



SMOKY LAKE COUNTY COUNCIL MEETING AGENDA

Thursday, May 9, 2024, at 9:00 a.m. held

Virtually <https://video.businessconnect.telus.com/join/764079144> (Meeting ID # 764079144) and

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

1. Call to Order
2. Adoption of Agenda
3. Adoption of Minutes
 - 3.1. Council Committee of the Whole Meeting Minutes of April 17, 2024
 - 3.2. Council Budget Meeting Minutes of April 24, 2024
 - 3.3. Council Regular Meeting Minutes of April 25, 2024
4. Delegation(s)
 - 4.1. Elle Senetza, Bellis 4-H Member, to request sponsorship of the Year-2024 Belt Buckle 4-H Champion awards @ 9:05 a.m.
 - 4.2. Anita Doktor (Sgt), Detachment Commander, Smoky Lake RCMP Detachment, to present a proposal for the County Peace Officer @ 9:15 a.m.
5. Public Hearing (*Council Meeting is Recessed and Public Hearing is undertaken on a Separate Agenda*)
Nil
6. Municipal Planning Commission (*Council Meeting Recessed and undertaken on a Separate Agenda*)
Nil

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

7. Business – Requests for Decisions
 - 7.1. Contract Licensed Vegetation Control for County Right of Ways
 - 7.2. Weed and Pest Inspector Appointment
 - 7.3. Safe Grad Request to use Victoria Picnic Grounds
 - 7.4. Year-2024 Junior Fire Summer Day Camp - Request for FCSS Funding
 - 7.5. Policy Statement No. 15-01-03: Discipline Policy
 - 7.6. Alberta Advantage Immigration Program (AAIP) - Rural Renewal Stream Designation
 - 7.7. Smoky Lake Holubka Dancers – Additional Named Insured Application
8. Chief Administrative Officer (CAO) Report (*provided at the second Council meeting of the month*)
Nil
9. Council Committee Reports (*provided at the second Council meeting of the month*)
Nil

10. Correspondence

- 10.1. Invitation to attend and request to sponsor the RMA District 5 Annual Golf Tournament, July 18, 2024, hosted by County of Vermilion River
- 10.2. Invitation to attend the FedGas Insurance Reciprocal Exchange (FIRE) Annual General Meeting & the Federation of Alberta Gas Co-ops Ltd. Members Meeting June 19, 2024 at the River Cree Resort & Casino
- 10.3. Letter from Minister of Public Safety and Emergency Services, dated April 22, 2024, responding to the County's March 7, 2024 letter to the Premier regarding the RCMP and the future of policing in Alberta, dated May 1, 2024
- 10.4. Invitation to attend the 105th Anniversary Celebration of the Smoky Lake Train Station, May 25, 2024.
- 10.5. Copy of Letter to Chair of Northeast Alberta Alliance for Growth and Opportunities (NAAGO) from 3 MLAs: Scott Cyr, MLA for Bonnyville-Cold Lake-St. Paul, Glenn van Dijken, MLA for Athabasca-Barrhead-Westlock, and Dale Nally, MLA for Morinville-St. Albert, dated April 26, 2024, in respect to the future of Highway 28.
- 10.6. Letter from Trevor Henry representing 6 residents (4 landowners), requesting dust control for approximately 900 meters, dated May 1, 2024.
- 10.7. Smoky Lake RCMP Detachment Community Policing Report from January 1, 2024 to March 31, 2024.
- 10.8. Email from Buffalo Lake Métis Settlement, Request for Temporary Signage on County Right-of-Way for Pro Rodeo May 24-26, 2024.
- 10.9. Email from Alberta Emerald Foundation, dated April 26, 2024, Announcing the Métis Crossing Solar Project shortlisted in the Energy Category for an Emerald Award and Invitation to Attend the Award Ceremony on June 6, 2024.
- 10.10. Publication from the Government of Alberta, titled "Alberta Drought Response Plan" dated May 2, 2024.

11. Information Release

- 11.1. Information Release Report from March 26, 2024 to April 30, 2024

12. Financial Reports

- 12.1. Bills and Accounts (handout)

13. Next Meetings

- 13.1. Reconfirm Smoky Lake County Council's scheduled upcoming Meetings are as follows:
 - Thursday, May 23, 2024, at 9:00 a.m. (Regular Council Meeting)
 - Thursday, June 13, 2024, at 9:00 a.m. (Regular Council Meeting)
 - Thursday, June 27, 2024, at 9:00 a.m. (Regular Council Meeting)

14. In Camera (Executive Session)

- 14.1. Legal Issue, in respect to Security Vulnerabilities, under the authority of FOIP Act: Section 27: Privileged Information
- 14.2. Personnel Issue, in respect to Chief Administrative Officer (CAO) Recruitment, under the authority of FOIP Act: Section 27: Privileged Information

15. Adjournment.

SMOKY LAKE COUNTY

Minutes of the **County Council Committee of the Whole Meeting for the Purpose of Legislation** of **Wednesday, April 17, 2024, at 10:32 A.M.** held in County Council Chambers and virtually online through Electronic Communication Technology.

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

ATTENDANCE		
<u>Div. No.</u>	<u>Councillor(s)</u>	<u>Wednesday, Apr. 17, 2024</u>
1	Dan Gawalko	Present in Chambers
2	Linda Fenerty	Present in Chambers
3	Dominique Cere	Present in Chambers
4	Lorne Halisky	Present in Chambers
5	Jered Serben	Present in Chambers
Interim CAO	Lydia Cielin	Present in Chambers
Executive Svcs/R.S.	Patti Priest	Present Virtually
Plan. & Dev. Manager	Jordan Ruegg	Present Virtually
Finance Manager	Brenda Adamson	Present Virtually
P. W. Manager	Chris Minailo	Present in Chambers
P.W. Road Foreman	Bob Novosiwsky	Present in Chambers
Nat. Gas Manager	Daniel Moric	Present Virtually
Enviro. & Parks Manager	Dave Franchuk	Present Virtually
Comm. Officer	Evonne Zukiwski	Present Virtually
Ag. Fieldman	Carleigh Danyluk	Present Virtually

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

Agenda:

516-24: Fenerty That the Agenda for Smoky Lake County Council Committee of the Whole Meeting for the purpose of Legislation, for Wednesday, April 17, 2024, be adopted, as presented.
Carried Unanimously.

Dave Franchuk, Environment and Parks Manager, left the meeting, time 10:45 a.m.

One Member of the Public, virtually joined the meeting, time 10:47 a.m.

Issues for Information:

4.2. Organizational Structure and Draft Policy
Council briefly discussed a draft proposed Policy for the Organizational Structure, and will continue further review and discussion at a future Council Committee of the Whole meeting, after a Chief Administrative Officer is hired.

4.3. Road Bans and Weight Restrictions on Haul Roads
517-24: Halisky That Smoky Lake County Council **recommends** the Interim Chief Administrative Officer bring forward a revised draft Bylaw for Council’s consideration further to the draft Road Bans and Weight Restrictions bylaw presented at the April 17, 2024, Committee of the Whole Meeting, to a future Council Meeting, with changes including but not limited to: defining “commercial vehicles” as custom / contractor companies, establishing a fine schedule for Peace Officer enforcement, and addressing protocol for heavy hauling activities on County roads with the goal of reducing the costly and hazardous damages caused by hauling in excess of eight heavy loads, which is financially burdening the County and its tax payers through emergent road maintenance.

Carried.

4.1. County-Owned Lands Inventory List

518-24: Halisky

That Smoky Lake County Council **recommends** the County-Owned Land Inventory List, received at the April 17, 2024, Committee of the Whole Meeting be brought to a future Council Meeting, to:

consider selling the following properties:

#	ROLL#	LEGAL DESCRIPTION	SIZE OF PARCEL	ASSESSED VALUE	NOTES
1	12590230	NW-2-59-12-4	13.57 ACRES	41,320.00	NORTH SIDE OF SADDLE LAKE INDIAN RESERVE (RGE RD 122)
2	12592941	NE-29-59-12-4	2.02 ACRES	13,870.00	SOUTH OF HWY 28 ON RGE RD 124 (TAKEN FOR NUISANCE GROUND)
3	13602121	SW-21-60-13-4	1 ACRE	10,950.00	RGE RD 134 NORTH OF TWP RD 602
7	15593521	SW-35-59-15-4	0.5 ACRES	2,030.00	EAST OF BELLIS & NORTH OF TWP RD 595A (NO ROAD ACCESS)
8	16582740	NE-27-58-16-4	2.5 ACRES	25,030.00	ADJACENT TO NORTH SASKATCHEWAN RIVER, EAST OF RGE RD 163 (NO ROAD ACCESS)
9	16593341	PLAN 8120163 LOT 1	20.16 ACRES	58,130.00	NORTH OF TWP RD 595A & WEST OF RGE RD 163
10	16611220	SW-12-61-16-4	160 ACRES	6,170.00	NORTH OF TWP RD 604 & EAST OF RGE RD 155 (NO ROAD ACCESS - LEASED)
11	18591021	PLAN 3329ET	1 ACRES	13,140.00	EAST OF RGE RD 183 & SOUTH OF WARSPITE (LAND TAKEN FOR NUISANCE GROUND?)
14	22010103	PLAN 1955CL BLOCK 1 LOT 3	3,900 SQUARE FEET	1,890.00	5026-49TH STREET SPEDDEN
15	22010118	PLAN 1955CL BLOCK 1 LOT 18	6,222 SQUARE FEET	2,230.00	4927 51 AVENUE SPEDDEN
18	40310201	PLAN 716CL BLOCK 2 LOT 1	3,900 SQUARE FEET	8,680.00	5035 50 ST WARSPITE
19	40341501	PLAN 3474MC; OT	6.65 ACRES	57,920.00	WARSPITE
20	40451210	PLAN 0425044, BLOCK H, LOT 10A	12,800 SQUARE FEET	12,030.00	5104 49 AVE WARSPITE (NO PHYSICAL ROAD ACCESS - UNDEVELOPED ROAD PLAN)
21	40451211	PLAN 0425044, BLOCK H, LOT 11A	10,000 SQUARE FEET	11,240.00	5108 49 AVE WARSPITE (NO PHYSICAL ROAD ACCESS - UNDEVELOPED ROAD PLAN)

consider selling and/or potentially subdividing the following property:

6	14593042	NE-30-59-14-4	153.87 ACRES	164,350.00	ADJACENT TO IRONHORSE TRAIL EAST OF RGE RD 150 (QUAD CAMPGROUND - LEASED)
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consider leasing the following properties for grazing purposes to lower the fire hazard this year, and consider cancelling the lease should a development opportunity arise:

4	13620810	SE-8-62-13-4	125.10 ACRES	3,350.00	SOUTH SIDE OF WHITEFISH LAKE
5	13620820	SW-8-62-13-4	153.50 ACRES	3,930.00	SOUTH SIDE OF WHITEFISH LAKE
12	18612510	SE-25-61-18-4	107.35 ACRES	155,830.00	HANMORE LAKE WEST CAMPGROUND
13	18612541	NE-25-61-18-4	32.78 ACRES	43,970.00	NORTHWEST SIDE OF HANMORE LAKE

and consider retaining the following properties as County-Owned land due to the existing playground and recreation space:

16	27150412	PLAN 1039CL BLOCK 4 LOTS 12-14	13,637 SQUARE FEET	1,710.00	BELLIS NORTH OF PLAYGROUND
17	27150415	PLAN 1039CL BLOCK 4 LOTS 15 & 16	12,803 SQUARE FEET	1,120.00	BELLIS NORTH OF PLAYGROUND

Carried.

4.4. Municipal Grant Funding Opportunities

519-24: Halisky

That Smoky Lake County Council **recommends** the information received at the April 17, 2024, Committee of the Whole Meeting, in respect to Municipal Grant Funding Opportunities, be a reminder to Administration to maintain awareness of any new or existing potential grant funding opportunities, and to bring them forward to Council, as they arise.

Carried.

4.5. Research in respect to Tax Incentives to Promote Development

520-24: Cere

That Smoky Lake County Council **recommends** Administration bring forward a draft bylaw to a future Council Meeting for consideration, in respect to a Property Tax Incentive based on property assessment value, to encourage small developments as well as large developments with larger incentives, aiming at increasing long-term tax revenue.

Carried.

4.5. Incentives to Promote Development

521-24: Halisky

That Smoky Lake County Council **recommends** the Planning and Development Fees Bylaw be brought forward to a future Council Meeting for consideration of changing the fee for discretionary development, to be 20% paid upon application with the remainder of the fee paid when approval has been granted, as an incentive to decrease the developer's initial investment and encourage entrepreneurs to take a chance when there is no guarantee of approval, and to encourage development by making it easier for businesses to propose discretionary, developments and by reducing the developers cost of property taxes during the first few years which can substantially impact the success or failure of a new business.

Carried.

ADJOURNMENT

522-24: Cere

That the Smoky Lake County Council Committee of the Whole for the purpose of Legislation Meeting of April 17, 2024, be adjourned, time 12:49 p.m.

Carried.

REEVE

S E A L

CHIEF ADMINISTRATIVE OFFICER

SMOKY LAKE COUNTY

Minutes of the **County Council Budget Meeting** held on Wednesday, **April 24, 2024**, at 9:01 A.M. held both virtually online and physically in Council Chambers.

The meeting was called to order by the Reeve, Jered Serben, in the presence of the following persons:

ATTENDANCE		
<u>Div. No.</u>	<u>Councillor(s)</u>	<u>Wednesday, Apr. 24, 2024</u>
1	Dan Gawalko	Present in Chambers
2	Linda Fenerty	Present in Chambers
3	Dominique Céré	Present in Chambers
4	Lorne Halisky	Present in Chambers
5	Jered Serben	Present in Chambers
Interim CAO	Lydia Cielin	Present in Chambers
Finance Manager	Brenda Adamson	Present in Chambers
Executive Svcs/R.S.	Patti Priest	Present Virtually

Observers in Attendance Upon Call to Order:

Nat. Gas Manager	Daniel Moric	Present Virtually
P & D Manager	Jordan Ruegg	Present Virtually
Comm. Officer	Evonne Zukiwski	Present Virtually
Ag. Fieldman	Carleigh Danyluk	Present Virtually
GIS Operator	Carole Dowhaniuk	Present Virtually
Peace Officer	Tate Murphy	Present Virtually
Public	2 Members	Present Virtually
Media	No Members	N/A

2. Agenda:

516-24: Fenerty

That the Smoky Lake County Council Budget Meeting Agenda for Wednesday, April 24, 2024, be adopted, as presented.

Carried Unanimously.

3. Minutes:

Nil.

4. Delegation:

Nil.

Chris Minailo, Public Works Manager, entered Council Chambers, time 9:08 a.m.

Dave Franchuk, Environment and Parks Manager, virtually joined the meeting, time 9:09 a.m.

5. Request for Decision:

Five-Year Capital Budget

517-24: Halisky

That Smoky Lake County approve the consolidated 2024-2028 Five-Year Capital Budget including the Capital Bridge Plan and Capital Road Plan expenditures of:

- ✓ Year-2024, in the amount of \$9,257,321;
- ✓ Year-2025, in the amount of \$10,907,927;
- ✓ Year-2026, in the amount of \$ 6,453,116;
- ✓ Year-2027, in the amount of \$ 5,678,001; and
- ✓ Year-2028, in the amount of \$ 3,523,117.

Carried.

Two Members of the Public virtually joined the meeting, time 9:31 a.m.

Year-2024 Total Budget

518-24: Gawalko

That Smoky Lake County Council approve the balanced Year-2024 Municipal Total Function Budget, with a total Revenue in the amount of \$24,120,286 and total Expenditures in the amount of \$26,164,586, not including amortization in the amount of \$2,044,300.

Carried.

Year-2024 Tax Rate

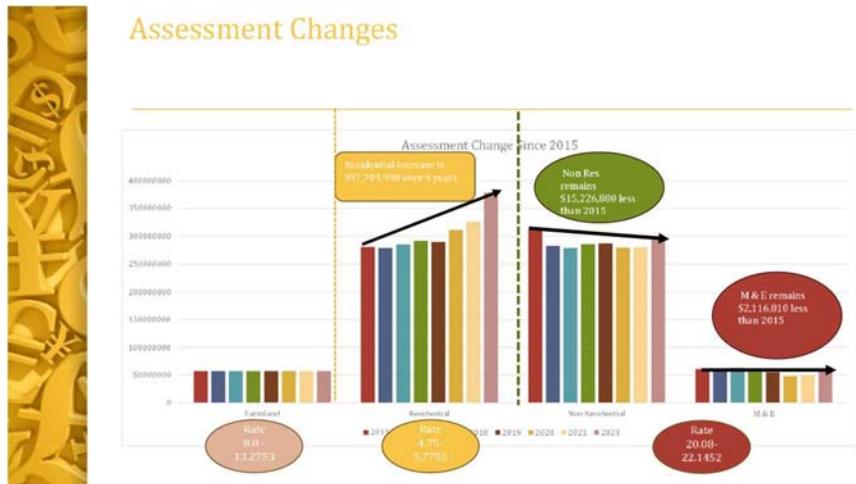


- 2024 Tax Rate**
- Review the assessment
 - Review 2023 Municipal Tax Rate comparison
 - 2024 Budget
 - 2024 Requisitions
 - Proposed tax rates

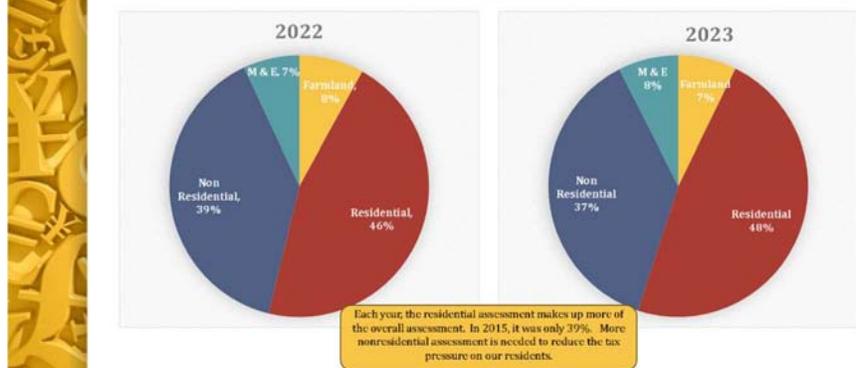
Assessment

The Overall Assessment is up by \$43,403,180 (5.8%)

	2022 Assessment	2023 Assessment	Increase (Decrease)
Res/Farmland			
Residential	351,993,330	378,306,870	26,313,540
g/l no requisitions	831,070	831,070	0
Farmland	56,809,610	56,778,410	(31,200)
Total Res/Farmland	409,634,010	435,916,350	26,282,340
Non Res			
Commercial	31,517,230	44,236,510	12,719,180
Small Business	18,168,650	5,844,080	(12,324,570)
g/l no requisitions	2,747,220	2,790,560	43,340
Linear	230,500,520	243,766,240	13,265,720
Total Non Res	282,933,720	296,637,390	13,703,670
M and E	55,880,830	59,106,000	3,417,170
TOTAL ASSESSMENT	740,456,560	791,859,740	43,403,180

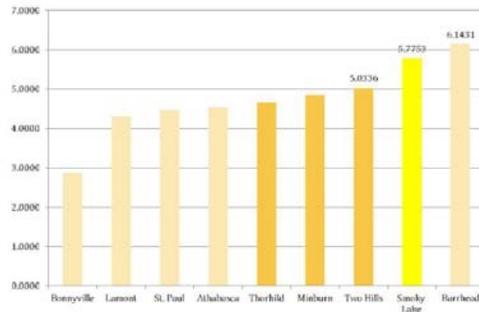
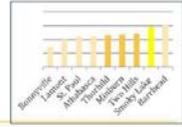


Because of the decrease in non residential/linear, the ratios have changed a bit this year

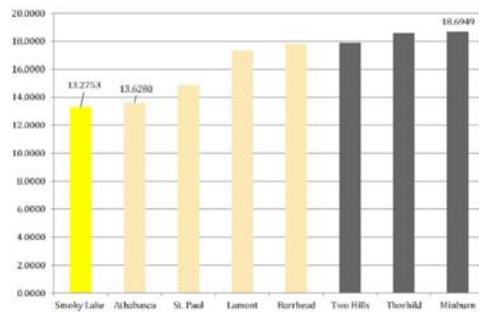
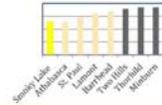




2023 Residential Tax Rates



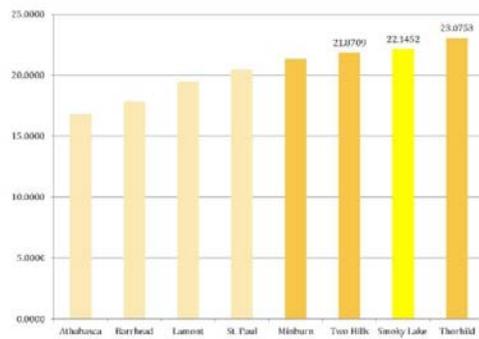
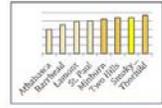
2024 Farmland Tax Rates



In 2023 we increased the farmland rate from 12.8753 to 13.2753. Smoky Lake County has the **lowest farm property taxes in the region**.



Non Residential Tax Rates



Smoky Lake County has a separate small business tax rate. It is slightly lower at 21,929.



2024 Budget

Using the updated assessment and the same tax rates as 2023, we can achieve a balanced budget with a very small contingency

OPERATING REVENUE	
Taxes	815,480,692
Other Income	170,148
Rebate on Other Commitments	348,835
Grants	712,983
Transfers from Operating Revenue	1,020,000
TOTAL OPERATING REVENUE	17,267,458
OPERATING EXPENSES	
Salaries, Wages, and Benefits	7,161,982
Contractual and Financial Expenses	3,838,563
Miscellaneous, Printing, and Utilities	1,080,832
Transfers to Local Networks & Agencies	628,784
Waste	0
Bank Charges & Interest	9,100
Depreciation	2,583,857
Contingency	13,719
Administration	2,914,200
TOTAL OPERATING EXPENSES	17,224,168
Net Operations	43,290
Capital Funding	
State of Capital Assets	1,300,700
Provincial Capital Grants	4,074,911
Transfer from Operations	5,132,712
Capital Funding	6,508,323
Capital Expenses	
Buildings & Land	0
Transfer to Reserve	1,428,000
Engineering Structure - Road	1,814,000
Engineering Structure - Bridge	4,167,700
Land Improvements	32,000
Equipment	874,407
Utilities	594,410
TOTAL CAPITAL EXPENSES	10,916,517
Total Capital	-4,408,194
Net Profit/Loss	-2,014,300
Reserve Accumulation	2,014,300
Adjusted Surplus (Deficit)	0

Including
 • the transfer of \$675,000 from the 2023 surplus

2024 Requisitions

	2023	2024
Education - Res and Farmland	2.4387	2.2911
Education - Non Res	3.7365	3.5027
Foundation	0.6880	0.6773
DIP	0.0746	0.0765

Although we cannot establish a separate rate for policing, it is important to note how much the increase affects taxes.

In 2024 the portion of the Municipal Rate arising from Policing Charges is equal to

322
2023 - .2575
2022 - .1583

Education Requisition

- The Education Requisition remains the same as 2023.
- The rate will decrease in 2024 as a result of the increased assessment.
- Res & Farmland decrease = .1476
- Non Res decrease = .2338

Foundation

- The Foundation Requisition increased by \$22,932
- The Assessment increase more than covers this therefore the rate will decrease in 2024 by 0.0107

Designated Industrial Property

- The DIP requisition is set by the Provincial government to cover their costs to prepare the assessment for the industrial properties
- It will increase by 0.0019

2024 Tax Rates

MILL RATES	RESIDENTIAL		FARMLAND		NON RESIDENTIAL		NON RESIDENTIAL SMALL BUSINESS		MACHINERY AND EQUIPMENT	
	2023	2022	2023	2022	2023	2022	2023	2022	2023	2022
MUNICIPAL	5.7753	5.7753	13.2753	13.2753	22.1452	22.1452	21.9292	21.9292	22.1452	22.1452
EDUCATION	2.2911	2.4387	2.2911	2.4387	3.5027	3.7365	3.5027	3.7365		
SENIORS FOUNDATION	0.6773	0.688	0.6773	0.688	0.6773	0.688	0.6773	0.688	0.6773	0.688
Total Rates	8.7437	8.902	16.2437	16.402	26.325	26.57	26.109	26.354	22.8225	22.833
INCREASE		-0.1583		-0.1583		-0.2445		-0.2445		-0.0107

Tax Rates

The proposed tax rates will remain the same:

- Farmland **13.2753**
- Residential **5.7753**
- Non Residential **22.1452**
- Small Business **21.9292**
- Machinery & Equipment **22.1452**

Average Parcel Tax Increase

Farmland \$2.37

Residential \$41.35

Small Business \$8,155.67

Non-Residential \$755.42

M & E \$819.49

Linear \$20,899.47

2024 PARCEL AVERAGE TAX INCREASE (DECREASE)		TOTAL PROPOSED MILL RATE
	2023	Total
	16.402	16.2437
TOTAL FARMLAND MILL RATE		
Total number of assessed farmland properties	4,273	4,276
Total assessment for farmland parcels	56,809,610	56,778,410
Total average assessment per parcel	13,295	13,278
Average total tax per parcel	\$218.06	\$215.65
Total Increase (decrease) / average parcel	-1%	\$2.37
TOTAL RESIDENTIAL MILL RATE		
Total number of assessed residential parcels	2,151	2,212
Total assessment for residential parcels	351,993,330	378,306,870
Average assessment per parcel	163,138	171,025
Average total tax per parcel	\$1,454.03	\$1,495.39
Total Increase (decrease) / average parcel	3%	\$41.35
TOTAL SMALL BUSINESS MILL RATE		
Total number of assessed non-residential parcels	40	40
Total assessment for non-residential parcels	18,168,050	5,844,080
Total average assessment per parcel	454,214	146,102
Average total tax per parcel	\$11,970.28	\$3,814.61
Total Increase (decrease) / average parcel	-68%	\$8,155.67
TOTAL NON-RESIDENTIAL MILL RATE		
Total number of assessed non-residential parcels	31,433,230	44,236,510
Total assessment for non-residential parcels	72,095	101,460
Average total tax per parcel	\$1,915.51	\$2,670.95
Total Increase (decrease) / average parcel	37%	\$755.42
TOTAL MACHINERY & EQUIPMENT MILL RATE		
Total number of assessed M & E parcels	151	146
Total assessment for M & E parcels	55,888,830	59,306,000
Total average assessment per parcel	370,125	406,205
Average total tax per parcel	\$8,451.11	\$9,270.62
Total Increase (decrease) / average parcel	10%	\$819.49
TOTAL LINEAR		
Total number of assessed Linear parcels	31	31
Total assessment for Linear parcels	230,500,520	243,766,240
Total average assessment per parcel	6,984,864	7,863,427
Average total tax per parcel	\$186,106.82	\$207,006.29
Total Increase (decrease) / average parcel	11%	\$20,899.47

Bylaw No. 1461-24: Year-2024 Tax Rate

519-24: Cere

That Smoky Lake County Bylaw No. 1461-24: Year-2024 Tax Rate, for the purpose of authorizing the rates of taxation to be levied against assessable properties within the municipality of Smoky Lake County for the 2024 Taxation Year, be given **FIRST READING**.

Carried.

Moved by Councillor Fenerty that Smoky Lake County Bylaw No. 1461-24: Year-2024 Tax Rate, for the purpose of authorizing the rates of taxation to be levied against assessable properties within the municipality of Smoky Lake County for the 2024 Taxation Year, be given **SECOND READING**.

Carried.

Moved by Councillor Serben that Smoky Lake County Bylaw No. 1461-24: Year-2024 Tax Rate, for the purpose of authorizing the rates of taxation to be levied against assessable properties within the municipality of Smoky Lake County for the 2024 Taxation Year, be given unanimous consent for **PERMISSION FOR THIRD READING**.

Carried Unanimously.

Moved by Councillor Gawalko that Smoky Lake County Bylaw No. 1461-24: Year-2024 Tax Rate, for the purpose of authorizing the rates of taxation to be levied against assessable properties within the municipality of Smoky Lake County for the 2024 Taxation Year, be given **THIRD & FINAL READING**; and that the Reeve and the Chief Administrative Officer are hereby authorized to affix their signatures to all necessary documents and the corporate seal also be fastened where it is deemed to be necessary.

Carried.

6. Correspondence:

Nil.

7. In Camera (Executive Session):

Nil.

8. Adjournment:

520-24: Halisky

That the Smoky Lake County Council Budget Meeting of April 24, 2024, be adjourned, time 10:13 a.m..

Carried.

REEVE

S E A L

CHIEF ADMINISTRATIVE OFFICER

SMOKY LAKE COUNTY

Minutes of the **County Council Meeting** held on Thursday, **April 25, 2024**, at 9:00 A.M. held both virtually online and physically in Council Chambers.

The meeting was called to order by the Reeve, Jered Serben, in the presence of the following persons:

ATTENDANCE		
<u>Div. No.</u>	<u>Councillor(s)</u>	<u>Thursday, Apr. 25, 2024</u>
1	Dan Gawalko	Present in Chambers
2	Linda Fenerty	Present in Chambers
3	Dominique Céré	Present in Chambers
4	Lorne Halisky	Present in Chambers
5	Jered Serben	Present in Chambers
Interim CAO	Lydia Cielin	Present in Chambers
Finance Manager	Brenda Adamson	Present Virtually
Executive Svcs/R.S.	Patti Priest	Present in Chambers

Observers in Attendance Upon Call to Order:

Comm. Officer	Evonne Zukiwski	Present Virtually
P & D Manager	Jordan Ruegg	Present Virtually
Nat. Gas Manager	Daniel Moric	Present Virtually
Accounts Payable	Lonnie Shulko	Present Virtually
Fire Srv. Clerk	Meaghan Andreychuk	Present Virtually
Peace Officer	Tate Murphy	Present Virtually
Ag. Fieldman	Carleigh Danyluk	Present Virtually
Public	1 Members	Present in Chambers
Public	2 Members	Present Virtually
Media	No Members	N/A

2. Agenda:

521-24: Céré

That the Smoky Lake County Council Meeting Agenda for Thursday, April 25, 2024, be adopted, as amended:

Addition to the Agenda:

1. Government of Alberta News Release: Get involved in Alberta’s health advisory councils, dated April 16, 2024.

Carried Unanimously.

3. Minutes:

3.1. Minutes of the Regular Council Meeting, March 28, 2024

522-24: Halisky

That the minutes of the **Smoky Lake County Regular Council Meeting**, held on Thursday, March 28, 2024, be adopted as presented.

Carried.

3.2. Minutes of the Budget Council Meeting, April 5, 2024

523-24: Gawalko

That the minutes of the **Smoky Lake County Budget Council Meeting**, held on Friday, April 5, 2024, be adopted as presented.

Carried.

3.3. Minutes of the Regular Council Meeting, April 11, 2024

524-24: Fenerty

That the minutes of the **Smoky Lake County Regular Council Meeting**, held on Thursday, April 11, 2024, be adopted as presented.

Carried.

5. Public Hearing:

Nil.

Scott Franchuk, Fire Chief, virtually joined the meeting, and Chris Minailo, Public Works Manager, entered Council Chambers, time 9:08 a.m.

