

SMOKY LAKE COUNTY

Minutes of the **County Council Meeting** held on Thursday, **April 30, 2020** at 9:01 A.M. held virtually online through Electronic Communication Technology: Zoom Meeting.

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

			<u>ATTENDANCE</u>
<u>Div. No.</u>	<u>Councillor(s)</u>	<u>Thursday, Apr. 30, 2020</u>	
1	Dan Gawalko	Virtually Present	
2	Johnny Cherniwchan	Virtually Present	
3	Craig Lukinuk	Virtually Present	
4	Lorne Halisky	Virtually Present	
5	Randy Orichowski	Virtually Present	
CAO	Cory Ollikka	Virtually Present	
Asst. CAO	Lydia Cielin	Virtually Present	
Finance Manager	Brenda Adamson	Virtually Present	
Public Works Mgr.	Doug Ponich	Virtually Present	
Plan/Dev Manager	Jordan Ruegg	Virtually Present	
Plan/Dev Assistant	Kyle Schole	Virtually Present	
Communications Tech.	Evonne Zukiwski	Virtually Present @ 9:37	
Fire Chief	Scott Franchuk	Virtually Present	
Legislative Svcs/R.S.	Patti Priest	Virtually Present	

No Members of the Media was present.

Two Members of the Public were in attendance.

2. Agenda:

711-20: Orichowski That the Smoky Lake County Council Meeting Agenda for Thursday, April 30, 2020, be adopted, as presented. Carried Unanimously.

A Moment of Silence



A moment of silence was observed to show respect for the all the Victims of Canada's largest mass shooting which occurred between April 18 and 19, 2020 in the Province of Nova Scotia spanning 16 crime scenes over the course of 12 hours, killing 22 people and wounding several others.

3. Minutes:

Minutes of February 20, 2020 – County Council Meeting

712-20: Gawalko That the minutes of the **Smoky Lake County Council Meeting** held on Thursday, February 20, 2020, be adopted as presented. Carried.

Minutes of February 25, 2020 – County Council Committee of the Whole Planning Meeting

713-20: Orichowski That the minutes of the **Smoky Lake County Council Committee of the Whole for the purpose of Planning Meeting** held on Tuesday, February 25, 2020, be adopted as presented. Carried.

Minutes of March 5, 2020 – County Council Departmental Meeting

714-20: Cherniwchan That the minutes of the **Smoky Lake County Council Departmental Meeting** held on Thursday, March 5, 2020, be adopted as presented. Carried.

Minutes of March 13, 2020 - Council Committee of the Whole Industry Liaison Meeting

715-20: Halisky That the minutes of the **Smoky Lake County Council Committee of the Whole for the purpose of Industry Liaison Meeting** held on Friday, March 13, 2020, be adopted as corrected: replace the name Bernum Petroleum Ltd. with CNRL.

Carried.

Minutes of March 16, 2020 – County Council Special Meeting

716-20: Halisky That the minutes of the **Smoky Lake County Council Special Meeting** held on Monday, March 16, 2020, be adopted as presented.

Carried.

A Member of the Media: Redwater Review, virtually joined the meeting, time 9:06 a.m.

Kyle Schole, Planning and Development Assistant, virtually left the meeting, time 9:20 a.m.

One Member of the Public, virtually joined the meeting, time 9:22 a.m.

Kyle Schole, Planning and Development Assistant, virtually re-joined the meeting, time 9:23 a.m.

4. Request for Decision:

Bylaw No. 1376-20: Electronic Meetings

717-20: Halisky That Smoky Lake County **Bylaw No. 1376-20: Electronic Meetings**, being a bylaw for the purpose of permitting meetings through Electronic Communication Technology, be given **FIRST READING**.

Carried.

Moved by Councillor Orichowski that Smoky Lake County **Bylaw No. 1376-20: Electronic Meetings**, being a bylaw for the purpose of permitting meetings through Electronic Communication Technology, be given **SECOND READING**.

Carried.

Moved by Councillor Cherniwchan that Smoky Lake County **Bylaw No. 1376-20: Electronic Meetings**, being a bylaw for the purpose of permitting meetings through Electronic Communication Technology, be given **PERMISSION** for **THIRD AND FINAL READING**.

Carried Unanimously.

Moved by Councillor Gawalko that Smoky Lake County **Bylaw No. 1376-20: Electronic Meetings**, being a bylaw for the purpose of permitting meetings through Electronic Communication Technology, 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.

One Member of the Public, virtually joined the meeting, time 9:34 a.m.

Evonne Zukiwski, Communications Technician, virtually joined the meeting, time 9:37 a.m.

2020-2023 Gravel Crushing Tender

718-20: Cherniwchan That Smoky Lake County proceed to tender for the 2020 Gravel crushing of 100,000 Tonne of Gravel Product to stockpile within the White Earth Creek Gravel Pit located at NW ¼ of Section 2-61-18-W4 and NE 35-60-18-W4, with the option of 3 renewals each of a one year term, at the sole discretion of the County, with estimated volumes for the optional renewal years of 2021, 2022 and 2023 shall not be less than 85,000 Tonne:

2020 quantities required:

- Designation 4, Class 20 (3/4") material - 37,000 Tonne,
- Designation 4, Class 25 (1") material - 45,000 Tonne,
- Designation 4, Class 40 (1 ½") material - 13,000 Tonne,
- Designation 3, Class 12.5 (½") material - 5,000 Tonne,
- Sand Elimination based on 20,000 Tonne.

Carried.

Bylaw No. 1373-20- Hamlet of Bellis Sewer System

719-20: Orichowski That Smoky Lake County **Bylaw No. 1373-20: Hamlet of Bellis Sewer System**, for the purpose of authorizing an additional service charge levy, as per Bylaw No. 666: Hamlet of Bellis Sewer System, related to the operation and maintenance of the Hamlet of Bellis Sewer System, be given **FIRST READING**.

Carried.

Moved by Councillor Cherniwchan that Smoky Lake County **Bylaw No. 1373-20: Hamlet of Bellis Sewer System**, for the purpose of authorizing an additional service charge levy, as per Bylaw No. 666: Hamlet of Bellis Sewer System, related to the operation and maintenance of the Hamlet of Bellis Sewer System, be given **SECOND READING**.

Carried.

Moved by Councillor Gawalko that Smoky Lake County **Bylaw No. 1373-20: Hamlet of Bellis Sewer System**, for the purpose of authorizing an additional service charge levy, as per Bylaw No. 666: Hamlet of Bellis Sewer System, related to the operation and maintenance of the Hamlet of Bellis Sewer System, be given **PERMISSION for THIRD AND FINAL READING**.

Carried Unanimously.

Moved by Councillor Halisky that Smoky Lake County **Bylaw No. 1373-20: Hamlet of Bellis Sewer System**, for the purpose of authorizing an additional service charge levy, as per Bylaw No. 666: Hamlet of Bellis Sewer System, related to the operation and maintenance of the Hamlet of Bellis Sewer System, be given the **THIRD and FINAL READING** and that the Reeve and the Chief Administrative Officer are hereby authorized to fix their signatures to all necessary documents and that the corporate seal also be fastened where it is deemed to be necessary.

Carried.

Bylaw No. 1374-20: Borrowing Bylaw

720-20: Cherniwchan That Smoky Lake County **Bylaw No. 1374-20: Borrowing Bylaw**, being a bylaw to provide operating expenditure borrowing and short-term capital property borrowing, be given **FIRST READING**.

Carried.

Moved by Councillor Orichowski that Smoky Lake County **Bylaw No. 1374-20: Borrowing Bylaw**, being a bylaw to provide operating expenditure borrowing and short-term capital property borrowing, be given **SECOND READING**.

Carried.

Moved by Councillor Gawalko that Smoky Lake County **Bylaw No. 1374-20: Borrowing Bylaw**, being a bylaw to provide operating expenditure borrowing and short-term capital property borrowing, be given **PERMISSION** for **THIRD AND FINAL READING**.

Carried Unanimously.

Moved by Councillor Halisky that Smoky Lake County **Bylaw No. 1374-20: Borrowing Bylaw**, being a bylaw to provide operating expenditure borrowing and short-term capital property borrowing, 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.

Barb McCarthy, CA, JMD Group LLP - Chartered Accountants, virtually joined the meeting, time 9:56 a.m.

Policy No. 03-04-06: Hiring of Contract Trucks and Equipment

721-20: Cherniwchan That Smoky Lake County Policy No. 03-04-06: Hiring of Contract Trucks and Equipment, be amended:

Title: Hiring of Contract Trucks and Equipment	Policy No: 04-06
Section: 03	Code: P-R
	Page No.: 1 of 6 E

Legislative Reference:	Alberta Provincial Statutes
-------------------------------	-----------------------------

Purpose:	To establish a standard for hiring of Contract Trucks and establish a listing of Equipment available for hire within Smoky Lake County.
-----------------	---

Policy Statement and Guidelines:

1. STATEMENT
1.1 Smoky Lake County's intent is to have a list of Contract Trucks willing to provide services for gravelling purposes and on occasional or as-needed basis for services to other related municipal departments.
1.2 Smoky Lake County's intent is to have a listing of equipment available for hire within the municipality, and to implement the hiring of equipment, on an hourly basis for day-labour projects and/or emergency response situations.
2. OBJECTIVE:
2.1 To ensure that the county has access in acquiring contract trucks and equipment to perform and carry out services as specified to result in the highest professional or business standards in the maintenance and construction area.
2.2 To ensure fair distribution of work available to equipment owners within the Smoky Lake County region, in the most cost-effective manner.
3. GUIDELINES:
3.1 Smoky Lake County advertises annually in the month of March " Notice To Register Contract Trucks and Equipment " for interested contractors to register for Hire Contract Trucks and Equipment.
3.2 The Hiring of contract trucks and equipment listing is established and administered by the Public Works Manager to supplement the County's equipment fleet and to ensure fair distribution of available work on County projects, when deemed necessary.
3.3 The Notice to Register Contract Trucks and Equipment must be received by the County on or before April 30th of each year.

Title: Hiring of Contract Trucks and Equipment	Policy No: 04-06
Section: 03	Code: P-R
Page No.: 2 of 6 E	

Policy Statement and Guidelines:	
4. PROCEDURES:	
4.1	All contractors must complete and submit annually a Registration Form listing each piece of equipment they wish to hire out to be eligible for hiring, as per Schedule "A": Registration: Conditions/Agreement for Hiring Contract Trucks and Equipment . Completed Schedule is submitted by hand-delivery to the Public Works Department to the attention of the Public Works Manager.
4.1.1	No Mail, E-Mail or Fax submissions will be allowed.
4.1.2	Submitted schedule must be accompanied by the specified supporting documents requested by the County.
4.2	All contractors registering contract trucks must enter into an agreement with Smoky Lake County and have their operators complete, as per Schedule "B": Truck Operator Agreement . Complete Schedule is submitted by hand-delivery to the Public Works Department to the attention of the Public Works Manager.
4.2.1	No Mail, E-Mail or Fax submissions will be allowed.
4.3	The hiring criteria to be followed specifically for gravel haul truck is:
4.3.1	Resident within the boundaries of Smoky Lake County.
4.3.2	Only one truck to be hired per household.
4.4	Compensation for Contract Trucks shall be in accordance with Policy Statement No. 03-13: Haul Rate Adjustment for Fuel Price – Schedule "A" Fuel Index .
4.5	All Contractors/owners shall comply with the terms of the agreement and provisions of the conditions as outlined within the schedules upon execution.

Section 03

Policy: 04-06

SCHEDULE "A"



**REGISTRATION
CONDITIONS/AGREEMENT FOR HIRING CONTRACT TRUCKS AND EQUIPMENT**

Name of Company: _____	Information: It is important that the Contractor/Owner have provided the most efficient means to contact them as notice can be limited.
Contact Name: _____ <small>Name (Please Print)</small>	G.S.T. Number: _____
Mailing Address: _____ <small>Box Town Province Postal Code</small>	Current Certificate of Insurance Attached: _____ Amount of Coverage: _____
Phone Number _____ Cell Number _____ Fax Number _____	Insurance Company / Agent: _____
	Workers Compensation Registration Account Number: _____
	Driver's License Number: _____

Equipment Type (Description of Unit)	Make	Model	Year	Serial Number	Equipment Licence Number	Size Box Capacity	Rate (Per Hour)

Schedule "A": Registration for Hiring Contract Trucks and Equipment - Page 1 of 3.

Page 3 of 6.

Conditions FOR HIRING CONTRACT TRUCKS AND EQUIPMENT	
1.	All equipment owners are asked to quote their lowest rental rate. The County reserves the right to hire equipment on a discretionary basis.
2.	Rates include operator wages, fuel, oil, repairs, and servicing.
3.	Owner to provide skilled, well trained operator(s).
4.	Owner is responsible for providing the equipment noted above and shall maintain it in good condition. Owner is responsible for providing the insurance against lost or damage to the equipment.
5.	Smoky Lake County, in the absence of gross negligence, is not responsible for any loss or damage to the equipment.
6.	Equipment shall meet all safety regulations under the Occupational Health and Safety Act and the Traffic Safety Act .
7.	Smoky Lake County will acquire and obtain proof of Worker's Compensation Board coverage upon commencement of project.
8.	Owners of truck must understand: 8.1 No job-hopping once the County gravel has commenced. 8.2 Trucks must be equipped with Tarps and loads must be covered prior to hauling. 8.3 Trucks must have two-way (LAD) radio for Communication. 8.4 Must travel only the route prescribed by the County Public Works Manager or Designate. 8.5 No travelling on oil based roads, neither loaded nor empty unless specifically authorized by the County Public Works Manager or Designate. 8.6 Maximum speed on County roads is 80km per hour (truckers required to slow down appropriately when passing residences and other traffic). 8.7 Maximum speed on Secondary and Primary highway is as posted. 8.8 Numbers will be assigned to each truck upon registration for identification purposes. 8.9 No jumping out of rotation – only as specified by the County.
9.	All gravel trailers must be Belly Dump that open and close on demand.
10.	Bringing or consuming liquor or illicit drugs on any County project or job site shall result in immediate dismissal.
Acknowledgment:	Witness:
I, _____, have read the conditions to the best of my ability and hereby agree to the terms.	_____
Signature _____ Date _____	Public Works Manager _____ Date _____ SMOKY LAKE COUNTY

Schedule "A": Conditions for Hiring Contract Trucks and Equipment - Page 2 of 3.

Page 4 of 6.

Agreement	FOR HIRING CONTRACT TRUCKS AND EQUIPMENT
<p>Contractor/Owner: _____ *****</p> <p>In consideration of the foregoing, the Contractor/Owner hereto agrees as follows:</p>	
<p>1. ENGAGEMENT</p> <p>1.1 Smoky Lake County hereby engages the Contractor/Owner for services of Contract Trucks or Equipment for hire as specified by the County and to be performed to the specifications of the conditions and agreement set forthwith.</p>	
<p>2. TERM</p> <p>2.1 This Agreement shall commence forthwith and shall terminate upon completion of services for the Year _____ for Smoky Lake County. This Agreement shall terminate at anytime by written notice to the Contractor /Owner by the County if the Conditions and terms of the Agreement are not conformed to. The County reserves the right to dismiss any Contractors/Operators should their work conduct cast any negative reflection upon the County whatsoever.</p>	
<p>3. COMPENSATION AND METHOD OF PAYMENT</p> <p>3.1 Smoky Lake County agrees to pay the Contractor/Owner according to the Haul Cards / Invoices for all services and work rendered. Payments will be made bi-monthly or on a monthly basis and will require clearance by the Worker's Compensation Board.</p>	
<p>4. CONTRACTOR'S INSURANCE - (Photocopy required)</p> <p>4.1 The Contractor/Owner shall provide evidence of a Commercial General Liability Insurance with insurable limits of not less than Two Million Dollars (\$2,000,000.00) for each occurrence or incident against bodily injury and property damage claims.</p> <p>4.2 The Contractor/Owner shall provide evidence of an Automobile Liability Insurance of not less than Two Million Dollars (\$2,000,000.00).</p> <p>4.3 The Contractor/Owner shall provide proof of automobile liability insurance and comprehensive general liability insurance and that Smoky Lake County is named as an additional insured with 30 days' notice of cancellation to the Contractor's comprehensive general liability insurance policy.</p>	
<p>5. INDEMNIFICATION</p> <p>5.1 The Contractor/Owner shall indemnify and save harmless the Smoky Lake County, its agents, and employees from any and all losses, costs, damages, actions, causes of action, suits, proceedings, claims, payments, recoveries, demands or judgments of every nature and description arising out of or resulting from anything done by the Contractor's/Owner's/ Operator's performance.</p> <p>5.2 Smoky Lake County shall not be liable nor responsible for any bodily or personal injury or property damage of any nature what-so-ever that may be suffered or sustained by the Contractor, its employees or agents, in the performance of any agreement.</p>	
<p>IN WITNESS WHEREOF, I, _____, hereby accept and execute this agreement .</p> <p>Signature _____ Date _____</p>	<p>IN WITNESS WHEREOF, SMOKY LAKE COUNTY hereby accept and execute this agreement.</p> <p>Public Works Manager _____ Date _____</p>

Schedule "A": Agreement for Hiring Contract Trucks and Equipment - Page 3 of 3.

Page 5 of 6.

Section 03

Policy: 04-06

SCHEDULE "B"



CONTRACT TRUCK OPERATOR AGREEMENT

<p>Name of Operator: _____ (Please Print)</p> <p>Phone Number: _____ Residence Cell Number</p>	<p>Workers Compensation Registration Account Number: _____</p> <p>Driver's Licence Number: _____</p>
--	--

Truck Description:					
Make	Model	Year	Serial Number	Truck Licence Number	Size/Box Capacity

Acknowledgment:

I HEREBY AGREE TO ADHERE TO THE FOLLOWING CONDITIONS AND DO UNDERSTAND THAT FAILURE TO DO SO SHALL CONSTITUTE IMMEDIATE DISMISSAL FROM THE SMOKY LAKE COUNTY: YEAR _____ GRAVEL HAUL AND DISQUALIFY MYSELF FROM ANY FURTHER WORK DURING THE SAME YEAR.

- CONDITIONS:**
1. Upon starting the gravel haul, each truck must continue to haul *i.e.*, WITH NO JOB HOPPING. The only exception shall be a mechanical breakdown.
 2. Trucks must be equipped with and loads must be tarped prior to hauling.
 3. Trucks must have two-way (LAD) radio for Communication.
 4. Must travel only the route prescribed by the County Public Works Manager or designate posted for gravel truck routes.
 5. No travelling on oil based roads, neither loaded nor empty unless specifically authorized by the County Public Works Manager or designate.
 6. Maximum speed on County roads is 80km per hour (truckers required to slow down appropriately when passing residents and other traffic).
 7. Maximum speed on Secondary and Primary highway is as posted.
 8. No possession or use of liquor or illicit drugs on their trucks or at the Gravel Pit Site.

<p>IN WITNESS WHEREOF, I, _____, hereby accept and execute this agreement .</p> <p>Signature _____ Date _____</p>	<p>IN WITNESS WHEREOF, SMOKY LAKE COUNTY hereby accept and execute this agreement.</p> <p>Public Works Manager _____ Date _____</p>	<p>IDENTIFICATION: Number assigned for Truck: _____</p>
--	---	--

Schedule "B": Agreement for Contract Trucks Operator

Page 6 of 6.

Carried.

Delegation:

JMD Group LLP - Chartered Accountants

Present before County Council at 10:04 a.m. to 10:18 a.m. was Barb McCarthy, CA, JMD Group LLP – Chartered Accountants, to present the Smoky Lake County Consolidated Financial Statement and the Smoky Lake County Gas Utility Financial Statement for the Year-End December 31, 2019 as follows:



JMD Group LLP CHARTERED ACCOUNTANTS

Maurice R. Joly, CA, CFP*
Barbara K. McCarthy, CA*
Claude R. Dion, CA, CMA*
Richard R. Jean, CA*
Amie Anderson, CA*
*Denotes Professional Corporation

INDEPENDENT AUDITOR'S REPORT

To the Members of Council:

Opinion

We have audited the consolidated financial statements of Smoky Lake County (the Municipality), which comprise the consolidated statement of financial position as at December 31, 2019, and the consolidated statements of operations, changes in net financial assets, and cash flows and schedules 1 to 6 for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the financial position of the Municipality as at December 31, 2019, and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Consolidated Financial Statements* section of our report. We are independent of the Municipality in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with those requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatements, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the Municipality's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Municipality or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Municipality's financial reporting process.

4925-50 Avenue
St. Paul, Alberta
Ph: (780) 645-4611
Fax: (780) 645-6644

Mailing Address:
Box 1452,
St. Paul, AB T0A 3A0
Email: jmdadmin@mcsnet.ca

Auditor's Responsibilities for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements. As part of the audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Municipality's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Municipality's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosure are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Municipality to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

St. Paul, Alberta
April 6, 2020

JMD Group LLP
CHARTERED ACCOUNTANTS

**SMOKY LAKE COUNTY
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2019**

	<u>2019</u>	<u>2018</u>
Financial assets		
Cash (note 2)	\$ 15,830,959	\$ 14,400,681
Taxes and grants in place receivable (note 3)	690,355	794,678
Receivables from other governments	1,145,916	1,386,383
Trade and other receivables	1,013,899	852,797
Investment in Gas Alberta Inc. (note 4)	67,983	67,983
Investment in Corridor Communications Inc. (note 5)	<u>1,099,894</u>	<u>1,099,894</u>
	<u>19,849,006</u>	<u>18,602,416</u>
Liabilities		
Accounts payable and accrued liabilities	1,028,755	867,440
Employee obligations (note 6)	1,305,071	1,306,966
Deposit liabilities	269,395	269,395
Deferred revenue (note 7)	1,117,359	1,174,614
Tax sale surplus	4,307	4,227
Landfill closure and post-closure liability (note 8)	<u>263,500</u>	<u>248,000</u>
	<u>3,988,387</u>	<u>3,870,642</u>
Net financial assets	<u>15,860,619</u>	<u>14,731,774</u>
Non-financial assets		
Tangible capital assets (schedule 2)	38,595,683	40,184,654
Inventory (note 9)	2,968,775	2,588,300
Prepaid expenses	<u>231,782</u>	<u>217,304</u>
	<u>41,796,240</u>	<u>42,990,258</u>
Accumulated surplus (schedule 1, note 13)	<u>\$ 57,656,859</u>	<u>\$ 57,722,032</u>
Contingent liabilities (note 15)		

ON BEHALF OF THE SMOKY LAKE COUNTY

Reeve

CAO

**SMOKY LAKE COUNTY
CONSOLIDATED STATEMENT OF OPERATIONS
FOR THE YEAR ENDED DECEMBER 31, 2019**

	<u>Budget</u> (unaudited)	<u>2019</u>	<u>2018</u>
Revenues			
Net municipal taxes (schedule 3)	\$ 9,698,970	\$ 9,684,252	\$ 9,648,991
Sales of goods and services	825,035	807,267	823,059
Government transfers for operating (schedule 4)	578,209	618,845	1,133,189
Investment income	298,312	377,187	334,636
Penalties and costs of taxes	74,095	217,030	146,823
Licenses and permits	59,830	88,058	90,201
Special levies and taxes	208,800	602,536	262,447
Insurance recoveries	70,000	87,218	70,575
Rentals and leases	32,650	28,892	26,288
Natural gas	<u>2,968,626</u>	<u>2,772,355</u>	<u>2,506,933</u>
	<u>14,814,527</u>	<u>15,283,640</u>	<u>15,043,142</u>
Expenses			
Legislative	544,303	511,324	471,621
Administration	2,183,285	2,348,636	1,987,544
Protective services	892,509	731,793	818,651
Transportation	7,912,781	7,372,004	7,242,550
Water and wastewater	573,352	539,337	533,353
Landfill	544,069	505,543	599,042
Further education	125,700	113,288	114,596
Agriculture services	869,183	734,336	768,323
Municipal planning, community and economic development	757,354	631,080	498,694
Recreation and culture	474,525	462,586	491,587
Natural gas	<u>2,944,379</u>	<u>2,727,196</u>	<u>2,417,810</u>
	<u>17,821,440</u>	<u>16,677,123</u>	<u>15,943,771</u>
Deficiency of revenues over expenses before other	(3,006,913)	(1,393,483)	(900,629)
Other			
Gain (loss) on disposal of tangible capital assets	254,000	(114,915)	(45,659)
Government transfers for capital (schedule 4)	<u>3,452,154</u>	<u>1,443,225</u>	<u>1,687,793</u>
Excess (deficiency) of revenues over expenses	699,241	(65,173)	741,505
Accumulated surplus, beginning of year	<u>57,722,032</u>	<u>57,722,032</u>	<u>56,980,527</u>
Accumulated surplus, end of year	\$ 58,421,273	\$ 57,656,859	\$ 57,722,032

