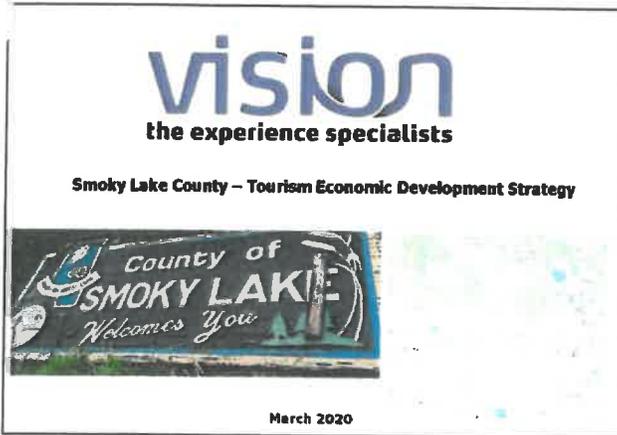
- Métis Crossing Board of Directors, for further discussion and Strategy refinement, as well as discussion into potential funding and financing sources.



Métis Crossing Board Meeting

- **March 2020** - Refinements to the Strategy, including additional data collection, information on the Provincial tourism levy, GDP and demographics, tourism profiles, and Northeast Alberta regional initiatives, funding scenarios & investment models.
 - It is abundantly clear that in order for *any* Strategy to be successful, partnerships and coordination should be sought where possible, especially between the Town and County.
 - The Vision XS (March 2020) Strategy Document²¹ was prepared.





Vision XS (March 2020) Strategy Document
This document is an exhibit to the Strategy.

- **April 2020** - Both Councils (first the County, followed by the Town) were briefed individually, and at the April 29, 2020 Joint Council Meeting, County Council adopted a Motion to proceed with adopting the Strategy on the basis of an Investor Partnership Model, subject to Public Participation.

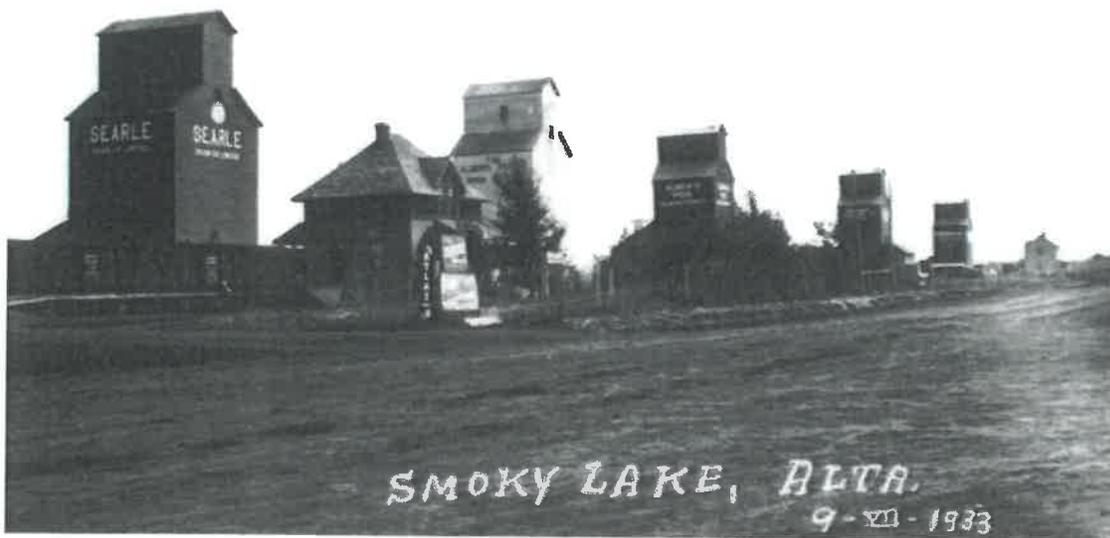
- **May 2020** - At the May 29 Meeting of Joint Town and County Councils:

- The Vision XS (March 2020) Strategy Report Document was *accepted* for information

- First Reading was given to this Proposed County Bylaw 1372-20 and Proposed Town Bylaw 006-2020 to jointly *adopt* the Strategy, subject to the Public Participation Plan.

- This joint Bylaw is an abridged adaptation of the Vision XS (March 2020) Strategy Report Document.
- The Public Participation Plan was accepted, and a Joint Virtual Public Hearing scheduled for June 26, 2020 at 10:15 a.m.

Note: This Proposed Bylaw aims to jointly adopt the *concept* of the Victoria District Economic Development Strategy. This means that if adopted, future implementation bylaws may be separately brought forward for consideration by Councils, subject to additional public participation.



Smoky Lake, by Gavinchuk (1933)
Courtesy of the Provincial Archives of Alberta

a. SWOT Analysis – Where Are We Now?

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Smoky Lake Region Tourism – SWOT Analysis

The current system has many strong points and is perhaps only let down by not having enough signature attractions. In turn this does not bring enough people to require more accommodation and thus the system does not grow. As a result it is hard to market and gets little marketing budget devoted to promotion and is therefore overlooked by tourists. This needs to change in order to realise the strong potential.



<p>Strengths</p> <ul style="list-style-type: none"> • History • Natural beauty • Arts and culture • Food and drink • Historic transport routes • The Pumpkin Event 	<p>Weaknesses</p> <ul style="list-style-type: none"> • The current tourism offer is patchy • Distance to the tourists • Small population • Lack of tourism training courses
<p>Opportunities</p> <ul style="list-style-type: none"> • To make the tourism income for the Region be a significant driver for the local economy • Attractions, activities, accommodation, food and beverage, transport and retail 	<p>Threats</p> <ul style="list-style-type: none"> • Loss of fossil fuel income • Competition already established • Mismatch of public and private roles • Achieving the investment to prime the economic pump

8

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Smoky Lake Region Tourism – Great Ingredients

<p>HISTORYin abundance from different groups of people covering thousands of years</p>		<p>Natural beauty</p>	<p>NATURAL BEAUTY ... in abundance with rivers, lakes, streams forests, creeks, valleys and planes</p>
<p>CULTURE ... as a result of the many different groups of people that have settled in the area the art, music, traditions and customs of the region are rich and varied</p>		<p>Food and Drink</p>	<p>FOOD AND DRINKMetis, Ukranian, Polish, French, Scottish and oh modern Canadian as well. This will underpin the success of the strategy</p>

9

3. The Strategy

The Town of Smoky Lake and Smoky Lake County have opted to pursue a joint venture Tourism Corporation, which would, among other things, provide loans to tourism operators and manage a tourism strategy including marketing.

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Strategic Approach – Key Pointers

- Any strategy produced by Vision XS is a framework and not a manual. Changes on the way will be a necessity as other opportunities arise or certain aspects cannot be delivered. The general direction and economic KPI's in terms of GDP and jobs created should be maintained.
- The need to balance supply and demand is important in any system and is the basis of the numerical approach. In the case of Smoky Lake Region balancing the amount of tourism drivers in terms of attractions, events and activities with the amount of infrastructure and accommodation is key to the long term success of this strategy.
- Being local and authentic drives tourism not corporate identity so it is important that the welcoming character and nature of the people of the region comes through strongly. Attractions and activities should also have a strongly local and authentic feel along with the food and accommodation.
- Community is essential – must be a win-win. If not, it will not work.
- The Strategy builds on what you have. This is not a complete start up as the raw materials for an amazing tourist system is already here.



Plan Objectives:

1. Arrest the declining population to protect municipal core services including hospitals and schools
2. See property values gradually return to a positive-growth pattern
3. Reduce the unemployment
4. Facilitate career opportunities for young people so they do not have to leave the area
5. Ensure wealth generation is shared around the region
6. Contribute to the preservation of heritage values of both the Victoria District and the wider region

Smoky Lake Tourism Company will be a Limited Partnership Company with a remit for investing in, operating, and marketing the county as a tourism destination. The shareholders of the company will be diverse and may include:

- Smoky Lake County
- Smoky Lake Town
- Metis Nation of Alberta
- Institutional Investors
- Local Investors via a share scheme (crowd funding)

Further funds will be raised from Grants and business loans. The taxpayers of Smoky Lake County will not be asked for more taxation to fund this company as it will be a separate entity. The more money that SLTC is able to raise and invest into the system the more jobs that will be supported and created and the more the local economy will grow. The target range for total fundraising will be \$45-90 million. The company will invest and loan money into the following areas to help make the tourist system grow.

- **Attractions and premium activities**
- **Accommodation for tourists and staff**
- **Tourism infrastructure such as roads and paths**
- **Retail and catering**
- **Supporting services such as transportation and laundry**

SLTC will operate around 25-30% of the tourist attractions, accommodation and will invest in the infrastructure to make the system work. It will also reinvest in the system out of its cash flow along with paying back any loans and paying dividends to shareholders. It will be a profit-making company for the benefit of Smoky Lake region. A proportion of the annual profits will also go to the Advisory Board that will be responsible for issuing grants for heritage protection/maintenance along with a bursary system for young people wishing to further their careers in areas that will benefit the tourist economy.



**Pakan/Victoria Ferry Crossing (1930)
by Mary Mansfield.**

Courtesy of the Provincial Archives

The company will employ an executive director and a team of people to operate and market the counties tourism product which will be based in an office within Smoky Lake Town. The executive team will report to a board which will be made up of shareholder representatives.

The company will derive its income from its investments and loans into the tourist system along with receiving an annual income from a Differential Business Licence Fee 'DBLF' which will a tourist only tax of 6.5% of all revenues on accommodation, eating out, attractions and tourist retail. This money will be charged at point of sale to tourists only and local residents of Smoky Lake region will have an exemption pass meaning that they will not pay any extra for the same services/goods/products as they do now. For the business operators and owners within the region they will pay their DBLF either monthly or quarterly. All 6.5% income from the DBLF will come into the region and Town and then used as follows;

- 1% stays within the Town and County to cover the extra costs of maintaining the counties infrastructure due to the extra footfall
- 0.5 % goes to SLTC to contribute to its marketing budget
- 4.5% goes to SLTC to repay infrastructure investments

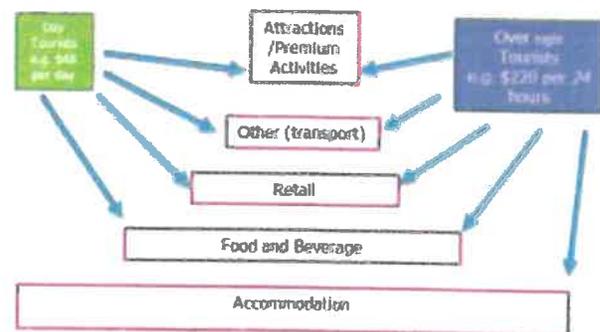
SLTC will therefore be a stand-alone company, raising its own funding for the sole benefit of creating an amazing tourism system in Smoky Lake region which strongly include looking after the natural assets such as historic sites, natural beauty and culture which are the reasons why visitors will come in the first place.



All Models – Tourism Economics

The Smoky Lake Tourist Economy will be a combination of day tourists who typically spend \$40-60 a day and overnight tourists who typically spend \$200 – 300 a day. The spend distribution platform shown is representative of how the combined day and overnight tourists spend is placed. Attractions, events and natural beauty are often the drivers for tourist systems but get a disproportionately low amount of revenue whereas catering and food and beverage do much better. This strategy therefore invests in accommodation businesses to deliver returns.

The economic strategy will be to ensure that Metis Crossing in the Victoria Settlement Area is successful, and then spread the positive economic impact across the region.



Outline of the Strategy

This system allows rapid investment into the tourist system in Smoky Lake Region. Initially the proportion of percentage ownership of SLTC of the various aspects tourist system contributors such as attractions and accommodation will be high (40% - 70%) but this will decline as a proportion to 15% - 30% over a 10 year period with the exception of hotel rooms which SLTC will have over 60%.

SLTC will also run the counties tourism website and linked booking system for events, attractions, accommodation, premium activities and restaurant bookings. SLTC will work in cooperation with Travel Alberta, Edmonton Tourism and various Indigenous Tourism groups to co promote the Smoky Lake Offer.

All participating companies within the system will receive a good volume of their annual bookings from SLTC who will take a small selling commission and receive an agreed amount of percentage of their revenue towards the marketing budget for the Region. This system also allows SLTC a degree of quality control over the offers within the Region as those businesses that do not adhere to standards already well defined by Travel Alberta will not have access to the booking system or be advertised on the website.

This particular model has been very successful in Whistler but has the advantage in the Smoky Lake Region of Region Government involvement to ensure balance.

The next page outlines a structure whereby the investment comes into a new trading entity of SLTC which operates a number of sub companies that distribute the investments into the tourist system either via equity or loans. SLTC would have its own board made up of investor and local representatives and employ a management team led by an experienced CEO to deliver the business plan.

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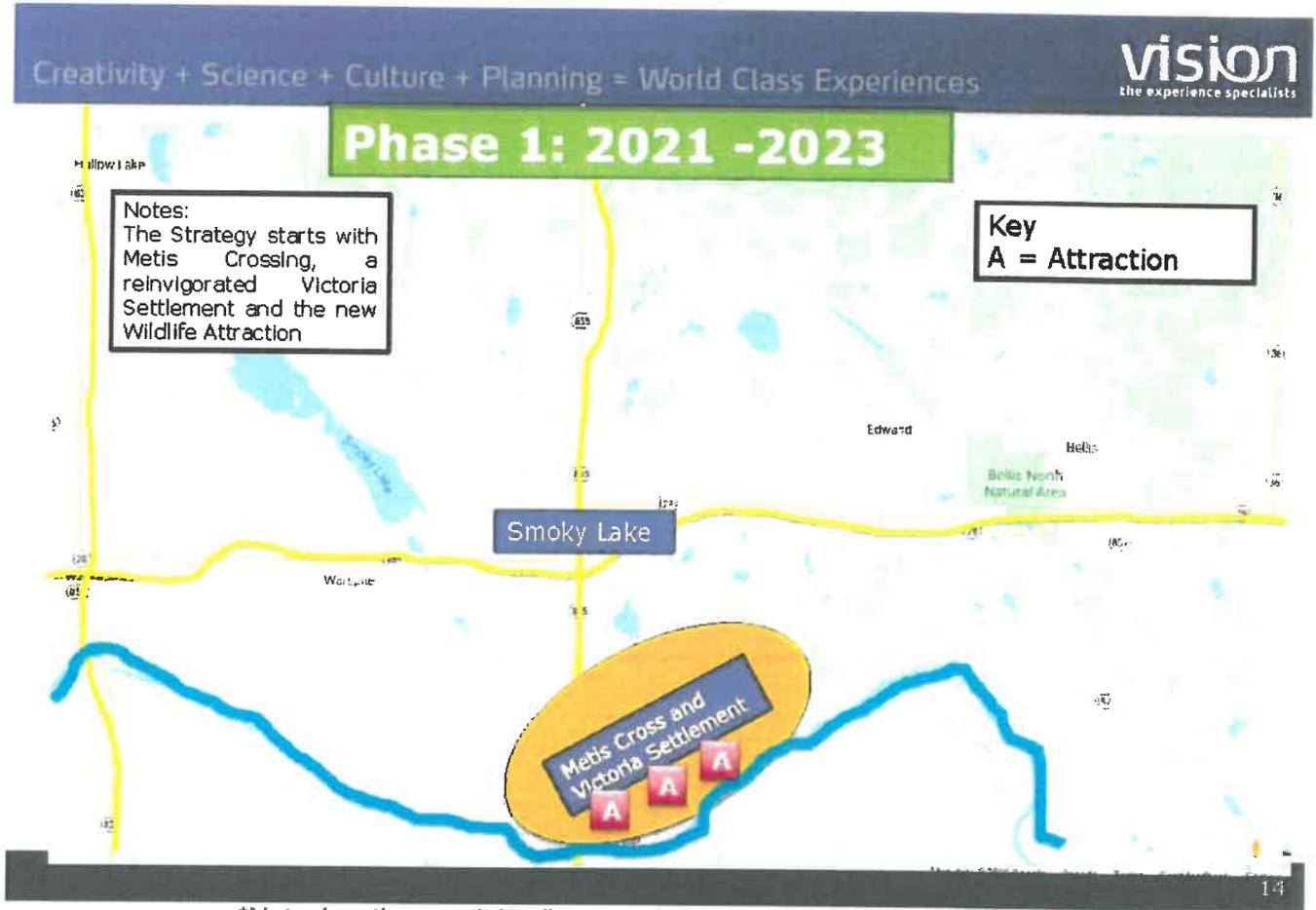


**Victoria District National Historic Site
Commemorative Plaque Site**



**Paddle into the Past on the North
Saskatchewan River, Métis Crossing**

a. The Strategic Vision



*Note: locations and timelines are for conceptual purposes only.



"Systems at work"
Courtesy of Gavinchuk, Images of our Past

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Phase 2: 2024 -2026

Notes
The Smoky Ring is added including new links either end along with signature new attractions at the nodes.

Key:
A = Attraction



* Note: locations and timelines are for conceptual purposes only.



Chopping firewood at Smoky Lake (1927), by Gavinchuk, Courtesy of the Provincial Archives

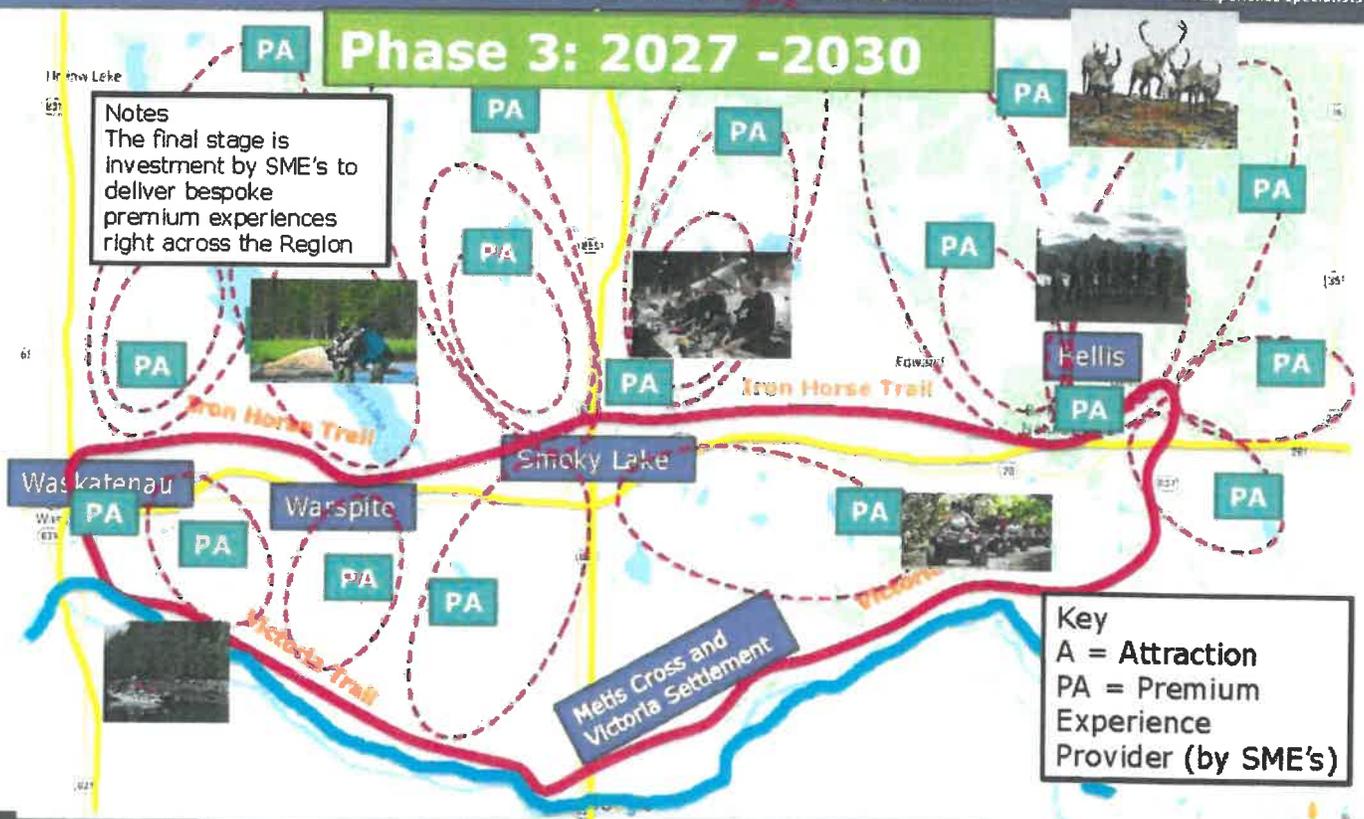


Smoky Lake hockey team (1948) by Gavinchuk, Courtesy of the Provincial Archives

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Phase 3: 2027 -2030

Notes
The final stage is investment by SME's to deliver bespoke premium experiences right across the Region



Key
A = Attraction
PA = Premium Experience Provider (by SME's)

*Note: locations and timelines are for conceptual purposes only.



Village of Smoky Lake
Courtesy of Gavinchuk, Images of our Past

Creativity + Science + Culture + Planning = World Class Experiences

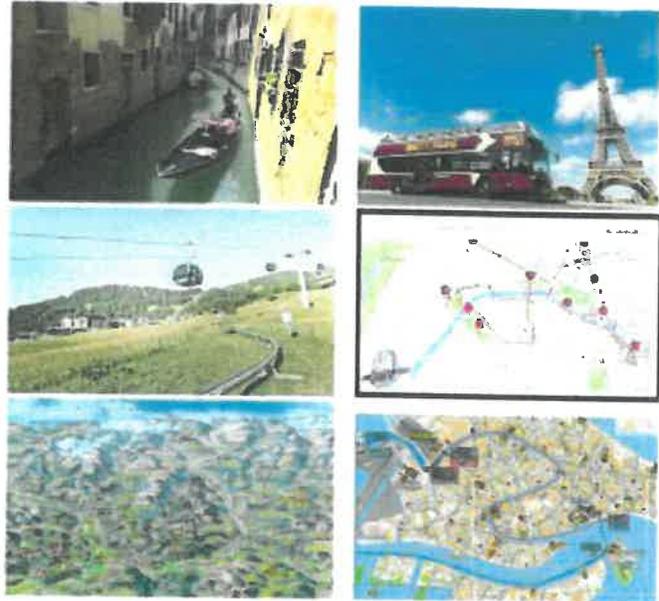


Transport Strategy for the Tourist System

Great tourism systems make transport part of the experience. and the strategy for Smoky Lake Region is no different. Celebrating the historic and modern forms of transport associated with the region are key to achieving something tourists will flock too.

Effectively making the transport a central part of the experience as shown in the examples of Venice, Tirol and Paris to the right.

The plan is to link up the Victoria Trail with the Iron Horse road as shown on the next pages.



Red River Cart Monument, along Victoria Trail, within Victoria District National Historic Site

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All Models – Opportunities for the Community: Transport

The Smoky Lake Ring... modes of transport.

In Summer with the exception of e-bikes it should be largely self powered on the Smoky Ring itself, with walking and cycling being the predominate modes of transport but supported by the more fun carts, traps, horse riding etc. It should be possible via boat operators to do the river section in lots of different ways.

Dog sledges, ATV's and Skidoo's and cross country skiing should be the winter modes delivering a completely different experience and another reason to come back especially when there are major events on.

The mix of transport modes will be highly appealing to visitors and make Smoky Lake Region Unique in Alberta.





Biking along Victoria Trail, past the House in the Middle of the Road Municipal Historic Resource



Pagan/Victoria Ferry, (1928) by Gavinchuk
Courtesy of the Provincial Archives

Modes of Transportation in the Victoria District

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All Models – Opportunities for the Community: Accommodation

All types of quality accommodation is needed across the Region, starting initially at Metis Crossing and then all along the Smoky Ring and eventually out across the Region. A focus on all year round accommodation will be essential to support the seasonal events business and vice versa. Note whichever option is selected going forward there is not enough accommodation in any type to develop the all year round tourist system.

This strategy calls for the purchase several small local hotels and converts many residential houses that are currently for sale into B&B or self catering accommodation.

This is the least risk-intensive approach, and will prevent the system not having enough accommodation units to support the tourist system.

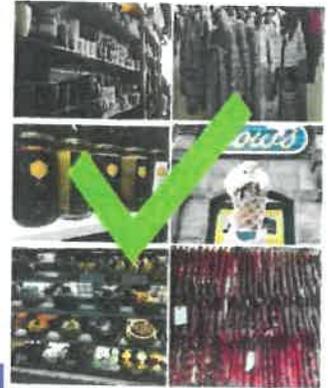


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vision
the experience specialists

Opportunities for the Community:
Retail, Catering and Supporting Sectors

Local authentic retail and catering will be successful – tourist tat will not. This should be driven by local businesses, but we recommend that through the planning system and membership to a centralised marketing system that a degree of control to ensure the right type and mix of offers are available. Authentic and local product supply, especially food and drink, is essential and the tourist system will be supported by a wide range of products and services.



- Catering**
- Restaurants
 - Cafés
 - Pop up food offers
 - 'Localised street food'
 - Event catering
 - Picnic and hampers
 - Food storage and pre-processing
 - Food transport

- Product Supply**
- Farming
 - Meats and poultry
 - Fish
 - Vegetables
 - Pickles and condiments
 - Cakes and biscuits
 - Deli products
 - Breads and pastries
 - Brewing , fermenting and distilling
 -endless

- Other Goods and Services**
- Laundry
 - Cleaning
 - Maintenance
 - Transport
 - Training
 - Marketing
 - Utilities
 - And many more.....



Farmers and hay wagon, Smoky Lake, Alberta, (c. 1925-1933) by Gavinchuk
Courtesy of the Provincial Archives

b. Risk Assessment



Northern Lights at Waskatenau

The following criteria have been developed to assist in conceptualizing various risk aspects of this Strategy:

- **Jobs:** Related to the anticipated number and quality of the jobs that will be created.
- **GDP:** Considers the anticipated Gross Domestic Product growth.
- **Municipal Investment:** Related to the anticipated municipal expenditures (i.e. infrastructure funding).
- **Legal Effort:** Related to the amount of legal work/expense that is anticipated to be required.
- **Organizational Effort:** Related to the amount of staff time/resources that is anticipated to be required.
- **Likelihood of Success:** Related to the risks/potential challenges and how well the we are prepared to deal with these risks/challenges.

Each criterion has been ranked on a scale, using three categories of risk/challenges anticipated:

 **RED** - Significant risks/challenges exist or are anticipated. These risks may include financial risks or other risks related to administrative capacity/knowledge. Risks of this nature are expected to require the municipalities to seek additional help outside of the organization.

 **YELLOW** - Moderate risks/challenges exist or are anticipated. These risks may include financial risks or other risks related to administrative capacity/knowledge. Risks of this nature may to require the municipalities to seek additional help outside of the organization.

 **GREEN** - Minor risks/challenges exist or are anticipated. These risks may include financial risks or other risks related to administrative capacity/knowledge. The municipalities anticipate being able to address the majority of these risks without additional assistance being required from outside of the organization.

Risks and Successes					
Jobs	GDP	Municipal \$ Investment	Legal Effort	Organizational Effort	Likelihood of Success
					

c. Advisory Board

In recognizing that in order to protect areas such as the Victoria District that a healthy balance between a tourism system generating income to provide maintenance costs/growing the local economy and protecting what the Smoky Lake region has is essential.

As such, the Parties may consider establishing an Advisory Board, which would have a two-fold responsibility within the Smoky Lake Tourism Company:

Role 1: To monitor tourism activity and its impact on Natural, Cultural and Historical sites of importance and advice on any negative impact along with remediation actions

Role 2: To receive an annual grant from SLTC towards Natural, Cultural, Historic and Social projects and distribute this via grants to organizations and people who require support or finance in these areas. The social aspect of the fund would be essentially for people who want to improve their skill set to be able to work and support the tourism system in the region.

It is anticipated that the Victoria Home Guard may receive an annual grant from the Advisory Board to ensure that it can maintain its vital work in looking after and documenting of many local historical sites.

The Advisory Board will be made up of appointed representatives from organizations, possibly such as the Victoria Home Guard and individuals that have a specific knowledge or expertise to be able to deliver its remit.

This will be an elected board separate to the SLTC with the exception of board positions for a member of the SLTC board and the SLTC Executive Director to ensure an ongoing link between the two organizations.

In setting up this Advisory Board through a bylaw with an active mandate, the aim will be to improve and protect the counties many natural and historical assets whilst also providing encouragement to those that will to further themselves in the tourism economy.

4. Public Engagement – What we Heard

Over the month of June 2020, the Town and County of Smoky Lake implemented a Public Participation Plan to hear from residents, stakeholders, agencies, partners, and other groups. This series of engagement opportunities (led by the Engagement Team) such as tele-town halls, phone-calls, and conversations, aimed to begin an ongoing dialogue.



**Kyle Schole, Planning,
Development, & Heritage
Assistant**

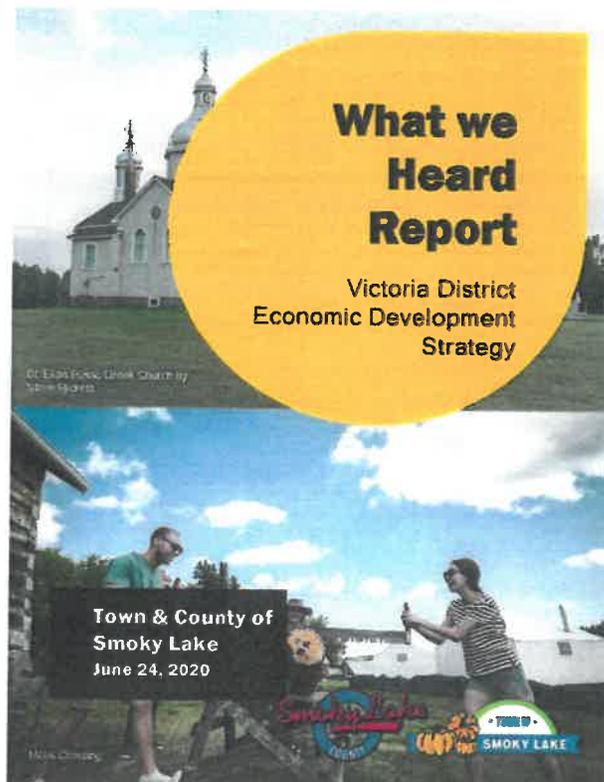


**Jordan Ruegg,
Planning & Development
Manager**



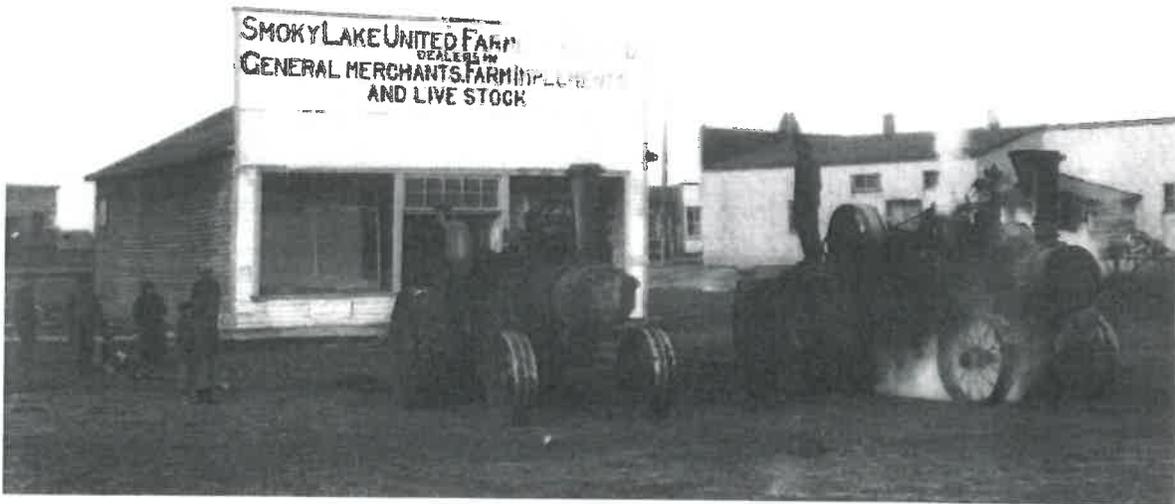
**Michelle Wright, Regional
Community Economic
Development Officer**

The findings of this Public Participation Plan were distilled into a What We Heard Report²¹ to Joint Town and County Councils ahead of a Joint Virtual Public Hearing scheduled for June 26, 2020.



5. Implementation & Conclusion

This Strategy is a concept or guide. It is not a prescriptive recipe. To implement the Strategy, there are to be future bylaws brought forward for consideration and refinement, subject to public engagement. Likewise, this Strategy represents a beginning, not an end to an ongoing process of public engagement & transparency, as well as the storytelling, protection, and preservation of the Victoria District, as well as heritage across the Smoky Lake region.



Reving up - Steam Engines in Smoky Lake
Courtesy of the Provincial Archives

This document lays out a high-level strategic direction that will advance the Smoky Lake region toward a vision. The region is in the early stages of development, but key indicators signal that the community is ready to capitalize on tourism growth.

The strategy will require collaboration between multiple stakeholders to be successful. By coming together as a team and committing to tourism development, the future will include a high quality of life for residents, strong income for businesses and a diversified economy.

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It takes a community - George McDougall Hospital being moved from Pakan to Smoky Lake (c. 1922)
Courtesy of the Provincial Archives

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Interpretation at Victoria Settlement Provincial Historic Site

Victoria District Economic Development Strategy

Bylaw 1372-20



Smoky Lake County
4612 McDougall Drive
Smoky Lake, AB T0A 3C0

Phone: 780-656-3730

Bylaw 006-2020



Town of Smoky Lake
56 Wheatland Ave.
Smoky Lake, Alberta T0A 3C0

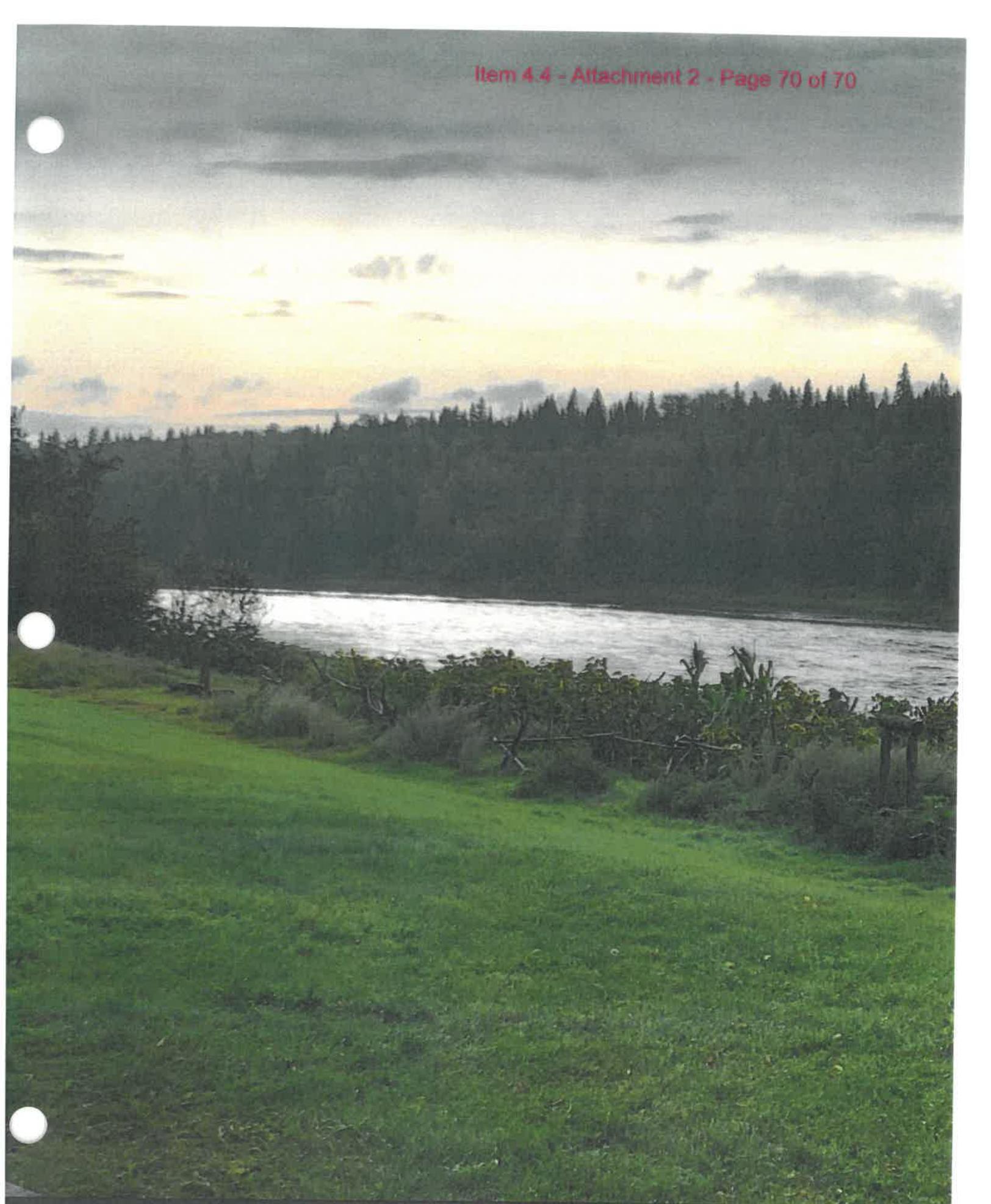
Phone: 780-656-3674



Teepee and Red River Cart at Métis Crossing



View of the North Saskatchewan River from Highway 831 by Kyle Schole



Kyle Schole

From: administration@apti.org
Sent: July 10, 2020 8:17 AM
To: Kyle Schole
Subject: APT/NT 2020 Conference Abstract Submission

Dear Kyle,

Congratulations! The APT / National Trust Joint Conference Committee invites you to present your abstract, ***Tracks 1, 4, & 5: Smoky Lake County's Victoria District Economic Development Strategy: Planning for a Complete Heritage Tourism System for Economic Vibrancy***, at this year's virtual conference. We will be sending you additional details soon, so please watch for the next email. Your 20-minute presentation will be pre-recorded and scheduled between October 5 - 7. The additional details will confirm your date and time.

If you feel you are unable to meet the following expectations as outlined in the Call for Abstracts, please send an email immediately to me (Janet Bascom) at administration@apti.org.

1. Review/edit your presentation/ learning objectives before August 7, 2020 (information to access the online system will be in the next email);
2. register for the conference before September 14, 2020 (registration will open soon!);
3. ensure that any co-presenters register for the conference;
4. submit a final PowerPoint presentation in September; and
5. participate fully in the virtual conference, in particular during your session which will have live Q&A.

Thank you for your contribution to the APT / National Trust Joint Conference.

Janet Bascom
Association for Preservation Technology
217.529.9039 (APT Office)
administration@apti.org

Kyle Schole

From: doNotReply@ConferenceAbstracts.com
Sent: July 22, 2020 2:23 PM
To: Kyle Schole
Subject: APT Call for Abstracts: Submission Complete



National Trust
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APT & NATIONAL TRUST 2020 JOINT CONFERENCE • EDMONTON • OCTOBER

Thank you for your abstract submission for the APT - National Trust Joint Conference 2020. Notification of acceptance of abstracts will be made in June 2020./Merci pour votre soumission de résumé pour la conférence conjointe APT - National Trust 2020. La notification d'acceptation des résumés sera faite en juin 2020.

Call for Abstracts: APT - National Trust Joint Conference 2020

You can access your Submission/Soumission at any time by [clicking here](#).

Submission/Soumission Type:
General Abstract

Submission/Soumission Status:
Complete

Submission/Soumission ID:
879897

Submission/Soumission Title:
Tracks 1, 4, & 5: Smoky Lake County's Victoria District Economic Development Strategy: Planning for a Complete Heritage Tourism System for Economic Vibrancy

Speaker(s)

1. [Kyle M. Schole](#) (Role: Speaker)

Abstract Details/Détail du résumé

Track/Volet

1st choice: Track 4: Radical Regeneration: Business, Policy and Adaptation in Urban and Rural Communities

2nd choice: Track 5: New Heritage Imperatives: Inclusion, Renewal and Expanding Relevance

Abstract/Résumé

Thanks largely to the grassroots work of the Victoria Home Guard Historical Society (VHGHS), the District was successfully designated a National Historic Site in 2001. The District is a rural cultural historic landscape, unique in its expansiveness – encompassing +10,300 acres held by dozens of private landowners. As such, heritage management planning has necessitated close collaboration with and among landowners. Stretching back from the banks of the North Saskatchewan River, the it has become a focal point, a place of pride for the region. Following the District's designation, the County worked diligently alongside community members and Parks Canada to complete a Cultural Landscape Inventory and Analysis in 2007, followed by a Commemorative Integrity Statement (CIS) in 2008. The CIS, in turn, directly informed the County's Victoria District Area Structure Plan (ASP) 1305-17, which has been hugely successful in alleviating industry/user conflicts. It has also established discretionary planning measures for continuing responsible heritage management. In fact, the ASP has been nominated for a 2020 Alberta Professional Planning Institute (APPI) Award. On the heels of an unprecedented \$10 Million investment by the Metis Nation of Alberta (MNA) in the spectacular Metis Crossing Cultural Gathering Center, and a planned 4.85 Mega-Watt (\$13M) Solar Array, Smoky Lake County has partnered with Vision Experience Specialists to create a Victoria District Economic Development Strategy. This plan aims to create a 'complete tourism system,' focusing strategic investments on facilitating experiential, cultural, and heritage tourism in and around the Victoria District National Historic Site. The Strategy, which leverages five models of analysis, yields a ten-year investment and investment-attraction plan, facilitating practical outputs to implement solutions to tourist system challenges. Specifically, the plan calls for the establishment of a spin-off Destination Management Corporation for the coordination of +\$35 million in new infrastructure, administration of a community experience loan fund, and management of a community development fund, facilitating long-term re-investment. Embarking on an initiative of this scale can only be described as being a game-changer, and in large measure, the friendship between Smoky Lake and the Metis Nation has made it possible. Finally, if the Conference organizers find it preferable to condense either the Victoria District Area Structure Plan or the Victoria District Economic Development plan into a 7-minute 'Spark' Presentation, we would be willing to participate in that format as well.

