

**SMOKY LAKE COUNTY**

Minutes of the **County Council Meeting** held on Thursday, **June 25, 2020** at 9:03 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:

<b>ATTENDANCE</b>		
<u>Div. No.</u>	<u>Councillor(s)</u>	<u>Thursday, June 25, 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
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Observers in Attendance Upon Call to Order:

Public Works Mgr.	Doug Ponich	Virtually Present
Plan/Dev Manager	Jordan Ruegg	Virtually Present
Communications Tech.	Evonne Zukiwski	Virtually Present
Agricultural Fieldman	Carleigh McMullin	Virtually Present
Media	Smoky Lake Signal	Virtually Present
Media	Redwater Review	Virtually Present
Public	None	N/A

**2. Agenda:**

888-20: Gawalko

That the Smoky Lake County Council Meeting Agenda for Thursday, June 25, 2020, be adopted, as amended:

**Additions to the Agenda**

1. Letter from Roy & Judy Shupenia dated June 25, 2020 – Re: Shores of Whitefish Lake surrounding Hillside Acres Subdivision.
2. Email from David Noël dated June 23, 2020 – Re: Request for Culvert Installation on Private Land.
3. Property approach to SE-23-58-14-W4 on Range Road 141, ¾ of a mile South of Township Road 584.
4. Email Communication Protocol for Councillor Requests.

Carried Unanimously.

**3. Minutes:**

**Minutes of May 28, 2020 – County Council Meeting**

889-20: Cherniwchan

That the minutes of the **Smoky Lake County Council Meeting** held on Thursday, May 28, 2020, be adopted as presented.

Carried.

Kyle Schole, Planning and Development Assistant, virtually joined the meeting, time 9:10 a.m.

**4. Request for Decision:**

**Policy Statement No. 03-16-04: Road Closure or Cancellation**

890-20: Halisky

That Smoky Lake County Policy Statement No. 03-16-04: Road Closure or Cancellation, be amended:

<b>Title:</b> Road Closure or Cancellation	<b>Policy No.:</b> 16-04
<b>Section:</b> 03	<b>Code:</b> P-R
<b>Page No.:</b> 1 of 11 <span style="float: right;">E</span>	

<b>Legislation Reference:</b> Alberta Provincial Statutes
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<b>Purpose:</b> To provide a process to close a Government Road Allowance or cancel a surveyed Road Plan.
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<p><b>Policy Statement and Guidelines:</b></p> <p><b>1. DEFINITIONS</b></p> <p>1.1 <b>Government Road Allowance</b> – 66 feet wide</p> <p>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.</p> <p>1.1.2 in an east-west direction, two miles between each 2<sup>nd</sup> row of sections south to north, commencing on the southern township boundary. Also known as Township Roads.</p> <p>1.2 <b>Road Plan</b> – 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 <i>Municipal Government Act</i>.</p> <p>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.</p> <p>1.3 <b>Road</b> – means land</p> <p>1.3.1 shown as a road on a plan of survey that has been filed or registered in a Land Titles Office, or</p> <p>1.3.2 used as a public road,</p> <p>1.3.3 as or within a Government road allowance,</p> <p>and includes a bridge forming part of a public road and any other structure incidental to a public road.</p> <p><b>2. TEMPORARY ROAD CLOSURE</b></p> <p>2.1 Council, may by resolution or a Designated Officer 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.</p>
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<b>Title:</b> Road Closure or Cancellation	<b>Policy No.:</b> 16-04
<b>Section:</b> 03	<b>Code:</b> P-R
<b>Page No.:</b> 2 of 11 <span style="float: right;">E</span>	

<p><b>Policy Statement and Guidelines:</b></p> <p><b>3. PERMANENT ROAD CLOSURE / CANCELLATION BY RESOLUTION – <i>Municipal Government Act, Section 24</i></b></p> <p>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.</p> <p><b>PROCEDURE</b></p> <p>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.</p> <p>3.2 A Request for Decision (<i>as per Policy Statement No. 01-27: Request For Decision</i>) shall be presented to Council for consideration for Road Closure by Resolution, see attached <i>Schedule "A": Sample Resolution</i>.</p> <p>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.</p> <p>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 <i>Schedule "B": Sample Resolution Letter &amp; Consent</i>.</p> <p>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.</p> <p>A letter, as per <i>Schedule "C": Sample Letter of Referral</i> shall be sent to the following Referral Agencies, as per <i>Schedule "F": Referral List</i>:</p> <p>3.5.1 Telecommunication providers (Telus).</p> <p>3.5.2 Power Authority (ATCO).</p> <p>3.5.3 The owner/operator of any pipeline or right-of-way which crosses the subject closure area.</p>
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<b>Title: Road Closure or Cancellation</b>		<b>Policy No.: 16-04</b>
<b>Section: 03</b>	<b>Code: P-R</b>	<b>Page No.: 3 of 11</b> <span style="float: right;"><i>E</i></span>

<b>Policy Statement and Guidelines:</b>	
<p>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 “<b>Minister of Transportation</b>”.</p> <p>3.7 The complete package to be sent to Alberta Transportation shall include:</p> <p>3.7.1 Original or certified copy of the Resolution;</p> <p>3.7.2 Copies of the Notices sent to all Referral Agencies;</p> <p>3.7.3 Copies of written consent by affected Landowner(s); and</p> <p>3.7.4 Copies of written responses from all required Referral Agencies.</p> <p>And shall be sent to:</p> <p>District Operations Manager, Athabasca Unit Alberta Transportation Unit #2, Jewell Building 3603 – 53 Street Athabasca, Alberta T9S 1A9</p> <p>3.8 Alberta Transportation will prepare the documentation (Notification to Registrar) to transfer the Road to the appropriate adjacent landowner(s).</p> <p><b>4. PERMANENT ROAD CLOSURE / CANCELLATION BY BYLAW: <i>Municipal Government Act, Section 22</i></b></p> <p>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).</p> <p><b>PROCEDURE</b></p> <p>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.</p> <p>4.2 A Request for Decision (<i>as per Policy Statement No. 01-27: Request For Decision</i>) shall be presented to Council for consideration for Road Closure by Bylaw, see attached <i>Schedule “D”: Sample Bylaw</i>. Council must give First Reading to the Bylaw prior to a Public Hearing and prior to submitting it to Alberta Transportation for approval.</p>	