**SMOKY LAKE COUNTY
CONSOLIDATED STATEMENT OF CHANGES IN NET FINANCIAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2019**

	Budget (unaudited)	2019	2018
Excess (deficiency) of revenues over expenses	\$ <u>699,241</u>	\$ (65,173)	\$ 741,505
Acquisition of tangible capital assets	(3,448,622)	(1,165,038)	(2,986,296)
Proceeds on disposal of tangible capital assets	254,000	315,082	79,007
Amortization of tangible capital assets	2,277,786	2,324,012	2,336,757
(Gain) loss on disposal of tangible capital assets	<u>(254,000)</u>	<u>114,915</u>	<u>45,659</u>
	<u>(1,170,836)</u>	<u>1,588,971</u>	<u>(524,873)</u>
Acquisition of inventory	(2,500,000)	(2,521,304)	(2,391,061)
Use of inventory	2,150,000	2,140,829	2,170,138
Acquisition of prepaid assets	(220,000)	(220,058)	(217,304)
Use of prepaid assets	<u>205,000</u>	<u>205,580</u>	<u>241,084</u>
	<u>(365,000)</u>	<u>(394,953)</u>	<u>(197,143)</u>
Increase (decrease) in net financial assets	(836,595)	1,128,845	19,489
Net financial assets, beginning of year	14,731,774	14,731,774	14,712,285
Net financial assets, end of year	\$ 13,895,179	\$ 15,860,619	\$ 14,731,774

**SMOKY LAKE COUNTY
CONSOLIDATED STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2019**

	2019	2018
Net inflow (outflow) of cash related to the following activities:		
Operating		
Excess (deficiency) of revenues over expenses	\$ (65,173)	\$ 741,505
Non-cash items included		
Amortization of tangible capital assets	2,324,012	2,336,757
Loss on disposal of tangible capital assets	114,915	45,659
Non-cash charges to operations (net change):		
Decrease (increase) in		
Taxes and grants in place receivable	104,323	(162,282)
Receivables from other governments	240,467	(412,447)
Trade and other receivables	(161,102)	(122,347)
Inventory	(380,475)	(220,923)
Prepaid expenses	(14,478)	23,780
Increase (decrease) in		
Accounts payable and accrued liabilities	161,315	250,721
Employee obligations	(1,895)	20,169
Deposit liabilities	--	1,050
Deferred revenue	(57,255)	765,888
Tax sale surplus	80	(3,017)
Landfill closure and post-closure	<u>15,500</u>	<u>27,890</u>
	<u>2,280,234</u>	<u>3,292,403</u>
Capital		
Acquisition of tangible capital assets	(1,165,038)	(2,986,296)
Proceeds on disposal of tangible capital assets	<u>315,082</u>	<u>79,007</u>
	<u>(849,956)</u>	<u>(2,907,289)</u>
Investing		
Decrease (increase) in restricted cash	<u>(59,772)</u>	<u>211,756</u>
Change in cash during the year	1,370,506	596,870
Cash, beginning of year	<u>14,238,287</u>	<u>13,641,417</u>
Cash, end of year	\$ 15,608,793	\$ 14,238,287
Cash is made up of:		
Cash (note 2)	\$ 15,830,959	\$ 14,400,681
Less restricted portion	<u>(222,166)</u>	<u>(162,394)</u>
	<u>\$ 15,608,793</u>	<u>\$ 14,238,287</u>

**SMOKY LAKE COUNTY
SCHEDULE 1 – CHANGES IN ACCUMULATED SURPLUS
FOR THE YEAR ENDED DECEMBER 31, 2019**

	Unrestricted Surplus	Restricted Surplus	Equity in Tangible Capital Assets	2019	2018
Balance, beginning of year	\$ 6,293,495	\$ 11,243,883	\$ 40,184,654	\$ 57,722,032	\$ 56,980,527
Excess (deficiency) of revenues over expenses	(65,173)	--	--	(65,173)	741,505
Unrestricted funds designated for future use	(1,520,977)	1,520,977	--	--	--
Current year funds used for tangible capital assets	(1,165,038)	--	1,165,038	--	--
Disposal of tangible capital assets	429,997	--	(429,997)	--	--
Annual amortization expense	<u>2,324,012</u>	--	<u>(2,324,012)</u>	--	--
Change in accumulated surplus	<u>2,821</u>	<u>1,520,977</u>	<u>(1,588,971)</u>	<u>(65,173)</u>	<u>741,505</u>
Balance, end of year	\$ 6,296,316	\$ 12,764,860	\$ 38,595,683	\$ 57,656,859	\$ 57,722,032

SMOKY LAKE COUNTY
SCHEDULE 2 - TANGIBLE CAPITAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2019

Cost	Land	Land Improvements	Buildings	Engineered Structures	Machinery & Equipment	Vehicles	2019	2018
Balance, beginning of year	\$ 5,143,588	\$ 1,338,407	\$ 4,597,289	\$ 50,194,519	\$ 12,029,979	\$ 5,860,217	\$ 79,163,999	\$ 76,576,097
Acquisition of tangible capital assets	--	45,169	--	196,757	744,604	25,211	1,011,741	2,978,726
Construction-in-progress	--	--	--	153,297	--	--	153,297	7,570
Disposal of tangible capital assets	--	(19,000)	--	(60,000)	(867,001)	--	(946,001)	(398,394)
Balance, end of year	<u>5,143,588</u>	<u>1,364,576</u>	<u>4,597,289</u>	<u>50,484,573</u>	<u>11,907,582</u>	<u>5,885,428</u>	<u>79,383,036</u>	<u>79,163,999</u>
Accumulated amortization								
Balance, beginning of year	--	858,358	1,423,831	27,699,702	5,469,603	3,527,851	38,979,345	36,916,316
Annual amortization	--	56,566	78,912	1,257,572	641,298	289,664	2,324,012	2,336,757
Accumulated amortization on disposals	--	(19,000)	--	(6,000)	(491,004)	--	(516,004)	(273,728)
Balance, end of year	--	<u>895,924</u>	<u>1,502,743</u>	<u>28,951,274</u>	<u>5,619,897</u>	<u>3,817,515</u>	<u>40,787,353</u>	<u>38,979,345</u>
Net book value of tangible capital assets	<u>\$ 5,143,588</u>	<u>\$ 468,652</u>	<u>\$ 3,094,546</u>	<u>\$ 21,533,299</u>	<u>\$ 6,287,685</u>	<u>\$ 2,067,913</u>	<u>\$ 38,595,683</u>	<u>\$ 40,184,654</u>
2018 Net book value of tangible capital assets	\$ 5,143,588	\$ 480,049	\$ 3,173,458	\$ 22,494,817	\$ 6,560,376	\$ 2,332,366	\$ 40,184,654	

SMOKY LAKE COUNTY
SCHEDULE 3 - PROPERTY TAXES LEVIED
FOR THE YEAR ENDED DECEMBER 31, 2019

	Budget (unaudited)	2019	2018
Levies			
Residential and farmland	\$ 3,509,000	\$ 3,506,048	\$ 3,450,038
Non-residential	928,000	879,058	897,454
Machinery and equipment	1,241,000	1,241,523	1,403,382
Linear property	6,457,000	6,444,229	6,281,353
Grants in place	66,000	66,593	60,662
	<u>12,201,000</u>	<u>12,137,451</u>	<u>12,092,889</u>
Requisitions			
Alberta School Foundation Fund	1,974,195	1,925,363	1,926,718
Smoky Lake Foundation	502,965	502,965	506,340
Designated Industrial Property	24,870	24,871	10,840
	<u>2,502,030</u>	<u>2,453,199</u>	<u>2,443,898</u>
Net municipal taxes	<u>\$ 9,698,970</u>	<u>\$ 9,684,252</u>	<u>\$ 9,648,991</u>

SCHEDULE 4 - GOVERNMENT TRANSFERS

Transfers for operations			
Federal	\$ --	\$ 11,056	\$ 38,601
Provincial	494,746	548,801	1,033,811
Other local governments	83,463	58,988	60,777
	<u>578,209</u>	<u>618,845</u>	<u>1,133,189</u>
Transfers for capital			
Provincial	3,452,154	1,328,252	1,687,793
Other local governments	--	114,973	--
	<u>3,452,154</u>	<u>1,443,225</u>	<u>1,687,793</u>
Total government transfers	<u>\$ 4,030,363</u>	<u>\$ 2,062,070</u>	<u>\$ 2,820,982</u>

SCHEDULE 5 - CONSOLIDATED EXPENSES BY OBJECT

Expenses			
Salaries, wages and benefits	\$ 7,752,885	\$ 7,278,337	\$ 6,946,278
Contracted and general services	3,144,699	2,332,674	2,728,508
Purchases from other governments	122,000	118,260	105,878
Materials, goods, supplies and utilities	2,516,385	2,575,304	2,387,303
Provision for allowances and bad debts	200,000	411,804	116,615
Transfers to other governments	54,000	46,677	51,486
Transfers to individuals and organizations	351,305	355,647	244,859
Bank charges and short-term interest	6,780	4,639	3,088
Tax adjustments	3,000	27,024	13,487
Natural gas purchases	1,392,600	1,202,745	1,009,512
Amortization of tangible capital assets	2,277,786	2,324,012	2,336,757
Total expenses	<u>\$ 17,821,440</u>	<u>\$ 16,677,123</u>	<u>\$ 15,943,771</u>

SMOKY LAKE COUNTY
SCHEDULE 6 - SEGMENTED DISCLOSURE
FOR THE YEAR ENDED DECEMBER 31, 2019

	General Government	Protective Services	Transportation Services	Environmental Services	Agriculture	Planning, Community Services	Recreation and Culture	Gas	Total
Revenues									
Net municipal taxes	\$ 9,684,252	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --	\$ --	\$ 9,684,252
Government transfers	122,091	37,223	1,225,860	130,000	185,459	122,302	117,259	121,876	2,062,070
User fees and sales of goods	141,138	179,863	225,824	261,236	3,469	2,640	--	2,673,387	3,487,557
Investment income	347,187	--	--	--	--	--	--	30,000	377,187
Other revenues	202,699	350	593,496	9,041	--	198,428	19,720	92,065	1,115,799
	<u>10,497,367</u>	<u>217,436</u>	<u>2,045,180</u>	<u>400,277</u>	<u>188,928</u>	<u>323,370</u>	<u>136,979</u>	<u>2,917,328</u>	<u>16,726,865</u>
Expenses									
Salaries, wages and benefits	1,393,389	318,397	3,268,809	516,565	421,251	262,422	194,334	903,170	7,278,337
Contract and general services	771,148	196,838	608,624	177,558	122,330	322,213	34,201	218,022	2,450,934
Goods and supplies	86,195	100,992	1,859,610	126,843	139,639	10,872	78,692	1,375,206	3,778,049
Transfers to others	111,786	--	--	46,677	--	148,861	95,000	--	402,324
Loss (gain) on disposal of assets	--	--	90,885	--	24,030	--	--	--	114,915
Other expenses	440,806	--	--	1,922	--	--	--	739	443,467
	<u>2,803,324</u>	<u>616,227</u>	<u>5,827,928</u>	<u>869,565</u>	<u>707,250</u>	<u>744,368</u>	<u>402,227</u>	<u>2,497,137</u>	<u>14,468,026</u>
Net revenue before amortization	7,694,043	(398,791)	(3,782,748)	(469,288)	(518,322)	(420,998)	(265,248)	420,191	2,258,839
Amortization expense	(56,636)	(115,566)	(1,634,961)	(175,315)	(51,116)	--	(60,359)	(230,059)	(2,324,012)
Excess (deficiency) of revenues over expenses	<u>\$ 7,637,407</u>	<u>\$ (514,357)</u>	<u>\$ (5,417,709)</u>	<u>\$ (644,603)</u>	<u>\$ (569,438)</u>	<u>\$ (420,998)</u>	<u>\$ (325,607)</u>	<u>\$ 190,132</u>	<u>\$ (65,173)</u>

SMOKY LAKE COUNTY
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2019

1. Significant Accounting Policies

The consolidated financial statements of the Smoky Lake County are the representations of management prepared in accordance with Canadian generally accepted accounting principles for local governments established by the Public Sector Accounting Board of the Canadian Institute of Chartered Accountants. Significant aspects of the accounting policies adopted by the county are as follows:

(a) Reporting Entity

The consolidated financial statements reflect the assets, liabilities, revenues and expenditures, and change in financial position of the reporting entity. This entity is comprised of the municipal operations plus all of the organizations that are owned or controlled by the county and are, therefore, accountable to the county Council for the administration of their financial affairs and resources. Included with the county is the Smoky Lake Heritage Board.

The schedule of taxes levied also includes requisitions for education and other external organizations that are not part of the municipal reporting entity.

The statements exclude trust assets that are administered for the benefit of external parties.

Interdepartmental and organizational transactions and balances are eliminated.

(b) Basis of Accounting

The financial statements are prepared using the accrual basis of accounting. The accrual basis of accounting records revenue as it is earned and measurable. Expenses are recognized as they are incurred and measurable based upon receipt of goods or services and/or the legal obligation to pay.

Funds from external parties and earnings thereon restricted by agreement or legislation are accounted for as deferred revenue until used for the purpose specified.

Government transfers, contributions and other amounts are received from third parties pursuant to legislation, regulation or agreement and may only be used for certain programs, in the completion of specific work, or for the purchase of tangible capital assets. In addition, certain user charges and fees are collected for which the related services have yet to be performed. Revenue is recognized in the period when the related expenses are incurred, services performed or the tangible capital assets are acquired.

(c) Cash

Cash is defined as petty cash and cash in chequing and savings accounts adjusted for outstanding cheques and deposits.

(d) Investments

Investments are recorded at amortized cost. When there has been a loss in value that is other than a temporary decline, the respective investment is written down to recognize the loss.

SMOKY LAKE COUNTY
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2019

1. Significant Accounting Policies - continued

(e) Use of Estimates

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenses during the period. Where measurement uncertainty exists, the financial statements have been prepared within reasonable limits of materiality. Actual results could differ from those estimates.

(f) Requisition Over-levy and Under-levy

Over-levies and under-levies arise from the difference between the actual property tax levy made to cover each requisition and the actual amount requisitioned.

If the actual levy exceeds the requisition, the over-levy is accrued as a liability and property tax revenue is reduced. Where the actual levy is less than the requisition amount, the under-levy is accrued as a receivable and as property tax revenue.

Requisition tax rates in the subsequent year are adjusted for any over-levies or under-levies of the prior year.

(g) Tax Revenue

Tax revenues are recognized when the tax has been authorized by bylaw and the taxable event has occurred.

Requisitions operate as a flow through and are excluded from municipal revenue.

(h) Government Transfers

Government transfers are the transfer of assets from senior levels of government that are not the result of an exchange transaction, are not expected to be repaid in the future, or the result of a direct financial return.

Government transfers are recognized in the financial statements as revenue in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be determined.

(i) Landfill Closure and Post-Closure Liability

Pursuant to the Alberta Environmental Protection and Enhancement Act, the county is required to fund the closure of its landfill site and provide for post-closure care of the facility. Closure and post-closure activities include the final clay cover, landscaping, as well as surface and ground water monitoring, leachate control, and visual inspection. The requirement is being provided for over the estimated remaining life of the landfill site based on usage.

SMOKY LAKE COUNTY
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2019

1. Significant Accounting Policies – continued

(j) Non-Financial Assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the normal course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the consolidated change in net financial assets for the year.

(i) Tangible Capital Assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The costs, less residual value, of the tangible capital assets are amortized on a straight-line basis over their estimated useful lives as follows:

	<u>Years</u>
Land improvements	10-25
Buildings	50
Engineered structures	
Roadway system	15
Water systems	18-40
Wastewater systems	18-40
Bridges	50-150
Gas distribution system	40-50
Machinery and equipment	20-30
Vehicles	10-20

One-half of the annual amortization is charged in the year of acquisition. Assets under construction are not amortized until the asset is available for productive use.

(ii) Contributions of Tangible Capital Assets

Tangible capital assets received as contributions are recorded at fair value at the date of receipt and also are recorded as revenue.

(iii) Inventories

Inventories held for consumption are recorded at the lower of cost and replacement cost.

(k) Contaminated Sites Liability

Contaminated sites are a result of contamination being introduced into air, soil, water or sediment of a chemical, organic or radioactive material or live organism that exceeds an environmental standard. The liability is recorded net of any expected recoveries. A liability for remediation of a contaminated site is recognized when a site is not in productive use and is management's estimate of the cost of post-remediation including operation, maintenance and monitoring.

SMOKY LAKE COUNTY
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2019

2. Cash	<u>2019</u>	<u>2018</u>
Petty cash	\$ 850	\$ 850
Current accounts	540,698	747,767
Savings accounts	15,285,104	13,647,837
Trust account	<u>4,307</u>	<u>4,227</u>
	<u>\$ 15,830,959</u>	<u>\$ 14,400,681</u>

Council has designated \$12,764,860 (2018 - \$11,243,883) to fund the reserves.

Included in cash is a restricted amount of \$222,166 (2018 - \$162,394) comprised of deferred revenue received and not expended (see Note 7).

3. Taxes and Grants in Place Receivable	<u>2019</u>	<u>2018</u>
Current	\$ 430,296	\$ 473,390
Arrears	1,145,616	780,042
Less allowance for doubtful accounts	<u>(885,557)</u>	<u>(458,754)</u>
	<u>\$ 690,355</u>	<u>\$ 794,678</u>

4. Investment in Gas Alberta Inc.

Effective June 30, 1998, Gas Alberta, a branch of Alberta Transportation and Utilities, was privatized and operations assumed by Gas Alberta Inc. The shareholders of Gas Alberta Inc. are predominantly made up of members of the Federation of Alberta Gas Co-ops.

The county's investment in Gas Alberta Inc. consists of:	<u>2019</u>	<u>2018</u>
Class A common shares	\$ 483	\$ 483
Loan receivable	<u>67,500</u>	<u>67,500</u>
	<u>\$ 67,983</u>	<u>\$ 67,983</u>

The loan is non-interest bearing and is secured by a debenture. The loan is due upon the expiration of the contract and may be repaid earlier at Gas Albert Inc.'s option or in the event the county no longer holds any of the Class A common shares.

5. Investment in Corridor Communications Inc.	<u>2019</u>	<u>2018</u>
657,829 Class B common shares	\$ 424,286	\$ 424,286
675,608 Class G preferred shares	<u>675,608</u>	<u>675,608</u>
	<u>\$ 1,099,894</u>	<u>\$ 1,099,894</u>

6. Employee Obligations	<u>2019</u>	<u>2018</u>
Accrued holiday pay	\$ 390,289	\$ 359,958
Accrued retirement benefits	106,663	104,763
Accrued wages	63,765	86,563
Accrued sick leave	<u>744,354</u>	<u>755,682</u>
	<u>\$ 1,305,071</u>	<u>\$ 1,306,966</u>

SMOKY LAKE COUNTY
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2019

7. Deferred Revenue	<u>2019</u>	<u>2018</u>
Federal Gas Tax Fund	\$ 411,198	\$ 263,104
Municipal Sustainability Initiative – Capital	646,226	876,486
Advanced Education	22,038	18,544
Natural gas sales	<u>37,897</u>	<u>16,480</u>
	<u>\$ 1,117,359</u>	<u>\$ 1,174,614</u>

Funding in the amount of \$2,092,075 was received in the current year from various federal and provincial government programs and local governments. The use of these funds is restricted to eligible operating and capital projects as approved under the funding agreements. Unexpended funds related to these advances and other deferred revenue are supported by funds in savings accounts of \$222,166.

8. Landfill Closure and Post-Closure Liability

Alberta environmental law requires closure and post-closure care of landfill sites, which includes final covering and landscaping, pumping of ground water and leachates from the site, and ongoing environmental monitoring, site inspections and maintenance.

The estimated total liability is based on an engineering assessment dated November 27, 2018.

The accrued liability portion is based on the cumulative capacity used at year end compared to the estimated total landfill capacity. The total capacity of the site is estimated at 135,000 cubic metres. The estimated remaining capacity of the landfill site is 93,000 cubic metres. The existing landfill site is expected to reach capacity in approximately the year 2049.

The municipality has not designated assets for setting closure and post-closure liabilities.

	<u>2019</u>	<u>2018</u>
Estimated closure costs	\$ 399,840	\$ 392,000
Estimated post-closure costs	<u>390,660</u>	<u>383,000</u>
Estimated total liability	<u>\$ 790,500</u>	<u>\$ 775,000</u>
Estimated capacity remaining	67%	68%
Portion of total liability remaining to be recognized	<u>\$ 527,000</u>	<u>\$ 527,000</u>
Estimated capacity used	33%	32%
Accrued liability portion	<u>\$ 263,500</u>	<u>\$ 248,000</u>

SMOKY LAKE COUNTY
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2019

9. Inventory	<u>2019</u>	<u>2018</u>
Public works	\$ 629,341	\$ 602,260
Gravel (valued at crushing cost)	2,205,242	1,916,406
A.S.B.	<u>24,864</u>	<u>16,719</u>
	2,859,447	2,535,385
Gas utility	<u>109,328</u>	<u>52,915</u>
	<u>\$ 2,968,775</u>	<u>\$ 2,588,300</u>

10. Contaminated Sites Liability

In 2018 a phase 2 environmental study was conducted on SE-16-59-19 W4M. The assessment concluded that there was a high potential for contamination of soil, soil vapour, and/or groundwater at the subject site relative to CL, IL, or Aquatic Life and DW standards. Currently, a provision of \$100,000 has been recorded.

11. Debt Limits

Section 276(2) of the Municipal Government Act requires that debt and debt limits as defined by Alberta Regulation 255/00 for the Smoky Lake County be disclosed as follows:

	<u>2019</u>	<u>2018</u>
Total debt limit	\$ 23,097,919	\$ 22,564,713
Total debt	<u>--</u>	<u>--</u>
Debt limit remaining	<u>\$ 23,097,919</u>	<u>\$ 22,564,713</u>
Debt servicing limit	\$ 3,849,653	\$ 3,760,785
Debt servicing	<u>--</u>	<u>--</u>
Debt servicing limit remaining	<u>\$ 3,849,653</u>	<u>\$ 3,760,785</u>

The debt limit is calculated at 1.5 times revenue of the municipality (as defined in Alberta Regulation 255/00) and the debt service limit is calculated at 0.25 times such revenue. Incurring debt beyond these limitations requires approval by the Minister of Municipal Affairs. These thresholds are guidelines used by Alberta Municipal Affairs to identify municipalities that could be at financial risk if further debt is acquired. The calculation taken alone does not represent the financial stability of the municipality. Rather, the financial statements must be interpreted as a whole.

12. Operating Loan

The county has a prime less ¼% authorized operating line of \$5,000,000 with the Alberta Treasury Branch. No balance was outstanding as at December 31, 2019.