Submission Keywords/Mots-clés de soumission

1. Keyword 1/Mot clé 1

National Historic Site

2. **Keyword 2/Mot clé 2**

Indigenous

3. **Keyword 3/Mot clé 3**

Cultural Heritage Tourism

4. **Keyword 4/Mot clé 4**

Economic Development

Deadlines:

General and APT Student Scholar Abstracts - March 31, 2020 at 11:59 PM EST

Technical Support

Email: Help@ConferenceAbstracts.com

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Organizer

For content related questions, please contact Janet Bascom at administration@apti.org or (217) 529-9039

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REQUEST FOR DECISION		DATE	July 28, 2020	4.5
TOPIC	Smoky Lake County 2020 - 2024 Financial Plan			
PROPOSAL	<p>MGA Section 283.1, Financial Plans and Capital Plans, states that, at a minimum, every municipality must prepare a written three-year financial plan and a five-year capital plan. Municipalities are encouraged to consider longer timeframes for financial planning if they see a benefit to doing so. As we are preparing a 5-year capital plan, we have extended the financial plan to 5 years as well.</p> <p>The plan provides summary information on the services we provide, the budget process, and the fund structure we use. It will provide the reader with valuable information regarding our reserves (restricted surplus) and their forecasted balances. It is set up to help the reader understand where revenue comes from, how we spend the money as well as what changes are predicted.</p> <p>Some highlights are:</p> <ol style="list-style-type: none"> 1. The plan is presented so that the reader can easily identify how much tax revenue is needed each year to balance the budget. There are large fluctuations predicted. This is because we keep moving large capital purchases from the current year budget to the next year budget. The amount that we will need to spend to catch up with the capital replacement in the next year keeps increasing. 2. 2020 budget has been adjusted to reflect <ol style="list-style-type: none"> 2.1 Revenue of \$100,000 towards nuisance ground reclamation 2.2 Expense of \$123,500 towards the Victoria District Economic Development Plan implementation 3. We have budgeted the contribution to HAK for 2021 to be funded from reserves. 4. The plan does not yet include numbers for Victoria District Economic Development. <p>As per the public participation policy 01-51-01, the next step is to establish a means of public consultation. Administration is proposing to use the same method as last year. @a This is an electronic survey along with advertising asking for written and verbal feedback. We believe that by offering a consistent means of consultation over the years, more taxpayers will become involved, and Council will be better equipped to understand priorities.</p>			
CORRELATION TO BUSINESS (STRATEGIC) PLAN				
This includes the projects identified in the strategic plan				
LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS		MGA S 283 Policy 08-11-02		
BENEFITS	<ul style="list-style-type: none"> ■ Smoky Lake County exceeds provincial requirements. ■ Administration and Council can begin to plan for additional revenue needs in future years. ■ We can evaluate the longer term consequences of current program and organizational 			

	<p>decisions.</p> <ul style="list-style-type: none"> ■ The County can be prepared for future financial challenges and opportunities. ■ This is a more proactive approach to financial planning.
DISADVANTAGES	<ul style="list-style-type: none"> ■ Longer term financial planning requires more effort from management to ensure that changes are not missed. ■ There are many unknown factors, therefore years 2-5 are only estimates of what we can expect.
ALTERNATIVES	<ul style="list-style-type: none"> ■ Council can add, delete, or change the priorities in in future years
FINANCE/BUDGET IMPLICATIONS	
N/A	
INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS	N/A
COMMUNICATION STRATEGY	Requests for public participation will be communicated through social media, website, and advertising in the monthly grapevine.
RECOMMENDATION	
That the Smoky Lake County 5-Year Financial Plan for 2020 – 2024 and financial survey be advertised for Public Feedback as part of the Public Participation Process.	
CHIEF ADMINISTRATIVE OFFICER	



PUBLIC PARTICIPATION PLAN

SCHEDULE "A"

Project Title: 2020 – 2024 FINANCIAL PLAN

STEP ONE	Prepare a Public Participation Plan:		
	Public Participation Opportunity Policy Section: 4.3.1		
STEP TWO	IMPLEMENT THE PUBLIC PARTICIPATION PLAN		
A Establish the Goal and Level of Public Participation	Identify Public Participation Goal and determine level of public participation for the project: To determine the appropriate level of public participation, it is important to assess the degree to which the public considers the issue significant. Policy Section: 4.3.2		
	LEVEL: 1 2 3 4 5 <input checked="" type="checkbox"/> Inform <input checked="" type="checkbox"/> Consult <input checked="" type="checkbox"/> Involve <input type="checkbox"/> Collaborate <input type="checkbox"/> Empower		
	What is to be achieved: <u>Awareness of the expected revenues and expenses over the next 5 years.</u> Feedback regarding community priorities..		
B Description: Clear overview of Opportunity	Describe the Project: Provide a clear description to lay the foundation for a successful and achievable public participation process within the timeline, geographic area, staff and budget limitations of the overall project. This information will be used to explain the project and communicate the boundaries of public participation in planning, program development or decision processes.		
	Describe the Project: (Key Issue) Advertising will be placed in the grapevine, on the website, and on social media at no extra costs. Participants will be asked to email feedback. A survey will be conducted similar to 2019. The survey will be open until August 21, 2020 Results of the survey and consultation will be summarized and provide to Council at the meeting scheduled for August 27, 2020		
	Budget Costs at the time of preparing this report: Advertising will not cost any additional funds. The survey will cost approximately \$175		
C Outline Work Plan	Create a Work Plan Schedule: Any public participation plan should include a detailed timeline of the planning, program development or decision-making processes as well as the public participation activities within that process. Public information and input need to be timed early enough to provide the public adequate opportunity to influence the decision.		
	Roles and Responsibilities Designated Department Manager Team Members	Timeline Include stages of Public Engagement (if more than one)	Information Include Background, history and previous engagements
	Finance Manager	August 1 st	Release survey
	Communications	August 1 st	Post the draft plan, feedback request, and survey on social media and website.
	Communications	Month of August	Advertise consultation in the Grapevine
Finance Manger	August 27	Present feedback to Council. We will continue to advertise and gather feedback during September to use the info for the next budget.	



PUBLIC PARTICIPATION PLAN

STEP THREE

ENCOURAGE THE PUBLIC

D
Determine the method of Public Participation Tools

Select Tools: Different public participation goals typically require different tools and approaches.
Policy Section: 4.3.3

- In-Person Digital Written Representation

Tool Activities: Social Media
 County Website
 Advertisement: Public Notice in Grapevine

E
Public Participation Notice

Public Notification Process: advertised in order to notify the public of an issue and with a time frame of a 30-day public comment period will be provided prior to a decision being made. **Policy Section: 4.6.1**

Advertise: Complete **Schedule "B": Public Participation Notice.** ✓ Attached

Gather Inputs and Disseminate Results for Reporting: (Concerns and Impact)

The report to be presented to Council on August 27 will include a summary of all responses

STEP FOUR

REPORTING

F
Follow-up

Communicate feedback of the outcome to Council and Public. **Policy Section: 4.7**

Complete **Schedule "C": Public Participation Report.** To be distributed at the Meeting

Council Meeting Date: August 27, 2020 Request for Decision -

STEP FIVE

EVALUATE THE PROCESS

Evaluation measures the effectiveness of your public involvement process - Public Feedback and Public Participation Outcomes. Evaluate and report to Council. **Policy Section: 4.8**

Complete **Schedule "D": Internal Evaluation**

Evaluation summary will be provided at the September budget meeting – date not yet determined

SMOKY LAKE COUNTY: Engagement Coordinator

Name: Brenda Adamson

Title: Finance Manager

DEPARTMENT: Finance

DATE: July 28, 2020

Project Title: Bylaw No. 1344-19: Regulating and Confinement of Dogs **SUPPLEMENT TO SECTION "C"**

STEP TWO

Work Plan - Information

Include Background, history and previous engagements

BACKGROUND:

Original Bylaw No. 965-94: Animal Control Bylaw and 1093-01: Animal Control Bylaw were repealed by Bylaw No. 1163-08: Regulating and Confinement of Bogs adopted on April 17, 2008.

Policy Committee Meeting: March 6, 2019 - Motion 143-19:

"That the Smoky Lake County Policy Committee recommend Bylaw NO. 1163-08: Regulating and Confinement of Dogs be used as a template and amend it to:

- change the definition of "Offspring" from under the age of three (3) months to six (6) months.
- increase the number of dogs permitted from two (2) to five (5).
- remove the offense of a dog chasing a motor vehicle, person on a bicycle, horseback, or while walking or running.
- increase the amount of time impounded dogs may be kept in the County Dog Shelter from seventy-two (72) hours to five (5) days; and
- decrease the County Dog Shelter fees from \$20.00/day to \$10.00/day;

to create a new draft Bylaw Regulating and Confinement of Dogs, to be forwarded to a future Smoky Lake County Policy Committee Meeting".

Policy Committee Meeting: May 21, 2019 - Motion 152-19:

"That the Smoky Lake County Policy Committee recommend Bylaw No. 1344-19: Regulating and Confinement of Dogs, be brought forward with amendments as incorporated this day for First Reading at the Regular County Council Meeting scheduled for May 23, 2019."

Note: all changes included as per motion #143-19 except the 72 hours and the offense of a dog chasing a motor vehicle, person on a bicycle, horseback, or while walking or running will remain in the bylaw.

County Council Meeting: May 23, 2019 - Motion 714-19:

"That Smoky Lake County Bylaw No. 1344-19: Regulating and Confinement of Dogs be given First Reading; and proceed with an invitation for Public Participation Policy Statement No. 01-51."

2020 – 2024 FINANCIAL PLAN

SMOKY LAKE COUNTY

BOX 310, Smoky Lake, AB T0A 3C0

Phone: 780-656-3730

website: www.smokylakecounty.ab.ca

email: finance@smokylakecounty.ab.ca





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Introduction

The 2020 to 2024 financial plan provides the highlights of Smoky Lake County's Operating, Capital, and Road Plan budget. This document is divided into the following sections:

Strategic highlights: provides summary information on Smoky Lake County's strategic plan.

County Information: provides general information on Smoky Lake County and the services provided.

Budget Highlights: explains the process that Council goes through to create an approved budget, as well as the current financial status and outlook for the future.

Budget: provides information on the operating and capital budgets for 2020, 2021, 2022, 2023, and 2024.

Appendix: includes copies of related policies passed by council

- ✓ Budget Development Policy 08-11
- ✓ Revised Capital Budget
- ✓ Three-Year Road Plan Policy 03-18

Notes to the Reader

The Alberta Municipal Government Act (MGA s.283.1), requires each municipality to prepare a written three-year financial plan and a five-year capital plan, and Council is required to update the financial plan each year as per MGA s.283.1(6).

The current year's (2019) budget is used as a basis to predict estimated costs and revenues for the next four years. Annually, a detailed review of the Operating Budget, Road Plan and the 15-year Capital Replacement Plan takes place to ensure that the budgets are created based on the most up to date information.



A GUIDE TO THE NEW
LEGISLATIVE REQUIREMENTS
FOR MUNICIPAL FINANCIAL &
CAPITAL PLANS

Alberta
Government

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STRATEGIC PRIORITIES

The Financial Plan reflects the organizations values, priorities, and practices. Smoky Lake County adopted a Strategic Priorities Plan in 2018.

Values

- ❖ *Integrity*
- ❖ *Sustainability/Stability*
- ❖ *Pride*
- ❖ *Fairness*
- ❖ *Freedom*

Vision

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



2018- 2020 Strategic Priorities



Mission Statement

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

The 2018-2020 Strategic Priorities Plan contains strategies under the following three areas:

- Governance
- Infrastructure
- Economic Development

Strategic Priorities

10 Strategies were developed for years 2018 to 2020

Economic Development

- ❖ Smoky Lake County diversifies its economy with innovative planning and by supporting infrastructure that encourages investment
 - Land Use bylaw changes Q4 2018-Q4 2019
 - The County is currently working on a number of incremental changes to the Land Use Bylaw that will address competing land uses and encourage economic development.
 - Victoria District Economic Development plan Q4 2018-Q3 2020
 - The Victoria District Economic Development Plan bylaw was given First Reading by Council in May and is currently in the public consultation and engagement phase prior to consideration for Second and Third readings.
- ❖ Creating growth through infrastructure
 - Warspite Ironhorse Trail RV Park Q1 2019-Q3 2020
 - The Warspite RV Park remains in the consultation phase with plans to host an open house post-COVID-19.
 - Industrial Park SWOT analysis Q3 2019
 - Administration has prepared a Land Use Bylaw amendment that would rezone lands for a possible industrial park to be considered at a future Council meeting.

Infrastructure

- ❖ Smoky Lake County ensures its municipal infrastructure meets residents' expectations for excellence in meeting service delivery and fiscal responsibility
 - Expand Public Works Yard – purchase agreement Q3 2018-Q3 2019
 - Ongoing – 0% complete
 - North Saskatchewan Emergency River Access(es) Plan Q4 2018-Q4 2019
 - Administration is working with Alberta Environment and Parks to develop a plan to obtain the necessary Water Act Approvals and Public Lands Act Dispositions for the North Saskatchewan River Emergency Accesses.

Governance

- ❖ Smoky Lake County delivers excellence in governance by managing strategic relationships and utilizing fiscal and human resources
 - Develop Intermunicipal Collaborative Framework(s) Q1 2019 – Q3 2020
 - Intermunicipal Collaborative Frameworks have been completed with the Town of Smoky Lake, the Villages of Vilna and Waskatenau, County of Two Hills, County of St. Paul and Lac La Biche County, and are in the process of being created with Thorhild County and Lamont County.
 - Develop High Priority HR Policies Q4 2018- Q1 2019
 - Several safety policies including a drug and alcohol policy are complete -70% complete.
 - Succession Planning Q 1 2019 – Q2 2020
 - The CAO has succession plans in place for most departments - 80% complete.

COUNTY INFORMATION

Smoky Lake County Statistics

Population: 2,461
Size: 283,526 Hectares
Geographic Location: 120 km northeast of Edmonton
Hamlets: Spedden, Bellis, Edward, and Warspite

Smoky Lake County Service Departments

Taxation

Legislative (Council Costs)

Administration

1. Legislative Services
2. Chief Administrator's Office
3. Financial Services
4. Information and Geographical
5. Information Systems Services
6. Communications

Other Government Services

7. Intergovernmental relations

Protective Services

8. Fire and Emergency Response
9. Disaster Management
10. Bylaw Enforcement

Transportation

11. Road Maintenance
12. Culvert Maintenance
13. Bridge Maintenance

Water and Sewer

14. Water Distribution Services in Warspite
15. Water Truck Fill Services
16. Sewer Services in Warspite and Bellis
17. Inter-municipal Contract Water Services

Waste/Landfill

18. Waste Transfer Stations

Family and Community Social Services (FCSS)

19. FCSS Grant Distributions

Planning

20. Development and Safety Codes Permits
21. Subdivisions
22. Compliance Certificates
23. Inter-municipal Initiatives
24. Business Licenses

Agriculture Service Board

25. Pest control
26. Weed Inspection
27. Spraying
28. Roadside Mowing
29. Lakeland Agricultural Research Association (LARA)

Economic Development

30. Intermunicipal Business Attraction & Retention

Recreation and Cultural Services

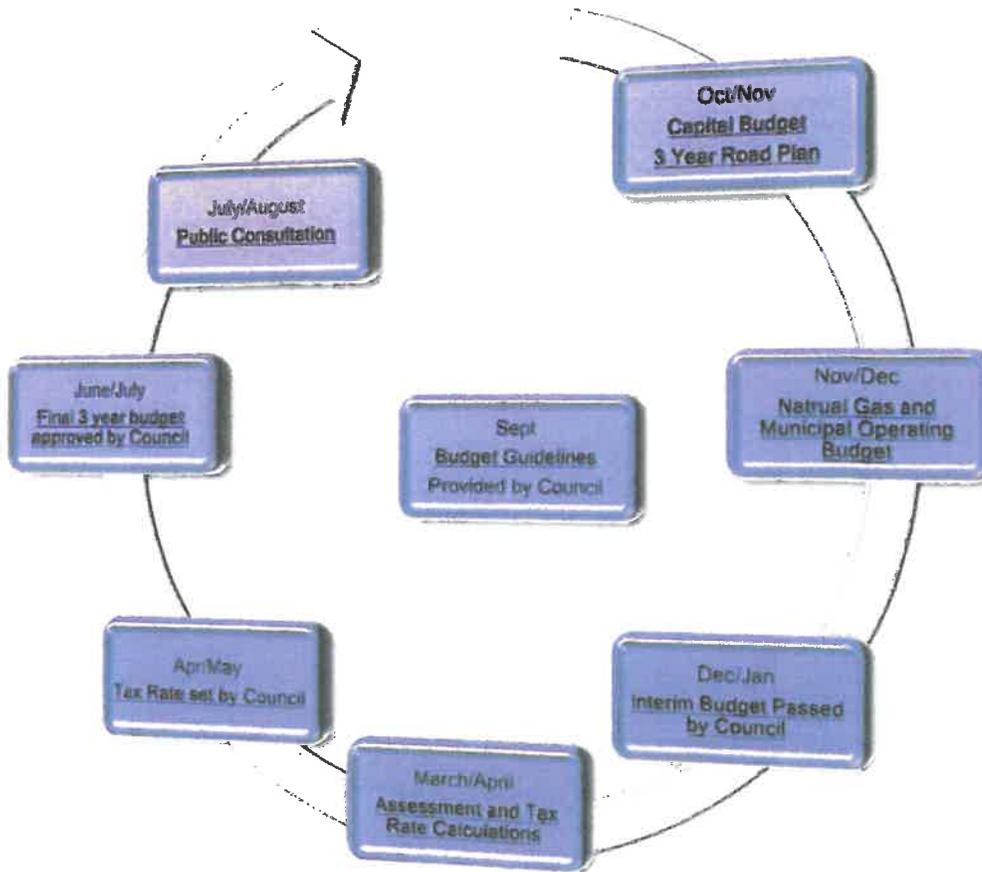
31. Campsite and Park Maintenance
32. Assist Non-Profit Groups
33. Iron Horse Trail
34. Heritage Board

Natural Gas

35. Natural Gas Services to County and Vilna Residents

BUDGET HIGHLIGHTS

Budget Process



Policy 08-11 guides the budget process. It was updated in 2019. Details can be found in Appendix #1. Budgeting takes place year-round starting with staff gathering information during the summer months. The five-year budget will be passed after the tax rate is set in June or July.

Public Consultation

In July and August this year, Smoky Lake County will be actively seeking public consultation for future budgets and financial plans. **We are asking ratepayers to provide input through the following:**

- ✓ Email feedback to finance@smokylakecounty.ab.ca
- ✓ Complete the survey posted on smokylakecounty.ab.ca
- ✓ Attend the 2020 budget planning meeting when scheduled in the fall
- ✓ Provide feedback to your Councillor

2020-2024 Budget

Budget Message

The 2020-2024 budget is based on the level of services approved in the 2020 budget. The budget has been prepared by administration with the following guidelines:

- Basic inflation of 2% per year (2020, 2021, 2022, 2023) on all costs except for those which we have more information on.
- Wage and salary increase are based on Union Contracts for 2019-2021:
 1. The 3-Year Collective Agreement with Canadian Union of Public Employees (CUPE) Local 4575 is for the period of January 1, 2019 to December 31, 2021. The increase for 2021 averages at 1.5%. 2022, 2023, and 2024 have budgeted salary increase based on basic inflation (2%)
 2. The Collective Agreement with International Union of Operating Engineers (IUOE Local 955) expires December 31, 2020. Wages are budgeted at 1.5% for 2021 and 2% for 2022, 2023, 2024.
- The Capital Plan as approved by Council May 5, 2020 has been adjusted based on new information.
- The Three-Year Road Plan as approved by Council November 29, 2019.
- No change to service levels in future years.
- No change to grant programs in future years.

Upcoming Projects have been included

1. In May, 2020 Council passed Motion J175-20: That the Smoky Lake County and Town of Smoky Lake Joint Council as community stakeholders be mutual third-party investment funding partners to contribute funding in the amount of \$600,000.00 based on a funding formula of sixty percent (60%) County and forty percent (40%) Town, for the purpose of incorporating a community daycare facility into the Aspen View Public Schools' H. A. Kostash School Replacement Project, in the Town of Smoky Lake.
2. The Victoria District Economic Development Plan is a plan to increase economic development through historic and rural tourism projects. The project is currently in planning stages. The business plan will be developed and then Smoky Lake County and the Town of Smoky Lake Councils will choose appropriate investment amounts. At this time this financial plan does not include any proposed investment or return values.

Fund Structure

The County has five funds, Municipal, Landfill, Fire, Policing, and Gas. The fund structure is used to ensure that costs for each fund are covered only by revenues belonging to that entity.

Municipal Fund

The municipal Fund is the primary fund used to manage the County's financial resources and obligations. All services are provided from this fund except for Landfill, Fire, and Natural Gas.

Landfill Fund

The Landfill Fund is a separate tax levy which covers all transfer station and waste costs. The annual surplus or deficit is transferred to/from the Landfill Reserve Fund.

Fire Services Fund

The Fire Services Fund is similar to the Landfill fund in that there is a separate tax levy which covers fire services costs. Any surplus/deficit is transferred to/from the Fire Reserve Fund.

Policing Services Fund

Effective April 2020, the Alberta Provincial Government will charge small municipalities policing costs based on a formula that weighs equalized assessment, population, and includes modifiers for crime severity, proximity to a detachment, and existing enhanced policing positions. The predicted charge is:

- ❖ 2020 \$ 63,702
- ❖ 2021 \$ 95,621
- ❖ 2022 \$127,404
- ❖ 2023 \$191,242

Gas Fund

The Natural Gas Utility is a user pay utility that supplies natural gas to Smoky Lake County and Vilna properties. It is 100% funded through user fees.

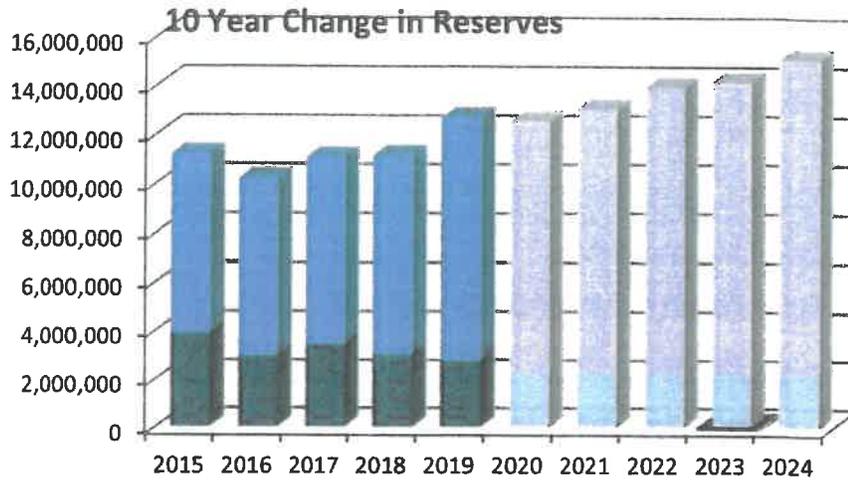
Smoky Lake County Financial Statements are consolidated and therefore include the accounts of all funds held by the County. The Financial Statements are audited annually and are available to the public by April of the following year.

Reserves and Surplus

The County keeps reserve funds set aside to provide funding for future expenditures and to ensure sufficient funds are available when required, and, where possible, to avoid the need to incur debt. On the financial statements, they are referred to as restricted surplus. Unrestricted surplus consists of surplus funds that were the result of past budget surpluses and may be used for capital or operating purposes as authorized by Council.

Smoky Lake County
2020-2024 Financial Plan

Council is dedicated to saving for future financial stability



Restricted surplus		2019	2020	2021	2022	2023	2024
Building	For building repairs - funding source - property taxes	183,374	160,924	210,924	260,924	310,924	360,924
General	Primarily for specific purchases and projects - funding source - property taxes	2,436,505	2,361,505	2,366,505	2,371,505	2,376,505	2,381,505
Regional Landfill	For waste equipment and landfill improvements - funding source - landfill tax levy	527,946	527,946	272,946	317,946	362,946	407,946
Transportation	For specific public works projects and equipment - funding source - property taxes	1,205,170	1,385,170	1,627,670	1,927,670	1,883,670	2,099,670
Gravel Pit reclamation	For the reclamation of gravel pits - funding source - gravel sales to public	447,929	460,929	473,929	486,929	499,929	512,929
Gravel Pit development	For the development of new gravel pits - funding source - gravel sales to public	83,203	97,473	112,288	127,659	143,597	160,114
Fire	For Fire equipment and emergencies - funding source - property taxes	1,317,452	1,365,452	1,550,452	1,605,452	1,500,452	1,685,452
Street Sweeper	For the replacement of a joint Street Sweeper - funding source - fees charged for street sweeping services (funds added to this reserve depend on usage)	45,769	45,769	45,769	45,769	769	769
Connectivity	For the development of more internet towers - funding source - property taxes	-23,477	30,992	111,992	192,992	273,992	354,992
Agriculture	For Agricultural services equipment and vehicles - funding source - property taxes	0	0	0	0	0	
Water	For water and sewer projects - funding source - property taxes	261,233	261,233	261,233	261,233	261,233	261,233
Road development	For roads damaged by natural resource extraction - funding source - aggregate license fee	1,484,363	1,496,099	1,700,099	1,908,179	2,120,421	2,336,908
Economic development	Funds collected from members of the Regional Community Development Committee (RCDC) members for future projects	59,223	59,223	59,223	59,223	59,223	59,223
Municipal	Funds collected in lieu of subdivision natural	41,762	41,762	41,762	41,762	41,762	41,762
Municipal General	Unfinished projects carried forward to the next year and emergencies	8,070,450	8,294,475	8,834,790	9,607,241	9,835,421	10,663,425
Gas	For natural gas projects - funding source - gas, odorant, and compressed natural gas sales	2,775,154	2,255,154	2,255,154	2,255,154	2,255,154	2,255,154
		1,919,255	2,049,255	2,029,255	2,149,255	2,129,255	2,249,255
Total Restricted Surplus (Reserves)		12,764,859	12,598,884	13,119,200	14,011,651	14,219,831	15,167,835

Budget Recommendations

Administration recommends that Smoky Lake County work towards full annual funding of operations, maintenance, growth, and asset depletion by applying the following measures:

- Ensure that the budget contains necessary inflationary increases to maintain services at a consistent level in future years.
- Set funds aside for long term infrastructure needs.
- Continue to pursue new sources of revenue.
- Use new revenues to reduce tax rates only when they are assured, sustainable, and stable.
- Ensure that funding towards capital exceeds annual amortization.

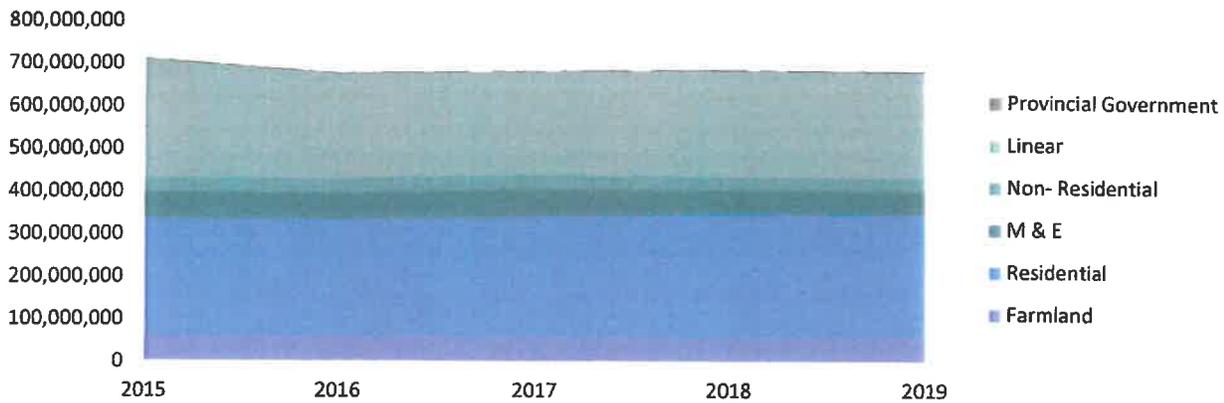
Future Outlook (opportunities & challenges)

The County has been able to maintain a solid financial position in spite of the economic challenges. We are prepared to face future challenges which include the ongoing downloading from the province in the areas of Financial, Protective, Transportation, and Agriculture Services.

Assessment changes continue to be a concern. In 2014 the taxable assessment peaked \$750,573,000. In 2016 and again in 2017, it declined drastically and now has stabilized in the \$680,000,000 to \$690,000,000 range. A majority of the decline has taken place in nonresidential properties reducing revenue by approximately \$1,500,000. Residential assessment has remained fairly stable however, it has not increased with inflation as expected. The chart on the next page provides a visual representation of the proportion of assessment allocated to each tax class.

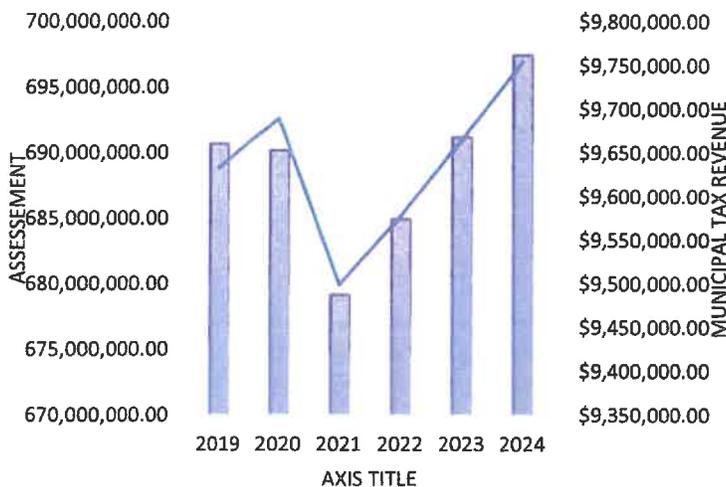
The chart also highlights how the assessment from linear has shifted over the years. In 2015 linear made up 39% of the assessment and residential was 39% of taxable assessment. Today, linear is 36% and residential is 42%. This means that Smoky Lake County relies more on residences (at a lower tax rate) to provide the revenue to continue basic services.

Assessment Totals



This year, we are experiencing several economic challenges. It is difficult to predict how the decline in the Alberta economy will affect assessments in the upcoming years. It is

Tax Revenue and Assessment



probable that the 2020 assessment will be lower than 2019 and it will take a year or two to recover. Nonresidential is expected to experience the most significant change. A rough forecast is that the total taxable assessment will decline at least 2% and will recover at a rate of 1% per year. If the tax rate remains the same, municipal tax revenue for 2021 is predicted to be \$200,000 lower than 2020.

BUDGET

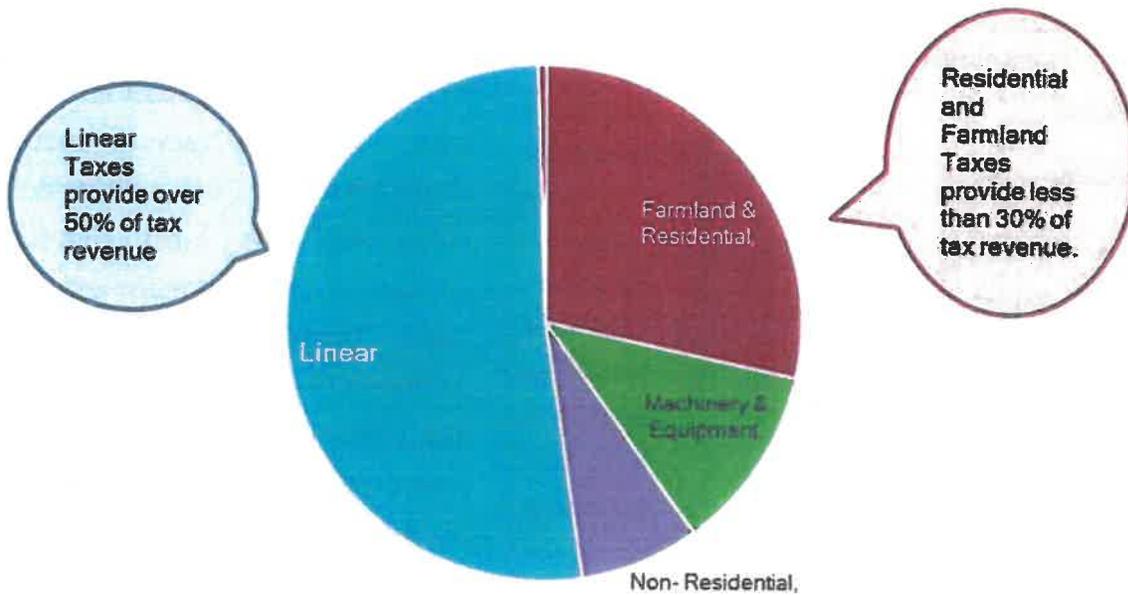


Revenues

Revenues come from three main sources:

Property Taxes

In 2020, the Net Property Taxes (Property Tax revenue less the Education and Seniors' Requisitions) provides 64% of the total operating revenue. This is down from 2019 (66%). Council considers the assessment, budget, and requisitions when setting the tax rate.



Smoky Lake County
2020-2024 Financial Plan

The 2020 tax rate has been set to minimize the impact of the additional policing charge of .0923 as much as possible. The current tax rates are:

MILL RATES	RESIDENTIAL		FARMLAND		NON RESIDENTIAL		MACHINERY AND EQUIPMENT	
	2019	2020	2019	2020	2019	2020	2019	2020
MUNICIPAL	4.0659	4.0457	11.1659	11.1457	19.9459	19.9257	19.9459	19.9257
REGIONAL LANDFILL	0.6817	0.6656	0.6817	0.6656	0.6817	0.6656	0.6817	0.6656
FIRE PROTECTION	0.837	0.836	0.837	0.836	0.837	0.836	0.837	0.836
POLICING	0	0.0923	0	0.0923	0	0.0923	0	0.0923
Municipal Rates <small>increase</small>	5.5846	5.6396 <small>0.055</small>	12.6846	12.7396 <small>0.055</small>	21.4646	21.5196 <small>0.055</small>	21.4646	21.5196 <small>0.055</small>
EDUCATION	2.5631	2.6012	2.5631	2.6012	3.8186	3.5785		
SENIORS FOUNDATION	0.7334	0.7048	0.7334	0.7048	0.7334	0.7048	0.7334	0.7048
Total Rates	8.8811	8.9456	15.9811	16.0456	26.0166	25.8029	22.198	22.2244
INCREASE		0.0645		0.0645		-0.2137		0.0264

User Fees

Municipal user fee revenue comes from water/sewer charges, sales of goods and services, campsite fees, and landfill fees. For 2020 the revenue budgeted from User fees (not including natural gas charges) is \$1.2 Million.

Grants

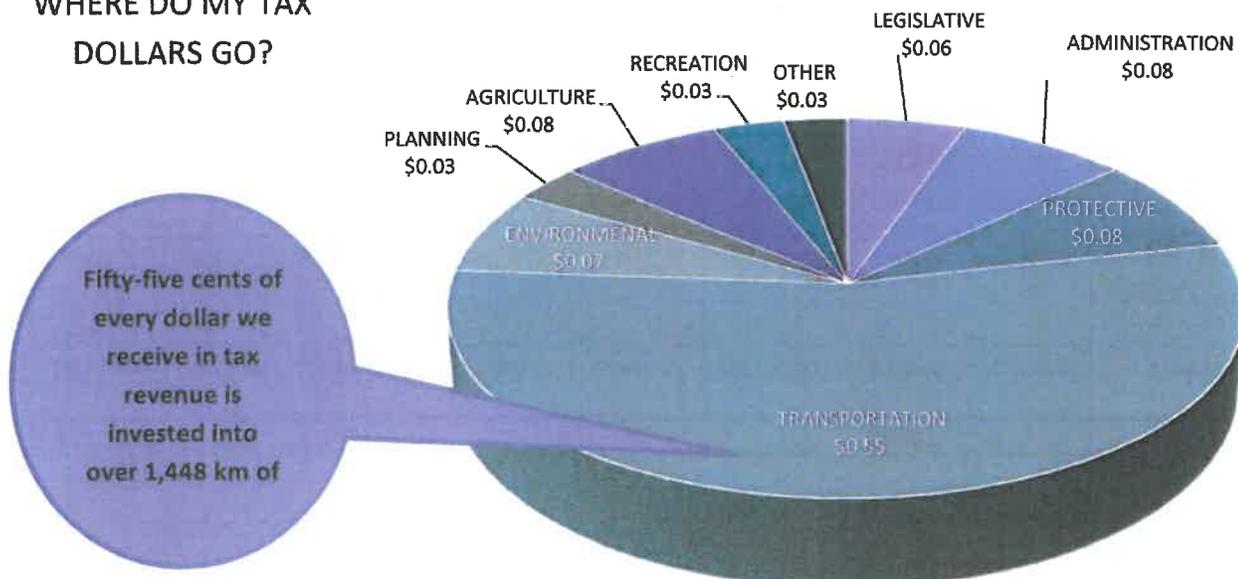
Estimated grants are included in the financial plan. We handle grants in two ways:

1. Annual grants like the Municipal Sustainability Initiative Grant and the Federal Gas Tax Grant are conservatively estimated based on what was provided in the previous year.
2. Specific grants for projects are estimated based on the current grant rules. If the County does not receive the grant, the project may be cancelled or postponed until further funding can be secured.

Expenses

Expenses are tracked per department. More detailed information on costs will follow. This chart shows the portion of tax revenue that is allocated to each department.

WHERE DO MY TAX DOLLARS GO?



Smoky Lake County
2020-2024 Financial Plan

Budget Summary

	2020	2021	2022	2023	2024
Revenues					
Sales of goods and services	1,002,729.00	1,022,785.00	1,046,652.00	1,067,586.00	1,088,938.00
Government transfers for operating	607,198.00	610,721.00	612,927.00	619,652.00	626,511.00
Investment income	356,312.00	363,438.00	370,707.00	378,121.00	385,683.00
Penalties and costs of taxes	74,095.00	75,577.00	77,089.00	78,631.00	80,204.00
Licenses and permits	27,000.00	27,540.00	28,091.00	28,653.00	29,226.00
Special levies and taxes	241,605.00	246,437.00	251,366.00	256,393.00	261,522.00
Natural Gas	2,691,150.00	3,012,265.00	3,033,659.00	3,084,168.00	3,142,815.00
Total Revenues	5,000,089.00	5,358,763.00	5,420,491.00	5,513,204.00	5,614,899.00
Expenses					
Legislative	541,793.00	550,809.00	561,825.00	573,061.00	584,523.00
Administration	1,795,800.00	1,828,265.00	1,864,829.00	1,942,126.00	1,980,167.00
Other Government Services	109,300.00	131,486.00	112,754.00	115,009.00	117,308.00
Protective Services	925,383.00	972,522.00	1,026,970.00	1,107,507.00	1,129,657.00
Transportation	6,458,023.00	6,324,361.44	6,450,849.00	6,579,866.00	6,711,465.00
Water/Sewer	553,846.00	563,833.00	575,112.00	586,614.00	598,343.00
Waste	551,892.00	561,705.00	572,939.00	584,396.00	596,086.00
FCSS	116,635.00	116,749.00	116,749.00	116,749.00	116,749.00
Planning	361,621.00	368,055.00	375,418.00	382,926.00	390,585.00
Agriculture Service Board	887,480.00	903,155.00	921,217.00	939,638.00	958,431.00
Economic Development	314,800.00	135,116.00	137,816.00	140,572.00	143,384.00
Recreation & Cultural Services	477,919.00	486,641.00	496,374.00	506,302.00	516,429.00
Natural Gas	2,652,150.00	3,011,331.00	3,040,014.00	3,100,814.00	3,162,830.00
Contingency	\$ 31,388.00	\$ -	\$ -	\$ -	\$ -
Total Expenses	15,778,030.00	15,954,028.44	16,252,866.00	16,675,580.00	17,005,957.00
Net Revenue (Expense) before reserve transfers	-10,777,941.00	-10,595,265.44	-10,832,375.00	-11,162,376.00	-11,391,058.00
Net Transfer To/From Op Reserves	\$ 158,261.00	-\$ 312,815.00	-\$ 317,451.00	-\$ 322,180.00	-\$ 327,004.00
Reverse Amortization	2,277,786.00	2,296,821.00	2,342,758.00	2,389,614.00	2,437,407.00
Net Operating Revenue (Expense)	-8,341,894.00	-8,611,259.44	-8,807,068.00	-9,094,942.00	-9,280,655.00
Non Operating Items:					
Net Contribution to Capital	1,525,372.00	4,536,283.00	5,073,030.00	3,903,293.00	2,377,597.00
Net Transfer To - From Reserves	-77,714.00	-152,500.00	575,000.00	-105,000.00	621,000.00
Debt Repayment	0	0	0	0	0
Total Cash Requirements (for tax bylaw)	-9,789,552.00	-12,995,042.44	-14,455,098.00	-12,893,235.00	-12,279,252.00

Capital Budget

A 15-year Vehicle and Equipment Replacement Plan is passed by council each year. Vehicle/Equipment replacement is scheduled so that we maximize use and minimize maintenance costs. Maintenance costs are reviewed on an ongoing basis and when possible, the purchase of replacement equipment or vehicles is postponed to future years.



