

SMOKY LAKE COUNTY

Minutes of the County Council meeting held on Friday, March 28, 2014 at 9:00 A.M. in the County Council Chambers.

The meeting was called to Order by the Reeve Mr. Cary Smigerowsky in the presence of the following persons:

		A T T E N D A N C E
		<u>Friday, March 28, 2014</u>
<u>Div. No.</u>	<u>Councillor(s)</u>	
1	Dareld Cholak	Present
2	Ron Bobocel	Present
3	Craig Lukinuk	Present
4	Cary Smigerowsky	Present
5	Randy Orichowski	Present
C.A.O.	Cory Ollikka	Present
Asst CAO/R.S	Lydia Cielin	Present
Finance Manager	Brenda Adamson	Present

2 Members of the Public in attendance.

Aline Brousseau, Planning and Development Manager; Doug Ponich, Public Works Manager; and Paul Miranda, GIS/Communication Director entered the Council Chambers, time 9:00 a.m.

2. Agenda:

Agenda

365-14: Orichowski

That the Agenda for Friday, March 28, 2014 County Council meeting, be adopted as amended:

Addition(s):

1. Spedden Ranger: Funding Request.
2. Executive Session: Personnel.

Carried Unanimously.

3. Minutes:

Minutes of February 20, 2014 – County Council Meeting

366-14: Bobocel

That the minutes of the County Council Meeting held on Thursday, February 20, 2014, be adopted.

Carried.

4. Request For Decision(s):

Policy Statement No. 61-12-01: Compliance Certificates

367-14: Cholak

That Policy Statement No. 61-12-01 entitled "Compliance Certificates", be adopted

Title: Compliance Certificates		Policy No.: 12-01
Section: 61	Code: P-S	Page No.: 1 of 8 E
Purpose:	To outline the procedures and requirements for the Planning and Development Department on handling requests for Compliance Certificates in Smoky Lake County.	
Policy Statement and Guidelines:		
1. STATEMENT:		
1.1 Smoky Lake County wishes to issue Compliance Certificates upon request as a service.		

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2. OBJECTIVE:

2.1 Smoky Lake County usually receives a request for a Compliance Certificate in connection with the purchase or sale of a property as a financial institution, lawyer or buyer wants to know if the development on the property conforms to Smoky Lake County's Land Use Bylaw.

3. DEFINITIONS:

For Interpretation purpose:

3.1 **Real Property Report:** A Real Property Report is a legal document that clearly illustrates the location of significant visible improvements relative to property boundaries. The Real Property Report is a "snap shot" of the property on the date of the survey prepared by an Alberta Land Surveyor.

3.2 **Compliance Certificate:** A Compliance Certificate is a document issued by Smoky Lake County that states whether or not the existing buildings and/or other visible improvements which are shown on the Real Property Report meets the setback requirements of Smoky Lake County's Land Use Bylaw.

3.3 **Alberta Land Surveyor:** An A.L.S. is an individual who holds a certificate of registration and an annual certificate to engage in the practice of surveying under the Land Surveyor's Act.

4. GUIDELINES:

4.1 Smoky Lake County has no legislative requirement to issue a Compliance Certificate. We do so as a public service since many financial institutions will not lend without one.

5. PROCEDURES:

5.1 Upon receipt of a written request (letter) or the attached **Schedule A - Compliance Certificate Request Form** and the appropriate fee as set by County Policy Statement 61-11: Planning and Development Fees, the Planning and Development Manager will adhere to **Schedule B - Frequently Asked Questions: Real Property Reports/Compliance Certificates.**

5.2 The Planning and Development Manager will consider submitted requests as soon as possible. However, it may up to 10 working days before a Compliance Certificate is issued.

5.3 Should the existing development on the lands not comply with the current Land Use Bylaw, a letter will be issued stating the point(s) of non-conformance to the applicant.

5.4 The Planning and Development Manager does not inspect the property and relies solely on the information provided in the Real Property Report as provided by the applicant.

5.5 If the Real Property Report meets the minimum setbacks in the current Land Use Bylaw, the copies will be stamped as complying. One copy is kept for County records and the rest will be returned to the applicant.

Schedule "A":



Box 310
4612 McDougall Drive
Smoky Lake, AB T0A 3C0
ph 656-3730 fx 656-3768

COMPLIANCE CERTIFICATE REQUEST FORM

Applicant Information

Applicant/Agent: _____ Phone: _____
Address: _____ Cell Phone: _____
City/Prov. _____ Postal Code: _____ Fax: _____
Email address: _____ Signature: _____

Application Requirements

- 1. Completed Application Form (or Letter)
- 2. Application Fee as set by County Policy 61-11.
- 3. Two (2) originals of a Real Property Report with this application form.

Note: Smoky Lake County *does not* accept faxed, photocopies, emailed, spliced, or altered a Compliance Certificate to be reviewed and issued.

Property Address Requiring Compliance

Legal: Lot ___ Block ___ Plan ___ and Part of ___ 1/4 Sec ___ Twp ___ Rge ___ W4M

Preferred Method of Communication

Select a method which can be used to advise you that your application has been completed

- call you for pick up
- mail the decision

If mailed, where would you like the certificate/letter mailed.

- Mail out to the address shown above
- to the address shown below

**If a decision has not been picked up within 5 (five) working days, the decision will be automatically mailed to applicant.

OFFICE USE ONLY

Type of Payment: DEBIT CASH CHEQUE

Fee \$ _____ Receipt # _____

Receipt Date _____ Date Received _____

Our File Number: _____ Your File Number: _____ Roll Number: _____

SCHEDULE "B"



**Frequently Asked Questions:
REAL PROPERTY REPORTS/
COMPLIANCE CERTIFICATES**

Updated: March 2014

For more information, contact:

Planning & Development

Box 310

Smoky Lake, AB T0A 3C0

Phone: (780) 656-3730

Fax: (780) 656-3768

Website: www.smokylakecounty.ab.ca

1. What is a Real Property Report?

A Real Property Report is a survey document prepared by an Alberta Land Surveyor that shows the location of all buildings and other visible improvements situated on a parcel of land, including their distance from the property boundaries. Any easements or rights of way registered against the title of property at the date of the survey will also be indicated.

In preparing a Real Property Report, the Surveyor is required to note any visible encroachments that extend onto the property or from the property onto other adjoining lands, including County reserve lands.

The Real Property Report is a legal document that you can rely upon as an accurate representation of the development existing on a piece of land. The Real Property Report takes the form of a plan or illustration of the various physical features of the property, including a written statement detailing the surveyor's findings. It can be relied upon by the buyer, the seller, the financial institution and the municipality as an accurate representation of the improvements on your property.

2. Why do I need a Compliance Certificate?

Smoky Lake County usually receives a request for a Compliance Certificate in connection with the purchase or sale of a property as the financial institution, lawyer, or buyer wants to know if the development on the property conforms to Smoky Lake County's Land Use Bylaw. The Compliance Certificate will tell them that everything is in order, or that encroachment problem(s) may exist. Lawyers and lending institutions need compliance certificates to protect their clients' investments. Standard real estate purchase contracts often require the vendor to obtain a stamp of compliance.

Financial institutions typically require a statement confirming that the development complies with municipal bylaws or that any problem is resolved prior to the registration of a mortgage.

It is important that you check the financial institution's requirements carefully as some may be willing to accept an existing Real Property Report in which case the seller may have one available for you. Unfortunately, the County is not able to photocopy any Real Property Report submitted previously by a landowner or surveyor as there are copyright laws on same. A financial institution or potential buyer may insist on a current Real Property Report. You also need to clarify

whether a Real Property Report is all that is required. Normally, they will want a current Compliance Certificate from Smoky Lake County.

3. Why is Smoky Lake County's Compliance Certificate important?

The Planning and Development Manager will confirm on a Compliance Certificate whether or not the existing buildings and/or other improvements shown on the Real Property Report meet the setback requirements of Smoky Lake County's current Land Use Bylaw.

It is important to note that the Compliance Certificate only relates to the development existing on the date of the survey. We would also remind you that a Compliance Certificate is not a substitute for legal advice. If there are any issues or questions regarding compliance, you should review these matters with a lawyer with relevant expertise.

4. What does Smoky Lake County do to determine if the existing development complies with the current Land Use Bylaw?

The Planning and Development Manager will first establish the zoning of the property and then review the Real Property Report to determine if the buildings and other improvements shown meet the setback requirements of Smoky Lake County's Land Use Bylaw. The Planning and Development Manager typically does not consider whether other development standards have been complied with or what actual use is being made of the property.

Smoky Lake County has adopted environmental setbacks from watercourses and other bodies of water. In order to confirm whether the buildings and other improvements shown on the Real Property Report meet these requirements, we could ask Surveyors to show distances from the top of the bank where the property abuts a river stream or watercourse and the high water mark if the property borders a lake or other water body.

Where the property borders a highway, the setback distance requirements from the highway are established by Alberta Transportation, and not Smoky Lake County. Please contact Alberta Transportation if your property abuts a highway for further information.

5. What happens if the existing development is not in compliance?

Staff will advise what aspects of the development do not comply with Smoky Lake County's current Land Use Bylaw. Sometimes it may be a case where a building does not conform to the current setback requirements but instead was built according to Smoky Lake County standards that were in effect at the time of development approval or perhaps a lesser setback distance previously agreed to by Smoky Lake County. In either case, the building is considered a "legal, non-conforming" development as it was located in accordance with the rules at the time of construction or the conditions of the development approval. A "legal, non-conforming" building may remain at its present location but may not have any structural alterations or additions without prior approval from Smoky Lake County.

There are, of course, situations where a building may simply not have been built in a location that complies with requirements of Smoky Lake County's current Land Use Bylaw. In these cases, we will indicate that the building does not conform to the current Land Use Bylaw. There are several options which may be available if this situation occurs. You may contact the Planning & Development Manager to review the options available.

6. What action will the County take if there are encroachments onto adjoining municipally owned property?

It has been fairly common for staff to find that buildings or other private improvements encroach onto County-owned land, particularly reserve lands around our lakes.

If a Real Property Report shows that there is a private improvements encroaching onto County-owned land, we will check if permission has previously been given for this improvement to remain. Where there has been no permission, we will not issue a Compliance Certificate until the situation has been resolved to the satisfaction of Smoky Lake County. We will then advise the person or party requesting the compliance of the situation and the action required by Smoky Lake County.

At times the landowner may be asked to remove the encroachment. Where this is the case, we will require an updated survey from the landowner or their agent that this has been done before any Compliance Certificate is issued. In some rare situations, Smoky Lake County may consider allowing a building or other private improvement to remain insofar as the owner enters into a license or encroachment agreement with Smoky Lake County. A Compliance Certificate will be issued once the agreement has been executed.

- 7. Will Smoky Lake County accept a Real Property Report that is not dated within the last 6 months?**
 No, unfortunately not, as the Planning and Development Manager is unable to confirm if any improvements have been made. The Planning and Development Manager relies solely on a current Real Property Report for the issuance of a Compliance Certificate. Statutory Declarations will not be accepted in lieu of a current/updated Real Property Report.
- 8. What is the cost for a Compliance Certificate?**
 The fee for a Compliance Certificates is set by County Policy 61-11.
- 9. How many originals of the Real Property Report do I need to submit?**
 Smoky Lake County requires two (2) original Real Property Reports stamped by an Alberta Land Surveyor.
- 10. Can I obtain a copy of a Real Property Report that has been previously received by the County?**
 Smoky Lake County will not release a copy of any previously received Real Property Report and/or Compliance Certificate that it may have in its possession due to the copyright restrictions placed on the Real Property Report by the Alberta Land Surveyor. To obtain a copy of same, a prospective buyer or realtor may ask the landowner for a copy of same if a Compliance Certificate was previously issued on the property.
- 11. How long does it take to obtain a Compliance Certificate?**
 We will consider your request as quickly as possible. However, depending on other work demands, it may sometimes take 5-10 working days before a Compliance Certificate is issued.
 You should be aware that Smoky Lake County's response may cause a longer delay in obtaining financing or completing a property transaction if it is found that the existing development does not conform to the requirements of Smoky Lake County's Land Use Bylaw. The reason for this delay is that a setback relaxation may be required to address the non-compliance. If a relaxation is required, you will need to apply for a new development permit together with a fee that allows the building or structure in question to remain as-built. The processing of such an application can take up to 5 weeks as any decision to relax a setback requirement is subject to appeal by neighbors. In other cases, Smoky Lake County may require you to remove any building or structure that encroaches onto public property, such as reserve or right of way. Where Smoky Lake County is prepared to allow the encroaching building or structure to remain, you will be required to enter into a license or encroachment agreement with Smoky Lake County. This agreement will describe the terms and conditions under which the building or structure may remain.
 It is advisable for you to ensure that a condition is placed on the offer to purchase that provides for any compliance issues to be satisfactorily addressed before the final closing date. To avoid a delay in finalizing your transaction, you should apply for your compliance stamp as soon as you have decided to sell your property.
- 12. How can I get more information on Real Property Reports?**
 You may contact an Alberta Land Surveyor (A.L.S.) directly or you may visit The Alberta Land Surveyors' Association website's at: www.alsa.ab.ca.