7. Request for Decision:

7.4. Municipal Land Use Suitability Tool (MLUST) Request for Proposals

525-24: Céré

That Smoky Lake County, as the Managing Partner, in partnership with the Town of Smoky Lake, the Village of Waskatenau and the Village of Vilna, for the Alberta Community Partnership (ACP) 2023-24 Grant, issue a Request for Proposals (RFP) for the preparation of a Regional Municipal Land Use Suitability Tool, and advertise said RFP on the Alberta Purchasing Connection, with a closing date and time of Friday, May 31, 2024, at 4:00 p.m. Mountain Time.

Carried.

One Member of the Public virtually joined the meeting, time 9:10 a.m.

7.5. Heartland Training & Support Hub (formerly: Farm Safety Centre)

526-24: Fenerty

That Smoky Lake County contribute funding in the amount of \$526.50 to the “Heartland Training and Support Hub” (formerly known as the Farm Safety Centre), towards their Year-2024 farm safety program “Safety Smarts Program” initiative and promote the Heartland Training & Support Hub through a Social Media post, in response to the letter received from Jordan Jensen, Executive Director, Heartland Training and Support Hub, dated April 9, 2024; and recommend the program be delivered in Vilna School, as well as H. A. Kostash School in Smoky Lake and to Holy Family Catholic School in Waskatenau.

Carried.

7.1. Bylaw No. 1429-23 – Undeveloped Road Allowance - River Lot 10

527-24: Halisky

That Smoky Lake County **Bylaw No. 1429-23 – Undeveloped Road Allowance, East Side of River Lot 10, Victoria Settlement**, for the purpose of closing to public travel, a portion of the undeveloped road allowance, in accordance with section 22 of the municipal government act, chapter m-26, revised statutes of Alberta 2000, be given **SECOND READING**.

Carried.

Moved by Councillor Gawalko that Smoky Lake County **Bylaw No. 1429-23 – Undeveloped Road Allowance, East Side of River Lot 10, Victoria Settlement**, for the purpose of closing to public travel, a portion of the undeveloped road allowance, in accordance with section 22 of the municipal government act, chapter m-26, revised statutes of Alberta 2000, be given **THIRD & FINAL READING**, and the Reeve and Interim Chief Administrative Officer be hereby authorized to fix their signatures to all necessary documents and the corporate seal be fastened where it is deemed to be necessary.

Carried.

Chris Minailo, Public Works Manager left Council Chambers, and Delegations: Roadata Services Ltd.’s General Manager: Nicole Wright, and Operations Manager: Gail Wright, virtually joined the meeting, time 9:16 a.m.

One Member of the Public Virtually joined the meeting, time 9:17 a.m.

7.2. Bylaw No. 1462-24: to Amend Road Closure Bylaw No. 1429-23 – Undeveloped Road Allowance, East Side of River Lot 10, Victoria Settlement

528-24: Halisky

That Smoky Lake County **Bylaw No. 1462-24: to Amend Road Closure Bylaw No. 1429-23 – Undeveloped Road Allowance, East Side of River Lot 10, Victoria Settlement**, for the purpose of closing to public travel and disposing a portion of the undeveloped road allowance, in accordance with section 22 of the municipal government act, chapter m-26, revised statutes of Alberta 2000, be given **FIRST READING**.

Carried.

Moved by Councillor Fenerty that Smoky Lake County **Bylaw No. 1462-24: to Amend Road Closure Bylaw No. 1429-23 – Undeveloped Road Allowance, East Side of River Lot 10, Victoria Settlement**, for the purpose of closing to public travel and disposing a portion of the undeveloped road allowance, in accordance with section 22 of the municipal government act, chapter m-26, revised statutes of Alberta 2000, as amended, be given **SECOND READING**.

Carried.

Moved by Councillor Céré that Smoky Lake County **Bylaw No. 1462-24: to Amend Road Closure Bylaw No. 1429-23 – Undeveloped Road Allowance, East Side of River Lot 10, Victoria Settlement**, for the purpose of closing to public travel and disposing a portion of the undeveloped road allowance, in accordance with section 22 of the municipal government act, chapter m-26, revised statutes of Alberta 2000, as amended, be given unanimous consent for **PERMISSION FOR THIRD READING**.

Carried Unanimously.

Moved by Councillor Serben that Smoky Lake County **Bylaw No. 1462-24: to Amend Road Closure Bylaw No. 1429-23 – Undeveloped Road Allowance, East Side of River Lot 10, Victoria Settlement**, for the purpose of closing to public travel and disposing a portion of the undeveloped road allowance, in accordance with section 22 of the municipal government act, chapter m-26, revised statutes of Alberta 2000, as amended, be given **THIRD & FINAL READING**, and the Reeve and Interim Chief Administrative Officer be hereby authorized to fix their signatures to all necessary documents and the corporate seal be fastened where it is deemed to be necessary.

Carried.

7.3. Bylaw No. 1453-23: LUB Amendment for Supportive Living Facilities, Establishment of a Direct Control District for Supportive Living Facilities & Rezoning

529-24: Gawalko

That Smoky Lake County **Bylaw No. 1453-23: to amend the Land Use Bylaw No. 1272-14**, to define Supportive Living Facilities and creating provisions relating thereto, and to rezone Part of River Lot 15 (Victoria Settlement) from Victoria Commercial (C2) District to Direct Control (DC2) District', and to ensure public safety, environmental protection and minimal impacts on landowners adjacent to Supportive Living Facilities, be given **SECOND READING**.

Councillor Céré requested a Recorded Vote:

In Favour:

Serben

Fenerty

Halisky

Gawalko

Opposed:

Céré

Carried.

Moved by Councillor Halisky that Smoky Lake County **Bylaw No. 1453-23: to amend the Land Use Bylaw No. 1272-14**, to define Supportive Living Facilities and creating provisions relating thereto, and to rezone Part of River Lot 15 (Victoria Settlement) from Victoria Commercial (C2) District to Direct Control (DC2) District', and to ensure public safety, environmental protection and minimal impacts on landowners adjacent to Supportive Living Facilities, be given **THIRD & FINAL READING**, and the Reeve and Interim Chief Administrative Officer be hereby authorized to fix their signatures to all necessary documents and the corporate seal be fastened where it is deemed to be necessary.

Councillor Céré requested a Recorded Vote:

In Favour:

Serben
Fenerty
Halisky
Gawalko

Opposed:

Céré

Carried.

Chris Minailo, Public Works Manager, entered Council Chambers, time 9:38 a.m.

4. Delegations:

4.1. Roadata Services Ltd.

Virtually present before Council from 9:22 a.m. to 9:41 a.m., was Roadata Services Ltd.'s General Manager: Nicole Wright, and Operations Manager: Gail Wright, to review the permitting fees charged through the Transportation Routing and Vehicle Information System Multi-Jurisdiction (TRAVIS-MJ), as requested through Council's March 28, 2024, Motion #452-24.

The Delegations from Roadata Services Ltd.'s, virtually left the meeting, time 9:42 a.m.

Roadata Services Ltd. Delegation

530-24: Céré

That Smoky Lake County Council accept the information received from the April 25, 2024, Delegation: Roadata Services Ltd.'s General Manager, Nicole Wright, and Operations Manager, Gail Wright, in respect to their services provided relating to all aspects of moving overweight, over dimensional and multiple legal load vehicles on roadways, and the range of fixed fees charged across the province through the Transportation Routing and Vehicle Information System Multi-Jurisdiction (TRAVIS-MJ).

Carried.

Transportation Routing & Vehicle Information System Multi-Jurisdiction (TRAVIS-MJ)

531-24: Halisky

That Smoky Lake County Council approve to increase the Transportation Routing and Vehicle Information System Multi-Jurisdiction (TRAVIS-MJ), fixed fee from the amount of \$25.00 to the amount of \$50.00, for overweight and/or oversized load permits authorizing travel on Provincial and Municipal roadways within Smoky Lake County, facilitated and charged through Roadata Services Ltd..

Carried.

Inspections of Roads Before & After Overweight and/or Oversized Loads Travel

532-24: Gawalko That Smoky Lake County Administration utilize Roadata Services Ltd.'s General Manager: Nicole Wright, and Operations Manager: Gail Wright, as an information resource for drafting a bylaw to be brought forward for Council's consideration at a future meeting, to address the inspection of roads before and after overweight and/or oversized loads travel within Smoky Lake County.

Carried.

7.6. Federation of Alberta Gas Co-ops Ltd Operations and Maintenance Manual

533-24: Fenerty That Smoky Lake County adopt the Federation of Alberta Gas Co-ops Ltd.'s Operation and Maintenance (O&M) Manual for Year-2024, outlining the guidelines for rural Alberta natural gas utilities, and follow and enforce the said guidelines as mandated, as a Federation of Alberta Gas Co-ops Ltd. member.

Carried.

7.7. Natural Gas Safety and Loss Management System (SLMS)

534-24: Céré That Smoky Lake County Council approve and execute the declaration for the Safety and Loss Management System (SLMS) for the Smoky Lake County Natural Gas Department, required by the Alberta Energy Regulator (AER) for pipeline licensees in Alberta under Section 9, of the Pipeline Rules, and in accordance with Clause 3, of the Canadian Standards Association (CSA) Z662 Oil and Gas Pipeline Standard, as part of the annual review update and approval requirements from the Federation of Alberta Gas Co-ops Ltd.'s Member Operations and Maintenance Guidelines.

Carried.

Trevor Tychkowsky, Loss Prevention Coordinator, entered Council Chambers, time 9:49 a.m.

7.8. Rural Utilities Quality Management Plan

535-24: Halisky That Smoky Lake County adopt and execute the Year-2024 Quality Management Plan issued by Rural Utilities, and submit the executed form to Rural Utilities, representing an agreement with the Province of Alberta under Section 5 of the Gas Distribution Act, to acknowledge Smoky Lake County Natural Gas Utility is designed, constructed, operated, and maintained, in accordance with the requirements of Section 2 of the Gas Distribution Act, hereby accepting the responsibility for compliance of the natural gas distribution system.

Carried.

7.9. Annual Safety Meeting

536-24: Fenerty That Smoky Lake County Council approve to schedule the Annual Safety Meeting for Friday, May 24, 2024, to be held at the National Hall in Smoky Lake; and authorize the closure of all County offices on the day of the Year-2024 Annual Safety Meeting, to allow for (and strongly encourage) all County employees to attend.

Carried.

Trevor Tychkowsky, Loss Prevention Coordinator, entered Council Chambers, time 9:55 a.m.

7.10. Alberta Indigenous & Municipal Police Transition Grant Agreement

537-24: Céré That Smoky Lake County approve action taken by the Finance Manager, Brenda Adamson, in executing the Alberta Indigenous/Municipal Police Transition Study Grant Agreement, between His Majesty in Right of Alberta (the “Minister”) and Smoky Lake County, on April 9, 2024, to receive conditional grants funds in the amount of \$90,000.00 for the purpose of conducting a study to explore policing challenges within Smoky Lake County, Village of Vilna, and Village of Waskatenau.

Carried.

7.11. Tax Penalty Waive Request for Roll #17593420

538-24: Gawalko That Smoky Lake County **take no action** to the request from the Owners of Property Tax Roll #17593420, to have tax penalties in the amount of \$1,1413.50 waived due to a misunderstanding within the family resulting in the 2023 property taxes not being paid before the penalty deadline.

Carried.

7.12. Donation Request – Smoky Lake Holubka Dancers for Highway Cleanup Lunch

539-24: Halisky That Smoky Lake County Council approve to provide funds in the amount of \$350.00 to the Smoky Lake Holubka Dancers, towards their lunch during their participation in the annual highway cleanup, scheduled for May 4, 2024.

Carried.

7.13. Waterline Crossing on Road Allowance

540-24: Céré That Smoky Lake County Council approve to allow for a private permanent waterline crossing on Township Road 601A, between Range Road 320 and Range Road 313, approximately 1,200 meters from the corner of Township Road 602 and Range Road 132, adjacent to the lands legally described as NW-34-59-14-W4, as per the application received from landowners: Kyle & Nadia Latimer, dated April 10, 2024, with an approval and inspection fee in the amount of \$300.00 payable to the County in accordance with Policy Statement No. 03-27-01: Water Line Crossing on Road Allowance.

Carried.

7.14. Day of Mourning – April 28th

541-24: Fenerty That Smoky Lake County declare April 28, 2024 as a “Day of Mourning” remembering all workers who have been killed, injured or disabled at their place of work and honouring the 165 men and women who were killed “together we remember” in Year-2023; and commemorate the day by lowering the flags as per Policy Statement No. 01-35: Flags: Half Mast, and share the “Day of Mourning” in the County Grapevine, social media and internal bulletin boards for awareness as well as discuss it at the next Toolbox Safety Meeting and Joint Health & Safety Committee Meeting.

Carried.

8. Interim Chief Administrative Officer’s Report:

8.1 Interim Chief Administrative Officer (CAO) Report

Chief Administrative Officer - Report Period: April 2, 2024 – April 23, 2024	
<ul style="list-style-type: none"> Majority of my time was consumed in meetings & preparing the draft Respiratory Protection Plan, assisting the Fire department in developing a Policy – in accordance with Section 245 of the OHS Code. Further information will be provided by the Fire Chief and will be presented at the Regional Smoky Lake Region Fire Rescue. 	
<ul style="list-style-type: none"> Preparing for Committee of the Whole Meeting agenda items Bylaw / Policy. Preparing for the RCDC Meeting. Preparing for ICC Meeting: Regional Fire Rescue documents. 	Feb. 24/24

FINANCIAL	
Projects	In Progress
No Items	
HUMAN RESOURCES	
Projects	In Progress
Staff Debrief: next meeting will be May 2, 2024 at 10am (Invite sent on April 16, 2024)	April 16/24
Staff: <i>Update</i>	April 8/24 April 18/24
<ul style="list-style-type: none"> Planning & Development's Planning Technician: Letter of Resignation received Addressed a Personnel Issue with Local 955. 	
Manager's Reports were submitted to the Interim Chief Administrative Officer for the Month of March & provided to Council as a Release of Information on April 22, 2024	April 22/24
COMMUNITY	
Projects	In Progress
Aspen View Robotics Tournament Attachment # 8.1a <ul style="list-style-type: none"> April 22, 2024 letter was received (after the Agenda Packages were released) from the H.A. Kostash School Principal and submitted by email, requesting a donation towards the Robotics Tournament being held on May 7, 2024 – time sensitive. County did support this event previously in 2022, providing a \$100 donation. County Policy Statement 01-14: Contributions to Non-Profit Organizations and Individuals, Section 4: <u>Other Requests</u>: "Other requests will be held by the Chief Administrative Officer and presented to Council for its consideration if there are funds remaining in the grants portion of the budget for the current year". <p>RECOMMENDATION: That Smoky Lake County approve to a donation in the amount of (Council's discretion) to support the Aspen View Robotic Tournament event schedule on May 7, 2024 hosted by H.A. Kostash School, funded from Grants to Individuals and Organizations budget.</p>	April 22/24
TRAINING / MEETINGS	
Ongoing cybersecurity training & phishing awareness	
ACTION LIST	
Focus my attention next week on completing Action List – Charts for January, February and March.	
Signature: Interim Chief Administrative Officer	County Council Meeting: April 25, 2024

Aspen View Robotics Tournament

542-24: Serben

That Smoky Lake County Council approve to provide funds in the amount of \$200.00 payable to H. A. Kostash School, allocated from the Grants Organizations and Individuals budget, to sponsor the Year-2024 Aspen View Robotics Tournament, scheduled for May 7, 2024, being held in Smoky Lake, in response to the letter request received from Brenda Mykytiuk, Principal of H. A. Kostash School, dated April 22, 2024.

Carried.

Interim Chief Administrative Officer Report

543-24: Halisky

That Smoky Lake County Council accept the Interim Chief Administrative Officer Report, for the period of April 2, 2024, to April 23, 2024, for information.

Carried.

9. Council Committee Reports:

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

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

- April 15 attended the LARA meeting, George L'Heureux is the new chair person , discussed some capital funding through ARECA, policy manual update, overtime must be pre-approved all overtime hours must be used within 6 months and can only bank up to 75 hours, reviewed bylaws regarding board member roles, responsibilities and expulsion of a board member, will be replacing a truck that was in an accident, Alyssa gave her Executive director report she is also trying to get our Facebook page back in our own name, will be doing demo plot at Lakeland college, any events that you or your ratepayers would like to see please forward to Alyssa, next meeting is June 17, upcoming events ,June 27 Johnson-su bio reactor workshop, July 25 Fort Kent field day, July 30 Smoky Lake field day, August 1 Lac La Biche field day, August 6 St. Paul field day.
- April 17 attended the Citizens on Patrol in Bellis, Sergeant Anita Doktor gave the RCMP report about the crime that's happening in the county, discussed training materials ACOPA reference manual & website, discussed a Waskatenau membership drive & signage, rolled out the new raffle ticket draw & discussed 2025 fund raising topics, May 7 is the Rural Crime Watch meeting, June 13 next COPs meeting in Vilna.
- April 18 attended the Evergreen Regional waste management meeting, Beaver River co9mmissssion will not be hauling waste to Evergreen at this time MSW compaction ratio is 641kg which is well within the provincial standards 440 – 740kg, Double D contracting will be shredding mattresses on site for 40 hours , discussed wind turbine disposal not something we can deal with at this time because of the size, month of May free freon unit disposal might include mattresses in the future, financials were given by Ashley and 2023 audited finances were presented by Barb McCarthy of JMD group next meeting is May 16.
- April 18 attended the Metis Nation of Alberta proposed supportive living facility open house lot of questions answered by the Minister and Métis nation representatives.

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

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

March 27, 2024 – Simplifying Municipal Data Analytics – 10:00 a.m. – via Zoom

- A one hour Zoom webinar – Each municipality has vast amounts of data which with the correct software can be invaluable to staff, residents & developers. The webinar discussed what complicated, inefficient processes can cost the municipality. With proper data, better decision making can be done, staff can be more proactive, identify areas of overspending, and respond quickly to time-sensitive areas. It was an interesting webinar, but I didn't stay for the sales pitch, though it is something Administration may choose to look at.

March 27, 2024 – Community Futures – 5:00 p.m. – St. Paul CF Office

- Admin assistant has resigned, CF will need to rehire. Lemonade Day – registration is open. CF has switched to a new payroll program, Wagepoint, which is working out incredibly well. Penny is currently working on Connect for Food symposium to be held in Vermilion on April 15. Digital Service Squad – looking for funding as current program ends in September. This is a very valuable service for entrepreneurs who need computer assistance. Audit is scheduled for May 13-15. CF has retained the services of a new auditor, the discussion being that a fresh set of eyes is good for an organization.

April 14, 2024 – Connect For Food Symposium– 8:30 a.m. – 3:30 p.m. - Vermilion

- This symposium was designed to provide an opportunity for entrepreneurs, businesses and municipal officials to dialogue, build networks, and provide input toward developing a regional food community. A panel of ten speakers with diverse interests discussed the challenges, successes and failures of bringing their products and services to the public. Representatives from two large food chains were also in attendance and spoke about the changes they are implementing to include locally produced goods in their stores. As an elected official, there are a multitude of ways to help producers showcase their product.

April 17, 2024 – Community Futures – 5:30 p.m. – via Zoom

- Loan/delinquency report discussed. Judith has returned to cover admin position for now. Orientation has been completed for new board member, Paul Miranda. Communities in Bloom – St. Paul and Elk Point meetings have started. Debrief held on Connect For Food Symposium. CF Board meetings may be changed to bi-monthly, depending on loans/delinquencies.

April 4, 11, & 18, 2024 – Municipal Corporate Planning & Finance – Augustana University – via Zoom

- Understanding municipal finances is fundamental to the job of an elected official. Municipal councils are expected to plan, govern and set policy for the best interests of their community. This course has shown me how sound financial planning and management is key to supporting a healthy municipality to ensure that its current and future service commitments are funded in a sustainable manner. As an elected official, we need to understand our role in establishing and prioritizing competing service level demands and then determine strategies to fund them for the betterment of my municipality.

Other Meetings

- March 28, 2024 – County Council Meeting – Council Chambers – 9:00 a.m.
- April 3, 2024 – Smoky Lake Regional Fire ICC Mtg – 9:00 a.m. (via Zoom - alternate)
- April 5, 2024 – Council Budget Meeting – Council Chambers – 9:00 a.m.
- April 11, 2024 – County Council Meeting – Council Chambers – 9:00 a.m.
- April 16, 2024 – RCDC – (via Zoom – alternate)
- April 17, 2024 – COW Meeting – Council Chambers – 10:30 a.m.
- April 18, 2024 – Healing Waters Treatment Centre (Tea and Talk) – National Hall – 6:00 p.m.
- April 24, 2024 – Council Budget Meeting – Council Chambers – 9:00 a.m.
- April 25, 2024 – County Council Meeting – Council Chambers – 9:00 a.m.

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

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

- March 28 Regular Council Meeting 9 am
- April 03 ICC Fire 9 am
- April 05 Budget 9 am
- April 08 Warspite Community Hall Association 7 pm
- April 11 Regular Council Meeting 9 am
- April 17 Joint Health and Safety Meeting Zoom 8 am
- April 17 Committee of the Whole 10:30 am
- April 18 Metis Nation of Alberta Tea and Talk 6 pm
- April 19 Smoky Lake Foundation 9 am
- April 24 Budget Meeting 9 am
- April 24 AHS Emergency Preparedness 1-3 pm
- Identified common stress reactions in emergency situations
- Identified helpful strategies to stressful situations
- Identified people and organizations that might prove to be helpful
- Discussed emergency kit and planning: include first aid kit, sanitary supplies, clothing and bedding, equipment (flash light, waterproof matches, hand operated can opener...) distraction and comfort items, emergency cash, personal supplies, as well as important documents such as birth/marriage/divorce certificates, banking/credit card information, logins and passwords and of course, medication as well as an Emergency Contacts List.
- Discussed as well the importance of knowing what to do with your pets, have a kit prepared for them. Have an emergency kit in the vehicle for emergencies such as breakdowns, traffic accidents, highway closures that last for hours to list a few situations.
- The need for emergency preparedness also includes those living on farms.
- Caregivers, the elderly, individuals with disabilities and young children/teenagers also need to be included in the plan.

9.4 Division Four Councillor's Report on various Committees, Boards & Commissions

Lorne Halisky – Division Four Councillor's report from various Committees, Boards and Commissions:

April 03, 2024 – Highway 28/63 Regional Water Services Commission Regular Meeting (Lorne and Dan in-person)

- Discussed Member Municipalities Drought and Water Restriction Management Plans and are waiting for Waskatenau and St Paul's Plans.
- Financial report was given by the Commission Financial Manager with all in good standing and on budget.
- 2023 Audited Financial Statements were presented by Barbara McCarthy - JMD Group LLP with all in good order etc.
- Operations Manager reported that they are currently boosting chlorine to assure safe drinking parameters at Whitefish Lake Reservoir. Radway communications tower failure work is ongoing and looking into proactive tower inspections to help prevent reoccurrence. Working on water connection for a Thorhild County resident. SCADA System work is ongoing to support remote operations and applied for grant funding to replace SCADA System as the current system is outdated, failing etc.
- Water Licence was approved for Whitefish Lake First Nation #128.
- Next Meeting date is May 8, 2024.

April 18, 2024 – Evergreen Regional Waste Management Services Commission Meeting in St Paul (in-person)

- Discussion was held on Beaver River Commission not sending waste at this time/possibly in future, MSW Compaction Ratio was higher than provincial standards, Double D Shredding Contract was signed to shred mattresses, Inert Waste Cell Construction will start soon, Wind Turbine Disposal for future consideration, AB Care Fall 2024 Conference Donation and ACP Grant Application Committee for Evergreens Operations including all member site transfer stations etc. and, Freon Unit cooling product removal fee wave possibly including mattresses in future.
- Financial report was giving with all in good standing, including GIC funding renewal, future expenses etc.
- 2023 Audited Financial Statements were presented by Barbara McCarthy - JMD Group LLP with all in good order etc.
- Next Meeting date is May 16, 2024.

April 18, 2024 – Alberta's Lakeland DMO Meeting in St Paul (in-person)

- Discussion was held on 2024 Open Farm Days, looking for members for the 2025 Tradeshow/Connected Traveler Committee, Travel Alberta and Lakeland Region is focusing on getting recognized not only in Alberta but throughout Canada and the world through WestJet/sporting events etc., Sherwood Park Tradeshow had less traffic than other years but overall interest in the Lakeland Region was high looking at close distance travel/OHV & pedal bike use/lakes & camping and Lisa Roper at the booth helped interest.
- Financial report was given with all in good standing and waiting for annual GOA Operational Funding of approximately \$200,000.00.
- Succession planning of tourism employees was discussed and canceling events due to natural disasters including costs etc.
- The summer/year is going to be busy, so all members are encouraged to use the Alberta Lakeland DMO Event Calendar for events etc.
- Next Meeting date is May 16, 2024.

April 18, 2024 – HAK School Open House & Showcase of Local Agencies (in-person)

- Attended event and found that it was well attended by parents/students and great representation of local agencies.

April 18, 2024 – Metis Nation of Alberta proposed Healing Waters Supportive Living Facility Development Open House (in-person)

- Attended the open house which was well attended by the public and found it to be very informative etc.

9.5 Reeve & Div. 5 Councillor's Report on various Committees, Boards & Commissions

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

March 22, 2024 - Smoky Lake Foundation, held at Bar-V-Nook (Jered & Dominique)

- Received the Audited Financial Statements.
- Reviewed the Operating and Capital Budget for 2024.
- Received the CAO report.
- Received the results of the Operational Review conducted November 27-28, 2023.

March 25, 2024 – Interviews for the position of CAO, held in Chambers (All Council)

- Conducted 2 interviews

March 26, 2024 – Interviews for the position of CAO, held in Chambers (All Council)

- Conducted 1 interview
- March 27, 2024 – Intermunicipal Collaboration Committee (ICC) Ad-hoc Committee, held in Town of Smoky Lake Chambers (Jered, Dominique & Lorne)
- Received information from Real Estate Specialist / Agents a Developer and Seniors Housing Specialist to discuss the market status, housing analysis and affordable housing (which is not to be confused with low-income housing)

March 28, 2024 – Regular Council Meeting, held in Chambers (All Council)

- Received an update from Aspen View Schools about enrollment and how we can help each other.
- Gave 3rd Reading to Bylaw 1458-24: Water & Sewer.
- Amended Policy Statement No. 04-01-03: Operation Maintenance Transfer Station (added \$10 fee for mattress disposal & \$10 fee for out-of-area disposal).
- Amended Policy Statement No 08-10-04: Special Tax Cancellation, to include the cancellation of the 2024 Local Improvement Tax charged to the Bellis Ukrainian Orthodox Church.
- Approved \$1,500 of FCSS funding to Royal Canadian Legion 227 Smoky Lake Branch.

- Received a presentation on the County's Assessment from the Assessors: Accurate Assessment Group Ltd.
 - Took no action to the verbal request provided on February 22, 2024, made by Casey Tchir, Developer, who recommended revisions to the Development Concept Plan contained within the Estates of Bonnie Lake Out Line Plan, as any such approval (or denial) to change the proposed development plan will be done so in due course and in accordance with all applicable bylaws, legislation once a development permit has been received.
 - Acknowledged the revenue to the County of \$701,168.49 from selling 3 properties through CLHBid.com.
 - Gave 3rd Reading to Bylaw No. 1459-24: Next Generation 9-1-1 (NG9-1-1) Service.
 - Renewed the membership fee of \$2,200 to the Northeast Alberta Alliance for Growth and Opportunities (NAAGO) for 2024.
 - Awarded the 2024-2026 Gravel Crushing Tender to Auger Sand & Gravel of Westlock.
 - Received the audited Financial Statements as presented by the County's auditor: JMD Group LLP.
- April 3, 2024 – Intermunicipal Collaboration Committee (ICC), held in Chambers (Jered & Dominique)
- Reviewed and accepted the Smoky Lake Region Fire Rescue Advisory Committee Terms of Reference.
 - Reviewed and deferred the Smoky Lake Region Fire Rescue 3-Year Draft Budget 2025-2027 to allow time to incorporate changes discussed.
 - Received the inventory project report of the Smoky Lake Region Fire Rescue Fire Department, which identifies over 600 non-capital items from within the Smoky Lake Fire Hall by bar-code.
- April 5, 2024 – Council Budget Meeting, held in Chambers (All Council)
- Reviewed and recommend changes to the 2024 Budget which will be incorporated and adopted at a future meeting.
 - Reviewed the County's Assessment & Tax Summary, including the Year-2023 totals, Year-2024 requirements.
 - Discussed a Land and Legal Issue about the Village of Waskatenau's Annexation Proposal, under the authority of the FOIP Act Section 21: Intergovernmental Relations, and Section 27: Privileged Information, in Executive Session.
- April 8, 2024 – Northeast Alberta Alliance for Growth & Opportunity (NAAGO) meeting with Minister of Transportation (Jered)
- Received an update from the Minister about the improvements being planned for Highway 28, including resurfacing, intersection improvements, passing/turning lane widenings, and twinning from Bonnyville to Cold Lake.
- April 10, 2024 – Northeast Alberta Alliance for Growth & Opportunity (NAAGO) meeting, held in Lac La Biche, (Jered)
- Discussed the next advocacy campaign which will likely be healthcare related.
 - Discussed advocating for a red tape reduction associated with the unreasonable fire underwriter insurance certifications for firefighting capital equipment.
- April 11, 2024 – Regular Council Meeting, held in Chambers (All Council)
- Received an update from MCSNet about their broadband projects including the ones within County.
 - Received the Smoky Lake RCMP's Community Priorities Issues:
 - Police / Community Relations - Police Visibility & Youth Eng, &
 - Crime Reduction - Property Crime,
 - Amended Policy Statement No. 61-03: Application for Development Permit.
 - Rescinded Policy Statement No. 61-02: Resource Extraction Development Permit Application.
 - Acknowledged the County will not conduct any action to dredge and lower White Earth Creek's bed.
 - Approved to add \$28,000.00 into the final 2024 budget to purchase a 63 cubic meter stand up tank for extra water storage capacity at the truck fill, to assist the farming community during the predicted 2024 drought.
 - Approved to support Lemonade Day.
 - Amended Policy Statement No. 03-18-19: Five-Year Road Plan.
 - Approved a backsloping program project along SE-35-59-16-W4, adjacent to Range Road 161.
 - Agreed to follow up with the Minister of Transportation and Economic Corridors, about the speed limit reduction on Hwy 28 along the Town of Smoky Lake.
 - Gave 3rd Reading to Bylaw No. 1460-24: Borrowing Bylaw.
 - Approved to provide \$3,000 to Vilna/Bellis Citizens on Patrol.
 - Acknowledged the official designation of Alberta section of the North Saskatchewan River as a Canadian Heritage River.
 - Acknowledged the Community Initiatives and Agriculture, Explore Edmonton, has decided to forgo the Farm Family Awards program in Year-2024.
- April 13, 2024 – STARS Fundraiser, held in Smoky Lake Complex (Jered, Dominique)
- Presented the \$6,000 on behalf of the County & expressed our heartfelt thanks for the exceptional work and dedication that the STARS team provides for us time and time again.
 - The event raised \$100,000 in total this year.
- April 16, 2024 – Regional Community Development Committee (RCDC) held in Chambers & virtually (Jered, Lorne & Linda)
- Vilna Councillor, Paul Miranda was acclaimed as Chairperson, and Town of Smoky Lake Councillor, Evelynne Kobes was acclaimed as Vice-Chairperson.
 - Discussed the Alberta Advantage Immigration Program (AAIP) Rural Renewal Stream, and agreed to invite other entities who are currently participating in the program to the next meeting (April 30th) for more information,
 - Approved to pay Michelle Wright for representing the region at the booth at the Edmonton Boat & Sportsman Show.
 - Deferred all agenda items relating to the RCDC Terms of Reference and Community Economic Development Officer (CEDO) until after County CAO is in place.
 - Received and financial update and round table stakeholder updates.
- April 17, 2024 – Joint Health & Safety Meeting, held in Chambers (Jered & Dominique)
- Reviewed the action plan to improve on deficiencies from the Safety Audit completed in December 2023.

