

SMOKY LAKE COUNTY

Minutes of the **County Council Meeting** held on Thursday, **June 27, 2019** at 9:02 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 27, 2019</u>
1	Dan Gawalko	Present
2	Johnny Cherniwchan	Present
3	Craig Lukinuk	Present
4	Lorne Halisky	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
Plan/Dev Manager	Jordan Ruegg	Present
Plan/Dev Assistant	Kyle Schole	Present
Legislative Svcs/R.S.	Patti Priest	Present

One Member of the Media was present: The Review.

One Member of the Public was in attendance.

2. Agenda:

814-19: Halisky That the Agenda for Thursday, June 27, 2019 County Council Meeting be adopted, as amended:

Addition to the Agenda:

1. Bylaw 1355-19: Community Economic Development Officer.
2. Municipal Energy Manager (MEM) Program.
3. Wild Boar - Update.

Carried Unanimously.

3. Minutes:

Minutes of May 17, 2019 – County Council Budget Meeting

815-19: Gawalko That the minutes of the **Smoky Lake County Council Budget Meeting** held on Friday, May 17, 2019, be adopted as presented.

Carried.

Minutes of May 22, 2019 – County Council Committee of the Whole Meeting

816-19: Orichowski That the minutes of the **Smoky Lake County Council Committee of the Whole Meeting**, held on Wednesday, May 22, 2019, be adopted as presented.

Carried.

Minutes of May 23, 2019 – County Council Meeting

817-19: Halisky That the minutes of the **Smoky Lake County Council Meeting** held on Thursday, May 23, 2019, be adopted as presented.

Carried.

Minutes of June 6, 2019 – County Council Committee of the Whole Meeting

818-19: Cherniwchan That the minutes of the **Smoky Lake County Council Committee of the Whole Meeting**, held on Thursday, June 6, 2019, be adopted as presented.


Carried.

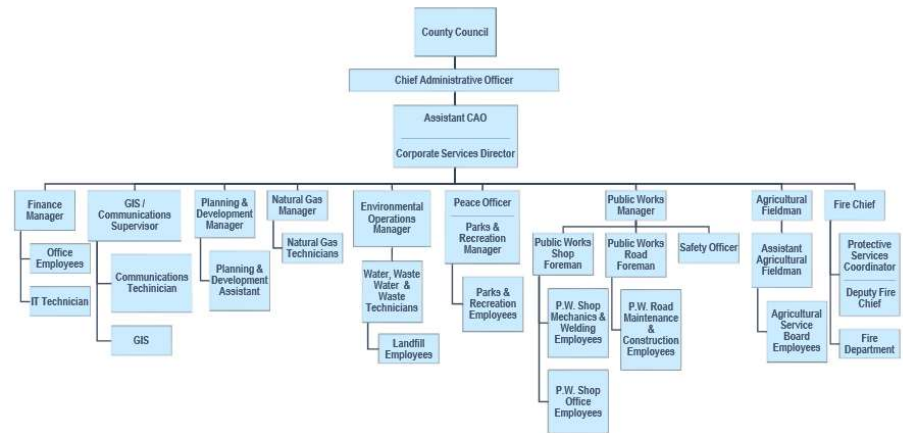
4. Request for Decision:


Policy Statement No. 01-03-26: Organizational Chart

819-19: Orichowski

That Smoky Lake County amend Policy Statement No: **01-03-26: Organizational Chart** be amended:


SMOKY LAKE COUNTY		
Title: Organizational Chart	Code: P-1	Policy No.: 03-26
Section: 01		Page No.: 1 of 3
Legislation Reference: <i>Municipal Government Act</i>		



SMOKY LAKE COUNTY		
Title: Organizational Chart	Code: P-1	Policy No.: 03-26
Section: 01		Page No.: 2 of 3
Legislation Reference: <i>Municipal Government Act</i>		

1. SALARY RANGES:

Position Title	Salary Range
Chief Administrative Officer	126,861.06 – 152,990.52
Assistant Chief Administrative Officer / Corporate Services Director	88,607.26 – 137,790.71
Finance Manager	77,677.60 – 121,396.23
IT Technician	66,747.94 – 88,607.26
GIS/Communication Supervisor	55,818.29 – 88,607.26
Communications Technician	60,394.74 – 87,315.08
Planning and Development Manager	77,677.60 – 105,001.74
Planning and Development Assistant	50,353.46 – 72,212.77
Peace Officer / Recreation Manager	72,212.77 – 99,536.91
Agricultural Fieldman	72,212.77 – 105,001.74
Assistant Agricultural Fieldman	61,283.11 – 88,607.26
Fire Chief	77,677.60 – 108,280.64
Protective Services Coordinator / Deputy Fire Chief	50,353.46 – 72,212.77
Natural Gas Manager	77,755.60 – 105,079.74
Natural Gas Technician(s)	61,361.11 – 88,685.26
Environmental Operations Manager	77,755.60 – 105,079.74
Water/Waste Water/Waste Technician(s)	50,431.46 – 88,685.26
Public Works Manager	88,685.26 – 126,939.06
Shop Foreman	77,755.60 – 105,079.74
Road Foreman	77,755.60 – 105,079.74

SMOKY LAKE COUNTY		
Title: Organizational Chart	Code: P-1	Policy No.: 03-26
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Legislation Reference: <i>Municipal Government Act</i>		

- 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.

JMB Crushing Systems: ULC

820-19: Halisky

That Smoky Lake County accept from JMB Crushing Systems ULC, a 50% Bond plus 50% Irrevocable Letter of Credit for Year-2019 with respect to Policy Statement No. 03-14-11: Road Haul Agreement, in response to the May 23, 2019, Smoky Lake County Council Meeting Delegation: Jason Panter, Project Manager, JMB Crushing Systems ULC.

Carried.

Safety Codes Quality Management Plan (QMP)

821-19: Gawalko That Smoky Lake County execute the Joint Accreditation Quality Management Plan (QMP), dated June, 2019, in conjunction with the Town of Smoky Lake, the Village of Waskatenau, and the Village of Vilna; and that Smoky Lake County, as the managing partner of the Joint Accredited Agency, be responsible for the administration of, and compliance with, the said QMP, in accordance with the Safety Codes Act, including the pursuant regulations, codes, standards and amendments that are in force and applicable, in the following technical disciplines: Building, Electrical, Plumbing, Gas and Private Sewage Disposal Systems, via permitting, inspections and compliance monitoring services.

Carried.

Bylaw No. 1350-19: Bellis Firehall Municipal Historic Resource Designation

822-19: Halisky That Smoky Lake County **Bylaw No. 1350-19: to Designate the Bellis Firehall, as a Municipal Historic Resource**, which is located on the land legally described as Plan 1039CL, Block 2, Lot 12, in the Hamlet of Bellis, Alberta, be given **FIRST READING**; and provide the owner of the said property the required 60-days written notice of same, as per the applicable legislation relating to Historic Resource Designation.

Carried.

Meeting Recessed Meeting recessed for Public Hearing, time 9:15 a.m.

PUBLIC HEARING:

Bylaw No. 1348-19: a Bylaw to Amend the Land Use Bylaw 1272-14 for the purposes of Telecommunications.

1.0 Opening

The Public Hearing was **called to order at 9:15 a.m.** by the Reeve, Craig Lukinuk in the presence of Council members, Chief Administrative Officer, Assistant Chief Administrative Officer, GIS/Communication Director, Planning and Development Manager, Planning and Development Assistant, Recording Secretary and **4 members of the public.**

There were no members of the Public signed in on the sign-in sheet.

Confirmation was provided that the Public Hearing had been advertised and notice was provided in accordance with the applicable legislation.

The purpose of the hearing was summarized:

To obtain public input in regard to Bylaw No. 1348-19: a Bylaw to Amend the Land Use Bylaw 1272-14 for the purposes of Telecommunication.

2.0 Staff Presentation

Jordan Ruegg, Planning and Development Manager provided the following information:

Proposed **Bylaw No. 1348-19** background:

- The proposed Telecommunications Bylaw would move to amend the Land Use Bylaw 1272-14.
- The Proposed Telecommunications Bylaw is accompanied by the draft Telecommunications Policy Statement No. 61-11-01.
- Smoky Lake County has received multiple applications for telecommunications tower facilities in recent years and does not currently have a policy to process such applications.

- Federal legislation overrides the current provisions of the County’s Land Use Bylaw. The proposed Bylaw proposes amendments to the Land Use Bylaw which will be consistent with federal legislation pertaining to telecommunications, as well as policies and procedures established by NAV Canada and Transport Canada.
- April 9, 2019 – Smoky Lake County Committee of the Whole (Planning) Meeting:
Discussion was held in regard to requests for the placement of telecommunications towers on either privately or County-owned lands, to address the need for clarification on the process to handle future telecommunications related issues and to further develop the procedural protocols set out in Smoky Lake County Land Use Bylaw 1272-14.
- May 23, 2019 – Smoky Lake County Council Meeting:
Proposed Bylaw 1348-19: A Bylaw to Amend Land Use Bylaw 1272-14 for the purposes of Telecommunications, was presented to Council for First Reading;
Motion 704-19: “That Smoky Lake County Bylaw 1348-19: A Bylaw to Amend Land Use Bylaw 1272-14 for the purposes of Telecommunications, be given FIRST READING; and to schedule a Public Hearing, to be held at the Smoky Lake County Council chambers, on Thursday, June 27, 2019, at 9:15 a.m., and advertise in the local newspapers the said Public Hearing, in accordance with section 230 and section 606 of the Municipal Government Act.

3.0 Public Presentations Via Written Submissions

There was one email submission received:

From: Jerico VanBrabant [REDACTED]
Sent: June 26, 2019 8:44 AM
To: jordan.ruegg
Cc: MCSNet - Tower Admin; Kyle Schole; Jerome VanBrabant; Justin VanBrabant
Subject: Re: Bylaw Amendment - Telecommunications

Hi Jordan,

We've had a look at the proposed amendments, the only thing that I saw that might be an issues is the following clause:

The municipality prefers that Freestanding Antenna Systems be a maximum of 30 metres in height, except in industrial areas.

30 meters is relativity short and it's a height that is rarely used as it lacks the vertical space to allow for collocation. We've had to replace many of the shorter towers to comply with the ISED collocation rules. 30 meter towers often do not reach height required to offer optimal service by clearing obstructions like foliage. In the past 5 years, 90% of the tower we've put up have been 46 meters (150') and the remainder are primarily 36 meters (120') to help with the visual impact when too close to a residential homes. With 5G on the horizon along with other new radio technologies, the 30 meter restriction will turn into an obstacle that will impact the level of service available to the ratepayers.

Let me know if you need more clarification about this. I hope council will consider changing this specific clause.

Regards,
--

Jordan Ruegg, Planning and Development Manager responded:
The County will make the height consistent with Canadian Radio-television and Telecommunications Commission (CRTC): a maximum of 50 meters.

4.0 Public Presentations at the Public Hearing

There were no members of the Public signed in on the sign-in sheet in opposition or in support of proposed **Bylaw No. 1348-19**.

5.0 Questions and Answers

There were no questions.

6.0 Closing Remarks

There being no further presentations.

The public hearing and discussion on Smoky Lake County's proposed **Bylaw No. 1348-19**: a Bylaw to Amend the Land Use Bylaw 1272-14 for the purposes of Telecommunications, was declared closed, time **9:28 a.m.**

County Council Meeting

The Smoky Lake County Council Meeting reconvened, time **9:30 a.m.**

4. Request for Decision:

PUBLIC PARTICIPATION:

Bylaw No. 1342-19: Noise Bylaw

Smoky Lake County Administration provided the following overview:

On May 23, 2019, County Council gave first reading to a "Noise Bylaw" to regulate the making or causing of noises or sounds that disturb the quiet, rest, peace, enjoyment or conveniences of individuals or the public within the County.

The Noise Bylaw is to inform the public that persons(s) must not make or cause a noise in or on a public or private place that disturbs or tends to disturb the quiet, peace, rest, enjoyment, comfort or convenience of persons in the neighbourhood or vicinity.

Noise easily heard by a person not on the same property and which disturbs the quiet, peace, rest, enjoyment, comfort or convenience of persons in the neighbourhood or vicinity is not easily identifiable as the specifics of what kind of noise and how it interferes with residents' quality of life differs from individuals to individuals. Therefore, the Noise Bylaw established criteria for regulating the making of noise based on the provisions of a specific time of day during the weekday and weekends.

