

SMOKY LAKE COUNTY

Minutes of the **County Council Meeting for the purpose of Departmental Operations** held on Friday, **July 19, 2019** at 9:06 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>Friday, July 19, 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
Assist. CAO/RS	Lydia Cielin	Present
Finance Manager	Brenda Adamson	Absent
Leg. Svcs Clerk/RS	Patti Priest	Present

Members of Staff in Attendance:

Doug Ponich – Public Works Manager	Present
Dave Kully – Public Works Shop Foreman	Present
Bob Novosiwsky – Public Works Foreman	Present
Ed English – Peace Officer/Rec. Manager	Present
Jordan Ruegg, Planning & Dev. Manager	Present
Kyle Schole – Assist. Planning & Dev.	Present
Trevor Tychkowsky – Safety Officer	Present
Amanda Kihn – Assistant Ag. Fieldman	Present
Daniel Moric – Nat. Gas Manager	Present
Scott Franchuk – Fire Chief	Present
Dave Franchuk – Env. Op. Manager	Present
Carole Dowhaniuk – GIS Technician	Present
Evonne Zukiwski – Communication Tech.	Present

No Members of the Media or Public were present.

2. Agenda:

920-19: Halisky

That the Agenda for Friday, July 19, 2019 Smoky Lake County Council Meeting for the purpose of Departmental Operations, be adopted as presented.

Additions to the Agenda:

1. Lamont County Intermunicipal Collaboration Framework and Intermunicipal Development Plan Meeting.
2. Invitation: Kinette Club of Smoky Lake, dated July 2019 – Re: Unveiling of the New Playground on August 4, 2019.
3. Letter: Garner Lake -Birchland Resort, dated July 8, 2019 – Re: Easement Request.
4. Smoky Lake Town & Country Golf Club - Junior Golf Program Funding Request.
5. Lakeland Agricultural Research Association Center BBQ and Summer Field Tour on July 24, 2019 in Mallaig.
6. Lakeland Agricultural Research Association Center BBQ and Crop Tour at the Research Farm on July 30, 2019.
7. Maps of Completed Road Gravelling – as of July, 2019.
8. Letter: Descent of the Holy Spirit Ukrainian Catholic Church, dated July 17, 2019 – Re: Gravel Donation Request.
9. Email: Village of Vilna, dated July 18, 2019 – Re: Bonnie Lake Ball Diamond Grass Mowing.

Carried Unanimously.

3. **Minutes:**

No Minutes.

4. **Request for Decision:**

Policy Statement No. 02-28-01: Peace Officer: Notebook Policy

921-19: Cherniwchan That Smoky Lake County Management Policy Statement No. 02-28-01: Peace Officer: Notebook Policy, be adopted:

Title: Peace Officer: Notebook Policy	Policy No.: 28-01
Section: 02	Code: P-R
	Page No.: 1 of 2

Legislation Reference:	Public Security Peace Officer Program.
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Purpose:	To create a Policy for the handling and storage of notebooks utilized by the Peace Officer employed by Smoky Lake County.
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Policy Statement and Guidelines:	
1.	STATEMENT:
1.1	This Policy provides clarification on the role and responsibilities of the Peace Officer Notebooks that document day to day activities and the records of patrol.
2.	OBJECTIVES:
2.1	Smoky Lake County Peace Officer does utilize a notebook and therefore maintaining a notebook with daily entries and adequate notes is considered best practice.
2.2	In accordance to <i>Policy Statement No.: 02-10: Peace Officer: Operational Records Management System – Section 3</i> , the Peace Officer Notebook policy supplements to address the distribution, use and retention of Peace Officer Notebooks.
3.	GUIDELINES:
3.1	All Peace Officer Notebooks and Activity Sheets are a legal record of activity (evidence) and shall be maintained and kept in a secure location, either on the person or in a locked storage container/facility as property of Smoky Lake County.
3.2	Notebooks remain the property of Smoky Lake County not the Peace Officer until such time when they are no longer needed as evidence for ANY file, at which time said notes shall be retained or destroyed as per County Record and Retention Bylaw or the Alberta Solicitor General requirements, as amended.
3.3	Peace Officer Notebooks shall not be kept in the vehicle, or be unprotected, and shall be locked up and secured after work hours.
3.4	Peace Officer Notebooks shall be included in court briefs, as required.

Title: Peace Officer: Notebook Policy	Policy No.: 28-01
Section: 02	Code: P-R
	Page No.: 2 of 2

Policy Statement and Guidelines:	
4.	PROCEDURES:
4.1	Peace Officer is to ensure that notebooks are used at all times and contain concise and accurate details that document day to day activities such as patrol times, locations and any other incidents.
4.2	Notebook documentation shall be maintained and kept in a consecutive manner so as to eliminate any possibility of alteration(s) once notes have been made.
4.3	Record shall indicate a timely ongoing basis, the date, the time, interaction with the public, and all investigative steps and observations, and shall be compatible with any reports generated.
4.4	When the file is concluded, the Peace Officer shall submit the file to the Chief Administrative Officer, as the authorized manager for final review.

Carried.

Policy Statement No. 02-27-01: Peace Officer: Informal Complaint Process

922-19: Orichowski That Smoky Lake County Management Policy Statement No. 02-27-01: Peace Officer: Informal Complaint Process, be adopted:

Title: Peace Officer: Informal Complaint Process		Policy No.: 27-01
Section: 02	Code: P-S	Page No.: 1 of 4 <i>E</i>

Legislation Reference:	Public Security Peace Officer Program.
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Purpose:	The purpose of this Policy is to capture complaints that are resolved "informally" under the processes with Smoky Lake County.
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Policy Statement and Guidelines:	
1. STATEMENT:	
1.1	In accordance with the <i>Peace Officer Act</i> , Section 15(2)(b), allows for Smoky Lake County to refuse to investigate or may discontinue the investigation of a complaint if, in the County's opinion and having regard to all the circumstances, the complaint warrants no further investigation.
2. OBJECTIVES:	
2.1	The Chief Administrative Officer, as the authorized employer on file with the Public Security Division, has the authority to informally resolve the public complaint. This shall be accomplished by meeting with the complainant to discuss their concerns, circumstances, facts and any information pertaining to the complaint. If a mutually agreeable solution can be reached by all parties involved the complaint shall be deemed to be resolved and no investigation is necessary.
3. GUIDELINES:	
3.1	The Chief Administrative Officer may refuse to investigate or may discontinue an investigation of a complaint if, in the Chief Administrative Officer's opinion and having regard to all of the circumstances, no investigation is necessary.
3.2	This is intended to allow for a diversion from formal findings where an investigation has begun, or is about to begin, and both the complainant and Chief Administrative Officer agree to resolve the complaint informally.
3.3	This policy shall also be used in those unforeseen circumstances where an investigation is not required based on an evaluation of the circumstances.
3.4	All complaints resolved in this manner, pursuant to the Act, must be reported by the Chief Administrative Officer or designate to the Director of Law Enforcement within one month.
3.5	This Policy does not alleviate the need for the Chief Administrative Officer to exercise effective management and due diligence in dismissing the complaint.