<b>Title: Road Closure or Cancellation</b>		<b>Policy No.: 16-04</b>
<b>Section: 03</b>	<b>Code: P-R</b>	<b>Page No.: 4 of 11</b> <span style="float: right;"><i>E</i></span>

<b>Policy Statement and Guidelines:</b>	
<p>4.3 Following First Reading of the Road Closure Bylaw, advertisement requirements, <i>as per Municipal Government Act - Section 606</i>, for a Public Hearing must be followed, including the time and place for a Public Hearing, (<i>as per Policy Statement No. 01-06: Public Hearing Procedures</i>).</p> <p>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 <i>Schedule “E”: Sample Advertisement</i>.</p> <p>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.</p> <p>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.</p> <p>A letter, as per <i>Schedule “C”: Sample Letter of Referral</i>, shall be sent to the following Referral Agencies, as per <i>Schedule “F”: Referral List</i>:</p> <p>4.6.1 Telecommunication providers (Telus);</p> <p>4.6.2 Power Authority (ATCO);</p> <p>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</p> <p>4.6.4 Rural Utilities Branch, Alberta Agriculture and Rural Development; and</p> <p>4.6.5 The owner/operator of any pipeline or right-of-way which crosses the subject closure area.</p> <p>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 “<b>Minister of Transportation</b>”.</p>	

<b>Title: Road Closure or Cancellation</b>		<b>Policy No.: 16-04</b>
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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 <u>Transfer of Title</u> and <u>Consolidation</u> or <u>Separation of Titles</u> being submitted to Alberta Land Titles.

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### 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



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**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

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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: \_\_\_\_\_

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**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\_\_:

- o Three fully executed easement documents by your company. These documents will be forwarded to Alberta Transportation for final execution.
- o 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

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**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\_\_\_\_.

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**Schedule "E"  
Sample Advertisement**

**PUBLIC NOTICE**

**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)**

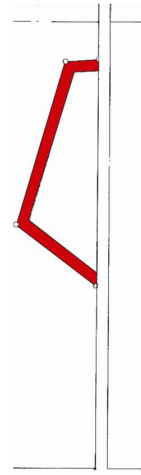
Copy of **Bylaw No. 1200-09** is available at the County Administration Office in Smoky Lake, during regular business hours, for inspection at the following address:

**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



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**Schedule "F"  
Referral List**

<b>Telus Communications</b> Engineering OPS – Right of Ways 16 <sup>th</sup> Floor, 10020 – 100 Street Edmonton, Alberta T5J 0N5	ATTENTION: Cindy Sparks Real Estate Agreements Assistant III Phone: (780) 493-4619 Phone: (780) 425-0843
<b>ATCO Electric</b> Land & Properties Acquisition 12 <sup>th</sup> Floor, 10035 – 105 Street Edmonton, Alberta T5J 2V6	ATTENTION: Andy Sharun  Phone: (780) 420-3748 Phone: (780) 420-5410
<b>If affecting a water body or adjacent to Crown Land</b>	
<b>Alberta Sustainable Resources</b> Public Lands Division Roadway and Reservation Program 5 <sup>th</sup> Floor, 9915 – 108 Street South Petroleum Plaza Edmonton, Alberta T5K 2G8	
Phone: (780) 427-3570 Fax: (780) 422-3120	
<b>Only if selling a Government Road Allowance:</b>	
<b>Alberta Sustainable Resource Development</b> Technical and Logistics Unit 3 <sup>rd</sup> Floor, 9915 – 108 Street Edmonton, Alberta T5K 2G8	ATTENTION: Bev Cormack  Phone: (780) 422-4737 Phone: (780) 422-4251
<b>NOTE:</b> 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.	

Carried.

Randy Orichowski, Deputy Reeve, virtually left the meeting, time 9:29 a.m.

Randy Orichowski, Deputy Reeve, virtually re-joined the meeting, time 9:39 a.m.

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

891-20: Lukinuk

That Smoky Lake County Council Bylaw No. 1380-20 for the 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, be given **FIRST READING; and schedule Public Hearing** for a future County Council Meeting, subject to approval through ministerial order.

Carried.

Brenda Adamson, Finance Manager left the meeting, time 9:42 a.m.

**Policy Statement No. 03-36-01: Roadside Brushing Program**

892-20: Halisky

That Smoky Lake County Policy Statement No. 03-36-01: Roadside Brushing Program, be adopted:

<b>Title: Roadside Brushing Program</b>		<b>Policy No.: 36-01</b>
<b>Section: 03</b>	<b>Code: P-R</b>	<b>Page No.: 1 of 36</b> <i>E</i>
<b>Legislation Reference:</b> Alberta Provincial Statutes		
<b>Purpose:</b> To clearly establish a criteria to complete brushing projects within Smoky Lake County.		
<b>Policy Statement and Guidelines:</b>		
<p><b>1. STATEMENT:</b></p> <p>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.</p> <p>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.</p> <p><b>2. OBJECTIVE:</b></p> <p>2.1 County Council is aware of the need to balance its responsibility to provide safe roads and clear site lines and the “<b>Roadside Brushing Program</b>” is designed to enhance roadway visibility and safety, and for the protection of County infrastructure.</p> <p>2.2 The <u>Roadside Brushing Program</u> is undertaken for the following reasons:</p> <ul style="list-style-type: none"> <li>■ 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.</li> <li>■ to ensure that snow can be properly winged back from the shoulder of the roads during winter to prevent excessive drifting of snow</li> <li>■ 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.</li> <li>■ 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.</li> <li>■ to allow wide loads and wide farm machinery to safely travel on the municipal roads.</li> </ul> <p><b>3. DEFINITIONS:</b></p> <p>3.1 <b>Brush:</b> 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.</p>		