Carried.

Policy Statement No. 61-10-01: Disposition of County Owned Property

368-14: Bobocel

That **Policy Statement No. 61-10-01** entitled "Disposition of County Owned Property", be adopted

Title: Disposition of County Owned Property		Policy No.: 10-01
Section: 61	Code: P-R	Page No.: 1 of 14 E
Purpose:	To outline the procedures and requirements for disposition of County owned lands not required for present or future County operations.	
Policy Statement and Guidelines:		
1.0	STATEMENT Smoky Lake County owns a variety of land assets, some of which the County acquired through tax forfeiture. The County recognizes that these lands are deemed as surplus and wishes to dispose of same with a consistent and transparent process at a fair market value whenever possible.	

2.0 OBJECTIVE

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

3.0 GUIDELINES

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

4.0 REQUEST TO PURCHASE LAND:

4.1 An individual wishing to purchase land owned by Smoky Lake County must complete the **Schedule A - Expression of Interest Form** in its entirety and submit a cash deposit of \$200.00.

4.2 Upon receipt of the "Expression of Interest", the Planning and Development Manager will:

4.2.1 Circulate the legal land description to the management team to determine if the County has a potential for future use of said lands.

4.2.2 Obtain a current assessed value for the said lands from the County's assessor.

4.2.3 Prepare a report and recommendation to be presented to Council for consideration attaching the compiled comments from the management team.

4.2.4 If County Council agrees to proceed with the sale of the said lands by resolution, an advertisement will be placed in the local newspaper for (2) two consecutive weeks.

4.2.5 Develop and maintain a list of County owned lands for sale to be reviewed by County Council by December 31st of each calendar year.

4.2.6 The listing will be made available on Webmap and the County's website.

4.3 If a decision is made not to sell the land in question, the \$200.00 cash deposit shall be refunded in its entirety.

4.4 If the Administration advertises (sample attached as **Schedule B - Sample Advertisement For Sale of County Owned Property**) as per Council direction for the sale of the land, and if the applicant is the successful bidder or if a decision is made pursuant to Section (8) hereof to waive this policy and sell directly to the applicant, then the \$200.00 cash deposit shall be applied to the price of the land.

4.5 If the applicant is not the successful bidder for the land, the \$200.00 cash deposit will be returned to the applicant.

4.6 If the applicant is the only bidder (and the bid is accepted by County Council) for the land in question, the \$200.00 cash deposit will be applied to the price of the land.

4.8 Interested Purchaser(s) are responsible for obtaining the following documents: Certificate of Title, Caveats registered on the land title, Property Dimensions, Zoning, Aerial Photo, Tax Certificate at his or her own costs. Alternatively, some of this information may be obtained free of charge by accessing the County's Geographical Information Systems (GIS) on the County's website at <http://webmap.smokylakecounty.ab.ca>. This information can be obtained by an interested Purchaser prior to submitting an "Expression of Interest".

5.0 REQUEST FOR PROPOSALS:

5.1 Council may consider, from time to time, the sale of certain parcels of municipally owned land by way of "Request For Proposals" which shall be advertised in a local paper for a period of not less than (3) three consecutive weeks and the County's website.

5.2 Proposals submitted to the County for the purchase of municipally owned land may include but not be limited to the following information:

- 5.2.1 Detailed description of economic impact of the project including number of jobs created both part-time and full-time.
 - 5.2.2 Detailed description of the development proposed;
 - 5.2.3 Detailed plot plan showing specific location of any buildings, structures or developments (including parking area) within the site;
 - 5.2.4 Schedule for the construction of all components of the proposed development;
 - 5.2.5 Detailed description of the building design and other components such as exterior building materials, façade, signage, landscape and other aesthetics impacting on the area where the development will occur;
 - 5.2.6 Amount offered for land on a per acre basis and an estimate of total value of project when complete; and,
 - 5.2.7 Detailed description of economic impact of the project including number of jobs created both part-time and full-time.
 - 5.3 Criteria for rating proposals shall be as follows:
 - 5.3.1 Suitability of Development Rating 20 pts.
 - 5.3.1.1 Land Use Planning compatibility
 - 5.3.1.2 Accessibility
 - 5.3.1.3 Complimentary to existing uses in the area
 - 5.3.1.4 Aesthetic impact (ie. structure, landscape, signage, etc.)
 - 5.3.2 Economic Development Rating 20 pts.
 - 5.3.2.1 Employment opportunities
 - 5.3.2.2 Tax base impact (displacement)
 - 5.3.2.3 Need for service
 - 5.3.2.4 Competitiveness to Community
 - 5.3.3 Infrastructure Benefits Rating 20 pts.
 - 5.3.3.1 Potential to improve sewer service.
 - 5.3.3.2 Potential to improve road/access service.
 - 5.3.3.3 Potential to improve other provincial or municipal services.
 - 5.3.3.4 Potential to allow for improved communication services.
 - 5.3.4 Community Benefits Rating 20 pts.
 - 5.3.4.1 Provides for needs of local residents.
 - 5.3.4.2 Reduces need to seek services outside local area.
 - 5.3.4.3 Enhances the building compliment in the area.
 - 5.3.4.4 Supports or encourages tourism.
 - 5.4 Council is not bound to accept any proposal, and may accept a proposal in whole or in part.
 - 5.5 The Transfer of Land will be made subject to the conditions of a land sale agreement which shall be negotiated between the developer and County Council.
 - 5.6 Provision for Transfer of Land back to the County based upon project timelines not being met will be considered.
 - 5.7 Pursuant to the provisions of the Municipal Government Act the County must receive at least market value for land sold.
- Procedures for Section 5.0 – Request For Proposals**
- 5.8 All Request For Proposals for the purchase of land shall be accompanied by a cash or cheque deposit equal to ten percent (10%) of the bid price, or such other amount as the Council may have determined. Failure to enclose the required deposit will result in rejection of the bid.
 - 5.9 The County reserves the right to reject any or all proposals received. Should the County decide that it is in the best interest of the County to retain the subject lands, the bidders shall have no claim against the County.

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5.10	Only those bids received on or before the deadline date advertised for the submission of Request For Proposals will be considered by the County.
5.11	If a proposal is withdrawn following acceptance by the County, the accepted deposit shall be forfeited to and retained by the County as liquidated damages, with the County reserving the right to proceed against the bidder for additional expenses and damages incurred and the bidder deemed not to have been received.
5.12	The County accepts no responsibility for damage to the tendered land after the date of notification of acceptance of the proposals to the successful bidder.
6.0	ELIGIBILITY OF PROPERTY FOR SALE
6.1	Council shall investigate and verify the ownership of land before offering land for sale. Ownership will be determined by the completion of a title search by the Planning & Development Manager.
6.2	Council may request a valuation of the land (appraisal) to be sold at any time.
6.3	All sales of municipally owned land shall comply with the provisions set out in Section 70 of the Municipal Government Act and amendments thereto for the sale of municipal land.
7.0	TERMS OF SALE
7.1	A Schedule C - Agreement To Purchase shall be signed by all parties within 30 days of a Council resolution attached hereto as.
7.2	Once all conditions have been completed as stated in the agreement the Chief Administrative Officer shall sign Schedule D - Sample Notice and forward the original signed document to the Purchaser. The Purchaser shall forward same to his/her solicitor.
7.3	Within 60 days of receiving the executed Schedule D, the purchaser shall arrange to have a solicitor of their choice complete the Transfer of Land. All costs associate with same shall be borne by the Purchaser.
8.0	WAIVER OF THIS POLICY
8.1	Advertising is not required for the sale of land in the following instances as per Section 70 (2) of the Municipal Government Act:
8.1.1	To be used for the purposes of supplying a public utility as defined in Section 1(1)(y)the Municipal Government Act,
8.1.2	Transferred or granted under Division 8 Part 10 of the Municipal Government Act before the period of redemption under that Division, or
8.1.3	To be used by a non-profit organization as defined in Section 241(f) of the Municipal Government Act.
9.0	OTHER
9.1	This policy does not apply to lands listed and/or sold at a Public Auction held by the municipality.
9.2	Smoky Lake County provides no representation or warranty in regards to the presence or absence of any environmental contamination or hazardous substances, soil conditions, accessibility or suitability for development. Each Parcel (including any and all structures located thereon) is sold on an "as is" basis and the Purchaser is the purchasing the parcel(s) at his or her own risk.
9.3	All costs for servicing the lot shall be borne by the Purchaser.
9.4	The Purchaser shall be responsible for obtaining all necessary development, building, and other related permits if the Purchaser wishes to commence with the development on said lands.
9.5	The County reserves the right at its discretion to accept, reject or further negotiate with any and all applications and/or cancel a listing at any given time.

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- 9.6 The County reserves the right to specify a reserve bid on the lands being offered for sale.
- 9.7 The proceeds from the sale of non-reserve lands shall be allocated to a County reserve as directed by Council.
- 9.8 The proceeds from sales of Municipal Reserves (MR) and/or, Municipal and School Reserves shall be allocated to the Cash in Lieu of Municipal Reserve Account.

10.0 PENDING LAND SALES

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

SCHEDULE A – EXPRESSION OF INTEREST FORM

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

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

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

Contact information

Required fields marked with asterisk ()*

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

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

Realtor Name and Address (if applicable): _____

Legal Description of property requesting to purchase

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

What sale price are you prepared to pay?

Sale Price	\$ (Please indicate specific dollar amount)
Deposit (to be submitted with this form)	\$200.00
Total Price (before GST)	\$

GST (on sale price and deposit)	\$
Balance Due at Closing	\$

Closing Date

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

YYYY: _____ MM: _____ DD: _____

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

SCHEDULE B – SAMPLE ADVERTISEMENT FOR SALE OF COUNTY OWNED PROPERTY

**PUBLIC NOTICE
SMOKY LAKE COUNTY**

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

Roll #	Legal Description:	Area of Development:	Title Number:	Size:	Electoral Division:	Zoning:
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<insert map>

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

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

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

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

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

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

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

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

SCHEDULE C – SAMPLE AGREEMENT TO PURCHASE

AGREEMENT TO PURCHASE

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

BETWEEN:

SMOKY LAKE COUNTY
a Municipal Corporation
Box 310
4612 McDougall Drive
Smoky Lake, Alberta T0A 3C0
Phone: 780-656-3730
(hereinafter called "the County")

OF THE FIRST PART

- AND -

PURCHASER'S NAME

Mailing Address Phone Numbers: Residence Work Cellular
(hereinafter called "the Purchaser")

OF THE SECOND PART

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WHEREAS, the Purchaser agrees to purchase the lands legally described as:

Legal Land Description:

(hereinafter called "the Lands")

AND WHEREAS the County and the Developer wish to enter into an Agreement regarding the sale of said Lands.

THE PARTIES of this Agreement, in consideration of the promises and the mutual terms, covenants and conditions to be observed and performed by each party, agree as follow

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

Name
Address

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

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

SMOKY LAKE COUNTY

CHIEF ADMINISTRATIVE OFFICER

REEVE

_____	}	_____
WITNESS		PURCHASER
_____	}	_____
WITNESS		PURCHASER

AFFIDAVIT OF EXECUTION

CANADA)	I, _____,
PROVINCE OF ALBERTA)	of the Smoky Lake County,
TO WIT:)	in the Province of Alberta,
)	MAKE OATH AND SAY:

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

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

SCHEDULE D - SAMPLE NOTICE
 (to be printed on County letterhead)

NOTICE TO TRANSFER LAND

TO: Name of Purchaser _____

DATE: _____

FILE #: _____

RE: Land Sale of _____.

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

"state the motion as indicated in the Council minutes"

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

Thank you.

 Cory Ollikka
 Chief Administrative Officer

Carried.

Bylaw No. 1263-14: Bellis Sewer System

369-14: Orichowski

That **Bylaw No. 1263-14:** authorize the Municipal Council of Smoky Lake County to levy a service charge against properties in reference to Bylaw No. 666 – Hamlet of Bellis Sewer System, be given **FIRST READING.**

Carried.

Moved by Councillor Cholak that **Bylaw No. 1263-14:** authorize the Municipal Council of Smoky Lake County to levy a service charge against properties in reference to Bylaw No. 666 – Hamlet of Bellis Sewer System, be given the **SECOND READING.**

Carried.

Moved by Councillor Bobocel that **Bylaw No. 1263-14:** authorize the Municipal Council of Smoky Lake County to levy a service charge against properties in reference to Bylaw No. 666 – Hamlet of Bellis Sewer System, be given **PERMISSION** for **THIRD AND FINAL READING.**

Carried Unanimously.