SMOKY LAKE COUNTY
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2019

13. Accumulated Surplus

Accumulated surplus consists of restricted and unrestricted amounts and equity in tangible capital assets as follows:

	<u>2019</u>	<u>2018</u>
Unrestricted surplus	\$ <u>6,296,316</u>	\$ <u>6,293,495</u>
Restricted surplus		
Capital		
Building	183,374	168,374
General	2,436,505	2,356,505
Regional landfill	527,946	470,901
Transportation	1,205,170	777,803
Gravel pit reclamation	447,929	438,440
Gravel pit development	83,203	64,673
Fire	1,317,452	1,076,430
Street sweeper	45,769	36,864
Regional waterline	261,233	259,988
Road development	1,484,363	855,195
Economic development	59,223	86,223
Municipal reserve	<u>41,762</u>	<u>39,122</u>
	8,093,929	6,630,518
Municipal general	2,751,676	3,012,895
Gas	<u>1,919,255</u>	<u>1,600,470</u>
Total restricted	<u>12,764,860</u>	<u>11,243,883</u>
Equity in tangible capital assets	<u>38,595,683</u>	<u>40,184,654</u>
	<u>\$ 57,656,859</u>	<u>\$ 57,722,032</u>

14. Segmented Disclosure

The Smoky Lake County provides a range of services to its ratepayers. For each reported segment, revenues and expenses represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis. The accounting policies used in these segments are consistent with those followed in the preparation of the financial statements as disclosed in note 1.

Refer to Schedule 6 – Segmented Disclosure.

SMOKY LAKE COUNTY
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2019

15. Contingent Liabilities

(a) Evergreen Regional Waste Management Services Commission

Smoky Lake County is a member of the Evergreen Regional Waste Management Services Commission. Each participating municipality funds a portion of the Commission's deficit based on their proportionate tippage for the year. The expense is accounted for as a current transaction in the year the county is invoiced.

(b) Highway 28/63 Regional Water Services Commission

Smoky Lake County is a member of Highway 28/63 Regional Water Services Commission. Each participating municipality would be responsible for their proportionate share of any unfunded deficit. The expense would be accounted for as a current transaction in the year the county is invoiced.

16. Financial Instruments

The county's financial instruments consist of cash, receivables, long-term investments, loans receivable, accounts payable and accrued liabilities, and long-term debt. It is management's opinion that the county is not exposed to significant interest or currency risks arising from these financial instruments.

The county is subject to credit risk with respect to taxes and grants in place of taxes receivable and trade and other receivables. Credit risk arises from the possibility that taxpayers and entities to which the county provides services may experience financial difficulty and be unable to fulfill their obligations. The large number and diversity of taxpayers and customers minimizes the credit risk.

Unless otherwise noted, the carrying value of the financial instruments approximates fair value.

17. Local Authorities Pension Plan

Employees of the county participate in the Local Authorities Pension Plan (LAPP), which is one of the plans covered by the Alberta Public Sector Pension Plans Act. The LAPP serves about 266,000 people and 421 employers. The LAPP is financed by employer and employee contributions and by investment earnings of the LAPP Fund.

Contributions for current service are recorded as expenditures in the year in which they become due.

The county is required to make current service contributions to the LAPP of 9.39% of pensionable earnings up to the year's maximum pensionable earnings under the Canada Pension Plan and 13.84% on pensionable earnings above this amount. Employees of the county are required to make current service contributions of 8.39% of pensionable salary up to the year's maximum pensionable salary and 12.84% on pensionable salary above this amount.

Total current service contributions by the county to the LAPP in 2019 were \$288,940 (2018 - \$305,347). Total current service contributions by the employees of the county to the LAPP in 2019 were \$262,555 (2018 - \$279,812).

At December 31, 2018, the LAPP disclosed an actuarial surplus of \$3.47 billion.

**SMOKY LAKE COUNTY
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2019**

18. Salary and Benefits Disclosure

Disclosure of salaries and benefits for municipal officials and designated officers as required by Alberta Regulation 313/2000 is as follows:

		2019		
		Salary	Benefits & Allow.	Expenses
		(1)	(2)	(3)
Reeve	Lukinuk	\$ 77,127	\$ 12,104	\$ 31,675
Councillors	Orichowski	70,555	13,598	20,937
	Gawalko	67,267	10,574	19,160
	Cherniwchan	67,267	12,870	20,228
	Halisky	<u>67,267</u>	<u>13,282</u>	<u>19,402</u>
Total 2019 legislative costs		<u>\$ 349,483</u>	<u>\$ 62,428</u>	<u>\$ 111,402</u>
Chief Administrative Officer	Ollikka	<u>\$ 155,268</u>	<u>\$ 29,820</u>	<u>\$ 15,307</u>
Designated Officer (contract)	Assessor	<u>\$ 129,569</u>	<u>\$ --</u>	<u>\$ --</u>
	Peace Officer	<u>\$ 98,686</u>	<u>\$ 20,208</u>	<u>\$ 3,402</u>
	Agricultural Services	<u>\$ 90,039</u>	<u>\$ 19,914</u>	<u>\$ 1,909</u>

		2018		
		Salary	Benefits & Allow.	Expenses
		(1)	(2)	(3)
Reeve	Lukinuk	\$ 67,555	\$ 13,883	\$ 29,495
Councillors	Orichowski	61,814	13,116	25,676
	Gawalko	58,944	9,428	27,088
	Cherniwchan	58,944	13,736	26,150
	Halisky	<u>58,944</u>	<u>12,736</u>	<u>21,899</u>
Total 2019 legislative costs		<u>\$ 306,201</u>	<u>\$ 62,899</u>	<u>\$ 130,308</u>
Chief Administrative Officer	Ollikka	<u>\$ 154,098</u>	<u>\$ 31,868</u>	<u>\$ 9,078</u>
Designated Officer (contract)		<u>\$ 126,425</u>	<u>\$ --</u>	<u>\$ --</u>

- (1) Salary includes regular base pay, gross honoraria, Reeve remuneration and any other direct cash remuneration. These amounts are included in Legislative, Development, ASB, and Natural Gas functional expenses.
- (2) Employer's share of all employee benefits and contributions or payments made on behalf of employees including Canada Pension Plan, Employment Insurance, health care, dental coverage, group life insurance, accidental disability and dismemberment insurance, long and short-term disability plans, and professional memberships.
- (3) Expenses include travel, mileage, meals, accommodation, registration fees and other expenses.

**SMOKY LAKE COUNTY
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2019**

19. Approval of Financial Statements

Council and Management have approved these financial statements.

20. Budget Amounts

Budget amounts are included for information purposes only and are not audited.

21. Recent Accounting Pronouncements Published But Not Yet Adopted

- (a) **PSAS Section 1201, Financial Statement Presentation**
Revised standard is effective beginning on or after April 1, 2021, when sections PS2601 and PS3450 are adopted.
- (b) **PSAS Section 2601, Foreign Currency Transaction**
PS2601 establishes standards on how to account for and report transactions that are denominated in foreign currency in government financial statements. It applies to years beginning on or after April 1, 2021.
- (c) **PSAS Section 3041, Portfolio Investments**
This standard addresses the distinction between temporary and portfolio investments. The standard is effective beginning on or after April 1, 2021, when sections PS1201, PS2601 and PS3450 are adopted.
- (d) **PSAS Section 3280, Asset Retirement Obligations**
This standard is intended to provide guidance on accounting for asset retirement obligations and will apply in years beginning on or after April 1, 2021.
- (e) **PSAS Section 3400, Revenue**
This standard will provide greater clarity on the difference between exchange and non-exchange transactions. It applies in years beginning on or after April 1, 2022.
- (f) **PSAS Section 3450, Financial Instruments**
This standard establishes recognition, measurement and disclosure requirements for derivative and non-derivative financial instruments. It applies to years beginning on or after April 1, 2021.

SMOKY LAKE COUNTY GAS UTILITY

FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2019



JMD Group LLP CHARTERED ACCOUNTANTS

Maurice R. Joly, CA, CFP*
Barbara K. McCarthy, CA*
Claude R. Dion, CA, CMA*
Richard R. Jean, CA*
Amie Anderson, CA*
*Denotes Professional Corporation

INDEPENDENT AUDITOR'S REPORT

To the Members of Council:

Opinion

We have audited the financial statements of the Smoky Lake County Gas Utility, which comprise the statement of financial position as at December 31, 2019, and the statements of operations, changes in net financial assets, and cash flows and schedules of changes in accumulated surplus, gross margin and operating expenses for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Gas Utility as at December 31, 2019, and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Gas Utility in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with those requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatements, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Gas Utility's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Gas Utility or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Gas Utility's financial reporting process.

4925-50 Avenue
St. Paul, Alberta
Ph: (780) 645-4611
Fax: (780) 645-6644

Mailing Address:
Box 1452,
St. Paul, AB T0A 3A0
Email: jmdadmin@mcsnet.ca

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of the audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Gas Utility's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Gas Utility's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosure are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Gas Utility to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

St. Paul, Alberta
April 6, 2020

JMD Group LLP
CHARTERED ACCOUNTANTS

SMOKY LAKE COUNTY GAS UTILITY
STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2019

	<u>2019</u>	<u>2018</u>
Financial assets		
Due from general operating fund	\$ 1,825,211	\$ 1,531,885
Receivables (net of allowance)	452,580	340,038
Investment in Gas Alberta Inc. (note 3)	<u>67,983</u>	<u>67,983</u>
	<u>2,345,774</u>	<u>1,939,906</u>
Liabilities		
Accounts payable	281,002	157,527
Meter deposits payable	8,675	9,975
Deferred revenue	<u>37,897</u>	<u>16,480</u>
	<u>327,574</u>	<u>183,982</u>
Net financial assets	<u>2,018,200</u>	<u>1,755,924</u>
Non-financial assets		
Inventory	109,328	52,915
Prepaid expenses	42,464	40,259
Tangible capital assets (note 4)	<u>2,424,168</u>	<u>2,554,930</u>
	<u>2,575,960</u>	<u>2,648,104</u>
Accumulated surplus (note 5)	<u>\$ 4,594,160</u>	<u>\$ 4,404,028</u>

ON BEHALF OF THE SMOKY LAKE COUNTY

_____ Reeve

_____ CAO

SMOKY LAKE COUNTY GAS UTILITY
STATEMENT OF OPERATIONS
FOR THE YEAR ENDED DECEMBER 31, 2019

	<u>Budget</u> (unaudited)	<u>2019</u>	<u>2018</u>
Revenues			
Gas sales and distribution charges	\$ 2,210,076	\$ 1,938,495	\$ 1,707,265
Penalties and service charges	493,000	508,786	504,151
Appliance sales and service	1,000	90	--
Sale of goods, secondaries, conversions	51,050	52,038	88,590
RMO operating grant	25,000	25,137	25,137
Interest income	12,000	30,000	20,000
Bulk odorant delivery	88,000	91,551	106,370
Compressed natural gas revenue	33,000	8,290	2,500
Gas Alberta rebate	--	92,065	30,920
Infill rebate	--	6,903	--
Infill recovery	<u>67,500</u>	<u>49,000</u>	<u>42,000</u>
	<u>2,980,626</u>	<u>2,802,355</u>	<u>2,526,933</u>
Expenses			
Wages and benefits	920,431	903,170	840,776
Materials	190,013	172,461	168,585
Gas purchases	1,392,600	1,202,745	1,009,512
Contracted and general services	228,335	218,022	186,330
Amortization	213,000	230,059	214,120
Bad debt expense (recovery)	<u>--</u>	<u>739</u>	<u>(1,513)</u>
	<u>2,944,379</u>	<u>2,727,196</u>	<u>2,417,810</u>
Excess of revenues over expenses before other	36,247	75,159	109,123
Other			
Government transfers for capital	<u>54,000</u>	<u>114,973</u>	<u>--</u>
Excess of revenues over expenses	90,247	190,132	109,123
Accumulated surplus, beginning of year	4,404,028	4,404,028	4,294,905
Accumulated surplus, end of year	\$ 4,494,275	\$ 4,594,160	\$ 4,404,028

SMOKY LAKE COUNTY GAS UTILITY
STATEMENT OF CHANGE IN NET FINANCIAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2019

	<u>Budget</u> (unaudited)	<u>2019</u>	<u>2018</u>
Excess of revenues over expenses	\$ 90,247	\$ 190,132	\$ 109,123
Proceeds on disposal of tangible capital assets	--	54,000	--
Acquisition of tangible capital assets	<u>(230,000)</u>	<u>(153,297)</u>	<u>--</u>
Amortization of tangible capital assets	<u>213,000</u>	<u>230,059</u>	<u>214,120</u>
	<u>(17,000)</u>	<u>130,762</u>	<u>214,120</u>
Acquisition of inventory	--	(102,132)	(68,288)
Use of inventory	--	45,719	56,215
Acquisition of prepaid assets	--	(43,013)	(40,259)
Use of prepaid assets	<u>--</u>	<u>40,808</u>	<u>27,648</u>
	<u>--</u>	<u>(58,618)</u>	<u>(24,684)</u>
Increase in net financial assets	73,247	262,276	298,559
Net financial assets, beginning of year	1,755,924	1,755,924	1,457,365
Net financial assets, end of year	\$ 1,829,171	\$ 2,018,200	\$ 1,755,924

SMOKY LAKE COUNTY GAS UTILITY
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2019

	<u>2019</u>	<u>2018</u>
Net inflow (outflow) of cash related to the following activities:		
Operating		
Excess of revenues over expenses	\$ 190,132	\$ 109,123
Non-cash items included		
Amortization of tangible capital assets	230,059	214,120
Non-cash charges to operations (net change):		
Decrease (increase)		
Receivables	(112,542)	(29,232)
Inventory	(56,413)	(12,073)
Prepaid expenses	(2,205)	(12,611)
Increase (decrease)		
Accounts payable	123,475	(31,827)
Meter deposits	(1,300)	1,250
Deferred revenue	<u>21,417</u>	<u>(4,460)</u>
	<u>392,623</u>	<u>234,290</u>
Capital		
Acquisition of tangible capital assets	(153,297)	--
Proceeds on disposal of tangible capital assets	<u>54,000</u>	<u>--</u>
	<u>(99,297)</u>	<u>--</u>
Change in cash and cash equivalents during the year	293,326	234,290
Cash and cash equivalents, beginning of the year	1,531,885	1,297,595
Cash and cash equivalents, end of the year	\$ 1,825,211	\$ 1,531,885

Cash and cash equivalents are defined as Due from General Operating Fund.

SMOKY LAKE COUNTY GAS UTILITY
SCHEDULE OF CHANGES IN ACCUMULATED SURPLUS
FOR THE YEAR ENDED DECEMBER 31, 2019

	Unrestricted Surplus	Restricted Surplus	Equity in Tangible Capital Assets	<u>2019</u>	<u>2018</u>
Balance, beginning of year	\$ 248,628	\$ 1,600,470	\$ 2,554,930	\$ 4,404,028	\$ 4,294,905
Excess of revenues over expenses	190,132	--	--	190,132	109,123
Funds designated for future use	(318,785)	318,785	--	--	--
Disposed of tangible capital assets	54,000	--	(54,000)	--	--
Funds used for tangible capital assets	(153,297)	--	153,297	--	--
Annual amortization expense	<u>230,059</u>	<u>--</u>	<u>(230,059)</u>	<u>--</u>	<u>--</u>
Change in accumulated surplus	<u>2,109</u>	<u>318,785</u>	<u>(130,762)</u>	<u>190,132</u>	<u>109,123</u>
Balance, end of year	\$ 250,737	\$ 1,919,255	\$ 2,424,168	\$ 4,594,160	\$ 4,404,028

SMOKY LAKE COUNTY GAS UTILITY
SCHEDULE OF GROSS MARGIN
FOR THE YEAR ENDED DECEMBER 31, 2019

	Budget (unaudited)	<u>2019</u>	<u>2018</u>
Gas sales and distribution charges	\$ 2,210,076	\$ 1,938,495	\$ 1,707,265
Gas purchases	(1,392,600)	(1,202,745)	(1,009,512)
Capital surcharge	<u>(110,000)</u>	<u>(148,785)</u>	<u>(142,615)</u>
Gross margin	\$ 707,476	\$ 586,965	\$ 555,138

SCHEDULE OF OPERATING EXPENSES

	Budget (unaudited)	<u>2019</u>	<u>2018</u>
General and administrative expenditures			
Council expenses	\$ 9,000	\$ 5,959	\$ 8,505
Audit, legal, and consulting	38,400	36,717	50,615
Advertising, membership, printing	32,700	33,781	22,687
Telephone, postage, freight, travel	27,400	15,597	23,228
Computer lease	5,000	3,399	4,576
Office supplies, utilities, insurance	65,800	69,965	66,894
Wages and benefits	<u>440,994</u>	<u>441,340</u>	<u>418,009</u>
	<u>619,294</u>	<u>606,758</u>	<u>594,514</u>
Distribution			
Wages and benefits	479,437	461,830	422,768
Vehicle and equipment costs	76,050	71,592	67,089
Repair and maintenance – system	<u>163,998</u>	<u>153,473</u>	<u>111,320</u>
	<u>719,485</u>	<u>686,895</u>	<u>601,177</u>
Gas purchases	<u>1,392,600</u>	<u>1,202,745</u>	<u>1,009,512</u>
Amortization	<u>213,000</u>	<u>230,059</u>	<u>214,120</u>
Bad debt expense (recovery)	<u>--</u>	<u>739</u>	<u>(1,513)</u>
Total operating expenditures	\$ 2,944,379	\$ 2,727,196	\$ 2,417,810

SMOKY LAKE COUNTY GAS UTILITY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2019

1. Significant Accounting Policies

(a) Reporting Entity

The financial statements reflect the assets, liabilities, revenues and expenses, and change in net financial assets of the reporting entity which comprises the entire gas utility. These statements exclude all other municipal operations.

(b) Basis of Accounting

The financial statements are prepared using the accrual basis of accounting. The accrual basis of accounting records revenue as it is earned and measurable. Expenses are recognized as they are incurred and measurable based upon receipt of goods or services and/or the legal obligation to pay.

Funds from external parties and earnings thereon restricted by agreement or legislation are accounted for as deferred revenue until used for the purpose specified.

Government transfers, contributions and other amounts are received from third parties pursuant to legislation, regulation or agreement and may only be used for certain programs, in the completion of specific work, or for the purchase of tangible capital assets. In addition, certain user charges and fees are collected for which the related services have yet to be performed. Revenue is recognized in the period when the related expenses are incurred, services performed or the tangible capital assets are acquired.

(c) Measurement Uncertainty

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenses during the period. Such estimates include the amortization of capital assets and provision for doubtful accounts. Actual results could differ from these estimates. These estimates are reviewed periodically and as adjustments become necessary, they are reported in earnings in the period in which they become known.

(d) Investments

Investments are recorded at amortized cost. When there has been a loss in value that is other than a temporary decline, the respective investment is written down to recognize the loss.

SMOKY LAKE COUNTY GAS UTILITY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2019

1. Significant Accounting Policies (continued)

(e) Non-Financial Assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the normal course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the change in net financial assets (debt) for the year.

(i) Tangible Capital Assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The costs, less residual value, of the tangible capital assets are amortized on a straight-line basis over their estimated useful lives as follows:

	<u>Years</u>
Buildings	50
Distribution system	40-50
Machinery and equipment	20-30
Vehicles	10-20

One-half of the annual amortization is charged in the year of acquisition. Assets under construction are not amortized until the asset is available for productive use.

(ii) Contributions of Tangible Capital Assets

Tangible capital assets received as contributions are recorded at fair value at the date of receipt and also are recorded as revenue.

(iii) Inventories

Inventories held for consumption are recorded at the lower of cost and replacement cost.

2. Prepaid Infills

The county has an obligation to provide infills to 127 lake lots. These infills will have to be installed once the owners request the infill. The costs of these infills will be expensed in the year of installation. The amounts are likely to be spread over many years and the cost in any one year is not likely to be significant. The future cost of these infills is not determinable at this time.

**SMOKY LAKE COUNTY GAS UTILITY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2019**

3. Investment in Gas Alberta Inc.

Effective June 30, 1998, Gas Alberta, a branch of Alberta Transportation and Utilities, was privatized and operations assumed by Gas Alberta Inc. The shareholders of Gas Alberta Inc. are predominantly made up of members of the Federation of Alberta Gas Co-ops.

The county has entered into a gas supply contract, which renews automatically each year, to purchase natural gas exclusively from Gas Alberta Inc.

The county's investment in Gas Alberta Inc. consists of:

	<u>2019</u>	<u>2018</u>
Class A common shares	\$ 483	\$ 483
Loan receivable	<u>67,500</u>	<u>67,500</u>
	\$ <u>67,983</u>	\$ <u>67,983</u>

The loan is non-interest bearing and is secured by a debenture. The loan is due upon the expiration of the contract and may be repaid earlier at Gas Albert Inc.'s option or in the event the county no longer holds any of the Class A common shares.

4. Tangible Capital Assets

	<u>Cost</u>	<u>Accumulated Amortization</u>	<u>Net Book Value</u>	
			<u>2019</u>	<u>2018</u>
Distribution system	\$ 6,853,504	\$ 5,023,942	\$ 1,829,562	\$ 2,057,308
Work in progress	153,297	--	153,297	--
Buildings	128,707	37,325	91,382	93,956
Machinery and equipment	332,930	140,653	192,277	209,438
Vehicles	<u>465,300</u>	<u>307,650</u>	<u>157,650</u>	<u>194,228</u>
	\$ <u>7,933,738</u>	\$ <u>5,509,570</u>	\$ <u>2,424,168</u>	\$ <u>2,554,930</u>

5. Accumulated Surplus

Accumulated surplus consists of restricted and unrestricted amounts and equity in tangible capital assets as follows:

	<u>2019</u>	<u>2018</u>
Unrestricted surplus	\$ 250,737	\$ 248,628
Restricted capital surplus	1,919,255	1,600,470
Equity in tangible capital assets	<u>2,424,168</u>	<u>2,554,930</u>
	\$ <u>4,594,160</u>	\$ <u>4,404,028</u>

2019 Consolidated Financial Statements and Gas Utility Financial Statements

722-20: Gawalko

That Smoky Lake County Council adopt the audited Smoky Lake County Consolidated Financial Statements and the Smoky Lake County Gas Utility Financial Statements for the year ended: December 31, 2019, as prepared by JMD Group LLP – Chartered Accountants.

Carried.

Barb McCarthy, CA, JMD Group LLP – Chartered Accountants, virtually left the meeting, time 10:19 a.m.

Policy No. 03-14-12: Haul Road Agreement

723-20: Halisky

That Smoky Lake County Policy No. 03-14-12: Haul Road Agreement, be amended:

Title: Haul Road Agreement		Policy No.: 14-12
Section: 03	Code: P-A	Page No.: 1 of 8

E

Legislation Reference:	Municipal Government Act
-------------------------------	--------------------------

Purpose:	To establish a method of protecting municipally controlled roads to facilitate a reasonable and effective maintenance of roads used for heavy hauling subject to the control and management of Smoky Lake County.
-----------------	---

Policy Statement and Guidelines:

1. STATEMENT:

1.1 **Haul Road Agreement:** provides the ability to given permission to use roads for a major hauling activity; and outlines conditions for such use(s).

2. DEFINITIONS:

2.1 **Haul Road:** A road that is, from time to time, so designated by the County for a specific hauling activity.

2.2 **Major Hauling Activity:** Is defined as heavy and multiple loads carried out over a relatively long period of time, which may, at the discretion of the County, be subject to a Haul Road Agreement as provided for in this policy.

2.3 **Minor Hauling Activity:** Is defined as any hauling which, at the discretion of the County, is of such nature as to not conform to the definition of a Major Haul Activity. Examples would include non-aggregate hauling or aggregate hauling to a maximum equivalent of five (5) trailer loads per day with each load not exceeding 30 tonnes and the maximum total haul volume not exceeding 500 mT per project. Excluding Agricultural Industry Activity.

3. GUIDELINES:

3.1 Individuals/companies using a designated haul road for Major Hauling Activity are required to enter into a **Haul Road Agreement (Schedule "A")**.

3.2 Companies/individuals hauling aggregate and who are subject to a **Haul Road Agreement (Schedule "A")** to the County.

Title: Haul Road Agreement		Policy No.: 14-12
Section: 03	Code: P-A	Page No.: 2 of 8

E

Policy Statement and Guidelines:

3.3 Hauling activity deemed by the County to be Minor shall be subject, only to the **Permission and Provision Form for Minor Hauls (Schedule "B")**.