<b>Title: Roadside Brushing Program</b>		<b>Policy No.: 36-01</b>
<b>Section: 03</b>	<b>Code: P-R</b>	<b>Page No.: 2 of 36</b> <i>E</i>
<b>Policy Statement and Guidelines:</b>		
<p>3.2 <b>Brush Control:</b> Methods of Control as defined:</p> <p>3.2.1 <b>Machine Brush Control:</b> 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.</p> <p>3.2.2 <b>Hand Brush Control:</b> 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.</p> <p>3.2.3 <b>Chemical Brush Control:</b> The use of registered herbicides. Refer to <i>Policy Statement No. 62-15: Vegetation Management Plan</i> under the Agricultural Service Board for more specific guidelines.</p> <p>3.3 <b>Brushing:</b> is considered the cutting of trees or brush by hand or machine methods.</p> <p>3.4 <b>Removal:</b> is considered the cutting, shredding, chipping or otherwise separating a tree or brush from its roots and from the site.</p> <p>3.5 <b>Road Allowances:</b> 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.</p> <p>3.6 <b>Undeveloped Road Allowance:</b> 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.</p> <p><b>4. GUIDELINES:</b></p> <p><b>Brushing Program:</b></p> <p>4.1 The Public Works Department maintains the County road and ditch network in accordance with <i>Policy Statement No. 01-15: Road Policy</i> and with <i>Policy Statement No. 03-51: Road Maintenance</i>.</p> <p>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.</p> <p>4.3 Brushing projects may be undertaken at any time of year if the equipment and manpower are available, subject to the <i>Migratory Bird Convention Act</i> and any Municipal Policies and Provincial and Federal Legislation.</p>		

<b>Title: Roadside Brushing Program</b>	<b>Policy No.: 36-01</b>
<b>Section: 03</b>	<b>Code: P-R</b> <b>Page No.: 3 of 36</b> <i>E</i>

<b>Policy Statement and Guidelines:</b>	
4.4	The <b>Roadside Brushing Program</b> priority scheduling in accordance with <b>Schedule "A": Brush Control Priority List</b> will be prepared by the Public Works Manager annually for Council review and approval of the following: <ul style="list-style-type: none"> <li>4.4.1 Roadside Brushing program for the current year to identify the areas of road allowance to be addressed by completing <b>Schedule "A": Brush Control Priority List</b> and a divisional map highlighting each area.</li> <li>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.</li> <li>4.4.3 Post the approved Roadside Brushing Program schedule of brush and tree removal on the municipal website.</li> </ul>
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, as per the utility contractor's requirement 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 <b>Policy Statement No. M03-02: Brushing Guidelines</b> .
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.

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

<b>Policy Statement and Guidelines:</b>	
<b>Brushing projects:</b>	
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. <ul style="list-style-type: none"> <li>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.</li> </ul>
4.13	The County will mechanically brush from the edge of the road surface to the property line 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 <b>Policy Statement No. 62-17: License of Occupation of Road Allowance for Ranching and Farming Purposes</b> 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: <ul style="list-style-type: none"> <li>4.17.1 Wood chipper is an acceptable method of disposal.</li> <li>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 to waste sites for the taking.</li> <li>4.17.3 Burning of piles for the County is not an acceptable method of disposal.</li> </ul>
4.18	Projects that are currently on the brushing schedule will normally be given a higher priority and completed prior to any new projects.
<b>Brushing Projects Criteria:</b>	
4.19	The following criteria will determine the priorities for the greatest need and of the most benefit when scheduling annual <b>Brushing Projects</b> : <ul style="list-style-type: none"> <li>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.</li> </ul>



<b>Title: Roadside Brushing Program</b>		<b>Policy No.: 36-01</b>
<b>Section: 03</b>	<b>Code: P-R</b>	<b>Page No.: 5 of 36</b> <i>E</i>
<b>Policy Statement and Guidelines:</b>		
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.		
<b>5. PROCEDURES:</b>		
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 <b>Machine Brush Control Method</b> 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 <b>Hand Brush Control Method</b> either trimmed with chainsaws immediately after the hydro-axe has completed work or at a future date, as determined by the Public Works Manager.		

Carried.

Danny Gawalko, Councillor, left the meeting, time 9:59 a.m.

Brenda Adamson, Finance Manager, virtually re-joined the meeting, time 9:59 a.m.

Danny Gawalko, Councillor, virtually re-joined the meeting, time 10:00 a.m.

Brenda Adamson, Finance Manager, left the meeting, time 10:05 a.m.

Brenda Adamson, Finance Manager, virtually re-joined the meeting, time 10:05 a.m.

Kyle Schole, Planning and Development Assistant, left the meeting 10:06 a.m.

**Bylaw No. 1368-20: Thorhild County Intermunicipal Collaboration Framework**

893-20: Orichowski

That Smoky Lake County **defer** giving first reading to Bylaw No. 1368-20: Thorhild County Intermunicipal Collaboration Framework, **and pursue** a meeting with Thorhild County for the purpose of discussing sections of the bylaw including but not limited to:

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.

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.

Carried.



Daniel Moric, Natural Gas Manager, virtually joined the meeting, time 10:23 a.m.

**Municipal Agricultural Disaster**

894-20: Orichowski That Smoky Lake County declare a Municipal Agricultural Disaster to bring awareness to the unseeded acres due to excessive moisture and/or the inability to complete the 2019 harvest, the loss of seeded acres due to excessive moisture, as well as pastureland and hay crops under water within Smoky Lake County in Year-2020; and notify Glenn van Dijken: MLA for Athabasca-Barrhead-Westlock, Devin Dreesen, Minister of Agriculture and Forestry, and Shannon Stubbs, MP for Lakeland, for awareness and consideration of financial assistance programs.

Carried.

**Farmer's and Rancher's Appreciation Day Lunch**

895-20: Orichowski That Smoky Lake County Council **rescind** June 16, 2020, Motion #835-20 in regard to hosting a Farmer's and Rancher's Appreciation lunch event on July 23, 2020, due to COVID-19 restrictions.

Carried.

**Addition to the Agenda:**

**Year-2020 Culvert Program Installation Addition - SE-23-60-19-W4 - Range Road 191**

896-20: Orichowski That Smoky Lake County add the installation of two (2) culverts to the Year-2020 Culvert Program Installations on the land legally described as SE-23-60-19-W4 and supply reject sand and clay for the said project (with gravel at the owners expense) for the purpose of encouraging the natural waterflow and to abate flooding issues near the said location on Range Road 191; in response to the email from David Noël dated June 23, 2020 regarding same.

Carried.

**Property Approach at SE-23-58-14-W4 on Rge Rd 141, ¾ of a mile South of Twp Rd 584**

897-20: Cherniwchan That Smoky Lake County approve a culvert extension and widening of the property approach from Range Road 141, ¾ of a mile South of Township Road 584, to the land legally described as SE-23-58-14-W4; subject to the owner of the said lands paying for the culvert, and prior to the commencement of the Year-2020 Harvest, for the purpose of correcting the erosion issues as recommended by the Public Works Manager.