Title: Peace Officer: Informal Complaint Process		Policy No.: 27-01
Section: 02	Code: P-S	Page No.: 2 of 4 <i>E</i>

Policy Statement and Guidelines:	
4. PROCEDURES:	
	The informal resolution process is as follows:
4.1	A preliminary fact-finding effort will be conducted by the Chief Administrative Officer within seven (7) days of receipt of the informal complaint and will record the information for internal use in accordance with Schedule "A": Informal Complaint Summary .
4.2	Based on the facts disclosed in this preliminary fact-finding effort, and with the mutual agreement of the Chief Administrative Officer, the complainant, and the Peace Officer against whom the complaint is lodged, all parties agree to informally dispose of the complaint.
4.3	All parties must sign a document, as per Schedule "B": Local Resolution Agreement including the following:
4.3.1	Details of the allegation lodged against the Peace Officer; and
4.3.2	Details of the informal resolution agreed to by all parties.

Section 02	Schedule "A"	Policy: 27-01
INFORMAL COMPLAINT		SUMMARY
Every section of this form must be completed by the authorized employer, Smoky Lake County Chief Administrative Officer within seven (7) days of receiving the Informal Complaint.		
COMPLAINANT INFORMATION:		
Last Name:		First Name:
Phone Number:		E-mail Address:
Mailing Address: _____, Alberta _____		
_____ Box _____ Town _____ Postal Code		
Complaint Classification as Non-Registered Complaint:		
<input type="checkbox"/> Complaint of Service <input type="checkbox"/> Complaint of Policy <input type="checkbox"/> Complaint of Conduct		
SUMMARY OF COMPLAINT:		
Please describe the circumstances that led to the complaint. Please include details of:		
• Who was involved – including the full name of the Peace Officer?		
• What was said or done?		
• Any other witnesses to note?		
• If there was any damage or injury?		
SUMMARY OF RESOLUTION:		
Provide a summary of how the complaint was resolved:		
Date the resolution was completed.		Informal Resolution Discussed: <input type="checkbox"/> Yes <input type="checkbox"/> No
File Number:		
CHIEF ADMINISTRATIVE OFFICER NAME:	SIGNATURE	DATE

Schedule "A": Informal Complaint Summary - Form.

Section 02	Schedule "B"	Policy: 27-01
LOCAL RESOLUTION		AGREEMENT
I acknowledge I have been informed by Smoky Lake County, Chief Administrative Officer. I understand that I have the right to complain to Smoky Lake County about the service and policies or conduct of the municipal and provincial Peace Officer Service in Alberta. I do not wish to complain, and have settled my complaint directly with the Chief Administrative Officer involved Local Resolution. The Solicitor General's Director of Law Enforcement as per the Peace Officer Act will receive a summary from Smoky Lake County of my complaint and the resolution, including my name and contact information, and this information will be recorded. I am satisfied with the resolution of my complaint, and I understand that the file is now closed.		
DESCRIPTION OF RESOLUTION OF MY COMPLAINT:		
Details of the allegation lodged against the Peace Officer:		
Details of the informal resolution agreed to by all parties:		
COMPLAINANT ACKNOWLEDGEMENT:		
Last Name:		First Name:
Phone Number:		E-mail Address:
Mailing Address: _____, Alberta _____		
_____ Box _____ Town _____ Postal Code		
Signature		Date
CHIEF ADMINISTRATIVE OFFICER AND PEACE OFFICER ACKNOWLEDGEMENT:		
I am in agreement with the resolution, and I understand the file is now closed.		
_____ Chief Administrative Officer: Name		_____ Peace Officer: Name
_____ Chief Administrative Officer: Signature		_____ Peace Officer: Signature
_____ Date		_____ Date

Schedule "B": Local Resolution Agreement - Form.

Carried.

Policy Statement No. 02-12-03: Traffic Safety Plan

923-19: Halisky

That Smoky Lake County Management Policy Statement No. 02-12-03: Traffic Safety Plan, be amended:

Title: Traffic Safety Plan		Policy No.: 12-03
Section: 02	Code: P-I	Page No.: 1 of 5 E

Legislation Reference:	Peace Officer Ministerial Regulations Act Traffic Safety Act
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Purpose:	To submit a Traffic Safety Plan to the Alberta Solicitor General as part of the Peace Officer Program. A mandatory requirement for all Authorized Employers who conduct moving traffic enforcement.
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Policy Statement and Guidelines:	
1. STATEMENT	
1.1 Smoky Lake County may not engage in the enforcement of moving traffic violations until a traffic safety plan has been submitted and reviewed by the local RCMP.	
2. OBJECTIVES	
2.1 The intent of the Traffic Safety Plan is to bring awareness to the authorized employer of the frequency and locations of motor vehicle collisions that involve serious injury or death and to then direct enforcement activities to target causal factors as required.	
2.2 A Traffic Safety Plan is to bring awareness to the County of the major contributors to motor vehicle deaths and serious injuries and to focus traffic enforcement efforts towards a reduction of such collisions.	
2.3 It is anticipated that the targeted use of Peace Officer resources focused on statistical areas of concern will enhance the Peace Officer ability to have a positive effect in traffic safety in their community.	
3. GUIDELINES	
The Traffic Safety Plan addresses six main goals:	
3.1 Overview to identify the communities and/or main arterial roadways within agency jurisdiction – numbered highways and busy County roads by name. Provide an indication of what portion of Peace Officer duties are dedicated to traffic enforcement.	
3.2 Obtain a synopsis of the local RCMP's traffic safety plan from the local Detachment Commander. The synopsis will identify areas of concern that are the major contributors to death and serious injury in the jurisdictional area. The plan may, in some cases, identify locations, which are prone to fatal and serious injury collisions.	