The Reeve called upon those members of the public signed in on the Sign-In sheet who wished to provide comments:

Ken Smith, Lamont County Resident and neighbor to Métis Crossing:

- I am opposed to the noise bylaw as it is written.
- 2:00 a.m. is not a useful time to have the noise stop, anything after 11:00 p.m., the alcohol and drugs have taken over and it is useless. It should be 11:00 p.m. and, weekends or weekdays is irrelevant, it is just as annoying. *(in regard to Bylaw Sections 3.1 and 3.2)*
- I live right on the boarder of the 2 counties (Lamont County and Smoky Lake County), and most of the annoyance is heard on the Lamont County side.
- The number of people doesn't make sense. *(in regard to Bylaw Sections 2.3)*

Brian Cheston, Mons Lake Community Association, spoke to the following written submission from Glenda McGinnis, President of the Mons Lake Community Association:

MONS LAKE COMMUNITY ASSOCIATION

June 15, 2019

Smoky Lake County
4612 McDougall Drive
Smoky Lake, Alberta

Attn: County Council members

Re: Bylaw No. 1342-19 Noise Bylaw

The Mons Lake Community Association (1978) greatly appreciates the County's response to our request for the creation of a Noise Bylaw.

Proposed bylaw 1342-19 appears to be a 'one size fits all' bylaw covering everything from a one acre lake lot to a 640 acre farm. We suggest that each of those have their own noise components and therefore propose the following amendments to the bylaw.

1. **Section 3.1** should be amended to read as follows: Weekends and statutory holidays (12:00 a.m. to 7:00 a.m.) for all properties up to 5 acres, and (2:00 a.m. to 7:00 a.m.) for those properties greater than 5 acres.

Note: Recreational properties such as those around Mons Lake are frequented mainly by weekenders that come out for some quiet, peace and rest. Allowing unacceptable noise to continue until 2:00 a.m. (as close as 25' from a bedroom window, for example) and begin again at 7:00 a.m. can and will result in a maximum of 5 hours of sleep.

Thank you for your consideration of our proposed amendment.

Sincerely



Mons Lake Community Association (Brian Cheston) on behalf of Glenda McGinnis,
President.

Willy and Liz Wasylechko, Smoky Lake County Property Owners:

- Would like to amend the noise bylaw in respect to dogs barking: take dogs out of the exemption, no barking after 11:00 p.m.
- 2:00 a.m. is too late, 11:00 p.m. or 12:00 a.m. would be fine.
- We are happy something is being done.

Peter Bezboridka, Smoky Lake County Property Owner:

- I am in favour of the noise bylaw as it is written.

Leon Boychuk-Hunter, Site Manager, Métis Crossing:

- I am in favour of the noise bylaw.
- There had been events that have happen which have caused distress to the neighbors and this bylaw may help alleviate some of that. Keep in mind these events that were happening brought a lot of business to the region.
- I would like to suggest an event permit in the bylaw to allow for an extension past 2:00 a.m.

Juanita Marois, Director, Métis Crossing spoke in favour of the Bylaw:

- The noise bylaw is a nice compromise between weekend & weekdays.
- Our 11,000 square foot 10 million dollars facility project is happening right now and there will be 10-15 million dollars spent in the next few years. Our focus is sharing culture.

Bylaw No. 1344-19: Dog Control

Administration provided an overview:

On May 23, 2019, County Council gave First Reading to a "Dog Bylaw" to regulate dogs within the County. The Dog Bylaw was created to demonstrate consistency in how the County addresses the ownership of dogs and dogs at large in interest of public safety and the welfare of animals.

The Reeve called upon those members of the public signed in on the Sign-In sheet who wished to provide comments:

Liz Henry, Mons Lake, Property Owner:

- I am in favour of the dog bylaw.
- For 35 years each summer I come to the lake and I have a small pack of dogs aged 5, 7 and 2 at 10 years old.
- The dog bylaw is well researched.
- I'd like clarification, is it 3 or 2 dogs maximum?

Craig Lukinuk, Reeve, responded:

- You can have 4 dogs you just need to apply for an over limit permit with the Bylaw Enforcement Officer.

Peter Bezboridka, Smoky Lake County Property Owner:

- I am in favour of the dog bylaw.
- I see you removed the offense for dogs chasing cars, is that the same as a dog at large?
- How do you keep a farm dog from barking at coyotes?

Craig Lukinuk, Reeve, responded:

- A dog at large is defined in the definitions.

Willy Wasylechko, Smoky Lake County Property Owners:

- I am not in favour or opposed to the dog bylaw, but 2:00 a.m. during the week is ridiculous.

Bylaw No. 1344-19: Dog Control

823-19: Halisky

That Smoky Lake County **Bylaw No. 1344-19: Dog Control**, a bylaw to provide for the regulating and confinement of dogs, be given **SECOND READING**.

Carried.

Moved by Councillor Cherniwchan that Smoky Lake County **Bylaw No. 1344-19: Dog Control**, a bylaw to provide for the regulating and confinement of dogs, 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.

Bylaw No. 1342-19: Noise Bylaw

824-19: Cherniwchan

That Smoky Lake County **Bylaw No. 1342-19: Noise Bylaw**, for the purpose to regulating, eliminating or abating noise, be given **SECOND READING**.

Carried.

Moved by Councillor Orichowski that Smoky Lake County **Bylaw No. 1342-19: Noise Bylaw**, for the purpose to regulating, eliminating or abating noise, 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.

Bylaw No. 1348-19: Telecommunications.

825-19: Halisky

That Smoky Lake County **Bylaw No. 1348-19: Telecommunications**, being the land use bylaw for Smoky Lake County, for the purposes of telecommunications, be given **SECOND READING**.

Carried.

Moved by Councillor Gawalko that Smoky Lake County **Bylaw No. 1348-19: Telecommunications**, being the land use bylaw for Smoky Lake County, 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. 61-22-01: Telecommunications

856-19: Orichowski

That Smoky Lake County Policy Statement No: **61-22-01: Telecommunications, be adopted as amended:**

Title: Telecommunications	Policy No.: 22-01
Section: 61	Code: P-A
	Page No.: 1 of 28 E
Legislative Reference: Municipal Government Act	
Purpose:	To establish procedures for the review and approval of requests pertaining to telecommunications towers within Smoky Lake County.
Policy Statement and Guidelines:	
<p>1. STATEMENT:</p> <p>1.1 The purpose of the Telecommunication Antenna System Siting Protocols is to establish procedural standards that will allow Smoky Lake County to effectively participate in and influence the placement of telecommunication antenna structures proposed within the County limits.</p> <p>1.2 The Protocols are also intended to assist Council, Administration, and Industry Canada, representatives of the telecommunication industry, and members of the public in being aware of and understanding the implementation methods, processes, procedures and criteria used to achieve this purpose.</p> <p>2. OBJECTIVES:</p> <p>The Objectives of the Antenna System Siting Protocol are as follows:</p> <p>2.1 To establish a siting and consultation process that is harmonized with Industry Canada's Radiocommunication and Broadcasting Antenna Systems Client Procedures Circular (CPC-2-0-03) and Guide to Assist Land-use Authorities in Developing Antenna Siting Protocols for reviewing land use issues associated with Antenna System siting proposals;</p> <p>2.2 To set out an objective process, criteria and guidelines that are transparent, consistent and predictable for the evaluation of Antenna System siting proposals that:</p> <ul style="list-style-type: none"> i. Minimize the number of new antenna sites by encouraging co-location; ii. Encourage designs that integrate with the surrounding land use and public realm; iii. Establish when local public consultation is required; and iv. Allow Industry Canada and the communications industry to identify and resolve any potential land use, siting or design concerns with the County at an early stage in the process. <p>2.3 To provide an expeditious review process for Antenna System siting proposals;</p> <p>2.4 To establish a local land use consultation framework that ensures the County and members of the public contribute local knowledge that facilitates and influences the siting – location, development and design (including aesthetics) – of Antenna Systems within the County boundaries;</p> <p>2.5 To contribute to the orderly development and efficient operation of a reliable, strong radiocommunication network in the County; and</p> <p>2.6 To provide the County with the information required to satisfy the requirements of Industry Canada regarding local land use consultation, resulting in an informed Letter of Concurrence, Concurrence with conditions, or Non-concurrence from the County to Industry Canada at the end of the process.</p> <p>3. GUIDELINES:</p> <p>3.1 This Policy applies to all Telecommunication Antenna Systems Siting submissions received for land located within Smoky Lake County.</p> <p>4. RESPONSIBILITIES:</p> <p>4.1 Planning & Development Department – responsible for the receiving, evaluating and processing submissions for Telecommunication Antenna Systems Siting.</p> <p>4.2 All other Departments – provide comments and identify issues related to submissions for Telecommunication Antenna Systems Siting, where and when deemed appropriate by Planning & Development staff.</p> <p>5. PROCEDURE:</p> <p>5.1 The procedure for reviewing Telecommunication Antenna System Siting application is outlined in the <u>Schedule "A" - TELECOMMUNICATION ANTENNA SYSTEM SITING PROTOCOLS</u> attached hereto.</p> <p>6. REFERENCES:</p> <p>6.1 FCM's Antenna System Siting Protocol Template.</p> <p>6.2 Industry Canada's Radiocommunication and Broadcasting Antenna Systems Client Procedures Circular (CPC-2-0-03).</p> <p>6.3 Industry Canada's Guide to Assist Land-use Authorities in Developing Antenna Siting Protocols.</p>	

Schedule "A"

TELECOMMUNICATION ANTENNA SYSTEM SITING PROTOCOLS

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1. OBJECTIVES

The Objectives of this Protocol are:

- (1) To establish a siting and consultation process that is harmonized with Industry Canada's *Radiocommunication and Broadcasting Antenna Systems Client Procedures Circular (CPC-2-0-03)* and *Guide to Assist Land-use Authorities in Developing Antenna Siting Protocols* for reviewing land use issues associated with Antenna System siting proposals;
- (2) To set out an objective process, criteria and guidelines that are transparent, consistent and predictable for the evaluation of Antenna System siting proposals that:
 - a) Minimize the number of new antenna sites by encouraging co-location;
 - b) Encourage designs that integrate with the surrounding land use and public realm;
 - c) Establish when local public consultation is required; and
 - d) Allow Industry Canada and the communications industry to identify and resolve any potential land use, siting or design concerns with the County at an early stage in the process.
- (3) To provide an expeditious review process for Antenna System siting proposals;
- (4) To establish a local land use consultation framework that ensures the County and members of the public contribute local knowledge that facilitates and influences the siting – location, development and design (including aesthetics) – of Antenna Systems within the County boundaries;
- (5) To contribute to the orderly development and efficient operation of a reliable, strong radiocommunication network in the County; and
- (6) To provide the County with the information required to satisfy the requirements of Industry Canada regarding local land use consultation, resulting in an informed Letter of Concurrence, Concurrence with conditions, or Non-concurrence from the County to Industry Canada at the end of the process.

2. JURISDICTION AND ROLES

INDUSTRY CANADA: Under the *Radiocommunication Act*, the Minister of Industry has sole jurisdiction over interprovincial and international communication facilities. The final decision to approve and licence the location of Antenna Systems is made only by Industry Canada. In June 2007, Industry Canada issued an update to its *Radiocommunication and Broadcasting Antenna Systems Client Procedures Circular (CPC-2-0-03)* which outlines the process that must be followed by Proponents seeking to install or modify Antenna Systems, effective January 1, 2008. ¹

Industry Canada also requires that Proponents intending to install or modify an Antenna System notify and consult with the County (land use Authority), and the local community within a Prescribed Distance from the proposed structure. Industry Canada also published a *Guide to Assist Land-use Authorities in Developing Antenna Siting Protocols* in January 2008, stating that it “considers that the County’s and local residents’ questions, comments and concerns are important elements to be considered by a Proponent seeking to install, or make modifications to, an antenna system.” The CPC also establishes a dispute resolution process to be used where the Proponent and County have reached an impasse.

ROLE OF THE COUNTY: The ultimate role of the County is to issue a Letter of Concurrence or Non-concurrence to the Proponent and to Industry Canada. The statement considers the land use compatibility of the Antenna System, the responses of the affected residents and the Proponent’s adherence to this Protocol. The County also guides and facilitates the siting process by:

- **Communicating** to Proponents the amenities, sensitivities, planning priorities and other relevant characteristics of the area;
- **Developing the design guidelines** for Antenna Systems contained in Section 6 of this Protocol; and
- **Establishing** a community consultation process, where warranted.