Carried.

**Email Communication Protocol for Councillor Requests**

898-20: Halisky That Smoky Lake County Council review Policy Statement No. 01-28-01: Regular County Council Meeting: Issue for Information and Information Releases, to incorporate digital communication protocol with respect to utilizing an email account accessible by all Councillors, CAO and Assistant CAO, for the purpose of Council communicating issues in a timely manner through the CAO with the ability to carbon copy County Managers if need be; and the ability for Managers to respond to Council through the CAO, directly.

Carried.

## **5. Issues for Information:**

### **Chief Administrative Officer's Report**

The Chief Administrative Officer provided a report to Council for the period of May 26, 2020 to June 24, 2020:

#### **Legislative/Governance:**

- While some quarters of the economy are starting to re-open, physical distancing remains imperative and a cornerstone of navigating the ongoing pandemic of COVID-19. County staff have all performed incredibly well in the "new normal". The public have had full access to all our services other than walk-in to front counter. Through telephone and zoom/whereby (virtual) meetings, we have effectively provided all services. We have recently allowed occasional staff other than the appointed shift staff to come to the office if deadlines require it as long as they maintain hygiene protocols and maintain social distance. Given the ongoing pandemic and need for social distancing, I suggest that the front-counter services be evaluated by Council after the summer (perhaps in September). In the meantime, we have managed to secure plastic "sneeze guards" at both offices and they have been installed this week at a cost of \$1000. This is overdue, as shipping/receiving has been a concern of mine for some time. This will, of course, be added to the pandemic-related costs that we are tracking.

#### **Administrative:**

- No Report.

#### **Financial:**

- No Report.

#### **Human Resources:**

- The absence of a mower operator (due to an emergency medical issue) will not be filled. While this loss of capacity is likely to have a negative impact on the mowing program (although it will save some money), the timing of getting a short-term employee in place quickly makes even a temporary replacement a difficult proposition. Plus, there is a slight chance that the operator may be able to return to work by August. In the meantime, we are cross training the weed inspector to do mowing, and he has already picked up the ditch clean up where the operator left off.
- We have finally re-interviewed for and hired the tax clerk that we had started interviewing for a few days before the COVID-19 office closure. While close-proximity training was the initial concern for the delay, we likely left this process a little too long, as we are drastically behind going into the summer season as a result. (Due to 2 Managers working some of the taxation work off the side of their desks, we are currently behind on FCSS reporting, billing garbage delivery to Villages, bank reconciliation, Treasurer's report for this meeting not prepared in time for agenda packages, draft 5 year financial plan was supposed to come to this meeting, Emergency Operations Centre (EOC) financial reporting, tax certificates which postpones land sales, Statistical Information Return to province, fixing online payment errors, fixing multiple mailing errors from tax notices, entering post-dated cheques, removing tax notifications when payments made on overdue accounts, and we have been paying a contractor to manage land title changes).

#### **Community:**

- Virtual town hall open house for the HAK replacement was held on June 23. Up to 42 virtual attendees were in the zoom call (and likely many attendees had multiple people watching in from their homes). Good ideas were shared.

**Training:**

- No Report.

Daniel Moric, Natural Gas Manager, left the meeting, time 11:16 a.m.

Daniel Moric, Natural Gas Manager, virtually re-joined the meeting, time 11:19 a.m.

One Member of the Public virtually joined the meeting, time 11:21 a.m.

**Financial Statements**

As annexed to the minutes:

↳ None.

**Action List(s)**

Action Lists:

- i. County Council Meeting – May 28, 2020.

**Chief Administrative Officer's Report**

899-20: Gawalko

That Smoky Lake County's Chief Administrative Officer report for the period of May 26, 2020 to June 24, 2020 be accepted and filed for information.

Carried.

11:29 to 11:34 a.m.

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

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

Q: When will the County Office be reopening?

Councils' Reply:

A: Sneeze shields have been installed at the front counters and a request will be going out to RMA to recommend compile a survey - & maybe September 1, 2020.

**Finance Manager's Report:**

**Actual to Budget Report**

Brenda Adamson, Finance Manager provided an updated Financial Report for the period of May 19, 2020 to June 17, 2020.

**Fed GAS TAX**

900-20: Halisky

That Smoky Lake County Council approve action taken by the Finance Manager in submitting applications to the Federal Gas Tax Grant Fund towards the County's 25% portion of costs not covered by Alberta Transportation for bridge repairs to Bridge Files (BF): BF77862, BF09975, BF74929, and BF78004; and, approve this budgeted cost and allocation of grant funds.

Carried.

**Property Tax Request**

901-20: Gawalko

That Smoky Lake County **deny** the request received from Tykewest Limited, dated June 5, 2020, in regard to a 15% discount to Property Tax Roll # 54000097; **and alternatively**, offer to enter into a tax agreement whereby the County will waive penalties subject to Tykewest Limited paying 50% of the Year-2020 Property Taxes for Roll # 54000097 by October 31, 2020 and pay the remaining balance in equal payments each month thereafter with full payment received by February 28, 2021.

Carried.

### Finance Manager's Report

902-20: Orichowski That the Smoky Lake County Financial Report prepared by Brenda Adamson, Finance Manager for the period of May 19, 2020, to June 17, 2020, be accepted for information.

Carried.

**Meeting Recessed** Meeting recessed for Lunch, time 11:58 a.m.

**Meeting Reconvened** The meeting reconvened on a call to order by Reeve Craig Lukinuk at 12:23 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, Communications Technician, Agricultural Fieldman, Recording Secretary, one member of the public and one member of the media.

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



### 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.
- 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 Virtually: (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 Virtually: (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 Virtually: (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 Virtually: (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 though 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.

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Sincerely,

Craig Lukinuk, Smoky Lake County Reeve

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**Reeve's Report**

903-20: Cherniwchan That the Smoky Lake County Reeve's Report received for the period of May 21, 2020 to June 18, 2020 be accepted and filed for information.

Carried.

Daniel Moric, Natural Gas Manager, virtually joined the meeting, time 12:28 p.m.

Kyle Schole, Planning and Development Assistant, virtually joined the meeting, time 12:39 p.m.

Member of the Media, Redwater Review left the meeting, time 12:41 p.m.