- Reviewed the Incidents: 2 break and enters and 1 near miss.
- April 17, 2024 – Council Committee of the Whole Meeting, held in Chambers (All Council)
- Received information and held discussion in respect to the items below:
 - County-Owned Lands Inventory List
 - Organizational Structure and Draft Policy
 - Road Bans and Weight Restrictions on Haul Roads
 - Municipal Grant Funding Opportunities
 - Research in respect to Tax Incentives to Promote Development
 - April 18, 2024 – Métis Nation of Alberta's Proposed Supportive Living Facility Development: Healing Waters Treatment Center, held at the National Hall (All Council)
 - Attended the event to hear the information presented to the public from the MNA and the Minister of Mental Health & Addiction.
 - Speakers/Presenters included MNAs's: Mental Health Secretary, Kaila Mitchell, Senior Executive Officer, Aaron Barner, and Director of Health, Reagan Bartel
 - Noted attendees included: Minister of Mental Health and Addiction, Hon. Dan Williams, Local MLA Glen van Dijken, Athabasca-Barrhead-Westlock Constituency, Smoky Lake County Council, and Smoky Lake County Planner and Development Manager, Jordan Ruegg.

Reeve's Report and Councillors Reports on various Committees, Boards & Commissions

544-24: Fenerty

That Smoky Lake County's Reeve Report received for the period of March 22, 2024, to April 17, 2024, be posted to the County's website and the Councillors reports on various committees, boards and commissions, be accepted as presented.

Carried.

10. Correspondence:

10.1. Rural Municipalities of Alberta, Backgrounder, Bill 18: Provincial Priorities Act

545-24: Céré

That Smoky Lake County acknowledge receipt of the Rural Municipalities of Alberta, Backgrounder, publication in respect to Bill 18: Provincial Priorities Act, dated April 2024, with RMA's key message being:

"Bill 18 places additional red tape around federal-municipal funding agreements. Municipalities are reliant on provincial and federal grant funding to support local priorities. Any legislative or regulatory changes that make funding more difficult to access are concerning and contradict the province's priority of reducing red tape.

From a municipal perspective, Bill 18 implies that municipalities are unable to determine what is best for their residents. Although the Government of Alberta is responsible for advocating for what is best for the province as a whole, municipalities are closest to their residents and are in the best position to determine how to support their communities.

Most federal-municipal agreements are small scale, supporting local community events and projects. RMA is concerned about politics interfering with these opportunities.

The high-level nature of the legislation creates uncertainty for municipalities in terms of how current funding opportunities will be impacted. It is unknown whether regulations will be developed to exempt certain projects.

Municipalities view themselves as partners of the provincial and federal government. Bill 18 instead further isolates municipalities from collaborating with other levels of government to support community needs."

Carried.

10.2. Alberta Health Services, Reception Centres: A Guide for Municipalities

546-24: Fenerty

That Smoky Lake County acknowledge receipt of the publication received from Alberta Health Services, titled: "Reception Centres: A Guide for Municipalities", received by email on April 8, 2024.

Carried.

547-24: Halisky

That Smoky Lake County share the publication received from Alberta Health Services, titled: "Reception Centres: A Guide for Municipalities", received on April 8, 2024, to any party involved with emergency management, including Town of Smoky Lake Family & Community Supports Services, and the Regional Emergency Management Committee.

Carried.

Dave Franchuk, Environment and Parks Manager, was present by speaker phone, time 10:39 a.m.

10.3. Victoria Trail Agricultural Society, Request for Garbage Bins

548-24: Serben

That Smoky Lake County provide in-kind assistance to the Victoria Trail Agricultural Society (VTAS) of waiving the Smoky Lake Landfill fees to dispose of materials for the duration of, and relating to, their major resurfacing project of the arena in Waskatenau, subject to them separating and sorting the waste appropriately to the best of their abilities, in response to the letter received from Chad Ollikka, Vice President of the Victoria Trail Agricultural Society (VTAS), dated April 18, 2024.

Carried.

The call ended with Dave Franchuk, Environment and Parks Manager, time 10:41 a.m.

10.4. Invitation to Transportation & Economic Corridors Golf Day in Barrhead

549-24: Halisky

That Smoky Lake County take no action to the invitation to participate in the Transportation & Economic Corridors Golf Day in Barrhead, as per the email received on April 19, 2024, from Michael Botros, P.Eng., Regional Director, North Central & Ft. McMurray Regions, Transportation and Economic Corridors.

Carried.

Addition to the Agenda:

Alberta's Health Advisory Councils

550-24: Serben

That Smoky Lake County promote the Government of Alberta's News Release titled "Get involved in Alberta's health advisory councils", dated April 16, 2025, to encourage Albertans across the province to apply to join the new advisory councils dedicated to improving health care in their communities.

Carried.

11. Information Releases:

Nil.

12. Financial Reports:

Budget to Actual Report

551-24: Halisky

That Smoky Lake County's financial reports, including the Budget to Actual as of April 18, 2024, and Financial Statements for the month of February 2024 and March 2024, be accepted for information.

Carried.

13. Next Meeting(s):

Reconfirm County Council Meeting Date

552-24: Halisky

That the previously scheduled upcoming Smoky Lake County Council Meetings be re-confirmed as follows:

Thursday, May 9, 2024, at 9:00 a.m., (Regular),

Thursday, May 23, 2024, at 9:00 a.m. (Regular),

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

Carried.

Scheduled County Council Meetings

553-24: Céré That the next Smoky Lake County Council Meetings be scheduled for:
Thursday, June 13, 2024, at 9:00 a.m., (Regular),
Thursday, June 27, 2024, at 9:00 a.m. (Regular),
to be held virtually, through Electronic Communication Technology as
per Bylaw 1376-20 **and/or** physically in County Council Chambers.

Carried.

Brenda Adamson, Finance Manager, virtually left the Meeting, time
10:46 a.m.

Executive Session:

14.3. Personnel Issue, Chief Administrative Officer (CAO) Recruitment

554-24: Céré That Smoky Lake County Council go into Executive Session to discuss
a Personnel Issue, in respect to Chief Administrative Officer (CAO)
Recruitment, under the authority of FOIP Act: Section 27: Privileged
Information, in the presence of all Council, Interim Chief Administrative
Officer, and Executive Services Clerk, time 10:49 a.m.

Carried.

555-24: Fenerty That Smoky Lake County Council go out of Executive Session, time
11:01 a.m.

Carried.

6. Municipal Planning Commission:

Meeting Recessed The Council meeting was recessed at 11:02 a.m. to undertake a
Municipal Planning Commission Meeting on a separate agenda with
separate minutes.

Meeting Reconvened The Council meeting reconvened on a call to order by the Reeve at 11:24
a.m. in the physical or virtual presence of all Council Members, Interim
Chief Administrative Officer, Executive Services Clerk, Planning &
Development Manager, Natural Gas Manager, Fire Chief, Agricultural
Fieldman, Municipal Clerk, and 7 Members of the Public.

11:31 to 11:50 a.m. Public Question and Answer Period:

Hank Holowaychuk, Member of the Public, questioned if the County
will be making an effort to participate in pitch-in week, particularly on
the roads leading to the landfills.

Council responded:

- Roadside cleaning is carried out every spring along the roads to
the landfills and is done year-round as needed. Pitch-in week a
great event to promote on social media and bring awareness to
remind drivers to slow down when passing clean-up crews.

Dee Cherwoniak, Member of the Public, questioned why the location of
the proposed Métis (MNA) Supportive Living Facility was moved to the
north end of the river lot and what the process will be to keep the
community updated when there is a development permit received for it.

Council responded:

- The land was acquired by the MNA through a federal grant and
with a stipulation that the portion of untouched/natural land
remain preserved as such, so the location was moved to the north
end of lot where the land had previously been cultivated in past.

Administration responded:

- Development Permits are made public through the Municipal Planning Commission (MPC) meetings and the MPC agendas and information can be found on the County website. Also, we hope to involve the public in the design elements, possibly through an open house.

One Member of the Public, left Council Chambers, time 11:50 a.m.

14.1. Personnel Issue: Agricultural Department Staffing

556-24: Fenerty

That Smoky Lake County Council go into Executive Session to discuss a Personnel Issue, in respect to Agricultural Department Staffing, under the authority of the FOIP Act Section 24: Advice from Officials, in the presence of all Council, Interim Chief Administrative Officer, Agricultural Fieldman, and Executive Services Clerk, time 11:52 a.m.

Carried.

557-24: Céré

That Smoky Lake County Council go out of Executive Session, time 12:08 p.m.

Carried.

Quotes for Contract Herbicide Application Services

558-24: Gawalko

That Smoky Lake County request quotes from licensed vegetation control service companies to potentially provide the County with contract licensed herbicide application services between of the period of June 15, 2024, to September 1, 2024, for the purpose of covering the temporary shortfall in staffing and meet the vegetation management program requirements, as discussed on April 25, 2024, while in Executive Session, under the authority of the FOIP Act Section 24: Advice from Officials.

Carried.

Chris Minailo, Public Work Manager, Mark Fedoretz, Public Works Shop Foreman, and Bob Novosiwsky, Public Works Road Foreman, entered Council Chambers, time 12:08 p.m.

14.2. Legal Issue: Equipment Rental Agreement Proposal

559-24: Céré

That Smoky Lake County Council go into Executive Session to discuss a Legal Issue: Equipment Rental Agreement Proposal, under the authority of the FOIP Act Section 24: Advice from Officials, in the presence of all Council, Interim Chief Administrative Officer, Executive Services Clerk, Public Work Manager, Public Works Shop Foreman, and Public Works Road Foreman, time 12:09 p.m.

Carried.

560-24: Halisky

That Smoky Lake County Council go out of Executive Session, time 12:29 p.m.

Carried.

15. ADJOURNMENT:

561-24: Fenerty

That the Smoky Lake County Council Meeting of April 25, 2024, be adjourned, time 12:30 p.m..

Carried.

REEVE

SEAL

CHIEF ADMINISTRATIVE OFFICER

Bellis 4H Beef Club

#4.1



Smoky Lake County
Box 310
Smoky Lake AB T0A 3L0

April 10, 2024

Dear Smoky Lake County Council,

I would like to start off by thanking you for sponsoring our 4H champion buckles for the past 9 years. We really appreciate it and all the kids wear their buckles with pride. This year we have 17 members and 7 cleaver members! We have our general meetings once a month at the Bellis Hall and try to partake in one additional community event or workshop a month. Aside from our meetings, we do numerous other things within the community. Some of our most memorable highlights include Christmas Caroling in the community and when we go grocery shopping and donate all the food to the Smoky Lake Food Bank. We also volunteer at various community events like the Pumpkin Fair Farmers Market, Vilna Fireman's Ball, Smoky Lake Rodeo, Randy Russ Memorial Barrel Racing event, just to name a few. This past month we volunteered at the STARS Fundraiser in Smoky Lake.

It is a busy and exciting time of the year for us. All of us members have been working really hard on our animals and we are in the process of planning our annual 4H Achievement Day and Sale. This year it will be hosted at the Waskatenau Arena on June 10, 2024 and will feature 16 market steers and numerous female breeding projects. The Cleaver members will be exhibiting their flocks of meat chickens and laying hens.

We would like to ask for your sponsorship for this event. In the past, your contribution has been used to Sponsor the Trophy Belt Buckles for the Champion and Reserve Champion steers as well as for Supreme Female and Reserve Supreme Female. Last year, our buckles cost \$1200.00 (Canadian) with an additional \$25.00 for delivery. On the behalf of the Bellis 4-h Beef Club I would like to ask the Smoky Lake County for their continued support and to consider sponsoring our buckles once again and presenting them to the Champions at our achievement day.

We would like to thank you in advance for your consideration to sponsor our 4H show. Without having our communities generous support, we wouldn't have been able to put on the quality level of shows we have in the past. This can only be made possible with the generous donations and contributions that we receive through all of our supporters. Your sponsorship enables us to accomplish so much! I would also like to thank - you in advance for your ongoing and continued support to the future of agriculture in our community.

Sincerely,
Ellena Senetza
President
Bellis 4-H Club



Request for Decision (RFD)

Meeting Date: Thursday, April 25, 2024

Agenda Item: #7.1

Topic: Contract Spraying- Cortex Vegetation

Presented By: Agricultural Department

Recommendation:

That Smoky Lake County engage Cortex Vegetation Controls, to perform licensed vegetation control services within the County for the period of June 15, 2024, to September 1, 2024, up to a maximum cost in the amount of \$9,147.00, to apply vegetation control on both sides of the County's road allowance for approximately 300 miles, in response to the temporary shortfall in staffing of the Agricultural Department and to meet the vegetation management program requirements.

Background:

Smoky Lake County has always carried out their own vegetation management program by means of inhouse mowing and inhouse roadside herbicide applications (spraying). Due to the recent staffing changes in the Agricultural Department the option to contract out a portion of the roadside herbicide application may be a **temporary** option for Smoky Lake County to cover the potential shortfall in that program.

Historically, Smoky Lake County has had two spray crews (4 people) to carry out the roadside spray program. In 2024 it will only be one spray crew (2 people).

By hiring a contract spray crew to assist in the vegetation management program this will allow the Agricultural Fieldman to work on creating the proposal for the extension program that was requested by the Agricultural Service Board. At this point it is unknown whether the Agricultural Department will be carrying out an internal extension program or continuing their partnership with LARA. This will allow time for discussions to take place with the ASB and Council in respect to the future of the Agricultural Department staffing and programming.

Benefits:

By contracting out a portion of the roadside spray program it will ensure that spraying is completed in a timely manner. This will ensure there are no pauses in the spray program while the Agricultural Fieldman is in the office doing administrative work, or on vacation.

Disadvantages:

Unknown at this time.

Alternatives:

Do not hire a contract spray operator, and rely on the mowers to do the majority of the roadside spray program.

Financial Implications:

Savings:

\$14,616 by only hiring **one** weed inspector

\$65,000 Assistant Ag. Fieldman wages

\$79,616 Total



Request for Decision (RFD)

\$30,000 for herbicide for contract sprayer

\$9,147 labour for contract sprayer (based on \$30.49/mile and 300 miles)

\$39,147 Total

Total savings:

\$40,469

Legislation:

Weed Control Act of Alberta

Intergovernmental:

(Describe any intergovernmental involvement and/or implications related to or affecting the recommendation or select from dropdown)

Strategic Alignment:

(Select the Strategic Plan Priority that this topic is associated with)

Enclosure(s):

RFQ-Smoky Lake 2024 Herbicide Application Services, Rebecca McAndrew, Cortex Vegetation

Signature of the CAO: 



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**SUBMISSION DATE:
APRIL 26, 2024**

RFQ – Smoky Lake 2024 Herbicide Application Services

Submission



Primary Contact

Rebecca McAndrew

Account Manager

D:(587) 785-0483

rebecca.mcandrew@cortexvegetation.com

Cortex Management Inc.

6400 – 30 Street NW

Edmonton, AB T6P 1J6

Office: (780) 504-1317

cortex@cortexvegetation.com

All information submitted in support of the proposal is accurate, all representations made regarding the willingness to make the required guarantees are accurate, and the proposed business arrangements are accurate.

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COVER LETTER

Attn: Carleigh Danyluk
4612 McDougall Drive
Box 310
Smoky Lake AB, T0A 3C0

Re: Smoky Lake County 2024 Herbicide Application Services.

Cortex is pleased to provide Smokey Lake County with a response in regards to RFQ Smoky Lake County 2024 Herbicide Application Services. With our weed control expertise and passion for compliance, Cortex is the ideal candidate to complete this project.

As experienced municipal weed control specialists, Cortex understands the importance of effective management of regulated weeds. In addition to implementing weed control programs for various municipalities, Cortex has been managing The County of Two Hills roadside spraying program for 2 seasons and Lamont County for 1 season. Both programs will extend into the 2024 season. Our team has the knowledge and experience to carry out this scope of work successfully.

We look forward to developing a relationship with Smoky Lake County and supplying our services should our submission be acceptable.

If you have any questions or require clarification regarding Cortex's submission, please feel free to contact me.

Sincerely,

RMcAndrew

Rebecca McAndrew
Operations Manager | Spraying

C: 587.785.0483
T: 780.504.1317

6400 30 Street NW | Edmonton, AB, T6P 1J6

www.cortexvegetation.com



CORPORATE EXPERIENCE

Cortex Management offers a complete range of services to optimize vegetation management for your right-of-ways, industrial property, pastures, and roadsides throughout Alberta. Our experience and technical resources make it possible to meet your requirements quickly, effectively, and safely.

Cortex is experienced in several areas of vegetation management. We specialize in high-standard herbicide services for Government, Commercial, and Industrial clients, providing integrated vegetation management, from initial planning and site preparation to ongoing maintenance and monitoring. With nine years of experience in the industry, we have built a reputation for excellence, reliability, and customer satisfaction. Our team has the knowledge and technical capabilities to ensure efficient, effective operations.

Our company has completed noxious weed applications for the Government of Alberta, as well as multiple municipalities in Alberta. Our licenses include agriculture, industrial, landscape, forestry aquatic vegetation and specialized fish and aquatic invertebrates. We understand that every client's needs are unique, so we offer customized solutions tailored to your requirements. We work closely with you to identify your needs, develop effective strategies, and implement them precisely.

At Cortex, we are dedicated to delivering exceptional service and quality workmanship from start to finish.

MEMBERSHIPS AND ASSOCIATIONS



REFERENCES

Cortex's has completed numerous programs for various Municipalities and we have chosen to highlight the following projects and provide the following references.

County of Two Hills

Cortex was successful in obtaining a 3 year contract (2022-2024) with the County of Two Hills to complete roadside spraying for noxious weed and brush control. 459 to 545 miles have been treated per season (both sides of the road). Elden Kozack can be reached at 780-208-2372 to provide a reference.

County of Lamont

Cortex was successful in obtaining the 1 year RFQ Lamont County issued for roadside spraying in 2023. 177 miles were treated for noxious/prohibited noxious weeds and 76 miles were treated for brush (both sides of the road). We will be assisting Lamont County again this season. Terry Eleniak can be reached at 780-579-5054 to provide a reference.

PROJECT TEAM

Cortex's team has many years of industry experience and knowledge. We have completed roadside spraying programs for the County of Two Hills and the County of Lamont. If Cortex is successful in this RFQ, we are confident in our abilities to execute a successful program for Smoky Lake County.

Project Manager - Rebecca McAndrew

- 16+ years industry experience
- Industrial applicator.
- Managed the County of Two Hills, Lamont and Strathcona.

PROJECT TEAM

Field Supervisor and Applicator - Chris Awid

- 4+ years industry experience.
- Industrial, Landscape, Aquatic, Fish and Agricultural applicator.
- Sprayed for the County of Town Hills and Strathcona County.

Field Lead and Applicator - Max Lychak

- 2+ years industry experience
- Authorized assistant.
- Sprayed for Strathcona County.

Applicator - Rebecca Williamson

- 2+ years industry experience
- Authorized assistant.
- Sprayed for the County of Two Hills, Lamont and Strathcona.

Applicator - Emad Farkouh

- 2+ years industry experience
- Authorized assistant.
- Sprayed for the County of Two Hills, Lamont and Strathcona.

Applicator - Bryce McEwan

- 1+ years industry experience
- Authorized assistant.
- Sprayed for the County of Strathcona.

Applicator - Alex Brown

- 1+ years industry experience
- Authorized assistant.
- Sprayed for the County of Strathcona.

Our team is available to complete this project between June 10-September 1 as specified in the RFQ. However, Cortex is available sooner if the growing season requires an earlier start.

EQUIPMENT

Chemical application is completed in accordance with product labels, SDS, and all legislation. If Cortex is successful in this RFQ, the primary equipment used to complete this project will be a 2012 F550 truck with boom sprayer. The boom has three settings which allow distances of 10 feet, 20 feet, and 30 feet. The truck has two fresh water totes, each are able to hold 1200L of water. The spray tank also holds 1200L of solution, allowing this unit to carry 3600L when fully loaded. There is ample chemical storage on this truck and the hose and handgun can reach up to 50 meters. In addition to the roadside unit, Cortex has multiple one-ton spray trucks, trailers, and UTVs. The equipment list provided below is relevant to the scope of work described in the RFQ.

QTY	Vehicle	Make	Model	Year	Notes
2	UTV(s)	Honda	Pioneer 500	2015	200L sprayer 30 m hose & 20ft boomless nozzles beacon ROP winch
2	UTV(s)	Kubota	RTV900	2018 2019	200L sprayer 30 m hose & 45ft boomless nozzles beacon ROP winch Positive Air Shut Off light kit, GPS and Microtrak
1	Roadside Spray Truck	Ford	F550 6.7L	2012	2X1200L nurse tank, 1X1200L spray tank 10-30ft boomless roadside sprayer, 50m hose
1	Spray Truck	GMC	Sierra 2500	2008	Dual 200L sprayer 50 m hose
5	Spray Truck	Ford	F 550 6.7L	2023	1250 nurse tank, 2X500L spray tanks dual reels 100m hose

SCOPE OF WORK

Cortex will supply the required human resources and equipment to complete this project. Which includes:

- Spot Treatment: up to 300 miles (both sides of the road).
- Herbicide application from gravel to property line as required.

Application will take place between June 10 to September 1, 2024. If the growing season dictates an earlier start Cortex will accommodate if required. A pre-job meeting will be held prior to the program commencing between Cortex and Smoky Lake County to review the scope of work and project objectives

Smoky Lake County will provide Cortex with access to the County water fills and provide herbicide/surfactant. Cortex will be responsible for hauling water and for coordinating herbicide pick up with the County as needed. Smoky Lake County will inform Cortex of current No-Spray and Haying Agreements.

Cortex will provide Smoky Lake County with a 2-person licensed spray crew and roadside truck. Roadsides will be spot sprayed from the gravel edge to the property line as required. The application will be completed following recommended label rates and directions and will be conducted at a minimum of 200L/ha water volume. The crew will document the application and records from the treatment will be provided to Smoky Lake County. Application will only take place under favorable weather conditions. Early mornings and evenings may be required to avoid hot temperatures or high winds. Cortex anticipates will take 9-10 days to complete, weather permitting.

Cortex's Project Manager and Field Supervisor will ensure crews are trained and competent in the tasks they will be performing. A two person crew will be provided to eliminate working alone. This will also help increase job site awareness and hazard identification as the second person will be continuously scanning the surrounding area. 4-way flashers and a beacon will be utilized to help make Cortex's roadside unit and crew more visible to other road users. When vehicles are approaching, our crew will turn off the boom, pull over and park and allow the vehicle to pass safely before returning to work. Protecting the public is Cortex's top priority. Damage will not be caused to infrastructure or rate payers property. Cortex will comply with Smoky Lake County's safety policies and procedures.

SAFETY & TRAINING

Safety

At Cortex, ensuring the safety of everyone and the environment is our top priority. No job is so important that we cannot take the time to perform it safely. Cortex complies with a comprehensive safety program that exceeds industry standard best practices and procedures.

- Regularly inspected and maintained equipment using certified and field response mechanics
- Trucks are fully equipped with emergency supplies and equipment
- Job hazard assessments completed before the commencement of work
- Two applicators per crew eliminates working alone
- Appropriate PPE provided for all staff

Cortex is listed with **ComplyWorks** and **ISNetworld**.

Training

Cortex employees hold certifications and licenses to provide top-notch service to clients. All personnel will possess at minimum, the following certifications:

- Standard First Aid C/AED
- Transportation of Dangerous Goods
- Workplace Hazardous Materials Information System
- Oil Sands Safety Association-Basic Safety Orientation
- Fire Extinguisher
- Alberta Safety Council Utility Terrain Vehicle Safe Rider
- H2S Alive

Cortex places great emphasis on training employees. Staff receive applicator certifications through our Safety Coordinator, a certified pesticide applicator trainer. Following successful achievement of certifications, staff are required to practice the set-up and operation of trucks, UTVs, and relevant applicator equipment. Employee aptitude is thoroughly examined before servicing customers to ensure best practices are followed and services are completed to the highest standard.



BUDGET BREAKDOWN

Prices are based on the minimum work requirements described in the RFQ

APPLICATION TYPE(S)	ESTIMATED BUDGET
<p>Cortex will supply human resources and equipment.</p> <p>Smoky Lake County will supply herbicide and water.</p>	<p>Roadside Spot Spray - \$30.49/MI</p> <p>Project = \$9,147.00</p>
GRAND TOTAL	\$9,147.00



EFFECTIVE INVASIVE WEED CONTROL SPECIALISTS

Ensuring your property complies with regulations

At Cortex, we offer cutting-edge vegetation management solutions that you can rely on. We are committed to collaborating with you to ensure your community is compliant with the Weed Control Act, safely and efficiently.



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For Everything Vegetation Control.
www.cortexvegetation.com

For Everything Landscaping.
www.seasonalimpact.ca



APPENDIX



Certificate
of
Recognition

This certificate recognizes that

CORTEX MANAGEMENT INC.

In keeping with the principles of *Partnerships* has:

- developed and implemented an occupational health and safety program and,
- met the standard for *Partnerships* through an independent evaluation of their health and safety program.



Alberta Construction Safety Association
Certifying Partner

Certificate # 20211217-6468
WCB Industry Code(s): 2200



Ian Hooper
Government of Alberta

Expiry Date: December 17, 2024



APPENDIX



NFP Canada Corp.
 8200, 17704 103rd Avenue
 Edmonton, AB T6E 1J9

P 780.488.4881
 F 780.488.0188
 nfp.ca

CERTIFICATE OF INSURANCE

NAMED INSURED: Coctex Management Inc.
 6402 30 Street NW
 Edmonton, AB T6P 1J6

CERTIFICATE HOLDER: Smoky Lake County

P.O. Box 310, 4512 McDougall Drive
 Smoky Lake AB T0A 3C0

This is to certify that the policies of insurance listed below have been issued to the insured named above for the policy period indicated, notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policies herein is subject to all the terms, exclusions and conditions of such policies.

LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

TYPE OF INSURANCE	POLICY NUMBER	POLICY TERM (MM/DD/YY) FROM	TO	LIMITS OF LIABILITY
GENERAL LIABILITY Per Occurrence * Contingent Employers Liability * Blanket Contractual Liability * Broad Form Property Damage * Cross Liability / Severability of Interest * Primary Non-Contributory * Premises and Operations Liability * Fire Damage	Underwriters at Lloyds under Agreement No. B1306C30632309 - A.M. Best Rating - "A-" FFBK1045	Jan 28/24	Jan 28/25	Inclusive Limit \$ 2,000,000 Products/Completed Operations Aggregate \$ 2,000,000 Personal Injury & Advertising Liability \$ 2,000,000 Tenants Legal Liability \$ 1,000,000 Non-Owned Automobiles \$ 5,000,000 SEP 94 - Hired Vehicle Damage \$ 75,000 Forest Fire Fighting Expenses \$ 2,000,000 Chemical Misuse & Spray Drift Damage \$ 1,000,000
AUTOMOBILE LIABILITY Per Occurrence * All Owned or Leased Automobiles	Definity Insurance Company - A.M. Best Rating - "A-" 54038964	Jan 28/24	Jan 28/25	Bodily Injury & Property Damage Combined Single Limit \$ 2,000,000
UMBRELLA LIABILITY Per Occurrence * Follow Form	Underwriters at Lloyds under Agreement No. B1306C300432309 - A.M. Best Rating - "A-" FFBK1045	Jan 28/24	Jan 28/25	Inclusive Limit \$ 3,000,000 Aggregate \$ 3,000,000 Excess of \$2,000,000 Commercial General Liability Excess of \$2,000,000 Commercial Automobile Liability
COMMERCIAL CRIME * Employee Dishonesty	Definity Insurance Company - A.M. Best Rating - "A-" 40282324	Jan 28/24	Jan 28/25	Limit \$ 50,000 Deductible On file with Broker
PROPERTY * All Risk	Definity Insurance Company - A.M. Best Rating - "A-" 40282324	Jan 28/24	Jan 28/25	Limit On file with Broker Deductible On file with Broker
EQUIPMENT * All Risk	Definity Insurance Company - A.M. Best Rating - "A-" 40282324	Jan 28/24	Jan 28/25	Limit On file with Broker Deductible On file with Broker
CONTRACTORS POLLUTION LIABILITY * Closed Mined Operations	U Underwriting Managers Inc. - A.M. Best Rating - "A-" 13-12399	Jan 28/24	Jan 28/25	Limit \$ 5,000,000 Aggregate \$ 5,000,000 Deductible \$ 5,000

ADDITIONAL INSURED/LOSS PAYABLE/LESSOR
 Certificate Holder is added as Additional Insured on the COI & Umbrella policies as required by written contract but only with respect to liability arising out of the operations of the Named Insured.

CANCELLATION:
 Should any of the above described policies be cancelled before the expiration date thereof, the issuing company will endeavor to mail 30 days written notice to the certificate holder named above, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

ADDITIONAL INFORMATION
 w/ operations: Snow Removal & Landscaping & Vegetation Management
 Additional Insured: Smoky Lake County

DATE: April 26, 2024

PER:
 Ana Dossantos
 ana.dossantos@nfp.ca

This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not amend, extend or alter the coverage afforded by the policies above.

APPENDIX



9012 - 107 Street
PO Box 2415
Edmonton AB T5J 2S5

Email: ebusiness.support@wcb.ab.ca
Tel: (780) 498-3999 (1-888-922-8221)
Fax: (780) 488-7999
WCB website: www.wcb.ab.ca

April 26, 2024

Reference Number: 787107

SMOKY LAKE COUNTY
PO BOX 310
SMOKY LAKE AB T0A 3C0

Dear Sir or Madam:

Re: CORTEX MANAGEMENT INC.
6400 30 ST NW
EDMONTON AB T6P 1J6

The above named subcontractor has an account with WCB-Alberta in the following industry(ies):

account	trade names(s)/industry	effective date	coverage
5419479	RIGHT OF WAY MAINTENANCE / WEED SPRAYING	Sep 16, 2013	worker coverage no personal coverage

Thank you for checking into the status of this contractor or subcontractor. Under Section 126 of the Workers' Compensation Act, you are responsible for obtaining a clearance on your contractor or subcontractor, in order to release you from any liability for unpaid WCB premiums owed by them. Please ensure clearance has been issued in the correct name and that there is coverage in the industry(ies) for which work was performed.

Please accept this letter as a clearance for work completed between the effective date of the account and the date of this letter. For this account, you are cleared of any liability under Section 126 of the Workers' Compensation Act up to the date of this letter. Any holdback may be released for contracts completed, and/or for work completed to the date of this letter. For an account that shows closed under the effective date, the clearance is only valid for work completed up to the close date. If work has not started, obtain a clearance prior to releasing final payment.

