

SMOKY LAKE COUNTY

AGENDA: County Council Meeting to be held on
Thursday, **June 25, 2020** at 9:00 A.M.
Virtual through Zoom Platform –

<https://us02web.zoom.us/j/87095381041?pwd=Z0REckZiMGZL0NnUmZYVWJNTzI0UT09>
Smoky Lake.

1. Meeting:

Call to Order

2. Agenda:

Acceptance of Agenda:
as presented or
subject to additions or deletions

3. Minutes:

- 1. Minutes of May 28, 2020 – **County Council Meeting.** ©
Recommendation: Motion to Adopt.

4. Request for Decision:

- 1. **Policy Statement No. 03-16-04:** Road Closure or Cancellation. ©
- 2. **Bylaw No. 1380-20:** Undeveloped Government Road Allowance: East side of River Lot 10 (Victoria Settlement). ©
- 3. **Policy Statement No. 03-36-01:** Roadside Brushing Program. ©
- 4. **Proposed Bylaw 1368-20:** Thorhild County - Smoky Lake County Intermunicipal Collaboration Framework (ICF). ©

5. Issues for Information:

1. Reports:

5.1.1 Chief Administrative Officer:

- a. Monthly Report: May 29, 2020 to June 24, 2020. *(Handed out at Meeting)*
- b. Financial Statement for the month of: **None.**
- c. Action List:
 - i. County Council Meeting – May 28, 2020. ©

5.1.2 Municipal Finance:

- a. Actual to Budget Review. ©
- b. Accounts Receivable Aging Reports *(for Councillor's information).* ©
- c. Cheques register for Councillor's information *(for Councillor's information).* ©

5.1.3 Reeve's Report.

- a. May 21, 2020 to June 18, 2020. ©

5.1.4 Manager's Reports.

- a. Public Works Manager. ©
- b. Public Works Foreman. ©
- c. Public Works Shop Foreman. ©
- d. Peace Officer. ©
- e. Natural Gas Manager.
- f. Environmental Operations.
- g. Agricultural Service Board. *To Report – Information to be emailed separately*
- h. Planning and Development. ©
- i. Safety Officer. ©
- j. Fire Chief.
- k. GIS. ©
- l. Communication Director. ©

5.1.5 Training Events – Reports.

- a. Public Works Manager.
- b. Public Works Foreman.
- c. Public Works Shop Foreman.
- d. Peace Officer.
- e. Natural Gas Manager.
- f. Environmental Operations.
- g. Agricultural Service Board.
- h. Planning and Development.
- i. Safety Officer.
- j. Emergency/Fire Protective Services.
- k. GIS.
- l. Finance.
- m. Administration.
- n. Communication.

2. Committee: Task Forces and Boards

- 5.2.1 Alberta Care
- 5.2.2 Corridor Communications Incorporated– *(In Executive Session)*
- 5.2.3 Doctor Retention & Recruitment Committee
- 5.2.4 Evergreen Regional Waste Management Commission
- 5.2.5 Family Community Support Services Committee
 - a. Family School Liaison Program Case Report and Review. ©

Recommendation: Acknowledge update.

5.2.6 Fire and Rescue Liaison Committee

Smoky Lake:

Vilna:

Waskatenau:

- 5.2.7 Government Liaison Committee
- 5.2.8 Highway 28/63 Regional Water Commission
- 5.2.9 Joint Health and Safety Committee
 - a. **Minutes:** May 15, 2020. ©
- 5.2.10 Municipal Planning Commission:
- 5.2.11 Northeast Alberta Information HUB
- 5.2.12 North East Muni-Corr. Ltd.
 - a. Chequing Account/Controllers Report: May 31, 2020. ©
 - b. Report: June 8, 2020. ©
- 5.2.13 Northern Lights Library Board
 - a. Julie Walker, Executive Director, Northern Lights Library System, dated May 19, 2020 – Re: Board of Record- Funding Disbursement. ©

Recommendation: Acknowledge funding.

- 5.2.14 Policy Committee
- 5.2.15 R.C.M.P. Liaison Committee

- 5.2.16 Regional Community Development Committee (RCDC)
- 5.2.17 Regional Emergency Management
- 5.2.18 Risk-Pro Control Management Committee

Added Named Insured: Minutes:

- 5.2.19 Smoky Lake Community Day Care Cooperative Committee
- 5.2.20 Smoky Lake Foundation
- 5.2.21 Smoky Lake Region Fire and Rescue Committee
- 5.2.22 Smoky Lake Heritage Board
 - a. President's Report: May 26, 2020. ©
 - b. Noreen Easterbrook, Chair, Smoky Lake County Regional Heritage Board, dated June 17, 2020 – Re: Municipal Historic Resource Designation – Waskatenau General Store. ©

Recommendation: that the County approve the Smoky Lake Regional Heritage Board (SLCRHB) to assist the Village of Waskatenau, outside its jurisdiction, upon approval, to facilitate the historic designation of the Waskatenau General Store.

- 5.2.23 Joint Municipalities:
- 5.2.24 Smoky Lake Agricultural Society
- 5.2.25 Intermunicipal Collaboration Framework Committee
- 5.2.26 Citizens-on-Patrol Association

6. **Correspondence:**

- 1. Kevin Barry and Mike Dempsey, Alberta Union of Provincial Employees, May 15, 2020 – Re: Join to call on Government of Alberta to stop with job cuts. ©

Recommendation: Council's discretion.

- 2. Ron and Christine Hammermaster, dated June 10, 2020 – Re: Birchland Resort Discussion from September 5, 2019 and June 9, 2020. ©

Recommendation: Council's discretion.

- 3. Summary: Thank You's received to Smoky Lake County for the Month of June 2020 – None Received.

- 4. **Information Releases:** Month of June 2020. ©

Recommendation: **June:** R23-20 to R26-20, R29-20, R31-20, R33-20 and R35-20 be filed for information and R27-20 to R28-20, R30-20, R32-20, and R34-20 be acknowledged as received or receipt.

7. **Delegation(s):**

8. **Executive Session:**

9. **Public Question and Answer Period: 11:30 a.m. – 12:00 noon**

10. **Bills and Accounts:**

11. Date and time of Next Meeting(s):

Motion required: Approve the following scheduled meetings held virtual:

- **Policy Committee Meeting (reschedule):** July 16, 2020 at 10:00 a.m.
- **Committee of the Whole: Administration:** June 30, 2020 at 10:00 a.m.

County Council:

- **Schedule County Council Departmental Meeting for July.**
- **Schedule County Council Meeting for August and September.**

12. Adjournment

SMOKY LAKE COUNTY

Minutes of the **County Council Meeting** held on Thursday, **May 28, 2020** at 9:02 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>Div. No.</u>	<u>Councillor(s)</u>	<u>ATTENDANCE</u> <u>Thursday, May 28, 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
Legislative Svcs/R.S.	Patti Priest	Virtually Present

Observers in Attendance Upon Call to Order:

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
Parks & Rec Manager	Ed English	Virtually Present
Com. Ec. Dev. Officer	Michelle Wright	Virtually Present
Media	Smoky Lake Signal	Virtually Present
Media	Redwater Review	Virtually Present
Public	None	N/A

2. Agenda:

787-20: Orichowski That the Smoky Lake County Council Meeting Agenda for Thursday, May 28, 2020, be adopted, as amended:

Additions to the Agenda

1. Executive Session – Land and Legal: Waste Transfer Site on SE-33-59-12-4, Lot E, Plan 7921604, Spedden.
2. JMB Crushing System Inc. Filed for Protection from Creditors.

Carried Unanimously.

3. Minutes:

Minutes of April 23, 2020 – County Council Budget Meeting

788-20: Cherniwchan That the minutes of the **Smoky Lake County Council Budget Meeting** held on Thursday, April 23, 2020, be adopted as presented.

Carried.

Minutes of April 27, 2020 – County Council Committee of the Whole - Planning

789-20: Halisky That the minutes of the **Smoky Lake County Council Committee of the Whole for the purpose of Planning Meeting** held on Monday, April 27, 2020, be adopted as presented.

Carried.

Minutes of April 30, 2020 – County Council Meeting

790-20: Gawalko That the minutes of the **Smoky Lake County Council Meeting** held on Thursday, April 30, 2020, be adopted as presented.

Carried.

Minutes of May 5, 2020 – County Council Budget Meeting

791-20: Cherniwchan That the minutes of the **Smoky Lake County Council Budget Meeting** held on Tuesday, May 5, 2020, be adopted as presented.

Carried.

4. Request for Decision:

Alberta's Lakeland DMO (Destination Marketing Organization)

792-20: Orichowski That Smoky Lake County Council approve action taken by Administration in renewing the Alberta's Lakeland DMO (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, as per invoice #2020-149, dated April 6, 2020; and review the said membership on an annual basis.

Carried.

One Member of the Public virtually joined the meeting, time 9:18 a.m.

Addition to the Agenda:

JMB Crushing Systems Inc. – Filed for Protection from Creditors

793-20: Orichowski That Smoky Lake County Administration research issuing a possible stop order to JMB Crushing Systems Inc., in response to their delinquent Aggregate Extraction Business Licence fees and the notice received in regard to JMB Crushing Systems Inc. filing for “protection from creditors”; **and**, Smoky Lake County Bylaw No. 1306-17: Aggregate Extraction Business Licence, be brought forward to the next scheduled Policy Committee Meeting for the purpose of strengthening its content.

Carried.

Juanita Marois, Executive Director, Metis Crossing, Len Hrehorets, President, Lonesome Pine Cattle Co., and Cody Hrehorets, President of CLH Group, virtually joined the meeting, time 10:02 a.m.

Delegation:

Metis Crossing & Lonesome Pine Cattle Co.

Present before County Council at 10:04 a.m. to 10:27 a.m. were Juanita Marois, Executive Director, Metis Crossing, Len Hrehorets, President, Lonesome Pine Cattle Co., and Cody Hrehorets, President of CLH Group, to discuss the Metis Crossing Master Plan, in respect to the undeveloped road allowance on the East side of River Lot 10, Victoria Settlement.

Juanita Marois, Executive Director, Metis Crossing, virtually left the meeting, time 10:29 a.m.

Bylaw No. 1380-20 - Road Closure of Undeveloped Government Road Allowance: East Side of River Lot 10 (Victoria Settlement)

794-20: Orichowski That Smoky Lake County **defer** Bylaw No. 1380-20: Road Closure of Undeveloped Government Road Allowance: East side of River Lot 10 (Victoria Settlement), containing 2.51 hectares (6.21 acres) more or less, for the purpose of closing to public travel and disposing of, portions of a public highway in accordance with section 22 of the Municipal Government Act, Chapter m-26, Revised Statutes of Alberta 2000, as amended; **and**, bring forward Smoky Lake County Policy Statement No. Policy Statement No. 03-16-04: Road Closure or Cancellation, to the next scheduled Policy Committee Meeting.

Carried.

5. Issues for Information:

Chief Administrative Officer's Report

The Chief Administrative Officer provided a report to Council for the period of April 27, 2020 to May 26, 2020:

Legislative/Governance:

- The final numbers for Legislative work are in for 2019: we adopted/amended: 55 Policies and 32 Bylaws.

Administrative:

- While we are managing quite well amid the COVID-19 social distancing measures, we are investigating some options and costs for plexiglass shields for front-line desks, as this is highly likely to be part of our eventual re-integration strategy.

Financial:

- No Report.

Human Resources:

- We were approved for a Summer Jobs Grant for three 2-month Parks and Recreation summer students and we have only hired two. The department is a little shorthanded since one of the supervisors left, and we suggest hiring the third 2-month summer student. The grant pays the full \$15/hour, so cost would be negligible. Also, it could assist with providing occasional coverage for office phones etc. when office staff take summer vacation time.

Community:

- The province has announced that 4 PPE masks will be distributed on the honour system to all Albertans. We were notified of this initiative through the Smoky Lake Region Emergency Operation Centre (ECO), and the Town of Smoky Lake has offered to coordinate distribution on behalf of the region.

Training:

- No Report.

Council Member Inquiry:

- No Report.

Summer Temporary Employment

795-20: Orichowski

That Smoky Lake County Council authorize Administration, in respect to Council's January 6, 2020, "Hiring Freeze" Motion # 334-20, to proceed to hire a total of three (3) temporary employees to fill three (3): two-month Summer Temporary Employment positions in Year- 2020, for the Parks and Recreation Department, and acknowledge the County has been approved for full funding of \$15.00/hour under summer jobs grant for the said 3 positions.

Carried.

Masks for Albertans - Pandemic Response Planning Team (PRPT) Government of Alberta

796-20: Halisky

That Smoky Lake County advertise four (4) free facemasks for each resident which are available through the Government of Alberta's Pandemic Response Planning Team (PRPT): Masks for Albertans initiative, whereby each Albertan will have access to 4 disposable facemasks to help prevent the spread of COVID-19 and are to be picked up by individuals through an honor system, and thank the Town of Smoky Lake for coordinating the delivery, packaging and bulk distribution of the said masks to the Smoky Lake Region at the three (3) following locations: Town of Smoky Lake Office, Village of Vilna Office, and Village of Waskatenau Office.

Carried.

One Member of the Public virtually joined the meeting, time 10:51 a.m.

Financial Statements

As annexed to the minutes:

↪ April 2020.

Action List(s)

Action Lists:

- i. County Council Budget Meeting – April 23, 2020.
- ii. County Council Committee of the Whole - Industry Liaison Meeting- April 27, 2020.
- iii. County Council Meeting – April 30, 2020.
- iv. County Council Budget Meeting – May 5, 2020.

Chief Administrative Officer's Report

797-20: Halisky

That Smoky Lake County's Chief Administrative Officer report for the period of April 27, 2020 to May 26, 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 April 22, 2020 to May 19, 2020.

Federation of Canadian Municipalities' Municipal Asset Management Program

798-20: Halisky

That Smoky Lake County Council resolves to direct staff to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program for Smoky Lake County, **Policies and Systems Project**; and, be it therefore resolved that the Municipality commits to conducting the following activities in its' proposed project submitted to the Federation of Canadian Municipalities' Municipal Asset Management Program to advance our asset management program with the following three activities:

- Collect and compile Asset information into one central database,
- Set up Asset Management Strategy, Plan, and Roadmap, and
- Municipal Workshops: Asset Management principles, In-house Asset Management capacity, Risk Management,

Be it further resolved that the Municipality commits \$11,200.00 from its budget towards the cost of this initiative.

Carried.

Asset Management Designation – Brenda Adamson

Reeve Lukinuk extended a Congratulatory message to the Finance Manager: Brenda Adamson on completing the Asset Management Program provided by Northern Lakes College and Federation of Canadian Municipalities (FCM) and applying for her Asset Management Designation.

Finance Manager's Report

799-20: Cherniwchan

That the Smoky Lake County Financial Report prepared by Brenda Adamson, Finance Manager for the period of April 22, 2020 to May 19, 2020, be accepted for information.

Carried.

Reeve's Report:

Reeve Craig Lukinuk presented the following written report:



Reeve's Report
For April 22, 2020 to May 20, 2020

- April 23, 2020 – Council Budget Meeting held Virtually: (All Council)
- Approved for administration to prepare a 2020 Tax Rate Bylaw based on a combination of budget adjustment, and a municipal tax mill rate increase of .05000.
 - Approved an unbudgeted expenditure to purchase a 12 Volt Beckett Oil Burner attachment for Unit 160: Asphalt Patcher Box, for \$9,000.
 - Approved the concept of financially assisting the Village of Waskatenau with the Project: Waskatenau Fire Department's Rapid Attack Unit Shelter, at an estimated total project cost in the amount of \$30,000.00 with a cost-share of 50/50, subject to the Village of Waskatenau providing three (3) quotes and upon Smoky Lake County receiving approval of grant funding from the Farm Credit Canada (FCC) AgriSprint Fund in the amount of \$25,000.00.
- April 24, 2020 – RMA Spring 2020 Resolution Session held Virtually: (All Council)
- Resolutions presented:
 - 1-205 Alberta Wetland Mitigation Directive (Saddle Hills County),
 - 2-205 Additional Depreciation of Machinery & Equipment Property (MD of Opportunity),
 - 3-205 Implementing Western, Rural Municipal Representation on FCM WEST (Sturgeon County),
 - 4-205 Water & Wastewater – Laws, Regulations and Funding (County of Grande Prairie),
 - 5-205 Regional Economic Development Alliances Continued Provincial Funding (MD of Spirit River),
 - 6-205 Economic State of Crisis (Brazeau County),
 - 7-205 Health Care Co-ops (County of Warner).
- April 27, 2020 – Council Committee of the Whole for Planning meeting held Virtually: (All Council)
- Recommended adopting the Victoria District Economic Development Plan strategy to be an Investor Partnership Model: Joint Venture Tourism Corporation.
- April 29, 2020 – Joint Town of Smoky Lake and County Council Meeting held virtually: (All Council)
- The Town and County Councils agreed in principle with the concept for the Victoria District Economic Development Plan strategy being an Investor Partnership Model as a Joint Venture Tourism Corporation.
 - County Council adopted the Victoria District Economic Development Investor Partnership Model: Joint Venture Tourism Corporation.
 - The Town and County Councils agreed in principle to be a Stakeholder Investor into the new H. A. Kostash School Project and potentially provide funds of \$600,000 to incorporate community needs into the new building.
- April 30, 2020 – County Council Meeting held Virtually: (All Council)
- Bylaw No. 1376-20: Electronic Meetings, given third & final reading.
 - Bylaw No. 1373-20: Hamlet of Bellis Sewer System, given third & final reading.
 - Bylaw No. 1374-20: Borrowing Bylaw, given third & final reading.
 - Policy No. 03-04-06: Hiring of Contract Trucks and Equipment, amended.
 - Adopted the audited Smoky Lake County Consolidated Financial Statements and the Smoky Lake County Gas Utility Financial Statements for the year ended: December 31, 2019.
 - Policy No. 03-14-12: Haul Road Agreement, amended.
 - Policy No. 01-38-03: Smoky Lake County Strategic Plan 2018-2020, amended.
 - Bylaw No. 1379-20: Joint Agreement for Regional Community Development Committee (RCDC), given third & final reading.

Page 1 of 3



Reeve's Report
For April 22, 2020 to May 20, 2020

- Bylaw No. 1377-20: Agricultural Fieldman - Designated Officer: Carleigh McMullin, given third & final reading.
 - Bylaw No. 1370-20: Victoria Trail Municipal Historic Area Designation, given third & final reading.
 - Policy Statement No. 61-24-01: Victoria District National Historic Site of Canada (VDNHSC) Caveat Program, adopted.
 - Policy Statement No. 61-04-03: Smoky Lake Region Strategic Plan, amended.
 - Bylaw No. 1369-20: Ruthenia School Municipal Historic Resource Designation, given third & final reading.
 - Policy Statement No. 07-05-01: Victoria Settlement Advisory Committee: Terms of Reference, rescinded.
 - Approved \$605.58 to the Smoky Lake and District Chamber of Commerce towards the repair of their electronic highway sign near highway 28.
 - Approved to renew the Northeast Alberta Information HUB Ltd. membership, for \$1,230.50.
 - Adopted the Regional Community Development Committee 2020 Mandate Letter.
 - Policy Statement No. 61-23-01: RCDC Contractor Performance Appraisal- Economic Development Assistant (EDA), adopted.
 - Policy Statement No. 01M-42-01: Economic Development Assistant – Job Description, adopted.
 - Approved to provide a letter of support for MP Shannon Stubbs' 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.
 - Approved to renew the Smoky Lake and District Chamber of Commerce membership, of \$150.
 - Declared 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.
 - Declared May 17-23, 2020 as National Public Works Week.
 - Approved to adhere to Provincial Regulations and COVID-19 Public Health recommendations for Private and Municipally operated Campgrounds to be closed.
- May 4, 2020 – Regional Community Development Committee meeting held Virtually: (Craig & Lorne)
- Received the 2019 RCDC report card.
 - Adopted the RCDC 2020-2022 Rolling Action Plan.
 - Approved to extend the CEDO contract due to COVID-19 until June 30, 2021.
 - Approved to extend the EDA contract Due to COVID-19 till December 31, 2020.
- May 5, 2020 – Municipal Planning Commission meeting held Virtually: (All Council)
- Approved Development Permit No. 010-20: SW-8-60-15-W4M for the development of Natural Resource Extraction/Processing Facility (Sand and Gravel), (80 Acres +/-), subject to conditions.
 - Approved Development Permit No. 011-20: Plan 7821750; Block 3; Lot 2; for the placement of a Shipping Container, subject to conditions.
- May 5, 2020 – Council Budget Meeting held Virtually: (All Council)
- Approved the execution of the Schedule "A" of Policy Statement No. 62-18-01: Firearms Authorization for Agricultural Service Board with the County's Trapper/Weed Inspector: Trevor Cameron, for the purpose of problem-wildlife and pest control.
 - Amended the 2020 – 2024 Five-Year Capital Project Budget by decreasing the budgeted amount to be transferred to reserves for future projects in order to keep the property tax rate increase to a minimum and provide a balanced budget and amended the 2020 Total Function Budget.
 - Bylaw No. 1375-20: 2020 Tax Rate was given third & final reading.

Page 2 of 3



Reeve's Report
For April 22, 2020 to May 20, 2020

- May 6, 2020 – Joint Town of Smoky Lake and County Council Meeting held virtually: (All Council)
- Acknowledge receipt of the letter from the Kinette Club of Smoky Lake regarding the adding an indoor walking track, bowling alley, wellness centre and youth centre to the new HAK building.
 - The Town and County agreed to be mutual third-party funding partners to contribute funding in the amount of \$600,000.00 based on a funding formula of 60% County and 40% Town, for the purpose of incorporating a community daycare facility into the H. A. Kostash School Replacement building.
 - Approved the Town CAO and County CAO to be on the H. A. Kostash School Replacement Project Design Team, as a Community Stakeholders to provide input in respect to the Community's needs within the limits of the municipal funding contribution.
 - Accepted Public Library's letter regarding concerns relating to establishing the Smoky Lake Public Library into the H. A. Kostash School Replacement.
 - Neil O'Shea, Superintendent of Aspen View Public School gave Councils a review of the New H.A. Kostash School Replacement Project which will begin in the spring of 2021 and to be completed by 2022.
- May 8, 2020 – Corridor Communication Inc. (CCI) Shareholders Teleconference: (Craig, Danny, Johnny)
- Held our Annual General Meeting, approved Juli Nickerson as Recording Secretary.
 - Dareld Cholak and Joe Katanzi Retired from the CCI Board of Directors.
 - Approved the 2019 Financial Report by Dave Minhas Auditor – Pivotal LLP and reappointed the firm for the upcoming year as the auditors.
 - Reviewed Terms of reference for the board of directors.
 - Election was held for CCI Board of Directors, acclaimed was Charlie Cutforth, and Gary Turner
 - Clifford Lawrick was appointed as a new Director to the board.
- May 14, 2020 – Doctor Retention & Recruitment Committee Virtual Meeting: (Craig, Johnny, Lorne, Danny)
- Acknowledge receipt of the unsuccessful application to the 2020 Rhapsody Award Program.
 - Acknowledge receipt of the Lakeland Primary Care Network Management's Responsibility for Financial Reporting.
 - Lakeland Primary Care Network Released the Approved Budget for the next 3 years.
 - Reviewed Survey to be sent out for input from residents.
 - Discussion on the 2020 Doctor Recruitment Committee Budget.
- May 15, 2020 – Pumpkin Patch Day Care Meeting held virtually: (Craig)
- Discussed protocols for re-opening the Daycare. Potential Opening June 1, 2020.
 - Discussed the Daycare being incorporated into the new HAK School.
 - Emily Feniak has resigned from the Day Care Board of Directors position.
- May 20, 2020 – Northern Lights Library Executive Meeting virtually: (Craig)
- Updated the status of employees working from home.
 - Going to start using Google Ads to help promote our services with a company called Koios.
 - Currently 31 Libraries have staff working in the library and 4 that are working from home. There are 5 libraries that are completely closed.
 - 50% of the operating Grants have been released to all libraries in May.
 - The Government has released that libraries will be re-opening in Phase 2 with restrictions.

Sincerely,
Craig Lukinuk, Smoky Lake County Reeve

Page 3 of 3

Reeve's Report

800-20: Cherniwchan That the Smoky Lake County Reeve's Report received for the period of April 22, 2020 to May 20, 2020 be accepted and filed for information.

Carried.

Delegation:

Jean Gushathey and Judy Brousseau - Roadway License Agreement

801-20: Gawalko That Smoky Lake County Planning Department respond to the delegations who were unable to attend the meeting: Jean Gushathey and Judy Brousseau, in regard to their concerns with Council's January 23, 2020 motion # 349-20 "That Smoky Lake County execute the Roadway License Agreement with Amanda Flondra for the purpose of grazing cattle on the undeveloped road allowance between the land legally described as NE-13-60-14-W4M & NW-18-60-13-W4M, and SE-13-60-14-W4M & SW-18-60-13-W4M for a Ten (10) Year Term: January 23, 2020 to expire January 23, 2030; unless otherwise terminated sooner.", with Section 20(b) of the Roadway License Agreement executed by Amanda Flondra which states: "Gates should be provided at each end of the licensed roadway. These gates are to remain unlocked at all times, and be easy to open and close, unless expressed permission is granted; and not posted as private property."

Carried.

Councillor Lorne Halisky virtually left the meeting, time 12:02 p.m.

5. Issues for Information:

Manager's Reports:

**Public Works Manager
2020-2023 Gravel Crushing Tender Award**

802-20: Cherniwchan That Smoky Lake County acknowledge a total of two (2) bids were received for the Year-2020 to Year 2023 Gravel Crushing Tender which were opened by the Public Works Manager and Public Works Foreman on May 19, 2020, at 2:15 p.m. from:

- Ferby Sand and Gravel Ltd. in the bid amount of \$422,950.00, and
- McNabb Construction Ltd. in the bid amount of \$378,200.00,

and, Smoky Lake County **award** the said tender to the lowest bidder: McNabb Construction Ltd. from Forestburg, Alberta, to crush and stockpile gravel at the White Earth Creek Gravel Pit located at NW ¼ of Section 2-61-18-W4 and NE 35-60-18-W4, in Year-2020 as follows:

- 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, and
- Sand Elimination based on 20,000 Tonne,

with an option at the sole discretion of the County, to renew each year for a one-year term with estimated volumes not less than 85,000 Tonne.

Carried.

Councillor Halisky virtually re-joined the meeting, time 12:04 p.m.

Casual Public Works Employment

803-20: Cherniwchan That Smoky Lake County Council authorize Administration, in respect to Council's January 6, 2020, "Hiring Freeze" Motion # 334-20, to proceed to re-hire the casual Public Works employee from June 1, 2020 to termination of employment on August 31, 2020, as an operator: truck driver to fill the current employment capacity, and acknowledge the Year-2020 budget is not affected by this because the current operator is being allocated to a seasonal position.

Carried.

12:51 to 12:58 p.m.

9. Public Question and Answer Period:

Hank Holowaychuk, Member of the Public and Mayor of Smoky Lake:

Q: With the Pitch-in litter clean-up campaign cancelled due to COVID-19 there is a lot of debris on County roads, what are your efforts to clean it up?

Councils' Reply:

A: Our departments are constantly cleaning up ditches, we encourage employees and the public to inform us of issues and we continue to closely watch the areas along the dump roads and Range Road 171. Also, the Agricultural Departments' Mower Operators clean up the ditches prior to mowing.

**Parks and Recreation Manager
Campgrounds**

804-20: Gawalko That Smoky Lake County reopen its campgrounds to Alberta Residents with self-contained camping units equipped with built-in washing and toilet facilities, effective June 15, 2020; and, abide by the evolving Provincial Regulations for the sanitization of outhouses and camp-kitchens facilities in respect to COVID-19 Public Health recommendations for Private and Municipally operated Campgrounds.

Carried.

Meeting Recessed Meeting recessed for Lunch, time 1:16 p.m.

Meeting Reconvened The meeting reconvened on a call to order by Reeve Craig Lukinuk at 1:46 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, Peace Officer/Parks and Recreation Manager, Communications Technician, Recording Secretary, Smoky Lake Region Community Economic Development Officer, and **one member of the public**.

Planning and Development

Meeting with Minister of Transportation – Former Waskatenau Nuisance Grounds

805-20: Halisky That the Smoky Lake County Council who can attend – attend the conference call with Minister of Transportation scheduled for Friday, May 29, 2020, from 2:00 p.m. to 2:15 p.m., for the purpose of receiving clarity on potential Provincial funding towards the reclamation of the former Waskatenau Nuisance Grounds legally described as Plan 5225CL, Block OT.

Carried.

Manager's Reports

806-20: Orichowski That the Smoky Lake County Management Reports received for the period between April 22, 2020 to May 20, 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 Tychkowsky, Safety Officer, be accepted and filed for information.

Carried.

Training Events – Reports

807-20: Gawalko 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:

Legislative Services & Communications:

- All-Net Solutions – New website training held virtually by Evonne Zukiwski, Communications Technician and Patti Priest, Legislative Services Clerk.

Carried.

5. Issues for Information:

Committee Task Forces and Boards: Reports

Alberta CARE (Alberta Coordinated Action for Recycling Enterprises)

- No Report.

Corridor Communications Inc. (CCI) Wireless

- Addressed in the Reeve's Report.

Doctor Recruitment and Retention

- Addressed in the Reeve's Report.

Lakeland Primary Care Network Programs Available in Smoky Lake

808-20: Halisky That Smoky Lake County advertise on social media and in the County Grapevine, the list of services being offered through the Lakeland Primary Care Network (PCN) in the Smoky Lake PCN office located at 151 White Earth Street, Smoky Lake, as follows:

- Active Living & Exercise Services,
- Registered Dietician,
- Social Work Support,
- Medical Footcare,
- Ankle Branchial Index, and
- Stress Test.

as per discussion held at the Doctor Retention and Recruitment Committee Meeting held on May 14, 2020, and acknowledge receipt of the email received from Chaitanya Bandaru, Executive Director of the Lakeland Primary Care Network, dated May 15, 2020 notifying same.

Carried.

Evergreen Regional Waste Management Services Commission

- Meeting held on May 14, 2020.
- Addressed in Councillor Orichowski's written Report:
 - Regional Site still operating under winter hours.
 - Received funds from WCB labeled COVID-19 Premium Relief.
 - Continuing to receive baled cardboard from the Town of St. Paul and using it for cell coverage as it is cheaper than straw bales.
 - E-Waste is proposing to accept more electronics. A list of what they accept will be sent to all operators once confirmed.
 - An appeal for granting the Commission's Operating License Renewal has been launched by a neighboring resident. The appeal hearing is set for some time in September 2020.
 - The SWANA Symposium has been rescheduled to November 23-25, 2020. Unless COVID-19 prevents it from happening.
- Next meeting is scheduled for June 17, 2020, at 10:00 a.m.

Family Community Support Services Committee

809-20: Cherniwchan That the correspondence received by Smoky Lake County from Rajan Sawhney, Minister of Community and Social Services, dated April 27, 2020, in regard to the temporarily relaxing the funding restrictions on Family Community Support Services (FCSS) funding to help address food security needs at the local level in respect to the COVID-19 Pandemic, as per Ministerial Order 2020-15, be filed for information.

Carried.

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

- Meeting held on May 6, 2020.
- Councillor Randy Orichowski Reported:
 - Barb McCarthy, JMD Group LLP presented the audited financial Statement showing a clean audit with strong financial assets.
 - Whitefish Lake First Nation #128 water reservoir is under construction by PCL Construction. The land required for the project is now in the name of the Commission until the project is substantially completed and will then be turned over to the First Nation. Completion of the reservoir is scheduled for December 2020. Legal representation is involved with presenting fair compensation to the original lease holder for the land that was taken for the reservoir.
 - Policy Statement No. 002 was adopted intended to establish protocol for effective, timely communication to the 28/63 members regarding water rate changes.
- Next meeting is scheduled for June 24th at 10 a.m.

Joint Health and Safety Committee

- Meeting held on May 15, 2020.
- Councillor Lorne Halisky Reported:
 - There were 12 incidents reported for the period of February 21, 2020 to May 15, 2020 and are recorded in the minutes from May 15, 2020.
 - COVID-19 continues so please ensure it is a part of conducting your pre-job hazard assessments with appropriate control measures etc.: maintain physical distancing, wash your hands, use proper Personal Protection Equipment (PPE).
 - Drive to the road conditions as there are soft spots & road heaving report issues to Public Works as soon as possible.
 - Wildlife strikes are still occurring so pay attention to high wildlife areas. There is lots of bears out with cubs, so be aware.
 - Spring season farming is starting so drive with caution and give them the right of way if possible.
 - Sun brightness is more of an issue in the early morning and late evening so drive with caution and ensure your vehicle/ equipment windshield is clean and not severely pitted etc.
 - Theft is still occurring so ensure your vehicle, equipment, properties etc. are secure with belongings out of sight etc. remove keys and lock your doors.
 - Report all incidents to prevent loss and re-occurrence etc.
 - Fire Season – be aware we are in extreme fire hazard levels.
 - AEMA Pamphlet: Will you be ready in an Emergency? That the pamphlet received by the Joint Health & Safety Committee from Alberta Emergency Management Association (AEMA) titled: “Will you be ready in an Emergency?” outlining information on knowing when to stay and when to go, what to include in an emergency kit, and important tips on maintaining emergency kits, be accepted for information.
 - Safety policy manual will start on section 5 work alone.
 - Since March 16, 2020 operations have been running smoothly and comforting to see staff is functioning well. We will continue to take reasonable measures to prevent the spread of COVID-19.
 - The Smoky Lake Region EOC (Emergency Operation Centre) has obtained plenty of masks, hand sanitizer and gloves etc. for municipal use.
- Next Meeting is scheduled for Friday, June 19, 2020.

Municipal Planning Commission

- Addressed in the Reeve's Report.

Northeast Alberta Information HUB

- No Report.
- Next Meeting is scheduled virtually for June 24, 2020.

North East Muni-Corr. Ltd.

- No Report.
- Next Meeting is scheduled for June 8, 2020.

Northern Lights Library Board

- Addressed in the Reeve's Report.

Policy Committee Meeting

- No Report.

R.C.M.P. Liaison Committee

- Next Meeting is scheduled for June 17, 2020 at 11:00 a.m.

Royal Canadian Mounted Police - RCMP Smoky Lake Detachment

810-20: Halisky

That Smoky Lake County confirm consultation has taken place with the Smoky Lake RCMP Detachment further to April 30, 2020 Motion #736-20 in regard to the 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 be it acknowledged as requested in the letter received from Tina Chan, Sargent, Smoky Lake RCMP Detachment, dated April 29, 2020, requesting acknowledgement of consultation.

Carried.

Regional Community Development Committee (RCDC)

- Addressed in the Reeve's Report.
- Next Meeting is scheduled for June 10, 2020.

Regional Emergency Management Advisory Committee

- No Report.

Risk-Pro Control Management Committee

- Added Named Insured Minutes Received:
 - None.

Smoky Lake Community Daycare Co-operative Committee

- Addressed in the Reeve's Report.
- Meeting held May 25, 2020.
- Next Meeting will be scheduled at the call of Chairperson.
- Smoky Lake Pumpkin Patch Daycare is scheduled to re-open June 15, 2020.

Smoky Lake Foundation

- Councillor Randy Orichowski Reported:
 - Insurance cheque of \$11,500 received for claim regarding Vilna stolen truck. Currently looking at a replacement vehicle.
 - Alberta Health Services has caught up with rent top up to date. Received \$57,000.
 - \$150,000 security GIC held by the Town and the Foundation for the new build of Bar V Nook has now been released by the Town of Smoky Lake.

- Casual staffing has increased due to COVID-19. We are tracking both wages and supply costs associated with the pandemic. Through ASCHA we are hopeful that the Government will help offset those costs.
- Adopted a new policy #AD101 - Electronic Meetings.
- All facilities are near full capacity except for self-contained units in Waskatenau. We have 6 spaces available between the two buildings. However, this has given us a great opportunity to give each vacant suite a much-needed make-over.
- We are currently working with last year's budget numbers but are scheduled to review and pass our 2020 budget at an upcoming Special Budget Meeting scheduled for June 9, 2020 at 9:00 a.m.
- Next regular meeting is scheduled for June 23, 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

- Meeting held on May 25, 2020.

Joint Municipalities Meeting

- No Report.

Smoky Lake Agricultural Society

- No Report.
- Next meeting will be scheduled at the call of Chairperson.

Intermunicipal Collaboration Framework Committee

811-20: Cherniwchan That Smoky Lake County acknowledge receipt of the carbon copied letter received from Adam Kozakiewicz, Chief Administrative Officer, Town of Smoky Lake to the Honourable Kaycee Madu, Minister of Municipal Affairs, dated May 10, 2020, in regard to passing the Town of Smoky Lake Bylaw No. 002-220: Smoky Lake Region Intermunicipal Collaboration Framework (ICF) at the April 28, 2020 Town Council Meeting.

Carried.

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

- Meeting was cancelled due to COVID-19 Pandemic.
- Next meeting will be scheduled at the call of Chairperson.

Committee Task Force and Board Reports

812-20: Halisky That Smoky Lake County's Committee Task Force and Board Reports presented by Councillors as of May 28, 2020, be accepted for information.

Carried.

6. Correspondence:

Street Graffiti Solutions

813-20: Halisky That the information received by Smoky Lake County from Colleen Browne, Partner, Street Graffiti Solutions, dated May 7, 2020 in regard to a Virtual Canada Day Celebration, be filed for information.

Carried.

Seniors and Housing Information

814-20: Cherniwchan That Smoky Lake County declare June 1 to 7, 2020 to be Seniors' Week in honour of the past, present and future contributions of the seniors of this community and throughout Alberta.

Carried.

Town of Smoky Lake - CRTC Broadband Fund Application

815-20: Cherniwchan That Smoky Lake County provide a letter of support to the Town of Smoky Lake in regard to their grant application for the Canadian Radio-television and Telecommunications Commission (CRTC) Broadband Fund towards the Town's fiber to doorstep project, in response to the letter received from Adam Kozakiewicz, Chief Administrative Officer, Town of Smoky Lake, dated May 12, 2020.

Carried.

Alberta Transportation - Constructions and Maintenance Division

816-20: Orichowski That Smoky Lake County acknowledge receipt of the correspondence from Michelle Olsen, Administrative Assistant, Construction Stony Plain/Constructions and Maintenance Division, Alberta Transportation, dated May 8, 2020, in regard to "Notification of Construction Operations" for the two (2) Projects: Illumination Improvement at the intersection of Highway 656 and 831, and Roundabout Improvement at the intersection of Highway 28 and 831, scheduled to start on May 19, 2020 and scheduled to end on October 15, 2020.

Carried.

Rural Health Professions Action Plan (RhPAP)

817-20: Halisky That Smoky Lake County show appreciation for the contributions of the Rural Health Providers whose abilities enhance the quality of life in rural Alberta and celebrate May 25-29, 2020 as "Alberta Rural Health Week", in response to the email received from Jonathan Koch, Director, Communications and Marketing, Rural Health Professions Action Plan, dated May 7, 2020.

Carried.

Riverland Recreational Trail Society

818-20: Orichowski That Smoky Lake County approve funds in the amount of \$2,500.00 as per the Riverland Recreational Trail Society, Invoice # 2020-24, dated April 21, 2020, with funds to be dispersed as per the funding agreement executed August 29, 2019 by Motion # 1087-19, for the Winter Maintenance Program of the Iron Horse Trail for a three-year term from 2019 to 2021, with 57% of the funds to be contributed to the Riverland Recreational Trail Society and 43% of the funds to be contributed to the Iron Horse Trail Groomer Foundation (Smoky Lake Trail Twister Snowmobile Club), and funds be allocated from the Grants to Individuals and Organizations budget.

Carried.

H.A. Kostash 2019-2020 Yearbook Committee

819-20: Cherniwchan That Smoky Lake County sponsor the production of H. A. Kostash School 2019-2020 Yearbook in the amount of \$50.00 as an advertising opportunity within the community, in response to the letter request form the H. A. Kostash 2019-2020 Yearbook Committee, dated May 2020.

Carried.

Information Releases

820-20: Gawalko

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

- R14-20 - Ross Hunter, Communications Officer, Aspen View Public Schools, dated May 4, 2020, Administrative Appointments,
- R15-20 - Honourable Kaycee Mad, Minister of Municipal Affairs, dated May 2020, COVID-19 Summary Update,
- R19-20 RMA: Contact Newsletter: May 15, 2020,
- R21-20 - Aspen View Board Highlights - May 7, 2020,
- R22-20 - Thank You's for the Month of May 2020,

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

- R16-20 - Audrey Poitras, President, Metis Nation of Alberta, dated April 2, 2020, Letter of Support Proposed Victoria Trail Municipal Historic Area: Bylaw 1370-20,
- R17-20 - Juanita Marois, Executive Director, Metis Crossing, dated May 2020, Metis Crossing Grand Opening Celebrations Postponement,
- R18-20 - COVID-19 Guidance for Private & Municipal Campgrounds/Farmer's Markets & Public Markets,
- R20-20 - Honourable Kaycee Madu, Minister of Municipal Affairs, dated May 19, 2020, Allocation of Municipal Sustainable Initiative (MSI) funding.

Carried.

Addition to the Agenda:

Executive Session:

Waste Transfer Site and Staging Area at SE-33-59-12-4, Lot E, Plan 7921604

821-20: Halisky

That Smoky Lake County Council go into Executive Session, to discuss a Land and Legal Issue in regard to the land legally described as SE-33-59-12-4, Lot E, Plan 7921604, commonly known as the Waste Transfer Site and Staging Area in the Hamlet of Spedden, under the authority of the FOIP Section 27: Privileged Information, time 2:34 p.m.

Carried.

822-20: Orichowski

That Smoky Lake County Council go out of Executive Session, time 3:15 p.m.

Carried.

Waste Transfer Site and Staging Area at SE-33-59-12-4, Lot E, Plan 7921604

823-20: Halisky

That Smoky Lake County Council defer email received from Diane Cholak, Property Owner, dated May 19, 2020, in regard to offering for sale to the County, the land legally described as SE-33-59-12-4, Lot E, Plan 7921604, commonly known as the Waste Transfer Site and Staging Area in the Hamlet of Spedden with a deadline to purchase of June 7, 2020; and, respond to Mrs. Cholak requesting an extension on the said deadline to obtain more information.

Carried.

10. Bills & Accounts:

824-20: 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: May 28, 2020

Batch #	Cheque Numbers	Total of Batch
49436	49340 to 49379	\$429,713.62
49452	49380	\$7,350.00
49503	49381 to 49382	\$41,679.43
49516	49383 to 49412	\$342,559.97
49518	49413	\$5,225.63
49577	49414 to 49434	\$103,670.38
49681	49437 to 49476	\$239,241.01
49699	49477 To 49485	\$78,278.81

Total Cheques from 49340 to 49485 \$1,247,718.85

Direct Debit Register

Batch #	Description	Total of Batch
49576	Smoky Lake County	\$344,545.58

Total Direct Debits \$344,545.58

Grand Total Bills and Accounts \$1,592,264.43

(Note: From General Account)

Carried.

County Council Meetings

825-20: Halisky That the next Smoky Lake **County Council Meeting** be scheduled for 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.

Policy Committee Meeting

826-20: Cherniwchan That the Smoky Lake County **Policy Committee Meeting** scheduled for Tuesday, June 2, 2020 at 10:00 a.m. **be rescheduled** to Wednesday, **June 3, 2020** at 10:00 a.m., to be held virtually, through Electronic Communication Technology as per Bylaw 1376-20.

Carried.

ADJOURNMENT:

827-20: Lukinuk That the Smoky Lake County Council Meeting of May 28, 2020, be adjourned, time 3:25 p.m..

REEVE

S E A L

CHIEF ADMINISTRATIVE OFFICER



REQUEST FOR DECISION		DATE June 25, 2020	4.1
TOPIC	Amendment to Policy No. 03-16: Road Closure or Cancellation		
BACKGROUND	<ul style="list-style-type: none"> • Smoky Lake County Policy No. 03-16: <i>Road Closure or Cancellation</i> currently requires an applicant requesting a road closure of an undeveloped government road allowance to obtain a correct and acceptable description of the closure area prior to the First Reading of the closure bylaw. • This requirement places an unnecessary and costly burden on the applicant prior to knowing whether the bylaw will be given First Reading. • The Alberta Land Titles Office does not provide such a legal description, so the only way that the description of the closure area can be obtained is for the applicant to hire an Alberta Land Surveyor to survey the proposed closure area. A copy of Policy No. 03-16: <i>Road Closure or Cancellation</i> as it is currently constituted is attached. © Attachment 1 • Administration discussed the proposed amendments to the Policy with Council at the June 3, 2020 policy Committee Meeting, at which, it was recommended to bring the changes to a future Council meeting for consideration. © Attachment 2 		
PROPOSAL	<ul style="list-style-type: none"> • Administration proposes an amendment to Smoky Lake County Policy No. 03-16 that would change the requirement to have an acceptable description prepared prior to First Reading of a road closure bylaw to allow for the description to be provided following First Reading and prior to the Public Hearing. • The proposed change would require that the applicant provide a detailed sketch plan of the proposed closure area, including an approximate calculation of the proposed closure area, prior to First Reading of the bylaw. • The proposed change would also require an applicant for a road closure to hire an Alberta Land Surveyor to prepare a Plan of Survey or a Descriptive Plan that would show the full-calculated closure area, following First Reading and prior to the Public Hearing. • The proposed amendment to the Policy would also clarify that all costs associated with preparing the Plan of Survey or Descriptive Plan are to be borne solely by the applicant. A copy of the Policy with the proposed amendments is attached © Attachment 3 		
CORRELATION TO BUSINESS (STRATEGIC) PLAN			
Nil.			
LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS	<p>Municipal Government Act: Section 22(1) No road in a municipality that is subject to the direction, control and management of the municipality may be closed except by bylaw.</p> <p>(2) A bylaw closing a road must be advertised.</p> <p>(3) A bylaw closing a road made by the council of a municipality that is not a city has no effect unless it is approved by the Minister of Infrastructure before the bylaw receives second reading.</p> <p>(4) Before passing a bylaw closing a road, a person who claims to be affected prejudicially by the bylaw or that person's agent must be given an opportunity to be heard by the Council.</p> <p>24 Despite section 22, the Council of a municipal district may by resolution, with the approval of the Minister of Infrastructure</p>		

	and Transportation, close the whole or any part of a road described in a surveyed road plan that the Council determines is no longer required for use by the travelling public owing to the existence of an alternate route.
BENEFITS	<ul style="list-style-type: none"> • Reduce the financial burden on an applicant prior to First Reading of a road closure bylaw. • Streamline application process to provide an easier application process for County residents.
DISADVANTAGES	<ul style="list-style-type: none"> • Nil.
ALTERNATIVES	<ul style="list-style-type: none"> • Further changes could be implemented as directed by Council.
FINANCE/BUDGET IMPLICATIONS	
Operating Costs: _____	Capital Costs: _____
Budget Available: _____	Source of Funds: _____
Budgeted Costs: _____	Unbudgeted Costs: _____
INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS	None.
COMMUNICATION STRATEGY	A copy of Policy No. 03-16 will be posted to the County's website.
RECOMMENDATION	
To adopt Policy Statement No. 03-16: Road Closure or Cancellation, with the proposed amendments.	
CHIEF ADMINISTRATIVE OFFICER	



SMOKY LAKE COUNTY

Title: Road Closure or Cancellation	Policy No.: 16-03
Section: 03	Code:
Page No.: 1 of 11	

E

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

Purpose:	To provide a process to close a Government Road Allowance, or cancel a surveyed Road Plan.
-----------------	--

Policy Statement and Guidelines:

1. DEFINITIONS

1.1 Government Road Allowance – 66 feet wide

1.1.1 in a north-south direction, with one mile between each column of sections east to west, commencing on the eastern range boundary. Also known as Range Roads.

1.1.2 in an east-west direction, two miles between each 2nd row of sections south to north, commencing on the southern township boundary. Also known as Township Roads.

1.2 Road Plan – Surveyed areas acquired for public purposes such as new roads, road widening, diversion and drainage ditches which are undertaken by the municipality under the authority of the *Municipal Government Act*.

When a municipality or the Crown acquires land for a road or other public work by an agreement with the owner, title to the land is vested in the city, or in the case of any other municipality, the Crown in right of Alberta by filing a plan of survey at the Land Titles Office.

1.3 Road – means land

1.3.1 shown as a road on a plan of survey that has been filed or registered in a Land Titles Office, or

1.3.2 used as a public road,

1.3.3 as or within a Government road allowance,

and includes a bridge forming part of a public road and any other structure incidental to a public road.

2. TEMPORARY ROAD CLOSURE

2.1 Council, may by resolution or a Designated Officer if authorized by Council resolution, temporarily close the whole or a part of a road at any time that a construction or maintenance project on or adjacent to the road may create a hazard.

Title: Road Closure or Cancellation		Policy No.: 16-03
Section: 03	Code:	Page No.: 2 of 11

E

3. **PERMANENT ROAD CLOSURE / CANCELLATION BY RESOLUTION –
*Municipal Government Act, Section 24***

Council, may by resolution, with the approval of the Minister of Transportation, close the whole or any part of a Road described in a surveyed Road Plan that the Council determines is no longer required for use by the travelling public owing to the existence of an alternative route.

PROCEDURE

- 3.1 A Landowner may request the County to consider cancellation of the whole or any part of an undeveloped Road Plan or the County may initiate the action.
- 3.2 A Request for Decision (*as per Policy Statement No. 01-27: Request For Decision*) shall be presented to Council for consideration for Road Closure by Resolution, see attached *Schedule "A": Sample Resolution*.
- 3.3 The road is usually returned to the title from which it was excepted (i.e. the ¼ section). Consolidation with the adjacent land parcels may require a Descriptive Plan or a Plan of Survey. When using a Descriptive Plan, Land Titles should be consulted to ensure that the description is suitable for registration.
- 3.4 No advertising is necessary, but an agreement or consent must be obtained from the landowner(s) affected. If there is more than one adjacent owner, direction from the municipality as to the disposition of the Road shall be provided to affected landowners, and consent from all affected landowners is required, see attached *Schedule "B": Sample Resolution Letter & Consent*.
- 3.5 The municipality is responsible for ensuring that all third party interests and the interests of anyone who might be adversely affected are protected.

A letter, as per *Schedule "C": Sample Letter of Referral* shall be sent to the following Referral Agencies, as per *Schedule "F": Referral List*:

- 3.5.1 Telecommunication providers (Telus).
- 3.5.2 Power Authority (ATCO).
- 3.5.3 The owner/operator of any pipeline or right-of-way which crosses the subject closure area.

Title: Road Closure or Cancellation		Policy No.: 16-03
Section: 03	Code:	Page No.: 3 of 11

E

Policy Statement and Guidelines:

3.6 If easements or conditions are required by any of the Referral Agencies, the County must attach the proper documentation to accompany the Resolution when submitting it to Alberta Transportation for approval. Easements are granted by the “**Minister of Transportation**”.

3.7 The complete package to be sent to Alberta Transportation shall include:

3.7.1 Original or certified copy of the Resolution;

3.7.2 Copies of the Notices sent to all Referral Agencies;

3.7.3 Copies of written consent by affected Landowner(s); and

3.7.4 Copies of written responses from all required Referral Agencies.

And shall be sent to:

District Operations Manager, Athabasca Unit
 Alberta Transportation
 Unit #2, Jewell Building
 3603 – 53 Street
 Athabasca, Alberta T9S 1A9

3.8 Alberta Transportation will prepare the documentation (Notification to Registrar) to transfer the Road to the appropriate adjacent landowner(s).

**4. PERMANENT ROAD CLOSURE / CANCELLATION BY BYLAW:
 Municipal Government Act, Section 22**

Council, may by Bylaw, with the approval of the Minister of Transportation, close the whole or any part of a Government Road Allowance (or a surveyed Road Plan, when preferred).

PROCEDURE

4.1 Prior to First Reading of the Bylaw, Smoky Lake County shall obtain a correct and acceptable description of the closure area. This information can be obtained from an Alberta Land Surveyor or the Survey Department of the Land Titles Office.

4.2 A Request for Decision (*as per Policy Statement No. 01-27: Request For Decision*) shall be presented to Council for consideration for Road Closure by Bylaw, see attached *Schedule “D”: Sample Bylaw*. Council must give First Reading to the Bylaw prior to a Public Hearing and prior to submitting it to Alberta Transportation for approval.

Title: Road Closure or Cancellation		Policy No.: 16-03
Section: 03	Code:	Page No.: 4 of 11

E

Policy Statement and Guidelines:

- 4.3 Following First Reading of the Road Closure Bylaw, advertisement requirements, *as per Municipal Government Act - Section 606*, for a Public Hearing must be followed, including the time and place for a Public Hearing, (*as per Policy Statement No. 01-06: Public Hearing Procedures*).
- 4.4 The Bylaw and advertising must state the ultimate purpose of the closure (i.e., to public travel only, for lease or for creation of a title), see attached *Schedule "E": Sample Advertisement*.
- 4.5 If objections are raised, either in writing or at the Public Hearing, Council should determine whether the objections are valid and whether they wish to continue in spite of the objections. If continuing, the rationale for the closure/cancellation must be made clear in the covering letter to Alberta Transportation.
- 4.6 The municipality is responsible for ensuring that all third parties interests and the interests of anyone who might be adversely affected are protected.

A letter, as per *Schedule "C": Sample Letter of Referral*, shall be sent to the following Referral Agencies, as per *Schedule "F": Referral List*:

- 4.6.1 Telecommunication providers (Telus);
- 4.6.2 Power Authority (ATCO);
- 4.6.3 Public Lands, Alberta Sustainable Resources, if a Government Road Allowance is for sale, or if adjacent to Crown Lands or a water body; and
- 4.6.4 Rural Utilities Branch, Alberta Agriculture and Rural Development; and
- 4.5.5 The owner/operator of any pipeline or right-of-way which crosses the subject closure area.
- 4.7 If easements or conditions are required by any of the Referral Agencies, the County must attach the proper documentation to accompany the Resolution when submitting it to Alberta Transportation for approval. Easements are granted by the "**Minister of Transportation**".

Title: Road Closure or Cancellation		Policy No.: 16-03
Section: 03	Code:	Page No.: 5 of 11

E

Policy Statement and Guidelines:

- 4.8 The complete package to be sent to Alberta Transportation shall include:
- 4.8.1 Original or certified copy of the Bylaw (after First Reading).
 - 4.8.2 Copies of the Notices sent to all Referral Agencies.
 - 4.8.3 Copy of the Notice published in the local newspaper.
 - 4.8.4 Copies of written consent by affected Landowner(s).
 - 4.8.5 Copies of written responses from all required interested parties.
 - 4.8.6 Copy of the meeting minutes when the Bylaw received First Reading.

And shall be sent to:

District Operations Manager, Athabasca Unit
 Alberta Transportation
 Unit #2, Jewell Building,
 3603 – 53 Street
 Athabasca, Alberta T9S 1A9

- 4.9 Alberta Transportation will review the package and if approved, the Minister of Transportation will sign the Original Bylaw and return to the Municipality.
- 4.10 The Bylaw may then be presented to Council for consideration of Second and Third Readings. Second and Third Readings must be done within two years of First Reading.
- 4.11 Once given Third and Final Reading, a duplicate original or certified copy of the Bylaw is to be sent to Alberta Land Titles for registration.
- 4.12 Upon acceptance of the Road Closure Bylaw, Alberta Land Titles will issue a new Certificate of Title for the subject parcel of land, in the name of Smoky Lake County.
- 4.13 The County may consolidate the parcel of land with an adjacent parcel of land upon a Transfer of Title and Consolidation or Separation of Titles being submitted to Alberta Land Titles.

	<i>Date</i>	<i>Resolution Number</i>
Approved	June 3, 1985	# 590 - Page # 4944
Amended	June 16, 2005	# 479 - Page # 7960
Amended	November 25, 2010	#111-10 - Page # 9535
Amended		

Section 3

Policy 16-03



Schedule "A" Sample Resolution

Date: _____ Resolution Number: _____

WHEREAS, Smoky Lake County requires a resolution for the purpose of closing to public travel and canceling a public highway in accordance with Section 24, of the *Municipal Government Act*, Chapter M26 Revised Statutes of Alberta, 2000, as amended; and

WHEREAS, the lands hereafter described are no longer required for public travel.

NOW THEREFORE BE IT RESOLVED that the Council of Smoky Lake County does hereby close the following described road, subject to rights of access granted by other legislation.

Road Plan _____, within the land(s) legally described as:

_____.

Excepting Thereout All Mines and Minerals.

Chief Elected Official

- SEAL -

Chief Administrative Officer

Approved this _____ day of _____, 20____.

Minister of Transportation

Section 3

Policy 16-03



Schedule "B" Sample Resolution Letter and Consent

Date:

Name

Address

Town, Alberta Postal Code

To Whom It May Concern:

RE: Proposed Road Plan Cancellation
Road Plan XXXXX in XX XX-XX-XX W4

Enclosed is a copy of the above mentioned Road Plan that is located on land registered in your name. Please be advised that Smoky Lake County proposes to cancel this Road Plan and that all lands from the cancelled road will revert to the Title from which it was exempted.

In order to proceed with the Road Plan cancellation, it is necessary for you to indicate your consent of the cancellation by signing and returning the duplicate of this letter.

Yours truly,

Chief Administrative Officer

I, _____, landowner of _____,
Name Section Township Range Median

hereby certify that I have no objections to the cancellation of Road Plan _____,

within the _____ W4.
Section Township Range Median

Date: _____

Signature: _____

Section 3

Policy 16-03



Schedule "C" Sample Letter of Referral

Date:

Name

Address

Town, Alberta Postal Code

To Whom It May Concern:

RE: Proposed Road Cancellation and Closure

On behalf of Smoky Lake County, this letter serves as notification that "Smoky Lake County" intends to close to public travel and cancel a portion of public highway or roadway in accordance with Section 22 or 24 of the *Municipal Government Act*, M26, Revised Statutes 2000, and amendments thereto.

To be Cancelled: Road Plan _____, in the _____, as shown on the enclosed sketch.

If an easement is required to protect your interests within this road closure, please advise us. **Alberta Transportation** will be the **GRANTOR** for all easements. They will be registered at the Land Titles Office in conjunction with the other Road Closure documents.

Please return the following to our office by _____, 20__:

- Three fully executed easement documents by your company. These documents will be forwarded to Alberta Transportation for final execution.
- This letter signed, which shall grant approval of the Road Closure and Cancellation.

If you have any concerns or require any further information, please contact the undersigned.