3.4 Companies/Individuals requesting to use an alternate return route other than the designated haul route shall be required to submit a **Empty Truck Route (Schedule "C")** to the County.

3.4.1 The Schedule "C": Empty Truck Route shall require the approval of County Council, prior to execution.

3.5 Haul road status for any section of municipal road shall be designated by the Public Works Manager or Industry Liaison Officer/Public Works Foreman.

3.6 Contractors or custom haulers of manure, silage or forages wishing to haul a combined trucking total of more than 8 loads within a 24-hour (1 day) period must contact the Public Works Manager to review the roadway before any haul takes place. After the review, and at the discretion of the Public Works Manager or designate, the contractor may be required to enter into a Haul Road Agreement before any hauling takes place.



Schedule "A"
HAUL ROAD AGREEMENT

This Agreement made this _____ day of _____, 20____;

B E T W E E N:

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

OF THE FIRST PART

- AND -

Phone: () _____ or () _____
(hereinafter referred to as the "Company")

OF THE SECOND PART

WHEREAS, the County has jurisdiction over all local roadways within the Smoky Lake County and;

AND WHEREAS, the County is committed to maintaining every road subject to its control and management in a reasonable state of repair, having regard for the character of each road and the area of the municipality in which it is located.

AND WHEREAS the Company wishes to use a designated haul road for the purpose of a _____ haul.
Activity

NOW THEREFORE, in consideration of the premises and the mutual terms, covenants and conditions to be observed and performed, the County and Company agree as follows:

1. LOCATION:

- 1.1 Designated haul road/route: _____
- 1.2 Any departure from the designated haul road route requires County approval in writing.

2. CONDITIONS FOR PERMISSION:

The Conditions for granting permission to use the haul road are as follows:

- 2.1 The County is to be notified when the project is started and completed.
- 2.2 Parties hauling aggregate, sand or gravel shall complete:
 - Permission and Provision Form for Minor Hauls (*Schedule "B"*).
- 2.3 Smoky Lake County shall be notified prior to the start of any hauling activity.
- 2.4 The term of this Agreement ongoing from the date executed, unless the route or other provisions require a new agreement be executed.
- 2.5 The County will advise the Company of any weight restrictions or other road restrictions/bans and these shall be adhered to by the Company in accordance with **Bylaw No. 1225-11: Road Ban/Restriction.**
 - 2.5.1 The cost of meeting the following conditions will be the responsibility of the Company, or as otherwise determined by the County.
 - 2.5.2 No hauling during or after any rain or snow that noticeably softens the road.
 - 2.5.3 Dust control is to be maintained at all times, as indicated (*by check marks*).
 - water treatment on the haul road, where no oil treatment applied.
 - calcium and water will be required if dust cannot be controlled with only water, at County discretion.
 - Vegetable or Petroleum Based Product Road Dust Suppressant (RDS). The Company is responsible to provide the Material Safety Data Sheet (MSDS) for any products applied to roads.
 - N/A or other: _____.
 - 2.5.4 All road maintenance, other than the dust control method, *as per Section 2.5.3*, shall be the responsibility of the County and be conducted at the sole discretion of the County.
- 2.6 The Company will comply to the following noise control measures: _____

2.7 Other: _____

3. FINANCIAL:

- 3.1 All costs of compliance with the condition for permission are to be borne by the Company.
- 3.2 Certain circumstances may require a Security Deposit which would be negotiated by agreement between the County and the Company.
 - 3.2.1 Shall not exceed \$20,000.00 per mile.
 - 3.2.2 Aggregate haulers are exempt from this section (3.2).
 - 3.2.3 If a Security Deposit is required, a certified cheque, irrevocable letter of credit or other such instrument acceptable to the County, made payable to Smoky Lake County for the specified amount, must be provided.
 - 3.2.4 The County shall refund and/or release the Security Deposit amount to the Company upon the expiration date of the Agreement. The Security Deposit amount may continue to be held by the County at the request of the Company, if a new agreement is signed.
- 3.4 No levy may be imposed on shipments of sand or gravel that are subject to another tax, levy or payment that is established by and payable to a municipality in accordance with **Bylaw 1142-06: Community Aggregate Payment Levy**.

4. NON-COMPLIANCE

- 4.1 The County may inspect the designated haul road/route prior, during, and after the completion of the project or at any time during the term of this agreement.
- 4.2 The County will stop the project, if the County, in its sole discretion, judges that the conditions of conditions of permission are not being satisfactorily fulfilled.

5. HOLD HARMLESS:

- 5.1 The Company shall indemnify and save harmless the County, its Councillors, directors, officers, employees agents and representatives and each of them from and against, any and all liabilities, claims, suits or actions, costs, damages and expenses (and without limiting the generality of the foregoing, any direct or indirect losses, costs, damages and expenses of the County or such individual including costs as between solicitor and client) which may be brought or made against the County or such individual or which the County or such individuals may pay or incur as a result of or in connection with any breach, violation or non-performance of any covenant, condition or agreement of this Agreement required to be fulfilled, kept, observed or performed by the Company or any negligent act or omission of the Company, its directors, officers, employees, agents and representatives in connection with or arising out of this Agreement or the performance of the Agreement.

- 5.2 In consideration of the permission hereby granted to it by the County, the Company covenants and agrees to arrange for and to pay for and discharge, any and all damages which may result to bridges or other property during such activity and any expenses or out-of-pocket disbursements which may be incurred by the County in connection therewith whether they be for inspection, escort, supervision, repair, maintenance, or whatsoever; and shall indemnify and save harmless the County.

The Undersigned (referred to as the "Company", having carefully read the Haul Road Agreement and supporting Schedules and hereby agrees to execute.

IN WITNESS WHEREOF, the said parties hereto have affixed their corporate seals under the hands of proper officers on their behalf, the day and year first above written.

Company Name

Signature of Company Representative

Print Name

SMOKY LAKE COUNTY

Industry Liaison Officer
Phone: (780) 656-3730
Fax: (780) 656-3768
Cell: (780) 650-5100

PERMISSION AND PROVISION FORM FOR MINOR HAULS	
Date and Time of Call:	
Company Name:	TELEPHONE NUMBER: _____ FAX NUMBER: _____
Approximate Loads: _____ _____ _____	
Designated Route: _____ _____ _____	
Date of Move:	
Time of Move:	
Notes/ Special Provisions: _____ _____ _____ _____ _____	
DATED THIS _____ DAY OF _____, 20____.	
Approved By: _____	

EMPTY TRUCK ROUTE (if different than loaded route)																									
<p>1. The designated empty truck route will be inspected jointly where possible, prior to commencing the haul, to document the starting condition of the following road(s):</p> <p>_____</p> <p>_____</p>																									
<p>2. All costs of compliance with the condition for permission are to be borne by the Company.</p> <p>2.1 Deposit with the County an <u>original signed</u> irrevocable letter of credit or certified cheque in the amount, <u>as indicated below</u>, or as determined, from time to time, by Council, prior to the project and to be held by the County up to thirty (30) days following the Company notifying the County in writing of the completion of the project.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <tr> <td colspan="4">Gravel Road:</td> </tr> <tr> <td>AMOUNT:</td> <td>MILES = _____ X \$ 2,500.00</td> <td>= TOTAL \$ _____</td> <td></td> </tr> <tr> <td colspan="4">Oiled Road:</td> </tr> <tr> <td>AMOUNT:</td> <td>MILES = _____ X \$15,000.00</td> <td>= TOTAL \$ _____</td> <td></td> </tr> <tr> <td colspan="4">MG or Similar Road Stabilized Material:</td> </tr> <tr> <td>AMOUNT:</td> <td>MILES = _____ X \$ 7,500.00</td> <td>= TOTAL \$ _____</td> <td></td> </tr> </table> <p>(Suggested wording for the irrevocable Letter of Credit should include: The "Bank Branch" under this Letter of Credit if presented with any form of written demand from Smoky Lake County shall honour without inquiring whether the County has a right as between the County and "Company Name" to make such demand and without acknowledging any claim of the "Company Name".)</p> <p>The funds will be drawn if the conditions within this agreement are not met.</p> <p style="text-align: center;">NOTE: Funds not used will be refunded. NOTE: The funds required by this schedule are in addition to any other fees, levies or security required by other provisions of this policy</p> <p>The County has the sole and unfettered right to cancel the Haul Road Agreement if the status of the haul road changes. The Haul Road Agreement and security deposit may then be re-established to reflect any changes.</p>		Gravel Road:				AMOUNT:	MILES = _____ X \$ 2,500.00	= TOTAL \$ _____		Oiled Road:				AMOUNT:	MILES = _____ X \$15,000.00	= TOTAL \$ _____		MG or Similar Road Stabilized Material:				AMOUNT:	MILES = _____ X \$ 7,500.00	= TOTAL \$ _____	
Gravel Road:																									
AMOUNT:	MILES = _____ X \$ 2,500.00	= TOTAL \$ _____																							
Oiled Road:																									
AMOUNT:	MILES = _____ X \$15,000.00	= TOTAL \$ _____																							
MG or Similar Road Stabilized Material:																									
AMOUNT:	MILES = _____ X \$ 7,500.00	= TOTAL \$ _____																							
<p>3. Road must be maintained in a safe and passable condition for all users at all times.</p> <p>3.1 Upon completion of the haul, the road is to be left in the same condition as inspected before the haul. The Company shall repair (or compensate the County for) damages to the road surface along the designated empty truck route(s) at the request of and to the satisfaction of the County.</p> <p>3.2 If there are multiple users, the cost for repair will be shared proportionately by each hauler according to a daily trip count. The Company shall maintain a daily trip count to be provided to the County at the end of the haul/project or as requested by the County.</p>																									
DATED THIS _____ DAY OF _____, 20____.																									
Approved By: _____																									
County _____	Company _____																								

Carried.

Policy No. 01-38-03: Smoky Lake County Strategic Plan 2018-2020

724-20: Orichowski That Smoky Lake County Policy No. 01-38-03: Smoky Lake County Strategic Plan 2018-2020, be amended:

Title: Smoky Lake County Strategic Plan 2018-2020		Policy No: 38-03
Section: 01	Code: P-I	Page No.: 1 of 10 <i>E</i>

Legislative Reference:	Alberta Provincial Statutes
-------------------------------	-----------------------------

Purpose:	The Strategic Plan is the principle guiding document for governance, community development and service delivery throughout the County to remain responsive to the needs of all our citizens and stakeholders today and for the future.
-----------------	--

Policy Statement and Guidelines:	
1.	STATEMENT:
1.1	Strategic Planning is a process through which Council determines the municipality's long-term vision of what we would like to see in place for the future and developing goals for achieving opportunities and issues that currently exist. County Council adopted the 2018-2020 Strategic Priorities Plan on October 25, 2018 – <i>Motion # 57-18</i> .
2.	OBJECTIVE:
2.1	Smoky Lake County remains committed to the mission, guiding values and goals as identified in the Strategic Plan; and through this commitment, we believe we can make Smoky Lake County a safe and vibrant community to live, work, and play.
	VISION STATEMENT: Leading the way in positive growth with healthy, sustainable, rural living.
	MISSION STATEMENT: Smoky Lake County strives for collaboration and excellence in the provision of transparent and fiscally responsible governance and services.
	VALUES: Integrity, Sustainability/Stability, Pride, Fairness and Freedom.
3.	GUIDELINES:
3.1	The Strategic Plan as per <i>Schedule "A": Strategic Plan 2018-2020</i> serves as the foundation on which the County's work plans and annual budgets are developed. Strategic Plan 2018 – 2020 shall be an exhibit to this policy.
3.2	The Plan is a "living document" and therefore amendments or updates may be required to ensure that it remains consistent with the current needs of the community.

Title: Smoky Lake County Strategic Plan 2018-2020		Policy No: 38-03
Section: 01	Code: P-I	Page No.: 2 of 10 <i>E</i>

Policy Statement and Guidelines:	
3.3	Strategic Plan - Core Strategy Areas: The County recognizes that achieving success in these Five Core Strategy Areas is fundamental to providing sustainable economic development, socially responsible governance and sound environmental stewardship throughout the region. This Strategic Plan therefore addresses Smoky Lake County's Integrated Community Sustainability Plan (ICSP) which was finalized in November 2006, in accordance with the Year-2005 Federal Government's "New Deal for Cities and Communities" funding qualification requirement for the Federal Gas Tax Fund (FGTF). The County's ongoing Strategic Priorities are linked to these strategy areas: <ul style="list-style-type: none"> ■ Governance: <i>2018 - 2020 Focus Area</i> ■ Social Services, Arts and Culture ■ Economic Development: <i>2018 – 2020 Focus Area</i> ■ Physical Environment and Infrastructure: <i>2018 – 2020 Focus Area</i> ■ Built Environment
3.4	Strategic Plan ensures that strategies and goals are aligned with community and Council needs, through setting Strategic Priorities as outlined in <i>Policy Statement No. 01-43: Strategic Priorities</i> that defines a framework for identifying and prioritizing Strategic Priorities. This process can be referenced to guide the development of the Strategic Plan review.
4.	PROCEDURES:
4.1	The Smoky Lake County Strategic Plan will be implemented through the establishment of Smoky Lake County Strategic Priorities.
4.2	County Council and Administration will consider of the Strategic Plan goals and follow the Strategic priorities when creating budgets and work plans.
4.3	County Council and Administration will review and evaluate this plan following each Election Term, normally in the Month of September at a County Council Budget Meeting to ensure it remains consistent with our current needs and goals. Updates and amendments may be considered at any time if deemed necessary by Council, by resolution, and monitored as per <i>Schedule "B": Strategic Priorities – Project Plan</i> .
5.	REPORTING:
5.1	The "Strategic Priorities and Tactics" as per <i>Schedule "B": Strategic Priorities – Project Plan</i> , is an accountability framework, useful as a tracking tool to monitor operational progress on a quarterly basis to measure the Plan's success for each current year stated and provides information to assist the decision-making process at the County's annual budget deliberations, since the strategic direction and goals should drive funding decisions.

Title: Smoky Lake County Strategic Plan 2018-2020		Policy No: 38-03
Section: 01	Code: P-I	Page No.: 3 of 10

E

Policy Statement and Guidelines:	
5.2	The Chief Administrative Officer will produce a report to County Council on a quarterly basis which will identify the status of progress towards achieving the Strategic Priority goals within the 2018-2020 Strategic Priorities Plan , through the "PMH Local Government Framework" reporting software.
5.3	To convey the goals and priorities for the Smoky Lake County residents, Schedule "C": "Strategic Plan Report Card" , has been established to provide a snapshot of the County's achievements for the current year and "going forward" of priorities for the upcoming year; and shall be adopted by County Council Meeting by resolution.
5.3.1	The Report Card is intended to provide any interested persons or organizations a brief overview of the Smoky Lake County's current year priorities outcomes achieved and will be published annually towards the end of the current year.
5.3.2	A clear linkage will exist in the alignment of the Smoky Lake County Strategic Plan and Strategic Priorities to identify annually the work done by Council and Administration to communicate to the citizens and stakeholders throughout the County.
5.4	Release:
5.4.1	To assist with communication of the Strategic Plan, following Council's adoption, the Report Card will be released to the public via the County's website (www.smokylakecounty.ab.ca). Hard copies can be made available upon request.

Section 01

SCHEDULE "A"

Policy: 38-03





Photo Courtesy of Tyler Fehr

Values

Integrity
Sustainability/Stability
Pride
Fairness
Freedom

Vision

Leading the way in positive growth with healthy, sustainable, rural living.

Mission

Smoky Lake County strives for collaboration and excellence in the provision of transparent and fiscally responsible governance and services.

Strategic Priorities

Economic Development

Land Use Bylaw Changes	Q4 2018 - Q4 2019
Victoria District Economic Development Plan	Q4 2018 - Q3 2020
Warspite Ironhorse Trail	
RV Park	Q1 2019 - Q3 2020
Industrial Park	Q3 2019

Infrastructure

Expand Public Works Yard	Q3 2018 - Q3 2019
North Saskatchewan Emergency River Access(es) Plan	Q4 2018 - Q4 2019

Governance

Develop Inter-municipal Collaborative Framework(s)	Q4 2018 - Q2 2020
Develop High Priority HR Policies	Q4 2018 - Q1 2019
Succession Planning	Q1 2019 - Q2 2020

Reeve's Message

If you fail to plan, you plan to fail.

Everyone knows that plans must change as reality changes, so our new Council has, over the last year, pursued a new direction and a new Strategic Plan.

Council and Management conducted workshops, public surveys, and a public consultation in order to refine the new Strategic Plan. We sincerely appreciate all the input we received from County citizens.

Cathy Goulet from Killick Leadership was a great asset to all of Council and Administration in helping achieve Smoky Lake County's new direction for the upcoming years. Several sessions were held and the leadership, style and professionalism of Killick Leadership was much appreciated by all who attended. This refreshing collaborative style has given us a great new direction for our county.

On behalf of my Council colleagues, thank you very much to all who contributed to making our new Strategic Plan happen.

Sincerely,
Craig Lukinuk
Reeve



About Smoky Lake County

Smoky Lake County is in northeastern Alberta, along Highway 28 about 100 km from the provincial capital, Edmonton. Rural living, safety and open spaces are important to our 2,461 residents (2016).

Smoky Lake County features great opportunities for development, recreation, agriculture and affordable country living. While agriculture is our proud heritage, the County has large deposits of natural gas, extensive areas of peat and some forested areas suitable for logging.

We are home to many lakes and natural areas attractive to vacationers and wildlife enthusiasts, and a 50 mile stretch of the North Saskatchewan River north shore that is positioned for future development.

Smoky Lake County is very excited to welcome the upcoming historic Metis Crossing cultural tourism site along the river, and looks forward to emerging partnerships to diversify our economy while reflecting our pride.



Our Thinking Process

Smoky Lake County Council Retreat

Smoky Lake County Council and Management held a retreat April 9 and 10, 2018. The objective of the retreat was to determine the strategic direction and purpose of Smoky Lake County and to set draft priorities that are achievable, tangible and agreeable, while providing clarity. Our deliverables were a statement of values, vision and mission statements, draft priorities and core areas of concern to present to the community. Three clear priority areas emerged: Economic Development, Infrastructure and Governance.

After the results of the Community Open House and Strategic Direction Survey were compiled, Council met again to compare their initial thinking to public input. The strategic statements and priorities were then reviewed one final time by Council on July 16, 2018 and delegated to staff for operational planning.



Engaging the Community

Strategic Direction Survey

In April 2018, 44 members of the community completed an online survey, which had each participant rank four or five concerns in the following dimensions:

- Governance
- Social Services
- Economic Development
- Physical Environment
- Infrastructure

The comprehensive responses were analyzed and provided to Council for consideration. The data reflected heavy emphasis on economic development, infrastructure and governance. Divisional reports were also generated so that Council could identify any trends based on location within the County.

The Community Open House

An open house was held at the Ukrainian National Hall on Thursday, May 3, 2018, during which the 'core areas' were presented for public feedback. Community members participated in four 'conversations':

- 1) Values, Vision and Mission,
- 2) Economic Development,
- 3) Governance, and
- 4) Infrastructure.

Council members and senior County staff chaired the "conversation pits" and the 24 citizens circulated through those over the course of the evening. This feedback was used to fine tune the priority areas and the key deliverables.

Strategic Priorities – Project Plan

Focus Area	Strategic Priorities and Tactics	2018				2019				2020				Target Complete	Status
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4		
Economic Development Smoky Lake County diversifies its economy with innovative planning and by supporting infrastructure that encourages investment.															
1.0	Good planning that supports growth														
1.1	Land Use Bylaw Changes													Dec 2019	
1.2	Victoria District Economic Development Plan													July 2020	
2.0	Creating growth through infrastructure														
2.1	Warspite Ironhorse Trail RV Park													June 2020	
2.2	Industrial Park													Sept 2019	
Infrastructure The County ensures its municipal infrastructure meets residents' expectations for excellence in service delivery and fiscal responsibility.															
1.0	Meeting service delivery and fiscal responsibility expectations														
1.1	Expand Public Works Yard													Aug 2019	
1.2	North Saskatchewan Emergency River Access(es) Plan													Nov 2018	
Governance Smoky Lake County delivers excellence in governance by managing strategic relationships and utilizing fiscal and human resources.															
1.0	Strategic Relationships														
1.1	Develop Inter-municipal Collaborative Framework(s)													April 2020	
2.0	Human Resources														
2.1	Develop High Priority HR Policies													June 2019	
2.2	Succession Planning													June 2020	

Status: On Track / Behind / Complete

Smoky Lake County 2018 -2020 Strategic Plan 2020 <i>Leading the Way in positive growth with healthy, sustainable, rural living.</i> Report Card			
GOALS	Our Priorities	Our Achievements	Going Forward
Economic Development	Smoky Lake County diversifies its economy with innovative planning and by supporting infrastructure that encourages investment.	Good Planning that support growth: Victoria District Economic Development Plan:	
Infrastructure	The County ensures its municipal infrastructure meets residents' expectations for excellence in service delivery and fiscal responsibility.	Meeting service delivery and fiscal responsibility expectations: North Saskatchewan Emergency River Access(es) Plan:	
Governance	Smoky Lake County delivers excellence in governance by managing strategic relationships and utilizing fiscal and human resources.	Strategic Relationships: Develop Inter-municipal Collaborative Framework(s): Human Resources: Succession Planning:	

Carried.

Residents of Warspite in Opposition of the Proposed Warspite RV Park

725-20: Lukinuk

That Smoky Lake County acknowledge receipt of the letter from Dawna Johnson, Resident of Warspite, dated October 17, 2019 on behalf of eight (8) residents of Warspite, including herself, in opposition of the proposed RV Park for the Hamlet of Warspite as per the County's Strategic Plan 2018-2020; and, prior to any advancement on the said proposed project, the Hamlet of Warspite Residents will be notified in accordance with Policy Statement No. 01-51: Public Participation.

Carried.

Bylaw No. 1379-20: Joint Agreement for Regional Community Development Committee

726-20: Cherniwchan

That Smoky Lake County **Bylaw No. 1379-20: Joint Agreement for Regional Community Development Committee (RCDC)**, being a bylaw for the purpose of establishing the provision of a Regional Community Development Committee (RCDC), to promote the development of a diversified economic base in the Smoky Lake Region, be given **FIRST READING**.

Carried.

Moved by Councillor Gawalko that Smoky Lake County **Bylaw No. 1379-20: Joint Agreement for Regional Community Development Committee (RCDC)**, being a bylaw for the purpose of establishing the provision of a Regional Community Development Committee (RCDC), to promote the development of a diversified economic base in the Smoky Lake Region, be given **SECOND READING**.

Carried.

Moved by Councillor Orichowski that Smoky Lake County **Bylaw No. 1379-20: Joint Agreement for Regional Community Development Committee (RCDC)**, being a bylaw for the purpose of establishing the provision of a Regional Community Development Committee (RCDC), to promote the development of a diversified economic base in the Smoky Lake Region, be given **PERMISSION for THIRD AND FINAL READING**.

Carried Unanimously.

Moved by Councillor Halisky that Smoky Lake County **Bylaw No. 1379-20: Joint Agreement for Regional Community Development Committee (RCDC)**, being a bylaw for the purpose of establishing the provision of a Regional Community Development Committee (RCDC), to promote the development of a diversified economic base in the Smoky Lake Region, 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. 1377-20: Agricultural Fieldman - Designated Officer

727-20: Orichowski

That Smoky Lake County **Bylaw No. 1377-20: Agricultural Fieldman - Designated Officer**, being a bylaw for the purpose of appointing the Agricultural Fieldman: Carleigh McMullin, as a designated officer, be given **FIRST READING**.

Carried.

Moved by Councillor Cherniwehan that Smoky Lake County **Bylaw No. 1377-20: Agricultural Fieldman - Designated Officer**, being a bylaw for the purpose of appointing the Agricultural Fieldman: Carleigh McMullin, as a designated officer, be given **SECOND READING**.

Carried.

Moved by Councillor Gawalko that Smoky Lake County **Bylaw No. 1377-20: Agricultural Fieldman - Designated Officer**, being a bylaw for the purpose of appointing the Agricultural Fieldman: Carleigh McMullin, as a designated officer, be given **PERMISSION for THIRD AND FINAL READING**.