Lydia Cielin, Assistant Chief Administrative Officer, left the meeting, time 1:00 p.m.

**5. Issues for Information:**

**Manager's Reports:**

**Public Works Manager**

**Road Bans**

904-20: Orichowski That Smoky Lake County implement a Road Ban on all County roads to restrict hauling axle weights to 75% effective June 25, 2020 at 11:00 a.m. until further notice.

Carried.

**Manager's Reports**

905-20: Halisky That the Smoky Lake County Management Reports received for the period between May 20, 2020 to June 21, 2020 from; Doug Ponich, Public Works Manager; Bob Novosiwsky, Public Works Road Foreman; Dave Kully, Public Works Shop Foreman; Ed English, Bylaw Enforcement/Peace Officer/Parks and Recreation Manager; Carleigh McMullin, Agricultural Fieldman; Jordan Ruegg, Planning and Development Manager; Trevor Tychkowsky, Safety Officer Communications and GIS Department, be accepted and filed for information.

Carried.

**Training Events – Reports**

906-20: Cherniwchan That Smoky Lake County Council acknowledge there were no Reports received in respect to Management Policy Statement No. 01-M-41: Reporting on Training Events in the month of June 2020.

Carried.

**5. Issues for Information:**

**Committee Task Forces and Boards: Reports**

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

- Alberta CARE (Alberta Coordinated Action for Recycling Enterprises) Conference is scheduled for September 9-11, 2020 in Pincher Creek, Alberta.
- The Annual General Meeting is scheduled for December 4, 2020 in Leduc.

**Corridor Communications Inc. (CCI) Wireless**

- Addressed in the Reeve's Report.



### **Doctor Recruitment and Retention**

- Addressed in the Reeve's Report.

### **Evergreen Regional Waste Management Services Commission**

- Meeting held on June 17, 2020 and addressed in Councillor Orichowski's written Report:
  - Richmond Steel's offer of \$35 per Tonne for scrap metal accepted and asked if they will offer that price towards fall as most transfer sites are not requiring removal yet.
  - The Commission operating license renewal was approved but appealed by a resident and legal representation has been retained to represent the Commission at the hearing.
  - Frog Lake First Nations is now hauling their own waste to Evergreen. An agreement regarding tonnage and tipping fees will have to be signed.
  - The board approved renting a tractor from the Waste manager as needed to operate the shredder for cell cover. Payments will be at Government rates.
  - Solid Waste Association of North America (SWANA) Northern Lights Chapter's conference is scheduled to go ahead on November 23-26, 2020 in Banff.
  - New rules for operating Commissions are coming down from the Provincial Government but have not received any literature of such yet.
  - Next meeting is scheduled for July 15, 2020, at 10:00 a.m.

### **Family Community Support Services Committee**

907-20: Halisky

That the report received by Smoky Lake County from Jacob Fox, Family School Liaison Worker (FSLW), titled "Family School Liaison Program Smoky Lake County FCSS FSLW Case Report & Review", for the period of January 2020 to June 2020, along with an overview of activities report, be acknowledge as a program update.

Carried.

### **Fire and Rescue Liaison Committee**

- Smoky Lake
  - No Report.
- Vilna
  - Smoky Lake County and Village of Vilna had a Joint Council Meeting held on June 22, 2020, to discuss a Personnel Issue in respect to Vilna & District Volunteer Fire Department, under the authority of FOIP Act: Section 18: Individual or Public Safety.
- Waskatenau
  - No Report.

### **Government Liaison Committee**

- Addressed in the Reeve's Report.

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

- Meeting held on June 24, 2020 and addressed in Councillor Orichowski's written Report:
  - Thompson Bros. Construction company is completing deficiencies on the waterline project from Smoky to Bellis. Inspections are to be done mid-July.
  - A change order is being prepared to address cold mix repair to Range Road 170.
  - Armstrong Construction company's deficiency inspection is to be done June 30, 2020. And waiting for the go ahead to do cold mix repair to Range Road 130.
  - Construction of the WLFN water reservoir is continuing. Weather has been a factor but has not changed the completion date timeline.

- Rain has caused issues for hauling on equipment and material on Range Road 125 and 130. The contractor is working with the county to keep everyone moving.
- The Commission executed a Memorandum of Understanding (MOU) with Thorhild County for compensation from the Commission for work performed by Thorhild County staff on behalf of the Commission.
- A little more detail regarding the grant dollars used for the WLFN water project was requested. The Finance Manager will break it down and present it to the board at the next meeting.
- An email received from Councillor Gawalko regarding compensation for inconvenience to two landowners along the project was deferred to the next meeting.
- Next meeting is scheduled for August 26, 2020 at 10:00 a.m.

#### **Joint Health and Safety Committee**

- Minutes of May 15, 2020 included in this agenda package.
- An informal meeting was held on June 19, 2020 and the meeting notes will be included in the next Council Agenda Package including the Committee Member Reports and two incidents reported for the period of May 15, 2020 to June 19, 2020 as addressed in Councillor Halisky's written report:
  1. An Employee had a medical emergency while operating a tractor mower, a co-worker was able to bring the unit to a safe stop and called 911 – WCB was notified – the employee received medical attention in hospital and is doing well – there was damage to a fence and minimal crop damage, the County will repair the fence.
  2. A tractor mower Operator jumped off the unit twisting their right knee, felt pain, iced it, and was still sore the next day is sought medical attention – prevention would be to not jump off.
- Next Meeting is scheduled for August 13, 2020.

#### **Municipal Planning Commission**

- Addressed in the Reeve's Report.

#### **Municipal Planning Commission Meeting**

908-20: Halisky

That the next Smoky Lake County **Municipal Planning Commission Meeting** be scheduled for Tuesday, **June 30, 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.

#### **Northeast Alberta Information HUB**

- Meeting held on June 24, 2020 and address in Councillor Halisky's written report:
  - Welcome message delivered by Steve Upham which included working with COVID-19 requirements.
  - MLA David Hanson thanked everyone for their patience as the Government of Alberta works through COVID-19 pandemic. He also mentioned that the Government of Alberta is continuing to implement stimulus packages such as the recent \$150 million for water/waste water projects, that the Service Minister is pushing forward with broadband/connectivity and Highway 28 widening/resurfacing will likely take place in the next couple years.
  - The financial report was given by Richard Jean from JMD Group LLP with all in good standing.
  - Alberta Hub Operations was discussed with reduced core funding from the Government of Alberta. A three-year funding term is being brought forward to the provincial government.
  - Alberta HUB continues to work with all energy sectors including Oil & Gas, Agriculture, Aerospace and Tourism.