Title: Traffic Safety Plan		Policy No.: 12-03
Section: 02	Code: P-I	Page No.: 2 of 5 E

Policy Statement and Guidelines:	
3.3 Based on information provided, identifies what educational programs can be delivered addressing issues within the scope of Peace Officer's authority. Identifies opportunities to work within schools or the community in delivering these programs.	
3.4 Utilize the synopsis will identify those aspects of traffic enforcement, which fall within agency mandate. Identifies peak periods and, if identified, locations to be targeted. This may also include school zones, playground zones or other high-profile locations that the employer has identified as a priority.	
3.5 Determines and identifies what enforcement and educational efforts will be contributed towards reducing the fatal and serious injury collisions by the agency.	
3.6 Keeping statistical records of enforcement and educational efforts in the areas identified as the major causes of death and serious injury (i.e., adult seat belt charges, child passenger charges, stop sign infractions, traffic light infractions, intersection infractions, speeding infractions and others).	
4. PROCEDURES	
4.1 In order to ensure fair and consistent enforcement that improves traffic safety, Authorized Employers, who conduct traffic enforcement, are required to file an updated Traffic Safety Plan with Public Security Division every three years: 2019-2022 .	
4.2 The plan must incorporate the most recent collision data available from the local R.C.M.P. and based on information shared between parties.	
4.3 The following format Schedule "A": Traffic Safety Plan will be completed and submitted to the Director of Public Security Peace Officer Program.	
4.4 Once Smoky Lake County has prepared the Traffic Safety Plan, a copy will be presented by the Peace Officer to the local RCMP service for forwarding to their respective traffic unit. Upon review and acceptance, the police agency will forward the plan to the Public Security Division and the Peace Officer Agency will receive written confirmation to that effect.	



PEACE OFFICER PROGRAM	SMOKY LAKE COUNTY
	<p>TRAFFIC SAFETY PLAN</p> <p>ENFORCEMENT SERVICES</p> <p>AS OF January 1, 2019</p> <p>Submit to: Public Security Peace Officer Program</p>

TRAFFIC SAFETY PLAN	SMOKY LAKE COUNTY
<p>At the present time, Smoky Lake County employs one Peace Officer. The purpose is to enforce all County Bylaws, as well as the following Alberta Legislation and all regulations there under, within the Smoky Lake County in the Province of Alberta and has authority throughout the Province of Alberta to execute a duty when the matter under investigation occurred within the Smoky Lake County in the Province of Alberta relating to:</p> <ul style="list-style-type: none"> ■ The Animal Protection Act. ■ The Dangerous Dogs Act. ■ The Environmental Protection and Enhancement Act, Part 9 Division 2. ■ The Fuel Tax Act. ■ The Gaming, Liquor and Cannabis Act. ■ The Petty Trespass Act ■ The Provincial Offences Procedures Act. ■ The Stray Animals Act. ■ The Traffic Safety Act. <p>It is estimated that at least 20% of working hours are dedicated to moving traffic enforcement within the County boundaries.</p> <p>Smoky Lake County has two 2 – digit highways and six 3 digit highways. Highway 28: runs east and west for 77 km in the centre of the County. Highway 36: runs north and south for 22 km in the east side. Highway 652: runs east and west for 23 km in the east/south area. Highway 656: runs east and west for 3 km in the west/central area. Highway 831: runs north and south for 16 km near Waskatenau. Highway 855: runs north and south for 48 km through Smoky Lake Town. Highway 857: runs north and south for 16 km near Bellis. Highway 859: runs north and south for 15 km near Vilna.</p> <p>Smoky Lake County has 1600 kilometers of gravel and oiled roads within its boundaries. The County also has four Hamlets and 15 multi-lot country residential sub-divisions. There is a 70 kilometer long multi-use recreation trail running east and west through the entire County.</p> <p>There is also one town and two villages within the Smoky Lake County boundaries, that are responsible for its own enforcement issues.</p>	

TRAFFIC SAFETY PLAN				SMOKY LAKE COUNTY	
RCMP Occurrence Statistics					
<u>Fatal/Serious Injury Crashes</u>			<u>Property Damage Collisions</u>		
2014	25		2014	211	
2015	14		2015	143	
2016	14		2016	165	
2017	12		2017	127	
2018	13		2018	183	
<p>Based on visual observation, there is a very high use of All Terrain Vehicles throughout the area. Areas of concern are the multi-lot country residential subdivisions. From May until September, these areas experience a high volume of pedestrian, motor vehicle, and all terrain vehicle traffic.</p> <p>To address safety concerns, Smoky Lake County has reduced the speed limit in these areas to between 20km/hr and 50km/hr. The Peace Officer has been certified in the operation and use of typical mobile and stationary radar and will continue to monitor traffic patterns and behavior in the above noted areas.</p> <p>The RCMP statistics indicated traffic infractions and collisions occur primarily on the Provincial Highways. The RCMP, therefore have limited manpower to address concerns on rural County roads with respect to passenger vehicles and/or all terrain vehicles. The Smoky Lake County Peace Officer, therefore, will focus efforts on dealing with these concerns on the rural roads within Smoky Lake County's hamlets, subdivisions, and on the multi-use trail trails.</p> <p>As education and awareness are recognized as important components of traffic safety enforcement, local media and educational pamphlets are being used throughout the County.</p> <p>Enforcement efforts will be recorded by offence for violations of the <i>Traffic Safety Act</i> for year-end statistical data to determine overall effectiveness. Recorded efforts to also include public awareness and educational situations.</p>					

Carried.

