

**SMOKY LAKE COUNTY**

Minutes of the **County Council Meeting** held on Thursday, **June 15, 2017** at 9:08 A.M. in the County Council Chambers.

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

<u>Div. No.</u>	<u>Councillor(s)</u>	<u>ATTENDANCE</u> <u>Thursday, June 15, 2017</u>
1	Dareld Cholak	Present
2	Ron Bobocel	Present
3	Craig Lukinuk	Present
4	Cary Smigerowsky	Present
5	Randy Orichowski	Present
CAO	Cory Ollikka	Present
Asst. CAO	Lydia Cielin	Present
Finance Manager	Brenda Adamson	Present
Public Works Mgr.	Doug Ponich	Present
GIS/Communication	Paul Miranda	Present
Plan/Dev Manager	Jordan Ruegg	Present
Legislative Svcs/R.S.	Patti Priest	Present

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One Member of the Media: The Redwater Review.

Six Members of the public.

Jane Dauphinee, Principal/Senior Planner, Municipal Planning Services (2009) Ltd.

**2. Agenda:**

796-17: Bobocel

That the Agenda for Thursday, June 15, 2017 County Council Meeting be adopted, as amended:

**Addition:**

1. Bylaw No. 1305-17: Victoria District Area Structure Plan.
2. Executive Session: Land and Legal Issue - Sequoia Resources Corp.

Carried Unanimously.

**3. Minutes:**

**Minutes of May 25, 2017 – County Council Meeting**

797-17: Orichowski

That the minutes of the **County Council Meeting** held on Thursday, May 25, 2017, be adopted.

Carried.

**4. Request for Decision:**

**Sale of County Owned Land – Plan 314HW, Block 4, East ½ of Lot 12 & Lot 13 - Warspite**

798-17: Bobocel

That Smoky Lake County advertise for sale, the lands legally described as Plan 314HW, Block 4, East ½ of Lots 12 and 13, within the Hamlet of Warspite, Property Tax Roll Number 40300413, with a reserve bid in the amount of \$13,400.00, for two consecutive weeks in accordance with Policy No. 61-10-01: Disposition of County Owned Property.

Carried.

**PUBLIC HEARING:**

**Reserve Boundary Adjustment, Plan 1039CL, Block (R) Reserve - Hamlet of Bellis**

The Reeve Craig Lukinuk called the Public Hearing to order at 9:16 a.m. in the presence of all the Council members, the Chief Administrative Officer; the Assistant Chief Administrative Officer, the Finance Manager, the GIS/Communication Director, the Public Works Manager, and the Recording Secretary.

Jordan Ruegg, Planning and Development Manager in attendance for the Public Hearing.

Jane Dauphinee, Principal/Senior Planner, Municipal Planning Services (2009) Ltd. in attendance for the Public Hearing.

General public: Six members of the public in attendance for the Public Hearing.

**1.0 Opening**

**1.1** Reeve Craig Lukinuk declared the Public Hearing open at 9:16 a.m. The Reeve stated he will Chair the Public Hearing and welcomed all persons in attendance to the Public Hearing.

**1.2** Reeve 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 it has Mr. Chair.

The proposed Resolution to remove the “Municipal Reserve” designation from the lands legally described as Plan1039CL, Block (R) Reserve, located within the Hamlet of Bellis, has been advertised and notice has been provided in accordance with Section 606 of the *Municipal Government Act, R.S.A. 2000*.

Specifically, Sec 606(2) which states:

*Notice of the bylaw, resolution, meeting, public hearing or other thing must be:*

*(a) published at least once a week for 2 consecutive weeks in at least one newspaper or other publication circulating in the area to which the proposed bylaw, resolution or other thing relates, or in which the meeting or hearing is to be held, or*

*(b) mailed or delivered to every residence in the area to which the proposed bylaw, resolution or other thing relates, or in which the meeting or hearing is to be held.*

**1.3** The purpose of this Hearing is for the Council of Smoky Lake County to obtain **public input**, in favour and opposed to a proposed Resolution to remove the “Municipal Reserve” designation from the lands legally described as Plan 1039CL, Block (R) Reserve, located within the Hamlet of Bellis.

**1.4** The purpose of this Hearing is for the Council of Smoky Lake County to obtain **public input**, in favour and opposed to a proposed Resolution to remove the “Municipal Reserve” designation from the lands legally described as Plan 1039CL, Block (R) Reserve, located within the Hamlet of Bellis.

Background:

- The owner of land adjacent to the lands designated as a Municipal Reserve approached Smoky Lake County Council in March, 2016, to consider a “boundary adjustment” to allow for a more efficient use of the adjacent land. The landowner proposed an equal swap of land that will not lead to an increase in the total area of his property. In order to perform a boundary adjustment, the Municipal Reserve designation must first be removed by a Resolution of Council. Before the Municipal Reserve designation can be removed, a Public Hearing on the proposed Resolution must be held.
- At the March 24, 2016 Smoky Lake County Council Meeting the following motion was passed:
- **Motion 521-16:** *“That the Planning and Development Manager research the legislative and administrative process for performing a boundary adjustment on Municipal Reserve lands legally described as Plan 1039CL, Block (R) Reserve, and Pt. of NE 34-59-15-W4M and report the findings at a future meeting of County Council.”*
- The Planning and Development Manager preformed the requisite research and brought the request before County Council at its May 25, 2017 Council meeting.
- At the May 25, 2017 Smoky Lake County Council Meeting the following motion was passed:
- **Motion 748-17:** *“That Smoky Lake County schedule a **Public Hearing** for **June 15, 2017 at 9:15 a.m.** to obtain public input on the proposed un-designation of Municipal Reserve lands legally described as: Plan 1039CL, Block (R) Reserve within the Hamlet of Bellis; and advertise as well as provide Notice of said Public Hearing as required by the Municipal Government Act, Section 606 and Section 674.”*
- Notice of the proposed Resolution has been posted on the lands since **May 31, 2017**, in accordance with section 674 of the *Municipal Government Act*.
- A Notice has also been posted on the County’s website since **May 31, 2017**.
- The Public Hearing Notices were advertised in the Smoky Lake Signal and **June 6, 2017 and June 13, 2017**. The proposed Resolution was advertised and Notice has been provided in accordance with the applicable legislation.
- This hearing has been scheduled to obtain public input on proposed Resolution in accordance with Section 230 of the *Municipal Government Act*.

**1.5** The Reeve outlined the ground rules and the order of speaking will be:

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

- a. planner and/or planning staff will speak first to outline facts and present her recommendation on the proposed Resolution
- b. members of the public, who have signed in will be given the opportunity to speak in the order they signed in,
- c. anyone else, who did not sign in will be given the opportunity to speak,
- d. planner and/or planning staff will be given the opportunity to present closing remarks or address any of the issues presented,
- e. Councillors will be given the opportunity to ask questions,
- f. Council will then end the Hearing and consider the information received at the public 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 a Councillor wishes to have an answer.
- h. Council will consider the representations made regarding the bylaw and any other matter Council considers appropriate.

## 2.0 Staff Presentation

- 2.1 Jordan Ruegg, Planning and Development Manger made a brief verbal report that included the following point:
- Removing the designation does not mean we cannot add it at a later date.

## 3.0 Public Presentations Via Written Submissions

- 3.1 The Planning and Development Manager reported that there were no written submissions received.

## 4.0 Public Presentations at the Public Hearing

### 4.1 For the Resolution:

- Smoky Lake County Resident, Lori Danyluk:
  - I support the adjacent land owners request for this boundary change.
  - Council should be looking at other Municipal Reserves boundary adjustments that can be done for recreational properties.
- Landowner requesting the boundary adjustment, Larry Cherniwchan:
  - I am here to support the resolution and answer questions if need be.
- Smoky Lake County Resident, Glenda McGinnis
  - Who is paying for the resurvey if the resolution is passed?
    - Reply by Councillor Dareld Cholak: it will be at no cost to the county if passed.
    - Reply by Planning and Development Manager Jordan Ruegg: Larry Cherniwchan has indicated a willingness to cover the costs.
  - Glenda: I support this as long as it remains at the acres stated.
- Smoky Lake County Resident Peter Flondra:
  - I am in support of this.

## 5.0 Questions and Answers

5.1 Public: no further items.

5.2 Council: no further items.

## 6.0 Closing Remarks

Reeve Craig Lukinuk declared discussion on the proposed Resolution to remove the “Municipal Reserve” designation from the lands legally described as Plan1039CL, Block (R) Reserve, located within the Hamlet of Bellis, closed at 9:32 a.m.

## County Council Meeting

County Council Meeting reconvened, time 9:33 a.m.

