

SMOKY LAKE COUNTY

A G E N D A: County Council Meeting to be held on
Thursday, **March 25, 2021** at 9:00 A.M.
Virtual through Zoom Platform

Meeting ID: 817 6674 8324 Passcode: 437166

<https://us02web.zoom.us/j/81766748324?pwd=NHIQUUJCMUFMQmpSdW5BQjFsRlROQT09>

And with Council physically present in the County Council Chambers, Smoky Lake.

1. Meeting:

Call to Order

2. Agenda:

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

3. Minutes:

1. Minutes of February 19, 2021 – **County Council Committee of the Whole for the Purpose of Administration** Meeting. ©

Recommendation: Motion to Adopt.

2. Minutes of February 25, 2021 – **County Council** Meeting. ©

Recommendation: Motion to Adopt.

3. Minutes of March 4, 2021 – **Special County Council** Meeting. ©

Recommendation: Motion to Adopt.

4. Minutes of March 4, 2021 – **County Council Departmental Operations** Meeting. ©

Recommendation: Motion to Adopt.

5. Minutes of March 8, 2021 – **County Council Committee of the Whole for the Purpose of Planning** Meeting. ©

Recommendation: Motion to Adopt.

4. Request for Decision:

1. **Bylaw No. 1393-21:** Amend Land Use Bylaw. ©
2. Road Maintenance Agreement with Thorhild County. ©
3. **Bylaw No. 1368-20:** Intermunicipal Collaboration Framework (ICF) -Smoky Lake County and Thorhild County. ©
4. Safety Codes Audit. ©
5. Safety Codes Contract. ©
6. **Policy Statement No. 01-26-05:** Regular County Council Meeting: Agenda Format. ©
7. Smoky Lake Fire Department Storage Building. ©

8. **Bylaw No. 1394-21:** Hamlet of Bellis Sewer System. ©
9. **Bylaw No. 1395-21:** Borrowing Bylaw. ©

5. **Issues for Information:**

1. Reports:

5.1.1 Chief Administrative Officer:

- a. Monthly Report: February 26, 2021 to March 18, 2021. ©
- b. Financial Statement for the month of: **January 2021.** ©
- c. Action List:
 - i. County Council Meeting – February 25, 2021. ©
 - ii. Special County Council Meeting – March 4, 2021. ©
 - iii. County Council Departmental Operations Meeting – March 4, 2021. ©
 - iv. County Council Committee of the Whole for the Purpose of Planning Meeting – March 8, 2021. ©

5.1.2 Municipal Finance:

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

5.1.3 Reeve's Report.

- a. February 19, 2021 to March 17, 2021. ©

5.1.4 Councillor Reports.

- a. Division One.
- b. Division Two.
- c. Division Three.
- d. Division Four.
- e. Division Five.

Addressed and reported
during Committee: Task
Forces and Boards
(Section 5.2)

5.1.5 Training Events – Reports.

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

2. Committee: Task Forces and Boards

- 5.2.1 Alberta CARE (Alberta Coordinated Action for Recycling Enterprises) Committee
- 5.2.2 Corridor Communications Incorporated– *(In Executive Session)*
- 5.2.3 Doctor Retention & Recruitment Committee
- 5.2.4 Evergreen Regional Waste Management Commission

- 5.2.5 Family Community Support Services Committee
 - a. Shannon Smith, Director of Student Services, Aspen View Public Schools, dated January 28, 2021 – Re: Continued collaboration with Family School Liaison Worker Program. ©

Recommendation: Acknowledge receipt.

- b. Family School Liaison Worker Meeting: February 8, 2021. ©

5.2.6 Fire and Rescue Liaison Committee

Smoky Lake:

Vilna:

Waskatenau:

5.2.7 Government Liaison Committee

- a. **Minutes:** March 3, 2021 – [Reference Motion #GL002-21 “Rural Municipalities of Alberta- Request for Stronger Advocacy.”](#) ©

Recommendation: Approve action taken: Letter sent March 17, 2021.

5.2.8 Highway 28/63 Regional Water Services Commission

5.2.9 Joint Health and Safety Committee

5.2.10 Municipal Planning Commission:

5.2.11 Northeast Alberta Information HUB

5.2.12 North East Muni-Corr. Ltd.

- a. Dwayne Yaremkevich, President, North East Muni-Corr Ltd, dated February 17, 2021- Re: Requesting support for long-term planning efforts in achieving self-sustainability. ©

Recommendation: Support in principle.

- i. Motions passed by the Town of Bonnyville. ©
- ii. Draft Motion from M.D. of Bonnyville: Denies the request for support.

- b. **Division Two Report:** March 8, 2021. ©

5.2.13 Northern Lights Library Board

5.2.14 Policy Committee: **Request for a Policy Committee Meeting.**

Recommendation: Schedule a meeting.

5.2.15 R.C.M.P. Liaison Committee

5.2.16 Regional Community Development Committee (RCDC)

- a. **Request for Decision:** 2021 Economic Development Budget. ©

Recommendation: See Request for Decision.

- b. **Action List:** January 15, 2021. ©

5.2.17 Regional Emergency Management

5.2.18 Risk-Pro Control Management Committee

- a. **Letter:** Duane Gladden, Genesis Principal Attorney, dated March 5, 2021 – Re: Genesis Annual General Meeting: April 8, 2021 – Virtual. ©

Recommendation: Who can attend-attend.

- b. Leanna Gray, Secretary/ Treasurer, Bellis Curling Association, dated March 2, 2021 – Re: Request for Funding. ©

Recommendation: Council's discretion.

Added Named Insured: Minutes:

Waskatenau Pryveet Dance Club

- c. Minutes: February 8, 2021. ©

Smoky Lake Riding Club

- d. Minutes: March 10, 2021. ©

5.2.19 Smoky Lake Community Day Care Cooperative Committee

5.2.20 Smoky Lake Foundation

5.2.21 Smoky Lake Region Fire and Rescue Committee

5.2.22 Smoky Lake Heritage Board

5.2.23 Joint Municipalities:

5.2.24 Smoky Lake Agricultural Society

5.2.25 Intermunicipal Collaboration Committee

5.2.26 Citizens-on-Patrol Association

5.2.27 Ukrainian Twinning Committee

6. Correspondence:

1. Jared Stitsen, Reeve, Westlock County, dated February 23, 2021 – Re: Concerns regarding proposed changes to AER Directive 067. ©

Recommendation: Provide letter of support.

2. Honourable Ric McIver, Minister of Municipal Affairs – Re: Budget 2021 Information. ©

Recommendation: Acknowledge receipt.

3. Honourable Ric McIver, Minister, Alberta Municipal Affairs – Re: Changes to Government of Alberta's Disaster Recovery Program. ©

Recommendation: Acknowledge receipt.

4. Shannon Stubbs, MP, Lakeland – Re: Request for municipalities to pass suicide hotline (988) motion. ©

Recommendation: Acknowledge and promote for awareness this resource by passing suggested motion provided.

5. Noel Simpson, General Manager, Smoky Lake Golf Course – Re: Requesting donation for the Smoky Lake Golf Course Jr. Golf Program. ©

Recommendation: Donate \$2000.00 – as per verbal request.

Donated \$1000.00: July 19, 2019 – Motion #932-19

6. Summary: Thank You's received to Smoky Lake County for the Month of March 2021. ©

Recommendation: File for information.

7. **Information Releases:** Month of March 2021. ©

Recommendation: R16-21, R18-21 and R21-21 to R22-21 be filed for information. R17-21, R19-21 and R20-21 be acknowledged receipt of information.

7. **Delegation(s):**

1. JMD Group LLP - Barb McCarthy, CA Chartered Accountant @ **10:00 a.m.** - Re: Smoky Lake Consolidated Financial Statement and the Smoky Lake Gas Utility Financial Statement for December 31, 2020 year-end. ©
2. Michelle Wright, Community Economic Development Officer, Smoky Lake Region @ **11:00 a.m.** – Re: Victoria District Economic Development Strategy Business Plan. © (*See Executive Session 8.1*).
3. Steve Leliuk, @ **11:15 a.m.** - Re: Waterfront access proposal. ©
4. Bob Daudlin, Assessor, Accurate Assessment @ **1:00 p.m.** – Re: 2020 Assessment Information.
5. Neil O'Shea, Superintendent, Aspen View Public Schools @ **2:30 p.m.**- Re: New School Update. ©

8. **Executive Session:**

1. Legal: in respect to the Victoria District Economic Development Strategy Business Plan, under the authority of FOIP Act: Section 27: Privileged Information and Section 16: Third Party Business Interests. (*See Delegation Session 7.2*).

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

10. **Bills and Accounts:**

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

12. **Adjournment**

SMOKY LAKE COUNTY

Minutes of the **County Council Committee of the Whole Meeting for the purpose of Administration on Friday, February 19, 2021 at 9:06 A.M.** held in County Council Chambers and 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:

ATTENDANCE		
<u>Div. No.</u>	<u>Councillor(s)</u>	<u>Friday, Feb.19, 2021</u>
1	Dan Gawalko	Present in Chambers
2	Johnny Cherniwchan	Present in Chambers
3	Craig Lukinuk	Present in Chambers
4	Lorne Halisky	Present in Chambers
5	Randy Orichowski	Present in Chambers
CAO	Gene Sobolewski	Present in Chambers
Assistant CAO	Lydia Cielin	Present in Chambers
Finance Manager	Brenda Adamson	Present in Chambers
Legislative Svcs/R.S.	Patti Priest	Present Virtually

No Member of the Media was present.
No Member of the Public was present.

2. Agenda:

413-21: Cherniwchan That the Agenda for the Smoky Lake County Council Committee of the Whole Meeting for the purpose of Administration for February 19, 2021, be adopted, as presented.

Carried Unanimously.

3. Minutes:

No Minutes.

8. Executive Session:

Collective Agreement - International Union of Operating Engineers, Local Union No. 955
414-21: Halisky That Smoky Lake County Council go into Executive Session to discuss a Personnel Issue: in respect to the Collective Agreement between Smoky Lake County and the International Union of Operating Engineers, Local Union No. 955 Bargaining, under the authority of FOIP Act: Section 27: Privileged Information and Section 24: Advice from Officials, time 9:07 a.m.

Carried.

Patti Priest, Legislative Services Clerk, virtually left the meeting, time 9:07 a.m.

415-21: Gawalko That Smoky Lake County Council go out of Executive Session, time 3:49 p.m..

Carried.

ADJOURNMENT

416-21: Lukinuk That the Smoky Lake County Council Committee of the Whole for the purpose of Administration Meeting of Friday, February 19, 2021, be adjourned, time 3:50 p.m..

Carried.

REEVE

S E A L

CHIEF ADMINISTRATIVE OFFICER

SMOKY LAKE COUNTY

Minutes of the **County Council Meeting** held on Thursday, **February 25, 2021** at 9:05 A.M. held virtually online through Electronic Communication Technology: Zoom Meeting and physically in Council Chambers.

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

ATTENDANCE		
<u>Div. No.</u>	<u>Councillor(s)</u>	<u>Thursday, Feb. 25, 2021</u>
1	Dan Gawalko	Present in Chambers
2	Johnny Cherniwchan	Present in Chambers
3	Craig Lukinuk	Present in Chambers
4	Lorne Halisky	Present in Chambers
5	Randy Orichowski	Present in Chambers
CAO	Gene Sobolewski	Present in Chambers
Assistant CAO	Lydia Cielin	Present in Chambers
Finance Manager	Brenda Adamson	Present in Chambers
Legislative Svcs/R.S.	Patti Priest	Virtually Present

Observers in Attendance Upon Call to Order:

Public Works Mgr.	Doug Ponich	Virtually Present
Plan/Dev Manager	Jordan Ruegg	Virtually Present
Plan/Dev Assistant	Kyle Schole	Virtually Present
Natural Gas Manager	Daniel Moric	Virtually Present
Agricultural Fieldman	Carleigh McMullin	Virtually Present
GIS	Carole Dowhaniuk	Virtually Present
Communications Tech.	Evonne Zukiwski	Virtually Present
CEDO	Michelle Wright	Virtually Present
Media	Smoky Lake Signal	Virtually Present
Media	Redwater Review	Absent
Public	2 Members	Virtually Present

2. Agenda:

417-21: Cherniwchan That the Smoky Lake County Council Meeting Agenda for Thursday, February 25, 2021, be adopted, as amended:

Additions to the Agenda:

1. Tractor and Blade Mount Tender Results.

Carried Unanimously.

3. Minutes:

Minutes of January 19, 2021 – County Council Committee of the Whole - Administration

418-21: Orichowski That the minutes of the **Smoky Lake County Council Committee of the Whole for the Purpose of Administration**, held on Tuesday, January 19, 2021, be adopted as presented.

Carried.

Minutes of January 28, 2021 – County Council Meeting

419-21: Gawalko That the minutes of the **Smoky Lake County Council Meeting** held on Thursday, January 28, 2021, be adopted as presented.

Carried.

Minutes of February 16, 2021 – Special County Council Meeting

420-21: Halisky That the minutes of the **Smoky Lake County Council Special Meeting** held on Tuesday, February 16, 2021, be adopted as presented.

Carried

Meeting Recessed

Meeting recessed for Public Hearing, time 9:07 a.m.

VIRTUAL PUBLIC HEARING:

Bylaw No. 1383-20: Smoky Lake County & Lamont County Intermunicipal Development Plan

1.0 Opening

The Virtual Public Hearing was **called to order at 9:15 a.m.** by the Reeve, Craig Lukinuk in the presence of all Council members, Planning and Development Manager, Planning and Development Assistant, Recording Secretary, **2 members of the public, and 1 member of the media.**

Confirmation was provided by the Chief Administrative Officer, that the Public Hearing had been advertised and notice was provided in accordance with the applicable legislation.

The purpose of the hearing was summarized:

To obtain public input in regard to Bylaw 1383-20: a bylaw to adopt an Intermunicipal Development Plan between Smoky Lake County and Lamont County.

2.0 Staff Presentation

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

BACKGROUND:

- August 27, 2019 – Smoky Lake County and Lamont County Intermunicipal Collaboration Framework and Intermunicipal Development Plan Preliminary Meeting
 - A meeting was held to discuss the requirements of Intermunicipal Collaboration Frameworks (ICFs) and Intermunicipal Development Plans (IDPs) as well as the ICF/IDP project objectives.
 - Specifically, the following requirements pertaining to IDPs were discussed:
 - *Municipal Government Act* requirements;
 - Land use planning;
 - Economic development; and
 - Transportation.
 - Specifically, the following objectives were identified for the IDP project:
 - Identification of the Plan Area's boundaries;
 - Identification of the preferred future land uses within the Plan Area;
 - Identification of opportunities and constraints to long-range growth within the Plan Area; and
 - Provide policies that guide land use and economic development that benefits both municipalities.
- February 20, 2020 – Smoky Lake County Council Meeting
 - **Motion 519-20:** “That Smoky Lake County Council utilize the extension granted by the Minister of Municipal Affairs under the Ministerial Order No. MSL:047/18, to April 1, 2021, for the development of an Intermunicipal Development Plan with Lamont County, and that notice shall be sent to Lamont County, informing them of Smoky Lake County's motion, and requesting that Lamont County pass a motion to the same effect, and send notice of said motion to the Minister of Municipal Affairs.”

- September 17, 2020 – Smoky Lake County and Lamont County Intermunicipal Collaboration Framework and Intermunicipal Development Plan Steering Committee Meeting
 - A meeting was held on September 17, 2020, to review the draft IDP that was prepared by Municipal Planning Services.
 - Following the meeting, the Planning and Development Department provided feedback to Municipal Planning Services on issues that Smoky Lake County would like to see addressed through the IDP.
- December 10, 2020 – Smoky Lake County Council Meeting
 - **Motion 216-20:** “That Smoky Lake County proceed with public participation process in accordance with *Policy Statement No. 01-51-01*, for the proposed Bylaw 1383-20: Lamont County Intermunicipal Development Plan (IDP), and determine a date, in early 2021, for the public to virtually participate due to the ongoing COVID-19 pandemic; and advertised the Public Notice in regard to same, accordingly in the Smoky Lake Signal and the Review newspapers for two consecutive weeks, as well as on the County’s website, social media and at the County office.”
- January 28, 2021 – Smoky Lake County Council Meeting
 - **Motion 314-21:** “That Smoky Lake County Bylaw No. 1383-20: Smoky Lake County and Lamont County Intermunicipal Development Plan, for the purpose of adopting the said plan, be given FIRST READING; and schedule a Public Hearing for Thursday, February 25, 2021, at 9:15 a.m., and advertise said Public Hearing in the local newspapers for two consecutive weeks, in accordance with section 230 and section 606 of the Municipal Government Act, and advertise said Public Hearing on the County’s website, social media platforms and at the County office.”
- A notice has also been posted on the County’s website since **February 2, 2021**, in the Grapevine on **February 8, 2021**, and on the County’s Facebook page on **February 4, 11 & 23, 2021**.
- The Public Hearing Notice was advertised in the Smoky Lake Signal the weeks of **February 9, 2021 and February 16, 2021** and in the Redwater Review the weeks of **February 10, 2021 and February 17, 2021**. The proposed bylaws were advertised, and notice has been provided in accordance with the applicable legislation.
- This Public Hearing has been scheduled to obtain public input on the proposed Bylaw in accordance with Section 230 of the Municipal Government Act.

A member of the public virtually joined the meeting, time 9:23 a.m.

Doug Ponich, Public Works Manager, virtually joined the meeting, time 9:25 a.m.

3.0 Public Presentations Via Written Submissions

There was one written submission received:



Delivery Services, Transportation
Central Region, Vermilion District

AT Reference No.: RSDP033995
AT File Number: IDP (Smoky Lake and Lamont)
Municipality File Number: IDP Referral - Smoky Lake County and Lamont County

February 22, 2021

Municipal Planning Services
#206, 17511 – 107th Avenue
Edmonton, AB T5S 1E5
Email: a.rosland@munplan.ab.ca

Attention Municipal Planning Services

Subject: Alberta Transportation Comments on – IDP for Smoky Lake County & Lamont

Regarding notification for the following municipal Proposals:

Reference / File Number	Description	Location
RSDP033995-1	Intermunicipal Development Plan - Smoky Lake County and Lamont County	Highway 855:18 Hwy 831:6

Thank you for the opportunity to review the draft Intermunicipal Development Plan between Smoky Lake County and Lamont County, Alberta Transportation has no objection and supports this process.

The department has the following additional comments that may pertain to this process:

- Highway 831 is being protected as a major two lane undivided highway between these two municipalities with anticipated grade widening, climbing lane improvements and bridge replacement within the next 10 – 15 years.
- Highway 855 is being protected as a minor two lane highway with 920 vehicles / day currently. There are no construction or bridge projects planned in the near future.

If you have any questions about the application process or requirements, please contact the undersigned Development and Planning Technologist.

Signed:

Digitally signed by Cindy Skjaveland
DN: cn=Cindy Skjaveland, o=Alberta
Transportation, ou=Central Region,
email=Cindy.Skjaveland@mun.ab.ca, c=CA
Date: 2021.02.22 10:26:52 -0700

Cindy Skjaveland, Dev and Planning Technologist

4.0 Public Presentations at the Public Hearing

There were **NO** Members of the Public virtually present who requested to speak **in opposition or in support** of proposed **Bylaw No. 1383-20**.

5.0 Questions and Answers

None.

6.0 Closing Remarks

There being no further presentations, the public hearing and discussion on Smoky Lake County's proposed **Bylaw No. 1383-20: Smoky Lake County & Lamont County Intermunicipal Development Plan**, was declared closed, time **9:27 a.m.**

County Council Meeting Reconvened

The Smoky Lake County Council Meeting reconvened, at a call to order by Reeve Lukinuk, time **9:29 a.m.** in the presence of all Council members, the Chief Administrative Officer, Assistant Chief Administrative Officer, Finance Manager, Planning and Development Manager, Planning and Development Assistant, Communications Technician, Natural Gas Manager, Community Economic Development Officer, Agricultural Fieldman, GIS Officer, Public Works Manager, Recording Secretary, 2 Members of the Public and one Member of the Media.

4. Request for Decision:

Bylaw No. 1383-20: Smoky Lake County & Lamont County Intermunicipal Development Plan

421-21: Gawalko

That Smoky Lake County Council amend the Bylaw given first reading on January 28, 2021, by Council Motion #314-21, known as **Bylaw No. 1383-20: Smoky Lake County and Lamont County Intermunicipal Development Plan**, by incorporating the following changes:

- a) Section 3.2 - Environment and Watershed Management of the bylaw be amended to revise Policy 3.2.5 to replace the word "shall" with "may." Policy now reads: Policy 3.2.5: "Development on lands identified as Environmentally Significant Areas (ESAs) by the Province of Alberta may be required to include as an application requirement, an Environmental Impact Assessment or Biophysical Assessment which provides sufficient information to ensure that important ecological features on the site are maintained and protected, as outlined in the respective County MDP."
- b) Section 3.5 - Natural Resources of the bylaw be amended to include the following as Policy 3.5.4: Policy 3.5.4: "The Counties shall work with oil and gas infrastructure development proponents to maintain the integrity of existing pipeline corridors within the Plan Area."
- c) Section 4.2 - Culture and Tourism Area of the bylaw be amended to remove Policy 4.2.3, and renumber subsequent policies accordingly. The deleted policy previously slated: Policy 4.2.3: "Confined feeding operations shall not be allowed within the Culture and Tourism Area in order to minimize negative impacts on adjacent properties and the water quality of the North Saskatchewan River."
- d) Section 4.2 - Culture and Tourism Area of the bylaw be amended to include the following new policies as Policies 4.2.3 and 4.2.4: Policy 4.2.3: "Development within the Culture and Tourism Area will be consistent with the Victoria District Economic Development Strategy." Policy 4.2.4: "Development within the Culture and Tourism Area shall be designed to enhance the socio-cultural authenticity of the communities, conserve built and living cultural heritage and traditional values, and contribute to intercultural understanding and tolerance."
- e) Section 7 - Maps of the bylaw be amended to remove and replace Maps 7.3 - Future Land Use with the map attached to this motion as Schedule A.

Carried.

Bylaw No. 1383-20: Smoky Lake County & Lamont County Intermunicipal Development Plan

422-21 Orichowski

That Smoky Lake County **Bylaw No. 1383-20: Smoky Lake County & Lamont County Intermunicipal Development Plan**, for the purpose of adopting the said plan, be given **SECOND READING as amended** by the February 25, 2021, Motion # 421-21.

Carried.

Moved by Councillor Halisky that Smoky Lake County **Bylaw No. 1383-20: Smoky Lake County & Lamont County Intermunicipal Development Plan**, for the purpose of adopting the said plan, be given the **THIRD and FINAL READING** and that the Reeve and the Interim Chief Administrative Officer are hereby authorized to fix their signatures to all necessary documents and that the corporate seal also be fastened where it is deemed to be necessary.

Carried.

Bylaw No. 1391-21: Smoky Lake County & Lamont County Intermunicipal Collaboration Framework

423-21: Halisky

That Smoky Lake County **Bylaw No. 1391-21: Smoky Lake County and Lamont County Intermunicipal Collaboration Framework**, for the purpose of adopting an Intermunicipal Collaboration Framework between Smoky Lake County and Lamont County, be given **FIRST READING**.

Carried.

Moved by Councillor Gawalko That Smoky Lake County **Bylaw No. 1391-21: Smoky Lake County and Lamont County Intermunicipal Collaboration Framework**, for the purpose of adopting an Intermunicipal Collaboration Framework between Smoky Lake County and Lamont County, be given **SECOND READING**.

Carried.

Moved by Councillor Cherniwchan That Smoky Lake County **Bylaw No. 1391-21: Smoky Lake County and Lamont County Intermunicipal Collaboration Framework**, for the purpose of adopting an Intermunicipal Collaboration Framework between Smoky Lake County and Lamont County, be given **PERMISSION for third reading**.

Carried.

Moved by Councillor Orichowski that Smoky Lake County **Bylaw No. 1391-21: Smoky Lake County and Lamont County Intermunicipal Collaboration Framework**, for the purpose of adopting an Intermunicipal Collaboration Framework between Smoky Lake County and Lamont County, be given the **THIRD and FINAL READING** and that the Reeve and the Interim Chief Administrative Officer are hereby authorized to fix their signatures to all necessary documents and that the corporate seal also be fastened where it is deemed to be necessary; and to send notice of the adoption of said Intermunicipal Collaboration Framework, to the Minister of Municipal Affairs, as per section 708.33(4) of the *Municipal Government Act*.

Carried.

Amanda Kihn, Assistant Agricultural Fieldman, virtually joined the meeting, time 9:40 a.m.

One Member of the Public virtually left the meeting, time 9:42 a.m.

One Member of the Public virtually joined the meeting, time 9:43 a.m.

Municipal Excellence Award Nomination

424-21: Halisky

That Smoky Lake County self-nominate for the Year-2021 Minister's Awards for Municipal Excellence under the "Smaller Municipalities Category", with a municipal initiative that demonstrates leadership, resourcefulness, or innovation, or both, to better the community, and submit the self-nomination prior to the March 31, 2021 submission deadline; in response to the letter received from Ric McIver, Minister of Alberta Municipal Affairs regarding same.

Carried.

Dave Kully, Public Works Shop Foreman, virtually joined the meeting time 9:58 a.m.

Request to Purchase County Owned Land – Pt. SW-6-59-15-W4M (0.44 acres)

425-21: Orichowski That Smoky Lake County decline the offer, in the amount of \$705.00, from Alberta Infrastructure, Properties Division – Realty Services Branch, Government of Alberta, dated October 13, 2020, to purchase the County owned lands legally described as Pt. SW-6-59-15-W4M (Certificate of Title # 782055897), containing 0.31 acres, more or less.

Carried.

426-21: Halisky That Smoky Lake County approach Alberta Infrastructure, Properties Division – Realty Services Branch, Government of Alberta, with an agreement to lease the County owned lands legally described as Pt. SW-6-59-15-W4M (Certificate of Title # 782055897), containing 0.31 acres, more or less, with the purpose of formalizing Alberta Infrastructure ability to replace the existing wet-well owned by Alberta Infrastructure on the said land, which supplies water to the Smoky Lake Tree Nursery.

Carried.

One Member of the Public virtually left the meeting, time 10:15 a.m.

Delegation: Bruce Chern and his wife Patti Chern, representing Golden View Fabricating Ltd., entered Council Chambers, time 10:15 a.m.

7. Delegation:

Golden View Fabricating Ltd. One-pass Pull Type Grader System

Physically present before County Council from 10:20 a.m. to 10:49 a.m. was Bruce Chern, Golden View Fabricating Ltd., to provide a presentation on the company's One-pass Pull Type Grader System Equipment.

Delegation: Bruce Chern and his wife Patti Chern, representing Golden View Fabricating Ltd., left Council Chambers, time 10:50 a.m.

Delegation: Steve Upham, Reeve, County of St. Paul No. 19 virtually joined the meeting, time 11:05 a.m.

7. Delegation:

Steve Upham, Reeve, County of St. Paul No. 19

Virtually present before County Council from 11:13 a.m. to 11:41 a.m. was Steve Upham, Reeve, County of St. Paul No. 19 and former Federation of Canadian Municipalities (FCM) representative as appointed by the Rural Municipalities of Alberta (RMA), to discuss the need for more rural advocacy from the FCM.

Delegation: Steve Upham, Reeve, County of St. Paul No. 19 virtually left the meeting, time 11:41 a.m.

11:41 to 11:42 a.m.

9. Public Question and Answer Period:

None

Addition to the Agenda:

Tractor and Blade Mount Tender Results

427-21: Cherniwchan That Smoky Lake County Council approve an Agricultural Service Board Department purchase of a Year-2021 John Deere model number 6130M Cab Tractor in the amount of \$134,051.04, with a Year-2021 Degelman blade mount in the amount of \$5,735.00 for a combined total in the amount not to exceed \$139,786.04, from AGLAND St. Paul, Alberta, in reference to the February 22, 2021, quote numbers 23541038 and 23717717 respectively, and agree to a 16 speed power quad transmission instead of a 24 speed power quad transmission to take advantage of a cost savings in the amount of \$2,122.00.

Carried.

5. Issues for Information:

Chief Administrative Officer's Report

The Chief Administrative Officer provided a report to Council for the period of January 23, 2021 to February 25, 2021:

Legislative/Governance:

- Prepared letter to Local MLA Glenn van Dijken, to meet and discuss Highway 28/63 Regional Water Services Commission compensation. Will strive to include time for County issues to be addressed.
- Working on Organizational Structure Review.
- Working Violence and Harassment Policy.

Administrative:

- Working on County Policy for Undeveloped Road Allowances.
- Completed review for Basaraba Subdivision.
- Completed ICF Meeting with Lamont.
- Attended Alberta Culinary Tourism Webinar.

Financial:

- Proceeding with preparation of quotation document for Advertising on APC (Alberta Purchasing Connection).
- Completed Enterprise Fleet agreements.

Human Resources:

- Completed review of Management in-going proposal for upcoming Local 955 Bargaining and scheduled meeting to commence Bargaining with Local 955.
- Working on Organizational Structure Review.
- Continuing to work to complete the WFLFN#128 water project with the Commission as the Manager.

Community:

- Working on the revision of an Undeveloped Road Allowance policy.
- Completed analysis of the cost of gravel in the County.
- Receiving inquires/complaints in general about undeveloped road allowances.
- Attended Doctor Retention & Recruitment Committee meeting.

Training:

- Looking at setting up some training for Managers in regard to the various considerations required in decision-making processes. Tentative date set for April 20, 2021.

MLA Glenn van Dijken, Athabasca-Barrhead-Westlock Constituency

428-21: Halisky That Smoky Lake County Council and relevant Administration who can attend – attend a meeting with local MLA Glenn van Dijken, Athabasca-Barrhead-Westlock Constituency, scheduled for Wednesday, **March 3, 2021, at 9:00 a.m. to 11:00 a.m.**, to be held virtually and/or physically in County Council Chambers.

Carried.

Trevor Tychkowsky, Safety Officer, virtually joined the meeting, time 11:59 a.m.

Smoky Lake and District Regional Chamber of Commerce

429-21: Orichowski That Smoky Lake County Council approve action taken in renewing the Smoky Lake and District Regional Chamber of Commerce, Year-2021 Membership #59 at a cost in the amount of \$150.00, effective February 1, 2021.

Carried.

Financial Statements

As annexed to the minutes:

↳ Financial Statement for the months of December 2020.

Action List(s)

Action Lists:

- i. County Council Committee of the Whole for the Purpose of Administration Meeting – January 19, 2021.
- ii. County Council Meeting – January 28, 2021.
- iii. Special County Council Meeting – February 16, 2021.

Chief Administrative Officer's Report

430-21: Halisky That Smoky Lake County's Chief Administrative Officer report for the period of January 23, 2021 to February 25, 2021, be accepted and filed for information.

Carried.

Meeting Recessed

Meeting recessed for Lunch, time 12:18 p.m.

Meeting Reconvened

The meeting reconvened on a call to order by Reeve Craig Lukinuk at 1:02 p.m. in the presence of all Council members, the Chief Administrative Officer, Assistant Chief Administrative Officer, Finance Manager, Planning and Development Manager, Planning and Development Assistant, Communications Technician, Natural Gas Manager, Public Works Manager, Safety Officer, Recording Secretary, one Member of the Public and one Member of the Media.

One member of the Public virtually left the meeting, time 1:13 p.m.

5. Issues for Information:

Manager's Reports:

Public Works Manager's Report

Bridge Priority Plan Strategic Transportation Infrastructure Program (STIP) – BF09915

431-21: Halisky That Smoky Lake County approve to revise the Bridge Priority Plan as prepared by Associated Engineering Ltd., for the purpose of absorbing the cost of the unforeseen, emergent bridge repairs identified on February 14, 2021, to bridge number **BF09915** on Range Road 164, South of Township Road 595A by reallocating funds from the existing Year-2021 Strategic Transportation Infrastructure Program (STIP) funding list, **by deferring** two projects identified under bridge numbers: **BF77862** on Township Road 590, East of Range Road 190, and **BF78004** on Township Road 585A, West of Range Road 195A, and **adding one project: BF09915** on Range Road 164, South of Township Road 595A, to the said funding list with the reaming projects of: BF79429 at Range Road 140, South of Township Road 602, and BF09975 at Township Road 585A, East of Range Road 195A.

Carried.

Planning and Development Manager's Report

Municipal Planning Commission

432-21: Orichowski That Smoky Lake County scheduled a **Municipal Planning Commission Meeting** for Monday, **March 8, 2021 at 1:00 p.m.**, to be held virtually, through Electronic Communication Technology as per Bylaw 1376-20 **and/or** physically in County Council Chambers.

Carried.

County Committee of the Whole Meeting for the Purpose of Planning

433-21: Halisky That Smoky Lake County scheduled a **Smoky Lake County Committee of the Whole Meeting for the Purpose of Planning** for Monday, **March 8, 2021** following the MPC Meeting scheduled for 1:00 p.m., to be held virtually, through Electronic Communication Technology as per Bylaw 1376-20 **and/or** physically in County Council Chambers.

Carried.

Intermunicipal Collaboration Committee with Thorhild County

434-21: Halisky That Smoky Lake County provide the following dates to Thorhild County to schedule a Smoky Lake County and Thorhild County Intermunicipal Collaboration Committee (ICC) meeting on:

Thursday, March 18, 2021 at 1:00 p.m.,

Friday, March 19, 2021 at 9:00 a.m. or 1:00 p.m.,

Monday, March 22, 2021 at 1:00 p.m., or

to be held virtually, through Electronic Communication Technology as per Bylaw 1376-20 **and/or** physically in County Council Chambers.

Carried.

Safety Officer

8. Executive Session:

Land and Legal Damage Claim – Private Property within the Hamlet of Spedden

435-21: Gawalko That Smoky Lake County go into Executive Session to discuss a Legal Issue in regard to a damage claim cause by an incident which occurred on January 20, 2021, within the Hamlet of Spedden, involving a County snowplough damaging a bundle of tin while on private property, under the authority of the FOIP Section 27: Privileged Information, time 1:50 p.m..

Carried.

436-21: Cherniwchan That Smoky Lake County go out of Executive Session, time 2:14 p.m..

Carried.

Damage Claim – Private Property within the Hamlet of Spedden

437-21: Orichowski That Smoky Lake County approve to pay the damage claim resulting from an incident which occurred on January 20, 2021, within the Hamlet of Spedden, involving a County snowplough damaging a bundle of tin while on private property, in the amount of \$309.54 to replace the damaged tin.

Carried.

Custom Work on Private Property

438-21: Lukinuk That Smoky Lake County Council confirm Policy Statement No. 03-26: Custom Work, as the County **will not** provide custom work on private property, unless an exception is authorized by Council if circumstance warrant when private sector services or equipment may not be available to perform the requested work, **and only** by virtue of a written agreement.

Carried.

Private Property within the Hamlet of Spedden

439-21: Orichowski That Smoky Lake County advise the landowner requesting compensation relating to a damage claim resulting from an incident which occurred on January 20, 2021, within the Hamlet of Spedden, involving a County snowplough damaging a bundle of tin while on the said landowner's private property, of the County's discontinuation of snow-clearing a passage on the landowner's property, and provide the said landowner with the rules and regulations surrounding the dumping of raw sewage.

Carried.

Custom Work on Private Property

440-21: Halisky That Smoky Lake County Council mandate all requests for custom work to be done on private property, be directed to the Chief Administrative Officer prior to entering into an agreement to do so and reported to Council through the Chief Administrative Officer's report.

Carried.

GIS Officer

Smoky Lake Regional GIS Agreement

441-21: Gawalko That Smoky Lake County enter into an agreement with the Town of Smoky Lake, Village of Waskatenau and the Village of Vilna for the purpose of outlining roles and responsibilities relating to the Regional Geographic Information System (GIS) facilitated through MuniSight Ltd. software products and services, for a retroactive Five-Year Term commencing January 1, 2020 and ending December 31, 2024.

Carried.

Manager's Reports

442-21: Cherniwchan That the Smoky Lake County Management Reports received for the period between December 4, 2020 to January 21, 2021, from Doug Ponich, Public Works Manager; Bob Novosiwsky, Public Works Road Foreman; Dave Kully, Public Works Shop Foreman; Ed English, Bylaw Enforcement Peace Officer / Parks and Recreation Manager; Jordan Ruegg, Planning and Development Manager; Trevor Tychkowsky, Safety Officer, and the Communications and GIS Department, be accepted and filed for information.

Carried.

Finance Manager's Report:

Actual to Budget Report

Brenda Adamson, Finance Manager presented an updated Financial Report for the period of January 20, 2021 to February 16, 2021.

Request to Write Off Penalties

443-21: Lukinuk That Smoky Lake County Council rescind the January 28, 2021, Motion #325-21 to "take no action to the Owner's January 14, 2021, written request to write off penalties on Property Tax Roll number 23090116, as a similar request was made by the same owner in respect to previous penalties in Year-2016 and, payment was received in full in December 2020"; and approve to waive the said penalties in the amount of \$108.67 subject to the said taxpayer entering into the monthly autopay system.

Carried.

Family and Community Support Services (FCSS)

444-21: Orichowski That Smoky Lake County approve to allocate funding from the 2021 Family and Community Support Services (FCSS) Grant budget in accordance with Policy No. 08-17-01: Family and Community Support Services (FCSS) grant as follows:

Community Group	Eligibility	Funding
The Town of Smoky Lake Library Board	For the provision of social programs to strengthen coping skills.	\$6,500.00

Carried.

Family and Community Support Services (FCSS) - Collaborative Community Initiative

445-21: Cherniwchan That Smoky Lake County establish a program titled: Collaborative Community Initiative, through Family and Community Support Services (FCSS) to recruit and fund volunteer community members who will provide local community organizations with assistance in accessing Provincial and Federal pandemic related funding, in response to several discussions held with local groups and organizations struggling to continue operating during the COVID pandemic due to restrictions on their usual fundraisers.

Carried.

Finance Manager's Report

446-21: Halisky That the Smoky Lake County Financial Report prepared by Brenda Adamson, Finance Manager for the period of January 20, 2021 to February 16, 2021 be accepted for information.

Carried.

Reeve's Report:

Reeve Craig Lukinuk presented the following written report:



Reeve's Report

For January 22, 2021 to February 18, 2021

January 22, 2021 – RMA District 5 virtual meeting viewed from Chambers: (All Council)

- Organizational Meeting held Gene Harbec was acclaimed the Chair and Tara Kuzio the Vice.
- New FCM Representative Robert Parks from Strathcona County.
- Update from New President of RMA Paul McLaughlin.
- Guest Speakers Honourable Minister Rick McIver
- Second Guest Speaker Member of Palliamment for Battle River Damien C Kurek
- Agreed to waive membership fees for 2021.
- Next meeting will be in September 2021 hosted by Strathcona County.

January 27, 2021 – Pumpkin Patch Day Care: (Craig)

- Criminal Checks are now required for all Board Members and would need to be handed in no later than the end of April.
- Discussion on refunding parents due to COVID-19 Reached out to 50 directors from other daycares none are giving refunds.
- Received Money from the Province COVID relief fund to help the daycare with expenses.
- New Employee Cena Danyluk.
- 46 Children Registered currently, 42 Members, 5 Staff.
- Writing a Policy for Staff on COVID.

January 28, 2021 - Regular Council Meeting held in Chambers/Virtual: (All Council)

- Held a Public Hearing to obtain public on Bylaw No. 1386-20: Amending Land Use Bylaw No. 1272-14 for Recreational Vehicles, Campgrounds, Campsites & Recreational Vehicle Parks, Shipping Containers, Tiny Homes.
- Amended Bylaw 1386-20 in consideration feedback and gave final reading to Bylaw 1386-20.
- Amended Policy Statement No: 02-11-14: Peace Officer: Annual Reporting.
- Appoint Michelle Wright as the Returning Officer for the Municipal Election following the resignation of Delores Jarema.
- Agreed to participate in 4 grant applications with regional municipalities for the following projects:
 - Regional Fire Services Study
 - Regional Recreational Services and Facilities Assessment
 - Regional Service Delivery Options Study
 - Regional Road Network Study

- Approved to applying for several grants relating to Project Titled: North Saskatchewan Canadian Heritage River System (CHRS) Nomination.
- Gave first reading to Bylaw No. 1383-20: Smoky Lake County and Lamont County Intermunicipal Development Plan.
- Authorized Administration to engage Enterprise Fleet Management Canada Inc., to take advantage of the best pricing available for adding four 2021 Public Works fleet vehicles.
- Approved to proceed with a Request for Proposal (RFP) for new financial software.

February 3, 2021 - Lamont County & Smoky Lake County ICF & IDP Virtual Meeting & Public Participation Session: (All Council)

- Reviewed Intermunicipal Collaboration Framework & Intermunicipal Development Plan and presented to the public for feedback.

February 4, 2021 – RMRF Annual Law Seminar Day 1 virtual from Chambers: (All Council)

- Sessions included:
 - Environmental Compliance: Tips and Traps
 - Seeing Red: How the Red Tape Reduction Implementation Act, 2020 Will Affect Regional Services Commissions
 - Employment Policies Every Municipality Should Have
 - The Importance of a Strong Foundation: Avoiding Liability with respect to Subdivision, Development and Building Permit Decisions

February 5, 2021 - RMRF Annual Law Seminar Day 2 virtual from Chambers: (All Council)

- Contract Issues & Protecting Yourself During the Downturn.
- Show Me the Money – Sources of Municipal Funding.
- Bear Pit.

February 8, 2021 – Victoria District Economic Development Strategy Implementation Working Group meeting held Virtually: (Craig)

- Explored possible business structures for Municipally Controlled Corporations (MCC) to mitigate liabilities and to protect public funds.

February 9, 2021 - Alberta Online Workshop Culinary Tourism Growing Agritourism Webinar: (All Council)

- Explored types of partnerships, benefits of partnerships, partnership possibilities, co-creating value with different forms of capital, and elements of strong partnerships.

February 10, 2021 – Ukrainian Twinning Committee held virtually: (Craig)

- Discussed items of interest: Surplus Fire Equipment to Kosiv, Bee importing to Canada, Forestry, Liquor importing to Canada, Tourism, Ukrainian Culture, Arts and Crafts, 120 Anniversary of Ukrainian Arrival in Canada 2021, and Team Building.

February 11, 2021 – Elevate Wellness: (Craig & Lorne)

- More Physical activity Brainstorming.
- Promoting Physical Activities, Changing the way people think.
- Discussion on how to better promote our region.

February 12, 2021 - Lamont County & Smoky Lake County ICF & IDP Virtual Meeting: (Craig, Johnny, Lorne)

- Review compiled public/agency responses from the February 3, 2021 Public Engagement along with the updated IDP reflecting the feedback.
- Discussion on draft Intermunicipal Development Plan.
- Review changes to mapping.

February 12, 2021 – Senator Paula Simons: (Craig, Johnny, Lorne)

- Discussion on the North Saskatchewan, Canadian Heritage System (CHRS).
- Early Watershed Alliance leadership and the Renewed Initiative in 2021.
- Nomination of this Document.
- Management Plan/Designation moving forward in 2022.

February 15, 2021 – Northern Lights Library (NLLS) Executive Meeting: (Craig)

- Margaret Law Review Presentation of Organizational Review.

February 16, 2021 – County Agricultural Service Board (ASB) Meeting held in Chambers/Virtually: (All Council)

- Agreed to send a letter to the Province in support of Lakeland Agricultural Research Association (LARA) receiving provincial funding.
- Received information on new Federal regulation in respect to Beaver Removal.
- Received an update from Lakeland Agricultural Research Association (LARA).

February 16, 2021 – County Environmental Operations Meeting held in Chambers/Virtually: (All Council)

- Review the Manager's report and department's activities.
- Discussed Caltex Resources, request to purchase 150 cubic meters of water per day.

February 16, 2021 – County Fire Protective Meeting held in Chambers/Virtually: (All Council)

- Gave third reading to Bylaw No. 1392-21: Joint Operations Agreement – Fire Protection Services with Town of Smoky Lake.
- Agreed to execute a Mutual Aid Agreement with the Ministry of Agriculture & Forestry for 2021-2024.
- Approved to provide Waskatenau an additional \$785.00 towards their firehall addition.
- Approved to enter into an agreement with Vercomm Wireless for Public Works Radio Communication.

February 16, 2021 – County Natural Gas Meeting held in Chambers/Virtually: (All Council)

- Review the Manager's report and department's activities.
- Adopted the Federation of Alberta Gas Co-ops Ltd. O&M Manual.
- Agreed to execute the Quality Management Plan (QMP) – Smoky Lake County Gas Utility.

February 17, 2021 - 2021 RMA President's Summit on the establishment of a Provincial Police service: (All Council)

- In May 2020, Alberta's Fair Deal Panel (FDP) released a final report comprised of 25 recommendations "for actions that Alberta can take to get fair treatment within Confederation." One of the recommendations from the report was to "Create an Alberta Police Service to replace the RCMP." RMA Focus regarding this is that:
 - Municipalities should not face increased costs to support the shift to a provincial police service.
 - A provincial police service should provide the same or an increased level of service to what is currently provided by the RCMP.
 - A provincial police service should provide the same or an increased level of municipal and community input into police to what is currently provided by the RCMP.

February 18, 2021 – Brownlee LLP Emerging Trends in Municipal Law 2021: (All Council)

- Drafting and Implementing Development Agreements in Challenging Times.
- Municipal Management of Water Courses and Drainage.
- New Law and the Best Practices to Manage the Line Between Municipal and Private Utilities.
- COVID Liability for Occupiers: What you need to know.
- Tax Incentives: Giving a Little (or a lot) to Grow the Tax Base.
- Case Law and Legislative Update.

Sincerely,
Craig Lukinuk, Smoky Lake County Reeve

Reeve's Report

447-21: Cherniwchan That the Smoky Lake County Reeve's Report received for the period of January 22, 2021 to February 18, 2021, be accepted and filed for information, and posted to the County's website.

Carried.

Training Events – Report to Council

448-21: Orichowski That Smoky Lake County Council acknowledge receipt of the Reports produced in accordance with Management Policy Statement No. 01-M-41: Reporting on Training Events, received from:

Environmental Operations:

- Alberta Water & Wastewater Operators Association (AWWOA), two-part webinar on the digital protocols and modern instrumentation, held virtually on February 2-3, 2021, attended by the Environmental Operations Manager,
- Alberta Water & Wastewater Operators Association (AWWOA), two-part webinar on the basics of key parameters for analytical measuring technology, held virtually on February 9-10, 2021, attended by the Environmental Operations Manager.

Carried.

Committee Task Forces and Boards: Reports

Alberta CARE (Alberta Coordinated Action for Recycling Enterprises)

- Alberta CARE (Alberta Coordinated Action for Recycling Enterprises) spring seminar is February 24-25, 2021.

Corridor Communications Inc. (CCI) Wireless

- No Report.

Doctor Recruitment and Retention

- Addressed in the Reeve's Report.

Evergreen Regional Waste Management Services Commission

- Addressed at the County Council Environmental Operations Meeting held on February 16, 2021.

Family & Community Support Services

- No Report.

Fire and Rescue Liaison Committee

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

Government Liaison Committee

- Meeting with local MLA Glenn van Dijken, Athabasca-Barrhead-Westlock Constituency, scheduled for Wednesday, March 3, 2021.

Highway 28/63 Regional Water Services Commission

- Agenda package from the Highway 28/63 Regional Water Services Commission meeting held on February 17, 2021 included in this Council agenda package.

Joint Health and Safety Committee

- Minutes from the Joint Health and Safety Committee Meeting held on January 21, 2021 included in this Council agenda package.
- Meeting held February 18, 2021 and address in Councillor Halisky's written report:
 - That the Joint Health & Safety Committee recommend the Fall 2021 Safety Audit for Smoky Lake County be performed by an independent Auditor.
 - 1 employee was trained in First Aid/CPR, 1 employee in Plow Operator, 2 employees in TDG, 2 employees in WHMIS and 3 employees in Health & Safety Committees. Workplace Violence and Harassment training is being looked at.
 - There were **no incidents** reported for the period of January 21st to February 18th 2021.
 - Everyone in the County Administration and Shop areas are still healthy and no one is off because of COVID. However, all employees must follow the Return to Work Guidelines.
 - Touchless automatic light switches, toilets and sinks are lined up to be installed as a COVID measure.
 - Range Road 164 North of Highway 28 is closed due to the White Earth Creek bridge failure.
 - In reviewing County health & safety policies, some major questions are: what kind of training do we have for familiarizing employees with our policies? We need to have a refresher training for employees on policies and OH&S guidelines.
 - Manager must encourage Employees to take vacation time off to enjoy personal time, for the sake of mental health.
 - Extreme cold temperatures can bring added risk such as frost bite etc. so please ensure your vehicles/equipment whether County owned or personal are winter ready with proper winter gear, fueled up and always remove all snow, slush etc. from your windows, lights and mirrors etc.
 - Wildlife on roadways and traffic don't mix so drive with caution, be familiar with highly wildlife populated areas where they cross the roadways and plan your drive.
 - In colder conditions heating appliances are used more extensively which can lead to carbon monoxide, gas related etc. environments so please ensure your detectors/ monitors are installed/ maintained etc. properly and the heating appliances are operated as per the manufacturer specifications.
 - Please continue to drive to the road conditions and report all hazardous road conditions including fallen or leaning trees, missing road signs etc. to County Public Works.
 - Theft in the region continues so please ensure all vehicles/equipment whether County owned or personal are secured etc. and report all suspicious activities to the RCMP immediately.
 - Keep your mind on task at all times, conduct hazard assessments, and report all incidents to help prevent loss.
 - Mental health is a priority as we head into this 'lockdown' please make sure you are taking care of both your physical and emotional self.
 - Getting quotes for Main Office air systems cleaning.
 - We need to continue with viewing the safety videos and continue with the toolbox meetings. And, if/when it is safe to do the Annual Safety Meeting at anytime in the year.
 - Working on internal safety audit paperwork including an action plan.
 - Next JH&S Meeting is scheduled for Thursday, March 18/21.

Annual Safety Meeting

449-21: Gawalko

That Smoky Lake County's Annual Safety Meeting for Year-2021 be cancelled due to the ongoing COVID-19 pandemic, as to adhere to the safety protocols in place.

Carried.

Municipal Planning Commission

- The next Municipal Planning Commission is scheduled for March 8, 2021.

Northeast Alberta Information HUB

- The next Northeast Alberta Information HUB meeting is scheduled for March 22, 2021.

North East Muni-Corr. Ltd.

- North East Muni-Corr. Ltd. Budget to Actual Report as of January 31, 2021 included in this Council agenda package.
- Meeting held on February 8, 2021 and address in Councillor Cherniwchan's written report:
 - Draft Bylaw Changes
 - Administration presented a revised draft bylaw with changes based on discussions with RC Strategies Inc. and Riverland Trail Society. The three significant changes are:
 - a) Allowing all off-highway vehicles, including off road and dual sport motorcycles, with a width of 72" or less.
 - b) Adding a definition for "multi-use" which states the trail is restricted to snowmobiles and non-motorized the rest of the months.
 - c) Adding a definition for "camping" and establishing a permit for non-motorized users.
 - There is still some discussion about whether or not to allow all tracked units during the winter months. RRTS has a meeting with RC Strategies Inc. and the Alberta Snowmobile Association this coming week to discuss the pros and cons.
 - It was recommended the language and definitions in the bylaws match those in the policies.
 - A final draft will be brought back for the March meeting. If the Board approves them, they will be sent to the Municipalities for their approval and ask they be sent back to us by May 10, 2021.
 - Policies:
 - a) 2021-09 Fee Schedule, Administration presented the Fee Schedule Policy and the Committee recommendations included in the attached fee schedule and was approved as presented.
 - b) 2021-11 Agreement, Administration presented the Agreement policy and was approved as presented.
 - c) 2021-12 Approach & Driveway Access, Administration presented the Approach & Driveway Access Policy and was approved as presented.
 - The next regular Board Meeting for N.E. Muni-COIT Ltd. Is scheduled for Monday, March 8, 2021 at 10:00 am via Zoom.

Northern Lights Library Board

- Addressed in the Reeve's Report.
- Next Northern Lights Library Board is scheduled for February 26, 2021.

Policy Committee

- No Report.

R.C.M.P. Liaison Committee

- Meeting held February 24, 2021 and address in Councillor Halisky's written report:
 - Smoky Lake RCMP Members were not present however crime continues to be an issue so please ensure to secure your properties, vehicles etc. and report all suspicious activities.
 - A mock disaster was discussed such as a ground disturbance line contact but put on hold until COVID restrictions lift.
 - Erik Von Platen Fish and Wildlife Officer was not present however gave a report stating that RAPID – Rural Alberta Provincial Integrated Defense force will be active April 1st, 2021. Lakes are very busy and burning bonfires on lakes are being left unattended leaving logs/wood and garbage on the lakes. The IHT – Iron Horse Trail is very busy as well with users trespassing on private properties, unregistered ATVs etc. so an enforcement blitz is being planned. A new Fish and Wildlife Officer maybe in place soon making it 2 officers in the region again.
 - Fire Chief Scott Franchuk and Deputy Fire Chief Spencer Kotylak stated that they will be caught up with outstanding Insurance and Alberta Transportation Claims.
 - County Peace Officer was not present.
 - Next RCMP Liaison Meeting is scheduled for Wednesday, June 2/21.

Regional Community Development Committee (RCDC)

- Addressed in the Reeve's Report.

Regional Emergency Management Advisory Committee

- No Report.

Risk-Pro Control Management Committee

- No Report.

Smoky Lake Community Daycare Co-operative Committee

- Addressed in the Reeve's Report.
- Verbally reported: Lauren Melnyk resigned as vice-chairperson.

Smoky Lake Foundation

- The Smoky Lake Foundation organizational and regular meeting minutes from December 18, 2020, January/February reports to the Foundation Board, and December 2020 Financial Reports, are included in this Council agenda package.
- Next meeting is scheduled for March 10, 2021.

Smoky Lake Region Fire and Rescue Committee

- Meeting held February 24, 2021 and will be reported on the next Reeve's report.

Smoky Lake Heritage Board

- No update.

Joint Municipalities Meeting

- No update.

Smoky Lake Agricultural Society

- Meeting held February 15, 2021 and address in Councillor Halisky's written report:
 - New keys for facility doors are being distributed to limited individuals with signing in the key management system.
 - Security cameras are being installed in conjunction with the security system.
 - Financial Statement was presented by the treasurer with less revenue made due to COVID, trying to collect from sign sponsors, looking at ways to cut utility costs, however all is in good standing.
 - Casino night rescheduled for Q4/21.
 - Dressing rooms repainting is complete.
 - Ice will be removed due to low to no usage during the COVID restrictions.
 - A Bingo schedule is on hold and will be developed for 2021 if restrictions lift.
 - Looking into raffles i.e., bred heifers/side by side/cash prizes.
 - Vending Machine supplies that are expiring due to low usage will be taken care of.
 - Jody Carrington/ Fun Casino Night will be rescheduled for late 2021.
 - CFEP Grant for an outdoor addition was discussed and are still waiting for government approval. Also looking into all grant funding opportunities.
 - Next Smoky Lake Agricultural Society Meeting is TBD.

Intermunicipal Collaboration Framework (ICF) Committee

- Address in the Reeve's Report.

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

- Next Vilna/ Bellis Citizens on Patrol – C.O.P. Meeting date is to be determined.

Ukrainian Twinning Committee

- Address in the Reeve's Report.
- Ukrainian Twinning Committee information included this agenda package: Forestry Information in Kosiv, Ukraine and Tourism Links - Kosiv, Ukraine.

Committee Task Force and Board Reports

450-21: Gawalko That Smoky Lake County's Committee Task Force and Board Reports presented by Councillors as of February 25, 2021, be accepted for information.
Carried.

6. Correspondence:

Alberta's Lakeland Destination Marketing Organization

451-21: Halisky That Smoky Lake County **defer** discussion on the Alberta's Lakeland Destination Marketing Organization Year-2021 Membership invoice number 2021-149, dated January 31, 2021, to the next scheduled regular Council meeting, to allow time to gather information from Smoky Lake Region's Community Economic Development Officer in regard to the benefits and/or services currently received through the said membership.
Carried.

Brownlee LLP Emerging Trends in Municipal Law- Virtual Seminar

452-21: Cherniwchan That Smoky Lake County Council approve action taken in Council and relevant administration attending Brownlee LLP's Emerging Trends in Municipal Law, Virtual Seminar held on February 18, 2021.
Carried.

Cypress County – Reopening the Economy – COVID Pandemic

453-21: Gawalko That Smoky Lake County acknowledge receipt of the carbon copy letter to the Office of the Premier of Alberta from Dan Hamilton, Reeve, Cypress County, dated February 5, 2021, asking the Government to take a regional approach when making decisions regarding the reopening of the economy in respect to the COVID pandemic.
Carried.

MD of Bonnyville No 87 - Need for a Stronger Western Canadian Municipal Advocate

454-21: Halisky That Smoky Lake County request notification from the Municipal District of Bonnyville No. 87 as to the next steps in regard to the need for a stronger Western Canada Municipal Advocate, as per the letter received from Greg Sawchuk, Reeve, Municipal District of Bonnyville No. 87, dated January 20, 2021, in regard to same.
Carried.

Hanmore Lake Caretaker - Microsite for online camping reservation booking

455-21: Gawalko That Smoky Lake County Council approve the request received from Jackie Jarema, Custodian for Hanmore Lake and Island Lake Campgrounds for the County to provide an AllNet basic micro-website through the County's website at no cost; and any additional costs associated with campground booking applications or domain name be at the expense of the requesting party, as per the letter received from Jackie Jarema, dated February 3, 2021.
Carried.

2021 Annual Planning Conference and Education Session

456-21: Orichowski That Smoky Lake County Council and relevant administration who can attend – attend the virtual 2021 Annual Planning Conference and Education Session scheduled for May 3-5, 2021 with the theme of: "Take the Initiative! Exploring Innovation and Resiliency in Community Planning."
Carried.

"Thank You" Correspondence

There was no "Thank You" correspondence received for the Months of February 2021.

Information Releases

457-21: 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 February 2021, be (F) filed for information or (A) acknowledged receipt:

- R09-21 - Letters of Support for Inter-Provincial Nomination of the North Saskatchewan River for the Canadian Heritage River System (CHRS) - Nathalie Brunet, Special Director of Facilities, United Albertan Paddling Society, dated January 27, 2021/ Maggie Davison, Interim Chief Administrative Office, Explore Edmonton, dated January 25, 2021/Alanna Hnatiw, Mayor, Sturgeon County, dated February 6, 2021/ Lorne Young, Mayor, Town of Elk Point, dated January 25, 2021. **A**
- R10-21 - Aspen View Board Highlights - November 19, 2020. **F**
- R11-21 - RMA: Contact Newsletter: January 29, 2021. **F**
- R12-21- Ukrainian Canadian Congress, dated February 4, 2021 - Re: E-Bulletin. **F**
- R13-21 - Paul Mc Lauchlin, President, RMA, dated February 2021 - Re: President's Update. **F**
- R14-21 - RMA: Contact Newsletter: February 12, 2021. **F**
- R15-21 - Leela Sharon Aheer, Minister of Culture, Multiculturalism and Status of Women, dated January 29, 2021 - Re: Commenting on application for designation of the North Saskatchewan River. **A**

Carried.

10. Bills & Accounts:

458-21: 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: Feb. 25th, 2021

Batch #	Cheque Numbers	Total of Batch
52963	50861 to 50891	\$135,754.23
53029	50892	\$60,301.67
53031	50893 to 50899	\$4,832.28
53062	50900 to 50904	\$180,701.32
53126	50905 to 50918	\$34,444.22
53170	50919 to 50921	\$81,352.96
53214	50922 to 50951	\$66,358.85
53292	50952 to 50963	\$24,929.16
Total Cheques from 50831 to 50963		\$588,674.69

Batch #	EFT Numbers	Total of Batch
n/a	00 to 01	\$1,624.35
53031	02 to 04	\$56,585.10
53126	05 to 12	\$11,974.13
53214	13 to 26	\$30,434.55
53292	27 to 33	\$247,111.02
Total EFTs from 00 to 33		\$347,729.15

Direct Debit Register

Batch #	Description	Total of Batch
53025	Vision XS Ltd.	\$5,000.00
53038	My HSA	\$426.23
Total Direct Debits		\$5,426.23

Grand Total Bills and Accounts	\$941,830.07
<i>(Note: From General Account)</i>	

Carried.

County Council Meeting

459-21: Orichowski The next Smoky Lake County Council Meeting is scheduled for **Thursday, March 25, 2021 at 9:00 a.m.** and **Thursday, April 29, 2021 at 9:00 a.m.** to be held virtually, through Electronic Communication Technology as per Bylaw 1376-20 **and/or** physically in County Council Chambers.

Carried.

County Council Meeting - Departmental Operations

460-21: Halisky The next Smoky Lake County Council Meeting for Departmental Operations be scheduled for **Monday, March 22, 2021 at 1:00 p.m.** to be held virtually, through Electronic Communication Technology as per Bylaw 1376-20 **and/or** physically in County Council Chambers.

Carried.

County Council Meeting - Departmental Operations

461-21: Orichowski The next Smoky Lake County Council Meeting for Departmental Operations be scheduled for **Tuesday, April 27, 2021 at 9:00 a.m.** to be held virtually, through Electronic Communication Technology as per Bylaw 1376-20 **and/or** physically in County Council Chambers.

Carried.

County Council Meeting - Chief Administrative Officer Evaluation

462-21: Cherniwchan That the Smoky Lake County Council – Chief Administrative Officer Evaluation be re-scheduled from Tuesday, February 23, 2021, at 9:00 a.m., to **Friday, March 19, 2021 at 9:00 a.m.** to be held virtually, through Electronic Communication Technology as per Bylaw 1376-20 **and/or** physically in County Council Chambers.

Carried.

ADJOURNMENT:

463-21: Lukinuk That the Smoky Lake County Council Meeting of February 25, 2021, be adjourned, time 4:04 p.m..

REEVE

S E A L

CHIEF ADMINISTRATIVE OFFICER

SMOKY LAKE COUNTY

Minutes of the **Special County Council Meeting** held on Thursday, **March 4, 2021** at 11:34 A.M. held in County Council Chambers as well as 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:

ATTENDANCE		
<u>Div. No.</u>	<u>Councillor(s)</u>	<u>Thursday, March 4, 2021</u>
1	Dan Gawalko	Present in Chambers
2	Johnny Cherniwchan	Present in Chambers
3	Craig Lukinuk	Present in Chambers
4	Lorne Halisky	Present in Chambers
5	Randy Orichowski	Present in Chambers
CAO	Gene Sobolewski	Present in Chambers
Assistant CAO	Lydia Cielin	Virtually Present @ 11:44am
Finance Manager	Brenda Adamson	Present in Chambers
Legislative Svcs/R.S.	Patti Priest	Virtually Present
Plan & Dev Manager	Jordan Ruegg	Present in Chambers
Plan & Dev Assistant	Kyle Schole	Virtually Present

 No Members of the Public were present.
 No Members of the Media were present.

WAIVER NOTICE

County Councillors signed a **“Waiver Notice”** as per accompanying attendance sheet, and displayed below:

SMOKY LAKE COUNTY

WAIVER NOTICE of a Special Meeting of the County Council
 of the Smoky Lake County called under authority of
 Section 194 of the Municipal Government Act

We, the undersigned members of the County Council of Smoky Lake County, hereby Waive Notice of a Special Meeting of the County Council to be held virtually through Zoom:

<https://us02web.zoom.us/j/84265003123?pwd=cnB5d2NGdW9CYThZUy9uRzNNeEdlZz09>
 Meeting ID: 842 6500 3123 Passcode: 940388

And in Smoky Lake County Council Chambers on Thursday, **March 4, 2021**, commencing at 11:30 A.M., to hold a Special County Council Meeting for the purpose of discussing and acting on:

1. Alberta Infrastructure's Request to Purchase County Owned Land: Pt. SW-06-59-15-W4M, Containing Wet Well Infrastructure Owned by the Province.

COUNCILLOR:	SIGNATURE	DATE
Dan Gawalko		March 4, 2021
Johnny Cherniwchan		March 4, 2021
Craig Lukinuk		March 4, 2021
Lorne Halisky		March 4, 2021
Randy Orichowski		March 4, 2021

Agenda:

Agenda: As per Waiver Notice

477-21: Halisky

That the Smoky Lake County Special Council Agenda as listed on the “Waiver Notice” for Thursday, March 4, 2021, be adopted as presented for the purpose of discussing and acting on:

1. Alberta Infrastructure’s Request to Purchase County Owned Land: Pt. SW-06-59-15-W4M, Containing Wet Well Infrastructure Owned by the Province.

Carried Unanimously.

Lydia Cielin, Assistant Chief Administrative Officer, virtually joined the meeting, time 11:44 a.m.

Request for Decision:

Request to Purchase County Owned Land – Pt. SW-06-59-15-W4M

478-21: Cherniwchan That Smoky Lake County Council **rescind** the February 25, 2021 Council Motion #425-21, which reads "That Smoky Lake County decline the offer, in the amount of \$705.00, from Alberta Infrastructure, Properties Division - Realty Services Branch, Government of Alberta, dated October 13, 2020, to purchase County owned lands legally described as Pt. SW-06-59-15-W4M (Certificate of Title #782055897), containing 0.31 acres, more or less."

Reeve Lukinuk called for a Recorded Vote:

In Favour:	Opposed:
Lukinuk	Gawalko
Orichowski	
Halisky	
Cherniwchan	

Carried.

Request to Purchase County Owned Land – Pt. SW-06-59-15-W4M

479-21: Orichowski That Smoky Lake County Council **rescind** the February 25, 2021 Council Motion #426-21, which reads "That Smoky Lake County approach Alberta Infrastructure, Properties Division - Realty Services Branch, Government of Alberta, with an agreement to lease the County owned lands legally described as Pt. SW-06-59-15-W4M (Certificate of Title #782055897), containing 0.31 acres, more or less, with the purpose of formalizing Alberta Infrastructure ability to replace the existing wet well owned by Alberta Infrastructure on the said land, which supplies water to the Smoky Lake Tree Nursery."

Reeve Lukinuk called for a Recorded Vote:

In Favour:	Opposed:
Lukinuk	Gawalko
Orichowski	
Halisky	
Cherniwchan	

Carried.

Request to Purchase County Owned Land – Pt. SW-06-59-15-W4M

480-21: Lukinuk That Smoky Lake County enter into an Agreement for Purchase and Sale, between Smoky Lake County, and Her Majesty the Queen in Right of Alberta, as represented by the Minister of Infrastructure, to sell the lands legally described as Pt. SW-06-59-15-W4M (Certificate of Title #782055897), containing 0.31 acres, more or less, in the amount of \$705.00, subject to the terms of said Agreement, as provided by Alberta Infrastructure."

Reeve Lukinuk called for a Recorded Vote:

In Favour:	Opposed:
Lukinuk	Gawalko
Orichowski	
Halisky	
Cherniwchan	

Carried.

ADJOURNMENT:

481-21: Lukinuk That the Smoky Lake County Special Council meeting of March 4, 2021, be adjourned, time 11:59 a.m.

Carried.

REEVE

S E A L

CHIEF ADMINISTRATIVE OFFICER

SMOKY LAKE COUNTY

Minutes of the **County Council Meeting for the purpose of Departmental Operations** held on Thursday, **March 4, 2021**, at 9:03 A.M. held virtually online through Electronic Communication Technology: Zoom Meeting and physically in Council Chambers.

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

ATTENDANCE		
<u>Thursday, March 4, 2021</u>		
<u>Div. No.</u>	<u>Councillor(s)</u>	
1	Dan Gawalko	Present in Chambers
2	Johnny Cherniwchan	Present in Chambers
3	Craig Lukinuk	Present in Chambers
4	Lorne Halisky	Present in Chambers
5	Randy Orichowski	Present in Chambers
CAO	Gene Sobolewski	Present in Chambers
Assistant CAO	Lydia Cielin	Absent
Finance Manager	Brenda Adamson	Virtually Present
Legislative Svcs/R.S.	Patti Priest	Virtually Present

Others in Attendance:

Public Works Mgr.	Doug Ponich	Virtually Present
Plan/Dev Manager	Jordan Ruegg	Virtually Present
Plan/Dev Assistant	Kyle Schole	Virtually Present @9:14am
Natural Gas Manager	Daniel Moric	Virtually Present
Agricultural Fieldman	Carleigh McMullin	Virtually Present
GIS	Carole Dowhaniuk	Virtually Present
Communications Tech.	Evonne Zukiwski	Virtually Present
Fire Chief	Scott Franchuk	Virtually Present
Safety Officer	Trevor Tychkowsky	Absent
Enviro. Op. Manager	Dave Franchuk	Virtually Present
P.W. Shop Foreman	Dave Kully	Virtually Present @10:10am
Media	Smoky Lake Signal	Absent
Media	Redwater Review	Absent
Public	No Members	N/A

2. Agenda:

464-21: Orichowski

That the Smoky Lake County Council Meeting Agenda for the purpose of Departmental Operations for Thursday, March 4, 2021 be adopted as presented.

Carried Unanimously.

3. Minutes:

No Minutes.

5. Issues for Information:

Management Policy Statement No. 3-M-06-12: Public Works Manager Work Plan

465-21: Halisky

That Smoky Lake County's Management Policy Statement No. 3-M-06-12: Public Works Department - Manager Work Plan, be accepted as amended for Year 2021 as follows:

Title: Public Works Department: Shop Foreman Work Plan	Policy No.: 07-12
Section: 3 - M	Code: P - A
Page No.: 1 of 5	

Purpose:	To establish a Public Works Shop Foreman Work Plan for the Smoky Lake County Public Works Department Program.
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Policy Statement and Guidelines:

STATEMENT:

The **Public Works Department Work Plan, Schedule "A"** outlines the Work Schedule of Projects and duties on a daily, weekly, monthly, periodic and seasonal time frame which provides detail work to be undertaken in the Public Works Department Program. Smoky Lake County Public Works Department: Shop Foreman Personnel List, **Schedule "B"** outlines the department's personnel and job classifications.

BENEFITS:

The Public Works Department Work Plan of the Shop Foreman will provide the following benefits:

- Broaden the portfolio of the Public Works Department Program.
- Good understanding of the process of the Public Works Department.
- Increase efficiency and strengthen timeframe of deadlines.
- Establishes accountability of the Program.
- Communication Tool.

REVIEW:

The Public Works Department Shop Foreman Work Plan will be reviewed and presented to Council on an annual basis beginning of each year.

Section 03-M



SCHEDULE "A"

Policy: 06-12

PUBLIC WORKS DEPARTMENT: WORK PLAN 2021

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
DAILY				
2-3 Hours	Communication: Phone calls from ratepayers, councilors, office.	Address issues.	After conversation: Inspect and Access.	Document and if necessary, send out work force.
1 Hour	Organize Work Force.	Communicate Plan.	As per assigned work.	Time Sheets.
2 Hours	Time sheets Daily journal E-Mail communication.	Verify time sheets Document activities Check e-mails.	Respond to e-mails and keep a control on Public Works Departments.	Check and Sign Document all that took place.
0.5 Hour	Daily Vehicle Inspection	Vehicle Inspection	Inspect vehicle as per Vehicle Inspection Booklet	Provision for sound and safe transportation
1 Hour	Work Place inspection.	Hazard identification.	Identify obstructions and hazards within the working area. Document and discuss.	Tasks will be performed safely avoiding incident.
WEEKLY				
½ Hour	Safety Meeting List Work Schedule.	List on Board and verbally communicate.	Discuss past week incidents and how to solve issues.	Communication Tool. Monitor.
1 Hour	Invoicing.	Verify invoices to projects and check paper work.	Authorize for Payment.	Submit to Central Office.
10-20 Hours	Road Inspections.	Drive Roads and list conditions.	Complete road improvements.	Document as per Policy.
1 ½ Hours	Management Meetings.	Meet with all Management Departments.	Update departments on Public Works activities for the week.	Monitor and complete tasks.
1 Hour	List tasks that can be improved upon.	Weekly review of programs occurring.	Compile a listing for improvements.	Monitor and communicate.
1 Hour	Truck Cleaning.	Maintain a professional vehicle appearance.	Clean County Vehicle.	Adhere to County Policy.
½ Hour	Communication.	Speak with Managers.	Discuss projects inside and outside of shop.	Communicate. Become more efficient.
1-4 Hours NEW	Council Requests	County Infrastructure Issues	Inspect after receiving a request	Solving the problem or issue.
MONTHLY				
	Safety Meeting; Managers, Representation from each Department, including Council. Attend monthly Council meetings.	Report from each Department.	Discussion and Recommendations.	Safe Work Environment.
	Monthly reports to Council.	Manager Report Form.	Complete a manager's report for each meeting.	Information for discussion with Council and management.
April-October	Culvert Maintenance Program.	Replacing, installing and repairing.	Inspection and prioritize.	Proper drainage. Report update to Council.
April-September	Gravelling Projects.	Annual gravel haul.	Organize and schedule areas to be graveled.	Improved quality of roads. Monitor.

PUBLIC WORKS DEPARTMENT: WORK PLAN 2021- Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
MONTHLY- Continued				
Mid May to October	Rehabilitation.	Shoulder Pulls.	Schedule and direct Work Force.	Improve quality of roads. Document.
March to November	De-Watering.	Rock extraction from beneath water table.	Schedule and direct work force.	Stock pile suitable material for crushing.
May to August	Oil Treatment of Roads.	Hauling of Gravel and Mixing Oil.	Schedule and direct Work Force.	Improve quality of roads. Document.
May to September	Base Stabilization.	Hauling of Gravel and mixing MG30.	Schedule and direct Work Force.	Improve quality of roads. Document and Monitor.
June to October	Construction.	Backsloping, create ditches, raise road surface.	Schedule and direct Work Force.	Improve quality of roads. Document.
May to August	Private Dust Control.	Haul gravel, mix oil and pack.	Schedule and direct Work Force.	Create dust control in front of private residence.
October	Snow Retention	Snow fence installation.	Schedule Warspite snow fence installation.	Hold back drifting onto main street.
October	Replenish Salt Supply	Contact Salt Supplier.	Research best value.	Fill salt bin.
October	Winter Road Sand Supply.	Screening and Hauling Sand. Co-ordinate calcium blending with sand.	County trucks haul screened sand from White Earth Pit to County Shop yards.	Sand in place for winter icy conditions.
QUARTERLY				
	G.I.S.	Data Updates	Provide information on assets to be installed into the system; updates on gravel and oil based roads, culverts, signage, dust controls, winter flag driveways, fencing, hydro-axe progress, construction and any other pertinent infrastructure.	Monitor assets, location and costs.
PERIODIC				
	Gravel Crushing Tender	Create Crushing Tender	Complete a new gravel crushing Tender as the old contract is being completed	Assure a contractor is in place for future gravel crushing
	Bridge Maintenance.	Major Repairs or Replacement.	Communicate with Associated Engineering, Alberta Transportation and Contractor.	Safe Passage over creeks. Monitor and Document.
	Bridge Maintenance.	Minor repairs as directed by Associated Engineering.	Work requirements completed by Public Works staff.	Bridge quality improvement.
	Job interviews.	Prospective staff selection.	Advertise for specific positions and interview qualified individuals.	Selection of individual most fitting and qualified for the position.
	Conventions.	Attend Conventions.	Incorporate material into Public Works activities.	Education and Communicate.
	Strategic Plan	Quarterly Reports	Document actions taken to fulfill the plan.	Progression of Smoky Lake County.
	Backsloping Program	Control of brush and noxious weeds along county roadways.	Inspect road prior to and after completion.	Create proper drainage and reduce road maintenance costs.
	Five -Year Road Plan	Document Information.	Study roads, determine which roads will need attention and schedule construction.	Budgeting Preparations.

Public Works Department: Work Plan

MANAGEMENT

PUBLIC WORKS DEPARTMENT: WORK PLAN 2021- Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
PERIODIC- Continued				
	Fires	Emergency Services Responses.	Assist Fire Department as required. Debriefing.	Monitor Roster for Emergency Services.
	Meeting with Council and Ratepayers.	Address Issues.	Investigate situations.	Document Activities.
	Personnel Communication	Workers Issues.	Improve job execution. Address Concerns.	Quality Control.
	Annual Safety Meeting	Managers Annual Report	Discuss the previous and present years work schedule expectations and safety issues.	Communication to staff, managers and Council on work and safety within the county.
	Employee Evaluations.	Evaluate Staff.	Complete Evaluation Forms.	Improve quality of working relationship and communication
	Beaver Dam Situations	Removal	Track-hoe or back-hoe to break apart structures. Dynamite where necessary.	Ensure proper water flow and drainage.
	Public Works: Work Plan	Plan for the upcoming year	Review all Work Plans, and Programs – make appropriate changes.	Submit to Council-Annually.
	Budget Meetings	Budget Meetings for Public Works and Capital Assets.	Evaluate Programs and capital needs, price out items and prepare budget.	Meet with the Finance Manager.
	Various Meetings with Council: -Departmental Meeting -Committee of The Whole -Aggregate Company Meeting	County Procedures	Discussions and recommendations provided in accordance to Public Works activities.	Provide information and clarity.
	Post-Wind Road Inspections	Tree Obstruction	Document and organize for brushing crews to remove trees from county roadways.	Provide public access and safe transportation along County roads.
	Policy Statement and Guidelines. (Meetings)	Review County Policies.	Make amendments to existing policies and create new policies when required.	Governance.
	Heavy Equipment Cross Training.	Public Works staff training.	Training staff on equipment including grader, back hoe, reclaimer, track hoe and cat.	Having the flexibility to place staff on various pieces of equipment in case of illness, injury or holiday time by existing employees.
	Custom Grader Maintenance and Sanding Smoky Lake Complex, Vilna Cultural Center, H.A.K. School parking lot, Waskatenau hall, upon request.	Parking lot maintenance.	Winter snow removal and summer gravel blading.	Quality Control.
	Regional Heritage Board	Labour Assistance.	Installation of signs and or monuments upon request. Maintenance of Victoria Trail pullouts.	Quality Control.
New	Training and Professional Development	Attend Conventions and Seminars.	Further Education.	Advancement in knowledge and practical procedures.
New	Haul Road Agreements	Govern Hauling Activity	Have Contractor fill out and sign an agreement prior to hauling on County roads.	Assurance of haul roads remaining or returning to the condition prior to initiating the haul.

Public Works Department: Work Plan

MANAGEMENT

PUBLIC WORKS DEPARTMENT: WORK PLAN 2021 - Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
PERIODIC -Continued				
New	Muni-Site Development	Entries	Enter new culvert and culvert repair locations along with completed Brushing and Hydro-axing areas.	Documentation for information and future requirements.
	North Saskatchewan River Boat Launch's.	Maintenance.	Haul away debris and silt build-up from boat launch entrance to the river.	Provide proper access to the river.
Upon Request	Metis Crossing	Maintenance	Provide snow removal and gravel hauling and spreading upon request.	Quality Control.
SEASONAL				
	Road Maintenance.	Snow Removal. Grade Roads. Repair Washouts and control flooding issues. Patch Oiled Roads.	Maintain Crown. Trim shoulders and bring to centre line. Assure proper slope and drainage.	Road Quality Improvement. Document.
UPDATED	Brushing and tree removal.	Right-of-way maintenance.	Remove leaners, fallen trees, and any debris along roads and ditch area.	.Allow for safe travel and proper flow of water along ditch bottom.
As per Work Plan	Hydro-axe.	Mulch brush and trees.	Operate hydro-axe in selected area; provide Ag. Dept. with map showing cleared area ready for spraying.	Improve site lines and overall drainage.
March-April UPDATED	Winter and spring Culvert inspection.	Culvert obstruction removal.	Excavation of snow and ice along with steaming ice filled culverts.	Allow for ease of spring run-off along county roads.
	Ice Inspections	Inspections for ice build-up on and along county roads due to natural springs.	Assign proper Work Force to break apart and remove ice build-up.	Maintain safe driving conditions.
	Replenish Oil Supply.	Contact Oil Suppliers.	Research for best oil available.	Fill tanks at best price.
	Oil Tank Maintenance.	Contact Gas Department.	Service burners.	Oil remains hot.
	Project Analysis.	Study procedures, time spent, quantities, cost of previous years work.	Investigate. Research. Monitor.	Budget process. Improve upon past performance.
	Work schedule	After adoption of the five-year road plan, schedule projects.	Organize road projects. Create calendars.	Document. Monitor. Report.
January	Smoky Lake County Annual Booklet	Annual Report	Document Public Works previous year Projects, maintenance and activities.	Public Awareness.
February - March	Dust Control Advertisement.	Create advertisement.	Submit to local newspapers and County Grapevine.	Accept applications and schedule seasonal dust control applications.
October - November	Flag Driveway Snow Removal Advertisement	Create advertisement	Submit to local newspaper and County Grapevine.	Accept applications and document locations for snow removal
	Register contract trucks and equipment.	Create advertisement.	Submit to local newspapers and County Grapevine.	County has access to acquiring additional trucks and equipment to perform services.
April and October	Sign Inspection	Spring and Fall sign inspection and documentation.	Ensure signs are in place and in good condition, note areas that may require additional signage.	Safety awareness.