	2020	2021	2022	2023	2024
Revenues					
Sale of Capital Assets	0.00	125,000.00	150,000.00	150,000.00	150,000.00
Provincial Grant	814,250.00	895,000.00	870,000.00	870,000.00	1,020,000.00
Federal Grant	130,000.00	130,000.00	130,000.00	130,000.00	130,000.00
Long Term loan		743,800.00			
Transfer from Reserve	377,264.00	717,500.00	130,000.00	670,000.00	84,000.00
Gas	50,000.00	70,000.00	0.00	70,000.00	0.00
Total Revenues	1,371,514.00	2,681,300.00	1,280,000.00	1,890,000.00	1,384,000.00
Expenses					
Vehicles	167,000.00	1,207,970.00	908,520.00	967,356.00	421,700.00
Equipment Replacement	120,000.00	992,055.00	1,824,710.00	1,682,937.00	831,250.00
Equipment - New Initiatives	0.00	31,000.00	30,000.00	30,000.00	30,000.00
Bridge Repairs and Replacement	200,000.00	200,000.00	200,000.00	200,000.00	200,000.00
Land Improvements	268,000.00	101,500.00	33,500.00	26,500.00	21,500.00
Buildings	84,000.00	1,103,800.00	1,505,500.00	180,700.00	300,000.00
Transfer to Reserves	299,550.00	585,000.00	585,000.00	585,000.00	585,000.00
Road - Oil Treatment/Paving	\$ 188,264.00	285,000.00	270,000.00	275,400.00	280,908.00
Road - Fibermat/Micro Surface	70,500.00	105,000.00	0.00	0.00	0.00
Road - Rehabilitation/Base Stabilization	268,000.00	234,000.00	455,000.00	464,100.00	473,382.00
Road - Construction	0.00	335,000.00	75,000.00	80,500.00	86,111.00
Road - Graveling	911,858.00	818,758.00	820,000.00	836,400.00	853,127.00
Principal on Long Term Debt	\$ -		-\$ 1,505,500.00	\$ 100,000.00	\$ 100,000.00
Gas	\$ 242,000.00	\$ 322,200.00	\$ 220,800.00	\$ 259,400.00	\$ 199,619.00
Total Expenses	2,819,172.00	6,321,283.00	5,422,530.00	5,688,293.00	4,382,597.00
Net Contribution to Capital / Reserves	1,447,658.00	3,639,983.00	4,142,530.00	3,798,293.00	2,998,597.00

Vehicles include everything that is licensed to drive down the highway (Pickup trucks, Tractor-trailer units, Emergency Service trucks, etc.). Equipment includes everything else (graders, tractors, mowers, etc.). Land Improvements include parks, reclamation, etc.. Engineering structures refer to the water, sewer, and gas infrastructure.

Budget Overview by Department

Legislative Services includes all Council costs (payroll, supplies, and expenses)

LEGISLATIVE SERVICES	2020	2021	Budget Change	2022	Budget Change	2023	Budget Change	2024
Salaries	\$436,564	\$443,112	1.500%	\$451,975	2.000%	\$461,014	2.000%	\$470,234
Total Expenses	\$105,000	\$107,464	2.347%	\$109,613	2.000%	\$111,806	2.000%	\$114,042
Total Legislative	\$541,564	\$550,577	1.664%	\$561,588	2.000%	\$572,820	2.000%	\$584,276



Other Government Services includes intergovernmental relations and grants to organizations. The current plan is based on the existing budget with a 2% increase for inflation in future years, along with the costs for the election in 2021.

INTER_GOVT	2020	2021	Budget Change	2022	Budget Change	2023	Budget Change	2024
WCB	\$56,000	\$57,120	2.000%	\$57,222	0.179%	\$58,366	1.999%	\$59,533
Contracted and general services	\$6,800	\$6,936	2.000%	\$7,154	3.143%	\$7,297	1.999%	\$7,442
Materials, goods and utilities	\$16,000	\$16,320	2.000%	\$16,646	1.998%	\$16,979	2.000%	\$17,319
Transfers to local boards and agencies	\$30,500	\$31,110	2.000%	\$31,732	1.999%	\$32,367	2.001%	\$33,014
Election Costs		\$20,000						
Net Costs for Taxation Purpose	\$109,300	\$131,486		\$112,754		\$115,009		\$117,308

Smoky Lake County
2020-2024 Financial Plan

Administration Services includes Costs for the finance and administration activities of the County, including the Information and Geographical Information Systems. For 2020 revenues include a \$500,000 surplus carried over from 2019. We do not anticipate a surplus in 2020 to carry to future years. No changes to service levels are proposed.



ADMINISTRATION	2020	2021	Budget Change	2022	Budget Change	2023	Budget Change	2024
Salaries, wages and benefits	\$916,925	\$931,813	1.624%	\$950,449	2.000%	\$969,458	2.000%	\$988,848
Contracted and general services	\$635,685	\$648,399	2.000%	\$661,366	2.000%	\$674,594	2.000%	\$688,084
Materials, goods and utilities	\$115,550	\$117,861	2.000%	\$120,218	2.000%	\$122,623	2.001%	\$125,075
Transfers to local boards and agencies	\$50,670	\$51,683	1.999%	\$52,717	2.001%	\$53,771	1.999%	\$54,846
Bank charges and short term interest	\$4,000	\$4,080	2.000%	\$4,162	2.010%	\$4,245	1.994%	\$4,330
Total Revenues	\$691,662	\$702,981	1.636%	\$714,527	1.642%	\$728,817	2.000%	\$743,393
Transfers to (from) reserves	\$542,981	\$214,000		\$136,000		\$136,000		\$136,000
Contribution to Capital	\$154,000	\$375,000		\$15,000		\$195,700		\$15,000
Long Term Debt Payment	\$0	\$0		\$0		\$140,000		\$140,000
Contingency	\$31,388	\$0		\$0		\$0		\$0
Net Costs for Taxation Purpose	\$673,575	\$1,211,855		\$1,225,385		\$1,567,574		\$1,408,790

Transfers to reserves and investments in capital planned are:

- ✓ Reserve for Capital Repairs to the Administration Building, \$31,550 in 2020 followed by \$50,000 per year.
- ✓ In 2019 Associated Engineering conducted a condition assessment on the Administration Building. The study had several recommendations for repairs and maintenance that will need to be complete over the next 20 years. The Capital budget includes the work recommended in 2020, 2021, 2022, and 2023. Although the current plan has the costs funded from tax revenue, Council will be evaluating other funding options during the next budget cycle.
- ✓ In 2018 Smoky Lake County had a Phase II study done on an old nuisance ground which was partially funded through an FCM grant. The phase 2 study was completed in 2019 and predicted a cost of \$200,000 for remediation. There is \$75,000 in reserves and Alberta Transportation has agreed to provide \$100,000 in grant funds to fund this project. The original budget passed on May 5th has been revised to reflect this change.
- ✓ \$5,000 will be transferred to reserves each year from 2021 to 2024 for new aerial photos to be taken in approximately 10 years.
- ✓ \$15,000 will be budgeted each year to ensure there are funds for heritage signs as needed.

Smoky Lake County
2020-2024 Financial Plan

Protective Services includes Fire and Emergency Response, Disaster Management, Contribution to Policing, and Bylaw Enforcement. Fire Services are tracked by department. Different agreements have been reached with each urban municipality establishing how much the County pays.



PROTECTIVE SERVICES	2020	2021	Budget Change	2022	Budget Change	2023	Budget Change	2024
Vilna Fire Department	\$169,730	\$173,125	2.000%	\$176,587	2.000%	\$180,119	2.000%	\$183,721
Smoky Lake Fire Department	\$105,165	\$107,268	2.000%	\$109,414	2.000%	\$111,602	2.000%	\$113,834
Waskatenau Fire Department	\$64,350	\$65,637	2.000%	\$66,950	2.000%	\$68,289	2.000%	\$69,655
General Fire	\$274,749	\$280,242	1.999%	\$285,847	2.000%	\$291,564	2.000%	\$297,391
Fees Charged	-\$125,000	-\$127,500	2.000%	-\$130,050	2.000%	-\$132,651	2.000%	-\$135,304
Disaster Services	\$7,500	\$7,650	2.000%	\$7,803	2.000%	\$7,959	2.000%	\$8,118
Bylaw Enforcement	\$147,031	\$147,959	0.631%	\$156,046	5.465%	\$157,875	1.172%	\$164,860
Alberta Policing Fee	\$63,702	\$95,621	50.107%	\$127,404	33.239%	\$191,242	50.107%	\$191,242
Transfers to (from) reserves	\$48,000	\$175,000		\$55,000		\$105,000		\$185,000
Contribution to Capital	\$110,000	\$70,700		\$353,670		\$420,160		\$0
Net Costs for Taxation Purpose	\$865,227	\$995,702		\$1,208,670		\$1,191,158		\$1,078,517

Transfers to reserves have been budgeted to prevent the need for large fluctuations in the tax rate.

- ✓ In 2020, the reserve transfers consist of \$5,000 for equipment, \$70,500 for fire truck, and \$12,500 for a fire equipment storage shop.
- ✓ In future years, \$10,000 will be transferred for fire equipment, \$125,000 for fire truck replacement, \$25,000 for air bottle replacement, and \$25,000 for an Equipment Storage Building.
- ✓ In 2020 the Fire Chief vehicle, will be replaced.
- ✓ In 2021 the Bylaw Officer vehicle will be replaced.
- ✓ In 2022 the Smoky Lake Rescue truck, Smoky Lake Water truck, and Bylaw Officer ATV will be replaced.
- ✓ In 2023 the Waskatenau Fire truck is due for replacement.

Smoky Lake County
2020-2024 Financial Plan

Transportation Services covers all aspects of road maintenance. The transportation budget tracks road and bridge projects as well as road maintenance/operations. Large fluctuations in the budget are a result of the timing of equipment replacement.

TRANSPORTATION SERVICES	2020	2021	Budget Change	2022	Budget Change	2023	Budget Change	2024
Operating and Maintenance	\$4,489,894	\$4,260,769	-5.103%	\$4,342,574	1.920%	\$4,429,425	2.000%	\$4,518,015
Bridge Projects	\$200,000	\$200,000		\$200,000		\$200,000		\$200,000
Oiling	\$188,264	\$285,000		\$270,000		\$275,400		\$280,908
Fibermat	\$70,500	\$ 105,000.00		\$ -		\$ -		\$0
Rehabilitation	\$268,000	\$ 234,000.00		\$ 455,000.00		\$ 464,100.00		\$473,382
Construction	\$0	\$ 335,000.00		\$ 75,000.00		\$ 80,500.00		\$86,111
Gravelling	\$911,858	\$ 818,758.00		\$ 820,000.00		\$ 836,400.00		\$853,127
Total Road Projects	\$1,438,622	\$1,777,758	23.574%	\$1,620,000	-8.874%	\$1,656,400	2.247%	\$1,693,528
MSI/FGT Grant	\$844,250	\$1,000,000		\$1,000,000		\$1,000,000		\$1,000,000
Transfers to (from) reserves	\$19,006	\$270,315		\$328,371		\$51,062		\$245,517
Contribution to Capital	\$137,000	\$1,546,486		\$2,180,065		\$1,947,996		\$1,075,200
Net Costs for Taxation Purpose	\$5,440,272	\$7,055,328	29.687%	\$7,671,010	8.726%	\$7,182,759	-6.365%	\$6,732,260

The detailed three-year road plan is attached in the Appendix. The capital costs for the next 5 years are for vehicle and equipment replacement as established in the 15-year replacement plan.

- ✓ No grader replacement is budgeted for in 2020. Each year thereafter a Grader is replaced at an estimated cost of \$580,000 - \$700,000.
- ✓ In 2020 \$57,500 will be transferred to reserves for grader replacement and \$12,500 for dozer replacement.
- ✓ One wobbly packer will be purchased per year beginning 2021 for a budget of \$30,000.
- ✓ Two trucks will be replaced in 2020, four in 2021, three in 2022, four in 2023, and three in 2024; the budget for trucks ranges from \$50,000 to \$62,000 depending on the size required.
- ✓ Three gravel trucks will be replaced in 2021, two in 2022, one in 2023, and one in 2024A plow truck will be replaced in 2021The forklift will be replaced in 2021.
- ✓ The dump truck and oil truck will be replaced in 2021.
- ✓ The oil tanker will be replaced in 2023.
- ✓ A gravel trailer is scheduled for replacement in 2021.
- ✓ The rock truck will need to be replaced in 2022.
- ✓ The excavator will need replacement in 2022.
- ✓ A gate/fence will be installed at public work in 2020.
- ✓ The street sweeper is scheduled for replacement in 2023.
- ✓ The reclaimer, a plow, pressure washer, and trailer are scheduled for replacement in 2023.

Smoky Lake County
2020-2024 Financial Plan

Environmental Services include the water, sewer, and waste services. This department manages water distribution in Warspite, the Truck fills located in Waskatenau, Warspite, Smoky Lake, Bellis, and Spedden. Both Warspite and Bellis have sewer services. As well the department contracts work out to the Highway 28/63 Regional Water Services Commission and occasionally to the Villages and Waste Services.



- ✓ The trucks for the Water Technicians are scheduled for replacement in 2021, and 2022.



Waste/Landfill Services covers all the waste removal, transfer station and landfill costs. A separate tax rate is levied to cover waste.

- ✓ In 2021 and 2023, the Waste Department will purchase more bear proof bins.
- ✓ Funds are being transferred to reserves each year for the Garbage Truck which is scheduled for replacement in 2022.

ENVIRONMENTAL SERVICES	2020	2021	Budget Change	2022	Budget Change	2023	Budget Change	2024
Water - Supply & Distribution	\$259,809	\$262,690	1.109%	\$267,945	2.000%	\$278,303	3.866%	\$280,172
Truckfills	\$36,665	\$37,398	2.000%	\$38,146	2.000%	\$38,909	2.000%	\$39,687
Sewer Services	\$11,958	\$12,197	2.000%	\$12,441	2.000%	\$12,690	2.000%	\$12,944
Waste Collection & Hauling	\$208,709	\$212,883	2.000%	\$217,141	2.000%	\$221,484	2.000%	\$225,913
Transfer Sites	\$250,683	\$255,697	2.000%	\$260,811	2.000%	\$266,026	2.000%	\$271,346
Transfers to (from) reserves	\$0	\$255,000		\$45,000		\$45,000		\$45,000
Contribution to Capital	\$0	\$465,490		\$50,985		\$0		\$0
Net Costs for Taxation Purpose	\$694,494	\$916,559	31.98%	\$816,177	-10.95%	\$784,593	-3.87%	\$795,688

Smoky Lake County
2020-2024 Financial Plan

Family and Community Support Services (FCSS) supports the Family School Liaison Worker (FSLW) Program by allocating the provincial grant to it. Aspen View Public Schools Division oversees the FSLW program. Smoky Lake County is required to contribute municipal funds equal to 25% of the grant to the FCSS program. Council has chosen to use these funds to provide local groups and organizations with financial assistance when providing FCSS programs. Details can be found in Policy 08-17 FCSS Grants.

FAMILY AND COMMUNITY SOCIAL SERVICES (FCSS)	2020	2021	Budget Change	2022	Budget Change	2023	Budget Change	2024
Family School Liason	\$93,308	\$93,308	0.000%	\$93,308	0.000%	\$93,308	0.000%	\$93,308
Provincial Grant	\$93,308	\$93,308		\$93,308		\$93,308		\$93,308
FCSS Grants	\$23,327	\$23,327	0.000%	\$23,327	0.000%	\$23,327	0.000%	\$23,327
Net Costs for Taxation Purpose	\$23,327	\$23,327		\$23,327		\$23,327		\$23,327

Planning Services provides building & development permits, compliance certificates, etc. Changes in the Alberta Municipal Government Act require Inter-municipal Development plans and Inter-municipal Collaboration Frameworks with all neighboring municipalities. These projects, along with Area Structure Plans are accomplished by contracting consultants.



PLANNING SERVICES	2020	2021	Budget Change	2022	Budget Change	2023	Budget Change	2024
Planning Administration	\$278,621	\$283,965	1.918%	\$289,646	2.001%	\$295,438	2.000%	\$301,348
Plans and Bylaw Revisions	\$23,000	\$23,000	0.000%	\$23,460	2.000%	\$23,929	2.000%	\$24,408
Appeal Board	\$5,500	\$5,500	0.000%	\$5,610	2.000%	\$5,722	2.000%	\$5,837
Transfers to (from) reserves	\$0	\$0		\$0		\$0		\$0
Contribution to Capital	\$0	\$0		\$0		\$0		\$0
Net Costs for Taxation Purpose	\$307,121	\$312,465	1.740%	\$318,716	2.001%	\$325,090	2.000%	\$331,592

Smoky Lake County
2020-2024 Financial Plan



Agriculture Service Board provides pest control, weed inspection/spraying, and roadside mowing. The department contributes to the Lakeland Agricultural Research Association (LARA) annually.

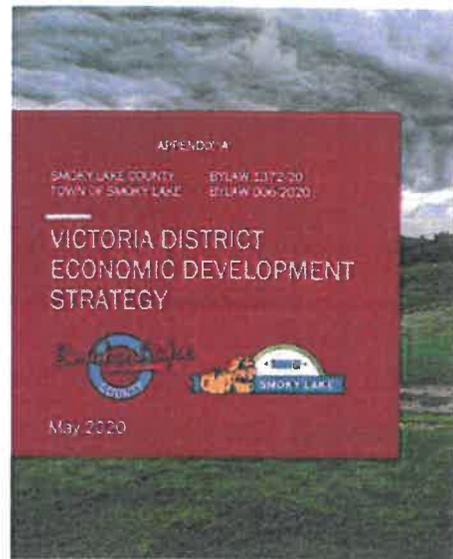
- ✓ In 2020 the mower and will be replaced.
- ✓ In 2023 a mower, trailer, and tractor are scheduled for replacement.

AGRICULTURAL SERVICES	2020	2021	Budget Change	2022	Budget Change	2023	Budget Change	2024
Administration	\$511,829	\$522,031	1.993%	\$532,471	2.000%	\$543,117	1.999%	\$553,980
Grant	\$180,000	\$183,359	1.866%	\$183,359	0.000%	\$183,359	0.000%	\$183,359
Mowing	\$89,758	\$91,553	2.000%	\$93,384	2.000%	\$95,252	2.000%	\$97,157
Weed Control	\$166,258	\$169,583	2.000%	\$172,975	2.000%	\$176,434	2.000%	\$179,963
Beaver Control	\$57,831	\$58,988	2.000%	\$60,167	2.000%	\$61,371	2.000%	\$62,598
Gopher Control	\$504	\$514	2.000%	\$524	2.000%	\$535	2.000%	\$546
Council Costs	\$15,800	\$16,116	2.000%	\$16,438	2.000%	\$16,767	2.000%	\$17,102
Contribution to Capital	\$80,000	\$0		\$0		\$162,137		\$0
Net Costs for Taxation Purpose	\$741,980	\$675,426	-8.970%	\$692,601	2.543%	\$872,254	25.939%	\$727,987

Economic Development Services are provided inter-municipally through the Regional Community Development Committee (RCDC). The current funding formula for the committee requires 65% from Smoky Lake County. The financial plan is based on this agreement. Doctor Recruitment and Retention is also funded jointly.

In the strategic plan, Smoky Lake County prioritized economic development. An Economic Development Strategy focused on leveraging existing heritage assets within the Victoria District has been developed. Bylaw 1370-20: Victoria District Economic Development Strategy was passed in June 2020. The plan objectives were established to:

1. Arrest the declining population to protect municipal core services including hospitals and schools.
2. See property values gradually return to a positive-growth pattern.
3. Reduce the unemployment.
4. Facilitate career opportunities for young people so they do not have to leave the area.
5. Ensure wealth generation is shared around the region.
6. Contribute to the preservation of heritage values of both the Victoria District and the wider region.



Council has approved funding to proceed with an implementation plan with the Town of Smoky Lake. These funds (\$123,500) have been included in the budget along with a small amount for future years. As public consultation continues over the next several months, decisions will be made regarding how the plan will be implemented and what the costs will be, and how they will affect the budget from 2021-2024.

ECONOMIC DEVELOPMENT	2020	2021	Budget Change	2022	Budget Change	2023	Budget Change	2024
County Development/Tourism	\$6,500	\$6,630	2.000%	\$6,763	2.000%	\$6,898	2.000%	\$7,036
Regional Economic Development	\$70,304	\$71,700	1.986%	\$73,132	1.997%	\$74,594	1.999%	\$76,087
Dr Recruitment/Retention	\$75,640	\$17,153	-77.323%	\$17,496	2.000%	\$17,846	2.000%	\$18,203
Smoky Lake Foundation	\$1,000	\$1,020	2.000%	\$1,040	2.000%	\$1,061	2.000%	\$1,082
Victoria District Economic Development	\$123,500	\$0		\$0		\$0		\$0
Transfers to (from) reserves								
Net Costs for Taxation Purpose	\$276,944	\$96,503	-65.154%	\$98,431	1.998%	\$100,389	1.999%	\$102,408

Smoky Lake County
2020-2024 Financial Plan



Recreation and Cultural Services include the maintenance of all county owned parks and campgrounds. The operations of the campgrounds are contracted out. This department also includes grants to the Agricultural Societies, maintenance of the Iron Horse Trail and costs of the Heritage Board

RECREATION & CULTURAL SERVICES	2020	2021	Budget Change	2022	Budget Change	2023	Budget Change	2024
General	\$255,169	\$261,396	2.440%	\$267,142	2.198%	\$273,955	2.551%	\$279,435
Recreation Trail	\$2,500	\$2,550	2.000%	\$2,601	2.000%	\$2,653	2.000%	\$2,706
Hanmore/Island Lake	\$34,500	\$35,190	2.000%	\$35,894	2.000%	\$36,612	2.000%	\$37,344
Heritage Board	\$30,000	\$30,600	2.000%	\$31,212	2.000%	\$31,836	2.000%	\$32,473
Agricultural Societies	\$95,000	\$95,000	0.000%	\$95,000	0.000%	\$95,000	0.000%	\$95,000
MSI Grant	\$95,000	\$95,000		\$95,000		\$95,000		\$95,000
Northern Lights Library System	\$25,750	\$26,265	2.000%	\$26,790	2.000%	\$27,326	2.000%	\$27,873
Transfers to (from) reserves	\$20,000	\$0		\$0		\$0		\$150,000
Contribution to Capital	\$58,000	\$84,849		\$47,010		\$6,500		\$364,250
Net Costs for Taxation Purpose	\$316,919	\$370,470	16.897%	\$338,861	-8.532%	\$305,659	-9.798%	\$519,393

- ✓ \$38,000 has been budgeted to finish two river boat launches.
- ✓ \$20,000 has been budgeted to fix erosion problems at Mons Lake.
- ✓ Each year from 2021 – 2024, \$6,500 will be spent on the installation of bear proof garbage bins in the campgrounds and parks.
- ✓ A pier will be replaced in 2022 (the location to be determined).
- ✓ Trailers will be replaced in 2021 and 2022.
- ✓ If we are able to secure grant funding, a playground replacement is scheduled for 2021.
- ✓ One mower will be replaced in 2021 and 2022.
- ✓ \$25,000 has been budgeted for trees along the trail in Warspite in 2021.



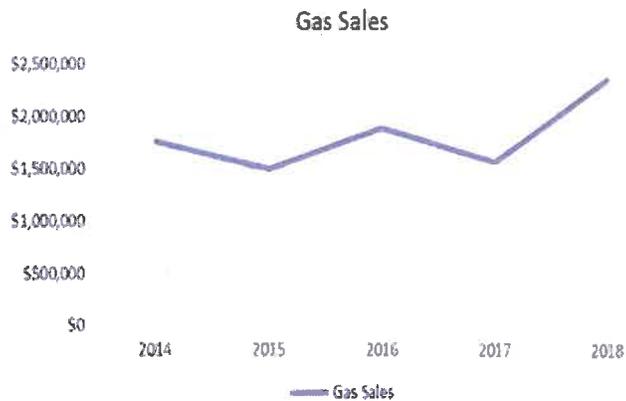
Smoky Lake County
2020-2024 Financial Plan

Natural Gas Services distribute natural gas to County and Vilna Residents. The department also supplies odorant and compressed natural gas to other gas co-ops. The Gas department operates financially independent of Smoky Lake County.

NATURAL GAS	2020	2021	Budget Change	2022	Budget Change	2023	Budget Change	2024
Bulk Odorant	-\$55,828	-\$56,945	2.000%	-\$58,083	2.000%	-\$59,245	2.000%	-\$60,430
CNG Trailer	-\$27,900	-\$28,458	2.000%	-\$29,027	2.000%	-\$29,608	2.000%	-\$30,200
Gross Margin - Sales less gas purchase	-\$1,223,778	-\$1,243,414	1.605%	-\$1,231,838	-0.931%	-\$1,220,659	-0.908%	-\$1,131,503
Legislative	\$9,000	\$9,180	2.000%	\$9,364	2.000%	\$9,551	2.000%	\$9,742
Administration	\$440,468	\$449,277	2.000%	\$458,263	2.000%	\$467,428	2.000%	\$476,777
Distribution- Operating & Maintenance	\$606,038	\$618,159	2.000%	\$630,522	2.000%	\$643,132	2.000%	\$655,995
Capital Assets	\$ 122,000.00	\$ 272,200.00		\$ 100,800.00		\$ 209,400.00		\$ 79,619.00
Reserve Transfers - System Capital	\$ 130,000.00	-\$ 20,000.00		\$ 120,000.00		-\$ 20,000.00		\$ 120,000.00
Total Natural Gas	\$0	-\$0	11.605%	\$0	9.069%	\$0	9.092%	-\$0

- ✓ Every year \$50,000 is budgeted for major line repairs. If the funds are not needed, they are transferred to reserves.
- ✓ Communication modems for the RMO (Regulating, Metering and Odorizing) stations will be upgraded in 2020, 2021, and 2022.
- ✓ A truck will be replaced each year beginning 2020
- ✓ In 2021 we will build a shed to protect pipe and other gas line supplies.
- ✓ Starting in 2019, we have established a plan to update the RMO stations. In 2020 we will put \$70,000 into reserves then the next year, we will replace the RMO station. This will take place until all stations are upgraded.
- ✓ A truck is scheduled for replacement each of the five years.

Gas sales are predicted using an average of the past 5 years volumes and an estimated minimal price change. Surpluses are added to reserves and deficits are covered by reserves. Average sales have stabilized at around \$2,000,000. This is because the price of natural gas has been consistently lower.



APPENDICES

Appendix 1: Policy 08-11 Budget Development

SMOKY LAKE COUNTY



Title: Budget Development		Policy No.: 11-02
Section: 08	Code: P-R	Page No.: 1 of 3
Legislation Reference:		<i>Municipal Government Act, Sections 242 – 246.</i>
Purpose:	To provide an efficient and effective process for the development of the annual Total Function Budget and Five Year Financial Plan.	
Policy Statement and Guidelines:		
<p>1. STATEMENT OF INTENT:</p> <p>1.1 The Budget Development Policy provides a guideline for the activities that encompass the development, implementation, and evaluation of a plan for the provision of services and capital purchases. This policy along with Policy 08-30-01 Financial Management Policy provide for a consistent approach to the financial planning of Smoky Lake County.</p> <p>2. RESPONSIBILITIES:</p> <p>2.1 Council is responsible for the following:</p> <p>2.1.1 Providing Administration, in August each year, with direction as to its expectation for:</p> <ul style="list-style-type: none"> • The municipal tax rate • Percent increase (or decrease) for the next year in function or capital expenditures that are acceptable • Expected changes to service levels • Priorities in the Road Plan <p>2.1.2 Scheduling adequate meeting time to review budget documents using the following as a guideline.</p> <ul style="list-style-type: none"> • Directional Meeting – August • Capital Asset Meeting– October • Five-year Road Plan – October • Natural Gas – November • Complete Total Function Budget draft – November/December • Tax Rate Meeting(s) – April/May <p>2.1.3 Interim Budget Approval upon the incorporation of changes and modifications requested by council (target date: December 31)</p> <p>2.1.4 Final Budget Ratification upon the incorporation of further changes and modifications as a result of meetings setting the tax rate (target date: April 30)</p> <p>2.1.5 Five Year Financial Plan Ratification based on updated information (target date: July 31)</p>		

Title: Budget Development		Policy No.: 11-02
Section: 08	Code: P-R	Page No.: 2 of 3

Policy Statement and Guidelines:

- 2.2 **Administration** (led by the Finance Manager) is responsible for: ensuring that the Annual Budget and Five Year Financial Plans meet legislation requirements and follow industry best practices through the following activities.
- 2.2.1 Management Review of Department Budgets(to be complete by October 15):
- Based on the guidelines established by Council, each function group will prepare a draft five year Function Budget which contains the following items: Five Year Operating Budget, Ten-Year Capital Asset Plan, Road Plan, and other Project Plans as required.
 - The Chief Administrative Officer will meet with each of the function groups to discuss their requests and needs and make appropriate changes where necessary.
 - Budgets will be based on factors such as assessment growth, union collection agreement, provincial funding, and council direction.
- 2.2.2 Year 1 Budget Summary (to be complete by October 31): The Finance Manager will compile all the individual documents into a summary that Should contain the following:
- Summary of the budget guidelines adopted by Council for the proposed year.
 - Summary of Administration's proposed budget items:
 - a. Wages and benefits % and \$ change
 - b. Estimated assessment % and \$ change
 - c. General % factor used for utilities or typical expenditures
 - d. Major dollar changes for "special" or known issues (e.g., insurance / debentures)
 - e. Proposed staffing changes and the corresponding wage and benefits, etc. costs
 - f. New reserves or recommended changes to existing reserves
 - g. The amount of engineering and project costs budgeted for projects that are pre-designed and will be completed in subsequent year(s)
 - h. Identified major increases or decreases for each function
 - i. Projected grant funding
 - j. Any other items that would provide Council with information to make its decision making more effective and efficient

Title: Budget Development		Policy No.: 11-02
Section: 08	Code: P-R	Page No.: 3 of 3

Policy Statement and Guidelines:	
<p>2.2.3 Year 1 Budget Compilation (to be complete by October 31) Administration to compile all the individual documents into the following budget documents:</p> <ul style="list-style-type: none"> • Revenue and expenditures by function • Ten Year Capital Replacement Plan • Road Plan • Summary of Reserve Balances • Any projects carry forwards (if known at this time) • Supporting charts or graphs for information that will prove beneficial for budget review • Where appropriate, information will be provided that shows previous year information, available current year information and percentage increases or decreases from one year to next. • Administration will incorporate and track all changes / modifications resulting from Budget meetings with Council. 	
<p>2.2.4 Five Year Financial Plan (to be complete by July 15) The Finance Manager will compile all approved budget documents, along with Projections for years 2 to 5 into a Five Year Financial Plan. The Financial plan should identify upcoming changes, opportunities, and Challenges</p>	
<p>2.2.5 Ensure that the budget is adhered to by reviewing actual expenditures as compared to budget.</p>	
<p>2.2.6 Provide council with the Budget at a Glance Report monthly and point out any major budget variances.</p>	

	Date	Resolution Number
Approved	September 21, 2006	# 690-06 - Page # 8209
Amended	August 30, 2018	# 848-18 - Page # 13229
Amended		

Appendix 2: Revised Capital Budget

Smoky Lake County 2020 Capital Budget							
Dept	Item #	Budget 2020	Budget 2021	Budget 2022	Budget 2023	Budget 2024	
ADMIN	ADMIN BUILDING RESERVE	1	31,885	30,000	30,000	30,000	
ADMIN	NUISANCE GROUND	2	200,000				
ADMIN	BUILDING REPAIRS		54,000	743,600	1,506,500	180,700	
ADMIN	AERIAL PHOTOS RESERVE	3	0	3,000	3,000	3,000	
ADMIN	HERITAGE SIGNS	4	15,000	15,000	15,000	15,000	
	CONTRIBUTION TO HAK SCHOOL BUILD			380,000			
PS	FIRE EQUIPMENT REPLACEMENT RESERVE	5	5,000	10,000	10,000	10,000	
PS	FIRE TRUCK RESERVE	6	70,500	125,000	125,000	125,000	
PS	FIRE EQUIPMENT UPGRADE SHOP RESERVE	7	12,500	25,000	25,000	25,000	
PS	AIR BOTTLE REPLACEMENT RESERVE			25,000	25,000	25,000	
PS	AIR BOTTLE REPLACEMENT		42,000				
PS	REPLACE 403 WASH FIRE TRUCK	77			420,160		
PS	REPLACE 407 SMOKY LAKE RESCUE TRUCK	78		204,000			
PS	REPLACE 445 SMOKY LAKE WATER TRUCK	83		128,780			
PS	REPLACE 410 TRUCK	84	30,000				
PS	REPLACE 223 TRUCK (ED)	89		70,700			
PS	REPLACE 221 ATV FOR BYLAW	89		18,880			
PW	SHOP FENCE	91	10,000				
PW	REPLACE TRUCK 101	90		80,100		61,850	
PW	REPLACE TRUCK 104	90			60,112		
PW	REPLACE TRUCK 105 SKID STEER CREW TRUCK	84			81,285		
PW	REPLACE TRUCK 106	90				64,000	
PW	REPLACE TRUCK 107	91		81,000			
PW	DUMP TRAILER/BOX FOR 107	92		23,000			
PW	REPLACE TRUCK 108 FLOW TRUCK	93		80,000			
PW	REPLACE SNOW PLOW 108 FOR 108	93		10,404			
PW	REPLACE TRUCK 110 MECHANIC SERVICE TRUCK	80			81,285		
PW	REPLACE 111	93				63,000	
PW	REPLACE 114 STREET SWEEPER (JOINT)	70			124,800		
PW	REPLACE TRUCK 115 CREW TRUCK	93		81,000			
PW	REPLACE TRUCK 116 CREW TRUCK	93			81,285		
PW	REPLACE CREW TRUCK 117	93			81,885		
PW	REPLACE TRUCK 118 with used	19	35,000				
PW	REPLACE TRUCK 119	93			81,880		
PW	REPLACE TRUCK 122 CREW TRUCK	93			81,880		
PW	REPLACE TRUCK 133 CREW TRUCK	10	40,000				
PW	REPLACE TRUCK 141 DUMP TRUCK	87		169,950			
PW	REPLACE 158 OIL TRUCK	93		189,850			
PW	REPLACE 170 TRUCK BOX	14	22,000				
PW	REPLACE 170 TRUCK	93				179,000	
PW	REPLACE 180 TRUCK	90		195,840			
PW	REPLACE OIL TANKER 183	90			101,764		
PW	REPLACE 188 FIFTH WHEEL TRUCK	94			199,680		
PW	REPLACE 190 DUMP TRUCK SAND/PLOW	92		200,000			
PW	REPLACE 190A PLOW	93		100,000			
PW	REPLACE 197 TRUCK	93		124,840			
	GRADER RESERVE		47,600				
PW	GRADER REPLACEMENT	18	0	580,000	685,000	690,000	
PW	REPLACE 623 FORKLIFT	61		10,802			
PW	REPLACE 186 GRAVEL TRAILER	42		63,000			
PW	REPLACE ROCK TRUCK	72			510,880		
PW	REPLACE EXCAVATOR 627	71		496,430			
PW	REPAIR 601 DOZER - reserve	10	12,500	100,000	100,000	100,000	
PW	REPLACE 604 SKID STEER	72			85,000		
PW	REPLACE 628 VOLVO PACKER	60			49,800		
PW	REPLACE 638 CAT COMPACTOR	60			187,200		
PW	REPLACE 184 TRAILER	92			36,400		
PW	REPLACE 108 PRESSURE WASHER	60			15,600		
PW	REPLACE 603 CAT RECLAIMER	60			520,000		
PW	REPLACE 622 BACKHOE LOADER	59				131,250	
PW	WOBBLY PACKER - removed	11		31,000	20,000	20,000	
PW	SHOP FLOORING	19	20,000				
PW	SHOP ROOF	18	10,000				
W	REPLACE TRUCK 226	20		50,000			
W	REPLACE TRUCK 231	40		80,490			
W	REPLACE TRUCK 227	74			50,985		
WASTE	REPLACE TRUCK 117 GARBAGE TRUCK	90		390,000			
WASTE	GARBAGE TRUCK RESERVE TRANSFER			45,000	45,000	45,000	
WASTE	WASTE BIN			5,000		5,000	
AG	REPLACE MOWER/SPRAYER/CUTTER	23	80,000				
AG	REPLACE 454 TRAILER	61			12,127		
AG	REPLACE 455 JOHN DEER TRACTOR	60			190,000		
P&R	REPLACE 728	100				87,750	
P&R	SHOWER HOUSE	100				390,000 ** try to get 50% grant	
P&R	TRAILER	48		11,000	12,000		
P&R	PLAYGROUND	47		80,000			
P&R	BEAR PROOF GARBAGE BINS	23	0	6,500	6,500	6,500	
P&R	WARSPITE TREES			25,000			
P&R	MONS LAKE RETAINING WALL/BEACH		20,000				
P&R	REPLACE MOWER	40		17,340	17,510		
P&R	WARSPITE EMERGENCY BOAT LAUNCH		15,000				
P&R	PAKAM EMERGENCY BOAT LAUNCH CONCRETE		25,000				
MUNICIPAL CAPITAL			843,580	3,821,325	4,687,230	3,272,483	1,888,460
GAS	INFRASTRUCTURE LINE REPLACEMENT	24	50,000	50,000	50,000	50,000	
GAS	RMO STATION REPLACEMENT PLAN RESERVE		70,000		70,000	70,000	
GAS	RMO STATION REPLACEMENT PLAN			140,000		140,000	
GAS	MAPPING UNIT				10,000		
GAS	MODS FOR RMO	25	22,000	22,000	22,000		
GAS	POISHED FOR PIPE	26		42,000			
GAS	REPLACE TRUCK		80,000	61,200	61,800	62,400	
GAS	REPLACE 233 TRAILER					63,000 * from reserve	
GAS	REFURBISH TRUCK BOX					16,819	
GAS	CARRY OVER RMO STATION PROJECT		50,000	7,000	7,000	7,000	
GAS CAPITAL			242,000	322,200	220,800	269,400	189,619
TOTAL CAPITAL			1,085,580	4,143,525	4,908,030	3,541,893	2,078,079

Appendix 3: Policy 03-18 Three-Year Road Plan

SMOKY LAKE COUNTY

Title: Three-Year Road Plan		Policy No.: 18-15
Section: 03	Code: P-1	Page No.: 1 of 37 <i>E</i>

Legislation Reference:	<i>Municipal Government Act.</i>
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Purpose:	The intent of the three-year road plans is to identify and prioritize required roadway improvements on a long-term basis.
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Policy Statement and Guidelines:	
GUIDELINES	
<ol style="list-style-type: none"> 1. The three-year road plan conforms with the objectives and criteria outlined, <i>as per Policy 03-15: Road Policy and Policy 03M-04: Road Project Profile.</i> 2. The plan is limited to the identification of specific annual projects for a future period of three-years based on anticipated revenue and/or other budget and capacity limitation. 3. The three-year plan are subject to an annual review and update. 	
ROAD PLANS: REVIEW AND UPDATE PROCESS	
<ol style="list-style-type: none"> 1. The Three-Year Road Plan will be reviewed, updated and accepted by Council <i>as per Policy 08-11: Budget Development</i> process during October and November of each year. 2. The review process will include past year's projects. 3. The development and approval of a "new" Three-Year Plan will primarily include: <ul style="list-style-type: none"> ■ uncompleted projects from the previous year, plus projects previously identified in plan. ■ projects for coming year (previously identified in the plan). ■ plus new proposed projects for third year. 4. The planned order of year-one construction projects will be determined every year with the setting of the Transportation Budget: Three-Year Road Plan, <i>as per Policy 03-15: Road Policy.</i> 5. Once the annual plan and construction schedule have been approved, additions or deletions of specific projects require approval by resolution of Council. Normally, changes to the above should be considered on the basis of persistent weather problems, major equipment problems or financial considerations only. Progress on the planned order of construction will be reported to Council by Public Works monthly. 	