Moved by Councillor Lukinuk that **Bylaw No. 1263-14:** authorize the Municipal Council of Smoky Lake County to levy a service charge against properties in reference to Bylaw No. 666 – Hamlet of Bellis Sewer System, be given the **THIRD and FINAL READING** and that the Reeve and the Chief Administrative Officer are hereby authorized to fix their signatures to all necessary documents and that the corporate seal also be fastened where it is deemed to be necessary.

Carried.

370-14: Smigerowsky

That County Council recess the County Council meeting to call the Public Hearing Meeting to order, time 9:15 a.m.

Carried.

PUBLIC HEARING:

The Reeve Cary Smigerowsky called the Public Hearing to Order at 9:15 a.m. in the presence of all the Council members, the Chief Administrative Officer; Assistant Chief Administrative Officer/ Recording Secretary; and Finance Manager.

Aline Brousseau, Planning and Development Manager; Doug Ponich, Public Works Manager; and Paul Miranda, GIS/Communication Director in attendance for the Public Hearing.

General public: 1 member of the public in attendance for the Public Hearing.

Bylaw No. 1261-14

■ **Bylaw 1261-14** was given first reading on February 20, 2014 authorize the Municipal Council of Smoky Lake County to amend the Land Use Bylaw No. 1250-12 to re-zone the Agricultural District (AG) named as Parcel B, Plan 1522KS +/- 28.61 Hectares (70.79 acres) and Lot 1, Block 1, Plan 0920962 +/- .314 Hectares (.78 acres) on Pt. NE 16-59-19-W4M to Highway Commercial District C1).

1.0 Opening

■ Cary Smigerowsky, Reeve for the Smoky Lake County declare the Public Hearing open at 9:15 a.m.

- I will be the Chair of the hearing today. On behalf of Council, I would like to welcome you here today. I would like to take a moment to introduce Council.
- The Secretary of the Hearing is Cory Ollikka, who is the Chief Administrative Officer of the Smoky Lake County.
- Questions can be directed to Aline Brousseau, Planning and Development Manager.
- All persons wishing to be heard at this public hearing should sign in on the sign-up sheet giving their name.
- Persons who do not sign in shall speak only after all those who signed in have given their testimony. We ask that anyone who wishes to speak but has not yet signed in, please sign in now.
- I, at this time asked the Chief Administrative Officer to confirm that the Public Hearing has been advertised and notice has been provided in accordance with the applicable legislation.
 - ▶ Chief Administrative Officer replied: Yes.
- The Chief Administrative Officer summarized the purpose of the Hearing is for the Council of Smoky Lake County to obtain **Public Input**, in favor and opposed to proposed **Bylaw No. 1261-14**: that all portions of Parcel B, Plan 1522KS on Pt. of NE 16-59-19-W4M containing +/- 28.61 Hectares (70.79 acres) in size more or less, as shown on Schedule "A" be re-zoned from Agricultural District (AG) to Highway Commercial District C1); and all that portions of Lot 1, Block 1, Plan 0920962 on Pt. of NE 16-59-19-W4M containing +/- .314 Hectares (.78 acres) in size more or less, as shown on Schedule "A" be re-zone from the Agricultural District (AG) to Highway Commercial District (C1).

Proposed Bylaw No.:	1261-14
Application:	Pepper's Highway Service Inc.
Requested Rezoning:	Appendix "B" of the Smoky Lake County Land Use Bylaw 1250-12 be amended such that all Agricultural District (AG) <u>to</u> Highway Commercial District C1). - AND - Appendix "B" of the Smoky Lake County Land Use Bylaw 1250-12 be amended such that all that portions of Lot 1, Block 1, Plan 0929962 on Pt. of NE 16-59-19-W4M containing +/- .314 Hectares (.78 acres) in size more or less, as shown on Schedule "A" be re-zone <u>from</u> Agricultural District (AG) <u>to</u> Highway Commercial District (C1).
Background:	<ul style="list-style-type: none"> ▪ Rezoning Application was submitted on January 9, 2014. ▪ Bylaw No. 1261-14 was given 1st reading on February 20, 2014. ▪ Adjacent Landowners and Agencies were sent letters on February 25, 2014. ▪ The Public Hearing Notices were advertised in the Smoky Lake Signal and Redwater Review the week of March 3 and 10, 2014. The proposed Bylaws were advertised and notice has been provided in accordance with the applicable legislation. ▪ A notice has also been posed on the County's website regarding same. ▪ The hearing has been scheduled to obtain public input on proposed Bylaw in accordance with Section 230 of the Municipal Government Act.
	<p>ATTACHMENTS:</p> <ol style="list-style-type: none"> 1. Draft Bylaw 1261-14 with attached Schedule "A". 2. Rezoning Application. 3. Aerial Photo (Ortho Image). 4. General Location Map. 5. Highway Commercial District (C1). 6. Certificate of Titles.

- The Reeve outlined the ground rules of the hearing and the order of speaking will be:

The **ground rules of the hearing and the order of speaking will be:**

- a. Members of the public, who have signed in will be given the opportunity to speak in the order they signed in.
- b. Anyone else, who did not sign in will be given the opportunity to speak.
- c. The Planning and Development Manager will be given the opportunity to answer any questions or to comment on any of the issues presented.
- d. Councillors will be given the opportunity to ask questions.
- e. Council will then end the Hearing and retire to make consider the information received at the Public Hearing.
- f. Council will only consider matters raised at the Hearing.
- g. Only Councillors may ask questions of speakers during the Hearing, If any persons wish to ask questions of a speaker, they must ask Council to ask the question on their behalf during their presentation, and Council will only ask the question if it feels it wishes to have an answer in order to undertake its consideration.

2.0 Public Testimony and Written Submissions

- The Chief Administrative Officer reported that no written submission has been received In Favour and no written submission has been received Opposed to the proposed Bylaw No. 1258-13.
- The Chief Administrative Officer reported that the following agencies indicated they have no objections to the proposed bylaw: Atco Electric, Stry REA Ltd. Lakeland Catholic Board of Education, Canada Post, Canadian National Railway, and Alberta Health Services. The deadline to response to the referral letter was March 12, 2014.

3.0 Public Testimony in attendance of the hearing

3.1 In Favour of the Bylaw:

- **Ernie Dombrosky**
 - In favour of the Bylaw: In favour of the Bylaw to change to commercial land – so development can continue.

3.2 Opposed of the Bylaw:

- **No members Opposed of the Proposed Bylaw.**

4.0 Questions and Answers

4.1 Public Response:

- **Public:** No further questions or points of clarification.

4.2 Council:

- **Council:** No further questions or points of clarification.

4.3 Planning and Development:

- **Planning and Development Manager:** No further questions or points of clarification.

5.0 Closing

- Reeve thanked all presenters for their comments. Council will take your comments into consideration when deciding on this matter.

Reeve Cary Smigerowsky declared discussion on the proposed Bylaw No. 1261-14, closed.

371-14: Cholak

That the recommendation to the County Council for **Bylaw No. 1261-14:** to authorize the Municipal Council of Smoky Lake County amend the Land Use Bylaw No. 1250-12 to re-zone the Agricultural District (AG) named as Parcel B, Plan 1522KS +/- 28.61 Hectares (70.79 acres) and Lot 1, Block 1, Plan 0920962 +/- .314 Hectares (.78 acres) on Pt. NE 16-59-19-W4M to Highway Commercial District C1), be given **second and third readings.**

Carried.

372-14: Smigerowsky That the Public Hearing be adjourned, time 9:25 a.m.

Carried.

County Council Meeting

County Council Meeting reconvened, time 9:25 a.m.

4. Request for Decision:

Bylaw No. 1261-14: Rezoning

373-14: Orichowski

That **Bylaw No. 1261-14:** authorize the Municipal Council of Smoky Lake County to amend the Land Use Bylaw No. 1250-12 amend the to re-zone the Agricultural District (AG) named as Parcel B, Plan 1522KS +/- 28.61 Hectares (70.79 acres) and Lot 1, Block 1, Plan 0920962 +/- .314 Hectares (.78 acres) on Pt. NE 16-59-19-W4M to Highway Commercial District C1), be given **SECOND READING.**

Carried.

Moved by Councillor Cholak that **Bylaw No. 1261-14:** authorize the Municipal Council of Smoky Lake County to amend the Land Use Bylaw No. 1250-12 to re-zone the Agricultural District (AG) named as Parcel B, Plan 1522KS +/- 28.61 Hectares (70.79 acres) and Lot 1, Block 1, Plan 0920962 +/- .314 Hectares (.78 acres) on Pt. NE 16-59-19-W4M to Highway Commercial District C1), be given **THIRD and FINAL READING** and that the Reeve and the Chief Administrative Officer are hereby authorized to fix their signatures to all necessary documents and that the corporate seal also be fastened where it is deemed to be necessary.

Carried.

Policy Statement No. 03-24-01: Gravel Exploration on Private Lands

374-14: Orichowski

That **Policy Statement No. 03-24-01** entitled "Gravel Exploration on Private Lands", be adopted, as amended:

Title: Gravel Exploration on Private Lands		Policy No.: 24-01
Section: 03	Code: P-1	Page No.: 1 of 7 E
Purpose:	To establish a standard and conditions for undertaking gravel testing on private lands.	
Policy Statement and Guidelines:		
1. OBJECTIVE:		
1.1	To identify possible new gravel sources that may be useful for long-term planning.	
2. GUIDELINES:		
2.1	Any landowner wishing to have gravel testing done on his/her land will be required to complete and submit an application: Schedule "A": Application - Landowner's Request for Gravel Exploration on Private Land to Smoky Lake County.	
2.1.1	The application shall serve as a consent form to allow the County employees to enter onto these lands with testing equipment to explore for gravel and cover all test holes.	
2.1.2	The application requires the landowner to mark the location for testing, at a cost to the landowner of the current road builder's rate for any equipment involved in the exploration.	
2.1.3	Upon approval by County Council, exploration shall be undertaken by the County.	
2.2	The County Council reserves the right to accept or refuse the request for Gravel Exploration on Private Land.	

- 2.3 No damages will be paid to the landowner for site disturbance, as specified in the Application, as this testing will benefit both parties.
- 2.4 The Landowner(s) shall be responsible for any loss or damage to property or the environment which loss or damage is caused by the performance of Gravel Exploration Testing undertaken by the County; and shall hold harmless the County these ends.
- 2.5 The Landowner is responsible to know and understand their land ownership rights with respect to exploring for minerals, perform exploratory work or develop gravel mine.
- 2.6 If gravel is found, the County has first right to the product and will pay the landowner at current County market value for pit-run. Any testing charges will be waived should the County exercise this right.

3. PROCEDURES:

- 3.1 Should the County exercise its first right to develop any gravel source, the Landowner shall negotiate an agreement with Smoky Lake County, as per **Schedule "B": Purchase of Gravel from Private Lands.**
- 3.2 The Landowner(s) shall at all times hereafter indemnify and hold harmless Smoky Lake County against all actions, claims, demands, suits or proceedings whatsoever that may be lawfully brought or made against the County by reason of anything done by its agents, employees, invitees, contractors, and machinery whether or not such things are done in the exercise or purported exercise of the rights herein conferred upon the Landowner(s) and whether occasioned by negligence or otherwise which arise as a result of the Gravel Exploration Testing.
- 3.3 Smoky Lake County shall not be liable nor responsible for any bodily or personal injury or property damage of any nature what-so-ever that may be suffered or sustained by the Landowner, in the performance of the Gravel Exploration Testing and/or Extraction.
- 3.4 Smoky Lake County shall execute the Agreement with the Landowner to purchase Gravel from Private Lands in Connection of Gravel Exploration Testing, subject to all Development Approvals are granted.

SCHEDULE "A"



Box 310 4612 McDougall Drive
 Smoky Lake, AB T0A 3C0
 Phone: 888.656.3730 Fax 780.656.3768

**APPLICATION
 LANDOWNER'S REQUEST
 FOR
 GRAVEL EXPLORATION ON PRIVATE LAND**

APPLICANT INFORMATION

NAME OF APPLICANT: _____

MAILING ADDRESS: _____
 Box Town Postal Code

TELEPHONE (RES): _____ CELLULAR: _____

LAND INFORMATION

LEGAL DESCRIPTION

QTR/LSD	SECTION	TOWNSHIP	RANGE	W4
---------	---------	----------	-------	----

RANGE ROAD: _____ TOWNSHIP ROAD: _____

LANDOWNER TO MARK THE LOCATION FOR TESTING:

Plan Requirement

To be identified as per sketch:

TERMS AND CONDITIONS

WITNESSETH the County and the Landowner(s) agree to the following terms and conditions:

1. The County shall perform the gravel testing on the said lands as described above at a cost of **current road builder's rate per hour** to the Landowner. Should the County exercise its first right of refusal to develop any quantities discovered then these testing costs shall be waived.
2. The County agrees to provide the Landowner with 24 hours notice prior to inspecting the property and/or commencing Exploration.
3. The County shall not be responsible for any loss or damage to property or to the natural environment which occurs during the period of gravel testing works performed.
4. The Landowner understands their land ownership surface rights with respect to the County exploration for gravel resource.
5. Insufficient or poor quality of gravel is found, the Landowner(s) shall be Released from any further obligations.
6. The Landowner(s) shall be responsible for any loss or damage to property or the environment which loss or damage is caused by the performance of Gravel Exploration Testing undertaken by the County.
7. The Landowner(s) shall at all times hereafter indemnify and hold harmless Smoky Lake County against all actions, claims, demands, suits or proceedings whatsoever that may be lawfully brought or made against the County by reason of anything done by its agents, employees, invitees, contractors, and machinery whether or not such things are done in the exercise or purported exercise of the rights herein conferred upon the Landowner(s) and whether occasioned by negligence or otherwise which arise as a result of the Gravel Exploration Testing.
8. The Landowner(s) agree that the County shall be granted First Right of Refusal for the Development and Extraction and purchase of any gravel volumes from the subject property.

