

SMOKY LAKE COUNTY

A G E N D A: County Council Meeting to be held on
Thursday, **June 24, 2021** at 9:00 A.M.
Virtual through Zoom Platform

Meeting ID: 840 2183 0567 Passcode: 271463

<https://us02web.zoom.us/j/84021830567?pwd=VjQ1Ylc4S3RUWlJpODh6dUlxZU5Ddz09>

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

We will pause for a moment of silence to honour and pay tribute to the young Indigenous lives that were lost at the residential school in Kamloops.

3. Minutes:

1. Minutes of May 17, 2021 – **Special County Council Meeting.** ©

Recommendation: Motion to Adopt.

2. Minutes of May 21, 2021 – **County Council Departmental Meeting.** ©

Recommendation: Motion to Adopt.

3. Minutes of May 27, 2021 – **County Council Meeting.** ©

Recommendation: Motion to Adopt.

Public Hearing - Bylaw 1398-21:

A G E N D A: Public Hearing to be held on
Thursday, June 24, 2021 at 9:15 A.M.
Virtual through Zoom Platform

<https://us02web.zoom.us/j/84021830567?pwd=VjQ1Ylc4S3RUWlJpODh6dUlxZU5Ddz09>

Meeting ID: 840 2183 0567 Passcode: 271463

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

1. Opening:

- Public Hearing is called to order.
- Public wishing to be heard sign in on the sign-in sheet.
- Confirmation is provided that the Public Hearing was advertised and notice was provided in accordance with the applicable legislation.
- Purpose of the hearing is summarized:

To obtain public input in regard to Bylaw No. 1398-21: a bylaw for Cancellation of all that portion of “FIRST AVE” and cancellation of all that portion of “MAIN ST”, as shown on PLAN 2206CL, located within the Hamlet of Edwand.

- Ground rules of the hearing and order of speaking are reviewed.

2. Staff Presentation:

- Smoky Lake County Planning Staff make their presentation(s).
Bylaw 1398-21: was given first reading on June 24, 2021.
- Council asks questions and/or request points of clarity.

3. Public Presentations via Written Submissions:

- Written submissions are read.
- Council asks questions and/or request points of clarity.

4. Public Presentations at the Public Hearing:

- Persons signed in whom are **in opposition** to the proposed bylaw are called upon to speak.
- Council asks questions and/or request points of clarity.
- Persons signed in whom are **in support** of the proposed bylaw are called upon to speak.
- Council asks questions and/or request points of clarity.
- Anyone else who has not spoken and wishes to speak is called upon to speak.
- Council asks questions and/or request points of clarity.

5. Questions and Answers:

- Any Council member having any additional questions of any speaker or of the staff or those who have spoken may speak.

6. Closing Remarks:

- Declare the Public Hearing closed.

4. Request for Decision: Governance Issues and Management Issues

1. Safety Codes Agency Agreement – Request for Proposals. ©
2. **Bylaw No. 1398-21:** Cancellation of all that portion of “FIRST AVE” and cancellation of all that portion of “MAIN ST”, as shown on PLAN 2206CL, located within the Hamlet of Edwand. ©
3. **Bylaw No. 1399-21:** Regional Community Development Committee (RCDC): Joint Agreement. ©
4. **Bylaw No. 1400-21:** Procedural Bylaw. ©
5. **Bylaw No. 1371-20:** A Joint Agreement to Regionalize the Smoky Lake County Regional Heritage Board (SLCRHB). ©
6. Ukrainian Twinning Committee – Terms of Reference Draft Bylaw. ©
7. **Bylaw No. 1401-21:** Borrowing Bylaw. ©
8. **Rescind Policy No. 08-04-02:** Interim Budget. ©
9. **Smoky Lake County 2021 - 2025 Financial Plan** – Public Consultation. ©

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

5. Issues for Information:

- 5.1 Chief Administrative Officer:
 - 5.1.1 Monthly Report: May 28, 2021 to June 17, 2021. (*Distributed at meeting*)
 - 5.1.2 Financial Statement for the month of: **None.**
 - 5.1.3 Action List:
 - i. Special County Council Meeting – May 17, 2021. ©
 - ii. County Council Departmental Meeting – May 21, 2021. ©
 - iii. County Council Meeting – May 27, 2021. ©

- 5.2 Municipal Finance:
 - 5.2.1 Monthly Report. ©
 - 5.2.2 Actual to Budget Review. ©
 - 5.2.3 Accounts Receivable Aging Report. (*for Councillor's information*). ©
 - 5.2.4 Cheques Register. (*for Councillor's information*). ©

- 5.3 Reeve and Councillor: Reports from various Committees, Boards and Commissions
 - 5.3.1 Division One.
 - 5.3.2 Division Two.
 - 5.3.3 Division Three - **Reeve.**
 - a. May 20, 2021 to June 25, 2021. (*Distributed at meeting*)
 - 5.3.4 Division Four.
 - 5.3.5 Division Five.
 - 5.3.6 Additional Documentation: Committees, Boards and Commissions.
 - a. Smoky Lake RCMP Media Briefing: May 2021. ©

6. Correspondence:

- 1. Ed and Wanda Cowley, The Review/The Free Press – Re: Retirement Letter. ©

Recommendation: Acknowledge receipt.

- 2. Letter to Honorable Doug Schweitzer: Noel Simpson, President, Smoky Lake Chamber of Commerce, dated May 31, 2021 – Re: Follow-up letter from Meeting on May 17, 2021. ©

Recommendation: Acknowledge receipt.

- 3. Gary Sandberg, Assistant Deputy Minister, Alberta Municipal Affairs, dated June 7, 2021 – Re: Smoky Lake County Action Plan for the Municipal Accountability Program (MAP). ©

Recommendation: Acknowledge receipt to Smoky Lake County Municipal Accountability Program (MAP) Response Plan Approval.

4. Shannon Stubbs, MP, Lakeland, dated May 28, 2021 – Re: Seek feedback on Bill C-21. ©

Recommendation: Council response.

5. Two Hills Regional Chronicle – Unauthorized Advertisement. ©

Recommendation: Smoky Lake County did not approve this ad published in the May 2021 Two Hills Regional Chronicle, therefore will not pay invoice #INV-1188 in the amount of \$393.75 and request a retraction of the advertisement in the paper and not consider further advertising.

6. Tannis Brown, Director of Settlement, Alberta Labour Relations Board, dated May 5, 2021 – Re: Board Initiated Application affecting Local 955 and CUPE 4575. ©

Recommendation: Acknowledge receipt.

7. Stephanie Jarema, dated June 10, 2021- Re: Land Water Issues. ©

Recommendation: That Administration review the issue with Alberta Transportation and look at obtaining a grant from Alberta Transportation to look into.

8. Kelly Carter, Chief Executive Officer, Lifesaving Society Lifeguarding Experts dated May 28, 2021 – Re: National Drowning Prevention Week July 18-24, 2021. ©

Recommendation: Proclaim July 18-24, 2021 as National Drowning Prevention Week and advertise on social media.

9. Senate and Referenda Special Ballot – Contract between Smoky Lake County and Her Majesty the Queen in Right of Alberta. ©

Recommendation: Acknowledge action of Contract executed.

10. Don Iveson, Mayor, City of Edmonton – Proclaims June 12, 2021 “Canadian Rivers Day.” ©

Recommendation: Acknowledge receipt of the proclamation as well as the framed Proclamation received.

7. Delegation(s):

1. Mandy Melnyk, resident, @ **11:00 a.m.** – Re: Natural Gas Invoice. © *(Form will be distributed at meeting)*
2. Debbie Williams @ **1:00 p.m.** – Re: Trails improvement for Birchland/Garner Lake. © *(Form will be distributed at meeting)*

8. Executive Session:

9. Information Release:

9.1 Calendar: June 2021. ©

9.2 Thank You Received: None

10. Bills and Accounts:

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

12. Adjournment



Public Hearing Date: June 24, 2021
Public Hearing Time: 9:15 a.m.

PUBLIC HEARING BACKGROUND

- PROPOSED BYLAW.:** **Bylaw No. 1398-21: A Bylaw of the Municipality of Smoky Lake County in the Province of Alberta for the purpose of closing to public travel, portions of a public highway in accordance with section 22 of the *Municipal Government Act*, Chapter M-26, revised statutes of Alberta 2000, as amended**
- APPLICANTS:** Arlene Billey, Laurence Billey, Linda Billey, Deborah Granley, Ryan Guglich, Rebeka Isla, Heather Ostapowich, Christine Parent, Stacy Peppar, Debbie Peppar, Glenda Reum, Phil Reum, Derrick Slemko, Emily Storie, Erin Valladares, Angela Volk, Edwin Woodrow, Howard Yakimishyn & Karen Yakimishyn
- PROPOSAL:** The proposed Bylaw 1398-21 will close to public travel, all the portions of "MAIN ST" & all the portions of "FIRST AVE", as shown on Plan 2206CL, located within with Hamlet of Edward.

BACKGROUND:

- On November 11, 2017, Smoky Lake County received a request that the Applicants were interested in applying to have portions of two undeveloped road allowances located within the Hamlet of Edward closed and consolidated with the adjacent properties.
- A similar request was made in 2010 and surveying work had begun but the County was unable to get commitments from all of the affected landowners to purchase the land comprising the areas of the proposed road closure.
- A number of improvements are currently encroaching onto the road labelled as "FIRST AVE", the road labelled as "MAIN ST." and onto the adjacent lands legally described as Plan 2206CL, Block (R).
- At the August 30, 2018 Smoky Lake County Council Meeting, the following motion was passed:
Motion 862-18: *"That Smoky Lake County prepare a bylaw to close all of the undeveloped road labelled as "FIRST AVE", as shown on Plan 2206CL, and to close all of the undeveloped road labelled as "MAIN ST." as shown on Plan 2206CL, and to consolidate these closed portions with the adjacent lots, at no cost to Smoky Lake County."*
- At the October 25, 2018 Smoky Lake County Council Meeting, the following motion was passed:
Motion 53-18: *"That Smoky Lake County Council give FIRST READING to Bylaw 1325-18: Cancellation of all that portion of "FIRST AVE" and cancellation of all that portion of "MAIN ST", as shown on Plan 2206CL, located within the Hamlet of Edward, and to schedule a Public Hearing for Thursday, December 6, 2018, at 1:15 p.m., to be held at the Smoky Lake County Council Chambers; and to advertise said Public Hearing as per section 22, section 230 and section 606 of the Municipal Government Act."*
- At the December 6, 2018 Smoky Lake County Council Meeting, a Public Hearing was held on proposed Bylaw 1325-18. There were no representations made during the Public Hearing nor were any written comments submitted in advance of the Hearing.
Motion 134-18: *"That Smoky Lake County prepare and send to Alberta Transportation and defer Bylaw No. 1325-18: a bylaw for the cancellation of all that portion of "FIRST AVE" and all that portion of "MAIN ST", as shown on Plan 2206CL, located within the Hamlet of Edward."*

- At the June 24, 2021 Smoky Lake County Council Meeting, Bylaw 1398-21 was presented for, and given FIRST READING.
- A Notice advertising the Public Hearing was posted on the County's website beginning on **June 8, 2021**.
- Notice of the Public Hearing was advertised in the Smoky Lake Signal and the Redwater Review the weeks of **June 14, 2021, & June 21, 2021**. The proposed Bylaw was advertised and Notice has been provided in accordance with the applicable legislation.
- This hearing has been scheduled to obtain public input on the proposed Bylaw in accordance with section 22, section 230 and section 606 of the *Municipal Government Act*.

ATTACHMENTS:

1. Draft Bylaw 1398-21
2. Public Notice
3. Relevant Legislation

Bylaw 1398-21: Cancellation of all that portion of "FIRST AVE" and cancellation of all that portion of "MAIN ST", as shown on PLAN 2206CL, located within the Hamlet of Edward.

**SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO. 1398-21**

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

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

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

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

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

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

NOW THEREFORE BE IT RESOLVED that the Council of Smoky Lake County in the Province of Alberta does hereby close to public travel, the following described road, subject to rights of access granted by other legislation:

FIRSTLY:

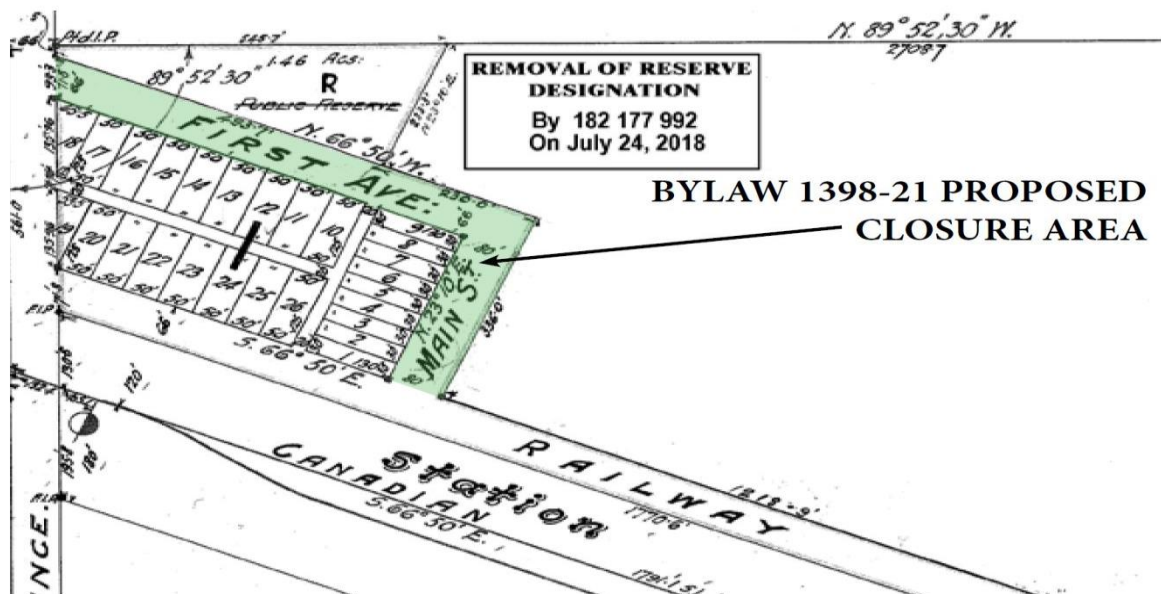
PLAN 2206CL

ALL THAT PORTION OF FIRST AVE. WHICH LIES NORTH WEST OF THE NORTH EASTERLY PRODUCTION OF THE SOUTH EAST BOUNDARY OF LOT 9, BLOCK 1 OF SAID PLAN.

SECONDLY:

PLAN 2206CL

ALL THAT PORTION OF MAIN ST. WHICH LIES SOUTH EAST OF THE NORTH EASTERLY PRODUCTION OF THE SOUTH EAST BOUNDARY OF LOT 9, BLOCK 1, OF SAID PLAN AND WHICH ALSO LIES NORTH EAST OF THE SOUTH EASTERLY PRODUCTION OF THE SOUTH WEST BOUNDARY OF LOT 1, BLOCK 1 OF SAID PLAN.



Bylaw 1398-21: Cancellation of all that portion of "FIRST AVE" and cancellation of all that portion of "MAIN ST", as shown on PLAN 2206CL, located within the Hamlet of Edward.

Received first reading this ____th day of _____, 2021.

Reeve
Seal

Chief Administrative Officer

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

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

Reeve
Seal

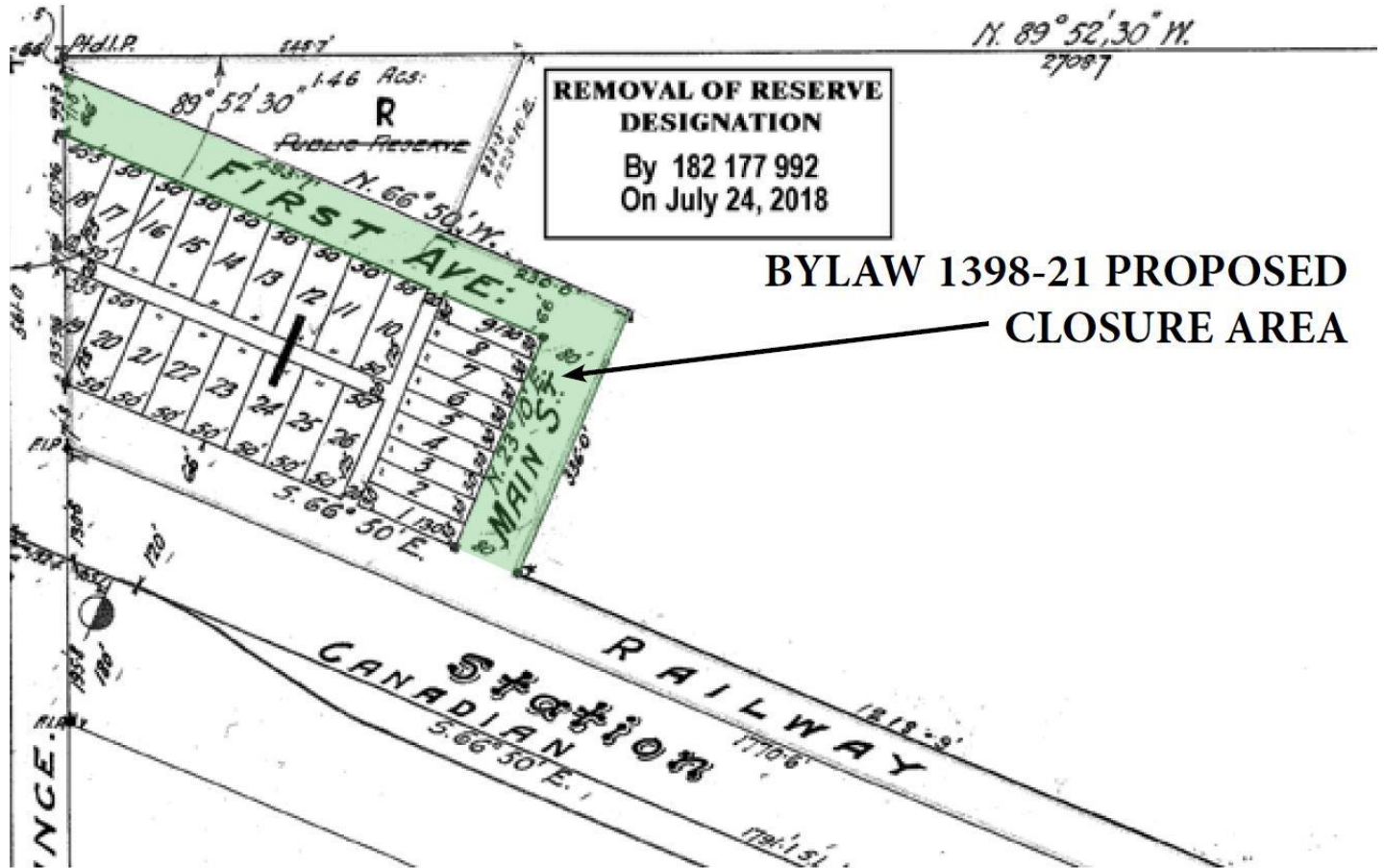
Chief Administrative Officer



4612 McDougall Drive, PO Box 310, Smoky Lake, AB T0A 3C0
 Phone: 780-656-3730 Fax: 780-656-3668
 Email: county@smokylakecounty.ab.ca Website: www.smokylakecounty.ab.ca

NOTICE OF PUBLIC HEARING ROAD CLOSURE BYLAW

Pursuant to Sections 22, 230, & 606 of the *Municipal Government Act*, R.S.A. 2000, Ch. M-26, Smoky Lake County Council hereby gives notice of its intention to adopt Proposed Bylaw 1398-21.



**BYLAW 1398-21 PROPOSED
CLOSURE AREA**

The purpose of the Proposed Bylaw 1398-21 is to close all that portion of "FIRST AVE" & all that portion of "MAIN ST" as shown on Plan 2206CL, located within the Hamlet of Edward.

THEREFORE, TAKE NOTICE THAT pursuant to Sections 22, 230 & 606 of the *Municipal Government Act*, a Public Hearing to consider the proposed Bylaw will be held:

The Public Hearing will be held as follows:

Place: Online: <https://us02web.zoom.us/j/84021830567?pwd=VjQ1Ylc4S3RUWlJpODh6dUlXZU5Ddz09>
 Phone: 1-877-853-5257; Meeting ID: 840 2183 0567; Passcode: 271463
Date: Thursday, June 24, 2021
Time: 9:15 a.m.

AND FURTHER TAKE NOTICE THAT anyone wishing to make a verbal or written representation may do so at the Hearing, or by providing the representation to the County's Chief Administrative Officer before 4:00 p.m. on Tuesday, June 22, 2021. *It would be beneficial for individuals to provide advance notice to the County at (780) 656-3730 of their intention to make a presentation at the hearing.*

AND FURTHER TAKE NOTICE THAT a copy of the proposed Bylaws may also be inspected on the County's website www.smokylakecounty.ab.ca

More information regarding the proposed Bylaw, please contact:

Jordan Ruegg
 Planning & Development Manager
 Office: 780-656-3730
 Cell: 780-65-5207
 Email: jruegg@smokylakecounty.ab.ca



Public Hearing Date: June 24, 2021
Public Hearing Time: 9:15 a.m.

RELEVANT LEGISLATION

ROAD CLOSURES

Municipal Government Act, R.S.A. 2000

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

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

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

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

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

PUBLIC HEARINGS

Municipal Government Act, R.S.A. 2000

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

(a) before second reading of the bylaw, or

(b) before council votes on the resolution.

(2) If a public hearing is held on a proposed bylaw or resolution, council must conduct the hearing during a regular or special meeting of council.

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

(4) In the public hearing, council

(a) must hear any person, group of persons, or person representing them, who claims to be affected by the proposed bylaw or resolution and who has complied with the procedures outlined by the council, and

(b) may hear any other person who wishes to make representations and whom the council agrees to hear.

(5) After considering the representations made to it about a proposed bylaw or resolution at a public hearing and after considering any other matter it considers appropriate, 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 a public hearing is held must record the public hearing to the extent directed by council.

REQUIREMENTS FOR ADVERTISING

Municipal Government Act, R.S.A. 2000

- Section 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, or
 - (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.
- (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) A certificate of a designated officer certifying that something has been advertised in accordance with this section is proof, in the absence of evidence to the contrary, of the matters set out in that certificate.
- (8) The certificate is admissible as evidence without proof of the appointment or signature of the person who signed the certificate.

SMOKY LAKE COUNTY

Minutes of the **Special County Council Meeting** held on Tuesday, **May 17, 2021** at **10:30 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>Monday, May 17, 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	Virtually Present
Finance Manager	Brenda Adamson	Virtually Present
Legislative Svcs/R.S.	Patti Priest	Virtually Present
Plan & Dev Manager	Jordan Ruegg	Virtually Present @10:41am

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/82223902531?pwd=Q20rOVpoYzZsWTISZmEwagr5Wg5Zz09>

Meeting ID: 822 2390 2531 Passcode: 759976

And in Smoky Lake County Council Chambers on Monday, **May 17, 2021**, commencing at **10:30 A.M.**, to hold a Special County Council Meeting for the purpose of discussing and acting on:

1. **Executive Session:** Legal Land Issue in regard to an opportunity to purchase land, under the authority of the FOIP Section 27: Privileged Information.
2. **Request for Decision:** Doctor Retention and Recruitment Committee: Issues from Meeting held May 10, 2021.

COUNCILLOR:	SIGNATURE	DATE
Dan Gawalko		May 17, 2021
Johnny Cherniwchan		May 17, 2021
Craig Lukinuk		May 17, 2021
Lorne Halisky		May 17, 2021
Randy Orichowski		May 17, 2021

Agenda:

Agenda: As per Waiver Notice

741-21: Cherniwchan That the Smoky Lake County Special Council Agenda as listed on the “Waiver Notice” for Monday, May 17, 2021, be adopted as presented for the purpose of discussing and acting on:

1. Executive Session: Legal Land Issue in regard to an opportunity to purchase land, under the authority of the FOIP Section 27: Privileged Information.
2. Request for Decision: Doctor Retention and Recruitment Committee: Issues from Meeting held May 10, 2021.

Carried Unanimously.

Raubenheimer Medical Clinic – Memorandum of Understanding: Unspent funds

742-21: Gawalko That Smoky Lake County approve a supplementary to April 29, 2021 – Motion 696-21 for the Doctor Retention and Recruitment Committee’s Managing Partner, the Town of Smoky Lake to reimburse each respective municipality (as per the cost sharing funding formula) for the used portion of funds remaining in the amount of \$85,000.00 from the total amount of \$100,000.00 provided for the fourth physician given to the Raubenheimer Medical Clinic as per the Memorandum of Understanding, executed June 26, 2019, of the reimbursement funding to be as follows:

Smoky Lake County:	\$ 31,110.00
Town of Smoky Lake:	\$ 13,260.00
Village of Vilna:	\$ 3,570.00 and
Village of Waskatenau:	\$ 3,060.00

and to reimburse the additional contribution of \$17,000.00 to Smoky Lake County and \$17,000.00 to Town of Smoky Lake when the funds are returned from the Raubenheimer Medical Clinic.”; as per Doctor Retention and Recruitment Committee meeting held on May 10, 2021.

Carried.

Contribution of funds to PCN: Purchase Medical Equipment for Cardiac Stress Clinic

743-21: Halisky That Smoky Lake County rescind April 29, 2021 – Motion # 697-21: “Approve to purchase the following Medical Equipment for the Lakeland Primary Care Network (PCN) facility in Smoky Lake at a 50/50 cost share with the Town of Smoky Lake:

1. Electrocardiogram (ECG) Machine in the amount of \$7,000.00 (as per GE Healthcare, Quotation No. PR16-C65360 Version 1), and,
2. Defibrillator with the pacing package in the amount of \$10,300.00 (as per Stryker Canada ULC, Quotation No.00197563) for a total cost in the amount of \$17,300.00, meaning a County contribution in the total amount of \$8,650.00 and a Town contribution in the total amount of \$8,650.00; as this will assist in establishing Cardiac Stress Testing Services at the PCN facility located in Smoky Lake and is necessary to recruit a trained professional / physician to provide the Cardiac Stress Testing services; as the Alberta Health Primary Care Policy per capita does not provide funding associated with these machines, in accordance with the letter received from Chaitanya Bandaru, Executive Director for the Lakeland Primary Care Network, dated April 16, 2021.

Carried.

Raubenheimer Medical Clinic – Memorandum of Understanding: Unspent funds

744-21: Orichowski That Smoky Lake County approve for the Doctor Retention and Recruitment Committee to provide funding for the “other costs” to assist in establishing the “Smoky Lake Cardiac Stress Clinic” located at the Lakeland Primary Care facility in Smoky Lake for the application for accreditation from the College of Physicians & Surgeons of Alberta for a total of \$315.00 and the onsite assessment fee of \$2,150.00, and the fee for the registered nurse who attended meetings plus mileage and prepared policies & procedures in the amount of \$2,490.80, in accordance with the letter from Dr. Anton Raubenheimer, President & Physician Lead for the Lakeland PCN, dated May 6, 2021, to be funded from the 2021 Retention Budget in the total amount of \$4,955.80; and each respective municipality approve the said costs and approve to replenish the Retention Budget, in full, as per the cost sharing funding formula, Smoky Lake County 61% at \$3,023.04, Town of Smoky Lake 26% at \$1,288.51, Village of Vilna 7% at \$346.91, and Village of Waskatenau 6% at \$297.35, by December 31, 2021, as per Doctor Retention and Recruitment Committee meeting held on May 10, 2021 – Motion 37-21.

Carried.

Raubenheimer Medical Clinic – Memorandum of Understanding: Unspent funds

745-21: Lukinuk That Smoky Lake County approve for the Doctor Retention and Recruitment Committee to provide funding for the medical equipment to be purchased by the Managing Partner, Town of Smoky Lake to assist in establishing the “Smoky Lake Cardiac Clinic” at the Lakeland Primary Care Network (PCN) facility in Smoky Lake that will be facilitated by Dr. Anton Raubenheimer, Physician at the Raubenheimer Medical Clinic in Smoky Lake and Dr. Fenske, Cardiologist from Edmonton, cardiac stress tests as consults are not permitted to be funded by the PCN in accordance with the letter from Dr. Anton Raubenheimer, President & Physician Lead for the Lakeland PCN, dated May 6, 2021, for a one-time total cost of \$17,300.00 for the Electrocardiogram (ECG) Machine (as per GE Healthcare, Quotation No. PR16-C65360 cost of \$7,000.00), and the Defibrillator with pacing package (as per Stryker Canada ULC, Quotation No.00197563 cost of \$10,300.00); to be funded from the 2020 Surplus Reserve held in trust by the Managing Partner subject to approval from each respective municipality for the said costs and approve to replenish the surplus, in full, as per the cost sharing funding formula, Smoky Lake County 61% at \$10,553.00, Town of Smoky Lake 26% at \$4,498.00, Village of Vilna 7% at \$1,211.00, and Village of Waskatenau 6% at \$1,038.00, by December 31, 2021; as per Doctor Retention and Recruitment Committee meeting held on May 10, 2021 – Motion 38-21.

Carried.

Executive Session:

Land & Legal Issue: Offer to Purchase Land - FOIP Section 27: Privileged Information

746-21: Halisky That Smoky Lake County Council go into Executive Session to discuss a Legal Land Issue in regard to an opportunity to purchase land, under the authority of the FOIP Section 27: Privileged Information, in the presence of all Council, Chief Administrative Officer, Assistant Chief Administrative Officer, Finance Manager, and Legislative Services Clerk, time 10:38 a.m..

Carried.

Jordan Ruegg, Planning & Development Manager, virtually joined Executive Session, time 10:41 a.m.

747-21: Orichowski That Smoky Lake County Council go out of Executive Session, time 11:11 a.m.
Carried.

Land & Legal Issue: Offer to Purchase Land - FOIP Section 27: Privileged Information

748-21: Orichowski That Smoky Lake County Council approve for Administration to procure an appraisal of the land legally described as SW-27-59-17-W4, located at 17252 Highway 28, containing 9.09 acres (more or less), further to Council's Executive Sessions held under the authority of the FOIP Act Section 27: Privileged Information, on April 29, 2021, May 4, 2021 and on May 17, 2021.
Carried.

749-21: Halisky That Smoky Lake County Council approve for an extension the "Buyer's Conditions" deadline as per Sections 8.2.a and 8.2.i within the "Country Residential Purchase Contract" Number 17252SL, of the specified date of May 20, 2021 within the "Country Residential Purchase Contract" – Number 17252SL, by a number of days (subject to the availability of the appraiser) and being when it is 3-days after the final appraisal report is received for the land legally described as SW-27-59-17-W4, located at 17252 Highway 28, containing 9.09 acres (more or less) and further to Council's Executive Sessions held under the authority of the FOIP Act Section 27: Privileged Information, on April 29, 2021, May 4, 2021 and on May 17, 2021.
Carried.

750-21: Gawalko That Smoky Lake County approve to engage Associated Engineering, Alberta Ltd. as per the March 25, 2021 Standard Offer Agreement (SOA), to undertake a Level 1 Environmental Assessment of the land legally described as SW-27-59-17-W4, located at 17252 Highway 28, containing 9.09 acres (more or less), further to Council's Executive Sessions held under the authority of the FOIP Act Section 27: Privileged Information, on April 29, 2021, May 4, 2021 and on May 17, 2021.
Carried.

ADJOURNMENT:

751-21: Lukinuk That the Smoky Lake County Special Council meeting of Monday, May 17, 2021, be adjourned, time 12:13 p.m..
Carried.

REEVE

SEAL

CHIEF ADMINISTRATIVE OFFICER

SMOKY LAKE COUNTY

Minutes of the **County Council Meeting for the purpose of Departmental Operations** held on Friday, **May 21, 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>Friday, May 21, 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	Virtually Present
Finance Manager	Brenda Adamson	Virtually Present
Legislative Svcs/R.S.	Patti Priest	Virtually Present
Public Works Manager	Doug Ponich	Virtually Present
Public Works Foreman	Bob Novosiwsky	Absent
Plan/Dev Manager	Jordan Ruegg	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
Fire Chief	Scott Franchuk	Virtually Present
Safety Officer	Trevor Tychkowsky	Virtually Present
Enviro. Op. Manager	Dave Franchuk	Virtually Present
P.W. Shop Foreman	Dave Kully	Virtually Present
P&R Manager/Peace Off.	Ed English	Virtually Present

2. Agenda:

752-21: Halisky

That the Smoky Lake County Council Meeting Agenda for the purpose of Departmental Operations for Friday, May 21, 2021 be adopted as amended:

Additions to the Agenda:

1. Landowner's Request for Access to NW-02-60-17-W4.
2. Executive Session: Survey for Safety Codes Services.

Carried Unanimously.

3. Minutes:

No Minutes.

4. Request for Decision (Addition to the Agenda):

Landowners Request for Access to NW-2-60-17-W4

753-21: Gawalko

That Smoky Lake County **take no action** to the letter received on March 18, 2021 from Richard Elaschuk, landowner, requesting access to NW 2-60-17-W4 through the undeveloped road allowance located on SE 3-60-17-W4 for approximately 1.25 km, this unbudgeted proposed project would be for the sole purpose of accommodating access to a single parcel of land, it would involve developing a Category 4 – Access Road, as defined in Policy Statement No. 03-15: Road Policy, and a project of this magnitude would be highly cost prohibitive as the project is estimated to be in the amount of \$300,000.00 to \$400,000.00 plus \$30,000.00 for contingency.

Carried.

5. Issues for Information:

Manager's Reports:

Public Works Manager's Report

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

754-21: Cherniwchan That Smoky Lake County Council and relevant administration who can attend – attend the demonstration of the One-pass Pull Type Grader System Equipment from Golden View Fabricating Ltd., scheduled for Wednesday, May 26, 2021, on Range Road 175 south of Township Road 584 and other possible locations (to be determined); further to the March 25, 2021 Council Motion #534-21 to arrange said demo, and in response to the February 25, 2021 Council meeting delegation: Bruce Chern, Golden View Fabricating Ltd., who provided a video presentation on the said equipment.

Carried.

Doug Ponich, Public Works Manager virtually left the meeting, time 9:42 a.m.

Parks and Recreation Manager's / Peace Officer's Report

Nuisance and Unsightly Premises - SW-34-59-12W4, 2240BW-RLY-59 Spedden

755-21: Gawalko That Smoky Lake County issue a letter to the Owner(s) of the land legally described as SW-34-59-12W4, 2240BW-RLY-59, in the hamlet of Spedden, who are in contravention of Bylaw No. 1169-08: Nuisance and Unsightly Premises, to notify them to clean up the property or they may be issued an Order by a Designated Officer to remedy contravention of the said bylaw in any manner deemed necessary; and provide them a copy of the said bylaw for their reference.

Carried.

One member of the Public virtually joined the meeting time, 10:26 a.m.

Ed English, Parks and Recreation Manager / Peace Officer, virtually left the meeting, time 10:33 a.m.

Trevor Tychkowsky, Safety Officer virtually left the meeting, time 10:48 a.m.

Kyle Schole, Planning and Development Assistant, virtually joined the meeting, time 10:49 a.m.

Planning and Development Manager's Report

Alberta Environment and Parks Causing Economic Development Delays

756-21: Orichowski That Smoky Lake County pursue a meeting with Glenn van Dijken – MLA Athabasca-Barrhead-Westlock Constituency, Minister of Environment and Parks, Minister of Transportation, and Minister of Municipal Affairs, for the purpose of further escalating attention to the circumstances hindering economic development within Smoky Lake County caused by the tardiness of Alberta Environment and Park's approvals timelines / processes regarding the:

1. Waskatenau Nuisance Grounds Reclamation Project - for the purpose of varying the 300-meter setback distance for development; and
2. Mons Lake Shoreline Restoration Project - for the purpose of stabilizing and restoring ecological integrity to the degraded shoreline at Mons Lake recreation area.

Carried.

8. Executive Session (Addition to the Agenda):

Legal Issue Under FOIP Section 16: Third Party Business Interests: Safety Codes Services
757-21: Gawalko That Smoky Lake County Council go into Executive Session to discuss a Legal Issue in regard to a survey as per Council's March 25, 2021, Motion #528, to conduct a client satisfaction survey to assess the quality of service provided by the current Safety Codes Act Agency; under the authority of the FOIP Section 16: Third Party Business Interests, in the presence of all Council, Chief Administrative Officer, Assistant Chief Administrative Officer, Finance Manager, Planning and Development Manager, Planning and Development Assistant, and Legislative Services Clerk, time 11:19 a.m..

Carried.

758-21: Cherniwchan That Smoky Lake County Council go out of Executive Session, time 11:47 a.m.

Carried.

Kyle Schole, Planning and Development Assistant, virtually left the meeting, time 11:48 a.m.

8. Executive Session:

Natural Gas Manager's Report

Legal Issue - Section 17: Third Party Personal Privacy & Section 24: Advice from Officials: Natural Gas Client Legal Issue

759-21: Orichowski That Smoky Lake County Council go into Executive Session to discuss a Legal Issue in regard to a Natural Gas Client; under the authority of the FOIP Section 17: Third Party Personal Privacy and Section 24: Advice From Officials, in the presence of all Council, Chief Administrative Officer, Assistant Chief Administrative Officer, Finance Manager, Natural Gas Manager, and Legislative Services Clerk, time 11:53 a.m..

Carried.

760-21: Gawalko That Smoky Lake County Council go out of Executive Session, time 12:14 p.m.

Carried.

Dave Franchuk, Environmental Operations Manager, virtually left the meeting, time 12:41 p.m.

Carleigh McMullin, Agricultural Fieldman, virtually left the meeting, time 12:47 p.m.

GIS Officer's Report

Weekly Historical Map Trails of Grader Activity

761-21: Lukinuk That Smoky Lake County Council change the format of the information reports received by Council in respect to weekly historical map trails of Grader equipment activity from the Titan GPS system, produced by the GIS Officer as per Management Policy Statement No. 1-M-33-09: Geographic Information System (GIS) Services Work Plan, to paper copies of the manually highlighted paper maps produced by the Grader Operators.

Carried.

Manager's Reports

762-21: Halisky

That the Smoky Lake County Management Reports received for the period between April 19, 2021 to May 12, 2021, from the Public Works Manager, Public Works Foreman, Public Works Shop Foreman, Peace Officer, Natural Gas Manager, Environmental Operations Manager, Agricultural Fieldman, Planning and Development Manager, Safety Officer, Fire Chief, GIS Officer and Communications Technician, be accepted as presented and filed for information.

Carried.

Training Events – Reports to Council

763-21: Cherniwchan

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:

All Departments:

- KT Decision Analysis Training, held on April 20, 2021, attended by all Managers, Planning and Development Assistant and Public Works Shop Mechanic, Communications Technician, and GIS Officer.

Agricultural Services Board:

- Decision Analysis & Risk Assessment Workshop, held on April 20, 2021, attended by the Agricultural Fieldman.

Carried.

6. Correspondence:

No Correspondence.

7. Delegation:

No Delegation.

Adjournment:

764-21: Lukinuk

That the Smoky Lake County Council Meeting for the purpose of Departmental Operations for May 21, 2021, be adjourned, time 1:26 p.m.

Carried.

REEVE

S E A L

CHIEF ADMINISTRATIVE OFFICER

SMOKY LAKE COUNTY

Minutes of the **County Council Meeting** held on Thursday, **May 27, 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, May 27, 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
Plan/Dev Manager	Jordan Ruegg	Virtually Present
Plan/Dev Assistant	Kyle Schole	Virtually Present

Observers in Attendance Upon Call to Order:

Natural Gas Manager	Daniel Moric	Virtually Present
GIS	Carole Dowhaniuk	Virtually Present
Communications Tech.	Evonne Zukiwski	Absent
CEDO	Michelle Wright	Virtually Present
Media	Smoky Lake Signal	Virtually Present
Media	Redwater Review	Absent
Public	No Members Present	N//A

2. Agenda:

765-21: Cherniwchan That the Smoky Lake County Council Meeting Agenda for Thursday, May 27, 2021, be adopted, as amended:

Additions to the Agenda:

1. Smoky Lake County Weed/Pest Inspector Appointments.
2. 2021 Municipal Accountability Program (MAP) Review.
3. Letter from Municipal Affairs dated May 21, 2021 – Re: First Nations Senate and Referenda Initiative.
4. Regional Fire Services Study - Transitional Solutions Inc.
5. Executive Session: Land & Legal Issue: Offer to Purchase Land under FOIP Section 27: Privileged Information.

Carried Unanimously.

3. Minutes:

Minutes of April 15, 2021 – County Council Committee of the Whole – Planning Meeting

766-21: Halisky That the minutes of the **Smoky Lake County Council Committee of the Whole for the Purpose of Planning Meeting**, held on Thursday, April 15, 2021, be adopted as presented.

Carried.

Minutes of April 16, 2021 – County Council Budget Meeting

767-21: Gawalko That the minutes of the **Smoky Lake County Council Budget Meeting** held on Friday, April 16, 2021, be adopted as presented.

Carried.

Minutes of April 23, 2021 – Special County Council Meeting

768-21: Orichowski That the minutes of the **Smoky Lake County Council Special Meeting** held on Friday, April 23, 2021, be adopted as presented.

Carried

Minutes of April 23, 2021 – County Council Committee of the Whole - Planning Meeting

769-21: Cherniwchan That the minutes of the **Smoky Lake County Council Committee of the Whole for the Purpose of Planning Meeting**, held on Friday, April 23, 2021, be adopted as presented.

Carried.

Minutes of April 27, 2021 – County Council Departmental Operations Meeting

770-21: Gawalko That the minutes of the **Smoky Lake County Council Departmental Operations Meeting** held on Tuesday, April 27, 2021, be adopted as presented.

Carried.

Minutes of April 28, 2021 – County Council Budget Meeting

771-21: Halisky That the minutes of the **Smoky Lake County Council Budget Meeting** held on Wednesday, April 28, 2021, be adopted as presented.

Carried.

Minutes of April 29, 2021 – County Council Meeting

772-21: Orichowski That the minutes of the **Smoky Lake County Council Regular Meeting** held on Thursday, April 29, 2021, be adopted as presented.

Carried.

Minutes of May 4, 2021 – County Council Committee of the Whole – Administration

773-21: Halisky That the minutes of the **Smoky Lake County Council Committee of the Whole for the Purpose of Administration Meeting**, held on Tuesday, May 4, 2021, be adopted as presented.

Carried.

Minutes of May 4, 2021 – Special County Council Meeting

774-21: Gawalko That the minutes of the **Smoky Lake County Council Special Meeting** held on Tuesday, May 4, 2021, be adopted as presented.

Carried

4. Request for Decision:

Letter of Support for the Royal Canadian Mounted Police (RCMP)

775-21: Halisky That Smoky Lake County submit a letter from the Reeve, on behalf of Council, to the Minister of Justice and Solicitor General, conveying the County's support for retaining the Royal Canadian Mounted Police (RCMP) in Alberta rather than replacing the RCMP with an Alberta Provincial Police Service (APPS); and provide a copy of the letter to Glenn van Dijken – MLA for Athabasca-Barrhead-Westlock, and all members of Rural Municipalities of Alberta (RMA) and Alberta Urban Municipalities Association (AUMA), as well as to the Alberta Premier: Honourable Jason Kenny and the Minister of Transportation & Deputy House Leader: Honourable Ric McIver.

Carried.

Canadian Heritage Rivers System (CHRS) North Saskatchewan River Nomination Update

776-21: Halisky

That Smoky Lake County accept the update as of May 27, 2021, in respect to North Saskatchewan Heritage River Project: to nominate 818km of the North Saskatchewan River across Alberta as a Heritage River under the Canadian Heritage Rivers System (CHRS), and the 'What We Heard Report' outlining the results of public engagement through a webinar and online survey seeking public input for support of the said project; and acknowledge the nomination process is on-track and anticipated to be completed ahead of the October 2021 CHRS Board Meeting followed by a collaborative Management Plan to complete the Designation subsequently in 2022.

Carried.

Canadian Heritage Rivers System (CHRS) North Saskatchewan River Nomination

777-21: Gawalko

That Smoky Lake County Reeve submit a letter, on behalf of Council, to the Lieutenant Governor of Alberta, Her Honour, the Honourable Salma Lakhani, AOE B.Sc., to extend an invitation for her to officiate a future Nomination Ceremony, which is to be coordinated with the Canadian Heritage Rivers System (CHRS) Board, the Province of Alberta, and Federal Government; and coordinate planning of said event with the Offices of Alberta Minister Nixon of Environment and Parks (AEP), Minister Wilkinson of Environment and Climate Change Canada (ECCC), Alberta Senator Paula Simons, Member of Parliament Shannon Stubbs, and other NSR municipalities, MLAs, MPs, and Indigenous communities.

Carried.

Canadian Heritage Rivers System (CHRS) North Saskatchewan River Nomination

778-21: Orichowski

That Smoky Lake County Reeve submit a letter to the Reeve of Brazeau County, to encourage the municipality to join Smoky Lake County along with over 60 communities in supporting the North Saskatchewan Heritage River Project: to nominate 818km of the North Saskatchewan River across Alberta as a Heritage River under the Canadian Heritage Rivers System (CHRS).

Carried.

Proposed Public Participation Plan: Hamlet Chickens, Dark Skies, Temporary RVs

779-21: Orichowski

That Smoky Lake County implement the Public Participation Plan, in accordance with Policy Statement No. 01-51: Public Participation, for proposed amendments to the Land Use Bylaw relating to: Hamlet Chickens, Dark Skies, and Temporary RVs at Lake-lots, to obtain a 'What We Heard' report answering the following questions which will be brought forward to a future Council Meeting, including but not limit to:

- 1) Should the Hamlet General areas be permitted to keep a limited number of chickens?
- 2) Should the County pursue Dark Sky designated status, what considerations should made? Should the entire County be nominated, or a portion?
- 3) How should the County handle temporary visiting RVs at lake-lots?


Carried.

Policy Statement No: 01-53-01: Treaty 6 and Indigenous Acknowledgement

780-21: Halisky

That Smoky Lake County adopt Policy Statement No. 01-53-01: Treaty 6 and Indigenous Acknowledgement; and the Reeve, on behalf of Council, invite the Metis Nation of Alberta (MNA) and Treaty 6 Confederacy of First Nations to a flag raising/installation ceremony, pending COVID:

Title: Treaty 6 and Indigenous Acknowledgement		Policy No: 53-01
Section: 01	Code: P-I	Page No.: 1 of 3
Legislative Reference: Alberta Provincial Statutes and Statutes of Canada		
Purpose:	The purpose of this policy is to provide guidelines for Treaty 6 and Indigenous Acknowledgement.	
Policy Statement and Guidelines:		
1. STATEMENT:		
1.1 Smoky Lake County acknowledges that we are located on Treaty 6 territory and Zone 2 of the Métis Nation of Alberta. We benefit from calling this place home, and acknowledge the contributions of First Nations, the Métis Nation, and settlers from around the world in the County's founding and growth. We respect these histories, languages, and cultures, which continue to enrich our vibrant community.		
2. DEFINITIONS:		
2.1 "Constitution of Canada" includes the <i>British North America Act, 1867</i> ; the <i>Statute of Westminster, 1931</i> (to the extent that it applies to Canada); the <i>Constitution Act, 1982</i> ; any amendments to these acts; and the acts and orders that brought new provinces and territories into the Canadian federation. The Constitution is Canada's supreme law, overriding any other laws that are inconsistent with it.		
2.2 "Treaty Six" was signed by Crown representatives and Cree, Assiniboine and Ojibwa leaders on 23 August 1876 at Fort Carlton, Saskatchewan, and on 9 September 1876 at Fort Pitt, Saskatchewan, with subsequent adhesions. The treaty boundaries generally extend across central portions of present-day Alberta and Saskatchewan.		
2.3 "Aboriginal" refers to the first inhabitants of the land we now call Canada. "Aboriginal" was popularized due to its use in the 1982 Constitution Act, but more recently has been replaced as the most respectful option by "Indigenous."		
2.4 "Doctrine of Discovery" means a belief that "discovering" nations legalized conquest, the appropriation of land, and the annihilation of cultures. Beginning in the mid-fifteenth century, the Doctrine of Discovery became the basis of colonization by Spain, Portugal, and England of many lands including North America. It provided the basis of agreements between competing European nations for land not yet inhabited by them, identifying such lands as free for the taking. ¹		
2.5 "First Nations" is a term used to describe Aboriginal peoples of Canada who are ethnically neither Métis nor Inuit. ²		
2.6 "Indigenous": A synonym for "Aboriginal." The term "Indigenous" is more commonly used by global organizations, such as the UN, "to refer to peoples with histories of settlement and connection to specific lands who have been adversely affected by industrialism, displacement, and settlement of their traditional territories by others." ³		

Title: Treaty 6 and Indigenous Acknowledgement		Policy No: 53-01
Section: 01	Code: P-I	Page No.: 2 of 3
Policy Statement and Guidelines:		
2.7 "Indian" is now generally understood to be antiquated but is still included in the Constitution Act. This word should not be used by non-Indigenous people. It has been replaced by the term "First Nations." ⁴		
2.8 "Inuit" means an Indigenous People living primarily in northern Canada.		
2.9 "Métis" means a distinct Indigenous People with their own unique culture, traditions, language, way of life, and nationhood. They are differentiated from First Nations due to the specific nature of their history and subsequent identity.		
2.10 "Terra Nullius" means land that is legally deemed to be unoccupied or uninhabited. In Latin it literally means "land belonging to no one." ⁵		
<p>¹ United Church of Canada, "Doctrine of Discovery," accessed February 23, 2021, https://united-church.ca/socialaction/justice-initiatives/reconciliation-and-indigenous-justice/doctrine-discovery</p> <p>² Indigenous Foundations, "Terminology," accessed February 23, 2021, https://indigenousfoundations.arts.ubc.ca/terminology/</p> <p>³ Indigenous Foundations, "Terminology."</p> <p>⁴ Indigenous Foundations, "Terminology."</p> <p>⁵ Oxford Lexico, "terra nullius," accessed February 23, 2021, https://en.oxforddictionaries.com/definition/terrannullius</p>		
3. GUIDELINES		
3.1 Smoky Lake County will seek to cultivate good and positive relations, and increased understanding with Indigenous communities and peoples.		
3.2 The Treaty 6 (left) and Métis Nation (right) flags shall be permanently placed alongside the flags of the Smoky Lake County, the Province of Alberta, and the Canadian Flag, in the Smoky Lake County Council Chambers.		
		
3.3 Following each municipal election, the Council Orientation will include information about the significance of Treaty 6 and Indigenous communities.		
3.4 The County will maintain a page on its municipal website acknowledging Treaty 6, and the Smoky Lake placename.		

Title: Treaty 6 and Indigenous Acknowledgement	Policy No: 53-01
Section: 01	Code: P-I
Page No.: 3 of 3	

Policy Statement and Guidelines:									
<p>4. PLACE NAME:</p> <p>4.1 Harrison, Tracey., Place names of Alberta, Volume II, Central Alberta (1996). offers the following entry for Smoky Lake (the lake, proper):</p> <p><i>"Approximately 10 km west of Smoky Lake. The name for this lake is a translation of the Cree name kaskapatau sakahigan. According to legend, Smoky Lake was named by the [First Nations] for a smoke-like vapour which rose from the lake, obscuring the opposite shore. Alexander Henry the younger, in his journal date 10 July 1810, mentions this feature as "Lac qui Fume," or "the lake who smokes.""</i></p> <p>4.2 Translations:</p> <table border="1"> <tr> <td>Cree</td> <td>ᑲᑲᑭᑲᑲᑲ ᓂᑲᑲᑲᑲᑲᑲ (kaskapatau sakahigan)</td> </tr> <tr> <td>Ukrainian</td> <td>Озеро Димне (Ozero Dymne)</td> </tr> <tr> <td>French</td> <td>Lac qui Fume</td> </tr> <tr> <td>English</td> <td>Smoky Lake</td> </tr> </table> <p>4.3 Statement:</p> <p>ᑲᑲᑭᑲᑲ ᓂᑲᑲᑲᑲᑲᑲ (kaskapatau sakahigan) / Озеро Димне (Ozero Dymne) / Lac qui Fume / Smoky Lake, Located on Treaty 6 Territory, and Homeland of the Métis Nation</p>		Cree	ᑲᑲᑭᑲᑲᑲ ᓂᑲᑲᑲᑲᑲᑲ (kaskapatau sakahigan)	Ukrainian	Озеро Димне (Ozero Dymne)	French	Lac qui Fume	English	Smoky Lake
Cree	ᑲᑲᑭᑲᑲᑲ ᓂᑲᑲᑲᑲᑲᑲ (kaskapatau sakahigan)								
Ukrainian	Озеро Димне (Ozero Dymne)								
French	Lac qui Fume								
English	Smoky Lake								

Carried.

Encroachment Agreement – County Road Allowance (Willow Road) Mons Lake

781-21: Cherniwchan That Smoky Lake County execute an Encroachment Agreement with James and Colette Packard, owners of the lands legally described as 8023098, Block 1, Lot 12, (Mons Lake Estates – Mons Lake) to allow the existing deck to encroach upon the County road allowance (Willow Road) and register the said Encroachment Agreement on the land title of the described lands.

Carried.

Delegation: Richard Kimmitt - Developer, virtually joined the meeting, time 9:57 a.m.

Delegation: Kristi Beunder - Planning Consultant, virtually joined the meeting, time 9:58 a.m.

7. Delegation:

Developers: Richard Kimmitt, Developer and Kristi Beunder, Planning Consultant

Virtually Present before Council was Richard Kimmitt - Developer and Kristi Beunder - Planning Consultant, from 10:05 a.m. to 10:43 a.m., to present and seek interest for a development proposal of an RV Resort and Family Campground within Smoky Lake County, and requested the information be discussed in Executive Session under the authority of the FOIP Section 16: Third Party Business Interests.

8. Executive Session:

RV Resort & Family Campground Proposal - FOIP Section 27: Privileged Information

782-21: Gawalko

That Smoky Lake County Council go into Executive Session to discuss a Legal Land Issue in regard to an RV Resort and Family Campground proposal, under the authority of the FOIP Section 16: Third Party Business Interests, in the presence of all Council, Chief Administrative Officer, Assistant Chief Administrative Officer, Finance Manager, Planning & Development Manager, Planning & Development Assistant, Legislative Services Clerk, Community Economic Development Officer, and Delegations: Richard Kimmitt - Developer and Kristi Beunder - Planning Consultant, time 10:05 a.m..

Carried.

Delegations: Richard Kimmitt - Developer and Kristi Beunder - Planning Consultant, virtually left the meeting, time 10:43 a.m.

783-21: Cherniwchan

That Smoky Lake County Council go out of Executive Session, time 11:01 a.m..

Carried.

One member of the Public virtually joined the meeting, time 11:17 a.m.

2021 General Municipal Election Voting Stations

784-21: Gawalko

That Smoky Lake County approve for the following Voting Stations to be established in each Division, as designated by the Chief Returning Officer, Michelle Wright, for Smoky Lake County's 2021 General Municipal Election, scheduled for Monday, October 18, 2021:

Division One

Spedden National Hall, 5002 - 49 Street, Spedden
Vilna Cultural Centre, 5431 - 50 Street, Vilna

Division Two

Stry 75th Anniversary Hall, 13304 Twp Rd 584
Dickiebush Church Hall, 58444 Rge Rd 152

Division Three

Warspite Community Hall, 4913 - 51 Avenue, Warspite
Smoky Lake Curling Club, 45 White Earth Street, Smoky Lake

Division Four

Bellis Ukrainian Rec. Cultural Centre, 4956 50 Street, Bellis
Smoky Lake Curling Club, 45 White Earth Street, Smoky Lake

Division Five

Waskatenau Community Centre, 5104 - 50 Street, Waskatenau
Smoky Lake Curling Club, 45 White Earth Street, Smoky Lake.

Carried.

2021 General Municipal Election Advance Vote Poll

785-21: Halisky

That Smoky Lake County's Advance Vote Poll for the 2021 General Election be held on two dates prior to October 18, 2021 as chosen by the Returning Officer, with one date being on a weekday and the other date being on a Saturday; and the Voting Station for the Advance Poll be established at the Smoky Lake County Administration Office located at 4612 McDougall Drive in the Town of Smoky Lake.

Carried.

Policy Statement No. 01-28-02: Council – Request for Information

786-21: Cherniwchan That Smoky Lake County Policy Statement No. 01-28-02: Council – Request for Information, be amended:

Title: Council - Request for Information	Policy No.: 28-02
Section: 01	Code: P-R
Page No.: 1 of 5	

Legislation Reference:	Alberta Provincial Statutes
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Purpose:	To provide a protocol for Council requesting information from Administration as well as for Administration releasing information to Council.
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Policy Statement and Guidelines:	
1. STATEMENT:	
1.1	In compliance with legislative requirements, in accordance with the <i>Municipal Government Act</i> , any information provided to a member of Council must be provided to all members of Council in a consistent manner from Administration regarding the operation or administration of the County.
2. DEFINITIONS:	
2.1	Formal Information Request: means a request for information relating to County business that is posed to Administration by Council or a Councillor during a meeting of Council, also known as when a "Point of Information" is raised, as per <i>County's Procedural Bylaw</i> .
2.2	Informal Information Request: means a request for information relating to County business inquiries on routine County operations or tasks, that is posed to Administration through any process other than a Formal Information Request.
3. OBJECTIVES:	
3.1	To provide acceptable information "Request and Release" guidelines for Council and Administration in reference to as part of promoting good governance of ongoing communication.
3.2	To support Council in balancing the right to request/receive information while upholding the duty to inform all members of Council of Requests for Information.
3.3	To outline the process for releasing correspondence "as information" to Council that is considered a corporate record which require Council action prior to a County Council meeting.

Title: Council - Request for Information	Policy No.: 28-02
Section: 01	Code: P-R
Page No.: 2 of 5	

Policy Statement and Guidelines:	
4. GUIDELINES:	
4.1	Formal Information Requests will be handled through the procedures outlined in the Council's Procedural Bylaw.
4.2	While not all interactions between the Council and the Chief Administrative Officer (CAO) need to be formalized, it may be helpful to agree on some basic protocols in terms of keeping Council members informed of issues or replying to an inquiry by a method of <u>Informal Information Requests</u> as a member of Council may, from time to time, require advice or assistance regarding status on County operations from the CAO or Department Manager to enable them to effectively carry out their responsibilities.
4.3	These guidelines provide for an opportunity for members of Council to request information and bring attention to issues as well as for handling of external correspondence received by the County and released to inform Council members.
	Request for Information: Requests
4.4	A member of Council who initiates a Request for Information on an issue they are concerned about will complete the process in an electronic format by sending an email to " Requests " (requests@smokylakecounty.ab.ca). This is an email group consisting of all Council, the Chief Administrative Officer or designate, and may include other relevant personnel. The requesting Councillor may also add a "Cc" of the email to the appropriate Department Manager who may be undertaking the necessary action to the request. This process addresses the way all Councillors are advised for the Request for Information.
4.5	All Request for information <u>must</u> be initiated through the process of emailing the " <u>Requests</u> " email. Deviation from this policy such as requesting information separately by individual email or verbally, will <u>not</u> be acknowledged and administration is not obligated to comply with the request.
	Release of Information: Correspondence:
4.6	Correspondence addressed to Reeve and Members of Council shall be considered a corporate record, in the event that an item of correspondence requiring Council direction dealing with invitations to events, activities and/or information reports, cannot be addressed prior to a Council Meeting, the information will be circulated electronically to all members of Council and may also be distributed through paper copies, upon request.

Title: Council - Request for Information	Policy No.: 28-02
Section: 01	Code: P-R
Page No.: 3 of 5	


Policy Statement and Guidelines:

4.7 The only restriction to a Release of Information is items withheld under the FOIP "Freedom of Information and Protection of Privacy Act".

5. PROCEDURES:

Request for Information: Requests

- 5.1 The Chief Administrative Officer or the relevant Department Manager will respond to the "Requests" email, as soon as practicable, indicating what action was or will be taken.
 - 5.1.1 Responses to Council Request for Information posed outside of normal business hours shall be expected no earlier than the next business day unless circumstances warrant otherwise by the CAO or Department Manager.
 - 5.1.2 Any Council Request for Information that requires management to compile information that is not readily available or easily retrievable : e.g., historical reporting/records or information not yet produced) shall be expected in realistic amount of time as defined by the CAO.
- 5.2 When the Requested for Information and the response is sent to the "Requests" email, the relevant personnel included in the "requests" email group will record the information on a spreadsheet entitled: "**Council Requests for Information**" to document the date, division, department, location, and the action taken to track the number of requests and date of completion, as follows:

COUNCIL REQUESTS FOR INFORMATION							
YEAR 2021							
#	Date	Division	Department	Request	Location /Area	Action Taken	


Title: Council - Request for Information	Policy No.: 28-02
Section: 01	Code: P-R
Page No.: 4 of 5	

Policy Statement and Guidelines:

5.3 The spreadsheet chart entitled: **Council Requests for Information** will be placed on the Agenda for the County Council Departmental Operations Meeting by Administration to provide Council with a summary of all actions taken to date on the Requests for Information and to acknowledge receipt of such.

Release of Information: Correspondence:

- 5.4 For any external correspondence received to the County Office that require Council attention prior to a Council Meeting, as determined by administration; the correspondence will be labeled with the letter "R" (representing "Release for Information") followed by a sequential number to indicate the order that the correspondence was received and released for the purpose of providing timely distribution of the correspondence for awareness and/or action that is time sensitive.
- 5.5 The correspondence distributed by a Release of Information will be circulated by email to each Council member and distributed by paper-copy, upon request, into the individual Councillor mailbox at the County Office.
- 5.6 Upon release, the correspondence will be documented on a Monthly Calendar, entitled "**Monthly Release of Information**", to record the date that the "R" assigned numbered correspondence was distributed in the following format:

Monthly Release of Information							
MAY 2021							
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Release for Information #
					1	2	R-1: Description R-2: Description
3	4 R-1	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	

5.7 The Monthly Release of Information Calendar highlighting the **Release for Information #** will be listed on the Agenda for County Council Meetings. The correspondence distributed previously will not be included in the agenda packages. Any recommendation(s) that may be required to address the information released, will be provided in the agenda.

Title: Council - Request for Information	Policy No.: 28-02
Section: 01	Code: P-R
Page No.: 5 of 5	

Policy Statement and Guidelines:	
5.8	At the meetings of Council, receipt of the calendar entitled “ Monthly Release of Information ”, shall be acknowledged through a resolution of Council and the correspondence shall be inventoried, retained and tracked as a corporate record, pursuant to the County’s <i>Bylaw on the Procedures for the Retention and Disposal of County Records</i> .

Carried.

Policy Statement No. 03-25-11: Sale of Gravel or Sand

787-21: Orichowski

That Smoky Lake County Policy Statement No. 03-25-11: Sale of Gravel or Sand, be amended:

Title: Sale of Gravel or Sand	Policy No.: 25-11
Section: 03	Code: P-I
Page No.: 1 of 5	
E	

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

Purpose:	To provide a guideline and protocol for the sale of Municipal Gravel or Sand Material.
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Policy Statement and Guidelines:	
1.	STATEMENT:
1.1	The County retains aggregate material for the purpose of supporting road construction or maintenance activities and will provide the opportunity, as a service to its residents, to sell gravel or sand material within the boundaries of Smoky Lake County to its’ residents.
2.	DEFINITIONS:
2.1	“ Aggregate Material ” means a collection of granular material, such as gravel and reject sand.
2.2	“ Aggregate Ticket ” describes one Tandem Load of aggregate material delivered by a County Gravel Truck.
2.3	“ Tandem Load ”: describes an average load of not less than 10 Tonne.
2.4	“ Others ”: describes a customer purchasing aggregate for use within the Smoky Lake Region who is not a County Ratepayer.
3.	OBJECTIVE:
3.1	The County may sell per resident household customer up to 10 Aggregate Tickets or up to a maximum total weight of no greater than 120 Tonnes of Gravel and/or Sand material per year at the current commodity price to be used within the Smoky Lake County boundaries.
3.2	The County, in selling this material, does so without warranty and may, at its sole discretion, decide to retain (or not sell) aggregate dependent upon its availability to sustain an adequate supply, as determined by the Public Works Manager or designate, for supporting County operations.
3.3	The County may allow the sale of aggregate from its aggregate pits located at NW-02-61-18-W4 at the White Earth Creek Gravel Pit and from any County leased aggregate pits; however, these sales will occur in accordance with the guidelines and procedures outlined within this Policy.
3.4	County projects requiring gravel and/or sand hauling will receive priority over any sale deliveries.

Title: Sale of Gravel or Sand	Policy No.: 25-11
Section: 03	Code: P-I Page No.: 2 of 5 E

Policy Statement and Guidelines:																									
4. GUIDELINES:																									
SALE OF GRAVEL OR SAND:																									
4.1 The rate for the sale of gravel or sand is at the current commodity price which includes costs of crushing, reclamation, loading, hauling, and royalty, as applicable:																									
<table border="1"> <thead> <tr> <th colspan="3">GRAVEL</th> </tr> <tr> <th></th> <th>Ratepayers</th> <th>Others</th> </tr> </thead> <tbody> <tr> <td>Royalty</td> <td>\$ 5.00</td> <td>\$ 6.00</td> </tr> <tr> <td>Crushing Cost</td> <td>\$12.00</td> <td>\$12.00</td> </tr> <tr> <td>Reclamation</td> <td>\$ 2.00</td> <td>\$ 2.00</td> </tr> <tr> <td>Loading</td> <td>\$ 0.00</td> <td>\$ 2.00</td> </tr> <tr> <td>Hauling</td> <td>\$15.00</td> <td>N/A</td> </tr> <tr> <td>TOTAL Per Tonne</td> <td>\$34.00</td> <td>\$ 22.00</td> </tr> </tbody> </table>		GRAVEL				Ratepayers	Others	Royalty	\$ 5.00	\$ 6.00	Crushing Cost	\$12.00	\$12.00	Reclamation	\$ 2.00	\$ 2.00	Loading	\$ 0.00	\$ 2.00	Hauling	\$15.00	N/A	TOTAL Per Tonne	\$34.00	\$ 22.00
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Hauling	\$ 15.00	N/A																							
TOTAL Per Tonne	\$18.00	\$ 7.00																							
4.2 The County permits the sale of gravel and/or sand in bulk hauled by County equipment. Aggregate Tickets are nontransferable and for personal use only, one Aggregate Ticket represents one tandem load; partial loads delivered by the County are not permitted.																									
4.3 The County may sell up to twice the annual allowable amount (as per section 3.1) of material, at the discretion of the Public Works Manager or designate, to a resident household customer for a special project. However, any amounts delivered above 120 Tonnes per customer, per year, shall be sold at the current commodity price plus an additional 30%.																									
4.4 Larger quantities of material greater than 240 Tonnes purchased by others within the Smoky Lake County boundaries requires a decision from the Chief Administrative Officer or designate or by motion of Council; and any amounts delivered above 120 Tonnes per customer, per year, shall be sold at the current commodity price plus an additional 30%.																									
4.5 Aggregate will not be sold for commercial re-sale, or to any commercial enterprise, unless approved by motion of Council in response to a formal written request.																									
4.6 The County reserves the right to refuse delivery of aggregate to any resident customer if the delivery location is deemed unsafe or difficult to access. A pre-inspection may be necessary by the Public Works Manager or designate to ensure the delivery location is free of obstructions and safe for County crews and equipment to work.																									

Title: Sale of Gravel or Sand	Policy No.: 25-11
Section: 03	Code: P-I Page No.: 3 of 5 E

Policy Statement and Guidelines:	
PURCHASE OF GRAVEL:	
4.7 Upon completion of Schedule "A": Pre-Authorized Aggregate Request Form , a "Aggregate Ticket" will be issued as a Receipt for Payment made. Each load of aggregate requires a separate Aggregate Ticket.	
4.8 Aggregate Ticket payments must be received in full prior to aggregate delivery and made in person at the Public Works Office located at 5004 50 Street, Smoky Lake, between 8:00 a.m. and 4:00 p.m., Monday to Friday (excluding Statutory Holidays). Proof of identity and County land ownership is required at the time of purchase, e.g., driver's license or government issued photo identification along with a property tax notice, land title or utility bill.	
4.9 Aggregate Tickets should be used by October 31st of each year; all unused Aggregate Tickets will be automatically refunded to the purchaser by November 30th.	
4.10 Residents have the option to have each load of the aggregate stockpiled or spread at one delivery location on the resident's property. Residents must ensure the delivery location is free from obstructions and is safe for County crews and equipment to work.	
AGGREGATE PICK-UP SERVICE:	
4.11 Smoky Lake County may allow a two-day per week schedule of Tuesday and Thursday, between 9:00 a.m. and 3:00 p.m., beginning June 1 st to September 30 th of each year for Private/Public Gravel Haulers' gravel pick up service at White Earth Creek Gravel Pit, located on lands legally described as NW-02-61-18-W4.	
4.12 Aggregate Ticket payments must be received in full prior to aggregate pick up and made in person at the Public Works Office located at 5004 50 Street, Smoky Lake, between 8:00 a.m. and 4:00 p.m., Monday to Friday (excluding Statutory Holidays). Proof of identity and County land ownership is required at the time of purchase, e.g., driver's license or government issued photo identification along with a property tax notice, land title or utility bill.	
4.13 Aggregate Tickets for smaller volumes of aggregate material to be loaded onto resident's pick-up trucks or small trailers may be permitted.	
4.14 All loading of aggregate material shall be done solely by Smoky Lake County and the County reserves the right to refuse loading if the load appears unsecured or unsafe.	
5. PROCEDURES:	
5.1 Schedule "A": Pre-Authorized Aggregate Request Form must be completed in its entirety.	
5.2 All requests for aggregate material must be handled through the Public Works Office to determine the current commodity cost, to allow for recordkeeping and numbering of Aggregate Tickets (as outlined in section 5.5), and for the purpose of obtaining a signature as a statement from the purchaser acknowledging this Policy and execution of a hold harmless agreement.	

Title: Sale of Gravel or Sand	Policy No.: 25-11
Section: 03	Code: P-I Page No.: 4 of 5 E

Policy Statement and Guidelines:

5.3 The bottom portion of the Pre-Authorized Aggregate Request form is the **Aggregate Ticket** and is to be provided to the purchaser as a Receipt of proper verification of aggregate purchased.

5.4 The top portion of the Pre-Authorized Aggregate Request form shall be submitted to the Public Works Aggregate Shack for operational purposes to schedule aggregate delivery or as notification of a pick-up service.

5.5 For the purpose of tracking the annual aggregate sales, Aggregate Tickets shall be numbered with a prefix of one letter to indicate the type of aggregate material followed by a two digit number indicating the year that the ticket was sold, and then followed by a three digit sequential tracking number, for example, in Year-2020, the tickets numbers would start and continue as follows:
G20-001, G20-002, G20-003, G20-004, and so on, for Gravel, and
S20-001, S20-002, S20-003, S20-004, and so on, for Sand.

5.6 During aggregate deliveries, the County hauler will have the discretion to determine if conditions permit the aggregate to be spread, if requested, and if the delivery location is difficult to access or other safety concerns are present, the County will deliver the aggregate in a pile and will not spread the aggregate.

Section 03 **Policy 25-11**

SMOKY LAKE COUNTY **SCHEDULE "A"**

P.O. Box 310 Smoky Lake, Alberta T0A 3C0
Phone: 780-656-3730 / 1-888-656-3730
www.smokylakecounty.ab.ca

PRE-AUTHORIZED AGGREGATE REQUEST FORM

AGGREGATE TICKET No. _____ **DATE ISSUED:** _____

The Resident/Customer desires to purchase aggregate material from the County for personal use and shall do so on a **pre-paid basis**. The County may sell on an annual basis a maximum of **120 Tonnes** or a total of **10 Tickets** per resident household. The County only sells aggregate in bulk and partial loads are not permitted for delivery by the County. One Aggregate Ticket represents one load of aggregate. Tickets are for personal use and are nontransferable. All loading of aggregate shall be done by Smoky Lake County.

Method for Delivery: <input type="checkbox"/> DELIVERY SERVICE <input type="checkbox"/> PICK-UP SERVICE	Customer has Provided Proof of: <input type="checkbox"/> IDENTITY & COUNTY LANDOWNERSHIP
---	--

This Request Pre-Authorizes: _____
(Print Resident/Customer Name)

Mailing Address: _____
(P.O. Box Number) (City or Town) (Postal Code)

Phone: _____ Cellular: _____ Division No. : _____

Legal Land Description: _____ W4 Rural/Residential Address: _____
Quarter Section Township Range

TYPE OF GRAVEL	AMOUNT	PRICE	TYPE OF PAYMENT	DELIVERY INSTRUCTIONS
<input type="checkbox"/> ¾"	Tonnes	\$ _____	<input type="checkbox"/> Cash	<input type="checkbox"/> Stockpile
<input type="checkbox"/> 1"			<input type="checkbox"/> Cheque	<input type="checkbox"/> Spread
<input type="checkbox"/> 1 ½"			<input type="checkbox"/> Debit	
<input type="checkbox"/> Reject Sand				

Permission to Enter and Hold Harmless:
The Resident hereby grants permission to Smoky Lake County, its employees to enter with the necessary equipment, machinery onto the said lands and also shall indemnify and hold harmless as blameless, the County, its Councillors, directors, officers, employees, agents and representatives and each of them from and against, any and all liabilities, claims, suits or actions, costs, damages and expenses (and without limiting the generality of the foregoing, any direct or indirect losses, costs, damages and expenses of the County or such individuals including costs as between solicitor and client) which may be brought or made against the County or such individual arising from the operation and/or use of the said equipment, machinery on the said lands.

The Resident acknowledges that he/she has read **Policy Statement No. 03-25-11: Sale of Gravel or Sand**, and for the good and valuable consideration, the adequacy and receipt of such, do hereby agree to the guidelines set forth in the **Policy** and in **Schedule "A"** and understand it and agree to comply with all the provisions as set forth by **Smoky Lake County**.

(Signature of Resident/Customer) _____
(Date)

Office Use Only
REQUEST TAKEN BY: (print name) _____

.....cut along the dotted line and provide bottom portion to customer.....

Aggregate Ticket for Aggregate RECEIPT ONLY Issued by SMOKY LAKE COUNTY TICKET NUMBER: _____		Customer Name: _____ <small>(print name)</small> Ticket Valid for: <input type="checkbox"/> One Delivered Tandem Load (approx. 10 Tonnes) OR <input type="checkbox"/> Pick-up of _____ Tonnes OF <input type="checkbox"/> Gravel OR <input type="checkbox"/> Sand Date issued: _____
--	--	--

Speed Limit Amendment at Highway 28 and 831 Roundabout

788-21: Lukinuk

That Smoky Lake County support Alberta Transportation’s proposed amendment to the speed limit for the newly constructed roundabout at the intersection of Highway 28 and 831 near Waskatenau, from the current 80km/h to 70km/h then to 40km/h for the purpose of facilitating safe and effective operation of the roundabout, as per the letter received from Jeff Zhang, Construction Manager, Alberta Transportation, dated April 29, 2021, in respect to the said Speed Zone Change Request (CON13577), and notify him of same by signing and returning the said letter as requested.

Carried.

Enterprise Resource Planning (ERP) Finance Software - Diamond Municipal Solutions

789-21: Lukinuk

That Smoky Lake County Council approve for Administration to negotiate a contract with Central Square for the purchase and implementation of Diamond Municipal Solutions which is an Enterprise Resource Planning (ERP) Finance Software used to develop, support and maintain technology solutions which are designed specifically for local government in North America built on the Microsoft Dynamics GP platform, and will be used to provide Smoky Lake County complete financial management software including accounting, reporting and business intelligence; and Council approve the unbudgeted costs in the amount of \$64,000.00 out be taken out of reserves.

Carried.

11:35 to 11:35 a.m.

9. Public Question and Answer Period:

None.

Policy Statement No. 01-41-01: Asset Management

790-21: Halisky

That Smoky Lake County Policy Statement No. 01-41-01: Asset Management, be adopted:

Title: Asset Management	Policy No.: 41-01
Section: 01	Code: P-A
Page No.: 1 of 4	

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

Purpose:	Smoky Lake County offers a wide variety of services to the community that require the ownership, responsible operation, maintenance, and rehabilitation of physical assets including land, buildings, equipment, sewer, water and natural gas infrastructure.
-----------------	---

Policy Statement and Guidelines:	
1. STATEMENT:	
1.1	Asset Management is an integrated approach involving all departments, to maximize value from existing and new assets.
2. OBJECTIVE:	
2.1	This policy outlines the fundamental asset management principles that will be developed and implemented and Council’s commitment to Asset Management.
3. DEFINITION:	
3.1	“County” means Smoky Lake County.
4. SCOPE:	
4.1	Asset Management is an integrated approach involving all departments, to maximize value from existing and new assets.
4.2	Smoky Lake County owns a wide range of asset types that deliver services to the residents of the region. Each year, the County may receive, purchase, or construct new assets. In addition, it may rely on natural and other assets that it does not own, in order to deliver services. This policy will apply to the assets owned by Smoky Lake County. Where services are provided using assets that are not owned by Smoky Lake County, we will work collaboratively with the asset owners to promote good asset management practices.
4.3	Smoky Lake County recognizes the importance of natural assets and will include these in its inventories and asset management practices. Examples include water bodies, and natural areas.