Carried Unanimously.

Moved by Councillor Halisky that Smoky Lake County **Bylaw No. 1377-20: Agricultural Fieldman - Designated Officer**, being a bylaw for the purpose of appointing the Agricultural Fieldman: Carleigh McMullin, as a designated 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.

Bylaw No. 1370-20: Victoria Trail Municipal Historic Area Designation

728-20: Cherniwchan That Smoky Lake County **Bylaw No. 1370-20: Victoria Trail Municipal Historic Area Designation**, being a bylaw for the purpose of designating the Victoria Trail as a Municipal Historic Area, be given **FIRST READING**.

Carried.

Moved by Councillor Orichowski that Smoky Lake County **Bylaw No. 1370-20: Victoria Trail Municipal Historic Area Designation**, being a bylaw for the purpose of designating the Victoria Trail as a Municipal Historic Area, be given **SECOND READING**.

Carried.

Moved by Councillor Gawalko that Smoky Lake County **Bylaw No. 1370-20: Victoria Trail Municipal Historic Area Designation**, being a bylaw for the purpose of designating the Victoria Trail as a Municipal Historic Area, be given **PERMISSION** for **THIRD AND FINAL READING**.

Carried Unanimously.

Moved by Councillor Halisky that Smoky Lake County **Bylaw No. 1370-20: Victoria Trail Municipal Historic Area Designation**, being a bylaw for the purpose of designating the Victoria Trail as a Municipal Historic Area, 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. 61-24-01: Victoria District National Historic Site Caveat Program


729-20: Cherniwchan That Smoky Lake County Policy Statement No. 61-24-01: Victoria District National Historic Site of Canada (VDNHSC) Caveat Program, be adopted:

Title: Victoria District National Historic Site of Canada (VDNHSC) Caveat Program		Policy No: 24-01
Section: 61	Code: P-A	Page No.: 1 of 10 E
Legislative Reference: Municipal Government Act		
Purpose:	To establish procedures for the voluntary registration on Title of a Caveat for lands situated within the VDNHSC, within Smoky Lake County.	
Policy Statement and Guidelines:		
<p>1. STATEMENT:</p> <p>1.1 The Victoria District National Historic Site was designated in 2001 by Order of the Minister of Canadian Heritage, on the recommendation of the National Historic Sites and Monuments Board of Canada (NHSMB);</p> <p>1.2 Municipal and Provincial Historic Resources designated under the Alberta <i>Historical Resources Act</i> R.S.A. 2000 Ch. H-9 are to be registered on Title, under the Canada <i>Historical Sites and Monuments Act</i> R.S.C. 1985 C. H-4, a National Historic Site Designation is 1) not automatically registered on Title, and 2) commemorative, meaning no formal protections are assigned by designation;</p> <p>1.3 Smoky Lake County partnered with community members and with Parks Canada to create the Victoria District Commemorative Integrity Statement (2008);</p> <p>1.4 Local authorities ought to communicate and partner with landowners for the conservation and protection of National Historic Sites, assets, and resources.</p> <p>2. PURPOSE:</p> <p>2.1 The purpose of the Victoria District National Historic Site Caveat Program Policy is to:</p> <p>2.1.1 Communicate the presence of a National Historic Site Designation to potential future land-purchasers.</p> <p>2.1.2 Enhance public knowledge and improve heritage conservation practices and awareness.</p> <p>2.1.3 Positively influence land values within the Victoria District.</p> <p>2.1.4 Participation in the Victoria District National Historic Site Caveat Program is voluntary.</p> <p>2.1.5 Registration of a Caveat on Title under this Policy does not and is not intended to add or create any additional development restrictions or regulations not already encompassed by the Smoky Lake County:</p> <p>2.1.6 Land Use Bylaw 1272-14, as amended</p> <p>2.1.7 Victoria District Area Structure Plan Bylaw 1305-17, as amended, and</p> <p>2.1.8 Municipal Development Plan Bylaw 1249-12, as amended</p>		

Title: Victoria District National Historic Site Caveat Program		Policy No: 24-01
Section: 61	Code: P-A	Page No.: 2 of 10 E
Policy Statement and Guidelines:		
<p>3. OBJECTIVES:</p> <p>The Objectives of the Victoria District National Historic Site Caveat Program are as follows:</p> <p>3.1 To allow for and encourage landowners within the VDNHSC to consider registration of a Caveat on Title, notifying of the fact and existence of the National Historic Site designation.</p>		
<p>4. GUIDELINES:</p> <p>4.1 This Policy applies to lands within the VDNHSC, located within Smoky Lake County, as identified through the NHSMBC Report 2010-CED-SDC-04;</p> <p>4.2 Participation in the Victoria District National Historic Site Caveat Program is voluntary.</p> <p>4.3 Costs of registration of a caveat under this program shall be at the expense of the landowner.</p>		
<p>5. RESPONSIBILITIES:</p> <p>5.1 Planning & Development Services Department Manager:</p> <p>5.1.1 Shall be responsible for communicating, receiving, evaluating and processing submissions for Victoria District National Historic Site Caveat Program.</p> <p>5.1.2 Shall maintain a register of participating parcels for tracking purposes.</p> <p>5.1.3 May appoint a designate to be responsible for administration of this policy.</p>		
<p>6. PROCEDURE:</p> <p>6.1 At the voluntary request of a landowner within the VDNHSC, Smoky Lake County shall register a Caveat on Title as notice of the existence of the VDNHSC Designation.</p> <p>6.2 As per Schedule "A" of this Policy, the contents of a Caveat under this Policy shall include:</p> <p>6.3 The Ministerial Order designating the VDNHSC</p> <p>6.4 A map and description of the VDNHSC, as described by the NHSMBC Report 2010-CED-SDC-04.</p>		
<p>7. REFERENCES:</p> <p>7.1 Ministerial Order Designating the Victoria District National Historic Site of Canada</p> <p>7.2 <i>Alberta Historical Resources Act</i> R.S.A. 2000 Ch. H-9</p>		

Title: Victoria District National Historic Site Caveat Program		Policy No: 24-01
Section: 61	Code: P-A	Page No.: 3 of 10 E
Policy Statement and Guidelines:		
<p>7.3 <i>Canada Historical Sites and Monuments Act</i> R.S.C. 1985 Ch. H-4</p> <p>7.4 <i>Alberta Land Titles Act</i> R.S.A. 2000 Ch. L-4</p> <p>7.5 <i>Alberta Land Titles Procedure Manual: Caveats (CAV-1)</i></p> <p>7.6 <i>Victoria District Commemorative Integrity Statement (2008)</i></p> <p>7.7 <i>National Historic Sites and Monuments Board of Canada (NHSMBC) Report 2010-CED-SDC-04.</i></p> <p>7.8 <i>Smoky Lake County Land Use Bylaw 1272-14</i></p> <p>7.9 <i>Smoky Lake County Victoria District Area Structure Plan Bylaw 1305-17</i></p> <p>7.10 <i>Municipal Development Plan Bylaw 1249-12</i></p>		

Schedule "A"
VICTORIA DISTRICT NATIONAL HISTORIC SITE CAVEAT PROGRAM


Ministre
du Patrimoine canadien Minister
of Canadian Heritage
Ottawa, Canada K1A 0M5



**RECOMMANDATIONS DE LA
COMMISSION DES LIEUX ET MONUMENTS HISTORIQUES DU CANADA -
RÉUNION DE JUIN 2001**

J'ai examiné et approuvé les recommandations de la Commission des lieux et monuments historiques du Canada qui apparaissent dans les procès-verbaux de sa réunion de juin 2001.


En aucune manière, cette approbation n'engage financièrement le gouvernement du Canada.

En outre, j'ai désigné les lieux suivants comme lieux historiques nationaux du Canada en vertu du paragraphe 3 (a) de la *Loi sur les lieux et monuments historiques* et du paragraphe (2) de la *Loi sur l'Agence Parcs Canada* :

- lieu historique national du Canada de Coleman, Coleman (Alberta)
- lieu historique national du Canada de Nordegg, Nordegg (Alberta)
- lieu historique national du Canada de la Mine-de-Charbon-Atlas-Numéro-Trois, East Coulee (Alberta)
- lieu historique national du Canada de Victoria Settlement, (Alberta)
- lieu historique national du Canada Masonic Memorial Temple, Montréal (Québec)
- lieu historique national du Canada du Hangar-Numéro-Un-du-PEACB, Brandon (Manitoba)
- lieu historique national du Canada de l'Ancien-Édifice-Administratif-du-Territoire, Dawson (Yukon)
- lieu historique national du Canada du Banc-de-Pêche-de-Paspébiac, Paspébiac (Québec)

Approuvées par : 
Sheila Copps 
Date

Canada


Minister
of Canadian Heritage Ministre
du Patrimoine canadien
Ottawa, Canada K1A 0M5


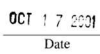
**RECOMMENDATIONS OF THE
HISTORIC SITES AND MONUMENTS BOARD OF CANADA
ARISING FROM ITS JUNE 2001 MEETING**

I have reviewed and approved the recommendations arising from the Historic Sites and Monuments Board of Canada's June 2001 meeting.

This approval does not constitute any commitment to funding by the Government of Canada.

I have designated the following places as national historic sites of Canada pursuant to subsection 3 (a) of the *Historic Sites and Monuments Act* and subsection (2) of the *Parks Canada Agency Act*:

- Coleman National Historic Site of Canada, Coleman, Alberta
- Nordegg National Historic Site of Canada, Nordegg, Alberta
- Atlas No. 3 Coal Mine National Historic Site of Canada, East Coulee, Alberta
- Victoria Settlement National Historic Site of Canada, Alberta
- Masonic Memorial Temple National Historic Site of Canada, Montréal, Quebec
- BCATP Hangar No. 1 National Historic Site of Canada, Brandon, Manitoba
- Old Territorial Administration Building National Historic Site of Canada, Dawson, Yukon Territory
- Banc de Pêche de Paspébiac National Historic Site of Canada, Paspébiac, Quebec

Approved by: 
Sheila Copps 
Date

Canada

Excerpt from NHSMBC Report 2010-CED-SDC-04

Historic Sites and
Monuments Board of Canada

Commission des lieux et
monuments historiques du Canada

REPORT NUMBER: 2010-CED-SDC-04

REPORT TO THE STATUS OF DESIGNATIONS COMMITTEE

ISSUE: TO CONFIRM THE DESIGNATED PLACE AND CLARIFY THE NAME OF VICTORIA SETTLEMENT NATIONAL HISTORIC SITE OF CANADA

AUTHOR: National Historic Sites Directorate

Name of Place: Victoria Settlement National Historic Site of Canada (Victoria District, Historic District of Victoria)¹

Location: Township 58, Smoky Lake County, Alberta (Figure 1)

Previous Documentation on File:

- 2000 Submission Report 2000-51A, "Victoria Settlement, Alberta," by Lynda Villeneuve²
- 2000 HSMBC Minutes, December meeting: Deferral on the possible national significance of Victoria Settlement until clarification on the site boundary is presented at the April 2001 meeting
- 2001 Note de Service 2001-02, "Limites de l'établissement de Victoria," by Michel Pelletier
- 2001 HSMBC Minutes, June meeting: Recommendation that the Victoria Settlement is a national historic site
- 2002 HSMBC Minutes, December meeting: Recommendations that a paper be prepared on the application of the term district for the site, and that the site be marked by a standard 600-character plaque in four languages
- 2003 HSMBC Minutes, June meeting: Plaque inscription approved with title "Historic District of Victoria"
- 2005 Report 2005-48, "Addition of Michif to the Plaque Text for the Victoria District National Historic Site of Canada," Staff Report, National Historic Sites Directorate
- 2005 HSMBC Minutes, June meeting: Reaffirmation of the Board's direction of the use of contemporary languages and deferral of a decision to include Michif as a fifth language on the plaque text until additional research is presented
- 2005 Report 2005-125, "Request to Add Michif to the Plaque Commemorating Victoria Settlement National Historic Site of Canada, Smoky Lake, Alberta" Staff Report, National Historic Sites Directorate
- 2005 HSMBC Minutes, December meeting: Recommendation to use Michif in addition to English, French, Ukrainian and Cree on the plaque commemorating Victoria Settlement
- 2008 HSMBC Minutes, June meeting: Report that a gravel pit is proposed for the centre of Victoria District National Historic Site of Canada.

¹ Submission Report 2000-51A occasionally refers to what was designated as Victoria Settlement NHSC as "Victoria." The provincially designated area is referred to as Victoria Settlement but is only one small component of the national designation.

² This paper was republished in 2001 as Submission Report 2001-02A.

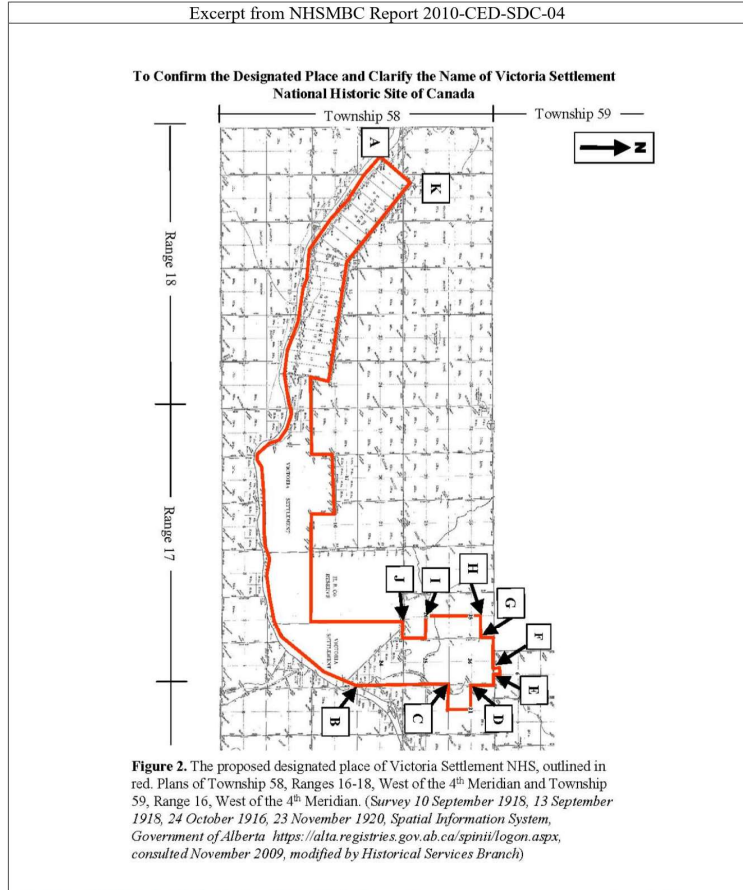
Excerpt from NHSMBC Report 2010-CED-SDC-04

**To Confirm the Designated Place and Clarify the Name of Victoria Settlement
National Historic Site of Canada**

Figure 1. The approximate location of Victoria Settlement NHS, south of Smoky Lake, Alberta, outlined in red. (Upper image: Atlas of Canada, www.atlas.gc.ca; lower image: Google Maps, <http://maps.google.com/zom>, consulted November 2009)

Section 61

Policy: 24-01

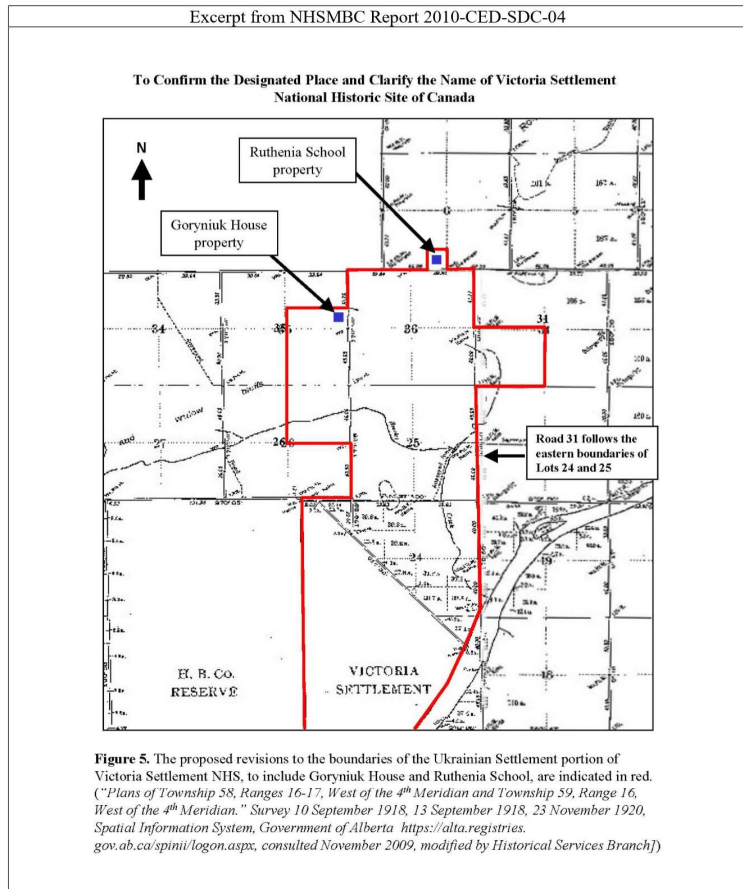


Schedule "A": Victoria District National Historic Site Caveat Program

Page 5 of 7.

Section 61

Policy: 24-01



Schedule "A": Victoria District National Historic Site Caveat Program

Page 6 of 7.

Section 61

Policy: 24-01

Excerpt from NHSMBC Report 2010-CED-SDC-04	
<ul style="list-style-type: none">beginning at Point A, located at the southwest corner of Lobstick Lot 1, Township 58, Range 18, West of the 4th Meridian, the southern boundary follows the high-water mark of the North Saskatchewan River to Point B, located at the southeast corner of Lot 24, Range 17;from Point B the boundary proceeds north following the eastern boundary of Lots 24 and 25 to Point C, located at the northeast corner of Lot 25, Township 58, Range 17 West of the 4th Meridian;the boundary then proceeds east, north and west to encompass the southwest quarter section of Lot 31, Range 16, Township 58, West of the 4th Meridian, ending at Point D, located at the north west corner of the quarter section;from Point D, the boundary continues north and west following the eastern and northern boundaries of Lot 36, Township 58, Range 17 to Point E, located at the southeast corner of the Ruthenia School property, located in the southwest quarter section of Lot 6, Township 59, Range 17;from Point E, the boundary continues around the Ruthenia School property to Point F, located on the southwest corner of the school property, on the northern limit of Lot 36, Township 58, Range 17, West of the 4th Meridian;from Point F, the boundary proceeds in a westerly and then southerly direction following the northern and western boundaries of Lot 36, Township 58, Range 17 to Point G, located at the northwest corner of the southern half of the northeast quarter section of Lot 35, Township 58, Range 17;the boundary proceeds in a westerly direction following the boundary between the north and south halves of the northeast quarter section of Lot 35, Township 58, Range 17 to Point H on the western boundary of the quarter section;from Point H, the boundary proceeds south following the western boundary of the southern half of the northeast quarter section and then the western boundary of the southeast quarter section of Lot 35 and the western boundary of the northeast quarter section of Lot 26,from Point I, the boundary proceeds east along the southern boundary of the northeast quarter section of Lot 26, then southerly along the eastern boundary of the southeast quarter section of Lot 26 and turns westerly following the southern limit of the said lot to Point J, located at the northwest corner of the Victoria Settlement river lots;from Point J, the boundary proceeds in a southerly and then westerly direction following the western and northern limits of the Victoria Settlement river lots and the northern limits of the original boundary of the Lobstick Settlement river lots, to Point K, at the northwest corner of Lobstick Lot 1;the boundary then follows the western property line of Lobstick Lot 1 in a southwesterly direction returning to Point A.	

Schedule "A": Victoria District National Historic Site Caveat Program

Page 7 of 7.

Carried.

Intermunicipal Collaboration Committee (ICC):

Notice of Intent Regionalizing the Smoky Lake County Regional Heritage Board

730-20: Halisky

That Smoky Lake County provide a "Notice of Intent" in accordance with Section 4.10.8 of the Intermunicipal Collaboration Framework Bylaw, in regard to a Joint Agreement for the Development of Proposed Projects and Services under proposed Bylaw 1365-20 to regionalize the Smoky Lake County Regional Heritage Board; **and, recommend** an Administrator's meeting be scheduled to initiate discussions toward an agreeable Joint Agreement for regionalization of the Smoky Lake County Regional Heritage Board; **and, recommend** the Administrator's Meeting Committee forward the information to the Intermunicipal Collaboration Committee (ICC).

Carried.

Request to Purchase County-Owned Land: PLAN 5225CL; Block, OT Waskatenau Nuisance Grounds

731-20: Orichowski

That Smoky Lake County Council **defer** proceeding with advertising, the lands legally described as Plan 5225CL: Block OT, Roll #19591614, known as the former Waskatenau Nuisance Grounds, for two (2) consecutive weeks in accordance with Policy No. 61-10-01: Disposition of County Owned Property, until further information is received from the Province in regard to financial assistance with the remediation of the said lands.

Carried.

Policy Statement No. 61-04-03: Smoky Lake Region Strategic Plan


732-20: Halisky

That Smoky Lake County Policy Statement No. 61-04-03: Smoky Lake Region Strategic Plan, be amended:

Title: Smoky Lake Region Strategic Plan	Policy No.: 04-03
Section: 61	Code: P-I
	Page No.: 1 of 4
	Ex 4

Legislation Reference:	Alberta Provincial Statutes
-------------------------------	-----------------------------

Purpose:	To develop a shared regional vision for the future of Smoky Lake County, including the municipal corporations of the Town of Smoky Lake and the Village of Vilna and Waskatenau.
-----------------	--

Policy Statement and Guidelines:	
1. STATEMENT:	
1.1	On January 22, 2007, Smoky Lake County in conjunction with the Town of Smoky Lake, Village of Waskatenau, and Village of Vilna applied for a Joint Municipal Sponsorship Grant and a portion of the grant was allocated towards a regional "vision" concept in Strategic Planning. Nichols Applied Management Consultants implemented the development of a "20 Year" Smoky Lake Region Strategic Plan.
1.2	On September 10, 2007, Joint Municipalities Committee consisting of Smoky Lake County, Town of Smoky Lake, Village of Waskatenau, and Village of Vilna approved the Smoky Lake Region Strategic Plan: 2007 – 2027.
1.3	Smoky Lake County is committed to environmentally-sound economic development and long-term fiscal sustainability. This enables regional municipalities to maintain the quality services, programs and infrastructure that residents have come to expect.
1.4	On December 2007, Smoky Lake County adopted Schedule "A": "Smoky Lake Region Strategic Plan: 2007 – 2027", an exhibit to this Policy. This policy is a further demonstration of the County's commitment to working together to promote sustainable development in the Region in Economic Development.
	<p>Smoky Lake County is one of the four member Councils (Smoky Lake County, Town of Smoky Lake, Village of Waskatenau and Village of Vilna) to have representatives on the Regional Community Development Committee to monitor and assist in the implementation and execution of this Plan; as per Bylaw No. 1273-14: Joint Agreement for Regional Community Development Committee (RCDC)</p> 
2. DEFINITION:	
2.1	Strategic Plan: is a tool to help an organization proactively plan its future. It identifies where it wants to go, what it wants to look like in the future, and how it intends to get there. It includes strategies, goals and activities designed to move the organization(s) from its current state to its defined future state.

