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INTRODUCTION

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Letter from the Chief Administrative Officer 1.1

October 28, 2021

Dear County Councillor:

Congratulations on your election to the position of Councillor for the next four years in municipal service to our community.

In your role as a member of the Municipal Council is complex in nature and governed by an abundance of legislation, regulation, bylaws and policies. The first of which is the Organization meeting, where you will take the Oath of Office and begin your work as an elected official. In accordance with the *Municipal Government Act,* the Organizational Meeting of Smoky Lake County has been called for **Thursday, October 28, 2021** commencing at **9:00 a.m.** in the County Council Chambers, Smoky Lake, and broadcasted virtually through Zoom.

Unfortunately, the business of a municipality continues to move forward in spite of the election with many mandatory governance functions needing to be established and set down almost immediately. This Orientation Manual is the first step in assisting to help to overcome the steep learning curve to be a County Councillor. It is a resource and tool that you can refer to anytime to assist you to effectively perform your new role during your term in office and it will also help you understand the purpose and mandate of Council as well as the services and programs that Smoky Lake County offers.

This binder also contains information on the Organizational Meeting, Committees and Councillor Orientation, which will be your first order of business as a Councillor.

Please take the time to contact the myself, your Chief Administrative Officer, or Lydia, your Assistant Chief Administrative Officer, if you have any questions.

On behalf of all the staff of Smoky Lake County, we are all looking forward to working with you in the new term.

Please Note!
Due to COVID-19 Restrictions, there will be no traditional group photo, only individuals' photos will be taken on October 28, 2021.

Any current provincial public health restrictions must be followed, including wearing a mask within County Offices.

Sincerely,

Gene Sobolewski, C.E.T.
Chief Administrative Officer
780-656-3730 Office
780-207-1884 Cell

Joint Council-Administration Orientation 1.2

October 28, 2021

On Thursday, **November 4, 2021**, the County will be hosting a virtual interactive orientation session through Zoom, which will be facilitated by Brownlee LLP. This session will be presented from a legal perspective and will address training topics as prescribed by:

1.2.1 ***Municipal Government Act*, Section Orientation Training 201.1 (1) and (2) Overview.**

1.2.2 **Smoky Lake County Policy Statement No. 01-05: Council Orientation Training.**

In accordance with the County Policy, all Councillors within the Smoky Lake Region are required to participate in this Orientation Training and are also required to participate in the "Munis 101" Orientation Training. The "Munis 101" training is a foundational course under the Elected Officials Education Program (EOEP) with the support of Alberta Municipal Affairs and is scheduled to be held on **Tuesday, November 9 and Wednesday, November 10, 2021** in Bonnyville, Alberta (with the location subject to change pending COVID-19 restrictions; Council will be advised of further details prior to the sessions).

Please bring forward any questions and thoughts that you may have concerning the work you will be undertaking as an elected official of the municipal work that we all share in Smoky Lake County to these sessions. The aim with these and some of the RMA sessions is to dispel myths of how a municipal government works and to provide some clarity as to the intricate functions of a municipality.

I sincerely hope you find value and enjoy participating in these orientation sessions!

Sincerely,

Gene Sobolewski, C.E.T.
Chief Administrative Officer
780-656-3730 Office
780-207-1884 Cell

Council: Contact Information 1.3

The **2021 Municipal General Election** was held on Monday, October 18, 2021:

1.1.3 **"Smoky Lake County Councillors Chart"** is the listing of Contact Information for the elected Divisional Councillors. **Attached**

Division One:	**Dan GAWALKO**
Division Two:	**Linda FENERTY**
Division Three:	**Dominique CERE**
Division Four:	**Lorne HALISKY**
Division Five:	**Jered SERBEN**