Title: Asset Management		Policy No.: 41-01
Section: 01	Code: P-A	Page No.: 2 of 4
Policy Statement and Guidelines:		
5. PRINCIPLES:		
5.1 Service Delivery to Customers		
5.1.1	The County will clearly define level of service objectives that balance community expectations, regulatory requirements, risk, and available resources (both financial and non-financial).	
5.1.2	The County will manage assets in a manner that supports the effective and efficient delivery of the defined level of services.	
5.1.3	The County will monitor and review the level of services to ensure they meet strategic objectives.	
5.1.4	The County will ensure transparency and accountability.	
5.1.5	The County will comply with relevant legislative, regulatory, and statutory requirements.	
5.1.6	An Asset Management System will incorporate risk based and information driven decision-making frameworks.	
5.1.7	Decisions regarding the addition of new assets will be made with due diligence and supported with a valid business case that articulates costs and benefits.	
5.1.8	Council and Management will prioritize resources and funds in order to deliver levels of service at an acceptable level of risk.	
5.2 Long-Term Sustainability and Environmental Adaptability		
5.2.1	Smoky Lake County's asset management decision making will consider the needs of both current and future generations and the potential challenges associated with changing community demographics and expectations related to service delivery as well as potential legislative changes.	
5.2.2	Asset management decision making will consider the possible effects of climate change and environmental changes.	
5.2.3	Smoky Lake County will consider socio-cultural, environmental, and economic factors and implications when making and implementing asset management decisions.	
5.3 Holistic Approach		
5.3.1	Smoky Lake County will encourage information sharing between planning, engineering, operations, maintenance, finance, and other strategic planning functions.	

Title: Asset Management		Policy No.: 41-01
Section: 01	Code: P-A	Page No.: 3 of 4
Policy Statement and Guidelines:		
5.3.2	Asset management decisions will focus on the "big picture" by ensuring decisions are made collaboratively and consider life cycle stages and inter relationships between asset performance, operational performance, and overall service performance.	
5.4 Fiscal Responsibility		
5.4.1	The County will develop and maintain plans for infrastructure renewal, for the purchase or construction of new infrastructure and for the decommissioning of infrastructure.	
5.4.2	Long term projections of investment needs will be developed.	
5.4.3	Processes will be implemented to ensure operational budget implications are considered for all investments.	
5.4.4	The County will evaluate asset investment decisions based on consideration of the whole-life costs associated with managing those assets through their entire life cycle.	
5.5 Continual Improvement		
5.5.1	Smoky Lake County views continual improvement as a key part of our asset management approach and will focus on driving innovation in the development of tools, techniques, and solutions.	
5.5.2	The municipality will monitor and periodically review the effectiveness of asset management processes in supporting the delivery of strategic objectives and will make adjustments as required.	
5.5.3	Smoky Lake County will assess the asset management competencies required to implement the Asset Management system and provide the necessary support, education, and training.	
5.5.4	Council and management will review the asset management policy every four to five years.	
6. RESPONSIBILITIES		
6.1 Council Responsibilities		
6.1.1	Approve and support the asset management policy.	
6.1.2	Support the Strategic Asset Management Plan.	

Title: Asset Management	Policy No.: 41-01
Section: 01	Code: P-A
	Page No.: 4 of 4

Policy Statement and Guidelines:	
6.1.3	Clearly define priorities.
6.1.4	Approve funding and resources to implement the Asset Management Policy and associated requirements.
6.1.5	Establish asset funding through multi-year and long-range financial plans.
6.2	Staff Responsibilities
6.2.1	The Chief Administrative Officer will lead the implementation of the Asset Management policy across the County.
6.2.2	The Department Managers will lead the adoption of the Asset Management policy within their departments.
6.2.3	The Department Managers will allocate appropriate resources to the plan implementation and associated requirements.
6.2.4	The Department Managers and their Designated Staff will ensure asset data is maintained in Munisight and will prepare reporting to support the decision-making process.
6.2.5	The GIS Operator will support all departments through data gathering, maintenance, and reporting.
6.2.6	All Staff involved in the application of asset management will observe the requirements of the Asset Management Policy.

Carried.

Meeting Recessed Meeting recessed for Lunch, time 11:43 a.m.

Meeting Reconvened The meeting reconvened on a call to order by Reeve Craig Lukinuk at 12:28 p.m. in the presence of all Council members, the Chief Administrative Officer, Assistant Chief Administrative Officer, and Finance Manager, and the virtual presence of the Planning and Development Manager, Planning and Development Assistant, Recording Secretary, GIS Officer, one Member of the Public and one Member of the Media.

Request for Proposal: Construction Project No. C2113

791-21: Orichowski That Smoky Lake County Council amend the Policy Statement No. 03-18-16: Five-Year Road Plan, by deferring the 2021 Road Construction Project No. C2113 on Township Road 592 between Range Road 172 and Range Road 171, to Year-2022, as the Request for Proposal (RFP) bids received on May 27, 2021 for the said project exceeded the County's budget due to higher than usual contingencies for the unknown.

Carried.

Weed/Pest Inspector Appointment

792-21: Gawalko That Smoky Lake County Council appoint Jolene Prockiw as Weed/Pest Inspector, effective May 1, 2021 to termination of employment.

Carried.

Weed/Pest Inspector Appointment

793-21: Cherniwchan That Smoky Lake County Council appoint Tori Stang as Weed/Pest Inspector, effective May 1, 2021 to termination of employment.

Carried.

Additions to the Agenda:

2021 Municipal Accountability Program (MAP) Review

794-21: Orichowski That Smoky Lake County acknowledge receipt of the correspondence received from Alberta Municipal Affairs, Mr. Paul Wynnyk, Deputy Minister, dated March 10, 2021 via email on May 25, 2021, in regard to Smoky Lake County's 2021 Municipal Accountability Program (MAP) Report from the MAP review of Smoky Lake County, which was originally scheduled for January 13, 2021 and then conducted later on January 18, 2021.

Carried.

2021 Municipal Accountability Program (MAP) Review

795-21: Halisky That Smoky Lake County accept the "2021 Municipal Accountability Program (MAP) Report", dated January 13, 2021, and post it on the County website to demonstrate accountability and transparency for County citizens; and prepare a Response Plan to be submitted within eight weeks, or as soon as possible, to Alberta Municipal Affairs detailing the timeline of actions to be taken in remedying the eight legislative gaps to be completed within one-year as follows:

1. requirement for the property tax bylaw to be in accordance with the MGA;
2. requirement to establish a local and a composite assessment review board by bylaw;
3. requirement for the procedural bylaw to be in accordance with the MGA;
4. requirement for the borrowing bylaw to be in accordance with the MGA;
5. requirement to adopt an interim operating budget and that the fiscal budget aligns with the annual property tax bylaw;
6. requirement for the content of assessment notices to be in accordance with the MGA;
7. requirement for nomination forms to be submitted in accordance with the LAEA; and
8. requirement for municipal emergency training to be in place.

Carried.

5. Issues for Information:

Chief Administrative Officer's Report

The Chief Administrative Officer (CAO) provided a report to Council for the period of April 23, 2021 to May 20, 2021:

Legislative/Governance:

- Municipal Planning Commission & Committee of the Whole Meetings, April 23, 2021.
- Regional Community Development Committee (RCDC) Workshop, April 26, 2021.
- Council Departmental Operations Meeting, April 27, 2021.
- Land Issue meeting with Fire Department, May 3, 2021.
- Committee of the Whole – Legal / North East Muni-Corr Ltd. and Special Council Meeting, May 4, 2021.
- Highway 28/63 Regional Water Services Commission Meeting May 4, 2021.
- Victoria District Meeting May 4, 2021.
- Wetlands Replacement Meeting – Alberta Environment & Parks May 10, 2021.
- Joint Health & Safety Committee Meeting, May 13, 2021.
- Policy Committee Meeting, May 13, 2021.
- Special Council Meeting - Land May 17, 2021.
- Site Meeting – Landfill Fire May 18, 2021.

Administrative:

- Budget Discussions April 28, 2021.
- Regional Fire Services Study Scoping Meeting. Final Proposals have been provided, May 7, 2021.
- Rural Municipalities of Alberta (RMA) Meeting, May 17, 2021.
- A/R – Dated Receivables, May 19, 2021.
- A/R – Gas Dept – Assistance to Manager, May 20, 2021.

Financial:

- Asset Management Meeting, April 30, 2021.

Human Resources:

- COVID-19 Restrictions: Memo released - Administration and Public Works Offices are closed to the Public, due to exceeding the 30-case threshold, May 10, 2021.
- Memo to Staff: Important to take time for yourselves – shared article: 'Burning out': Remote workers report paying a price for increased productivity, by Jackie Dunham CTV News Writer. May 14, 2021.

Community:

- Family Farm Anniversary: 2 Plaques were prepared for Farms in Division Two. Both parties have decided to let us know when they would like them presented as COVID-19 restrictions are hindering any celebrations. April 19, 2021.

Training:

- Cultural Consultation Training: Indigenous history of Treaties in Canada Duty to consent under the constitution – virtual, May 6, 2021.

8. Executive Session:

Offer to Purchase Land - FOIP Section 27: Privileged Information

796-21: Gawalko

That Smoky Lake County Council go into Executive Session to discuss a Legal Land Issue in regard to an offer to purchase land, under the authority of the FOIP Section 27: Privileged Information, in the presence of all Council, Chief Administrative Officer, Assistant Chief Administrative Officer, Finance Manager, Planning & Development Manager, Planning & Development Assistant, Fire Chief, and Legislative Services Clerk, time 12:46 p.m..

Carried.

797-21: Halisky

That Smoky Lake County Council go out of Executive Session, time 1:03 p.m.

Carried.

Offer to Purchase Land SW-27-59-17-W4

798-21: Lukinuk

That Smoky Lake County Council amend their offer for the purchase of the land legally described as SW-27-59-17-W4, containing 9.09 acres (more or less) to a total in the amount of \$250,000.00, for consideration by the seller; pursuant to the Executive Session discussions held in respect to same on April 29, 2021, May 4, 2021, May 17, 2021, and May 27, 2021, under the authority of the FOIP Act Section 27: Privileged Information.

Councillor Halisky called for a Recorded Vote:

<u>In Favour</u>	<u>Opposed</u>
Lukinuk	Halisky
Orichowski	Gawalko
Cherniwchan	

Carried.

Offer to Purchase Land SW-27-59-17-W4

799-21: Orichowski That Smoky Lake County Council approve the unbudgeted expense to purchase the land legally described as SW-27-59-17-W4, containing 9.09 acres (more or less), in the amount of \$250,000.00, funded from reserves and authorize the Chief Administrative Officer to remove the conditions of finance approval and the approval of an appraisal from the offer to purchase contract, pursuant to the Executive Session discussions held in respect to same on April 29, 2021, May 4, 2021, May 17, 2021, and May 27, 2021 under the authority of the FOIP Act Section 27: Privileged Information.

Carried.

One member of the Public virtually joined the meeting, time 1:07 p.m.

Addition to the Agenda:

Regional Fire Services – Review – Transitional Solutions Inc. (TSI)

800-21: Halisky That Smoky Lake County execute the contract with Transitional Solutions Inc. (TSI) of Edmonton, Alberta for the purpose of conducting the **Smoky Lake Regional Fire Services Review** including, but not limited to, an assessment and evaluation of the following:

- Job Description Review Including Duties (Chief, Deputy and Volunteers, their Utilization and Chain of Command),
- Apparatus Needs,
- Water Supply,
- Fire Halls and Infrastructure,
- Training and Competency,
- Mutual Aid Agreements,
- Fire Prevention and Inspection Initiatives,
- Health and Safety, and
- Potential Staff Support,

as per TSI's proposal dated May 25, 2021 at a cost in the amount of \$64,020.00, funded by the 2020/21 – Alberta Community Partnership (ACP) Intermunicipal Collaboration Grant.

Carried.

Regional Fire Services – Master Plan – Transitional Solutions Inc. (TSI)

801-21: Gawalko That Smoky Lake County approve for Transitional Solutions Inc. (TSI) of Edmonton, Alberta to create the **Smoky Lake Regional Fire Master Plan** for the purpose of guiding the Region in making decisions to best meet the needs of the municipalities and develop a framework for effective fire service delivery in the County, the Town and the Villages, which including, but not limited to, an assessment and evaluation of the following:

- firefighter safety,
- cost control and containment,
- efficiency,
- effectiveness,

and to identify the right-sized service and approach to meet the needs of the region over the next 10 years; as per TSI's proposal dated May 25, 2021 at a cost in the amount of \$63,180.00, funded by the 2020/21 – Alberta Community Partnership (ACP) Intermunicipal Collaboration Grant.

Carried.

Regional Fire Services – Governance Plan – Transitional Solutions Inc. (TSI)

802-21: Orichowski That Smoky Lake County approve for Transitional Solutions Inc. (TSI) of Edmonton, Alberta to create the **Smoky Lake Regional Governance Plan** for the purpose of providing alternatives for governance models with the operating and capital financial implications of each model, along with an Implementation Plan to support the execution of the Regional Fire Services Business Plan, as per TSI’s proposal dated May 25, 2021 at a cost in the amount of \$44,659.00, funded by the 2020/21 – Alberta Community Partnership (ACP) Intermunicipal Collaboration Grant.

Carried.

COVID-19 – Office Closure to Public and Employee Mental Health

803-21: Halisky That Smoky Lake County acknowledge action taken by the Chief Administrative Officer in providing County Staff the following:

- Memorandum: COVID-19 Restrictions - Administration and Public Works Offices closed to the Public, due to exceeding the 30-case threshold, effective May 10, 2021 until further notice,
- Email: article by Jackie Dunham CTV News Writer. May 14, 2021 titled “‘Burning out’: Remote workers report paying a price for increased productivity”, to stress the importance for employees to take time for themselves for their mental health.

Carried.

Smoky Lake Signal, virtually left the meeting, time 1:23 p.m.

Indigenous Consultation Workshop - Mâwandônan Consulting

804-21: Orichowski That Smoky Lake County Council continue the Aboriginal Consultation training through Mâwandônan Consulting, those who can attend – attend the virtual workshops facilitated by Clayton Desjarlais of Mâwandônan Consulting, scheduled for Wednesday, June 2, 2021 and Thursday, June 3, 2021.

Carried.

Addition to the Agenda:

Municipal Affairs - First Nations Senate and Referenda Initiative

805-21: Orichowski That Smoky Lake County approve for the Returning Officer to participate in training and offer to partner with our First Nations neighbours to assist in providing voting opportunities to First Nation communities by special ballot derived from Section 77.1(1)(b) of the Local Authorities Election Act (LAEA), which allows for the provision of special ballots to voters outside the local jurisdiction; and specify what methods a person may use to request a special ballot from the list in Section 77.1 (2) of the LAEA, and also specify what period of time electors may request a special ballot as per Section 77(2.1); and specify a date and time that returned special ballots must be received by, which may be before the close of polls on election day as per Section 77.2(3.1); in response to the letter received from Municipal Affairs dated May 21, 2021.

Carried.

Financial Statements

As annexed to the minutes:

- ↳ Financial Statement for the months of March/April 2021.

Action List(s)

Action Lists:

- i. County Council Committee of the Whole for the Purpose of Planning Meeting – April 15, 2021.
- ii. County Council Budget Meeting – April 16, 2021.

- iii. Special County Council Meeting – April 23, 2021.
- iv. County Council Committee of the Whole for the Purpose of Planning Meeting – April 23, 2021.
- v. County Council Departmental Meeting – April 27, 2021.
- vi. County Council Budget Meeting – April 28, 2021.
- vii. County Council Meeting – April 29, 2021.
- viii. County Council Committee of the Whole for the Purpose of Administration Meeting – May 4, 2021.
- ix. Special County Council Meeting – May 4, 2021.

Chief Administrative Officer's Report

806-21: Gawalko That Smoky Lake County's Chief Administrative Officer's report for the period of April 23, 2021 to May 20, 2021, be accepted and filed for information.

Carried.

5. Issues for Information:

**Finance Manager's Report:
Actual to Budget Report**

Brenda Adamson, Finance Manager presented an updated Financial Report for the period of April 22, 2021 to May 20, 2021.

Property Tax Request for Write Off - Tax Roll 14592011

807-21: Halisky That Smoky Lake County Council write off taxes in the amount of \$10,916.39 and penalties in the amount of \$20,186.88 on Tax Roll 14592011 SE-20-059-14 W4 due to the inability to collect from a defunct company and the Province no longer assessing the property.

Carried.

Property Tax Request for Write Off - Tax Roll 15590412

808-21: Gawalko That Smoky Lake County Council write off taxes in the amount of \$13,495.75 and penalties in the amount of \$24,822.22 on Tax Roll 15590412 SE-04-059-15 W4 due to the inability to collect from a defunct company and the Province no longer assessing the property.

Carried.

Property Tax Request for Write Off - Tax Roll 16592431

809-21: Orichowski That Smoky Lake County Council write off taxes in the amount of \$11,523.69 and penalties in the amount of \$11,766.30 on Tax Roll 16592431 NW-24-059-16 W4 due to the inability to collect from a defunct company and the Province no longer assessing the property.

Carried.

Property Tax Request for Write Off - Tax Roll 54000101

810-21: Cherniwchan That Smoky Lake County Council write off taxes in the amount of \$12,674.39 and penalties in the amount of \$24,390.88 on Linear Tax Roll 54000101 due to the inability to collect from a defunct company and the Province no longer assessing the property.

Carried.

Property Tax Request for Write Off - Tax Roll 54000106

811-21: Lukinuk That Smoky Lake County Council write off taxes in the amount of \$21,629.42 and penalties in the amount of \$24,957.27 on Linear Tax Roll 54000106 due to the inability to collect from a defunct company and the Province no longer assessing the property.

Carried.

Smoky Lake Signal virtually joined the meeting, time 1:49 p.m.

Accounts Receivable Request for Write Off

812-21: Halisky

That Smoky Lake County Council write off Accounts Receivable Account Number 04559 in the amount of \$1,036.06 in penalties, as the account holder has paid the original balance for the Year-2020 emergency.

Carried.

Finance Manager's Report

813-21: Halisky

That Smoky Lake County's Finance Manager's Report for the period of April 23, 2021 to May 20, 2021, be accepted and filed for information.

Carried.

Division Three - Reeve's Report on Various Committees, Boards & Commissions

Craig Lukinuk: Reeve and Division Three Councillor's Report from various Committees, Boards and Commissions:

April 23, 2021 – Special Council meeting, held in Chamber/Virtually: (all Council)

- Agreed to enter into a Development Agreement, with Bascor Developments Ltd. for Stage 3 and Stage 4 of the Bonnie Lake Resorts Development.

April 23, 2021 – Municipal Planning Commission meeting, held in Chamber/Virtually: (all Council)

- Approved Development Permit No. 007-21: Plan 0726807 Block 1 Lot 1, for the development of a Campground, Major.
- Approved Development Permit No. 011-21: Pt. of NW 2-61-18-W4M, Pt. of SW 2-61-18-W4M, Pt. of SW 11-61-18-W4M, Pt. of SE 10-61-18-W4M & Pt. of NE 3-61-18-W4M, for the development of Natural Resource Extraction / Processing Facility (Sand and Gravel).
- Approved Development Permit No. 012-21: SE-32-58-16-W4M for the development of Natural Resource Extraction/Processing Facility (Sand and Gravel), (11.0 Acres).

April 23, 2021 – Council Committee of the Whole meeting, held in Chamber/Virtually: (all Council)

- Received a presentation from Leah Kongsrude, Executive Director, North Saskatchewan Watershed Alliance (NSWA) about the NSWA's partnerships and key responsibilities.
- Recommended Administration provide input into the '1976 Coal Policy' consultation process and collaborate with other municipalities and/or Rural Municipalities of Alberta (RMA).
- Recommended to engage the Public Participation Process for a draft Bylaws regarding Hamlet Chickens, Dark Skies, and Temporary RVs.
- Received an update on the Lake Subdivision Wayfinding Signage project.
- Thanked Mr. Jordan Ruegg, Planning and Development Manager and Mr. Kyle Schole, Planning and Development Assistant for spearheading the North Saskatchewan Heritage River Project in collaboration with other river municipalities and Indigenous groups to nominate 818km of the North Saskatchewan River across Alberta as a Heritage River under the Canadian Heritage Rivers System (CHRS).

April 26, 2021 – Regional Economic Development Committee (RCDC), held in Chamber/Virtually: (Craig, Lorne, Johnny)

- Adopted the Regional Community Development Committee (RCDC) 3 year rolling action plan 2021 for the Strategic Plan Years 2020 to 2023.
- Adopted the Regional Strategic Priorities Chart for April 2021.
- Regretfully accepted the resignation of Smoky Lake County Public Member at Large: Perry Phillips.
- Recommended each respective municipality to adopt a "NEW REVISED" Regional Economic Development Committee (RCDC) Bylaw: Joint Agreement - Terms of Reference which includes the incorporated percentage funding formula and removal of the references to the Village of Waskatenau as a Committee member.
- Recommended Smoky Lake County as the Managing Partner revise all RCDC related Policies by removing the Four Arrows logo which was in use while the Village of Waskatenau was an RCDC member.
- Recognized May 9-15, 2021 as "Economic Development Week".
- Accepted and recommended Smoky Lake County, as managing partner of the Regional Community Development Committee adopt Policy Statement No. 61M-02-01: Regional Community Development Committee (RCDC) Economic Work Plan for 2021.
- Recommended each respective municipality adopt the 2021 Economic Development Budget in the amount of \$100,000.

April 27, 2021 – Council Departmental Operations meeting, held in Chamber/Virtually: (all Council)

- Agreed to advertise a Request for Proposal (RFP) for Construction Project No. C2113, located on Township Road 592 between Range Road 172 and Range Road 171.
- Accepted Management Policy Statement No. 07M-01-07: Parks and Recreation: Work Plan.
- Agreed to include an additional condition requiring Bascor Developments Ltd. to provide all potential buyers of the lots at the new Stage 3 and Stage 4 of the Bonnie Lake Resorts Development with a Disclosure Statement acknowledging the base of the roads are constructed to an asphalt standard to a completed gravel surface, and an asphalt or other permanent oiled surfacing within the subdivision phases will be undertaken through a petition of residents of the

said subdivision and the County will cause the work to be undertaken through a Local Improvement Levy pursuant to the Municipal Government Act.

- “Spring Cleanup Promotion”, exclusive to residents of the Smoky Lake Region, of free disposal of appliances containing Freon at County Landfill Sites during the month of May 2021.
- Agreed to advertise to recruit a Waste Site Operator for 2 days/week at the Spedden Landfill Location.

April 28, 2021 – Council Budget meeting, held in Chamber/Virtually: (all Council)

- Approved the amended Year-2021 to Year-2025 Five-Year Capital Project Budget of expenditures (\$3,708,713 for Year-2021).
- Approved the Year-2021 Total Function Budget, with a total Revenue in the amount of \$20,874,589, and total Expenditures in the amount of \$20,874,589 plus amortization in the amount of \$2,059,800.
- Gave third and final reading to Bylaw No. 1396-21: 2021 Tax Rate.

April 29, 2021 – Council Regular Meeting, held in Chamber/Virtually: (all Council)

- Held a Public Hearing for proposed Bylaw No. 1393-21: a Bylaw for the purpose of amending the Smoky Lake County Land Use Bylaw No. 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.
- Gave third and final to Bylaw No. 1393-21.
- Amended Policy Statement No. 03-21-06: Backsloping Program be amended for the purpose of increasing the payment to approved applicants for half the cost of the project up to a maximum amount of \$ 2,500.00 per half mile.
- Declared April 28, 2021 as a “Day of Mourning” remembering all workers who have been killed, injured or disabled at their place of work.
- Amended Policy Statement No. 03-40-04: Cold Weather – Equipment Mobilization.
- Gave third and final reading to Bylaw No. 1397-21: Appointment of Assessor for the purpose of establishing the position of Assessor as a Designated Officer and appointing the Accurate Assessment Group Ltd.
- Engaged the Public Participation to initiate proceeding with the creation of a Municipally Controlled Corporation (MCC) jointly with the Town of Smoky Lake, as part of a Corporate Structure in implementing the Victoria District Economic Development Strategy Business Plan for the purpose of providing a corporate platform for the Town and County to be able to contribute money into the local tourist economy while providing a legal and financial buffer from any operational or financial liabilities.
- Proclaimed May 9-15, 2021 as "Economic Development Week".
- Approved to purchase (instead of lease) the Year-2020 Peterbilt 520 Chassis with a Wittke Starlight 40Yd body for the purpose of Solid Waste Collection.
- Accepted bids on the County's surplus equipment sale of a skid steer & sprayer system.
- Awarded the bridge tender to 1690082 AB Ltd. of Kelowna, BC, in the amount of \$355,355.00 plus GST, for providing standard bridge and culvert repairs.
- Approve action taken in distributing the Provincial COVID-19 Relief Funds as per Council's March 25, 2021, motion #542-21, to Warspite Community Hall, Spedden Hall, Stry Catholic Hall, and Stry 75th Anniversary Hall.
- Approved to transfer the Doctor Retention and Recruitment Committee's surplus to their reserves, and the request for the Raubenheimer Medical Clinic to respectfully return unspent funds for return to each respective municipality through the managing partner.
- Approved to purchase an ECG and defibrillator for the Lakeland Primary Care Network (PCN) facility in Smoky Lake at a 50/50 cost share with the Town of Smoky Lake so that the committee can recruit a trained professional/physician to provide the Cardiac Stress Testing services.
- Approved the Year-2021 Economic Development Budget in the amount of \$100,000.
- Accept with regret the resignation of Mr. Perry Phillips as Smoky Lake County's Member-at-Large, and appointed Mr. Noel Simpson in a temporary capacity to October 1, 2021 to fill the vacancy.
- Proclaimed June 7-13, 2021 as Seniors' Week.
- Acknowledged the approval of the ACP grants of \$200,000 each for the projects: Regional Municipal Service Delivery Options Study & Regional Fire Services Study.
- Agreed to pursue a meeting with the Deputy Minister of Environment and Parks through our local MLA, to escalate attention to the eroding shore at Mons Lake.
- Held Executive Session to discuss a Legal Land Issue in regard to an opportunity to purchase land and agreed to submit an offer to purchase on a parcel of land within Smoky Lake County.

April 30, 2021 – Victoria Dist. Ec. Dev Strategy Implementation Working Group, held Virtually: (Craig)

- Discussed feedback from Council presentations about the Victoria District Economic Development Strategy Business Structure and determined next steps.

May 4, 2021 – Council Committee of the Whole meeting, held in Chamber/Virtually: (all Council)

- Held Executive Session to discuss a Land and Legal Issue in respect to the negative impacts on municipalities and water commissions which would arise from North East Muni-Corr Ltd.'s proposed long-term planning efforts to achieve self-sustainability.

May 4, 2021 – Special Council meeting, held in Chamber/Virtually: (all Council)

- Held Executive Session to discuss a Legal Land Issue in regard to an opportunity to purchase land and agreed to submit an offer to purchase on a parcel of land within Smoky Lake County.

May 6, 2021 – Consulting and Engaging Aboriginal People Workshop, held Virtually: (All Council)

- The Duty to Consult has been an effort by the Crown to create a sustainable relationship with Aboriginal groups. The Crown has identified that there have not always been efforts to deal honourably with Aboriginal groups but want to establish trust and reconciliation while

maintaining a balance of obligations to both Aboriginal's interests and Canada's interests going forward.

May 7, 2021 – Victoria Dist. Ec. Dev Strategy Implementation Working Group, held Virtually: (Craig)

- Discussed the progress of Public Participation preparation for June 8, 2020 from 5:30 p.m. to 8:30 p.m. for the Joint Public Hearing for the Town and County in regard to the creation of a Municipally Controlled Corporation (MCC).

May 10, 2021 – Muni-Corr Ltd. Committee, held virtually: (Craig & Johnny)

- Discussed New proposed By-Law looking for feedback now obtaining Legal opinion to get clarity on Muni-Corr's Authority, Obligation, and jurisdiction.
- Discussed a new policy on charging municipalities that don't give 24 hours notice before the upcoming meeting wanting to charge that municipality if quorum is not met. Sent back for further review.
- Atco, 2nd chance Trail Ride.
- Village of Glendon Pedestrian Linkage Project.
- Village of Glendon South Drainage Parkway Project.
- Beaver River Trestle Paved Trail.

May 10, 2021 – Doctor Retention and Recruitment Committee, held Virtually: (Craig, Lorne & Johnny)

- 2020 Doctor Retention and Recruitment Committee Surplus of \$106,153.
- Doctor Retention and Recruitment Committee's Memorandum of Understanding with Raubenheimer Medical Clinic, Return of Unexpended Funds.
- Lakeland Primary Care Network – Request for funding the Cardiac Stress Clinic & Consults in Smoky Lake.

May 13, 2021 – Policy Committee meeting, held in Chamber/Virtually: (all Council)

- Reviewed and recommended amendments to Policy Statements: 01-28-02: Council Request for Information, 01-41-01: Asset Management, 02-05-05: Fire Permit Agreement, 01-53-01: Treaty 6 and Indigenous Acknowledgment, 03-25-10: Sale of Gravel or Sand, and to the Fire Protection Services Bylaw.

May 17, 2021 – RMA District 5 Meeting, viewed virtually from Chambers: (all Council)

- Discussion on Emergency Funding.
- Municipal Collaboration.
- Police Funding.
- Municipal Funding from the Province\STIPMSI.
- Oil and Gas Companies not paying their taxes.
- Green Funding for Rural Municipalities.

May 17, 2021- Chamber of Commerce Meeting: (Craig & Johnny)

- Discussion with Minister Doug Schweitzer & MLA Glen Van Dyken on many topics.
- Decline in business revenue over 30% new grant Funding available.
- Red Tape reduction reduced by 1/3rd.
- Efficient Government Spending for the Province.
- Discussion on Tourism, Farming, and Industry.
- Discussion on the Film and T.V Industry.

May 17, 2021 – Special Council meeting, held in Chamber/Virtually: (all Council)

- Clarified: the distribution of unspent funds from Raubenheimer Medical Clinic and contribution of funds to PCN to purchase Medical Equipment for Cardiac Stress Clinic in Smoky Lake.
- Held Executive Session to discuss a Legal Land Issue in regard to an opportunity to purchase land and agreed to update conditions submit an offer to purchase on a parcel of land within Smoky Lake County.

Division Three - Reeve's Report on Various Committees, Boards & Commissions

814-21: Halisky

That the Smoky Lake County Reeve's Report received for the period of April 23, 2021 to May 19, 2021 be accepted and filed for information and posted to the County's website.

Carried.

Division One Councillor's Report on various Committees, Boards and Commissions

Dan Gawalko - Division One Councillor's Report from various Committees, Boards and Commissions:

- No Report for May 27, 2021. Reporting will be done through the Agricultural Services Board Chairperson's Report at the next scheduled Agricultural Service Board Meeting.

Division Two Councillor's Report on various Committees, Boards and Commissions

Johnny Cherniwchan - Division Two Councillor's Report from various Committees, Boards and Commissions:

- No Report for May 27, 2021. Activities have been covered through the Reeve's Report and Division Four Councillor's Report.
- North East Muni-Corr Ltd. report - dated May 10, 2021 provided in this agenda package.

Division Four Councillor's Report on various Committees, Boards and Commissions

Lorne Halisky - Division Four Councillor's Report from various Committees, Boards and Commissions:

May 13, 2021 – Joint Health and Safety Meeting (held virtually): Johnny Cherniwchan and Lorne Halisky

- 4 new employee orientations completed, and 4 employees trained in WHMIS since the last reporting period. TDG (transportation of Dangerous Goods) and Chainsaw Training is needed and didn't occur since the last reporting period.
- There were 0 incidents reported for the period of April 16th, 2021 to May 13th, 2021 as the Safety Officer was not in attendance to provide a verbal report.
- Internal Audit Action Plan had no progress since last reporting period.
- Everyone in the County Administration and Shop areas are still healthy and no one is off because of COVID. The County Offices are currently closed to the public and by appointment only. However, all employees must follow the Return-to-Work Guidelines.
- Welder has begun to manufacture brackets for safety beacon lights and will be installing them on vehicles that require them.
- All meetings which are taking place at the County shop are socially distanced and held outside when possible.
- Make sure you have systems in place for emergency response and determine a plan with and for your family, especially light of the Pandemic.
- Starting to head out into the field this month, making sure we are aware of our surroundings especially bears at this time of year.
- Make sure that JSA's (Job Safety Analysis) are completed each time we start a new task.
- Herbicide applicators will be taking all applicable training – Chemical Stewardship, Weed ID, Authorized Assistant Applicator Licenses.
- Approximately 60% of the fire department members have received their first dose for COVID-19.
- Coming out of this pandemic we are going to need to figure out how to get happy again. It doesn't take much for people to get angry especially when being isolated in an antisocial lives. We may need to bring in some team building efforts and bring back balance to personal lives.
- Spring farm work has started with large farm equipment on the roads so drive with caution, paying extra attention to the equipment/vehicle blind spots etc., give farm equipment/vehicles the right of way and plan your drive.
- The frost is coming out of the ground causing soft spots etc. on the roads so please drive to the road conditions and report all flooding and damaged etc. roads to the County Public Works.
- Dry conditions cause fire hazards so please use caution when using ignition sources, follow the Fire Department Protocols and report all unsafe activities to the County Peace Officer and/or Fire Chief or Deputy Fire Chief.
- 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.
- Please continue to report all hazardous road conditions including fallen or leaning trees, missing road signs etc. to County Public Works.
- Next JH&S Meeting is scheduled for Thursday, June 10/21.

May 19, 2021 – Vilna and Bellis COP (Citizens on Patrol) Meeting (held virtually): Dan Gawalko, Johnny Cherniwchan and Lorne Halisky

- RCMP was not in attendance for the meeting however it was discussed that crime is still occurring and to continue to report suspicious activities to help prevent crime etc.
- Fish and Wildlife (Sherriff) Officer Erik Von Platen stated that a new member will be stationed in Smoky Lake in November, 2021 and he is asking for more Officers to assist on long weekends etc. He stated that he is preparing for the May long weekend. Off Road Vehicle enforcement needs more attention as there are more trail users on the Iron Horse Trail etc finding riders to not have proper insurance, registration etc.
- Financial statement was presented with all in good standing.
- Member COP patrols continue and ensuring to document the patrols using the existing tracking form.
- Members discussed recruitment of new members.
- ID Cards continue to be ordered and distributed to the members.
- COP signs are being looked at/ ordered with consultation from other COP Committees such as StPaul. One quote was recieved for \$65 per/sign and will try to get a second quote before proceeding.
- COP vehicle magnetic signs need to be inventoried and purchase more signs if needed.
- Meat Raffle tickets/ draw will be going ahead with the draw date set for November 27th, 2021.
- 500 COP pens were ordered for advertising products.
- Nomination/ election for vacant positions of Vice President and Secretary to be moved to the next meeting.
- COP Admin will post a condolence notice in memory of Edgar Lacasse past COP President and long standing member. Also send a condolence card to Tina Chan, Smoky Lake RCMP Detachment Commander for the loss of her husband.
- Next COP Meeting is TBD.

Division Five Councillor's Report on various Committees, Boards and Commissions

Randy Orichowski - Division Five Councillor/Deputy Reeve's Report from various Committees, Boards and Commissions:

May 4, 2021 - Highway 28/63 Regional Water Services Commission meeting: (All Council attended)

- Commission Manager report was in close session to deal with land and legal.
- The issue of land compensation to the landowner of which the WFLFN water reservoir was constructed has been settled and paid.
- Dialogue with Muni-Corr continues as they are requesting the Commission to pay a right of way lease for the waterlines along the trail.
- WFLFN has a new Band Council. Our Commission Manager will attempt to meet with the Band and get relative documents finalized regarding the water line and Reservoir ownership transfer.
- Associated Engineering has appointed Ryan Krausher as the lead engineer to the Commission. Alan Lui has officially retired, and we wish him well.
- Ryan presented the engineering report (attached).
- Brenda presented the financials (attached).
- The province came through with more grant dollars for the WFLFN waterline project.
- The next meeting is scheduled for June 23, 2021 at 10 a.m.

May 25, 2021 - Smoky Lake Foundation meeting:

- Smoky Lake County donated and delivered 2 tandem loads of reject sand to Bar V Nook Supportive Living.
- No word on the proposed internet tower installation on the roof of Bar V Nook Manor.
- Managers, CAD, and Maintenance reports attached.
- Reviewed and adopted policy HR665, Employee Recognition.
- Strategic/Business Plan and budget meeting scheduled for June 17th at 1 p.m.
- Next regular board meeting scheduled for June 28th at 9 a.m. Evergreen Regional Waste Management Services Commission meeting held May 26, 2021.
- More discussion about the continued cost of Leachate removal and possible options.
- Cloverbar Site in Edmonton has a system in place for Leachate removal. It is a pilot project, and it was suggested that a site tour be had.
- Alberta Care is offering Drone training at the conference being held in September in Bonnyville. Evergreen will forward the information to member municipalities as it becomes available.
- Alberta Recycling is continuously expanding their program by accepting more items.
- All used automotive, agricultural, and industrial batteries collected at the regional site will be taken to the local co-op. They pay the most.
- Evergreen is trying to retain an employee to act as a relief worker for the member municipalities on a pay as you use scenario. Could be for holiday relief or extra manpower.
- The next meeting will be to review bylaws and the business plan as well as the regular board meeting. That meeting is scheduled for June 16, 2021 at 10 a.m.

Councillors Reports on various Committees, Boards and Commissions

815-21: Gawalko That the Smoky Lake County Councillors Reports received for the period of April 23, 2021 to May 26, 2021, be accepted and filed for information.

Carried.

Regional Community Development Committee

816-21: Halisky That Smoky Lake County acknowledge receipt of the Regional Community Development Committee (RCDC) Action List from the meeting held on March 10, 2021.

Carried.

Victoria District Economic Development Strategy Implementation Working Group

817-21: Cherniwchan That Smoky Lake County acknowledge receipt of the seven (7) sets of minutes Victoria District Economic Development Strategy Implementation Working Group's minutes dated: December 18, 2020, February 8, 2021, February 26, 2021, March 26, 2021, April 9, 2021, April 30, 2021, and May 7, 2021, which are all posted on the County's website for public information.

Carried.

RCMP Liaison Committee: Acknowledgment of Consultation - Community Priority Issues

818-21: Halisky That Smoky Lake County approve the action taken by the Reeve on May 13, 2021, in executing the Royal Canadian Mounted Police (RCMP) - Acknowledgment of Consultation for the Community Priority Issues of 1.) Crime Reduction, 2.) Visibility and Enforcement in Community, and 3.) Enhance Public Confidence and Engagement - Consultations & Connections, for Smoky Lake County.

Carried.

Citizens-on-Patrol (COP) Association

Included in this agenda package is the Citizens-on-Patrol (COP) Association's:

- Minutes: April 21, 2021,
- Financial Statements: December 2020, and
- Proposed Budget 2021.

Citizens-on-Patrol (COP) Association – Request for Increase of Donation

819-21: Halisky

That Smoky Lake County provide the annual budgeted donation in the amount of \$3,000.00 to the Vilna Citizens-on-Patrol (COP) Association; and if group requires additional funding at the end of Year-2021, advise them to re-submit a request for same, in response to the letter received from Leanna Schoepgens, Treasurer, Vilna Citizens-on-Patrol, dated April 30, 2021, requesting an increased donation of \$6,000.00 due to COVID-19.

Carried.

6. Correspondence:

National Public Works Week from May 16-22, 2021

820-21: Halisky

That Smoky Lake County proclaim May 16-22, 2021 as National Public Works Week with the theme "Stronger Together":

WHEREAS, public works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of Smoky Lake County; and,

WHEREAS, these infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers and employees at all levels of government and the private sector, who are responsible for rebuilding, improving and protecting our nation's transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

WHEREAS, it is in the public interest for the citizens, civic leaders and children in Smoky Lake County to gain knowledge of and to maintain a progressive interest and understanding of the importance of public works and public works programs in their respective communities; and,

WHEREAS, the year 2021 marks the 61st annual National Public Works Week sponsored by the American Public Works Association be it now,

RESOLVED, Smoky Lake County, does hereby designate the week May 16 - 22, 2021 as National Public Works Week and urge all citizens to join with representatives of the American Public Works Association/Canadian Public Works Association and government agencies in activities, events and ceremonies designed to pay tribute to our public works professionals, engineers, managers and employees and to recognize the substantial contributions they make to protecting our national health, safety, and quality of life.

Carried.

Support in Opposition of RCMP being Replaced by an Alberta Provincial Police Service

821-21: Gawalko

That Smoky Lake County acknowledge receipt of the copied letter to the Honourable Kaycee Madu - Minister of Justice and Solicitor General, from **Barry Turner**, Mayor, Town of Morinville, dated April 16, 2021 and from **Russ Barnett**, Mayor, Town of Magrath, dated April 27, 2021, supporting the RCMP in opposition of the Government of Alberta's initiative to replace the RCMP with an Alberta Provincial Police Service (APPS).

Carried.

MuniSight - Rural Communities Scholarship Program

822-21: Halisky That Smoky Lake County advertise for self-nominations to MuniSight's Rural Communities Scholarship Program in response to the correspondence received from Justin Rutley, Director, Customer Success, MuniSight, dated April 8, 2021 in regard to same and send the information to Aspen View Public Schools and Lakeland Catholic Schools.

Carried.

Alberta Infrastructure Land Purchase Pt. SW-6-59-15-W4M

823-21: Orichowski That Smoky Lake County acknowledge receipt of executed Agreement for the sale of the lands legally described as Pt. SW-6-59-15-W4M to Her Majesty the Queen in right of Alberta, and the funds received in the amount of \$705.00, as per the correspondence received from Emily Brabant, Property Conveyancer, Alberta Infrastructure, dated April 27, 2021.

Carried.

Municipal Sustainability Initiative (MSI) Funding

824-21: Cherniwchan That Smoky Lake County acknowledge receipt of the letter from Ric McIver, Minister of Alberta Municipal Affairs, dated May 10, 2021, confirming the **Year-2021 MSI Capital Funding allocation** for Smoky Lake County is in the amount of **\$1,579,027.00** (which includes \$1,121,777.00 of MSI capital funding and \$457,250.00 of Basic Municipal Transportation Grant funding); and the **Year-2021 MSI Operating Funding allocation** for Smoky Lake County is in the amount of **\$107,802.00** (which includes \$59,541 in Sustainable Investment funding).

Carried.

Rural Alberta Vaccine Provision

825-21: Halisky That the copied letter received by Smoky Lake County Council from Debora Dueck, Mayor, Town of Tofield, written to the Minister of Health: Honourable Tyler Shandro, dated May 3, 2021, requesting the Alberta Government find a better solution for distributing the short supply of COVID-19 vaccines to Rural Albertans, be filed for information.

Carried.

Request for Promotional Items for "Rumble Alberta" poker rally

826-21: Gawalko That Smoky Lake County acknowledge action taken in donating promotional items as per Policy Statement No. 01-37-02: Promotional Items, to the "Rumble Alberta" poker rally scheduled for May 21-23, 2021, in response to the request received from Michelle Wright, Community Economic Development Officer (CEDO), Smoky Lake County, dated May 4, 2021.

Carried.

Alberta Health – Chief Medical Officer of Health (CMOH) - Order 20-2021

827-21: Halisky That Smoky Lake County acknowledge receipt of the correspondence from Alberta Health, through the Chief Medical Officer of Health (CMOH) in regard to the "Record of Decision – CMOH Order 20-2021" signed May 6, 2021 in respect to the Covid-19 Response.

Carried.

Alberta Gas Co-ops - Ride for Legends Bicycle Ride

828-21: Lukinuk
DEFEATED

That Smoky Lake County Council approve to donate in the amount of \$1,000.00 to the Managers Group of Alberta Gas Co-ops, sponsored by Gas Alberta Inc. and Federation of Alberta Gas Co-ops Ltd., towards the “Ride for Legends” bicycle ride commencing June 21, 2021, which is an event is in support of the Kids with Cancer Society (KWCS) of Edmonton.

Defeated.

829-21: Orichowski

That Smoky Lake County Council approve to donate in the amount of \$500.00 to the Managers Group of Alberta Gas Co-ops, sponsored by Gas Alberta Inc. and Federation of Alberta Gas Co-ops Ltd., towards the “Ride for Legends” bicycle ride commencing June 21, 2021, which is an event is in support of the Kids with Cancer Society (KWCS) of Edmonton.

Carried.

Community Futures St. Paul – Smoky Lake Region

830-21: Halisky

That Smoky Lake County support the Community Futures: St. Paul – Smoky Lake Region’s project “Lemonade Day” on June 19, 2021, by promoting the event on Social Media and the Grapevine; and participate in the Lemonade Day 2021 by: issuing Lemonade Stand Business Licenses at a cost of \$1.00 and entering into a simple lease – should the youth want to locate their stand on municipal land.

Carried.

Smoky Lake Signal

831-21: Cherniwchan

That Smoky Lake County issue a “Certificate of Appreciation” to the Smoky Lake Signal for 43 Years of Publishing a Newspaper for the Smoky Lake Region area and to thank the business for contributing to our community.

Carried.

9. Information Release:

Information Releases: May 2021 and Thank You to Smoky Lake County

832-21: Halisky

That Smoky Lake County acknowledge receipt of the “Thank You” correspondence from the Bellis Curling Association for the \$10,000.00 donation, and from Sheila Kitz, CAO, County of St. Paul No. 19 for the gift card and “get well” card; and the 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 April 2021, be (F) filed for information or (A) acknowledged receipt:

- R32-21 - Letters of Support for Inter-Provincial Nomination of the North Saskatchewan River for the Canadian Heritage River System (CHRS) -Rod Frank, Mayor, Strathcona County, dated April 19, 2021. **A**
- R33-21 - RMA: Contact Newsletter: May 7, 2021. **F**
- R34-21 - Alberta Counsel, dated May 12, 2021—Re: Staffing Update for Municipal Affairs. **F**
- R35-21 - Anita Fagnan, Rural Community Consultant– North East Zone, Rural Community Development and Engagement, Rural Health Professions Action Plan, dated April 30, 2021—Re: Comedy on the Couch Virtual Event—May 27, 2021. **A**
- R36-21 - Sally Dary, CLGM, Chief Administrative Officer, County of Two Hills, dated March 24, 2021 - 988 Crisis Hotline for Canada. **A**
- R37-21 - RMA: Contact Newsletter: May 14, 2021. **F**

Carried.

10. Bills & Accounts:

833-21: Orchowski

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

County Council Meeting: May 28th, 2021

Batch #	Cheque Numbers	Total of Batch
54183	51165 to 51186	\$52,288.80
54256	51187 to 51205	\$214,964.72
54287	51206 to 51208	\$161,946.89
54356	51209 to 51231	\$53,893.86
54457	51232 to 51261	\$68,624.79
Total Cheques from 51165 to 51261		\$551,719.06

Batch #	EFT Numbers	Total of Batch
54183	148 to 164	\$70,684.63
54256	165 to 177	\$31,051.81
54287	178 to 182	\$61,403.19
54356	183 to 194	\$24,679.80
54457	195 to 218	\$177,461.91
Total EFTs from 148 to 218		\$365,281.34

Direct Debit Register

Batch #	Description	Total of Batch
54291	My HSA	\$110.23
54292	My HSA	\$877.37
54293	My HSA	\$663.00
54294	My HSA	\$99.45
54295	My HSA	\$41.20

Total Direct Debits	\$1,791.25
Grand Total Bills and Accounts	\$918,791.65
<i>(Note: From General Account)</i>	

Carried.

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

County Council Meeting

834-21: Orichowski

The next Smoky Lake **County Council Meeting** be scheduled for **Thursday, June 24, 2021 at 9:00 a.m.** and **Thursday, August 26, 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

835-21: Halisky

The next Smoky Lake **County Council Meeting for Departmental Operations** be scheduled for **Tuesday, August 24, 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

836-21: Cherniwchan The next Smoky Lake **County Council Meeting for Departmental Operations** be scheduled for **Tuesday, July 20, 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:

837-21: Lukinuk That the Smoky Lake County Council Meeting of May 27, 2021, be adjourned, time 2:52 p.m..

REEVE

S E A L

CHIEF ADMINISTRATIVE OFFICER

REQUEST FOR DECISION		DATE	June 24, 2021	4.1
TOPIC	Safety Codes Agency Agreement – Request for Proposals			
PROPOSAL	<ul style="list-style-type: none"> To advertise a Request for Proposals (RFP) on the Alberta Purchasing Connection, for Safety Codes Services, for the Building, Plumbing, Gas, Electrical and Private Sewage Disposal Disciplines, and, if necessary, for the Fire Discipline, 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. 			
BACKGROUND	<ul style="list-style-type: none"> 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. The Request for Proposals is attached for reference. © Attachment #1 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> May 28, 2021 - Intermunicipal Collaboration Committee (ICC) Meeting Motion 005-21: <i>“That the Smoky Lake Region Intermunicipal Collaboration Committee (ICC) recommend that each respective Council adopt a motion for the purpose of authorizing Smoky Lake County’s Planning and Development Manager: Jordan Ruegg, as Smoky Lake Region’s Joint Quality Plan Manager, to advertise a Request for Proposals (RFP), for a Safety Codes Services Contract, which includes an option to also provide Fire Safety Codes Inspections, for a period of five years, commencing on January 1, 2022, and expiring on December 31, 2026; and each respective municipality be aware of the option to provide a Satisfaction Survey to its ratepayers who have utilized the current Safety Codes Services Provider, and if any feedback is received from the Satisfaction Survey, it is to be submitted to the Joint Quality Plan Manager, to be forwarded to a future Smoky Lake Region ICC meeting for discussion.</i> 			
CORRELATION TO BUSINESS (STRATEGIC) PLAN				
LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS	Safety Codes Act Accredited Municipalities 26(1) On the application of a local authority, the Minister may, by order,			

- (a) designate a municipality as an accredited municipality authorized to administer all or part of this Act with respect to any or all things, processes or activities to which this Act applies within the boundaries of the municipality, or
- (b) designate 2 or more municipalities as accredited municipalities authorized to administer in common all or part of this Act with respect to any or all things, processes or activities to which this Act applies within the boundaries of those municipalities.

(2) The Minister may include terms and conditions in an order under this section.

(3) If the Minister, on reasonable and probable grounds, is of the opinion that an accredited municipality does not comply with the requirements of this Act or the terms and conditions of its designation, or that any thing, process or activity to be administered by the accredited municipality may constitute a serious danger to persons or property, the Minister may

- (a) request the local authority to take the action necessary to correct the situation;
- (b) direct a safety codes officer appointed under section 33(1) to undertake the administration of this Act in that accredited municipality and to charge fees, in the amount provided for by the regulations,
 - i. to the accredited municipality for any permit issued by the safety codes officer and for any material or service that is provided by the safety codes officer, and
 - ii. to the owner of a premises or place for any material or services provided by the safety codes officer, and
 - iii. to the recipient of any permit issued by the safety codes officer;
- (c) by order, cancel or suspend the municipality's designation as an accredited municipality.

(4) An order under this section shall be published in The Alberta Gazette.

(5) The Minister may delegate any or all of the Minister's powers under this section to the Council, and if the Council refuses to designate a municipality as an accredited municipality or cancels or suspends the designation of the accredited municipality, the municipality may appeal the refusal, cancellation or suspension to the Minister.

Municipal Government Act
Section 248

(1) A municipality may only make an expenditure that is

	<p>(a) included in an operating budget, interim operating budget or capital budget or otherwise authorized by council,</p> <p>(b) for an emergency, or</p> <p>(c) legally required to be paid.</p> <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> <p>(i) \$75,000 or greater for goods;</p> <p>(ii) \$75,000 or greater for services; or</p> <p>(iii) \$200,000 or greater for construction.</p> <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>
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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.
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DISADVANTAGES	<ul style="list-style-type: none"> • Nil
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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.
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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 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.
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COMMUNICATION STRATEGY	Nil
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RECOMMENDATION	
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RECOMMENDATION:

Motion #1:

That Smoky Lake County accept the Request for Proposals (RFP), for Safety Codes Services, for the Building, Electrical, Plumbing, & Private Sewage Disposal Disciplines, with the option of also including the Fire Discipline, subject to the partnering municipalities of the Town of Smoky Lake, the Village of Waskatenau and the Village of Vilna accepting said Request for Proposals.

Motion #2:

That Smoky Lake County advertise a Request for Proposals (RFP) on the Alberta Purchasing Connection, for Safety Codes Services, for the Building, Plumbing, Gas, Electrical and Private Sewage Disposal Disciplines, and, if necessary, for the Fire Discipline, 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, with a closing date of Friday, July 30, 2021, at 4:00:00 p.m. Mountain Time.

CHIEF ADMINISTRATIVE OFFICER	
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REQUEST FOR PROPOSALS (RFP)

SAFETY CODES SERVICES
Building, Electrical, Plumbing, Gas &
Private Sewage Disposal Disciplines

REQUEST FOR PROPOSALS CLOSING DATE: FRIDAY, JULY 30, 2021
4:00:00 P.M. MOUNTAIN TIME

MANAGING PARTNER:

Smoky Lake County
Box 310
Smoky Lake, AB, T0A 3C0
Contact: Jordan Ruegg
Phone: 780-656-3730
Email: jruegg@smokylakecounty.ab.ca



HISTORIC
VILNA

A true Alberta boomtown.



REQUEST FOR PROPOSALS

SAFETY CODES SERVICES: Building, Electrical, Plumbing, Gas & Private Sewage Disposal Disciplines
 Smoky Lake County – Town of Smoky Lake – Village of Waskatenau – Village of Vilna

Table of Contents

1.0 PROPOSAL CALL	2
1.1 INVITATION	2
1.2 GENERAL TERMS AND CONDITIONS	2
1.2.1 SCOPE	2
1.2.2 DEFINITIONS.....	2
1.2.3 ASSIGNMENT.....	3
1.2.4 COMPLIANCE WITH LAWS	3
1.2.5 GOVERNING LAW.....	3
1.2.6 JURISDICTION	3
1.2.7 INDEMNIFICATION	3
1.2.8 FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT	3
2.0 PROPOSALS	4
2.1 SUBMISSION OF PROPOSALS	4
2.2 CONTRACT	4
2.3 PROPOSAL SUBMISSION CONTENT AND FORMAT	5
2.3.1 TRANSMITTAL LETTER.....	5
2.3.2 COVER PAGE.....	5
2.3.3 EXECUTIVE SUMMARY	5
2.3.4 SERVICE DELIVERY PROPOSAL.....	5
2.3.5 INSURANCE	6
2.3.6 FEE SCHEDULE	7
2.4 EVALUATION	7
2.5 RESERVATION	8
2.6 INQUIRIES	9
3.0 Appendix "A" - Uniform Quality Management Plan	10

REQUEST FOR PROPOSALS

SAFETY CODES SERVICES: Building, Electrical, Plumbing, Gas & Private Sewage Disposal Disciplines
 Smoky Lake County – Town of Smoky Lake – Village of Waskatenau – Village of Vilna

1.0 PROPOSAL CALL**1.1 INVITATION**

Smoky Lake County, the Town of Smoky Lake, the Village of Waskatenau and the Village of Vilna (hereinafter referred to as “the Municipality”) are soliciting written Proposals from Accredited Agencies for the provision of Safety Codes Services in the Building, Electrical, Plumbing, Gas and Private Sewage Disposal Disciplines, to the Municipality, to maintain the level of service outlined in the Municipality’s Uniform Quality Management Plan (**Appendix “A”**).

1.2 GENERAL TERMS AND CONDITIONS**1.2.1 SCOPE**

The RFP and the successful Proponent’s Proposal shall form the basis of the Contract created by the acceptance of a Proposal relating to this RFP.

1.2.2 DEFINITIONS

- a. “Accredited Municipality” means a municipality that is designated as an Accredited Municipality under the Act;
- b. “Act” means the Safety Codes Act, amended from time to time, including all regulations and codes enacted thereunder, or any other statute enacted in substitution therefore;
- c. “Agency” means the selected proponent who will be providing safety code services for the Municipality;
- d. “Closing Date” means the closing date of this Request for Proposals specified in the RFP;
- e. “Contract” means the agreement(s) entered into by the Municipality with the successful Proponent for the goods, services or goods and services described in the RFP;
- f. “Commencement Date” is the date this Contract was accepted and executed by the Municipality and the successful Proponent, as indicated in this Contract;
- g. “Proponent” means any organization, company, firm or individual that submits a Proposal under this Request for Proposals;
- h. “Proposal” means a proposal submitted by a Proponent under this Request for Proposals;
- i. “Records” means an intelligible record of information in any form, including notes, books, documents, maps, drawings, schematics, photographs, letters, vouchers, permits, papers and any other information that is written, photographed, recorded or stored in any manner, but does not include software or any mechanism that produces records;
- j. “RFP” means this Request for Proposals for Safety Codes Services for the Municipality, including all forms to be included as part of any proposal;
- k. “Safety Codes Officer” means an individual designated as a Safety Codes Officer under the Safety Codes Act;
- l. “Services” means the functions, duties, tasks and responsibilities as described in this Request for Proposal, the Act and any subsequent Contract entered into between the Municipality and a

REQUEST FOR PROPOSALS

SAFETY CODES SERVICES: Building, Electrical, Plumbing, Gas & Private Sewage Disposal Disciplines
 Smoky Lake County – Town of Smoky Lake – Village of Waskatenau – Village of Vilna

Vendor, and without limiting the generality of the foregoing, includes the provision of inspections and compliance monitoring services provided by the Vendor;

- m. “Uniform Quality Management Plan” means the Uniform Quality Management Plan of the Municipality as attached as “**Appendix A**” to this Request for Proposals;
- n. “Vendor” means a Proponent to whom a Contract is awarded by the Municipality for any or all of the goods and services established in the RFP.

1.2.3 ASSIGNMENT

The Contract arising from this RFP shall be binding upon the parties’ respective successors and permitted assigns. Neither party may assign the Contract or any of its rights or obligations hereunder without the prior written consent of the other party, and such attempted assignment shall be void, except that either party may assign the contract, or any of its rights or obligations hereunder, upon written notice to the other party, to any of its subsidiaries and/or affiliated companies, without the consent of the other party. Furthermore, no work to be performed by the Vendor hereunder shall be subcontracted to or performed on behalf of the Vendor by any third party, except upon prior written permission by the Municipality.

1.2.4 COMPLIANCE WITH LAWS

The Proponent shall be responsible for complying with all Federal, Provincial (Alberta), and Municipal laws, rules, regulations and guidelines that apply.

1.2.5 GOVERNING LAW

Any Contract resulting from the Request for Proposals is governed by, and interpreted in accordance with, the laws of the Province of Alberta.

1.2.6 JURISDICTION

The parties agree that the laws of Alberta shall govern the Contract and the Courts of Alberta shall have sole and exclusive jurisdiction over any dispute or lawsuit between the parties.

1.2.7 INDEMNIFICATION

The Proponent shall indemnify and hold harmless, the Municipality, representatives of the Municipality, its officers, officials, employees and volunteers, from and against all claims, demands, losses, costs, damages, actions, suits or proceedings arising out of or in connection with the performance of the work hereunder by the Proponent, his agents, representatives, employees of sub-consultants. The Proponent, by submitting a proposal under the RFP, waives any claim for loss of profits if no Contract, regardless of form, is made with the Proponent.

1.2.8 FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

- a. All documents submitted to the Municipality are subject to the protection and disclosure provisions of the *Freedom of Information and Protection of Privacy Act*. While this Act allows persons a right of access to records in the Municipality’s custody or control, it also prohibits the Municipality from disclosing personal or business information where disclosure would be

REQUEST FOR PROPOSALS

SAFETY CODES SERVICES: Building, Electrical, Plumbing, Gas & Private Sewage Disposal Disciplines
 Smoky Lake County – Town of Smoky Lake – Village of Waskatenau – Village of Vilna

harmful to a business' interests or would be an unreasonable invasion of personal privacy as defined in Section 15 and Section 16 of the Act. Proponents are encouraged to identify what portions of their submissions are confidential and what harm could be reasonably expected from its disclosure.

- b. The purpose for collecting the personal information required to be provided in this RFP is to enable the Municipality to ensure the accuracy and the reliability of the Proposal and to enable the Municipality to evaluate the Proposal.
- c. The records stipulated in this RFP as being required to be maintained by the successful Proponent may be subject to the protection and access provisions of the *Freedom of Information and Protection of Privacy Act*. Should the Municipality receive a request for any of these records, the Proponent shall provide the records, at the Proponent's sole cost and expense, to the Municipality within fifteen (15) calendar days of official notification from the Municipality.
- d. The Municipality's evaluations of Proposals submitted in response to this RFP will be confidential and the Municipality will not disclose the details contained in the Proposals.

2.0 PROPOSALS**2.1 SUBMISSION OF PROPOSALS**

All interested firms and organizations are invited to submit **two (2) printed copies and one Adobe pdf copy** (on a memory stick or similar device) of their Proposal in a sealed envelope, addressed to the following, delivered or post-marked no later than the Closing Date of **Friday, July 30th, 2021 at 4:00:00 p.m. Mountain Time:**

Smoky Lake County
 Planning and Development Department
 Box 310
 4612 McDougall Drive
 Smoky Lake, Alberta, T0A 3C0
 Attention: Jordan Ruegg, Planning and Development Manager

Proposals received or post-marked after the aforementioned Closing Date will not be considered and will be returned to the Proponent unopened. Proposals received by the Municipality are considered final and may not be altered or amended after the Closing Date.

All Proposals must be clearly marked "**Safety Codes Services – Request for Proposals**". Opening of Proposals is closed to the public and to the Proponents. This Request for Proposals does not commit the Municipality or any one of its joint members to award a Contract or pay any costs or expenses incurred by any Proponent in the preparation or submission of any Proposal, or attendance at any meetings with the Municipality's staff in relation to this Request for Proposals.

2.2 CONTRACT

The term of the Contract entered into between the Municipality and the successful Proponent will be **five (5) years**, with an option for a **single two (2) year** extension, if mutually agreed upon by both the Municipality and the Proponent.

REQUEST FOR PROPOSALS

SAFETY CODES SERVICES: Building, Electrical, Plumbing, Gas & Private Sewage Disposal Disciplines
 Smoky Lake County – Town of Smoky Lake – Village of Waskatenau – Village of Vilna

2.3 PROPOSAL SUBMISSION CONTENT AND FORMAT

In order to be considered by the Municipality, all Proposals must include the following information:

2.3.1 TRANSMITTAL LETTER

A Letter of Transmittal, dated and signed by an official authorized to negotiate, make commitments and provide clarification with respect to the Proposal on behalf of the Proponent, stating the Proponent's understanding of the objectives of the RFP and confirming that all items identified in the RFP will be provided by the Proponent.

2.3.2 COVER PAGE

The cover page must include, at minimum, the project name, Proponent's name and the Proponent's primary contact information (name, phone number, address and email address).

2.3.3 EXECUTIVE SUMMARY

The executive summary must include a brief profile of the Proponent's key attributes, strengths and proof that the Proponent is in good standing with the Safety Codes Council and the Worker's Compensation Board.

2.3.4 SERVICE DELIVERY PROPOSAL

Proposals will be evaluated based on their conformance with the Municipality's Uniform Quality Management Plan (**Appendix "A"**). Proposals must include details about the Proponent's ability to satisfy, at minimum, all aspects of the requirements outlined in the following section:

- A. Permit Issuance**
 - Describe the process that the Proponent will use to process and issue Safety Codes Permits.
- B. Compliance Monitoring**
 - Describe the process that the Proponent will use to monitor compliance with the Safety Codes Act.
- C. Permit Closure**
 - Describe the process that the Proponent will use to close permits that are non-compliant.
- D. Required Permits**
 - Describe how the Proponent will ensure that all new development will obtain the required Safety Codes Permits.
- E. Order Procedures**
 - Describe how the Proponent will undertake enforcement action when necessary.
- F. Availability**
 - Describe how the Proponent will make Safety Codes Officers (SCO) available for consultation with Municipal staff, including, but not limited to, the Planning and Development staff and the Fire Department.

REQUEST FOR PROPOSALS

SAFETY CODES SERVICES: Building, Electrical, Plumbing, Gas & Private Sewage Disposal Disciplines
 Smoky Lake County – Town of Smoky Lake – Village of Waskatenau – Village of Vilna

G. Training

- Describe how the Proponent will ensure that its Safety Codes Officers and other employees receive all professional development and educational upgrades necessary to maintain their certifications or designations.
- Describe how the Proponent will provide training to its Safety Codes Officers with respect to the Municipality's Uniform Quality Management Plan.
- Describe how the Proponent will provide continued training and support to Planning and Development staff with respect to the issuance of Safety Codes Permits and the Proponent's service delivery model and methodologies.

H. Transition

- Describe how the Proponent proposes to transition from the Municipality's current Safety Codes Services Agency to the Proponent.

I. Data Management

- Describe how the Proponent proposes to manage Records and what types of computer equipment and databases the Proponent plans to employ with respect to this process. ****It is a mandatory requirement for the Proponent to manage Records through the Electronic Safety Information Tracking Environment (eSITE).***

J. Proposed Safety Codes Officers

- Proponents must provide resumes or other such documentation for the Safety Codes Officers who will be assigned to provide Safety Codes Services to the Municipality. Resumes must include the following information for each Safety Codes Officer:
 - The SCO's level of certification;
 - The SCO's relevant background and training;
 - The SCO's years of experience in each discipline; and
 - The SCO's previous experience in other municipalities.

2.3.5 INSURANCE AND SECURITY

Proponents are required to submit evidence of the following insurance coverage with their Proposal:

- A.** Comprehensive of Commercial General Liability in an amount of not less than **five million dollars (\$5,000,000.00)** inclusive per occurrence, and annual aggregate, if any, of not less than **ten million dollars (\$10,000,000.00)** insuring against bodily injury or damage to property of others (including loss thereof).
- B.** Auto Liability insurance for all motor vehicles used by the Proponent hereunder, with limits of not less than **two million dollars (\$2,000,000.00)** per occurrence for bodily injury and/or property damage.
- C.** All Risks Liability to include Valuable Paper Records Insurance on all such items pertaining to the Services in an amount adequate to enable their reconstruction.
- D.** Errors and Omissions in an amount not less than **two million dollars (\$2,000,000.00)** per occurrence.

REQUEST FOR PROPOSALS

SAFETY CODES SERVICES: Building, Electrical, Plumbing, Gas & Private Sewage Disposal Disciplines
 Smoky Lake County – Town of Smoky Lake – Village of Waskatenau – Village of Vilna

- E. Security must be provided to Smoky Lake County, on behalf of the Municipality, and in a format suitable to the Municipality, in the amount of **ten thousand dollars (\$10,000.00)**. Security may be used by the Municipality if, but not limited to:
- there has been a default by the Vendor due to non-performance or inadequate performance of the Services covered in the Contract awarded pursuant to this RFP;
 - the Vendor has not performed the Services to the satisfaction of the Municipality; or
 - the Vendor is in non-compliance with the *Act*, the *Regulation* or the *Permit Regulation* or any other regulations passed pursuant to the *Act*.

2.3.6 FEE SCHEDULE

Proponent's Proposals must include fee schedules for each Safety Codes discipline that the Vendor will provide Services for and must include a proposed percentage split of the fee between the Vendor and the Municipality. Proposals must also specify what, if any, additional charges may be incurred by the Municipality for services over and above the QMP requirements.

The Proposal shall also be required to demonstrate how the Vendor will remit the Municipality's portion of the fees collected, as well as how the Vendor will invoice the Municipality for closed permits.

2.4 EVALUATION

Proposals will be evaluated in two stages. The first stage will consist of a review of each Proposal to ensure that each Proposal was received before the Closing Date and that the Proposal complies with all submission requirements specified in this Request for Proposals.

The second stage will consist of an evaluation of the merits of each Proposal as they relate to the criteria established in this RFP, by the four Chief Administrative Officers of the municipalities comprising the Municipality. **Table 1** below indicates how the Proposals will be evaluated.

Table 1 – Request for Proposals Evaluation

Requirement	Agency "A"	Agency "B"	Agency "C"
A. Report frequency			
B. Invoice frequency			
C. Full-time personnel – qualifications and training			
D. Service fee rates			
E. Request for inspection response			
F. Insurance coverage			
G. Security			
H. Order procedures			
I. Availability			
J. Satisfactory references from known sources			

REQUEST FOR PROPOSALS

SAFETY CODES SERVICES: Building, Electrical, Plumbing, Gas & Private Sewage Disposal Disciplines
 Smoky Lake County – Town of Smoky Lake – Village of Waskatenau – Village of Vilna

The assessment of the Proposals shall be as objective as possible. The minimum criteria set out in this RFP and the UQMP are set as the baseline. The most important points will be chosen for assessment and each point will be assessed individually based on its own merits. If the Proponent meets the requirement, they will receive a **zero (0)** score, if the Proponent exceeds the requirement, they will receive a **plus one (+1)** score, and if the Proponent fails to meet the requirement, they will receive a **minus one (-1)** score. The scores will then be tabulated for each Proposal and compared against the total scores of each Proposal. After comparison, if there is no definitive result, additional criteria may be chosen or heavier weight could be assigned to a particular criteria.

2.5 RESERVATION

Notwithstanding anything to the contrary herein, the Municipality reserves the right, in its sole and absolute discretion, to exercise any or all of the following rights, alone or in combination with each other, to:

1. **Accept a Proposal:**
 - which in the Municipality's sole and absolute discretion fail in any material respect to comply with the requirements of this RFP; or
 - in whole or in part without any negotiations.
2. **Enter into negotiations with:**
 - any or all Proponents on any aspects of their proposal, to ensure the Municipality's operational requirements are met and to promote the best value;
 - any or all Proponents or prospective persons or entities capable of delivering the required Services under this RFP, but who may not have submitted a Proposal in response to this RFP in the event, in the Municipality's sole and absolute discretion, no Proposals meet the requirements of this RFP; or
 - tied Proponents in the event of a tie between two or more Proponents.
3. **Conduct a best and final offer process:**
 - with any or all Proponents, in which Proponents are invited to revise their financial offers in circumstances where the Municipality deems it appropriate, at the Municipality's sole and absolute discretion.
4. **Cancel, modify, re-issue or suspend:**
 - any aspect of this RFP, in whole or in part, at any time, for any reason;
 - in whole or in part, at any time, for any reason, the schedule for this RFP, including without limitation, the Closing Date for Proposals, the anticipated award date or any other activity or date stipulated in this RFP;
 - this RFP in its current or modified form and invite Proposals from only the Proponents who submitted Proposals in response to this RFP where to do so, in the Municipality's sole and absolute discretion, to be in the Municipality's best interests.
5. **Seek clarification, validate or take into account:**
 - independently or with the assistance of the Proponent, any or all information provided by the Proponent with respect to this RFP and, for this purpose, disclose any or all of the

REQUEST FOR PROPOSALS

SAFETY CODES SERVICES: Building, Electrical, Plumbing, Gas & Private Sewage Disposal Disciplines
 Smoky Lake County – Town of Smoky Lake – Village of Waskatenau – Village of Vilna

information provided by the Proponent to a third party, subject to the Municipality obtaining appropriate assurances of confidentiality from those third parties.

6. Reject or refuse to consider any proposal:

- if in the Municipality's sole and absolute discretion it fails in any material respect to comply with the requirements of this RFP;
- contains false, misleading or misinterpreted information;
- in the event any matter causes or is likely to cause, in the Municipality's sole and absolute discretion, a conflict of interest in relation to the selection of any Proposal;
- from a Proponent who colludes with one or more other Proponent(s) in the preparation of any Proposal;
- from a Proponent who fails to cooperate with the Municipality in any attempt by the Municipality to clarify or validate any information provided by the Proponent or who fails to provide accurate or complete documentation as required by the Municipality with respect to this RFP;
- from a Proponent with whom the Municipality has previously terminated a contract for any reason or has had a previous, or currently has a commercial or legal dispute that, in the Municipality's sole and absolute discretion, would impair the Municipality's ability to enter into the Contract contemplated by this RFP; or
- from a Proponent failing to have the capacity to enter into a Contract contemplated by this RFP with the Municipality.

7. Award

- a Contract in connection with this RFP.

8. Waive

- Irregularities, informalities, omissions, and defects in any Proposal where, in the Municipality's sole and absolute discretion, they do not materially affect the ability of the Proponent to provide the Services required by this RFP.

2.6 INQUIRIES

Questions or inquiries relating to this Request for Proposals shall be directed to:

Jordan Ruegg

Planning and Development Manager

Phone: 780-656-3730 Cell: 780-650-5207

Toll Free: 1-888-656-3730 Fax: 780-656-3768

Email: jruegg@smokylakecounty.ab.ca

Inquiries must not be directed to any other County employee or elected officials. Directing inquiries to other than those designated may result in a Proposal being rejected or disqualified. The deadline for questions or inquiries related to this RFP is **Friday, July 23, 2021, at 4:00:00 p.m., Mountain Time.**

REQUEST FOR PROPOSALS

SAFETY CODES SERVICES: Building, Electrical, Plumbing, Gas & Private Sewage Disposal Disciplines
Smoky Lake County – Town of Smoky Lake – Village of Waskatenau – Village of Vilna

3.0 Appendix “A” – Uniform Quality Management Plan

Smoky Lake County

June 27, 2019 – Motion #821-19

Town of Smoky Lake

July 16, 2019 – Motion #495-19

Village of Waskatenau

July 18, 2019 – Motion #136-2019

Village of Vilna

September 16, 2019 – Motion #085-19

Joint Accreditation

Quality Management Plan

June 2019

Municipal Council 2019

Smoky Lake County, Town of Smoky Lake, Village of Waskatenau & Village of Vilna

Quality Management Plan

This Quality Management Plan that includes
Schedule A – Scope and Administration,
Schedule B – Operational Requirements and
Schedule C – Technical Discipline Service Delivery Standards
has been accepted by the Administrator of Accreditation.



Administrator of Accreditation

Nov 28/19

Date



**Safety
Codes
Council**

Table of Contents

1.0 SCOPE OF ACCREDITATION	3
BUILDING	3
ELECTRICAL	3
PLUMBING	3
GAS	3
FIRE	3
2.0 QUALITY MANAGEMENT PLAN ADMINISTRATION	3
2.1 PERSONNEL	4
2.2 FREEDOM OF INFORMATION AND CONFIDENTIALITY	5
2.3 COUNCIL LEVY	6
2.4 RECORDS	6
2.5 REVISIONS	6
2.6 PERMITS / PERMISSIONS ADMINISTRATION	7
2.7 ANNUAL INTERNAL REVIEW	7
2.8 DECLARATION OF STATUS	7
2.9 ORGANIZATIONAL CHART	8
2.10 MUNICIPALITY AGREEMENT	9
2.11 MUNICIPALITY QMP MANAGER INFORMATION	11
2.12 NOTICES	11
3.0 OPERATIONAL REQUIREMENTS	13
3.1 SCOPE OF SERVICES	13
3.2 INTERDISCIPLINARY TECHNICAL COORDINATION	14
3.3 ORDERS	14
3.4 EMERGENCY SITUATIONS	14
3.5 ALTERNATIVE SOLUTIONS / VARIANCES	15
3.6 PERMIT ADMINISTRATION	15
3.6.1 Permit Applications	15
3.6.2 Required terms of permit issuance	16
3.6.3 Terms and Conditions of Permit	16
3.6.4 Annual Permits	17
3.6.5 Permit Expiry	17
3.6.6 Permit Timeframe Extension	17
3.6.7 Permit Services Report (PSR)	17
3.6.8 Permit Refusal, Suspension, or Cancellation	18
3.7 SITE INSPECTIONS/INSPECTION REPORTS	18
3.8 NO-ENTRY POLICY	19
3.9 VERIFICATION OF COMPLIANCE (VOC)	19
3.10 INVESTIGATION OF AN UNSAFE CONDITION, ACCIDENT, OR FIRE	20
4.0 TECHNICAL DISCIPLINE SERVICE DELIVERY STANDARDS	22
4.1 SCHEDULE C.1 BUILDING	22
4.2 SCHEDULE C.2 ELECTRICAL AND ELECTRICAL UTILITY	27
4.2.1 Electrical Utility	28
4.3 SCHEDULE C.3 PLUMBING	30
4.4 SCHEDULE C.4 GAS	32

Schedule A

Scope and Administration

1.0 SCOPE OF ACCREDITATION

SMOKY LAKE COUNTY, TOWN OF SMOKY LAKE, VILLAGE OF WASKATENAU & VILLAGE OF VILNA herein referred to as “The Municipality” will administer the Safety Codes Act (Act) including the pursuant regulations and codes and standards, and Alberta Amendments that are in force and applicable in the following technical discipline(s) within their jurisdiction:

BUILDING	
<input checked="" type="checkbox"/>	All parts of the: <ul style="list-style-type: none"> • National Building Code – 2019 Alberta Edition
<input type="checkbox"/>	Only those parts of the National Building Code – 2019 Alberta Edition pertaining to small buildings being 3 storeys or less in height, having a building area of 600m ² or less and used as major occupancies classified as Group C - residential, Group D - business and personal services, Group E - mercantile, or Group F2 and F3 - medium and low hazard industrial
ELECTRICAL	
<input checked="" type="checkbox"/>	All parts of the: <ul style="list-style-type: none"> • Canadian Electrical Code Part 1
<input checked="" type="checkbox"/>	<ul style="list-style-type: none"> • Alberta Electrical Utility Code
PLUMBING	
<input checked="" type="checkbox"/>	All parts of the: <ul style="list-style-type: none"> • National Plumbing Code of Canada, and • Private Sewage Disposal System Standard of Practice.
GAS	
<input checked="" type="checkbox"/>	All parts of the: <ul style="list-style-type: none"> • Natural Gas and Propane Installation Code, • Propane Storage and Handling Code, and • Compressed Natural Gas Fueling Stations Installation Code; <p style="margin-left: 40px;">Excluding the:</p> <ul style="list-style-type: none"> • Installation Code for Propane Fuel Systems and Tanks on Highway Vehicles, and • Natural Gas for Vehicles Installation Code – Part 1 Compressed Natural Gas.
FIRE	
<input type="checkbox"/>	All parts of the: <ul style="list-style-type: none"> • Alberta Fire Code, and • Fire Investigation (cause and circumstance) <p style="margin-left: 40px;">Or</p>
<input type="checkbox"/>	All parts of the: <ul style="list-style-type: none"> • Alberta Fire Code except for those requirements pertaining to the installation, alteration, and removal of the storage tank systems for flammable liquids and combustible liquids, • Fire Investigations (cause and circumstance)
<i>Fire Prevention Programs</i> (optional)	
<input type="checkbox"/>	Public education

2.0 Quality Management Plan Administration

SMOKY LAKE COUNTY, TOWN OF SMOKY LAKE, VILLAGE OF WASKATENAU & VILLAGE OF VILNA

The Municipality is responsible for the administration, effectiveness and compliance with this Quality Management Plan (QMP).