Public Works Department: Work Plan

MANAGEMENT

PUBLIC WORKS DEPARTMENT: WORK PLAN 2021- Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
SEASONAL -Continued				
	Haul Road Inspection	Weekly inspections during gravel, oil and log hauling.	Document any damage that was a direct result of hauling; schedule any repair that will be necessary.	Assure haul roads are safe for travel.
April	Grader Operator Meeting	Seasonal Road Maintenance Discussion	Winter and summer road maintenance practices. Gravel recommendations.	Road quality improvement.
October	Plow/Sand Truck Meeting	Winter Road Maintenance Discussion	Repetition of proper snow removal techniques. Discussion and awareness of rough road surfaces inspected and documented prior to the winter season.	Road quality improvement.
October	Pre-Snow Removal Road Inspections	Inspection of County Roadways.	Document any road flaws or obstacles.	Allow for safe snow removal.
October	Pre-Snow Removal Driveway Inspections	Inspection of Flag Driveways.	Document obstructions to avoid during snow removal.	Avoid any incident from occurring.
	Operational Budget	Equipment Costs and Wages	Analyze actual costs as compared to projections made each season.	Efficiency and Quality Control.
	Private Gravel Pick-Up and Sales	New Time Slot for Gravel Customers	Advertise new hours for private gravel pick-up. June 1 to September 30 Tuesdays and Thursdays From 9:00 A.M. - 3:00 P.M.	Provide more efficient service by having a dedicated loader operator during these new time slots.
	Annual County Council Road Tour	Road Conditions and Evaluations	Point out proposed and completed road projects. Document any issues that may need to be resolved.	Provide valuable information to Council in regards to road improvement.
April - November	County Culverts Program	Culvert Monitor and Replacement	Ability to upgrade and add culverts under and along county roadways.	Improve drainage.
August	Smoky Lake Demolition Derby	Site Maintenance	Level and compact surface at the demolition derby site.	Improve riding surface.
	H.A.K. Parking Lot and Access Road	Site Maintenance	Grader blade road and parking surface.	Allow for smooth transportation and improve drainage.
November-April	Church yards and Cemeteries.	Snow removal.	Tractor snow removal upon request.	Allow safe access to church and cemetery locations.
2021 ASSIGNMENTS				
	Gravel Sources.	Exploration for gravel: a. Crown Land b. Private Land	Application for S.M.E.'s on County land. Obtain permission to explore and dig test holes.	Strategic Priorities Operational: 2 - Secure alternate sources of pitrun for crushing purposes.
	Dust Control.	New Methods of Dust Control.	Research and inspect new methods of dust control.	Strategic Plan
NEW	Shop Yard Expansion	Contact Arnold Dubetz	Discuss purchase of land north of county Shop yard.	Yard Expansion.
2022 NEW	Warspite Ferry Landing	Boat Launch Construction upon approval from A.E.P. (Alberta Environment and Parks)	Excavate, shape, place filter cloth and gravel.	Suitable Water Craft Landing.

Public Works Department: Work Plan

MANAGEMENT

PUBLIC WORKS DEPARTMENT: WORK PLAN 2021- Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
2021 ASSIGNMENTS-Continued				
Sept.-2021	Village of Waskatenau Drainage Ditch.	Drainage Improvement.	Monitor ditch bottom for any obstruction.	Drainage Improvement.
June-2021	Village of Warspite Drainage Ditch; Continue ditching.	Drainage Improvement a. Ditch running from 52 St. East through old school property.	Remove trees growing in and along the drainage ditch. Maintain by cutting and spraying.	Alleviate water backup and flooding of neighboring properties.
November/March	Snow Removal	Bridge Decks	Incorporate with "Flag" Driveway Snow Removal.	Less travel for tractors completing while travelling to driveways.
May - July	Mons Lake Beach	Beach creation. Waiting approval from A.E.P. (Alberta Environment and Parks)	Haul away overburden and replace with beach sand.	Eliminate overburden erosion and create a suitable beach front.



SCHEDULE "B"

Smoky Lake County: Public Works Department Year - 2021

Personnel List

PW/Dept.	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year	Other
Bob Seaton														Relief Operator
Barb, Dwayne														Plow Truck
Bruce, Jason	x	x	x											Low Boy
Charles, Craig														Plow Truck
Chemisch, Doug	x													Plow Truck
Chisley, Wayne	x													Low Boy, Back Truck
Christie, Marion	x													Welder
Dennis, Will														Low Boy
Donovan, Barry	x													Gravel Checker
Owen, Dana														Plow Truck, Grader
Genevieve, Kim	x													Grader, Snow Tractor, Snow Excavator
John, Dwayne	x													Shop help - winter
Joseph, Dale														Water Truck, Tractor - Winter, Rock Truck
Norma, Gerry	x													Loader - Contract Trucks, Tractor - Snow
Quinn, Frank														Oil Tanker, Low Boy, Water Tanker, Cal, solid stop
Mirrah, Chris	x													
Moni, Dale	x													
Non-resident														
Richard, Greg	x	x												Hydro Ag
Richard, Dwayne	x													Tractor, Oil Truck, Garbage Truck, Belly Dump
Richard, Dwight	x													Plow Truck
Ruthie, Robert	x													Plow Truck
Smith, Rick	x													Plow Truck, Garbage Truck, Rock Truck, Oil Truck, Tractor
Trujillo, Matt														Plow Truck
Widemanek, Justin														Plow Truck
Widemanek, Matt														Plow Truck
	Scale Shop Operator and Public Works Clerk													

Notes: General Maintenance: All employees assist with Snow, Ditching, Tree Removal, Garbage Removal, Irrigation. Assist other County Departments. Full-time basis and as duties needed.

Primary Job
Seasonal
Casual

Carried.

Management Policy Statement No. 9-M-01-10: Natural Gas Manager Work Plan

466-21: Orichowski

That Smoky Lake County’s Management Policy Statement No. 9-M-01-10: Natural Gas Department: Natural Gas Manager Work Plan, be accepted as amended for Year 2021 as follows:

Title: Natural Gas Department: Natural Gas Manager Work Plan		Policy No.: 01-10
Section: 9 - M		Code: P - A
		E
Page No.:	1 of 6	
Purpose:	To establish a Natural Gas Department Work Plan for the Smoky Lake County Natural Gas System.	
Policy Statement and Guidelines:		
STATEMENT:		
The Natural Gas Department Work Plan, <i>Schedule “A”</i> outlines the Work Schedule of Projects and duties on a daily, weekly, monthly, periodic and seasonal time frame which provides detail work to be undertaken in the Natural Gas System. Smoky Lake County Natural Gas Department: Personnel List, <i>Schedule “B”</i> outlines the department’s personnel and job classifications.		
BENEFITS:		
The Natural Gas Department Work Plan of the Natural Gas Manager will provide the following benefits:		
<ul style="list-style-type: none"> ■ Broaden the portfolio of the Natural Gas System. ■ Good understanding of the process of the Natural Gas Department. ■ Increase efficiency and strengthen timeframe of deadlines. ■ Establishes accountability of the Program. ■ Communication Tool. 		
REVIEW:		
The Natural Gas Department Work Plan will be reviewed and presented to Council on an annual basis beginning of each year.		

Section 09-M

Policy: 01-10



SCHEDULE "A"

NATURAL GAS DEPARTMENT: NATURAL GAS MANAGER
WORK PLAN 2021

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
DAILY				
2-8 Hours	Line locates	Locate and mark County gas lines for construction, seismic, and whoever is working by County gas lines.	Insure gas lines are located and properly marked. Manpower of 2 to 3 men.	Eliminate the possibility of disrupted gas service due to damage lines.
2-6 Hours	Customer complaints	Gas odor calls, on-off readings of meters, listen to general complaints.	Answer customer questions, delegate duties, going out to customer residents.	Document and monitor service for improvements.
1-2 Hours	Documentation of jobs	Complete necessary documentation work completed.	Address and monitor tasks.	Accountability.
0.5 Hours	Daily Vehicle Inspections	Ensure vehicles are in safe working condition before operation.	Check fluids, lights, tires, visibility, etc.	Safe operating condition prior to driving.
1 Hour	Pre job meetings	Complete necessary paper work.	Identify and record hazards and control measures.	Safety at job site.
0.25 Hours NEW	Mail/parcels	Pick up and deliver mail.	Pick up and deliver mail to Post Office as well as pick up parcels from Post Office and Pappy's.	Mail and packages are handled routinely and efficiently.
After Office Hours	On-Call	Man emergency phone.	Take after hour's emergency calls.	Continuance of gas service.
WEEKLY				
12 Hours	RMO Checks	Check RMO stations.	Record station operations, metering, meter oil levels, odorant, glycol, heaters, and line heaters.	Insure gas quality and operation of the station to insure continuous gas flow.
1.5 Hours	Management meeting	Meet with all management departments.	Update all departments of Natural Gas Department activities for the week.	Discuss and work with all departments. Help each other.
1-3 hrs.	Invoicing	Check Customer Service Requests.	Invoice for third party work.	Provides income for gas department.
1 hr.	Clean truck	Maintain a professional appearance.	Keep County vehicle clean.	Adhere to County Policy.
1 Hour	Utility Personnel Meeting	Communicate projects and tasks.	Work schedules reviewed for the week and month.	Education and monitoring.
2 Hour	Tool Box meeting	Communicate with all departments.	Review any incidents and report weekly activities.	Learn from past experiences.
MONTHLY				
1 Hour	Magazine check	Explosive inventory.	Check and record inventory.	Legal requirement.
20 Hours	Odor sample	Checking for gas quality.	Take sniff tests at different locations from each RMO and record.	Insures sufficient odor in gas line for customer safety and address legal requirements.
4 hrs.	Gas balancing	Check differences between bought gas and sold gas.	Document gas purchase verses gas sold.	Gives an indication of possible gas loss problems.
1-2 Hrs	Main Office Safety Meeting	Attend monthly office safety meetings.	Review any incidents and report monthly activities in office.	Safer work environment.

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Natural Gas Department: Natural Gas Manager Work Plan

MANAGEMENT

NATURAL GAS DEPARTMENT: NATURAL GAS MANAGER WORK PLAN 2021 - Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
MONTHLY-Continued				
1-2 Hrs	Joint Health and Safety Meeting	Attend monthly Joint Health and Safety Meetings.	Review any incidents, report weekly activities, and review safety policies and correspondence.	Safer work environment.
32 hrs	AMR meters	Reading meters.	Download AMR meter to reader and read all installed AMR meters.	Takes 1 person approximately 4 days to read app. 1450 meters.
10 Hrs.	Meter readings	Reading meters.	Manually reading meters not on AMR.	2 people approximately 1 day.
8 hrs.	Managers reports	Manager report form.	Complete a manager's report for monthly council meeting.	Provide information for council and management.
8-24 Hours	Delinquent accounts	Collect arrears.	Collect overdue accounts or leave notice. Lock off if necessary for no payments.	Generate income.
1-8 hrs	Paperless billing	Set up customers monthly gas bills to be sent by email.	Send out notification that it is available, gather information from interested customers, and enter into our system.	Less paper consumed, less time spent folding and putting bill in envelopes, and less postage costs.
10 to 12 Days	Odorant	Deliver Odorant.	Deliver odorant to approximately 300 RMO's in 35 different Gas Co-ops.	Safety and income generating for the County.
PERIODIC				
2-3 Hours	Vehicle maintenance	Oil changes and general truck maintenance.	Assist in oil change and general repair when necessary.	Safe and well-maintained vehicle.
100 hrs	Conventions	Attend conventions.	Incorporate materials into Natural gas activities.	Education and communication.
8 hrs	Auditor documentation	Have documentation available for auditor.	Prepare spreadsheets and invoices for auditor.	Present council with end of year financial report.
16 hrs	Strategic plan	Quarterly report.	Document actions to fulfill the plan.	Communicate and educate.
80 hrs.	Equipment maintenance	Change oil, general repair and replacement.	Complete oil changes and lubrication.	Well maintained equipment works longer.
40 hrs	Utility meetings	Manager report.	Prepare request for decisions, agendas.	Communicate with council on activities happening in the department and natural gas industry.
40 hrs.	Budget meetings	Research information.	Prepare budgets for operating and capital purchases.	Long term financial stability.
20 hrs.	Replace defective gas meters	Replace gas meters if they have stopped reading gas.	Monitor readings monthly, inspect or replace meters that have stopped metering gas.	Accurate balancing and payment for gas used.
20 hrs.	Departmental meetings	Compile all information.	Prepare departmental work plan.	For all to know what the department does.
250 hrs.	Leak detection	Underground leaks.	Find and repair leaks.	Prevent gas loss and maintain public safety.
10 Hrs.	Job interviews	Interviewing for new staff	Advertise and arrange interviews.	Hire best available candidate when approved.
5 hrs.	Employee evaluations	Evaluate staff.	Complete documentation of evaluation.	Improve working relation and communication.

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Natural Gas Department: Natural Gas Manager Work Plan

MANAGEMENT

NATURAL GAS DEPARTMENT: NATURAL GAS MANAGER WORK PLAN 2021 - Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
PERIODIC- Continued				
4 hrs.	Work plan	Plan for the upcoming year :2021.	Review work plans and make appropriate changes.	Submit to council annually.
40 hrs.	Prepare budgets	Budget meeting for Gas Department needs.	Evaluate capital and operational budget.	Meet with finance manager and council for approval.
8 Hours	Safety	Annual safety meeting.	Attend county wide safety meeting.	Review incidents, find remedies, communicate with all county staff on working safely.
20 to 40 Days	PFM check	Pressure meter factoring. Required legally.	Go to all PFM sets and make sure that proper pressure is going through the meter.	Insures accurate measurement of gas to customers.
5 to 10 Days	Public building inspections	Check public building where large groups of people gather.	Check churches, schools, halls, lodges, etc. for gas leaks within the buildings and appliance condition.	Safety to places where large groups of people may gather.
40 to 70 Hours	Cathodic protection	Perform test.	Test cathodic beds and sacrificial anodes. Replacing when necessary.	Protect metal gas lines from getting pin hole due to electrolysis.
16 Hours	Tetler bag samples	Collect sample bags of gas.	Take samples for each RMO at different locations, send away for a lab analysis.	Required legally. Provide documentation of gas quality.
151 hrs.	Compressed natural gas trailer	Provide compressed natural gas in emergency situations.	Travel to various locations with CNG trailer.	Provide emergency gas for other Gas Co-ops and Third party jobs.
4 to 8 days	Budget	Capital and operating budget.	Work with finance and management to prepare budgets.	Approval by council for natural as department day to day operational finances and capital purchases.
8 to 40 Hours	Hydro Axing	Communicate with Public Works.	Check for grown in right-of-ways and give direction to Pubic Works on what needs to be trimmed.	Clean right of way for line walking, line locating and line repair.
80 to 800 Hours	Meter Recalls	Replace outdated meters. Legally required.	Replace outdated meter with a current sealed meter. Repair leaks.	Less gas loss and eliminates the yearly PFM checks.
40 to 60 Hours	End Pressure Test	Check pressures at various locations at end of lines.	Insert gauges at various locations and occasionally get readings.	Check if lines are delivering sufficient gas to customers.
60 Hours	GPS	New service's and Alterations.	GPS all new services and Alterations.	Used for GIS system and future use for line locating if tracer wire deteriorates.

NATURAL GAS DEPARTMENT: NATURAL GAS MANAGER WORK PLAN 2021 - Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
PERIODIC- Continued				
25 hours	Other duties	Office.	Assist admin staff with misc office duties such as filing, operating folding and postage machines, etc.	Make for good working relationship with office staff.
UPDATED				
5 hours	Bank Deposit	Complete County deposit at Bank	Deliver the County bank deposit to the local bank for processing of cheques	Transfer of funds into County accounts.
NEW				
8-60 hours	Training	Training for Operations	Attend various training courses offered. Some are required for operations, as well as renewal training for expired courses.	Enhance operations.
NEW				
40 Hours	O & M Policy	Check if we are complying with the O & M Policies.	Fix, install or replace necessary equipment.	Comply with O & M Policy Manual Operations.
1-10 hours	Council Requests	Respond to Council requests.	Upon request of Council, respond or investigate based on situation	Comply and communicate with Council
NEW				
60 Hours	Inventory	Take inventory at shop.	Physical count all inventory in our shop.	Monitoring for year-end.
UPDATED				
SEASONAL				
May to November	Construction	Install gas lines.	Construct new gas services.	New customers.
May to November	Construction	Install underground lines.	Install underground power lines, phone lines, temporary water and secondary gas lines.	Generates an income and helps County customers.
May to November	Construction	Wash and bleach all equipment.	Wash and bleach equipment used in construction prior to crossing property lines.	Prevent the spread of Club Root by this department.
May to November	Sign installation	Replace and install new signs.	Install new sign at new construction crossings and replace old unreadable or damaged ones.	Make people aware of gas lines crossing roads, etc.
8 to 80 Hours	Cut and Caps	Terminate released lines.	Dig up gas lines that have been released, cut and cap the service.	Remove unwanted gas lines.
May to November	Maintenance	Maintain facilities.	Do maintenance on above ground facilities (Reg Stations, RMO's, etc).	Tighten the system, less leaks more profit.
ASSIGNMENTS				
15 Hrs.	Automatic Meter Readings	Group AMR meter customers.	Group AMR customers to Taps and individual regulating stations.	Use for gas loss and balancing
50 hours	Sign Repair	Repairing Natural Gas signage	Replace or repair existing Natural Gas signage throughout the County.	Better public image and better visibility to public.
NEW				
May to November (when required)	Line Replacement	Upgrade/replace gas lines when deemed necessary	Installing larger gas lines to replace either undersized or defective gas lines.	Increase system capacity to allow for future expansion.
NEW				

SCHEDULE "B"

Smoky Lake County: Natural Gas Department Year - 2021

Personnel List

	Gas Manager	Gas Servicemen	Labourer
Daniel Moric			
James Vezeau			
Barry Letwin			
Daniel Malysh			
William Gray			
Summer Labourer			
NOTE:			

FULL TIME

SEASONAL

Carried.

Dave Kully, Public Works Shop Foreman, virtually joined the meeting, time, 10:10 a.m.

Management Policy Statement No. 4-M-01-11: Enviro. Operations Manager Work Plan

467-21: Gawalko

That Smoky Lake County's Management Policy Statement No. 4-M-01-11: Environmental Operations Management Work Plan, be accepted as amended for Year 2021 as follows:

Title: Environmental Operations Management Work Plan	Policy No.: 01-11
Section: 04 – M	Code: P – A
	Page No.: 1 of 11

Purpose:	To establish an Environmental Operations Work Plan for the Smoky Lake County for the Environmental Operations of Water, Wastewater and Waste Management Program.
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Policy Statement and Guidelines:	
STATEMENT:	
The Environmental Operations Management Work Plan, Schedule "A" outlines the Work Schedule of Projects and duties on a daily, weekly, monthly, periodic and seasonal time frame which provides detail work to be undertaken in the Environmental Operations for Water, Wastewater and Waste Management Program. Smoky Lake County Environmental Operations Department: Personnel List, Schedule "B" outlines the department's personnel and job classifications.	
BENEFITS:	
The Environmental Operations Management Work Plan will provide the following benefits:	
<ul style="list-style-type: none"> ■ Broaden the portfolio of the Environmental Operations of Water, Wastewater and Waste Management Program. ■ Good understanding of the process of the Environmental Operations of Water, Wastewater and Waste Management Department. ■ Increase efficiency and strengthen timeframe of deadlines. ■ Establishes accountability of the Program. ■ Communication Tool. 	
REVIEW:	
The Environmental Operations of Water, Wastewater and Waste Management Work Plan will be reviewed and presented to Council on an annual basis beginning of each year.	



SCHEDULE "A"

Environmental Operations Management: WORK PLAN 2021

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
DAILY				
¼ Hour	Communication: Phone calls or emails from ratepayers, councilors and office.	Address issues regarding complaints or billing inquiries.	Inspect and Access provide reply if required.	Rectify and Document the issue.
¼ Hour	Organize daily projects.	Communicate plan, and safety concerns.	As per assigned work.	Time sheets.
¼ Hour	Morning mail	Collect County mail.	Collect and or mail if required and pick up parcels.	Provide mail to front desk.
¼ Hour	Vehicle inspection	Check vehicle in the morning and when done for the day.	Go through checklist provided.	Fill out the checklist for future records. If there are issues with the vehicle report to the Shop Foreman to have rectified.
2 Hours	Check Warspite potable Water system	Monitor Chlorine content at plant and distribution system.	Collect samples from the plant and distribution system and test for total chlorine content. Calculate all chemical consumption. Monitor all chemical pumps, and visual inspection to assure all equipment is working properly.	Record all results on daily logs Level 2 water distribution certification required.
1 Hour	Check Regional equipment at the Warspite system	Monitor pressures and chloramine residuals. If results are not efficient the operator will troubleshoot system.	Tend to adjustments required.	Record all results on daily logs. Level 2 water distribution certification required.
1 Hour	Monitor Warspite sewage lift station	Monitor pump operation and ensure level sensing electronics are in good operation.	Manually work pumps and have a visual check on water levels while pump is in operation. Clean out sewage traps, daily.	Record all results on the daily logs. Level 1 water sewer certification required.
2 hours	Check Spedden Water system	Monitor Chloramine content at plant and distribution system.	Collect samples from the plant and distribution system and test for chlorine content. Calculate all chemical consumption. Monitor all chemical pumps.	Record all results on daily logs Level 2 water treatment required.
1.5 hours	Check regional equipment, at the Spedden facility	Monitor pressures and chloramine residuals. Tend to booster station. If results are not satisfactory the operator will trouble shoot system.	Tend to adjustments required. Communicate with St Paul County and assist and rectify if any issues come up.	Record all results on daily logs. Level 2 water distribution certification required.
1 hour	Check regional and distribution system at the Bellis Potable Truck fill	Monitor pressures and chloramine residuals. If results are not efficient the operator will troubleshoot the system.	Tend to adjustments required.	Record all results on daily logs. Level 2 water distribution certification required.

Environmental Operations Management: WORK PLAN 2021- Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
DAILY- Continued				
½ hour	Check on pumps and Booster station at the Smoky Lake regional station	Monitor pressure and chloramine residuals. Tend to the booster station. If results are not satisfactory the operator will trouble shoot the system.	Tend to adjustments required.	Record results on daily logs. Level 2 water distribution certification required.
½ hour	Check regional equipment and testing at the Vilna and Waskatenau water facilities	Collect water samples and testing for mono and free chloramine.	Tend to adjustments if required.	Record results on daily logs. Level 2 Water Treatment certification required.
1 hour	Tend to Regional Waterline First Calls	Allocate the first call to either Smoky Lake County, or the County of Thorhild.	Each County will mark or determine if the work proposed is not a conflict with the Regional Waterline, and notify the Contractor or Landowner.	Record each First Call ticket number and actions taken. Keep these records for 3 years.
½ hour	Edward booster station check	Monitor pressure and pump runtimes, assure system is properly operating.	Tend to adjustments is required.	Record results on daily logs. Level 2 water distribution certification required.
½ hour	Check on Warspite Booster station	Assure proper operation of pumps and monitor pressure.	Tend to adjustments when required.	Record results on daily logs. Level 2 water distribution certification required.
½ hour	Check Regional side of Whitefish Lake Reservoir.	Monitor water and chemical levels. Assure the system is in proper working order.	Tend to adjustments and visual inspections of system. Add chemicals when required.	Record results on daily logs. Level 2 water treatment required.
WEEKLY				
½ hour	Safety Meeting	Report Verbally.	Listen to safety issues that caused concern in the previous week and how to resolve, and report our department's plans for the week.	Communication tool Monitor.
1 hour	Managers Meeting	Verbally report to Management team of weekly direction and concerns.	Communicate with the other managers of weekly events. An opportunity to plan tasks with other departments and notice of events that may affect each department's weekly activities.	Management Communication
½ hour	Invoicing	Verify invoice to specific water or waste site.	Code, date and authorize.	Submit to appropriate office personnel.
3 hours	Supervising Vilna Potable Water System	Test chloramine residual entering Reservoir within the distribution System	Review Vilna's Operator in Training paperwork and results.	Level one water certification required. Record results.
10 hours	Water Testing and equipment calibration of Regional sites within Smoky Lake County	A sample is collected at each site and is tested regarding Mono Chlorine, Free Chlorine, and Free Ammonia. Each site Chloramine Analyzer must be calibrated weekly.	We would collect 3 samples at every site. Each sample will take 15 minutes to complete. Sites to be collected from are: Spedden, Vilna, Bellis, Smoky Lake, Warspite, and Waskatenau. Beakers, and test tubes are to be cleaned and Chloramine analyzers are to be recalibrated reflecting results. Time allocated reflects travel time.	Record results on weekly logs. Level 2 water distribution certification required.

Environmental Operations Management: WORK PLAN 2021 - Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
WEEKLY - Continued				
9 hours	Enzyme substrate tests (Bac-T samples)	Collect water samples, and deliver to aspen health authority. Record all results on weekly log. Also collect coins in coin operated truck fill in Warspite	Collect water samples throughout the county, Waskatenau truck fill, Warspite potable and raw, Smoky Lake truck fill, Bellis potable and raw, Vilna Truck fill, Spedden potable, Spedden raw, and lakes with swimming facilities.	These samples are couriered to the Provincial Laboratory for public health, with the results sent back to the county. If results fail we would redo this process, and rectify the problem found immediately followed with a report to Alberta Environment.
½ hour	Flush Warspite distribution lines	Monitor chloramine residual at end of distribution line. If results are less than 0.5 mg/l we flush in order to bring the residual to an acceptable level.	Open hydrant and test for total chloramine, when the water reaches the desired level the valve is shut slowly and caps are replaced.	Record result on daily log sheet.
2 hours	Maintenance and calibrate testing equipment	Inspect, clean and follow manufacture guidelines for calibrating chlorine content meters, PH meters, and alkalinity meters.	Replace reference electrolyte cartridge in PH meter, mix a standards solution used to compare results.	Record all results on weekly logs.
2 hours	Wash and tidy service trucks	Maintain professional appearance of utility department.	Wash outside, inside, tidy service box, clean tools and restock supplies as needed.	Service truck is safe and maintains clean appearance.
½ hour	In house courier	We are asked to deliver packages to other municipal offices.	Since we must check the plants though out the county or attend meetings we will deliver packages to Waskatenau, Smoky Lake Vilna, Thorild or St Paul.	Deliver and Drive safe.
2 hours	Shock truck fill wells	If Alberta Health notifies us of a sample that has contained Bacteria or E Coli the well is shocked and flushed.	If Bacteria is detected approximately a gallon of Hypochloral Chlorine is poured down the well and then tested the next week. If E Coli is detected the reservoir is flushed and drained and treated with bluestone. We retest and send off to the Alberta health lab that same day.	Follow up on resamples repeat if necessary. And document in the daily logs.
3 hours	Check on pumps and Booster station at the Egremont regional station	Monitor pressure and chlorine residuals. Tend to the booster station. If results are not satisfactory the operator will trouble shoot the system.	Adjust chlorine and ammonia pumps to ensure monochloramine levels are sufficient.	Record work done for future inquiries. Service and maintain equipment.
24 hours	Skid Steer Operations	Have skid steer tend to clean ups around waste transfer stations and water facilities.	Push up dry waste pits and burn pits to provide more dumping area. Push refrigerators to metal pile once freon is removed. Move heavy items to proper locations. Cut grass at transfer stations and water facilities, and assist with snow removal.	Record work done for future inquiries. Service and maintain equipment.

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Environmental Operations Management Work Plan

MANAGEMENT

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
WEEKLY - Continued				
12 hours Winter 24 hours Summer	Smoky Lake Transfer Station/Landfill	Waste Transfer Operator is provided on site for maintenance and directing the public.	Direct public, maintain recycling sites and take it or leave it shack, weed trimming, picking litter, keeping records of loads brought in, and charging customers when required while providing receipts.	Maintain all logs and inform the manager of incidents, requirements and issues that may arise. All transfer stations and Landfills must have an operator present as per Alberta Environment and Parks requirements and must have a basic transfer station certification.
12 hours Winter 16 hours Summer	Bellis Transfer Station	Waste Transfer Operator is provided on site for maintenance and directing the public.	Direct public, maintain recycling sites, weed trimming, picking litter, keeping records of loads brought in, and charging customers when required while providing receipts.	Maintain all logs and inform the manager of incidents, requirements and issues that may arise. All transfer stations must have an operator present as per Alberta Environment and Parks requirements and must have a basic transfer station certification.
12 hours Winter 16 hours Summer	Spedden Transfer Station/Landfill	Waste Transfer Operator is provided on site for maintenance and directing the public.	Direct public, maintain recycling sites, weed trimming, picking litter, keeping records of loads brought in, and charging customers when required while providing receipts.	Maintain all logs and inform the manager of incidents, requirements and issues that may arise. All transfer stations must have an operator present as per Alberta Environment and Parks requirements and must have a basic transfer station certification.
MONTHLY				
2 hours	Attend Joint Health and safety meetings	A monthly meeting is arranged for the department to provide input.	Communication of safety issues that have occurred and provide input of options to prevent these occurrences to happen in the future.	Discuss the outcome of the safety meeting with the Environmental Operations staff and bring forward any concerns they may have regarding safe work practice.
1 hour	Attend main office/staff safety meeting	A monthly meeting for Office staff to discuss safety and other issues pertaining to the staff.	Provide input of options to prevent future occurrences and listen to the other options.	Discuss the outcome of the safety meeting with the Environmental Operations staff and bring forward any concerns they may have regarding safe work practice and to notify them of general issues that came up in the meeting.
1 hour	Read meters	Meters are read monthly at Warspite.	Set up Itron auto reader, drive down the streets and verify the readings. We download the information at the office and review bills before they are sent out. Install meter if required.	Bill water usage.
1 hour	Service distribution pumps	Proactive approach on general maintenance.	Grease, check propellers for wear and housing for signs of cavitation wear, and add or replace packing as needed.	Record all results on monthly log.
1 hour	Order supplies	Order chemicals, repair parts and tools necessary to effectively operate facilities.	Distribute to facility where required.	Record inventory, and prices to assist in annual budget.
4 hours	Report to council	Monthly report required by council.	Prepare and deliver briefing or debriefing for Supervisor and council, monthly, and as required individual request of council, environment, health officials and the CAO.	File all for future reference.

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Environmental Operations Management Work Plan

MANAGEMENT

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
MONTHLY-Continued				
4 hours NEW	Organize all the take it or leave it shacks.	Go through items taken in and determine if the item can be used again and is safe and corresponds with the take it or leave it policy	Remove the items that do not correspond with the Take it or Leave it policy	Maintain a neat and safe facility for the public.
On call	On call duties	Required for emergencies and weekend system checks.	Treatment facilities require the plant to be monitored on weekends during the high consumption seasons, small repairs are required throughout the system.	Report and monitor, the same as regular plant checks.
4 hours	Inspect Waste Transfer Stations	Go through each Transfer Station with designated waste operator.	Discuss operational issues, if cat work is necessary, burn pits cleaned, road maintenance, and when recycle contractors are to be notified for pick-up or maintenance.	Follow up by contacting desired county equipment or contractors needed.
2 hours	Check truck fill stations	Proactive approach: Check for leaks, line stress, station in proper working order, and maintain clean and tidy site.	Visual inspection of site as well as inside building. Assure receipt printer is working, unplug or change paper role when required. Assure all lights are working, and mechanical components are in proper working order.	On site record of what was done, how long it took, supplies needed, and date of visit.
3 hours	Attend Evergreen Meetings	Regional Waste Commission meeting communication of Evergreens activities.	Provide input when required. Learn valuable information regarding our own sites, compare ideas and networking.	Agenda package is forwarded to the utility meeting agenda.
2 hours or more if a leak is determined. NEW	Regional Waterline leak monitoring	Review SCADA system to assure the system is tight with no water loss occurring.	If a water loss is noticed visually inspect lines for surfacing water. Test for chemicals in surface water. Notify Engineers and or contractor of issue	Document location of leak, monitor repairs and collect any information that has transpired.
PERIODIC				
20 hours Varies on amount of recyclables.	Arrange for recyclable waste to be picked up	This includes wastes such as, propane bottles, Tires, metals, agriculture chemical containers, batteries, paints, and electronics.	Arrange for Freon to be removed from refrigeration units and mercury from microwaves, prior to bailing. Collect all propane bottles and stored at one site for pick up. Notify recycle contractors when areas are almost full.	Record the weights or totals of materials taken as a small revenue is collected for some materials.
2 hours	Regional Waterline construction/ technical meeting	Attend Regional Waterline Meeting involving the waterline twinning and requirements to provide adequate pressure and chlorine residual to Whitefish Lake and Mallaig.	Provide input regarding the County's and Regional Waterline Commissions interests. A huge learning curve on all the new infrastructure that will be operating.	File all records of meetings to assist with future issues.
8 hours NEW	Prepare crossing agreements	Review crossing proposal request	By using crossing agreement template indicate all requirements of the agreement.	Have the agreement signed and approved and keep on file.
1 hour	Whitefish Lake Offsite Reservoir construction/technical meeting	Attend Regional Reservoir technical meeting, and onsite construction, become aware of the site and its operation.	Provide input regarding the County's and regional Waterline Commissions interests.	File all records of meetings to assist with future issues.

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Environmental Operations Management Work Plan

MANAGEMENT

Environmental Operations Management: WORK PLAN 2021- Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
PERIODIC-Continued				
1 hour	Tend to overdue accounts	Review bills and provide notice when the account is in arrears.	Notice is provided in the customer's bill, if there is still no payment we physically go to the customer and provide them with a written shut off notice.	If payment is not made we will inform the customer that the service will be shut off.
10 hours	Arrange for regular maintenance at Transfer Stations	Maintenance on burn pits, cutting grass, snow removal, toilets, and cat work at dry fill pits.	Ashes removed from pits and hauled to Evergreen site, have Ag department cut grass, have public works have snow plowed and cat level dry fill sites, and vac truck to clean toilets.	Record when these duties were performed and code contractor's invoices.
20 hours per Operator	Water operator training	Continuing education is required by the Alberta Water and Waste Water Association	Level 2 operators must maintain the required (CEU's) Continuous Education Units.	Send attendance records in to the Alberta Water and Waste Water Association.
20 hours	Waste Management Training	Continuing education is required by the Alberta Environment and Parks.	A Land fill operations certificate is required when a municipality has a level 3 landfill in operation. The supervisor must maintain the required CEU's.	Send attendance records tin to the Solid Waste Association of North America.
5 hours/ week	Operator relief	Tend to water operations when Waskatenau of Vina operators require time off.	Complete daily checks and maintenance of water treatment facilities and sewage lift stations at Vina/Waskatenau.	Record on daily logs of activities and invoice the municipality.
20 hours	Maintain Lagoons	Expose manholes and valves, and repair access roads.	Visual inspection, prevent weeds growth, and rodents from burrowing on slopes to prevent erosion from occurring.	Record the date maintenance occurred and the costs of the project.
16 hours	Flushing sewer lines	Have a Vac truck flush sewer with high velocity and clean sewage lift station settling chamber.	Organize for contractor, assist and supervise. Reassure all manholes are in place.	Monitor and record all results.
4 Hours	Flush regional line	Collect data from daily logs to determine which portion of the line has a low chlorine residual and flush accordingly.	When portion of the line is determined, assure each municipality has a sufficient amount of water, notify all regional members and open valve, monitor by randomly testing Chloramine residual. When the residual is at the desired levels (1.0 >) close valve and monitor the entire system.	Record all results in the daily logs and notify the commission of the metered amount of water that was flushed.
1 hour NEW	Council Request	Look into issue and rectify if possible to do so within budget	Bring issue to next possible meeting if the issue is over the proposed budget and may require a motion by council to proceed.	Document the work completed, and notify council.
Depends on nature of job approximately 8 to 24 hours.	Emergency repairs.	Repair leaks throughout distribution and sewage systems, and repairs on treatment facilities.	Notify all customers who are affected, dig up line, locate all underground utilities. Hold a pre job meeting to identify any safety issues that may arise. Inspect and repair. Clean up and reclamation of site.	Record site information, and notify Alberta Environment if required.
Varies on number of meetings.	Attend required meetings	Departmental operations, Strategic plan, budget, and meetings with the Town or Villages.	Provide input regarding the Environmental Operations Department.	Prepare information, record information and carry out requests.

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Environmental Operations Management Work Plan

MANAGEMENT

Environmental Operations Management: WORK PLAN 2021- Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
SEASONAL				
16 hours	Repair waste transfer station fences	Mend fences due to trees falling on the fence.	Cut the trees that are against the fence and ones that may be an issue in the future. Mend fence or replace portion if required.	Record the areas that have been repaired and monitor for future issues.
1 hour	Review water pricing	Review price increases or decreases in water rates from Capital Region Water/loine Services Commission	Bring rates forward to Council with an updated draft of the Water and Sewer Bylaw with proposed changes.	Follow Councils decision and bill accordingly.
1 month approximately 1 hour per day.	Supervise and inspect installation of backup generator at the Warspite water facility	This is work that has been carried over from last year and is only 10 % complete. We have a contractor to install and wire a backup generator, in order to continue providing water services during a power outage.	Documenting all work done, and assuring the site is in excellent condition before the project is signed off. Become familiar and trained on all new additions to the system.	Notify Alberta Environment when the project is complete and file all plans and records for future reference.
2 hours or depending on amount of applicants	New hire on if required.	Create add for position and have it advertised in house if no eligible candidate then publicly advertise.	Review all applications, contact references, arrange for interviews.	Notify all applicants of the final decision. Prepare successful candidate for employment, provide payroll clerk necessary information and have new employee safety oriented
Every spring 8 hours.	Annual safety meeting	All day meeting to discuss and interact with all employees on safe work practices.	Provide an update of past and upcoming events of the Environmental Operations Department as well as being informed of what other departments have to report. Acknowledge input from guest speakers informing us of issues that may arise.	Ensure all safety equipment and PPE is in proper order and maintain a safe working environment throughout the year.
Spring and Fall 8 hours	Exercise distribution main valves	8 main valves throughout Warspite distribution system, will take approximately 1 hour per valve. Proactive approach to see if these valves are in good working order.	Basically the valves are closed and opened. This process is repeated till the valve moves easily.	Record the results and date when this was done.
Spring and Fall 12 hours	Exercise all hydrants	12 Fire hydrants throughout Warspite, this is a proactive approach to assure all the hydrants are in proper operating order for emergency purposes. This would include a visual inspection as well, and would take about 1 hour per hydrant.	Each hydrant is flushed, and inspected for corrosion, and valve wear.	Record the results and date when this was done.

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Environmental Operations Management Work Plan

MANAGEMENT

Environmental Operations Management: WORK PLAN 2021- Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
SEASONAL - Continued				
Spring and Fall 8 hours	Exercise all CC valves	At the present time, there is 46 service CC valves. As well as regular maintenance we would be able to tell which ones are in need of repair.	Each CC is closed and opened, and we verify with customer if these valves are in proper working order.	Record the results and date when this is done.
Spring and Fall 36 hours	Inspect and exercise regional line valves	Assure all valves and blow offs are working properly	Open and close valves, run water through blow offs assure proper drainage. Inspect man holes maintain sites for easy access.	Record results and rectify any problems. Record the dates when this was done.
Summer 8 hours	Weed control at lagoon sites	Both lagoons should have weed control for both appearance and to provide rodent prevention.	Spray each facility and inspect for rodent burrowing activity mow grass 2 times in summer	We would record the date this was done as well as the amount of chemical used.
12 hours	Clean and repair paper incinerators	These are the incinerators at the waste transfer stations for county residents to burn private letters/information. We have 5 incinerators throughout the county that must have the ashes removed.	Lift the unit with the backhoe in order to remove the ash. Inspect the units and replace top screen when required.	Place incinerator back into position and assure that it is in safe working order.
3 hours	Weed control at Spedden Water treatment plant	Weed control for appearance and safety.	Cut down existing weeds and spray to prevent,	We would record the date this was done as well as the amount of chemical used.
30 hours	Freon Removal	Remove the Freon from every discarded refrigeration unit at every transfer station.	With the recovery unit tend to every discarded refrigeration unit by piercing the copper piping containing Freon. During this procedure weigh the amount of product collected and document. Send product for recycling.	A CFC/HCFC/HFC Control in the Refrigeration and Air Conditioning Industry certification is required.
8 hours	Provide budget	Review the costs that have occurred and forecast the capital and operation budget for the upcoming year.	Look into capital items that are required and provide council. With costs	Prepare budget for council and when passed follow diligently.
2 hours	Employee evaluations/interviews	Prior to Budget, meet with employees regarding evaluation.	Discuss improvements and praise when required. Verbal or written reprimand if required.	Record and submit if a raise is in order.
3 to 4 days	Attend conferences or workshops related to Water or Waste	Arrange for enrollment and accommodations for County staff and Council.	Attend presentations that are provided.	Provide a report on all the information you received.
1 hour	Waste site Seasonal time changes	Have the winter/summer hours posted on the website and other County information sites, regarding the Landfills and Transfer stations.	Notify all staff which this may affect.	Continue to inform public and re-advertise if necessary.
2 hours	Update workplan	List new projects and maintenance of new facilities, and jobs that have been introduced to the department.	Review the expectations of the department and duties that have been added or removed, list accordingly.	Maintain records for future development and follow current work plans direction.

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Environmental Operations Management Work Plan

MANAGEMENT

Environmental Operations Management: WORK PLAN 2021- Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
2021 ASSIGNMENTS				
80 hours NEW	Dismantle and reconstruct Spedden waste bin site	Notify the public on social media and signs. Move existing bins to a designated temporary location. Remove existing fence. Prepare site to create room for more bins and to assure there are no encroachment issues. Erect fence and gates and bring back the bins to the new location.	Notify public regarding site changes. Complete First Calls. And maintain a tidy and clean site for the public.	Document all the work completed for future interest.
16 hours NEW	Move recycled oil containment are inside covered storage area at the Smoky Lake transfer site.	Remove items tidy up the existing storage sites. Move the oil recycling tank inside and include the barrels for filters and pail storage at this site.	Notify the public of Changes and maintain a clean and tidy used oil recycling site.	Document all the work completed and costs for future interests. Notify Evergreen Waste Management of the completion of this project.
8 hours NEW	Site prep and move oil recycling site into newly proposed containment shack combined with take it or leave it shack at the Bellis Transfer station	Move skid shack to designated area and move oil containment tank, filter barrels and pails inside. Install signage.	Notify the public of changes of oil containment and the availability of the take it or leave it service.	Document all the work completed and costs for future interest. Notify Evergreen Waste Management of the completion of this project.
8 hours NEW	Site prep and move oil recycling site into newly proposed take it or leave it shack to the Spedden transfer station.	Move Skis shack to designated area and move oil containment tank, filter barrels and pails inside. Install signage.	Notify the public of the new take it or leave it service that is provided.	Document all the work completed and costs for future interests. Notify Evergreen Waste Management of the completion of this project.
4 hours NEW	Prepare site and move the newly proposed take it or leave it shack to the Spedden Transfer site	Move skid shack to designated area and install signage.	Notify the public of the new take it or leave it service that is provided.	Document all the work completed and costs for future interests. Notify Evergreen Waste Management of the completion of this project.



SCHEDULE "B"

Smoky Lake County: Environmental Department Year - 2021

Personnel List

	Water Stations	Waste Water	Regional Water	Skid Steer	Garbage Truck	Smoky Lake Transfer St.	Bellis Transfer St.	Spedden Transfer St.	Vilna Transfer St.	Transfer Station Maintenance
	Water	Water	Water	Waste	Waste	Waste	Waste	Waste	Waste	Waste
Terry Bodnar				If not busy with water						If not busy with water
Lorne Fedirchuk					Fill in for Syd					If not busy with water
Syd Kuryliw				1 day a week, if Terry busy	3 days a week					
Ed Kuchera						3 days/week (summer) 2 days/ week (winter)	1 day a week			
Edgar Lacasse								2 days a week		
Scotty Keller							1 day a week			
Scott Adamson										2 days a week
Kal Mallory						Called when nobody available				
Walter Mazur								Called when nobody available		
NOTE:										

PRIMARY JOB
PART TIME
CASUAL

Carried.

Management Policy Statement No. 3-M-07-12: Public Works Shop Foreman Work Plan

468-21: Halisky

That Smoky Lake County's Management Policy Statement No. 03M-07-12: Public Works Department: Shop Foreman Work Plan, be accepted as amended for Year 2021 as follows:

Title: Public Works Department: Shop Foreman Work Plan	Policy No.: 07-12
Section: 3 - M	Code: P - A
	Page No.: 1 of 5
Purpose: To establish a Public Works Shop Foreman Work Plan for the Smoky Lake County Public Works Department Program.	
Policy Statement and Guidelines:	
STATEMENT:	
The Public Works Department Work Plan, <i>Schedule "A"</i> outlines the Work Schedule of Projects and duties on a daily, weekly, monthly, periodic and seasonal time frame which provides detail work to be undertaken in the Public Works Department Program. Smoky Lake County Public Works Department: Shop Foreman Personnel List, <i>Schedule "B"</i> outlines the department's personnel and job classifications.	
BENEFITS:	
The Public Works Department Work Plan of the Shop Foreman will provide the following benefits:	
<ul style="list-style-type: none"> ■ Broaden the portfolio of the Public Works Department Program. ■ Good understanding of the process of the Public Works Department. ■ Increase efficiency and strengthen timeframe of deadlines. ■ Establishes accountability of the Program. ■ Communication Tool. 	
REVIEW:	
The Public Works Department Shop Foreman Work Plan will be reviewed and presented to Council on an annual basis beginning of each year.	

Section 03-M

Policy: 07-12



SCHEDULE "A"

PUBLIC WORKS DEPARTMENT: SHOP FOREMAN WORK PLAN 2021

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
DAILY				
1 Hour	Six employees time sheets to sign/verify	Payroll.	Verify work done in shop.	Sent to main office for payroll department.
1-8 Hours	Rap and Work Experience.	Supervisor roll.	Insure work done properly.	To train properly. Strat Plan 1.2e
1 Hour	99 Vehicle check lists to review. 40 Equipment check lists to review	To be checked promptly and monitored for mileages and hours that will be used for warranties and parts.	To check for problems, to ensure proper repairs are scheduled to be done.	To get equipment and vehicles on the road as fast as possible. Follow National Safety Code Requirements
1-8 Hours	Repairs to equipment and vehicles.	Whatever may require repairs	Prioritize repairs to have most important equipment or vehicles running first.	Strat Plan 1.2a
1-4 Hours NEW	Order Parts	Look up parts required for repairs	Order parts required to complete necessary repairs to vehicles and equipment	Reduce amount of time vehicles and equipment are in for repairs
½ Hour	Pre-job assessment	Discuss which units to be repaired and recognize hazards.	Repair units accordingly and in a timely fashion.	Keep vehicles and equipment mobile.
WEEKLY				
2-3 Hours	Review purchase orders and invoices.	Sign and verify prices.	Make sure that we are charged for only items purchased, companies, are paid on time to avoid interest charges.	To keep equipment and vehicles mobile for projects.
½ - 1 Hour	Monday morning tool box meeting.	Discuss with employees daily procedures and equipment or vehicles being worked.	Designate equipment or vehicles to be worked on.	To keep equipment and vehicles mobile for projects.
1 ½ Hours	Management Meetings.	Meet with all management departments.	Update departments on Public Works Shop activities for the week.	Monitor and complete tasks. Communicate. Strat plan 1.1g
1-2 Hours	Review tracking information	Prioritize services	Determine and schedule equipment and vehicles for service	Keep vehicle and equipment services to minimal down time
MONTHLY				
1-8 Hours UPDATED	325 Pieces of equipment and vehicles to service and repair 150 Services to vehicles and equipment	Repair items that require attention Change engine oils in pickups every 5000 kms, or by oil life meter. Change engine oils in Class 8 trucks every 250 – 500 hrs. Check over units (brakes, steering, suspensions). Change oil in engines on graders: 500 Hours Other oils as per OEM spec Construction equipment every 250 – 500 hours. Service and repair chainsaws, weed eaters, riding mowers/push mowers.	Make sure all equipment is safe for use Be sure items are done so that warranties are not voided. Monitor oil samples for problems that may arise.	Minimize down time To keep equipment and vehicles mobile for projects.

Page 2 of 5

Public Works Department: Shop Foreman Work Plan

SUPERVISOR

PUBLIC WORKS DEPARTMENT: SHOP FOREMAN WORK PLAN 2021- *Continued:*

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
MONTHLY- Continued				
1-3 Hours	Report to Council.	Enter information into envisio reporting.	Maintenance on vehicles completed during previous month.	Deliver for Agenda Package Strat Plan 1.1f
1-3 Hours	Safety Committee Meeting.	Attend and discuss safety issues.	Implement safety procedures.	Keep work place safe.
Occasional	Budget.	Review budget numbers.	Monitor progress.	Document.
PERIODIC				
1-3 days	31- Annual 3-Semi-Annually x 2 37 in total CVIP's on trucks, trailers, vans and buses. Trailers are done from December to February. Trucks are done from March to April.	Remove all wheels and brake drums, measure drums and shoes, replace any worn items, do all repairs required at this time. CVIP's and repairs may take from 1 day to 2 weeks to complete depending on amount of work to be done and parts availability.	Commercial inspections according to government specs. Organize staff.	Keep equipment and vehicles mobile and repaired in a timely fashion.
Scheduled by the Company	Warranty repairs.	Repairs as required.	Coordinate with dealers to have repairs done. Be sure items are covered under warranty to avoid extra charges.	Keep equipment and vehicles mobile and repaired in a timely fashion.
Training and Professional Development NEW	Upgrade when required	Attend necessary training as required	Attend seminars or technical training to learn new and improved techniques	Keep up with changing times
As per budget	Spec out vehicles and equipment to be purchased for all departments.	As per Five-Year Capital Asset Budget.	Obtain spec.	Communicate. Supply budget numbers for year.
SEASONAL				
1-2 days	8 – Graders ready for winter Starting October 1 st . 2-3 graders at a time.	Change hydraulic, transmission and engine oil, install snow equipment.	Make sure maintenance is done according to manufacturer's specs.	Keep equipment mobile.
1-2 days	4 – Tractors.	Install snowblade.	Prepare for winter snowplowing.	Keep equipment mobile.
1-2 days UPDATED	3 – Sand trucks ready for October. 1 extra plow truck	Install sanders and snowplows. Remove cold mix patcher body.	Prepare for winter season.	Keep equipment mobile.
1-2 days	8 – Graders ready for summer – April. 2-3 graders at a time.	Remove wings.	Prepare for season.	Keep equipment mobile.
1 – 2 days UPDATED	4 – Trucks ready for summer – April	Remove sanders and plows. Install cold mix patcher body	Prepare for gravel and patching season	Keep equipment mobile.
1-2 days	4 – Tractors.	Remove snowblades.	Get tractors ready for mowing and construction.	Keep equipment mobile.
1 day	Unit 616: Caterpillar Buggy when required.	Install as required when necessary.	Prepare for winter snowfall and summer projects.	Keep equipment mobile.

Page 3 of 5

Public Works Department: Shop Foreman Work Plan

SUPERVISOR

PUBLIC WORKS DEPARTMENT: SHOP FOREMAN WORK PLAN 2021- *Continued:*

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
SEASONAL – Continued				
As required	15-20 Units: Prepare fire equipment for fire season. At all times water trucks and tanks filled with water and fuel at all times for emergency.	Change oil in proper time to eliminate down time during busy season	Get equipment repaired in shortest time possible.	Keep equipment mobile.
1 day	Annual Safety Meeting	Discuss plans for the year and upcoming updates.	Inform staff of changes.	So staff understands what our goals are.
1-2 days	Work plan	Update work plan as necessary.	Make any necessary changes to reflect current tasks.	Keep Council informed of changes.
1 – 3 days	Annual employee evaluations	Performance appraisal.	Inform employees of their strengths and weaknesses.	Help employees understand their duties.
1-5 weeks	Annual inventory count	Count parts for audit.	Perform manual count of parts.	To verify that parts that have been used have been accounted for.
1-2 days	1 – H.A. Kostash School Bus 1 – Vilna School Bus. 1 – Seniors Bus	Oil changes and repairs. \$200.00 special certificate required to maintain.	Keeping their equipment serviced.	Keep equipment mobile.
1-2 days when time permits	Contract CVIPs	Commercial Vehicle Inspections on private trucks.	Inspect as per Alberta Transportation specs as we are a carrier open inspection facility.	Added revenue to County \$300/inspection.
3 days	RUSA Convention.	Attend seminars.	To get new information on products and services and new regulations.	Change with times.
1 day	RMA Spring Convention	Meet with various Suppliers.	To get new information on products and services and new regulations.	Keep current on new items.
1-2 days	Insurance Review	Go through insurance listings.	Review insurance list and verify any additions or deletions are correct. Make sure serial numbers are correct.	Be sure vehicles and Equipment are insured
CVIP's	111: January 112: November 136: May 138: April 141: September 156: April 158: August 159: March 170: May 180: May 181: January 183: June 188: February 189: January	190: June 194: February 195: October 196: January 197: February 198: March 199A: October 208: March 214: December 217: March 308: May & November 322: March & September 401: December 403: March	404: March 405: March 445: March 447: February & August 451: October 459: August	

Public Works Department: Shop Foreman Work Plan

SUPERVISOR



SCHEDULE "B"

Smoky Lake County: Public Works Department: Shop Foreman Year - 2021

Personnel List

	Shop Foreman	Mechanic	CVIP Technician	Welder	Shop Helper	Apprentice	Shop Clerk
Dave Kully							
Ed Pirzek							
Mike Skoreyko							
Mark Fedoretz							
Larry Kokotilo							
Ryden Shapka							
Darline Zdebliak							

NOTE:

FULL TIME

Carried.

Management Policy Statement No. 62-M-01-14: ASB Agricultural Fieldman Work Plan

469-21: Gawalko

That Smoky Lake County's Management Policy Statement No. 62-M-01-14: Agricultural Service Board - Agricultural Fieldman Work Plan, be accepted as amended for Year 2021 as follows:

Title: Agricultural Service Board – Agricultural Fieldman Work Plan	Policy No.: 01-14
Section: 62 – M	Code: P– A
Page No.: 1 of 8 <i>E</i>	

Purpose:	To establish an Agricultural Service Board Work Plan for the Smoky Lake County Agricultural Service Board Program.
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Policy Statement and Guidelines:	
STATEMENT:	
The Agricultural Service Board Work Plan, <i>Schedule "A"</i> outlines the Work Schedule of Projects and duties on a daily, weekly, monthly, periodic and seasonal time frame which provides detail work to be undertaken in the Agricultural Program. Smoky Lake County Agricultural Department: Personnel List, <i>Schedule "B"</i> outlines the department's personnel and job classifications.	
BENEFITS:	
The Agricultural Service Board Work Plan will provide the following benefits:	
<ul style="list-style-type: none"> ■ Broaden the portfolio of the Agricultural Service Board Program. ■ Good understanding of the process of the Ag Department. ■ Increase efficiency and strengthen timeframe of deadlines. ■ Establishes accountability of the Program. ■ Communication Tool. 	
REVIEW:	
The Agricultural Service Board Work Plan will be reviewed and presented to Council on an annual basis beginning of each year.	

Section 62-M

Policy: 01-14



SCHEDULE "A"



AGRICULTURAL SERVICE BOARD: WORK PLAN 2021

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
DAILY				
1-2 hrs	General Administration	Approve staff time sheets, code ASB invoices, maintain records (spraying, weed inspection, mowing, complaints), order parts, chemical, toxicants and maintain staff records, assist office staff with various duties.	Assign duties to crews. Inspect work being done. Complete ASB Duties. Keep up to date on emails, data entry, timely coding of invoices as per accounts payable requests.	Detailed and organized ASB records, Admin staff satisfied with flow of information. Required ASB duties under the Acts completed.
1hr	Phone Calls	County residents' concerns. Agricultural Information on Invasive species, chemicals, toxicants, trees, soils, land and custom rates.	Address and handle concerns in a timely fashion. Include proper departments on concern if needed.	Document complaints and maintain records. Follow up to confirm problems were investigated and rectified. Document calls and requests.
1hr	Bank Deposits and Mail run	County deposits and mail.	Deliver bank deposits and take mail to post office.	Help out office staff.
30 mins NEW	Job Safety Assessment	Complete daily before starting a new job.	Fill out form. Discuss hazards with co-workers if job is being carried out with multiple people.	Give completed form to Safety Officer for filing.
WEEKLY				
1hr	Manager Meetings	Meet with all department heads to ensure open communication between departments.	Assist other departments as required.	Communication tool. Method of accountability for the department
1hr	ASB Staff Meetings in Ag bay at the beginning of every week	Meet with ASB Staff.	Discuss work plans for the week. Address safety concerns and other issues.	Communication tool to address timelines and safety.
1hr	Toolbox Safety Meetings at Shop	Attend weekly safety meeting.	Discuss safety issues and incidents. Discuss workers concerns.	Staff use meeting to address concerns and issues that take place in the work week.
1hr	Code Invoices	Code to specific account number.	Review current budget in codes.	Proper coding.
1hr	ASB Staff Timesheets	Review and sign ASB staff timesheets.	Ensure timesheets are being completed and handed in on time to payroll.	All timesheets are handed in and completed properly and on time.
MONTHLY				
2-3 hrs	Monthly Reports to Council	Cascade Report.	Fill out report.	Maintain record of reports. Method of communication to Council and administration as to what the Ag. Department has done for the past 2 months.
5-6 days	Prepare ASB Agenda packages and write RFD's	Research topics. Prepare packages.	Prepare Agenda's and Request of Decisions Photocopy and distribute packages.	Complete action list from the meeting.
2-3 days	Farm/ Field Visit	Meet with ratepayers and agricultural producers to diagnose weed, pest or disease issues.	Provided identification of problem and possible solutions.	Maintain record of field visits.
2 hr	Joint Health and Safety Committee Meetings	Attend monthly.	Discuss safety issues and incidents. Discuss workers concerns.	Use meetings to address concerns and issues that take place in the work week.

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Agricultural Service Board - Agricultural Fieldman: 2021

MANAGEMENT

AGRICULTURAL SERVICE BOARD: WORK PLAN 2021- Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
MONTHLY - Continued				
1-2 hrs.	Main Office Safety Meeting	Attend monthly office safety meetings.	Review any incidents and report monthly activities in office.	Safer work environment.
1-2 hrs	Monthly Time Sheets	Summary sheet of work, vacation and sick days.	Fill out and hand in. Review staff timesheets, sign and give to payroll.	Monitor ASB issues.
1-5 hrs NEW	Departmental Meeting	Attend monthly.	Complete manager report, discuss upcoming events happening within the ASB.	To provide Council with monthly updates and information.
PERIODIC				
2-3 days	Job Interviews	Interviewing staff.	Advertise and arrange interviews.	Hire staff as required.
1 day	Northeast AAAF Regional Meeting	Attend meetings.	Meet with NE AAAF members to discuss agricultural issues of mutual concern.	Bring back issues to Council.
	Vehicle Walk Around	Inspect Vehicle.	Inspect vehicle and fill out inspection check list.	Drive safely.
4hrs	Issue Form 8's (Permit to use Coyote and Skunk Control Material on Own Land) to landowners.	Issuing 1080 tablets for coyote control where predation is deemed a problem.	Inspect complaints to confirm predation. Issue 1080 tablets to producers. Report to Alberta Agriculture.	Issue 1080 tablets to qualified producers. Reduction of coyote predation in livestock.
1 day	Wild Boar On-Farm Inspections	Investigate reports of Wild Boar at large and enforce Prohibited Animals Bylaw 1307-17.	Carry out require duties under the Agricultural Pest Act of Alberta.	Ensure wild boars are not at large in Alberta or Smoky Lake County.
5-10 days	Agriculture Workshops	Set up seminars and workshops.	Arrange guest speakers, prepare presentations and advertise.	Document.
5-7days	ASB Policy Review	Review policies.	Amend old policies and/or create new ones.	Update policies to ensure they are current within 5 years.
1-2 days	Environmental Farm Plans	Meet with producers to assist them in completing their EFP's.	Help producers complete their EFP's and attend peer review sessions to review binders.	Issue completion letters. Maintain records.
2-3 hrs	Canadian Agricultural Partnership	Prepare for the new program, train staff to become fluent in the new grant programs.	Prepare materials and grant applications for programs.	Document and report to Alberta Agriculture annually the number of producers helped with grant applications.
2-4 hrs NEW	Council Requests	Investigate/ research or complete any Council requests that come in.	Prepare materials to bring forward to Council. This could be anything from researching a topic, or completing a duty ex. Spraying problem area or trapping problem location.	Provide Council with answers to any questions or concerns.
2-4 hrs NEW	Working with Lakeland Agricultural Research Association	Communicate and facilitate events with LARA	Working together to bring awareness to the community on what LARA has to offer to our producers. Communicating on new ideas and events to offer to producers.	Providing our local producers with unbiased agricultural research.
SEASONAL: Yearly Outline				
January	Agricultural Service Board Conference	Attend 3-day conference.	Book rooms. Complete registration packages.	Advise.
February	ASB Resolutions	Present new resolutions annually.	ASB to discuss new resolutions to come to a group consensus.	Consensus reached as only two members can vote at provincial conference.

Page 3 of 8.

Agricultural Service Board - Agricultural Fieldman: 2021

MANAGEMENT

AGRICULTURAL SERVICE BOARD: WORK PLAN 2021 - Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
SEASONAL: Yearly Outline - Continued				
6 days	ASB Grant Application	Report ASB Activities to Alberta Agriculture.	Submit activities in detail and ASB expenditures.	ASB will receive funding for legislative and environmental activities.
5 days	ASB Year End	Ensure all invoices are paid and bills coded to proper accounts.	Go through the ledger.	Verify with the Finance Department.
5 days	Renew Licenses	Renew explosives and damage control licenses.	Complete the paperwork and submit.	Maintain records.
2 days	ASB Work Plan	Plan for the upcoming year-2021 Work Plan.	Submit to Council for approval.	Submit to Council - Annually.
6-7 days	Various Ag Conferences	Attend conferences.	Attend conference and learn about projects or information.	Bring information to ASB or apply new information and skills to ASB programs.
15-30 days NEW	ASB Staff Continuing Education	Continuing education.	Take applicable courses to the ASB.	Maintain and improve on existing knowledge and experience within the agricultural sector.
5 days NEW	DFO Blasting Submissions	Submit Notification Forms and Project review forms to the DFO	Pre-submit to the DFO on areas we suspect will be issues for flooding in the Spring based on historical data.	Be prepared for Spring trapping and blasting season.
2 days	ASB Business Plan	Review all ASB data from previous year.	Develop measurable outcomes for reporting.	ASB Business plan is submitted to Alberta Agriculture annually on time.
March April	Preparations for 2021 Summer Season	Order supplies. Review work plans and policies and prepare as required. Obtain easements as required.	Order herbicide, dynamite, strychnine, mower blades.	Monitor Budget. Maintain Records.
2-3 days	Hire summer staff	Hire summer staff for the Ag Department.	Advertise and interview if necessary.	County orientation.
5 days	Equipment Preparations	Prepare spraying and mowing equipment.	Mount sprayer and calibrate. Inspect equipment and maintain as needed.	Maintain records. Equipment ready for work.
3 days	Classroom Agriculture Program	Prepare a presentation and samples to deliver to students.	Give presentation to Grade 4 students whose teachers sign up for the program in the County.	Keep students connected to the agriculture in their area.
5 days	Farmer Appreciation Event	Plan to host event in conjunction with Bellis 4-H.	Buy supplies, prepare hall, coordinate with 4-H, book speakers or tradeshow.	Ensure many local producers attend.
15 days	Problem Wildlife	Beaver Control.	Removal (trapping) of problem beavers that are affecting county infrastructure.	Maintain record. Develop site plan.
1 day	Problem Wildlife	"1080" Tablets.	Distribute 1080 to livestock producers who are experiencing high levels of predation.	Reduction in livestock predation.
3 days	Seasonal Trapper	Coordinate problem locations for Beaver Removal with Transportation Department.	Coordinate blasting with trapping locations.	Reduction in beaver problems affecting county infrastructure.
2 days	ASB Poster Contest	Prepare poster contest packages to deliver to schools with theme for the year.	Pick up poster contest submissions from schools, display for council and distribute prizes.	Engage with students in our community.
2-3 days	Strychnine Program	Richardson Ground Squirrel Control Program.	Distribute Strychnine to producers with high infestation levels.	Maintain records and reports.

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Agricultural Service Board - Agricultural Fieldman: 2021

MANAGEMENT

AGRICULTURAL SERVICE BOARD: WORK PLAN 2021- Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
SEASONAL: Yearly Outline - Continued				
1 day	Seed Cleaning Plant Inspections	Inspect all seed cleaning plant stationary or mobile and license them accordingly.	Inspections are done based on cross-contamination and final turned-out product.	Ensure weed seeds are not present in cleaned grain.
1 day	Annual Safety Day	Attend Annual safety day.	Bring forward any safety concerns with the department.	Work safely. Communicate safety concerns appropriately.
May	Problem Wildlife	Beaver Control.	Removal of Beaver Dams and installations of new gizmos and the removal of old ones that are no longer needed.	Maintain records. Develop site plan.
6hrs	Tansy Reduction Program	Education and Awareness.	Distribute Tansy information to landowners with infestations on tansy.	Allowing landowners to realize why Tansy is such a problem and start reducing infestation levels within their own land.
46 days	Spraying Program	The East half of the County is the target area of 2021. Spot spraying will be conducted in Zone 1 with remaining herbicide.	Spray for noxious weeds as required by the Weed Control Act of Alberta and brush for sightline safety on roads.	Document map records.
4 days	Spraying Data Tracking	GIS program submit spraying data.	Creation of maps and stored map layers for future reference.	Ability to compare years of spraying in different layers on maps for the evaluation of programs.
60 days	Weed Inspections	Complete Weed inspections on private land.	Issue weed letters and notices to achieve compliance.	Reduction of noxious within the county.
5-7 days	Weed Inspector Training	Train staff on how to conduct and track weed inspections.	Assistant Pesticide Applicator Training and Weed Identification.	More Weed inspections and better-quality inspections.
3 months	Roadside Mowing	Begin mowing program and orientation with staff.	Mow resorts, hamlets, and roadsides.	Document map records.
2 days	Farmer Appreciation Event Planning	Work with Ag Societies to host the Farmer Appreciation Event.	Advertise, coordinate with hall, Ag Society, order food, make work schedule, and all other arrangements.	Document. Networking and relationship building with local producers
3 days	ASB Grant Reporting	Submit ASB year-end final report for 2020.	Send in audited financial statements. Approved budget. Application agreement forms.	Maintain records.
½ day	Shelterbelt Program	Advertise Shelterbelt program Tree Time which is a local nursery within Smoky Lake County.	Promote Shelterbelts through local nursery Tree Time website.	Document.
1 day	Hay Permit Program	Advertise hay permit program. Ensure hay permit binder is ready develop maps of hay permit locations for spraying and mowing.	Develop News article for papers.	Producers fill out a hay permit prior to cutting hay within municipal right-of-way.
June July August September	Roadside Spraying	Spraying of road allowances in Zone 1 targeting noxious weeds and brush re-growth under 1.5 metres.	Spray road allowances for noxious weeds as priority, then brush control after. As per policy.	Proper documentation of spraying. Records kept for 5 years.
	Roadside Mowing	Grass Cutting Program.	Mow all County ROW's, as per Policy Statement 62-28 Mowing Program .	Document map records.

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Agricultural Service Board - Agricultural Fieldman: 2021

MANAGEMENT

AGRICULTURAL SERVICE BOARD: WORK PLAN 2021 - *Continued:*

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
SEASONAL: Yearly Outline - Continued				
	Keep weekly records of Mowing progress and submit to GIS department for data input.	Keep weekly records for GIS data.	Ensure records are submitted weekly to GIS department.	Maps and Data readily available for Ag Service Board meetings.
16 days	Pest Monitoring	Insect inspections and other.	Check Bertha Armyworm traps, Swede Midge Traps, Grasshopper surveys.	Maintain records.
15 days NEW	GIS record keeping	Record all pond leveler locations and problem beaver areas on the GIS system	While in the field update AGMobile app where pond levelers are located.	Maintaining records, and ensuring we have locations available for future employees.
20 days	Clubroot Inspections	Inspect known Clubroot Fields to ensure best management practices are being followed as per guidelines under the Alberta Clubroot Management Plan.	Inspect all current Clubroot positive fields.	All Clubroot positive fields are acting in good agricultural faith and following best management practices.
1 day	GIS pest data input	Submit monitoring data for GIS department to create maps and layers of pest infestation levels.	Submit samples diligently.	All data collected will be formed in to maps and later use to evaluate infestation levels of pests and diseases.
26 days	Spot Spraying Program	Spot spraying to be completed in Zone 1 and problem patches in Zones 2 and 3.	Target infestations of noxious weeds.	As per Vegetation Management Policy (62-15) and Tansy Reduction Policy (62-23) .
3 days	Grasshopper Survey Program	Grasshopper survey inspections.	Inspect ditches and fields for grasshoppers as required by Alberta Agriculture.	Maintain records.
7 days	Problem Wildlife	Beaver dam control.	Install gizmos and remove dams to alleviate water issues for farmers and county infrastructure.	Maintain record. Develop site plan.
5 days	Weed Survey Program	Participate in Weed Survey inspections.	Inspect fields for weeds.	Maintain records and report to Alberta Agriculture.
	Tansy Reduction Program	Collect locations of tansy infestations throughout Smoky Lake County.	Submit collected data for the creation of maps.	Maintains yearly infestation level maps to help monitor tansy populations.
1 day	Grazing school for Women	Co-host the Grazing School for Women.	Work with committee to plan and host the event.	Document.
5 days	ASB Summer Tour	Attend tour.	Book rooms and register.	Document.
October	Problem Wildlife	Beaver dam control.	Install gizmos and remove dams to alleviate water issues for farmers and county infrastructure.	Maintain records. Develop site plan.
5 days	Spraying Equipment	Spray out and winterize spraying equipment to be put away for winter.	Take small sprayers off truck and Polarise. Flush and winterize with RV antifreeze.	Maintain records.
5 days	Organize Clubroot Inspection data and report to University of Alberta	Put together and send out Clubroot notification packages for ag producers that were found positive.	Clubroot Mapping and send out notification information as per Policy Statement 62-12 Clubroot .	Meet with Producers to review their Clubroot Management Agreement or assist them in completing it.
15-20 days	Problem Wildlife Program	Blast Beaver Dams.	Blast Beaver dams that are affecting infrastructure.	Help minimize flooding on county roads during spring thaw.

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Agricultural Service Board - Agricultural Fieldman: 2021

MANAGEMENT

AGRICULTURAL SERVICE BOARD: WORK PLAN 2021 - *Continued:*

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
SEASONAL: Yearly Outline - Continued				
2 hrs	Budget Meeting for ASB and Capital Assets	Meet with Finance Manager regarding budget.	Evaluate programs and capital needs, price out items, and prepare budget.	Meet with Finance Department.
3-4 days	Policy and Program Review	Adjust and a budget to co-exist with policy change.	Evaluate policy and programs to match our budget.	Update policies.
November and December	Training – AAAF IST	Annual In-Service Training for 4 days.	Attend IST, other relevant training opportunities.	Gain credits to maintain Pesticide Applicator License. Report to council.
2 days	Budget Review/ Meeting	Review Budget.	Review ledger, make sure all purchases are properly coded and all purchases are complete.	Communicate with Finance Department.
1 day	ASB Business Plan	Review Business Plan and submit to council.	Make any required changes.	Submit to Alberta Agriculture for documentation for grant reporting.
3-4 days	Policy Review	Update policies that require changes.	Submit to Council for approval.	Document.
5 days	Inventory	Take mileage, chemical, poison, explosives supply inventory.	Count supplies.	Maintain records.
1 day	Review of 2021 Action List	Review Action Lists from all ASB meetings that year.	Update Action List binder.	Ensure no action list items are missed.
SEASONAL: 2021 PROJECTS				
	Spraying and Weed Inspection Project	Re-structure Spraying program with new herbicide mower.	Re-structure duties for spraying and weed inspecting.	Redefined program with a designated weed inspector and sprayer operators.



SCHEDULE "B"



Smoky Lake County: Agricultural Department Year - 2021

Personnel List

	Agricultural Fieldman	Assistant Agricultural Fieldman	Weed/Pest Inspector	Seasonal Trapper	Vegetation Management Technician	Mower Operator
Carleigh McMullin						
Amanda Kihn						
Summer Student					Primary	
Trevor Cameron				Primary		
Vacant						Primary
Paul Skarlicki						Primary
Vacant						Primary
Secondary Trapper						

NOTE:

FULL TIME

SEASONAL

Carried.

Management Policy Statement No. 61-M-01-10: Planning & Dev. Manager Work Plan

470-21: Orichowski That Smoky Lake County’s Management Policy Statement No. 61-M-01-10: Planning and Development Manager Work Plan, be accepted as amended for Year 2021 as follows:

Title: Planning & Development Manager: Work Plan		Policy No.: 01-10	E
Section: 61 - M	Code: P - A	Page No.: 1 of 14	

Purpose:	To establish a Planning & Development Work Plan for Smoky Lake County for the Smoky Lake County Planning and Development Department Program.
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Policy Statement and Guidelines:	
STATEMENT:	
<p>The Planning and Development Department 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 Planning and Development Department Program. Smoky Lake County: Planning and Development Department Manager, Personnel List, Schedule “B” outlines the department’s personnel and responsibilities.</p>	
BENEFITS:	
<p>The Planning and Development Department Work Plan will provide the following benefits:</p> <ul style="list-style-type: none"> ■ Broaden the portfolio of the Planning and Development Department. ■ Good understanding of the process of the Planning and Development Department. ■ Increase efficiency and strengthen timeframe of deadlines. ■ Establishes accountability of the Program. ■ Communication and Cross-Training Tool. 	
REVIEW:	
<p>The Planning and Development Department Work Plan will be reviewed and presented to Council on an annual basis beginning of each year.</p>	

Section 61-M

Policy: 01-10



**SCHEDULE “A”
PLANNING AND DEVELOPMENT: WORK PLAN 2021**

TIME	WORK SCHEDULE	WORK DESCRIPTION WITH TASKS	VERIFIED OUTCOME
DAILY			
1-2 hours	Emails	<ul style="list-style-type: none"> ▪ Review and respond to emails from the general public regarding Planning & Development related inquiries, permits and land issues. ▪ Approach and follow-up with consultants/contractors/surveyors regarding specific projects/files. ▪ Review and respond to emails from other County staff/Councillors related to Planning & Development issues. 	<ul style="list-style-type: none"> ▪ Ensure that customer inquiries are acknowledged promptly (within 1-3 days). ▪ Ensure effective communication between departments.
1-2 hours	In-Person & Telephone Inquiries	<ul style="list-style-type: none"> ▪ Receive and respond to telephone and counter inquiries related to Planning & Development. ▪ Approach and follow-up with consultants/contractors/surveyors regarding specific projects/files. ▪ Supply appropriate application forms for Development Permits, Subdivisions, Safety Codes, Roadway Licensing Agreements, Land Purchases, Road Closures and Heritage Intervention Permits to applicants. ▪ Provide appropriate contact information for County contractors (i.e. The Inspections Group Inc., Municipal Planning Services, surveyors, Accurate Assessment Group, Government of Alberta contacts, etc.). 	<ul style="list-style-type: none"> ▪ Ensure that customer inquiries are acknowledged promptly (within 1-3 days). ▪ Ensure that cross training is completed so there is an individual in the office able to assist customers with basic P&D inquiries when P&D Manager is unavailable.
.5 hour	Organization	<ul style="list-style-type: none"> ▪ Organize and prioritize daily work tasks as per discussions at the weekly Manager’s Meeting and any other emergent issues that may arise. 	<ul style="list-style-type: none"> ▪ At the end of the week, ensure all tasks are completed as set out at the beginning of the week. If not completed, add the tasks to complete the following week.
1 hour	Meetings	<ul style="list-style-type: none"> ▪ Meet with staff, external agencies, and consultants as required for current and proposed files/projects. 	<ul style="list-style-type: none"> ▪ Ensure that all projects are proceeding in a timely manner and that updates on important issues are communicated to Council through the monthly Manager’s Report.
15-30 mins	Administrative Tasks	<ul style="list-style-type: none"> ▪ Update timesheet, update calendar with upcoming meetings, write task list for the day, organize work space and file completed paperwork. 	<ul style="list-style-type: none"> ▪ Ensure that department is organized and tidy to promote efficient work.
TOTAL DAILY HOURS = 4-6 HOURS			

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PLANNING AND DEVELOPMENT: WORK PLAN 2021 CONTINUED

TIME	WORK SCHEDULE	WORK DESCRIPTION WITH TASKS	VERIFIED OUTCOME
WEEKLY			
4-6 hours/ application	Development Permits: Permitted Use or Variances under 25%	<ul style="list-style-type: none"> ▪ Meet with applicant to discuss the proposed development. ▪ Refer/discuss development proposals with other department heads as necessary. ▪ Review application to ensure that it is in compliance with the County's planning documents (LUB, MDP, ASPs & IDPs where applicable). ▪ Collect Development Permit fees as per County Bylaw 1387-20: <i>Planning and Development Fees</i>. ▪ Prepare and send external agency referrals as necessary. ▪ Input application into MuniSightPD for coordination with The Inspections Group and other County departments. ▪ Draft Development Permit (including conditions) and send to applicant. ▪ Forward a copy of the issued Development Permit to the County's Assessor, Safety Codes Agency, Gas Department and Peace Officer. ▪ Update Development Permit Listing. 	<ul style="list-style-type: none"> ▪ <u>Legislative requirement:</u> Issue notice of application completion within 20 days & decision for Development Permits within the 40 day timeframe prescribed under the MGA. ▪ Development Permit applications will be processed in a timely and consistent manner.
9-11 hours/ application	Development Permits: Discretionary Use or Variances above 25%	<ul style="list-style-type: none"> ▪ Meet with applicant to discuss the proposed development. ▪ Refer/discuss development proposals with other department heads as necessary. ▪ Review application to ensure that it is in compliance with the County's planning documents (LUB, MDP, ASP & IDPs where applicable). ▪ Collect Development Permit fees as per County Bylaw 1387-20: <i>Planning and Development Fees</i>. ▪ Prepare and send external agency referrals as required. ▪ Prepare Development Report for MPC (Municipal Planning Commission) review and consideration. ▪ Prepare Public Notice for County website and newspapers. ▪ Prepare Notice of Decision in follow-up to MPC decision and mail to applicant. ▪ Prepare Adjacent Landowner Notification package (includes letter to adjacent landowner, FOIP Notice of Decision, FOIP Development Permit Application, Location Map) and mail to adjacent landowners. ▪ If no appeals are received during the 14-day appeal period, draft and issue Development Permit to the applicant. ▪ Forward a copy of the issued Development Permit to the County's Assessor, Safety Codes Agency, Gas Department and Peace Officer. ▪ Update Development Permit Listing. 	<ul style="list-style-type: none"> ▪ <u>Legislative requirement:</u> Issue notice of application completion within 20 days & decision for Development Permits within the 40 day timeframe prescribed under the MGA. (The 40 day timeframe does not include the advertising period). ▪ Development Permit applications will be processed in a timely and consistent manner.

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Planning & Development Department: Work Plan

MANAGEMENT

PLANNING AND DEVELOPMENT: WORK PLAN 2021 CONTINUED

TIME	WORK SCHEDULE	WORK DESCRIPTION WITH TASKS	VERIFIED OUTCOME
WEEKLY - CONTINUED			
3.5-5 hours	Field Work/Research	<ul style="list-style-type: none"> ▪ Conduct site inspections, capture photos and research background documents as required on newly received applications. <ul style="list-style-type: none"> ▪ Development: Review is completed to ensure: lands aren't subject to flooding, proposed development is setback appropriately from steep slopes, approaches meet County standards (confer with Public Works), rural addresses are assigned as necessary (confer with Peace Officer), availability of sufficient gas to meet the needs of the proposed development (if insufficient, place a condition on the Development Permit that any servicing costs shall be borne by the developer). ▪ Subdivision: Review is completed to ensure: lands aren't subject to flooding, any undevelopable areas in the tentative plan for subdivision are dedicated as Environmental Reserve, any lands to be dedicated as Municipal Reserve are able to be developed as parks, playgrounds or schools, approaches meet County standards, availability of sufficient gas to meet the future needs of a multi-lot subdivision (if insufficient, place a condition on subdivision approval that any gas-servicing costs shall be borne by the developer). 	<ul style="list-style-type: none"> ▪ Investigate and identify potential problems with a site before a Development Permit has been issued. ▪ Advise landowner before conducting a site inspection on their property. ▪ Follow-up on whether or not conditions of a Development Permit are being met.
1 hour	Accounting	<ul style="list-style-type: none"> ▪ Coding of Purchased Goods/ Advertising/ Invoices. 	<ul style="list-style-type: none"> ▪ Monitor and control expenditures of funds in accordance with the approved budget set by County Council.
1-2 hours	Manager's Meetings	<ul style="list-style-type: none"> ▪ Prepare report and attend weekly Manager's Meeting Report. ▪ Distribute report to the Planning and Development Assistant and assign tasks. 	<ul style="list-style-type: none"> ▪ Keep informed on current initiatives and coordinate activities with other departments when necessary.
1-2 hours	Strategic Plan	<ul style="list-style-type: none"> ▪ Review tasks assigned to the Planning and Development Department and ensure that follow up is completed. 	<ul style="list-style-type: none"> ▪ Monitor tasks and report updates to CAO.
1-2 hours	Heritage	<ul style="list-style-type: none"> ▪ Meet and/or respond to inquiries relating to heritage/historic resources. ▪ Attend Heritage Board Meetings 	<ul style="list-style-type: none"> ▪ Ensure inquiries are responded to in a timely manner.