SMOKY LAKE COUNTY COUNCILLORS

DIVISION	NAME	ADDRESS	PHONE NUMBER
Division One	**Dan GAWALKO**	Box 441 Vilna, Alberta T0A 3L0 Email: dgawalko@smokylakecounty.ab.ca Civic Address: 59520- Range Road 135 SE-31-59-13-W4	**Cell:** 780-645-1589 Res: 780-636-3233
Division Two	**Linda FENERTY**	Box 1 Vilna, Alberta T0A 3L0 Email: lfenerty@smokylakecounty.ab.ca Civic Address: 59280- Range Road 125 NE-18-59-12-W4	**Cell:** 780-646-0015
Division Three	**Dominique CERE**	Box 114 Warspite, Alberta T0A 3N0 Email: dcere@smokylakecounty.ab.ca Civic Address: 5014-51 Street Lot 18, Block 4, Plan 0921921	**Cell:** 780-656-0494
Division Four	**Lorne HALISKY**	Box 932 Smoky Lake, Alberta T0A 3C0 Email: lhalisky@smokylakecounty.ab.ca Civic Address: 59511 – Hwy 855 Pt. SW-34-59-17-W4	**Cell:** 780-650-5401 Res: 780-656-3837
Division Five	**Jered SERBEN**	Box 1045 Smoky Lake, Alberta T0A 3C0 Email: jserben@smokylakecounty.ab.ca Civic Address: 59246 – Range Road 180 NE-13-59-18-W4	**Cell:** 780-656-5244

SMOKY LAKE COUNTY:
Box 310 - 4612 McDougall Drive, Smoky Lake, Alberta T0A 3C0
Website: www.smokylakecounty.ab.ca
Phone: 780-656-3730 Fax: 780-656-3768
Email: county@smokylakecounty.ab.ca

CHIEF ADMINISTRATIVE OFFICER:
Gene Sobolewski
Email: CAO@smokylakecounty.ab.ca
Office: 780-656-5115
Cell: 780-207-1884

ASSISTANT CAO:
Lydia Cielin
Email: lcielin@smokylakecounty.ab.ca
Office: 780-656-5116
Cell: 780-650-1035

ORGANIZATIONAL MEETING

Section: 2.0

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Agenda 2.1

ORGANIZATIONAL MEETING - ***Municipal Government Act: Section 159 AND 192***

The first meeting of Council will be the organizational meeting, held within two weeks of the election, or sooner if an election was not required. This marks the official commencement of your term of office and the completion of the previous council's term.

This meeting allows council to address preliminary matters such as election of a CEO, electing a deputy CEO, and appointing people to the various committees and other bodies associated with council.

If other regular business is to be conducted, the organizational meeting must be adjourned and the regular meeting convened and recorded as a separate meeting.

2.1.1 **AGENDA: ORGANIZATIONAL MEETING** of the County Council held this Thursday, **28th** day of **October, 2021**

at 9:00 o'clock A.M. in the County Council Chambers, Smoky Lake.

Attached

Please Note: The Orientation Manual designed is to be used as a reference tool that you can refer to during the Organizational Meeting to guide you through the Agenda process.

The Agenda headings make reference to the specific sections in the manual to guide you for the clarification and explanation of the material being addressed. ***(They are highlighted in "Red" font).***

SMOKY LAKE COUNTY

AGENDA: ORGANIZATIONAL MEETING of the County Council
held this Thursday, **28th** day of **October 2021** at 9:00 o'clock A.M.
Virtual through Zoom Platform
Meeting ID: 883 9756 6805 Passcode: 351922
https://us02web.zoom.us/j/88397566805?pwd=OFZ0Zm1DWUFCamNUMEhWZW9VUGlvUT09
And with Council physically present in the County Council Chambers, Smoky Lake.

****

Council: Please reference

Bylaw No. 1400-21: County Procedural Bylaw: Regulating Meeting Proceedings and the Transaction of Business by the Council of the County and its Committees *Orientation Manual – Section Four – 4.8.*

Bylaw No. 1320-18: Code of Conduct *Orientation Manual – Section Four – 4.11.3*

Call to Order by Chief Administrative Officer.

1. **General Government Services *(Policy Manual Subsection 1):***

1.1 Oath of Office.

1.2 Election of Chief Elected Official: ***MGA – Section 150(1).***

1.3 Oath of Office: Chief Elected Official: ***MGA – Section 156.***

1.4 Election of Deputy Chief Elected Official: ***MGA – Section 152(1).***

1.5 Oath of Office: Deputy Chief Elected Official: ***MGA – Section 156.***

1.6 Council-CAO Covenant: Execute. ***Policy Statement No. 01-39 Section Four: 4.4.***

1.7 Code of Conduct: Execute. ***MGA – Section 146.1(1).***
Bylaw No. 1320-18: Schedule "B" Acknowledgement of Code of Conduct. Section Four: 4.11.3.