The Municipality will provide permitting, inspection and compliance monitoring services through its own staff and/or one or more accredited agencies. The Municipality will ensure that sufficient personnel, both administrative and technical, will be available to meet obligations and respond to the workload as required for quality administration of the Act and all applicable regulations and codes and standards within, as required by this QMP. All services will be performed in compliance with this QMP, in an effective, timely, professional and ethical manner, and with impartiality and integrity while working co-operatively with owners and/or the owner's representative(s).

The Municipality recognizes that should the required services be provided by an accredited agency, the Municipality will ensure that a formal contract for services is in place. The Municipality understands that they are responsible to effectively manage the contract with the accredited agency to ensure that the accredited agency is adhering to the service delivery standards of the approved QMP of the Municipality. Contracts with accredited agencies will include a statement that ensures that all SCOs will have the right to work in atmosphere free of undue influence and hold the discretionary authority to perform their duties as outlined in the Act.

The Municipality will maintain an atmosphere that supports objective and unbiased decisions. All Safety Codes Officers (SCOs) working for the Municipality will have the ability and opportunity to independently make decisions relative to compliance monitoring, without undue influence of management, appointed or elected officials, or any other party.

The Municipality recognizes that the Safety Codes Council herein referred to as the "Council" or its representative may review/audit for compliance to this QMP, the Act, and Council policies. The Municipality will fully cooperate with the Council on matters that relate to the administration of the QMP including the review and audit process. The Municipality recognizes that the Council has full and unfettered access to all records of the Municipality relating to the provision of services under this QMP including the right to enter the Municipality premises at any reasonable time in order to inspect, review, audit, or retrieve such records. The Municipality will implement the recommendations of the reviewer/ auditor and the Administrator of Accreditation.

The Municipality, in the event that it ceases to administer the Act for any new thing, process, or activity to which the Act applies, will retain the responsibility for services provided under the Act while accredited, including the administration and completion of services for permits issued.

The Municipality has identified a QMP Manager who is responsible for the administration of the QMP.

The Municipality recognizes that failure to follow this QMP may result in suspension or cancellation of the Municipality's accreditation.

2.1 Personnel

The Municipality will employ, retain, or otherwise engage:

- SCOs who are appropriately certified and designated to carry out the provisions of the

QMP, and

- persons knowledgeable with the Act, regulations, codes, standards, Council policies, and other applicable legislation relative to the services to be provided.

SCOs shall have authority and freedom of discretion to:

- provide safety codes consultation,
- review plans,
- issue permits,
- carry out an inspection for anything, process, or activity to which this Act applies for the purpose of ensuring compliance with the Act ,
- issue reports and correspondence,
- accept verification of compliance,
- review alternative solution proposals,
- issue variances,
- issue Orders,
- engage in enforcement action,
- conduct investigations,
- require professional engagement, and
- re-inspect.

A registry of all SCOs and permit issuers whether employed or through a contracted accredited agency, that provide services pursuant to this QMP will be maintained and made available to the Council or auditors upon request. This registry will include SCO certification level(s) and designation of powers.

The Municipality acknowledges the responsibilities of the SCOs and the requirement to obtain training to maintain SCO certification.

The Municipality will ensure that its employed SCOs will attend update training/development as required by the Council to maintain current SCO certification and competency including but not limited to changes in:

- the Act,
- regulations under the Act,
- codes and standards mandated by the Act,
- procedures under the Act,
- Council policies and directives,
- Administrator directives,
- assigned duties, and
- professional development.

The Municipality will ensure that all staff, SCOs, permit issuers, and contract personnel performing duties under the Act are aware of the content of this QMP and any revisions. The Municipality will ensure its officers, staff, SCOs, contracted personnel, and contracted accredited agencies have access to a copy of this QMP, the Act, and regulations. The Municipality will train its involved staff and SCOs in the requirements of this QMP, and maintain the training records on the employee file.

The Municipality will ensure that the employed SCO(s) and staff follow the QMP.

2.2 Freedom of Information and Confidentiality

The Municipality will ensure that all staff, SCOs, permit issuers, and contracted personnel preserve confidentiality with respect to all information and documents that come to their knowledge from

their involvement with the administration of this QMP. The Freedom of Information and Protection of Privacy Act R.S.A. 2000, c F-25 and its regulations apply to all information and records relating to, created, or collected under this QMP.

2.3 Council Levy

The Municipality will collect the Council levy for each permit or service provided under the Act, and remits the levy to the Council in the manner and form prescribed by the Council.

2.4 Records

The Municipality will maintain a file system for all records associated to administration of the Act and services provisions within the QMP including:

- permit applications and permits,
- plans, specifications, and other related documents,
- new home warranty verification as applicable,
- licensed residential builder verification as applicable,
- plans review reports,
- requests for inspections and services,
- inspection reports,
- investigation reports including supporting documentation,
- verifications of compliance,
- variances including application and supporting documentation,
- orders,
- Permit Services Reports (PSRs),
- related correspondence,
- a registry of contracts that relate to the administration of the QMP including any contracts with accredited agencies, and
- all other information that may be related to the administration of the Act.

The Municipality will retain the files and records for a period no less than three (3) years in accordance to Council policy or in accordance to the Municipality's records retention policy, whichever is greater.

All records and other material related to the services provided under the administration of this QMP are the property of the Municipality. Any records where an accredited agency (s) was involved will be returned to the Municipality within a reasonable time of completion of the service or upon request of the municipality.

2.5 Revisions

Revisions to the Scope, Administration, or Service Delivery Standards in this QMP must be submitted with the acceptance of the Municipality's QMP Manager, or a "duly authorized" employee of the Municipality. A duly authorized municipal employee is an individual that has been given the authority by the municipality to sign the QMP on its behalf. All revisions to this QMP require the approval of the Administrator of Accreditation before they can be implemented.

The Municipality will:

- maintain a registry of the SCOs and contracted accredited agencies that have been provided with a copy of this QMP and amendments, and
- immediately distribute copies of approved amendments to all registered holders of this

QMP.

2.6 Permits / Permissions Administration

The Municipality will collect all information required by the permit regulation and as outlined in the operational requirements section of this QMP.

Permissions for the purpose of administering the Act, is deemed to be the same as a permit.

2.7 Annual Internal Review

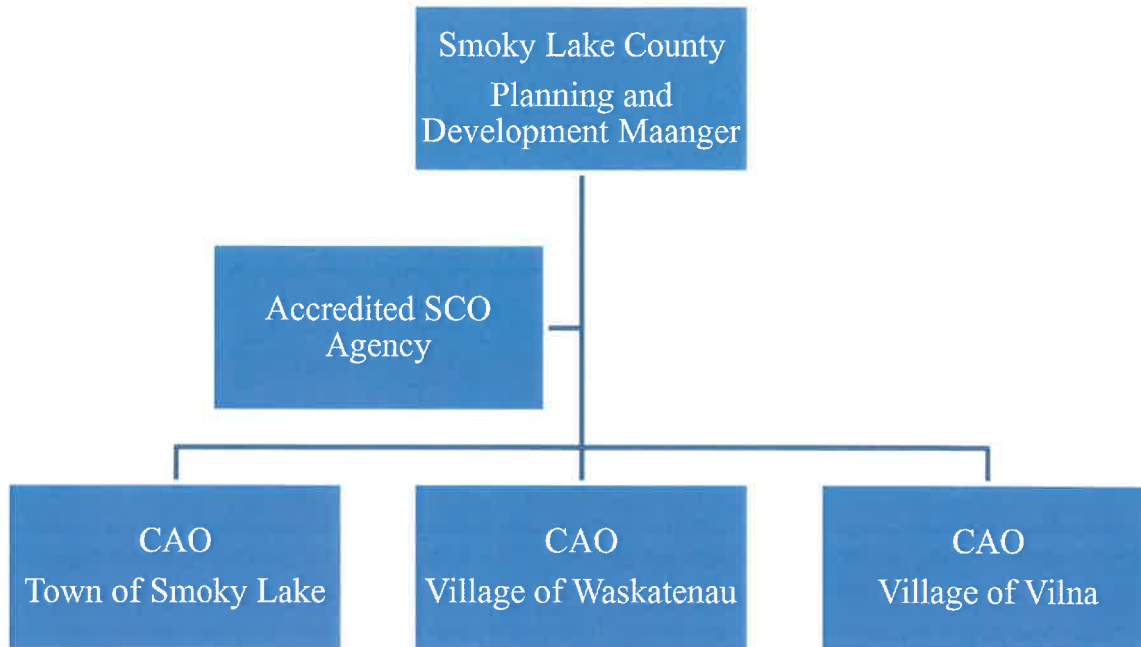
The Municipality will conduct an annual internal review to evaluate the compliance and effectiveness of the Municipality, staff, and QMP with respect to the administration of the Municipality's accreditation. At the conclusion of the internal review, the Municipality will provide to the Council a summary comprised of all findings of the review including any successes, areas for improvement, and the methodology used to achieve improvement or correction signed by the Chief Administration Officer and the designated QMP Manager.

The annual internal review will be submitted to the Council no later than the last day of March, reporting on the previous calendar year of safety codes administration.

2.8 Declaration of Status

The Municipality will ensure that any or all SCOs, staff, or officers, whether employed, retained or otherwise engaged by an accredited agency, will be an unbiased third party in any services provided under this QMP. This includes participation in any design, construction, installation or investigation activities for projects where they also provide compliance monitoring.

2.9 Organizational Chart



The above organizational structure including the use and reporting relationship of accredited agencies only applies with respect to the administration of this QMP

2.10 Municipality Agreement

In accordance with Council **Resolution #821-19** made on **June 27, 2019**, by **SMOKY LAKE COUNTY**, hereby provides agreement and signature to this QMP.

The Municipality hereby provides/acknowledges agreement, commitment, and adherence to this QMP.



CORY OLLIKKA,
CHIEF ADMINISTRATIVE OFFICER



CRAIG LUKINUK,
REEVE

Oct. 9, 2019

Date

Sept. 23, 2019

Date

collikka@smokylakecounty.ab.ca

Email Address

clukinuk@smokylakecounty.ab.ca

Email Address

SMOKY LAKE COUNTY

Name of Municipality

BOX 310, 4612 McDOUGALL DRIVE,
SMOKY LAKE, AB, T0A 3C0

Municipality Address

780-656-3730

Phone Number

780-656-3743

Fax Number

In accordance with Council **Resolution #495-19** made on **July 16, 2019**, by the **TOWN OF SMOKY LAKE**, hereby provides agreement and signature to this QMP.

The Municipality hereby provides/acknowledges agreement, commitment, and adherence to this QMP.



ADAM KOZAKIEWICZ,
CHIEF ADMINISTRATIVE OFFICER



HANK HOLOWAYCHUK,
MAYOR

Sept. 23, 2019

Date

Sept. 23, 2019

Date

cao@smokylake.ca

Email Address

hhollowaychuk@smokylake.ca

Email Address

TOWN OF SMOKY LAKE

Name of Municipality

56 WHEATLAND AVENUE,
SMOKY LAKE, AB, T0A 3C0

Municipality Address

780-656-3674

Phone Number

780-656-3675

Fax Number

In accordance with Council **Resolution #136-2019** made on **July 18, 2019**, by the **VILLAGE OF WASKATENAU**, hereby provides agreement and signature to this QMP.

The Municipality hereby provides/acknowledges agreement, commitment, and adherence to this QMP.


BERNICE MACYK,
CHIEF ADMINISTRATIVE OFFICER


CASEY CARON,
MAYOR

Sept. 23, 2019
Date

Sept. 23, 2019
Date

waskvillage@mcsnet.ca
Email Address

casey.caron@live.ca
Email Address

VILLAGE OF WASKATENAU
Name of Municipality

BOX 99, 5008 – 51ST STREET
WASKATENAU, AB, T0A 3P0
Municipality Address

780-358-2208
Phone Number

780-358-2208
Fax Number

In accordance with Council **Resolution # 085-19** made on **September 16, 2019**, by the **VILLAGE OF VILNA**, hereby provides agreement and signature to this QMP.

The Municipality hereby provides/acknowledges agreement, commitment, and adherence to this QMP.


LONI LESLIE,
CHIEF ADMINISTRATIVE OFFICER


LEO CHAPDELAINE,
MAYOR

Sept. 23, 2019
Date

Sept. 23, 2019
Date

vilna@mcsnet.ca
Email Address

mrchap
vilnamayor@shaw.ca
Email Address

VILLAGE OF VILNA
Name of Municipality

BOX 10, VILNA, AB
T0A 3L0
Municipality Address

780-636-3620
Phone Number

780-636-3022
Fax Number

2.11 Municipality QMP Manager Information

**JORDAN RUEGG
PLANNING AND DEVELOPMENT
MANAGER**

Name and Title of QMP Manager

jruegg@smokylakecounty.ab.ca

Email Address

SMOKY LAKE COUNTY

Name of Municipality

**BOX 310, 4612 McDOUGALL DRIVE,
SMOKY LAKE, AB, T0A 3C0**

Municipality Address

780-656-3730

Phone Number

780-656-3743

Fax Number

2.12 Notices

Any correspondence with regard to this QMP will be forwarded to both the Chief Administrative Officers and the QMP Manager of the Municipality.

Schedule B

Operational Requirements

3.0 Operational Requirements

3.1 Scope of Services

The operational requirements establishes responsibilities and processes in order to provide compliance monitoring services under the Act, applicable regulations, and Council policy including as applicable but not limited to:

- code advice:
 - construction,
 - building upgrade programs,
 - development and implementation of fire safety plans, and
 - storage of dangerous goods.
- plans examinations:
 - new construction,
 - building upgrade programs,
 - residential secondary suites, and
 - fire safety plans with emphasis to addressing the risk to occupied residential buildings.
- permit/permission issuance:
 - construction,
 - renovations/alterations/reconstruction/demolition/additions, or other changes
 - occupancy permit
 - occupancy load certificates,
 - storage tank systems for flammable liquids and combustible liquids installation, alteration or removal, and
 - storage, purchase or discharge of fireworks.
- compliance inspections of work and occupancy:
 - construction,
 - renovations/alterations/reconstruction/additions,
 - occupancy loads and changes in occupancy,
 - fire safety plan practices with emphasis to addressing the risk to occupied residential buildings,
 - follow-up inspections of deficiencies and unsafe conditions,
 - post-occupancy of facilities identified, and
 - special or other activities addressed in the codes or at the discretion of the SCO.
- alternative solutions/variances,
- verification of compliance (VOC),
- collection and remittance of Council levies,
- issuance of Permit Services Reports,
- investigations, and
- maintain files and records.

3.2 Interdisciplinary Technical Coordination

An effective safety codes system requires cooperation between technical disciplines.

Where possible or appropriate, SCOs from all technical disciplines will discuss/interact in relation to:

- inspections,
- subdivision applications,
- development permits,
- plans reviews,
- occupancy permits,
- occupancy load certificates,
- enforcement,
- closure of files, and
- areas of mutual interest.

3.3 Orders

A SCO will issue and serve an order in accordance with the Act, the Administrative Items Regulation, and Council policy. Orders will be in the format prescribed by the Council. Upon compliance with an Order, a notice of compliance will be provided to the person(s) to whom the Order was served and to the Council.

A SCO will:

- prior to issuing an Order, first make every reasonable effort, including consultation with the QMP Manager or designate, to facilitate conformance with the Act,
- issue an Order if the SCO is of the opinion that all other reasonable efforts to obtain compliance with the act have failed,
- issue an Order in accordance with the Act, the Administrative Items regulation and Council policies,
- on issuance of an Order, immediately provide a copy to the Municipal QMP Manager or designate and the Council,
- a copy of the Order will be provided to the Council within 30 days of issuance,
- monitor the Order for compliance, and
- issue written acknowledgement of Order being satisfied to all parties to whom the originating Order was served and to the Council.

Orders may be appealed in accordance with the Act and Council policy.

The enforcement of an Order is the responsibility of the Municipality. It is the purview of the Municipality to escalate enforcement measures as necessary.

3.4 Emergency Situations

If a SCO is, on reasonable and probable grounds, of the opinion that there is an imminent serious danger to persons or property because of any thing, process or activity to which the Act applies or because of a fire hazard or risk of explosion, the SCO may take any action that they consider necessary to remove or reduce the danger.

3.5 Alternative Solutions / Variances

A SCO may review an alternative solution proposal and issue a site, instance specific, or jurisdiction-wide variance from a code or referenced standard. An alternative solution proposal and variance cannot remove or relax an existing code, standard, or rule, nor be intended to provide product approval.

An SCO can issue a variance if they are of the opinion that the alternative solution proposal and variance provides approximately equivalent or greater safety performance with respect to persons and property as provided for by the Act.

An alternative solution proposal and variance will be issued in accordance with the Act. A request for a variance must:

- be made in writing;
- be signed by the owner or the owner's representative; and
- include support documentation that demonstrates that the variance requested provides equivalent or greater level of safety that is identified by the code, standard or regulation.

A SCO may only make a decision respecting an alternative solution proposal and variance after having thoroughly researched the subject matter.

A copy of an approved variance will be provided, within ten (10) days of issuance, to the:

- owner;
- contractor if applicable;
- the Council; and
- the Municipality, if issued by their contracted accredited agency.

Registration of the variance with the Council requires only a copy of the approved variance.

Submission of background and support documentation is not required.

For a site, or instance specific alternative solution proposal, a copy of the approved variance must be placed on the permit file.

3.6 Permit Administration

3.6.1 Permit Applications

An application for a permit and any information required to be included with the application must be submitted in a form and in a manner satisfactory to the SCO and/or permit issuer. The application must include the following information:

- (a) state the use or proposed use of the premises,
- (b) clearly set forth the address or location at or in which the undertaking will take place,
- (c) the owner's name and contact information,
- (d) any further information as required to enable the SCO and/or permit issuer to determine the permit fee,
- (e) describe the undertaking, including information, satisfactory to the SCO and/or permit issuer, regarding the technical nature and extent of the undertaking,
- (f) set out the name, complete address, telephone number and evidence of credentials required of the permit applicant, together with the written or electronic signature of the permit applicant,
- (g) for a permit for the building discipline:
 - i. state the type of occupancy,
 - ii. set out the prevailing market value of the undertaking,
 - iii. if a structure is to be installed on a temporary basis, as determined by the permit issuer, state the period for which the structure will be installed,
- (h) include a method of payment of fees acceptable to the permit issuer,

- (i) include any further information that the SCO and/or permit issuer considers necessary, including the provision of:
- i. a site plan that shows the actual dimensions of the parcel of land and the location of the proposed undertaking in relation to the boundaries of the parcel of land and other buildings on the same parcel of land,
 - ii. copies of plans and specifications for the proposed undertaking,
 - iii. documentation required to verify information provided by the applicant, and
- (j) A Freedom of Information and Protection of Privacy Act (FOIPP) statement that meets the requirements of FOIPP as per the following example will be included on the permit application:

“The personal information provided as part of this application is collected under the Safety Codes Act and the Municipal Government Act and in accordance with the Freedom of Information and Protection of Privacy Act. The information is required and will be used for issuing permits, safety codes compliance verification and monitoring, and property assessment purposes. The name of the permit holder and the nature of the permit is available to the public upon request. If you have any questions about the collection or use of the personal information provided, please contact the Municipality.”

3.6.2 Required terms of permit issuance

Permits will include the following information:

- a permit number or other unique identifier that has been assigned by the permit issuer to the undertaking,
- the date on which the permit is issued,
- the name of the owner and/ or the person to whom the permit has been issued,
- where the undertaking is to take place,
- a description of the undertaking or portion of the undertaking governed by the permit, and
- contain any other information that the SCO and/or permit issuer considers necessary.

3.6.3 Terms and Conditions of Permit

A permit may contain terms and conditions that include but are not limited to:

- requiring permission be obtained from the SCO before occupancy or use of the construction, process or activity under the permit,
- setting the date on which the permit expires,
- setting a condition that causes the permit to expire,
- setting the period of time that the undertaking may be occupied, used or operated,
- setting the scope of the undertaking being permitted,
- setting the location or locations of the undertaking being permitted,
- setting the qualifications of the person responsible for the undertaking and/or doing the work,
- requiring an identification number or label to be affixed to the undertaking, and
- requiring SCO approval be obtained before any part of the work or system is occupied, covered or concealed.

3.6.4 Annual Permits

An annual permit may be issued in the electrical, gas or plumbing discipline allowing the owner or operator of the premise to effect minor repairs, alterations or additions on the premises under the following conditions:

- a person who holds a trade certificate in the appropriate trade under the Apprenticeship and Industry Training Act carries out the undertaking,
- the permit does not entitle the owner or operator to effect major alternations or additions to the premise, and
- the owner or operator maintains on the premise an accurate record of all repairs for the previous 2 years and makes the records available to an SCO upon request.

The inspection time frame for an Annual Permit may not be extended.

3.6.5 Permit Expiry

A permit shall expire with the time period set in the Permit or in the absence of a different term set in the permit, in conformance with the Act and the Permit Regulation.

The Municipality shall upon a permit expiring:

- notify the owner and the permit applicant as indicated on the permit application by issuing the Permit Services Report, and
- close the permit recording the expiration in the records management system including the reason.

3.6.6 Permit Timeframe Extension

A SCO and/or permit issuer may on the written request of a permit holder extend a permit for a fixed period of time that the SCO and/or permit issuer considers appropriate. The application for timeframe extension must be received prior to the permit expiring.

3.6.7 Permit Services Report (PSR)

A PSR:

- will be used to complete and close a file,
- will be issued within 30 days of completing the compliance monitoring services as required in this QMP (completion of compliance monitoring services means; after the final or only required inspection, after acceptance of a verification of compliance (VOC) in lieu of an inspection when permitted, or after compliance with the no-entry policy with respect to the final or only required inspection), and
- be issued to the Owner (the Owner, for the purposes of this document means, in order of preference; the Owner of the project at the time the permit was purchased, at the time the compliance monitoring services were provided, or at the time the PSR was issued).

The Municipality or an SCO may:

- reactivate the file at any time, and
- inspect post permit closure and attach report to the permit.

The Municipality will not issue a PSR or close the file if there is an identified unsafe condition that has not yet been corrected.

3.6.8 Permit Refusal, Suspension, or Cancellation

A SCO may refuse, suspend or cancel a permit in conformance with the Act and the Permit Regulation.

The Municipality will upon refusal, suspension or cancellation of a permit:

- notify the owner and the permit applicant including the reason for the refusal, suspension or cancellation, and advise of the owner's right to appeal, and
- issue a PSR identifying the reason for the refusal, suspension or cancellation of the permit.

3.7 Site Inspections/Inspection Reports

Inspections will be conducted to determine and advise the owner of compliance to applicable codes and standards.

Inspections will:

- be conducted by a SCO,
- determine if the work, thing, or activity complies with the Act, regulations, and codes and standards,
- be conducted within the time frames noted in the discipline specific sections of this QMP,
- inspection services will be conducted within 5 working days of the requested inspection date, and
- be conducted the at the stage(s) indicated in the discipline specific sections of this QMP, address the work of the inspection stage, any previously identified deficiencies, and any related work or condition observed.

An inspection report will be completed following the inspection and will include:

- permit number and Municipality file number (if applicable),
- discipline,
- Municipality name,
- owner name, address, phone number and email (if email is applicable),
- contractor name, address, phone number and email (if email is applicable),
- address of the inspection,
- date of the inspection,
- the stage(s) of work being inspected,
- a description of the applicable work in place at the time of inspection,
- all observed deficiencies including any condition where the work is incomplete, or does not comply with the Act or an associated code or regulation and in the opinion of the SCO is not an unsafe condition,
- all observed unsafe conditions including any condition that, in the opinion of the SCO, could result in property loss, injury, or death, and is not a situation of imminent serious danger, and
- all observed situations of imminent serious danger and the action taken by the SCO to remove or reduce the danger.

Inspection reports will:

- include name, signature, and designation number of the SCO conducting the inspection,
- be provided either electronically or hard copy to the permit applicant, contractor, and permit file; and if requested to the Owner, project consultant, Architect, or Consulting Engineers,
- document the corrected unsafe conditions through re-inspection(s) or VOC, and

- include all outstanding deficiencies from all inspection reports and plan reviews on the PSR.

For the purposes of this QMP:

- a deficiency is any condition where the work is incomplete, or does not comply with the Act, regulation or an associated code, and may include an unsafe condition(s),
- an unsafe condition is any condition that, in the opinion of the SCO, could result in injury, death, or property damage or loss, and may include a deficiency or a situation of imminent serious danger,
- a final inspection means an inspection conducted when the project or designated portion of the project, in the opinion of the SCO is sufficiently complete, safe, and compliant such that the owner can safely occupy or utilize the work for its intended use, and
- imminent serious danger is a condition that, in the opinion of the SCO will result in injury, death, or property damage or loss if the condition is not corrected in a timely manner.

A SCO may, in addition to the mandatory inspections stipulated in this QMP, conduct as many inspections as required to ensure that safety and compliance with the Act has reasonably been achieved.

3.8 No-Entry Policy

When a SCO is unable to gain entry to a site for a required inspection, the SCO will leave a notification on-site, or forward notification to the owner or permit applicant (as appropriate), advising of the inspection attempt and requesting that the Municipality be contacted to arrange for the site inspection.

If the Municipality does not receive a response within 30 days of notification, the Municipality notify the owner or permit applicant (as appropriate), a second notification requesting that the Municipality be contacted within 30 days to arrange for a site inspection.

If the Municipality is not contacted within 30 days of the second notification, the inspection stage may be considered a “no-entry” and counted as the required interim or final inspection. It will be noted on the Permit Services Report that a final inspection was not conducted and the file will be closed.

3.9 Verification of Compliance (VOC)

A SCO, at their discretion, may accept a VOC in place of an inspection for an identified deficiency or noncompliance. The re-inspection may:

- follow-up on noted deficiencies or unsafe conditions on a site inspection report, or
- in lieu of a site inspection when permitted in this QMP (e.g. labelled mobile home siting, minor residential improvements).

A VOC will include the:

- identification of the document as a VOC,
- address of where the VOC is being applied for,
- permit number and discipline,
- name and title of the person who provided the VOC and how it was provided (i.e. written assurance, verbal assurance (with written documentation), site visit by designate, photographs, etc.),
- date accepted by the SCO, and
- signature and designation number of the SCO.

3.10 Investigation of an Unsafe Condition, Accident, or Fire

A SCO may investigate an unsafe condition, or accident to determine its cause and circumstance and make recommendations related to safety.

In relation to the fire discipline, an SCO will investigate the cause, origin, and circumstance of every fire in which a person dies or suffers injury that requires professional medical attention or in which property is damaged or destroyed.

When investigating an unsafe condition, or accident, or fire, a SCO has the authority to exercise the powers under the Act and close all or part of the affected premise for a period of 48 hours or for a period authorized by a justice to prevent injury or death or to preserve property while conducting an investigation.

No person shall remove or interfere with anything in, on or about the place where the unsafe condition, accident or fire occurred until permission has been granted by a SCO, unless it is necessary to do so to prevent death or injury, to protect property or to restore service.

A SCO who conducts an investigation will submit a copy of the report to an Administrator and provide a summary of the investigation to the Council.

Schedule C

Technical Discipline Service Delivery Standards

4.0 Technical Discipline Service Delivery Standards

4.1 Schedule C.1 BUILDING

Building Permits

The Municipality will, **prior** to permit issuance:

- obtain construction documents including plans and specifications as outlined in the Alberta Building Code (NBC),
- obtain any letters or schedules required to be provided by the NBC,
- conduct a preliminary review of the construction documents to determine if professional involvement is required or if there are any potentially significant code compliance issues,
- review applicable information on land conditions e.g. Sub strata, soil conditions, water table,
- obtain documents with the seal and signature of a registered architect and/or professional engineer(s), when required by the NBC,
- obtain New Home Warranty verification where applicable, and
- obtain a hot works permit, where applicable.

Construction Document Review

The Municipality will, not more than 15 days after permit issuance:

- complete a review of the construction documents in accordance with the requirements of the NBC,
- prepare a Plans Review Report,
- provide the Plans Review Report to the permit applicant and/or the contractor, and the Municipality's file and if requested, to the owner, project consultant, architect, or consulting engineers, and
- provide one set of the examined construction documents to the permit applicant for retention and review at the project site, and retain one set on the Municipality's file.

The Municipality will, prior to construction, alteration or demolition operations, obtain in writing, a fire safety plan for the project site.

Compliance Monitoring on Projects requiring Professional Involvement

The Municipality will:

- collect and maintain on file, required schedules, and/or a letter(s) of compliance from the professional architect or engineer when a part(s) of the building requires a professional architect or engineer, and
- collect and maintain on file all schedules and letters of compliance required in accordance with the NBC when the registered professional architect and/or engineer involvement is required for the work covered under a permit.

Building Site-Inspections

A Building SCO will conduct site inspections at the stages indicated in the following tables:

Site Inspection Stages for Part 9 Buildings Not Requiring Overall Professional Involvement

Type Of Project	Type of Building & Major Occupancy	Minimum # of Inspections	Inspection Stage
New Construction, OR Alteration, addition, renovation, reconstruction, change in occupancy, minor work (with a value of not more than \$50,000)	All	2	<ul style="list-style-type: none"> o at any stage OR <ul style="list-style-type: none"> o within 1 year from permit issuance
Demolition	All	1	<ul style="list-style-type: none"> o at any stage within 1 year from permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work of more than \$50,000)	Single & Two Family Dwellings (Group C)	3	<ul style="list-style-type: none"> o complete foundation (prior to backfill) AND <ul style="list-style-type: none"> o solid or liquid fuelled appliance(s), building envelop, and framing (prior to covering up with insulation and vapour barrier) OR <ul style="list-style-type: none"> o building envelope including insulation and vapour barrier (prior to drywall) AND <ul style="list-style-type: none"> o final, including HVAC completion within 2 years of permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work of more than \$50,000)	Multi-family Residential, Townhouses, Small Apartments (Group C)	3	<ul style="list-style-type: none"> o complete foundation (prior to backfill) AND <ul style="list-style-type: none"> o solid or liquid fuelled appliance(s), building envelop, and framing (prior to covering up with insulation and vapour barrier) OR <ul style="list-style-type: none"> o building envelope including insulation and vapour barrier (prior to drywall) AND <ul style="list-style-type: none"> o final, including fire alarm and HVAC completion within 2 years of permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy, (with a value of work of more than \$50,000)	Business & Personal Services, Mercantile, Med. & Low Hazard Industrial (Group D, E, F2, F3)	3	<ul style="list-style-type: none"> o complete foundation (prior to backfill) AND <ul style="list-style-type: none"> o building envelope and HVAC rough-in OR <ul style="list-style-type: none"> o framing, structure, and building envelop (prior to insulation and vapour barrier) AND <ul style="list-style-type: none"> o final, including HVAC completion within 2 years of permit issuance

Site Inspection Stages, Part 3 Buildings Not Requiring Overall Professional Involvement

Type Of Project	Major Occupancy	Minimum # of Inspections	Inspection Stages
Alteration, addition, renovation, reconstruction, change in occupancy, minor work (with a value of not more than \$50,000)	All	1	<ul style="list-style-type: none"> ○ at any stage OR ○ within 1 year of completion
Demolition	All	1	<ul style="list-style-type: none"> ○ at any stage within 1 year of permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy with a value of work more than \$50,000 and less than \$200,000)	All	2	<ul style="list-style-type: none"> ○ *foundation OR ○ *framing, structure OR ○ *HVAC rough-in OR ○ *fire suppression systems OR ○ *fire alarm system OR ○ *HVAC completion OR ○ *interior partitioning OR ○ Medical Gas rough in AND ○ *final within 2 years of permit issuance <p>* NOTE: Any of these site inspections may be combined when it's reasonable to do so, and if site conditions permit.</p>
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy (value of work more than \$200,000)	All	3	<ul style="list-style-type: none"> ○ *foundation OR ○ *framing, structure OR ○ *HVAC rough-in OR ○ *fire suppression systems OR ○ *fire alarm system OR ○ *HVAC completion OR ○ *interior partitioning OR ○ Medical Gas rough in AND ○ *final within 2 year of permit issuance <p>* NOTE: Any of these site inspections may be combined when it's reasonable to do so, and if site conditions permit.</p>

Site Inspection Stages, Part 3 or 9 Buildings Requiring Overall Professional Involvement

Type Of Project	Major Occupancy	Minimum # of Inspections	Inspection Stages
Alteration, addition, renovation, reconstruction, change in occupancy, minor work (with a value of not more than \$50,000)	All	1	<ul style="list-style-type: none"> o at any stage OR <ul style="list-style-type: none"> o within 1 year of permit issuance
Demolition	All	1	<ul style="list-style-type: none"> o at any stage within 1 year of permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy (value of work more than \$50,000 and less than \$200,000)	All	2	<ul style="list-style-type: none"> o interim inspection at approximately the mid-term of the work AND <ul style="list-style-type: none"> o final within 2 years of permit issuance
New Construction OR Alteration, addition, renovation, reconstruction, change of occupancy (value of work more than \$200,000)	All	3	<ul style="list-style-type: none"> o *foundation OR <ul style="list-style-type: none"> o *framing, structure OR <ul style="list-style-type: none"> o *HVAC rough-in OR <ul style="list-style-type: none"> o *fire suppression systems OR <ul style="list-style-type: none"> o *fire alarm system OR <ul style="list-style-type: none"> o *HVAC completion <ul style="list-style-type: none"> o OR o Interior Partitioning OR <ul style="list-style-type: none"> o Medical Gas rough in AND <ul style="list-style-type: none"> o *final within 2 years of permit issuance <p>* NOTE: Any of these site inspections may be combined when it's reasonable to do so, and if site conditions permit.</p>

In conjunction with / exceptions to with the above tables:

Site Inspection of labelled mobile home siting will consist of at least one on-site inspection within 90 days of permit issuance.

Site Inspection of Part 10 buildings will consist of at least one on-site inspection within 30 days of final set-up stage.

Site Inspection of Solid or Liquid Fuelled Heating Appliances (under separate permit) will consist of at least one on-site inspection, prior to covering, within 180 days of permit issuance.

Site Inspection of Mechanical, Heating, or Ventilation Systems (under separate permit) will consist of at least one on-site inspection at the completion stage, prior to covering, within 180 days of permit issuance.

Site Inspection of Vendors that advertise, display, or offer for sale, things to which the Act applies will consist of inspecting upon complaint or concern.

Site Inspection of Manufacturers will be conducted as per the permit inspection schedule for permitted work; or initiate the compliance and enforcement process for work not permitted or under other safety codes administration such as accredited corporation monitoring, a Standards Council of Canada program, a provincial government manufacturing program, or an international agreement, where the work is within scope of safety codes requirements.

4.2 Schedule C.2 ELECTRICAL AND ELECTRICAL UTILITY

Electrical Permits

The Municipality will issue Electrical Permits.

Construction Document Review

A SCO and/or a permit issuer may, as a condition of the permit, require the permit applicant to submit construction documents (including plans and specifications) describing the work for any proposed electrical installation.

Electrical Site-Inspections

An Electrical SCO will conduct site inspections at the stages indicated in the following table:

Site Inspections for Electrical Installations

Type of Project	Minimum # of Inspections	Inspection Stages
Public Institutions, Commercial, Industrial, Multi-Family Residential (with value of work over \$10,000)	2	<ul style="list-style-type: none"> o rough-in inspection (prior to cover-up) AND o final inspection at substantial completion of work described on the permit within 2 years of permit issuance
Public Institutions, Commercial, Industrial, Multi-Family Residential (with value of work \$10,000 or less)	1	<ul style="list-style-type: none"> o rough in inspection or final inspection, within 1 year of permit issuance
Single Family Residential or Farm Buildings (with value of work over \$2,500)	2	<ul style="list-style-type: none"> o completed rough-in inspection (prior to cover-up) AND o final inspection at substantial completion of work described on the permit within 2 years of permit issuance
Single Family Residential or Farm Buildings (with value of work \$2,500 or less)	1	<ul style="list-style-type: none"> o final inspection, within 180 days of completed work
Skid Units, Relocatable Industrial Accommodation, Oilfield Pump-jacks, Temporary Services	1	<ul style="list-style-type: none"> o rough-in inspection (prior to cover-up) OR o final inspection within 180 days of permit issuance, including all additional wiring for Relocatable Industrial Accommodation and Manufactured Housing
Annual Permit (for minor alterations/additions conducted on one site)	2	<ul style="list-style-type: none"> o mid- term inspection o final inspection, within 60 days of expiry of permit

Site Inspection of Vendors that advertise, display, or offer for sale, things to which the Act applies will consist of inspecting upon complaint or concern.

Site Inspection of Manufacturers will be conducted as per the permit inspection schedule for permitted work; or initiate the compliance and enforcement process for work not permitted or under other safety codes administration such as accredited corporation monitoring, a Standards Council of Canada program, a provincial government manufacturing program, or an international agreement, where the work is within scope of safety codes requirements.

4.2.1 Electrical Utility

Where applicable, the Municipality will act in accordance with the *Alberta Electrical Utility Code* for the installation and maintenance of electrical utility systems.

Construction Document Review

Prior to construction, a SCO, with will review design documents and construction drawings applicable to the new installation of utility systems.

Standard designs for construction will be required to be reviewed on an ongoing basis to ensure that compliance is continually being achieved with applicable electrical system designs and regulation for the new installation of utility systems.

A plans review would not normally apply for work done in accordance with existing drawings, standards and design. A plans review may be waived, at the discretion of the SCO, for minor alteration or renovation of utility systems.

A SCO may review design drawings which are not based on a standard design previously approved to ensure that compliance with applicable codes and standards are being achieved.

Maintenance of Utility Systems includes but is not limited to poles, substations and overhead/ underground systems.

Electrical Utility System Site Inspections

A Group B Electrical SCO will conduct site inspections, in accordance with the following table:

Site Inspections for Electrical Utility Systems

Distribution (Dollar values based on project cost)	Minimum percentage of completed projects to be inspected
Less than \$75K	30%
Greater than \$75K, less than \$500K	50%
Greater than \$500K	100%
Transmission and Substations	
Less than \$200K	50%
Greater than \$200K	100%

For construction that is based on a custom design, is not repetitive in nature and not based on standard designs and that have been signed by a Professional Engineer, the frequency of inspections shall be 30%.

The installations selected for site inspection will be selected at the discretion of the SCO. The SCO will consider the following elements when selecting installations for site inspections:

- urban verses rural construction,
- customer type i.e. industrial, commercial, farm, residential,
- system upgrades,
- geographic location and terrain, i.e. service area, forest, prairie,
- construction crews involved, and
- facility risks.

The purpose for considering these elements is to provide for a thorough sample of the annual construction projects completed by the municipality.

4.3 Schedule C.3 PLUMBING

Plumbing Permits

The Municipality will issue Plumbing permits.

Construction Document Review

A SCO and/or a permit issuer may, as a condition of the permit, require the permit applicant to submit construction documents including plans and specifications describing the work for any proposed plumbing installation.

Plumbing Site-Inspections

A Plumbing SCO will conduct site inspections at the stages indicated in the following table:

Site Inspections for Plumbing Installations

Installation Type	Minimum # of Inspections	Plumbing Installation Stage
Public Institutions, Commercial, Industrial, Multi-Family Residential (with more than 5 fixtures)	2	<ul style="list-style-type: none"> ○ rough-in below grade prior to covering OR ○ rough-in above grade prior to covering AND ○ final inspection at substantial completion of work described on the permit within 2 years of permit issuance
Public Institutions, Commercial, Industrial, Multi-Family Residential (with 5 fixtures or less)	1	<ul style="list-style-type: none"> ○ rough-in below grade prior to covering OR ○ rough-in above grade prior to covering OR ○ final inspection at substantial completion of work described on the permit within 2 years of permit issuance
Single Family Residential or Farm Buildings new construction (or alteration, addition, or renovation with more than 5 fixtures)	2	<ul style="list-style-type: none"> ○ completed rough-in below grade OR ○ completed rough-in above grade prior to covering (within 180 days of permit issuance) AND ○ final inspection at substantial completion of work described on the permit within 2 years of permit issuance
Single Family Residential or Farm Building alteration, addition, or renovation (with 5 fixtures or less)	1	<ul style="list-style-type: none"> ○ final inspection at substantial completion of work described on the permit within 2 years of permit issuance
Annual Permit	2	<ul style="list-style-type: none"> ○ mid-term inspection AND ○ final inspection at substantial completion of work described on the permit within 2 years of permit issuance
Private Sewage Disposal Systems	1	<ul style="list-style-type: none"> ○ site inspection completed prior to covering.

Site Inspection of Vendors that advertise, display, or offer for sale, things to which the Act applies will consist of inspecting upon complaint or concern.

Site Inspection of Manufacturers will be conducted as per the permit inspection schedule for permitted work; or initiate the compliance and enforcement process for work not permitted or under other safety codes administration such as accredited corporation monitoring, a Standards Council of Canada program, a provincial government manufacturing program, or an international agreement, where the work is within scope of safety codes requirements.

Permits for Private Sewage Disposal Systems

The Municipality will issue permits for Private Sewage Disposal System installations.

Permit Issuance for Private Sewage Disposal Systems

The Municipality will, prior to permit issuance require the permit applicant to provide all relevant installation details including:

- a site plan,
- the expected volume of sewage per day,
- the criteria used to determine the expected volume of sewage per day,
- description and details of all sewage system treatment and effluent disposal component(s), and
- details of the method(s) used to determine the soil effluent loading rate, including the results of the method(s) and who they were conducted by, and the depth to the water table if less than 2.4 m from ground surface.

A Plumbing Group B SCO will complete a review of the permit application information for compliance with the Private Sewage Disposal System regulations prior to permit issuance.

Private Sewage Disposal System Site Inspections

A Plumbing Group B SCO will conduct a minimum of one site inspection prior to covering.

4.4 Schedule C.4 GAS

Gas Permits

The Municipality will issue Gas Permits.

Construction Document Review

A SCO and/or a permit issuer may, as a condition of the permit, require the permit applicant to submit construction documents including plans and specifications describing the work for any proposed gas installation.

Gas Site-Inspections

A Gas SCO will conduct site inspections at the stages indicated in the following table:

Site Inspections for Gas Installations

Installation Type	Minimum # of Inspections	Gas Installation Stages
Public Institutions, Commercial, Industrial, Multi-Family Residential	2	<ul style="list-style-type: none"> ○ rough-in AND ○ final inspection at substantial completion of work described on the permit within 2 years of permit issuance
Single Family Residential or Farm Buildings	2	<ul style="list-style-type: none"> ○ rough-in ○ AND ○ final inspection at substantial completion of work described on the permit within 2 years of permit issuance
Single Family Residential accessory buildings, or any use alteration, addition, renovation, or reconstruction	1	<ul style="list-style-type: none"> ○ final inspection at substantial completion of work described on the permit within 2 years of permit issuance
Temporary Heat Installations (under separate permit), temporary services	1	<ul style="list-style-type: none"> ○ final inspection at substantial completion of work described on the permit within 2 years of permit issuance
Annual Permit	2	<ul style="list-style-type: none"> ○ mid-term inspection AND ○ final inspection at substantial completion of work described on the permit within 2 years of permit issuance

Site Inspection of Vendors that advertise, display, or offer for sale, things to which the Act applies will consist of inspecting upon complaint or concern.

Site Inspection of Manufacturers will be conducted as per the permit inspection schedule for permitted work; or initiate the compliance and enforcement process for work not permitted or under other safety codes administration such as accredited corporation monitoring, a Standards Council of Canada program, a provincial government manufacturing program, or an international agreement, where the work is within scope of safety codes requirements.

Definitions:

- 1) ***On request or complaint*** - the process as defined by municipal operational policy.
- 2) ***Once every month*** - a specific day is set which shall apply in each month for each occupancy or site to be inspected. An inspection conducted within 7 days of this set date is deemed to have met with the quantitative intent of this QMP.
- 3) ***Once every 6 months*** - a specific day is set which shall apply in each 6th month for each occupancy or site to be inspected. An inspection conducted within 30 days of this set date is deemed to have met with the quantitative intent of this QMP.
- 4) ***Once every 12 months*** - a specific day is set which shall apply in each 12th month for each occupancy or site to be inspected. An inspection conducted within 60 days of this set date is deemed to have met with the quantitative intent of this QMP.
- 5) ***Once every 24 months*** - a specific day is set which shall apply in each 24th month for each occupancy or site to be inspected. An inspection conducted within 60 days of this set date is deemed to have met with the quantitative intent of this QMP.

REQUEST FOR DECISION		DATE	June 24, 2021	4.2
TOPIC	Proposed Bylaw 1398-21: Cancellation of all that portion of "FIRST AVE" and cancellation of all that portion of "MAIN ST", as shown on PLAN 2206CL, located within the Hamlet of Edwand			
PROPOSAL	<ul style="list-style-type: none"> To adopt Bylaw 1398-21: Cancellation of all that portion of "FIRST AVE" and cancellation of all that portion of "MAIN ST", as show on Plan 2206CL, located within the Hamlet of Edwand. 			
BACKGROUND	<ul style="list-style-type: none"> On November 11, 2017, the Planning and Development Manager for Smoky Lake County received a request indicating that a number of property owners located in the Hamlet of Edwand are interested in making an application to have portions of undeveloped road allowances located within the Hamlet closed and consolidated with adjacent properties. © Attachment 1 A similar request was made in 2010 and surveying work had begun but the County was unable to get commitments from all of the affected landowners to purchase the land comprising the areas of the proposed road closure. A previous iteration of Bylaw 1398-21 (Bylaw 1325-18) was given First Reading on October 25, 2018 and a Public Hearing was held on Bylaw 1325-18 on December 6, 2018. No representations were made on or before the Public Hearing. Following the Public Hearing, Bylaw 1325-18 was sent to the Minister of Transportation for approval. Smoky Lake County has not received approval of Bylaw 1325-18 from the Minister. Section 188(a) of the <i>Municipal Government Act</i> states that previous readings of a proposed bylaw are rescinded if the proposed bylaw does not receive Third Reading within 2 years after First Reading. Proposed Bylaw 1398-21 is identical to Bylaw 1325-18. A number of improvements are currently encroaching onto the road labelled as "FIRST AVE.", onto the road labelled as "MAIN ST." and onto the adjacent lands legally described as Plan 220CL, Block (R) © Attachment 2 A current map of Edwand is attached © Attachment 3 A map showing the proposed lot boundaries following closure and consolidation of the undeveloped road allowance and consolidation of the current Municipal Reserve lands is attached © Attachment 4 A copy of proposed Bylaw 1398-21 is attached for reference. © Attachment 5 <p><u>May 24, 2018 – Smoky Lake County Council Meeting</u></p> <ul style="list-style-type: none"> Motion 588-18: "That Smoky Lake County schedule a Public Hearing on June 28, 2018, at 9:30 a.m., for the purposes of obtaining public input on the proposed removal of the "Reserve" designation of the Municipal Reserve legally described as Plan 2206CL, Block (R) Reserve, located within the Hamlet of Edwand, and provide Notice of said Public Hearing as per sec 606 and sec 674 of the <i>Municipal Government Act</i>." <p><u>June 28, 2018 – Public Hearing – Smoky Lake County Council Chambers</u></p> <ul style="list-style-type: none"> A Public Hearing was held on June 28, 2018 at the Smoky Lake County Council chambers. There were no submissions presented in favor, nor opposition to the proposed removal of the "Reserve" designation from the lands legally described as Plan 2206CL, Block (R) Reserve. Motion 702-18: "That Smoky Lake County approve the following resolution: A resolution of the Council of Smoky Lake County for the purpose of removal of designation as a Municipal Reserve in accordance with Section 675 of the <i>Municipal Government Act</i>, Chapter M-26, RSA 2000. WHEREAS, the lands hereafter described are no longer required for Municipal Reserve purposes. THEREFORE, be it resolved that the Council of Smoky Lake County does hereby remove the Municipal Reserve 			

designation for the purposes of performing a boundary adjustment, from the lands legally described as: PLAN2206CL, BLOCK (R) RESERVE, EXCEPTING THEREOUT ALL MINES AND MINERALS.”

August 30, 2018 – Smoky Lake County Council Meeting

- **Motion 862-18:** “That Smoky Lake County prepare a bylaw to close all of the undeveloped road labelled as “FIRST AVE”, as shown on Plan 2206CL, and to close all of the undeveloped road labelled as “MAIN ST”, as shown on Plan 2206CL, and to consolidate these closed portions with the adjacent lots, at no cost to Smoky Lake County.”

October 25, 2018 – Smoky Lake County Council Meeting

- **Motion 53-18:** “That Smoky Lake County Council give FIRST READING to Bylaw 1325-18: Cancellation of all that portion of “FIRST AVE” and cancellation of all that portion of “MAIN ST”, as shown on PLAN 2006CL, located within the Hamlet of Edward, and to schedule a Public Hearing for Thursday, December 6, 2018, at 1:15 p.m., to be held at the Smoky Lake County Council Chambers; and to advertise said Public Hearing as per section 22, section 230 and section 606 of the *Municipal Government Act*.”

December 6, 2018 – Smoky Lake County Council Meeting

- A Public Hearing was held on proposed Bylaw 1325-18.
- **Motion 134-18:** “That Smoky Lake County prepare and send to Alberta Transportation and defer Bylaw No. 1325-18: a bylaw for the cancellation of all that portion of “FIRST AVE” and cancellation of all that portion of “MAIN ST”, as shown on Plan 2206CL, located within the Hamlet of Edward.”

NEXT STEPS:

1. First Reading of Bylaw 1398-21 – June 24, 2021.
2. Public Hearing on proposed Bylaw 1398-21 – June 24, 2021.
3. Bylaw will be sent to Alberta Transportation for their review and signature.
4. 2nd and 3rd Reading of proposed Bylaw 1398-21.
5. File will be sent to Land Titles office for processing.

CORRELATION TO BUSINESS (STRATEGIC) PLAN

Nil

LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS

MGA Section

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

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

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

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

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

Rescission of previous bylaw readings

188 The previous readings of a proposed bylaw are rescinded if the proposed bylaw

- a) does not receive third reading within 2 years after the first reading

When to hold public hearing

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

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

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

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

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

(4) In the public hearing, council

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

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

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

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

Requirements for advertising

606(1) The requirements of this section apply when this or another enactment requires a bylaw, resolution, meeting, public hearing or something else to be advertised by a municipality, unless this or another enactment specifies otherwise.

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

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

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

(4) A notice of a proposed resolution must be advertised under subsection

		<p>(2) before it is voted on by council.</p> <p>(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.</p> <p>(6) A notice must contain</p> <p>a) a statement of the general purpose of the proposed bylaw, resolution, meeting, public hearing or other thing,</p> <p>b) the address where a copy of the proposed bylaw, resolution or other thing, and any documents relating to it or to the meeting or public hearing may be inspected,</p> <p>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</p> <p>d) in the case of a meeting or public hearing, the date, time and place where it will be held.</p> <p>(7) A certificate of a designated officer certifying that something has been advertised in accordance with this section is proof, in the absence of evidence to the contrary, of the matters set out in the certificate.</p> <p>(8) The certificate is admissible in evidence without proof of the appointment or signature of the person who signed the certificate.</p>
BENEFITS	<ul style="list-style-type: none"> Rectifies encroachment issues on Municipal Reserve Lands Improved utility of landowners' lots 	
DISADVANTAGES	<ul style="list-style-type: none"> Nil. 	
ALTERNATIVES	<ul style="list-style-type: none"> Take no action. Make changes to the requested road closure area. 	
FINANCE/BUDGET IMPLICATIONS		
Operating Costs:	\$5,000.00-10,000.00	Capital Costs: _____
Budget Available:	_____	Source of Funds: <u>Landowners</u>
Budgeted Costs:	_____	Unbudgeted Costs: _____
INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS	Following First Reading of the proposed Bylaw and after a Public Hearing has been held on the proposed Bylaw and comments have been received from applicable agencies, the proposed Bylaw will be forwarded to the Minister of Transportation for approval.	
COMMUNICATION STRATEGY	Notice of a Public Hearing has been advertised in the local newspapers for two consecutive weeks, as well as on the County's website for two consecutive weeks, in accordance with section 230 and section 606 of the <i>Municipal Government Act</i> .	
RECOMMENDATION		
That Smoky Lake County Council give FIRST READING to Bylaw 1398-21: Cancellation of all that portion of "FIRST AVE" and cancellation of all that portion of "MAIN ST", as shown on PLAN 2206CL, located within the Hamlet of Edward.		
CHIEF ADMINISTRATIVE OFFICER		

Attn: Jordan

I am sending you the signing authority for the lots in the Hamlet of Edward from Bernie Hunter, who is away at the present time.

I have been having some trouble reaching the owners of Lot #8 (Ryan Guglich * Angela Volk. We have made numerous attempts but to no avail. I also contacted the owners of Lot #1 Heather Ostapowich/Christine Parent/Derrick Slemco and they said they would send me the signed copies but to date I have not seen anything.

I will send you what I do have to day. Mr Hunter should be back home in another week or so.

Thank you,

Linda Billey

LOTS 3-7

To: The County of Smoky Lake

To Whom It May Concern;

We, the owners of the lots in the Hamlet of Edward, Alberta are listed below as follows:

Lot # 1 & 2: Heather Ostapowich, Christine Parent & Derrick Slemko -

X _____, X _____

X _____

Lot # 3 to 7: Howard Yakimishyn - X

Lot # 8: Ryan Guglich & Anglea Volk -

X _____, X _____

Lot # 9 & 10: Karen Yakimishyn & Edwin Woodrow -

X _____, X _____

Lot # 11: Rebeka Isla, Emmily Storie and Erin Valladares -

X _____, X _____

X _____

Lot # 12 & 13: Glenda & Phil Reum -

X _____, X _____

Lot # 14 to 16: Bernard Hunter - X

Lot # 17: Arlene Billey - X

Lot # 18 to 20: Lawrence & Linda Billey and Stacy & Debbie Granley -

X _____, X _____

X _____, X _____

Lot 9 & 10

To: The County of Smoky Lake

To Whom It May Concern;

We, the owners of the lots in the Hamlet of Edward, Alberta are listed below as follows:

- Lot # 1 & 2: Heather Ostapowich, Christine Parent & Derrick Slemko -

X _____, X _____

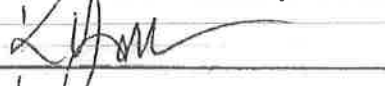

X _____

Lot # 3 to 7: Howard Yakimishyn - X _____

- Lot # 8: Ryan Guglich & Anglea Volk -

X _____, X _____

Lot # 9 & 10: Karen Yakimishyn & Edwin Woodrow -

X , X 

Lot # 11: Bebeko Isla, Emmily Storie and Erin Valladares -

X _____, X _____

X _____

Lot # 12 & 13: Glenda & Phil Reum -

X _____, X _____

Lot # 14 to 16: Bernard Hunter - X _____

Lot # 17: Arlene Billey - X _____

Lot # 18 to 20: Lawrence & Linda Billey and Stacy & Debbie Granley -

X _____, X _____

X _____, X _____

To: The County of Smoky Lake

LOT # 11

To Whom It May Concern;

We, the owners of the lots in the Hamlet of Edward, Alberta are listed below as follows:

Lot # 1 & 2: Heather Ostapowich, Christine Parent & Derrick Slemko -

X _____, X _____

X _____

Lot # 3 to 7: Howard Yakimishyn - X _____

Lot # 8: Ryan Guglich & Anglea Volk -

X _____, X _____

Lot # 9 & 10: Karen Yakimishyn & Edwin Woodrow -

X _____, X _____

Lot # 11: Rebeka Isla, ^{EMILY} Emmily Storie and Erin Valladares -

X Rebeka Isla, X Emily

X Erin Valladares

Lot # 12 & 13: Glenda & Phil Reum -

X _____, X _____

Lot # 14 to 16: Bernard Hunter - X _____

Lot # 17: Arlene Billey - X _____

Lot # 18 to 20: Lawrence & Linda Billey and Stacy & Debbie Granley -

X _____, X _____

X _____, X _____

To: The County of Smoky Lake

ITEM 4.2 - ATTACHMENT 1 - Page 5 of 11

LOTS # 12 & 13 / 14 TO 16

To Whom It May Concern;

We, the owners of the lots in the Hamlet of Edward, Alberta are listed below as follows:

Lot # 1 & 2: Heather Ostapowich, Christine Parent & Derrick Slemko -

X _____, X _____

X _____

Lot # 3 to 7: Howard Yakimishyn - X _____

Lot # 8: Ryan Guglich & Anglea Volk -

X _____, X _____

Lot # 9 & 10: Karen Yakimishyn & Edwin Woodrow -

X _____, X _____

Lot # 11: Rebeka Isla, Emmily Storie and Erin Valladares -

X _____, X _____

X _____

Lot # 12 & 13: Glenda & Phil Reum -

X Glenda Reum X _____

Lot # 14 to 16: Bernard Hunter - X Bernard Hunter

Lot # 17: Arlene Billey - X _____

Lot # 18 to 20: Lawrence & Linda Billey and Stacy & Debbie Granley -

X _____, X _____

X _____, X _____

Lot #17

September 13, 2017

To: The County of Smoky Lake

To Whom It May Concern;

We, the owners of the lots in the Hamlet of Edward, Alberta are listed below as follows:

Lot # 1 & 2: Heather Ostapowich, Christine Parent & Derrick Slemko –

X _____, X _____

X _____

Lot # 3 to 7: Howard Yakimishyn - X _____

Lot # 8: Ryan Guglich & Anglea Volk –

X _____, X _____

Lot # 9 & 10: Karen Yakimishyn & Edwin Woodrow –

X _____, X _____

Lot # 11: Rebeka Isla, Emmily Storie and Erin Valladares –

X _____, X _____

X _____

Lot # 12 & 13: Glenda & Phil Reum –

X _____, X _____

Lot # 14 to 16: Bernard Hunter - X _____

Lot # 17: Arlene Billey - X *Arlene Billey*

Lot # 18 to 20: Lawrence & Linda Billey and Stacy & Debbie Granley –

X *Billey* X *Stacy Granley* (Pepper)

X *L. Billey* X *Debbie Granley* (Pepper)

September 13, 2017

LOTS # 18 TO 20

To: The County of Smoky Lake

To Whom It May Concern;

We, the owners of the lots in the Hamlet of Edwand, Alberta are listed below as follows:

Lot # 1 & 2: Heather Ostapowich, Christine Parent & Derrick Slemko –

X _____, X _____

X _____

Lot # 3 to 7: Howard Yakimishyn - X _____

Lot # 8: Ryan Guglich & Anglea Volk –

X _____, X _____

Lot # 9 & 10: Karen Yakimishyn & Edwin Woodrow –

X _____, X _____

Lot # 11: Rebeka Isla, Emmily Storie and Erin Valladares –

X _____, X _____

X _____

Lot # 12 & 13: Glenda & Phil Reum –

X _____, X _____

Lot # 14 to 16: Bernard Hunter - X _____

Lot # 17: Arlene Billey - X _____

Lot # 18 to 20: Lawrence & Linda Billey and Stacy & Debbie Granley –

X Billey _____ X Stacy Granley (Pepper)

X Linda _____ X Debbie (Pepper)

Jordan Ruegg,

Good morning,

Great news,

I have the signatures for lot 1,2 and 8. I believe that is everyone now.

Thank you,

Linda Billey

September 13, 2017

To: The County of Smoky Lake

To Whom It May Concern;

We, the owners of the lots in the Hamlet of Edward, Alberta are listed below as follows:

Lot # 1 & 2: Heather Ostapowich, Christine Parent & Derrick Slemko -

X Heather Ostapowich , X Christine Parent
X Derrick Slemko

Lot # 3 to 7: Howard Yakimishyn - X _____

Lot # 8: Ryan Guglich & Anglea Volk -

X _____ , X _____

Lot # 9 & 10: Karen Yakimishyn & Edwin Woodrow -

X _____ , X _____

Lot # 11: Rebeka Isla, Emmily Storie and Erin Valladares -

X _____ , X _____

X _____

Lot # 12 & 13: Glenda & Phil Reum -

X _____ , X _____

Lot # 14 to 16: Bernard Hunter - X _____

Lot # 17: Arlene Billey - X _____

Lot # 18 to 20: Lawrence & Linda Billey and Stacy & Debbie Granley -

X Linda Billey , X Stacy Granley (Pepper)
X Lawrence Billey , X Debbie Granley (Pepper)

Lot 8

To: The County of Smoky Lake

To Whom It May Concern;

We, the owners of the lots in the Hamlet of Edward, Alberta are listed below as follows:

- Lot # 1 & 2: Heather Ostapowich, Christine Parent & Derrick Slemko -

X _____ X

X _____

Lot # 3 to 7: Howard Yakimishyn - X

- Lot # 8: Ryan Guglich & Angela Volk -

X _____ X

Lot # 9 & 10: Karen Yakimishyn & Edwin Woodrow -

X _____ X

Lot # 11: Rebekah Isla, Emmilly Storie and Erin Valladares -

X _____ X

X _____

Lot # 12 & 13: Glenda & Phil Reum -

X _____ X

Lot # 14 to 16: Bernard Hunter - X

Lot # 17: Arlene Billey - X

Lot # 18 to 20: Lawrence & Linda Billey and Stacy & Debble Granley -

X _____ X

X _____ X

Continued.....page 2 of 2.....

The County of Smoky Lake, Alberta has verbally agreed to sell the county reserve land surrounding these lots to the said lot owners listed on Page -1- at the agreed cost of \$20.00 per lot plus the cost of surveying which will be divided by all said owners.

All lot owners have signed next to the lots owned by them as part of this agreement to purchase.

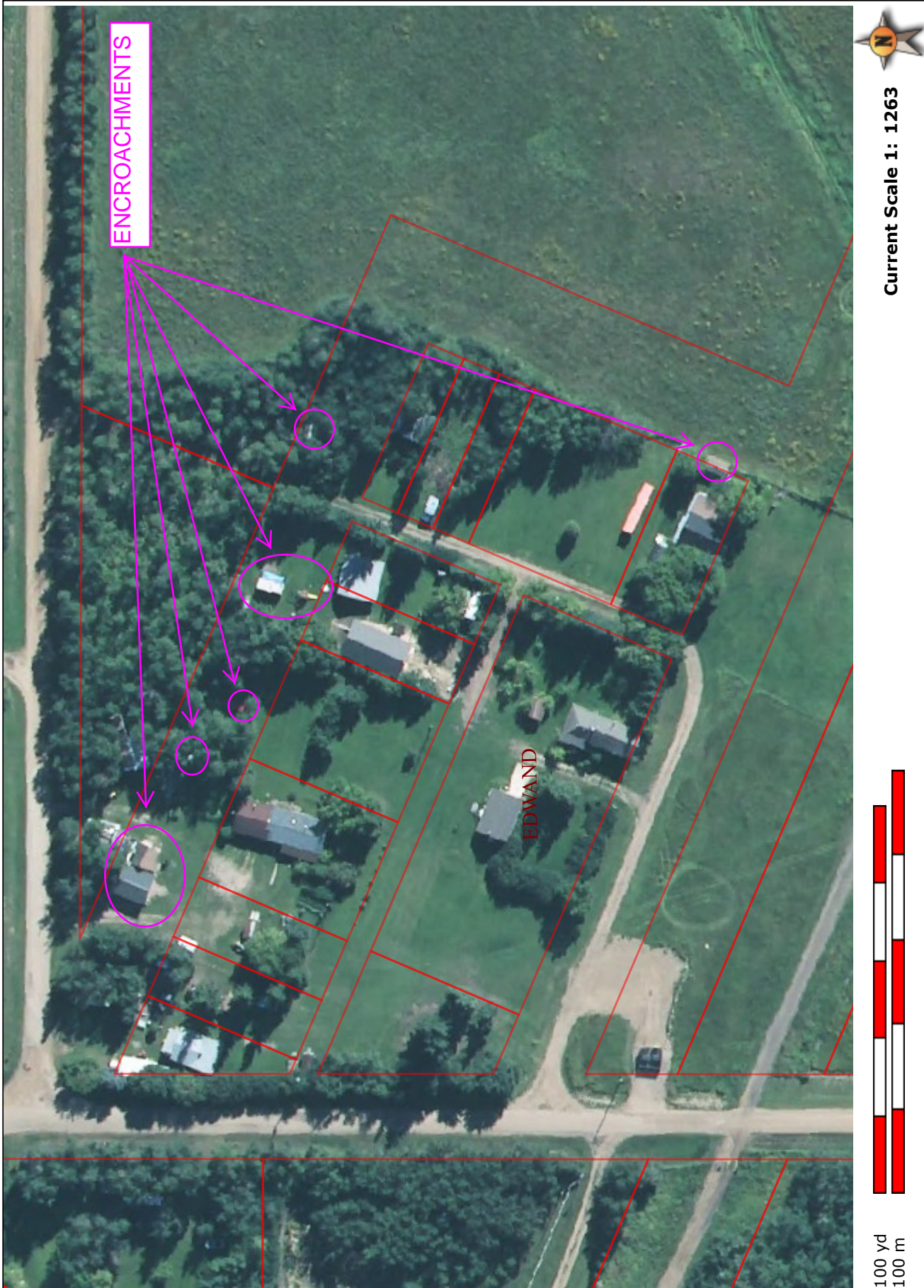
Please contact myself (on behalf of this group) for any further information required to proceed with the process to complete this agreement for the purchase of the reserve land.

Thank You,

x Bernard Hunter

Bernard Hunter (Lot # 14 to 16)

Cell: 780-699-7945



ENCROACHMENTS

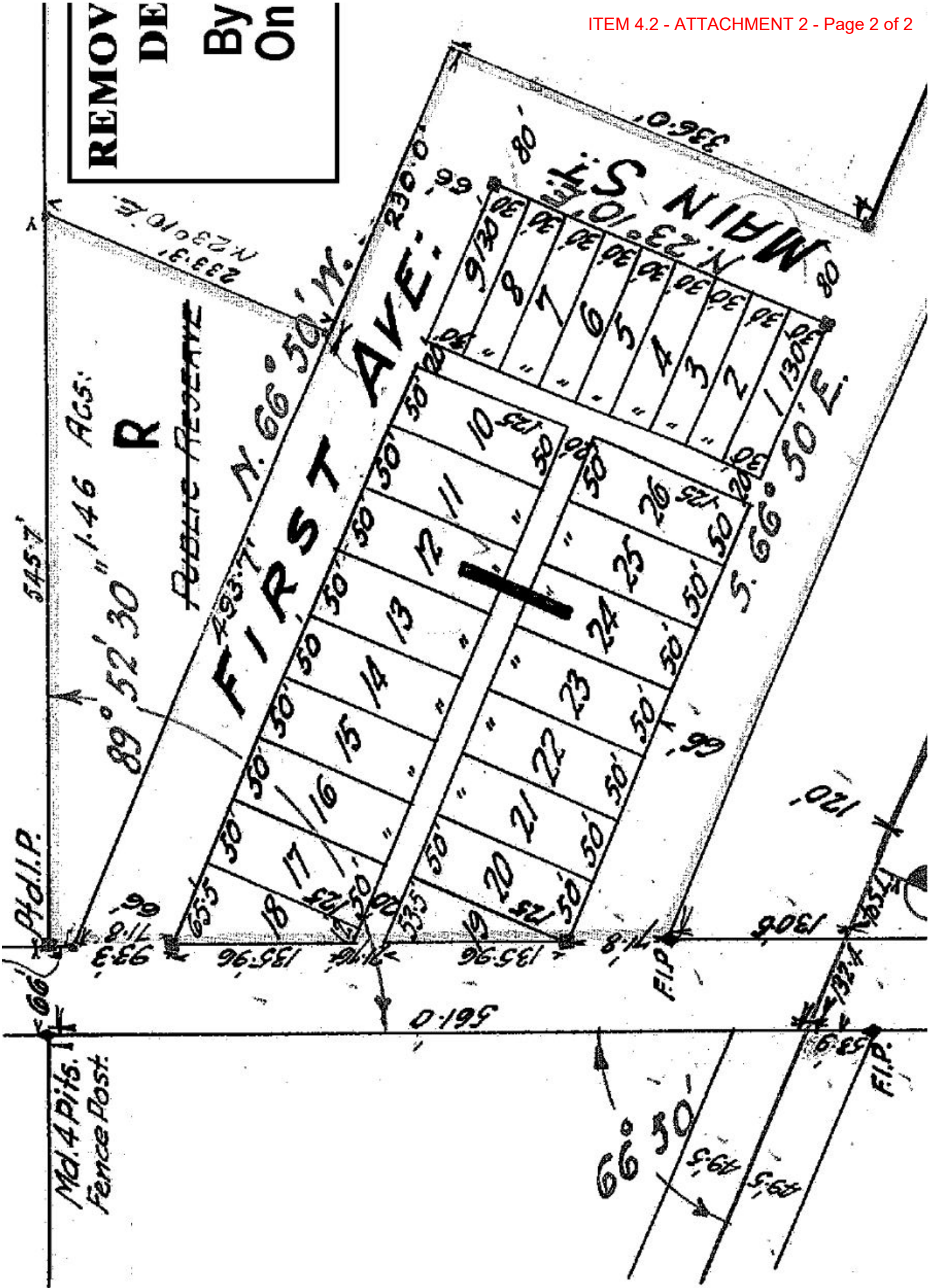


Current Scale 1: 1263

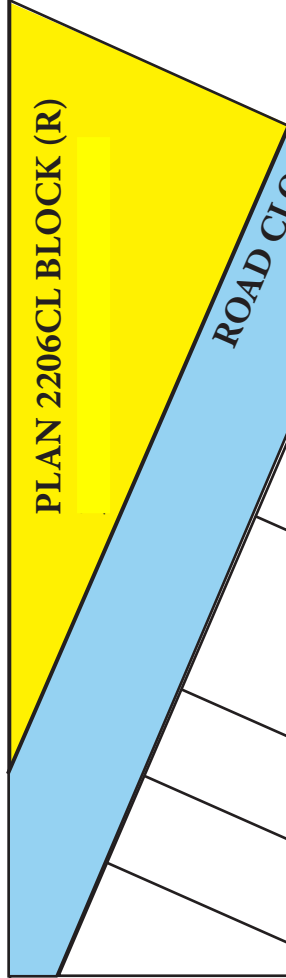


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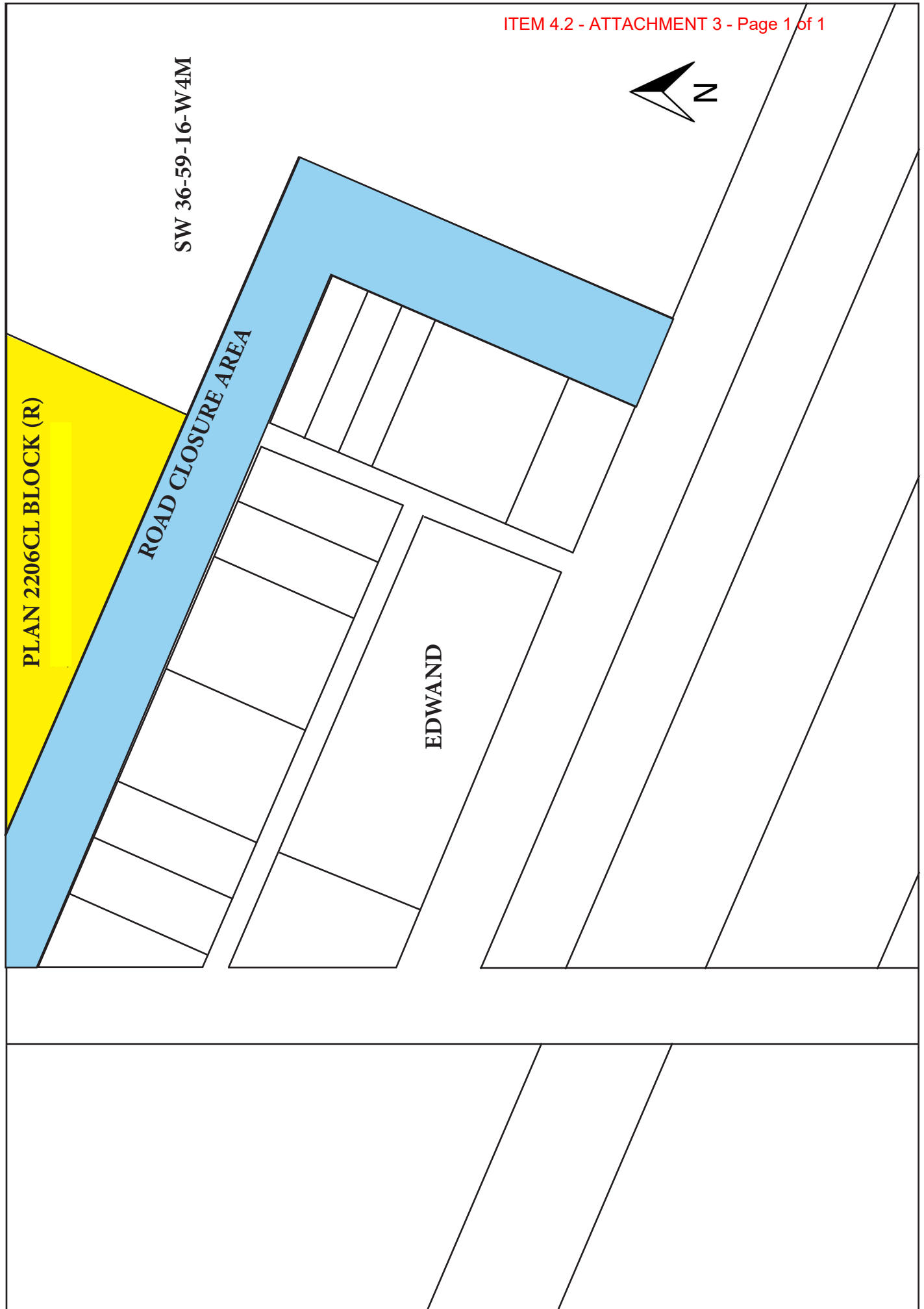
MAP #1 - HAMLET OF EDWAND (CURRENT)



SW 36-59-16-W4M

ROAD CLOSURE AREA

EDWAND

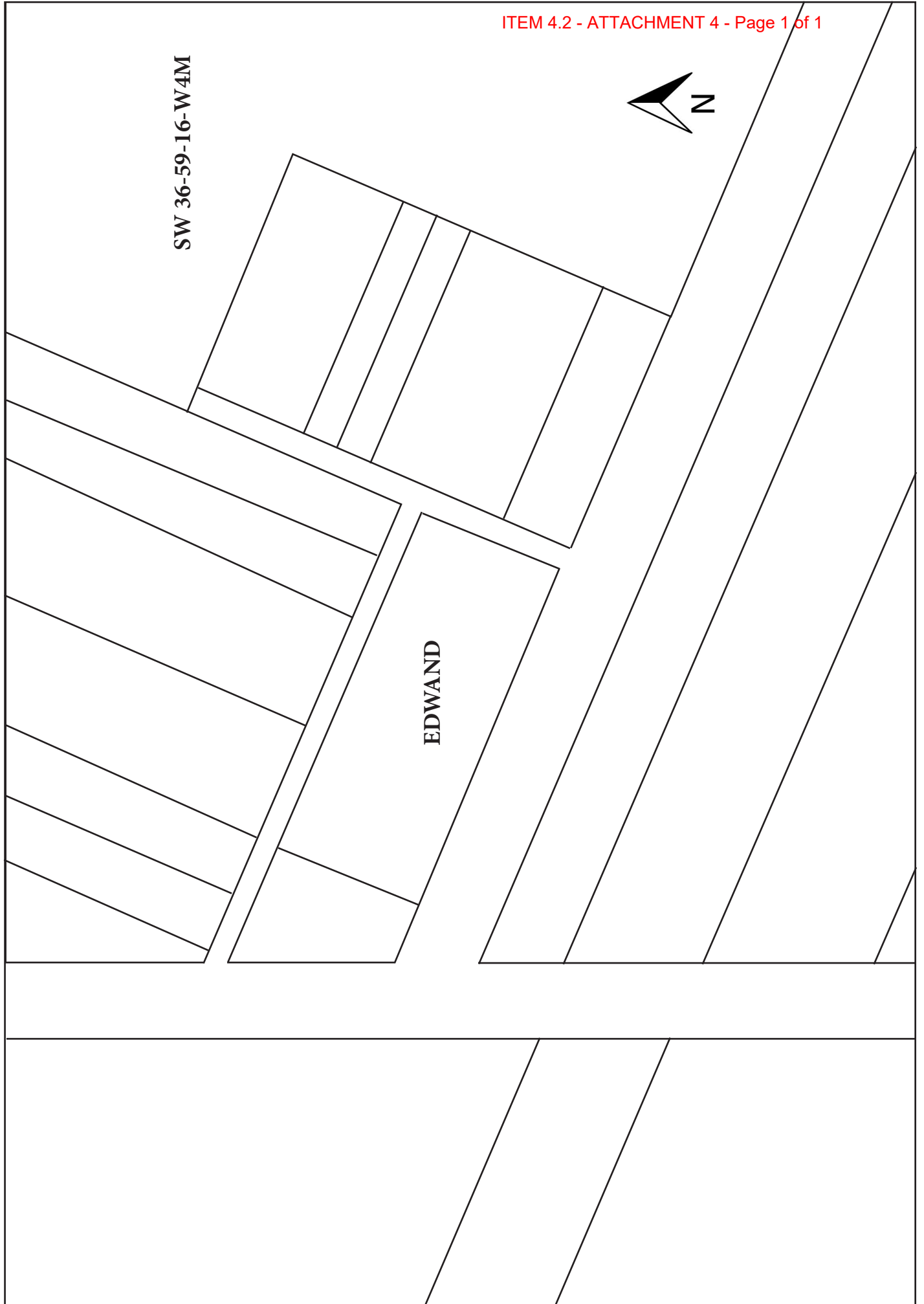


MAP #2 - HAMLET OF EDWAND (ROAD ALLOWANCE CLOSED & CONSOLIDATED)

SW 36-59-16-W4M



EDWAND



Bylaw 1398-21: Cancellation of all that portion of "FIRST AVE" and cancellation of all that portion of "MAIN ST", as shown on PLAN 2206CL, located within the Hamlet of Edward.

**SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO. 1398-21**

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

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

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

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

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

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

NOW THEREFORE BE IT RESOLVED that the Council of Smoky Lake County in the Province of Alberta does hereby close to public travel, the following described road, subject to rights of access granted by other legislation:

FIRSTLY:

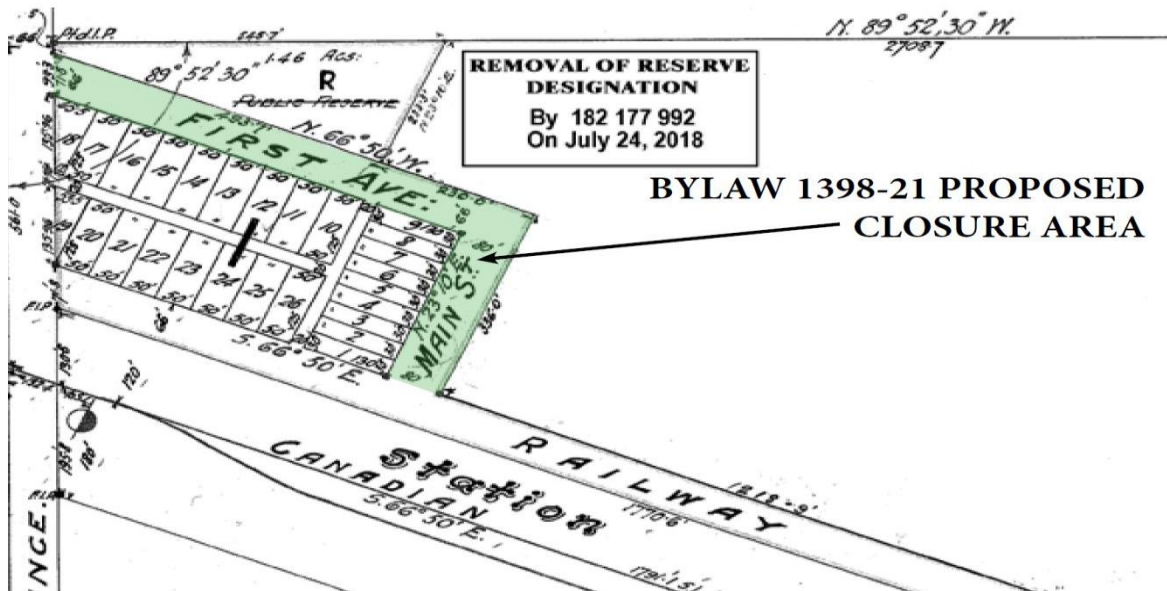
PLAN 2206CL

ALL THAT PORTION OF FIRST AVE. WHICH LIES NORTH WEST OF THE NORTH EASTERLY PRODUCTION OF THE SOUTH EAST BOUNDARY OF LOT 9, BLOCK 1 OF SAID PLAN.

SECONDLY:

PLAN 2206CL

ALL THAT PORTION OF MAIN ST. WHICH LIES SOUTH EAST OF THE NORTH EASTERLY PRODUCTION OF THE SOUTH EAST BOUNDARY OF LOT 9, BLOCK 1, OF SAID PLAN AND WHICH ALSO LIES NORTH EAST OF THE SOUTH EASTERLY PRODUCTION OF THE SOUTH WEST BOUNDARY OF LOT 1, BLOCK 1 OF SAID PLAN.



Bylaw 1398-21: Cancellation of all that portion of "FIRST AVE" and cancellation of all that portion of "MAIN ST", as shown on PLAN 2206CL, located within the Hamlet of Edward.

Received first reading this ____th day of _____, 2021.

Reeve

Seal

Chief Administrative Officer

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

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

Reeve

Seal

Chief Administrative Officer



REQUEST FOR DECISION		DATE	June 24, 2021	4.3
TOPIC	Bylaw No. 1399-21: Regional Community Development Committee (RCDC): Joint Agreement - Terms of Reference. ©			
PROPOSAL	<p>HISTORY:</p> <p>1. FIRST BYLAW: <u>Bylaw 1273-14</u> – Regional Community Development Committee (RCDC) Terms of Reference was originally adopted on August 28, 2014.</p> <p>February 3, 2014 - Joint Municipalities Meeting - Motion JMM-04-14</p> <ul style="list-style-type: none"> ■ That the Joint Municipalities recommend to each respective Council to accept the additional amendments to the draft Terms of Reference for the RCDC – Regional Community Development Committee, dated January 2014, as prepared by Consultant Shane Pospisil. ■ County Council Meeting - February 20, 2014 – Motion 272-14: That Smoky Lake County approve the additional amendments and revisions to be incorporated into the "Draft" Terms of Reference for the RCDC – Regional Community Development Committee, dated January 2014 as prepared by Consultant Shane Pospisil; as highlighted in "Red"; with an amendment to the Terms of Reference: Membership for Smoky Lake County be increased to Four (4) members (serving throughout their term) from current proposed Three (3) members from Smoky Lake County (serving throughout their term). <p>RCDC: Regional Community Development Committee Meeting – July 4, 2014 Motion: The Regional Community Development Committee recommends that each respective municipality adopt a Bylaw for the provisions of a Regional Community Development Committee, as a Joint Agreement that outlines the Terms of Reference.</p> <p>2. SECOND BYLAW: <u>Bylaw 1299-17</u> – Regional Community Development Committee (RCDC) Terms of Reference adopted on January 2017. Replacing Bylaw 1273-14.</p> <p>1. Regional Community Development Committee (RCDC) Meeting: <u>September 27, 2016 – Motion: 122-16:</u> That the Regional Economic Development Committee (RCDC) recommend each municipality review their respective Regional Economic Development Committee (RCDC) Bylaw Terms of Reference and consider including designated Member(s) at Large to sit on the Regional Economic Development Committee (RCDC), reducing the number of elected officials; and inform the Regional Economic Development Committee (RCDC) of any amendments made as a result, at the next scheduled Regional Economic Development Committee (RCDC) meeting.</p> <p>All Municipal Partners: Smoky Lake County: Council Meeting: <u>August 25, 2016</u> Motion 967-16: That Smoky Lake County provide the following recommendations to the Regional Community Development Committee in regards to schedule "A" – Terms of Reference, for Bylaw 1273-14: being a bylaw to enter into a Joint Agreement to establish the provision of a Regional Community Development Committee (RCDC) for the purpose of promoting the development of a diversified economic base in the Smoky Lake Region:</p>			

Membership may have to evolve to include outside members at large:

- including two Council and two rural County Residents,
- and be paid as per County Policy for remuneration,
- and advertise for self-nominations.

Town of Smoky Lake – Council Meeting: November 4, 2016

Motion 2096/16: That Town Council requests an additional public member from the Town of Smoky Lake for the Regional Community Development Committee, the member will be remunerated by the Town in accordance with Council Bylaw.

Village of Vilna – Drafted the Terms of Reference

As recommended by the RCDC that will be presented at the Village of Vilna Council meeting on October 17, 2016.

Village of Waskatenau - The Village of Waskatenau has reviewed the RCDC Bylaw and Terms of Reference and was brought forward at the July 28, 2016 Council Meeting and recommends no changes.

2. Regional Community Development Committee (RCDC) Meeting: October 24, 2016 –

Motion: 143-16:

That the Regional Economic Development Committee (RCDC) recommend Smoky Lake County as the managing partner prepare a draft Regional Economic Development Committee (RCDC) Terms of Reference bylaw to clarify the eligibility requirements of Regional Economic Development Committee (RCDC) members as discussed this day; and to be presented at the next RCDC meeting, scheduled for Monday, December 12, 2016.

3. Regional Community Development Committee (RCDC) Meeting: December 12, 2016 –

Motion: 14-16:

That the Regional Economic Development Committee (RCDC) recommend the Managing Partner update the Terms of Reference Bylaw as discussed today; and forward a final draft of Bylaw: Regional Economic Development Committee (RCDC) Terms of Reference to each respective municipality with recommendation to adopt the bylaw before the next scheduled Regional Economic Development Committee (RCDC) Meeting.

4. Regional Community Development Committee (RCDC) Meeting: September 27, 2016 –

Motion: 122-16:

That the Regional Economic Development Committee (RCDC) recommend each municipality review their respective Regional Economic Development Committee (RCDC) Bylaw Terms of Reference and consider including designated Member(s) at Large to sit on the Regional Economic Development Committee (RCDC), reducing the number of elected officials; and inform the Regional Economic Development Committee (RCDC) of any amendments made as a result, at the next scheduled Regional Economic Development Committee (RCDC) meeting.

► **January 2017: Each respective municipality adopted “new” adopted Bylaw(s) –Regional Community Development Committee - Terms of Reference:**

Bylaw No. 1299-17 – Smoky Lake County

Bylaw No. 001-17 – Town of Smoky Lake

Bylaw No. 660-2017 – Village of Waskatenau

Bylaw No. 526-17 – Village of Vilna

To expand its membership to include Members-at-Large

3. **THIRD BYLAW: Bylaw 1299-17 – Regional Community Development Committee (RCDC) Terms of Reference adopted on January 2017. Replacing Bylaw 1273-14.**

- **RCDC: Regional Community Development Committee (RCDC): Joint Agreement - Terms of Reference – adopt Bylaw as a Joint Agreement that outlines the *new revised* Terms of Reference to include Members-at-Large Membership –Section 5.**
- **RCDC: - New Bylaw as a Joint Agreement which outlines the *new revised* Terms of Reference to include Members-at-Large Membership – also includes an Oath of Office and Confidentiality Agreement *Schedule “B”*.**

✓ **January 17, 2017 - Motion # 297-17**

That Bylaw No. 1299-17: Regional Community Development Committee (RCDC): Joint Agreement - Terms of Reference be given 1st reading, 2nd reading, Permission for Third, and 3rd and Final Reading.

And County advertise as “Public Notice” for two “Members-at-Large” to represent membership for the Regional Community Development Committee (RCDC), subject to Town of Smoky Lake, Village of Waskatenau, and Village of Vilna adopting the Regional Community Development Committee (RCDC): Joint Agreement - Terms of Reference Bylaw.

CURRENT:

4. **FOURTH BYLAW: Bylaw 1379-20 – Regional Community Development Committee (RCDC) Terms of Reference adopted on April 30, 2020. Replacing Bylaw 1299-17.**

✓ **September 12, 2019 - Motion # 169-19**

That the **Regional Community Development Committee (RCDC)** recommend that each respective municipality engage in discussion to review different funding models in comparison to the current RCDC Funding Formula – Per Capital Model and forward recommendation to the next scheduled RCDC Meeting for further committee discussion, in relation to the letter received from the Village of Waskatenau, dated August 29, 2019 – Council Motion of July 18, 2019: 132-2019 indicating notice to withdraw as a partner from the Joint Agreement with the Regional Community Development Committee (RCDC) due to financial restraints with its RCDC Budget portion.

✓ **December 17, 2019 - Motion # 74-19 - ALL MUNICIPALITIES AGREED**

That the Regional Community Development Committee (RCDC) approve to incorporate a **New Percentage Funding Formula** as negotiated collectively by each respective municipality for the Economic Development for the Economic Development Budget as outlined:

- Smoky Lake County: 65%
- Town of Smoky Lake: 25%
- Village of Vilna: 5%
- Village of Waskatenau: 5%

✓ **February 18, 2020 – RCDC Strategic Planning Meeting - Discussion**

Regional Community Development Committee (RCDC) discussed how engagement at the Joint Municipalities Meetings is not as focused and strategic due to flexibility of “TIME” as is required within the Bylaw’s terms.

▶ **April 8, 2020 - Motion # 131-20**

That the Regional Economic Development Committee (RCDC) recommend each respective municipality to adopt a “NEW REVISED” Regional Economic Development Committee (RCDC) Bylaw: Joint Agreement - Terms of Reference which includes the incorporated percentage funding formula, changes to the responsibility involvement at the Joint Municipalities Meetings and a schedule “C” for Public-at-Large reimbursement of expenses.

✓

April 30, 2021 - Motion # 726-20

That Bylaw No. 1379-20: Regional Community Development Committee (RCDC): Joint Agreement - Terms of Reference be given 1st reading, 2nd reading, Permission for Third, and 3rd and Final Reading.

Bylaw included the following:

Removal of reference of Joint Municipalities Meetings: Bylaw already does specify:

- **Terms of Reference Bylaw specifies: Section 2 Purpose of Committee:**
 - 2.1 One of the Committee’s key role and responsibilities is to recommend an Annual **Economic and Community Development Strategic Plan** to the four member Councils and, upon approval, to monitor and assist in the implementation and execution of that plan. **(Reason: to simplify process)**

Terms of Reference Bylaw specifies: Section 3 Functional Responsibilities of Committee:

RCDC is intended to serve as both a strategic advisory committee to the four member municipalities and as a senior-level, multi-stakeholder oversight committee.

- 3.6 Responds to specific requests by the four Councils to review, further consider, advise and/or undertake consultations around a particular economic and/or community development issue.
- 3.10 Engage at Joint Municipalities Meetings, when necessary, to consult for further consideration on any specific or additional tasks or work that the Committee undertakes when the committee is facing time constraints. **New**

■ **Terms of Reference Bylaw specifies: Section 5 Membership:**

- 5.1 The Regional Community Development Committee (RCDC) shall be comprised of nine (9) members: six elected members appointed by a resolution of each respective Council and three public-at-large members appointed by a resolution by the respective municipality. **Therefore, each representing member already reports to its Council on what RCDC does**

- 5.3.7 Added wording at the end of sentence: and member will have to re-submit name for the new-term prior to the Organizational Meeting.

■ **Removed - Section 7: Mandate Letter:** Upon annual adoption of three-year rolling strategic plan – all Council will have the opportunity to provide input.

■ **Section 8: Funding Formula: *New Percentage Funding Formula inserted.***

■ **NEW:** Schedule “C” for Public-at-Large reimbursement of expenses.

PROPOSAL:

5. **FIFTH BYLAW: Bylaw 1399-21 – Regional Community Development Committee (RCDC) Terms of Reference – NEW.** Replacing Bylaw 1379-20.

In relation to the letter received from the Village of Waskatenau, dated August 29, 2019 – and December 12, 2019: effective January 1, 2021, Village of Waskatenau will opt out and withdraw as municipal partner from the Joint Agreement with the Regional Community Development Committee (RCDC).

BACKGROUND:

✓ **Regional Community Development Committee (RCDC) Meeting: December 17, 2019 – Motion: 69-19:**

That the Regional Community Development Committee (RCDC) acknowledge receipt of the letter received from Bernice Macyk, Chief Administrative Officer, Village of Waskatenau, dated December 12, 2019 indicating that on December 12, 2019, Village Council passed **Motion #243-2019** approving Funding Model “New Percentage” and will participate as a municipal partner for

one-year term; and effective January 1, 2021, Village of Waskatenau will opt out and withdraw as municipal partner from the Joint Agreement with the Regional Community Development Committee (RCDC).

✓ **Smoky Lake County – County Council January 23, 2020 – Motion 399-20**
Village of Waskatenau: RCDC Partnering Municipality

That Smoky Lake County, as the Managing Partner of the Regional Community Development Committee (RCDC) acknowledge receipt of the letter received from Bernice Macyk, Chief Administrative Officer, Village of Waskatenau, dated December 12, 2019 indicating that on December 12, 2019, Village Council passed Motion #243-2019 approving Funding Model “New Percentage” and will participate as a municipal partner **for one-year term; and effective January 1, 2021, Village of Waskatenau will opt out and withdraw as municipal partner from the Joint Agreement with the Regional Community Development Committee (RCDC)**; as presented to the RCDC Committee on December 17, 2019 – Motion 69-19.

✓ **April 26, 2021 - Motion # 74-21**

That the **Regional Economic Development Committee (RCDC) recommend** each respective municipality to adopt a “NEW REVISED” Regional Economic Development Committee (RCDC) Bylaw: Joint Agreement - Terms of Reference which includes the incorporated percentage funding formula and removal of the references to the Village of Waskatenau as Committee member municipality.

► **Bylaw No. 1399-21: : Regional Community Development Committee (RCDC): Joint Agreement - Terms of Reference. ©**

✓ **Removed – throughout the Agreement – Terms of Reference:** Mention of Village of Waskatenau. And replace wording referencing “four” with “three”.

✓ **Section 5: Membership: *Comprised of eight (8) members from nine (9) members.***

✓ **Section 8: Funding Formula: *New Percentage:***

Current		NEW	
Municipality	Percentage	Municipality	Percentage
Smoky Lake County	65%	Smoky Lake County	67%
Town of Smoky Lake	25%	Town of Smoky Lake	27%
Village of Vilna	5%	Village of Vilna	6%
Village of Waskatenau	5%	REMOVED	N/A

CORRELATION TO BUSINESS (STRATEGIC) PLAN

All municipalities will adopt same bylaw. Mutual working relationship.

LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS

MUNICIPAL GOVERNMENT ACT

Section 3(b): **to provide** services, facilities **or other things** that, in the opinion of Council, are **necessary or desirable** for all or a part of the municipality, and
 (c) to develop and **maintain** safe and **viable communities**.

Bylaw NO. 1365-20: Smoky Lake Region Intermunicipal Collaboration Framework.

BENEFITS

- A Regional approach for the implementation through collaborative efforts, to promote, facilitate and support economic development and tourism initiatives within the Smoky Lake County Region (Smoky Lake County, Town of Smoky Lake and the Village of Vilna).

	<ul style="list-style-type: none"> ■ Provide a leadership role in the implementation of projects initiated as supported collectively through each municipal Council. ■ Commitment as a leader to cost-sharing of services and programs; and team-building (regionally) and to show support by a coordinated approach to the development and enhancement Economic Development. ■ Public-at-Large members will represent the broader business and volunteer sector.
DISADVANTAGES	<ul style="list-style-type: none"> ■ N/A: Strive to expand the economic base of the Smoky Lake Region.
ALTERNATIVES	<ul style="list-style-type: none"> ■ Can remain under the municipality versus regional. ■ Smoky Lake County individually as a municipality to implement Economic Development.
FINANCE/BUDGET IMPLICATIONS	
<p>Operating Costs: _____</p> <p>_____ Capital Costs: \$ _____</p> <p>Budget Available: _____ Source of Funds: _____</p> <p>Budgeted Costs: _____ Unbudgeted Costs: _____</p>	
INTERGOVERNMENTAL INVOLVEMENT /IMPLICATIONS	Joint working relationship with local adjacent municipalities.
COMMUNICATION STRATEGY	Communication will be facilitated through the Regional Community Development Committee to each respective partnering municipality by the managing partner Smoky Lake County.
RECOMMENDATION	
<p>Recommendation:</p> <p>That Bylaw No. 1399-21: Regional Community Development Committee (RCDC): Joint Agreement - Terms of Reference be given 1st reading, 2nd reading, Permission for Third, and 3rd and Final Reading.</p>	
CHIEF ADMINISTRATIVE OFFICER	

**SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO. 1399-21**

Being a Bylaw of Smoky Lake County in the Province of Alberta, to authorize the Municipal Council to enter into a **JOINT AGREEMENT** to establish the provision of a **Regional Community Development Committee (RCDC)**, for the purpose of promoting the development of a diversified economic base in the Smoky Lake Region.

WHEREAS the Municipal Government Act, S.A. 2000, c. M-26 as amended ("the Act") provides that a Municipal Council may pass such bylaws to enter into an agreement as to the joint control and management of anything that concerns respective municipalities; and

AND WHEREAS, the Council of Smoky Lake County wishes to enter into an Joint Agreement with the Town of Smoky Lake, and Village of Vilna to promote the development of a diversified economic base in the Smoky Lake Region, all pursuant to the laws of the Province of Alberta, and operate such undertaking as per "**Schedule A**" included in this Bylaw.

NOW THEREFORE, the Council of Smoky Lake County duly assembled, in consideration of the mutual covenants contained herein, agrees to a **Joint Agreement** of a **Regional Community Development Committee (RCDC)**, as jointly executed, by the municipalities of Smoky Lake County, Town of Smoky Lake, and Village of Vilna.

REPEAL

Smoky Lake County Bylaw No. 1379-20 known as the "Joint Agreement for Regional Community Development Committee (RCDC)" shall be repealed upon the passing 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 24 day of June, AD 2021.

READ A **SECOND TIME** IN COUNCIL THIS 24 day of June, AD 2021.

READ A **THIRD AND FINAL TIME, WITH THE UNANIMOUS CONSENT OF ALL COUNCILLORS PRESENT, THIS 24** day of June, AD 2021.

Reeve

S E A L

Chief Administrative Officer

Schedule "A"

Joint Agreement for Regional Community Development Committee (RCDC)

BETWEEN:

SMOKY LAKE COUNTY - BYLAW NO. 1399-21
a Municipal Corporation, in the Province of Alberta
Box 310
4612 McDougall Drive
Smoky Lake, Alberta T0A 3C0
(hereinafter referred to as "County")

OF THE FIRST PART

AND

TOWN OF SMOKY LAKE - BYLAW NO. 000-21
a Municipal Corporation, in the Province of Alberta
Box 460
56 Wheatland Avenue
Smoky Lake, Alberta T0A 3C0
(hereinafter referred to as the "Town")

OF THE SECOND PART

AND

VILLAGE OF VILNA - BYLAW NO. 000-21
a Municipal Corporation, in the Province of Alberta
Box 10
Vilna, Alberta T0A 3L0
(hereinafter referred to as the "Village")

OF THE THIRD PART

WHEREAS, the Council of Smoky Lake County wishes to enter into a Joint Agreement with the Town of Smoky Lake, and Village of Vilna to establish the provision of a **Regional Community Development Committee (RCDC)**.

NOW THEREFORE, in consideration of the mutual provisions and covenants contained hereunder in this Agreement, and intending to be legally bound hereby, the parties agree as follows in accordance to the provisions of the Terms of Reference outlined:

TERMS OF REFERENCE

1. VISION: Toward 2020: A Suggested Vision for Economic and Community Development in Smoky Lake Region

Smoky Lake Region has a growing and diversified economy – together with an attractive business climate that supports entrepreneurship, business retention and growth, and new business attraction.

Smoky Lake Region is a sustainable community of communities, with a strong commitment to environmentally-sound economic development and long-term fiscal sustainability. This enables regional municipalities to maintain the quality services, programs and infrastructure that residents have come to expect.

The quality of life that Smoky Lake Region offers its citizens is ultimately what makes the region a recognized community of choice for residents, businesses and new investment.

2. PURPOSE OF COMMITTEE

- 2.1 One of the Committee's key roles and responsibilities is to recommend an annual **Economic and Community Development Strategic Plan** to the three member Councils (Smoky Lake County, Town of Smoky Lake, and Village of Vilna) and, upon approval, to monitor and assist in the implementation and execution of that plan.
- 2.2 Whether a multi-year or annual update to the Economic and Community development Strategic Plan, the Committee is responsible for overseeing its development and for bringing the plan forward for the approval of the three member Councils.
- 2.3 The Economic and Community Development Strategic Plan to be recommended for Council approval should include, but not be limited to:
 - 2.3.1 A review of the performance measures and targets established in the previous plan. What was actually achieved in delivering on the key economic and community development goals and objectives?
 - 2.3.2 An assessment of the region's / individual municipalities' current economic situation and overall business climate. How competitive is the business and investment climate relative to other comparable or competitor regions/municipalities?
 - 2.3.3 Recommended actions to ensure the region / municipalities are proactive in responding to emerging economic challenges.
 - 2.3.4 Recommended actions that ensure the region / municipalities are well-positioned to take full advantage of new and emerging business development opportunities.
 - 2.3.5 Specific action items which further promote and enhance business retention, growth and new business attraction.
 - 2.3.6 An outline of the updated plan's specific goals/objectives and related performance measures and targets.
 - 2.3.7 A proposed action plan responding to specific issues the three member Councils have asked be reviewed and explored in more detail. This may also involve stakeholder or even broader public consultations, but this will likely depend on the specific issue(s) the Committee has been asked to address.

3. FUNCTIONAL RESPONSIBILITIES OF COMMITTEE

- 3.1 Provides broad-based community leadership, experience and expertise in helping build and effectively implement the region's Economic and Community Development Strategic Plan.
- 3.2 Facilitates an informed multi-stakeholder discussion of the region's /municipalities' key economic strengths, challenges and opportunities – and the future direction and vision for economic and community development.
- 3.3 Oversees and is responsible (accountable) for recommending an Economic and Community Development Strategic Plan, or an annual update to the plan, to the three member Councils.
- 3.4 Monitors, assists and helps guide in the implementation and execution of the plan.
- 3.5 Identifies specific goals / objectives, corresponding performance measures and targets, and makes recommendations for fine-tuning the Economic and Community Development Strategic Plan, as required.
- 3.6 Responds to specific requests by the three Councils to review, further consider, advise and/or undertake consultations around a particular economic and/or community development issue.
- 3.7 Promotes and advances sustainable economic and community development.
- 3.8 Visibly conveys the ongoing importance of partnerships and alliances in achieving the region's/municipalities' key economic development goals and objectives.

- 3.9 Consults with and maintains ongoing and regular contact with regional business, volunteer and community leaders and other stakeholders to ensure that the full range of views and perspectives are considered in the various economic, business and community development initiatives and strategies being discussed.
- 3.10 Engage at Joint Municipalities Meetings, when necessary, to consult for further consideration on any specific or additional tasks or work that the Committee undertakes when the committee is facing time constraints.

The Regional Community Development Committee (RCDC) initiative is intended to reflect the diversity of interests and wide range of business-, community- and volunteer-related experience and expertise available within the region. This is the primary reason for the strong, ongoing commitment of RCDC to community engagement and seeking out the views and perspectives of all regional stakeholders on the various issues being discussed.

RCDC is intended to serve as both a strategic advisory committee to the three member municipalities and as a senior-level, multi-stakeholder oversight committee.

This governance model may be somewhat new to Alberta, but it does reflect a growing sense that partnerships, alliances and the active participation of all stakeholders is essential. It is a reflection that this is not just the three member municipalities' economic and community development strategy; it is ultimately a community-wide, community-developed strategy.

4. REGIONAL COMMUNITY DEVELOPMENT COMMITTEE (RCDC): A DUAL MANDATE

MANDATE 1: Strategic Advisory Committee
▶ Recommends Economic and Community Development Strategic Plan
▶ Advises Municipalities on Economic and Community Development Issues
MANDATE 2: Multi-Stakeholder Oversight Committee
▶ Monitors and Advises on Plan Implementation / Execution
▶ Reports on Goals / Objectives and Related Performance Measures

5. MEMBERSHIP

5.1 The Regional Community Development Committee (RCDC) shall be comprised of eight (8) members: five elected members appointed by a resolution of each respective Council and three public-at-large members appointed by a resolution by the respective municipality.

The membership shall include:

- Two (2) members from Smoky Lake County (serving throughout their term);
- Two (2) members from the Town of Smoky Lake (serving throughout their term);
- One (1) member from the Village of Vilna (serving throughout their term);
- Two (2) public-at-large members from Smoky Lake County (serving a two-year term);
- One (1) public-at-large member from Town of Smoky Lake (serving a two-year term).

* Public-at-large means a Canadian Citizen who has resided in the region for six (6) consecutive months immediately preceding the date of advertising for receipt of application and is, at least eighteen (18) years of age.

5.2 Each respective Council shall ensure that an Alternate elected member to the Regional Community Development Committee is in place.

5.3 Each respective municipality shall recruit and conduct a Public-at-Large Membership and establish a Recruitment Process and Selection Criteria, prior to October, as per the term of office, to appoint the Public-at-large member that must be a resident within that respective municipality.

Terms and Conditions:

- 5.3.1 The three (3) at-large members will be appointed to a two (2) year term, with the term to expire at the October annual organizational meeting, however, such person may re-apply after an absence of one (1) year and are eligible to be re-appointed for another term, as long as their continuous service on the committee will not exceed eight (8) years. Appointments shall be confirmed annually by the respective municipality.
 - 5.3.2 An Oath of Office and Confidentiality Agreement must be signed when selected, in accordance with **Schedule "B": Oath of Office and Confidentiality Agreement**, upon appointment by the respective municipality.
 - 5.3.3 At-large members will be reimbursed at the current per diem rate and expenses for mileage of the respective municipality they are representing in accordance with **Schedule "C": Invoice Statement**, upon appointment by the respective municipality for attending Committee Meetings.
 - 5.3.4 Any at-large member who is absent from three consecutive meetings will be automatically removed from the Committee, unless the absence was previously authorized by the Committee. The respective municipality, upon recommendations from the Regional Community Development Committee's (RCDC), declare the position vacant and appoint a member to fill the vacancy for the remainder of the term.
 - 5.3.5 Where there is a potential conflict of interest, the *Municipal Government Act* should prevail.
 - 5.3.6 Code of Conduct, members are subject to the respective municipality's statement intended to govern the conduct of the Committee.
 - 5.3.7 If an at-large member resigns at any time prior to the end of their term, the member must provide the Committee 30-day written notice in advance of the resignation. The Committee shall request a replacement member from the respective municipality. A new member will be appointed by the respective municipality to fill the remainder of that term and member will have to re-submit name for the new-term prior to the Organizational Meeting.
 - 5.3.8 Where a vacancy occurs – six months prior of the member's term expiring, the Regional Community Development Committee (RCDC) shall exercise its discretion on whether to appoint a successor to fill the vacancy, and forward recommendation to the respective municipality for approval.
- 5.4 The three member municipalities' Chief Administrative Officers and the regional Community Economic Development Officer (CEDO) are both deemed to be non-voting participants in Committee meetings.

6. GOVERNANCE AND PROCEDURES

- 6.1 Annually, during the month of November, the Committee shall hold a meeting at which time a Chair and Vice-Chair shall be elected from its membership for the ensuing year.
- 6.2 The Chair and Vice-Chair, with the approval of the Committee, shall establish (or reconfirm) the operating ground rules for Committee meetings and ensure that these are in accordance with generally-accepted standards and practices.
- 6.3 Regular meetings are to be held monthly, on a date and time agreed to by the Committee, and at other such times as the Committee determines necessary.
- 6.4 Special meetings of the Committee may be called by the Chair or Vice-Chair provided that not less than two (2) full business days notice is given to each member of the committee.
- 6.5 No regular or special meeting of the Committee shall be convened unless the Chair or Vice-Chair is present.
- 6.6 If the committee determines that it wishes to pursue an executive session (in-camera) discussion, in shall be in accordance to the *Municipal Government Act*.

- 6.7 A quorum for regular and special meetings of the Committee shall be not less than five (5) members.
- 6.8 All members shall have equal voting privileges on issues / items where a vote is called, with a simple majority (with quorum) deciding any vote.

7. ROLES OF MUNICIPAL ADMINISTRATION

More specifically, the **CEDO** shall:

- 7.1 Assist the Committee in carrying out its primary purpose, role and responsibilities related to economic and community development and the promotion and advancement of economic development within the region/individual municipalities.
- 7.2 Refer economic development matters to the Committee for its information, review, consideration and/or recommendations.
- 7.3 Assist the Committee in responding to specific issues that the three member Councils has requested be reviewed or considered in more detail.
- 7.4 Prepare agendas, maintain minutes, records, and action lists; as well as correspondence related to the Committee's ongoing activities.
- 7.5 Prepare, oversee and advise the Committee on its operating budget – which must also be approved by the three member Councils.
- 7.6 Assist the Committee in preparing an annual year-end report to the three member Councils on the various initiatives and activities it has undertaken.

More specifically, the **CAO's** shall:

- 7.7 Be the liaison with the CEDO for arising issues.
- 7.8 Present interim budgetary updates as requested, or required, by the Committee.

More specifically, the **Managing Partner** shall:

- 7.9 Be Smoky Lake County, as the Managing Partner of the RCDC.
- 7.10 Monitor financial resources including Grant funds.
- 7.11 Monitor and manage any employment contracts with CEDO or other support staff.
- 7.12 Provide office space and additional resources as deemed necessary.

8. FUNDING FORMULA

- 8.1 **Percentage Funding Formula** as negotiated collectively by each respective municipality as:

Smoky Lake County:	67%
Town of Smoky Lake:	27%
Village of Vilna:	6%

- 8.2 Finances shall be administered by Smoky Lake County, as the Managing Partner of the Regional Economic Development Committee.
- 8.3 Budgets shall be prepared annually by the Committee and presented to each respective Council for approval.
- 8.4 Any per diems and/or expenses for Committee members shall be paid by the Committee members' respective municipality, unless specifically provided for in the Regional Community Development Committee (RCDC) Budget.

8.5 Any per diems and/or expenses for Public-at-Large appointed Committee members shall be paid by the Committee members' respective municipality, unless specifically provided for in the Regional Community Development Committee (RCDC) Budget.

9. **REPEAL**

9.1 Smoky Lake County **Bylaw No. 1379-20** known as the "Regional Community Development Committee- Joint Agreement" shall be repealed upon the passing of this Bylaw.

IN WITNESS WHEREOF the parties hereto execute this Agreement and affixed their corporate seals of its proper signing officers duly authorized:

SMOKY LAKE COUNTY

DATE: _____

Reeve, Smoky Lake County

Chief Administrative Officer
Smoky Lake County

TOWN OF SMOKY LAKE

DATE: _____

Mayor, Town of Smoky Lake

Chief Administrative Officer
Town of Smoky Lake

VILLAGE OF VILNA

DATE: _____

Mayor, Village of Vilna

Chief Administrative Officer
Village of Vilna

Schedule "B"

Regional Community Development Committee (RCDC)

OATH OF OFFICE AND CONFIDENTIALITY AGREEMENT

As a **Public-at-Large Committee Member** of the Regional Community Development Committee (RCDC), on behalf of _____:
Municipality

I, _____ UNDERSTAND AND AGREE
(Please Print Name)

THAT THE FOLLOWING CONDITIONS SHALL APPLY TO MY POSITION:

1. Exercise the powers of my office and fulfill my responsibilities, at all times, in good faith, with due diligence, care and skill in a reasonable and prudent manner; and in the best interests of the Regional Community Development Committee (RCDC).
2. Respect and support the Committee's and municipality's bylaws, policies, Code of Conduct, and decisions of the Committee and membership.
3. Any information recorded or not, received or acquired in connection with my duties is considered confidential. Confidential information includes all records which in any way would divulge information in regards to any community member or his/her family; and any other matters specifically determined by committee to be matters of confidence including matters dealt with during executive session (in-camera) meetings of the Committee.
4. I shall act in a professional manner in the performance of my duties as a Committee member of the Regional Community Development Committee (RCDC),
5. Immediately declare any personal conflict of interest that may come to my attention.
6. Immediately resign my position as Committee member of the Regional Community Development Committee in the event that I, or my colleagues on the Committee, have concluded that I have breached my Oath of Office.
7. I, as a Committee member am bound to maintain, in strict confidence, the Regional Community Development Committee's (RCDC) business, even after my appointment as member ceases.

Signed this _____ day of _____ 20__.

Committee Member Name

Committee Member Signature

Witness Name

Witness Signature

Schedule "C"


Regional Community Development Committee (RCDC)

MEMBER-AT-LARGE: INVOICE STATEMENT

As a Public-at-Large Committee Member of the Regional Community Development Committee (RCDC), on behalf of _____:
Municipality

I, _____ SUBMIT INVOICE STATEMENT
(Please Print Name)

IN ACCORDANCE TO: Bylaw Section 5.3.3 At-large members will be reimbursed at the current per diem rate and expenses for mileage

 Regional Community Development Committee (RCDC) Invoice				
Date	Meeting Date	Mileage KM's	Rate	Per Diem

Member-at-Large Signature

Date

REQUEST FOR DECISION		DATE	June 24, 2021	4.4
TOPIC	Bylaw No. 1400-21: Procedural Bylaw			
PROPOSAL	<p>BACKGROUND:</p> <p>(1) Bylaw No. 1131-05: Known as the “The Meeting Procedures and Transacting of Business Bylaw”.</p> <ul style="list-style-type: none"> ■ County Council Meeting: First Reading: October 20, 2005. Second and Third Reading: May 25, 2006. ■ Bylaw 1131-05: The Bylaw was established to deal with procedures and the transaction of Business by the Council of Smoky Lake County. ■ Bylaw contained 30 components and 4 schedules. <p>(2) Bylaw No. 1303-17: Known as the “Procedural Bylaw”.</p> <ul style="list-style-type: none"> ■ County Council Meeting: First, Second, Permission and Third Reading: June 15, 2017. ■ Bylaw 1303-17: For the Purpose to regulate meeting and proceedings and the transaction of business by the Council of the County and its Committees. ■ Bylaw expanded into 10 Sections – including 5 Schedules: <ul style="list-style-type: none"> 1. Interpretation. 2. Definitions 3. Application 4. Organization of Council and Committees 5. Meetings 6. General Meeting Procedures 7. Parliamentary Rules 8. Corporate Records 9. Bylaws 10. Amendments and Enforcement <ul style="list-style-type: none"> Schedule A: Table of Contents Schedule B: Organizational Meeting Election Procedures Schedule C: Function of Reeve Schedule D: Functions of Elected Officials Schedule E: Public Hearing Procedures Appendix E.1 Notice Appendix E.2 Sign-In Sheet Appendix E.3 Reeve’s Script Appendix E.4 Oath <p><u>NOTE OF INTEREST:</u></p> <p>Procedure Bylaw Hierarchy of rules</p> <ul style="list-style-type: none"> ● Municipal Government Act and any other provincial legislation ● Procedure Bylaw ● Principle Rules of a Meeting (Robert’s Rules) (not legislated). 			

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 procedural 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.

CURRENT:

- **2021 Municipal Accountability Program (MAP) Report** completed on Smoky Lake County indicated that the “Procedural Bylaw” Section 5.30 was **identified as a legislative gap** under the heading CANCELLATION OF MEETINGS considered to be legislatively non-compliant.
- **2021 Municipal Accountability Program (MAP) Report** Section 3.5 (Page 35), as follows:

3.5 Discretionary Bylaws

1. Procedural Bylaw

Legislative requirements: MGA 145

1. Does the municipality have a procedural bylaw?

Comments/Observations: Council passed bylaw 1303-17 on June 15, 2017 establishing meeting procedures for council and council committees. Section 5.3 of the bylaw states that council may cancel any meeting with written consent. This section is in contravention of sections 180 and 181 of the MGA, which speaks to council acting only by bylaw or resolution at an open public meeting with quorum present.

Meets Legislative Requirements: No

Recommendations/Action Items: Bylaw 1303-17 must be amended or repealed and replaced to comply with the MGA procedures for cancelling meetings, which requires a motion of council in accordance with sections 180 and 181 of the MGA.

Resources: Municipal Affairs Advisors are available to provide general support by calling toll-free 310-0000 and then 780-427-2225.

Municipal Response: Response to the findings, or comments, status or action to be taken including key milestones and deadlines. Where resolutions of council are required please provide the date of approval and resolutions of council and/or bylaw numbers.

- **Smoky Lake County current Procedural Bylaw** demonstrates best practices outlines of the rules for conducting meetings and shows the connection to the agenda.
- County municipal business is dealt with and conducted in a professional and consistent manner.

PROPOSAL: Bylaw to be rescind and a NEW Bylaw to be adopted:

✓ The MAP Report Review identifies areas of legislative compliance, a

CURRENT

NEW - Recommendations

CANCELLATION OF MEETINGS

- 5.30 Any Meeting may be cancelled:
 - 5.30.1 by a majority of Members at a previously held Meeting; or
 - 5.30.2 with a written consent of a majority, provided twenty-four (24) hours notice is provided to Members and the public; or
 - 5.30.3 with a written consent of Four-Fifth (4/5) of the Members if twenty-four (24) hours notice is not provided to the public.
- 5.31 Committee Meetings may be cancelled, however at least twenty-four (24) hours of notice must be provided to the Members and the public.

CANCELLATION OF MEETINGS

- 5.30 **Regular Meeting:**
 - 5.30.1 May be cancelled by motion passed by the Council Members present at a Meeting held prior to the Meeting to be cancelled.
 - 5.30.2 If Council changes the date or time of a regularly scheduled meeting, the municipality must provide twenty-four (24) hours notice of the change to any Member of Council not present at which the change was made and to the public.
- 5.31 **Committee Meeting:**
 - 5.31.1 May be cancelled with a written consent of the majority and must give twenty-four (24) hours notice of the cancellation to all Members and the public.

SUMMARY:

- In the current Bylaw, the word “Any” needs to be removed.
- To cancel a County Meeting – can only be done by a Motion of Council.
- To cancel a Committee Meeting – written consent by majority.
- The wording within this section was simplified as related from the MGA.

PLEASE NOTE:

- ▶ Whenever a Committee Meeting is rescheduled – County always gets a motion approving action taken at the next schooled meeting.
- ▶ Council has **NEVER** cancelled a Council Meeting without a motion of Council.

CORRELATION TO BUSINESS (STRATEGIC) PLAN

LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS

▶ **Municipal Government Act: Section 145**

A council may pass bylaws in relation to the following:
 (a) the establishment and functions of council committees and other bodies;

	<p>(b) the procedure and conduct of council, council committees and other bodies established by the council.</p> <p>Section 193(1) Regular council meetings 193(1) A council may decide at a council meeting at which all the councillors are present to hold regularly scheduled council meetings on specified dates, times and places. (2) Notice of regularly scheduled meetings need not be given. (3) If council changes the date, time or place of a regularly scheduled meeting, the municipality must give at least 24 hours' notice of the change (a) to any councillors not present at the meeting at which the change was made, and (b) to the public.</p> <p>Section 195 Council committee meetings 195 The municipality must give at least 24 hours' notice of a council committee meeting (a) to the members of the council committee, and (b) to the public.</p>
BENEFITS	<ul style="list-style-type: none"> ■ Process to conduct its business is in an orderly and consistent manner in an organized format for easier access of information for reference. ■ Establishes rules of procedure which it will conduct its business for council meetings, including the manner by which resolutions may be passed, and the manner by which bylaws may be adopted. ■ Establishes rules of procedure for council committee meetings; provides for the taking and certifying of minutes at council and council committee meetings. ■ This type of approach exercises and demonstrates consistent transparency in conducting Council's business operation of democratic local government.
DISADVANTAGES	
ALTERNATIVES	
FINANCE/BUDGET IMPLICATIONS	
Operating Costs: \$ _____ \$ _____ Budget Available: \$ _____ Budgeted Costs: _____	Capital Costs: \$ _____ Source of Funds: _____ Unbudgeted Costs: _____
INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS	Alberta Municipal Affairs – Municipal Services Division.
COMMUNICATION STRATEGY	Publish on the Website for County Citizens to see how Council conducts its meetings.
RECOMMENDATIONS	
<p>That Bylaw No. 1400-21: Procedural Bylaw be given first, second, permission, third and final reading.</p>	
CHIEF ADMINISTRATIVE OFFICER	

**SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO. 1400-21**

**BEING A BYLAW OF SMOKY LAKE COUNTY IN THE PROVINCE OF ALBERTA FOR THE
PURPOSE TO REGULATE MEETING PROCEEDINGS AND THE TRANSACTION OF
BUSINESS BY THE COUNCIL OF THE COUNTY AND ITS COMMITTEES.**

WHEREAS, pursuant to the *Municipal Government Act*, R.S.A. 2000 c. M-26 a amendments thereto, authorizes Council to pass a Bylaw to establish rules and provisions to regulate the conduct of business in Council Meetings and Council Committee Meetings; and

AND WHEREAS, to provide a standard, clear format and conduct for Meetings for Members of Council or Committee Members, Administration, the media and the public to understand the decision making process requiring neutrality, equality, fairness, transparency and democracy;

AND WHEREAS, pursuant to the *Municipal Government Act*, Council of Smoky Lake County may by bylaw delegate its powers, duties or functions to a Council Committee; and

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



PART ONE: INTERPRETATION

- 1.1 This Bylaw shall be cited as the "**Procedural Bylaw**".
- 1.2 This Bylaw shall govern all Meetings of Council as established by Smoky Lake County Council.
- 1.3 The headings in the **Procedural Bylaw** have been inserted for reference as outlined in **Schedule "A": Table of Contents** as a matter of convenience only and in no way define, limit or enlarge to scope or meaning of this Bylaw or any provisions thereof.
- 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*, as recorded in "Parliamentary Procedures – At-A-Glance" by O. Garfield Jones. In the event of conflict between the provisions of this Bylaw and Robert's Rules of Order, the provisions of this Bylaw shall apply.
- 1.5 Words in the masculine gender will include the feminine gender whenever the context so requires and vice versa.

PART TWO: DEFINITIONS

- 2.1 "**Act**": means the *Municipal Government Act*, RSA 2000, c-M-26 and successive Acts and amendments thereto.
- 2.2 "**Acting Reeve**": means a Council Member, selected by Council, to preside at a Meeting in the absence or incapacity of both the Reeve and the Deputy Reeve.
- 2.3 "**Administration**": means the general operations of the County, including the Chief Administrative Officer or an employee accountable to the Chief Administrative Officer.
- 2.4 "**Adjourn**": means to end a Meeting.
- 2.5 "**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.
- 2.6 "**Bylaw**": means this Procedural Bylaw for Smoky Lake County.

- 2.7 **“Chairperson”**: means the person who presides over a Council or Council Committee Meeting. Referred to as the Chair.
- 2.8 **“Challenge”**: means an appeal to the ruling of the Chair.
- 2.9 **“Chief Administrative Officer”**: means the person, also known as the “CAO”, appointed by Council to the position of Chief Administrative Officer under the *Municipal Government Act* for Smoky Lake County.
- 2.10 **“Combined Meeting”**: means a Regular Meeting which combines agenda items related to both a Regular Council Meeting and a Public Hearing.
- 2.11 **“Committee”**: means a Council Committee, Board, Commission or other body established by Council under the *Municipal Government Act*.
- 2.12 **“Committee of the Whole”**: means an informal Meeting consisting of all members of Council established for the purpose of Meeting on specific issues.
- 2.13 **“Corporate Record”**: means the record of agenda, minutes, and other related material which is dealt with by Council or a Council Committee. It also includes all documents to which the Smoky Lake County corporate seal is impressed.
- 2.14 **“Council”**: means the Reeve and Councillors duly elected in the Smoky Lake County and who are eligible to continue to hold office.
- 2.15 **“Councillor”**: is a Member duly elected as a Councillor, including the Reeve under the *Municipal Government Act* to represent a division in the County, who continues to hold office.
- 2.16 **“County”**: means the geographic area contained within the boundaries of the municipality of Smoky Lake County.
- 2.17 **“Delegation”**: means any person or group of persons other than Administration, who appears before Council at a regular Council Meeting to address a specific matter.
- 2.18 **“Deputy Reeve”**: means the Council Member known as the Deputy Chief Elected Official) appointed by Council, by resolution, pursuant to the *Municipal Government Act*, as act as Reeve in the absence or incapacity of the Reeve.
- 2.19 **“Electronic Recording”**: means a recording that contains machine generated, as opposed to human-generated information. This includes audio recordings.
- 2.20 **“Emergent Business”**: is business that is of urgent or an emergency nature that requires for prompt action.
- 2.21 **“Ex-Officio”**: means to be a member of a Council Committee by virtue of being a Reeve, in a non-voting capacity.
- 2.22 **“Executive Session”**: (Known also to be referred to as “In-Camera” or “Closed Session”) means a portion of a Meeting lawfully held in private and not open to the public.
- 2.23 **“Freedom of Information and Protection of Privacy Act”**: means the *Freedom of Information and Protection of Privacy Act*, RSA 2000, Chapter F-25, as amended thereto, also known as FOIP.
- 2.24 **“General Election”**: means an election held in the Smoky Lake County at the end of each Council term to fill Council positions, in accordance with the *Local Authorities Election Act*, R.S.A. 2000.
- 2.25 **“Group”**: means two (2) or more persons gathered together by a common interest in any matter, one of whom may be appointed as spokesperson to be solely responsible for presenting the points of view or positions of the persons represented.

- 2.26 **“Improper Conduct”**: means any action by a member of the public at a Meeting which, in the opinion of the Reeve or the Chair of the Meeting, intimidates, threatens, harasses, obstructs, or physically injures any other person and includes the refusal to follow any directions of the Reeve or the Chair of the Meeting.
- 2.27 **“Meeting”**: means a Council Meeting or Council Committee Meeting or a Meeting of other bodies established by Council where municipal business is conducted and shall be open to the Public.
- 2.28 **“Member”**: means a member of Council duly elected who continues to hold office, pursuant to the provisions of the *Local Authorities Act*, or a Member of a Committee duly appointed by Council, under the *Municipal Government Act*, to that Committee;
- 2.29 **“Minutes”**: means the record of decisions of a Meeting recorded in the English language without note or comment.
- 2.30 **“Motion”**: means a formal proposition put forward (i.e., moved) by a Councillor in attendance at a Meeting with the intention that it be put to a vote, and is synonymous with the word “Resolution”.
- 2.31 **“Member-at-Large”**: means a member of the public appointed by Council to a Committee of Council.
- 2.32 **“Municipal Government Act”**: means the *Municipal Government Act*, RSA 2000, Chapter M-26, legislation, as amended from time to time.
- 2.33 **“Municipality”**: means the Municipal Corporation of Smoky Lake County.
- 2.34 **“Notice of Motion”**: is a means by which a Member of Council brings business before Council.
- 2.35 **“Organizational Meeting”**: means an annual Meeting of Council held in accordance with Section 192 of the *Municipal Government Act*.
- 2.36 **“Pecuniary Interest”**: means a pecuniary interest as defined in the *Municipal Government Act*.
- 2.37 **“Person”**: means an individual, partnership, association, corporation, trustee, executor, administrator, or legal representative.
- 2.38 **“Point of Information”**: means a request to a Member of Council or the Administration, for information relevant to the business at hand, but not related to a Point of Procedure.
- 2.39 **“Point of Order”**: is the raising of a question by a Councillor to call attention to any deviation of a provision of this Bylaw, or any other Bylaw, statute or regulation, or to any parliamentary procedural matter.
- 2.40 **“Point of Privilege”**: refers to matters affecting the rights and immunities of Council collectively or the propriety of the conduct of individual Members and includes, but is not limited to, the following;
- 2.40.1 the organization or existence of Council,
 - 2.40.2 the comfort of Members.
 - 2.40.3 the conduct of Members
 - 2.40.4 the conduct of Administration or members of the public in attendance at the Meeting.
 - 2.40.5 the reputation of Members or of Council as a whole.
- 2.41 **“Point of Procedure”**: means a request made to the Chair to obtain information on a matter of parliamentary law or the rules of Council bearing on the business at hand in order to assist a Member to make an appropriate motion, raise a point of order or understand the parliamentary situation or the effect of the motion.
- 2.42 **“Postpone”**: (known as a synonym with the word “Defer”) means to delay the consideration of any matter either:
- 2.42.1 To a definite time when further information is likely to be obtained; or
 - 2.42.2 Indefinitely;

- 2.43 **“Public Hearing”**: is a duly advertised Meeting of Council convened to hear matters pursuant to the *Municipal Government Act* or other matters which Council directs be considered at a Public Hearing held during a Regular Meeting of Council.
- 2.44 **“Public Question and Answer Period”**: means a time set aside during a Regular Council Meeting or Combined Meeting which is held for the purpose of allowing members of the public to ask or express to Council their opinions or concerns on matters of public interest.
- 2.45 **“Quorum”**: means the majority of the valid, subsisting members of Council; fifty (50) percent plus one (1), unless Council provides otherwise in this Bylaw, and the same applies to Committees, Boards, Commissions, or other organized and recognized groups, unless another bylaw or resolution establishing such a body specifies a different quorum.
- 2.46 **“Recess”**: means to take a short break from the Meeting with the intent of returning to the order of business or agenda item following the break.
- 2.47 **“Reconsider”**: means that motion that, if adopted, allows the Council to consider the vote again on the motion in the same Meeting in which the motion was first decided.
- 2.48 **“Reeve”**: means the Council Member known as the Chief Elected Official, appointed by Council, by resolution, pursuant to the *Municipal Government Act*.
- 2.49 **“Refer”**: means to send a motion or agenda item to a Committee or Administration for investigation, clarification and report; or to a future Council Agenda for decision.
- 2.50 **“Regular Meeting”**: means a Meeting of Council scheduled and published in accordance with this Bylaw and the *Municipal Government Act*.
- 2.51 **“Rescind”**: means to bring forward to a later Meeting a previously successful motion with the intent of revoking the original motion.
- 2.52 **“Special Meeting”**: means a Meeting called by the Reeve or Council in accordance with the *Municipal Government Act* and this Bylaw.
- 2.53 **“Table”**: means to lay on the table or to set aside temporarily and address later during the same Meeting.
- 2.54 **“Terms of Reference”**: is a statement of the purpose of a Committee or other body approved by Council and shall include, but is not limited to, composition, duties, powers, functions and termination clause, if applicable.
- 2.55 **“Two-Thirds Vote”**: is a vote requiring at least two-thirds of the Council Members who continue to hold office or appointment, to vote in the affirmative. For the purposes of this Bylaw and Smoky Lake County Council’s purposes. This number is deemed to be four (4) out of five (5) Council Members, as it is a higher threshold of support than the simply majority of three-fifth (3/5).
- 2.56 **“Vice-Chairperson”**: is the person who has the authority to preside at a Meeting in the absence of the Chairperson.

PART THREE: APPLICATION

- 3.1 This Bylaw applies to all Meetings, unless a specific Terms of Reference provide permission for the establishment of procedures. Committees created by Council are subject to the provisions of this Bylaw unless Council has given the Committee the power to establish procedures or the Committee passes a resolution to amend a non-substantive provision of this Bylaw, such as the grace period to establish Quorum. Sections of this Bylaw which are governed by the *Municipal Government Act* may not be altered.

- 3.2 Procedure is a matter of interpretation by the Reeve or the Committee Chairperson.
- 3.3 In the absence of a statutory obligation, provisions of this Bylaw may be temporarily altered or suspended by a Four-Fifth Vote. This motion to alter or suspend cannot be amended and may only be made by Council and only be effective for the Meeting during which it is passed.
- 3.4 Paramount Rules: The precedence of the rules governing the procedure of Council is:
- 3.4.1 The *Municipal Government Act*.
 - 3.4.2 Other Provincial or Federal Legislation.
 - 3.4.3 This Bylaw.
 - 3.4.4 Roberts Rules of Order.
- 3.5 The *Municipal Government Act* requires all municipalities to name a place as its Municipal Office. The place for the Municipal Office and the Council Chambers for the Smoky Lake County is: 4612 McDougall Drive, Smoky Lake, Alberta, T0A 3C0.

PART FOUR: ORGANIZATION OF COUNCIL AND COMMITTEES

COUNCIL:

- 4.1 The **Reeve**, referred to as the Chief Elected Official, when present, shall preside as Chair over all Meetings of Council and perform functions as set out in **Schedule "C": Functions of the Reeve**.
- 4.2 The **Deputy Reeve** shall preside as Chair over all Meetings of Council, in the absence, incapacity, or inability of the Reeve.
- 4.3 Council may appoint another Councillor as **Acting Reeve** for all Meetings of Council, in the absence, incapacity, or inability of the Reeve and Deputy Reeve.
- 4.4 The Reeve shall be an **Ex-officio** Member of all Committees established by Council under the *Municipal Government Act* in the capacity as a non-voting member.
- 4.5 **Council** members, referred to as the Elected Officials, are to make decisions as a collective body for all matters. Individual Council Members do not have authority to bind Council or the County to a specific course of action unless the authority has been expressly granted through resolution of Council; and as set out in **Schedule "D": Functions of Elected Officials**.
- 4.6 Council Members shall not exercise a power or function or perform a duty that is by this or another enactment or Bylaw specifically assigned to the Chief Administrative Officer or a designated officer.

ROLE OF THE CHAIR:

- 4.8 The Reeve shall be the Chair of all Public Meetings.
- 4.9 The Chair:
- 4.9.1 shall enforce this Procedural Bylaw,
 - 4.9.2 shall remain objective,
 - 4.9.3 shall maintain order and preserve decorum and may, if necessary, call a Council Member to order,
 - 4.9.4 shall decide Points of Order and Points of Procedure without debate or comment,
 - 4.9.5 shall determine which Council Member has the floor to speak,
 - 4.9.6 shall receive, state and frame all motions presented to clarify their intent as moved,
 - 4.9.7 shall ensure that all Council Members who wish to speak on a motion have spoken *once*, that the Council Members are ready to vote and shall subsequently call the vote,

- 4.9.8 shall authorize, at the Meeting, the distribution of additional material for the Corporate Record,
 - 4.9.9 shall rule when a motion is Out of Order,
 - 4.9.10 shall protect Council from motions that are obviously frivolous or with intention to cause delay, by refusing to acknowledge them, and
 - 4.9.11 shall recess the Council Meeting to consult with Chief Administrative Officer or legal counsel for guidance in rulings.
- 4.10 The Chair shall make reasonable efforts, including the calling of a recess, to ensure all Councillors in attendance at the Meeting are present when a vote is being taken, unless a Councillor is excused from voting in accordance with the *Municipal Government Act* or this Bylaw.
 - 4.11 Provide information to Council Members on any matter related to the business of the County, with the exception of during debate.
 - 4.12 When the Chair wishes to participate in the debate on the question or motion, the Chair shall vacate the Chair and request another Councillor to assume the Chair.
 - 4.13 The Chair may invite persons forward from the audience to speak with unanimous agreement of Council, if it is deemed to serve the best interests of the issue being discussed and the public interest.

CHALLENGING THE CHAIR

- 4.14 When a Council Member wishes to challenge the ruling of the Chair, a motion "**That the decision of the Chair be overruled**" shall be made, the question shall be put to a vote immediately without amendment or debate. Should the motion be defeated, the ruling of the Chair is then upheld.
- 4.15 A Motion to Challenge the Chair may be made only at the time of the ruling, whether or not another speaker has the floor.
- 4.16 Any ruling of the Chair may be challenged. The Chair must summarize his/her decision and the reasons for it, and without debate or delay put the question to Council.
- 4.17 The Chair shall be governed by the vote of the majority of the Council Members present.
- 4.18 If the Chair refuses to put the question on the Challenge, the person who would preside in the absence of the Chair shall put the question to Council.

COUNCIL MEMBER INQUIRY

- 4.19 A Council Member Inquiry is a request for information from Administration.
- 4.20 A Council Member shall not give direct instructions to the Chief Administrative Officer or the employees of the Chief Administrative Officer (Administration) without specific direction from Council confirmed by a Council motion.
- 4.21 Any Council Member may make a Council Member Inquiry through the Chair at any Regular Council Meeting or Council Committee Meeting.
- 4.22 Council Member Inquiries shall be made in writing and shall be addressed as a Notice of Motion to be added to a future agenda allowing Administration time to research the specific inquiry and give Council an up to date and informed response in a timely manner.
- 4.23 Council Members cannot make any Council Member Inquiries to the County appointed Auditor or their employees.
- 4.24 Council Member Inquiries cannot be made at Special County Council Meetings.

RESPONSES TO INQUIRY

- 4.25 The Chief Administrative Officer may verbally answer a Council Member Inquiry at the Meeting at which it was made; however, any Member of Council may request that the response be submitted to Council in writing at a future Meeting, as per *Section 4.22* of this bylaw.
- 4.26 Time for Inquiry on the Agenda - a Council Member Inquiry shall be added to the Meeting agenda under the heading "Council Member Inquiry" and only after a "Notice of Motion" is made to add to a future agenda.

COMMITTEE ESTABLISHMENT

- 4.27 Council may establish Committees, pursuant to the *Municipal Government Act*, as are necessary or advisable for the orderly and efficient handling of the affairs of the County and shall establish the Terms of Reference and termination of a Committee, when necessary.
- 4.28 Council will appoint the Members of each Council Committee by resolution, annually at the Organizational Meeting.
- 4.29 When making appointments, Council may appoint for any Committee an alternate who may serve as a voting member, in the absence of a regular Committee member.
- 4.30 Each Council Committee will select both a Chairperson and Vice-Chairperson, such selections to be made by majority vote of the Committee Members, annually, as soon as practical following the Organizational Meeting.
- 4.31 The Committee Meetings shall be conducted in accordance with the Terms of Reference, in the absence of a provision; the rules governing the procedures of Council shall prevail.
- 4.32 No audio recording is made of Committee Meetings.
- 4.33 Committee reports shall be forwarded to a Regular Council Meeting and shall be added to the Agenda in writing of the Regular Council Meeting. A Council Committee Member shall report on the Committee Meeting along with any recommendations the Committee may have for Council's consideration.
- 4.34 No action of a Committee shall be binding on the County, unless the power to take such action is expressly conferred on the Committee by legislation, Bylaw or resolution, in accordance with ***Policy Statement 01-16: Procedure and Transacting of Business by Council.***

PART FIVE: MEETINGS

All Meetings shall be open to the public and no person may be excluded up to the capacity limit of the Council Chambers, except for improper conduct as determined by the Chairperson.

ORGANIZATIONAL MEETING:

- 5.1 An Organizational Meeting of Council must be held annually within two weeks after the third Monday in October at a date and time set by Council, except in the year of a general election, when the Chief Administrative Officer shall determine the date and time for the Organizational Meeting.
- 5.2 At the Organizational Meeting, the Chief Administrative Officer shall take the position of Chairperson and call the Meeting to Order.
- 5.3 At the first Organizational Meeting of a Council term, all Councillors must take the Oath of Office before dealing with any matter of business, as prescribed by the *Oath of Office Act*, RSA 2000 after a general election.

- 5.4 Members of Council hold office from the beginning of the Organizational Meeting following a general election until immediately before the Organizational Meeting following the next general election, in accordance with the *Local Authorities Election Act*.
- 5.5 The Reeve and Deputy Reeve, as appointed from among the Council Members as set out in **Schedule "B": Organizational Meeting Election Procedures** and in accordance with **Policy Statement No. 01-02: Election of Reeve or Deputy Reeve from Council**, hold their appointment from immediately after the vote is announced and an Oath of Office is taken until immediately before the beginning of the next Organizational Meeting.
- 5.6 At the Organizational Meeting, Council shall establish, by resolution, for the forthcoming year:
- 5.6.1 Set dates, time and place for Regular Council Meetings.
- 5.6.2 Appointment of membership to all its Committees, and alternates to these Committees.
- 5.6.3 Any such other related business as is required by the *Municipal Government Act*.

REGULAR MEETING:

- 5.7 Council shall hold Regular Meeting of Council in the Council Chambers on the dates, time and place established at the Organizational Meeting.
- 5.8 Notice of regularly scheduled Meetings need not be given.
- 5.9 If Council changes the date or time of a regularly scheduled Meeting, by resolution, the municipality must give at least 24 hours' notice of the change:
- 5.9.1 To any Councillor not present at the Meeting at which the change was made.
- 5.9.2 To the Public by advertising on Bulletin Board in the County Office, posting on the municipal web-site as soon as practicable after the information is available; and on Social Media vehicles.

COMBINED MEETINGS:

- 5.10 In a Combined Meeting:
- 5.10.1 The Regular Public Hearing Portion, in accordance in Section 5.24, shall commence prior to the Regular Business of Council immediately following Consent Agenda and in accordance with **Schedule "E": Public Hearing Procedures**.
- 5.10.2 Joint Council Meeting(s) in conjunction with another municipality shall be deemed as Regular or Special Meetings of Council; and motions passed by County Council at such Meetings shall be binding on the part of the County.

SPECIAL MEETINGS:

- 5.11 The Reeve may call a Special Meetings whenever the Reeve considers it appropriate to do so.
- 5.12 The Reeve shall call a Special Council Meeting, if the Reeve receives a written request for the Meeting, stating its purpose from the majority of the Council Members.
- 5.13 A Special Meeting shall be scheduled by the Chief Administrative Officer when required to do so by the Reeve or a majority of Councillors of Council.
- 5.14 A Special Council Meeting called under this Section of the Bylaw shall be held within fourteen (14) days after the date that the Reeve receives the request or any shorter period provided for by Bylaw.

- 5.15 The Reeve calls a Special Council Meeting by giving a least twenty-four (24) hours' notice in writing to each Council Member and the public stating the purpose of the hearing and the date, time and place at which it is to be held.
- 5.16 A Special Council Meeting may be held with less than twenty-four (24) hours' notice to all Council Members and without notice to the public if at least two-thirds (2/3) of the whole of Council agrees to this in writing before the beginning of the Meeting.
- 5.17 No business other than that stated in the notice shall be conducted at any Special Meeting of Council unless all the members of Council are present, in which case, by unanimous consent, any other business may be transacted.

COMMITTEE OF THE WHOLE

- 5.18 Council may hold a Committee of the Whole in the Council Chambers on the dates, time and place established by resolution, by Council to discuss a matter.
- 5.19 Committee may receive delegations and submissions and meet with other municipalities and other levels of government.
- 5.20 Committee of the Whole Meeting are informal and no bylaw or resolution shall be passed at a Meeting of Committee of the Whole, in accordance with ***Policy Statement No. 01-16: Procedure and Transacting of Business by Council.***

OTHER COMMITTEE MEETINGS

- 5.21 Other Council Committees Meetings shall be held as formal Meetings established by resolution, by Council, in accordance with ***Policy Statement No. 01-16: Procedure and Transacting of Business by Council.***

PUBLIC HEARINGS

- 5.22 A Public Hearing will be held during the regular County Council Meeting.
- 5.23 Members of the public or a representative may address Council on a matters pursuant to the *Municipal Government Act* or other matters which Council directs be considered at a Public Hearing. Planning matters will be in accordance with ***Bylaw No. 1285-15: Public Hearing Procedures for Planning and Development Planning and Development.***
- 5.24 The Chairperson shall declare the Public Hearing in session and shall outline the Public Hearing Procedures, in accordance with ***Schedule "E": Public Hearing Procedures.***
- 5.25 **Abstention:**
- 5.25.1 A Councillor who was absent for all of a public statutory hearing on a proposed bylaw or resolution must not vote.
- 5.25.2 A Councillor who was absent for part of a statutory hearing may choose not to vote.
- 5.25.3 If a Councillor does not vote, the abstention must be recorded.

NOTICE PROVISIONS OF MEETINGS

- 5.26 For all Meetings requiring notice, as set out in ***Policy Statement No. 01-04: Public Notice of Council and Council Committee Meeting;*** the notice must:
- 5.26.1 Members and the Public must received notice of all Meetings.
- 5.26.2 be issued a minimum of twenty-four (24) hours prior to the Meeting date.
- 5.26.3 be in writing and specify the time, date, location and purpose of the Meeting.
- 5.26.4 be posted in the Smoky Lake County Administration Office Building.
- 5.26.5 delivered, faxed or electronically mailed to each Member

5.26.6 give any other notification as requested by Council or the Committee.

5.26.7 be in accordance with the *Municipal Government Act*.

- 5.27 If a matter is not specified in the notice of a Special Meeting, it may not be dealt with unless all Members are present and a motion is passed by a majority to deal with the matter.
- 5.28 The Reeve may call a Special Meeting of Council, on short notice without giving notice to the public, provided Two-Thirds (2/3) of Members give written consent to holding the Meeting before the Meeting begins. This does not apply to Committees.

USE OF COUNCIL CHAMBERS

- 5.29 The Chief Administrative Officer and the Reeve may approve the use of Council Chambers for Meetings other than Meetings of Council, in accordance with ***Policy Statement No.01-30: Use of Council Chambers***.

CANCELLATION OF MEETINGS

5.30 **Regular Meeting:**

5.30.1 May be cancelled by motion passed by the Council Members present at the Meeting held prior to the Meeting to be cancelled.

5.30.2 If Council changes the date or time of a regularly scheduled meeting, the municipality must provide twenty-four (24) hours notice of the change to any Member of Council not present at which the change was made and to the public.

5.31 **Committee Meeting:**

5.31.1 May be cancelled with a written consent of the majority and must give twenty-four (24) hours notice of the cancellation to all Members and the public.

PUBLIC QUESTION AND ANSWER PERIOD

- 5.32 A Council Public Question and Answer Period shall be held during each Regular Council Meeting between 11:30 a.m. to 12:00 noon.
- 5.33 The Public Question and Answer Period is intended primarily to provide residents of Smoky Lake County with the opportunity to raise with Council any questions or to follow-up on any issues they consider to be important.
- 5.34 The Chairperson shall acknowledge persons who wish to speak, encouraging the Public to feel comfortable, and shall promote respect for all questions raised and for all persons directly and indirectly implicated by the questions. All persons are requested to identify themselves by stating their name and address prior to asking questions.
- 5.35 Persons normally will present their questions in five (5) minutes or less. Another five (5) minutes may be accorded to questions of clarification and to answers from Councillors at the discretion of the Chairperson.
- 5.36 Supplementary questions from the public may be raised at the discretion of the Chairperson when: new information emerges, new developments occur with respect to the original matter, if the extended time does not prejudice the rights of other members of the public to raise their question(s), and if time permits.
- 5.37 The following matters shall not be discussed at a Public Question and Answer Period:
- 5.37.1 Matters of a confidential nature as described in Section(s) 6.26 to 6.33 (Executive Session) of this Bylaw.
- 5.38 Unless specifically determined otherwise, Council commits to providing written response to questions not immediately answered to the satisfaction of the questioner during the Public Question and Answer Period, within 30 days to the date of the question, with copies to all Councillors.

- 5.39 Issues raised during the Public Question and Answer Period will be handled the following way:
- 5.39.1 Council will not present motions relative to any question or issue raised by the public during the Public Question and Answer Period, unless Council unanimously consents to such action.
- 5.39.2 Motions may then, at the discretion of Council, address these issues later in the agenda of the Council Meeting or at a future Meeting of Council.

DELEGATION(S)

- 5.40 Requests from persons or groups who wish to make a representation to Council shall be made to the Chief Administrative Officer at least five (5) working days prior to a regular Council Meeting, including the purpose of the request, the proposed presentation in writing, action requested of Council, if any, and an estimate of time required. The Chief Administrative Officer will determine the time allocated.
- 5.41 The allocation of Council's time to delegations is primarily intended to enable proposals for development to be put forward, to advocate policy action by Council or to make the case of interest of business or non-governmental organizations.
- 5.42 Matters raised by delegations shall be considered at Council's discretion, at a subsequent Meeting of Council, in order to enable research and to check evidence provided by delegations, unless Council unanimously deems otherwise.
- 5.43 The following matters shall not be discussed during a presentation of issues brought forward by a Delegation:
- 5.43.1 Matters of a confidential nature as described in Section(s) 6.26 to 6.33 (Executive Session) of this Bylaw.

CONDUCT IN PUBLIC GALLERY

- 5.44 Persons within the public gallery, during a Meeting, shall:
- 5.44.1 not address Council without permission,
- 5.44.2 maintain order and quietness,
- 5.44.3 not applaud or otherwise interrupt a speech or action of Council or other person addressing Council, and
- 5.44.4 not engage in improper conduct as defined in Section 2 of this Bylaw.
- 5.45 The Reeve may order a member of the public, who disturbs or acts improperly at a Meeting by words or actions, to be expelled. The Reeve may request the Royal Canadian Mounted Police Service, if required, to remove the person.
- 5.46 Audio and/or videotape recordings are allowed in the Council Chambers, only if all equipment is completely silent and is operated in a manner that does not interfere with any person's ability to hear or observe the proceedings.
- 5.46.1 Under no circumstances shall any recordings of Meetings made by the Public be considered as a formal record of the proceedings.

CONDUCT OF COUNCIL MEMBERS

- 5.47 A Council Member wishing to speak at a Meeting shall obtain the approval of the Chair before speaking.
- 5.48 When a Council Member is addressing the Chair, every other Member shall:
- 5.48.1 remain quiet and seated,
- 5.48.2 not interrupt the speaker, except on a Point of Order or Point of Procedure,
- 5.48.3 not carry on a private conversation, and
- 5.48.4 not cross between the speaker and the Chair.

- 5.49 A Council Member addressing the Meeting shall:
- 5.49.1 not speak disrespectfully of Her Majesty the Queen, her official representatives or her government,
 - 5.49.2 not use offensive words in referring to other Members, staff or members of the public,
 - 5.49.3 not reflect on a vote except when moving to reconsider it, and shall not reflect on the motives of the Members who voted on the motion or the mover of the motion,
 - 5.49.4 not shout, use an immoderate tone of voice, profane, vulgar or offensive language, break the rules of Council, or disturb the proceedings,
 - 5.49.5 assume personal responsibility for a statement quoted and, upon request of the Members, shall give the source of the information.
- 5.50 A Member wishing to leave while a Meeting is in progress shall rise and await the permission of the Chair before leaving.
- 5.51 Subject to the *Municipal Government Act*, no Member shall leave his/her seat after a question is put to a vote until the vote is taken and declared.
- 5.52 A Member must be seated, remain seated and be silent from the time the vote is called for until the vote is declared.

PART SIX: GENERAL MEETING PROCEDURES

QUORUM

- 6.1 As soon as there is a Quorum of Councillors after the time fixed for the Meeting, the Reeve shall take the Chair and call the Meeting to order.
- 6.2 Unless Quorum is present within fifteen minutes after the time Appointed, the Meeting may, at the discretion of the Chair, stand adjourned until the next regular Meeting date or until a Special Meeting is called to deal with the matters intended to be dealt with at the adjourned Meeting. The Chief Administrative Officer shall record the names of the Councillors present at the expiration of the fifteen minutes time limit and such record shall be appended to the next Agenda. The only action that can legally be taken in the absence of Quorum is to fix the time to which to adjourn (if more than fifteen minutes is being allowed), adjourn, recess, or to take measures to obtain Quorum.
- 6.3 In the event that Quorum is lost after the Meeting is called to order, the Meeting shall be suspended until Quorum is obtained. If Quorum is not obtained within fifteen minutes, the Meeting shall stand adjourned.
- 6.4 If the Reeve or Deputy Reeve is not in attendance within fifteen minutes after the time appointed for a Meeting, and a quorum is present, the Chief Administrative Officer shall call the Meeting to order and a Chairperson shall be chosen by the Councillors present who shall preside during the Meeting until the arrival of the Reeve or Deputy Reeve.

VOTING

Voting - Requirement:

- 6.5 Every Councillor present, including the Reeve shall vote on every matter, unless required or permitted to abstain from voting under this or any other bylaw or enactment.
- 6.6 The Reeve shall ensure that all Councillors in attendance, who are not required or permitted to abstain from voting, are present in the Council Chamber when a motion is out to a vote.

- 6.7 A Councillor present at a Meeting shall request a recess if for any reason they may be away from Council Chambers during a time when a vote on a matter is imminent, unless that Councillor is excused from voting pursuant to this section.
- 6.8 The Chair will put the Motion to a vote by stating the Motion exactly as it was moved or amended, as applicable.
- 6.9 Votes shall be made by raising of hands or by verbally declaring as the Chair calls for those in favor or against. If participating in the Meeting by an electronic communication vehicle, a Councillor must vote verbally.
- 6.10 A Council Member has only one vote for each time a vote is held at a Meeting.
- 6.11 After the Chair declares the result of the vote, Councillors may not change their votes or recorded votes, if applicable.
- 6.12 Once the vote is carried, this is the decision of Council and shall be supported by all Council Members.

Voting - Declaring Results:

- 6.13 The Chair will declare the result of the vote.
 - 6.13.1 A motion shall be carried when a majority or other such required voting threshold of Council Members at a Meeting vote in favour of the motion.
 - 6.13.2 A motion shall be defeated (considered lost):
 - 6.13.2.1 when it does not receive the required number of votes, or
 - 6.13.2.2 when it receives a tie vote.

Voting - Calling the Question:

- 6.14 When a request is made by a Member for a vote to be taken on a motion during a debate (also known as Calling the Question), and the majority of Councillors present agree to do so, the motion and any amendments thereto shall be submitted to a vote immediately, without further debate.
- 6.15 When a Chair, having ascertained that no further information is required, commences to take a vote, no Councillors shall speak to or present another motion until the vote has been taken on such motion or amendment.
- 6.16 A Councillor who disagrees with the announcement made of the result of a vote may immediately object to the declaration and the vote shall be retaken.

Voting - Pecuniary Interest (Conflict):

- 6.17 Councillors who have a reasonable belief that they have a pecuniary interest (as defined in the *Municipal Government Act*) in any matter before Council, any committee of Council or any board, commission, committee or agency to which they are appointed as a representative of Council, shall, if present declare and disclose the general nature of the pecuniary interest prior to any discussion of the matter, abstain from discussion or voting on any question relating to the matter and shall remove themselves from Council Chambers until the matter is concluded.
- 6.18 A Council Member who has a Pecuniary Interest in a matter before Council shall:
 - 6.18.1 disclose the general nature of the Pecuniary Interest; and
 - 6.18.2 leave the Meeting before debate and return after the vote is declared.
- 6.19 A Council Member declaring a Pecuniary Interest is not considered part of the quorum for the item.
- 6.20 Pecuniary Interests are to be noted in the Meeting minutes stating the agenda item to which they pertain and the general nature of the interest disclosed.