Sincerely,

Enclosure(s)

APPROVAL GRANTED (Utility Company)
_____ Signature
_____ Print Name
_____ Date

Section 3

Policy 16-03



Schedule "D"
Sample Bylaw

A BYLAW OF THE SMOKY LAKE COUNTY IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF CLOSING PUBLIC TRAVEL AND (choose which one applies and insert: "creating title to", "disposing of" or "leasing of") PORTIONS OF A PUBLIC ROAD IN ACCORDANCE WITH SECTION 22 OF THE MUNICIPAL GOVERNMENT ACT, CHAPTER M26, REVISED STATUTES OF ALBERTA, 2000, AS AMENDED.

WHEREAS, the lands hereafter described are no longer required for public travel, and

WHEREAS, a request has been made to Council to have the road closed, and

WHEREAS, the Council of Smoky Lake County deems it expedient to provide for a bylaw for the purpose of closing to public travel certain roads, or portions thereof, situated in the said municipality, and thereafter disposing of same, and

WHEREAS, notice of the intention of Council to pass a bylaw has been given in accordance with Section 606 of the Municipal Government Act, and

WHEREAS, Council was not petitioned for an opportunity to be heard by any person claiming to be prejudicially affected by the bylaw.

NOW THEREFORE BE IT RESOLVED that the Council of Smoky Lake County in the Province of Alberta does hereby close to public travel for the purpose of (choose which one applies and insert: "creating title to", "disposing of" or "leasing of") the following described roads, subject to rights of access granted by other legislation:

(insert proper description)

Excepting thereout all mines and minerals

Received first reading this ___ day of ___, 2___.

Chief Elected Official

- SEAL -

Chief Administrative Officer

Approved this ___ day of ___, 2___.

Minister of Transportation

- SEAL -

Received second reading this ___ day of ___, 2___.

Received third reading this ___ day of ___, 2___.

Section 3

Policy 16-03



Schedule "E"
Sample Advertisement

SMOKY LAKE COUNTY

BYLAW No. 1200-09: PUBLIC HEARING

The purpose of **Bylaw No. 1200-09** is to close to public travel for the purpose of disposing of and consolidating the unused portion of road registered as

**Road Plan 2463BM within
 SE 02-58-13 W4
 Excepting thereout all mines and minerals**

AREA AFFECTED:

SE 02-58-13 W4 – 2.56 acres (1.036 hectare)

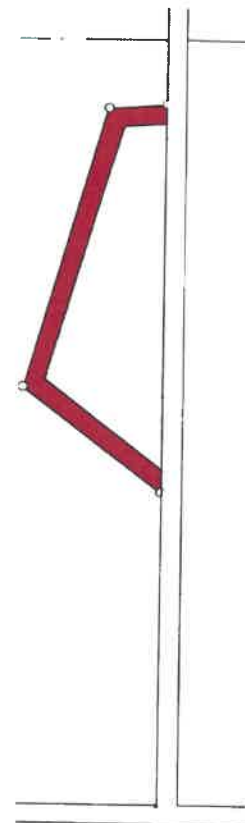
Copy of **Bylaw No. 1200-09** is available at the County Administration Office in Smoky Lake, during regular business hours, for inspection at the following address:

**Smoky Lake County Office
 4612 McDougall Drive (Box 310)
 Smoky Lake, Alberta T0A 3C0**

Any person wishing to file a letter or comment on the proposed Bylaw is welcome to submit written correspondence prior to the Public Hearing or appear in person at the Public Hearing.

A **Public Hearing** has been scheduled for **October 29, 2009** at **1:00 P.M.**, in the **County Council Chambers**, Smoky Lake, to provide the public with the opportunity to comment on **Bylaw 1200-09** prior to its proposed adoption.

Cory Ollikka
 Chief Administrative Officer



Section 3

Policy 16-03



Schedule "F" Referral List

Telus Communications Engineering OPS – Right of Ways 16 th Floor, 10020 – 100 Street Edmonton, Alberta T5J 0N5	ATTENTION: Cindy Sparks Real Estate Agreements Assistant III Phone: (780) 493-4619 Phone: (780) 425-0843
ATCO Electric Land & Properties Acquisition 12 th Floor, 10035 – 105 Street Edmonton, Alberta T5J 2V6	ATTENTION: Andy Sharun Phone: (780) 420-3748 Phone: (780) 420-5410
If affecting a water body or adjacent to Crown Land	
Alberta Sustainable Resources Public Lands Division Roadway and Reservation Program 5 th Floor, 9915 – 108 Street South Petroleum Plaza Edmonton, Alberta T5K 2G8	Phone: (780) 427-3570 Fax: (780) 422-3120
Only if selling a Government Road Allowance:	
Alberta Sustainable Resource Development Technical and Logistics Unit 3 rd Floor, 9915 – 108 Street Edmonton, Alberta T5K 2G8	ATTENTION: Bev Cormack Phone: (780) 422-4737 Phone: (780) 422-4251
NOTE: Because most Municipalities have a three month termination clause in their lease agreements, Alberta Environment and Pipeline Companies in the area do not need to be notified of leases on Statutory Road Allowances.	

Policy Information - Details

Policy Committee Meeting: June 3, 2020

No. 4.4

Type of Document	Department	Current	Proposed
<p><u>Review of Existing Policy</u></p>	<p>Planning & Development</p>	<p>BACKGROUND:</p> <ul style="list-style-type: none"> Policy No. 03-16: <i>Road Closure or Cancellation</i> was first adopted on June 3, 1985 and was subsequently amended on June 16, 2005 and again on November 25, 2010. The purpose of Policy No. 03-16 is to provide a process whereby a ratepayer can request to have the Council consider cancellation and closure of a whole or partial part of a surveyed road plan, or to request the closure of an undeveloped government road allowance. Policy No. 03-16 allows Smoky Lake County administration to adhere to the requirements of the <i>Municipal Government Act</i> while processing requests to cancel/close roads, including the requirement to hold a Public Hearing when required by the <i>Act</i>. Policy No. 03-16 provides specific guidance for closing any part of a road plan by Council Resolution and for closing any portion of a government road allowance by Bylaw. 	<ul style="list-style-type: none"> The following change is being recommended to Section 4.1 Policy No. 03-16: <p>CURRENT</p> <p>“Prior to First Reading of the Bylaw, Smoky Lake County shall obtain a correct and acceptable description of the closure area. This information can be obtained from an Alberta Land Surveyor or the Survey Department of the Land Titles Office.”</p> <p>PROPOSED</p> <p>“Prior to First Reading of the Bylaw, the applicant shall provide a detailed sketch of the proposed closure area, which includes an approximate calculation of the area of land included in the proposed closure area. Following First Reading, and prior to a Public Hearing being held on the proposed Bylaw, the applicant shall provide a Plan of Survey or a Descriptive Plan, prepared by an Alberta Land Surveyor, showing the fully-calculated closure area. Costs of the Plan of Survey or Descriptive Plan shall be borne solely by the applicant.”</p> <p>RATIONALE</p> <p>The proposed change to Policy No. 03-16 is being recommended for the following reasons:</p> <ul style="list-style-type: none"> Alberta Land Titles does not provide advice on legal descriptions of closure areas. Only an Alberta Land Surveyor can assist with the preparation of an acceptable legal description of a closure area.

			<ul style="list-style-type: none">• This potentially places a financial burden on an applicant prior to knowing if Council will give a proposed bylaw First Reading.• The proposed change also clarifies that all costs associated with the preparation of a Plan of Survey or a Descriptive Plan are to be borne solely by the applicant. Currently, Policy No. 03-16 is silent on this matter as is Policy 61-11: <i>Planning and Development Fees</i>, which states that the fees for a road closure are \$500.00 + advertising costs.
--	--	--	--



SMOKY LAKE COUNTY

Title: Road Closure or Cancellation		Policy No.: 16-04
Section: 03	Code:	Page No.: 1 of 11

E

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

Purpose:	To provide a process to close a Government Road Allowance, or cancel a surveyed Road Plan.
-----------------	--

Policy Statement and Guidelines:

1. DEFINITIONS

1.1 Government Road Allowance – 66 feet wide

1.1.1 in a north-south direction, with one mile between each column of sections east to west, commencing on the eastern range boundary. Also known as Range Roads.

1.1.2 in an east-west direction, two miles between each 2nd row of sections south to north, commencing on the southern township boundary. Also known as Township Roads.

1.2 Road Plan – Surveyed areas acquired for public purposes such as new roads, road widening, diversion and drainage ditches which are undertaken by the municipality under the authority of the *Municipal Government Act*.

When a municipality or the Crown acquires land for a road or other public work by an agreement with the owner, title to the land is vested in the city, or in the case of any other municipality, the Crown in right of Alberta by filing a plan of survey at the Land Titles Office.

1.3 Road – means land

1.3.1 shown as a road on a plan of survey that has been filed or registered in a Land Titles Office, or

1.3.2 used as a public road,

1.3.3 as or within a Government road allowance,

and includes a bridge forming part of a public road and any other structure incidental to a public road.

2. TEMPORARY ROAD CLOSURE

2.1 Council, may by resolution or a Designated Officer if authorized by Council resolution, temporarily close the whole or a part of a road at any time that a construction or maintenance project on or adjacent to the road may create a hazard.

Title: Road Closure or Cancellation		Policy No.: 16-04
Section: 03	Code:	Page No.: 2 of 11

E

3. **PERMANENT ROAD CLOSURE / CANCELLATION BY RESOLUTION –
*Municipal Government Act, Section 24***

Council, may by resolution, with the approval of the Minister of Transportation, close the whole or any part of a Road described in a surveyed Road Plan that the Council determines is no longer required for use by the travelling public owing to the existence of an alternative route.

PROCEDURE

- 3.1 A Landowner may request the County to consider cancellation of the whole or any part of an undeveloped Road Plan or the County may initiate the action.
- 3.2 A Request for Decision (*as per Policy Statement No. 01-27: Request For Decision*) shall be presented to Council for consideration for Road Closure by Resolution, see attached *Schedule "A": Sample Resolution*.
- 3.3 The road is usually returned to the title from which it was excepted (i.e. the ¼ section). Consolidation with the adjacent land parcels may require a Descriptive Plan or a Plan of Survey. When using a Descriptive Plan, Land Titles should be consulted to ensure that the description is suitable for registration.
- 3.4 No advertising is necessary, but an agreement or consent must be obtained from the landowner(s) affected. If there is more than one adjacent owner, direction from the municipality as to the disposition of the Road shall be provided to affected landowners, and consent from all affected landowners is required, see attached *Schedule "B": Sample Resolution Letter & Consent*.
- 3.5 The municipality is responsible for ensuring that all third party interests and the interests of anyone who might be adversely affected are protected.

A letter, as per *Schedule "C": Sample Letter of Referral* shall be sent to the following Referral Agencies, as per *Schedule "F": Referral List*:

- 3.5.1 Telecommunication providers (Telus).
- 3.5.2 Power Authority (ATCO).
- 3.5.3 The owner/operator of any pipeline or right-of-way which crosses the subject closure area.

Title: Road Closure or Cancellation		Policy No.: 16-04
Section: 03	Code:	Page No.: 3 of 11

E

Policy Statement and Guidelines:

3.6 If easements or conditions are required by any of the Referral Agencies, the County must attach the proper documentation to accompany the Resolution when submitting it to Alberta Transportation for approval. Easements are granted by the “**Minister of Transportation**”.

3.7 The complete package to be sent to Alberta Transportation shall include:

3.7.1 Original or certified copy of the Resolution;

3.7.2 Copies of the Notices sent to all Referral Agencies;

3.7.3 Copies of written consent by affected Landowner(s); and

3.7.4 Copies of written responses from all required Referral Agencies.

And shall be sent to:

District Operations Manager, Athabasca Unit
 Alberta Transportation
 Unit #2, Jewell Building
 3603 – 53 Street
 Athabasca, Alberta T9S 1A9

3.8 Alberta Transportation will prepare the documentation (Notification to Registrar) to transfer the Road to the appropriate adjacent landowner(s).

4. PERMANENT ROAD CLOSURE / CANCELLATION BY BYLAW: *Municipal Government Act, Section 22*

Council, may by Bylaw, with the approval of the Minister of Transportation, close the whole or any part of a Government Road Allowance (or a surveyed Road Plan, when preferred).

PROCEDURE

4.1 Prior to First Reading of the Bylaw, the applicant shall provide a detailed sketch of the proposed closure area, which includes an approximate calculation of the area of land included in the proposed closure area. Following First Reading, and prior to a Public Hearing being held on the proposed Bylaw, the applicant shall provide a Plan of Survey or a Descriptive Plan, prepared by an Alberta Land Surveyor, showing the fully-calculated closure area. Costs of the Plan of Survey or a Descriptive Plan shall be borne solely by the applicant.

4.2 A Request for Decision (*as per Policy Statement No. 01-27: Request For Decision*) shall be presented to Council for consideration for Road Closure by Bylaw, see attached *Schedule “D”: Sample Bylaw*. Council must give First Reading to the Bylaw prior to a Public Hearing and prior to submitting it to Alberta Transportation for approval.

Title: Road Closure or Cancellation		Policy No.: 16-04
Section: 03	Code:	Page No.: 4 of 11

E

Policy Statement and Guidelines:

- 4.3 Following First Reading of the Road Closure Bylaw, advertisement requirements, *as per Municipal Government Act - Section 606*, for a Public Hearing must be followed, including the time and place for a Public Hearing, (*as per Policy Statement No. 01-06: Public Hearing Procedures*).
- 4.4 The Bylaw and advertising must state the ultimate purpose of the closure (i.e., to public travel only, for lease or for creation of a title), see attached *Schedule "E": Sample Advertisement*.
- 4.5 If objections are raised, either in writing or at the Public Hearing, Council should determine whether the objections are valid and whether they wish to continue in spite of the objections. If continuing, the rationale for the closure/cancellation must be made clear in the covering letter to Alberta Transportation.
- 4.6 The municipality is responsible for ensuring that all third parties interests and the interests of anyone who might be adversely affected are protected.

A letter, as per *Schedule "C": Sample Letter of Referral*, shall be sent to the following Referral Agencies, as per *Schedule "F": Referral List*:

- 4.6.1 Telecommunication providers (Telus);
- 4.6.2 Power Authority (ATCO);
- 4.6.3 Public Lands, Alberta Sustainable Resources, if a Government Road Allowance is for sale, or if adjacent to Crown Lands or a water body; and
- 4.6.4 Rural Utilities Branch, Alberta Agriculture and Rural Development; and
- 4.5.5 The owner/operator of any pipeline or right-of-way which crosses the subject closure area.
- 4.7 If easements or conditions are required by any of the Referral Agencies, the County must attach the proper documentation to accompany the Resolution when submitting it to Alberta Transportation for approval. Easements are granted by the "**Minister of Transportation**".

Title: Road Closure or Cancellation		Policy No.: 16-04
Section: 03	Code:	Page No.: 5 of 11

E

Policy Statement and Guidelines:

- 4.8 The complete package to be sent to Alberta Transportation shall include:
- 4.8.1 Original or certified copy of the Bylaw (after First Reading).
 - 4.8.2 Copies of the Notices sent to all Referral Agencies.
 - 4.8.3 Copy of the Notice published in the local newspaper.
 - 4.8.4 Copies of written consent by affected Landowner(s).
 - 4.8.5 Copies of written responses from all required interested parties.
 - 4.8.6 Copy of the meeting minutes when the Bylaw received First Reading.
- And shall be sent to:
- District Operations Manager, Athabasca Unit
 Alberta Transportation
 Unit #2, Jewell Building,
 3603 – 53 Street
 Athabasca, Alberta T9S 1A9
- 4.9 Alberta Transportation will review the package and if approved, the Minister of Transportation will sign the Original Bylaw and return to the Municipality.
- 4.10 The Bylaw may then be presented to Council for consideration of Second and Third Readings. Second and Third Readings must be done within two years of First Reading.
- 4.11 Once given Third and Final Reading, a duplicate original or certified copy of the Bylaw is to be sent to Alberta Land Titles for registration.
- 4.12 Upon acceptance of the Road Closure Bylaw, Alberta Land Titles will issue a new Certificate of Title for the subject parcel of land, in the name of Smoky Lake County.
- 4.13 The County may consolidate the parcel of land with an adjacent parcel of land upon a Transfer of Title and Consolidation or Separation of Titles being submitted to Alberta Land Titles.

	<i>Date</i>	<i>Resolution Number</i>
Approved	June 3, 1985	# 590 - Page # 4944
Amended	June 16, 2005	# 479 - Page # 7960
Amended	November 25, 2010	#111-10 - Page # 9535
Amended	June 25, 2020	

Section 3

Policy 16-04



Schedule "A" Sample Resolution

Date: _____ Resolution Number: _____

WHEREAS, Smoky Lake County requires a resolution for the purpose of closing to public travel and canceling a public highway in accordance with Section 24, of the *Municipal Government Act*, Chapter M26 Revised Statutes of Alberta, 2000, as amended; and

WHEREAS, the lands hereafter described are no longer required for public travel.

NOW THEREFORE BE IT RESOLVED that the Council of Smoky Lake County does hereby close the following described road, subject to rights of access granted by other legislation.

Road Plan _____, within the land(s) legally described as:

_____.

Excepting Thereout All Mines and Minerals.

Chief Elected Official

- SEAL -

Chief Administrative Officer

Approved this _____ day of _____, 20____.

Minister of Transportation

Section 3

Policy 16-04



Schedule "B" Sample Resolution Letter and Consent

Date:

Name

Address

Town, Alberta Postal Code

To Whom It May Concern:

RE: Proposed Road Plan Cancellation
Road Plan XXXXX in XX XX-XX-XX W4

Enclosed is a copy of the above mentioned Road Plan that is located on land registered in your name. Please be advised that Smoky Lake County proposes to cancel this Road Plan and that all lands from the cancelled road will revert to the Title from which it was exempted.

In order to proceed with the Road Plan cancellation, it is necessary for you to indicate your consent of the cancellation by signing and returning the duplicate of this letter.

Yours truly,

Chief Administrative Officer

I, _____, landowner of _____,
Name Section Township Range Median

hereby certify that I have no objections to the cancellation of Road Plan _____,

within the _____ W4.
Section Township Range Median

Date: _____

Signature: _____

Section 3

Policy 16-04



Schedule "C" Sample Letter of Referral

Date:

Name

Address

Town, Alberta Postal Code

To Whom It May Concern:

RE: Proposed Road Cancellation and Closure

On behalf of Smoky Lake County, this letter serves as notification that "Smoky Lake County" intends to close to public travel and cancel a portion of public highway or roadway in accordance with Section 22 or 24 of the *Municipal Government Act*, M26, Revised Statutes 2000, and amendments thereto.

To be Cancelled: Road Plan _____, in the _____, as shown on the enclosed sketch.

If an easement is required to protect your interests within this road closure, please advise us. **Alberta Transportation** will be the **GRANTOR** for all easements. They will be registered at the Land Titles Office in conjunction with the other Road Closure documents.

Please return the following to our office by _____, 20__:

- Three fully executed easement documents by your company. These documents will be forwarded to Alberta Transportation for final execution.
- This letter signed, which shall grant approval of the Road Closure and Cancellation.

If you have any concerns or require any further information, please contact the undersigned.

Sincerely,

Enclosure(s)

APPROVAL GRANTED (Utility Company)
_____ Signature
_____ Print Name
_____ Date

Section 3

Policy 16-04



Schedule "D" Sample Bylaw

A BYLAW OF THE SMOKY LAKE COUNTY IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF CLOSING PUBLIC TRAVEL AND (*choose which one applies and insert: "creating title to", "disposing of" or "leasing of"*) PORTIONS OF A PUBLIC ROAD IN ACCORDANCE WITH SECTION 22 OF THE *MUNICIPAL GOVERNMENT ACT*, CHAPTER M26, REVISED STATUTES OF ALBERTA, 2000, AS AMENDED.

WHEREAS, the lands hereafter described are no longer required for public travel, and

WHEREAS, a request has been made to Council to have the road closed, and

WHEREAS, the Council of Smoky Lake County deems it expedient to provide for a bylaw for the purpose of closing to public travel certain roads, or portions thereof, situated in the said municipality, and thereafter disposing of same, and

WHEREAS, notice of the intention of Council to pass a bylaw has been given in accordance with Section 606 of the *Municipal Government Act*, and

WHEREAS, Council was not petitioned for an opportunity to be heard by any person claiming to be prejudicially affected by the bylaw.

NOW THEREFORE BE IT RESOLVED that the Council of Smoky Lake County in the Province of Alberta does hereby close to public travel for the purpose of (*choose which one applies and insert: "creating title to", "disposing of" or "leasing of"*) the following described roads, subject to rights of access granted by other legislation:

(insert proper description)

Excepting thereout all mines and minerals

Received first reading this _____ day of _____, 2_____.

Chief Elected Official

- SEAL -

Chief Administrative Officer

Approved this _____ day of _____, 2_____.

Minister of Transportation

- SEAL -

Received second reading this _____ day of _____, 2_____.

Received third reading this _____ day of _____, 2_____.

Section 3

Policy 16-04



Schedule "E"
Sample Advertisement

SMOKY LAKE COUNTY

BYLAW No. 1200-09: PUBLIC HEARING

The purpose of **Bylaw No. 1200-09** is to close to public travel for the purpose of disposing of and consolidating the unused portion of road registered as

**Road Plan 2463BM within
 SE 02-58-13 W4
 Excepting thereout all mines and minerals**

AREA AFFECTED:

SE 02-58-13 W4 – 2.56 acres (1.036 hectare)

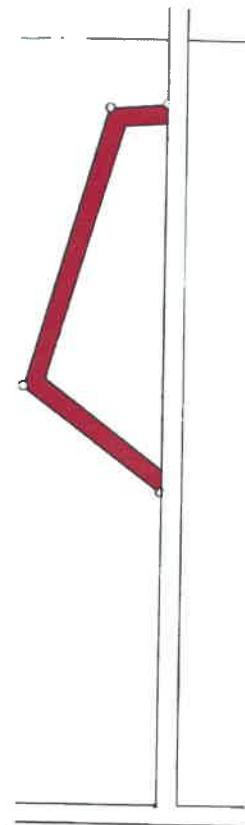
Copy of **Bylaw No. 1200-09** is available at the County Administration Office in Smoky Lake, during regular business hours, for inspection at the following address:

**Smoky Lake County Office
 4612 McDougall Drive (Box 310)
 Smoky Lake, Alberta T0A 3C0**

Any person wishing to file a letter or comment on the proposed Bylaw is welcome to submit written correspondence prior to the Public Hearing or appear in person at the Public Hearing.

A **Public Hearing** has been scheduled for **October 29, 2009** at **1:00 P.M.**, in the **County Council Chambers**, Smoky Lake, to provide the public with the opportunity to comment on **Bylaw 1200-09** prior to its proposed adoption.

Cory Ollikka
 Chief Administrative Officer



Section 3

Policy 16-04



Schedule "F" Referral List

Telus Communications Engineering OPS – Right of Ways 16 th Floor, 10020 – 100 Street Edmonton, Alberta T5J 0N5	ATTENTION: Cindy Sparks Real Estate Agreements Assistant III Phone: (780) 493-4619 Phone: (780) 425-0843
ATCO Electric Land & Properties Acquisition 12 th Floor, 10035 – 105 Street Edmonton, Alberta T5J 2V6	ATTENTION: Andy Sharun Phone: (780) 420-3748 Phone: (780) 420-5410
If affecting a water body or adjacent to Crown Land	
Alberta Sustainable Resources Public Lands Division Roadway and Reservation Program 5 th Floor, 9915 – 108 Street South Petroleum Plaza Edmonton, Alberta T5K 2G8	Phone: (780) 427-3570 Fax: (780) 422-3120
Only if selling a Government Road Allowance:	
Alberta Sustainable Resource Development Technical and Logistics Unit 3 rd Floor, 9915 – 108 Street Edmonton, Alberta T5K 2G8	ATTENTION: Bev Cormack Phone: (780) 422-4737 Phone: (780) 422-4251
NOTE: Because most Municipalities have a three month termination clause in their lease agreements, Alberta Environment and Pipeline Companies in the area do not need to be notified of leases on Statutory Road Allowances.	

REQUEST FOR DECISION		DATE	June 25, 2020	4.2
TOPIC	Proposed Bylaw 1380-20: Road Closure – Undeveloped Government Road Allowance; East Side of River Lot 10 (Victoria Settlement)			
PROPOSAL	<ul style="list-style-type: none"> To close the portions of the undeveloped government road allowance lying adjacent to the east side of the lands legally described as RL-10-58-17-W4M (River Lot 10, Victoria Settlement), and to the north of the Victoria Park Cemetery, and to dispose of these lands by consolidating them with the adjacent River Lot 10. 			
BACKGROUND	<ul style="list-style-type: none"> On April 27, 2020, the Planning and Development Manager for Smoky Lake County received a letter from Audrey Poitras, President, Metis Nation of Alberta. © Attachment 1 A current aerial photo of the proposed closure area is attached © Attachment 2 A conceptual drawing of the proposed <i>Master Site Plan</i> for the Metis Crossing site is attached © Attachment 3 A copy of Smoky Lake County Policy Statement No. 03-16: <i>Road Closure or Cancellation</i> is attached for reference © Attachment 4 A copy of proposed Bylaw 1380-20 is attached for reference. © Attachment 5 <p><u>April 27, 2020 – Smoky Lake County Committee of the Whole Meeting</u></p> <ul style="list-style-type: none"> Motion 709-20: "That Smoky Lake County Council recommend to defer the letter received from Audrey Poitras, President of Métis Crossing, dated April 27, 2020, in regard the undeveloped portion of the County Road Allowance between the lands legally described as RL-10-58-17-W4 and SW-10-58-17-W4 which runs through Métis Crossing's proposed bison paddocks, to a future Council Meeting for discussion in respect to Policy Statement No. 03-44: Roadway License Agreement." <p><u>May 28, 2020 – Smoky Lake County Council Meeting</u></p> <ul style="list-style-type: none"> Audrey Poitras and Len Hrehorets (Lonesome Pine Cattle Co. Ltd.) appeared before Council as a delegation to speak about their request to have said road allowance closed. Motion 794-20: "That Smoky Lake County defer Bylaw No. 1380-20: Road Closure of Undeveloped Government Road Allowance: East side of River Lot 10 (Victoria Settlement), containing 2.51 hectares (6.21 acres) more or less, for the purpose of closing to public travel and disposing of, portions of a public highway in accordance with section 22 of the Municipal Government Act, Chapter m-26, Revised Statutes of Alberta 2000, as amended; and, bring forward Smoky Lake County Policy Statement No. 03-44-02: Roadway License Agreement, to the next scheduled Policy Committee Meeting." <p><u>June 3, 2020 – Smoky Lake County Policy Committee Meeting</u></p> <ul style="list-style-type: none"> Administration proposed changes to Policy No. 03-16: <i>Road Closure or Cancellation</i> to allow for applicants to defer the requirement to provide a Plan of Survey or a Descriptive Plan of the proposed closure area until after First Reading and prior to a Public Hearing being held. <p><u>NEXT STEPS:</u></p> <ol style="list-style-type: none"> First Reading of Bylaw 1380-20 – June 25, 2020. Referral letters will be sent out to applicable agencies. Public Hearing on proposed Bylaw 1380-20 (date to be determined). Bylaw will be sent to Alberta Transportation for their review and signature. 2nd and 3rd Reading of proposed Bylaw 1380-20. File will be sent to Land Titles office for processing. 			

CORRELATION TO BUSINESS (STRATEGIC) PLAN

Nil

**LEGISLATIVE, BYLAW and/or
POLICY IMPLICATIONS**

MGA Section

18(1) Subject to this or any other Act, a municipality has the direction, control and management of all roads within the municipality.

22(1) No road in a municipality that is subject to the direction, control and management of the municipality may be closed except by bylaw.

(2) A bylaw closing a road must be advertised.

(3) A bylaw closing a road made by the Council of a municipality that is not a city has no effect unless it is approved by the Minister of Transportation before the bylaw receives second reading.

(4) Before passing a bylaw closing a road, a person who claims to be affected prejudicially by the bylaw or that person's agent must be given an opportunity to be heard by the Council.

When to hold public hearing

230(1) When this or another enactment requires council to hold a public hearing on a proposed bylaw or resolution, the public hearing must be held, unless another enactment specifies otherwise,

- a) before second reading of the bylaw, or
- b) before council votes on the resolution.

(2) When this or another enactment requires a public hearing to be held on a proposed bylaw or resolution, council must

- a) give notice of the public hearing in accordance with section 606, and
- b) conduct the public hearing during a regular or special council meeting.

(3) A council may by bylaw establish procedures for public hearings.

(4) In the public hearing, council

- a) must hear any person, group of persons, or person representing them, who claims to be affected by the proposed bylaw or resolution and who has complied with the procedures outlined by the council, and
- b) may hear any other person who wishes to make representations and whom the council agrees to hear.

(5) After considering the representations made to it about a proposed bylaw or resolution at the public hearing and after considering any other matter it considers appropriate, the council may

- a) pass the bylaw or resolution,
- b) make any amendment to the bylaw or resolution it considers necessary and proceed to pass it without further advertisement or hearing, or
- c) defeat the bylaw or resolution.

(6) The minutes of the council meeting during which the public hearing is held must record the public hearing to the extent directed by the council.

Requirements for advertising

606(1) The requirements of this section apply when this or another enactment requires a bylaw, resolution, meeting, public hearing or something

else to be advertised by a municipality, unless this or another enactment specifies otherwise.

(2) Notice of the bylaw, resolution, meeting, public hearing or other thing must be

- a) published at least once a week for 2 consecutive weeks in at least one newspaper or other publication circulating in the area to which the proposed bylaw, resolution, or other thing relates, or in which the meeting or hearing is to be held,
- b) mailed or delivered to every residence in the area to which the proposed bylaw, resolution or other thing relates, or in which the meeting or hearing is to be held, or
- c) given by a method provided for in a bylaw under section 606.1.

(3) A notice of a proposed bylaw must be advertised under subsection (2) before second reading.

(4) A notice of a proposed resolution must be advertised under subsection (2) before it is voted on by council.

(5) A notice of a meeting, public hearing or other thing must be advertised under subsection (2) at least 5 days before the meeting, public hearing or thing occurs.

(6) A notice must contain

- a) a statement of the general purpose of the proposed bylaw, resolution, meeting, public hearing or other thing,
- b) the address where a copy of the proposed bylaw, resolution or other thing, and any documents relating to it or to the meeting or public hearing may be inspected,
- c) in the case of a bylaw or resolution, an outline of the procedure to be followed by anyone wishing to file a petition in respect of it, and
- d) in the case of a meeting or public hearing, the date, time and place where it will be held.

(7) A certificate of a designated officer certifying that something has been advertised in accordance with this section is proof, in the absence of evidence to the contrary, of the matters set out in the certificate.

(8) The certificate is admissible in evidence without proof of the appointment or signature of the person who signed the certificate.

BENEFITS

- Supports Council's Strategic Plan – Priority Economic Development – Victoria District Economic Development Plan
- Provides certainty to Metis Crossing

DISADVANTAGES

- Loss of potential future connectivity between the Victoria Trail and TWP RD 582

ALTERNATIVES

- Take no action.
- Make changes to the requested road closure area.
- Consider leasing the undeveloped road allowance

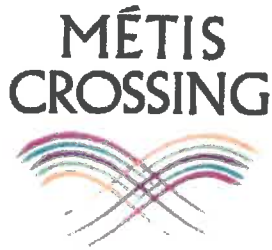
FINANCE/BUDGET IMPLICATIONS

Operating Costs: _____	Capital Costs: _____
Budget Available: _____	Source of Funds: <u>Applicant as per policy</u>
Budgeted Costs: _____	Unbudgeted Costs: _____

INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS

Following First Reading of the proposed Bylaw and after a Public Hearing has been held on the proposed Bylaw and comments have been received from applicable agencies, the proposed Bylaw will be forwarded to the

	Minister of Transportation for approval.
COMMUNICATION STRATEGY	If First Reading of the proposed Bylaw is given, a Notice of a Public Hearing will be advertised in the local newspapers for two consecutive weeks, as well as a Notice of a Public Hearing will be advertised on the County's website for two consecutive weeks, in accordance with section 230 and section 606 of the <i>Municipal Government Act</i> .
RECOMMENDATION	
That Smoky Lake County Council give FIRST READING to Bylaw 1380-20: Cancellation of all that portion of the undeveloped government road allowance adjacent to River Lot 10 (Victoria Settlement) and located north of Victoria Park Cemetery, and to schedule a Public Hearing for a future County Council meeting, and to advertise said Public Hearing in the local newspapers and on the County's website, as per the requirements of the <i>Municipal Government Act</i> .	
CHIEF ADMINISTRATIVE OFFICER	



An Affiliate of the Métis Nation of Alberta
Box 548 17339 Victoria Trail
Smoky Lake, AB T0A 3C0
1-780-656-2229
metiscrossing@metis.org
metiscrossing.org

April 27, 2020

Smoky Lake County Council
4612 McDougall Drive, Box 310
Smoky Lake, AB T0A 3C0
Email: jruegg@smokylakecounty.ca

RE: Request for land transfer of the County road allowance on east side of River lot 10

To the Smoky Lake Council,

As Métis Crossing continues to grow, we continue to add more elements to our attraction with a particular focus on sharing our Métis culture with all people. Historically, the *Laws of the Buffalo Hunt*, are the foundation of our governance structure. Bison are a key element of our history. To be able to share this story in a very experiential way, we have been working on a partnership with Lonesome Pine Cattle Company, to have their bison on our property and to develop bison tours.

We anticipate that this bison tour will be a major part of our international draw. It would contribute significantly to advancing the goals of the Victoria District Economic Development Strategy.

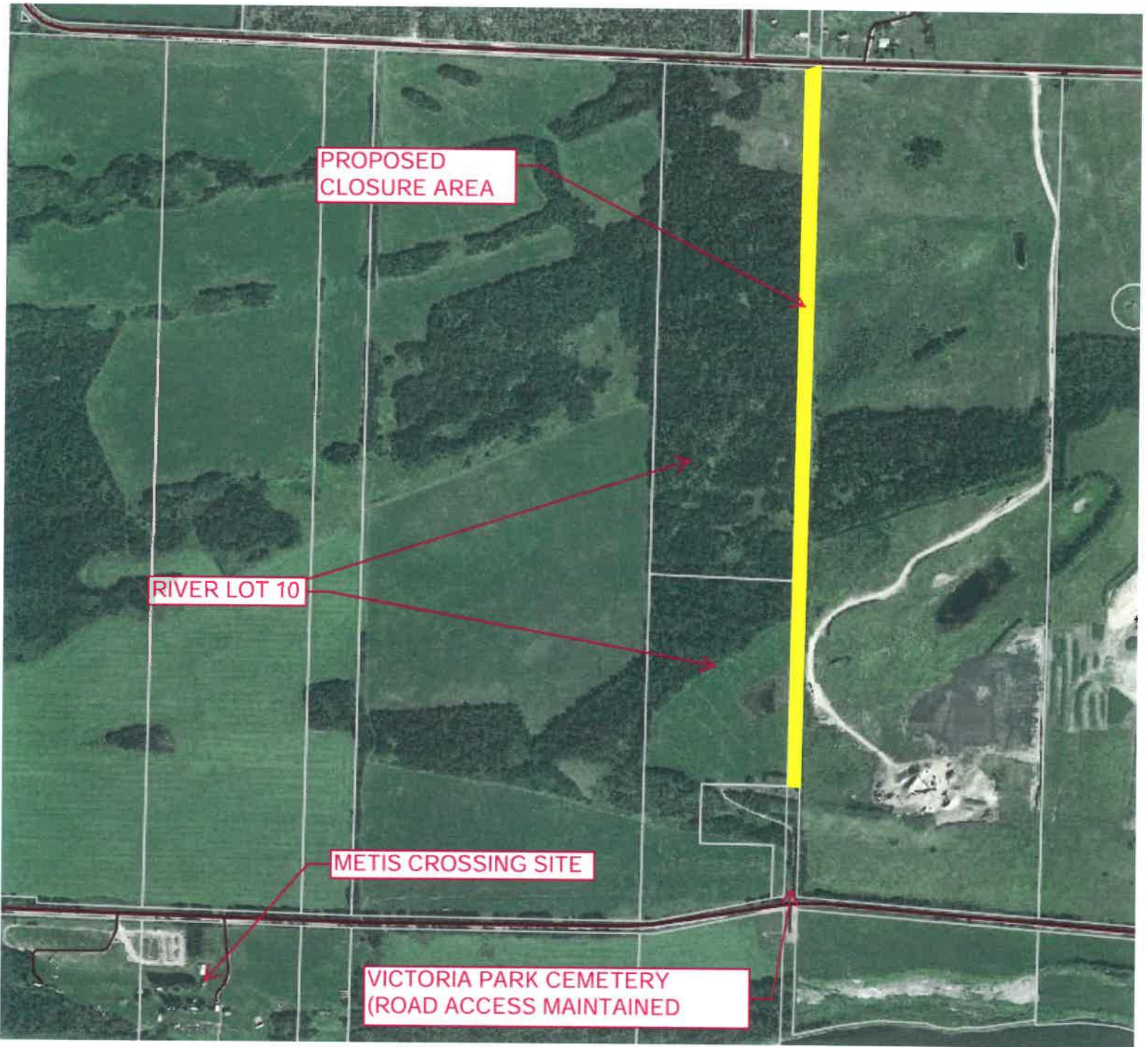
I have attached a DRAFT of our updated site masterplan. You will notice that the bison paddocks radiate from a bison handling centre on Riverlot 12 eastward across Riverlots 11, 10, to Lonesome Pine property on Riverlots 9 and 8. Within this boundary there is also a County road allowance.

From our understanding, there are no plans from the County to build a road on this land. We are respectfully requesting the transfer of this land to Métis Crossing Ltd.. This transfer would enable the development of our bison paddocks and continued international draw.

Please contact our Executive Director, Juanita Marois (jmarois@metis.org) with any questions.

Best Regards,

Audrey Poitras
President
Métis Crossing



MÉTIS CROSSING

Master Site Plan



MÉTIS CROSSING CORE AREA
See Core Area Plan

PROPOSED CLOSURE AREA

MÉTIS CROSSING



North Saskatchewan River



SMOKY LAKE COUNTY

Title: Road Closure or Cancellation	Policy No.: 16-04	
Section: 03	Code:	Page No.: 1 of 11
		<i>E</i>

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

Purpose:	To provide a process to close a Government Road Allowance, or cancel a surveyed Road Plan.
-----------------	--

Policy Statement and Guidelines:

1. DEFINITIONS

1.1 Government Road Allowance – 66 feet wide

1.1.1 in a north-south direction, with one mile between each column of sections east to west, commencing on the eastern range boundary. Also known as Range Roads.

1.1.2 in an east-west direction, two miles between each 2nd row of sections south to north, commencing on the southern township boundary. Also known as Township Roads.

1.2 Road Plan – Surveyed areas acquired for public purposes such as new roads, road widening, diversion and drainage ditches which are undertaken by the municipality under the authority of the *Municipal Government Act*.

When a municipality or the Crown acquires land for a road or other public work by an agreement with the owner, title to the land is vested in the city, or in the case of any other municipality, the Crown in right of Alberta by filing a plan of survey at the Land Titles Office.

1.3 Road – means land

1.3.1 shown as a road on a plan of survey that has been filed or registered in a Land Titles Office, or

1.3.2 used as a public road,

1.3.3 as or within a Government road allowance,

and includes a bridge forming part of a public road and any other structure incidental to a public road.

2. TEMPORARY ROAD CLOSURE

2.1 Council, may by resolution or a Designated Officer if authorized by Council resolution, temporarily close the whole or a part of a road at any time that a construction or maintenance project on or adjacent to the road may create a hazard.

Title: Road Closure or Cancellation		Policy No.: 16-04
Section: 03	Code:	Page No.: 2 of 11

E

3. **PERMANENT ROAD CLOSURE / CANCELLATION BY RESOLUTION –
*Municipal Government Act, Section 24***

Council, may by resolution, with the approval of the Minister of Transportation, close the whole or any part of a Road described in a surveyed Road Plan that the Council determines is no longer required for use by the travelling public owing to the existence of an alternative route.

PROCEDURE

- 3.1 A Landowner may request the County to consider cancellation of the whole or any part of an undeveloped Road Plan or the County may initiate the action.
- 3.2 A Request for Decision (*as per Policy Statement No. 01-27: Request For Decision*) shall be presented to Council for consideration for Road Closure by Resolution, see attached *Schedule "A": Sample Resolution*.
- 3.3 The road is usually returned to the title from which it was excepted (i.e. the ¼ section). Consolidation with the adjacent land parcels may require a Descriptive Plan or a Plan of Survey. When using a Descriptive Plan, Land Titles should be consulted to ensure that the description is suitable for registration.
- 3.4 No advertising is necessary, but an agreement or consent must be obtained from the landowner(s) affected. If there is more than one adjacent owner, direction from the municipality as to the disposition of the Road shall be provided to affected landowners, and consent from all affected landowners is required, see attached *Schedule "B": Sample Resolution Letter & Consent*.
- 3.5 The municipality is responsible for ensuring that all third party interests and the interests of anyone who might be adversely affected are protected.

A letter, as per *Schedule "C": Sample Letter of Referral* shall be sent to the following Referral Agencies, as per *Schedule "F": Referral List*:

- 3.5.1 Telecommunication providers (Telus).
- 3.5.2 Power Authority (ATCO).
- 3.5.3 The owner/operator of any pipeline or right-of-way which crosses the subject closure area.

Title: Road Closure or Cancellation		Policy No.: 16-04
Section: 03	Code:	Page No.: 3 of 11

E

Policy Statement and Guidelines:

3.6 If easements or conditions are required by any of the Referral Agencies, the County must attach the proper documentation to accompany the Resolution when submitting it to Alberta Transportation for approval. Easements are granted by the "**Minister of Transportation**".

3.7 The complete package to be sent to Alberta Transportation shall include:

3.7.1 Original or certified copy of the Resolution;

3.7.2 Copies of the Notices sent to all Referral Agencies;

3.7.3 Copies of written consent by affected Landowner(s); and

3.7.4 Copies of written responses from all required Referral Agencies.

And shall be sent to:

District Operations Manager, Athabasca Unit
 Alberta Transportation
 Unit #2, Jewell Building
 3603 – 53 Street
 Athabasca, Alberta T9S 1A9

3.8 Alberta Transportation will prepare the documentation (Notification to Registrar) to transfer the Road to the appropriate adjacent landowner(s).

4. PERMANENT ROAD CLOSURE / CANCELLATION BY BYLAW: *Municipal Government Act, Section 22*

Council, may by Bylaw, with the approval of the Minister of Transportation, close the whole or any part of a Government Road Allowance (or a surveyed Road Plan, when preferred).

PROCEDURE

4.1 Prior to First Reading of the Bylaw, the applicant shall provide a detailed sketch of the proposed closure area, which includes an approximate calculation of the area of land included in the proposed closure area. Following First Reading, and prior to a Public Hearing being held on the proposed Bylaw, the applicant shall provide a Plan of Survey or a Descriptive Plan, prepared by an Alberta Land Surveyor, showing the fully-calculated closure area. Costs of the Plan of Survey or a Descriptive Plan shall be borne solely by the applicant.

4.2 A Request for Decision (*as per Policy Statement No. 01-27: Request For Decision*) shall be presented to Council for consideration for Road Closure by Bylaw, see attached *Schedule "D": Sample Bylaw*. Council must give First Reading to the Bylaw prior to a Public Hearing and prior to submitting it to Alberta Transportation for approval.

Title: Road Closure or Cancellation		Policy No.: 16-04
Section: 03	Code:	Page No.: 4 of 11

E

Policy Statement and Guidelines:

- 4.3 Following First Reading of the Road Closure Bylaw, advertisement requirements, *as per Municipal Government Act - Section 606*, for a Public Hearing must be followed, including the time and place for a Public Hearing, (*as per Policy Statement No. 01-06: Public Hearing Procedures*).
- 4.4 The Bylaw and advertising must state the ultimate purpose of the closure (i.e., to public travel only, for lease or for creation of a title), see attached *Schedule "E": Sample Advertisement*.
- 4.5 If objections are raised, either in writing or at the Public Hearing, Council should determine whether the objections are valid and whether they wish to continue in spite of the objections. If continuing, the rationale for the closure/cancellation must be made clear in the covering letter to Alberta Transportation.
- 4.6 The municipality is responsible for ensuring that all third parties interests and the interests of anyone who might be adversely affected are protected.

A letter, as per *Schedule "C": Sample Letter of Referral*, shall be sent to the following Referral Agencies, as per *Schedule "F": Referral List*:

- 4.6.1 Telecommunication providers (Telus);
 - 4.6.2 Power Authority (ATCO);
 - 4.6.3 Public Lands, Alberta Sustainable Resources, if a Government Road Allowance is for sale, or if adjacent to Crown Lands or a water body; and
 - 4.6.4 Rural Utilities Branch, Alberta Agriculture and Rural Development; and
 - 4.5.5 The owner/operator of any pipeline or right-of-way which crosses the subject closure area.
- 4.7 If easements or conditions are required by any of the Referral Agencies, the County must attach the proper documentation to accompany the Resolution when submitting it to Alberta Transportation for approval. Easements are granted by the "Minister of Transportation".

Title: Road Closure or Cancellation		Policy No.: 16-04
Section: 03	Code:	Page No.: 5 of 11

E

Policy Statement and Guidelines:

- 4.8 The complete package to be sent to Alberta Transportation shall include:
- 4.8.1 Original or certified copy of the Bylaw (after First Reading).
 - 4.8.2 Copies of the Notices sent to all Referral Agencies.
 - 4.8.3 Copy of the Notice published in the local newspaper.
 - 4.8.4 Copies of written consent by affected Landowner(s).
 - 4.8.5 Copies of written responses from all required interested parties.
 - 4.8.6 Copy of the meeting minutes when the Bylaw received First Reading.

And shall be sent to:

District Operations Manager, Athabasca Unit
 Alberta Transportation
 Unit #2, Jewell Building,
 3603 – 53 Street
 Athabasca, Alberta T9S 1A9

- 4.9 Alberta Transportation will review the package and if approved, the Minister of Transportation will sign the Original Bylaw and return to the Municipality.
- 4.10 The Bylaw may then be presented to Council for consideration of Second and Third Readings. Second and Third Readings must be done within two years of First Reading.
- 4.11 Once given Third and Final Reading, a duplicate original or certified copy of the Bylaw is to be sent to Alberta Land Titles for registration.
- 4.12 Upon acceptance of the Road Closure Bylaw, Alberta Land Titles will issue a new Certificate of Title for the subject parcel of land, in the name of Smoky Lake County.
- 4.13 The County may consolidate the parcel of land with an adjacent parcel of land upon a Transfer of Title and Consolidation or Separation of Titles being submitted to Alberta Land Titles.

	<i>Date</i>	<i>Resolution Number</i>
Approved	June 3, 1985	# 590 - Page # 4944
Amended	June 16, 2005	# 479 - Page # 7960
Amended	November 25, 2010	#111-10 - Page # 9535
Amended	June 25, 2020	

Section 3

Policy 16-04



Schedule "A" Sample Resolution

Date: _____ Resolution Number: _____

WHEREAS, Smoky Lake County requires a resolution for the purpose of closing to public travel and canceling a public highway in accordance with Section 24, of the *Municipal Government Act*, Chapter M26 Revised Statutes of Alberta, 2000, as amended; and

WHEREAS, the lands hereafter described are no longer required for public travel.

NOW THEREFORE BE IT RESOLVED that the Council of Smoky Lake County does hereby close the following described road, subject to rights of access granted by other legislation.

Road Plan _____, within the land(s) legally described as:

Excepting Thereout All Mines and Minerals.

Chief Elected Official

- SEAL -

Chief Administrative Officer

Approved this _____ day of _____, 20____.

Minister of Transportation

Section 3

Policy 16-04



Schedule "B" Sample Resolution Letter and Consent

Date:

Name

Address

Town, Alberta Postal Code

To Whom It May Concern:

RE: Proposed Road Plan Cancellation
Road Plan XXXXX in XX XX-XX-XX W4

Enclosed is a copy of the above mentioned Road Plan that is located on land registered in your name. Please be advised that Smoky Lake County proposes to cancel this Road Plan and that all lands from the cancelled road will revert to the Title from which it was exempted.

In order to proceed with the Road Plan cancellation, it is necessary for you to indicate your consent of the cancellation by signing and returning the duplicate of this letter.

Yours truly,

Chief Administrative Officer

I, _____, landowner of _____,
Name Section Township Range Median

hereby certify that I have no objections to the cancellation of Road Plan _____,

within the _____ W4.
Section Township Range Median

Date: _____

Signature: _____

Section 3

Policy 16-04



Schedule "C" Sample Letter of Referral

Date:

Name

Address

Town, Alberta Postal Code

To Whom It May Concern:

RE: Proposed Road Cancellation and Closure

On behalf of Smoky Lake County, this letter serves as notification that "Smoky Lake County" intends to close to public travel and cancel a portion of public highway or roadway in accordance with Section 22 or 24 of the *Municipal Government Act*, M26, Revised Statutes 2000, and amendments thereto.

To be Cancelled: Road Plan _____, in the _____, as shown on the enclosed sketch.

If an easement is required to protect your interests within this road closure, please advise us. **Alberta Transportation** will be the **GRANTOR** for all easements. They will be registered at the Land Titles Office in conjunction with the other Road Closure documents.

Please return the following to our office by _____, 20__:

- Three fully executed easement documents by your company. These documents will be forwarded to Alberta Transportation for final execution.
- This letter signed, which shall grant approval of the Road Closure and Cancellation.

If you have any concerns or require any further information, please contact the undersigned.

Sincerely,

Enclosure(s)

APPROVAL GRANTED (Utility Company)
_____ Signature
_____ Print Name
_____ Date

Section 3

Policy 16-04



Schedule "D" Sample Bylaw

A BYLAW OF THE SMOKY LAKE COUNTY IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF CLOSING PUBLIC TRAVEL AND (*choose which one applies and insert: "creating title to", "disposing of" or "leasing of"*) PORTIONS OF A PUBLIC ROAD IN ACCORDANCE WITH SECTION 22 OF THE *MUNICIPAL GOVERNMENT ACT*, CHAPTER M26, REVISED STATUTES OF ALBERTA, 2000, AS AMENDED.

WHEREAS, the lands hereafter described are no longer required for public travel, and

WHEREAS, a request has been made to Council to have the road closed, and

WHEREAS, the Council of Smoky Lake County deems it expedient to provide for a bylaw for the purpose of closing to public travel certain roads, or portions thereof, situated in the said municipality, and thereafter disposing of same, and

WHEREAS, notice of the intention of Council to pass a bylaw has been given in accordance with Section 606 of the *Municipal Government Act*, and

WHEREAS, Council was not petitioned for an opportunity to be heard by any person claiming to be prejudicially affected by the bylaw.

NOW THEREFORE BE IT RESOLVED that the Council of Smoky Lake County in the Province of Alberta does hereby close to public travel for the purpose of (*choose which one applies and insert: "creating title to", "disposing of" or "leasing of"*) the following described roads, subject to rights of access granted by other legislation:

(insert proper description)

Excepting thereout all mines and minerals

Received first reading this _____ day of _____, 2____.

Chief Elected Official

- SEAL -

Chief Administrative Officer

Approved this _____ day of _____, 2____.

Minister of Transportation

- SEAL -

Received second reading this _____ day of _____, 2____.

Received third reading this _____ day of _____, 2____.

Section 3

Policy 16-04



Schedule "E"
Sample Advertisement

SMOKY LAKE COUNTY

BYLAW No. 1200-09: PUBLIC HEARING

The purpose of **Bylaw No. 1200-09** is to close to public travel for the purpose of disposing of and consolidating the unused portion of road registered as

**Road Plan 2463BM within
 SE 02-58-13 W4
 Excepting thereout all mines and minerals**

AREA AFFECTED:

SE 02-58-13 W4 – 2.56 acres (1.036 hectare)

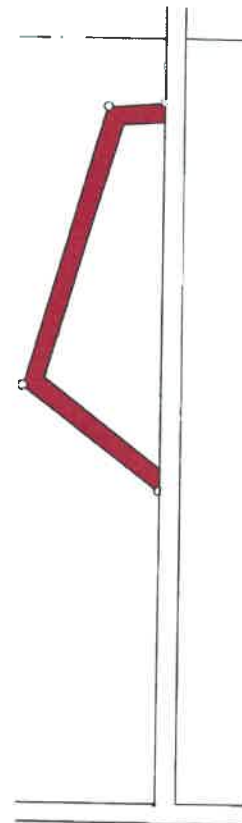
Copy of **Bylaw No. 1200-09** is available at the County Administration Office in Smoky Lake, during regular business hours, for inspection at the following address:

**Smoky Lake County Office
 4612 McDougall Drive (Box 310)
 Smoky Lake, Alberta T0A 3C0**

Any person wishing to file a letter or comment on the proposed Bylaw is welcome to submit written correspondence prior to the Public Hearing or appear in person at the Public Hearing.

A **Public Hearing** has been scheduled for **October 29, 2009** at **1:00 P.M.**, in the **County Council Chambers**, Smoky Lake, to provide the public with the opportunity to comment on **Bylaw 1200-09** prior to its proposed adoption.

Cory Ollikka
 Chief Administrative Officer



Section 3

Policy 16-04



Schedule "F" Referral List

Telus Communications Engineering OPS – Right of Ways 16 th Floor, 10020 – 100 Street Edmonton, Alberta T5J 0N5	ATTENTION: Cindy Sparks Real Estate Agreements Assistant III Phone: (780) 493-4619 Phone: (780) 425-0843
ATCO Electric Land & Properties Acquisition 12 th Floor, 10035 – 105 Street Edmonton, Alberta T5J 2V6	ATTENTION: Andy Sharun Phone: (780) 420-3748 Phone: (780) 420-5410
If affecting a water body or adjacent to Crown Land	
Alberta Sustainable Resources Public Lands Division Roadway and Reservation Program 5 th Floor, 9915 – 108 Street South Petroleum Plaza Edmonton, Alberta T5K 2G8	Phone: (780) 427-3570 Fax: (780) 422-3120
Only if selling a Government Road Allowance:	
Alberta Sustainable Resource Development Technical and Logistics Unit 3 rd Floor, 9915 – 108 Street Edmonton, Alberta T5K 2G8	ATTENTION: Bev Cormack Phone: (780) 422-4737 Phone: (780) 422-4251
NOTE: Because most Municipalities have a three month termination clause in their lease agreements, Alberta Environment and Pipeline Companies in the area do not need to be notified of leases on Statutory Road Allowances.	

**SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO. 1380-20**

A BYLAW OF SMOKY LAKE COUNTY IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF CLOSING TO PUBLIC TRAVEL AND DISPOSING OF, PORTIONS OF A PUBLIC HIGHWAY IN ACCORDANCE WITH SECTION 22 OF THE MUNICIPAL GOVERNMENT ACT, CHAPTER M-26, REVISED STATUTES OF ALBERTA 2000, AS AMENDED.

WHEREAS, the lands hereafter described are no longer required for public travel, and

WHEREAS, application has been made to Council to have the highway closed, and

WHEREAS, the Council of Smoky Lake County deems it expedient to provide for a bylaw for the purpose of closing to public travel and thereafter disposing of same, and

WHEREAS, notice of intention of Council to pass a bylaw has been given in accordance with Section 606 of the Municipal Government Act, and

WHEREAS, Council was not petitioned for an opportunity to be heard by any person claiming to be prejudicially affected by the bylaw.

NOW THEREFORE BE IT RESOLVED that the Council of Smoky Lake County in the Province of Alberta does hereby close to public travel, dispose of and consolidate within the lands legally described as all that portion of river lot ten (10) in Victoria settlement which lies south of a line drawn parallel with and twenty six hundred and ninety nine and four tenths (2699.4) feet perpendicularly distant southerly from the north boundary of the said lot and north of the public road sixty six (66) feet in width crossing the said lot, all as shown on a plan of survey of the said settlement, signed at Ottawa on the 26th day of April, A.D. 1897, containing twenty eight and forty five hundredths (28.45) acres more or less excepting thereout: three and seventy hundredths (3.70) acres more or less, described as follows commencing at a point of intersection of the east boundary of the said lot and the north limit of the said road, thence northerly along the said east boundary five hundred and eighty two (582) feet thence westerly and at right angles to the said east boundary four hundred and fifty five (455) feet, thence southerly and parallel to the said east boundary three hundred and fifteen (315) feet, thence easterly and at right angles to the said east boundary three hundred and eighty nine (389) feet, thence southerly and parallel to the said east boundary to the north limit of the said road, thence easterly along the said north limit to the point of commencement,

the following described road, subject to rights of access granted by other legislation:

**MERIDIAN 4 RANGE 17 TOWNSHIP 58
ALL THAT PORTION OF THE ORIGINAL GOVERNMENT ROAD ALLOWANCE
ADJOINING THE EAST SIDE OF RIVER LOT 10, VICTORIA SETTLEMENT,
CONTAINING 2.51 HECTARES (6.21 ACRES) MORE OR LESS, EXCEPTING
THEREOUT ALL MINES AND MINERALS**

Bylaw 1380-20: Road Closure – Undeveloped Government Road Allowance; East Side of River Lot 10 (Victoria Settlement)



Received first reading this 25^h day of JUNE, 2020.

 Reeve
 Seal

 Chief Administrative Officer

Received SECOND READING this ____ day of _____, 20__.


Received THIRD READING and finally passed this ____ day of _____, 20__.