By working with Proponents throughout the siting process, beginning with preliminary notification and the site investigation meeting, the County seeks to facilitate Antenna System installations that are sensitive to the needs of the local community.

ROLE OF THE PROPONENT: Proponents need to strategically locate Antenna Systems to satisfy technical criteria and operational requirements in response to public demand. Throughout the siting process, Proponents must adhere to the antenna siting guidelines in the CPC, including:

- Investigating sharing or using existing infrastructure before proposing new antenna-supporting structures (consistent with CPC-2-0-17 *Conditions of Licence for Mandatory Roaming and Antenna Tower and Site Sharing and to Prohibit Exclusive Site Arrangements*);
- Contacting the County to determine local requirements regarding Antenna Systems; and
- Undertaking public notification and addressing relevant concerns as is required and appropriate.

¹ For additional information regarding Industry Canada’s mandate and the application of its authority in the wireless telecommunications process, please consult Industry Canada’s Spectrum management and Telecommunications Sector at <http://ic.gc.ca/spectrum>.

OTHER FEDERAL LEGISLATION: Proponents additionally must comply with the following federal legislation and/or regulations, where warranted:

- Health Canada’s Safety Code 6 – Limits of Human Exposure to Radiofrequency Electromagnetic Fields in the Frequency range from 3 KHZ to 300 GHz - Safety Code 6 (2009)²
- The *Canadian Environmental Assessment Act*; and
- NAV Canada and Transport Canada’s painting and lighting requirements for aeronautical safety.

² The County does not assess any submission for an Antenna System with respect to health and radiofrequency exposure issues or any other non-placement or non-design related issues. Any questions or comments the public may wish to make regarding health issues related to cell phones, cell towers and radiofrequency exposure guidelines (Safety code 6) should be directed to Health Canada on-line at www.healthcanada.gc.ca and to the Proponent’s representative.

3. DEFINITIONS

ANTENNA SYSTEM: or a telecommunication tower is an exterior transmitting device – or group of devices – used to receive and/or to transmit radiofrequency (RF) signals, microwave signals, or other federally-licensed communications energy transmitted from, or to be received by, other antennas. Antenna Systems include the antenna, and may include a supporting tower, mast or other supporting structure, and an equipment shelter. This protocol most commonly refers to the following two types of Antenna Systems:

1. **Freestanding Antenna System:** a structure (e.g. tower or mast) built from the ground for the expressed purpose of hosting an Antenna System or Antenna Systems;
2. **Building/Structure-Mounted Antenna System:** an Antenna System mounted on an existing structure, which could include a building wall or rooftop, a light standard, water tower, utility pole or other.

COUNTY: means Smoky Lake County, a Municipal Corporation in the Province of Alberta, or the area contained within the boundaries of Smoky Lake County, as the context may require.

CO-LOCATION: the placement of antennas and equipment operated by one or more Proponents on a telecommunication Antenna System operated by a different Proponent, thereby creating a shared facility.

COMMUNITY SENSITIVE LOCATION: land on which the siting of new Antenna Systems is discouraged or requested to be subject to greater consultation than otherwise dictated by the standard protocol. Such locations may be defined in local zoning bylaws, community plans, or statutory plans.

DESIGNATED MUNICIPAL OFFICER (AND HIS OR HER DESIGNATE): the CAO will usually delegate duties under this policy to the County’s Planning & Development staff member(s), who are tasked with receiving, evaluating and processing submissions for Telecommunication Antenna Systems.

HERITAGE STRUCTURES/AREAS: buildings and structures (e.g. monuments) or areas/neighbourhoods receiving a heritage designation by the County.

LETTER OF CONCURRENCE/NON-CONCURRENCE: see Section 9 for details.

MUNICIPAL DEPARTMENTS: branches of the County that administer public services and are operated by county staff.

OTHER AGENCIES: bodies (e.g. boards or commissions) that administer public services but are not operated or staffed by the County.

PRESCRIBED DISTANCE: means a radial distance of 100 metres measured horizontally from the centre of the base of the proposed Freestanding or building/Structure-mounted Antenna System.

PROPONENT: a company or organization proposing to site an Antenna System (including contractors undertaking work for telecommunications carriers) for the purpose of providing commercial or private telecommunications services, exclusive of personal or household users.

RESIDENTIAL AREA: lands used or zoned to permit residential uses, including mixed uses (i.e. where commercial use is permitted at-grade with residential apartments/ condominiums above).

4. EXCLUDED STRUCTURES

This section outlines the criteria for identifying Antenna Systems excluded from the consultation process by Industry Canada, the need to consider local circumstances for all exempt structures, and the process for Proponents to notify and discuss proposed exempt structures with the County. Depending on the type of Antenna System proposed and the proposed system's proximity to discouraged locations (i.e. within the Prescribed Distance from the nearest residential area), structures typically excluded by Industry Canada may be required to follow all or part of the pre-consultation, proposal submission and public consultation identified in this protocol.³

4.1 Exemptions from Antenna System Siting Proposal Review and Public Consultation

For the following types of installations, Proponents are generally excluded by Industry Canada from the requirement to consult with the County and the public, but must still fulfill the general requirements outlined in Section 7 of the CPC:

- (1) New Antenna Systems, including masts, towers or other antenna-supporting structure, with a height of less than **15 metres** above ground level **except where required by the County as per the Smoky Lake County Land Use Bylaw;**
- (2) Maintenance of existing radio apparatus including the Antenna System, transmission line, mast, tower or other antenna-supporting structure;
- (3) Addition or modification of an Antenna System (including improving the structural integrity of its integral mast to facilitate sharing), the transmission line, antenna-supporting structure or other radio apparatus to existing infrastructure, a building, water tower, etc., including additions to rooftops or support pillars, provided:
 - a) the addition or modification does not result in an overall height increase above the existing structure of 25% of the original structure's height;
 - b) the existing Antenna System is at least 15 metres in height⁴; and
 - c) the existing Antenna System has not previously been modified to increase its original height by 25%;⁵
- (4) Maintenance of an Antenna System's painting or lighting in order to comply with transport Canada's requirements; and
- (5) Installation, for a limited duration (typically not more than 3 months), of an Antenna System that is used for a special event, or one that is used to support local, provincial, territorial or national emergency operations during an emergency, and is removed within 3 months after the emergency or special event.⁶

³ In developing the Joint Antenna System Siting Protocol with the Federation of Canadian Municipalities (FCM), the Canadian Wireless Telecommunications Association (CWTA) has agreed that Proponents will follow all or part of the pre-consultation, proposal submission and public consultation requirements for typically exempt Freestanding Antenna Systems and additions to Freestanding Antenna Systems, as long as these requirements are reasonable and consistent with the process identified in this protocol.

⁴ Any modifications or additions to existing Antenna Systems 15 metres or less in height that would extend the height of the existing antenna above 15 metres will be subject to the consultation process as applicable.

⁵ The exemption for modifications or additions that increase the height of the existing system by 25% or less applies only once. Subsequent modifications or additions to the same structure will be subject to the consultation process as applicable.

The CPC also states that: individual circumstances vary with each Antenna System installation and modification, and the exclusion criteria above should be applied in consideration of local circumstances. Consequently, it may be prudent for the Proponents to consult the County and the public even though the proposal meets an exclusion noted above. Therefore, when applying the criteria for exclusion, Proponents should consider such things as:

- the Antenna System's physical dimensions, including the antenna, mast, and tower, compared to the local surroundings;
- the location of the proposed Antenna System on the property and its proximity to neighbouring residents;
- the likelihood of an area being a community-sensitive location; and
- Transport Canada marking and lighting requirements for the proposed structure.

4.2 Notification and Municipal Review of Exempt Antenna Systems

Notwithstanding Industry Canada's exemption criteria for certain Antenna Systems, municipalities should be informed of all new Antenna System installations within their boundaries so they can:

- Be prepared to respond to public inquiries once construction/installation has begun;
- Be aware of site co-location within the County;
- Maintain records to refer to in the event of future modifications and additions; and
- Engage in meaningful dialogue with the Proponent with respect to the appearance of the Antenna System and structure prior to the Proponent investing in full design.

Therefore, Proponents are required to undertake the following steps for **all exempt antenna system installations before commencing construction.**

4.2.1 Building/Structure – Mounted Antenna System

The Proponent will in all cases provide the following information for all new Antenna Systems or modifications to existing Antenna Systems that are mounted to an existing structure, including (but not limited to) a building/rooftop, water tower, utility pole or light standard:

- (1) The location of the Antenna System (address, legal location, name of building, rooftop or wall mounted, etc.);
- (2) Description of proposed screening or stealth design measures with respect to the measures used by existing systems on that site and/or the preferences expressed in Section 6;
- (3) The height of the Antenna System;
- (4) The height of any modifications to existing systems. The County may notify the Proponent of any inconsistency with the preferences and sensitivities expressed in Section 6 and the parties will work towards a mutually agreeable solution.

4.2.2 Freestanding Antenna Systems and Additions to Freestanding Antenna Systems

The Proponent will confirm to the County that the Freestanding Antenna System to be erected, or an addition to an existing Freestanding Antenna System as defined in Section 4.1(3), meets the exclusion criteria in Section 4.1 by providing the following:

- (1) The proposed location, including its address and legal location on the lot or structure;
- (2) A short summary of the proposed Antenna System including a preliminary set of drawings or visual rendering of the proposed system; and
- (3) A description of how the proposal meets one of the Section 4.1 exclusion criteria.

The County will review the documentation and will contact the Proponent where there is a site-specific basis for modifying the exemption criteria based on the preferences and sensitivities expressed in Section 6 of this Protocol. In such cases, the County and the Proponent will work toward a mutually agreeable solution, which may include the County requesting the proposal be subject to all or part of the pre-consultation, proposal submission and public consultation process defined in Sections 5, 7 and 8 of this protocol, as applicable, concluding with a Letter of Concurrence or Non-concurrence.

Proponents should anticipate that the County will request that all proposals for new freestanding antenna systems and additions to existing freestanding antenna systems that are proposed within the Prescribed Distance from the nearest residential area be subject to the pre-consultation, proposal submission and public consultation process. For this reason, Proponents are strongly encouraged to initiate this process before investing in a final design or site.

4.3 Exemptions from Public Consultation Only

In addition to Industry Canada's basic exemptions listed in subsection 4.1, the following types of Antenna Systems are exempt from the public consultation requirement by the County:

- (1) New Antenna Systems which will be located outside the Prescribed Distance (as identified in Section 3) from the nearest Residential Area (includes Communication Tower-Major and Communication Tower-Minor as defined in the County's Land Use Bylaw).
- (2) Notwithstanding subsection (1) above, the County may, on a case-by-case basis, exempt a Proponent from all or part of the consultation requirements under Section 8 of this Protocol.⁷ For example, exemptions may be granted where the proposed location is separated from a residential or Heritage area or structure by an arterial roadway, and/or is buffered by substantial tree cover, topography, or buildings.

4.4 Siting on Municipal Owned Properties

Any request to install an Antenna System on lands owned by the County shall be made to the Chief Administrative Officer for the County, in accordance with municipal policy. The CAO may exercise discretion in bringing forward a proposal to Council for consideration in unique or extenuating circumstances.⁸

⁶ The County may grant, upon request, additional time for the removal of Antenna Systems used for a special event or emergency operation.

⁷ For example, a County may decide to exclude certain proposals from the requirement to hold a public meeting, but not from issuing a public notification to affected property owners/tenants within the Prescribed Distance.

⁸ Existing municipal procedures related to the leasing/selling of municipal-owned land to third parties may necessitate a consultation process irrespective of whether an exemption is provided under this Protocol.

5. PRE-CONSULTATION WITH COUNTY

Pre-consultation is one of the most important elements in the antenna siting process as it generally occurs at a point before the Proponent is committed to a site or design. As a result, it represents the best opportunity to influence the siting decision since the Proponent will more likely become committed to a site once the detailed engineering has been completed. While a discussion of submission requirements is appropriate the proposal will benefit most from early direction on matters of siting and design. Proponents are strongly encouraged to initiate pre-consultation as early as possible in the antenna siting process for exempt and non-exempt structures.

Prior to submitting an Antenna System proposal, including for Freestanding Antenna Systems or additions to Freestanding Antenna Systems as may be required under the Land Use Bylaw, the Proponent will undertake the following preliminary consultations with the County.

5.1 Notification

Proponents will notify the designated municipal officer that locations in the community are being physically assessed for potential Antenna System siting.