Reference Minutes: October 22, 2020 – Organizational Meeting – *As a Guide.*
- **Orientation Manual – *Section Two: 2.2.***

1.8 Appoint Municipal Solicitor(s).

1.9 Public-at-Large Committee Members – Remuneration.

1.10 Day, Hour and Place of Regular Meetings: ***MGA – Section 193(1).***

1.11 Annual Meeting **(No legislation).**

1.12 Availability of Financial Statement and the Auditor's Report: ***MGA – Section 276(3).***

1.13 Christmas Office Closure for Main Office and Public Works:
December 27, 2021 to January 1, 2022 & January 7, 2022 as follows:
- Monday, Dec. 27, 2021, and Tuesday, Dec. 28, 2021, are paid Statutory Holidays in Lieu of Christmas and Boxing Day.
- Wednesday, Dec. 29, 2021 to Friday, Dec. 31, 2021 as (3) Employee Vacation Days - with the understanding, employees will return to work as needed, in the event of an emergency during the three days. **Recommendation: Approve Dec. 29 – 31, 2021 as stated.**
- Monday, Jan.3, 2022 is a paid Statutory Holiday in Lieu of New Year's Day.
- Friday, Jan.7, 2022 is a paid Holiday for Ukrainian Christmas in accordance with the Collective Agreements.

Reference for Appointment of Committee Members: ***MGA – Section 145 and 146.***
Orientation Manual – Section Four: 4.6 – 4.6.1: Municipal *Committees 2020-2021*

1.14 **Government Liaison Committee:** Reeve, Deputy Reeve & Councillors as deemed necessary – Section Four: 4.6 - 4.6.2: *Policy 01-23.*

1.15 **Policy Committee:** All Council. Section Four: 4.6 - 4.6.3: *Policy 01-22.*

12. Assessment and Taxation *(Policy Manual Subsection 12):*

12.1 **Assessment Review Boards:** ***MGA - Section 454.***
As per Bylaw 1231-11: Section Four: 4.6 - 4.6.4.

Local Assessment Review Board:
One member and one alternate and
Two members Public-at-Large and one alternate public-at-large.

- Appoint elected member:
- Appoint elected member alternate:
- Re-Appoint: Public-at-Large members: Sue Landiak and Grant Gillund
- Appoint: Public-at-Large alternate member: Vacant

Composite Assessment Review Board:
One member and one alternate.
One member Public-at-Large.

- Appoint elected member.
- Re-Appoint: Public–at–Large: Sue Landiak and Grant Gillund
- Appoint: Alternate member elected or Public-at-Large: Vacant

13. Tax Recovery and Municipal Property *(Policy Manual Subsection 13):*

14. Risk Management *(Policy Manual Subsection 14):*

14.1 **Risk Pro Management Committee:** Reeve – Section Four: 4.6 - 4.6.5: *Policy 14-02.*

- Appoint Reeve.
- Appoint Deputy Reeve alternate.

15. Human Resources *(Policy Manual Subsection 15):*

15.1 **Negotiating Committee:** Three members and two alternate –
Section Four: 4.6 - 4.6.6: *Policy 15-02*

- International Union of Operating Engineers – Local 955
- Canadian Union of Public Employees – Local 4575.

2. Protective Services *(Policy Manual Subsection 2):*

2.1 **Fire Protective Services Committee:** All Council.