Policy Statement No. 02-29-01: Exhibit Handling

924-19: Gawalko

That Smoky Lake County Management Policy Statement No. 02-29-01: Exhibit Handling, be adopted:

Title: Peace Officer: Exhibit Handling	Policy No.: 29-01
Section: 02	Code: P-S
	Page No.: 1 of 4

E

Legislation Reference:	Alberta Provincial Statutes
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Purpose:	To create a policy and procedure for the handling and storage of exhibits that comes into the custody of Smoky Lake County Peace Officer.
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Policy Statement and Guidelines:	
1.	STATEMENT:
1.1	During the course of routine duties, a Peace Officer may have the opportunity to receive found property or be placed in the position of seizing exhibits as evidence.
2.	DEFINITION:
2.1	Any item gained, recovered or seized during an investigation is to be considered an exhibit.
3.	OBJECTIVES:
3.1	When any type of exhibit comes into the possession of a Peace Officer, care must be taken to preserve the exhibit in its original form. Further, it is the Peace Officer's responsibility to make sure that the exhibit is safeguarded.
4.	GUIDELINES:
	Exhibits:
4.1	Whenever a seizure is made, all items will be shown on an exhibit report.
4.1.1	Seizure of Motor Vehicle License: All licenses and license plates seized in relation to any offence (e.g. theft, misuse, etc.) are to be properly marked for identification and exhibit report completed. These items are to be returned to Alberta Registries and the exhibit report documented.
4.1.2	Liquor Exhibits: Unless there are extenuating circumstances, liquor exhibits can be destroyed on site. If possible, have offender witness destruction. Record in notebook the details and what was destroyed. If possible, utilize the In-Car Video or Body Worn Camera System to record the seizure/destruction and if necessary, the empty bottle will be kept as an exhibit and stored as such.

Title: Peace Officer: Exhibit Handling	Policy No.: 29-01
Section: 02	Code: P-S
Page No.: 2 of 4	E

Policy Statement and Guidelines:	
<p>4.1.3 Cannabis or Drugs Exhibits: While on scene, all attempts to film or document the cannabis or drug seizure shall be utilized. This may be by way of body worn camera or in-car surveillance camera, as part of the investigation procedure. If the Peace Officer is unable to video the seizure, detailed notes are required in the officer's notebook.</p> <p>4.1.3.1 If a Peace Officer comes into contact with cannabis or drugs during the normal course of duties, the Peace Officer will advise the RCMP and turn the exhibit to a sworn member of the RCMP. The Peace Officer employed by the County shall not store cannabis or drug exhibits.</p> <p>4.1.4 Found Property: is turned in by a citizen, their name, address, telephone number and other information shall be placed on the Exhibit Form, with tag, and an occurrence report submitted. Found property which is bulky in nature: i.e) Bicycles etc., shall be kept and secure via locking device within the confines of the Public Works Yard.</p> <p>4.1.5 Exhibits related to criminal offences must be turned over to the RCMP.</p> <p>Storage of Exhibits:</p> <p>4.2 All exhibits will be stored in the Peace Officer exhibit locked cabinet upon completion of an exhibit report. Where practicable Peace Officers will use an evidence bag, complete an exhibit Report, and place it in the bag before sealing to ensure future identification for evidence purposes.</p> <p>4.3 The Exhibit Log Ledger will be completed when placing any exhibit items in the evidence cabinet. Access to the Exhibits cabinet will be limited to the Peace Officer and Chief Administrative Officer or designate. Exhibits shall be stored in the evidence cabinet in accordance with County retention policy as well as any applicable laws in Alberta and Canada.</p> <p>4.4 Any property seized to be used as evidence in a Criminal Code proceeding shall be turned over to the RCMP detachment of jurisdiction immediately, after pertinent information, date, name, and rank of the RCMP member to whom the property was given is recorded.</p> <p>4.5 Audio, video and photographic evidence are to be considered as exhibits. If a copy is required for investigation, make a duplicate and handle and store original as above.</p>	

Title: Peace Officer: Exhibit Handling	Policy No.: 29-01
Section: 02	Code: P-S
Page No.: 3 of 4	E

Policy Statement and Guidelines:	
<p>5. PROCEDURES:</p> <p>5.1 The Peace Officer making the seizure will, without delay, compile an exhibit report in accordance with Policy Statement No.: 02-10: Peace Officer: Operational Records Management System – Schedule “C”: Possession of Property Report, listing the article or articles with a full description of the item(s) to be contained in the body of the report.</p> <p>5.2 The Peace Officer making the seizure will cause the exhibit to be properly tagged/labelled or marked for future identification and recorded on an exhibit form, which includes the date, occurrence file number, exhibit number, Peace Officer's initials are on the exhibit itself or on the identification tag affixed to the exhibit will be secured in a locked exhibit cabinet with restricted access.</p> <p>5.2.1 One copy (or original) of the exhibit form listing the seizure article(s) will accompany the exhibit while another copy will be attached with the occurrence report. An exhibit report shall be recorded and the exhibit log ledger shall also be updated.</p> <p>5.2.2 All exhibits placed into the exhibit cabinet or removed from the exhibit cabinet will have the movement recorded in the exhibit log ledger that is kept in the area of the exhibit cabinet.</p> <p>5.3 An Exhibit Log Ledger, in accordance with Schedule “A”: Exhibit Log Ledger, shall be used for recording the seizure and disposition of items deposited into a secure facility for any period of time. The Log consists of a number of columns showing file number, date seized, date placed into storage, and investigating Peace Officer and will track movements of exhibits to and from court.</p> <p>5.3.1 The Exhibit Log Ledger shall be kept and maintained by the Peace Officer or their designate in their absence and will be kept in the Exhibit Cabinet, in the Smoky Lake County Peace Officer office.</p>	

Section 02 Policy: 29-01

EXHIBIT LOG LEDGER								YEAR
FILE #	EXHIBIT	SEIZURE DATE	SEIZURE TIME	SEIZURE LOCATION	DATE IN	DATE OUT	EXHIBIT #	DISPOSITION (Date & Time)
PEACE OFFICER: (PRINT NAME):								PAGE OF

Schedule "A": Exhibit Log Ledger Page 4 of 4.

Carried.