I hereby, by signing this form, provide consent to allow the County employees to enter onto these lands with testing equipment to explore for gravel and cover all test holes; and if applicable, I, the applicant accept the responsibility for any costs associated for Gravel Exploration Testing on said Private Land.

Acknowledgment:

I, _____ have read the agreement and hereby agree to the terms and conditions.

DATE OF APPLICATION _____

SIGNATURE OF APPLICANT _____

FOR OFFICE USE ONLY

Approved:	Motion Number	Application Paid In Full:
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Public Works Manager _____

Date _____



Schedule "B"

PURCHASE OF GRAVEL FROM PRIVATE LANDS

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

BETWEEN:

SMOKY LAKE COUNTY

a Municipal Corporation in the Province of Alberta
(hereinafter referred to as "the County")

OF THE FIRST PART

AND

Name: Registered Owner

of _____

Box _____ Town/City _____ Province _____ Postal Code _____

Phone Number: _____ Cell Number: _____

(hereinafter referred to as "the landowner")

OF THE SECOND PART

WHEREAS the Council of the County has implemented a Gravel Exploration Program within the municipal boundaries of the County on Private Lands;

AND WHEREAS the Landowner(s) does hereby grant permission to Smoky Lake County and consent for the County to purchase Surface Material GRAVEL on his/her land as outlined in Schedule "A": Application - Landowner's Request for Gravel Exploration onto these said lands as follows:

Detailed Legal Description:

QTR/LSD	SECTION	TOWNSHIP	RANGE	MERIDIAN
---------	---------	----------	-------	----------

NOW THEREFORE, in consideration of the mutual provisions and covenants contained hereunder in this Agreement, and intending to be legally bound hereby, the parties agree as follows:

AGREEMENT

Landowner: _____

In consideration of the foregoing, the Landowner hereto agrees as follows:

1. **ENGAGEMENT**
 - 1.1 The Landowner hereby agrees to sell Surface Material exclusively to Smoky Lake County for the term of this Agreement.
2. **TERM**
 - 2.1 The Term of the Agreement shall be: _____
 - 2.2 This Agreement is non-transferrable.
 - 2.3 This Agreement shall terminate by written notice to the Landowner if the Conditions and terms of the Agreement are not conformed or adhered to.
 - 2.4 This Agreement shall commence forthwith and may be terminated by the County at its sole discretion before expiry of the term as indicated by Smoky Lake County.
 - 2.5 Conditions(s): _____
3. **COMPENSATION AND METHOD OF PAYMENT**
 - 3.1 Smoky Lake County agrees to pay the Landowner for the surface material at a rate of _____ per bank cubic metre; and will pay the rate at current County market value for pit-run.
 - 3.2 Payment for work under this Agreement will be made on the basis of quantities measured on the site by the County.
 - 3.2 Payments will be made on a yearly basis.
4. **CONSENT**
 - 4.1 The Landowner agrees to any and all caveats that may be placed on his/her Title by Smoky Lake County to secure the rights of the County as set forth in this agreement in regards to the gravel quantities that have been excavated and/or crushed.
 - 4.2 The Landowner agrees to the conditions of entry as determined by the County including location of any roadway, fencing and gates.
 - 4.3 The County shall be responsible for complying with all Federal, Provincial, and Municipal laws, rules, regulations and guidelines that apply; and the Reclamation plan to restore the site land disturbed by the excavation to an acceptable condition as required.
 - 4.4 The County makes no promises or warranties as to the quantities that will be excavated and/or crushed by the County on any given year.
5. **INSURANCE REQUIREMENT**
 - 5.1 The Landowner shall provide evidence of a **Commercial General Liability Insurance** with insurable limits of not less than **Two Million Dollars (\$2,000,000.00)** for each occurrence or incident against bodily injury and property damage claims.

5.2 The Landowner shall provide evidence that Smoky Lake County is named as an additional named insured to the Landowner's Insurance Policy.

6. INDEMNIFICATION

6.1 The Landowner(s) shall at all times hereafter indemnify and hold harmless Smoky Lake County against all actions, claims, demands, suits or proceedings whatsoever that may be lawfully brought or made against the County by reason of anything done by its agents, employees, invitees, contractors, and machinery whether or not such things are done in the exercise or purported exercise of the rights herein conferred upon the Landowner(s) and whether occasioned by negligence or otherwise which arise as a result of the County's performance.

6.2 Smoky Lake County shall not be liable nor responsible for any bodily or personal injury or property damage of any nature what-so-ever that may be suffered or sustained by the Landowner, in the performance of this agreement.

7. SEVERABILITY
If any provision of this agreement or its application is held invalid, then the remainder of the agreement or the application of the remainder of the agreement shall not be affected.

IN WITNESS WHEREOF has hereunto the parties hereto execute this Agreement, the day and year first above written.

<p>SIGNED, I, _____ hereby accept and execute this agreement.</p> <p>Per: _____ Landowner</p> <p>Per: _____ Landowner</p>	<p>SIGNED, SMOKY LAKE COUNTY hereby accept and execute this agreement.</p> <p>Per: _____ Reeve</p> <p>Per: _____ Chief Administrative Officer</p>
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Carried.

Policy Statement No. 01-41-01: Council Code of Conduct

375-14: Lukinuk

That **Policy Statement No. 01-41-01** entitled "Council Code of Conduct", be adopted

Title: Council Code of Conduct		Policy No.: 41-01
Section: 01	Code: P-1	Page No.: 1 of 7 E
Purpose:	The citizens of Smoky Lake County are entitled to have fair, ethical and accountable local government and to expect the highest standards of conduct from the members that it elects to Council.	
Policy Statement and Guidelines:		
1. STATEMENT:		
1.1	This Code of Conduct is a public declaration of the principles of good conduct and ethics for the proper operation of democratic local government for elected officials to be independent, impartial and duly responsible to the public.	
1.2	The Council of Smoky Lake County need to at all times seek to advance the common good of the County which they serve and shall truly and faithfully exercise the office to the best of their knowledge and ability; and carry out their duties with impartiality and equality of service to all.	
1.3	County Council pursues the Smoky Lake County's Mission Statement: <i>Smoky Lake County strives for excellence in the provision of transparent and fiscally responsible governance and government services to local residents,</i> and in doing so upholds Council interest for establishing a Code of Conduct Policy governing Council.	
2. OBJECTIVES:		
2.1	To establish and promote ethical conduct standards for Members of Council in interaction with the public, administration, employees, contractors, and all members of Council.	

- 2.2 To outline certain rules of conduct for Members of Council so that they may carry out their duties, powers, and functions with impartiality and dignity, recognizing that the function of Members of Council is, at all times, service to the public.
 - 2.3 The Council of Smoky Lake County commits itself to conduct that meets the highest ethical standards to behave in a way that aligns with this Code of Conduct. In turn, adherence to these standards will protect and maintain Smoky Lake County's reputation and integrity.
 - 2.4 Although this Code of Conduct may not cover every specific scenario, Members of Council will uphold the intent behind this Code of Conduct to guide their conduct and exercise care and diligence in the course of their work with the Council.
- 3. DEFINITIONS:**
- 3.1 **Confidential Information:** includes but is not limited to information –
 - 3.1.1 In the possession of the County that the County is either prohibited from disclosing, is required to refuse to disclose or exercises its discretion to refuse to disclose under the *FOIP (Freedom of Information and Protection of Privacy) Act* or other legislation.
 - 3.1.2 Concerning matters that are permitted to be discussed in "Executive Session" Meeting pursuant to the *Municipal Government Act*.
 - 3.2 **Council:** means the Council of Smoky Lake County.
 - 3.3 **Councillor:** is a member of Council.
 - 3.4 **County:** means Smoky Lake County.
 - 3.5 **County Property:** includes County employee time, financial non-financial assets (including, but not limited to, land, vehicles, equipment, material, paper or electronic documents, tools, electronic equipment, computers, internet service and intellectual property).
 - 3.6 **Ethics:** is being in accordance with the rules or standards for proper conduct or practice. Occupying the office of a Councillor gives rise to three ethical duties: the duty of due diligence, the fiduciary duty of good faith, and the duty to act fairly, free from any conflicts of Interest.

In accordance with "Ethics in Municipal Government", by Kevin Feehan, Q.C., LL.B., of Fraser Milner Casgrain.

 - 3.6.1 **Due Diligence:** exercise duties with care, diligence and skills that a reasonably prudent person would exercise in comparable circumstances.

Example: Making sure all decisions are informed decisions, educating oneself in governing legislation and municipal policies, seeking reliable professional advice when appropriate, attending all meetings having reviewed all materials before hand, asking questions and taking notes during meetings.
 - 3.6.2 **Fiduciary Duty:** A legal obligation of one party to act in the best interest of another - free of bias and fair. The key component of being fiduciary requires Councillors to put the interests of the County ahead of their personal interests.
 - 3.6.3 **Conflict of Interest:** as a situation in which a person has a private or personal interest sufficient to appear to influence the objective exercise of his or her official duties, say, as a public official, a employee, or a professional; and shall be adhered to in pursuant to the *Municipal Government Act*.

Example: Conflicts of interest for a municipal Councillor arises where there is "clash of private interest with public duty". Large focus arises where a Councillor has "Pecuniary Interest" in a matter before Council.
 - 3.7 **Impartiality:** is a principle of justice holding that decisions should be based on objective criteria, rather than on the basis of bias, prejudice, or preferring the benefit of one person over another for improper reasons.
 - 3.8 **Pecuniary Interest:** is an interest in a matter that could monetarily affect a Councillor or an employer of the Councillor or an interest in a matter that the Councillor knows or should know could monetarily affect the Councillor's family, and as more particularly set out in the *Municipal Government Act*.

es

4. GUIDELINES:

4.1 It is imperative that there not be, nor appear to be, any conflict between the private interest of any Members of Council and their duty to the public to ensure their functions and duties are for what is in the best interest of the entire County.

4.2 The following core principles and values will guide the day-to-day conduct and decisions of the Members of Council and are in addition to the principles that guide Council's pursuit of its Mission and Vision.

4.3 The following are Core Principles and form the acronym **"ACTION"**:

4.3.1 **Accountability**

- Councillors must govern their conduct in accordance with the requirements and obligations as set out in the *Municipal Government Act*, or any other Act of the Government of Canada or the Province of Alberta.
- All Councillors shall take an oath in the form as prescribed in ***Policy Statement No. 01-05: Condition of Service - Oath of Confidentiality***, upon assuming office, pledging to uphold the policies and laws of the County, the Province of Alberta, and the Government of Canada.
- Councillors shall commit to disclosing to the appropriate authorities and/or Council any behavior or activity of which they become aware that may qualify as corruption, abuse, fraud, bribery or any other violation of the law or this Policy, or any other County Policy. Council shall deal with any such breaches in accordance with the **County's Procedural Bylaw**.

4.3.2 **Confidentiality**

- Councillors must use council information which is not available to the public, in accordance with any relevant Council policy or legislation to ensure, as far as reasonable, the primary of the public interest over any private interest.
- Councillors shall respect and preserve the confidentiality of information provided to them concerning the confidential matters of the County.
- Councillor shall not disclose confidential information without proper legal authorization.

4.3.3 **Transparency**

- Members of Council will endeavour to conduct and convey Council business in an open and public manner, other than those issues that may be discussed in Executive Session of Confidential status.
- Members of Council will accurately and adequately communicate the decisions of Council, even if they disagree with the majority decision of Council.
- Information concerning adopted bylaws, policies, and decisions of the Council shall be conveyed openly and accurately.

4.3.4 **Impartiality**

- Members of Council acknowledge the need to undertake their decision-making in an unbiased, open-minded fashion and without favour to any individual or interest over another.
- Members of Council shall perform their duties of office and arrange their private affairs in a manner than promotes public confidence and will bear close public scrutiny.