**4. Request for Decision:**

**Reserve Boundary Adjustment, Plan 1039 CL - Hamlet of Bellis**

799-17: Cholak

Motion #799-17 Rescinded  
May 11, 2023, by Motion #589-23

That Smoky Lake County approve to remove the Municipal Reserve Designation from the lands legally described as Plan 1039CL, Block (R) Reserve; and resurvey the said lands to adjust the boundaries as requested by the adjacent landowner: Larry Cherniwchan, at no cost to the County; and that the Planning and Development Manager prepare a bylaw to designate the resurveyed municipally owned lot as a Municipal Reserve, to be presented at a future County Council Meeting; and that as per the Municipal Government Act Section 675(1), the following Resolution be executed and submitted to Alberta Land Titles:

<b>COUNCIL RESOLUTION</b>
<b>Smoky Lake County</b>
<p>A Resolution of the Council of Smoky Lake County for the purpose of removal of designation as Municipal Reserve in accordance with Section 675 of the <i>Municipal Government Act</i>, Chapter M-26, RSA 2000.</p>
<p><b>WHEREAS</b>, the lands hereafter described are no longer for required Municipal Reserve purposes.</p>
<p><b>THEREFORE</b>, be it resolved that the Council of Smoky Lake County does hereby remove the Municipal Reserve designation for the purposes of performing a boundary adjustment, from the lands legally described as:</p>
<p><b>PLAN 1039CL</b> <b>BLOCK (R) RESERVE</b> <b>EXCEPTING THEREOUT ALL MINES AND MINERALS</b></p>

Carried.

**Bylaw No. 1304-17: Village of Waskatenau & Smoky Lake County Intermunicipal Development Plan**

800-17: Orichowski

That **Bylaw No. 1304-17: Village of Waskatenau & Smoky Lake County Intermunicipal Development Plan**, a bylaw for the purpose of adopting an Intermunicipal Development Plan for Smoky Lake County and the Village of Waskatenau, be given the **FIRST READING**; and a **Joint Public Hearing** in regard to the Intermunicipal Development Plan between the Village of Waskatenau and Smoky Lake County (under County Bylaw No. 1304-17) be scheduled for **Monday, June 26, 2017 at 3:00 p.m. in the Village of Waskatenau, Seniors Centre, 1056 50 Street.**

Carried.

**Policy Statement No. 01-47-01: Executive Session at Council Meeting and Committee Meeting of Council**

801-17: Bobocel

That Smoky Lake County **Policy Statement No. 01-47-01: Executive Session at Council Meeting and Committee Meeting of Council**, be adopted as presented:

<b>Title:</b> Executive Session at Council Meeting and Committee Meeting of Council	<b>Policy No.:</b> 47-01
<b>Section:</b> 01	<b>Code:</b> P-I
<b>Page No.:</b> 1 of 3	

<b>Legislation Reference:</b> Alberta Provincial Statutes – <i>Municipal Government Act</i> .
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<b>Purpose:</b>	<ol style="list-style-type: none"> <li>1. The <i>Municipal Government Act</i> states the Councils and Council Committees must conduct their meetings in the public unless the matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the <i>Freedom of Information and Protection of Privacy (FOIP) Act</i> (Sections 16 to 29).</li> <li>2. Exception to the rule, in accordance with the <i>Municipal Government Act</i> (Sections 197 (2.1): allows Municipal Planning Commission, Subdivision Authorities, Development Authorities, and Subdivision and Development Appeal Board to deliberate and make decisions in meetings closed to the public.</li> </ol>
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Policy Statement and Guidelines:	
1.	<b>OBJECTIVE:</b>
1.1	The powers of municipal Council are balanced by Council's accountability to the citizens who elect them. It is therefore essential that citizens are allowed to take an active interest in the development and direction of local government. Therefore Smoky Lake County, as in accordance with The <i>Municipal Government Act</i> set out clear requirements for municipal Council, will conduct its business openly (except in very limited or specific circumstances).
1.2	Smoky Lake County's <b>Procedural Bylaw</b> outlines additional information that clarifies the Executive Session discussions, such as identifying when they are held during the Regular Council Meeting.
2.	<b>DEFINITIONS:</b>
2.1	<b>"Executive Session"</b> : (Known also to be referred to as "In-Camera" or "Closed Session") means a portion of a meeting lawfully held in private and not open to the public.
2.2	<b>"In-Private"</b> : means when a Council goes into an Executive Session, a portion of that Council meeting(s) – as defined in the <i>Municipal Government Act</i> is private and closed to the public.
3.	<b>GUIDELINES:</b>
3.1	Executive Session shall be listed on the Agenda for the meeting for which it is held.
3.2	The agenda shall contain an "Executive Session" heading.

Policy Statement and Guidelines:	
3.3	Provide a brief description on the agenda of the topic of confidential nature.
3.4	State the section of the <i>Freedom of Information and Protection of Privacy (FOIP) Act</i> that allows the topic to be discussed in an Executive Session. <b>For Example:</b> <ul style="list-style-type: none"> <li>• <b>"Personnel: Evaluation of the CAO: FOIP Section 17"</b>; could be used to describe conducting the performance appraisal of a Chief Administrative Officer.</li> <li>• <b>"Legal: Arena Project – FOIP Section 27"</b>; could describe discussions regarding a pending court case.</li> </ul> <p>Further information is not required.</p>
3.5	<b>What can be discussed in an "Executive Session"</b> : The <i>Freedom of Information and Protection of Privacy (FOIP) Act</i> outlines the discussion items that would allow a Council to go into an Executive Session, which include matters where a public disclosure could be harmful to: <ul style="list-style-type: none"> <li>■ Third party business interests: FOIP Section 16.</li> <li>■ Third party personal privacy: FOIP Section 17.</li> <li>■ Individual or public safety: FOIP Section 18.</li> <li>■ Confidential Evaluation: FOIP Section 19.</li> <li>■ Law Enforcement: FOIP Section 20.</li> <li>■ Intergovernmental Relations: FOIP Section 21.</li> <li>■ Cabinet and Treasury Board Confidences: FOIP Section 22.</li> <li>■ Local Public Body Confidences: FOIP Section 23.</li> <li>■ Advice from Officials: FOIP Section 24.</li> <li>■ Economic or other interests: FOIP Section 25.</li> <li>■ Testing Procedures, Tests and Audits: FOIP Section 26.</li> <li>■ Privileged Information: FOIP Section 27.</li> <li>■ Disclosure to Conservation of Heritage Sites: FOIP Section 28.</li> <li>■ Information Available to Public: FOIP Section 29.</li> </ul>
3.6	Smoky Lake County, as a Public body should not: <ul style="list-style-type: none"> <li>▪ Reveal confidential employee evaluations.</li> <li>▪ Disclose local public body confidences, or advice from officials.</li> <li>▪ Disclose information that is subject to any kind of legal privilege.</li> </ul>
3.7	As an elected body, Council's objective is to avoid conducting business in Executive Session. This includes but is not limited to the following which is only an information summary and has no legislative or legal sanction. For example: <ul style="list-style-type: none"> <li>■ Budget deliberations.</li> <li>■ Tax: Assessment / Mill Rates, Penalties.</li> </ul>

Policy Statement and Guidelines:	
	<ul style="list-style-type: none"> <li>■ Capital Expenditures</li> <li>■ Sensitive local issues.</li> <li>■ Bylaw Amendments.</li> <li>■ Subdivision proposals.</li> <li>■ Tax Recovery: Reserve bids for auction.</li> <li>■ Discussions regarding the hiring of additional municipal staff and/or the setting of salary ranges.</li> </ul>
3.8	All members of Council may attend Executive Session discussion.
3.9	At the discretion of Council, guests, Chief Administrative Officer and at times Administration may attend Executive Session discussion. The media and general public cannot attend the closed discussion, but are welcome to return to the Council Meeting following the Executive Session discussion.
4.	<b>PROCEDURES:</b>
4.1	In accordance with <b>Smoky Lake County – Procedural Bylaw</b> ; a motion of Council is required to go into an Executive Session to discuss matters covered by the exceptions to disclosure in the <i>Freedom of Information and Protection of Privacy (FOIP) Act</i> . Any background information on the confidential items shall be circulated and collected during the discussion.
4.2	During an Executive Session no recording of any notes or minutes shall be taken during the discussion.
4.3	The Council and Committee Meeting minutes will reflect that a motion was made to move into an Executive Session and then another motion to move out of an Executive Session and return to the open meeting.
4.4	Council members, the Chief Administrative Officer and any others included in the Executive Session discussion are required to keep in confidence what was discussed until the item is discussed at a meeting held in public.
4.5	The <i>Municipal Government Act</i> prohibits the passing of a motion or Bylaw during an Executive Session discussion, with the exception of a motion to revert to a public meeting. If a direction or decision is reached in the Executive Session, then the motion must be made in the open meeting so that Council's direction(s) are recorded and acted on.