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Planning & Development Department: Work Plan

MANAGEMENT

PLANNING AND DEVELOPMENT: WORK PLAN 2021 CONTINUED

TIME	WORK SCHEDULE	WORK DESCRIPTION WITH TASKS	VERIFIED OUTCOME
WEEKLY - CONTINUED			
6-8 hours/ application	Subdivision Application referrals from Subdivision Authority (Municipal Planning Services)	<ul style="list-style-type: none"> Review application and provide comments to ensure compliance with Statutory and Non-Statutory Plans. Discuss files with applicable department heads as needed. Compile adjacent landowners list for referral of subdivision application. Complete referral documents, scan to computer and send to Subdivision Authority. Coordinate approach inspections with the County Road Foreman once subdivisions have received conditional approval. Draft and print a Development Agreement for each subdivision file and meet with applicants to execute the Agreement. Follow-up meeting, letters and phone calls with the applicant as required to aid with the facilitation of completing conditions of subdivision approval. Conduct final review of subdivision file to ensure that all conditions have been completed by the applicant. Collect Subdivision Fees as per County Bylaw 1387-20: Planning and Development Fees. Prepare a letter of endorsement and send to the Subdivision Authority once satisfied that all conditions of the approval have been met. 	<ul style="list-style-type: none"> Ensure subdivision applications are being processed within the 60 day timeframe as mandated by the MGA. Ensure that all approaches are inspected and approved by the Road Foreman prior to endorsement of subdivision. Track received securities on a spreadsheet. Ensure each Development Agreement is scanned and saved in the electronic subdivision file folder. File a copy with subdivision file.
1 hour	Safety Codes Permits	<ul style="list-style-type: none"> Make copies of applications available to customers. Serve as a liaison between The Inspections Group Inc., office staff and safety codes officers for processing of safety codes permits with ratepayers and natural gas department. As contract manager, ensure the contract with The Inspections Group Inc. (Safety Codes Agency) is monitored and adhered to. The contract ends on December 31, 2021 with Village of Vilna, Village of Waskatenau, and Town of Smoky Lake. 	<ul style="list-style-type: none"> Ensure that the safety codes agency is fulfilling their contractual obligations in accordance with our UQMP (Uniform Quality Management Plan).
1 hour	Enforcement	<ul style="list-style-type: none"> Work with CAO/Peace Officer on any enforcement actions necessary to achieve compliance with the Land Use Bylaw or the conditions of a development approval or subdivision approval. Review previously issued Development Permits to ensure compliance. 	<ul style="list-style-type: none"> Ensure appropriate documentation is tracked and filed appropriately for any enforcement related issue or issued Stop Order.
TOTAL WEEKLY HOURS = 28-40 DEPENDING ON # OF DEVELOPMENT/SUBDIVISION APPLICATIONS IN PROGRESS			

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Planning & Development Department: Work Plan

MANAGEMENT

PLANNING AND DEVELOPMENT: WORK PLAN 2021 CONTINUED

TIME	WORK SCHEDULE	WORK DESCRIPTION WITH TASKS	VERIFIED OUTCOME
MONTHLY			
4-5 days	Heritage	<ul style="list-style-type: none"> Attend SLCRHB (Smoky Lake County Regional Heritage Board) Meeting as required to provide updates. Review and process applications for Heritage Resource Intervention Permits. Preparation of Municipal Heritage Designation bylaws and development of Heritage Policies. Liaison with Provincial Heritage Branch and SLCRHB regarding heritage issues. Record management of Municipal Heritage Designation Bylaws into the Provincial HERMIS (Heritage Resource Management Information System). Carry out any initiatives as required on the 20 Year Action List – Heritage Management Plan in conjunction with SLCRHB. Advertise and seek new membership for SLCRHB as required. Ensure board is adhering to Smoky Lake County Bylaw No. 1236-11. 	<ul style="list-style-type: none"> Ensure that all SLCRHB members are informed in a timely manner of ongoing projects. Ensure that all ratepayers are informed on the process of designating Municipal Historic Resources. Ensure heritage records are kept up to date and recorded as a caveat at the Land Titles Office on title once a property is designated.
2-3 days/ meeting	Municipal Planning Commission	<ul style="list-style-type: none"> Prepare and photocopy packages for MPC review and consideration. Notify appropriate members when agenda package is released and deliver as necessary. Attend MPC meetings and make presentations as required. Send follow up letter to applicant regarding MPC's (Development Authority) decision. Prepare Adjacent Landowner Notification package. 	<ul style="list-style-type: none"> Ensure packages are released to appropriate Council members in a timely manner to allow sufficient time to review.
2 hours	Office Supplies	<ul style="list-style-type: none"> Review and order office supplies as needed for department. Research best quality and prices. 	<ul style="list-style-type: none"> Ensure the appropriate tools are available for use.
3-5 hours	Safety Codes Permits	<ul style="list-style-type: none"> Monitor and update UQMP (Uniform Quality Management Plan). Ensure agency under contract is completing their obligations. Code invoices as permits are closed by agency. File closed permits in order to prepare for Safety Codes Audit. (Conduct Internal Audit: Yearly and Municipal Affairs Audit: Every 3 years. File closed permits every 3 years in the land file. Draft Request for Proposals for Safety Codes Act Services when contract expires. 	<ul style="list-style-type: none"> Ensure audits are performed to ensure compliance monitoring is being conducted according to the Municipal Affairs/Safety Codes Council standards.
4-5 hours	Monthly Council Report	<ul style="list-style-type: none"> Prepare Monthly Council Report. 	<ul style="list-style-type: none"> Maintain record of each Council Report.
2 hour	Council Action List	<ul style="list-style-type: none"> Update Action List as required. 	<ul style="list-style-type: none"> Maintain electronic record of each P&D Action List.

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Planning & Development Department: Work Plan

MANAGEMENT

PLANNING AND DEVELOPMENT: WORK PLAN 2021 CONTINUED

TIME	WORK SCHEDULE	WORK DESCRIPTION WITH TASKS	VERIFIED OUTCOME
MONTHLY - CONTINUED			
3 hours/file	Compliance Certificates	<ul style="list-style-type: none"> Obtain 2 originals of the Real Property Report as per County Policy 61-12: <i>Compliance Certificates</i>. Verify the zoning of the property. Review Land Use Bylaw setbacks to ensure the existing building meet the LUB. Prepare compliance certificate or letter. Ensure that a signed copy is filed in the land file and uploaded into Webmap. 	Main electronic record of each signed Compliance Certificate.
1 day	Monthly Council Meeting	Attend Council meeting and update Council on Planning and Development Matters	Ensure that Council is kept informed on Planning and Development matters.
1-2 hours	Safety Committee	Attend the monthly Safety Committee Meeting	Help ensure a safe & secure workplace
TOTAL MONTHLY HOURS = 40-50 DEPENDING ON # OF DEVELOPMENT/SUBDIVISION/REZONING/COMPLIANCE CERTIFICATE APPLICATIONS IN PROGRESS			
ANNUALLY			
7-10 hours	Accounting	<ul style="list-style-type: none"> Ensure that all Planning & Development invoices are received and coded prior to the County's year end. Ensure that Smoky Lake County Regional Heritage Board (SLCRHB) has prepared and submitted their year-end financial statements and yearly expenses to the Finance Manager. Answer any P&D related audit questions from the County's auditors. 	Ensure that proper financial reporting is completed according to County policy and practice.
1-2 hours	Memberships	Renew memberships to ADOA, CPAA, APPI and other related memberships as required.	Maintain membership standing in professional organizations.
2-3 days	Work Plan	<ul style="list-style-type: none"> Review the previous year's work and update work plan to ensure it accurately reflects the Department's work. Present same to CAO/ACAO for review. Present same to Council as a management policy. 	If the work plan is current, it should accurately reflect workload, demands, and priorities of the Department.
3-5 days	Budget Planning	Research and prepare the Department's budget needs for the following year.	Attend Budget Meetings and present same as required.
3-6 days	Grants	<ul style="list-style-type: none"> Research and make application to applicable P&D related grants. Prepare reports as required for approved grants. 	Ensure grants are applied for within the appropriate timelines.

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Planning & Development Department: Work Plan

MANAGEMENT

PLANNING AND DEVELOPMENT: WORK PLAN 2021 CONTINUED

TIME	WORK SCHEDULE	WORK DESCRIPTION WITH TASKS	VERIFIED OUTCOME
ANNUALLY - CONTINUED			
2-3 days	Business License	<ul style="list-style-type: none"> Issue new business licenses throughout the year as needed. Conduct a telephone survey and hold a meeting with Council on the review of issuance of business licenses. 	Ensure business license listing is up to date.
1 day	Annual Safety Meeting	<ul style="list-style-type: none"> Attend annual safety meeting. Report unsafe conditions or work to supervisor to resolve. 	Keep informed on safety practices/policies of the County.
3-4 days	CPAA Conference	Attend annual Community Planning Association Conference in April/May of each year.	Attend and take notes at conference for future reference. Explore networking opportunities.
3-4 days	ADOA Conference	Attend annual Alberta Development Officer's Association Conference in September/October of each year.	Attend and take notes at conference for future reference. Explore networking opportunities.
3-4 days	APPI Conference	Attend Alberta Professional Planners Institute Conference in October of each year.	Attend and take notes at conference for future reference. Explore networking opportunities.
8-10 days	Workshops/Planning Sessions	Attend meetings on regional planning initiatives and meetings with the County's planner as required to keep current.	Attend and take notes at conference for future reference.
8-12 days	Open Houses/Public Hearings/Public Meetings	<ul style="list-style-type: none"> Schedule and attend Open Houses/Public Hearings/Public Meetings regarding various Planning and Development matters. Prepare presentations and documentation for these meetings. 	Fulfill public consultation obligations as mandated by the MGA/County policy.
4-6 days	ADOA Board Meetings	Attend Board of Director Meetings as the Vice President of the ADOA.	Increase the profile of Smoky Lake County.
1-2 days NEW	Law Seminar	Attend law seminar as required.	Keep up-to-date on changes to MGA, etc.
1 day	Annual Employee Performance Appraisal for the Planning and Development Assistant	Prepare Employee Performance Appraisal Form and meet with the Planning and Development Assistant to discuss.	Planning and Development Assistant receives his annual review in a timely manner.
TOTAL ANNUAL DAYS = 40-60 DEPENDING ON # OF WORKSHOPS/PUBLIC HEARINGS/PUBLIC MEETINGS/OPEN HOUSES SCHEDULED			

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Planning & Development Department: Work Plan

MANAGEMENT

PLANNING AND DEVELOPMENT: WORK PLAN 2021 CONTINUED

TIME	WORK SCHEDULE	WORK DESCRIPTION WITH TASKS	VERIFIED OUTCOME
PERIODIC			
6-8 days per file	Road Closures and Cancellations	<ul style="list-style-type: none"> Review and discuss Road Closure/Cancellation request with applicant. Collect Road Closure/Cancellation Fee in accordance with County Bylaw 1387-20: Planning and Development Fees. Obtain landowner(s) consent to close/cancel road via a Letter of Consent. Determine whether Road Closure/Cancellation will be effect by resolution or bylaw. Draft and send third party referrals to all parties affected by road closure/cancellation and obtain consent from these parties. Prepare Request for Decision for resolution or bylaw as required. Prepare bylaw as needed. Prepare advertisement of closure/cancellation bylaw in accordance with Sec. 606 of the MGA. Hold a Public Hearing before 2nd/3rd readings. Update road closure listing at the beginning of each year and throughout the year as needed. Work within the allotted road closure budget. 	<ul style="list-style-type: none"> Ensure that proper procedures as required by Alberta Transportation and Land Titles Office are followed to allow for quicker processing times.
2-3 days	Land Sales	<ul style="list-style-type: none"> Ensure that land sales comply with Section 70 of the MGA. Receive Expressions of Interest from ratepayers and review and discuss their application. Collect and track cash deposit as per County Policy 61-10-01 – <i>Disposition of County Owned Property</i> Circulate the Expression of Interest to department heads for comment. Obtain a current assessed value from the County's assessor. Prepare a Request for Decision, including compiled comments, with a recommendation to Council. Prepare an advertisement for newspapers/website if Council decides to sell the land in question. Prepare terms of the Agreement to Purchase and have signed by the Reeve, the CAO and the purchaser. Prepare a Notice to Transfer Land and have signed by the CAO. Update and maintain a list of County-owned lands for sale and review on an annual basis. 	<ul style="list-style-type: none"> Ensure that requests to purchase County-owned land are processed quickly and consistently. Ensure proper tracking is in place to follow up with land sales.
3-4 days	Land Filing	<ul style="list-style-type: none"> File Development Permits when all conditions have been complied with from the previous calendar year. File closed Subdivision Applications and Approvals as required. File completed Road Closure/Cancellations. File bylaws, caveats and Development Agreements as required. Ensure electronic copy has been scanned to appropriate electronic file. 	<ul style="list-style-type: none"> Ensure land filing is up to date and accurate.

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Planning & Development Department: Work Plan

MANAGEMENT

PLANNING AND DEVELOPMENT: WORK PLAN 2021 CONTINUED

TIME	WORK SCHEDULE	WORK DESCRIPTION WITH TASKS	VERIFIED OUTCOME
PERIODIC - CONTINUED			
2-4 days	Municipal Government Board	<ul style="list-style-type: none"> Review, prepare, and/or present to Municipal Government Board, when necessary. <p>(Note: Time varies due to nature of the file)</p>	<ul style="list-style-type: none"> Ensure County is represented professionally at the MGB Hearing.
6-8 days	Subdivision and Development Appeal Board	<ul style="list-style-type: none"> Review, prepare, and/or present to Subdivision and Development Appeal Board, when necessary. Prepare agenda packages for Board, appellant and the public. Notify the affected parties. Coordinate with the SDAB Secretary regarding the hearing date and decision. <p>(Note: Time varies due to nature of the file)</p>	<ul style="list-style-type: none"> Ensure Development Authority and/or Subdivision Authority is represented professionally at the SDAB Hearing.
2 days/file	Land Title Transfer	<ul style="list-style-type: none"> Meet with the proponent to review process and timelines to have title transferred. Prepare agreements have same executed. Prepare appropriate documentation for land title transfers as required by Council resolution. Ensure that improvements have been completed as per agreement. Follow up on Spin II, Alberta Land Titles System to ensure titles has been transferred accordingly. File land transfer documents in the respective land file. 	<ul style="list-style-type: none"> Monitor and ensure title is being transferred in a timely manner.
1-2 hours/file	Development Permit Follow-Up	<ul style="list-style-type: none"> Follow up to ensure all previously issued permits are being complied with and that all outstanding conditions have been completed (obtain copies of proper government approvals, Haul Road Agreement/Security, approach construction approvals; draft Development Agreements). 	<ul style="list-style-type: none"> Ensure developer has complied with all conditions as set out in the Development Permit.
6-8 hours/month	Website/GIS Database	<ul style="list-style-type: none"> Review and update website/database as required in conjunction with GIS/Communications Director. 	<ul style="list-style-type: none"> Ensure P&D information on the website is current.
5-10 days to research and draft policy.	Policy Development	<ul style="list-style-type: none"> Research and analyze best practices and prepare policies for Planning and Development related issues. Review all Planning and Development related policies annually to ensure they are current with the best practices in the planning field. Ensure the Planning and Development Department is following all County policies. 	<ul style="list-style-type: none"> Ensure that P&D department is working efficiently with current practices.
2-3 days per year	Planning and Development Corner - Bulletin Board (front reception area)	<ul style="list-style-type: none"> Update Planning and Development bulletin board with current planning initiatives, documents, forms and contact information. 	<ul style="list-style-type: none"> Provide up-to-date information regarding development in the County.

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Planning & Development Department: Work Plan

MANAGEMENT

PLANNING AND DEVELOPMENT: WORK PLAN 2021 CONTINUED

TIME	WORK SCHEDULE	WORK DESCRIPTION WITH TASKS	VERIFIED OUTCOME
PERIODIC – CONTINUED			
2-3 days per year.	Planning and Development Brochures and Articles and P&D Report for Annual Booklet.	<ul style="list-style-type: none"> Prepare one page flyers on planning tips to assist developers, ratepayers with developing lands in Smoky Lake County. Prepare advertisements for Planning and Development related information. 	<ul style="list-style-type: none"> Inform the public of P&D Department's activities from the previous year. Educate ratepayers on P&D processes and procedures.
5-10 days per year.	Planning Bylaw Amendments (LUB, ASP, IDP, etc.)	<ul style="list-style-type: none"> Prepare amendments to the County's planning bylaws as necessary. Prepare advertising required for Public Hearings involving planning bylaw amendments. Prepare and attend Public Hearings/Council meetings related to proposed bylaw amendments. 	Ensure that planning bylaw amendments are processed in a consistent and efficient manner.
TOTAL ANNUAL DAYS = 50-70 DEPENDING ON # OF DEVELOPMENT/SUBDIVISION/REZONING APPLICATIONS IN PROGRESS			
PROJECTS CARRIED OVER FROM PREVIOUS YEAR(S)			
TBD	Waskatenau Nuisance Grounds	<ul style="list-style-type: none"> Reclamation work has commenced on site and will be completed during the spring of 2021. Following completion of reclamation activities, the P&D Manager will be working with Action Land & Environmental Ltd. to apply for a reduction of the 300 metre development setback from Alberta Environment and Parks. 	<ul style="list-style-type: none"> Resolve nuisance grounds buffer issues to allow future development of adjacent lands and complete the Intermunicipal Development Plan with the Village of Waskatenau.
TBD	Warspite RV Park Concept	<ul style="list-style-type: none"> 304-17: That Smoky Lake County not proceed with the Expressions of Interest and maintain ownership of the lands legally described as Railway Plan 2562BS RLY 59, within the Hamlet of Warspite; and prepare an action plan, to include an open house for public feedback for an RV park concept on the said lands. <ul style="list-style-type: none"> A Concept Plan will be drafted for the RV park and presented to the public at an Open House where the public will be able to provide their input. 	<ul style="list-style-type: none"> Present the proposed Concept Plan to the public through an Open House to obtain feedback.
TBD	Intermunicipal Development Plans & Intermunicipal Collaborative Frameworks	<ul style="list-style-type: none"> IDPs and ICFs have been completed with the Town of Smoky Lake, the Villages of Waskatenau and Vilna, the County of St. Paul, Two Hills County, Lamont County and Lac La Biche County (ICF only). Bylaw 1368-20 (ICF with Thorhild County) will be adopted prior to the deadline of March 31, 2021. 	<ul style="list-style-type: none"> Develop IDPs with the County's neighbouring municipalities within the two-year time frame established by the provincial government.

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Planning & Development Department: Work Plan

MANAGEMENT

PLANNING AND DEVELOPMENT: WORK PLAN 2021 CONTINUED

TIME	WORK SCHEDULE	WORK DESCRIPTION WITH TASKS	VERIFIED OUTCOME
PROJECTS CARRIED OVER FROM PREVIOUS YEAR(S)-Continued			
TBD	Edward Road Closure and Survey	<ul style="list-style-type: none"> Bylaw 1325-18 was given First Reading on December 6, 2018, to lose portions of "First Ave" and "Main St" in the Hamlet of Edward. The Bylaw will be forwarded to the Minister of Transportation for approval before being forwarded to Council for Second and Third and Final Reading. Once passed, the Planning and Development Department will engage MPS to proceed with the transfer and consolidation of these closed portions of road with the adjacent properties. 	<ul style="list-style-type: none"> Forward the request to Council for consideration and then implement the decision.
TBD	ER Bylaw	<ul style="list-style-type: none"> 993-16: That Smoky Lake County research and prepare a bylaw in regards to the permitted use on Environmental Reserves <p>An Open House was to be scheduled for 2020 but was postponed due to the COVID-19 pandemic.</p>	<ul style="list-style-type: none"> Produce a bylaw dealing with uses on Environmental Reserves in order to protect Environmental Reserves and educated the public
TBD	Victoria District Economic Development Strategy	<ul style="list-style-type: none"> 1136-19: That Smoky Lake County approve the Victoria District Economic Development Strategy Scoping Meeting Summary, dated August, 2019, as prepared by Community Design Strategies Inc., which provides an overview of the Victoria District Economic Development Strategy project area, scoping process, meeting materials distributed at the scoping meeting, and a verbatim record of all comments received during the scoping meeting held as a Committee of the Whole meeting, on August 26, 2019. Creation of a Municipally-Controlled Corporation (MCC) as the vehicle for advancing the Strategy. Assisting with the various sub-committees to develop the business plan, conduct public engagement and identify potential projects to be supported by the MCC. 	<ul style="list-style-type: none"> Development of an economic development strategy for the Victoria District (and beyond) that will leverage the County's heritage assets as a driver of tourism and economic growth. Create policies that enable local entrepreneurs to benefit from increased tourism related to the Metis Crossing development and Victoria Settlement.
TBD	Pursuance of designation of the North Saskatchewan River as a Canadian Heritage River	<ul style="list-style-type: none"> 111-19: That Smoky Lake County provide a letter of support for the Canadian Heritage River System, which is a joint program administered by the federal, provincial and territorial governments to conserve and protect the best examples of Canada's river heritage, to give them national recognition, and to encourage the public to enjoy and appreciate them; in response to the email received from Katherine Finn, Manager, North Saskatchewan River Basin Council, dated October 16, 2019. The Planning and Development Department has been coordinating with the North Saskatchewan Watershed Alliance & the North Saskatchewan River Basin Council of Saskatchewan to secure additional support of the designation. 	<ul style="list-style-type: none"> Designation of the North Saskatchewan River as a Canadian Heritage River will help increase the profile of Smoky Lake County and the Victoria District. The Designation aligns with the County's Economic Development Strategy which leverages heritage assets and resources as a driver of tourism.

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Planning & Development Department: Work Plan

MANAGEMENT

PLANNING AND DEVELOPMENT: WORK PLAN 2021 CONTINUED

TIME	WORK SCHEDULE	WORK DESCRIPTION WITH TASKS	VERIFIED OUTCOME
PROJECTS CARRIED OVER FROM PREVIOUS YEAR(S)-Continued			
TBD NEW	AEP Approvals	<ul style="list-style-type: none"> 878-19: That Smoky Lake County estimate the cost of completing the North Saskatchewan River Emergency Access at Warspite and Waskatenau and proceed with construction, subject to it being within the remaining budget of \$9,500.00 from the \$25,000.000 allotted to the Pakan Ferry Access and subject to Public Works availability. Obtain the necessary approvals (Water Act and Public Lands Act) from Alberta Environment and Parks for the County's boat launches located on the North Saskatchewan River and to deal with erosion at Mons Lake. 	<ul style="list-style-type: none"> Infrastructure improvements are authorized by AEP and allow the County to continue accessing the River for emergency management and recreation purposes.
TBD NEW	Dark Skies	213-20: That Smoky Lake County proceed with investigating the feasibility and next steps of pursuing a Nomination of, and Designation as, a Dark Sky Community under the International Dark-Sky Association (IDA), for the purpose of providing leadership in reducing light pollution and promote responsible outdoor lighting that is beautiful, healthy and functional.	<ul style="list-style-type: none"> Potential designation as a Dark Sky Community will help compliment the goals and objectives of the Victoria District Economic Development Strategy and to promote increased tourism in the County.
TBD NEW	Wetland Replacement Program MOU	<ul style="list-style-type: none"> 227-20: That Smoky Lake County authorize administration to proceed to execute a Memorandum of Understanding (MOU) with Alberta Environment and Parks (AEP) in support of identifying potential wetland replacement projects for the purposes of the Wetland Replacement Program. Work with Public Works Department and AEP to determine potential locations for wetland replacement. 	<ul style="list-style-type: none"> Address flooding problems and create potential opportunities for recreation and education.
TBD NEW	Lake Subdivision Signage	<ul style="list-style-type: none"> Work with the GIS Technician to create signage for subdivision identification. 	<ul style="list-style-type: none"> Provide signage to show location of lots. Easier for first responders to locate properties.
TBD NEW	Public Land Sale Application	<ul style="list-style-type: none"> 961-20: That Smoky Lake County Administration proceed, at no cost to the County, with a Public Land Sale (PLS) Application in conjunction with the Metis Nation of Alberta (MNA) or its designate as a co-applicant, for the Crown Land (Grazing Permit #787758) encompassed within the North Part of River Lot 10, Victoria Settlement, encompassing approximately 47 acres more or less, in accordance with applicable legislation, including the Alberta Public Lands Act RSA 2000, Ch. P-40; and update the legal description within the proposed Smoky Lake County Bylaw No. 1380-20, as per the information provided by Alberta Land Titles in preparation for the next Public Hearing. 	<ul style="list-style-type: none"> Assist the MNA with its application to purchase Public Land, allowing the County to foster its relationship with the MNA and to encourage additional opportunities for tourism and economic development, in pursuance of the goals and objectives of the Victoria District Economic Development Strategy.
TBD NEW	Safety Codes Contract Renewal	<ul style="list-style-type: none"> The Current Safety Codes Contract expires on Dec. 31/ 2021. As the Managing Partner, Smoky Lake County will be responsible for facilitating the renewal of the Contract. 	<ul style="list-style-type: none"> Provide ratepayers with efficient Safety Codes Act inspections service.

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Planning & Development Department: Work Plan

MANAGEMENT



SCHEDULE "B"

Smoky Lake County: Planning and Development Department: Manager Year - 2021

Personnel List

	Planning and Development Manager	Planning and Development Assistant	Development Officer	SDAB Clerk	Heritage Planning
Jordan Ruegg					
Kyle Schole					

FULL TIME

Carried.

Management Policy Statement No. 2-M-03-10: Fire Chief Work Plan

471-21: Halisky

That Smoky Lake County's Management Policy Statement No. 2-M-03-10: Emergency Services Fire Chief Work Plan, be accepted as amended for Year 2021 as follows:

Title: Fire Chief: Emergency Services Work Plan	Policy No.: 03-10
Section: 02 - M	Code: P - A
	Page No.: 1 of 9

E

Purpose:	To establish a Fire Chief's Work Plan for the Smoky Lake County Emergency Services.
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Policy Statement and Guidelines:
<p>STATEMENT:</p> <p>The Fire Chief's Work Plan: <i>Schedule "A"</i> outlines the Work Schedule of Projects and duties on a daily, weekly, monthly, periodic and seasonal time frame which provides detail work to be undertaken in the Emergency Services. The Emergency Services Department: Personnel List <i>"Schedule B"</i> outlines the departments personnel and responsibilities.</p> <p>BENEFITS:</p> <p>The Fire Chief's Work Plan will provide the following benefits:</p> <ul style="list-style-type: none"> Broaden the portfolio of the Emergency Services for Smoky Lake County. Good understanding of the process of the Fire Chief. Increase efficiency and strengthen timeframe of deadlines. Establishes accountability of Emergency Services. Communication Tool. <p>REVIEW:</p> <p>The Fire Chief's - Emergency Services Work Plan will be reviewed and presented to Council on an annual basis beginning of each year.</p>

Section 02-M

Policy: 03-10



SCHEDULE "A"

FIRE CHIEF'S – EMERGENCY SERVICES: WORK PLAN 2021

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcome
DAILY				
0.5 hour	General Administration	Coding of purchased goods.	Code purchased goods to the correct department.	Monitor budget throughout the year and make sure every department gets paid on time.
15 min	Fire Permits	Issue fire permits to residents.	Write up permits, site inspections during dry periods or questionable burns.	Document
1-2 hours	If inspections are required			
1 hour	Office Work	Check emails, work on grants, phone calls.	Respond to email and research grants to fund projects for the fire departments.	Make sure grant deadlines are met.
0.5 hour	Bank Deposits	County deposits.	Deliver bank deposits.	Help out office staff.
15 min	Vehicle Pre-Trip Inspection	Complete Pre-Trip Inspection.	Report any issues to mechanics.	Working with safe equipment.
1 hour	NEW Covid-19	Research, read and listen to the Alberta Health Services updates, precautions, restrictions and PPE requirements	Create memos, protocols, and secure PPE for fire departments to be compliant and for overall safety	Education and Communication tools.
	Respond to Fire Calls	Organize equipment or manpower, if needed.	To be of assistance and guidance to the departments.	Complete the tasks safely and in a timely manner.
WEEKLY				
1 hour	Manager Meetings	Meet with other managers to ensure timely operations are occurring.	Assist other departments as required.	Communication tool.
6 hours	Fire Hall/ Equipment Inspections	Inspect fire hall trucks, equipment and document issues to be replaced or fixed.	Look for problems and issues the department may have with the equipment or vehicles.	Ensure all trucks and equipment are ready for calls.
1.5 hours per invoice	Emergency Services Invoicing	Invoice for all accidents and fires that occurred.	Obtain fire department reports as well as RCMP collision reports. Work with insurance companies to get claim numbers and the adjuster information. If no claim is made find out landowner information and submit invoice to the landowner.	Recover all or partial costs.
1 hour	Safety Meetings	Meet with all staff.	Discuss safety issues and incidents. Discuss workers concerns.	Address concern and issues that take place in the work week.
1 hour	Social Media	Update and post relevant information on social media networks.	Informs the members and general public of the fire departments operations and community participation.	Communication tool Recruitment and Retention Tool.
3 hours	Fire Meetings	Meet with all fire departments.	Discuss concerns or equipment purchases. Maintenance and call sheets.	Communication.
2 hours	Smoky Lake			
2 hours	Vilna			
2 hours	Waskatenau			

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Fire Chief's – Emergency Services: Work Plan

MANAGEMENT

FIRE CHIEF'S – EMERGENCY SERVICES: WORK PLAN 2021 - Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
WEEKLY-Continued				
	Fire Calls	Fill out all reports for all outside agencies.	Report environment hazards to Alberta Environment. Report all incidents to AEMA contact fire investigators and any other agencies needed.	Ensure all agencies have the information to complete the job. Adhere to legislative requirements.
4-6 hours	NEW Covid-19	Research and read all Covid-19 precautions, restrictions and PPE requirements needed for first responders	Create memos and protocols for fire department members to read and follow when responding to calls and for practices and training nights.	Education and Communication tools.
MONTHLY				
2 hours	Monthly Reports to Council	Manager report form.	Fill out forms.	Maintain record of reports.
2 days	Fire Protective Services Committee	Research topics. Prepare packages.	Prepare agenda every second month. Prepare Request for Decision forms. Photocopy packages.	Maintain agenda packages.
2 days	Smoky Lake Region Fire and Rescue Committee	Research topics. Prepare packages.	Prepare agenda quarterly. Prepare issues for discussion forms. Photocopy packages.	Maintain agenda packages.
2 hours	Joint Health and Safety Meeting	Attend Safety Meeting.	Bring up any issues and/or concerns.	Safety and Department Communication.
4-6 hours	Departmental Meeting	Manager Cascade report form	Prepare report for day-to-day operations of Council to review	Communication tool
2 hours	Office Staff Meeting	Attend staff meeting.	Bring up any issues and/or concerns.	Safety and Department Communication.
1 hour	Action Lists	Monitor direct action to be completed.	Complete action requests as directed by Council and Committee.	Complete action list prior to next meeting.
1 hour	Monthly Time Sheets	Summary sheets for holidays, vacation and sick time.	Fill out form and hand-in to Payroll Department and Chief Administrative Officer.	Maintain records.
1 day	Fire Newsletter	Create a monthly emergency service newsletter for the fire departments and internal entities.	Attend meetings and practices, report on all training and maintenance of vehicles completed by the departments for the month.	Communication.
5 hours	AFRRCS Technical Administrator	Oversee Fire Protective Services and Peace Officer radio communications.	Review Government quarterly reporting. Submit request tickets for communications issues, repair or reprogram any radio infrastructure owned by the Municipalities.	Communication.
5 hours	VHF Radio Administrator	Oversee all Public Works radio communications.	Maintain and operation the VHF radio system, schedule all repairs and updates.	Communication.
5 hours	Smoky Lake County Website: Emergency Services Department	Create and edit the Emergency Services Department on the Smoky Lake County Website.	Update policies and bylaws, post the fire newsletter and add issues and decisions addressed by Council.	Communication.
5 hours	Training	Schedule and plan training nights for the weekly meetings for the departments.	Research and develop training for the members.	Maintain records.

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Fire Chief's – Emergency Services: Work Plan

MANAGEMENT

FIRE CHIEF'S – EMERGENCY SERVICES: WORK PLAN 2021- Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
MONTHLY-Continued				
4-5 days	Emergency Services Invoicing	Invoice for all accidents and fires that occurred.	Obtain fire reports from the departments and RCMP reports. Write letters and invoices explaining the various charges.	Forward copies to appropriate departments. Maintain records and all invoices.
3-5 Days	Fire Apparatus Operations	Create and deliver a service/ maintenance schedule and programs on the apparatus operations.	Starting all equipment in the apparatus, servicing the foam systems, exercising all valves, cleaning/flushing all equipment.	Ensure all equipment is in good working order and ready to use.
5 hours	Budget	Review and monitor budget process of expenditures.	Remain within budgetary guidelines.	Finance management.
3 days	Fire Department Supplies	Order supplies for the departments are requested.	Research best quality and prices. Place orders and deliver them.	Communication.
2 days	Fire Department Inventory	Review with Fire Department Inventory of Supplies and Materials.	Research and develop list for budget purposes.	Budget
PERIODIC				
	SOG Review	A standard established by the Municipalities for the level of service the fire departments will perform.	This is a working document. Fire Departments review and make recommendations based on more equipment and training or a need to provide a service.	Proper documentation.
Conf. 4 days Meetings 1 day	Conference and Regional Meetings	Attend Fire Chief Conference and Regional Meetings.	Look at new products. Network with surrounding departments, share information on what works and what needs improvement.	Education.
4 hours	Fire Rescue Regional Committee	A regional committee to deal with issues from the fire departments.	Focus to address fire and rescue issues on a regional level in an advisory capacity as per bylaw 1286-15	Implementation of an Action list.
3-4 Days	Operation Cost Analysis	An analysis of operational costs for each municipality to operate the Fire Departments.	Working with each municipality to generate an operational cost for each fire department.	Monitor and Document.
2 hours	RCMP Liaison Meeting	Meeting with RCMP with Fish and Wildlife in attendance.	Focus to address issues or concerns with the RCMP or Fish and Wildlife.	Communication.
4-5 Days	Load Occupancies, Building Inspections, Fire Investigations	Provide inspections and information for businesses and homeowners for insurance and licensing permits. Assist in fire investigations on a structure or insurance claims.	Allow business to open and apply for liquor licenses. Find causes of fire and get insurance to approve payments for the cost of fire suppression.	Allows Private Business to open their doors.
6-10 hours	Drone Work	Fire investigations, Fire awareness, Formal requests.	Collect pictures and data for reports and requests.	Information, Reports and Assistance.
7-10 Days	Legal Proceeding	Key Contact for all legal proceeding involving fire protective services.	Provide reports, pictures, videos and information to Crown Prosecutor.	Assistance.
2 hours	Insurance	Review insurance coverage with Fire Departments.	Register new and existing member on a yearly basis.	Monitor and Document.
1 day	Mock Disaster Training every second year	Attend training from Private Companies for Emergency Response.	Trans Canada Pipelines, Vitera, Richardson Pioneer, Esso, Enbridge, Smoky Lake Forestry.	Fire Department Awareness.
1-2 days	Emergency Preparedness Week	Provide content on emergency preparedness and other emergency operations.	Coordinate with other emergency services to provide an educational day for the public.	Education and public awareness.

Fire Chief's – Emergency Services: Work Plan

MANAGEMENT

FIRE CHIEF'S – EMERGENCY SERVICES: WORK PLAN 2021 - Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
PERIODIC-Continued				
1-2 hours	Presentations	Present to different school age groups, as requested.	Fire Prevention Week, Fire Extinguisher Usage, Party Program, DARE Program, Play Safe-Be Safe Program.	Education.
6 days	Instructor	Teach fire department professional firefighter courses.	Work with Cory Whitlock and Lakeland College to meeting the requirement to host and teach the courses.	Fire department preparedness.
6 weeks	GIS	Tracks speed and location of emergency vehicles as well as have Bonnyville Regional Fire Authority able to route fire crew to the calls. Since 2014 all fire permits and collisions are entered into the GIS system.	Meet with Carole and Brian to perform regular checks and test runs. Make sure all emergency vehicles are checking in and tracking.	Fire department communication.
1-2 hours	Fireworks Permits	Issue fireworks permits to residents.	Explain rules and regulations to residents on firing off fireworks.	Documents.
1 hour	Fire Smart Program for Planning and Development	Working with the Planning Department and new developers to fire smart their development to reduce fire risk.	Supply new developers with information, answer any questions and complete inspections if required.	Education
2 hours	Mutual Fire Aids	Update Mutual Fire Aid Agreements.	Update and keep Mutual Fire Aid Agreement current.	Monitor and communication with Mutual Aid partners (Municipalities).
3 days	Strategic Priority Chart	Operational Strategies for protective services.	Addressing councils' priorities and current issues.	Long term planning.
2-3 days	Recruitment and Retention	Working with the Fire Departments to attract new members to joint and recognize members for the years of service.	Create posters and advertising in local media for members. Follow County policy on recognition for fire members.	Document.
3 Weeks	Junior Fire Summer Camp	Create a week long summer fire camp program to bring interest for new members to the fire department.	Create an outline and budget, Organize equipment and instructors.	Fire Department Recruitment and Retention.
30 mins Each call	Assist Safety Officer	Assist Safety Officer in investigations on County Road Incidents.	Collect and Photograph incidents on County Roads for County Investigations and documentations.	Insurance and Liability Requirements, as per Policy.
4-6 hours	AFRRCS Technical Administrator	Key Contact with the Province for the AFRRCS System.	Report radio issues, ordering and programing of radios.	Fire Department Emergency Communications monitoring.
2-4 hours	VHF Public Works Communications	Key Contact with Bearcom for the VHF radio system.	Report radio issues, check radio equipment and manage the tower site.	Public Works radio communications monitoring.
7-10 Days	Wash Fire Gear	Clean/wash fire gear that was exposed to hazardous incidents.	Strip down fire gear that was worn by firefighters at fires and any other hazardous incidents and wash. Inspect for any repairs or if professional cleaning is needed. Gear will be sent away then.	Firefighter safety and OHS requirements.

Fire Chief's – Emergency Services: Work Plan

MANAGEMENT

FIRE CHIEF'S – EMERGENCY SERVICES: WORK PLAN 2021 - Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
SEASONAL				
January and February	Review Policies and Bylaws	Update all Policies and Bylaws.	Make the departments more efficient.	Education.
	Year End	Ensure all invoices are paid and bills were coded to proper accounts.	Go through the ledger.	Meet with Finance Department.
	Plan Fire Training	Talk to Cory Whitlock for Fire Courses.	Complete the year of training schedules.	Communication with Fire Departments.
	Renew Memberships	Renew all fire fighters and Councilors.	Fill out paper work and send away.	Document.
	Fire Fighter Insurance Renewal	Renew all fire fighters that would like insurance coverage.	Fill out paperwork and send to Finance Manager.	Forward to Finance Department.
	Fire Department SOG's	Review the Fire Department Standard Operating Guidelines.	Make recommended changes to the SOG binders. Review with each Fire Department. Make sure all binders are updated.	Communication with each respective Council.
	Fire Call Invoicing	Invoice for all calls.	Meeting with Fire Department, police to get all the reports for accurate billing.	Recover Costs.
	Order Equipment	Start ordering equipment for the Departments.	Order is approved as per Capital Budget.	Fire Department preparedness.
March / April	Summer Preparations	Order supplies.	Order foam, forestry hoses from grass fire season.	Fire Department preparedness.
	Formal Training(1)	Cory Whitlock teaches an NFPA 1001 course.	Train Departments to the Professional Fire Fighter standards.	Education and Awareness.
	Annual Safety Meeting	Attend Safety Meeting.	Attend annual safety meeting. Report unsafe conditions or work to supervisor to resolve.	Keep informed on safety practices/ policies of the County.
	Service Fire Equipment	Prepare Fire equipment for full operation.	Prepare 1 Ton Truck with skid unit. Ensure 2 Ton Truck is fully operational.	Communicate with Public Works Shop Foreman.
	Update Work Plan	Update Work Plan to keep current and accurate.	Review the years worked and make appropriate changes.	Communication to Council.
	Attend Regional Spring Fire Meeting	Update region on Fire Calls, training, issues and share information networks with counter parts.	Register and submit.	Education.
	CVIP Fire Trucks	Public Works Mechanics certify vehicles.	Year Requirements.	Communicate with Public Works Shop Foreman.
May	Fire Bans	Monitor Fire Bans: weather, SRD reports and County conditions.	Fire Bans maybe implemented.	Implement as per Policy.
	Fire Protection	Monitor Fire situation.	Implement a Fire Ban, if necessary. Advertise and ensure all fire ban signs are posted. Call residents that have fire permits to cancel.	Implement as per Policy.
	Regular Maintenance on Equipment	Oil changes and maintenance	Done yearly.	Communicate with Public Works Shop Foreman.

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Fire Chief's – Emergency Services: Work Plan

MANAGEMENT

FIRE CHIEF'S – EMERGENCY SERVICES: WORK PLAN 2021 - Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
SEASONAL- Continued				
June July August	Attend Fire Chiefs Conference	Week-long conference.	Register all Council and fire chiefs.	Education.
	Order Equipment	Order equipment as per budget.	Order equipment for departments that were specked out at Fire Chiefs Convention.	Fire Department preparedness.
	Summer Fire Camp	Create a week long summer fire camp program to bring interest for new members to the fire department.	Create an outline and budget, Organize equipment and instructors.	Fire Department Recruitment and Retention.
	Formal Training(2)	Cory Whitlock teaches an NFPA 1001 courses.	Train departments to the professional fire fighter standards.	Fire Department preparedness.
September	Fire Protection	Monitor Fire Stations.	Implement a Fire Ban, if necessary. Advertise and ensure all fire ban signs are posted. Call residents that have fire permits and cancel.	Insurance and Liability, as per Policy. Protection for the County residents and the County region.
October	Fire Equipment	Service Fire Equipment.	Winterize 1 Ton Truck and skid unit. Ensure the 2 Ton is ready for winter and parked in the heated shop.	Communicate with the Public Works Shop Foreman.
	Budget Meeting for Fire and Capital Assets	Meet with the Finance Department to review Budget.	Evaluate programs and capital needs, price items and prepare budget.	Communicate with Fire Departments and Finance Department.
	Fire Department Budgets	Meet with each Fire Department on the training, equipment and maintenance the department would like to see the following year.	Prepare cost to date, price new equipment and prepare for the Budget to Council.	Communicate with Fire Departments and Finance Department.
November	Regional Fire Meeting	Attend Regional Fire Meeting.	Report to the region the Smoky Lake Fire year.	Communication.
	Formal Training (3)	Cory Whitlock teaches NFPA 1001 courses.	Train departments members to the professional fire fighter standards.	Fire Department preparedness.
December	Grants	Apply for Grants.	Training Grants and Capital Grants.	Work with Finance Department.
	License Renewal	Renew Fire Fighters Medical License.	Complete paper work and submit.	Education.
	Fire Training	Preparation of fire training schedules.	Coordinate schedule with Cory Whitlock and develop a training calendar.	Document
	Budget Review	Review the Budget.	Review ledger- make sure all purchases and properly coded and all purchases are complete.	Communicate with Finance Department.
	Fire Department Payments	Reconcile Fire Department hours.	Review all call sheets and reimburse each department.	Communicate with Finance Manager.

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Fire Chief's – Emergency Services: Work Plan

MANAGEMENT

FIRE CHIEF'S – EMERGENCY SERVICES: WORK PLAN 2021 - Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
2021 ASSIGNMENTS				
July 7, 2015	Motion # 783-15	That Smoky Lake County enter into the Alberta Medical First Response Program with Alberta Health Services and proceed to develop a Bylaw to detail the Specifics of the program.	Research completed on other municipalities bylaws in regards to the Alberta Medical First Response Program with Alberta Health Services. Administration is currently creating the bylaw for a future Fire Protective Services Committee Meeting.	Adopting the new Bylaw
January 28, 2021	Motion # 298-21	That Smoky Lake County in partnership with the Town of Smoky Lake, Village of Waskatenau, and the Village of Vilna participate in the application of the 2020-2021 Alberta Community Partnership (ACP) Grant for the Project Titled: Regional Fire Services under the "Intermunicipal Collaboration Framework" Component Grant for the total project cost in the amount of \$200,000.00; and approve Smoky Lake County to be the Managing Partner under the said application, and further agree to abide by the terms of the Conditional Grant Agreement governing the purpose and use of the grant funds.	<p>Waskatenau Motion # 15-2021 That Village of Waskatenau in partnership with the Smoky Lake County, Town of Smoky Lake and the Village of Vilna participate in the application of the 2020-2021 Alberta Community Partnership (ACP) Grant for the Project Titled: Regional Fire Services Study under the "Intermunicipal Collaboration Framework" Component Grant for the total project cost in the amount of \$200,000.00; and approve the Smoky Lake County to be the Managing Partner under the said application; and further agree to abide by the terms of the Conditional Grant Agreement governing the purpose and use of the grant funds.</p> <p>Smoky Lake Motion # 12-2021 That Town of Smoky Lake in partnership with the Smoky Lake County, Village of Vilna and the Village of Waskatenau participate in the application of the 2020-2021 Alberta Community Partnership (ACP) Grant for the Project 2021-IC-25 Titled: Regional Fire Services Study for the total project cost in the amount of \$200,000.00; and approve Smoky Lake County to be the Managing Partner under the said application; and further agree to abide by the terms of the Conditional Grant Agreement governing the purpose and use of the grant funds.</p> <p>Vilna Motion # 08-21 That the Village of Vilna in partnership with the Town of Smoky Lake, Village of Waskatenau, and Smoky Lake County participate in the application of the 2020-2021 Alberta Community Partnership (ACP) Grant for the Project 2021-IC-25 Titled: Regional Fire Services Study Project under the "Intermunicipal Collaboration Framework" Component Grant for the total project cost in the amount of \$200,000.00; and approve Smoky Lake County to be the Managing Partner under the said application; and further agree to abide by the terms of the Conditional Grant Agreement governing the purpose and use of the grant funds.</p>	Proceed with the study



SCHEDULE "B"

Smoky Lake County Emergency Services Year 2021
Personnel and Responsibilities

Description	Fire Chief	Deputy Chief
Fire Protective Services agenda packages	90%	10%
Smoky Lake Region Fire and Rescue agenda packages	90%	10%
Joint Health and Safety Meetings	100%	0%
Departmental Meetings	100%	0%
RCMP liaison Meetings	100%	100%
Zone 3 Regional Meetings	100%	0%
County Budget Meetings	100%	0%
Fire Department Meetings	70%	50%
Joint Council Meetings	100%	100%
Joint Municipalities Meetings	100%	0%
Agriculture and Forestry Meetings	100%	0%
Alberta Fire Chief Conference	100%	20%
Alberta Emergency Management Summit Conference	100%	0%
Presentations	90%	10%
Responding to Calls during Working Hours	100%	100%
Responding to Calls After Hours	85%	40%
Fire Department Formal Training	100%	100%
Smoky Lake Fire Department Informal Training	40%	60%
Waskatenau Fire Department Informal Training	90%	10%
Vilna Fire Department Informal Training	100%	0%
Junior Summer Fire Camp	40%	60%
Fire and Fireworks Permits/Inspections	50%	50%
Emergency Services Invoicing	30%	70%
Research/Purchasing/Coding of Supplies	70%	30%
Vehicle Maintenance/Servicing	10%	90%
Firefighting Gear and Equipment Maintenance	40%	60%
AFRRCS/VHF Radio Communications	100%	0%
Grant Applications	100%	0%
Fire Inspection and Load Occupancies	50%	50%
Fire Investigations	80%	20%
VFIS Insurance	100%	0%
GIS Data Entry	0%	100%
Legal Proceedings	100%	0%
Inventory	0%	100%
Drone Work	100%	100%

Carried.

Management Policy Statement No. 08-M-02-09: Finance Manager Work Plan

472-21: Cherniwchan That Smoky Lake County's Management Policy Statement No. 08-M-02-09: Finance Manager Work Plan, be accepted as amended for Year 2021 as follows:

Title: Administration- Finance Department: Finance Manager Work Plan		Policy No.: 02-09
Section: 08 – M	Code: P – A	Page No.: 1 of 12 <i>E</i>

Purpose: To establish a Work Plan for the Smoky Lake County Finance Department.

<p>Policy Statement and Guidelines:</p> <p>STATEMENT:</p> <p>The Finance Department Work Plan, <i>Schedule "A"</i> outlines the Work Schedule of Projects and duties on a daily, weekly, monthly, quarterly, yearly and periodic time frame which provides detail work to be undertaken in the Finance Department/Information Technology Department. Smoky Lake County Administration- Finance Department: Personnel List, <i>Schedule "B"</i> outlines the department's personnel and job classifications.</p> <p>BENEFITS:</p> <p>The Finance Department Work Plan will provide the following benefits:</p> <ul style="list-style-type: none"> ■ Good understanding of the tasks required to ensure that the County manages its finances and information technology in accordance with the Municipal Government Act, The Public Sector Accounting Board specifications, Revenue Canada requirements, and commonly accepted financial and IT control practices. ■ Establishes accountability of the Finance Department. ■ Communication Tool. <p>REVIEW:</p> <p>The Finance Work Plan will be reviewed and presented to Council on an annual basis within the first quarter of each year.</p>

Section 08-M

Policy: 02-09



SCHEDULE "A"

FINANCE DEPARTMENT WORK PLAN 2021

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
DAILY				
	Cash Receipts	Enter cash receipts.	Take payments, provide customer service, prepare and balance cash receipts.	Dollars ready to deposit at bank.
	Daily Mail	Distribute Daily Mail.	Record payments received. Distribute mail throughout the organization.	Payments received daily, departments receive mail daily.
	On line payments	Record payments received through online banking.	Record all payments as per faxes provided daily from banks.	Payments recorded once daily.
	Daily Deposit	Deposit prepared daily.	Balance cash receipts. An employee who has not been involved in the receipting or balancing takes the deposit to the bank.	Funds deposited to bank.
	Daily Backup	Daily Backups of computer data are made.	Daily Backups of computer data are created and IT verifies the process.	Data protection in case of failure.
	Front Counter Service	Assist customers at the front counter as needed.	Finance staff greet people, and either assist them or ensure that an employee from the appropriate department assists them.	Customers and visitors are provided respectful courteous service.
	Telephone service	Answer phones and assist callers.	Answer calls, assist as required and forward to county staff as required.	Callers are provided respectful courteous service.
	Filing	All documents are filed.	Each employee files their own work in a timely fashion.	Files are available as needed and are organized for audit.
	Banking	Check bank account transactions and balances online.	Check for anomalies clearing the account, NSF charges, etc.	Information is received and entered on a timely basis, good bank controls in place.
	Accounts Payable	Enter invoices for payment.	Ensure invoices are approved and coded by the appropriate manager. Accurately enter all information to prepare invoice for payment.	Invoices are coded correctly to the general ledger and are ready to write cheques.
	Information Technology	Daily computer checks.	Check email Barracuda logs, verify back ups, verify websites, check server log files, check printers, check notice boards, check virus scans, check water connections and fax downloads.	Maintain system and data integrity. Ensure backups are in place to protect the County from loss of data

Finance Department: WORK PLAN 2021- Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
WEEKLY				
	Managers meeting	Attend managers meeting.	Communicate information as needed to managers, note information that will affect finances.	Finance Department is knowledgeable about events affecting budget.
	Weekly Backup Tape	Weekly backup tape is stored at the ATB.	IT provides tape to one of the 4 people who are able to take the tape to the safe deposit box every Friday.	Data is secure in case of emergency.
	Accounts Payable Cheque runs	Pay accounts payable invoices.	Run cheques, attach backup, provide to CAO/Council for signature, and distribute payments.	Accounts paid.
	Prepare Tax Certificates	Provide tax certificates as requested.	Assist with requests via telephone, prepare and send out certificate. Follow up with billing.	Tax certificates sent and payment received.
	Provide Assessment Sheets	Provide assessment sheets and information.	Assist with requests via telephone, prepare and send out certificate. Follow up with billing.	Tax certificates sent and payment received.
	Payroll Daily Time Entry	Time sheets from the departments are entered.	Verify that time sheets are approved, enter information into Bellamy.	Daily time is in the system providing accurate work order costs and payroll calculations.
	Information Technology Data	Protect Servers.	Verify backup, Move GIS data backup to tape. Image the parent virtual machine.	Protect the County from loss of data/systems.
	Utilities	Meter reading/change of ownership.	When advised of change of ownership, have the gas technician read the meter and then set up the new information in Bellamy.	Utility costs are billed to the correct user.
	Information Technology – Fuel system	Check computer fuel system at shop.	Verify that the connection between pumps and system is good and that data is being transferred.	Reduce loss through fuel management.
	Highway 28/63 Water Commission Accounts Payable	Pay approved invoices.	Enter invoices into Simply Accounting, manually write cheques, have signed and mail out payments.	Invoices are paid in a timely manner.
	Highway 28/63 Water Commission Deposits	Deposit all payments to ATB.	Enter receipts into Simply Accounting, write up deposit and deliver to bank.	Funds are deposited into bank as received.

Finance Department: Finance Manager Work Plan

Finance Department: WORK PLAN 2021- Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
MONTHLY				
Semi- Monthly	Accounts Receivable invoicing	Accounts Receivable invoices sent out on the 15 th and 31 st .	Departments provide finance with miscellaneous charges to be billed. Invoices are created and sent.	Invoices are sent in a timely manner.
Semi- Monthly	Water Truck Fill Invoicing	Truck fill usage downloaded and invoiced to customers twice per month.	Truck fill usage downloaded, invoices entered into Bellamy and mailed out.	Invoices are sent in a timely manner.
Monthly	Salary Payroll	Salary payroll paid 21 st of every month.	Record days off, run payroll, have reviewed by finance manager, run cheques, have cheques approved by CAO or assistant, submit EFT file to bank minimum of 2 days before pay date.	Approved copy of cheques is filed. Salary employees receive payment.
	Council payroll	Council payroll paid 21 st of every month.	Run payroll, have reviewed by finance manager, run cheques, have cheques approved by CAO or assistant, submit EFT file to bank minimum of 2 days before pay date.	Approved copy of cheques is filed. Council members receive payment.
	Hourly Payroll	Hourly payroll paid 31 st of every month and advances paid on the 15 th .	Import Daily Time, run payroll, have reviewed by finance manager, run cheques, have cheques approved by CAO or assistant, submit EFT file to bank minimum of 2 days before pay date.	Approved copy of cheques is filed. Hourly employees receive payment.
	Pay Council expenses	Council is reimbursed once per month for mileage and expense.	Verify expense reports, code, enter, and produce cheques.	Cheques are signed and distributed to Council Members.
	Pay Payroll Remittances	Paid monthly within 3 banking days of last day of the month.	Payroll Clerk balances and prepares remittances and submits to AP for payment.	Approved copy of cheques filed.
	Payroll balancing	Balance payroll sub ledger with general ledger accounts.	Run a payroll trial balance and make sure that it balances with the general ledger accounts.	Prevents year end imbalances.
	Tax and Utility Auto Payments	Send auto payment EFT to bank.	Run reports, have utility clerk verify utility portion and remit the file to ATB online banking.	Funds to be withdrawn from account 20 th of the month.
	Utility meter changes	Enter meter changes into Bellamy.	Information regarding changed meters is entered into Bellamy before billing.	Invoices reflect accurate usage and meters are tracked.
	Main Office Safety Meeting	Attend monthly office safety meetings.	Review any incidents and report monthly activities in office.	Safer work environment.

Finance Department: Finance Manager Work Plan

MANAGEMENT

Finance Department: WORK PLAN 2021- Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
MONTHLY-Continued				
	Bill utilities	Bill both gas and water usage.	Enter readings, bill and balance utilities. Send out invoices to customers; follow up with problems, concerns, etc.	Invoices sent.
	Bill Utilities	Download data from meters and truckfill stations.	IT provides the downloads and assists with the automatic meter reading.	Invoicing complete.
	Accounts Receivable Statements	Reminder statements sent monthly.	Send out Monthly statements for arrears.	Increased AR collections.
	Accounts Receivable	Receive emergency response details and bill.	Bill insurance claims and Highway Emergency Response to Alberta Transportation.	Charges are invoiced in a timely manner.
	Bank Reconciliation	Reconcile all bank accounts monthly.	Reconcile cheques, deposits, and other transactions. Enter adjustments as needed.	Bank financial report provided to Council.
	Monthly Journal Entries	Create journal entries to adjust and correct accounts as needed.	Journal entries are created by Finance Manager and entered by Tax Clerk.	General Ledger accounts are up to date and accurate.
	Balance Sub ledgers	Ensure Utilities, Accounts Receivable, and tax receivable sub ledgers balance with General Ledger.	Run sub ledger reports and balance and correct any outages.	Ledgers are balanced.
	Monthly Budget to Actual Comparison	Prepare report for Council that shows both the budget and actual up to date values.	Report is prepared and provided at the monthly Council meeting. Information regarding unbudgeted expenditures or discrepancies is provided.	Council is kept apprised of the financial status monthly.
	Manager's Report to Council	Prepare report for monthly Council meetings.	Provide Council updated information on finance department activities.	Council is apprised of finance initiatives and activities.
	Land title changes	Process land title changes in both taxes and gas systems.	Enter new titles.	Tax and utility systems are updated with new owner information.
	Monthly Department Reports	Provide Actual to Budget Reports to Department Managers.	Print department reports showing detailed account information. Discuss and verify anomalies and errors.	Manager are provided information to ensure they meet their annual budget.
	Faxes	Faxes are run through the email system. They are kept on the system for 90 days	Monthly the IT technician will purge old faxes.	Backup of incoming faxes is kept for 90 days.

Finance Department: Finance Manager Work Plan

MANAGEMENT

Finance Department: WORK PLAN 2021- Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
MONTHLY-Continued				
	Printers and Toner	Inventory and order toner.	Printers and toner are checked. Additional toner is ordered as needed.	Printing Capabilities are maintained and constant.
	Accounts Receivable Collections	Letters on delinquent receivables.	Send letters out to customers with old accounts due.	Payment on accounts.
	Accounts Receivable Collections	Update managers regarding delinquent receivables.	Coordinate with managers to pursue payment.	Payment on accounts.
	Highway 28/63 water invoicing	Invoice water usage to Town of Smoky Lake, Village of Waskatenau, Village of Vilna, County of Thorild and St. Paul County.	Get readings from County of Thorild Staff, balance, and invoice.	Water usage balanced and billed.
	Carbon Levy report/remitt.	Complete carbon levy reporting and remit payment to Canada Revenue Agency.	Reconcile levy, submit reporting online and pay by the end of every month.	Carbon Levy paid avoiding penalties.
	GST Returns	Effective 2019 GST returns are required monthly.	Balance GST payable remit via internet as per the forms sent as per Revenue Canada Requirements.	Confirmation of GST remittance filed. Refund received.
	Highway 28/63 financial reporting.	Prepare financial update for board.	Provide updates to board regarding budget status.	Board understands financial status and issues or concerns.
QUARTERLY				
	Garbage billing	Bill Village of Waskatenau and Village of Vilna for garbage pick up costs.	Calculate delivery costs and tippage fees.	Invoices entered into Accounts Receivable and forwarded for payment.
	Payroll Balancing	Review payroll balances and verify.	Check that correct benefits are being deducted, provide an updated listing of vacation and sick day balances.	Deductions are correct limiting possible losses to County.
	Gas Balancing	Balance gas sales with tap readings.	From Gas Alberta billing, Town readings, and Bellamy gas bills calculate volumes and dollars and ensure amounts balance.	Minimal variances between actual sales and gas used.
	Aggregate Levy	Ensure Aggregate Levy is being reported and paid as per Road Haul Agreements	Provide Public Works Liaison with update on levies received.	Levies collected as per bylaw and agreements
YEARLY				
January	Year End	Prepare all year end working paper and coordinate audit	Reconcile accounts, record accruals, capital transactions, create audit working papers and year end entries.	Information ready for audit.
	Bill partnering municipalities	Allocate annual costs to partnering municipalities.	Calculate total costs for partnered projects and bill according to agreements.	Invoices entered and bills forwarded to municipalities.

Finance Department: Finance Manager Work Plan

MANAGEMENT

Finance Department: WORK PLAN 2021- Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
YEARLY-Continued				
Jan/Feb	Payroll Year End	Reconcile payroll and prepare year end reports.	T4s due Feb 28, WCB reporting due Feb. 28, LAPP reporting due Jan.31.	T4s complete and reports filed with government agencies.
	Tax year end	Finalize tax year end.	Verify tax and assessment balances and process year end in Bellamy.	Current tax balances are moved to arrears.
Feb	Audit	Assist Auditors as required.	All finance staff must be available to locate information and answer questions for annual audit.	Audit is efficient and costs are minimized.
Feb/Mar	Annual Grant Reporting	Reconcile and prepare SFEs for all grants.	Reporting required is different for each program. Most Reports are due February/March, but must check each grant.	Reports submitted to appropriate agency.
	Asset download	Provide asset file to Assessor.	Download asset file (assessment roll) forward to assessors.	Assessors will update file with new assessment.
	Enter Linear Assessment	Receive linear assessment from Municipal Affairs.	Starting 2019, we have to enter these assessments manually into the Financial System.	Assessment ready for taxation.
March	Update Assessment.	Receive assessment from the Assessors.	Upload to Bellamy.	Assessment ready for taxation.
	Bellis Sewer Charges Bylaw	Bellis Sewer Charges Bylaw must be passed annually.	Updated costs to operate system, take new bylaw to council with recommended rate.	Passed Bylaw.
	Final Financial Statements	Work with Auditor to present final financial statement to Council.	Review statements, and have approved by Council, make available to public online and through annual booklet.	Annual Financial Statements available to public.
	Tax Notifications	Place tax notifications as per MGA by March 31 st .	Tasks to be carried out as per MGA.	Tax notice confirmation from Alberta Land Titles.
Mar/Apr	Annual Grant Projects	Submit project profiles for Annual Grant Programs.	Each program has different requirements, forms, and submission requirements.	Applications submitted to appropriate agency.
Mar/Apr	Final Budget	Adjust interim budget to reflect actual tax income and requisitions.	Adjust expenses and revenues. Calculate requisition tax rates and develop options for the Municipal tax rate. Present to Council for decision.	Council passes final budget. Mill rate is set for taxes.
Apr/May	Mill Rate Bylaw/Bill Taxes	Mill Rate Bylaw must be passed to levy property taxes.	Bylaw is presented to Council.	The mill rate will be used to levy taxes.
May	Statistical Information Return	Complete SIR for provincial submission.	Update information, complete online form and mail in to province.	SIR is filed before June.
April	Annual Safety Meeting.	Attend annual safety Meeting.	Report unsafe conditions or work to supervisor to resolve.	Keep informed on safety practices/ policies of the County.
May/June	Bill Taxes	Taxes billed by May 31 st .	Balance Assessment, balance tax billing, run notices and mail.	Tax notices sent out.

Finance Department: Finance Manager Work Plan

MANAGEMENT

Finance Department: WORK PLAN 2021- Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
YEARLY-Continued				
May/June	Equalized Gas year end	Balance equalized gas and process year end.	Process year end, bill out final amounts owing and send refunds to customers with a credit balance. Set next year budget amount.	Final invoices and cheques processed.
June/July	Budget Consultation	Budget Public Consultation.	Prepare a budget consultation process for the public. To be complete by early fall. The results will be communicated to Council to be used to begin the net budget year.	Open and transparent budget process that allows ratepayers input.
July/August	Assessment Complaints	Process assessment complaints.	Acknowledge complaints, forward to assessor, set up hearing dates as per MGA.	Hearing is held Oct/Nov.
July/August	Five year financial plan	Create five year financial plan that meets MGA requirements.	A 2020-2025 financial plan document will be presented to council for approval.	The new financial plan will be presented to Council with annual budget.
Sept-Dec	Interim Budget	Prepare interim budget for: capital, operating and three year road plan.	Review actual, prepare budgets with managers, present to Council.	As per policy: Interim budget passed prior to December 31, 2012.
Oct/ Nov	Assessment Appeal Hearing.	Ensure the assessment appeal process proceeds as per MGA.	Assist ratepayers, respond to official complaints, coordinate exchange of evidence, schedule hearing.	Decisions must be complete by December 31 st .
Oct	Taxes Due	Process tax payments, assist ratepayers.	Assist ratepayers to ensure best possible collection of taxes prior to due date.	County receives money for operations.
Nov /Dec	Borrowing Bylaw	Present Borrowing Bylaw to Council.	Work with bank to create bylaw and service agreement.	Line of credit and credit card is renewed.
August – Nov	Tax arrears property sale	Ensure that properties with tax arrears more than 3 years take place.	Advertise sale as per MGA and hold auction.	Property sale proceeds are deposited to special account.
Nov. 1 and Mar. 1	Tax penalties.	Run tax penalties as per bylaw.	Advertise reminders and run tax penalties.	Penalties added to account.
Feb/March	Work Plan	Update Annual Work Plan	Review job tasks/duties with staff and update	Council and Public have a good understanding of the tasks required to carry out the financial administration of the County
Jan. / Feb.	CLC Grant	Verify grant funds spent by CLC	Ensure County records are in accord with CLC records	Smoky Lake County meets Provincial Grant requirements as the Host Municipality.

Finance Department: Finance Manager Work Plan

MANAGEMENT

Finance Department: WORK PLAN 2021- Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
PERIODIC				
	Set up new employees	Set up new employees in payroll, and benefits.	Ensure that all new employees are set up in the payroll system to have the correct benefits and deductions. Provide employee with benefits information and provide ensure all necessary registrations are complete.	New employees receive benefits and pay.
	Coordinate Additional Named Insured annual renewals and billings	Coordinate Additional Named Insured annual renewals and billings.	Send renewal notices, confirm insurance amounts, reconcile, and bill ANI's.	Provide local organizations with insurance through RMA at no cost to the County.
	Record of Employment (ROE)	Create and submit record of employment.	When an employee leaves the County, a ROE must be provided to the employee and to the Federal government online.	Meet legislative requirements.
Semi – Annual	Hwy 28/63 Water Commission GST	Remit GST return January and July.	Balance GST payable remit via internet as per the forms sent as per Revenue Canada Requirements.	Confirmation of GST remittance filed. Refund received.
	Assist Assistant CAO	Provide assistance as required.	Municipal Clerk position assists Assistant CAO with meeting preparation, etc.	Administration requirements are met.
	Regional Community Development Committee	Provide financial services to the RCDC Committee.	Prepare financial reports.	All municipalities understand the financial status of this regional committee.
	15 Year Capital and Infrastructure Plan	Update the Equipment and Vehicle Plan. Create a long-term plan policy. Create a long-term plan for infrastructure.	Work with departments to create plan.	To be presented as part of the budget process.
	Policy Development and Review	Review existing policy and recommend new policy to Council.	As needed research policies.	Up to date best practices.
	Alberta Purchasing Connection	Post tenders, requests for proposals, etc. on APC website.	Assist departments with posting preparation and manage posting on website.	Large purchases are posted to meet public procurement requirements.
	Cost Analysis	As issues arise, review costs and prepare analysis for Council and Management.	Use best accounting practices to ensure information is accurate.	Provide the best possible information for decision making.
	Grant research and applications	Research new grant sources.	Assist managers in locating new grant sources. Assist with grant applications and follow up reporting.	The County maximizes funding through grants.
	Payroll questions	Assist staff with payroll and benefits questions.	Answer questions, do research as requested.	Customer assistance provided to employees.

Finance Department: Finance Manager Work Plan

MANAGEMENT

Finance Department: WORK PLAN 2021- Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
PERIODIC-Continued				
	Credit Applications	Complete credit applications.	Provide information and complete applications for departments.	New vendor accounts set up.
	Meetings with Council	Attend meetings with Council.	Attend meetings to provide information, advice and to ensure decisions affecting budget are noted financially.	The finance department is knowledgeable in the affairs of operations.
	Members of the Government Finance Officers Association	Maximize training and networking opportunities.	Attend training opportunities and conferences. Member of the Professional Development Task Force.	The County maximizes opportunities to learn best practices from other professionals and municipalities.
	Member of the Society of Local Government Managers	Maximize training and networking opportunities.	Attend training opportunities and conferences.	The County maximizes opportunities to learn best practices from other professionals and municipalities.
	Members of the Canadian Payroll Association	Maximize training opportunities.	Changes to payroll legislation are provided along with training opportunities.	The County maximizes opportunities to learn best practices and ensure adherence to legislation.
	Financial Services for Highway 28/63 Water Commission	Transfer financial services from Thorhild County to Smoky Lake County.	Work with Commission.	Smoky Lake County will manage the Water Commission.
	Assist all Computer users	Information Technologist assists and trains users (Smoky Lake County, Smoky Lake Foundation, Legion, and fire departments) as requested/needed.	Fixing hardware and software issues. Training.	All Organizational computer users have access to immediate assistance.
	Information Technology updates	Research and initiate hardware and software updates as needed.	Routinely checks for software system updates and ensures that they are implemented. Researches best options for both hardware and software.	Technology is current and use is maximized.
	Oversee entire Information Technology Systems	Install and repair all systems when needed.	Research solutions, repair hardware and software issues and when necessary, coordinates with outside suppliers.	Technology is current and use is maximized.
	Insurance	Coordinate insurance renewals, bill ANI's, track prepaid insurance and track additions and deletions.	Coordinated renewals except for ANI's.	To ensure and maintain current insurance files.
	Highway 28/63 Water line to Whitefish Lake	Manage the finances regarding the Water Line project to Whitefish Lake.	Monitor, account for, and prepare all grant documentation for the new Whitefish Lake Water Line Project.	To ensure project is accounted for according to GAAP and Grant requirements.

Finance Department: Finance Manager Work Plan

MANAGEMENT

Finance Department: WORK PLAN 2021- *Continued*:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
PERIODIC <i>Continued</i>				
	Asset Management	Asset Management Policy and Strategy.	Prepare an Asset Management Policy and Strategy for the organization.	Improve Asset Management Practices to include more than just financial management
NEW	Asset Management Software	Implement Asset Management into Munisight	Set up asset register on Munisight.	Improve Asset Management Data sharing.
	Finance Policies	Review and initiate finance policies.	Follow best practices and expert recommendations to recommend and create financial policies for Council consideration.	Smoky Lake County follows best practices for financial management.
NEW	New Financial System	Research and contract new software for the finance system	Send out Request for Proposals, review, evaluate, contract, and convert financial system	Smoky Lake County has a new up dated, finance software system at a lower operating cost.
NEW	Fiber Internet	Investigate and implement fiber internet.	Investigate, negotiate, contract, make hardware changes and connect to fiber internet.	Smoky Lake County has reliable and fast internet.



SCHEDULE "B"

Smoky Lake County: Administration - Finance Department Year - 2021

Personnel List

	Finance Manager	Highway 28/63 Water Commission	Payroll	Reception	Natural Gas Clerk	Taxation	Accounts Payable
Brenda Adamson			Primary	Back-up			
Lorraine Karvonen				Primary	Primary		
Barb Shapka				Back-up	Back-up	Primary	
Debbie Hackman				Back-up			Primary
Lonnie Shulko				Back-up			
Jenna Preston (under administration - back up only for finance)				Back-up			
NOTE							

Carried.

Management Policy Statement No. 1-M-33-09: GIS Services Work Plan

473-21: Halisky

That Smoky Lake County's Management Policy Statement No. 1-M-33-09: Administration: Geographic Information System (GIS) Services Officer - Work Plan, be accepted as amended for Year 2021 as follows:

Title: Geographic Information System (GIS) Services: Work Plan		Policy No.: 33-09
Section: 1 - M	Code: P-A	Page No.: 1 of 7 E
Purpose:	To establish a Department Work Plan for the Smoky Lake County GIS Services Program.	
Policy Statement and Guidelines:		
STATEMENT:		
The Geographical Information Systems (GIS) Work Plan, <i>Schedule "A"</i> outlines the Work Schedule of Projects and duties on a daily, weekly, monthly, periodic and seasonal time frame which provides detail work to be undertaken within GIS.		
BENEFITS:		
The GIS Work Plan will provide the following benefits:		
<ul style="list-style-type: none"> ▪ Broaden the portfolio of GIS Operations for Smoky Lake County. ▪ Good understanding of the process of the GIS Operator. ▪ Good understanding of the responsibilities of the County GIS Program. ▪ Increase efficiency and strengthen departments using GIS data. ▪ Maximize effectiveness and accountability of County Spatial Data. 		
REVIEW:		
The GIS Services Work Plan will be reviewed and presented to Council on an annual basis beginning of each year and presented to Council on an annual basis beginning of each year.		



SCHEDULE "A"
GIS SERVICES: WORK PLAN 2021

Time	Work Schedule Projects	Work Description Projects	Verified Outcomes
DAILY			
2 - 4 hours UPDATED	Administration	<ul style="list-style-type: none"> Review and respond to emails from County Management/staff related to GIS issues. Review and respond to emails from the general public related to GIS inquiries. Approach and follow-up to emails from MuniSight/consultants/contractors relating to GIS projects. 	<ul style="list-style-type: none"> Ensure effective communication between departments. Ensure GIS projects are proceeding or completed in a timely manner.
1 - 3 hours UPDATED	GIS data input, Spatial Data Entry – MuniSight/Mobile App	<ul style="list-style-type: none"> Input/update Data supplied by departments into the GIS system: Road Use Agreements, Dust Control, Brushing / Axing, Spring Flooding, Fire Permits, Fireworks Permits, and Municipal Addressing. 	<ul style="list-style-type: none"> Maintain accurate and current data to meet the County's database requirements.
.5 - 1 hour	Weekly Council Report – Titan GPS	<ul style="list-style-type: none"> Run a daily/weekly query - Historical map trials of Grader Assets for weekly council report. 	<ul style="list-style-type: none"> Assist council with public inquiries.
.5	On Screen Fleet Summary – Titan GPS	<ul style="list-style-type: none"> Monitor – Stopped, Idling, and Moving Assets. 	<ul style="list-style-type: none"> Verify workers and assets are safe.
15 - 30 mins NEW	Organization	<ul style="list-style-type: none"> Organize and prioritize daily work tasks as per discussions at the weekly Manager's Meeting and other issues that may arise. 	<ul style="list-style-type: none"> Ensure tasks are completed as set out at the beginning of the week. If not completed, add the tasks to complete in the following week.
15 - 30 Mins NEW	Administration	<ul style="list-style-type: none"> Update timesheet, update day timer with daily tasks completed, update calendar with upcoming meetings and projects, organize workspace and file completed paperwork. 	<ul style="list-style-type: none"> Ensure the department is organized to promote efficient daily operations. Maintain records.
5 - 30 Mins NEW	Assist Office Staff	<ul style="list-style-type: none"> Assist with answering phone, accounts receivable, front counter inquiries. 	<ul style="list-style-type: none"> Ensure efficient operations and public assistance in a timely manner.

GIS SERVICES: WORK PLAN 2021- Continued:

Time	Work Schedule Projects	Work Description Projects	Verified Outcomes
WEEKLY			
1 hour UPDATED	Manager Meeting	<ul style="list-style-type: none"> Prepare report and attend weekly Manager's Meeting. 	<ul style="list-style-type: none"> Provide departmental activities to Manager's, staff and Council.
.5 - 3 hours NEW	Meet with Department Manager's or staff	<ul style="list-style-type: none"> Review progress of GIS projects. Work with staff to schedule workload priorities for data input into the GIS Database. Assist and generate queries for departments to eliminate duplicate entries. 	<ul style="list-style-type: none"> Ensure effective communication between departments. Ensure GIS projects are proceeding or completed in a timely manner. Ensure efficient operations. Ensure data integration meets the County's database requirements.
1 - 3 hours UPDATED	Assist management and staff with issues that come up	<ul style="list-style-type: none"> Perform various administrative functions related to GIS: <ul style="list-style-type: none"> Technical Issues Hardware Maintenance Coordinate Maintenance with IT when required. Coordinate Assistance or Maintenance with MuniSight or Titan when required. 	<ul style="list-style-type: none"> Ensure efficient operations.
5-8 hours	Council Report Titan GPS	<ul style="list-style-type: none"> Complete report: Run Fri – Sun queries - Historical map trials of Grader Assets. 	<ul style="list-style-type: none"> Assist Council with public inquiries.
1.5 - 4 hours UPDATED	County & Region Webmap -- MuniSight	<ul style="list-style-type: none"> Streamline data / maps and search tools offered to the county/region residence through County and Region Public MuniSight. Streamline data / maps and search tools offered to the County and Region staff through County and Regional Internal MuniSight. Verify and check all sites on MuniSight; County, Town, Villages and Regional. 7 sites 	<ul style="list-style-type: none"> Ensure efficient operations and accurate data for public GIS inquiries. Ensure efficient operations and accurate data for management, council, and staff.

GIS SERVICES: WORK PLAN 2021- Continued:

Time	Work Schedule Projects	Work Description Projects	Verified Outcomes
MONTHLY			
3 - 6 hours NEW	Monthly Council Report	<ul style="list-style-type: none"> Prepare Monthly Council Report. 	<ul style="list-style-type: none"> Maintain record of Report.
3 - 6 hours UPDATED	Monthly Council Meeting	<ul style="list-style-type: none"> Attend to gain information. Attend to address council inquires of GIS Monthly Operations. 	<ul style="list-style-type: none"> Analytical tool. Update Council, GIS Operations.
5 - 10 hours	GIS reporting and forecasting	<ul style="list-style-type: none"> Assist managers to develop reports utilizing the GIS data to optimized forecasting of short-term and long-term county activities related to development, infrastructure, and resource management. 	<ul style="list-style-type: none"> Analysis Tool for Managers, staff and Council. Ensure effective communication between departments. Ensure efficient operations.
3-5 hours UPDATED	Monitor Contracts	<ul style="list-style-type: none"> Review and validate Regional General Service Hours. Provide monthly reports to the Region. Remain withing Budget guidelines. 	<ul style="list-style-type: none"> Monitor and control expenditures of funds in accordance with the approved contracts by County Council.
5 - 10 hours UPDATED	Meeting with County Managers on GIS needs.	<ul style="list-style-type: none"> Develop and implement GIS advanced business intelligence analyses and reporting solutions. Design and implement manageable GIS projects. 	<ul style="list-style-type: none"> GIS Tool for Managers. Ensure effective communication between departments. Continually enhance GIS capability and demonstrate success.
1 hour NEW	Accounting - Budget	<ul style="list-style-type: none"> Coding of purchased good, charges and 3rd party invoicing. 	<ul style="list-style-type: none"> Monitor and control expenditures of funds in accordance with the approved budget set by County Council.
10 hours	GIS Data validation	<ul style="list-style-type: none"> Work with Management, test, validate, and conduct quality assurance to ensure the highest quality customer oriented analytical products. Test AltaLIS, MuniSight and Titan updates to GIS system. 	<ul style="list-style-type: none"> Ensure data integration meets the County's database requirements.
1 - 3 hours NEW	County WebmapTool MuniSight-QGIS	<ul style="list-style-type: none"> Provide geospatial info to internal/external Creating documents, maps, using geospatial data. 	<ul style="list-style-type: none"> Provide accessible, accurate and up to date information Communicate County information to residents and non-residents in an effective manner.
.5 - 1 hours NEW	Manage GIS User Accounts Smoky Lake County and Region	<ul style="list-style-type: none"> Manage user accounts. Manage user roles and permissions. 	<ul style="list-style-type: none"> Ensure secure system. Ensure effective communication with departments. Ensure effective communication with Regional Partners.