Smoky Lake County
2020-2024 Financial Plan

Title: Three-Year Road Plan	Policy No.: 18-15
Section: 03	Page No.: 2 of 37 <i>E</i>

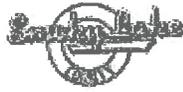
	Date	Resolution Number
Approved	December 7, 2005	# 148-05 - Page # 8062
Amended	January 18, 2007	# 178-07 - Page # 8272
Amended	November 13, 2007	# 092-07 - Page # 8543
Amended	January 10, 2008	# 168-08 - Page # 8571
Amended	February 23, 2009	# 303-09 - Page # 8904
Amended	January 26, 2010	# 342-10 - Page # 9256
Amended	January 5, 2011	# 234-11 - Page # 9595
Amended	December 8, 2011	# 164-11 - Page # 9909
Amended	December 20, 2012	# 267-12 - Page #10377
Amended	December 20, 2013	# 161-13 - Page #10979
Amended	January 13, 2015	# 283-15 - Page #11538
Amended	December 17, 2015	# 250-15 - Page #12026
Amended	October 20, 2016	#1125-16 - Page #12409
Amended	December 14, 2018	# 251-18 - Page #13429
Amended	November 29, 2019	# 135-19 - Page #13874

Smoky Lake County
2020-2024 Financial Plan

Section 3

Completed up to November 30, 2019

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2019 Road Projects

OIL TREATMENT / PAVING							
Project Name	Code	# Days	Length	Notes	Estimate Costs	Actual Cost	Funding
RR 152 between Twp 584- Twp 584A	P1912	1	0.5 miles		\$ 65,000.00	12,096.29	MSI/MO
Twp 594 between RR 174- RR 174A	P1814	1	0.5 miles	Move to 2021	\$ 65,000.00		MSI/MO
Twp 594 between RR 174A- RR 175	P1815	1	0.5 miles	Move to 2021	\$ 65,000.00		MSI/MO
Victoria Trail E of RR 172	P1913	1.5	0.56 miles		\$ 60,000.00	48,919.38	MSI/MO
Bridge Coldmix Surfacing - 10 Bridges	BCM19			Move to 2020	\$ 17,895.00		MO
4.5					Total	\$ 272,000.00	\$ 60,015.67

FIBERMAT / MICRO SURFACE							
Project Name	Code	# Days	Length	Notes	Estimate Costs	Actual Cost	Funding
					Total	\$	\$

REHABILITATION / BASE STABILIZATION							
Project Name	Code	# Days	Length	Notes	Estimate Costs	Actual Cost	Funding
RR 150 between Twp 603- Twp 611A	MG1911	6.5	4.25 miles	Move 2019	\$ 127,500.00		MSI/MO
RR 144 between Twp 785- Hwy 652	MG1912	5	5.0 miles		\$ 75,000.00	61,434.83	MSI/MO
Twp 608 between RR 152- RR 151	MG1924	2	1.0 miles		\$ 25,000.00	9,096.46	MSI/MO
Twp 612 between RR 174- RR 174A	MG1814	1	0.5 miles		\$ 12,500.00	8,080.77	MSI/MO
RR 152 between Twp 601A- Twp 603A	MG1914	3	2.0 miles		\$ 44,000.00	33,817.23	MSI/MO
Twp 594 between RR 175- RR 180	MG1915	2	1.0 miles		\$ 35,000.00	14,581.36	MSI/MO
Twp 612 between RR 174A- RR 180	MG1835	2	1.5 miles		\$ 33,000.00	28,027.00	MSI/MO
RR 180 between Twp 612A- Twp 614	MG1845	3	1.5 miles		\$ 33,000.00	28,928.16	MSI/MO
RR 164 between Hwy 28- Twp 584	MG1723	8.5	5.5 miles		\$ 123,750.00	63,170.55	MSI/MO
RR 155 between Twp 594- Twp 602	MG2011	6.5	4.0 miles		\$ 88,000.00	28,116.43	MSI/MO
Twp 602 between Hwy 831- RR 195	MG1925	2	1.0 miles		\$ 15,000.00	8,788.83	MSI/MO
Cemeteries MG30 (22 locations)	MOCE02	4			\$ 39,350.00	18,877.17	MSI/MO
48.5					Total	\$ 641,100.00	\$ 285,308.78

CONSTRUCTION							
Project Name	Code	# Days	Length	Notes	Estimate Costs	Actual Cost	Funding
RR 175 between Twp 595- Twp 595A	C1915	6	0.25 miles		\$ 40,000.00	51,391.70	MSI/MO
Twp 594 between RR 151- RR 151A	C1912	4	0.25 miles		\$ 25,000.00	17,608.93	MSI/MO
10					Total	\$ 65,000.00	\$ 68,999.63

CONTRIBUTION TO CAPITAL RESERVE							
					Estimate Costs	Actual Cost	Funding
Transfer for Future Road Projects					\$ 182,105.00		MO

GRAVEL IMG								
Miles per Division	Grade	Recommended miles	Recommended Gravel	Estimate Costs	Actual Gravel	Actual Cost	Funding	
144.0	PW45	44	7,391.0	\$ 193,211.00	7,056.72	\$ 164,991.23	RTG	
216.0	PW46	76.5	12,368.0	\$ 284,464.00	11,202.94	\$ 257,676.83	RTG	
158.0	PW47	43	6,770.0	\$ 94,780.00	6,170.82	\$ 86,391.40	RTG	
167.0	PW48	51	8,002.5	\$ 120,037.50	6,826.20	\$ 103,391.00	RTG	
219.0	PW49	60	9,484.0	\$ 142,260.00	8,759.94	\$ 131,099.10	RTG	
908.0 miles		274.5 miles	44,015.0	\$ 796,752.50	40,217.02	\$ 742,891.53		
Contingency:				\$ 90,000.00	2,802.79	\$ 90,450.23		
Total				\$ 884,752.50	43,019.81	\$ 793,301.74		
Road Expts PW80:						9,734.10	\$ 163,764.37	Unassigned Gravel quantity

Three-Year Road Plan: Year 2016-2021



2020 Road Projects Information

Calculation of 2020 year: Project(s) Workdays:

Project days: May to Mid-October 2020

5.5 months x 20 days = 110 days

Less 20 days: weather

and 20 days: moves/breakdowns, dust controls/road repairs

Equals 70 days

Maintenance Gravel:

46,367.5 tonnes to be distributed among all divisions

5,000.0 tonnes: Contingency Gravel

Grants Available for 2020:

☞	Base Municipal Transportation Grant	=	\$ 457,250.00
☞	Municipal Sustainability Initiative	=	\$ 964,000.00
☞	Federal Gas Tax	=	\$ 130,000.00

2020 Graveling Projects Information

Road Categories	Description	Code	Rate of material/mile Tonnes	Yards	# of Year's
Exceptional	Extreme traffic and Heavy loads	EX	187	150	annual
Category # 1	Paved, oiled and base stabilized roads	C1	---	---	---
Category # 2	High usage arterial and feeder gravel roads	C2	187	150	2
Category # 3	Moderate usage collector gravel roads with through-traffic and serving several residents	C3	156	125	3
Category # 4	Little used and dead end roads	C4	125	100	4

Graveling - Smoky Lake County					
Miles per Category	Code	Recommended Miles	Recommended Gravel	Estimate Costs	Actual Cost
19.0	EX	11.5	2,190.5	44,319.00	
107.0	C1				
183.5	C2	77.5	14,492.5	272,178.50	
800.5	C3	164.5	25,662.0	446,238.00	
128.0	C4	32.5	4,062.5	77,062.50	
Total miles = 908	Total	286.0	46,367.00	839,798.00	



2020 Road Projects

OIL TREATMENT / PAVING							
Project Name	Code	# Days	Length/ miles	Notes	Estimate Costs	Actual Cost	Funding
Bridge Column Surfacing - 13 Bridges	BCM19			Carry over from 2019	\$ 23,263.50		MO
							MSI/MO
							MSI/MO
Total					\$ 23,263.50	\$	

FIBERMAT / MICRO SURFACE							
Project Name	Code	# Days	Length/ Miles	Notes	Estimate Costs	Actual Cost	Funding
Twp 612 between Hwy 855- RR 174	FM2014	2	1.0		\$ 70,500.00		MSI/MO
		2					
Total					\$ 70,500.00	\$	

REHABILITATION / BASE STABILIZATION							
Project Name	Code	# Days	Length/ miles	Notes	Estimate Costs	Actual Cost	Funding
RR 130 between Twp 603- Twp 610	MO1911	5	3.0		\$ 85,000.00		MSI/MO
RR 124 between Twp 601- Twp 603A	MO2031	4	2.5		\$ 65,000.00		MSI/MO
Twp 592 between RR 183- RR 182A	MG2013	1	0.5		\$ 10,000.00		MSI/MO
RR 180 between Twp 594- Hwy 26	MO1735	2.5	1.5		\$ 33,000.00		MSI/MO
Twp 604 between RR 181- RR 184	MG2015	8	3.0		\$ 75,000.00		MSI/MO
20.5					Total	\$ 268,000.00	\$

CONSTRUCTION							
Project Name	Code	# Days	Length/ miles	Notes	Estimate Costs	Actual Cost	Funding
							MSI/MO
							MSI/MO
Total					\$	\$	

MG HAIL ROADS - PW57							
Project Name		# Days	Length/ miles	Notes	Estimate Costs	Actual Cost	Funding
Twp 584 between Hwy 855- RR 165		4	5.5		\$ 121,000.00		Aggregate Reserve
Twp 582A & 582 between Hwy 855- RR 171A		3	2.0		\$ 44,000.00		Aggregate Reserve
7					Total	\$ 165,000.00	\$

CONTRIBUTION TO CAPITAL RESERVE			Estimate Costs	Funding
Transfer for Future Road Projects			\$ 200,000.00	MO

GRAVELLING							
Miles per Division	Code	Recommended miles	Recommended Gravel	Estimate Costs	Actual Gravel	Actual Cost	Funding
144.0	PW45	38.5	6,673.5	\$ 140,143.50			RTG
218.5	PW46	85.5	13,865.0	\$ 318,895.00			RTG
159.5	PW47	41.5	6,675.3	\$ 93,457.00			RTG
167.0	PW48	48.5	7,985.5	\$ 119,782.50			RTG
219.0	PW49	70.0	11,168.0	\$ 167,520.00			RTG
808.0 miles		283.0 miles	46,367.3	\$ 839,798.00			
Contingency:			5,000.0	\$ 98,000.00			
Total			51,367.3	\$ 937,798.00			
Road Repair PW50							Unassigned Cost of gravel job

Three-Year Road Plan: Year 2019-2022

Smoky Lake County
2020-2024 Financial Plan

Section 3

Policy 18.04



2021 Road Projects

OIL TREATMENT / PAVING							
Project Name	Code	# Days	Length/ miles	Start	Estimate Costs	Actual Cost	Funding
Twp 594 between RR 174- RR 174A	P1814	1	0.5	From 2019	\$ 65,000.00		MSI/MO
Twp 594 between RR 174A- RR 175	P1815	1	0.5	From 2019	\$ 65,000.00		MSI/MO
Twp 594 between RR 175- RR 180	P1915	2	1.0		\$ 135,000.00		MSI/MO
				4	Total	\$ 265,000.00	\$

FIBERMAT / MICRO SURFACE							
Project Name	Code	# Days	Length/ miles	Start	Estimate Costs	Actual Cost	Funding
RR 170 between Twp 600- Twp 601	FM2114	2	1.0		\$ 70,000.00		MSI/MO
RR 170 between Twp 601A- Twp 602	FM2124	1	0.5		\$ 35,000.00		MSI/MO
				3	Total	\$ 105,000.00	\$

REHABILITATION / BASE STABILIZATION							
Project Name	Code	# Days	Length/ miles	Start	Estimate Costs	Actual Cost	Funding
Twp 592 between RR 145- RR 150	R2112	2	1.0		\$ 22,000.00		MSI/MO
Twp 592 between RR 142- RR 143	R2122	2	1.0		\$ 22,000.00		MSI/MO
RR 124 between Twp 601- Twp 603A	MG2111	4	2.5		\$ 40,000.00		MSI/MO
Twp 602 between RR 140- RR 142	MG2121	3	2.0		\$ 50,000.00		MSI/MO
Twp 602 between RR 135- RR 133	MG2131	3	2.0		\$ 40,000.00		MSI/MO
Twp 590 between RR 174(a)-RR 180(a)	MG2113	2	1.25		\$ 28,000.00		MSI/MO
Twp 595A between RR 171- Hwy 28	MG2114	3.5	2.25		\$ 50,000.00		MSI/MO
Twp 602 between Hwy 855- RR 172	MG2124	2	1.0		\$ 20,000.00		MSI/MO
Cemeteries (MG)	MGCEM1				\$ 40,000.00		MSI/MO
				21.5	Total	\$ 312,000.00	\$

CONSTRUCTION							
Project Name	Code	# Days	Length/ miles	Start	Estimate Costs	Actual Cost	Funding
RR 171 between Twp 590- Twp 592	C1913	25	2.0		\$ 280,000.00		MSI/MO
Twp 590 between RR 150(a)- RR 150A	C2112	7	0.5		\$ 60,000.00		MSI/MO
				32	Total	\$ 340,000.00	\$

CONTRIBUTION TO CAPITAL RESERVE							
					Estimate Costs	Actual Cost	Funding
Transfer for Future Road Projects					\$ 200,000.00		MO

GRAVELLING							
Miles per Division	Code	Recommended miles	Recommended Gravel	Estimate Costs	Actual Gravel	Actual Cost	Funding
144.0	PW45	41.0	6,861.0	\$ 144,081.00			RTG
218.5	PW46	82.0	13,009.0	\$ 299,207.00			RTG
159.2	PW47	32.5	5,132.0	\$ 71,848.00			RTG
187.0	PW48	37.0	5,818.5	\$ 87,277.50			RTG
219.0	PW49	53.0	8,423.0	\$ 126,345.00			RTG
808.0 miles		245.5	39,243.5	\$ 728,758.50			
Contingency:				5,000.0	\$ 90,000.00		
Total				44,243.5	\$ 818,758.50		
Road Repair PW90							Unallocated - Cost of gravel only

Three Year Road Plan: Year 2019-2021

Section J

Policy 18-14



2022 Road Projects

OIL TREATMENT / PAVING							
Project Name	Code	# Days	Length	Miles	Estimate Costs	Actual Cost	Funding
RR 130 between Twp 603- Twp 604	P2211	2	1.0		\$ 135,000.00		MSL/MO
Twp 590 between RR 174(a)- RR 180(a)	P1813	2	1.25		\$ 150,000.00		MSL/MO
					Total	\$ 285,000.00	\$

FIBERMAT / MICRO SURFACE							
Project Name	Code	# Days	Length	Miles	Estimate Costs	Actual Cost	Funding
					Total		\$

REHABILITATION / BASE STABILIZATION							
Project Name	Code	# Days	Length	Miles	Estimate Costs	Actual Cost	Funding
RR 155 between Twp 601A- Twp 610	R2614	6	4.5		\$ 103,000.00		MSL/MO
Twp 594 between RR 194A- RR 200	R1425	2.5	1.5		\$ 35,000.00		MSL/MO
RR 191 between Twp 602- Twp 604	R1525	3	2.0		\$ 45,000.00		MSL/MO
Twp 602 between RR 195- RR 200	R2215	1.5	1.0		\$ 22,000.00		MSL/MO
Twp 620 between RR 134- RR 140	MG2211	5	2.0		\$ 50,000.00		MSL/MO
RR 144 between Twp 585- Hwy 652	MG2212	7	5.0		\$ 70,000.00		MSL/MO
Twp 592 between RR 183- RR 182A	MG2213	1	0.5		\$ 10,000.00		MSL/MO
Twp 592 between RR 171- RR 172	MG2223	2	1.0		\$ 25,000.00		MSL/MO
Twp 590 between Hwy 855- RR 170	MG2233	5	3.25		\$ 60,000.00		MSL/MO
Twp 600 between RR 181- RR 182	MG2215	2	1.0		\$ 25,000.00		MSL/MO
					Total	\$ 445,000.00	\$

CONSTRUCTION							
Project Name	Code	# Days	Length	Miles	Estimate Costs	Actual Cost	Funding
Twp 583A between RR 130- RR 131	C2212	6	0.5		\$ 60,000.00		MSL/MO
Twp 590 between RR 154(a)- RR 154A	C2222	4	0.25		\$ 15,000.00		MSL/MO
RR 200 between Twp 592- Twp 593	C1715	12	1.0		\$ 130,000.00		MSL/MO
Twp 592 between RR 100- RR 195A	C2215	6	0.5		\$ 50,000.00		MSL/MO
					Total	\$ 255,000.00	\$

CONTRIBUTION TO CAPITAL RESERVE							
					Estimate Costs	Actual Cost	Funding
Transfer for Future Road Projects					\$ 200,000.00		MO

GRAVELLING							
Miles per Division	Code	Recommended miles	Recommended Gravel	Estimate Costs	Actual Gravel	Actual Cost	Funding
144.0	PW45	44.5	7,422.5	\$ 155,872.50			RTG
218.5	PW46	78.5	12,835.0	\$ 395,205.00			RTG
159.3	PW47	46.5	7,455.5	\$ 104,177.00			RTG
167.0	PW48	58.0	9,218.5	\$ 138,277.50			RTG
219.0	PW49	64.0	10,232.0	\$ 153,480.00			RTG
908.0 miles		391.5	47,163.5	\$ 847,112.00			
Contingency:			5,000.0	\$ 90,000.00			
Total			52,163.5	\$ 937,112.00			
Road Repair PW50.							Unassigned - Cost of gravel only

Three-Year Road Plan: Year 2019-2022



REQUEST FOR DECISION		DATE	July 28, 2020 ADDITION TO THE AGENDA
TOPIC	Public Land Sale (PLS) Application – Smoky Lake County and Metis Crossing		
PROPOSAL	<ul style="list-style-type: none"> To assist and support Metis Crossing’s Application to purchase Public (Crown) Land, comprising the north portion of River Lot 10, Victoria Settlement, comprising of approximately 47 acres. A map showing the location of the lands subject to the Application is attached for reference. © Attachment 1 		
BACKGROUND	<ul style="list-style-type: none"> Metis Crossing has identified the subject lands as integral to their site Master Plan, which includes the development of bison/elk paddocks and associated facilities. A copy of the Master Plan is attached for reference. © Attachment 2 It is unlikely that the proposed would be permissible on Crown Land according to the <i>Public Lands Act</i>. On July 6, 2020, the Planning and Development Manager & the Planning and Development Assistant met virtually with Junaita Marois, Executive Director of Metis Crossing, David Pochailo, Interim Lands Manager, Lower Athabasca Region, Alberta Environment and Parks & Lennea Oseen, Senior Manager, Approvals and Disposition Services, Alberta Environment and Parks, to discuss the process of making a Public Land Sale Application. A summary of the meeting is attached for reference. © Attachment 3 July 20, 2020 – Committee of the Whole Meeting for the Purposes of Planning <ul style="list-style-type: none"> Motion 948-20: <i>“That Smoky Lake County Council recommend Administration proceed, at no cost to the County, with a Public Land Sale (PLS) application as a co-applicant with the Métis Nation of Alberta (MNA) or its designate, for the Crown Land (Grazing Permit 787758) encompassed within the lands legally described as RL-10-58-17-W4, more specifically, the North Part of River Lot 10 (Victoria Settlement) thereabout encompassing ~47 acres, in accordance with applicable legislation, including the Alberta Public Lands Act RSA 2000, Ch. P-40.”</i> Generally, Direct Sales of Crown Land are ONLY granted to municipalities or Metis Settlements. Private individuals and corporations are subject to a lengthy auction process. Neither the Metis Nation of Alberta nor Metis Crossing constitute a Metis Settlement as defined in the <i>Alberta Metis Settlements Act RSA 2000, Ch. M-14</i>. The proposed joint Application represents a unique example of a potential partnership between Smoky Lake County and the Metis Nation of Alberta, and it aligns with the recently adopted <i>Victoria District Economic Development Strategy Bylaw 1372-20</i>. The current holder of the Grazing Permit (#787758) has indicated their willingness to surrender the parcel and facilitate the Application for Public Land Sale. A blank copy of the application form for Application for Public Land Sale is attached for reference. © Attachment 4 A summary of the Public Land Sale (Direct Sale) process and timelines is attached for reference. © Attachment 5 NOTE: Joint-Application does not require Smoky Lake County to be the principle purchaser, require direct expenditure of capital, nor to be the final owner of the lands. 		
CORRELATION TO BUSINESS (STRATEGIC) PLAN			
<ul style="list-style-type: none"> The proposal aligns with Smoky Lake County Strategic Plan Economic Development Goal 1.2 – Victoria District Economic Development Plan The proposal aligns with Smoky Lake County Bylaw #1372-20: <i>Victoria District Economic Development Strategy</i> The proposal aligns with Smoky Lake County Bylaw #1305-17: <i>Victoria District Area Structure Plan</i> © 			
LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS		<u>Alberta Public Lands Act</u> <u>RSA 2000, Ch. P-40</u> Sale of land 18 The Minister may, if in the Minister’s opinion doing so will	

not conflict or be inconsistent with any applicable ALSA regional plan,

(a) within 2 years after a sale by public auction that did not find a purchaser, sell the land by private sale at a price not less than the upset price,

(b) repealed 2019 c12 s5,

(c) reserve public land for any reason and for any period and permit the use of that land for any period and subject to any terms and conditions that the Minister prescribes by the Crown in right of Canada, by any department of the Government or by any person, without executing a disposition for it, and

(d) promote good farm cultural practices and require proper range management efforts and the adoption of farming and grazing practices by disposition holders for conservation purposes.

RSA 2000 cP-40 s18;2003 c11 s3(10);2009 cA-26.8 s91(14); 2019 c12 s5

Public Lands Administration Regulation, AR 187/2011

Sale of public land

6(1) In this section, “sell” means to transfer, as defined in the Land Titles Act, for valuable consideration, and includes a notification issued under section 30 of the Act or an instrument of transfer prescribed under the Land Titles Act.

(2) The Minister may, subject to the Act and regulations, sell public land by public auction, private sale or tender, on the terms and conditions the Minister considers appropriate and at a price not less than the fair value of the land.

(3) In determining the price at which the land will be sold, the Minister may take into consideration the purposes for which the land will be used.

Exchange of public land

7 The Minister may, subject to the Act and regulations and any applicable ALSA regional plan, exchange public land for other land if, in the opinion of the Minister, adequate compensation is obtained for the public land.

Rejection of application where certain debts owed

8 The Minister, a director or an officer, as the case may be, may refuse an application where the applicant has a debt owing to the Crown, or, with regard to any public land, owes arrears of taxes to a municipality.

Application for formal disposition

9(1) An application to the director for a formal disposition

(a) must be made in a form acceptable to the director,

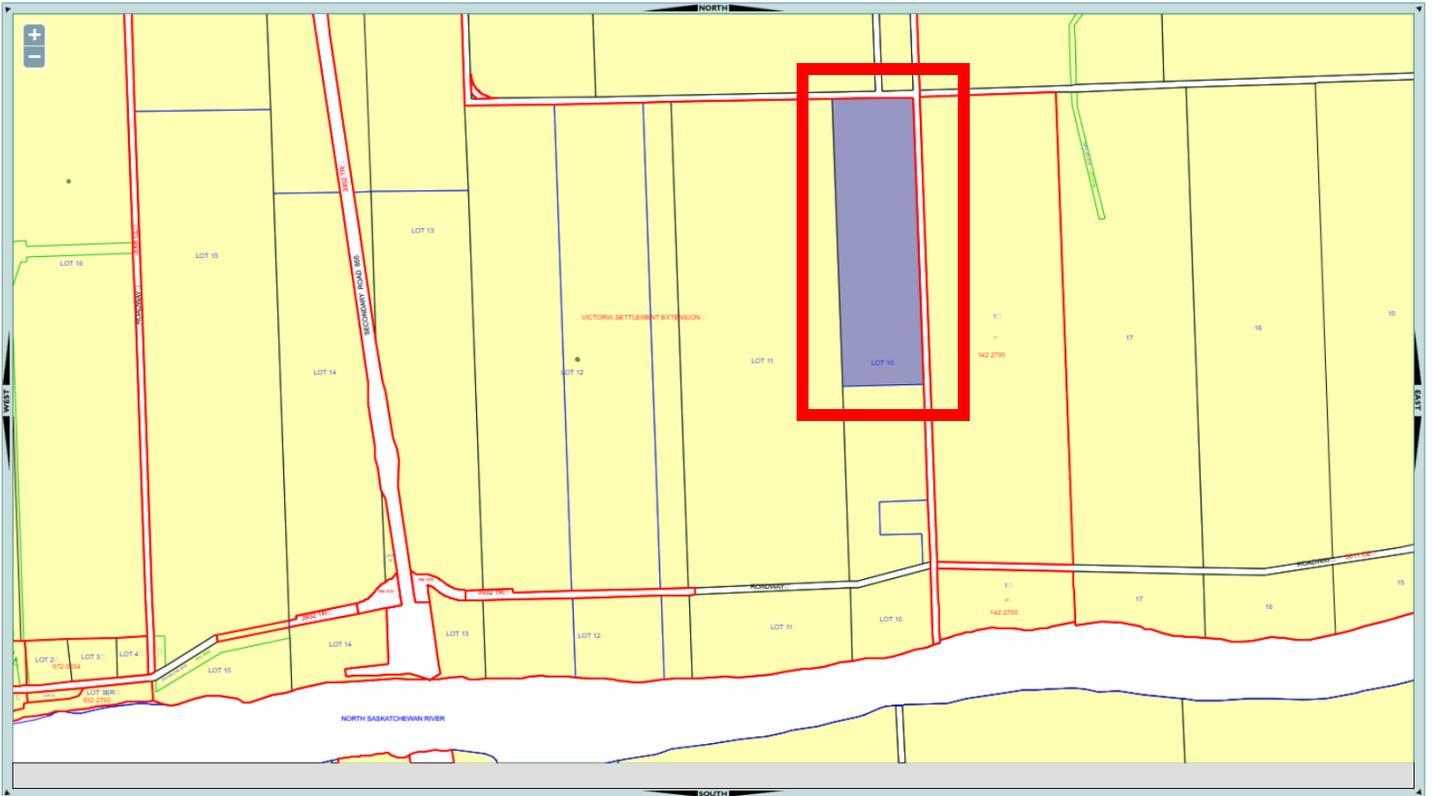
(b) must contain an accurate description, acceptable to the director, of the land to which the application relates,

(c) must, subject to any waiver under subsection (3), be accompanied with all applicable fees and other charges prescribed under section 9.1 of the Act, (d) must, if the application is for a disposition under section 5 authorizing the construction or occupation of an ancillary facility, be accompanied with a statement in a form acceptable to the director certifying the matters referred to

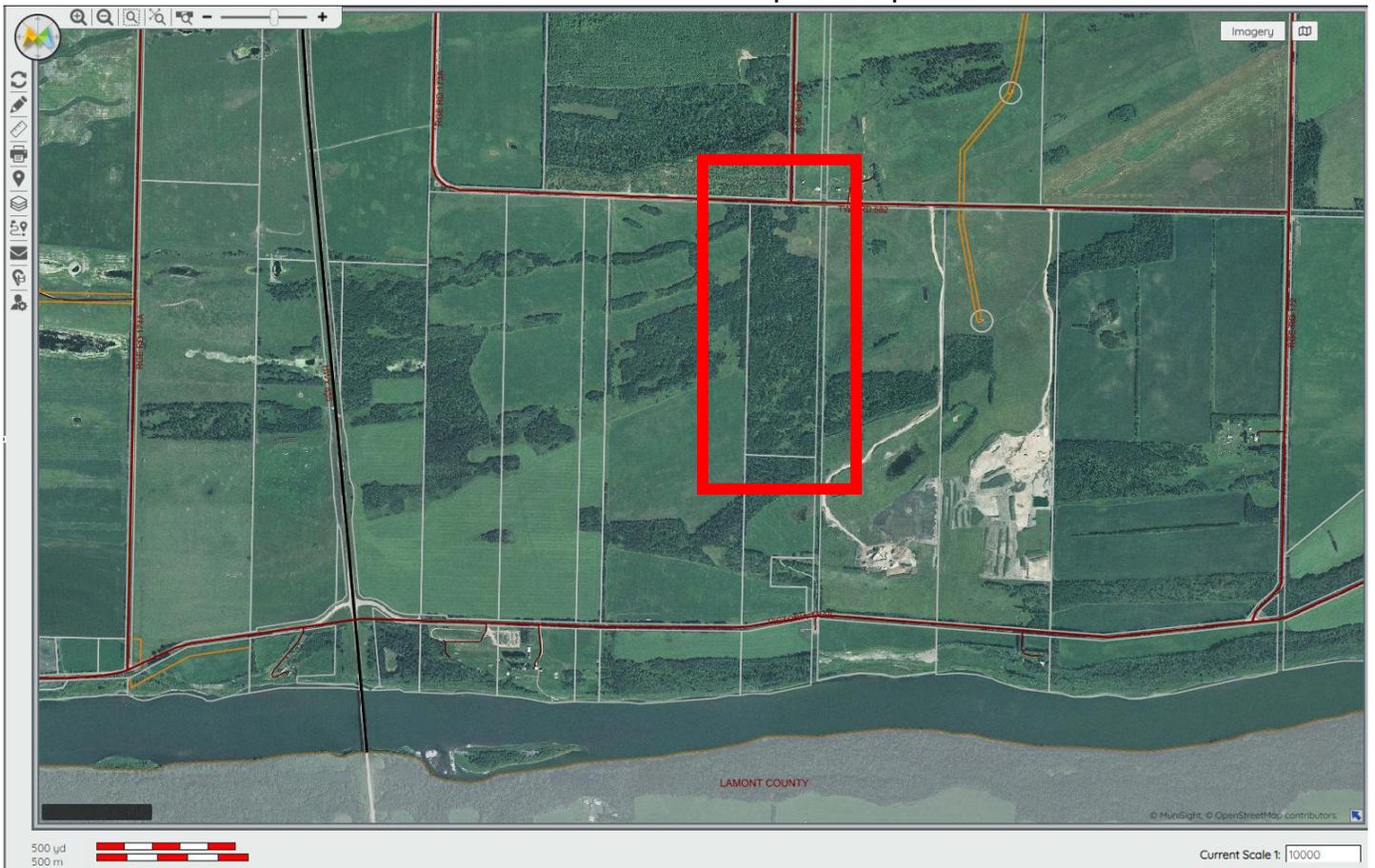
	<p>in section 5(3)(c),</p> <p>(e) must, if the application relates to public land that is already the subject of a disposition under the Act or a timber disposition, be accompanied with a statement of consent, in a form acceptable to the director, that is signed by the disposition holder or timber disposition holder,</p> <p>(f) must be accompanied with a statement, in a form acceptable to the director, in which the applicant certifies that all proposed developments on the land to which the application relates will comply with all applicable disturbance standards, and</p> <p>(g) must be accompanied with any other documentation required under Part 3.</p> <p>(2) Within 30 days after service of a notice from the director requiring it, an applicant for a disposition must deliver to the director</p> <p>(a) security in an amount and form acceptable to the director for the performance of some or all of the applicant's obligations under the Act, the regulations and the disposition applied for, and</p> <p>(b) any relevant information the director requests for the purposes of considering the application.</p> <p>(3) The director may waive the application of clause (1)(c) for any particular application and instead issue an invoice to the applicant for payment of any applicable fees or charges under section 9.1 of the Act, which invoice may be enforced as a debt owing to the Crown.</p> <p>(4) Subsection (1)(e) does not apply to an application for renewal under section 18.</p> <p>(5) The director</p> <p>(a) must reject an application if it does not meet the requirements of this section or if the applicant is served with a notice under subsection (2) and does not comply with that subsection, and</p> <p>(b) in any other case, must accept the application and proceed to consider it on its merits.</p> <p>(6) The director must register a notice of the acceptance or rejection of an application under this section within 30 days after receiving the application.</p> <p>(7) Where an application is rejected under this section, the director must notify the applicant of the rejection in writing as soon as possible.</p> <p>AR 187/2011 s9;57/2017</p>
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BENEFITS	<ul style="list-style-type: none"> • By participating as a co-applicant in the Application, the County would: <ul style="list-style-type: none"> ○ dramatically improve the chances of the Application being successful; ○ facilitate a direct sale from the Crown to Metis Crossing, thereby expediting the timeframe of said sale (without the County's assistance the process could take up to four (4) years; and ○ cause the Application to be exempted from the \$1,050 application fee and \$2,000 deposit.
DISADVANTAGES	<ul style="list-style-type: none"> • No Public Land Sale application is guaranteed to be successful; and • Staff time (minimal) will be required to assist with the application.
ALTERNATIVES	<ul style="list-style-type: none"> • Preserve the status quo and not dispose/consolidate said lands

FINANCE/BUDGET IMPLICATIONS	
Operating Costs: _____	Capital Costs: _____
Budget Available: _____	Source of Funds: _____
Budgeted Costs: _____	Unbudgeted Costs: _____
INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS	<ul style="list-style-type: none"> • Nil.
COMMUNICATION STRATEGY	<ul style="list-style-type: none"> • Nil.
RECOMMENDATION	
<p>That Smoky Lake County Council direct administration to proceed, at no cost to the County, with a Public Land Sale (PLS) Application as a co-applicant with the Metis Nation of Alberta (MNA) or its designate, for the Crown Land (Grazing Permit #787758) encompassed within the North Part of River Lot 10 (Victoria Settlement) thereabout encompassing approximately 47 acres more or less, in accordance with applicable legislation, including the <i>Alberta Public Lands Act</i> RSA 2000, Ch. P-40.</p>	
CHIEF ADMINISTRATIVE OFFICER	



Alberta Land Titles - SpinII Map



Smoky Lake County – MuniSite Ortho



Public Works Manager

Report Created On: Jul 22, 2020

Action 5.2.9

On Track

Roads

Update provided by Doug Ponich on Jul 22, 2020 14:30:13

MG1735 - RR 180; TWP 594 - HWY 28

- Haul gravel and prepare base. July 13,14
- Apply MG30 and compact. July 21

MG2013 - TWP 592; RR 183 - 182A

- Haul gravel and prepare base. July 15
- Apply MG30 the week of July 27 -31

Road repair at RR 170, TWP 595A - 600. (Waterline installation contract from last season) July 14, 15 Div. 4

Next month:

Complete MG1911 - RR 130, TWP 603 - 610

MG2015 - TWP 604, RR 181 - 184

Bridge Coldmix Surfacing

Action 5.2.10

On Track

Maintenance

Update provided by Doug Ponich on Jul 22, 2020 13:12:39

Grader road maintenance.

Continue culvert installation and first calls.

Unload shipment of culverts at Bogdan Pit storage yard. July 6

Culverts installed this period:

- RR 134, 2 km. south of TWP 574. June 18 Div. 2
- TWP 605A, 600 m. east of RR 190. June 19 Div. 5
- RR 143, 1.7 km. north of TWP 584. June 22 Div. 2
- Approach at 58501 - RR 143. June 23 Div. 2
- RR 192, 500 m. north of TWP 604. June 24, 25 Div. 5
- Build approach and install culvert at 16245 - TWP 585A. June 26 Div. 3
- TWP 594, 600 m. west of RR 133. June 29 Div. 1
- Victoria Trail, 800 m. west of RR 185. June 30 Div. 3
- North approach along TWP 594, 450 m. east of RR 134. July 3 Div. 1
- RR 144, 150 m. north of TWP 584. July 7 Div. 2
- RR 165, 1.5 km. north of TWP 590. July 9 Div. 3
- RR 140, 700 m. south of TWP 591A. July 13 Div. 3
- 2 culverts at 60302 - RR 191 as per council motion. July 16 Div. 5

Culverts installed to date: 27 (62 remaining to be installed)

- Div. 1 - 2
- Div. 2 - 7
- Div. 3 - 7
- Div. 4 - 4
- Div. 5 - 7

Clean culvert ends caused by beavers:

- Open road and remove plugged culvert; allow water to move through before replacing culvert. RR 192, south of TWP 610. June 17 Div. 5
- RR 181, south of TWP 610; 3 culverts. June 17 , 18 Div. 5
- RR 165, north of TWP 615A. 2 culverts. June 17, 25, July 20 Div. 4

- RR 165, north of TWP 602. June 25 div. 4
- TWP 590, east of RR 165. June 17, July 9, 10, 13, 19 Div. 3
- RR 151, south of TWP 585A. June 17 Div. 2
- TWP 590, west of RR 140 (S). 2 culverts. June 17 Div. 2
- TWP 600, east of RR 134. June 17, July 10 Div. 1
- TWP 583A, west of RR 130. June 17 Div. 2
- RR 192, north of TWP 604. June 18 Div. 5
- TWP 585A, west of RR 163. (2 culverts) July 7, 9, 10, 13, 19 Div. 3
- RR 162, south of HWY 28. July 8 , 9, 10, 13, 19 Div. 3
- TWP 602, west of RR 192. July 8 Div. 5 (flushed with bush bunny)
- RR 162, north of TWP 594. July 9, 10, 13, 19 Div. 4
- TWP 611, east of RR 170. July 9, 10, 13, 19 Div. 4
- RR 165, north of TWP 613. July 9, 10, 13, 19 Div. 4
- 58575 - RR 172. July 10 Div. 3
- TWP 602, 300 m. west of RR 170. July 10, 13 Div. 4
- Cut ends of damaged culverts. July 10 Div. 3 & 2.
- TWP 620, east of HWY 36. July 19 Div. 1

Total areas that are being monitored having plugged culverts due to beavers - 94

- Weekly maintenance ; over 30 culverts must be cleared.

Remove leaners along with trees as a result of wind and wet conditions:

- RR 192, south of TWP 604. June 17, 19, 22, July 20 Div. 5
- RR 190, south of TWP 611. June 22 Div. 5
- TWP 611, east of RR 185. June 22 Div. 5
- RR 184, north of TWP 610. June 22 Div. 5
- TWP 610, RR 183 - 184. June 22 Div. 5
- RR 183, north of TWP 604. June 22 Div. 5
- TWP 602, west of HWY 831. June 22 Div. 5
- Int. TWP 613 & RR 173A. June 22 Div. 4
- Island Lake Road, east of HWY 855. June 22 Div. 4
- TWP 602, west of RR 165. June 24 Div. 4
- RR 165, south of TWP 602. June 24 Div. 4
- TWP 590, east of HWY 857. June 24 Div. 2

- RR 150, TWP 591 - HWY 28. June 24 Div. 2
- RR 145, HWY 28 - TWP 590. June 24 Div. 2
- RR 135A, north of TWP 571. June 24 Div. 2
- RR 133, north of TWP 574. June 24 Div. 2
- RR 131, north of TWP 584. June 24 Div. 2
- TWP 592, east of RR 125. June 24 Div. 1
- TWP 602, RR 170 - 164. June 25 Div. 4
- TWP 604, east of RR 165A. June 25 Div. 4
- RR 165A, north of TWP 604. June 25 Div. 4
- RR 164, north of TWP 602. June 30 Div. 4
- RR 172, north of TWP 584. June 30 Div. 3
- TWP 584, west of RR 181. June 30 Div. 3
- 17174 - TWP 602A. July 2 Div. 4
- RR 174, south of TWP 610. July 2 Div. 4
- RR 165, north of TWP 602. July 2 Div. 4
- RR 164, south of TWP 602. July 2 Div. 4
- RR 165, north of HWY 28. July 2 Div. 4
- SE. int TWP 594 & RR185. July 2 Div. 5
- TWP 585A, east of RR 162. July 2 Div. 3
- RR 175, north of TWP 602. July 3 Div. 5
- RR 190, north of TWP 594. July 3 Div. 5
- TWP 600, east of RR 190. July 3 Div. 5
- RR 140, south of TWP 602. July 8 Div. 1
- TWP 602, west of RR 140. July 8 Div. 1
- TWP 600, west of RR 124. July 8 Div. 1
- RR 124, south of HWY 28. July 8 Div. 1
- Victoria Trail, west of HWY 831. July 8 Div. 5
- Victoria Trail, west of RR 172. July 8 Div. 3
- TWP 590A, west of RR 155. July 10 Div. 3
- TWP 590A, west of RR 161. July 10 Div. 3
- TWP 590, west of RR 170. July 10 Div. 3
- TWP 590, east of RR 173. July 10 Div. 3
- TWP 601A, east of RR 155. July 10 Div. 4
- TWP 604, east of RR 163. July 10 Div. 4

- RR 122, south of HWY 28. July 13 Div. 1
- RR 141, south of TWP 590. July 13 Div. 2
- TWP 594, east of RR 175. July 13 Div. 5
- TWP 602, east of RR 140. July 13 Div. 1
- RR 155, north of TWP 604. July 14 Div. 4
- TWP 605, east of RR 170. July 15 Div. 4
- RR 165, south of TWP 604. July 15 Div. 4
- RR 181, north of TWP 594. July 17 Div. 5
- RR 170, north of TWP 602. July 17 Div. 4
- RR 163, north of TWP 604. July 17 Div. 4
- RR 155, north of TWP 601A July 17 Div. 4
- TWP 602A, west of RR 152. July 17 Div. 4
- TWP 604, west of RR 155. July 17 Div. 4
- TWP 600, west of RR 153. July 17 Div. 4
- TWP 611, east of RR 190. July 18 Div. 5
- RR 191, north of TWP 610. July 18 Div. 5
- RR 183, north of TWP 604. July 18 Div. 5
- TWP 590, east of HWY 857. July 18 Div. 2
- RR 133A, north of TWP 620. July 18 Div. 1
- RR 165, south of TWP 592. July 20 Div. 3

Patching:

- TWP 602, east of RR 170; 3 soft spot areas previously excavated and filled with gravel; top with coldmix. June 18 Div. 4
- RR 170, south of TWP 602; 1 area previously excavated and filled with gravel; top with coldmix. June 18 Div. 4
- RR 122, south of HWY 28. June 19 Div. 1
- TWP 600, east of RR 181. June 22 Div. 5
- RR 181, south of TWP 610 at south side of bridge deck. June 26 Div. 5
- Duct control at 59303 - RR 180. June 26 Div. 5
- Streets in Warspite. June 23 Div. 3
- TWP 620, east of HWY 36 - RR 133. July 7, 9 Div. 1
- RR 124, TWP 602 - 600. July 7 Div. 1
- RR 164, north of TWP 602. July 9 Div. 4
- TWP 602, east of RR 170. July 9 Div. 4
- RR 170, south of TWP 602. July 9 Div. 4

- TWP 592, west of RR 170. July 9 Div. 3
- TWP 584, HWY 859 - RR 131. July 13 Div. 2
- RR 130, HWY 28 - TWP 604. July 13 Div. 1
- RR 174, north of TWP 612. July 13 Div. 4
- TWP 590, west of HWY 855. July 13 Div. 3
- RR 163, north of HWY 28. July 16 Div. 4
- TWP 592, east of HWY 855. July 21 Div. 3

Fill in sink hole at Iron Horse Trail, June 19

Prepare cold mix at Bogdan Pit storage yard. June 22

Clean out from beneath texas gate at White Earth Pit. June 25, 26

Repair fence along north side of TWP 594, west of HWY 855; damage due to medical incident with mower operator. June 30 Div. 4

Sign repair or replacement:

- Checker board at TWP 590 RR 180. June 30 Div.3
- Intersection sign at TWP 590 & RR 185. July 2 Div. 5

Sign washout areas:

- RR 190, north of HWY 28. July 3 Div. 5
- TWP 594, east of RR 190. July 3 Div. 5
- TWP 582, west of RR 180. July 3 Div. 3
- TWP 600, east of RR 134. July 13 Div. 1
- TWP 592, east of RR 170. July 17 Div. 3
- TWP 590, west of RR 170. July 17 Div. 3
- RR 163, north of TWP 604. July 17 Div. 4
- TWP 620, east of HWY 36. July 18 Div. 1
- RR 170, north of TWP 600. July 18 Div. 4

Pump out and haul water from sump at shop yard. June 29, July 2, 9, 10, 17, 20

Repair culvert causing sink hole at RR 191, 1.3 km. south of TWP 592. July 13 Div. 5

Pump water from west ditch along RR 170, just north of HWY 28. July 14, 15 Div. 4

Flush plugged culvert with bush bunny at RR 155, south of HWY 28. July 16, 17 Div. 3

Flush and clear culvert ends after rain storm on July 16 evening:

- RR 170, TWP 600 - 602. July 17 Div. 4
- RR 165, TWP 600 - 602. July 17 Div. 4
- TWP 602, east of RR 163. July 17 Div. 4
- RR 155, north of TWP 604. July 17 Div. 4
- RR 175, north of TWP 594. July 17 Div. 5
- RR 193A, south of TWP 590. July 17 Div. 5
- RR 192, north of TWP 604. July 17 Div. 5
- TWP 620, east of HWY 36. July 17 Div. 1
- RR 155, south of HWY 28. July 17 Div. 3

Closed roads due to washouts:

- TWP 600, HWY 855 - RR 170. July 19 Div. 4
- TWP 604, RR 170 - 165A. July 19 Div. 4
- RR 170, HWY 28 - TWP 600. July 19 Div. 4
- RR 165, TWP 600 - 602. July 18 Div. 4
- RR 164, TWP 600 - 602. July 18 Div. 4
- RR 171, TWP 584 - 590. July 16 Div. 3

Roads closed due to washouts since spring - 22 areas.