Please note, if any directors of the corporation are injured at work, you are protected from lawsuit if they have personal coverage. If they do not have personal coverage, you may not be protected in the case of a workplace injury.

If your contractor or subcontractor is performing work outside Alberta, contact the WCB in that jurisdiction to determine your clearance and any other WCB requirements.

Any alteration of this document is strictly prohibited.

Yours truly,

eBusiness Support Team (14827643)

SIGN UP FOR ONLINE SERVICES - GO TO MY.WCB.AB.CA

APPENDIX



PESTICIDE SERVICE REGISTRATION NO. 483145-00-02

CORTEX MANAGEMENT INC. (6400 30 ST NW, EDMONTON, AB, T6P 1J6) is hereby issued this registration under the *Environmental Protection and Enhancement Act* to offer a pesticide service involving the use and application of pesticides in accordance with the *Pesticide Sales, Handling, Use and Application Regulation*; the *Pesticide (Ministerial) Regulation*; and the *Environmental Code of Practice for Pesticides*.

Pesticide application services shall be limited to the following class(es) described in Schedule 5 of the Pesticide (Ministerial) Regulation:

**AGRICULTURE AQUATIC VEGETATION LANDSCAPE INDUSTRIAL
SPECIAL: FISH AND AQUATIC INVERTEBRATES**

This registration is issued and is based on the information below that was identified in the registration application submitted on March 15, 2024:

- a) the name of the operation, currently known as CORTEX VEGETATION CONTROL,
- b) the class(es) of pesticide application activities offered by this operation,
- c) the location of the operation base and pesticide storage facility at 6400 30 ST NW, EDMONTON, AB, T6P 1J6 (BLOCK 13, PLAN 5129AJ),
- d) the insurance coverage for the pesticide application service activities.

Written notification shall be provided to the Director within 15 days of a change from the above information. Please Note: A change in any of the above information, including the sale of the operation to another person or company, will result in automatic cancellation of the registration. The registration is automatically re-instated when the service hires or employs a new applicator with the appropriate class of certificate or the service obtains the appropriate insurance. For all other changes, a new or amended registration must be obtained.

This registration is not transferable and is valid from this date of issue until March 31, 2032, unless suspended or cancelled prior to that date.

Glenora Coles Digitally signed by Glenora Coles
Date: 2024.04.04 09:36:52 -06'00'

Designated Director under the Act

April 4, 2024

Date

Questions regarding this Registration may be directed to Environment and Protected Areas by contacting (780) 644-4647 (to be connected toll free first dial 310-0000).

APPENDIX





Request for Decision (RFD)

Meeting Date: Thursday, May 9, 2024

Agenda Item: #7.2

Topic: Weed/Pest Inspector Appointment

Presented By: Agricultural Department

Recommendation:

That Smoky Lake County Council appoint Kierstin Dubitz as a Weed and Pest Inspector for Smoky Lake County, effective May 6, 2024, to termination of employment.

Background:

Under both the *Weed Control Act* of Alberta chpt w-5.1 Part 2 7(1) and the *Agricultural Pest Act* Statutes of Alberta states that a local authority shall appoint inspectors to enforce and monitor compliance with this Act within the Municipality

Benefits:

These appointments are done as part of our legislative requirements to the Province of Alberta and we report on how many inspections are done at the end of each year through our ASB Grant Reporting. This reporting determines if we continue to qualify for grant funding.

Disadvantages:

N/A

Alternatives:

There are no alternatives to the recommendation because it is a legislative requirement.

Financial Implications:

There are no financial of budget implications to this recommendation.

Legislation:

- Alberta Weed Control Act
- Agricultural Pests Act
- Agricultural Service Board Act
- Policy Statement No. 62-14-02: Weed Inspection and Weed Notice

Intergovernmental:

Alberta Agriculture & Irrigation

Strategic Alignment:

N/A

Enclosure(s):

N/A

Signature of the CAO: 



Request for Decision (RFD)

Meeting Date: Thursday, May 9, 2024

Agenda Item: # 7.3

Topic: Victoria Picnic Grounds Site for Safe Grad Celebration.

Presented By: Environment and Parks Manager

Recommendation:

That Smoky Lake County take no action to the email received from Cheryl Semeniuk, dated April 22, 2024, requesting the H. A. Kostash Graduating Class of 2024 to use the Victoria Picnic Grounds site, located at the rural address of 58343 Hwy 855, for a Safe Grad Celebration on Saturday June 29, 2024, as the said land is not owned by the County and the extent of liability risk is unknown.

Background:

On April 22, 2024 Management had received a request from Cheryl Semeniuk regarding the use of the Victoria Day use park area for Grad 2024 safe grad celebration. This is a supervised event as explained in the letter attached.

Benefits: Provides a safe location and is supervised by the parent and eliminates multiple gathering throughout the County.

Disadvantages: Unknown risk of liability.

Alternatives: Any alternative to the recommendation is at the discretion of Council.

Financial Implications: Unknown

Legislation: N/A

Intergovernmental:

The Owner of the Land is listed on the Land Title as: Her Majesty the Queen in Right of Alberta as Represented by Minister of Transportation, of 310 Transportation Building 9630-106 St, Edmonton, Alberta.

Strategic Alignment: N/A

Enclosure(s): Email from Cheryl Semeniuk, dated April 22, 2024

Signature of the CAO:  _____

Dave Franchuk

From: Cheryl Semeniuk [REDACTED]
Sent: April 22, 2024 6:56 PM
To: Dave Franchuk
Subject: Safe grad - rental of campsite

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

Dear Mr.Dave Franchuk

My name is Cheryl Semeniuk. I am a parent of a graduating child of 2024. I am looking for locations to host SAFE GRAD for the students.

In previous years we have had different locations. This year I am enquiring to see if we can rent the campsite south of Smoky Lake or if there was another site we could use? We do need a place with shelter (a cook house is sufficient), fire pits(providing the ban is off), outhouses and power is a bonus, but not necessary. Cell phone service is also a requirement which is why I was thinking south of Smoky Lake. It is close to town but far enough away from neighbors for sound control. If you have other suggestions please let me know. We are open to all options.

Last year we rented White Earth Hall and set up fencing around the areas open to the highway and to close all access points where others could get in without permission. This would also be done if a location was approved and it needed to be done for the safety of the students.

Every student and their guests have an adult drop them off and pick them up with a check list to make sure each student goes home with the designated driver. This checklist is also a waiver to allow their child to be present at this location. Wristbands are given to all students and their guest. This helps monitor who is who and has a contact number on it in the case we need to call their parents. Bags are checked to make sure no glass items are present or other items not allowed at this event. There are parent supervision throughout the whole time. No child is allowed to drive home or leave without the parent/ guardian or person approved to take them home. It is a well monitored and safe event.

The students appreciate being able to celebrate their graduation and us parents appreciate all the help to make it a successful event and for our children to get home safely. SAFE GRAD eliminates multiple gatherings and an increase in traffic, which can have the potential of an accident to happen.

I appreciate you taking the time to consider this and look forward to hearing back from you.

Thank you,

Cheryl Semeniuk
[REDACTED]



Request for Decision (RFD)

Meeting Date: Thursday, May 9, 2024

Agenda Item: # 7.4

Topic: FCSS Applications

Presented By: Brenda Adamson / Finance

Recommendation:

**That Smoky Lake County approve to allocate funding from the 2024 Family and Community Support Services (FCSS) Grant budget in accordance with Policy no 08-17-01: Family and Community Support Services (FCSS) grant as follows:
\$6,500 to Smoky Lake Fire and Rescue summer day camp**

Background:

This meeting there is one application for FCSS funds from the County Fire department. The request is for \$6,500 to provide a firefighter themed summer day camp for youth ages 12-18. The camp is proposed to cost \$18,165. Funding will come from other municipalities, fire departments, the County fire budget, and County FCSS budget. A detailed budget has been provided with the application.

Benefits:

- ✓ Smoky Lake County contributes FCSS funds to the summer camp each year.
- ✓ The program teaches youth interpersonal, planning, and decision-making skills
- ✓ It will improve their ability to make decisions.
- ✓ It will provide youth with an example of volunteering in their community.

Disadvantages:

n/a

Alternatives:

Council can approve no funding or can choose an amount other than the amount requested.

Financial Implications:

The budget is	\$24,377
Balance available	\$10,796

Legislation:

Policy 08-17-01 Family and Community Support Services

Intergovernmental:

n/a

Strategic Alignment:

n/a

Enclosure(s):

- 7.4a – Draft Junior Fire Summer Day Camp Revenue & Expenses for 2024
- 7.4b – Application from Smoky Lake Fire Protective Services

Signature of the CAO: _____

2024 Draft Junior Fire Summer Day Camp Revenue

Description	Quantity	Price	Revenue
Smoky Lake County	1	\$6,500.00	\$6,500.00
County FCSS Funding	1	\$6,500.00	\$6,500.00
Emergency Preparedness Grant	1	\$500.00	\$500.00
Registration	20	\$50.00	\$1,000.00
Town of Smoky Lake	1	\$500.00	\$500.00
Village of Waskatenau	1	\$2,000.00	\$2,000.00
Smoky Lake Fire Department	1	\$500.00	\$500.00
Vilna Fire Department	1	\$500.00	\$500.00
Waskatenau Fire Department	1	\$500.00	\$500.00

Sub Total \$18,500.00

2024 Draft Junior Fire Summer Day Camp Expenses

Description	Quantity	Price	Cost
Course Instructors	5	\$1,500.00	\$7,500.00
First Aid Course Material	20	\$25.00	\$500.00
Mileage	1150	\$0.60	\$690.00
Vehicle for Training with towing	2	\$500.00	\$500.00
Fire Gear Rental	20	\$200.00	\$4,000.00
T-Shirts	40	\$30.00	\$1,200.00
Food Cost	1	\$2,000.00	\$2,000.00
Catering Costs	5	\$100.00	\$500.00
Bumper to Bumper	1	\$200.00	\$200.00
Treated Water Used (m ³)	30	\$7.50	\$225.00
Fuel For Aspen View Bus	1	\$100.00	\$100.00
Curling Rink Rental	5	\$150.00	\$750.00

Sub Total \$18,165.00

Surplus of = \$335.00

SCHEDULE "A"

SMOKY LAKE COUNTY – FCSS GRANT APPLICATION

LEGAL REGISTERED NAME OF ORGANIZATION: Smoky Lake County Fire Protective Services

ADDRESS: 310 Smoky Lake TOA 3C0
Box City or Town Postal Code

PHONE #: 780-656-3730 FAX #: 780-656-3768

CONTACT PERSON: Scott Franchuk EMAIL: sfranchuk@smokylakecounty.ab.ca

▶ COMPLETE THIS APPLICATION IN ITS ENTIRETY

- 1. Is your organization registered as a not-for-profit entity? Yes No
- 2. Does your organization operate within Smoky Lake County region? Yes No
- 3. Project Description (Include amount requested)

HOST A JUNIOR FIREFIGHTER SUMMER DAY CAMP FOR YOUTH AGES 12-18
AS PART OF A RECRUITMENT TOOL FOR THE FIRE DEPARTMENTS
\$6,500.00 IS REQUESTED FROM FCSS GRANT TO RUN THIS PROGRAM

4. What is the target group or population you wish to reach with this program?

- Infants/Toddlers – 0-3 years
- Preschoolers – 3-5 years
- Children 5-12 years
- Youth 12-18 years
- Adults
- Seniors
- Families
- Community

5. Please select the main strategic social direction of the program.

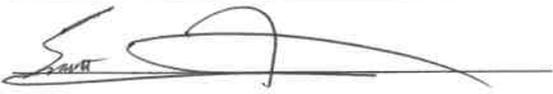
- Help people develop independence, strengthen coping skills, and become more resistance to crisis
- Help people develop an awareness of social needs.
- Help people develop interpersonal and group skills which enhance constructive relationships among people.
- Help people and communities assume responsibility for decisions and actions which affect them.
- Provide support that helps sustain people as active members of the community.

6. Please select the main strategic social outcome the program will attain.
- Individuals experience personal well being
 - Individuals are connected with others
 - Children and youth develop positively
 - Healthy functioning within families
 - Families have social supports
 - The community is connected and engaged
 - Community social issues are identified and addressed
7. Will the program be carried out by staff or volunteers? STAFF
8. What indicators of success will you use? How will you know the program has been successful? What is your outcome statement? EVALUATIONS, PARTICIPANTS JOINING THE FIRE DEPARTMENTS
9. What measurement tool will you use to measure success? (survey, interview, documentation review, observation, focus group, or case studies)
EVALUATIONS, SURVEYS AND FACE TO FACE CONVERSATIONS

I declare that

- ✓ I am a duly authorized representative having legal, financial, and /or executive signing authority for the above noted organization.
- ✓ The project will benefit the general community and not specific individuals/families..
- ✓ A final budget report indicating the project's expenses and revenues will be provided to the County no later than 60 days after the grant year end (December 31).
- ✓ A final evaluation form will be provided to the County no later than 60 days from the stated completion date.
- ✓ Any unused funding will be returned to Smoky Lake County.
- ✓ Any changes to the project including extensions must have written approval from the County.

Name: SCOTT FRANCHUK

Signature: 

Position: FIRE CHIEF

Date: MAY 1, 2024



Request for Decision (RFD)

Meeting Date: Thursday, May 9, 2024

Agenda Item: #7.5

Topic: Policy Statement No. 15-01-03: Discipline Policy

Presented By: CAO

Recommendation:

That Smoky Lake County amend Policy Statement No. 15-01-03: Discipline Policy.

Background:

This policy has been vetted by the International Union of Operating Engineers, Local 955.

Benefits:

Ensures for proper documentation for conduct discipline, ensures fairness and consistency among all employees and a paper trail to enforce action.

Disadvantages:

There are no disadvantages to the recommendation.

Alternatives:

Any alternative to the recommendation is at the discretion of Council.

Financial Implications:

There are no financial or budget implications to this recommendation.

Legislation:

Municipal Government Act (MGA) & Alberta Employment Standards Code.

Intergovernmental:

There are no intergovernmental involvement and/or implications related to or affecting the recommendation.

Strategic Alignment:

N/A

Enclosure(s):

1. *Revised Policy Statement No. 15-01-03: Discipline Policy.*

Signature of the CAO:  _____

SMOKY LAKE COUNTY



Title: Discipline Policy		Policy No.: 01-03
Section: 15	Code: P-S	Page No.: 1 of 8 E

Legislation Reference:	<i>Municipal Government Act, Section 201(1)</i>
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Purpose:	To describe the disciplinary process for correcting unacceptable performance or conduct among employees that is fair and consistent of all employees.
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Policy Statement and Guidelines:

1. STATEMENT:

This Discipline Policy outlines “Progressive Discipline” Framework that lays out the County’s procedure for corrective actions related to unacceptable employee work performance and inappropriate workplace conduct. The County reserves the right to combine, modify, or skip steps in this Policy depending on the nature of the concern. Nothing in this Policy modifies or alters the at-will employment between Smoky Lake County and its employees.

2. DEFINITION(S):

- 2.1 **Discipline:** is an action taken in instances where the employee should be aware of the performance and conduct expected of them; where the employee has the capacity to meet the performance or conduct expected, but the employee fails to provide satisfactory performance or conduct.
- 2.2 **Progressive Discipline:** is tiered discipline measures that help an employee understand that a problem may exist and gives them a chance for improvement before moving to a more serious tier of discipline if the conduct continues. The idea of progressive discipline is that after a number of attempts to rectify an employee’s performance or conduct, there will eventually be enough documentation to terminate the employee with cause.
- 2.3 **Discipline Measures:** range from verbal warning, written warning, final warning/ suspension to termination, with terminations always being an absolute last resort.

3. OBJECTIVES:

- 3.1 To ensure fair and consistent process is in place for disciplinary action to address an employee’s performance or conduct within a responsible timeframe.
- 3.2 To communicate the framework of progressive discipline and provide a process for effectively notifying an employee when there is an issue with their performance or conduct and gives the employee an opportunity to correct it.
- 3.3 Ensure Disciplinary actions are congruent to the current Alberta Employment Standards Code, Collective Agreement between Smoky Lake County and International Union of Operating Engineers Local 955 and Canadian Union of Public Employees Local 4575, and County Bylaws, Policies, and Contracts.

Title: Discipline Policy		Policy No.: 01-03
Section: 15	Code: P-S	Page No.: 2 of 8 E

Policy Statement and Guidelines:

4. GUIDELINES

It's important to note that there is no one size fits all approach to disciplinary actions. Each situation will differ depending on the employee, their conduct and the overall material impact on the workplace and County. Progressive discipline gives both the employer and employee the opportunity to provide the employee with a roadmap for improvement.

4.1 **Responsibilities of the Chief Administrative Officer (or designate):**

- Recommend changes to the Discipline Policy when considered appropriate.
- Advise managers in the application and monitoring of the Discipline Policy.
- Take appropriate corrective action when deemed necessary.
- Review each case with the appropriate Union representative if the employee is a Union Member.
- Ensure that a copy of all correspondence between the employer and employee in respect to discipline, is maintained in the employee file.

4.2 **Responsibilities of the Managers:**

- Be held accountable by the Chief Administrative Officer (or designate) for conducting necessary corrective actions in their respective departments.
- Ensure employees are aware of the this Discipline Policy.
- Be aware of the Rights for all employees, referencing Alberta Employment Standards Code, Union Collective Agreements with the County, and County Bylaws, Policy and Contracts.

4.3 This Policy applies to all union and out-of-scope (non-union) employees, supervisors, and managers working for Smoky Lake County.

4.4 Employees must be aware and comply with this Policy as part to their responsibilities and are required to sign and date the acknowledgement page, as per **Schedule "A": *Discipline Policy Acknowledgement***, which confirms the Policy was received by the employee and confirms understanding of its contents.

4.4.1 The signature sheet will be kept in the Personnel File. If the Policy is revised, copies of the revised documents and acknowledgment page will be re-distributed to each employee for authorization.

4.5 The primary focus of enacting Progressive Discipline measures is to allow time for the Employer and Employee to resolve the issues causing the unacceptable work performance or conduct and find corrective actions that would deter any future issues of a similar nature. The **Progressive Discipline** is a four-step process described in Section 5.3:

Title: Discipline Policy		Policy No.: 01-03	
Section: 15	Code: P-S	Page No.: 3 of 8	E

Policy Statement and Guidelines:

4.6 The following is a list, while certainly not an exhaustive list, of all unacceptable offences, includes some of the most common examples that that would warrant Progressive Discipline action up to and including termination of employment:

- Violation of County Policies such as Harassment or violence in the workplace
- Consistent lateness or absenteeism
- Abuse of County property
- Falling short of job expectations
- Creating conflict with or between with co-workers
- Special Circumstances: it's critical to note that in cases of severe misconduct (e.g., theft, violence, fraud, impairment while operating vehicles or breach of trust), the employer may have grounds to proceed directly to termination, bypassing progressive steps. *Nonetheless, the onus remains on the employer to prove that the misconduct occurred and was sufficiently serious to justify immediate dismissal.*

5. PROCEDURES

5.1 The steps of Progressive Discipline shall be utilized as soon as an employee is not meeting expectations and immediate documentation describing the situation will be conducted by the Manager to document evidentiary record throughout the entire disciplinary process, **Schedule "B": Discipline Notice**, will be completed for all discipline steps involved.

5.2 The Manager and Chief Administrative Officer (or designate) will make a determination as to the severity of the offence while considering factors including, but not limited to, length of employment, employee's record and position.

5.3 **Progressive Discipline Steps:**

5.3.1 **Step 1: Verbal Warning**

Verbal counseling is typically the first step in the Progressive Discipline process and shall be performed by the Manager, upon concern with an employee's work performance or conduct. The Manager will meet with the employee face-to-face to communicate to the employee: what the nature of the concern is and to clearly describe what the Manager's expectations are, and how the employee is falling to meet those expectations. There shall be a clear message about what the consequences are if the work performance or conduct continues and the direction and support that shall be offered to the employee to improve.

After the employee and Manager have completed the verbal counseling, the Manager will complete **Schedule "B": Discipline Notice**, as the written documentation for the evidentiary record outlining the summary of the conversation and the steps the employee must take. The employee will be asked to sign this document and it will be placed in the employee's personnel file.

Title: Discipline Policy		Policy No.: 01-03
Section: 15	Code: P-S	Page No.: 4 of 8 E

Policy Statement and Guidelines:

5.3.2 **Step 2: Written Warning**

Written warning is issued after Step 1, if the concern remains unresolved. Written warning is a formal documentation detailing the continuation of unacceptable work performance and conducts outlined in **Schedule "C": Letter of Warning**.

The Manager will meet with the employee face-to-face to read the Letter of Warning to the employee and provide them with a copy of it. The details of the written warning should also provide the employee with constructive advice to resolve the issue and potentially connect them with external resources if necessary. The Manager will complete **Schedule "B": Discipline Notice**, as documentation for evidentiary record, detailing the conversation to offer direction and support for the employee to improve their future performance or conduct. The Manager will have the employee sign and date the Discipline Notice to indicate receipt of the written warning. One copy of the warning should be placed in the employee's personnel file and another copy is given to the employee.

5.3.3 **Step 3: Final Written Warning / Suspension**

In this final written warning, an employee will be notified that they have failed to successfully improve their work performance or conduct resulting in additional disciplinary action or immediate suspension without pay to complete an investigation. This final written warning will include a reference to previous disciplinary actions and discussions. The Manager will complete **Schedule "B": Discipline Notice**, as documentation for the evidentiary record. The Manager will have the employee sign and date the Discipline Notice to indicate receipt of the final written warning. One copy of the warning should be placed in the employee's personnel file and another copy is given to the employee.

NOTE: Evaluate: Following any discipline process will allow for evaluation time so the employee can reflect and improve on their work performance or conduct. The amount of time and leniency will depend on the situation. The evaluation process will be documented along with the employee's conduct throughout.

5.3.4 **Step 4: Termination**

Lastly, if an employee fails to correct their work performance or conduct, the result may be termination of employment. This is not a step the County takes lightly and terminating with or without cause may, if necessary, initiate legal advise. The County reserves the right to combine, modify, and skip steps depending on the circumstances of each specific situation. Employees may be terminated without prior notice or disciplinary action.

The Manager will complete **Schedule "B": Discipline Notice**, as documentation for the evidentiary record. The documentation and termination letter will be placed in the employee's personnel file.

Title: Discipline Policy		Policy No.: 01-03
Section: 15	Code: P-S	Page No.: 5 of 8 E

Policy Statement and Guidelines:	
5.4	Any records of written discipline action shall be removed from the employee's personnel file when: <ul style="list-style-type: none"> 5.4.1 two (2) years have elapsed from the date of the occurrence resulting in discipline and with no further disciplinary action. No records shall be removed unless there has been two (2) years of service with no recurrence of any form of discipline. 5.4.2 such disciplinary action has been determined to be unjustified and dismissed.
6. APPEAL:	
6.1	During each discipline step of this Policy, an employee will have the opportunity to present information to dispute disciplinary actions in the form of an appeal. <ul style="list-style-type: none"> 6.1.1 Union Employees methods and procedures of appeal are found within the respective Collective Agreement. Union employees are encouraged to review their respective Collective Agreement and to contact their Union. 6.1.2 Non-Union (Out-of-Scope) Employees may provide relevant information through written submission to their Manager and/or the Chief Administrative Officer (or designate) within five (5) business days of the disciplinary action being issued. <ul style="list-style-type: none"> 6.1.2.1 The Manager and/or the Chief Administrative Officer (or designate) will determine if the appeal has merit and render a decision in writing within ten (10) working days of receiving the appeal. The decision of the Chief Administrative Officer is final. 6.1.2.2 Management Employees may appeal their discipline to Council.
6.2	The purpose of an appeal is to give the employee the opportunity to provide insight, perspective, and facts into extenuating circumstances that may have contributed to the incident/event for which discipline was issued and not to debate but rather to give the employee the chance to provide insight into extenuating circumstances that may have contributed to the employee's unacceptable work performance or conduct.

	Date	Resolution Number
Approved	August 16, 2007	# 532-07 - Page # 8412
Amended	April 27, 2023	# 544-23 - Page #15613
Amended	April 7, 2024	# 000-24 - Page #00000
Amended		
Amended		
Amended		

SCHEDULE "A"



DISCIPLINE POLICY ACKNOWLEDGEMENT

I, _____ (*print name*), as an employee of Smoky Lake County, hereby acknowledge that I have read and reviewed:

**Discipline Policy
Policy Statement No. 15-01-03.**

Please initial the statement below:

_____ I understand that as an employee, Smoky Lake County as an employer, utilizes the Progressive Discipline Steps Process as described in the contents of this Policy.

DATED this _____ day of _____, 20____.

Employee – Signature

Employer - Signature

This form also gets noted by the Payroll Department and placed in the Employee's Personnel File for record purposes.

SCHEDULE "B"



DISCIPLINE NOTICE

Progressive Discipline Steps

- Verbal Warning
- Written Warning
- Final Written Warning / Suspension
- Termination

This form refers to one incident only

DATE: _____

Employee Name:	Job Title:	Department:
----------------	------------	-------------

Description of Incident:

Disciplinary Action Taken: *Detail the actions that the employee must undertake including a timeframe.*

Next Level of Discipline for Repeat Offense:

Verbal Warning
 Written Warning
 Final Written Warning / Suspension
 Termination

Employee Comments:

Manager's Name	Manager's Signature
----------------	---------------------

Employee's Acknowledgement of Receipt Signature	Date:
---	-------

Chief Administrative Officer: <i>Signature</i>	Date:
--	-------

Copy to Payroll for placement in Employee Personnel File: <i>Person Submitting</i>	Date
--	------

SCHEDULE "C"



LETTER OF WARNING

Template

County Letterhead

Date:

Employee Address:

Dear Employee:

Paragraph One:

Describe incident/offence/situation/concern which had led to the warning. Be clear and specific, using dates and times where possible. Avoid making assumptions about the employee's conduct where possible. Stick to facts. If the employee has received prior verbal or written warnings, make note of this in this letter.

Paragraph Two:

Describe specifically the change(s) of the desired performance you want to see and your expectations of the employee.

Paragraph Three:

Advise the employee of a review date, to meet and discuss progress. You may wish to include a positive statement regarding your belief in the employee's ability to make the changes necessary.

If this is a final warning letter, advise the employee that any further incidences of the behavior will result in termination.

Sincerely,

Manager's Name
Title



Request for Decision (RFD)

Meeting Date: Thursday, May 9, 2024

Agenda Item: #7.6

Topic: Alberta Advantage Immigration Program (AAIP) - Rural Renewal Stream Designation

Presented By: Interim CAO

Recommendation:

That Smoky Lake County endorse a letter of support for the Smoky Lake Region (Smoky Lake County, Town of Smoky Lake, Village of Vilna, and Village of Waskatenau) to become a Designated Community under the Rural Renewal Stream (RRS) through the Alberta Advantage Immigration Program (AAIP); and approve the Smoky Lake Regional Chamber of Commerce to be the lead in submitting the Rural Renewal Community Designation Application form and act as the Economic Development Organization (EDO) who will lead and manage the project and represent the Community through the designation period (approximately three-years) to fulfill the responsibilities of a designated community which are:

- identifying and working with community employers that have permanent (minimum of 12 months, full-time, non-seasonal) jobs that need to be filled;
- connecting with a settlement providing organizations to identify and plan for some of the settlement needs within the community;
- developing additional criteria (optional) to recruit foreign nationals;
- this could include narrowing down the occupations that the community is interested in recruiting;
- responding to foreign national inquiries while community is actively recruiting;
- collaborating with employers on selecting and endorsing the foreign national; and
- developing and implementing a plan for welcoming and settling foreign national(s) to the community.

Background:

The AAIP was brought up by Councillor Serben at the April 18, 2023 Gov Liaison Committee meeting where it was recommended to be taken to a regular Council meeting for consideration as the program aligns with the County's Strategic Plan.

May 11, 2023, County Council Motion 596-23: Moved by Serben "That Smoky Lake County research the applicable grant funding for, and the feasibility of, becoming a regionally designated community under their Rural Renewal Stream, of the Alberta Advantage Immigration Program (AAIP), to be responsible for:

- identifying and working with community employers that have permanent (minimum of 12 months, full-time, non-seasonal) jobs that need to be filled;
- connecting with a settlement providing organizations to identify and plan for some of the settlement needs within the community;
- developing additional criteria (optional) to recruit foreign nationals, this could include narrowing down the occupations that the community is interested in recruiting;
- responding to foreign national inquiries while community is actively recruiting;
- collaborating with employers on selecting and endorsing the foreign national; and



Request for Decision (RFD)

- developing and implementing a plan for welcoming and settling foreign national(s) to the community;

and, bring the information forward to a Joint Municipalities Meeting to determine the desire of the Smoky Lake Regions' Municipalities, to pursue the said proposal regionally."

June 12, 2023, Joint Municipalities Meeting Motion JMM-280-23: "That the Joint Municipalities Committee recommend each respective municipality support regional participation in the Rural Renewal Stream for the Alberta Advantage Immigration Program."

June 29, 2023, County Council Motion 731-23: moved by Halisky "That Smoky Lake County acknowledge and comply with recommendations made at the Smoky Lake Region's Joint Municipalities Meeting held on June 12, 2023, to:

1. pursue the Alberta Advantage Immigration Program (AAIP) - Rural Renewal Stream Designation, as a region, and
2. write a letter of support for re-opening the Smoky Lake Provincial Courthouse."

February 26, 2024, Town of Smoky Lake Council Motion 98-2024: Moved by Makowichuk "That Town of Smoky Lake defer the Alberta Advantage Immigration Program, as part of the Rural Renewal Stream, to the Regional Community Development Committee (RCDC)."

April 16, 2024, RCDC Meeting: there were several options brought forward to implement the Rural Renewal Stream (RRA) program in the Region. The RRS program requires significant administrative support to implement. Options that were brought to the Committee:

1. *Run the program through RCDC, using a consultant (SPCC Consulting) to oversee the administration of the program (same model used in Two Hills) at no cost to the municipalities.*
2. *Run the program through the Chamber of Commerce using the same consulting company at no cost to the municipalities.*
3. *Run the program under the umbrella of the Town of Slave Lake at a cost of \$10,000.00.*

April 30, 2024, RCDC Meeting: the Committee invited the Town of Two Hills, SPCC Consulting Company, the Town of Slave Lake and the Chamber of Commerce to attend as a delegation. The following was determined:

- *Option one (1) is not feasible as we do not have a CEDO in place at this time.*
- *The disadvantage of running the program under the Town of Slave Lake umbrella is that there is a cost involved and all advertising and job postings will be under the "Town of Slave Lake" letterhead with the Region of Smoky Lake listed as a member municipality.*

Unfortunately, the Committee lost quorum before the final debate, but the members remaining unanimously unofficially supported the option to work with the Chamber of Commerce who would complete the application to be a designated community under the Rural Renewal Stream. The Chamber will work with SPCC Consulting Company to implement the program. Voting members present for the discussion to move forward with option two, utilizing the Chamber of Commerce: Deputy Mayor Marianne Prockiw-Zarusky, Reeve Jered Serben, Councillor Lorne Halisky, and Councillor Paul Miranda.