- 6.21 Pecuniary Interests for Executive Session items are to be noted, however, the description is not required.

Voting - Recorded Vote:

- 6.22 Before a vote is taken by Council, a Councillor may request that the vote be recorded.
- 6.22.1 When a vote is recorded, the minutes must indicate the names of each Councillor and whether they voted: for, against, abstained from voting, or were absent from the meeting.

Participation by Electronic Communication Technology

- 6.23 A Councillor may participate in a Meeting via **Electronic Communication Technology**, if determined to be reliable and capable of blocking out background noise.
- 6.23.1 If a technical problem prevents or interrupts a Councillor's electronic participation in a Meeting, the minutes shall reflect the time at which the Councillor ceased to participate in the Meeting by reason of the technical problem.
- 6.23.2 If such technical problem is later resolved and the Councillor is able to rejoin the Meeting by electronic means without a vote on a Motion having taken place during the interruption in the Councillor's participation, the minutes shall reflect the time at which the Councillor rejoined the Meeting.
- 6.23.3 If electronic communication is interrupted during a Meeting and remains interrupted while a vote on a Motion is taken, the Councillor affected is deemed to have left the Meeting prior to the vote.

LEGAL ADVICE

- 6.24 Where a majority of the members present at a Council Meeting wish to receive legal advice in private, Council may recess for a period of time sufficient to receive legal advice.

EXECUTIVE SESSION:

- 6.25 Council and Council Committees may close all or part of Meetings to the Public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part One of the *Freedom of Information and Protection of Privacy Act* or it is permitted under the *Municipal Government Act*; and in accordance with ***Policy Statement No.01-47: Executive Session at Council Meeting and Committee Meeting of Council.***
- 6.26 When a Meeting is closed to the Public, the Meeting may include any person or persons invited to attend by Council.
- 6.27 When a Meeting is closed to the Public, no resolution or Bylaw may be passed at the Meeting, except a resolution to revert to a Meeting held in public.
- 6.28 Items on the agenda that fall under "Executive Session" heading shall be approved by the Chief Administrative Officer and in accordance with the provisions of the *Municipal Government Act* and the *Freedom of Information and Protection of Privacy Act*.
- 6.28.1 Provide a brief description of the topic.
- 6.28.2 State the section of the *Freedom of Information and Protection of Privacy Act* and *Municipal Government Act*, which allows the topic to be discussed in an Executive Session.

- 6.29 A Council Member may make a motion to move in "Executive Session" which shall:
- 6.29.1 be in accordance with the *Freedom of Information and Protection of Privacy Act* and *Municipal Government Act*;
 - 6.29.2 include the title or subject of the item to be discussed; and
 - 6.29.3 include the reason for the "Executive Session" Meeting.
- 6.30 In accordance with the *Municipal Government Act* and the *Freedom of Information and Protection of Privacy Act.*, all Members are required by law to keep in confidence matters discussed in Executive Session until the item is discussed at a Meeting held in Public.
- 6.31 No recording of any notes or minutes shall be taken during the discussion. The minutes shall reflect that a motion was made to move into an "Executive Session" and then another motion made to move out of an "Executive Session" and return to the open Meeting.
- 6.32 A Subdivision Authority, Development Authority or Subdivision and Development Appeal Board established under Part 17 of the *Municipal Government Act*, may deliberate and make its decisions in a Meeting closed to the public.

EMERGENT BUSINESS

- 6.33 A Council Member may move to discuss a matter of emergent business without prior notice. A motion to bring urgent or emergent business before a Council Meeting is subject to the following conditions:
- 6.33.1 the matter proposed for discussion shall be a genuine urgent or emergent matter as defined in this Bylaw, or as determined by the Reeve or the CAO, and
 - 6.33.2 the matter shall not involve discussion of a matter which has been discussed previously in the same Meeting.

ADJOURNMENT

- 6.34 A Motion to Adjourn is a motion to bring the Meeting to an end.
- 6.35 A Regular Council Meeting shall adjourn no later than 4:00 p.m. unless there has been a motion passed by majority to extend the Council Meeting beyond 4:00 p.m.
- 6.36 The Meeting is considered adjourned when the number of Council Members is less than what is required for a quorum within fifteen (15) minutes following the end of a recess.
- 6.37 A motion to adjourn shall be put without comment, debate or amendment.
- 6.38 The Reeve may declare a Meeting adjourned once all matters on the agenda have been completed.

PART SEVEN: PARLIAMENTARY RULES

General Provisions on MOTIONS:

- 7.1 A recommendation to Council does not constitute a motion until a Councillor has expressly moved it.
- 7.2 No Council Member may speak more than three (3) minutes on each of the main motion, debate or amendments.
- 7.3 Any Councillor may require the motion under discussion to be read at any time during the debate, except when a Member is speaking.

- 7.4 A motion made must give sufficient detail so that the subject of the motion and any proposed action can be determined.
- 7.5 The mover of a motion must be present when the motion is voted on.
- 7.6 The Chief Administrative Officer shall, if requested, read the motion aloud for clarification, after it has been moved.
- 7.7 After a motion has been moved, prior to a vote, it is the property of the floor and may only be withdrawn by the mover with the unanimous consent of the Members present.
- 7.8 When the vote has been called on a motion, there shall be no further debate on the motion, except to repeat aloud the motion on the floor.
- 7.9 Once Council has dealt with any matter, a motion that would have a similar result may not be made.

NOTICE OF MOTION:

- 7.10 A Notice of Motion is when a Council Member undertakes to introduce a new matter for consideration by Council.
- 7.11 A Notice of Motion shall be submitted to the Legislative Services Clerk or the Chair in writing to be added to the next Meeting agenda.
- 7.12 A Notice of Motion must stand on its own and shall give sufficient detail so that the subject of the motion and any proposed action can be determined.
- 7.13 A Notice of Motion shall be given without discussion on the matter until such time as it is brought forward for discussion on a Council agenda. Any supporting documents may be distributed at the Meeting with the approval of the Chair.
- 7.14 A Notice of Motion shall not contain urgent or emergent business.

Governing Rules of Procedures:

- 7.15 When a motion has been made and the matter is under debate and being considered, no Member may make another motion except to the following Privileged Motions:
 - 7.15.1 **Amend** the motion.
 - 7.15.2 **Amend the amendment** to the motion.
 - 7.15.3 **Refer** the main motion.
 - 7.15.4 **Table** the main motion.
 - 7.15.5 Motion to **Reconsider**.
 - 7.15.6 Motion to **Rescind**.
 - 7.15.7 **Withdraw** the motion.
 - 7.15.8 Motion to **Recess**.
 - 7.15.9 Motion to **Adjourn**.
 - 7.15.10 Motion to **set the time for adjournment**.
 - 7.15.11 Motion to **Postpone Indefinitely**.
 - 7.15.12 Motion to **Postpone To A Definite Time**.
- Or to Raise:**
 - 7.15.13 Point of Privilege.
 - 7.15.14 Point of Order.
 - 7.15.15 Point of Information or
 - 7.15.16 Point of Procedure.

Motion to Amend:

- 7.16 Only one amendment at a time shall be presented to the main motion. When the amendment has been disposed of, another may be introduced. All amendments must relate to the matter being discussed in the main motion and shall not so substantially alter the motion so as to change the basic intent or meaning of the main motion. The Chairperson shall rule on the intent of the amendment.

- 7.17 The amendment shall be voted upon, and, if any amendment is carried, the main motion, as amended, shall be put to the vote, unless a further amendment is proposed.

Motion to Refer:

- 7.18 A Councillor may move to refer any main motion to the appropriate Council Committee or the Administration for investigation and report.
- 7.19 A referral motion is made without amendment except as to time.
- 7.20 A Member moving a referral motion shall include in the motion:
- 7.20.1 the reason and terms on which the motion is being referred,
 - 7.20.2 the time when the matter is to return; and
 - 7.20.3 to whom it is being referred and whatever explanation is necessary as to the purpose of the motion.
- 7.21 A motion to refer is debatable.

Motion to Lay on the Table:

- 7.22 Motion to Lay on the Table enables Council to lay the pending Question aside temporarily when something else of immediate urgency has arisen.
- 7.22.1 A Member moving a motion to table shall include in the tabling motion the time at the present Meeting at which the matter is to be tabled.
- 7.23 The motion to table is not debatable or amendable and, when passed, the Question may only be resurrected by a Motion to Lift from the Table. If the Question is not taken from the Table prior to the close of the Meeting, the Question dies.
- 7.24 A motion to table takes Precedence over other motions related to the item being tabled. All motions which have been moved and are related to the tabled motion, are tabled along with the main motion.

Motion to Lift From the Table:

- 7.25 A tabled item is brought back (lifted from the table) with all of the motions or amendments related to it, exactly as it was when laid on the table.
- 7.26 An item tabled without a set time to return must be lifted from the table before discussion.
- 7.27 A motion to lift from the table may be made, providing there is no other motion on the floor and:
- 7.27.2 is not debatable or amendable,
 - 7.27.3 if defeated, may only be made again after other business has intervened,
 - 7.27.4 if defeated, for the purpose of further information required, a Motion to Refer to a future date can be considered,
 - 7.27.5 requires a majority vote, and
 - 7.27.6 is at a Regular Meeting, but not at a Special Meeting, unless prior notice was given.

Motion to Reconsider:

- 7.28 A Motion to Reconsider a motion that has already been voted on:
- 7.28.1 shall be made by a Council Member who voted on the prevailing side of the motion in question,
 - 7.28.2 shall be made the same day the vote was taken on the motion in question, or added as a Notice of Motion at the next Meeting,
 - 7.28.3 is debatable and must be confined to reasons for or against reconsideration,
 - 7.28.4 may be postponed to a definite time,
 - 7.28.5 shall be decided by a two-third vote, and
 - 7.28.6 shall, if successful, immediately bring the previous matter to the floor.
- 7.29 The following motions or actions **cannot** be reconsidered:

- 7.29.1 A Motion which created a contractual liability or obligation shall not be reconsidered, altered, varied, revoked, rescinded or replaced, except to the extent that it does not attempt to avoid or interfere with the liability or obligation.
 - 7.29.2 A Motion to adjourn, if adopted.
 - 7.29.3 A Motion to close nominations.
 - 7.29.4 A Point of Order, a Point of Procedure, a Point of Privilege or a Point of Information.
 - 7.29.5 A Motion to recess, extend the time for recess, or change the time of a scheduled recess.
 - 7.29.6 A Motion to suspend a provision of the Procedural Bylaw, if adopted.
 - 7.29.7 A Motion to lift from the table, if adopted.
 - 7.29.8 A Motion to bring forward, if adopted.
 - 7.29.9 A Motion to adopt the Agenda.
 - 7.29.10 Request for a recorded vote.
 - 7.29.11 A Motion to table, if adopted.
 - 7.29.12 Permission to withdraw a motion.
 - 7.29.13 A Motion to rescind or abandon a bylaw, if adopted.
 - 7.29.14 First and third readings of a bylaw.
 - 7.29.15 A Motion to reconsider at the same Meeting.
- 7.30 Notwithstanding subsections (7.35 to 7.36), a motion which alters or rescinds a motion already passed is a reconsideration regardless of the passage of time.

Motion to Rescind:

- 7.31 A Motion to Rescind a previous motion may be accepted by the Chair and, if passed by a majority vote of the Members of Council present, the previous motion referred to would be declared null and void.
- 7.32 No Motion to Rescind may be made when a vote has caused an irrevocable action.

Motion to Withdraw:

- 7.33 A motion which has been accepted by the Chair, may be withdrawn by the Unanimous Consent of all the Members present without the requirement of a vote.
- 7.34 Once a motion is withdrawn, the effect is the same as if it had never been made.
- 7.35 However, if any objection to withdrawal is made, it is necessary to dispense of the motion by voting to pass or defeat it.

Motion to Recess:

- 7.36 A Motion to Recess may be made at any time and shall include a time to reconvene.
- 7.37 The Chair may declare a short recess with the intent to return to order after a short time.

Motion to Adjourn:

- 7.38 A Motion to Adjourn is a motion to bring a Meeting to an end.
- 7.39 A Member may move a motion to adjourn a Meeting at anytime, except when:
 - 7.39.1 another Member has the floor,
 - 7.39.2 a call for a vote has been made,
 - 7.39.3 the Members are voting, or
 - 7.39.4 a previous motion to adjourn has been defeated and no other intermediate proceeding has taken place.
- 7.40 A Motion to adjourn shall be put without comment, debate or amendment.

- 7.41 A Motion to Adjourn a Meeting requires a majority vote.
- 7.42 Upon completion of all items on the Agenda, the Chair may in the Absence of a motion to Adjourn, declare the Meeting adjourned.

Motion to Postpone Indefinitely:

- 7.43 A Motion to Postpone Indefinitely is debatable and debate may deal with the merits of the motion being postponed.
- 7.44 A motion to Postpone Indefinitely may only be brought back after:
- 7.44.1 more than one (1) year from the date of the postponement.
- 7.44.2 a general election; or
- 7.44.3 a special resolution is passed allowing it to be brought back by two-thirds vote.

Motion to Postpone to a Definite Time:

- 7.45 A Motion to Postpone to a Definite Time shall include a date and time.
- 7.46 A Motion to Postpone to a Definite Time may be made at any time during debate.
- 7.47 A Motion to Postpone to a Definite Time is debatable as to advisability of the postponement and is amendable only as to the date and time specified.
- 7.48 If a motion is postponed to a definite time, it will take priority over all other unfinished business at that specified time, and cannot be brought back before that specified time without a Special Resolution.

POINT OF PRIVILEGE

- 7.49 A Council Member may raise a Point of Privilege at any time during the Meeting.
- 7.50 The Chair shall immediately decide whether to accept the Point of Privilege.
- 7.51 A Point of Privilege requests the Chair to rule on any matter related to the rights and privileges of Council or individual Council Members and include:
- 7.51.1 organization or existence of Council,
- 7.51.2 comfort of Council Members,
- 7.51.3 conduct of Council Members, Administration or the public in attendance at the Meeting,
- 7.51.4 accuracy of the reports of Council's proceedings, and
- 7.51.5 reputation of Council, Council Members and the municipality in which they serve.
- 7.52 If the Point of Privilege is accepted, it shall be dealt with immediately.

POINT OF ORDER

- 7.53 When the Chair is called upon to decide a Point of Order:
- 7.53.1 The Point shall be stated without unnecessary comment.
- 7.53.2 The Chair shall state the rule or authority applicable.
- 7.54 As soon as the Chair acknowledges the Point of Order raised, the Council Member raising the Point may be granted permission by the Chair to explain if necessary.
- 7.55 Point of Order which requires immediate attention may interrupt a speaker and is not debatable or amendable.
- 7.56 The Chair shall immediately rule on the Point of Order.
- 7.57 The decision of the Chair shall be final unless a challenge is made pursuant to Section 4.14 to 4.18 of this Bylaw.

POINT OF INFORMATION OR PROCEDURE

- 7.58 When a Point of Information or Point of Procedure is raised it shall be considered immediately and the Chair shall answer or direct the point to the appropriate Member of the Administration for explanation.

DEBATE ON MOTIONS

- 7.59 Except as provided elsewhere in this Bylaw, the following motions are debatable:
- 7.59.1 A motion for adoption or further consideration of a report.
 - 7.59.2 A motion for amendment to an amendable motion.
 - 7.59.3 A motion for second reading of a Bylaw.
 - 7.59.4 A motion for appointment or dissolution of a Committee.
 - 7.59.5 A motion to refer.
 - 7.60.6 Other motions made as part of routine proceedings and required for:
 - 7.60.6.1 Maintenance of Authority,
 - 7.60.6.2 Appointment or conduct of Council,
 - 7.60.6.3 Management of County Council business,
 - 7.60.6.4 Arrangement of proceedings,
 - 7.60.6.5 Correctness of records, or
 - 7.60.6.6 Corrections to dates and times of Council Meetings.
- 7.61 The Chair shall determine the speaking order when two or more Council Members want to speak.
- 7.62 Council Members shall address the Chair when speaking.
- 7.63 Each Council Member shall be given an opportunity to speak to a motion before it is put to a vote.
- 7.63.1 No Council Member may speak twice on a motion unless granted leave by the Chair to do so.
- 7.64 The Chair shall leave the Chair to participate in the debate, unless debate from the Chair is expressly permitted by this Bylaw.
- 7.65 Council Members, who have the floor to speak by the Chair, may not be interrupted by other Council Members except for:
- 7.65.1 Point of Privilege.
 - 7.65.2 Point of Information.
 - 7.65.3 Point of Order.
 - 7.65.4 Point of Procedure.
 - 7.65.5 Council Member has a Challenge to the Chair.
 - 7.65.6 By an objection to the consideration of a motion.
 - 7.65.7 Councillor is discussing a subject and not motion is on the floor.
 - 7.65.8 Councillor has exceeded the time limit to speak.

MOTIONS OUT OF ORDER

- 7.66 It is the duty of the Chair to determine what motions or amendments to motions are in order, subject to challenge by a Member, and to decline putting a motion to a vote that is deemed to be out of order.
- 7.67 The Chair shall advise the Meeting that a motion is out of order and shall cite the applicable rule or authority without further comment.
- 7.68 The Chair may refuse to accept a motion to refer that has the effect of defeating the motion being referred, e.g. time constraints.
- 7.69 The following motions are out of order:
- 7.69.1 a motion, similar to a motion voted on in the previous six (6) months, without reconsidering the original motion,
 - 7.69.2 a motion contrary to law or a previous motion,
 - 7.69.3 a motion similar to an item which has been tabled,
 - 7.69.4 a motion to reconsider a motion to reconsider at the same Meeting,

- 7.69.5 a motion referring an item to a Committee, if the final report of the Committee is complete,
- 7.69.6 a motion which is out of scope of Council,
- 7.69.7 once a motion has been voted on, a similar motion may not be made for six (6) months without first reconsidering the original motion with a Two-Thirds (2/3) Vote, or
- 7.69.8 if a motion is contrary to the procedures and privileges, the Chair may refuse to accept it and shall cite the rule or authority applicable without other comment.

MOTION TO FILE

- 7.70 A Motion to File or Receive for Information is made to acknowledge an item, report or recommendation and have it placed in the Corporate Record for reference. No additional action is taken.

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.***

MINUTES

- 8.7 Minutes will be prepared for every Meeting in accordance with the *Municipal Government Act* and distribute a copy to each Council Member in a subsequent agenda for adoption at the Meeting.
- 8.8 The preparation and distribution of Minutes of Council Meetings shall be the responsibility of the Chief Administrative Officer.
- 8.9 All motions by Council, including a motion number shall be recorded.

- 8.10 Minutes of Council Meetings will be recorded in the English language, without note or comment and shall include:
- 8.10.1 the names of the Council members present at, and absent from the Meeting,
 - 8.10.2 the names of the Council members that arrive late, leave before the Meeting is adjourned, or is temporarily absent from the Meeting,
 - 8.10.3 any abstentions made under the *Municipal Government Act* by any Council member and the reason for the abstention,
 - 8.10.4 signatures of the Chair and the Chief Administrative Officer after adoption,
 - 8.10.5 a record of the names of the Council members voting on a challenge to the ruling of the Reeve, as per Section 4.14 to 4.18 of this Bylaw,
 - 8.10.6 the identity of each Councillor and whether they voted for, against or were absent from the meeting when a recorded vote is taken,
 - 8.10.7 any "Pecuniary Interest" declaration of disclosure, as described in Section 6.18 of this bylaw, and the times at which the Councillor left as well as the time at which they returned to the meeting room, in accordance with the *Municipal Government Act*,
 - 8.10.8 the names of persons who have spoken for or against a matter considered at a Public Hearing and summary nature of the comments,
 - 8.10.9 the matter questioned and the name of questioner arising from "Public Question and Answer Period" as described in Section(s) 5.32 to 5.39.2 of this bylaw,
 - 8.10.10 the distribution of additional material authorized by the Reeve and/or Chief Administrative Officer to be distributed to Council and to form part of the Corporate Record, and
 - 8.10.11 the Section(s) of the *Freedom of Information and Protection of Privacy Act* that apply to an item being discussed in "Executive Session".
- 8.11 The Legislative Services Clerk shall make an audio-recording (a Recording) of all Regular Council Meetings, however Meetings held in executive session, are not audio-recorded.
- 8.12 The Legislative Services Clerk must retain all audio-recordings of Meetings for four years from the date of the regular Council Meeting.
- 8.13 A Member may make a motion requesting that the Minutes be amended to correct an inaccuracy or omission, however, the Legislative Services Clerk shall be advised of the challenge to the Minutes before the Regular Meeting at which they are officially confirmed, to allow the Legislative Services Clerk to review the Recording of that Meeting.
- 8.14 If a Member questions the accuracy of a portion of the Minutes of a Regular Meeting, the re-playable audio-recording of that Meeting shall be used to decide the accuracy.
- 8.15 Minutes shall be made available to the public by posting them on the County's website as soon as practicable following adoption.
- 8.16 No Member may introduce extraneous evidence to support a challenge to the accuracy of the Minutes unless the evidence has been compiled or made under the direction or control of the Legislative Service Clerk.

ADOPTION OF THE MINUTES

- 8.17 The minutes of each Meeting shall be circulated prior to the Meeting at which they are to be adopted;
- 8.17.2 if there are no errors or omissions, Council must adopt the minutes as presented by a majority of vote, or
 - 8.17.1 if there are errors or omissions, Council shall pass a motion to amend the minutes and adopt the minutes as amended; only minor changes may be made to correct errors in grammar, spelling and punctuation or to correct the omission of a word necessary to the meaning or continuity of a sentence, no change shall be allowed which would alter or affect the intent and the actual decision made by Council.

RETENTION AND STORAGE OF MINUTES

- 8.18 Regular Council Meeting minutes shall be retained permanently by the municipality in the original form in a safe and secure place in accordance with the *Municipal Government Act*.

CORPORATE SEAL

- 8.19 The Chief Administrative Officer shall have custody of the Corporate Seal and shall be held in a safe and secure location in accordance with the *Municipal Government Act*.
- 8.20 The Corporate Seal shall only be used under the direction of the Chief Administrative Officer as prima facie evidence that the County has assented to those documents to which the seal is affixed.
- 8.21 The Impression of the Corporate Seal shall be affixed to the following documents:
- 8.21.1 All Bylaws of the County signed by the Reeve, Deputy Reeve or Acting Reeve, and the Chief Administrative Officer or the Assistant Chief Administrative Officer presiding at the Meeting at which the bylaw was given third reading.
- 8.21.2 Debentures issued by the County and signed by the Reeve and Chief Administrative Officer or other designated officer.
- 8.21.3 Certificates of registration of debentures signed by the Chief Administrative Officer or other designated officer.
- 8.21.4 Contracts signed by the Chief Administrative Officer and/or Reeve or other designated officer.
- 8.21.5 Papers certified by the Chief Administrative Officer as being true copies of original documents held in the Smoky Lake County Office.
- 8.21.6 Such other papers or documents which, in the opinion of the Chief Administrative Officer, warrant the seal to be affixed.

COUNTY CORPORATE RECORDS

- 8.22 A copy of any bylaw, resolution or record certified by the Chief Administrative Officer as a true copy of the original is prima facie proof of the bylaw, resolution or record.

PART NINE: BYLAWS

BYLAWS ON THE AGENDA

- 9.1 When a Bylaw is presented to Council for consideration, the Chief Administrative Officer shall ensure that the number and the title of the Bylaw are added to the agenda and that the Bylaw in its entirety is attached to the agenda topic.

READINGS OF BYLAW

- 9.2 Every proposed Bylaw shall have three (3) separate and distinct readings. Only the title or identifying number shall be read at each reading.
- 9.3 A proposed Bylaw shall be introduced to Council by a motion of first reading and read a first time.

The following applies at First Reading:

- 9.3.1 Council may hear an introduction of the proposed Bylaw from Administration,
 - 9.3.2 Council shall vote on the motion for first reading of a Bylaw without amendment or debate; and
 - 9.3.3 After first reading, a Council Member may ask a question concerning the Bylaw.
- 9.4 A Bylaw shall be introduced for second reading by a motion that the Bylaw be read a second time.
- The following applies at Second Reading:
- 9.4.1 Council may debate the substance of the Bylaw,
 - 9.4.2 Council may propose and consider amendments to the Bylaw,
 - 9.4.3 a Council Member may request all or a portion of the Bylaw to be read verbatim, and
 - 9.4.4 Council may by motion refer the Bylaw to Administration for further information prior to second reading.
- 9.5 A Bylaw shall not be given more than two (2) readings at one (1) Meeting, unless all Councillors present unanimously agree to a motion authorizing the consent for third reading.
- 9.6 A Bylaw shall be introduced for third reading by a motion that the Bylaw be read a third and final time. Council shall vote on the motion without amendment or debate.
- 9.7 If a reading of a proposed Bylaw fails, the previous reading(s) are rescinded and the proposed Bylaw is deemed to be abandoned.
- 9.8 Subject to the Land Use Bylaw, failure of a reading of a proposed Bylaw revising the Land Use Bylaw will not prevent the introduction of another proposed Bylaw with similar terms and effect.
- 9.9 In accordance with the *Municipal Government Act*, if a Bylaw does not receive third reading within two (2) years from the date of the first reading, the readings are deemed to have been rescinded and the Bylaw is deemed to be abandoned.

AMENDMENTS TO BYLAW

- 9.10 The Legislative Services Clerk shall be responsible for keeping a record of all Bylaws, including amendments, in the County's Bylaw Index, and shall update the Bylaw Index after each Regular Council Meeting as required.
- 9.11 Any amendments to the Bylaw which are carried prior to the motion for third reading being put forward shall be considered to have been given first and second reading and shall be incorporated into the proposed Bylaw.
- 9.12 When all Amendments have been accepted or rejected, a vote on second reading of a Bylaw, as amended, shall be called.
- 9.13 A Bylaw shall be signed by the Reeve or Deputy Reeve in the Reeve's absence, provided the Reeve or Deputy Reeve were in attendance at which the Bylaw was given third reading, and by the Chief Administrative Officer or Assistant Chief Administrative Officer, provided the Chief Administrative Officer or Assistant Chief Administrative Officer were in attendance at which the Bylaw was given third reading, and shall be impressed with the corporate seal of Smoky Lake County.
- 9.14 The Legislative Services Clerk may consolidate a Bylaw by incorporating all amendments to it into one Bylaw.

PART TEN: AMENDMENTS AND ENFORCEMENT**10.1 REPEAL**

That Bylaw NO. 1303-17, known as the "*The Procedural Bylaw*" be and is hereby repealed.

10.2 To amend or repeal this Bylaw, Council must pass a bylaw at a regular or special Meeting of Council at which all Councillors are present.

10.3 SEVERABILITY

It is the intention of Council that each separate provision of this Bylaw shall be deemed independent of all other provisions herein and it is the further intention of Council that if any provision of this Bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion shall be severed and the remainder of the Bylaw is deemed valid and enforceable.

10.4 NUMBER AND GENDER REFERENCES

All references in this bylaw will be read with such changes in number and gender as may be appropriate according to whether the reference is to a male or female person, or a corporation or partnership.

10.5 EFFECTIVE DATE

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

Read a First time this 24th day of June, 2021.

Read a Second time this 24th day of June, 2021.

Read a Third and Final time this 24th day of June, 2021 and finally passed.

REEVE

S E A L

CHIEF ADMINISTRATIVE OFFICER

Schedule "A"
Table of Contents

HEADING	SECTION(S)	PAGE(S)
PART ONE Interpretation	1.1 - 1.5	1
PART TWO Definitions	2.1 - 2.56	1 - 4
PART THREE Application	3.1 - 3.5	5
PART FOUR Organization Of Council And Committees	4.1 - 4.34	5 - 7
Council	4.1 - 4.6	5
Role Of The Chair	4.8 - 4.13	5 - 6
Challenging The Chair	4.14 - 4.18	6
Council Member Inquiry	4.19 - 4.24	6 - 7
Responses To Inquiry	4.25 - 4.26	7
Committee Establishment	4.27 - 4.34	7
PART FIVE Meetings	5.1 - 5.52	8 - 12
Organizational Meeting	5.1 - 5.6	8
Regular Meeting	5.7 - 5.9	8
Combined Meetings	5.10	8 - 9
Special Meetings	5.11 - 5.17	9
Committee Of The Whole	5.18 - 5.20	9
Other Committee Meetings	5.21	9
Public Hearings	5.22 - 5.25	9 - 10
Notice Provisions Of Meetings	5.26 - 5.28	10
Use Of Council Chambers	5.29	10
Cancellation Of Meetings	5.30 - 5.31	10
Public Question And Answer Period	5.32 - 5.39	10 - 11
Delegation(S)	5.40 - 5.43	11
Conduct In Public Gallery	5.44 - 5.46	11 - 12
Conduct Of Council Members	5.47 - 5.52	12
PART SIX General Meeting Procedures	6.1 - 6.38	12 - 16
Quorum	6.1 - 6.4	12 - 13
Voting - Requirement	6.5 - 6.12	13
Voting - Declaring Results	6.13	13
Voting - Calling The Question	6.14 - 6.16	13 - 14
Voting - Pecuniary Interest (Conflict)	6.17 - 6.21	14
Voting - Recorded Vote	6.22	14
Participation By Electronic Communication Technology	6.23	14
Legal Advice	6.24	15
Executive Session	6.25 - 6.32	15
Emergent Business	6.33	15
Adjournment	6.34 - 6.38	16
PART SEVEN Parliamentary Rules	7.1 - 7.70	16 - 21
General Provisions On Motions	7.1 - 7.9	16
Notice Of Motion	7.10 - 7.14	16
Governing Rules Of Procedures	7.15	17
Motion To Amend	7.16 - 7.17	17

HEADING	SECTION(S)	PAGE(S)
Motion To Refer	7.18 - 7.21	17
Motion To Lay On The Table	7.22 - 7.24	17
Motion To Lift From The Table	7.25 - 7.27	18
Motion To Reconsider	7.28 - 7.30	18
Motion To Rescind	7.31 - 7.32	18
Motion To Withdraw	7.33 - 7.35	19
Motion To Recess	7.36 - 7.37	19
Motion To Adjourn	7.38 - 7.42	19
Motion To Postpone Indefinitely	7.43 - 7.44	19
Motion To Postpone To A Definite Time	7.45 - 7.48	19
Point Of Privilege	7.49 - 7.52	20
Point Of Order	7.53 - 7.57	20
Point Of Information Or Procedure	7.58	20
Debate On Motions	7.59 - 7.65	20 - 21
Motions Out Of Order	7.66 - 7.69	21
Motion To File	7.7	21
PART EIGHT Corporate Records	8.1 - 8.22	21 - 24
Agenda	8.1 - 8.6	21 - 22
Minutes	8.7 - 8.16	22 - 23
Adoption Of The Minutes	8.17	23
Retention And Storage Of Minutes	8.18	23
Corporate Seal	8.19 - 8.21	23 - 24
County Corporate Records	8.22	24
PART NINE Bylaws	9.1 - 9.14	24 - 25
Bylaws On The Agenda	9.1	24
Readings Of Bylaw	9.2 - 9.9	24 - 25
Amendments To Bylaw	9.10 - 9.14	25
PART TEN Amendments And Enforcement	10.1 - 10.5	25 - 26
Repeal	10.1 - 10.2	25
Severability	10.3	25
Number And Gender References	10.4	26
Effective Date	10.5	26
Schedule "A" Table of Contents		27 - 28
Schedule "B" Organizational Meeting Election Procedures		29 - 30
Schedule "C" Functions of Reeve		31
Schedule "D" Functions of Elected Officials		32
Schedule "E" Public Hearing Procedures		33 - 39
Appendix E1 Public Hearing - Notice		35
Appendix E2 Public Hearing - Sign in Sheet		36
Appendix E3 Public Hearing - Reeve's Script		37 - 38
Appendix E4 Public Hearing - Oath		39

Schedule “B”

ORGANIZATIONAL MEETING ELECTION PROCEDURES

1. **Election of Reeve and Deputy Reeve**

These procedures shall be used for the Election of Reeve and Deputy Reeve of County Council.

2. **Election Procedures**

2.1 Prior to nominations being received, each member of Council shall be given the opportunity to speak, indicating his/her intent for seeking nomination for the position of Reeve and Deputy Reeve or other general comments.

2.2 Nominations for Reeve shall be received by the Chief Administrative Officer. Seconders to nominations are not required. Councillors may volunteer/self-nominate.

2.3 The Chief Administrative Officer shall call **three times for nominations** for Reeve. Following the third call, a Motion is required by majority vote to approve that **nominations cease** – to close nominations.

2.4 Ask each person nominated, in reverse order of nomination, whether he or she will stand for the position.

2.5 Any members of Council who does not wish to be considered for the position of Reeve or Deputy Reeve may, at any time prior to voting, withdraw his or her name.

2.6 If more than one nominee allows his or her name to stand, an election is held.

Position for Reeve:

2.7 If only one nomination is received for the position for Reeve that nominee shall be declared elected by acclamation by the Chief Administrative Officer.

2.8 When there is more than one nomination for Reeve, the Chief Administrative Officer shall appoint two election officers whose duty will be to distribute and tabulate ballots for voting purposes.

2.9 Voting shall be by ballot, each member receiving one ballot, entering the name of the candidate of choice.

2.10 Each candidate shall be given up to 3 minutes to address Council.

2.11 At the conclusion of the candidates' addresses, members of Council who have not been nominated for the position shall be given the opportunity to question the candidates.

2.12 All balloting shall be conducted by **secret ballot**.

2.13 Each member of Council shall mark an “X” on the ballot opposite the name of the person for whom the Candidate is voting. Alternatively, the Chief Administrative Officer will ask that each member of Council write the name of the person for whom the Councillor is voting on a blank sheet of paper of equal size and of the same colour and texture.

2.14 All ballots shall be counted and tabulated by the two election officers appointed by the Chief Administrative Officer.

- 2.14.1 Results are announced, the winner being the candidate that receives the majority (50% plus one) of votes cast.
- 2.14.2 If no candidate receives a majority, then the candidate with the least number of votes received is dropped from the list and a second vote is taken. This process continues with subsequent votes until a candidate with clear majority emerges.
- 2.14.3 If no nominee allows his or her name to stand, then there will be no candidates for election or acclamation. In this case, nominations can be reopened and solicited from the floor. Again, if only one person stands, he or she is acclaimed.
- 2.15 If, on any ballot, a member of Council receives a clear majority of votes from those Councillors of Council present, there shall be no further votes taken.
- 2.16 If a tie vote occurs where there are only two Councillors remaining on the ballot, one further ballot shall be taken. Prior to this vote being taken, each candidate shall be given the opportunity to speak.
- 2.17 When there are two Councillors remaining on the ballot and a tie vote is not broken by a subsequent ballot, the election shall be determined as outlined in ***Policy Statement No 01-02: Election of Reeve or Deputy Reeve from Council.***
- 2.18 At the close of the election, ballots should be disposed of at the direction of a motion by Council.
- 2.19 The Chief Administrative Office declares the position of Reeve and an Oath of Office is conducted.
- 2.20 The Reeve assumes the Chair and calls for the election of the Deputy Reeve.

Position for Deputy Reeve:

- 2.21 The same Election Procedures shall be applied to the Election of Deputy Reeve.

3. COUNCIL COMMITTEE - Election of Chairperson and Vice-Chairperson

- 3.1 Each Committee, using the Chief Administrative Officer for Council Committees or for other Committees a representative of the Administration in the Chair, shall meet as soon as possible after appointment to elect a Chairperson and Vice-Chairperson.
- 3.2 The following procedure shall be used:
 - 3.2.1 Call for nominations, three times.
 - 3.2.2 Declaration to close nominations.
 - 3.2.3 Ballot for office, if required.
 - 3.2.4 Declaration by the Chief Administrative Officer or representative of Administration of the Chair; and
 - 3.2.5 Chair assumes the Meeting and calls for the election of the Vice-Chair using the above process.
- 3.3 The Chairperson shall preside at every Meeting and vote on all motions.
- 3.4 If further clarification is required on the Election of Chairperson and Vice-Chairperson, the Procedural Bylaw – **Schedule “B”: Organizational Meeting Election Procedures** shall be followed.

Schedule "C"

FUNCTIONS OF REEVE



The following functions do not supersede the *Municipal Government Act* or any other Act of the Legislature of Alberta.

The **REEVE** shall, in addition to the duties of Chairperson:

1. Recognized publicly as the first among equals on Council and as the Chief Elected leader of the Community.
2. Chairperson of Council and shall chair all Public Meetings.
3. Perform the duties and satisfy the responsibilities assigned to the position by all relevant Legislation, and as the liaison with all level of government.
4. Provide leadership and initiative to Council in the development, formulation, and execution of policies and programs in response to community needs.
5. Ensure that Council is kept aware of the Reeve's decisions made on Council's behalf.
6. Keep informed of the performance and effectiveness of the County Administration in performance of their duties.
7. Ex-officio member on various boards and committees.
8. The Reeve shall act as the primary spokesperson of Council in:
 - 8.1 as the consensus seeker amongst members of Council.
 - 8.2 communicating Council policy decisions to the media and the public and presenting the reasons for the decisions.
 - 8.3 representing Council on ceremonial occasions or occasions where the County formally extends its hospitality.
 - 8.4 promoting co-operation, understanding, and support of municipal needs with local boards and agencies, and the Provincial and Federal Governments.
 - 8.5 representing Council in providing direction and leadership to the Chief Administrative Officer, including matters of interpretation of policy, Council decisions, advice on Council's needs and wishes, and political insight on proposed plans and programs.
 - 8.6 promoting co-operation and understanding between Council and the Chief Administrative Officer.
 - 8.7 establishing and maintaining co-operation and understanding with other municipalities regarding areas of common interest.
 - 8.8 liaison with senior staff.
9. Recipient of telephone and letter complaints from the public.
10. May act from time to time as a confidant and advisor to other members of Council vis-à-vis personal issues.

The **DEPUTY REEVE** will assume this role if the Reeve is not available.

Schedule "D"

FUNCTIONS OF ELECTED OFFICIALS




The following functions do not supersede the *Municipal Government Act* or any other Act of the Legislature of Alberta.

The members of Council, including the Reeve, have these statutory responsibilities:

1. To consider the well - being and interests of the municipality as a whole and, to bring to Council's attention anything that would promote the welfare or interest of the municipality and its community.
2. To contribute to the development and evaluation of the policies and programs of the municipality respecting its services and other activities.
3. To preside and participate in Council Meetings, committee Meetings and Meetings of other bodies to which the member is appointed by the Council.
4. To carry out other duties or function assigned by the Council.
5. Provide leadership – set the course – determine the civic priorities, and understand the legislation and follow it.
6. Communicating information to Council.
7. Establish the Policies and Bylaws necessary to put Council decisions into action and to guide the activities and action of Administration.
8. Keep in confidence matters discussed in private at a Council Meeting or Committee Meeting until discussed at a Meeting held in public.
9. To obtain information about the operation or administration of the municipality from the Chief Administrative Officer.
10. Determine the appropriate level of authority to be delegated to the Chief Administrative Officer and Management and adhere to it.

Schedule "E"

PUBLIC HEARING PROCEDURES		
<p>When the <i>Municipal Government Act</i>, or any other act, requires Council to hold a public hearing, the public hearing must be held, unless another enactment specifies otherwise.</p> <p>In accordance with Section 230 of the <i>Municipal Government Act</i>, a Public Hearing:</p> <p>(a) must hear from person(s), 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 Council; and</p> <p>(b) may hear from another person(s) who wishes to make representations and whom Council wishes to hear.</p>		
STATUTORY REQUIREMENTS		
Statutory Requirements	<p>Council will hold a public hearing on a proposed bylaw or resolution, the public hearing must be held, unless another enactment specifies otherwise,</p> <ul style="list-style-type: none"> ■ before second reading of the bylaw, or ■ before Council votes on the resolution. 	
Advertising	<p>Notice of the public hearing regarding a bylaw or resolution must be (a) published at least once a week for 2 consecutive weeks in at least one (1) newspaper or other publication circulating in the area to which the proposed bylaw relates, or in which the hearing is to be held.</p> <p>Notice of a Public Hearing must be advertised at least five (5) days before the Public Hearing occurs.</p>	
Notice	<p>Notice of the must contain (1) a statement of the general purpose of the proposed public hearing, (2) the address where a copy of the proposed bylaw and any document relating to it or the public hearing may be inspected, and (3) the date, time and place where the public hearing will be held.</p> <p style="color: red; text-align: center;"><u>Schedule "E" – APPENDIX E.1: PUBLIC HEARING PROCEDURES – NOTICE.</u></p>	
PUBLIC HEARING PROCEDURES		
CALL TO ORDER	<ol style="list-style-type: none"> 1. Chair / Vice-Chair to call the public hearing to order. 2. Chair may introduce all Members of Council and Administrative Staff. 	
Explanation	<p>Chair to advise those present that:</p> <ol style="list-style-type: none"> 1. The Council is here to listen to the information presented, and to make a decision on the matter that is the subject of the hearing. 2. This is a formal hearing and is not a debate. Everyone wishing to speak will be given an opportunity to speak once to the matter. 3. All persons wishing to be heard at this public hearing should sign in on the sign in sheet (in the foyer) giving their name. <b style="color: red;">Schedule "E" – APPENDIX E.2: PUBLIC HEARING PROCEDURES – SIGN-IN SHEET. 4. The Chair shall call upon those individuals who have pre-registered on the sign-in sheet giving their names will speak first. 5. Persons who do not sign in shall speak only after all those who signed in have given their presentations. We ask that anyone who wishes to speak but has not yet signed in, please sign in now. 4. An individual who does not identify himself or herself will not be given the opportunity to speak. 5. Public Hearing Presentations: <ol style="list-style-type: none"> 5.1 those speaking in support (in favour); 5.2 those speaking opposed (against); and 5.2 follow up questions from Members; 5.3 questions of the Administration from Members. 6. Presenters are to stay within a ten (10) minute time limit on the presentation, and are encouraged when speaking to keep the presentation to the point, and refrain from restating points raised by previous speakers if possible. 7. We would ask each presenter to first state their name, address and their interest in this matter, including whether in favour (support) or against (non-support). 	
OATH	<p>Should a Councillor of the Public Hearing feel is it necessary that persons presenting information take an Oath. <b style="color: red;">Schedule "E" – APPENDIX E.4: PUBLIC HEARING PROCEDURES – OATH, shall serve as an example.</p>	

PUBLIC HEARING TO COMMENCE	<p><u>Schedule "E" – APPENDIX E.3: PUBLIC HEARING PROCEDURES – REEVE'S SCRIPT FOR PUBLIC HEARING</u>, shall serve as an outline.</p> <ol style="list-style-type: none"> 1. Chair to call on the Chief Administrative Officer or designated staff member to introduce the subject (or Bylaw) of the hearing: <ul style="list-style-type: none"> ■ as per the notice of advertising. ■ given reference to any file #'s, legal description, names 2. Chair to call on the Chief Administrative Officer or designate to read any relevant correspondence received. 3. Chair and Members of Council may ask for clarification relating to the subject (or bylaw).
PRESENTATIONS	<ol style="list-style-type: none"> 1. Chair to call on any individual(s) present to speak to the proposed subject (or Bylaw), as follows: <ol style="list-style-type: none"> 1.1 Applicant(s) those in favor will speak first, followed by Appellant(s) those opposed, followed by those who feel they are affected by the topic of the hearing. 1.2 after a person has spoken, any Member may ask that speaker relevant questions. 1.3 any Member may ask the Administration relevant questions after all persons who wish to speak have been heard. 2. Chair and members of Council may call on technical and administrative staff to provide information/clarification for Council.
WHEN NO SPEAKER PRESENT	<ol style="list-style-type: none"> 1. If no one is present to speak to a proposed subject (or bylaw) which requires a statutory hearing, Council may hear an introduction of the matter from the Administration, ask relevant questions, and then must vote to close the public hearing. 2. If a person is unable to attend a hearing, that person may authorize an individual to speak on his or her behalf. The authorization must: <ol style="list-style-type: none"> 2.1 be in writing; 2.2 name the individual authorized to speak; 2.3 indicate the proposed topic to be spoken to; and 2.4 be signed by the person giving the authorization.
FINAL COMMENTS	<ol style="list-style-type: none"> 1. Chair may invite applicant to make final comments of no more than five (5) Minutes. 2. Council must allow an opportunity to all persons to respond to any new information that has arisen.
CLOSE OF HEARING	<ol style="list-style-type: none"> 1. Chair or any Councillor may then move that "The Public Hearing be adjourned". 2. Chair announces that this concludes the public hearing.
COUNCIL DECISION	<ol style="list-style-type: none"> 1. Following the conclusion of the public hearing, Council will discuss comments made by the public and render a decision on the subject (or bylaw). 2. After the close of the public hearing, Council may debate the proposed subject (or bylaw) and may: <ol style="list-style-type: none"> 2.1 pass the bylaw or resolution, or 2.2 defeat the bylaw or resolution, 2.3 direct the Administration to amend the bylaw or resolution. it considers necessary and proceed to pass it without further advertisement or hearing, 2.4 Defer consideration of the bylaw or resolution to a future Meeting of Council, <p>No further public comment can be received.</p>

Schedule "E" – Appendix E.1

**PUBLIC HEARING PROCEDURES
NOTICE**



**SMOKY LAKE COUNTY
PUBLIC HEARING - PROPOSED BYLAW _____ : _____
DATE AND TIME**

PUBLIC NOTICE

Take notice that the Council of Smoky Lake County is proposing to pass a bylaw pursuant to Section 692 of the Municipal Government Act.

The purpose of this Public Hearing is to obtain public input on proposed **Bylaw No.** _____.

Being a Bylaw for the purpose of: _____

Details: *Insert (Picture - If available)*

The Public Hearing will be held as follows:

Date: Month, Day, Year

Time: 9:15 a.m.

Location: Smoky Lake County Council Chambers

Address: 4612 McDougall Drive, Smoky Lake, Alberta
P.O. Box 310, Smoky Lake, Alberta T0A 3C0


Anyone who is interested in speaking on the proposed bylaw is encouraged to attend the public hearing, or alternatively present a written submission at the Smoky Lake County Office prior to **12:00 p.m. (noon) on Month, Day, Year.**

A copy of the proposed bylaw can be obtained at the Smoky Lake County Office during normal business hours: Monday through Friday from 8:00 a.m. to 4:00 p.m. or on the County's website. For further information please contact Name, Department at 780-656-3730.

Advertised: Week of Month Day and Day in Paper(s): _____.


Name: _____
Chief Administrative Officer
Smoky Lake County

Schedule "E" – Appendix E.3

PUBLIC HEARING PROCEDURES REEVE'S SCRIPT FOR PUBLIC HEARING		
SMOKY LAKE COUNTY PUBLIC HEARING - PROPOSED BYLAW _____ : _____ DATE AND TIME		
Action	✓	Statements
1.0 Opening		
Reeve		I declare the Public Hearing open at _____. <i>(any time after 9:15 a.m. <u>not</u> before)</i> Procedure Outline: 1. The Council is here to listen to the information presented, and to make decision on the matter that is the subject of the hearing. 2. This is a formal hearing and is not a debate. Everyone wishing to speak will be given an opportunity to speak once to the matter. 3. All persons wishing to be heard at this public hearing should sign in on the sign in sheet <i>(located on the table at the front of the Council Chambers)</i> giving their name and address. 4. The Chair shall call upon those individuals who have pre-registered on the sign-in sheet giving their names will speak first. 5. Persons who do not sign in shall speak only after all those who signed in have given their presentations. We ask that anyone who wishes to speak but has not yet signed in, please sign in now. 6. An individual who does not identify himself or herself will not be given the opportunity to speak. 7. Public Hearing Presentations – will proceed as follows: 7.1 those speaking in support (in favour); 7.2 those speaking opposed (against); 7.3 follow up questions from Members; 7.4 questions of the Administration from Members. 8. Councillors will be given the opportunity to ask questions, 9. Council will then end the Hearing and consider the information received at the public hearing, 10. Only Councillors may ask questions of speakers during the Hearing. If any persons wish to ask questions of a speaker, they must ask Council to ask the question on their behalf during their presentation, and Council will only ask the question if a Councillor wishes to have an answer.
Reeve		I would, at this time, ask the CAO to confirm whether or not this Public Hearing has been advertised and notice has been provided in accordance with the applicable legislation.
CAO		Yes, it has Mr. Chairman.
2.0 Staff Presentation		
Reeve		I ask the CAO to summarize the purpose of the Hearing.
CAO		The purpose of this hearing is for the Council of Smoky Lake County to obtain public input , in favour and opposed to proposed Bylaw _____: _____.

3.0 Public Presentation: Written Submissions		
Reeve		Before hearing from the public present today, I ask the CAO to advise of any written submissions received.
CAO		No or Yes. (Read all written submissions into record). Name and Date.
Reeve		Does Council have any questions or points of clarification they wish to ask of the CAO and/or staff?
4.0 Public Presentation: At the Public Hearing		
Reeve		I will now call upon persons signed up on the sign-in sheet whom are in favour (in support) to the proposed bylaw . Please state your <u>name</u> for the record. Please note that each party wishing to speak will have only one opportunity to do so, and their time will be limited to 10 minutes. Council Members may ask presenters questions for the purpose of clarifying the speaker's comments. Council will not debate this matter during the hearing.
Reeve		Does Council have any questions or points of clarification? After each speaker
Reeve		I will now call upon persons signed up on the sign-in sheet whom are against (opposed) to the proposed bylaw . Please state your <u>name</u> for the record. Please note that each party wishing to speak will have only one opportunity to do so, and their time will be limited to 10 minutes. Council Members may ask presenters questions for the purpose of clarifying the speaker's comments. Council will not debate this matter during the hearing.
Reeve		Does Council have any questions or points of clarification? After each speaker
Reeve		Is there anyone else who has not spoken and wishes to speak? Is there any final comments from the Presenters? Applicant(s): Responds The time will be limited to 5 minutes.
Reeve		Does Council have any further questions or points of clarification?
5.0 Questions and Answers:		
Reeve		At this time, do any members of Council have any additional questions of any speaker or staff?
6.0 Closing Remarks:		
Reeve		There being no further presentations. I would like to thank all presenters for their comments. Council will take your comments into consideration when deciding on this matter and will render a decision as soon as possible. I declare the public hearing on proposed bylaw _____ closed at _____.

Schedule "E" – Appendix E.4

PUBLIC HEARING PROCEDURES OATH		
SMOKY LAKE COUNTY PUBLIC HEARING - PROPOSED BYLAW _____ : _____ DATE: _____ TIME: _____		
Definition:	<p>An oath is a solemn promise about your behavior or your actions. Often, when you take an oath, the promise invokes a divine being.</p> <p>The person making the oath considers it to be binding on their conscience.</p>	
Oath	<div style="border: 2px solid black; padding: 10px; margin: 10px 0;"> <p>Make Oath and say:</p> <p style="text-align: center;">“ Do you _____ Name</p> <p style="text-align: center;">swear that the information you are about to provide is true.</p> <p style="text-align: center;">So help you God”</p> </div>	
	<p>✓ The person responds by saying “I do”.</p>	
Reference:	<ul style="list-style-type: none"> ■ <i>Municipal Government Act, Section 200.</i> <u>Power to require taking of oath</u> A Council or Council committee may require a person appearing before it or making any claim or submission to it to do so under oath. ■ Alberta Justice, Information & Instructions pertaining to Appointments of Commissioner of Oaths. 	

REQUEST FOR DECISION		DATE	June 24, 2021	4.5
TOPIC	Bylaw No. 1371-20: A Joint Agreement to Regionalize the Smoky Lake County Regional Heritage Board (SLCRHB).			
PROPOSAL	To establish a Regional Heritage Board that will provide advice to the Smoky Lake Region's municipal Councils relating to heritage matters. Bylaw No. 1371-20 would expand the existing Smoky Lake County Regional Heritage Board to be recognized by the County, the Town of Smoky Lake, Village of Vilna, and Village of Waskatenau.			
BACKGROUND	<p>2006 – The original Smoky Lake Heritage Board was established by Bylaw 1143-06. Being a Board of the Smoky Lake County, the Heritage Board advises County Council on heritage matters. Bylaw 1143-06 was reviewed in detail in 2010, being updated and replaced by Bylaw 1206-10 in March.</p> <p>November 2010 – The Joint Municipalities recommended to respective Councils to budget for the Three-Year Option for the Smoky Lake Regional Heritage Survey and Inventory Project under the Province's Municipal Heritage Partnership Program (MHPP), a 50% funding grant in the Project Total Amount of \$120,000.00.</p> <p>March 2011 – The Joint Municipalities in partnership <i>proceeded</i> with the Three-Year Option for the Smoky Lake Regional Heritage Survey and Inventory under the MHPP of 50% funding in the Project Total Amount of \$120,000.00, or a total municipal contribution of \$60,000.00 as per the application.</p> <p>December 2011 – Bylaw No. 1236-11: Smoky Lake County Regional Heritage Board (SLCRHB) was adopted.</p> <p>May 2012 – The Joint Municipalities recommended that each respective Council adopt the Smoky Lake Regional Heritage Survey, Inventory, and Heritage Management Plan.</p> <p>November 2017 – the Smoky Lake County Heritage Board requested a name change to become the Smoky Lake County Regional Heritage Board.</p> <p>March 26, 2018, Joint Municipalities Meeting – SLCRHB Chairperson Noreen Easterbrook appeared as a delegation to speak to the true regionalization of the Board.</p> <p>April 16, 2020, Policy Committee Meeting, adopted Recommending Motion 1365-20: <i>That the Smoky Lake County Policy Committee recommend notice of intent be provided in accordance with Section 4.10.8 of the Intermunicipal Collaboration Framework Bylaw, in regard to a Joint Agreement for the Development of Proposed Projects and Services under proposed Bylaw 1365-20: Regionalizing the Smoky Lake County Regional Heritage Board; and recommend an Administrator's meeting be scheduled to initiate discussions toward an agreeable Joint Agreement for regionalization of the Smoky Lake County Regional Heritage Board; and, recommend the Administrator's committee forward the information to the Intermunicipal Collaboration Committee (ICC).</i></p> <p>May 28, 2021, Smoky Lake Regional Intermunicipal Collaboration Committee (ICC) Meeting, Motion 008-21: <i>That the Smoky Lake Regional Intermunicipal Collaboration Committee (ICC) advise each respective municipality's administration to incorporate the changes, as outlined on May 28, 2021, into their Regional Heritage Board Bylaw to synchronize identical bylaws for each respective Council's adoption, for the purpose of establishing an Intermunicipal Heritage Board to implement the work plan goals, objectives and action list requirements indicated in the "Smoky Lake Region Survey, Inventory and Heritage Management Plan".</i></p>			

		Attachment – Bylaw No. 1371-20: A Joint Agreement to Regionalize the Smoky Lake County Regional Heritage Board (SLCRHB).	
CORRELATION TO BUSINESS (STRATEGIC) PLAN			
Smoky Lake County 2018-2020 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		Bylaw No. 1365-20: Intermunicipal Collaboration Framework (ICF) Section 4.10.8: Development of Proposed Projects and Services Bylaw No. 1367-20: Regional Protocol Bylaw Section 5: Project Process	
BENEFITS	<ul style="list-style-type: none"> • Capacity-building • Unified communications • Additional historic resource designations • Inter-municipal collaboration, partnership, and relationship building • Enhanced advocacy 		
DISADVANTAGES	<ul style="list-style-type: none"> • Possibility of failure to secure a Joint Agreement; • Possibly larger workload for the Board; • Staff time and resources 		
ALTERNATIVES	<ul style="list-style-type: none"> • Defer proposed Notice of Initiative • Refuse proposed Notice of Initiative 		
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"> • Nil 		
COMMUNICATION STRATEGY	<ul style="list-style-type: none"> • Nil, at this time. 		
RECOMMENDATION			
<p>That Smoky Lake County Bylaw No. 1371-20: being a Bylaw to establish a Joint Agreement between Smoky Lake County, Town of Smoky Lake, Village of Vilna, and Village of Waskatenau to Regionalize the Smoky Lake County Regional Heritage Board (SLCRHB) for the purpose of forming a Regional Heritage Board that will provide advice to the Smoky Lake Region’s municipal Councils relating to heritage matters, be given SECOND READING.</p> <p>That Smoky Lake County Bylaw No. 1371-20: being a Bylaw to establish a Joint Agreement between Smoky Lake County, Town of Smoky Lake, Village of Vilna and Village of Waskatenau to Regionalize the Smoky Lake County Regional Heritage Board (SLCRHB) for the purpose of forming a Regional Heritage Board that will provide advice to the Smoky Lake Region’s municipal Councils relating to heritage matters, be given 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.</p>			
CHIEF ADMINISTRATIVE OFFICER			

**SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO. 1371-20**

BEING A BYLAW OF THE MUNICIPALITY OF SMOKY LAKE COUNTY, IN THE PROVINCE OF ALBERTA TO ESTABLISH AND GOVERN THE SMOKY LAKE REGIONAL HERITAGE BOARD.

WHEREAS the Heritage of Smoky Lake is the tangible expression of the intangible historical, cultural, aesthetic, and social values that gives our communities their sense of time and place and is the cultural expression of what that place is.

WHEREAS culture and al expression is an anchor for development.

WHEREAS the municipalities of the Smoky Lake Region enjoy a positive record of successful cooperation in Heritage Management Planning.

WHEREAS the Smoky Lake County Council as Managing Partner, and the Member Municipalities of the Smoky Lake Region each desire to establish the means to manage the heritage that belongs to the citizens of Smoky Lake Region.

AND WHEREAS, pursuant to the *Municipal Government Act*, R.S.A. 2000, Chapter M-26, Council may pass by-laws in relation to the establishment, functions, procedures, and conduct of Council committees.

NOW THEREFORE the Council of Smoky Lake County, in the Province of Alberta, hereby enacts as follows:

1. NAME & ESTABLISHMENT

- a. The **Smoky Lake Regional Heritage Board** is hereby established and is referred to as the "Board" or the "SLRHB" within in this Bylaw.

2. BRANDING & LOGO

- a. The Logo of the SLRHB appears as follows:



The design is based on a drawing found on page 8 of *Between River and Lake*. Warspite Victoria Trail Historical Society, 1989., and depicts the distinctive 'House in the Middle of the Road' (HITMOR, or Anderson House) Municipal Historic Resource.

- b. The SLRHB may vary, modify, or create such branding as it deems necessary from time to time.

3. DEFINITIONS

- a. **Advisory:** A function having to do with preparing and disseminating advice, which the recipient is free to accept in part or in whole, or to

reject.

- b. Built Heritage:** Heritage assets/resources in the form of constructed objects including buildings, forts, trails, roadways, ferry landings, cemeteries, and fence lines.
- c. Cultural Heritage:** Artistic expression of values, emotions and entertainment rooted in communities' origins, including but not limited to, visual arts, poetry, prose, dance, music, theatre and other traditions and customs.
- d. Board:** The Smoky Lake Heritage Board, a committee established to take responsible charge of community interest in a heritage asset or assets (property) distinct from the legal ownership thereof.
- e. Ecological Heritage:** Ecological relationships among plants, animals, humans, the land, water and wetlands, and forests inherited from earlier generations of humans.
- f. Heritage:** The tangible expression of the historical, cultural, aesthetic and social values that give communities their sense of time and place and are the cultural expression of what is that place.
- g. Heritage Assets/Resources:** Assets or resources whether owned by the public or privately, that express the heritage of a community through historical, cultural, aesthetic and / or social value beyond their material value, whether captured by markets or not.
- h. Landscape Heritage:** Topographic and land use patterns expressed as sight lines and horizons inherited from the land use practices and definitions of property rights of previous generations of people in a locality. This may also be referred to as a 'Cultural Landscape'
- i. Managing Partner:** Smoky Lake County shall be the Managing Partner for the Smoky Lake Regional Heritage Board.
- j. Member Municipalities:** Those municipalities within the Smoky Lake Region which have adopted this bylaw.
- k. Smoky Lake Region:** Encompasses all municipalities within the Smoky Lake area, including Smoky Lake County, the Town of Smoky Lake, the Village of Vilna, and the Village of Waskatenau.

4. PURPOSE AND MANDATE OF THE BOARD

The purpose and mandate of the Board are:

- a.** To manage aspects of the survey, identification, evaluation, designation, preservation, restoration, planning, financing, and development of the heritage of Smoky Lake Region.
- b.** To advise the Member Municipality Councils on any policy and regulatory matters relating to the heritage and heritage resources of the Region, including the 20-Year Heritage Management Plan.
- c.** To stimulate public interest and an appreciation and knowledge of heritage, and heritage activities, and encourage, promote and advocate for the preservation and safeguarding of the integrity of landscape heritage, ecological heritage, cultural heritage events and built heritage in the Smoky Lake Region.

- d. To collaborate with any other partners, agencies, boards, commissions, departments, and municipalities, in the delivery of the aforementioned purposes.

5. FUNCTIONS

The Board will undertake the following functions, subject to the provisions of this Bylaw and all other regional bylaws and Provincial and Federal laws.

- a. Provide services and support, both expert and financial, to historical and heritage organizations and individuals to increase their capacity to contribute and encourage private initiative and investment in the heritage of the Smoky Lake Region.
- b. Serve as a focal point for volunteer historical and heritage interests in the Smoky Lake Region.
- c. Encourage and assist private owners to protect and restore designated heritage assets through projects, expert advice, recognition of initiative, conservation advice, and advocacy of public policies to provide incentives of all kinds including tax rebates and deferrals, financial inducements, grants, building codes, services of the public works department and infrastructure. The Board shall not, implicitly or explicitly, commit Member Municipalities to any expenditures.
- d. Work with the private sector to promote economic development based on the heritage resources of the Smoky Lake Region.
- e. Act as a resource and advisor to Member Municipality Councils and may be requested by other municipal councils to advise on all matters relating to heritage. Any efforts provided to other municipal councils shall be at no cost to Smoky Lake.
- f. Seek out expert talent and skills related to heritage issues as they may arise.
- g. On behalf of the Smoky Lake Regional Heritage Board, and with the full knowledge of the Member Municipality Councils, and Administration, solicit, apply for and receive grants or donations from foundations, other orders of government, the private sector and individuals to carry out specific projects and to support historical and heritage organizations.
- h. Ensure that any privately donated funds received are applied to the specific purpose designated by the donor.
- i. Assist in defining, identifying, evaluating and designating historical and heritage assets for inclusion in Member Municipality, Provincial, National and Global inventories of heritage assets.
- j. Publicly acknowledge the efforts of individuals, groups and businesses who have worked on and supported:
 - i. The preservation and promotion of the Region's heritage.
 - ii. Significant contributions to the restoration of the heritage of the Smoky Lake Region.

- k. Serve as an advocate respecting heritage issues within the Smoky Lake Region and Province.
- l. Provide advice to increase public knowledge and awareness of the heritage of the Smoky Lake Region through education and promotion.
- m. Invite, hear and consider representations by individuals and community groups on matters of the Smoky Lake Region's heritage.

6. STRUCTURE

- a. The Members of the Board, hereafter called the "Members", will consist of not less than three (3) and not more than nine (9) individuals appointed by Member Municipality Councils.
- b. Member Municipality Councils may engage an independent panel to examine nominations and make recommendations for appointment.
 - i. The Member Municipalities shall collaboratively share the membership of the Board as follows:
 1. Smoky Lake County: up to five (5) members
 2. Town of Smoky Lake: up to two (2) members
 3. Village of Waskatenau: up to one (1) member
 4. Village of Vilna: up to one (1) member
- c. Nothing shall prevent a Member Municipality from appointing one or more Councillors to the Board, if deemed appropriate.
 - i. Board membership with respect to Elected Officials and Members-at-Large with Elected Official membership less than 50% and not a requirement to receive the benefits of heritage management.
- d. The selection of appointees shall be from nominations, according to three criteria:
 - i. Commitment to the Smoky Lake Region's heritage.
 - ii. Talents and skills needed to achieve the purpose of the Heritage Board.
 - iii. Demonstrated ability to be team players.
- e. A Call for Nominations shall be triggered if Board membership falls below five (5) members.
- f. A Call for Nominations shall be advertised in the local media at least fourteen (14) days prior to the closing date for nominations.
- g. The Board will be composed of citizens-at-large.
- h. The majority of Board members must reside in the Smoky Lake Region.

- i. All appointments are for a term of one (1) year and shall be made at the Member Municipalities' Annual Organizational Meetings, or as required from time-to-time.
- j. Any number of vacancies on the Board may be filled, at any time, by a resolution of a Member Municipality Council. Any members so appointed shall serve out the remainder of the year and then be eligible for reappointment at the next Annual Organizational Meeting.
- k. The Members of the Board may request that Council terminate the appointment of any member who is absent for more than three consecutive meetings, or who misses three meetings within a six-month period unless such absence has been authorized by resolution of the Board.
- l. A Member Municipality Council may terminate any of its member's appointment at any time.
- m. Every Board Member must uphold and comply with this Bylaw.

7. EXECUTIVE OFFICERS

- a. The Election of Executive Officers shall be done at the first meeting following Council's Organizational Meeting.
- b. The Board members will select a Chair, Vice-Chair, Secretary-Treasurer from among their members and these persons shall be known as the Executive Officers of the Board.
- c. The Secretary and Treasurer positions may be held by the same person.
- d. The duties of the Chair will be to:
 - i. Call meetings of the Board.
 - ii. Act as chair at all meetings of the Board.
 - iii. Enforce the Bylaws.
 - iv. Represent the Heritage Board at meetings of Member Municipalities and at public functions.
 - v. Be a leader and mediator.
- e. The duties of the Vice-Chair will be to:
 - i. Act as Chair in the absence of the Chair.
 - ii. Oversee the nomination and Board member selection procedure and submit the selected nominees to the Smoky Lake Council for ratification.
- f. The duties of the Secretary will be to:
 - i. Conduct the correspondence.
 - ii. Issue the notice of meetings.
 - iii. Keep minutes of all meetings.
 - iv. Have custody of all records and documents.
 - v. File documents and records as required by the County, grantors and private and corporate donors.
- g. The duties of the Treasurer will be to:

- i. Keep or oversee the keeping of financial records.
- ii. Carry out the banking.
- iii. Prepare and sign cheques / cheque vouchers for co-signature.
- iv. Report on the financial transactions and status of the Board at every Board meeting.
- v. Ensure that the books of account are audited annually.
- vi. Ensure that the Board makes no expenditure that is beyond budgeted limits, unless the prior authorization of the County is obtained.

7. PROCEDURES

- a. All meetings of the Board shall be open to the public, and no person shall be excluded except for disrespectful conduct or unless the Board meets within a Closed Session under the conditions and provisions of the *Municipal Government Act* and the *Freedom and Protection of Information (FOIP) Act*.
- b. The Board will meet at least quarterly, with at least seven (7) days public notice of meetings.
- c. Quorum for the Board is a three (3) member or simple majority of the existing members of the Board, whichever is greater and must be obtained within thirty (30) minutes from the advertised start of a Board meeting.
- d. The Board may solicit input from the public at any time and hold public meetings.
- e. The Board may engage staff and consultants, subject to approval and procedures established by Smoky Lake County.
- f. The Board may not incur deficits or debt on behalf of itself or the Member Municipalities.
- g. The Board shall not own property.

8. RELATIONSHIP TO MEMBER MUNICIPALITY COUNCILS

- a. Member Municipality Councils appoints members to the Board.
- b. A Member Municipality Council may designate heritage assets upon the recommendation of the Board, following identification and evaluation for merit according to provincial and / or national criteria.
- c. The Board shall report to Joint Municipalities on at least an annual basis about projects, programs, advice to Member Municipality Councils, financial transactions, and fund raising on an annual basis.

9. REMUNERATION

- a. Membership on the Board is primarily voluntary. Except by resolution of individual member municipalities, no remuneration will be paid for service as a member.
- b. Board Members shall be reimbursed for reasonable out-of pocket expenses and mileage to attend each meeting of the Board and committee meetings in accordance with prevailing Member

Municipality policies.

10. COMMITTEES

- a. The Board may establish sub-committees as required, including but not limited to the following:
 - i. A panel to review and monitor heritage and historic resources identification, evaluation and designation.
 - ii. Heritage project and commemorative marker committee.
 - iii. A restoration, finance and grant review committee.
- b. The Board may appoint persons from outside the Board to a sub-committee and is encouraged to do so.
 - i. Sub-committee members will be reimbursed for reasonable out-of-pocket expenses and mileage to attend each meeting of the Board and sub-committee meetings in accordance with prevailing Member Municipality policies.
- c. Sub-committees shall be chaired by a Board member, shall keep a record of meetings and meeting plans, and shall report back to the Board on a regular basis.
- d. Sub-committees may solicit public input at any time and hold public meetings.

11. BUDGET

- a. A budget for projected revenue and expenditures for the operations of the Board in the administration of this bylaw will be submitted to Member Municipality Councils.
- b. The revenue side of the Board's budget may include public sector grants, private contributions, and any amounts which the Member Municipalities allocate to the Board.
- c. The aim is for wherever possible, that the Board establish and sustain financial independence from Member Municipalities.
- d. Budgeted revenues and expenditures will be administered by the Board and audited by the Member Municipality auditors according to municipal policies and practices.
- e. Monies contributed to the annual budget by Member Municipalities towards expenditures on projects, signage, etc., are to be allocated to projects located within that Member Municipality's boundaries.

12. CODE OF PRACTICES

- a. The following principles shall guide all operations of the Smoky Lake Regional Heritage Board:
 - i. Transparency.
 - ii. Public accountability.
 - iii. Impartial and ethical relationships.
 - iv. Approachability.
 - v. Companion to organized and individual heritage initiatives, especially those taken by non-governmental organizations (volunteer organizations), to help get their job done.

- vi. Respect for private property rights.
 - vii. Constructive contribution to Board and community cohesion.
 - viii. Simple processes and practices.
- b. The Smoky Lake Regional Heritage Board shall not at any time act in a manner that is contrary to or inconsistent with any legal obligation(s) of the Member Municipalities.

13. INDEMNIFICATION

- a. The Board shall act in accordance with all provisions of the *Municipal Government Act* that apply to such municipal board.
- b. Subject to the provisions of the *Municipal Government Act*, each member of the Board or committee established by the Board shall be indemnified by the Member Municipality Council against expenses reasonably incurred by him or her in connection with any action, suit or proceeding to which he or she may be made a party by reason of his or her being or having been an officer or member of the Board or committee of the Board, except in relation to matters as to which he or she shall be finally adjudged in such action, suit or proceeding to have not acted in good faith in the performance or intended performance of his or her functions and duties as an officer or member. This indemnity does not apply if the claim or action is in Private and corporate may be made to the Member Municipality as a donation to a municipality and shall in their entirety be credited to the revenue of the Board's budget.
- c. Subject to the provisions of the *Municipal Government Act*, no member or officer for the time being of the Board or Board committee shall be liable for the acts, neglects or defaults of any other member or officer of the Board or for joining in any act for conformity or for any loss, damages or expense happening to the Board through tortuous act of any person, firm, or corporation with whom or which any funds or property of the Board shall be lodged or deposited, or for any other loss, damage or misfortune whatsoever which may happen in the execution of the duties of his or her respective duties in relation thereto, unless all or any of the same shall happen by or through the willful act, default or neglect of such member, officer or committee member.
- d. The Member Municipalities shall apply to the Court for any approval of the Court which may be required to make the indemnities herein effective and enforceable. Each member or officer of the Board or committee member on being appointed shall be deemed to have contracted with the Board upon the terms of the foregoing indemnities. Such indemnities shall continue in effect with regard to actions arising out of the term each member or officer held in such office notwithstanding that he or she no longer continues to hold such office.
- e. The Member Municipalities shall purchase and maintain insurance for the benefit of any or all members, officers or committee members against personal liability incurred by any such person as a member or officer.

14. SEVERABILITY

- a. If any portion or section of this Bylaw is found to be invalid, the remaining portions remain in force.

15. REPEAL AND EFFECTIVE DATE

- a. Smoky Lake County Bylaw No. 1236-11 is repealed upon the passing of this Bylaw.

b. This Bylaw comes into effect on the date of Third Reading.

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

Craig Lukinuk
Reeve

S E A L

Gene Sobolewski
Chief Administrative Officer

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

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

Craig Lukinuk
Reeve

S E A L

Gene Sobolewski
Chief Administrative Officer

**Smoky Lake County
Bylaw 1371-20**

IN WITNESS WHEREOF this bylaw is executed on behalf of the participating Municipalities, by the hands of their officers duly authorized in that behalf and under each municipal seal affixed:

Village of Waskatenau

Mayor
Village of Waskatenau

Chief Administrative Officer
Village of Waskatenau

DATE: _____

DATE: _____

Village of Vilna

Reeve
Village of Vilna

Chief Administrative Officer
Village of Vilna

DATE: _____

DATE: _____

TOWN OF SMOKY LAKE

Mayor
Town of Smoky Lake

Chief Administrative Officer
Town of Smoky Lake

DATE: _____

DATE: _____

TOPIC

Ukrainian Twinning Committee – Terms of Reference Draft Bylaw

PROPOSAL

HISTORY:

The concept was first introduced to RCDC on **June 28, 2016** – Motion 96-16: *“That the Regional Economic Development Committee (RCDC) pursue the Canadian Ukrainian Chamber of Commerce Twinning Initiative.”*

- **October 24, 2016, Regional Community Development Committee (RCDC) – Motion 150-16:**
That the Regional Economic Development Committee (RCDC) accept the report on the Ukrainian Twinning Initiative presented by Adam Kozakiewicz, Chief Administrative Officer from the Town of Smoky Lake, as information.” (Based on personal trip to Ukrainian where he further researched the Initiative.)
- **April 16, 2018, Regional Community Development Committee (RCDC) – Motion 52-18:**
That the Regional Community Development Committee (RCDC) invite Ukrainian-Canadian Chamber of Commerce (Edmonton Chapter) President: Vitaly Milentyev, to future Regional Community Development Committee (RCDC) meeting, in reference to the June 28, 2016 RCDC motion #96-16: That the Regional Economic Development Committee (RCDC) pursue the Canadian Ukrainian Chamber of Commerce Twinning Initiative.
- **September 18, 2018, Regional Community Development Committee Meeting (RCDC)**
Delegation: Vitaliy Milentyev, Director of the Canada Ukraine Chamber of Commerce (CUCC) Alberta; provided information on the Ukrainian Twinning Initiative, including the following points:

The twinning initiative 3 pillars to push towards urbanization and economic expansion of Ukrainian:

1. business education,
2. representation as in dealing with local government on matters related to business, and
3. facilitating business between regions.

Ukraine celebrated the 27th year of independence - August 25, 2018. Canada is home to the biggest migration of Ukrainians with the highest concentration in Alberta.

The Town of Vegreville, Alberta has a twinning Memorandum of Understanding Agreement with Kolomyia District, Ukraine which recognizes the long cultural and historic connections and friendships that exist between citizens of Kolomyia District and Vegreville, and the commitment shared in improving and sustaining the historic and cultural connections, to support opportunities for collaboration between private sector organizations by facilitating connections and direct introductions and facilitate opportunities for collaboration in the areas of education, culture, economics and social initiatives.

BACKGROUND:

- **June 25, 2019, Regional Community Development Committee (RCDC) Meeting Motion: 116-19:**
That the Regional Community Development Committee (RCDC) recommend that each respective municipality participate in the Ukrainian Twinning Initiative with Vitaliy Milentyev, Director of the Canada Ukraine Chamber of Commerce (CUCC) Alberta in respect to the Skype conference; and pursue signing Memorandum of Understanding; and review the Ukrainian Twinning Initiative in the 2020 Budget; prior to signing a contract and bring forward to October 2019 RCDC Meeting.
- **August 12, 2019, Regional Community Development Committee (RCDC) Meeting: Motion: 166-19:**
That the Regional Community Development Committee (RCDC) request the Economic Development Assistant to research the status of the **June 25, 2019 – Motion #116-19** RCDC Meeting in regards to each respective municipality participating with the Memorandum of Understanding (MOU) for the Ukrainian Twinning Initiative Project.

- **September 26, 2019, Smoky Lake County Council Meeting Motion # 1165-19:**
That Smoky Lake County, as a municipality in partnership, of the Regional Community Development Committee (RCDC) **approve to execute** a Memorandum of Understanding on Cooperation in an English version and Ukrainian version with both versions having equal standing between Kosiv District, Ivano-Frankivska Oblast, Ukraine and the Smoky Lake Region representing the regional municipalities: Smoky Lake County, Town of Smoky Lake, Village of Vilna and Village of Waskatenau, for a period of five (5) years from the date of execution, to pursue the Ukrainian Twinning Initiative, subject to all regional partners of RCDC participate in the Initiative.
 - ✓ Village of Waskatenau's July 18, 2019 Motion #138-2019 (of same)
 - ✓ Town of Smoky Lake's October 15, 2019 Motion #714-19 (of same)
 - ✓ Village of Vilna's 2019 Motion #132-19 (of same)

- **January 28, 2020, Regional Community Development Committee (RCDC) Meeting Motion: 97-20:**
The Regional Community Development Committee (RCDC) acknowledged that each respective municipality signed the Memorandum of Understanding on Cooperation between Kosiv District, Ivano – Frankivska Oblast, Ukraine and Smoky Lake Region on January 27, 2020, at the Joint Municipalities Meeting.