- Councillors shall not use their official positions to influence government decisions in which they have a financial interest or a personal relationship that would present a pecuniary interest under the *Municipal Government Act*.

4.3.5 **Obligation**

- Council's actions and decisions of members are made to promote the public interest and to advance the mandate and long-term interests of the County.
- Improving the quality of governance can be achieved by Members of Council by conducting themselves in a way that promotes and maintains public confidence and showing commitment to performing their duties and functions.

4.3.6 **Need**

- Members of Council need to work for the common good of the citizens of Smoky Lake County. Councillors shall inform themselves of Public issues, listen attentively to public discussions before Council and make decisions based on the merits and substances of the matters at hand for the public's best interest.
- Councils must recognize that they are stewards: responsible to manage and look after the needs of Smoky Lake County. Recognizing that stewardship of the public interest must be their primary concern - Councillors are elected to act and to make decisions solely in terms of the public interest.
- Members of Council's conduct contributes to a safe and healthy environment that is free from discrimination, harassment or violence.

4.4 The following are Core Values and form the acronym "**ROLE**":

4.4.1 **Respect**

- Council promotes and expects respectful and responsible behaviors when interacting with each other, with Administration and with the Public during the course of County business.
- All Councillors and employees of Smoky Lake County have the right to work in an environment based upon mutual respect, dignity and fairness, and one that is free from actions and behaviours that are contrary to respectful, dignified and fair treatment of the individual.
- Council members shall support the maintenance of a positive and constructive environment for the citizens, businesses, and County employees and shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of Council, boards commissions, committees, staff or the public.
- Council members shall acknowledge and respect that administration and employees work for the County as a corporate body and are responsible for making recommendations that reflects their professional expertise and the County's corporate objectives, without undue influence from any individual members.
- Council members may only use County Property or services for activities connected with the discharge of official duties or associated community activities having the sanction of Council or permitted by County policies.

4.4.2 **Observe**

- Members of Council shall observe opportunities to promote, support, pursue and partake in Professional Development, including but not limited to Federal, Provincial, and Municipal conferences, seminars, and workshops.
- Council members are encouraged to stay updated on issues and trends so that they can be as efficient and effective as possible in the function of their duties and responsibilities.
- Council members must not engage in any criminal activity and shall closely observe and abide by all relevant laws, regulations and policies.

4.4.3 **Loyal**

- To the best of their ability, Councillors shall represent the official policies and positions of the Council with integrity.
- It is vital that the public has confidence in Council's ability to provide good government and to provide services, facilities and programs, in the opinion of Council, are necessary or desirable for all or of part of the County, and to develop and maintain safe and viable communities.

4.4.4 **Engage**


- Members of Council shall engage in activities, financial or otherwise which are compatible or consistent with the ethical discharge of official duties in the public interest.
- Members of Council shall follow established channels of communication and authority within the organization when working with County employees and direct any actions requests through the Chief Administrative Officer or as delegated by the Chief Administrative Officer to the relevant department head.

4.5 These Core Principles and Values characterized will outline certain basic rules as per **Schedule "A": Smoky Lake County Council – Code of Conduct** to guide Members of Council to make certain decisions that do not benefit them, their immediate family or their friends and that they do not put themselves in a conflict of interest situation.

5. PROCEDURES:

- 5.1 Members of Council agree to uphold this policy and govern accordingly, in order to enhance ethical conduct and the credibility and integrity of Council in Smoky Lake County.
- 5.2 Every member of Council shall be provided with a copy of this policy and will sign the **Schedule "A": Smoky Lake County Council – Code of Conduct**, a statement of commitment annually at its Organizational Meeting and as acknowledgement that he or she has read it and supports it.
- 5.3 The original signed "Code of Ethics" will become a Municipal Record and retained in each elected official portfolio in the County Office vault.

SCHEDULE "A"

 <p>SMOKY LAKE COUNTY COUNCIL Code of Conduct</p>	DATE:
	MOTION NUMBER:
<p>I recognize that I have primary responsibility to assure that ethical standards are understood and met so that the public can continue to have full confidence in the integrity of the Council. In recognition of my commitment and dedication to the public that has entrusted me, as a member of Smoky County Council, to provide governance I, _____ promise that I will:</p> <p>1. Govern my conduct in accordance with the requirements and obligations</p>	



as set out in the *Municipal Government Act* or any other Act of the Government of Canada or the Province of Alberta as well as the requirements set by any Council Policy, Bylaw, process or rule of order established by Council.

2. Demonstrate the highest standards of personal integrity, honesty and fortitude in all public activities in order to inspire the public confidence and trust in me and the municipality I represent.
3. Devote time, thought and attention to the duties of a Councillor so that I may render effective and knowledgeable service.
4. Consider all available information in making my decisions and, thereafter, abide by and uphold the decision of Council.
5. Treat my fellow councillors, administration and the public with respect, concern, courtesy and responsiveness.
6. Develop and regularly evaluate goals and policies for Smoky Lake County which meet the needs and expectations of the public; and encourage active participation by the public in this process.
7. Work with my fellow Councillors in a spirit of harmony, compassion and cooperation in spite of differences of opinion; and listen to and respect those opinions which may be different than my own.
8. Strive for open and honest communications with my fellow Councillors.
9. Remember that, unless otherwise authorized by Council, I have no individual legal authority outside of a meeting of Council and I must conduct my relationships with staff, the public and the media on this basis.
10. Not use my position to benefit me or any other individual or organization, apart from the total interest of the community; and avoid placing myself in a position where there may be a real or perceived conflict of interest.
11. Not use County funds, property or information for my personal benefit or gain or for the personal gain or benefit of any other individual or organization.
12. Not attempt to exercise individual authority over the corporation.
13. Protect the privileged information to which I have access in the course of my official duties; and maintain the confidentiality of information that is not otherwise available to the public.
14. Neither neglect my personal obligation to the public and my legal obligation to the Province of Alberta, nor surrender these responsibilities to any other person, group or organization.
15. Commit to disclosing to the appropriate authorities and/or to Council any behavior or activity that I become aware of that may qualify as corruption, abuse, fraud, bribery or any other violation of the law or this Policy.
16. Recognize, when interacting with the Chief Administrative Officer or with staff, the lack of authority vested in a Councillor except when explicitly Council authorized.

Dated at the Smoky Lake County Office, in the Province of Alberta, this ___ day of _____, 20__.

Signature

Carried.

Each member of Council signed an original **Smoky Lake County Council – Code of Conduct**, to become a Municipal Record.

7. Delegation:

Walk-In: Gary Macyk

Present before County Council at 10:00 a.m. to 10:03 a.m. was Gary Macyk, Owner, Waskatenau Motors to extend an invitation to Council and staff to the Waskatenau Motors – Open House on April 2, 2014 from 10:00 a.m. to 3:00 p.m. and Ribbon Cutting Ceremony at 1:00 p.m.

376-14: Cholak

That County Council and County employees who can attend – attend the Open House of Waskatenau Motors on Wednesday, April 2, 2014 at 10:00 a.m. to 3:00 p.m. with the Ribbon Cutting Ceremony at 1:00 p.m.

Carried.

Smoky Lake Agricultural Society

Present before County Council at 10:05 a.m. to 10:15 a.m. was Ed Boychuk, Ed Shaske, and Bonnie Kordyban, representatives from the Smoky Lake Agricultural Society to request support and in-kind assistance for the Parking Lot Paving Project at the Smoky Lake Complex.

377-14: Bobocel

That Smoky Lake County provide a letter of support to the Smoky Lake Agricultural Society for the Project of Parking Lot Paving at the Smoky Lake Complex.

Carried.

378-14: Cholak

That County Council defer discussion on the Smoky Lake Agricultural Society Project of the Parking Lot Paving in regards to the County providing in-kind assistance of manpower and equipment to a future meeting.

Carried.

Joly, McCarthy & Dion

Present before County Council at 10:20 a.m. to 10:40 a.m. was Barb McCarthy, CA Chartered Accountant, Joly, McCarthy & Dion to review the Smoky Lake Consolidated Financial Statement and the Smoky Lake Gas Utility Financial Statement for December 31, 2013 year-end.

2013 Year-end Financial Statements

379-14: Cholak

That Smoky Lake County Council adopt the audited Smoky Lake County Consolidated Financial Statement and the Smoky Lake County Gas Utility Financial Statement for December 31, 2013 year-end, as prepared by Joly, McCarthy & Dion.

Carried.

380-14: Bobocel

That Smoky Lake County Council execute the "Audit Finding" Letter for Joly, McCarthy & Dion in regards to the preparation of the Smoky Lake County Consolidated Financial Statement and the Smoky Lake County Gas Utility Financial Statement for December 31, 2013 year-end.

Carried.

4. Request For Decision(s):

Policy Statement No. 01-42-01: Council Gifts and Benefits

381-14: Orichowski

That **Policy Statement No. 01-42-01** entitled "Council Gifts and Benefits", be adopted

Title: Council Gifts and Benefits		Policy No.: 42-01
Section: 01	Code: P-1	Page No.: 1 of 5 E
Purpose:	This Policy provides guidance for the Members of Council on the appropriate gifts and benefits that may be accepted while discharging their duties of office.	
Policy Statement and Guidelines:		

1. STATEMENT:

- 1.1 In pursuing democratic accountability and transparency, it is necessary that no individual or organization influence, or perceive to influence, Council activities by providing gifts or benefits to Councillors.
- 1.2 Members of Council are expected to represent the public and the interests of the municipality and to do so with both impartiality and objectivity or regardless of monetary value, the gift or benefit could be seen or implied to be instrument of influence, favouritism or bias.
- 1.3 It is common for Members of Council to receive gifts and benefits in performing their duties of office. Personal integrity and sound business practices require maintaining relationships with vendors, contractors and residents doing business with the County.

2. OBJECTIVES:

- 2.1 Members of Council are entrusted to make decisions based on an impartial and objective assessment of each situation, free from the real or perceived influence of gifts and benefits.
- 2.2 From time to time, gifts and benefits are offered and accepted by elected officials in the course of their duties and attendance at public functions. The acceptance of gifts and benefits of a nominal value is considered part of the Member's role and responsibilities and are to be received by the Member only in good faith, as an incident of protocol or social obligation.
- 2.3 This policy provides Council with a clear and consistent process to handle for the acceptance, tracking and disclosure of gifts and benefits accepted, so that no Councillor can be accused of showing favoritism or bias.

3. DEFINITIONS:

For Interpretation purpose:

- 3.1 **Benefit:** means anything (other than a gift) of monetary equivalent, fee, object of value, service given that confers an advantage, including but not limited to discounted or free services food or beverages for immediate consumption, activities, event tickets or entertainment.
- 3.2 **Gift:** means any real or personal property given, including but not limited to art work, clothing, money, gift certificates or gift cards, unless payment in any form, including the exchange of goods or services, of equal or greater value is received by the individual or entity giving the gift.

4. GUIDELINES:

- 4.1 Members of Council must make decisions based on an impartial and objective assessment of each situation, free from the gratitude of influence of gifts and benefits.
- 4.2 Members of Council must avoid both the reality and appearance of impropriety with organizations and people with whom they deal.
- 4.3 Members of Council must avoid situations giving rise to the appearance that a person or body, through the provision of gifts and benefits of any kind is attempting to secure favourable treatment for yourself or from the Council.
- 4.4 Members must take all reasonable efforts to ensure that your immediate family members do not receive gifts and benefits that give rise to the appearance of being an attempt to secure favourable treatment. Immediate family members ordinarily include parents, spouses, children and siblings.
- 4.5 No Member of Council shall accept a gift and benefit that is connected directly or indirectly with the performance of his or her duties of office unless permitted by this Policy, or any other applicable legislative law.
- 4.6 The following gifts and benefits that normally accompany any duties of office and Members of Council are not **precluded from accepting:**
 - 4.6.1 Personal gifts, benefits, rewards, commissions or advantages from any person or organization which are wholly unconnected with the performance of official duties.

- 4.6.2 Services provided without compensation by persons volunteering their time.
- 4.6.3 Invitations from charity or not for profit organization to attend their events.
- 4.6.4 Food and beverages at banquets, receptions, ceremonies or similar events.
- 4.6.5 A memento received by a member at a function honouring the member.
- 4.6.6 A memento received as an incident of protocol or social obligation, as a result of being a speaker, participant or representative of the County at an event.
- 4.6.7 Gifts or benefits received as a result of social protocol, customs or social obligations that normally accompany the performance of official duties.
- 4.6.8 Admission to an event such as a convention, conference, symposium, forum or similar event, offered by the organizer of the event and unsolicited by the Councillor, if the Councillor is attending or participating in their official capacity.
- 4.6.9 Food, lodging, transportation and entertainment provided by other levels of government or by other local governments, boards or commissions.
- 4.6.10 Invitations to and attendance at local social, cultural or sporting events.
- The above contents in 4.6 of gifts and benefits are considered as a token (nominal) in value.
- The monetary value should not exceed **\$200.00** up to an annual accrued value of **\$400.00**. If the value should exceed in \$200.00 – it must be disclosed.