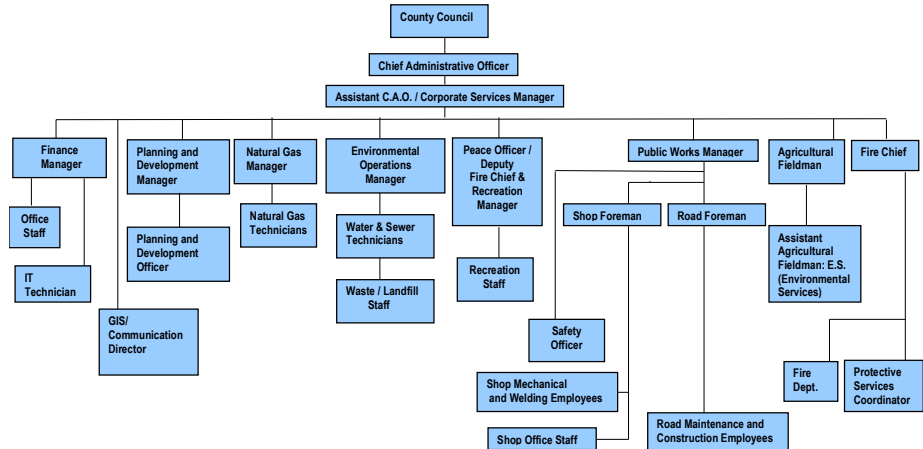
**Policy Statement No. 01-03-23: Organizational Chart**

802-17: Cholak

That Smoky Lake County Policy Statement No. 01-03-23: Organizational Chart, be amended:

Title: Organizational Chart		Policy No.: 03-23
Section: 01	Code: P-I	Page No.: 1 of 3

Legislation Reference: Municipal Government Act



Title: Organizational Chart		Policy No.: 03-23
Section: 01	Code: P-I	Page No.: 2 of 3

1. SALARY RANGES:

Position Title	Salary Range
Chief Administrative Officer	125,000.00 – 175,000.00
Assistant Chief Administrative Officer / Corporate Services Manager	84,872.00 – 132,612.60
Finance Manager	74,263.00 – 116,699.00
IT Technician	63,654.00 - 84,872.00
GIS/Communication Director	60,000.00 – 90,000.00
Planning and Development Manager	74,263.00 – 100,785.50
Planning and Development Officer	47,740.50 – 68,958.50
Peace Officer / Deputy Fire Chief / Recreation Manager	68,958.50 – 95,481.00
Agricultural Fieldman	68,958.50 – 100,785.50
Assistant Agricultural Fieldman: (E.S.: Environmental Services)	58,349.50 – 84,872.00
Fire Chief	74,263.00 – 103,968.20
Protective Services Coordinator	47,740.50 – 68,958.50
Natural Gas Manager	87,000.00 – 100,785.50
Natural Gas Technician(s)	58,349.50 – 84,872.00
Environmental Operations Manager	87,000.00 – 100,785.50
Water/Sewer Technician(s)	47,740.50 – 84,872.00
Public Works Manager	87,000.00 – 122,003.50
Shop Foreman	74,263.00 – 100,785.50
Road Foreman	74,263.00 – 100,785.50

Title: Organizational Chart		Policy No.: 03-23
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- Cost of living adjustments are not restricted by this Policy.
- Salary Ranges within this Policy to be reviewed by County Council in the Month of May every three-years.

Carried.

**Bylaw No. 1303-17: Procedural Bylaw**

803-17: Cholak

That **Bylaw No. 1303-17:** Procedural Bylaw, be given **FIRST READING.**

Carried.

Moved by Councillor Orichowski that **1303-17:** Procedural Bylaw, be given the **SECOND READING.**

Carried.

Moved by Councillor Bobocel that **Bylaw No. 1303-17:** Procedural Bylaw, be given **PERMISSION** for **THIRD AND FINAL READING.**

Carried Unanimously.

Moved by Councillor Cholak that **Bylaw No. 1303-17:** Procedural Bylaw, 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.

**Policy Statement No. 01-50-01: Access to Information**  
804-17: Orichowski That Smoky Lake County **Policy Statement No. 01-50-01: Access to Information**, be adopted as presented:

<b>Title: Access to Information</b>		<b>Policy No.: 50-01</b>
<b>Section: 01</b>	<b>Code: P-R</b>	<b>Page No.: 1 of 7</b>

<b>Legislation Reference:</b>	Alberta Provincial Statutes
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<b>Purpose:</b>	To establish a consistent process in which all formal requests for information will be processed by Smoky Lake County and in accordance with the " <b>Freedom of Information and Protection of Privacy Act</b> ".
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<b>Policy Statement and Guidelines:</b>	
<b>1. STATEMENT:</b>	
1.1	Smoky Lake County is committed to the security and privacy of records under its care and control, as well as providing access to information as required under the " <b>Freedom of Information and Protection of Privacy Act</b> " (FIOP).
1.2	Smoky Lake County supports the public's right of access to information and will provide access to routine information informally upon request, or actively disseminate information using existing procedures.
<b>2. OBJECTIVE:</b>	
2.1	Administration will make reasonable effort to provide access to Smoky Lake County information and disclosure of municipal records in accordance with the <b>Municipal Government Act</b> and under the <b>Freedom of Information and Protection Privacy (FOIP)</b> .
2.2	The County will endeavour, where possible, to make records accessible to the public without the necessity of submitting a formal Freedom of Information (FOI) request under FOIP.
2.3	Essentially, the County collects information to provide services, and to provide complete and accurate documentation of the local government process so as to ensure a high standard of municipal services.
<b>3. DEFINITION:</b>	
3.1	" <b>Active Dissemination</b> ": occurs when information or records are periodically released, without any request, under a program.

<b>Title: Access to Information</b>		<b>Policy No.: 50-01</b>
<b>Section: 01</b>	<b>Code: P-R</b>	<b>Page No.: 2 of 7</b>

<b>Policy Statement and Guidelines:</b>	
3.2	" <b>Formal Request</b> " means request for information where records are in conformance with generally accepted standards and made or done in accordance with procedures that ensure validity; and information is not readily available. <u>Personal Information:</u> is defined in the FOIP Act as "recorded information about an identifiable individual." <u>General Information:</u> is a request for any other kind of information, including the personal information of a third party.
3.3	" <b>Freedom of Information and Protection of Privacy Act</b> " means the <i>Freedom of Information and Protection of Privacy Act</i> , RSA 2000, Chapter F-25, as amended from time to time thereto, also known as FOIP.
3.4	" <b>Informal Request</b> " means records being in accord with established form or part of the County's practice (relaxed and not of confidential nature) that are freely and routinely available and can be released automatically.
3.5	" <b>Municipal Government Act</b> ": means the <i>Municipal Government Act</i> , RSA 2000, Chapter M-26, legislation, as amended from time to time.
3.6	" <b>Routine Disclosure</b> ": means in response to a routine inquiry or request, occurs when access to a record can be granted without a request under the FOIP Act.
<b>4. GUIDELINES:</b>	
	<b>Informal Request(s):</b>
4.1	In response to an informal request, departments may release certain classes of records routinely and automatically if they do not fall under one of the mandatory or discretionary exemptions under FOIP.
4.2	Staff are encouraged to respond to informal requests for information but exercise caution. If there is any question as to the disclosure of a record, staff should consult with the GIS/Communications Director. The GIS/Communications Director, as the FOIP Coordinator will determine if the records may be provided as a routine disclosure. The <i>Freedom of Information and Protection of Privacy Act</i> has precedence and should be referred to if there are any questions. Portions of these records may need to be severed if they fall within one of the exceptions listed under the FOIP Act.
	<b>Formal Request(s):</b>
4.3	In response to a formal request, departments shall release certain classes of records as public documents in compliance and managed within the parameters of the <i>Freedom of Information and Protection of Privacy Act</i> .