5.2 Site Investigation Meeting with County

Prior to submitting an Antenna System siting proposal, the Proponent will initiate a site investigation meeting with the County. The purpose of the site investigation meeting is to:

- identify preliminary issues of concern;
- identify requirements for public consultation (including the need for additional forms of notice and a public information session);
- guide the content of the proposal submission; and
- identify the need for discussions with any municipal departments and other Agencies as deemed necessary by the designated municipal officer.

Where the County has an initial concern with the proposed siting of the proposal, they will make known to the Proponent alternative locations within the Proponent's search area for consideration.

The Proponent will bring the following information to the site investigation meeting⁹:

- (1) The proposed location;
- (2) Potential alternative locations;
- (3) The type and height of the proposed Antenna System;
- (4) Preliminary drawings or visual renderings of the proposed Antenna System superimposed to scale; and
- (5) Documentation regarding the investigation of co-location potentials on existing or proposed Antenna Systems within 500 metres of the subject proposal. If desired by both the Proponent and the County, multiple Antenna System siting proposals may be reviewed at a site investigation meeting.

9 Proponents may prefer to attend the site investigation meeting without some of the required documents – particularly preliminary drawings – if it is waiting on County feedback before settling on a final location, structure height or design. This should be confirmed with the County. Such documents will be required to be provided following the meeting and prior to the County providing the Proponent with the information package.

5.3 Confirmation of Municipal Preference and Requirements

Following the site investigation meeting, municipal staff will provide the Proponent with an information package that includes:

- (1) this Protocol, which outlines the approval process, excluded structures, requirements for public consultation and guidelines regarding site selection, co-location, installation, design and landscaping;
- (2) Proposal submission requirements;
- (3) A list of plans and studies that may be required (i.e. environmental impact statements);
- (4) A list of municipal departments and other Agencies to be consulted; and
- (5) An indication of the County's preferences regarding co-location for the site(s) under discussion.

To expedite the review of the proposal, the Proponent will review this information package before the proposal is submitted so that the interests of municipal departments are considered. The Proponent is encouraged to consult with affected departments as well as the designated municipal officer before submitting the proposal.

6. Development Guidelines

Antenna Systems should be sited and designed to respect local sensitivities and preferences as identified by the County. The County has set out several guidelines under the following criteria for the selection of sites and/or construction of new Antenna Systems:

- **Location, including co-location; and**
- **Development and design Preferences**

The Proponent should review the guidelines identified below as early as possible, and should attempt to resolve any outstanding issues prior to submitting its Antenna System siting proposal and undertaking the public consultation, where required by the County. Because expressed preferences may be location or site-specific, the Proponent is encouraged to discuss the guidelines fully with the County at the site investigation meeting. Proponents are also required to obtain all applicable building permits for additions and/or modifications to existing buildings.

6.1 Location

Co-location: Before submitting a proposal for an Antenna System on a new site, the Proponent must explore the following options:

- Consider sharing an existing Antenna System, modifying or replacing a structure if necessary;
- Locate, analyze and attempt to use any feasible existing infrastructure, including (but not limited to) rooftops, water towers, utility poles or light standards.

Where co-location on an existing Antenna System or structure is not possible, a new Antenna System should be designed with co-location capacity, including in residential Areas when identified as the County's preference. The County recognizes that the objective of promoting co-location and the objective of making Antenna Systems less noticeable may sometimes come into conflict. Nevertheless, the County intends to review each submission on its merits with a view to promoting both objectives and, where necessary, will determine the appropriate balance between them. The Proponent should, in all cases, verify the County's site-specific design preferences during the pre-submission consultation process before investing in a final design or site.

Preferred locations:

When new Antenna Systems must be constructed, **where technically feasible**, the following locations are preferred:

- Areas that maximize the distance from Residential Areas.
- Industrial and commercial areas.
- Mounted on existing Communication Towers.
- Areas that respect public views, vistas, and view corridors of important natural or manmade features.
- Agricultural areas.
- Transportation and utility corridors.
- As near as possible to similarly-scaled structures.
- Institutional uses where appropriate, including, but not limited to, those institutions that require telecommunications technology: emergency services, hospitals, colleges and universities.
- Other non-residential Areas where appropriate.

Discouraged locations:

New Antenna Systems should avoid the following areas:

- Locations directly in front of doors, windows, balconies or residential frontages.
- Ecologically significant natural lands.
- Creek lands and shore lines along water bodies
- Inappropriate sites located within Parks and open Space Areas (except for sites zoned to permit utilities and/or unless designed to interact with the area's character).
- Heritage areas (unless visibly unobtrusive) or on heritage structures unless it forms an integrated part of the structure's overall design (i.e. using stealth structures).
- Pitched roofs.

6.2 Development and Design Preferences

Antenna Systems should be designed in terms of appearance and aesthetics to respect their immediate surroundings (e.g. residential, parkland, Heritage district, etc.), including being unobtrusive and inconspicuous, minimizing visual impact, avoiding disturbance to natural features, and reducing the need for future facilities in the same area, where appropriate. The County's preferred design and development preferences are described below. The County will identify to the Proponent which of the following development and design preferences are encouraged in the proposed location.

Style and Colour:

- The architectural style of the Antenna System should be compatible with the surrounding neighbourhood and adjacent uses (example: monopole near residential Area or lattice-style in industrial areas).
- In all instances the Proponent should mitigate negative visual impacts through the use of appropriate landscaping, screening, stealth design techniques, etc.
- An Antenna System may be designed or combined as a landmark feature to resemble features found in the area, such as a flagpole or clock tower, where appropriate, subject to any zoning approvals required for the landmark feature.
- Towers and communication equipment should have a non-reflective surface.

- Special design treatments should be applied to Antenna Systems proposed to be located within parks and open space areas or on listed Heritage buildings and/or sites to make the system unobtrusive.
- Cable trays should generally not be run up the exterior faces of buildings.
- Antennas that extend above the top of a supporting utility pole or light standard should appear (e.g. in colour, shape and size) to be a natural extension of the pole.

Buffering and Screening:

- Antenna Systems and associated equipment shelters should be attractively designed or screened and concealed from ground level or other public views to mitigate visual impacts. Screening could include using existing vegetation, landscaping, fencing, or other means in order to blend with the built and natural environments.
- A mix of deciduous and coniferous trees is preferred to provide year-round coverage.
- Where adjacent to a principal building, equipment shelters should be constructed of a material similar in appearance to at least one of the materials used in the facades of the principal building and one of the same colours used in the principal building

Structure:

- Single operator loaded towers (i.e., monopoles) are generally unobtrusive and of low impact and may therefore be located near living areas.
- New structures in residential or high-traffic areas should consider multi-use design (street lighting, electric vehicle charging, parking payment terminals, signage, Wi-Fi etc.).
- individual wall-mounted antennas should be fixed as close to the wall as possible and should not project above the height of the wall face they are mounted on, in order to avoid visual clutter, and should be painted to match the wall colour for stealth.
- Facilities located on rooftops should not be visible (to the extent possible) from the street.
- The appropriate type of telecommunication antenna structure for each situation should be selected based upon the goal of making best efforts to blend with the nearby surroundings and minimize the visual aesthetic impacts of the telecommunication antenna structure on the community.
- Pinwheel telecommunication antennas are discouraged.
- The use of guy wires and cables to steady, support or reinforce a tower is discouraged

Height:

- The municipality prefers that Freestanding Antenna Systems be a maximum of 50 metres in height, except in industrial areas.¹⁰
- Height for a Freestanding Antenna System must be measured from grade to the highest point on the structure, including lighting and supporting structures.

¹⁰ The County may require Proponents to take out a newspaper notice for Freestanding Antenna Systems that are more than 30 metres in height, in addition to the public notification requirements listed in Section 8.

Yards, Parking and Access:

- Adequate yards, to be determined on a site-by-site basis, should separate Antenna Systems from adjacent development without unduly affecting the development potential of the lot over the lease period.
- Parking spaces, where provided at each new Antenna System site, should have direct access to a public right-of-way at a private approach that does not unduly interfere with traffic flow or create safety hazards.

Equipment Cabinets in Public Spaces ¹¹:

- Cabinets shall be designed in a manner which integrates them into their surroundings, including use of decorative wraps that are graffiti-resistant.
- Cabinet dimensions shall be as minimal as possible.
- Cables and wires must be concealed or covered.

Signage and Lighting:

- Small owner identification signs up to a maximum of 0.19 square metres (2 square feet) may be posted on Antenna Systems and associated equipment shelters or perimeter fencing.
- Appropriate signage may also be used as part of screening or disguise¹².
- Unless specifically required by Transport Canada and/or NAV Canada, the display of any lighting is discouraged.
- Where Transport Canada and/or NAV Canada requires a structure to be lit, the lighting should be limited to the minimum number of lights and the lowest illumination allowable, and any required strobe lightning should be set to the maximum strobe interval allowed by Transport Canada.
- The lighting of Antenna Systems and associated equipment shelters for security purposes is supportable provided it is shielded from adjacent residential properties, is kept to a minimum number of lights and illumination intensity, where possible, is provided by a motion detector or similar system.

Rooftop Equipment:

- Equipment shelters located on the roof of a building should be set back from the roof edge to the greatest extent possible and painted to match the penthouse/building.

¹¹ This section is intended to apply to mechanical equipment cabinets located in public spaces (e.g. at the bottom of a utility pole) and do not apply to cabinets that are located inside fenced in areas (e.g. in industrial areas or on rooftops).

¹² County Concurrence under this protocol does not include approval for associated signage. Proponents are required to obtain any necessary approvals for signage through the County's Land Use Bylaw.

7. PROPOSAL SUBMISSION

For a proposed Antenna System, except for cases in which consultation is not required as per Section 4.2.1 or the County has not requested consultation as per Section 4.2.2, the Proponent will submit to the County an Antenna System siting proposal and any applicable fees as per Smoky Lake County **Planning and Development Fees Policy 61.11**.

7.1 Proposal Submission Requirements

The Proponent must include the following information when submitting an Antenna System siting proposal:

- (1) A letter or report from the Proponent indicating the need for the proposal, the proposed site, the rationale for site selection, coverage and capacity of existing Antenna Systems in the general area and a summary of opportunities for co-location potentials on existing or proposed Antenna Systems within 500 metres of the subject proposal;
- (2) Visual rendering(s) of the proposed Antenna System superimposed to scale;
- (3) A site plan showing the proposed development situated on the site;
- (4) A map showing the horizontal distance between the property boundary of the proposed site and the nearest property in residential use;
- (5) For Antenna Systems requiring public consultation, a map showing all properties located within the Prescribed Distance from the proposed Antenna System;¹³
- (6) Confirmation of legal ownership of the lands subject to the proposal, or in cases where the proponent is not the landowner, a signed letter of authorization from the registered property owner of the land, their agent, or other person(s) having legal or equitable interest in the land;
- (7) An attestation that the Antenna System will respect Health Canada's Safety code 6 which sets safe radiofrequency emission levels for these devices; and
- (8) Any other documentation as identified by the County following the site investigation meeting.¹⁴
- (9) A determination on the completeness of an application or request for additional information will be provided within twenty (20) working days of receipt of the proposal. Upon receipt of a complete proposal submission, the County will circulate the proposal for review and comment to:
 - i. Affected municipal departments; and
 - ii. Any other affected municipality, if the siting falls within a Prescribed Distance of an Inter- Municipal Development Plan

¹³ The Proponent may request to use the County's mapping system.

¹⁴ For example, in cases where the Proponent commits to a design that includes co-location capacity, the County may require the Proponent to verify that other Proponents in the area have been notified of the potential co-location opportunities.

7.2 Fees

The Proponent may be required to pay a fee per Smoky Lake County **Planning and Development Fees Policy 61.11** as part of the application process. This fee **does not** include any advertising cost that may be required by the County but does include the cost of providing any mailing list identified in section 8.1. The Proponent is responsible for securing applicable applications or permissions from all relevant municipal departments and paying any applicable application fees or charges as required to the County.

8. PUBLIC CONSULTATION PROCESS

If the proposed Antenna System is not exempt from the public consultation process as per the requirements in Section 4, the Proponent will initiate the following public consultation process, including issuing notice, undertaking written consultation, hosting a public information session where required and reviewing the consultation results with the County.

8.1 Notice Recipients

After the Proponent has submitted an Antenna Systems siting proposal, the Proponent will give notice to:

- (1) All affected County residential property owners and residents within 300 radial metres from the centre of the base of the proposed Freestanding or building/Structure-mounted Antenna System;
- (2) Any other affected municipality, if the siting falls within the Prescribed Distance of an Inter-Municipal Development Plan;
- (3) The designated municipal officer; and
- (4) The Industry Canada regional office.