Div. 1 - 1 Closed. All now open.

Div. 2 - 4 Closed. All now open.

Div. 3 - 4 Closed. 3 open.

Div. 4 - 7 Closed. 5 open.

Div. 6 - 6 Closed. All now open.

Fill in wash outs:

- RR 164, north of TWP 600. July 20 Div. 4
- RR 165, south of TWP 602. July 20, 21 Div. 4
- TWP 604, east of RR 170. July 21 Div. 4

Hydro-axing has not been initiated as wet conditions prevail and staff are busy multi tasking with culvert issues, washouts, trees and patching.

Action 5.2.11 On Track

Gravel

Update provided by Doug Ponich on Jul 22, 2020 14:12:13

Continue hauling gravel to soft spots.

As of July 20, just over 12,000 tonne of inch and a half has been used to firm up soft areas.

Haul gravel to Hanmore Lake east and west campground access roads. June 22 Div. 4 & 5.

Haul gravel to washout next to culvert at RR 165, north of TWP 615. June 22 Div. 4

Begin divisional gravel haul. June 30

Begin gravel haul with Contract gravel Haulers. July 20

Continue Sowka Lake Pit preparation. June 24, 25, 26, 29, 30, July 2, 3, 7, 8, 9, 14, 15, 16, 17,

2020 Gravel Crushing is scheduled to begin at the end of August.

SML application for area of rock within White Earth Pit is still in progress.

Action 5.2.12 On Track

Dust Control

Update provided by Doug Ponich on Jul 21, 2020 14:35:50

MG Dust controls:

- haul and grader blade gravel. June 22
- Water dust control areas and apply MG30. June 26

Action 5.2.13 On Track

Administrative

Update provided by Doug Ponich on Jul 21, 2020 20:46:41

Council Meeting. June 25

Policy Meeting. July 16

Action 5.2.14 On Track

Training

Update provided by Doug Ponich on Jul 21, 2020 20:46:49

Christopher Minailo is receiving training to operate the reclaimer. June 16, 17

Action 5.2.16 On Track

Council Member Inquiry

Update provided by Doug Ponich on Jan 09, 2020 15:35:27

No updates.

TWP 604, EAST OF MKI IV



FLIP SIDE FROM THE DAILY



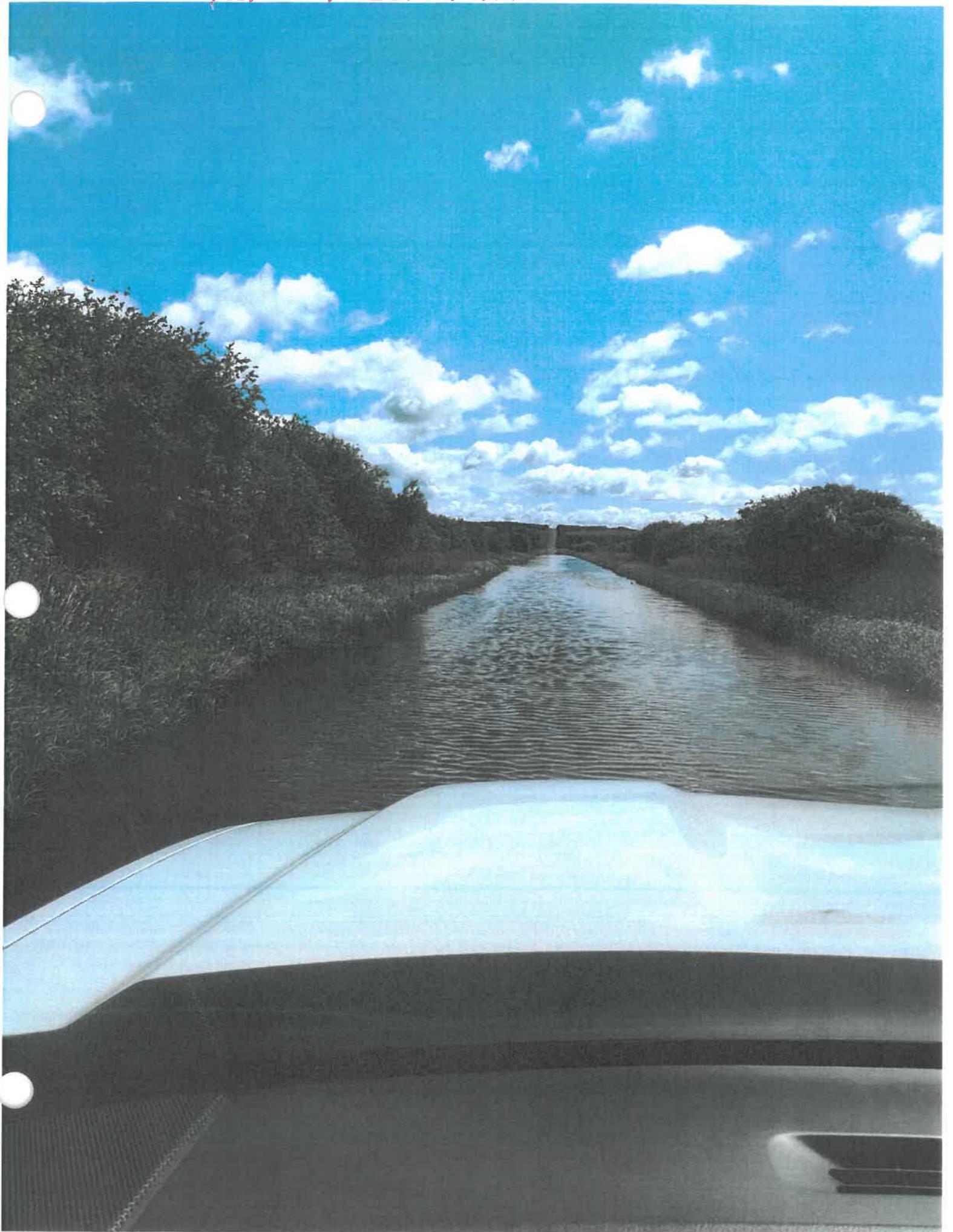
RD 164, NORTH OF TWP 600



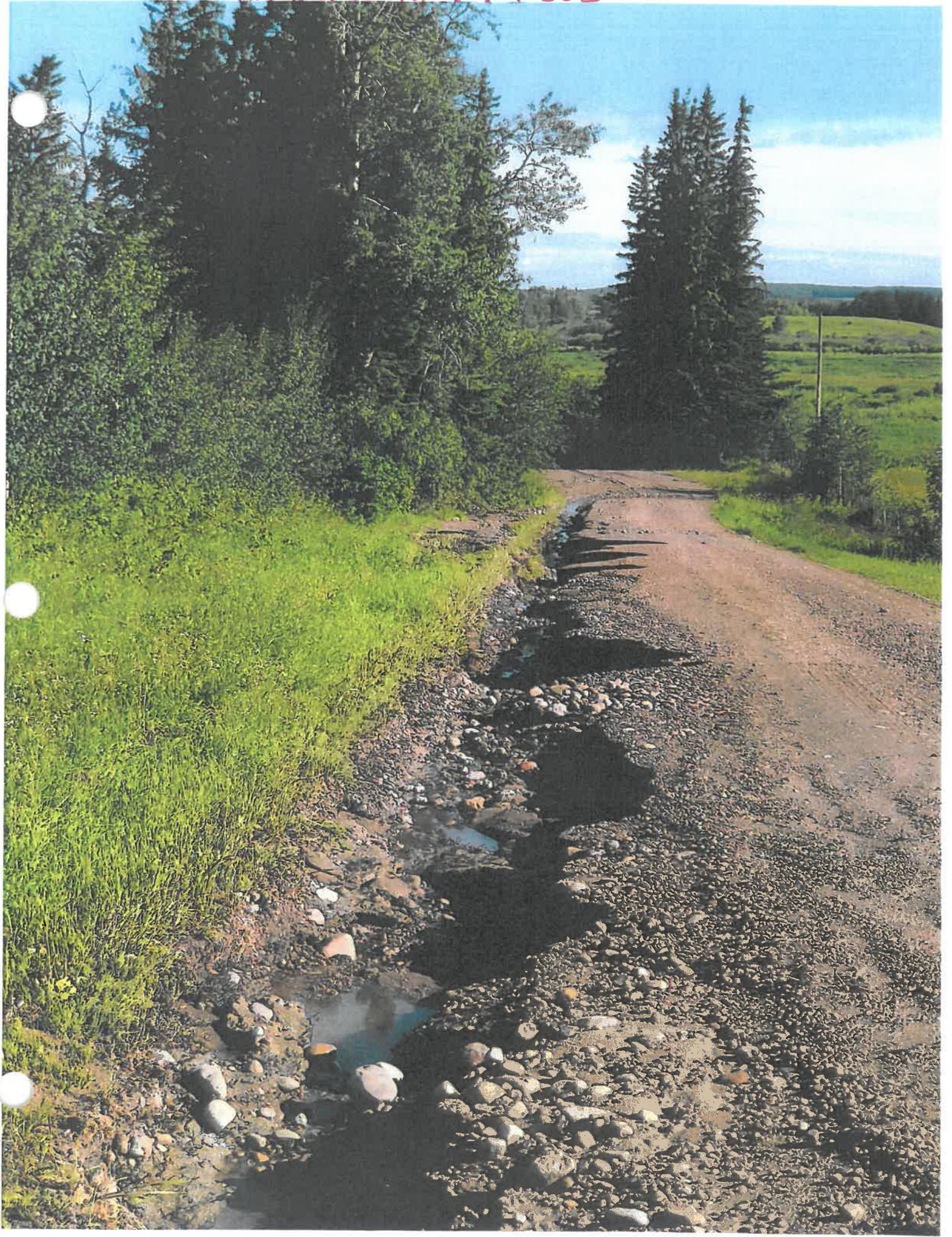
NR111, N. OF HWY 40



1000 WEST OF RIVER

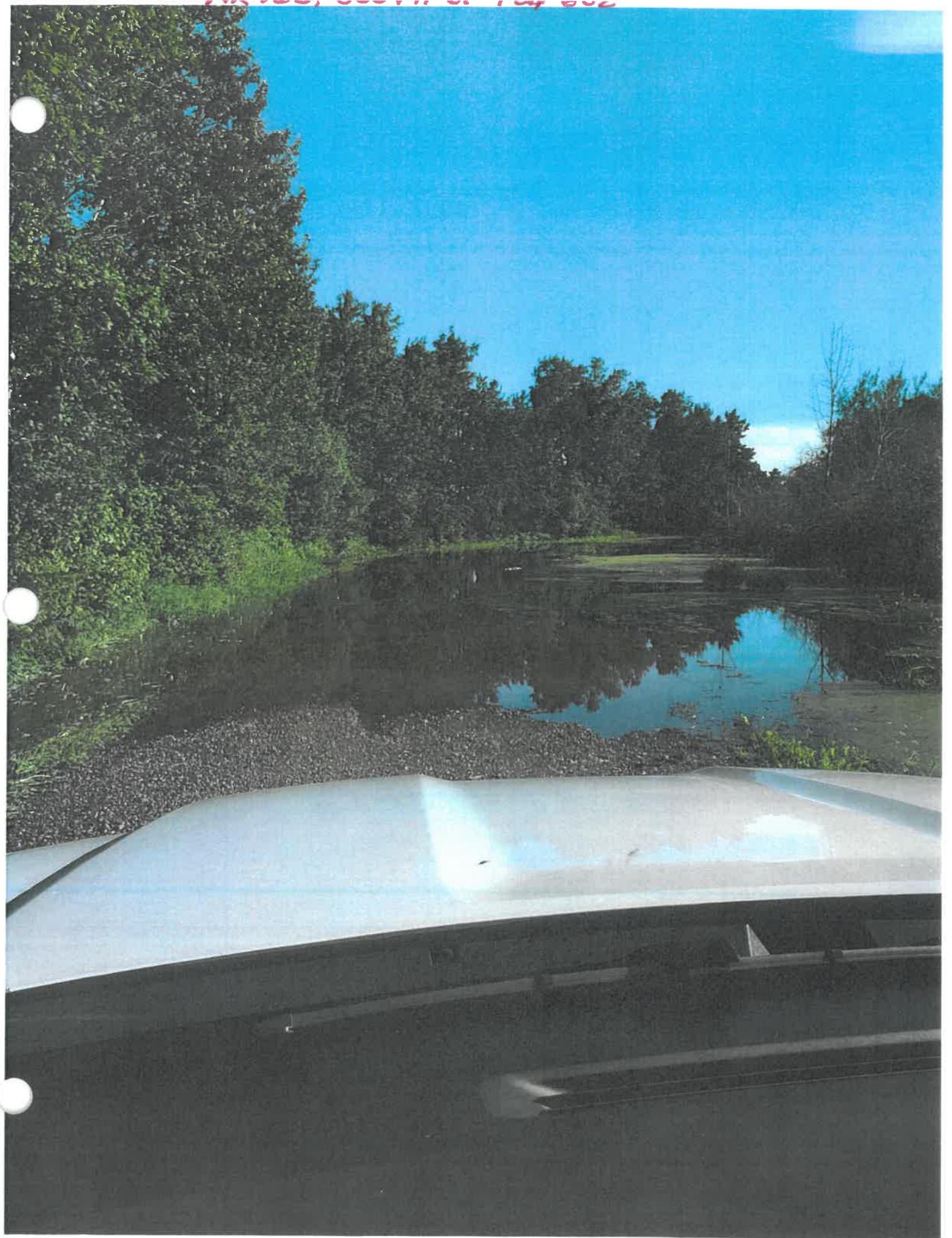


20120501 SOUTH OF CAMP 602





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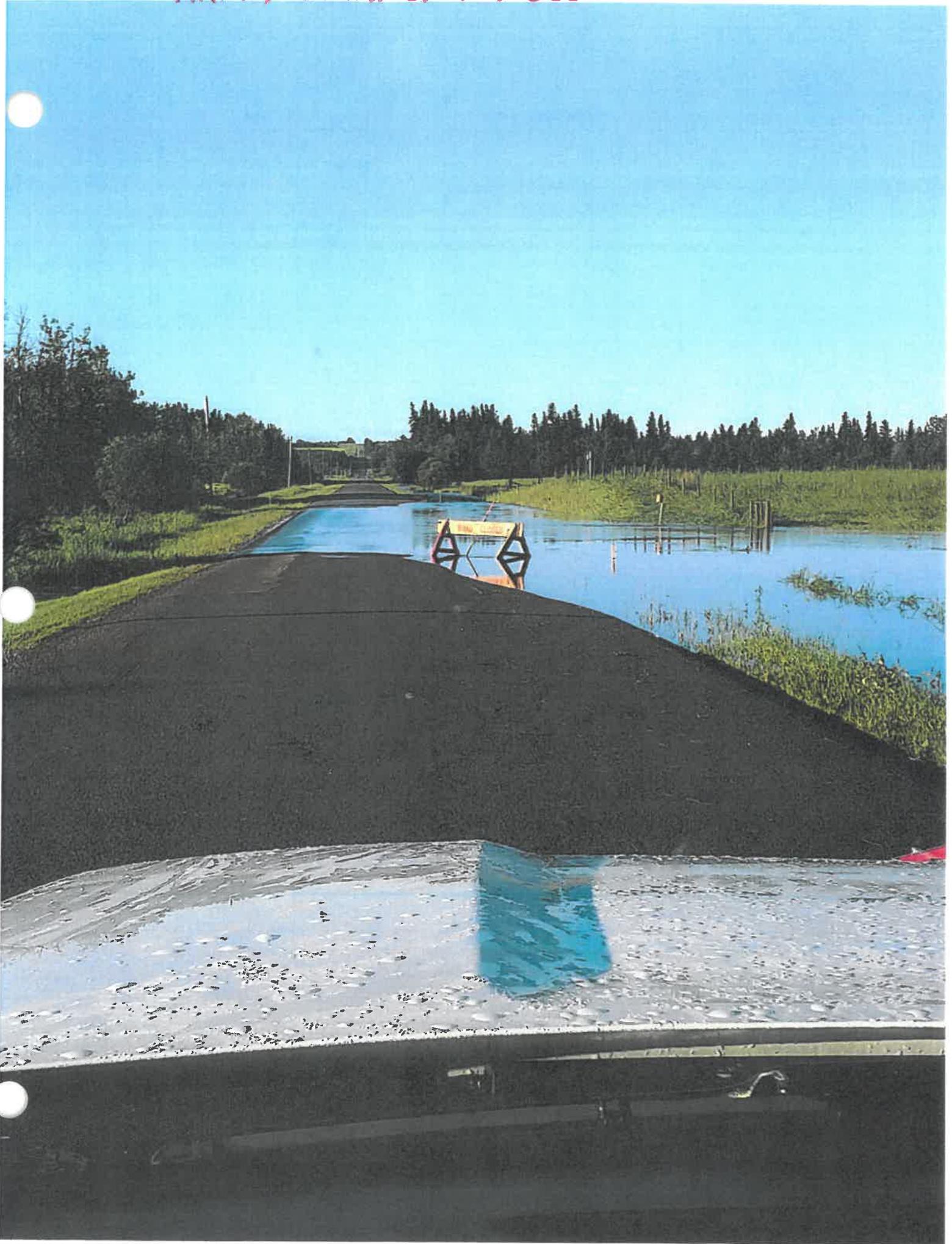


PROPERTY OF THE STATE OF NEW YORK

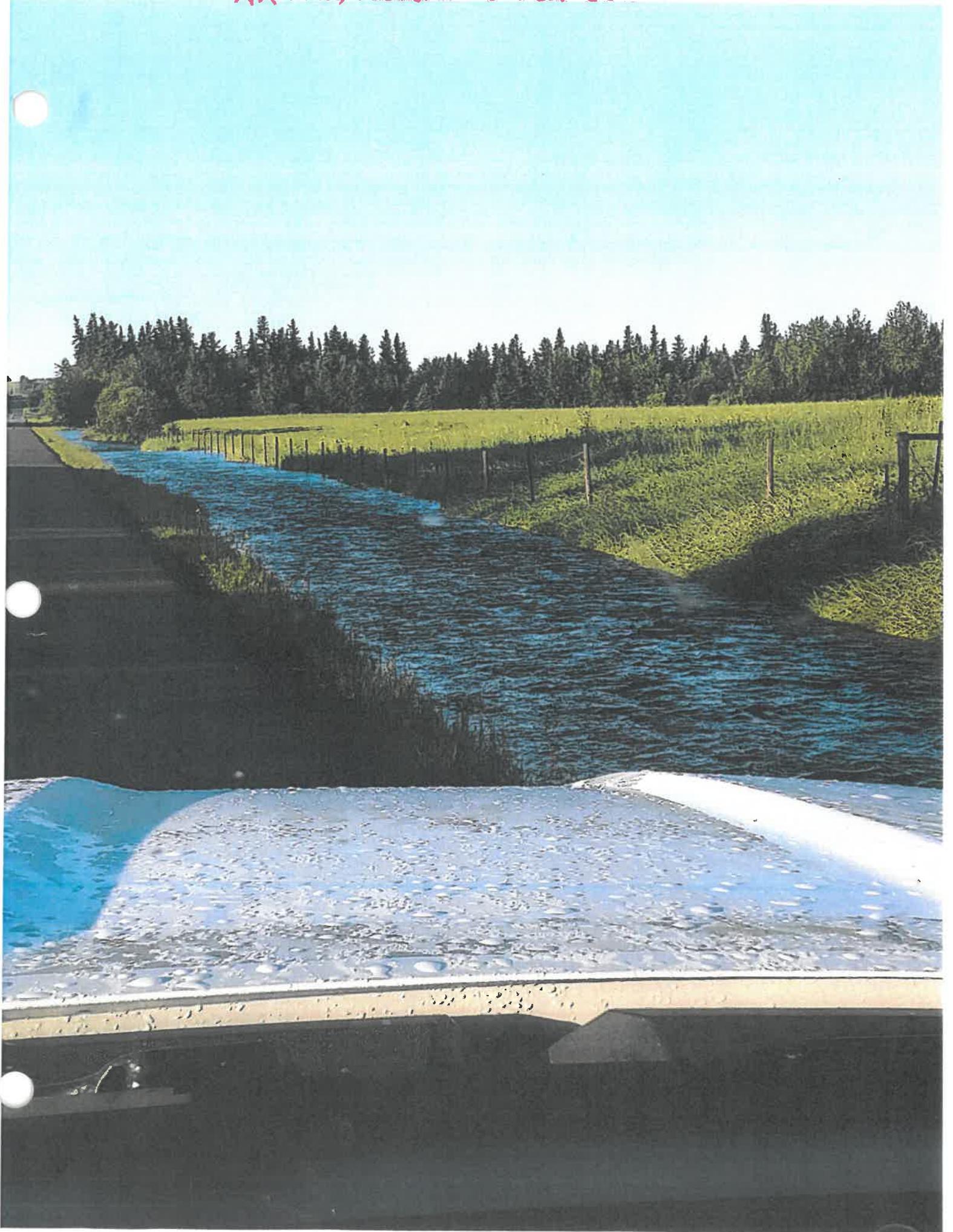


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AR 10, NORTH TO WEST





Public Works Foreman

Report Created On: Jul 23, 2020

Action 5.2.2

Completed

haul Roads - Industrial Liaison work - Completed by the Public Works Foreman

Update provided by Bob Novosiwsky on Jul 23, 2020 18:14:53

July 23 / 2020

Tree Tech Enterprises are still have logs to be hauled in the Vilna area.

Thorhild Aggregate Ltd. are not hauling from NE-25-59-16-W4 to Hwy. 28 at this time.

Still waiting for things to straighten out with JMB before doing Aggregate Agreement for 2020 for their pits N of 610 W side of 181.

Hardrock are shut down for now; but they will continue with reclamation and crushing at the Hutterite Pit later.

Slash Ventures will be logging at NW-3-60-14-W4 off of Hwy. 36.

Slash Ventures will be logging at NW-20-60-13-W4 / NW-9-60-13-W4 to and from Hwy. 36 on 602 and 135.

There has being a few moves for the oil companies for maintenance and service. Any moves are being done in the mornings.

Jay's Salvage Cats Ltd. will be logging at NE-30-60-18-W4 on 185, 605A, 191, 610 to and from 192A.

Thompson Infrastructure Ltd. will be hauling to NW-35-59-15-W4 (Bellis Lagoon) on 600, 151 to and from Hwy. 28. (With Vac truck)

PCL Construction has signed an agreement to use 125, 604 and 130 to and from Hwy. 28 / SW-31-60-12-W4 to get equipment and supplies in and out.

PCL Construction has signed an agreement to use 130 to and from 611A (Goodfish Lake Road)/ SW-31-60-12-W4 to get cement products to site (Water Reservoir)

Spur Resources and Caltex have not being hauling oil this spring but will let know when they will start again.

Croswell is active north of 610/181.

CLH is not hauling at this time.

Have been working with farmers to use designated routes when roads aren't to wet and soft to allow them to get grain hauled to fulfill their contracts

Action 5.2.3

On Track

Assistance provided to the Public Works Manager - Completed by the Public Works Foreman

Update provided by Bob Novosiwsky on Jul 23, 2020 18:16:18

Assist with work supervision. Follow up on road sign repairs, water problem areas and repairs to roads.

If there is an emergency where FIRE/RESQUE, AMBULANCE OR RCMP need to get to; when notified, we will do whatever possible to assist.

If any one sees any problems; let us know so we can check it out and address them.

Dealing with punch outs on roads due to the extra activity this spring. (Combining and the hauling of grain and bales that couldn't be done last fall)

There is also hauling of grain happening.

Dealing with water going across roads in different areas.

Action 5.2.4

On Track

Approaches - Completed by the Public Works Foreman - Inter-Departmental Work - Approaches

Update provided by Bob Novosiwsky on Jul 23, 2020 18:34:14

Have approved improving access N of 602 on 141.

Culvert and driveway extension Pt. NW-27-59-16-W4.

Action 5.2.5

On Track

Blasting - Completed by the Public Works Foreman -Inter-Departmental Work

Update provided by Bob Novosiwsky on Jul 23, 2020 19:13:45

The spring that flows from NW of 592A between 153 and 154 seems to be working fine since the new culvert was put in.

There is a spring on the west side of the entrance to Smoky Lake Landfill that needs to be monitored.

Larry has being very good at making grates to put in front of various size of culvert and will be making more so we have them on hand for next spring. (They vary 1 foot to 16 feet.) This helps tremendously as it stops them from plugging inside the culvert or under a bridge. This makes it easier to clean by hand or with the back-hoe.

These locations are being monitored this spring. (162 between Hwy.28 / 592, 595A just W of 171, 123 S of 592, at bridge on Iron Horse Trail W of 125 (3 dams there) E of 855 on Island Lake road, 140 between 600/602, 170 between 584A/590, 132 S of 594, 170 S of 610, at the bridge along 153 S of 584 and other areas as they come up.

The removal of dams and trapping has shown a benefit this spring. Some areas will need to be followed up more as we are seen a backup of water in some places.

Our trapper continues to trap problem areas and open dams where possible.

The beavers have become very active since the water flow has slowed down; so we will have to continue to monitor and deal with problem areas.

THE WET SPRING AND CONTINUOUS RAINS HAS BECOME HEAVEN FOR BEAVER ACTIVITY. TRAPPING FULL TIME AND SHOOTING IS HELPING TO CONTROL PROBLEM SPOTS FOR A FEW DAYS UNTIL OTHER BEAVERS MOVE IN. THERE WILL CONTINUE TO BE A PROBLEM AS LONG AS WE HAVE THE RAINS THAT ALLOWS THE WATER TO FLOW SLOWLY.

We have used a contractor with a small track-hoe that has a thumb on it to remove dams as reported by Doug.

LET US KNOW IF YOU SEE ANY PROBLEMS.

Action 5.2.6

On Track

Fire permits - Completed by the Public Works Foreman - Inter-Departmental Work - Fire Permits

Update provided by Bob Novosiwsky on Jul 23, 2020 19:14:00

Have not issued any Fire Permits.

Action 5.2.7

On Track

Administrative Projects - Done by the Public Works Foreman

Update provided by Bob Novosiwsky on Jul 23, 2020 19:26:15

Assisted Doug with checking of roads and driveways.

Following up on haul roads and working on updating Agreements.

Dealing roads and water problem areas.

Followed up on trucks speeding and using Jake-brakes on 610 from Hwy. 855 to and from 181.

Follow up on Logging activity.

Helping to deal with washouts plugged culverts from beavers.

Doug has been doing extra work that I would do as I have been dealing with a lot of extra beaver problems. Trevor has continued to trap and open dams by hand where possible. I continue to check problem areas and follow up on dealing with them.

MORE WATER THAN USUAL THIS YEAR.

Action 5.2.8

On Track

Training - Taken or provided by the Public Works Foreman

Update provided by Bob Novosiwsky on Jul 23, 2020 19:13:29

No training.



Public Works Shop Foreman

Report Created On: Jul 21, 2020

Action 1.5.2

On Track

Equipment

Update provided by David Kully on Jul 21, 2020 20:34:49

- 607 - Complete installation of rebuilt fuel injection pump, and replace heater hoses. June 17 - July 20.
- 640 - Loosen seized ignition switch, and top up hydraulic oil. June 17.
- 505 - Replace transmission suction hose and brake accumulator hose. June 17 - 19.
- 137 - Repair lights. June 17.
- 717 - Repair weed eater. June 18.
- 525 - Blow out radiator. June 19.
- 627 - Regular service. June 19.
- 472 - Replace output seal for front driveshaft. June 19.
- 722 - Replace hydraulic line to left drive motor. June 22.
- 158 - CVIP, replace air tanks, replace one brake pot. June 23 - 24.
- 525 - Replace A/C pressure switch. June 23.
- 111 - Replace ABS sensor and repair tire. June 24.
- 509 - Regular service, blow out radiator. June 26.
- 601 - Weld up crack in track housing. June 29.
- 701 - Repair rear wheel on mower, change blades, set 3 point hitch assembly to correct position. June 30 - July 3.
- 508A - Change blades and blow out radiator. June 30.
- 455 - Have tire shop install fluid into rear tires. June 30.
- 511 - Blow out radiator. July 2.
- 502 - Replace hydraulic pressure sensor and blow out radiator. July 2.
- 505 - Replace seal on front right wheel, and replace rear tires. July 2 - 3.
- 482 - Replace driveline clutch assembly. July 7.
- 734 - Replace deck drive belts. July 7.
- 507 - Change blades and blow out radiator. July 7.
- 472 - Repair issues with transmission not shifting into 4th gear. July 7.
- 502 - Change tire. July 8.
- 525 - Blow out radiator and replace air filter. July 9.
- 217 - Repair wiring to electric brakes, replace breakaway battery, change trailer plug. July 10.
- 207 - Repair exhaust. July 13 - 14.
- 507 - Replace leaking transmission hoses. July 14 - 15.
- 216 - Replace battery and service generator. July 14.
- 472 - Replace leaking coolant line. July 17.
- 508A - Blow out radiator, and replace air filter. July 16.
- 511 - Blow out radiator. July 16.
- 189 - Replace document holder. July 16.

183 - CVIP, repair lights. July 17.

508 - Replace blower motor. July 17.

509 - Replace blades, and blow out radiator. July 20.

604G - Replace o-ring on pressure sensor. July 21.

Action 1.5.3

On Track

Vehicle

- 115 - Replace bulb on cab for brake lights. June 17.
- 109 - Force manual regeneration of DPF filter. June 18.
- 170 - Repair issue with brakes on front left drive wheel. June 18 - 19.
- 726 - Check charging system and battery, clear codes. Jun 18.
- 448 - Replace hose reel switch. Jun 18.
- 198 - Repair tire. June 19.
- 190 - Replace left rear mudflap. June 22.
- 112 - Replace starter, replace rotted turbo lines, replace oil pan and repair auto greaser. Jun 22 - 27.
- 190 - Replace air solenoid for tail gate. June 23.
- 198 - Repair tire. June 23.
- 107 - Replace 2 rims, hub and studs on left rear wheel, repair brake lights. June 24 - 25.
- 479 - Regular service, rotate tires reset TPMS. June 25.
- 452 - Replace blower motor module. June 25.
- 188 - Repair tire. June 26.
- 180 - CVIP, repair lights, replace rear fenders, replace rear suspension bushings, repair horn, replace hood hinges, replace 2 mufflers and exhaust elbows, replace left windshield, June 29 - July 15.
- 190 - Weld up brackets for hydraulic control box. June 30.
- 195 - Regular service, replace oil temperature sensor and coolant temperature sensor. July 2 - 3.
- 138 - CVIP repair air leaks. July 8.
- 190 - Replace pto pressure protection valve. July 9.
- 420 - replace brake pads, front and rear calipers, replace front rotors. July 13 - 14.
- 101A - Replace right front axle shaft, and regular service. July 14 - 15.
- 232 - Replace front brake pads and replace beacon. July 15.
- 476 - Replace hose reel switch. July 15.
- 109 - Replace 2 rims, hub and studs on left rear wheel, replace left rear brake line and bleed brakes. July 16 - 17.
- 188 - Replace radio with blue tooth radio, install bug deflector. July 16.
- 198 - Replace right head light and adjust clutch. July 17.
- 197 - Replace right windshield. July 17.
- 106 - Check out issues with back fuel tank not transferring fuel, replace fuel transfer pump. July 20 - 21.
- 170 - Replace radio antenna. July 20

Action 1.5.4

On Track

Protective Services Maintenance/Repair

Update provided by David Kully on Jul 21, 2020 20:35:57

462 - Replace exhaust gas temperature sensor, repair issue with lights and siren cutting out, perform manual regeneration of DPF filter.
July 9 - 10

Action 1.5.5

On Track

Contract Work

Update provided by David Kully on Jul 21, 2020 20:36:04

322 - Replaced 2 thermal windows on passenger side and 1 thermal window on drivers side.

Action 1.5.6

On Track

Administrative

Update provided by David Kully on Jul 21, 2020 20:36:32

Review invoices, oil samples, purchase orders, vehicle and equipment check lists.

Attend managers meetings

Amyotte and Sons welding has completed the patcher body. Will be picking up unit on Thursday July 23. Will take a couple of people along to have orientation of how unit works.

Action 1.5.7 On Track

Training

Update provided by David Kully on Jul 21, 2020 20:36:38

No training during this reporting period.

Action 1.5.8 On Track

Council Member Inquiry

Update provided by David Kully on Jul 21, 2020 20:36:45

No requests from council at this time

- Unit 228

1999 Polaris 6x6 ATV

S/N 4XARF50A2X0070833

Too much wrong with it to begin repairing.

- Unit 118

2007 Chev Tahoe 1500 Lt 4x4

S/N 1GNFK13037R256359 296388 KMs

Replaced by 2019 Chev Traverse.



Bylaw Officer / Parks & Recreation Manager

Report Created On: Jul 22, 2020

Action 2.2.2

On Track

Land Use Development

Update provided by Ed English on Jul 22, 2020 17:48:25

Following up on RV issues at Mons Lake

Having several items stored on road allowance removed from area in Parkview.

Continue to monitor ditching issue south of Warspite.

Concluded ditching issue south of TR 602 on RR 174.

Following up on development issues by Vilna.

Action 2.2.3

On Track

Resorts

Update provided by Ed English on Jul 22, 2020 17:42:59

Continue to remove fallen trees at Hanmore and Bellis Beach.

Installed 2 provincial "Wheels out of Water" signs at Hillside on June 26.

Moved dock back at Whitefish Lake due to rising water levels on June 30.

Swim ropes and floats were put in at Hanmore and Mons on June 30.

Playground sand was worked up at Warspite, Spedden, Bonnie, and Bellis Beach on July 2.

Filled in mudholes at Hanmore on July 3.

Weekly garbage pick up at all dayuse areas continue.

Installed 2 provincial "Wheels out of Water" signs at Mons Lake on July 17.

Floating dock at Hanmore and swim raft at Mons were re-installed after storm.

Grass mowing was done at V.T., Office, and Parkview on June 18; Bonnie on June 23; Warspite on June 26; Office on July 2; Warspite and Hillside on July 6; Hanmore and Mons on July 7; Office and Spedden on July 9; Hwy signs on July 10; Bellis and Sunrise on July 14; Sunrise, Bonnie, Sandy Lane, and Mons on July 15; Warspite and Office on July 16; Spedden, Bellis, and Warspite on July 21.

Action 2.2.4

On Track

Animal Control

Update provided by Ed English on Jul 22, 2020 16:50:01

Resolved a report of 2 stray dogs on Hwy 831. Located owners on June 25

Following up on dogs at large at Haynes estates

Unable to locate 3 stray dogs at Hillside on July 7

Action 2.2.5 On Track

Protective Services

Update provided by Ed English on Jul 22, 2020 17:11:55

Attended mvc/deer on Hwy 28 and RR 130 on June 28

Attended mvc on Hwy 855 and TR 624 on July 16. I notified landowner that his fence was damaged

Continue to issue fire permits

Action 2.2.6 On Track

ATV Trails

Update provided by Ed English on Jul 22, 2020 17:07:38

Repaired washout on IHT near RR 174 on June 19

Removed fallen trees on IHT (beavers) near Vilna on June 22

Met with the Junior Forest Wardens at IHT campsite to go over work to be done on June 24

The gates on IHT near Hwy 36 have been installed

Dug under 4 texas gates on IHT and RR 122 to stop cattle from walking over on July 6

IHT flooding has occurred east of RR 170

Installed signs on trail north of Hwy 28 on RR 155 o July 8

The IHT is being mowed by Ag Dept.

Assisting Riverland Recreational Society with strategic plan for trail between Heinsburg and Waskatenau

Repaired damaged bridge on IHT near RR 181 on July 20

Removed fallen trees on IHT (beavers) near Vilna on July 29

Action 2.2.7 On Track

Peace Officer Program

Update provided by Ed English on Jun 17, 2020 17:53:24

Due to the Province lifting the state of emergency, CPO's are no longer authorized to enforce the Public Health Act.

Action 2.2.8 On Track

Administrative

Update provided by Ed English on Jul 22, 2020 17:16:40

3 STEP workers began on June 29

Attending Zoom meetings

Working on reports

Flags were lowered on July 3 and raised again on July 8

Action 2.2.9 On Track

Rural Addressing

Update provided by Ed English on Jul 22, 2020 16:51:04

11 addresses on the 2020 list (2 are replacements)

Action 2.2.10 On Track

Training

Update provided by Ed English on Jun 17, 2020 18:02:48

Attending health and safety meetings (zoom)

Action 2.2.11 On Track

Council Member Inquiry

Update provided by Ed English on Jun 19, 2019 16:40:31

Installed "use respect " signage at Hwy 855 day use area

Ordered "pick up after your dog" signage for Bellis playground

Action 2.2.12 On Track

Enforcement

Update provided by Ed English on Jun 17, 2020 18:32:17

Concluded a ditching issue in Spedden on May 26

Following up on a ditching issue south of Warspite.



Natural Gas

Report Created On: Jul 22, 2020

Report Legend

 No Update

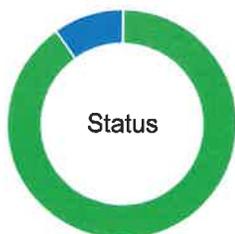
 Overdue

 Priority

Plan Summary

Goal 5 Progress 10%

Owner: Cory Ollikka



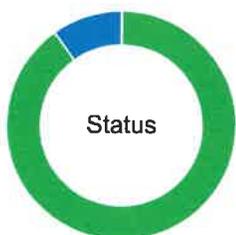
	%	#
On Track	90.0	9
Completed	10.0	1

Objective: 4 Action: 37

Infrastructure: Roads, Accesses, Sewage Disposal, Storm-water Management, Potable Water, Natural Gas Utility, Telecommunications (Built Environment)

Objective 5.1 Progress 10%

Owner: Daniel Moric



	%	#
On Track	90.0	9
Completed	10.0	1

Action: 10

Natural Gas Manager Work Plan

Objective 5.1

Progress 10%



Natural Gas Manager Work Plan

Owner: Daniel Moric

Action: 10

Update provided by Daniel Moric on Jul 22, 2020 20:43:37

Action 5.1.1: Natural Gas Department: Natural Gas Manager Work Plan Daily/Weekly/Monthly Plan detail kept in the Additional details section.

- See Natural Gas Managers Work Plan for details.

Action 5.1.2: Natural Gas Line Locates: Service Calls: Meter Recalls: Meter Installs: PFM Checks: Construction: Rural: ____ Urban: ____

- See the "Measures" for more information.

Action 5.1.3: Odorant

January 1/20 - January 31/20

-49.5 hrs x 2 men = 99 man hours spent on the odorant truck.

-Deliveries made to Lamco Gas Co-op, Phoenix Gas Co-op, GLDC Gas Co-op, Rocky Gas Co-op, Burnt Lake Gas Co-op, Battle River Gas Co-op, County of Two Hills Gas Utility, and Town of Redwater.

February 1/20 - February 29/20

-37 hrs x 2 men = 74 man hours spent on the odorant truck.

-Deliveries made to Sedgewick/Killam Gas Natural Gas, County of Thorhild Gas Utility, Chain Lakes Gas Co-op, GLDC Gas Co-op, Rocky Gas Co-op, and Athabasca Oil Corp in Conklin.

March 1/20 - March 31/20

-36.5 hrs x 2 men = 73 man hours spent on the odorant truck.

-Deliveries made to Smoky Lake County Gas Utility, Paintearth Gas Co-op, Phoenix Gas Co-op, County of Vermillion River Gas Utility, Lac La Biche District Gas Co-op, and Goodfish Lake Gas Utility.

April 1/20 - April 30/20

-20 hrs x 2 men = 40 man hours spent on the odorant truck.

-Deliveries made to Northeast Gas Co-op, Coronado Gas Co-op, County of Thorhild Gas Utility, and Village of Boyle Gas Utility.

May 1/20 - May 31/20

27 hrs x 2 men = 54 man hours spent on the odorant truck.

-Deliveries made to Smoky Lake County Gas Utility, Sedgewick/Killam Gas Utility, Phoenix Gas Co-op, Ankerton Gas Co-op, County of Vermillion River Gas Utility, GLDC Gas Co-op, and Town of Redwater Gas Utility.

June 1/20 - June 30/20

-18.5 hrs x 2 men = 36 man hours spent on the odorant truck.

-Deliveries made to Burnt Lake Gas and Chain Lakes Gas

Action 5.1.4: CNG Trailer

January 1/20 - January 31/20

-CNG trailers were picked up by Phoenix Gas Co-op in Wainwright during the cold spell to supplement a low pressure issue at the end of one of their pipelines. Picked up and filled trailers (10.5 hrs x 2 trailers = 21 hrs total) in preparation for a planned outage for Yellowhead Gas Co-op in Edson, but our trailers were deemed too small for that outage.

February 1/19 - February 29/19

-Deliver and operate both CNG trailers for Lamco Gas Co-op for gas outage to repair a high pressure aluminum line leak.

-Deliver and operate one CNG trailer for Coronado Gas Co-op for gas outage during line replacement.

March 1/20 - March 31/20

-No activity

April 1/19 - April 30/19

-No activity

May 1/20 - May 31/20

-Deliver and operate one CNG trailer for Lamco Gas Co-op for gas outage to repair a high pressure aluminum line leak and aluminum riser replacement.