- Alberta HUB thanked MLAs, MPs and Government of Alberta for continued support.
- Alberta HUB Board of Directors Elections took place with all previous members winning by acclamation.
- Speaker Todd Hirsch Vice President & Chief Economist ATB Financial gave a “Learning to Live with COVID-19” presentation. Now businesses are working with the COVID-19 pandemic versus trying to work around it and that, in the second half of 2020 the economy is most likely going to be approached with caution following COVID-19 directives and a second COVID-19 wave will likely happen with little economic impact. He also stated that 2020 is compared to the 1930’s depression with a 7.5% decrease in economic growth and 2021 is expecting to have an economic growth of 2.5% to 3.5%.
- Next Meeting will be scheduled at the call of the Chairperson.

**North East Muni-Corr. Ltd.**

- Minutes of May 31, 2020 included in this agenda package.
- Meeting held June 24, 2020 and address in Councillor Cherniwchan’s written report:
  - Discussion on Maintenance: Beaver River Trestle gates are open and have been bent and wrecked by 4x4 ATVs. Lots of vehicle traffic on both sides of the river and across the trestle. Middle Creek culvert was washed out and the trail was impassable at that section for two weeks. There was flooding at Fontaine’s east of Edouardville and at Pomerleau’s west of Edouardville. The drainage channel that the County of St. Paul installed collapsed and caused the water to back up. The Ashmont ramp needs the decking replaced and trees around it trimmed back.
  - Received correspondence from the M.D. of Bonnyville regarding grading and mowing, as well as from the County of St. Paul regarding washout, flooding, collapsed ditch and potential washout at Boscombe.
  - The Town of Bonnyville is to ensure the waterline contractor has the detour signs properly in place.
  - An adjacent landowner near Bellis wants to install a fence & gates.
  - A motion was passed to allow the Town of St. Paul Peace Officers to drive and park on the trail for radar purposes and public safety compliance.
  - RMRF LLP and the MD of Bonnyville are to draft a maintenance agreement for the paved sections of the trail.
  - Met with Travel Alberta and will be 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 Heinsberg).
  - Next Meeting is scheduled virtually for July 13, 2020.

**Northern Lights Library Board**

- Addressed in the Reeve’s Report.

**Northern Lights Library Board - Requisition**

909-10: Halisky

That Smoky Lake County acknowledge receipt of the Northern Lights Library System “Rural Services Grant Disbursement” received from Julie Walker, Executive Director, received May 22, 2020, based on Smoky Lake County’s 2016 population of 2459 at a rate of \$5.55 per capita for a total in the amount of \$13,647.45 plus 1% Administration Fee for a total in the amount of \$13,510.98 disbursed as follows:

Anne Chorney Library	25%	\$3,377.74
Smoky Lake Municipal Library	50%	\$6,755.49
Vilna Municipal Library	25%	\$3,377.74
<b>TOTAL</b>	<b>100%</b>	<b>\$13,510.98</b>

Carried.

**Policy Committee**

- No Report.

**Policy Committee Meeting**

910-20: Halisky That the Smoky Lake County **Policy Committee Meeting** scheduled for Tuesday, June 30, 2020 at 10:00 a.m., be **rescheduled** to **Thursday, July 16, 2020 at 10:00 a.m.** to be held virtually, through Electronic Communication Technology as per Bylaw 1376-20 **and/or** in County Council Chambers.

Carried.

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


- Next Meeting is scheduled for July 24, 2020 at 11:00 a.m.

**Regional Community Development Committee (RCDC)**


- Addressed in the Reeve's Report.
- Next Meeting is scheduled for June 30, 2020.

**Policy Statement No. 61M-02-01: RCDC Work Plan**

911-20: Cherniwchan That Smoky Lake County adopt Policy Statement No. 61M-02-01: Regional Community Development Committee (RCDC): Work Plan, as recommended by the Regional Community Development Committee at their Meeting held on June 10, 2020 as follows:



**SMOKY LAKE COUNTY**



<b>Title: Regional Community Development Committee (RCDC): Work Plan</b>		<b>Policy No.:</b> 02-01	<b>E</b>
<b>Section:</b> 61 - M	<b>Code:</b> P - A	<b>Page No.:</b> 1 of 8	

<b>Purpose:</b>	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.
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**Policy Statement and Guidelines:**

**STATEMENT:**

The **Regional Community Development Committee (RCDC) Work Plan, Schedule "A"** 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.

**BENEFITS:**

The Regional Community Development Committee (RCDC) Work Plan will provide the following benefits:

- 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.

**REVIEW:**

The Regional Community Development Committee (RCDC) Work Plan will be reviewed and presented to Council on an annual basis beginning of each year.

Section 61-M

Policy: 02-01



**SCHEDULE "A"**



**REGIONAL COMMUNITY DEVELOPMENT COMMITTEE (RCDC): WORK PLAN 2020**

TIME	WORK SCHEDULE PROJECTS	WORK DESCRIPTION PROJECTS	ELEMENTS: TASKS DUTIES	VERIFIED OUTCOME
<b>DAILY</b>				
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.	Proactively seek out opportunities to be present in Regional communities. <ul style="list-style-type: none"> <li>▪ 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.</li> <li>▪ Conduct surveys and/or studies that provide more research and statistical material.</li> <li>▪ Communicate activities, processes on an ongoing basis to identify areas for improvement and to adjust as needed.</li> <li>▪ Develop and maintain a database of existing businesses for regular contact.</li> <li>▪ Stay apprised of real-estate availability for potential investor opportunities.</li> </ul>	Improved community engagement.

**Regional Community Development Committee (RCDC): Work Plan COMMITTEE**

**REGIONAL COMMUNITY DEVELOPMENT COMMITTEE (RCDC): WORK PLAN 2020- Continued:**

TIME	WORK SCHEDULE PROJECTS	WORK DESCRIPTION PROJECTS	ELEMENTS: TASKS DUTIES	VERIFIED OUTCOME
<b>WEEKLY</b>				
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.
<b>MONTHLY</b>				
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 COMMITTEE**

REGIONAL COMMUNITY DEVELOPMENT COMMITTEE (RCDC): WORK PLAN 2020- *Continued*:

TIME	WORK SCHEDULE PROJECTS	WORK DESCRIPTION PROJECTS	ELEMENTS: TASKS DUTIES	VERIFIED OUTCOME
<b>MONTHLY -Continued</b>				
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.