- **September 30, 2020, Smoky Lake Region and Ivano-Frankivska Virtual Meeting**
The Kosiv District, Ivano – Frankivska Oblast, Ukraine representatives executed the:

**MEMORANDUM OF UNDERSTANDING ON COOPERATION
BETWEEN
KOSIV DISTRICT, IVANO-FRANKIVSKA OBLAST, UKRAINE
AND
SMOKY LAKE REGION, ALBERTA, CANADA**

Recognizing the long cultural and historic connections and friendships that exist between citizens of Ivano-Frankivska Oblast and the Province of Alberta, recognizing the commitment shared in improving and sustaining the historic and cultural connections, Kosiv District and Smoky Lake Region enter into this Memorandum of Understanding on Cooperation to work together to:

 - ◆ support efforts to prepare and execute a Twinning Agreement between Kosiv District and the Smoky Lake Region;
 - ◆ support opportunities for collaboration between private sector organizations by facilitating connections and direct introductions;
 - ◆ facilitate opportunities for collaboration in the areas of education, culture, economics and social initiatives.

This Memorandum of Understanding on Cooperation will be for a period of five (5) years from the date of execution. Extension for any additional period will be at mutual written consent.

This Memorandum of Understanding on Cooperation will be signed in both Ukrainian and English, with both versions having equal standing.

- **October 22, 2020, Regular County Council Meeting Motion: 66-20**
That Smoky Lake County acknowledge the Ukrainian Twinning initiative has been formalized through the Memorandum of Understanding on Cooperation between Kosiv District, Ivano-Frankivska Oblast, Ukraine and Smoky Lake Region, which was executed by the Smoky Lake Region on January 27, 2020 and by the Kosiv District on September 30, 2020, with the said MOU valid for a **period of five (5) years** from the date of full execution and with an option to extend an additional period of time by mutual written consent.

- **October 22, 2020, Regular County Council Meeting Motion: 67-20**
: That Smoky Lake County approve of and acknowledge the Smoky Lake Region's Community Economic Development Officer's (CEDO's) additional time involved and required to facilitate the Ukrainian Twinning Initiative between Kosiv District, Ivano-Frankivska Oblast, Ukraine and Smoky Lake Region, which currently remain under the Regional Community Development Committee's (RCDC's) portfolio.

CURRENT:

- **October 22, 2020, Regular County Council Meeting Motion: 68-20**
That Smoky Lake County approve forming a Ukrainian Twinning “Working Group”, until there is a term of reference established, for the purpose of implementing initiatives between Kosiv District, Ivano-Frankivska Oblast, Ukraine and Smoky Lake Region, and approve to appoint Reeve Craig Lukinuk, to the said Working Group consisting of:
Pavlo Vandjurak – Head, Kosiv District Council,
Yuri Ploskonos – Mayor, City of Kosiv,
Andriy Yuzyuk, Director, Alberta Ukraine Chamber of Commerce,
Craig Lukinuk – Reeve, Smoky Lake County
Hank Holowaychuk – Mayor, Town of Smoky Lake,
Leo Chapdelaine – Mayor, Village of Vilna,
Casey Caron – Mayor, Village of Waskatenau,
Michelle Wright – Smoky Lake Region Community Economic Development Officer.

▶ **March 23, 2021: Administrator’s Meeting**

Ukrainian Twinning Committee - Terms of Reference:

Michelle Wright, Smoky Lake Region Community Economic Development Officer (CEDO) presentation of the first draft of the Ukrainian Twinning Committee Terms of Reference.

Next Steps:

Gene Sobolewski, Smoky Lake County CAO, is to prepare recommendations along with a flow chart of direction regarding to the draft Ukrainian Twinning Committee Terms of Reference and provide them to all CAO’s **by the deadline of Monday, April 2, 2021** for the purpose of preparing a revised draft prior to the next RCDC Meeting scheduled for April 26, 2021.

▶ **April 6, 2021: Administrator’s Meeting**

Ukrainian Twinning Committee - Terms of Reference:

Recommendations for direction regarding to the draft Ukrainian Twinning Committee Terms of Reference was to be provided to all CAO’s for the purpose of preparing a revised draft prior to the next RCDC Meeting scheduled for April 26, 2021 as the structure of the bylaw could impact the upcoming changes to the Regional Community Development Committee (RCDC) bylaw.

Discussion was held including, **but not limited to the following points:**

- An existing entity such as the Smoky Lake Region Intermunicipal Collaboration Committee (ICC) may be whom the committee would report to, such that each independent council would provide direction to the Committee, similar the Heritage Board.
- Smoky Lake County is strained administratively and has limited capacity to be the Managing Partner of the committee, the Town of Smoky Lake if willing, can be if there are no more than 6 meetings per year (there will be a minimum of 4 meetings per year).
- The Smoky Lake Region-Kosiv District Ukrainian Twinning Committee shall be comprised of 6 members, all elected members appointed by a resolution of each respective Council. 2-2-1-1.
- The four member municipalities’ Chief Administrative Officers and the Committee Project Manager are all deemed to be non-voting participants in Smoky Lake Region-Kosiv District Ukrainian Twinning Committee meetings as per Section 4.4.
- Project Manager (Town CAO) to report to every two months.
- All members shall have equal voting privileges on issues / items where a vote is called, with a simple majority (with quorum) deciding any vote.
- This proposed bylaw will not affect the RCDC Bylaw.
- Section 6, the Project Manager shall be considered the Managing Partner’s CAO unless recommended to be deemed necessary and subsequently appointed.
- Percentage Funding Formula is recommended to be based on the Trider Formula as follows:
 - Smoky Lake County 50% Town of Smoky Lake 25%
 - Village of Vilna 12.5% Village of Waskatenau 12.5%.

Next Steps:

Revise the draft bylaw for the Ukrainian Twinning Committee Terms of Reference as per Administrator's discussion held on April 6, 2021 for each respective Council to consider.

PLEASE NOTE: Before this draft Bylaw was submitted to each respective municipality – the Ukrainian Twinning Committee Working Group meet to review the contents:

► June 9, 2021, **Ukrainian Twinning Committee Working Group Meeting – Motion #003-21:**

That the Ukrainian Twinning Committee Working Group acknowledge the review of the draft Twinning Committee Bylaw, and amend section 3.8 under "Functional Responsibilities of The Ukrainian Twinning Committee" as follows:

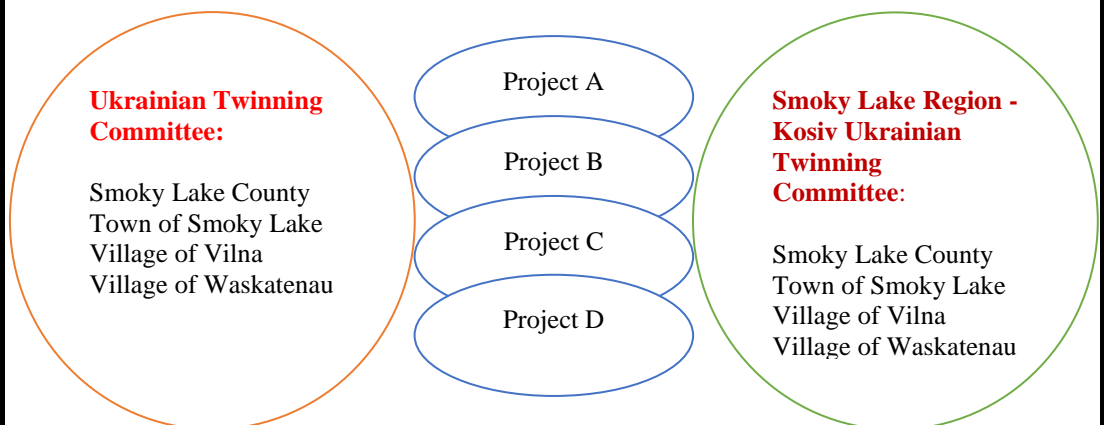
3.8. *Consults with and maintains ~~ongoing and regular~~ contact with regional businesses, volunteers, community leaders, and other stakeholders to ensure that the full range of views and perspectives are considered in the various economic, business and community development twinning opportunities. as required.*

And, forward the said amended draft bylaw to each respective municipality to create corresponding draft bylaws for each respective Councils' consideration for the purpose of authorizing the Municipal Councils to enter into a joint agreement between Smoky Lake County, Town of Smoky Lake, Village of Waskatenau, and Village of Vilna, in order to pursue joint projects of benefit to Smoky Lake Region and Kosiv District in Ukraine; and to establish the Terms of Reference for the Ukrainian Twinning Committee including, but not limited to the Committee's funding formula, membership, and definition of quorum.

PROPOSAL:

For Council to determine the Ukrainian Twinning Committee's preferred funding formula, membership, and definition of quorum, as well as any other feedback from the perspective of Smoky Lake County to **established by Bylaw a Terms of Reference.**

The structure of the **Ukrainian Twinning Committee** and the **Smoky Lake Region -Kosiv Ukrainian Twinning Committee** is envisioned to be set as follows:



The **Smoky Lake Region-Kosiv Ukrainian Twinning Committee** identifies projects of interest to both Regions. The project resourcing is determined by Smoky Lake Ukrainian Twinning Committee and Kosiv Representatives and project reporting is to both the Smoky Lake Ukrainian Twinning Committee by the Smoky Lake accountable parties (monthly or bi-monthly), and to the larger group (quarterly). The project accountable parties may be municipal, regional, or private entities, depending on the project.

	<p>▶ Attachment # 1: Draft Bylaw: <u>Ukrainian Twinning Committee – Terms of Reference - Joint Agreement.</u></p> <p>√ Please review the contents of each section, as well the highlighted textbox sections in yellow within the Bylaw for feedback to provide back to the Committee:</p>
CORRELATION TO BUSINESS (STRATEGIC) PLAN	
N/A	
LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS	<p>Bylaw No. 1365-20: Intermunicipal Collaboration Framework (ICF) Section 4.10.8: Development of Proposed Projects and Services</p> <p>Bylaw No. 1367-20: Regional Protocol Bylaw Section 5: Project Process</p>
BENEFITS	<p>Improve and sustain the historic and cultural connections, support opportunities for collaboration between private sector organizations, and facilitate opportunities for collaboration in the areas of education, culture, economics and social initiatives, between Kosiv District, Ukraine and our Smoky Lake Region.</p>
DISADVANTAGES	N/A
ALTERNATIVES	<p>N/A Memorandum of Understanding has been executed for <u>Five (5) Years.</u> September 2021 will be completing – ONE Year.</p>
FINANCE/BUDGET IMPLICATIONS	
<p>Operating Costs: _____ Capital Costs: _____ Budget Available: _____ Source of Funds: _____ Budgeted Costs: _____ Unbudgeted Costs: _____</p> <p>Budget within the Bylaw is currently the “Trider” Formula. Which was adopted in 2004 by the municipalities for grants and joined ventures.</p>	
INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS	
COMMUNICATION STRATEGY	<p>Advertise in the County Grapevine, and County social media for transparency and awareness.</p>
RECOMMENDATIONS	
<p>That Smoky Lake County Council acknowledge review of the draft Ukrainian Twinning Committee Terms of Reference Bylaw and propose:</p> <ol style="list-style-type: none"> 1. a funding formula of: _____, 2. a membership consisting of _____, 3. meetings held _____. 4. quorum to be defined as _____, 5. (and any other suggestions) <p>and forward to the next scheduled <u>Ukrainian Twinning Committee Working Group Meeting</u>, in accordance with the Committee’s June 9, 2021 – Motion 003-21.</p>	
CHIEF ADMINISTRATIVE OFFICER	

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

Being a Bylaw of Smoky Lake County in the Province of Alberta, to authorize the Municipal Council to enter into a **JOINT AGREEMENT** to establish the provision of a **Ukrainian Twinning Committee**, for the purpose of pursuing joint projects of benefit to the **Smoky Lake Region, Alberta, Canada and Kosiv District, Ivano-Frankivska Oblast, Ukraine.**

WHEREAS the Municipal Government Act, S.A. 2000, c. M-26 as amended ("the Act") provides that a Municipal Council may pass such bylaws to enter into an agreement as to the joint control and management of anything that concerns respective municipalities; and

AND WHEREAS, the Council of Smoky Lake County wishes to enter into a Joint Agreement with the Town of Smoky Lake, Village of Waskatenau, and Village of Vilna to pursue joint projects of benefit to Smoky Lake Region and Kosiv District in Ukraine, all pursuant to the laws of the Province of Alberta and operate such undertaking as per **Schedule "A" - Terms of Reference**, included in this Bylaw; and

NOW THEREFORE, the Council of Smoky Lake County duly assembled, in consideration of the mutual covenants contained herein agree to a Joint Agreement - Terms of Reference for the **Ukrainian Twinning Committee**, as jointly executed, by the municipalities of Smoky Lake County, Town of Smoky Lake, Village of Waskatenau, and Village of Vilna. **Joint Agreement**

This bylaw shall be cited as the "**Ukrainian Twinning Committee**" 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 ___ day of _____, AD 2021.

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

READ A **THIRD AND FINAL TIME, WITH THE UNANIMOUS CONSENT OF ALL COUNCILLORS PRESENT, THIS** ___ day of _____, AD 2021.

REEVE

S E A L

CHIEF ADMINISTRATIVE OFFICER

Schedule "A" - Terms of Reference

BETWEEN:

SMOKY LAKE COUNTY – BYLAW NO. 0000-21
a Municipal Corporation, in the Province of Alberta
Box 310
4612 McDougall Drive
Smoky Lake, Alberta T0A 3C0

OF THE FIRST PART

AND

TOWN OF SMOKY LAKE – BYLAW NO. 000-21
a Municipal Corporation, in the Province of Alberta
Box 460
56 Wheatland Avenue
Smoky Lake, Alberta T0A 3C0

OF THE SECOND PART

AND

VILLAGE OF WASKATENAU – BYLAW NO. 000-2021
a Municipal Corporation, in the Province of Alberta
Box 99
5008 - 51st Street
Waskatenau, Alberta T0A 3P0

OF THE THIRD PART

AND

VILLAGE OF VILNA – BYLAW NO. 000-21
a Municipal Corporation, in the Province of Alberta
Box 10
5135 - 50 Street
Vilna, Alberta T0A 3L0

OF THE FOURTH PART

Hereinafter referred to collectively as the "**Smoky Lake Region**".

WHEREAS the four municipalities of the Smoky Lake Region wish to enter into a Joint Agreement to establish the provision of a **Ukrainian Twinning Committee**, for the purpose of pursuing joint projects of benefit to **Smoky Lake Region, Alberta, Canada and Kosiv District, Ivano-Frankivska Oblast, Ukraine**; and

NOW THEREFORE, in consideration of the mutual provisions and covenants contained hereunder in this Agreement, and intending to be legally bound hereby, the Smoky Lake Region agrees as follows in accordance with the provisions of the Terms of Reference hereafter.

Schedule "A" - Terms of Reference (continued)

1. VISION

Execution of Memorandum of Understanding on Cooperation for a five (5) year term between

KOSIV DISTRICT, IVANO-FRANKIVSKA OBLAST, UKRAINE

AND

SMOKY LAKE REGION, ALBERTA, CANADA

As Per the Four Municipalities Motions:

SMOKY LAKE COUNTY:

September 26, 2019

Motion: 165-19

That Smoky Lake County, as a municipality in partnership, of the Regional Community Development Committee (RCDC) approve to execute a Memorandum of Understanding on Cooperation in an English version and Ukrainian version with both versions having equal standing between Kosiv District, Ivano-Frankivska Oblast, Ukraine and the Smoky Lake Region representing the regional municipalities: Smoky Lake County, Town of Smoky Lake, Village of Vilna and Village of Waskatenau, for a period of five (5) years from the date of execution, to pursue the Ukrainian Twinning Initiative, subject to all regional partners of RCDC participate in the Initiative

TOWN OF SMOKY LAKE:

October 15, 2019

Motion: 714-19

Moved by Mayor Holowaychuk that Town of Smoky Lake, as a municipality in partnership of the Regional Community Development Committee (RCDC) approve to execute a Memorandum of Understanding on Cooperation in an English version and Ukrainian version with both versions having equal standing between Kosiv District, Ivano-Frankivska Oblast, Ukraine and the Smoky Lake Region representing the regional municipalities: Smoky Lake County, Town of Smoky Lake, Village of Vilna and Village of Waskatenau for a period of five (5) years term to pursue the Ukrainian Twinning Initiative, subject to all regional partners of RCDC participate in the Initiative.

VILLAGE OF WASKATENAU:

July 18, 2019

Motion: 138-2019

Councillor Richard Warren moves that Village of Waskatenau in partnership with the Town of Smoky Lake, Smoky Lake County, and the Village of Vilna participate in the Ukrainian Twinning Initiative proposed to commence in Year-2020, facilitated through the Canada Ukraine Chamber of Commerce (CUCC) Alberta, and as recommended by the June 25, 2019 Smoky Lake Regional Community Development Committee Motion #116-19; and, approve the Town of Smoky Lake to be the Managing Partner of the Initiative to pursue a Memorandum of Understanding agreement between all parties involved.

VILLAGE OF VILNA:

October 21, 2019

Motion: 132-19

Moved by Councillor Dyck that the Village of Vilna support in principle, the Regional Community Development Committee in its twinning initiative with Kosiv District of Ivano-Frankivsk Region Ukraine, to support efforts to prepare and execute a Twinning Agreement, support opportunities for collaboration between private sector organizations by facilitating connections and direct introductions and to facilitate opportunities for collaboration in the areas of education, culture, economic and social initiatives.

Schedule "A" - Terms of Reference (continued)

Memorandum of Understanding:

**MEMORANDUM OF UNDERSTANDING ON COOPERATION
BETWEEN
KOSIV DISTRICT, IVANO-FRANKIVSKA OBLAST, UKRAINE
AND
SMOKY LAKE REGION, ALBERTA, CANADA**

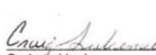
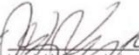
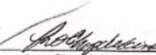





Recognizing the long cultural and historic connections and friendships that exist between citizens of Ivano-Frankivska Oblast and the Province of Alberta, recognizing the commitment shared in improving and sustaining the historic and cultural connections, Kosiv District and Smoky Lake Region enter into this Memorandum of Understanding on Cooperation to work together to:

- ◆ support efforts to prepare and execute a Twinning Agreement between Kosiv District and the Smoky Lake Region;
- ◆ support opportunities for collaboration between private sector organizations by facilitating connections and direct introductions;
- ◆ facilitate opportunities for collaboration in the areas of education, culture, economics and social initiatives.





This Memorandum of Understanding on Cooperation will be for a period of five (5) years from the date of execution. Extension for any additional period will be at mutual written consent.

This Memorandum of Understanding on Cooperation will be signed in both Ukrainian and English, with both versions having equal standing.

Signed at Smoky Lake, Alberta this 27th day of January, 2020.

 Craig Lukinuk, Reeve, Smoky Lake County	 Hank Hobowsyчук, Mayor, Town of Smoky Lake	 Leo Chadelaine Mayor, Village of Vilna	 Casey Caron Mayor, Village of Waskatenau
			

Signed at Kosiv, Ivano-Frankivska, this 30th day of September, 2020.

 Name _____ Title _____ Pavlo Vandzhurak, Head of Kosiv district council	 Name _____ Title _____ Yuri Ploskonos Mayor, Town of Kosiv
	

**МЕМОРАНДУМ ПРО ВЗАМОРОЗУМІННЯ ЩОДО СПІВПРАЦІ
МІЖ
КОСІВСЬКИМ РАЙОНОМ, ІВАНО-ФРАНКІВСЬКОЇ ОБЛАСТІ, УКРАЇНА
ТА
РЕГІОНОМ СМОКІ ЛЕЙК, АЛЬБЕРТА, КАНАДА**


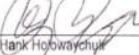






Визнаючи тривалі культурні та історичні зв'язки та дружбу, що існують між жителями Івано-Франківщини та Альберти, визнаючи зобов'язання щодо покращення і збереження історичних та культурних зв'язків, Косівський район та Регіон Смокі Лейк укладають цей Меморандум про взаєморозуміння щодо співпраці в наступних напрямках:

- ◆ докладання зусиль до підготовки та підписання договору про побратимство між Косівським районом та Регіоном Смокі Лейк;
- ◆ підтримувані можливості для співпраці між організаціями приватного сектору шляхом сприяння встановленню зв'язків та прямих контактів;
- ◆ сприяння більш широким можливостям для співпраці в сферах освіти, культури, економіки та громадських ініціатив.

Цей Меморандум про взаєморозуміння щодо співпраці є чинним протягом 5 (П'ять) років з моменту його підписання. Продовження його дії на додатковий термін здійснюється у письмовій формі за взаємною згодою сторін.

Цей Меморандум про взаєморозуміння щодо співпраці укладається у двох примірниках на українській та англійській мовах, кожен з яких має однакову юридичну силу.

Підписано Smoky Lake, AB, в January 27, 2020

 Craig Lukinuk, Reeve, Smoky Lake County	 Hank Hobowsyчук, Mayor, Town of Smoky Lake	 Leo Chadelaine Mayor, Village of Vilna	 Casey Caron Mayor, Village of Waskatenau
			

Signed at Kosiv, Ivano-Frankivska, this 30th day of September, 2020.

 Name _____ Title _____ Pavlo Vandzhurak, Head of Kosiv district council	 Name _____ Title _____ Yuri Ploskonos Mayor, Town of Kosiv
	

Schedule "A" - Terms of Reference (continued)

2. PURPOSE OF THE UKRAINIAN TWINNING COMMITTEE

- 2.1. One of the **Ukrainian Twinning Committee's** annual key roles and responsibilities is to work in conjunction with the Kosiv District, Ivano-Frankivska Oblast, Ukraine representatives, to jointly create a recommended **Twinning Project Plan** between the **Smoky Lake Region and the Kosiv District**, for the Municipalities' Councils to consider; and, upon approval, to monitor and assist in the implementation and execution of that plan.
- 2.2. Whether a multi-year or annual update to the Twinning Project Plan, the Committee is responsible for overseeing the plans' development and for bringing the plan forward for the approval of each respective Municipalities' Council.
- 2.3. The Committee is the representative body for the Municipalities in the ongoing discussions with the Kosiv District representatives, for project execution.
- 2.4. The Committee identifies potential project opportunities for the Twinning Project Plan.
- 2.5. Before recommending the Twinning Project Plan to each respective Municipalities' Council, the plan should include, but not be limited to:
 - 2.5.1. A review of the current project action plan including status and performance measures.
 - 2.5.2. An assessment of Smoky Lake Region's, respective Municipalities', and Kosiv District's current economic situation and overall business climate.
 - 2.5.3. Recommended actions that ensure Smoky Lake Region is well-positioned to take full advantage of new and emerging twinning opportunities.
 - 2.5.4. Specific action items which further promote and enhance business retention, attraction, and growth for Smoky Lake Region and Kosiv District.
 - 2.5.5. An outline of the plans' specific goals/objectives and related performance measures and targets.
 - 2.5.6. A proposal of action for responding to any specific issues to be reviewed and explored in more detail which have been brought forward by the Councils of the Municipalities. This may also involve stakeholder or broader public consultations, depending on the specific issue(s) the Committee has been asked to address.

3. FUNCTIONAL RESPONSIBILITIES OF THE UKRAINIAN TWINNING COMMITTEE

Ukrainian Twinning Committee is intended to serve as both a strategic advisory committee to the Municipalities and as a senior-level, multi-stakeholder oversight committee who:

- 3.1. Provides broad-based community leadership, experience, and expertise in helping build and effectively implement the Twinning Project Plan.
- 3.2. Oversees and is responsible (accountable) for recommending twinning opportunities to the Municipalities Councils for approval.
- 3.3. Monitors, assists, and helps guide in the implementation and execution of the plan.
- 3.4. Manages the Committee's annual budget and seeks grant opportunities to support projects.
- 3.5. Provides resources for project execution.
- 3.6. Identifies specific goals / objectives, corresponding performance measures and targets, and makes recommendations for fine-tuning the Twinning Project Plan, as required.
- 3.7. Responds to specific requests made by the Municipalities Councils to review, further consider, advise and/or undertake consultations around a particular twinning opportunity.
- 3.8. Consults with and maintains ~~ongoing and regular~~ contact with regional businesses, volunteers, community leaders, and other stakeholders ~~to ensure that the full range of views and perspectives are considered in the various economic, business and community development twinning opportunities, as required.~~
- 3.9. Meets quarterly with the Kosiv District, Ivano-Frankivska Oblast, Ukraine representatives to review and assign project teams, build relationships, and confirm compliance to the project plan.
- 3.10. Communicates with the Smoky Lake Regions' public and other stakeholders on completed projects and other celebrations.

Working Group:

Amended wording in # 3.8

Recommendation:
To insert the flowchart "Structure" of relationship of the two committee(s) as indicated in the RFD.

Schedule "A" - Terms of Reference (continued)

4. MEMBERSHIP OF THE UKRAINIAN TWINNING COMMITTEE

- 4.1. The Committee shall be comprised of a total of **six (6)** Elected Officials from the Municipalities as outlined in Section 4.2 and shall be appointed by a resolution of Council.
- 4.2. **Voting membership** shall include:
- **Two (2)** members from Smoky Lake County (serving throughout their term),
 - **Two (2)** members from the Town of Smoky Lake (serving throughout their term),
 - **One (1)** member from the Village of Waskatenau (serving throughout their term), and
 - **One (1)** member from the Village of Vilna (serving throughout their term).
- 4.3. Each respective Council shall ensure that an alternate Elected Official voting member is also appointed by a resolution of Council to the Committee.
- 4.4. **Non-voting participants** of the Committee meetings are the four Chief Administrative Officers of the Municipalities (or their respective designate), and/or the Twinning Project Manager.

Review:
Members
to
Committee

5. GOVERNANCE AND PROCEDURES OF THE UKRAINIAN TWINNING COMMITTEE

- 5.1. Annually, during the month of November, the Committee shall hold a meeting at which time a Chairperson and Vice-Chairperson shall be elected from its' membership for the ensuing year.
- 5.2. The Chairperson and Vice-Chairperson, with the approval of the Committee, shall establish (or reconfirm) the operating ground-rules for committee meetings and ensure that these are in accordance with generally accepted standards and practices.
- 5.3. Regular meetings are to be held quarterly on a date and time agreed to by the Committee, and at other such times as the Committee deems necessary.
- 5.4. Special meetings of the Committee may be called by the Chairperson or Vice-Chairperson provided that not less than two (2) full business days' notice is given to each member of the committee.
- 5.5. No regular or special meeting of the Committee shall be convened unless the Chairperson or Vice-Chairperson is present.
- 5.6. In-Camera or Closed Session portions of meetings can lawfully be held in private and not open to the public only in accordance with the Municipal Government Act and only to discuss information that the Committee is either: prohibited from disclosing, required to refuse to disclose, or has refused to disclose under discretion and in accordance with the FOIP (Freedom of Information and Protection of Privacy) Act or other legislation.
- 5.7. A quorum for regular and special meetings of the Committee shall be not less than two members.
- 5.8. All members shall have equal voting privileges on issues / items where a vote is called, with a simple majority (with quorum) deciding any vote.

Review:
The
amount of
meetings
to be held.

Review:
Quorum

6. ROLES OF THE MANAGING PARTNER OF THE UKRAINIAN TWINNING COMMITTEE

- 6.1. The **Managing Partner** shall:
- 6.1.1. Be the **Town of Smoky Lake**.
 - 6.1.2. Assist the Committee in responding to specific issues that the Municipalities have requested to be reviewed or considered in more detail.
 - 6.1.3. Prepare agendas, maintain minutes, records, and action lists; as well as prepare correspondence relating to the Committee's ongoing activities and joint meetings with Kosiv District representatives; and shall provide quarterly reporting of such to the Municipalities.
 - 6.1.4. Monitor and manage employment contracts with any support or team resources such as the Twinning Project Manager (if reassigned by the Committee as per Section 6.2.1); and shall provide office space and/or additional resources as deemed necessary.
 - 6.1.5. Monitor and manage financial resources including any grant funds received.
 - 6.1.6. Prepare, oversee, and advise the Committee on its' operating budget which must be approved by each respective Municipalities' Council; and present interim budget updates as requested by the Committee.
 - 6.1.7. Prepare an annual year-end report for submission to each respective Municipalities' Council on the various initiatives and activities undertaken.

Schedule "A" - Terms of Reference (continued)

- 6.2. The **Twinning Project Manager** shall:
 - 6.2.1. Be the **Managing Partners' Chief Administrative Officer**, unless reassigned otherwise by the Committee.
 - 6.2.2. Plan, organize, and direct the completion of specific twinning projects while ensuring the projects are on budget and within scope.
 - 6.2.3. Liaison with the Municipalities' Chief Administrative Officers as issues arise.
 - 6.2.4. Assist the Committee in carrying out its primary purpose, roles and responsibilities related to the pursuit of twinning opportunities between the Smoky Lake Region and Kosiv District.
 - 6.2.5. Refer specific twinning project matters to the Committee for its' information, review, consideration and/or recommendations.

7. FUNDING FORMULA FOR THE UKRAINIAN TWINNING COMMITTEE

Review:
Funding Formula:
 Should it indicate a Limit set (ceiling per year of a certain amount)?

7.1. **Funding Formula** as negotiated collectively by each respective municipality as:

Smoky Lake County:	50.0%
Town of Smoky Lake:	25.0%
Village of Vilna:	12.5%
Village of Waskatenau:	12.5%

- 7.2. Finances shall be administered by the Managing Partner of the Committee.
- 7.3. Budgets shall be prepared annually by the Committee and presented to each respective Municipalities Council for approval.
- 7.4. Any per diems and/or expenses for Committee Members shall be paid by the Committee Members' respective municipality, unless specifically provided for with the projects' budget.

IN WITNESS WHEREOF the Municipalities hereto execute this Agreement and affixed their corporate seals of its proper signing officers duly authorized:

SMOKY LAKE COUNTY

DATE: _____

Reeve, **Smoky Lake County**

Chief Administrative Officer, **Smoky Lake County**

TOWN OF SMOKY LAKE

DATE: _____

Mayor, **Town of Smoky Lake**

Chief Administrative Officer, **Town of Smoky Lake**

VILLAGE OF WASKATENAU

DATE: _____

Mayor, **Village of Waskatenau**

Chief Administrative Officer, **Village of Waskatenau**

VILLAGE OF VILNA

DATE: _____

Mayor, **Village of Vilna**

Chief Administrative Officer, **Village of Vilna**



REQUEST FOR DECISION		DATE	June 24, 2021	4.7
TOPIC	Bylaw No. 1401-21: Borrowing Bylaw			
PROPOSAL	<p>One of the recommendations from the Municipal Accountability Review Report was to include the term of borrowing in the borrowing bylaw.</p> <p>The borrowing bylaw refers to a line of credit and credit card. Over the past several years, there have not been funds owing for more than one month. However, there is the potential to access more money from the line of credit then can be paid back.</p> <p>Because the funds pledged are tax revenues which are paid once per year, we have drafted the bylaw to state that repayment would be made within one year.</p>			
CORRELATION TO BUSINESS (STRATEGIC) PLAN				
n/a				
LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS			Repeal bylaw 1395-21	
BENEFITS	<ul style="list-style-type: none"> ■ Meets the commitment administration made in the Smoky Lake County Municipal Accountability Review Report – Response Plan 			
DISADVANTAGES	<ul style="list-style-type: none"> ■ none 			
ALTERNATIVES	<ul style="list-style-type: none"> ■ Choose up to three years payback. 			
FINANCE/BUDGET IMPLICATIONS				
Operating Costs: \$ _____		Capital Costs: \$ _____		
Budget Available: \$ _____		Source of Funds: _____		
Budgeted Costs: \$ _____		Unbudgeted Costs: _____		
INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS				
COMMUNICATION STRATEGY				
RECOMMENDATION				
That Smoky Lake County gives 1 st , 2 nd , permission for 3 rd and 3 rd readings to Bylaw No. 1401-21.				
CHIEF ADMINISTRATIVE OFFICER				

**SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO. 1401-21**

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** that may be used from time to time, payable on demand and the Corporation is required to pay accrued interest monthly.
3. All sums borrowed under this bylaw shall be repaid in accordance with the repayment structure negotiated with ATB, namely monthly or daily payments of combined interest and principal, and not to exceed a term of one (1) years.
4. 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.

Bylaw No. -1401-21

5. 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.
 6. The amount to be borrowed and the term of the loan will not exceed any restrictions set forth in the Municipal Government Act.
 7. 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.
 8. This Bylaw comes into force on the final passing thereof.
4. That Bylaw No. 1395-21-20 is hereby repealed.

READ a First Time this 24th day of June, AD 2021.

READ a Second Time this 24th day of June, AD 2021.

READ a Third and Final Time this 24th day of June, **AD 2021** and finally passed by Council.

REEVE

S E A L

CHIEF ADMINISTRATIVE OFFICER



REQUEST FOR DECISION		DATE	June 24, 2021	4.8
TOPIC	Policy 08-04-02 Interim Budget			
PROPOSAL	<p>One of the recommendations from the Municipal Accountability Review Report was to adopt an interim operating budget prior to December 31 each year.</p> <p>We used policy 08-04-02 which stated that an interim budget of 50% of the previous year's budget was automatically adopted on January 1 of each year. Municipal Affairs did not find this policy acceptable.</p> <p>To correct this, we need to cancel the policy and ensure that we have an interim budget adopted prior to Christmas Break each year.</p>			
CORRELATION TO BUSINESS (STRATEGIC) PLAN				
n/a				
LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS		<p><i>MGA s242(1) Each council must adopt an operating budget for each calendar year. (2) A council may adopt an interim operating budget for part of a calendar year (3) An interim operating budget for a part of a calendar year ceases to have any effect when the operating budget for that calendar year is adopted.</i></p> <p><i>S248(1) A municipality may only make an expenditure that is (a) included in an operating budget, interim operating budget or capital budget or otherwise authorized by the council, for an emergency, or (c) legally required to be paid</i></p>		
BENEFITS	<input checked="" type="checkbox"/> required			
DISADVANTAGES	<input checked="" type="checkbox"/> none			
ALTERNATIVES	<input checked="" type="checkbox"/> Choose up to three years payback.			
FINANCE/BUDGET IMPLICATIONS				
Operating Costs: \$ _____		Capital Costs: \$ _____		
Budget Available: \$ _____		Source of Funds: _____		
Budgeted Costs: \$ _____		Unbudgeted Costs: _____		
INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS				
COMMUNICATION STRATEGY				
RECOMMENDATION				
That Smoky Lake County repeal policy 08-04 Interim Budget				
CHIEF ADMINISTRATIVE OFFICER				

SMOKY LAKE COUNTY



Title: Interim Budget	Policy No.: 04-02
Section: 08	Code:
Page No.: 1 of 1	

Legislation Reference: *Municipal Government Act, Chapter M-26, Section 242.*

Purpose: To establish procedures to authorize expenditures prior to the adoption of a budget.

Policy Statement and Guidelines:

Automatically as of January 1st of each year, the Council by this Policy adopt an Interim Budget. Thereby not requiring a County meeting resolution to annually adopt an Interim Budget.

This Interim Budget shall include both the operating budget(s) and the capital budget(s) in monetary sums of 50% of the previous year's adopted budget.

	Date	Resolution Number
Approved	April 18, 1996	# 393 - Page # 5996
Amended	February 14, 2003	# 252 - Page # 7473
Amended		



REQUEST FOR DECISION		DATE	June 24, 2021	4.9
TOPIC	Smoky Lake County 2021 - 2025 Financial Plan			
PROPOSAL	<p>MGA Section 283.1, Financial Plans and Capital Plans, states that, at a minimum, every municipality must prepare a written three-year financial plan and a five-year capital plan. Municipalities are encouraged to consider longer timeframes for financial planning if they see a benefit to doing so. As we are preparing a 5-year capital plan, we have extended the financial plan to 5 years as well.</p> <p>The plan provides summary information on the services we provide, the budget process, and the fund structure we use. It will provide the reader with valuable information regarding our reserves (restricted surplus) and their forecasted balances. It is set up to help the reader understand where revenue comes from, how we spend the money as well as what changes are predicted.</p> <p>The plan is presented so that the reader can easily identify how much tax revenue is needed each year to balance the budget. There are large fluctuations predicted. This is because we keep moving large capital purchases from the current year budget to the next year budget. The amount that we will need to spend to catch up with the capital replacement in the next year keeps increasing.</p> <p>As per the public participation policy 01-51-01, the next step is to establish a means of public consultation. Administration is proposing to use the same method as last year. ©4.9a This includes an electronic survey along with advertising asking for written and verbal feedback. We believe that by offering a consistent means of consultation over the years, more taxpayers will become involved, and Council will be better equipped to understand priorities.</p> <p>We would also like to pay for some facebook advertising to increase engagement.</p>			
CORRELATION TO BUSINESS (STRATEGIC) PLAN				
This includes the projects identified in the strategic plan				
LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS		MGA S 283 Policy 08-11-02		
BENEFITS	<ul style="list-style-type: none"> ■ Smoky Lake County exceeds provincial requirements. ■ Administration and Council can begin to plan for additional revenue needs in future years. ■ We can evaluate the longer term consequences of current program and organizational decisions. ■ The County can be prepared for future financial challenges and opportunities. ■ This is a more proactive approach to financial planning. 			
DISADVANTAGES	<ul style="list-style-type: none"> ■ Longer term financial planning requires more effort from management to ensure 			

	<ul style="list-style-type: none"> ■ There are many unknown factors, therefore years 2-5 are only estimates of what we can expect.
ALTERNATIVES	<ul style="list-style-type: none"> ■ Council can add, delete, or change the priorities in in future years
FINANCE/BUDGET IMPLICATIONS	
N/A	
INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS	N/A
COMMUNICATION STRATEGY	Requests for public participation will be communicated through social media, website, and advertising in the monthly grapevine.
RECOMMENDATION	
That the Smoky Lake County 5-Year Financial Plan for 2021 – 2025 and financial survey be advertised for Public Feedback as part of the Public Participation Process.	
CHIEF ADMINISTRATIVE OFFICER	



PUBLIC PARTICIPATION PLAN

PAGE TWO

STEP THREE	ENCOURAGE THE PUBLIC		
D Determine the method of Public Participation Tools	<p>Select Tools: Different public participation goals typically require different tools and approaches. Policy Section: 4.3.3</p> <p style="text-align: center;"> <input type="checkbox"/> In-Person <input checked="" type="checkbox"/> Digital <input checked="" type="checkbox"/> Written <input checked="" type="checkbox"/> Representation </p>		
	<p>Tool Activities:</p> <p style="padding-left: 40px;"><u>Social Media</u></p> <p style="padding-left: 40px;"><u>County Website</u></p> <p style="padding-left: 40px;"><u>Advertisement: Public Notice in Grapevine</u></p>		
E Public Participation Notice	<p>Public Notification Process: advertised in order to notify the public of an issue and with a time frame of a 30-day public comment period will be provided prior to a decision being made. Policy Section: 4.6.1</p>		
	<p>Advertise: Complete Schedule "B": Public Participation Notice. ✓ Attached</p>		
	<p>Gather Inputs and Disseminate Results for Reporting: (Concerns and Impact)</p> <p style="color: red;">The report to be presented to Council on August 26 will include a summary of all responses</p>		
STEP FOUR	REPORTING		
F Follow-up	<p>Communicate feedback of the outcome to Council and Public. Policy Section: 4.7</p> <p>Complete Schedule "C": Public Participation Report. To be distributed at the Meeting</p>		
	<p>Council Meeting Date: August 20²⁶ 2020²⁰²¹ Request for Decision -</p>		
STEP FIVE	EVALUATE THE PROCESS		
	<p>Evaluation measures the effectiveness of your public involvement process - Public Feedback and Public Participation Outcomes. Evaluate and report to Council. Policy Section: 4.8</p> <p>Complete Schedule "D": Internal Evaluation</p>		
	<p>Evaluation summary will be provided at the September budget meeting – date not yet determined</p>		
<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>SMOKY LAKE COUNTY: Engagement Coordinator</p> <p>Name: <u>Brenda Adamson</u></p> <p>Title: <u>Finance Manager</u></p> </td> <td style="width: 50%; vertical-align: top;"> <p>DEPARTMENT: <u>Finance</u></p> <p>DATE: <u>June 24, 2021</u></p> </td> </tr> </table>		<p>SMOKY LAKE COUNTY: Engagement Coordinator</p> <p>Name: <u>Brenda Adamson</u></p> <p>Title: <u>Finance Manager</u></p>	<p>DEPARTMENT: <u>Finance</u></p> <p>DATE: <u>June 24, 2021</u></p>
<p>SMOKY LAKE COUNTY: Engagement Coordinator</p> <p>Name: <u>Brenda Adamson</u></p> <p>Title: <u>Finance Manager</u></p>	<p>DEPARTMENT: <u>Finance</u></p> <p>DATE: <u>June 24, 2021</u></p>		



FINANCIAL PLAN 2021-2025



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Contents

INTRODUCTION	3
STRATEGIC PRIORITIES PLAN	4
VALUES	4
VISION	4
MISSION STATEMENT	4
STRATEGIC PRIORITIES	5
COUNTY INFORMATION	6
SMOKY LAKE COUNTY STATISTICS	6
SMOKY LAKE COUNTY SERVICE DEPARTMENTS	6
ORGANIZATIONAL CHART	7
FINANCIAL POLICIES	8
BUDGET HIGHLIGHTS	9
BUDGET PROCESS	9
PUBLIC CONSULTATION	10
2021-2025 BUDGET	11
BUDGET RECOMMENDATIONS	11
BUDGET MESSAGE	11
FUTURE OUTLOOK	12
FUND STRUCTURE	13
RESERVES AND SURPLUS	14
BUDGET	16
BUDGET SUMMARY	18
CAPITAL BUDGET	19
BUDGET OVERVIEW BY DEPARTMENT	20
APPENDICES	30
APPENDIX 1: POLICY 08-11 BUDGET DEVELOPMENT	30
APPENDIX 2: CAPITAL BUDGET	32
APPENDIX 3: POLICY 03-18 THREE-YEAR ROAD PLAN	34

Introduction

The 2021 to 2025 financial plan provides the highlights of Smoky Lake County's Operating, Capital, and Road Plan budget. This document is divided into the following sections:

Strategic highlights: provides summary information on Smoky Lake County's strategic plan.

County Information: provides general information on Smoky Lake County and the services provided.

Budget Highlights: explains the process that Council goes through to create an approved budget, as well as the current financial status and outlook for the future.

Budget: provides information on the operating and capital budgets for 2021, 2022, 2023, 2024, and 2025.

Appendix: includes copies of related policies passed by council

- ✓ *Budget Development Policy 08-11*
- ✓ *Revised Capital Budget*
- ✓ *Five-Year Road Plan Policy 03-18*



STRATEGIC PRIORITIES PLAN

The Financial Plan reflects the organizations values, priorities, and practices. Smoky Lake County adopted a Strategic Priorities Plan in 2018.

Because of the COVID restrictions and change in administrative leadership, Smoky Lake County has delayed the development of an updated Strategic Plan. Over the next year, the county will proceed to update our Strategic Priorities. Council will collaborate with management to revise the municipality's long term vision, priorities, and to develop new strategic goals. This will be accomplished through stakeholder workshops, surveys, and other public consultation opportunities.

Values

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



Vision

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

Mission Statement

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

The 2018-2020 Strategic Priorities Plan contains strategies under the following three areas:

- Governance
- Infrastructure
- Economic Development

Strategic Priorities

10 Strategies were developed for years 2018 to 2020

Economic Development

- ❖ **Smoky Lake County diversifies its economy with innovative planning and by supporting infrastructure that encourages investment**
 - **Land Use bylaw changes Q4 2018-Q4 2019**
 - *The County is currently working on several incremental changes to the Land Use Bylaw that will address competing land uses and encourage economic development.*
 - **Victoria District Economic Development plan Q4 2018-Q3 2020**
 - The Victoria District Economic Development Strategy Bylaw No. 1372-20 was adopted by Council on June 26, 2020.
 - The Victoria District Economic Development Strategy Business Plan Bylaw No. 1390-20 was adopted by Council on December 16, 2020.
 - **A Resolution establishing a Municipally Controlled Corporation for the purposes of effecting the Victoria District Economic Development Strategy MCC Business Plan was adopted by Council on June 10, 2021.**
 - **The Victoria District Economic Development Strategy Implementation Working Group will continue to work towards preparing the necessary documents to establish the Municipally Controlled Corporation**
- ❖ **Creating growth through infrastructure**
 - **Warspite Ironhorse Trail RV Park Q1 2019-Q3 2020**
 - The Warspite RV Park remains in the consultation phase with plans to host an open house post-COVID-19. Funds will be allocated to the park in future years.
 - **Industrial Park SWOT analysis Q3 2019**
 - Administration has prepared a Land Use Bylaw amendment that would rezone lands for a possible industrial park to be considered at a future Council meeting.

Infrastructure

- ❖ **Smoky Lake County ensures its municipal infrastructure meets residents' expectations for excellence in meeting service delivery and fiscal responsibility**
 - **Expand Public Works Yard – purchase agreement Q3 2018-Q3 2019**
 - Ongoing – 0% complete
 - **North Saskatchewan Emergency River Access(es) Plan Q4 2018-Q4 2019**
 - Administration is working with Alberta Environment and Parks to develop a plan to obtain the necessary Water Act Approvals and Public Lands Act Dispositions for the North Saskatchewan River Emergency Accesses. A budgeted cost of \$38,000 was allocated in the 2020 budget and has been brought forward to 2021 to complete the project.

Governance

- ❖ **Smoky Lake County delivers excellence in governance by managing strategic relationships and utilizing fiscal and human resources**
 - **Develop Intermunicipal Collaborative Framework(s) Q1 2019 – Q3 2020**
 - **Intermunicipal Collaboration Frameworks - Intermunicipal Collaborative Frameworks have been completed with the Town of Smoky Lake, the Villages of Vilna and Waskatenau, County of Two Hills, County of St. Paul, Lac La Biche County, Thornhill County and Lamont County. There are no outstanding ICFs that are required.**
 - **Develop High Priority HR Policies Q4 2018- Q1 2019**
 - Several safety policies including a drug and alcohol policy are complete -70% complete.
 - **Succession Planning Q 1 2019 – Q2 2020**
 - The CAO has succession plans in place for most departments - 80% complete

COUNTY INFORMATION

Smoky Lake County Statistics

Population: 2,461

Size: 283,526 Hectares

Geographic Location: 120 km northeast of Edmonton

Hamlets: **Spedden, Bellis, Edwand, and Warspite**

Smoky Lake County Service Departments

Family and Community Social Services (FCSS)

1. FCSS Grant Distributions

Planning

2. Development and Safety Codes Permits
3. Subdivisions
4. Compliance Certificates
5. Inter-municipal Initiatives
6. Business Licenses

Agriculture Service Board

7. Pest control
8. Weed Inspection
9. Spraying
10. Roadside Mowing
11. Lakeland Agricultural Research Association (LARA)

Economic Development

12. Intermunicipal Business Attraction & Retention

Recreation and Cultural Services

13. Campsite and Park Maintenance
14. Assist Non-Profit Groups
15. Iron Horse Trail
16. Heritage Board

Natural Gas

17. Natural Gas Services to County and Vilna Residents

Taxation

Legislative (Council Costs)

Administration

18. Legislative Services
19. Chief Administrator's Office
20. Financial Services and Technology
21. Geographical Information Systems Services
22. Communications

Other Government Services

23. Intergovernmental relations

Protective Services

24. Fire and Emergency Response
25. Disaster Management
26. Bylaw Enforcement

Transportation

27. Road Maintenance
28. Culvert Maintenance
29. Bridge Maintenance

Water and Sewer

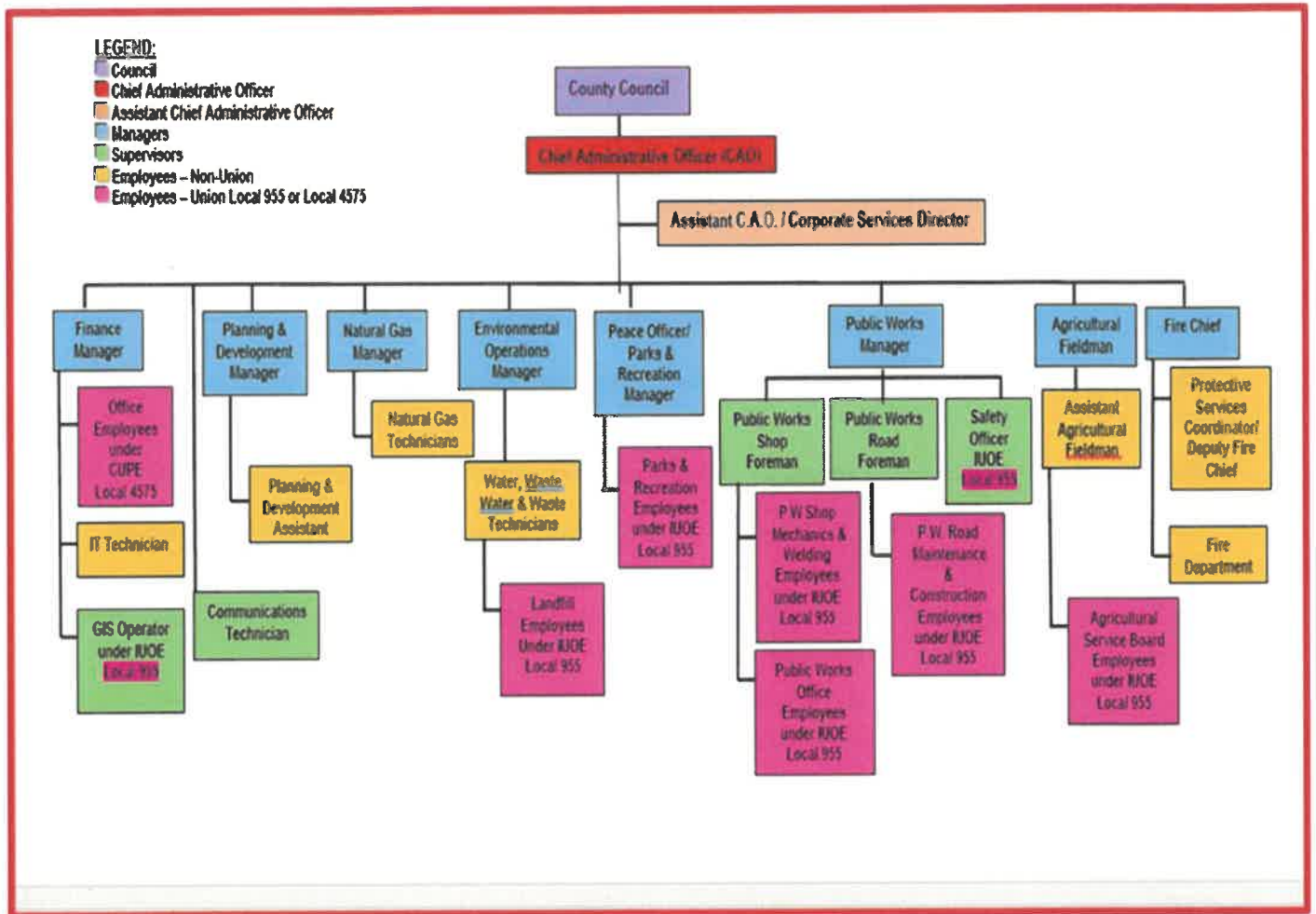
30. Water Distribution Services in Warspite
31. Water Truck Fill Services
32. Sewer Services in Warspite and Bellis
33. Inter-municipal Contract Water Services

Waste/Landfill

34. Waste Transfer Stations

Organizational Chart

The above service departments have been established in the organizational chart through Policy 1-03-27



Financial Policies

Smoky Lake County Council has identified long term financial planning as an important tool for sustainability. Along with the Budget Policy, there are two main policies that guide financial planning

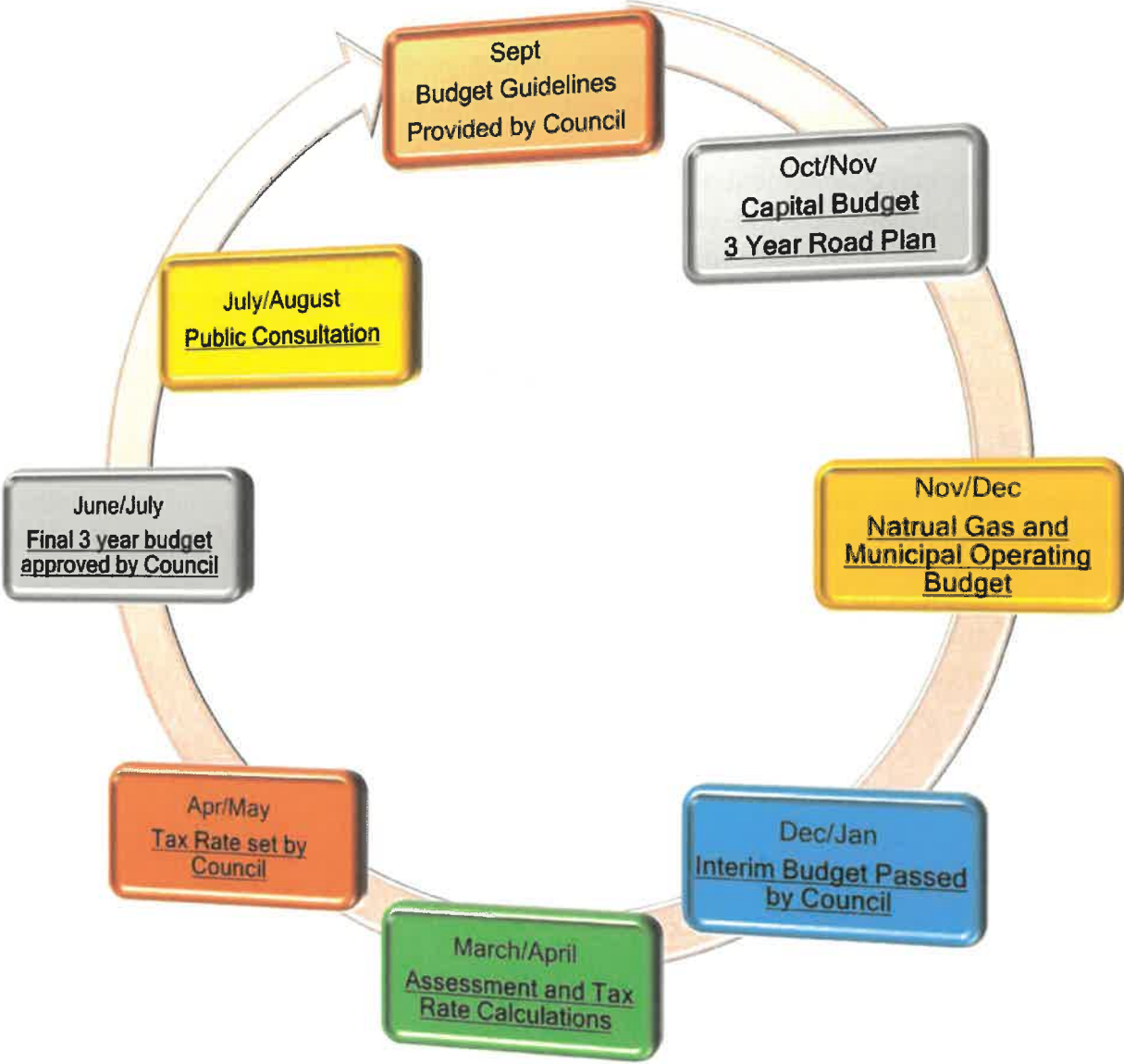
Policy 08-30-01 provides guiding principles relating to the long term financial plan

- ✓ *The municipality complies with provincial legislation and the Public Sector Accounting Board recommendations.*
- ✓ *When deciding on a course of action that may impact the whole community, the outcome of the decision will be for the benefit of the community as a whole.*
- ✓ *Core services as mandated by legislation and as required to maintain quality of life will be provided at a base level with minimal interruption to service. Revenues supporting these services will be stable, assured and sustainable.*
- ✓ *Services outside a municipality's mandate will not be provided to the community by the municipality.*
- ✓ *Resources will support a centralized labour workforce providing on-going consistent services.*
- ✓ *Communications will center on information provision to the community and will meet all legislated requirements.*
- ✓ *Revenues collected from unreliable, one-time or uncertain sources should be applied to non-core operations or held in reserves for longer term needs.*
- ✓ *Cash and property investments will be made to first protect and maintain principal and then to maximize returns. Liquidity of investments will align with capital and operating needs.*
- ✓ *Outsourcing of expertise will be supported if expertise is not available in-house; is project based; requires an independent assessment or opinion; or if there is a need to supplement the current workforce for a period of not more than six months.*
- ✓ *Reserves will be established and maintained to provide for stability of operations; asset replacement and renewal at the end of their useful life; growth obligations and statutory requirements.*
- ✓ *Infrastructure assets will be replaced once assets reach the end of their useful life and are no longer cost effective to operate and/or they impact health and safety. Notwithstanding a least cost approach applies that leverages senior government grants; combines projects for synergies (e.g. water, sewer and road replacements); and joint projects with other organizations.*

Policy 01-41-01 Asset Management provides guidance to ensure that Asset Management practices are integrated throughout the organization to maximize value from existing and new assets.

BUDGET HIGHLIGHTS

Budget Process



Policy 08-11 [Appendix #1](#) guides the budget process of development, implementation, and evaluation. Budgeting takes place year-round starting with staff gathering information during the summer months. A detailed review of the Operating Budget, Road Plan and the Capital Replacement Plan takes place to ensure that the budgets are created based on the most up to date information. An interim budget must be approved by council by December 31. Once the assessment is established in March, tax rates are discussed, and a final annual budget is approved. Council may amend the budget through motions as circumstances require.

The annual budget must be a balanced budget. The estimated revenue and transfers must be sufficient to pay the estimated expenditures and transfers not including amortization (MGA s.243).

The Alberta Municipal Government Act (MGA s.283.1), requires each municipality to prepare a written three-year financial plan and a five-year capital plan, and Council is required to update the financial plan each year as per MGA s.283.1(6). The current years budget is used as a foundation and adjustments are made to future years to include inflation, changes in services, and expected capital requirements.

Public Consultation

In July and August this year, Smoky Lake County will be actively seeking public consultation for future budgets and financial plans. **We are asking ratepayers to provide input through the following:**

- Email feedback to finance@smokylakecounty.ab.ca
- Complete the survey posted on smokylakecounty.ab.ca
- Attend the 2022 budget planning meeting when scheduled in the fall
- Provide feedback to your Councillor

2021-2025 Budget

Budget Recommendations

Administration recommends that Smoky Lake County work towards full annual funding of operations, maintenance, growth, and asset depletion by applying the following measures:

- Ensure that the budget contains necessary inflationary increases to maintain services at a consistent level in future years.
- Set funds aside for long term infrastructure needs.
- Continue to pursue new sources of revenue.
- Use new revenues to reduce tax rates only when they are assured, sustainable, and stable.
- Ensure that funding towards capital exceeds annual amortization.
- Work towards providing a consistent funding for capital and infrastructure to avoid the tax rate fluctuations that will be required over the next four years.

Budget Message

The 2021-2025 budget is based on the level of services approved in the 2021 budget. The budget has been prepared by administration with the following guidelines:

- Basic inflation of 2% per year (2021, 2022, 2023, 2024) on all costs except for those which we have more information on.
- Wage and salary increase are based on Union Contracts:
 - The 3-Year Collective Agreement with Canadian Union of Public Employees (CUPE) Local 4575 expires December 31, 2021. Salaries are budgeted at the basic 2% inflation used for 2022-2025
 - The Collective Agreement with International Union of Operating Engineers (IUOE Local 955) expires December 31, 2024. Wages are budgeted at 0% for 2022 through 2023, 1% for 2024, and the basic inflation used for 2025.
- The [Capital](#) Plan as approved by Council April 28, 2021.
- The [Five-Year Road](#) Plan as approved by Council December 11, 2020.
- No change to service levels in future years.
- No change to grant programs in future years.

Future Outlook

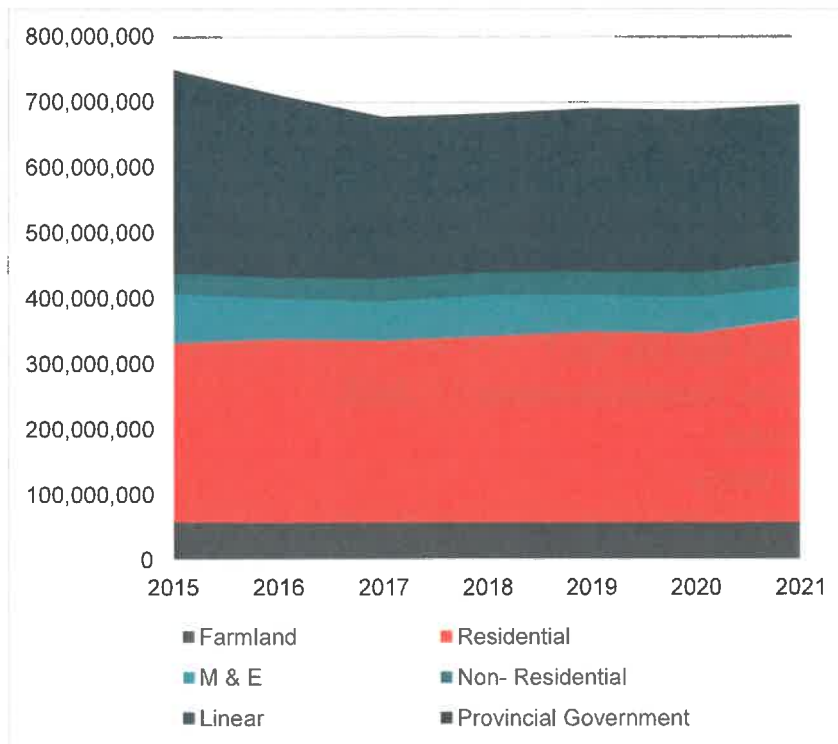
The County has been able to maintain a solid financial position in spite of provincial economic challenges. With careful planning, we will minimize cost increases be able to face future challenges which include the ongoing downloading from the province and decline in non residential assessment.

Provincial Downloading

The downloading from the province includes increasing costs and decreasing grants.

- *Policing costs will be phased in over 4 years:*
 - 2020 \$ 62,702
 - 2021 \$ 95,621
 - 2022 \$127,404
 - 2023 \$191,242
- *Grant in lieu payments (property taxes for provincial owned land) are paid at a rate of 50%. This is a loss in revenue of \$30,000*
- *The Agriculture Services Grant has been reduced by \$43, 093*
- *The MSI is expected to begin decreasing in 2022*

Assessment and Property Tax Challenges

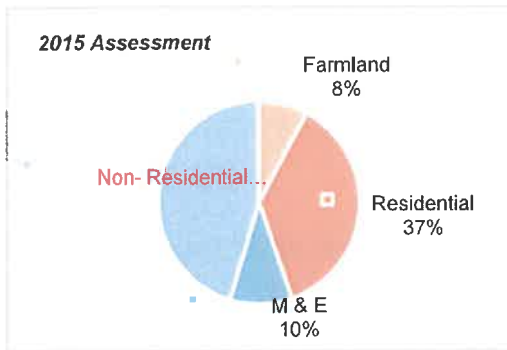


Assessment changes continue to be a concern.

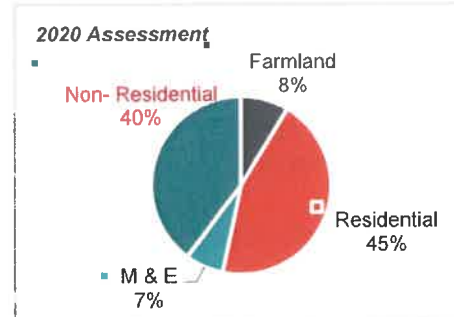
The 2015 taxable assessment peaked at \$750,573,000. The 2020 taxable assessment is \$696,915,200: a total decline of over \$5 million.

- Residential/Farmland assessments have increased an average of 2% per year.
- Non-residential and Machinery and Equipment (M & E) have decreased by an average of 2% per year.

Smoky Lake County relies heavily on nonresidential and M & E tax revenue to decrease the tax burden to the residents.



Less assessment comes from commercial properties and more assessment comes from residential properties. Residential property tax rates are lower than commercial resulting in a continual decline of tax revenues.



Council recognizes the need to offset the declining tax revenue from Oil and Gas. A strategic priority is to increase tourism in the Smoky Lake County Region through the Victoria District Economic Development initiative. Bylaw 1390-20: Victoria District Economic Development Strategy Business Plan was passed in December 2020. \$600,000 has been committed in the 2021 budget to provide seed funding to a Municipally Controlled Corporation to move the plan into action. Tourism in the Smoky Lake County region will create 600 new jobs and increase the population by 500 by 2031, contributing to the Region’s long term sustainability. New businesses will increase non residential assessment and decrease the burden on the residential assessment.

Fund Structure

The County has two funds, Municipal and Gas. The fund structure is used to ensure that costs for each fund are covered only by revenues belonging to that entity. Each fund is budgeted with a modified accrual basis of accounting, similar to the basis used to create the audited financial statements. Revenues and expenses are budgeted for in the year they will be accounted for. Grant revenues are budgeted in the year they will be used.

Municipal Fund

The municipal Fund is the primary fund used to manage the County’s financial resources and obligations. All services are provided from this fund except for Natural Gas.

Natural Gas Fund

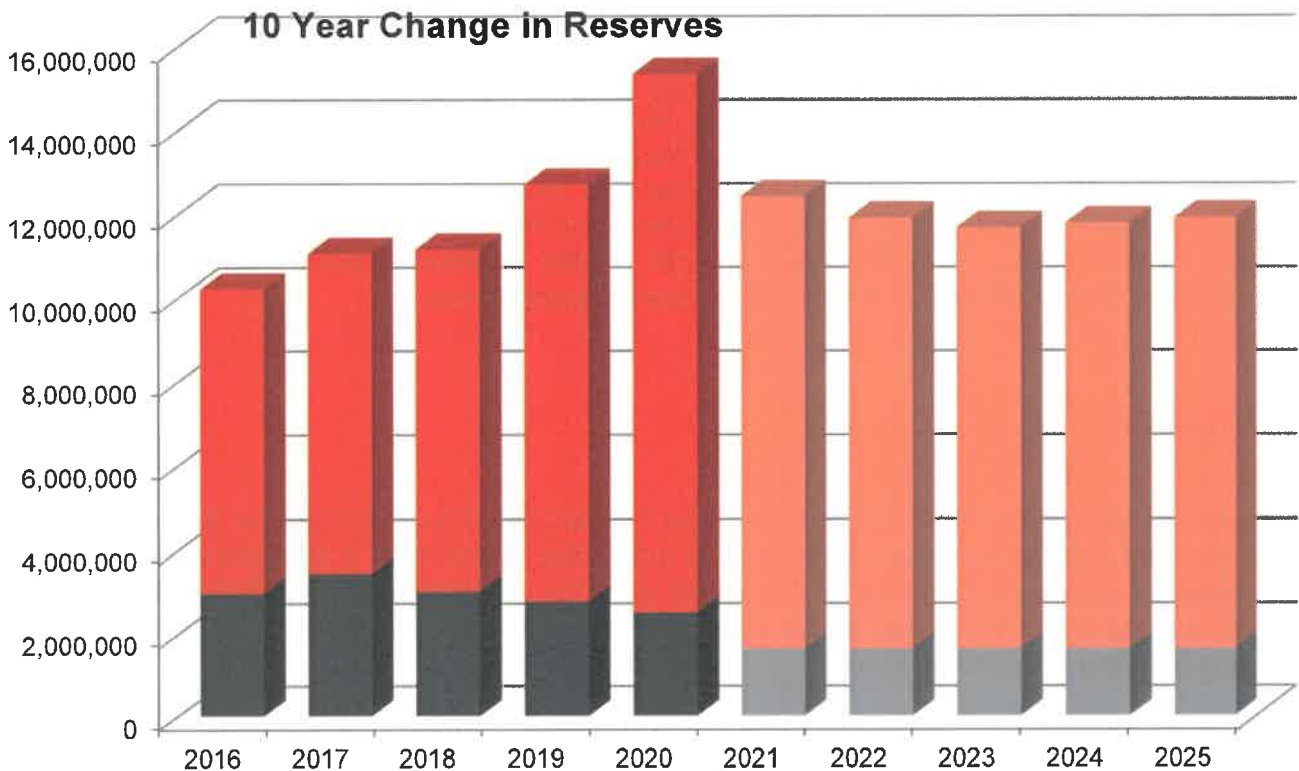
The Natural Gas Utility is a user pay utility that supplies natural gas to Smoky Lake County and Vilna properties. It is 100% funded through user fees.

Smoky Lake County Financial Statements are consolidated and therefore include the accounts of all funds held by the County. The Financial Statements are audited annually and are available to the public by April of the following year.

Reserves and Surplus

The County keeps reserve funds set aside to provide funding for future expenditures and to ensure sufficient funds are available when required, and, where possible, to avoid the need to incur debt. On the financial statements, they are referred to as restricted surplus. Unrestricted surplus consists of surplus funds that were the result of past budget surpluses and may be used for capital or operating purposes as authorized by Council.

Council is dedicated to saving for future financial stability



Restricted surplus

		<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2025</u>
Building	For building repairs - funding source - property taxes	1,197,539	990,539	390,539	440,539	540,539
General	Primarily for specific purchases and projects - funding source - property taxes	3,283,111	2,044,898	2,089,898	2,134,898	2,149,898
Regional Landfill	For waste equipment and landfill improvements - funding source - landfill tax levy	613,207	483,207	528,207	573,207	663,207
Transportation	For specific public works projects and equipment - funding source - property taxes	1,349,496	1,224,496	960,419	950,919	437,419
Gravel Pit reclamation	For the reclamation of gravel pits - funding source - gravel sales to public	456,537	469,537	482,537	495,537	521,537
Gravel Pit development	For the development of new gravel pits - funding source - gravel sales to public	99,746	113,746	127,746	141,746	169,746
Fire	For Fire equipment and emergencies - funding source - property taxes	1,365,612	1,037,112	1,247,112	752,112	1,042,112
Street Sweeper	For the replacement of a joint Street Sweeper - funding source - fees charged for street sweeping services (funds added to this reserve depend on usage)	55,265	55,265	55,265	265	265
Connectivity	For the development of more internet towers - funding source - property taxes	476,523	476,523	476,523	476,523	476,523
Water	For water and sewer projects - funding source - property taxes	261,233	261,233	261,233	261,233	261,233
Road development	For roads damaged by natural resource extraction - funding source - aggregate license fee	1,604,633	1,639,633	1,678,633	1,721,633	1,819,633
Economic development	Funds collected from members of the Regional Community Development Committee (RCDC) members for future projects	59,223	59,223	59,223	59,223	59,223
Municipal reserve	Funds collected in lieu of subdivision natural reserve	41,762	41,762	41,762	41,762	41,762
		10,863,886	8,897,173	8,399,096	8,049,596	8,183,096
Municipal General	Unfinished projects carried forward to the next year and emergencies	2,507,750	1,629,750	1,629,750	1,629,750	1,629,750
Gas	For natural gas projects - funding source - gas, odorant, and compressed natural gas sales	2,029,117	1,954,117	1,934,117	2,054,117	2,154,117
Total Restricted Surplus (Reserves)		15,400,753	12,481,040	11,962,963	11,733,463	11,966,963

BUDGET

Revenues

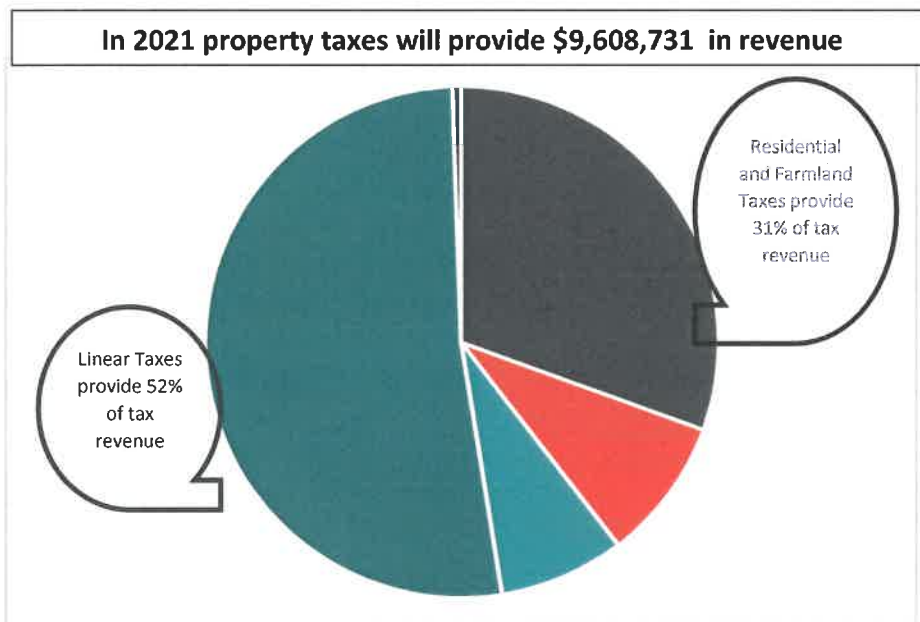
Revenues for the County come from three main sources: Property Taxes, User Fees, and Grants



Property Taxes

Council considers the assessment, budget, and requisitions when setting the tax rate.

In 2021, the Net Property Taxes (Property Tax revenue less the Education and Seniors' Requisitions) provides 59% of the total operating revenue.



In 2021, the Residential, Farmland, and Machinery & Equipment Tax rates remained the same. The nonresidential increased due to the increase in nonresidential education requisitions.

MILL RATES	RESIDENTIAL		FARMLAND		NON RESIDENTIAL		MACHINERY AND EQUIPMENT	
	2021	2020	2021	2020	2021	2020	2021	2020
Municipal Rates	5.775	5.64	12.875	12.74	21.5492	21.52	21.5492	21.5196
EDUCATION	2.4951	2.6012	2.4951	2.6012	3.871	3.5785		
SENIORS FOUNDATION	0.6752	0.7048	0.6752	0.7048	0.6752	0.7048	0.6752	0.7048
Total Rates	8.946	8.946	16.046	16.046	26.0954	25.803	22.2244	22.2244
INCREASE		0		0		0.2925		0

Total property tax revenue will need to increase to cover the cost of inflation and the capital expenditures that are included in the 5 Year Capital Budget

User Fees

Municipal user fee revenue comes from water/sewer charges, sales of goods and services, campsite fees, and landfill fees. For 2021 the revenue budgeted from User fees (not including natural gas charges) is \$1.2 Million. User fees are expected to remain constant. Budgeted increases are a result of inflation.

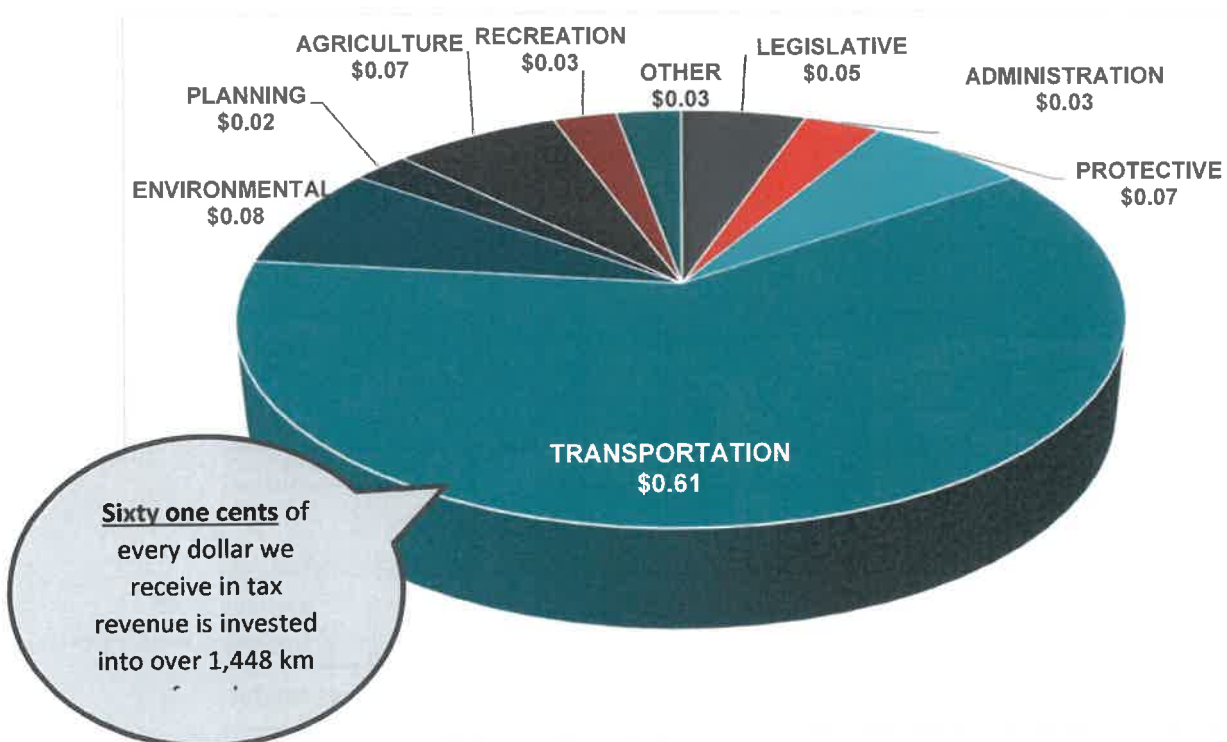
Grants

Estimated grants are included in the financial plan.

1. Annual grants like the Municipal Sustainability Initiative Grant (MSI) and the Federal Gas Tax Grant are conservatively estimated based on what was provided in the previous year. The MSI grant is expected to decrease in 2022. The provincial government has reduced the MSI allocation for 2022 by approximately 25%-36%. The program is expected to change in 2024.
2. Specific grants for projects are estimated based on the current grant rules. If the County does not receive the grant, the project may be cancelled or postponed until further funding can be secured.