<b>Title: Access to Information</b>		<b>Policy No.: 50-01</b>
<b>Section: 01</b>	<b>Code: P-R</b>	<b>Page No.: 3 of 7</b>

<b>Policy Statement and Guidelines:</b>	
4.3.1	The primary focus of the FOIP is to facilitate access to government information, but there are limitations to that access. These limitations were enacted to protect personal information, as well as sensitive information, in the custody and control of municipal government with confidentiality provisions.
4.3.2	If the information released is not to the satisfaction of the Applicant, the individual or organization will be advised to make the request through the <i>Freedom of Information and Protection of Privacy Act</i> .
<b>Criteria to Designate a Record for Routine Release:</b>	
4.4	The Criteria used to determine which records could be classified for routine release is:
4.4.1	A statutory requirement.
4.4.2	Type of information is requested on a regular basis.
4.4.3	Material that is freely and publicly available on a regular routine basis.
4.4.4	No FOIP Act exceptions apply to the records.
<b>Active Dissemination of Records:</b>	
4.5	The Internet will be used to regularly make available information, such as Approved Council Minutes, Policies and By-Laws. Other methods will include mail, newspaper and the Public GIS System.
4.6	The GIS/Communication Director or designate will be accountable for ensuring that effective release of the information and access to the County Web-site and the Public GIS System is up to date and that each document is reviewed and does not contain third party personal information or any other information that is set out in Division 2 of the FOIP Act.
<b>Response:</b>	
4.7	The County will respond to a Request within thirty (30) days. However, the response time may be extended for one of the two reasons:
4.7.1	The request is not detailed enough to clearly identify the information requested.
4.7.2	A large number of records is requested and must be searched, therefore more time is needed to gather the documents.
If the response time is extended, the County will notify the Applicant and provided an explanation for the extension.	

<b>Title: Access to Information</b>		<b>Policy No.: 50-01</b>
<b>Section: 01</b>	<b>Code: P-R</b>	<b>Page No.: 4 of 7</b>

<b>Policy Statement and Guidelines:</b>	
4.8	A yearly review of County records of the types of request for information being made to Smoky Lake County will be conducted to determine whether similar requests for information can be met in the future through either routine disclosure or active dissemination.
4.8.1	The FOIP Coordinator shall document all "Requests For Information" as per <b>Schedule "B": Disclosure Log of Information Releases</b> , which will outline the summary of General Information Requests received, and responses records released thereto, and where the copies of the responsive records have been filed.
4.9	<b>Security:</b> Smoky Lake County takes every precaution to protect personal information. Individuals should be aware that under these guidelines, personal information provided <u>may</u> be disclosed in the following document.
4.9.1	An access to information request, where the disclosure would not be an unreasonable invasion of privacy.
4.10	<b>Fees:</b> There is no charge for applications for one's own personal information. If the application is for access to general records, charges may apply for photocopying costs; and, if applicable, mailing or fax charges, as per <b>Policy Statement No. 01-48: Administration Fees for Information</b> .
5.	<b>PROCEDURES:</b>
<b>Request Process:</b>	
5.1	Requests for Information will be received in writing, by telephone, or in person. The Applicant or a Staff member must complete <b>Schedule "A": Request For Information Form</b> as a method to document the request.
5.2	When a written or verbal request is received for information that has been identified as routinely available, simply provide a response to the applicant and if applicable, apply the fees and charges schedule.
5.3	When the request involves records that cannot be provided as a routine request, such as personal information about a third party, or parts of the records need to be severed within the framework of the FOIP Act, the Applicant shall be advised on the <b>Request For Information Form</b> by stating the applicable legislative section under the FOIP Act.

<b>Title: Access to Information</b>		<b>Policy No.: 50-01</b>
<b>Section: 01</b>	<b>Code: P-R</b>	<b>Page No.: 5 of 7</b>

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**Policy Statement and Guidelines:**

5.4 If the request is made under the *Freedom of Information and Protection of Privacy Act* Legislation:

5.4.1 Advise the applicant that the information they are seeking is available through routine channels (therefore does not require a request to be made under the Act). The routine channel is Schedule "A": Request For Information Form, as indicated in this Policy, may be then given to the applicant in lieu of the fee-based application process under the Act.

5.5 The following documentation is required to be completed on Schedule "A": Request For Information Form, so the FOIP Coordinator can contact the Applicant directly, if preferred; and copy for the department, for information and follow-up action:

5.5.1 Name and Address of who is requesting information.

5.5.2 Details on what is being requested.

5.5.3 If it is to be picked up or where it is to be sent is to be obtained.

5.5.4 Fee for information will be documented, if applicable.

5.6 The Chief Administrative Officer or Assistant Chief Administrative Officer will make the final decision on whether to provide the information or deny access to the information stating reasons according to FOIP.

Section 01

Policy: 50-01

**Schedule "A"**



**SMOKY LAKE COUNTY  
REQUEST FOR INFORMATION**

<b>YOUR INFORMATION</b>	File No.: _____ Number- Year	
	Last Name: _____	First Name: _____
Name of Company or Organization (if applicable): _____		
Mailing Address: _____ Box City/Town/Village Province Postal Code		
Telephone Number: _____ Daytime Cell Number Fax Number		
Email Address: _____		
<b>ABOUT YOUR REQUEST</b>	1. What kind of information do you want to access: <input type="checkbox"/> General Information <input type="checkbox"/> Your own personal information	
	2. Do you want to: <input type="checkbox"/> Receive a copy of the record? OR <input type="checkbox"/> Examine the record?	
<b>ABOUT THE INFORMATION YOU WANT TO ACCESS</b>	What records do you want to access? <i>(Please give as much detail as possible - itemize if more than one type of document)</i>	<b>FEE FOR INFORMATION</b>
	_____	_____
NUMBER OF DOCUMENTS: _____		COST: _____
<b>YOUR SIGNATURE</b>	SIGNATURE: _____	DATE OF REQUEST: _____
<b>RELEASE OF INFORMATION:</b>	Notified On: _____	<b>INFORMATION RELEASE:</b> <input type="checkbox"/> Pick-up <input type="checkbox"/> Mail <input type="checkbox"/> Fax <input type="checkbox"/> Email
<b>SIGNATURE FOR RECEIVING INFORMATION:</b>	DATE: _____	<b>MUNICIPAL WITNESS:</b> Name / Signature
APPLICANT	_____	_____
<b>OFFICE USE:</b>	Release of Information - Filed: _____	<input type="checkbox"/> Documented on Disclosure Log



<b>Title: Snow Clearing</b>		<b>Policy No.: 35-09</b>
<b>Section: 03</b>	<b>Code: P-R</b>	<b>Page No.: 2 of 5</b> <span style="float: right;"><b>E</b></span>

Policy Statement and Guidelines:
<p><b>3. SNOWPLOWING GUIDELINES</b></p> <p><b>Winter Weather Events:</b></p> <p>3.1 Snowplowing will be initiated by the instruction of the Public Works Manager.</p> <p>3.2 Grader operators will start snow clearing operations at a different point in their grader beat for each event where practical, to ensure that the same citizens are not always last to be served.</p> <p>3.3 Grader operators will proceed to clear the roads in a systematic manner as directed by the Public Works Manager.</p> <p>3.4 Truck plow(s) and/or tractor(s) will be deployed to main road, hamlets and subdivisions and private residential driveways in that order of priority.</p> <p>3.5 Equipment operators will minimize snow berms across private driveways.</p> <p>3.6 Roads may initially be opened only one way if needed to meet the objective of 48 hour working man hours of getting traffic moving.</p> <p>3.7 Snow clearing equipment may be moved into areas of the County where conditions are more severe, once traffic is moving within a grader beat.</p> <p>3.8 Management will prepare itself to keep equipment operating as continuously as possible without compromising the safety of County workers.</p> <p><b>Severe Winter Weather Events:</b></p> <p>3.9 A severe weather event will be declared by the Chief Administrative Officer in consultation with the Public Works Manager and the Public Works Road Foreman.</p> <p><b>4. COMMUNICATIONS</b></p> <p>4.1 Management will communicate situation reports to Councillors and emergency service providers by phone or e-mail during winter weather events.</p> <p>4.2 Management will provide consistent information to concerned citizens on demand, particularly in regards to expectations for road openings and current operational priorities.</p> <p>4.3 Communications from Councillors and residents should be directed to the Public Works Department, where requests for snow clearing will be prioritized.</p>

<b>Title: Snow Clearing</b>		<b>Policy No.: 35-09</b>
<b>Section: 03</b>	<b>Code: P-R</b>	<b>Page No.: 3 of 5</b> <span style="float: right;"><b>E</b></span>