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Regional Community Development Committee (RCDC): Work Plan COMMITTEE

REGIONAL COMMUNITY DEVELOPMENT COMMITTEE (RCDC): WORK PLAN 2020- *Continued*:

TIME	WORK SCHEDULE PROJECTS	WORK DESCRIPTION PROJECTS	ELEMENTS: TASKS DUTIES	VERIFIED OUTCOME
<b>QUARTERLY</b>				
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.  <i>Personal Contacts:</i> 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.
<b>YEARLY</b>				
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.

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Regional Community Development Committee (RCDC): Work Plan COMMITTEE



REGIONAL COMMUNITY DEVELOPMENT COMMITTEE (RCDC): WORK PLAN 2020- *Continued:*

TIME	WORK SCHEDULE PROJECTS	WORK DESCRIPTION PROJECTS	ELEMENTS: TASKS DUTIES	VERIFIED OUTCOME
<b>YEARLY-Continued</b>				
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.
<b>SEASONAL</b>				
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.
<b>PERIODIC</b>				
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.

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Regional Community Development Committee (RCDC): Work Plan COMMITTEE

REGIONAL COMMUNITY DEVELOPMENT COMMITTEE (RCDC): WORK PLAN 2020- *Continued:*

TIME	WORK SCHEDULE PROJECTS	WORK DESCRIPTION PROJECTS	ELEMENTS: TASKS DUTIES	VERIFIED OUTCOME
<b>PERIODIC -Continued</b>				
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.	<u>News Releases</u> published in the newspaper highlighting the RCDC work to inform and serve the Smoky Lake Region. Development of various <u>brochures/pamphlets</u> which highlight Economic Development or programs, services, or attractions offered. <u>Displays</u> 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.

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Regional Community Development Committee (RCDC): Work Plan COMMITTEE

REGIONAL COMMUNITY DEVELOPMENT COMMITTEE (RCDC): WORK PLAN 2020- *Continued:*

TIME	WORK SCHEDULE PROJECTS	WORK DESCRIPTION PROJECTS	ELEMENTS: TASKS DUTIES	VERIFIED OUTCOME
<b>PERIODIC- <i>Continued</i></b>				
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.
<b>2020 PROJECTS</b>				
May 4, 2020	<b>Motion 152-20</b>	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	<b>Motion 152-20</b>	Regional Transportation Strategy.	Transportation assets and needs quantified and recommendations presented to Committee for consideration.	Resident attraction and retention; employee retention.
May 4, 2020	<b>Motion 152-20</b>	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	<b>Motion 152-20</b>	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	<b>Motion 159-20</b>	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.

Carried.

**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.

**Smoky Lake Foundation**

- Meeting held on June 23, 2020 and addressed in Councillor Orichowski written report:
  - Continue to deal with COVID-19 restrictions.
  - Residents are now able to leave the lodge for essential business and appointments with strict guidelines.
  - Allowing outdoor visitation in designated areas with a maximum of 2 visitors and one of those visitors must be a designated, essential visitor.
  - Policy #HS-231, regarding the use of an Automated External Defibrillator (AED) within the facilities was reviewed and passed. The Foundation will now purchase and install 2 AEDs in Bar V Nook Manor and 1 in Vilna Lodge.
  - It is expected that COVID-19 could have a financial impact to the Foundation in the amount of \$300,000 plus. Administration is confident that financial relieve from the Government will offset those expenses.
  - All facilities remain relatively full. There is finally an interest in the Waskatenau self-contained units, with 3 move-ins likely within the next month.
  - Vilna Lodge is undergoing a face lift of the front entrance and parking lot with flower barrels, concrete work, etc..
  - The six-month probation period has expired for the new CAO. The board and staff are very pleased. Ms. Loni Leslie will now be given the permanent position. A performance review will be conducted annually.
- Next regular meeting is scheduled for July 21,2020 at 9:00 a.m.

**Smoky Lake Region Fire and Rescue Committee**

- Address in the Reeve's Report.
- Next regular meeting is scheduled for July 24, 2020.

### **Smoky Lake Heritage Board**

- Meeting held May 26, 2020, attend by the Planning and Development Manager and Assistant.
- Discussion held on 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 the Free Trader's Cabin, the Victoria Trail Municipal Historic Area designation and the Victoria District Caveat Program.

### **Smoky Lake Heritage Board President's Report**

912-20: Halisky That Smoky Lake County acknowledge receipt of the Smoky Lake Heritage Board President's Report, dated May 26, 2020 submitted by the Chairperson: Noreen Easterbrook, in accordance with Bylaw No. 1236-11, and retained for future reference.

Carried.

### **Municipal Historic Designation - Waskatenau General Store**

913-20: Orichowski That Smoky Lake County assist the Village of Waskatenau in the preparation of a Municipal Historic Resource Designation Bylaw for the Waskatenau General Store, located within the Smoky Lake Region at 5034 50 Street, Waskatenau, Alberta, legally described as Plan 4934CD, Block 1, Lot 6, in accordance with Policy Statement No. 61-15-01: Designation of Municipal Historic Resources, and as recommended by the Smoky Lake County Regional Heritage Board, as per the letter received from the Board Chair, Noreen Easterbrook, dated June 17, 2020.

Carried.

### **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**

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

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

- Meeting held June 23, 2020.
- Councillor Halisky verbally reported that approval has been received to start patrolling within the Provincial COVID-19 health guidelines.
- Next meeting will be scheduled at the call of Chairperson.

### **Committee Task Force and Board Reports**

914-20: Orichowski That Smoky Lake County's Committee Task Force and Board Reports presented by Councillors as of June 25, 2020, be accepted for information.

Carried.

## **6. Correspondence:**

### **Alberta Union of Provincial Employees**

915-20: Orichowski That the letter received by Smoky Lake County from Kevin Barry and Mike Dempsey, Alberta Union of Provincial Employees (AUPE), dated May 15, 2020 in regard to a call on the Government of Alberta to stop with job cuts in Alberta Health Services, be filed for information.

Carried.

Craig Lukinuk, Reeve, virtually left the meeting, and the Deputy Reeve assumed the chair, time 2:07 p.m.