GIS SERVICES: WORK PLAN 2021- Continued:

Time	Work Schedule Projects	Work Description Projects	Verified Outcomes
PERIODIC			
30 - 50 hours UPDATED	Data Analysis	<ul style="list-style-type: none"> Data cleaning Provide strategic advice to managers and Councils base of queries generated from GIS. 	<ul style="list-style-type: none"> Ensure data meets the County's database requirements Asset Management and Financial tool.
10 hours UPDATED	GIS -- contracts & Data Sharing Agreements	<ul style="list-style-type: none"> Manage Third Party Contracts. Manage licensing agreements. Update contract listing to Municipal Clerk 	<ul style="list-style-type: none"> GIS Operations. Communication. Ensure efficient operations
10 - 30 hours UPDATED	Third Party Data Integration	<ul style="list-style-type: none"> Coordinate with MuniSight Data Integration from Engineers or Contractors. Verify AltaLIS updates to GIS system. 	<ul style="list-style-type: none"> Ensure data integration meets the County's database requirements. Ensure efficient operations and accurate data for management, council, and staff.
20 - 30 Hours UPDATED	Administrators Meetings	<ul style="list-style-type: none"> Provide services and support. Assist with Regional GIS Development and Integration. 	<ul style="list-style-type: none"> Ensure effective communication with Regional Partners. Ensure efficient operations. Facilitate the sharing of data, applications, knowledge and experience.
6 hours UPDATED	Annual Safety Meeting	<ul style="list-style-type: none"> Attend to educate and gain information from all county staff, to improve GIS Operations. Report unsafe condition to Safety Officer to resolve. 	<ul style="list-style-type: none"> Informational and analytical tool. Keep informed on safe practices and policies.
50 - 60 hours UPDATED	Implement Training	<ul style="list-style-type: none"> Cost effective training and support system for end users. Review level of training needs. Plans and provides in house training for the Region 	<ul style="list-style-type: none"> Enhance operations. Ensure efficient operations.
14 - 21 hours UPDATED	Budget Planning	<ul style="list-style-type: none"> Review and prepare the departments needs for the following year. Present, review and finalize with Finance Manager. 	<ul style="list-style-type: none"> Present to Council at Budget meeting.
12 - 16 hours UPDATED	Verify/Print Landownership maps	<ul style="list-style-type: none"> Apr and Oct, Verify Landownership map. Update county website. Distribute to Management, Council and staff. Print maps in house to sell & mail orders. Send copy to I Hunter. 	<ul style="list-style-type: none"> Internal use and external purchase Provide accurate and up to date information to residents and non-residents in an effective manner.

GIS SERVICES: WORK PLAN 2021- Continued:

Time	Work Schedule Projects	Work Description Projects	Verified Outcomes
PERIODIC-Continued			
14 - 21 hours	Work Plan	<ul style="list-style-type: none"> Review the previous year's work and update work plan to ensure it accurately reflects GIS Services. 	<ul style="list-style-type: none"> Communication to Council. Provide detailed work to be undertaken by GIS Services.
30 hours NEW	Emergency Services	<ul style="list-style-type: none"> Monitor AVL – track speeds and locations of emergency vehicles. Prepare reports for Emergency Services Perform regular checks and test runs. Make sure emergency vehicles are checking in and tracking. Obtain Listing of Registered Equipment from Public Works to assist Fire Chief. 	<ul style="list-style-type: none"> Ensure efficient operations. Ensure effective communication between departments.
5 – 10 hours	Hardware Maintenance	<ul style="list-style-type: none"> Assist and coordinate IT maintenance – GIS tablets, computers, etc. 	<ul style="list-style-type: none"> Minimize System Downtime
5 – 10 hours	Server Maintenance	<ul style="list-style-type: none"> Work with IT and MuniSight to resolve issues on server. 	<ul style="list-style-type: none"> Minimize System Downtime
5 – 10 hours	Request from CAO and Managers	<ul style="list-style-type: none"> Run Spatial Queries upon request. 	<ul style="list-style-type: none"> Information for decision making.
5 – 10 hours	Request from CAO and Managers	<ul style="list-style-type: none"> Run AVL Queries upon request. 	<ul style="list-style-type: none"> Information for decision making. Ensure efficient operations.
30 – 50 hours UPDATED	Assist with Policy Development	<ul style="list-style-type: none"> Research and analyze GIS practices and draft policies. Research and analyze AVL practices and draft policies. 	<ul style="list-style-type: none"> Ensure efficient operations.
5 – 10 hours NEW	Website	<ul style="list-style-type: none"> Update Current Maps Develop Public Webmap User Guide Test and update Links for GIS Services 	<ul style="list-style-type: none"> Provide accurate and up to date information to residents and non-residents in a timely manner. Assist with public inquiries.
1 – 5 hours UPDATED	Drone	<ul style="list-style-type: none"> Assist with training set up for Emergency Services, Planning and Development and Public Works. 	<ul style="list-style-type: none"> Analytical tool for Management and Council.
10 – 50 hours NEW	Integration of New Software	<ul style="list-style-type: none"> Assist Departments with New Software. Review setup and configuration changes. Implementation plan for best practices. 	<ul style="list-style-type: none"> Ensure efficient operations. Ensure software and data integration meets the County's database requirements.
1 – 4 days NEW	GIS Conferences	<ul style="list-style-type: none"> Network with surrounding Municipalities. Share and obtain information, knowledge, and experience. 	<ul style="list-style-type: none"> Informational and analytical tool.

GIS SERVICES: WORK PLAN 2021- Continued:

Time	Work Schedule Projects	Work Description Projects	Verified Outcomes
PERIODIC-Continued			
1-5 Hours	Council Request	<ul style="list-style-type: none"> Prepare correspondence for request. 	<ul style="list-style-type: none"> Communication to Council.
10-30 Hours	Training and Professional Development	<ul style="list-style-type: none"> Take applicable courses pertaining to GIS. 	<ul style="list-style-type: none"> Maintain and improve existing knowledge and experience. Ensure efficient operations.
1-5 Hours	Hazard Assessment	<ul style="list-style-type: none"> Identify hazards when working out in the field. 	<ul style="list-style-type: none"> Maintain low incidents.
SEASONAL			
40 - 100 hours UPDATED	GIS –Mobile App Data Collection	<ul style="list-style-type: none"> Data collection out in the field, assisting departments as required. 	<ul style="list-style-type: none"> Collect accurate data throughout the organization. Ensure data meets the County's database requirements.
50 - 70 hours UPDATED	Office Landscape	<ul style="list-style-type: none"> Plant and maintain flowers – main office. Seasonal Display – outside front entrance. 	<ul style="list-style-type: none"> Statement of curb appeal.
2021 ASSIGNMENTS			
10-15hrs UPDATED	Public Information	<ul style="list-style-type: none"> Communicate through the Smoky Lake Grapevine: GIS services available on the Smoky Lake County website. 	<ul style="list-style-type: none"> Public communication and notification.

Carried.

Management Policy Statement No. 1-M-43-02: Communications Services Work Plan

474-21: Orichowski That Smoky Lake County’s Management Policy Statement No. 1-M-43-02: Administration: Communication Technician - Work Plan, be accepted as amended for Year 2021 as follows:

Title: Communication Services: Work Plan		Policy No.: 43-02	
Section: 1 - M		Code: P-A	
		Page No.: 1 of 5 E	
Purpose:	To establish a Department Work Plan for the Smoky Lake County Communication Services Program.		
Policy Statement and Guidelines:			
STATEMENT:			
The Communications Work Plan, Schedule “A” outlines the Work Schedule of Projects and duties on a daily, weekly, monthly, periodic and seasonal time frame which provides detail work to be undertaken within Communications.			
BENEFITS:			
The Communication Services Work Plan will provide the following benefits:			
<ul style="list-style-type: none"> • Good understanding of the process and responsibilities of the County Communication Program. • Increase efficiency and strengthen timeframe of deadlines. • Establishes accountability of Communications. 			
REVIEW:			
The Communication Services Coordinator Work Plan will be reviewed and presented to Council on an annual basis beginning of each year.			

Section 01-M

Policy: 43-02



SCHEDULE “A”

COMMUNICATION SERVICES: WORK PLAN 2021

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
DAILY				
½ hr	Administration	Respond to e-mails. Code Communication invoices. Complete Action List items.	Address questions/ requests for advertising. Keep up to date on emails, timely coding of invoices as per accounts payable requests.	Address questions, requests and follow up, as required. Keep detailed records regarding action items completed.
1.5 hr	Social Media	Post and update relevant information (Meetings, public hearings, office closures, notices, updates to programs or services, community events, etc.) on the County’s Facebook and Twitter accounts in a timelier manner than placing a print ad or publishing in the Grapevine.	Make social media posts as requested by departments. Promote annual events or awareness days to increase public visibility and awareness. Promote important programs/ services/ updates that are non-County specific to residents.	Communicate Smoky Lake County information and public awareness events to residents in a timely and effective manner. Share non-County important information with ratepayers.
1.5 hr	Website Updates	Post and update relevant information (RFP’s, public notices, policies, bylaws, events calendar, Reeve’s Report, program services, etc.) on the County’s website in a timely manner.	Work with departments to update department webpage content. Create new pages as needed. Update alerts/ notices as needed.	Communicate the most current County information and events to residents in a timely and effective manner.
½ hr	News Ideas	Proactively seek out County news that could be published on Facebook, or Twitter, County website, Grapevine, and/or through news releases (free media) for local papers.	Create and/or promote news ideas as they occur.	Communicate County information to residents in an effective manner.
2.5 hrs	Communications for Departments	Work with departments to meet specific communication needs as they arise (Public Participation, department specific services updates, bursary opportunities, advertisements as required by policy, changes to services, etc.). Create ads and advertise through appropriate methods.	Work with departments to create program information ads/ updates as they occur. Advertise and promote department programs/ services in a timely manner with consideration of department advertising budget.	Communicate department specific information to residents in an effective manner.
½ hr	Tracking- Advertisements placed	Track ads placed by Smoky Lake County.	Keep detailed records of all ads placed on social media, website and published in print media for historical reference.	Locate archived material.
½ hr	Ad Requests	Manage phone, email and walk-in ad requests for Smoky Lake County advertising promotion/ sponsorship. Determine whether to accept or decline (based on budget/ value), if chosen to accept, create advertisements for publishing.	Consider promotional advertising requests. Develop appropriate advertising if request is accepted and aligns with advertising budget.	Promote Smoky Lake County in a professional and budget conscious manner.
½ hr	Respond/ assist with concerns that arise.	Respond with day-to-day concerns that arise (ex: road conditions/ closures, truck fill outages, fire warnings, FOIP requests, etc.).	Respond to concerns as they arise. Work with departments to create public notice bulletins and advertise appropriately as needed.	Communicate County information to residents.

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COMMUNICATION SERVICES: WORK PLAN 2021- *Continued*:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
DAILY-Continued				
½ hr	Deposit/ Mail	Take the County deposit to the bank and the County mail to the Post Office.	Deliver bank deposits and take mail to post office.	Assist office staff with daily County tasks.
WEEKLY				
1 hr	Management Meeting Notes	Attend, compile and distribute the Weekly Manager's Meeting notes to Council and all staff through email.	Attend weekly manager's meetings and compile Department Manager's notes and distribute through email to all staff and Council.	Provide department updates of activities to all staff and Council. Communicate departments weekly activities.
2 hrs	Management/ Staff Meetings	Be aware of County activities through meetings and staff interaction as communication tools for news releases, advertisements, etc. Seek out County news or department information that could be published on social media, website and print media.	Review any incidents or concerns and report monthly activities in office.	Discussion and awareness of other department activities.
3 hrs	Branding Development	Work on creating and implementing a consistent branding strategy for Smoky Lake County and promote the County in the most professional, cost effective and time efficient way.	Create and utilize promotional materials as deemed appropriate. Create logos for Municipal milestones celebrated.	Use a consistent and positive brand to promote Smoky Lake County.
3 hrs	Communication Advice	Provide communication advice to managers and staff as requested. Provide assistance on creating a communication strategy to fit their specific department request. Create ads for departments, as needed.	Work with departments to create ads, if requested, and publish/ advertise information to best reach the target audience.	Effective communication tools used to reach desired audience.
3 hrs	Develop Advertisements and Information Publications	Create advertisements and publications that are non-department specific (office holiday closures, proclamations, service weeks, graduations, etc.) and advertise through appropriate media outlets.	Create ads and promote events through appropriate platforms.	Communicate County information with residents.
5 hrs	County Website	Work with website developer/ host to create and maintain an attractive, user friendly and functional website. Organize, create new pages or new features to increase functionality.	Update current webpage content to reflect the most current information/ documents. Organize content into easily accessible locations on website.	Communicate and provide current County information to residents in an easily accessible location.
1 hr	Filing	File documents as required.	Physically or digitally file information for historical reference and accurate record keeping.	Locate archived documents.
MONTHLY				
6 hr	Council Meetings	Attend to gain information on Council activities that may need to be advertised or promoted.	Attend Council Meetings to be able to report Council highlights in the Grapevine.	Gain information on Council activities and advertise if appropriate.
3 hr	Manager's Reports	Prior to County Council Meetings provide a report on monthly Communications activities.	Complete a manager's report for monthly council meeting.	Provide Council with department activities.

COMMUNICATION SERVICES: WORK PLAN 2021-*Continued*:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
MONTHLY-Continued				
2 hrs NEW	Joint Health & Safety Meetings	Attend monthly Joint Health & Safety Committee Meetings to review incidents, review safety policies and correspondence.	Review any incidents, report weekly activities, and review safety policies and correspondence.	Participate in development and implementation of programs to protect the employees' safety and health.
1 hr	Monthly Timesheet	As required.	Complete and hand in at the end of each month.	Documentation.
18 hrs	Grapevine	Plan, create ads (as required), produce and distribute the monthly Grapevine. Keep track of annual events/ campaigns/ holidays/ proclamations, etc. to include in appropriate Grapevine. Post the Grapevine on the County website once complete.	Create ads that promote monthly activities/ events/ deadlines/ department activities. Produce and publish the monthly Grapevine that is accurate and visually appealing. Send Grapevine to print media for publishing. Post monthly Grapevine on website.	Communicate County events, information and activities to residents.
3 hrs NEW	Departmental Meeting	Attend monthly Departmental Meetings.	Attend monthly Departmental Meetings to address any concerns or highlight any projects or activities as they relate to the Annual Work Plan.	Address any concerns/ answer any questions Council or Administration may have regarding department activities.
PERIODIC				
Dependent on request.	FOIP/ Access to Information Requests	Work cooperatively with Legislative Services and with requesting parties to investigate requests to obtain Access to Information or FOIP (Freedom of Information and Privacy) information. Work with department managers, as necessary, to obtain requested information and document and maintain records of shared information.	Receive request and note timelines. Work with departments to determine if information requested is eligible for release. Release requested information and document information shared. Contact requesting party if information is not eligible for release. Report yearly FOIP requests received to the Province.	Provide information requested to the requesting party as allowed by Legislation.
Dependent on Season.	Fire Ban Information	Work with Senior Management and the Fire Chief to draft and distribute Fire Ban Advisories to media outlets. Ensure information is posted on social media and the County website.	Receive Fire Restriction updates and advertise as accurately and quickly as possible. Create alerts for website and social media.	Communicate urgent County information to residents in an effective and efficient manner.
8 hrs	County Quick Facts	Revise as required to ensure the information in the brochure is current.	Revise and update as needed for target audience.	Communicate County information to residents.
6 hrs	Annual Safety Meeting	Attend.	Attend yearly Safety Meeting.	Obtain valuable information from speakers.
4 hrs	Prepare Budget	Work with Senior Management and Finance Manager to develop a Communications Budget.	Prepare budgets for operating and capital purchases.	Develop a budget and keep expenses within the approved budget.
4 hrs	Policy Development	Develop new and/or update existing Communications Policies and Best Management Practices to reflect current platforms used.	Work with Assistance CAO to create or update policies to reflect current practices to be incorporated into policy manuals.	Keep policies up to date with current protocols and technologies.

COMMUNICATION SERVICES: WORK PLAN 2021-Continued:

Time	Work Schedule Projects	Work Description Projects	Elements: Tasks Duties	Verified Outcomes
PERIODIC-Continued				
14 hrs NEW	Microsite Maintenance	Create microsites for requesting community organizations and assist organizations with site maintenance support, if needed. Communicate with organizations as website updates/ renewal occur.	Create microsites for requesting organizations. Create log in accounts and assign user permissions. Hand off microsite to organization with starter manual and tutorials. Assist users with troubleshooting if needed. Communicate with microsite users as website updates/ contracts need renewals.	Assist organizations in promoting their club/ service to the community.
36 hrs	Training	Participate in web design/ social media/ marketing/ branding training to better promote the County in the most professional, cost effective and time efficient way possible.	Register for training/ book accommodations if needed. Incorporate materials/ skills into Communications operations.	Education and increased skill set.
24 hrs	FOIP Training	FOIP Training to ensure most current information on the Legislation.	Register for training. Incorporate knowledge into FOIP requests received.	Increased education and awareness.
4 hrs	Annual Work Plan	Update the Communications Annual Work Plan to reflect work conducted within the department.	Submit to Council for approval.	Develop a Work Plan and keep up to date to reflect any changes and projects within the department.
4 hrs NEW	Council Requests	Respond to requests/ inquiries received by Council.	Research information regarding requests received by Council. Communicate task completion or findings back to appropriate parties.	Address any concerns and respond to any questions Council may have regarding projects or activities within the Communications Department
SEASONAL				
20 hrs	Quick Reference Book	Revise, edit, produce and distribute the Quick Reference Booklet.	Revise/ edit reference book as needed. Print new copies if required.	Communication tool for County Council and staff.
90 hrs	County Annual Report	Revise, compile, edit, produce and distribute the Annual Report.	Gather information from department managers to be included in report. Include Financial Statements into report. Print and mail Annual Reports for Council, staff, residents that have requested mailed copies, and extras for in-office pick up.	Communicate County information to residents.
2021 ASSIGNMENTS				
50 hrs	Communication and Marketing: County Website	Continue to update and improve the existing County website to reflect the most current and up to date program information and data to highlight municipal programs and meet Municipal needs.	Update webpage content. Recreate more fluent department pages.	Communicate complete and current information in a central source to residents.
14 hrs NEW	Communications Policy: Microsite Contracts	Incorporate the Microsite Contract for Website Maintenance Service Agreement into the appropriate policy for record keeping, clarity and communication purposes. Execute the agreement with organizations approved for microsite use.	Develop a policy to include our current website provider services offered. Incorporate microsite user contract into the policy.	Maintain records for communication and historical reference.

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Communication Services: Work Plan

ADMINISTRATION

Carried.

Management Policy Statement No. 2-M-02-10: Safety Officer Work Plan

475-21: Gawalko

That Smoky Lake County Council **defer** Management Policy Statement No. 02M-02-10: Public Works Department - Safety Officer Work Plan, for the Year 2021 to the next Departmental Operations Meeting.

Carried.

6. Correspondence:

No Correspondence.

7. Delegation:

No Delegation.

8. Executive Session:

No Executive Session.

Adjournment:

476-21: Lukinuk

That the Smoky Lake County Council Meeting for the purpose of Departmental Operations for March 4, 2021, be adjourned, time 11:10 a.m.

Carried.

REEVE

SEAL

CHIEF ADMINISTRATIVE OFFICER

SMOKY LAKE COUNTY

Minutes of the **County Council Committee of the Whole Meeting for the purpose of Planning on Monday, March 8, 2021 at 2:53 P.M.** held in County Council Chambers and 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:

ATTENDANCE		
<u>Div. No.</u>	<u>Councillor(s)</u>	<u>Monday, March 8, 2021</u>
1	Dan Gawalko	Present in Chambers
2	Johnny Cherniwchan	Present in Chambers
3	Craig Lukinuk	Present in Chambers
4	Lorne Halisky	Present in Chambers
5	Randy Orichowski	Present in Chambers
CAO	Gene Sobolewski	Present in Chambers
Assistant CAO	Lydia Cielin	Virtually Present
Legislative Svcs/R.S.	Patti Priest	Virtually Present
Plan & Dev Manager	Jordan Ruegg	Present in Chambers
Plan & Dev Assistant	Kyle Schole	Present in Chambers

No Members of the Media were present.

One Member of the Public was virtually present.

2. Agenda:

482-21: Cherniwchan That the Agenda for the Smoky Lake County Council - Committee of the Whole Meeting held for the purpose of Planning, dated March 8, 2021, be adopted, as amended:

Addition to the Agenda:

1. Lake Subdivision Wayfinding Signage.

Carried Unanimously.

3. Minutes:

No Minutes.

4. Request for Decision:

No Request for Decision.

5. Issues for Information:

International Dark-Sky Association (IDA)

483-21: Orichowski That Smoky Lake County Council recommend the additional material provided by the Planning and Development Department in response to Council's December 10, 2020, Motion #213-20, which gave direction to investigate the feasibility and next steps of pursuing an International Dark-Sky Association (IDA) Designation, be accepted for information.

Carried.

Land Use Bylaw No. 1272-14 Amendment – Small Livestock in Urban Areas

484-21: Lukinuk That Smoky Lake County Council recommend a Public Participation Plan and amendment to the Land Use Bylaw No. 1272-14, for the purpose of providing provisions relating to the licensing for, and keeping of, small livestock animal units in hamlet and residential districts; and bring the said plan and amendment forward to a future meeting of Council.

Carried.

Addition to the Agenda:

Lake Subdivision Wayfinding Signage

485-21: Gawalko That Smoky Lake County Council recommend acknowledging the information provided by the Planning and Development Department in respect to the Year-2021 budgeted project: Lake Subdivision Wayfinding Signage, for the purpose of promoting public awareness of the subdivision and municipal reserve locations at or near: Hanmore Lake, Mons Lake - Sandy Lane, Mons View Resort/Estates, Bonnie Lake, Garner Lake - Birchland & Sunrise, and Whitefish Lake - Hillside Acres.

Carried.

6. Correspondence:

Alberta Wetlands Replacement Program

486-21: Halisky That Smoky Lake County Council recommend the email received from Sandra Honour, Executive Director, Policy Systems, Alberta Environment and Parks, dated February 25, 2021, in respect to the Alberta Year-2021 budget identifying an administrative change in expenses to the Wetland Replacement Fund of \$8 Million annually starting in 2022-23, as to allow Wetland replacement work to be targeted sooner, be accepted for information.

Carried.

8. Executive Session:

487-21: Orichowski That Smoky Lake County Council go into Executive Session to discuss a Land and Legal Issue in respect to a proposed Policy in regard to acknowledging the traditional lands of Treaty Six First Nations, under the authority of FOIP Act, Section 21: Intergovernmental Relations, time 3:56 p.m..

Carried.

488-21: Gawalko That Smoky Lake County Council go out of Executive Session, time 4:25 p.m.

Carried.

Treaty Six Acknowledgement

489-21: Lukinuk That Smoky Lake County Council recommend drafting a policy for the purpose of providing guidelines to acknowledge the traditional lands of Treaty Six First Nations; and bring the said draft policy forward to a future Policy Committee Meeting for review.

Carried.

7. Delegation:

No Delegation.

ADJOURNMENT

490-21: Lukinuk That the Smoky Lake County Council Committee of the Whole for the purpose of Planning Meeting, of March 8, 2021, be adjourned, time 4:26 p.m.

Carried.

REEVE

SEAL

CHIEF ADMINISTRATIVE OFFICER



REQUEST FOR DECISION		DATE March 25, 2021	4.1
TOPIC	Bylaw #1393-21: Amend Land Use Bylaw 1272-14 to rezone a portion of the lands legally described as SE-29-59-19-W4M (Municipal Address: 59430 Highway 831), from Agriculture (AG) District to Highway Commercial (C1) District.		
PROPOSAL	<ul style="list-style-type: none"> • Smoky Lake County received an application to amend Smoky Lake County Land Use Bylaw No. 1272-14, from Michael & Paul Diachyshyn, dated February 24, 2021, to rezone portions of the lands legally described as SE-29-59-19-W4M, from Agriculture (AG) District, to Highway Commercial (C1) District. © Attachment 1 • The amount of land that the applicant proposes to rezone totals approximately 30 acres. • The proposed Amendment to Smoky Lake County Land Use Bylaw No. 1272-14, is being proposed to allow for the potential subdivision of SE-29-59-19-W4M, to accommodate an "Agricultural Support Service" (farm equipment dealership/storage & service of farm equipment). • Smoky Lake County Land Use Bylaw 1272-14 defines an "Agricultural Support Service" as "a development providing products or services directly related to the agriculture industry. Without restricting the generality of the foregoing, this shall include such facilities as: livestock auction marts, grain elevators, feed mills, bulk fertilizer distribution plants, bulk agricultural chemical distribution plants, bulk fuel plants, farm implement dealerships, and crop spraying. This use does not include cannabis production and distribution." • While an "Agricultural Support Service" is listed as a "Permitted Use" under both Section 8.2 (Agriculture District) and Section 8.8 (Highway Commercial District), the applicant intends to apply for a subdivision if the proposed rezoning is approved by Council. • Under the current Agriculture Zoning, the applicant would be unable to proceed with their proposed subdivision due to restrictions on the size of parcel that would be allowable. By rezoning the property to C1, the applicant would be able to apply for a subdivision of the size that is required to separate the proposed use from the remainder of the quarter section. • The subject site is classified as "Commercial Area" under Section 7.2.3 (MDP Map 1.3) of Smoky Lake County Municipal Development Plan Bylaw No. 1249-12, which is congruent with the proposed rezoning. A copy of the relevant sections from Bylaw No. 1249-12 is attached for reference. © Attachment 2 • A copy of proposed Bylaw #1393-21 is attached for reference. © Attachment 3 • A copy of Section 8.2 – Agriculture (AG) District is attached for reference. © Attachment 4 • A copy of Section 8.8 – Highway Commercial (C1) District is attached for reference. © Attachment 5 		
CORRELATION TO BUSINESS (STRATEGIC) PLAN			
<p>Smoky Lake County Policy No. 38-03: 2018-2020 Strategic Plan</p> <p><u>Focus Area: Economic Development</u> 1.0 – Good Planning that Supports Growth 1.1 – Land Use Bylaw Changes</p> <p>The proposed Bylaw 1393-21 aligns with Smoky Lake County's strategic plan by providing an additional opportunity for economic development within the region. Moreover, the proposed Bylaw would help facilitate economic development that will provide benefits to the wider agricultural community which is the backbone of the County's economy. © Attachment 6</p>			
LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS		Municipal Government Act	
		<p>When to hold public hearing 230(1) When this or another enactment requires council to hold a public hearing on a proposed bylaw or resolution, the public hearing must be held, unless another enactment specifies otherwise,</p> <p style="padding-left: 20px;">a) before second reading of the bylaw, or</p> <p style="padding-left: 20px;">b) before council votes on the resolution.</p> <p>(2) When this or another enactment requires a public hearing to be</p>	

held on a proposed bylaw or resolution, council must

- a) give notice of the public hearing in accordance with section 606, and
 - b) conduct the public hearing during a regular or special council meeting.
- (3) A council may by bylaw establish procedures for public hearings.
- (4) In the public hearing, council,
- a) must hear from any person, group of persons, or person representing them, who claims to be affected by the proposed bylaw or resolution and who has complied with the procedures outlined by the council, and
 - b) may hear any other person who wishes to make representations and whom the council agrees to hear.
- (5) After considering representations made to it about a proposed bylaw or resolution at the public hearing and after considering any other matter it considers appropriate, the council may
- a) pass the bylaw or resolution,
 - b) make any amendment to the bylaw or resolution it considers necessary and proceed to pass it without further advertisement or hearing, or
 - c) defeat the bylaw or resolution.
- (6) The minutes of the council meeting during which the public hearing is held must record the public hearing to the extent directed by the council.

Requirements for advertising

- 606(1) The requirements of this section apply when this or another enactment requires a bylaw, resolution, meeting, public hearing or something else to be advertised by a municipality, unless this or another enactment specifies otherwise.
- (2) Notice of the bylaw, resolution, meeting, public hearing or other thing must be
- a) published at least once a week for 2 consecutive weeks in at least one newspaper or other publication circulating in the area to which the proposed bylaw, resolution, or other thing relates, or in which the meeting or hearing is to be held,
 - b) mailed or delivered to every residence in the area to which the proposed bylaw, resolution or other thing relates, or in which the meeting or hearing is to be held, or
 - c) given by a method provided for under section 606.1.
- (3) A notice of a proposed bylaw must be advertised under subsection (2) before second reading.
- (4) A notice of a proposed resolution must be advertised under subsection (2) before it is voted on by council.
- (5) A notice of a meeting, public hearing or other thing must be advertised under subsection (2) at least 5 days before the meeting, public hearing or thing occurs.

- (6) A notice must contain
 - a) a statement of the general purpose of the proposed bylaw, resolution, meeting, public hearing or other thing,
 - b) the address where a copy of the proposed bylaw, resolution or other thing, and any document relating to it or to the meeting or public hearing may be inspected.
 - c) in the case of a bylaw or resolution, an outline of the procedure to be followed by anyone wishing to file a petition in respect of it, and
 - d) in the case of a meeting or public hearing, the date, time and place where it will be held.
- (7) The certificate of a designated officer certifying that something has been advertised in accordance with this section is proof, in the absence of evidence to the contrary, of the matters set out in the certificate.
- (8) The certificate is admissible in evidence without proof of the appointment or signature of the person who signed the certificate.

Planning Bylaws

692(1) Before giving second reading to


- a) a proposed bylaw to adopt an intermunicipal development plan,
- b) a proposed bylaw to adopt a municipal development plan,
- c) a proposed bylaw to adopt an area structure plan,
- d) a proposed bylaw to adopt an area redevelopment plan,
- e) a proposed land use bylaw, or
- f) a proposed bylaw amending a statutory plan or land use bylaw referred to in clauses (a) to (e),

a council must hold a public hearing with respect to the proposed bylaw in accordance with section 230 after giving notice of it in accordance with Section 606.

- (2) Despite subsection (1), if a proposed development relates to more than one proposed bylaw referred to in subsection (1), the council may hold a single public hearing.
- (3) Despite subsection (1), in the case of a public hearing for a proposed bylaw adopting or amending an intermunicipal development plan,
 - a) councils may hold a joint public hearing to which section 184 does not apply, and
 - b) municipalities may act jointly to satisfy advertising requirements of section 606.
- (4) In the case of an amendment to a land use bylaw to change the district designation of a parcel of land, the municipality must, in addition to the requirements of subsection (1),
 - a) Include in the notice described in section 606(2)
 - i. the municipal address, if any, and the legal land address of the parcel of land, and

	<p>ii. a map showing the location of the parcel of land.</p> <p>b) give written notice containing the information described in clause (a) and in section 606(6) to the assessed owner of that parcel of land at the name and address shown on the assessment roll of the municipality, and</p> <p>c) give written notice containing the information described in clause (a) and in section 606(6) to each owner of adjacent land at the name and address shown for each owner on the assessment roll of the municipality.</p> <p>(5) If the land referred to in subsection (4)(c) is in another municipality, the written notice must be given to that municipality and to each owner of adjacent land at the name and address shown for each owner on the tax roll of that municipality.</p> <p>(6) Despite subsection (1), a bylaw referred to in subsection (1) may be amended without giving notice or holding a public hearing if the amendment corrects clerical, technical, grammatical or typographical errors and does not materially affect the bylaw in principle or substance.</p> <p>(6.1) Subsection (1)(f) does not apply in respect of a propose bylaw amending a statutory plan or land use bylaw to specify the purposes of a community services reserve.</p> <p>(7) In this section,</p> <p>a) "adjacent land" means land that is contiguous to the parcel of land that is being redesignated and includes</p> <p style="margin-left: 40px;">i. land that would be contiguous if not for a highway, road, river or stream, and</p> <p style="margin-left: 40px;">ii. any other land identified in the land use bylaw as adjacent land for the purpose of notifications under this section;</p> <p>b) "owner" means the person shown as the owner of land on the assessment roll prepared under Part 9.</p> <p>(8) If an ALSA regional plan requires a council to pass a bylaw referred to in this section, the council must</p> <p>a) consider whether, in view of the requirement in the ALSA regional plan, consultation is necessary, desirable or beneficial, and</p> <p>b) decide whether or not to proceed with consultation.</p> <p>(9) If a council decides under subsection (8) that consultation is neither necessary nor desirable or would not be beneficial, subsections (1) to (7) do not apply to the council in respect of the bylaw concerned.</p>
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BENEFITS	County will be able to: <ul style="list-style-type: none"> • Increase assessment through commercial development • Facilitate commercial development that will benefit County residents and potentially provide opportunities for additional economic development spinoffs
DISADVANTAGES	<ul style="list-style-type: none"> • Nil.
ALTERNATIVES	<ul style="list-style-type: none"> • Refuse the proposed amendment.
FINANCE/BUDGET IMPLICATIONS	
Operating Costs:	<u>~\$1,000.00 advertising costs</u> Capital Costs: _____

Budget Available: _____		Source of Funds: _____	
Budgeted Costs: _____		Unbudgeted Costs: _____	
INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS	As the subject site is located adjacent to Highway 831, if First Reading is given by Council, the proposed Bylaw will be referred to Alberta Transportation for comment prior to a Public Hearing being held on the proposed Bylaw.		
COMMUNICATION STRATEGY	<ul style="list-style-type: none"> If First Reading of the proposed Bylaw is given, a Notice of a Public Hearing will be advertised in the local papers for two consecutive weeks as well as being posted on the County's website and at the County office. 		
RECOMMENDATION			
<p>That Smoky Lake County Council give Bylaw #1393-21: A Bylaw to amend Land Use Bylaw 1272-14 to rezone a portion of the lands legally described as SE-29-59-19-W4M, FIRST READING, and to schedule a Public Hearing, to be held at the Smoky Lake County Council chambers, on Thursday, April 29, 2021, at 9:15 a.m., and to advertise in the local newspapers, said Public Hearing in accordance with section 230 and section 606 of the <i>Municipal Government Act</i>, and to advertise notice of said Public Hearing on the County's website and at the County office.</p>			
CHIEF ADMINISTRATIVE OFFICER			



Date of Application: Feb 24/2021

APPLICATION TO AMEND

LAND USE BYLAW AREA STRUCTURE PLAN MUNICIPAL DEVELOPMENT PLAN

APPLICANT INFORMATION					
NAME OF APPLICANT MICHAEL DIACHYSHYN		NAME OF REGISTERED LANDOWNER (COMPLETE IF DIFFERENT FROM APPLICANT) PAUL W. DIACHYSHYN			
SIGNATURE 		SIGNATURE 			
MAILING ADDRESS RR#1 WASKATENAH, AB		MAILING ADDRESS RR#1 WASKATENAH, AB			
POSTAL CODE TOA 3P0	TELEPHONE 780-691-7104	POSTAL CODE TOA 3P0	TELEPHONE 780-696-9808		
LEGAL DESCRIPTION					
QTR/LSD SE	SECTION 29	TOWNSHIP 59	RANGE 19	W4M W4M	
REGISTERED PLAN		BLOCK	LOT		
PLANNING DOCUMENT					
EXISTING LAND USE DISTRICT			PROPOSED LAND USE DISTRICT		
<input checked="" type="checkbox"/> AGRICULTURAL DISTRICT (AG) <input type="checkbox"/> VICTORIA AGRICULTURE DISTRICT (A1) <input type="checkbox"/> MULTI-LOT COUNTRY RESIDENTIAL DISTRICT (R1) <input type="checkbox"/> RESIDENTIAL (CLUSTER) CONSERVATION DISTRICT (R2) <input type="checkbox"/> VICTORIA RESIDENTIAL DISTRICT (R3) <input type="checkbox"/> HAMLET RESIDENTIAL DISTRICT (R4) <input type="checkbox"/> HIGHWAY COMMERCIAL DISTRICT (C1) <input type="checkbox"/> VICTORIA COMMERCIAL DISTRICT (C2) <input type="checkbox"/> HAMLET COMMERCIAL DISTRICT (C3) <input type="checkbox"/> INDUSTRIAL DISTRICT (M1) <input type="checkbox"/> RURAL INDUSTRIAL DISTRICT (M2) <input type="checkbox"/> COMMUNITY AND INSTITUTIONAL DISTRICT (P) <input type="checkbox"/> DIRECT CONTROL DISTRICT (DC) <input type="checkbox"/> DIRECT CONTROL LANDFILL DISTRICT (DC1)			<input type="checkbox"/> AGRICULTURAL DISTRICT (AG) <input type="checkbox"/> VICTORIA AGRICULTURE DISTRICT (A1) <input type="checkbox"/> MULTI-LOT COUNTRY RESIDENTIAL DISTRICT (R1) <input type="checkbox"/> RESIDENTIAL (CLUSTER) CONSERVATION DISTRICT (R2) <input type="checkbox"/> VICTORIA RESIDENTIAL DISTRICT (R3) <input type="checkbox"/> HAMLET RESIDENTIAL DISTRICT (R4) <input checked="" type="checkbox"/> HIGHWAY COMMERCIAL DISTRICT (C1) <input type="checkbox"/> VICTORIA COMMERCIAL DISTRICT (C2) <input type="checkbox"/> HAMLET COMMERCIAL DISTRICT (C3) <input type="checkbox"/> INDUSTRIAL DISTRICT (M1) <input type="checkbox"/> RURAL INDUSTRIAL DISTRICT (M2) <input type="checkbox"/> COMMUNITY AND INSTITUTIONAL DISTRICT (P) <input type="checkbox"/> DIRECT CONTROL DISTRICT (DC) <input type="checkbox"/> DIRECT CONTROL LANDFILL DISTRICT (DC1)		
MUNICIPAL DEVELOPMENT PLAN:			AREA STRUCTURE PLAN:		
REASON IN SUPPORT OF APPLICATION FOR AMENDMENT: Subdivide of 30 Acre parcel to be used for an AG service business. AG service business will be an equipment dealership and yard to store, service and sell farm equipment.					
OFFICE USE ONLY					
REPORTS		<input type="checkbox"/> Environmental Site Assessment	<input type="checkbox"/> Biophysical Assessment	<input type="checkbox"/> Geotechnical Report	
		<input type="checkbox"/> Stormwater Management Plan	<input type="checkbox"/> Certificate Of Title		
APPLICATION FEE		RECEIPT #	BYLAW NO.		



Transaction processed and saved!



Smoky Lake County

PO Box 310, Smoky Lake AB, T0A 3C0 780-656-3730

smokylakecounty.ab.ca Need Help? cmcmullin@smokylakecounty.ab.ca

The descriptor on your credit card statement for this transaction will appear as:
Smoky Lake County

Transaction ID: 2021022408280103516 Authorization #04061G
 Status: Approved
 Transaction Date: February 24 2021 06:28 am
 Payment Card Amount: \$1000.00
 OptionPay Load Fee: \$31.50
 Total (CAD): \$1031.50
 Branch: Smoky Lake County
 Type: Permits/Licenses
 Description: Application to Amend - Paul Diachyshyn
 Receipt Email: sharptailv@gmail.com
 Comments: Form Application to Amend Paul Diachyshyn SE-29-59-19-W4M submitted to Jordan 02/24/2021

Attachments

Payment Card Details

Card Details: VISA *****8737

Name on Card: Michael Diachyshyn

Card:



Yes, I authorize OptionPay to charge my credit card for the purchase of the OptionPay Payment Card and load fee. I also acknowledge that this charge will appear on my credit card statement as Smoky Lake County.

Customer Signature

Refunds and Cancellations: NO refunds or cancellations.

Public Comments

Form Application to Amend Paul Diachyshyn SE-29-59-19-W4M submitted to Jordan 02/24/2021

2.4.3 Industrial Uses

For the purpose of this Municipal Development Plan the term "industry" refers to manufacturing or warehousing and storage, and includes both light and heavy industry. Industries that may have high levels of noxious emissions or noise are referred to as heavy industry. Light industry is not noxious and is generally compatible with other uses. Natural resource extraction industries, includes such uses as gravel pits and oil and gas wells.

At present, industrial uses within the County can be classified as rural industrial, light industrial or medium industrial, as defined in the Smoky Lake County Land Use Bylaw.

Rural Industrial

Rural industries are industrial uses which are better suited to a rural rather than an urban environment because they require relatively large areas of land, do not require urban services, and may provide services to the rural area; or are potentially hazardous or emit high levels of noise, dust, odour, vibration, etc.

Major rural industries operating in the County are dairies, peat moss producers and gravel extraction and hauling. Sungrow Horticulture Canada Ltd. operates a major rural industry in the County. There are also a number of gravel and aggregate operations located predominately in the southwestern portion of the County in close proximity to the North Saskatchewan River valley.

Industrial

Industrial uses include both light and medium industrial developments as defined in the Smoky Lake County Land Use Bylaw. There are currently no heavy or petrochemical industrial developments operating within the County.

2.4.4 Commercial Uses

Commercial uses within the County can currently be classified as Highway Commercial, Urban Commercial or Victoria Commercial.

Highway commercial

Highway commercial uses are generally commercial uses which service the traveling public. They are for the most part located adjacent to or close to highways. Existing Highway Commercial developments within the County include service stations, gas bars and restaurants.



**Smoky Lake County
Municipal Development Plan
Bylaw 1249-12**

Policy 4.3.2.2 Council shall only consider proposals for the development of lands for industrial uses in a hamlet if the proposal is for a light industrial use.

4.4 Commercial Policy

The intent of the Plan is to accommodate commercial facilities, primarily adjacent to the highway, secondary road systems, within established hamlets, and in appropriate locations within multi-lot recreation residential developments. Commercial developments provide a service to the agricultural community, local residents, the highway traveling public, and tourists to the region. The County will not support commercial developments that adversely affect the standard of safety or convenience, or the functional integrity of any highway or road. The Plan also recognizes that specific commercial uses may require unique site locations in order to serve the rural community.

Objective 4.4.1	To minimize the impacts of commercial activities on working landscapes and cultural landscapes
Policy 4.4.1.1	The County shall consider proposals for commercial development: <ul style="list-style-type: none"> (a) that will not unnecessarily fragment the working landscape; and (b) that do not conflict with adjacent land uses.
Policy 4.4.1.2	Commercial uses shall be encouraged to avoid locating in areas of critical wildlife habitat wherever possible.
Policy 4.4.1.3	Commercial uses operated as secondary uses to agricultural operations may be allowed.
Objective 4.4.2	To minimize conflicts with adjacent land uses
Policy 4.4.2.1	Commercial development may be allowed to locate near urban areas in consultation with the affected urban area, as determined by the Development Authority.

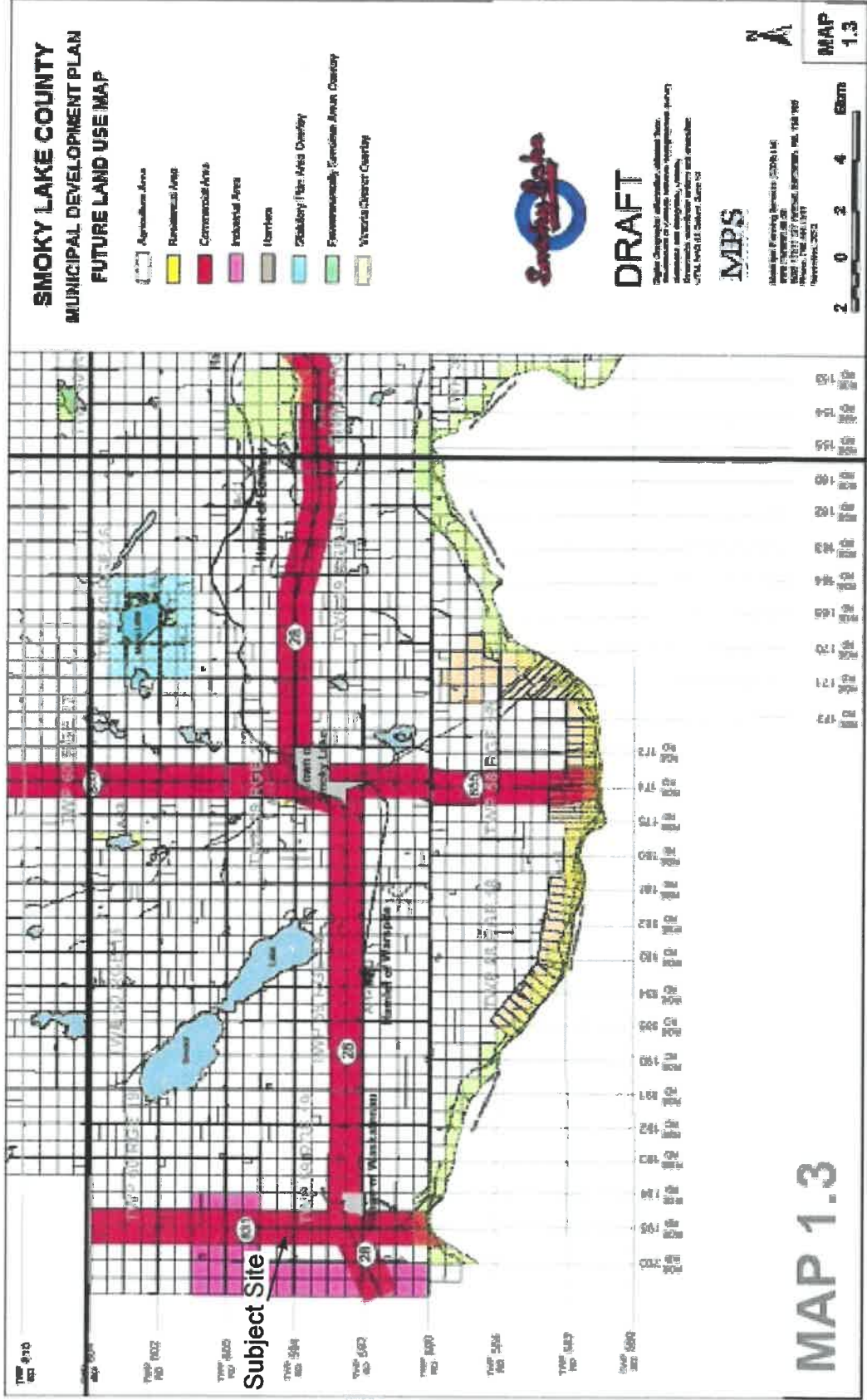


- Policy 4.4.2.2** The Development Authority shall require the developer to construct and/or maintain an appropriate buffer, as determined by the Development Authority, between the development and nearby lands.
- Policy 4.4.2.3** Council shall encourage commercial development in hamlets if the necessary servicing requirements do not exceed the servicing capabilities of the hamlet or negatively impact the character of the hamlet.

Objective 4.4.3 To minimize municipal servicing costs associated with commercial development

- Policy 4.4.3.1** The Development Authority shall require the developer of a commercial development to identify all municipal servicing costs associated with the development. The assignment of these costs between the County and the developer will be the basis of an agreement to be entered into prior to a subdivision approval or upon the issuance of a development permit. Normally, however, all development servicing costs associated with the development will be carried by the developer.





Map 4-10
2022

Map 4-11
2022

Map 4-12
2022

Map 4-13
2022

Map 4-14
2022

Map 4-15
2022

Map 4-16
2022

Map 4-17
2022

Map 4-18
2022

Map 4-19
2022

Map 4-20
2022

MAP 1.3

MAP 1.3

Bylaw 1393-21

**SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO. 1393-21**

**A BYLAW OF THE MUNICIPALITY OF SMOKY LAKE COUNTY IN THE PROVINCE OF ALBERTA,
TO AMEND BYLAW 1272-14 BEING THE LAND USE BYLAW FOR SMOKY LAKE COUNTY.**

WHEREAS Council has adopted Smoky Lake County Bylaw 1272-14 to be used at the Land Use Bylaw.

WHEREAS it is deemed expedient to amend Bylaw 1272-14, as set out in Section 692 of the Municipal Government Act, R.S.A. 2000, c. M-26, and amendments thereto.

NOW THEREFORE under the authority and subject to the provisions of the Municipal Government Act, and by virtue of all other enabling powers, the Council of Smoky Lake County, duly assembled, enacts as follows:

1. That Appendix "B" of Smoky Lake County Bylaw No. 1272-14: Land Use Bylaw, be amended such that all the portions of the lands legally described as SE-29-59-19-WAM, as shown on Schedule 'A', be rezoned from "Agriculture (AG) District" to "Highway Commercial (C1) District";
2. This Bylaw shall come into effect after third and final reading.

READ A FIRST TIME IN COUNCIL THIS 25TH DAY OF MARCH, AD 2021.

Craig Lukinuk
Reeve

S E A L

Gene Sobolewski
Chief Administrative Officer

Bylaw 1393-21

READ A SECOND TIME IN COUNCIL THIS _____ DAY OF _____, AD 2021.

READ A THIRD AND FINAL TIME IN COUNCIL _____ DAY OF _____, AD 2021.

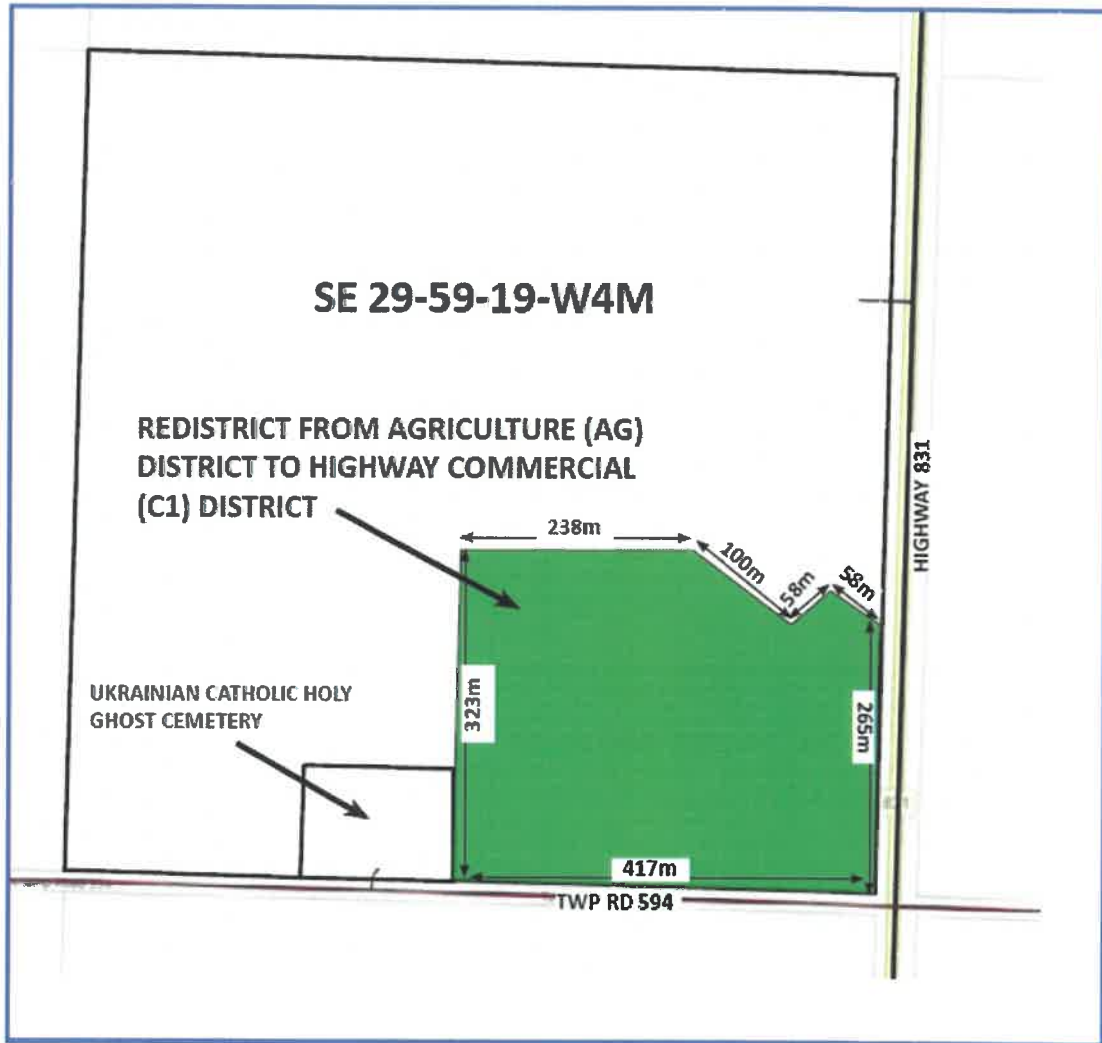
Craig Lukinuk
Reeve

S E A L

Gene Sobolewski
Chief Administrative Officer



SCHEDULE "A" BYLAW NO. 1393-21



8.2 AGRICULTURE (AG) DISTRICT

1. Purpose

The general purpose of this District is to allow a range of activities associated with working landscapes including agricultural uses and resource extraction uses that support the rural economy, rural lifestyle and discourage the fragmentation of the County's land base.

2. Permitted Uses

- A. Art, Craft and Photographic Studios
- B. Agricultural Support Service
- C. Basement Suite
- D. Bed and Breakfast Establishment
- E. Buildings and Uses Accessory to Permitted Uses
- F. Community Hall
- G. Day Home
- H. Dwelling, Single Detached
- I. Dwelling, single detached, tiny
- J. Extensive Agriculture
- K. Garage Suite
- L. Garden Suite
- M. Guest House
- N. Home Occupation, Major
- O. Home Occupation, Minor
- P. In-law Suite
- Q. Manufactured Home
- R. Modular Home
- S. Natural Area
- T. Public Utility
- U. Secondary Suite
- V. Shipping Container
- W. Solar Energy Collection Systems
- X. Wind Energy Conversion System, Micro

3. Discretionary Uses

- A. Animal Breeding and/or Boarding Facility
- B. Animal Clinic
- C. Animal Hospital
- D. Animal Hospital, Large
- E. Boarding Facility
- F. Buildings and Uses Accessory to Discretionary Uses
- G. Campground, minor
- H. Campground, intermediate
- I. Campground, major
- J. Cemetery
- K. Child Care Facility
- L. Day Care Facility

- M. Duplex (Vertical and Side-by-Side)
- N. Family Care Facility
- O. Intensive Agriculture
- P. Kennel
- Q. Natural Resource Extraction Industry
- R. Place of Worship
- S. Public and Quasi-Public Building and Use
- T. Public Utility
- U. Recreational Use
- V. Recreational vehicle park
- W. Relocated Building
- X. Secondary Commercial
- Y. Sign
- Z. Surveillance Suite
- AA. Transfer Station
- BB. Utility Building
- CC. Wind Energy Conversion System, Small
- DD. Wind Energy Conversion System, Large
- EE. Workcamp, Short-Term
- FF. Other Uses which, in the opinion of the Development Authority, are similar to the above mentioned Permitted and Discretionary Uses

4. Subdivision Regulations

A maximum of five (5) parcels per quarter section may be subdivided for agricultural, or residential uses including the subdivision of fragments. The following chart presents information by use type regarding the maximum number of parcels allowed per quarter section.

	Maximum Parcel Density Per Quarter Section By Use Type	Minimum Parcel Size	Maximum Parcel Size
Agricultural Use	2 parcels per quarter section	Normally 32.0 ha (80.0 ac.) however a single 16.0 ha (40.0 ac.) parcel may be subdivided if the proposed parcel conforms to 4(A)(ii)	At the Discretion of the Subdivision Authority
Residential Use	4 parcels per quarter section	0.8 ha (2.0 ac.)	8.0 ha (20.0 ac.)
Commercial Use	At the Discretion of the Subdivision Authority	At the Discretion of the Subdivision Authority	At the Discretion of the Subdivision Authority
Community/ Institutional Use	At the Discretion of the Subdivision Authority	At the Discretion of the Subdivision Authority	At the Discretion of the Subdivision Authority
Industrial Use	At the Discretion of the Subdivision Authority	At the Discretion of the Subdivision Authority	At the Discretion of the Subdivision Authority

- A. Lot Area – Agricultural Use
- i. The **minimum** parcel size for extensive agricultural uses shall normally be 32.0 ha (80.0 ac.) less any approved subdivisions.
 - ii. Notwithstanding (A)(i) above, the subdivision of a single 16.0 ha (40.0 ac.) parcel for agricultural use may be permitted out of an **un-subdivided** quarter section if the following criteria are met to the satisfaction of the County:
 - a. Legal and year round physical access to the proposed parcel and the remainder are developed to County standards;
 - b. The proposed use of the parcel will not adversely impact adjacent agricultural uses;
 - c. The parcel is should normally be located:
 - I. adjacent to or near quarter section boundaries;
 - II. in close proximity to existing residential parcels or farmsteads on adjacent quarter sections;
 - III. along a designated rural residential collector road;
 - d. The applicant demonstrates that the parcel can be serviced on-site as per provincial regulations;
 - e. If the parcel is to be used for an intensive agricultural operation or a value added agricultural industry¹, the use and size of the parcel is supported by a business plan that may include:
 - I. a financial plan to the satisfaction of the County;
 - II. a detailed site plan of the proposed operation including the required land area, expansion possibilities and possible effects on adjacent landowners, uses and municipal infrastructure;
 - III. information regarding potential traffic generation which may include a Traffic Impact Assessment;
 - IV. potential nuisance factors and any mitigation measures necessary to reduce nuisance factors; and
 - V. where necessary, a detailed site assessment which indicates the

¹ Value added industry in this context means: an industry which economically adds value to a product by changing it from its current state to a more valuable state.



location, character and parcel coverage percentages of the environmentally sensitive areas and/or heritage features on the site.

B. Lot Area – Residential Use

- i. Normally, a **maximum** of 8.0 ha (20.0 ac.) per quarter section will be allowed for residential subdivisions.
- ii. Normally, the minimum lot area allowed for vacant residential parcels or for farmstead separations will be 0.8 ha (2.0 ac.) and the maximum lot area will be 8.0 ha (20.0 ac.).

C. Lot Area - Other Uses

The minimum parcel size for other uses shall be as provided for elsewhere in this Bylaw, in the County’s Municipal Development Plan, in any relevant Area Structure Plan, or as required by the Subdivision Authority.

5. Development Regulations

A. Minimum Yard Dimensions

It should be noted that adjacent to Provincial Highways, Alberta Transportation may require greater setbacks for development. Contact Alberta Transportation regarding their requirements in this regard.

i. Minimum Front Yards

From Municipal Road Allowances	23.1 m (92.0 ft.) from the property line
From Highways	40.8 m (134.0 ft.) from the boundary of the right-of-way or as required by Alberta Transportation
Internal Subdivision Road	7.6 m (25.0 ft.) from the property line

ii. Minimum Side Yards

From Municipal Road Allowances	18.3 m (60.0 ft.) from the property line
From Highways	40.8 m (134.0 ft.) from the boundary of the right-of-way or as required by Alberta Transportation
Internal Subdivision Road	7.6 m (25.0 ft.) from the property line



Adjacent to Another Parcel	18.3 m (60.0 ft.) from the property line
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iii. Minimum Rear Yards

From Municipal Road Allowances	18.3 m (60.0 ft.) from the property line
From Highways	40.8 m (134.0 ft.) from the boundary of the right-of-way or as required by Alberta Transportation
Internal Subdivision Road	7.6 m (25.0 ft.) from the property line
Adjacent to Another Parcel	18.3 m (60.0 ft.) from the property line

iv. Notwithstanding **subsections (A), (B), and (C)** above, where there is an intersection or sharp curve, the minimum yard requirements shown on **Figures 20 and 21** of this Bylaw shall apply.

B. Minimum Floor Area

- i. Single detached dwellings – 69.7 sq. m (750.0 sq. ft.)
- ii. Manufactured and modular home units – 65.0 sq. m (700.0 sq. ft.)
- iii. All others uses at the discretion of the Development Authority

C. Maximum Site Coverage - 45%

Of the 45% site coverage, a maximum of 15% of the total site may be covered by accessory buildings

D. Maximum Height

- i. 11.0 m (36.1 ft.)
- ii. In the case of buildings which are accessory to extensive agriculture and for discretionary uses, the maximum height shall be at the discretion of the Development Authority.

6. Other Regulations

A. Residential parcels in the Agriculture District will not be allowed:

- i. within required setbacks from a sewage treatment plant or lagoon or solid waste

- disposal site as specified by the appropriate guidelines or authority;
- ii. within required setbacks from sour gas wells, pipelines and ancillary facilities;
 - iii. within an area likely to be subject to high levels of noise or emissions from industry, transportation facilities, or other sources; or
 - iv. within a 1 in 100 year flood plain.
- B. A development permit for a dwelling shall be issued only on condition that approval of the proposed sewage disposal system is received in accordance with provincial regulations.
 - C. Development proposals adjacent to a primary highway shall comply with any relevant provincial regulations.
 - D. Fences shall be developed in accordance with **Section 7.7** of this Bylaw.
 - E. Landscaping shall be provided in accordance with **Section 6.11** of this Bylaw.
 - F. The keeping of recreational vehicles shall be provided in accordance with **Section 7.23** of this Bylaw.
 - G. Shipping containers shall be developed in accordance with **Section 7.31** of this Bylaw
 - H. Accessory buildings shall be developed in accordance with **Section 6.1** of this Bylaw.

8.8 HIGHWAY COMMERCIAL (C1) DISTRICT

1. Purpose

The general purpose of this District is to control development in the vicinity of Provincial Highways. Development should be restricted to that which is generally required to serve the motoring public.

2. Permitted Uses

- A. Agricultural Support Service
- B. Automobile Repair Shop, Major
- C. Automobile Repair Shop Minor
- D. Automobile Sales
- E. Bed and Breakfast Establishment
- F. Buildings and Uses Accessory to Permitted Uses
- G. Community Hall
- H. Convenience Retail Service
- I. Drive-in Business
- J. Eating and Drinking Establishment
- K. Extensive Agriculture
- L. Highway Commercial Use
- M. Home Occupation, Minor
- N. Home Occupation, Major
- O. Natural Area
- P. Protective or Emergency Services
- Q. Public or Quasi-Public Services
- R. Public Park
- S. Solar Energy Conversion System
- T. Wind Energy Conversion System, Micro

3. Discretionary Uses

- A. Amusement Establishment, Indoor
- B. Amusement Establishment, Outdoor
- C. Auctioneering Facility
- D. Campground, minor
- E. Campground, intermediate
- F. Campground, major
- G. Boutique Accommodation
- H. Buildings and Uses Accessory to Discretionary Uses
- I. Bulk Fuel Storage and Sales
- J. Cannabis accessory retail sales

- K. Cannabis retail sales
- L. Car wash Establishment
- M. Cemetery
- N. Commercial Use
- O. Dwelling, Single Detached
- P. Dwelling, single detached, tiny
- Q. Duplexes (Vertical and Side-By-Side)
- R. Highway Commercial
- S. Hotel
- T. Liquor Sales/Distribution Service
- U. Manufactured Home
- V. Modular Home
- W. Motel
- X. Natural Resource Extraction
- Y. Outdoor Eating Establishment
- Z. Places of worship
- AA. Public Utilities
- BB. Recreational vehicle park
- CC. Rural Commercial
- DD. Rural Industries
- EE. Secondary Suite
- FF. Shipping Container
- GG. Surveillance Suite
- HH. Transfer Station
- II. Wind Energy Conversion System, Small
- JJ. Workcamp
- KK. Workcamp, Short Term
- LL. Other Uses which, in the opinion of the Development Authority, are similar to the above mentioned Permitted and Discretionary Uses

4. Subdivision Regulations

- A. Minimum Lot Area – As determined by the Subdivision Authority

5. Development Regulations

- A. Minimum Yard Setback Requirements

It should be noted that adjacent to Provincial Highways, Alberta Transportation may require greater setbacks for development. Contact Alberta Transportation regarding their requirements in this regard.

i. Minimum Front Yards

From Municipal Road Allowances	23.1 m (92.0 ft.) from the property line
From Highways	40.8 m (134.0 ft.) from the boundary of the right-of-way or as required by Alberta Transportation
Internal Subdivision Roads	7.6 m (25.0 ft.) from the property line

ii. Minimum Side Yards

From Municipal Road Allowances	18.3 m (60.0 ft.) from the property line
From Highways	40.8 m (134.0 ft.) from the boundary of the right-of-way or as required by Alberta Transportation
When adjacent to an Internal subdivision road	7.6 m (25.0 ft.) from the property line
When adjacent to Another Parcel	7.6 m (25.0 ft.) from the property line

iii. Minimum Rear Yards

From Municipal Road Allowances	18.3 m (60.0 ft.) from the property line
From Highways	40.8 m (134.0 ft.) from the boundary of the right-of-way or as required by Alberta Transportation
When adjacent to an internal subdivision road	7.6 m (25.0 ft.) from the property line
When adjacent to another parcel	7.6 m (25.0 ft.) from the property line

- iv. Notwithstanding **subsections (i), (ii), and (iii)** above, where there is an intersection or sharp curve, the minimum yard requirements shown on **Figures 20 and 21** of this Bylaw shall apply.

6. Other Regulations

- A. Development proposals adjacent to a primary highway shall comply with any relevant provincial regulations.

- B. Fences shall be developed in accordance with **Section 7.7** of this Bylaw.
- C. Landscaping shall be provided in accordance with **Section 6.11** of this Bylaw.
- D. Grading and drainage of the site shall be provided in accordance with **Section 6.11** of this Bylaw.
- E. Accessory buildings shall be developed in accordance with **Section 6.1** of this Bylaw.
- F. Motels shall be developed in accordance with **Section 7.4** of this Bylaw.
- G. Vehicle Washing Establishments (carwashes) shall be developed in accordance with **Section 6.24** of this Bylaw.
- H. Places of Worship shall be developed in accordance with **Section 6.29** of this Bylaw.
- I. Private Liquor Stores and Storage Facilities shall be developed in accordance with **Section 7.19** of this Bylaw.
- J. Natural Resource Extraction Industries shall be developed in accordance with **Section 6.22** of this Bylaw.
- K. Service Stations and Gas Stations shall be developed in accordance with **Section 6.22** of this Bylaw.
- L. Shipping Containers shall be developed in accordance with **Section 7.31** of this Bylaw.
- N. Solar Energy Conversion Systems shall be developed in accordance with **Section 7.33** of this Bylaw.
- O. Wind Energy Conversion Systems shall be developed in accordance with **Section 2.9** of this Bylaw.

SMOKY LAKE COUNTY



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

E

Legislative Reference: Alberta Provincial Statutes

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

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

Policy Statement and Guidelines:

3.3 Strategic Plan - **Core Strategy Areas:**

The County recognizes that achieving success in these Five Core Strategy Areas is fundamental to providing sustainable economic development, socially responsible governance and sound environmental stewardship throughout the region. This Strategic Plan therefore addresses Smoky Lake County's **Integrated Community Sustainability Plan (ICSP)** which was finalized in November 2006, in accordance with the Year-2005 Federal Government's "New Deal for Cities and Communities" funding qualification requirement for the Federal Gas Tax Fund (FGTF). The County's ongoing Strategic Priorities are linked to these strategy areas:

- Governance: 2018 - 2020 Focus Area
- Social Services, Arts and Culture
- Economic Development: 2018 – 2020 Focus Area
- Physical Environment and Infrastructure: 2018 – 2020 Focus Area
- Built Environment

- 3.4 Strategic Plan ensures that strategies and goals are aligned with community and Council needs, through setting Strategic Priorities as outlined in **Policy Statement No. 01-43: Strategic Priorities** that defines a framework for identifying and prioritizing Strategic Priorities. This process can be referenced to guide the development of the Strategic Plan review.

4. PROCEDURES:

- 4.1 The Smoky Lake County Strategic Plan will be implemented through the establishment of Smoky Lake County Strategic Priorities.
- 4.2 County Council and Administration will consider of the Strategic Plan goals and follow the Strategic priorities when creating budgets and work plans.
- 4.3 County Council and Administration will review and evaluate this plan following each Election Term, normally in the Month of September at a **County Council Budget Meeting** to ensure it remains consistent with our current needs and goals. Updates and amendments may be considered at any time if deemed necessary by Council, by resolution, and monitored as per **Schedule "B": Strategic Priorities – Project Plan**.

5. REPORTING:

- 5.1 The "Strategic Priorities and Tactics" as per **Schedule "B": Strategic Priorities – Project Plan**, is an accountability framework, useful as a tracking tool to monitor operational progress on a quarterly basis to measure the Plan's success for each current year stated and provides information to assist the decision-making process at the County's annual budget deliberations, since the strategic direction and goals should drive funding decisions.

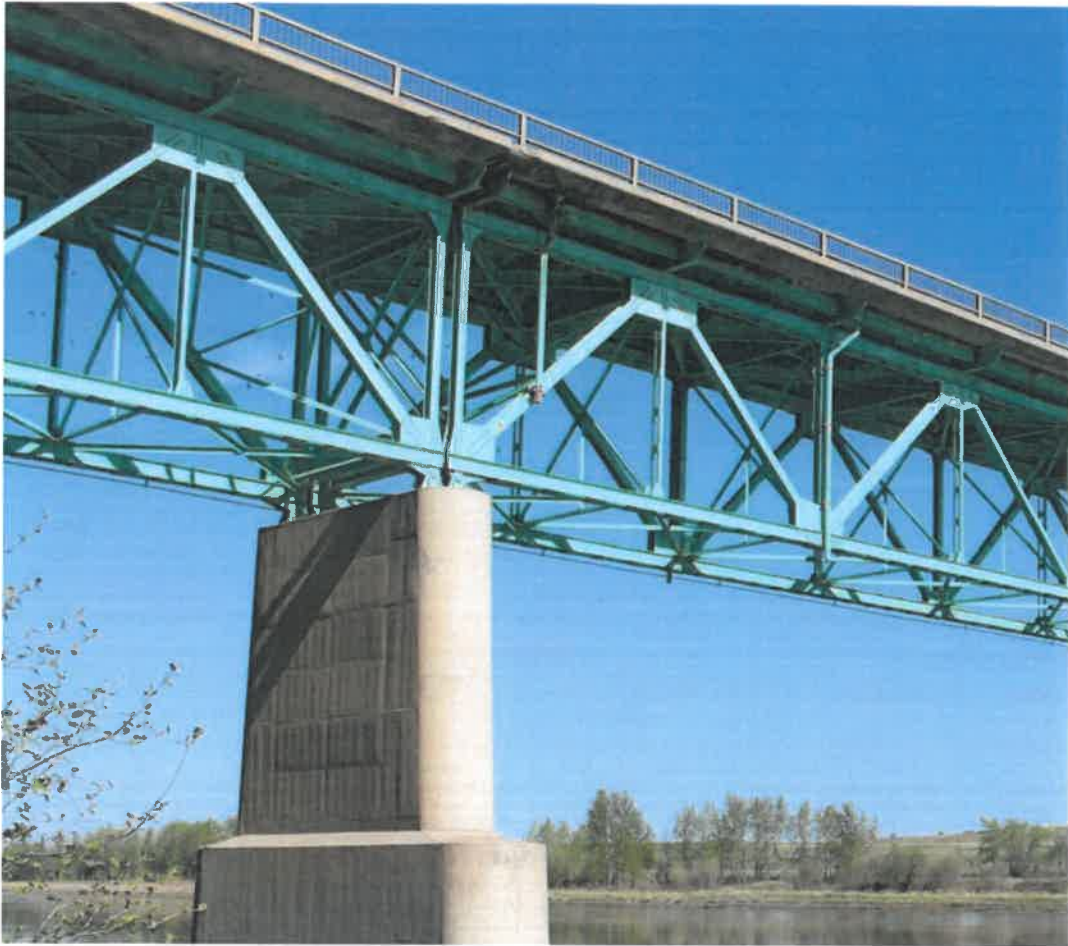
Title: Smoky Lake County Strategic Plan 2018-2020		Policy No: 38-03
Section: 01	Code: P-I	Page No.: 3 of 10

*E***Policy Statement and Guidelines:**

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

	Date	Resolution Number
Approved	September 27, 2012	# 838-12 - Page # 10186
Amended	August 20, 2015	# 860-15 - Page # 11888
Amended	April 30, 2020	# 724-20 - Page # 14124
Amended		

SCHEDULE "A"



2018- 2020 Strategic Priorities





Photo Courtesy of Tyler Fehr

Values

- Integrity
- Sustainability/Stability
- Pride
- Fairness
- Freedom

Vision

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

Mission

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

Strategic Priorities

Economic Development

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

Infrastructure

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

Governance

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

Reeve's Message

If you fail to plan, you plan to fail.

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

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

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

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

Sincerely,
Craig Lukinuk
Reeve



About Smoky Lake County

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

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

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

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



Our Thinking Process

Smoky Lake County Council Retreat

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

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



Engaging the Community

Strategic Direction Survey

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

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

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

The Community Open House

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

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


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

Schedule "B"

Strategic Priorities – Project Plan

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

Status: **On Track / Behind / Complete**

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

REQUEST FOR DECISION		DATE	March 25, 2021	4.2
TOPIC	Proposed Road Maintenance Agreement with Thorhild County			
PROPOSAL	That Smoky Lake County execute the proposed Road Maintenance Agreement with Thorhild County © Attachment 1 .			
BACKGROUND	<p><u>July 10, 2019 – Initial Kick-off Meeting in Thorhild</u></p> <ul style="list-style-type: none"> • A successful initial meeting was held in Thorhild to begin discussions and establish a path forward in creation of an ICF and an IDP. • Thorhild County took the lead in preparing both documents based on templates and projects with other partners. <p><u>December 2020 – Bill 25, Alberta Red Tape Reduction Implementation Act</u></p> <ul style="list-style-type: none"> • Amended the Municipal Government Act, modifying several requirements of ICFs and IDPs. <p><u>January 23, 2020 – Smoky Lake County Council Meeting</u></p> <ul style="list-style-type: none"> • At the request of Thorhild County Council, the Smoky Lake County Council adopted a motion concurring to not enter into an Intermunicipal Development Plan between the two municipalities at this time, in accordance with amended Section 631(2) of the <i>Municipal Government Act</i>. • Thorhild County provided a first draft copy of the proposed Intermunicipal Collaboration Framework on February 10, 2020. • Ministerial Order No. MSL:047/18, issued on July 19, 2018 allowed for the possibility to request an extension to the deadline to complete all ICFs/IDPs. Instead of April 1, 2020, municipalities could mutually request an extension until April 1, 2021. <ul style="list-style-type: none"> ○ Smoky Lake County Council adopted a motion to utilize this option at its January 23 meeting, and Thorhild County followed suit. <p><u>March 25, 2020 – Ministerial Order No. MSD: 019/20</u></p> <ul style="list-style-type: none"> • In response to the COVID-19 Pandemic, this Order extended <u>all</u> timelines for <u>all</u> municipalities for <u>all</u> ICFs/IDPs from April 1, 2020 to be instead April 1, 2021. <p><u>May 4, 2020 – Administrative Meeting</u></p> <ul style="list-style-type: none"> • Administrations from both Counties met to discuss proposed changes to the draft ICF. <p><u>May 26, 2020 – Thorhild County Council Meeting</u></p> <ul style="list-style-type: none"> • Thorhild County Council <u>declined</u> to give First Reading to the Draft ICF, identifying two main concerns with clauses 5.1.2 and 7.25. • Specifically, Thorhild County Council felt that the Highway 28/63 Regional Water Services Commission is a region-wide service that is provide through the Commission and therefore does not belong in an ICF as it is not a municipally-provided service. A letter from Paul Wynnyk, Deputy Minister of Municipal Affairs, dated September 22, 2020, confirms that services delivered by third parties should not be included in an ICF because the municipalities that are party to the ICF do not govern nor operate these services directly. • Additionally, Thorhild County Council objected to the proposed sharing of costs arising 			

from arbitration based on the municipalities' respective populations (Smoky Lake County = 43%, Thorhild County = 57%) and proposed an equal 50%-50% split.

November 12, 2020 – ICF Committee Meeting

- An ICF Committee meeting was held on November 12, 2020, to discuss the outstanding issues in the draft ICF.
- At the meeting, Smoky Lake County and Thorhild County Councils agreed to remove reference to the Highway 28/63 Regional Water Services Commission & further agreed to amend the arbitration cost sharing formula to reflect an equal 50%-50% split of costs.
- **Councillor Filipchuk Moved:** *"That the Smoky Lake County and Thorhild County Intermunicipal Collaboration Framework (ICF) and Intermunicipal Development Plan (IDP) meeting Committee acknowledge receipt of the letter received from Municipal Affairs Deputy Minister Paul Wynnyk, dated September 22, 2020, in regard to the April 1, 2021, mandatory deadline to complete all Intermunicipal Collaboration Frameworks.*
- **Councillor Halisky Moved:** *"That the Smoky Lake County and Thorhild County Intermunicipal Collaboration Framework (ICF) and Intermunicipal Development Plan (IDP) meeting Committee acknowledge Part 17.2 Intermunicipal Collaboration, of the Municipal Government Act, RSA 2000, Ch. M-26, dated current as of September 1, 2020, for reference.*
- **Councillor Pierce Moved:** *"That the Smoky Lake County and Thorhild County Intermunicipal Collaboration Framework (ICF) and Intermunicipal Development Plan (IDP) meeting Committee recommend each respective administration work collaboratively to develop an agreement outside of the ICF between Smoky Lake County and Thorhild County for the purpose of Transportation Services: Road Maintenance within each respective boundary to identify liability and severability; and agree to a 50/50 cost share for the legal review of the said agreement through the Municipal Solicitor: Brownlee LLP prior to being presented to each respective Council."*
- **Reeve Grumetza Moved:** *"That the Smoky Lake County and Thorhild County Intermunicipal Collaboration Framework (ICF) and Intermunicipal Development Plan (IDP) meeting Committee agree to amend each respective proposed ICF Bylaw: Smoky Lake County Bylaw 1386-20 and proposed Thorhild County Bylaw 014-2020, by:*
 1. removing reference to water services relating to the Highway 28/63 Regional Water Services Commission,
 2. adding an equal cost share of 50/50 for arbitration fees, and
 3. changing the quorum to the same as regular Council meetings.

December 10, 2020 – Smoky Lake County Council Meeting

- Motion 223-20: *"That Smoky Lake County Bylaw No. 1368-20: Intermunicipal Collaboration Framework (ICF) Between Smoky Lake County and Thorhild County, for the purpose of adopting the ICF, be given FIRST READING; and proceed in conjunction with Thorhild County to develop an agreement outside of the ICF in respect to road maintenance, which identifies liability and severability, and cost share the fees for legal review of the said agreement at 50/50 with Thorhild County, and engage the mutual Municipal Solicitor: Brownlee LLP to perform the legal review which is to be presented to each respective Council prior to giving Bylaw 1368-20 Second Reading."* Carried.

January 12, 2021 – Thorhild County Council Meeting

- Resolution 18-2021: *"That Council gives first reading to proposed Bylaw 03-2021 for the purpose of adopting an Intermunicipal Collaboration Framework (ICF) between Thorhild County and Smoky Lake County."* Carried.

	<ul style="list-style-type: none"> Resolution 19-2021: "That Council directs Administration to develop an agreement outside of the Intermunicipal Collaboration Framework (ICF), in conjunction with Smoky Lake County administration, pertaining to road maintenance, identification of liability and severability, and to have said agreement be presented to each respective Council prior to giving the ICF second and third reading" Carried. <p>March 17, 2021</p> <ul style="list-style-type: none"> Smoky Lake County Administration received a copy of the legal-vetted proposed Road Maintenance Agreement with Thorhild County. <p>March 23, 2021 – Thorhild County Council</p> <p>ATTACHMENTS:</p> <ul style="list-style-type: none"> Proposed Road Maintenance Agreement with Thorhild County © ATTACHMENT 1 Email from Thorhild CAO Paul Hanlan including Legal Comments from Rod Thorkelsson of Brownlee LLP, dated March 17, 2021 © ATTACHMENT 2
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CORRELATION TO BUSINESS (STRATEGIC) PLAN

- Values:** Integrity, Sustainability/Stability, Pride, Fairness, Freedom
- Vision:** Leading the way in positive growth with healthy, sustainable, rural living.
- Mission:** Smoky Lake County strives for collaboration and excellence in the provision of transparent and fiscally responsible governance and services.

LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS	<u>Municipal Government Act RSA 2000, Ch. M-26.</u>
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BENEFITS	<ul style="list-style-type: none"> Clarity of responsibilities and service levels
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DISADVANTAGES	<ul style="list-style-type: none"> Nil.
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ALTERNATIVES	<ul style="list-style-type: none"> Take no action, or Defer
---------------------	---

FINANCE/BUDGET IMPLICATIONS

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

INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS	<ul style="list-style-type: none"> Provision of an Intermunicipal Service per the proposed Intermunicipal Collaboration Framework Bylaw 1368-20 with Thorhild County.
---	--

COMMUNICATION STRATEGY	<ul style="list-style-type: none"> Grapevine
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RECOMMENDATION

- That Smoky Lake County execute the proposed Road Maintenance Agreement with Thorhild County.**

CHIEF ADMINISTRATIVE OFFICER	 Sur CAO
-------------------------------------	--



Road Maintenance Cost Share Agreement

THIS AGREEMENT entered into this _____ day of _____, 2021.