The County will assist the Proponent in compiling a mailing list of addresses of the affected residences within the Prescribed Distance from the proposed Antenna System.¹⁵

8.2 Notice Requirements

The notice will be sent by regular mail or hand delivered, a minimum of 30 days before the public information session (where a public information session is required), and include:

- (1) Information on the location, height, type, design and color of the proposed Antenna System; including a 21 cm x 28 cm (8½" x 11") size copy of the site plan submitted with the application;
- (2) The rationale, including height and location requirements, of the proposed Antenna System;
- (3) The name and contact information of a contact person for the Proponent;
- (4) The name and contact information of the Designated Municipal Officer;
- (5) An attestation that the Antenna System will respect Health Canada's Safety Code 6 which sets safe radio frequency emission levels for these devices;
- (6) The date, time and location of the public information session where required; and
- (7) A deadline date for receipt by the Proponent of public responses to the proposal.
 - i. Where a public information session is required, the deadline date must be no more than five days before the date of the session.

¹⁵ The County may, on case-by-case basis, include in writing specific conditions of Concurrence such as design, screening or co-location commitments.

- ii. Where a public information session is not required, the deadline date must be at least 30 days after the notices are mailed.

The notification shall be sent out in an envelope addressed to the owner and “occupant” and shall clearly show in bold type on the face of the envelope the statement:

“NOTICE FOR RESIDENTS AND RESIDENTIAL PROPERTY OWNERS WITHIN 300 METRES OF A NEW PROPOSED TELECOMMUNICATIONS TOWER. INFORMATION IS ENCLOSED.”

The County may also require the Proponent, based on local conditions such as a high proportion of rental accommodation in the vicinity of the site, to provide such additional forms of notice as deemed necessary. Additional notification requirements will be identified by the County during or following the site investigation meeting. Other forms of notification may include, but are not limited to:

- A large format notice board sign or signs, posted on the site of the proposed Antenna System, that is clearly visible from any roadway abutting the site;
- Publication of the notice in a local newspaper(s); and/or,
- Hand delivery of notices to specified buildings.

8.3 Written Consultation Process

Following the delivery of the notification, the Proponent will allow the public to submit written comments or concerns about the proposal. The Proponent will:

- (1) Provide the public at least 30 days to submit questions, comments or concerns about the proposal;
- (2) Respond to all questions, comments and concerns in a timely manner (no more than 60 days from the date of receipt); and
- (3) Allow the party to reply to the Proponent’s response (providing at least 21 days for public reply comments).
- (4) Keep a record of all correspondence that occurred during the written consultation process. This includes records of any agreements that may have been reached and/or any concerns that remain outstanding.
- (5) Provide a copy of all written correspondence to the County and the regional Industry Canada office.

8.4 Public Information Session

The County may request the Proponent chair a public information session in cases where there is significant public interest in the proposed Antenna System. The type of public meeting to be conducted (open house, drop-in or town hall format) is up to the discretion of the Proponent, however:

- An appropriate date, time and location for the public information session will be determined in consultation with the designated municipal officer.
- The Proponent will make available at the public information session an appropriate visual display of the proposal, including a copy of the site plan submitted with the application and an aerial photograph of the proposed site. The Proponent will provide the County with a package summarizing the results of the public information session containing at a minimum, the following:
 - (1) List of attendees, including names, addresses and phone numbers (where provided voluntarily);
 - (2) Copies of all letters and other written communications received; and
 - (3) A letter of response from the Proponent outlining how all the concerns and issues raised by the public were addressed.

8.5 Post Consultation Review

The County and the Proponent will communicate following completion of the public consultation process (and arrange a meeting at the County’s request) to discuss the results and next steps in the process.

9. LETTER OF CONCURRENCE OR NON-CONCURRENCE

9.1 Concurrence and Concurrence with Conditions

The County will provide a Letter of Concurrence to Industry Canada (copying the Proponent) where the proposal addresses, to the satisfaction of the County, the requirements as set out within this Protocol and the County’s technical requirements, and will include conditions of Concurrence, if required. ¹⁵ The County will issue the Letter of Concurrence within the timeframe established in Section 10.

9.2 Non-Concurrence

The County will provide a Letter of Non-concurrence to Industry Canada (copying the Proponent) if the proposal does not conform to County requirements as set out within this Protocol. The County will also forward to Industry Canada any comments on outstanding issues, including those raised during the public consultation process. The County will issue the Letter of Non-concurrence within the timeframe established in Section 10.

9.3 Rescinding a Concurrence

The County may rescind its Concurrence if following the issuance of a Concurrence, it is determined by the County that the proposal contains a misrepresentation or a failure to disclose all the pertinent information regarding the proposal, or the plans and conditions upon which the Concurrence was issued in writing have not been complied with, and a resolution cannot be reached to correct the issue. In such cases, the County will provide notification in writing to the Proponent and to Industry Canada and will include the reason(s) for the rescinding of its Concurrence.

9.4 Duration of Concurrence

A Concurrence remains in effect for a maximum period of three years from the date it was issued by the County. If construction has not commenced within this time period the Concurrence expires and a new submission and review process, including public consultation as applicable, is necessary prior to any construction occurring.¹⁶ In addition, if construction has not commenced after two years from the date the Concurrence was issued, the County requests that the Proponent send a written notification of an intent to construct to the Designated Municipal Officer once the work to erect the structure is about to start. This notification should be sent 60 days prior to any construction commencing. No further consultation or notification by the Proponent is required.

16 For the purpose of this Protocol, construction will be deemed by the County to have commenced when the preparation of a base for an antenna structure has been physically initiated or an existing structure is about to be altered in any way in preparation of an increase in height to that structure.

9.5 Transfer of Concurrence

Once a Letter of Concurrence has been issued, that Concurrence may be transferred from the original Proponent to another Proponent (known as the current Proponent) without the need for further consultation provided that:

- (1) All information gathered by the original Proponent in support of obtaining the Concurrence from the County is transferred to the current Proponent;
- (2) The structure for which Concurrence was issued to the original Proponent is what the current Proponent builds; and
- (3) Construction of the structure is commenced within the duration of Concurrence period.

10. CONSULTATION PROCESS TIMEFRAME

Consultation with the County is to be completed within 60 days of the proposal being accepted as complete by the County as explained in Section 7 of this Protocol.

Where public consultation is required, consultation with the County and public consultation are both to be completed within 120 days of the proposal being accepted as complete by the County.

The County or Proponent may request an extension to the consultation process timeline. This extension must be mutually agreed on by both parties.

If the consultation process is not completed in 270 days, the Proponent will be responsible for receiving an extension from the County or reinitiating the consultation process to the extent requested by the County.

11. LETTER OF UNDERTAKING

The Proponent may be required, if requested by the County, to provide a letter of undertaking, which may include the following requirements:

- (1) The posting of a security for the construction of any proposed fencing, screening and landscaping;
- (2) A commitment to accommodate other communication providers on the Antenna System, where feasible, subject to the usual commercial terms and Industry Canada conditions of licence for mandatory roaming and Antenna tower and Site Sharing and to Prohibit exclusive Site Arrangements (CPC-2-0-17); and
- (3) All conditions identified in the Letter of Concurrence.

12. REDUNDANT ANTENNA SYSTEM

Municipalities can issue a request to network operators to clarify that a specific Antenna System is still required to support communication network activity. The network operator will respond within 30 days of receiving the request and will provide any available information on the future status or planned decommissioning of the Antenna System.

Where the network operators agree that an Antenna System is redundant, the network operator and County will mutually agree on a timeframe to remove the system and all associated buildings and equipment from the site. Removal will occur no later than 2 years from when the Antenna System was deemed redundant.

Carried.

Bylaw No. 1351-19: Victoria District Area Structure Plan Amendment

857-19: Halisky

That Smoky Lake County **Bylaw No. 1351-19: to amend and revise Bylaw 1305-17 being the Victoria District Area Structure Plan**, be given **FIRST READING**; and proceed with the public participation process.

Carried.

Additions to the Agenda:

Bylaw No. 1355-19: Smoky Lake Region Community Economic Development Officer

858-19: Halisky

That Smoky Lake County **Bylaw No. 1355-19: Smoky Lake Region Community Economic Development Officer**, be given **FIRST READING**.

Carried.

Moved by Councillor Cherniwchan that Smoky Lake County **Bylaw No. 1355-19: Smoky Lake Region Community Economic Development Officer**, be given **SECOND READING**.

Carried.

Moved by Councillor Orichowski that Smoky Lake County **Bylaw No. 1355-19: Smoky Lake Region Community Economic Development Officer**, be given **PERMISSION** for **THIRD AND FINAL READING**.

Carried Unanimously.

Moved by Councillor Gawalko that Smoky Lake County **Bylaw No. 1355-19: Smoky Lake Region Community Economic Development Officer**, 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.

Municipal Energy Manager (MEM) Program

859-19: Halisky

That Smoky Lake County agree, in principal for the Town of Smoky Lake, as managing partner, to make a joint application to the MEM Program for 80% funding, to a maximum in the amount of \$80,000.00, to hire a Municipal Energy Manager, for the purpose of managing energy use, becoming more energy efficient, and reducing greenhouse gas (GHG) emissions in municipal facilities and to develop a work plan that includes generating an energy management plan, assessing energy management practices within the municipality, identifying energy saving opportunities, and leading energy saving and GHG reducing projects.

Carried.

9. Public Question and Answer Period:

11:37 - 11:37 a.m.

No Public Questions.

5. Issues for Information:

Chief Administrative Officer's Report

The Chief Administrative Officer gave an updated report to Council for the period of May 22, 2019 to June 25, 2019:

Legislative/Governance:

- The June 6, 2019 Committee of the Whole meeting recommended that Council take no action on the request from Casey Tchir with regards to a proposed access road for a possible subdivision.

Administrative:

- Council's May 23, 2019, Motion #722-19, commits up to \$35,000.00 from the building reserve to assist the Smoky Lake Legion in their building renovations (with actual amount subject to the amount of the Town's contribution). We have issued a cheque in amount of \$17,500 to help the Legion keep the project going, and have no word yet from the Town on any contribution. We are seeking clarification on the intent of the condition set in motion 722-19, as we won't know what amount to contribute if another draw is required before (or even if) we hear from the Town.
- The online Occupational Knowledge survey was completed on June 18, 2019 as part of the Engineering and Geotech research into municipal staffing trends for professional designations.

Financial:

- No Report.

Human Resources:

- No Report.

Community:

- Received a funding request from Emily and Elizabeth Mahon, and Shiloh Semeniuk for attendance at the NASP World Open Tournament in Nashville in July, 2019.
- Received a request from the Smoky Lake Fire Department for Canada Day Fireworks funding and an invitation to attend the pancake breakfast being held on Canada Day.
- Received correspondence from Aspen View Public Schools as follow up from their engagement meetings with municipal partners.
- Received a request from the Pumpkin Growers Associations for funding towards their 2019 event.

Training:

- No Report.

Council Member Inquiry:

- No report.

Request for Road Access: NE-34-59-13-W4

860-19: Cherniwchan That Smoky Lake County take no action in response to the request from Casey Tchir, Developer, presented during the Question and Answer Period, of the Smoky Lake County Council Meeting dated: May 23, 2019, and as further discussed at the June 6, 2019, Committee of the Whole Meeting, which was in regard to a proposed access road for a possible subdivision of land located on the land legally described as NE-34-59-13-W4 at Bonnie Lake, as there has been no formal Development Permit Application received.

Carried.

Smoky Lake Royal Canadian Legion No. 227

861-19: Halisky That Smoky Lake County acknowledge action taken in providing half of the financial assistance approved in County Council's May 23, 2019 Motion #722-19, payable to the Smoky Lake Royal Canadian Legion No. 227, towards a roof project on the Smoky Lake Legion building which is attached to the County Office and located at 4612 McDougall Drive in Smoky Lake; and approve to release the remaining half of funds in the amount of **\$17,500.00**, for a total contribution of \$35,000.00, as the Town of Smoky Lake may not provide any funds.

Carried.

NASP World Open Tournament in Nashville

862-19: Orichowski That Smoky Lake County provide County pins plus a donation in the amount of **\$400.00 each** to qualifying H.A. Kostash Students: Emily Mahon, Elizabeth Mahon, and Shiloh Semeniuk, for financial assistance to participate in the 2019 National Archery in School Program (NASP) World Open Tournament being held in Nashville on July 25-27, 2019; and, notify the school to inform grant applicants that all funding requests must be accompanied by information in regard other non-county grant(s) applied for and an explanation how the applicant is raising funds.