2.2 **Fire and Rescue Liaison Committee:** – Section Four: 4.6 - 4.6.7: *Policy 02-20.*

2.2.1 Vilna Fire Department – One member and one alternate.

2.2.2 Smoky Lake Fire Department – One member and one alternate.

2.2.3 Waskatenau Fire Department – One member and one alternate.

2.3 **RCMP Liaison Committee**: One member and One alternate –
Section Four: 4.6 - 4.6.8: *Policy 02-14.*

2.4 **Regional Emergency Management Advisory Committee:** One member and one alternate-
Section Four: 4.6 - 4.6.9: *Bylaw 1253-19*

2.5 **Smoky Lake Region Fire and Rescue Committee**: Two members and One alternate –
Section Four: 4.6 - 4.6.10 *Bylaw 1286-15.*

2.6 **Citizens-on-Patrol (COP) Liaison Committee**: One member and one alternate –
Section Four: 4.6 - 4.6.11 *Policy 02-25*

3. Transportation Services (*Policy Manual Subsection 3*):

3.1 **Road Ban Committee**: Reeve, C.A.O., and Public Works Manager and alternate Deputy Reeve. Section Four: 4.6 - 4.6.12: *Bylaw 1225-11.*

3.2 **North East Muni-Corr Ltd. Committee**: One member and One alternate –
Section Four: 4.6 - 4.6.13: *Policy 03-19.*

4. Environmental Health Services (*Policy Manual Subsection 4*):

4.1 **Alberta Care (Coordinated Action for Recycling Enterprises) Committee**: One member and One alternate – Section Four: 4.6: 4.6.14: *Policy 04-11.*

4.2 **Evergreen Regional Waste Management Commission**: One member and One alternate – Section Four: 4.6 - 4.6.15: *Policy 04-12.*

4.3 **Highway 28/63 Regional Water Services Commission:** Two members and Two alternate – Section Four: 4.6: - 4.6.16: *Policy 04-13.*

5. Public Health and Welfare Services (*Policy Manual Subsection 5*):

5.1 **Joint Health and Safety Committee**: One member and one alternate.
Section Four: 4.6 – 4.6.17: *Policy 05-07,*

5.2 **Doctor Retention and Recruitment Committee:** Reeve and Deputy Reeve alternate.
Section Four: 4.6 - 4.6.18: *Policy 05-05.*

5.3 **Family and Community Support Services Committee**: All Council.
Section Four: 4.6 - 4.6.19: *Policy 05-03.*

5.4 **Smoky Lake Foundation:** Two members and Two alternate.
**Note: Mandatory Vaccination Policy in effect* Section Four: 4.6 – 4.6.20: *Policy 05-06.*

6. Environmental Development Services (*Policy Manual Subsection 6*):

No Committees

61. Planning, Sub-division and Development Control (*Policy Manual Subsection 61*):

61.1 **Land Use Bylaw No. 1272-14:**

61.1.1 **Development Authority: Municipal Planning Commission - As per Bylaw No. 1346-19** – All Council – Section Four: 4.6 - 4.6.21.

61.1.2 **Sub-division and Development Appeal Board: As per Bylaw No. 1347-19 – Members at-Large.** Section Four: 4.6 - 4.6.22.

- **Re-Appoint: Members-at-Large: Grant Gillund, Christine Hansen, Richard Dubetz, and Jerry Melnyk**

61.1.3 **Sub-division Authority: As per Bylaw No. 1345-19 –** Section Four: 4.6 - 4.6.23.

- **Re-confirm** appointment: Municipal Planning Services (2009) Ltd.

61.2 **Smoky Lake County Regional Heritage Board**: As per **Bylaw 1371-20: –** Section Four: 4.6 - 4.6.24.

- **Re-Appoint: Members-at-Large: Noreen Easterbrook, Graham Dalziel, Christine Hansen, Michelle Wright, Leon Boychuk-Hunter and Pamela Billey.**

61.3 **Corridor Communications Incorporated:** One member and One alternate - Section Four: 4.6 - 4.6.25: *Policy 61-08.*

61.4 **Regional Community Development Committee (RCDC):** Two members and One alternate – Section Four: 4.6 - 4.6.26: *Policy 61-07 Bylaw 1399-21.*

- **Appoint: Public-at-Large members: Vacant.**

61.5 **Intermunicipal Development Plan (IDP):** ***MGA - Section 631.*** Appointments

- **Town of Smoky Lake – Bylaw 1289-16:** Two members and One alternate
- **Village of Waskatenau – Bylaw 1304-17:** Two members and One alternate
- **Village of Vilna – Bylaw 1290-16:** Appoint all Council
- **Lamont County – Bylaw 1290-16:** Two members and One alternate
- **County of St. Paul No. 19 – Bylaw 1334-19:** Appoint CAO/Planning & Development Manager
- **County of Two Hills No. 21 – Bylaw 1335-19:** Appoint CAO/ Planning & Development Manager