Policy Statement and Guidelines:
<p>4.4 Direct communications to request service by residents to snow clearing equipment operators are strongly discouraged and may result in the loss of priority.</p> <p>4.5 The terms and conditions for snow clearing private residential driveways shall accompany each flag.</p> <p><b>5. PUBLIC SERVICES</b></p> <p>5.1 Community halls, church yards, and cemeteries will be cleared by request and at no cost subject to availability of equipment and operators.</p> <p>5.2 Snow clearing will be given high priority at no cost for the emergent situations of medical emergencies and funerals.</p> <p><b>6. PRIVATE RESIDENTIAL DRIVEWAYS</b></p> <p>6.1 County residences are encouraged to make private arrangements to clear snow from their driveways.</p> <p>6.2 The County provides snow clearing services to Smoky Lake County residents for their residential driveways under the following terms and conditions:</p> <p>6.2.1 The resident buys and posts a flag at the entrance to his/her driveway well before County snow clearing equipment is expected.</p> <p>6.2.2 Snow will be cleared along the most direct route commonly used to access the residence, including the turn-around in the yard where safe to do so, conditional upon minimum <b>6 inches</b> of snow.</p> <p>6.2.3 Areas considered too narrow or close to buildings or other possible hazards to the safe use of the equipment as determined by the equipment operator will not be eligible for snow clearing.</p> <p>6.2.4 Snow clearing on private residential driveways will take place after all County roads.</p> <p>6.3 Flags may be purchased at the County Shop and various other locations as determined from time to time.</p> <p>6.4 Eligible general public individuals may buy a seasonal <b>FLAG</b> for the cost of <b>\$200.00</b>, entitling the purchaser to snow clearing for the full winter season, prior to October 31. After October 31, the cost of the flag will be <b>\$225.00</b>.</p>

<b>Title: Snow Clearing</b>		<b>Policy No.: 35-09</b>
<b>Section: 03</b>	<b>Code: P-R</b>	<b>Page No.: 4 of 5</b>

<p><b>Policy Statement and Guidelines:</b></p> <p>6.5 Eligible seniors and handicapped individuals may buy a seasonal <b>FLAG</b> for the cost of <b>\$100.00</b>, entitling the purchaser to snow clearing for the full winter season, prior to October 31. After October 31, the cost of the flag will be <b>\$125.00</b>.</p> <p>6.6 Communications from Councillors and residents should be directed to the Public Works Department where requests for snow clearing will be prioritized.</p> <p>6.7 All flags purchasers must sign a <b>“Hold Harmless Agreement – Schedule A”</b>. Each Agreement shall clearly indicate:</p> <p>6.7.1 The name of the purchaser(s).</p> <p>6.7.2 The title of the document proving age or handicap when required.</p> <p>6.7.3 The legal description for the location where snowplowing is requested.</p> <p>6.7.4 The serial number(s) of the flag(s) sold.</p> <p>6.8 Under the exceptional circumstances approved the Public Works Manager/ Public Works Foreman, a resident may buy the flag, sign and back-date the <b>Hold Harmless Agreement</b> after the County has cleared snow from a private residential driveway.</p> <p><b>7. OTHER PRIVATE SERVICES</b></p> <p>Residents of the County may contract the County for snow clearing beyond private residential driveways at an hourly rate based on full cost recovery to the County using Alberta Road Builders Rates, subject to the availability of snow clearing equipment.</p>
--

Section 03

Policy 35-09



**Schedule “A”**

**HOLD HARMLESS AGREEMENT  
FOR USE IN CONNECTION WITH CUSTOM WORK OF SNOW CLEARING**

THIS AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 20\_\_.

**BETWEEN:**

**SMOKY LAKE COUNTY**  
(hereinafter called “the Municipality”)

OF THE FIRST PART

\_\_\_\_\_  
Name  
\_\_\_\_\_  
Mailing Address Phone Numbers: Residence Work Cellular  
(hereinafter called “the Landowner”)

OF THE SECOND PART

<b>Legal Land Description:</b>	_____	_____	_____	_____	<b>W4</b>
	<b>Quarter</b>	<b>Section</b>	<b>Township</b>	<b>Range</b>	
<b>Legal Address:</b>	_____				<b>Sub-division Name:</b> _____
<b>Flag Number:</b>	_____	<b>Cost:</b>	_____		

**WHEREAS** the Landowner has requested that the Municipality be allowed to enter the property to snow clear, upon the terms and conditions as per **Policy 03-35: Snow Clearing**.

The “**Landowner**”, covenant and agree with the said municipality, for myself, my heir, executors, administrators and assigns that I shall not have any claim for loss or damage caused to my property by reason of the performance of the said work of snow clearing, whether such loss or damage is the result of the negligence of any servant, agent, or employee of the said municipality, or otherwise.

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

SIGNED \_\_\_\_\_ } **SMOKY LAKE COUNTY**  
} }  
} }  
} }  
**Landowner** \_\_\_\_\_ **Per:** \_\_\_\_\_

Addition to the Agenda

**Bylaw No. 1305-17: Victoria District Area Structure Plan**

806-17: Lukinuk

That Bylaw No. 1305-17: Victoria District Area Structure Plan be given **FIRST READING**; and a **Public Hearing** be scheduled for **August 17, 2017, at 9:15 a.m.** in County Council Chambers.

Carried.

**7. Delegation**

**Shock Trauma and Rescue Services (STARS)**

Present before County Council at 10:16 a.m. to 10:35 a.m. was Glenda Farnden, Senior Municipal Relations Liaison, STARS (Shock Trauma and Rescue Services) with the following power point presentation:

**RED PATIENT REFERRAL SYSTEM**

STARS Physician Oversight on All Critical Calls



- Best mode of transport / Best destination
- Ground Ambulance /Fixed Wing /STARS
- Scene-to-bed advantage / reduces stress on critical / trauma patients



**CARING FOR THE PATIENT**

Leading Edge of Technology



**Hamilton T-1  
Transport Ventilator**

- ICU - Fully featured
- Adult / Pediatric / Neonatal



**I-Stat Lab**

- Hemoglobin
- Blood Gases
- Electrolytes



**EZ-IO Drill**

- Time-sensitive
- Severe trauma
- Life-threatening
- Immediate access I.V.

## CARING FOR THE PATIENT

Leading Edge of Technology



12 Lead ECG  
Defibrillator



Medications

- Central Lines
- Pacemaker



3-in-1 I.V. Pump  
Oxygen

Resuscitation  
Suction

## CARING FOR THE PATIENT

Leading Edge of Technology



**Video Laryngoscope**  
Advancement in patient care and safety



**Portable Ultrasound**  
Diag. Collapsed lungs  
Diag. Internal bleeding

## UNIVERSAL BLOOD ON BOARD

Saving Lives! STARS - 1<sup>st</sup> in Canada!



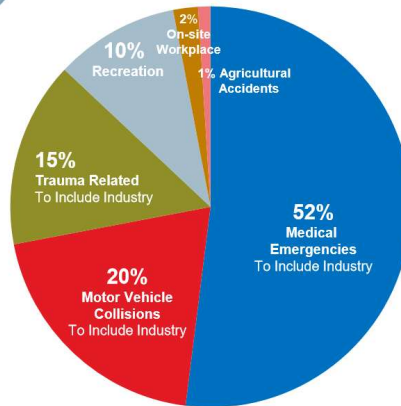
Jenn Oakes – STARS 'VIP'



Rio 2016 Paralympics  
Canadian Women's  
Sitting Volleyball Team

## TYPES OF MISSIONS FLOWN

Need and Demand

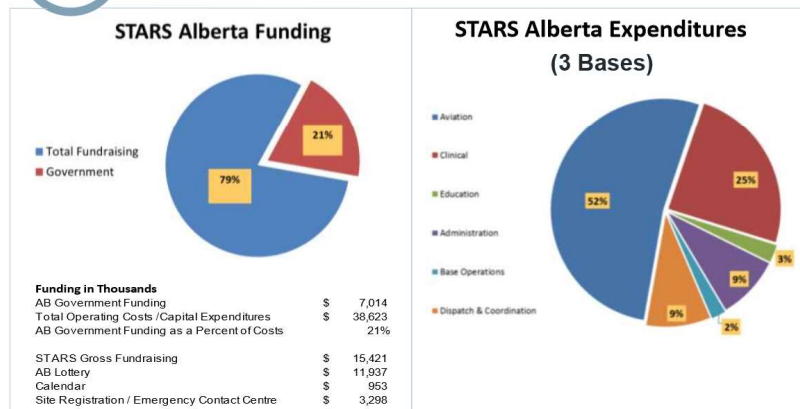


### Types of Missions

- Medical Emergencies 52%
- Motor Vehicle Collisions 20%
- Trauma Related 15%
- Recreational Accidents 10%
- Industry/Workplace Accidents 2%
- Agricultural Accidents 1%