BETWEEN:

Smoky Lake County
(Hereinafter referred to as the "Smoky Lake County")

OF THE FIRST PART

- and -

Thorhild County
(Hereinafter referred to as "Thorhild County")

OF THE SECOND PART

WHEREAS:

- A. Thorhild County and Smoky Lake County each have road maintenance equipment for the benefit of its residents;
- B. Thorhild County and Smoky Lake wish to share the costs of providing road maintenance within their municipalities;
- C. Smoky Lake County and Thorhild County recognize the benefits of working together to provide services to residents of the entire community;

NOW THEREFORE in consideration of the mutual covenants and agreements hereinafter contained the Parties mutually covenant and agree with each other as follows:

1. DEFINITIONS AND INTERPRETATION

1.1. In this Agreement:

- a) **"Agreement"** means this Road Maintenance Agreement, together with all schedules attached hereto;
- b) **"County Representative"** means the respective representative for each of the Parties identified in **Schedule "C"** attached to this Agreement, and **"County Representatives"** means both of them;
- c) **"County Roads"** means the those municipal roads identified within **Schedule "A"** attached to this Agreement which are under the direction, control and management of either Thorhild County or Smoky Lake County;

- d) **"Force Majeure"** means any acts of God, strikes, lockouts or other industrial disturbances, acts of the Queen's enemies, sabotage, war, blockades, insurrections, riots, epidemics, lightning, earthquakes, floods, storms, fires, washouts, nuclear and radiation activity or fallout, arrests, and restraints of rulers and people, civil disturbances, explosions, breakage of or accident to machinery, inability to obtain materials or equipment, any legislative, administrative or judicial action which has been resisted in good faith by all reasonable legal means, any act, omission or event whether of the kind herein enumerated or otherwise not within the control of such Party, and which by the exercise of due diligence such Party could not have prevented, but lack of funds on the part of such Party shall be deemed not to be a Force Majeure;
- e) **"Maintenance Standards"** means any standards respecting the performance of Road Maintenance under this Agreement as outlined within **Schedule "B"** attached to this Agreement, or as may be agreed to in writing by the Parties;
- f) **"MGA"** means the Municipal Government Act RSA 2000, c. M-26, as amended or replaced from time to time;
- g) **"Net Cost"** means the net cost of performing the Road Maintenance under this Agreement, as contemplated within **Schedule "D"** attached to this Agreement;
- h) **"Parties"** means, collectively, Thorhild County and Smoky Lake County, and **"Party"** means either one of them;
- i) **"Road Maintenance"** means those maintenance activities outlined in **Schedule "B"**, or such additional work as may be further requested by either Party; and
- j) **"Term"** means the term of this Agreement as set out in Section 2.1 of this Agreement.

1.2 The following schedules are attached to, and form a part of, this Agreement:

- Schedule "A"** - County Roads
- Schedule "B"** - Gravel Road Maintenance and Maintenance Standards
- Schedule "C"** - Notices and Contacts
- Schedule "D"** - Net Costs

2. TERM

2.1. The term of this Agreement shall be for a period of Four (4) years, commencing on the 1st day of April 2021, and terminating on the 31st day of December, 2024, unless terminated earlier, renewed or otherwise extended by the Parties by agreement.

3. COVENANTS OF SMOKY LAKE COUNTY

- 3.1 Smoky Lake County covenants and agrees with Thorhild County, during the term of this Agreement:
- a) to execute agreement in a timely manner;
 - b) to undertake and complete the Road Maintenance contemplated within this Agreement respecting those County Roads under the direction, control and management of Thorhild County which are identified within **Schedule "A"** attached to this Agreement;
 - c) to perform all Road Maintenance in accordance with the Maintenance Standards;
 - d) to inform interested residents that this Agreement is for the benefit of Smoky Lake County and Thorhild County residents and all complaints or concerns should be addressed to the appropriate Municipality;
 - e) to make any all requests for any additional work not contemplated within this Agreement in writing addressed to the Infrastructure Director of Thorhild County.
- 3.2 Smoky Lake County will be responsible for the Net Cost of Road Maintenance contemplated under this Agreement, as provided for within **Schedule "D"** attached to this Agreement.

4. COVENANTS OF THORHILD COUNTY

- 4.1 Thorhild County covenants and agrees with Smoky Lake County, during the term of this Agreement:
- a) to execute agreement in a timely manner;
 - b) to undertake and complete the Road Maintenance contemplated within this Agreement respecting those County Roads under the direction, control and management of Smoky Lake County which are identified within **Schedule "A"** attached to this Agreement;
 - c) to perform all Road Maintenance in accordance with the Maintenance Standards;
 - d) to inform interested residents that this Agreement is for the benefit of Smoky Lake County and Thorhild County residents, and all complaints or concerns should be addressed to the appropriate Municipality;
 - e) to make all requests for any additional work not contemplated within this Agreement in writing addressed to the Operations Director of Smoky lake County.
- 4.2 Thorhild County will be responsible for the Net Cost of Road Maintenance contemplated under this Agreement, as provided for within **Schedule "D"** attached to this Agreement.

5. TERMINATION

- 5.1 In the event either of the Parties hereto (the "Notifying Party") alleges the other Party (the "Party In Default") has breached any of its covenants and agreements herein contained, written notice of such default shall be provided by the Notifying Party to the Party In Default and the Party In Default shall have a period of seven (7) days to remedy the default failing which this Agreement may be forthwith terminated by the Notifying Party.
- 5.2 Either of the Parties hereto may, at any time, terminate this Agreement by serving the other Party with thirty (30) days written notice of intention to terminate the agreement.

6. INDEMNIFICATION

- 6.1 Each of the Parties shall not, in connection with this Agreement, be liable for any damage to the equipment or other property of the other Party, or for the injury or death of any officer, employee, agent, contractor, licensee or invitee of the other Party, except where caused by the willful misconduct or gross negligence of the Party or its employees.
- 6.2 Smoky Lake County hereby indemnifies the Thorhild County from and against all losses, liabilities, costs, damages, and expenses (including reasonable legal fees and disbursements) incurred by Thorhild County in connection with this Agreement as a result of any claim, action, suit or proceeding based on a claim of injury to the person or property of any third party caused by the willful misconduct or gross negligence of Smoky Lake County, its officers, employees, agents, contractors, licensees or invitees.
- 6.3 Thorhild County hereby indemnifies Smoky Lake County from and against all losses, liabilities, costs, damages, and expenses (including reasonable legal fees and disbursements) incurred by Smoky Lake County in connection with this Agreement as a result of any claim, action, suit or proceeding based on a claim if injury to the person or property of any third party caused by the willful misconduct or gross negligence of Thorhild County, its officers, employees, agents, contractors, licensees or invitees.

7. NOTICE

- 7.1 Any notice or other communication required to be given pursuant to the terms of this Agreement shall be in writing and shall be sufficiently given:
 - a) if delivered by hand or by courier to a Party at its address for service, such delivery shall be deemed received by the Party on the date of delivery, if such delivery is during the Party's normal business hours, on any business day;
 - b) except during any period of actual or impending postal disruption, if sent by first class mail, or by airmail if sent from outside Canada or the United States, postage prepaid, to a Party at its address for service, such mailing shall be deemed to have been received by the Party on the fourth (4th) business day following the date of mailing. However, if postal service is interrupted or operating with unusual or

imminent delay, such notice or other communication shall be sent by such means during such interruption or period of delay; and

- c) to any Party which has provided a direct facsimile transmission number as part of its address for service, if sent by fax to a Party to its fax number as provided herein, such transmission shall be deemed received by the Party when actually received, if such transmission is during the Party's normal business hours on any business day. If such notice or other communication is not received during the Party's normal business hours, such notice or other communication shall be deemed to have been received by the Party on the business day next following the date of transmission.

7.2 For the purpose of this Section 7, the address for service for each Party shall be as provided for in **Schedule "B"** attached to this Agreement.

8. MISCELLANEOUS PROVISIONS

- 8.1 In the event that either Party is rendered unable wholly, or in part, by Force Majeure to carry out its obligations under this Agreement, other than its obligations to make payments of money due hereunder, such Party shall give written notice to the other Party stating full particulars of such Force Majeure. The obligation of the Party giving such notice shall be suspended during the duration of the delay resulting from such Force Majeure.
- 8.2 In the event of a dispute between the Parties with respect to the interpretation or application of the provisions of this Agreement, or with respect to any required consent or contemplated agreement as may be referenced within this Agreement, the Parties agree to utilize the dispute resolution procedures provided for within the Intermunicipal Collaborative Framework in existence from time to time as required by the provisions of the MGA.
- 8.3 This Agreement shall be governed by and construed in accordance with the laws of the Province of Alberta.
- 8.4 This Agreement shall ensure to the benefit of and be binding upon the Parties hereto, their respective successors.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement the date and year first above written.

SMOKY LAKE COUNTY

PER: _____
Doug Ponich
Manager of Public Works

THORHILD COUNTY

PER: _____
Wayne MacLean C.D.
Infrastructure Director

DRAFT

SCHEDULE "A"

County Roads

Smoky Lake County Maintains Roads in Thorhild County

- .25 mile of Range Road 191 North of Township Road 612
- 1 mile of Township Road 612 between Range Road 191 and Range Road 190
- .5 mile Range Road 190 North of Township Road 612

Thorhild County Maintains roads in Smokey Lake County

- .25 mile of Range Road 191 South of Township Road 612

DRAFT

SCHEDULE "B"

Gravel Road Maintenance and Maintenance Standards

1. Winter Maintenance:

- (a) The goal of winter maintenance for gravel roads is to remove snow from the road surface after accumulations reach approximately 10 cm or more.
- (b) Gravel road snow removal will be undertaken under the direction of the respective Party's field representative and/or supervisory staff.

2. Summer Maintenance (Grading)

- (a) Gravel roads will be graded on an average of every 2.5 weeks weather permitting.
- (b) Smoky Lake County will maintain roads that are in Thorhild County with graders only. Repairs, gravelling, etc, remains the responsibility of Thorhild County.
- (c) Thorhild County will maintain roads that are in Smoky Lake County with graders only. Repairs, gravelling, etc, remains the responsibility of Smoky Lake County.
- (d) Service levels and costs for gravelling roads, mowing, brushing, soft spot repair, drainage or other works to be the responsibility of the respective Party who has direction, control and management of the corresponding portion of the County Roads.

3. General

- (a) Road Maintenance will be performed in a good and workmanlike manner, in compliance with all applicable statutes, regulations, codes, or bylaws.
- (b) Road Maintenance will be performed in a prudent manner and substantially consistent with how such work is performed by each Party within their respective municipal boundaries.

SCHEDULE "C"

Notices and Contacts

A. Addresses for Notice

Subject always to the provisions of Article 7 of this Agreement, the addresses of the Parties for the purposes of notice are as follows:

(a) **Thorhild County:** **THORHILD COUNTY**
PO Box 10
801 – 1st Street
Thorhild, Alberta, T0A 3J0
Phone: 780-398-2816
Fax: 780-398-3748
Email: wayne.maclean@thorhildcounty.com

(b) **Smoky Lake County:** **SMOKY LAKE COUNTY**
4612 – McDougall Drive
PO Box 310
Smoky Lake, AB T0A 3C0
Phone: 780-656-3755 ext:2623
Fax: 780-656-3768
Email: dponich@smokylakecounty.ab.ca

Either Party may change its address for service by serving a notice on the other Party in the manner herein provided.

B. Smoky Lake County's Representative and 24 hour Emergency Contact

Smoky Lake County representative and 24 Hour Emergency Contact are as follows:

(a) **Name:** _____
Position: **Operations Director**
Mailing Address: _____
Phone: (708) _____
Fax: (780) _____
E-mail: _____

(b) **Name:** _____
Position: **24 Hour Emergency Contact**
Phone: (780) _____
Fax: (780) _____
E-mail: _____

The Smoky Lake County may change its representative and/or 24 Hour Emergency Contact by serving a notice on the other Party in the manner provided within this Agreement.

C. Thorhild County Representative and 24 Hour Emergency Contact

Thorhild County's representative and 24 Hour Emergency Contact are as follows:

(a) **Name:** **Wayne MacLean C.D.**
Position: **Infrastructure Director**
Mailing Address: PO Box 10, 801 – 1st Street, Thorhild,
Alberta, T0A 3J0
Phone: 780-656-3755 ext:2623
Fax: 780-398-3748
E-mail: wayne.maclea@thorhildcounty.com

(b) **Name:** _____
Position: **24 Hour Emergency Contact**
Phone: (780) _____
Fax: (780) _____
E-mail: _____

The County may change its representative and/or 24 Hour Emergency Contact by serving a notice on the other Party in the manner provided within this Agreement.

SCHEDULE "D"

Net Cost

1. **Net Cost** – the Net Cost of the Parties performing Road Maintenance under this Agreement, after accounting for all eligible costs (“**Eligible Costs**”) and excluded costs (“**Excluded Costs**”) as contemplated within this schedule, shall be settled between the Parties on a periodic basis to be agreed upon. In this regard:
 - (a) it is the intention of the Parties to cost share the performance of Road Maintenance;
 - (b) the Party performing each portion of the Road Maintenance shall be the lead party responsible for reporting and accounting for all G.S.T incurred in performing that portion of the Road Maintenance under this Agreement including, without restriction, seeking all municipal rebates of GST;
 - (c) all accounting for Eligible Costs as contemplated under this Agreement shall be net of any applicable G.S.T. paid by the respective Party; and
 - (d) in the event that any delivery of service is deemed to have occurred as between the Parties as a result of the operation of this Agreement, the deemed recipient of the deemed service will be responsible for payment of all applicable G.S.T, and the deemed supplier and deemed service recipient will account for such paid G.S.T. in the ordinary course of their respective operations and/or as required by the *Excise Tax Act*.

2. **Eligible Costs** – Unless otherwise agreed to by the Parties or the County Representatives from time to time, Eligible Costs shall include the following:
 - (a) **Contractor Costs** – subject to the foregoing, for all other maintenance and repairs the eligible costs shall be the costs charged by a Contractor engaged by one or both Parties under Contractor Agreement(s) enter into in accordance with the procurement process mutually agreed upon and the terms of this Agreement;
 - (b) **Force Rates** – costs incurred by either Party through the use of their own employees and equipment, at the then current Force Rates. As of the date of this Agreement, the Force Rates are:
 - (i) **Labour Rates** – consisting of:
 - (A)
 - (B)

(ii) **Equipment Rates** – – consisting of:

(A)

(B)

(c) **Extraordinary Costs** – which have been approved or ratified by the Parties and/or the County Representatives.

[NOTE TO DRAFT: Parties to consider what will be eligible costs/rates, or otherwise agree upon these in due course]

3. **Excluded Costs** – Unless otherwise agreed to by the Parties or the County Representatives from time to time, Excluded Costs shall consist of:

(a) any and all Goods and Services Taxes or other sales taxes applicable to the Eligible Costs;

(b) land or roadway related costs where such actions are not initiated by either or both the Parties, such as land dedications and roadway constructions as part of private land subdivisions;

(c) work undertaken and personal/office expenses incurred by the employees and elected officials of the Parties;

(d) financing and bank charges, debenture payments, interests and borrowing expenses;

(e) work related to non-essential utilities and roadway furniture, such as new oil and gas pipelines, telephone lines, bus stops, commercial or advertising signs and similar items;

(f) work related to private approaches when such work is not initiated by either or both the Parties.

[NOTE TO DRAFT: Parties to consider what will be excluded costs/rates, or otherwise agree upon these in due course]

Kyle Schole

From: CAO Paul Hanlan <CAO@thorhildcounty.com>
Sent: March 17, 2021 2:14 PM
To: Gene Sobolewski; Kyle Schole
Cc: Wayne Maclean; Wayne Shanks
Subject: FW: Legal Review - Thorhild County (Road Maintenance Agreement)
Attachments: Comparison Road Maintenance Agreement (B4026678x7AF53).pdf; Revised Road Maintenance Agreement - Mar 17-21 (B4026661x7AF53).docx

Gene/Kyle

For Smoky Lake County's information and records.

Paul Hanlan RPP, MCIP, CMML
Chief Administrative Officer
Box 10, Thorhild, AB T0A 3J0



www.thorhildcounty.com

Toll free: 1 (877) 398-3777
Direct: (780) 398-2800
Office: (780) 398-3741
Cell: (780) 919-2924
Email: cao@thorhildcounty.com

From: Thorkelsson, Rodd <RTHORKESSON@brownleelaw.com>
Sent: Wednesday, March 17, 2021 11:40 AM
To: CAO Paul Hanlan <CAO@thorhildcounty.com>; Wayne Maclean <wayne.maclean@thorhildcounty.com>
Cc: Wayne Shanks <wayne.shanks@thorhildcounty.com>
Subject: RE: Legal Review - Thorhild County (Road Maintenance Agreement)

Good morning Paul/Wayne,

Attached please find a comparison and clean version of the proposed road maintenance agreement that we would suggest. The changes made can be explained as follows:

1. **Title and Preamble** – as many municipalities have heard, CRA has taken an aggressive and technical stance with respect to the delivery of services intermunicipally by municipalities. In this regard, CRA has deemed intermunicipal service agreements to be taxable services in many instances, and has levied requirements to pay past GST and possibly penalties as well. In this regard, intermunicipal arrangements are either:
 - a. Service delivery agreements, in which case GST can apply, unless otherwise exempted (e.g. water services is already exempt); or

Item 4.2 - Attachment 2 - Page 2 of 3

- b. Cost share arrangements, wherein the municipalities join together to share the costs of a service or undertaking, and as a result of that cost sharing the parties are essentially a “joint venture” under which one or the other party accounts for GST paid or collected, but not GST is chargeable as between the parties;

In this particular case, as the draft agreement did not address GST, we have assumed that the municipalities would prefer to keep this simple and so cost-sharing is indicated. However, in the event that any service is deemed to have occurred and GST payable, the parties agree to pay the GST and account for the GST in the ordinary course. In short, the agreement has flexibility to work either way. Each County should have their financial groups review the agreement and agree upon how GST will be addressed, so that there is consistent treatment;

2. **Article 1** – additional definitions added for use within the Agreement. Where any defined term is not used, the definition was deleted;
3. **Article 2** – minor clarification provided with respect to termination;
4. **Article 3 and 4** – additions made with respect to the performance or Road Maintenance by each party;
5. **Article 5** – as the Agreement can be terminated by either Party at any time, there is no practical need to extensive default, termination and remedy clauses;
6. **Article 6** – just changes to balance the provisions between the 2 Counties, so that there is equal treatment;
7. **Article 7** – for each of reference, a Schedule “C” has been added for addresses for notices, identifying County Representatives, and for 24 Hour Emergency contacts;
8. **Article 8** – as performance can be delayed or interrupted by circumstances beyond each Party’s control, a force majeure clause has been added;
9. **Schedule “A”** – for ease of reference, this has been limited to the identification the subject roads that are under this Road Maintenance Cost Share Agreement;
10. **Schedule “B”** – additional performance terms and “standards’ or “Regulations” formerly contained within the body of the Agreement have bene consolidated into a new Schedule “B”. We have assumed that there should be similar treatment for each of Smoky Lake County and Thorhild County in terms of the limits of maintenance;
11. **Schedule “C”** – addresses for notice, County Representatives, and 24 Hour Emergency Contacts are provided (or, can be inserted);
12. **Schedule “D”** – as the draft agreement had no accounting for costs of the performance of Road Maintenance, but did reference “Net Costs” we have assumed that there is some need to address the financial costs of doing the work. With these mutual arrangements, we generally see and suggest some provision for defining eligible and excluded costs, and then simply a settling up on a periodic basis. The provisions allow for the County Representatives to figure this out along the way, if there are no set amounts of costs that can be agreed upon. As noted above, cost share arrangements can avoid GST that applies to service deliveries. In the event that there is a deemed delivery of service, the parties would be responsible for paying the corresponding GST for service received, and then claiming a rebate of that GST as a municipalities in the ordinary course. Again, we suggest that the finance group of each municipality accounts for GST consistently. If it is easier for the municipalities to simply charge and collect GST for the work performed, the parties can simply do that. If the parties simply wish to invoice each other for costs of service, it may do so – however, this would likely evidence

more of a fee for service relationship, and in which event the accounting recommendation would be to implement an collect GST.

Overall, the terms of balanced, and apply equally to each party, as it commonly required for intermunicipal arrangements. The main outstanding aspect would be how the parties would like to account for the costs (or net costs), and address GST. Again, the provisions allow for flexibility here.



RODD C. THORKELSSON | PARTNER | BROWNLEE LLP
REAL ESTATE, BANKING, MUNICIPAL AND PUBLIC UTILITIES EDMONTON
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2200 COMMERCE PLACE | 10155 - 102 STREET | EDMONTON, AB T5J 4G8
Toll-Free. 800-661-9069 | www.brownleelaw.com

To help limit the spread of the COVID-19, the Brownlee LLP Edmonton and Calgary offices are closed to the public. Email, telephone, and video conferencing, including Zoom and Skype are the primary channels of communication for our clients with their lawyer instead of in-person meetings. Please refer to our [COVID-19 resource page](#) that features articles written by our lawyers that examine how COVID-19 is affecting different industries and municipalities.

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From: CAO Paul Hanlan [<mailto:CAO@thorhildcounty.com>]
Sent: Tuesday, March 16, 2021 3:31 PM
To: Thorkelsson, Rodd
Cc: Solowan, Michael; Wayne Maclean; Wayne Shanks
Subject: RE: Legal Review - Thorhild County (Road Maintenance Agreement)

Hello Rodd

It is critical that Thorhild County receive this legal review no later than noon tomorrow (Wednesday March 17th) in order to meet our Council Agenda Package deadline. Failure to consider/adopt this item (beyond the scheduled March 23rd Council agenda) will force Thorhild and Smoky Lake Counties ICF Bylaws beyond the April 1st deadline and both communities into binding arbitration.

Please confirm the timing and delivery of this request review.

Thank you,
Paul Hanlan RPP, MCIP, CMMML
Chief Administrative Officer
Box 10, Thorhild, AB T0A 3J0



Toll free: 1 (877) 398-3777
Direct: (780) 398-2800
Office: (780) 398-3741
Cell: (780) 919-2924
Email: cao@thorhildcounty.com

REQUEST FOR DECISION		DATE	March 25, 2021	4.3
TOPIC	Proposed Smoky Lake County Bylaw 1368-20: Smoky Lake County and Thorhild County Intermunicipal Collaboration Framework (ICF)			
PROPOSAL	That Smoky Lake County adopt Proposed Smoky Lake County Bylaw 1368-20: Thorhild County – Smoky Lake County Intermunicipal Collaboration Framework (ICF) © Attachment 1 by giving SECOND, and THIRD AND FINAL READINGS.			
BACKGROUND	<p><u>July 10, 2019 – Initial Kick-off Meeting in Thorhild</u></p> <ul style="list-style-type: none"> • A successful initial meeting was held in Thorhild to begin discussions and establish a path forward in creation of an ICF and an IDP. • Thorhild County took the lead in preparing both documents based on templates and projects with other partners. <p><u>December 2020 – Bill 25, Alberta Red Tape Reduction Implementation Act</u></p> <ul style="list-style-type: none"> • Amended the Municipal Government Act, modifying several requirements of ICFs and IDPs. <p><u>January 23, 2020 – Smoky Lake County Council Meeting</u></p> <ul style="list-style-type: none"> • At the request of Thorhild County Council, the Smoky Lake County Council adopted a motion concurring to <u>not</u> enter into an Intermunicipal Development Plan between the two municipalities at this time, in accordance with amended Section 631(2) of the <i>Municipal Government Act</i>. • Thorhild County provided a first draft copy of the proposed Intermunicipal Collaboration Framework on February 10, 2020. • Ministerial Order No. MSL:047/18, issued on July 19, 2018 allowed for the possibility to request an extension to the deadline to complete all ICFs/IDPs. Instead of April 1, 2020, municipalities could mutually request an extension until April 1, 2021. <ul style="list-style-type: none"> ○ Smoky Lake County Council adopted a motion to utilize this option at its January 23 meeting, and Thorhild County followed suit. <p><u>March 25, 2020 – Ministerial Order No. MSD: 019/20</u></p> <ul style="list-style-type: none"> • In response to the COVID-19 Pandemic, this Order extended <u>all</u> timelines for <u>all</u> municipalities for <u>all</u> ICFs/IDPs from April 1, 2020 to be instead April 1, 2021. <p><u>May 4, 2020 – Administrative Meeting</u></p> <ul style="list-style-type: none"> • Administrations from both Counties met to discuss proposed changes to the draft ICF. <p><u>May 26, 2020 – Thorhild County Council Meeting</u></p> <ul style="list-style-type: none"> • Thorhild County Council <u>declined</u> to give First Reading to the Draft ICF, identifying two main concerns with clauses 5.1.2 and 7.25. • Specifically, Thorhild County Council felt that the Highway 28/63 Regional Water Services Commission is a region-wide service that is provide through the Commission and therefore does not belong in an ICF as it is not a municipally-provided service. A letter from Paul Wynnyk, Deputy Minister of Municipal Affairs, dated September 22, 2020, confirms that services delivered by third parties should not be included in an ICF because the municipalities that are party to the ICF do not govern nor operate these services directly. 			

- Additionally, Thorhild County Council objected to the proposed sharing of costs arising from arbitration based on the municipalities' respective populations (Smoky Lake County = 43%, Thorhild County = 57%) and proposed an equal 50%-50% split.

November 12, 2020 – ICF Committee Meeting

- An ICF Committee meeting was held on November 12, 2020, to discuss the outstanding issues in the draft ICF.
- At the meeting, Smoky Lake County and Thorhild County Councils agreed to remove reference to the Highway 28/63 Regional Water Services Commission & further agreed to amend the arbitration cost sharing formula to reflect an equal 50%-50% split of costs.
- **Councillor Filipchuk Moved:** *"That the Smoky Lake County and Thorhild County Intermunicipal Collaboration Framework (ICF) and Intermunicipal Development Plan (IDP) meeting Committee acknowledge receipt of the letter received from Municipal Affairs Deputy Minister Paul Wynnyk, dated September 22, 2020, in regard to the April 1, 2021, mandatory deadline to complete all Intermunicipal Collaboration Frameworks."*
- **Councillor Halisky Moved:** *"That the Smoky Lake County and Thorhild County Intermunicipal Collaboration Framework (ICF) and Intermunicipal Development Plan (IDP) meeting Committee acknowledge Part 17.2 Intermunicipal Collaboration, of the Municipal Government Act, RSA 2000, Ch. M-26, dated current as of September 1, 2020, for reference."*
- **Councillor Pierce Moved:** *"That the Smoky Lake County and Thorhild County Intermunicipal Collaboration Framework (ICF) and Intermunicipal Development Plan (IDP) meeting Committee recommend each respective administration work collaboratively to develop an agreement outside of the ICF between Smoky Lake County and Thorhild County for the purpose of Transportation Services: Road Maintenance within each respective boundary to identify liability and severability; and agree to a 50/50 cost share for the legal review of the said agreement through the Municipal Solicitor: Brownlee LLP prior to being presented to each respective Council."*
- **Reeve Grumetza Moved:** *"That the Smoky Lake County and Thorhild County Intermunicipal Collaboration Framework (ICF) and Intermunicipal Development Plan (IDP) meeting Committee agree to amend each respective proposed ICF Bylaw: Smoky Lake County Bylaw 1386-20 and proposed Thorhild County Bylaw 014-2020, by:*
 1. removing reference to water services relating to the Highway 28/63 Regional Water Services Commission,
 2. adding an equal cost share of 50/50 for arbitration fees, and
 3. changing the quorum to the same as regular Council meetings.

December 10, 2020 – Smoky Lake County Council Meeting

- Motion 223-20: *"That Smoky Lake County Bylaw No. 1368-20: Intermunicipal Collaboration Framework (ICF) Between Smoky Lake County and Thorhild County, for the purpose of adopting the ICF, be given FIRST READING; and proceed in conjunction with Thorhild County to develop an agreement outside of the ICF in respect to road maintenance, which identifies liability and severability, and cost share the fees for legal review of the said agreement at 50/50 with Thorhild County, and engage the mutual Municipal Solicitor: Brownlee LLP to perform the legal review which is to be presented to each respective Council prior to giving Bylaw 1368-20 Second Reading."* Carried.

January 12, 2021 – Thorhild County Council Meeting

- Resolution 18-2021: *"That Council gives first reading to proposed Bylaw 03-2021 for the purpose of adopting an Intermunicipal Collaboration Framework (ICF) between Thorhild County and Smoky Lake County."* Carried.

	<ul style="list-style-type: none"> Resolution 19-2021: <i>“That Council directs Administration to develop an agreement outside of the Intermunicipal Collaboration Framework (ICF), in conjunction with Smoky Lake County administration, pertaining to road maintenance, identification of liability and severability, and to have said agreement be presented to each respective Council prior to giving the ICF second and third reading”</i> Carried. <p>March 17, 2021</p> <ul style="list-style-type: none"> Smoky Lake County Administration received a legal-vetted proposed Road Use Agreement which has been brought forward to the March 25, 2021 Smoky Lake County Council Meeting for consideration. <p>March 23, 2021 – Thorhild County Council Meeting</p> <ul style="list-style-type: none"> Consideration of Second and Third Readings of the ICF Bylaw. <p>ATTACHMENTS:</p> <ul style="list-style-type: none"> Proposed Thorhild County – Smoky Lake County ICF Bylaw © ATTACHMENT 1 Letter from Deputy Minister Wynnyk dated September 22, 2020 © ATTACHMENT 2
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CORRELATION TO BUSINESS (STRATEGIC) PLAN

- Values:** Integrity, Sustainability/Stability, Pride, Fairness, Freedom
- Vision:** Leading the way in positive growth with healthy, sustainable, rural living.
- Mission:** Smoky Lake County strives for collaboration and excellence in the provision of transparent and fiscally responsible governance and services.
- Governance:** Develop Intermunicipal Collaborative Frameworks: Q4 2018 – Q2 2020

<p>LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS</p>	<p><u>Municipal Government Act RSA 2000, Ch. M-26.</u></p> <p style="text-align: center;">Part 17.2 Intermunicipal Collaboration</p> <p>Definitions</p> <p>708.26(1) In this Part,</p> <p style="padding-left: 40px;">(a) “arbitrator” means a person who is chosen as an arbitrator under section 780.35;</p> <p style="padding-left: 40px;">(b) “framework” means an intermunicipal collaboration framework entered into between 2 or more municipalities in accordance with this Part, and includes any amendments to a framework;</p> <p style="padding-left: 40px;">(c) “servicing plan” means the servicing plan, if any, required by a regulation under section 708.02.</p> <p>(2) A reference in this Part to a municipality includes an improvement district.</p> <p>Purpose</p> <p>708.27 The purpose of this Part is to provide for intermunicipal collaboration frameworks among 2 or more municipalities</p> <p style="padding-left: 40px;">(a) to provide for the integrated and strategic planning,</p>
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delivery and funding of intermunicipal services,

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

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

Division 1
Intermunicipal Collaboration Framework

Framework is mandatory

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

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

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

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

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

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

Contents of the framework

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

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

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

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

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

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

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

ALSA regional plan.

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

Court order to comply

708.291 If a municipality that is party to an intermunicipal collaboration framework fails to participate in the dispute resolution process set out in the framework or fails to comply with an agreement reached by the parties as a result of that process, any other party to the framework may apply to the Court of Queen's Bench for an order directing the municipality to comply with the process or agreement.

Conflict or inconsistency

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

Term and review

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

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

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

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

Participation by Indian Bands and Metis settlements

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

Method of creating framework

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

(2) Repealed 2019 c22 s10(35).

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

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

**Division 2
Arbitration**

Application

708.34 This Division applies to municipalities that are required under section 708.28(1) to create a framework where

(a) the municipalities are not able to create the framework within the time required under section 708.28,

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

(c) the municipalities

(i) have an intermunicipal framework,

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

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

Arbitration

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

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

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

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

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

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

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

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

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

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

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

Role of arbitrator

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

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

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

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

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

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

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

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

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

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

(7) An arbitrator must not make an award

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

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

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

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

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

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

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

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

Matters to be considered by an arbitrator

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

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

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

(c) equitable sharing of costs among municipalities,

(d) environmental concerns within the municipalities,

(e) the public interest, and

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

Municipalities must adopt framework and amend bylaws

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

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

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

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

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

Costs of arbitrator

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

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

Remuneration of experts

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

Minister may make orders

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

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

Measures to ensure compliance with award

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

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

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


(a) suspending the authority of a council to make bylaws in respect of any matter specified in the order;

(b) exercising bylaw-making authority in respect of all or any of the matters for which bylaw-making authority is suspended under clause (a);

(c) removing a suspension of bylaw-making authority, with or without conditions;

(d) withholding money otherwise payable by the Government to the municipality pending compliance with an order of the Minister;

(e) repealing, amending and making policies and procedures with respect to the municipality;

		(f) suspending the authority of a development authority or subdivision authority and providing for a person to act in its place pending compliance with conditions specified in the order;
		(g) requiring or prohibiting any other action as necessary to ensure that the municipality complies with the framework.
BENEFITS	<ul style="list-style-type: none"> • Compliance with legislation • Avoid Arbitration • Formalization of existing agreements between the two municipalities • Framework for future collaboration and dispute resolution 	
DISADVANTAGES	<ul style="list-style-type: none"> • Nil. 	
ALTERNATIVES	<ul style="list-style-type: none"> • Take no action, or • Defer 	
FINANCE/BUDGET IMPLICATIONS		
Operating Costs:	_____	Capital Costs: _____
Budget Available:	_____	Source of Funds: _____
Budgeted Costs:	_____	Unbudgeted Costs: _____
INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS	<ul style="list-style-type: none"> • Proposed Bylaw 1368-20 would establish a framework for collaboration, dispute resolution, & arbitration with our neighbor Thorhild County. • Municipalities which do not complete a mandatory ICF before April 1, 2021 will be subject to arbitration. • Smoky Lake County's municipal boundary with Thorhild County is our longest, at ~65 km. 	
COMMUNICATION STRATEGY	<ul style="list-style-type: none"> • Grapevine 	
RECOMMENDATION		
<ol style="list-style-type: none"> 1. That Smoky Lake County Council give Bylaw 1368-20: A Bylaw for the Purposes of Adopting an Intermunicipal Collaboration Framework (ICF) Between Smoky Lake County and Thorhild County, SECOND READING. 2. That Smoky Lake County Council give Bylaw 1368-20: A Bylaw for the Purposes of Adopting an Intermunicipal Collaboration Framework (ICF) Between Smoky Lake County and Thorhild County, THIRD AND FINAL READING. 		
CHIEF ADMINISTRATIVE OFFICER		

SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO. 1368-20

BEING A BYLAW OF SMOKY LAKE COUNTY IN THE PROVINCE OF ALBERTA FOR THE PURPOSE
OF ADOPTING THE SMOKY LAKE COUNTY AND THORHILD COUNTY INTERMUNICIPAL
COLLABORATION FRAMEWORK.

WHEREAS, pursuant to the *Municipal Government Act*, R.S.A. 2000 c. M-26 Section 708.28(1) as amendments thereto, mandates that municipalities which share a common boundary must create an Intermunicipal Collaboration Framework with one another;

AND WHEREAS, pursuant to the *Municipal Government Act*, R.S.A. 2000 c. M-26 Section 708.29 as amended thereto, establishes the content of a framework that must and may be considered, including identification of the services provided by each municipality, which services are best provided on an intermunicipal basis, and how services provided on an intermunicipal basis will be delivered and funded;

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

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

NOW THEREFORE, be it resolved that the Council of Smoky Lake County in the Province of Alberta, duly assembled hereby enacts as follows:

THAT the **Intermunicipal Collaboration Framework** between **Smoky Lake County** and **Thorhild County** be adopted as per the attached **"Schedule A"** forming part of this Bylaw.

EFFECTIVE DATE

This Bylaw shall come into force and effect on the final date of passing thereof.

READ A **FIRST TIME** IN COUNCIL THIS 10th day of **DECEMBER**, AD **2020**.

Reeve

S E A L

Chief Administrative Officer

READ A **SECOND TIME** IN COUNCIL THIS ___th day of _____, AD **2021**.

READ A **THIRD AND FINAL TIME**, THIS, ___th day of _____, AD **2021**.

Reeve

S E A L

Chief Administrative Officer

Municipality	Date/Motion	BYLAW
Smoky Lake County		Bylaw No. 1368-20
Thorhild County		Bylaw No. 03-2021

SCHEDULE 'A'

INTERMUNICIPAL COLLABORATION FRAMEWORK BETWEEN



SMOKY LAKE COUNTY

AND



THORHILD COUNTY

PREAMBLE

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

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

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

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

PART ONE: DEFINITIONS

1.1 In this Framework, words have the same meanings as set out in the *Municipal Government Act*, except that:

1.1.1 "**Committee**" means the Intermunicipal Committee established in Section 3 of this Framework.

1.1.2 "**Framework**" means this intermunicipal collaboration framework entered into by the Parties pursuant to part 17.2 of the *Municipal Government Act*.

1.1.3 "**Parties**" means Smoky Lake County and Thorhild County, and "**Party**" means any one of them.

1.1.4 "**Service Agreement**" means a legally binding agreement such as a Contract, Agreement or Memorandum of Understanding that is signed by both Parties.

1.1.5 The word "**shall**" is interpreted as meaning an obligatory direction.

PART TWO: TERM AND REVIEW

2.1 In accordance with the *Municipal Government Act*, this Framework shall come into

force on the passing of bylaws by the Parties that contain this Framework.

2.2 This Framework may be amended by mutual consent of the Parties and shall come into force on the passing of bylaws by the Parties that contain the Framework as amended.

2.3 It is agreed that the Parties shall:

2.3.1 meet at least once every five (5) years, or

2.3.2 upon request by either Party, commencing no earlier than 90 calendar days and no later than 180 calendar days after a municipal election

to review the terms and conditions of this Framework.

PART THREE: INTERMUNICIPAL COOPERATION

3.1 The Parties hereby establish a recommending body to be known as the Intermunicipal Committee.

3.2 The Committee shall consist of all qualified elected officials from each Party.

3.3 The quorum of the Committee is three (3) elected officials from each Party.

3.4 Annually, or when an Intermunicipal Committee Meeting is called, the Committee Membership shall elect a Chair and Vice-Chair for the ensuing year.

3.5 The mandate of the Committee shall be to develop recommendations to the respective Councils of the Parties regarding intermunicipal service delivery and funding.

3.6 The Committee will meet on an as required basis.

3.7 The Chief Administrative Officers or designate(s) of each Party will be advisory staff to the Committee and responsible to develop agendas and recommendations on all matters. The Chief Administrative Officers or designate(s) will be responsible for forwarding all recommendations from the Committee to their respective Councils.

3.8 A Party may request a meeting of the Committee by giving at least thirty (30) calendar days' notice. Meeting requests will be directed to the Chief Administrative Officer for the respective Party.

PART FOUR: GENERAL TERMS

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

PART FIVE: INTERMUNICIPAL SERVICE PROVISION

5.1 In congruence with the *Municipal Government Act*, the following section outlines the level of shared service provision between Smoky Lake County and Thorhild County:

5.1.1 Emergency Services:

Smoky Lake County and Thorhild County have a Mutual Aid Fire Agreement in place for mutual fire aid assistance to each party on an as-needed basis. Where a call is received or confirmed by the Requesting Party's Authorized

Representative and Supplying Party provides Assistance, the Requesting Party shall compensate a Supplying Party for all applicable labour and equipment as per schedule "C" of the Agreement.

5.1.2 Transportation Services:

Smoky Lake County and Thorhild County provide Grader Operation Service within each respective boundary for Road Maintenance. This will be outlined in an Agreement to be developed and agreed to by both Parties. This Agreement does not form part of this ICF.

5.1.3 Other Services:

5.1.3.1 Intermunicipal Development Plan (IDP):

In accordance with motions adopted by Smoky Lake County Council and Thorhild County Council, the Parties agreed not to adopt an Intermunicipal Development Plan at this time.

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

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

PART SIX: COLLABORATION PROCESS

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

- 6.9 All future Service Agreements shall set out a time frame for the delivery of the service(s) been discussed including the start date of the service delivery.
- 6.10 In the event that the Intermunicipal Committee is unable to reach an agreement, the dispute shall be dealt with through the procedure outlined within Section 7 of this document.

PART SEVEN: DISPUTE RESOLUTION

- 7.1 The Parties commit to resolving any disputes under the Intermunicipal Collaboration Framework in a non-adversarial, informal and cost-efficient manner.
- 7.2 The Parties agree to make all reasonable efforts to resolve any disputes by negotiation and agree to provide open and timely disclosure of relevant facts, information and documents to facilitate negotiations.
- 7.3 In the event of a dispute, the Parties agree that they shall undertake a process to promote the resolution of the dispute in the following order:
- 5.1.3.1 negotiation;
 - 7.3.2 mediation; and
 - 7.3.3 binding arbitration.
- 7.4 If any dispute arises between the Parties regarding the interpretation, implementation or application of this Framework or any contravention or alleged contravention of this Framework, the dispute will be resolved through the binding dispute resolution process outlined herein.
- 7.5 If the dispute resolution process is invoked, the Parties shall continue to perform their obligations described in this Framework until such time as the dispute resolution process is complete.
- 7.6 Despite section 7.4, where an existing intermunicipal agreement has a binding dispute resolution process included in said intermunicipal agreement, the dispute resolution process in the existing intermunicipal agreement shall be used instead of the dispute resolution process outlined in this Framework.
- 7.7 A Party shall provide written notice, to the other Party, of a dispute, and outline in reasonable detail the relevant information concerning the dispute. Within thirty (30) days following receipt of the written notice, the Councils of the Parties shall meet and attempt to resolve the dispute through discussion and negotiation, unless a time extension is mutually agreed to by the Parties' respective Chief Administrative Officers. If the dispute is not resolved within sixty (60) days of the receipt of the written notice, the negotiations shall be deemed to have failed.
- 7.8 If the Parties cannot resolve the dispute through negotiation within the prescribed time period, then the dispute shall be referred to mediation.
- 7.9 Either Party shall be entitled to provide the other Party with a written mediation notice specifying:
- 7.9.1 The subject matters remaining in dispute, and the details of the matters in dispute that are to be mediated;
 - 7.9.2 The nomination of an individual to act as the mediator.

- 7.10 The Parties shall, within thirty (30) days of the receipt of the mediation notice, jointly nominate or agree upon a mediator.
- 7.11 Where a mediator is appointed, the Parties shall submit in writing, their dispute to the mediator and afford the mediator access to all records, documents and information the mediators may reasonably request. The Parties shall meet with the mediator at such reasonable times as may be required and shall, through the intervention of the mediator, negotiate in good faith to resolve their dispute. All proceedings involving a mediator are agreed to be without prejudice and the fees and expenses of the mediator and the cost of the facilities required for mediation shall be shared equally between the municipalities.
- 7.12 In the event that:
- 7.12.1 The Parties do not agree on the appointment of a mediator within thirty (30) days of the receipt of the mediation notice; or
 - 7.12.2 The mediation is not completed within sixty (60) days after the appointment of the mediator; or
 - 7.12.3 The dispute has not been resolved in ninety (90) days from the date of receipt of the mediation notice;
- either Party may by notice to the other Party, withdraw from the mediation process and in such event, the dispute shall be deemed to have failed to be resolved by mediation.
- 7.13 If mediation fails to resolve the dispute, the dispute shall be submitted to binding arbitration. Either of the Parties may provide the other Party with a written arbitration notice specifying:
- 7.13.1 the subject matters remaining in dispute and the details of the matters in dispute that are to be arbitrated; and
 - 7.13.2 the nomination of an individual to act as an arbitrator.
- 7.14 Within thirty (30) days following the receipt of the written arbitration notice, the other Party shall, by written notice, advise as to which matters stated in the arbitration notice it accepts and disagrees with, advise whether it agrees with the resolution of the disputed items by arbitration, and advise whether it agrees with the arbitrator selected by the initiating Party or provide the name of one arbitrator nominated by that other Party.
- 7.15 The Parties shall, within thirty (30) days of the receipt of the written arbitration notice, jointly nominate or agree upon an arbitrator.
- 7.16 Should the Parties fail to agree on a single arbitrator within the prescribed time period, then either Party may apply to a Justice of the Court of Queen's Bench of Alberta to have an arbitrator appointed.
- 7.17 The terms of reference for arbitration shall be those areas of dispute referred to in the written notice of arbitration and the respondent Party's response thereto.
- 7.18 The Arbitration Act (Alberta), as amended from time to time, shall apply to arbitration proceedings commenced pursuant to this Framework.
- 7.19 The arbitrator shall proceed to hear the dispute within sixty (60) days of being appointed and shall further proceed to render a written decision concerning the dispute forthwith.

- 7.20 The arbitrator's decision is final and binding upon the Parties subject only to the Parties' right to seek judicial review by the Court of Queen's Bench on a question of jurisdiction.
- 7.21 If the Parties do not mutually agree on the procedure to be followed, the arbitrator may proceed to conduct the arbitration on the basis of documents or may hold hearings for the presentation of evidence and for oral argument.
- 7.22 Subject to the arbitrator's discretion, hearings held for the presentation of evidence and for argument are open to the public.
- 7.23 If the arbitrator establishes, pursuant to Section 7.22, that hearings are open to the public, the arbitrator, at its sole discretion, may solicit written submissions. If the arbitrator requests written submissions, they must be considered in the decision.
- 7.24 The fees and expenses of the arbitrator and the cost of the facilities required for arbitration shall be shared on a proportional basis by the Parties that are parties to the Framework, as set out in Section 7.25.
- 7.25 Each Party's portion of the arbitration costs shall be equally shared fifty-fifty (50%-50%). This share will remain for the duration of the term of this Framework.
- 7.26 On conclusion of the arbitration and issuance of an order, the arbitrator must proceed to compile a record of the arbitration and give a copy of the record to each of the Parties.

PART EIGHT: CORRESPONDENCE

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

8.1.1 In the case of Smoky Lake County to:

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

8.1.2 In the case of Thorhild County to:

**Thorhild County
c/o Chief Administrative Officer
Box 10, Thorhild, AB T0A 3J0**

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

IN WITNESS THEREOF the Parties have affixed their corporate seals as attested by the duly authorized signing officers of the Municipalities as of the first day above written.

SMOKY LAKE COUNTY, Bylaw Number: 1368-20

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



Craig Lukinuk
Reeve

SEAL

Gene Sobolewski
Chief Administrative Officer

THORHILD COUNTY, Bylaw Number: 03-2021

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



Kevin Grumetza
Reeve

SEAL

Paul Hanlan
Chief Administrative Officer



Deputy Minister
 18th Floor, Commerce Place
 10155 - 102 Street
 Edmonton, Alberta T5J 4L4
 Canada
 Telephone 780-427-4826
 Fax 780-422-9561

AR101854

September 22, 2020

Dear Chief Administrative Officer:

With the revised April 1, 2021, completion date for intermunicipal collaboration frameworks (ICFs) and intermunicipal development plans (IDPs) approaching, I want to thank you for your municipality's ongoing work on this important initiative. The next several months will be a critical time as we near the legislated deadline.

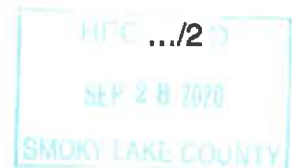
Intermunicipal Collaboration Frameworks

Our records indicate that your municipality has not completed all of its mandatory ICFs. If you have completed ICFs that you have not yet notified the ministry about, please send notification to icf@gov.ab.ca with a copy to Assistant Deputy Minister, Gary Sandberg at gary.sandberg@gov.ab.ca.

If you are still in the process of finalizing ICFs and IDPs with municipal neighbours, I want to reiterate the following information that may help with their completion. Municipalities remain able to fully negotiate the details of an acceptable agreement by April 1, 2021. I encourage municipalities that still have areas of disagreement to consider seeking additional support, such as mediation. I am pleased to note that intermunicipal mediations over the last 20 years have had very high success rates.

Alternatively, in order to meet the legislated timeline, two municipalities with remaining areas of disagreement could complete an ICF with a commitment to resume negotiations on the services within a specified timeline. For example, an ICF would state the maintenance of existing intermunicipal arrangements for a set period (e.g., one to two years), and commit to renegotiation of the terms of the specific service(s) within the specified period. This would allow the legislated deadline to be met and ensure mandatory arbitration is not triggered.

If an ICF is not completed by April 1, 2021, the municipalities will be required to jointly select an arbitrator; if they cannot agree, they can request the Minister appoint an arbitrator. The costs of an arbitration will be borne fully by the municipalities.



- 2 -

There have been a number of inquiries to the ministry with respect to services delivered by third parties, such as library boards, regional services commissions, the RCMP, and the provincial government. Services delivered by third parties should not be included in ICFs, as the municipalities do not govern or operate these services directly. Conversely, an intermunicipal service operated by a municipality, such as a peace officer service, is required to be included in an ICF.

Intermunicipal Development Plans

Recent amendments to the *Municipal Government Act* have streamlined IDP requirements. Municipalities can now opt out of completing an IDP as long as the parties agree that one is not required. If one or both municipalities believe an IDP is required, the IDP must be in place by April 1, 2021. Please note that mediation may also benefit the negotiations of IDPs. If an IDP is determined to be required and is not completed by April 1, 2021, the Minister must refer the dispute to the Municipal Government Board for recommendations, and may subsequently order the municipalities to establish an IDP in accordance with those recommendations.

Timeline Extension Requests

Municipal Affairs is generally not prepared to support extensions to the ICF/IDP deadline, except in exceptional circumstances, or where municipalities simply need an additional one to two months to complete the process. I encourage all municipalities to act accordingly in order to avoid arbitration. Requests for extensions will only be considered if both municipalities indicate their support by council resolution.

Ministry Supports

The ministry remains steadfast in its support for municipalities in completing the first cycle of ICF/IDPs. If your municipality needs advice on the technical requirements, or is interested in facilitation or mediation support to complete ICFs or IDPs, please contact the Intermunicipal Relations team toll-free at 310-0000, then 780-427-2225, or at icf@gov.ab.ca.

.../3

- 3 -

I wish to close with my hope that municipalities will, to every extent possible, complete ICFs and IDPs locally, proactively, and in a spirit of good faith and collaboration by the legislated deadline. Both mandatory arbitration for ICFs and review of the Municipal Government Board for IDPs are important contingencies; however, locally and autonomously developed ICFs and IDPs is the Government of Alberta's preferred outcome. As such, I encourage your municipality to progress with openness to reasonable compromise and a willingness to access advice and supports where needed.

I wish you every success in completing this important work.

Sincerely,

A handwritten signature in black ink, appearing to read "P. Wynnyk".

Paul Wynnyk
Deputy Minister

REQUEST FOR DECISION

DATE

March 25, 2021

4.4

TOPIC

2020 Safety Codes Audit – Joint Accreditation No. J000148**PROPOSAL**

- To accept for information the 2020 Safety Codes Audit for Joint Accreditation No. J000148, covering the period beginning October 1, 2019, and ending on September 30, 2020, and to instruct administration to comply with the Audit's recommendations.

BACKGROUND

- **January 1, 2020 – Email from Peter Thomas, Administrator of Accreditation, Safety Codes Council**
The Planning and Development Manager received an email on January 1, 2020, from Peter Thomas, informing Smoky Lake County that it had been selected to be audited by the Safety Codes Council. This Audit replaces the Annual Internal Review that the County is required to submit every year.
- **June 8, 2020 – Email from Peter Thomas, Administrator of Accreditation, Safety Codes Council Re: 2020 Audit Delay**
The Planning and Development Manager received an email on January 1, 2020, from Peter Thomas, informing Smoky Lake County that the 2020 Audit had been delayed due to the ongoing COVID-19 pandemic. The County was informed that the Council was considering an alternative method for conducting the Audit due to the ongoing pandemic.
- **November 23, 2020 – Email from Line Joyal, Audit Associate, Safety Codes Council Re: 2020 Audit Date**
The Planning and Development Manager received an email on January 1, 2020, from Line Joyal, informing the County that the 2020 Safety Codes Audit would take place between January 11-15, 2021. The Planning and Development Manager attended a series of meetings during this week and provided the requested information to the Safety Codes Council and answered their questions regarding the provided information.
- **March 3, 2021 – Audit Report Received © Attachment 1**
The Planning and Development Manager received a copy of the Audit Report on March 3, 2021. The report included the following recommendations:
 - "The Municipalities will enhance their procedure to identify permits that have reached their expiration date or exceeded a reasonable timeframe of the work since last activity; and that an action is initiated to extend, expire, or determine the status of the work as per the permit conditions and Permit Regulation."
 - "The Municipalities will maintain records of all Quality Management Plan training and make them available to the Council upon request."
 - "The Municipalities will collect the required information and advise the Council on the resolution or file closure for these outstanding orders." (The Audit identified two outstanding "orders of compliance" (one in Smoky Lake County and one in the Town of Smoky Lake) that are in compliance with the *Safety Codes Act* but are currently outstanding).
 - "The issued permit must contain all imposed terms and applicable conditions as information for the applicant as outlined in the Quality Management Plan and/or Permit Regulation."
 - "The Municipalities will ensure all required information is collected and documented prior to permit issuance and a final inspection conducted as per regulations and the Quality Management Plan."
 - "A safety codes officer will, for each inspection required by the Quality Management Plan, complete an inspection report noting safety codes officer's designation of power number, a complete description of the work ion place at the time of inspection, and a description on how the previous recorded deficiencies were resolved."

CORRELATION TO BUSINESS (STRATEGIC) PLAN	
LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS	Safety Codes Act
BENEFITS	<ul style="list-style-type: none"> • Accepting the recommendations made in the Audit Report and putting them into practice will ensure that the County is providing a streamlined, efficient and convenient Safety Codes permitting process to County ratepayers. • Accepting the recommendations will ensure that Smoky Lake County is providing excellent customer service while also fulfilling its duties and responsibilities as an Accredited Agency.
DISADVANTAGES	<ul style="list-style-type: none"> • Nil
ALTERNATIVES	<ul style="list-style-type: none"> • Ignore the recommendations of the Audit Report and continue with business-as-usual.
FINANCE/BUDGET IMPLICATIONS	
Operating Costs: _____	Capital Costs: _____
Budget Available: _____	Source of Funds: _____
Budgeted Costs: _____	Unbudgeted Costs: _____
INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS	As the managing partner of the Safety Codes Services Agreement, Smoky Lake County will work with the Town of Smoky Lake, the Village of Waskatenau and the Village of Vilna and the region's Safety Codes Act Officers to implement the recommendations made by the Safety Codes Council.
COMMUNICATION STRATEGY	Nil
RECOMMENDATION	
RECOMMENDATION: That Smoky Lake County accept for information the 2020 Safety Codes Audit for Joint Accreditation No. J000148, covering the period beginning October 1, 2019, and ending on September 30, 2020, and to instruct administration to comply with the Audit's recommendations.	
CHIEF ADMINISTRATIVE OFFICER	<i>[Signature]</i> for CAO



March 3, 2021

Mr. Jordan Ruegg
Manager of Planning and Development /
QMP Manager - J000148
SMOKY LAKE COUNTY
4612 McDougall Drive, Box 310
Smoky Lake, AB T0A 3C

Dear Mr. Ruegg:

RE: Safety Codes Council Audit of the Building, Electrical, Plumbing, and Gas Disciplines for the Period of October 1, 2019 to September 30, 2020

As you are aware, the Safety Codes Council (the "Council") conducted an audit of Smoky Lake County, Town of Smoky Lake, Village of Waskatenau, and Village of Vilna's (the "Municipalities") permitting and inspection services in the building, electrical, plumbing, and gas disciplines on January 11–14, 2021. The audit has been completed and filed with the Council. An executive summary of the audit, along with a copy of the report, is included for your reference and use.

The Council recognizes that the Municipalities have addressed the recommendations and made significant improvements in managing the safety codes operation within their jurisdiction since the last audit.

We would appreciate receiving your comments and plans to address the observations and recommendations included in the executive summary by **June 1, 2021**.

On behalf of the Council, I thank the Municipalities and staff for their cooperation. Should you have any questions, please feel free to contact me.

Sincerely,

Cristian Nadeau
Audit Manager

Direct: 780.392.1371
Email: Cristian.Nadeau@safetycodes.ab.ca

Enclosures

cc: Peter Thomas, Administrator of Accreditation, Safety Codes Council



500, 10405 Jasper Avenue
Edmonton, AB T5J 3N4
(780) 413-0099

EXECUTIVE SUMMARY

March 2021

J000148 - Smoky Lake County, Town of Smoky Lake,
Village of Waskatenau, and Village of Vilna (BEPG)

The Safety Codes Council (the “Council”), in administering its responsibilities and duties under the *Safety Codes Act*, audits the provision of permitting and inspection services by accredited municipalities. Audits assess the administration and delivery of these services against an accredited municipality’s approved Quality Management Plan and other requirements established in legislation or Council policy.

The process is intended to assist accredited municipalities with meeting the requirements of their accreditation and enhancing or refining the services provided to Albertans. Overall, the audits help provide an objective and unbiased assessment of performance, effectiveness, and risk associated with the broader provincial safety codes system.

The Council audit process takes the following into consideration:

- overall quality management of accredited municipalities;
- administration of permitting and inspection services provided by accredited municipalities under their approved Quality Management Plan;
- certification and practices of safety codes officers and permit issuers;
- processes supporting the issuance of orders or variances and the delivery of other safety codes services; and
- administration of safety codes fees and levies.

This audit was conducted on January 11–14, 2021, focusing on Smoky Lake County, Town of Smoky Lake, Village of Waskatenau, and Village of Vilna’s (the “Municipalities”) joint accreditation in the building, electrical, plumbing, and gas disciplines for the period of October 1, 2019 to September 30, 2020. The audit took the following into consideration:

- previous audit of the Municipalities’ building, electrical, plumbing, and gas accreditations;
- open and closed safety codes permits reported under this audit;
- orders of compliance and variances/alternative solutions reported under this audit; and
- roles and responsibilities of those who provide services in these disciplines.

The auditors found some items requiring corrections which recommendations for implementation are included in this report.

Please note, recommendations of the auditor and/or Council’s representative are to be implemented by the municipalities as defined by the Quality Management Plan. Where recommendations are made, actions are required. Suggestions, however, provide guidance from the auditor to improve current processes, documents, etc.

Following is a summary of the observations from the audit:

1. PERFORMANCE

The Municipalities have a process in place to monitor the effectiveness and timeliness of safety codes services. As part of their monitoring program, the Municipalities and their contracted agency use eSITE to provide safety codes services, track permits progress, and retain compliance monitoring documents. In addition, the Municipalities are having ongoing meetings with all members to review the administration of the Quality Management Plan and services provided in individual jurisdiction, as well as, regular meetings and/or discussions with their contracted safety codes officers.

Based on the files reviewed, the auditors found cases in the electrical, and plumbing disciplines where the progress of the permit has exceeded the terms of the permit without documented monitoring or extension being requested or granted.

In addition, although there is no expiry date indicated in the electrical, plumbing and gas permit, the Municipalities and their contracted agency monitor the permits following one year from the date of issuance and extend the permits if required. The Municipalities' representative indicated that they are planning to set an expiry date for all disciplines permits in the near future.

Recommendation: The Municipalities will enhance their procedure to identify permits that have reached their expiration date or exceeded a reasonable timeframe of the work since last activity; and that an action is initiated to extend, expire, or determine the status of the work as per the permit conditions and Permit Regulation.

2. QUALITY MANAGEMENT TRAINING

The auditors found training records related to the administration of the Quality Management Plan for the contracted agency; however, no training records were found for municipal staff. This training allows safety codes officers and other involved staff to understand their roles and responsibilities when administering the *Safety Codes Act*.

Recommendation: The Municipalities will maintain records of all Quality Management Plan training and make them available to the Council upon request.

3. ORDERS

There were two orders of compliance reviewed under this audit. One is in Smoky Lake County and the other is in the Town of Smoky Lake. Both appeared compliant with the *Safety Codes Act*, however, were found to be currently outstanding. The joint accreditation's Quality Management Plan Manager is following up on both and will advise the Council of the outcome.

Recommendation: The Municipalities will collect the required information and advise the Council on the resolution or file closure for these outstanding orders.

4. INFORMATION COLLECTION

Based on the permit applications and issued permits reviewed, the information requested or collected as part of the permitting process is regularly captured and provided. However, the auditors found that the building permits did not include or refer to the permit conditions detailed in the plans review report.

Recommendation: The issued permit must contain all imposed terms and applicable conditions as information for the applicant as outlined in the Quality Management Plan and/or Permit Regulation.

5. CONSTRUCTION DOCUMENTS REVIEW

A construction document review is required as per Schedule C.1 Building.

This review was always completed within 15 days of permit issuance and complete documents found on file. The required construction documents were received prior to building permit issuance; however, of the files reviewed in the building discipline, there was one case where the required professional involvement C schedules were not received and maintained prior to conducting the final inspection and closing the file.

Recommendation: The Municipalities will ensure all required information is collected and documented prior to permit issuance and a final inspection conducted as per regulations and the Quality Management Plan.

6. SITE INSPECTIONS AND REPORTS

The auditors found the inspection process in the building, electrical, plumbing, and gas disciplines to be meeting the Quality Management Plan's requirements; however, there were


- cases where the inspection report was missing required information such as a complete description of work in place at time of inspection and the safety codes officer's designation of power number; and
- cases where subsequent inspection reports did not describe whether previously recorded deficiencies have been resolved.

Recommendation: A safety codes officer will, for each inspection required by the Quality Management Plan, complete an inspection report noting safety codes officer's designation of power number, a complete description of the work in place at the time of inspection, and a description on how the previous recorded deficiencies were resolved.

The auditors concluded that the Municipalities, their staff, and contracted accredited agency are providing services in the building, electrical, plumbing, and gas disciplines with integrity and reasonableness in meeting with the intent of the *Safety Codes Act* and the approved Quality Management Plan.

The Municipalities indicated support from management and elected officials towards safety codes operations and their commitment to improvements. We thank Smoky Lake County, Town of Smoky Lake, Village of Waskatenau and Village of Vilna for their commitment to safety and their involvement and support in conducting this audit. We look forward to working with you in the future.

SAFETY CODES COUNCIL


Cristian Nadeau
Audit Manager



500, 10405 Jasper Avenue
Edmonton, AB T5J 3N4
(780) 413-0099

Safety Codes Council
Audit

Joint Accreditation No. J000148

**Smoky Lake County
Town of Smoky Lake
Village of Waskatenau
Village of Vilna**

Respecting the administration of the *Safety Codes Act*
under Accreditation Orders 1269, 1268, 1265, and 1266
for building, electrical, plumbing, and gas disciplines.

— AUDIT PERIOD: October 1, 2019 to September 30, 2020 —

Audit Date:

January 11–14, 2021

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SAFETY CODES COUNCIL AUDIT

Overview

ORGANIZATION INFORMATION

Smoky Lake County, Town of Smoky Lake, Village of Waskatenau, and Village of Vilna ("Municipalities") have a combined population of over 5,500, encompassing 284,021 hectares, and are located about 114 kilometres northeast of the City of Edmonton.

AUDIT TEAM

Audit Lead: Denis Deng
Auditor(s): Mark Brodgesell

AUDIT HISTORY

The previous audit of the Municipalities' safety codes operation was conducted by the Safety Codes Council (the "Council") in September 2014 for the period of June 1, 2013 to May 31, 2014.

The Council recognizes that the Municipalities have addressed the recommendations and made significant improvements in managing the safety codes operation within their jurisdiction since that audit.

FILE SELECTION PARAMETERS

The Municipalities reported the following information for the period under audit:

STATUS	PERMIT/FILE	# OF PERMITS/FILES REPORTED	# OF PERMITS/FILES SELECTED
Open	Building	37	3
	Electrical	20	3
	Plumbing	8	1
	Gas	16	2
	Private Sewage	3	1
	TOTAL:	84	10
Closed	Building	34	6
	Electrical	52	5
	Plumbing	16	3
	Gas	53	4
	Private Sewage	13	2
	TOTAL:	168	20

There were two orders of compliance (building) reported and reviewed for the period under audit. There were no variances/alternative solutions reported for the period under audit.

Quality Management Plan Review

SCHEDULE A – SCOPE AND ADMINISTRATION

A.1 SCOPE OF ACCREDITATION

The Municipalities hold accreditation to administer the *Safety Codes Act* in the building, electrical, plumbing, and gas disciplines. The Municipalities' service delivery matches the scope of accreditation as per the approved Quality Management Plan that was in place for the period being audited.

A.2 ADHERENCE TO THE QUALITY MANAGEMENT PLAN

The Municipalities demonstrated an understanding of their responsibilities for ensuring compliance with the Quality Management Plan as accredited organizations.

The Municipalities have a five-year signed contract with the accredited agency The Inspections Group Inc. on file. The contract was effective on January 1, 2017 and will expire on December 31, 2021. The contract does include a transition clause. The contract does address the return of all municipal files upon its termination and the ownership of records related to the services provided under the *Safety Codes Act*.

The Municipalities' Quality Management Plan Manager assisted with the audit. The auditors were assured the Municipalities do maintain an atmosphere of safety codes officer objectivity, free of undue influence.

A.3 POLICY FOR PERSONNEL TRAINING

The Municipalities' representative provided assurance that all safety codes officers have attended the required seminars and renewed their certification as required. This was further confirmed through reviewing the Council's records.

A.4 FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

The Municipalities' representative is aware that all information collected under the *Safety Codes Act* is subject to the *Freedom of Information and Protection of Privacy Act*.

A.5 RECORDS RETENTION AND RETRIEVAL

Through interviewing the Municipalities' representative, the auditors determined that files are retained for a minimum period of three years as indicated in the Quality Management Plan, then archived to the property file.

The Municipalities have a procedure in place to have completed files returned from the agency back to the Municipalities on a monthly basis. The records retention and retrieval process employed by the Municipalities meets the intent of the Quality Management Plan.

A.6 DECLARATION OF STATUS

Of the files reviewed, the auditors concluded the safety codes officers are free from conflict of interest with respect to being the owner, contractor, or designer of the projects being inspected.

A.7 ANNUAL INTERNAL REVIEW

The Quality Management Plan requires accredited municipalities to conduct an annual internal review of their program and provide the Council with a summary of findings and action plans to be implemented.

Management for the joint accreditation has conducted an internal review of their Quality Management Plan program with a summary of findings and action plans submitted to the Council for year 2018.

A.8 REVISIONS

The Quality Management Plan was updated in 2019 with acceptance by the Administrator of Accreditation and an in-force date of November 28, 2019. No changes or updates have been submitted to the Administrator of Accreditation since.

A.9 REVISION CONTROL SYSTEM

The Municipalities do ensure that all staff, safety codes officers, permit issuers, contracted personnel and contracted accredited agencies performing duties under the Quality Management Plan have access to a copy of the plan. The Municipalities do maintain a registry of those that have been provided with a copy of the Quality Management Plan and approved revisions.

SCHEDULE B – SERVICE DELIVERY STANDARDS

B.1 SCOPE OF SERVICES

The Municipalities are aware of their responsibilities for providing compliance monitoring services under the *Safety Codes Act* and the Quality Management Plan.

B.2 PERFORMANCE

The Municipalities have a process in place to monitor the effectiveness and timeliness of safety codes services. As part of their monitoring program, the Municipalities and their contracted agency use eSITE to provide safety codes services, track permits progress, and retain compliance monitoring documents. In addition, the Municipalities are having ongoing meetings with all members to review the administration of the Quality Management Plan and services provided in individual jurisdiction, as well as, regular meetings and/or discussions with their contracted safety codes officers.

Based on the files reviewed, the auditors found cases in the electrical, and plumbing disciplines where the progress of the permit has exceeded the terms of the permit without documented monitoring or extension being requested or granted.

In addition, although there is no expiry date indicated in the electrical, plumbing and gas permit, the Municipalities and their contracted agency monitor the permits following one year from the date of issuance and extend the permits if required. The Municipalities' representative indicated that they are planning to set an expiry date for all disciplines permits in the near future.

Recommendation: The Municipalities will enhance their procedure to identify permits that have reached their expiration date or exceeded a reasonable timeframe of the work since last activity; and that an action is initiated to extend, expire, or determine the status of the work as per the permit conditions and Permit Regulation.

B.3 PERSONNEL

The Municipalities do maintain a registry of all contracted safety codes officers with their level(s) of certification and designation of powers. Based on the permits reviewed, the agency's safety codes officers are designated and certified to the correct level for the work completed.

B.4 QUALITY MANAGEMENT PLAN TRAINING

The auditors found training records related to the administration of the Quality Management Plan for the contracted agency; however, no training records were found for municipal staff. This training allows safety codes officers and other involved staff to understand their roles and responsibilities when administering the *Safety Codes Act*.

Recommendation: The Municipalities will maintain records of all Quality Management Plan training and make them available to the Council upon request.

Suggestion: The Municipalities could consider having all staff members involved with the safety codes operations complete the Quality Management Plan training currently offered by the Council.

B.5 RECORDS

The Municipalities do maintain a file system for all records associated with permitting and inspection services and ensure that all files returned by the agency are complete. The Municipalities use eSITE to maintain records of permitting and inspection activities. The auditors confirmed that all permitting activities (closed/open/issued permits), occurred during the period under audit, are recorded completely.

B.6 COUNCIL LEVY

The Municipalities' Quality Management Plan states that the Municipalities will collect the Council levy for each permit issued under the *Safety Codes Act*, and remit those levies to the Council.

The Municipalities' current process is: the contracted agency issues the permits, collects the associated fees, and remits the safety codes levies to the Council on behalf of the municipalities. The auditors confirmed that the agency is remitting correct amount of levies on a monthly basis.

B.7 ORDERS AND VARIANCES

The Municipalities have safety codes officers at the appropriate level, through their contracted agency, who may issue orders and variances in accordance with the *Safety Codes Act*.

There were two orders of compliance reviewed under this audit. One is in Smoky Lake County and the other is in the Town of Smoky Lake. Both appeared compliant with the *Safety Codes Act*, however, were found to be currently outstanding. The joint accreditation's Quality Management Plan Manager is following up on both and will advise the Council of the outcome.

Recommendation: The Municipalities will collect the required information and advise the Council on the resolution or file closure for these outstanding orders.

Compliance Monitoring

GENERAL PERMITTING PROCESS REVIEW

The Municipalities will monitor compliance through a program of permit issuance, plans examination (when applicable), site inspection, follow-up inspections or verification of compliance, and file closure. Certified and designated safety codes officers will provide compliance monitoring in accordance with the *Safety Codes Act*.

While some improvements are recommended, the auditors found that the Municipalities have a well-established safety codes operation. The staff demonstrated integrity and a strong commitment in providing services in the building, electrical, plumbing, and gas disciplines in accordance with the *Safety Codes Act* and the Quality Management Plan.

INFORMATION COLLECTION - PERMITS

The Quality Management Plan requires that certain information be collected as part of the permitting process such as the applicant's, owner's, and contractor's contact information; description of the work to be undertaken; the permit issuer's name, signature, and designation number; and an advisory respecting the collection/use of this information and compliance with the *Freedom of Information and Protection of Privacy Act*.

Based on the permit applications and issued permits reviewed, the information requested or collected as part of the permitting process is regularly captured and provided. However, the auditors found that the building permits did not include or refer to the permit conditions detailed in the plans review report.

Recommendation: The issued permit must contain all imposed terms and applicable conditions as information for the applicant as outlined in the Quality Management Plan and/or Permit Regulation.

CONSTRUCTION DOCUMENT REVIEW

A construction document review is required as per Schedule C.1 Building.

This review was always completed within 15 days of permit issuance and complete documents found on file. The required construction documents were received prior to building permit issuance; however, of the files reviewed in the building discipline, there was one case where the required professional involvement C schedules were not received and maintained prior to conducting the final inspection and closing the file.

Recommendation: The Municipalities will ensure all required information is collected and documented prior to permit issuance and a final inspection conducted as per regulations and the Quality Management Plan.

PLANS REVIEW REPORT

The auditors found the plans review report in the building discipline meets the Quality Management Plan's requirements.

SITE INSPECTIONS AND REPORTS

Under their Quality Management Plan, the Municipalities are required to carry out periodic inspections of construction activity regulated by the *Safety Codes Act*. These inspections are conducted by a safety codes officer who then submits a report of his/her observations to the owner or other appropriate party who can ensure deficiencies are corrected as needed.

These reports are required to contain information that clearly ties permit services to the property and parties responsible. These must also include observations and direction to achieving safety codes compliance.

The type of information required on inspection reports is identified in the Municipalities' Quality Management Plan. Equally important to the inspection process is the follow-up to ensure that deficiencies or unsafe conditions have been addressed.

The auditors found the inspection process in the building, electrical, plumbing, and gas disciplines to be meeting the Quality Management Plan's requirements; however, there were

- cases where the inspection report was missing required information such as a complete description of work in place at time of inspection and the safety codes officer's designation of power number; and
- cases where subsequent inspection reports did not describe whether previously recorded deficiencies have been resolved.

Recommendation: A safety codes officer will, for each inspection required by the Quality Management Plan, complete an inspection report noting safety codes officer's designation of power number, a complete description of the work in place at the time of inspection, and a description on how the previous recorded deficiencies were resolved.

VERIFICATION OF COMPLIANCE

All required verifications of compliance were found on file. Based on the audit, the verification of compliance process meets the intent of the *Safety Codes Act* and Quality Management Plan.

NO-ENTRY POLICY

The Municipalities have a no-entry policy as required by the Quality Management Plan. No concerns were found.

PERMIT SERVICES REPORT

The Permit Services Report is the last step in the permitting process which allows closure of the permit file. This document is issued to the owner by the municipality when all required inspections are completed to the satisfaction of the safety codes officer. The document provides the owner with the final accounting of the safety codes services provided, including any outstanding non-compliance issues that may remain.

The auditors found that all Permit Services Reports were issued within 30 days of completing the compliance monitoring services. Based on the audit, the process meets the intent of the *Safety Codes Act* and Quality Management Plan.

FILES REVIEW

1.0 Open Permits

1.1 BUILDING: Total number of files: 37 Number of files required for the audit: 3

MUNICIPALITY	PERMIT #	OBSERVATIONS
Smoky Lake County	286TIG-18-B0027 286TIG-19-B0002	Permit: Incomplete, it does not include or refer to the permit conditions detailed in the plans review report.
	286TIG-18-B0027	Inspection Reports: Final inspection report missing the safety codes officer's designation of power number.
Town of Smoky Lake	285TIG-19-B0002	Permit: Incomplete, it does not include or refer to the permit conditions detailed in the plans review report.

1.2 ELECTRICAL: Total number of files: 20 Number of files required for the audit: 3

MUNICIPALITY	PERMIT #	OBSERVATIONS
Smoky Lake County	286TIG-18-E0041 286TIG-19-E0024	No concerns found.
Village of Waskatenau	342TIG-20-E0002	No concerns found.

1.3 PLUMBING: Total number of files: 8 Number of files required for the audit: 1

MUNICIPALITY	PERMIT #	OBSERVATIONS
Smoky Lake County	286TIG-20-P0001	No concerns found.

1.4 GAS: Total number of files: 16 Number of files required for the audit: 2

MUNICIPALITY	PERMIT #	OBSERVATIONS
Smoky Lake County	286TIG-20-G0004	No concerns found.
Town of Smoky Lake	285TIG-18-G0005	No concerns found.

1.5 PRIVATE SEWAGE: Total number of files: 3 Number of files required for the audit: 1

MUNICIPALITY	PERMIT #	OBSERVATIONS
Smoky Lake County	286TIG-20-S0006	No concerns found.

2.0 Closed Permits

2.1 BUILDING: Total number of files: 34 Number of files required for the audit: 6

MUNICIPALITY	PERMIT #	OBSERVATIONS
Smoky Lake County	286TIG-18-B0017 286TIG-19-B0003 286TIG-19-B0020 286TIG-19-B0022	Permit: Incomplete, it does not include or refer to the permit conditions detailed in the plans review report.
	286TIG-19-B0003	Inspection Report: Framing inspection report missing the safety codes officer's designation of power number.
	286TIG-18-B0017	Professional Involvement: Missing final C schedules from architectural, electrical and geotechnical registered professionals.
Town of Smoky Lake	285TIG-19-B0007	Permit: Incomplete, it does not include or refer to the permit conditions detailed in the plans review report.
Village of Vilna	332TIG-20-B0001	Permit: Incomplete, it does not include or refer to the permit conditions detailed in the plans review report.

2.2 ELECTRICAL: Total number of files: 52 Number of files required for the audit: 5

MUNICIPALITY	PERMIT #	OBSERVATIONS
Smoky Lake County	286TIG-19-E0006	Permit Conditions: The progress of the permit has exceeded the terms and conditions of the permit without monitoring documented and/or an extension requested and granted.
	286TIG-18-E0010 286TIG-19-E0033	No concerns found.
Town of Smoky Lake	285TIG-20-E0001	No concerns found.
Village of Waskatenau	342TIG-20-E0001	No concerns found.

2.3 PLUMBING: Total number of files: 16 Number of files required for the audit: 3

MUNICIPALITY	PERMIT #	OBSERVATIONS
Smoky Lake County	286TIG-18-P0003	Inspection Report: Final inspection reports did not describe whether previously recorded deficiencies have been resolved, nor the pictures requested provided. Permit Conditions: The progress of the permit has exceeded the terms and conditions of the permit without monitoring documented and/or an extension requested and granted.
	286TIG-18-P0016 286TIG-19-P0002	No concerns found.

2.4 GAS: Total number of files: 53 Number of files required for the audit: 4

MUNICIPALITY	PERMIT #	OBSERVATIONS
Smoky Lake County	286TIG-19-G0010 286TIG-19-G0011 286TIG-19-G0029	No concerns found.
Village of Vilna	332TIG-20-G0001	No concerns found.

2.5 PRIVATE SEWAGE: Total number of files: 13 Number of files required for the audit: 2

MUNICIPALITY	PERMIT #	OBSERVATIONS
Smoky Lake County	286TIG-19-S0003 286TIG-20-S0001	Inspection Report: The description of work is incomplete; it does not describe the work in place/observed at the time of the inspection, which led the safety codes officer to conclude that it was reasonable and meeting the intent of the Private Sewage Disposal System Standard of Practice.

3.0 Orders**3.1 BUILDING: Total number of files: 2 Number of files reviewed for the audit: 2**

MUNICIPALITY	ADDRESS	ORDER DETAILS	OBSERVATIONS
Smoky Lake County	Box 1113, Smoky Lake	Issue Date: Aug. 20, 2019 Applicable Code: ABC 2014 Action to be taken: Stop work	Outstanding order. Waiting for authority having jurisdiction to follow up and file closure.
Town of Smoky Lake	252 White Earth Street	Issue Date: Jan. 5, 2004 Applicable Code: ABC 1997 Action to be taken: Obtain permits	Outstanding order. Waiting for authority having jurisdiction to follow up and file closure.

Restrictions and Limitations

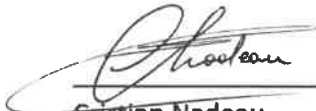
This report was prepared for Smoky Lake County, Town of Smoky Lake, Village of Waskatenau and Village of Vilna's joint accreditation to assist in ensuring that the Municipalities' permitting and inspection system is effective, responsible, and accountable to the people it serves. It is intended that this report is not used for any other purpose.

The audit was performed to examine the permitting process, administration, and service delivery standards on the selected samples and Council's operating levies based on the designed sampling approach. The results derived from the selected samples may not be representative of the entire data population. The audit provides a reasonable assurance that the Municipalities are effectively administering and in compliance with their approved Quality Management Plan.

The Council reserves the right, and is under no obligation, to review and/or revise the contents of this report in light of information which may become available after the date of this report.