 Reeve
 Seal

 Chief Administrative Officer



REQUEST FOR DECISION		DATE	June 25, 2020	4.3
TOPIC	Policy Statement No. 03-36-01: Roadside Brushing Program			
PROPOSAL	<p><u>BACKGROUND:</u></p> <p>New Policy - Currently:</p> <ul style="list-style-type: none"> • There is currently no Brushing Program policy in our Governance policies. • Policy Statement No. 03M-02-02: Brushing exists in our Management Policy providing guidelines in obtaining landowners permission to control brush trees on private property. • Policy Statement No. 03-51: Road Maintenance addresses that Brushing is undertaken in the County as part of the Maintenance Program. <p><u>CURRENT:</u></p> <p><u>County Departmental Operations Meeting: January 6, 2020 - Motion 333-20:</u> "That Smoky Lake County suspend all winter manual (hand) Roadside Brushing from January 1 to March 31 of each year, unless in the event of an emergency or after a severe weather event or where Public Safety is an imminent concern upon request."</p> <p><u>County Council Meeting: January 23, 2020 - Public Works Manager Report:</u> Council further held discussion in respect the Brushing Activities during the Public Works Manager's Report.</p> <p>Consensus: Roadside Brushing Program Policy be developed.</p> <p><u>County Council Meeting : February 20, 2020 - Public Works Manager Report:</u> Roadside Brushing Program: MAP – Priorities List provided. ©</p> <p><u>Policy Committee Meeting : March 20, 2020 -</u> Concept of a Roadside Brushing Program: Policy Statement No. 03-36 was recommended for adoption.</p> <hr/> <p><u>Proposed Policy Statement No. 03-36-01: Roadside Brushing Program</u></p> <ul style="list-style-type: none"> ■ Policy has been developed to clearly establish a criteria to complete brushing projects within Smoky Lake County. ■ Policy: Highlights Council intent of a Brushing Program. ■ Brushing: Roadside brushing is an activity that addresses why this maintenance issue - as referenced in the Policy Objectives is an obligation and important to be implement. ■ A Schedule "A": Brush Control Priority List was created. <p>Legislation: <u>Municipal Government Act: Section 530(1)</u></p> <ul style="list-style-type: none"> ■ <u>Municipality is not liable: if there is a system</u> for inspection and system of maintenance in the manner of which they are performed. <p>THIS POLICY: is the "System" that clarifies the Maintenance Process of "Brush Control". Section 533(b) references obstruction of any earth, tree, rock or material on or along road – municipality not liable for damage, BUT the policy has to address what we do. Roadside Brush Control is done to ensure the safety of the travelling public. The Municipality is mandated to provide services developed for a safe community.</p>			

CORRELATION TO BUSINESS (STRATEGIC) PLAN	
N/A - Governance by established Policy adopted by Council.	
LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS	MUNICIPAL GOVERNMENT ACT Section 201: Policy Development.
BENEFITS	<ul style="list-style-type: none"> • Defined criteria for Brush Control. • Provides communication between Council and Administration to assist with Budget Allocation.
DISADVANTAGES	<ul style="list-style-type: none"> • •
ALTERNATIVES	
FINANCE/BUDGET IMPLICATIONS	
Operating Costs: _____	Capital Costs: _____
Budget Available: _____	Source of Funds: <u>Municipal Operations</u>
Budgeted Costs: _____	Unbudgeted Costs: _____
INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS	
COMMUNICATION STRATEGY	Advise Management of Policy. Notification of Policy through County publications.
RECOMMENDATION	
That Smoky Lake County adopt Policy Statement No. 03-36-01: Roadside Brushing Program.	
CHIEF ADMINISTRATIVE OFFICER	

SMOKY LAKE COUNTY



Title: Roadside Brushing Program	Policy No.: 36-01
Section: 03	Code: P-R
	Page No.: 1 of 36

E

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

Purpose:	To clearly establish a criteria to complete brushing projects within Smoky Lake County.
-----------------	---

Policy Statement and Guidelines:

1. **STATEMENT:**
 - 1.1 Smoky Lake County has a responsibility to maintain its publicly travelled roadways and roadside allowances in a safe condition to accommodate public safety, road maintenance and movement of vehicles and equipment.
 - 1.2 Subject to budget allocation, the County will establish and maintain a Roadside Brushing Program with the intent to clear cut the municipal road allowance 66 foot right-of-way of all brush, shrubs, small trees, large trees and overhanging trees to address the above noted safety conditions.
2. **OBJECTIVE:**
 - 2.1 County Council is aware of the need to balance its responsibility to provide safe roads and clear site lines and the “**Roadside Brushing Program**” is designed to enhance roadway visibility and safety, and for the protection of County infrastructure.
 - 2.2 The Roadside Brushing Program is undertaken for the following reasons:
 - to provide clear visibility to drivers at road intersections, rail line crossings and views of traffic signs to reduce incidents. It is the County's intention to eventually remove all brush from the road ditches.
 - to ensure that snow can be properly winged back from the shoulder of the roads during winter to prevent excessive drifting of snow.
 - to enable the full ditch mowing program to assist the Agricultural Service Board with weed control by preventing the seed set of noxious weeds in the ditches and manage brush growth.
 - to enhance road maintenance to allow for better drainage/water flow during spring runoff and to allow road surface to dry more quickly as the snow melts during spring or following a rainfall.
 - to allow wide loads and wide farm machinery to safely travel on the municipal roads.
3. **DEFINITIONS:**
 - 3.1 **Brush:** all woody vegetation, trees, limbs or stumps considered as obstructions of vision and movement for the driving public. Brush is defined as small trees (2 to 4 inches) in diameter and large trees (over 4 inches) in diameter.

Title: Roadside Brushing Program	Policy No.: 36-01
Section: 03	Code: P-R
	Page No.: 2 of 36 E

Policy Statement and Guidelines:

- 3.2 **Brush Control:** Methods of Control as defined:
 - 3.2.1 **Machine Brush Control:** The use of mechanical means equipment used is the hydro-axe (trees maximum to 6 inches in diameter) and skid-steer with brush head (maximum 3 inches in diameter) to remove problem trees and shrubs with appropriate signage posted.
 - 3.2.2 **Hand Brush Control:** The use of manpower by hand with equipment such as chainsaws, pole saw and wood chipper accompanied by 2 workers with 1 truck for leaners, or 4-5 workers with 2 trucks and wood chipper with appropriate signage posted.
 - 3.2.3 **Chemical Brush Control:** The use of registered herbicides. Refer to **Policy Statement No. 62-15: Vegetation Management Plan** under the Agricultural Service Board for more specific guidelines.
- 3.3 **Brushing:** is considered the cutting of trees or brush by hand or machine methods.
- 3.4 **Removal:** is considered the cutting, shredding, chipping or otherwise separating a tree or brush from its roots and from the site.
- 3.5 **Road Allowances:** all range and township roads (referred to also a road right-of-way) within the jurisdiction of Smoky Lake County, including internal road systems within country residential subdivisions and hamlets.
- 3.6 **Undeveloped Road Allowance:** there is no existing road grade or ditch that was constructed at some point within the road allowance. A trail over natural ground would be considered undeveloped.

4. GUIDELINES:

Brushing Program:

- 4.1 The Public Works Department maintains the County road and ditch network in accordance with **Policy Statement No. 01-15: Road Policy** and with **Policy Statement No. 03-51: Road Maintenance**.
- 4.2 The bulk of the roadside brushing is conducted in the off-season, which normally runs from November to March, depending on favorable weather, for the Crew to complete, due to delays on other maintenance or construction projects being less than 18" of snow and not less than -20 degrees Celsius including the windchill factor for hand brushing leaners, and less than 2 feet of snow and not less than -25 degrees Celsius including the windchill factor for machine brushing.
- 4.3 Brushing projects may be undertaken at any time of year if the equipment and manpower are available, subject to the *Migratory Bird Convention Act* and any Municipal Policies and Provincial and Federal Legislation.

Policy Statement and Guidelines:

- 4.4 The **Roadside Brushing Program** priority scheduling in accordance with **Schedule "A": Brush Control Priority List** will be prepared by the Public Works Manager annually for Council review and approval of the following:
 - 4.4.1 Brushing and tree removal program the current year to identify the areas of road allowance to be addressed by completing **Schedule "A": Brush Control Priority List** and a divisional map highlighting each area.
 - 4.4.2 Prepare a schedule of work to ensure that all of the road allowances are brushed on a rotational basis, unless otherwise directed by Council, so that they are maintained to a safe standard upon inspection.
 - 4.4.3 Post the approved Roadside Brushing Program schedule of brush and tree removal on the municipal website.
- 4.5 When developing the brushing program schedule, the Public Works Manager or designate will endeavor to coordinate projects so as to minimize the cost of moving equipment.
- 4.6 Public Works Manager or designate will contact Utility (Electrical) Company if trees required to be removed are interfered with or in conflict with overhead utility wires.
- 4.7 Public Works Manager or designate will record and provide the Agricultural Service Board with brushing activities to coordinate future spraying. The Agricultural Fieldman will coordinate chemical spraying to prevent regrowth of areas that have been brushed to be treated chemically, as required to maintain control of the brushed road allowances.
- 4.8 Public Works Manager or designate shall provide follow-up inspections to ensure roads and roadsides are clear of brushing debris, stumps and mounds.
- 4.9 Permission will be requested from adjacent landowners if it is deemed necessary for brush removal from private property in accordance with **Policy Statement No. M03-02: Brushing Guidelines**.
- 4.10 No brushing will be done on undeveloped road allowance; unless deemed necessary as a benefit to the County.
- 4.11 All brush control project requests on County road allowances, not determined in the annual scheduled priority list, will be inspected by the Public Works Manager or Designate and considered for brush control work. Upon completion of inspection, the request will be prioritized and scheduled for completion accordingly on approval by Council.

Title: Roadside Brushing Program	Policy No.: 36-01
Section: 03	Code: P-R Page No.: 4 of 36 E

Policy Statement and Guidelines:

Brushing projects:

- 4.12 Brushing Program projects are defined as areas with sufficient trees or shrubs that will normally utilize a hydro-axe or a full crew and can include selective brushing of small areas including intersections and rail line crossings.
 - 4.12.1 In order to maximize county-wide use of the hydro-axe, brushing program projects will be organized into priority lists and shall be coordinated to be completed in roughly three (3) working week time-slots in a geographic area.
- 4.13 The County will mechanically brush from the edge of the road surface to the fenceline where safe to do so.
- 4.14 The County will conduct chemical brush control applications annually at the discretion of Agricultural Service Board staff.
- 4.15 If brushing occurs adjacent to crop land where there is no fenceline, brush control is 33 feet from the centre of the roadway into the road right-of-way. The Landowner is not allowed to farm the County road allowance unless ***Policy Statement No. 62-17: License of Occupation of Road Allowance for Ranching and Farming Purposes*** has been executed.
- 4.16 Cleared trees or brush cannot be piled or stored on the travelled surface of the road and edge shoulders or road right-of-way on the day of brush clearing. The road allowance ditch areas are to be cleanup up soon as practical after the day of clearing as time and weather permits scheduling of work by the Public Works Manager or designate.
- 4.17 Disposal of the brush will be accomplished using the best environmental practices available:
 - 4.17.1 Wood chipper is an acceptable method of disposal.
 - 4.17.2 Tree dimensions or quantity of trees too large for chipper to handle will be cut in appropriate lengths with chain saws and hauled away is an acceptable method of disposal.
 - 4.17.3 Burning of piles for the County is not an acceptable method of disposal.
- 4.18 Projects that are currently on the brushing schedule will normally be given a higher priority and completed prior to any new projects.

Brushing Projects Criteria:

- 4.19 The following criteria will determine the priorities for the greatest need and of the most benefit when scheduling annual Brushing Projects:
 - 4.19.1 Safety: Brushing at intersections (150 feet triangle of vision), curves, hills, approaches, access points and any other locations within the road allowance deemed to be a hazard to the traveling public.

Title: Roadside Brushing Program		Policy No.: 36-01
Section: 03	Code: P-R	Page No.: 5 of 36 E

Policy Statement and Guidelines:	
<ul style="list-style-type: none"> 4.19.2 Road maintenance concerns. 4.19.3 Hazardous/overhanging trees (leaners) that could impair road traffic as well as along sidewalks within the Hamlets. 4.19.4 Interfere with utility right-of-ways within our County jurisdiction. 4.19.5 Accessibility for agricultural equipment: Brushing will be done on road allowances to allow the passage of larger, wider farm implements and wide loads. 4.19.6 Insufficient areas for snow windrows on roadside (areas that have snow drifting problems or concerns). 4.19.7 Compliance with road construction projects. <p>5. PROCEDURES:</p> <ul style="list-style-type: none"> 5.1 The Public Works Manager, in conjunction with the Public Works Assistant/Road Industry Liaison are responsible for selecting the areas to be brushed. 5.2 All County staff (i.e., grader operators, labourers) are responsible to identify areas where brushing is required. 5.3 Inspections of County road allowances for brush control will be completed in conjunction with <i>Policy Statement No. 03-51: Road Maintenance</i>. 5.4 Machine Brush Control Method will be prioritized by the Public Works Manager in accordance with <i>Policy Statement No. 03-15: Road Policy</i> outlining the integrity of the County roadway classification system in respect to the general condition of the road and the traffic volumes and type of traffic existing. 5.5 Trees, brush and limbs that cannot be adequately removed by the Hydro-Axe will be completed by Hand Brush Control Method either trimmed with chainsaws immediately after the hydro-axe has completed work or at a future date, as determined by the Public Works Manager. 	

	Date	Resolution Number
Approved	June 25, 2020	
Amended		
Amended		

SCHEDULE "A"

DIVISION ONE						
Location	Instruction	Priority	Skid Steer	Brushing/ Chipping Crew	Hydro Axe Unit 615/604	Completed
RR 135 Twp 594-Twp 602	Axe west side to keep road and drainage healthy	✓			✓	
Twp 602 RR 135-RR 133	Lots of trees growing in ditches and should be removed now	✓			✓	
Twp 610 RR 132 – RR 133	Young trees growing in ditches that need to be removed	✓			✓	
RR 132 Twp 610 – Twp 614	Lots of trees growing in ditches and should be removed now	✓			✓	
RR 124 South of 604 to Sunrise	Lots of new growth that needs to be axed or chipped	✓			✓	
RR 124 North of 602 to the bottom of hill	Axe new growth especially west side	✓			✓	
RR 131 ¾ mile north of Hwy 28	Axe both sides where possible	✓			✓	
RR 131 Twp 600 – Twp 602	Axe on curves and east side up to 602 and also ¼ mile N of 602 site line	✓			✓	
Twp 600 RR 124 – RR125	Axe where possible	✓			✓	
RR 124 Hwy 28 – Twp 600	Axe where possible	✓			✓	
RR 125 Twp 600 SE Corner	Axe sight lines south and east	✓	✓			
Twp 602 & Hwy 36	Remove brush on fence line 30 feet to the east on SE corner	✓		✓		
Twp 600 & RR 130 SE corner	Brush fence line inside of fence. Easement in place but phone Ed first	✓		✓		
Twp 600 & RR 124 SW corner	Brush sight line inside of fence. Easement is in place	✓		✓		
Twp 600 & RR 124 NW corner	Brush sight line 50 yds to the north	✓		✓		
RR 130 1 km North of Twp 604	Brush willows hanging on road	✓		✓		
Twp 602 East of RR 131	Trim or take out trees hitting the grader	✓		✓		
RR 131 & Hwy 28 ¾ mile north	Brush what the Axe cannot	✓		✓		
Twp 594 & RR 133 SW corner	Brush 100' on fence line for grader sight line safety	✓		✓		
RR 122 from Twp 590-592	Axe where possible, do some after freeze up				✓ 604	
Birchland Resort	Axe where needed and where possible				✓ 604	Jan. 2012
RR 123 from Twp 591-592	Axe where needed and where possible				✓ 604	
RR 124 and Sunrise Beach	Axe brush on south side of entrance. We can use gate to the south				✓ 604	Revisit 2016
RR 124 from Hwy 28 to Twp 600	Axe new growth both sides of road				✓ 604	
RR 124 from Twp 600-602	Axe new growth both sides of road				✓ 604	
RR 124 from Twp 602 to Twp 604	Axe new growth both sides of road				✓ 604	
RR 124 South of Twp 592	Axe both sides of road where possible				✓ 604	
RR 124 & Twp 595A	Axe NE corner				✓ 604	Nov.12/15
RR 125 from Twp 594-595	Remove new growth				✓ 604	

DIVISION ONE						
Location	Instruction	Priority	Skid Steer	Brushing/ Chipping Crew	Hydro Axe Unit 615/604	Completed
RR 125 from Twp 602-604	Axe new growth and willows				✓ 604	
RR 125 from Twp 604-604A	Axe new growth where possible				✓ 604	
RR 131 from Hwy 28 – Twp 600	Axe young trees growing				✓ 604	
RR 131 and Twp 600 curve	Brush corner and trim branches				✓ 604	Sept./Oct. 2017
RR 131 from Twp 600-6001A	Axe new growth coming up				✓ 604	
RR 131 from Twp 602 to 604	Axe new growth both sides of road				✓ 604	
RR 131 from Twp 604 to 610	Axe new growth both sides of road				✓ 604	
RR 132 South of Twp 602	Axe both sides of road				✓ 604	
RR 132 Twp 610- 614	Axe young trees growing				✓ 604	
RR 133 and Twp 615	Axe on both sides of fence. Have easement – Al Romaniuk				✓ 604	
RR 133 Hwy 28 – Bonnie Lake	Small trees to clean up while they are young				✓ 604	
RR 133 Twp 610-610A	Axe young trees growing				✓ 604	
RR 133A from Twp 620- Hillside Acres	Take out new growth where possible				✓ 604	
RR 134 from Twp 594-600	Axe new growth coming up				✓ 604	
RR 134 from Twp 602-603	Axe young trees growing				✓ 604	
RR 135 from Hwy 28 to 594	Remove new growth when dry				✓ 604	
RR 135 from Twp 594-600	Remove new growth when dry				✓ 604	
RR 135 from Twp 600-602	Axe west side of road may be the odd place on the east side				✓ 604	
RR 135 from Twp 602-604	Axe whatever is possible				✓ 604	
RR140 from Hwy 28- Twp 594	Axe brush to culvert on Iron Horse Trail				✓ 604	
RR 140 from 600-601	Axe new growth that is getting bigger				✓ 604	
RR 140 from Twp 602-603	Axe new growth both sides of road				✓ 604	
RR 141 from Hwy 28 – Twp 594	Axe willows and small poplars to fence				✓ 604	
RR 141 from Twp 594-600	Lots of small stuff to axe				✓ 604	
RR 141 & Twp 600 intersection	Axe the SW corner				✓ 604	
RR 141 North of Twp 602	Axe both sides of road and corners on Twp 602				✓ 604	
RR 142 from Twp 594-600	Axe small brush and willows				✓ 604	
RR 142 south of Twp 602	Brush curve on west side as much as needed, removed fence in needed				✓ 604	
RR 142 and Twp 602	Brush all four corners where possible				✓ 604	
Twp 593A from Hwy 28 to Vilna	Axe small willows and brush growing				✓ 604	
Twp 594 from RR 133A-133	Axe new growth				✓ 604	

DIVISION ONE						
Location	Instruction	Priority	Skid Steer	Brushing/ Chipping Crew	Hydro Axe Unit 615/604	Completed
Twp 594 from RR 135-140	Axe new growth				✓ 604	
Twp 595A from RR 123 to 124	Axe when dry				✓ 604	
Twp 600 from 133A – 134	Axe young trees and willows				✓ 604	
Twp 600 from RR 135-140	Axe everything that is possible				✓ 604	
Twp 600 from RR 140-142	Axe both sides of road where possible				✓ 604	
Twp 602 & RR 130	Axe young trees and willows				✓ 604	Oct. 2015
Twp 602 & 132 intersection	Axe SW corner				✓ 604	Oct. 4/15
Twp 602 from RR 135 to 134	Axe both sides of road				✓ 604	
Twp 602 from RR 135 to 140	Axe where ever you can especially North side on west end				✓ 604	
Twp 602 and RR 142 intersection	Axe NW corner when dry				✓ 604	
Twp 604 from RR 130 to 131	Axe new growth both sides of road				✓	
Twp 610 and RR 130	Axe the SW corner sight lines				✓ 604	
Twp 610 RR 130- RR 131	Axe new growth				✓ 604	
Twp 614 RR 131A – RR 132	Axe young trees growing				✓ 604	
Twp 620 from RR 133 - Hwy 36	Axe small brush growing				✓ 604	
Twp 620 and RR 133 intersection	Axe new growth affecting sight lines				✓ 604	
Twp 620 from 133-140	Axe new growth both sides of road				✓ 604	
Twp 620 RR 140 – Hwy 36	Axe young trees and willows				✓ 604	
Sunrise resort	Axe where needed and where possible				✓ 604	Jan. 2012
13259 Twp 615	Brush inside development				✓ 604	Oct. 28, 30/15
RR 121 from Twp 590 to 592	Axe new growth, rough backslope				✓ 615	
RR 121 from Twp 592 to 593	Axe both sides of road where possible				✓ 615	
RR 122 from Twp 592 – Hwy 28	Axe everything				✓ 615	
RR 122 from Hwy 28 to Twp 601	Axe both sides of road as needed and where possible				✓ 615	Sept.22/16
RR 123 from Hwy 28 to Twp 594	Axe both sides where possible				✓ 615	
RR 123 from Twp 591-592	Axe to provide access for equipment				✓ 615	
RR 124 from Twp 592 to 594	Axe where possible both sides				✓ 615	
RR 124 from Hwy 28 south ¾ mile to Cache Lake	Axe both sides where possible				✓ 615	
RR 131 from Hwy 28 to Twp 600	Needs hydro axing				✓ 615	
RR 132 from Hwy 28 to Bonnie Lake	Axe as much as possible				✓ 615	
RR 133 from Twp 594 to Bonnie Lake	Axe west side north of Twp 594				✓ 615	

DIVISION ONE						
Location	Instruction	Priority	Skid Steer	Brushing/ Chipping Crew	Hydro Axe Unit 615/604	Completed
RR 133A Twp 620 – Hillside Resort	Remove new growth where possible				✓ 615	
RR 134 from Hwy 28 to Twp 594	Axe east side and farther northwest side				✓ 615	
RR 134 from Twp 5954-600	Remove new growth where possible				✓ 615	
RR 134 from Twp 600-601	Axe growth that will hinder equipment access				✓ 615	
RR 134 from Twp 602-603	Axe trees where possible				✓ 615	
RR 135 from Twp 594-600	Axe trees while manageable				✓ 615	
RR 135 from Twp 600-602	Axe tree while manageable				✓ 615	
RR 135 from Twp 602-603	Axe trees where possible				✓ 615	
RR 140 from Hwy 28-594	Axe young trees right to fence line				✓ 615	
RR 140 from Twp 594-595A	Axe where possible especially o west side				✓ 615	
RR 140 and Twp 600	Axe corners for sight lines				✓ 615	Jan. 2012
RR 140 from Twp 600-602	Axe especially north mile				✓ 615	
RR 141 from Hwy 28-Twp 600	Axe trees from the ditches				✓ 615	
RR 141 from Twp 600 to 602	Axe east side and where needed on the west side also				✓ 615	
RR 141 from Twp 602-604	Axe trees crowding ditches				✓ 615	
Twp 604 from RR 135-140	Axe whatever is possible				✓ 615	
Twp 610 from RR 131-132	Lots of hydro axing has been done				✓ 615	2018
Twp 620 RR 133A-RR 140	Axe new growth and mature growth				✓ 615	
RR 121 from Twp 592 to 593	Take out trees axe can't handle most work will be north of Balash farm			✓		Feb.6/2013
RR 122 from Twp 590 to 592	Remove problem trees axe can't do			✓		
RR 122 and Twp 592	Clear sight lines at intersection			✓		Jan. 2012 & Nov.19/2018
RR 122 from Hwy 28 – Twp 600	Take trees that axe can't do			✓		
RR 123 from Hwy 28 to Twp 594	Take out leaners and trees that will cause grader trouble			✓		Feb.6/2013
RR 124 and Twp 592	Clear sight lines at intersection			✓		Jan. 2012 and Nov.19/18
RR 124 from Twp 591 to 592	Take out trees to big for axe and that are going to cause future problems			✓		Feb.6/2013
RR 124 from Twp 592 to 594	Take out trees to big for axe and that are going to cause future problems			✓		Dec. 2012
RR 124 from Twp 602 to Twp 604	Take out leaners and trees that will cause grader trouble			✓		Feb.6/2013
RR 124 from Hwy 28 south ¾ mile to Cache Lake	Take out trees to big for axe that are going to cause future problems			✓		Dec. 2012
RR 125 from Twp 600-602	Take out leaners and trees that will cause grader trouble			✓		

DIVISION ONE						
Location	Instruction	Priority	Skid Steer	Brushing/ Chipping Crew	Hydro Axe Unit 615/604	Completed
RR 125 from Twp 602-604	Take out leaners and trees that will hit the grader			✓		
RR 125 from Twp 602-604A	Take out trees growing towards road that small axe can't handle			✓		
RR 131 from Hwy 28 - Twp 600	Remove before they get to big and interfere with the power line			✓		
RR 131 and Twp 600	Remove fence line brush from sight line on the SE corner			✓		Dec.12/2018
RR131 from Twp 600-601A	Take out leaners and problem trees			✓		
RR 131 North of Twp 602	Remove problem trees			✓		Feb. 2014
RR 132 from Hwy 28 – Twp 600	Remove leaners and dying trees			✓		
RR 132 and Twp 614 SW corner	Brush fence line for sight lines. Easement is in place.			✓		Dec.2019
RR 133 and Twp 602 NW and NE corners of intersection	Remove trees along fence lines that hinder sight lines			✓		Dec. 12/18
RR 133A from Twp 620 to Hillside Acres	Take out trees close to the fence			✓		
RR 134 from Twp 602-603	Remove trees that the axe can't			✓		
RR 140 from Twp 601-602	Take out what axe cannot			✓		
RR 142 from Twp 600-602	Take out fence line trees that will cause future problems			✓		
RR 142 from Twp 602-603	Take out large mature leaners			✓		
RR 142A from Twp 603-603A	Lots of big trees to remove			✓		
Birchland Resort	Remove problem trees			✓		Oct/Nov. 2013
Bonnie Lake Resort trail between lots 65 & 68	Take out problem trees from Bonnie View Dr. to Perch Crsct. Map available			✓		
RR 140 from Twp 590-591	Take out more big trees and leaners			✓		
RR 140 N of Twp 594	Remove over-hangers where axe can't get at them			✓		
RR 140 – Twp 600-602				✓		
RR 141 from Hwy 28 to Twp 594	Remove willow and poplar from fence after axe goes			✓		
RR 141 and Twp 600 intersection	North corner, west side is affecting sight line			✓		Dec.12/18
RR 141 – Twp 600-Twp 602	Remove large trees from backslope before it's a power line problem			✓		
RR 142 from Hwy 28-Twp 594	Remove leaners and problem trees			✓		
RR 142 N of Twp 594	Remove problem trees			✓		Feb. 2014
RR 142 from Twp 594-600	Remove leaners especially south mile			✓		
RR 142 and Twp 602	Clear sight line especially by fences			✓		Nov. 20/18
RR 142-Twp 602-603	Remove big trees leaning toward road			✓		
Sunrise Resort	Remove problem trees			✓		Jan. 2012
Birchland Resort	Remove problem trees			✓		Jan. 2012
Birchland Resort	Remove problem trees			✓		Feb/Mar/Apr/May 2012

DIVISION ONE						
Location	Instruction	Priority	Skid Steer	Brushing/Chipping Crew	Hydro Axe Unit 615/604	Completed
Twp 592 from RR 124 to 124A	Remove problem trees from fence line			✓		
Twp 594 from RR 134-135	Lots of big trees with branches hanging, at least trim branches			✓		
Twp 595 from RR 135-140	Remove dead, dying and leaning trees			✓		
Twp 594 from RR 140-141	Take problem trees especially on sight lines			✓		
Intersection of Twp 594 and RR 142	Clear sigt lines on NE 22-59-14-4			✓		Dec.5/17
Twp 594 from RR 141-142	Remove as much as possible that is on county backslope			✓		
Twp 594 from RR 142 – Hwy 28	Remove trees that axe can't handle, mostly on south side			✓		
Twp 600 from RR 133A-134	Remove what the axe can't			✓		
Twp 600 from RR 134 to 135	Take out trees that axe couldn't handle			✓		
Twp 600 from RR 140-141	Take out problem trees on steep places and trees axe can't handle			✓		
Twp 602 from RR 123A to RR 124	Clean up what hydro axe can't do			✓		Feb. 6/2013
Twp 602 from RR 125-130	Take willows out on North Side of road need to be taken out			✓		
Twp 602 from RR 135-140	Remove trees that axe can't handle			✓		
Twp 602 from 140-141	Remove big trees on the south side			✓		
Twp 603 from RR 142-142A	Remove big trees leaning toward road			✓		
Twp 604 from RR 124 to 125	Remove problem trees			✓		Feb. 2014
Twp 603A RR 142A- Hwy 36	Mature leaners to remove			✓		
Twp 614 RR 131 – RR 131A	Take out young trees that axe can't			✓		
Twp 620 and RR 133 SE corner	Take out small trees blocking sight line			✓		
Twp 620 from RR 133-140	Take out trees close to fence line			✓		

DIVISION TWO						
Location	Instruction	Priority	Skid Steer	Brushing/Chipping Crew	Hydro Axe Unit 615/604	Completed
Twp 592 RR 142- RR 143	Axe south ditch. No room left for snow	✓			✓	
RR 144 Twp 591 – Twp 592	Axe where possible	✓			✓	
RR 144 South Twp 590 ½ mile	Axe west side	✓			✓	
RR 142 ½ mile North of Twp 590	Axe both sides of road where possible	✓			✓	
RR 143 North of Twp 592	Axe willows on west side ¼ mile. High snow area	✓			✓	
RR 144 North of Twp 584 400 yds.	Axe west side for snow removal	✓			✓	

DIVISION TWO						
Location	Instruction	Priority	Skid Steer	Brushing/ Chipping Crew	Hydro Axe Unit 615/604	Completed
RR 144 North of Twp 583 400 yds	Axe where possible on west side	✓			✓	
RR 144 North of Hwy 652 ½ mile	Axe west side especially for ½ mile. Should be done now	✓			✓	
RR 142 Hwy 652-Twp 582	Axe where possible especially east side	✓			✓	
RR 142 Twp 582-Twp 584	Lots of big trees but lots of places that could be axed	✓			✓	
RR 142 North Twp 584 ½ mile.	Needs to be axed where possible	✓			✓	
RR 142 North of 58473-142	Axe what is possible on east side north of the address	✓			✓	
RR 142 Twp 585-Twp 590	Several places need axing	✓			✓	
Twp 590 East & West of RR 140 South. Also East to RR 135 North	Axe where possible and west to the creek	✓			✓	
Twp 584 & Hwy 857	NW & SW corners for sight lines	✓			✓	
Twp 592A & RR 153	NE corner sight line another 50 yds north and 25 yds east – also remove sight line trees from NW corner	✓			✓	
RR 131 Twp 584-Twp 590	Axe both sides of road where possible	✓			✓	
Twp 582 & Hwy 857	NW & SW corners for grader sight lines	✓	✓			
RR 142 North of Hwy 652	Remove big trees in valley leaning out over the road	✓		✓		
RR 142 North of 58473-RR 142	Remove big trees in valley leaning out over the road	✓		✓		
RR 153 & Twp 582	NE corner remove brush from fence for grader sight line	✓		✓		
Twp 590 & RR 131	Brush SW corner for sight lines	✓		✓		
Twp 590 RR 153 – Hwy 857	Remove trees that axe cannot	✓		✓		
RR 130 from Hwy 652 to Twp 583A	Axe slough area North of 652 young trees and other areas up to Twp 583A				✓ 615	
RR 130 from Twp 592A to 594	Axe where necessary and possible				✓ 615	
RR 130 from Twp 594 to Hwy 28	Axe where possible. Send big axe first/Will Denesik/ April 15				✓ 615	
RR 131 from Twp 583A-584	Axe east side of road where possible some after freeze up				✓ 615	
RR 131 from Twp 584-590	Axe south of bridge wherever possible				✓ 615	
RR 131 from Twp 584-590	Axe both sides of road where needed. Still needs work/ Will Denesik/ April 15				✓ 615	
RR 131 from Twp 594 to Hwy 28	Axe where necessary				✓ 615	
RR 132 from Sec. 652 to Twp 582	Axe especially west side North of Hwy 652 and where needed up to Twp 582				✓ 615	
RR 132 from Twp 582-584	Axe north 1.5 mile while trees are still manageable				✓ 615	
RR 132 from Twp 584 to 590	Axe both sides of road where needed				✓ 615	
RR 133 from Twp 590 to Hwy 28	Needs to be hydro axed but a lot will have to be done after freeze up				✓ 615	

DIVISION TWO						
Location	Instruction	Priority	Skid Steer	Brushing/ Chipping Crew	Hydro Axe Unit 615/604	Completed
RR 134 from Twp 572A-574	Axe backslope and ditches				✓ 615	
RR 134 from Hwy 652 to Twp 574	Axe both sides of road where needed				✓ 615	
RR 134 from Hwy 652 to Twp 582	Axe where needed and where possible				✓ 615	
RR 134 from Twp 584 to 590	Axe where necessary, lots to do, should have chipping crew first				✓ 615	
RR 135 from Twp 574 to Hwy 652	Axe by slough and lake where possible				✓ 615	
RR 141 from Twp 573-574	Axe new growth and young trees growing into ditches				✓ 615	
RR 141 from Twp 574 to Hwy 652	Axe willows and pine				✓ 615	
RR 141 from Twp 582-584	First mile lots of new growth and willows. Do one swath both sides				✓ 615	
RR 141 from Twp 584-590	Axe north and south ends of this road				✓ 615	
RR 141 and Twp 590	Sight lines to the west and east				✓ 615	
RR 141 from Twp 590 to 590A	Axe where necessary and possible				✓ 615	
RR 142 south of Hwy 652	Axe for farm equipment access				✓ 615	
RR 142 from Twp 580-582	Lots of trees especially east side – remove				✓ 615	
RR 142 from Twp 582-584	Axe low spots				✓ 615	
RR 142 from Twp 584-590	Lots of trees that need to be axed				✓ 615	
RR 142 & Twp 590	Clear sight lines on intersection and corner to the west/ see Dwight				✓ 615	
RR 142 from Twp 590-592	Young trees need to be removed				✓ 615	
RR 142 from Twp 592-Hwy 28	Axe both sides road where needed				✓ 615	
RR 143 from Twp 580-582	Axe where needed and where possible				✓ 615	
RR 143 from Twp 582-584	Axe where necessary, attention to east side, south of intersection 143-584				✓ 615	
RR 143 from Twp 584-590	Axe both sides of road where needed, watch for powerlines				✓ 615	Nov./Dec. 2015
RR 143 from Twp 590-592	Axe trees on south mile especially. Should be done this season (2012)				✓ 615	
RR 143 from Hwy 28-Twp 592	Axe both sides road where needed				✓ 615	
RR 144 from Twp 580-582	Young growth – hydro axe				✓ 615	Nov./Dec. 2015
RR 144 from Twp 582-584	Medium and new growth -- hydro axe soon while manageable				✓ 615	Nov./Dec. 2015
RR 144 from Twp 590-591	Axe for farm equipment access, fences have been removed				✓ 615	Jan.5/2016
RR 144 from Twp 591-592	Please do maintenance pass when in area especially east side				✓ 615	
RR 144 from Twp 592-Hwy 28	Axe both sides of road where needed				✓ 615	
RR 145 from Hwy 652 to Twp 575	Axe willows by highway before they become a problem				✓ 615	

DIVISION TWO						
Location	Instruction	Priority	Skid Steer	Brushing/ Chipping Crew	Hydro Axe Unit 615/604	Completed
RR 145 from Sec. 652 north 1 mile to dead end	Axe for farm equipment access				✓ 615	Dec. 2016
RR 145 from Twp 583 south to dead end	Axe needs to push back bush				✓ 615	
RR 145 from Twp 584-590	Axe whole road both sides				✓ 615	
RR 145 from Twp 590-591	Axe for farm equipment access				✓ 615	
RR 145 from Twp 591-592	Axe where needed both sides of road				✓ 615	
RR 145 from Twp 592 – Hwy 28	Axe where needed both sides of road				✓ 615	
RR 150 from Twp 583-584	Medium trees should remove now				✓ 615	
RR 150 from Twp 584-590	Axe both sides of road as needed				✓ 615	Jan.13/2016
RR 150 from Twp 590-591	Axe where needed both sides of road				✓ 615	Jan.12/2016
RR 150 from Twp 591-592	Axe where needed both sides of road				✓ 615	
RR 150 from Twp 592-Hwy 28	Axe where needed both sides of road, watch for power lines				✓ 615	
150A from RR 150-Twp 590	Lots of young and medium growth should be removed now				✓ 615	
RR 151 from Twp 581-582	Medium trees, north end, west ditch, remove soon				✓ 615	
RR 151 from Twp 582 to 582A	One swath should be removed on each side before upgrade				✓ 615	
RR 151 from RR 151A to dead end close to Twp 590	Axe for farm equipment access and for reclaiming ditches				✓ 615	DONE 2015
RR 151A from RR 150A-151	Small trees and large leaners				✓ 615	
Twp 151A from RR 151 to Hwy 857	Axe where needed both sides of road				✓ 615	
RR 152 from Hwy 652 to Section 857	Axe brush both sides for farm equipment				✓ 615	DONE 2015
RR 152 from Hwy 28 to Twp 592A	Axe where needed both sides of road				✓ 615	Chipping crew
RR 153 from Twp 582-584	Axe willows on both sides of bridge while its dry or frozen				✓ 615	
RR 153 from Twp 584 to 590	Axe west side from corner to first driveway especially. Check up the hill				✓ 615	Done to Twp 585. 2015
RR 153 from Twp 590-592A	Axe young trees growing				✓ 615	Done
RR 153 from Twp 592A – Hwy 28	Axe young trees growing				✓ 615	Done
RR 154 & 154A from Twp 585 to Twp 590	Axe west side of road and also at 590 intersection go to the west 100 yd on south side				✓ 615	Done
Twp 572A from RR 133-134	Axe wherever needed, lots of trees				✓ 615	
Twp 574 from RR 133-134	Axe where needed where possible				✓ 615	
Twp 574 from RR 135A-141	Axe trees growing onto road way				✓ 615	
Twp 573 from RR 135A-141	Axe where possible, lots of bush				✓ 615	

DIVISION TWO						
Location	Instruction	Priority	Skid Steer	Brushing/ Chipping Crew	Hydro Axe Unit 615/604	Completed
Twp 574 from RR 141-142	Axe new growth crowding road				✓ 615	
Twp 580A from RR 153 to Hwy 857	Axe north ditch 150 yd west of 857, willow patch south side				✓ 615	
Twp 581 from RR 151 to Hwy 857	Axe trees for farm equipment access not sure if this is possible				✓ 615	
Twp 582 & RR 130	Axe corners for sight lines				✓ 615	Sept. 2013
Twp 582 from RR 130-131	Axe trees growing onto roadway also go farther west do intersection sight lines				✓ 615	
Twp 582 from RR 131-132	Remove big trees that hinder grader and snow removal				✓ 615	
Twp 582 from RR 132 to 133	Axe when in area. Needs lots of frost				✓ 615	
Twp 582 from Hwy 857 to RR 140	Axe both sides of road where needed				✓ 615	
Twp 582 from RR 140-141	Lots of trees some rock piles – axe where possible				✓ 615	
Twp 582 from RR 141-142	Trees of all sizes – remove – some after freeze up				✓ 615	
Twp 582 from RR 142-143	Lots of trees – axe where possible				✓ 615	
Twp 582 from RR 150 to RR 151	Axe willows and new growth				✓ 615	
Twp 582 and RR 151	Axe slough areas east and west of the intersection on both sides of the road				✓ 615	
Twp 582 from RR 151 to Hwy 857	Axe more willows in low areas around culverts				✓ 615	
Twp 583 from RR 150-150A	Medium and large trees – remove for equipment access				✓ 615	
Twp 583 from Hwy 857 to RR 151	Axe where possible for field access				✓ 615	
Twp 583A from RR 130-131	Axe where needed – lots of trees. Some done needs more				✓ 615	
Twp 584 east of RR 144	Axe willows on south side of road east of the intersection after freeze up				✓ 615	Jan. 2012
Twp 584 from Hwy 857 to RR 153	Axe wherever possible both sides of road east and west of creek				✓ 615	Axe again in winter 2016/17
Twp 590 from RR 130-131	Axe whatever and wherever possible				✓ 615	
Twp 590 & RR 131	Axe corner for sight lines				✓ 615	Jan. 2012
Twp 590 & RR 132	Axe corners for sight lines				✓ 615	
Twp 590 from RR 131 - 132	Axe where necessary and possible				✓ 615	
Twp 590 from RR 141 to 135	Axe where necessary and possible				✓ 615	
Twp 590 from RR 141-142	Axe where necessary and possible				✓ 615	Jan.4/2016
RR 141 and Twp 590	Sight lines to the west and east				✓ 615	
Twp 590 from RR 142 – RR 143	Axe when in area				✓ 615	
Twp 590 from RR 143-RR 144	Axe both sides road where needed				✓ 615	
Twp 590 from RR 144-145 N	Hydro axe where needed				✓ 615	
Twp 590 from RR 145-RR 150	Axe where needed both sides or road				✓ 615	

DIVISION TWO						
Location	Instruction	Priority	Skid Steer	Brushing/ Chipping Crew	Hydro Axe Unit 615/604	Completed
Twp 590 from RR 150 – RR 150 on correction road	Axe where needed both sides of road				✓ 615	Done
Twp 590 from Hwy 857 – RR 154	Axe new growth				✓ 615	Nov. 29/ 2017
Twp 590A from RR 140 to 141	Axe where necessary and possible				✓ 615	
Twp 591 from RR 144- RR 145	Axe where needed both sides of road				✓ 615	
Twp 591 from RR 145 – RR 150	Axe where needed both sides of road				✓ 615	
Twp 591 from RR 150 – Hwy 857	Axe where needed both sides of road				✓ 615	Jan. 6, Jan. 12/2016
Twp 592 & RR 131 E ½ mile	Axe brush for equipment access				✓ 615	
Twp 592 & RR 133	Axe corners for sight lines				✓ 615	Jan. 2012
Twp 592 from RR 132 to Hwy 859	Axe where necessary				✓ 615	
Twp 592 from RR 135 to 140	Axe where necessary and possible				✓ 615	
Twp 592 from RR 141A-142	Remove for equipment access soon				✓ 615	
Twp 592 from RR 142-143	Remove trees where possible				✓ 615	
Twp 592 from RR 143 to 144	Axe both sides of road where needed as soon as possible				✓ 615	
Twp 592 from RR 145- RR 150	Axe where needed and where possible, lots of rocks				✓ 615	
Twp 592 from RR 153 wet to dead end	Axe both sides of road for farm equipment access				✓ 615	
Twp 592 and RR 153	Brush NW corner for sight line safety				✓ 615	Jan. 25/2018
Twp 592A from RR 152-153	Young trees growing – take axe width				✓ 615	Jan. 5. 2016
Twp 592A from RR 153-154	Axe where possible after freeze up				✓ 615	
Twp 594 & RR 131	Axe corners for sight lines				✓ 615	Aug./Sept. 2012
Twp 594 from RR 131-132	Hydro axe where possible				✓ 615	
Twp 594 from RR 132 to Hwy 28	Hydro axe needs to clean ditches and backslopes				✓ 615	
RR 130 from Twp 582A intersection	Clean corner for sight lines				✓ 604	Nove.18/2014
RR 130 and Twp 584 intersection	Clean corner for sight lines				✓ 604	
RR 130 .8 kms South of Twp 590	Remove thick young willows				✓ 604	
RR 131/ Twp 584/intersection	Remove brush on sight lines/ Will Denesik				✓ 604	Dec.11/2017
RR 131 from Twp 584 to 590	Axe to finish what was started				✓ 604	
RR 131 from Twp 592-594	Axe young poplar 1.8 south of Twp 594				✓ 604	
RR 133 & Hwy 652	Axe and spray where possible				✓ 604	Check in 2016
RR 133 from Twp 584-590	Axe new growth				✓ 604	
RR 135 from Twp 573-574	Axe new growth				✓ 604	

DIVISION TWO						
Location	Instruction	Priority	Skid Steer	Brushing/ Chipping Crew	Hydro Axe Unit 615/604	Completed
RR 141 South of Hwy 28	Axe young trees and new growth				✓ 604	Nov. 2015
RR 141 from Twp 584 to 582	Axe east backslope				✓ 604	
RR 142 south of Hwy 652	Axe for farm equipment access				✓ 604	
RR 142 North of Twp 574	Axe ¼ mile to where big trees are				✓ 604	
RR 142 from Twp 590-592	Young trees to be removed				✓ 604	
RR 144 from Hwy 652 to Twp 575	Axe young trees that are growing fast				✓ 604	
RR 144 from Twp 580-582	Young trees, remove, skid steer				✓ 604	
RR 144 from Twp 584-590	Axe new growth especially west side				✓ 604	June 2013
RR 145 from Twp 584-590	Trees for small axe on north and west side and wherever else axe can do				✓ 604	
RR 150 from Twp 585-590	Axe where needed both sides of road				✓ 604	
RR 153 from Twp 584 to Twp 582	Axe all small brush and new growth both sides of road				✓ 604	
RR 153 from Twp 590-592A	Axe young trees on south end				✓ 604	
RR 153 from 592A – Hwy 28	Remove young tree growth on backslope				✓ 604	
RR 154 from Twp 585 to Twp 590	Axe small bush on west side if hydro axe hasn't already				✓ 604	
RR 154 from Twp 590 to 591A	Axe willows and young growth to keep places open for snow plowing				✓ 604	
RR 183 & Twp 584	Axe corner sight lines				✓ 604	Jan. 2012
Hwy 652 & RR 132	Axe SE corner for safety sight lines				✓ 604	Nov. 21/2015
Hwy 652 & RR 135	Axe south west corner as needed				✓ 604	
Hwy 652 & RR 140	Axe corners for safety sight lines				✓ 604	Nov.23/2015
Twp 581 & 151	Axe corners as needed				✓ 604	Revisit 2016
Twp 582 & RR 130	Axe corners				✓ 604	Jan.9/2013 again. Oct. 27/2015
Twp 582 from RR 131-132	Do corners for sight lines and ditches				✓ 604	Nov. 17/2015
Twp 582 & RR 140	Axe corners for safety sight lines				✓ 604	Nov. 16/2015
Twp 582 & RR 141	Axe corners for safety sight lines				✓ 604	Nov.16/2015
Twp 582 & RR 142	Axe corners for sight line safety				✓ 604	Nov.24/2015
Twp 582 & RR 143	Axe corners for safety sight lines				✓ 604	Nov.17/2015
Twp 582 from RR 143-144	Lots of young growth – remove as soon as possible				✓ 604	
Twp 582 & RR 151	Axe for safety sight lines				✓ 604	Checked Nov.2015
Twp 583 from RR 145 to 150	Axe smaller trees on west end also willows in a couple of spots				✓ 604	
Twp 583A from RR 130-131	Axe to clear for snow plow storage				✓ 604	
Twp 584 & RR 134	Clean corners				✓ 604	Oct.28/2015
Twp 584 and RR 140	Clear fence line for sight lines on the NE corner				✓ 604	
Twp 584 from RR 131-135	Axe where needed both sides of road				✓ 604	
Twp 584 from RR 141-142	Axe ditches and backslopes both sides				✓ 604	

DIVISION TWO						
Location	Instruction	Priority	Skid Steer	Brushing/ Chipping Crew	Hydro Axe Unit 615/604	Completed
Twp 584 from RR 142-143	Axe whatever you can now and the rest after freeze up				✓ 604	
Twp 584 from RR 143-144	Axe this road after freeze up				✓ 604	
Twp 584 from RR 144-145	New growth and some medium – remove while small				✓ 604	
Twp 584 & RR 145	Axe for sight lines				✓ 604	Nov.30/2015
Twp 584 from RR 145 to 150	Axe ditches and backslopes both sides				✓ 604	
Twp 584 from RR 150-152	Axe new growth where possible				✓ 604	
Twp 584 from RR 153 to Hwy 857	Axe both sides of road east and west of creek. Check with hydro axe				✓ 604	
Twp 590 from Hwy 857 to RR 154	Axe small brush and new growth both sides of road				✓ 604	
Twp 590 from RR 132 to 133	Axe north side of road on west end				✓ 604	
Twp 590 from RR 134 to Hwy 859	Axe new growth				✓ 604	
Twp 590 & RR 134	Axe to keep sight lines clear				✓ 604	Dec.3/2015
Twp 590 & RR 135	Axe new growth when necessary				✓ 604	Dec.2/2015
Twp 590 & RR 141	Axe corners for sight lines safety				✓ 604	Nov.17/2015
Twp 590 & RR 144	Axe SW corner of intersection				✓ 604	Dec.2/2015
Twp 590 & RR 144	Axe NW and NE corner of intersection				✓ 604	Dec. 18 & 19/2017
Twp 590 from RR 154A-155	Axe small bush south side of road				✓ 604	
Twp 592 from RR 135 to Hwy 859	Axe willow and young growth				✓ 604	
Twp 592 from RR 142-143	Axe where needed both sides of road				✓ 604	
Twp 592 & RR 143 intersection	Axe SW corner of intersection sight line				✓ 604	Jan.3/2018
Twp 592 from RR150A- Hwy 857	Axe new growth on south side				✓ 604	
Twp 592A from RR 153-154	Axe much as possible after freeze up				✓ 604	
Twp 594 from RR 125 to 130	Axe where needed both sides of road				✓ 604	
Twp 594 & RR 132	Axe corners for sight lines safety				✓ 604	Nov.26/2015
RR 133 from Twp 584 to 590	Remove leaners and problem trees			✓		Apr.2015 & Jan.2016- Will D.
RR 134 from Twp 572A-574	Remove trees from steep areas			✓		
RR 134 from Twp 574 – Hwy 652	Remove what axe cannot			✓		
RR 134 from Hwy 652 to Twp 582	Remove leaners and problem trees			✓		DONE Oct. 2013 Apr.2015- Will D.
RR 134 from Twp 584 to 590	Remove leaners and problem trees			✓		Feb. 2015 – Will D.
RR 135 from Twp 574 to Hwy 652	Remove around slough and lake what axe can't do			✓		
RR 130 from Twp 583A-584	Remove small stumps and trees that skid steer can't especially corner 584			✓		
RR 130 from Twp 584-590	Remove what axe cannot			✓		
RR 130 from Twp 592A to 594	Remove problem trees			✓		

DIVISION TWO						
Location	Instruction	Priority	Skid Steer	Brushing/ Chipping Crew	Hydro Axe Unit 615/604	Completed
RR 130 from Twp 594 to Hwy 28	Remove leaners and problem trees. Send big axe to clean up Apr.15			✓		Apr.2015 Oct.2017
RR 131 and Twp 584	Remove sight line brush			✓		Feb. 2014 send Sml axe Apr.2015
RR 131 from Twp 584-590	Come here after hydro axe. Send big axe first/Will Denesik/April 2015			✓		
RR 131 from Twp 592-594	.5kms South of Twp 594 remove large trees leaning into the road			✓		
RR 132 from Twp 580-N584	Come here after hydro axe. Axe should clean-up/ Will D./Apr.2015			✓		Jan/Feb 2012 Oct/Nov 2013
RR 132 from Twp 584 to 590	Lots of big trees that must go. Big axe/ Will Denesik/Apr.15			✓		Dec.2015
Twp 132 from Twp 610 North	Big trees on west side – remove			✓		
RR 133 from Hwy 652 to Twp 582	Remove big trees especially on south end, some are flagged			✓		Sept.26/2016
RR 133 from Hwy 652 to Twp 574	Take out leaners and trees axe can't handle			✓		Feb7/8.2013 Oct/Nov 2013
RR 133 from Hwy 652 – Twp 582	Take out trees that axe can't handle			✓		Oct/Nov 2013 April/15/Will D.
RR 133 from Twp 582-584	Cut large flagged trees and any others that may cause problem for grader			✓		Jan/Feb 2012 April/15- Will D.
RR 141 from Twp 573-574	Remove trees that axe can't handle			✓		
RR 141 from Twp 584-590	Some big trees need to be removed			✓		Jan.2013 Apr.2015 – Will D.
RR 141 & Twp 590 intersection	Clear brush off of fence line for better safety sight lines east and west 100yd			✓		Dec.2019
RR 141 from Twp 590-590A	Take out big damaged, problem trees			✓		Jan. 2013 Apr.2015- Will D.
RR 141A North of Twp 590	Take out problem trees			✓		Jan. 2013 Apr.2015- Will D.
RR 142 from Twp 580-582	Remove what hydro axe leaves			✓		Apr. 2015 – Will D.
RR 142 from Twp 582-584	Remove what hydro axe leaves			✓		Apr.2015- Will D.
RR 142 from Twp 584-590	Remove oversize and problem trees			✓		Apr. 2015- Will D.
RR 142 South of Hwy 28	Remove problem trees			✓		Jan. 2012 Jan/Apr. 2013
RR 143 from Twp 582-584	Remove large problem trees that axe can't handle. Axe first – Apr.15- Will D.			✓		
RR 143 from Twp 584-590	Take out trees that axe can't handle. Watch out for power lines			✓		Apr. 2015 - Will D
RR 143 from Twp 592-Hwy 28	After hydro axe clean up fence line			✓		Dec. 2014- Will D.
RR 144 from Twp 590-584	Big trees leaning over road and remove logs laying in ditch			✓		Apr. 2015 – Will D.
RR 144 from Twp 592-Hwy 28	Remove what's left after hydro axe			✓		Apr.2015-Will D.
RR 145 from Twp 582A-583	Mature trees leaning and dangerous, need to be removed			✓		
RR 145 from Twp 583-584	Lots of mature trees some leaning towards road – remove leaners			✓		
RR 145 from Twp 584-590	Take out problem trees middle and south end of road – watch power lines			✓		

DIVISION TWO						
Location	Instruction	Priority	Skid Steer	Brushing/ Chipping Crew	Hydro Axe Unit 615/604	Completed
RR 150 from Twp 590-591	Take out big problem trees			✓		Apr/May 2013
RR 150 from Twp 591-592	Mature trees need to be removed			✓		
RR 150 from Twp 592-Hwy 28	Big trees crowding ditches - remove			✓		
RR 150 west of RR 151A	Remove leaners and problem trees			✓		
RR 150, 150A and 151A from Twp 584 to Hwy 857	Take out leaners and trees axe can't handle and trees that bother grader			✓		Feb. 2013
RR 151 and Twp 582	Clear sight lines at intersection			✓		Jan. 2012
RR 151 from RR 151A-Twp 590	Take out large leaners and problem trees			✓		
RR 151A from RR 150-151	Take out leaners			✓		
151A from 151-Hwy 857	Take out leaners and potential problem trees			✓		
RR152 from Twp 592A-Hwy 28	Some leaners and dying trees - remove			✓		
RR 153 from Twp 581-582	Fence line trees should be removed			✓		
Bellis Beach	Remove leaners and problem trees			✓		Feb/Mar 2012
RR 153 south of Twp 584 ¼ mile	Clean up around bridge and big trees to the south. Need easement			✓		Apr/May 2012
RR 153 Twp 592-592A	Remove trees off of fence line			✓		
RR 153 Twp 590-592	Remove trees that axes don't			✓		
RR 163 south of Hwy 28	Remove leaners and problem trees			✓		Jan. 2012
Twp 574 from RR 135A-141	Trees need trimming			✓		
Twp 573 from RR 135A-141	Remove what axe cannot			✓		
Twp 574 from RR 133-134	Remove what axe cannot			✓		
Twp 574 from RR 141-142	Remove mature trees and leaners			✓		
Twp 580 and RR 143	Clear SW corner for sight lines			✓		Re-check corner
Twp 580A from RR 153 to Hwy 857	Take out bigger trees that axe can't handle, north side by 857 intersection			✓		Sept.9/2014
Twp 581 from RR 151-Hwy 857	Take out trees that axe can't handle			✓		Sept.9/2014
Twp 581 from RR 151 to dead end	Take out big trees before they become a power line hazard			✓		
Twp 581A from RR 153 to farm house	Take out group of trees ¼ mile west of RR 153			✓		
Twp 582 and RR 130	Take out large poplar trees			✓		Sept. 2013
Twp 582 RR 133 west	Take trees off of fence line on south side of road in the spring			✓		
Twp 582 from RR 135-140	Some big trees need to be removed			✓		
Twp 582 and RR 140	Take out large poplar trees			✓		Feb7/8. 2013
Twp 582 east of RR 140	Remove leaners and problem trees that interfere with grader and wing			✓		Apr/May 2012
Twp 582 RR 141-142	Remove leaners and problem trees that interfere with grader and wing			✓		
Twp 582 from RR 142-143	Remove leaners and problem trees that interfere with grader and wing			✓		

DIVISION TWO						
Location	Instruction	Priority	Skid Steer	Brushing/ Chipping Crew	Hydro Axe Unit 615/604	Completed
Twp 582 from RR 150-151	Mature trees, south slope crowding ditch, willows axe can't get			✓		
Twp 582 from RR 151 to Hwy 857	Take out willows by culverts that axe can't get			✓		
Twp 582 from Hwy 859 to RR 153	Remove leaners and problem trees that interfere with grader and wing			✓		Apr/May 2012 Jan 2013
Twp 583 from RR 150-150A	Remove large trees after hydro axe			✓		
Twp 583A from RR 130-131	Remove trees where axe can't			✓		
Twp 584 and RR 131	Clean sight lines for traffic safety			✓		Dec.14/2017
Twp 584 and RR 144	Clean sight lines for traffic safety			✓		June 2013
Twp 584 and RR 140	Clear fence line for sight lines on the NE corner			✓		Small axe trim
Twp 584 from RR 143-144	Axe this road after freeze up			✓		
Twp 584 from RR 150-152	Remove trees and new growth wherever axe can't go			✓		
Twp 590 from RR 130-131	Remove what axe could not			✓		
Twp 590 from RR 133-134	Trees getting big by fence – remove			✓		
Twp 590 from RR 135-142	Lots of big trees (some dangerous) that must go			✓		Jan. 2013
Twp 590 from RR 142 North -142 South	Big trees to be removed			✓		
Twp 590 west of RR 143	Take out saplings			✓		May 2013
Twp 590 and RR 144	Clear sight lines on intersection NW corner			✓		Dec.14/2017
Twp 590 and RR 145	Clear sight line on intersection			✓		Dec.14/2014
Twp 590 from RR 150N-150 South	Big trees to be removed			✓		Feb. 2013
Intersection RR 150 & Twp 590	Clear sight lines on intersection on SE corner			✓		Dec.7/2017
Intersection RR 150 & Twp 590	Clear sight lines on intersection on SW corner			✓		Dec. 13/2017
Twp 590 west of RR 151A to Hwy 859	Take out leaners and problem trees			✓		
Twp 590A from RR 141-140	Take out big problem trees after axe			✓		
Twp 592 RR 141-143	Chipping crew go after hydro axe			✓		
Twp 592 from RR 141-150	Big trees to be removed			✓		Jan. 2013
Twp 592 and RR 144	Problem trees removed			✓		Feb. 2014
Twp 592 & RR 145 intersection	Clear sight lines NW corner			✓		Dec.19/2017
Twp 594 from RR 124A-125	Remove problem trees. Especially south ditch 100 yd east of RR 125			✓		
Twp 594 east and west of RR 130	Remove leaners and problem trees			✓		Feb. 2014
Twp 594 from RR 131-132	Remove big problem trees and leaners			✓		
Twp 594 from RR 132 to Hwy 28	Remove leaners and problem trees			✓		DONE Feb.2014
Twp 594 from RR 134-135	Remove trees that axe can't			✓		
Twp 594, RR 135-140	Trim spruce trees for grader clearance			✓		
Twp 595 and RR 134	Take out large poplar trees			✓		Sept. 2013