Policy Statement No. 02-32-01: Video Recording System

925-19: Halisky That Smoky Lake County Management Policy Statement No. 02-32-01: Video Recording System, be adopted:

Title: Peace Officer: Video Recording System	Policy No.: 32-01
Section: 02	Code: P-S Page No.: 1 of 3

Legislation Reference:	Peace Officer Ministerial Regulations Act Public Security Peace Officer Program
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Purpose:	To purpose of this policy is to provide the Peace Officer with instructions for the use of video cameras. Video cameras are used by the Peace Officer in order to ensure their safety and provide detailed and accurate records of information.
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Policy Statement and Guidelines:
<p>1. STATEMENT:</p> <p>1.1 Video cameras are an effective law enforcement tool that can reduce violent confrontations and complaints against officers. In order to ensure the safety and accountability of Smoky Lake County's Peace Officer, the Peace Officer will be equipped with a body worn camera and an in-car camera. Smoky Lake County is committed to treating the public with the utmost respect and dignity including the respect for their privacy rights.</p> <p>2. OBJECTIVES:</p> <p>2.1 These cameras will provide documentation of the Peace Officer's public encounters and will maintain a record of information important for collecting evidence. This will also assist in maintaining public trust and provide accurate disclosure of information in court proceedings.</p> <p>3. DEFINITIONS</p> <p>3.1 Authorized Personnel: individuals who require access to the video surveillance systems and recordings in the performance of their job requirements. Authorized personnel includes the CAO or designate.</p> <p>3.2 Body Worn Camera: a personal recording device attached to the vest of the Peace Officer that records audio and video data.</p> <p>3.3 In Car Camera: A static recording device located on the dashboard of the Peace Officer's vehicle and has camera focused directly out of the vehicle's front windshield.</p> <p>4. GUIDELINES:</p> <p>4.1 The body worn camera will be used only for the purpose of recording conversations with those suspected of having committed and offence or throughout the course of investigating a person suspected or committing an offence. Recording devices <u>will not</u> be used to conduct blanket surveillance or to record personal conversations between the peace officer and a member of the public.</p>

Title: Peace Officer: Video Recording System	Policy No.: 32-01
Section: 02	Code: P-S
	Page No.: 2 of 3

Policy Statement and Guidelines:	
4.2	Individuals authorized to view recordings from either the body worn camera or the in-car camera are limited to the Chief Administrative Officer or designate, Smoky Lake County Peace Officer, and RCMP members upon request or when an investigation is turned over to their authority. Any data recorded through the Smoky Lake County Peace Officer's recording devices that is requested by an Officer of the Provincial Court of Alberta will be provided.
4.3	Still frames of video from the in-car camera are permitted to be maintained in a case file as created by the peace officer and used throughout the course of the Peace Officer's investigation as required and authorized by the Solicitor General of Alberta. A still frame capture of any video cannot be duplicated or sent electronically to any person outside of those permitted to view the video.
4.4	The Peace Officer will inform the person being recorded that they are on video prior to engaging in conversation.
4.5	All recorded video will be secured on a digitally locked file on the Peace Officer's computer. Backup files will be created and secured on Smoky Lake County's server.
4.6	All video files will be transferred directly from the Peace Officer's vehicle to the Peace Officer's office computer from the Micro SD card. These files will not be removed from the vehicle for any purpose other than to be transferred on to the office computer. Once the file transfer is complete, all data on the Micro SD card will be destroyed.
4.7	All files will be retained as stated in the Peace Officer Operational Records Management System, as per Policy Statement No. 02-10: Peace Officer: Operational Records Management System .
4.8	All data, images, video and metadata captured, recorded or otherwise produced by the video devices is property of Smoky Lake County.
4.9	Anyone that witnesses the unauthorized disclosure of any surveillance recordings that are in violation of this Policy and/or a potential privacy breach must report the incident to the Chief Administrative Officer or designate immediately.
4.10	Smoky Lake County will investigate all reported breaches of privacy, unauthorized viewings or disclosures. Any breaches of this Policy by employees may result in disciplinary action up to and including termination of employment.
5. PROCEDURES:	
5.1 Chief Administrative Officer or designate:	
5.1.1	Ensure that this policy is enforced.
5.1.2	Approve the placement of all video surveillance equipment.
5.1.3	Approve authorized personnel and access to information collected by the surveillance systems.
5.1.4	Ensure that authorized personnel are familiar with this Policy and providing advice, training and recommendations to assist in compliance with Freedom of Information and Protection of Privacy (FOIP) Act.
5.1.5	Supervise authorized personnel and ensuring their compliance with this Policy.
5.1.6	Investigate and respond to privacy complaints related to surveillance records and security or privacy breaches.

Title: Peace Officer: Video Recording System	Policy No.: 32-01
Section: 02	Code: P-S
	Page No.: 3 of 3

Policy Statement and Guidelines:	
5.1.7	Respond to formal requests to access surveillance records, including law enforcement inquiries.
5.2 Peace Officer:	
5.2.1	Oversee the day-to-day operation of the surveillance systems including quality control for system operations.
5.2.2	Ensure that the review of files is limited to business related activities.
5.2.3	In consultation with the Chief Administrative Officer or designate, arrange for the release of information to the RCMP when required for an investigation.
5.2.4	Ensure that surveillance records and all items related to surveillance are stored in a safe and secure location.
5.3 IT Technician:	
5.3.1	Ensure that surveillance records are kept and maintained accurately by authorized personnel.
5.3.2	Advise on installations, operation, retention and disposal methods of the surveillance records.
5.3.3	Ensure back-up files are created and secured.

Chief Administrative Officer: Evaluation

926-19: Orichowski That the next Smoky Lake County Council Meeting for the Purpose of the Chief Administrative Office Evaluation be scheduled for Wednesday, **August 21, 2019 at 1:30 p.m.**, to be held in the County Council Chambers.

Carried.

Casey Caron, Mayor of Waskatenau entered Council Chambers, time 9:45 a.m.

Mons Lake Shoreline Restoration Project

927-19: Halisky That Smoky Lake County Council **defer** discussion in regard to the project titled: Mons Lake Shoreline Restoration Project, which is meant to stabilize and restore ecological integrity to the degraded shoreline within the Mons Lake recreation area, in order to ensure applicable regulations are met as well as eligibility under the conditionally approved grant number: EDF-AB-2019b019 from Environment Canada through the Environmental Damages Fund; and bring the information forward to a future Council Meeting.

Carried.