Expenses

Expenses are tracked per department. The where do my tax dollars go chart shows the portion of tax revenue that is allocated to each department and includes capital contributions.



Budget Summary

	2021	2022	2023	2024	2025
Revenues					
Sales of goods and services	940,563	959,375	978,186	996,997	1,015,808
Government transfers for operating	729,477	734,948	758,656	773,245	787,836
Investment income	285,100	290,802	296,504	302,206	307,908
Penalties and costs of taxes	74,095	75,577	77,059	78,541	80,023
Licenses and permits	30,000	30,600	31,200	31,800	32,400
Special levies and taxes	246,345	251,272	256,199	261,125	279,012
Natural Gas	2,691,744	2,830,079	2,886,221	2,933,793	3,183,205
Total Revenues	4,997,324	5,172,653	5,284,025	5,377,707	5,686,192
Expenses					
Legislative	512,218	522,462	532,853	543,392	554,081
Administration	2,393,867	1,799,744	1,945,914	1,982,385	2,019,161
Other Government Services	613,193	136,017	138,696	141,386	144,089
Protective Services	953,372	1,004,222	1,055,457	1,076,164	1,097,082
Transportation	6,649,284	6,730,071	6,811,071	6,918,390	7,052,556
Water/Sewer	572,524	583,974	595,514	607,142	618,863
Waste	693,563	591,389	603,236	615,131	629,112
FCSS	116,635	116,749	121,300	123,633	125,966
Planning	299,547	325,537	331,597	337,426	343,931
Agriculture Service Board	882,492	896,646	910,902	927,010	945,002
Economic Development	107,500	133,650	135,801	137,953	140,106
Recreation & Cultural Services	463,878	473,156	482,499	491,910	501,389
Natural Gas	2,796,744	2,852,679	2,908,921	2,965,474	3,189,120
Contingency	35,288	8,594	9,530	21,846	54,482
Total Expenses	17,090,105	16,174,890	16,583,291	16,889,242	17,414,940
Net Revenue (Expense) before reserve transfers	-12,092,781	-11,002,237	-11,299,266	-11,511,535	-11,728,748
Net Transfer To/From Op Reserves	1,582,000	-231,000	-259,000	-239,000	-243,000
Reverse Amortization	2,289,800	2,335,596	2,381,392	2,427,188	2,426,999
Net Operating Revenue (Expense)	-8,220,981	-8,897,641	-9,176,874	-9,323,347	-9,544,749
Non Operating Items:					
Net Contribution to Capital	2,600,463	4,987,104	4,851,247	4,142,587	3,294,038
Net Transfer To - From Reserves	-1,212,713	-979,077	-814,500	-643,500	-455,000
Financing /Debt Repayment	0	-1,000,000	110,000	110,000	110,000
Total Cash Requirements (for tax bylaw)	9,608,731	11,905,668	13,323,621	12,932,434	12,493,787

Capital Budget

Vehicle/Equipment replacement is scheduled so that we maximize use and minimize maintenance costs. Maintenance costs are reviewed on an ongoing basis to recommend the best time for replacement. The approved detailed capital budget is in [Appendix 2](#)

CAPITAL SUMMARY

	2021	2022	2023	2024	2025
Revenues					
Sale of Capital Assets	240,000	126,000	150,000	150,000	150,000
Provincial Grant	3,038,250	3,628,182	1,239,343	702,050	1,070,000
Federal Grant	130,000	130,000	130,000	130,000	130,000
Other Grant	0	0	0	0	0
Long Term loan	0	1,000,000	0	0	0
Transfer from Reserve	1,262,713	1,029,077	934,500	693,500	575,000
Gas	145,000	70,000	0	70,000	0
Total Revenues	4,815,963	5,983,259	2,453,843	1,745,550	1,925,000
Expenses					
Vehicles	370,000	335,490	1,562,622	863,810	129,785
Equipment Replacement	1,427,500	1,338,050	1,936,129	1,936,750	603,500
Equipment - New Initiatives	0	0	0	0	0
Bridge Repairs and Replacement	602,000	3,082,434	508,000	38,000	1,400,000
Land Improvements	151,213	27,000	47,500	0	0
Engineering Structures	57,000	0	0		-50,000
Buildings	1,138,000	1,615,000	0	0	300,000
Transfer to Reserves	0	300,000	350,000	320,000	355,000
Other Capital	295,000	0	0	22,500	100,000
Road - Oil Treatment/Paving	430,000	450,000	500,000	315,000	365,000
Road - Fibermat/Micro Surface	171,240	0	0	210,240	0
Road - Rehabilitation/Base Stabilization	283,000	439,000	278,000	273,000	314,000
Road - Construction	190,000	255,000	210,000	140,000	140,000
Road - Graveling	818,760	937,312	881,839	843,218	910,253
Gas	270,000	212,000	216,500	282,119	196,500
Total Expenses	6,203,713	8,991,286	6,490,590	5,244,637	4,764,038
Net Contribution to Capital / Reserves	\$1,387,750	\$3,008,027	\$4,036,747	\$3,499,087	\$2,839,038

Vehicles include everything that is licensed to drive down the highway (Pickup trucks, Tractor-trailer units, Emergency Service trucks, etc.). Equipment includes everything else (graders, tractors, mowers, etc.). Land Improvements include parks, reclamation, etc.. Engineering structures refer to the water, sewer, and gas infrastructure.

Budget Overview by Department

Legislative Services includes all Council costs (payroll, supplies, and expenses)

LEGISLATIVE SERVICES	2021	2022	Budget Change	2023	Budget Change	2024	Budget Change	2025
Salaries	\$436,793	\$445,529	2.000%	\$454,439	2.000%	\$463,528	2.000%	\$472,799
Total Expenses	\$75,425	\$76,934	2.000%	\$78,413	1.923%	\$79,863	1.850%	\$81,283
Total Legislative	\$512,218	\$522,462	2.000%	\$532,853	1.989%	\$543,392	1.978%	\$554,081



Other Government Services includes intergovernmental relations and grants to organizations. The current plan is based on the existing budget with a 2% increase for inflation in future years, along with the costs for the election in 2021. 2021 Includes funding for the new H.A.K. school.

OTHER GOVERNEMENT SERVICES	2021	2022	Budget Change	2023	Budget Change	2024	Budget Change	2025
WCB	\$75,000	\$81,500	8.7%	\$78,000	-4.3%	\$79,500	1.9%	\$81,000
Contracted and general services	\$7,800	\$8,178	4.8%	\$13,416	64.0%	\$13,674	1.9%	\$13,932
Materials, goods and utilities	\$15,450	\$15,759	2.0%	\$17,108	8.6%	\$17,437	1.9%	\$17,766
Transfers to local boards and agencies	\$489,943	\$30,580	-93.8%	\$30,172	-1.3%	\$30,775	2.0%	\$31,391
Election Costs	\$25,000							
Net Costs for Taxation Purpose	\$613,193	\$136,017		\$138,696		\$141,386		\$144,089

Administrative Services includes Costs for the finance and administration activities of the County, including the Information and Geographical Information Systems. For 2021 revenues include a \$500,000 surplus carried over from 2020. We do not anticipate a surplus in 2021 to carry to future years. No changes to service levels are proposed.



ADMINISTRATION	2021	2022	Budget Change	2023	Budget Change	2024	Budget Change	2025
Salaries, wages and benefits	\$911,695	\$929,929	2.0%	\$948,436	2.0%	\$967,222	2.0%	\$986,293
Contracted and general services	\$653,252	\$636,317	-2.6%	\$649,381	2.1%	\$662,447	2.0%	\$675,512
Materials, goods and utilities	\$114,250	\$116,535	2.0%	\$118,820	2.0%	\$121,105	1.9%	\$123,390
Transfers to local boards and agencies	\$650,670	\$51,683	-92.1%	\$52,717	2.0%	\$53,771	2.0%	\$54,846
Bank charges and short term interest	\$4,000	\$4,080	2.0%	\$4,160	2.0%	\$4,240	1.9%	\$4,320
Total Revenues	\$786,008	\$799,214	1.7%	\$817,449	2.3%	\$833,168	1.9%	\$848,888
Transfers to (from) reserves	\$1,780,213	\$555,000		\$95,000		\$95,000		\$20,000
Contribution to Capital	\$545,213	\$1,615,000		\$15,000		\$15,000		\$15,000
Long Term Debt Payment	\$0	\$1,000,000		\$110,000		\$110,000		\$110,000
Contingency	\$35,288	\$0		\$0		\$0		\$0
Net Costs for Taxation Purpose	\$348,147	\$999,330		\$1,176,065		\$1,195,617		\$1,140,473

Transfers to reserves and investments in capital planned are:

- ✓ In 2019 Associated Engineering conducted a condition assessment on the Administration Building. The study had several recommendations for repairs and maintenance that will need to be complete over the next 20 years. The Capital budget includes the work recommended in 2021, and 2022. \$857,000 is to repair the roof and other more urgent work in 2021. It will be funded through Municipal Sustainability Grant and Reserves. Administration proposed to fund the \$1,600,000 budgeted for in 2022 through financing.
- ✓ Reserve for Capital Repairs to the Administration Building- \$50,000 per year beginning 2023.
- ✓ In 2018 Smoky Lake County had a Phase II study done on an old nuisance ground which was partially funded through an FCM grant. The phase 2 study was completed in 2019 and predicted a cost of \$200,000 for remediation. Reclamation began in 2020 and will be complete in 2021
- ✓ \$15,000 will be transferred to reserves each year from 2022 to 2024 for new aerial photos to be taken in approximately 10 years.
- ✓ \$15,000 will be budgeted each year to ensure there are funds for heritage signs as needed.

Protective Services includes Fire and Emergency Response, Disaster Management, Contribution to Policing, and Bylaw Enforcement. Fire Services are tracked by department. Different agreements have been reached with each urban municipality establishing how much the County pays.



PROTECTIVE SERVICES	2021	2022	Budget Change	2023	Budget Change	2024	Budget Change	2025
Vilna Fire Department	\$99,380	\$101,368	2.0%	\$103,395	2.0%	\$105,463	2.000%	\$107,572
Smoky Lake Fire Department	\$105,229	\$107,334	2.0%	\$109,480	2.0%	\$111,670	2.000%	\$113,903
Waskatenau Fire Department	\$62,582	\$63,834	2.0%	\$65,110	2.0%	\$66,413	2.000%	\$67,741
General Fire	\$282,437	\$289,097	2.4%	\$291,868	1.0%	\$297,705	2.000%	\$303,655
Fees Charged	-\$127,500	-\$124,050	-2.7%	-\$150,547	21.4%	-\$153,558	2.000%	-\$156,629
Disaster Services	\$2,650	\$2,703	2.0%	\$2,757	2.0%	\$2,812	2.000%	\$2,868
Bylaw Enforcement	\$149,704	\$152,698	2.0%	\$152,752	0.0%	\$155,627	1.882%	\$158,472
Alberta Policing Fee	\$95,621	\$127,404	33.2%	\$191,242	50.1%	\$195,067	2.000%	\$198,968
Transfers to (from) reserves	\$328,500	\$210,000		\$495,000		\$80,000		\$210,000
Contribution to Capital	\$328,500	\$34,890		\$705,000		\$130,000		\$80,000
Net Costs for Taxation Purpose	\$670,103	\$965,277		\$976,057		\$991,198		\$1,086,551

- ✓ To balance the budget for 2021, no funds will be transferred to reserves
- ✓ From 2022 on, \$10,000 will be transferred for fire equipment, \$125,000 for fire truck replacement, and \$75,000 for an Equipment Storage Building.
- ✓ In 2021 the Bylaw Officer vehicle will be replaced.
- ✓ In 2022 an ATV for bylaw will be replaced and funding will be contributed to a storage building in Waskatenau.
- ✓ In 2023 the Waskatenau Fire truck is due for replacement.
- ✓ Smoky Lake Water truck will be replaced in 2024.

Transportation Services covers all aspects of road maintenance. The transportation budget tracks road and bridge projects as well as road maintenance/operations. Large fluctuations in the budget are a result of the timing of equipment replacement.

TRANSPORTATION SERVICES	2021	2022	Budget Change	2023	Budget Change	2024	Budget Change	2025
Operating and Mainenance	\$4,496,284	\$4,738,011	5.4%	\$4,779,951	0.9%	\$4,902,210	2.6%	\$4,943,316
Bridge Projects	\$602,000	\$3,082,434		\$508,000		\$38,000		\$1,400,000
Oiling	\$430,000	\$450,000		\$500,000		\$315,000		\$365,000
Fibermat	\$171,240	\$ -		\$ -		\$ 210,240.00		\$0
Rehabilitation	\$283,000	\$ 439,000.00		\$278,000.00		\$ 273,000.00		\$314,000
Construction	\$190,000	\$ 255,000.00		\$210,000.00		\$ 140,000.00		\$140,000
Gravelling	\$818,760	\$ 937,312.00		\$881,839.00		\$ 843,218.00		\$910,253
Total Road Projects	\$1,893,000	\$2,081,312	9.9%	\$1,869,839	-10.2%	\$1,781,458	-4.7%	\$1,729,253
MSI/FGT/STIP Grant	\$2,153,250	\$3,758,182		\$1,344,343		\$832,050		\$1,050,000
Transfers to (from) reserves	\$303,000	\$402,077		\$202,500		\$355,500		\$488,000
Contribution to Capital	\$1,397,500	\$1,446,320		\$2,563,119		\$2,462,810		\$583,285
Net Costs for Taxation Purpose	\$5,932,534	\$7,187,818	21.2%	\$8,174,067	13.7%	\$7,996,928	-2.2%	\$7,117,854

The detailed five-year road plan is attached in Appendix C.

- ✓ Each year a Grader will be replaced at an estimated cost of \$570,000 - \$750,000.
- ✓ One wobbly packer will be purchased in 2022,2023, and 2024 for a budget of \$33,000 per year.
- ✓ In 2021, Smoky Lake County contracted with Enterprise Fleet Management to further maximize the value receive from our truck fleet. Currently we have Three trucks will be replaced in 2021, three in 2022, eight in 2023, and two in 2024c and two in 2025; however each year the condition and mileage will be reevaluated and the plan will be adjusted.
- ✓ One gravel trucks will be replaced in 2022, one in 2023, and two in 2024.
- ✓ The dump truck will be replaced in 2021, and an oil truck in 2022.
- ✓ A gravel trailer is scheduled for replacement in 2021.
- ✓ The rock truck will need to be replaced in 2024.
- ✓ The excavator will need replacement in 2023.
- ✓ The street sweeper is scheduled for replacement in 2023.
- ✓ The Compactor, forklift, a plow, pressure washer, and trailer are scheduled for replacement in 2023.
- ✓ The reclaimer, loader, oil truck and a rock truck will be replaced in 2024



Environmental Services include the water, sewer, and waste services. This department manages water distribution in Warspite, the Truck fills located in Waskatenau, Warspite, Smoky Lake, Bellis, and Spedden. Both Warspite and Bellis have sewer services. As well the department contracts work out to the Highway 28/63 Regional Water Services Commission and occasionally to the Villages and Waste Services.

- ✓ The trucks for the Water Technicians are scheduled for replacement in 2021, 2022, and 2023.



Waste/Landfill Services covers all the waste removal, transfer station and landfill costs. A separate tax rate is levied to cover waste.

- ✓ The garbage truck will be replaced in 2021. From 2022 on, \$45,000 will be put into reserves annually to save for it's replacement.
- ✓ In 2023, 2024, and 2025, the Waste Department will purchase more bear proof bins.

ENVIRONMENTAL SERVICES	2021	2022	Budget Change	2023	Budget Change	2024	Budget Change	2025
Water - Supply & Distribution	\$250,402	\$255,410	2.0%	\$260,514	2.0%	\$265,716	2.0%	\$271,018
Truckfills	\$39,432	\$40,221	2.0%	\$41,025	2.0%	\$41,846	2.0%	\$42,682
Sewer Services	\$21,366	\$21,793	2.0%	\$22,229	2.0%	\$22,673	2.0%	\$23,124
Waste Collection & Hauling	\$241,537	\$246,602	2.1%	\$251,587	2.0%	\$256,517	2.0%	\$263,427
Transfer Sites	\$254,126	\$259,209	2.0%	\$264,393	2.0%	\$269,680	2.0%	\$275,073
Transfers to (from) reserves	\$16,000	\$45,000		\$45,000		\$45,000		\$45,000
Contribution to Capital	\$59,500	\$50,490		\$55,985		\$5,000		\$5,000
Net Costs for Taxation Purpose	\$771,499	\$838,283	8.7%	\$858,683	2.4%	\$822,740	-4.2%	\$839,960

Family and Community Support Services (FCSS) supports the Family School Liaison Worker (FSLW) Program by allocating the provincial grant to it. Aspen View Public Schools Division administers the FSLW program. Smoky Lake County is required to contribute municipal funds equal to 25% of the grant to the FCSS program. Council has chosen to use these funds to provide local groups and organizations with financial assistance when providing FCSS programs. Details can be found in Policy 08-17 FCSS Grants.

FAMILY AND COMMUNITY SOCIAL SERVICES (FCSS)	2021	2022	Budget Change	2023	Budget Change	2024	Budget Change	2025
Family School Liason	\$93,308	\$93,308	0.0%	\$98,906	6.0%	\$98,906	0.0%	\$100,773
Provincial Grant	\$93,308	\$93,308		\$98,906		\$98,906		\$100,773
FCSS Grants	\$23,327	\$23,327	0.0%	\$23,327	0.0%	\$23,327	0.0%	\$23,327
Net Costs for Taxation Purpose	\$23,327	\$23,327		\$23,327		\$23,327		\$23,327



Planning Services provides building & development permits, compliance certificates, etc. Changes in the Alberta Municipal Government Act require Inter-municipal Development plans and Inter-municipal Collaboration Frameworks with all neighboring municipalities. These projects, along with Area Structure Plans are accomplished by contracting consultants.

PLANNING SERVICES	2021	2022	Budget Change	2023	Budget Change	2024	Budget Change	2025
Planning Administration	\$227,047	\$231,698	2.0%	\$235,908	1.8%	\$239,877	1.7%	\$244,511
Plans and Bylaw Revisions	\$0	\$20,000		\$20,400	2.0%	\$20,808	2.0%	\$21,224
Appeal Board	\$5,500	\$5,499	0.0%	\$5,609	2.0%	\$5,721	2.0%	\$5,836
Transfers to (from) reserves	\$0	\$0		\$0		\$0		\$0
Contribution to Capital	\$0	\$0		\$0		\$0		\$0
Net Costs for Taxation Purpose	\$232,547	\$257,197	10.6%	\$261,917	1.8%	\$266,406	1.7%	\$271,571



Agriculture Service Board provides pest control, weed inspection/spraying, and roadside mowing. The department contributes to the Lakeland Agricultural Research Association (LARA) annually.

AGRICULTURAL SERVICES	2021	2022	Budget Change	2023	Budget Change	2024	Budget Change	2025
Administration	\$496,665	\$505,881	1.9%	\$509,565	0.7%	\$514,910	1.0%	\$522,001
Grant	\$138,907	\$141,685	2.0%	\$144,519	2.0%	\$144,519	0.0%	\$144,519
Mowing	\$94,615	\$96,507	2.0%	\$98,437	2.0%	\$100,406	2.0%	\$102,414
Weed Control	\$135,906	\$138,624	2.0%	\$141,397	2.0%	\$144,225	2.0%	\$147,109
Beaver Control	\$85,002	\$86,702	2.0%	\$88,436	2.0%	\$90,205	2.0%	\$92,009
Gopher Control	\$504	\$514	2.0%	\$524	2.0%	\$535	2.0%	\$546
Council Costs	\$15,800	\$16,116	2.0%	\$16,438	2.0%	\$16,767	2.0%	\$17,102
Transfers to (from) reserves	\$115,000							
Contribution to Capital	\$115,000	\$0		\$12,137		\$0		\$0
Net Costs for Taxation Purpose	\$689,585	\$702,659	1.9%	\$722,416	2.8%	\$722,529	0.0%	\$736,662

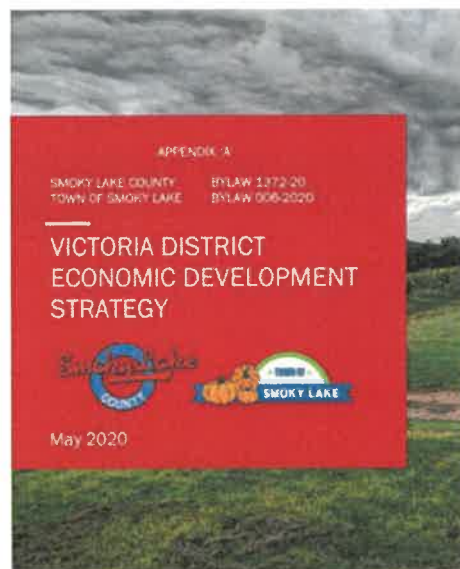
- ✓ In 2021 the mower will be replaced.
- ✓ In 2023 a trailer is scheduled for replacement.



Economic Development Services are provided inter-municipally through the Regional Community Development Committee (RCDC). The current funding formula for the committee requires 68% from Smoky Lake County. The financial plan is based on this agreement. Doctor Recruitment and Retention is also funded jointly.

In the strategic plan, Smoky Lake County prioritized economic development. An Economic Development Strategy focused on leveraging existing heritage assets within the Victoria District has been developed. Bylaw 1370-20: Victoria District Economic Development Strategy was passed in June 2020. The plan objectives were established to:

1. Arrest the declining population to protect municipal core services including hospitals and schools.
2. See property values gradually return to a positive-growth pattern.
3. Reduce the unemployment.
4. Facilitate career opportunities for young people so they do not have to leave the area.
5. Ensure wealth generation is shared around the region.
6. Contribute to the preservation of heritage values of both the Victoria District and the wider region.



Council has approved funding of \$600,000 to proceed with a Municipal Controlled Corporation for implementation of the plan. These funds have been included in the budget under Administration in 2021 and will be funded through reserves. More information can be found online at:

<http://www.smokylakecounty.ab.ca/p/victoria-district-economic-development-strategy>.

In 2021, no funds are required for Dr Retention and Recruitment, but \$24,000 has been included in future years.

ECONOMIC DEVELOPMENT	2021	2022	Budget Change	2023	Budget Change	2024	Budget Change	2025
County Deveopment/Tourism	\$6,500	\$6,630	2.0%	\$6,763	2.0%	\$6,898	2.0%	\$7,036
Regional Economic Development	\$67,500	\$68,850	2.0%	\$70,198	2.0%	\$71,544	1.9%	\$72,888
Dr Recruitment/Retention	\$0	\$24,000		\$24,000	0.0%	\$24,000	0.0%	\$24,000
Smoky Lake Foundation	\$1,000	\$1,020	2.0%	\$1,040	2.0%	\$1,061	2.0%	\$1,082
Victoria District Economic Development		\$0		\$0		\$0		\$0
Transfers to (from) reserves								
Net Costs for Taxation Purpose	\$75,000	\$100,500	34.0%	\$102,001	1.5%	\$103,503	1.5%	\$105,006



Recreation and Cultural Services include the maintenance of all county owned parks and campgrounds. The operations of the campgrounds are contracted out. This department also includes grants to the Agricultural Societies, maintenance of the Iron Horse Trail and costs of the Heritage Board

RECREATION & CULTURAL SERVICES								
	2021	2022	Budget Change	2023	Budget Change	2024	Budget Change	2025
General	\$251,328	\$258,315	2.8%	\$275,307	6.6%	\$266,594	-3.2%	\$271,809
Recreation Trail	\$6,500	\$6,630	2.0%	\$6,763	2.0%	\$6,898	2.0%	\$7,036
Hanmore/Island Lake	\$32,700	\$33,354	2.0%	\$34,021	2.0%	\$34,702	2.0%	\$35,396
Bellis Beach/ Mons Lake	\$3,900	\$3,978	2.0%	\$4,058	2.0%	\$4,139	2.0%	\$4,221
Heritage Board	\$15,000	\$15,300	2.0%	\$15,606	2.0%	\$15,918	2.0%	\$16,236
Agricultural Societies	\$95,000	\$95,000	0.0%	\$95,000	0.0%	\$95,000	0.0%	\$95,000
MSI Grant	\$95,000	\$95,000		\$95,000		\$95,000		\$95,000
Northern Lights Library System	\$25,750	\$26,265	2.0%	\$26,790	2.0%	\$27,326	2.0%	\$27,873
Transfers to (from) reserves	\$58,000	\$0		\$0		\$0		\$150,000
Contribution to Capital	\$58,000	\$42,840		\$45,010		\$60,250		\$300,000
Net Costs for Taxation Purpose	\$261,978	\$312,018	19.1%	\$331,397	6.2%	\$338,146	2.0%	\$433,337

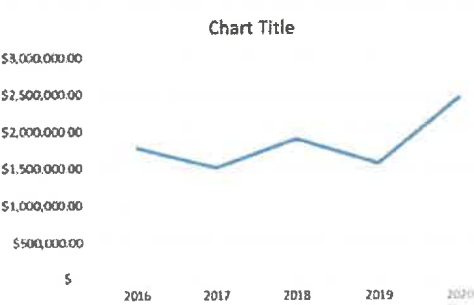
- ✓ \$38,000 has been budgeted to finish two river boat launches.
- ✓ \$20,000 has been budgeted to fix erosion problems at Mons Lake.
- ✓ A pier will be replaced in 2022 (the location to be determined).
- ✓ A trailer will be replaced in 2022.
- ✓ If we can secure grant funding, a playground replacement is scheduled for 2023, and a Shower house at Hanmore in 2025.
- ✓ One mower will be replaced in 2022 and 2023.



Natural Gas Services distribute natural gas to County and Vilna Residents. The department also supplies odorant and compressed natural gas to other gas co-ops. The Gas department operates financially independent of Smoky Lake County.

NATURAL GAS		2021	2022	Budget Change	2023	Budget Change	2024	Budget Change	2025
Bulk Odorant		-\$57,543	-\$58,694	2.0%	-\$59,868	2.0%	-\$61,065	2.0%	-\$62,286
CNG Trailer		-\$27,656	-\$28,209	2.0%	-\$28,773	2.0%	-\$29,349	2.0%	-\$29,936
Gross Margin - Sales less gas purchase		-\$1,342,140	-\$1,268,223	-5.5%	-\$1,365,247	7.7%	-\$1,243,841	-8.9%	-\$1,271,657
Legislative		\$9,000	\$9,180	2.0%	\$9,364	2.0%	\$9,551	2.0%	\$9,742
Administration		\$572,663	\$584,116	2.0%	\$595,799	2.0%	\$607,715	2.0%	\$619,869
Distribution- Operating & Maintenance		\$607,676	\$619,830	2.0%	\$632,226	2.0%	\$644,871	2.0%	\$657,768
Capital Assets		\$ 195,500.00	\$ 162,000.00		\$ 96,500.00		\$ 92,119.00		\$ 76,500.00
Reserve Transfers - System Capital		\$ 42,500.00	-\$ 20,000.00		\$ 120,000.00		-\$ 20,000.00		\$ 120,000.00
Total Natural Gas		\$0	\$0	4.5%	\$0	17.7%	-\$0	1.1%	-\$0

- ✓ Every year \$50,000 is budgeted for major line repairs. If the funds are not needed, they are transferred to reserves.
- ✓ Communication modems for the RMO (Regulating, Metering and Odorizing) stations will be upgraded in 2021, 2022, and 2023.
- ✓ A truck will be replaced in 2021, 2023, 2024, and 2025
- ✓ In 2021 we will build a shed to protect pipe and other gas line supplies.
- ✓ A plan has been established to update the RMO stations. In 2021 we will put \$70,000 into reserves then the next year, we will replace the RMO station. This will take place until all stations are upgraded.



Gas sales are predicted using an average of the past 5 years volumes and an estimated minimal price change. Surpluses are added to reserves and deficits are covered by reserves. Average sales have stabilized at around \$2,000,000. This is because the price of natural gas has been consistently lower.

APPENDICES

Appendix 1: Policy 08-11 Budget Development

SMOKY LAKE COUNTY



Title: Budget Development		Policy No.: 11-02
Section: 08	Code: P-R	Page No.: 1 of 3
Legislation Reference:	<i>Municipal Government Act, Sections 242 – 246.</i>	
Purpose:	To provide an efficient and effective process for the development of the annual Total Function Budget and Five Year Financial Plan.	
Policy Statement and Guidelines:		
<p>1. STATEMENT OF INTENT:</p> <p>1.1 The Budget Development Policy provides a guideline for the activities that encompass the development, implementation, and evaluation of a plan for the provision of services and capital purchases. This policy along with Policy 08-30-01 Financial Management Policy provide for a consistent approach to the financial planning of Smoky Lake County.</p> <p>2. RESPONSIBILITIES:</p> <p>2.1 Council is responsible for the following:</p> <p>2.1.1 Providing Administration, in August each year, with direction as to its expectation for:</p> <ul style="list-style-type: none"> • The municipal tax rate • Percent increase (or decrease) for the next year in function or capital expenditures that are acceptable • Expected changes to service levels • Priorities in the Road Plan <p>2.1.2 Scheduling adequate meeting time to review budget documents using the following as a guideline.</p> <ul style="list-style-type: none"> • Directional Meeting – August • Capital Asset Meeting– October • Five-year Road Plan – October • Natural Gas – November • Complete Total Function Budget draft – November/December • Tax Rate Meeting(s) – April/May <p>2.1.3 Interim Budget Approval upon the incorporation of changes and modifications requested by council (target date: December 31)</p> <p>2.1.4 Final Budget Ratification upon the incorporation of further changes and modifications as a result of meetings setting the tax rate (target date: April 30)</p> <p>2.1.5 Five Year Financial Plan Ratification based on updated information (target date: July 31)</p>		

Title: Budget Development		Policy No.: 11-02
Section: 08	Code: P-R	Page No.: 2 of 3

Policy Statement and Guidelines:		
Title: Budget Development		Policy No.: 11-02
Section: 08	Code: P-R	Page No.: 3 of 3
Policy Statement and Guidelines:		
<p>2.2.3 Year 1 Budget Compilation (to be complete by October 31) Administration to compile all the individual documents into the following budget documents:</p> <ul style="list-style-type: none"> • Revenue and expenditures by function • Ten Year Capital Replacement Plan • Road Plan • Summary of Reserve Balances • Any projects carry forwards (if known at this time) • Supporting charts or graphs for information that will prove beneficial for budget review • Where appropriate, information will be provided that shows previous year information, available current year information and percentage increases or decreases from one year to next. • Administration will incorporate and track all changes / modifications resulting from Budget meetings with Council. <p>2.2.4 Five Year Financial Plan (to be complete by July 15) The Finance Manager will compile all approved budget documents, along with Projections for years 2 to 5 into a Five Year Financial Plan. The Financial plan should identify upcoming changes, opportunities, and Challenges</p> <p>2.2.5 Ensure that the budget is adhered to by reviewing actual expenditures as compared to budget.</p> <p>2.2.6 Provide council with the Budget at a Glance Report monthly and point out any major budget variances.</p>		

	Date	Resolution Number
Approved	September 21, 2006	# 690-06 - Page # 8209
Amended	August 30, 2018	# 848-18 - Page # 13229
Amended		


Appendix 2: Capital Budget

Smoky Lake County 2021 Capital Budget						
Dept	Budget 2021	Budget 2022	Budget 2023	Budget 2024	Budget 2025	
ADMIN	ADMIN BUILDING RESERVE		50,000	50,000	50,000	
ADMIN	BUILDING REPAIRS	857,000	1,600,000			2021 MSI 650,000 res 207,000
ADMIN	AERIAL PHOTOS RESERVE-remove	0	15,000	15,000	15,000	0
ADMIN	AERIAL PHOTOS PURCH					80,000
ADMIN	FINANCE SOFTWARE	280,000				from reserves
ADMIN	HERITAGE SIGNS	15,000	15,000	15,000	15,000	15,000
PS	FIRE EQUIPMENT REPLACEMENT RESERVE-rem	0	10,000	10,000	10,000	10,000
PS	FIRE TRUCK RESERVE-remove	0	125,000	125,000	125,000	125,000
PS	FIRE BUILDING RESERVE-remove	0	75,000	75,000	75,000	75,000
PS	REPLACE 403 WASK FIRE TRUCK			500,000		
PS	REPLACE 407 SMOKY LAKE RESCUE TRUCK			205,000		
PS	REPLACE 445 SMOKY LAKE WATER TRUCK				130,000	
PS	REPLACE 222 TRUCK (ED) - Traverse	50,000				
PS	REPLACE 221 ATV FOR BYLAW		19,890			
PS	RAPID ATTACK 6X6 UNIT W TRAILER	38,500				
PS	EQUIPMENT STORAGE SL	240,000				
PS	EQUIPMENT STORAGE WASK		15,000			
PW	REPLACE TRUCK 101 1/2 ton	45,000		61,950		
PW	REPLACE TRUCK 107 removed	0	65,000			
PW	NEW DUMP TRAILER	17,000				
PW	REPLACE 190 DUMP TRUCK SANDER/PLOW	355,000				
PW	REPLACE 198 TRUCK	190,000				
so so	GRADER REPLACEMENT 507 (160)	570,000	577,320	590,000	750,000	612,000
0	REPLACE 196 GRAVELTRAILER	65,000				
PW	REPLACE 633 TRACTOR	220,000				
PW	WOBBLY PACKER	0	33,000	33,000	33,000	
PW	2 WASH BAY OVERHEAD DOORS	25,000				
PW	REPLACE TRUCK 108 PLOW TRUCK		95,000			
PW	PLOW FOR 108 REPLACEMENT		12,000			
PW	REPLACE TRUCK 105 SKID STEER CREW TRUCK		70,000			
PW	REPLACE EXCAVATOR 627		500,000			
PW	REPLACE 180 TRUCK		220,000			
PW	REPLACE TRUCK 104			60,112		
PW	REPLACE TRUCK 110 MECHANIC SERVICE TRUCK			61,285		
PW	REPLACE 114 STREET SWEEPER (JOINT)			124,800		
PW	REPLACE 109 CREW TRUCK			62,000		
PW	REPLACE TRUCK 119			62,000		
PW	REPLACE TRUCK 122 CREW TRUCK			62,000		
PW	REPLACE 155 OIL TRUCK			169,950		
PW	REPLACE 111 BELLY DUMP			63,000		
PW	REPLACE 197 TRUCK			195,840		
PW	REPLACE 623 FORKLIFT			10,302		
PW	REPLACE 608 ROCK TRUCK			510,880		
PW				46,800		
PW	REPLACE 638 CAT COMPACTOR			187,200		
PW	REPLACE 164 PRESSURE WASHER			15,600		
PW	REPLACE 136 TRAILER			36,400		
PW	REPLACE 195 DUMP TRUCK SANDER/PLOW			360,000		
PW	REPLACE 194 OIL TRUCK				170,000	
PW	REPLACE TRUCK 115 CREW TRUCK				61,000	
PW	REPLACE 170 TRUCK				175,000	

**Smoky Lake County
2021 Capital Budget**

Dept		Budget 2021	Budget 2022	Budget 2023	Budget 2024	Budget 2025
PW	REPLACE 188 FIFTH WHEEL TRUCK				199,680	
PW	REPLACE 603 CAT RECLAIMER				520,000	*154,000 from
PW	REPLACE 602 BACKHOE LOADER				131,250	
PW	REPLACE 609 ROCK TRUCK				511,000	
PW	REPLACE 102 PICKUP TRUCK					60,000
PW	REPLACE TRUCK 116 CREW TRUCK					61,285
PW	REPLACE CREW TRUCK 117				61,880	
PW	RR 130 WIDENING ANALYSIS	57,000				
PW	Blade for Truck	12,000				
W	REPLACE TRUCK 226	45,000				* sale 1,500/MSI
W	REPLACE TRUCK 239		50,490			
W	REPLACE TRUCK 227			50,985		
WASTE	REPLACE TRUCK 112 GARBAGE - lease for 12 months	0				
WASTE	GARBAGE TRUCK RESERVE TRANSFER		45,000	45,000	45,000	45,000
WASTE	FENCE SPEDDEN T TRANSFER SITE	4,200				* reserve
WASTE	TAKE IT OR LEAVE IT SHACK W OIL CONTAIN - VILNA	3,600				*reserve 1800 Vilna pay 50%
WASTE	TAKE IT OR LEAVE IT SHACK W OIL CONTAIN - BELLIS	3,600				* reserve
WASTE	TAKE IT OR LEAVE IT SHACK SPEDDEN	4,600				* reserve
WASTE	WASTE BIN			5,000	5,000	5,000
AG	SELL SPRAY TRUCK - keep for 2021					
AG	REPLACE 455 JOHN DEER TRACTOR	150,000				* from MSI/sale
AG	REPLACE 454 TRAILER			12,137		
P&R	REPLACE 726				57,750	
P&R	SHOWER HOUSE					300,000 grant
P&R	PIER		12,000			
P&R	TRAILER		11,000			
P&R	PLAYGROUND HANMORE WEST			25,000		*Grant \$25,000
P&R	BEAR PROOF GARBAGE BINS 2x PER YEAR		2,500	2,500	2,500	
P&R	MONS LAKE RETAINING WALL/BEACH CARRYOVER	20,000				*20,000 from reserve
P&R	REPLACE MOWER		17,340	17,510		
P&R	PAKAN EMERGENCY BOAT LAUNCH CONCRETE (carry over)	13,000				
P&R	WARSPITE EMERGENCY BOAT LAUNCH (carry over)	25,000				
PW	PW CREW TRUCK (carry over)	40,000				
ADMIN	NUISANCE GROUND RECLAMATION	93,213				
MUNICIPAL CAPITAL		3,438,713	3,585,540	3,866,251	3,143,060	1,438,285
GAS	INFRASTRUCTURE LINE REPLACEMENT	50,000	50,000	50,000	50,000	50,000
GAS	RMO STATION REPLACEMENT PLAN RESERVE	70,000		70,000		70,000
GAS	RMO STATION REPLACEMENT PLAN		140,000		140,000	* 70,000 from reserve
GAS	MODEMS FOR RMO	22,000	22,000	22,000		* from reserve
GAS	POLESHED FOR PIPE	45,000				* from reserve
GAS	REPLACE TRUCK	65,000		66,000	67,000	68,000 * from reserve
GAS	REPLACE 233 TRAILER				16,619	
GAS	NEW TRUCK BOX	13,000		8,500	8,500	8,500 * from reserve
GAS	REPLACE AMR READING EQUIPM	5,000				
GAS	CARRY OVER RMO STATION PROJECT					
GAS CAPITAL		270,000	212,000	216,500	282,119	196,500
TOTAL CAPITAL (2019 = \$2,834,172)		3,708,713	3,797,540	4,082,751	3,425,179	1,634,785
BRIDGE PROJECTS		602,000	3,082,434	508,000	38,000	1,400,000
ROAD		1,893,000	2,040,758	2,122,212	2,164,656	2,207,949
		6,203,713	8,920,732	6,712,963	5,627,835	5,242,734

Appendix 3: Policy 03-18 Three-Year Road Plan

Section 3		Completed up to November 30, 2020				Policy 18-16		
		2020 Road Projects						
OIL TREATMENT / PAVING								
Project Name	Code	# Days	Length/ miles	Res #%	Estimate Costs	Actual Cost	Funding	
Bridge Coldmix Surfacing – 13 Bridges	BCM19			Carry over from 2019	\$ 23,263.50	14,937.38	MO	
							MSU/MO	
							MSU/MO	
Total					\$ 23,263.50	\$14,937.38		
FIBERMAT / MICRO SURFACE								
Project Name	Code	# Days	Length/ Miles	Res #%	Estimate Costs	Actual Cost	Funding	
Twp 612 between Hwy 855- RR 174	FM2014	2	1.0	#1141-20	\$ 70,500.00		MSU/MO	
		2			Total	\$ 70,500.00	\$	
REHABILITATION / BASE STABILIZATION								
Project Name	Code	# Days	Length/ miles	Res #%	Estimate Costs	Actual Cost	Funding	
RR 130 between Twp 603- Twp 610	MG1911	5	3.0		\$ 85,000.00	11,861.64	MSU/MO	
RR 124 between Twp 601- Twp 603A	MG2031	4	2.5		\$ 65,000.00	41,372.16	MSU/MO	
Twp 592 between RR 183- RR 182A	MG2013	1	0.5		\$ 10,000.00	7,884.99	MSU/MO	
RR 180 between Twp 594- Hwy 28	MG1735	2.5	1.5		\$ 33,000.00	22,852.95	MSU/MO	
Twp 604 between RR 181- RR 184	MG2015	8	3.0		\$ 75,000.00	72,975.37	MSU/MO	
		20.5			Total	\$ 268,000.00	\$ 156,867.11	
CONSTRUCTION								
Project Name	Code	# Days	Length/ miles		Estimate Costs	Actual Cost	Funding	
							MSU/MO	
							MSU/MO	
Total					\$	\$		
MG HAUL ROADS - PW57								
Project Name	Code	# Days	Length/ miles		Estimate Costs	Actual Cost	Funding	
Twp 584 between Hwy 855- RR 165	MG2023	4	5.5		\$ 121,000.00	63,373.44	Aggregate Reserve	
Twp 582A & 582 between Hwy 855- RR 172A	MG2033	3	2.0		\$ 44,000.00	26,391.86	Aggregate Reserve	
		7			Total	\$ 165,000.00	\$ 89,765.30	
CONTRIBUTION TO CAPITAL RESERVE								
					Estimate Costs	Funding		
Transfer for Future Road Projects					\$ 200,000.00	MO		
GRAVELLING								
Miles per Division	Code	Recommended miles	Recommended Gravel	Estimate Costs	Actual Gravel	Actual Cost	Funding	
144.0	PW45	38.5	6,673.5	\$ 140,143.50	5,227.03	\$ 109,787.83	RTG	
218.5	PW46	85.5	13,865.0	\$ 318,895.00	12,669.64	\$ 291,172.18	RTG	
159.5	PW47	41.5	6,675.5	\$ 93,457.00	6,029.06	\$ 84,406.84	RTG	
167.0	PW48	49.5	7,985.5	\$ 119,782.50	6,888.49	\$ 103,027.36	RTG	
219.0	PW49	70.0	11,168.0	\$ 167,520.00	9,545.93	\$ 143,188.95	RTG	
908.0 miles		284.0 miles	46,367.5	\$ 839,798.00	40,330.17	\$ 731,562.95		
Continuancy:			5,000.0	\$ 90,000.00	3,214.86	\$ 57,867.48		
Total			51,367.5	\$ 929,798.00	43,545.03	\$ 789,430.43		
Road Repair PW50:					25,643.92	\$ 488,823.50	Unbudgeted - Cost of road work	
Five-Year Road Plan: Year 2020-2025								



2021 Road Projects

OIL TREATMENT / PAVING							
Project Name	Code	# Days	Length/ miles	Res #%	Estimate Costs	Actual Cost	Funding
Twp 594 between RR 174- RR 174A	P1814	1	0.5		\$ 65,000.00		MSL/MO
Twp 594 between RR 174A- RR 175	P1815	1	0.5		\$ 65,000.00		MSL/MO
Twp 594 between RR 175- RR 180	P1915	2	1.0		\$ 135,000.00		MSL/MO
		4			Total	\$ 265,000.00	\$

CHIP-SEAL							
Project Name	Code	# Days	Length/ miles	Res #%	Estimate Cost	Actual Cost	Funding
RR 170 between Twp 600- Twp 601	FM2114	2	1.0		\$ 67,160.00		MSL/MO
RR 170 between Twp 601A- Twp 602	FM2124	1	0.5		\$ 33,580.00		MSL/MO
Twp 612 between Hwy 855- RR 174	FM2014	2	1.0	#1141-20	\$ 70,500.00		MSL/MO
		5			Total	\$ 171,240.00	\$

REHABILITATION / BASE STABILIZATION							
Project Name	Code	# Days	Length/ mile	Res #%	Estimate Costs	Actual Cost	Funding
RR 124 between Twp 601- Twp 603A	MG2111	4	2.5		\$ 40,000.00		MSL/MO
Twp 620 between RR 135- RR 141	MG2121	3	2.0		\$ 50,000.00		MSL/MO
Twp 602 between Hwy 36- RR 140	MG2131	5	3.0		\$ 75,000.00		MSL/MO
RR 122 between Twp 591- Twp 592	MG2141	2	1.0		\$ 25,000.00		MSL/MO
Twp 590 between RR 174(n)-RR 180(s)	MG2113	2	1.25		\$ 28,000.00		MSL/MO
Twp 595A between RR 171- Hwy 28	MG2114	3.5	2.25		\$ 50,000.00		MSL/MO
Twp 602 between Hwy 855- RR 172	MG2124	2	1.0		\$ 20,000.00		MSL/MO
RR 181 between Twp 604- Twp 605	MG2115	2	1.0		\$ 30,000.00		MSL/MO
		23.5			Total	\$ 318,000.00	\$

CONSTRUCTION							
Project Name	Code	# Days	Length/ miles		Estimate Costs	Actual Cost	Funding
Twp 583A between RR 130- RR 131	C2112	6	0.5		\$ 60,000.00		MSL/MO
Twp 592 between RR 171- RR 172	C2113	12	1.0		\$ 130,000.00		
		18			Total	\$ 190,000.00	\$

MG HAUL ROADS - PW57							
Project Name	Code	# Days	Length/ miles		Estimate Costs	Actual Cost	Funding
Twp 584 between Hwy 855- RR 165	MG2023	4	5.5		\$ 121,000.00		Aggregate Reserve
Twp 582A & 582 between Hwy 855- RR 172A	MG2033	3	2.0		\$ 44,000.00		Aggregate Reserve
		7			Total	\$ 165,000.00	\$

GRAVELLING							
Miles per Division	Code	Recommended miles	Recommended Gravel	Estimate Costs	Actual Gravel	Actual Cost	Funding
144.0	PW45	41.0	6,861.0	\$ 144,081.00			RTG
218.5	PW46	82.0	13,009.0	\$ 299,207.00			RTG
159.5	PW47	32.5	5,132.0	\$ 71,848.00			RTG
167.0	PW48	37.0	5,818.5	\$ 87,277.50			RTG
219.0	PW49	53.0	8,423.0	\$ 126,345.00			RTG
908.0 miles		245.5	39,243.5	\$ 728,758.50			
Contingency:			5,000.0	\$ 90,000.00			
Total			44,243.5	\$ 818,758.50			
Road Repair PW90:							Unallocated - Cost of gravel add.

Five-Year Road Plan: Year 2020-2025



OIL TREATMENT / PAVING							
Project Name	Code	# Days	Length	Res #%	Estimate Costs	Actual Cost	Funding
RR 130 between Twp 603- Twp 604	P2211	2	1.0		\$ 135,000.00		MSL/MO
Twp 590 between RR 174(n)- RR 180(s)	P1813	2	1.25		\$ 150,000.00		MSL/MO
				4	Total	\$ 285,000.00	\$

CHIP-SEAL							
Project Name	Code	# Days	Length	Res #%	Estimate Costs	Actual Cost	Funding
							MSL/MO
				Total			\$

REHABILITATION / BASE STABILIZATION							
Project Name	Code	# Days	Length	Res #%	Estimate Costs	Actual Cost	Funding
Twp 592 between RR 145- RR 150	R2212	2	1.0		\$ 22,000.00		MSL/MO
Twp 592 between RR 142- RR 143	R2222	2	1.0		\$ 22,000.00		MSL/MO
RR 155 between Twp 601A- Twp 610	R2614	6	4.5		\$ 103,000.00		MSL/MO
Twp 594 between RR 194A- RR 200	R1425	2.5	1.5		\$ 35,000.00		MSL/MO
RR 191 between Twp 602- Twp 604	R1525	3	2.0		\$ 45,000.00		MSL/MO
Twp 602 between RR 195- RR 200	R2215	1.5	1.0		\$ 22,000.00		MSL/MO
Twp 620 between RR 141- RR 142	MG2211	2	1.0		\$ 25,000.00		MSL/MO
RR 144 between Twp 585- Hwy 652	MG2212	7	5.0		\$ 70,000.00		MSL/MO
Twp 592 between RR 183- RR 182A	MG2213	1	0.5		\$ 10,000.00		MSL/MO
Twp 590 between Hwy 855- RR 170	MG2233	5	3.25		\$ 60,000.00		MSL/MO
Twp 600 between RR 181- RR 182	MG2215	2	1.0		\$ 25,000.00		MSL/MO
				34	Total	\$ 439,000.00	\$

CONSTRUCTION							
Project Name	Code	# Days	Length	Res #%	Estimate Costs	Actual Cost	Funding
Twp 590 between RR 150(s)- RR 150A	C2212	7	0.5		\$ 60,000.00		MSL/MO
Twp 590 between RR 154(s)- RR 154A	C2222	4	0.25		\$ 15,000.00		MSL/MO
RR 200 between Twp 592- Twp 593	C1715	12	1.0		\$ 130,000.00		MSL/MO
Twp 592 between RR 200- RR 195A	C2215	6	0.5		\$ 50,000.00		MSL/MO
				29	Total	\$ 255,000.00	\$

MG HALL ROADS - PW57							
Project Name	Code	# Days	Length/miles	Res #%	Estimate Costs	Actual Cost	Funding
Twp 584 between Hwy 855- RR 165	MG2023	4	5.5		\$ 121,000.00		Aggregate Reserve
Twp 582A & 582 between Hwy 855- RR 172A	MG2033	3	2.0		\$ 44,000.00		Aggregate Reserve
				7	Total	\$ 165,000.00	\$

GRAVELLING							
Miles per Division	Code	Recommended miles	Recommended Gravel	Estimate Costs	Actual Gravel	Actual Cost	Funding
144.0	PW45	44.5	7,422.5	\$ 155,872.50			RTG
218.5	PW46	78.5	12,835.0	\$ 295,205.00			RTG
159.5	PW47	46.5	7,455.5	\$ 104,377.00			RTG
167.0	PW48	58.0	9,218.5	\$ 138,277.50			RTG
219.0	PW49	64.0	10,232.0	\$ 153,480.00			RTG
968.0 miles		291.5	47,163.5	\$ 847,212.00			
Contingency:			5,000.0	\$ 90,000.00			
Total			52,163.5	\$ 937,212.00			
Road Repair PW90:							Unbudgeted - Cost of gravel only

Five-Year Road Plan: Year 2020-2025



2023 Road Projects

OIL TREATMENT / PAVING							
Project Name	Code	# Days	Length	Res %	Estimate Costs	Actual Cost	Funding
RR 130 between Twp 604- Twp 610	P2311	4	2.0		\$ 270,000.00		MSLMO
Victoria Tr. between RR 171A- RR 172	P2313	2	0.5		\$ 65,000.00		MSLMO
		6			Total	\$ 335,000.00	\$

CHIP-SEAL							
Project Name	Code	# Days	Length	Res %	Estimate Costs	Actual Cost	Funding
							MSLMO
					Total	\$	

REHABILITATION / BASE STABILIZATION							
Project Name	Code	# Days	Length	Res %	Estimate Costs	Actual Cost	Funding
Victoria Tr. between RR 171A- RR 172	R2313	2	0.5		\$ 10,000.00		MSLMO
Twp 584 between Hwy 859- RR 144	MG2322	6	4.0		\$ 80,000.00		MSLMO
RR 173 between Twp 584- Twp 583A	MG2313	1	0.5		\$ 10,000.00		MSLMO
RR 170 between Twp 590- Twp 592A	MG2323	4	2.5		\$ 55,000.00		MSLMO
Twp 612 between RR 174- RR 174A	MG2314	1	0.5		\$ 13,000.00		MSLMO
RR 180 between Twp 594- Twp 594A	MG2315	1	0.5		\$ 15,000.00		MSLMO
Twp 612 between RR 174A- RR 180	MG2325	2	1.5		\$ 35,000.00		MSLMO
RR 180 between Twp 612A- Twp 614	MG2335	3	1.5		\$ 35,000.00		MSLMO
RR 181 between Twp 604- Twp 605	MG2345	2	1.0		\$ 25,000.00		MSLMO
		22			Total	\$ 278,000.00	\$

CONSTRUCTION							
Project Name	Code	# Days	Length	Res %	Estimate Costs	Actual Cost	Funding
Twp 600 between RR 170- RR 171A	C2314	18	1.5		\$ 210,000.00		MSLMO
		18			Total	\$ 210,000.00	\$

MG HAIL ROADS - PW57							
Project Name	Code	# Days	Length/miles	Res %	Estimate Costs	Actual Cost	Funding
Twp 584 between Hwy 855- RR 165	MG2023	4	5.5		\$ 121,000.00		Aggregate Reserve
Twp 582A & 583 between Hwy 855- RR 172A	MG2033	3	2.0		\$ 44,000.00		Aggregate Reserve
		7			Total	\$ 165,000.00	\$

GRAVELLING							
Miles per Division	Code	Recommended miles	Recommended Gravel	Estimate Costs	Actual Gravel	Actual Cost	Funding
144.0	PW45	40.0	6,767.0	\$ 142,107.00			RTG
218.5	PW46	81.5	13,148.0	\$ 302,404.00			RTG
159.5	PW47	38.0	5,990.0	\$ 83,860.00			RTG
167.0	PW48	45.5	7,144.5	\$ 107,167.5			RTG
219.0	PW49	66.0	10,420.0	\$ 156,300.00			RTG
908.0 miles		271.0	43,469.5	\$ 791,838.50			
Contingency:			5,000.0	\$ 90,000.00			
Total			48,469.5	\$ 881,838.50			
Road Repair PW90:							Unallocated - Cost of gravel only

Five-Year Road Plan: Year 2020-2025



2024 Road Projects

OIL TREATMENT / PAVING							
Project Name	Code	# Days	Length	Res Pts	Estimate Costs	Actual Cost	Funding
Twp 600 between RR 181- RR 182	P2415	3	1.0		\$ 150,000.00		MSL/MO
		4			Total \$ 150,000.00	\$	

CHIP SEAL							
Project Name	Code	# Days	Length	Res Pts	Estimate Costs	Actual Cost	Funding
RR 170 between Hwy 28- Twp 600	FM2414	3	2.0		\$ 210,240.00		MSL/MO
		3			Total \$ 210,240.00	\$	

REHABILITATION / BASE STABILIZATION							
Project Name	Code	# Days	Length	Res Pts	Estimate Costs	Actual Cost	Funding
RR 130 between Twp 610- Twp 611A	MG1841	3	1.5		\$ 38,000.00		MSL/MO
Twp 590 between RR 143- RR 144	MG1822	1	0.5		\$ 10,000.00		MSL/MO
RR 143 between Twp 590- Hwy 28	MG1942	6	4.0		\$ 100,000.00		MSL/MO
RR 144 between Twp 585- Twp 590	MG2412	1.5	1.0		\$ 25,000.00		MSL/MO
Twp 592 between RR 182A- RR 183	MG2413	1	0.5		\$ 10,000.00		MSL/MO
RR 183 between Twp 591A- Twp 592	MG2423	2	0.5		\$ 20,000.00		MSL/MO
Twp 604 between RR 181- RR 184	MG2415	5	3.0		\$ 70,000.00		MSL/MO
		19.5			Total \$ 273,000.00	\$	

CONSTRUCTION							
Project Name	Code	# Days	Length	Res Pts	Estimate Costs	Actual Cost	Funding
RR 171 between Twp 590- Twp 591	C2413	13	1.0		\$ 140,000.00		MSL/MO
		13			Total \$ 140,000.00	\$	

MG HAUL ROADS - PWS7							
Project Name	Code	# Days	Length/ miles	Res Pts	Estimate Costs	Actual Cost	Funding
Twp 584 between Hwy 855- RR 165	MG2023	4	5.5		\$ 121,000.00		Aggregate Reserve
Twp 582A & 582 between Hwy 855- RR 172A	MG2033	3	2.0		\$ 44,000.00		Aggregate Reserve
		7			Total \$ 165,000.00	\$	

GRAVELLING							
Miles per Division	Code	Recommended miles	Recommended Gravel	Estimate Costs	Actual Gravel	Actual Cost	Funding
144.0	PW45	38.5	6,517.5	\$ 136,867.50			RTG
218.5	PW46	79.0	12,851.0	\$ 295,573.00			RTG
159.5	PW47	36.0	5,817.5	\$ 81,445.00			RTG
167.0	PW48	41.0	6,659.5	\$ 99,892.50			RTG
219.0	PW49	58.0	9,296.0	\$ 139,440.00			RTG
908.0 miles		252.5	41,141.5	\$ 753,218.00			
Contingency:			5,000.0	\$ 98,000.00			
Total			46,141.5	\$ 843,218.00			
Road Repair PW90:							Unallocated - Cost of gravel only

Five-Year Road Plan: Year 2020-2025



2025 Road Projects

OIL TREATMENT / PAVING							
Project Name	Code	# Days	Length	Res #%	Estimate Costs	Actual Cost	Funding
RR 174 between Twp 612- Twp 613A	P2514	3	1.5		\$ 200,000.00		MSL/MO
		3			Total	\$ 200,000.00	\$

CHIP SEAL							
Project Name	Code	# Days	Length	Res #%	Estimate Costs	Actual Cost	Funding
							MSL/MO
						Total	\$

REHABILITATION / BASE STABILIZATION							
Project Name	Code	# Days	Length	Res #%	Estimate Costs	Actual Cost	Funding
RR 174 between Twp 612- Twp 613A	R2514	3	1.5		\$ 35,000.00		MSL/MO
RR 190 between Hwy 28- Twp 600	R2515	6	3.5		\$ 85,000.00		MSL/MO
Twp 594 between RR 185- RR 190	R2525	2	1.0		\$ 24,000.00		MSL/MO
Twp 620 between RR 135- RR 142	MG2511	5	3.0		\$ 75,000.00		MSL/MO
Twp 590 between RR 181(s)- RR 184(s)	MG2513	5	3.0		\$ 70,000.00		MSL/MO
RR 163 between Twp 595- Twp 600	MG2514	2	1.0		\$ 25,000.00		MSL/MO
		23			Total	\$ 314,000.00	\$

CONSTRUCTION							
Project Name	Code	# Days	Length	Res #%	Estimate Costs	Actual Cost	Funding
RR 171 between Twp 591- Twp 592	C2513	13	1.0		\$ 140,000.00		MSL/MO
		13			Total	\$ 140,000.00	\$

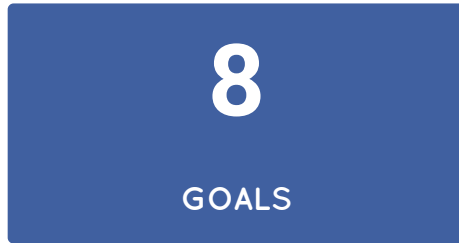
MG HALL ROADS - PW57							
Project Name	Code	# Days	Length/ miles	Res #%	Estimate Costs	Actual Cost	Funding
Twp 584 between Hwy 855- RR 165	MG2023	4	5.5		\$ 121,000.00		Aggregate Reserve
Twp 582A & 582 between Hwy 855- RR 172A	MG2033	3	2.0		\$ 44,000.00		Aggregate Reserve
		7			Total	\$ 165,000.00	\$

GRAVELLING							
Miles per Division	Code	Recommended miles	Recommended Gravel	Estimate Costs	Actual Gravel	Actual Cost	Funding
144.0	PW45	46	7,641.0	\$ 160,461.00			RTG
218.5	PW46	83.5	13,243.0	\$ 304,589.00			RTG
159.5	PW47	43.0	6,770.0	\$ 94,780.00			RTG
167.0	PW48	51.0	8,002.5	\$ 120,037.50			RTG
219.0	PW49	59	9,359.0	\$ 140,385.00			RTG
908.0 miles		282.5	45,015.5	\$ 820,252.50			
Contingency:			5,000.0	\$ 90,000.00			
Total			50,015.5	\$ 910,252.50			
Road Repair PW90:							Unbudgeted - Cost of gravel only

Five-Year Road Plan: Year 2020-2025



5.1.3.i



● Draft ● Not started ● On Track ● Behind ● Overdue ● Complete → Direct Alignment --- Indirect Alignment

COUNCIL MOTIONS/INQUIRY PLAN
COUNCIL MOTIONS 2021

Meeting...	Motio...	Goal	Details	Owner	Progress Update	Curr...	
		2021 05 17 Special County Council Meeting			-		Comple
2021/05/17	742-21	→ Raubenheimer Medical Clinic – Memorandum of Understanding: Unspent funds	<p>That Smoky Lake County approve a supplementary to April 29, 2021 – Motion 696-21 for the Doctor Retention and Recruitment Committee’s Managing Partner, the Town of Smoky Lake to reimburse each respective municipality (as per the cost sharing funding formula) for the used portion of funds remaining in the amount of \$85,000.00 from the total amount of \$100,000.00 provided for the fourth physician given to the Raubenheimer Medical Clinic as per the Memorandum of Understanding, executed June 26, 2019, of the reimbursement funding to be as follows:</p> <p>Smoky Lake County: \$ 31,110.00 Town of Smoky Lake: \$ 13,260.00 Village of Vilna: \$ 3,570.00 and Village of Waskatenau: \$ 3,060.00</p> <p>and to reimburse the additional contribution of \$17,000.00 to Smoky Lake County and \$17,000.00 to Town of Smoky Lake when the funds are returned from the Raubenheimer Medical Clinic.”; as per Doctor Retention and Recruitment Committee meeting held on May 10, 2021.</p>	Legislative Service Clerk	<p>Patti Priest:</p> <p>Achievements: Motions 742-21, 743-21, 744-21, & 745-21 were emailed to the Town of Smoky Lake’s CAO & Assistant CAO on May 17, 2021 for their records as managing partner of the Doctor R&R Committee. The County’s Finance Manger and Chairperson of the Doc R&R Committee were cc’d in the said email from Legislative Services. Municipal File: 5-20</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	Comple	

2021/05/17 743-21

→ **Contribution of funds to PCN: Purchase Medical Equipment for Cardiac Stress Clinic**

That Smoky Lake County rescind April 29, 2021 – Motion # 697-21: “Approve to purchase the following Medical Equipment for the Lakeland Primary Care Network (PCN) facility in Smoky Lake at a 50/50 cost share with the Town of Smoky Lake:

1. Electrocardiogram (ECG) Machine in the amount of \$7,000.00 (as per GE Healthcare, Quotation No. PR16-C65360 Version 1), and,
2. Defibrillator with the pacing package in the amount of \$10,300.00 (as per Stryker Canada ULC, Quotation No.00197563) for a total cost in the amount of \$17,300.00, meaning a County contribution in the total amount of \$8,650.00 and a Town contribution in the total amount of \$8,650.00; as this will assist in establishing Cardiac Stress Testing Services at the PCN facility located in Smoky Lake and is necessary to recruit a trained professional / physician to provide the Cardiac Stress Testing services; as the Alberta Health Primary Care Policy per capita does not provide funding associated with these machines, in accordance with the letter received from Chaitanya Bandaru, Executive Director for the Lakeland Primary Care Network, dated April 16, 2021.

Legislative Service Clerk

Patti Priest:

Achievements: Motions 742-21, 743-21, 744-21, & 745-21 were emailed to the Town of Smoky Lake's CAO & Assistant CAO on May 17, 2021 for their records as managing partner of the Doctor R&R Committee. The County's Finance Manger and Chairperson of the Doc R&R Committee were cc'd in the said email from Legislative Services. Municipal File: 5-20

Challenges: *No value*

Next Steps: *No value*

Comple

2021/05/17 744-21

→ **Raubenheimer Medical Clinic – Memorandum of Understanding: Unspent funds**

That Smoky Lake County approve for the Doctor Retention and Recruitment Committee to provide funding for the “other costs” to assist in establishing the “Smoky Lake Cardiac Stress Clinic” located at the Lakeland Primary Care facility in Smoky Lake for the application for accreditation from the College of Physicians & Surgeons of Alberta for a total of \$315.00 and the onsite assessment fee of \$2,150.00, and the fee for the registered nurse who attended meetings plus mileage and prepared policies & procedures in the amount of \$2,490.80, in accordance with the letter from Dr. Anton Raubenheimer, President & Physician Lead for the Lakeland PCN, dated May 6, 2021, to be funded from the 2021 Retention Budget in the total amount of \$4,955.80; and each respective municipality approve the said costs and approve to replenish the Retention Budget, in full, as per the cost sharing funding formula, Smoky Lake County 61% at \$3,023.04, Town of Smoky Lake 26% at \$1,288.51, Village of Vilna 7% at \$346.91, and Village of Waskatenau 6% at \$297.35, by December 31, 2021, as per Doctor Retention and Recruitment Committee meeting held on May 10, 2021 – Motion 37-21.

Legislative Service Clerk

Patti Priest:

Achievements: Motions 742-21, 743-21, 744-21, & 745-21 were emailed to the Town of Smoky Lake's CAO & Assistant CAO on May 17, 2021 for their records as managing partner of the Doctor R&R Committee. The County's Finance Manger and Chairperson of the Doc R&R Committee were cc'd in the said email from Legislative Services. Municipal File: 5-20

Challenges: *No value*

Next Steps: *No value*

Comple

2021/05/17 745-21	→ Raubenheimer Medical Clinic – Memorandum of Understanding: Unspent funds	That Smoky Lake County approve for the Doctor Retention and Recruitment Committee to provide funding for the medical equipment to be purchased by the Managing Partner, Town of Smoky Lake to assist in establishing the “Smoky Lake Cardiac Clinic” at the Lakeland Primary Care Network (PCN) facility in Smoky Lake that will be facilitated by Dr. Anton Raubenheimer, Physician at the Raubenheimer Medical Clinic in Smoky Lake and Dr. Fenske, Cardiologist from Edmonton, cardiac stress tests as consults are not permitted to be funded by the PCN in accordance with the letter from Dr. Anton Raubenheimer, President & Physician Lead for the Lakeland PCN, dated May 6, 2021, for a one-time total cost of \$17,300.00 for the Electrocardiogram (ECG) Machine (as per GE Healthcare, Quotation No. PR16-C65360 cost of \$7,000.00), and the Defibrillator with pacing package (as per Stryker Canada ULC, Quotation No.00197563 cost of \$10,300.00); to be funded from the 2020 Surplus Reserve held in trust by the Managing Partner subject to approval from each respective municipality for the said costs and approve to replenish the surplus, in full, as per the cost sharing funding formula, Smoky Lake County 61% at \$10,553.00, Town of Smoky Lake 26% at \$4,498.00, Village of Vilna 7% at \$1,211.00, and Village of Waskatenau 6% at \$1,038.00, by December 31, 2021; as per Doctor Retention and Recruitment Committee meeting held on May 10, 2021 – Motion 38-21.	Legislative Service Clerk	Patti Priest: Achievements: Motions 742-21, 743-21, 744-21, & 745-21 were emailed to the Town of Smoky Lake's CAO & Assistant CAO on May 17, 2021 for their records as managing partner of the Doctor R&R Committee. The County's Finance Manger and Chairperson of the Doc R&R Committee were cc'd in the said email from Legislative Services. Municipal File: 5-20 Challenges: <i>No value</i> Next Steps: <i>No value</i>	Completed
2021/05/17 748-21	→ Offer to Purchase Land - FOIP Section 27: Privileged Information	That Smoky Lake County Council approve for Administration to procure an appraisal of the land legally described as SW-27-59-17-W4, located at 17252 Highway 28, containing 9.09 acres (more or less), further to Council's Executive Sessions held under the authority of the FOIP Act Section 27: Privileged Information, on April 29, 2021, May 4, 2021 and on May 17, 2021.	Legislative Service Clerk	Patti Priest: Achievements: See May 27, 2021 Council Minutes - the seller did not accept the County's offer and the deal fell through. Municipal File: 12-24 Challenges: <i>No value</i> Next Steps: <i>No value</i>	Completed
2021/05/17 749-21	→ Offer to Purchase Land - FOIP Section 27: Privileged Information	That Smoky Lake County Council approve for an extension the “Buyer's Conditions” deadline as per Sections 8.2.a and 8.2.i within the “Country Residential Purchase Contract” Number 17252SL, of the specified date of May 20, 2021 within the “Country Residential Purchase Contract” – Number 17252SL, by a number of days (subject to the availability of the appraiser) and being when it is 3-days after the final appraisal report is received for the land legally described as SW-27-59-17-W4, located at 17252 Highway 28, containing 9.09 acres (more or less) and further to Council's Executive Sessions held under the authority of the FOIP Act Section 27: Privileged Information, on April 29, 2021, May 4, 2021 and on May 17, 2021.	Legislative Service Clerk	Patti Priest: Achievements: See May 27, 2021 Council Minutes - the seller did not accept the County's offer and the deal fell through. Municipal File: 12-24 Challenges: <i>No value</i> Next Steps: <i>No value</i>	Completed

2021/05/17 750-21

↳ **Offer to Purchase
Land - FOIP
Section 27:
Privileged
Information**

That Smoky Lake County approve to engage Associated Engineering, Alberta Ltd. as per the March 25, 2021 Standard Offer Agreement (SOA), to undertake a Level 1 Environmental Assessment of the land legally described as SW-27-59-17-W4, located at 17252 Highway 28, containing 9.09 acres (more or less), further to Council's Executive Sessions held under the authority of the FOIP Act Section 27: Privileged Information, on April 29, 2021, May 4, 2021 and on May 17, 2021.

Legislative Service
Clerk

Patti Priest:

Achievements: See May 27, 2021 Council Minutes - the seller did not accept the County's offer and the deal fell through.
Municipal File: 12-24

Challenges: *No value*

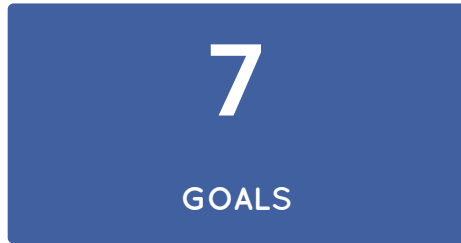
Next Steps: *No value*

Comple



COUNCIL DEPARTMENTAL ACTION LIST FROM MAY 21, 2021 AS OF 2021/06/17

5.1.3.ii



● Draft ● Not started ● On Track ● Behind ● Overdue ● Complete → Direct Alignment --- Indirect Alignment

COUNCIL MOTIONS/INQUIRY PLAN COUNCIL MOTIONS 2021

Meeting...	Motio...	Goal	Details	Owner	Progress Update	Curr...
		2021 05 21 Council Departmental Operations				On Track
2021/05/21	753-21	→ Landowners Request for Access to NW-2-60-17-W4	That Smoky Lake County take no action to the letter received on March 18, 2021 from Richard Elschuk, landowner, requesting access to NW 2-60-17-W4 through the undeveloped road allowance located on SE 3-60-17-W4 for approximately 1.25 km, this unbudgeted proposed project would be for the sole purpose of accommodating access to a single parcel of land, it would involve developing a Category 4 – Access Road, as defined in Policy Statement No. 03-15: Road Policy, and a project of this magnitude would be highly cost prohibitive as the project is estimated to be in the amount of \$300,000.00 to \$400,000.00 plus \$30,000.00 for contingency.	Legislative Service Clerk	Patti Priest: Achievements: Letter to Richard Elschuk quoting the April 29, 2021 – Motion #680-21 & May 21, 2021 - Motion #753-21 along with the website link to Policy Statement No. 03-15: Road Policy, was emailed on June 17, 2021. Public Works provided a used culvert from the County scrap pile for the landowners use on June 2, 2021. Municipal Land File No. NW-02-60-17-W4 Challenges: <i>No value</i> Next Steps: <i>No value</i>	Completed

2021/05/21 754-21	→ Golden View Fabricating Ltd. One-pass Pull Type Grader System	That Smoky Lake County Council and relevant administration who can attend – attend the demonstration of the One-pass Pull Type Grader System Equipment from Golden View Fabricating Ltd., scheduled for Wednesday, May 26, 2021, on Range Road 175 south of Township Road 584 and other possible locations (to be determined); further to the March 25, 2021 Council Motion #534-21 to arrange said demo, and in response to the February 25, 2021 Council meeting delegation: Bruce Chern, Golden View Fabricating Ltd., who provided a video presentation on the said equipment.	Public Works Manager	<p>Patti Priest:</p> <p>Achievements: The equipment was demonstrated as per Motion on May 26, 2021. The County does not own the type of tractor needed to pull the equipment. On June 9, 2021 the CAO received a proposed agreement to use Chern's 8410 tractor, at a rate of \$94 per hour. This information will be further discussed by Council at the June 22, 2021 Departmental Meeting.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	Completed
2021/05/21 755-21	→ Nuisance and Unightly Premises - SW-34-59-12W4, 2240BW-RLY-59 Spedden	That Smoky Lake County issue a letter to the Owner(s) of the land legally described as SW-34-59-12W4, 2240BW-RLY-59, in the hamlet of Spedden, who are in contravention of Bylaw No. 1169-08: Nuisance and Unightly Premises, to notify them to clean up the property or they may be issued an Order by a Designated Officer to remedy contravention of the said bylaw in any manner deemed necessary; and provide them a copy of the said bylaw for their reference.	Peace Officer / Parks & Recreation		Behind
2021/05/21 756-21	→ Alberta Environment Causing Economic Development Delays within Smoky Lake County	<p>That Smoky Lake County pursue a meeting with Glenn van Dijken – MLA Athabasca-Barrhead-Westlock Constituency, Minister of Environment and Parks, Minister of Transportation, and Minister of Municipal Affairs, for the purpose of further escalating attention to the circumstances hindering economic development within Smoky Lake County caused by the tardiness of Alberta Environment and Park's approvals timelines / processes regarding the:</p> <ol style="list-style-type: none"> 1. Waskatenau Nuisance Grounds Reclamation Project - for the purpose of varying the 300-meter setback distance for development; and 2. Mons Lake Shoreline Restoration Project - for the purpose of stabilizing and restoring ecological integrity to the degraded shoreline at Mons Lake recreation area. 	Legislative Service Clerk	<p>Patti Priest:</p> <p>Achievements: The meeting date has been confirmed as June 28, 2021 at 1pm and will be held as a Government Liaison Meeting. MLA Glenn van Dijken has confirmed he plans to attend.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Patti Priest:</p> <p>Achievements: May 26, 2021- Email sent to MLA Glenn van Dijken's Office <Athabasca.Barrhead.Westlock@assembly.ab.ca>: ..looking to coordinate a meeting as per Smoky Lake County Council's May 21, 2021 resolution #756-21 as follows:</p> <p>That Smoky Lake County pursue a meeting with Glenn van Dijken – MLA Athabasca-Barrhead-Westlock Constituency, Minister of Environment and Parks, Minister of Transportation, and Minister of Municipal Affairs, for the purpose of further escalating attention to the circumstances hindering economic development within Smoky Lake County caused by the tardiness of Alberta Environment and Park's approvals timelines / processes regarding the:</p>	On Track

		<p>1. Waskatenau Nuisance Grounds Reclamation Project - for the purpose of varying the 300-meter setback distance for development; and</p> <p>2. Mons Lake Shoreline Restoration Project - for the purpose of stabilizing and restoring ecological integrity to the degraded shoreline at Mons Lake recreation area.</p> <p>I am aiming to secure a meeting date with Mr. van Dijken first and then I will extend the invitation to the Ministers above. Please let me know if any of the following preferred dates are available for Glenn to attend or please suggest alternative dates:</p> <p>Wednesday, June 16, 2021</p> <p>Thursday, June 17, 2021</p> <p>Friday, June 25, 2021</p> <p>Monday, June 28, 2021</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	
2021/05/21 761-21	<p>→ Weekly Historical Map Trails of Grader Activity That Smoky Lake County Council change the format of the information reports received by Council in respect to weekly historical map trails of Grader equipment activity from the Titan GPS system, produced by the GIS Officer as per Management Policy Statement No. 1-M-33-09: Geographic Information System (GIS) Services Work Plan, to paper copies of the manually highlighted paper maps produced by the Grader Operators.</p>	<p>Public Works Manager</p> <p>Patti Priest:</p> <p>Achievements: The Public Works Manager instructed his staff to copy, scan and email the maps as per motion 761-21, weekly to Council.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	<p>Comple</p>

2021/05/21 763-21

↳ **Training Events
– Reports to
Council**

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:

All Departments:

· KT Decision Analysis Training, held on April 20, 2021, attended by all Managers, Planning and Development Assistant and Public Works Shop Mechanic, Communications Technician, and GIS Officer.

Agricultural Services Board:

· Decision Analysis & Risk Assessment Workshop, held on April 20, 2021, attended by the Agricultural Fieldman.

Legislative Service
Clerk

Patti Priest:

Achievements: Reporting on Training Events is captured for other members to reference as an educational tool.
Municipal File: 1-289

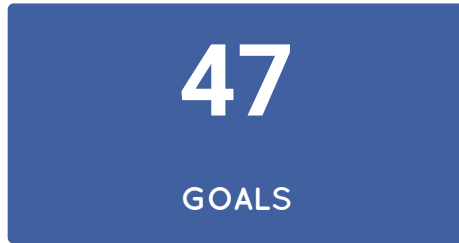
Challenges: *No value*

Next Steps: *No value*

Comple



5.1.3.iii



● Draft ● Not started ● On Track ● Behind ● Overdue ● Complete → Direct Alignment --- Indirect Alignment

COUNCIL MOTIONS/INQUIRY PLAN

COUNCIL MOTIONS 2021

Meeting...	Motio...	Goal	Details	Owner	Progress Update	Curr...
2021 05 27 County Council Meeting						On Track
2021/05/27	776-21	→ Canadian Heritage Rivers System (CHRS) North Saskatchewan River Nomination Update	That Smoky Lake County accept the update as of May 27, 2021, in respect to North Saskatchewan Heritage River Project: to nominate 818km of the North Saskatchewan River across Alberta as a Heritage River under the Canadian Heritage Rivers System (CHRS), and the 'What We Heard Report' outlining the results of public engagement through a webinar and online survey seeking public input for support of the said project; and acknowledge the nomination process is on-track and anticipated to be completed ahead of the October 2021 CHRS Board Meeting followed by a collaborative Management Plan to complete the Designation subsequently in 2022.	Planning & Development Manager	<p>Jordan Ruegg: Achievements: During this reporting period, the "What We Heard" Report was published on the County's website & distributed to +16 River Municipalities, Indigenous Partners, MLAs, MPs, and community group partners. Work has continued on the draft Nomination Document, which will be submitted in its final form this Fall. Finally, CHRS has also published its new 2020-2030 Strategic Plan which is attached to this Report for reference.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Patti Priest: Achievements: Municipal File: 61-48</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	On Track

2021/05/27 777-21

→ **Canadian Heritage Rivers System (CHRS) North Saskatchewan River Nomination**

That Smoky Lake County Reeve submit a letter, on behalf of Council, to the Lieutenant Governor of Alberta, Her Honour, the Honourable Salma Lakhani, AOE B.Sc., to extend an invitation for her to officiate a future Nomination Ceremony, which is to be coordinated with the Canadian Heritage Rivers System (CHRS) Board, the Province of Alberta, and Federal Government; and coordinate planning of said event with the Offices of Alberta Minister Nixon of Environment and Parks (AEP), Minister Wilkinson of Environment and Climate Change Canada (ECCC), Alberta Senator Paula Simons, Member of Parliament Shannon Stubbs, and other NSR municipalities, MLAs, MPs, and Indigenous communities.