DIVISION THREE						
Location	Instruction	Priority	Skid Steer	Brushing/ Chipping Crew	Hydro Axe Unit 615/604	Completed
Twp 584 RR 184-185	Trees and willow getting too big. Push back away from ditch	✓			✓	
RR 181 & Twp 592	For grader sight lines. Axe to the creek and farther east	✓			✓	
Twp 592 RR 174-175	Axe especially south side of road from RR 175- farm yard	✓			✓	
Twp 584 & 171 NE corner	Axe willows back another 50 yards for grader sight line	✓			✓	
RR 172A Twp 584-590	Axe especially west side of road where possible	✓			✓	
RR 172A Twp 590-592	Axe especially west side of road where possible	✓			✓	
Twp 592N & RR 164	Axe west in south ditch for ¼ mile, new growth crowding shoulder	✓			✓	
RR 164 & Twp 592 south	Axe west ditch north – willows & maples hanging on road	✓			✓	
16310 Twp 592	Axe what is possible both sides of gate down into valley	✓			✓	Easement is in place
Twp 590A RR 161-155	Needs axing lots of trees crowding the roads	✓			✓	
RR 155 Twp 590A-590	Trees leaning over road, axe west ditch	✓			✓	
Twp 590 RR 154-155	Axe south ditch all the way to the top of mission hill	✓			✓	
Twp 590 Hwy 857-RR 154	Axe south ditch where possible right to the highway	✓			✓	
Twp 590 & RR 183 SW corner	Axe small brush	✓	✓			
Twp 590 & RR 181 NW corner	Axe sight lines	✓	✓			
Twp 584 & RR 180 NE corner	Axe east 100 yards if possible	✓	✓			
Twp 584 & RR 181 NE & NW corners	NE trim spruce trees and NW take out small bushes	✓	✓			
Twp 584 & RR 183 NE & NW corners	NE axe east to first power pole & NW take out trees by second power pole	✓	✓			
Twp 584 & RR 184 SE corner	Remove bush in the ditch to the east	✓	✓			
Twp 584 East of RR 185	Axe the curve up to the big trees	✓	✓			
Twp 592 & RR 182 NE corner	Axe at least to first power pole	✓	✓			
Twp 592 & RR 181 South SW corner	Ax trees on west side of power station	✓	✓			
Twp 592 & RR 175 SW corner	Axe small bush to clear sight lines	✓	✓			
Twp 592 & RR 171	Axe NW, NE and SE sight lines	✓	✓			
16310 Twp 592	Remove willows and trees that axe cannot. Both sides of gate into valley	✓		✓		Easement in place
Twp 590 & RR 181 NW corner	Remove trees on west end back to the big tree. See Dwight	✓		✓		
Twp 590 & RR 181 South/SE corner	Trim spruce trees and remove poplar up to 75% sign. See Dwight for instructions	✓		✓		Easement in place
Twp 590 & RR 174 NW corner	Remove bushes by pedestal & remove tree NE corner	✓		✓		
Twp 592 E of RR 181	Remove group of big trees by pedestal	✓		✓		

DIVISION THREE						
Location	Instruction	Priority	Skid Steer	Brushing/ Chipping Crew	Hydro Axe Unit 615/604	Completed
Twp 592 & RR 174 NW corner	Trim pine trees – see Dwight	✓		✓		
Hwy 831 & Twp 592 NW corner	Remove small bus between power poles for sight lines	✓		✓		
Twp 592 & RR 172A NW & SW corners	Take out small trees around power pole and remove trees on sight lines	✓		✓		
Twp 584 & RR 181 NE & NW corner	NE trim spruce trees & NW take out small bushes	✓		✓		
Twp 584 & RR 184 SE corner	Remove bush in the ditch to the east corner	✓		✓		
RR 172A Twp 584-592	Remove trees that the axe is not able to get	✓		✓		
Twp 592 & RR 163 NW & NE corners	NE trim the first big pine tree north and the tree on fence line east remove. NW corner take out bush at least to the first power pole	✓		✓		
RR 161 & Twp 590A-592	Lots of trees need trimming to avoid interference with graders	✓		✓		
Twp 590 RR 155-154	Remove trees that the axe cannot	✓		✓		
Twp 590 & RR 154A	SE corner remove trees from ditch up to steel gate and beyond out of ditch	✓		✓		
RR 154 from Twp 592A-Hwy 28	Axe west side of road from Hwy 28 ¼ mile south				✓ 615	
RR 154A from Twp 585-590	Clean up when doing Twp 585				✓ 615	
RR 154A from Twp 592-592A	Axe where possible, follow with chipping crew				✓ 615	Fall of 2015
RR 155 North of Twp 590-592	Axe where possible, follow with chipping crew mostly west side				✓ 615	Feb. 2016
RR 155 from tree nursery to Hwy 28	Axe from Hwy 28 to the tree nursery				✓ 615	Sept. 2015
RR 160 and Twp 594	Clean up sight lines at intersection				✓ 615	Feb. 12/2016
RR 163 from Twp 592 to Hwy 28	Axe on NW corner Twp 592 & RR 163 then go north both sides about ½ mile				✓ 615	
RR 164 from Twp 584A through to Hwy 28	Axe from ½ mile north of Twp 592A to Hwy 28 and maintenance to Twp 584A				✓ 615	
RR 165 from Twp 590-592	Axe both sides where needed and do corner if necessary				✓ 615	Jan/2013 do again now
RR 165 from Twp 592A-Hwy 28	Remove trees from ditches				✓ 615	
RR 170 from Twp 584-590	Axe new growth and young trees				✓ 615	
RR 170 North Twp 590-592	Axe north and south ends of road – do not do right to fence, see Dwight				✓ 615	Aug. 31/2016
RR 170 from Twp 592 – Hwy 28					✓ 615	
171 and 583A	Axe intersection				✓ 615	Sept./2013
RR 171 from Twp 584-590	Axe both sides where needed and do corner if necessary				✓ 615	Sept./2016
RR 171A from Victoria Trail to Twp 584	Axe trees north of Victoria Trail and north of Twp 583A				✓ 615	
RR 172 North Victoria Trail to Twp 584	Axe where needed both sides				✓ 615	
RR 172 south of Twp 592	Axe where necessary				✓ 615	Aug.31/2016

DIVISION THREE						
Location	Instruction	Priority	Skid Steer	Brushing/ Chipping Crew	Hydro Axe Unit 615/604	Completed
RR 172 from Twp 592 – Hwy 28	Axe willows and young trees growing				✓ 615	
RR 172A North Twp 584-592	Axe where needed both sides				✓ 615	Sept. 2016
RR 173 North Twp 584-590	Axe willow areas – spring				✓ 615	Check Sept/2016
RR 173A from Twp 582 to Hwy 855	Axe willow areas and corners				✓ 615	Check Sept/2016
RR 173A from Twp 582 – Hwy 855	Axe both sides of road where possible – redo again in winter 2018 and 2019				✓ 615	Nov.28/2013
RR 174A North Victoria Trail	Axe right of way both sides				✓ 615	Feb/Mar. 2012
RR 180 from Twp 591-592	Axe what is possible				✓ 615	
RR 180A from Twp 582A – Victoria Trail	Axe new and older growth				✓ 615	
RR 181 from Twp 582A-584	Axe new and older growth and a bit west on Twp 584				✓ 615	
RR 181 from Twp 584-590	Axe willows north and south ends				✓ 615	
RR 182 from Twp 582A-584	Axe both sides where needed				✓ 615	Jan. 2012 Jan. 2017
58472 RR 182	Axe around driveway				✓ 615	
RR 183 from Twp 582A – 584	Axe both sides where needed				✓ 615	Jan. 2012
RR 182 & Iron Horse Trail	Axe new growth for sight line safety				✓ 615	
RR 182 from Twp 590-Hwy 28	Axe new growth in ditches				✓ 615	
RR 183 Victoria Trail to Twp 582A	Axe trees filling ditches				✓ 615	
RR 183 south of Twp 582A	Axe willows on east and west side				✓ 615	Oct. 2012 Nov. 2013
RR 183 from Twp 584 & 590	Axe both sides where needed				✓ 615	Nov.2013
RR 183 from Twp 592 – Hwy 28	Axe willows and trees filling ditches				✓ 615	Feb. 23/ 2017
RR 184 from Twp 582A – Victoria Trail	Axe trees accumulating in ditch				✓ 615	Axed where needed Jan. 2017
RR184 from Twp 584-590	Axe trees crowding the ditch				✓ 615	Feb. 23/2017
Victoria Trail from RR 184A-185	Axe where needed				✓ 615	Jan/Feb 2012
Twp 583 from RR 171-172	Axe where needed				✓ 615	Aug/Sept 2013
Twp 584 from RR 172-173	Axe willows that are getting close				✓ 615	
Twp 584 West of RR 181	Axe new growth and larger trees				✓ 615	
Twp 585 from RR 154-154A	Axe where possible, follow with chipping crew				✓ 615	Dec. 2016
Twp 585A from RR 161-163	Axe trees crowding road				✓ 615	
Twp 590 from RR 164-172	Axe where needed and where possible				✓ 615	Oct/Nov. 2012 Jan.2013
Twp 590 RR 183 North-184 North	Axe one swath on backslope				✓ 615	

DIVISION THREE						
Location	Instruction	Priority	Skid Steer	Brushing/ Chipping Crew	Hydro Axe Unit 615/604	Completed
Twp 590 from RR 155-154	Axe where needed and where possible				✓ 615	
Twp 590A from RR 155-161	Axe where needed and where possible check sight lines				✓ 615	
Twp 592 from RR 162-164	Axe trees and willows crowding road				✓ 615	
Twp 592 from RR 171-172	Axe both ditches willows and trees				✓ 615	
Twp 592 from RR 172-172A	Axe young trees growing towards road				✓ 615	
Twp 592A east of RR 154	Axe young trees growing towards road				✓ 615	Feb.11/2016
Twp 592A from RR 154-155	Axe young trees and willows for sight lines				✓ 615	Nov. 2015
Twp 592A from RR 164-165	Axe trees on first half mile				✓ 615	

DIVISION FOUR						
Location	Instruction	Priority	Skid Steer	Brushing/ Chipping Crew	Hydro Axe Unit 615/604	Completed
Rr 144 North of Twp 600 for one mile	Axe west side grader operator is complaining of tree interference	✓			✓	
RR 145 Twp 600 north to the end	Needs axing – no place for snow	✓			✓	
Twp 602 east of RR 151	Needs axing to first residence – trees hitting the grader	✓			✓	
Twp 600 RR 145-151	Needs axing now before it becomes a problem	✓			✓	
RR 152 Twp 602 – Twp 602A	West side needs axing	✓			✓	
RR 152 Twp 602A north	Axe east side to the end of the tree line	✓			✓	
RR 151 Hwy 28 – Twp 595A	Axe both sides where possible	✓			✓	
RR 151 and Twp 600 SW corner	Axe triangle sight lines	✓			✓	Got easement from owner
Twp 600 RR 152-154	Should do preventive maintenance to avoid future big tree grief	✓			✓	
Twp 600 RR 154-155	Axe south side of road for snow storage	✓			✓	
Twp 595A RR 155-160	Axe south of road for snow storage	✓			✓	
RR 160 and Hwy 28	Axe both sides of the road for 300 yd. To the north	✓			✓	
RR 163 and Twp 595A NW corner	Axe willows and maples for sight lines	✓			✓	Easement needed
RR 161 and 595A west side	Trees hanging on road axe leaners	✓			✓	Easement needed
Twp 595A RR 160-161	Axe south side of road for snow storage	✓			✓	
Twp 595A and RR 160	Axe curve on north side of road east and west side of the intersection. Also axe the SW corner	✓			✓	
RR 155 Twp 595A-600	Axe east side for snow storage	✓			✓	
RR 155 Twp 600-601A	Axe trees hanging out on road where possible	✓			✓	

DIVISION FOUR						
Location	Instruction	Priority	Skid Steer	Brushing/ Chipping Crew	Hydro Axe Unit 615/604	Completed
RR 153 & Twp 600-601A	Axe both sides of road, lots of trees hanging out over road	✓			✓	
RR 152 Twp 600-601A	Axe west side of road where needed	✓			✓	
Twp 601A RR 152-153	Axe south side for snow storage	✓			✓	
RR 162 Twp 594-600	Lots of leaners and trees crowding. Axe and chipping crew	✓		✓	✓	
RR 163 and Twp 602 SW and SE corners	Axe SW corner south to the creek – re-axe SE corner – gate available	✓			✓	Have easement from owner
Twp 602 RR 163-164	Axe the top of the hill both sides	✓			✓	
RR 170 Hwy 28-Twp 595A	Axe the west side wherever possible	✓			✓	
RR 174 Twp 594 north of the bottom of the hill	Axe both sides	✓			✓	
RR 174 and Twp 604 SW corner	Axe triangle sight line	✓			✓	Got easement from owner – Cheryl Kasianiuk
Twp 602 and RR 164 NE corner	Axe sight line triangle	✓	✓			
Twp 600 RR 152-154	Take out leaners and trees axe cannot	✓		✓		
Twp 602 and RR 151 SW and NW corners	Clear fence line on the SW corner sight lines. NW corner take out spruce and poplar to clear sight lines	✓		✓		
Twp 600 and RR 153 NW corner	Clear fence line for proper sight lines	✓		✓		
RR 163 and Twp 595A NW corner	Clear out maples/willows for proper sight lines	✓		✓		
RR 162 and Twp 594-600	Remove trees leaning out over the road	✓		✓		
Twp 602 and RR 163 SW corner	Remove trees along fence line 100 yds to the west	✓		✓		Got easement from Pat and Bill Gibson
Twp 602 and RR 164 SW corner	Remove trees at least 30 yds to the west so grader can see sight line	✓		✓		County property no easement
RR 175 and Twp 600 SW corner	Clear trees 100 yds west and south	✓		✓		No easement Jordan Wataminuk
RR 155 Twp 600-601A	Remove what axe cannot. Lots of leaners	✓		✓		
RR 144 from Hwy 28-Twp 600	Axe road especially east side				✓ 615	Nov.2012 Needs re-doing-2016
RR 144 from Twp 600-601A	Axe both sides of road				✓ 615	
RR 145 from Twp 600-601A	Axe both sides of road				✓ 615	
RR 150 from Hwy 28-Twp 600	Axe where needed				✓ 615	Oct/Nov. 2012 Do again-2016
RR 151 from Twp Hwy 28 to Twp 600	Axe as much as possible both sides				✓ 615	Oct. 2012 Do again – 2016
RR 151 from Twp 600-602A	Axe both sides of road				✓ 615	Oct.12.2012 Do again- Oct.12.2015
RR 151 south of Twp 600	Axe where needed				✓ 615	Oct/Nov. 2012
RR 153 from Twp 600-601A	Axe north .5 mile east side of road				✓ 615	Jan.10/2012 Re-do – 2016
RR 153 from Twp 602-603	Axe both sides of road new and medium size growth				✓ 615	
RR 153A north of Twp 602	Axe where needed				✓ 615	Sept/Oct. 2012

DIVISION FOUR						
Location	Instruction	Priority	Skid Steer	Brushing/ Chipping Crew	Hydro Axe Unit 615/604	Completed
RR 154 from Hwy 28 to Twp 594	Remove young trees ditch area				✓ 615	
RR 154 from Twp 600-601A	Axe trees both sides of the road				✓ 615	
RR 155 from Twp 601A-604	Axe right of ways both sides of road				✓ 615	
RR 155 from Twp 604-610	Axe where needed				✓ 615	
RR 160 from Hwy 28-Twp 594	Axe both sides of road where possible				✓ 615	
RR 161 from Twp 595A-600	Axe young trees and leaners if you can				✓ 615	
RR 161 from Twp 600-601	Axe both sides where possible				✓ 615	
RR 161 and Twp 600	Axe SW and SE corners for sight lines				✓ 615	Done
RR 162 from Hwy 28-Twp 600	Axe north of the church				✓ 615	
RR 162 from Twp 600-602	Axe young trees and new growth				✓ 615	
RR 163 from Twp 600-602	Axe new growth and young trees				✓ 615	
RR 164 from Hwy 28-Twp 600	Axe both sides of road where possible				✓ 615	
RR 164 from Twp 600-602	Axe both sides of road where possible				✓ 615	
RR 164 N of Twp 602	Take out leaners				✓ 615	Mar.7.2016
RR 165 N of Hwy 28 ½ mile	Axe new and medium growth				✓ 615	
RR 165 from Twp 600-602	Axe both sides of road where possible				✓ 615	
RR 165 from Twp 602-604	Axe where necessary				✓ 615	
RR 165 from Twp 604-604A	Axe where necessary and possible				✓ 615	
Twp 592 from RR 154-155	Axe as much as possible				✓ 615	
Twp 593 from Hwy 28-RR 174	Axe to prevent drifting				✓ 615	Dec. 2016
Twp 594 from RR 155-160	Axe both sides of road where possible				✓ 615	
Twp 594 and RR 160	Axe all four corners where possible				✓ 615	Feb.12/2016
Twp 594 from RR 161-160	Axe both sides where possible				✓ 615	
Twp 594 from RR 161-162	Axe both sides of road where possible				✓ 615	
Twp 594 from Hwy 855 – RR 174	Axe on south side to fence				✓ 615	
Twp 595A east of RR 155	Axe where needed				✓ 615	
Twp 595A from Hwy 855 to RR 174	Axe for equipment access				✓ 615	
Twp 595A east of Bellis	Axe south ditch ¼ to ½ mile				✓ 615	
Twp 595A and RR 160	Axe east side of intersection both north and south sides for sight lines				✓ 615	
Twp 595A east of RR 160	Axe where needed				✓ 615	Feb. 12. 2016

DIVISION FOUR						
Location	Instruction	Priority	Skid Steer	Brushing/ Chipping Crew	Hydro Axe Unit 615/604	Completed
Twp 595A from RR 160-161	Axe south ditch where possible				✓ 615	
Twp 595A from RR 163-164	Axe both sides of road where possible				✓ 615	
Twp 595A – RR 155 to Twp 600	Axe south ditch where possible				✓ 615	
Twp 595A from RR 171-172A	Axe trees and willows pressing road				✓ 615	
Twp 600 Hwy 36 West	Axe to the west for ½ mile				✓ 615	Oct. 2012
Twp 600 from RR 145-151	Axe ditches and backslopes				✓ 615	
Twp 600 and RR 150	Axe willows south of intersection				✓ 615	Oct. 2012
Twp 600 from Twp 595A to RR 155	Axe medium growth on right of way				✓ 615	
Twp 600 and 151	Axe corners				✓ 615	Oct./Nov. 2012
Twp 600 from RR 153-154	Axe where possible				✓ 615	
Twp 600 from RR 152-153	Axe new growth on both sides of road				✓ 615	
Twp 600 from RR 154-155	Axe to make room for snow				✓ 615	
Twp 600 and RR 163	Axe willows both sides of creek just east of intersection				✓ 615	
Twp 600 from RR 164-165	Axe both sides of road where possible				✓ 615	
Twp 600 from RR 165-170	Axe willows on South side east of RR 170				✓ 615	
Twp 600 and RR 170	Axe willows and trees on south side of road east of intersection				✓ 615	
Twp 600 from RR 170-171	Axe willows where needed				✓ 615	Nov.2015
Twp 600 from RR 171 to 172	Axe both sides of road where possible				✓ 615	
601A and RR 153 east of residence	North side, take out first row of willow				✓ 615	Oct. 2012
Twp 601A from RR 153-155	Axe low areas where needed				✓ 615	
Twp 601A from RR 155-160	Axe to accommodate farm equipment				✓ 615	
Twp 602 from RR 150-151	Axe new growth and whatever is possible				✓ 615	
Twp 602 and RR 153 intersection	Axe road allow east for farm equipment				✓ 615	Aug/Sept. 2013
Twp 602 and RR 154 intersection	Axe 100 yds on both sides to the west of intersection on 602 for field access				✓ 615	
Twp 602 from RR 151-152	Axe both sides of road after big tree removal				✓ 615	
Twp 602 from RR 153-154	Axe both sides of road				✓ 615	Sept. 2013
Twp 602 from RR 163-162	Axe North side – watch for big rocks brushing on South side by owner				✓ 615	
Twp 602 from RR 163-164	Axe more young trees in south ditch east side of the hill				✓ 615	
Twp 602 from RR 164-170	Axe willows when possible				✓ 615	April. 2013
Twp 602 from RR 170-170A	Axe willows and trees, for equipment access				✓ 615	

DIVISION FOUR						
Location	Instruction	Priority	Skid Steer	Brushing/ Chipping Crew	Hydro Axe Unit 615/604	Completed
Twp 602 from RR 172 to Hwy 855	Axe trees and new undergrowth				✓ 615	
Twp 602A from RR 152-153	Axe where necessary				✓ 615	
Twp 602A from RR 170-172	Axe where possible and what hinders grader snow removal				✓ 615	
Twp 604 from RR 155-163	Axe where ever possible				✓ 615	
Twp 604 and RR 163 intersection	Clear sight lines				✓ 615	Feb. 22/2016
Twp 604 from RR 165-165A	Axe both sides of road where possible				✓ 615	
Twp 604 from RR 170 to Shemeluk Lake	A lot of axing has been done				✓ 615	Oct. 29/16
Twp 604 from RR 172 to Hwy 855	Axing has been done				✓ 615	Oct. 27/15
Twp 604 from Hwy 855 to RR 174	Axe whatever is possible				✓ 615	Oct, 5/17
Twp 604A and RR 163	Axe both sides east to Texas gate .5 mile				✓ 615	
Twp 605 and RR 150	Axe SW corner				✓ 615	Nov. 2/15
Twp 610 from Hwy 855 to RR 174	Axe new growth and willows where possible				✓ 615	
Twp 611 from RR 170-165	Axe young trees growing up				✓ 615	
Twp 612 east of RR 165	Axe where needed. Axed in 2012 but now new growth, re-axe Oct.28/15				✓ 615	Jan./Feb. 2016
Twp 612 -- Hwy 855 to RR 174	Axe deep ditches where possible				✓ 615	
Twp 613 from RR 165-164	Axe up to Community Pasture gates				✓ 615	
Twp 615A from RR 165-171	Axe both sides of road where necessary up to cabins by Island Lake				✓ 615	
Twp 615A , West of RR 165	Axe where needed				✓ 615	Jan./Feb. 2012
RR 145 from Twp 600-601A	Axe both sides of road where possible				✓ 604	
RR 150 from Twp 600 to Hwy 28	Axe willows south of Twp 600				✓ 604	
RR 151 from Twp 600 to Hwy 28	Axe as much as possible both sides				✓ 604	Done by 615 Oct. 2012
RR 152 from Twp 600-601A	Axe where needed				✓ 604	May/June 2012
RR 152 from Twp 601A-602	Axe new growth where needed				✓ 604	
RR 152 and Twp 602	Axe all four corners				✓ 604	
RR 152 from Twp 602 – Kaduk	Axe young growth from Twp 602 to Kaduk Lake				✓ 604	
Kaduk Lake	Axe where needed				✓ 604	Jan. 2012
RR 153 from Twp 601A-602A	Axe both sides of road				✓ 604	
RR 154 from Twp 602-601A	Axe new growth on both sides of road				✓ 604	
RR 160 and Twp 594	Axe sight lines at intersection				✓ 604	
RR 160 from Twp 594-595A	Axe new growth				✓ 604	
RR 161 from Hwy 28 – Twp 594	Axe willows between big trees				✓ 604	

DIVISION FOUR						
Location	Instruction	Priority	Skid Steer	Brushing/Chipping Crew	Hydro Axe Unit 615/604	Completed
RR 161 Twp 595A – 600	Axe new growth and young trees				✓ 604	
RR 162 from Hwy 28-Twp 600	Axe new growth				✓ 604	Oct/Nov 2020 Do again 2016
RR 165 and Twp 602	Brush SE corner to south and east				✓ 604	Apr. 9/2018
RR 163 and Twp 600	Axe corners				✓ 604	Oct/Nov 2012
RR 164 from Twp 602-604	Axe new growth in ditches				✓ 604	
165 and 604	SW corner				✓ 604	Sept 13/2012
RR 165A and 604	Axe where needed on intersection				✓ 604	
RR 165A from Twp 604-605	Axe new growth coming up				✓ 604	
Mons Lake	Axe where needed				✓ 604	Jan/Feb 2012
RR 174 from Twp 612 to Hanmore Lake	Axe new growth				✓ 604	
RR 170 from Twp 600-602	Axe west side but do east where needed and east of 170 and 602 100 yds.				✓ 604	
RR 170 from Twp 602-604	Axe what is possible to improve drainage				✓ 604	
RR 170 from Twp 605-610	Axe young trees growing				✓ 604	
RR 173A from Hwy 855 to Island Lake	Axe new growth on both sides of road				✓ 604	
RR 173A from Hwy 855 to RR 174	Axe new growth on both sides of road				✓ 604	
RR 174 from Twp 600-602	Axe where needed				✓ 604	Apr/May 2012
RR 174 and Twp 604	Axe corner on county right-of-way				✓ 604	
RR 174 north of Twp 612	Axe new tree growth up to Hanmore Lake				✓ 604	
Twp 594 from RR 161-162	Axe what is possible				✓ 604	
Twp 594 west of RR 162, ¼ mile	Axe willows before they get too big				✓ 604	
Twp 595A from RR 152-153	Axe new growth while its dry				✓ 604	
Twp 595A from RR 155-160	Axe new and medium growth on right -of-way				✓ 604	
Twp 595A from RR 160-161	Axe new growth coming up				✓ 604	
Twp 600 from RR 144-Hwy 36	Axe both sides of road				✓ 604	
Twp 600 from RR 145-150	Axe new growth on both sides of road				✓ 604	
Twp 600 from RR 150-RR 151	Axe both sides of road where possible				✓ 604	
Twp 600 from RR 151-152	Axe in several places both sides				✓ 604	
Twp 600 from RR 152-153					✓ 604	
Twp 600 from RR 160-161	Axe young trees growing up				✓ 604	
Twp 600 from Twp 595A – RR 155	Axe new and medium growth on right-of-way				✓ 604	
Twp 600 from RR 170-171	Axe willow where possible				✓ 604	May 2012 Re-do 2016

DIVISION FOUR						
Location	Instruction	Priority	Skid Steer	Brushing/ Chipping Crew	Hydro Axe Unit 615/604	Completed
Twp 600 from RR 172-Hwy 855	Axe small brush both sides of road				✓ 604	
Twp 600 from Hwy 855 to RR 174	Axe new growth willows and large clump of willow crowding road				✓ 604	
Twp 600 from RR 174-175	Axe new and young brush wherever possible				✓ 604	
Twp 601 from RR 144-145	Axe new growth on both sides of road. Keep clean for future development				✓ 604	
Twp 601A from RR 152-153	Axe 4 year old growth				✓ 604	
Twp 601A from RR 153-154	Axe new growth in south ditch				✓ 604	
Twp 602 and RR 165 south	Brush west to big dead poplar for clear sight lines				✓ 604	
Twp 602 from 164-165	Axe willows and small growth				✓ 604	
Twp 602 from RR 172 to Hwy 855	Axe new undergrowth				✓ 604	
Twp 602 from Hwy 855 to RR 174	Axe young trees and new growth				✓ 604	
Twp 602A from RR 152-153	Axe both sides and corner of Twp 602A and RR 153				✓ 604	Oct/Nov 2012
Twp 602A and RR 170	Axe trees for intersection sightlines				✓ 604	Sept. 18/2015
Twp 604 from RR 155 to 163	Axe new growth on both sides of road				✓ 604	
Twp 604 from RR 165 to 165A	Clean up ditches on both sides where possible, also SW corner 165 and 604				✓ 604	
Twp 604 from RR 165A-170	Axe where you can, some steep slopes				✓ 604	
Twp 604 from Hwy 855 to RR 172	Keep new growth cut down				✓ 604	Oct.27/2015
Twp 605 and RR 150	Axe SW corner				✓ 604	
Twp 610 from RR 163-170	Axe young trees and new growth				✓ 604	
Twp 610 from RR 170 to Hwy 855	Axe young trees and new growth				✓ 604	
Twp 610 from Hwy 855 to RR 174	Axe new growth, willows and small trees where possible				✓ 604	
Twp 612 from Hwy 855- RR 174	Axe young trees and new growth				✓ 604	
Island Lake	Brush campsites and road				✓ 604	Nov.19/2015

DIVISION FIVE						
Location	Instruction	Priority	Skid Steer	Brushing/ Chipping Crew	Hydro Axe Unit 615/604	Completed
Twp 604 and RR 183 NW corner	Re-axe triangle for grader sight lines	✓			✓	Need easement – Richard Hramoto
RR 184 Hwy 28- Twp 594	Axe both sides where possible, lots of willows interfering with snow storage	✓			✓	
RR 184 and Twp 594 NE corner	Take out bush 100 yds to the north on RR 184 east side	✓			✓	
RR 184 Twp 595A-Twp 602	Lots of willows and poplar will soon be a problem for snow storage and sight lines	✓			✓	


DIVISION FIVE						
Location	Instruction	Priority	Skid Steer	Brushing/ Chipping Crew	Hydro Axe Unit 615/604	Completed
Twp 602 and RR 184 NW corner	Axe brush back another 150 ft for grader sight lines	✓			✓	
Twp 602 and RR 185	Axe from just east of the curve to driveway 60232 RR 185- Terry Bodnar	✓			✓	
RR 200 and Twp 604 SE corner	Axe 100 yds east and south	✓			✓	Easement given by Connie Harsula
Twp 200 Hwy 656 – Twp 602	West side lots of trees crowding road and snow storage areas	✓			✓	
RR 200 Twp 590 – Hwy 28	Remove trees crowding ditches and hanging out over the road	✓			✓	
Twp 590 RR 195 – RR 200	Axe trees crowding the ditches	✓			✓	
Twp 590 and RR 193	Axe west side north of the curve on RR 193	✓			✓	
Twp 590 and RR 193A	Axe south side of Twp 590 west of the stop sign approximately 200 yds	✓			✓	
RR 175 and Twp 600 SW corner	Remove 100 yd west and south	✓			✓	Need easement. Jordan W
RR 175 Twp 600- Twp 602	Axe where possible, brush crew remove big trees – clear slopes before it's too late. Very important to do sight lines on curves south of 602	✓			✓	
RR 181 and Twp 610 SE corner	Re-axe SE corner from the bridge east to first driveway	✓	✓			
RR 184 and Twp 594 NE corner	Axe brush 100 yds north on RR 184 on the east side	✓	✓			
Twp 590 and RR 185 SE corner	Axe east up to bigger trees for sight lines	✓	✓			
RR 175 and Twp 610 NE corner	Trim all the spruce trees back to the fence line or even back to the tree itself. SE corner remove another 50-60 feet to the south.	✓		✓		Easement is in place
RR 175 and Twp 600 SW corner	Clear trees 100 yds west and south	✓		✓		Need easement. Jordan Watamaniuk
RR 184 Twp 595-Twp 602	Take out trees that axe cannot that will cause problems in the ditch	✓		✓		
RR 184 and Twp 602 NW corner	Remove trees another 150 ft for grader sight line	✓		✓		
RR 192 and Twp 604 SW corner	Clear brush from fence line west and south for grader sight line	✓		✓		
Twp 604 and RR 200 SW and SE corner	Trim trees on the SW side to the west mostly and take out smaller new growth. SE corner remove what axe cannot for grader sight lines	✓		✓		Easement is in place
RR 194A and Victoria Trail NE corner	Clean fence line for grader sight lines	✓		✓		Need easement
Victoria Trail and Hwy 831 SW corner	Remove cluster of trees right on the corner. See Dwight	✓		✓		Need easement
RR 193A and Twp 590 SW corner	Remove trees growing on the slope	✓		✓		
RR 192 and Twp 590 SW corner	Clean tree growth on fence line for sight lines	✓		✓		
RR 191 and Twp 590 NE corner	Remove maple trees on corner for grader sight lines	✓		✓		Easement needed
RR 190 south of Twp 590	Axe where needed				✓ 615	July 2016
RR 190 from Twp 600-604	Axe before trees get too big, after snowfall				✓ 615	

DIVISION FIVE						
Location	Instruction	Priority	Skid Steer	Brushing/ Chipping Crew	Hydro Axe Unit 615/604	Completed
RR 190 from Twp 604-604A	Axe trees on east side				✓ 615	
RR 190 from Twp 605-605A	Axe trees in ditches, equipment access				✓ 615	
RR 190 south Twp 605A-610	Extend sight line then axe rest of road small stuff in ditch				✓ 615	
RR 190 and 610 intersection	Axe to the south for grader sight lines				✓ 615	
RR 191 from Hwy 28-Twp 594	Axe both ditch and backslope. After snowfall				✓ 615	
RR 191 from Twp 594-600	Axe ditch, backslope – also 59448 RR 191 and 59514 RR 191, after snowfall				✓ 615	
RR 191 from Twp 600-602	Axe new and medium growth				✓ 615	
RR 191 and Twp 602	Axe corners				✓ 615	Sept/Oct 2012
RR 191 south of Twp 602	Axe both sides of road where possible				✓ 615	Sept/Oct 2012
RR 191 from Twp 602-604	Axe new growth in ditches and right-of-way				✓ 615	
RR 191 and Twp 604 intersection	SE and SW corners				✓ 615	Feb. 23/ 2016
RR 191 from Twp 605A-610	Axe trees invading road				✓ 615	
RR 191 from Twp 610-612	Axe trees crowding road				✓ 615	
RR 192 from Twp 592-Hwy 28	Axe trees filling ditches on south end				✓ 615	
RR 192 north of Hwy 28	Axe east side of road				✓ 615	
RR 192 from Twp 600-602	Axe trees filling ditches				✓ 615	Checked
RR 192 from Twp 602-604	Axe tree on backslope				✓ 615	
Victoria Trail from RR 191 east ½ mile then west to RR 192	Needs to be brushed for snow removal				✓ 615	Done to Hwy 831
Victoria Trail from Hwy 831 to county boundary	Axe both sides of road where possible				✓ 615	Aug/Sept 2013 Complete-Nov/2013
Victoria Trail and Hwy 831 west	Needs to be brushed for snow removal				✓ 615	Sept. 16/ 2013
Twp 594 from RR 184 to Hwy 831	Axe both sides of road where needed				✓ 615	Nov. 12/ 2013-done
Twp 594 from RR 200 to Hwy 831	Axe both sides of road where needed				✓ 615	Nov. 14/ 2013-done
Twp 600 from RR 174-175	Axe where possible especially on hill				✓ 615	
Twp 600 from RR 175-180	Axe willows where possible after freeze up				✓ 615	
Twp 600 east of RR 190	Axe both sides of road for about ½ mile or whatever is needed				✓ 615	Nov.6/2013 west side, inter/south
Twp 603 west of RR 183	Axe road allowance access to field				✓ 615	
Twp 602 from RR 174-175	Axe young trees and whatever possible				✓ 615	
Twp 602 from RR 175-180	Axe whatever trees there are				✓ 615	Done

DIVISION FIVE						
Location	Instruction	Priority	Skid Steer	Brushing/ Chipping Crew	Hydro Axe Unit 615/604	Completed
Twp 602 from RR 185-190	Axe in summer				✓ 615	
Twp 602 east of RR 182	Axe 1/10 Km east of corner both sides				✓ 615	
Twp 603 west of RR 184	Axe where needed				✓ 615	June 20/2016
Gravel pit north scale SHK	Axe from first corner west 200 yards				✓ 615	Oct.29, 30/2013
Twp 604 from RR 191-192	Axe both sides of road where possible				✓ 615	Feb.23/2016
Twp 604 from Hwy 831 to RR 195	Some has been done but more axing could be done				✓ 615	
Twp 604 from RR 195 - 200	Trees and bush leaning towards road should be removed				✓ 615	
60555 RR 190	Axe bush in ditch in front of residence				✓ 604	Oct. 31/2013
605A – RR 185 -190	Axe trees crowding ditches				✓ 615	
Twp 610 from RR 174-181	Axe new growth, willows and trees				✓ 615	
Twp 610 and RR 183-184	Axe new growth, willows and trees				✓ 615	
Twp 610-RR 185A – 190	Axe trees crowding ditches and road				✓ 615	
Twp 610 and RR 191-192A	Axe trees crowding ditches and road				✓ 615	
Twp 611 – RR 185-190	Axe young stuff growing up				✓ 615	
Twp 612 from RR 174-175	Axe bush and willows				✓ 615	June 21/2016
Twp 612 from RR 175-180	Axe both sides of road where needed				✓ 615	June 21/2016
Twp 612 RR 184-185	Axe trees where needed especially south side				✓ 615	
Twp 614 from RR 180 west for ½ mile	Axe both sides of road				✓ 615	Done ½ mile
Twp 620 RR 175A-180	Axe brush wherever needed				✓ 615	
RR 175 Hwy 28- Twp 594	Axe new growth in ditches				✓ 604	
RR 175 Twp 594-595A	Axe new growth in ditches				✓ 604	
RR 180 from Twp 594-600	Axe where needed axe again 2015				✓ 604	Jan. 2012
RR 180 from Twp 602-604	Axe new and medium growth trees				✓ 604	
RR 181 from 594-600	Axe new growth and willows especially west side				✓ 604	
RR 181 from Twp 600-602	Axe trees and bush on both sides of road				✓ 604	
RR 181 from Twp 602-604	Axe willow stretches when frozen				✓ 604	
RR 182 from Twp 600-602	Axe young trees growing up				✓ 604	
RR 183 and Twp 594	SW corner on intersection sight line				✓ 604	Dec.1/2015
RR 183 and Twp 594	Axe new growth on sight lines				✓ 604	
RR 183 from Twp 600-602	Axe new growth				✓ 604	
RR 183 from Twp 602-604	Axe new growth half way east ditch				✓ 604	
RR 183 from Twp 604-610	Axe new growth				✓ 604	

DIVISION FIVE						
Location	Instruction	Priority	Skid Steer	Brushing/ Chipping Crew	Hydro Axe Unit 615/604	Completed
RR 184 from Hwy 28 – Twp 594	Axe young trees growing in ditch and on backslope				✓ 604	
RR 184 from Twp 594-595A	Axe new growth				✓ 604	
RR 184 from Twp 595A-602	Axe new growth				✓ 604	
RR 185 from Twp 584-590	Axe trees in ditch				✓ 604	
RR 185 from Twp 590-592	Axe young trees in two				✓ 604	
RR 185 from Twp 592-Hwy 28	Axe intersection 185 and 592				✓ 604	
RR 185 and Hwy 28 North	Axe by old yard north of highway and also by pedestal to the north of yard west side				✓ 604	
RR 185 and Twp 595A south	Axe willows and small bush on west side of road south of intersection				✓ 604	
RR 185 from Twp 604-605A	Axe new growth where possible				✓ 604	
RR 190 from Twp 592-Hwy 28	Axe new growth by residence				✓ 604	
RR 190 from Twp 594-600	Axe new growth				✓ 604	
RR 190 from Twp 605A-614	Remove what axe can't handle				✓ 604	
RR 191 from Hwy 28-Twp 594	Axe new growth and willows reaching out on to road				✓ 604	
RR 191 and Twp 602 south	Axe both sides of road ¼ mile south for about ¼ to ½ mile				✓ 604	
RR 191 from Twp 604-605A	Axe new growth near corner of RR 191 and Twp 605A				✓ 604	
RR 192 from Twp 594-600	Axe both sides of road several places and also west of 192 and 600 intersection				✓ 604	
RR 192 from Twp 604-610	Axe bush and willows both sides of road				✓ 604	
RR 193 from Twp 592-Hwy 28	Axe willows south of Hwy 28				✓ 604	
RR 195 from Twp 602-604	Axe willows and new growth				✓ 604	
RR 200 from twp 590-Hwy 28	Axe new growth coming up in ditches				✓ 604	
RR 200 from Hwy 28-Twp 594	Axe new growth coming up in ditches				✓ 604	
RR 200 from Hwy 656 – Twp 602	Axe new growth coming up in ditches				✓ 604	
RR 200 from Twp 602-604	Axe new growth in ditches				✓ 604	
Twp 592 west of RR 195	Remove new tree growth				✓ 604	
Twp 594 RR 175-180	Axe new tree growth on south side				✓ 604	
Twp 594 and RR 184	Clear sight lines for traffic safety				✓ 604	Jan. 2020
Twp 594 RR 191-192	Axe new growth on south back slope				✓ 604	
Twp 600 between RR 182-183	Axe trees north side of road				✓ 604	Done Nov.4/2013
Twp 600 and RR 183	Clean willows on south side around culvert				✓ 604	Done Nov.4/2013

DIVISION FIVE						
Location	Instruction	Priority	Skid Steer	Brushing/ Chipping Crew	Hydro Axe Unit 615/604	Completed
Twp 600 east and west of RR 190	Axe east .5 mile north and south side and .5 mile west south side				✓ 604	
Twp 600 and RR 191	Axed south side of road west of driveway				✓ 604	Dec. 1/2015
Twp 602 – RR 190A to RR 191	Axe new growth before it gets large				✓ 604	
Twp 602 and RR 191	Axe Northwest corner small brush				✓ 604	Dec.1/2015
Twp 602 and RR 191-192	Axe willows when possible				✓ 604	
Twp 602 – RR 192-193	Clear sight lines on RR 192 and Twp 602 as well as around phone pedestal				✓ 604	
Twp 604 from RR 192A-181	Axe bush in ditches both sides of road while young and manageable.				✓ 604	
Twp 604 intersection of RR 175	Axe southwest, northeast, southeast corners of intersection				✓ 604	
60555 RR 190	Axe bush in front of residence				✓ 604	Oct.31/2013
Twp 610 from RR 174-181	Axe new growth and willows where possible				✓ 604	
Twp 610 from RR 192-191	Axe bush and willows both sides of road				✓ 604	

REQUEST FOR DECISION		DATE	June 25, 2020	4.4
TOPIC	Bylaw #1368-20: A Bylaw for the Purposes of Adopting an Intermunicipal Collaboration Framework between Smoky Lake County and Thorhild County			
PROPOSAL	<ul style="list-style-type: none"> • Bylaw #1368-20 proposes to establish an Intermunicipal Collaboration Framework between Smoky Lake County and Thorhild County. © Attachment 1 • According to Section 708.29(1) of the <i>Municipal Government Act</i>, an Intermunicipal Collaboration Framework must describe the services to be provided under it that benefit residents in more than one of the municipalities that are parties to the framework. • In addition, an Intermunicipal Collaboration Framework must identify which municipality is responsible for providing which services and outline how the services will be delivered and funded. • Every framework must contain provisions establishing a process for resolving disputes that occur while the framework is in effect. • The municipalities that are parties to a framework must review the framework at least every 5 years after the framework is created, or within a shorter period of time as provided for in the framework. <ul style="list-style-type: none"> ○ Where, during a review, the municipalities do not agree that the framework continues to serve the interests of the municipalities, the municipalities must create a replacement framework in accordance with this Part. • In order to create a framework, the municipalities that are to be parties to the framework must each adopt a bylaw or resolution that contains the framework. 			
BACKGROUND	<p>July 10, 2019 – Initial Kick-off Meeting: ICF/IDP Discussion</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;">  <p style="text-align: center;"> ICF/IDP Discussion Thorhild County Council and Smoky Lake County Council Wednesday July 10, 2019 Thorhild Legion Hall 5th Avenue and 5th Street 10:00 a.m. </p> <p style="text-align: center; font-size: small;"> When you come in on #827 going north, at the 4 way stop, (Cenotaph is on the corner) Turn west and go to the Swimming Pool Located One (1) Block South of the Swimming Pool </p> <hr/> <p>1. ITEMS FOR DISCUSSION</p> <ul style="list-style-type: none"> a) ICF/IDP b) Mutual Aid Agreements and Emergency Services c) Transportation Issues - Roads and Bridges d) Recreation e) Regional Subdivision and Development Appeal Board; Local Assessment Review Board; and Composite Assessment Review Board f) Any other items of mutual concern <p style="text-align: center; font-size: x-small;">Lunch to follow at 12 noon</p> </div> <ul style="list-style-type: none"> • The Councils of Smoky Lake County and Thorhild County, Municipal Administration, and Municipal Planning Services (MPS) met at the Thorhild Legion Hall to discuss the undertaking of both an Intermunicipal Collaboration Framework (ICF) and an Intermunicipal Development Plan (IDP). • At this time, both an ICF and IDP were <u>both required</u> AND required to be complete prior to April 1, 2020 under the MGA. 			

- Direction was set that Thorhild County preferred to lead the ICF and IDP projects and utilize templates rather than retain MPS to complete.
 - Smoky Lake County Administration provided copies of:
 - Land Use Bylaw 1272-14 (Consolidation)
 - Smoky Lake County – Two Hills County IDP Bylaw 1335-19
 - Smoky Lake County – St. Paul County IDP Bylaw 1334-19
 - Dog Control Bylaw 1344-19

for consideration by Thorhild County Administration.

August 2019 – Thorhild County Council Special Meeting

- Thorhild CAO vacancy (Interim)

November 2019

- Several attempts are made by Smoky Lake County Administration to schedule a follow-up meeting with Thorhild County Administration in regard to progress on the ICF and IDP projects.

December 5, 2019 – Bill 25 Adopted by the Alberta Legislature, Royal Assent

- As part of the Red Tape Reduction Act, Section 631 of the Municipal Government Act is amended:

631(1) Subject to subsections (2) and (3), 2 or more councils of municipalities that have common boundaries and that are not members of a growth region as defined in section 708.01 must, by each passing a bylaw in accordance with this Part or in accordance with sections 12 and 692, adopt an intermunicipal development plan to include those areas of land lying within the boundaries of the municipalities as they consider necessary.

(2) Subsection (1) does not require municipalities to adopt an intermunicipal development plan with each other if they agree that they do not require one, but any of the municipalities may revoke its agreement at any time by giving written notice to the other or others, and where that notice is given the municipalities must comply with subsection (1) within one year from the date of the notice unless an exemption is ordered under subsection (3).

- An Intermunicipal Collaboration Framework (ICF) was required under the MGA to be adopted prior to April 1, 2020.

December 10, 2019 – Thorhild County Council Meeting

- **Resolution 770-2019:** Moved by Councillor Wayne Crosswell that Council directs Administration to seek Intermunicipal Development Plan exemptions with Westlock, Sturgeon, Smoky Lake, Lamont and Athabasca Counties.

January 2, 2020

- New Thorhild County CAO is hired.

January 23, 2020 – Smoky Lake County Council Meeting

- **Motion 364-20:** That Smoky Lake County is in agreement with Thorhild County to exempt the development of the Intermunicipal Development Plan (IDP) at this time, in

accordance with Section 631(2) of the revised Municipal Government Act, current as of January 1, 2020; and accept Thorhild County's letter dated December 17, 2019, as the "notice" for exemption, as per Thorhild County Council's December 10, 2019, Motion #770-2019; and provide Thorhild County with a notice of same.

February 6, 2020

- Smoky Lake County Administration receives an initial copy of a proposed ICF from Thorhild County.
- Smoky Lake County Administration identifies several concerns as requiring changes and updates before moving forward.

February 20, 2020 – Smoky Lake County Council Meeting

- **Motion 519-20:** *That Smoky Lake County Council utilize the extension granted by the Minister of Municipal Affairs under Ministerial Order No. MSL:047/18, to April 1, 2021, for the development of an Intermunicipal Collaboration Framework with Thorhild County, and that notice shall be sent to Thorhild County, informing them of Smoky Lake County's motion, and requesting that Thorhild County pass a motion to the same effect, and send notice of said motion to the Minister of Municipal Affairs*
- This step was taken mindful of the rapidly approaching April 1, 2020 deadline, but with every intention of completing the project as expeditiously as possible, and prior to April 1, 2020 if possible.

March 3, 2020 – Proposed Revisions to the ICF

- Smoky Lake County Administration returned proposed changes to the draft ICF document to Thorhild County for consideration.

March 11, 2020 – Thorhild County Council Meeting

- **Resolution 104-2020:** *Moved by Councillor Wayne Croswell that Council approves the extension granted by the Minister of Municipal Affairs under Ministerial Order No. MSL:047-18 by entering into an extension agreement with Smoky Lake County to April 1, 2021 for the development of an Intermunicipal Collaboration Framework and to further provide notice to Smoky Lake County and the Minister of Municipal Affairs.*

March 17, 2020 – Provincial Public Health Emergency Declared

- In light of the COVID-19 Pandemic, the Province of Alberta declared a Public Health Emergency under the *Public Health Act* R.S.A. 2000 Ch. P-37.

March 31, 2020 - Ministerial Order No. MSD: 019/20

- In-part due to the COVID-19 Pandemic and Public Health Emergency, the Minister of Municipal Affairs issued a Ministerial Order extending the timelines under Section 708.28(1) for entering into an ICF for ALL municipal Authorities to now be April 1, 2021.

May 4, 2020 – Administrator's Meeting

- A brief meeting was held between Smoky Lake County and Thorhild County Planning and Development Departments to discuss revisions to the ICF and establish a timeline and process for bringing forward the Proposed Bylaw to Thorhild County Council for First Reading.

- In principle, Thorhild County Administration concurred with the Smoky Lake County proposed changes which included reference to the Highway 28/36 Water Commission, and details surrounding Arbitration.
- It was determined that Thorhild County Council would consider First Reading at its next meeting.

May 26, 2020 – Thorhild County Council Meeting

- At its regular meeting, Thorhild County Council deferred First Reading of the proposed Bylaw. © **Attachment 2**

CORRELATION TO BUSINESS (STRATEGIC) PLAN

- **Governance:** Develop Intermunicipal Collaborative Framework(s) Q4 2018 – Q2 2020

LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS

MUNICIPAL GOVERNMENT ACT

**Part 17.2
Intermunicipal Collaboration**

Definitions

708.26(1) In this Part,

(a) “arbitrator” means a person who is chosen as an arbitrator under section 708.35;

(b) “framework” means an intermunicipal collaboration framework entered into between 2 or more municipalities in accordance with this Part, and includes any amendments to a framework;

(c) “servicing plan” means the servicing plan, if any, required by a regulation under section 708.02.

(2) A reference in this Part to a municipality includes an improvement district.

2016 c24 s134;2019 c22 s10(27)

Purpose

708.27 The purpose of this Part is to provide for intermunicipal collaboration frameworks among 2 or more municipalities

(a) to provide for the integrated and strategic planning, delivery and funding of intermunicipal services,

(b) to steward scarce resources efficiently in providing local services, and

(c) to ensure municipalities contribute funding to services that benefit their residents.

2016 c24 s134;2019 c22 s10(28)

**Division 1
Intermunicipal Collaboration Framework**

Requirements for framework

708.28(1) Municipalities that have common boundaries must create a framework with each other by April 1, 2020 unless they are members of the same growth management board.

(2) Municipalities that are members of the same growth management board may create a framework with other members of the same growth management board in respect of matters that are not addressed in the growth plan or the servicing plan.

(3) Municipalities that do not have common boundaries may be parties to a framework.

(4) A municipality may be a party to more than one framework.

(5) Despite subsection (1), the Minister may by order exempt, on any terms and conditions the Minister considers necessary, one or more municipalities from the requirement to create a framework.

(6) For greater certainty, a municipality that is a member of a growth management board must create a framework with a municipality that is not a member of the same growth management board if they have common boundaries.

2016 c24 s134;2018 c11 s13;2019 c22 s10(29)

Contents of framework

708.29(1) A framework must describe the services to be provided under it that benefit residents in more than one of the municipalities that are parties to the framework.

(2) In developing the content of the framework required by subsection (1), the municipalities must identify which municipality is responsible for providing which services and outline how the services will be delivered and funded.

(3) Nothing in this Part prevents a framework from enabling an intermunicipal service to be provided in only part of a municipality.

(3.1) Every framework must contain provisions establishing a process for resolving disputes that occur while the framework is in effect, other than during a review under section 708.32, with respect to

(a) the interpretation, implementation or application of the framework, and

(b) any contravention or alleged contravention of the framework.

(4) No framework may contain a provision that conflicts or is inconsistent with a growth plan established under Part 17.1 or with an ALSA regional plan.

(5) The existence of a framework relating to a service constitutes agreement among the municipalities that are parties to the framework for the purposes of section 54.

2016 c24 s134;2019 c22 s10(30)

Court order to comply

708.291 If a municipality that is a party to an intermunicipal collaboration framework fails to participate in the dispute resolution process set out in the framework or fails to comply with an agreement reached by the parties as a result of that process,

any other party to the framework may apply to the Court of Queen's Bench for an order directing the municipality to comply with the process or agreement.

2019 c22 s10(31)

708.3 Repealed 2019 c22 s10(32).

Conflict or inconsistency

708.31 If there is a conflict or inconsistency between a framework and an existing agreement between 2 or more municipalities that are parties to that framework, the framework must address the conflict or inconsistency and, if necessary, alter or rescind the agreement.

2016 c24 s134

Term and review

708.32(1) The municipalities that are parties to a framework must review the framework at least every 5 years after the framework is created, or within a shorter period of time as provided for in the framework.

(1.1) Unless a framework provides otherwise, it may be reviewed at any time by agreement of all the municipalities that are parties to it.

(2) Where, during a review, the municipalities do not agree that the framework continues to serve the interests of the municipalities, the municipalities must create a replacement framework in accordance with this Part.

(3) Subsection (2) applies only to municipalities that are required under section 708.28(1) to create a framework.

2016 c24 s134;2019 c22 s10(33)

Participation by Indian bands and Metis settlements

708.321 Municipalities that are parties to a framework may invite an Indian band or Metis settlement to participate in the delivery and funding of services to be provided under the framework.

2016 c24 s134;2017 c13 s2(22)

Method of creating framework

708.33(1) In order to create a framework, the municipalities that are to be parties to the framework must each adopt a bylaw or resolution that contains the framework.

(2) Repealed 2019 c22 s10(35).

(3) In creating or reviewing a framework, the municipalities must negotiate in good faith.

(4) Once the municipalities have created a framework, the municipalities must notify the Minister of the framework within 90 days of its creation.

2016 c24 s134;2019 c22 s10(35)

**Division 2
Arbitration**

Application

708.34 This Division applies to municipalities that are required

under section 708.28(1) to create a framework where

(a) the municipalities are not able to create the framework within the time required under section 708.28, (b) when reviewing a framework under section 708.32, the municipalities do not agree that the framework continues to serve the interests of the municipalities and one of the municipalities provides written notice to the other municipalities and the Minister stating that the municipalities are not able to agree on the creation of a replacement framework, or

(c) the municipalities

(i) have an intermunicipal framework,

(ii) have attempted to resolve a dispute referred to in section 708.29(3.1) using the dispute resolution process under the framework, and

(iii) have been unsuccessful in resolving the dispute within one year after starting the dispute resolution process.

2016 c24 s134;2019 c22 s10(37)

Arbitration

708.35(1) Where section 708.34(a), (b) or (c) applies, the municipalities must refer the matter to an arbitrator.

(2) The arbitrator must be chosen by the municipalities or, if they cannot agree, by the Minister.

(3) Any mediator who has assisted the municipalities in attempting to create a framework is eligible to be an arbitrator under this Division.

(4) In a case referred to in section 708.34(a) or (b), the arbitration process ends where the municipalities create a framework by agreement or the Minister terminates the arbitration and makes an order under section 708.412.

(5) In a case referred to in section 708.34(c), the arbitration process ends where the municipalities resolve their dispute by agreement, the arbitrator makes an award under section 708.36 or the Minister terminates the arbitration and makes an order under section 708.412.

(6) The Arbitration Act applies to an arbitration under this Division except to the extent of any conflict or inconsistency with this Division, in which case this Division prevails.

(7) No municipality may, by means of an intermunicipal collaboration framework or any other means, vary or exclude any provision of the Arbitration Act and, for greater certainty, section 3 of the Arbitration Act does not apply in respect of an arbitration under this Division.

(8) An arbitrator chosen by the Minister is not subject to challenge or removal under the Arbitration Act by the parties or any court, but any party may request the Minister to remove and replace the arbitrator and the Minister may do so if the Minister considers it

appropriate after considering the reasons for the request and any response by the other parties and the arbitrator.

(9) Section 42(2)(b) of the Arbitration Act does not apply in respect of an arbitration under this Division but the Minister may, at the Minister's discretion or at the request of any party or the arbitrator, terminate the arbitration and make an order under section 708.412.

(10) For greater certainty, nothing in this Division applies to an arbitration that occurs under the dispute resolution terms of a framework before the expiry of the year referred to in section 708.34(c)(iii).

2016 c24 s134;2019 c22 s10(38)

Role of arbitrator

708.36(1) Where a dispute is referred to an arbitrator under section 708.35, the arbitrator must make an award that resolves the issues in dispute among the municipalities

(a) in the case of a framework that is required under section 708.28(1) to be created by April 1, 2020, within one year after that date, or

(b) in the case of a replacement framework, within one year from the date the arbitrator is chosen.

(2) Despite subsection (1), an arbitrator may, as part of the arbitration process,

(a) attempt mediation with the municipalities in an effort to resolve the issues in dispute, and

(b) if the mediation is successful, require the municipalities to complete the framework to reflect their resolution of the dispute within a specified time.

(3) An arbitrator's award may include provisions respecting the responsibility for parties to pay or to share in paying costs, fees and disbursements incurred in the arbitration process.

(4) An arbitrator may require a municipality to provide or to make available for the arbitrator's examination and inspection any books, records or other materials of the municipality, but nothing in this subsection requires the arbitrator to examine or inspect any books, records or other materials before making an award.

(5) Unless the arbitrator rules otherwise, hearings in the arbitration are open to the public.

(6) An arbitrator may solicit written submissions from the public and, if the arbitrator does so, the arbitrator must take into account any written submissions received.

(7) An arbitrator must not make an award

(a) that has the effect of granting, varying or otherwise affecting any licence, permit or approval that is subject to this Act or any other enactment,

(b) on any matter that is subject to the exclusive jurisdiction of the Municipal Government Board,

(c) that is contrary to the Alberta Land Stewardship Act or an ALSA regional plan,

(d) that is contrary to an intermunicipal development plan under Part 17 or a growth plan or servicing plan,

(e) that directs a municipality to raise revenue by imposing a specific tax rate, off-site levy or other rate, fee or charge, or

(f) that directs a municipality to transfer revenue to another municipality, unless

(i) the revenue transfer is directly related to services provided by a municipality that the revenue-transferring municipality derives benefit from, and

(ii) the arbitrator considers it equitable to do so.