Title: Smoky Lake Region Strategic Plan	Policy No.: 04-03
Section: 61	Code: P-I
	Page No.: 2 of 4
	Ex 4

Policy Statement and Guidelines:	
3. OBJECTIVES:	
3.1	VISION: The Smoky Lake Region is an attractive, prosperous community that treasures its blend of rural and small town lifestyles, with strong values placed on economic development, social cohesion, environmental protection and historical preservation.
3.2	MISSION: The direction set to ensure the vision is met: "Looking Forward to Our Future".
3.3	PROCESS: To establish a system for visualizing each strategic objective, defining a direction and allocating resources to ultimately reach the desired goal.
4. GUIDELINES:	
4.1	STRATEGIC PRIORITIES: <u>The Smoky Lake Region Strategic Plan</u> identifies the following goals: One: Improve the Region's Economic Development Capacity Two: Diversify the Region's Economy Three: Promote the Region Four: Attract New Residents to the Region Five: Maintain the Region's Quality of Life Six: Protect the Region's Natural and Historic Assets
4.2	To provide guidance in the process to define the region's direction, determine long range planning, goals and guide decision-making in the Structure and Governance in the implementation and execution of the Strategic Plan by annually developing a rolling three-year action plans which will highlight in Yellow the current year goal objectives to be accepted by the Regional Community Development Committee (RCDC) and adopted by each respective municipality.
4.3	To promote awareness and education as acknowledgement to build support and to visualize the Plan is flowing more effectively, efficiently and enjoying the journey that tracks the plan's progress.
5. PROCEDURES:	
5.1	The Smoky Lake Regional Community Development Committee (RCDC), in accordance with Bylaw 1379-20: Joint Agreement of a Regional Community Development Committee (RCDC) key role and responsibilities is the implementation of the Region's Strategic Plan.

Title: Smoky Lake Region Strategic Plan		Policy No.: 04-03
Section: 61	Code: P-I	Page No.: 3 of 4 <i>E x 4</i>

Policy Statement and Guidelines:	
<p>5.2 The Regional Community Development Committee (RCDC) will provide an outline of the plan's specific goals and objectives, as per Schedule "B": "Strategic Plan: 2007 – 2027: At-a-Glance", an exhibit to this Policy. This Strategic Management Process is monitoring the progress by getting from Point A: Goal's objectives to Point B: Action Outcomes.</p> <p>5.2.1 Each goal is identified with objectives at-a-glance chart format. As an action is achieved for a specific year, it is monitored by a check mark. Under each check mark is an assigned numeric tracking code. (✓35)</p> <p>5.2.2 This numeric tracking code is also referenced in the "Progress Action Report" Schedule "C" to identify what action was taken on a specific objective to be informed on the progress in implementing each year's activities on the goals and objectives.</p> <p>5.2.3 Objectives that are <u>highlighted</u> in the colour green and orange within each Goal Section indicates the following:</p> <ul style="list-style-type: none"> ■ "Green": Objectives are Municipal responsibility. ■ "Orange": Objectives are addressed within the CEDO's responsibilities. <p>Therefore, reducing the Objective responsibility from the Regional Community Economic Development (RCDC) from 63 to 32.</p> <p>5.3 In order to measure how successfully the plan is implemented each year, Schedule "C": "Progress Action Report", an exhibit to this Policy, has been established to track the performance of complied action of activities. This report summary will help the Regional Community Development Committee in reporting and monitoring actions taken in implementing the 20 year Strategic Plan to ensure that it is working towards achieving strategic plan goals and objectives.</p> <p>5.4 This 20-year Strategic Plan supports each respective Council's vision for sustainable community development and continued economic growth. To convey the vision, goals and priorities for the Smoky Lake Region communities, Schedule "D": "Report Card", an exhibit to this Policy, has been established to provide a snapshot of the Regional Community Development Committee's (RCDC) achievements for the current year and "going forward" of priorities for the upcoming year.</p> <p>5.4.1 The back-side of this Report Card highlights an "Annual Score" on the implementation process under each goal area as identified in the Strategic Plan.</p> <p>5.4.2 The Report Card is intended to provide any interested persons or organizations a brief overview of the Smoky Lake Region's current year priorities outcomes achieved and will be published annually towards the end of the current year, in accordance with Policy Statement No. 61-16: Regional Community Development Committee (RCDC) – Communications Initiative.</p> <p>5.4.2.1 The Community Economic Development Officer (CEDO) will also publish a similar report card on the current year's related operational activities.</p>	

Title: Smoky Lake Region Strategic Plan		Policy No.: 04-03
Section: 61	Code: P-I	Page No.: 4 of 4 <i>E x 4</i>

Policy Statement and Guidelines:	
<p>5.5 Strategic Planning requires ongoing, diligent management for the implementation over 20 years. This four step practice for reporting and monitoring, as <i>identified by the Schedules listed above,</i> is the evaluation and control for the successful ongoing implementation of the Smoky Lake Region Strategic Plan. Over time, changing needs, resources and priorities will dictate revisions to specific goals and strategic objectives.</p>	

Carried.

Bylaw No. 1369-20: Ruthenia School Municipal Historic Resource Designation

733-20: Orichowski

That Smoky Lake County **Bylaw No. 1369-20: Ruthenia School Municipal Historic Resource Designation,** being a bylaw for the purpose of designating the Ruthenia School as a Municipal Historic Resource, be given **FIRST READING.**

Carried.

Moved by Councillor Cherniwchan that Smoky Lake County **Bylaw No. 1369-20: Ruthenia School Municipal Historic Resource Designation,** being a bylaw for the purpose of designating the Ruthenia School as a Municipal Historic Resource, be given **SECOND READING.**

Carried.

Moved by Councillor Gawalko that Smoky Lake County **Bylaw No. 1369-20: Ruthenia School Municipal Historic Resource Designation,** being a bylaw for the purpose of designating the Ruthenia School as a Municipal Historic Resource, be given **PERMISSION for THIRD AND FINAL READING.**

Carried Unanimously.

Moved by Councillor Halisky that Smoky Lake County **Bylaw No. 1369-20: Ruthenia School Municipal Historic Resource Designation**, being a bylaw for the purpose of designating the Ruthenia School as a Municipal Historic Resource, 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.

11:42 to 11:42 p.m. **9. Public Question and Answer Period:**

The Reeve waived Public Question and Answer Period.

Policy Statement No. 07-05-01: Victoria Settlement Advisory Committee

734-20: Cherniwchan That Smoky Lake County Policy Statement No. 07-05-01: Victoria Settlement Advisory Committee: Terms of Reference, be **RESCIND**, as the Victoria Settlement Advisory Committee last met in 2004, and the last Ministerial Appointment to the Board expired in 2007, before the Board was itself dissolved in 2011 by Ministerial Order MO #25/11 CCS, and is therefore the said Policy is outdated and unnecessary.

Carried.

Fire Invoice No. 46699: NE-7-59-14-W4, 59213 Range Road 145

735-20: Lukinuk That Smoky Lake County waive the outstanding penalties in amount of \$196.56 on Fire Invoice No. 46699 and **reimburse Harry Shapka in the amount of \$650.49** in respect to penalties accumulated in the month of March 2020 as the said invoice is a re-issued invoice further to Council's February 24, 2020, Motion #588-20: "That Smoky Lake County **reduce** Fire Invoice #45861 from \$42,103.20 to **\$13,104.00** to recover the third-party contractors costs and waive all current penalties as per Appeal Notice received from Harry Shapka on October 15, 2019: in regard to a wildfire and structure fire which occurred during the period of May 15-16, 2018 on the land legally described as NE-7-59-14-W4, 59213 Range Road 145."

Carried.

Meeting Recessed Meeting recessed for Lunch, time 11:48 a.m.

Meeting Reconvened The meeting reconvened on a call to order by Reeve Craig Lukinuk at 12:17 p.m. in the presence of all Council members, the Chief Administrative Officer, Assistant Chief Administrative Officer, Finance Manager, Public Works Manager, Planning and Development Manager, Planning and Development Assistant and Recording Secretary, and **three members of the public.**

5. Issues for Information:

Chief Administrative Officer's Report

The Chief Administrative Officer provided a report to Council for the period of February 19, 2020 to April 27, 2020:

Legislative/Governance:

- A new Bylaw was created (passed by Council today) to address the details of holding virtual meetings.
- We have been tracking, publicizing, and abiding by all measures thrust upon us by COVID-19. It represents a lot of work, but we have been able to carry on our services with little disruption. Our Emergency Operations Center (EOC) was activated early and is

working on an inter-agency basis to assist where possible. Seems unlikely that a State of Local Emergency (SOLE) will be necessary, but the active EOC is prepared in case it becomes necessary.

- Further to the January 23, 2020 meeting with the Smoky Lake RCMP Detachment Commander, Sgt. Chan, the detachment's strategic plan has been finalized and they are seeking our acknowledgement and the Reeve's signature.

Administrative:

- Administration has forwarded a list of "shovel-ready" projects to Municipal Affairs and cc'd our MLA.

Financial:

- No Report.

Human Resources:

- No Report.

Community:

- The Smoky Lake Chamber of Commerce has submitted a request for \$605.58 to assist with the repair of the electronic highway sign. The Town is apparently contributing as well.

Training:

- No Report.

Council Member Inquiry:

- No Report.

Smoky Lake RCMP Detachment

736-20: Halisky

That Smoky Lake County acknowledge receipt and execute the Smoky Lake RCMP Detachment's 2020-2021 Strategic Plan, which focuses on three key areas:

1. Property Crime – Reduction on rural/urban property crimes,
2. Traffic – Visibility of police and enforcement,
3. Community Engagement - Police and public meets,

and have the Reeve sign and return the original copy to the said Detachment as requested in the letter received from the Smoky Lake RCMP Detachment's Sargent: Tina Chan, dated April 29, 2020.

Carried.

Shovel Ready Projects to get Albertans Back to Work

737-20: Cherniwchan

That Smoky Lake County approve action taken in administration forwarding a list of "shovel-ready" projects as listed below, to Municipal Affairs with a carbon copy to our MLA, in response to the letter received from Glenn van Dijken, MLA, Athabasca-Barrhead-Westlock Constituency, dated April 15, 2020, requesting same:

Project	Location	Estimated Cost
Bridge # BF8201	SE-26-59-14-W4M on Twp Rd 594 near Vilna	\$137,940
Bridge # BF1603	SW-22-59-19-W4M on Rge Rd 193 near Waskatenau	\$59,000
Bridge # BF74018	NW-30-58-16-W4M on Rge Rd 170 near Smoky Lake	\$84,368
Bridge # BF77862	SW-06-59-18-W4M on Twp Rd 590 near Waskatenau	\$55,900
Bridge # BF78004	NE-31-58-19-W4M on Twp Rd 585A near Waskatenau	\$175,000
Bridge # BF9975	NE-31-58-19-W4M on Twp Rd 585A near Waskatenau	\$106,260
Bridge # BF79429	NW-06-60-13-W4M near Vilna	\$103,500
Bridge # BF13398	NW-07-60-12-W4M on Rge Rd 130 near Vilna	\$902,000
Bridge # BF1772	NW-22-58-15-W4M on Rge Rd 153 near Bellis	\$902,000
Rge Rd 181 Rehab	From Twp Rd 604 to Twp Rd 605	\$350,000
Rge Rd 170 Rehab	From Twp Rd 595A to Twp Rd 600	\$450,000
Twp Rd 594 Oil Mix	From Rge Rd 174 to Rge Rd 175	\$265,000
Rge Rd 171 Construction	From Twp Rd 590 to Twp Rd 592	\$280,000
Twp Rd 590 Construction	From Rge Rd 150 to Rge Rd 150A	\$60,000
Rge Rd 130 Paving	From Hwy 28 north to Good Fish Lake 8.5 miles	\$15,000,000
Twp Rd 604 Paving	From Rge Rd 181 to Rge Rd 184	\$5,450,000
Reclamation	SE-16-59-19-W4M Old Waskatenau Nuisance Ground	\$200,000
County Admin. Office	Replace roof, insulation, air/vapour barrier, lights, flooring	\$2,600,000

Carried.

Smoky Lake Chamber of Commerce

738-20: Halisky That Smoky Lake County support the Smoky Lake and District Chamber of Commerce by **providing funds** in the amount of **\$605.58** towards the repair of their electronic highway sign, which is visible along Highway 28, and the funds be allocated from Individual Groups and Organizations' budget; in response to the letter from Noel Simpson, President of the Smoky Lake and District Chamber of Commerce, received on April 20, 2020.

Carried.

Financial Statements

As annexed to the minutes:

- ↪ December 2019.
- ↪ January 2020.
- ↪ February 2020.
- ↪ March 2020.

Action List(s)

Action Lists:

- i. Council Meeting - February 20, 2020.
- ii. Council Committee of the Whole: Planning Meeting - February 25, 2020.
- iii. Council Departmental Meeting - March 5, 2020.
- iv. Council Committee of the Whole: Industry Liaison Meeting - March 13, 2020.
- v. Council Special Meeting - March 16, 2020.

Chief Administrative Officer's Report

739-20: Gawalko That Smoky Lake County's Chief Administrative Officer report for the period of February 19, 2020 to April 27, 2020, be accepted and filed for information.

Carried.

Finance Manager's Report: Actual to Budget Report

Brenda Adamson, Finance Manager provided an updated Financial Report for the period of February 12, 2020 to April 22, 2020.

Property Tax – Write Off – Municipal Affairs

740-20: Halisky That Smoky Lake County **write off** the remaining balance in the amount of **\$16,556.40** on all property tax rolls relating to Municipal Affairs in response to receiving a grant-in-lieu payment in the amount of \$50,204.37 in March 2020, as the Municipal Government Act (MGA) does not allow one government to charge another government property taxes and the Provincial and Federal Government have traditionally paid property taxes through a grant-in-lieu program, therefore making the said remaining balance uncollectable.

Carried.

Howlin Coyote Motorcycle Campground

741-20: Lukinuk That Smoky Lake County, **write off penalties** incurred in Year-2018 and Year-2019 on tax roll number 1457340, located on the land legally described as NE-35-57-14-W4, **subject to** the Year-2018 and Year-2019 property taxes being paid; in response to the letter received from the property's owners, dated March 24, 2020, requesting an adjustment to their properties taxes due to their campground, known as the Howlin Coyote Motorcycle Campground, being closed in 2019.

Carried.

Property Tax – Write Off – Roll # 21980115

742-20: Orichowski That Smoky Lake County **write off penalties** in the amount of **\$118.41** on Property Tax Roll Number 21980115, located on the land legally described as Plan 7821750, Lot 15, Block 1, due to administrative error; in response to the letter received from the owners, dated March 20, 2020.

Recorded Vote as per Bylaw 1376-20, Section 5.10

In Favour:

Craig Lukinuk
Johnny Cherniwchan
Randy Orichowski
Dan Gawalko

Opposed:

Lorne Halisky

Carried.

One member of the Public virtually left the meeting, time 12:50 p.m.

One member of the Public virtually left the meeting, time 12:53 p.m.

One member of the Media: Redwater Review virtually left the meeting, time 1:02 p.m.

One member of the Public virtually re-joined the meeting, time 1:12 p.m.

Finance Manager’s Report

743-20: Orichowski That the Smoky Lake County Financial Report prepared by Brenda Adamson, Finance Manager for the period of February 12, 2020, to April 22, 2020, be accepted for information.

Carried.

Reeve’s Report:

Reeve Craig Lukinuk presented the following written report:



Reeve’s Report

For February 13, 2020 to April 21, 2020

February 18, 2020 – Regional Community Development Committee Meeting held in Council Chambers: (Craig, Lorne, Johnny)

- Reviewed and amended the 2020 Strategic Priorities Planning Document and will implement the 2020 Goals and Objectives into the 2020 Strategic Priorities Chart.
- Approved to sponsor the 2020 Randy Russ Memorial Barrel Racing for \$500.

February 20, 2020 – Council Meeting held in Council Chambers: (All Council)

- Gave third & final reading to Bylaw No. 1366-20: Bylaw Enforcement Officer, for providing the appointment and empowerment of the Smoky Lake County Bylaw Enforcement Officer.
- Amended Policy Statement No. 08-07-05: Corporate Credit Card.
- Gave third & final reading to Bylaw No. 1367-20: Protocol for Regional Cooperation, to authorize the Municipal Councils of Smoky Lake County, Town of Smoky Lake, Village of Waskatenau, and Village of Vilna to enter into a JOINT AGREEMENT to establish Protocol for Regional Cooperation.
- Awarded award the County Lakes: Recreational Area Facility Supervision and Cleaning Services contracts for the Hanmore, Island, Mons, Kaduk and Bellis Lakes.
- Approved administrations execution of contract to redesign and rebuild the County’s website.
- Amended Policy Statement No. 03-35-11: Snow Clearing.
- Gave third & final reading to Bylaw No. 1365-20: Smoky Lake Region Intermunicipal Collaboration Framework (ICF), being a bylaw for the purpose of adopting the Smoky Lake Region ICF.
- Committed to moving forward with the 8-Lot subdivision proposed by Bascor Developments at Bonnie Lake subject to certain conditions.
- Reappointed JMD Group LLP Chartered Accountants of St. Paul, Alberta as the County’s Auditor for a three-year term.
- Executed the digital data license agreement with Inside Outside Studios Inc. to sell virtual maps through mobile applications such as “iHunter Alberta” with \$5.20 per map being profited to the County.
- Approved a \$500 donate to the Smoky Lake Holubka Dancers to aid in the purchase of their Ukrainian dancing costumes.

February 23, 2020- Walter Sadoway 90th Birthday: (Craig)

- Attended Birthday Party and presented a Certificate on behalf of the County.

February 24, 2020 – County Environmental Operations Meeting held in Council Chambers: (All Council)

- Adopted Policy Statement No. 04-09: Take it or Leave it Program.
- Approved to reinstate the three 6-yard front load waste bins located at Whitefish Lake Resort.
- Approved to execute the Evergreen Regional Waste Management Services Commission Lease and Operation Agreements for Year-2020.

February 24, 2020– County Fire Protective Meeting held in Council Chambers: (All Council)

- Approved to write off Fire Invoice #45860 in the amount of \$5,290.
- Approved to reduce Fire Invoice #45861 from the amount of \$42,103.20 to \$13,104.00

February 24, 2020 – County Agricultural Service Board Meeting held in Council Chambers: (All Council)

- Approved to contribute \$518 to the Alberta Farm Safety Centre towards their Year-2020 “Safety Smarts” school-based-farm-safety program to reduce farm injuries & fatalities involving children.
- Approved to purchase a Degelman model REV 1500 rotary mower with a one-pass herbicide kit and a Degelman Sidearm model 1820.



Reeve's Report

For February 13, 2020 to April 21, 2020

- Rescinded the December 16, 2019, decision to not fund the Lakeland Agricultural Research Association (LARA).
- Approved to provide \$55,000 to LARA for the Year 2020.

February 24, 2020 – County Natural Gas Meeting held in County Council Chambers: (All Council)

- Approved to purchase the unit required by the Federation O&M manual to measure the intensity of the odorant injected into the natural gas at the County's RMO stations known as a Heath Odorator.
- Acknowledged receipt and review of the Smoky Lake County Natural Gas Utility Quality Management Plan (QMP) as prepared by the Rural Utilities Section of Alberta Agriculture and Forestry.

February 24, 2020 – Chamber of Commerce Meeting held in Smoky Lake: (Craig, Lorne)

- Received public information form consultant: Tony Sefton, Vision XS, in regard to the Victoria District Area Structure Plan proposal, tourism opportunities and business growth.

February 25, 2020 – Council Committee of the Whole Meeting held in Smoky Lake Curling Rink: (All Council)

- Received detailed privileged information form consultant: Tony Sefton, Vision XS, in regard to the Victoria District Area Structure Plan proposal, tourism opportunities and business growth.

February 26-28, 2020 – Alberta CARE 10th Annual Spring Seminar 2020 in Westlock: (All Council)

- Toured the Westlock Landfill.
- Sessions included:
 - "From a DUMP to a LANDFILL" Westlock Waste Commission.
 - Alberta Sustainable Harvest & Management of Wildlife Stewardship of the Land.
 - Future Sustainable Recycled Plastics.
 - Enable Collaboration & Awareness in Plastic Issues.
 - Evaporation Technology - Most Flexible and Affordable Waste-Water Evaporation Solution - Pincher Creek Success
 - Clean Farms - Grain Bag Project Update.
 - Carpet and AG Plastic Recycling.

February 28, 2020-Vision XS Meeting at Metis Crossing: (Craig, Lorne, Johnny)

- Attended meeting with Metis Nation of Alberta and Vision XS on 2nd Phase of Metis Crossing and the Victoria District Areal Structure Plan working together.

February 29-2020 -Northern Lights Library Executive Meeting: (Craig)

- Discussed outstanding Levy Totaling \$361,664.96.
- Reviewed Financial Auditor's Report.
- Budget Update.
- Policy, Advocacy, and Building Committee Reports.
- Electronic Timesheets.

February 29-2020 – Northern Lights Library System Board Meeting: (Craig)

- Public Library Service Board Report.
- Library Managers Council Report-Jodi Dahlgren.
- Financial Audit Report approved by the Board.

Page 2 of 6

- Executive Director's Report-Julie Walker
- Discussion on Relais our new ILL (inter-library loan) our previous system called VDX decided that they no longer wanted to support this software and a new system had to be investigated.
- TRAC cannot automatically connect to Relais as TRAC is the net lender to other nodes and systems.
- Monday February 10th Relais/D2D went live which is software to facilitate the lending and borrowing of items not found in local library systems.
- Chairman's Report.

March 3, 2020 – Townhall Information Session in the National Hall: (All Council)

- Received information on Enhancing Community Safety from: CPTED (Crime Prevention Through Environmental Design), Citizens on Patrol, Rural Crime Watch, Victim Services, and RCMP (Crime Reduction Unit and Smoky Lake Detachment).

March 5, 2020 – Council Departmental Meeting held in Council Chambers: (All Council)

- Approved two back sloping applications.
- Approved in the interest of public safety, to temporarily override the suspension of winter Roadside Brushing in accordance with Council's January 6, 2020, Motion # 333-20, for Public Works proceed to carry out brushing on or near Range Road 180 - North of Township Road 614, Range Road 125 - North of Highway 28, Township Road 594 - West of Range Road 135, Range Road 150A - South of Township Road 590, Range Road 183 - North of the Victoria Trail, and Range Road 133 - South of Township Road 584.
- Approved to authorize administration to advertise an employment opportunity to staff the position of Accounting Clerk for the Smoky Lake County Finance Department.
- Acknowledge receipt of 13 Management Policy Statements including individual work plans.

March 9, 2020 – Muni-Corr: (Craig)

- Audit Financial JDM Group LLP was reviewed and accepted.
- Discussion on 2020 Budget.
- Utility Renewal Nova Gas for 10 Years.
- Reviewed Accounts Payable.
- 60% of Hillside Spring North of Smoky Lake Repaired.
- Community Futures submitted Alberta Iron Horse Trail for a Business Distinction Award.

March 12, 2020 – CCI Share Holders Meeting: (Craig)

- Discussion on upcoming AGM decided to do Virtual Meeting due to Covid-19.
- Reviewed Election Policy and Procedures.

March 13, 2020 – Committee of the Whole for the purpose of Industry Liaison. (All Council)

- Discussion was on the following.
 - Road Bans.
 - Aggregate Extraction Business License.
 - Haul Road Agreement.
 - Dust Control.
 - Property Access onto Road Allowance.
 - Pipeline Crossing.
 - Repairs to Roads and Road conditions.
 - Round Table Discussion.