## FUELED BY GENEROSITY

Achieving successes together



## SMOKY LAKE COUNTY

Mission Breakdown



Smoky Lake County	2011	2012	2013	2014	2015	2016	Total
Goodfish Lake scene calls	1	2		7	6	5	21
Kikino scene calls	1				1	2	4
Saddle Lake scene call		1					1
Smoky Lake Inter-facility	5	6	13	13	7	4	48
Smoky Lake scene calls	4	4	8	14	10	4	44
Smoky Lake search & rescue				1			1
Vilna scene calls		2	2	5	3		12
Waskatenau scene calls	1	2	1				4
Waskatenau search and rescue		1					1
<b>Total Avg. 23 per year</b>	<b>12</b>	<b>18</b>	<b>24</b>	<b>40</b>	<b>27</b>	<b>15</b>	<b>136</b>
Approx. 2 missions per month							
Mission-related costs only – represent a service value of over \$125K every year							



## OUR NEIGHBORS

Mission Breakdown



Neighboring Municipalities	2011	2012	2013	2014	2015	2016	Total
County of Athabasca*	51	55	50	51	31	28	266
County of St. Paul*	33	54	47	59	53	24	270
County of Thorhild	5	4	1	3	8	3	24
County of Two Hills	6	8	9	11	11	20	65
Lac La Biche County	16	3	15	33	16	11	94
Lamont County*	8	9	12	8	12	14	63
Smoky Lake County*	12	18	24	40	27	15	136
Total Avg. 153 per year Approx. 3 per week	131	151	158	205	158	115	918

## A Community of Communities Saving Lives



(7) Peace River Regional Districts In Northeastern British Columbia

Over ¾ Rural Municipalities  
Majority @ \$2 – Up to \$65 per capita  
Collectively generating over \$1.6M annually  
6 Municipal Leaders flying high across Alberta

- MD of Greenview
- County of Grande Prairie
- Saddle Hills County
- Peace River Regional District (BC)
- Clear Hills County
- City of Grande Prairie



## SMOKY LAKE COUNTY

A Municipal Partner Saving Lives!



THANK YOU!

- \$5000 annual commitment (\$2+ per capita)
- Standing motion – Recognize STARS as a protective service asset
- Ensure safety & quality of life for your residents
- Protect and Preserve for our future generations



**Town of Smoky Lake – Street Repair Assistance Request**

Present before County Council at 10:37 a.m. to 10:50 a.m. was Adam Kozakiewicz, Chief Administrative Officer of the Town of Smoky Lake to present his letter dated June 8, 2017 proposing a joint project to upgrade a road within the Town of Smoky Lake.

807-17: Bobocel

That Smoky Lake County take no action to the letter request from Adam Kozakiewicz, Town of Smoky Lake Chief Administrative Officer, dated June 8, 2017, requesting the County's participation in a joint project to upgrade the access road: described as the road east of Highway 28 to Smoky Lake County's Public Works yard, going past the Carwash, between the lands legally described as Lots 13 & 14, Block 7, Plan 8721656, and NE-21-59-17-W4, within the Town of Smoky Lake; and, because the County has deferred several of their own road projects to meet the 2017 budget constraints and cannot undertake additional projects at this time; nor will the County provide any maintenance on the said road.

Carried.

**5. Issues for Information:**

**Chief Administrative Officer's Report**

The Chief Administrative Officer gave an updated report to Council for the period of May 26, 2017 to June 14, 2017:

**Legislative/Governance:**

- Received an invitation to attend an Emergency Management Conference: "Bordering on Disaster" in Lloydminster on September 19, 2017.

**Administrative:**

- Administration has ensured that the 2017 Municipal Affairs Officials Directory has been updated (with proper Reeve, Deputy Reeve, and FOIP Coordinator etc.).
- Alberta Environment and Parks has updated us on the status of one of our Surface Material Exploration (SME) applications. Our gravel engineers at the firm: WSP, are addressing the application.

**Financial:**

- The Alberta Rural Municipal Administrators' Association (ARMAA) conference is being held in AAMDC District 5 this fall (Camrose, specifically). They are requesting a financial contribution.

**Human Resources:**

- None.

**Community:**

- In a email received June 6, 2017 it appears that Sharon Boychuk has graciously declined Council's nomination from last meeting.
- We have received a report on the successful implementation of the Administrative Support for the RCMP detachment.
- Received an email asking for volunteer interest in hosting the 2018 Grey Matters Conference.

**Training:**

- None.

**Strategic Priorities - Chart:**

- None.

### **Emergency Management Conference**

808-17: Cholak That Smoky Lake County Council and relevant Administration who can attend - attend the Emergency Management Conference: "Bordering on Disaster" - focusing on the 2016 Fort McMurray Wildfire Disaster from response to recovery, scheduled for September 19, 2017 in Lloydminster.

Carried.

### **Alberta Environment and Parks**

809-17: Orichowski That Smoky Lake County acknowledge receipt of the letter received from Wilma G Bihis, Provincial Approvals Sections - Alberta Environment and Parks, dated June 2, 2017, requesting additional requirements prior to reviewing the Surface Material Exploration No. SME 170039; an application for Gravel Exploration on lands legally described as NE and SE 21-61-16-W4 and SW and SE 22-61-16-W4.

Carried.

### **Alberta Rural Municipal Administrators' Association (ARMAA)**

810-17: Cholak That Smoky Lake County sponsor a contribution in the amount of **\$200.00** to the Alberta Rural Municipal Administrators' Association (ARMAA), scheduled for September 7 & 8, 2017 in Camrose, Alberta (Zone 5), out of the 2017 general administration budget, in response to the letter request from Tyler Lawrence, ARMAA Zone 5 Director (and Administrator for the Municipal District of Provost No. 52), dated June 5, 2017.

Carried.

### **Royal Canadian Mounted Police (RCMP) - Smoky Lake Detachment**

811-17: Lukinuk That the report received by Smoky Lake County from the Royal Canadian Mounted Police (RCMP) - Smoky Lake Detachment, dated May 1-31, 2017, outlining the extra administrative duties as a result of additional contract hours for the Administrative Support person paid for by Smoky Lake County as follows:

1. Same day Criminal Record Checks - provides better Customer Service for the Resident of Smoky Lake County. Now residents can have their Criminal Records check completed while they wait. Will be a great benefit for resident on the far east of the County.
2. Complaint line answered by the Detachment Admin staff during office hours - this has freed up the members time. Admin staff can complete most of the file work in the office, members only have to add their report if necessary.
3. Changing Zones and Atoms on all Smoky Lake County/Detachment addresses- this task has been undertaken to enable more accurate crime stats for reporting. To date all addresses for Waskatenau, Spedden, Vilna and half of Smoky Lake have been completed, adding up to over 2,000 addresses. By mid-June all addresses will be updated.

be filed for information.

Carried.

### **Grey Matters Conference**

812-17: Bobocel That the email received from Seniors Information, in regard Alberta Seniors and Housing accepting proposals from community-based organizations and municipalities interested in co-hosting the 2018 Grey Matters Conference, be filed for information.

Carried.

### **Financial Update**

As annexed to the minutes:

- ↳ Financial Statement for the Months: **April and May, 2017**

### **Action List(s):**

#### ↳ **Action List(s):**

- County Council Meeting: May 25, 2017.

813-17: Bobocel That the updated report for the period of May 26, 2017 to June 14, 2017 by the Chief Administrative Officer, be accepted and filed for information.  
Carried.

**Finance Manager's Report:  
Actual to Budget Report**

Brenda Adamson, Finance Manager provided an updated Financial report for the period of May 26, 2017 to June 8, 2017.

**Executive Session**

**Land and Legal Issue - Sequoia Resources Corp.**

814-17: Bobocel That Smoky Lake County go into Executive Session, in regard to a legal matter with Sequoia Resources Corp. under third party business interests: FOIP Section 16, time 11:02 a.m.  
Carried.

Adam Kozakiewicz, Town of Smoky Lake Chief Administrative Officer left Council Chambers, time 11:24 a.m.

815-17: Cholak That Smoky Lake County go out of Executive Session, time 12:04 p.m.  
Carried.

**Property Tax Penalties - Owner No. 5760**

816-17: Bobocel That Smoky Lake County waive penalties on the following Property Tax Rolls under Property Owner Number 5760:  
13572021, 13580711, 13580812, 13580841, 13580911, 13581041, 13581121, 13581143, 13581241, 13581411, 13581721, 13581741, 13581911, 13582031, 13582532, 13582711, 13582741, 13582812, 13582843, 13610332, 14581631, 14582542, 14590543, 15582431, 15592123, 16601532, 17601521, 17602211, 17602713, 17620721, 17630541, 17631711, 18603341, 18621221, 18621411, 19593131, 19593141, 19593142, 19600521, 19600631, and 54000034 if the total 2017 property taxes are paid in full by February 28, 2018.  
Carried.