2016 c24 s134;2019 c22 s10(39)
708.37 Repealed 2019 c22 s10(40).

Matters to be considered by arbitrator

708.38(1) In resolving a dispute, an arbitrator may have regard to

(a) the services and infrastructure provided for in other frameworks to which the municipalities are also parties,

(b) consistency of services provided to residents in the municipalities,

(c) equitable sharing of costs among municipalities,

(d) environmental concerns within the municipalities,

(e) the public interest, and

(f) any other matters that the arbitrator considers relevant.

(2) Repealed 2019 c22 s10(41).

2016 c24 s134;2019 c22 s10(41)

708.39 Repealed 2019 c22 s10(42).

Municipalities must adopt framework and amend bylaws

708.4(1) Where an arbitrator makes an award respecting a framework, the municipalities are bound by the award and must, within 60 days after the date of the award, adopt a framework in accordance with the award.

(1.1) A municipality must amend its bylaws, other than its land use bylaw, as necessary to reflect the framework within 2 years after adopting the framework.

(1.2) If there is a conflict or inconsistency between a bylaw and the framework, the framework prevails to the extent of the conflict or inconsistency.

(2) A municipality must not amend, repeal or revise its land use bylaw in a manner that is inconsistent with an intermunicipal development plan under section 631 to which the municipality is a party.

(3) A municipality must not amend, repeal or revise its bylaws to be inconsistent with a framework to which it is a party or an award of an arbitrator applicable to it.

2016 c24 s134;2019 c22 s10(43)

Costs of arbitrator

708.41(1) Subject to an award of the arbitrator or an agreement by the parties, the costs of an arbitrator under this Part must be paid on a proportional basis by the municipalities that are to be parties to the framework as set out in subsection (2).

(2) Each municipality's proportion of the costs must be determined by dividing the amount of that municipality's equalized assessment by the sum of the equalized assessments of all of the municipalities as set out in the most recent equalized assessment.

2016 c24 s134;2017 c13 s2(22);2019 c22 s10(44)

Remuneration of experts

708.411 Where an arbitrator appoints an expert, the expert must be paid on a proportional basis by the municipalities that are or will be parties to the framework, with each municipality's proportion of the costs to be determined in the same manner as is required under section 708.41(2) for an arbitrator.

2019 c22 s10(45)

Minister may make orders

708.412(1) Despite this Division or any arbitration occurring under this Division, the Minister may at any time make any order the Minister considers appropriate to further the development of a framework among 2 or more municipalities to carry out the purpose of this Part, including, without limitation, an order establishing a framework that is binding on the municipalities.

(2) If there is a conflict or inconsistency between an order made by the Minister under this section and an action taken by a municipality or a growth management board, the Minister's order prevails to the extent of the conflict or inconsistency.

2019 c22 s10(45)

708.42 Repealed 2019 c22 s10(46).

Measures to ensure compliance with award

708.43(1) If a municipality fails to comply with section 708.4(1), any other municipality that is or will be a party to the framework may apply to the Court of Queen's Bench for an order requiring that municipality to comply with section 708.4(1).

(2) If the Minister considers that a municipality has not complied with a framework, the Minister may take any necessary measures to ensure that the municipality complies with the framework.

(3) In subsection (2), all necessary measures includes, without limitation, an order by the Minister

- (a) suspending the authority of a council to make bylaws in respect of any matter specified in the order;
 - (b) exercising bylaw-making authority in respect of all or any of the matters for which bylaw-making authority is suspended under clause (a);
 - (c) removing a suspension of bylaw-making authority, with or without conditions;
 - (d) withholding money otherwise payable by the Government to the municipality pending compliance with an order of the Minister;
 - (e) repealing, amending and making policies and procedures with respect to the municipality;
 - (f) suspending the authority of a development authority or subdivision authority and providing for a person to act in its place pending compliance with conditions specified in the order;
 - (g) requiring or prohibiting any other action as necessary to ensure that the municipality complies with the framework.
- 2016 c24 s134;2019 c22 s10(47)
708.44 to 708.46 Repealed 2019 c22 s10(48).

Division 3 General

Regulations Act does not apply

708.47 The Regulations Act does not apply to a framework or order made under this Part.

2016 c24 s134

Obligations continue during dispute

708.471 During a dispute in respect of a framework, the parties must continue to perform their obligations under the framework.

2019 c22 s10(50)

Jurisdiction of arbitrator

708.48(1) Repealed 2019 c22 s10(51).

(2) An arbitrator acting under this Part may make a determination

(a) on a matter of process,

(b) on the arbitrator's jurisdiction,

(c) on a matter of law, and

(d) on any other matter ancillary to a matter referred to the arbitrator.

(3) The arbitrator must make the findings and determinations the arbitrator determines to be necessary to decide the matters referred to the arbitrator.

(4) Except as provided in this Part, every award of an arbitrator is final and binding on all parties to the award and shall not be

	<p>questioned, reviewed or restrained by any proceeding in the nature of an application for judicial review or otherwise in any court.</p> <p>(5) An award of an arbitrator may be reviewed by the Court of Queen’s Bench on a question of jurisdiction only and the application for judicial review must be made within 60 days after the award is made.</p> <p>(6) For the purposes of a judicial review, the arbitrator is considered to be an expert in relation to all matters over which the arbitrator has jurisdiction.</p> <p>(7) A person making an application to the Court of Queen’s Bench under this section must give the arbitrator notice of the application. 2016 c24 s134;2019 c22 s10(51)</p> <p>Limitation period 708.49 A person who wishes to have an order of the Minister under this Part declared invalid on any basis must make an application for judicial review within 60 days after the order is made. 2016 c24 s134;2019 c22 s10(52)</p> <p>708.5 Repealed 2019 c22 s10(53).</p> <p>Paramountcy of Part 17.2 708.51 In the event of a conflict or inconsistency between this Part and Parts 1, 2, 3, 5, 6, 7, 8 or 17, this Part prevails. 2016 c24 s134</p> <p>Regulations 708.52 The Lieutenant Governor in Council may make regulations</p> <p>(a) respecting a subsequent action before a court following a decision of an arbitrator;</p> <p>(b) defining any term or expression that is used in this Part but not defined in this Act;</p> <p>(c) respecting any other matter that the Lieutenant Governor in Council considers necessary or advisable to carry out the intent of this Part. 2016 c24 s134;2019 c22 s10(54)</p>
BENEFITS	<ul style="list-style-type: none"> • The Intermunicipal Collaboration Framework can identify potential efficiencies and cost-savings in service delivery between the two municipalities. • Establishes mechanisms for neighborly relations with adjacent municipalities, dispute resolution, and an inventory of shared services. • Conformance with required provisions of the <i>Municipal Government Act</i>.
DISADVANTAGES	<ul style="list-style-type: none"> • Nil.
ALTERNATIVES	<ul style="list-style-type: none"> • Give First Reading to the proposed Bylaw 1368-20 and do not adopt an Intermunicipal Collaboration Framework with Thorhild County

- **NOTE: Smoky Lake County and Thorhild County are required to enter into an Intermunicipal Collaboration Framework by April 1, 2021.**

FINANCE/BUDGET IMPLICATIONS

Operating Costs: _____	Capital Costs: _____
Budget Available: _____	Source of Funds: _____
Budgeted Costs: _____	Unbudgeted Costs: _____

INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS

Both Smoky Lake County and Thorhild County are required to pass identical Bylaws before the ICF can take effect.

Smoky Lake County administration has been working in coordination with administration from Thorhild County to ensure this process is followed accordingly.

COMMUNICATION STRATEGY

The Intermunicipal Collaboration Framework will be published on the County's website after adoption by Council.

RECOMMENDATION

That Smoky Lake County Council DEFER Bylaw 1368-20: A Bylaw for the Purposes of Adopting an Intermunicipal Collaboration Framework Between Smoky Lake County and Thorhild County and SCHEDULE a Joint Meeting with Thorhild County Council to discuss.

OR,

That Smoky Lake County Council give FIRST READING to Bylaw 1368-20: A Bylaw for the Purposes of Adopting an Intermunicipal Collaboration Framework Between Smoky Lake County and Thorhild County and SCHEDULE a Joint Meeting with Thorhild County Council to discuss.

CHIEF ADMINISTRATIVE OFFICER

SCHEDULE "A"

INTERMUNICIPAL COLLABORATION FRAMEWORK

BETWEEN



SMOKY LAKE COUNTY

AND



THORHILD COUNTY

PREAMBLE

WHEREAS, Smoky Lake County and Thorhild County share a common border; and

WHEREAS, Smoky Lake County and Thorhild County share common interests and are desirous of working together to provide services to their residents; and

WHEREAS, the *Municipal Government Act* stipulates that Municipalities that have a common boundary must create an Intermunicipal Collaboration Framework with each other that identifies the services provided by each Municipality, which services are best provided on an intermunicipal basis, and how services to be provided on an intermunicipal basis will be delivered and funded.

NOW THEREFORE, be mutual covenant of the Parties hereto it is agreed as follows:

PART ONE: DEFINITIONS

- 1.1 In this Framework, words have the same meanings as set out in the *Municipal Government Act*, except that:
- 1.1.1 "**Committee**" means the Intermunicipal Committee established in Section 3 of this Framework.
 - 1.1.2 "**Framework**" means this intermunicipal collaboration framework entered into by the Parties pursuant to part 17.2 of the *Municipal Government Act*.
 - 1.1.3 "**Parties**" means Smoky Lake County and Thorhild County, and "Party" means any one of them.
 - 1.1.4 "**Service Agreement**" means a legally binding agreement such as a Contract, Agreement or Memorandum of Understanding that is signed by both parties.
 - 1.1.5 The word "**shall**" is interpreted as meaning an obligatory direction.

PART TWO: TERM AND REVIEW

- 2.1 In accordance with the *Municipal Government Act*, this Framework shall come into force on the passing of bylaws by the Parties that contain this Framework.
- 2.2 This Framework may be amended by mutual consent of the Parties and shall

come into force on the passing of bylaws by the Parties that contain the Framework as amended.

- 2.3 It is agreed that the Parties shall meet at least once every five (5) years, or upon request by either Party, commencing no earlier than 90 calendar days and no later than 180 calendar days after a municipal election to review the terms and conditions of this Framework.

PART THREE: INTERMUNICIPAL COOPERATION

- 3.1 The Parties hereby establish a recommending body to be known as the Intermunicipal Committee.
- 3.2 The Committee shall consist of two (2) elected officials and one (1) alternate from each Party.
- 3.3 The quorum of the Committee is two (2) elected officials from each Party.
- 3.4 Annually, or when an Intermunicipal Committee Meeting is called, the Committee Membership shall elect a Chair and Vice-Chair for the ensuing year.
- 3.5 The mandate of the Committee shall be to develop recommendations to the respective Councils of the Parties regarding intermunicipal service delivery and funding.
- 3.6 The Committee will meet on an as required basis.
- 3.7 The Chief Administrative Officers or designate(s) of each Party will be advisory staff to the Committee and responsible to develop agendas and recommendations on all matters. The Chief Administrative Officers or designate(s) will be responsible for forwarding all recommendations from the Committee to their respective Councils.
- 3.8 A Party may request a meeting of the Committee by giving at least thirty (30) calendar days' notice. Meeting requests will be directed to the Chief Administrative Officer for the respective Party.

PART FOUR: GENERAL TERMS

- 4.1 The Parties have agreed that the best and most efficient way to provide services to residents is to continue providing services independently or through the various arrangements that each party currently has with their respective neighbours.

PART FIVE: INTERMUNICIPAL SERVICE PROVISION

- 5.1 In congruence with the *Municipal Government Act*, the following section outlines the level of shared service provision between Smoky Lake County and Thorhild County:
- 5.1.1 Emergency Services:
Smoky Lake County and Thorhild County have a Mutual Aid Fire Agreement in place for mutual fire aid assistance to each party on an as-needed basis. Cost sharing is in accordance with the Mutual Aid Fire Agreement, with the municipality requesting mutual aid being responsible for the applicable costs associated with responding to the emergency.
- 5.1.2 Water:
Smoky Lake County, Thorhild County, the Town of Smoky Lake and the Villages of Vilna and Waskatenau joined together to form the Highway 28/63 Regional Water Services Commission to provide water to the Thorhild and Smoky Lake Counties and the communities within

these Counties.

5.1.3 Transportation Services:

Smoky Lake County and Thorhild County provide Grader Operation Service within each respective boundary for Road Maintenance:

Smoky Lake County: Twp 612: RR 192 – 192A

Thorhild County: Twp 610: RR 192 – 192A

5.1.4 Intermunicipal Development Plan:

Smoky Lake County and Thorhild County agreed not to enter into an Intermunicipal Development Plan:

Smoky Lake County: January 23, 2020 – Motion 364-20

Thorhild County: December 10, 2019 – Motion 770-2019

PART SIX: COLLABORATION PROCESS

- 6.1 There are currently no pending or planned project(s) or service(s) between the Parties, apart from mutual aid agreements that may be reviewed or amended in the foreseeable future. However, if a circumstance arises that one Party wishes to enter into an intermunicipal service agreement, sections 6(2) to 6(10) of this Framework procedure shall dictate the process.
- 6.2 In the event either Party believes the development of a new project and/or service may benefit residents of the other Party and require a cost-sharing agreement, the initiating Party's Chief Administrative Officer shall notify the other Party's Chief Administrative Officer of such a development and/or service being considered for construction or development.
- 6.3 The initial notification, as referenced in section 6(2) of this Framework, will include a general description of the project, estimated costs and timing of expenditure.
- 6.4 Once either Party has received notice of a new project, an Intermunicipal Committee meeting must be held within thirty (30) calendar days of the date the notice was received, unless both Chief Administrative Officers agree otherwise.
- 6.5 The Intermunicipal Committee will be the forum used to address and develop future mutual aid agreements and/or cost-sharing agreements and bring forward recommendations to the Parties' respective Councils as the final decision-making authorities. Both Smoky Lake County and Thorhild County shall agree that time shall be of the essence throughout the Intermunicipal Committee meetings.
- 6.6 When developing service agreements, the Committee shall clearly identify which municipality will lead service delivery for the service(s).
- 6.7 When developing service agreements, the Committee shall determine the appropriate funding for the service(s) being discussed.
- 6.8 All future service agreements shall set out a process for discontinuing the service provided if one or both parties wish to discontinue the service delivery.
- 6.9 All future service agreements shall set out a time frame for the delivery of the service(s) been discussed including the start date of the service delivery.
- 6.10 In the event that the Intermunicipal Committee is unable to reach an agreement, the dispute shall be dealt with through the procedure outlined within Section 7 of this document.

PART SEVEN: DISPUTE RESOLUTION

- 7.1 The Parties commit to resolving any disputes in a non-adversarial, informal and cost-efficient manner.
- 7.2 Both Parties shall make all reasonable efforts to resolve all disputes by

negotiation and agree to provide open and timely disclosure of relevant facts, information and documents to facilitate negotiations.

- 7.3 In the event of a dispute, the Parties agree that they shall undertake a process to promote the resolution of the dispute in the following order:
- a. negotiation;
 - b. mediation; and
 - c. binding arbitration.
- 7.4 If any dispute arises between the Parties regarding the interpretation, implementation or application of this Framework or any contravention or alleged contravention of this Framework, the dispute will be resolved through the binding dispute resolution process outlined herein.
- 7.5 If the dispute resolution process is invoked, the Parties shall continue to perform their obligations described in this Framework until such time as the dispute resolution process is complete.
- 7.6 Despite section 7.4, where an existing intermunicipal agreement has a binding dispute resolution process included in said intermunicipal agreement, the dispute resolution process in the existing intermunicipal agreement shall be used instead of the dispute resolution process outlined in this Framework.
- 7.7 A Party shall provide written notice, to the other Party, of a dispute, and outline in reasonable detail the relevant information concerning the dispute. Within thirty (30) days following receipt of the written notice, the Councils of the Parties shall meet and attempt to resolve the dispute through discussion and negotiation, unless a time extension is mutually agreed to by the Parties' respective Chief Administrative Officers. If the dispute is not resolved within sixty (60) days of the receipt of the written notice, the negotiations shall be deemed to have failed.
- 7.8 If the Parties cannot resolve the dispute through negotiation within the prescribed time period, then the dispute shall be referred to mediation.
- 7.9 Either Party shall be entitled to provide the other Party with a written mediation notice specifying:
- a. The subject matters remaining in dispute, and the details of the matters in dispute that are to be mediated;
 - b. The nomination of an individual to act as the mediator.
- 7.10 The Parties shall, within thirty (30) days of the receipt of the mediation notice, jointly nominate or agree upon a mediator.
- 7.11 Where a mediator is appointed, the Parties shall submit in writing, their dispute to the mediator and afford the mediator access to all records, documents and information the mediators may reasonably request. The Parties shall meet with the mediator at such reasonable times as may be required and shall, through the intervention of the mediator, negotiate in good faith to resolve their dispute. All proceedings involving a mediator are agreed to be without prejudice and the fees and expenses of the mediator and the cost of the facilities required for mediation shall be shared equally between the municipalities.
- 7.12 In the event that:
- a. The Parties do not agree on the appointment of a mediator within thirty (30) days of the receipt of the mediation notice; or
 - b. The mediation is not completed within sixty (60) days after the appointment of the mediator; or
 - c. The dispute has not been resolved in ninety (90) days from the date of receipt of the mediation notice;
- either Party may by notice to the other Party, withdraw from the mediation process and in such event, the dispute shall be deemed to have failed to be resolved by mediation.
- 7.13 If mediation fails to resolve the dispute, the dispute shall be submitted to binding arbitration. Either of the Parties may provide the other Party with a

written arbitration notice specifying:

- a. the subject matters remaining in dispute and the details of the matters in dispute that are to be arbitrated; and
- b. the nomination of an individual to act as an arbitrator.

- 7.14 Within thirty (30) days following the receipt of the written arbitration notice, the other Party shall, by written notice, advise as to which matters stated in the arbitration notice it accepts and disagrees with, advise whether it agrees with the resolution of the disputed items by arbitration, and advise whether it agrees with the arbitrator selected by the initiating Party or provide the name of one arbitrator nominated by that other Party.
- 7.15 The Parties shall, within thirty (30) days of the receipt of the written arbitration notice, jointly nominate or agree upon an arbitrator.
- 7.16 Should the Parties fail to agree on a single arbitrator within the prescribed time period, then either Party may apply to a Justice of the Court of Queen's Bench of Alberta to have an arbitrator appointed.
- 7.17 The terms of reference for arbitration shall be those areas of dispute referred to in the written notice of arbitration and the respondent Party's response thereto.
- 7.18 The *Arbitration Act (Alberta)*, as amended from time to time, shall apply to arbitration proceedings commenced pursuant to this Framework.
- 7.19 The arbitrator shall proceed to hear the dispute within sixty (60) days of being appointed and shall further proceed to render a written decision concerning the dispute forthwith.
- 7.20 The arbitrator's decision is final and binding upon the Parties subject only to the Parties' right to seek judicial review by the Court of Queen's Bench on a question of jurisdiction.
- 7.21 If the Parties do not mutually agree on the procedure to be followed, the arbitrator may proceed to conduct the arbitration on the basis of documents or may hold hearings for the presentation of evidence and for oral argument.
- 7.22 Subject to the arbitrator's discretion, hearings held for the presentation of evidence and for argument are open to the public.
- 7.23 If the arbitrator establishes, pursuant to Section 7.22, that hearings are open to the public, the arbitrator, at its sole discretion, may solicit written submissions. If the arbitrator requests written submissions, they must be considered in the decision.
- 7.24 The fees and expenses of the arbitrator and the cost of the facilities required for arbitration shall be shared on a proportional basis by the Parties that are parties to the Framework, as set out in Section 7.25.
- 7.25 Each Party's portion of the arbitration costs shall be determined by each respective Party's population. For greater certainty, this means that Smoky Lake County's portion of the costs would be 43% of the total and Thorhild County's portion of the costs would be 57% of the total, based on the 2019 Alberta Municipal Affairs Population List. These percentages will remain for the duration of the term of this Framework.
- 7.26 On conclusion of the arbitration and issuance of an order, the arbitrator must proceed to compile a record of the arbitration and give a copy of the record to each of the Parties.

PART EIGHT: CORRESPONDENCE

- 8.1 Written notice under this Agreement shall be addressed as follows:

a. In the case of Smoky Lake County to:

**Smoky Lake County
c/o Chief Administrative Officer
P.O. Box 310
Smoky Lake, AB
T0A 3C0**

b. In the case of Thorhild County to:

**Thorhild County
c/o Chief Administrative Officer
P.O. Box 10
801 – 1 st Street
Thorhild, AB
T0A 3J0**

8.2 In addition to Part Eight – Section 8.1, notices may be sent by electronic mail to the Chief Administrative Officer.

IN WITNESS WHEREOF the Signatories have hereunto executed this Agreement under their respective corporate seals and by the hands of their proper officers duly authorized in that regard.

Signed this _____ day of _____, 2020 at _____,
Alberta.

SMOKY LAKE COUNTY

Reeve

Chief Administrative Officer

Bylaw Number: 1368-20

Signed this _____ day of _____, 2020 at _____,
Alberta.

THORHILD COUNTY

Reeve

Chief Administrative Officer

Bylaw Number: 14-2020

Kyle Schole

From: Wayne Shanks <wayne.shanks@thorhildcounty.com>
Sent: May 26, 2020 4:27 PM
To: jordan ruegg
Cc: Kyle Schole; lydia cielin; cory ollikka; CAO Paul Hanlan
Subject: RE: ICF Extension

Categories: Blue Category

Hi Jordan:

At it's May 26th meeting today, Council had issue with clauses 5.1.2 and 7.25 of the draft ICF, and decided to not give first reading without first achieving agreement.

*Clause 5.1.2 Water:
Smoky Lake County, Thorhild County, the Town of Smoky Lake and the Villages of Vilna and Waskatenau joined together to form Highway 28/63 Regional Water Services Commission to provide water to the Thorhild and Smoky Lake Counties and the communities within these Counties.*

Council felt that due to this agreement being for a region-wide service provided for through the Highway 28/63 Regional Water Services Commission, and not specifically for an intermunicipal service between Smoky Lake County and Thorhild County, that it did not belong within the ICF. As such, Council is of the opinion that it should be removed.

Do we have anything from the Province which states that such an agreement should be included as an intermunicipal service to be included within an ICF?

Clause 7.25 Each Party's portion of the arbitration costs shall be determined by each respective Party's population. For greater certainty, this means that Smoky Lake County's portion of the costs would be 43% of the total and Thorhild County's portion of the costs would be 57% of the total, based on the 2019 Alberta Municipal Affairs Population List. These percentages will remain for the duration of this Framework.

Council feels that it should be based on an equitable split, which would be 50/50, and not on population.

It is noted that none of our ICF's with our other neighbours include the costs of an arbitrator, however, they all refer to Part 17.2 of the MGA. Within this Part, there is no mention of proportionate sharing of costs. However, Section 53(3) of the *Arbitration Act* does state that the costs of arbitration consist of parties legal expenses, the fees and expenses of the arbitral tribunal and any other expenses related to the arbitration. However, no mention is made of proportionate cost sharing.

Since our other ICF's do not mention proportionate sharing of costs for arbitration, would you agree to change the clause to reference a 50/50 split, or alternatively, to remove clause 7.25 (and consequently, clause 7.24 which references clause 7.25)?

Regards,

Wayne Shanks, M.Pl, RPP, MCIP
Manager of Planning & Development
Direct 780-398-2825
Toll free 1-877-398-3777
<http://www.thorhildcounty.com>

ACTION LIST:

May 28, 2020 County Council Meeting




MOTION NO.	RESOLUTION	DEPARTMENT	ACTION	STRATEGIC PLAN GOAL
795-20	That Smoky Lake County Council authorize Administration, in respect to Council's January 6, 2020, "Hiring Freeze" Motion # 334-20, to proceed to hire a total of three (3) temporary employees to fill three (3): two-month Summer Temporary Employment positions in Year- 2020, for the Parks and Recreation Department, and acknowledge the County has been approved for full funding of the said 3 positions.	Parks & Rec Communications	The Parks and Recreation Manager will choose a candidate from the 2020 Submitted Resumes. No additional advertising was required. Municipal File: 19-15	
796-20	That Smoky Lake County advertise four (4) free facemasks for each resident which are available through the Government of Alberta's Pandemic Response Planning Team (PRPT): Masks for Albertans initiative, whereby each Albertan will have access to 4 disposable facemasks to help prevent the spread of COVID-19 and are to be picked up by individuals through an honor system, and thank the Town of Smoky Lake for coordinating the delivery, packaging and bulk distribution of the said masks to the Smoky Lake Region at the three (3) following locations: Town of Smoky Lake Office, Village of Vilna Office, and Village of Waskatenau Office.	Communications	Advertised in the June Grapevine & on social media June 8, 2020: <div style="text-align: center;"> <h2>HELP PREVENT THE SPREAD</h2> <h3>Free non-medical masks available</h3> <p>• • • • •</p> <p>Four (4) FREE disposable non-medical masks are available for each resident to help prevent the spread of COVID-19.</p> <p>Masks can be picked up through the honour system at:</p> <ul style="list-style-type: none"> • Town of Smoky Lake Office • Village of Vilna Office • Village of Waskatenau Office <p>Masks will be available after June 8, 2020</p> <p><i>This program is made possible through the Government of Alberta's Pandemic Response Planning Team: Masks for Albertans Initiative.</i></p> <p><i>THANK YOU to the Town of Smoky Lake for co-ordinating the packaging and distribution.</i></p> </div> Municipal File: 5-4	

ACTION LIST:

May 28, 2020 County Council Meeting





MOTION NO.	RESOLUTION	DEPARTMENT	ACTION	STRATEGIC PLAN GOAL
798-20	<p>That Smoky Lake County Council resolves to direct staff to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program for Smoky Lake County, Policies and Systems Project; and, be it therefore resolved that the Municipality commits to conducting the following activities in its' proposed project submitted to the Federation of Canadian Municipalities' Municipal Asset Management Program to advance our asset management program with the following three activities:</p> <ul style="list-style-type: none"> • Collect and compile Asset information into one central database, • Set up Asset Management Strategy, Plan, and Roadmap, and • Municipal Workshops: Asset Management principles, In-house Asset Management capacity, Risk Management, <p>Be it further resolved that the Municipality commits \$11,200.00 from its budget towards the cost of this initiative.</p>	Finance	 <p>Smoky Lake County</p> <p>P.O. Box 310 4612 McDougall Drive Smoky Lake, Alberta T0A 1C0 Phone: 780-656-3730 1-888-656-3730 Fax: 780-656-3768 www.smokylakecounty.ab.ca</p> <p>Municipal File: 11-12</p> <p>Scott Lamb, Product Specialist, MuniSight Ltd. Sent via Email: Scott@munisight.com</p> <p>May 29, 2020</p> <p>Dear Mr. Lamb,</p> <p>Re: Federation of Canadian Municipalities' Municipal Asset Management Program</p> <p>Please be advised at the County Council meeting held on May 28, 2020, Council passed the following Motion # 798-20:</p> <p>"That Smoky Lake County Council resolves to direct staff to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program for Smoky Lake County, Policies and Systems Project; and, be it therefore resolved that the Municipality commits to conducting the following activities in its' proposed project submitted to the Federation of Canadian Municipalities' Municipal Asset Management Program to advance our asset management program with the following three activities:</p> <ul style="list-style-type: none"> • Collect and compile Asset information into one central database, • Set up Asset Management Strategy, Plan, and Roadmap, and • Municipal Workshops: Asset Management principles, In-house Asset Management capacity, Risk Management, <p>Be it further resolved that the Municipality commits \$11,200.00 from its budget towards the cost of this initiative."</p> <p>I trust the above will meet your needs to proceed with the grant writing. Also please see attached the executed copy of the MuniSight Ltd., Quote Ref#: 200554, dated May 26, 2020, Order Form, which we understand is contingent, and only payable if we are successfully in receiving the Federation of Canadian Municipalities' Municipal Asset Management Program funding. Thank you.</p> <p>Yours truly,</p> <p>Craig Lukinuk, Reeve</p>	

ACTION LIST:

May 28, 2020 County Council Meeting



MOTION NO.	RESOLUTION	DEPARTMENT	ACTION	STRATEGIC PLAN GOAL
801-20	That Smoky Lake County Planning Department respond to the delegations who were unable to attend the meeting: Jean Gushathey and Judy Brousseau, in regard to their concerns with Council's January 23, 2020 motion # 349-20 "That Smoky Lake County execute the Roadway License Agreement with Amanda Flondra for the purpose of grazing cattle on the undeveloped road allowance between the land legally described as NE-13-60-14-W4M & NW-18-60-13-W4M, and SE-13-60-14-W4M & SW-18-60-13-W4M for a Ten (10) Year Term: January 23, 2020 to expire January 23, 2030; unless otherwise terminated sooner.", with Section 20(b) of the Roadway License Agreement executed by Amanda Flondra which states: "Gates should be provided at each end of the licensed roadway. These gates are to remain unlocked at all times, and be easy to open and close, unless expressed permission is granted; and not posted as private property."	Planning & Dev	 <p>Smoky Lake County</p> <p>P.O. Box 310 4612 Al Douglas Drive Smoky Lake, Alberta T5A 1G0</p> <p>Phone: 780-656-3730 Toll-free: 1-800-955-3730 Fax: 780-656-3789 www.smokylakecounty.ab.ca</p> <p>January 27, 2020</p> <p>JEAN GUSHATHEY 11504 152A AV EDMONTON, AB T5X 1E2</p> <p>Sent Via: Regular Mail</p> <p>Re: Road License Agreement RLA-002-19 SE-13-60-14-4 and SW-18-60-13-4 / NE-13-60-14-4 and NW-18-60-13-4</p> <p>Dear Ms. Gushathey,</p> <p>At the January 23, 2020 meeting of Smoky Lake County Council, the following Motion 349-20 was adopted:</p> <p><i>"That Smoky Lake County execute the Roadway License Agreement with Amanda Flondra for the purpose of grazing cattle on the undeveloped road allowance between the lands legally described as NE 13-60-14-W4M & NW 18-60-13-W4M, and SE 13-60-14-W4M & SW 18-60-13-W4M, for a ten (10) year term: January 23, 2020, to expire January 23, 2030; unless otherwise terminated sooner."</i></p> <p>Despite your objection to the aforementioned Roadway License Agreement, as noted in your email dated November 7, 2019, Council has exercised its authority and discretion to allow for the License to be signed and executed, as per Smoky Lake County Bylaw No. 1005-96: Roadway License Bylaw, and by Smoky Lake County Policy No. 03-44-02: Roadway License Agreement.</p> <p>Please feel free to contact the undersigned at 780-656-3730 or by email at jruess@smokylakecounty.ab.ca, should you have any questions regarding this matter. Thank you!</p> <p>Sincerely,</p>  <p>Jordan Ruess, Planning & Development Manager Smoky Lake County</p> <p>[RLA 002-19 - Flondra, Amanda] Page 1 of 1</p> <p>Municipal File: 3-7</p>	

ACTION LIST:

May 28, 2020 County Council Meeting





MOTION NO.	RESOLUTION	DEPARTMENT	ACTION	STRATEGIC PLAN GOAL
802-20	<p>That Smoky Lake County acknowledge a total of two (2) bids were received for the Year-2020 to Year 2023 Gravel Crushing Tender which were opened by the Public Works Manager and Public Works Foreman on May 19, 2020, at 2:15 p.m. from:</p> <ul style="list-style-type: none"> • Ferby Sand and Gravel Ltd. in the bid amount of \$422,950.00, and • McNabb Construction Ltd. in the bid amount of \$378,200.00, <p>and, Smoky Lake County award the said tender to the lowest bidder: McNabb Construction Ltd. from Forestburg, Alberta, to crush and stockpile gravel at the White Earth Creek Gravel Pit located at NW ¼ of Section 2-61-18-W4 and NE 35-60-18-W4, in Year-2020 as follows:</p> <ul style="list-style-type: none"> • 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, and • Sand Elimination based on 20,000 Tonne, <p>with an option at the sole discretion of the County, to renew each year for a one-year term with estimated volumes not less than 85,000 Tonne.</p>	Public Works Manager	<p>Legislative Services drafted the Crushing Contract Agreement on June 11, 2020 as requested and emailed the document to the Public Works Manager for review and refinement for execution.</p> <p>Public Works Manager couriered the 2020 Gravel Crushing Tender Contract to McNabb Construction Ltd. and expects the executed agreement to be returned by the end of June or beginning of July.</p> <p>Municipal File: 3-91K</p>	
803-20	<p>That Smoky Lake County Council authorize Administration, in respect to Council's January 6, 2020, "Hiring Freeze" Motion # 334-20, to proceed to re-hire the casual Public Works employee from June 1, 2020 to termination of employment on August 31, 2020, as an operator: truck driver to fill the current employment capacity, and acknowledge the Year-2020 budget is not affected by this because the current operator is being allocated to a seasonal position.</p>	Public Works Manager	<p>As per Motion #803-20, the casual Public Works employee was hired from June 1, 2020 to termination of employment on August 31, 2020, as an operator: truck driver to fill the current employment capacity.</p>	

ACTION LIST:

May 28, 2020 County Council Meeting




MOTION NO.	RESOLUTION	DEPARTMENT	ACTION	STRATEGIC PLAN GOAL
804-20	That Smoky Lake County reopen its campgrounds to Alberta Residents with self-contained camping units equipped with built-in washing and toilet facilities, effective June 15, 2020; and, abide by the evolving Provincial Regulations for the sanitization of outhouses and camp-kitchens facilities in respect to COVID-19 Public Health recommendations for Private and Municipally operated Campgrounds.	Parks & Rec Manager Communications	<p>Advertised in the June 2020 Grapevine:</p> <p>CAMPGROUNDS REOPENING SOON!</p> <p>Smoky Lake County will be reopening all municipally owned campgrounds to Alberta residents beginning June 15, 2020. All regulations set out by the Province of Alberta apply.</p> <p>At this time campgrounds will only permit self-contained campers, equipped with water supply, holding tanks and personal washroom facilities. <i>No tenting will be allowed.</i></p> <p>Campers must still comply with restrictions on gatherings, and maintain physical distance of 2 metres between individuals not from the same household.</p>  <p>CAMPGROUNDS REOPENING</p> <p>UPDATE: June 12, 2020</p> <p>Smoky Lake County will be reopening all municipally owned campgrounds to Alberta residents beginning June 15, 2020.</p> <p>Campgrounds will now permit ALL types of camping units. Campers are highly encouraged to bring and utilize personal washroom facilities whenever possible to reduce traffic at shared-use facilities. Public outhouses will be opened and maintained in accordance to the guidelines set out by the Government of Alberta.</p> <p>Please remember: All regulations set out by the Government of Alberta apply including restrictions maintaining physical distance of 2 metres between individuals not from the same household.</p>  <p><i>We thank everyone for their cooperation and understanding during this process.</i></p> <p>We encourage all residents and businesses to follow the public health guidelines as set by the Government of Alberta. https://www.alberta.ca/coronavirus-info-for-albertans.aspx</p>	

ACTION LIST:

May 28, 2020 County Council Meeting



MOTION NO.	RESOLUTION	DEPARTMENT	ACTION	STRATEGIC PLAN GOAL
805-20	That the Smoky Lake County Council who can attend – attend the conference call with Minister of Transportation scheduled for Friday, May 29, 2020, from 2:00 p.m. to 2:15 p.m., for the purpose of receiving clarity on potential Provincial funding towards the reclamation of the former Waskatenau Nuisance Grounds legally described as Plan 5225CL, Block OT.	Planning & Dev.	The Provincial funding towards the reclamation of the former Waskatenau Nuisance Grounds will be 50% as per the conversation held at the May 29, 2020 conference call with the Minister of Transportation.	
807-20	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: Legislative Services & Communications: <ul style="list-style-type: none"> All-Net Solutions – New website training held virtually by Evonne Zukiwski, Communications Technician and Patti Priest, Legislative Services Clerk. 	Assistant CAO	Reporting on Training Events is captured for other members to reference as an educational tool, and transparently tracks that personnel received Professional Development. Municipal File: 1-289	
808-20	That Smoky Lake County advertise on social media and in the County Grapevine, the list of services being offered through the Lakeland Primary Care Network (PCN) in the Smoky Lake PCN office located at 151 White Earth Street, Smoky Lake, as follows: <ul style="list-style-type: none"> Active Living & Exercise Services, Registered Dietician, Social Work Support, Medical Footcare, Ankle Branchial Index, and Stress Test. as per discussion held at the Doctor Retention and Recruitment Committee Meeting held on May 14, 2020, and acknowledge receipt of the email received from Chaitanya Bandaru, Executive Director of the Lakeland Primary Care Network, dated May 15, 2020 notifying same.	Communications	Advertised in the June edition of the Grapevine, published the week of June 8, 2020 and advertised on social media June 9, 2020:  <p>Lakeland PCN is dedicated to participating in community engagement events. Our healthcare team which includes registered nurses, licensed practical nurses, registered dietitians, exercise specialists and social workers, can provide a variety of health care services such as:</p> <ul style="list-style-type: none"> Active Living and Exercise Services Registered Dietitian Social Work Support Footcare Ankle Branchial Index Stress test <p>* Some programs do require a referral from your family physician. Please contact our office for more detailed information about the services offered.</p> Municipal File: 5-22	

ACTION LIST:

May 28, 2020 County Council Meeting




MOTION NO.	RESOLUTION	DEPARTMENT	ACTION	STRATEGIC PLAN GOAL
809-20	That the correspondence received by Smoky Lake County from Rajan Sawhney, Minister of Community and Social Services, dated April 27, 2020, in regard to the temporarily relaxing the funding restrictions on Family Community Support Services (FCSS) funding to help address food security needs at the local level in respect to the COVID-19 Pandemic, as per Ministerial Order 2020-15, be filed for information.	Assist CAO	No Action Required. Correspondence retained for information purposes and historical reference. Municipal File: 5-2	
810-20	That Smoky Lake County confirm consultation has taken place with the Smoky Lake RCMP Detachment further to April 30, 2020 Motion #736-20 in regard to the 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 be it acknowledged as requested in the letter received from Tina Chan, Sargent, Smoky Lake RCMP Detachment, dated April 29, 2020, requesting acknowledgement of consultation.	Assist CAO	RCMP Sargent Tina Chan, executed the Smoky Lake RCMP Detachment's 2020-2021 Strategic Plan on April 29, 2020, and Smoky Lake County Reeve Craig Lukinuk executed it on May 13, 2020. The executed plan was delivered the detachment on May 14, 2020. Municipal File: 2-85	
811-20	That Smoky Lake County acknowledge receipt of the carbon copied letter received from Adam Kozakiewicz, Chief Administrative Officer, Town of Smoky Lake to the Honourable Kaycee Madu, Minister of Municipal Affairs, dated May 10, 2020, in regard to passing the Town of Smoky Lake Bylaw No. 002-220: Smoky Lake Region Intermunicipal Collaboration Framework (ICF) at the April 28, 2020 Town Council Meeting.	Assist CAO	Letter acknowledged for documentation purposes, and as per legislation. Municipal File: 61-3	

ACTION LIST:

May 28, 2020 County Council Meeting





MOTION NO.	RESOLUTION	DEPARTMENT	ACTION	STRATEGIC PLAN GOAL
814-20	That Smoky Lake County declare June 1 to 7, 2020 to be Seniors' Week in honour of the past, present and future contributions of the seniors of this community and throughout Alberta.	Communications	<p>Advertised in the June edition of the Grapevine, published the week of June 8, 2020 and advertised on social media June 1st, 2020:</p>  <p>The graphic features the Smoky Lake County logo, the word 'PROCLAIMS' in large letters, the dates 'June 1-7, 2020', and 'Seniors' Week' in a large teal font. Below this is a photograph of five diverse seniors standing together. At the bottom, there is text providing information on how to recognize and celebrate seniors, a website URL, and a social media hashtag. The word 'Alberta' is written in a cursive font at the very bottom of the graphic.</p> <p>For ideas on how to recognize and celebrate seniors while keeping everyone safe, visit: https://www.alberta.ca/seniors-week.aspx</p> <p>Share your stories and videos using #abseniors</p> <p>Alberta</p> <p>Two slab cakes were ordered on June 3, 2020 for delivery on June 5, 2020 to the Vilna and Smoky Lake Lodges.</p> <p>Municipal File: 1-232</p>	

ACTION LIST:

May 28, 2020 County Council Meeting




MOTION NO.	RESOLUTION	DEPARTMENT	ACTION	STRATEGIC PLAN GOAL
815-20	That Smoky Lake County provide a letter of support to the Town of Smoky Lake in regard to their grant application for the Canadian Radio-television and Telecommunications Commission (CRTC) Broadband Fund towards the Town's fiber to doorstep project, in response to the letter received from Adam Kozakiewicz, Chief Administrative Officer, Town of Smoky Lake, dated May 12, 2020.	CAO	 <p>Smoky Lake County</p> <p>P.O. Box 310 4612 MacDougall Drive Smoky Lake, Alberta T0A 3C0 Phone: 780-656-3730 1-800-656-3730 Fax: 780-656-3768 www.smokylakecounty.ab.ca</p> <p>Municipal File: 1-113</p> <p>Adam Kozakiewicz, CAO, Town of Smoky Lake Sent via Email: cao@smokylake.ca</p> <p>May 28, 2020</p> <p>Dear Mr. Kozakiewicz,</p> <p>Re: Letter of Support - CRTC Broadband Fund Application</p> <p>Smoky Lake County is in support of the Town of Smoky Lake's Broadband Funding application for the Canadian Radio-television and Telecommunications Commission (CRTC) Broadband Fund towards the Town's fiber to doorstep project.</p> <p>We see the need now and into the future for the fiber-optic cable extension outlined in the project. With our offices located within Town of Smoky Lake, this enhanced internet speed offering would meet our current and future needs. This project would not only benefit our administration, it would help our community thrive and attract additional businesses to the Smoky Lake Region.</p> <p>In support of this initiative, Smoky Lake County is pledging \$1,000.00 towards the successful completion of this project.</p> <p>Sincerely,  Cory Ollikka Chief Administrative Officer</p> <p><small>In reference to: Smoky Lake County Council Meeting held May 28, 2020, Motion # 815-20 Smoky Lake County and Town of Smoky Lake Joint Council Meeting held May 29, 2020, Motion # 5-C-188-20</small></p>	
816-20	That Smoky Lake County acknowledge receipt of the correspondence from Michelle Olsen, Administrative Assistant, Construction Stony Plain/Constructions and Maintenance Division, Alberta Transportation, dated May 8, 2020, in regard to "Notification of Construction Operations" for the two (2) Projects: Illumination Improvement at the intersection of Highway 656 and 831, and Roundabout Improvement at the intersection of Highway 28 and 831, scheduled to start on May 19, 2020 and scheduled to end on October 15, 2020.	Assist CAO Communications	<p>Advertised in the June edition of the Grapevine, published the week of June 8, 2020 and advertised on social media May 13th, 2020:</p> <div style="border: 2px solid orange; padding: 5px;"> <p>CONSTRUCTION NOTICE</p> <p>Please be advised that construction will be occurring on the intersection of</p> <p>HWY 28 & HWY 831</p> <p>May 2020 to October 2020</p> <p>Please slow down and drive with caution through construction zones.</p> </div> <p>Municipal File: 3-20</p>	

ACTION LIST:

May 28, 2020 County Council Meeting



MOTION NO.	RESOLUTION	DEPARTMENT	ACTION	STRATEGIC PLAN GOAL
817-20	That Smoky Lake County show appreciation for the contributions of the Rural Health Providers whose abilities enhance the quality of life in rural Alberta and celebrate May 25-29, 2020 as "Alberta Rural Health Week", in response to the email received from Jonathan Koch, Director, Communications and Marketing, Rural Health Professions Action Plan, dated May 7, 2020.	Communications	<p>Shared on Social Media May 27, 2020.</p>  <p>Municipal File: 5-19</p>	
818-20	That Smoky Lake County approve funds in the amount of \$2,500.00 as per the Riverland Recreational Trail Society, Invoice # 2020-24, dated April 21, 2020, with funds to be dispersed as per the funding agreement executed August 29, 2019 by Motion # 1087-19, for the Winter Maintenance Program of the Iron Horse Trail for a three-year term from 2019 to 2021, with 57% of the funds to be contributed to the Riverland Recreational Trail Society and 43% of the funds to be contributed to the Iron Horse Trail Groomer Foundation (Smoky Lake Trail Twister Snowmobile Club), and funds be allocated from the Grants to Individuals and Organizations budget.	Accounts Payable	<p>Cheque Number 49584 issued on June 10, 2020.</p> <p>Municipal File: 7-63</p>	
819-20	That Smoky Lake County sponsor the production of H. A. Kostash School 2019-2020 Yearbook in the amount of \$50.00 as an advertising opportunity within the community, in response to the letter request form the H. A. Kostash 2019-2020 Yearbook Committee, dated May 2020.	Accounts Payable	<p>Cheque Number _____ issued on _____, 2020.</p>	

ACTION LIST:

May 28, 2020 County Council Meeting



MOTION NO.	RESOLUTION	DEPARTMENT	ACTION	STRATEGIC PLAN GOAL
820-20	<p>That following correspondence released to Smoky Lake County Council in accordance with Policy Statement No. 01-28-01: Regular County Council Meeting: Issues for Information and Information Releases, for the months of May 2020, be filed for information:</p> <ul style="list-style-type: none"> • R14-20 - Ross Hunter, Communications Officer, Aspen View Public Schools, dated May 4, 2020, Administrative Appointments, • R15-20 - Honourable Kaycee Mad, Minister of Municipal Affairs, dated May 2020, COVID-19 Summary Update, • R19-20 RMA: Contact Newsletter: May 15, 2020, • R21-20 - Aspen View Board Highlights - May 7, 2020, • R22-20 - Thank You's for the Month of May 2020, <p>and, Council acknowledge receipt of the following correspondence released in accordance with same:</p> <ul style="list-style-type: none"> • R16-20 - Audrey Poitras, President, Metis Nation of Alberta, dated April 2, 2020, Letter of Support Proposed Victoria Trail Municipal Historic Area: Bylaw 1370-20, • R17-20 - Juanita Marois, Executive Director, Metis Crossing, dated May 2020, Metis Crossing Grand Opening Celebrations Postponement, • R18-20 - COVID-19 Guidance for Private & Municipal Campgrounds/Farmer's Markets & Public Markets, • R20-20 - Honourable Kaycee Madu, Minister of Municipal Affairs, dated May 19, 2020, Allocation of Municipal Sustainable Initiative (MSI) funding. 	Assistant CAO	<p>R14-20: Aspen View Public Schools, Admin Appointments Municipal File: 17-4</p> <p>R15-20: Minister of Municipal Affairs, COVID-19 Summary Municipal File:</p> <p>R19-20: RMA - Contact Newsletter Municipal File: 1-10</p> <p>R21-20: Aspen View Board Highlights Municipal File: 17-4</p> <p>R22-20: Thank You's for the Month of May 2020 Municipal File:</p> <p>R16-20: Metis Nation of Alberta, support Bylaw 1370-20 Municipal File:</p> <p>R17-20: Metis Crossing Grand Opening Postponement Municipal File:</p> <p>R18-20: COVID-19 Guidance for Campgrounds & Markets Municipal File:</p> <p>R20-20: Minister of Municipal Affairs, MSI funding Municipal File:</p> <p>Correspondence listed within this Motion required no decision of Council except to acknowledge or file; this process captures the information the County receives and forwards to Council members recorded on a calendar for the current month as a legislative practice of Smoky Lake County as per Policy Statement No. 01-28: Issues for Information and Release of Information, to allow information to be released to Council prior to Council meeting.</p>	

ACTION LIST:

May 28, 2020 County Council Meeting



MOTION NO.	RESOLUTION	DEPARTMENT	ACTION	STRATEGIC PLAN GOAL
823-20	That Smoky Lake County Council defer email received from Diane Cholak, Property Owner, dated May 19, 2020, in regard to offering for sale to the County, the land legally described as SE-33-59-12-4, Lot E, Plan 7921604, commonly known as the Waste Transfer Site and Staging Area in the Hamlet of Spedden with a deadline to purchase of June 7, 2020; and, respond to Mrs. Cholak requesting an extension on the said deadline to obtain more information.	Planning & Dev.	The email as per Motion 823-20 was brought forward to the June 16, 2020 Environmental Operations Meeting where it was discussed under Executive Session and was deferred once more, to the June 25, 2020 Council Meeting, to allow time for the Market Assessment Value of the Land which has been requested to be received.	



Reeve's Report For May 21, 2020 to June 18, 2020

May 23, 2020 – Northern Lights Library Executive Meeting virtually: (Craig)

- PLSB Report, discussion on how many Library are opening and safety precautions in place.
- Financial Report was received.
- Reviewed Several Policies and passed by the board.
- Went over NLLS Plan of Service.

May 25, 2020 – Pumpkin Patch Day Care Meeting held virtually: (Craig)

- Pre- Planning discussion on relaunching the opening of the day care.

May 27, 2020 – Aspen View Meeting: (All Council)

- GO Tech has been secured by Alberta Infrastructure.
- RFP requests have been sent out to architect for new HAK School Build.
- Communication on the new school design will be done by the CAO of the County and Town.

May 28, 2020 – County Council Meeting held Virtually: (All Council)

- Resolved to direct staff to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program for Smoky Lake County, Policies and Systems Project, and agreed to commit \$11,200 towards the cost of this initiative.
- Awarded McNabb Construction Ltd. from Forestburg, Alberta the contract for the 2020-2023 Gravel Crushing Tender.
- Approved to open Campgrounds June 15, 2020 with some restrictions to comply with COVID-19 Public Health Recommendations.
- Proclaimed Senior's Week – June 1 to 7, 2020.
- Approved to provide a letter of support to the Town of Smoky Lake for their application to the CRTC Broadband Fund towards the Town's fiber to doorstep project.
- Acknowledged the "Notification of Construction Operations" from Alberta Transportation for the Illumination Improvement at the intersection of Highway 656 and 831, and Roundabout Improvement at the intersection of Highway 28 and 831, scheduled to start on May 19, 2020 and scheduled to end on October 15, 2020.
- Agreed to celebrate May 25-29, 2020 as "Alberta Rural Health Week".
- Approved to provide \$2,500 for the Winter Maintenance Program of the Iron Horse Trail.
- Approved to sponsor \$50 towards the H.A. Kostash School 2019-2020 Yearbook.

May 29, 2020 – Joint Town of Smoky Lake and County Council Meeting held virtually: (All Council)

- Gave first reading to the Victoria District Economic Development Strategy Bylaw and scheduled a virtual Joint Public Hearing for Friday, June 26, 2020 at 10:00 am.
- Accepted the proposed Victoria District Economic Development Strategy Pre-Financing Budget in the amount of \$247,000 and agreed to a 50/50 County/Town funding split.
- Approve to provide the Town \$1,000 towards the Town's fiber to doorstep project.
- Approved the Town of Smoky Lake to host a virtual Joint Town/County Public Consultation meeting in regard to a community component within the New H.A. Kostash School, to be held June 23, 2020 from 5:00 p.m. to 8:00 p.m..

May 29, 2020 – Teleconference Call with the Minister of Transportation: (All Council)

- Received verbal confirmation that the Provincial funding towards the reclamation of the former Waskatenau Nuisance Grounds (and former Alberta Transportation Yard) will be 50%.



Reeve's Report For May 21, 2020 to June 18, 2020

June 3, 2020 – Policy Committee Meeting held virtually: (All Council)

- Recommended proceeding with issuing JMB Crushing Systems the maximum fines allowable under Bylaw No. 1306-17: Aggregate Extraction Business License, in response their delinquent Aggregate Extraction Business Licence fees.
- Recommend Policy Statement No. 03-25-09: Sale of Gravel or Sand, be adopted at the next Council meeting to incorporate: a maximum of 10 Tandem Load Gravel Tickets per resident household, pre-pay purchase protocol, that all loading of Gravel shall be done by Smoky Lake County, and Residents must ensure the area(s) receiving gravel will be free of obstruction and safe for County crews and equipment to work.
- Recommend Policy Statement No. 03-16-04: Road Closure or Cancellation, be adopted at the next Council meeting to incorporate additional requirements from the applicant, including a land survey funded by the applicant.

June 4, 2020 – Tourism Strategy Meeting held virtually: (Craig)

- Discussion on Public Participation coming this month.
- Discussion on what a partnership would look like after public participation approval.

June 4, 2020 – NLLS Building Committee: (Craig)

- Reviewed flooding happening in NLLS Headquarters.
- Reviewed bids for an electrical update.

June 5, 2020 – Genesis Reciprocal Insurance Annual General Meeting: (Craig)

- Approved the 2019 Audited Financial Statement.
- Approved the 2019 Actuarial Report.
- Confirm Appointment of the Year-2020 Auditor.
- Confirm Appointment of the Year-2020 Actuary.
- Reviewed Claims from previous year.
- Received the Attorney's Report.

June 10, 2020 – Tourism Strategy Meeting held virtually: (Craig)

- Talked with Travel Alberta and discussed the excitement around the local Tourism Project: Victoria District Economic Development Strategy.

June 10, 2020 – Regional Community Development Committee meeting held Virtually: (Craig & Lorne)

- Accepted the 2019 RCDC Priorities Workbook, Economic Development Work Plan, Opportunity Tracker, Economic Development Resource Summary and Fast Facts for Committee Input.
- Received a Joint Marketing proposal with Community Futures.
- Discussed a "Bring Them Home" Marketing project.
- Reviewed the Travel Alberta Partnership program recommended by Métis Crossing.
- Received information on the Victoria District Economic Development Strategy.

June 11, 2020 – Tourism Strategy Meeting held virtually: (Craig)

- Discussion held on public participation.

June 13, 2020 – Alberta Library Trustees Association Annual General Meeting: (Craig)

- Passed the Alberta Library Trustees Association Financial Statement Year Ending December 31, 2019, Completed by KBH Chartered Accountant.
- Election of Officers: all were Acclaimed.



Reeve's Report For May 21, 2020 to June 18, 2020

- Received the President's Report for the previous year.
- Alberta Library Trustees Association Website has been completely overhauled. Launching the new Trustee Connect. Collaborating with colleagues for web-base educational material.
- The current President's term is over, and they will not be seeking Re-election.

June 11, 2020 – Pumpkin Patch Daycare: (Craig)

- Discussed opening daycare first day will be June 15, 2020.

June 16, 2020 – County Environmental Operations Meeting held in Council Chambers: (All Council)

- Approve to send a letter to the County's Insurer: Priddle and Gibbs Adjusters to respectfully suggest more details are included with claim denial letters stated in layman's terms including timelines of events.
- Discussed plugging issues with the Warspite Sewage Lift Station pumps due residents flushing items which cannot break down and the flooding caused by Storm Drains being tied into the Sewage Lift Station with the excessive rainfall.

June 16, 2020– County Fire Protective Meeting held in Council Chambers: (All Council)

- Cancelled the Junior Firefighter Summer Day Camp scheduled for July 6-10, 2020 due to COVID.
- Approved for the Fire Chief & Deputy Fire Chief to become Accredited Fire Safety Codes Officers.
- Approved to provide a letter of support to Thorhild County to endorse the use of Alberta First Responders Radio Communications System (AFRRCS).

June 16, 2020 – County Agricultural Service Board Meeting held in Council Chambers: (All Council)

- Appointed Trevor Hedlund as a Weed Inspector for Smoky Lake County, effective June 16, 2020 to termination of employment.
- Discussed declaring a Municipal Agricultural Disaster and decided further statistics are required before making a declaration.
- Approved to host the Farmer's and Rancher's Appreciation lunch event of hamburgers and hotdogs at the Kinsman Park Gazebo in Smoky Lake, scheduled for July 23, 2020 from 11:00 a.m. to 2:00 p.m.
- Acknowledged the Government of Alberta has amending the Pest and Nuisance Control Regulation by removing Fusarium head blight - Fusarium Graminearum.

June 16, 2020 – County Natural Gas Meeting held in County Council Chambers: (All Council)

- Approved to donate \$250.00 to the Smoky Lake Food Bank and apply for matching funds from the Federation of Alberta Gas Co-ops Ltd.'s Local Donations Program.
- Approved to donate \$1,000.00 on behalf of Smoky Lake County through the Federation of Alberta Gas Co-ops Ltd. to the MS Society, from the Year-2020 budget allocated to attend the 14th Annual Federation MS Golf Classic which has been cancelled due to COVID.

Sincerely,

Craig Lukinuk, Smoky Lake County Reeve



Public Works Manager

Report Created On: Jun 17, 2020

Action 5.2.9

On Track

Roads

Update provided by Doug Ponich on Jun 16, 2020 22:00:09

- MG Haul Roads - Haul gravel to TWP 582A & 582 between HWY 855 - RR 172A. May 21 Div. 3
 - Haul gravel to TWP 584, RR 173 - RR 165 May 21, 25 Div. 3
 - Grader preparation for MG application on TWP 582A & 582. May 25 Div. 3
 - MG30 application on TWP 582 & 582A between HWY 855 - RR 172A. May 26 Div. 3
 - MG30 application on TWP 584, RR 173 - 165. May 27 Div. 3

MG2031 - RR 124; TWP 601 - 603A Reclaim road top. June 9 Div. 1

Haul gravel. June 10

Apply MG30 and compact. June 11

MG1911 - RR 130; TWP 603 - 604. Reclaim road top. June 10 Div. 1

Road repair at RR 122, south of HWY 28. Reclaim 2 broken up oil base areas. Grader blade and add gravel. June 16 Div. 1

Next month:

MG1735 - RR 180, TWP 594 - HWY 28.

MG2013 - TWP 592, RR 183 - 182A

Action 5.2.10

On Track

Maintenance

Update provided by Doug Ponich on Jun 17, 2020 13:54:41

Grader road maintenance.