Yours truly,

SAFETY CODES COUNCIL




Cristian Nadeau
Audit Manager



Denis Deng
Audit Lead

REQUEST FOR DECISION		DATE	March 25, 2021	4.5
TOPIC	Safety Codes Agency Contract – Request for Proposals			
PROPOSAL	<ul style="list-style-type: none"> To prepare a Request for Proposals (RFP) for Safety Codes Services for Smoky Lake County, the Town of Smoky Lake, the Village of Vilna and the Village of Waskatenau, with Smoky Lake County being the managing partner, and being responsible as the Manager of the Joint Quality Management Plan, and to bring said RFP to a future Intermunicipal Collaboration Committee Meeting for consideration by the partnering municipalities. 			
BACKGROUND	<ul style="list-style-type: none"> February 22, 2021 - Intermunicipal Collaboration Committee (ICC) Meeting Motion 005-21: <i>“That the Smoky Lake Region Intermunicipal Collaboration Committee (ICC) recommend Smoky Lake County as managing partner, in collaboration with the municipal partners: Town of Smoky Lake, Village of Waskatenau and Village of Vilna, proceed to advertise a Request for Proposals (RFP) for providing Safety Codes Services, in respect to Building, Electrical, Plumbing, Gas and Private Sewage Disposal Disciplines, for the period of January 1, 2022, to December 31, 2026, as per the Joint Uniform Quality Management Plan, and as required under the Safety Codes Act; and, engage the Region’s ratepayers who have utilized the current Safety Codes Service provider: The Inspections Group Inc., with a satisfaction survey to assess the quality of services received.”</i> As the managing partner for Safety Codes Services for Smoky Lake County, the Town of Smoky Lake, the Village of Vilna and the Village of Waskatenau, Smoky Lake County is responsible for issuing a Request for Proposals for Safety Codes Services for the partnering municipalities. The current Safety Codes Services Agreement with The Inspections Group Inc. expires on December 31, 2021. A Request for Proposals for a Safety Codes Services Agreement is necessary as the value of the services provided under the Agreement will exceed the \$75,000.00 procurement threshold. 			
CORRELATION TO BUSINESS (STRATEGIC) PLAN				
LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS	<p>Municipal Government Act Section 248</p> <p>(1) A municipality may only make an expenditure that is</p> <ul style="list-style-type: none"> (a) included in an operating budget, interim operating budget or capital budget or otherwise authorized by council, (b) for an emergency, or (c) legally required to be paid. <p>(2) Each council must establish procedures to authorize and verify expenditures that are not included in a budget.</p> <p>New West Partnership Trade Agreement Article 14: Procurement</p> <p>1. Further to Articles 3 and 4, Parties will provide open and non-discriminatory access to procurements of the following government entities:</p>			

	<p>(c) regional, local, district or other forms of municipal government, school boards, publically-funded academic, health and social service entities, as well as any corporation or entity owned or controlled by one or more of the preceding entities where the procurement value is:</p> <ul style="list-style-type: none"> (i) \$75,000 or greater for goods; (ii) \$75,000 or greater for services; or (iii) \$200,000 or greater for construction. <p>3. Parties shall ensure that government entities post tender notices for all covered procurement through an electronic tendering system or systems provided by the Party. Additional means of providing notices may be used.</p>
BENEFITS	<ul style="list-style-type: none"> • A new Safety Codes Services Agreement will ensure that County ratepayers continue to receive timely and affordable Safety Codes Act inspections services. • A Request for Proposals for a new Safety Codes Services Agreement will allow the partnering municipalities to evaluate competing bids for Safety Codes Act inspections services to provide better value to County ratepayers.
DISADVANTAGES	<ul style="list-style-type: none"> • Nil
ALTERNATIVES	<ul style="list-style-type: none"> • The partnering municipalities could chose to enter into their own Safety Codes Services Agreement. • The proposed 5-year term for the Safety Codes Services Agreement could be altered to be for a longer or short term at Council's discretion.
FINANCE/BUDGET IMPLICATIONS	
Operating Costs: _____	Capital Costs: _____
Budget Available: _____	Source of Funds: _____
Budgeted Costs: _____	Unbudgeted Costs: _____
INTERGOVERNMENTAL INVOLVEMENT /IMPLICATIONS	<p>As the managing partner of the Safety Codes Services Agreement, Smoky Lake County requires the Town of Smoky Lake, the Village of Waskatenau and the Village of Vilna to each pass a motion accepting the Request for Proposals for a Safety Codes Services Agreement for a term of five (5) years.</p>
COMMUNICATION STRATEGY	Nil
RECOMMENDATION	
<p>RECOMMENDATION: That Smoky Lake County, as managing partner, proceed to prepare a draft Request for Proposals for a Safety Codes Services Agreement and forward to the next Intermunicipal Collaboration Committee (ICC) Meeting for consideration by the partnering municipalities; and that each respective municipality conduct a survey of client satisfaction to assess the quality of service provided by the current Safety Codes Act Agency.</p>	
CHIEF ADMINISTRATIVE OFFICER	 for CAO

REQUEST FOR DECISION

DATE

March 25, 2021

4.6

TOPIC

Policy Statement No. 01-26-05: Regular County Council Meeting: Agenda Format

PROPOSAL

HISTORY:

Resource (s): Alberta Government – Alberta Municipal Affairs: **Procedure Bylaw and Agenda**, dated, *December 2017*. **Attachment No. 2**

- ▶ Previously, Alberta Government – Alberta Municipal Affairs: **A Guide to Preparing a County Council Agenda**, revised June 2013. Information for municipalities outlining an Agenda Structure.
- ▶ Robert's Rules of Order", a time-tested manual for conducting productive and meaningful meeting. The handbook's main goal sets out parliamentary rules and procedures that companies and organizations could use as a standardized approach to meetings. County's Procedural Bylaw – **PART ONE: INTERPRETATION – Section 1.4:** "When a matter arises related to proceedings in a Meeting which is not covered by a provision of this Bylaw or the *Municipal Government Act*, the matter shall be decided by reference to *Robert's Rules of Order...*". This is a another resourceful also states "a very good meeting is centered around an agenda".

NOTE of Interest: Agenda is derived from the Latin word meaning "*things to be done*".

BACKGROUND:

- (1) **Policy Statement No. 01-26-01: Originally adopted on January 21, 1999:** To provide a consistent outline of the Agenda presented at Council Meetings.
- (2) **Policy Statement No. 01-26-02: Amended on May 23, 2001:** The Structure for Committees (5.2) as established at the Organizational Meeting.
- (3) **Policy Statement No. 01-26-03 Amended on December 8, 2016;** and (4) **Amended on January 31, 2019.** Consisted of various changes to Report – Manager Titles and additions/deletions of various Committees with Section (5).

CURRENT:

- The ***Municipal Government Act***, Revised Statutes of Alberta, 2000 Chapter M-26.
 - ▶ Section 201: **Policy Development. No specific mention to Agendas.**
- **Smoky Lake County – Bylaw 1303-17: Procedural Bylaw – PART EIGHT: Corporate Records - AGENDA:**
 - 8.1 The Agenda orders the business for a Meeting.
 - 8.2 The Agenda listing the order of business for regular meetings shall be prepared In accordance with **Policy Statement No. 01-16: Procedure and Transacting of Business by Council.**
 - 8.3 Agenda items which have been tabled or referred to a specific Meeting may return only with a supplemental report, submission of which is the responsibility of Administration.
 - 8.4 A Member of Council may bring forward an item of urgent or emergent business that cannot wait to be included on the next Regular Council Agenda. The Council Member shall supply information to Council and/or Administration by handout or electronic mail prior to the Regular Council Meeting. This shall be known as "Urgent/Emergent Business" Issue, not a Notice of Motion. This information shall be distributed after the

item has been accepted as an addition to the agenda and include the matter, brief detail and recommendation around the matter.

8.5 Council shall vote to adopt the agenda prior to transacting other business and may:

8.5.1 Add new items as set out in this Bylaw, including reports that were to be distributed when available, to the agenda.

8.5.2 Delete or defer any matter from the agenda by majority vote.

8.6 The agenda will be available to Council, public and media on the day of the Regular Council Meeting, unless otherwise stated in **Policy Statement No. 01-16: Procedure and Transacting of Business by Council**.


- **Council has established formal rules and regulations** for the preparation of the agenda and to indicate in those rules who may place items on the agenda and how they are to be placed on the agenda in its **Procedural Bylaw** and for transparency, a **Policy** was passed to demonstrate a well-prepared agenda systematically outlining the order of business for the meetings.

PROPOSAL:

County's process on the "Agenda" is well-managed, it allows for a smooth flow of information to the governing body and creates an efficient process through which Council can consider formal actions and craft policy decisions. This makes the entire operation of Smoky Lake County run more smoothly in transacting its business and saves a great deal of valuable time.

- The following are **recommendations** to the current Agenda Format – **Schedule "A"** to continue that council business is dealt with in an orderly manner with a manageable agenda:

CURRENT	PROPOSED
Section 11: Public Question and Answer Period: 11:30 a.m.	Re-allocate the wording Public Question and Answer Period: 11:30 a.m. – and insert between Section 4 and 5.
Section 5: 5.1 Chief Administrative Officer: Report 5.2 Municipal Finance 5.3 Reeve and Councillor: Reports 5.4 Training Events	Re-numbering with Section 5
Section 5.1.2: Municipal Finance No reference is made to a Monthly Report.	Section 5.2: Municipal Finance Insert as (5.2.1.) Monthly Report
Section 5.1.3 Reeve's Report and Councillors Reports	5.1.4: Combine with 5.3: Reeve and Councillors: Reports Activities from Committees, Boards and Commissions: 5.3.1 Division One 5.3.2. Division Two 5.3.3. Division Three - Reeve 5.3.4 Division Four 5.3.5. Division Five 5.3.6 Additional Information: Committee Activities:
Section 5.1.5: Manager's Reports	This section be removed completely in accordance to the <i>draft</i> Policy Statement No. 01-26-06: Section 4.7: To County Departmental Meetings.

<p>Section 5.2: Committees – Section to be eliminated. Including the listing of Committee Names: 5.2.1 to 5.2.27</p> <p>NOTE: Councillors sit on various committees and outside boards. It is then their role to report back to the rest of Council anything of note. Smoky Lake County – Procedural Bylaw1303-17: Section 4.33</p> <p>Currently, Councillors report on the Committees they represent within their reports. To avoid duplicate on the Agenda – Councillors reports will be inserted into the minutes – highlighting the Committees reported on that month. This way the Committees that have no report – will not be listed in the minutes.</p>	
New	<p>Section 9: Information Release.</p> <p>9.1 Calendar: Month of ?</p> <p>9.2 Council Requests, dated as of Month, Date, Year.</p> <p>9.3 Thank You Received: Month of ?.</p>
<p>Council has the option to change the format of the agenda, if they feel it isn't working for them.</p>	
CORRELATION TO BUSINESS (STRATEGIC) PLAN	
N/A	
LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS	<p>MUNICIPAL GOVERNMENT ACT, Section 201: Policy Development.</p> <p>Smoky Lake County: Bylaw 1303-17: Procedural Bylaw</p>
BENEFITS	<ul style="list-style-type: none"> • A manageable agenda includes only agenda items that belong there. • Agenda items for formal actions organized for Council. • Consistent process on template of Agenda enables public and the community to participate.
DISADVANTAGES	N/A
ALTERNATIVES	N/A
FINANCE/BUDGET IMPLICATIONS	
<p>Operating Costs: _____</p> <p>Budget Available: _____</p> <p>Budgeted Costs: \$ _____</p>	<p>Capital Costs: _____</p> <p>Source of Funds: _____</p> <p>Unbudgeted Costs: _____</p>
INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS	N/A
COMMUNICATION STRATEGY	N/A
RECOMMENDATION	
That Smoky Lake County Council amend Policy No. 01-26-05 Regular County Council Meeting: Agenda Format.	
CHIEF ADMINISTRATIVE OFFICER	

SMOKY LAKE COUNTY



Title: Regular County Council Meeting: Agenda Format		Policy No.: 26-05
Section: 01	Code: P-R	Page No.: 1 of 4 E

Legislation Reference:	Alberta Provincial Statutes
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Purpose:	To provide a consistent agenda format for County Council Meetings to ensure that Council business is dealt with in an orderly and expedient manner.
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Policy Statement and Guidelines:	
1. STATEMENT:	
1.1	The agenda and information package shall be prepared for each meeting of Council to ensure the Council business is dealt with in an orderly and expedient manner.
1.2	Agenda headings format will also be used for Council committee and any other meeting held by Council, as required, not just Council meetings.
2. DEFINITION:	
Agenda:	means a list of items and orders of business for any Meeting of Council or a Council Committee and the associated reports, Bylaws or other documents to be discussed at the meeting. Note: These items which must be acted upon or processed that are presented in the recommended order in which they are to be dealt with, beginning with the call to order and ending with adjournment.
3. GUIDELINES:	
3.1	The agenda preparation and distribution shall be in accordance with Smoky Lake County's Procedural <i>Bylaw No. 1303-17: Procedural Bylaw</i> .
3.2	Meeting participants will receive a copy of the agenda in advance of the meeting date with appropriate background information on the items to be discussed as per <i>Policy Statement No. 01-27: County Council Meeting: Request for Decision</i> as necessary, to be better prepared to make sound decisions.
4. PROCEDURES:	
	The Agenda shall:
4.1	Be prepared by the Assistant Chief Administrative Officer with consultation from the Chief Administrative Officer and Reeve.
4.2	Be made available to Council members at least by the Friday prior to each Council Meeting.
4.3	Be posted on the County Website and be made available to the attending public.

Title: Regular County Council Meeting: Agenda Format	Policy No.: 26-05
Section: 01	Code: P-R
Page No.: 2 of 4 E	

Policy Statement and Guidelines:	
<p>4.4 Items to be placed on the Agenda shall be submitted to the Assistant Chief Administrative Officer at least five (5) working days prior to the Regular Council Meeting Agenda being made available to Council members (as per Section 4.2) and distributed by the Municipal Clerk.</p> <p>4.4.1 Delegations must provide a written summary of topics to be addressed and all supporting documentations if any, in accordance with <i>Policy Statement No. 01-49: Delegation to County Council.</i></p> <p>4.5 During the meeting, any Council Member, with majority agreeing, can add or delete emergent business on the Agenda.</p> <p>4.6 The Agenda shall be designed in a manner which gives sound purpose and structure to the meeting. Specifically, the Agenda shall be designed in accordance with the following format, as outlined in <i>Schedule "A": Agenda Format.</i></p> <p>4.7 The Manager's Reports from various departments will report to Council once a month at a Council Departmental Meeting. This process will provide an opportunity to discuss and give incredible insight to inform Council on the status of services on programs and project activities.</p> <p>4.7.1 The following departments will provide a written report to be attached to the agenda:</p> <p style="margin-left: 40px;"><u>Manager's Reports</u></p> <ul style="list-style-type: none"> a. Public Works Manager b. Public Works Foreman c. Public Works Shop Foreman d. Peace Officer e. Natural Gas Manager f. Environmental Operations Manager g. Agricultural Service Board h. Planning and Development i. Safety Officer j. Fire Chief k. GIS l. Communications <p>4.7.2 The County Departmental Meetings will be scheduled for once a month with a target date of two days prior to a County Council Meeting or as otherwise determined by resolution of Council.</p>	

Title: Regular County Council Meeting: Agenda Format		Policy No.: 26-05
Section: 01	Code: P-R	Page No.: 3 of 4 E

Policy Statement and Guidelines:	
<p>4.7.3</p> <p>4.7.4</p>	<p>In order to ensure that Council members have adequate time to read and reflect on matters before them on departmental issues, distribution of meeting agenda and documentation is set for at least five (5) working days prior to the prior to the meeting.</p> <p>In accordance with the County's Procedural <i>Bylaw No. 1303-17: Procedural Bylaw</i>; during this part of the meeting, Council could introduce resolutions dealing with any recommendations that may be contained in these reports.</p>

	Date	Resolution Number
Approved	January 21, 1999	# 199 - Page # 6573
Amended	May 23, 2001	# 456 - Page # 7096
Amended	December 8, 2016	# 181 - Page # 12457
Amended	January 31, 2019	# 278 - Page # 13442
Amended	March 25, 2021	
Amended		

SCHEDULE "A": AGENDA FORMAT

1. Call to Order.
2. Approval of Agenda:
 - as presented or
 - subject to additions or deletions
3. Minutes:
 - Amendments
 - Approval of Minutes
 - Business Arising from the Minutes
4. Request for Decision: Governance Issues and Management Issues
Public Question and Answer Period: 11:30 a.m. to 12:00 p.m.
5. Issues for Information
 - 5.1 Chief Administrative Officer:
 - 5.1.1 Monthly Report
 - 5.1.2 Financial Statement of the Month
 - 5.1.3 Action Lists
 - 5.2 Municipal Finance
 - 5.2.1 Monthly Report
 - 5.2.2 Actual to Budget Review
 - 5.2.3 Accounts Receivable Aging Reports - *For Council Information*
 - 5.2.4 Check Register - *For Council Information*
 - 5.3 Reeve and Councillor: Reports from various Committees, Board and Commissions
 - 5.3.1 Division One
 - 5.3.2 Division Two
 - 5.3.3 Division Three - **Reeve**
 - 5.3.4 Division Four
 - 5.3.5 Division Five
 - 5.3.6 Additional Information: Committees
 - 5.4 Training Events – Reports
 - 5.4.1 Public Works Manager
 - 5.4.2 Public Works Foreman
 - 5.4.3 Public Works Shop Foreman
 - 5.4.4 Peace Officer
 - 5.4.5 Natural Gas Manager
 - 5.4.6 Environmental Operations
 - 5.4.7 Agricultural Service Board
 - 5.4.8 Planning and Development
 - 5.4.9 Safety Officer
 - 5.4.10 Emergency/Fire Protective Services
 - 5.4.11 GIS/Communications Director
 - 5.4.12 Finance
 - 5.4.13 Administration
6. Correspondence
7. Delegations
8. Executive Sessions
9. Information Release:
 - 9.1 Calendar: Month of Current.
 - 9.2 Council Requests, dated as of *Month, Date Year*
 - 9.3 Thank You Received: Month of Current
10. Bills and Accounts
11. Date & Time of Next Meeting
12. Adjournment

Procedure Bylaw and Agenda



Alberta Municipal Affairs
December 2017

Municipal Capacity Building, Municipal Capacity and Sustainability Branch
The Procedure Bylaw and Agenda
Alberta Municipal Affairs
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The contents of this publication are intended to provide general information. Readers should not rely on the contents herein to the exclusion of independent legal advice. All publications of this document prior to October 2017 no longer contain current information.

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Introduction

The inexplicable, sometimes baffling and misunderstood tools that a municipality develops to govern how business is conducted during formal meetings can be confusing and often daunting. This booklet provides several suggested best practices to be considered when building a procedure bylaw (or rules for meetings) and shows the connection to the agenda. Both are an integral part of efficient council meetings. The procedure bylaw should be different for every municipality as it responds to the unique dynamics. Additionally, it is expected that this document is reviewed at least once every 4 years to coincide with potential representative changes on council, although it can be reviewed as the need arises. It is YOUR rule book for YOUR chambers. Embrace it!

The agenda presented here is a standard format used throughout Canadian municipalities for most meetings, not just council meetings. It is proven to be an effective framework!

The *Municipal Government Act (MGA)* provides very little information about either document. Section 145 of the MGA provides that a municipality may pass a bylaw in relation to the procedure and conduct of council, council committees, and other bodies established by council; however, there is nothing said about the agenda. Both documents are important to the integrity of a municipality's operation and meeting conduct. They also ensure a level playing field for anyone attending council or council committee meetings and consistent treatment of residents if any issues arise in a meeting that requires a standard procedure.

For information on minutes, please [The Preparation of Meeting Minutes for Council](#).

Procedure Bylaw

Hierarchy of rules

- ***Municipal Government Act* and any other provincial legislation**
- **Procedure Bylaw**
- **Principle Rules of a Meeting (Robert's Rules)** (not legislated)

As a starting point it is important to note that federal legislation supersedes provincial legislation and the MGA supersedes municipal bylaws. Nothing that is contrary to the legislation can be put in a procedure bylaw, however the legislation can be built on.

So, what should be in the bylaw? Anything that a council believes is necessary to have municipal business dealt with and conducted in a professional, expedient manner.

Like any other bylaw, it must include:

- the corporate title of the municipality,
- a bylaw number,
- a sub-title describing the purpose,
- an enactment phrase,
- a citation,
- any required definitions, and
- an application phrase.

Things to consider:

- Should urgent business be defined?
- What does this bylaw apply to?
- Just council meetings or does it include committees of council, or other bodies established by council?
- Who does it apply to - the public attending those meetings? It should, and it should also be publically posted so that everyone knows the rules.

Generally speaking, a procedure bylaw should include the following subjects:

Meetings

Organizational meetings – Section 192 provides when they must be held. It is recommended that all councillors be present!

The agenda for the organizational meeting should include:

- The appointment of mayor or reeve (if necessary), the deputy, and the appointment of council members to committees and other bodies – what is the process for nomination and appointment for these duties? Remember that committees of council must each be created by a separate bylaw!
- Setting the time, dates and place for regular meetings, as section 193, regular meetings, indicates that all council must be present.
- Review and signing of the code of conduct for elected officials.
- The procedure bylaw should also be reviewed at the inaugural organizational meeting.
- A review of pertinent policies, such as remuneration, travel, subsistence and out of pocket expenses to be paid to members and members at large.
- Appoint the chair for meetings of council. This is normally the mayor, but can be any member if desired.
- Signing authorities, and any other necessary appointments (auditor, legal, assessor).

Regular meetings – Section 193 provides that regular meetings do not need to be advertised unless changed. Dates of regularly scheduled council meetings are normally established by resolution at the organizational meeting. If not all councillors were present at the organizational meeting, then this can be done at a regular meeting with all councillors present. Things to consider:

- What happens when there is no quorum at a regular meeting? A council can act only by bylaw or resolution in an open meeting with quorum. A special meeting would have need to be called to postpone the regular meeting to the next scheduled meeting date or the chief administrative office (CAO) would be at the scheduled meeting, wait the predetermined time to achieve quorum and then complete the minutes indicating that no one was present and that the agenda be moved forward to the next regular meeting.
- How long to you want the meetings to last? Do you need to set a time to adjourn the meetings?
- Will you allow the meeting to be extended?

- Does a resolution to extend require unanimous consent, quorum, two thirds of council consent?
- What happens when the chair is absent, or the chief elected official (CEO)?
- And the deputy Chair?
- Is there a provision for rotation of chairs?

Special Meetings – Section 194 states how and who may call a special meeting, when the meeting must be held and the notice requirement. It also states that only items that can be discussed at special meeting are those that are listed on the advertised agenda, unless agreed to by the whole council. Things to Consider:

- Why would a special meeting be required?
- Urgent time sensitive business, or extra time required to complete discussion on a topic?
- Where will notices be posted?

NOTE: It is not always necessary to advertise the agenda; can be held with less than 24 hours leaving no time to advertise.

Public Hearings

Section 230 outlines the public hearing process, section 230(3) indicates that council may establish procedures for the hearing and section 230(6) states that minutes are to be recorded as directed by council. A public hearing must be held during a regular or special council meeting and advertised as per section 606. Public hearing minutes' form part of the council meeting minutes. Things to consider:

- Does it make sense to follow the process and minute taking of a regular council meeting?
- Is more detail required to be recorded at a public hearing?
- How to ensure that everyone is heard?
- What to do with the information, consider section 230(5) passing a resolution to move the bylaw to the open meeting for consideration and then a resolution for one of the three options?

Quorum

Section 167 defines quorum as the majority of all councillors that comprise council. Section 180 indicates that council can only act by resolution or bylaw and section 181 states that neither are valid unless they are passed at a meeting open to the public at which a quorum is present. Things to consider:

- How long to wait for elected officials to arrive before starting the meeting?
- What happens if quorum is lost during the meeting?
- How long to wait for the councillors to return before adjourning the meeting?

Absences

Section 174(1)(d) states that a councillor is disqualified if they are absent from all regular council meetings held during any period of eight consecutive weeks, unless the absence is

authorized by council prior to the end of the eight weeks, or if there is no regular meeting during the eight week period, before the end of the next regular meeting. This does not apply if a bylaw under s 144(1) Maternity and Parental Leave is in effect or if a councillor is away on council business at the direction of council. Things to consider:

- Under what circumstances would council allow a prolonged absence?

Electronic Meetings

Section 199 allows council meetings or council committee meetings to be conducted through electronic means. Appropriate notice must be given and the facilities must allow all participants to watch or hear each other. Things to consider:

- What types of meetings (regular, special or committee) would allow electronic participation?
- What constitutes a valid reason for being unable to attend? Should each councillor be given the discretion to judge validity?
- How many councillors should be allowed to participate electronically in the same meeting (e.g. should a quorum be physically present)? If there is a limit, how are participants chosen?
- If council pays per diem costs for attendance at meetings should electronic meetings be reimbursed at the same rate?
- How many times should a councillor be permitted to participate electronically?
- Should a member who is participating electronically be allowed to join a meeting that is underway – i.e., arrive late?
- Should there be provisions to amend agendas with controversial items to defer the issues when members are participating by electronic means? What would those circumstances be (e.g. certain number of members participating electronically or certain type of issue to be dealt with by council)?
- What about closed meetings? (Get a legal opinion!)
- Should there be a policy about providing information received at the meeting to members participating electronically before voting on the matter?

Delegations

Section 153 states that councillors have specific duties. One of these is to consider the welfare and interests of the municipality as a whole and to bring to council's attention anything that would promote the welfare or interests of the municipality. Section 198 provides the right of the public to be at council meetings. Both of these suggest the importance of allowing citizens to make presentations to council at a meeting. The procedure bylaw is the place to layout the rules for delegations. Things to consider:

- When do they present on the agenda?
- How much time are they given?
- How many delegations per meeting?
- How many times can a delegation come back?
- What type of notice and material are required in advance?

- Is council bound to make a decision on the delegation at the meeting or will council take time to consider the information?

Reports and Correspondence to Council

Most councillors sit on various committees and outside boards. It is then their role to report back to the rest of council anything of note and for the CAO to report to council. This is the place to decide how these reports will be presented in a council meeting. Things to consider:

- How are the reports to be submitted, written or verbal? If written they should be included in the agenda package.
- When do they need to be received by administration?
- Is a request for decision (RFD) required?
- What about the letters and other communications to council? Is each item listed and acknowledged separately?
- Is ALL correspondence – even invitations to events - included?

Electronic Devices

Council may be approached to allow a reporter to record meetings or council might find it inappropriate if a cell phone is used in meetings. Again, the procedure bylaw is the document that should contain the rules that council wishes to apply in these circumstances. Things to consider:

- Are council meetings allowed to be recorded?
- Are allow cell phones in council chambers, in closed meetings?
- What about laptops and tablets that are not council property?

Parliamentary Rules

The purpose of parliamentary rules of order is to help people make group decisions after a full, fair, and free discussion. Rules allow a council to conform to standards established formally through this bylaw, that council will conduct its decision making in a way that is recognized throughout the province. This will ensure that there won't be any surprises for new comers to council meetings.

Council may choose to rely on Roberts Rules or a similar publication, however these rules are normally very formal and may be relaxed to fit your needs. Robert's Rules may still be relied on if an unusual situation arises. Things to consider:

- Do resolutions require a seconder?
- Does the presiding officer leave the chair when making a motion or when participating in discussion?
- When can a motion be reconsidered?
- What types of motions are allowed?

Agenda

General Information

The agenda structure, timelines for input, rules for additions, distribution timelines, etc. should definitely be included in the procedure bylaw! Although the MGA does not outline

the contents of the agenda for council meetings, there are several suggested best practices to consider which will allow meetings to run smoothly and to meet the requirements for council meetings in sections 192 - 200, and 227 – 229.

An agenda is a list of individual items which must be "acted upon" or processed in the order in which they are presented, beginning with the call to order and ending with adjournment. The agenda and information package should be prepared for each meeting of council to ensure that council business is dealt with in an orderly and expedient manner. The procedure bylaw should provide for the cut off time to submit items for the agenda and the time before the meeting the agenda package is to be provided to council.

Ideally, the agenda is distributed to council members, attendees and the recording secretary prior to the meeting, so they will be aware of the items to be discussed, and are able to prepare for the meeting accordingly. As the public should have access to the agenda package at the same time as council, many municipalities also post the agendas for the upcoming meeting on their municipal website.

When an agenda item requires a decision of council, the CAO is charged with ensuring that all information required has been identified and any recommendations provided (if required) be attached to the agenda. This could be in the form of a report or a request for decision (RFD). A RFD includes a background sentence or paragraph, a statement of the problem or issue, any findings or conclusions, any recommendations for action, policy or legislative implications, community response or financial impact, and should list who has prepared or reviewed the information. A sample RFD is attached to this guide.

RFDs for issues that will be discussed in public should be available with the agenda package. RFDs for issues that meet the tests of harm in the *Freedom of Information and Protection of Privacy Act (FOIP)* should only contain information that does not cause harm (nature of issue, recommendation).

Council has the option to change the format of the agenda if they feel it isn't working for them. Some best practices to keep in mind when planning and developing the agenda structure and contents are:

- As a courtesy to the public, hold presentations/delegations at the beginning of the meeting.
- Arrange topics in sections – for example: all bylaw readings under Bylaws; the CAO report, financial reporting, and councillor reports could be included under Reports.
- Confidential items are those items that fall within the parameters of closing the meeting to the public as set out in section 197 of the *MGA* and are normally left until the end of the meeting as a courtesy to the public.

Remember, a separate agenda is required for each kind of meeting – organizational, regular and special.

There can be no amendments to a special meeting agenda unless the whole council is present and the decision to add the item is unanimous.

Agenda Structure

The following sections are based on the sample agenda attached to this guide, and outline the types of information that should be contained under each section.

Title and Heading

The agenda title and heading should be similar to the council meeting minutes in format and should:

- a. State it is an agenda
- b. Name the Municipality
- c. Show the date, time, place and type of meeting for which the agenda is issued.

Acceptance of the Agenda

The agenda for a council meeting is not binding unless it has been adopted by a resolution or motion at the start of the meeting. It may be adopted as presented or with amendments, such as deletions or additions. Things to consider:

- What kinds of additions are allowed?
- Is it an urgent request? It is recommended that items should only be added to the agenda at the meeting if the matter is of an urgent nature.
- Is a RFD required for the additions?

Adoption of Previous Minutes

Section 208(1)(a)(iii) of the *MGA* requires that the minutes of each meeting be adopted by a motion of council at a subsequent meeting of council.

Public Hearings

Section 230 of the *MGA* outlines the public hearing requirements and specifies that a public hearing must be held during a regular or special council meeting.

Delegations

The agenda may provide a specific section for receiving presentations or questions from individuals or delegations. As a courtesy, delegations should be scheduled earlier in the agenda so that members of the public who want to address the council are not kept waiting.

Bylaws

All council members must be given the opportunity to review the full text of a proposed bylaw before being required to vote on it. See [Basic Principles of Bylaws](#) for more information.

Business

This section should identify items of business that require a council decision, and should reference any attached RFD or other supporting information.

Councillor/Committee Reports

Councillors generally report to council on meetings they have attended. The municipality's process for receiving these reports should be included in the procedure bylaw.

CAO Report and Action List

Section 207 outlines the primary responsibilities of the CAO, however other responsibilities are found throughout the MGA. One of these is to advise and inform the council on the operation and affairs of the municipality. Many CAOs use an action list to track and report to council on the status of actions taken on resolutions from previous meetings. The list would normally include any unfinished business which has been raised at a previous meeting which has not been completed. The items would remain on the action list until they are finalized. An action list template is attached to this guide.

Financial

It is the responsibility of the administration to provide council with financial information such as budget to actual comparison reports. Council should have a policy for administration indicating what you need to see, how often and the format required.

Correspondence

Any correspondence that is addressed to council or that should be brought to the attention of council should be listed on the agenda and included in the agenda package.

Confidential Items

Confidential items should be dealt with in a closed portion of the council meeting excluding the public. The agenda should contain a 'Confidential' heading and provide a brief description of the topic and state the section of FOIP that allows the topic to be discussed in a closed meeting. Section 197 provides the requirements and processes that must be followed when excluding the public from a meeting or portion of a meeting. For example, "Personnel – Evaluation - FOIP Section 17" could be used to describe conducting the performance appraisal of a chief administrative officer or "Legal – Arena Project - FOIP Section 27" could describe discussions regarding a pending court case. No bylaw or resolution can be passed at a closed meeting.

The confidential materials would not be included in the distribution of the agenda to the general public. Is there secure system for emailing the agenda packages to council? Remember all members are required to keep in confidence matters discussed in-camera until the item is discussed at a meeting held in public.

Adjournment

A meeting is adjourned when the agenda is finished.

Sample Agendas

**MUNICIPALITY OF ANYWHERE AGENDA
REGULAR COUNCIL MEETING
Tuesday, January 16, 2018**

The regular meeting of the council of the Municipality of Anywhere will be held in the Municipal Office on Tuesday, January 16, 2018, starting at 7:00 pm.

1. CALL TO ORDER
2. ACCEPTANCE OF AGENDA
3. ADOPTION OF THE PREVIOUS MINUTES
4. PUBLIC HEARINGS
 - a. Proposed bylaw to rezone.....
 - b.
5. DELEGATIONS
 - a. John Day to discuss recycling options. 7:40 p.m.
 - b.
6. BYLAWS
 - a. Bylaw 02-18, Establish the procedure and conduct of meetings of council and council committees
 - b.
7. BUSINESS
 - a.
 - b.
8. COUNCILLOR REPORTS
9. CAO REPORT and ACTION LIST
10. FINANCIAL
 - a. Budget to Actual reporting to date
11. CORRESPONDENCE
 - a. Correspondence – accept for information
12. CONFIDENTIAL
 - a. Personnel – Evaluation - FOIP Section 17
 - b. Legal – Arena Project - FOIP Section 27
13. ADJOURNMENT

**MUNICIPALITY OF ANYWHERE AGENDA
SPECIAL COUNCIL MEETING
Wednesday, January 17, 2018**

The regular meeting of the council of the Municipality of Anywhere will be held in the Municipal Office on Wednesday, January 17, 2018, starting at 5:00 pm.

1. CALL TO ORDER
2. ACCEPTANCE OF AGENDA
3. BUSINESS
 - a.
4. ADJOURNMENT

Sample Request for Decision

MUNICIPALITY OF ANYWHERE

Request for Decision (RFD)

Meeting: Regular Council

Meeting Date: January 16, 2018

Originated By:

_____, Chief Administrative Officer

Title: Bylaw 02-18, PROCEDURE BYLAW

Agenda Item Number: 6(b)

BACKGROUND/PROPOSAL:

Council requires a process to govern procedures at meetings to ensure that council meetings and council committee meetings are effective. The bylaw regulates the conduct of council, councillors and others attending council and council committee meetings.

At the December 19, 2017 council meeting, council passed the following resolution:

MOVED by Councillor Bucks that the Chief Administrative Officer prepare a proposed Procedure Bylaw for the December 19, 2017 regular meeting of council.

DISCUSSION/OPTIONS/BENEFITS/DISADVANTAGES:

The Municipal Government Act provides the following:

Section 145

A council may pass bylaws in relation to the following:

- a) the establishment and functions of council committees and other bodies;
- b) procedures to be followed by council, council committees and other bodies established by the council.

Proposed Bylaw No.02-18 is presented for first reading.

COSTS/SOURCE OF FUNDING (if applicable) Not applicable in any direct way.

RECOMMENDED ACTION:

1. Council review the proposal and give first reading to the proposed bylaw.
2. Council provide further direction or required changes/amendments.

Reviewed By: **CAO:** _____

Action List Template

ACTION LIST MUNICIPALITY OF: _____				
MONTH	RESOLUTION	ASSIGNED TO	STATUS	DATE COMPLETED

OLD

SMOKY LAKE COUNTY



Title: Regular County Council Meeting: Agenda Format		Policy No.: 26-05
Section: 01	Code: P-R	Page No.: 1 of 4 E

Legislation Reference:	Alberta Provincial Statutes
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Purpose:	To provide a consistent Agenda Format to expedite the County Council Meeting process.
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Policy Statement and Guidelines:

1. **STATEMENT:**
 - 1.1 The agenda and information package shall be prepared for each meeting of Council to ensure the Council business is dealt with in an orderly and expedient manner.
 - 1.2 Agendas will also be used for Council committee and any other meeting held by Council, as required, not just Council meetings.

2. **DEFINITION:**

Agenda: means a list of items and orders of business for any Meeting of Council or a Council Committee and the associated reports, Bylaws or other documents.
Note: These items which must be acted upon or processed that are presented in the recommended order in which they are to be dealt with, beginning with the call to order and ending with adjournment.

3. **GUIDELINES:**
 - 3.1 The agenda preparation and distribution shall be in accordance with Smoky Lake County's Procedural **Bylaw No. 1303-17: Procedural Bylaw.**
 - 3.2 Meeting participants will receive a copy of the agenda in advance of the meeting date with appropriate background information on the items to be discussed as per **Policy Statement No. 01-27: County Council Meeting: Request for Decision** as necessary, to be better prepared to make sound decisions.

4. **PROCEDURES:**

The Agenda shall:

 - 4.1 Be prepared by the Assistant Chief Administrative Officer with consultation from the Chief Administrative Officer and Reeve.
 - 4.2 Be made available to Council members at least by the Friday prior to each Council Meeting.
 - 4.3 Be posted on the County Website and be made available to the attending public.

Title: Regular County Council Meeting: Agenda Format		Policy No.: 26-05
Section: 01	Code: P-R	Page No.: 2 of 4 E

Policy Statement and Guidelines:	
4.4	Items to be placed on the Agenda shall be submitted to the Assistant Chief Administrative Officer at least five (5) working days prior to the Regular Council Meeting Agenda being made available to Council members (as per Section 4.2) and distributed by the Municipal Clerk.
4.4.1	Delegations must provide a written summary of topics to be addressed and all supporting documentations if any, in accordance with <i>Policy Statement No. 01-49: Delegation to County Council.</i>
4.5	During the meeting, any Council Member, with majority agreeing, can add or delete emergent business on the Agenda.
4.6	The Agenda shall be designed in a manner which gives sound purpose and structure to the meeting. Specifically, the Agenda shall be designed in accordance with the following format, as outlined in <i>Schedule "A": Agenda Format.</i>

	Date	Resolution Number
Approved	January 21, 1999	#199 - Page # 6573
Amended	May 23, 2001	# 456 - Page # 7096
Amended	December 8, 2016	#181 - Page # 12457
Amended	January 31, 2019	#278 - Page # 13442
Amended	January 28, 2020	

SCHEDULE "A": AGENDA FORMAT

1. Call to Order.
2. Approval of Agenda:
 - as presented or
 - subject to additions or deletions
3. Minutes:
 - Amendments
 - Approval of Minutes
 - Business Arising from the Minutes
4. Request for Decision: Governance Issues and Management Issues
5. Issues for Information
 - 5.1 Reports:
 - 5.1.1 Chief Administrative Officer:
 - a. Monthly Report.
 - b. Financial Statement for the Month
 - c. Action List.
 - 5.1.2 Municipal Finance
 - a. Actual to Budget Review.
 - b. Accounts Receivable Aging Reports
 - c. Check Register for Councillors information
 - 5.1.3 Reeve's Report
 - 5.1.4 Councillor Reports
 - a. Division One
 - b. Division Two
 - c. Division Three
 - d. Division Four
 - e. Division Five
 - 5.1.5 Manager's Reports
 - a. Public Works Manager
 - b. Public Works Foreman
 - c. Public Works Shop Foreman
 - d. Peace Officer
 - e. Natural Gas Manager
 - f. Environmental Operations
 - g. Agricultural Service Board
 - h. Planning and Development
 - i. Safety Officer
 - j. Fire Chief
 - k. GIS/Communications Director
 - 5.1.6 Training Events – Reports
 - a. Public Works Manager
 - b. Public Works Foreman
 - c. Public Works Shop Foreman
 - d. Peace Officer
 - e. Natural Gas Manager
 - f. Environmental Operations
 - g. Agricultural Service Board
 - h. Planning and Development
 - i. Safety Officer
 - j. Emergency/Fire Protective Services
 - k. GIS/Communications Director
 - l. Finance
 - m. Administration
 - 5.2 Committees:
 - 5.2.1 Alberta Care
 - 5.2.2 Corridor Communications Incorporated – *(In Executive Session)*
 - 5.2.3 Doctor Retention & Recruitment Committee
 - 5.2.4 Evergreen Regional Waste Management Commission
 - 5.2.5 Family Community Support Services Committee
 - 5.2.6 Fire and Rescue Liaison Committee- **Smoky Lake/Vilna/Waskatenau**
 - 5.2.7 Government Liaison Committee
 - 5.2.8 Highway 28/63 Regional Water Commission
 - 5.2.9 Joint Health and Safety Committee
 - 5.2.10 Municipal Planning Commission
 - 5.2.11 Northeast Alberta Information HUB

- 5.2.12 North East Muni-Corr Ltd.
- 5.2.13 Northern Lights Library Board
- 5.2.14 Policy Committee
- 5.2.15 R.C.M.P Liaison Committee

**Regular County Council Meeting: Agenda Format
Section 01**

- 5.2.16 Regional Community Development Committee (RCDC)
- 5.2.17 Regional Emergency Management Region
- 5.2.18 Risk-Pro Control Management Committee
- Added Named Insured: Minutes**
- 5.2.19 Smoky Lake Community Day Care Cooperative Committee
- 5.2.20 Smoky Lake Foundation
- 5.2.21 Smoky Lake Region Fire and Rescue Committee
- 5.2.22 Smoky Lake Heritage Board
- 5.2.23 Joint Municipalities
- 5.2.24 Smoky Lake Agricultural Society
- 5.2.25 Intermunicipal Collaboration Committee
- 5.2.26 Citizens-on-Patrol Association
- 5.2.27 Ukrainian Twinning Committee

- 6. Correspondence
- 7. Delegations
- 8. Executive Session
- 9. ~~Public Question and Answer Period. 11:30 a.m. to 12:00 p.m.~~
- 10. Bills and Accounts
- 11. Date & Time of Next Meeting
- 12. Adjournment

Information Releases :

~~4.1 [unclear]~~

Calendar: month of

~~REC FILE [unclear]~~
~~ACKNOWLEDGE RECEIPT~~

(9-2)

REQUEST FOR DECISION	DATE	March 25, 2021 Agenda Item # 4.7
TOPIC	Smoky Lake Fire Department Proposed Storage Building	
PROPOSAL	<p>To approve action taken in responding to the Town of Smoky Lake’s request for a formal response to understand the direction of the County in respect to the proposed project entitled “Smoky Lake Fire Department Storage Building”.</p> <p><u>BACKGROUND HISTORY:</u></p> <ul style="list-style-type: none"> • Smoky Lake County contracted Whitlock Contracting Ltd. to create standard operating guidelines (SOGs) for the Smoky Lake County Region Emergency Services in 2007. • Smoky Lake County adopted the SOGs in July of 2007 at the Agricultural Service Board Meeting. • Included in the SOGs was a capital replacement plan which had Smoky Lake Fire Hall scheduled to be replaced in 2014. <p>July 24, 2020 Smoky Lake Region Fire and Rescue Committee Meeting: Motion 44-20: That the Smoky Lake Region Fire and Rescue Committee recommend each respective municipality determine a preferred funding formula for the cost of a Regional Fire Department Storage Building which would be built adjacent to existing fire hall in the Town of Smoky Lake, at a cost to not exceed the amount of \$400,000.00.</p> <p>August 5, 2020 Smoky Lake Town Council Meeting: Motion 496-2020: That Town of Smoky Lake agree on the cost sharing funding formula options No.1 and No.3 for the proposed Regional Fire Department Storage Building: Option No.1 - Based on a 60/40 Split: Smoky Lake County = \$240,000.00 and Town = \$160,000.00 and Option No.3 - Based on Population: Smoky Lake County = \$287,416.06 and Town = \$112,583.94 for a grand total amount of \$400,000.00; and Administration forward the preferred options to the Smoky Lake Regional Fire & Rescue Committee.</p> <p>August 18, 2020 County Fire Protective Services Committee Meeting: Motion 992-20: That Smoky Lake County Council approve a preferred funding formula for the proposed project: Smoky Lake Fire Department Storage Building, of 60% Smoky Lake County in the amount \$240,000.00 (Two Hundred Forty Thousand Dollars) and 40% Town of Smoky Lake in the amount of \$160,000.00 (One Hundred Sixty Thousand Dollars) for a total Project Cost of \$400,000.00 (Four Hundred Thousand Dollars), which may be built at a considered location adjacent to the existing fire hall in the Town of Smoky Lake.</p>	

December 16, 2020 Joint Town & County Council Meeting:

Motion J238-20: That the Smoky Lake County and Town of Smoky Lake Joint Councils defer the discussion on a Fire Department Storage Building option, until the prospect of regionalizing the fire protective services is fully explored.

December 17, 2020 Administrator's Meeting:

Discussion held and agreed to proceeding with submitting a joint application to the Alberta Community Partnership (ACP) Program for the Regional Fire Services project which would include: regional fire service delivery current state assessment, regional service delivery options and regional fire service delivery cost/funding models.

January 12, 2021 Town of Smoky Lake Council Meeting:

Motion 012-2021: MOVED by Councillor Whitelaw that Town of Smoky Lake in partnership with the Smoky Lake County, Village of Vilna and the Village of Waskatenau participate in the application of the 2020-2021 Alberta Community Partnership (ACP) Grant for the Project 2021-IC-25 Titled: Regional Fire Services Study for the total project cost in the amount of \$200,000.00; and approve Smoky Lake County to be the Managing Partner under the said application; and further agree to abide by the terms of the Conditional Grant Agreement governing the purpose and use of the grant funds.

January 28, 2021 Smoky Lake County Council Meeting:

Motion #298-21: That Smoky Lake County in partnership with the Town of Smoky Lake, Village of Waskatenau, and the Village of Vilna participate in the application of the 2020-2021 Alberta Community Partnership (ACP) Grant for the Project Titled: Regional Fire Services under the "Intermunicipal Collaboration Framework" Component Grant for the total project cost in the amount of \$200,000.00; and approve Smoky Lake County to be the Managing Partner under the said application; and further agree to abide by the terms of the Conditional Grant Agreement governing the purpose and use of the grant funds.

February 9, 2021 Town of Smoky Lake Regular Council Meeting draft motion:

MOVED by Councillor Kotylak that Town of Smoky Lake request a formal response from Smoky Lake County regarding the letter sent on December 15, 2020 concerning the proposed project entitled "Smoky Lake Fire Department Storage Building" which may be built adjacent to the existing Fire Hall legally described as: Plan 9422846; Area 2 in Smoky Lake, (also discussed at the Joint Town/County meeting on December 16, 2020) to understand the direction of the County with this initiative in order to proceed with the Municipal Stimulus Program (MSP) approved by the Town in the amount of \$114,590.00 that stipulates construction to be completed by December 31, 2021; and request the response from the County be provided to Town Administration by March 1, 2021; in reference to the following motions:

- (September 1, 2020) Town of Smoky Lake Motion No. 584-2020: that Town of Smoky Lake direct Administration to submit an application to the Municipal Stimulus Program (deadline of October 1, 2020) to create a project to build a Fire Storage Building for the Smoky Lake Fire Department located at the Smoky Lake Fire Hall, 246 West Railway Drive in Smoky Lake, for the total 2020 allocated grant amount of \$114,590.00, with the intention of the program requirements for construction to begin in year 2020 and the allocated funding be spent by December 31, 2021; and Administration inform council of the grant status.
- (August 18, 2020) Smoky Lake County Motion No. 992-20: That Smoky Lake County Council approve a preferred funding formula for the proposed project: Smoky Lake Fire Department Storage Building, of 60% Smoky Lake County in the amount \$240,000.00 (Two Hundred Forty Thousand Dollars) and 40% Town of Smoky Lake in the amount of \$160,000.00 (One Hundred Sixty Thousand Dollars) for a total Project Cost of \$400,000.00 (Four Hundred Thousand Dollars), which may be built at a considered location adjacent to the existing fire hall in the Town of Smoky Lake.

March 1, 2021 Town of Smoky Lake Regular Council Meeting motion:

MOVED by Councillor Morton that Town of Smoky Lake provide a written response to Smoky Lake County concerning the letter from Gene Sobolewski, Chief Administrative Officer, Smoky Lake County, dated March 1, 2021 regarding the proposed Smoky Lake Fire Department Storage Shed Building project in Smoky Lake; and request to schedule a Joint Town/County Council Meeting with the suggested date of Monday, March 15, 2021 (afternoon or evening meeting) to discuss further.



PO Box 460, 56 Wheatland Avenue, Smoky Lake, AB T0A 3C0
 Phone: 780-656-3674 Fax: 780-656-3675
 Email: town@smokylake.ca Website: www.smokylake.ca

March 4, 2021

Smoky Lake County
 Attn: Reeve, Council and CAO
 P.O Box 310
 Smoky Lake, AB. T0A 3C0

Sent via Email: cao@smokylakecounty.ab.ca
clukinuk@smokylakecounty.ab.ca

Smoky Lake County Reeve, Council and CAO,

Re: Request a Joint Town / County Council Meeting.

Please see the following motion made at the Regular Council Meeting held on March 2, 2021:

Motion No. 156-2021

MOVED by Councillor Morton that Town of Smoky Lake provide a written response to Smoky Lake County concerning the letter from Gene Sobolewski, Chief Administrative Officer, Smoky Lake County, dated March 1, 2021 regarding the proposed Smoky Lake Fire Department Storage Shed Building project in Smoky Lake; and request to schedule a Joint Town/County Council Meeting with the suggested date of Monday, March 15, 2021 (afternoon or evening meeting) to discuss further.

Please respond if the date above is suitable to the County. I look forward to hearing from you.

Sincerely,

TOWN OF SMOKY LAKE
 Per:

Adam Kozakiewicz
 Chief Administrative Officer
 AK/kl

Cc: Lydia Clein, Assistant CAO, Smoky Lake County
 Patti Priest, Legislative Services Clerk, Smoky Lake County

March 5, 2021 Smoky Lake County CAO's response to Town of Smoky Lake:



Smoky Lake County

P.O. Box 310
4612 McDougall Drive
Smoky Lake, Alberta T0A 3C0
Phone: 780-656-3730
1-888-656-3730
Fax: 780-656-3768
www.smokylakecounty.ab.ca

March 5, 2021
File: 1-113

Town of Smoky Lake
Attn: CAO and Council
Sent via Email: CAO@smokylake.ca
hholowaychuk@smokylake.ca

Re: Response to the Town's March 4, 2021 Letter - Re: Request a Joint Town / County Council Meeting

Adam,

The County has received your letter dated March 04, 2021 and I have circulated it to my Council for comment in regard to the Town Council's March 2, 2021 Motion #156-2021, requesting a Joint Town/County Council Meeting, to further discuss the proposed Smoky Lake Fire Department Storage Shed Building project.

Council's response was that the County's position to defer this project was clearly stated at the December 12, 2020, meeting as the Smoky Lake Region is pursuing a Regional Fire Services study. Therefore, a further meeting to again reiterate their position of deferral was not deemed to be necessary at this time.

In regard to the grant approval already received by the Town for the storage shed, perhaps there may be an opportunity to request an extension to the grant deadline from the Province, given the circumstances, to beyond the December 2022 date. This will then allow for sufficient time to review recommendations from the Regional Fire Services report authorized by an expected approval of the ACP grant. In the unlikely event that the County's current ACP grant application is not approved, the County Council will be able to then review the matter and provide a recommendation moving forward.

Should you require further information, please notify the undersigned at 780-207-1884.


Yours truly,

Gene Sobolewski,
Chief Administrative Officer

CURRENTLY:

It is the County's understanding that the Smoky Lake Fire Department Storage Building Project was placed on hold, as per the Joint Council Motion made respectively by: Town Mayor Holowaychuk and County Councillor Cherniwchan on December 16, 2020, to defer the discussion on the subject until after the regionalization of fire protective services, is fully explored. This subsequently led to the joint application to the Alberta Community Partnership (ACP) program on January 4, 2021 regarding the Regional Fire Services project, as outlined in the ACP application, for the purpose of:

- assessing the current state of fire services in the region,
- providing information and recommendations on regional fire service delivery options, cost and funding models, and
- developing a regional fire services agreement framework that addresses infrastructure requirements, policies, and bylaws.

CORRELATION TO BUSINESS (STRATEGIC) PLAN	
N/A	
LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS	Municipal Government Act: Intermunicipal Collaboration Framework.
BENEFITS	<ul style="list-style-type: none"> ▪ Strengthen intermunicipal relationships. ▪ Create a resource to aid in long term planning for capital infrastructure replacement. ▪ Determine the viability of Regional Fire Services.
DISADVANTAGES	A possible unbudgeted cost in an amount to be determined.
ALTERNATIVES	Take no action.
FINANCE/BUDGET IMPLICATIONS	
Operating Costs: \$ _____ Budget Available: \$ _____ Budgeted Costs: _____	Capital Costs: _____ Source of Funds: _____ Unbudgeted Costs: undetermined
INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS	Intermunicipal Collaboration Framework (ICF).
COMMUNICATION STRATEGY	Email and letter Communication.
RECOMMENDATIONS	
That Smoky Lake County Council approve action taken by the Chief Administrative Officer in responding to the Town of Smoky Lake's March 4, 2021 request for a formal response to understand the direction of the County in respect to the proposed project entitled "Smoky Lake Fire Department Storage Building" as well as the Town of Smoky Lake's March 4, 2021 request for a joint meeting regarding same.	
CHIEF ADMINISTRATIVE OFFICER	 for CAO



REQUEST FOR DECISION		DATE	March 25, 2021	4.8
TOPIC		Bylaw No. 1394-21: Hamlet of Bellis Sewer System		
PROPOSAL	<p>The Hamlet of Bellis has a municipally operated sewage discharge system. There is NO monthly fee charged to property owners to fund the annual repairs and maintenance to the system. In order to recover some costs, Smoky Lake County has passed a bylaw (which MUST be considered annually) to charge a Special Tax. In 2017, Council increased the per footage amount from \$1.50 to \$1.75. It has remained at \$1.75 since.</p> <p>The average household currently pays \$125.56 in frontage. The range is from \$52.50 to \$352.00</p> <p>Attached is a summary of costs for the past 10 years and what would need to be charged per square foot for total cost recovery. For most years, we get back enough to cover all of the direct expenses and some of the wages, however the levy does not cover the entire cost of the system. Costs were much higher in 2017 because we had to replace a pump.</p>			
CORRELATION TO BUSINESS (STRATEGIC) PLAN				
n/a				
LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS		<p>MGA Section 382</p> <ul style="list-style-type: none"> (1) Each council may pass a special tax bylaw to raise revenue to pay for a specific service or purpose by imposing one or more of the following special taxes: <ul style="list-style-type: none"> (b) a sewer tax (2) A special tax bylaw must be passed annually. 		
BENEFITS	County will be able to continue to recover, from those who benefit from the service, the costs of operating the sewer system in Bellis.			
DISADVANTAGES	<ul style="list-style-type: none"> • This form of cost recovery does not take into consideration the variety of uses for each property • This form of cost recovery covers only a part of the overhead costs 			
ALTERNATIVES	<ul style="list-style-type: none"> • Establish a monthly utility fee to charge the users of the service; OR\ • Raise or decrease the Per Foot Rate 			
FINANCE/BUDGET IMPLICATIONS				
Operating Costs:		Capital Costs: _____ 0		
Grant Available:		Source of Funds: <u>Frontage levy at \$1.75 = \$9,040 revenue</u>		
Budgeted Costs: 2021		<u>\$ 7,000 plus a portion of salaries</u> County Funding _____		
INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS				
COMMUNICATION STRATEGY		Grapevine publications and website.		
RECOMMENDATION				
That Smoky Lake County give First Reading, Second Reading, Permission for Third, and Third Reading to Bylaw No.: 1394-21 Hamlet of Bellis Sewer System.				
CHIEF ADMINISTRATIVE OFFICER				

**SMOKY LAKE COUNTY
BELLIS SEWER ANALYSIS**

REVENUE	2020 Budget	5435.78										
		Actual Total (15 years)	ft	ft	ft							
		2020	2019	2018	2017	2016	2015	2014	2013	2012	2011	
Bylaw Charged per foot	1.75	1.75	1.75	1.75	1.5	1.5	1.5	1.5	1.5	1.5	1.5	
Minimum Tax Bylaw	8,828.84	9,090.14	8,828.84	8,828.84	7,748.68	7,748.68	7,748.68	8,153.67	8,153.67	8,153.67	8,153.67	
Council has a policy to cancel the charges to Bells Curling Association and Ruthenian Greek Catholic Parish of St. John the Baptist for a total of \$405												
TOTAL REVENUE	9,040.00	82,558.54	9,040.14	8,828.84	8,828.84	7,748.68	7,748.68	7,748.68	8,153.67	8,153.67	8,153.67	8,153.67
DIRECT EXPENSES												
Dig Fill Well		0.00										
Parts & Stock	3,000.00	0.00										
Supplies		0.00										
Other Goods Purchased		91.97					91.97					
Vacuum Truck		700.00					300.00	400.00				
Work Order- Equipment		2,676.75							209.00	2,467.75		
Work Order - Other employees		1,071.48							130.45	941.03		
Contract Repairs	4,000.00	1,275.00										1,275.00
Work Order - Lagoon ww02		41,695.46	662.50	482.90	6,927.33	24,328.80	374.38	429.39	5,711.66			2,778.50
TOTAL DIRECT EXPENSES	7,000.00	47,510.66	662.50	482.90	6,927.33	24,328.80	374.38	821.36	6,111.66	339.45	3,408.78	4,053.50
per square foot	1.29	8.74	0.12	0.09	1.27	4.48	0.07	0.15	1.12	0.06	0.63	0.75
Total Surplus (Deficit) before overhead allocation	2,040.00	35,047.88	8,377.64	8,345.94	1,901.51	-16,580.12	7,374.30	6,927.32	2,042.01	7,814.22	4,744.89	4,100.17
INDIRECT EXPENSES												
Sanitary Manager/employee*	5,299.71	151,931.60	5,139.75	5,221.39	4,970.84	9,582.07	9,582.07	9,315.00	9,542.00	9,182.17	8,991.79	26,472.94
Utility Officer	4,675.17	87,404.90	4,557.93	4,606.08	4,486.21	8,574.63	8,574.63	8,293.86	7,657.95	7,976.50	8,991.79	7,515.09
Employer Contributions (22.64%)	2,194.47	45,174.96	2,133.49	2,162.04	2,175.12	4,176.04	4,176.04	4,050.04	3,955.99	3,946.49	1,708.44	5,029.86
SUBTOTAL (WAGES)	12,169.36	284,511.46	11,831.18	11,989.52	11,632.17	22,332.74	22,332.74	21,658.90	21,155.93	21,105.16	19,692.03	39,017.89
TOTAL EXPENSES	19,169.36	332,022.12	12,493.68	12,472.42	18,559.50	46,661.54	22,707.12	22,480.26	27,267.59	21,444.61	23,100.81	43,071.39
NET SURPLUS (DEFICIT)	-10,129.36	-249,463.58	-3,453.54	-3,643.58	-9,730.66	-38,912.86	-14,958.44	-14,731.58	-19,113.92	-13,290.94	-14,947.14	-34,917.72

should have charged per foot to recover												
total cost	\$ 4.81	\$ 2.42	\$ 2.38	\$ 4.69	\$ 13.06	\$ 4.25	\$ 4.29	\$ 6.14	\$ 4.01	\$ 4.88	\$ 8.67	

NOTES:
The 15 year average yearly direct cost is: \$ 6,220.15
The 15 year average yearly total costs allocated is: \$ 25,396.07

If any work is required (such as a line break), it would be captured on a work order.
Major repairs will be needed at the gathering manhole within 2 - 3 years. This will cost about \$50,000 plus additional staff time. we will have \$20,000 in reserves

**SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO. 1394-21**

Being a Bylaw to authorize the Municipal Council of the Smoky Lake County to levy a service charge against properties in reference to Bylaw No. 666 - **Hamlet of Bellis Sewer System**.

WHEREAS the County has previously constructed a sewage system within the Hamlet of Bellis, as per Bylaw No. 666;

AND WHEREAS all costs associated with the said system shall be borne by the property and assessment within the Hamlet of Bellis.

NOW THEREFORE BE IT ENACTED that the Council of the Smoky Lake County duly assembled enacts as follows:

1. That an additional service charge for operation and maintenance be levied against all properties as per conditions of Bylaw No. 666 in the amount of One Dollar and seventy-five cents (\$1.75) per front foot;
2. That Bylaw No. 1373-20 is hereby repealed.

READ a First Time this 25th day of March, 2021.

READ a Second Time this 25th day of March, 2021.

READ a Third and Final Time this 25th day of March, 2021 and finally passed by Council.

REEVE

S E A L

CHIEF ADMINISTRATIVE OFFICER



REQUEST FOR DECISION		DATE	March 25, 2021
			4.9
TOPIC	Bylaw No. 1395-21: Borrowing Bylaw		
PROPOSAL	<p>A borrowing bylaw is required to have the line of credit and credit cards, The bylaw gives the County authorization to borrow up to \$5,000,000 on the operating line of credit and \$50,000.00 on the Corporate Mastercard Account.</p> <p>Since taxes are due October 31 there is a risk that we will not have enough operating cash and will need to use an overdraft. The risk has been low because we have been borrowing from savings. It does not cost anything to have the line of credit available in case of emergency.</p> <p>For the past five years, we have been able to avoid this, saving in interest costs. We have also been maximizing cash flow to increase interest revenue. Interest revenue earned in 2020 was \$187,920.</p>		
CORRELATION TO BUSINESS (STRATEGIC) PLAN			
n/a			
LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS		Repeal bylaw 1370-20	
BENEFITS	<ul style="list-style-type: none"> ■ Enables us to keep the penalty date at November 1. This allows the residents to pay their taxes after they have sold some cattle or crop. ■ Interest revenue funds the bank charges. ■ Funds are available should a Disaster occur 		
DISADVANTAGES	<ul style="list-style-type: none"> ■ There is a cost if the line of credit is used 		
ALTERNATIVES	<ul style="list-style-type: none"> ■ Move the tax penalty date forward in order to receive funds earlier in the year eliminating the need to use the overdraft ■ Move savings and investments to chequing account to eliminate the need to use the overdraft (would result in decreased interest income) 		
FINANCE/BUDGET IMPLICATIONS			
Operating Costs: \$ _____		Capital Costs: \$ _____	
Budget Available: \$ _____		Source of Funds: <u>Investment Income</u>	
Budgeted Costs: \$ _____		Unbudgeted Costs: _____	
INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS			
COMMUNICATION STRATEGY			
RECOMMENDATION			
That Smoky Lake County gives 1 st , 2 nd , permission for 3 rd and 3rd readings to Bylaw No. 195-21.			
CHIEF ADMINISTRATIVE OFFICER			

**SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO. 1395-21**

Being a Bylaw to authorize the Municipal Council of the Smoky Lake County, in the Province of Alberta to provide **operating expenditure borrowing** and short-term **capital property borrowing**.

WHEREAS, Sections 256 and 257 of the *Municipal Government Act*, being Chapter M-26 R.S.A. 2000 and amendments thereto, deal with short-term borrowing.

NOW THEREFORE, the Council of Smoky Lake County of the Province of Alberta, duly assembled, enacts the "**Borrowing Bylaw**" of Smoky Lake County as follows:

1. The Corporation is hereby authorized to borrow from ATB Financial, ("ATB")
Operating Line of Credit not to exceed \$5,000,000.00 (Five Million Dollars and zero cents)

Corporate Mastercard Account with a credit limit of \$50,000.00 Fifty Thousand Dollars and zero cents)

repayable upon demand at a rate of interest per annum from time to time established by ATB, not to exceed 10% (ten percent) and such interest will be calculated daily and due and payable monthly on the last day of each and every month.

2. **The borrowing is a line of credit** payable on demand and the Corporation is required to pay accrued interest monthly.
3. The Reeve and Chief Administrative Officer are authorized for and on behalf of the Corporation:
 - a. To apply to ATB for the aforesaid loan to the Corporation and to arrange with ATB the amount, terms, and conditions of the loan and security or securities to be given to ATB;
 - i. To execute promissory notes and other negotiable instruments or evidences of debt for such loans and renewals of all such promissory notes and other negotiable instruments or evidences of debts;
 - ii. To give or furnish to ATB all such securities and promises as ATB may require to secure repayment of such loans and interest thereon; and
 - iii. To execute all security agreements, hypothecations, debentures, charges, pledges, conveyances, assignments, and transfers to and in favour of ATB of all or any property, real or personal, moveable or immovable, now or hereafter owned by the Corporation or in which the Corporation may have any interest, and any other documents or contracts necessary to give or to furnish to ATB the security or securities required by it.
4. The source or sources of money used to repay the principal and interest owing under the borrowing from ATB are: unpaid taxes and penalties on taxes assessed and/or levied by Smoky Lake County in previous years together with penalties there on, and the whole of the taxes assessed or to be assessed and/or levied for the current year.

Bylaw No. -1395-21

5. The amount to be borrowed and the term of the loan will not exceed any restrictions set forth in the Municipal Government Act.
 6. In the event that the Municipal Government Act permits extension of the term of the loan and in the event the Council of the Corporation decides to extend the loan and ATB is prepared to extend the loan, any renewal or extension, bill, debenture, promissory note, or other obligation executed by the officers designated in paragraph 3 hereof and delivered to ATB will be valid and conclusive proof as against the Corporation of the decision of the Council to extend the loan in accordance with the terms of such renewal or extension, bill, debenture, promissory note, or other obligation, and ATB will not be bound to inquire into the authority of such officers to execute and deliver any such renewal, extension document or security.
 7. This Bylaw comes into force on the final passing thereof.
4. That Bylaw No. 1374-20 is hereby repealed.

READ a First Time this 25th day of March, **AD 2021**.

READ a Second Time this 25th day of **March**, **AD 2021**.

READ a Third and Final Time this 25th day of March, **AD 2021** and finally passed by Council.

REEVE

S E A L

CHIEF ADMINISTRATIVE OFFICER



Chief Administrative Officer
 Report Period: **February 26, 2021 to March 18, 2021**

LEGISLATIVE / GOVERNANCE

Projects	Date In Progress	Date Outstanding	Date Completed
Cultural Consultation Training: Indigenous history of Treaties in Canada Duty to consent under the constitution. Recommendation: The County engage in a 1 day session with Council and staff within the first two weeks in April.	Mar 11'21		
Budget Analysis.			Feb 26/21
Meeting with MLA Van Dijken			Mar 04/21
MCC/Tourism Structure Meeting			Mar 05/21
RCDC Workshop Meeting			Mar 10/21
MCC Meeting followup			Mar 12/21

ADMINISTRATIVE

Projects	Date In Progress	Date Outstanding	Date Completed
ASB Mowing – Hiring update and discuss mowing operations based on input from Council and public.			ongoing
Vistoria District Meeting			Feb 26/21
Collective bargaining – Ongoing, additional meetings set up in April 07, 08 and 14.			Ongoing
Tree Nursery Wet Well Meeting			Mar 03/21
Council Departmental Meeting			Mar 04/21
Commission – WLFN #128 Project meeting (delays)			Mar 05/21
MPC/COW Meeting			Mar 08/21
Rodd – Brownlee – Municorr			Mar 09/21
RMA Spring Convention			Mar 17/21
WEBEX – Commission Bylaw changes/requirements.			Mar 18/21
Alberta Climate Policy – Municipalities Workshop			Mar 18/21

FINANCIAL

Projects	Date In Progress	Date Outstanding	Date Completed
Associated Engineering – <u>Standing Offer Agreement</u> with Smoky Lake County for a 3-year term to Associated Engineering. F-1 Recommendation: Enter into a Standing Offer Agreement for a 3-Year Term	Mar. 12/21		

HUMAN RESOURCES

Projects	Date In Progress	Date Outstanding	Date Completed
Joint Health and Safety Meeting			Mar 18/21

Chief Administrative Officer

Report Period: **February 26, 2021 to March 18, 2021**

COMMUNITY

Projects	Date In Progress	Date Outstanding	Date Completed
Disaster Relief Program: AEP provided information that they will likely not be responding until March/April. MLA advised as well.			Ongoing

TRAINING

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COUNTY STRATEGIC PLAN

N/A			
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<i>Signature:</i> Gene Sobolewski	County Council Meeting: <u>March 25, 2021</u>
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**STANDARD FORM OF AGREEMENT
BETWEEN
CLIENT AND ENGINEER**

THIS AGREEMENT made in duplicate the _____ day of _____ in the year 2021

by and between the Parties:

Smoky Lake County
PO Box 310
Smoky Lake, AB T0A 3C0 hereinafter called the "Client"

and

Associated Engineering Alberta Ltd.
500, 9888 Jasper Avenue
Edmonton, AB T5J 5C6 hereinafter called the "Engineer"

WHEREAS the Client desires that engineering services be rendered by the Engineer for the following project (the "Project"):

STANDING OFFER AGREEMENT FOR CONSULTING SERVICES

and as detailed in Schedule B - Project Description, annexed hereto.

NOW THEREFORE, the Client and the Engineer, for the consideration and upon the terms and conditions hereinafter named, **agree as follows:**

ARTICLE I. GENERAL CONDITIONS OF AGREEMENT

The General Conditions of Agreement, annexed hereto in Schedule A, form a part of this Agreement.

ARTICLE II. ENGINEERING SERVICES

The Engineer will perform the services (the "Services") described in Schedule C - Scope of Services, annexed hereto.

ARTICLE III. FEE

The Client agrees to pay the Engineer the fees and charges as detailed in Schedule D - Fee Basis, annexed hereto, for furnishing the engineering Services described in Article II. Value Added Taxes are not included in the fees and charges and are payable additional thereto.

ARTICLE IV. ENTIRE AGREEMENT

This Agreement, including Schedules A, B, C and D annexed hereto, constitutes the sole and entire agreement between the Client and Engineer relating to the Project. This Agreement may be amended only by written instrument signed by both the Client and the Engineer. This Agreement is for the exclusive benefit of the Parties signatory thereto. It does not create a contractual relationship with or exist for the benefit of any third party, including contractors, subcontractors and their sureties.

IN WITNESS WHEREOF the Parties hereto have duly executed this Agreement.

Smoky Lake County

Per:

Authorized Signatory Title

Per:

Witness Title

Associated Engineering Alberta Ltd.

Per:

Authorized Signatory Title

Per:

Authorized Signatory Title

SCHEDULE A GENERAL CONDITIONS OF AGREEMENT

The following provisions, terms and conditions shall apply hereto:

1. DEFINITIONS

1.1 **Agreement:** This form; the Standard Form of Agreement between Client and Engineer, including any and all Schedules annexed hereto.

1.2 **Additional Services:** Services required of the Engineer, which are outside the scope of Services defined in this Agreement and for which the Engineer will be additionally compensated by the Client.

1.3 **Consultant:** Registered professional engineers, architects and other technical specialists, other than the Engineer, engaged by the Client directly.

1.4 **Contractor:** The party contracting with the Client or Owner for the provision of labour, materials and equipment for the execution of the Work.

1.5 **Contract:** The agreement between the Client or Owner and the Contractor for the provision of labour, materials and equipment for the execution of the Work by the Contractor.

1.6 **Contract Documents:** All documents relating to the Work issued by or through the Engineer which are incorporated into the Contract, and all variations and modifications thereto issued by or approved by the Engineer.

1.7 **Contract Time:** The period from the notice to proceed with the Work to the projected completion date for the Contract as agreed to between the Client or Owner and the Contractor in the Contract.

1.8 **Field Services:** Shall mean making such periodic visits to the Project site at intervals appropriate to the stage of construction as the Engineer, in the Engineer's sole professional discretion, considers necessary to enable the Engineer to ascertain whether the Contractor is carrying out the Work in general conformity with the Contract Documents, or such other Field Services as are stipulated herein.

1.9 **Owner:** Where different from the Client, Owner shall mean the party contracting with the Contractor for the execution of the Work, and the party providing the funding for the Project. In such a

case, it is assumed and understood that the Client has a master agreement with the Owner authorizing the Client to act on the Owner's behalf in the provision of services or the execution of the work under this Agreement.

1.10 **Project:** The Project described in the recitals to the Agreement.

1.11 **Services:** The Engineer's Services as set forth in this Agreement and the attached schedules.

1.12 **Shop Drawings:** Drawings, diagrams, illustrations, schedules, performance charts and data, technical brochures and other data provided by the Contractor or other third parties to illustrate details of a component or portion of the Work.

1.13 **Substantial Performance:** Shall have the meaning set out in lien legislation in effect at the place of the Work or, if such legislation does not contain a definition, it shall mean that point in time at which the Work is ready to be used or is being used for its intended purpose and is so certified by the Engineer.

The term Substantial Completion, used in some jurisdictions, shall have the same meaning.

1.14 **Subconsultant:** Any registered/licensed professional engineer, architect or other technical specialist engaged directly by the Engineer in connection with the Project.

1.15 **Termination Expenses or Suspension Expenses:** Expenses incurred by the Engineer which are directly attributable to termination or suspension of the Services by the Client for reasons beyond the control of the Engineer, and shall include the Engineer's expenses reasonably and necessarily incurred in winding down the Engineer's Services.

1.16 **Total Performance:** Shall mean that the Work as appraised by the Engineer has been performed to the total requirements of the Contract Documents, and is so certified by the Engineer. The terms Total Completion or Final Completion, used in some jurisdictions, shall have the same meaning.

1.17 **Value Added Taxes:** Value Added Taxes means such sums as levied upon fees and charges by a Federal, Provincial or Territorial Government and is computed as a percentage of the same and includes the Goods and Services Tax, the Harmonized Sales Tax, the Quebec Sales Tax, the

SCHEDULE A GENERAL CONDITIONS OF AGREEMENT

Saskatchewan Sales Tax and any similar tax, the payment or collection of which is imposed by legislation.

1.18 **Work:** The totality of all labour, materials and equipment used or incorporated into the Project by the Contractor pursuant to the Contract Documents.

2. Client's Responsibilities

The Client shall give due consideration to all sketches, drawings, reports, bids, proposals and other information provided to the Client by the Engineer and shall render decisions in a timely manner so as not to delay the work of the Engineer.

The Client shall make available to the Engineer all relevant information or data pertinent to the Project which is required by the Engineer. The Engineer shall be entitled to rely upon the accuracy and completeness of all information and data furnished by the Client, including information and data originating with the Client's Consultants, whether such Consultants are engaged at the request of the Engineer or otherwise. Where such information or data originates either with the Client or with the Client's Consultants, then the Engineer shall not be responsible to the Client for any consequences of any error or omission contained therein.

The Client shall arrange and make provision for the Engineer's entry and ready access to public and/or private property as well as to the Project site, as necessary to enable the Engineer to perform the Services of this Agreement.

The Client shall designate in writing an individual to act as the Client's representative, such person to have complete and exclusive authority to transmit instructions to and receive information from the Engineer.

The Client shall give prompt written notice to the Engineer whenever the Client or the Client's representative becomes aware of any defects or deficiencies in the Work or in the Contract Documents.

The Client shall obtain required approvals, licences and permits from municipal, governmental or

other authorities having jurisdiction over the Project so as to not delay the Engineer in the performance of the Services being rendered under this Agreement.

The Client shall expressly undertake not to enter into contracts in connection with the Project with Contractors or Consultants (or with the Owner, when the Client is not the Owner) which describe duties and responsibilities of the Engineer which are inconsistent with the duties and responsibilities of the Engineer provided for in this Agreement, without first obtaining the Engineer's written agreement thereto.

Where the work to be rendered by the Engineer under this Agreement is for discipline work on a building project designed by others, the Client shall provide electronic drawing files of all applicable building and structural elements, in AutoCAD® format and metric configuration, finalized as to design layout and suitable for use as a reference, prior to the Engineer commencing design Services under this Agreement. Revisions, changes or re-work required to be done by the Engineer as a result of subsequent changes to the finalized design layout, for reasons beyond the Engineer's control, will be deemed Additional Services and, as such, will be at the Client's expense.

In accordance with Canadian anti-spam legislation, the Client consents to the Engineer and its Subconsultants contacting the Client and its personnel through electronic messages relating to the Engineer's Services and other matters of interest to the Client. After the completion of this Agreement, the Client may withdraw any such consent by contacting the Engineer at unsubscribe@ae.ca.

3. Payment of Engineer's Fee

The Client shall pay the Engineer as provided in this Agreement.

The Engineer's invoices are due and payable when presented. Accounts unpaid by the Client thirty (30) days after presentation are subject to monthly interest charges at the rate of 12.0% per annum.

No deduction, holdback or set-off shall be made by the Client from the fee payable to the Engineer.

**SCHEDULE A
GENERAL CONDITIONS OF AGREEMENT**

4. Additional Services

If the Client authorizes the Engineer to do additional work over and above that contemplated in this Agreement, including re-work of plans and specifications for reasons beyond the Engineer's control, the Engineer shall be additionally compensated based on the time basis fee rate schedule annexed hereto or, lacking such a schedule, such other fee rates as mutually agreed between the Client and the Engineer prior to the commencement of such Additional Services.

5. Construction Emergencies

In the event of any construction emergency which, in the opinion of the Engineer, requires immediate action in the Client's interests, the Engineer shall have authority to issue such orders on behalf of and at the expense of the Client as he may deem necessary or expedient.

6. Variations in Design

The Engineer is empowered to make such deviations, alterations, additions and omissions in carrying out the Services, as the Engineer may reasonably consider desirable in the Client's interests, provided that no additions to the costs of the Contract are caused thereby, and no additional charge is made in the design of the work.

7. Field Services

The level of Field Services to be provided by the Engineer shall be as detailed elsewhere in this Agreement and the schedules annexed thereto.

8. Documents

All documents and drawings prepared by the Engineer, or by others on behalf of the Engineer, in connection with this Project are instruments of professional service for the execution of the Project. The Engineer retains the property and copyright in

these documents and drawings, whether the Project is executed or not. These documents and drawings may not be used on any other project or for any other purpose without the prior written agreement of the Engineer.

9. Standard of Care

The standard of care for all services performed by the Engineer pursuant to this Agreement shall be the care and skill ordinarily used by members of the design profession practicing under similar conditions at the same time and locality as the Project. The Engineer makes no warranties, express or implied, under this Agreement or otherwise, in connection with Services.

10. Insurance, Damages & Liability of the Engineer

10.1 The Engineer shall provide and maintain, at its own expense, standard Automobile Liability insurance on all vehicles owned, operated or licensed in the name of the Engineer in an amount not less than \$1,000,000.00 inclusive for bodily injury and/or property damage.

10.2 The Engineer shall, at its own expense and without limiting its liabilities herein, insure its operations under a policy of Comprehensive or Commercial General Liability, with an insurer licensed in the Province or Territory where the Project is located, in an amount not less than \$2,000,000.00 per occurrence, insuring against bodily injury, personal injury, and property damage including loss of use thereof. Such insurance shall include blanket contractual liability.

10.3 The Engineer shall provide and maintain, at its own expense, Professional Liability Insurance in an amount not less than \$1,000,000.00 per claim. Such insurance shall be applicable to the Services.

10.4 Prior to the date of the execution of this Agreement, if the Client wishes to increase the amount of the coverage, or to obtain other special insurance coverage for this Project, then the Engineer shall cooperate with the Client to obtain such

SCHEDULE A GENERAL CONDITIONS OF AGREEMENT

increased or special insurance coverage at the Client's expense.

10.5 In consideration of the provision of the Services rendered by the Engineer to the Client under this Agreement, the Client agrees that any and all claims which the Client has or hereafter may have against the Engineer, the Engineer's servants, employees, subconsultants or representatives, in respect of the Services, howsoever arising, whether in contract or in tort, shall be absolutely limited to:

10.5.1 A period of six years from the date of the Certificate of Substantial Performance or the date of the termination or suspension of the Engineer's Services, or within such shorter period as may be prescribed by any limitation statute in the Province or Territory where the Project is located.

10.5.2 The lesser of the total amount of the Engineer's fee paid by the Client under the terms of this Agreement or \$250,000.00.

10.6 If for any reason the Engineer's Professional Liability Insurance is not available or does not apply to any claim made by the Client against the Engineer in respect of the Services, then the liability of the Engineer to the Client under this Agreement shall be absolutely limited to the re-performance at the Engineer's own cost of those Services which are proven at law to constitute errors, omissions or negligent acts on the part of the Engineer or anyone for whom the Engineer may be responsible at law.

10.7 The Engineer's liability with respect to any claims arising out of this Agreement shall be absolutely limited to direct damages arising out of the Services, and the Engineer shall bear no liability whatsoever for any consequential loss, injury or damages incurred by the Client, including but not limited to loss of profit, revenue, production, business, contracts or opportunity and increased cost of capital, financing or overhead.

10.8 It is further agreed that the Engineer shall not be liable for damages, interest, costs or any other expense arising out of the failure of any manufactured product or any manufactured or factory assembled system or components to perform in accordance with the manufacturer's specifications, advertising, product literature or written documentation on which the

Engineer reasonably relied during the preparation of the design or the Contract Documents.

10.9 In those instances where the Engineer makes use of third party software and other intellectual property in the course of providing the Services, the limitation of liability that exists between the third party provider and the Engineer shall, with the necessary changes, apply equally between the Engineer and the Client.

10.10 For the purposes of the limitation provisions contained in the Agreement of the Parties herein, the Client expressly agrees that it has entered into this Agreement with the Engineer, both on its own behalf and as an agent on behalf of its employees and principals. The Client expressly agrees that the Engineer's employees and principals shall have no personal liability to the Client in respect of a claim, whether in contract, tort and/or any other cause of action in law. Accordingly, the Client expressly agrees that it will bring no proceedings and take no action in any court of law against any of the Engineer's employees or principals in their personal capacity.

10.11 Where the Client is any form of municipal, local, provincial or federal government or agency, the Client expressly agrees that if the services provided by the Engineer or its principals, employees and subconsultants are the type that if provided by the officers or employees of the Client would bring into play statutory indemnification protection for the benefit of the Client or its officers and employees, the Client will indemnify the Engineer and its principals and employees to the same extent and under the same circumstances as the statutory indemnification would extend to the Client and its officers and employees. Examples of the services that are to be covered by this provision include but are not limited to the following:

- (i) review of rezoning applications;
- (ii) review of land use plans;
- (iii) review of subdivision submissions;
- (iv) review of building permit applications;
- (v) review for building code compliance;
- (vi) review of stormwater management, flood routing, or drainage plans; and

SCHEDULE A
GENERAL CONDITIONS OF AGREEMENT

(vii) review of environment management plans.

11. Occupational Health and Safety Act

The Engineer acknowledges that the Engineer is an employer as defined in the Occupational Health and Safety Act, and will, as a condition of this Agreement, comply with the Occupational Health and Safety Act of the authority having jurisdiction and the regulations thereto in relation to the Engineer's own employees.