Request for Decision (RFD)

The Committee informally agreed that there is an urgent need to get the RRS program running in the Smoky Lake Region. Five business owners and several individuals have approached Town Administration regarding the need for support of the RRS program. The hope is that a motion of support will be received by all Municipal Councils who would like to be part of the Rural Renewal Stream Program by mid-May so that an application may be submitted as soon as possible.

Benefits:

The benefits of the recommendation are unknown at this time.

Disadvantages:

The disadvantages of the recommendation are unknown at this time.

Alternatives:

Any alternative to the recommendation is at the discretion of Council.

Financial Implications:

There are no immediate financial budget implications to this recommendation.

Legislation:

N/A

Intergovernmental:

The Rural Renewal Stream could be applied for with the Town of Smoky Lake, and/or Village of Vilna, and/or Village of Waskatenau, as the AAIP encourages regional partnerships.

Strategic Alignment:

Cultural Diversity

Enclosure(s):

1. Rural Renewal Stream Community Designation Application

Signature of the CAO:  _____

The personal information collected through the Alberta Advantage Immigration Program is collected for the purpose of administering the program. This personal information collection is authorized by section 33(c) of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection of personal information, you may contact the Operations Manager at 780-638-2843, by email at AAIPOffice@gov.ab.ca or by mail to Alberta Advantage Immigration Program, c/o Service Alberta and Red Tape Reduction Mailroom - Commerce Place, 10155 102 Street, Edmonton, Alberta, Canada T5J 4G8. If you have any questions about this program, please contact the Alberta Advantage Immigration Program - Rural Renewal Stream at ruralrenewal@gov.ab.ca.

The Rural Renewal Stream (RRS)

Instructions:

- Save this PDF to your computer - click or right click the link and download the form.
- Open the PDF form with Adobe Reader.
- Print it off and fill it out.
- Sign and date the back page (digital signatures are not accepted at this time).
- Scan the document and save it.
- Email this document along with all of the additional supporting documents to ruralrenewal@gov.ab.ca.
- If you are having any issues with this document, please contact ruralrenewal@gov.ab.ca with a description of the issue.

Rural Renewal supports the attraction and retention of newcomers in rural Alberta, through a community driven approach that is responsive to local economic development needs and contributes to the economic growth of the community. This stream empowers rural communities to attract, recruit, screen and retain newcomers, who intend to live, work and settle in their communities.

For additional information on the Rural Renewal Stream, community designation and completing this application form please refer to the [Rural Renewal Stream Website](#)

Mandatory Criteria for Communities

The community must meet the following mandatory criteria:

- Rural communities with a population less than 100,000.
 - Rural communities in the same economic region may form a partnership to submit an application.
 - Census 2016 figure will be the reference year for the population count.
 - Communities must fall outside of the [Calgary](#) and [Edmonton](#) Census Metropolitan Area.
- Have a local labour market need and employers interested with permanent, full time, non-seasonal employment opportunities available.
- Have an organization/entity with a primary function in economic development that will serve as the project lead and coordinator.
- Have an Economic Development Plan.
- Have an endorsement letter of support from participating town/municipal council(s).

* Community population is based on [Statistics Canada Population Centres 2016 data](#)

Calgary Census Metropolitan Area

Edmonton Census Metropolitan Area

** Mandatory requirements must be met and communities must obtain a minimum score of 150 to be eligible for designation

Protected A (when completed)

Alberta Advantage Immigration Program

Section 1: Project Management Plan - Economic Development Organization (EDO) Ability and Capacity

(Section 1 Total possible score = 75 points)

The Economic Development Organization (EDO) will lead and manage the project and represent the community through the designation period (approximately three-years). The EDO will be the main contact for the Government of Alberta (GoA).

Demonstrate the EDO capacity and ability to represent the community for the project by describing the key stakeholders, their roles and responsibilities, as well as the proposed activities and estimated timeframes to move this project from inception to completion. The plan should include an assessment of risks and contingency plans.

Note: If all or part of the work is outsourced, details of the project management plan must still be provided.

Section 2: Local Economy and Labour Market

(Section 2 Total possible score = 100 points)

2.1 Provide a copy of the community's economic development plan and provide the following details if they are not included in the plan. (35 points)

a) Date the plan was developed or last updated.

b) The schedule for keeping the plan up to date, if applicable.

c) A mission statement/vision/goals and actions/activities to achieve goals.

d) The Economic Development Officer (EDO) or other expert(s) involved in developing the plan.

2.2 Describe the current employment/unemployment situation in the community. What are the local labour market historical trends? (15 points)

2.3 Describe the main industries/businesses in the community that have a need for immigrant labour and their growth potential. (30 points)

2.4 Describe the businesses/employers that are interested in participating in this program and why it has been difficult to fill job openings with local labour. What are their current recruitment efforts and what have they done in the past? (20 points)

Section 3: Newcomer Settlement Supports and Services

(Section 3 Total possible score = 100 points)

3.1 The Essentials (25 points).

Identify the options available in the community for housing, food, and transportation in the table below or in a separate document. The information you provide will help to assess your communities' ability to support retention of newcomers.

In the questions below, please indicate yes/no. If any of these needs are not available in the immediate area, identify alternatives and how/where they can be accessed (i.e., the distance from the immediate area).

Essential Needs

Accommodation Yes No Alternative

Grocery Store Yes No Alternative

Transportation - Bus Yes No Alternative

Transportation - Taxi Yes No Alternative

Transportation - Shared Yes No Alternative

3.2 Living in the Community (25 points).

Identify the options available in the community for health care services, banking facilities, childcare, educational institutions, community centres, household items, and utilities services below or in a separate document. The information you provide will help assess your communities' ability to support retention of newcomers.

In the questions below, please indicate yes/no. If any of these needs are not available or somewhat available please describe the situation and if there is an alternative.

Living in the Community

Health Care Services Yes No Please describe

Child Care Yes No Please describe

Banking Facilities Yes No Please describe

Education Yes No Please describe

Community Centres (Recreation/Fitness) Yes No Please describe

3.3 Describe the community's plan to provide services and supports for the newcomers (50 points).

How will the community make the newcomers feel welcome and help them find a place to live, register for school or courses, connect to cultural and religious events /services and overall their new community?

Note: The plan should include how the community will coordinate activities for the duration of the project, including how they will welcome their newcomers, provide orientation(s) to the community and the work place, introduce them to local people and organizations, and check in with them periodically to ensure their needs are met and concerns are addressed.

Section 4: Plans for Attraction, Recruitment and Retention

(Section 4 Total possible score = 75 points)

4.1 Describe the plan to attract newcomers to the community. (20 points)

This should be a narrative description outlining the key stakeholders (i.e., leadership), proposed activities and estimated timeframes needed to attract newcomers to the community. If all or part of the work is outsourced, the details must still be provided.

4.2 Describe the plan to attract newcomers to the jobs in the community. (20 points)

This should be a narrative description outlining the key stakeholders (i.e., leadership), proposed activities and estimated timeframes needed to attract newcomers to the jobs in the community. If all or part of the work is outsourced, the details must still be provided.

4.3 Describe the plan to retain newcomers in the community. (35 points)

This should be a narrative description explaining the risks related to the retention of newcomers and outlining key stakeholders (i.e., leadership), proposed activities and estimated timeframes to retain newcomers in the community. If all or part of the work is outsourced, the details must still be provided.

Section 5: Communities applying with less than 10,000

(Section 5 Total possible score = 10 points)

If your community population is less than 10,000 please identify here and 10 points will be awarded. These points will only be provided once. If a community is applying as a group they are eligible for these points but will only receive the points once.

Protected A (when completed)

Alberta Advantage Immigration Program

Application for Community Designation

Community Name

Population

If this community consists of two or more towns/municipalities that are working together, list each one

Economic Development Organization (EDO)

*May include economic development-related organizations including, municipal government agency, industry association, research organization and business service provider with a day-to-day economic development capacity/focus.

Street Address

City or Town

Province

Postal Code

EDO Contact Name

Position/Occupation

Phone

Email Address

Declaration, Consent and Release

By signing and submitting this Application form:

- I understand that the information contained in this application will be disclosed to an authorized employee, agent, or contractor of the Alberta Advantage Immigration Program for the purpose of assessing this application for Community Designation under the Rural Renewal Stream.
- I confirm that this application contains current, true, complete and correct information.
- I confirm that I understand the requirements and commitment associated with becoming a Designated Community under the Rural Renewal Stream.

Printed Name

Date yyyy-mm-dd

Signature



Request for Decision (RFD)

Meeting Date: Thursday, May 9, 2024

Agenda Item: #7.7

Topic: Additional Named Insured Application – Smoky Lake Holubka Dancers

Presented By: Brenda Adamson, Finance Manager

Recommendation(s):

That Smoky Lake County Council accept the Smoky Lake Holubka Dancers as an Additional Named Insured with RMA under the County's Insurance Umbrella; and execute all necessary policies.

Background:

March 5/24 – The Smoky Lake Holubka Dancers contacted the County indicating their interest in becoming an additional named insured for insurance purposes.

March 5/24 – RMA insurance representative was contacted to obtain the appropriate forms and requirements; as well as to determine any inherent associated risks. Forms were sent to Holubka Dancers.

March 12/24 – Required forms were completed and returned to the County & forwarded to RMA to obtain a quotation.

March 20/24 – Initial quotation provided by RMA and forwarded to Holubka Dancers on March 21, 2024.

April 15/24 – Contacted by the Smoky Lake Holubka Dancers requesting an amended/revised quotation.

April 15/24 – Revised quotation received from RMA and forwarded to the Smoky Lake Holubka Dancers.

April 25/24 – Advised by the Smoky Lake Holubka Dancers that they were agreeable with the quotation and that the process proceed to add them as an additional named insured.

All necessary forms have been completed.

They are requesting liability insurance as well as contents insurance.

Benefits:

Provides the Smoky Lake Holubka Dancers with insurance coverage at a reduced cost.

Disadvantages:

Municipality can be legally challenged due to the lack of consistent documentation. As well, any claim made by an ANI becomes a Smoky Lake County claim under the County's policies.



Request for Decision (RFD)

Financial Implications: There are no financial or budget implications to this recommendation.

Legislation:

Municipal Government Act, Section 201: Policy Development – RMA Insurance.

Smoky lake County Policy B.01-02 (Insurance Application for Non-Profit Community Organizations.

Smoky Lake County Policy B.02-02 (Municipality/Additional Named Insured Relationship).

Intergovernmental:

Exchange knowledge and information with RMA Insurance.

Strategic Alignment: N/A

Enclosure(s):

1. .

Signature of the CAO: _____




RMA
RURAL MUNICIPALITIES
of ALBERTA

RURAL MUNICIPALITIES OF ALBERTA

DISTRICT FIVE

GOLF TOURNAMENT

JULY 18, 2024

ROLLING GREENS FAIRWAYS, LLOYDMINSTER

SPONSORSHIP PACKAGE



Hello, on behalf of RMA District 5

County of Vermilion River, on behalf of RMA District 5, is excited to invite your organization to the annual Rural Municipalities of Alberta District 5 golf tournament on Thursday, July 18, 2024 at Rolling Green Fairways - Lloydminster. We look forward to being able to get together as a group and this tournament will be a great opportunity to strengthen and develop your relationship with the staff and Councils of the District 5 Municipalities.

As potential sponsors for this tournament, there are many different ways you can get involved. We are looking for donations in the form of prizes or cash contributions to cover expenses. Any excess money from registration fees will be going to our eight County Fire Departments. There are various opportunities to sponsor a hole, meal, or flag hole prizes. If you are interested, we encourage your team to join the tournament with either an on-course information stand or even play in the tournament yourselves. We are willing to work with you to find something that works for your company while providing an opportunity for you to network and market your company to the group. Attached to this letter is an example of the levels of sponsorship available, however if you have other suggestions we are happy to accommodate. If you have any ideas or questions regarding the type of sponsorship you are able to provide, please reach out to Susan at the e-mail address below.

The guests of this tournament will include District 5 Councilors and staff, as well as all MP's, MLAs, and representatives of the neighboring municipalities surrounding the County of Vermilion River.

The cost for this event will be \$125.00 per person. This includes 18 holes of golf, power cart, lunch voucher, two beverage tickets, and a steak dinner. There will also be a variety of prizes and giveaways available to all players. To be mindful of those who may have a long drive before or after the tournament, a shotgun start is planned for 10:00 am with dinner and prizes beginning at approximately 4:00 pm. The tournament format will be a Texas Scramble and more specific details about the tournament rules will be distributed closer to the date to all who have indicated their intention to attend.

Rolling Greens Golf Course is a par 71 course offering up an exciting mixture of target-style golf. It's winding, narrow fairways are bordered by semi-arid roughs of short cut grass. We invite you to consider extending your stay at three campgrounds available in the area: Rolling Green Fairway RV Park (located right beside the golf course), Vermilion Provincial Park and Lea Park (located north of Kitscoty). Each of these locations offer golfing opportunities which you will be sure to enjoy.

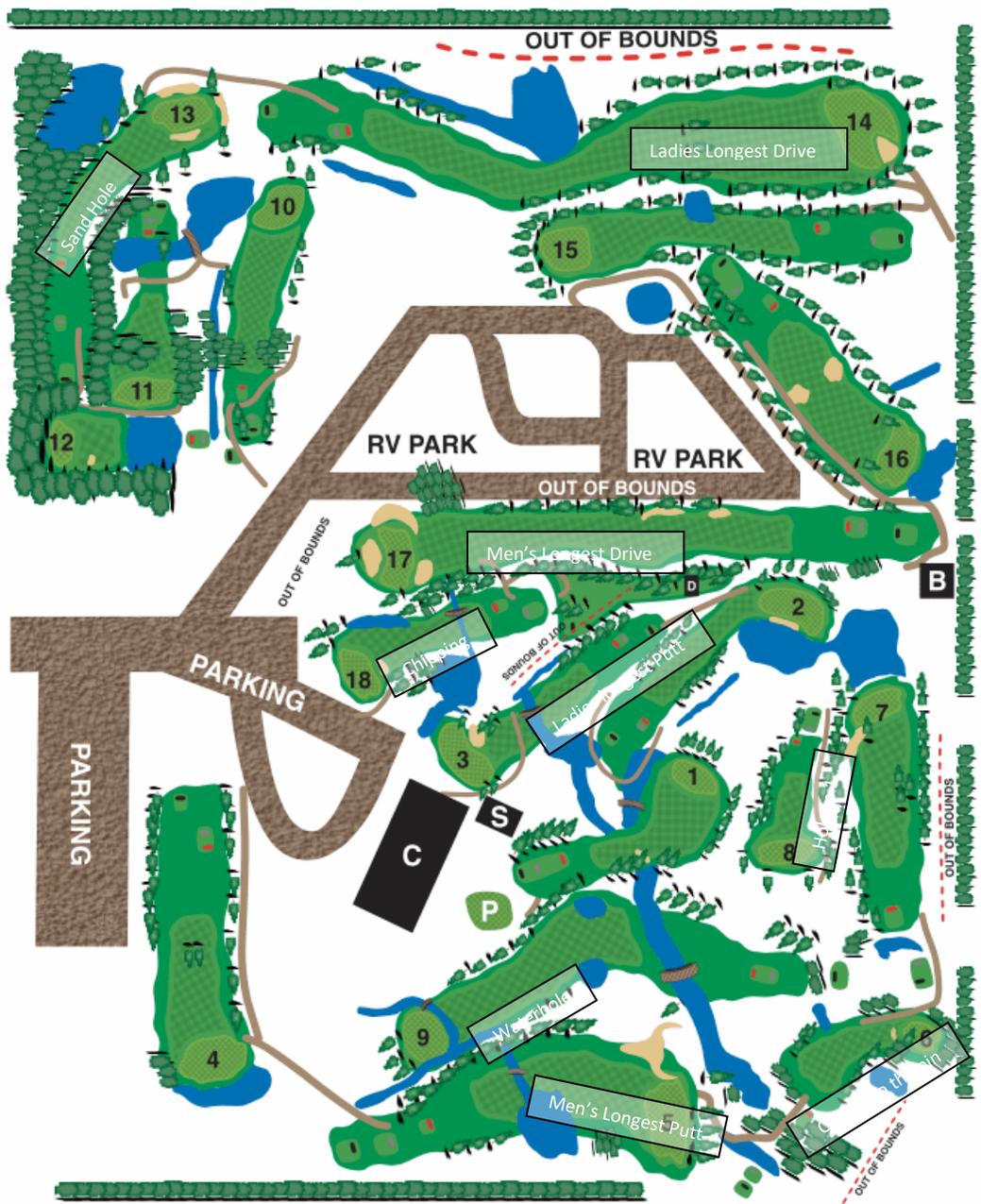
The deadline to express your sponsorship is on **June 3, 2024**. The deadline to register as golfers is **July 10, 2024**.

Both registration and sponsorship can be sent to Susan at executive.assistant@county24.com.

Sponsor Type	Amount	Benefits
Platinum Sponsor	\$5,000	<ul style="list-style-type: none"> • One opportunity available. • Prominent and exclusive signage at the clubhouse and logo recognition on event signage. • Logo and name on the rule sheet and all other promotional materials. • Opportunity to speak at the dinner. • Acknowledgment during welcome, prize speeches, and meals. • Includes: Four golf registrations
Gold Sponsor	\$2,500	<ul style="list-style-type: none"> • Two opportunities available. • Logo and name on the rule sheet and all other promotional materials. • Acknowledgment during welcome and prize speeches. • Includes: Two golf registrations
Silver Sponsor	\$1,000	<ul style="list-style-type: none"> • Four opportunities available. • Logo and name on the rule sheet and promotional materials.
Bronze Sponsor	\$500	<ul style="list-style-type: none"> • Ten opportunities available. • Logo and name on the rule sheet and promotional materials.
Sponsor the Meal	\$40/ Golfer for the Steak Supper \$20/ Golfer for the Lunch Meal (# of guests available closer to tournament day)	<p>Sponsor the steak dinner for the golfers and guests!</p> <ul style="list-style-type: none"> • Two opportunities available. One steak supper meal and one lunch meal • Opportunity to speak at the meal. • Company's logo and information at all the tables during the meal. • Acknowledgment during welcome and prize speeches. • Must sponsor entire meal.
Sponsor the Carts	\$20/ Golf Cart (# of guests available closer to tournament day)	<p>Opportunity to sponsor the carts for all the players.</p> <ul style="list-style-type: none"> • Promotional material for your organization will be placed on the top of steering wheel of each cart. • Must sponsor all carts.

Prize/ Merch Donation	Varies	Any prizes/ raffle donations will be acknowledged as the winner is awarded the item during the post tournament meal/ speeches.
Sponsor a Hole	\$500	<p>Set up on a hole with a tent and table! Great way to see all the golfers</p> <p><i>Nine Available</i></p> <ul style="list-style-type: none"> • Logo recognition on event signage (At Hole • Table and chairs at the hole <p>Hole Activities These hole activities provide some fun competition between the golfers.</p> <p><i>Nine Available</i></p> <ul style="list-style-type: none"> - Ladies Longest Drive – Hole 14 - Men’s longest Drive – Hole 17 - Sand Hole – Hole 16 - Closest to the Pin – Hole 6 - Waterhole – Hole 15 - Ladies Longest Putt – Hole 3 - Men’s Longest Putt – Hole 5
Lucky One - Hole in one	\$5,000	If someone shoots a hole in one the golfer gets \$2,500 and \$2,500 is donated toward County Fire Departments - Hole 8
Hot Shot - Fire pit chipping contest	Varies	<p style="text-align: center;"><i>Let the best chipper win!</i></p> <p>This activity challenges the golfers to chip into a fire pit, supplied by the sponsor. If a golfer successfully chips into the pit, they are entered into a draw to take home the fire pit.</p>

In addition to the above we welcome your innovative ideas for sponsorship activities



LEGEND

- | | |
|----------------------------|-------------------------|
| A: Maintenance Shop | D: Driving Range |
| B: Washroom | P: Putting Green |
| C: Club House | S: Pro Shop |

Appendix 1: Declaration of a water emergency – indicators

Management of drought conditions is complex, and the Drought Response Plan outlines a multitude of management actions that may be occurring concurrently (e.g., voluntary water-sharing, increased communications and outreach, regulatory options).

To assist in determining if triggers as outlined in Section 3.5 have been reached, indicators have been developed to inform decision making by EPA and the Lieutenant Governor in Council. It is not expected or recommended that reaching a single indicator may trigger a declaration of an emergency as there may be other management options including regulatory actions that may ease or mitigate the circumstances. Further, additional factors, such as duration, overlapping priorities or emergencies, or feasibility may also need to be considered within real-time and forecasted drought conditions.

The indicators, in no order or relevance are:

- Risk of water levels or flows dropping below municipal water intake infrastructure.
- Water pressure or availability required for municipal/industrial fire suppression is at risk.
- Wastewater releases may exceed water quality limits because of insufficient flow in the receiving water body.
- River flow thresholds may be too low to maintain aquatic life.
- Potential impact to a species at risk.
- Other jurisdictions (e.g., Saskatchewan or Canada) raise concerns regarding transboundary water impacts or other water-related impacts (e.g., hydroelectricity production, species at risk).
- Power plant capacity or operations affected by inadequate water access.
- Critical infrastructure/industries are escalating water conservation activities and/or emergency operations.
- Confined feeding operations are affected by inadequate water access.
- Livestock producers are affected by inadequate water access.
- Escalation in local authorities' drought response/water shortage response plans (e.g., voluntary to imposed water reduction measures).
- Local authorities have stood up emergency advisory committees.
- Local authorities/ have declared a state of local emergency under Emergency Management Act.
- An area's population is at risk of losing access to water for essential uses.
- Activation of the Provincial Emergency Coordination Centre (Level 3 or higher).
- Water-sharing agreements are no longer in use.
- Priority calls with a geographical area.
- Requests for new water sources (e.g., temporary diversion licenses, groundwater wells, alternative water for livestock, trucking).
- Amendments to licenses or temporary diversion licenses to avoid a critical license from being cutoff.
- Processing timelines by EPA for drought related applications are not being met.

County of Vermilion River

RMA District 5



GOLF

TOURNAMNET REGISTRATION



PLAYER #1

Name: _____

Company: _____

Cell number: _____

PLAYER # 2

Name: _____

Company: _____

Cell number: _____

PLAYER #3

Name: _____

Company: _____

Cell number: _____

PLAYER # 4

Name: _____

Company: _____

Cell number: _____

PAYMENT INFORMATION

Individual Golfer: \$125 x _____ = \$ _____

Team of Four Golfers: \$500 x _____ = \$ _____

Area of Sponsorship: _____ = \$ _____

Total \$ _____

Please complete registration/ sponsorship info and make cheques out to:

County of Vermilion River

Box 69, 4912—50 Ave.

Kitscoty, AB T0B 2P0

If you have questions please contact Susan Hodges Marlowe at

executive.assistant@county24.com

There is no credit card payment option



From: Emily Ewashko <eewashko@fedgas.com>
Sent: Thursday, April 25, 2024 1:44 PM
Subject: FIRE AGM & June Members Meeting Registration Link
Importance: High

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

To All Federation Members,

The FedGas Insurance Reciprocal Exchange (FIRE) Annual General Meeting & the Federation of Alberta Gas Co-ops Ltd. Members Meeting have been scheduled for June 19th, 2024 at the RIVER CREE RESORT & CASINO (300 LAPOTAC BLVD BOX 179 | ENOCH, AB T7X 3Y3).

Please find attached the FIRE AGM and Members Meeting *tentative* agendas. The full official FIRE Meeting Package will be sent out closer to the meeting date. (***Hard copies will not be distributed at the meeting so please print and bring them with you if needed.***)

To register, please click the below link. This will act as registration for both meetings.

<https://www.fedgas.com/member-meetings>

Registration must be submitted online by June 7, 2024.

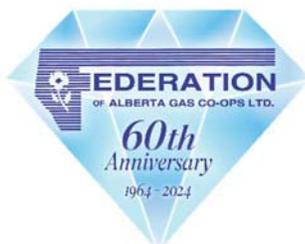
The link will also give you the opportunity to submit topics you would like to discuss at the Members Meeting, as well as a spot to submit Q&A for legal counsel.

The FIRE Annual General Meeting has a requirement that only one vote is allowed per Member Utility. Attendance will be recorded at the registration desk to confirm quorum has been met, and to identify the official voting delegate for each utility.

To book your hotel room within the Federation block, please contact River Cree directly at 1 (780) 484-2121.

If you have any questions or concerns, please let me know.

Thank you,

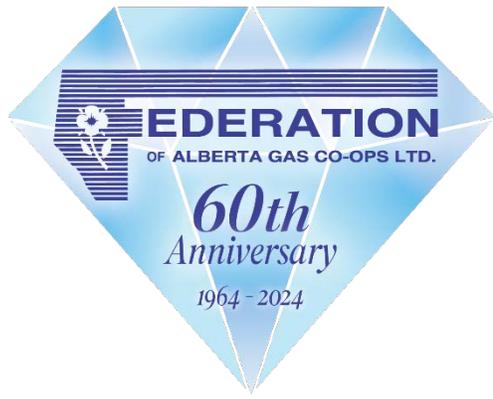


Emily Ewashko
Communications & Marketing Co-ordinator
Federation of Alberta Gas Co-ops Ltd.
M:780-416-6543 | D:780-400-3022 | C:780-203-0414
www.fedgas.com



8429 24 Street NW, Edmonton, AB T6P 1L3

~ Supporting the Success of Co-operative and Community Member Utilities ~



Tentative Agenda Members Meeting

River Cree Resort & Casino
Enoch Ballroom
300 Lapotac Blvd. | Enoch, AB T7X 3Y3
June 19, 2024

- 8:00 a.m. Hot Breakfast
- 8:30 a.m. Registration
- 9:00 a.m. FedGas Insurance Reciprocal Exchange (FIRE) AGM – Separate Agenda
- 9:30 a.m. Call Meeting to Order
Approval of Agenda
Minutes of June 21, 2023 Members Meeting
- 9:45 a.m. Insurance Learning Session 1 - Aon
- 10:45 a.m. Coffee Break
- 11:00 a.m. Insurance Learning Session 2 - Aon
- 12:00 p.m. Lunch
- 12:45 p.m. FIRE Update
- 1:15 p.m. Gas Alberta Update
- 1:45 p.m. Federation Update
- 2:15 p.m. Coffee Break
- 2:30 p.m. Breakout Sessions
A) Resolutions Workshop – Randy Taylor
B) AER (Topic TBD) – Kathy Sherriffs
- 3:15 p.m. Break
- 3:30 p.m. Topics previously submitted for the Federation

Topics from the floor
- 4:00 p.m. Adjournment



Tentative Agenda
FIRE 2024 Annual General Meeting

River Cree Resort & Casino
Enoch Ballroom
300 Lapotac Blvd. | Enoch, AB T7X 3Y3
June 19, 2024

- 1.0 Call to Order – 9:00 a.m.
 - 1.1 Approval of agenda
- 2.0 2019 Annual General Meeting Minutes
 - 2.1 Approval of minutes
- 3.0 Presentation of the Audited Financial Statements for the Year Ending December 31, 2023

MOTION: *To Approve the FedGas Insurance Reciprocal Exchange Audited Financial Statements for the Year Ending December 31, 2023.*

- 4.0 Appointment of Auditor

MOTION: *To Appoint an auditor for the FedGas Insurance Reciprocal Exchange for the period of January 1, 2024 to December 31, 2024.*

**The Board recommends the current auditor, Metrix Group LLP*

- 5.0 Adjournment



ALBERTA
PUBLIC SAFETY AND EMERGENCY SERVICES

*Office of the Minister
Deputy Premier of Alberta
MLA, Calgary-West*

AR 28526

May 01, 2024

Mr. Jered Serben
Reeve
Smoky Lake County
PO Box 310
Smoky Lake AB T0A 3C0
jserben@smokylakecounty.ab.ca

Dear Mr. Serben:

Your March 7, 2024 letter to Honourable Danielle Smith, Premier of Alberta, regarding the Royal Canadian Mounted Police (RCMP) and the future of policing in Alberta, was forwarded to the Ministry of Public Safety and Emergency Services for a response. As the Minister of Public Safety and Emergency Services (PSES), I appreciate the opportunity to respond and provide you with the following information.

The Government of Alberta is committed to public safety in our province, which is why we are actively engaging the federal government in conversations about RCMP staffing and working towards immediate solutions within our jurisdiction. As a former police officer and the Minister responsible for law enforcement in Alberta, I want to emphasize my appreciation for the valuable contributions made by the RCMP members across the province. However, staffing vacancies remains a concern for communities and the provincial government.

Unfortunately, the federal government is not staffing Alberta adequately with full time RCMP members. On average, Alberta is currently 21.6% understaffed across RCMP detachments when compared to the full-time equivalents we are paying for. It is our understanding that nationally this number is about 17%. Many municipalities are telling me their RCMP detachment vacancy rates are upwards of 30%. In short, we are supposed to have 1,911 officers in the communities and we only have 1,498 which means we are paying approximately \$16 million for close to 200 on-leave positions that the federal government has not filled.

With the current levels of crime across Alberta, these shortfalls are creating an environment where criminal activity can thrive. I want to be clear, I do not have a preference to which uniform police officers wear. I do however expect staffing levels to match what is being paid for, regardless of the police service utilized.

.../2

The Government of Alberta continues to participate in the Government of Canada's ongoing review of RCMP contract policing. We look forward to additional opportunities to discuss the future of RCMP contract policing with the federal government and communities. While this review is ongoing, Alberta's government continues to invest in the RCMP provincial police service to ensure Albertans are safe and protected in their communities. This year, we provided an additional \$20.9 million to communities covered by the Provincial Police Service Agreement to bolster the RCMP's capacity to respond to crime across the province. However, many of the additional positions that have been funded remain unfilled, despite the increase in need.

As the Minister responsible for public safety in Alberta, I am required to explore any opportunities to increase public safety and be prepared for any decision the federal government may make regarding contract policing. That is why I have developed the Indigenous and Municipal Police Transition Study Grant program for municipalities, First Nations, and Metis Settlements across Alberta. They are eligible to explore the option of alternative policing models for their communities by applying for this independent study grant. More information can be found at www.alberta.ca/indigenous-municipal-police-transition-study-grant.aspx.

Thank you again for taking the time to write. I assure you that my highest priority is for Albertans to feel safe, secure and protected in their communities. I remain committed to ensuring that we have appropriate staffing levels for police here in Alberta.

Sincerely,



Honourable Mike Ellis
Deputy Premier of Alberta
Minister of Public Safety and Emergency Services

cc: Honourable Danielle Smith
Premier of Alberta

Glenn van Dijken, MLA
Athabasca-Westlock-Barrhead



.....

CELEBRATE 105 YEARS-SMOKY LAKE TRAIN STATION

.....

Dear Honoured Guest,

On behalf of the Smoky Lake Heritage Board in conjunction with the Town of Smoky Lake, we invite you to attend the 105th Anniversary Celebration of the Smoky Lake Train Station. This will be an exciting opportunity to celebrate the history and preservation and to recognize the significance of the railway in our community.

Join us Saturday May 25, 2024, at 1:00 p.m. at the Smoky Lake Curling Rink for the formal program followed by a time of sharing with family, friends, special guests and community members over refreshments and cupcakes.