4.7 **Cash Compensation:**


- 4.7.1 Members of Council must never accept a gift of money, including pre-paid credit cards. This does not include compensation authorized by legislation, County Bylaws, Policies, or a resolution of Council.
- 4.7.2 A member may receive compensation for serving on external bodies, such as AAMDC or FCM. If such compensation is in addition to regular Council compensation, should be fully disclosed.
- 4.7.3 A member of Council may receive honoraria for services rendered, such as speaking at a conference, where such services are directly linked to the member's office. Such honoraria shall be disclosed under this policy.

4.8 Nothing in this policy prevents disclosure of gifts and benefits valued under \$200.00.

5. **PROCEDURES:**

- 5.1 To promote transparency and accountability to the public, Members of Council will continue to set a high standard of conduct and be prepared to openly disclose all gifts and benefits that have been received in carrying out their official duties.
- 5.2 Members of Council are encouraged to keep a list of all gifts and benefits received from individuals, firms or associations, with estimated values for review, appreciating that such lists are a matter of public record.
- 5.3 Members of Council are required to disclose all gifts and benefits which individually exceeds \$200.00 or if the total value received during the calendar year exceeds \$400.00, the member of Council shall within 30 days of receipt of the gift or benefit, or reaching the annual limit, complete a Disclosure Statement, as per **Schedule "A": Disclosure Statement of Gifts and Benefits**.
- 5.4 The Disclosure Statement will become a Municipal Record and retained in each elected official portfolio in the County Office vault.

SCHEDULE "A"

DISCLOSURE STATEMENT of Gifts and Benefits	
	
<p>Smoky Lake County Policy in regards to Council Conduct in the acceptance benefits requires members of Council to disclose the receipt of certain gifts and benefits, if the dollar value of a single gift and benefit exceed \$200.00 or \$400.00 in a calendar year.</p>	
<p>Disclosure Statements are a matter of Public Record. This Disclosure Statement shall be used to report such gifts and benefits.</p>	
<p>Nature of Gift or Benefit Received:</p> <p>_____</p> <p>_____</p>	
<p>Source of Gift or Benefit:</p> <p>_____</p> <p>_____</p>	
<p>Circumstances Under Which Gift or Benefit Received:</p> <p>_____</p> <p>_____</p>	
<p>Estimated Value of Gift or Benefit: \$ _____</p>	
<p>Date Gift or Benefit Received: _____</p>	
<p>_____ Signature of Elected Official</p>	
<p>Dated Statement received at the Smoky Lake County Office: _____.</p>	

Carried.

Request for Proposal: Sand – Salt Storage Structure

Request for Proposal: Six Companies submitted Bids

Companies		
Cover Star Structures Ltd.		\$ 194,300.00
Vertical		\$ 292,837.95
Coverco Buildings		\$ 266,692.00
Cameron Building Systems Ltd.	Option A	\$ 203,904.52
	Option B	\$ 211,904.52
Fillmore		\$ 368,000.00
Whiteline Shelters and Tarps Ltd.		\$ 228,450.00

382-14: Bobocel

That Smoky Lake County award the Request For Proposal for **Sand – Salt Storage Structure – Project No. C-2014-01: Structure Construction to Whiteline Shelters and Tarps Ltd.,** Aldersyde, Alberta for the amount not to exceed **\$230,000.00.**

Carried.

Dave Kully, Public Works Shop Foreman entered the Council Chambers, time 10:55 a.m.

**County Insured Vans
Executive Session:**

383-14: Bobocel

That County Council go into Executive Session to discuss a legal issue in regards to the Insurance allocation provided on Vans currently insured by Smoky Lake County, time 10:56 a.m.

Carried.

Handwritten mark

384-14: Orichowski That County Council go out of Executive Session, time 10:35 a.m.
Carried.

Van: Unit No. 139 – 1997 E350 Ford

385-14: Bobocel That Smoky Lake County accept the request from **CASA: Community and School Association** to release the Additional Named Insured User group from all responsibility for liability and insurance obligations for **Unit No. 139: 1997 E350 Ford Van** and notify Jubilee Insurance Agencies.
Carried.

Van: Unit No. 447 - 2003 Ford E450 Van

386-14: Lukinuk That Smoky Lake County advise the Vilna Seniors Citizens as the User Group of **Unit No. 447: 2003 Ford E450 Van** that the following obligations are required to continue being the User Group for Unit No. 447:

- Pre and post trip inspections must be completed.
- Class 1, 2, and 4 license operators only for hauling passengers.
- Only to be operated with the Province of Alberta.
- Drivers Abstracts to be completed before taking the Van.
- Time Sheets for Driver’s Log as to the hours of operations must be completed for each use.

Failure to comply, Smoky Lake County will sell **Unit No. 447: 2003 Ford E450 Van** to the Vilna Seniors Citizens in the amount of \$1.00 and not provide Insurance Coverage; and provide a response to Smoky Lake County in these regards.

Carried.

Van: Unit No. 139 – 1997 E350 Ford

387-14: Cholak That Smoky Lake County advise the Smoky Lake Agricultural Society, as per received letter dated February 12, 2014 from Sharon Boychuk, President; that County Council will sell **Unit No. 139: 1997 Ford Van** to the Smoky Lake Agricultural Society in the amount of \$ 1.00; and Smoky Lake County will not provide Insurance Coverage.
Carried.

Van: Unit No. 411 - 2002 Ford E350 Van

388-14: Bobocel That Smoky Lake County advise the Vilna Fire Department as the User Group of **Unit No. 411: 2002 Ford E350 Van** insured by Smoky Lake County that Unit No. 411 will be sold back to the Vilna Fire Department in the amount of **\$ 1.00**; and Smoky Lake County will not provide Insurance Coverage.
Carried.

5. Issues for Information:

Management Reports

Public Works Shop Foreman

Equipment: Hydro-Axe

389-14: Cholak That Smoky Lake County proceed to tender to purchase a Public Works Equipment – Hydro Axe: **586C LRC Site Prep Tractor**; subject to a successful completion of a demonstration provided.
Carried.

Dave Kully, Public Works Shop Foreman left the Council Chambers, time 11:45 a.m.

7. Delegation:**Smoky Lake County Rural Crime Watch Association**

Present before County Council at 11:45 a.m. to 11:49 a.m. was Glenda McGinnis, President, Smoky Lake County Rural Crime Watch Association to received from Smoky Lake County a Plaque – presentation and picture taken to honour of the Associations' 30th Anniversary.

11:50 a.m.

9. Public Question and Answer Period:

No Questions.

5. Issues for Information:**Chief Administrative Officer's Report**

The Chief Administrative Officer gave an updated report to Council for the period of February 21, 2014 to March 27, 2014.

Legislative / Governance:

- We require 2 (two) motions of Council in regards to our continued involvement with the Province-wide Transportation Routing and Vehicle Information System Multi-Jurisdiction (TRAVIS-MJ).
- Met with Reggie Semeniuk regarding the silver of his land at Mons Lake that must e crossed on low water-level years to access the boat launch on the south side of the lake. When this was last discussed with Council on June 26, 2013. Council asked of a purchase price. Reggie now says that he and the co-owners no longer wish to sell the entire parcel. A subdivision at that site is not practical or possible as the land is not developable and even if it was would require an ER be taken. I suggest we pursue an access easement or lease agreement of some kind to guarantee access to the lake at that site.

Administration:

- I have realized that I booked myself for a course that will make me unavailable for the June 26, 2014 Council Meeting: I must take holidays time from June 16-27, 2014 to accommodate for this. I will have a report ready for the June 26, 2014 meeting unless Council wishes change the date instead.

Financial:

- No report.

Human Resources:

- The Departmental Reporting Template for the GIS/Communication Director has been created.

Community:

- Provided \$500 as per policy to the Smoky Lake Stars Bantam and PeeWee hockey teams.
- The H.A. Kostash Worlds Archery Team is requesting a \$2000.00 donation attendance at the International Competition in MDISON, Wisconsin (I believe in June). Council gave \$2000.00 towards their attendance a the same completion in St. Louis last year.
- The St. Paraskevia Downing church has requested one tandem
- JLG Ball is celebrating their 25th Anniversary. They have inhibited their industry and County partners to celebrate with them.
- Received an Email from Pat Palechuk about an upcoming Health Advisory Committee (HAC) meeting in Smoky Lake on April 10, 2014.
- Provided a letter of support on behalf of the RCDC Committee for the proposed oilseed crush/biodiesel facility. The letter to be signed by the four (4) Chief Elected Officials of our region.

Training:

- No report.

Financial Update:

As annexed to the minutes:

↳ Financial Statement for the Month: January 2014.

Action List(s):

↳ **Action List(s):**

- **County Council Meeting:** February 20, 2014.

TRAVIS-MJ: Agreement

390-14: Bobocel

That Smoky Lake County execute the Memorandum of Agreement with the Province of Alberta for the Transportation Routing and Vehicle Information System Multi-Jurisdiction (TRAVIS-MJ) for a five-year term dated from April 1, 2014 to March 31, 2019, to address industry’s need for a simplified, electronic oversize commercial vehicle permitting system.

Carried.

TRAVIS-MJ: Municipal Fee

391-14: Lukinuk

That Smoky Lake County adopt and authorize the Fees and Provisions Schedule provided by the Province of Alberta – Alberta Transportation for TRAVIS Multi-Jurisdiction in regards to the Municipal Permit Fee being in the amount of \$20.00 as the “Fixed Municipal Fee” for Smoky Lake County towards permit application fee collected by the Province on behalf of the County and distributed to the County to ensure that the County does not incur any costs in adopting TRAVIS-MJ.

Carried.

Land: SE 17-60-16-W4

392-14: Cholak

That Smoky Lake County administration research for the proper legal instrument for accessing boat launch on the Land located on SE 17-60-16-W4; and bring recommendations to a future County Council meeting.

Carried.

County Council Meeting

393-14: Cholak

That the County Council Meeting for the Month of June be re-scheduled from Thursday, **June 26, 2014** to Thursday, **July 3, 2014** at 9:00 a.m. to be held at the County Council Chambers.

Carried.

Management Policy Statement: 01M-30-03: Monthly Departmental Reports

394-14: Orichowski

That County Council accept the received Management Policy: 01M-30-03 entitled “Monthly Departmental Reports”, being amended to incorporated a revised reporting template for the GIS/Communication Director, for information.

Title: Monthly Departmental Reports		Policy No.: 30-03
Section: M-01	Code: P-A	Page No.: 1 of 1 E
Purpose:	To convey information for the specified monthly operations and actions. To relate facts about a situation or project objectively and accurately.	

Policy Statement and Guidelines:	
REPORTING STRUCTURE	
Projects:	
Identify all pertinent projects which have commenced and are progressing. Include significant aspects about the projects and any processes being taken that may have any affected on the public while the project is in progress.	

Date:

In Progress: Advise Council of the estimated date the project will commence.

Outstanding: Identify projects that are still outstanding. Let Council know what they are and why they are still outstanding and the estimated date project will be completed.

Completed: Indicate the date the project was completed.

NOTE: Any recommendation(s) that require a Council Motion(s) must be highlighted in "RED" on the report.

Next Month's Objectives: Advise Council what it is you expect to be working on next month; projects that will be commencing and duties that you will be working on.

MONTHLY DEPARTMENTAL REPORTING CATEGORIES

- | | |
|--------------------------------|-------------------------------------|
| ■ Chief Administrative Officer | ■ Finance Manager |
| ■ Planning and Development | ■ Peace Officer / Bylaw Enforcement |
| ■ Natural Gas | ■ Agricultural Service Board |
| ■ Public Works Manager | ■ Environmental Operations |
| ■ Public Works Foreman | ■ GIS/Communication Director |
| ■ Public Works Shop Foreman | ■ Fire Chief |
| ■ Safety Officer | |

Reporting Categories - Report Structure form as an exhibit to this Policy.