Carried.

Smoky Lake Fire Department - Canada Day Fireworks

863-19: Halisky That Smoky Lake County Council approve a donation in the amount of \$500.00 to the Smoky Lake Fire Department for the fireworks display scheduled for August 4, 2019; and those who can attend – attend, the Canada Day Pancake Breakfast schedule for July 1, 2019 at the Curling Rink in the Town of Smoky Lake.

Carried.

Aspen View Public Schools

864-19: Cherniwchan That the correspondence received by Smoky Lake County be acknowledged from Aspen View Public Schools, dated June 19, 2019 in regard to Aspen View Public School's Board of Trustees priority to continue engagement with municipal partners, as follow up from their engagement meetings.

Carried.

Smoky Lake Pumpkin Growers Association

865-19: Gawalko That Smoky Lake County reply to the Smoky Lake Pumpkin Growers Association's letter, dated April 24, 2019, in regard to a request for monetary support for the 31st Anniversary Pumpkin Weigh-Off and Fair, indicating Smoky Lake County will continue to provide monetary support for the annual Threshing Bee in the amount of \$1,500.00; and will provide in-kind assistance to the Smoky Lake Pumpkin Growers Association upon request.

Carried.

Financial Update

As annexed to the minutes:

↳ Financial Statement for the Months: **April 2019.**

Action List(s)

↳ Action List(s):

- i. County Council Budget Meeting – May 17, 2019.
- ii. County Council Committee of the Whole – Planning Meeting May 22, 2019.
- iii. County Council Meeting – May 23, 2019.
- iv. County Council Committee of the Whole – Legislation / Planning Meeting – June 6, 2019.

Chief Administrative Officer's Report

866-19: Cherniwchan That the Smoky Lake County Chief Administrative Officer's Report for the period of May 22, 2019 to June 25, 2019, be accepted and filed for information.

Carried.

Meeting Recessed

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

Meeting Reconvened

The meeting reconvened on a call to order by Reeve Craig Lukinuk at 12:57 p.m. in the presence of Council members, the Chief Administrative Officer, Assistant Chief Administrative Officer, Finance Manager, Planning and Development Manager, Planning and Development Assistant, Public Works Manager and Recording Secretary.

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

Brenda Adamson, Finance Manager provided an updated Financial report for the period May 10, 2019 to June 19, 2019.

5-Year Financial Plan

867-19: Halisky That the Smoky Lake County 5-Year Financial Plan for 2019 to 2023, be posted on Social Media and advertised in the County Grapevine for Public Feedback, as part of the Public Participation Process.

Carried.

Property Tax Rolls 23090314 and 23090315

868-19: Lukinuk That Smoky Lake County **take no action** to the written request from the owners of property tax rolls 23090314 and 23090315, dated June 10, 2019 requesting a cancellation of penalties on the said tax roll numbers, as it is the property owners’ responsibility to ensure their notice is received and paid prior to deadlines.

Carried.

2019 Family and Community Support Services (FCSS) Grant

869-19: Lukinuk That Smoky Lake County allocate funding from the 2019 Family and Community Support Services (FCSS) Grant budget in accordance with Policy No. 08-17-01: Family and Community Support Services (FCSS) grant, as follows:

Community Group	Eligibility	Funding
Warspite Community Hall Association	Volunteer & Family Appreciation Night Event.	\$1,500.00

Carried.

2019 Family and Community Support Services (FCSS) Grant

870-19: Cherniwchan That Smoky Lake County allocate funding from the 2019 Family and Community Support Services (FCSS) Grant budget in accordance with Policy No. 08-17-01: Family and Community Support Services (FCSS) grant, as follows:

Community Group	Eligibility	Funding
H.A. Kostash School	Alberta Student Leadership Conference.	\$2,500.00

Carried.

871-19: Cherniwchan That the Smoky Lake County bring forward Smoky Lake County Policy Statement No. the 08-15: Fees and Charges to the next Policy Committee meeting.

Carried.

Finance Manager’s Report

872-19: Halisky That the Smoky Lake County Financial Report prepared by Brenda Adamson, Finance Manager for the period May 10, 2019 to June 19, 2019, be accepted for information.

Carried.

5. Issues for Information:

Reeve’s Report:

Reeve Craig Lukinuk presented the following written report:



Reeve’s Report
For May 18, 2019 to June 18, 2019

May 21, 2019 – Policy Committee Meeting held in County Council Chambers: (All Council)

- Recommended adopting Policy Statement No. 15-04-01: Drug and Alcohol at a future Council Meeting and forward it to the IUOE Local 955 and CUPE Local 4575 for information.
- Recommended First Reading be given to Bylaw No. 1344-19: Regulating and Confinement of Dogs, and Bylaw No. 1342-19: Noise Bylaw, at the May 23, 2019 Council Meeting.
- Recommended adopting Policy Statement No. 61-22-01: Telecommunications, at a future County Council Meeting.
- Deferred Policy Statement No. 03-14-11: Haul Road Agreement, to the next Policy Committee Meeting allowing time for further research to be brought forward.
- Discussed reviewing the fire permit forms to address burning barrels and off-road vehicles.
- Reviewed of Bylaw No. 1306-17: Aggregate Extraction Business License, and it will remain in force, as is, at this time.

May 22, 2019 – Committee of the Whole Meeting held in County Council Chambers: (All Council)

- Recommended Administration research relevant surrounding municipalities’ encroachment agreements and Environmental Reserve Use protocol to develop an Environmental Reserve Use Bylaw.

May 23, 2019 – County Council Meeting held in County Council Chambers: (All Council)

- Gave Third and Final Reading to Bylaw 1345-19: Development Authority, to establish the Development Authority for Smoky Lake County.
- Gave Third and Final Reading to Bylaw 1346-19: Municipal Planning Commission (MPC), to establish the Municipal Planning Commission for Smoky Lake County.
- Appointed All Council as members to the Municipal Planning Commission (MPC), Development Authority, as required by Bylaw No. 1346-19.
- Gave Third and Final Reading to Bylaw 1347-19: Subdivision and Development Appeal Board (SDAB), to establish the Subdivision and Development Appeal Board for Smoky Lake County.
- Gave First Reading to Bylaw No. 1348-19: to Amend the Land Use Bylaw 1272-14 for the purposes of Telecommunication; and scheduled a Public Hearing, for June 27, 2018.
- Amended Policy Statement No: 01-15-04: Special Occasion Recognition.
- Accepted National Hall, in the Town of Smoky Lake as an Additional Named Insured.
- Adopted Policy Statement No. 02-26-01: Peace Officer Communication System.
- Adopted Policy Statement No. 02-19-01: Peace Officer Known Risk Policy.
- Gave First Reading to Bylaw No. 1344-19: Regulating and Confinement of Dogs, and Bylaw No. 1342-19: Noise Bylaw, and advertised an invitation for Public Participation for the June 27, 2019 Public Hearing on the bylaws.
- Gave Third and Final Reading to Bylaw 349-19: 2019 Tax Rate.
- Agreed to provide in-kind assistance to the Smoky Lake Agricultural Society with manpower and equipment for tree trimming services in Year-2019 at their RV Park.
- Agreed to provide up to \$35,000.00 to the Smoky Lake Royal Canadian Legion No. 227 for their new roof project.
- Announced the winners of the Agricultural Services Poster Contest, Year-2019 theme “From the Ground Up”.
- Approved execution of the 2019-2020 Acknowledgement of Consultation from the Smoky Lake RCMP Detachment “K” Division’s for their Community Priority Issues.
- Adopted Policy Statement No. 61-18-02: Regional Community Development Committee (RCDC): Community Economic Development Officer (CEDO) – Reporting Structure.
- Agree to support “Lemonade Day 2019”: a free community-wide, educational initiative designed to teach children how to start, own and operate their own business – a lemonade stand.
- Agreed to pursue establishing a mutual cooperative strategy meeting or meetings in regard to gaining full-coverage cellular towers in the communities of Smoky Lake County, Buffalo Lake Métis Settlement and Lac La Biche County.

May 24, 2019 –Metis Nation of Alberta:

- Presentation and review on the development of Metis Crossing with the completion of the Cultural Centre which is considered Phase 1 to be completed by mid November of this year.
- Reviewed the Ten-Year Business Plan and Phase 2 for Year-2020.
- Discussion on their proposed solar farm.
- Exploring the Metis tourism industry in Alberta.

May 25, 2019 – Northern Lights Library Executive Meeting:

- Lloydminster is in discussions with NLLS to join.
- Motioned to review Terms of Reference on all Committees.

May 25, 2019 – Northern Lights Library Board Meeting (NLLS):

- Mission Statement: Working together to provide efficient, effective and exceptional library services.
- Vicky Lefebure is the new Board Chair.
- Craig Lukinuk Re-elected as Executive for Zone 1.
- Discussed the Smoky Lake Library’s 75 years of Service.
- PLSB report update on Web Site.
- Received the Library Managers Council Report from Jodi Dahlgren, the ALTA Report, and Financial Update.

May 29 to June 3, 2019 – Federation of Canadian Municipalities (FCM) Annual Conference & Trade Show held in Quebec (Craig, Randy, Lorne)

- Tour of ILE D’Orleans to learn from their tourism district’s success.
- Participated in the Blanket Exercise Reconciliation through learning.
- Attended the Regional Meeting, Study Tours, Resolutions Plenary and Annual General Meeting.
- Political Keynote Speakers, Justin Trudeau, Andrew Sheer, Jagmeet Singh, and Elizabeth May.

June 5, 2019 – Community Economic Development Officer (CEDO) Interviews held at the County Office: (Craig & Lorne)

- Conducted interviews.

June 6, 2019 – Committee of the Whole Meeting held in County Council Chambers: (All Council)

- Held in-depth discussion in regard to: a proposed access road for a proposed subdivision at Bonnie Lake, JMB Crushing Systems ULC securities, and Policy Statement No. 01-03-25: Organizational Chart, which will all be brought forward to the June 27, 2019 Council Meeting.
- Deferred further discussion of Bylaw No. 1352-19: Environmental Reserve, until further research.

June 6, 2019 – Municipal Planning Commission Meeting held in County Council Chambers: (All Council)

- Acclaimed Lorne Halisky as Chairperson and Randy Orichowski as Vice-Chairperson of the MPC.
- Approve Development Permit No. 014-19: for seven (7) Freestanding Informational Signs along Victoria Trail.

June 7, 2019 – Farmer’s Appreciation Day BBQ held in Vilna (All Council):

- Attended the Annual Event to meet and greet our Farmers to show our appreciation for who they are and what they do for our County and Country.

June 10, 2019 – North East Muni-Corr Ltd. Meeting held in St. Paul: (Craig & Johnny)

- Beaver River Trestle is paving their parking lot.
- Discussed Municipal Fire Bans in relation if the trail should be closed to all ATV’s during fire bans.
- 28/63 Plow proposal to re-root pipe in some areas between Smoky Lake and Bellis.
- Discussed the MD of Bonnyville Trail Development.
- Received the Alberta Iron Horse Trail Report and Controllers Report.
- Discussed Detour Signs to be in place for ATV’s while 28/63 Water for Life is installed.

June 11, 2019 – County Fire Protective Meeting held in County Council Chambers: (All Council)

- Approved a qualified employee to operate a drone and use drone technology, in the event of an emergency.
- Received an update on the Year-2019 Junior Fire Summer Day Camp.

June 11, 2019 – County Environmental Operations Meeting held in County Council Chambers: (All Council)

- Approved to continue to support the advocacy efforts of the Coalition of Municipalities for this region in raising concerns about Bill C-48: Oil Tanker Moratorium Act and Bill-69: Impact Assessment Act.
- Approved to encourage the Honourable Members of the Senate of Canada to defeat Bill C-48: Oil Tanker Moratorium Act, and to defeat Bill C-69: Impact Assessment Act, if it returns to the Senate without the amendments originally passed.
- Agree to enter into a Memorandum of Agreement with the Raubenheimer Medical Clinic to providing funding in preparation for a fourth Doctor in Smoky Lake.
- Approved to install “No Scavenging” signs at all County Landfills and Transfer Stations, due to liability issues; and to encourage the “take or leave it” shed.
- Approved to advertise a request for an Expression of Interest for the purpose of Waste Collection and Disposal within Smoky Lake County.
- Expressed interest in establishing the collection and recycling of agricultural chemical containers at the Waskatenau Waste Transfer Site.