-Deliver one CNG Trailer to Northeast Gas Co-op in Bonnyville for a TC Energy outage expected to last until mid to end of June. Co-op will be monitoring and operating trailer and we will be filling the trailers as required.

June 1/20 - June 30/20

-CNG trailers still in use at Northeast Gas in Bonnyville. Possible completion mid-July

Action 5.1.5: Administrative

- Attend weekly toolbox and manager meetings.
- Receive customer phone calls.
- Respond to emails.
- Assist in producing monthly gas bills.
- Continue to record gas consumption readings in order to analysis and monitor gas balancing.
- Apply for new gas services and complete all of the required paperwork.
- Continue to get easements and contracts signed as necessary.

- Working on invoicing construction, odorant and CNG jobs.
- Monthly odorant intensity checks (20 locations)
- RMO routine station checks continue.
- Monthly explosives magazine inventory check.
- Working on gas line road crossing sign repairs and replacements. Currently have replaced or repaired 87 locations.
- Continually signing customers up for receiving their gas bills by email. Currently have 263 accounts registered.
- Posted in the gas bills for customers to give us updated account information with very good response. Also included this request in the Grapevine. Will continue to advertise for updated information.
- Practicing social distancing as much as possible during these uncertain times. Staff have been given additional PPE to help prevent contracting and transferring COVID-19
- See the "Measures" for more information

Action 5.1.6: Training

No updates

Action 5.1.7: Natural Gas Construction of Infrastructure

January 1/20 - January 31/20

-No activity

-Do have 2 new infills, 3 secondary gas lines, and 1 grain dryer line scheduled for 2020.

February 1/20 - February 29/20

-No activity

March 1/20 - March 31/20

-No activity

-Do have 3 new infills, 5 secondary gas lines, 2 grain dryer lines, and 4 cut and caps scheduled for 2020.

April 1/20 - April 30/20

-No activity

May 1/20 - May 31/20

-Cut and capped 4 services as the customers requested release from their contracts. (2 Vilna, Smoky Lake, and Bellis)

-Main line and secondary alterations at the Colony in preparation for their new Chicken Barn.

-Main line alteration South of Warspite so customer can build new garage.

-Have sent off requests for 2 more grain dryer services as well as a large commercial shop service to the engineers for sizing requirements.

June 1/20 - June 30/20

-Cut and capped 3 services temporarily for new construction.

3 new infills completed.

-6 secondary gas lines completed.

Action 5.1.8: Meter recalls and maintenance

January 1/20 - January 31/20

-No activity

-Do have 2 new infills, 3 secondary gas lines, and 1 grain dryer line scheduled for 2020.

February 1/20 - February 29/20

-No activity

March 1/20 - March 31/20

-No activity

-Do have 3 new infills, 5 secondary gas lines, 2 grain dryer lines, and 4 cut and caps scheduled for 2020.

April 1/20 - April 30/20

-No activity

May 1/20 - May 31/20

-Cut and capped 4 services as the customers requested release from their contracts. (2 Vilna, Smoky Lake, and Bellis)

-Main line and secondary alterations at the Colony in preparation for their new Chicken Barn.

-Main line alteration South of Warspite so customer can build new garage.

-Have sent off requests for 2 more grain dryer services as well as a large commercial shop service to the engineers for sizing requirements.

June 1/20 - June 30/20

-Cut and capped 3 services temporarily for new construction.

-3 new infills completed.

-6 secondary gas lines completed.

Action 5.1.9: Council Member Inquiry

No activity

Action 5.1.10: Tap 5 upgrade (odorant) Note: Strategic Priorities Chart Feb 6, 2017 (100% completed)

New RMO was installed and set up the week of May 19th by County of Vermillion River. Odorant levels are equal in town as they are at our rural end of lines. Prior to the new RMO, the odorant levels in town were very high and there was little to no odorant levels in our rural. Worked in conjunction with the town to keep gas flowing during a shut down period where the station had to be reconnected.

Action 5.1.1 Ongoing - Ongoing On Track

Natural Gas Department: Natural Gas Manager Work Plan

Daily/Weekly/Monthly Plan detail kept in the Additional details section.

Owner: Daniel Moric

Update provided by Daniel Moric on Jul 22, 2020 20:40:50

- See Natural Gas Managers Work Plan for details.

Action 5.1.2 Ongoing - Ongoing On Track

Natural Gas

Line Locates:

Service Calls:

Meter Recalls:

Meter Installs:

PFM Checks:

Construction: Rural: ____ Urban: _____

Owner: Daniel Moric

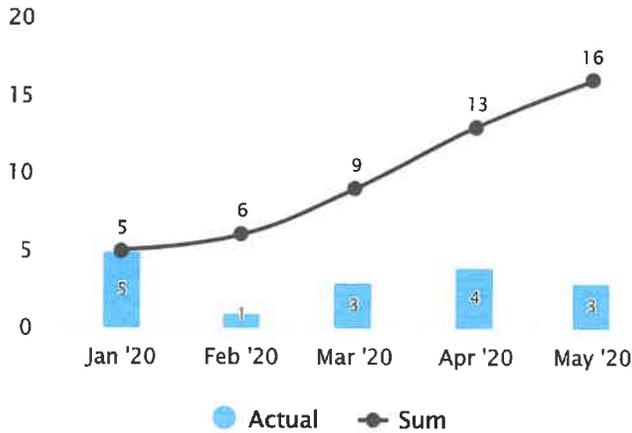
Update provided by Daniel Moric on Jul 22, 2020 20:40:46

- See the "Measures" for more information.

Custom work

Sales of materials and labour for miscellaneous natural gas work.

Owner: Daniel Moric Last Update: Jul 22, 2020 20:40:33



Comment

January 1/20 - January 31/20

-5 Material sales.

February 1/20- February 29/20

Material sale.

March 1/20 - March 31/20

-3 Material sales

April 1/20 - April 30/20

-4 Material sales

May 1/20 - May 31/20

-2 Material sales.

-Assist Lamco Gas Co-op with a high pressure aluminum gas line leak repair.

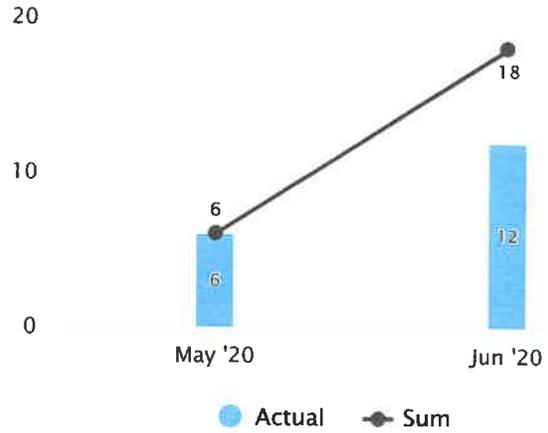
June 1/20 - June 30/20

-No material sales.

Construction

New Infills, secondaries, alterations, cut and caps, damaged line repairs and underground leak repairs

Owner: Daniel Moric Last Update: Jul 22, 2020 20:38:01



Comment

January 1/20 - January 31/20

-No activity

-Do have 2 new infills, 3 secondary gas lines, and 1 grain dryer line scheduled for 2020.

February 1/20 - February 29/20

-No activity

March 1/20 - March 31/20

-No activity

-Do have 3 new infills, 5 secondary gas lines, 2 grain dryer lines, and 4 cut and caps scheduled for 2020.

April 1/20 - April 30/20

-No activity

May 1/20 - May 31/20

-Cut and capped 4 services as the customers requested release from their contracts. (2 Vilna, Smoky Lake, and Bellis)

-Main line and secondary alterations at the Colony in preparation for their new Chicken Barn.

-Main line alteration South of Warspite so customer can build new garage.

-Have sent off requests for 2 more grain dryer services as well as a large commercial shop service to the engineers for sizing requirements.

June 1/20 - June 30/20

-Cut and capped 3 services temporarily for new construction.

-3 new infills completed.

-6 secondary gas lines completed.

PFM checks

Pressure Factor Metering verification and adjustments completed as required.

Owner: Daniel Moric Last Update: Jul 22, 2020 19:06:45

Comment

January 1/20 - January 31/20

-No activity

February 1/20 - February 29/20

-No activity

March 1/20 - March 31/20

-No activity

April 1/20 - April 30/20

-No activity

May 1/20 - May 31/20

-No activity

June 1/20 - June 30/20

-No activity

Meter Recalls

Number of gas meters changed

Owner: Daniel Moric Last Update: Jul 22, 2020 19:08:37



Comment

January 1/20 - January 31/20

-No activity

February 1/20 - February 29/20

-No activity

March 1/20 - March 31/20

-Replaced 2 gas meters due to failing after the cold snap.

April 1/20 - April 30/20

-No activity

May 1/20 - May 31/20

-No Activity

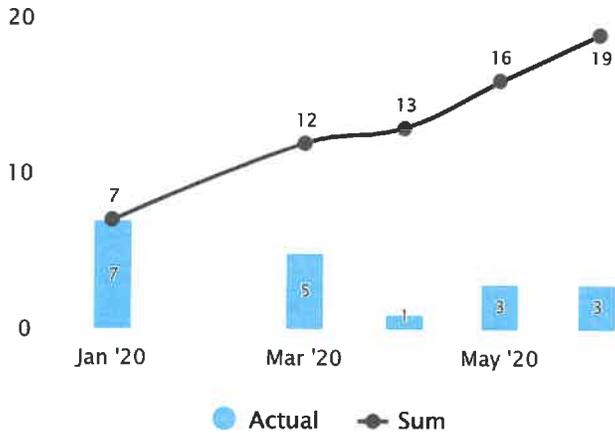
June 1/20 - June 30/20

-No activity

Service Calls

Number of Service Calls

Owner: Daniel Moric Last Update: Jul 22, 2020 19:48:21



Comment

January 1/20 - January 31/20

- 1 gas smell inside house. Appliance piping had leak. (Stry)
- 5 Appliance not working/no gas calls. All deemed to be appliance issues. (2 Waskatenau, Vilna, and 2 Smoky Lake)
- 1 Gas smell outside. Found appliance leaking internally and gas going up through the vent. (Vilna)

February 1/20 - February 29/20

- No service calls.

March 1/20 - March 31/20

- 1 Structure fire - after hours (Vilna)
- 1 Carbon monoxide and gas smell call. Found both coming from brand new gas range installed 2 days prior. (Smoky Lake)
- 2 Carbon monoxide calls resulting from dead batteries in detectors. (Stry and Vilna)
- 1 Gas smell call. Piping to heater leaking in shop. (Smoky Lake)

April 1/20 - April 30/20

- 1 Gas smell inside house. Appliance issue. (Smoky Lake)

May 1/20 - May 31/20

- 2 Gas smells outside house. 1 Replaced regulator on utility side of meter. (Smoky Lake). 1 Tighten valve on meter set (Vilna)
- 1 Gas smell inside house. Appliance issue. (Bellis)

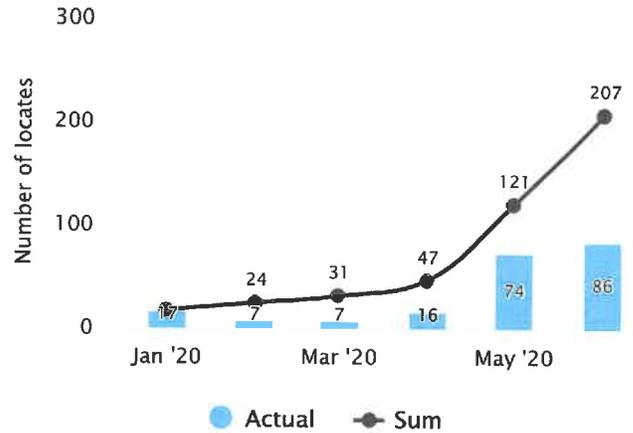
June 1/20 - June 30/20

- 2 gas smell calls. Appliances leaking internally. (Vilna and Smoky Lake)
- 1 Appliance issue/no gas call. Found to be appliance issue. (Warspite)

Line Locates

Volume of Alberta One Call line locates

Owner: Daniel Moric Last Update: Jul 22, 2020 20:31:46



Comment

January 1/20 - January 31/20

- 17 locates

February 1/20 - February 29/20

- 7 locates

March 1/20 - March 31/20

- 7 locates

April 1/20 -April 30/20

- 16 Locates were completed

May 1/20 - May 31/20

- 74 Locates were completed

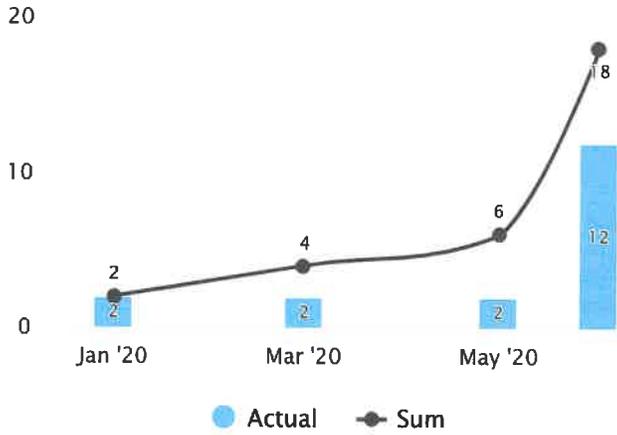
June 1/20 - June 30/20

- 86 locates

Final Readings

Final gas consumption readings

Owner: Daniel Moric Last Update: Jul 22, 2020 19:01:33



Comment

January 1/20 - January 31/20
-1 Final eading (Warspite)

February 1/20 - February 29/20
-No final readings

March 1/20 - March 31/20
-2 Final readings (Vilna and Waskatenau)

April 1/20 - April 30/20
-No Final readings

May 1/20 - May 31/20
-2 Final Readings (Spedden)

June 1/20 - June 30/20
-12 Final readings (5 Vilna, Spedden, Hillside Acres, Warspite, 2 Mons Lakes, Birchland, and Bonnie Lake)

Service Lock-offs and Re-connections

Gas service lock-offs and re-connections

Owner: Daniel Moric Last Update: Jul 22, 2020 19:04:54

Comment

January 1/20 - January 31/20
-No activity

February 1/20 - February 29/20
-No activity

March 1/20 - March 31/20
-No activity

April 1/20 - April 30/20
-No Activity

May 1/20 - May 31/20
-No Activity

June 1/20 - June 30/20
-No activity

Action 5.1.3 Ongoing - Ongoing On Track

Odorant

Owner: Daniel Moric

January 1/20 - January 31/20

-49.5 hrs x 2 men = 99 man hours spent on the odorant truck.

-Deliveries made to Lamco Gas Co-op, Phoenix Gas Co-op, GLDC Gas Co-op, Rocky Gas Co-op, Burnt Lake Gas Co-op, Battle River Gas Co-op, County of Two Hills Gas Utility, and Town of Redwater.

February 1/20 - February 29/20

-37 hrs x 2 men = 74 man hours spent on the odorant truck.

-Deliveries made to Sedgewick/Killam Gas Natural Gas, County of Thorhild Gas Utility, Chain Lakes Gas Co-op, GLDC Gas Co-op, Rocky Gas Co-op, and Athabasca Oil Corp in Conklin.

March 1/20 - March 31/20

-36.5 hrs x 2 men = 73 man hours spent on the odorant truck.

-Deliveries made to Smoky Lake County Gas Utility, Paintearth Gas Co-op, Phoenix Gas Co-op, County of Vermillion River Gas Utility, Lac La Biche District Gas Co-op, and Goodfish Lake Gas Utility.

April 1/20 - April 30/20

-20 hrs x 2 men = 40 man hours spent on the odorant truck.

-Deliveries made to Northeast Gas Co-op, Coronado Gas Co-op, County of Thorhild Gas Utility, and Village of Boyle Gas Utility.

May 1/20 - May 31/20

-27 hrs x 2 men = 54 man hours spent on the odorant truck.

-Deliveries made to Smoky Lake County Gas Utility, Sedgewick/Killam Gas Utility, Phoenix Gas Co-op, Ankerton Gas Co-op, County of Vermillion River Gas Utility, GLDC Gas Co-op, and Town of Redwater Gas Utility.

June 1/20 - June 30/20

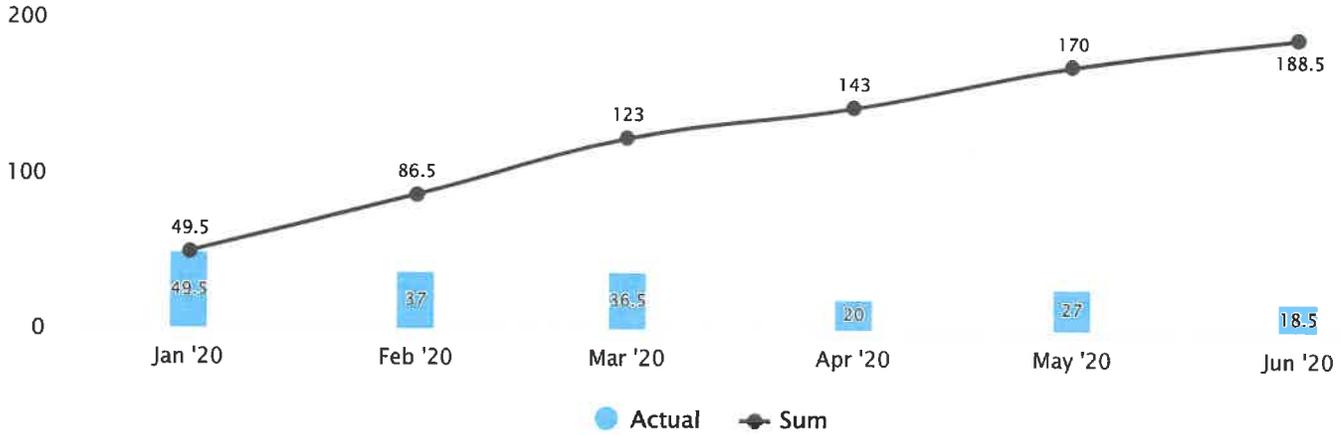
-18.5 hrs x 2 men = 36 man hours spent on the odorant truck.

-Deliveries made to Burnt Lake Gas and Chain Lakes Gas

Odorant Deliveries

Hours spent delivering odorant

Owner: Daniel Moric Last Update: Jul 22, 2020 20:35:48



Comment

January 1/20 - January 31/20

-49.5 hrs x 2 men = 99 man hours spent on the odorant truck.

-Deliveries made to Lamco Gas Co-op, Phoenix Gas Co-op, GLDC Gas Co-op, Rocky Gas Co-op, Burnt Lake Gas Co-op, Battle River Gas Co-op, County of Two Hills Gas Utility, and Town of Redwater.

February 1/20 - February 29/20

-37 hrs x 2 men = 74 man hours spent on the odorant truck.

-Deliveries made to Sedgewick/Killam Gas Natural Gas, County of Thorhild Gas Utility, Chain Lakes Gas Co-op, GLDC Gas Co-op, Rocky Gas Co-op, and Athabasca Oil Corp in Conklin.

March 1/20 - March 31/20

-36.5 hrs x 2 men = 73 man hours spent on the odorant truck.

-Deliveries made to Smoky Lake County Gas Utility, Paintearth Gas Co-op, Phoenix Gas Co-op, County of Vermillion River Gas Utility, Lac La Biche District Gas Co-op, and Goodfish Lake Gas Utility.

April 1/20 - April 30/20

-20 hrs x 2 men = 40 man hours spent on the odorant truck.

-Deliveries made to Northeast Gas Co-op, Coronado Gas Co-op, County of Thorhild Gas Utility, and Village of Boyle Gas Utility.

May 1/20 - May 31/20

-27 hrs x 2 men = 54 man hours spent on the odorant truck.

-Deliveries made to Smoky Lake County Gas Utility, Sedgewick/Killam Gas Utility, Phoenix Gas Co-op, Ankerton Gas Co-op, County of Vermillion River Gas Utility, GLDC Gas Co-op, and Town of Redwater Gas Utility.

June 1/20 - June 30/20

-18.5 hrs x 2 men = 36 man hours spent on the odorant truck.

-Deliveries made to Burnt Lake Gas and Chain Lakes Gas

Action 5.1.4

Ongoing - Ongoing

On Track

CNG Trailer

Owner: Daniel Moric

date provided by Daniel Moric on Jul 22, 2020 20:41:25

January 1/20 - January 31/20

-CNG trailers were picked up by Phoenix Gas Co-op in Wainwright during the cold spell to supplement a low pressure issue at the end of one of their pipelines. Picked up and filled trailers (10.5 hrs x 2 trailers = 21 hrs total) in preparation for a planned outage for Yellowhead Gas Co-op in Edson, but our trailers were deemed too small for that outage.

February 1/19 - February 29/19

-Deliver and operate both CNG trailers for Lamco Gas Co-op for gas outage to repair a high pressure aluminum line leak.

-Deliver and operate one CNG trailer for Coronado Gas Co-op for gas outage during line replacement.

March 1/20 - March 31/20

-No activity

April 1/19 - April 30/19

-No activity

May 1/20 - May 31/20

-Deliver and operate one CNG trailer for Lamco Gas Co-op for gas outage to repair a high pressure aluminum line leak and aluminum riser replacement.

-Deliver one CNG Trailer to Northeast Gas Co-op in Bonnyville for a TC Energy outage expected to last until mid to end of June. Co-op will be monitoring and operating trailer and we will be filling the trailers as required.

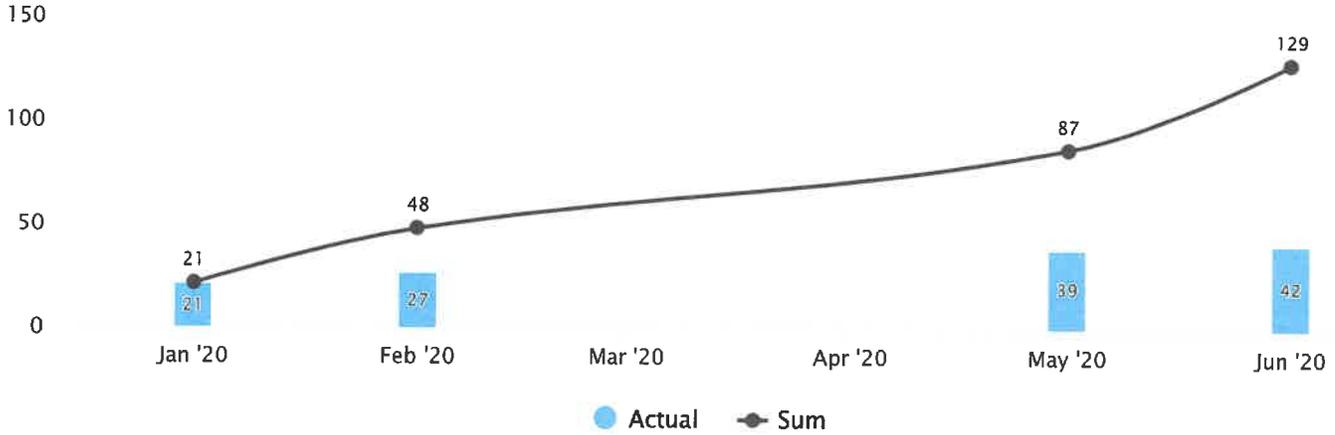
June 1/20 - June 30/20

-CNG trailers still in use at Northeast Gas in Bonnyville. Possible completion mid-July

CNG Trailer

Hours spent on CNG Trailer

Owner: Daniel Moric Last Update: Jul 22, 2020 20:34:04



Comment

January 1/20 - January 31/20

-CNG trailers were picked up by Phoenix Gas Co-op in Wainwright during the cold spell to supplement a low pressure issue at the end of one of their pipelines. Picked up and filled trailers (10.5 hrs x 2 trailers = 21 hrs total) in preparation for a planned outage for Yellowhead Gas Co-op in Edson, but our trailers were deemed too small for that outage.

February 1/19 - February 29/19

-Deliver and operate both CNG trailers for Lamco Gas Co-op for gas outage to repair a high pressure aluminum line leak.
-Deliver and operate one CNG trailer for Coronado Gas Co-op for gas outage during line replacement.

March 1/20 - March 31/20

-No activity

April 1/19 - April 30/19

-No activity

May 1/20 - May 31/20

-Deliver and operate one CNG trailer for Lamco Gas Co-op for gas outage to repair a high pressure aluminum line leak and aluminum riser replacement.
-Deliver one CNG Trailer to Northeast Gas Co-op in Bonnyville for a TC Energy outage expected to last until mid to end of June. Co-op will be monitoring and operating trailer and we will be filling the trailers as required.

June 1/20 - June 30/20

-CNG trailers still in use at Northeast Gas in Bonnyville. Possible completion mid-July

Action 5.1.5

Ongoing - Ongoing

On Track

Administrative

Owner: Daniel Moric

Update provided by Daniel Moric on Jul 22, 2020 20:41:32

- Attend weekly toolbox and manager meetings.
- Receive customer phone calls.
- Respond to emails.
- Assist in producing monthly gas bills.
- Continue to record gas consumption readings in order to analysis and monitor gas balancing.
- Apply for new gas services and complete all of the required paperwork.
- Continue to get easements and contracts signed as necessary.
- Working on invoicing construction, odorant and CNG jobs.
- Monthly odorant intensity checks (20 locations)
- RMO routine station checks continue.
- Monthly explosives magazine inventory check.
- Working on gas line road crossing sign repairs and replacements. Currently have replaced or repaired 87 locations.
- Continually signing customers up for receiving their gas bills by email. Currently have 263 accounts registered.
- Posted in the gas bills for customers to give us updated account information with very good response. Also included this request in the Grapevine. Will continue to advertise for updated information.
- Practicing social distancing as much as possible during these uncertain times. Staff have been given additional PPE to help prevent contracting and transferring COVID-19
- See the "Measures" for more information

Action 5.1.6 Ongoing - Ongoing On Track

Training

Owner: Daniel Moric

Update provided by Daniel Moric on Jul 22, 2020 20:42:05

No updates

Action 5.1.7 Ongoing - Ongoing On Track

Natural Gas Construction of Infrastructure

Owner: Daniel Moric

Update provided by Daniel Moric on Jul 22, 2020 20:42:51

January 1/20 - January 31/20

-No activity

-Do have 2 new infills, 3 secondary gas lines, and 1 grain dryer line scheduled for 2020.

February 1/20 - February 29/20

-No activity

March 1/20 - March 31/20

-No activity

-Do have 3 new infills, 5 secondary gas lines, 2 grain dryer lines, and 4 cut and caps scheduled for 2020.

April 1/20 - April 30/20

-No activity

May 1/20 - May 31/20

-Cut and capped 4 services as the customers requested release from their contracts. (2 Vilna, Smoky Lake, and Bellis)

-Main line and secondary alterations at the Colony in preparation for their new Chicken Barn.

-Main line alteration South of Warspite so customer can build new garage.

-Have sent off requests for 2 more grain dryer services as well as a large commercial shop service to the engineers for sizing requirements.

June 1/20 - June 30/20

-Cut and capped 3 services temporarily for new construction.

-3 new infills completed.

-6 secondary gas lines completed.

Action 5.1.8 Ongoing - Ongoing

On Track

Meter recalls and maintenance

Owner: Daniel Moric

Update provided by Daniel Moric on Jul 22, 2020 20:42:28

January 1/20 - January 31/20

-No activity

-Do have 2 new infills, 3 secondary gas lines, and 1 grain dryer line scheduled for 2020.

February 1/20 - February 29/20

-No activity

March 1/20 - March 31/20

-No activity

-Do have 3 new infills, 5 secondary gas lines, 2 grain dryer lines, and 4 cut and caps scheduled for 2020.

April 1/20 - April 30/20

-No activity

May 1/20 - May 31/20

-Cut and capped 4 services as the customers requested release from their contracts. (2 Vilna, Smoky Lake, and Bellis)

-Main line and secondary alterations at the Colony in preparation for their new Chicken Barn.

-Main line alteration South of Warspite so customer can build new garage.

-Have sent off requests for 2 more grain dryer services as well as a large commercial shop service to the engineers for sizing requirements.

June 1/20 - June 30/20

-Cut and capped 3 services temporarily for new construction.

-3 new infills completed.

-6 secondary gas lines completed.

Action 5.1.9 Ongoing - Ongoing On Track

Council Member Inquiry

Owner: Daniel Moric

Update provided by Daniel Moric on Jul 22, 2020 20:43:20

No activity

Action 5.1.10

Jan 01, 2017 - Sep 01, 2018

Completed

Progress 100%

Tap 5 upgrade (odorant)

Note: Strategic Priorities Chart Feb 6, 2017

Owner: Daniel Moric

Update provided by Daniel Moric on Jul 22, 2020 14:41:26

New RMO was installed and set up the week of May 19th by County of Vermillion River. Odorant levels are equal in town as they are at our rural end of lines. Prior to the new RMO, the odorant levels in town were very high and there was little to no odorant levels in our rural. Worked in conjunction with the town to keep gas flowing during a shut down period where the station had to be reconnected.

Custom - Dave Franchuk



Custom - Dave Franchuk

Custom - Dave Franchuk

January 2, 2020 to July 17, 2020

- Jan 2 to Feb 28 Complete annual water reports for Alberta Parks and Environment.
- Jan 3 Repairs made to Bellis truckfill drain system.
- Jan 17 Troubleshoot low pressure alarm at Spedden water facility, required maintenance and resetting.
- Jan 20 to 24 Tend to frozen truckfills at Bellis and Smoky Lake.
- Jan 29 Warspite water meter reading.
- Jan 30 Lead in drinking water presentation with Win Tun of Alberta Parks and Environment.
- Feb 12 Update Warspite Emergency Response plan.
- Feb 21 Update Warspite water plant procedures.
- Feb 25 Had skid steer clear snow from fire hydrants and back up generator.
- Feb 26 Reset flow alarms at Warspite plant.
- Feb 27 Read water meters at Warspite.
- Mar 2 Review annual water report and send off to Alberta Environment and Parks.
- Mar 3 Sanded slippery surfaces around all truckfills and water plants.
- Mar 4 Collect biannual analytical samples from each potable water locations and send off to lab.
- Mar 5 Repair distribution hose at Bellis potable water truckfill.
- Mar 9 Remove modem at Bellis truckfill and reprogram.
- Mar 17 Update Warspite safe drinking water plan.
- Mar 20 Updating water truckfill prepay accounts.
- Mar 25 Repairs made to Warspite coin operated water dispenser.
- Mar 31 Read water meters at Warspite.
- April 7 Complete piping repairs at Bellis raw water truckfill and reset Warspite truckfill modem.
- April 8-9 Repair cracked line at Bellis truckfill, will camera line and tank as it is slow pumping and may be sucking air.
- April 14 Update Warspite Water Emergency response plan.
- April 16 Update communication with backup modem at Bellis Raw water truckfill.
- April 17 Remove debris from Bellis potable water fill solenoid valve. Was delayed when it opened and closed.
- April 28 Repair coin operated water truckfill at Warspite, bent coin plugged it.
- May 7 Clean debris from pressure reducing valve at Spedden water facility and repair small leak.
- May 12 Troubleshoot truckfill issue at Warspite truckfill and barrel fill opening at the same time due to wiring short.
- May 22 Repair barrel fill hose at Spedden truckfill.
- May 25 Order supplies/chemicals and water testing reagents.
- May 29 Read water meters at Warspite.
- June 2 Tend to new water account set ups and prepay accounts.
- June 17 Troubleshoot Spedden truckfill, reset PLC and modem.
- June 25 Piping repairs at Bellis truckfill due to suction losing prime.
- June 26 Clean out backflow preventer at Spedden truckfill

Custom - Dave Franchuk

- June 30 Tend to sticky check valve at Spedden water facility/ clean and reinstall.
- July 15 Drain tank at Waskatenau truck fill shock well and blue stone treatment to reservoir.

Truckfills are busy as usual, We are opening more accounts as well as continuing to add funds towards prepaid accounts. Bellis raw water appears to have issues with sucking air and losing prime. Replaced piping and now works ok.

Action 5.3.3

Waste Water

Custom - Dave Franchuk

Jan 2 to July 17, 2020

- Jan 21 Reinstall sewage lift HMI after repairs complete
- Mar 3 Replace corroded light fixtures and replace bulbs at Warspite lift station.
- Mar 18 Replace hot surface ignition at Warspite lift station and maintenance on dehumidifier.
- May 4 to 6 Monitoring lift station pumps, lifted pumps both were plugged fortunately it was caught on time and wasn't at the flooding level. The pumps were both plugged, we removed the debris (Jean Material and sanitary wipes). Unfortunately both pump motors were shot. We are running under a borrowed pump at the moment.
- May 31 Due to large amount of rain the lift station pump could not keep up arrived a 6:30 am and had the vac truck pump out 14 loads before we noticed the pump was actually working. but could not keep up. working, but could not keep up.
- June 6 Due to heavy rains to lift pump had a hard time keeping up. We plugged the storm drain man hole that caused a little ponding by the lift station, but the pump started to keep up.
- June 9-10 New pump was installed, but was plugged immediately, we pulled the pump and had the vac trucks clean the septic well. both pumps running for now.
- June 11 Had vac trucks clean lift station floor for easier operation of the pumps.
- June 12 Alterations to Lift station screen buckets.
- June 15 Reset relays for both pumps to run when overflow occurs.
- June 18 Repair on Warspite lagoon road with skid steer.
- June 23 Shape up drainage at Warspite lift station to avoid overflowing water to enter lift station.
- July 1 Due to heavy rains we had the vac truck pump out for 6 hours to prevent flooding.

Action 5.3.4

Waste Management

Custom - Dave Franchuk

January 2 to July 17

- Jan 3 to Jan 10 Loading sea can with electronics
- Jan 11 Repair furnace at Vilna transfer station.
- Jan 22 Distribute 2020 fire permits to each transfer station and complete inspections.
- Jan 24 Pick up garbage dumped in ditch on RR 172A
- Feb 4 Repair gate at Bellis transfer station.
- Feb 19 Clean and repair furnace at Spedden landfill.
- Feb 25 - 26 Skid steer removing snow at Transfer stations.
- Mar 2 Reserch regarding rain barrels and composters, upon request.
- Mar 3 Sanding all icy surfaces at bin sites and transfer stations.
- Mar 11 Repair Bellis transfer station fence and move electronics to sea can.
- Mar 27 Repair gate at Spedden landfill and move electronics to sea can.
- April 3 Move florescent tubes from Waskatenau to Smoky Lake landfill.
- April 9 Sand bin sites, extremely icy.
- April 13-14 Garbage truck down, moving waste around to accommodate publics waste needs.
- April 22 Remove furniture and torn garbage bags from ditch south of Spedden.
- May 19 Repair fences at property north of Vilna Transfer station due to fire.
- May 29 Removing twine and plastics from Bellis Transfer Station to Smoky Lake landfill.
- June 2-3 Burn brush with water truck, piles were quite large due to fire restrictions.
- June 4-5 Remove leaning trees and fence repairs at Bellis and Smoky Lake transfer stations.
- June 8-10 Garbage along fences being picked up at the Smoky Lake transfer station.
- June 12 look into costs related for bin site at Spedden and get quotes.
- June 22 Garbage truck brook down arrange for Smoky Lake Waste to complete evergreen run.
- June 24 Get out log sheets to transfer station shacks and service Freon removal equipment.
- June 25-26 Freon removal at Spedden site.
- June 29 Pick up garbage in ditch south of Spedden.
- July 7 Move overflow of waste at White fish lake.

Waste transfer stations have been more busy this year. A new program with electronic recycling will be introduced shortly this will include electric appliances such as kitchen appliances and anything with a power cord.

Custom - Dave Franchuk

January 2 to July 17, 2020

Regional Water

- Jan 3 Look into possible leak reported, it was determined it was spring water not regional treated water
- Jan 8 Flushing debris from Edward booster station pumps.
- Jan 9 Pre commissioning meeting Skype meeting with contractors and engineers.
- Jan 10 Monitor of contract 1 and 2 tie in.
- Jan 21 Monitor water use for flushing operations on contract 2.
- Jan 22 Remove flushing lines at Smoky Lake station and operating new valves on contract 1 new lines.
- Jan 23-24 Commissioning Warspite booster station.
- Jan 25-26 Monitoring and setting flows for contract 2 flushing operation.
- Jan 28 Complete commissioning of Warspite booster station.
- Feb 7 Create new regional water usage logs.
- Feb 18 Meet with electrical and gas inspectors for Warspite booster station.
- Feb 20 Open up new section of water line.
- Feb 24 Repairs to chemical suction line on pump at Egremont as well as mono and free testing.
- Feb 25 Remove snow with skid steer around CAV vault west of Warspite.
- Feb 28 Collecting data and search SCADA regarding water loss within the Village of Vilna.
- Mar 2 Pre construction meeting for Whitefish Lake reservoir project. Submit operators time and mileage.
- Mar 5 Edward booster station pump removal and inspection.
- Mar 6 Testing alarms for Warspite booster station.
- Mar 10 Meet with Village of Vilna regarding their water loss issue.
- Mar 11 Hydro vac lines at Edward booster station.
- Mar 13 Inspecting pressure sustaining valves at Edward booster station.
- Mar 17 Camera lines at Edward booster station and and hydro vac.
- Mar 18 Reinstalling pumps at Edward booster station.
- Mar 24 Skype meeting with AE and PCL regarding Whitefish reservoir project.
- Mar 25-30 Working on regional crossing agreements regarding fibre optics contractor.
- Mar 31 Going to SCADA give notice of possible underground leak on new portion of line, and isolate leak.
- Apr 1 Pinpoint where leak was and review arrangements for repairs.
- Apr 6 Line had been repaired. Skype meeting with AE regarding dirt work at Whitefish Lake reservoir project and CAV repairs west of Warspite.
- April 8 Monitoring flows and inspection during warranty leak repair.
- April 17 Warranty repairs on PRV at Warspite booster station.
- April 20 Get flow going through Edward booster station after repairs.
- April 23 Work on new spread sheets for monitoring regional system.
- April 27-28 CAV checks and pump out excess water.
- April 30 Work on CAV report and record records.

Custom - Dave Franchuk

May 7	Calculate monthly water usage for billing.
May 19	Calculate water loss during break and send in to Associated Engineering.
May 20	Contract 2 deficiency tour.
May 27	Meet with contract 1 and 2 regarding clean up and landscaping issues brought up at deficiency tour.
May 28	Contract 2 deficiency tour.
May 29	Troubleshoot, PLC went down. Vector did updates required.
June 3-4	Checking and pumping out CAV's due to rain.
June 4-5	Leak repair on RR132, contract 2.
June 8	Had assisted AE with Thompsons water leek issue.
June 16	CAV checks and pump outs.
June 30	Waterline and trail inspection for contract 2
July 8-9	CAV checks and pump outs.
July 16	Deal with SCADA issue and backup generator at Egremont.

During this reporting period we had 189 First Calls. Due to a Hwy 825 relocation project the CRNWSC is proposing dates to have Regional waterline shut downs. The proposed dates are for September 14th for 3 days and on September 21 for 2 days; Therefore we will notify all affected and will top up ll our reservoirs during these periods.

Action 5.3.6

Administrative

Custom - Dave Franchuk

January 2, 2020 to July 17, 2020

- Jan 2 Submit County monthly time and on call, and regional time and mileage.
- Jan 3 Register Council for Alberta Care conference.
- Jan 6 Work on 2020 work plan.
- Jan 9 Organise to host lead in potable water presentation by Alberta Parks and Environment.
- Jan 20 Capital region water meeting.
- Jan 22 Work on annual booklet report.
- Feb 10 Budget meeting.
- Feb 11-12 Provide information regarding Warspite sewer insurance claim.
- Feb 13-18 Working on Environmental Operations agenda.
- Feb 24 Utility meeting
- Feb 25-26 Complete items on action list and book rooms and enroll councillors to the SWANA symposium.
- Mar 2 Submit operators time and on call.
- Mar 5 Departmental meeting.
- Mar 6 Update work plan.
- Mar 10 Meet with Gene, Earla, and Leo regarding the water leak in vilna.
- Mar 16 Meeting regarding next steps regarding Covid 19 and notify environmental Operations staff of outcome. and have laptop updated to work from home.
- Mar 17 updating Emergency response plan for safe drinking water for Alberta Parks and environment.
- Mar 19 Work on info regarding insurance claim.
- Mar 24 Skype meeting with AE and PCL.
- Mar 6-7 Work on Environmental Operations utility agenda.
- April 8 Complete agenda package for Environmental Operations meeting.
- April 15 Environmental Operations meeting. Then tend to action list items.
- April 23 Budget meeting.
- April 29 Whitefish Lake reservoir meeting
- May 1 Submit time and on call. as well as Regional Operators time and mileage.
- May 6 Hwy 28/63 Virtual Zoom meeting.
- May 13 Whitefish Lake reservoir progress Virtual Zoom meeting.
- May 14 Evergreen Virtual Zoom meeting.
- May 15 Joint Health and Safety Virtual Zoom meeting.
- June 3 Cascade software planning session.
- June 9 Metis Crossing Infrastructure water session Virtual Zoom meeting.
- June 10 Whitefish Lake reservoir Virtual Zoom meeting and complete Environmental Operations agenda.
- June 16 Environmental Operations utility meeting.
- June 17 Evergreen regional waste management meeting.

Custom - Dave Franchuk

June 24 Hwy 28/63 Regional Waterline Services Commission meeting.

June 22 Send off letter to Priddle and Gibbs, as per action list.

July 15 Evergreen Regional Waste management meeting.

Just looking forward to the reopening of the office.

Action 5.3.7

Training

Update provided by Dave Franchuk on Jul 27, 2020 02:19:58

Jan 2 to July 17, 2020

Jan 30 Alberta Parks and Environment lead in potable drinking water.

Mar 9-13 Terry attended the AWWOA conference.

Not much training during this reporting period due to Covid 19 could see more Skype training to water and waste water in the future.

Action 5.3.8

Update Plan/Budget for Truckfills

Update provided by Dave Franchuk on Apr 14, 2020 16:46:52

As per Motion 416-19 Management had instructed Renco General Contracting to cease work and submit a quote for remaining work. Nova Mechanical Systems was also given an opportunity to submit a quote. We received both quotes and are presented in todays meeting.