Page 3 of 6



Reeve's Report For February 13, 2020 to April 21, 2020

- March 14, 2020 – Northern Lights Executive Meeting. (Craig)
- Discussion on Covid-19 How to move forward.
 - Protocol on Covid-19 in the Work Place.
 - Discussion on working from home setting up employees.
- March 16, 2020 – Special Council Meeting held in Council Chambers: (All Council)
- Approved to close the County Main Office and Public Works Shop office to the Public due to the COVID-19 (Corona Virus) Pandemic situation and approved a "Media Release" message in respect to the situation as of March 16, 2020.
 - Approved to cancel all remaining meetings in the month of March 2020.
- March 20, 2020 – Policy Committee Meeting **Cancelled due to COVID-19.**
- March 24, 2020 – Corridor Communications Inc (CCI) Shareholder Meeting: (Craig)
- Amended Schedule D Resolution made for changes to Election Policy & Procedures.
 - Acknowledge Retirement of Daryl Cholak from the Board of Directors.
 - All customer Service is working from home.
 - Continue signing up New Customer high volume due to Covid-19.
 - 129 Upgrades completed in one week.
- March 26, 2020 – Council Meeting **Cancelled due to COVID-19.**
- March 27, 2020 – Alberta Council Virtual Town Hall Meeting: (Craig)
- Discussion on Local State of Emergency for Municipalities.
 - Over 300 Municipal Leaders attended this Town hall Meeting.
 - Discussion on Government Enforced Social Distancing.
- March 29, 2020 – Town Hall Meeting with Jason Kenney: (Craig)
- Covid-19 Discussion and the ongoing work being done to protect Albertans.
 - Discussion with the Minister of Municipal Affairs Kaycee Madu, Treasury Board and Finance Minister, Travis Toews, Minister of Health, Tyler Shandro and the Chief Medical Officer of Health, Dr. Deena Hinshaw.
- March 30, 2020 – Joint Municipalities Meeting **Cancelled due to COVID-19.**
- March 31, 2020 – Federation of Alberta Gas Co-ops Ltd Zone 3-4 Meeting **Cancelled due to COVID-19.**
- April 3, 2020 – How to Chair a Virtual Meeting - Free Webinar through Governance Solutions.
- All participants must have access to the necessary equipment for participation.
 - All rules pertaining to in-person Member, Board or Committee meetings apply equally to electronic meetings, for example, notice, pre-meeting package requirements, quorum, minute taking, voting, confidentiality requirements, etc.
 - All meeting participants must ensure they maintain complete privacy in their off-site meeting space to ensure all discussions are kept confidential and are only heard by those invited to and attending the meeting.
 - All provisions and policy related to in camera meetings and conflict of interest will apply equally for electronic meetings of the Members, Board or Committees.

Page 4 of 6

- April 6, 2020 – Regional Community Development Committee RCDC Virtual Meeting (Craig & Lorne)
- Recommended each respective municipality adopt a new revised RCDC Bylaw for the Joint Agreement - Terms of Reference including a funding formula, changes to Joint Municipalities Meetings Committee involvement and a schedule for Public-at-Large reimbursement of expenses.
 - Accepted the amended Policy Statement 61-04-03: Smoky Lake Region Strategic Plan to reflect municipal and CEDO responsibilities and recommended that each respective municipality amend the Smoky Lake Region 2007 – 2027 Strategic Plan and adopt the RCDC 3-year rolling action plan for the Strategic Plan Year 2020 to 2023.
 - Accepted the Economic Development Assistant (EDA) Job Description outlining the Scope of Work as per Policy Statement No. 01M-42-01.
 - Accepted and recommend Smoky Lake County, as managing partner of the RCDC adopt Policy Statement No. 61-23-01: Regional Community Development Committee: Contractor Performance Appraisal Economic Development Assistant (EDA).
 - Reviewed a Business Recovery Interim Strategy and Chamber of Commerce Support.
 - Reviewed Important dates that are being canceled due to Covid-19.
- April 8, 2020 – Policy Committee Meeting held virtually & in Council Chambers: (All Council).
- Recommended Policy Statement No. 01-38-03: Strategic Plan: 2018-2020 be amended and recommended the Warspite Residents be notified that a future Open House meeting will be held before anything is done with the proposed Warspite RV Park and acknowledged that there is currently no budget to move forward on the project.
 - Recommended Policy Statement No. 03-04-05: Hiring of Contract Trucks and Equipment be amended and that Contract Truck owners be notified of Council's aim to exclusively utilize cross-gate-belly-dump trucks in Year-2021 for the purpose of Contract Gravel Hauling.
 - Recommended Policy Statement No. 03-36-01: Roadside Brushing Program be adopted.
 - Recommended Policy Statement No. 03-14-11: Haul Road Agreement, be amended.
- April 8, 2020 – Municipal Planning Commission Meeting held virtually & in Council Chambers: (All Council).
- Deferred Development Permit No. 060-19: RL-10-58-17-W4M for the development of Natural Resource Extraction/Processing Facility to a future meeting.
- April 9, 2020 – RMA (Rural Municipalities of Alberta) Webinar: (Craig, Randy, Johnny).
- Discussion on Deferred Education Tax. Any other deferrals will be up to the Municipalities.
 - Emergency Amendment Act current to be reviewed every 7 days now 90 days added the word Pandemic.
 - Municipalities must maintain essential services.
 - Fire fighters has moved up the list of people that need to be tested for Covid-19.
 - Golf Courses are considered not an Essential Service.
 - Discussion on Rural Doctors.
 - Licence Process looking on extending vehicle registration, Inspections and other services.
- April 14, 2020 – Zoom Test: (All Council).
- Council tested Zoom Software with Administration to hold Virtual Meeting due to Covid-19.
- April 15, 2020 – Environmental Operations Meeting held virtually: (All Council).
- Agreed to pay restoration of basement and a portion of personal property damages from a sewage backup which occurred on October 14, 2019 considering the plugged Sewage Lift Station and failing alarm system that day in Warspite.

Page 5 of 6



Reeve's Report
For February 13, 2020 to April 21, 2020

- Passed Bylaw 1378-20: Evergreen Regional Waste Management Services Commission, being a bylaw for the purpose of holding a Facilities Operating Agreement for Solid Waste Management Services, and a Lease Agreement for Solid Waste Facility Lands within the boundaries of Smoky Lake County, with, and to, the Evergreen Regional Waste Management Services Commission.
- Approve to return to regular hours for the Landfills.
- Approved a "Spring Cleanup Promotion", exclusive to residents from the County and Villages, for free disposal of appliances containing Freon at County Landfill Sites during the period of May 11, 2020 to May 24, 2020.

April 15, 2020 – Fire Protective Meeting held virtually: (All Council).

- Approved to incorporate the Volunteer Firefighter and Family Assistance Program (MFAP) for the Fire Departments under the VFIS coverage at a cost share of 1/3 to Smoky Lake County, 1/3 Village or Town and 1/3 Fire Department member.
- Agreed to support the concept of a Years of Service Award Program for Volunteer Firefighters.
- Agreed to pursue municipal collaboration for Load Occupancy Inspections.

April 15, 2020 – Agricultural Service Board Meeting held virtually: (All Council).

- Welcomed the new Agricultural Fieldman: Carleigh McMullin and appointed her as Weed Inspector and Pest Inspector.
- Approved to nominate Edward Huk and Family from Division 1, for the Year-2020 BMO Farm Family Awards.
- Approved to purchase belt buckle prizes for the Bellis 4-H Beef Club achievement day.
- Approved a letter of support to MP Shannon Stubbs to lobbying against Health Canada's March 4, 2020 announcement to phase out Strychnine.
- Postponed the 18th Annual Farmers and Ranchers Appreciation Day lunch scheduled for Friday, June 5, 2020, until further notice due to COVID-19.
- Approved a \$1,000 sponsorship to the Alberta Invasive Species Council for Year-2020.

April 15, 2020 – Natural Gas Utility Meeting held virtually: (All Council).

- Approved to support Mr. Craig Lukinuk as a shareholder Director nominee for Corridor Communications Inc.
- Approved to waive all penalties on Smoky Lake County Natural Gas Utility Accounts from March to May this year.

April 16, 2020 – Policy Committee Meeting held virtually: (All Council).

- Recommended Bylaw 1370-20: Victoria Trail Municipal Historic Area Designation, be considered.
- Recommended Bylaw 1365-20: Regionalizing the Regional Heritage Board, be considered.
- Recommended adoption of Policy No. 61-24-01: Victoria District National Historic Site Caveat Program.

April 21, 2020 – Teleconference with Ministers of Transportation & Infrastructure - McIver and Panda: (All Council).

- Discussion was held with Minister McIver and Minister Panda regarding the former Waskatenau Nuisance Grounds/ former Alberta Transportation Yard, located in Smoky Lake County (SE-16-59-19-W4) in respect to the remediation of it.

Sincerely,
Craig Lukinuk, Smoky Lake County Reeve

Page 6 of 6

The Reeve extended a thank-you to all the County Staff on behalf of himself and Council, for working as team and continuing County Operations through the COVID-19 pandemic.

Reeve's Report
744-20: Gawalko

That the Smoky Lake County Reeve's Report received for the period of February 13, 2020 to April 21, 2020, be accepted and filed for information.

Carried.

Evonne Zukiwski, Communications Technician, virtually joined the meeting, time 1:34 p.m.

5. Issues for Information:

Manager's Reports:

Public Works Manager
Surface Material Exploration – SME 190052

745-20: Cherniwchan That Smoky Lake County acknowledge receipt of the Alberta Government Surface Material Exploration Disposition No. SME 190052, Plan 8263 SG, for the purpose of surface exploration for gravel aggregate on the lands legally described as NE-02-61-18-W4 issued to Smoky Lake County, effective February 13, 2020 and expiring on August 12, 2020.

Carried.

Doug Ponich, Public Works Manager, virtually left the meeting, time 1:49 p.m.

Dave Kully, Public Works Shop Foreman, virtually joined the meeting, time 1:50 p.m.

One member of the Public, virtually left the meeting, time 1:55 p.m.

Dave Kully, Public Works Shop Foreman, virtually left the meeting, time 1:57 p.m.

Doug Ponich, Public Works Manager, virtually joined the meeting, time 2:01 p.m.

Planning and Development Manager
Smoky Lake County Regional Heritage Board

746-20: Halisky That Smoky Lake County appoint Pamela Billey as a Public-at-Large member as per Bylaw No. 1236-11 to the Smoky Lake County Regional Heritage Board and reconfirm Public-at-Large members: Noreen Easterbrook, Leon Boychuk-Hunter, Michelle Wright, Graham Dalziel, and Christine Hansen.

Carried.

GIS Technician
Alberta Municipal Data Sharing Partnership AMDSP

747-20: Halisky That Smoky Lake County approve action taken by administration in executing a Memorandum of Agreement for Membership in the Alberta Municipal Data Sharing Partnership (AMDSP) version 3.0, updated June-2018, replacing version 2.0, updated November-2014, on March 30, 2020 and submitting the membership fee in the amount of \$200.00 for the primary purpose of creating data to provide emergency response agencies with accurate and up-to-date information to better serve Albertans.

Carried.

Fire Chief
Fire Permit Request - Victoria Trail Organics

748-20: Orichowski That Smoky Lake County Council approve to allow Terry Prockiwi of Victoria Trail Organics to burn the straw windrows on top of their winter garlic 25-Acre patch located on the lands legally described as SE-7-58-17-W4 & RL-20-58-17-W4, in accordance with the conditions and restrictions as per Policy Statement No. 02-05-04: Fire Permit Agreement, which must be executed prior to all burning.

Carried.

Manager's Reports

749-20: Halisky That the Smoky Lake County Management Reports received for the period between February 12, 2020 and April 21, 2020 from; Doug Ponich, Public Works Manager; Bob Novosiwsky, Public Works Road Foreman; Dave Kully, Public Works Shop Foreman; Ed English, Bylaw Enforcement/Peace Officer/Parks and Recreation Manager; Jordan Ruegg, Planning and Development Manager; Communications and GIS Department and Trevor Tychowsky, Safety Officer, be accepted and filed for information.

Carried.

Training Events – Reports

750-20: Halisky That Smoky Lake County Council acknowledge receipt of the Reports produced in accordance with Management Policy Statement No. 01-M-41: Reporting on Training Events, received from:

Planning and Development:

- Reynolds Mirth Richards & Farmer (RMRF) Law Seminar, held in Edmonton, attended by Jordan Ruegg, Planning and Development Manager;

GIS:

- Smoky Lake County - In House GIS Training, held in Council Chambers, provided by Carole Dowhaniuk, GIS Technician.

Carried.

5. Issues for Information:

Committee Task Forces and Boards: Reports

Alberta CARE (Alberta Coordinated Action for Recycling Enterprises)

- Addressed in Councillor Gawalko's verbal Report.
- Convention held in February 2020.

Corridor Communications Inc. (CCI) Wireless

- Addressed in the Reeve's Report.

Doctor Recruitment and Retention

- Next meeting is scheduled at the call of the Chairperson in mid-May.
- Dr. Laurens is back from South Africa and on self-quarantine.

Evergreen Regional Waste Management Services Commission

- Meeting held on March 19, 2020.
- Addressed in Councillor Orichowski's written Report:
 - Approved building a game fence around the newly developed cell at a cost of \$6300.
 - Lease /operating agreement being brought to the next meeting for discussion, Smoky Lake County yet to sign.
 - Free disposal of Freon Equipped Appliances will take place at the regional site from May 11-23, 2020.
 - A business mixer was planned for April 8th but had to be cancelled. The invite was to all waste operators in our region
 - Alberta fall conference scheduled for September 15-18, 2020, hosted by Pincher Creek.
 - Regional site still operating on winter hours due to pandemic.
- Next meeting is scheduled for May 14th, 2020 at 10 a.m.

Family Community Support Services Committee

- No Report.

Fire and Rescue Liaison Committee

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

Government Liaison Committee

- Addressed in the Reeve's Report.

Highway 28/63 Regional Water Services Commission

- The March 30, 2020 was rescheduled.
- Next meeting is scheduled for May 6, 2020.

Joint Health and Safety Committee

- Next meeting is scheduled for May 15, 2020.
- Included in the Agenda Package:
 - Minutes: December 13, 2019.
 - Minutes: February 21, 2020.

Alberta Municipal Health & Safety Association (AMHSA)

751-20: Halisky

That Smoky Lake County acknowledge receipt of the bulletin from the Alberta Municipal Health & Safety Association (AMHSA) in regard to the December 13, 2019 Alberta Labour announcement of two new rules providing employers flexibility to meet the unique needs of each workplace as follows:

1. Reduction in Training:
 - Part 1 - Health & Safety Committee (HSC) and Health & Safety Representative (HS Reps) training is no longer a mandatory requirement for HSC Co-Chairs and HS Reps; and
 - Part 2 - training remains a mandatory requirement for HSC Co-Chairs and HS Representatives and will now be known as “Joint HSC/HS Representative Training.” It is still required to receive this training from a government-approved training provider like AMHSA;
2. Committee Requirement:
 - Employers now need to count the number of total workers across all work sites to determine if an HSC or HS Representative is required (versus having them at each work site), and if that total number of workers is over 20, only one committee is needed [Sections 16(1) and 17(1) of the OHS Act].

Carried.

Municipal Planning Commission Meeting

752-20: Gawalko

That the Smoky Lake County Municipal Planning Commission Meeting scheduled for Tuesday, May 5, 2020 at 1:00 p.m. be rescheduled to the same day at 10:00 a.m., to be held virtually.

Carried.

Northeast Alberta Information HUB

- No report.
- Next meeting is scheduled for June 24, 2020.

753-20: Halisky

That the Smoky Lake County renew the Northeast Alberta Information HUB Ltd. membership, based on a population of 2,461 at \$0.50/capita for a fee in the amount of **\$1,230.50**, for the period of April 1, 2020 to March 31, 2021, as per the Northeast Alberta Information HUB Ltd. invoice #515, dated April 1, 2020.

Carried.

North East Muni-Corr. Ltd.

- Addressed in Councillor Cherniwchan’s Report.
- Included in the Agenda Package:
 - Financial Reports: March 31, 2020.

Northern Lights Library Board

- Addressed in the Reeve’s Report.
- Included in the Agenda Package:
 - Financial Statements: December 31, 2020.

Policy Committee Meeting

754-20: Orichowski That the next **Smoky Lake County Policy Committee Meeting** be scheduled for Tuesday, June 2, 2020 at 10:00 a.m. to be held virtually.

Carried.

R.C.M.P. Liaison Committee

- Meeting held March 11, 2020.
- Addressed in Councillor Halisky's written Report:
 - Sargent Tina Chan Smoky Lake RCMP Detachment discussed that thieves are still out and about however they are getting apprehended.
 - Townhall Meeting had approximately 75 attendees and was well received. Also discussed communication App used by the public and enforcement for crime etc.
 - A mock disaster was discussed such as a ground disturbance line contact with date to be determined.
 - Erik Von Platen Fish and Wildlife Officer discussed that he will manage getting a Boat Safety Instructor for the Emergency Preparedness Week. Jet boat can be accessed out of Edmonton and Athabasca if required for emergency response. Fish and Wildlife have Seadoos in Smoky Lake if required for emergencies. Still continuing to work on several wildlife enforcements. Will assist on establishing an MOU for Fish & Wildlife and County Peace Officer joint services.
 - Fire Chief Scott Franchuk discussed that Emcon will be invited to a RCMP Liaison meeting to discuss their services. Traffic control contractors are available out of Fort Saskatchewan for traffic control services during an emergency. Scott thanked the RCMP for their support during emergencies. Ice rescue capabilities are available through Fish and Wildlife. May Emergency Preparedness Week Event was discussed with a focus on Recreational Safety "Boat Safety and ATV Safety" and possible give ways such as a boat safety kit and ATV safety kit. Fire and Rescue looking into river rescue services. All Alberta Fish and Wildlife Officers are trained/certified in swift water rescue.
 - County Peace Officer to work with RCMP and Fish & Wildlife if required.
- Next meeting is scheduled for June 17, 2020 at 11:00 a.m.

Royal Canadian Mounted Police - Eastern Alberta District

755-20: Cherniwchan That Smoky Lake County acknowledge receipt of the letter from Chief Superintendent, Wendall Reimer, District Officer, Eastern Alberta District, Royal Canadian Mounted Police, dated March 24, 2020 in regard to how the Eastern Alberta District Detachments are responding to the COVID-19 pandemic, and how we need to work together to limit the risks relating to the COVID-19 pandemic in our communities.

Carried.

Regional Community Development Committee (RCDC)

- Addressed in the Reeve's Report.
- Next Meeting is scheduled for May 4, 2020.

Regional Community Development Committee 2020 Mandate Letter

756-20: Halisky

That Smoky Lake County adopt the Regional Community Development Committee 2020 Mandate Letter, as recommended by the Joint Municipalities Meeting held on January 27, 2020 and the Regional Community Development Committee Meeting held on January 28, 2020; as follows:

Joint Municipalities Meeting	Regional Community Development Committee
January 27, 2020 – Motion # JMM-222-20	January 28, 2020 – Motion #90-20
Joint Municipal Priorities	
• Unstoppable Conversations	<ul style="list-style-type: none"> • Twinning with Ukraine • FCSS Services: Inventory • HAK II • Future Facilities Partnership • Community and Regional Economic Support (CARES) Grant: Phase Three • Regional Trades List: Business Directory • Victoria Development Economic Strategy • Welcome Wagon Initiative
Advocacy Priorities	
<ul style="list-style-type: none"> • Vilna Hospital X-Ray • Local Road Bridge Program • Highway 28 Rehabilitation Upgrades • Primary Care Network (PCN): Opportunities 	<ul style="list-style-type: none"> • Regional Community Alternative Transportation for Seniors and Medically-at-Risk – RCDC: Motion 135-17 • Mental Health Services • Broadband Access • Day Care – loss of \$25 per day spaces • REDA Funding • Hemp – Health Canada • Tree Nursery – Infrastructure • Tree Nursery – Seed Subsidy • Lending Barriers
Remove from Mandate Letter	
<ul style="list-style-type: none"> • Inter-Municipal Collaboration Framework – be transferred to Municipal • Waskatenau Nuisance Ground: Reduce Setback- be transferred to Municipal 	<ul style="list-style-type: none"> • Section: Economic Development Priorities List-RCDC - removed from Regional Strategic Priorities Chart in June 2019 and replaced with Strategic Plan Goals.

and be it noted that the Regional Community Development Committee at its meeting held on January 28, 2020 by Motion # 93-20 will not proceed with “Unstoppable Conversation”, as recommended by the Joint Municipalities and did remove this item from its’ 2020 Regional Strategic Priorities Chart.

Carried.

Policy Statement No. 61-23-01: RCDC Contractor Performance Appraisal EDA

757-20: Cherniwchan

That Smoky Lake County Policy Statement No. 61-23-01: Regional Community Development Committee (RCDC): Contractor Performance Appraisal- Economic Development Assistant (EDA), as recommended by the Regional Community Development Committee Meeting held on April 6, 2020, be adopted for RCDC internal operations:

Title: Regional Community Development Committee (RCDC): Contractor Performance Appraisal - Economic Development Assistant (EDA)		Policy No: 23-01
Section: 61	Code: P-A	Page No.: 1 of 7 E

Legislative Reference:	Alberta Provincial Statutes
-------------------------------	-----------------------------

Purpose:	To establish a clear process and understanding of conducting a formal performance appraisal for the Regional Community Development Committee Contract Position of the Economic Development Assistant (EDA).
-----------------	---

Policy Statement and Guidelines:	
1.	STATEMENT: 1.1 The Regional Community Development Committee (RCDC) is committed to create an open and communicative environment which a review of the EDA's obligations is performed to evaluate and give feedback to improve RCDC's administrative responsibilities.
2.	OBJECTIVES: 2.1 A Performance Appraisal process is an important tool to provide the RCDC a method of measuring a EDA's achievement to create a supportive environment and an assessment of how well the EDA is fulfilling the requirements of their contract. 2.2 A Performance Appraisal process will be conducted in a fair and equitable manner to measure performance indicators to operational goals which are analyzed to evaluate and provide the RCDC the opportunity to discuss with the EDA with indications on how well they are doing and provide formal feedback on the necessary direction to improve on or build on their skills in the work performance as the Economic Development Assistant.
3.	GUIDELINES: 3.1 Performance Appraisal shall be conducted on an annual basis in accordance with the Contract conditions. The reviews will be formally documented in written form, or as indicated by RCDC usually prior to contract expiring, in accordance with Schedule "A": Performance Appraisal - Economic Development Assistant . 3.2 To provide a benchmark between the Economic Development Assistant and the Regional Community Development Committee (RCDC) on communication in achieving the goals, objectives and responsibilities of the RCDC, a Performance Planning and Results criteria outlined below will be applied as an internal process for conducting a Performance Appraisal as guidance for consistency. Performance Planning and Results: 3.3 <u>Performance Review:</u> 3.3.1 Use current Economic Development Assistant job description.

Policy Statement and Guidelines:

3.3.2 Rate the EDA level of performance using the definitions rating.
 3.3.3 Review with EDA each performance indicator used to evaluate the work performance.
 3.3.4 Give an overall rating in the space provided based on the definitions guide.

3.4 **Performance Rating Definitions:**
 The following rating must be used to ensure commonality of language and consistency on overall ratings: *There should be supporting comments to justify the "Outstanding", "Below Expectations", and "Unsatisfactory".*

Rating	Description
1 Outstanding	Performance is consistently superior.
2 Exceed Expectations	Performance is routinely above job expectations.
3 Meets Expectations	Performance is regularly competent and dependable.
4 Below Expectations	Performance fails to meet job requirements on a frequent basis.
5 Unsatisfactory	Performance is consistently unacceptable.

3.5 **Performance Appraisal Process:** Is a process that involves three appraisals for performance feedback; wherein the EDA provides a self-assessment, and the CEDO and RCDC conduct an evaluation that measure certain factors. These factors and competence skills, such as listening, planning, quality of work, goal setting, teamwork, character, and effectiveness in achieving duties.

The mix of ideas will provide a more accurate assessment and improves the credibility of the performance appraisal.

3.5.1 The EDA shall complete the Performance Appraisal in the rating column indicated "Self-Analysis" to encourage self-assessment on performance and thus promote personal growth and self-development.

3.5.2 The CEDO shall complete the Performance Appraisal in the column indicated "CEDO's Analysis" to evaluate the expectations and make recommendations to improve the future performance and progress.

3.5.2.1 The CEDO and the EDA shall meet to review and discuss the current performance appraisal by reviewing each section including the rating and comments related to the contractor: EDA's performance.

3.5.2.1.1 If the EDA disagrees with the rating or comments within the Performance Appraisal, the opportunity for further discussion will be provided during the official review process with RCDC.

3.5.2.2 Smoky Lake County, as the managing partner will oversee the implementation and maintenance of the Performance Appraisal and compile the results and comments for RCDC.

3.5.3 The RCDC will review the performance appraisal and provide final feedback in the rating column indicated "RCDC Analysis" and assess its goals for future performance objectives and establish standards for quality and quantity of work linked to the EDA performance goals.

3.6 The RCDC shall meet with EDA and the CEDO to resolve any differences with respect to the Performance Appraisal review.