Culvert first calls. May 21, 22, June 3

Saw cut asphalt at RR 152, south of HWY 28 in preparation for culvert installation. May 25 Div. 2

Prepare cold mix for patching at Bogdan Pit. May 28

Culvert installation:

- North approach along TWP 594, 100 m. west of RR 180. May 20 Div. 5
- South approach along TWP 602, 300 m. west of RR 165. May 20 Div. 4
- Victoria Trail, 400 m. west of RR 191. May 25 Div. 5
- New approach and culvert at east side of RR 170, south of TWP 602. May 27 Div. 4
- TWP 592A, 5 m. east of RR 165. May 28 Div. 3
- RR 152, north of TWP 592A (Bellis Beach) June 9 Div. 2
- RR 151A, west of RR 151. June 12 Div. 2
- RR 165, north of TWP 590. June 16 Div. 3

Repair west approach along RR 194, north of Victoria Trail. May 19 Div. 5

Repair washout after heavy rainfall on May 31; Int. of RR 185 & Victoria Trail. June 1 Div. 3

Repair washout next to BF1772 on RR 153, south of TWP 584. June 3 Div. 2

Repair washout at east approach along RR 183, north of TWP 600. June 3 Div. 5

Repair ditch washout along RR 193A, south of TWP 590. June 4, 5 Div. 5

Repair washout at TWP 611, east of RR 170. June 11 Div. 4

Repair washout (skidsteer) on RR 174, 1 mile north of TWP 612. May 21 Div. 4

Repair washout at TWP 620, west of RR 133A. June 11 Div. 1

Cleared beaver dam at north culvert end; TWP 590, east of RR 165. June 3, 11,16 Div. 3

Cleared beaver dam at culvert end; RR 123, south of TWP 592. June 10 Div. 1

Cleared beaver dam at culvert end; RR 132, north of HWY 652. June 10, 11 Div. 2

Cleared beaver dam at culvert end; RR 135, south of TWP 574. June 11 Div. 2

Cleared beaver dam at culvert end; RR 165, south of TWP 615A. June 11 Div. 4

Cleared beaver dam at culvert end; RR 162, south of HWY 28. June 16 Div. 3

Cleared beaver dam at culvert end; TWP 602, west of RR 164. June 3, 5, 9, 12, 16

Cleared debris from culvert ends after weekend rain storms:

- 58302 - RR 180. June 8 Div. 3
- TWP 602, east of RR 165. June 8 Div. 4
- RR 162, south of HWY 28. June 8 Div. 3
- RR 165, north of TWP 613. June 8 Div. 4
- TWP 611, east of RR 170. (2 culverts) June 10 Div. 4
- TWP 620, 2 miles east of HWY 36. June 10 Div. 1
- TWP 620, between RR 140 & 135. June 10 Div. 1
- TWP 584A, west of RR 165. June 11 Div. 3
- TWP 620, 1 mile east of HWY 36. June 11 Div. 1

Brushing for site lines:

- Int. RR 194A & Victoria Trail. May 20 Div. 5
- Int. TWP 590 & RR 195. May 20 Div. 5
- TWP 594, west of RR 184. May 20 Div. 5
- Int. TWP 594 & RR 190. May 20 Div. 5
- Int. TWP 605A & RR 191. May 20 Div. 5
- Int. TWP 611 & RR 185. May 20 Div. 5
- Int. TWP 610 & RR 175. May 20 Div. 5
- TWP 600, east of RR 145. May 21 Div. 1
- RR 140, south of TWP 602. May 21 Div. 1
- TWP 610, west of RR 130. May 21 Div. 1
- Int. TWP 600 & RR 124. May 21 Div. 1
- RR 180A, north of TWP 614. May 22 Div. 5
- RR 170, south of TWP 590. May 25 Div. 3
- TWP 590, east of HWY 857. May 25 Div. 2

Take down leaners:

- RR 180, south of TWP 604. May 25 Div. 5
- RR 174, south of TWP 604. May 25 Div. 4
- RR 170, north of TWP 602A. May 25 Div. 4

- TWP 594, east of RR 161. May 26 Div. 4
- RR 163, north of TWP 592. May 26 Div. 3
- TWP 590, west of RR 194A. June 8 Div. 5
- RR 145, TWP 590 - 591. June 11 Div. 2
- RR 144, south of HWY 28. June 11 Div. 2

Haul water from sump pond at County shop. May 25, June 1, 2, 3, 8, 9, 10, 15, 16

Sink hole repair next to BF8199 on RR 133, south of HWY 28. May 25 Div. 2

Sowka Lake Pit Preparation:

Moving over burden and stock piling rock in preparation for future lay down area for future crushing. May 21, 22, 25, 26, 27, 28, 29, June 1, 3, 4, 5, 8, 9, 10

Patching:

- Dig out 2 soft spots and fill with aggregate on RR 170, between HWY 28 and TWP 595A. May 26 Div. 4
- TWP 620, east of HWY 36. May 27, 28, 29 Div. 1
- Dust control on RR 132, south of TWP 614. May 29 Div. 1
- Excavated soft spot and replaced with course aggregate; TWP 600, west of RR 180. June 8 Div. 5
- TWP 602, east of RR 165. June 12 Div. 4
- TWP 602, east of RR 170. June 12 Div. 4
- TWP 592, east of HWY 855. June 12 Div. 3
- RR 130, south of TWP 602. June 12 Div. 1

Sign repair and installation:

- Stop sign at Int. TWP 592 & RR 172A. May 29 Div. 3
- Assist Parks & Rec. install Smoky Lake County signs. June 5 Div.
- Mons Lake resort street sign. June 16 Div. 4

Remove trees from county road ways after strong winds. June 1, 2, 3, 4, 10

Continue street sweeping:

- Mons Lake Resort. June 1 Div. 4
- Sandy Lane. June 4 Div. 4
- Bonnie Lake Resort. June 4 Div. 1

- Village of Vilna. June 4, 5 Div. 1
- Hamlet of Bellis. June 9 Div. 4
- Sunrise Resort. June 9 Div. 1
- Parkview Resort. June 9 Div. 1
- Birchland Resort. June 9, 10 Div. 1
- Hamlet of Spedden. June 10 Div. 1

Haul dock from Bonnie Lake to Paradise Cove. June 4

Remove trees from road top : TWP 620, RR 133 - 134. June 10 Div. 1

TWP 602, east of RR 130. June 10 Div. 1

Int. TWP 603 & RR 135. June 10 Div. 1

RR 165, south of TWP 602. June 12 Div. 4

Plugged culverts due to beavers damming the ends has become a serious issue! There are over 40 sites with new ones arising each day that must be unplugged daily or at least every second day. Without inspecting and dam removal there is a risk of flooding roadways and adjoining properties. Most times this requires a back-hoe to clear the debris, taking crews away from scheduled projects. Smoky Lake County should seriously consider having a full time crew for the purpose of trapping, installing the drainage apparatus, and pulling apart dams. If we don't stay on top of this situation, Public Works may be forced to have road closures.

Action 5.2.11

On Track

Gravel

Update provided by Doug Ponich on Jun 16, 2020 22:04:02

Track-hoe breaking up frozen stock piles for gravel hauling. April 23, 27

Hauling gravel for road repair:

- Victoria Trail , east & west of RR 180A. April 24 Div. 3
- Int RR 183 & 582A. April 24 Div. 3
- RR 181, north of TWP 602. April 24 Div. 5
- RR 164, north of TWP 600. April 27 Div. 4
- Int. RR 183 & TWP 610. April; 27 Div. 5
- RR 171, south of TWP 584. April 28 Div. 3
- White Earth Pit haul road. April 28 Div. 5
- RR 190, north of HWY 28. April 28 Div. 5
- RR 192, north of HWY 28. April 28 Div. 5
- TWP 602, east of RR 190. April 28 Div. 5
- RR 190, north of TWP 600. April 28 Div. 5
- Victoria Trail, west of RR 185. April 29 Div. 3
- TWP 582A, east and west of RR 183. April 29 Div. 3
- TWP 590, east of RR 200. April 29 Div. 5
- RR 194, north of Victoria Trail. April 29 Div. 5
- RR 170, south of TWP 590. April 30. Div. 3
- TWP 602, east of HWY 831. April 30 Div. 5
- TWP 620, east of RR 134. May 1 Div. 1
- RR 134, south of TWP 574. May 1 Div. 2

Hauling gravel to soft spots in all divisions. May 1, 4, 5, 6, 7, 8, 11, 12, 13, 14, 15, 19, 20, 26, 27, 28, 29, June 1, 2, 5, 8, 9, 10, 11, 12, 16

Gravel Crushing Tender was posted on APC Opportunity on May 4, 2020.

Met with prospective contractors at White Earth and Sowka Lake Pit. Provided information on crushing areas. May 11, 12 and 14.

Next month:

- begin divisional gravel haul.
- begin private gravel haul.
- begin contract gravel hauling

2020 Gravel Crushing:

- Prepare 2020 Gravel Crushing Contract awarded to McNabb Construction at the May 28 Council Meeting. June 1

Contacted Dan McNabb on May 29 of the decision and set a timeline for signing of the contract and a schedule for the 2020 gravel crushing.

Continue Sowka Lake Pit preparation.

Action 5.2.12

On Track

Dust Control

Update provided by Doug Ponich on Jun 16, 2020 22:04:17

Received 8 single and 2 double length MG30 dust control applications.

Received 2 oil dust control applications.

Next month:

- begin MG30 dust controls

Action 5.2.13

On Track

Administrative

Update provided by Doug Ponich on Jun 16, 2020 22:11:05

Council Meeting. May 28

Policy meeting. June 3

Casual equipment operator begins summer employment on June 8.

As Spectre Systems will be in the County paving in the near future, consideration should be given to having their crew provide asphalt patching on RR 183, north of TWP 600 and RR 170, north of HWY 28. I have toured the sites with Ed Shepel; director for Spectre; and asked him to provide a quote.

Action 5.2.14

On Track

Training

Update provided by Doug Ponich on Jun 16, 2020 22:12:29

Christopher Minailo is receiving training to operate the reclaimer. June 16, 17

Action 5.2.15

On Track

Roadway License Agreement as per Policy 03-44-02

Update provided by Bob Novosiwsky on Feb 13, 2020 18:04:00

Nothing happening at this time.

Action 5.2.16

On Track

Council Member Inquiry

Update provided by Doug Ponich on Jan 09, 2020 15:35:27

No updates.



Public Works Foreman

Report Created On: Jun 19, 2020

Action 5.2.2

Completed

Haul Roads - Industrial Liaison work - Completed by the Public Works Foreman

Update provided by Bob Novosivsky on Jun 19, 2020 16:13:03

June 19 / 2020

Tree Tech Enterprises are still have logs to be hauled in the Vilna area.

Thorhild Aggregate Ltd. are not hauling from NE-25-59-16-W4 to Hwy. 28 at this time.

Will wait for things to straighten out with JMB before doing Aggregate Agreement for 2020 for their pits N of 610 W side of 181.

Hardrock are shut down for now; but they will continue with reclamation and crushing at the Hutterite Pit later.

Slash Ventures will be logging at NW-3-60-14-W4 off of Hwy. 36.

Slash Ventures will be logging at NW-20-60-13-W4 / NW-9-60-13-W4 to and from Hwy. 36 on 602 and 135.

There has being a few moves for the oil companies for maintenance and service. Any moves are being done in the mornings.

Jay's Salvage Cats Ltd. will be logging at NE-30-60-18-W4 on 185, 605A, 191, 610 to and from 192A.

Thompson Infrastructure Ltd. will be hauling to NW-35-59-15-W4 (Bellis Lagoon) on 600, 151 to and from Hwy. 28. (With Vac truck)

PCL Construction has signed an agreement to use 125, 604 and 130 to and from Hwy. 28 / SW-31-60-12-W4 to get equipment and supplies in and out.

PCL Construction has signed an agreement to use 130 to and from 611A (Goodfish Lake Road)/ SW-31-60-12-W4 to get cement products to site (Water Reservoir)

Spur Resources and Caltex have not being hauling oil this spring but will let know when they will start again.

Croswell is active north of 610/181.

CLH is not hauling at this time.

Action 5.2.3

On Track

Assistance provided to the Public Works Manager - Completed by the Public Works Foreman

Update provided by Bob Novosivsky on Jun 19, 2020 16:16:02

Assist with work supervision. Follow up on road sign repairs, water problem areas and repairs to roads.

If there is an emergency where FIRE/RESQUE, AMBULANCE OR RCMP need to get to; when notified, we will do whatever possible to assist.

If any one sees any problems; let us know so we can check it out and address them.

Dealing with punch outs on roads due to the extra activity this spring. (Combining and the hauling of grain and bales that couldn't be done last fall)

There is also seeding happening.

Dealing with water going across roads in different areas.

Action 5.2.4

On Track

Approaches - Completed by the Public Works Foreman - Inter-Departmental Work - Approaches

Update provided by Bob Novosiwsky on Jun 19, 2020 16:18:32

Have approved improving access N of 602 on 141.

Action 5.2.5

On Track

Blasting - Completed by the Public Works Foreman -Inter-Departmental Work

Update provided by Bob Novosiwsky on Jun 19, 2020 16:34:49

The spring that flows from NW of 592A between 153 and 154 seems to be working fine since the new culvert was put in.

There is a spring on the west side of the entrance to Smoky Lake Landfill that needs to be monitored.

Larry has being very good at making grates to put in front of various size of culvert and will be making more so we have them on hand for next spring. (They vary 1 foot to 16 feet.) This helps tremendously as it stops them from plugging inside the culvert or under a bridge. This makes it easier to clean by hand or with the back-hoe.

These locations are being monitored this spring. (162 between Hwy.28 / 592, 595A just W of 171, 123 S of 592, at bridge on Iron Horse Trail W of 125 (3 dams there) E of 855 on Island Lake road, 140 between 600/602, 170 between 584A/590, 132 S of 594, 170 S of 610, at the bridge along 153 S of 584 and other areas as they come up.

The removal of dams and trapping has shown a benefit this spring. Some areas will need to be followed up more as we are seen a backup of water in some places.

Our trapper continues to trap problem areas and open dams where possible.

The beavers have become very active since the water flow has slowed down; so we will have to continue to monitor and deal with problem areas.

THE WET SPRING AND CONTINUOUS RAINS HAS BECOME HEAVEN FOR BEAVER ACTIVITY. WE NEED TO BE TRAPPING FULL TIME !!!!!!! BECAUSE OF THEM GETTING AHEAD OF US BY PLUGGING CULVERTS OVER NIGHT UNTIL WE GET RID OF THEM AT THESE SPOTS.

LET US KNOW IF YOU SEE ANY PROBLEMS.

Action 5.2.6

On Track

Fire permits - Completed by the Public Works Foreman - Inter-Departmental Work - Fire Permits

Update provided by Bob Novosiwsky on Jun 19, 2020 16:35:12

Have not issued any Fire Permits.

Action 5.2.7

On Track

Administrative Projects - Done by the Public Works Foreman

Update provided by Bob Novosiwsky on Jun 19, 2020 16:37:05

Assisted Doug with checking of roads and driveways.

Following up on haul roads and working on updating Agreements.

Dealing roads and water problem areas.

Followed up on trucks speeding and using Jake-brakes on 610 from Hwy. 855 to and from 181.

Follow up on Logging activity.

Helping to deal with washouts plugged culverts from beavers.

MORE WATER THAN USUAL THIS YEAR.

Action 5.2.8

On Track

Training - Taken or provided by the Public Works Foreman

Update provided by Bob Novosiwsky on Apr 24, 2020 16:02:10

No training.



Public Works Shop Foreman

Report Created On: Jun 17, 2020

Action 1.5.2

Some Disruption

Equipment

Update provided by David Kully on Jun 17, 2020 18:58:54

- 471 - Check issues with tractor not turning good when hooked to new sidearm and mower. Found transport pin in locked position on side arm. May 21
- 455 - Replace fuel temperature sensor, reseal windshield, replace cables to hydraulic selective control valves. May 25 - 26
- 629 - Replace fuel return line. May 26
- 502 - Change flat tire. May 27
- 601 - Regular service. May 28
- 207 - Replace starter. May 28
- 114A - Replace rear broom and gutter brooms, replace leaking hydraulic hose. May 29
- 484 - Install solenoid valves to shut off chemical to left and center mower decks. Install wiring to tractor. June 1- 2
- 604H - Install new hydraulic line for sand bagger. June 1
- 723 - Replace starter. June 1
- 505 - Repair issues with right moldboard lift cylinder creeping down. Replaced load check valve in hydraulic control valve. June 4 - 8
- 604 - Reseal bucket cylinders. June 4
- 938 - Replace soap switch for pressure washer. June 5
- 509 - Replace o-ring on leaking hydraulic line, clean rad. June 5
- 473 - Hook sidearm and mower to tractor. June 5
- 484 - Manufacture and install tool box on unit. June 8 -9
- 509 - Regular service, replace 2 tires, wash engine and transmission off from oil leak. June 8 - 9
- 607 - Change fuel filters and fuel lift pump, Remove fuel injection pump and send in for rebuilding. June 10 - 17**
- 471 - Repair wires to remote PTO switch. June 10
- 507 - Blow out radiator. June 10
- 627 - Repair hydraulic leak. June 11
- 502 - Fill up low tires. June 15
- 511 - Blow out radiator. June 16
- 505 - Blow out radiator , replace leaking transmission hoses. June 16 - 17
- 728 - Repair weedeater. June 16
- 844 - Tune up saw. June 16
- 839 - Repair shut off switch. June 16
- 717 - Tune up saw. June 16

Action 1.5.3

On Track

Vehicle

Update provided by David Kully on Jun 17, 2020 18:57:59

- 190 - Replace rear wheel studs and rims, replace rear brake shoes and drums, replace transmission cooler. May 21 - 25
- 170 - Replaced rod in tarp roller, replace box boards, replace roller chain for tarp. May 22
- 195 - Replace solenoid for pintle hitch, replace trailer plug. May 22
- 201 - Make bracket to mount sprayer control module, and wire up. May 25
- 115 - Regular service. May 26
- 190 - Replace alternator pulley and replace belts. Repair wiring to tailgate release. May 27
- 197 - Replace fuse for belly dump gates, replace leaking rad hose. May 27
- 170 - Replace brake pot on left front drive axle. May 27
- 239 - Regular service. May 28
- 214 - Regular service. May 28
- 110 - Replace air hose reel. May 28
- 155 - CVIP, service air dryer, repair lights and electric horn. May 29
- 204 - Regular service. June 2
- 476 - Replace radiator. June 3
- 199A - Regular service. June 4
- 101 - Regular service. June 5
- 155 - Take truck to Edmonton for 406 crude tank inspection. June 8 - 16
- 204 - Repair issues with 4WD shift motor, replace driveshaft from transfer case to front differential. June 9 - 10
- 198 - Replace heater hose. June 9
- 180 - Loosen sticky brake pedal. June 9
- 226 - Repair wiring to trailer connector. June 10
- 222 - Regular service. June 11
- 197 - Replace head light bulb. June 11
- 195 - Replace fan belt idler and fan belt. June 11
- 109 - Regular service, replace park brake cables. June 11 - 12
- 198 - Regular service, replace washer pump. June 12
- 180 - Regular service, replace one u-joint. June 12
- 190 - Replace left fuel tank. June 15
- 112 - Replace head light, Cummins did update to after treatment system. June 16 - 17
- 106 - Replace drivers side inner door handle and park brake release lever. June 16 - 17
- 725 - Regular service, replace left inner tie rod and replace center bearing on driveshaft. June 16 - 17
- 420 - Regular service. June 16

Action 1.5.4

On Track

Protective Services Maintenance/Repair

Update provided by David Kully on Jun 17, 2020 19:04:13

401 - Repair air leak, change transmission oil and filters, still had transmission issues. Pulled transmission codes and determined that the Transmission Control Module needed replacement. Took truck to Wajax as new TCM required programming. Tighten PTO. May 21 - 27

445 - Repair issues with siren cutting out, installed extra breaker to reduce electrical load on one breaker. May 28

Action 1.5.5

Some Disruption

Contract Work

Update provided by David Kully on Jun 17, 2020 19:05:51

322 - Remove broken side window from bus, went to install replacement window but it was the wrong one. Waiting for proper windows. June 10 - 17

Action 1.5.6

On Track

Administrative

Update provided by David Kully on Jun 17, 2020 19:10:30

Review invoices, oil samples, purchase orders, vehicle and equipment check lists.

Attend managers meetings

Attend policy meeting June 3

Attend EOC meetings May 26 and June 9.

Amyotte and Sons are currently working on patcher body. They have the heater assembly installed and are working on insulating the sides and installing a lid to retain heat.

Action 1.5.7 On Track

Training

Update provided by David Kully on Jun 17, 2020 19:10:38

No training during this reporting period.

Action 1.5.8 On Track

Council Member Inquiry

Update provided by David Kully on Jun 17, 2020 19:10:45

No requests from council at this time



Bylaw Officer / Parks & Recreation Manager

Report Created On: Jun 17, 2020

Action 2.2.2 On Track

Land Use Development

Update provided by Ed English on Jun 17, 2020 18:15:32

Concluded an issue of barrels dumped on a lot at Whitemans Beach on June 21.

Concluded issue of too many rv's on lot at Bonnie Lake Resorts on May 27.

Investigated a water diversion problem at Hanmore Lake for the Planning Dept.

Following up on a reported old well on Twp Rd 602 near Rge Rd 132.

Following up on too many rv's on 3 lots at Mons Lake.

Action 2.2.3 On Track

Resorts

Update provided by Ed English on Jun 17, 2020 18:28:18

Campgrounds were re-opened on June 15 (with restrictions)

Campgrounds were signed with Covid 19 messaging on buildings and outhouses and play structures on June 12.

Camp kitchens at campgrounds were locked on June 15.

Attended campgrounds with Contractors to determine which sites need to remain closed on May 22 and 26.

Re-built broken outhouse door at Island Lake on May 21.

Continue to cut fallen and leaning trees at campgrounds

Grass cutting continues at resorts, hamlets, office, shop, day use ares.

Action 2.2.4 On Track

Animal Control

Update provided by Ed English on Jun 17, 2020 17:41:37

Resolved a report of 2 stray dogs around Peppers on June 3. Located owners who retrieved dogs.

Action 2.2.5 On Track

Protective Services

Update provided by Ed English on Jun 17, 2020 17:38:49

Attended mvc on Highway 28 and Highway 857 on June 6.

Continue to issue burn permits.

Action 2.2.6

On Track

ATV Trails

Update provided by Ed English on Jun 17, 2020 17:49:50

Picked up atv ramp and steel gates on June 3 for installation on IHT 1/2 mile west of Hwy 36.

Faded stop signs on IHT were replaced on June 4

Working with the Junior Forest Rangers from Lac La Biche to do a clean up in IHT campsite. (grass cutting/trimming, tree removal etc.) 2 days free labour

Lots of trail activity

Action 2.2.7

On Track

Peace Officer Program

Update provided by Ed English on Jun 17, 2020 17:53:24

Due to the Province lifting the state of emergency, CPO's are no longer authorized to enforce the Public Health Act.

Action 2.2.8

On Track

Administrative

Update provided by Ed English on Jun 17, 2020 18:01:03

2 Hwy signs were installed on June 5 and 8. Final 2 signs were installed June 17. Also getting a price to change the last 4 signs that are not broken (yet).

Took a large cake to the Smoky Lake and Vilna Lodges on June 5. (seniors week)

Attending zoom meetings and working on reports.

3 STEP workers to begin on June 29.

Action 2.2.9

On Track

Rural Addressing

Update provided by Ed English on Jun 17, 2020 17:36:26

10 addresses on the 2020 list (2 are replacements)

Action 2.2.10

On Track

Training

Update provided by Ed English on Jun 17, 2020 18:02:48

Attending health and safety meetings (zoom)

Action 2.2.11 On Track

Council Member Inquiry

Update provided by Ed English on Jun 19, 2019 16:40:31

Installed "use respect " signage at Hwy 855 day use area

Ordered "pick up after your dog" signage for Bellis playground

Action 2.2.12 On Track

Enforcement

Update provided by Ed English on Jun 17, 2020 18:32:17

Concluded a ditching issue in Spedden on May 26

Following up on a ditching issue south of Warspite.



Planning and Development

Report Created On: Jun 17, 2020

Objective 1.2

Strategic Relationships and Inter-municipal Collaboration

as part of the 2018-2020 Strategic Priorities

Owner: Cory Ollikka

Action: 7

Update provided by Patti Priest on Jan 08, 2019 17:35:57

The progress of this Objective from the 2014-2017 Strategic Plan was not tracked through Enviso. For more information, please see Municipal File: 1-318A.



Action 1.2.2

Completed

Inter-municipal Collaborative Framework with the Town of Smoky Lake

as part of the 2018-2020 Strategic Priorities

Owner: Jordan Ruegg

Update provided by Jordan Ruegg on Apr 21, 2020 18:25:17

Bylaw #1367-20: Protocol for Regional Cooperation was adopted by Council on February 20, 2020 (**Motion No. 500-20**).

Bylaw 1365-20: Smoky Lake Region Intermunicipal Collaboration Framework (ICF) was adopted by Council on February 20, 2020 (**Motion No. 506-20**).

The Town of Smoky Lake adopted Bylaw #002-2020: Smoky Lake Region Intermunicipal Collaboration Framework on March 24, 2020 (**Motion No. 148-2020**).

The Town of Smoky Lake adopted Bylaw #003-2020: Joint Agreement on Protocol for Regional Cooperation on March 24, 2020 (**Motion No. 152-2020**).

Adoption of this Bylaw concludes the ICF process with the Town of Smoky Lake.

Action 1.2.3

Completed

Inter-municipal Collaborative Framework with the Village of Vilna

as part of the 2018-2020 Strategic Priorities

Owner: Jordan Ruegg

Update provided by Jordan Ruegg on Apr 21, 2020 16:17:31

Bylaw 1365-20: Smoky Lake Region Intermunicipal Collaboration Framework (ICF) was adopted by Council on February 20, 2020.

Adoption of this Bylaw concludes the ICF process with the Village of Vilna.

Action 1.2.4

Completed

Inter-municipal Collaborative Framework with the Village of Waskatenau
as part of the 2018-2020 Strategic Priorities

Owner: Jordan Ruegg

Update provided by Jordan Ruegg on Apr 21, 2020 17:30:05

Bylaw #1367-20: Protocol for Regional Cooperation was adopted by Council on February 20, 2020 **(Motion No. 500-20)**

Bylaw #1365-20: Smoky Lake Region Intermunicipal Collaboration Framework (ICF) was adopted by Council on February 20, 2020 **(Motion No. 506-20)**.

The Village of Waskatenau adopted Bylaw #678-2020: Regional ICF on March 26, 2020 **(Motion No. 64-2020)**

The Village of Waskatenau adopted Bylaw #679-2020: Protocol for Regional Cooperation March 26, 2020 **(Motion No. 70-2020)**

Adoption of these Bylaws concludes the ICF process with the Village of Waskatenau.

Action 1.2.5

Council Direction

Inter-municipal Collaborative Framework with the Counties of Lamont and Thorhild
as part of the 2018-2020 Strategic Priorities

Owner: Jordan Ruegg

Update provided by Jordan Ruegg on Jun 17, 2020 20:14:35

Thorhild County

ICF

The Planning and Development Manager received an email, dated May 26, 2020, from Wayne Shanks, Manager of Planning & Development, Thorhild County, informing Smoky Lake County of the outcome of Thorhild County's May 26, 2020 Council meeting, during which, the ICF between Smoky Lake County and Thorhild County was presented for First Reading. Mr Shanks informed Smoky Lake County that Thorhild County Council deferred First Reading on the proposed ICF for the following reasons:

- Clause 5.1.2. (Highway 28/63 Regional Water Services Commission) - Thorhild County Council feels that due to the Commission providing a region-wide service and not specifically an intermunicipal service between Smoky Lake County and Thorhild County, that it does not belong in an ICF, and therefore should be removed.
- Clause 7.25 (determination of payment of costs of arbitration) - Thorhild County Council believes that the costs should be shared 50/50 and not 43% Smoky Lake County/57% Thorhild County as the draft ICF stipulates. Thorhild County requests that a 50/50 split be considered or removal of Clause 7.24 and Clause 7.25.

Recommendation: That Smoky Lake County Council schedule a meeting between Smoky Lake County Council and Thorhild County Council to discuss the concerns raised by Thorhild County respecting the proposed ICF Bylaw.

Lamont County

IDP/ICF

On February 12, 2020, Smoky Lake County received a copy of a letter sent by Lamont County to the Minister of Municipal Affairs requesting an extension of the ICF deadline until April 1, 2020.

Subsequently, on March 31, 2020, the Minister of Municipal Affairs issued Ministerial Order MSD: 019/20 which extends the deadline for ICFs for all municipalities until April 1, 2021. There is no requirement to inform Municipal Affairs if we plan to utilize the extension.

Administration will continue to work with Lamont County administration to finalize the proposed ICF to be brought to Council for consideration at a future County Council meeting.

Objective 1.4

Planning and Development Manager Work Plan

Owner: Jordan Ruegg



Action: 10

Action 1.4.1

On Track

Planning and Development Manager Work Plan

Daily/Weekly/Monthly Plan detail kept in the Additional details section.

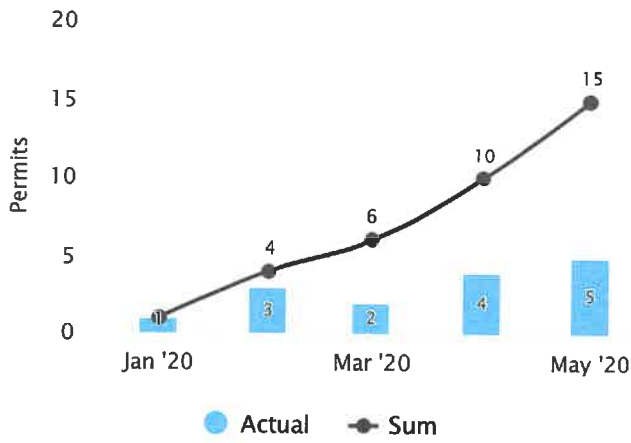
Owner: Jordan Ruegg

Update provided by Jordan Ruegg on Jun 16, 2020 19:35:49

There is no update for this reporting period.

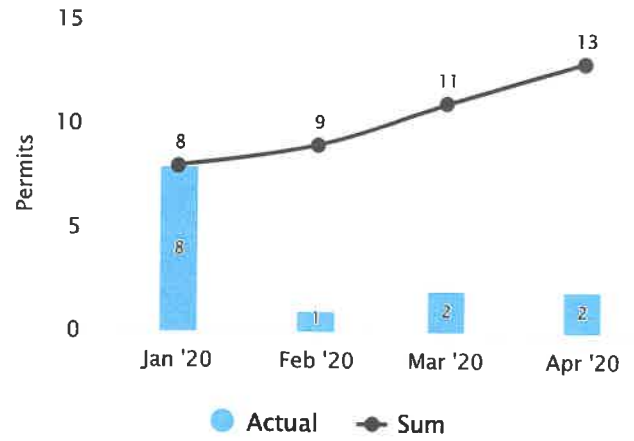
2020 Development Permits

Development Permits issued in 2020



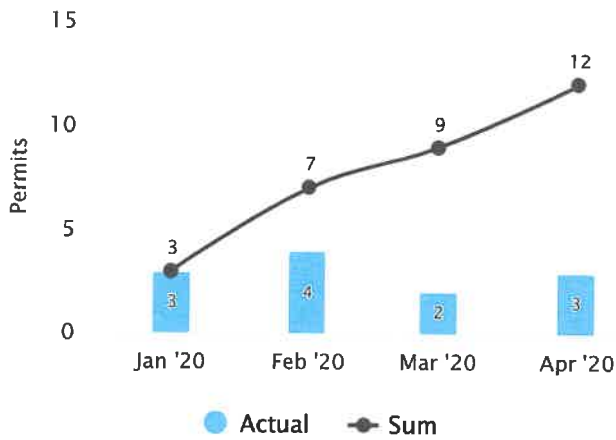
2020 Gas Permits

Gas Permits issued in 2020



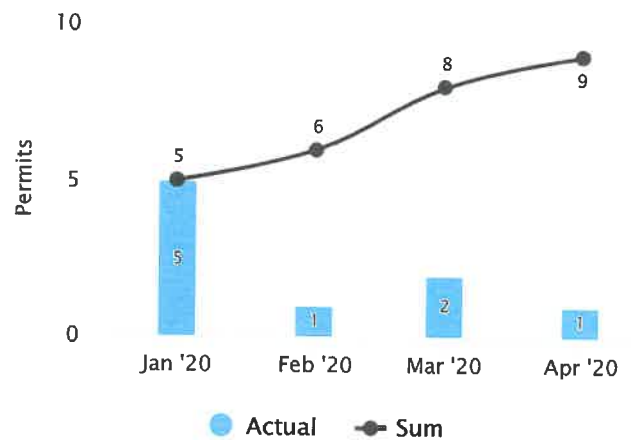
2020 Building Permits

Building Permits issued in 2020



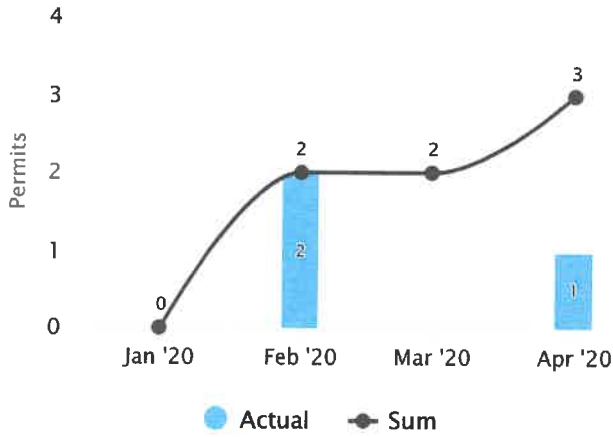
2020 Electrical Permits

Electrical Permits issued in 2020



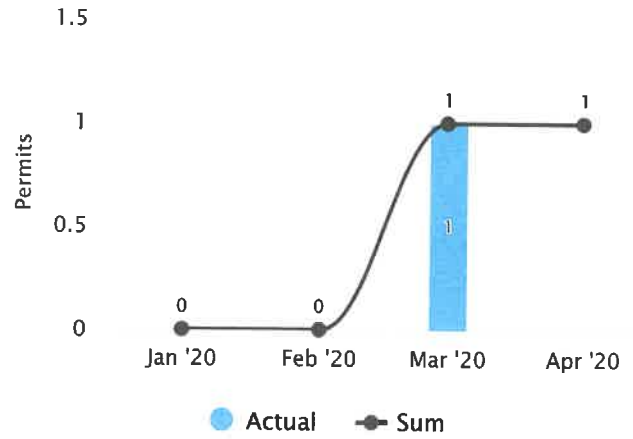
2020 Plumbing Permits

Plumbing Permits issued in 2020



2020 Sewage Permits

Sewage Permits issued in 2020



Action 1.4.2 On Track

Land Use Planning/Development

Owner: Jordan Ruegg

Update provided by Jordan Ruegg on Jun 16, 2020 19:36:46

Development Permits

The Planning and Development Department has approved a total of **21** Development Permits so far in 2020, with an additional **1** Development Permit applications currently being processed.

Subdivisions

Smoky Lake County received a total of **2** applications for subdivision in 2020. This files are currently being processed by the County's Subdivision Authority.

Action 1.4.3 On Track

GIS

Owner: Jordan Ruegg

Update provided by Jordan Ruegg on Jun 16, 2020 19:37:16

No action taken during this reporting period.

Action 1.4.4 On Track

Administrative

Owner: Jordan Ruegg

Update provided by Jordan Ruegg on Jun 17, 2020 18:25:09

The Planning and Development Department has been working on changes to Policy No. 03-16: *Road Closure or Cancellation* to streamline the application process. The recommended amendments to the Policy will be brought to Council for consideration at the June 25, 2020 regular County Council meeting.

Action 1.4.5 On Track

Heritage: Management

Owner: Jordan Ruegg

Update provided by Jordan Ruegg on Jun 17, 2020 18:38:51

The Planning and Development Assistant has forwarded signed copies of Bylaw 1262-14: Chahor Church Municipal Historic Designation, Bylaw 1369-20: Ruthenia School Municipal Historic Resource Designation & Bylaw 1370-20: Victoria Trail Municipal Historic Area Designation to the Heritage Resources Management Information System for registration on the Alberta Registry of Historic Places.

The Planning and Development Manager and Assistant attended the May 26, 2020 Smoky Lake Regional Heritage Board meeting. During the meeting, the P&D Department provided an update to the Board regarding the proposed Victoria District Economic Development Strategy. Other items discussed were the regionalization of the Board, an update on the North Saskatchewan River being nominated as a potential Canadian Heritage River, installation of interpretive plaques at the Bellis Fire Hall and Free Trader's Cabin, the Victoria Trail Municipal Historic Area designation and the Victoria District Caveat Program.

Action 1.4.6 On Track

Subdivision Development Appeal Board Updates

Owner: Jordan Ruegg

Update provided by Jordan Ruegg on Jun 17, 2020 18:39:04

The Subdivision and Development Appeal Board did not hold any Hearings during this reporting period. There have been no Appeals made nor are there any outstanding Appeals during this reporting period.

Action 1.4.7 On Track

Training

Owner: Jordan Ruegg

Update provided by Jordan Ruegg on Jun 17, 2020 18:42:29

The Planning and Development Assistant completed the "Wetlands 101" virtual training seminar hosted by Aquality Environmental Consulting Ltd. and the Alberta Conservation Association. The seminar was free to attend.

The Planning and Development Assistant completed Indictment Command System 100 & 200 online.

Action 1.4.8 On Track

Council Member Inquiry

Owner: Jordan Ruegg

Update provided by Jordan Ruegg on Jun 17, 2020 18:43:14

No action was taken during this reporting period.

Action 1.4.9 On Track

Sales of Municipally-Owned Land

Owner: Jordan Ruegg

Update provided by Jordan Ruegg on Jun 17, 2020 18:47:55

Council considered a request to purchase the lands legally described as Plan 5225CL: Block OT, at the April 30, 2020 County Council meeting. At this meeting, Council decided to defer advertising the potential sale of the land until the County has received clarity around the Province's potential partial funding of the reclamation of the site. A meeting is scheduled with Minister McIver for Friday, May 29, 2020, to discuss the issue further.

The Planning and Development Manager attend a virtual meeting with the Minister of Transportation and the Minister of Infrastructure on May 29, 2020, to discuss potential funding being provided by the Province with respect to reclamation of the former Waskatenau Nuisance Grounds. During this meeting, the Minister of Transportation announced that the Province had decided to fund 50% of the costs of reclamation. To date, Smoky Lake County has yet to receive a formal letter confirming the funding contribution from the Minister's office.

Action 1.4.10 On Track

Road Closures

Owner: Jordan Ruegg

Update provided by Jordan Ruegg on Jun 17, 2020 18:49:01

A request to close portions of the undeveloped government road allowance adjacent to River Lot 10 (located on Victoria Trail) has been made and a bylaw has been prepared that will be considered by Council at the June 25, 2020 Council meeting (**ITEM 4.2**)

The Planning and Development Department continues to work on a number of Road Closure files at various stages of completeness.

Objective 3.1

Good planning that supports growth

as part of the 2018-2020 Strategic Priorities

Owner: Cory Ollikka

Action: 3



Category	%	#
On Track	66.67	2
Council Direction	33.33	1

Action 3.1.1

On Track

Victoria District Economic Development Plan

as part of the 2018-2020 Strategic Priorities

*Owner: Jordan Ruegg**Update provided by Jordan Ruegg on Jun 17, 2020 19:08:28*

The Planning and Development Department, in conjunction with other County administration, attended the following meetings during this reporting period:

May 25 - Meeting with Michelle Wright to discuss the components of the public consultation and engagement plan and to develop a plan to conduct and coordinate this engagement.

May 27 - Meeting with Travel Alberta to provide them with an update on the Plan and to discuss how Travel Alberta may be able to assist with the development/marketing of the Plan.

May 27 - Working Group meeting to discuss the progress to date on the Plan and to discuss next steps.

May 27 - Meeting with Metis Crossing to discuss their infrastructure needs (water/sewer) for their proposed developments at the Metis Crossing site.

May 29 - Joint County and Town Council meeting where First Reading of proposed Bylaw 1372-20 was given.

June 1 - Meeting with Juanita Marois from Metis Crossing to discuss the public engagement and consultation for the Plan and to discuss the permits required to obtain a Water Act Approval for a proposed fishing pond and the potential to purchase a piece of Crown land for the wildlife park they are contemplating.

June 4 - Working group meeting to provide an update on the feedback from the public consultation to date, to discuss the results of the due diligence done with respect to a potential investor and to discuss next steps for the Plan.

June 4 - Meeting with Western Economic Diversification to introduce the Plan to them and to discuss potential ways that they may be able to assist in the development of the Plan and certain attractions and SMEs related to the Plan.

June 9 - Meeting with Metis Crossing to discuss their infrastructure needs (water/sewer) for their proposed developments at the Metis Crossing site.

June 10 - Follow-up meeting with Travel Alberta to discuss the Plan in more detail. Travel Alberta indicated their intention of attending the Public Hearing to be held on June 26, 2020.

June 11 - Working group meeting to provide updates on public engagement and next steps.

June 11 - Meeting at Metis Crossing with representatives of the Indigenous Tourism Association of Canada (ITAC) and Indigenous Tourism Alberta to brief them on the Plan and to discuss potential ways that they may be able to support/assist with the Plan.

June 16 - Meeting with the Smoky Lake County Regional Heritage Board to obtain the Board's input on the Plan.

June 17 - Meeting with the Victoria Home Guard Historical Society to obtain the Society's input on the Plan.

Action 3.1.2

Council Direction

Land Use Bylaw Changes

as part of the 2018-2020 Strategic Priorities

Planning and land development policies and regulations are streamlined for efficiency and regionally focused to encourage sustainable development within the region.

Owner: Jordan Ruegg

Update provided by Jordan Ruegg on Jun 17, 2020 19:27:53

The Planning and Development Department is continuing its ongoing review of the County's Land Use Bylaw to look for efficiencies and discrepancies in the Bylaw in order to streamline the development process. Specifically, the Department is considering possible changes that related to RVs/RV parks/campgrounds; shipping containers; and changes to the types of Permitted/Discretionary Uses in certain land use Districts.

The Planning and Development Department requests a Committee of the Whole Meeting for the Purposes of Planning to be scheduled at Council's convenience.

Action 3.1.3 On Track

Nuisance Ground Study

Note: Strategic Priorities Chart Feb 6, 2017

Owner: Jordan Ruegg

Update provided by Jordan Ruegg on Jun 17, 2020 19:41:37

The Planning and Development Manager attend a virtual meeting with the Minister of Transportation and the Minister of Infrastructure on May 29, 2020, to discuss potential funding being provided by the Province with respect to reclamation of the former Waskatenau Nuisance Grounds. During this meeting, the Minister of Transportation announced that the Province had decided to fund 50% of the costs of reclamation. To date, Smoky Lake County has yet to receive a formal letter confirming the funding contribution from the Minister's office. Once the County receives written confirmation of the Minister's commitment, we will proceed with tendering the reclamation work.

Action 3.2.1 Some Disruption

Industrial Park

Owner: Jordan Ruegg

Update provided by Jordan Ruegg on Jun 17, 2020 19:55:54

No action has been taken during this reporting period. The Economic Development Officer and the Planning and Development Department will continue to look for opportunities to connect with potential investors who are looking for industrial land to develop.

Action 3.2.2 On Track

Warspite Ironhorse Trail RV Park

as part of the 2018-2020 Strategic Priorities

Owner: Jordan Ruegg

Update provided by Jordan Ruegg on Jun 17, 2020 19:56:02

The Planning and Development Department and the Economic Development Officer have continued to discuss options for the proposed Warspite RV Park. The process was expected to include an Open House to gauge the public's support of a proposed RV park, but due to the restrictions put in place with respect to the COVID-19 virus, plans to host an Open House have been temporarily put on hold until we are able to host an in-person meeting.

5.1.4.i



Safety Officer

Report Created On: Jun 18, 2020

Action 1.6.1

Some Disruption

Public Works Department: Safety Officer

Daily/Weekly/Monthly Plan detail kept in the Additional details section.

Update provided by Trevor Tychkowsky on Jun 18, 2020 21:17:11

Answered 5 Kyetch after hours calls

fuel entries

10 site inspections

Action 1.6.2

On Track

Safety

Update provided by Trevor Tychkowsky on Jun 18, 2020 21:16:09

May 20 RUSA meeting virtual

May 21 went to Edmonton to deal with technology

May 22 presentation on mental health virtual

May 22 CPTED assessments at Metis crossing

May 23 completed annual report

May 26 POC meeting and mental health presentation, meeting on PPE to taxpayers Virtual

May 26 set up phones

May 28 Edmonton for parts, gate supplies, and phone supplies

June 1 worked on phones

June 2 worked on phones

June 2 physiological session virtual

June 3 worked on back gate

June 10 Edmonton for communication and parts

June 15 came into shop to answer phones

June 16 POC meeting, physiological health session virtual

June 16 dealing with incident for medical emergency

June 18 dealing with communications issues

Action 1.6.3

On Track

Disaster Services

Update provided by Trevor Tychkowsky on Jun 18, 2020 21:10:33

May 20 update Pembina pipeline on there ERG

June 8 and 9th ASIST team activated to respond to help Lac La Biche

Action 1.6.4

On Track

Risk Pro

Update provided by Trevor Tychkowsky on Apr 17, 2019 04:18:46

Apr 11-12 risk pro conference Leduc

Action 1.6.5

On Track

Public Works

Update provided by Trevor Tychkowsky on Jun 18, 2020 21:12:26

June 11 located survey stakes for Public works and ordered them to be picked up

Action 1.6.6

On Track

Administrative

Update provided by Trevor Tychkowsky on May 20, 2020 20:35:53

Apr 23 Budget meeting Virtual

Action 1.6.7

On Track

Training

Update provided by Trevor Tychkowsky on Jun 18, 2020 21:08:41

June 1 orientation for Ag dept

Action 1.6.8

On Track

Council Member Inquiry

Update provided by Trevor Tychowsky on Dec 05, 2019 15:15:38

Recommended Motion:

That the Smoky Lake County Main Office and Public Works Office be closed on the day of the Annual Safety Meeting; and the Smoky Lake County Annual Safety Meeting be scheduled for the preferred date of Friday, April 24, 2020, or the alternative date of Friday, April 17, 2020.



GIS 2020

May 16 – June 12, 2020

- Weekly Grader Maps.
- Review GIS Layers.
- Review data for AMDSP, *on going*.
- Review Monthly General Service Hours MuniSight.
- Assist departments with data entry.
- Data entry and data verification.
- Review and enter flooding areas with Doug
- Adding utility information tab - Utility Integration from Bellamy- *on going*.
- Prepare Data for 3 Regional ACP Grants:
 - Regional GIS – Infrastructure Data Integration – *on going*.
 - Regional Storm water Management Plan – *data sent to MPE for review*.
 - Regional Municipal Infrastructure Assessment Study – *on going*.
- Set up new IPads for data collection, out in the field and preparing for training new users.
- Review 2020 Spring Land Ownership map
- Review New - AG Mobile

Administrative

- Review GIS financial transactions
- Review and code monthly invoices
- Respond to emails and phone calls
- File information
- Assist front with phone calls, gas and tax inquires.
- Monitor AVL
- Maintain user and Passwords for GIS
- Maintain GIS Layer Inventory
- Attend weekly manager meeting

Updates

- Land Ownership Maps sold in our office:
 - January 3, February 6, March 2, April 1, May 33

New Features (GIS Layers)

- AG Mobile
- Pond Levelers

Training/Forums/Conventions

- None

Up Coming Training

- Mobile App – County and Regional – In House Training – no training was completed

2020 Objectives

- Collect and update Address Signs Data in field – outstanding data from 2008
- Collect and update old and missing Culvert Data.
- Have our staff trained on The Mobile App so Data can be added to our GIS the day work is complete.

Goals

- Encourage growth, training and technical advancement.
- Employee training program (2020)
- Public engagement for use of MuniSight (2020)

5.14.1

Communications

Report Period: May 21, 2020 to June 16, 2020

COMMUNICATION

Projects	Date In Progress	Date Outstanding	Date Completed
Prepare monthly Grapevines, send to papers and post on website	Ongoing		
Post monthly County Events Calendar on website	Ongoing		
Post monthly Fire New Bulletin on website	Ongoing		
Update website content as needed	Ongoing		
Advertise community events on social media	Ongoing		
COVID-19 Updates on website and social media, as required	Ongoing		
Continue working on Annual Report, draft completed, editing draft	May 21/20		
Shared Grazing School for Women webinar on Facebook & weed info			May 25/20
Updated Docks Policy on (old) website			May 25/20
Created Seniors Week poster & scheduled ad on social media			May 26/20
Updated Fire Restriction status on website & advertised on social media	May 28/20		
Shared Rural Health Week information on social media			May 28/20
Posted Victoria District Strategic Plan on website			June 1/20
Scheduled free face masks for Albertans ad on social media			June 1/20
Scheduled Indigenous People Day ad on social media (June 21st, 2020)			June 1/20
Posted Primary Care Network information on social media			June 1/20
Posted Victoria District Bylaw on social media			June 2/20
Posted AB Ag webinar links on social media			June 4/20
Created road closure ad; sent to CFCW, posted on website & social media			June 8/20
Met with RCDC to discuss website layouts/ community content			June 8/20
Updates to new website prior to launch; ensuring all policies and bylaws were transferred, uploaded missing documents, create new contact page			June 8/20
Posted HAK Public Consultation meeting information on website and on social media			June 9/20
Posted HAK Public Consultation meeting information on website and on social media			June 9/20
Launched new Smoky Lake County Website			June 10/20
Updated road opened ad & posted on website and social media			June 11/20
Created new website pages for planning & heritage			June 12/20
Updated campgrounds ad (tenting) & posted on website & social media			June 12/20
Posted Happy Farmer's Day ad on social media			June 12/20
Next Month's Objectives			
Print Annual Reports and mail to those that requested			
Continue to update COVID-19 information on operations, as required			
Update Fire Status information, if necessary			
Continue to make updates to the new website pages			

ADMINISTRATIVE

Projects	Date In Progress	Date Outstanding	Date Completed
Attend, compile and distribute Weekly Manager Meeting notes	Ongoing		
Post Reeve's Report on website following Council meetings			May 28/20
Update actions lists items as required	Ongoing		
Create posters and advertise Office Closures for long weekends/ holidays	Ongoing		
Code invoices	Ongoing		
Replied to social media inquiries regarding campgrounds			June 8/20
Completed and submitted Manager's Report prior to Council Meeting			June 16/20

Next Month's Objectives

Attend meetings, as required			
Attend Budget Meetings, if required			

LEGISLATIVE

Projects	Date In Progress	Date Outstanding	Date Completed
Advertise Public Participation ads, as required			
Post new Bylaws and Policies on website	Ongoing		
Update policies & bylaws on website, as required			June 8/20

Next Month's Objectives

TRAINING

Completed Cascade Training, online			June 15/20

COUNTY STRATEGIC PLAN

Signature:

County Council Meeting: June 16, 2020

FAMILY SCHOOL LIAISON PROGRAM

Smoky Lake County FCSS

FSLW Case Report & Review

Cases (*All Cases closed require new contract each new school year, so cases closed July-Sept look high*)

Cases month and years	Jan- Mar 20	Apr-June 20	July-Sept 20	Oct-Dec 20
Total Cases Carried Forward 2020	38	40		
Total Closed Cases 2020 (-)	14	0		
Total New Case 2020 (+)	16	0		
Total Active Cases	40	40		

Types of Service

Case Type A Frequent Contact Individual & Case Family Support	35	15		
Case Type B Occasional Support	15	23		
Type C Information/Referral & Liaison Role	6	2		
Total Cases 2020	56	40		
Service to Other Community Members & Drop Ins	12	3		

New Referral Sources 2020

Community	School	Parent/ Guardian	Agency	Self	Peer
Smoky Lake (H.A. Kostash)	2	1		1	
Vilna	5	4			
Waskatenau (Holy Family)	2	1			

Reason for new Referrals (*clients usually experience one or more issues*)

Abuse	2	Drug Alcohol	0	Peer Relationships	1
Anger Management	4	Eating Disorder	0	Self-Esteem	12
Behavior Issues	27	Family Disruption	3	Social Skills	10
Bereavement	5	Health/Hygiene	0	Self-Harm	0
Bullying	1	Inappropriate Actions	1	Suicide Risk	0
Career Information	0	Learning Difficulties	2	Teacher/Student Conflict	5
Decision Making	4	Parenting	5	Anxiety	3
Depression	0	Parent/Child Conflict	2	Illness	0

Overview

PRE-COVID

This year has seen me in the classrooms on a regular basis, delivering programs like *Kelso's Choices* for **conflict resolution**, *Kelso's Character* for **character development**, *Swimming in a Sea of Friends* for **relationship skills**, *Inner Ninjas* for **self-esteem**. I have also been asked to deliver several specially designed presentations and programs for different grades as the teacher addresses needs. I deliver some small group programs, such as *Self-control Surfers* for **self-regulation** and *Calm-Down Crew* for **anger management**. I also make myself available at lunch times for the kids in the Vilna school to hang out with me to promote positive adult relationships.

I have been involved in all of the wellness days at Vilna and HAK this year, and have been able to help out/participate in some events at the Holy Family school. I have also made myself known with a special introduction to each of the classes in each of the schools at the beginning of each semester in the calendar year. The delivery is different each time, but the message is always the same – I'm not scary, and it's a sign of strength if a person decides they need to see me. The attempt is to remove the stigma from using mental/emotional health related services.

The bus incident saw a shift in the students' willingness to help support each other, so it didn't change my case-load much. I continued offering services and shifted my availability from Vilna in favor of HAK to be there when kids are in crisis. This was especially the case when the kids on the bus started coming back to school AND when the pictures were released to show the extent of the crash AND when Vilna had their bus scare. It was mostly just being flexible and available to be where I'm needed – whether I'm used or not. Kind of like how a life-jacket gives us more confidence to enjoy the waves.

When I'm not with the kids in the class or in groups, I am helping them find and sharpen tools to complete the task at hand that they find themselves struggling with. My job as I see it is to provide support to students and their families to succeed in social and emotional tasks. This is my mandate and the description of where my time is spent, both on and off the job.

POST-COVID

Things have changed quite a bit since COVID lockdown. The service delivery to the students has changed drastically, from before, as have the numbers. There were no referrals post-covid because it is difficult to establish a meaningful connection over the phone. Until recently, the service delivery had been via email, phone or text. Since Aspenview approved Doxy.me use as a valid platform for service delivery, I have sent out an email offering its use with appropriate consent forms. No takers at this time.

I have been engaging in weekly calls with several families in all three schools and have catered to the preferred communication method of the others (text or email). Some families have not reached out, but I understand that they are being supported by the teachers and other staff in those cases. I occasionally struggle with the lack of response to my check-ins, but there have been several incidents now where the families have responded with a real need or a struggle

that they would like to chat with me about, and the mention is made that they have appreciated the check-ins over the weeks and months – even if they didn't respond. It has been an affirming reaction to my efforts to stay connected and stay supportive. I realized that I have to treat this like fishing – if I don't put my line in the water, there is NO chance that I will catch a fish. I just keep emailing each week to offer support and encouragement, whether there is a bite or not.

I have also been converting my PREZI presentations to youtube videos lately so I can get them to more people. This requires creating a voice-over and massively editing each of the presentations. I have made a series of Kelso's Choice videos (ongoing weekly), a growth mindset video, and a mental health video. With the mental health video, I held a 'hats on for mental health' info-session and prize draw to promote the event and to promote positive mental health. The Kelso's Choice mascot and use of the trademarked choice wheel posed some concerns for Aspenview regarding copyright. I investigated all the laws surrounding copyright and even contacted the media group that publishes Kelso's Choice materials to ask for permission. They not only gave permission, they asked if THEY could use the videos on THEIR website. So that was edifying.

I created a website using WIX to explain my position as an FSLW and offer quick and easy links to resources that would help bolster social and emotional development in the children. This was on the suggestion of LCSD150, but it turned out that Aspenview deemed WIX to be unsecure and were not willing/able to circulate the website. A lot of work down the drain, but it was a good lesson about verifying the security around the use of something before proceeding. This was the same caution that led me to ask Aspenview about Doxy.me FIRST instead of just using it, as was prescribed by LCSD150. Lesson learned and applied.

In all, it's a really fun ride to try and adapt to the new way of doing things. I enjoy the challenge, and I'm glad this truck has really good shocks and struts.

-Jacob Fox



SMOKY LAKE COUNTY

Minutes of the **Joint Health & Safety Committee Regular Meeting** held on Friday, May 15, 2020 at 8:09 A.M. held virtually through Electronic Communication Technology: Zoom Meeting.

The meeting was called to Order by the Vice-Chairperson, Dave Franchuk, in the presence of the following persons:

	<u>Name</u>	<u>Position/Title</u>	<u>Attendance</u>
Staff Members:			
Ag. Service Board	Amanda Kihn	Assist. Ag. Fieldman	Virtually Present
Parks & Recreation	Duane Slipchuk	Laborer	Absent
Public Works	Eddy Pirzek	Mechanic	Absent
Public Works	Hank Kwasnycia	Laborer	Absent
Administration	Patti Priest	Leg. Services Clerk / Rec. Sec.	Virtually Present
Enviro. Operations	Terry Bodnar	Water, Wst. Wrt. & Waste Tech.	Absent
Fire Protect. Svcs.	Spencer Kotylak	Deputy Fire Chief	Absent
Public Works	Doug Cherniwchan	Truck Driver	Absent
Public Works	Kirstin Watamaniuk	Scale Operator	Virtually Present
Planning & Development	Kyle Schole	Planning & Dev. Assistant	Absent
Natural Gas	Will Gray	Natural Gas Operator	Absent
Management Members:			
Public Works	Bob Novosiwsky	Road Foreman	Absent
Natural Gas	Daniel Moric	Manager	Virtually Present
Enviro. Operations	Dave Franchuk	Manager	Virtually Present
Public Works	David Kully	Shop Foreman	Absent
Public Works	Doug Ponich	Manager	Virtually Present
Bylaw Enforcement	Ed English	Peace Officer/Rec. Manager	Virtually Present
Fire Protect. Svcs.	Scott Franchuk	Fire Chief	Absent
Ag. Service Board	Carleigh McMullin	Agricultural Fieldman	Virtually Present
Planning & Development	Jordan Ruegg	Manager	Virtually Present
Smoky Lake Region - RCDC	Michelle Wright	Community Ec. Dev. Officer	Virtually Present
Non-Voting:			
Administration	Cory Ollikka	Chief Administrative Officer	Virtually Present @ 9:45 a.m.
Elected Official	Lorne Halisky	Councillor	Virtually Present
Administration	Lydia Cielin	Assist. CAO	Virtually Present
Elected Official	Craig Lukinuk	Reeve	Absent
Elected Official	Johnny Cherniwchan	Councillor (Alternate)	Virtually Present
Safety	Trevor Tychkowsky	Safety Officer	Virtually Present

Agenda:

25-20: Jordan Ruegg That the Joint Health & Safety Committee Meeting Agenda for Friday, May 15, 2020, be adopted, as presented.

Carried Unanimously.

26-20: Patti Priest That the Joint Health & Safety Committee acknowledge the cancellation of the March 27, 2020, Joint Health & Safety Committee Meeting due to the COVID-19 pandemic.

Carried.