**9. Public Question and Answer Period:**

**12:07 - 12:12 p.m.**

Q: Lorne Halisky: Is there some way we can honor outstanding volunteers in the community?

A: There is the self-nominations information on the website for several awards through the Alberta Government to recognize pillars of the community.

Q: Glenda McGinnis: regarding today's agenda item #6.6, can I speak to that now?

A: Agenda items will be dealt with in the order of the agenda.

Q: Lori Danyluk: (comment) Thank you for bringing the Smoky Lake Foundation project to fruition we appreciate it.

817-17: Cholak That the updated report for the period of May 26, 2017 to June 8, 2017 presented by the Finance Manager, be accepted and filed for information.  
Carried.

**Accounts Receivable Account Number 4247**

818-17: Bobocel That Smoky Lake County write a letter to Accounts Receivable Customer Number 4247 requesting payment in full of Smoky Lake County Accounts Receivable Invoice Number 39156, dated December 14, 2016 for Potable and Raw Water used in flushing the County of St. Paul No. 19 waterlines in the amount of \$30,129.60 plus all applicable penalties, with a carbon copy of the letter sent to Associated Engineering Alberta Ltd.; and if payment in full is not received within 30 days, legal action will be engaged.

Carried.

**Meeting Recessed** Meeting recessed for Lunch, time 12:13 p.m.

**Meeting Reconvened** The meeting reconvened on a call to order by Reeve Craig Lukinuk at 1:04 p.m. in the presence of all Council, the Chief Administrative Officer, the Assistant Chief Administrative Officer, Finance Manager, Public Works Manager, Communications/GIS Manager, Planning & Development Manager, and Recording Secretary.

**FCSS Funding - Smoky Lake Library - After School and Preschool Program**

819-17: Cholak That Smoky Lake County allocate funding amounts from the 2017 Family and Community Support Services Grant budget as follows:

Community Group	Eligibility	Funding
Smoky Lake Library	After School Program	\$700.00
Smoky Lake Library	Preschool Program	\$700.00
Total		\$1,400.00

Carried.

**Reeve's Report:** Reeve Craig Lukinuk presented the following written report:

**Reeve's Report**

For May 16, 2017 to June 8, 2017

May 23, 2017 - Village of Waskatenau and County Joint Council Meeting held in Smoky Lake County Council Chambers:

- Jane Dauphinee, Senior Planner with Municipal Planning Services (2009) Ltd. presented the draft Intermunicipal Development Plan between the County and Village of Waskatenau.
- A recommendation to proceed with the First Reading of the Intermunicipal Development Plan between Smoky Lake County and the Village of Waskatenau was made.
- A Joint Public Hearing for the Intermunicipal Development Plan is scheduled for Monday, June 26, 2017 at 3:00 p.m. in the Village of Waskatenau.

May 25, 2017 - Regular County Council Meeting held in County Council Chambers:

- A Public Hearing was scheduled for June 15, 2017 at 9:15 a.m. to obtain public input on the proposed un-designation of Municipal Reserve (Plan 1039CL, Block R) within the Hamlet of Bellis.
- The Bylaw 1290-16: Intermunicipal Development Plan with Smoky Lake County and the Village of Vilna was given third and final reading.
- Farm Cats Contracting Inc. of St. Paul, Alberta was awarded the tender contract for the 2017 Road Construction Project C1725 on Range Road 182 between Township Roads 604 and 603A.
- Smoky Lake County, as managing partner applied to the 2017 18 Community and Regional Economic Support (CARES) Grant Program for a Business Diversification Action Plan project.
- Associated Engineering Alberta Ltd. was approved to design, prepare and release the Tender for Bridge File 79279, located on Range Road 133A, near Whitefish Lake; funded under the Alberta Government's Strategic Transportation Infrastructure Program (STIP).
- Smoky Lake County is submitting an application for funding through the Alberta Disaster Assistance program for Road Recovery to gravel and repair damages due to extreme high levels of precipitation in the fall of 2016 and spring of 2017.
- Private/Public Gravel Haulers' gravel pick up service at White Earth Creek Gravel Pit will now be Tuesdays and Thursdays, 9:00 a.m. to 3:00 p.m., beginning June 1<sup>st</sup> to September 30<sup>th</sup> of each year.
- County Council nominated Sharon Boychuk for the Government of Alberta's Recreation Volunteer Recognition Awards acknowledging volunteers who have made significant contributions to recreation development at the community level.
- Executed an amending Memorandum of Agreement with Her Majesty the Queen in Right of the Province of Alberta as represented by the Minister of Municipal Affairs to increase the Municipal Sustainability Initiative (MSI) funding commitment from nine (9) years to eleven (11) years.
- Sponsored an additional \$700.00 toward the Vilna and District Agricultural Society, for the Vilna Boomtown Days Children events scheduled for August 18 and 19, 2017
- Sponsored \$500.00 toward the 2017 National Aboriginal Day Celebration scheduled for Saturday June 24, 2017 from 11:00 a.m. to 6:00 p.m. at Metis Crossing.
- Sponsored \$200.00 towards the Smoky Lake Lions Dog Walk for the Lions Foundation of Canada Dog Guides held on May 28, 2017.
- Declared Seniors' Week 2017 from June 5 to 11, 2017, in honour of the contributions of the seniors of this community and throughout Alberta.

June 1-4, 2017 - Federation of Canadian Municipalities (FCM) held in Ottawa:

- Prime Minister Justin Trudeau welcomed all delegates to Ottawa in his opening speech.
- 3517 representatives were register for the convention in celebration of Canada's 150 Birthday.
- Four resolutions were passed including one in support of the Immigration Case Processing Centre remaining in the Town of Vegreville, with 91% in favour.
- Town of Vegreville Councillor - Tanee Rudyk was appointed to the FCM Board of Directors, representing Alberta.
- The next Federation of Canadian Municipalities conference is slated to be held in Halifax.

June 8, 2017 - Policy Committee Meeting held in County Council Chambers:

- Policies that were reviewed and recommended to be forwarded to a County Council Meeting were:
  - Policy 01-47-01: Executive Session at Council Meeting & Committee Meeting of Council,
  - Policy 01-03-23: Organizational Chart,
  - Policy 01-50-01: Access to Information,
  - Policy 03-35-08: Snow Clearing.
- A Procedural Bylaw 1303-17 was also reviewed and recommended.
- Jane Dauphinee, Senior Planner with Municipal Planning Services (2009) Ltd. was a delegation to discuss the Victoria District Area Structure Plan.

Sincerely,  
Craig Lukinuk  
Smoky Lake County Reeve

820-17: Bobocel                      That the Reeve's Report received for May 16, 2017 to June 8, 2017, be accepted.

Carried.

## Management Reports

### Public Works

#### 2017 Three-Year Road Plan

821-17: Bobocel                      That Smoky Lake County **amend** the **Three Year Road Plan** as follows:

- deferring the **2017 Fibermat / Micro Surface Project FM1711** (described as Range Road 130 between Township Road 610 and Township Road 611A) **to year 2018;**
- and re-schedule the **2018 Fibermat / Micro Surface Project FM1811** (described as Range Road 130 between Township Road 600 and Township Road 602) **to year 2017.**

Carried.

## Management Reports

822-17: Cholak

That the management reports received for the period between April 11, 2017 to May 17, 2017 from; Doug Ponich, Public Works Manager; Bob Novosiwsky, Public Works Road Foreman; Dave Kully, Public Works Shop Foreman; Ed English, Peace Officer; John Malysh, Natural Gas Manager; Dave Franchuk, Environmental Operations Manager; Tori Ponich, Agricultural Fieldman; Jordan Ruegg, Planning and Development Manager; Trevor Tychkowsky, Safety Officer; Scott Franchuk, Fire Chief; and Paul Miranda, GIS/Communication Manager, be accepted and filed for information.

Carried.

## Committee Task Forces and Boards: Reports

### Alberta CARE (Alberta Coordinated Action for Recycling Enterprises)

- The 18<sup>th</sup> Annual Alberta Recycling Conference is scheduled for September 6-8, 2017 at the Executive Royal Hotel, 8450 Sparrow Drive, Leduc, Alberta.

### Corridor Communications Inc.

- No Report.

### Doctor Retention & Recruitment Committee

- Next meeting is scheduled for June 23, 2017 at 10:00 a.m.