3.7 This policy guides contract negotiations between the Contractor: EDA and RCDC. Results of the Performance Appraisal shall be the basis to consider the terms and conditions of the contract, its renewal and/or updates.

4. PROCEDURES

4.1 The EDA and the CEDO will complete the Contractor Performance Appraisal.

4.2 The RCDC will review previous evaluation and meet with the EDA and CEDO to complete the Performance Appraisal as the final official review with recommendation.

4.3 The Performance Appraisal Form will be signed by the EDA and the Chairperson of the RCDC upon the official completion of the Performance Appraisal.

4.4 Retention of the Contractor: EDA Performance Appraisal Records (following completion – including signatures); one copy of the appraisal shall be placed in the EDA's file and a copy will be given to the EDA and if applicable to the CEDO and RCDC.

Section 61

Schedule "A"

Policy: 23-01




ECONOMIC DEVELOPMENT ASSISTANT (EDA)	PERFORMANCE APPRAISAL FORM	
	PERFORMANCE APPRAISAL FOR THE CONTRACT POSITION ECONOMIC DEVELOPMENT ASSISTANT (EDA)	
	Performance Rating Definitions: Rate each Performance Indicator to ensure commonality of language and consistent with overall rating on performance of the EDA.	
	Rating	Description
	1 Outstanding	Performance is consistently superior.
	2 Exceed Expectations	Performance is routinely above job expectations.
	3 Meets Expectations	Performance is regularly competent and dependable.
	4 Below Expectations	Performance fails to meet job requirements on a frequent basis.
	5 Unsatisfactory	Performance is consistently unacceptable.
	Provide narrative comments or examples to illustrate. There should be supporting comments to justify ratings of "Outstanding", "Below Expectations" and "Unsatisfactory".	
This evaluation details observations and suggestions. It is meant to be constructive and to assist you in your development and execution of your contracted duties as a EDA for the Regional Community Development Committee (RCDC).		
Contractor Declaration The Community Economic Development Officer (CEDO) has discussed this evaluation with me, and I have received a copy. Contractor: EDA Signature _____ Date _____		
Regional Community Development Committee (RCDC): Evaluation Process: Motion: _____ Date _____ Evaluation Review: Motion: _____ Date _____		

**PERFORMANCE APPRAISAL
OF THE
ECONOMIC DEVELOPMENT ASSISTANT (EDA)**

Contractor: EDA Name: _____		Evaluation Period: _____		
Section A:		Performance Indicators		
Check list		Rating		
Administration		Self Analysis	CEDO Analysis	RCDC Analysis
Measures effectiveness in organizing and efficiently handling activities and eliminating unnecessary activities.				
Comments:		_____ _____ _____		
Dependability		Self Analysis	CEDO Analysis	RCDC Analysis
Measures how well the EDA complies with the Job Description and performs under usual and unusual circumstances. Consider record of attendance, punctuality and commitment to schedule.				
Comments:		_____ _____ _____		
Responsiveness		Self Analysis	CEDO Analysis	RCDC Analysis
Measures responsiveness in completing job tasks in a timely manner and meets deadlines. Ensure work is thorough and accurate, by monitoring own work to ensure quality and quantity in respect to policies and guidelines.				
Comments:		_____ _____ _____		
Relationship to the Committee		Self Analysis	CEDO Analysis	RCDC Analysis
Measures the understanding of the RCDC's mandate responsibilities and the ability to respond timely and appropriately to the direction of CEDO and RCDC.				
Comments:		_____ _____ _____		
		Sub-Total		
Performance Appraisal: EDA - Page 1 of 3		Page 5		

Performance Appraisal: EDA - Cont.				
Qualities and Abilities	Self Analysis	CEDO Analysis	RCDC Analysis	Further Comments and/or Explanation
Knowledge of Job: understands and performs job requirements.				
Preparedness: work performed daily is appropriate for the job function.				
Quality of Work: conducts any needed follow-up to the completed task.				
Demonstrates creative problem solving: maintains a positive attitude under time constraints, i.e., multiple assignments, opposition, changing priorities, and different directives.				
Organizational Skills: able to balance creative thinking with practical application.				
Communication Skills: good listener, is able to follow directions and provide feedback if required.				
Interpersonal Skills: able to interact with clients and staff members in a friendly, professional and courteous manner.				
Adaptability: adapts to changes, prioritizes, and also adjusts work priorities as needed.				
Professionalism in Appearance and Conduct: neatness and confidentiality.				
Use of Technology: Strong knowledge and efficient use of applications to support execution of tasks and organization of processes.				
Sub-Total				
OVERALL RATING TOTALS				
Section B:		Comments		
Strengths and Accomplishments (Include those which are relevant during the evaluation period. This should be related to performance aspects you appreciated in the EDA's performance.)				
<ul style="list-style-type: none"> ■ ■ ■ ■ ■ 				
Performance Areas which need Improvement				
<ul style="list-style-type: none"> ■ ■ 				
Performance Appraisal: EDA - Page 2 of 3		Page 6		

Section C:	Contractor's Comments
Economic Development Assistant (EDA):	
Comments:	
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	
Section D:	Sign-Off
SIGNATURES:	
Signature of the EDA - (this indicates only that this performance appraisal has been discussed with you, not whether you agree or not with the comments/rating).	
<hr/> Chairperson- RCDC	<hr/> Contractor: Economic Development Assistant
<hr/> Date	
	
NOTE:	
Signature does not necessarily denote agreement with the performance appraisal and means only that the EDA was given opportunity to discuss the performance appraisal with the RCDC .	
<small>Performance Appraisal - EDA - Page 3 of 3</small> <small>Page 7</small>	

Carried.

Policy Statement No. 01M-42-01: Economic Development Assistant – Job Description

758-20: Halisky

That Smoky Lake County Policy Statement No. 01M-42-01: Economic Development Assistant – Job Description, as recommended by the Regional Community Development Committee Meeting held on April 6, 2020, be adopted for RCDC internal operations:

Title: Economic Development Assistant (EDA)	Policy No.: 42-01
Section: 1 - M Job Description	Code: P-A
	Page No.: 1 of 3

Classification:	Part-Time Contract Position
------------------------	-----------------------------

Purpose:	<p>The Economic Development Assistant (EDA) shall report directly to the Community Economic Development Officer (CEDO) and is primarily responsible to the Regional Community Development Committee (RCDC) for Administrative support.</p> <p>The Managing Partner, Smoky Lake County's Chief Administrative Officer and Assistant Chief Administrative Officer is be the liaison in providing support services, as required.</p>
-----------------	---

Policy Statement and Guidelines:

RESPONSIBILITIES

1. Administrative:

- 1.1 Personal administrative assistant to the Community Economic Development Officer (CEDO): typing of correspondence – letters, policies, and report preparation.
- 1.2 Assist in the preparation of the agenda for RCDC Meetings and distribute agenda packages, minutes and action lists prior to RCDC Meetings.
- 1.3 Prepare a monthly Economic Development Assistant "Activities Report" as per Policy Statement No. 61-18: CEDO Reporting Structure – Schedule "A" for each Regional Community Development Committee (RCDC) Meeting.
- 1.4 Ensure that all filing of data and correspondence created or received is correctly maintained in the RCDC Filing System.
- 1.5 Maintain and update the Promotional inventory for the RCDC, as required.
- 1.6 Assist with any pertinent data, assignments, reports and special projects, as required by economic development activities.
- 1.7 Develop and maintain data / document control system for efficient records management.
- 1.8 Aid in keeping the content current on the Smoky Lake Region website and social media feeds.

2. Legislative:

- 2.1 Attend all meetings of Regional Community Development Committee (RCDC) and committees and record the proceedings of such meetings in an orderly and concise manner.

Title: Economic Development Assistant (EDA)	Policy No.: 42-01
Section: 1 - M Job Description	Code: P-A Page No.: 2 of 3

Policy Statement and Guidelines:	
2.2	Prepare minutes of the meetings for approval of the Community Economic Development Officer and the Assistant Chief Administrative Officer within two weeks following a Committee meeting.
2.3	Prepare an action list immediately following each meeting after minutes have been reviewed by the CEDO and Assistant Chief Administrative Officer and review this action list with the Community Economic Development Officer prior to distribution.
2.4	Monitor all action items from each meeting and, upon the direction of the CEDO, prepare correspondence arising from each action item.
2.5	Update and keep current all minute books and request that appropriate signing authorities execute the minutes on a regular basis.
2.6	Monitor the Regional Strategic Plan Priorities Chart and update the Workbook on a regular basis.
2.7	Assist in the Strategic Planning processes for RCDC.
2.8	Distribute the RCDC Committee Member Manual information and keep current RCDC Committee Members Manuals, as required.
OTHER RESPONSIBILITIES	
■	Report the Economic Development Assistant activities weekly to the CEDO.
■	Assist with public inquiries and respond to information requests from the public and business sectors, when required.
■	Represent the Regional Community Development Committee at Trade Shows, Public Events and Conferences, as directed.
■	Other responsibilities of duties as assigned from time to time by the Community Economic Development Officer, and the Chief Administrative Officer or the Assistant Chief Administrative Officer.
KNOWLEDGE AND ABILITIES	
■	Minimum of Grade 12 or degree/diploma in a related discipline, preferred.
■	Experience in clerical environment.
■	Computer and word processing.

Title: Economic Development Assistant (EDA)	Policy No.: 42-01
Section: 1 - M Job Description	Code: P-A Page No.: 3 of 3

Policy Statement and Guidelines:	
■	Organizational skills for dissemination of information and office procedures to multi-task and meet deadline priorities.
■	Publishing skills including ability to create posters and brochures, preferred.
■	Comfort with technology and interest in exploring processes and tools that can improve efficiency and effectiveness.
■	Strong in verbal and written communication skills.
■	Excellent customer services and willing to take training, as required.
■	Knowledge of board governance, including grant application and management, considered an asset.
■	Excellent time management and commitment to deadlines.
PERFORMANCE EVALUATION	
■	By the Regional Community Development Committee (RCDC) – annually.
SALARY RANGE	
■	As per Contract .

Carried.

Three Members of the Public virtually joined the meeting, time 3:04 p.m.

Regional Emergency Management Advisory Committee

- No Report.

Risk-Pro Control Management Committee

- Added Named Insured:
 - Waskatenau Pryveet Dance Club Minutes: March 3, 2020.
 - Waskatenau Pryveet Dance Club Minutes: April 14, 2020.
 - Smoky Lake Riding Club Minutes: January 26, 2020.

Smoky Lake Community Daycare Co-operative Committee

- Addressed in the Reeve’s Report.
- Next Meeting will be scheduled at the call of Chairperson.

Smoky Lake Foundation

- Addressed in Councillor Orichowski's written Report:
 - JMD Group LLP presented the audited financial statement. The board approved and adopted the statement.
 - Due to the COVID-19 Pandemic staffing has increased.
 - The board also set the requisition for the 2020 budget year.
- Next meeting is scheduled for May 26, 2020 at 9:00 a.m.

Smoky Lake Region Fire and Rescue Committee

- Address in the Reeve's Report.
- Next Meeting is scheduled for June 17, 2020 at 1:00 p.m.

Smoky Lake Heritage Board

- Included in the Agenda Package:
 - Minutes: March 12, 2019
 - Minutes: July 9, 2019.
 - Minutes: October 22, 2019
 - Minutes: December 16, 2019

Smoky Lake Heritage Board President's Report

759-20: Halisky

That Smoky Lake County acknowledge receipt of the Smoky Lake Heritage Board President's Report, dated March 12, 2019 submitted by the Chairperson: Noreen Easterbrook, in accordance with Bylaw No. 1236-11, and file for information.

Carried.

Joint Municipalities Meeting

- No report.

Smoky Lake Agricultural Society

- Addressed on Councillor Halisky's written report:
 - Smoky Lake Agricultural Society highway signs purchase, and installation is in process targeting this year for completion.
 - Farmer's Market is scheduled to open May 2020.
 - The Coal fired furnace was removed - final cleanup scheduled for the 2nd quarter of 2020.
 - Most hall rentals for the summer were cancelled due to COVID-19 pandemic.
 - The Complex custodian's salary was discussed to ensure it meets revenue / budget requirements.
 - Treasurer update was presented with all in good standing.
 - \$1380.00 was made from the Dualling Piano event.
 - Ice rental revenue was down compared to last season.
 - Community Facility enhancement Program (CFEP) Grant was discussed and waiting for contractor direction.
 - The Energy Efficient Grant was completed.
 - Looking into hosting a Demo Derby in August 2020.
- Next meeting will be scheduled at the call of Chairperson.

Intermunicipal Collaboration Framework Committee

- Addressed in the Reeve's Report.

Minister of Alberta Municipal Affairs – Lac La Biche ICF Completion

760-20: Gawalko

That Smoky Lake County acknowledge receipt of the letter received from Kaycee Madu, Minister of Alberta Municipal Affairs, dated February 24, 2020 congratulating the County on the completion of the Intermunicipal Collaboration Framework (ICF) with Lac La Biche County.

Carried.

Thorhild County - Intermunicipal Collaboration Framework (ICF) Extension

761-20: Cherniwchan That Smoky Lake County acknowledge receipt of the letter received from Wayne Shanks, M.P.I, RPP, MCIP, Manager of Planning and Development, Thorhild County, dated March 11, 2020 in regard to the Intermunicipal Collaboration Framework (ICF) Extension, Ministerial Order No. MSL: 047/18 to April 1, 2021 for the ICF agreement between Thorhild County and Smoky Lake County.

Carried.

Lamont County - Intermunicipal Collaboration Framework (ICF) Extension

762-20: Orichowski That Smoky Lake County acknowledge receipt of the letter received from David Diduck, Reeve, Lamont County, dated February 12, 2020, to the Honourable Kayce Madu, Minister of Municipal Affairs, requesting a one-year extension to complete the Intermunicipal Collaboration Framework (ICF) with Smoky Lake County, as passed by Lamont County Council's February 11, 2020 Resolution 20-052.

Carried.

Citizens-on-Patrol (C.O.P.) Association

- Organizational Meeting scheduled for March 19, 2020 - canceled.
- Next meeting will be scheduled at the call of Chairperson.

Committee Task Force and Board Reports

763-20: Gawalko That Smoky Lake County's Committee Task Force and Board Reports presented by Councillors as of April 30, 2020, be accepted for information.

Carried.

6. Correspondence:

Shannon Stubbs, Member of Parliament for Lakeland

764-20: Halisky That Smoky Lake County provide a letter of support to Shannon Stubbs, Member of Parliament for Lakeland, Conservative Shadow Minister for Natural Resources, in response to her the letter dated March 6, 2020 in regard to the Private Members Bill C-221: Environmental Restoration Incentive Act, an Act to amend the Income Tax Act to establish a tax credit for the closure of oil and gas wells.

Carried.

Smoky Lake and District Chamber of Commerce – Membership

765-20: Orichowski That the Smoky Lake County renew the Smoky Lake and District Chamber of Commerce membership, in the amount of **\$150.00** for Year-2020, as per the Smoky Lake and District Chamber of Commerce Invoice #16, dated March 13, 2020.

Carried.

Smoky Lake and District Chamber of Commerce – Property Taxes

766-20: Halisky That Smoky Lake County **take no action** to the letter request received from Noel Simpson, Chamber President, Smoky Lake Chamber of Commerce, dated March 26, 2020 in regard to deferring property taxes and utility payments due to "COVID-19 Small and Medium Enterprise Business Impacts in our Region", as the County is waiving all penalties on Smoky Lake County Natural Gas Utility Accounts for March 2020, April 2020 and May 2020 as per the April 15, 2020 Council Motion #686-20; and, redirect the Smoky Lake Chamber of Commerce to the Smoky Lake Region Community Economic Development Officer (CEDO) for information resources of programs available.

Carried.

Day of Mourning - April 28, 2020

767-20: Gawalko That Smoky Lake County declare in the County Grapevine April 28, 2020 as a “Day of Mourning” remembering all workers who have been killed, injured or disabled at their place of work in 2019 – 165 men and women; and, commemorate the day as per Policy to honour the memory of workers injured or killed on the job.

Carried.

One Member of the Public virtually joined the meeting, time 3:16 p.m.

Shannon Stubbs, Member of Parliament for Lakeland

768-20: Halisky That Smoky Lake County advertise in the Grapevine and Social Media for community members to submit their positive initiatives in response to the email received from Tina Warawa, Office Manager Constituency Assistant, Office of Shannon Stubbs, M.P., Shadow Minister of Natural Resources, dated April 6, 2020, requesting good-news stories in respect to COVID-19.

Carried.

National Public Works Week - May 17-23, 2020

769-20: Cherniwchan That Smoky Lake County declare May 17-23, 2020 as National Public Works Week, with the Year-2020 theme “The Rhythm of Public Works.”

Carried.

Public Health Inspector, Smoky Lake Office – Campground Closed

770-20: Halisky That Smoky Lake County adhere to Provincial Regulations as per the letter received from Ian McDougall BSc, BEH(AD), CPHI(C), Public Health Inspector, Smoky Lake Office, dated April 20, 2020 in regard to COVID-19 Public Health recommendations for Private and Municipally operated Campgrounds to be closed.

Carried.

MLA, Athabasca-Barrhead-Westlock – Shovel-Ready Projects

771-20: Orichowski That Smoky Lake County acknowledge receipt of the letter received from Glenn Van Dijken, MLA, Athabasca-Barrhead-Westlock, dated April 15, 2020, requesting a list of shovel-ready projects within Smoky Lake County further to Council’s April 30, 2020 Motion #737-20.

Carried.

Rural Municipalities of Alberta (RMA)

772-20: Cherniwchan That Smoky Lake County Council approve action taken in attending the Rural Municipalities of Alberta (RMA)’s Spring 2020 Resolution Session virtually on April 24, 2020, as per the invitation from Wyatt Skovron, Senior Policy Advisor, Rural Municipalities of Alberta (RMA), dated April 1, 2020, due to the Spring 2020 Convention being cancelled due to the COVID-19 pandemic.

Carried.

Alberta’s Lakeland Destination Marketing Organization

773-20: Gawalko That Smoky Lake County **defer** renewing the Alberta’s Lakeland Destination Marketing Organization membership, based on a population of 2,459 at \$0.30/capita in the amount of \$774.17 for the Year-2020, invoice #2020-149, dated April 6, 2020, to allow time for administration to research the history of payment to the said organization.

Carried.

Thank You: Summary Listing

774-20: Gawalko That Smoky Lake County acknowledge the “Thank You” correspondence received in the months of March and April 2020:

- email received by Councillor Halisky from Anne Marie Russ for the County sponsoring the Annual Year-2020 Randy Russ Memorial Barrel Race.

Carried.

Information Releases

775-20: Orichowski That following correspondence released to Smoky Lake County Council in accordance with Policy Statement No. 01-28-01: Regular County Council Meeting: Issue for Information and Information Releases, for the months of March 2020 and April 2020, be **filed for information**:

- R01-20: Rural Municipalities of Alberta (RMA), Contact Newsletter, February 21, 2020,
- R02-20: Aspen View Board Highlights, March 5, 2020,
- R03-20: Alberta Municipal Health and Safety Association (AMHSA) newsletter, Spring 2019,
- R04-20: Age Friendly E-news, February 28, 2020, regarding the Budget 2020: Special Minister’s Statement,
- R05-20: Smoky Lake Library Minutes for January 30, 2020 and February 11, 2020,
- R06-20: Glenda Farnden, Senior Municipal Relations Liaison, STARS Foundation, dated March 26, 2020, regarding an update on measures taken within STARS Foundation with COVID-19,
- R12-20: Aspen View Board Highlights, April 15, 2020,

and, Council **acknowledge receipt** of the following correspondence released in accordance with same:

- R07-20: Tanya Fir, Minister of Economic Development, Trade and Tourism, dated February 11, 2020, regarding Reviewing letter regarding the initiatives led by Northeast Alberta Information HUB,
- R08-20: Leela Sharon Aheer, Minister of Culture, Multiculturalism and Status of Women, dated March 2020, regarding a congratulatory message for embarking on an Economic Development Strategy for the Victoria District,
- R09-20: Kaycee Madu, Minister of Municipal Affairs, dated February 27, 2020, regarding the Budget 2020,
- R10-20: Elaine Breadon Peiche, President, Victoria Home Guard Historical Society, dated February 20, 2020, thanking the County for help received from planning department concerning the Guide to Historic Victoria District map,
- R11-20: Letters of Support for Inter-Provincial Nomination of the North Saskatchewan River for the Canadian Heritage River System (CHRS): Edmonton and District Historical Society, CPP Environmental, and North Saskatchewan River Basin Council,
- R13-20: Justin Davyduke, Hillside Acres, dated April 17, 2020, regarding road maintenance and flooding.

Carried.

10. Bills & Accounts:

776-20: Orichowski

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

County Council Meeting: Apr. 30, 2020

Batch #	Cheque Numbers	Total of Batch
48705	49044 to 49045	\$9,246.30
48768	49046 to 49088	\$334,523.92
48789	49089 to 49098	\$63,938.39
48919	49099 to 49104	\$196,987.98
48928	49105 to 49137	\$89,132.55
48951	49138 to 49153	\$89,902.71
48974	49154 to 49167	\$18,367.89
49036	49168 to 49193	\$75,692.52
49060	49194 to 19219	\$266,041.74
49097	49220 to 49231	\$97,707.30
49164	49232 to 49257	\$112,021.56
49181	49181 to 49258	\$231,116.07
49221	49267 to 49303	\$94,592.60
49225	49304	\$6,612.48
49327	49305 to 49327	\$31,537.79
49338	49328 to 49337	\$92,189.62
49342	49338 to 49339	\$60,113.73

Total Cheques from 48944 to 49339 **\$1,869,725.15**

Direct Debit Register

Batch #	Description	Total of Batch
48820	Smoky Lake County	\$314,723.33
48976	Smoky Lake County	\$341,196.03
49019	My HSA	\$1,830.28
49020	My HSA	\$552.50
49064	Vision XS Ltd.	\$20,090.06
48977	Vision XS Ltd.	\$28,296.65
49100	My HSA	\$498.25
49294	Smoky Lake County	\$326,875.37
49343	My HSA	\$423.21
49344	My HSA	\$174.36
49345	My HSA	\$85.41
49346	Vision XS Ltd.	\$15,781.74

Total Direct Debits **\$655,919.36**

Grand Total Bills and Accounts **\$2,525,644.51**
(Note: From General Account)

Carried.

County Council Meetings

777-20: Halisky

That the next Smoky Lake County Council Meetings be scheduled for Thursday, **May 28, 2020 at 9:00 a.m.**, and Thursday, **June 25, 2020 at 9:00 a.m.**, to be held virtually, through Electronic Communication Technology as per Bylaw 1376-20 and/or in County Council Chambers.

Carried.

County Council Meetings Held Virtually

778-20: Cherniwchan That Smoky Lake County Council acknowledge and approve the following meetings held virtually due to the COVID-19 pandemic, through Electronic Communication Technology:

- Policy Committee Meeting: April 8, 2020 at 10:00 a.m.,
- Municipal Planning Commission: April 8, 2020 at 2:30 p.m.,
- Policy Committee Meeting: April 16, 2020 at 10:00 a.m.,
- County Budget Meeting: April 23, 2020 at 10:00 a.m.,
- Committee of the Whole: Planning: April 27, 2020 at 1:00 p.m.,
- Joint County and Town Meeting: April 29, 2020 at 1:00 p.m..

Carried.

Smoky Lake County and Town of Smoky Lake Joint Council Meeting

779-20: Cherniwchan That the next **Smoky Lake County and Town of Smoky Lake Joint Council Meeting** be scheduled for Wednesday, May 6, 2020 at 12:30 p.m. to be held virtually through Electronic Communication Technology with Aspen View Public Schools as a delegation.

Carried.

Executive Session:

No Executive Session.

ADJOURNMENT:

780-20: Lukinuk

That the Smoky Lake County Council virtual Meeting of April 30, 2020, be adjourned, time 3:54 p.m..

REEVE

S E A L

CHIEF ADMINISTRATIVE OFFICER