Additions to the Agenda:

Agricultural Service Board, Fire Protective, Natural Gas and Environmental Operations Meetings - Rescheduled

928-19: Orichowski That the Smoky Lake County Agricultural Service Board, Fire Protective, Natural Gas and Environmental Operations Meetings be re-scheduled from Tuesday, August 27, 2019 at 9:00 a.m. to **Wednesday, August 28, 2019 at 1:00 p.m.** to be held in the County Council Chambers.

Carried.

Intermunicipal Collaboration Framework & Intermunicipal Development Plan

929-19: Cherniwchan That Smoky Lake County schedule a Meeting with **Lamont County** for the purpose of discussing an **Intermunicipal Collaboration Framework and Intermunicipal Development Plan** on **August 27, 2019 at 10:00 a.m.**, to be held in the Smoky Lake Curling Rink.

Carried.

Kinette Club of Smoky Lake – Official Unveiling of the Kinpark Playground

930-19: Halisky That the Smoky Lake County Reeve attend the Kinette Club of Smoky Lake's official unveiling of the new Kinpark Playground adjacent to the Spray Park, scheduled for Sunday, August 4, 2019 at 7:00 p.m..

Carried.

Garner Lake -Birchland Resort Easement Request

931-19: Gawalko That Smoky Lake County Council approve 24 tonnes of gravel (including trucking and spreading) to be placed on the easement leading to the lake shore on 7th Street, Birchland Resort, at Garner Lake, between the lands legally described as Lot 9 and 10 Block 5, Plan 952 3965, to repair the existing trail; and in response to the letter from Jeannette Chipiuk and Elaine Bellamy, Land Owners, dated July 8, 2019.

Carried.

Smoky Lake Town & Country Golf Course

932-19: Cherniwchan That Smoky Lake County donate in the amount of one-thousand-dollars (\$1,000.00) to the Smoky Lake Town & Country Golf Course towards their Junior Golf Program, funded from Grants to Individuals and Organizations, in response to the letter received from Sacha Henry, Assistant Manager, dated July 15, 2019; and challenge the Town of Smoky Lake to match the donation.

Carried.

Lakeland Agricultural Research Association (LARA) Center BBQ & Summer Field Tour

933-19: Gawalko That the information received by Smoky Lake County in regard to the Lakeland Agricultural Research Association (LARA) Center BBQ & Summer Field Tour scheduled for July 24, 2019, at Mallaig, be advertised on social media, and filed for information.

Carried.

Lakeland Agricultural Research Association (LARA) Center BBQ & Crop Tour

934-19: Orichowski That the information received by Smoky Lake County Council in regard to the Lakeland Agricultural Research Association (LARA) Center BBQ & Crop Tour scheduled for July 30, 2019, at the LARA Farm, be advertised on social media, and filed for information.

Carried.

Divisional Gravel Hauling Maps

935-19: Cherniwchan That Smoky Lake County Council acknowledge receipt of the 2019 Divisional Gravel Hauling Maps as of July 12, 2019 showing the road gravelling complete up to July 12, 2019; and Administration add a legend to the maps going forward to identify the colored road categories as per Policy Statement No. 03-15-03: Road Policy; and, provide the private hauling gravel amounts at the next County Council meeting.

Carried.

Descent of The Holy Spirit Ukrainian Catholic Church - Waskatenau

936-19: Orichowski That Smoky Lake County provide an in-kind donation of up to two tandem loads (24 Tonnes) of gravel for Year-2019, valued in the estimated amount of \$360.00 including delivery in the amount of \$456.00 to the Descent of The Holy Spirit Ukrainian Catholic Church of Waskatenau, in response to the letter request from Tom Pawluk, President, Descent of The Holy Spirit Ukrainian Catholic Church of Waskatenau, dated July 17, 2019.

Carried.

Village of Vilna – Bonnie Lake Ball Diamond Grass Mowing

937-19: Gawalko That Smoky Lake County enter into a Hold Harmless Agreement for Custom Work with the Village of Vilna to provide assistance of Grass Mowing at the Bonnie Lake Ball Diamond prior to August 5, 2019 in response to the email request from Loni Leslie, Chief Administrative Officer, Village of Vilna, dated July 17, 2019; and waive the custom work fees.

Carried.

6. Correspondence:

Worlds All Star Archery Competition

938-19: Orichowski That Smoky Lake County provide County pins plus a donation in the amount of **\$400.00 each** to qualifying H.A. Kostash Students: Jaylene Kinsey and Kierstin Dubitz, 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, funded from Grants to Individuals and Organizations in respect to Council's June 27, 2019, Motion #862-19 approving the same amount for three other students; and provide the five students with Smoky Lake County Hoodies and a Smoky Lake County Map to get signed and bring back.

Carried.

5. Issues for Information:

Finance Manager's Report

Year-To-Date Budget Summary

939-19: Cherniwchan That Smoky Lake County's Year-To-Date Budget Summary Report Code-Type 2, Object Group 200: Mileage, Meals, Lodging, Convention, Memberships, Telephone, Advertising, Subscriptions, Freight, Postage, Consulting, Legal, Engineering, Other Professional Fees, Training, Computer Program Costs, Contract Repairs/Maintenance, Rentals, Licenses, Permits, Damage Claims, Insurance, Gravel Hauling, Contractors, Fire Protection, and Other Services, be expanded in detail.

Carried.

Finance Manager's Report

940-19: Gawalko That the Smoky Lake County Financial Report prepared by Brenda Adamson, Finance Manager for the period of June 19, 2019 to July 11, 2019, be accepted for information.

Carried.

Hank Holowaychuk, Mayor of the Town of Smoky Lake entered Council Chambers, time 11:15 a.m.