Renco was awarded contract all work has been complete, tested and in good working order



June 16, 2020 - July 21, 2020

Date not set

Report Created On: Jul 21, 2020

Action 4.1.2

Ongoing - Ongoing On Track

Administrative

Owner: Carleigh McMullin

Update provided by Amanda Shapka on Jun 08, 2020 21:45:21

April 15, 2020 to June 9, 2020

- Receive landowner phone calls - questions about herbicides, custom rates, land values
- Carleigh continuing to assist Finance Dept with taxes - aprox 20 days
- Carleigh EOC meetings - ongoing
- April ASB Meeting followup- 4-H belt buckles, Strychnine letter, contacted kortech re bbq, AISC donation
- Distribute 1080 - as required
- Envisio data entry
- Code ASB Invoices
- Weekly Ag Dept meetings
- NE AAAF 2020 In Service Training and 2021 Conference planning - ongoing
- ASB Program Updates via GoTo virtual meetings - weekly
- Budget Meeting via zoom - April 23 (Carleigh)
- Virtual NE AAAF meeting - April 23 (Amanda)
- ASB Grant Application - Submitted April 24
- Weed Inspector Interview - April 28
- Alberta Invasive Species Council aquatic invasives webinar - April 29
- Mower prep- maps, herbicide records, Covid-19 sanitation protocols - May 5
- GIS Mobile training - May 12
- Joint Health & Safety Committee Meeting - May 15
- Alberta Ag Crop Reporting - May 19
- Cascade reporting program training - May 25
- AG Mobile free workshop - May 27
- AISC Forest Invaders webinar - May 27
- Huk Farm Family Awards nomination submitted - May 28
- Corteva Herbicide Training - June 2
- Weed Inspector School - June 3
- Fish & Wildlife Meeting re: water issues - June 4
- ASB orientation/training for Carleigh - ongoing
- Agricultural Service Board Meeting prep - June 8, 9, 10

Action 4.1.3

Mar 01, 2017 - Nov 30, 2017 Some Disruption

Progress 36%

Lasting

Owner: Carleigh McMullin

Update provided by Amanda Shapka on Jun 08, 2020 21:37:32

Beaver problem areas are currently being trapped out where they are causing road flooding, to make blasting in the fall more effective.

Action 4.1.4

Ongoing - Ongoing

On Track

Weed Control

Owner: Carleigh McMullin

Update provided by Amanda Shapka on Jun 08, 2020 21:41:36

Weed Inspector Trevor Hedlund started on June 1, 2020

- Attended Corteva training June 2, Weed School June 3, and Authorized Assistant Pesticide Applicator Course June 3
- AG Mobile training June 5

Weed inspection/awareness article for the grapevine and social media was created and sent to Communications on May 4

Trevor has posted weed 'wanted' posters at every towns bulletin board and at County truck fill stations

Action 4.1.5

Ongoing - Ongoing

Some Disruption

Mowing

Owner: Carleigh McMullin

Update provided by Amanda Shapka on Jun 08, 2020 21:21:52

One-Pass Herbicide Mower Operators started on May 19, 2020 to begin ditch cleanup and perform mower maintenance & set up new mower.

- due to Deerland error mower maintenance was prolonged - Mowing began on June 9th
- mowers attended Corteva Herbicide training on June 2, Paul attended Weed School on June 3rd and obtained his Authorized Assistant Pesticide Applicator License on June 4

Action 4.1.6

Ongoing - Ongoing

Some Disruption

Spraying

Owner: Carleigh McMullin

Update provided by Amanda Shapka on Jun 08, 2020 21:25:20

Brush spraying for sightlines of corners began on May 26th once the leaves were fully emerged. We have completed approx. 1/3 of the East end of the County. Poor weather is making this very difficult.

Action 4.1.7

Ongoing - Ongoing

On Track

Pest Control

Owner: Carleigh McMullin

Update provided by Amanda Shapka on Jun 08, 2020 21:27:22

- Trapper has caught 109 beavers as of June 8th. He has been very busy with new problem beaver locations due to the high level of moisture so far this year.

- 1080 distributed to 3 landowners

Action 4.1.9

Ongoing - Ongoing

On Track

Training

Owner: Carleigh McMullin

Update provided by Amanda Shapka on Jun 08, 2020 21:31:12

All summer staff spring training was modified to be done virtually this year due to covid-19

- AG Mobile Training - May 27
- Corteva Herbicide Training - June 2
- Weed Inspector School - June 3
- Authorized Assistant Pesticide License training - June 4

Action 4.1.10

Ongoing - Ongoing

On Track

Top Surveying

Owner: Carleigh McMullin

Update provided by Amanda Shapka on Jun 08, 2020 21:35:32

Bertha Armyworm Traps going up the week of June 8th with 3 locations throughout the County. One North of Waskatenau, one south of Smoky Lake and one near Stry.

We will also be completing Grasshopper surveys and Fusarium surveys later in the season at the direction of Alberta Ag.

Action 4.1.1

Ongoing - Ongoing Completed

Agricultural Service Board Work Plan

Daily/Weekly/Monthly Plan detail kept in the Additional details section.

Owner: Carleigh McMullin

Update provided by Amanda Shapka on Apr 07, 2020 15:05:07

Work Plan has been updated with changes after Departmental Meeting on March 5th and sent to Jenna for formatting.

Action 4.1.2

Ongoing - Ongoing On Track

Administrative

Owner: Carleigh McMullin

Update provided by Amanda Shapka on Jul 21, 2020 18:37:20

June 16, 2020 to July 20, 2020

- Receive landowner phone calls - questions about herbicides, custom rates, land values
- Carleigh continuing to assist Finance Dept with taxes
- June ASB Meeting followup- Ag disaster declaration, cancelled BBQ
- Distribute 1080 - as required
- Envisio data entry
- Code ASB Invoices
- Weekly Ag Dept meetings
- NE AAAF 2020 In Service Training and 2021 Conference planning - ongoing
- Virtual NE AAAF meeting - April 23 (Amanda)
- County Council Meeting June 25
- Alberta Ag Crop Reporting - June 17
- Fish & Wildlife Meeting re: water issues for Damage Control License's
- ASB orientation/training for Carleigh - ongoing
- ASB 2019 Grant Reporting submitted June 28

Action 4.1.3

Mar 01, 2017 - Nov 30, 2017 Some Disruption

Progress 36%

Blasting

Owner: Carleigh McMullin

Update provided by Amanda Shapka on Jul 21, 2020 18:38:33

Beaver problem areas are currently being trapped out where they are causing road flooding, to make blasting in the fall more effective. Extreme moisture is creating more problem locations.

Action 4.1.4

Ongoing - Ongoing On Track

Weed Control

Owner: Carleigh McMullin

Update provided by Amanda Shapka on Jul 21, 2020 18:39:48

Weed Inspector has completed 185 weed inspections throughout the County as of July 20th when he officially transferred into a mower position.

Action 4.1.5

Ongoing - Ongoing Some Disruption

Mowing

Owner: Carleigh McMullin

Update provided by Amanda Shapka on Jul 21, 2020 18:42:35

Mowing is approximately 50% complete in Zones 2 and 3. Iron Horse Trail has been mowed as well.

Action 4.1.6

Ongoing - Ongoing Some Disruption

Spraying

Owner: Carleigh McMullin

Update provided by Amanda Shapka on Jul 21, 2020 18:44:14

Brush spraying for the East half of the County has been completed. Due to extreme weather challenges spot spraying for weeds has been delayed.

Action 4.1.7

Ongoing - Ongoing On Track

Pest Control

Owner: Carleigh McMullin

Update provided by Amanda Shapka on Jul 21, 2020 18:46:38

-Trapper has caught 172 beavers as of July 20th. Pond levelers are being maintained.

Due to new process in obtaining Damage Control Licenses for trapping on crown land, more time is being spent dealing with biologists requesting information rather than local fish and wildlife.

Action 4.1.8

Ongoing - Ongoing On Track

ASB Environmental Services

Owner: Carleigh McMullin

Update provided by Amanda Shapka on Apr 07, 2020 17:12:54

Two Environmental Farm Plans have been completed and reviewed.

Action 4.1.9

Ongoing - Ongoing On Track

Training

Owner: Carleigh McMullin

Update provided by Amanda Shapka on Jun 08, 2020 21:31:12

All summer staff spring training was modified to be done virtually this year due to covid-19

- AG Mobile Training - May 27
- Corteva Herbicide Training - June 2
- Weed Inspector School - June 3
- Authorized Assistant Pesticide License training - June 4

Action 4.1.10

Ongoing - Ongoing On Track

Crop Surveying

Owner: Carleigh McMullin

Update provided by Amanda Shapka on Jul 21, 2020 18:48:56

Bertha armyworm traps are being monitored weekly. Numbers have been fairly low thus far.

Grasshopper surveys, Fusarium surveys and canola surveys will be taking place in August in addition to our usual clubroot surveys.



Planning and Development

Report Created On: Jul 23, 2020

Objective 1.2

Strategic Relationships and Inter-municipal Collaboration

as part of the 2018-2020 Strategic Priorities

Owner: Cory Ollikka

Action: 7

Update provided by Patti Priest on Jan 08, 2019 17:35:57

The progress of this Objective from the 2014-2017 Strategic Plan was not tracked through Enviso. For more information, please see Municipal File: 1-318A.



Category	%	#
Some Disruption	25.0	1
Completed	75.0	3

Action 1.2.2

Completed

Inter-municipal Collaborative Framework with the Town of Smoky Lake

as part of the 2018-2020 Strategic Priorities

Owner: Jordan Ruegg

Update provided by Jordan Ruegg on Jul 22, 2020 21:24:06

Summary of Work Completed During 2020

Bylaw #1367-20: Protocol for Regional Cooperation was **adopted** by Council on **February 20, 2020** (Motion No. 500-20).

Bylaw 1365-20: Smoky Lake Region Intermunicipal Collaboration Framework (ICF) was **adopted** by Council on **February 20, 2020** (Motion No. 506-20).

The Town of Smoky Lake adopted Bylaw #002-2020: Smoky Lake Region Intermunicipal Collaboration Framework on March 24, 2020 (Motion No. 148-2020).

The Town of Smoky Lake adopted Bylaw #003-2020: Joint Agreement on Protocol for Regional Cooperation on March 24, 2020 (Motion No. 152-2020).

Adoption of this Bylaw concludes the ICF process with the Town of Smoky Lake.

Action 1.2.3

Completed

Inter-municipal Collaborative Framework with the Village of Vilna

as part of the 2018-2020 Strategic Priorities

Owner: Jordan Ruegg

Update provided by Jordan Ruegg on Jul 22, 2020 21:25:47

Summary of Work Completed During 2020

- Administration received the latest draft ICFs from Municipal Planning Services (2009) Ltd. on January 6, 2020. Administration is conducting a final review of the ICFs and the updated Protocol for Regional Cooperation Bylaw before forwarding the documents to Council for consideration.
- An administrator's meeting was held on February 5th to discuss edits made to the proposed ICF between Smoky Lake County and the Village of Vilna. A copy of the proposed Regional Protocol Bylaw was also reviewed. It is anticipated that the ICF and the Regional Protocol Bylaw will be brought to the March, 2020 Smoky Lake County Council meeting for adoption.
- **Bylaw 1365-20:** Smoky Lake Region Intermunicipal Collaboration Framework (ICF) was **adopted** by Council on **February 20, 2020**.

Adoption of this Bylaw concludes the ICF process with the Village of Vilna.

Action 1.2.4 Completed

Inter-municipal Collaborative Framework with the Village of Waskatenau
as part of the 2018-2020 Strategic Priorities

Owner: Jordan Ruegg

Update provided by Jordan Ruegg on Jul 22, 2020 21:27:32

Summary of Work Completed During 2020

- Administration received the latest draft ICFs from Municipal Planning Services (2009) Ltd. on January 6, 2020. Administration is conducting a final review of the ICFs and the updated Protocol for Regional Cooperation Bylaw before forwarding the documents to Council for consideration.
- An administrator's meeting was held on February 5th to discuss edits made to the proposed ICF between Smoky Lake County and the Village of Vilna. A copy of the proposed Regional Protocol Bylaw was also reviewed. It is anticipated that the ICF and the Regional Protocol Bylaw will be brought to the March, 2020 Smoky Lake County Council meeting for adoption.
- **Bylaw #1367-20:** Protocol for Regional Cooperation was **adopted** by Council on **February 20, 2020** (Motion No. 500-20)
- **Bylaw #1365-20:** Smoky Lake Region Intermunicipal Collaboration Framework (ICF) was **adopted** by Council on **February 20, 2020** (Motion No. 506-20).

Adoption of these Bylaws concludes the ICF process with the Village of Waskatenau.

Action 1.2.5 Some Disruption

Inter-municipal Collaborative Framework with the Counties of Lamont and Thorhild
as part of the 2018-2020 Strategic Priorities

Owner: Jordan Ruegg

Thorhild County

IDP

- Smoky Lake County Council passed a motion at its **January 23, 2020** meeting concurring with Thorhild County's request to **not enter into an Intermunicipal Development Plan** between the two municipalities at this time, in accordance with Section 631(2) of the Municipal Government Act. A letter was sent on January 27, 2020, informing Thorhild County of Smoky Lake County's decision on the matter. There is no requirement to file copies of said motions with the Minister of Municipal Affairs.

ICF

- Smoky Lake County received a **draft** copy of the proposed **Intermunicipal Collaboration Framework from Thorhild County on February 10, 2020**. Administration is currently reviewing the proposed ICF and will be recommending edits to Thorhild County prior to proceeding.
- Smoky Lake County received a **letter from Thorhild County, dated March 11, 2020**, informing Smoky Lake County that Thorhild County Council has adopted a Motion **requesting an extension of the ICF until April 1, 2021**.
- Subsequently, on March 31, 2020, the Minister of Municipal Affairs issued Ministerial Order MSD: 019/20 which extends the deadline for ICFs for all municipalities until April 1, 2021. There is no requirement to inform Municipal Affairs if we plan to utilize the extension.
- The Planning and Development Department had a meeting with Wayne Shanks, Planning and Development Manager, Thorhild County, on May 4, 2020, to discuss changes that Smoky Lake County had made to the proposed ICF between Smoky Lake County and Thorhild County. Mr. Shanks indicated to the Department that Thorhild County Council would be giving consideration to the proposed changes at an upcoming Council meeting, and that Smoky Lake County would be notified of results of their discussion.
- The Planning and Development Manager received an email, dated May 26, 2020, from Wayne Shanks, Manager of Planning & Development, Thorhild County, informing Smoky Lake County of the outcome of Thorhild County's May 26, 2020 Council meeting, during which, the ICF between Smoky Lake County and Thorhild County was presented for First Reading. Mr Shanks informed Smoky Lake County that Thorhild County Council deferred First Reading on the proposed ICF for the following reasons:
 - Clause 5.1.2. (Highway 28/63 Regional Water Services Commission) - Thorhild County Council feels that due to the Commission providing a region-wide service and not specifically an intermunicipal service between Smoky Lake County and Thorhild County, that it does not belong in an ICF, and therefore should be removed.
 - Clause 7.25 (determination of payment of costs of arbitration) - Thorhild County Council believes that the costs should be shared 50/50 and not 43% Smoky Lake County/57% Thorhild County as the draft ICF stipulates. Thorhild County requests that a 50/50 split be considered or removal of Clause 7.24 and Clause 7.25.
- Subsequently, Smoky Lake County Council adopted **Motion 1368-20 on June 25, 2020**, instructing administration to schedule a meeting between Smoky Lake County and Thorhild County Councils and administration to discuss the proposed ICF.
- The Planning and Development Department informed Mr. Shanks of Council's Motion by email on **July 10th** and **July 16th, 2020**, and is awaiting for Mr. Shanks to provide possible dates for a meeting that would suit Thorhild County Council.

Lamont County

IDP/ICF

On February 12, 2020, Smoky Lake County received a copy of a letter sent by Lamont County to the Minister of Municipal Affairs requesting an extension of the ICF deadline until April 1, 2020.

Subsequently, on March 31, 2020, the Minister of Municipal Affairs issued Ministerial Order MSD: 019/20 which extends the deadline for ICFs for all municipalities until April 1, 2021. There is no requirement to inform Municipal Affairs if we plan to utilize the extension.

Administration will continue to work with Lamont County administration to finalize the proposed ICF to be brought to Council for consideration at a future County Council meeting.

Objective 1.4

Planning and Development Manager Work Plan

Owner: Jordan Ruegg



Action: 10

Action 1.4.1

On Track

Planning and Development Manager Work Plan

Daily/Weekly/Monthly Plan detail kept in the Additional details section.

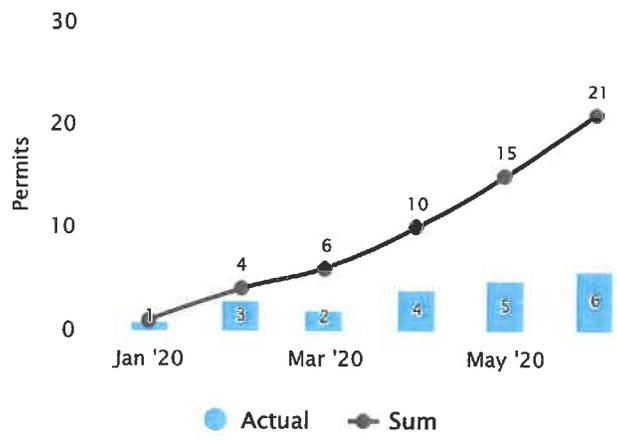
Owner: Jordan Ruegg

Update provided by Jordan Ruegg on Jun 16, 2020 19:35:49

There is no update for this reporting period.

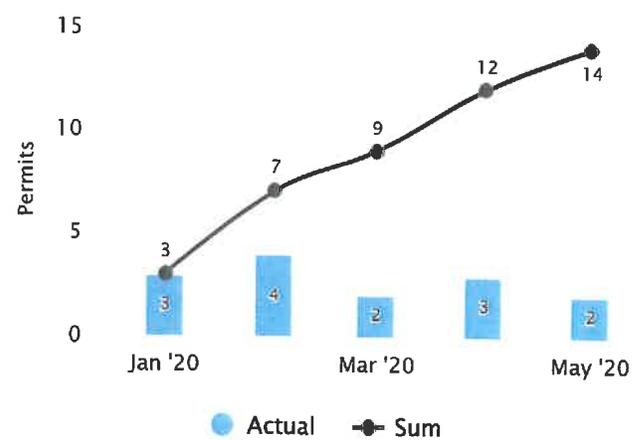
2020 Development Permits

Development Permits issued in 2020



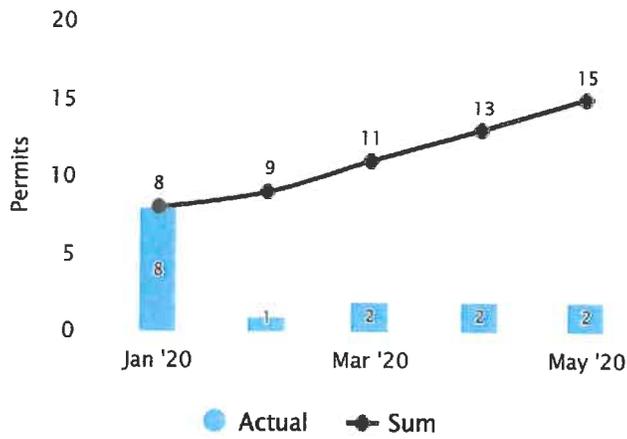
2020 Building Permits

Building Permits issued in 2020



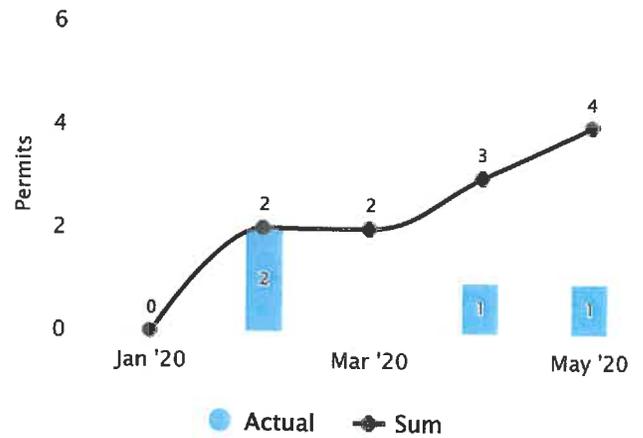
2020 Gas Permits

Gas Permits issued in 2020



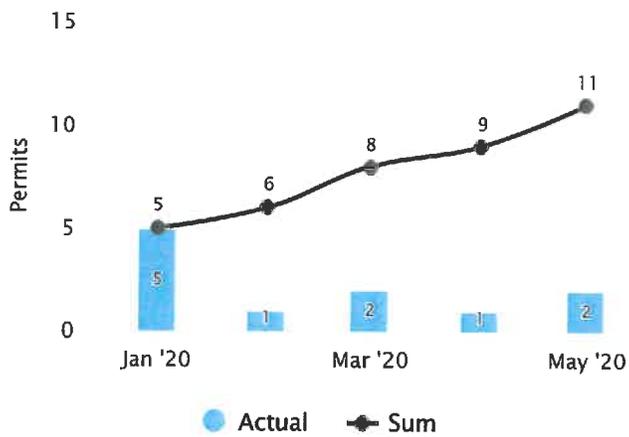
2020 Plumbing Permits

Plumbing Permits issued in 2020



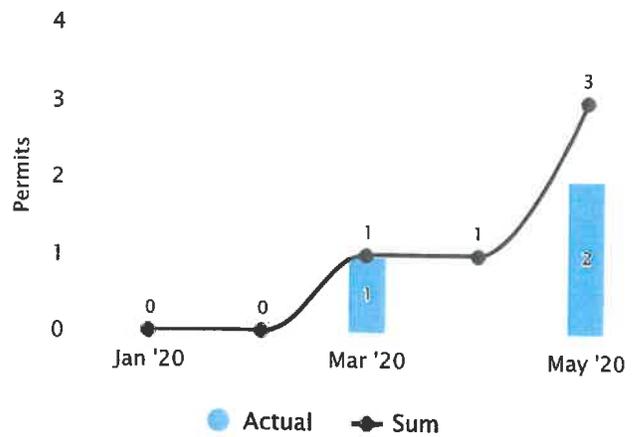
2020 Electrical Permits

Electrical Permits issued in 2020



2020 Sewage Permits

Sewage Permits issued in 2020



Action 1.4.2

On Track

Land Use Planning/Development

Owner: Jordan Ruegg

Update provided by Jordan Ruegg on Jul 23, 2020 17:10:50

Development Permits

The Planning and Development Department has approved a total of **24** Development Permits so far in 2020, with an additional 1 Development Permit applications currently being processed.

Subdivisions

Smoky Lake County received a total of **6** applications for subdivision in 2020. This files are currently being processed by the County's Subdivision Authority.

Action 1.4.3

On Track

GIS

Owner: Jordan Ruegg

Update provided by Jordan Ruegg on Jul 23, 2020 15:56:31

The Planning and Development Department has worked with the GIS Technician to add the following layers to the County's GIS and populate these layers with data:

1. The Victoria Trail Municipal Historic Area Layer;
2. Layer displaying other historical trails in the County;
3. Layer showing Pioneer Schools located in the County;
4. Layer showing the boundaries of the former Bear's Ear Reserve;
5. Intermunicipal Development Plan Layer;
6. Watershed Layer (2 watershed and 4 sub-watersheds);
7. Cadastre/Zoning Layers updated;
8. "Subdivision Notes" menu; and
9. "Heritage" drop-down menu.

The Planning and Development Manager and the Planning and Development Assistant attended a training seminar in the Council chambers on March 12, 2020, hosted by Munisight. During the seminar, Munisight highlighted some of the recent changes that they have made to the Munisight GIS platform as well as the Munisight PD platform. We were also able to ask questions and give our feedback to Munisight on what features we would like to see and on the problems that we have experienced.

The Planning and Development Department has continued to utilize the QGIS software program that was recently introduced to better manage and display data. The Planning and Development Department continues to work with the GIS Technician to identify gaps in the P&D data.

Action 1.4.4

On Track

Administrative

Owner: Jordan Ruegg

Update provided by Jordan Ruegg on Jul 23, 2020 15:44:05

The Planning and Development Department proposed changes to Policy No. 03-16: Road Closure or Cancellation to streamline the application process. The recommended changes were adopted by Council on June 25, 2020.

The Planning and Development Manager completed the Planning and Development section for the 2019 Annual Book and has submitted it to the Communications Department for inclusion in the Book.

The Planning and Development Manager worked in conjunction with the administration from the Town of Smoky Lake, the Village of Vilna and the Village of Waskatenau to prepare information required for the annual Safety Codes Council audit. Smoky Lake County was informed by the Safety Codes Council that the County will be audited by the Safety Codes Council in 2020, and therefore, the County is not required to submit an Annual Internal Review. The Planning and Development Manager will work with the Safety Codes Council and provide them with any information required as part of the Audit.

The Planning and Development Department worked with the Communications Technician and the Municipal Clerk to have the revised Policy No. 61-03-05: Application for Development Permit and Policy No. 61-12-02: Compliance Certificates posted to the County's website.

The Planning and Development Department worked with the Communications Technician to organize the Department's page on the County's website, including the posting of all departmental policies, plans and application forms.

Action 1.4.5

On Track

Heritage: Management

Owner: Jordan Ruegg

Update provided by Jordan Ruegg on Jul 23, 2020 15:59:50

The Planning and Development Assistant has forwarded signed copies of Bylaw 1262-14: Chahor Church Municipal Historic Designation, Bylaw 1369-20: Ruthenia School Municipal Historic Resource Designation & Bylaw 1370-20: Victoria Trail Municipal Historic Area Designation to the Heritage Resources Management Information System for registration on the Alberta Registry of Historic Places.

The Planning and Development Manager and Assistant attended the May 26, 2020 Smoky Lake Regional Heritage Board meeting. During the meeting, the P&D Department provided an update to the Board regarding the proposed Victoria District Economic Development Strategy. Other items discussed were the regionalization of the Board, an update on the North Saskatchewan River being nominated as a potential Canadian Heritage River, installation of interpretive plaques at the Bellis Fire Hall and Free Trader's Cabin, the Victoria Trail Municipal Historic Area designation and the Victoria District Caveat Program.

At the April 30, 2020 Smoky Lake County Council meeting, the following items were adopted:

Bylaw 1370-20: Victoria Trail Municipal Historic Area Designation;

Policy Statement No. 61-24-01: Victoria District National Historic Site Caveat Program;

Intermunicipal Collaboration Committee: Notice of intent - Rationalization of the Smoky Lake County Regional Heritage Board;

Bylaw 1369-20: Ruthenia School Municipal Historic Resource Designation

Policy Statement No. 07-05-01: Victoria Settlement Advisory Committee

Smoky Lake County Council also appointed Pam Billey to the Smoky Lake County Regional Heritage Board at the April 30, 2020 Council meeting.

The Planning and Development Department is also working on other projects in conjunction with the Smoky Lake County Regional Heritage Board (Municipal Historic Resource Designation Plaques; investigating grant opportunities for the Rubilak House; interpretive signage)

Smoky Lake County Regional Heritage Board

The Smoky Lake County Regional Heritage Board held a meeting on Wednesday, February 12, 2020. At this meeting, the following topics were discussed:

Ruthenia School

- The Board was updated on the County's plans to provide 50% of funding (up to a total of \$2,500.00) towards the subdivision and surveying costs associated with the Ruthenia School site. The Smoky Lake Heritage Board Society will be taking ownership of the land/School once the subdivision process has been completed.

Russ House

- The Board was updated on the County's decision to allow the Smoky Lake Heritage Board Society to relocate the Russ House to the County-owned land legally described as RL 10-58-17-W4M, at no cost to the County. The Society will make the necessary arrangements to have the House moved and will keep the County informed of these plans.

Bellis Fire Hall

- The Board was informed of the letter received from Leela Aheer, Minister of Culture, Multiculturalism and Status of Women, dated December 19, 2019, announcing that the Smoky Lake County Regional Heritage Board has been successful in obtaining \$870.00 towards conservation of the Bellis Fire Hall. The Board has until December 31, 2022 to claim the Grant and complete its conservation project.

Ecological Preservation

- The Board discussed its role in assisting the proposal of nominating the North Saskatchewan River as a Canadian Heritage River
- The Board discussed potential sites to be protected for ecological purposes

Heritage Promotion

- The Board discussed its plans for bronze plaques to be located at the Bellis Fire Hall and Free Trader's Cabin, two properties recently designated as Municipal Historic Resources. The proposed plaques will be of the same style as the previous plaques that have been installed at the County's other designated Municipal Historic Resources.
- The Board also discussed increasing its presence on various social media platforms as well as on the County's new website which is currently under development. The goal is for the Board to be more proactive in its approach to promoting the heritage assets within the County in hopes of attracting tourism and investment.
- The Board also discussed its plans for developing interpretative signage within the Victoria District.

Education and Awareness

- The Board discussed potential ways of engaging more youth in heritage-related activities.

Action 1.4.6

On Track

Subdivision Development Appeal Board Updates

Owner: Jordan Ruegg

Update provided by Jordan Ruegg on Jul 23, 2020 16:00:37

The Subdivision and Development Appeal Board has not held any Hearings in 2020. There are no outstanding Appeals before the SDAB at this time.

Action 1.4.7

On Track

Training

Owner: Jordan Ruegg

Update provided by Jordan Ruegg on Jul 23, 2020 16:22:57

The Planning and Development Assistant has taken/plans to take, the following courses in 2020:

The courses taken in 2020:

- EXLGP 8212 Sustainable Communities, University of Alberta
- HERM 327 Heritage Policy in Canada, Athabasca University
- Incident Command 100 (ICS-100), Government of Alberta
- Incident Command 200 (ICS-200), Government of Alberta
- Alberta Wetlands 101, Alberta Conservation Association & Aquality

The courses planned to take in 2020:

- EXLGP 8202 Municipal Law I, University of Alberta
- EXLGP 8205 Organizational Design, University of Alberta
- EXLGP 8206 Local Government Accounting, University of Alberta

The Planning and Development Assistant completed the "Wetlands 101" virtual training seminar hosted by Aquality Environmental Consulting Ltd. and the Alberta Conservation Association. The seminar was free to attend.

The Planning and Development Assistant completed Incident Command System 100 & 200 online.

The Planning and Development Manager attended the Reynolds Mirth Farmer and Richard Law Seminar on Friday, February 7, 2020, in Edmonton

The Planning and Development Manager was scheduled to attend the annual Community Planning Association of Alberta conference in Red Deer from April 27-29, 2020. However, due to breakout of the COVID-19 virus, the Conference has been cancelled.

The Planning and Development Manager and the Planning and Development Assistant had planned to attend the annual Alberta Development Officers' Association conference in Hinton in September, however, due to breakout of the COVID-19 virus, the Conference has been cancelled.

Action 1.4.8

On Track

Council Member Inquiry

Owner: Jordan Ruegg

Update provided by Jordan Ruegg on Jul 23, 2020 16:03:24

No action was taken during this reporting period.

Action 1.4.9

On Track

Sales of Municipally-Owned Land

Owner: Jordan Ruegg

Update provided by Jordan Ruegg on Jul 23, 2020 17:02:59

Council considered a request to purchase the lands legally described as Plan 5225CL: Block OT, at the April 30, 2020 County Council meeting. At this meeting, Council decided to defer advertising the potential sale of the land until the County has received clarity around the Province's potential partial funding of the reclamation of the site. A meeting is scheduled with Minister McIver for Friday, May 29, 2020, to discuss the issue further.

The Planning and Development Manager attend a virtual meeting with the Minister of Transportation and the Minister of Infrastructure on May 29, 2020, to discuss potential funding being provided by the Province with respect to reclamation of the former Waskatenau Nuisance Grounds. During this meeting, the Minister of Transportation announced that the Province had decided to fund 50% of the costs of reclamation.

The Planning and Development Department received an Expression of Interest to Purchase County-Owned Property, legally described as Plan 314HW, Block 4, Lot 15, on July 9, 2020. The Expression of Interest has been circulated to other departments for comments as per County Policy No. 61-10: *Disposition of County-Owned Property* and will be brought to Council for consideration at the July 28, 2020 Departmental Meeting.

Action 1.4.10

On Track

Road Closures

Owner: Jordan Ruegg

Update provided by Jordan Ruegg on Jul 23, 2020 16:18:40

ROAD CLOSURE FILE RC 026

The Planning and Development Department received notice from Alberta Transportation that the proposed road closure located within SE 26-59-13-W4M had been approved and registered with the Registrar at the Alberta Land Titles office. The owner of the lands have been informed that the road closure has been completed and the File closed.

The Planning and Development Department is working on a number of other Road Closure files that are in varying stages of completion. At this time, there are no requests for Road Closures that require Council's direction at this time.

ROAD CLOSURE FILE RC 029

A request to close portions of the undeveloped government road allowance adjacent to River Lot 10 (located on Victoria Trail) has been made and was considered by Council at the May 28, 2020 Council meeting. Juanita Marois, Executive Director, Metis Crossing, appeared as a delegation at the same meeting to discuss the request in more detail.

A request to close portions of the undeveloped government road allowance adjacent to River Lot 10 (located on Victoria Trail) has been made and a bylaw has been prepared and was given First Reading by Council at the June 25, 2020 Council meeting.

The Planning and Development Manager has sent the required notifications to relevant utilities and is awaiting responses. The applicant is currently in the process of preparing a survey of the proposed closure area to be included in the proposed Bylaw before a Public Hearing can be scheduled on the proposed Bylaw.

OTHER ROAD CLOSURE FILES

The Planning and Development Department continues to work on a number of Road Closure files that are at various stages of completeness and will continue to process new applications as they arise.

Objective 3.1

Food planning that supports growth

as part of the 2018-2020 Strategic Priorities

Owner: Cory Ollikka

Action: 3



	%	#
● On Track	66.67	2
● Council Direction	33.33	1

Action 3.1.1

On Track

Victoria District Economic Development Plan

as part of the 2018-2020 Strategic Priorities

Owner: Jordan Ruegg

Update provided by Jordan Ruegg on Jun 17, 2020 19:08:28

The Planning and Development Department, in conjunction with other County administration, attended the following meetings during this reporting period:

May 25 - Meeting with Michelle Wright to discuss the components of the public consultation and engagement plan and to develop a plan to conduct and coordinate this engagement.

May 27 - Meeting with Travel Alberta to provide them with an update on the Plan and to discuss how Travel Alberta may be able to assist with the development/marketing of the Plan.

May 27 - Working Group meeting to discuss the progress to date on the Plan and to discuss next steps.

May 27 - Meeting with Metis Crossing to discuss their infrastructure needs (water/sewer) for their proposed developments at the Metis Crossing site.

May 29 - Joint County and Town Council meeting where First Reading of proposed Bylaw 1372-20 was given.

June 1 - Meeting with Juanita Marois from Metis Crossing to discuss the public engagement and consultation for the Plan and to discuss the permits required to obtain a Water Act Approval for a proposed fishing pond and the potential to purchase a piece of Crown land for the wildlife park they are contemplating.

June 4 - Working group meeting to provide an update on the feedback from the public consultation to date, to discuss the results of the due diligence done with respect to a potential investor and to discuss next steps for the Plan.

June 4 - Meeting with Western Economic Diversification to introduce the Plan to them and to discuss potential ways that they may be able to assist in the development of the Plan and certain attractions and SMEs related to the Plan.

June 9 - Meeting with Metis Crossing to discuss their infrastructure needs (water/sewer) for their proposed developments at the Metis Crossing site.

June 10 - Follow-up meeting with Travel Alberta to discuss the Plan in more detail. Travel Alberta indicated their intention of attending the Public Hearing to be held on June 26, 2020.

June 11 - Working group meeting to provide updates on public engagement and next steps.

June 11 - Meeting at Metis Crossing with representatives of the Indigenous Tourism Association of Canada (ITAC) and Indigenous Tourism Alberta to brief them on the Plan and to discuss potential ways that they may be able to support/assist with the Plan.

June 16 - Meeting with the Smoky Lake County Regional Heritage Board to obtain the Board's input on the Plan.

June 17 - Meeting with the Victoria Home Guard Historical Society to obtain the Society's input on the Plan.

Action 3.1.2

On Track

Land Use Bylaw Changes

as part of the 2018-2020 Strategic Priorities

Planning and land development policies and regulations are streamlined for efficiency and regionally focused to encourage sustainable development within the region.

Owner: Jordan Ruegg

Update provided by Jordan Ruegg on Jul 23, 2020 16:35:13

The Planning and Development Department is currently working on a Land Use Bylaw (Bylaw 1381-20) to provide definitions for a range of accommodation types and to add these uses to several Districts. First Reading of Bylaw 1381-20 was given on July 20, 2020. A Public Hearing on Bylaw 1381-20 is scheduled for Monday, August 10, 2020, at 10:15 a.m. (to be held virtually via Zoom due to COVID-19).

The Planning and Development Department attended a Committee of the Whole meeting on July 20, 2020, to discuss changes to the County's Land Use Bylaw with respect to Recreational Vehicles, Campgrounds/Campsites, Shipping Containers. The Department is currently working on amendments to the Land Use Bylaw pursuant to the discussion at this Meeting for consideration at a future Council meeting.

Action 3.1.3

Council Direction

Nuisance Ground Study

Note: Strategic Priorities Chart Feb 6, 2017

Owner: Jordan Ruegg

Update provided by Jordan Ruegg on Jul 23, 2020 16:35:40

The Planning and Development Manager attended a virtual meeting with the Minister of Transportation and the Minister of Infrastructure on May 29, 2020, to discuss potential funding being provided by the Province with respect to reclamation of the former Waskatenau Nuisance Grounds. During this meeting, the Minister of Transportation announced that the Province had decided to fund 50% of the costs of reclamation.

On July 9, 2020, the Planning and Development Manager received an email from Ric McIver, Minister of Transportation, confirming that Alberta Transportation has committed to fund 50% of the reclamation costs, up to \$100,000.00. The funding will be paid upon Transportation receiving documentation confirming the remediation is complete. The Planning and Development Manager received a call from Michael Botros, Regional Director, Alberta Transportation, on July 22, 2020, confirming the Minister's email and informing the County that it will need to submit tender documents to Transportation once the Tender has been awarded, to allow Transportation to draft the funding agreement necessary to disperse the funds to the County.

RECOMMENDATION:

Accept for information the email from Ric McIver, Minister of Transportation, dated July 9, 2020, confirming Transportation's commitment to cover 50% of the costs (up to \$100,000.00) of remediation for the Waskatenau Nuisance Ground

Action 3.2.1

Some Disruption

Industrial Park

Owner: Jordan Ruegg

Update provided by Jordan Ruegg on Jul 23, 2020 16:35:50

No action has been taken during this reporting period. The Economic Development Officer and the Planning and Development Department will continue to look for opportunities to connect with potential investors who are looking for industrial land to develop.

Action 3.2.2

On Track

Warspite Ironhorse Trail RV Park

as part of the 2018-2020 Strategic Priorities

Owner: Jordan Ruegg

Update provided by Jordan Ruegg on Jul 23, 2020 16:53:45

The Planning and Development Department and the Economic Development Officer have continued to discuss options for the proposed Warspite RV Park. The process was expected to include an Open House to gauge the public's support of a proposed RV park, but due to the restrictions put in place with respect to the COVID-19 virus, plans to host an Open House have been temporarily put on hold until we are able to host an in-person meeting.



Safety Officer

Report Created On: Jul 22, 2020

Action 1.6.1

Some Disruption

Public Works Department: Safety Officer

Daily/Weekly/Monthly Plan detail kept in the Additional details section.

Update provided by Trevor Tychkowsky on Jul 22, 2020 19:56:06

15 site inspections

50 Kych calls

Action 1.6.2

On Track

Safety

Update provided by Trevor Tychkowsky on Jul 22, 2020 19:56:35

1 CPTED presentation

3 CPTED assessments to tax payers

17 incidents investigated

2 involved WCB claims

1 WCB worker starting to return to work

3 taxpayer claims investigated

Action 1.6.3

On Track

Disaster Services

Update provided by Trevor Tychowsky on Jul 22, 2020 19:59:31

Feb 19-20 AEMA summit (2) staff

Feb 12 filled out grant for EMPP grant

Mar 23 started meetings with EOC team 2X per week later going down to 1X per week

Mar 27 started POC meetings 1X per week

Mar 31 started NE Zone meeting 1x per week

Apr 27 - May 6th responded to Fort Mac Flooding

May 8 got COVID test as result of response to flooding incident

May 13 virtual meeting with Trans Alta waterways

May 20 virtual meeting with Pembina pipelines

June 8-9 responded to Labiche flooding

June worked on getting out masks to staff and public from Government

Action 1.6.4

On Track

Risk Pro

Update provided by Trevor Tychowsky on Jul 22, 2020 19:55:32

No update.

Action 1.6.5

On Track

Public Works

Update provided by Trevor Tychowsky on Jul 22, 2020 19:55:23

sent info to emergency personnel on road closures

Action 1.6.6

On Track

Administrative

Update provided by Trevor Tychowsky on Jul 22, 2020 19:55:18

Apr Virtual Budget meeting

Action 1.6.7

On Track

Training

Update provided by Trevor Tychkowsky on Jul 22, 2020 19:54:58

February office ergonomics online course all office staff

March WHMIS course fire dept. 12 people

May 19 started mental health workshops virtual 1X per week

6 orientations for staff

Action 1.6.8

On Track

Council Member Inquiry

Update provided by Trevor Tychkowsky on Jul 22, 2020 19:55:08

No update.