Categories - Report Structure: Headings

- **Chief Administrative Officer**
 - Legislative / Governance
 - Administrative
 - Financial
 - Human Resources
 - Community
 - Training
 - County Strategic Plan
- **Planning and Development**
 - Land Use Planning / Development
 - GIS
 - Administrative
 - Heritage Management
 - Subdivision Development Appeal Board Updates
 - Training
 - County Strategic Plan
- **Natural Gas**
 - Natural Gas
 - Odorant
 - CNG Trailer
 - Administrative
 - County Strategic Plan
 - Training
- **Public Works Manager**
 - Roads
 - Maintenance
 - Gravel
 - Dust Control
 - Administrative
 - Training
 - County Strategic Plan
- **Public Works Foreman**
 - Industry Liaison
 - Assistance: Public Works Manager
 - Inter-Departmental Work
 - Administrative
 - Training
- **Public Works Shop Foreman**
 - Equipment
 - Vehicle
 - Protective Services Maintenance / Repair
 - Contract Work
 - Administrative
 - Training
- **Safety Officer**
 - Safety
 - Disaster Services
 - Risk Pro
 - Public Works
 - Administrative
 - Training
 - County Strategic Plan

LA

- **Finance Manager**
 - Budgets
 - Information Technology (IT)
 - Smoky Lake County Strategic Plan
 - Assessment
 - Taxation
 - Finance
 - Training
 - County Strategic Plan
- **Peace Officer / Bylaw Enforcement**
 - Land Use Development
 - Resorts
 - Animal Control
 - Protective Services
 - ATV Trails
 - Peace Officer Training
 - Administrative
 - Rural Addressing
 - Training
 - County Strategic Plan
- **Agriculture Fieldman**
 - Administrative
 - Blasting
 - Weed Control
 - Mowing
 - Spraying
 - Pest Control
 - ASB Environmental Services
 - Training
 - County Strategic Plan
- **Environmental Operation Services**
 - Water/Wastewater
 - Wastewater
 - Waste Management
 - Regional Water
 - Administrative
 - Training
 - County Strategic Plan
- **GIS/Communication Director**
 - GIS
 - Communication
 - Smoky Lake Region
 - Administrative
 - Legislative
 - Training
 - County Strategic Plan
- **Fire Chief**
 - Administrative
 - Protective Services
 - Waskatenau Fire Department
 - Smoky Lake Fire Department
 - Vilna Fire Department
 - Agricultural Service Board
 - Training
 - County Strategic Plan

Carried.

H.A. Kostash: Worlds Archery Team

395-14: Lukinuk

That Smoky Lake County donate to the H.A. Kostash High School Worlds Archery Team funds in the amount of **\$2,000.00** for financial assistance to support the World’s Tournament trip to Madison, Wisconsin in June 2014; as per letter received from HAK World’s Archery Team, dated March 18, 2014.

Carried.

Ukrainian Orthodox Parish of St. Paraskevia Downing Church

396-14: Cholak

That Smoky Lake County approve as an “in-kind” donation and supply One Tandem load (approximately 12 mT) of 1 inch crushed gravel to the Ukrainian Orthodox of St. Paraskevia Downing Church for their entrance – driveway approach.

Carried.

JLG Ball Enterprises Ltd.: 25th Anniversary

397-14: Bobocel

That County Council who can attend – attend the JLG Ball Enterprises Ltd. 25th Anniversary Celebrations on Saturday, April 12, 2014 at 5:30 a.m. in Boyle, Alberta.

Carried.

Community Health Advisory Council Committee: Meeting

398-14: Bobocel

That County Council who can attend – attend the Community Health Advisory Council Committee Meeting on April 10, 2014 at 5:00 p.m. at the Smoky Lake Provincial Building; and that the Reeve and Chief Administrative Officer make a presentation on areas of concern in regards to Health Issues on behalf of Smoky Lake County.

Carried.

Smoky Lake Region: Bio-diesel Plant

399-14: Cholak

That County Council approve the action taken by the Chief Administrative Officer for the letter of support written and executed by each respective municipality in regards to the Bio-diesel Plant Project within the Smoky Lake Region.

Carried.

400-14: Bobocel

That the updated report for the period of February 20, 2014 to March 27, 2014 by the Chief Administrative Officer, be accepted and filed for information.

Carried.

Meeting Recessed

Meeting recessed for Lunch, time 12:05 p.m.

Meeting Reconvene

The meeting reconvened on a call to order by Reeve Cary Smigerowsky at 1:00 p.m. in the presence of all Council members, and the Chief Administrative Officer; Assistant Chief Administrative Officer/Recording Secretary; and Finance Manager.

Finance Manager's: Report

Brenda Adamson, Finance Manager provided an updated Finance report for the period of February 12, 2014 to March 12, 2014.

County Council Budget Meeting

401-14: Bobocel

That County Council schedule a **County Council Budget Meeting** for Tuesday, **April 8, 2014** at 10:00 a.m. to be held at the County Council Chambers.

Carried.

Policy Statement No. 08-10-02: Local Improvement Tax Cancellation

402-14: Cholak

That **Policy Statement No. 08-10-02** entitled "**Local Improvement Tax Cancellation**" be amended:

Title: Local Improvement Tax Cancellation		Policy No.: 10-02
Section: 08	Code: P-S	Page No.: 1 of 2 E
Purpose:	To provide financial relief to non-profit groups, or registered charities that may have a yearly local improvement tax payment to the Smoky Lake County.	

AA

Policy Statement and Guidelines:

Smoky Lake County recognizes the limited financial capacity of non-profit groups or registered charities. If Council considers it equitable to do so, it may cancel the yearly local improvement tax in respect to a particular property that is owned by the non-profit group or registered charity.

Under section 397, of the *Municipal Government Act*, no land is exempt from a local improvement charge if a local improvement tax bylaw authorized that particular property to pay for a local improvement that benefited that area of the municipality.

However, under section 327 of the *Municipal Government Act*, Council has the ability to cancel, reduce, or refund all or part of the tax.

Guidelines:

1. Administration will provide Council with a list **Schedule "A": Local Improvement Tax: Cancellation** of non-profit or registered charities properties' that Council will consider for approval whether it is equitable to cancel the yearly local improvement tax. The list will contain the name of the group, roll number of the property and the amount of the local improvement charge and other details that administration may find pertinent.
2. **Schedule "A"** may be amended from time to time and will be brought forward for Council approval.
3. This **Schedule "A"** will be part of the yearly budget documentation to support the expenditure code 921 – Tax Cancellation / Write Offs.



SCHEDULE "A"
Local Improvement Tax: Cancellation

Name	Roll Number	Details	Amount	Expiry Date
Bellis Curling Association c/o Barry Wood Box 71 Bellis, Alberta T0A 0J0	27150218	Sewer	\$300.00	2016
Ruthenian Greek Catholic Parish of St. John The Baptist Box 132 Bellis, Alberta T0A 0J0	27150309	Sewer	\$ 105.00	2016

Carried.

Bellis Curling Association: Local Improvement Taxes

403-14: Bobocel

That Smoky Lake County cancel the 2012 and 2013 Local Improvement Taxes and penalties for the Bellis Curling Association – Roll Number 27150218 in the amount of \$729.30.

Carried.

2013 Natural Gas Budgeted Surplus

404-14: Cholak

That County Council allocate the 2013 Natural Gas Budgeted Surplus in the amount of **\$105,000.00** unrestricted accumulated surplus to be transferred to the 2014 Natural Gas Reserve Budget restricted accumulated surplus as follows:

- Natural Gas Contingency \$ 5,000.00
- Automated Meter Reading (AMR) \$ 50,000.00
- Line Locate \$ 50,000.00

Carried.

2013 Smoky Lake County Budgeted Surplus

405-14: Cholak

That County Council allocate the 2013 Smoky Lake County Budgeted Surplus in the amount of **\$1,242,000.00** unrestricted accumulated surplus to be transferred to the 2014 Smoky Lake County Reserve Budget restricted accumulated surplus as follows:

- Transportation - Capital (Hydro-Axe) \$ 42,000.00
- Contingency \$ 200,000.00
- General Operating \$ 1,000,000.00

Carried.

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2014 FCSS Grant Application: Kidlead (Growing Great Leaders)

406-14: Bobocel

That Smoky Lake County request from the Kidlead (Growing Great Leaders) c/o Bonnie Ragan in regards to the 2014 FCSS Grant Application for funding in the amount of \$5,841.25; for submission of a specific line Budget and clarification on the Program; and forward information received to the Family-School Liaison Coordinator for recommendation to be brought to a future County Council.

Carried.

2013-2014 Fire Services and Emergency Preparedness Program

407-14: Orichowski

That Smoky Lake County execute the Conditional Grant Agreement with the Province of Alberta – Alberta Municipal Affairs for the 2013-2014 Fire Services and Emergency Preparedness Program for one-time Conditional Grant funding in the amount of **\$5,000.00**, to be completed by May 31, 2015.

Carried.

408-14: Bobocel

That the Finance Manager’s Report received by Brenda Adamson for the period of February 12, 2014 to March 12, 2014, be accepted and filed for information.

Carried.

Reeve’s Report

Reeve Cary Smigerowsky presented the following report:

- Met with and received numerous phone calls and e-mails about the term extended Agriculture in the County Land Use Bylaw which allows Farm Livestock at Lake Lots and within our Hamlets.
- Attended the Smoky Lake Rural Crime Watch Annual Meeting and week later their regular meeting. Councillor Lukinuk, Councillor Orichowski and myself are Directors.
- Attended the Smoky Lake Agricultural Society Meeting. Councillor Lukinuk will advise about the new Accountant.
- Spoke with the Chief Administrative Officer and the Planning and Development Manager about the GIS/Communication Director obtaining e-mail contacts for all Property Owners to expedite information about Fires, Land Use Bylaws, Economic , etc. on Issues and Events.
- Letters of Commendation as “Thank You” to all employees – signed by all Council.

Smoky Lake County: Employees

409-14: Lukinuk

That County Council extend a letter of “Commendation” to the Smoky Lake County Senior Administration, Management and Staff to express appreciation and the excellent work in achieving a strong financial position of the 2013 Budget; and each Councillor sign the employee letters.

Carried.

410-14: Cholak

That the Reeve’s report received, be accepted.

Carried.

Management Reports

Public Works Manager

Smoky Lake County: 2014 Sale of Reject Sand

411-14: Cholak

That Smoky Lake County sell reject Sand material with no maximum volume quantity restrictions for Year 2014 at a cost of **\$3.00 per tonne**.

Carried.

**Public Works Shop Foreman
2014 Transportation Audit**

412-14: Cholak

That County Council acknowledge receipt of the 2014 Government of Alberta – Transportation Assessment of Regulatory Compliance – Summary Audit Report held on February 11, 2014 on the Smoky Lake County Public Works Department as the Commercial Carrier.

Carried.

413-14: Cholak

That the management reports received for the period of February 21, 2014 to March 13, 2014 from Doug Ponich, Public Works Manager; Bob Novosiwsky, Public Works Foreman; Dave Kully, Public Works Shop Foreman; Ed English, Peace Officer; John Malysh, Natural Gas Manager; Dave Franchuk, Environmental Operations Manager; Kurt Holdis, Agricultural Fieldman; Aline Brousseau, Planning and Development Manager; Trevor Tychowsky, Safety Officer; Scott Franchuk, Fire Chief; and Paul Miranda, GIS/Communication Director, be accepted and filed for information.

Carried.

Doug Ponich, Public Works Manager left the Council Chambers, time 1:50 p.m.

Committee Task Forces and Boards: Reports

Alberta Care

- No report.

Corridor Communications Incorporated

- Annual General Meeting: March 24, 2014 in Calgary.
- Financial Position: Positive.
- County Nomination for Director submitted to the CCI Board – I, Dareld Cholak have been elected as Director for Three-Year Term to the Corridor Communications Incorporated Board.

Doctor Retention & Recruitment Committee

- Committee Meeting to be scheduled soon.

Evergreen Regional Waste Management Commission

- 2013 Financial Position: In a deficit. Invoices will be sent to the municipalities shortly.
- Meeting scheduled for March 31, 2014.

Family Community Support Services Committee

- Letter: Dr. David Rideout, Regional Director, North Central Alberta Child and Family Services, dated March 10, 2014 – Re: Family and Community Engagement Councils (FCEC’s) – Open Competition – Application deadline is March 17, 2014.

414-14: Orichowski

That the correspondence received from Dr. David Rideout, Regional Director, North Central Alberta Child and Family Services, dated March 10, 2014 – Re: Family and Community Engagement Councils (FCEC’s) – Open Competition, be filed for information.

Carried.

Family-School Liaison Committee

- Case Loads: Average workload.
- Program: “Challenging Day” – Bullying brought to the schools.
- Letter written to adjacent municipalities – Re: Program participation – no response to date.
- Next meeting scheduled for June 9, 2014 at 1:00 p.m..

Fire and Rescue Committee

Smoky Lake:

- No report.

Vilna:

- No report.

Waskatenau:

- No report.

Government Liaison Committee

- At the AAMD&C Spring Convention – held various meetings with Ministers and Associate Ministers.
- Meeting held with Alberta Transportation: Addressed various issues – Summary of the meeting will be sent to the County.
- Meeting held with the Minister to discuss the rezoning application for the Pepper’s Highway Service – Letter of Verification to be submitted from Minister Drysdale.
- Publish in the County Grapevine – summary of the issues raised at the meeting held with Alberta Transportation at the Spring AAMD&C Convention.

Highway 28/63 Regional Water Services Commission

- Regional Water Line to Bellis – work to be done water house and Vilna - work to be done at the Reservoir. Will be completed soon after some work still to be done.
- Next Meeting scheduled for April 17, 2014 in Smoky Lake.