Minutes:

Minutes of the Joint Health & Safety Committee Meeting

27-20: Doug Ponich That the Minutes of the Joint Health & Safety Committee Regular Meeting held on Friday, February 21, 2020, be adopted as presented.

Carried.

Action List - Joint Health & Safety Committee

28-20: Doug Ponich That the Action List from the Joint Health & Safety Committee Meeting updated as of May 12, 2020, be accepted for information; and, acknowledge the Safety Officer verbally reported on May 15, 2020, that the NASC/SASC Meeting, scheduled for April 9, 2020, was physically cancelled and a virtual meeting was held in its' place.

Carried.

Old Business:

None.

Training Updates:

Training Updates from the Safety Officer

29-20: Carleigh McMullir That the Joint Health & Safety Committee accept the report on Training Updates prepared by the Safety Officer, as of May 12, 2020, as follows:

TRAINING DESCRIPTION	DATE TAKEN	# OF EMPLOYEES	DEPARTMENT
First-Aid recertification	Canceled		
Flag Person Training	March	15	Smoky Lake Fire Dept.
New Employee Orientations	May 12	4	2 P&R/Office/AG
TDG (Transportation of Dangerous Goods)	Canceled		
WHMIS	March	15	Smoky Lake Fire Dept.
Physiological Fire aid	Canceled		Further Ed
Office Ergonomics online	April	18	Office Staff

Carried.

New Business:

No New Business.

Incidents:

Incidents for the period between February 22, 2020 to May 15, 2020

30-20: Carleigh McMullin That the Joint Health & Safety Committee acknowledged there were **12 incidents** reported for the period of **February 21, 2020 to May 15, 2020:**

1. A taxpayer who tried to go around a grader unit while it was backing up a hill caught the grader wing resulting in the taxpayer's vehicle being thrown into the ditch – Insurance determined the taxpayer was at fault and the County was not held liable.
2. A grader winging snow slid into ditch and broke a taxpayer fence.
3. A dozer pushing snow broke a power-pole's guidewire underneath the snow; no damage was caused to the pole or unit.
4. A grader unit hit a Telus Pedestal that was hidden under the snow.
5. A pickup truck unit had its' window shattered, travelling on a highway when passing a big truck which threw a large rock – the Employee was able to come to a safe stop and the window has been replaced.
6. A tractor-trailer unit travelling on Highway 855 struck a deer causing minor damage to the units' front bumper and killed the deer.
7. A-frame washout signs were stolen from the Victoria Trail between Range Road 192 and 185 at some time between April 17, 2020 April 19, 2020.
8. Loading ramps failed while loading the County Trapper's snowmobile onto a pickup truck, damaging snowmobile, and tailgate of the truck - caused by using the wrong tool for the job.
9. A Fire Services unit backed into a personal vehicle when leaving the scene - caused by complacency, and not performing a walk-around and/or utilizing a spotter.
10. A taxpayer's windmill post located in the road right-of-way, was minorly damaged by County equipment when the County was clearing a culvert out next to it.
11. An Employee's knee was struck by wheel-hub from a one-ton pickup truck while it slipped out of the Employee's hands as they were installing it, due to the wheel-hub being greasy – the incident caused a minor contusion to the Employee's knee.
12. An Employee walking into the Main Office slipped on an edge of the sidewalk, causing a first-aid injury – the edge of the sidewalk has been painted bright red since the incident.

Carried.

Cory Ollikka, Chief Administrative Officer, virtually joined the meeting, time 9:45 a.m.

Committee Member Reports:

Public Works Shop Foreman – Dave Kully

- Everyone at the shop is still working and no one has been off work because of COVID-19.

Public Works Road Foreman – Bob Novosiwsky

- No verbal or written report provided.

Public Works Manager – Doug Ponich

- Continue to monitor soft spots and push-ups on county roads.
 - Marking these areas with lath and flagging for awareness.
 - Updates are on social media in regard to these issues.
 - Hauling gravel to these areas.
- All washouts have been repaired, no road closures.
- Began first calls for 2020 culvert installation.
- Sign repair and installation upon completion of inspections.
- Continue to monitor social distancing and general health of Public Works staff.

Public Works Staff - Doug Cherniwchan, Kirstin Watamaniuk, Eddy Pirzek

- No Report.

Main Office Staff – Patti Priest

- Have been working exclusively from home since March 16, 2020 and have setup my home station using the ergonomics course.
- It's important to maintain boundaries for work hours as it can easily take over your personal time and impact your mental health negatively.
- <https://www.amhsa.net/> has a Free Webinar every Tuesday at 10:00 a.m. called Tactics for Maintaining Mental Health Fitness During COVID-19 Pandemic (it's about ½ an hour long and you need to register to attend).
- The Smoky Lake Region EOC (Emergency Operation Centre) has obtained plenty of masks, hand sanitizer and gloves etc. for municipal use.

Planning & Development Staff – Kyle Schole

- P&D has been implementing pandemic suppression measures including working remotely in light of COVID-19. So far, we both remain symptom free.
- As summer arrives, remember UV/sunlight/sunscreen safety.

Planning & Development Manager – Jordan Ruegg

- Nothing additional to report.

Natural Gas Department Manager – Daniel Moric

- Construction season is starting.
- The Gas Dept summer Labourer is starting on Friday.
- We are prepping for the installation of the new RMO to replace the old one at TAP 5.

Environmental Operations Department Manager – Dave Franchuk

- Contractors are continuing to work on the Whitefish lake Reservoir project.
- With most people staying home our transfer stations are extremely busy with spring cleanup work.
- We will be notifying the residents of Warspite to be careful what they flush as we started to have problems at the sewage lift station due to pumps screens and pumps plugging a lot lately.
- And a reminder to anyone from the County or Villages that there will be no charge for bringing in any appliance that contains Freon from May 11th to May 24th.

Parks and Recreation Department Staff – Vacant

- Vacant.

Bylaw Enforcement Officer / Parks and Recreation Manager – Ed English

- COVID-19:
 - all County playgrounds are closed,
 - all County campsites are closed until further notice,
 - boat launches and day-use areas are open
- Iron Horse Trail spring inspection has been completed, working on deficiencies.
- All the docks are in at the lakes.
- There is lots of bears out with cubs, so be aware.

Agricultural Service Board (ASB) Agricultural Fieldman – Carleigh McMullin

- Ramping up for summer programs, 2 of our mowers start next week for maintenance and ditch clean up to begin mowing June 1st with the herbicide.
- Trevor Cameron is still trapping; he has caught 67 beavers.
- Carleigh needs a shop orientation ASAP.
- Weed inspector will be starting June 1st he will also need an orientation.
- Practicing social distancing when dealing with the public.
- Ordered additional sanitizing supplies for equipment & trucks.

Agricultural Service Board (ASB) Assistant Ag Fieldman – Amanda Kihn

- Nothing further to add.

Fire Protective Services, Fire Chief – Scott Franchuk

- No verbal or written report provided.

Community Economic Development Officer, Smoky Lake Region – Michelle Wright

- No verbal or written report provided.

Chief Administrative Officer - Corry Ollikka

- No verbal or written report provided.

Assistant Chief Administrative Officer – Lydia Cielin

Verably reported:

- Safety policy manual will start on section 5 work alone.
- Since March 16, 2020 operations have been running smoothly and comforting to see staff is functioning well.
- We will continue to take reasonable measures to prevent the spread of COVID-19.
- We have received positive public feedback on the monthly information placed in Grapevine.

Council Representative, Division Four – Lorne Halisky

- COVID-19 continues so please ensure it's a part of conducting your pre-job hazard assessments with appropriate control measures etc.
 - o Maintain physical distancing
 - o Wash your hands!
 - o Use proper PPE
- Drive to the road conditions as there are soft spots & road heaving
 - o report issues to Public Works as soon as possible
- Wildlife strikes are still occurring so pay attention to high wildlife areas.
- Spring season farming is starting so drive with caution and give them the right of way if possible.
- Sun brightness is more of an issue in the early morning and late evening so drive with caution and ensure your vehicle/equipment windshield is clean and not severely pitted etc.
- Theft is still occurring so ensure your vehicle, equipment, properties etc. are secure with belongings out of sight etc.
 - o remove keys and lock your doors.
- Report all incidents to prevent loss and re-occurrence etc.

Council Representative, Division Two – Johnny Cherniwchan

- No verbal or written report provided.

Safety Officer – Trevor Tychkowsky

Verbally reported:

- Fire Season – be aware we are in extreme fire hazard levels.

Committee Member Reports

31-20: Carleigh McMullin That the Joint Health & Safety Committee Member written and verbal Reports for May 15, 2020, be accepted for information.

Carried.

Correspondence:

AEMA Pamphlet: “Will you be ready in an Emergency?”

32-20: Patti Priest

That the pamphlet received by the Joint Health & Safety Committee from Alberta Emergency Management Association (AEMA) titled: “Will you be ready in an Emergency?” outlining information on knowing when to stay and when to go, what to include in an emergency kit, and important tips on maintaining emergency kits, be accepted for information.

Carried.

Date and Time of Next Meeting:

33-20: Doug Ponich

That the next Joint Health & Safety Committee Meetings be scheduled for **Friday, June 19, 2020 at 8:00 a.m.**, to be held virtually and/or in County Council Chambers.

Carried.

ADJOURNMENT:

34-20: Dave Franchuk

That the Joint Health & Safety Committee Meeting of May 15, 2020, be adjourned, time 8:06 a.m.



**NORTH EAST
Muni-Corr Ltd.**

5015 - 49 Ave., St. Paul, AB T0A 3A4
Phone: (780) 645-3301 Fax: (780) 645-3104

**NORTHEAST MUNI-CORR LTD.
Chequing Account
May 31, 2020**

	Current Transactions	Year-to-Date Transactions
Beginning Bank Balance January 1, 2020		192,686.53
Ending Bank Balance April 30, 2020	201,205.19	
Revenues: Utility Crossing Fees	171.74	35,607.70
Temporary Crossing Fees		
Temporary License of Occupation Fees		126.00
Dividends		
Sale of Land		30,000.00
Siding Lease Fees		1,440.75
GST Refunds	1,102.38	1,102.38
Transfers		
Miscellaneous Revenue		
Wage Recovery		
Interest Revenue		<u>342.89</u>
Total Revenues	1,274.12	68,619.72
Expenses: Audit/Accounting Fees		6,150.00
Administrative Coordinator	11,993.56	35,942.63
Bank Transfers		
Land Appraisals/Fees		
Legal Fees		
Insurance		
Promotions/Advertising		
Bank Charges		
Surveying/Consulting Fees	118.71	7,240.79
Office Supplies/Expense/Rent		
Repairs & Maintenance		
Rent of Equipment		
Donations/Grants/Contributions		20,000.00
Memberships		
G.S.T.		<u>1,605.79</u>
Total Expenses	12,112.27	70,939.21
Ending Bank Balance May 31, 2020	190,367.04	190,367.04



**NORTH EAST
Muni-Corr Ltd.**

5015 - 49 Ave., St. Paul, AB T0A 3A4
Phone: (780) 645-3301 Fax: (780) 645-3104

INVESTMENTS

GIC – 2 Year Non-redeemable #25

Maturity Date June 11, 2020

Interest Rate 2.5%

Accrued Interest 4,970.55

May 1 Opening Balance

205,000.00

Interest

0.00

Transfer from Cheqex 1

0.00

Closing Balance

\$205,000.00

GIC – 2 Year Non-redeemable #26

Maturity Date May 21, 2021

Interest Rate 2.3%

Accrued Interest 64.46

May 1 Opening Balance

100,000.00

Interest

2,300.00

Transfer from Plan 24

0.00

Closing Balance

\$102,300.00

GIC – 3 Year Non-redeemable #27

Maturity Date May 21, 2022

Interest Rate 2.51%

Accrued Interest 70.49

May 1 Opening Balance

100,000.00

Interest

2,510.00

Transfer from Plan 24

0.00

Closing Balance

\$102,510.00

GIC – 1 Year Non-redeemable #29

Maturity Date Oct. 1, 2020

Interest Rate 2.1%

Accrued Interest 1,949.26

May 1 Opening Balance

140,000.00

Transfer from cheqex 1/plan 24

0.00

Interest

0.00

Closing Balance

\$140,000.00

NORTHEAST MUNI-CORR LTD.
Controller's Report
May 31, 2020

BALANCE FORWARD:	201,205.19
REVENUE	
Gov't of Canada (GST Refund 1 st qtr.)	1,102.38
CNRL (Annual Utility Right-of-Way Fees)	<u>171.74</u>
Total Revenues	1,274.12
EXPENSES:	
Janke/Yaremkevich (Policy Committee Exp.)	118.71
CSP April/May. Payroll Services (Admin. Coord)	<u>11,993.56</u>
Total Expenses	12,112.27
Bank Balance:	\$ 190,367.04
Savings Account #0	
May. 1 Opening Balance	9,986.59
Transfer to Term Deposit #29	
May Bank Interest Revenue	<u>2.12</u>
Ending Bank Balance May 31, 2020	\$ 9,988.71

N.E. Muni-Corr Ltd - June 8, 2020 Report

Discussion on Maintenance:

- **Beaver River Trestle gates are open and have been bent and wrecked by 4x4. Lots of vehicle traffic on both sides of the river and across the trestle.**
- **Middle Creek culvert washed out. Trail was impassable at that section for two weeks.**
- **Flooding at Fontaine's east of Edouardville and at Pomerleau's west of Edouardville. The drainage channel the County of St. Paul put in collapsed and caused water to back up.**
- **Ashmont ramp needs the decking replaced and trees around it trimmed back.**

Communication with:

- **M.D. of Bonnyville re: grading and mowing.**
- **County of St. Paul re: washout, flooding, and collapsed ditch. Potential washout at Boscombe.**
- **Town of Bonnyville to ensure the water line contractor has the detour signs in place properly.**
- **Adjacent landowner near Bellis wants to put up a fence and gates.**
- **Town of St. Paul re: Peace Officers driving and parking on the trail. A motion was made and passed for Peace Officers to be able to drive and park on the trail for radar purposes and public safety compliance.**
- **RMRF and MD of Bonnyville to draft a maintenance agreement for the paved sections.**
- **Met with Travel Alberta and preparing a grant proposal to further develop content and tourism product for the Regional Tourism Initiative Committee area (Smoky Lake, St. Paul and Elk Point – Waskatenau to Heinsburg).**

Controller's Report attached.

Next Meeting: July 13, 2020



5616 – 48 Street, Postal Bag 8, Elk Point, Alberta T0A 1A0
 Tel (780)724-2596 Fax (780)724-2596 info@nlls.ab.ca

County of Smoky Lake
 PO Box 310
 Smoky Lake, AB T0A 3C0



May 19, 2020 - Board of Record - Funding Disbursement

We have received 50% of the Rural Services Grant from Alberta Municipal Affairs. These funds are to cover the operating costs of serving the portion of County of Smoky Lake residents in these areas. Once the second 50% of the grant is received, we will forward it at that time.

As per your direction and finding no change to the previous year funding formula, find below the disbursements to the 3 library sites for your area. Being the Northern Lights representative for the Board of Record area you are the sole receiver of this information. It is your responsibility to contact any other interested parties e.g. council, county administrators and libraries with this information.

Rural Services Grant Disbursement				
2020 Year - Smoky Lake County				
	PLSB using 2016 Population	Rural Services Grant at \$5.55 per Capita		
County of Smoky Lake	2459	\$	13,647.45	
	Admin Fee (1%)	\$	136.47	
	Total disbursement	\$	13,510.98	
Disbursement of Funds to Libraries within the County of Smoky Lake				
Current Funding Formula	%	\$	50% - May	50% - TBD
Ann Chorney Public Library	25%	\$ 3,377.74	\$ 1,688.87	\$ 1,688.87
Smoky Lake Municipal Library	50%	\$ 6,755.49	\$ 3,377.74	\$ 3,377.74
Vilna Municipal Library	25%	\$ 3,377.74	\$ 1,688.87	\$ 1,688.87
Total Funds Disbursed	100%	\$ 13,510.98	\$ 6,755.49	\$ 6,755.49

Thank you for your cooperation with this matter. If you have any questions or concerns, please feel free to contact me.

Julie Walker
 Executive Director
 1-800-561-0387 Ext. 2112



REQUEST FOR DECISION RCDC		DATE	June 25, 2020
		# 5.2.16 (a)	
TOPIC	1. Policy Statement No. 61M-02-01: Regional Community Development Committee (RCDC): Work Plan.		
PROPOSAL	<p>1. BACKGROUND:</p> <ul style="list-style-type: none"> ■ No Policy currently in place for the Regional Community Development Committee (RCDC) – Work Plan. <p>2. CURRENT:</p> <ul style="list-style-type: none"> ■ The CEDO in conjunction with the EDA prepared a draft Policy Statement on the Work Plan for transparency of job duties and responsibilities. <p><u>Regional Community Development Committee: June 10, 2020 – Motion 177-20</u> That the Regional Community Development Committee (RCDC) accept amended changes to the RCDC Economic Work Plan as Policy Statement No. 61M- 02-01 outlining the Scope of Work as per management practice, by managing partner, Smoky Lake County.</p> <p>3. PROPOSAL:</p> <p>Policy: developed to provide a consistent understanding of the RCDC roles of duties and responsibilities, as a communication tool that outline exactly what tasks are expected to be performed and address quality or quantity of performance standards that apply for RCDC.</p> <p>Recommendation:</p> <p>That Smoky Lake County adopt Policy No. 61M-02-01: Regional Community Development Committee (RCDC): Work Plan, as recommended by the Regional Community Development Committee Meeting held on June 10, 2020, and incorporate in to Management Policy Operations practice.</p>		



SMOKY LAKE COUNTY



Title: Regional Community Development Committee (RCDC): Work Plan		Policy No.: 02-01	E
Section: 61 - M	Code: P - A	Page No.: 1 of 8	

Purpose:	To establish a Regional Community Development Committee (RCDC) Work Plan for Smoky Lake County for the Smoky Lake County Regional Community Development Committee (RCDC) Program.
-----------------	---

<p>Policy Statement and Guidelines:</p> <p>STATEMENT:</p> <p>The Regional Community Development Committee (RCDC) Work Plan, <i>Schedule "A"</i> outlines the Work Schedule of Projects and duties on a daily, weekly, monthly, and periodic time frame which provides detailed work to be undertaken in the Regional Community Development Committee (RCDC) Program.</p> <p>BENEFITS:</p> <p>The Regional Community Development Committee (RCDC) Work Plan will provide the following benefits:</p> <ul style="list-style-type: none"> ■ Broaden the portfolio of the Regional Community Development Committee (RCDC). ■ Good understanding of the process of the Regional Community Development Committee (RCDC). ■ Increase efficiency and strengthen timeframe of deadlines. ■ Establishes accountability of the Program. ■ Communication and Cross-Training Tool. <p>REVIEW:</p> <p>The Regional Community Development Committee (RCDC) Work Plan will be reviewed and presented to Council on an annual basis beginning of each year.</p>
--

	Municipality	Date	
Approved	RCDC: Smoky Lake County:		Chief Administrative Officer
Amended			
Amended			



SCHEDULE "A"



REGIONAL COMMUNITY DEVELOPMENT COMMITTEE (RCDC): WORK PLAN 2020

TIME	WORK SCHEDULE PROJECTS	WORK DESCRIPTION PROJECTS	ELEMENTS: TASKS DUTIES	VERIFIED OUTCOME
DAILY				
1 hour	Correspondence: Email, phone, messaging	Address inquiries to RCDC and prepare correspondence to external parties.	Record correspondence in Action List, Opportunity Tracker, CEDO Report or other documents as appropriate.	Inquiries resolved.
1 hour	Opportunity Identification	Research opportunities.	Review current affairs and communications from Regional, Provincial and Federal economic development organizations.	Retention, attraction and development actions taken.
30 min	Local business interaction	Business Networking.	Closely liaise with local businesses and business groups and identify networks and implement networking opportunities.	RCDC economic development programming and priorities are targeted to the current and emerging regional business needs.
Variable	Public Interaction	Stakeholder Participation program.	Respond to information requests.	Public receives accurate and useful information.
30 min	Event Promotion	Regional Promotion.	Promote Regional events via Social media and website.	Wide audience reached for local events.
variable	Community Engagement	Stakeholder Participation program.	<p>Proactively seek out opportunities to be present in Regional communities.</p> <ul style="list-style-type: none"> ▪ Establish an annual "Public Participation" mechanism: Open House / Forum / Information Sessions / Informal Meeting with the public for opinions to provide feedback and input on issues that concern them. ▪ Conduct surveys and/or studies that provide more research and statistical material. ▪ Communicate activities, processes on an ongoing basis to identify areas for improvement and to adjust as needed. ▪ Develop and maintain a database of existing businesses for regular contact. ▪ Stay apprised of real-estate availability for potential investor opportunities. 	Improved community engagement.

REGIONAL COMMUNITY DEVELOPMENT COMMITTEE (RCDC): WORK PLAN 2020- Continued:

TIME	WORK SCHEDULE PROJECTS	WORK DESCRIPTION PROJECTS	ELEMENTS: TASKS DUTIES	VERIFIED OUTCOME
WEEKLY				
30 min	Website	Communications, promotion and connection to stakeholders.	Development / updating the "Smoky Lake Region" website to service various stakeholders in the community. Post up-to-date information and reports about RCDC's plans, programs and performance. 3 Be a resource for community statistical information, forms, and current matters which may need to be communicated urgently.	Communicate opportunities and information to community stakeholders in a timely and effective manner.
30 min	Social Media	Communications, promotion and connection to stakeholders.	Update Twitter and Facebook with current information and events. Create posts and tweets relevant to Regional audience. Seek out news relevant to community and share on website and social media.	Communicate opportunities and information to community stakeholders in a timely and effective manner.
30 min	Weekly Report to RCDC	Timely Committee awareness of CEDO activities.	Report outlines accomplishments and areas for follow-up. Record activities, meetings, conferences, and hours.	RCDC is aware of Economic Development activities in a timely manner.
1 hour	Managing Partner Meeting (EDA tasks)	Economic Development team meetings.	Review tasks and deliverables for past, current and following week for completion. Review and agree on timelines and quality of deliverables. Review work hours completed as scheduled.	Collaborative and aligned working group.
1 hour	Business Counselling	Regional Business sustainability.	During regular business hours and on an out-reach and after-hours basis – ensure high quality business counseling services and support is available. Network with internal and external resources to provide business supports.	Meets needs of Business community.
MONTHLY				
30 min	Budget	Budget management.	Report to RCDC the current spending against budget and explain any over/under spending Review accounting report for all items coded to RCDC. Compare to spend for each line and correct any miscodes, Identify over/under spending.	Compliance to budget.
14 hours	Meeting Preparation (RCDC and its sub-committees)	Professional meeting processes.	Provide content for meetings. Review prior meeting minutes and action lists for accuracy. Prepare Agenda. Prepare Agenda packages. Send out meeting notices and calendar invites. Coordinate meeting catering.	RCDC alignment to objectives.
1 hour	Stakeholder Participation	Meeting Agenda Item: Stakeholder Engagement.	RCDC meeting Standing Agenda item under "Other Business" Stakeholder Engagement, between 10:30 a.m. and 11:00 a.m., to gather input and feedback from Regional businesses, industries, and community groups.	Regular opportunity for public to inform RCDC of relevant issues and request RCDC action.

REGIONAL COMMUNITY DEVELOPMENT COMMITTEE (RCDC): WORK PLAN 2020- Continued:

TIME	WORK SCHEDULE PROJECTS	WORK DESCRIPTION PROJECTS	ELEMENTS: TASKS DUTIES	VERIFIED OUTCOME
MONTHLY -Continued				
5 hours	Meeting Recording (RCDC and its subcommittees)	Attend and Record.	Record motions, reports, and direction from meetings. Include motions from municipalities as appropriate.	Detailed record of RCDC activities.
25 hours	Minute and Action List	Complete Minutes and Action.	Prepare minutes/action lists including actions taken, for presentation to the following meeting.	To meet legislative requirements.
1 hour	Opportunity Tracker (new business opportunities)	Regular summary of opportunities.	Record economic and community development retention, development and attraction inquiries and outreach activities.	Economic development matters are referred to RCDC for information, review, consideration and/or recommendations.
1 hour	Media Releases	Promotion of RCDC work.	Prepare after each RCDC meeting if content is relevant to a release.	Community awareness of RCDC activities.
5 hours	Smoky Lake Region Meetings	Promotion of RCDC to Regional stakeholders.	Attend and support business groups across Region including Chamber of Commerce.	RCDC aware of business activities and challenges across the Region.
10 hours	External Meetings	Leverage support to RCDC and Regional stakeholders.	Attend HUB, Kalyna, Lakeland, Go East, and other Regionally related meetings.	RCDC is kept up to date on opportunities and activities of Regional groups.
5 hours	Internal meetings	Collaboration with municipal activities.	Attend internal meetings as requested by municipal staff and elected.	RCDC aware of municipal activities and adds value to the discussion.
2-6 hour	Issues for Decision or Discussion	RCDC Decision making.	Prepare Request for Decisions for RCDC to support implementation of the Strategic Priorities.	RCDC is active in the decisions regarding economic development priorities.
30 min	Strategic Priorities Chart	20 Year Strategic Plan.	Report on changes to the chart and add/edit chart as per RCDC recommendations.	Strategic Priorities Chart reflects current focus of RCDC.
30 min	Media Release	Communication, promotion and connection to stakeholders.	Prepare news release after each RCDC meeting (or as required) to highlight the work of the RCDC.	Regional awareness of RCDC activities.
2 hours	Heritage Board	Strategic Plan.	Attend meetings and identify tourism and economic development opportunities.	Awareness and collaboration across departments.
15 min	Invoices	Financial Stewardship.	Review and approve EDA invoices. Review and approve RCDC invoices.	Budget compliance.
1 hour	Office Safety Meeting	Safety.	Attend safety meetings and act as appropriate.	Ensure safe work environment.
1 hour	Advocacy	Regional betterment.	Advocate on matters of interest to Region and RCDC.	Create environment for Regional improvements
1 hour	Business correspondence	Business attraction and retention.	Send welcome, congratulatory or thank you letters as directed by RCDC.	File letters in Master RCDC Binder.

REGIONAL COMMUNITY DEVELOPMENT COMMITTEE (RCDC): WORK PLAN 2020- *Continued*:

TIME	WORK SCHEDULE PROJECTS	WORK DESCRIPTION PROJECTS	ELEMENTS: TASKS DUTIES	VERIFIED OUTCOME
QUARTERLY				
30 min	Grant Matrix	Funding sustainability.	Track Grant opportunities and share with appropriate stakeholders.	Community stakeholders aware and able to take advantage of Grant opportunities.
30 min	Real Estate	Property Inventory.	Update active Real estate listing binder.	Used at tradeshow and other public events and for investment inquiries.
2 hours	Management System	RCDC consistency.	Ensure minutes, binders, policies and other management system documents for RCDC are current and signed by appropriate authorities. Maintain digital and hardcopy versions.	Management system compliance.
8 hours	Stakeholder Participation	RCDC sponsored events.	Showcases, Information Sessions, RCDC Tradeshow: 4x per year. Conferences, Forums, Seminars: 4x per year if timely topics arise.	Audience is informed on relevant topics.
20 hours	Community Relations	RCDC Communications.	To build credibility and a positive reputation, relationships need to be cultivated with local Community agencies and organizations/clubs. <u>Personal Contacts:</u> Consult the Community by paying close attention to the resources and programs of other agencies and organizations already operating in the area; e.g., Chamber of Commerce, Community Futures, Northeast Alberta HUB. Public Meetings, Site Tours, Public Speaking, Educational Opportunities.	Positive reputation in RCDC communities and beyond.
YEARLY				
10 hours	Performance Appraisal	RCDC professionalism.	As per Policy, conduct Performance appraisal. Review with Economic Development contractor. Review with RCDC.	Alignment to Managing Partner processes.
4 hours	RCDC Year End Report	RCDC Communications.	Prepare annual report to the four member Councils, and the Smoky Lake Region Joint Municipalities Committee, on the various initiatives and activities undertaken (includes RCDC Report Card).	Joint and RCDC alignment.
25 hours	Strategic Plan Management	RCDC.	Update Schedules and Submit Schedule D to RCDC for approval. Publicly publish and promote annual Schedule "D".	Accountability to stakeholders on Strategic Planning Activities
20 hours	RCDC Workbook	RCDC Accountability.	Submit completed Workbook to RCDC for approval.	Annual summary of activities documented.

REGIONAL COMMUNITY DEVELOPMENT COMMITTEE (RCDC): WORK PLAN 2020- *Continued*:

TIME	WORK SCHEDULE PROJECTS	WORK DESCRIPTION PROJECTS	ELEMENTS: TASKS DUTIES	VERIFIED OUTCOME
YEARLY-Continued				
40 hours	Management System	RCDC Effectiveness.	Update all documents, files, folders, policies as required to support RCDC activities.	Management system is efficient and effective.
6 hours	RCDC Orientations	RCDC Committee effectiveness.	Consult with Committee members on active files and overall priority implementation.	Committee engagement in Department activities.
16 hours	Strategic Planning	20-year plan stewardship.	Lead the planning session for RCDC.	Strategic plan is current to environment.
30 min	Memberships	RCDC Networking.	Maintain memberships in appropriate organizations.	Connections to current affairs for Economic Development.
3 hours	Budget	Annual Budget.	Use action plan for following year, input from Committee, and create draft budget for Committee consideration.	Budget aligned to activities planned for following year.
10 hours	Annual action summary	RCDC Management System.	Summarize action lists, including Strategic Priority number, for all RCDC Meetings, to create annual summary.	All actions in one document and action summary provides source information for workbook, Schedules B, C and D.
4 hours	Rolling 3 Year Action Plan	RCDC 20-year plan stewardship.	Update 3 year rolling action plan.	RCDC able to plan for future years.
SEASONAL				
1 hour per week	Regional Tourist Outlets	Regional promotion consistency.	Ensure inventory of Regional materials is maintained at each location.	Materials available to visitors when needed.
8 hours per month	Agricultural Producer events	Regional economic diversification.	Attend event to engage RCDC with agricultural producers.	Strategic Plan implementation.
PERIODIC				
20 hours	Grant application	RCDC sustainability.	Complete grants applicable to RCDC activities Define budget/tasks, summarize outcomes and create application.	Grants submitted and managed.
5 hours	Joint Municipalities' Meetings	RCDC information sharing.	Attend and present, if applicable.	Integrate RCDC activities with JMM.
40 hours	Grant reporting	RCDC sustainability.	As per individual grant, track all outputs and budget for required reporting. Report as per grant expectations the achieved outcomes and budgets.	Report accepted.
16 hours prep; attendance variable	Tradeshows/ Events	Regional promotion.	Create Tradeshow/event tactic for RCDC approval – identify audience, materials, budget and report on outcomes. External Tradeshows and Conferences: 4x per year.	Region promoted with relevant materials to specific audiences.
1 hour	Proclamations	Regional communications.	Identify and share with municipalities proclamations for council consideration	Engagement at Council level with local groups proclaiming and celebrating accomplishments.

REGIONAL COMMUNITY DEVELOPMENT COMMITTEE (RCDC): WORK PLAN 2020- *Continued*:

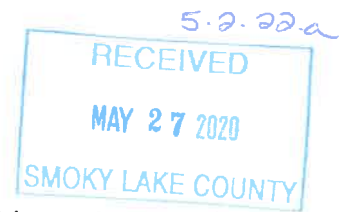
TIME	WORK SCHEDULE PROJECTS	WORK DESCRIPTION PROJECTS	ELEMENTS: TASKS DUTIES	VERIFIED OUTCOME
PERIODC -Continued				
Variable	Conferences	Economic Development continuous improvements.	Attend as applicable.	Economic Development skills improved.
2 hours	Joint Municipalities Issues Management	Regional alignment.	Respond to specific issues the Joint Municipalities Committee Council has requested be reviewed or consider in more detail.	Joint Municipalities informed and engaged on community economic development activities.
16 hours	Public Information Sessions	Regional stakeholder engagement.	Prepare and host as appropriate to support Strategic Priorities.	Public engagement.
8 hours	GIS	Information Management.	Create maps and other info for RCDC activities. Stay current on land sales.	Effective visuals to support messaging.
8 hours	Event support	Stakeholder engagement.	Attend and support local group events in the Region.	Awareness of RCDC mandate and activities, creating additional engagement in programs.
4 hours	Tenders	Business support.	Review information received on Tenders (government and other parties) and forward to appropriate Regional Businesses.	Businesses granted access to opportunities within and beyond Region.
10 hours	Contracts and Hiring	RCDC resource management.	Identify and acquire resources to support RCDC activities.	Ensure right resources are engaged.
3 hours per ad	Advertising	Regional communications.	News Releases published in the newspaper highlighting the RCDC work to inform and serve the Smoky Lake Region. Development of various brochures/pamphlets which highlight Economic Development or programs, services, or attractions offered. Displays on development and delivery of various education programs for businesses.	Current information available to stakeholders.
16 hours	Promotion – Business	Regional promotion.	Ensure business attraction packages and brochures are current.	Recipients know about our current offerings.
16 hours	Promotion – Residents	Resident attraction and retention.	Ensure community directory is current.	Recipients know about our current offerings.
16 hours	Promotion – Tourism	Regional attraction.	Ensure tourism attraction packages and brochures are current.	Recipients know about our current offerings.
2 hours	Branding	RCDC consistency.	Ensure consistent use of RCDC branding.	Stakeholder awareness.
8 hours per Policy	Policy and Bylaws	RCDC Management System.	Develop new or update existing policies. Advise Municipalities on Economic Development relevant bylaws, policies or procedures.	Alignment to current expectations.

REGIONAL COMMUNITY DEVELOPMENT COMMITTEE (RCDC): WORK PLAN 2020- *Continued*:

TIME	WORK SCHEDULE PROJECTS	WORK DESCRIPTION PROJECTS	ELEMENTS: TASKS DUTIES	VERIFIED OUTCOME
PERIODIC- <i>Continued</i>				
2 hours	Annual Work Plan	RCDC Management System.	Update Economic Development Department Annual Work Plan to reflect activities.	Support to contract and performance expectations.
2 hours	Office Administration	RCDC resource management.	Inventory materials, archive materials, organize space to suit activities. Order supplies as needed.	Efficient workspace.
2020 PROJECTS				
May 4, 2020	Motion 152-20	Business (and Trades) Directory.	Foundation created for Resident Guide (and Welcome Wagon). Quick access to business information for inquiries.	Business support, resident attraction and retention.
May 4, 2020	Motion 152-20	Regional Transportation Strategy.	Transportation assets and needs quantified and recommendations presented to Committee for consideration.	Resident attraction and retention; employee retention.
May 4, 2020	Motion 152-20	Victoria District Economic Development Strategy.	Provide insights and identify opportunities to support strategy development and plan implementation.	RCDC perspective included in strategy.
May 4, 2020	Motion 152-20	COVID19 Response and Recovery.	Respond to ongoing COVID19 measures and identify impacts to business. Provide supports as available from Federal, Provincial and other organizations.	Businesses have best chance of success to remain open.
May 4, 2020	Motion 159-20	Year 1 of 3 Year Rolling Action Plan.	Execute Strategic Plan as defined in RCDC planning session (February) and outlined in 2020 Action Plan (May). Create alignment with SPC Goals, Objectives, Now, Next and Advocacy activities.	Progressing RCDC Strategic Plan.

Smoky Lake Heritage Board

President's Report: May 26, 2020



Thank you to all members for your support in our heritage society. It has been exciting to be part of this community where heritage plays an important role in our lives and we can preserve it for future generations .

The Smoky Lake Heritage Board Society is closely associated with the SL County Regional Heritage Board, the former is a separate entity established so that we may own and fundraise for heritage buildings. The following lists progress of both the society and SL County Regional Board:

- Sought and managed funding to work toward objectives of conservation and awareness
- assessed Bellis United Church and the Free Traders Cabin to evaluate for potential as historic resources
- Wrote Statements of Significance and recommended heritage designation for the Free Traders Cabin in Victoria District National Historic Site and the Fire Hall in Bellis.
- Wrote historic interpretive text for plaques to describe, give historic context and heritage value the two sites designated.
- Created an interactive lesson that meets the curriculum for grade four social studies
- Wrote articles for The Smoky Lake Signal and Victoria Home Guard newsletter to raise awareness of heritage in our region
- Collaborated with Home Guard and County planners to produce a brochure with map and historical points of interest along the Victoria Trail
- Oversaw contractor working on the “House In The Middle of The Road”
- Pursued options with landowner of Ruthenia School for possibility of leasing or having the school with land donated in order to designate it a heritage building and pursue conservation for ensuring its long-term integrity.
- Joined with county council and planners to explore opportunities that will entice visitors and potential residents through promotion of our heritage assets in specific areas of the county for a long-term heritage-based economic development plan.

This year, the pandemic has hampered some of our objectives such as engaging students in the classroom and putting on events; however, we will carry on with other tasks including recommendations to have two, possibly three, buildings designated as heritage sites along with the writing of statements of significance and historic interpretation for public plaques. Also, the board will be working with county council, planners and other stakeholders to further advance the heritage-based economic development plan with the hope of increasing awareness and enthusiasm in our own county residents while also enticing visitors and potential residents through promotion of our heritage assets.

Conservation and awareness of our heritage assets and culture are key to our mandate. Educating youth and the general public both local and visitors is an important aspect to give us a sense of cultural identity and to have tourism boost the local economy and make known the significance of how our regions contributes to the history of western Canada. We will also be looking at potential ecological heritage sites. We welcome your input and assistance in seeking out new opportunities to preserve and promote our natural and built heritage resources.

Thank you all for your support in our objectives to manage Smoky Lake County's heritage.

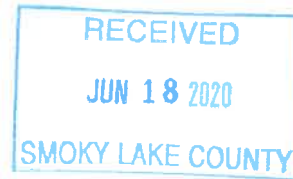
Noreen Easterbrook, Chair
Smoky Lake Heritage Board

Smoky Lake County Regional Heritage Board
Box 310
Smoky Lake, AB
T0A 3C0



5.2.22.b

June 17, 2020



Smoky Lake County Council
SLC Administration
Box 310
Smoky Lake, AB T0A 3C0

RE: Municipal Historic Resource Designation-Waskatenau General Store

In 2012, a survey & inventory of historic resources throughout the county and villages was completed by a consultant in collaboration with the Smoky Lake County Regional Heritage Board (SLCRHB). The Waskatenau General Store was included in that survey. Recently, the owner of this building spoke with the economic development officer and met with Bernice Macyk and the chair of the SLCRHB to inquire about having it designated as a historic resource. The village of Waskatenau is currently outside the jurisdiction of the SLCRHB but joint agreements are being developed between the county and the villages that will facilitate historic designations in all municipalities. In anticipation of these agreements, two members of the SLCRHB conducted an assessment and deemed the building worthy of historic designation. A Statement of Significance was written, then board members present at the subsequent Heritage Board meeting approved a recommendation to have it designated as a municipal historic resource. Since then, the process of developing agreements between the county and villages has been stalled by the covid19 pandemic. However, since the owner would like to have the building designated in time to apply for grants to fund restoration, in the absence of any other vehicle to designate heritage until joint agreements are in place, the SLCRHB recommends this building be granted municipal designation as a historic resource.

Sincerely,

A handwritten signature in black ink, appearing to read "N. Easterbrook". The signature is fluid and cursive.

Noreen Easterbrook, Chair
Smoky Lake County Regional Heritage Board



Solidarity Place: 10451 -170 Street, NW
Edmonton, Alberta, Canada T5P 4S7
Telephone: (780) 930-3300, 1-800-232-7284
Fax: (780) 930-3392, 1-888-388-2873 www.aupe.org

May 15, 2020

Reeve Craig Lukinuk
Smoky Lake County
PO Box 310
Smoky Lake, AB T0A 3C0

Dear Reeve Lukinuk & Councillors:

We hope this letter finds you in good health. We are writing to you on behalf of the Alberta Union of Provincial Employees Anti-Privatization Committee, Committee on Political Action, and 95,000 members province-wide.

AUPE members live in nearly every town, county, and city in Alberta. We work in provincial government services, health care, education, and for boards, agencies, and even some municipalities. We are proud to live, work, and raise our families in every corner of this province.

Before the COVID-19 pandemic forced dramatic changes upon our communities, AUPE members were prepared to join you and other municipal leaders from across the province at the Rural Municipalities of Alberta convention.

Accompanying this letter is a brochure we created for the RMA convention, which showcases all the communities AUPE members live in throughout Alberta.

Unfortunately, our communities are facing significant challenges because of the political decisions being made by the Government of Alberta.

We are facing real risks to rural health care. As you have likely seen, the provincial government's actions are forcing rural doctors to decrease the services they offer or stop practicing entirely.

Our continuing care facilities, especially those that are privately operated, are experiencing horrific outbreaks of COVID-19 with insufficient assistance, oversight, and protective equipment for staff. With AHS looking to sell off what is left of publicly operated long term care, which could include what remains attached to hospitals in rural Alberta, the future of quality care in this province is in jeopardy.

As you know, the Government of Alberta is also downloading the costs of some essential services, like policing and firefighting, onto you and other municipalities across the province. They are also moving forward with massive cuts to jobs and even more privatization of services, which will create a significant strain on your tax base just as you are grappling with these challenges.

G. Smith President	J. Heistad Executive Secretary-Treasurer	K. Barry Vice-President	B. Borodey Vice-President	M. Dempsey Vice-President	B. Gostola Vice-President	S. Slade Vice-President	K. Weiers Vice-President
-----------------------	---	----------------------------	------------------------------	------------------------------	------------------------------	----------------------------	-----------------------------

We know that this is just the beginning of the challenges we will face because of the provincial government's actions, which will only be compounded by the short and long-term effects of the pandemic. However, we also know that there is a real opportunity to resist these decisions, regardless of our political differences and affiliations.

We are asking you and municipalities across the province to join us in calling on the Government of Alberta to stop its reckless job cuts and make real, substantive investments into what we all depend on, like health care, education, policing, firefighting, and other public services.

Albertans are all in this together. Together, with a united voice, we have the power to hold this government to account. We must pressure the government to reverse the destructive cuts it has inflicted on our communities and get everyone back to providing the services all Albertans depend on.

Thank you for your time. If you agree that we should work together to pressure the Government of Alberta to do what's right, please write to us and let us know how you will take action. We know AUPE members would sincerely appreciate knowing their municipal leaders stand with them.

We look forward to hearing from you.

In solidarity,

Kevin Barry

Mike Dempsey

Cc: all Alberta MLAs

A Message from AUPE President Guy Smith

At the same time the UCP government has made drastic cuts to transfers to municipalities, they have made it very clear that they intend to slash public sector jobs in rural communities, as well as the wages and benefits of Albertans working in the public sector.

This threat has already had an effect on consumer spending province-wide and is being acutely felt by rural small businesses.

AUPE members live, work, shop, raise their children and pay property taxes in every municipality in this province. This is a good time to remember we are your friends, your neighbours, and your customers. And that we're all in this together.

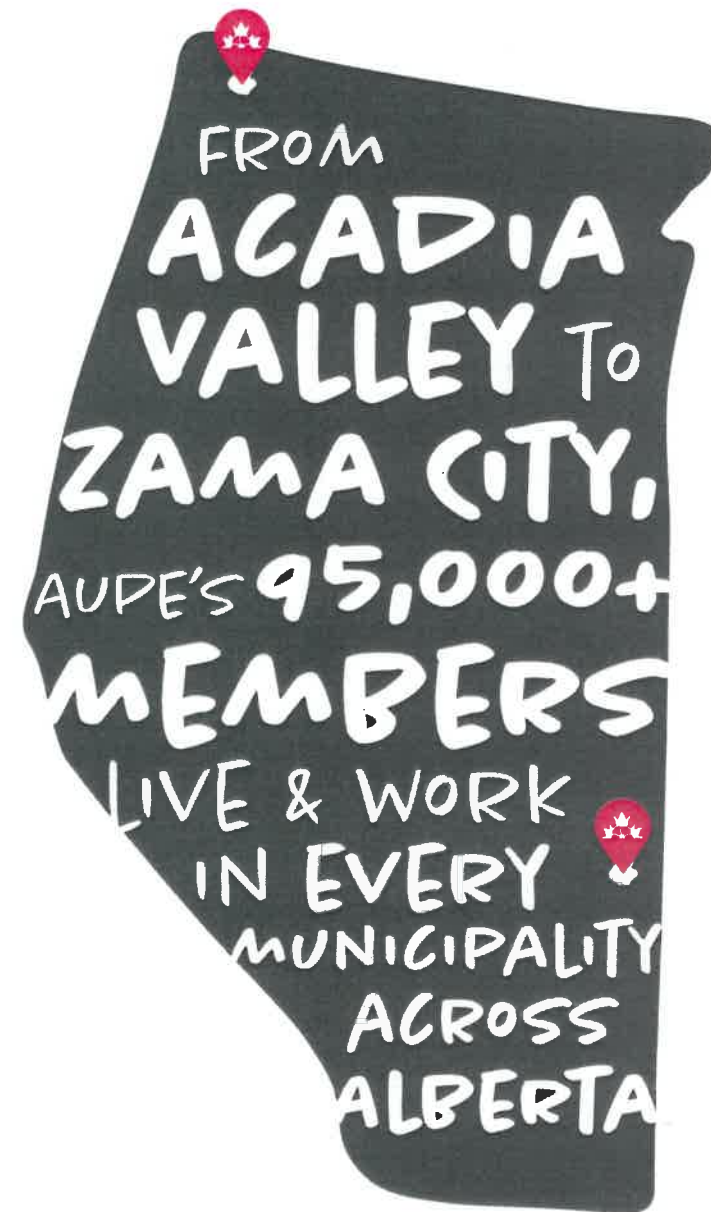
Best wishes for a successful convention!

In solidarity,

Guy Smith,
AUPE President

Abee	2	Bassano	31	Bonnyville	136	Camp Creek	3	Cleardale	1	Duchess	22	Gleichen	4	Islay	15
Acadia Valley	10	Bawlf	37	Botha	12	Camrose	770	Clearwater	1	Duffield	23	Glendon	28	James River Bridge	2
Acheson	1	Bay Tree	3	Bow City	1	Camrose County	13	Clive	43	Dunmore	19	Genevis	5	Jarvie	15
Acme	12	Beaumont	321	Bow Island	74	Canmore	229	Cluny	1	Eaglesham	1	Glenwood	4	Jasper	65
Aetna	5	Beauvallon	1	Bowden	54	Canyon Creek	11	Clyde	24	East Coulee	7	Goodfare	1	Jean Cote	4
Airdrie	1,161	Beaver County	67	Boyle	74	Carbon	14	Coaldale	300	Eckville	27	Gordondale	2	Jenner	5
Alberta Beach	36	Beaverlodge	74	Boyne Lake	1	Cardston	148	Coalhurst	114	Edberg	4	Grande Cache	55	John D'Or Prairie	1
Alder Flats	12	Beiseker	9	Bragg Creek	21	Carmanagay	10	Cochrane	624	Edmonton	28,613	Grande Prairie	1,206	Joussard	11
Aldersyde	2	Bellevue	22	Brant	4	Carnwood	1	Cold Lake	424	Edson	244	Granum	26	Kananaskis	14
Alhambra	7	Bellis	7	Breton	22	Caroline	22	Coleman	45	Egremont	1	Grassland	6	Kathryn	2
Alix	25	Benalto	8	Brocket	4	Carrot Creek	6	Colinton	25	Elk Point	90	Grassy Lake	3	Keg River	3
Alliance	9	Bentley	43	Brooks	251	Carseland	6	Compeer	3	Elkford	1	Grimshaw	139	Kehevin	1
Alsike	1	Berwyn	20	Brosseau	2	Carstairs	99	Condor	9	Elkwater	2	Grouard	16	Kelsey	1
Altario	1	Bezanson	3	Brownfield	3	Carvel	3	Conklin	5	Ellscott	1	Grovedale	12	Keoma	1
Amisk	5	Big Valley	13	Brownvale	11	Caslan	12	Consort	61	Elmworth	1	Gull Lake	1	Kikino	4
Andrew	38	Bindloss	1	Bruce	5	Castor	68	Coronation	76	Elnora	13	Gundy	1	Killam	58
Anzac	2	Blitern Lake	15	Bruderheim	34	Cayley	10	County of Barrhead	14	Empress	6	Gunn	25	Kingman	5
Ardmore	24	Black Diamond	63	Brule	1	Cereal	23	County of Grande Prairie No. 1	92	Enchant	1	Guy	3	Kinsella	1
Ardrossan	132	Blackfalds	239	Buck Creek	4	Cessford	3	County of St Paul	1	Endiang	3	Gwynne	14	Kinuso	13
Armna	2	Blackfoot	9	Buck Lake	13	Champion	13	Coutts	8	Enilda	14	Hairy Hill	3	Kitscoty	21
Ashmont	10	Blackie	19	Buffalo	3	Chateh	1	Cowley	7	Enoch	8	Halkirk	12	La Corey	2
Athabasca	344	Blairmore	80	Burdett	8	Chauvin	2	Craigmyle	9	Entwistle	14	Hanna	186	La Crete	123
Atikameg	1	Bloomsbury	4	Burlington	1	Cherhill	12	Cranford	1	Erskine	26	Hardisty	27	La Glace	3
Atmore	5	Blue Ridge	12	Busby	28	Cherry Grove	6	Cremona	18	Esther	1	Harvie Heights	5	La Des Arcs	2
Balzac	1	Blueberry Mountain	1	Cadogan	15	Chestermere	315	Crooked Creek	11	Etzikom	1	Hay Lakes	17	Lac La Biche	350
Banff	90	Bluesky	7	Cadotte Lake	1	Chinook	1	Crossfield	59	Eureka River	2	Hays	2	Lac Ste. Anne County	5
Barnwell	16	Bluffton	33	Calahoo	3	Chipman	19	Cynthia	1	Evansburg	49	Hayter	2	Lacombe	391
Barons	7	Bodo	2	Calgary	25,304	Clairmont	43	Cypress County	31	Exshaw	6	Heinsburg	1	Lacombe County	5
Barrhead	289	Bon Accord	50	Calling Lake	1	Clandonald	10	Czar	10	Fairview	204	Heisler	7	Lafond	7
Bashaw	63	Bonanza	3	Calmar	45	Claresholm	258	Dalermead	1	Falher	21	Heritage Pointe	6	Lake Isle	3
								Dapp	20	Fallis	2	High Level	197	Lake Newell Resort	5
								Darwell	10	Falun	11	High Prairie	269	Lamont	113
								Daysland	37	Faust	4	High River	275	Lancaster Park	12
								De Winton	7	Fawcett	2	Hill Spring	4	Langdon	95
								Dead Man's Flats	6	Ferintosh	14	Hillcrest Mines	20	Lavoy	10
								Deadwood	1	Ferintosh	14	Hilliard	5	Leduc	513
								Debolt	2	Ferintosh	14	Hines Creek	14	Leduc County	83
								Del Bonita	1	Ferintosh	14	Hinton	268	Legal	24
								Delburne	42	Ferintosh	14	Holden	15	Leslieville	9
								Delia	14	Ferintosh	14	Hondo	1	Lethbridge	3,325
								Denwood	3	Ferintosh	14	Hotchkiss	4	Lethbridge County	34
								Derwent	7	Ferintosh	14	Hughenden	7	Lindale	6
								Desert Blume	8	Ferintosh	14	Hussar	3	Linden	21
								Devon	83	Ferintosh	14	Huxley	6	Little Smoky	2
								Dewberry	14	Ferintosh	14	Hylo	12	Lloydminster	291
								Dewinton	2	Ferintosh	14	Hythe	26	Lodgepole	4
								Diamond City	5	Ferintosh	14	Iddesleigh	2	Lone Pine	2
								Dickson	3	Ferintosh	14	Indus	1	Longview	4
								Didsbury	179	Ferintosh	14	Innisfail	223	Lougheed	8
								Dixonville	16	Ferintosh	14	Innisfree	12	Lousana	5
								Donald	7	Ferintosh	14	Irma	13	Lundbreck	11
								Donnelly	10	Ferintosh	14	Iron Springs	7	Lyalta	6
								Dorothy	2	Ferintosh	14	Irricana	22	Madden	1
								Drayton Valley	266	Ferintosh	14	Irvine	8	Magrath	72
								Driftpile	6	Ferintosh	14	Island Lake	14	Maleb	3
								Drumheller	266	Ferintosh	14	Island Lake South	5	Mallaig	12

Ma-Me-O Beach	2	Parkland	1	Scandia	1	Three Hills	84
Manning	92	Parkland County	233	Seba Beach	7	Tiger Lily	1
Manyberries	1	Patricia	12	Sedalia	3	Tilley	9
Marie Reine	2	Peace River	369	Sedgewick	36	Tofield	79
Marlboro	3	Peerless Lake	4	Seven Persons	8	Tomahawk	7
Marwayne	8	Peers	1	Sexsmith	58	Torrington	11
Maskwacis	13	Penhold	117	Shaughnessy	7	Trochu	51
Mayerthorpe	105	Perryvale	8	Sherwood Park	1,672	Turin	2
McLaughlin	1	Pickardville	30	Sibbald	1	Turner Valley	47
McLennan	55	Picture Butte	47	Siksika	5	Two Hills	79
Mcrae	1	Pincher Creek	70	Silver Valley	2	Valhalla Centre	5
Medicine Hat	1,328	Plamondon	32	Slave Lake	276	Valleyview	89
Meeting Creek	3	Ponoka	649	Smith	11	Vauxhall	14
Metiskow	5	Ponoka County	1	Smoky Lake	88	Vega	3
Michichi	1	Priddis	3	South Baptiste	2	Vegreville	315
Milk River	38	Priddis Greens	1	Spedden	3	Veinerville	2
Millarville	13	Provost	51	Spirit River	76	Vermilion	309
Millet	81	Radway	22	Spring Coulee	5	Veteran	18
Millicent	2	Rainbow Lake	4	Spring Lake	14	Viking	48
Mito	2	Rainier	1	Springbrook	49	Viina	24
Minburn	6	Ralston	1	Spruce Grove	1,008	Vimy	20
Mirror	9	Ranfurly	2	Spruce View	4	Vulcan	48
Monarch	11	Raymond	165	Sputinow	2	Wabamun	7
Morinville	254	Red Deer	3,039	St. Brides	12	Wabasca	43
Morley	1	Red Deer County	217	St. Isidore	9	Wainwright	160
Morrin	6	Red Earth Creek	2	St. Lina	10	Walsh	1
Mossleigh	1	Red Willow	2	St. Michael	10	Wandering River	10
Mountain View	8	Redcliff	101	St. Paul	213	Wanham	7
Mountain View County	3	Redwater	62	St. Vincent	4	Warburg	10
Mulhurst Bay	1	Redwood Meadows	12	St. Albert	1,638	Warner	10
Mundare	60	Rimbey	143	St. Paul	20	Warspite	1
Munson	9	Rivercourse	2	Stand Off	23	Waskatenau	16
Musidora	2	Riverview	1	Standard	7	Water Valley	14
Myram	16	Robb	1	Star	2	Welling	7
Nampa	18	Rochester	11	Stauffer	4	Wembley	32
Nanton	63	Rochfort Bridge	1	Stavely	25	Westerose	20
Neerlandia	3	Rocky Mountain House	292	Stettler	264	Westlock	263
Nestow	10	Rocky Rapids	14	Stirling	42	Westlock County	1
Nevis	2	Rocky View	20	Stony Plain	391	Wetaskiwin	468
New Norway	26	Rocky View County	55	Strathcona County	1	Whispering Hills	8
New Sarepta	8	Rockyford	5	Strathmore	280	White Gull	5
Newbrook	9	Rolling Hills	5	Strome	12	Whitecourt	232
Niton Junction	8	Rolly View	2	Sturgeon County	274	Whitehorse	1
Nobleford	36	Rosalind	13	Sundre	142	Whitelaw	15
Nordegg	1	Rosebud	1	Sunnybrook	3	Widewater	13
North Star	6	Rosedale Station	12	Sunnynook	1	Wildwood	10
Notikewin	2	Rosedale Valley	1	Sunset House	6	Willingdon	9
Oakville	3	Rosemary	15	Swalwell	1	Wimborne	2
Ohaton	18	Round Hill	5	Swan Hills	17	Winfield	20
Okotoks	355	Rumsey	4	Sylvan Lake	314	Woking	4
Olds	350	Rycroft	25	Taber	190	Worsley	2
Onoway	93	Ryley	25	Tangent	1	Wostok	2
Opal	1	Saddle Hills County	2	Tawatina	2	Yellowhead County	70
Oyen	79	Saddle Lake	1	Tees	9	Youngstown	29
Paddle Prairie	6	Salt Prairie	1	Thorhill	20	Zama City	3
Paradise Valley	3	Sangudo	24	Thorsby	42		



Kyle Schole

From: Christine [redacted]
Sent: June 10, 2020 1:20 PM
To: Kyle Schole
Subject: RE: RE: Birchland Resort Discussion - From Sept 5, 2019 & June 9, 2020

Hi Kyle,

Thank you for taking time to once again hear our concerns in regards to our property located at 407 Birchland Resort, Garner Lake and our inability to enjoy it to its fullest potential. As you suggested, I have included the letter (scroll below) that was sent in Sept 2019 with our concerns.

I do appreciate you understanding the concerns and you sharing the need to balance budget with community needs. However, I hope it never comes to a death or personal injury or disability because of lack of safety and proper access to the lake.

The concerns previously outlined still remain and we would like to re-highlight:

1. There has been great improvement to the Loop 6/7 access with a graded and widened trail – not sure if done by Birchland residents or by County of Smoky Lake Public Works. However, this access still is not useable for anyone in Loop 3 /4 or beyond Loop 5. There is good access on dry land which could solve this issue, at least for the short term and no cost while the County figures out how to repair the really hazardous mud holes that are also blocked but this dry grassy land access is still blocked with rocks and trees. This really needs to be addressed for safety of all residents in case of any summer time accident that may require immediate medical attention! The removal of debris would be a quick fix and cost-effective until the County determines a budget to fix the hazardous holes.
2. We have once again received the yearly tax assessment and would like some explanation of where our dollars go in regards to maintenance and do we file a tax appeal that takes our concerns to a higher level?
 - There were cuts to snow plowing this year which made for crappy property access for year-round residents. Your solution was sanding with salt? Salt replacing snow removal? Is salt environmentally friendly when everyone is being more “environmentally conscious”?
 - Where has there been trail access improvement? This is a safety concern that needs to be addressed with short-term and long-term strategies.
 - Until the access to the lake is resolved, the resale value of the property remains low. This is not good for owners that may need to sell. This is also not good to promote a “Place to live or visit in County of Smoky Lake” when potential buyers view or consider purchase of property at Birchland Resort.