7. Delegation:

RMA (Rural Municipalities of Alberta)

Present before Council from 11:05 a.m. to 12:19 p.m. was RMA (Rural Municipalities of Alberta) Members of the Board: Al Kemmere, President; Soren Odegard, District 5 Director; and Gerald Rhodes, Executive Director, to discuss Smoky Lake County's concerns and local issues, including the following:

- The Gaming Committee final report was submitted to Alberta Gaming, Liquor and Cannabis (ALGC) and being reviewed; however, the status is unknown since the writ was dropped, but will follow up and may need to reconfigure and resubmit.
- Met with the Minister of Health and Rural MLAs to bring them up to speed on what is important. Lac Ste. Anne County is wanting to build a parallel process to RMA; their Council's feeling is to not duplicate.
- We need to educate the new government, the learning curve is absolutely steep, the ministers and MLAs are very green and we encourage all our members to do the same. We need to prepare them for the bear pit sessions.
- Pushing to reduce red tape for water approvals in respect to road construction to avoid construction delays, as well as for SME/SML Applications. It is clear that more resources are

required to process applications. The 7,000 files need to be triaged to avoid holding up the easy ones.

- If a bridge is changed to a culvert, a municipality must go through all the environmental permit processes which makes it more costly even though the cost of culvert construction would be cheaper; and, if you replace a bridge with the same kind of bridge, less permits are required.
- The RMA Strategy is to engage the Ministers and provide letters of initiatives. Meet with them face to face to discuss the important ones, focusing our advocacy on 3 to 4 items. When we met with the minister of health we discussed: Rural Hospitals, Emergency Services and Mental Health.
- With regard to rural crime and the catch and release of criminals: we now have more prosecutors but we need a place for the criminals to go and we are currently at maximum capacity in penitentiaries.
- The funding formula for education disadvantages rural communities. When you lose a school, you lose a community.
- Municipalities are struggling to recruit volunteer firefighters and may need to switch to paid firefighters, as legislatively, municipalities must look after their community. Background research should be done and come forward with a resolution through a zone discussion.
- Kudos to the Smoky Lake Junior Firefighter Summer Day Camp.
- Uncollectible Taxes on shallow gas wells: there is no real resolve on this issue and it is an ongoing challenge. The Minister has asked RMA to come up with a solution.

Meeting Recessed Meeting recessed for Lunch, time 12:10 p.m.

Meeting Reconvened The meeting reconvened on a call to order by Reeve Craig Lukinuk at 12:49 p.m. in the presence of Council members, the Assistant Chief Administrative Officer, Planning and Development Manager, Planning and Development Assistant, Public Works Manager, Safety Officer, Public Works Foreman, Public Works Shop Foreman, GIS Technician, Communication Technician, Natural Gas Manager, Assistant Agricultural Fieldman, Parks & Recreation Manager / Peace Officer, Environmental Operations Manager and Recording Secretary.

5. Issues for Information:

Public Works Manager's Report 2019 Gravel Crushing - Awarded

941-19: Gawalko

That Smoky Lake County **award** Metro Paving and Road Building Ltd. the Tender for the 2019 Gravel Crushing Tender to Stockpile at the White Earth Creek Gravel Pit – NW ¼ Section 2-61-18-W4 for Year 2019 Gravel Crushing of approximately 100,000 tonnes consisting of the following product designation at the following rates:

- Class 20 (3/4") material 37,000 tonnes at a Unit Price of \$4.25,
- Class 25 (1") material 45,000 tonnes at a Unit Price of \$4.15,
- Class 40 (1 ½") material 13,000 tonnes at a Unit Price of \$3.95,
- Class 12.5c (1/2") material 5,000 tonnes at a Unit Price of \$4.75,
- Sand Elimination approx. 10,000 tonnes at a Unit Price of \$1.05;

and will review for each year: 2020 and 2021 the option to renew the annual Gravel Crushing Contract.

Carried.

2019 Gravel Crushing - Agreement

- 942-19: Halisky That Smoky Lake County **execute the agreement** with Metro Paving and Road Building Ltd. for the Year-2019 Gravel Crushing at White Earth Creek Gravel Pit, legally described as NW2-61-18-W4, to crush and stockpile by the deadline of October 18, 2019: approximately 100,000 tonnes of gravel consisting of:
- Class 20 (3/4") material 37,000 tonnes at a Unit Price of \$4.25,
 - Class 25 (1") material 45,000 tonnes at a Unit Price of \$4.15,
 - Class 40 (1 1/2") material 13,000 tonnes at a Unit Price of \$3.95,
 - Class 12.5c (1/2") material 5,000 tonnes at a Unit Price of \$4.75, and
 - Sand Elimination approx. 10,000 tonnes at a Unit Price of \$1.05.

Carried.

Public Works Manager's Report

- 942-19: Halisky That the Smoky Lake County Public Works Manager's Report for the period of June 19, 2019 to July 11, 2019, be accepted for information.

Carried.

Hanmore Lake Resident - Gravel Request

- 943-19: Orichowski That Smoky Lake County take no action to the verbal telephone request received on July 19, 2019, from Barb Spurgeon, Hanmore Lake property owner, in regard to gravelling the private road entrance to Hanmore Lake lots leased from the Province of Alberta, as the said entrance road is on private land and it is a job for a private contractor.

Carried.

Doug Ponich, Public Works Manager, left Council Chambers, time 1:49 p.m.

Public Works Road Foreman's Report

- 944-19: Cherniwchan That the Smoky Lake County Public Works Road Foreman's Report for the period of June 19, 2019 to July 11, 2019, be accepted for information.

Carried.

Public Works Shop Foreman's Report County Surplus Equipment

- 945-19: Cherniwchan That Smoky Lake County Council approve action taken in advertising to sell the following Public Works Department surplus equipment stating "As Is – Where Is" and "The Highest Nor Any Bid Shall Not Necessarily Be Accepted" with the bidding being closed on Thursday, July 18, 2019 at 2:00 p.m.:
- Unit #468 - 2014 FX 1200 Schulte 10ft Mower - Serial Number: C19510065304 **with** Unit # 469 2014 FLX 1510 Schulte Flex Arm - Serial Number: A10510320406;
 - Unit #506 - 2011 Caterpillar 14M Motor Grader 10,492 Hours - Serial Number: R9J00583; with a 16 ft Moldboard, Blade Lift Accumulators, Front Push Block, 12 ft Weldco mastless wing, 20.5 x 25 tires, Fenders, Ripper;
 - Unit #510 - 2007 Caterpillar 14H Motor Grader 15,789 Hours -Serial Number: ASE02330 with 16 ft Moldboard, Blade Lift Accumulators, Front Push Block 12 ft Weldco masted wing, 20.5 x 25 tires, Fenders; and accept Michener Allen Auctioneering's bid of a guaranteed net total payment in the amount of \$225,000.00 to the County to sell at auction the said Units, with any amount over \$250,000.00 split 88/12 in favour of the County; and Smoky Lake County be responsible for hauling the said Units to the Michener Allen Auctioneering Site near Atchison.