### Evergreen Regional Waste Management Services Commission

- Meeting held June 7, 2017.
- Waste intake is increasing.
- Manager is doing superb: keeping the site clean, looking into ways to save costs and providing great customer service.

### Family Community Support Services Committee

- No Report.

**Family-School Liaison Committee**

- Next meeting is scheduled for June 20, 2017 at 9:30 a.m.

**Fire and Rescue Liaison Committee**

- Smoky Lake
  - No Report.
- Vilna
  - No Report.
- Waskatenau
  - No Report.

**Government Liaison Committee**

- Addressed during the Reeve's Report and Chief Administrative Officer's Reports.

**Highway 28/63 Regional Water Services Commission**

- Next meeting scheduled for June 22, 2017 at 10:00 a.m.

**In-House Safety Committee**

- Meeting held on June 14, 2017.
- Formal inspections were done of the Waste Transfer sites.
- Emergency Backup generators are being distributed and tested.

**Municipal Planning Commission**

- No Report.

**Northeast Alberta Information HUB**

- No Report.

**North East Muni-Corr. Ltd**

- No Report - unable to attend the last meeting.

**Northern Lights Library Board**

- No Report.
- The Northern Lights Annual Conference is scheduled for September 14-15, 2017 at Elk Point, Alberta.

**Policy Committee**

- Meeting held on July 24, 2017 at 1:00 p.m.

**R.C.M.P. Liaison Committee**

- Addressed during the Chief Administrative Officer's Report.

**Regional Community Development Committee (RCDC)**

- Next Meeting is scheduled for June 19, 2017 at 10:00 a.m.

**Regional Emergency Management Committee**

- No Report.

**Risk-Pro Control Management Committee**

- Waskatenau Pryveet Dance Club  
Minutes: May 2, 2017.
- Friends of the Vilna Pool Hall Society  
Minutes: February 26, 2017.

**Smoky Lake Foundation**

- No Report
- June 28, 2017 next meeting.

**Smoky Lake Region Fire and Rescue Committee**

- Next meeting is scheduled for September 8, 2017 at 1:00 p.m.

**Smoky Lake Heritage Board**

- Meeting held on June 14, 2017.

**Joint Municipalities**

- Next meeting scheduled for June 26, 2017 at 6:00 p.m. hosted by the Town of Smoky Lake at the Smoky Lake Golf Club

823-17: Cholak

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

Carried.

**6. Correspondence:**

**Alberta Association of Municipal Districts and Counties (AAMDC)**

824-17: Cholak

That the following correspondence received from the Alberta Association of Municipal Districts and Counties, be filed for information:

- a. Contact Newsletter: May 18, 2017.

Carried.

**Municipal Sustainability Initiative (MSI) - 2017 Grader**

825-17: Orichowski

That Smoky Lake County acknowledge receipt of the letter received from Honourable Shaye Anderson, Minister of Municipal Affairs, dated May 17, 2017, in regard to the acceptance of the Municipal Sustainability Initiative (MSI) Project CAP-8853 for the 2017 Grader Purchase in the amount of **\$300,600.00**.

Carried.

**2017 Municipal Sustainability Initiative (MSI) and Gas Tax Fund (GTF)**

826-17: Bobocel

The Smoky Lake County acknowledge receipt of the letter from the Honourable Shaye Anderson, Minister of Municipal Affairs, dated May 17, 2017, in regard to the 2017 Municipal Sustainability Initiative (MSI) and Gas Tax Fund (GTF) Allocations.

Carried.

**Innovation, Science and Economic Development Canada**

827-17: Cholak

That Smoky Lake County acknowledge receipt of the letter from Susan Hart, Director General, Innovation, Science and Economic Development Canada, dated May 10, 2017, in regard to Connect to Innovate Letter – enhancement of broadband services in response to the April 20, 2017 County Council Motion: 650-17.

Carried.

**Alberta Environment and Parks**

828-17: Orichowski

That the carbon copy letter received by Smoky Lake County from Valerie Collins, Applications and Security Coordinator for Alberta Environment and Parks, to Dale Crowell Construction Co. Ltd. dated May 25, 2017, in regard to the completed review under the Code of Practice for Pits for the Wawrynychuk Pit: SE 02-61-18-W4, Application No. 004-15778, be filed for information.

Carried.

**Undeveloped Road Allowance 17473 Victoria Trail**

829-17: Bobocel

That Smoky Lake County proceed to survey the Undeveloped Road Allowance adjacent to and south of legal land description: Plan 1423033, Block 1, Lot 2, Pt.SW-459-19-W4, property address: 17473 Victoria Trail; and that the expense be allocated form the 2017 Planning and Development budget.

Carried.



830-17: Bobocel That Smoky Lake County take no action in response to the letter from McKenzie Huchulak, received on May 31, 2017, requesting reimbursement of survey costs incurred in the amount of \$4,280.07.

Carried.

**Lower Athabasca Region, Alberta Environment and Parks**

831-17: Orichowski That the carbon copy letter received by Smoky Lake County from Michael Lappointe, P. Eng., Approvals Manager for Lower Athabasca Region, Alberta Environment and Parks, dated May 9, 2017, to Lafarge Canada Inc., in regard to receiving a 5 Year Report for two pits, including one in Smoky Lake County known as Croswell Pit (SW-30-58-16-W4), be filed for information.

Carried.

**Bellis Board of Trade**

832-17: Cholak That Smoky Lake County reply to the letter received from Mark Schoepgens, President, Bellis Board of Trade, dated May 29, 2017; indicating the concerns were addressed at the May 25, 2017 Council Meeting in accordance with motion # 787-17.

Carried.

**Smoky Lake Victim Services Unit**

833-17: Bobocel That Smoky Lake County donate in the amount of **\$250.00** to the Smoky Lake Victim Services Unit and RCMP Detachment's Annual Charity Golf Tournament scheduled for July 16, 2017, at the Smoky Lake Town and County Golf Course, with funds allocated from "Grant to Individuals and Organizations" toward sponsoring a hole in the amount of \$185.00 and \$65.00 in prizes, in response to the letter request from Deloris Cherwoniak, dated May 31, 2017.

Carried.

**Alberta Pensions Services Corporation**

834-17: Cholak That the letter received by Smoky Lake County from Karen Adams, CEO, Alberta Pensions Services Corporation, dated June 2, 2017, in regard to her time as CEO of Alberta Pensions coming to an end on June 23, 2017, be filed for information.

Carried.

**Thank You: Summary Listing**

835-17: Bobocel That Smoky Lake County file for information the June 2017 Summary Listing of Thank You's received from organizations extending appreciation of support:

- None received.

Carried.

**Information Releases**

836-17: Bobocel That Smoky Lake County file for information the "Information Released" calendar for June 2017.

Carried.

**Aspen View Public Schools - Deputy Returning Officer**

837-17: Cholak That Smoky Lake County write a letter in response to the written request received from Amber Oko, Secretary Treasurer / Returning Officer, Aspen View Public Schools, dated May 31, 2017 to confirm the County will continue providing the services of a Deputy Returning Officer for the election of school trustees in the 2017 General Municipal Election as per the agreement made between Aspen View Public Schools and the County in 1998.

Carried.

**10. Bills & Accounts:**

838-17: Orichowski

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:

**County Council Meeting: June 15th, 2017**

Batch #	Cheque Numbers	Total of Batch
37348	42829 to 42855	\$77,782.70
37403	42856 to 42912	\$107,237.76
37437	42913 to 42942	\$103,183.76
37477	42943 to 42958	\$253,052.27
37524	42959 to 43011	\$123,676.07
37560	43012 to 43027	\$68,073.53

**Total Cheques from 42829 to 43027** **\$733,006.09**

**Direct Debit Register**

Batch #	Description	Total of Batch
37555	Smoky Lake County	\$328,047.55

**Total Direct Debits** **\$328,047.55**

**Grand Total Bills and Accounts** **\$1,061,053.64**  
(Note: From General Account)

Carried.

**County Council Meeting(s)**

839-17: Cholak

That **County Council Meetings** be scheduled for Thursday, **August 17, 2017**, and reschedule the September Council Meeting from Thursday, September 21, 2017 to **Thursday, September 28, 2017**, and Thursday, **October 19, 2017 at 9:00 a.m.**; and that a **Departmental Meeting** be scheduled for Thursday, **July 20, 2017 at 9:00 a.m.**, to be held at the County Council Chambers.

Carried.

**ADJOURNMENT:**

840-17: Lukinuk

That this meeting be adjourned, time 1:36 p.m.

Carried.

\_\_\_\_\_  
REEVE

S E A L

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CHIEF ADMINISTRATIVE OFFICER