Planning & Development Manager

Patti Priest:

Achievements: Municipal File: 61-48

Challenges: *No value*

Next Steps: *No value*

Jordan Ruegg:

Achievements: The Planning and Development Manager sent a letter, dated May 28, 2021, to the Honourable Salma Lakhani, Lieutenant Governor of Alberta, inviting her to officiate a ceremony for the nomination of the North Saskatchewan River to the Canadian Heritage Rivers System (CHRS). Should the County's efforts to designate the River be successful, administration will extend the invitation to said event to the Alberta Environment Director Kevin Wilkinson, Alberta Senator Paula Simons, and Member of Parliament Shannon Stubbs.

Challenges: *No value*

Next Steps: *No value*

On Track

2021/05/27 778-21

→ **Canadian Heritage Rivers System (CHRS) North Saskatchewan River Nomination**

That Smoky Lake County Reeve submit a letter to the Reeve of Brazeau County, to encourage the municipality to join Smoky Lake County along with over 60 communities in supporting the North Saskatchewan Heritage River Project: to nominate 818km of the North Saskatchewan River across Alberta as a Heritage River under the Canadian Heritage Rivers System (CHRS).

Planning & Development Manager

Jordan Ruegg:

Achievements: During this reporting period, the "What We Heard" Report was published on the County's website & distributed to +16 River Municipalities, Indigenous Partners, MLAs, MPs, and community group partners. Work has continued on the draft Nomination Document, which will be submitted in its final form this Fall. Finally, CHRS has also published its new 2020-2030 Strategic Plan which is attached to this Report for reference.

Challenges: *No value*

Next Steps: *No value*

Patti Priest:

Achievements: Municipal File: 61-48

Challenges: *No value*

Next Steps: *No value*

On Track

2021/05/27 779-21	<p>→ Proposed Public Participation Plan: Hamlet Chickens, Dark Skies, Temporary RVs</p>	<p>That Smoky Lake County implement the Public Participation Plan, in accordance with Policy Statement No. 01-51: Public Participation, for proposed amendments to the Land Use Bylaw relating to: Hamlet Chickens, Dark Skies, and Temporary RVs at Lake-lots, to obtain a 'What We Heard' report answering the following questions which will be brought forward to a future Council Meeting, including but not limit to:</p>	<p>Planning & Development Manager</p>	<p>Jordan Ruegg: Achievements: Progress continues on implementing the public participation plan adopted at the May Council Meeting, including online survey and open houses. A what we Heard Report will be brought to the next Committee Meeting in late July. (RECOMMENDATION - Schedule a Committee of the Whole meeting for the purposes of planning, to be held in the final week of July, 2021.)</p>	<p>On Track</p>	
<ol style="list-style-type: none"> 1. Should the Hamlet General areas be permitted to keep a limited number of chickens? 2. Should the County pursue Dark Sky designated status, what considerations should made? Should the entire County be nominated, or a portion? 3. How should the County handle temporary visiting RVs at lake-lots? 	<p>Challenges: <i>No value</i></p>	<p>Next Steps: <i>No value</i></p>	<p>Patti Priest:</p>	<p>Achievements: Municipal File: behind Bylaw 1274-14</p>		<p>Challenges: <i>No value</i></p>
2021/05/27 780-21	<p>→ Policy Statement No: 01-53-01: Treaty 6 and Indigenous Acknowledgement</p>	<p>That Smoky Lake County adopt Policy Statement No. 01-53-01: Treaty 6 and Indigenous Acknowledgement; and the Reeve, on behalf of Council, invite the Metis Nation of Alberta (MNA) and Treaty 6 Confederacy of First Nations to a flag raising/installation ceremony, pending COVID:</p>	<p>Municipal Clerk</p>	<p>Jenna Preston: Achievements: Policy Statement No. 01-53-01: Treaty 6 and Indigenous Acknowledgement was incorporated into the "Governance" Policy Manual and posted to the website.</p>	<p>Completed</p>	
<p>Challenges: <i>No value</i></p>	<p>Next Steps: <i>No value</i></p>	<p>Patti Priest:</p>	<p>Achievements: Municipal File: 7-44 (documentation in creating the said policy)</p>	<p>Challenges: <i>No value</i></p>		<p>Next Steps: <i>No value</i></p>

2021/05/27 781-21	<p>→ Encroachment Agreement – County Road Allowance (Willow Road) Mons Lake</p>	<p>That Smoky Lake County execute an Encroachment Agreement with James and Colette Packard, owners of the lands legally described as 8023098, Block 1, Lot 12, (Mons Lake Estates – Mons Lake) to allow the existing deck to encroach upon the County road allowance (Willow Road) and register the said Encroachment Agreement on the land title of the described lands.</p>	<p>Planning & Development Manager</p>	<p>Jordan Ruegg: Achievements: The Encroachment Agreement between Smoky Lake County and James & Colette Packard, respecting the lands legally described as Lot 12, Block 1, Plan 8023098, was signed and executed on June 9, 2021, and was sent to the Edmonton Land Titles Office for registration via caveat against the Certificate of Title for said lands, on June 14, 2021. Challenges: <i>No value</i> Next Steps: <i>No value</i></p> <p>Patti Priest: Achievements: Municipal File: Legal Land File Lot 12, Block 1, Plan 8023098 Challenges: <i>No value</i> Next Steps: <i>No value</i></p>	<p>On Track</p>
2021/05/27 784-21	<p>→ 2021 General Municipal Election Voting Stations</p>	<p>That Smoky Lake County approve for the following Voting Stations to be established in each Division, as designated by the Chief Returning Officer, Michelle Wright, for Smoky Lake County's 2021 General Municipal Election, scheduled for Monday, October 18, 2021:</p> <p>Division One Spedden National Hall, 5002 - 49 Street, Spedden Vilna Cultural Centre, 5431 - 50 Street, Vilna</p> <p>Division Two Stry 75th Anniversary Hall, 13304 Twp Rd 584 Dickiebush Church Hall, 58444 Rge Rd 152</p> <p>Division Three Warspite Community Hall, 4913 - 51 Avenue, Warspite Smoky Lake Curling Club, 45 White Earth Street, Smoky Lake</p> <p>Division Four Bellis Ukrainian Rec. Cultural Centre, 4956 50 Street, Bellis Smoky Lake Curling Club, 45 White Earth Street, Smoky Lake</p> <p>Division Five Waskatenau Community Centre, 5104 – 50 Street, Waskatenau Smoky Lake Curling Club, 45 White Earth Street, Smoky Lake.</p>	<p>Legislative Service Clerk</p>	<p>Patti Priest: Achievements: Information posted on the County's Website by Communications on June 7, 2021: http://www.smokylakecounty.ab.ca/p/for-voters Municipal File: 1-134J Challenges: <i>No value</i> Next Steps: <i>No value</i></p>	

2021/05/27 785-21	→ 2021 General Municipal Election Advance Vote Poll	That Smoky Lake County's Advance Vote Poll for the 2021 General Election be held on two dates prior to October 18, 2021 as chosen by the Returning Officer, with one date being on a weekday and the other date being on a Saturday; and the Voting Station for the Advance Poll be established at the Smoky Lake County Administration Office located at 4612 McDougall Drive in the Town of Smoky Lake.	Legislative Service Clerk	<p>Patti Priest:</p> <p>Achievements: The Returning Officer provided the Advance Poll Dates on June 2, 2021, as follows: Saturday, October 9, 2021 ,10:00 am to 5:00 pm</p> <p>Thursday, October 14, 2021, 4:00 pm to 8:00 pm</p> <p>Municipal File: 1-134J</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	Comple
2021/05/27 786-21	→ Policy Statement No. 01-28-02: Council – Request for Information	That Smoky Lake County Policy Statement No. 01-28-02: Council – Request for Information, be amended:	Municipal Clerk	<p>Patti Priest:</p> <p>Achievements: Policy Statement No. 01-28-02: Council – Request for Information was incorporated into the "Governance" Policy Manual and posted on the website. This Policy will also be incorporated into the Council orientation Binder as a resource tool.</p> <p>Municipal File: 1-197</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	Comple
2021/05/27 787-21	→ Policy Statement No. 03-25-11: Sale of Gravel or Sand	That Smoky Lake County Policy Statement No. 03-25-11: Sale of Gravel or Sand, be amended:	Municipal Clerk	<p>Patti Priest:</p> <p>Achievements: Policy Statement No. 03-25-11: Sale of Gravel or Sand, was incorporated into the "Governance" Policy Manual and posted on the website June 8, 2021. A digital copy was provided to the Public Works Manager and Shop Clerk for reference on June 8, 2021.</p> <p>Municipal File: 3-92</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	Comple

2021/05/27 788-21	→ Speed Limit Amendment at Highway 28 and 831 Roundabout	That Smoky Lake County support Alberta Transportation's proposed amendment to the speed limit for the newly constructed roundabout at the intersection of Highway 28 and 831 near Waskatenau, from the current 80km/h to 70km/h then to 40km/h for the purpose of facilitating safe and effective operation of the roundabout, as per the letter received from Jeff Zhang, Construction Manager, Alberta Transportation, dated April 29, 2021, in respect to the said Speed Zone Change Request (CON13577), and notify him of same by signing and returning the said letter as requested.	Legislative Service Clerk	<p>Patti Priest:</p> <p>Achievements: As requested by Jeff Zhang, Construction Manager, Alberta Transportation, the letter was signed by the CAO Gene Sobolewski and returned to Mr. Zhang via email on May 28, 2021. Municipal File: 3-161</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	Comple
2021/05/27 789-21	→ Enterprise Resource Planning (ERP) Finance Software - Diamond Municipal Solutions	That Smoky Lake County Council approve for Administration to negotiate a contract with Central Square for the purchase and implementation of Diamond Municipal Solutions which is an Enterprise Resource Planning (ERP) Finance Software used to develop, support and maintain technology solutions which are designed specifically for local government in North America built on the Microsoft Dynamics GP platform, and will be used to provide Smoky Lake County complete financial management software including accounting, reporting and business intelligence; and Council approve the unbudgeted costs in the amount of \$364,000.00 out be taken out of reserves.	Finance Manager	<p>Brenda Adamson:</p> <p>Achievements: A Contract meeting was held Monday June 14, 2021. Central Square will be sending the contract to the CAO via docusign for signature. Project planning meetings will start July,.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p>Patti Priest:</p> <p>Achievements: Municipal File: 16-20</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	Comple
2021/05/27 790-21	→ Policy Statement No. 01-41-01: Asset Management	That Smoky Lake County Policy Statement No. 01-41-01: Asset Management, be adopted:	Municipal Clerk	<p>Patti Priest:</p> <p>Achievements: Policy Statement No. 01-41-01: Asset Management was incorporated into the "Governance" Policy Manual and posted on the website.</p> <p>Municipal File: 1-53</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	Comple

2021/05/27	791-21	→ Request for Proposal: Construction Project No. C2113	That Smoky Lake County Council amend the Policy Statement No. 03-18-16: Five-Year Road Plan, by deferring the 2021 Road Construction Project No. C2113 on Township Road 592 between Range Road 172 and Range Road 171, to Year-2022, as the Request for Proposal (RFP) bids received on May 27, 2021 for the said project exceeded the County's budget due to higher than usual contingencies for the unknown.	Public Works Manager	<p>Patti Priest:</p> <p>Achievements: on June 8, 2021 the Public Works Manager notified, by telephone, all the companies who submitted bids of the County's intent as per motion #791-21.</p> <p>Municipal File: 3-56k</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	Completed
2021/05/27	792-21	→ Weed/Pest Inspector Appointment	That Smoky Lake County Council appoint Jolene Prockiw as Weed/ Pest Inspector, effective May 1, 2021 to termination of employment.	Agricultural Fieldman	<p>Patti Priest:</p> <p>Achievements: A copy of the Motion appointing the employee was provided to Payroll to be placed in their personnel file on June 9, 2021</p> <p>Municipal File: 792-21</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	Completed
2021/05/27	793-21	→ Weed/Pest Inspector Appointment	That Smoky Lake County Council appoint Tori Stang as Weed/Pest Inspector, effective May 1, 2021 to termination of employment.	Agricultural Fieldman	<p>Patti Priest:</p> <p>Achievements: A copy of the Motion appointing the employee was provided to Payroll to be placed in their personnel file on June 9, 2021</p> <p>Municipal File: 792-21</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	Completed
2021/05/27	794-21	→ 2021 Municipal Accountability Program (MAP) Review	That Smoky Lake County acknowledge receipt of the correspondence received from Alberta Municipal Affairs, Mr. Paul Wynnyk, Deputy Minister, dated March 10, 2021 via email on May 25, 2021, in regard to Smoky Lake County's 2021 Municipal Accountability Program (MAP) Report from the MAP review of Smoky Lake County, which was originally scheduled for January 13, 2021 and then conducted later on January 18, 2021.	Assistant Chief Administrative Officer	<p>Patti Priest:</p> <p>Achievements: Correspondence retained for documentation and reference purposes. Municipal File: 1-11</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	Completed

2021/05/27 795-21

→ **2021 Municipal Accountability Program (MAP) Review**

That Smoky Lake County accept the "2021 Municipal Accountability Program (MAP) Report", dated January 13, 2021, and post it on the County website to demonstrate accountability and transparency for County citizens; and prepare a Response Plan to be submitted within eight weeks, or as soon as possible, to Alberta Municipal Affairs detailing the timeline of actions to be taken in remedying the eight legislative gaps to be completed within one-year as follows:

1. requirement for the property tax bylaw to be in accordance with the MGA;
2. requirement to establish a local and a composite assessment review board by bylaw;
3. requirement for the procedural bylaw to be in accordance with the MGA;
4. requirement for the borrowing bylaw to be in accordance with the MGA;
5. requirement to adopt an interim operating budget and that the fiscal budget aligns with the annual property tax bylaw;
6. requirement for the content of assessment notices to be in accordance with the MGA;
7. requirement for nomination forms to be submitted in accordance with the LAEA; and
8. requirement for municipal emergency training to be in place.

Assistant Chief Administrative Officer

Patti Priest:

Achievements: The County's MAP Review Report was posted on the County website on May 28, 2021 under the "About" section. The Assistant CAO & Finance Manager prepared a MAP response plan, signed off by the CAO on June 1, 2021.

Legislative Services emailed the plan & supporting documents to Municipal Affairs on June 1, 2021.

Municipal File: 1-11

Challenges: *No value*

Next Steps: *No value*

Comple

2021/05/27 798-21

→ **Offer to Purchase Land SW-27-59-17-W4**

That Smoky Lake County Council amend their offer for the purchase of the land legally described as SW-27-59-17-W4, containing 9.09 acres (more or less) to a total in the amount of \$250,000.00, for consideration by the seller; pursuant to the Executive Session discussions held in respect to same on April 29, 2021, May 4, 2021, May 17, 2021, and May 27, 2021, under the authority of the FOIP Act Section 27: Privileged Information.

CAO

Patti Priest:

Achievements: Email received from Jill Gogowich, Realtor Century 21 - client not accepting County's offer of \$250,000 on May 27, 2021 @ 4:50 p.m., indicating Appraisal may be low - but there's value in the location for more than on reason. Will be sending a non-waiver to sign. Municipal File: 12-24

Challenges: *No value*

Next Steps: *No value*

Comple

Councillor Halisky called for a Recorded Vote:

In Favour	Opposed
Lukinuk	Halisky
Orichowski	Gawalko
Cherniwchan	

2021/05/27 799-21	→ Offer to Purchase Land SW-27-59-17-W4	That Smoky Lake County Council approve the unbudgeted expense to purchase the land legally described as SW-27-59-17-W4, containing 9.09 acres (more or less), in the amount of \$250,000.00, funded from reserves and authorize the Chief Administrative Officer to remove the conditions of finance approval and the approval of an appraisal from the offer to purchase contract, pursuant to the Executive Session discussions held in respect to same on April 29, 2021, May 4, 2021, May 17, 2021, and May 27, 2021 under the authority of the FOIP Act Section 27: Privileged Information.	Finance Manager	Patti Priest:	Achievements: Email received from Jill Gogowich, Realtor Century 21 - client not accepting County's offer of \$250,000 on May 27, 2021 @ 4:50 p.m., indicating Appraisal may be low - but there's value in the location for more than on reason. Will be sending a non-waiver to sign. Municipal File: 12-24	Completed
2021/05/27 800-21	→ Regional Fire Services – Review – Transitional Solutions Inc. (TSI)	That Smoky Lake County execute the contract with Transitional Solutions Inc. (TSI) of Edmonton, Alberta for the purpose of conducting the Smoky Lake Regional Fire Services Review including, but not limited to, an assessment and evaluation of the following: <ul style="list-style-type: none"> • Job Description Review Including Duties (Chief, Deputy and Volunteers, their Utilization and Chain of Command), • Apparatus Needs, • Water Supply, • Fire Halls and Infrastructure, • Training and Competency, • Mutual Aid Agreements, • Fire Prevention and Inspection Initiatives, • Health and Safety, and • Potential Staff Support, as per TSI's proposal dated May 25, 2021 at a cost in the amount of \$64,020.00, funded by the 2020/21 – Alberta Community Partnership (ACP) Intermunicipal Collaboration Grant.	Fire Chief	Patti Priest:	Achievements: Email received from Eric Thomas, MBA, President, transitional Solutions on June 8, 2021 with three fully executed agreements for the Smoky Lake Regional Fire Review. Municipal File: 19-125D	
				Challenges: <i>No value</i>	Next Steps: <i>No value</i>	

2021/05/27 801-21	→ Regional Fire Services – Master Plan – Transitional Solutions Inc. (TSI)	<p>That Smoky Lake County approve for Transitional Solutions Inc. (TSI) of Edmonton, Alberta to create the Smoky Lake Regional Fire Master Plan for the purpose of guiding the Region in making decisions to best meet the needs of the municipalities and develop a framework for effective fire service delivery in the County, the Town and the Villages, which including, but not limited to, an assessment and evaluation of the following:</p> <ul style="list-style-type: none"> • firefighter safety, • cost control and containment, • efficiency, • effectiveness, <p>and to identify the right-sized service and approach to meet the needs of the region over the next 10 years; as per TSI's proposal dated May 25, 2021 at a cost in the amount of \$63,180.00, funded by the 2020/21 – Alberta Community Partnership (ACP) Intermunicipal Collaboration Grant.</p>	Fire Chief	<p>Patti Priest:</p> <p>Achievements: Email received from Eric Thomas, MBA, President, transitional Solutions on June 8, 2021 with three fully executed agreements for the Smoky Lake Regional Fire Review. Municipal File: 19-125D</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	Comple
2021/05/27 802-21	→ Regional Fire Services – Governance Plan – Transitional Solutions Inc. (TSI)	<p>That Smoky Lake County approve for Transitional Solutions Inc. (TSI) of Edmonton, Alberta to create the Smoky Lake Regional Governance Plan for the purpose of providing alternatives for governance models with the operating and capital financial implications of each model, along with an Implementation Plan to support the execution of the Regional Fire Services Business Plan, as per TSI's proposal dated May 25, 2021 at a cost in the amount of \$44,659.00, funded by the 2020/21 – Alberta Community Partnership (ACP) Intermunicipal Collaboration Grant.</p>	Fire Chief	<p>Patti Priest:</p> <p>Achievements: Email received from Eric Thomas, MBA, President, transitional Solutions on June 8, 2021 with three fully executed agreements for the Smoky Lake Regional Fire Review. Municipal File: 19-125D</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	Comple
2021/05/27 803-21	→ COVID-19 – Office Closure to Public and Employee Mental Health	<p>That Smoky Lake County acknowledge action taken by the Chief Administrative Officer in providing County Staff the following:</p> <ul style="list-style-type: none"> • Memorandum: COVID-19 Restrictions - Administration and Public Works Offices closed to the Public, due to exceeding the 30-case threshold, effective May 10, 2021 until further notice, • Email: article by Jackie Dunham CTV News Writer. May 14, 2021 titled "Burning out: Remote workers report paying a price for increased productivity", to stress the importance for employees to take time for themselves for their mental health. 	Legislative Service Clerk	<p>Patti Priest:</p> <p>Achievements: No Action required. Documented for historical purposes and tracking municipal measures taken in respect to the COVID-19 pandemic.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	Comple

2021/05/27 804-21	→ Indigenous Consultation Workshop - Mâwandônan Consulting	That Smoky Lake County Council continue the Aboriginal Consultation training through Mâwandônan Consulting, those who can attend – attend the virtual workshops facilitated by Clayton Desjarlais of Mâwandônan Consulting, scheduled for Wednesday, June 2, 2021 and Thursday, June 3, 2021.	Legislative Service Clerk	Patti Priest: Achievements: All Council, and Gene Sobolewski, CAO; Patti Priest, Legislative Services Clerk; Dave Kully, Shop Foreman; Doug Ponich, Public Works Manager; Evonne Zukiwski, Communications Tech; Trevor Tychkowsky, Safety Officer; Dave Franchuk, Enviro Op Manager; Daniel Moric, Natural Gas Manager; Jordan Ruegg, P&D Manager; Brenda Adamson, Finance Manager; Carleigh McMullin, Ag Fieldman; Amanda Kihn, Assist. Ag Fieldman; Ed English, Peace Officer; and Carole Dowhaniuk, GIS, attended the training held virtually on June 2-3, 2021. Challenges: <i>No value</i> Next Steps: <i>No value</i>	Comple
2021/05/27 805-21	→ Municipal Affairs - First Nations Senate and Referenda Initiative	That Smoky Lake County approve for the Returning Officer to participate in training and offer to partner with our First Nations neighbours to assist in providing voting opportunities to First Nation communities by special ballot derived from Section 77.1(1)(b) of the Local Authorities Election Act (LAEA), which allows for the provision of special ballots to voters outside the local jurisdiction; and specify what methods a person may use to request a special ballot from the list in Section 77.1 (2) of the LAEA, and also specify what period of time electors may request a special ballot as per Section 77(2.1); and specify a date and time that returned special ballots must be received by, which may be before the close of polls on election day as per Section 77.2(3.1); in response to the letter received from Municipal Affairs dated May 21, 2021.	Legislative Service Clerk	Patti Priest: Achievements: Email from Returning Officer received on June 1, 2021 confirming her participation in the training scheduled for June 2, 2021. Municipal File:1-134J Challenges: <i>No value</i> Next Steps: <i>No value</i>	Comple
2021/05/27 807-21	→ Property Tax Request for Write Off - Tax Roll 14592011	That Smoky Lake County Council write off taxes in the amount of \$10,916.39 and penalties in the amount of \$20,186.88 on Tax Roll 14592011 SE-20-059-14 W4 due to the inability to collect from a defunct company and the Province no longer assessing the property.	Finance Manager	Debbie Hackman: Achievements: Completed June 14/21 Challenges: <i>No value</i> Next Steps: <i>No value</i>	Comple
2021/05/27 808-21	→ Property Tax Request for Write Off - Tax Roll 15590412	That Smoky Lake County Council write off taxes in the amount of \$13,495.75 and penalties in the amount of \$24,822.22 on Tax Roll 15590412 SE-04-059-15 W4 due to the inability to collect from a defunct company and the Province no longer assessing the property.	Finance Manager	Brenda Adamson: Achievements: Tax Roll 15590412 was written off June 14, 2021 Challenges: <i>No value</i> Next Steps: <i>No value</i>	Comple

2021/05/27	809-21	→ Property Tax Request for Write Off - Tax Roll 16592431	That Smoky Lake County Council write off taxes in the amount of \$11,523.69 and penalties in the amount of \$11,766.30 on Tax Roll 16592431 NW-24-059-16 W4 due to the inability to collect from a defunct company and the Province no longer assessing the property.	Finance Manager		Comple
2021/05/27	810-21	→ Property Tax Request for Write Off - Tax Roll 54000101	That Smoky Lake County Council write off taxes in the amount of \$12,674.39 and penalties in the amount of \$24,390.88 on Linear Tax Roll 54000101 due to the inability to collect from a defunct company and the Province no longer assessing the property.	Finance Manager		Comple
2021/05/27	811-21	→ Property Tax Request for Write Off - Tax Roll 54000106	That Smoky Lake County Council write off taxes in the amount of \$21,629.42 and penalties in the amount of \$24,957.27 on Linear Tax Roll 54000106 due to the inability to collect from a defunct company and the Province no longer assessing the property.	Finance Manager	Brenda Adamson: Achievements: Linear Tax Roll 54000106 was written off June 15, 2021 Challenges: <i>No value</i> Next Steps: <i>No value</i>	Comple
2021/05/27	812-21	→ Accounts Receivable Request for Write Off	That Smoky Lake County Council write off Accounts Receivable Account Number 04559 in the amount of \$1,036.06 in penalties, as the account holder has paid the original balance for the Year-2020 emergency.	Finance Manager	Brenda Adamson: Achievements: All penalties for Account 4559 have been cancelled. Challenges: <i>No value</i> Next Steps: <i>No value</i>	Comple
2021/05/27	817-21	→ Victoria District Economic Development Strategy Implementation Working Group	That Smoky Lake County acknowledge receipt of the seven (7) sets of minutes Victoria District Economic Development Strategy Implementation Working Group's minutes dated: December 18, 2020, February 8, 2021, February 26, 2021, March 26, 2021, April 9, 2021, April 30, 2021, and May 7, 2021, which are all posted on the County's website for public information.	Legislative Service Clerk	Patti Priest: Achievements: Information retained and posted to the County's website for transparency purposes. Municipal File: 61-8 Challenges: <i>No value</i> Next Steps: <i>No value</i>	Comple
2021/05/27	818-21	→ RCMP Liaison Committee: Acknowledgment of Consultation - Community Priority Issues	That Smoky Lake County approve the action taken by the Reeve on May 13, 2021, in executing the Royal Canadian Mounted Police (RCMP) - Acknowledgment of Consultation for the Community Priority Issues of 1.) Crime Reduction, 2.) Visibility and Enforcemtn in Community, and 3.) Enhance Public Confidence and Engagement - Consultations & Connections, for Smoky Lake County.	Legislative Service Clerk	Patti Priest: Achievements: The acknowledgement was executed on May 13, 2021 in person, as Sgt. Jeff Sehn made an impromptu visit at the May 13, 2021 Policy Committee Meeting on behalf of Sgt. Tina Chan. Municipal File: 2-85 Challenges: <i>No value</i> Next Steps: <i>No value</i>	Comple

→ **Citizens-on-Patrol (COP) Association – Request for Increase of Donation**

That Smoky Lake County provide the annual budgeted donation in the amount of \$3,000.00 to the Vilna Citizens-on-Patrol (COP) Association; and if group requires additional funding at the end of Year-2021, advise them to re-submit a request for same, in response to the letter received from Leanna Schoepgens, Treasurer, Vilna Citizens-on-Patrol, dated April 30, 2021, requesting an increased donation of \$6,000.00 due to COVID-19.

Finance Manager

Brenda Adamson:

Achievements: The motion and request have been forwarded to Accounts Payable for payment

Challenges: *No value*

Next Steps: *No value*

Patti Priest:

Achievements: Municipal File: 2-91

Challenges: *No value*

Next Steps: *No value*

Behind

→ **National Public Works Week from May 16-22, 2021**

That Smoky Lake County proclaim May 16-22, 2021 as National Public Works Week with the theme "Stronger Together":

WHEREAS, public works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of Smoky Lake County; and,

WHEREAS, these infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers and employees at all levels of government and the private sector, who are responsible for rebuilding, improving and protecting our nation's transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

WHEREAS, it is in the public interest for the citizens, civic leaders and children in Smoky Lake County to gain knowledge of and to maintain a progressive interest and understanding of the importance of public works and public works programs in their respective communities; and,

WHEREAS, the year 2021 marks the 61st annual National Public Works Week sponsored by the American Public Works Association be it now,

RESOLVED, Smoky Lake County, does hereby designate the week May 16 - 22, 2021 as National Public Works Week and urge all citizens to join with representatives of the American Public Works Association/Canadian Public Works Association and government agencies in activities, events and ceremonies designed to pay tribute to our public works professionals, engineers, managers and employees and to recognize the substantial contributions they make to protecting our national health, safety, and quality of life.

Communications Technician

Patti Priest:

Achievements: Due to COVID-19 restrictions, the County was unable to provide a token of appreciation in person this year.
Municipal File: 1-4

Challenges: *No value*

Next Steps: *No value*

Evonne Zukiwski:

Achievements: National Public Works Week was advertised in the May edition of the Smoky Lake County Grapevine (published the week of May 10, 2021) and promoted on Smoky Lake County's Facebook and Twitter pages on May 16, 2021.

Challenges: *No value*

Next Steps: *No value*

Comple

2021/05/27 821-21	→ Support in Opposition of RCMP being Replaced by an Alberta Provincial Police Service	That Smoky Lake County acknowledge receipt of the copied letter to the Honourable Kaycee Madu - Minister of Justice and Solicitor General, from Barry Turner , Mayor, Town of Morinville, dated April 16, 2021 and from Russ Barnett , Mayor, Town of Magrath, dated April 27, 2021, supporting the RCMP in opposition of the Government of Alberta's initiative to replace the RCMP with an Alberta Provincial Police Service (APPS).	Legislative Service Clerk	Patti Priest: Achievements: Letter was acknowledged and retained as reference of support, which is in conjunction to the County's - May 27, 2021 Motion #775-21. Municipal File: 2-85 Challenges: <i>No value</i> Next Steps: <i>No value</i>	Comple
2021/05/27 822-21	→ MuniSight - Rural Communities Scholarship Program	That Smoky Lake County advertise for self-nominations to MuniSight's Rural Communities Scholarship Program in response to the correspondence received from Justin Rutley, Director, Customer Success, MuniSight, dated April 8, 2021 in regard to same and send the information to Aspen View Public Schools and Lakeland Catholic Schools.	Communications Technician	Patti Priest: Achievements: Municipal File: 17-15 Challenges: <i>No value</i> Next Steps: <i>No value</i> Evonne Zukiwski: Achievements: <ul style="list-style-type: none"> • Added MuniSight's Rural Communities Scholarship Programs to the scholarship listing on the Smoky Lake County website (http://www.smokylakecounty.ab.ca/p/scholarships) - June 3, 2021 • Posted Scholarship opportunities available on social media and tagged Lakeland Catholic School Division, Aspen View School Division and H.A.Kostash School (scheduled for June 3 and August 17, 2021)- June 3, 2021 Challenges: <i>No value</i> Next Steps: <i>No value</i>	Comple
2021/05/27 823-21	→ Alberta Infrastructure Land Purchase Pt. SW-6-59-15-W4M	That Smoky Lake County acknowledge receipt of executed Agreement for the sale of the lands legally described as Pt. SW-6-59-15-W4M to Her Majesty the Queen in right of Alberta, and the funds received in the amount of \$705.00, as per the correspondence received from Emily Brabant, Property Conveyancer, Alberta Infrastructure, dated April 27, 2021.	Planning & Development Manager	Patti Priest: Achievements: This completes the final phase, as per March 4, 2021 Special Council Meeting Motion #480-21. Municipal Land File: SW-06-59-15-W4 Challenges: <i>No value</i> Next Steps: <i>No value</i>	Comple

2021/05/27 824-21	→ Municipal Sustainability Initiative (MSI) Funding	That Smoky Lake County acknowledge receipt of the letter from Ric McIver, Minister of Alberta Municipal Affairs, dated May 10, 2021, confirming the Year-2021 MSI Capital Funding allocation for Smoky Lake County is in the amount of \$1,579,027.00 (which includes \$1,121,777.00 of MSI capital funding and \$457,250.00 of Basic Municipal Transportation Grant funding); and the Year-2021 MSI Operating Funding allocation for Smoky Lake County is in the amount of \$107,802.00 (which includes \$59,541 in Sustainable Investment funding).	Finance Manager	Patti Priest: Achievements: Acknowledge as County Financial Information on the 2021 MSI which will reflect in the 2021 Budget as Grant Funding received. Municipal File: 19-130 Challenges: <i>No value</i> Next Steps: <i>No value</i>	Completed
2021/05/27 826-21	→ Request for Promotional Items for "Rumble Alberta" poker rally	That Smoky Lake County acknowledge action taken in donating promotional items as per Policy Statement No. 01-37-02: Promotional Items, to the "Rumble Alberta" poker rally scheduled for May 21-23, 2021, in response to the request received from Michelle Wright, Community Economic Development Officer (CEDO), Smoky Lake County, dated May 4, 2021.	Municipal Clerk	Patti Priest: Achievements: Municipal File: 1-147 Challenges: <i>No value</i> Next Steps: <i>No value</i> Jenna Preston: Achievements: Promotional items were given to Michelle Wright, Community Economic Development Officer (CEDO), on May 13, 2021 for the "Rumble Alberta" poker rally. Challenges: <i>No value</i> Next Steps: <i>No value</i>	Completed
2021/05/27 827-21	→ Alberta Health – Chief Medical Officer of Health (CMOH) - Order 20-2021	That Smoky Lake County acknowledge receipt of the correspondence from Alberta Health, through the Chief Medical Officer of Health (CMOH) in regard to the "Record of Decision – CMOH Order 20-2021" signed May 6, 2021 in respect to the Covid-19 Response.	Legislative Service Clerk	Patti Priest: Achievements: Acknowledged for information purpose of tracking COVID-19 measures being implemented by the Province of Alberta. Municipal File:5-4 Challenges: <i>No value</i> Next Steps: <i>No value</i>	Completed
2021/05/27 829-21	→ Alberta Gas Co-ops - Ride for Legends Bicycle Ride	That Smoky Lake County Council approve to donate in the amount of \$500.00 to the Managers Group of Alberta Gas Co-ops, sponsored by Gas Alberta Inc. and Federation of Alberta Gas Co-ops Ltd., towards the "Ride for Legends" bicycle ride commencing June 21, 2021, which is an event in support of the Kids with Cancer Society (KWCS) of Edmonton.	Finance Manager	Brenda Adamson: Achievements: The motion and backup have been forwarded to Accounts Payable for payment Challenges: <i>No value</i> Next Steps: <i>No value</i> Patti Priest: Achievements: Municipal File: 9-22 Challenges: <i>No value</i> Next Steps: <i>No value</i>	Behind

2021/05/27 830-21

→ **Community Futures St. Paul – Smoky Lake Region**

That Smoky Lake County support the Community Futures: St. Paul – Smoky Lake Region’s project “Lemonade Day” on June 19, 2021, by promoting the event on Social Media and the Grapevine; and participate in the Lemonade Day 2021 by: issuing Lemonade Stand Business Licenses at a cost of \$1.00 and entering into a simple lease – should the youth want to locate their stand on municipal land.

Communications Technician

Patti Priest:

Achievements: The Planning & Development Department was provided the lemonade day package on May 28, 2021. A copy of Motion #830-21 was provide by email to the Community Futures office for their records on June 9, 2021.

Municipal File:1-129

Challenges: *No value*

Next Steps: *No value*

Evonne Zukiwski:

Achievements:

- Advertised in the June edition of the Smoky Lake County Grapevine (published the week of June 7, 2021) in the Redwater Review and Smoky Lake Signal.
- Posted and advertised on social media on June 3 and June 15, 2021

Challenges: *No value*

Next Steps: *No value*

Comple

2021/05/27 831-21

→ **Smoky Lake Signal**

That Smoky Lake County issue a “Certificate of Appreciation” to the Smoky Lake Signal for 43 Years of Publishing a Newspaper for the Smoky Lake Region area and to thank the business for contributing to our community.

Legislative Service Clerk

Patti Priest:

Achievements: A certificate of Appreciation was created on June 16, 2021. And mailed to the Smoky Lake Signal the week of June 21-25, 2021. Municipal File: 11-3

Challenges: *No value*

Next Steps: *No value*

Comple

↳ **Information
Releases: May
2021 and Thank
You to Smoky
Lake County**

That Smoky Lake County acknowledge receipt of the "Thank You" correspondence from the Bellis Curling Association for the \$10,000.00 donation, and from Sheila Kitz, CAO, County of St. Paul No. 19 for the gift card and "get well" card; and the 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 April 2021, be (F) filed for information or (A) acknowledged receipt:

Ø R32-21 - Letters of Support for Inter-Provincial Nomination of the North Saskatchewan River for the Canadian Heritage River System (CHRS) -Rod Frank, Mayor, Strathcona County, dated April 19, 2021. **A**

Ø R33-21 - RMA: Contact Newsletter: May 7, 2021. **F**

Ø R34-21 - Alberta Counsel, dated May 12, 2021—Re: Staffing Update for Municipal Affairs. **F**

Ø R35-21 - Anita Fagnan, Rural Community Consultant— North East Zone, Rural Community Development and Engagement, Rural Health Professions Action Plan, dated April 30, 2021—Re: Comedy on the Couch Virtual Event—May 27, 2021. **A**

Ø R36-21 - Sally Dary, CLGM, Chief Administrative Officer, County of Two Hills, dated March 24, 2021 - 988 Crisis Hotline for Canada. **A**

Ø R37-21 - RMA: Contact Newsletter: May 14, 2021. **F**

Legislative Service
Clerk

Patti Priest:

Achievements: R32-21 - Municipal File: 4-35
R33-21 - Municipal File: n/a

R34-21 - Municipal File: 1-203

R35-21 - Municipal File: 5-19

R36-21 - Municipal File: 1-18

R37-21 - Municipal File: n/a

Challenges: *No value*

Next Steps: *No value*

Comple

Smoky Lake RCMP May 2021 Media Briefing.

The Smoky Lake RCMP kicked off the beginning of the summer months with 197 calls for service in an around Smoky Lake County.

Members were called to investigate:

- 5 mischief complaints
- 8 persons offences (assault, sexual assault, uttering threats)
- 22 property related offences (theft, theft of vehicle, break and enter)

The RCMP would like to remind everyone to take steps to protect themselves from becoming victims of property crime. Simply removing keys from vehicles and locking doors goes a long way to deterring people from committing offences against you.

The Smoky Lake RCMP were called to assist Cold Lake RCMP with a stolen vehicle that was south on highway 28 entering into Smoky Lake County. Smoky Lake with the assistance of Redwater Integrated Traffic Unit responded however were called off as St Paul RCMP had intercepted and arrested the driver.

As summertime is upon us members would like to take this moment to remind people that if you plan to drink, have an alternate plan to getting yourself home. With recent changes to legislation, officers have the ability to pull over a vehicle under common law or provincial law and during that vehicle stop, utilize the Mandatory Alcohol Screening (MAS) legislation to demand a roadside breath screening test from the driver without reasonable suspicion that the driver has been drinking. Because of legislative changes with Bill 21 in Alberta, police can elect to proceed by Provincial sanctions alone, or Provincial sanctions and Criminal Code charges, depending on the circumstances. (ex. Collision, extreme intoxication, previous impaired convictions, children in the vehicle, commercial vehicle) The following is an overview of the penalties that comes with Provincial Sanctions:

- IRS Novice (GDL drivers)
 - 30 day drivers license suspension, 7 day vehicle seizure, \$200.00 fine
- IRS Commercial (11500kg+)
 - 3 day drivers license suspension, \$300 fine – 1st offence
 - 15 day drivers license suspension, \$600 fine – 2nd offence
 - 30 day drivers license suspension, \$1200 fine – 3rd offence
- IRS Warn (.05-.1)
 - 3 day drivers license suspension, 3 day vehicle seizure, \$300 fine – 1st offence
 - 15 day drivers license suspension, 7 day vehicle seizure, Crossroads course, \$600 fine – 2nd offence
 - 30 day drivers license suspension, 7 day vehicle seizure, Impact course, \$1200 fine – 3rd offence
- IRS Fail (.1 +)
 - 90 day license suspension, 12 months interlock program, 30 day vehicle seizure, Planning ahead course, \$1000 fine – 1st offence
 - 90 day license suspension, 36 months interlock program, 30 day vehicle seizure, Impact Course, \$2000.00 fine, Criminal Code charges – 2nd offence

- 90 day license suspension, lifetime participation in interlock program, 30 day vehicle seizure, \$2000.00 fine, Criminal Code charges – 3rd and subsequent offences

Since its inception, the Smoky Lake RCMP have removed 12 impaired drivers from the roadways and have conducted more than 500 Mandatory Alcohol Screening tests.

Targeting impaired drivers will continue to be a priority of the Smoky Lake RCMP and if you are driving on Alberta roadways, you can expect it is a possibility that an officer will be asking you for a sample of your breath.

Thank You

For over four decades we have produced weekly community newspapers through boom and bust. The support of our staff, readers, advertisers, suppliers, business community and even government elected officials and municipal staff have made the journey fun.

However it is time to move on to another phase of life so we'll be retiring from operating The Review and The Free Press at the end of 2021.

This note is to express appreciation for your support and to give you a heads-up that change will be coming at the end of the year. At this point plans are not certain as to the future of The Free Press or The Review going into 2022.

We will inform you of plans for the newspapers when an announcement is possible as things solidify.

The newspapers will continue to publish **weekly as per normal until the final edition under our ownership on Dec. 22, 2021.**

Thanks again,
Ed Cowley
Wanda Cowley

The Review, Redwater
The Free Press, Morinville
email redwater@shaw.ca
morinville@shaw.ca



Smoky Lake Chamber of Commerce
 PO Box 635 Smoky Lake, AB
 T0A 3C0 Canada
 Phone: (780) 656-3532
 Fax: (866) 898-2608

May 31, 2021

Honorable Doug Schweitzer
 Ministers of Jobs, Economy and Innovation
 Office of the Minister
 Jobs, Economy and Innovation
 425 Legislature Building
 10800 – 97 Avenue
 Edmonton, AB
 T5K 2B6

Dear Minister Schweitzer,

The Smoky Lake Regional Chamber of Commerce thanks you for generously offering your time to meet with our members and other community representatives May 17, 2021. Feedback on the evening has been very favourable and the information shared by you was extremely helpful and optimistic.

During the conversation, you requested our Chamber to follow-up by letter, with any further thoughts, reminders, or areas for more discussion. We have captured these below, and look forward to hearing from you, your ministry or other government representatives on how to engage on solutions and processes for each:

1. Rural needs – lending and commercial insurance

- a. Financial lenders are reluctant (even ATB) to lend on commercial spaces in rural areas. Lenders indicate they would need to charge higher interest rates and fees to provide commercial loans against rural buildings and may not even approve commercial loans for rural business properties. The higher charges, if the loan is contemplated at all, is due to the risk they perceive of being unable to foreclose and sell the property in a less active buying market. Unfortunately, as we strive to remain viable in our smaller communities, the lending industries reluctance to take these risks means many businesses cannot start, grow, or diversify on their own real estate. Recently, Agricultural Financial Services Corporation has also reduced their lending mandate to remove a prior priority for rural business lending (non-agricultural). We are interested if the AFSC mandate will move to a different entity and also if the government would engage with lending industry to address the issues, we are facing for real estate acquisition.
- b. Insurance – small business, both rural and urban, has seen significant increases in insurance costs, relative to their revenues. Some businesses have been advised their insurance policy

has been revoked, due to changes in the underwriters' policies. Finding new, affordable coverage takes a great deal of time and trouble and is a bit of a needle in the haystack. We are seeking the government's assistance in reviewing the insurance industry's structures, especially for rural businesses, to determine if we are being charged higher rates than our urban counterparts, and what can be done to bring insurance levels to the recommended 2% of gross revenues.

2. Infrastructure Projects and Government impacts on local economies
 - a. The government often cites infrastructure projects as impacting local economies in a positive way. Our experience in the past decade, as worker mobility has become the norm, the hotel bookings, restaurant meals and supply purchasing is less than what we saw historically. Many workers are fully mobile and self sufficient, and their economic contribution is limited to RV Park or parking fees. We believe it is time to re-evaluate the economic impact of infrastructure projects on local economies and see where additional leveraging could improve the numbers (if the data confirms our position).
 - b. As government continues to optimize spending, consolidation of procurement in urban or with larger suppliers is having an impact on local businesses. Most departments hosted in our rural communities order their supplies from central procurement, who are not engaged with local vendors. An example is copier paper available across the street from the provincial building, but a courier company is delivering the same product from an Edmonton big box store. There are multiple lifecycle impacts from these procurement policies, the local business impact is only one.
3. Government Building vacancies
 - a. As departments consolidate and technology allows for more remote working, government buildings are seeing vacant and under-utilized spaces. In Smoky Lake Provincial building, we understand there are 6 vacant offices currently. We are requesting these spaces be considered for community needs, including Chamber of Commerce, service groups, project initiatives or others as the community deems important. An inventory of these spaces across the province should be created and offered to the community for their greatest needs (municipal use, NGO's, even private entities if government leasing rates are at local market rates).
 - b. Another possibility to use the space, is to create business hubs for all remote workers in the Region, government or not, for printing, teleconferencing (since provincial buildings are for the most part on broadband connections), small in person meetings, etc. Our Chamber would be interested in including business incubation in a such a space. (and since we mentioned Broadband, leveraging government networks to improve rural connectivity is a potential opportunity)
4. Business Impacts from Covid
 - a. On May 17 we presented the business survey results and indicated we believe our businesses are holding on, anxious for re-opening, impacted by restrictions in other areas beyond the restrictions on themselves (ie. Gift shop not seeing traffic due to hospital and care centre visitor restrictions) and while they may survive COVID, their decisions during COVID to use personal debt and defer major maintenance are likely to cause more challenges soon. We are looking for a government program to consolidate debt, offset or incentivize major maintenance (like home improvement credit programs in other jurisdictions) and assess post COVID viability supports to best suit our small and medium business.
 - b. Also discussed, was the CERB impact, and the information we found from our survey results that many workers chose CERB over returning to work (for many reasons certainly including

safety, childcare, etc). We are hoping those concerns are addressed by all levels of government, to encourage workers to return to work feeling safe and knowing their children are also cared for and safe. The timing of the openings of various sectors of the economy will need to address the unintended consequences of who goes first. For example, daycares are open, schools are not, and many daycare staff must remain at home with school age children and cannot staff the open daycare. Very challenging, and we believe those who strategize the openings will look beyond the COVID exposure risks to the greater ecosystem.

We appreciate any studies or research into the concerns we have raised, with a plan to resolve where problems are confirmed. As mentioned in our conversation May 17, we are also willing to take on the role of pilot community to proof solutions.

Thank you again for your time and commitment to the business community. We look forward to continuing to work together on the challenges we are facing and develop opportunities as well. Contact with the Smoky Lake Regional Chamber of Commerce can be made through our Vice President Michelle Wright at cedo@smokylakeregion.ca and to myself, Noel Simpson at nsimpson@mcsnet.ca.

Sincerely,

Noel Simpson
President, Smoky Lake Regional Chamber of Commerce

cc:

Office of the Premier
Glenn Van Dijken, MLA, Athabasca-Westlock-Barrhead
Smoky Lake County Council
Town of Smoky Lake Council

Village of Waskatenau Council
Village of Vilna Council
James Tessier, JEI
Melonie Doucette, JEI
Penny Fox, Community Futures, St. Paul-Smoky Lake

Office of the Assistant Deputy Minister
Municipal Services Division
17th Floor, Commerce Place
10155 - 102 Street
Edmonton, Alberta T5J 4L4
Canada
Telephone 780-427-2225

AR104333

June 7, 2021

Mr. Gene Sobolewski
Chief Administrative Officer
Smoky Lake County
PO Box 310
Smoky Lake, AB T0A 3C0

Dear Mr. Sobolewski:

Thank you for your email of June 1, 2021, and accompanying action plan, in response to the 2021 Municipal Accountability Program (MAP) report for Smoky Lake County.

I have reviewed the proposed plan, and I am satisfied with the actions and timeline proposed. Please provide a summary report by June 1, 2022, including a record of resolution(s) passed, any new or updated bylaws and any other documents changed to confirm the satisfactory completion of each remaining legislative gap identified in the report.

In order to ensure the MAP continues to be effective, and of value to Alberta municipalities, the ministry will request your feedback about the program in the near future. In the meantime, should you have any questions related to the MAP, please contact Desiree Kuori, Municipal Accountability Advisor, Municipal Capacity and Sustainability, toll-free at 310-0000, then 780-644-8528.

Yours truly,

A handwritten signature in black ink, appearing to read "Gary Sandberg", enclosed within a large, hand-drawn oval.

Gary Sandberg
Assistant Deputy Minister

cc: Brandy Cox, Deputy Minister, Municipal Affairs
Desiree Kuori, Municipal Accountability Advisor, Municipal Affairs



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

File 1-11: MAP

June 1, 2021

Municipal Affairs – Municipal Services Division
 17th floor, Commerce Place 10155 – 102 Street
 Edmonton, Alberta T5J 4L4

Email: MAP@gov.ab.ca

Attention: Desiree Kuori
Municipal Accountability Advisor – Municipal Affairs

Dear Desiree:

Re: Smoky Lake County Municipal Accountability Review Report – Response Plan

This letter is in response to the **Smoky Lake County Municipal Accountability Review** conducted on January 18, 2021. The report did identify eight (8) legislative gaps in areas deemed as non-complaint to the *Municipal Government Act*.

County Council did receive the MAP Review Report at its Council Meeting on May 27, 2021, and the report has been posted on County Website on May 31, 2021 for awareness and transparency for County citizens. Outlined, below is Smoky Lake County's "**Response Plan**" to remedy the legislative gaps. The plan details the action and timeline to be taken to rectify these issues:

SMOKY LAKE COUNTY: MUNICIPAL ACCOUNTABILITY REVIEW – RESPONSE PLAN			
Page	Issue	Action	Completion Date
30	requirement for the property tax bylaw to be in accordance with the MGA	Bylaw 1396-21 to authorize the rates of taxation to be levied was passed April 28, 2021. <ul style="list-style-type: none"> ▪ The municipal rate has been combined into on rate as per audit. ▪ The minimum levy of \$50 is levied on all parcels. The calculations have been verified Attachment: Within Folder. 	April 28, 2021
32	requirement to establish a local and a composite assessment review board by bylaw	A new bylaw will be presented to Council by December 2021.	December 2021
35	requirement for the procedural bylaw to be in accordance with the MGA	A new Procedural Bylaw No. 0000-21 will be presented at the June Council meeting.	June 24, 2021
36	requirement for the borrowing bylaw to be in accordance with the MGA	A new borrowing bylaw 1395-21 will be presented at the June Council meeting.	June 24, 2021



41	requirement to adopt an interim operating budget and that the fiscal budget aligns with the annual property tax bylaw	Policy 08-04-02 – Interim Budget which establishes procedures to authorize expenditures prior to the adoption of a budget will be presented to Council to be rescinded at the June Council meeting. Administration will work with Council to ensure that an interim budget is approved prior to December 31 of each year.	June 24, 2021
54	requirement for the content of assessment notices to be in accordance with the MGA	The tax notice date shows the same date as assessment in error. The combined tax assessment and notice form will be corrected going forward. However, notices have already been printed and mailed for 2021. The Complaint deadline for 2020 was July 31. This is 60 days from the Assessment date of May 31 (excluding May 31 and July 31).	Rectify in 2022
68	requirement for nomination forms to be submitted in accordance with the LAEA	County has always been in compliance with the nomination form process. During the review, a folder was provided that indicated all divisions with the appropriate 5 signatures – question was Division One (provided 3 separate sheets which totaled 10 signatures).	In compliance Information – previously provided.
74	requirement for municipal emergency training to be in place	County is in compliance in the area of municipal emergency training and in accordance with Bylaw No. 1353-19 – Section 3.1. Attachment: Within Folder. Folder entitled Legislative Gaps – Follow-up: Under Heading: Elected Officials Emergency Training. The following information verifies compliance: <ul style="list-style-type: none"> ▪ Minutes dated December 12, 2019 & Bylaw No. 1353-19. ▪ Certificate(s) of Training. ▪ January 2020 Calendar – indicating the training date advertised. 	In compliance Information attached for reference.

The Response Plan addresses the mandatory legislative requirements to the MGA. Enclosed with the letter, is a **Folder** with information verifying the completed “Actions”, as indicated in the plan. When the remaining actions are completed by the dates specified, they will be forwarded to your department. If your or your department requires further information or have questions, please do not hesitate to contact myself.

Yours truly,

Gene Sobolewski
Chief Administrative Officer

GS:lc

Cc. Lydia Cielin, Assistant Chief Administrative Officer, Smoky Lake County
Brenda Adamson, Finance Manager, Smoky Lake County



Shannon Stubbs, MP
Lakeland

May 28, 2021

Mayor and Council/Reeve and Council,

On February 16, 2021 Bill C-21, a bill that makes changes to the Criminal Code and the Firearms Act, and targets law abiding firearms owners, was introduced and is being debated in the House of Commons. Conservatives constitutently call for cracking down on illegal gun smuggling, trading, gang and crime gun use, but Bill C-21 misses the mark if the aim really is to improve and protect the personal and public safety of Canadians. Bill C-21 focuses on the wrong people and groups, while also creating uncertainty and adding undo pressure on other levels of government.

Bill C-21 includes provision to allow municipalities to create handgun bylaws, which would place conditions on federal firearms licenses relating to handgun use, storage, or transportation within municipalities that have passed such bylaws.

Residents in cities and other places, with ever increasing gang shootings and violence rightfully expect their government ought to be taking action to keep them safe, but a regulation that gives municipalities the ability to pass bylaws does not do that. The municipal provision in Bill C-21 would be a bylaw on licenses, so this measure literally, specifically, and only targets Canadians who have licenses. This does nothing to stop dangerous criminals who certainly would never comply with a municipal bylaw when they do not obtain their guns legally, do not get licenses and who frankly do not care about criminal laws. What this purposed municipal bylaw section would do is lead to yet another layer of confusing, overlapping regulations and a patchwork of rules for already law-abiding Canadians within and between communities, while violations could result in two years imprisonment or permanent license revocations.

I have been hearing from municipalities concerned with being tasked by the Federal government to create these types of bylaws. They are sharing fears about economic and housing impacts by the perception that one community has higher safety standards than others, or that law-abiding firearms citizens will literally be unaware they are in violation just by crossing a municipal boundary that has different bylaws.

Some municipalities are saying that they do not have the expertise to create these bylaws and certainly would not have the resources to enforce such regulations. They are also concerned these bylaws potentially violate their own provinces' jurisdiction. Some provinces in opposition to the federal legislation have already passed or are proposing laws that would prohibit this type of power to shift to individual municipalities. Saskatchewan has already passed such a provincial law, and Alberta's bill received royal assent on April 29, 2021.

Due to these concerns, some municipalities have already opposed Bill C-21 and have taken the steps to pass resolutions in opposition to this potential new power that they neither requested, nor have the resources to impose and enforce.

I have attached a copy of the resolution passed by the council in Kingsville, Ontario. I encourage you to seek feedback from your rate payers, and to discuss this issue in council. You may decide to pass a similar resolution on behalf of your community. Please feel free to advise my office if you do so, and to reach out if you require any additional information on Bill C-21.

Sincerely,

Thank you



Shannon Stubbs, MP
Lakeland



2021 Division Road North
Kingsville, Ontario N9Y 2Y9
Phone: (519) 733-2305
www.kingsville.ca
kingsvilleworks@kingsville.ca

Sub-Item 3

SENT VIA EMAIL

March 25, 2021

The Right Honourable Justin Trudeau, MP
Prime Minister of Canada
Langevin Block
Ottawa, Ontario K1A 0A2

Prime Minister:

RE: Bill C-21, An Act to amend certain Acts and to make certain consequential amendments (firearms)

At its Regular Meeting held on March 8, 2021 Council of the Town of Kingsville passed the following Resolution:

"205-2021

Moved By Councillor Thomas Neufeld, **Seconded By** Councillor Larry Patterson

A Resolution concerning Bill C-21, An Act to amend certain Acts and to make certain consequential amendments (firearms), specifically Amendment 26, Section (58.01 (1-8), Conditions-by-law.

WHEREAS municipalities have never been responsible for gun control laws in Canada;

AND WHEREAS law abiding Kingsville residents who own legal handguns have already been thoroughly vetted through the CFSC, PAL and ATT applications;

AND WHEREAS illegal gun owners and smugglers do not respect postal codes;

AND WHEREAS if one municipality enacts a ban and not a neighbouring municipality, this will create a patchwork of by-laws;

AND WHEREAS a municipal ban would be difficult to enforce and easy to get around.

NOW THEREFORE BE IT RESOLVED that The Corporation of the Town of Kingsville is OPPOSED to the adoption of any by-laws restricting the possession, storage and transportation of legally obtained handguns;

AND BE IT FURTHER RESOLVED that this resolution be forwarded to the following public officials: MP Chris Lewis-Essex, MPP Taras Natyshak-Essex, Premier of Ontario The Honourable Doug Ford, Leader of the Official Opposition Andrea Horwath, Prime Minister of Canada The Honourable Justin Trudeau, and Leader of Official Opposition The Honourable Erin O'Toole."

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

Yours very truly,



Sandra Kitchen
Deputy Clerk-Council Services
Legislative Services Department
skitchen@kingsville.ca

cc: Hon. Doug Ford, Premier
cc: Hon. Andrea Horwath, Official Leader of the Opposition
cc: Hon. Erin O'Toole, Official Leader of the Opposition
cc: MP Chris Lewis- Essex
cc: MPP Taras Natyshak-Essex
cc: Hon. Bill Blair, Minister of Public Safety and Emergency Preparedness
cc: MP Shannon Stubbs
cc: Mayor Aldo DiCarlo, Town of Amherstburg
cc: Mayor Larry Snively, Town of Essex
cc: Mayor Tom Bain, Town of Lakeshore
cc: Mayor Marc Bondy, Town of LaSalle
cc: Mayor Hilda MacDonald, Municipality of Leamington
cc: Mayor Gary McNamara, Town of Tecumseh
cc: all Municipalities in Ontario

premier@ontario.ca
horwatha-qp@ndp.on.ca
erin.otoole@parl.gc.ca



Come visit Smoky Lake County

Attractions



Metis Crossing

Victoria Settlement



Paradise Cove

Smoky Lake Golf Course

Smoky Lake County attractions & events

The Smoky Lake Museum, located on the north side of town, displays a number of interesting artifacts and historic photographs of the area. A large antique machinery collection and the restored Pakan ferry are also hosted here. Pakan was a Hudson's Bay Company Post opened in 1864, serving as a steam boat and ferry landing and a stopping point on the Victoria Trail. A full service RV Park, which overlooks the ravine, is situated between the museum and the agricultural complex.

Bring the family to the Great White North Pumpkin Weigh-off and Fair. Have your photo taken with giant pumpkins; enjoy the huge Farmers' Market, Art Show & Sale, kid's activities, the downtown Show 'n Shine, museum threshing bee, and the Giant Pumpkin Drop.

Plan on spending your August long weekend at the Smoky Lake Stampede. Activities include a parade, kids' activities, dance, fireworks, and more.

Victoria Settlement hosts a Frontier Christmas - yes it's Christmas in July! For zany potato fun for all ages take in the Great Alberta Potato Derby. Sink your teeth into a baked potato, roast a hotdog and try a good old fashioned potato sack race and more!

Located just off Highway 855 on the Victoria Trail is Métis Crossing. It is a 512-acre site on the banks of the North Saskatchewan River. Explore one of Canada's Indigenous cultures in Métis settlers' homesteads with historical artifacts, experience the life of a voyageur on the North Saskatchewan River, and camp in their new Metis trappers' tents. The new Métis Crossing Cultural Gathering Centre showcases traditional Metis craftsmanship with modern energy efficiencies to be a true Place of Pride and a year-round attraction.

4612 - McDougall Drive PO Box 310. Smoky Lake, AB T0A 3C0 e-mail: county@smokylakecounty.ab.ca. Tel: (780) 656-3730

www.smokylakecounty.ab.ca

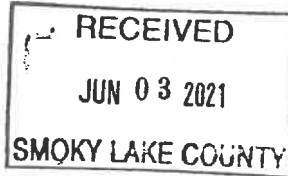


Two Hills Regional Chronicle

Address: P.O. Box 156, Two Hills, AB T0B 4K0
 Email: admin@twohillschronicle.com
 Phone: (780) 657-3536

INVOICE

Customer: Smoky Lake County Date: 28/05/2021
 Address: PO Box 310
 Smoky Lake, AB
 T0A 3C0
 G.S.T No.:
 Email:
 Invoice No: INV-1188
 Att:



Size	Description	Amount
Full Page	Advert - May 2021 Page 5	\$375,00

SUB TOTAL \$375,00
 G.S.T \$18,75
TOTAL \$393,75

PAYMENT DETAILS

Payable To: Two Hills Regional Chronicle
 Address: PO Box 156
 Two Hills, AB T0B 4K0

Thank You for your Support!

www.twohillschronicle.com



May 5, 2021

International Union of Operating Engineers, Local Union No. 955
17603 114 Avenue
Edmonton, AB T5S 2R9
Attention: Labour Relations
Fax: (780) 483-1998
(Original via mail)

Smoky Lake County
P.O. Box 310
Smoky Lake, AB T0A 2C0
Attention: Labour Relations
Fax: (780) 656-3768
(Original via mail)

Canadian Union of Public Employees
300, 10235 124 Street
Edmonton, AB T5N 1P9
Attention: Ella Henry
ehenry@cupe.ca

Canadian Union of Public Employees,
Local 4575
Box 658
Smoky Lake, AB T0A 3C0
Attention: Labour Relations
(via mail)

OUR VISION...

The fair and equitable application of Alberta's collective bargaining laws.

OUR MISSION...

To administer, interpret and enforce Alberta's collective bargaining laws in an impartial, knowledgeable, efficient, timely and consistent way.

501, 10808 - 99 Avenue
Edmonton, Alberta
T5K 0G5

Tel: 780-422-5926
Fax: 780-422-0970

308, 1212 - 31 Avenue NE
Calgary, Alberta
T2E 7S8

Tel: 403-297-4334
Fax: 403-297-5884

E-mail:
alrb.info@gov.ab.ca

Website:
www.alrb.gov.ab.ca

RE: A Board initiated application affecting Smoky Lake County, the International Union of Operating Engineers, Local Union No. 955 and the Canadian Union of Public Employees, Local 4575 – Board File No. GE-08495

This will confirm that as no objections were filed, this matter was brought before Vice-Chair Johnson on May 4, 2021 for disposition. Noting that no objections were filed, the Board granted the application.

As a result, Certificate No. 364-2002 has been revoked and replaced with a new certificate between the International Union of Operating Engineers, Local Union No. 955 and Smoky Lake County, for a unit described as:

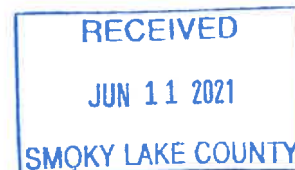
All employees except those covered under Certificate No. 73-2003.

We enclose a copy of Certificate No. C1914-2021 for the records of the parties.

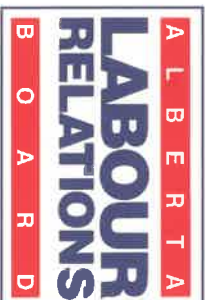
Tannis Brown
Director of Settlement

DG/cs

Enclosure



W:\Common\PROCESS\General\GE-08495\Granted.doc



C E R T I F I C A T E

Issued pursuant to the Labour Relations Code

International Union of Operating Engineers, Local Union No. 955

is certified as the bargaining agent for a unit of employees of

Smoky Lake County

described as

All employees except those covered under Certificate No. 73-2003.

*William J. Johnson, Q.C., Vice Chair
Alberta Labour Relations Board*

File Number: GE-08495
BR-18611
BR-05451

Certificate Number: C1914-2021

May 4, 2021

Land Water Issues for Council Review**Location: 59257 HWY 855**

June 10, 2021

Dear Council,

Please take into serious consideration the water issues urgent to address. We are looking for your assistance.

Your team may already be aware of some past and present discussions regarding water collecting on our farmland and ditch along HWY 855 just south of town. Location 59257 – HWY 855, our local farmstead.

Current farmstead 'overhaul!' is being completed which we are excited to have complete to create a beautiful environment and organized farming operation.

We have also currently tried to drain the water backing up into the ditch area on either side of the driveway. It is not proving effective as water keeps draining into this area, it appears to be a low spot. (?) The culvert has some debris and looks like it could be cleaned out but this has been done previously and does not make enough impact.

Elevations were also taken a few days ago - taken on either side of the driveway along the ditch, north, and also going south to town. Elevations were the same. No sloping either way.

Here are the concerns at hand with this flooding of the area which has occurred in the past 3+ years:

- Electrical poles and wiring in standing wire for months of the year. If work needs to be done how are technicians safely going to access?
- Due to new subdivision upcoming we will require a new electrical meter and are concerned as to how this will be arranged.
- Environmental impact - for ground living animals and species in the forest. Significant portion of trees have died on the farmstead, the bush north of the farm is waterlogged as well.
- Unsafe habitat for ducks now seen in the ditch and close to the home. (Note just this week a female duck actually flew into our chimney and like Santa Clause came all the way down to the fireplace! Luckily brother Lenny saved her and carried her safely outside. She was stuck in the chimney for a few hours, and after drinking a lot of water she flew off.)
- This issue has caused trees to die and fall along the home, and has cost considerable expenses in tree removal and attempts now to drain surface water.
- Incurred costs for a dugout to accommodate for water drainage but not sure if this is a best solution, as water keeps collecting in the ditch and front of the property between the landowners homes, wondering if this is impacting basement flooding issues.

Please see the pictures attached for your reference.

We look forward to hearing from you.

Sincerely,
Stephanie Jarema
Ph. 780-222-6027



North side of driveway.

Ducks on the left.

Some decrease of water shown on electrical pole after a day of attempting to pump out.



North side of Driveway



South side of the driveway and running down between the landowner's homes. This used to be all bush and trees all have died due to water issues. Trees now removed so you can see the extensive water issue. You will also see pump out efforts made in the background.



LIFESAVING SOCIETY®

The Lifeguarding Experts

May 28, 2021

Reeve Craig Lukinuk
Smoky Lake County
PO Box 310
Smoky Lake, AB
T0A 3C0

Dear Reeve,

We are excited to announce the United Nations has adopted a Resolution on Drowning Prevention, of which Canada was a co-sponsor and lead supporter. This Resolution will not only bring more awareness to this preventable problem, but urgency for stakeholders to act. This will include policy development, research and support for community-based drowning prevention action.

Canada faces a major problem – and a preventable one: over 400 people die every year from drowning. On behalf of the Lifesaving Society Alberta and Northwest Territories Branch, I am writing to ask that you proclaim July 18-24, 2021 as NATIONAL DROWNING PREVENTION WEEK in the Smoky Lake County.

The Lifesaving Society is a national, charitable organization working to prevent drowning and reduce water-related injury through our training programs, Water Smart® public education, drowning research and aquatic safety standards. The Lifesaving Society also certifies Canada's National Lifeguards.

National Drowning Prevention Week is one of the Society's leading public education initiatives, with events taking place across the country to focus media and community attention on the drowning problem and drowning prevention. During this week, the Society urges individuals to:

- Supervise children in and around the water.
- Refrain from behaviors that may result in intoxication while participating in aquatic activities.
- Wear a lifejacket when boating.

If every Canadian followed these steps, we could greatly reduce Canada's drowning rate.

A proclamation from the Smoky Lake County would give greater exposure of our lifesaving efforts to the residents of the Smoky Lake County. I hope you will consider our request. A template can be found here: [Proclamation Template 2021](#)

If you have any questions or would like to submit a proclamation, please contact our Drowning Prevention Coordinator at kelseyl@lifesaving.org.

Sincerely,



Kelly Carter
Chief Executive Officer



Kelsey Lalonde

Drowning Prevention Coordinator

Lifesaving Society Alberta and Northwest Territories

13123-156 Street | Edmonton, AB | T5V 1V2 | Canada

Tel: 780 415 1755 | Fax: 780 427 9334

E-mail: kelseyl@lifesaving.org | Web: www.lifesaving.org

Canada's Drowning Prevention Charity



CONTRACT NUMBER: 0286

BETWEEN:

HER MAJESTY THE QUEEN IN RIGHT OF ALBERTA,
as represented by the Minister of Municipal Affairs
(the “Province”)

- and -

SMOKY LAKE COUNTY
(the “Contractor”)

The Province requires, and the Contractor has agreed to provide, the services described in this Contract (“Services”).

In consideration of the following terms, conditions and mutual obligations, the parties agree as follows:

1. The Contractor shall provide the following Services:

On behalf of the Province, for the purposes of the *Alberta Senate Election Act* and *Referendum Act*, as applicable:

- a) conduct an advance vote in accordance with section 73 of the *Local Authorities Election Act*; and
- b) conduct a vote of the electors for the Senate Election and the Referendum Vote(s)

for the following First Nation(s) / Summer Village(s) / Special Area(s) / Improvement District(s) / City of Lloydminster (Alberta portion) on October 18, 2021:

Municipality	Population
Saddle Lake Cree Nation, Whitefish Lake 128	2,302

- c) Subject to this agreement and in compliance with all the aforementioned Acts, arrangements for conducting of the votes shall be at the discretion of the Contractor.
 - d) The Contractor shall adhere to the notice requirements noted in Section 35 of the *LAEA* for the notice of election in the jurisdiction the contractor is conducting the vote for.
2. The votes shall be held in accordance with the provisions of the *Senate Election Act*, *Referendum Act* and *Local Authorities Election Act (LAEA)* and their regulations.
3. The Province agrees to pay the Contractor a sum in accordance with the Senate Election Grants Regulation and Referendum Payments Regulation for the Services and all expenses incurred under this Contract.
4. The Province represents and warrants that, as the purchaser of the Services provided under this Contract, no amount payable under this Contract is subject to the Goods and Services Tax

("GST") or the Harmonized Sales Tax ("HST") under Part IX of the *Excise Tax Act* (Canada), as amended. The Government of Alberta's GST Registration Number is 1240 72513 RT0001.

5. The Contractor shall indemnify and hold harmless the Province, its employees and agents from any and all third-party claims, demands, actions or costs (including legal costs on a solicitor-client basis) for which the Contractor is legally responsible that arise from or relate to the performance of the Services or any other obligation under this Contract.
6. The Contractor shall indemnify and hold harmless the Province against and from any loss or damage to the real or personal property of the Province for which the Contractor is legally responsible that arise from or relate to the performance of Services or any other obligation of the Contractor under this Contract.
7. The Contractor acknowledges that this Contract, including the name of the Contractor, the consideration, term and details of the Services, may be subject to disclosure under the *Freedom of Information and Protection of Privacy Act* (Alberta), ("FOIP Act"). The Contractor further acknowledges that the FOIP Act applies to information obtained, generated, collected, or provided for the Province under this Contract, and agrees to adhere to the FOIP Act in its collection, use and disclosure.
8. The Contractor shall not disclose, authorize or permit disclosure to any person or organization now, or at any time in the future, any information or documents of any kind or other matter or thing which comes into its knowledge or possession by reason of this Contract, and shall retain all such knowledge as confidential, unless it is expressly authorized by the Province in writing. This clause does not apply to information that is publicly available or becomes publicly available without breach of this clause.
9. The Province may at any time immediately terminate this Contract, without cause, upon written notice to the Contractor, and the Province shall only have to pay for the Services completed in accordance with this Contract up to the effective date of the termination.
10. Any notice to be made under this Contract that is to be made in writing is effective when personally delivered to the address or transmitted by email as follows:

The Contractor: Smoky Lake County
Address: Box 310, 4612 McDougall Drive
Smoky Lake AB T0A 3C0

Attention: _____
Gene Sobolewski, CAO
Email: cao@smokylakecounty.ab.ca

The Province: Municipal Affairs
Address: 10155 - 102 Street NW, 17th Floor
Edmonton, AB T5J 4G8

Attention: _____
Cathy Maniego
Email: cathy.maniego@gov.ab.ca

11. The Province designates the Manager of Municipal Advisory, of the Department of Municipal Affairs as the Province's representative and the Contractor designates the Chief Administrative Officer for ongoing contact between the Province and the Contractor in matters relating to this Contract.
12.
 - (a) The Contractor, its employees, subcontractors and agents when using any of the Province's buildings, premises, equipment, hardware or software shall comply with all safety and security policies, regulations or directives relating to those buildings, premises, equipment, hardware or software.
 - (b) When communicating or interacting with the Province's employees the Contractor, its employees, subcontractors and agents, shall comply with the Province's *Respectful Workplace Policy*, as may be amended from time to time. A copy of this policy is available from the Province's representative designated in clause 11.
13. Time is of the essence of this Contract.
14. This Contract contains the entire agreement between the parties concerning the subject matter of this Contract and except as express in this Contract, there are no other understandings or agreements, verbal or otherwise that exist between the parties.
15. The parties may amend this Contract only by written agreement signed by the parties.
16. This Contract shall be governed by and interpreted in accordance with the laws in force in Alberta, and the parties irrevocably attorn to the exclusive jurisdiction of Alberta.
17. The Contractor shall not assign this Contract and shall not subcontract the Services, without the prior written consent of the Province.
18. The Contractor shall ensure that there is not a conflict of interest or an apparent conflict of interest on the part of the Contractor or its employees, subcontractors or agents in relation to the Services, and all Services shall be performed in accordance with high ethical standards. In the event the Contractor becomes aware of any matter that causes or is likely to cause a conflict of interest in relation to the Contractor's performance of the Services, the Contractor shall immediately disclose such matter to the Province in writing.
19. The Contractor shall comply with, and ensure that its employees, subcontractors and agents comply with, the *Lobbyists Act* (Alberta).

- 20. The relationship of the Contractor to the Province in performing the Services under this Contract is that of an independent contractor, and not an employee or agent of the Province.
- 21. This Contract may be executed in counterparts, in which case (i) the counterparts together shall constitute one agreement, and (ii) communication of execution by fax transmission or e-mailed in PDF shall constitute good delivery.

The Parties' authorized representatives make this Contract.

HER MAJESTY THE QUEEN
IN RIGHT OF ALBERTA, as represented by
the Minister of Municipal Affairs

SMOKY LAKE COUNTY

Per:

Per:

Signature

Signature

Print Name

Gene Sobolewski
Print Name

Title

Chief Administrative Officer
Title

Date

Date



PROCLAMATION

WHEREAS, rivers carry and distribute important salts and nutrients to support plant and animal life, and are home to some of the most biodiverse habitats on our planet;

AND WHEREAS, rivers are used by humans for irrigation, drinking water, transportation, electricity production and recreation;

AND WHEREAS, Edmonton is proud to share the banks of the Saskatchewan River system, which flows across Alberta and Saskatchewan to Lake Winnipeg, into the Nelson River and into the Hudson Bay;

AND WHEREAS, Canadian Rivers Day promotes public awareness of the importance of preserving the heritage and health of Canada's rivers;

THEREFORE I, MAYOR DON IVESON, DO HEREBY PROCLAIM
JUNE 12, 2021 "CANADIAN RIVERS DAY"
IN EDMONTON, ALBERTA'S CAPITAL CITY.

Dated this 12th day of June, 2021

A handwritten signature in black ink, appearing to read 'Don Iveson', written over a horizontal line.

Don Iveson
Mayor of the City of Edmonton

Monthly Release of Information



JUNE 2021							Release for Information #
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
		1	2	3 R41-21	4	5	May 2021
6	7	8 R42-21 R43-21 R44-21	9	10	11 R45-21	12	<p>May 21, 2021: R38-21: Letters of Support for Inter-Provincial Nomination of the North Saskatchewan River for the Canadian Heritage River System (CHRS) -Duane Coleman, County Manager, Leduc County, dated May 13, 2021. A</p> <p>May 21, 2021: R39-21: RMA: Contact Newsletter: May 21, 2021.F</p> <p>May 25, 2021: R40-21: Donna Buchinski, Mayor, Town of Falher, dated May 20, 2021 – Re: Support for the RCMP.F</p>
13	14 R46-21	15	16	17	18	19	
20	21	22	23	24	25	26	<p>R41-21: Letters of Support for Inter-Provincial Nomination of the North Saskatchewan River for the Canadian Heritage River System (CHRS) - Ken Crutchfield, Chair, North Saskatchewan Watershed Alliance, dated May 19, 2021/Darren Dalgleish, President and CEO, Fort Edmonton Management Company, dated June 3, 2021. A</p> <p>R42-21: RMA: Contact Newsletter: May 28, 2021.F</p> <p>R43-21: Aspen View Board Highlights – May 13, 2021. F</p> <p>R44-21: Aspen View Board Highlights – May 27, 2021. F</p> <p>R45-21: Ukrainian Canadian Congress – Alberta Provincial Council: Information Bulletin dated June 10, 2021. F</p> <p>R46-21: RMA: Contact Newsletter: June 11, 2021.F</p>
27	28	29	30				