Carried.

Public Works Shop Foreman's Report

946-19: Halisky That the Smoky Lake County Public Works Foreman's Report for the period of June 19, 2019 to July 11, 2019, be accepted for information.

Carried.

Parks and Recreation Manager / Peace Officer's Report

947-19: Gawalko That the Smoky Lake County Parks and Recreation Manager / Peace Officer's Report for the period of June 19, 2019 to July 11, 2019, be accepted for information.

Carried.

Natural Gas Manager's Report

948-19: Orichowski That the Smoky Lake County Natural Gas Manager's Report for the period of June 4, 2019 to July 8, 2019, be accepted for information.

Carried.

Environmental Operations Manager's Report

Holding Areas for Items of Recyclable Value

949-19: Cherniwchan That the Smoky Lake County Environmental Operations Manager research the cost of a locked chain link holding area at all County Landfills and Transfer Stations, for items of recyclable value such as brass or copper to reduce theft and liability issues.

Carried.

Environmental Operations Manager's Report

950-19: Halisky That the Smoky Lake County Environmental Operations Manager's Report for the period of June 6, 2019 to July 11, 2019, be accepted for information.

Carried.

Agricultural Fieldman's Report

951-19: Orichowski That the Smoky Lake County Agricultural Fieldman's Report for the period of June 19, 2019 to July 11, 2019, be accepted for information.

Carried.

Planning and Development Manager's Report

Heritage Related Grants

952-19: Orichowski That Smoky Lake County make application to the following grants:

1. Parks Canada: **National Cost-Sharing Program for Heritage Places 2019-2020**, upon announcement call for project proposals, for funding to help ensure the protection of heritage places that have been formally recognized by the Government of Canada;
2. The Province of Alberta: **Heritage Awareness Grant**, by the application deadline of the first working day in February and September, for funding to support initiatives that preserve, promote, interpret or add to the knowledge base of Alberta's history;
3. The Province of Alberta: **Historic Resource Conservation Grants**, by the application deadline of the first working day in February and September, for funding to conserve historic places;
4. The Alberta Historic Resources Foundation: **Publication Grant**, by the application deadline of the first working day in February and September, for funding to support the production of books, brochures and other similar materials that preserve, promote or interpret Alberta's history.

Carried.

Planning and Development Manager's Report

953-19: Halisky That the Smoky Lake County Planning and Development Manager's Report for the period of June 19, 2019 to July 12, 2019, be accepted for information.

Carried.

Safety Officer's Report

Public Works Shop Yard Electronic Gate Purchase

954-19: Orichowski That Smoky Lake County approve to purchase an electronic gate to be installed at the Public Works Shop Yard west entrance, not exceeding 30 feet wide, for the purpose of deterring criminal activity; and accept the cost submitted by Phoenix Fence Corp. in the amount of \$17,292.30 as per quote number Q118439, dated June 12, 2019.

Carried.

2019 Wood Buffalo Wildfire Recognition



955-19: Halisky That Smoky Lake County acknowledge the letter received by Trevor Tychkowsky, Safety Officer from the Premier of Alberta, dated October 24, 2016 in regard to a certificate of appreciation and recognition of outstanding service to Albertans for responding to the 2016 Wood Buffalo wildfire.

Carried.

Safety Officer's Report

956-19: Gawalko That the Smoky Lake County Safety Officer's Report for the period of June 19, 2019 to July 12, 2019, be accepted for information.

Carried.

Fire Chief's Report

957-19: Halisky That the Smoky Lake County Fire Chief's Report for the period of June 19, 2019 to July 11, 2019, be accepted for information.

Carried.

GIS Department's Update

958-19: Cherniwchan That the Smoky Lake County GIS Department's Report for the period of June 19, 2019 to July 11, 2019, be accepted for information.

Carried.

Communication Department's Update

959-19: Gawalko That the Smoky Lake County Communication Department's Report for the period of June 19, 2019 to July 11, 2019, be accepted for information.

Carried.

Legislative Services Department's Update

960-19: Cherniwchan That the Smoky Lake County Communication Department's Report for the period of June 19, 2019 to July 11, 2019, be accepted for information.

Carried.

6. Correspondence:

Lac Ste. Anne County

RMA (Rural Municipalities of Alberta) – Red Tape Reduction

962-19: Gawalko

That Smoky Lake County Council approve action taken by the Chief Administrative Officer as per Council's June 27, 2019 Motion # 897-19 and in response to the email received from Tasha Blumenthal, MBA, Director of External Relations and Advocacy, Rural Municipalities of Alberta, dated June 14, 2019, by providing the County's formal position on possible areas for examining "red tape" at the provincial level, including the following points:

- ✓ the processes around the Statistical Information Return changes too often (often every year), making the completion of this return very difficult, and hard for the government to track data when different things are asked every year;
- ✓ the same applies to the Financial Return reporting format; Municipalities with limited capacity have a hard time adjusting to these continually shifting targets and would appreciate that a chosen format be used for at least 3 years before changes are contemplated;
- ✓ Surface Material Extraction (SME) / Surface Material Lease (SML) applications and approval processes are largely digitized and the decreasing human contact with applicants actually drags out the application process a great deal due to the lack of guidance and assistance from live workers, making it difficult to meet requirements; also, the computer system used by the government is quite cumbersome and inflexible, which makes the submission of documents and information difficult; therefore adding government staff back into the equation might seem like increasing red tape, it would actually speed up the process if SME/SML applicants could get assistance from a real person.
- ✓ in the interest and spirit of the public good, municipalities should be able to receive expedited service for Water Act, Wet Land, and other Environmental approvals, which may require adding capacity to provincial departments in order to keep the wheels moving in rural municipalities.

Carried.

8. Executive Session:

No Executive Session.

Adjournment:

963-19: Lukinuk

That this meeting be adjourned, time 4:10 p.m.

Carried.

REEVE

S E A L

CHIEF ADMINISTRATIVE OFFICER