Fire Chief's Report

Report Created On: Jul 22, 2020

Action 2.3.2

On Track

Administrative

Update provided by Scott Franchuk on Jul 22, 2020 20:36:47

- Completed/attended 4 Fire Protective Services Committee Agenda packages
- Completed/attended 2 Smoky Lake Region Fire and Rescue Committee agenda packages
- Attended 2 RCMP Liaison Meetings
- Assisted the Province with 6 fire inspections and load occupancies (3 County, 2 Smoky Lake and 1 Vilna)
- Assisted the Province and Private Contact fire investigators with 5 structure fires
- Completed 5 fire department Covid-19 protocols from our Region
- 24 Covid-19 responder kits were created for the members
- Completed 47 Alberta Transportation invoices
- Completed 13 invoices to insurance companies
- Working with insurance companies on 11 outstanding invoices
- Received 3 fire appeal notices
- 196 fire permits from 2019 and 2020 were entered into the GIS system
- 50 collision from 2019 were entered into the GIS system
- Completed AFRRCS administration reporting
- Working with Metis Crossing on their Emergency Response Plan
- Completed radio programming code plug and executed the memorandum of understanding with Bonnyville Regional Fire Authority
- Completed the acquisition for the new County Fire Chief truck
- Completed drone work in conjunction with 2 collisions
- Completed drone work on RR 180 and Twp 614 for flooding
- Completed drone work on Hwy 855 and RR 172 A for flooding
- Completed drone work at Mons Lake for flooding
- Completed drone work at RR 170 and Twp 600 for flooding

Action 2.3.3

On Track

Protective Services

Update provided by Scott Franchuk on Jul 22, 2020 20:41:13

- Fire Restriction was implemented on April 27, 2020 and no fire permits or fireworks permits were issued
- Fire Restriction was downgraded to a Fire Advisory on May 28, 2020 with fire permits and fireworks permits being issued
- 106 fire permits were issued 76 sites inspected
- 9 fireworks permits were issued
- 3 crop burning permits were issued

tion 2.3.4

On Track

Waskatenau Fire Department

Update provided by Scott Franchuk on Jul 22, 2020 20:48:26

- Waskatenau Fire responded to 6 fires, 10 collisions, 2 medicals, 1 fire alarm and 1 water rescue
- Waskatenau Fire hosted 3 training nights
- 6 sets for bunker gear and 10 helmets were ordered and put into service
- 6 members completed the Hand Hygiene and PPE donning and doffing online training
- Engine 403 CVIP was completed
- Rapid Attack 462 was put into service for spring fire season
- Rapid Attack 462 hydraulic drop-down deck was sold for \$14,000.00, County received \$12,600.00 after commission
- Jaws of Life was serviced and new hydraulic hoses were purchased

Action 2.3.5

On Track

Smoky Lake Fire Department

Update provided by Scott Franchuk on Jul 22, 2020 21:04:18

- Smoky Lake Fire responded to 12 fires, 15 collisions, 10 medicals, 7 fire alarms and 1 ice rescue
- Smoky Lake Fire hosted 5 training nights and 1 zoom meeting
- 12 members completed WHIMS training
- 11 members completed the hand hygiene and PPE donning and doffing online course
- 2 member attended the Alberta Fire Cheif Annual Meeting by zoom
- 1 thresh pump was purchased to assist firefighter with wildfires
- Rescue 407 AFRRCS radio was repaired
- Rapid Attacks 445 and 470 were put into service for spring fire season
- Rapid Attack 445 electrical issues were fixed
- Rapid Attack 470 power steering pump was replaced
- Rapid Attack 421 front wheel bearing were replaced and front tire repaired
- Jaws of Life were serviced and new hydraulic hoses were purchased

Action 2.3.6

On Track

Vilna Fire Department

Update provided by Scott Franchuk on Jul 22, 2020 21:03:30

- Vilna Fire responded to 20 fires, 15 collisions, 6 medicals, 2 fire alarms and 1 diesel spill
- Vilna fire hosted 7 training nights
- 4 members completed the hand hygiene and PPE donning and doffing online training
- 3 new fire helmets were purchased and put into service
- Rapid attack 419 air flow sensor and air filter was replaced
- Rapid attack 430 fire pump was replaced, front bumper and speedometer cable reinstalled
- Engine 401 transmission flush and ECM module was replaced
- Jaws of Life was serviced, hydraulic tank was cracked and replaced and new hydraulic hoses were purchased

Action 2.3.8

On Track

Training

Update provided by Scott Franchuk on Jul 22, 2020 21:04:30

No training scheduled due to Covid-19

Action 2.3.9

On Track

Council Member Inquiry

Update provided by Scott Franchuk on Jul 22, 2020 21:04:47

- 2 Councillors requested that Policy Statement No. 02-05 Fire Permit Agreement be reviewed and brought to a future Policy Committee Meeting
- 1 Councillor requested that Bylaw 1285-15: Fire Protective Services be reviewed and brought to a future Policy Committee Meeting



GIS 2020

Jan 01 – July 17, 2020

- Weekly Grader Maps
- Print Land Ownership Maps
- Review GIS Layers
- Review monthly General Service Hours for year end with Munisight
- Review Munisight Regional General Service Hours 2019 and Contract with Region
- Making new training manuals for new MS for training departments on different level of needs in Munisight, Mobile collector App.
- Meet with AG department to discuss new AG Mobile
- Refresher training on MuniSight.
- Met with MuniSight and Managers to discuss the following:
 - What applications and features of MuniSight are currently being used
 - What types of projects are ongoing at the County
 - What types of projects are upcoming at the County
 - Brian and I also met with the Developers regarding the mobile App and are working on GPS connection's and download issues
- Inquire and Schedule drone training.
- Assist Emergency services with AVL information
- Develop permits not displaying properly. Fixed and verified.
- Prepare information and work with MuniSight to prepare GIS data for AMDSP.
 - Review road data with AMDSP
- Adding utility information tab - Utility Integration from Bellamy.
- Prepare Data for 3 Regional ACP Grants: (data exports, collect and locate blueprints)
 - Regional GIS – Infrastructure Data Integration
 - Regional Storm water Management Plan
 - Regional Municipal Infrastructure Assessment Study (County 26 buildings)
- Continue working with Developers on the Mobile App – Testing various equipment
- Review and enter flooding areas with Doug
- Review 2020 Spring Land Ownership map
- Set up devices and show Carleigh how to use AG Mobile App – field data collection
- Data entry and data verification
- Spot check and verify 14 Bridge culverts
- Update Bridge and Bridge Culverts file details

Administrative

- Review GIS financial transactions
- Review and code monthly invoices
- Respond to emails and phone calls
- File information
- Assist front with phone calls, gas and tax inquires.
- Monitor AVL
- Maintain user and Passwords for GIS
- Maintain GIS Layer Inventory
- Attend weekly manager meeting
- Council Reports
- Promotional Orders

Updates

- Land Ownership Maps sold in our office: Month of January 3, February 6, March 2, April 1, May 33, June 3 total of 48 sold
- Inside Outside Studios and the iHunter Alberta app - County Map Sales 2019 Annual

New Features (GIS Layers)

- Add dangerous dogs to property complaints
- Gas – field tracking – leaks, right away issues etc.
- Water – field tracking – leaks, right away issues etc.
- Planning and Development – field inspections – approaches, buildings, wells, and sewer.
- Planning and Development – IDP boundaries.
- AG Mobile
- Pond Levelers
- Moved Cemetery's and Churches out of Map Points so we can add contact information.
- Heritage
 - Victoria District National Historic Site
 - Municipal Historic Resources
 - Former IR – Bear's Ears No. 126
 - Former Pioneer Schools
 - Historic Trails
 - Victoria Trail Municipal Historic Area

Training

- In House – MuniSight refresher with Managers and Town admin March 12, 2020
- Mobile App – County and Regional – In House Training – May 25- June 19

Up Coming Training

-

2020 Objectives

- Collect and update Address Signs Data in field – outstanding data from 2008
- Collect and update old and missing Culvert Data.
- Have our staff trained on The Mobile App so Data can be added to our GIS the day work is complete.

Goals

- Encourage growth, training and technical advancement.
- Employee training program (2020)
- Public engagement for use of MuniSight (2020)

COMMUNICATIONS MID-YEAR REPORT**January 2020 – July 22, 2020****January 2020**

- Advertising:
 - Office closure for Ukrainian Christmas
 - Transfer Station winter hours
 - Lake Contract RFP
- Website Updates:
 - Métis Crossing solar project
 - Reeve's Report
- January Grapevine
- Review of new website redesign layout and changes
- Update annual advertisement list
- Addressed FOIP/ Access to Information request

February 2020

- Advertising:
 - Office closure for Family Day
 - Closure of raw water truck fills
 - Crime prevention town hall meeting
 - Kin Week ad and flag raising pictures
 - Taxes Due reminder
 - Heritage Board meeting
 - Payroll Clerk employment opportunity
 - Weed Inspector employment opportunity
 - Canadian Agriculture Day
 - Pink Shirt Day
 - LARA events
- Website Updates:
 - Continue working with All-Net of new website design, layout and features
 - Updated policies and bylaws on website
 - Reeve's Report
- February Grapevine
- 2020 Work Plan
- Attended Budget meeting
- Access to Information Request
- Printed extra 'No Trespassing' snowmobile signs and laminated for producers
- Signed service agreement with All-Net Municipal Solutions
- Filed FOIP & Access to Information Requests in vault

March 2020

- Advertising:
 - STEP Student employment opportunity
 - Accounting Clerk employment opportunity
 - Vilna C.O.P meeting
 - Spring Road Bans
 - COVID-19 County Operations & media release
 - COVID-19 RCMP media release
- Website Updates:
 - Continue working with All-Net of new website design, layout and features
- March Grapevine
- Attended Departmental Operations meeting
- Request for Decision: Smoky Lake County Anniversary
- Continuing working on 2019 Annual Report

April 2020

- Advertising:
 - Office closure for Easter
 - CERB (COVID-19) links
 - April Smoky Lake County COVID-19 media release
 - Road Bans
 - Dust Control
 - Day of Mourning
 - AB Parks COVID links
 - Iron Horse Trail Construction
 - Easter Transfer Station hours
 - Culvert Clean Up
 - Fire Restriction
 - Public Participation: Electronic Meetings
 - 2019 Fire/ Rescue year-end report card
 - Campgrounds Closed
 - LARA Annual report
- Website Updates:
 - Updated Planning & Development documents
 - Government of Alberta COVID-19 links
 - Employment ads (removed ads when application deadline passed)
 - 2019 Fire/ Rescue year-end report card
- April Grapevine
- Work with All-Net to prepare for data/ file transfer to new website
- Continue working on 2019 Annual Report draft
- Completed Office Ergonomics online training

May 2020

- Advertising:
 - Office closure for Victoria Day
 - Spring Clean Up promotion
 - Sewage Backup Prevention Tips
 - Public Works Week
 - Farmer & Rancher's BBQ postponed
 - 'Positive Messages' from Shannon Stubbs
 - Road 'Boil' ad
 - May Smoky Lake County COVID-19 media release
 - Importance of Wearing a Mask ad
 - Weed inspector program starting
 - 'Do Not Flush' ad
 - HWY 28/831 Construction notice
 - 'In Case of Emergencies' ad
 - Congratulations Graduates
 - Grazing School for Women webinars
 - Fire Restriction
 - Rural Health Week
- Website Updates:
 - 2019 RCDC report card
 - Heritage Board meeting
 - COVID-19 updates
 - Policies
 - Updated fire restriction
 - Reeve's Report
- May Grapevine
- Annual Report: add approved financial statements
- Submitted annual FOIP Statistics to Service Alberta
- Updated missing files after transfer to new website
- Completed training with All-Net on new website
- Completed introductory training with Cascade
- Respond to social media inquiries

June 2020

- Advertising:
 - Seniors Week
 - Free face masks for Albertans
 - Indigenous People Day
 - Primary Care Network services
 - Alberta Agriculture webinar links
 - Road closure
 - New HAK Public Consultation
 - Campgrounds open ad (and allowing tenting)
 - Happy Farmer's Day

- LARA plot sites
- Summer Road Bans
- Website Updates:
 - Victoria District Strategic Plan
 - Updates to new website in preparation of launch, uploading missing documents, organize pages, create new pages, updated contact information
 - Policies and Bylaws
 - Reeve's Report
- June Grapevine
- Final edit on 2019 Annual Report
- Launched new Smoky Lake County website

July 2020 (to July 20, 2020)

- Advertising:
 - Office closure for Canada Day
 - Road closure due to construction
 - Declaration of Agriculture Disaster
 - LARA Field Day
 - CAO employment opportunity
 - Provincial funding due to flooding- How to prepare
 - Office reopening to public
 - Prairie Pest Management Network
 - Bertha Army Worm live map links
- Website Updates:
 - 2019 Annual Report
 - New land ownership map
 - Policies
 - New Planning & Development permits
 - Administration contact information
- July Grapevine
- Printed 2019 Annual reports and mailed to those that requested
 - 120 copies printed to date
- Attended RCDC Advertising sub-committee meeting re: website

Monthly Administrative:

- Coding invoices
- Action list items
- Post monthly calendar on website
- Monthly manager's reports for Council meetings
- Attend Weekly Manager's Meetings, compile and distribute meeting notes

New website notes:

- The new website was launched June 10
- Very user friendly, easy to add/ edit pages
- Fresh, new, modern look
- Feedback that I have received from the public has been very positive
- Notices: easy to add and promote timely information with links to documents/ information
- Meetings can be added to a calendar with direct links to the 'Zoom' meeting
- Can assign page permissions/ admin access to individual departments
- Option to add microsites (and assign permissions to those sites)
- Website Goals:
 - Create and/or update department information pages. Information transferred from the old site is outdated and cumbersome. Create easily accessible, high functioning pages highlighting Smoky Lake County program and services.
 - Update Community information (this may tie in with RCDC's goals)

Departmental Meeting – July 28, 2020

Legislative Services Update:

- **297 Actions** to Council motions from January to June were completed. The breakdown is as follows: ASB – **24**, Budget – **15**, Council/C.O.W. – **223**, Fire – **11**, Environmental Operations – **14**, Natural Gas – **10**.
- Recorded minutes of **52** meetings from January 1st to June 30th.
- Gave third and final reading to **12** bylaws, and first reading to **1** bylaw
- **16 Governance** Policies (12 amended, 5 adopted) were implemented in the Policy Manuals
- **15 Management** Policies (13 amended, 2 adopted) were implemented in the Policy Manuals - **Total of 31 policies**
- **6** Training Workshops/Seminars were attended, totalling **\$5167.69**.
- **14** Agreements were executed (not including GIS).
- **8** Aggregate Business Licenses were issued.
- **5** Haul Road Agreements executed (not including minor hauls)
- **1** Approach application.
- Guidelines for re-opening the office has been circulated for staff and managers.
(Attached)

Smoky Lake County Re-Opening Offices Guidelines and Information for Staff



Council held a Special Meeting on July 13, 2020, and by Motion # 933-20, the County Main Office and Public Works Shop Office are to be **open to the Public effective Tuesday, August 4, 2020.**

County Employees are to continue to adhere to all current and evolving COVID-19 (Corona Virus) pandemic measures as set forth by the Province of Alberta.

Protective Measures for Staff included but are not limited to the following:

- Maintain 2 meters of space between people
- Wear a face mask where social distancing is not possible.
- Use electronic messaging, email, telephone, and virtual video conferencing, as much as possible for internal and external communications.
- Do NOT use other staff's telephones; only use your own phone and your own desk.
- Avoid touching your face and avoid touching surfaces, and if you must, make sure you sanitize after.
- If you can work from home and if it is approved by your Manager to do so, then do so.
- **WASH YOUR HANDS!**
- Refuse to serve any customer if they are not following protective protocol in regard to COVID-19 suppression (as defined and evolving from the Provincial Government).
- If a customer insists on meeting in person for a longer period of time, they can, do so inside the porch area of the Council Chamber building entrance **IF** they sanitize their hands and wear a face mask, and, of course, the employee must do the same. And, after the customer leaves it is the employee's responsibility to sanitize any surfaces that were used/touched, including all exit/entrance door handles.
- General Members of the Public who are following protective protocol, **are permitted** to be inside County buildings at 2 meters apart per cohort in the secured areas which are:
 - the Main Office front reception area (for short visits only),
 - the porch area near the Council Chamber entrance (for meetings in person), and
 - the Shop Office reception area (for short visits only).
- General Members of the Public and anyone not employed by the County **are not permitted** inside personnel offices, hallways, washrooms, kitchens, public works shop bays or any other area except for the above secured areas.
- Contractors requiring special access must be authorized to enter by Management, and Management will determine and be responsible for ensuring appropriate protective measures are followed.

Protective Measures for the Office Building and Public included but are not limited to the following:

- Public restrooms will remain closed, until further notice.
- Standing placement on the floor of the reception area will be labeled at 2 meters apart.
- There will be a maximum of 2 people per cohort allowed at a time.
- All seating will be removed reception areas.
- A public hand sanitizing station will be placed near the front doors and, face masks and gloves will also be made available (while supplies last) to the public for use while in attendance.
- Notice will be posted on the public entrance doors to explain what behavior is expected from the Public.
- County office surfaces will be reinforced with morning and afternoon disinfection of surfaces.
- "Zoom Meeting" electronic video meeting platform will continue to be utilized as a means for public to virtually attend meetings.

You are legally required to self-isolate if:

- You test positive for COVID-19.
- You have a cough, fever, shortness of breath, runny nose, or sore throat that is not related to a pre-existing illness or health condition.
- You have been in contact with someone known to have COVID-19.
- You have travelled outside Canada within the last 14 days.

For More information on Provincial Regulations visit:

<https://www.alberta.ca/coronavirus-info-for-albertans.aspx>

jenna preston

From: lydia cielin
Sent: July 9, 2020 1:12 AM
To: jenna preston
Cc: Patti Priest
Subject: Fw: Municipal engagement - Alberta's Iron Horse Trail 10 Year Strategic Development Plan

Importance: High

For the Departmental meeting agenda
Thanks Lydia

Sent from my BlackBerry - the most secure mobile device - via the TELUS Network

From: badamson@smokylakecounty.ab.ca
Sent: July 6, 2020 3:03 PM
To: lcielin@smokylakecounty.ab.ca
Subject: FW: Municipal engagement - Alberta's Iron Horse Trail 10 Year Strategic Development Plan

Brenda Adamson, CLGM
Finance Manager
Smoky Lake County
Box 310, Smoky Lake, AB T0A 3C0
780-656-3730

From: info@ironhorsetrail.ca <info@ironhorsetrail.ca>
Sent: July 6, 2020 2:30 PM
To: cory ollikka <collikka@smokylakecounty.ab.ca>
Subject: FW: Municipal engagement - Alberta's Iron Horse Trail 10 Year Strategic Development Plan
Importance: High

Hi Cory,
I see I sent the email below to Lydia instead of you – my apologies.
As you can see by the emails below, we are trying to schedule an engagement session with the council and staff at Smoky Lake County. I wonder if the 26th of August would work for everyone?
Thanks,
Marianne

From: info@ironhorsetrail.ca <info@ironhorsetrail.ca>
Sent: June 29, 2020 10:00 AM
To: 'Adam Kozakiewicz' <cao@smokylake.ca>; 'Lydia Cielin' <lcielin@smokylakecounty.ab.ca>
Subject: FW: Municipal engagement - Alberta's Iron Horse Trail 10 Year Strategic Development Plan
Importance: High

Hi Adam and Lydia,

We have RC Strategies scheduled to come on August 25th to meet with the Town and County of St. Paul, Town of Elk Point and Village of Vilna. I was wondering if the following day, Wednesday, August 26th would work for them to meet with the Town and County of Smoky Lake? They could do one session from 8:30 – 10:00am and the second session from 10:30 – Noon.

Please let me know as soon as possible if this date and time would work and which time slot you prefer.

Thanks!

Marianne

From: info@ironhorsetrail.ca <info@ironhorsetrail.ca>

Sent: June 23, 2020 9:44 AM

To: 'Adam Kozakiewicz' <cao@smokylake.ca>

Subject: FW: Municipal engagement - Alberta's Iron Horse Trail 10 Year Strategic Development Plan

Hi Adam,

Riverland Recreational Trail Society is very excited to have received funding from the Trans Canada Trail to complete a 10 year strategic development plan for the Iron Horse Trail from Waskatenau to Heinsburg. We received 7 proposals in response to our RFP and selected RC Strategies as the successful proponent. The project is broken into 4 phases:

1. Project Start-Up – Background, Review & Research
2. Trail Inventory – Assessment & Mapping
3. Engagement
4. Draft & Final Plan

The reason I am contacting you is, during Phase 3 – Engagement, we have asked the contractor to meet with each of the N.E. Muni-Corr Ltd. partner municipalities for their input. RC Strategies is planning to make this an in-person session and we are looking at early to mid-August to meet. We are asking each municipality to include CAO's, council members, public works, safety and peace officers and any other staff you feel should be present to come together for this session. RRTS feels it is vitally important to collect feedback from the municipalities and those who deal directly with trail maintenance, issues, communication, promotion and safety. What is working and what is not, ideas for improvement in those areas as well as what the Town of Smoky Lake would like to see developed in the future. What amenities, attractions or businesses would make it a better user experience as well as an important community asset and how it fits in with the Town's recreation development plans. This session would be with the Municipality and RC only and no one from Riverland Recreational Trail Society would be in attendance. It would be 60-90 minutes in length and RC would send out a list of questions ahead of time so everyone would have an idea of what is being asked and to have time to prepare.

Firstly would the Town of Smoky Lake be willing to participate in the engagement session? And, secondly, what date(s) in early to mid August work for you? Please provide a couple of alternate dates as we are trying to coordinate 7 municipal visits into 2-3 days.

Thanks!

Marianne Janke

Travel Lakeland / Alberta's Iron Horse Trail

Email: info@ironhorsetrail.ca

Phone: (780) 645-2913

Cell: (780) 645-8090

jenna preston

From: info@ironhorsetrail.ca
Sent: July 22, 2020 10:40 AM
To: info@ironhorsetrail.ca
Subject: Alberta's Iron Horse Trail Survey - We need Your Input!

Project Announcement: Alberta's Iron Horse Trail Strategic Plan

We are pleased to announce we will be completing a 10 Year Strategic Development Plan for the Iron Horse Trail.

This strategic plan will guide future investment and management for the section of trail between Waskatenau and Heinsburg.

Key outcomes of the project will include:

- An assessment the current state of the trail
- The identification of key issues and opportunities for enhancement
- Strategies to optimize the management of the trail
- The identification of future projects

We Want To Hear From You!

Garnering feedback and perspectives from regional residents, trail users, and stakeholders is a key aspect of the project. There are two easy ways to provide input:

Complete our survey and you could win some trail swag!

Go to <https://ca.surveygizmo.com/s3/50079943/Iron-Horse-Public-Survey>

The survey will be open until August 13, 2020.

AND

Use our online mapping tool. Share your ideas about where and how the trail can be improved through our fun and easy to use interactive online mapping tool. You can easily drag and drop your ideas to tell us exactly where and what types of improvements you would like to see along the trail. You can try out the mapping tool here: <https://vertisee.mcelhanney.com/ironhorsetrail/>

Let us know what needs to be done as we move forward with the Iron Horse Trail!

Feel free to share this email and survey link with other trail users, family and friends.

For more information, please contact us at the numbers below.

If you would like to be removed from this list, just send me an email and let me know.

Marianne Janke

Alberta's Iron Horse Trail

Email: info@ironhorsetrail.ca

Phone: (780) 645-2913 / (888) 645-4155

jenna preston

6-2

From: lydia cielin
Sent: July 14, 2020 8:32 AM
To: jenna preston
Cc: Patti Priest
Subject: FW: COVID-19 UPDATE

Hi Jenna:

The following email for the Departmental Meeting under 6 – Recommendation: Acknowledge receipt

Thank you!

L

From: brenda adamson <badamson@smokylakecounty.ab.ca>
Sent: July 13, 2020 12:11 PM
To: doug ponich <dponich@smokylakecounty.ab.ca>; lydia cielin <lcielin@smokylakecounty.ab.ca>
Subject: FW: COVID-19 UPDATE

FYI

suppose this may affect our road bans?

Brenda Adamson, CLGM
Finance Manager
Smoky Lake County
(780) 656-3730

From: TRANS Permitting Approvals <TRANS.PermittingApprovals@gov.ab.ca>
Sent: July 13, 2020 11:47 AM
Subject: COVID-19 UPDATE

Good Day:

I am writing to advise you that the *Public Health Act* Ministerial Orders that put in place temporary measures to support commercial carriers during the COVID-19 response will not be extended, as the state of public health emergency has ended.

To support commercial carriers who are providing direct assistance to emergency relief efforts related to COVID-19, the Government of Alberta implemented the following temporary changes, which will remain in effect until August 14, 2020.

- Making it so municipal bylaws that restrict the hours of day commercial vehicles can operate or make deliveries are no longer in effect;
- Making it so municipal bylaws that restrict the hours of parking of commercial vehicles are no longer in effect;
- Increasing the weight that commercial vehicles with wide base single tires can carry on provincial and municipal roads without a permit;
- Increasing the weight that commercial vehicles with tridem axles can carry on municipal roads to match what they can carry on provincial roads; and
- Exempting commercial vehicles from road bans on provincial and municipal roads.

These will all end effective August 15, 2020.

For full details of these changes and other information about changes being made for commercial carriers during the COVID-19 response, visit: alberta.ca/covid-19-commercialcarrier-information.aspx.

If you have any questions or concerns about these changes, please contact Alberta Transportation's Carrier and Vehicle Safety Branch at Trans.permittingapprovals@gov.ab.ca.

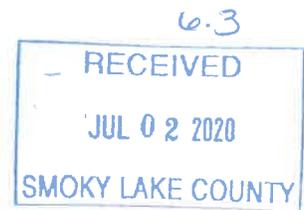
Thank you for your continued collaboration to support Albertans during the pandemic.

**Permitting and Approvals
Carrier and Vehicle Safety Branch
Safety and Policy Division
Alberta Transportation**

511 Alberta - Alberta's Official Road Reports
Go to 511.alberta.ca and follow [@511Alberta](https://twitter.com/511Alberta)



Classification: Protected A



June 23, 2020

PO BOX 310
4612 McDougall Drive
Smoky Lake, AB T0A 3C0

Attention: Mr. Craig Lukinuk, Reeve

Municipal File:	11-59
Our File No:	011927 AY
Claimant:	Pat Sidor
Our Insured:	Smoky Lake County

Dear Mr. Lukinuk,

I would acknowledge and thank you for your correspondence of June 19, 2020 and our subsequent telephone conversation of June 23, 2020. As requested, this correspondence is to provide further detail as to the nature of the denial of liability letter issued to Ms. Pat Sidor.

The Comprehensive General Liability policy responds to third party damages for which the municipality is legally liable. In order for legal liability to attach to a municipality, there must be an element of negligence on the part of that municipality.

In this particular case, a sewer backup occurred at the residence of Ms. Pat Sidor located at 5004 52 Street Warspite Alberta.

The incident was reviewed with Smoky Lake County personnel who advised that an inspection of the lift station pumps found unknown material, possibly a diaper or some type of rag material, had partially plugged a pump resulting in the level of the lift station overflowing.

It was further determined that the overflow alarm at the lift station malfunctioned, possibly due to corrosion. Both mechanical failures were addressed, and no further issues encountered. We were further advised that daily checks of the lift station are undertaken Monday to Friday.

The Municipal Government Act of Alberta provides relief from liability to Municipalities which arise as a result of the failure of a public utility where that failure is not due to any negligence on the part of the municipality.

For example, if a municipal water main ruptured and caused flood damage, the municipality is not liable for that damage as it arose from an incident beyond the control of that municipality. On the other hand, if a municipality was undertaking excavation of a

sidewalk or road and hit a water line, that damage arises due to negligence, and the municipality may be found responsible for subsequent damage to a third party.

This relief from liability is found under Section 528 of the Act which states that "*a municipality is not liable in an action based on nuisance, or any other tort that does not require a finding of intention or negligence, if the damage arises directly or indirectly from roads or from the operation or non-operation of a public utility*".

In addition to the above, the courts do recognize the defense of actions against municipalities where the municipality has, in place, policies and procedures with respects to routine maintenance and inspections of municipal works.

Given all of the circumstances of this loss, it was determined that there was no negligence on the part of Smoky Lake County and accordingly Ms. Sidor was advised of those findings by way of correspondence issued March 19, 2020.

As requested, I did approach the insurers as to whether an ex gratia payment could be made notwithstanding the lack of negligence on the part of Smoky Lake County and was advised that, given all the circumstances, consideration could not be given to such a payment.

I do thank you for your recommendations as they relate to including more detail in letters of denial issued to residents, and that suggestion will be implemented in denial letters going forward.

Should you have any questions, comments, or concerns please do not hesitate to contact the writer.

Yours truly,



Mike Priddle, AIC
Phone: (780) 489-3310
mike.priddle@priddlegibbs.com

MP/jm



6.5

PO Box 460, 56 Wheatland Avenue, Smoky Lake, AB T0A 3C0
Phone: 780-656-3674 Fax: 780-656-3675
Email: town@smokylake.ca Website: www.smokylake.ca

July 17, 2020

File No. 014-2020
Via Mail

County Of Smoky Lake No. 13
Box 310
Smoky Lake, AB T0A 3C0

**RE: Public Hearing
Proposed Bylaw 014-2020:
Amendment to Town of Smoky Lake Land Use Bylaw 007-18, to rezone the lands legally
described as: Plan 8621882 Lot 1 from "I – Institutional District" to "R3 - Residential High-
Density District"**

The attached Notice and Proposed Bylaw 014-2020 is being referred to you in accordance with Section 692(4) and Section 606 of the *Municipal Government Act*, which requires that a Public Hearing be held and advertised when a Council considers an amendment to the Town's Land Use Bylaw. The Public Hearing on proposed Bylaw 012-2020 is scheduled as follows:

Bylaw No. 014-2020

Public Hearing Time: Tuesday, August 4, 2020 at 5:30 p.m.

Public Hearing Location:

Online: <https://www.gotomeet.me/SmokyLake>

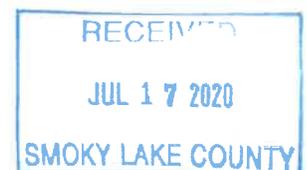
Phone: Canada: +1 (647) 497-9373; Access Code: 115-932-149

Anyone wishing to make a verbal or written representation may do so at the hearing, or by providing the representation to the Town's Chief Administrative Officer before 4:00 p.m. on Friday, July 31, 2020. It would be beneficial for individuals to provide advance notice to the Town of Smoky Lake at (780) 656-3674 of their intention to make a presentation at the hearing. A copy of the proposed Bylaw may be inspected online at www.smokylake.ca.

Sincerely,

Adam Kozakiewicz
Chief Administrative Officer,
Town of Smoky Lake
PO Box 460, Smoky Lake, AB
T0A 3C0

PO Box 460, 56 Wheatland Avenue, Smoky Lake, AB T0A 3C0
Phone: 780-656-3674 Fax: 780-656-3675



NOTICE OF PUBLIC HEARING

Land Use Bylaw Amendment – Rezoning

Pursuant to Sections 230, 606 & 692 of the *Municipal Government Act*, R.S.A. 2000, Ch. M-26, the Town of Smoky Lake hereby gives notice of their intention to adopt:

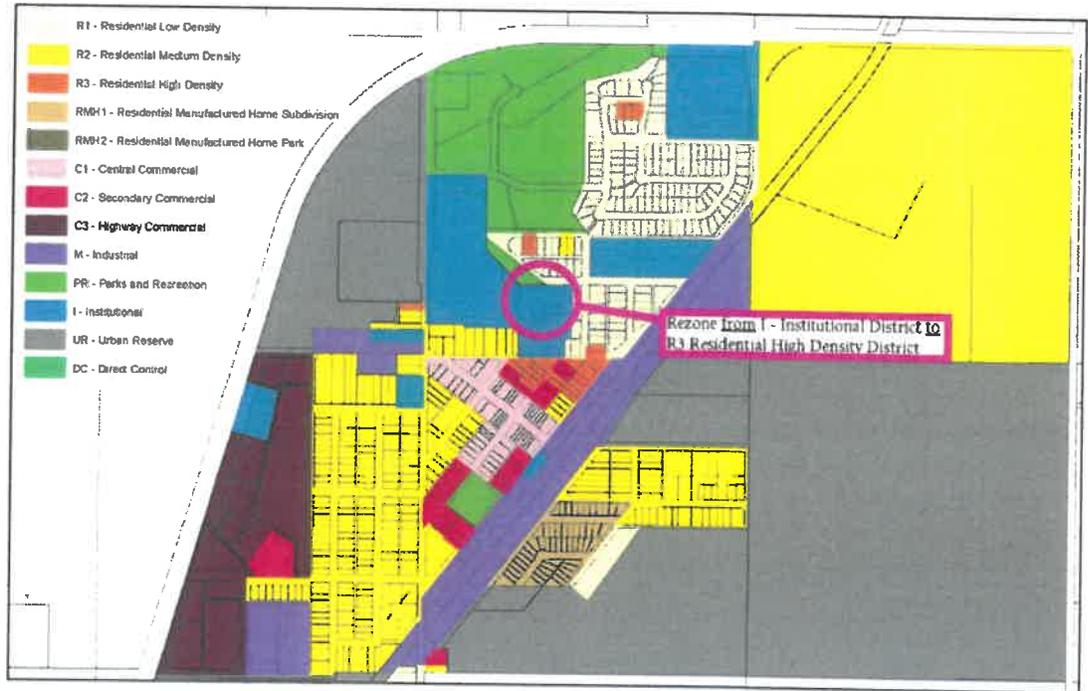
Proposed Bylaw 014-2020

The purpose of this Bylaw is to Amend the Town of Smoky Lake Land Use Bylaw No. 007-18:

Rezone the Lands Legally Described as Plan 8621882 Lot 1

from “I – Institutional District”

to “R3 - Residential High-Density District”



THEREFORE, TAKE NOTICE THAT pursuant to Sections 606 and 692 of the *Municipal Government Act*, public hearings to consider the proposed Bylaws will be held:

The Public Hearings will be held as follows:
Date: Tuesday, August 4, 2020 Time: 5:30 p.m.
Place: Online: <https://www.gotomeet.me/SmokyLake>
Phone: Canada: +1 (647) 497-9373; Access Code: 115-932-149

AND FURTHER TAKE NOTICE THAT anyone wishing to make a verbal or written representation may do so at the hearing, or by providing the representation to the Town’s Chief Administrative Officer before 4:00 p.m. on Friday, July 31, 2020. *It would be beneficial for individuals to provide advance notice to the Town of Smoky Lake at (780) 656-3674 of their intention to make a presentation at the hearing.*

AND FURTHER TAKE NOTICE THAT a copy of the proposed Bylaws may be inspected online at www.smokylake.ca.

Adam Kozakiewicz
 Chief Administrative Officer,
 Town of Smoky Lake
 PO Box 460, Smoky Lake, AB T0A 3C0

**TOWN OF SMOKY LAKE
IN THE PROVINCE OF ALBERTA
BYLAW NO. 014-2020**

A BYLAW OF THE MUNICIPALITY OF THE TOWN OF SMOKY LAKE IN THE PROVINCE OF ALBERTA, TO AMEND BYLAW 007-18 BEING THE LAND USE BYLAW FOR THE TOWN OF SMOKY LAKE

WHEREAS the *Municipal Government Act*, R.S.A. 2000, and amendments thereto, authorizes the Council for the Town of Smoky Lake to amend the Land Use Bylaw, and

WHEREAS the *Municipal Government Act*, R.S.A. 2000, and amendments thereto, authorizes the Council for the Town of Smoky Lake to amend the Municipal Development Plan Bylaw, and

WHEREAS the Council for the Town of Smoky Lake has adopted Town of Smoky Lake Bylaw 007-18 to be used as the Land Use Bylaw, and

WHEREAS the Council for the Town of Smoky Lake has adopted Town of Smoky Lake Bylaw 012-12 to be used as the Municipal Development Plan Bylaw, and

WHEREAS the Council for the Town of Smoky Lake deems it expedient to amend Bylaw 007-18 and Bylaw 012-12, as set out in Section 692 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, and amendments thereto, and

WHEREAS notice of intention of the Council for the Town of Smoky Lake to pass a bylaw has been given in accordance with Section 606 of the *Municipal Government Act*, and

WHEREAS a Public Hearing has been held in accordance with Section 230 of the *Municipal Government Act*.

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

1. That the Land Use Bylaw Map (North) within Section 14 of the Land Use Bylaw 007-18, be further amended as follows:
 - A. That the lands legally described as:
 - I. Plan 8621882, Lot 1;

as shown on "Schedule A" attached herein, be redistricted from "I – Institutional District" to "R3 - Residential High Density District".
2. The validity of any section, clause, sentence or provision of this bylaw shall not affect the validity of any other part of this bylaw, which can be given effect with such invalid part or parts.
3. This Bylaw shall come into effect after third and final reading.

Bylaw 014-2020

READ A FIRST TIME IN COUNCIL THIS 7TH DAY OF JULY, AD 2020.

Hank Holowaychuk
Mayor

S E A L

Adam Kozakiewicz
Chief Administrative Officer

READ A SECOND TIME IN COUNCIL THIS _____ DAY OF _____, AD 2020.

READ A THIRD AND FINAL TIME IN COUNCIL _____ DAY OF _____, AD 2020.

Hank Holowaychuk
Mayor

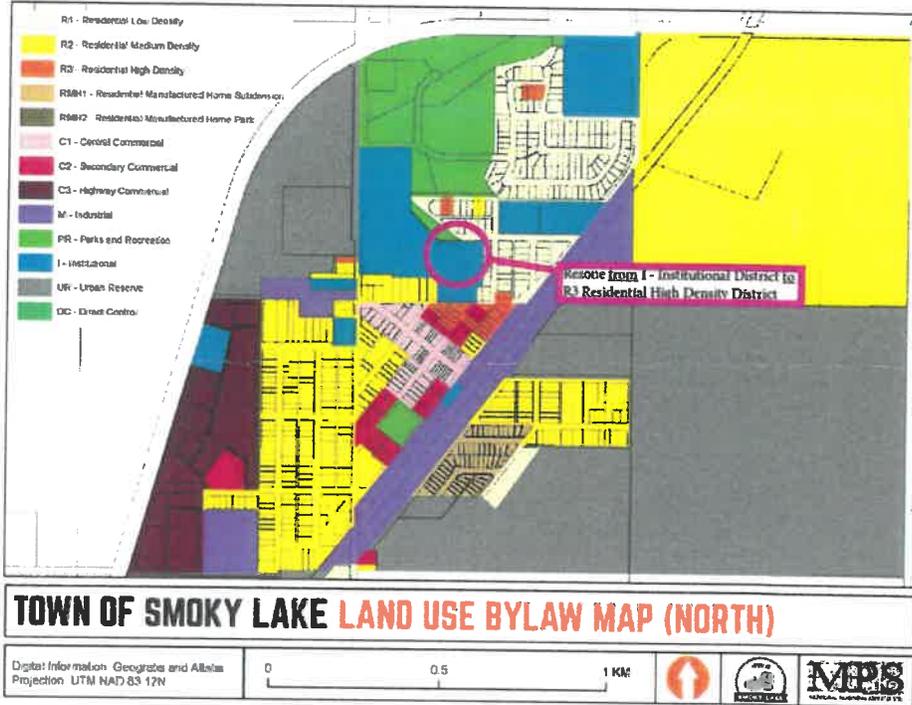
S E A L

Adam Kozakiewicz
Chief Administrative Officer

SCHEDULE "A"



14 LAND USE BYLAW MAPS



From: Neil OShea <Neil.OShea@asperview.org>
Sent: July-15-20 11:28 AM
To: Dick Richards; Donna Cherniwchan; Tom Mykytiuk; 'Adam Kozakiewicz'; David Kwiatkowski; Aimee Hirtle; lydia cielin
Subject: New School Update

I trust this email finds you all well. This email is intended to provide a brief update on the progress of our new school project.

On June 16 and 18, Aimee and I met with our project manager from Alberta Infrastructure, and other employees from Alberta Education and government procurement to review the proposals that were submitted for the bridging architect. The contract was awarded to Stantec and the final contracts were signed at the end of June.

On July 9, 2020 I attended a start-up meeting with Stantec, Alberta Infrastructure and Alberta Education. This meeting was to ensure that clear lines of communication were developed and areas of responsibility articulated. The lead architect from Stantec requested a meeting in July to review some of our initial thoughts in order for her design team to begin work on some schematic designs.

On July 9, after the start up meeting, I forwarded Stantec the room by room google document we put together, the results of the student and parent survey and the recording and chat room comments from the community meeting. The lead architect was impressed with the amount of and quality of information that we had gathered in a short period of time. She worked with her team to sift through the information and we met again on Monday, July 13, 2020 for well over 3 hours to discuss the project.

At the meeting on July 13 Aimee and I were able to articulate many of the important considerations identified by our team. The lead architect, Heather Bretz, is fantastic and I know we will enjoy working with her. Using the information provided they are creating a two story schematic design for the location east of the current school and two schematic designs for the area north of the school where the track currently sits. We had much discussion about location which we will recap in our next meeting.

Moving forward:

Stantec indicated that a meeting would be held in early August with 3 initial schematic designs to be presented. I indicated that moving forward the entire design team would be invited to any meetings. I value your input and believe that as team we have done some great work. Stantec is very open to having the entire team present. The meetings are not mandatory for each of you, however you will know well in advance when they will be held.

Stantec has built a showcase school in Grand Prairie. The superintendent of GP Catholic, Carl Germann speaks very highly of the work of Stantec and lead architect Heather Bretz. I may travel to GP to look at two schools there. One of the schools is build following the plan of Norma Rose School in Vancouver and Donna Cherniwchan has provided me with information about that school. I will let people know if I can arrange anything, however I would not expect anyone to travel to GP. I will be speaking about the pedagogical and practical lay out of the buildings. Stantec, under Heather's supervision are completing two schools in remote Indigenous communities – Peerless Lake and Trout Lake. Access is more of a challenge to these two schools.

When we return in August Ross will be updating the webpage and providing the county and town with an update.

As always reach out to me if you have any questions. I hope some hot lazy summer days are in your immediate future.

Cheers

Neil O'Shea
Superintendent
Aspen View Public Schools
780-675-7080 (11)
780-720-2712