Kyle, I also appreciate your guidance in reviewing the boat dock application and will monitor the website for any government changes or updates.

Please forward this letter to the appropriate members of council and / or the tax department to address concerns.

We look forward to a response that can create a win-win situation through compromise for all.

Regards,
Ron and Christine Hammermaster [redacted]

From: Kyle Schole [<mailto:kschole@smokylakecounty.ab.ca>]
Sent: September 5, 2019 11:40 AM
To: Christine Hammermaster
Cc: jordan ruegg; Dan Gawalko
Subject: RE: RE: Birchland Resort Discussion

Christine,

Thank you for providing your letter below, which I received a copy of both today and yesterday. Your comments are indeed helpful to have us better understand the situation at Birchland, and help ensure we can take due consideration of those concerns.

I want to let you know that I have added your letter to our ongoing record of comments regarding the ER Bylaw, and that we will forward a copy of the same to the next meeting of Council for their consideration as well.

Please continue to let us know if you have any questions, and watch our social media and website for any updates on this matter. Lastly, I've also added your email to the rapidly accumulating list of residents who have expressed interest, and we will directly contact you upon any further developments.

Best Regards,

Kyle Schole
Planning, Development, & Heritage Assistant, Smoky Lake County
4612 - McDougall Drive, PO Box 310
Smoky Lake, Alberta TOA 3C0
e: kschole@smokylakecounty.ab.ca
p: (780) 656-3730 / c: (780) 650-2059
w: <http://www.smokylakecounty.ab.ca/>



Please Note: Planning & Development Services Dept. will be away from September 25 – 27. For any urgent matters during this time, please contact the County Office at 780-656-3730, or lcielin@smokylakecounty.ab.ca.

This email is intended only for the use of the party to which it is addressed and for the intended purpose. This email contains information that is privileged, confidential, and/or protected by law and is to be held in strict confidence. If you are not the intended recipient you are hereby notified that any dissemination, copying or distribution of this email or its contents is strictly prohibited. If you have received this message in error, please notify us immediately by replying to the message and deleting it from your computer.

From: Christine Hammermaster [REDACTED]
Sent: September 5, 2019 10:24 AM
To: Kyle Schole <kschole@smokylakecounty.ab.ca>
Subject: FW: RE: Birchland Resort Discussion

To the County of Smoky Lake Council, Planners and Reeve:

I would like to thank council for taking time during the Aug 29 Council meeting to hear the concerns of Birchland Resort residents and owners related to creating and implementing a new bylaw while at the same time trying to ensure the

concerns of all are heard and a win-win compromise / solution is reached. I was very impressed with how the Reeve kept the meeting in control!

As a Birchland property owners, (Lot # 407), we feel that there are really three major areas of concern that need to be addressed and affect our ability to fully enjoy the recreational aspects of owning a recreational property.

1. **Clarification of the boundaries and laws of the shoreline, County of Smoky Lake and lake front property owners so that everyone understands where the boundaries are.** This really creates a baseline for future discussions regarding bylaws. Would it be possible to have the County post signs throughout the shoreline that say County of Smoky Lake property to indicate where it starts and where it ends? This would also remind current lake front owners that they do not "own" beach front and inform those that are not lakefront owners as to where boundaries and bylaws apply. We were out for a walk this year crossing on the grassy area and we were informed by a couple of lake front owners that "we should not be walking across the grass, on their lake front beach, where they were having a party"!! This was clearly County property. This happens in several spots and not just by the barricade area.
2. **Improvement of access trails for residents that have property off the lakefront and use the access trails to go to the lake. Are taxpayer dollars not to be used to maintain trails for safety?** Loop 3 / 4 access has become a very dangerous walking trail, not to speak of a dangerous quad trail waiting for a serious accident to happen! We have not been able to take our elderly visitors or young children down this path and have to use quad access via Loop 6 / 7 which has also been not a good access. Although, it has been noted while we went for a walk through the Loop 6 / 7 access in the past few weeks, it looks like this trail has been somewhat groomed. Has the County done this improvement or has this been the efforts of residents looking for safe access?
3. **Removal of the barricade – again, this pertains to SAFETY.** If the barricade is the cross tape across the sink hole so that others do not drive through for safety - OK. And if that sink hole is on County property, it should be fixed as soon as possible with the tax dollars we may to maintain County owned areas. But beyond that, there is no need to put signs that says "please do not go through OUR trees", rocks, broken boards and garbage that impede safe walking or trail riding to the lake. As Loop 3 / 4 owners with unsafe access trails to the lake, we can trail down through Loop 6 / 7 but because of the barricade we cannot cross over to our boat dock area which is directly in front of Loop 4. So what are we to do? **No safe walking trail and no access from Loop 6 / 7 to the Loops 3 / 4?**

We understand that there are multiple issues that have been brought to your attention. We hope that our story helps you to understand some of the personal experiences that also support some of the collective experiences you have heard from other residents. We also want to speak highly of the County support but at this time , I would not encourage any friends or family to buy into properties here until some of the above issues are dealt with.

We hope that you will continue to hold meetings throughout the fall and winter so that decisions are made prior to the 2020 summer season. We look forward to you keeping your promise of sharing information and progress as you look to improve Birchland Resort and your reputation as a County that listens and works with their tax payers to make it a very reputable County to live in.

Ron & Christine Hammermaster

June 2020

6.4



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 R23-20	2	3	4	5	6
7	8 R24-20	9 R25-20 R26-20	10	11 R27-20	12 R28-20 R29-20 R30-20	13
14	15	16	17 R31-20 R32-20	18 R33-20 R34-20 R35-20	19	20
21	22	23	24	25	26	27
28	29	30				

- R23-20 RMA: Contact Newsletter: May 29, 2020. **F**
- R24-20 - Aspen View Board Highlights - May 28, 2020. **F**
- R25-20 - Omer Moghrabi, Mayor, Lac La Biche County, dated May 15, 2020 - Re: Postponement of the 2020 Healthier Communities Golf Tournament. - New Date: September 18, 2020 **F**
- R26-20 RMA: "Ask the Expert" : What a "relaunch" means to municipal and community services. **F**
- R27-20 Kaycee, Madu, Minister of Municipal Affairs, dated June 10, 2020—Re: 2020 GTF Allocation for Smoky Lake County: \$140,773.00. **A**
- R28-20 Ric McIver, Minister of Transportation, dated May 1, 2020 - Re: Bridge Projects BF 77862/09975/74929/78004 will be funded under Strategic Transportation Infrastructure Program (STIP). **A**
- R29-20 Nancy Broadbend, President and CEO, Portage College, dated May 19, 2020 - Re: Voyage - Portaging Together report. **F**
- R30-20 Super 8 In Smoky Lake—Guest Notice regarding COVID 19. **A**
- R31-20 - Honourable Kaycee Mad, Minister of Municipal Affairs, dated June 2020 - Re: Town Hall Questions and Answers. **F**
- R32-20 - Insp. Jeremie Landry, Operations Officer, Eastern Alberta District, RCMP "K" Division, dated June 10, 2020 - Response to Letter - Eastern Alberta District Rural Crime Reduction Unit (EAD-RCRU). **A**
- R33-20 - Aspen View Board Highlights - June 11, 2020. **F**
- R34-20 - Neil O'Shea, Superintendent, Aspen View Public Schools, dated June 18, 2020 - Re: Re-scheduling visits to Council meetings and invitation for County to attend regular Board of Trustees meetings. **A**
- R35-20 RMA: Contact Newsletter: June 12, 2020. **F**

F: File for Information
A: Acknowledge receipt

Policy Statement: 01-28-01
 Regular County Council Meeting:
 Issue for Information and Information Releases

PROFESSIONAL DEVELOPMENT:

1

READING FILE:

jenna preston

From: lydia cielin
Sent: May 29, 2020 8:30 PM
To: jenna preston
Subject: Fw: Contact Newsletter: Guidelines for Re-opening Playgrounds and Other Supports Available on Alberta Biz Connect

Sent from my BlackBerry - the most secure mobile device - via the TELUS Network

From: rma@rmalberta.com
Sent: May 29, 2020 3:00 PM
To: lcielin@smokylakecounty.ab.ca
Reply-to: rma@rmalberta.com
Subject: Contact Newsletter: Guidelines for Re-opening Playgrounds and Other Supports Available on Alberta Biz Connect

May 29, 2020 | Volume 2020 Issue 21 | [Download as PDF](#)

[View this email in your browser](#)



FEATURED:

[Guidelines for Re-opening Playgrounds and Other Supports Available on Alberta Biz Connect](#)

Municipal playgrounds are now permitted to be re-opened (at the discretion of municipalities) and RMA encourages members to access the Guidance for Playgrounds document for information on how to mitigate risks of re-opening playgrounds.

[Learn more...](#)

MEMBER BULLETINS

Member bulletins are posted to RMAAlberta.com regularly each week. Below is a list of all the member bulletins compiled from the past week.

Rail Grade Crossings Information Session

Transport Canada (TC) will be providing additional information sessions in order to share information with road authorities, including municipalities, on some of the key points to consider when applying for funding under the Rail Safety Improvement Program (RSIP).

[Learn more...](#)

REMINDERS

Apply for a New Round of Asset Management Capacity-Building Cohorts

RMA, in collaboration with the Alberta Urban Municipalities Association and Infrastructure Asset Management Alberta, have received funding under the Federation of Canadian Municipalities Municipal Asset Management Program (MAMP) to develop and deliver group learning cohorts in which participants will work together to build their asset management capacity.

[Learn more...](#)

RMA COVID-19 Response Hub

We are working to ensure that our services and ability to respond to your needs will not be adversely affected as this situation evolves. For ongoing updates from our organization and stakeholders, please visit our response hub.

[Learn more...](#)

ANNOUNCEMENTS

RMA Letter of Support for HALO

On May 25, RMA sent a letter to Minister Shandro to voice our support for a new funding arrangement for the Helicopter Air Lift Operation (HALO) in southeastern Alberta. You can read the letter online.

[Learn more...](#)

IAMA: Asset Management in a time of COVID-19

IAMA would like to invite all of their members to a second virtual Coffee Talk session on June 10 at 2:30 pm. This session will be a focused conversation based on the Asset Management topics you provide when you register to this free event.

[Learn more...](#)

ARPA: Free Healthy Eating in Recreation Settings Online eCourse

Alberta Health Services and the Alberta Policy Coalition for Chronic Disease Prevention are excited to announce the release of the Healthy Eating in Recreation Settings (HERS) eCourse. This free eCourse is in alignment with the Framework for Recreation in Canada.

[Learn more...](#)

ARDN: Practical Grant Writing Webinar

Grant writing can be challenging, time-consuming, and intimidating. Join Lisa Belanger, ARDN Director of Operations, to discover how you can streamline your grant writing process, and tackle each step efficiently and successfully. Register online today!

[Learn more...](#)

MCCAC: Alberta Municipalities are Hiring Energy Managers

- **Business Renewables Centre Canada** is offering a webinar to help answer questions about institutional procurement of renewable energy in Canada on June 4, 2020 at 10:00 am. **RVSP today!**
- Congratulations to the Municipal District of Bonnyville No. 87, the Village of Glendon, the

Town of Banff, Strathcona County, the City of Brooks, the Town of Cochrane, Foothills County, and the City of St. Albert for hiring staff through the Municipal Energy Manager Program! We are excited to see the energy savings you achieve.

Learn how your municipality can access funding for energy staff.

- Join the Action Centre at the **Alberta Emerald Awards online** on June 2 at 4:00 pm.
- **Subscribe** to *The Current Climate* to keep up to date on municipal energy solutions.

IN THE NEWS

- **Higher prices motivate Canadian producers to boost oil production**
- **Alberta government introduces bill to open the door to more charter schools**
- **Alberta legislature to resume Wednesday with COVID-19 work, other bills, sitting into July**
- **Alberta introduces bill to put deadlines on energy project approvals**
- **Improving access to local food**
- **Small-scale Alberta meat producers, retailers see boom during COVID-19**
- **Alberta auditor general will review government response to COVID-19 pandemic**
- **Alberta government stands by comments on COVID-19 pandemic being 'great time' to build pipelines**

- Alberta recommending face masks, but not enforcing their use as economy relaunches



FOLLOW US ON
TWITTER!

@RuralMA



LIKE US ON
FACEBOOK!

/RMAAlberta

AGRICULTURE UPDATE

Moisture Situation Update
as of May 23, 2020

JOB POSTINGS

RMA

Business Process Analyst

MD of Bonnyville

Manager of Transportation

Sturgeon County

Executive Assistant

Lac Ste. Anne County
Public Works Foreman

Manager of Public Works

Municipality of Crowsnest
Pass

Health and Safety Advisor

Wheatland County

**Manager of Operations
(Public Works)**

VIEW OUR JOB BOARD

LOOKING FOR INFORMATION FROM A PREVIOUS ISSUE?

View our **Contact newsletter
archive** or our **member
bulletin archive**.

Learn more
about the key
issues facing rural
Alberta by reading
our **position
statements**.

Board Highlights

from the regular meeting held
Thursday, May 28, 2020
via video conference



Aspen View
PUBLIC SCHOOLS



"Aspen View Public Schools is committed to preparing our students to achieve success and reach their unique potential through the provision of meaningful learning opportunities."

2020-21 Budget

The Board of Trustees unanimously approved Aspen View Public Schools' 2020-21 operating budget for submission to the Provincial Government. Total budgeted expenditures total approximately \$42.9 million, with a projected operating deficit of \$300,000; two-thirds of the projected deficit reflect a budgeted contingency for costs associated with the COVID-19 pandemic.

Secretary-Treasurer Aimee Hirtle noted that as the first budget under the new provincial funding framework, the budget includes \$910,000 of 'bridge' funding that will be eliminated over the next two years. As well, Superintendent Neil O'Shea commented that changes to Program Unit Funding (PUF) are a concern; while the Great Beginnings pre-Kindergarten programs currently funded through PUF will be maintained for 2020-21, they will be need to be reconsidered for future years.

Superintendent O'Shea advised that the budget includes a reduction of approximately 6.5 FTE teaching positions and 10 FTE educational assistant positions, mostly achieved through retirements and resignations. Some specialized services will also be reduced, while universal supports for early learning, wellness and mental health have been maintained.

He commended the commitment of the Board of Trustees to being fiscally responsible while continuing to offer students an excellent education.

Edwin Parr Award nominee

Miranda From was introduced to the Board of Trustees as Aspen View's nominee for the Edwin Parr Teacher Award, presented annually by the Alberta



Edwin Parr Award nominee Miranda From.

Schools Boards Association to six outstanding first-year teachers from across the province. Miss From is currently the Diversity Teacher at Edwin Parr Composite School.

Capital Maintenance & Renewal

Secretary-Treasurer Hirtle advised the Board of Trustees that Aspen View was approved for \$2.5 million in Capital Maintenance & Renewal stimulus funding from the Government of Alberta. The funding will be used for replacement of the rooftop air handling unit at Landing Trail Intermediate School; pavement and parking lot upgrades at LTIS and Thorhild Central School, and boiler replacement at Boyle and Rochester School.

Establishment of a Separate School District

Superintendent O'Shea advised that on May 4, 2020, Hon. Adriana LaGrange, Minister of Education, signed a ministerial order extending the deadline for a vote on the establishment of a Separate Roman Catholic School District in Athabasca from April 30, 2020 to June 30, 2020.

Other highlights

- The Board of Trustees gave second and final reading to *Policy 4 - Trustee Code of Conduct*; and first reading to *Policy 13 - Appeals and Hearings Regarding Student Matters*. *Policy 24 - Information & Technology* and *Policy 31 - Assessment* were reviewed with no changes.

- The Board of Trustees reviewed changes to *Administrative Procedure 306 - Transportation of Student Materials*. The change reflects current practice of allowing students to transport skates on school buses, provided that they are secured in a closed bag.

Next Board Meeting:

Thursday, June 11, 2020
10 a.m. - Edwin Parr
Composite School

Trustees:

Ward 1 (North West):
Nancy Sand
Ward 2 (North Central):
Anne Karczmarczyk
(Vice Chair)
Dennis MacNeil
Ward 3 (North East):
Candy Nikipelo (Chair)
Ward 4 (South West):
April Bauer
Ward 5 (South Central):
Tom Mykytiuk
Ward 6 (South East):
Donna Cherniwchan

Division Office:

3600 48 Ave.
Athabasca, AB T9S 1M8
Phone: 780-675-7080
www.aspenview.org
email: info@aspenview.org
Facebook: @aspenviewschools

Engage Learning. Ignite Potential. Inspire Success



Lac La Biche County
welcoming by nature.

R 25-20

Office of the Mayor

May 15, 2020



Reeve Craig Lukinuk
Smoky Lake County
PO Box 310
Smoky Lake, AB T0A 3C0

Dear Reeve Craig Lukinuk:

On behalf of Lac La Biche County, please be advised the 2020 Healthier Communities Golf Tournament has been postponed due to COVID-19. Our new date is set for September 18, 2020, at the Lac La Biche Golf & Country Club.

Included with this letter is our new registration form advising the new date. We are pleased to announce the proceeds from the 2020 Healthier Communities Golf Tournament will be divided between the Lac La Biche Regional Health Foundation and Portage College, for future development of healthcare services and training opportunities in our region.

If you would like to register a team, or if you have any questions, please contact Mackenzie Girard at (780) 623-6809 or email mackenzie.girard@lACLAbichecounty.com.

Thank you, and we look forward to seeing you.

Sincerely,

Omer Moghrabi
Mayor, Lac La Biche County

Enclosure

cc: Lac La Biche County Council
Ken Van Buul, Interim Chief Administrative Officer

Healthier Communities

GOLF TOURNAMENT



POSTPONED

SAVE THE (NEW) DATE!

TOURNAMENT DETAILS ●●

NEW DATE:

Friday, September 18, 2020

Breakfast & Registration: 8:30-10 am

Shotgun Start: 10:30 am

Banquet Dinner: 5:30 pm

WHERE:

Lac La Biche Golf & Country Club
10 Provincial Park Rd.
Lac La Biche, Alberta

REGISTRATION FEES ●●

	Foursome	Individual	Sponsor Individual	Sponsor Foursome
Registration <i>Deadline: Sept.1</i>	\$1,200	\$300	\$250	\$1,000

RAISING FUNDS FOR A HEALTHIER FUTURE ●●

The proceeds from the 2020 Healthier Communities Golf Tournament will be split between the Health Foundation and Portage College for future development of healthcare services and training opportunities in our region.

Healthier Communities

GOLF TOURNAMENT



Name: _____

Company: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Phone: _____

Email: _____

SPONSORSHIP PACKAGES ●●

- | | |
|---|---|
| <input type="checkbox"/> Ace Sponsor - \$5,000 | <input type="checkbox"/> Towel Sponsor - \$1,000 |
| <input type="checkbox"/> Banquet Sponsor - \$3,600 | <input type="checkbox"/> Putting Contest - \$1,000 |
| <input type="checkbox"/> Eagle Sponsor - \$2,500 | <input type="checkbox"/> Lunch Sponsor - \$750 |
| <input type="checkbox"/> Birdie Sponsor - \$1,000 | <input type="checkbox"/> Long & Straight Drive - \$550
<i>Two holes available</i> |
| <input type="checkbox"/> \$100,000 Shoot Out - \$3,600 | <input type="checkbox"/> Driving Range - \$500 |
| <input type="checkbox"/> Cart Sponsor - \$2,000 | <input type="checkbox"/> Breakfast Sponsor - \$500 |
| <input type="checkbox"/> Hole-in-One - \$1,550
<i>Three holes available</i> | <input type="checkbox"/> Beverage & Snack Sponsor - \$500 |
| <input type="checkbox"/> Advance Hole-in-One - \$1,550 | <input type="checkbox"/> Mulligan Sponsor - \$500 |
| <input type="checkbox"/> Closest to the Keg Sponsor - \$1,550 | <input type="checkbox"/> Hole (flag) Sponsor - \$350
<i>11 holes available</i> |
| <input type="checkbox"/> Ball Sponsor - \$1,500 | |

\$5,000+ - Four free golfers
 \$3,000 to \$4,999 - Two free golfers
 \$2,000 to \$3,000 - One free golfer

*Ace, Eagle and Birdie sponsors will be recognized with custom signage at the event.
 All sponsors will be recognized in the program and at the banquet dinner.*

TEAM MEMBER NAMES ●●

1. _____
2. _____
3. _____
4. _____

TO REGISTER:

Contact Mackenzie Girard at 780-623-6809 or email this form to mackenzie.girard@lacobichcounty.com.

THIS EVENT IS BEING RECORDED

“Ask the Expert”

What a “relaunch” means to municipal & community services



Housekeeping

THIS EVENT IS BEING RECORDED

- Please close other windows and programs that hog bandwidth
- Be kind and respectful
- Your lines are on mute
- Ask questions in the chat box, not seen until promoted
- Video, links and resources will be made available after



Today's Moderators

THIS EVENT IS BEING RECORDED

- Christine Maligec, Director of Risk Management AUMA - HOST
- Lacey Barnhard, Risk Advisor RMA
- Jeff Reynolds, Director Stakeholder PRPT



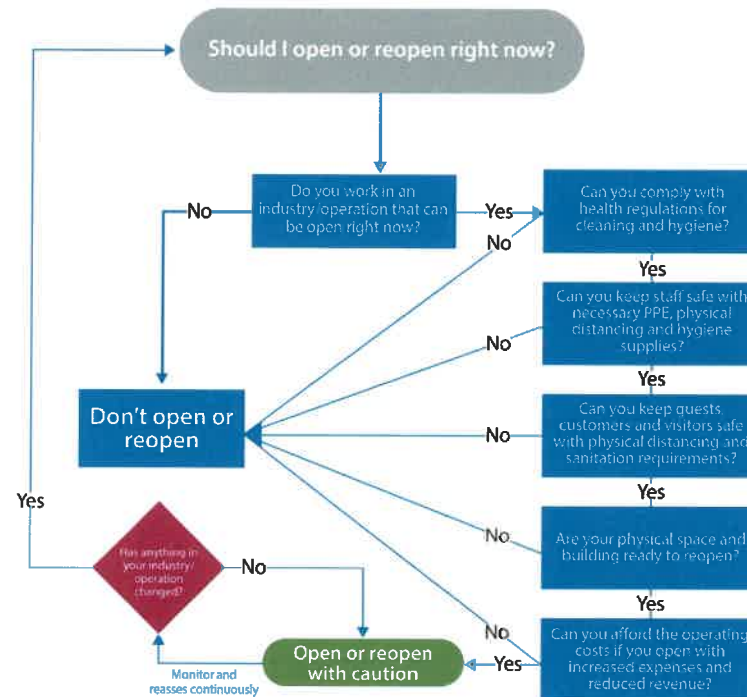
Format

THIS EVENT IS BEING RECORDED

- Presenters will have 10 minutes to provide an overview of resumption and the Provincial Relaunch Strategy from their perspectives
- Relevant Q&As during segment
- General questions at the end



THIS EVENT IS BEING RECORDED



There is no rush to reopen or stay open.
Just because your industry or sector is able to open, doesn't mean you need to or should.
Make staff and public health & safety your priority.

Dr. Deena Hinshaw

THIS EVENT IS BEING RECORDED

Chief Medical Officer of Health (CMOH), Alberta Health

- Restoring municipal services and supporting the business environment to open safely and with compliance to updated health and physical distancing guidelines



Shane Schreiber

THIS EVENT IS BEING RECORDED

Executive Director, Alberta Emergency Management Agency (AEMA)

- Situational Update from the Provincial Operations Center (POC)



Jim Rivait

THIS EVENT IS BEING RECORDED

Executive Director, Business Planning and Integration

- Pandemic Response Planning Team (PRPT) update, guidance presently available and under development, what guidance municipalities can create themselves



Alberta Environment & Parks (AEP)

THIS EVENT IS BEING RECORDED

- Rob Simiertsch, Executive Director Lands & Coordination Delivery
Alberta Environment & Parks (AEP)
- Krista Berezowski, Executive Director Standards, Parks Division
Alberta Environment & Parks (AEP)
 - ◆ Discussion resumption of recreational activities on Crown land and how this could impact municipalities



Josh Bowen, Manager

THIS EVENT IS BEING RECORDED

Center for Applied Disaster & Emergency Management, NAIT

- Things to consider with facility re-entry to ensure safe business resumption



NAIT CADEM Contact information

THIS EVENT IS BEING RECORDED

- www.nait.ca/CADEM
- CADEM@nait.ca



**CENTRE FOR APPLIED
DISASTER AND EMERGENCY
MANAGEMENT**

Craig Hrynychuk

THIS EVENT IS BEING RECORDED

Executive Director, Alberta Municipal Health & Safety Association

- Working safely in municipalities with our current COVID operating context



Be safe and well!

THIS EVENT IS BEING RECORDED

Tactics for maintaining Mental Fitness during the COVID-19 Pandemic

Weekly 15-Min Mental Fitness Micro-Skill Development
Every Tuesday 10:00 a.m. to 10:30 a.m. MST



maintainingmentalfitness.com
<https://www.amhsa.net/>



Resource links

THIS EVENT IS BEING RECORDED

Information for Relaunch

- <https://www.alberta.ca/biz-connect.aspx>

PPE Supply/Demand connector for businesses

- <https://www.rrpcanada.org/#/>
- <https://nexus.atb.com/products/list/>



Contact information

THIS EVENT IS BEING RECORDED

[BizConnect@gov.ab.ca](mailto: BizConnect@gov.ab.ca)

[PRPTStakeholders@gov.ab.ca](mailto: PRPTStakeholders@gov.ab.ca)



Contact information

THIS EVENT IS BEING RECORDED

Christine Maligec
Director Risk Management

cmaligec@auma.ca

780-431-4533

[Christine Maligec LinkedIn](#)

@cmaligecyeg Twitter

hello@auma.ca

auma.ca

@TheAUMA Twitter

Craig Pettigrew
Manager Insurance

craig@rmalberta.com

780-909-0818







ALBERTA

MUNICIPAL AFFAIRS

Office of the Minister
MLA, Edmonton-South West

AR100068

June 10, 2020

Reeve Craig Lukinuk
Smoky Lake County
PO Box 310
Smoky Lake AB T0A 3C0

Dear Reeve Lukinuk,

In these extraordinarily difficult times, Alberta remains committed to working with the federal government to ensure infrastructure funding continues to flow to Alberta communities. Recognizing the urgency for local government funding and the critical role of communities in the relaunch of the economy, the federal government has recently confirmed that \$244 million will be provided to our province in 2020 under the Gas Tax Fund (GTF).

The 2020 GTF allocation for Smoky Lake County is \$140,773.

GTF funding amounts for all municipalities and Metis Settlements are also posted on the Government of Alberta website at open.alberta.ca/publications/gas-tax-fund-allocations.

Please note that payment of 2020 GTF allocations to municipalities and Metis Settlements is subject to the same conditions as in prior years, including submission of year-end reporting and sufficient project commitment requirements.

I look forward to continuing to work together with you and the federal government to help your community safely restart and stabilize your economy.

Yours very truly,

Kaycee Madu, QC
Minister

cc: Cory Ollikka, Chief Administrative Officer, Smoky Lake County

R28-20



ALBERTA
TRANSPORTATION

Office of the Minister
Deputy Government House Leader
MLA, Calgary-Hays

May 1, 2020

AR 79804

Mr. Craig Lukinuk
Reeve
Smoky Lake County
PO Box 310
Smoky Lake, AB T0A 3C0

Dear Reeve Lukinuk: *Craig*

I am pleased to advise your council that your projects, BF 77862 - Bridge Culvert Rehabilitation, BF 09975 - Bridge Culvert Rehabilitation, BF 74929 - Bridge Repairs, and BF 78004 - Culvert Repairs, will be funded under the Strategic Transportation Infrastructure Program (STIP) – Local Road Bridge.

Based on your submissions/applications, Smoky Lake County will receive a grant of 75 per cent of the estimated eligible project costs for the following projects:

- BF 77862 - Bridge Culvert Rehabilitation - up to \$41,925
- BF 09975 - Bridge Culvert Rehabilitation - up to \$79,695
- BF 74929 - Bridge Repairs - up to \$77,625
- BF 78004 - Culvert Repairs - up to \$131,250

The final grant amount will be based on the actual eligible costs at the time of the project completion. Given the current fiscal situation, no cost increases can be considered. Please do not publicly communicate these project approvals until provincial announcements are made.

Through Budget 2020, our government continues to make historic investments in hospitals, schools, roads, bridges, transit, and water infrastructure. This investment will help stimulate Alberta's economic recovery and get Albertans back to work.

Alberta Transportation staff will be in contact with your administration to formalize the funding agreements to undertake these works.

Sincerely,
Ric McIver
Ric McIver
Minister

cc: Mr. Glenn van Dijken, MLA, Athabasca-Barrhead-Westlock
Mr. Michael Botros, Regional Director, Fort McMurray and North Central Region

May 19, 2020

Mr. Craig Lukinuk
Reeve County of Smokey Lake
Box 310 Smokey Lake AB
T0A 3C0

Dear Mr. Craig Lukinuk:

On behalf of Portage College, we are sharing a copy of our *Voyage – Portaging Together* with you. The report highlights some of the many positive experiences we have had collaborating with our partners including other post-secondary institutions, K-12 schools, communities, and employers.

I am extremely proud of our College's ability to create lasting, positive partnerships that best serve the learners and communities in our region.

Although we cannot currently be together physically, these collaborative efforts are continuing. We are agile and adapting to these times and will continue to support communities and learners.

You can also find this report on our website: www.portagecollege.ca/About/Corporate-Publications

Sincerely,



Nancy Broadbent
President & CEO

VOYAGE

- PORTAGING TOGETHER -



- JOURNEYING WITH OUR PARTNERS -



R30-20
Super 8 by Wyndham in Smoky Lake
PO Box 732
5404 44th Ave
Smoky Lake, AB T0A 3C0
780-656-3515
super8smokylake@gmail.com

GUEST NOTICE COVID-19 Corona Virus

May 31, 2020

Dear Guest

Due to the continuing unprecedented health concerns surrounding the COVID-19 Corona virus, Super 8 Smoky Lake is taking extra measures to keep our guests and employees safe.

As the COVID-19 virus can remain on surfaces for up to five days, upon guest checkout rooms are closed off for five days and then are deep cleaned and sanitized. All bedding, duvet covers, and linens are removed and laundered. After a full cleaning, a second team will come in and disinfect all rooms a second time the following day, this time focussing on commonly touch surfaces such as desktops, tv remotes, door handles etc. in the event something is missed the first clean.

For the protection of our staff, there will be no room housekeeping services during your stay. Fresh prepackaged towels and amenities can be picked up daily, if needed. Please notify our guest services team if you would like this. Please bag and return soiled daily when collecting clean ones. If your room needs to be fully cleaned, please inform us and we will transfer you to a clean room.

Due to government restrictions, we are not able to provide the open food continental breakfast in our lobby. Instead, for the time being, we are offering each of our guests a packaged breakfast at the Smoky Lake ESSO. You will be able to choose between the following: Choice 1: muffin, yogurt, fruit, and regular coffee or tea; Choice 2: Egg muffin with bacon or sausage, yogurt, fruit and regular coffee or tea. When checking in, we will provide you a breakfast voucher for each morning of your stay. Breakfast at the Smoky Lake ESSO will be available form 7am to 10am daily.

If you have any concerns, please talk to the Super 8 staff or contact one of us below.

We appreciate your continued support.

Brian Jones
Co-Owner
780-656-5502
Brian@smokylakeinn.com

Leesa Jones
Co-Owner
780-656-1250
Leesa@smokylakeinn.com

James Paull
Business Operations Manager
587-974-9747
james@smokylakeinn.com



ALBERTA
MUNICIPAL AFFAIRS

Office of the Minister
MLA, Edmonton - South West

AR101173

Dear Mayors and Reeves,

As a follow up to my previous letter, we continue our efforts to ensure municipalities have the support and flexibility they need to protect the health and safety of their residents and their local business communities during the greatest challenge facing Albertans in more than a century.

I truly appreciate the amount of patience, resilience, and local leadership involved in supporting the province's relaunch strategy as we navigate our way through stage one and beyond.

Thank you again for joining me for our telephone town hall meetings, along with the Chief Medical Officer of Health, Dr. Deena Hinshaw, and various other Cabinet ministers. This continues to be an essential forum for hearing your questions and sharing information.

I am pleased to share the attached document that includes the most recent information on provincial initiatives and funding programs that will help municipal governments support local jobs and stimulate the economy to ensure we are able to overcome this pandemic and come out even stronger than before.

We will continue to consider ways to support municipalities, and will provide further updates as new information becomes available.

Yours very truly,



Kaycee Madu, QC
Minister

Attachment: Town Hall Teleconference Q & A

Questions & Answers:

Town Hall Teleconferences

Are there any updates in regards to economic stimulus programs?

- The Government of Alberta is in the advanced stages of determining options to help stimulate local economies and is working closely with the federal government on federal infrastructure and emergency operating funding. Any announcements will be made as soon as decisions are finalized.

Have there been any changes to the Municipal Sustainability Initiative (MSI) program?

- Our government has taken strong measures to protect Albertans and to support our communities in these extraordinarily difficult times.
- Municipal Affairs has carried out a number of initiatives to support local governments in responding to the impact of the COVID-19 pandemic, including making some temporary administrative changes to the MSI program to help municipalities deal with this unique situation.

MSI Operating

- To help address these pressures, we are allowing local governments to use MSI operating for any local government expenditure in the 2020 program year.
- We are also expediting payment of 2020 MSI operating allocations to qualifying local governments. This will provide the flexibility to manage operating funding in a way that best addresses a community's needs.

MSI Capital

- To ensure that capital funding is available when needed to advance projects that are ready to proceed, and support jobs and economic activity in communities across Alberta, Municipal Affairs is implementing a new step in the payment process for the MSI capital program.
 - Every month, Municipal Affairs will send an email to each municipality that qualifies for an MSI capital payment.
 - To access their payment, each municipality must respond to the email indicating if they intend to spend the payment on a new or existing MSI capital project this year after spending any carry-forward amount from previous years.
- These changes have no impact on the amount of funding any local government will receive. They are intended as temporary measures to help communities and the province deal with an extremely difficult situation.

How will the province encourage the use of non-medical masks to support the relaunch strategy?

- Although masks are not being made mandatory at this stage, we strongly encourage Albertans to use masks or face coverings where maintaining a physical distance of two metres is not possible.
- The Alberta government is partnering with A&W, McDonald's, and Tim Hortons to distribute non-medical masks at no cost through their drive-thru locations across the province, to help prevent the spread of COVID-19. Distribution began in early June.
- Those communities with less access to the primary distribution networks have been contacted to request delivery of a bulk supply of masks to be repackaged and distributed to their residents in a safe manner.
 - Some potential models for distribution may be through municipal offices, fire halls or other appropriate central community locations.
- This is not a mandatory program, but if communities are interested in providing the masks to those residents with less access to the primary distribution method, we will ensure they have the supplies they require.
- The mask distribution program is intended to supplement an individual's efforts to acquire non-medical masks. Albertans who wish to use non-medical masks are encouraged to purchase their own supply from local retailers in addition to using those provided by government.

What kind of support is there for municipalities from the Government of Alberta?

- The Government of Alberta has already announced a variety of initiatives to support municipalities, including the MSI streamlining noted above, temporary amendments to enable councils to meet electronically, and extensions to various timelines to allow municipalities to focus their attention on critical matters during the public health emergency.
- In addition, we are working with partner provincial governments to find mitigating ways to relax the procurement requirements of the New West Partnership Trade Agreement
- Municipal Affairs is also streamlining requests for the builder licensing and new home warranty programs during the pandemic to ensure homeowners and builders continue to be supported, and the industry is not impeded. Department staff are also working with warranty providers and builders to monitor their operations during the pandemic.

What is the Government of Alberta doing to help Albertans facing disaster?

- The Government of Alberta has announced up to \$147 million to help Albertans in affected by spring floods in Northern Alberta.
- The disaster relief funds will ensure those who suffered losses are able to rebuild and avoid unnecessary red tape. Recovery caseworkers with the Alberta Emergency Management Agency are available to help residents and businesses with their applications. The application process is online at www.alberta.ca/DRP.
 - The online application process opened on May 11, 2020.

- The Government of Alberta will also provide financial support to residents, business and communities for all insurable damage as well as help to restore municipal infrastructure.
- The government is continuing to provide emergency evacuation payments to Albertans who evacuated their homes due to the spring flooding. The process and application is online at <https://www.alberta.ca/emergency-evacuation-payment-2020-spring-floods.aspx>.

What kind of support is there for businesses, particularly tourism, from the Government of Alberta?

- The government has announced the abatement of the tourism levy for hotels and lodging providers for the period of March to December 2020, leaving much-needed cash in the hands of businesses.
 - These measures will free up between \$16 million and \$27 million in additional cash flow for the hospitality sector, which employs 30,000 Albertans.
- In response to feedback provided to the federal government about the challenges, fears and concerns of tourism and businesses in Alberta, a new federal relief program has been announced that may be of some assistance.
- The Government of Alberta has also implemented billions of dollars in support, in the form of tax deferrals.
- The government is also considering revisiting the maximum limits for indoor and outdoor gatherings, if the numbers continue to stay stable.
- The Government of Alberta recognizes the importance of tourism and we are encouraging the federal government to open up national parks in each province at the same time as provincial parks are opened.
- Travel Alberta is presently working on a marketing campaign to help highlight tourism opportunities across the province, including in the northeast.
- As the province is moving into the recovery phase, Travel Alberta is going to be focusing on a staycation marketing strategy, which will encourage Albertans to explore within their own province.
- An order under the *Safety Codes Act* stopping the operations of all passenger ropeways (ski hills) in Alberta has now been rescinded. As the province moves through the Relaunch Strategy, reopening will support restoring Alberta's tourism sector.

Is the Government of Alberta considering offering grants specific to small businesses to cover the cost of PPE expenses?

- Government is committing up to \$200 million in funding for eligible businesses and non-profits to access up to \$5,000 to offset a portion of their relaunch costs. These funds can be used for implementing measures to minimize the risk of virus transmission, (such as physical barriers, personal protective equipment and disinfecting supplies), rent, employee wages or replacement of inventory.

- The program's online application is expected to be available in the coming weeks. Program details, including eligibility, are being confirmed.

Will the Government of Alberta make a commitment to long-term irrigation projects for economic recovery?

- The Government of Alberta is thinking about long-term economic recovery, and the Ministers of Infrastructure, Agriculture and Forestry, Economic Development, Trade and Tourism, Transportation and Municipal Affairs are working jointly to come up with a plan. More information will be released when it becomes available.
- The Government of Alberta understands the importance of irrigation projects for economic recovery, and will be making use of existing programs to fund irrigation projects.

What is the Government of Alberta doing to diversify the economy, and support sectors like technology?

- Prior to the pandemic, the Ministry of Economic Development Trade and Tourism was working on an investment growth strategy that will be even more important now.
- The investment growth strategy will not only focus on the pillars of our economy, such as energy and agriculture and tourism, but will also focus on enabling growing sectors such as aerospace and aviation, and tech start-ups.
- The government has also set up a working group, tasked with looking at best practices and new ways to attract investment in the technology sector.

What is the Government of Alberta doing to keep Alberta working?

- To support Alberta businesses and reopening, the government has launched the www.alberta.ca/bizconnect webpage. This new resource provides business owners with health and safety guidance for general workplaces, as well as sector-specific guidance for those able to open in stage one.
- The Government of Alberta has taken significant steps to help Alberta businesses get the relief and support they need now so they can be better positioned for recovery as we continue our phased approach to reopen our economy in the days, weeks and months ahead.
- The government has deferred the Workers' Compensation Board premium payment for all private sector businesses and rolled out 50 per cent Workers' Compensation premiums for small and medium-size businesses.
- The government has deferred corporate income tax payments to August 31, 2020, interest free, has introduced 90-day utility payment relief, and provided a two-month filing deadline extension for annual returns with Alberta corporate registry.
- The government has announced the abatement of the tourism levy for hotels and lodging providers for the period of March to December 2020, leaving much needed cash in the hands of businesses.

- These measures will free up between \$16 million and \$27 million in additional cash flow for the hospitality sector, which employs 30,000 Albertans.

Do the provisions in the Meeting Procedures (COVID-19 Suppression) Regulation enable council to all meet in person and have the public only attend through an electronic means?

- The regulation was put in place in response to the COVID-19 public health emergency to ensure meetings could still occur in a manner that complies with the social distancing orders.
- To meet the terms of the regulation and be consistent with the May 26, 2020, letter from the Chief Medical Officer of Health, the CAO or a designated officer must attend the meeting electronically. If council and the CAO or designated officer attend in person, the meeting is not considered an electronic meeting, and therefore the public must be allowed to attend in person (subject to physical distance requirements and limits on the number of persons at indoor gatherings). Electronic transmission of the meeting could be offered for the additional members of the public or meeting participants.
- Section 3 of the regulation allows meetings to be held electronically under specific conditions. Given the *MGA* provides for council members to attend electronically already, for a meeting to be held electronically under the regulation, the CAO or a designated officer must attend by electronic means. When this occurs, participation by the public can be restricted to electronic means only.
- Municipal Affairs understands that in some cases, the CAO and the Mayor are attending the meeting in council chambers, because that is where the technology to be able to live stream the discussion is located. Municipal Affairs is of the opinion that such an arrangement is consistent with the intent of the regulation and could be considered an electronic meeting. However, there is risk that a court might choose to apply a strict interpretation of the regulation, and determine this does not constitute an electronic meeting. That risk significantly increases if more council members attend in person. Municipalities are encouraged to consider this risk when determining how to proceed with meetings.
- Municipal Affairs is currently reviewing whether adjustments to the regulation may be required going forward.

Can you provide clarification on the reopening of playgrounds?

- As of June 1, 2020, municipalities may choose to reopen their playgrounds, if they are confident that the guidelines on numbers and physical distancing (two metres from others, unless they are from the same household) can be monitored and maintained. Under the direction of the Chief Medical Officer of Health, the Government of Alberta is also advising Albertans to wear facemasks as an extra measure to prevent the spread of COVID-19 in the community.
- How Albertans engage on the playground, and how equipment is used, monitored, and cleaned, requires careful planning on the part of municipalities. For example, municipalities are encouraged to shut off drinking water fountains and to use removable garbage bin liners. To support municipalities in adapting current practices, the government

issued guidance on outdoor activities and playgrounds. This guidance is available on the Government of Alberta Relaunch website: <https://www.alberta.ca/alberta-relaunch-strategy.aspx> Please note, using playgrounds does have some risks, and children may find it difficult to avoid touching their eyes, nose, and mouth.

- In regard to play spaces associated with daycares and out-of-school care that have licensed outdoor play spaces, these spaces are restricted to cohorts of 10 children or less. In addition, these spaces must be cleaned and disinfected prior to, and after use, by each cohort. As always, proper hygiene practices must also be followed.

How long can our State of Local Emergency (SOLE) remain in effect?

- On May 12, 2020, Bill 13 - *Emergency Management Amendment Act* came into effect.
- These amendments provide greater clarity and improved coordination between local and provincial responses to pandemics, and future province-wide emergencies.
- Amendments included allowing longer periods for local states of emergency for a pandemic, clarifying the Minister has the power to modify a SOLE without terminating it, and providing clear language that it is an offence to be non-compliant with orders made under states of local or provincial emergency.
- If a municipality's SOLE declaration states it is specific to a pandemic and it was in effect when Bill 13 was enacted (May 12, 2020), a new declaration is not required; however, the municipality is required to determine/state the duration of the SOLE, which can be extended up to 90 days. If the SOLE declaration did not specifically state it was a pandemic SOLE, a new declaration is required and must state it is specific to a pandemic to enable the 90-day duration.
- A SOLE declaration may be renewed after Bill 13 came into force, and that date would mark the beginning of the 90-day duration for the pandemic SOLE. It is up to each community to decide whether to let their SOLE continue or make a renewal.

What are the current guidelines for our municipal campgrounds and beaches?

- Guidance to support operators in reducing the risk of transmission of COVID-19 in private and municipal campgrounds is available at <https://www.alberta.ca/assets/documents/covid-19-relaunch-guidance-private-and-municipal-campgrounds.pdf>.
- Campground operators must also follow the Workplace Guidance for Business Owners.



Compassion *Honesty* *Professionalism* *Integrity* *Respect* *Accountability*
Compassion *Honnêteté* *Professionnalisme* *Intégrité* *Respect* *Responsabilité*

Craig Lukinuk
Reeve, Smoky Lake County
4612 McDougall Drive
Smoky Lake, Alberta
T0A 3C0

Hank Holowaychuk
Mayor, Town of Smoky Lake
56 Wheatland Avenue
Smoky Lake, Alberta
T0A 3C0

Insp. Jeremie Landry
Operations Officer
Eastern Alberta District
"K" Division
4806 – 55 Street
St. Paul, Alberta
T0A 3A1

June 10, 2020

Sirs,

Re: Response to Letter - Eastern Alberta District Rural Crime Reduction Unit (EAD-RCRU)

Thank you for your joint letter to Insp. Shane Ramteemal, dated April 20, 2020. As the Officer in Charge of the Crime Reduction program within Eastern Alberta District, it is my pleasure to provide you with an update on Eastern Alberta District's Rural Crime Reduction Unit (EAD-RCRU) and their work within Smoky Lake County and within the Town of Smoky Lake.

Since January 2020, there have been many successful joint initiatives, between our EAD-RCRU and the Smoky Lake Detachment. Some of these initiatives include, but are not limited to: The arrest of six individuals who were apprehended while in the act of committing property offences in the area. Two individuals arrested following a traffic stop, which resulted in the execution of seven outstanding warrants for arrest. During an unrelated investigation, EAD-RCRU seized a total of five unsecured firearms and ammunition that were found improperly stored, in addition to the seizure of illicit substances.

Geographically speaking, EAD-RCRU has focused their efforts in the Hamlet of Spedden, Village of Vilna, Hamlet of Bellis, along highway 36, Highway 28, Highway 855 (north of the river) and in the Village of Waskatenau. These many enforcement activities have included investigations surrounding stolen vehicles, property crime, flight from police, firearm offences and suspicious persons and vehicles.



Royal Canadian Gendarmerie royale
Mounted Police du Canada

Compassion Honesty Professionalism Integrity Respect Accountability
Compassion Honnêteté Professionnalisme Intégrité Respect Responsabilité

Additionally, on multiple occasions, the Smoky Lake Detachment and EAD-RCRU, have jointly worked on multi-jurisdictional pursuits, that culminated with the successful deployment of Tire Deflation Devices and the arrests of multiple offenders. Above and beyond enforcement related initiatives, EAD-RCRU has been actively involved in educating residents, both within the Town of Smoky Lake and within Smoky Lake County. This included what residents should look out for, how to report suspicious behaviour and how the police and residents can best work together. This included two Town Hall related events, that were held during the 2019/2020 year. In speaking with your Detachment Commander, Sergeant Tina Chan, she highlighted the strong and collaborative partnership that has been formed between the Smoky Lake Detachment and EAD-RCRU.

The Eastern Alberta District General Investigation Section (EAD-GIS), has also been engaged within the Town of Smoky Lake and within Smoky Lake County, investigating the illicit drug trade. As a result of their ongoing efforts, charges were laid in Smoky Lake County, regarding the trafficking of cocaine. EAD-GIS is currently working with Safer Communities and Neighbourhoods (SCAN), on how we can work more effectively as partnering agencies. We currently have other on-going investigations and those details will soon be made available, upon the conclusion of those matters, to protect the integrity of those investigations.

Our EAD-RCRU has been fully engaged throughout Eastern Alberta District, since the team's inception in early 2018. Our Crime Reduction Strategy is to promote a collaborative approach with citizens, community groups, enforcement partners, health partners and the Province of Alberta. EAD-RCRU uses intelligence to guide their efforts with an Intelligence Analyst that is embedded within the team, that gathers and analyzes massive amounts of data and coordinates work with our enforcement partners, to develop a picture of the crime landscape within Eastern Alberta District.

On behalf of Eastern Alberta District, we are looking forward to our continued partnerships with Smoky Lake County and with the Town of Smoky Lake, as we collaboratively address crime trends, within Eastern Alberta District.

Sincerely,

Insp. Jeremie Landry
Operations Officer
Eastern Alberta District
RCMP "K" Division

CC: C/Supt. Wendell Reimer, District Officer, Eastern Alberta District.
Insp. Shane Ramteemal, Client Services Officer, Operations Strategy Branch
Sgt. Tina Chan, NCO i/c Smoky Lake Detachment
Sgt. James Morton, NCO i/c EAD-RCRU

Board Highlights

from the regular meeting held
Thursday, June 11, 2020
at Edwin Parr Composite School



Aspen View
PUBLIC SCHOOLS



"Aspen View Public Schools is committed to preparing our students to achieve success and reach their unique potential through the provision of meaningful learning opportunities."

Re-entry to schools

Superintendent Neil O'Shea advised the Board of Trustees that a division school re-entry team has been formed to assist schools in preparing for the resumption of in-person classes for the 2020-21 school year. The Hon. Adriana LaGrange, Minister of Education, has advised school authorities to prepare for a 'near normal' return to classes, but to also be prepared to pivot quickly to other scenarios, based on the status of the COVID-19 pandemic.

Accountability Pillar

Deputy Superintendent Dr. Karen Penney updated the Board of Trustees on Aspen View Public Schools' preliminary Accountability Pillar results. She advised that the results are very positive with Aspen View showing improvement in seven of 12 categories reported.

Accountability Pillar results will be reported in their entirety in the fall as part of Aspen View's Annual Education Results Report.

Literacy update

Deputy Superintendent Penney also provided reading results from Aspen View's literacy initiative, through January 2020 (end of June results will not be available due to classes being cancelled).

According to Aspen View's Response to Intervention (RTI) model, 80 per cent of students in each grade should be reading at or above grade level. January 2020 assessment indicates that the number of Grade 1-8 students within one reading level of grade level, or above, meets the 80-per-cent threshold in six of the eight grades.

Establishment of a Separate School District

The vote on the Establishment of a Separate School District in Athabasca will take place on June 24, 2020.

The Board of Trustees unanimously passed a motion to express concerns with the process for the establishment of a Separate School District to Minister LaGrange. The Board also discussed raising concerns about dual systems in rural Alberta with the Rural Caucus of Alberta School Boards.

Choice in Education

The Board of Trustees unanimously passed a motion to support the Alberta School Boards Association (ASBA) as they work with the provincial government on the regulations accompanying the Choice in Education Act. The ASBA is concerned with proposed changes within the Choice in Education Act, including changes to charter schools and home education programming.

International travel

Secretary-Treasurer Aimee Hirtle updated the board on issues stemming from the cancellation of school trips in the 2019-20 school year. Aspen View Public Schools is working with schools to ensure appropriate disposition of money generated through school-based fundraising, and will also be moving to establish consistent practices across the division.

The Board also directed administration to cancel a planned trip by Edwin Parr Composite School to Europe in Spring 2021.

Other highlights

- The Board of Trustees gave second and final reading to *Policy 13 - Appeals and Hearings Regarding Student Matters* and *Policy 7 - Board Operations*.

- The Board of Trustees appointed Trustee Dennis MacNeil to sit on the Rural Crime Prevention Project as requested by ASBA.

- The Board of Trustees awarded a contract for roofing projects at Thorhild Central School, Landing Trail Intermediate School and Smith School.

Next Board Meeting:

Thursday, September 10, 2020

Organizational Meeting
10 a.m. - Division Office

Upcoming Events:

June 19

Last day of instruction

June 21

National Indigenous People's
Day

June 24

Vote on Establishment of a
Separate Roman Catholic
School District in Athabasca
10 a.m. - 8 p.m.

St. Gabriel's Roman Catholic
Church

Trustees:

Ward 1 (North West):

Nancy Sand

Ward 2 (North Central):

Anne Karczmarczyk
(Vice Chair)

Dennis MacNeil

Ward 3 (North East):

Candy Nikipelo (Chair)

Ward 4 (South West):

April Bauer

Ward 5 (South Central):

Tom Mykytiuk

Ward 6 (South East):

Donna Cherniwan

Division Office:

3600 48 Ave.

Athabasca, AB T9S 1M8

Phone: 780-675-7080

www.aspenview.org

email: info@aspenview.org

Facebook: @aspenviewschools

Engage Learning. Ignite Potential. Inspire Success

R 34-20



3600 – 48th Avenue
Athabasca, Alberta T9S 1M8
Phone: 780-675-7080; Toll Free 1-888-488-0288
info@aspenschools.org www.aspenschools.org

June 18, 2020

Town of Athabasca
Mayor Colleen Powell
4705 49 Avenue
Athabasca, AB T9S 1B7

Athabasca County
Reeve Larry Armfelt
3602 48 Avenue
Athabasca, AB T9S 1M8

Town of Smoky Lake
Mayor Hank Holowaychuk
56 Wheatland Avenue
Smoky Lake, AB T0A 3C0

Smoky Lake County
Reeve Craig Lukinuk
P.O. Box 310
Smoky Lake, AB T0A 3C0

Thorhild County
Reeve Kevin Grumetza
Box 10
Thorhild, AB T0A 3J0

Village of Boyle
Mayor Colin Derko
Box 9
Boyle, AB T0A 0M0

Village of Vilna
Mayor Leo Chapdelaine
Box 10
Vilna, AB T0A 3L0

Municipal District of Lesser Slave River
Reeve Murray Kerik
P.O. Box 722
Slave Lake, AB T0G 2A0

Dear Municipal Partners,

Aspen View Public Schools greatly values the strong, collaborative partnerships we have developed with our municipal partners in each of the communities we serve. We see these partnerships as essential to ensuring Aspen View Public Schools achieves its key priorities of engagement, rural advocacy and creating opportunity.

We appreciate the ongoing sharing of information that takes place between us. Unfortunately, the COVID-19 pandemic prevented members of our Board of Trustees and myself from attending municipal council meetings this spring as we had planned. We hope to be able to reschedule those visits this fall, and we also extend an open invitation to you to attend any of our regular Board of Trustees meetings as a delegation.

On behalf of our Board of Trustees and administration, I wish you a restful and enjoyable summer, and we look forward to reconnecting with you this fall.

Sincerely,

A handwritten signature in blue ink that reads "Neil O'Shea".

Neil O'Shea, Superintendent
Aspen View Public Schools

jenna preston

From: lydia cielin
Sent: June 18, 2020 9:38 PM
To: jenna preston
Subject: Fw: Contact Newsletter: Apply for Asset Management Capacity-Building Cohorts and Direct Funding

Sent from my BlackBerry - the most secure mobile device - via the TELUS Network

From: rma@rmalberta.com
Sent: June 12, 2020 2:30 PM
To: lcielin@smokylakecounty.ab.ca
Reply-to: rma@rmalberta.com
Subject: Contact Newsletter: Apply for Asset Management Capacity-Building Cohorts and Direct Funding

June 12, 2020 | Volume 2020 Issue 23 | [Download as PDF](#)

[View this email in your browser](#)



FEATURED:

Apply for Asset Management Capacity-Building Cohorts and Direct Funding

FCM's Municipal Asset Management Program (MAMP) provides a variety of funding opportunities to municipalities and partner organizations across Canada to improve asset management practices. Currently, Alberta municipalities are able to apply for two separate opportunities under MAMP.

[Learn more...](#)

MEMBER BULLETINS

Member bulletins are posted to RMAAlberta.com regularly each week. Below is a list of all the member bulletins compiled from the past week.

EOEP Virtual Course on Council's Role in Public Engagement Waitlist

The Elected Officials Education Program (EOEP) has received tremendous interest in their first ever virtual course, Council's Role in Public Engagement, which has reached enrollment capacity. To gauge interest in offering this course a second time, EOEP is starting a waitlist. To add your name to the waitlist, please contact the EOEP registrar.

[Learn more...](#)

RMA Participating in Cross-Canada Cooperative Procurement Webinar

The RMA is proud to be part of a cross-Canada procurement partnership with sister associations in Saskatchewan, Manitoba, Ontario, Prince Edward Island, Nova Scotia, and Newfoundland and Labrador that helps members with their procurement needs. Join us at 9:00 am MDT on Wednesday, June 17, to learn more about this pan-Canadian group effort and how it can help your organization.

[Learn more...](#)

Fisheries and Oceans Canada Releases Two Interim Codes of Practice

Fisheries and Oceans Canada (DFO) is the federal lead for safeguarding Canadian waters and managing Canada's fisheries, oceans, and freshwater resources. DFO recently released two interim codes of practice.

[Learn more...](#)

ANNOUNCEMENTS

MCCAC Update

- On June 24 from 2:00 - 3:00 pm, the Action Centre is teaming up with Partners for Climate Protection Program member, the Town of Cochrane, to discuss setting emission reduction targets and creating climate action plans. [Sign up for the webinar.](#)
- Congratulations to the Municipal District of Bonnyville No. 87, the Village of Glendon, the Town of Banff, Strathcona County, the City of Brooks, the Town of Cochrane, Foothills County, and the City of St. Albert for hiring staff through the Municipal Energy Manager Program! We are excited to see the energy savings you achieve. [Learn how your municipality can access funding for energy staff.](#)
- On June 2, AUMA and RMA were recognized by the Alberta Emerald Foundation with an [Emerald Award](#) for the decade of impact achieved by the Municipal Climate Change Action Centre! We

share this recognition with hundreds of municipalities, schools, non-profit, and community-related organizations that have participated in our programs since 2009.

- **Subscribe** to *The Current Climate* to keep up to date on municipal energy solutions.

IN THE NEWS

- **GOA: Current COVID-19 Cases in Alberta**
- **Streamlining emissions reduction supports**
- **Lac La Biche residents allowed back home after flooding evacuation**
- **Athabasca County: State of Agricultural Disaster Declared**
- **Two counties in northern Alberta bailing out after heavy rainfall forces states of emergency**
- **West of Centre CBC Podcast - Interview with Al Kemmere**
- **Corbella: Another rural town loses its doctors because UCP broke their trust**
- **'Just went crazy': Alberta group gets lots of interest in random camping on public land**
- **Ottawa, farmers disagree on cost carbon tax adds to grain dryers**
- **Letter asks federal government to force Alberta to reinstate oilpatch monitoring**
- **Police Act: Statement from Minister Schweitzer**
- **UCP proposal to pay for police through victim fund a 'ploy,' says advocate**

- **Non-medical masks available to Albertans**
- **Assessing rail service between Calgary and Banff**



FOLLOW US ON
TWITTER!

@RuralMA



LIKE US ON
FACEBOOK!

/RMAIberta

AGRICULTURE UPDATE

Moisture Situation Update
as of June 8, 2020

JOB POSTINGS

Town of Westlock
**Director of Community
Services**

Leduc County
**Manager of Payroll &
Accounting Services**