At 2:00 p.m., plan to make your way to the CN Train Station adjacent to Pumpkin Park for more family-friendly festivities. There will be an unveiling of the station's historical designation plaque and a legacy plaque recognizing the Ratsoy Family's contribution to the Town's development and to the restoration project. Formalities are followed by an open house with time to take in the CN Waiting Room, Station Masters Office, Baggage Room with artifacts and the Nicholas Gavinchuk Photo Collection. There will be musical entertainment and children's activities.

We look forward to seeing everyone throughout the day at this community event to help us celebrate our Smoky Lake Train Station.

Sincerely,

Noreen Easterbrook

Noreen Easterbrook

Smoky Lake Regional Heritage Board Chairperson

SATURDAY
MAY
25

1:00 P.M.
SMOKY LAKE CURLING RINK.
2:00 P.M.
SMOKY LAKE CN STATION.

All Aboard for a fun filled afternoon!



LEGISLATIVE ASSEMBLY
ALBERTA

April 26, 2024

Amy Cherniwchan
Chair, NAAGO
Box 460 56 Wheatland Ave.
Smoky Lake AB
T0A 3C0

Dear Chair Cherniwchan,

We are writing to extend our sincerest gratitude to you and all members of the Northeast Alberta Alliance for Growth and Opportunities (NAAGO) for your participation in the recent meeting with Minister Devin Dreeshen and ourselves on April 8, 2024, regarding the future of Highway 28.

The corridor along Highway 28 is a lifeline for the communities, municipalities, Metis settlements, and First Nations that make up our vibrant region. It is undeniable that this area plays a pivotal role in Alberta's economy, disproportionately supporting the province through the generation of royalties and taxes. Remarkably, with just over 67,000 workers, we contribute up to a third of the province's GDP—a testament to the hard work and resilience of our communities.

It was heartening to see our community leaders come together to express their perspectives and concerns. Your collective voice is crucial in advocating for the needs of this region. We are particularly grateful for the opportunity to discuss the long-awaited upgrades to Highway 28, which are essential not only for enhancing regional connectivity but also for ensuring the continued economic growth and safety of our communities.

We would also like to express our heartfelt appreciation to Minister Devin Dreeshen and Premier Danielle Smith. Their unwavering support and leadership have been instrumental in advancing these critical infrastructure projects. It is with their vision that we are finally seeing meaningful engagement and commitment to upgrading a highway that has not received such attention in over two decades.

As we move forward, we remain committed to working alongside NAAGO, ensuring that our joint efforts will bring about the much-needed improvements our communities deserve. The forthcoming enhancements to Highway 28 are a promising step forward in our ongoing journey to better serve the people of this region.

Once again, thank you for your dedication and collaboration. We look forward to our continued partnership as we strive to achieve these important goals.

Yours sincerely,

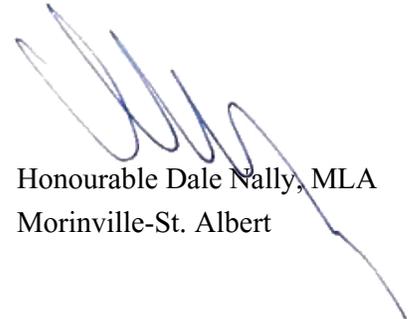
Sincerely,



Scott Cyr, MLA
Bonnyville-Cold Lake-St.
Paul



Glenn van Dijken, MLA
Athabasca-Barrhead-Westlock



Honourable Dale Nally, MLA
Morinville-St. Albert

Cc.

Honorable Danielle Smith – Premier of Alberta

Honourable Devin Dreeshen – Minister of
Transportation and Economic Corridors

Honourable Brian Jean – Minister of Energy
and Minerals - MLA for Fort McMurry-Lac La
Biche

Chairman Chad Cardinal – Kikino Metis
Settlement

Chairman Stan Delorme – Buffalo Lake Metis
Settlement

Chairperson Charles Gladue – Fishing Lake
Metis Settlement

Chairperson Kathy Lepine – Elizabeth Metis
Settlement

Chief Curtis Monias – Heart Lake First Nation

Chief Gary Lameman – Beaver Lake Cree
Nation

Chief Gregory Desjarlais – Frog Lake First
Nation

Chief Kelsey Jacko – Cold Lake First Nation

Chief Stan L. Houle – Whitefish Lake First
Nation #128

Chief Trevor John - Kehewin Cree Nation

Mayor Craig Copeland – City of Cold Lake

Mayor Dan Deck – Town of Gibbons

Mayor David McRae – Town of Redwater

Mayor Elisa Brosseau – Town of Bonnyville

Mayor Maureen Miller – Town of St. Paul

Mayor Nicholas Werstiuk – Village of Glendon

Mayor Paul Reutov – Lac La Biche County

Mayor Richard Warren – Village of
Waskatenau

Reeve Barry Kalinski – Municipal District of
Bonnyville

Reeve Brian Hall – Athabasca County

Reeve Glen Ockerman – St. Paul County

Reeve Joyce Pierce – Thorhild County

Reeve Lorne Halisky - Smoky Lake County

Mayor Gerald S. Aalbers, Chair – City of
Lloydminster/Alberta HUB

Executive Director Bob Bezpalko – Alberta
HUB

Trevor Henry
[REDACTED]
Smoky Lake, AB

May 1st 2024

Re: RR 174A Dust Control

Please accept this document as a proposal for a multi landowner dust control request. On RR 174A, between RGE RD 174 & TWP RD 600, there are 6 residences, (4 landowners). Landowners are Ken & Lana Munroe, Kyle Rosichuk, Jordan Watamaniuk & Trevor & Judy Henry. There are 6 approaches. Blade mix would be required to be applied to approximately 900 meters. If we were to apply individually, there would be several sections without Blade Mix, a grading hassle. Our proposal we are asking county council, is to Blade mix the entire 900 meters for a reduced cost of \$12000.00 as opposed to the \$18000.00 for 6 applications. We understand that the county is already subsidizing the county residence, as actual costs are higher than the \$3000.00 required by the applicant. It is our understanding that the County would see a savings in applying the full 900 meters, Cost savings to County:

- Reduced amount of travelling to various sites throughout county
- 5 kms from County Shop, short travel time to site for employees
- Reduced amount of set up times with equipment
- Equipment is delivered & picked up at one site
- Reduced distance for grading RR174A, Time saved, wear & tear
- Eliminates interval grading at sites
- Reduced administration time & effort

We thank you for your attention to this request and look forward to your response.

Trevor Henry
[REDACTED]

SMOKY LAKE COUNTY



Title: Dust Control		Policy No.: 39-13	
Section: 03	Code: P-R	Page No.: 1 of 6	E

Legislation Reference:	Municipal Government Act
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Purpose:	To specify guidelines for the provision of dust control suppression applications to areas of municipal roadways adjacent to residences.
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Policy Statement and Guidelines:

1. STATEMENT:

- 1.1 County recognizes that dust from gravel roads may create health, safety or general nuisance concerns for residents and therefore, provides a dust suppression program to mitigate the impact of dust in front of residences.
- 1.2 The County will implement the use of products for dust suppression which are environmentally safe and cost effective.
- 1.3 The County reserves the right to maintain or rework the application as required for safety and rideability.
- 1.4 The dust control suppression program usually commences in late spring and can continue through the summer months.
- 1.5 The County does not guarantee, in any way, the effectiveness of the dust control treatment agent or application for the purpose intended. Once the suppressant has been applied no refunds will be made.

2. DEFINITIONS:

- 2.1 **Blade Mix Oil:** Mineral substance agent mixed with gravel to be on road surface for dust suppression.
- 2.2 **MG-30 (Magnesium Chloride):** A treatment agent for road surface that can be applied for dust suppression.
- 2.3 **Dust Control:** Measures to suppress dust on roads in front of residence.
- 2.4 **Exceptional Roads:** Active and high usage arterial and feeder gravel roads.
- 2.5 **Haul Roads:** Designated roads used regularly for hauling purposes.

Title: Dust Control		Policy No.: 39-13	
Section: 03	Code: P-R	Page No.: 2 of 6	E

Policy Statement and Guidelines:

3. RURAL RESIDENCES:

3.1 The County will arrange for dust control on roads in front of a residence with a fee for **Blade Mix Oil - 2 ½ inch thickness** for **\$3,000.00**; and a fee for **MG-30** of **\$850.00** with two applications of treatment and application.

BLADE MIX OIL			MG-30 (MAGNESIUM CHLORIDE)		
County Cost		2 ½"	County Cost		
			1st Application	2nd Application	
Gravel ¹	128 Tonne of ¾ " at \$21.00	\$2,688.00	30 Tonne of 1 " at \$21.00	\$ 630.00	\$ 0.00
Total	Material	\$2,560.00	Material	\$ 600.00	\$ 0.00
Equipment ²	Tandem Oil Truck: 2.5 hours at \$110.00	\$ 275.00	Water Truck: 2.0 hours at \$110.00 1.0 hour at \$110.00	\$ 220.00	\$ 110.00
	Graders: Grader 1: 3.0 hours at \$191.00 Grader 2: 2.0 hours at \$191.00	\$ 573.00 \$ 382.00	Grader: 2.5 hours at \$191.00 1.0 hour at \$191.00	\$ 477.50	\$ 191.00
	Double Drum Packer: 1.5 hours at \$160.00	\$ 240.00	Smooth Drum Packer: 1.5 hours at \$110.00	\$ 165.00	
Total	Equipment	\$ 1,470.00	Equipment	\$ 862.50	\$ 301.00
Labour ³	Oil Truck Operator 2.5 hours at \$ 34.01	\$ 85.02	Water Truck Operator 2.0 hours at \$ 34.01 1.0 hour at \$ 34.01	\$ 68.02	\$ 34.01
	Grader Operator 1: 3.0 hours at \$34.01	\$ 102.03	Grader Operator 1: 2.5 hours at \$34.01 1.0 hour at \$34.01	\$ 85.02	\$ 34.01
	Grader Operator 2: 2 hours at \$34.01	\$ 68.02	Smooth Drum Packer Operator: 1.5 hours at \$27.04	\$ 40.56	
	Double Drum Packer Operator: 1.5 hours at \$27.04	\$ 40.56			
Total	Labour	\$ 295.63	Labour	\$ 193.60	\$ 68.02
	Sub-Total	\$ 4,453.63	Sub-Total	\$ 1,686.10	\$ 369.02
Oil ⁴	7040 Litres at \$0.48	\$ 3,801.60	2135 Litres at \$0.23 1600 Litres at \$0.23	\$ 533.75	\$ 400.00
Project	Oil Dust Control Project: 500 ft application	3 hours	MG-30 Dust Control Project: 500 ft application	2.5 hours	1 hour
Total	PROJECT COST	\$ 8,255.23	PROJECT COST	\$ 2,219.85	\$ 769.02
Total	Residence: Fee	\$3,000.00	Residence: Fee	\$ 850.00	\$ 0.00

¹ Gravel: Cost includes the cost of crushing & dewatering plus the average of the cost of trucking and labour to each division.

² Equipment: Cost includes the estimated cost of amortization, insurance, maintenance, and fuel.

³ Labour: Includes the employee hourly salary plus 23% for payroll costs and benefits.

⁴ Oil/MG30: Costs are the estimated purchase cost.

Overhead: Has not been allocated. Overhead is the cost that the count you would incur even if the project did not take place.

Direct Costs: Are the costs that can be cost effectively allocated to the project (gravel, equipment, labour, and oil/MG-30).

Indirect Costs: Cannot be cost effectively allocated to the project, but are impacted by the project (small supplies, supervisor costs, etc.)

3.2 Request for dust control along with payment should be received by the County on or before May 1st of each year. Minimum of two advertisements: one in the Month of March and one in the Month of April of the current year.

Title: Dust Control		Policy No.: 39-13
Section: 03	Code: P-R	Page No.: 3 of 6 E

Policy Statement and Guidelines:

- 3.3 The resident will have their choice of MG-30 or blade mix oil as dust control suppressant.
- 3.4 MG-30 Dust Control suppressant shall consist of two (2) applications. The initial application shall take place in late Spring. Upon inspection during the Month of September, a decision will be made on whether to proceed with the second application at the time or wait until the following Spring season. Conditions of the Dust Control shall dictate the decision made.
- 3.5 Payment must be made in advance when the request for dust treatment is submitted. Requests are to be submitted to the Public Works Department by completing **Schedule "A": Application for Dust Control Suppression.**
- 3.6 The length for the dust control provided under this policy will be minimum of 150 meters (500 feet), and any additional length of dust treatment will be a full cost to the applicant.
- 3.7 The County will be responsible for erecting proper signage, when necessary.
- 3.8 Residents of neighboring municipalities who reside adjacent to a road under the jurisdiction of Smoky Lake County may apply for dust control suppression under this policy, but will require prior approval of Council before installation proceeds.
- 3.9 The County reserves the right to rework or remove dust control applications at its own discretion. Normally, dust control applications are good for one dust control season.

4. HAMLETS AND MULTI-LOT COUNTRY RESIDENTIAL:

- 4.1 The County hamlets and multi-lot Country residential subdivisions dust control will only be applied to whole street lengths or cul-de-sac streets, on provision that application is made on behalf of all adjacent residences, and the amount paid shall be the standard fee for each resident.

5. WARRANTY:

- 5.1 The County does not guarantee or warrant any life expectancy of the dust control **MG-30 or Blade Mix Oil** suppressant applications.

Title: Dust Control		Policy No.: 39-13
Section: 03	Code: P-R	Page No.: 4 of 6 E

Policy Statement and Guidelines:

5.1.1 The treated roadway can be reverted back to gravel when it is deemed necessary by the County, which would allow for grading of the road to eliminate pot holes, and that will not obligate the County to re-apply Blade Mix Oil or MG-30 to the road.

6. PRIVATE RESIDENTIAL DRIVEWAYS:

- 6.1 The County shall apply dust control at their own cost provided there is funding in the budget to the following areas:
- 6.1.1 County designated gravel haul routes.
- 6.1.2 County exceptional roads that have a permanent, active, high volume of traffic, as per *Policy Reference – Policy 03-15: Road Policy*.
- 6.1.3 Any other location deemed necessary by County Council by Council resolution.
- 6.2 In areas where occasional or intermittent gravel hauls may cause dust problems, the Public Works Manager shall arrange for a water truck to provide temporary dust suppression as deemed appropriate.
- 6.3 This policy is not applicable where oiling or other dust suppressant is required as a condition of a subdivision development agreement.
- 6.4 In the case where municipal roadways are being used to haul commodities such as logs, sand and gravel, etc., the trucking firm or contractor shall be responsible for providing dust control for the duration of the haul as per *Policy Reference – Policy 03-14: Haul Road Agreement*.

	Date	Resolution Number
Approved	January 21, 1993	# 142 - Page # 5518
Amended	January 28, 1993	# 166 - Page # 5524
Amended	February 14, 1994	# 216 - Page # 5646
Amended	March 6, 1997	# 303 - Page # 6182
Amended	August 26, 1999	# 571 - Page # 6690
Amended	May 25, 2000	# 461 - Page # 6866
Amended	January 10, 2008	# 166-08 - Page # 8567
Amended	November 16, 2012	# 124-12 - Page # 10309
Amended	February 21, 2013	# 404-13 - Page # 10472
Amended	January 29, 2015	# 311-15 - Page # 11577
Amended	April 28, 2016	# 577-16 - Page # 12214
Amended	February 14, 2018	# 304-18 - Page # 12955
Amended	March 28, 2019	# 506-19 - Page # 13571



Schedule "A"

APPLICATION FOR DUST CONTROL SUPPRESSION

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

BETWEEN:

SMOKY LAKE COUNTY
(hereinafter called "the Municipality")

OF THE FIRST PART

Name

Mailing Address

Phone Numbers: Residence Work Cellular
(hereinafter called "the Landowner")

OF THE SECOND PART

Legal Land Description: Quarter Section Township Range W4
Legal Address: Sub-division Name:

WHEREAS the Landowner hereby make application for a Dust Control Agent of the following:

- Blade Mix Oil Dust Control Suppressant: \$ 3,000.00
MG-30 Dust Control Suppressant \$ 850.00
Length: 150 meters (500 feet) Additional Length:

to be applied by the Smoky Lake County Public Works Department to the municipal roadway adjacent to the landowner residence as indicated above and as described on the plan herein.

The Applicant hereby agrees to the following terms and conditions:

- 1. Dust Control Suppressant to be applied to the identified road upon completion of the application for by the applicant and pre-payment of the calculated fee.
2. The applicant shall pay full cost of additional length over the 150 meters (500 feet) in its entirety.
3. Smoky Lake County does not warrant the effectiveness of the dust control agent.
3.1 The County does not guarantee or warrant any life expectancy of the dust control Blade Mix Oil or MG-30 treatment application.
3.1.1 The treated roadway can be reverted back to gravel when it is deemed necessary by the County, which would allow for grading of the road to eliminate pot holes, and that will not obligate the County to re-apply blade mix oil or MG-30 to the road.

4. The dust control treatment program usually commences in late spring and can continue through the summer months.
5. **The "Landowner"**, covenant and agree with the said municipality, for myself, my heir, executors, administrators and assigns that I shall not have any claim for loss or damage caused by reason of the performance work of the said application of dust control suppression program adjacent to my property, whether such loss or damage is the result of the negligence of any servant, agent, or employee of the said municipality, or otherwise.
6. Please show exact location of dust control placement:

7. **Calculation of Total Fee:**

BLADE MIX OIL			MG-30		
County Cost		2 1/2"	County Cost		
Total	PROJECT COST	\$ 8,255.23	PROJECT COST	1 st Application	2 nd Application
				\$ 2,219.85	\$ 769.02
Total	Residence: Fee	\$3,000.00	Residence: Fee	\$ 850.00	\$ 0.00

Cost of first 150 meters (500 feet) = _____
 Add: Additional length = _____
Total Fee Required = **\$** _____

8. Applicants who wish to be considered for the dust control suppression program must apply each year no later than May 1.

IN WITNESS WHEREOF has hereunto acknowledge and accept the terms and conditions on the day and year first above written.

SIGNED _____
 Applicant

}
 }
 }

SMOKY LAKE COUNTY

 Per:





May 1, 2024

Sgt. Anita Doktor
Detachment Commander
Smoky Lake, Alberta

Dear Mr. Jered Serben

Please find the quarterly Community Policing Report attached that covers the January 1st to March 31st, 2024 reporting period. The attached report serves to provide a quarterly snapshot of the human resources, financial data and crime statistics for the Smoky Lake Detachment area.

I would also like to introduce you to Deputy Commissioner Rob Hill, the new Commanding Officer of the Alberta RCMP. Deputy Commissioner Hill has had a diverse and wide-ranging RCMP career, spanning from the Prairies to the Arctic, with positions along the way that have included Drugs Section in Winnipeg and as the former Detachment Commander of Stony Plain (now amalgamated in to Parkland). With public safety as the beacon guiding our operations, Deputy Commissioner Hill is focussed on community engagement; Reconciliation; employee wellness; and recruiting new police officers and retention. Deputy Commissioner Hill is proud to lead your Alberta RCMP and looks forward to meeting you in the future.

Your ongoing engagement and the feedback you provide guides our Detachment team, and supports the reinforcement of your policing priorities. I always remain available to discuss your community-identified policing priorities and/or any ideas you may have that will enhance our service delivery to address the priorities that are important to you. As the Chief of Police for your community, I invite you to contact me should you have any questions or concerns.

Sgt. Anita Doktor
Detachment Commander
Smoky Lake



RCMP Provincial Policing Report

Detachment Information

Name of Detachment

Smoky Lake

Name of Detachment Commander

Sgt. Anita Doktor

Quarter

Q4

Date of Report (yyyy-mm-dd)

2024-04-24

FTE Utilization Plan

2023/24

Select Type of Policing Report

- Municipal Policing Report Under
 Municipal Policing Report Over
 PPSA
 Coaldale

Community Consultations

Consultation No. 1

Date (yyyy-mm-dd)

2024-01-15

Meeting Type

Meeting with Elected Officials

Topics Discussed (this field expands)

Regular reporting information sharing

Notes /Comments (this field expands)

Detachment Commander attended council meeting to provide update and answer any questions and to set up a Town Hall meeting, which will be done through the CAO

Consultation No. 2

Date (yyyy-mm-dd)

2024-01-17

Meeting Type

Town Hall

Topics Discussed (this field expands)

Education Session, Crime Reduction Initiatives, Persons Crimes

Notes /Comments (this field expands)

Smoky Lake Detachment held a Crime Prevention Town Hall, presentations were done on how to protect yourself and your property and questions were asked to the Detachment Commander and members. Partners were Rural Crime Watch and Citizens on Patrols.

Consultation No. 3

Date (yyyy-mm-dd)

2024-01-17

Meeting Type

Community Connection

Topics Discussed (this field expands)

Youth

Notes /Comments (this field expands)

Lunch with a Cop grade 5 HAK School (Smoky Lake)



Consultation No. 4

Date (yyyy-mm-dd) Meeting Type
2024-01-18 Community Connection

Topics Discussed (this field expands)
Regular reporting information sharing

Notes /Comments (this field expands)
Member attended Coffee with a Cop- Town of Smoky Lake

Consultation No. 5

Date (yyyy-mm-dd) Meeting Type
2024-01-30 Meeting with Elected Officials

Topics Discussed (this field expands)
Regular reporting information sharing, Property Crime

Notes /Comments (this field expands)
Commander attended joint council meeting with elected officials. Spoke about Crime Stats and shared other information.

Consultation No. 6

Date (yyyy-mm-dd) Meeting Type
2024-02-08 Town Hall

Topics Discussed (this field expands)
Crime Reduction Initiatives, Persons Crimes, Regular reporting information sharing

Notes /Comments (this field expands)
Town Hall Village of Waskatenau

Consultation No. 7

Date (yyyy-mm-dd) Meeting Type
2024-02-09 Community Connection

Topics Discussed (this field expands)
Youth

Notes /Comments (this field expands)
Lunch with a Cop Grade 6 HAK School

Consultation No. 8

Date (yyyy-mm-dd) Meeting Type
2024-02-13 Community Connection

Topics Discussed (this field expands)
Youth

Notes /Comments (this field expands)
Redwater Traffic Services along with Smoky Lake RCMP Detachment attended the HAK



School and completed a presentation on Distracted Driving / Impaired Driving to High School students

Consultation No. 9

Date (yyyy-mm-dd) Meeting Type
2024-02-15 Community Connection

Topics Discussed (this field expands)

Education Session, Regular reporting information sharing

Notes /Comments (this field expands)

Coffee with a Cop- Village of Vilna, well attended

Consultation No. 10

Date (yyyy-mm-dd) Meeting Type
2024-02-23 Meeting with Stakeholder(s)

Topics Discussed (this field expands)

Regular reporting information sharing

Notes /Comments (this field expands)

RCMP member attended Vilna/Bellis COPS meeting

Consultation No. 11

Date (yyyy-mm-dd) Meeting Type
2024-02-29 Community Connection

Topics Discussed (this field expands)

Regular reporting information sharing

Notes /Comments (this field expands)

Lunch with a Senior- Vilna Lodge

Consultation No. 12

Date (yyyy-mm-dd) Meeting Type
2024-03-13 Meeting with Elected Officials

Topics Discussed (this field expands)

Annual Planning

Notes /Comments (this field expands)

Commander attended Council Meeting is discuss 24-25 Community Priorities



Consultation No. 13

Date (yyyy-mm-dd) Meeting Type
2024-03-21 Community Connection

Topics Discussed (this field expands)
Regular reporting information sharing

Notes /Comments (this field expands)
Coffee with a Cop- member attended



Community Priorities

Priority No. 1

Priority (this field expands)

Crime Reduction - Property Crime

Current Status and Results (this field expands)

Crime Reduction is slowly being worked on. During Q4, members has solidified a Operations Plan for a Project for the next Q1 (24-25). We are waiting for assets to complete another property crime project.

Priority No. 2

Priority (this field expands)

Police / Community Relations - Police Visibility & Youth Engagement

Current Status and Results (this field expands)

Smoky Lake RCMP has be completing visits to the schools and youth events when notified. Coffee with a Cop is still proceeding. Detachment is also doing Lunch with a Senior and Lunch with a Student program, this will continue into the new APP year.



Crime Statistics¹

The following table provides policing statistics on actual offences within the periods listed. Please see Appendix for additional information and a five-year comparison.

Category	January - March			January - December		
	2023	2024	% Change Year-over-Year	2022	2023	% Change Year-over-Year
Persons Crime	35	25	-29.00%	149	176	18.00%
Property Crime	120	80	-33.00%	356	553	55.00%
Other Criminal Code	15	18	20.00%	101	113	12.00%
Total Criminal Code	170	123	-28.00%	606	842	39.00%
Drugs Offences	1	2	100.00%	3	5	67.00%
Other Federal Acts	2	3	50.00%	8	8	0.00%
Other Provincial Acts	23	36	57.00%	143	174	22.00%
Municipal By-Laws	0	0		13	8	-38.00%
Motor Vehicle Collisions	44	27	-39.00%	184	188	2.00%
Provincial Code Traffic	261	259	-1.00%	1,083	1,086	0.00%
Other Traffic	1	0	-100.00%	7	2	-71.00%
Criminal Code Traffic	6	4	-33.00%	27	33	22.00%
Total Traffic Offences	268	263	-2.00%	1,117	1,121	0.00%

¹Data extracted from a live database (PROS) and is subject to change over time.

Trend / Points of Interest (this field expands)



Provincial Service Composition²

Staffing Category	Established Positions	Working	Soft Vacancies ³	Hard Vacancies ⁴
Police Officers	6	7	0	0
Detachment Support	2	2	0	0

2. Data extracted on March 31, 2024 and is subject to change.

3. Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.

4. Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

Comments (this field expands)

Police Offices: Of the six established positions, seven officers are currently working. There are two positions with two officers assigned to each position. There is no hard vacancy at this time.

Detachment Support: Of the two established positions, two resources are currently working. There is no hard vacancy at this time.



**Smoky Lake Provincial Detachment
Crime Statistics (Actual)
January to March: 2020 - 2024**

All categories contain "Attempted" and/or "Completed"

April 8, 2024

CATEGORY	Trend	2020	2021	2022	2023	2024	% Change 2020 - 2024	% Change 2023 - 2024	Avg File +/- per Year
Offences Related to Death		0	2	0	0	0	N/A	N/A	-0.2
Robbery		0	0	1	0	0	N/A	N/A	0.0
Sexual Assaults		2	2	1	1	0	-100%	-100%	-0.5
Other Sexual Offences		1	8	0	3	0	-100%	-100%	-0.7
Assault		10	16	20	21	13	30%	-38%	1.1
Kidnapping/Hostage/Abduction		0	0	0	0	0	N/A	N/A	0.0
Extortion		0	0	2	0	1	N/A	N/A	0.2
Criminal Harassment		2	9	3	1	4	100%	300%	-0.4
Uttering Threats		7	6	8	9	7	0%	-22%	0.3
TOTAL PERSONS		22	43	35	35	25	14%	-29%	-0.2
Break & Enter		17	9	12	40	38	124%	-5%	7.3
Theft of Motor Vehicle		13	2	9	18	7	-46%	-61%	0.4
Theft Over \$5,000		2	1	2	4	0	-100%	-100%	-0.1
Theft Under \$5,000		10	12	13	21	10	0%	-52%	0.9
Possn Stn Goods		8	3	6	6	7	-13%	17%	0.1
Fraud		12	6	7	8	9	-25%	13%	-0.4
Arson		5	4	4	1	0	-100%	-100%	-1.3
Mischief - Damage To Property		8	11	7	15	8	0%	-47%	0.4
Mischief - Other		5	2	4	7	1	-80%	-86%	-0.3
TOTAL PROPERTY		80	50	64	120	80	0%	-33%	7.0
Offensive Weapons		0	5	1	3	0	N/A	-100%	-0.2
Disturbing the peace		2	1	0	0	4	100%	N/A	0.3
Fail to Comply & Breaches		22	20	9	8	6	-73%	-25%	-4.4
OTHER CRIMINAL CODE		4	3	2	4	8	100%	100%	0.9
TOTAL OTHER CRIMINAL CODE		28	29	12	15	18	-36%	20%	-3.4
TOTAL CRIMINAL CODE		130	122	111	170	123	-5%	-28%	3.4



Smoky Lake Provincial Detachment Crime Statistics (Actual) January to March: 2020 - 2024

All categories contain "Attempted" and/or "Completed"

April 8, 2024

CATEGORY	Trend	2020	2021	2022	2023	2024	% Change 2020 - 2024	% Change 2023 - 2024	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		0	4	1	1	1	N/A	0%	-0.1
Drug Enforcement - Trafficking		0	4	0	0	1	N/A	N/A	-0.2
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
Total Drugs		0	8	1	1	2	N/A	100%	-0.3
Cannabis Enforcement		0	0	0	0	0	N/A	N/A	0.0
Federal - General		0	1	0	1	1	N/A	0%	0.2
TOTAL FEDERAL		0	9	1	2	3	N/A	50%	-0.1
Liquor Act		1	0	1	0	0	-100%	N/A	-0.2
Cannabis Act		1	0	0	1	0	-100%	-100%	-0.1
Mental Health Act		5	16	4	11	16	220%	45%	1.7
Other Provincial Stats		26	10	11	11	20	-23%	82%	-1.1
Total Provincial Stats		33	26	16	23	36	9%	57%	0.3
Municipal By-laws Traffic		0	1	0	0	0	N/A	N/A	-0.1
Municipal By-laws		3	2	1	0	0	-100%	N/A	-0.8
Total Municipal		3	3	1	0	0	-100%	N/A	-0.9
Fatals		0	0	1	1	0	N/A	-100%	0.1
Injury MVC		1	6	1	7	0	-100%	-100%	-0.1
Property Damage MVC (Reportable)		42	24	28	28	17	-60%	-39%	-4.6
Property Damage MVC (Non Reportable)		13	4	11	8	10	-23%	25%	-0.2
TOTAL MVC		56	34	41	44	27	-52%	-39%	-4.8
Roadside Suspension - Alcohol (Prov)		0	3	3	3	2	N/A	-33%	0.4
Roadside Suspension - Drugs (Prov)		0	0	0	0	0	N/A	N/A	0.0
Total Provincial Traffic		275	228	309	261	259	-6%	-1%	0.1
Other Traffic		2	1	3	1	0	-100%	-100%	-0.4
Criminal Code Traffic		22	7	4	6	4	-82%	-33%	-3.7
Common Police Activities									
False Alarms		21	12	6	14	9	-57%	-36%	-2.2
False/Abandoned 911 Call and 911 Act		14	41	24	15	9	-36%	-40%	-3.6
Suspicious Person/Vehicle/Property		37	28	17	24	27	-27%	13%	-2.4
Persons Reported Missing		3	2	4	0	0	-100%	N/A	-0.8
Search Warrants		0	1	1	2	0	N/A	-100%	0.1
Spousal Abuse - Survey Code (Reported)		7	8	10	14	12	71%	-14%	1.6
Form 10 (MHA) (Reported)		0	2	1	3	2	N/A	-33%	0.5



Smoky Lake Provincial Detachment Crime Statistics (Actual) January to December: 2019 - 2023

All categories contain "Attempted" and/or "Completed"