Craig Lukinuk, Reeve, virtually re-joined the meeting, and assumed the chair, time 2:10 p.m.

### **Garner Lake Birchland Resort – Trail Access and**

916-20: Cherniwchan That Smoky Lake County **defer** the email received from Ron and Christine Hammermaster, dated June 10, 2020 in regard to trail accesses and tax dollars spent at Garner Lake, Birchland Resort, to allow time for further investigation of the access trails and potential access trails, as well as to allow time to compile a response in regard to the tax dollars spent.

Carried.

### **Information Releases**

917-20: Halisky

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 month of June 2020, be **filed for information**:

- R23-20: Rural Municipalities of Alberta RMA Contact Newsletter, dated May 29, 2020.
- R24-20: Aspen View Public Schools Board Highlights Newsletter, dated May 28, 2020.
- R25-20: Letter from Omer Moghrabi, Mayor, Lac La Biche County, dated May 15, 2020, postponing the 2020 Healthier Communities Golf Tournament to September 18, 2020.
- R26-20: Presentation slides from Rural Municipalities of Alberta RMA “Ask the Expert” in regard to what a “relaunch” means to municipal and community services.
- R29-20: Letter from Nancy Broadbend, President and CEO, Portage College, dated May 19, 2020 along with a copy of a report publication called “Voyage - Portaging Together” highlighting positive experiences while collaborating with corporate partners.
- R31-20: Letter from the Honourable Kaycee Madu, Minister of Municipal Affairs, dated June 2020 along with a document titled “Questions and Answers: Town Hall Teleconferences” which includes information on provincial initiatives and funding programs to overcome the negative effects of the pandemic.
- R33-20: Aspen View Public Schools Board Highlights Newsletter, dated June 11, 2020.
- R35-20: Rural Municipalities of Alberta RMA Contact Newsletter, June 12, 2020.

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

- R27-20: Letter from the Honourable Kaycee, Madu, Minister of Municipal Affairs, dated June 10, 2020, in regard to the 2020 Gas Tax Fund (GTF) allocation for Smoky Lake County being in the amount of \$140,773.00.
- R28-20: Letter from Ric McIver, Minister of Transportation, dated May 1, 2020, confirming the Bridge Projects BF: 77862, 09975, 74929, and 78004 will be funded under the Strategic Transportation Infrastructure Program (STIP).
- R30-20: Notice letter from the Owners and Manager of the Super 8 hotel in Smoky Lake notice regarding COVID 19 and the extra measures taken to keep guest and employees safe.
- R32-20: Response letter from Inspector Jeremie Landry, Operations Officer, Eastern Alberta District, RCMP “K” Division, dated June 10, 2020, providing an update on the Eastern Alberta District Rural Crime Reduction Unit (EAD-RCRU).
- R34-20: Letter from Neil O’Shea, Superintendent, Aspen View Public Schools, dated June 18, 2020, rescheduling visits to Council meetings and an invitation for the County to attend regular Board of Trustees meetings.

Carried.

**Addition to the Agenda:**

**Whitefish Lake, Hillside Acres Subdivision – Shoreline and Docks**

918-20: Gawalko That Smoky Lake County respond to the letter received from Roy and Judy Shupenia dated June 25, 2020, in regard to the shores of Whitefish Lake, Hillside Acres Subdivision, in respect to dock permits, with information outlining the County’s obligations to the Province along with the Provincial Contact for reporting concerns.

Carried.

**10. Bills & Accounts:**

919-20: 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: June 25, 2020**

Batch #	Cheque Numbers	Total of Batch
49785	49486 to 49516	\$62,343.57
49805	49517 to 49540	\$267,086.40
49918	49541 to 49565	\$75,340.18
49984	49566 to 49594	\$32,310.73

**Total Cheques from 49486 to 49594** **\$437,080.88**

**Direct Debit Register**

Batch #	Description	Total of Batch
49854	Smoky Lake County	\$353,218.71

**Total Direct Debits** **\$353,218.71**

**Grand Total Bills and Accounts** **\$790,299.59**

*(Note: From General Account)*

Carried.

**Committee of the Whole for the purpose of Administration**

920-20: Gawalko That the next Smoky Lake **County Council Committee of the Whole for the purpose of Administration** be scheduled for Tuesday, **June 30, 2020 at 10:00 a.m.**, to be held virtually, through Electronic Communication Technology as per Bylaw 1376-20 **and/or** in County Council Chambers.

Carried.

**Regional Fire & Rescue Committee Meeting**

921-20: Halisky That Smoky Lake County **reschedule** the **Regional Fire & Rescue Committee Meeting** from June 17, 2020 at 1:00 p.m. to **Friday, July 24, 2020 at 1:00 p.m.**, to be held virtually, through Electronic Communication Technology as per Bylaw 1376-20 **and/or** in County Council Chambers.

Carried.

**County Council Departmental Meeting**

922-20: Orichowski That the next Smoky Lake County Council Departmental Meeting be scheduled for Tuesday, **July 28, 2020 at 9:00 a.m.**, to be held virtually, through Electronic Communication Technology as per Bylaw 1376-20 **and/or** in County Council Chambers.

Carried.

**County Council Meetings**

923-20: Halisky That the next Smoky Lake County Council Meeting be scheduled for Thursday, **August 27, 2020 at 9:00 a.m.**, to be held virtually, through Electronic Communication Technology as per Bylaw 1376-20 **and/or** in County Council Chambers.

Carried.

**County Council Meetings**

924-20: Cherniwchan That the next Smoky Lake County Council Meeting be scheduled for Thursday, **September 24, 2020 at 9:00 a.m.**, to be held virtually, through Electronic Communication Technology as per Bylaw 1376-20 **and/or** in County Council Chambers.

Carried.

**County Council Committee of the Whole – Planning Meeting**

925-20: Halisky That the next Smoky Lake County Council Committee of the Whole for the purpose of Planning be scheduled for Monday, **July 20, 2020 at 10:00 a.m.**, to be held virtually, through Electronic Communication Technology as per Bylaw 1376-20 **and/or** in County Council Chambers.

Carried.

**ADJOURNMENT:**

926-20: Lukinuk That the Smoky Lake County Council Meeting of June 25, 2020, be adjourned, time 2:33 p.m..

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REEVE

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CHIEF ADMINISTRATIVE OFFICER