It is agreed that the Engineer shall not be responsible for the Contractor's means, methods, techniques, sequences, procedures or the safety and coordination of the Work. The Contractor shall be solely responsible for ensuring that any and all Occupational Health and Safety Acts and regulations are complied with. In particular, the Engineer shall not be required to accept the role or obligations of Prime Contractor with respect to such Acts.

12. Termination or Suspension by the Client

12.1 If the Engineer is shown to be in default in the performance of any of the Engineer's material obligations as set forth in this Agreement, then the Client may, by written notice to the Engineer, require such default to be corrected. If, within 30 days of receipt of such notice, such default has not been corrected or reasonable steps to correct such default have not been taken, the Client may, without limiting any other right or remedy the Client may have, immediately terminate this Agreement and make such settlement for the cost of the Services rendered and disbursements incurred by the Engineer pursuant to this Agreement and remaining unpaid as of the effective date of such termination.

12.2 If the Client is unable or unwilling to proceed with the Project, the Client may suspend or terminate this Agreement by giving 30 days written notice to the Engineer. Upon receipt of such written notice, the Engineer shall perform no further Services other than those reasonably necessary to suspend or close out

the Project. In such event, the Engineer shall be paid by the Client for all Services performed and for all disbursements incurred pursuant to this Agreement, plus expenses incurred by the Engineer which are directly attributable to termination or suspension, including expenses reasonably and necessarily incurred in winding down the Engineer's Services under this Agreement.

12.3 If the Project or any part thereof is abandoned at any stage or if any stage of the Engineer's Services is unduly delayed for reasons beyond his control, or if the contracts for the construction and installation of the Work are not awarded within 60 days after the completion of the drawings and specifications, the Engineer shall be entitled to payment as called for in this Agreement, including, if applicable, termination expenses.

13. Termination by the Engineer

13.1 If the Client is shown to be in default in the performance of any of the Client's material obligations set forth in this Agreement, including payment of the Engineer's fee as required herein, then the Engineer may, by written notice to the Client, require such default to be corrected. If, within 30 days after receipt of such notice, such default has not been corrected, the Engineer may, without limiting any other right or remedy he may have, immediately terminate this Agreement. In such an event, the Engineer shall not be liable for delay or damages as a result of the suspension or termination and the Client shall pay the Engineer for all Services performed and for all disbursements incurred by the Engineer pursuant to this Agreement and remaining unpaid as of the effective date of such termination, plus expenses incurred by the Engineer which are directly attributable to termination or suspension, including expenses reasonably and necessarily incurred in winding down the Engineer's Services under this Agreement, in addition to any other rights or remedies the Engineer may have.

13.2 If the Engineer's Services are suspended by the Client for any time for more than 30 cumulative consecutive or non-consecutive days through no fault

SCHEDULE A
GENERAL CONDITIONS OF AGREEMENT

of the Engineer, then the Engineer shall have the right at any time until such suspension is lifted by the Client, without limiting any other right or remedy the Engineer may have, to terminate this Agreement upon written notice thereof to the Client. In such an event, the Client shall pay the Engineer for all Services performed and for all disbursements incurred by the Engineer pursuant to this Agreement and remaining unpaid as of the effective date of such suspension, plus expenses incurred by the Engineer which are directly attributable to suspension, including expenses reasonably and necessarily incurred in winding down the Engineer's Services under this Agreement.

14. Dispute Resolution

In the event of a dispute arising the Client and the Engineer shall first use their best efforts to resolve the dispute or difference of opinion under or in connection with this Agreement by good faith amicable negotiations on a "without prejudice" basis, and shall provide frank, candid and timely disclosure of all relevant facts, information and documents to facilitate negotiations.

If a claim, dispute or controversy cannot be resolved by the project personnel, senior executives of the Client and Engineer, upon the request of either party, shall meet as soon as conveniently possible, but in no case later than thirty (30) days after such a request is made, to attempt to resolve such claim, dispute or controversy. If after meeting the senior executives determine that the claim, dispute or controversy cannot be resolved on terms satisfactory to both parties, the parties shall submit the claim, dispute or controversy for legal remedy.

15. Notices

All notices required by this Agreement to be given by either Party shall be deemed to be properly given and received within three business days if made in writing to either Party by certified mail, facsimile or personal delivery, addressed to the regular business address of such other Party. Notices sent by email shall not be deemed properly given and received

unless proof of receipt can be furnished by the sender.

16. Successors and Assignment

This Agreement shall inure to the benefit of and be binding upon the Parties hereto, and except as hereinafter otherwise provided, their executors, administrators, and successors and permitted assigns.

If a Party to this Agreement who is an individual should desire to bring in a partner or partners, or if a Party which is a partnership should desire to bring in a new partner or partners to share the benefit and burden of this Agreement, he or they may do so provided the additional parties covenant directly in writing with the other parties to be bound by the provisions of this Agreement.

Except as aforesaid, neither Party may assign this Agreement without the consent in writing of the other.

17. Joint and Several Liability

Where the Client is a joint venture, partnership or consortium each member of such joint venture, partnership or consortium shall be jointly and severally liable for the obligations of the Client under this Agreement.

SCHEDULE B PROJECT DESCRIPTION

Associated Engineering will provide engineering services on an as-required basis to Smoky Lake County based on this Standing Offer Agreement. The services include, but are not limited to the following:

- Engineering Consultation
- Engineering Studies
- Asset Management
- Engineering Pre-Design
- Engineering Design
- Project Management
- Construction Management
- Construction Administration
- Construction Inspection
- Post-Construction Services
- General Advisory Services

Smoky Lake County will confirm and authorize all services provided.

SCHEDULE C SCOPE OF SERVICES

Associated Engineering Alberta Ltd. will provide the following services to Smoky Lake County as the need is identified below:

- Engineering Consultation
- Engineering Studies
- Asset Management
- Engineering Pre-Design
- Engineering Design
- Project Management
- Construction Management
- Construction Administration
- Construction Inspection
- Post-Construction Services
- General Advisory Services

It is understood that services will be approved by Smoky Lake County. Each individual project will require a Project Management Plan, financial reporting, cost control, communication plan and work order form executed by both parties.

This Standing Offer Agreement will be in effect from the date of signing through December 31, 2023. It may be amended and reviewed from time-to-time.

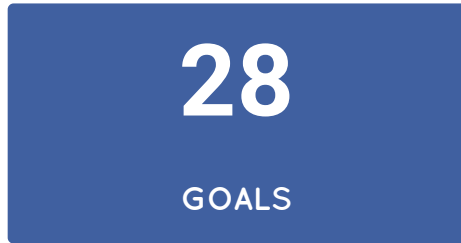
SCHEDULE D FEE BASIS

The fees for each project will be determined based on the attached rates, agreed terms of reference, and confirmed scope of work.

The attached rates will be in effect until December 31, 2022. An escalation rate of 3% will be added to the attached rates effective January 1, 2023.



5.1.1.c.i



● Draft ● Not started ● On Track ● Behind ● Overdue ● Complete → Direct Alignment --- Indirect Alignment

COUNCIL MOTIONS/INQUIRY PLAN

COUNCIL MOTIONS 2021

Meeti...	Council ...	Goal	Details	Owner	Progress Update	Curr...
		2021 02 25 County Council Meeting				On Track
2021/02/25	421-21	→ Bylaw No. 1383-20: Smoky Lake County & Lamont County Intermunicipal Development Plan	<p>icipal Development Plan, by incorporating the following changes:</p> <ol style="list-style-type: none"> Section 3.2 - Environment and Watershed Management of the bylaw be amended to revise Policy 3.2.5 to replace the word "shall" with "may." Policy now reads: Policy 3.2.5: "Development on lands identified as Environmentally Significant Areas (ESAs) by the Province of Alberta may be required to include as an application requirement, an Environmental Impact Assessment or Biophysical Assessment which provides sufficient information to ensure that important ecological features on the site are maintained and protected, as outlined in the respective County MDP." Section 3.5 - Natural Resources of the bylaw be amended to include the following as Policy 3.5.4: Policy 3.5.4: "The Counties shall work with oil and gas infrastructure development proponents to maintain the integrity of existing pipeline corridors within the Plan Area." Section 4.2 - Culture and Tourism Area of the bylaw be amended to remove Policy 4.2.3, and renumber subsequent policies accordingly. The deleted policy previously slated: Policy 4.2.3: "Confined feeding operations shall not be allowed within the Culture and Tourism Area in order to minimize negative impacts on adjacent properties and the water quality of the North Saskatchewan River." 	Planning & Development Manager	<p>Jordan Ruegg:</p> <p>Achievements: Bylaw 1383-20: Smoky Lake County & Lamont County Intermunicipal Development Plan was adopted by Council at the February 25, 2021 Council meeting with the following changes:</p> <ol style="list-style-type: none"> Section 3.2 - Environment and Watershed Management of the bylaw be amended to revise Policy 3.2.5 to replace the word "shall" with "may." Policy now reads: Policy 3.2.5: "Development on lands identified as Environmentally Significant Areas (ESAs) by the Province of Alberta may be required to include as an application requirement, an Environmental Impact Assessment or Biophysical Assessment which provides sufficient information to ensure that important ecological features on the site are maintained and protected, as outlined in the respective County MDP." Section 3.5 - Natural Resources of the bylaw be amended to include the following as Policy 3.5.4: Policy 3.5.4: "The Counties shall work with oil and gas 	Completed

4. Section 4.2 - Culture and Tourism Area of the bylaw be amended to include the following new policies as Policies 4.2.3 and 4.2.4: Policy 4.2.3: "Development within the Culture and Tourism Area will be consistent with the Victoria District Economic Development Strategy." Policy 4.2.4: "Development within the Culture and Tourism Area shall be designed to enhance the socio-cultural authenticity of the communities, conserve built and living cultural heritage and traditional values, and contribute to intercultural understanding and tolerance."
5. Section 7 - Maps of the bylaw be amended to remove and replace Maps 7.3 - Future Land Use with the map attached to this motion as Schedule A.

infrastructure development proponents to maintain the integrity of existing pipeline corridors within the Plan Area."

3. Section 4.2 - Culture and Tourism Area of the bylaw be amended to remove Policy 4.2.3, and renumber subsequent policies accordingly. The deleted policy previously slated: Policy 4.2.3: "Confined feeding operations shall not be allowed within the Culture and Tourism Area in order to minimize negative impacts on adjacent properties and the water quality of the North Saskatchewan River."
4. Section 4.2 - Culture and Tourism Area of the bylaw be amended to include the following new policies as Policies 4.2.3 and 4.2.4: Policy 4.2.3: "Development within the Culture and Tourism Area will be consistent with the Victoria District Economic Development Strategy." Policy 4.2.4: "Development within the Culture and Tourism Area shall be designed to enhance the socio-cultural authenticity of the communities, conserve built and living cultural heritage and traditional values, and contribute to intercultural understanding and tolerance."
5. Section 7 - Maps of the bylaw be amended to remove and replace Maps 7.3 - Future Land Use with the map attached to this motion as Schedule A.

Challenges: *No value*

Next Steps: *No value*

2021/02/25 422-21

→ **Bylaw No. 1383-20: Smoky Lake County & Lamont County Intermunicipal Development Plan**

That Smoky Lake County **Bylaw No. 1383-20: Smoky Lake County & Lamont County Intermunicipal Development Plan**, for the purpose of adopting the said plan, be given **SECOND READING as amended** by the February 25, 2021, Motion # 421-21.
Carried.

Moved by Councillor Halisky that Smoky Lake County **Bylaw No. 1383-20: Smoky Lake County & Lamont County Intermunicipal Development Plan**, for the purpose of adopting the said plan, be given the **THIRD and FINAL READING** and that the Reeve and the Interim Chief Administrative Officer are hereby authorized to fix their signatures to all necessary documents and that the corporate seal also be fastened where it is deemed to be necessary.

Planning & Development Manager

Jordan Ruegg:

Achievements: Bylaw No. 1383-20: Smoky Lake County and Lamont County Intermunicipal Development Plan was adopted at the February 25, 2021 Council meeting. Notice of adoption and three signed and executed copies were sent to Lamont County on March 3, 2021, for Lamont County's signature and execution.

Challenges: *No value*

Next Steps: *No value*

Comple

2021/02/25 423-21

→ **Bylaw No. 1391-21: Smoky Lake County & Lamont County Intermunicipal Collaboration Framework**

That Smoky Lake County **Bylaw No. 1391-21: Smoky Lake County and Lamont County Intermunicipal Collaboration Framework**, for the purpose of adopting an Intermunicipal Collaboration Framework between Smoky Lake County and Lamont County, be given **FIRST READING**...

....**THIRD and FINAL READING** and that the Reeve and the Interim Chief Administrative Officer are hereby authorized to fix their signatures to all necessary documents and that the corporate seal also be fastened where it is deemed to be necessary; and to send notice of the adoption of said Intermunicipal Collaboration Framework, to the Minister of Municipal Affairs, as per section 708.33(4) of the *Municipal Government Act*.

Planning & Development Manager

Jordan Ruegg:

Achievements: Bylaw No. 1391-20: Smoky Lake County and Lamont County Intermunicipal Collaboration Framework was adopted at the February 25, 2021 Council meeting. Notice of adoption and three signed and executed copies were sent to Lamont County on March 3, 2021, for Lamont County's signature and execution. Notice of adoption of the Intermunicipal Collaboration Framework was also sent to the Honorable Rick Mciver, Minister of Municipal Affairs, on March 1, 2021, in accordance with Section 708.33(4) of the *Municipal Government Act*.

Challenges: *No value*

Next Steps: *No value*

Comple

2021/02/25 424-21

→ **Municipal Excellence Award Nomination**

That Smoky Lake County self-nominate for the Year-2021 Minister's Awards for Municipal Excellence under the "Smaller Municipalities Category", with a municipal initiative that demonstrates leadership, resourcefulness or innovation, or both, to better the community, and submit the self-nomination prior to the March 31, 2021 submission deadline; in response to the letter received from Ric McIver, Minister of Alberta Municipal Affairs regarding same.

Planning & Development Manager

Patti Priest:

Achievements: Municipal File: 1-151

Challenges: *No value*

Next Steps: *No value*

Jordan Ruegg:

Achievements: The Planning and Development Department met with the Community Economic Development Officer to discuss potential projects that could form the basis for the County's application to the Minister's Awards for Municipal Excellence under the "Smaller Municipalities" category. The Planning and Development Department will submit the nomination and supporting documentation to the Minister prior to the March 31, 2021 submission deadline.

Challenges: *No value*

Next Steps: *No value*

On Track

2021/02/25 425-21

→ **Request to Purchase County Owned Land – Pt. SW-6-59-15-W4M (0.44 acres)**

That Smoky Lake County decline the offer, in the amount of \$705.00, from Alberta Infrastructure, Properties Division – Realty Services Branch, Government of Alberta, dated October 13, 2020, to purchase the County owned lands legally described as Pt. SW-6-59-15-W4M (Certificate of Title # 782055897), containing 0.31 acres, more or less.

Planning & Development Manager

Patti Priest:

Achievements: Motion #425-21 rescinded on March 4, 2021 by Motion #478-21.

Challenges: *No value*

Next Steps: *No value*

Jordan Ruegg:

Achievements: The Planning and Development Manager informed Alberta Infrastructure that Smoky Lake County Council had declined its offer to purchase the lands legally described as Pt. SW-6-59-15-W4M, in the amount of \$705.00, on February 26, 2021.

Challenges: *No value*

Next Steps: *No value*

Completed

2021/02/25 426-21

→ **Request to Purchase County Owned Land – Pt. SW-6-59-15-W4M (0.44 acres)**

That Smoky Lake County approach Alberta Infrastructure, Properties Division – Realty Services Branch, Government of Alberta, with an agreement to lease the County owned lands legally described as Pt. SW-6-59-15-W4M (Certificate of Title # 782055897), containing 0.31 acres, more or less, with the purpose of formalizing Alberta Infrastructure ability to replace the existing wet-well owned by Alberta Infrastructure on the said land, which supplies water to the Smoky Lake Tree Nursery.

Planning & Development Manager

Patti Priest:

Achievements: Motion #426-21 rescinded on March 4, 2021 by Motion #479-21.

Challenges: *No value*

Next Steps: *No value*

Jordan Ruegg:

Achievements: The Planning and Development Manager approached Alberta Infrastructure on February 26, 2021, to discuss a potential lease agreement between Smoky Lake County and Alberta Infrastructure, for the lands legally described as Pt. SW-6-59-15-W4M. Alberta Infrastructure rejected the proposal, informing the County that the Province does not lease land on which they plan to make capital investments.

Challenges: *No value*

Next Steps: *No value*

Comple

2021/02/25 427-21

→ **Tractor and Blade Mount Tender Results**

That Smoky Lake County Council approve an Agricultural Service Board Department purchase of a Year-2021 John Deer model number 6130M Cab Tractor in the amount of \$134,051.04, with a Year-2021 Degelman blade mount in the amount of \$5,735.00 for a combined total in the amount not to exceed \$139,786.04, from AGLAND St. Paul, Alberta, in reference to the February 22, 2021, quote numbers 23541038 and 23717717 respectively, and agree to a 16 speed power quad transmission instead of a 24 speed power quad transmission to take advantage of a cost savings in the amount of \$2,122.00.

Agricultural Fieldman

Carleigh McMullin:

Achievements: E-mail sent to Corey Waldner at Ag Land St. Paul on March 1st quoting the motion made by Council on February 25th in order to move forward to order the new 6130M tractor and blade mounts. Arrival date of tractor is June 3rd, 2021 in St. Paul.

Challenges: *No value*

Next Steps: *No value*

Comple

2021/02/25 428-21

→ **MLA Glenn van Dijken, Athabasca-Barrhead-Westlock Constituency**

That Smoky Lake County Council and relevant Administration who can attend – attend a meeting with local MLA Glenn van Dijken, Athabasca-Barrhead-Westlock Constituency, scheduled for Wednesday, **March 3, 2021, at 9:00 a.m. to 11:00 a.m.**, to be held virtually and/or physically in County Council Chambers.

Legislative Service Clerk

Patti Priest:

Achievements: Government Liaison Meeting held virtually with Council in Chambers on March 3, 2021 with MLA van Dijken. The following items were discussed:

1. Whitefish Lake First Nation #128 Water Project Provincial Funding.
2. Advocate to have members of the fire service included in the priority list for the distribution of the COVID-19 vaccination program.
3. Strategic Transportation Infrastructure Program (STIP) for Bridge Funding and the Bridge Program (AT).
4. Rural Policing – RCMP vs Provincial Police – Smoky Lake County perspective.
5. Spring Flooding Update/New Disaster Announcement.
6. Municipal Sustainability Initiative (MSI) Funding reduction announcement.

Municipal File: 1-200

Challenges: *No value*

Next Steps: *No value*

Comple

2021/02/25 429-21

→ **Smoky Lake and District Regional Chamber of Commerce**

That Smoky Lake County Council approve action taken in renewing the Smoky Lake and District Regional Chamber of Commerce, Year-2021 Membership #59 at a cost in the amount of \$150.00, effective February 1, 2021.

Legislative Service Clerk

Patti Priest:

Achievements: Cheque #50899 was issued on January 26, 2021.

Municipal File: 1-113

Challenges: *No value*

Next Steps: *No value*

Comple

2021/02/25 431-21	→ Bridge Priority Plan Strategic Transportation Infrastructure Program (STIP) – BF09915	That Smoky Lake County approve to revise the Bridge Priority Plan as prepared by Associated Engineering Ltd., for the purpose of absorbing the cost of the unforeseen, emergent bridge repairs identified on February 14, 2021, to bridge number BF09915 on Range Road 164, South of Township Road 595A by reallocating funds from the existing Year-2021 Strategic Transportation Infrastructure Program (STIP) funding list, by deferring two projects identified under bridge numbers: BF77862 on Township Road 590, East of Range Road 190, and BF78004 on Township Road 585A, West of Range Road 195A, and adding one project: BF09915 on Range Road 164, South of Township Road 595A, to the said funding list with the reaming projects of: BF79429 at Range Road 140, South of Township Road 602, and BF09975 at Township Road 585A, East of Range Road 195A.	Finance Manager	Brenda Adamson: Achievements: The tender for Standard Bridge & Culvert Repair and Other Work for BF09915, BF09975, and BF79429 was posted on Albert Purchasing Connection on March 12, 2021 Challenges: <i>No value</i> Next Steps: The tender will close April 7. The opening will take place virtually at 2:01 pm	Completed
2021/02/25 437-21	→ Damage Claim – Private Property within the Hamlet of Spedden	That Smoky Lake County approve to pay the damage claim resulting from an incident which occurred on January 20, 2021, within the Hamlet of Spedden, involving a County snowplough damaging a bundle of tin while on private property, in the amount of \$309.54 to replace the damaged tin.	Safety Officer	Patti Priest: Achievements: Legislative Services had provided a copy of motion #437-21 as well as the backup information from the Safety Officer to Accounts Payable on March 17, 2021 for payment. Challenges: <i>No value</i> Next Steps: <i>No value</i>	On Track
2021/02/25 438-21	→ Custom Work on Private Property	That Smoky Lake County Council confirm Policy Statement No. 03-26: Custom Work, as the County will not provide custom work on private property, unless an exception is authorized by Council if circumstance warrant when private sector services or equipment may not be available to perform the requested work, and only by virtue of a written agreement.	Legislative Service Clerk	Patti Priest: Achievements: Motion made to clearly reaffirm the County's position in respect to custom work on private property. Challenges: <i>No value</i> Next Steps: <i>No value</i>	Completed
2021/02/25 439-21	→ Private Property within the Hamlet of Spedden	That Smoky Lake County advise the landowner requesting compensation relating to a damage claim resulting from an incident which occurred on January 20, 2021, within the Hamlet of Spedden, involving a County snowplough damaging a bundle of tin while on the said landowner's private property, of the County's discontinuation of snow-clearing a passage on the landowner's property, and provide the said landowner with the rules and regulations surrounding the dumping of raw sewage.	Planning & Development Manager	Jordan Ruegg: Achievements: The Planning and Development Manager sent a letter on March 15, 2021, informing the owner of the lands legally described as Pt. SE-33-59-12-W4M, that the owner is required to obtain the necessary approvals/authorizations/permits to dispose of sewage on said lands. Challenges: <i>No value</i> Next Steps: <i>No value</i>	Completed

2021/02/25 441-21	→ Smoky Lake Regional GIS Agreement	That Smoky Lake County enter into an agreement with the Town of Smoky Lake, Village of Waskatenau and the Village of Vilna for the purpose of outlining roles and responsibilities relating to the Regional Geographic Information System (GIS) facilitated through MuniSight Ltd. software products and services, for a retroactive Five-Year Term commencing January 1, 2020 and ending December 31, 2024.	GIS Technician	Patti Priest: Achievements: Town of Smoky Lake Council's February 2, 2021 Motion #073-2021: MOVED by Councillor Morton that Town of Smoky Lake approve CAO, Kozakiewicz to enter into the Smoky Lake Region contract with MuniSight Ltd. on behalf of the Town of Smoky Lake in partnership with Smoky Lake County, Village of Waskatenau and the Village of Vilna for the purpose of utilizing the Geographic Information System (GIS) Software Products and Services for a Five-Year Term commencing January 1, 2020 and ending December 31, 2024. Challenges: <i>No value</i> Next Steps: <i>No value</i>	On Track					
2021/02/25 443-21	→ Request to Write Off Penalties	That Smoky Lake County Council rescind the January 28, 2021, Motion #325-21 to "take no action to the Owner's January 14, 2021, written request to write off penalties on Property Tax Roll number 23090116, as a similar request was made by the same owner in respect to previous penalties in Year-2016 and, payment was received in full in December 2020"; and approve to waive the said penalties in the amount of \$108.67 subject to the said taxpayer entering into the monthly autopay system.	Finance Manager	Patti Priest: Achievements: A letter written by the Accounting/Tax Clerk Mar.5'21 and mailed advising the owner of Council's decision. Challenges: <i>No value</i> Next Steps: <i>No value</i>	Completed					
2021/02/25 444-21	→ Family and Community Support Services (FCSS)	That Smoky Lake County approve to allocate funding from the 2021 Family and Community Support Services (FCSS) Grant budget in accordance with Policy No. 08-17-01: Family and Community Support Services (FCSS) grant as follows:	Finance Manager	Patti Priest: Achievements: Cheque No. 51029 issued on March 10, 2021. Challenges: <i>No value</i> Next Steps: <i>No value</i>	Completed					
<table border="1"> <thead> <tr> <th data-bbox="590 992 821 1057">Community Group</th> <th data-bbox="821 992 1178 1057">Eligibility</th> <th data-bbox="1178 992 1255 1057">Funding</th> </tr> </thead> <tbody> <tr> <td data-bbox="590 1057 821 1157">The Town of Smoky Lake Library Board</td> <td data-bbox="821 1057 1178 1157">For the provision of social programs to strengthen coping skills.</td> <td data-bbox="1178 1057 1255 1157">\$6,500.00</td> </tr> </tbody> </table>		Community Group	Eligibility	Funding	The Town of Smoky Lake Library Board	For the provision of social programs to strengthen coping skills.	\$6,500.00	Finance Manager	Brenda Adamson: Achievements: An advertisement for FCSS Facilitator was posted on Twitter, Facebook, and the Smoky Lake County Website March 12, 2021. It will be in the Smoky Lake Signal and the Redwater Review the week of March 15, 2021. Challenges: <i>No value</i> Next Steps: Applications will be reviewed and the targeted program start date will be April, 2021	Completed
Community Group	Eligibility	Funding								
The Town of Smoky Lake Library Board	For the provision of social programs to strengthen coping skills.	\$6,500.00								
2021/02/25 445-21	→ Family and Community Support Services (FCSS) - Collaborative Community Initiative	That Smoky Lake County establish a program titled: Collaborative Community Initiative, through Family and Community Support Services (FCSS) to recruit and fund volunteer community members who will provide local community organizations with assistance in accessing Provincial and Federal pandemic related funding, in response to several discussions held with local groups and organizations struggling to continue operating during the COVID pandemic due to restrictions on their usual fundraisers.	Finance Manager	Brenda Adamson: Achievements: An advertisement for FCSS Facilitator was posted on Twitter, Facebook, and the Smoky Lake County Website March 12, 2021. It will be in the Smoky Lake Signal and the Redwater Review the week of March 15, 2021. Challenges: <i>No value</i> Next Steps: Applications will be reviewed and the targeted program start date will be April, 2021	Completed					

2021/02/25 448-21	→ Training Events – Report to Council	<p>That Smoky Lake County Council acknowledge receipt of the Reports produced in accordance with Management Policy Statement No. 01-M-41: Reporting on Training Events, received from:</p> <p>Environmental Operations: § Alberta Water & Wastewater Operators Association (AWWOA), two-part webinar on the digital protocols and modern instrumentation, held virtually on February 2-3, 2021, attended by the Environmental Operations Manager, § Alberta Water & Wastewater Operators Association (AWWOA), two-part webinar on the basics of key parameters for analytical measuring technology, held virtually on February 9-10, 2021, attended by the Environmental Operations Manager.</p>	Legislative Service Clerk	<p>Patti Priest: Achievements: Reporting on Training Events is captured for other members to reference as an educational tool.</p> <p>Municipal File: 1-289</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	Completed
2021/02/25 449-21	→ Annual Safety Meeting	That Smoky Lake County's Annual Safety Meeting for Year-2021 be cancelled due to the ongoing COVID-19 pandemic, as to adhere to the safety protocols in place.	Safety Officer	<p>Patti Priest: Achievements: Recorded on the Action List for historical reference.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	Completed
2021/02/25 451-21	→ Alberta's Lakeland Destination Marketing Organization	That Smoky Lake County defer discussion on the Alberta's Lakeland Destination Marketing Organization Year-2021 Membership invoice number 2021-149, dated January 31, 2021, to the next scheduled regular Council meeting, to allow time to gather information from Smoky Lake Region's Community Economic Development Officer in regard to the benefits and/or services currently received through the said membership.	Legislative Service Clerk	<p>Patti Priest: Achievements: On February 25, 2021, Legislative Services notified the Community Economic Development Officer by email to be prepared to provide information about the benefits of membership to the Alberta's Lakeland Destination Marketing Organization at the March 25, 2021 Council Meeting.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	On Track
2021/02/25 452-21	→ Brownlee LLP Emerging Trends in Municipal Law-Virtual Seminar	That Smoky Lake County Council approve action taken in Council and relevant administration attending Brownlee LLP's Emerging Trends in Municipal Law, Virtual Seminar held on February 18, 2021.	Legislative Service Clerk	<p>Patti Priest: Achievements: All Council virtually attended the event from Council Chambers.</p> <p>Municipal File: 11-25A</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	Completed

2021/02/25 453-21	→ Cypress County – Reopening the Economy – COVID Pandemic	That Smoky Lake County acknowledge receipt of the carbon copy letter to the Office of the Premier of Alberta from Dan Hamilton, Reeve, Cypress County, dated February 5, 2021, asking the Government to take a regional approach when making decisions regarding the reopening of the economy in respect to the COVID pandemic.	Legislative Service Clerk	<p>Patti Priest: Achievements: Correspondence has been retained for monitoring purposes to track Alberta Municipal activities and measure taken with respect to the COVID pandemic.</p> <p>Municipal File: 5-4</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	Completed
2021/02/25 455-21	→ Hanmore Lake Caretaker - Microsite for online camping reservation booking	That Smoky Lake County Council approve the request received from Jackie Jarema, Custodian for Hanmore Lake and Island Lake Campgrounds for the County to provide an AllNet basic micro-website through the County's website at no cost; and any additional costs associated with campground booking applications or domain name be at the expense of the requesting party, as per the letter received from Jackie Jarema, dated February 3, 2021.	Communications Technician	<p>Patti Priest: Achievements: Municipal File: 1-102</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Evonne Zukiwski: Achievements: Spoke with Jackie Jarema, Contractor for Hanmore Lake and Island Lake on March 15, 2021 to explain the details and contact information needed to set up a microsite to which she then declined, as it didn't fit her main need. Requested that she provides her decline in writing for our records.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	On Track
2021/02/25 456-21	→ 2021 Annual Planning Conference and Education Session	That Smoky Lake County Council and relevant administration who can attend – attend the virtual 2021 Annual Planning Conference and Education Session scheduled for May 3-5, 2021 with the theme of: "Take the initiative! Exploring Innovation and Resiliency in Community Planning."	Planning & Development Manager	<p>Patti Priest: Achievements: Municipal File: 61-46</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Jordan Ruegg: Achievements: The Planning and Development Manager completed and sent a registration form to the organizers of the annual Community Planning Association of Alberta Conference, to be held from May 3-5, 2021. All Council members who wish to attend may do so virtually with the Planning and Development Department.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	Completed

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 February 2021, be (F) filed for information or (A) acknowledged receipt:

Ø R09-21 - Letters of Support for Inter-Provincial Nomination of the North Saskatchewan River for the Canadian Heritage River System (CHRS) - Nathalie Brunet, Special Director of Facilities, United Albertan Paddling Society, dated January 27, 2021/ Maggie Davison, Interim Chief Administrative Office, Explore Edmonton, dated January 25, 2021/ Alanna Hnatiw, Mayor, Sturgeon County, dated February 6, 2021/ Lorne Young, Mayor, Town of Elk Point, dated January 25, 2021. **A**

Ø R10-21 - Aspen View Board Highlights - November 19, 2020. **F**

Ø R11-21 - RMA: Contact Newsletter: January 29, 2021. **F**

Ø R12-21- Ukrainian Canadian Congress, dated February 4, 2021 - Re: E-Bulletin. **F**

Ø R13-21 - Paul Mc Lauchlin, President, RMA, dated February 2021 - Re: President's Update. **F**

Ø R14-21 - RMA: Contact Newsletter: February 12, 2021. **F**

Ø R15-21 - Leela Sharon Aheer, Minister of Culture, Multiculturalism and Status of Women, dated January 29, 2021 - Re: Commenting on application for designation of the North Saskatchewan River. **A**

Legislative
Service Clerk

Patti Priest:

Achievements: Ø R09-21 - Letters of Support Nomination of the North Saskatchewan River for the (CHRS) - Municipal File: 4-35
Ø R10-21 - Aspen View Board Highlights - Municipal File: 17-4

Ø R11-21 - RMA: Contact Newsletter: January 29, 2021 - Municipal File: Agenda Package

Ø R12-21- Ukrainian Canadian Congress, - Municipal File: 1-209

Ø R13-21 - Paul Mc Lauchlin, President, RMA, - Municipal File: 1-10

Ø R14-21 - RMA: Contact Newsletter: February 12, 2021 - Municipal File: Agenda Package

Ø R15-21 - Commenting on application for designation of the North Saskatchewan River - Municipal File: 4.35

Challenges: *No value*

Next Steps: *No value*

Comple

2021/02/25 454-21

→ **MD of Bonnyville No 87 - Need for a Stronger Western Canadian Municipal Advocate**

That Smoky Lake County request notification from the Municipal District of Bonnyville No. 87 as to the next steps in regard to the need for a stronger Western Canada Municipal Advocate, as per the letter received from Greg Sawchuk, Reeve, Municipal District of Bonnyville No. 87, dated January 20, 2021, in regard to same.

Legislative Service Clerk

Patti Priest:

Achievements: The CAO contacted the MD of Bonnyville by email on March 11, 2021 to ask:
1. In regard to the western advocacy, the letter suggested some options. Has there been any suggestions or thoughts as to proposed next steps?
2. Was there any meetings or thoughts of setting up some form of NE regional meeting in regard to this issue?

The response was:

This item was on the agenda for the March 10, 2021 MD of Bonnyville Council meeting.

Reeve Sawchuk plans to discuss options to the group at the RMA conference scheduled for March 16-17, 2021. From that meeting there will be clearer direction from all parties on the next steps.

Municipal File: 1-152

Challenges: *No value*

Next Steps: *No value*

Comple

2021/02/25 440-21

→ **Custom Work on Private Property**

That Smoky Lake County Council mandate all requests for custom work to be done on private property, be directed to the Chief Administrative Officer prior to entering into an agreement to do so and reported to Council through the Chief Administrative Officer's report

Legislative Service Clerk

Patti Priest:

Achievements: Motion made to clearly reaffirm the County's position in respect to custom work on private property.

Challenges: *No value*

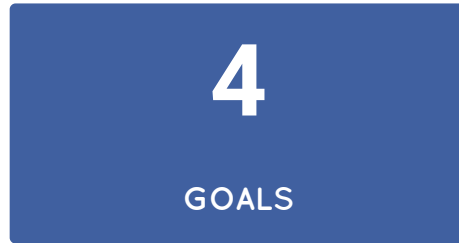
Next Steps: *No value*

Comple



COUNCIL SPECIAL MEETING ACTION LIST FROM MARCH 4, 2021 AS OF Mar 17, 2021

5.1.1.c.ii



● Draft
 ● Not started
 ● On Track
 ● Behind
 ● Overdue
 ● Complete
 → Direct Alignment
 --- Indirect Alignment

COUNCIL MOTIONS/INQUIRY PLAN COUNCIL MOTIONS 2021

Meeti...	Council ...	Goal	Details	Owner	Progress Update	Curr...
2021 03 04 Council Special Meeting						On Track
2021/03/04	478-21	→ Request to Purchase County Owned Land – Pt. SW-06-59-15-W4M	<p>That Smoky Lake County Council rescind the February 25, 2021 Council Motion #425-21, which reads "That Smoky Lake County decline the offer, in the amount of \$705.00, from Alberta Infrastructure, Properties Division - Realty Services Branch, Government of Alberta, dated October 13, 2020, to purchase County owned lands legally described as Pt. SW-06-59-15-W4M (Certificate of Title #782055897), containing 0.31 acres, more or less."</p> <p>Reeve Lukinuk called for a Recorded Vote:</p> <p>In Favour: Opposed: Lukinuk Gawalko Orichowski Halisky Cherniwchan</p>	Planning & Development Manager	<p>Jordan Ruegg:</p> <p>Achievements: The Planning and Development Manager sent signed and executed copies of the Agreement for Purchase, as well as the necessary transfer documents which will be registered at the Land Titles Office, respecting the lands legally described as Pt. SW-06-59-15-W4M, to Peter Bubula, Property Agent, Properties Division - Realty Services Branch, Alberta Infrastructure, on March 4, 2021. The Planning and Development Manager will inform Council when the property has transferred and been registered with Land Titles.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	Completed

2021/03/04 479-21

→ **Request to Purchase County Owned Land – Pt. SW-06-59-15-W4M**

That Smoky Lake County Council **rescind** the February 25, 2021 Council Motion #426-21, which reads "That Smoky Lake County approach Alberta Infrastructure, Properties Division - Realty Services Branch, Government of Alberta, with an agreement to lease the County owned lands legally described as Pt. SW-06-59-15-W4M (Certificate of Title #782055897), containing 0.31 acres, more or less, with the purpose of formalizing Alberta Infrastructure ability to replace the existing wet well owned by Alberta Infrastructure on the said land, which supplies water to the Smoky Lake Tree Nursery."

Reeve Lukinuk called for a Recorded Vote:

In Favour:	Opposed:
Lukinuk	Gawalko
Orichowski	
Halisky	
Cherniwchan	

Planning & Development Manager

Jordan Ruegg:

Achievements: The Planning and Development Manager sent signed and executed copies of the Agreement for Purchase, as well as the necessary transfer documents which will be registered at the Land Titles Office, respecting the lands legally described as Pt. SW-06-59-15-W4M, to Peter Bubula, Property Agent, Properties Division - Realty Services Branch, Alberta Infrastructure, on March 4, 2021. The Planning and Development Manager will inform Council when the property has transferred and been registered with Land Titles

Challenges: *No value*

Next Steps: *No value*

Completed

2021/03/04 480-21

→ **Request to Purchase County Owned Land – Pt. SW-06-59-15-W4M**

That Smoky Lake County enter into an Agreement for Purchase and Sale, between Smoky Lake County, and Her Majesty the Queen in Right of Alberta, as represented by the Minister of Infrastructure, to sell the lands legally described as Pt. SW-06-59-15-W4M (Certificate of Title #782055897), containing 0.31 acres, more or less, in the amount of \$705.00, subject to the terms of said Agreement, as provided by Alberta Infrastructure."

Reeve Lukinuk called for a Recorded Vote:

In Favour:	Opposed:
Lukinuk	Gawalko
Orichowski	
Halisky	
Cherniwchan	

Planning & Development Manager

Jordan Ruegg:

Achievements: The Planning and Development Manager sent signed and executed copies of the Agreement for Purchase, as well as the necessary transfer documents which will be registered at the Land Titles Office, respecting the lands legally described as Pt. SW-06-59-15-W4M, to Peter Bubula, Property Agent, Properties Division - Realty Services Branch, Alberta Infrastructure, on March 4, 2021. The Planning and Development Manager will inform Council when the property has transferred and been registered with Land Titles.

Challenges: *No value*

Next Steps: *No value*

On Track



COUNCIL DEPARTMENTAL OPERATIONS MEETING ACTION LIST FROM MARCH 4, 2021 AS OF

Mar 17, 2021

5.1.1.c.iii

12
GOALS

100%
GOAL COMPLETION

● Draft ● Not started ● On Track ● Behind ● Overdue ● Complete → Direct Alignment --- Indirect Alignment

COUNCIL MOTIONS/INQUIRY PLAN

COUNCIL MOTIONS 2021

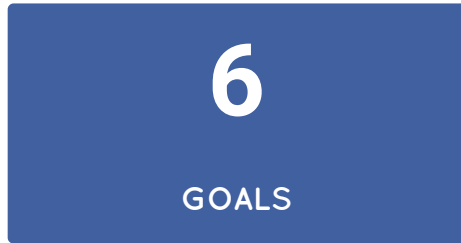
Meeti...	Council ...	Goal	Details	Owner	Progress Update	Curr...
2021 03 04 Council Departmental Operations Meeting						Comple
2021/03/04	465-21	→ Management Policy Statement No. 3-M-06-12: Public Works Manager Work Plan	That Smoky Lake County's Management Policy Statement No. 3-M-06-12: Public Works Department - Manager Work Plan, be accepted as amended for Year 2021 as follows:	Legislative Service Clerk	Patti Priest: Achievements: The Municipal Clerk incorporated Policy 3-M-06-12 into the "Management" Policy Manual. Challenges: <i>No value</i> Next Steps: <i>No value</i>	Comple
2021/03/04	466-21	→ Management Policy Statement No. 9-M-01-10: Natural Gas Manager Work Plan	That Smoky Lake County's Management Policy Statement No. 9-M-01-10: Natural Gas Department: Natural Gas Manager Work Plan, be accepted as amended for Year 2021 as follows:	Legislative Service Clerk	Patti Priest: Achievements: The Municipal Clerk incorporated Policy 9-M-01-10 into the "Management" Policy Manual. Challenges: <i>No value</i> Next Steps: <i>No value</i>	Comple
2021/03/04	467-21	→ Management Policy Statement No. 4-M-01-11: Enviro. Operations Manager Work Plan	That Smoky Lake County's Management Policy Statement No. 4-M-01-11: Environmental Operations Management Work Plan, be accepted as amended for Year 2021 as follows:	Legislative Service Clerk	Patti Priest: Achievements: The Municipal Clerk incorporated Policy 4-M-01-11 into the "Management" Policy Manual. Challenges: <i>No value</i> Next Steps: <i>No value</i>	Comple

2021/03/04 468-21	→ Management Policy Statement No. 3-M-07-12: Public Works Shop Foreman Work Plan	That Smoky Lake County's Management Policy Statement No. 03M-07-12: Public Works Department: Shop Foreman Work Plan, be accepted as amended for Year 2021 as follows:	Legislative Service Clerk	Patti Priest: Achievements: The Municipal Clerk incorporated Policy 3-M-07-12 into the "Management" Policy Manual. Challenges: <i>No value</i> Next Steps: <i>No value</i>	Completed
2021/03/04 469-21	→ Management Policy Statement No. 62-M-01-14: ASB Agricultural Fieldman Work Plan	That Smoky Lake County's Management Policy Statement No. 62-M-01-14: Agricultural Service Board - Agricultural Fieldman Work Plan, be accepted as amended for Year 2021 as follows:	Legislative Service Clerk	Patti Priest: Achievements: The Municipal Clerk incorporated Policy 62-M-01-14 into the "Management" Policy Manual. Challenges: <i>No value</i> Next Steps: <i>No value</i>	Completed
2021/03/04 470-21	→ Management Policy Statement No. 61-M-01-10: Planning & Dev. Manager Work Plan	That Smoky Lake County's Management Policy Statement No. 61-M-01-10: Planning and Development Manager Work Plan, be accepted as amended for Year 2021 as follows:	Legislative Service Clerk	Patti Priest: Achievements: The Municipal Clerk incorporated Policy 61-M-01-10 into the "Management" Policy Manual. Challenges: <i>No value</i> Next Steps: <i>No value</i>	Completed
2021/03/04 471-21	→ Management Policy Statement No. 2-M-03-10: Fire Chief Work Plan	That Smoky Lake County's Management Policy Statement No. 2-M-03-10: Emergency Services Fire Chief Work Plan, be accepted as amended for Year 2021 as follows:	Legislative Service Clerk	Patti Priest: Achievements: The Municipal Clerk incorporated Policy 2-M-03-10 into the "Management" Policy Manual. Challenges: <i>No value</i> Next Steps: <i>No value</i>	Completed
2021/03/04 472-21	→ Management Policy Statement No. 08-M-02-09: Finance Manager Work Plan	That Smoky Lake County's Management Policy Statement No. 08-M-02-09: Finance Manager Work Plan, be accepted as amended for Year 2021 as follows:	Legislative Service Clerk	Patti Priest: Achievements: The Municipal Clerk incorporated Policy 08-M-02-09 into the "Management" Policy Manual. Challenges: <i>No value</i> Next Steps: <i>No value</i>	Completed
2021/03/04 473-21	→ Management Policy Statement No. 1-M-33-09: GIS Services Work Plan	That Smoky Lake County's Management Policy Statement No. 1-M-33-09: Administration: Geographic Information System (GIS) Services Officer - Work Plan, be accepted as amended for Year 2021 as follows:	Legislative Service Clerk	Patti Priest: Achievements: The Municipal Clerk incorporated Policy 1-M-33-09 into the "Management" Policy Manual. Challenges: <i>No value</i> Next Steps: <i>No value</i>	Completed

2021/03/04 474-21	<p>→ Management Policy Statement No. 1-M-43-02: Communications Services Work Plan</p>	<p>That Smoky Lake County's Management Policy Statement No. 1-M-43-02: Administration: Communication Technician - Work Plan, be accepted as amended for Year 2021 as follows:</p>	Legislative Service Clerk	<p>Patti Priest: Achievements: The Municipal Clerk incorporated Policy 1-M-43-02 into the "Management" Policy Manual. Challenges: <i>No value</i> Next Steps: <i>No value</i></p>	Completed
2021/03/04 475-21	<p>→ Management Policy Statement No. 2-M-02-10: Safety Officer Work Plan</p>	<p>That Smoky Lake County Council defer Management Policy Statement No. 02M-02-10: Public Works Department - Safety Officer Work Plan, for the Year 2021 to the next Departmental Operations Meeting.</p>	Legislative Service Clerk	<p>Patti Priest: Achievements: Management Policy Statement No. 2-M-02-10: Safety Officer Op. Council Meeting. Challenges: <i>No value</i> Next Steps: <i>No value</i></p>	Completed



5.1.1.c.iv



● Draft ● Not started ● On Track ● Behind ● Overdue ● Complete → Direct Alignment --- Indirect Alignment

COUNCIL MOTIONS/INQUIRY PLAN
COUNCIL MOTIONS 2021

Meeti...	Council ...	Goal	Details	Owner	Progress Update	Curr...
2021 03 08 Committee of the Whole - Planning						On Track
2021/03/08	483-21	→ International Dark-Sky Association (IDA)	That Smoky Lake County Council recommend the additional material provided by the Planning and Development Department in response to Council's December 10, 2020, Motion #213-20, which gave direction to investigate the feasibility and next steps of pursuing an International Dark-Sky Association (IDA) Designation, be accepted for information.	Planning & Development Manager	Jordan Ruegg: Achievements: The Planning and Development Department will continue to investigate the feasibility and next steps of pursuing an International Dark-Sky Association (IDA) Designation and report back to Council at a future meeting. Challenges: <i>No value</i> Next Steps: <i>No value</i>	On Track
2021/03/08	484-21	→ Land Use Bylaw No. 1272-14 Amendment – Small Livestock in Urban Areas	That Smoky Lake County Council recommend a Public Participation Plan and amendment to the Land Use Bylaw No. 1272-14, for the purpose of providing provisions relating to the licensing for, and keeping of, small livestock animal units in hamlet and residential districts; and bring the said plan and amendment forward to a future meeting of Council.	Planning & Development Manager	Jordan Ruegg: Achievements: The Planning and Development Department will prepare a Public Participation Plan and a Land Use Bylaw amendment for the purposes of providing provisions relating to the licensing for and keeping of, small livestock animal units in hamlet and residential districts and bring both forward to a future Council meeting. Challenges: <i>No value</i> Next Steps: <i>No value</i>	On Track

2021/03/08 485-21	→ Lake Subdivision Wayfinding Signage	That Smoky Lake County Council recommend acknowledging the information provided by the Planning and Development Department in respect to the Year-2021 budgeted project: Lake Subdivision Wayfinding Signage, for the purpose of promoting public awareness of the subdivision and municipal reserve locations at or near: Hanmore Lake, Mons Lake - Sandy Lane, Mons View Resort/Estates, Bonnie Lake, Garner Lake - Birchland & Sunrise, and Whitefish Lake - Hillside Acres.	Planning & Development Manager	<p>Jordan Ruegg: Achievements: The Planning and Development Department will work with the GIS Technician to finalize the maps prior to having the signs fabricated and installed later this spring.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	On Track
2021/03/08 486-21	→ Alberta Wetlands Replacement Program	That Smoky Lake County Council recommend the email received from Sandra Honour, Executive Director, Policy Systems, Alberta Environment and Parks, dated February 25, 2021, in respect to the Alberta Year-2021 budget identifying an administrative change in expenses to the Wetland Replacement Fund of \$8 Million annually starting in 2022-23, as to allow Wetland replacement work to be targeted sooner, be accepted for information.	Planning & Development Manager	<p>Jordan Ruegg: Achievements: The Planning and Development Department will await further information from Ms. Honour with respect to the changes being contemplated to the Wetland Replacement Program and will update Council once this information has been received.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	On Track
2021/03/08 489-21	→ Treaty Six Acknowledgement	That Smoky Lake County Council recommend drafting a policy for the purpose of providing guidelines to acknowledge the traditional lands of Treaty Six First Nations; and bring the said draft policy forward to a future Policy Committee Meeting for review.	Planning & Development Manager	<p>Patti Priest: Achievements: A Policy is being developed as per the recommending motion #489-21 and will be brought forward to a future Policy Committee meeting for review.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	Completed



Reeve's Report

February 19, 2021 to March 17, 2021

February 18, 2021 – Doctor Retention and Recruitment Organizational and Regular Meeting held in Chambers/Virtually: (All Council)

- Craig Lukinuk was elected/acclaimed as Chairperson and Hank Holowaychuk was elected/acclaimed as Vice-Chairperson.
- Dr. Marian passed her test but has chosen to take a position at Crowsnest Pass.
- PCN Purchased a Cardio Machine and Dr. Ted Fenskie will be coming to the PCN Building in April for 1-2 days per week.
- Reviewed committee Budget.
- Updated Terms of Reference for Doctor Retention and recruitment Committee.
- Reviewed Letter sent by County Reeve in regard to permanent status for Dr. Lourens.
- Chaitanya Bandaru Executive Director gave update on PCN Building Vital Air CPAP coming soon.

February 18, 2021 – Brownlee LLP Emerging Trends in Municipal Law 2021: (All Council)

- Drafting and Implementing Development Agreements in Challenging Times.
- Municipal Management of Water Courses and drainage.
- New Law and best practices to Manage the line between Municipal and Private Utilities.
- Covid Liability for Occupiers: What You Need to Know.
- Tax Incentives: Giving a Little (or a lot) to Grow the Tax Base.
- Case Law and Legislative Update.
- Bear Pit Session.

February 19, 2021 – County Committee of the Whole Meeting held in Chambers/Virtually: (All Council)

- Held discussion in Executive Session about the Collective Agreement with the International Union of Operating Engineers, Local Union No. 955 in preparation of bargaining.

February 20, 2021 – Northern Lights Library Executive: (Craig)

- Reviewed Margaret Laws Recommendation on the NLLS Organizational Review.

February 22, 2021 – Smoky Lake Region Intermunicipal Collaboration Committee Meeting held in Chambers/Virtually: (All Council)

- Craig Lukinuk was acclaimed as Chairperson and Lorne Halisky was acclaimed as Vice-Chairperson.
- Reviewed the proposed Joint Agreement to establish an Intermunicipal Heritage Board.
- Recommended to advertise a Request for Proposal (RFP) for providing Safety Codes Services, in respect to Building, Electrical, Plumbing, Gas and Private Sewage Disposal Disciplines and engage the Region's ratepayers who have utilized the current Safety Codes Service provider: The Inspections Group Inc., to assess the quality of services received so far.

February 22, 2021 – Northern Lights Library Executive: (Craig)

- Update on Indigenous Grant Receipt Information.
- Edmonton Garrison Annual Report.
- Library Management Council Report.
- Reviewed Letter sent to Provincial Ministers in regard to Covid-19 and Local Libraries Re-Opening.
- Auditor Report by Jeff Allistion.



Reeve's Report

February 19, 2021 to March 17, 2021

February 24, 2021 – Smoky Lake Region Fire & Rescue Committee Meeting held in Chambers/Virtually: (Craig, Lorne, Johnny, Danny)

- Recommended the Fire-Q RVS application, for providing firefighters with information about who is responding, to be incorporated into each respective Fire Department's Standard Operating Guidelines.
- Received the 2020 Year-End Summary: Partners in Protection Report Card.
- Received the Regional Fire Departments 2020 Financial Operation Cost Analysis.
- Updated the 2021 Strategic Priorities Chart.

February 25, 2021 - County Council Regular Meeting held in Chambers/Virtually: (All Council)

- Public Hearing held for Bylaw No. 1383-20: Smoky Lake County & Lamont County Intermunicipal Development Plan.
- Gave third & final reading passing Bylaws:
 - 1383-20: Smoky Lake County & Lamont County Intermunicipal Development Plan,
 - 1391-21: Smoky Lake County and Lamont County Intermunicipal Collaboration Framework.
- Approved a purchase of a 2021 John Deere 6130M Cab Tractor in the amount of \$134,051.04 for ASB.
- Approved to renew the Smoky Lake and District Regional Chamber of Commerce membership.
- Approved to revise the Bridge Priority Plan to absorb the cost of the unforeseen, emergent bridge repairs identified on February 14, 2021, to the bridge on Range Road 164, South of Township Road 595A.
- Approved to pay a damage claim of \$309.54 to a Spedden resident and reiterated the County will not provide custom work on private property, unless an exception is authorized by Council if circumstance warrant when private sector services or equipment may not be available to perform the requested work, and only by virtue of a written agreement.
- Approved \$6,500 of FCSS funding to the Town of Smoky Lake Library Board.
- Approved to establish a Collaborative Community Initiative, through FCSS to recruit and fund volunteer community members who will provide local community organizations with assistance in accessing Provincial and Federal pandemic related funding.
- Cancelled the County's Annual Safety Meeting due to the ongoing COVID pandemic.

February 26, 2021 – Northern Lights Library Board Meeting held Virtual: (Craig)

- Auditor Report by Jeff Alliston Metrix Group LLP.
- PLSB Report by Jordan DeSousa.
- Library Managers Council Report by Jodi Dahlgren.
- ALTA Report by Jennifer Anheliger.
- Financials by Terri Hampson.
- Executive Director's Report by James MacDonald.
- Chairman's Report by Vicky Lefebvre.
- Organizational Review update by Margaret Law.
- Policy Submissions by Warren Griffin.

February 26, 2021 - Victoria District Economic Development Strategy Implementation Working Group, held virtually: (Craig)

- Discussed options for corporate structures to determine what would work best.

February 26, 2021 - RMA Member Virtual Town Hall: (Randy, Johnny, Lorne, Danny)

- Discussed the 2021 Provincial Budget and other emerging issues of importance.
- Received a backgrounder analysis of the budget.



Reeve's Report

February 19, 2021 to March 17, 2021

March 1-2, 2021 – Negotiating Committee Meeting with International Union of Operating Engineers Local 955 held in Council Chambers: (All Council)

- Bargaining held to renew the Collective Agreement with IUOE Local 955.

March 3, 2021 – Government Liaison Meeting with MLA Glenn van Dijken held in Chambers/Virtually: (All Council)

- As managing partner of the Highway 28/63 Regional Water Services Commission, brought awareness to the delinquent Provincial payments owed for the Whitefish Lake First Nation #128 Water Project.
- Advocated for Fire Services Members to be included in COVID-19 Vaccination Program Priority List.
- Advocated for increased bridge funding.
- Brought awareness to the fact that a RCMP vs Provincial Police will cost Smoky Lake County: Year-2021 = \$63,702.00, Year-2022 = \$95,621.00, Year-2023 = \$127,404.00, Year-2024 = \$191,242.00
- Followed up with the Spring 2020 Flooding Disaster Recovery Program (DRP) funding issue.
- Discussed the new changes announced to the Disaster Recovery Program.
- Discussed the Municipal Sustainability Initiative (MSI) funding reduction slated for the County in 2022 onward.

March 4, 2021 – Council Departmental Operations Meeting held in Chambers/Virtually: (All Council)

- Reviewed & accepted department workplans for 2021 as outlined in Management Policies.

March 4, 2021 – Council Special Meeting held in Chambers/Virtually: (All Council)

- Agree to sell Her Majesty the Queen in Right of Alberta, as represented by the Minister of Infrastructure, Pt. SW-06-59-15-W4M (Certificate of Title #782055897), containing 0.31 acres, more or less, in the amount of \$705, containing wet well infrastructure already owned by the Province

March 8, 2021 – Municipal Planning Commission Meeting held in Chambers/Virtually: (All Council)

- Approved Development Permit No. 005-21: Plan 314HW, Block 4, Lot 15 (Pt. of NW-10-59-18-W4M), for the development of a Modular Home.
- Approved Development Permit No. 006-21: Plan 7520244, Block 5, Lot 9 (Pt. NE-15-60-12-W4M), for the development of a Bunk House.

March 8, 2021 – Council Committee of the Whole Meeting held in Chambers/Virtually: (All Council)

- Received more information about the feasibility and next steps of pursuing an International Dark-Sky Association (IDA) Designation.
- Recommend a Public Participation Plan and amendment to the Land Use Bylaw relating to the licensing and keeping of small livestock animals in hamlet and residential districts.
- Received information about the Year-2021 budgeted project: Lake Subdivision Wayfinding Signage, for subdivisions and municipal reserve locations at or near: Hanmore Lake, Mons Lake - Sandy Lane, Mons View Resort/Estates, Bonnie Lake, Garner Lake - Birchland & Sunrise, and Whitefish Lake - Hillside Acres.
- Recommended drafting a policy for providing guidelines to acknowledge the traditional lands of Treaty Six First Nations.

March 9, 2021 - AHS COVID-19 Community Conversation - North Zone held virtually: (Craig, Johnny, Danny)

- AHS' Advisory Councils (External link) have launched a new series of Community Conversations, designed in partnership with AHS leadership, to invite communities to engage, share information or participate in training that reflects the highest priorities identified by the HAC and AHS leadership in their region.
- Following an update on the status of COVID-19 in Alberta and the central region.



Reeve's Report

February 19, 2021 to March 17, 2021

March 9, 2021 – Muni-Corr: (Johnny, Craig)

- Discussion on Proposed Policy to invoice Water Services Commissions which would see Requisition Percentages that would make the Counties pay for having a water line run in Muni-Corrs Right of Way.

March 10, 2021 – Reginal Community Development Committee (RCDC) Meeting held in Chambers/Virtually: (Craig and Lorne, Johnny)

- Received the Community Economic Development Officer activities report from Jan. 10 to Feb. 15, 2021.
- Discussed the three-Year Rolling Action Plan.
- Received the 2021 Draft Budget and Funding Formula.

March 12, 2021 – Northern Lights Library: (Craig)

- NLLS Chair Report.
- Library Manager's Council Chair report.
- Reviewed Action Items.
- Executive Director Report included Financials and Weekly Reports.
- Organizational Review next steps.
- Election of a Treasurer to assist in budgeting process.

March 15, 2021 – Reeves and Mayors Meeting: (Craig, Randy)

- Discussion on Rural Caucus and why they are in power.
- Broadband for Rural.
- Disaster Recovery Program.
- Assessment Energy Review discussion.

March 16-17, 2021 - RMA 2021 Spring Convention, viewed virtually in Council Chambers: (All Council)

- Hon. Ric McIver, Minister of Municipal Affairs provided the opening address.
- Speakers included:
 - Keynote Speaker Dr. Jody Carrington on Leadership,
 - Hon. Minister Jim Carr, Special Representative for the Prairies, Government of Canada,
 - Brent Davis, Chair, NGO Council of Alberta
 - Deputy Commissioner Curtis Zablocki, Commanding Officer of the Alberta RCMP
 - Hon. Jason Kenney, Premier of Alberta,
 - Irene Martin-Lindsay, Executive Director, Alberta Seniors & Community Housing Association,
- Sessions included:
 - Taking Care of Business: The Resolution Session
 - Managing Difficult Conversations,
 - Municipal Policing Priorities
 - Ministerial Forum 1.0 & 2.0
 - Board Governance Review Panel
 - Federation of Canadian Municipalities Update
 - Municipal Role in Post Pandemic Recovery
 - Preparing for the Municipal Election

Sincerely,
Craig Lukinuk, Smoky Lake County Reeve

Schedule "A"

TRAINING EVENT



SMOKY LAKE COUNTY

DEPARTMENT: Environmental Operations**REPORT**

EVENT	NAME: <u>Dave Franchuk</u>	DATE: <u>March 15, 2021</u>
	ORGANIZATION: <u>AWWOA</u>	LOCATION: <u>Virtual</u>
	<input checked="" type="checkbox"/> Seminar <input type="checkbox"/> Convention/Symposium <input type="checkbox"/> Conference <input type="checkbox"/> Workshop	
SUMMARY	<p>Contents: Annual AWWOA Seminar Alberta Environment and Parks had went over the new requirements in order to maintain the AWWOA water/Wastewater operators certification. Basically we are only aloud 1/3 of the courses to be safely related and the rest must be water or wastewater system related. Also a renewal fee of \$130.00 will be activated in January Of 2022. We also had an update on the lead in Municipal water systems, which must be carried out this year.</p> <p>I attended a sessions on: Optimizing as a Key Component to Capital Planning, with Angelica Querring which was a case study of the Okotoks water treatment plant project.</p> <p>Better Algae control through the use of ionic cupric copper with Doug Riddel of Klear Water Equipment, which involved troubleshooting Coagulants and polimers and speciality chemicals. They had used examples used on the Loon River First Nation study.</p> <p>Beyond Compliance Towards Operational Excellence, which was a panel discussion on use of cases with Jennifer Lypkey. Theys touched on main indicators of bacterial contamination and the current practices within the water sampling system. And ways to get the lab results a lot faster with updated instruments.</p> <p>Drinking Water and Waste Water Prosecutions with Craig Kallai. Advised us of not being honest with water results and practices, and to never cut corners and to always keep records of incidents related to water contamination. We had discussed enforcement examples of fines and probationary measures given and arrests made and how this could affect the municipality as well as the operator.</p> <p>Wood Buffalo in Recovery, Reflections on Community resilience with Dana Woodworth. The measures that had to be taken to recover from the fire in Fort Mc Murrey.</p>	
RESULTS	<p>What I took away: I took away ways of protecting the municipality and myself of problems that could occur within a water system. and of course 1.2 Continuing Education Units towards recertification.</p>	
WHY DID YOU ATTEND	<p>Benefits: I had received 1.2 Continuing Education Units towards my Waater and Wastewater Operators Certification.</p>	
COSTS	Mileage: \$ <u>0</u> Meals: \$ <u>0</u> Other: \$ <u>0</u> Lodging: \$ <u>0</u> Registration: \$ <u>262.50</u> <p style="text-align: right;">TOTAL: \$ <u>262.50</u></p>	
Prepared by Employee Dave Franchuk		DATE: March 15, 2021
COUNCIL MEETING DATE: March 25,2021		

Schedule "A"

TRAINING EVENT



SMOKY LAKE COUNTY DEPARTMENT: _____

REPORT

EVENT	NAME: <u>Trevor Tychkowsky</u> DATE: <u>Mar 2-4 2021</u>
	ORGANIZATION: <u>CEPTED Avanced</u> LOCATION: <u>Virtual</u>
	<input checked="" type="checkbox"/> Seminar <input type="checkbox"/> Convention/Symposium <input type="checkbox"/> Conference <input type="checkbox"/> Workshop
SUMMARY	Contents: completed the advanced CPTED course this course take a larger look at what some issues might be for Crime that is happening in the area. This course took a larger approach. Example are looking at subdivisions.
RESULTS	What I took away: this course went more into details for a larger approach as to what can be done to lower crime in the area. The basic level; was good to look at a small area and ideas to lower the crime.
WHY DID YOU ATTEND	Benefits: this will help our community to keep it safe and will work with the planning dept for when setting up a plan and what can be done to lower the potential of crime
COSTS	Mileage: \$ _____ Meals: \$ _____ Other: \$ _____
	Lodging: \$ _____ Registration: <u>\$395.00</u>
	TOTAL: \$ <u>395.00</u>

Prepared by Employee Trevor Tychkowsky	DATE: March 15, 2021	COUNCIL MEETING DATE: March 22,2021
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Schedule "A"

TRAINING EVENT



SMOKY LAKE COUNTY

DEPARTMENT: Legislative Services & Communications

REPORT

EVENT	NAME: Access to Information in Alberta Public Bodies DATE: March 2, 2021 ORGANIZATION: Cenera LOCATION: Virtual <input type="checkbox"/> Seminar <input type="checkbox"/> Convention/Symposium <input type="checkbox"/> Conference <input checked="" type="checkbox"/> Workshop	
SUMMARY	Contents: The full day workshop focused on the processes, problem-solving and decision-making involved in administering the public's right of access to information in our public body as a requirement under the Alberta Freedom of Information and Protection of Privacy Act (FOIP). The workshop built on the skills learnt through the FOIP in Real Time: Access and Privacy Training for Alberta Public Bodies course taken in December 2020. The goal was to equip participants with knowledge and strategies to implement FOIP in a way that: leads to the best outcome for all parties, takes less time and resources, and supports and builds trust between your organization and the community it serves.	
RESULTS	What I took away: Prior to the main training session, a prerequisite was to watch a prerecorded presentation and complete a basic understanding quiz on the procedure of accessing information. FOIP gives individuals a right of access to all public body information as the default access rule; and a public body can only withhold information relevant to an information request for reasons which align with one or more of the specific, exceptional conditions or circumstances listed in the Act. One of the most important exceptions to the right of access is the requirement to protect against "unreasonable invasion of personal privacy." Other things I have a better understanding of: - Once a formal FOIP request is received, the timelines that follow and must be adhered to. - When FOIP timelines can be extended. - When can (or should) fees be charged? And if so, how much? - If the records requested provides information about third parties, how do they need to be involved. - How thorough I need to be to find the records that the applicant is asking for and how to know I have all of them? - How do the severing rules for withholding information work on the ground? If unclear, how do weigh the balances? - How records can be property severed and how requested information should be presented.	
WHY DID YOU ATTEND	Benefits: Have gained a better understanding of the process and timelines that must be followed once a formal FOIP request is received. How to properly sever (redact) records that contain non-responsive information, and how to present requested records in an easy to understand and follow format.	
COSTS	Mileage: \$ _____ Meals: \$ _____ Other: \$ _____ Lodging: \$ _____ Registration: \$ <u>375.00 + GST</u> <p style="text-align: right;">TOTAL: \$ 375.00 +GST (each)</p>	
Prepared by: Evonne Zukiwski on behalf of: Evonne Zukiwski, Communications and Patti Priest, Legislative Services	DATE: March 2, 2021	COUNCIL MEETING DATE: March 25, 2021



3600 – 48th Avenue
Athabasca, Alberta T9S 1M8
Phone: 780-675-7080; Toll Free 1-888-488-0288
info@aspenschools.org www.aspenschools.org

January 28, 2021

Smoky Lake County
Box 310
Smoky Lake, Alberta T0A 3C0

Dear Smoky Lake Councilors:

The Family School Liaison Program at H.A. School, Vilna School and Holy Family School continues to offer an extra layer of student Mental Health and Wellness support during a time like no other.

Jacob Fox, in his role as Family School Liaison Worker (FSL), has provided a range of individual, targeted and universal programming to students' at all three sites. I have been impressed by his ability to respond to ever changing circumstances during the global pandemic. He has embraced the challenge and developed ways to work virtually and in person as the situations demand.

Jacob's work with classroom programs like *Kelso's Choices* and *Go Zen* have provided our students with excellent strategies for self-regulation, healthy relationships and problem solving. Last spring, he reached out to the publishers of *Kelso's Choices* for permission to use their materials in his online presentations. They were so impressed by what he was doing that they endorsed his work and sent some additional resources for Jacob to use in the FSL program.

Prior to the pandemic, Jacob provided calm reassurance and support to students following the devastating bus crash in Smoky Lake. He worked very effectively with Student Services Consultants and teachers and made himself available in whatever capacity was requested. His adaptability and ability to understand and enhance the crisis intervention strategies was an asset at a very difficult time.

Jacob and his family are preparing to leave the Smoky Lake Community at the end of the school term. In his role as Family School Liaison Worker, he has helped students develop vital skills and contributed to positive school climate at the three sites he continues to serve. He will be missed by the many youngsters he has supported.

As we move into 2021, we recognize the increased need to provide our students and families with multiple layers of Mental Health and Wellness support. The FSL initiative is a vital resource and provides universal, targeted and individual programming for students of all ages. We are looking ahead to finding a suitable replacement as the FSL program is an important part of school Wellness plans.

Smoky Lake County
January 28, 2021
Page 2

We trust that our collaboration with Smoky Lake County will continue as we strive to create enhanced mental health supports for our students and families. This is a time of significant challenge and we are stronger together.

Thank you

Yours truly,

Shannon A.M. Smith

Shannon Smith
Director of Student Services
Aspen View Public Schools

**Smoky Lake County
Family School Liaison Worker Program Review
Meeting Notes**

February 8, 2021, 1:00 p.m. to 1:46 p.m. held virtually through Zoom Meeting.

Present:

Neil O'Shea	Aspen View Public Schools, Superintendent
Aimee Hirtle	Aspen View Public Schools Secretary Treasurer
Shannon Smith	Aspen View Public Schools, Director of Student Services
Gene Sobolewski	Smoky Lake County, Chief Administrative Officer
Lydia Cielin	Smoky Lake County Assistant Chief Administrative Officer
Brenda Adamson	Smoky Lake County, Finance Manager
Patti Priest	Smoky Lake County, Legislative Services/Recording Secretary

Purpose of meeting:

To clear up any misunderstandings regarding expectations for financial reporting so that the FCSS Grant and FSLW program is not jeopardized.

Background:

The Family School Liaison Worker Program Master Service Agreement is up for review/renewal. The agreement and original transfer of the FSLW program from Smoky Lake County to Aspen View Public Schools (AVPS) was executed in 2018 under different leadership and along with the COVID-19 pandemic contributing to disruptions, there has been some breakdown in communication.

AVPS provided the following report on February 2, 2021 showing a surplus of funds for Year-2020 due to COVID-19 limitations on programming:

Family/School Liaison Worker Program
Expenses
January 1, 2020 to December 31, 2020

	<u>Actual</u>		<u>Budget</u>	<u>Balance</u>
Wages	64,446.24	101%	63,773.00	- 673.24
Benefits	15,653.16	85%	18,500.00	2,846.84
Mileage	1,683.40	24%	7,000.00	5,316.60
Meals/Accommodations		0%	1,657.00	1,657.00
Convention/Training	1,992.33	80%	2,500.00	507.67
Membership, fees, Dues		0%	300.00	300.00
Telephone	439.42	44%	1,000.00	560.58
Advertising		0%	3,000.00	3,000.00
Contract - Speakers		0%	8,100.00	8,100.00
Program Expenses			13,434.00	13,434.00
Office supplies	532.07	106%	504.00	- 28.07
Resources		0%	2,000.00	2,000.00
	84,746.62	70%	121,768.00	37,021.38

**Smoky Lake County
Family School Liaison Worker Program Review
Meeting Notes**

The \$37,021.38 in unspent grant funds as of December 31, 2020 is concerning, because according to the FCSS funding rules, all grant funds must be spent in the current year and if not spent, the funds must be returned to Smoky Lake County who is required to return the funds to the province.

AVPS's fiscal year end is August 31, therefore some different reporting methods may be needed to align the FSLW program financial reporting with the FCSS Grant reporting requirements.

For reference, as per the FSLW Program Master Service Agreement the funding contribution are as follows:

a. Lakeland Roman Catholic Separate School District No.150	\$ 3,800.00
b. Village of Waskatenau	\$ 2,500.00
c. Aspen View Public School Division No. 78	\$ 22,160.00
d. FCSS Grants (as allocated by Smoky Lake County)	<u>\$ 93,308.00</u>
Total Revenue	<u>\$121,768.00</u>

Next Steps:

AVPS is to review the FSLW Program Master Service Agreement and provide input for any clarity required.

The FSLW Master Service Agreement may be revised and renewed upon execution by all parties prior to May 30, 2021.

NEXT MEETING: to be determined.

SMOKY LAKE COUNTY

Meeting Notes of the **Government Liaison Committee Meeting** with MLA Glenn van Dijken, Athabasca-Barrhead-Westlock Constituency, held on **Wednesday, March 3, 2021 at 9:00 A.M.** in County Council Chambers and 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:

ATTENDANCE		
<u>Wednesday, March 3, 2021</u>		
<u>Div. No.</u>	<u>Councillor(s)</u>	
1	Dan Gawalko	Present Virtually
2	Johnny Cherniwchan	Present in Chambers
3	Craig Lukinuk	Present in Chambers
4	Lorne Halisky	Present in Chambers
5	Randy Orichowski	Present in Chambers
CAO	Gene Sobolewski	Present in Chambers
Assistant CAO	Lydia Cielin	Present Virtually 9:09 a.m.
Finance Manager	Brenda Adamson	Present in Chambers
Planning & Dev. Manager	Jordan Ruegg	Present Virtually
Planning & Dev. Assistant	Kyle Schole	Present Virtually
Legislative Svcs/R.S.	Patti Priest	Present Virtually
Local MLA	Glenn van Dijken	Present Virtually

No Member of the Media or Public were present.

Agenda:

GL001-21: Halisky

That the Agenda for Smoky Lake County’s Government Liaison Committee Meeting of Wednesday, March 3, 2021, be adopted, as presented.

Carried Unanimously.

Discussion Items:

Whitefish Lake First Nation #128 Water Project Provincial Funding

Background:

Smoky Lake County is managing partner of the Highway 28/63 Regional Water Services Commission.

In 2017, the Highway 28/63 Regional Water Services Commission agreed to upgrade their infrastructure to provide potable water to the Whitefish Lake First Nation #128 (WLFN#128). The agreement was that the costs were to be exclusively split between the Province of Alberta and Indigenous Services Canada (or other Federal Programs). There was to be no net cost implications to the Commission as this was a very expensive undertaking and an important initiative for the Provincial Government.

The project was initially envisioned to construct a water transmission main to the south boundary of the Whitefish Lake First Nation #128 Reserve. Funds were approved for the twinning of the existing waterline and the project was tendered. As the project moved from conceptual to final design, it was noted that there was an opportunity to situate a water reservoir along the route which would then eliminate the need for pumps to operate the majority of the system, including fire flows. In 2018, the Province and ISC agreed to amend the project to include the reservoir construction and cost estimates were revised accordingly. At this time, the Province declined to amend the existing agreement to include the reservoir as an additional schedule and suggested that the additional scope of work was already contemplated within the existing framework of the agreement. Funds (based on the 2017 agreement and initial cost

estimates for the reservoir) were advanced, and the expressed understanding was that escalations and outstanding costs were to be reconciled at the conclusion of the project.

The issue of unforeseen costs, particularly legal, land and final design cost updates, were discussed with the Province on several occasions and the outcome message was generally the same, being that the final cost reconciliation would be completed at the conclusion of the project.

The reservoir construction is generally completed (notwithstanding seasonal deficiencies) and we are anticipating the commencement of the flow of water to the WLFN#128 in short order. The Commission is owed an outstanding balance of \$2.38 million from the Province of Alberta and does not have the funds to cover outstanding invoices without having to execute a short term borrow, which would be a huge burden on the Commission, particularly since our agreement with the Province specified that the project was approved with no cost to the Commission.

To date, there has been no notice received as to what is causing the delay in receiving the Provincial funds.

Mr. van Dijken verbally responded with the following information including but not limited to:

- I will be in touch with contacts at Alberta Transportation to light a fire to get some activity going on the (above) issue.

Members of Fire Services - COVID-19 Vaccination Program Priority List

Background:

Excerpt from a carbon copy letter to the Honourable Tracy Allard, Minister of Municipal Affairs, from Randy Schroeder, President, Alberta Fire Chiefs Association, dated December 14, 2020:

“Minister, our request of you is that you advocate to have members of the fire service included in the priority list for the distribution of the COVID-19 vaccination program and given the priority that other emergency medical service personnel have been given.”

Mr. van Dijken verbally responded with the following information including but not limited to:

- The ask will be to consider adding Fire Service Members that qualify as Emergency Medical Responders in that discussion.

Strategic Transportation Infrastructure Program (STIP) & Bridge Program

Background:

On February 14, 2021, Associated Engineering conducted a bridge inspection of a bridge crossing White Earth Creek on Range Road 164 in Smoky Lake County (BF09915). Emergency closure of BF 09915 was required due to the condition of the pier caps which had failed, making the bridge unsafe for ongoing public use. The pile cap on the north pier was rotten, crushed and completely failed, and the associated pier piles had punched through the cap.

A repair strategy was recommended in order to safely reopen the bridge and bring the overall service level of the bridge to a minimum acceptable condition with a low priority for additional short-term repairs. It is expected that this strategy will extend the life of the bridge by 10-15 years at which time replacement will be required.

The problem is that the transportation networks have far surpassed the design guidelines set back in the day by the Provincial bridge

branch and there are insufficient funds available to service these bridges. Every year the problem is significantly compounding as the County does not have the funding to manage this infrastructure and it is becoming a public liability issue.

Mr. van Dijken verbally responded with the following information including but not limited to:

- As a Rural MLA I have voiced my concern around the caucus table with regard to funds going into the public transportation in big cities, when significant problems of crumbling infrastructure in rural is happening.
- We need support from RMA; for them to stand up with their voice and highlight how transportation is changing and help make the funds go to where they are needed.

Rural Policing – RCMP vs Provincial Police – Smoky Lake County perspective

Background:

The Rural Policing – RCMP vs Provincial Police will be costing Smoky Lake County:

Year-2021 \$63,702.00

Year-2022 \$95,621.00

Year-2023 \$127,404.00

Year-2024 \$191,242.00

These funds will be subsidizing the urban services and provincial activities and will not be providing additional patrols or services in rural areas.

Mr. van Dijken verbally responded with the following information including but not limited to:

- So far, none of the municipalities I have had townhall meetings with are in favour of this.
- I will let the government know my constituency sees no value in moving in this direction and that the focus should be on the judicial, not the policing.

2020 Spring Flooding Update

Background:

Smoky Lake County submitted a late application for Disaster Recovery Program (DRP) funding to Alberta Emergency Management Alberta in January 2021, in respect to the Year-2020 flood losses incurred by ratepayer within the County.

We have not received a formal response in respect to the application being successful or not. However, we did receive an email on February 17, 2021 referencing March 31 as the possible earliest date for a decision.

Mr. van Dijken verbally responded with the following information including but not limited to:

- I have not received any new information since January.
- Typically, they look at singular specific events; a wet spring is not necessarily what they are looking at.
- This may be an understaffed issue, as they are still dealing with events from 2016.

New Announcement - Changes to the Disaster Recovery Program

Background:

Excerpt from the Government of Alberta's website - Disaster financial assistance and recovery support page:

“Changes to the Disaster Recovery Program

The cost and frequency of disasters in Alberta is increasing, and our province needs a strong framework in place for dealing with the

growing financial risks. That is why we have made changes to the Disaster Recovery Program.

Prior to these changes, Alberta was the only province that did not share the financial risk and liability of disaster expenses through cost-sharing mechanisms, thresholds, residential funding limits, or restrictions to assistance in floodways, as part of its disaster assistance program.

These changes will encourage Albertans to mitigate disaster risks by:

- purchasing appropriate insurance
- reducing property development in high-risk areas
- relocating to less disaster-prone areas
- mitigating their properties

Cost-sharing

We have implemented a 90:10 cost-sharing arrangement with local governments and private-sector applicants, which include homeowners, residential tenants, small business owners, landlords, agriculture operations, condominium associations and not-for-profit organizations and cooperatives.

This arrangement means we provide assistance for 90% of eligible disaster costs and the impacted community and private-sector applicants are responsible for the remaining 10% of their respective costs.”

Mr. van Dijken verbally responded with the following information including but not limited to:

- I stand on the principal that that consumer pays and then the ratepayer pays.
- My message to government is that we cannot continue to download without understanding the impact on the municipalities.

Municipal Sustainability Initiative (MSI) Funding Reduction

Background:

Smoky Lake County will be receiving a slight increase from Year-2020 in Municipal Sustainability Initiative (MSI) Funding this year and then funding reductions every year after.

Mr. van Dijken verbally responded with the following information including but not limited to:

- The same formula is used to divide less funding. The formula was made by the RMA & AUMA and there needs to be a conversation between RMA & AUMA about the formula.

Rural Municipalities of Alberta – Request for Stronger Advocacy

GL002-21: Halisky

That the Smoky Lake County Government Liaison Committee recommend a letter be drafted by the Chief Administrative Officer from the Reeve, to Paul McLaughlin, Rural Municipalities of Alberta (RMA) President and Soren Odegard, RMA Zone 4-5 Chairperson, with a carbon copy to Glenn van Dijken, MLA Athabasca-Barrhead-Westlock Constituency, requesting RMA to engage in stronger advocacy in respect to the Municipal Sustainability Initiative (MSI) Funding as well as bridge funding programs.

Carried.

ADJOURNMENT

GL003-21: Lukinuk

That the Smoky Lake County Government Liaison Committee Meeting of Wednesday, March 3, 2021, be adjourned, time 10:51 a.m.

Carried.