In-House Safety Committee

- Meeting held on March 14, 2014.
- Training continues:
- First Aid – Smoky Lake Foundation.
- Plow Operator Training – Completed.
- ATV / UTV Training: Upcoming.
- Forklift Training: Upcoming.
- Chain Saw: Upcoming.
- 2014 County Annual Safety Meeting: April 4, 2014 at 8:00 a.m..
- Speakers: Bob Layton, Ian Fox and Kim Sax.

2014 County Annual Safety Meeting

415-14: Cholak

That Smoky Lake County close the central office and public works office on Friday, April 4, 2014 for the scheduled 2014 Annual Safety Meeting starting at 8:00 a.m..

Carried.

Municipal Planning Commission

- No report.

Municipal Planning Commission: Meeting

416-14: Bobocel

That the **Municipal Planning Commission Meeting** be scheduled for Monday, **April 28, 2014** at 10:00 a.m. to be held in the County Council Chambers.

Carried.

North East Muni-Corr. Ltd.

- Beaver River Trestle Replacement Project: MLA Genia Leskiw presenting a CFEP Cheque for \$125,000.00 on Friday, April 4, 2014 at 11:00 a.m. for the Trestle Repairs.
- North East Muni-Corr. Ltd. is requesting a one-time donation of funding from partnering municipalities towards the rebuilding of the Trestle.

417-14: Lukinuk

That Smoky Lake County contribute to the North East Muni-Corr. Ltd. a one-time funding in the amount of \$10,000.00 to support the Beaver River Trestle Replacement Project; and funding to be allocated from the 2014 General Operating Reserve.

MOTION DEFEATED.

Northern Lights Library System

- Council representative will be attending the Northern Lights Library System Convention in Jasper in April.

Smoky Lake County Strategic Planning Meeting

418-14: Lukinuk

That the Smoky Lake County Strategic Planning Meeting be re-schedule from Thursday, April 24, 2014 at 1:00 p.m. to Monday, **April 28, 2014** at 1:00 p.m.

Carried.

Policy Committee

- Minutes: February 24, 2014.

419-14: Orichowski

That County Council adopt the **Policy Committee Meeting** Minutes held on Monday, February 24, 2014.

Carried.

R.C.M.P. Liaison Committee

- Excellent communication with the RCMP.

Regional Community Development Committee

- No report.

Regional Disaster Services Agency Committee

- No report.

Risk Pro Control Management Committee

- **Jubilee Insurance Agencies Ltd.:** Jubilee Reciprocal Insurance Exchange – Financial Statement of December 31, 2013.
- **Minutes:** Added Named Insured: No Minutes.
 - **C.A.S.A. (Community and School Association):** Minutes of February 20, 2014.

420-14: Cholak

That the correspondence received from Jubilee Insurance Agencies Ltd. in regards to the Jubilee Reciprocal Insurance Exchange – Financial Statements of December 31, 2013, be filed for information.

Carried.

Smoky Lake Agricultural Society

- Maintenance: Mezzanine renovation concept – still in progress.
- Checking into the Boiler System.
- Ice cube Maker Machine has been purchased.
- Concert Event: Planning.
- New Book-Keeping Position: Debbie Howard.
- Establishing Full-Time Custodian for Events held at the Complex.

Smoky Lake Foundation

- Continuing with the Alberta Seniors and Community Supports Affordable Supportive Living Initiative – Project.
- Smoky Lake Foundation Manager: Norman Martyniuk is retiring – gave notice of 3 months.
- Looking at Housing Authority – Options.
- Self-Containing Units: Need of Upgrades/Maintenance.

Smoky Lake Heritage Board

- No Minutes.

Joint Municipalities

- Next Joint Municipalities Meeting has been scheduled for **April 7, 2014** at the Hamlet of Spedden.
- **Wild Pink Yonder** : Recommending Motion for Policy Committee Meeting held on February 24, 2014 – Motion 46-14:
 “That administration meet with the Group called “Wild Pink Yonder” c/o Rusty Hurl, organizing a 400 km horseback trail ride contest called “Pinkest Little Town in the West”, to raise funds for Breast Cancer research on behalf of the Alberta Cancer Foundation; and forward information to discuss at the next Joint Municipalities Meeting.”
- **Action Taken: “Wild Pink Yonder” - Event Host Planner** presented for Council Review.

421-14: Bobocel

That Smoky Lake County support the efforts of the “Wild Pink Yonder” horseback trail ride on August 21 – 26, 2014 to raise funds for Breast Cancer research on behalf of the Alberta Cancer Foundation; and forward information for regional discussion to the next Joint Municipalities Meeting.

Carried.

422-14: Cholak

That the Committee Task Force and Board Reports presented by Councillors be accepted.

Carried.

6. Correspondence:

AAMD&C

No correspondence received from the Alberta Association of Municipal Districts and Counties.

Kalyna Country

423-14: Cholak

That the correspondence received Sheila Neil, Administration, Kalyna Country in regards to the Kalyna Country Annual General Meeting and Lunch held on April 12, 2014 from 12:00 p.m. to 2:00 p.m. at the Innisfree Millennium Building in Innisfree, Alberta, be filed for information.

Carried.

Smoky Lake County Regional Heritage Board

424-14: Luginuk

That Administration research for Provincial and Federal Grant funding to explore National Historic Site options to assist the Smoky Lake County Regional Heritage Board request, as per letter received from Noreen Easterbrook, Chair, Smoky Lake County Regional Heritage Board, dated January 10, 2014 for the Victoria Trail Road Surface.

Carried.

2014 ATCO Community Symposium

425-14: Bobocel

That Smoky Lake County advertise in the County Grapevine for three not-for-profit organizations of one representative member to attend on a first come/first serve basis, the 2014 Annual ATCO Community Symposium “Building Stronger Communities” – a collaborative effort between ATCO and your community in support of community services, volunteer and not-for-profit organizations in rural Alberta held on May 20, 2014 at Fort Saskatchewan and on May 22, 2014 at Grande Prairie; and that the County reimburse all expenses for accommodation, mileage and meals.

Carried.

Jeff Wilson, MLA, Wildrose

Official Opposition

426-14: Orichowski

That the correspondence received from Jeff Wilson, MLA, Wildrose Municipal Affairs Critic, dated February 13, 2014 in regards to the Wildrose's 10/10 Community Infrastructure Transfer Plan, be filed for information.

Carried.

Grand Rapids Pipeline Project

427-14: Lukinuk

That the letter received from Tom Raptis, Project Manager, Grand Rapids Pipeline GP Ltd, dated February 18, 2014 in regards to the project update on the Grand Rapids Pipeline Project, be filed for information.

Carried.

Zero 2014 Conference: Low Carbon Future

428-14: Cholak

That the letter received from Don Iveson, Mayor, City of Edmonton, dated February 20, 2014 in regards to an Invitation to attend Zero 2014 Conference for a Low Carbon Future on April 15 to 17, 2014 at the Shaw Conference Centre in Edmonton, Alberta, be filed for information.

Carried.

Danielle Smith, MLA, Wildrose

Leader of the Official Opposition

429-14: Bobocel

That the letter received from Danielle Smith, MLA-Highwood, Leader of the Official Opposition, and Jeff Wilson, MLA- Calgary-Shaw, Critic, Municipal Affairs, dated February 26, 2014 in regards to the Wildrose 10/10 Community Infrastructure Plan Details, be filed for information.

Carried.

Smoky Lake Junior Forest Warden

430-14: Bobocel

That Smoky Lake County donate in the amount of **\$300.00** to the Smoky Lake Junior Forest Warden to assist with lunch for the Annual Highway Clean-up scheduled for May 3, 2014, as per letter received from Peggy Zatorski, Club Coordinator, Smoky Lake Junior Forest Warden, dated March 3, 2014; and funding to be allocated from the 2014 Budget "Grants for Individuals and Organizations".

Carried.

H.A. Kostash School

431-14: Cholak

That Smoky Lake County provide sponsorship in the amount of **\$100.00** for the 2013-2014 H.A. Kostash School Yearbook; and funding to be allocated from the 2014 Budget "Grants for Individuals and Organizations".

Carried.

Radway and District Friends of STARS

432-14: Bobocel

That Smoky Lake County donate in the amount of **\$1,000.00** to STARS: Alberta Shock Trauma Air Rescue Society during the Radway and District Friends of STARS – 14th Annual fundraiser event held on April 5, 2014 at the Radway Agricentre; and Councillor Craig Lukinuk attend to present the cheque and bring greetings on behalf of Smoky Lake County.

Carried.

Victoria Home Guard Historical Society

433-14: Orichowski That the correspondence received from the Victoria Home Guard Historical Society in regards to the Annual General Meeting Minutes held on March 11, 2013 and 2013 Audit Financial Statement, be filed for information.

Carried.

Smoky Lake Lions Purina Dog Walk

434-14: Bobocel That Smoky Lake County donate in the amount of **\$200.00** to the Smoky Lake Lions Purina Dog Walk Committee for the Purina Walk for Dog Guides 4th Annual Event scheduled on May 25, 2014 at 12:00 noon in Smoky Lake, as per letter dated March 13, 2014 received from Brenda Adamson, Chairperson; and allocate funds from the 2014 Budget "Grant to Individuals and Organizations".

Carried.

Spedden Fish and Game Association

435-14: Cholak That Smoky Lake County write a letter of support to Alberta Environment and Sustainable Resource Development Disposition Services expressing that the County supports a change in status of the land located on SE 12-60-13-W4 - 151 acres, currently leased by Amber Fenerty, to be classified as Conservation; so the land can be sold to Spedden Fish and Game Association for sustaining wildlife habitat; and c.c. Linda Fenerty - as per request received dated March 10, 2014.

Carried.

County of St. Paul: Letter of Support

436-14: Orichowski That Smoky Lake County acknowledge receipt of the letter received from Steve Upham, Reeve, County of St. Paul, dated February 28, 2014 in regards to the Province to reinstate funding for replacement, repair and maintenance of bridge and culverts, and file for information.

Carried.

Thank You: Summary Listing

437-14: Bobocel That Smoky Lake County acknowledge no information for the Month of March 2014 - Summary Listing of Thank You received from organizations extending appreciation of support.

Carried.

Information Releases

438-14: Lukinuk That the Information Releases for the Month of March 2014, be accepted and filed for Information.

Carried.

Reading File

No correspondences in the Reading File.

Addition to the Agenda:

Spedden Rangers Minor Softball Club

439-14: Cholak

That Smoky Lake County donate in the amount of **\$1,500.00** to the Spedden Rangers Minor Softball Club – attention Cory and Roxanne Goodon, Spedden, Alberta to support youth softball club in the County for the safety and for purchasing equipment and supplies; and funds to be allocated from the 2014 Budget “Grant to Individuals and Organizations”.

Carried.

Aline Brousseau, Planning and Development Manager left the Council Chambers, time 3:00 p.m.

Bills & Accounts:

440-14: Bobocel

That all the Bills and Accounts approved for payment, including the bills and accounts recommended for payment by the Natural Gas Council, including transfers to the Payroll Account be filed for information:

Batch #	Cheque Numbers	Total of Batch
28797	35389 to 35447	\$ 433,836.05
28814	35448 to 35452	\$ 9,957.58
28858	35453 to 35481	\$ 57,226.71
28865	35482 to 35493	\$ 205,687.73
28882	35494 to 35522	\$ 14,536.50
28911	35523 to 35560	\$ 91,582.43
28913	35561	\$ 8,426.63
Total Cheques		\$ 821,253.63
Direct Debit Register		
28802	Smoky Lake County	\$ 267,911.63
Total Direct Debits		\$ 267,911.63
Grand Total Bills and Accounts		\$ 1,089,165.26

Carried.

County Council Meeting(s)

441-14: Lukinuk

That the next **County Council Meeting(s)** be scheduled for Thursday, **April 24, 2014**; Thursday, **May 22, 2014**; and for Thursday, **July 3, 2014** at 9:00 a.m. to be held at the County Council Chambers.

Carried.

Lydia Cielin, Assistant Chief Administrative Officer; Brenda Adamson, Finance Manager; and Paul Miranda, GIS/Communication Director left the Council Chambers, time 3:15 p.m.

8. Executive Session:

Executive Session: Personnel

442-14: Bobocel

That County Council go into Executive Session to discuss personnel issues relating to Smoky Lake County, time 3:17 p.m.

Carried.

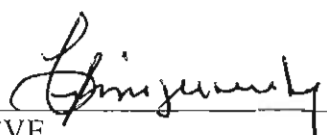
443-14: Orichowski That County Council go out of Executive Session, time 3:47 p.m.

Carried.

ADJOURNMENT:

444-14: Smigerowsky That this meeting be adjourned, time 3:48 p.m.

Carried.



REEVE

SEAL


CHIEF ADMINISTRATIVE OFFICER