- June 11, 2019 – County Natural Gas Meeting held in County Council Chambers: (All Council)
- Received the Natural Gas Rates for May 2019 and June 2019.
 - Received the Gas Alberta Inc. interim report for March-2019.
- June 11, 2019 – County Agricultural Service Board Meeting held in County Council Chambers: (All Council)
- Agreed submit a letter to the Minister of Agriculture and Forestry: Devin Dreesen, in support of Clearwater County's initiative in lobbying the Provincial Government to commit to improve the agricultural information resources available on the provincial website.
- June 12, 2019 - HAK School Stakeholders Meeting held in County Council Chambers: (Craig, Johnny, Lorne)
- A collaborative discussion with representatives from Aspen View Public Schools, Town of Smoky Lake, Village of Vilna, and Village of Waskatenau was held in regard to the replacement of HAK School in Smoky Lake for the purpose of unity in the event a replacement school is announced.
- June 12, 2019 – Library 75th Celebration (Craig, Johnny, Lorne):
- Attended the event and presented a Certificate on behalf of the County showing our appreciation for 75 Years of Library Service in our Community.
- June 13, 2019 – Pumpkin Patch Day Care:
- Introduced to Our New Program Director: Tennille Garton.
 - Discussed wage increases for employees which have completed courses.
 - \$5,000 Grant from Pembina.
 - Part time fees/Summer Out of Scope fees will increase to \$40.
 - Open Position available to members for the Board of Directors.
 - Received the Financial Report.
 - Discussed Food Safety training so the daycare can make and provide their own snacks to the children to save money.
 - The Co-operative memberships are at 39.
 - There are: 39 co-operative membership, 48 registered children, 2 drop-in children, 5 paid employees and 1 unpaid volunteer.
- June 17, 2019 – Community Economic Development Officer (CEDO) Interviews held at the County Office: (Craig & Lorne)
- Conducted follow-up (2nd) interviews.

Sincerely,

Craig Lukinuk,
Smoky Lake County Reeve

H.A. Kostash Stakeholders Letter of Support

873-19: Orichowski

That Smoky Lake County acknowledge and approve action taken in providing a letter to the Honourable Jason Kenney, Premier of Alberta, jointly signed by Smoky Lake County, Town of Smoky Lake, Village of Vilna, Village Waskatenau and Aspen View Public Schools, dated June 12, 2019, in regard collaboration towards a new H. A. Kostash School in Smoky Lake.

Carried.

Reeve's Report

874-19: Gawalko

That the Smoky Lake County Reeve's Report received for May 18, 2019 to June 18, 2019, be accepted and filed for information.

Carried.

Dave Kully, Public Works Shop Foreman, entered Council Chambers, time 1:27 p.m.

Manager's Reports:

Public Works Manager

Waskatenau Ditch Clearing

875-19: Orichowski

That Smoky Lake County agree to complete the County's portion of the project: Drainage Ditch Clearing south of the Village of Waskatenau, running east and west, leading to the land legally described as SW-16-59-19-4; Plan 0923870, Block 1, Lot 1, in respect to the May 23, 2019 County Council Motion #729-19; and notify the Village of Waskatenau of same.

Carried.

Range Road 193A Erosions and Drainage Assessment

876-19: Orichowski

That Smoky Lake County acknowledge receipt of Associated Engineering Ltd.'s proposal number PRP-2019.199, dated May 8, 2019, for engineering services related to Range Road 193A Erosion Assessment and retain the document for future reference.

Carried.

Ed English, Parks and Recreation Manager, entered Council Chambers, time 1:39 p.m.

One member of the Public entered Council Chambers, time 1:43 p.m.

Historical Ferry Landing Plaques

877-19: Halisky That Smoky Lake County request the Smoky Lake County Regional Heritage Board research the cost of producing historic informational signs for the Pakan Ferry Landing and Waskatenau Ferry Landing, and forward their findings to Council for consideration.

Carried.

North Saskatchewan River Emergency Access

878-19: Orichowski That Smoky Lake County estimate the cost of completing the North Saskatchewan River Emergency Access at Warspite and Waskatenau and proceed with construction, subject to it being within the remaining budget of \$9,500.00 from the \$25,000.00 allotted to Pakan Ferry Access and subject to Public Works availability.

Carried.

Redwater Review Media left Council Chambers, time 2:03 p.m.

Public Works Shop Foreman

Fuel Purchasing Research

879-19: Halisky That Smoky Lake County Council acknowledge receipt of the Public Works Shop Foreman's research findings on the cost comparison of fueling County vehicles at privately owned fuel stations versus County owned tidy tanks; as requested in May 23, 2019, Council Motion #725-19; and pursue a discounted fuelrate with Crossroads Pit Stop Ltd. located near the intersection of Highway 28 and Highway 857.

Carried.

Safety Officer

Public Works Shop Yard Electronic Gate Purchase

880-19: Gawalko That Smoky Lake County defer discussion on purchasing a Public Works Shop Yard electronic gate for the purpose of deterring criminal activity at the west entrance; and the Safety Officer bring forward three (3) quotes for the purchase and installation of the said gate to the Smoky Lake County Departmental Meeting scheduled for July 19, 2019.

Carried.

Parks and Recreation Manager

North Saskatchewan Emergency River Access Plan - Pakan

881-19: Halisky That Smoky Lake County Council acknowledge the update as provided by Ed English, Parks and Recreation Manager/Peace Officer, in respect to the County's 2018-2020 Strategic Priorities: North Saskatchewan Emergency River Access Plan and the partially completed project, at a cost in the amount \$15,935.66, for a gravel base on the land legally described as NW 12-58-17-W4 at the junction of Range Road 171A south of Victoria Trail commonly known as Pakan Ferry Crossing.

Carried.

Dave Kully, Public Works Shop Foreman and Ed English, Parks and Recreation Manager/Peace Officer left Council Chambers, time 2:28 p.m.

Planning and Development Manager

Schedule a Committee of the Whole for the Purpose of Planning

882-19: Halisky That a Smoky Lake County Council **Committee of the Whole for the Purpose of Planning Meeting** be scheduled for **Wednesday, July 17, 2019 at 1:00 p.m.**, to be held in County Council Chambers.

Carried.

Schedule a Municipal Planning Commission Meeting

883-19: Cherniwchan That a Smoky Lake County **Municipal Planning Commission Meeting** be scheduled for **Wednesday, July 24, 2019 at 10:00 a.m.**, to be held in County Council Chambers.

Carried.

Development Permit Application DP-032-19/DP-039-19

884-19: Cherniwchan That Smoky Lake County defer collecting the Development Permit Fees in the amount of \$300.00 for Development Permit Application: DP-032-19/DP-039-19 which proposes the establishment of a Bed and Breakfast, for a maximum of ninety (90 days) upon permit approval.

Carried.

Mons Lake Bank Stabilization and Shoreline Restoration Project

885-19: Halisky That Smoky Lake County acknowledge receipt of the letter from Lyne Dube, Regional manager, Funding Programs, West & North Region, Environment and Climate Change Canada (ECCC), dated June 13, 2019 in regard to funding approval of the EDF-AB-2019b019: Mons Lake Shoreline Restoration Project, through the ECCC's Environmental Damages Fund, in the amount up to \$115,000.00 payable over 17 months; and approve to enter into negotiations prior to August 12, 2019.

Carried.

Subdivision and Development Appeal Board (SDAB)

886-19: Cherniwchan That Smoky Lake County remove all Council from the Subdivision and Development Appeal Board (SDAB) in accordance with Smoky Lake County Bylaw No. 1347-19: Subdivision and Development Appeal Board (SDAB).

Carried.

Canadian Experience Fund

887-19: Orichowski That Smoky Lake County approve action taken by the Planning and Development Officer, Jordan Ruegg, in submitting a proposal to the Canadian Experiences Fund (CEF) for the Project Titled: **Economic Development Strategy for the Victoria District**, towards the total project cost in the amount of \$302,000.00, with a project completion deadline of March 31, 2021; and further agree to abide by the terms of the Conditional Grant Agreement governing the purpose and use of the grant funds.

Carried.

Schedule a Committee of the Whole for the Purpose of Planning

888-19: Halisky That a Smoky Lake County Council **Committee of the Whole for the purpose of Planning** (Victoria District Economic Development Strategy) Meeting, be scheduled for **Monday, August 26, 2019 at 10:00 a.m.**, to be held in County Council Chambers.

Carried.

Manager's Reports

889-19: Cherniwchan That the Manager's Reports received for the period between May 23, 2019 to June 20, 2019 from: Doug Ponich, Public Works Manager; Bob Novosiwsky, Public Works Road Foreman; Dave Kully, Public Works Shop Foreman; Ed English, Parks and Recreation Manager/Peace Officer; Jordan Ruegg, Planning and Development Manager; and Trevor Tychkowsky, Safety Officer, be accepted and filed for information.

Carried.

Adam Kozakiewicz, Chief Administrative Officer, Town of Smoky Lake, and a potential new physician for the region: Doctor Marion Hatting alongside her Aunt, entered Council Chambers, time 3:08 p.m.,

in regard to a formal introduction prior to the Meet and Greet scheduled for Thursday, June 27, 2019 at 6:00 p.m. at the Smoky Lake Golf Clubhouse.

Wild Boar Update

890-19: Cherniwchan

That Smoky Lake County advertise a warning of wild boar sightings on Social Media and in the Grapevine as a caution to residents due to the aggressiveness of the animals and with respect to Smoky Lake County Bylaw No. 1307-17: Prohibited Animals.

Carried.

Training Events – Reports

891-19: Orichowski

That Smoky Lake County Council acknowledge receipt of the Reports produced in accordance with Management Policy No. 01-M-41: Reporting on Training Events, received from:

Administration

- 2019 Rural Municipalities of Alberta (RMA) Spring Convention March 18-20, 2019, attended by: Lydia Cielin, Assistant Chief Administrative Officer.
- Authentic Leadership Practice, May 22, 2019 held in Banff – attended by: Cory Ollikka, Chief Administrative Officer.

Finance

- Navigating Conflicts, Complaints, and Harassment, SLGM Conference, May 14-16, 2019 held in Kananaskis – attended by: Brenda Adamson, Finance Manager.
- Government Finance Officers Association of Alberta Conference, June 3-6, 2019, held in Edmonton – attended by: Brenda Adamson, Finance Manager.

Carried.

5. Issues for Information:

Committee Task Forces and Boards: Reports

Alberta CARE (Alberta Coordinated Action for Recycling Enterprises)

- Next meeting is scheduled for July 26, 2019 in Nisku.

8. Executive Session

Corridor Communications Inc. (CCI) Wireless

Doctor Recruitment and Retention

- Meeting held on June 25, 2019 and Doctor Laurens was in attendance.
- Alicia Fox has accepted the position as the new Rural Community Consultant & Program Coordinator for RhPAP (NE Zone), replacing Kim Fleming.

Adam Kozakiewicz, Chief Administrative Officer, Town of Smoky Lake, Doctor Marion Hatting and her Aunt, left Council Chambers, time 3:15 p.m.

Evergreen Regional Waste Management Services Commission

- Meeting held on June 20, 2019.
- The lease/operating agreement was presented to the board with some concerns and will be negotiated.
- The harassment policy is now in place.
- Indigenous Service Canada is considering partnering for the purpose of landfill services.

- Construction of a new inner waste cell is required.
- Tribal Chiefs' Annual Business Networking Golf Tournament is scheduled for September 6, 2019 at Dorchester Ranch Resort, Westeros, Alberta.
- Next meeting is scheduled for July 16, 2019 at 10:00 a.m.

Family Community Support Services Committee

- No report.

Fire and Rescue Liaison Committee

- Smoky Lake
 - No Report.
- Vilna
 - Attended the Fire Chief's Convention at the end of May, 2019.
- Waskatenau
 - Had a well-attended extrication training event.

Government Liaison Committee

- Addressed in the Reeve's Report.

Rural Municipalities of Alberta - RMA District 5 Meeting.

892-19: Halisky

That Smoky Lake County approve to host the Rural Municipalities of Alberta - RMA District 5 Meeting scheduled for September 27, 2019 in the National Hall, 107 Willow Creek Street, Smoky Lake; and approve Council and relevant Staff who can attend – attend the said event, in response to the email received from Trudy Shukalak, Legislative Services Coordinator, Minburn County, dated June 10, 2019.

Carried.