January 5, 2024

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Offences Related to Death		0	1	3	0	0	N/A	N/A	-0.1
Robbery		1	1	4	7	3	200%	-57%	1.0
Sexual Assaults		5	7	10	8	7	40%	-13%	0.5
Other Sexual Offences		4	3	22	6	4	0%	-33%	0.3
Assault		77	62	65	79	103	34%	30%	6.9
Kidnapping/Hostage/Abduction		2	1	2	1	0	-100%	-100%	-0.4
Extortion		0	0	5	2	1	N/A	-50%	0.4
Criminal Harassment		14	19	26	10	18	29%	80%	-0.1
Uttering Threats		26	36	35	36	40	54%	11%	2.8
TOTAL PERSONS		129	130	172	149	176	36%	18%	11.3
Break & Enter		129	61	61	76	136	5%	79%	2.9
Theft of Motor Vehicle		86	41	38	42	81	-6%	93%	-0.9
Theft Over \$5,000		10	4	8	11	17	70%	55%	2.1
Theft Under \$5,000		100	61	60	59	89	-11%	51%	-2.4
Possn Stn Goods		47	45	27	29	43	-9%	48%	-2.4
Fraud		50	36	21	32	32	-36%	0%	-4.0
Arson		7	7	9	11	7	0%	-36%	0.4
Mischief - Damage To Property		47	63	53	59	86	83%	46%	7.4
Mischief - Other		75	17	21	37	62	-17%	68%	-0.6
TOTAL PROPERTY		551	335	298	356	553	0%	55%	2.5
Offensive Weapons		9	14	7	13	10	11%	-23%	0.1
Disturbing the peace		32	15	16	8	23	-28%	188%	-2.5
Fail to Comply & Breaches		92	79	75	54	46	-50%	-15%	-11.7
OTHER CRIMINAL CODE		33	20	25	26	34	3%	31%	0.8
TOTAL OTHER CRIMINAL CODE		166	128	123	101	113	-32%	12%	-13.3
TOTAL CRIMINAL CODE		846	593	593	606	842	0%	39%	0.5



Smoky Lake Provincial Detachment Crime Statistics (Actual) January to December: 2019 - 2023

All categories contain "Attempted" and/or "Completed"

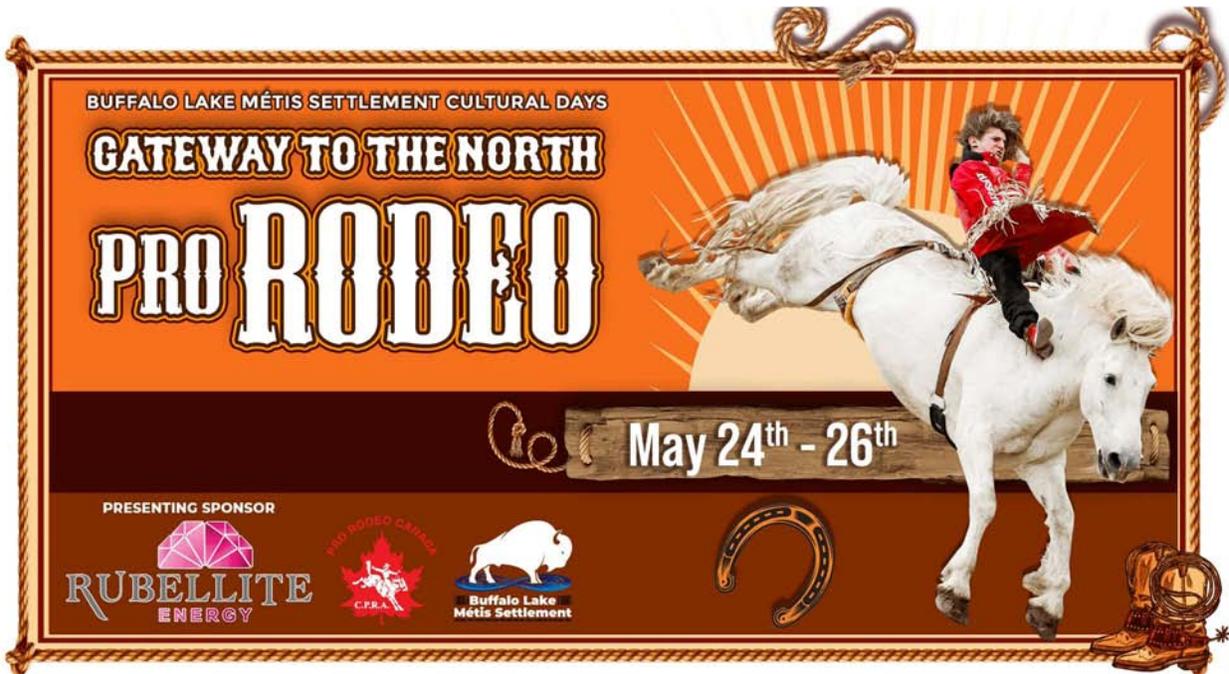
January 5, 2024

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		5	5	7	3	3	-40%	0%	-0.6
Drug Enforcement - Trafficking		9	4	6	0	2	-78%	N/A	-1.8
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
Total Drugs		14	9	13	3	5	-64%	67%	-2.4
Cannabis Enforcement		0	0	1	1	0	N/A	-100%	0.1
Federal - General		4	1	3	4	3	-25%	-25%	0.1
TOTAL FEDERAL		18	10	17	8	8	-56%	0%	-2.2
Liquor Act		11	7	2	3	2	-82%	-33%	-2.2
Cannabis Act		9	2	1	1	1	-89%	0%	-1.7
Mental Health Act		38	52	54	38	54	42%	42%	1.8
Other Provincial Stats		102	124	80	101	117	15%	16%	0.7
Total Provincial Stats		160	185	137	143	174	9%	22%	-1.4
Municipal By-laws Traffic		0	0	3	0	2	N/A	N/A	0.4
Municipal By-laws		15	19	16	13	6	-60%	-54%	-2.4
Total Municipal		15	19	19	13	8	-47%	-38%	-2.0
Fatals		1	1	2	1	3	200%	200%	0.4
Injury MVC		15	10	16	19	18	20%	-5%	1.5
Property Damage MVC (Reportable)		171	139	158	138	149	-13%	8%	-4.5
Property Damage MVC (Non Reportable)		38	33	23	26	18	-53%	-31%	-4.7
TOTAL MVC		225	183	199	184	188	-16%	2%	-7.3
Roadside Suspension - Alcohol (Prov)		N/A	N/A	N/A	N/A	14	N/A	N/A	N/A
Roadside Suspension - Drugs (Prov)		N/A	N/A	N/A	N/A	0	N/A	N/A	N/A
Total Provincial Traffic		2,603	1,516	1,357	1,083	1,086	-58%	0%	-346.7
Other Traffic		17	13	13	7	2	-88%	-71%	-3.6
Criminal Code Traffic		75	85	37	27	33	-56%	22%	-14.2
Common Police Activities									
False Alarms		62	60	44	32	53	-15%	66%	-4.6
False/Abandoned 911 Call and 911 Act		115	71	167	93	68	-41%	-27%	-7.2
Suspicious Person/Vehicle/Property		190	208	116	108	121	-36%	12%	-23.8
Persons Reported Missing		11	4	18	14	9	-18%	-36%	0.6
Search Warrants		2	1	3	5	2	0%	-60%	0.4
Spousal Abuse - Survey Code (Reported)		29	37	52	57	57	97%	0%	7.6
Form 10 (MHA) (Reported)		0	11	2	3	9	N/A	200%	1.0

A verbal request was received by the Interim CAO on April 30, 2024, asking permission to allow for temporary signage to be installed for wayfinding to the Buffalo Lake Métis Settlement Pro Rodeo hosted at the Tom Blyan Memorial Rodeo Grounds, 45km North of Smoky Lake within the Buffalo Lake Métis Settlement, which is scheduled for May 24-26, 2024.

A written request is expected to be received prior to the Council meeting, May 8, 2024, which will be distributed as a handout.

Below is information from the Buffalo Lake Métis Settlement’s website:



From: Marisa Orfei <marisa@emerald.foundation.ca>
Date: April 26, 2024 at 1:16:15 PM MDT
To: Jered Serben <jserben@smokylakecounty.ab.ca>
Subject: 33rd Annual Emerald Awards - You are invited!

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

Good afternoon Reeve Serben,

I hope this email finds you well.

On March 23rd, the [Alberta Emerald Foundation](#) announced the 33rd Annual Emerald Awards Shortlist, and I'm excited to share that the **Metis Nation of Alberta's Salay Prayzaan at Métis Crossing's Solar Project** in Smoky Lake, has been shortlisted in the Energy Category for an Emerald Award. I am sending you this note to extend an invitation to attend the Emerald Awards.

Just in case you haven't heard of the [Emerald Awards](#) before, here's a quick introduction:

Alberta is home to leaders and innovators, each demonstrating a unique approach to environmental stewardship. Since 1992, the Emerald Awards have showcased those who raise the bar in addressing local, regional, and global environmental & climate issues. In doing so, a standard of excellence is set that inspires others in their own practices.

The 33rd Annual Emerald Awards will take place at the Calgary Central Library on Thursday, June 6, 2024, coinciding with Canadian Environment Week.

It's become our tradition to extend an invitation to the mayors and reeves of our shortlist's communities to join in the celebration of the Emerald Awards. We have a few opportunities for you to participate:

- An invitation to attend the in-person event.
- A written greeting in our digital event program.

I have attached an event brief that provides greater detail about the event and each opportunity. We have also invited Provincial dignitaries and the mayors from the other shortlisted communities. We would love to see you there or participate in some fashion!

Please let me know if you have any questions, and if you are able to join us as we celebrate our province's environmental leaders.

I look forward to hearing from you.

Marisa



Marisa Orfei

Executive Director and Monthly Donor
Alberta Emerald Foundation

marisa@emerald.foundation.ca

Mailing Address: 9910 103 Street NW, Edmonton AB, T5K 2V7
780.938.6177

emerald.foundation.ca

Did you know the Alberta Emerald Foundation is a registered charity? By donating you support us in our mission of telling Alberta's environmental good news stories to uplift, educate, and inspire our province toward meeting environmental and climate action goals. [Donate today!](#)





33rd Annual Emerald Award Dignitary Brief

Albertans are known for taking innovative and effective actions toward improving our natural environment. Celebrating these Albertans, telling their stories, and inspiring others to follow in their path is the unique role of The Alberta Emerald Foundation (AEF).

Since 1992, the Emerald Awards have showcased over 400 recipients and 900 finalists who are raising the bar in addressing environmental and climate change issues. We extend a warm invitation for your participation at the Awards, which would be deeply appreciated. Your involvement holds significant value for our Emerald Award shortlist, as it underscores the recognition of their accomplishments by elected officials.

We have prepared this brief to help you prepare for the 33rd Annual Emerald Awards celebration. If you have any questions, please feel free to contact us. We're committed to making your Emerald experience a positive one.

The Award Ceremony

The 33rd Annual Emerald Awards will be held in person in Calgary, on June 6, 2024, at the Calgary Central Library, 800 3 Street SE, directly east of City Hall.

Event Schedule

6:00 pm - Doors open

6:30 pm - The Emerald Awards ceremony starts!

8:00 pm - Reception in the Shaikh Family Welcome Gallery

Tickets

The AEF is pleased to provide Emerald Award dignitaries with **two complimentary tickets to the event**. Additional tickets are available for \$70 each with all proceeds supporting the cost of the event and the Emerald Awards program, tickets can be purchased [here](#). For those unable to attend in person, the ceremony will be live-streamed and made available on our website and YouTube channel.

Digital Event Program

We are pleased to provide you with the opportunity to share a written greeting in our digital event program along with a photo. **Please submit your greeting to sabrina@emerald.foundation.ca by May 21, 2024.**

These are our preferred dimensions and file types:

- 8.5" x 11"
- .pdf or .png

Networking

One of the reasons we love hosting the Emeralds is that it's a great way to bring people together to form new connections and start conversations about how we can work together to take action against climate change and protect our environment.

While there's an opportunity to mingle with attendees before the Awards start, the main networking opportunity will be available after the awards have been handed out. **We invite you to stay for the reception in the Shaikh Family Welcome Gallery to celebrate this year's recipients and finalists and connect with like-minded individuals, organizations, and community members.** Appetizers will be served and each guest will receive one free drink ticket!

What to wear

There isn't a strict dress code for the Emerald Awards – we encourage you to wear what makes you feel your best! Past attendees have showcased a diverse range of styles, from semi-formal dresses and suits to dress pants paired with a stylish top or even a tasteful pair of jeans. The choice is yours to embrace your unique style and comfort.

Accommodation

The Alberta Emerald Foundation has arranged a block of rooms at the Homewood Suites by Hilton Calgary Downtown in Calgary with competitive rates for event attendees. [Here is a link for the hotel.](#) This offer is only available until May 6. Please note: a) Individuals will be responsible for booking and payment; b) There is a major conference in Calgary on the same evening as the Emerald Awards, and hotel rooms are difficult to find at a reasonable price.

Important deadlines

- **May 10 , 2024** - Please send the full name and email address of the attendees who will be using your complimentary tickets to sabrina@emeraldfoundation.ca
- **May 21, 2024** - Please submit your greeting for our digital program to sabrina@emeraldfoundation.ca

Questions? We're here to help

Marisa Orfei

Executive Director

marisa@emeraldfoundation.ca

(780) 938-6177

Sabrina (Bri) Huot

Communications & Engagement Specialist

sabrina@emeraldfoundation.ca

(780) 616-1556



Alberta Drought Response Plan



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1. Foreword

Drought is a period of critically low water supply caused by below-normal precipitation (snow and rain). It results in decreased surface water and groundwater supplies and soil moisture. There are many different accepted definitions of drought, depending on those who are affected and the factors to which they are exposed such as precipitation, stream flow, lake and reservoir levels, groundwater supplies, soil moisture, crop yields, pasture conditions and economic impacts. There are meteorological, agricultural, hydrological, and socio-economic types of droughts.

Water is used throughout Alberta's economy, across all communities, and is essential for the sustainability of our environment. Water is used for everything from filling small dugouts for agriculture, to use in factories and plants, fire suppression and power generation, growing crops and watering livestock, and by all Albertans for their daily household needs, including drinking, cooking and cleaning. Water use, delivery and the return of wastewater to receiving water bodies is also extremely complex. Water moves from the environment to human use points and back again through a complicated array of rivers and lakes, water storage reservoirs and canals, intakes and outflows. As water use is so pervasive throughout Alberta's society and the actual delivery and discharge mechanisms are interconnected, water management, especially during drought, requires all Albertans to share responsibility, conserve water and work together to achieve the best possible outcomes for all.

The onset, severity, and length of drought is unpredictable due to the inability to forecast precipitation with certainty for time periods greater than a few weeks. As such, the drought response plan needs to be conservative, proactive and flexible to adjust to constantly changing drought conditions.

Alberta Environment and Protected Areas (EPA) is responsible for the protection and management of water resources within the province of Alberta. The Alberta Emergency Plan identifies EPA as the lead organization for drought. As lead organization, EPA is responsible for drought response coordination operations, and this response plan will guide its work and the provincial response.

Summary of Revisions

Version/Date	Summary of Revisions
May 2, 2024	Drought Response Plan published

1.0 Introduction

1.1 Intent of Drought Response Plan

The intent of the Alberta Drought Response Plan is to ensure Alberta is well-prepared for the potential of widespread drought. The plan describes all preparation, planning and response activities that EPA will implement to effectively address the full range of possible drought conditions, which may range from localized impacts to multiple river basins simultaneously. In all cases, as the challenges that occur during drought can be variable and complex, a coordinated provincial response is necessary. The plan compliments the department's existing regional water shortage response plans. Given the dynamic nature of planning for a severe drought and the complexities of Alberta's water management system, the plan is intended to be proactive and flexible enough to address changing drought conditions as they occur.

1.2 Plan Applicability

EPA is the Government of Alberta lead organization for drought. This plan applies to drought response activities across EPA, Alberta Agriculture and Irrigation (AGI), Alberta Municipal Affairs (MA), Alberta Forestry and Parks (FP), the Alberta Energy Regulator (AER), and other partner ministries.

1.3 Alberta Drought Response Plan Objectives

The objectives of the Alberta Drought Response Plan are:

- Protecting the health and safety of Albertans from the impacts of drought.
- Minimizing the impacts of drought on Alberta's communities, economy and the environment.
- Implementing a proactive, risk-based approach to rapidly assess, prepare for and respond to the impacts of a drought.
- Ensuring response to drought conditions is agile and adjusted in real time as information changes.
- Enabling all Albertans to take appropriate action to conserve water and work together.

1.4 Water Management within the Province

South Saskatchewan River Basin (SSRB)

In 2007, the Bow, Oldman and South Saskatchewan River sub-basins within southern Alberta were closed to new allocations of water except under very limited circumstances, and interim allocation limits were placed on the Red Deer River sub-basin. Water license transfers are the primary regulatory mechanism to move existing licensed allocations of water from one user to another under the closure. Several types of statutory decisions under the *Water Act*, including license transfer decisions, are also subject to additional matters and factors set out in the approved Water Management Plan for the SSRB that must be considered in addition to those already specified in the *Water Act*. Many water licenses within the SSRB are also subject to specific water management thresholds, including timing restrictions and low flow restrictions, often referenced as Instream Objectives (IOs) and Water Conservation Objectives (WCOs), under which licensed diversions must cease.

Within the SSRB, the 1969 Master Agreement on Apportionment (MAA) sets out the approach for apportionment and specific commitments between Alberta and Saskatchewan. The parties of the MAA include the governments of Alberta, Manitoba, Saskatchewan, and Canada. The MAA is administered by the Prairie Provinces Water Board (PPWB), of which Alberta is a member. Under the MAA, Alberta is committed to sending 50 per cent of the natural flow from the South Saskatchewan and Red Deer Rivers to Saskatchewan each year. Overall water management within the SSRB is also unique in that it is heavily influenced by large government and privately owned water storage reservoir and canal conveyance infrastructure that is primarily focused on water availability for agricultural irrigation.

Milk River Basin

The Milk River Basin does not form part of the SSRB. The basin is located in the far south of the province and traverses the Canada and United States border. The waters that flow through the basin are augmented by an upstream diversion structure on the St. Mary River Basin in Montana. Water apportionment in the basin is administered under the Boundary Waters Treaty, which governs the sharing of water between Canada (Alberta) and the United States (Montana). The regulatory connection to the treaty is through the terms and conditions of individual *Water Act* licenses issued to Milk River water users, which include conditions to comply with the requirements of the treaty. The treaty does not apply to diversions of water for municipal purposes, such as the Town of Milk River's raw water supply.

Northern Basin

The Northern Basin is comprised of four river basins: the North Saskatchewan River Basin, Peace-Athabasca-Slave River Basin, Hay River Basin and the Beaver River Basin. Although not as intensively managed as the rivers within the SSRB, the three Northern Basins contain almost 90 per cent of the province's water.

The North Saskatchewan River Basin (NSRB) covers approximately 12 per cent of the province. It is drained by one major river, the North Saskatchewan, which originates in the icefields near the British Columbia-Alberta border. The Battle River, which joins the North Saskatchewan River in Saskatchewan, rises in central Alberta. The entire basin has six per cent of the total river flow in the province. Like the SSRB, the NSRB is subject to the 1969 MAA that commits Alberta to send 50 per cent of the natural flow from the North Saskatchewan River to Saskatchewan each year.

The Peace-Athabasca-Slave River Basin occupies 64 per cent of the province and is the largest and most northerly river basin in the province. The large Peace River begins in the B.C. mountains and flows northeast across Alberta to the Peace-Athabasca Delta. The Athabasca River begins at the Athabasca Glacier in Alberta and also flows northeast to the delta. The Slave River carries water from the Peace and Athabasca rivers into the Northwest Territories. The Peace-Athabasca-Slave River Basin is a part of the Mackenzie River Basin, which empties into the Arctic Ocean. Most of Alberta's river flow (86 per cent) follows this route. In 1997, the Mackenzie River Basin Transboundary Water Master Agreement was signed by the provinces of Alberta, Saskatchewan, British Columbia, the Northwest Territories and Yukon as well as the Government of Canada. In signing this agreement, each province committed to transboundary water management and specific cooperative measures for protection of the overall watershed.

The Hay River Basin in the northwest corner of Alberta originates in B.C.'s mountains and eventually empties into the Arctic Ocean. Two lakes within the basin, Zama and Hay, are recognized for their particular importance to wildlife.

The Beaver River Basin (BRB) is a small basin that occupies approximately three percent of Alberta in the Boreal Forest Natural Region. Its major rivers, the Beaver and Sand, originate in northeastern Alberta and are relatively small in volume; the river flow in the basin amounts to less than one percent of the province's total. The Beaver River flows eastward as part of the Churchill River Basin that empties into the Hudson Bay. The BRB is not currently a part of any interprovincial apportionment agreement.

2.0 Government of Alberta Stages of Drought Response

Droughts are complex, can fluctuate in severity, temporarily improve or worsen, and can have different effects depending on their geographical location in the province. As lead agency, EPA will proceed through five stages of drought response depending on the severity, spatial extent and duration of any drought event. Alberta’s stages of drought response will be evaluated seasonally and modified as drought conditions change to reflect the provincial response and/or status of an individual river system or basin.

DIAGRAM 1: ENVIRONMENT AND PROTECTED AREAS’ STAGES OF DROUGHT RESPONSE

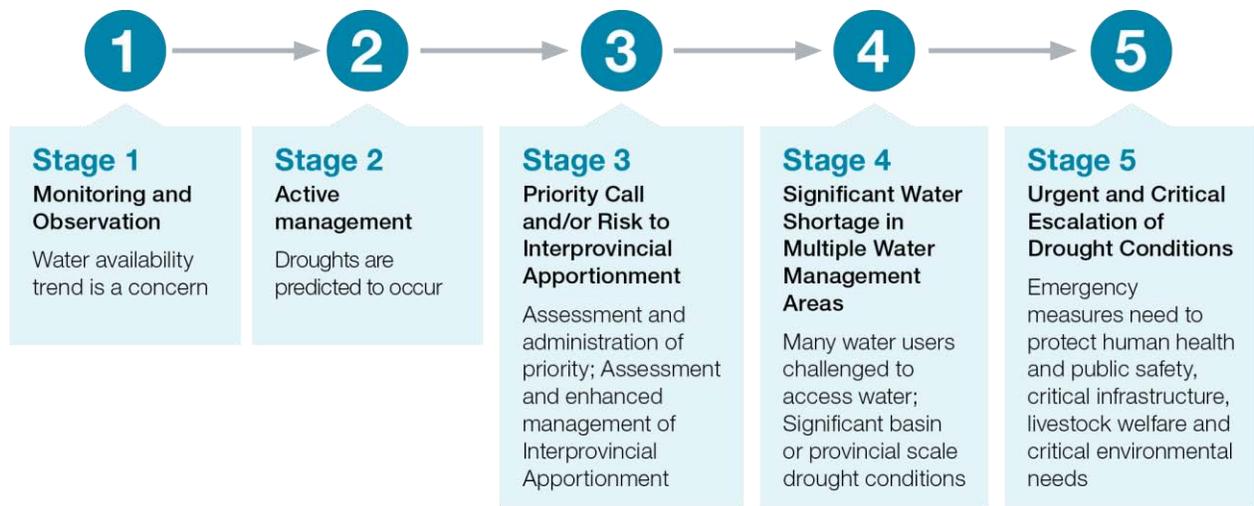


TABLE 1: GOVERNMENT OF ALBERTA STAGES OF DROUGHT RESPONSE

Management Stage	Stage Triggers	Management Actions
Stage 1: Monitoring and Observation	<ul style="list-style-type: none"> The Water Supply Outlook indicates there may be potential water shortages in a water management area. There is an elevated risk of a priority call or risk of failure to meet interprovincial apportionment requirements. Risk of loss to riparian areas, or instream objectives or water conservation objectives not met. 	<ul style="list-style-type: none"> An interdisciplinary Drought Response Team is formed to monitor the developing situation, identify resources, manage communications, and implement the appropriate drought response procedures. Information such as reservoir storage, snowpack, predicted precipitation, current conditions and anticipated water use will be assessed to determine risk to water users and other provincial responsibilities such as interprovincial apportionment. Risks are mitigated using regulatory and non-regulatory tools.

Management Stage	Stage Triggers	Management Actions
Stage 2: Active Management	<ul style="list-style-type: none"> Stream flows are below Instream Objectives or Water Conservation Objectives and are forecast to not improve. Impacts to some water users are occurring. Impacts to the aquatic environment are occurring. 	<ul style="list-style-type: none"> Public communication of drought conditions and possible measures to alleviate the impacts of drought, including local entities taking action to conserve water where appropriate. Response activities will consider suspending or cancelling all temporary diversion licenses in the affected water management area(s). Water shortage advisories on the Alberta River Basins website for the affected water management areas will be posted. EPA staff work directly with water users to ensure compliance with conditions within water licenses and to support alternative sources of water supply where possible. Enhanced monitoring of impacts of drought on community, economic and environmental outcomes.
Stage 3: Priority call and/or risk to interprovincial apportionment	<p>Conditions degrade to a point where:</p> <ul style="list-style-type: none"> EPA receives a priority call from a licensee, registrant and/or household user; or, Predictive modelling indicates a concern that interprovincial apportionment obligations may not be met; or, Some water users that normally have access to water are experiencing water shortage (even if a priority call is not received) 	<ul style="list-style-type: none"> Drought Response Team is replaced by Drought Emergency Operations Center. Priority calls will be assessed, and where validated, response actions will be undertaken as required, including the potential issuance of water management orders to ensure that water license priority is maintained. Detailed water supply and use monitoring and modelling are implemented to inform both priority administration and interprovincial apportionment management. Broad public information dissemination to encourage appropriate water conservation measures. Direct engagement with key water users to collaborate on appropriate water conservation measures. Field level support for water users that are not receiving enough water occurs. Goal is to obtain alternative sources of water where possible. Water-sharing agreements may be considered and activated.
Stage 4: Significant water shortage in multiple water management areas	<p>Conditions degrade to a point where:</p> <ul style="list-style-type: none"> A significant number of water users in multiple water management areas are impacted and are challenged to divert water; or 	<ul style="list-style-type: none"> Develop and implement water-sharing agreements with large water users (licensees) to conserve water so that water is available for as many water users as possible.

Management Stage	Stage Triggers	Management Actions
	<ul style="list-style-type: none"> The drought persists or is projected to persist with potential provincial or regional scale community, economic and environmental impacts. 	<ul style="list-style-type: none"> Broad public information dissemination to encourage appropriate water conservation measures. Engagement with all water users to collaborate on appropriate water conservation measures directly. Significant field level support for water users that are not receiving enough water occurs. Goal is to obtain alternative sources of water where possible. Weekly water supply and use assessments are conducted and communicated to water users.
<p>Stage 5: Urgent and critical escalation of drought conditions</p>	<p>Existing management actions cannot ensure drinking water for humans, protect public safety, critical infrastructure, livestock welfare or critical environmental needs.</p>	<ul style="list-style-type: none"> Activities and resources deployed through Stages 1-4 are applied for maximum emergency response. When all options have been exhausted and drought conditions are so severe that impacts to human health and public safety, critical infrastructure, livestock welfare or critical environmental needs could occur, a local, regional or provincial-scale emergency can be declared under Section 107 of the <i>Water Act</i> to prevent those impacts from occurring.

3.0 Non-Regulatory Approaches and Regulatory Tools

3.1 Introduction

Previous drought management experiences have demonstrated that responses to drought are most effective when multiple management approaches are applied in unison. Given that EPA is the primary regulator and overall administrator of Alberta's water management system, the department can apply both non-regulatory approaches and regulatory tools during a drought response as necessary.

3.2 Legislative Context

EPA utilizes two primary pieces of legislation to address drought, those being the *Water Act* and the *Environmental Protection and Enhancement Act* (EPEA). EPA and the AER have shared authorities under the *Water Act* and EPEA that are applied within their distinct jurisdictions.

Water Act

The *Water Act* supports the conservation and management of water through the allocation of water in Alberta. The Act sets out the legislative framework for the priority of water diversions amongst users, instruments available for the diversion and use of water, and a variety of compliance measures available to ensure the objectives of the Act are met. The Act has both authorization and compliance components that support drought response.

Environmental Protection and Enhancement Act

The *Environmental Protection and Enhancement Act* sets out the legislative requirements of how air, water, land and biodiversity are managed in Alberta. EPEA supports the protection, enhancement and wise use of the environment by designating activities for which authorizations are required under the Act. The Act has both authorization and compliance components that support drought response.

3.3 Non-Regulatory Approaches

Non-regulatory approaches are voluntary and not required by any Government of Alberta legislation. However, all non-regulatory approaches must not conflict with any provincial legislation or regulation. While EPA plays an important support role, some non-regulatory approaches rely heavily on stakeholder leadership, participation, and collaboration to achieve success. The non-legislative approaches that will be utilized in drought response include outreach and education, voluntary water restrictions, and voluntary water-sharing agreements between water users.

3.4 Outreach and Education

Outreach and education activities include proactive initiated information sharing and discussions with licensees related to the:

- current and predicted future status of drought conditions;
- actions EPA is implementing to address predicted conditions; and
- complimentary strategies that licensees may consider to mitigate the impacts of drought on their water use.

Outreach and education activities may be targeted and scaled as needed to have the greatest impact. For example, focused outreach and education will be implemented with influential water users or water user groups to leverage a greater impact on the overall water management system through things like water-sharing agreements.

Role of EPA

EPA plays an important role as the key technical knowledge holder, primary regulator and manager of Alberta's water system. As part of drought response EPA is both an initiator and facilitator of pre-planned outreach and communications activities, as well as a source for reactive outreach and education activities based on stakeholder enquiries.

Outreach and Education for Drought Response

EPA will execute an Outreach and Education Implementation Plan to support effective drought response. The implementation plan describes tasks, timing and leads for five major areas of work including:

1. Sharing information publicly on the current drought conditions, future drought scenarios, and drought response actions being undertaken or considered.
2. Conducting public awareness campaign before severe drought occurs, to ensure that all Albertans have the information that they need to conserve water appropriately.
3. Direct engagement with water users (water license holders) and other partners with interests in water management.
4. Ensuring that other Government of Alberta departments and elected officials are kept informed.
5. The effective implementation of regulatory tools where education and awareness of regulated parties is a key component of regulatory and non-regulatory approaches to drought conditions.

3.5 Voluntary Water Restrictions

Voluntary water restrictions are self-imposed actions that limit the use of water for certain purposes to preserve water supply. Voluntary water restrictions are often referenced in the context drought response plans administered by local authorities or commercial and industrial entities; however, these authorities and entities may decide to enact such measures at any time. The decision to enact voluntary water restrictions is often informed by EPA data sources or by the individual circumstances of the licensee. EPA encourages and supports voluntary water restriction approaches as they contribute to the overall mitigation of drought impacts, and in many cases early voluntary restrictions help ensure communities and commercial entities avoid increasingly stringent restrictions, mandatory regulatory actions, or loss of water access.

Voluntary water restrictions include water conservation measures by water users and more overt self-imposed rules that licensee may place on themselves or the users they supply. Water conservation measures can range in scope and scale and include measures to minimize non-essential water use at their homes or businesses.

Water license holders may also choose to self-impose rules for their authorized water use. This is mostly seen in the municipal context, where communities that hold water licenses may implement bylaws and drought response plans requiring themselves and their water users to restrict certain uses of water. Restrictions may escalate as drought conditions worsen. For example, the initial stages of water restrictions typically include restrictions on things like municipal and household lawn watering but may progress as drought conditions worsen to restricting all non-critical municipal and household water uses.