Smoky Lake County
Box 310
Smoky Lake, Alberta
T0A 3C0

February 17, 2021

Dear Council,

North East Muni-Corr Ltd. is quickly approaching their 20-year anniversary. The not-for-profit Company was incorporated on January 24, 2002 but operated as a Committee at least a year earlier. Over the past 20 years, the Company has successfully acquired the 300km. CN right of way lands that pass through the ten member communities, established the 99-foot corridor as Alberta's Iron Horse Trail, rebuilt the burnt Beaver River Trestle and provided right of way access to eight Municipal and Water Services Commissions water lines. All these accomplishments have been a great benefit to our region in terms of the recreational, attraction and tourism opportunities and the rate payer savings for water line right of way access at no cost.

With these 20 years under our belt, North East Muni-Corr Ltd. has been able to determine the annual costs of operating the Company and our annual budget deficit is consistently around \$70,000.00. We currently sit with approximately \$160,000.00 in operating funds and \$550,000.00 in reserve. The Company holds some property that is available for sale however, at this time, there is no interest in these properties. With an eye to the long term, we prefer to hang onto the land for a time when it will be of value rather than just dumping it on the market. The reserve funds the Company holds is earmarked for ensuring the asset we have continues to be intact and available for residents in our communities for many generations to come.

An example of what we use the reserve funds for would be the eighteen trestles in the right of way. As per our Master Agreement, North East Muni-Corr Ltd. is responsible for all the maintenance and repair work required on the trestles and, as we learned, this can take a fair chunk of funding to manage. When the Beaver River Trestle partially burnt in 2012, North East Muni-Corr Ltd. committed roughly \$500,000.00 to the rebuild not to mention three years of staff time working on grant applications, fundraising, and overseeing the reconstruction from start to finish. The trestles have now been under our care and control for a number of years and many of them need repair work. North East Muni-Corr Ltd. will be contracting out this work in 2021 as well as conducting a full assessment to ensure they are safe for public use.

At our current rate and with all things remaining equal, North East Muni-Corr Ltd. will be out of operating funds in less than two and a half years at which time, the Company would implement requisitioning the ten Municipal members annually as sanctioned in the Master Agreement.

North East Muni-Corr Ltd. Requisition Table for \$70,000.00 Annually		
Municipality	Requisition Percent	Requestion Amount / Year
City of Cold Lake	15.2%	10,640.00
M.D. of Bonnyville	24%	16,800.00
Town of Bonnyville	6.9%	4,830.00
Village of Glendon	0.7%	490.00
Town of Elk Point	1.8%	1,260.00
County of St. Paul	24%	16,800.00
Town of St. Paul	6.6%	4,620.00
Village of Vilna	0.2%	140.00
Smoky Lake County	19%	13,300.00
Town of Smoky Lake	1.6%	1,120.00

As many of you may recall in 2018, North East Muni-Corr Ltd. introduced the idea of invoicing the Water Services Commissions who have utility lines within the right of way. This was met with a scalding response from several of the Municipalities and Commissions and were told we would be sued if we do this. Since that time, North East Muni-Corr Ltd. has worked with our legal advisors and established a committee which was tasked with bringing forward sustainability options for the Company to try and keep from having to requisition the Municipalities. This committee has spent the last year reviewing agreements, obtaining legal advice, and communicating with a variety of representatives from utility companies and the oil and gas industry to ascertain what linear loss of use is valued at and what formulas are being used for fees. It was particularly important for the committee to find a balance between fulfilling their duty as a member on the North East Muni-Corr Board while being cognizant of the affects their recommendations would have on the Municipalities and Water Services Commissions.

At our February 8, 2021 North East Muni-Corr Ltd. Board meeting, the committee brought forward a Fee Schedule document with the following recommendations:

- A) Change all agreements from ten-year renewable terms to five-year renewable terms and switch to annual invoicing. This will give the Board an opportunity to review the terms and fees on a regular basis and help with a consistent cash flow making annual budgets more manageable. This also helps with keeping track of the ownership of the pipelines. We are running into instances where companies have been sold or folded 5-6 years ago and we were not notified so a lot of time is being used to track down current pipeline owners and trying to collect back fees.
- B) Introduce an Administration Fee for all Crossing, Lease, Temporary Licence of Occupation, Industry Utility Right of Way Agreements and Access Letters. This fee is designed to offset the time staff is putting into these types of agreements which can involve site visits and multiple back and forth calls and correspondence.
- C) Increase the annual fee for Utility Right of Way Agreements.
- D) Introduce a Loss of Use & Adverse Effect Fee for Water Services Commissions Utility Right of Way Agreements.**

- E) Introduce a new agreement with an Administration Fee to deal with instances where siding lands are used for construction lay down areas.

Loss of Use & Adverse Effect:

The concept of loss of use and adverse effect is if a pipeline goes through a farmer's field and removes 10 acres of crop land from production, the loss of use would be, as an example, \$400.00/acre = \$4,000.00 annually. In the case of North East Muni-Corr Ltd., there is no loss of crop land so the committee had to analyze what our loss of use and adverse effect would be. In this instance, it is administration costs and liability. The committee used a simple formula to figure out the number of acres based on data obtained from the Water Services Commissions which included the length of pipeline in the corridor, the diameter of the pipe and a one metre set back on either side of the line. The committee felt this assessment was more than fair as Municipal utility right of way regulations state the ROW width is to be twice the depth of the pipeline from surface to the crown of the pipe to a minimum of 4.5metres in width. Using an average per acre cost from the oil, gas and utility industries, the annual budget deficit and taking other sources of income into consideration, the committee recommended the loss of use and adverse effect fee be set at \$600.00/acre per year. At the February 8, 2021 North East Muni-Corr Ltd. Board meeting, all ten Board members unanimously passed a motion to approve the 2021-09 Fee Schedule Policy with Attachment 2021-09A Fee Schedule.

When North East Muni-Corr Ltd. was formed, the Board was not in the position of having 20 years of hindsight. That Board did not realize the size of utility water lines that would be going in the right of way, the loss of use and costs to the Company to have them there and that they would be dealing with Commissions rather than the ten members. Neither could the Board have foreseen the decline of the oil and gas industry or the ramifications of a pandemic on Municipal assessment and Provincial funding. The committee discussed the following points:

- A) The ongoing costs to North East Muni-Corr Ltd. because of having the water utility lines in the right of way. These include surface issues, ongoing maintenance, and administration along with annual monitoring. An example is the spring opened by construction where we now have water seeping year-round in the right of way which must be monitored.
- B) The hardships Municipalities are having and the budget cuts they are now experiencing with no anticipated change in the future. To add another burden in the form of an annual requisition from North East Muni-Corr Ltd. would put most of the Municipalities in a tough position as they typically do not have a means of cost recovery for something of this nature.
- C) Most of the water utility water lines are owned by Commissions who are not members of the Company and are not legally precluded from paying a right of way access fee as per the Master Agreement. While they did not have to pay for the right of way access which saved our community rate payers thousands of dollars, they should not be exempt from paying for loss of use and adverse effect. Additionally, Commissions have a means of recovering the costs of getting water to the end user.

In conclusion, we are asking the ten Municipal members of North East Muni-Corr Ltd. to support, in principle, our long-term planning efforts to achieve self-sustainability. We have 7 agreements coming up for renewal between 2021 and 2031 and Water Services Commissions would not be subject to the fee until their current Agreement term expires. This allows them plenty of time to plan for and implement cost recovery measures. The additional Administration Fees and rate

increase for the Industry Utility Right of Way Agreements are intended to help cover the annual deficit as we phase in the Loss of Use and Adverse Effect fee for the water lines.

Here is a draft example of what those costs would be for some of the water lines based on \$600.00 / acre. Please note, this is not a complete list and is intended only to provide you with an example.

Water Utility Line	Term Renewal	Number of Acres	Amount / Year
Smoky Lake – Spedden	2023	29.96	17,976.00
Spedden – Ashmont	2025	6.09	3,654.00
Ashmont – Mallaig	2028	11.42	6,852.00
Cold Lake – Bonnyville	2028	17.35	10,410.00
Smoky Lake – RR130	2030	27.77	16,662.00

If you have any questions, we encourage you to first contact your North East Muni-Corr Ltd. Board representative and/or Alternate who would have been involved in these discussions at the meetings. If they require any additional information, they can contact our office for assistance.

Sincerely,



Dwayne Yaremkevich
President
North East Muni-Corr Ltd.

- cc. City of Cold Lake
- M.D. of Bonnyville
- Village of Glendon
- Town of Elk Point
- Town of St. Paul
- Town of Bonnyville
- Village of Vilna
- Town of Smoky Lake
- County of St. Paul

Lydia Cielin

From: Gene Sobolewski
Sent: March-10-21 11:46 AM
To: Craig Lukinuk; Johnny Cherniwchan
Cc: Lydia Cielin; Patti Priest
Subject: Municorr - Motion Passed By Town of Bonnyville

Craig/Johnny,

This is the motion passed by the Town of Bonnyville in regard to the Municorr issue.

RECOMMENDATION:

Administration recommends that Council support

- 1. A review of the request for additional operating funds from Municorr under the original funding formula.**
 - 2. Reducing the term on all renewal agreements except Waterline R.O.W. agreements;**
 - 3. Support an administration fee on all renewal agreements except Waterline R.O.W. agreements;**
 - 4. Support an increase in the annual fee for Utility R.O.W. agreements except Waterline R.O.W. agreements and**
 - 5. Object to, and oppose, the introduction of a Loss of Use & Adverse Effect Fee for Water Services Commissions.**
-

Gene



Gene Sobolewski, C.E.T.,
Chief Administrative Officer

p: 780-656-3730 or toll free 1-888-656-3730

c: 780-207-1884

4612 - McDougall Drive, PO Box 310
Smoky Lake, Alberta, T0A 3C0

ᑲᑎᑲᑕᑦ ᑲᑲᑦᑲᑦᑲᑦ (kaskapatau sakahigan / Smoky Lake) on Treaty 6 Territory

This communication is for use by the intended recipient and contains information that may be privileged, confidential or copyrighted under applicable law. If you are not the intended recipient, you are hereby formally notified that any use, copying or distribution of this e-mail, in whole or in part, is strictly prohibited. Please notify the sender by return e-mail and delete this e-mail from your system. *Studies show that trees live longer when they are not cut down. Please do not print this email unless you really need to.*

N.E. Muni-Corr Report -- March 8, 2021

- Financial Statement for Year End December 31, 2020 presented by Barb McCarthy, JMD Group
Re: N.E. Muni-Corr Ltd.

Draft Bylaw Changes

- Discussion on Draft Bylaw #1484 changes.

Reports

- Executive Committee - Marianne Janke - No Report

New Business

- Draft Letter to Water Commissions to be sent by March 24, 2021.
- Civil suit re: Beaver River Trestle has been settled.

Nothing else to report. Marianne is on holidays so no minutes or other reports were received.
Will report more in April

NEXT MEETING

- The next regular Board Meeting for N.E. Muni-Corr Ltd. Is scheduled for Monday, April 12th at 10:00 am via ZOOM.

NORTHEAST MUNI-CORR LTD.
FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2020
(Unaudited - See Notice To Reader)



JMD Group LLP

CHARTERED PROFESSIONAL ACCOUNTANTS

Maurice R. Joly, CPA, CA, CFP*
Barbara K. M^cCarthy, CPA, CA*
Claude R. Dion, CPA, CA, CMA*
Richard R. Jean, CPA, CA*
Amie J. Anderson, CPA, CA*
*Denotes Professional Corporation

NOTICE TO READER

On the basis of information provided by management, we have compiled the statement of financial position of Northeast Muni-Corr Ltd. as at December 31, 2020 and the statements of operations and changes in net assets for the year then ended.

We have not performed an audit or a review engagement in respect of these financial statements and, accordingly, we express no assurance thereon.

Readers are cautioned that these statements may not be appropriate for their purposes.

St Paul, Alberta
January 14, 2021

JMD Group LLP

Chartered Professional Accountants

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

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

NORTHEAST MUNI-CORR LTD.
STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2020
(Unaudited - See Notice To Reader)

	2020	2019
ASSETS		
CURRENT		
Cash	\$ 182,008	\$ 228,440
Credit Union equity	5,941	5,766
Term deposits, maturity within one year	447,300	345,000
Accounts receivable	49,935	56,923
Interest receivable	4,785	6,535
Current portion of loan receivable <i>(Note 1)</i>	30,000	30,000
Prepaid insurance	9,416	11,732
	<u>729,385</u>	<u>684,396</u>
LOAN RECEIVABLE <i>(Note 1)</i>	90,000	120,000
CAPITAL ASSETS <i>(Note 2)</i>	5,054,247	5,400,598
TERM DEPOSITS <i>(Note 3)</i>	102,510	200,000
	<u>\$ 5,976,142</u>	<u>\$ 6,404,994</u>
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable	\$ 2,500	\$ 2,499
Goods and services tax payable	1,513	1,357
Deferred revenue - crossing agreements	113,295	117,870
	<u>117,308</u>	<u>121,726</u>
DEFERRED CONTRIBUTIONS RELATED TO CAPITAL ASSETS <i>(Note 4)</i>	2,610,932	2,917,090
	<u>2,728,240</u>	<u>3,038,816</u>
NET ASSETS		
Unrestricted	804,588	882,669
Invested in capital assets	2,443,314	2,483,508
	<u>3,247,902</u>	<u>3,366,177</u>
	<u>\$ 5,976,142</u>	<u>\$ 6,404,993</u>

AS APPROVED BY THE BOARD:



NORTHEAST MUNI-CORR LTD.
STATEMENT OF OPERATIONS
YEAR ENDED DECEMBER 31, 2020
(Unaudited - See Notice To Reader)

	2020	2019
REVENUES		
Amortization of deferred contributions	\$ 306,158	\$ 338,756
Land rent and crossing agreements	29,709	15,901
Miscellaneous revenue	16,086	2,524
Interest	11,739	12,192
Wage recovery	5,000	5,000
Land sales	-	202,844
	<u>368,692</u>	<u>577,217</u>
EXPENSES		
Amortization of capital assets	346,352	346,355
Wages and benefits	71,071	70,991
Grant to Alberta's Iron Horse trail	20,000	20,000
Contracted services	12,189	-
Insurance	11,871	10,927
Legal fees	7,408	14,615
Management fees	6,000	6,000
Directors fees	3,075	-
Accounting fees	3,000	2,200
Advertising and promotion	2,806	1,993
Office rent	2,400	2,400
Office supplies and bank charges	795	487
Repairs and maintenance	-	4,810
	<u>486,967</u>	<u>480,778</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	<u>\$ (118,275)</u>	<u>\$ 96,439</u>

NORTHEAST MUNI-CORR LTD.
STATEMENT OF CHANGES IN NET ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2020
(Unaudited - See Notice To Reader)

	Unrestricted	Invested in Capital Assets	2020	2019
NET ASSETS - BEGINNING OF YEAR	\$ 882,669	\$ 2,483,508	\$ 3,366,177	\$ 3,269,738
Deficiency of revenues over expenses	(78,081)	(40,194)	(118,275)	96,439
NET ASSETS - END OF YEAR	\$ 804,588	\$ 2,443,314	\$ 3,247,902	\$ 3,366,177

NORTHEAST MUNI-CORR LTD.
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2020
(Unaudited - See Notice To Reader)

PURPOSE OF THE ORGANIZATION

The main purpose of Northeast Muni-Corr Ltd. is to keep intact one continuous linear parcel of land for use as a public utilities right of way. Supplementary to this use, the corridor may be used for a public use that is deemed compatible with the property as recreational.

Northeast Muni-Corr Ltd. was incorporated on January 24, 2002, as a non-profit Part IX company under the Alberta Companies Act, and is exempt from tax under the Income Tax Act.

The organization was formed by the following ten member municipalities:

County of St. Paul	Village of Vilna
Town of Elk Point	Smoky Lake County
Town of Bonnyville	Town of St. Paul
Town of Smoky Lake	City of Cold Lake
MD of Bonnyville No.87	Village of Glendon

1. LOAN RECEIVABLE

	<u>2020</u>	<u>2019</u>
10 year agreement for sale	\$ 120,000	\$ 150,000
Amounts receivable within one year	<u>(30,000)</u>	<u>(30,000)</u>
	<u>\$ 90,000</u>	<u>\$ 120,000</u>

The Town of St. Paul purchased land that it is paying for over time. The receivable is non-interest bearing and is being repaid in annual installments of \$30,000. Title for the property will not be transferred to the Town until the final payment is received.

2. CAPITAL ASSETS

	<u>Cost</u>	<u>Accumulated amortization</u>	<u>2020 Net book value</u>	<u>2019 Net book value</u>
Land	\$ 1,966,347	\$ -	\$ 1,966,347	\$ 1,966,347
Bridges - 25 yrs SL	6,384,513	4,058,892	2,325,621	2,581,002
Culverts - 25 yrs SL	684,400	520,144	164,256	191,632
Earthworks - 25 yrs SL	1,238,163	731,577	506,586	556,112
Gates - 15 yrs SL	104,986	38,652	66,334	73,333
Fence - 10 yrs SL	38,818	31,553	7,265	11,145
Signs - 10 yrs SL	5,343	4,104	1,239	1,771
Buildings - 10 yrs SL	19,917	3,983	15,934	17,925
Computers - 3 yrs SL	1,996	1,331	665	1,331
	<u>\$ 10,444,483</u>	<u>\$ 5,390,236</u>	<u>\$ 5,054,247</u>	<u>\$ 5,400,598</u>

NORTHEAST MUNI-CORR LTD.
NOTES TO FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2020
(Unaudited - See Notice To Reader)

3. TERM DEPOSITS

	Purchase date	Maturity date	Interest rate %	2020	2019
3 year non-redeemable #27	May 21, 2019	May 21, 2022	2.510	\$ 102,510	\$ 100,000
2 year non-redeemable #26	May 21, 2019	May 21, 2021	2.3	-	100,000
				\$ 102,510	\$ 200,000

4. DEFERRED CONTRIBUTIONS RELATED TO CAPITAL ASSETS

Deferred contributions related to capital assets represents capital assets which have been contributed to the organization. The change in deferred contributions balance for the period is as follows:

	2020	2019
Balance, beginning of year	\$ 2,917,090	\$ 3,235,929
Contributed renovations to the trail	-	19,917
Less amount amortized to revenue	(306,158)	(338,756)
	\$ 2,610,932	\$ 2,917,090

The deferred contributions are amortized to revenue on the same basis that the related capital assets are amortized to expenses.

NE Muni-Corr Ltd.

Budget to Actual as of February 28, 2021

Revenue	2021 Actual	2021 Budget	Variance
Utility Crossing Fees	5,400.00	19,641.00	14,241.00
Crossing Fees	(2,500.00)	1,000.00	3,500.00
Temporary License of Occupation Fees		110.00	110.00
Siding Leases		1,373.00	1,373.00
Sale of Land		30,000.00	30,000.00
Patronage Refunds		45.00	45.00
Miscellaneous Revenue		1,000.00	1,000.00
Wage Recovery	5,000.00	5,000.00	-
Interest Revenue	5.85	6,460.00	6,454.15
Total Revenue	7,905.85	64,629.00	56,723.15

Expenses			
Audit/Controller Fees	4,000.00	10,500.00	6,500.00
Administrative Coordinator	6,273.47	71,100.00	64,826.53
Land Appraisal Fees	-	-	-
Legal Fees		5,000.00	5,000.00
Insurance		10,400.00	10,400.00
Promotions/Advertising		500.00	500.00
Entertainment		1,000.00	1,000.00
Bank Charges	-	-	-
Contracted Services		4,150.00	4,150.00
Office Supplies	356.25	500.00	143.75
Repairs & Maintenance		5,000.00	5,000.00
Grants to Organizations	19,047.62	20,000.00	952.38
Rent		2,400.00	2,400.00
Memberships	125.00	200.00	75.00
Management/Travel Fees	250.00	3,000.00	2,750.00
GST Payable	1,228.87	1,500.00	271.13
Total Expense	31,281.21	135,250.00	103,968.79

Total Net Surplus/(Deficit) (23,375.36) (70,621.00) (47,245.64)

Bank Account/Term Deposit Balances

Savings Account	18,093.20		
Chequing Account	144,229.89		
GIC #30 (Matures June 16, 2021)	205,000.00	Accrued Interest	1,948.62
GIC #26 (Matures May 2021)	102,300.00	Accrued Interest	1,824.30
GIC #27 (Matures May 2022)	102,510.00	Accrued Interest	1,994.96
GIC # 31 (Matures Oct. 5 2021)	140,000.00	Accrued Interest	436.80
	<u>712,133.09</u>		<u>6,204.68</u>

NE Muni-Corr Ltd.

Cheque Register for the month of February 2021

Date	Cheque #	Vendor	Amount
#####	492	T. Mahdiuk	1,500.00
#####	493	St. Paul Journal	374.06
#####	494	County of St. Paul	6,273.47
#####	495	Receiver General	1,228.87
#####	496	JMD Group	2,625.00
#####	497	County of St. Paul	125.00
#####	498	Town of Elk Point	125.00
#####	499	Town of St. Paul	125.00
		Total	\$ 12,376.40

Northeast Muni-Corr Ltd.

Customer Aged Summary As at 28/02/2021

Name	Total	Current	31 to 60	61 to 90	91+
Campus Energy Parnters Cold Lake LP	787.50	787.50	0.00	0.00	0.00
Edwardson, Blake	94.50	0.00	0.00	0.00	94.50
Janz, Patricia	31.50	0.00	0.00	0.00	31.50
Skrypichayko, Walter	63.00	0.00	0.00	0.00	63.00
Vantage Point Resources Inc.	5,250.00	0.00	0.00	0.00	5,250.00
Total outstanding:	6,226.50	787.50	0.00	0.00	5,439.00

Generated On: 03/03/2021



REQUEST FOR DECISION RCDC	DATE	March 25, 2021
		# 5.2.16 (a)

TOPIC	1. 2021 Economic Development Budget
-------	-------------------------------------

PROPOSAL	<p>BACKGROUND: <u>Regional Community Development Committee – March 10, 2021 Meeting</u></p> <p>1. 2021 Economic Development Budget <u>Attachment #1</u></p> <p>Motion: 61-21: That the Regional Community Development Committee (RCDC) recommend that each respective municipality adopt the 2021 Economic Development Budget in the amount of \$100,000.00, and the funding formula of Smoky Lake County \$65,000, Town of Smoky Lake \$25,000 and Village of Vilna \$5000.</p> <p style="text-align: center;">ECONOMIC DEVELOPMENT 2021 Budget</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #ADD8E6;">REVENUE</th> <th style="background-color: #ADD8E6;">2021 Draft Budget</th> <th style="background-color: #ADD8E6;">NOTES:</th> </tr> </thead> <tbody> <tr> <td>Funding from municipalities</td> <td style="text-align: right;">\$100,000</td> <td>Proposed starting point</td> </tr> <tr> <td>Transfer From Reserve</td> <td style="text-align: right;">\$0</td> <td></td> </tr> <tr> <td>Grants</td> <td></td> <td></td> </tr> <tr> <td style="background-color: #ADD8E6;">TOTAL REVENUE</td> <td style="background-color: #ADD8E6; 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text-align: right;">\$81,400</td> <td></td> </tr> <tr> <td colspan="3"> </td> </tr> <tr> <td colspan="3" style="text-align: center;"><u>Projects</u></td> </tr> <tr> <td style="background-color: yellow;">Based on 3 year rolling action 2021 approved</td> <td style="background-color: yellow;">Use Reserve (\$59K avail) or Budget (\$18.6K avail)</td> <td style="background-color: yellow;">If \$100K is budget, opportunity to use these funds as grant matching if we find appropriate grant</td> </tr> <tr> <td colspan="3"> </td> </tr> <tr> <td style="background-color: #FFDAB9;">TOTAL PROJECTS</td> <td style="background-color: #FFDAB9;"></td> <td style="background-color: #FFDAB9;"></td> </tr> <tr> <td style="background-color: #FFDAB9;">TOTAL EXPENSES</td> <td style="background-color: #FFDAB9; text-align: right;">\$81,400</td> <td style="background-color: #FFDAB9;"></td> </tr> <tr> <td></td> <td style="text-align: right;">\$ (18,600.00)</td> <td>- Under/+ over budget</td> </tr> </tbody> </table> <p>Reserve:</p> <table style="width: 100%;"> <tr> <td>2014 Surplus</td> <td style="text-align: right;">\$45,800</td> </tr> <tr> <td>2015 Surplus</td> <td style="text-align: right;">\$41,636</td> </tr> <tr> <td>2016 (budgeted to use \$41,637)</td> <td style="text-align: right;">-\$10,604</td> </tr> <tr> <td>2017 (budgeted to use \$20,000)</td> <td style="text-align: right;">\$35,605</td> </tr> <tr> <td>2018 (budgeted to use \$50,000)</td> <td style="text-align: right;">-\$26,214</td> </tr> <tr> <td>2019 (budgeted to use \$27,000)</td> <td style="text-align: right;">-\$27,000</td> </tr> <tr> <td>2020</td> <td style="text-align: right;">\$0</td> </tr> <tr> <td>Reserve Balance as at Dec 31 2020</td> <td style="text-align: right; background-color: yellow;">\$59,223</td> </tr> </table>	REVENUE	2021 Draft Budget	NOTES:	Funding from municipalities	\$100,000	Proposed starting point	Transfer From Reserve	\$0		Grants			TOTAL REVENUE	\$100,000					EXPENSES			<u>Economic Development</u>			Community Economic Development Officer	\$60,000	Idea: Roving Ec Dev - SLTC, Ukr Twin, ACP Grants, Town Housing project - could reduce RCDC expenses for CEDO	Admin Support (contract secretarial)	\$4,000	IT Support	\$3,000		Mileage/Meals/Lodging	\$3,500		Training/Assn Fees	\$1,500		Cell Phone	\$650		Advertising	\$7,500		Computer Program/Supplies	\$750		Office Supplies	\$500		TOTAL ECONOMIC DEVELOPMENT ADMIN	\$81,400					<u>Projects</u>			Based on 3 year rolling action 2021 approved	Use Reserve (\$59K avail) or Budget (\$18.6K avail)	If \$100K is budget, opportunity to use these funds as grant matching if we find appropriate grant				TOTAL PROJECTS			TOTAL EXPENSES	\$81,400			\$ (18,600.00)	- Under/+ over budget	2014 Surplus	\$45,800	2015 Surplus	\$41,636	2016 (budgeted to use \$41,637)	-\$10,604	2017 (budgeted to use \$20,000)	\$35,605	2018 (budgeted to use \$50,000)	-\$26,214	2019 (budgeted to use \$27,000)	-\$27,000	2020	\$0	Reserve Balance as at Dec 31 2020	\$59,223
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TOTAL ECONOMIC DEVELOPMENT ADMIN	\$81,400																																																																																										
<u>Projects</u>																																																																																											
Based on 3 year rolling action 2021 approved	Use Reserve (\$59K avail) or Budget (\$18.6K avail)	If \$100K is budget, opportunity to use these funds as grant matching if we find appropriate grant																																																																																									
TOTAL PROJECTS																																																																																											
TOTAL EXPENSES	\$81,400																																																																																										
	\$ (18,600.00)	- Under/+ over budget																																																																																									
2014 Surplus	\$45,800																																																																																										
2015 Surplus	\$41,636																																																																																										
2016 (budgeted to use \$41,637)	-\$10,604																																																																																										
2017 (budgeted to use \$20,000)	\$35,605																																																																																										
2018 (budgeted to use \$50,000)	-\$26,214																																																																																										
2019 (budgeted to use \$27,000)	-\$27,000																																																																																										
2020	\$0																																																																																										
Reserve Balance as at Dec 31 2020	\$59,223																																																																																										

Recommendation:

That Smoky Lake County, as a municipal partner with Town of Smoky Lake and Village of Vilna for the Regional Community Development Committee (RCDC) adopt the 2021 Economic Development Budget in the amount of \$100,000.00, and approve to accept the funding formula of Smoky Lake County in the amount of \$65,000.00; Town of Smoky Lake in the amount of \$25,000.00 and Village of Vilna in the amount of \$5,000.00 towards the Regional Community Development Committee (RCDC) Budget.

ACTION LIST:

January 15, 2021 Regional Community Development Committee (RCDC) Meeting

MOTION NO.	RESOLUTION	DEPARTMENT	ACTION	SP
n/a	That the Regional Community Development Committee (RCDC) acknowledge that no public was in attendance for the Stakeholder Engagement agenda item from 10:30-11:00 a.m. at the January 15, 2021 meeting.	n/a	No action required- Policy No. 61.19.01: RCDC Stakeholder Participation addresses the purpose. For monitoring purpose- to track attendance record in respect to Policy Section 5.3.4 - "0" in attendance.	1.5
39-21	That the Regional Community Development Committee (RCDC) accept the RCDC 2020 "Schedule B" 20 Years at a Glance Strategic Priorities Report as presented.	CEDO	CEDO filed as complete January 15, 2021.	1.4



REGIONAL COMMUNITY DEVELOPMENT COMMITTEE (RCDC) – STRATEGIC PLAN: 2007 TO 2027 – 20 Years At-a-Glance



Schedule "B"

Goal 1: Improve the Region's Economic Development Capacity	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	
1.1 Ensure the Joint Municipalities Committee Regional Community Development Committee (RCDC) work towards the implementation of the Smoky Lake Region Strategic Plan.	✓ 1				✓ 28		✓ 35	✓ 52				✓ 97	✓ 114	✓ 145/ 166/ 188/ 172	✓ 183/ 192							
1.2 Retain a full-time economic and community development officer for the Region to lead the ongoing implementation of the Plan. Developed in 2020.		✓ 2	✓ 7 / 17		✓ 20 / 31			✓ 55 / 60				✓ 138/ 144	✓ 147/ 156/ 180	✓ 188/ 193/ 199								
1.3 Develop and adopt rolling three-year action plans to implement this Strategic Plan over the next 20 years.			✓ 12						✓ 89		✓ 101	✓ 122 / 135		✓ 189								
1.4 Assign the responsibility for monitoring and assessing the implementation of the Strategic Plan to the Economic Development Committee. Appoint community members to the Committee to assist in the evaluation. Report progress on an annual basis.									✓ 66	✓ 73 / 93	✓ 97	✓ 115 / 123 / 139 / 140	✓ 162									
1.5 Establish mechanisms to enable the Region's residents and businesses to provide input in the economic development process.				✓ 15								✓ 119	✓ 173/ 181									
1.6 Strengthen collaboration with member communities of the Northeast Alberta Information HUB Ltd. and pursue other partnerships with surrounding communities.					✓ 19			✓ 61	✓ 69 / 71	✓ 89 / 92												
1.7 Strengthen economic development partnerships with First Nations and Metis communities.										✓ 76/84		✓ 103/ 107	✓ 151/ 152									
1.8 Provide municipal Councilors and managers with learning opportunities in the areas of economic development.			✓ 8			✓ 34	✓ 41		✓ 64			✓ 109 / 111 / 125										

January 15, 2021 Regional Community Development Committee (RCDC) Meeting

MOTION NO.	RESOLUTION	DEPARTMENT	ACTION	SP
40-21	That the Regional Community Development Committee (RCDC) accept the RCDC 2020 "Schedule C" Progress Action Report as presented.	CEDO	CEDO filed as complete January 15, 2021.	1.4



Regional Community Development Committee (RCDC)
Regional Strategic Plan: 2007 to 2027 - PROGRESS ACTION REPORT



SCHEDULE "C"

Progress Action Report: 2020

Year	Code	Goal	Action
2020	182	Goal 5.4: Identify and attract business services required by residents	Regional Community Development Committee: January 28, 2020 Motion: 87-20: That the Regional Community Development Committee (RCDC) send a Thank You letter to Lakeland Family Eyecare in St. Paul and extend an invitation to meet to discuss possible opportunity returning to Smoky Lake.
	183	Goal 1.1: Ensure the Joint Municipalities Committee work towards the implementation of the Smoky Lake Region Strategic Plan	Regional Community Development Committee: January 28, 2020 Motion: 90-20: That the Regional Community Development Committee (RCDC) approve the 2020 May Letter and accept the recommendation by the Joint Municipalities Meeting held on January 27, 2020 and forward to each respective Council for approval.
	184	Goal 3.1: Develop an integrated marketing plan to attract visitors, businesses and residents to the Region.	Regional Community Development Committee: January 28, 2020 Motion: 97-20: That Regional Community Development Committee (RCDC) acknowledge that each respective municipality signed the Memorandum of Understanding in Cooperation between Kosiv District Ivano – Frankivska Oblast, Ukraine and Smoky Lake Region on January 27, 2020 at the Joint Municipality Meeting.
	185	Goal 2.1: Undertake a regional opportunity identification exercise for business attraction, retention, and expansion. Identify and pursue value-added agricultural opportunities in the Region. Ensure the identified opportunities are relevant and respond to regional and global trends.	Regional Community Development Committee: January 28, 2020 Motion: 99-20: That the Regional Community Development Committee (RCDC) accept the Canadian Her Trade Alliance Tradeshow and Minor Hockey Tactics, as per recommendation for RCDC Sub-Committee meeting held on December 3, 2019.
	186	Goal 3.6: Continue collaboration on tourism initiatives with Kalyna Country, Alberta's Lakeland	Regional Community Development Committee: January 28, 2020

January 15, 2021 Regional Community Development Committee (RCDC) Meeting

MOTION NO.	RESOLUTION	DEPARTMENT	ACTION	SP
41-21	That the Regional Community Development Committee (RCDC) accept the RCDC 2020 "Schedule D" Report Card as amended.	CEDO	CEDO filed as complete January 15, 2021.	1.4

Schedule "D"

Smoky Lake Regional Community Development Committee Strategic Plan			
2020			
Report Card			
GOALS	Our Commitments	Our Achievements	Going Forward
1. Improve the Region's Economic Development Capacity.	1.1 Ensure the Joint Municipalities Committee works towards the implementation of the Smoky Lake Region Strategic Plan. 1.2 Full time CEDO 1.3 Three year rolling action plan	Decision to remove RCDC reporting from Joint Municipalities and remove mandate letter process to increase efficiencies. 3 Year Action plan created in February CEDO contract continuation	RCDC management system refresh. Performance measures and data gathering
2. Diversify the Region's Economy.	2.1 Undertake a Regional opportunity identification exercise for business attraction, retention, and expansion. 2.8 Identify and eliminate business and economic development impediments 2.13 Work with tourism partners to encourage networking within Region's tourism sector. 2.14 Encourage "buy local", develop business inventory	Pursuit of investment for former HAK school Cooperative and succession planning resources for businesses Business of the Week COVID support business outreach Smoky Lake Tourism Strategy and Business Plan Buy local social media campaigns (no in person projects) Regional Chamber of Commerce	Site Selection materials and campaign for investment attraction (drone video project) Business succession activities Public engagement on "best" businesses for our Region Business outreach Transportation study Grant application strategy
3. Promote the Region.	3.1 Develop an integrated marketing plan to attract visitors, business and residents to the Region. 3.9 Work with the Provincial government to ensure adequate signage is available along major transportation routes to increase visitation to Regional tourism and recreational sites. 3.10 Encourage outdoor recreation and adventure tourism products	Smoky Lake Tourism Business Plan Heritage Board grant applications Engagement with tourism and potential tourism operators for COVID supports and ongoing outreach Regional participation in 3 rd party promotions to bring travellers to our Region (2020 Boat and Sportsman Show) Local food producer promotions	Transition tourism activities to Smoky Lake Tourism Corporation (if approved) Collaborate with tourism resources to develop businesses and attract visitors Ukrainian twinning projects
4. Attract New Residents to the Region.	4.1 Marketing Plan 4.7 Identify and communicate with former residents of the Region. Encourage people to "come home" to live or visit. 4.11 Develop and implement Regional "Welcome Package"	"Bring them Home" Social media campaign and ongoing Regional promotion via social media Regional Guide development for Welcome Package and other distribution Ukrainian Twinning initiative	Continue "Bring them Home" campaign Ukrainian twinning projects
6. Protect the Region's Natural & Historic Assets	6.4 Support the development of tourism products to improve awareness and visitation of the Regions' cultural and historic assets.	Smoky Lake Tourism Strategy and Business Plan Regional support to Heritage initiatives (North Saskatchewan River, Heritage designations and grants)	Preservation strategy Photography project

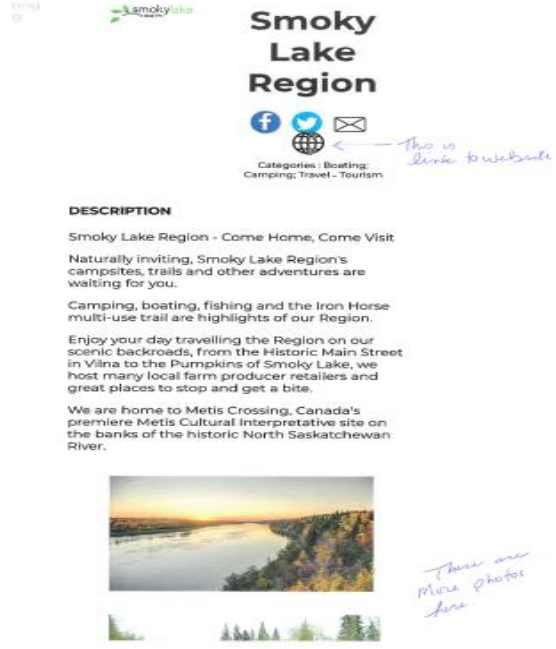
January 15, 2021 Regional Community Development Committee (RCDC) Meeting

MOTION NO.	RESOLUTION	DEPARTMENT	ACTION	SP
42-21	That the Regional Community Development Committee (RCDC) accept the RCDC 2020 Priorities Work Plan (workbook) as amended.	CEDO	CEDO filed as complete January 15, 2021.	1.4



REGIONAL STRATEGIC PRIORITIES WORK PLAN – Joint Municipal Regional Community Development Committee (RCDC)				YEAR 2020
DESIRED OUTCOMES	OPTIONS	ACTION	PROGRESS	COMPLETED
<p>CARES – Community and Regional Economic Support Program GRANT</p> <div style="border: 1px solid black; background-color: #90EE90; padding: 5px; margin-top: 10px;"> <p>CARES # 3 2020-2021 Strategic Priorities - Project</p> </div>		<ol style="list-style-type: none"> 1. Application 2. 3. 	<p>RCDC – October 29, 2019 – Motion 17-19 That the CEDO prepare a summary of the CARES grant program and its application to the 2020 Budget and forward to municipal members to review and advise on their participation in a joint grant application by November 30, 2019.</p> <p>RCDC – November 19, 2019 – Motion 41-19 That the Regional Community Development Committee (RCDC) acknowledge receipt of email dated November 18, 2019, in respect of final closure of the CARES II; Business Diversification Grant #02-SLC-48-04</p> <p>RCDC – November 19, 2019 – Motion 48-19 That the Regional Community Development Committee (RCDC) proceed with the 2020-2021 CARES Grant application for the December 2, 2019 intake.</p> <p>RCDC – November 19, 2019 – Motion 49-19 That the Regional Community Development Committee (RCDC) recommend that each respective municipality provide letters of support to CEDO by November 27, 2019 for inclusion in the CARES December 2, 2019 application.</p> <p>RCDC – November 19, 2019 – Motion 50-19 That the Regional Community Development Committee (RCDC) recommend the Municipal Partners provide a letter confirming the matching funding is in place to CEDO by November 27, 2019 for the CARES December 2, 2019 application.</p> <p>RCDC – November 19, 2019 – Motion 51-19 That the Regional Community Development Committee (RCDC) approve the CEDO to request support letters from Regional stakeholders to include in the CARES December 2, 2019 application.</p> <p>RCDC – January 28, 2020 – Motion 98-20 That the Regional Community Development Committee (RCDC) acknowledge receipt of the email received from EDTT CARES Program dated December 03, 2019 in regard to the CARES III Grant Application for Project Title: Strategic Priorities Action Plan 2020-2021.</p> <p>RCDC – April 6, 2020 – Motion 138-20 That the Regional Community Development Committee (RCDC) acknowledge receipt of the email from Economic Development Trade and Tourism (EDTT) Cares Response Team dated March 11, 2020 indicating that the 2020-2021 RCDC grant application was unsuccessful.</p>	<p>Removed May 4, 2020</p> <p style="text-align: right;">CLOSED</p>

January 15, 2021 Regional Community Development Committee (RCDC) Meeting

MOTION NO.	RESOLUTION	DEPARTMENT	ACTION	SP
43-21	That the Regional Community Development Committee (RCDC) approve expending \$3500 for the 2021 Go East Guide, Online Directory, Adventure Road Trip (one station) and Event promotion.	CEDO	CEDO advised Go East on January 18, 2021 to proceed with a campaign for Smoky Lake Region 2021 to include Go East guide (printed), Online Directory, Adventure Road Trip and Event promotion with a budget of 2021.	3.1
44-21	That the Regional Community Development Committee (RCDC) approves that the Smoky Lake Region participate in the 2021 Boat and Sportsman Show Digital Marketplace only if there is no cost associated with the program.	CEDO	<p>CEDO submitted a free posting January 18, 2021 for the 2021 Boat and Sportsman Show Digital Marketplace.</p> 	3.1

January 15, 2021 Regional Community Development Committee (RCDC) Meeting

MOTION NO.	RESOLUTION	DEPARTMENT	ACTION	SP
45-21	That the Regional Community Development Committee (RCDC) accept the Community Economic Development Officer (CEDO) engage with the Smoky Lake and District Regional Chamber of Commerce and Community Futures to evaluate and make recommendations for a Digital Mainstreet initiative, and budget \$500 for the initiative.	CEDO	The CEDO presented to the Smoky Lake and Region Chamber of Commerce Executive January 18, 2021 and the two parties have agreed to gather further information from Community Futures and to contact the Regional businesses to determine participation.	2.8
46-21	That the Regional Community Development Committee (RCDC) schedule a virtual planning workshop for March 3, 2021 at 9:00 a.m. to discuss current Regional economic environment and 3 year rolling action plan, and direct the Community Economic Development Officer (CEDO) to prepare and distribute background meeting materials to RCDC by February 19, 2021.	Smoky Lake County Managing Partner CEDO	A virtual meeting request was sent to members January 15, 2021 by Smoky Lake County Legislative Clerk for March 3, 2021. Packages were prepared by CEDO February 17, 2021 and sent to RCDC for review prior to the workshop.	1.3
47-21	That the Regional Community Development Committee (RCDC) pursue an Alberta Communities Program (ACP) grant to fund engagement with Unstoppable Conversations for RCDC training and workshop facilitation.	CEDO	MOTION DEFEATED documented for monitoring purposes.	n/a
48-21	That the Regional Community Development Committee (RCDC) include in the March 3, 2021 Workshop, a review and discussion of the Federal Carbon Tax and its impact on the RCDC Strategic Plan.	CEDO	CEDO included in March 3, 2021 meeting packages prepared for RCDC February 17, 2021 .	2.8

January 15, 2021 Regional Community Development Committee (RCDC) Meeting

MOTION NO.	RESOLUTION	DEPARTMENT	ACTION	SP
49-21	That the Regional Community Development Committee (RCDC) include in the March 3, 2021 Workshop, a review and discussion of the COVID19 pandemic and its impact on the RCDC Strategic Plan.	CEDO	CEDO included in March 3, 2021 meeting packages prepared for RCDC February 17, 2021 .	2.8
52-21	That the Regional Community Development Committee (RCDC) not renew the Economic Development Assistant (EDA) Service Agreement Contract with Beth Kydd, which expired December 31, 2020 ; and that the Managing Partner, Smoky Lake County, terminate the Service Contract effective January 28, 2021 and reimburse in the amount of \$2000.00 (Two Thousand Dollars) by the end of February 2021 , for the required notification as specified in the agreement.	Smoky Lake County Managing Partner	Smoky Lake County completed Service Contract Termination agreement on January 15, 2020 , which was subsequently signed by Beth Kydd, Contractor, on January 21, 2020 . Email from Beth Kydd January 21, 2020 indicating all property belonging to County and RCDC has been returned. Community Economic Development Officer (CEDO) approved payment of Contractor Beth Kydd's invoice 032 for \$2000.000 (Two Thousand dollars) on January 21, 2020 , for the required notification as specified in the agreement.	n/a
53-21	That the Regional Community Development Committee (RCDC) defer further discussion of the 2021 Draft budget to the March 3, 2021 Workshop.	CEDO	CEDO included budget information in March 3, 2021 meeting packages prepared for RCDC February 17, 2021.	n/a

ACTION LIST:

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January 15, 2021 Regional Community Development Committee (RCDC) Meeting



March 5, 2021

RE: Genesis Annual General Meeting

ATTN: Genesis Subscriber

Please note that this is the official notice of the AGM for Genesis Reciprocal Insurance Exchange. The meeting will take place on **April 8, 2021, from 9:00 a.m. – 11:00 a.m. virtually**. It will be administered by Zoom, further details to follow.

Please find the proxy document attached. The proxy allows for a member to choose an individual other than an elected or administrative official to vote on their behalf. An option exists to defer the proxy vote to Genesis' Principal Attorney. The Agenda, 2020 Audited Financials and 2020 Actuarial Report will be sent out 7 days prior to the AGM.

For any questions regarding this meeting please contact Miranda Andersen at miranda@rmaalberta.com or at 780-955-4093 or Amy Cornelius at amy@rmainsurance.com or at 780-955-8409

Sincerely,

A handwritten signature in black ink, appearing to read "Duane Gladden".

Duane Gladden
Genesis Principal Attorney



**ANNUAL GENERAL MEETING OF
THE GENESIS RECIPROCAL INSURANCE EXCHANGE
PROXY**

The Undersigned Subscriber to the Genesis Reciprocal Insurance Exchange ("Genesis") hereby appoints: (choose one)

OR

Duane Gladden, Director of Business Services of the RMA and Genesis Principal Attorney

to act as proxy at the Annual General Meeting of Genesis to be held on April 8, 2021.

My proxy shall have full authority to vote on behalf of the Undersigned.

Dated _____, 2021.

Subscribing Member

Signing Officer

***Note that no proxy is required if a member is represented at the meeting by its most senior elected or most senior administrative personnel.**

BELLIS CURLING ASSOCIATION

PO Box 25
Bellis, Alberta
T0A 0J0

March-2-2021

Smoky Lake County
Box 310
Smoky Lake, Alberta
T0A 3C0

Attention: Chief Administrator Officer & Council

Bellis Curling Association is in need of operating funds in order to maintain the facility. Due to Covid 19 the club was unable to host a Bonspiel or work a Casino as a fundraiser. We have also lost revenue from other local clubs holding their meetings at the curling rink. Presently the utilities and insurance are paid out of the Casino Account which is now running low in funds and in turn we will have to pay these bills out of our General Account. We are providing you with our Financial Statement for 2020 General Account and 2020 Casino Account. Notably we will have a shortage of funds to hold a January 2022 Bonspiel and maintaining our financial commitments for 2022.

We are seeking funds of \$10,000.00 for utilities, insurance and hosting a Bonspiel in January 2022. The Bellis Curling Association has been in operation for 66 years with volunteer help and no previous request for financial help from the Smoky Lake County,

We hope Smoky Lake County will favourably consider our request.

Sincerely,



Leanna Gray
Secretary/Treasurer



Bellis Curling Association - General Account
Jan. 1, 2020 - Dec. 31, 2020 Financial Statement

Bank Balance Forward Jan. 1, 2020		\$6,770.69
Bank Balance December 31, 2020		\$9,000.36
 <u>Income</u>		
Booth		\$ 1,324.95
Float	\$375.00	
Bar		\$ 2,380.00
Float	\$375.00	
Entry Fees		\$ 1,600.00
50/50 Draw		\$ 289.50
Donation		\$ 80.00
Bottle Refund		\$ 39.45
Meeting Room Rent		\$ 600.00
Membership		\$ <u>10.00</u>
 Total Income		 \$ 6,323.90
 <u>Expenses</u>		
Booth		\$ 547.62
Float	\$375.00	
Bar		\$ 1,557.79
Float	\$375.00	
Cash Prize Payout		\$ 750.00
Banquet		\$ 960.00
Light Ballast		\$ 207.69
Chque Order		\$ 65.74
Postage		\$ <u>5.39</u>
 Total Expenses		 \$ 4,094.23
 Total Profit		 \$ 2,229.67
 Bank Balance December 31, 2020		 \$ 9,000.36
Value of Capital Assets other than Bank Account		\$ 1.00
Liabilities		\$ 0.00

Note: The Bellis Curling Association Facilities were built on Smoky Lake County property and therefore legal ownership is also the Smoky Lake County. The Bellis Curling Association looks after the ongoing daily maintenance expenses and any renovation costs required.

The Financial Statement has been approved by two executive members or directors

Print Name/Position

Signature

Barry Cherniuchan President

 _____

Leanna Gray Secretary / Treasurer

 _____

Bellis Curling Association: Casino Account
Jan 1, 2020 - Dec. 31, 2020 Financial Statement

Bank Balance Forward Jan. 1, 2020	\$ 6,877.55
Bank Balance December 31, 2020	\$ 2,169.36

<u>Income</u>	\$ 0.00
----------------------	---------

Expenses

Power	\$ 1,784.13
Gas	\$ 1,544.65
Insurance	\$ <u>1,379.41</u>
Total Expenses	\$ 4,708.19

Bank Balance December 31, 2020	\$ 2,169.36
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Assets:	\$ 0.00
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Liabilities	\$ 0.00
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The Financial Statement has been approved by two executive members or directors.

Print Name/Position

Signature

Barry Cherniawan President



Leanna Gray Secretary/Treasurer



WASKATENAU PRYVEET DANCE CLUB
GENERAL MEETING MINUTES
February 8th, 2021

1. Call meeting to order - Call to order 7:02pm
2. Review of agenda; errors/omissions, move/adopt - Move "New Business" to section (5), Erin moves the agenda to be adopted and Jami to second.
3. Review minutes from last meeting (December 2nd, 2020); errors/omissions, move/adopt - Jessica moved the minutes from December 2nd 2020 to be adopted, Jami to second.
4. Treasurer's Report
 - General Account - \$10,316.11
 - Casino Account - \$6589.34
 - GIC - \$15,469.05

The County invoice for Insurance was paid
Received report from AGLC - Jessica to finalize
Jessica to accept as presented and Farrah to second
5. New Business
 - 5.1 Discussion on to move forward with the season as restrictions have changed.
 - Restrictions were lifted with team sports. Erin found a document with regards to public health that dance will be allowed as long as the AHS guidelines are followed. However, Erin also found other conflicting information that dance is not allowed. It was placed on the Ukrainian Dance Association FB page that dance can go ahead.
 - Zoom Classes - approached in December, Bre really hesitated about zoom classes. Difficult to keep the children's attention and to look at technique.
 - After discussion we have all agreed to cancel the remainder of 2021 Jessica makes the motion to cancel Ukrainian Dance for 2021 and Farrah to second. All in favor.

5.2 Gift Idea for Brianne and Kelsey - Decided on a combined cheque as thank you for continuing to be a part of the Waskatenau Dance club. Will give a cheque of \$150.00 to both Bri and Kelsey. Each family makes a card for the instructors. Jami makes the motion to give \$150 cheque as a year end gift and Jessica to second.

6. Old Business

6.1 Costume Returns - Costumes to be returned Feb 16th starting at 5:30pm. Erin will send out text messages with time slots for each parent to drop off.

6.2 Dance Fees due - We have decided not to charge dance fees for the 2020/2021 season. A refund will be given to Wendy. Jami to motion we waive fees and reimburse Wendy for her fees. Farrah to second

6.3 Fundraising - To be moved to September's meeting, look at BINGO pending everything is back to normal.

6.4 Competitions/Festivals - none for 2020/2021, St. Paul March 8-10 2022 has set a date for competition.

6.5 Pictures - none for 2020/2021

Next Meeting - September 2021 date & time TBD

Meeting Adjournment - 7:57pm



SMOKY LAKE RIDING CLUB

Minutes: **Smoky Lake Riding Club:**
Annual Organizational Meeting
Held on Sunday, **March 10, 2021**
at 7:03 p.m. via Zoom Meetings

1.0 CALL TO ORDER

The meeting was called to order by Marquie Bromley, Secretary in the presence of the following members:

<u>Members</u>	<u>March 10, 2021</u>
Geoff Montgomery	President
Kale Bromley	Vice-President
Marquie Bromley	Secretary
Lydia Cielin	Treasurer
Myroslav Zukiwski	Director
Lorne Taylor	Smoky Lake Signal
Krissy Folk	Director
Colin Folk	Director
Johnny Cherniwichan	
Hank Holowaychuk	Member
Lana Jarema	Director
Sherene Crawford	Director
Larry Kokotilo	Member
Dawn-Marie Tannas	Member
Richard Dubetz	Member
Darrel Grandish	Member
Melissa Hittinger	Member?
Mike Hittinger	Member?
Carleigh McMullin	Member
Desarie Malysh	Member
Daniel Malysh	Member
Evalyn Meir	Member
Ryley Jonker	Member

2.0 ELECTION OF EXECUTIVE

PRESIDENT

Call for nominations for the position of President for the Smoky Lake Riding Club from August 31, 2020 to August 31, 2021 year.

Kale Bromley
Nomination

That Geoff Montgomery be nominated as President for the Smoky Lake Riding Club from August 31, 2020 to August 31, 2021 year with signing authority.

Second call for nominations.

Third call for nominations.

Kale Bromley
Motion
Sherene Crawford
Second

That nominations cease.

Carried.

Geoff Montgomery was elected by acclamation as President for the Smoky Lake Riding Club from August 31, 2020 to August 31, 2021 year.

VICE-PRESIDENT

Geoff Montgomery, President called for nominations for the position of Vice-President for the Smoky Lake Riding Club August 31, 2020 to August 31, 2021 year.

Sherene Crawford
Nomination

That Kale Bromley be nominated as Vice-President for the Smoky Lake Riding Club from August 31, 2020 to August 31, 2021 year with signing authority.

Second call for nominations.

Third call for nominations.

Sherene Crawford
Motion
Krissy Folk
Second

That nominations cease.

Carried.

Kale Bromley was elected by acclamation as Vice-President for the Smoky Lake Riding Club from August 31, 2020 to August 31, 2021 year.

TREASURER

Nomination

That Lydia Cielin be appointed as Treasurer for the Smoky Lake Riding Club from August 31, 2020 to August 31, 2021 with signing authority.

Second call for nominations.

Third call for nominations.

Marquie Bromley

Motion

Lana Jarema

Second

That nominations cease.

Carried.

SECRETARY

Nomination

That Marquie Bromley be appointed as Secretary for the Smoky Lake Riding Club from August 31, 2020 to August 31, 2021.

Second call for nominations.

Third call for nominations.

Lydia Cielin

Motion

Hank Holowaychuk

Second

That nominations cease.

Carried.

2.1 Confirmation of Salary for Secretary/Treasurer

Kale Bromley

Motion

Lana Jarema

Second

That the Smoky Lake Riding Club Treasurer, Lydia Cielin and Marquie Bromley, Secretary receive a salary honorarium in the amount of \$1,200.00 each for the 2021 year.

Carried.

3.0 DIRECTORS AND MEMBERS FOR THE 2018-2019 YEAR

Please See Attached - **List of Officers - Directors - Members up to August 2021**

4.0 AGENDA

Kale Bromley That the Agenda presented for Sunday March 10, 2021 Smoky Lake Riding Club - Annual General Meeting be accepted with the additions of 10.6 Team Roping Clinic
Motion

Myroslav Zukiwski
Second Carried

5.0 - MINUTES

Minutes were not available at this time for the previous meeting.

6.0 BREVITY: SECONDEES TO RESOLUTIONS BE DISPENSED

Kale Bromley That secondees to resolutions be dispensed for the 2020-2021 year.
Motion

Hank Holowaychuk Carried
Second

7.0 TREASURER'S REPORT

7.1 - Financial Statement: Period Ended December 31, 2020

Lydia Cielin Provided an update and copies of associated documents to the members of the SLRC. Please see attached documents.

Dawn-Marri Tannas To adopt the treasurers report presented for the December 31, 2020 Smoky Lake Riding -Annual General Meeting be accepted as read.
Motion

Carried

7.2 - 2021 Memberships

Proposal/Discussion Marquie Bromley made a proposal to increase membership fees for arena use. The details are listed below within the motion.

Kale Bromley moved to increase memberships as follows

- Kale Bromley**
Motion
- Arena Individual Memberships \$25/year
 - Arena Family Memberships \$50/year
 - Administrative/Executive/Director Memberships \$10/year

Carried

7.3 - 2020 Sponsorship Listing Update

Lydia Cielin Lydia spoke to several of our longtime sponsors. They will be ready to sponsor our rodeo again when we are able to host the next Smoky Lake Stampede.

Group Discussion

Thank you to all members who purchased items to help with the maintenance of the grounds.

If sponsorships are available, we can look into ground maintenance and updates, for example fixing up our bleachers.

8.0 SECRETARY'S REPORT

8.1 Alberta Stability Grant Program

Hank Holowaychuk Moved to apply for the Alberta Stabilization Grant Program for a total funding request of \$25,684.31.

Motion

8.2 Society Status

Discussion Update: the society status will be sent by March 20, 2021. AGM was required for updated Executive and Director List.

9.0 PRESIDENT REPORT

9.1 Smoky Lake Stampede

Discussion The club discussed the likelihood of hosting a 2021 Smoky Lake Stampede. It is currently difficult to ask our sponsors to support our rodeo with the hard times due to Covid. The reduced capacity regulations will impact our ticket sales and will provide less income. The Lakeland Rodeo Association is still unclear on their program due to the current Covid Regulations. Geoff will continue to stay in touch with the LRA.

At the provinces current state, it is not likely that a Rodeo will be held in 2021 due to the current covid regulations.

Carried.

10.0 EVENTS AND IDEAS

10.1 Horsemanship Clinic: Kade Mills

Discussion

Kade Mills is tentatively booked. There was a lot of interest and requests to bring him back. Costs are same as last year, the Youth/4H style clinic is \$1000/day, Open Clinic is \$1500/day.

- July 16, 2021 - Youth Clinic
- July 17-18, 2021 - 2 Day Horsemanship Clinic

Lana Jarema

Motion

Lana moved to host both clinics

Carried.

10.2 - Ranch Roping: Jamie Dodds

Discussion

Date needs to be determined and prices confirmed

Colin and Marquie and Geoff provided the following updates.

Update on getting Jamie Dodd's Clinic

Discussion on Ranch Roping Nights, cattle, etc.

We will leave this with the Ranch Roping in the hands of the Ranch Roping Group.

No motion required at this time.

10.3 - Mini Broncs

Discussion

Date and prices need to be confirmed

Geoff gave update, Travis James has been contacted and he will begin taking bookings at the end of March.

No motion required at this time.

10.4 - Harvest Hustle

Discussion

Lana & Krissy report

Krissy gave the report on the 2020 Harvest Hustle Series.

We had an average of 50 participants each week. Lots of work but a lot of fun and a huge success!

Looking to purchase a timer to help in hosting other timed events!
Krissy will be looking into prices.

Discussion of incentive prizes to keep people coming every weekend.
Lana will be looking into this and providing updates.

10.5 - Family Rodeo

Discussion

Details need to be confirmed and needs to be voted on.
Desarie provided a breakdown of entry fees, expenditures and plans for the family rodeo event. The dates below are tentatively booked.
Potential dates requested

- August 15, 2021
- August 29, 2021

Once the club determines dates for all of the clinics a motion will be made to host this event.

10.6 - Team Roping Clinic

Details need to be confirmed and needs to be voted on.
Desarie provided a breakdown of clinic fees, livestock fees, back up arena fees as well as potential participant entry costs. She will provide written out cost break down to attach. Dates need to be determined and correspondence between the Ranch Roping Group will be beneficial.

Once the club determines dates for all of the clinics a motion will be made to host this event.

10.7 - Facebook

Discussion

Marquie provided the update
Facebook will remain the main point of advertising at this time.
An arena scheduling program has been set up and can be put into action if required.

No motion required.

11.0 Advertisement

11.1 - GoEast 2021

Discussion

At this time the club will not be looking into external advertising. If GoEast contacts the club, this subject will be re visited.

12. Lease Agreement with Town of Smoky Lake

12.1 Lease with the Town of Smoky Lake

Discussion

A new lease agreement has been drafted up by the Town of Smoky Lake. The lease agreement is not suitable to sign at this time as there are concerns with some of the conditions set in place.

The Alberta Stabilization Grant requires a signed lease to be reviewed during the application process.

Geoff will contact Bill Hodgins (Project Manager of the Grant Program) to ask if the letter of lease confirmation from the Town of Smoky Lake is suffice.

Lydia will continue to work through the concerns with the town to finalize the new lease.

Geoff and Lydia will provide updates via email.

No motion required at this time.

President - Geoff Montgomery

Secretary - Marquie Bromley





February 23, 2021

Alberta Energy Regulator (AER) – Directive 067 Feedback
Suite 1000, 250 – 5th Street SW
Calgary, AB
T2P 0R4

Dear Regulator,

RE: Westlock County Concerns Regarding Proposed Changes to AER Directive 067

At the County Council Meeting of February 23, 2021 Westlock Council passed a resolution to forward a letter of concern to the AER. Westlock County has significant concerns regarding proposed changes to Directive 067 which fails to address non-payment of levied municipal taxes by Licence Holders of provincially regulated oil and gas properties.

Westlock County (for the tax years 2015 – 2019) has written off \$ 2,377,848 with an additional \$702,000 anticipated for 2020 for a total of \$3,079,848. The annual levy is approximately \$ 11,000,000.

These write-offs represent an average of 7% of our annual levy over the past four years.

Included in these write-offs is \$137,082 in uncollected School Tax and DIP Requisitions, which have been recovered through the PERC and DIRC Grant program. In addition, \$20,320 of uncollected Senior's Housing requisitions are included in the write offs and to date are not recoverable.

In principle Westlock County Council supports changes to this Directive which better protects the interests of all Alberta residents. The proposed changes to the AER that protect the required funding of the province's Orphan Well Fund and ensure the payment of all provincial fees and royalties is encouraging. It is disappointing though to see that the AER has elected to ignore calls (for more than three years now) from over eighty (80) rural municipalities seeking to ensure that the AER (and the Province of Alberta) act to protect municipal taxation and security powers relating to insolvent Licence Holders (or those continuing operations under bankruptcy protection).

Many operators are defaulting on municipal taxes owed (including School and Seniors Foundation levies) which are assessed by (and ultimately owed to) the Province of Alberta. It is disappointing that the AER has ignored these municipal calls and decided not to address these well documented and often communicated concerns.

Westlock County requests that the AER include the following three (3) necessary amendments in conjunction with the current update of Direction 067:

1. "Section 5 – Maintaining Eligibility" the AER should immediately revoke the licenses of continuing viable Licence Holders choosing not to pay all (or any) of their municipal tax obligations.
2. "Section 4.5) -Unreasonable Risk (Obtaining General Licence Eligibility)" the AER should not authorize or permit the purchase or transfer of any licences involving an existing oil or gas licence holder (or operator) currently in default of any municipal tax obligation anywhere in Alberta and
3. "Section 4.5) – Unreasonable Risk (Obtaining General License Eligibility)" the AER should initiate steps with the assistance of the Alberta Government (Municipal Affairs) to ensure that municipalities are recognized as secured creditors (through any bankruptcy involving Licence Holders) to secure and collect that municipality's (and the province's) taxes levied and owed.

Alberta's rural communities are the municipalities that own and are expected to safely maintain the important infrastructure necessary for the oil and gas industry to succeed. As a partner in this success the fair assessment and collection of municipal taxes (including provincial taxes levied for school and seniors) is foundational to the support and maintenance of this infrastructure by our municipality.

Sincerely,



Jared Stitsen
Reeve

cc: Glenn van Dijken, MLA
Shane Getson, MLA
Provincial Caucus
Member Communities – RMA
Member Communities - AUMA



ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister
Deputy Government House Leader
MLA, Calgary-Hays*

Dear Chief Elected Officials:

I am writing to provide you with more information about Budget 2021, which my colleague, the Honourable Travis Toews, has tabled in the legislature. I would specifically like to provide you with details on the items in Municipal Affairs' Budget 2021 that affect municipalities the most.

To begin with, I am pleased to tell you that Municipal Affairs is investing more than \$1.7 billion overall to build stronger communities. Those funds will deliver important programs and services and will support effective governance and preserve public safety. I must also acknowledge that, as a result of several factors, including falling revenues and the ongoing costs of the COVID-19 pandemic, we need to reduce government spending in Alberta. Our goal is to do this while also continuing to provide significant infrastructure funding in the near term to support our economic recovery and help municipalities adjust to new levels of funding in future years.

Over the next three years, from 2021-24, as we all strive to live within our means, municipalities will receive about 25 per cent less in capital funding than they did in 2020-21. In real terms, that means Municipal Sustainability Initiative (MSI) capital funding will average \$722 million a year over that time. To support continued economic recovery and stimulus efforts, more of that funding will be made available up front, and less in subsequent years.

To help you adjust to a reduced average funding level, \$1.196 billion in MSI capital funding will be made available to municipalities and Metis Settlements in 2021, and \$485 million in each of the next two years. Additionally, municipalities and Metis Settlements will continue to receive the full \$30 million under the operating component of the MSI.

As you are aware, MSI was scheduled to conclude in 2021-22 and be replaced by legislated funding provided under the Local Government Fiscal Framework in subsequent years. Given the current circumstances and economic uncertainty, we are extending MSI for two years to stabilize provincial revenues before launching the Local Government Fiscal Framework in 2024-25. The baseline funding level for that first year of the LGFF will remain at \$722 million. We thank municipalities for understanding that this change was necessary to respond to the serious challenges we are all facing. The estimated 2021 MSI allocations are available on the program website.

.../2

I am also pleased to advise you that Alberta expects to receive \$255 million in federal funding under the Gas Tax Fund (GTF). The estimated 2020 GTF allocations are available on the program website. Links to the program websites with the MSI and GTF allocations are provided in the transmittal e-mail accompanying this letter.

MSI and GTF program funding is subject to the Legislative Assembly's approval of Budget 2021. Individual allocations and 2021 funding are subject to ministerial authorization under the respective program guidelines. Federal GTF funding is also subject to confirmation by the Government of Canada. You should expect to receive letters confirming MSI and GTF funding commitments in April.

To help municipalities respond to the requirements of the *Alberta Senate Election Act* and *Referendum Act*, our government is making \$10 million available to support costs associated with operating Senate nominee elections and referendums in conjunction with local elections. This funding will be available under the Alberta Community Partnership program, increasing the total program budget to \$25.4 million.

I am happy to say that funding to support local public library boards will remain stable, helping those groups provide a vital resource to residents through this especially trying time. I am also pleased to report that, due to some great work from our staff at the Surface Rights Board to reduce the backlog of landowner claims, we will be able to save \$600,000 in our yearly operating expenses.

This has not been, by any means, an easy time for Albertans. We understand the challenges that communities will continue to face in the months and years ahead. We remain committed to providing sustainable levels of capital funding to support critical local infrastructure, promote economic development, and enable local governments to continue to deliver the programs and services that Albertans depend on.

As Albertans, we are no strangers to adversity. We have overcome challenges in the past and we will continue to do so. I look forward to working with all of you to ensure that Alberta overcomes today's challenges and shares in a bright and prosperous future together.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ric McIver".

Ric McIver
Minister



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
Deputy Government House Leader
MLA, Calgary-Hays*

AR100314

Dear Chief Elected Officials:

This letter is to inform you of changes to the Government of Alberta's Disaster Recovery Program (DRP), which are in effect for DRPs that occur in 2021 and onward and are outlined in the 2021 Disaster Assistance Guidelines.

In response to the rising cost and frequency of disasters in Alberta, we have made changes to the DRP. These changes are intended to share the responsibility of disasters with all those who are impacted and to make the program more sustainable for future events. Changes will ensure that assistance is available for Albertans when they need it most.

While conditions for eligibility remain the same for qualifying applicants, the following cost-sharing arrangements and funding limits have been added to the program:

Local authority and private sector applicants (including homeowners)

We are implementing a 90:10 cost-sharing arrangement.

- DRP assistance is limited to 90 per cent of eligible disaster expenses, instead of 100 per cent.
- The remaining 10 per cent of eligible assistance will be subtracted from the amount payable to the applicant. No payment to the program will be required.

Homeowners only

We are implementing a funding limit of up to \$500,000 per homeowner application and a limit on assistance to one time per property.

- For disaster events that occur in 2021 onward, qualifying homeowner applicants will only be able to access DRP assistance once per property address. Financial assistance from the program will not be provided to future applicants who own property at the same physical location.

.../2

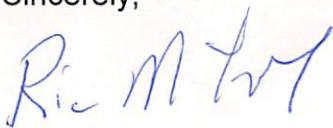
- The one-time funding limit is not cumulative. For example, if an applicant has received \$100,000 worth of assistance under the new policy, they would not qualify for any funding in the future.
- This change will not be applied retroactively. If a homeowner has received assistance before 2021, this does not count as meeting the one-time assistance limit.
- Homeowner addresses that receive DRP assistance will be posted online to the Government of Alberta website to provide transparency about DRP funding limits and up-to-date information for prospective homeowners, developers, and real estate professionals. The funding received stays with the property; therefore, a new homeowner would not be able to access disaster recovery funding for that same property in the future.

Being prepared improves individual and community resilience by lessening the impacts of disasters, shortening recovery time, and reducing economic disruption. Individuals and communities are encouraged to take measures to prepare for disasters and to look at ways of reducing their disaster risks. Learn how you can prepare for emergencies and disasters by visiting us at alberta.ca/emergency-preparedness.aspx.

Please refer to the enclosed information sheet for more information on changes to the Disaster Recovery Program and the Alberta Disaster Assistance Guidelines, or visit us online at www.alberta.ca/drp.

If you have any additional questions, please call 1-888-671-1111 or email drp.info@gov.ab.ca.

Sincerely,



Ric McIver
Minister

Attachment: Information Sheet

cc: Chief Administrative Officers

Disaster Recovery Program Changes

Overview

The Disaster Recovery Program (DRP) provides financial assistance to qualifying applicants to help restore uninsurable property lost or damaged by a disaster to its basic, pre-disaster functional condition.

DRPs provide financial assistance as a last resort to assist those affected by a disaster.

Program changes

For DRPs that occur in 2021, the Government of Alberta has set homeowner funding limits and implemented cost-sharing mechanisms between the government and program applicants.

Why changes were made

The cost and frequency of disasters in Alberta are increasing, and the province needs a more sustainable approach to disaster recovery. By implementing a stronger framework to deal with emergencies and disasters, these changes help ensure the DRP can continue to be available for Albertans when they need it most.

Homeowner-funding limits

The province is implementing a homeowner funding limit of up to \$500,000 per application for eligible costs and a limit of one-time assistance per property, regardless of the transfer of ownership. The one-time funding limit is not cumulative, so if an applicant has received any amount of assistance under the new policy, they would not qualify for funding in the future.

Establishing a homeowner funding limit helps government reinforce the intent of the DRP, which is to contribute to a ready and resilient Alberta and be the payer of last resort. Homeowners may choose to opt out of receiving DRP assistance if they are able to cover damages on their own. This would allow their property to qualify for future assistance if a DRP is approved in their community and they meet the program qualification criteria at that time.

Limits to properties

- Limits to assistance are applied to the property address only, not the applicant.
- A new property owner will not qualify for DRP assistance if the previous owner already accessed the one-time funding limit.

Posting addresses online

- If a homeowner applicant accessed funding through a DRP for a disaster that occurred in 2021 and onward, the property address and legal land description will be posted on the Government of Alberta website. The post will indicate that the address (legal land description) is not eligible for future DRP funding.
- This will help prospective buyers and developers become aware of funding limits that apply to specific addresses.

90:10 cost-sharing

Cost-sharing mechanisms for municipalities and private-sector applicants are based on a 90:10 formula, where the province covers 90 per cent of eligible disaster costs and the applicant covers the remaining 10 per cent.

What you can do as a community

The Alberta Emergency Management Agency encourages all Albertans and communities to:

- Purchase adequate insurance.
- Have reserve funds.
- Invest in mitigation and infrastructure maintenance.
- Restrict future property development in high-risk areas.

Living in high-risk areas

Albertans living in high-risk areas may experience a natural disaster of one kind or another. The Government of Alberta continues to provide DRP assistance to all qualifying applicants; however, homeowners living in high-risk areas are encouraged to consider relocating or mitigating risks to their properties.

Flood maps are available at <https://floods.alberta.ca/>.

Purchasing insurance

It is important for Albertans to become educated about their disaster risks and ensure they are adequately insured. There are more insurance options on the market now than ever before.

High-risk areas

Homeowners living in high-risk areas who are not able to access overland flood insurance are also subject to the cost-sharing and one-time funding limit.

Flood insurance

Financial assistance for disaster recovery continues to be available to eligible applicants to help cover costs related to uninsurable loss and damages. Albertans are advised to check with several insurance companies to compare policy coverage limits, exclusionary language (e.g. concurrent causation clauses), and premiums when purchasing any flood insurance.

Federal government disaster assistance

Since 2015, the federal government has significantly reduced federal support through the Disaster Financial Assistance Arrangements. This has increased the provincial liability for DRP costs. In addition to this, the federal government does not typically reimburse for repeat assistance in flood-prone areas.

Indigenous communities

The federal government continues to fund all eligible disaster-related costs on First Nations reserve land.

First Nations applicants living off reserve, as well as other members of Indigenous communities are eligible for the same benefits and limits as other Albertans applying to the DRP.

The 90:10 cost-sharing arrangements will also apply to Métis Settlement communities as it would for all other communities.

For more information

Online: alberta.ca/drp

Call us: 1-888-671-1111

Email: DRP.info@gov.ab.ca



Shannon Stubbs, MP
Lakeland

On December 11th, 2020, the House of Commons passed a motion introduced by Conservative MP Todd Doherty, through unanimous consent, to bring a national 3-digit suicide prevention hotline line to Canada.

That, given that the alarming rate of suicide in Canada constitutes a national health crisis, the House call on the government to take immediate action, in collaboration with our provinces, to establish a national suicide prevention hotline that consolidates all suicide crisis numbers into one easy to remember three-digit (988) hot- line that is accessible to all Canadians.

We're asking all municipalities across Canada to consider passing a motion similar, to the one below. In order to make 988 a reality, we must continue to put pressure on the government and the Canadian Radio-television and Telecommunications Commission (CRTC).

Personally, you can support the cause by signing our electronic petition at:
<https://petitions.ourcommons.ca/en/Petition/Details?Petition=e-2772>

The past year has been a challenging year. Lives and livelihoods have been lost. We have begun to see the devastating impacts that COVID has had, through isolation, on the mental health of Canadians. The rates of suicide continue to rise. As elected officials and as leaders, and especially during this period of difficulty as a nation, Canadians are counting on all of us to make a difference.

Please consider passing this motion as soon as possible.

Sincerely,

A handwritten signature in blue ink that reads "Shannon Stubbs".

MP Shannon Stubbs
Lakeland



Draft motion:

Support for 988 Crisis Line

WHEREAS the Federal government has passed a motion to adopt 988, a National three-digit suicide and crisis hotline;

AND WHEREAS the ongoing COVID-19 pandemic has increased the demand for suicide prevention services by 200 per cent;

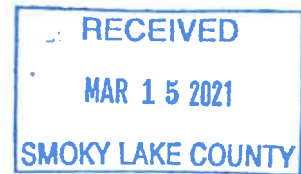
AND WHEREAS existing suicide prevention hotlines require the user to remember a 10-digit number and go through directories or be placed on hold;

AND WHEREAS in 2022 the United States will have in place a national 988 crisis hotline;

AND WHEREAS _____ Town Council/Municipality/City recognizes that it is a significant and important initiative to ensure critical barriers are removed to those in a crisis and seeking help;

NOW THEREFORE BE IT RESOLVED THAT _____ Town Council/Municipality/City endorses this 988 crisis line initiative;

and that Staff be directed to send a letter indicating such support to the local MP, MPP, Federal Minister of Health, the CRTC and local area municipalities to indicate our support.



To County of Smoky Lake Council:

I am writing this letter to request funds for the Smoky Lake Golf Course Jr. Golf program. This is designed to bring in young kids and introduce them to the game of Golf, and for those who have golfed to give them a chance to improve their game as well. The age group will be from age 6-17 this will run one morning of the week through the summer.

There will be clubs on hand for those who do not have clubs at no charge to them as well as the use of the driving range where they can learn and improve their skills. We also have practise green to learn and better read greens as well as learn the rules and etiquette of the game.

The for matte will be to start at 9 am and go through till noon with instruction from experienced golfers. For those who are ready they will be able to go through and use the golf course. This will finish at noon where the kids will be able to have a light lunch provided by the kitchen staff.

We already have COVID protocols in place and will be enforced to ensure everyone's safety.

There will be a 10.00 fee for each day that they attend and for those who may not be able to afford this we would like to have a fund to help them so they can attend.

On the last day we would like to have a fun game for all of the kids similar to a tournament with small prizes for all of the kids so none go home empty handed.

The money will be used for any paid instructors that we bring in as well as any extra equipment and that will be needed. This will also help subsidise the food for a healthy lunch for the kids.

In the past this has been a great program to bring kids who think they would like to try and play the game of golf. Programs such as the Jr. Program give them that opportunity in a fun, safe and affordable manor. Ultimately goal is as these kids get older getting more people to enjoy and keep the game of golf healthy.

Anything that you would be able to help use out with would be much appreciated

Sincerely

Noel Simpson
General Manager

JR. GOLF BUDGET

JR. GOLF BUDGET					
LABOUR	HOURS	WAGES	TOTAL	TOTAL WAGES EACH WK	COST OF PROGRAM
TEACHER	5	\$ 20.00	\$ 100.00		
ASSISTANT	5	\$ 15.00	\$ 75.00	\$ 175.00	\$ 1,400.00
	FOOD CST	# OF KIDS	#VALUE!		
FOOD COST	15	\$ 12.00	\$ 180.00	180	\$ 1,440.00
	DOZ	COST	#VALUE!		
GOLF BALLS	20	\$ 25.00	\$ 500.00		
CLUBS			\$ -		
			\$ -		
green fees	12	\$ 25.00	\$ 300.00	8 weeks	2400
			\$ -		
			\$ -		
			\$ -		
			\$ -		
			\$ -		
			\$ -		
			\$ 175.00		
					\$ 5,240.00

Alberta Provincial Rural Crime Watch Association

P.O. Box 4520

Edmonton, Alberta

T6E 4T7

Email: aprcwa@ruralcrimewatch.ab.ca

Webpage: www.ruralcrimewatch.ab.ca



To;

Smoky Lake County
Box 310
Smoky Lake, Alberta
T0A 3A0

Attention: Gene Sobolowski

Re: Use of the Smoky Lake County “Zoom” account to hold our AGM for the members.

Dear Gene Sobolowski,

I would like to express our thanks for the use of the Smoky Lake County “Zoom account” in which to hold our provincial Crime Watch AGM, February 27.

With the excellent assistance of Patti Priest, we were able to run a full meeting for 3 hours to inform our members on the actions of the provincial crime watch body over the past year.

Patti along with Trevor Tychowsky, were instrumental in educating the board on the workings of Zoom and all the necessary procedures to present a very informative meeting to the membership.

As we were restricted in the designated use of any funds that we operate with, we found ourselves with no avenue to secure any virtual meeting funding. This presented a problem that we have never encountered before covid-19.

Thank you once again for allowing our use to your Zoom account. It is truly appreciated.

Cor De Wit

APRCWA, President



We are the “Eyes and Ears” of the R.C.M.P.

March 2021

6.7



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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INFORMATION RELEASED:

	1 R16-21 R17-21	2 R18-21	3	4	5 R19-21	6
	8 R20-21 R21-21	9	10	11	12	13
4	15	16	17 R22-21	18	19	20
1	22	23	24	25	26	27
28	29	30	31			

Policy Statement: 01-28-01
Regular County Council Meeting:
Issue for Information and Information Releases

PROFESSIONAL DEVELOPMENT:

1

READING FILE:

- R16-21** - RMA: Contact Newsletter: February 26, 2021. **F**
- R17-21** - Gerald Rhodes, Executive Director, Tasha Blumenthal, Director of External Relations and Advocacy, Rural Municipalities of Alberta (RMA), dated February 25, 2021– Re: Budget 2021-22: RMA Initial Analysis. **A**
- R18-21** - Aspen View Board Highlights - February 18, 2021. **F**
- R19-21** - Letters of Support for Inter-Provincial Nomination of the North Saskatchewan River for the Canadian Heritage River System (CHRS) - Ben Rose, Chair, Edmonton Historical Board, dated February 25, 2021/ Cathy Heron, Mayor, City of St. Albert, dated February 24, 2021/Okimaw Vernon Watchmaker, Grand Chief, Confederacy of Treaty 6 First Nations, dated March 11, 2021/Cammie Laird, Reeve, Clearwater County, dated January 26, 2021. **A**
- R20-21** - Robert Deresh, Chair, Lakeland Communities Health Advisory Council, dated March 5, 2021 - Re: Virtual Community Conversation . **A**
- R21-21** - RMA: Contact Newsletter: March 5 2021. **F**
- R22-21** - Aspen View Board Highlights - March 11, 2021. **F**