Highway 28/63 Regional Water Services Commission

- Meeting held on June 13, 2019.
- Working on land agent work for construction Right of Way agreements.
- Technical meeting held on June 25, 2019 in regard to government leases land access.
- Next meeting is scheduled for August 28, 2019.

Joint Health and Safety Committee

- Meeting Minutes included:
 - Minutes: May 22, 2019.
- Meeting held June 19, 2019.
- Adopted Safety Policy Statement Numbers:
 - 03-01-02: Hazard Assessment Directive,
 - 03-02-02: Hazard Identification and Assessment,
 - 03-03-02: Hazard Assessment Check List,
 - 03-04-02: Job Safety Assessment (JSA).
- Next meeting is scheduled for July 17, 2019.

Municipal Planning Commission

- Addressed in the Reeve's Report.
- Next meeting is scheduled for July 24, 2019 at 10:00 a.m.

Northeast Alberta Information HUB

- Annual General Meeting being held today, June 27, 2019 – unable to attend.

North East Muni-Corr. Ltd.

- Addressed in the Reeve's Report and agenda package:
 - Chequing Account/Controllers Report: May 31, 2019, Minutes of May 13, 2019 and Special Meeting Minutes of May 16, 2019.
- Next Meeting is scheduled for July 8, 2019.

Northern Lights Library Board

- Addressed in the Reeve's Report.

Policy Committee

- None scheduled.

R.C.M.P. Liaison Committee

- Next Meeting is scheduled for September 11, 2019.

Redwater-Smoky Lake Victim Services Unit, 2019 Annual Charity Golf Tournament

893-19: Halisky

That Smoky Lake County sponsor the Redwater-Smoky Lake Victim Services Unit, 2019 Annual Charity Golf Tournament scheduled for July 14, 2019 to be held at the Smoky Lake Town & Country Golf Course, by providing funds in the amount of \$185.00 to sponsor a hole, plus Smoky Lake County promotional items for prizes valued in the amount of \$65.00, for a total value in the amount of \$250.00.

Carried.

Regional Community Development Committee (RCDC)

- Addressed in the Reeve's Report.
- Meeting held on June 25, 2019.

Regional Emergency Management Advisory Committee

- Next meeting is scheduled for September 11, 2019 at 1:00 p.m.

Risk-Pro Control Management Committee

Added Named Insured: Minutes:

- Friends of the Vilna Pool Hall
 - a. Minutes: February 18, 2019.
 - b. Minutes: March 13, 2019.

Smoky Lake Community Daycare Co-operative Steering Committee

- Address in the Reeve's Report and agenda package: Minutes of June 13, 2019.

Smoky Lake Foundation

- Meeting held on June 18, 2019.
- The Smoky Lake Foundation's Chief Administrative Officer's contract expires end of July, 2019.
- Dealing with the air movement deficiency in the new building and will be replacing the patio doors to include screens as per code.
- Next meeting is scheduled for July 17, 2019 at 9:00 a.m.

Smoky Lake Region Fire and Rescue Committee

- Next meeting is scheduled for September 11, 2019 at 1:00 p.m.

Smoky Lake Heritage Board

- Next meeting is scheduled for July 9, 2019 at 2:00 p.m.

Joint Municipalities Meeting

- Meeting held on June 24, 2019.
- New MLA Glenn van Dijken attended and requested our top three priorities.

Smoky Lake Agricultural Society

- Hosting the Smoky Lake Demolition Derby scheduled for August 5, 2019.

Intermunicipal Development

- Address in the Reeve's Report.
- Intermunicipal Collaboration Framework Committee meeting scheduled for July 10, 2019 in and with Thorhild County.

Committee, Task Force and Board Reports

894-19: Orichowski That the Smoky Lake County Committee, Task Force and Board Reports presented by Councillors as of June 27, 2019, be accepted for information.

Carried.

Bellis Board of Trade Meeting & Vilna / Bellis Citizens on Patrol

895-19: Gawalko That Smoky Lake County approve action taken in Councillor Lorne Halisky in attending the Bellis Board of Trade Meeting held on June 10, 2019 and the Vilna & Bellis Citizens on Patrol (COP) Meeting held on June 13, 2019, both within the Hamlet of Bellis.

Carried.

6. Correspondence:

RMA (Rural Municipalities of Alberta)

896-19: Halisky That the correspondence received by Smoky Lake County from the RMA (Rural Municipalities of Alberta), be filed for information:

- a. Contact Newsletter: May 24, 2019,
- b. Contact Newsletter: May 31, 2019,
- c. Contact Newsletter: June 7, 2019,
- d. Contact Newsletter: June 14, 2019.

Carried.

RMA (Rural Municipalities of Alberta): Red Tape Reduction Act

897-19: Cherniwchan That Smoky Lake County administration provide Councils formal position in response to the email received from Tasha Blumenthal, MBA, Director of External Relations and Advocacy, Rural Municipalities of Alberta, dated June 14, 2019, in regard to a request for input on the Red Tape Reduction Act, which is an act to decrease the regulatory burden in Alberta.

Carried.

Aspen View Public School Division #78

898-19: Gawalko That the newsletter received by Smoky Lake County from Aspen View Public School Division #78, titled: Aspen View Board Highlights, dated May 16, 2019, be filed for information.

Carried.

Coalition of Canadian Municipalities for Energy Action

899-19: Halisky That Smoky Lake County acknowledge receipt of the letter received from Bart Guyon, Reeve, Brazeau County, dated May 23, 2019, in regard to thanking Smoky Lake County for efforts and support towards the Coalition of Canadian Municipalities for Energy Action.

Carried.

Alberta Recreation and Parks Association,

900-19: Cherniwchan That the correspondence received by Smoky Lake County from Heather Cowie, President, Alberta Recreation and Parks Association (ARPA), dated May 23, 2019, in regard to the 2019 ARPA Conference and Energize Workshop & ATRA (Alberta Therapeutic Recreation Association) Symposium "Growing Recreation Together" scheduled for October 24-26, 2019, to be held at the Fairmont Chateau Lake Louise, be filed for information.

Carried.

Métis Crossing

901-19: Halisky

That Smoky Lake County Council approve action taken by the Chief Administrative Officer in providing a letter of support to Métis Crossing for their application to the Canadian Experiences Fund (CEF) towards their ambitious, multi-million-dollar project of a Cultural Gathering Centre along with the development of a “Métis Farm, and Forest, to Table Culinary Experience”.

Carried.

National Drowning Prevention Week Proclamation

902-19: Cherniwchan

That Smoky Lake County proclaim July 21-27, 2019 as National Drowning Prevention Week and advertise on social media, in response to the letter received from Kelly Carter, Executive Director, Lifesaving Society, dated June 4, 2019.

Carried.

Ukrainian Canadian Congress

903-19: Gawalko

That the e-Bulletin received by Smoky Lake County from the Ukrainian Canadian Congress – Alberta Provincial Council, dated May 18, 2019, be filed for information.

Carried.

Town of Redwater

904-19: Orichowski

That the invitation received by Smoky Lake County from Shae-Lynne Onufrichuk, Summer Program Coordinator, Town of Redwater, dated June 3, 2019, to the Redwater Discovery Days 2019 Parade, scheduled for August 17, 2019, be filed for information as it conflicts with the Village of Vilna Parade.

Carried.

Pioneer Bible Camp

905-19: Orichowski

That Smoky Lake County Council approve action taken in providing 35.33 tonne of gravel and in-kind assistance to repair the private road that leads to the Pioneer Bible Camp, as per letter request from Stuart Barth, Board Chairman, Pioneer Bible Camp, dated June 3, 2019.

Carried.

Vilna and District Agricultural Society

906-19: Cherniwchan

That Smoky Lake County donate in the amount of **\$30,000.00** to the Vilna and District Agricultural Society for repairs to the Vilna and District Agricultural Society Curling Arena Roof, funded from the 2019 Contingency, in response to the letter request from Charlie Leskiw, President, Vilna and District Agricultural Society, dated June 10, 2019.

Carried.

Smoky Lake County Main Office Building Assessment

907-19: Halisky

That Smoky Lake County bring forward the 2019 Smoky Lake County Main Officer Building Assessment report prepared by Associated Engineering Ltd., to the next County Council Meeting for discussion.

Carried.

Alberta Justice and Solicitor General

908-19: Halisky

That Smoky Lake County acknowledge receipt of the Peace Officer Program Audit Report dated April 15, 2019 and the accompanying cover letter from Sean Bonneteau, Director, Policing Standards and Audits, Law Enforcement Oversight Branch, Alberta Justice and Solicitor General, dated May 27, 2019; and commit to implementing the recommendations:

1. That the authorized employer draft and maintain a Traffic Safety Enforcement Plan.
2. The Authorized employer must ensure investigative file are generated by the peace officer which indicate a sequential file number unique to each investigation and include the complainant's name and contact information, date of occurrence with details and disposition of the investigation, both sides of all violation tickets and adequate notes and documents to ensure successful prosecution of files.
3. That the authorized employers maintain a Memorandum of Understanding with the police service of jurisdiction that meets the requirements of the Peace Officer (ministerial) Regulation.
4. That the authorized employer updated its' exhibit handing process to include appropriate tracking, storage and disposal of seized exhibits.

by the deadline of July 31, 2019 to be in full compliance with the Peace Officer Act, the Peace Officer (Ministerial) Regulation, Peace Officer Regulation and the Peace Officer Program Policy and Procedures Manual.

Carried.

Alberta Ombudsman Office

909-19: Gawalko

That Smoky Lake County provide support to the Alberta Ombudsman Office through promoting their website and information on social media for public awareness and education, in response to the letter received from Marianne Ryan, Alberta Ombudsman, dated June 14, 2019.

Carried.

Town of Smoky Lake

910-19: Halisky

That Smoky Lake County provide, as part of municipal cooperation, in kind assistance to the Town of Smoky Lake of equipment, manpower and material to create a road base in preparation of paving approximately 1,100 square meters of Harvest Gold Drive at an estimated cost in the amount of \$4,475.00, in response to the letter received from Adam Kozakiewicz, Chief Administrative Officer, Town of Smoky Lake, dated June 13, 2019.

Carried.

2019 Parades

911-19: Lukinuk

That Smoky Lake County prepare a parade float with the Town of Smoky Lake's 2019 Parade Theme: "Honouring Our Veterans" in respect to the 75th Anniversary of D-Day and Battle of Normandy; and participate and enter the parade float in the 2019 parades scheduled for the Town of Smoky Lake, Village of Vilna and Village of Waskatenau.

Carried.

Thank You: Summary Listing

Smoky Lake County "Thank You" correspondence for the Month of June, 2019: None received.

Information Releases

912-19: Cherniwchan

That the Smoky Lake County "Information Released" calendar for June 2019, be filed for information.

Carried.

Smoky Lake Agricultural Society

913-19: Orichowski That Smoky Lake County provide a Bronze Sponsorship in the amount of \$250.00 to the Smoky Lake Agricultural Society, for the 2019 Annual Demo Derby scheduled for August 5, 2019, in response to the letter request from the 2019 Demo Derby Sponsorship Committee, dated June 12, 2019.

Carried.

7. Delegation:

No Delegation.

8. Executive Session:

No Executive Session.

10. Bills & Accounts:

914-19: 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 27th, 2019

Batch #	Cheque Numbers	Total of Batch
45601	47477 to 47509	\$209,411.69
45654	47510 to 47543	\$80,510.95
45657	47544 to 47555	\$233,643.36
45719	47556 to 47578	\$183,382.29
45766	47579 to 47587	\$12,628.13
45821	47588 to 47676	\$8,676.76
45843	47577 to 47723	\$136,741.43
45922	47724 to 47755	\$95,317.77

Total Cheques from 47477 to 47755 ***\$960,312.38***

Direct Debit Register

Batch #	Description	Total of Batch
45904	Smoky Lake County	\$379,326.25

Total Direct Debits ***\$379,326.25***

Grand Total Bills and Accounts **\$1,339,638.63**
(Note: From General Account)

Carried.

County Council Meeting(s)

915-19: Gawalko That the next Smoky Lake **County Council Meeting** be scheduled for Thursday, **August 29, 2019 at 9:00 a.m.**, and Thursday, **September 26, 2019 at 9:00 a.m.**, to be held in the County Council Chambers.

Carried.

ADJOURNMENT:

916-19: Lukinuk That this meeting be adjourned, time 4:30 p.m.

Carried.

REEVE

S E A L

CHIEF ADMINISTRATIVE OFFICER