Role of EPA

EPA's primary role in supporting voluntary water restrictions is by providing data, such as real-time flow data, as well as general information related how to prepare water shortage response plans.

Voluntary water restrictions are enacted and enforced (where applicable) at the discretion of the licensee.

Voluntary Water Restrictions for Drought Response

EPA takes an active role in advocating that stakeholders draft and maintain voluntary water shortage response plans through the Outreach and Education Implementation Plan noted in Section 3.2.1 of this plan. EPA has a comprehensive online document that licensees and other water users can access to support the drafting of plans. The document is intended to inform the licensee regarding drought risks related to their water supply, assist in the analysis of potential options for addressing drought risks, and to support sustainable plan implementation.

It should be noted that some licensees within the SSRB have a regulatory requirement to submit a water shortage response plan under the terms and conditions of their water license.

3.6 Water-Sharing Agreements

Water-sharing agreements are the most important tool that Alberta has to manage significant drought (Stages 3 to 5). The central premise is that the largest and most senior licensees agree to take less water, which leaves water in the system for other water users. These agreements are collaborative and voluntary and are between licensees within a river basin or sub-basin. They must be regulatorily compliant (they need to be consistent with the *Water Act*), but they are not regulated, and the Government of Alberta is not a party in the agreement(s).

Water-sharing agreements come with a direct economic cost to the senior water license holders. They are agreeing to take less water to benefit others. This is why it is vital for all water users (senior or junior) to conserve water during significant drought.

Role of EPA

EPA's role in supporting water-sharing agreements is to initiate and facilitate the agreement development process, to provide technical and regulatory information to inform the agreement, and to monitor the outcomes of the agreements to ensure that sufficient water is being maintained in the system to provide access to water by as many water users as possible.

How Water-Sharing Agreements Work

Although water-sharing agreements can occur between any licensees, agreements that involve licensees with large volume water allocations and senior license priorities most likely to provide the greatest benefit to the overall water management system. Such agreements are predicated on the idea of large/consequential water users taking the initiative to voluntarily reduce diversions (take less water) so that there is more water in the overall system for smaller and more junior licensees to have access to their own existing allocations.

Water-sharing agreements do not allow senior licensees to direct who may receive the water they did not divert. Agreements do not change the priorities or increase the allocations of junior licensees. The agreements are formalized through a voluntary, non-binding Memorandum of Understanding (MOU) signed by the parties to the agreement. The MOU is typically a public document but does not have to be. EPA monitors the outcome of the agreement, meaning the availability of water for all water users, but does not monitor the actions of individual parties to the agreement.

Water-Sharing Agreements for Emergency Response

Water-sharing agreements take time to develop, often several months. EPA will initiate water-sharing agreement discussion amongst senior license holders early enough that the agreements are complete and ready for implementation before drought conditions warrant their implementation.

Once the agreement is complete, EPA will conduct regular meetings with the parties to the agreement to collectively determine when the agreement should be implemented and how the water use of the participants should change as drought conditions change. Once drought conditions have passed, the water-sharing agreements will be discontinued.

3.7 Regulatory Tools – Authorizations

Authorization Introduction

This section of the plan focuses on authorizations under the *Water Act* to support drought response. It is recognized that there may be secondary authorizations under other pieces of provincial legislation that may be important to address the far-reaching impacts of drought, including the *Environmental Protection and Enhancement Act* and *Public Lands Act*. In general, *Water Act* authorizations are legal instruments of the legislation that contain terms and conditions for the authorized diversion of water or approval for carrying out activities in or near waterbodies.

The authorization activities under the *Water Act* that support drought response include the issuance of new authorizations or the amendment of existing authorizations. Examples of authorization types pertinent to drought management include:

- approved water shortage response plans;
- temporary diversion licenses;
- short-term (temporary) water license transfers; and
- agreements to assign water and approvals under the *Water Act*.

Under authorization scenarios, the party impacted by drought plays the role of initiating the formal regulatory process via an application to the department. EPA plays the role of the statutory decision maker with respect to the application, as well as a regulatory assurance verification role with respect to the authorization holder's compliance with requirements of their authorizations.

EPA can support authorized parties/members of the public throughout the authorization process, but they themselves must submit a complete application to the department which can be considered for approval. EPA will be applying an enhanced level of pre-application support and implementing expedited authorization processes to actively assist those impacted by drought. The AER provides a similar role for oil, gas and coal exploration and development projects.

Approved Water Shortage Response Plans

Some water licenses within the SSRB contain terms and conditions requiring the licensee follow an approved water shortage response plan. The plan is submitted by the licensee along with the transfer application, and eventually forms part of final license.

Applicability in Drought Response

Instream flow restrictions are common within water licenses issued within the SSRB. The requirement for a licensee to comply with an approved water shortage plan is a proactive regulatory mechanism to ensure that licensees have adequate plans in place should flow restrictions within their license obligate them to cease license diversions. In some cases, approved plans align with regional or provincial response plan escalation criteria.

Use in Drought Response

Licensees with approved water shortage response plans are obligated to implement the plan during drought conditions. EPA will conduct compliance verification activities with respect to licensee compliance with approved water shortage response plans in alignment with operational drought response objectives.

3.8 Temporary Diversion Licenses (Section 62 of the *Water Act*)

A Temporary Diversion License (TDL) grants a temporary authorization for the diversion of water from a surface or groundwater sources. TDLs are issued for a short-term (one year or less) and may be issued for a variety of purposes. TDLs can be issued in a relatively rapid fashion, and TDL approval decisions are subject to notice and appeal provisions of the Act. TDLs can also be issued within basins that are closed to new permanent allocations of water such as the SSRB. However, TDLs do not receive a priority number and are often subject to instream flow restrictions, which means they are one of the first types of authorized diversions that must cease when EPA administers a priority, or when instream flow restrictions are not met.

Applicability in Drought Response

TDLs can be considered to temporarily authorize diversions of water from alternative sources for either existing or new licensees. In some cases, TDLs can also be used as a 'bridging authorization' to allow for temporary water use while a more permanent or appropriate water source is authorized.

Use in Drought Response

EPA will utilize TDLs as one of the regulatory tools to support drought response. EPA will provide enhanced support to licensees who require a TDL to access alternative water supplies. EPA has developed a temporary livestock watering program to provide this support to agricultural producers.

3.9 Water License Transfers (Section 81 of the Water Act)

A water transfer is a transfer of all or part of licensed water allocation from an existing license to another licensee or new water user. Transfers are the primary method a new or existing water user to new or additional water supplies within the SSRB which is closed to new allocations of water.

A license transfer can be made either permanently or for a specified period of time, and result in the issuance of a new license with the same terms, conditions and priority number as the license from which the allocation was transferred. Short-term or 'temporary' transfers are the most practical form of transfer authorization to support drought response within the SSRB due to the closure of the basin and the numerous instream flow restrictions on watercourses within the basin. Short-term transfers are subject to the applicable notice and appeal provisions of the *Water Act*.

Regardless of the transfer type, a 30-day public notice of the transfer application is required under the *Water Act*.

Applicability to Drought Response

Short-term transfers can be considered in situations where an existing licensee has terms and conditions that prevent them from continuing to undertake authorized diversions of water (e.g., instream flow restrictions, timing restrictions, junior priority, etc.), or where water supply is insufficient to support a water user's need due to drought conditions. A short-term transfer results in a short-term amendment to the transferers license, and a new short-term license issued to the transferee.

Use in Drought Response

EPA will support the utilization of short-term transfers as one of the regulatory tools to respond to drought conditions. EPA will implement an expedited transfer process to support short-term transfer applicants. EPA may consider TDLs as a bridging authorization until the short-term transfer authorization process is completed.

3.10 Agreements to Assign Water (Section 33 of the Water Act)

An assignment of water is an agreement between two parties to assign an amount of water that the assigner is authorized to divert to another license or registrant. All or part of the assignor's water allocation can be assigned, the assignment may vary in duration, and the assigned allocation retains the priority number specified in the assigning license. EPA does not formally 'approve' these agreements; however, the agreement must be carried under a specific set of requirements described in the *Water Act*.

EPA may also revoke an agreement where the assignment causes or may cause certain impacts to other water users or the aquatic environment. A significant consideration for agreements to assign water is the requirement that the assigned water allocation (and associated priority) must be diverted under the existing terms and conditions of the authorization that water is being assigned to. For example, this means if an assignee's water license has terms and conditions restricting diversions (flow restrictions, timing restrictions, etc.), those restrictions remain in effect and may prohibit the use of any assigned water. Agreements to assign water are not subject to the notice or appeal provisions of the *Water Act*.

Applicability in Drought Response

Agreements to assign water have limited utility in the context of managing impacts of drought conditions within the SSRB given the number of existing license authorizations which are subject to diversion restrictions. Diversion restrictions within existing licenses are often a primary reason for an existing licensee to seek an alternative source of water, and therefore any agreement to assign water to such a licensee would not remedy the issue.

However, in the circumstances where an agreement to assign water is a viable consideration, close attention must be given to the requirements for the agreement set out in Section 33 of the *Water Act*. Agreements to assign water would likely have greater applicability in Alberta's northern basins during drought conditions.

Use in Drought Response

EPA will support Agreements to Assign Water under Section 33 of the *Water Act* as one of the regulatory tools to mitigate drought conditions. EPA will provide enhanced support through educational materials and regulatory guidance to licensees seeking to utilize Section 33.

3.11 Water License Amendments (Section 54 of the Water Act)

The terms and conditions of water licenses may be amended on the initiative of either EPA or more commonly through application to EPA by the licensee. The *Water Act* specifies that, on application by the licensee, amendments to licenses can include changing or adding diversion rates, changing the timing of diversion, and adding or changing points of water diversion or use. Most types of water license amendment decisions are subject to the applicable notice and appeal provisions of the *Water Act*.

Applicability to Drought Response

Water license amendments can be used as a regulatory support tool to make changes in the terms and conditions of an existing water license to facilitate new or enhanced access to water supplies. Examples of amendments to support emergency response include but are not limited to the following:

- changing or adding a new point of diversion where a river channel has moved away from the original point of diversion due to low or changing water levels;
- changing the purpose of a license to allow for expanded use of an existing water license allocation; or,
- adding a storage reservoir to the works of an existing license to enable use of stored water at times when water levels are low.

Use in Drought Response

EPA will support water license amendments as one of the regulatory tools to mitigate drought conditions by implementing an expedited amendment process under the *Water Act*.

3.12 Water Act Approvals (Section 36 of the Water Act)

Water Act Approvals are time-bound authorizations to conduct activities in or near waterbodies, including but not limited to lakes, rivers and wetlands. Activities requiring an approval are numerous and varied. They include, but are not limited to, construction activities that disturb ground and vegetation on land or in a waterbody in such a way that may result in impacts to water flow, cause siltation or potentially impact the aquatic environment.

Applicability in Drought Response

Water Act Approvals can be used as a regulatory support tool to authorize continued access to water for either regulated or non-regulated purposes. Examples of activities that may be approved to support emergency response include but are not limited to the following:

- construction or alteration a water diversion intake in or near a river;
- excavating a channel within a river to direct water toward an existing water diversion point; or,
- construction of a water storage reservoir within a drainage or waterbody to enable use of stored water at times when water levels are low.

Use in Drought Response

EPA will support approvals as one of the regulatory tools to mitigate drought conditions by implementing an expedited approval process under the *Water Act*.

3.13 Regulatory Tools – Compliance Actions

Compliance Actions Introduction

Compliance actions for drought response include activities undertaken to support EPA's formal administration of the priority right to divert water under the *Water Act*, as well as orders issued under the *Water Act* and EPEA. Compliance actions are initiated by EPA in response to non-compliance with an authorization or the general provisions of the legislation. Orders issued as part of a compliance response are typically directive in nature and may legally compel the order recipient to undertake certain actions to avoid or mitigate adverse impacts to the environment.

Examples of compliance actions pertinent to drought management include:

- water management orders under the *Water Act*,
- environmental and emergency environmental protection orders under EPEA; and

- enforcement orders under both acts.

EPA's compliance approach is founded on the three primary pillars of *education, prevention* and where necessary, *enforcement*. The AER provides a similar role for oil, gas and coal exploration and development projects in Alberta.

3.14 Water Act

Priority Administration (Section 32 of the *Water Act*)

The order in which licensed water users may divert water in Alberta is governed under the *Water Act* via the First in Time; First in Right (FIT FIR) system of prior allocation. Under FIT FIR the licensee with a senior water license priority number has a priority right to divert water over a licensee with a junior water license priority number.

Where there is a dispute with respect to the order in which water is to be diverted (i.e., a 'priority call'), the *Water Act* sets out the framework under which EPA may administer water license priorities, including the issuance of water management orders as a remedy. Priority administration is a fundamental regulatory mechanism by which senior licensees may access their priority right to water before junior licensees during a drought.

Applicability to Drought Response

EPA takes an active role in priority administration. Where junior licensees do not voluntarily comply with EPA's priority administration directions, EPA may issue Water Management Orders compelling junior licensees to cease diversions until the senior licensee's priority is fulfilled. Priority calls do not occur on a regular basis and EPA has administered only three in the past 10 years, all of which occurred in the southern SSRB during drought conditions.

Use in Drought Response

EPA will implement a standardized response protocol for the administration of priority calls that includes a written priority call administration procedure and a GIS-based Priority Tool. The priority call administration procedure is based on four distinct steps which include: 1. Receipt; 2. Assessment; 3. Validation; and 4. Administration.

The Priority Tool provides critical assessment information by displaying all potentially impacted authorizations within the assessment area and providing an electronic database of impacted authorizations that can be used by field staff to administer the call. The validation and administration of a priority call requires a highly integrated approach between staff from EPA's Regulatory Assurance Division (e.g., approvals and compliance) and Resource Stewardship Division (e.g., watershed science and water monitoring).

3.15 Environmental and Enforcement Orders

Water Management Orders (Section 97 of the *Water Act*)

The *Water Act* sets out the specific circumstances under which Water Management Orders may be considered, and the specific terms that orders may contain. Where the requisite legislative requirements to issue a Water Management Order are met, orders may be issued to a wide variety of persons, authorized parties, landowners, household users and other unregulated water users.

Orders may contain terms requiring the submission of specific information and reporting, the requirement to conduct or cease certain actions, and the specific provisions under which the requirements of the order must be carried out. Order decisions are subject to the appeal provisions of the Act, and there are potential enforcement consequences for failing to comply with order conditions.

Applicability to Drought Response

Water Management Orders are the regulatory backstop to priority administration process under the *Water Act*. Where voluntary compliance by junior licensees cannot be achieved in the administration of priority, and the requisite legislative requirements to issue a Water Management Order are met, orders can be used by EPA to remedy the priority call. A key element of these orders is the requirement for junior licensees to either cease diversions or conduct diversions in a specific way to satisfy the priority call.

Use in Drought Response

EPA will implement an expedited approach where Water Management Orders have been identified as the appropriate regulatory tool to address a priority call or other matter related to the drought response. Draft Water Management Order templates have been generated with input from the Alberta Justice, Environmental Law Team for consistent delivery of the approach.

Environmental and Emergency Environmental Protection Orders (Parts 5, 6, 7, 8, and 9 of EPEA)

Sections within Parts 5, 6, 7, 8 and 9 of the *EPEA* set out the specific circumstances under which both Environmental Protection Orders and Emergency Environmental Protection Orders may be considered, and the specific terms they may contain. Where the requisite legislative requirements to issue either of these order types are met, the Act further sets out to whom and under what terms an order may be issued. Both types of orders can be issued to regulated or non-regulated parties.

The objectives of Environmental Protection Orders are focused on preventing the potential or continued occurrence of environmental impacts or broader adverse effects. Emergency Environmental Protection Orders are rarely required and are only considered for the most serious of issues that pose an elevated risk of immediate and significant adverse effects. Order decisions are subject to appeal to the Alberta Environmental Appeal Board by the party who receives the order.

Applicability to Drought Response

Environmental and Emergency Environmental Protection Orders under EPEA are regulatory support tools that may be considered to help address secondary environmental issues related to drought. Secondary issues might include things like water quality concerns related to regulated releases of wastewater to waterbodies with reduced assimilative capacity or impacts to the operations of municipal drinking water systems due to low water levels. In some cases, standard Environmental Protection Orders could be utilized to manage preventive remedial activities to avoid or mitigate the secondary environmental issue. Emergency Environmental Protection Orders will be considered for the most serious and urgent secondary environmental issues should they arise.

Use in Drought Response

EPA has a well-established existing process for the consideration and issuance of Environmental and Emergency Environmental Protection Orders under EPEA. EPEA will implement this process where an Environmental or Emergency Environmental Protection Order are determined to be the most appropriate regulatory tool.

Enforcement Orders (Section 135 of the *Water Act*; Section 210 of EPEA)

The *Water Act* and the *Environmental Protection and Enhancement Act* both set out provisions for the issuance of enforcement orders. Enforcement Orders are specifically related to contraventions of a piece of legislation, regulations, or terms and conditions on an authorization. The *Water Act* and the *Environmental Protection and Enhancement Act* set out broad terms and conditions that can be contained in an Enforcement Order, up to and including the suspension or cancellation of an authorization.

Applicability to Drought Response

Enforcement Orders under the *Water Act* and the *Environmental Protection and Enhancement Act* are regulatory support tools that may be considered where voluntary compliance with authorized parties cannot be achieved, or actions to compel compliance by authorized parties is required to meet an operational drought management objective.

Use in Drought Response

EPA has a well-established process for the consideration and issuance of Enforcement Orders under the *Water Act* and the *Environmental Protection and Enhancement Act*. EPEA will implement this process where an Environmental or Emergency Environmental Protection Order have been determined to be the most appropriate regulatory tool.

3.16 Declaration of Emergency under Section 107 of the Water Act

Section 107 of the *Water Act* sets out the framework under which an emergency may be declared under the Act. The section states that the Lieutenant Governor in Council may declare an emergency and its geographic extent, what additional authorities are granted after an emergency declaration, which authorized water users may be subject to compensation, and that the Lieutenant Governor in Council decides if and what compensation is appropriate.

A declaration of emergency does not replace the regulatory requirements of the *Water Act*, but rather grants additional authorities related to how water may be managed using Water Management Orders. An emergency under Section 107 of the *Water Act* has never been declared in Alberta.

Applicability to Drought Response

Use of Section 107 of the *Water Act* is a measure of last resort. EPA’s goal is to use all non-regulatory and regulatory tools outlined above to ensure human health and public safety are maintained during drought conditions, and that the impacts of drought on our communities, economy and our environment are minimized.

Declaration of a water emergency will be situated around priority uses as outlined in the table below.

Human health and public safety		
<ul style="list-style-type: none"> • Drinking Water • Potable Water for cleaning, bathing and cooking • Water for health care facilities • Maintaining adequate pressure in municipal distribution and wastewater collection systems 		
Critical Infrastructure	Critical Environmental Needs	Livestock Welfare
<ul style="list-style-type: none"> • Power plant operations essential to maintain core service levels and electricity grid stability. • Emergency services (e.g., maintaining fire flow pressure within municipalities) 	<ul style="list-style-type: none"> • Prevent the loss of a species at risk or associated critical habitat. • Flow to dilute wastewater releases 	<ul style="list-style-type: none"> • Livestock watering • Disease prevention and containment.

Human health and safety are the highest priority water use category. Critical infrastructure, critical environmental needs and livestock welfare are equal importance to each other, but secondary to human health and public safety. The table above is not exhaustive and is subject to local needs and circumstances.

Use of the emergency provisions of the *Water Act* will be considered if the following triggers are reached:

1. Drought management actions cannot ensure protection of human health and public safety; critical infrastructure, livestock welfare or critical environmental needs.
2. There is increasing distress among local authorities (e.g., city, town, municipal district, Indigenous communities) in a basin.
3. Alberta’s water management system can no longer support the number of requests for water.

Determining when a trigger may have been reached will be based on indicators (see Appendix 1). It is not expected or recommended that reaching a single indicator may trigger a declaration of an emergency as there may be other management options including regulatory actions that may ease or mitigate the circumstances.

Further, additional factors, such as duration, overlapping priorities or emergencies, or feasibility may also need to be considered within real-time and forecasted drought conditions. Examples of the indicators include:

- Water levels or flow dropping below municipal water intake structures.
- Power plant capacity or operations affected by inadequate water access.
- Livestock producers are affected by inadequate water access.
- Potential impact to species at risk.
- Escalation of a local authority’s (i.e., municipality) drought response.
- Priority calls within an area.

Use in Drought Response

An emergency declaration pursuant to section 107 of the *Water Act* can be specified for any spatial scale, from a small stretch of river, to an entire basin, or to the entire province. Declarations of emergency under section 107 of the *Water Act* grant extra authorities to designated directors under the *Water Act* which are given effect via Water Management Orders issued by the Director under the Act, as authorized by the Lieutenant Governor in Council. The Water Management Orders issued under section 107 must be consistent with the direction provided by the Lieutenant Governor in Council through an Order in Council.

4.0 Organizational Response Structures and Coordination

4.1 Introduction

EPA has implemented organizational response structure to plan and respond to drought based on the principles of the Incident Command System (ICS). The response by EPA escalates based on predicted drought conditions and impacts. The two primary planning and operational organizational structures are the Drought Response Team and the Drought Emergency Operations Center (DEOC). These two structures do not operate at the same time but instead run in series, with the Drought Response Team structure escalating to the DEOC structure at Stage 3 of the five drought management stages (Table 1).

The DEOC integrates with broader departmental and government-wide coordination supports including EPA's Department Coordination Center (DCC) and the Provincial Emergency Coordination Center (PECC) should these structures be activated if drought severity increases.

4.2 Drought Emergency Operations Centre (DEOC)

Beginning at Stage 3, a Drought Emergency Operation Center (DEOC) will be activated to lead and coordinate drought response within EPA, utilizing an Incident Command Structure. The DEOC will support local entities and initiate any required water management activities, regulatory and non-regulatory, to manage water supply and use with the objective of minimizing impacts to Alberta's communities, economy and environment. The DEOC will incorporate into its organizational structure any required Government of Alberta ministry and agency needed to manage water supply and use appropriately. Further, the DEOC will integrate with other coordination and response structures as outlined with 4.1.2. as needed.

4.3 Other Coordination and Response Structures

EPA Department Coordination Center (DCC)

The EPA Department Coordination Center (DCC) activation may occur for several reasons, and support different types of emergencies. Activation could occur to support concurrent events, such as drought, flood, wildfire, pollution spills and releases, and aquatic invasive species. The DCC provides broader-scale emergency coordination and response capability when complexities and significance of an emergency event overwhelm existing organization structures.

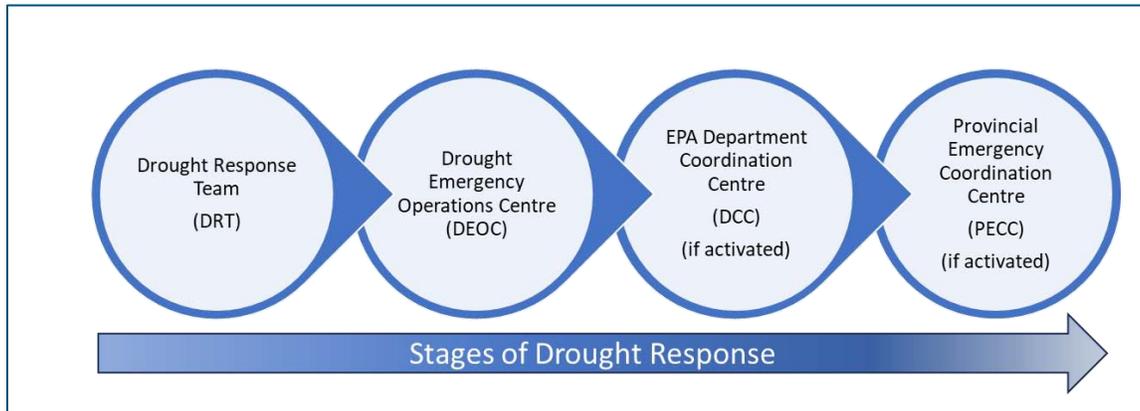
AEMA Provincial Emergency Coordination Centre

The Alberta Emergency Management Agency (AEMA) leads the coordination and cooperation of all organizations involved in emergencies and disasters as described in the *Emergency Management Act*. The Provincial Emergency Coordination Centre (PECC) is the overall Alberta of Government (GoA) communication and response coordination centre operated by AEMA to fulfill this role. It is staffed 24/7 and serves as a central point for the collection, evaluation and dissemination of information concerning single or multiple incidents across the province. It is responsible for coordinating the initial response and maintaining support for a response to large scale provincially significant natural or human-induced disasters. The PECC is typically activated where a very significant incident has occurred that is causing a full disruption of community functioning and has caused significant harm to Albertans, their property, the environment, or the economy.

Other Emergency Operations Centers

Depending on the nature and severity of drought conditions there is potential that other government agencies, local authorities or private municipal or industrial facility owners may activate local EOCs as per their individual emergency response plans. EOCs of this nature are also typically activated using the ICS model, and both the Drought Response Team and DEOC are structured to efficiently coordinate with these types of EOCs. In the context of drought, the activation of a local EOC may be related to an emergency associated with the operation of critical infrastructure posing a risk to things like human health, safety or the environment. Where the emergency relates to matters overseen by EPA such as municipal drinking water or wastewater, the department may play a regulatory or technical support role. Depending on the situation EAPs support can range from technical advice to embedding EPA staff within the local EOC to ensure coordination.

RESPONSE STRUCTURES AND COORDINATION



4.4 Water Monitoring and Reporting

Water Monitoring for Drought Response

EPA works collaboratively with various partner agencies to monitor Alberta’s water resources through its province-wide networks of monitoring stations. These networks provide the data required to understand baseline conditions, natural variability, and quantify cumulative effects. Monitoring information, including water quantity, groundwater, snowpack, climate, water quality and fisheries data provides the necessary situational awareness and escalation indicators as drought progress.

Water quantity is monitored in partnership with the Water Survey of Canada (WSC) with a network of over 400 hydrometric stations, providing continuous and near real-time information on water level and flow. The water quantity-monitoring network includes stations that operate annually and those that operate seasonally (April to October).

Groundwater levels are monitored hourly at more than 300 wells in the Groundwater Observation Well Network (GOWN) using digital water level loggers. Near real-time information on groundwater levels is available for approximately 50 of these wells.

Snowpack data is actively collected from over 100 alpine and plains sites as part of the Provincial Snow Survey Network. This includes a network of snow pillows reporting continuous snowpack data year-round, and a network of snow survey sites where snow depth is measured at monthly intervals throughout the winter and spring.

Water quality monitoring consists primarily of the Long-term River Network (LTRN) and Tributary Monitoring Network (TMN). The LTRN is a collection of sites located in several of Alberta’s major river systems. Water is collected monthly at over 30 stations along 13 major rivers and is analyzed for over 100 parameters at analytical laboratories. Under the TMN, water is also collected and analyzed monthly at over 70 tributaries that contribute water to many of Alberta’s major rivers.

Water Reporting For Drought Response

Near real time information on surface water levels in Alberta’s rivers and water storage reservoirs, along with snowpack monitoring data are available on the Alberta River Basins website. This enables all water users to monitor surface water availability in near real time and make decisions about water conservation measures that they can take, as needed. This information is also vital for EPA to assess current and near future water supply levels, which informs progression through the five stages of drought response outlined in Section 2.0 of this plan.

4.5 Post Incident Assessment

The DEOC Incident Commander will initiate a Post Incident Assessment (PIA) after the emergency response phase has ended, or after key response initiatives. The intent of the PIA is to evaluate the effectiveness of the DEOC response and inform the continuous improvement of approaches, procedures and plans.

A “hot wash” during the event may be used to solicit input from staff and stakeholders on response activity effectiveness so that adjustments and improvements can be made immediately to improve response. PIAs will be inclusive of all groups of people involved in and impacted by the emergency to promote information sharing and community- based learning. The PIA

results will be shared to enable people to make informed choices and incorporate findings into their own response measures. The DEOC will be responsible for ensuring actions identified during the PIA are acted upon.

Information Released to Council

Tracking Number & Description of Information Released:	Date Released:	Municipal File #:
R045.24 – County Manager's Reports for March 2024	Mar.26'24	N/A
R046.24 – RMA Contact Newsletter March 28, 2024	Mar.28'24	1-10
R047.24 - UCC-APC Newsletter, March 31, 2024	Apr.04'24	1-209
R048.24 - UCC-APC Newsletter, April 2, 2024	Apr.03'24	1-209
R049.24 - UCC-APC Newsletter, April 9, 2024	Apr.09'24	1-209
R050.24 – RMA Contact Newsletter April 5, 2024	Apr.09'24	1-10
R051.24 - HAK School April 2024 Newsletter	Apr.09'24	17-4
R052.24 – RMA Contact Newsletter April 12, 2024	Apr.12'24	1-10
R053.24 - UCC-APC Newsletter, April 13	Apr.15'24	1-209
R054.24 - RCMP Media Release - Smoky Lake 2024-491722	Apr.16'24	2-85
R055.24 - Town FCSS Emergency Social Services Training	Apr.17'24	2-24
R056.24 - RMA Contact Newsletter April 19, 2024	Apr.22'24	1-10
R057.24 - UCC-APC Newsletter, April 22, 2024	Apr.22'24	1-209
R058.24 – County Manager's Reports for April 2024	Apr.22'24	N/A
R059.24 – Waskatenau Pryveet April 10 2024 ANI Minutes	Apr.23'24	7-69
R060.24 - Minister Response to NAAGO Hwy 28 Apr 22'24	Apr.23'24	1-226 & 3-161
R061.24 - ERWMSA – Minutes, Audit, & Financials	Apr.23'24	4-29
R062.24 - Victoria Home Guard - Annual Report	Apr.23'24	7-88
R063.24 - UCC-APC Newsletter, April 23	Apr.24'24	1-209
R064.24 - Fed Gas 60th Anniversary & upcoming events	Apr.24'24	9-22
R065.24 - LARA Events & Update April 15, 2024	Apr.25'24	62-9
R066.24 – RMA Contact Newsletter April 28, 2024	Apr.29'24	1-10
R067.24 - NSWSA Newsletter April 30, 2024	Apr.30'24	4-35
R068.24 - RMA Bill 20 Member Resource & Press Release	Apr.30'24	1-10

County Council Meeting: May 09th 2024

Batch #	Cheque Numbers	Total of Batch
PMCHQ230	54238 to 54269	\$35,429.37
PMCHQ232	54270 to 54284	\$20,469.34
PMCHQ233	52485 to 52504	\$205,383.29
PMCHQ235	52505 to 52507	\$208,973.28
Total Cheques from 54238 to 52507		\$470,255.28

Batch #	EFT Numbers	Total of Batch
240411	1327 to 1337	\$52,032.02
240418	1338 to 1348	\$274,251.12
240424	1349 to 1359	\$83,449.58
Total EFTs from 1327 to 1359		\$409,732.72

Direct Debit Register

Batch #	Description	Total of Batch
PMPAY075	AB School Foundation	\$494,408.64
Total Direct Debits		\$494,408.64

Grand Total Bills and Accounts	\$1,374,396.64
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(Note: From General Account)