61.6 **Intermunicipal Collaboration Committee (ICC):** ***MGA - Section 708.28(1)*** Appointments

- **Smoky Lake Region (Town of Smoky Lake, Village of Waskatenau, Village of Vilna, Smoky Lake County)- Bylaw 1365-20:** Two members and One alternate
- **Thorhild County – Bylaw 1368-20:** Two members and One alternate
- **Lamont County – Bylaw 1391-21:** Two members and One alternate
- **County of St. Paul No. 19 – Bylaw 1361-19:** All Council
- **County of Two Hills No. 21 – Bylaw 1360-19:** All Council

61.7 **Ukrainian Twinning Committee: As per Bylaw No. 1404-21 –** Two members and One Alternate. Section Four: 4.6 - 4.6.27.

62. Agricultural Service Board (*Policy Manual Subsection 62*):

62.1 **Agricultural Service Board: As per Bylaw No. 1357-19 – All Council–** Section Four: 4.6 - 4.6.28.

62.2 **Agricultural Service Board Committee: (Advisory) *When required* –** Section Four: 4.6 - 4.6.29: *Policy 62-20.*

ASB Chairperson, ASB Vice-Chairperson and any other member of Council affected by a specific issue and three members of the Public-at-Large.

62.3 **Agricultural Service Board Independent Appeal Panel for Weed Control:** As per **Bylaw No. 1240-12** – **Section Four: 4.6 - 4.6.30.**

- **Re-Appoint: Member-at-Large: Barry Feniak, Norman Schmidt, and Robert Semeniuk. Alternate: Ed Doktor.**

62.4 **LARA (Lakeland Applied Research Association):** Appoint ASB Chair as member and ASB Vice-Chair alternate.

- **Re-Appoint: Public-at-Large members: Barb Shapka, Charlie Leskiw.**

7. Recreation and Cultural Services *(Policy Manual Subsection 7)*:

7.1 **Northeast Alberta HUB:** One member and one alternate - **Section Four: 4.6 - 4.6.31: *Policy 61-05.***

7.2 **Northern Lights Library System:** One member and One alternate – **Section Four: 4.6 - 4.6.32: *Policy 07-04.***

7.3 **Smoky Lake Community Day Care Cooperative (Pumpkin Patch) Committee:** One member and One alternate. **Section Four: 4.6 - 4.6.33 : *Policy 07-05.***

7.4 **Smoky Lake Agricultural Society:** One member and one alternate

8. Fiscal Services *(Policy Manual Subsection 8)*:

9. Rural Utilities *(Policy Manual Subsection 9)*:

9.1 **Appointment of Utilities Committee:** To exercise provisions of the Rural Utilities Act and supplemental Bylaws thereto.

9.1.1 **Natural Gas Committee:** All Council.

9.1.2 **Environmental Operations** (Water, Wastewater and Waste Management): All Council.

10. Department Introductions

Adjournment:

Minutes 2.2

2.2.1 Minutes of the **Organizational Meeting** for the County Council of the Smoky Lake County held on Thursday, October 22, 2020 at 9:06 a.m. in the County Council Chambers.

Attached

Please Note: The Minutes from the last Organizational Meeting that was held on October 22, 2020 are provided for you to review and become familiarized with the process of the Organizational Meeting.

SMOKY LAKE COUNTY

Minutes of the **Organizational Meeting** for the Council of Smoky Lake County held on Thursday, October 22, 2020 at 9:06 a.m. held virtually online through Electronic Communication Technology: Zoom Meeting and physically in County Council Chambers.

The meeting was called to Order by the Chief Administrative Officer, Mr. Gene Sobolewski in the presence of the following persons:

Div. No.	Councillor(s)	ATTENDANCE Thursday, Oct. 22, 2020
1	Dan Gawalko	Present in Chambers
2	Johnny Cherniwchan	Present in Chambers
3	Craig Lukinuk	Present in Chambers
4	Lorne Halisky	Present in Chambers
5	Randy Orichowski	Present in Chambers
CAO	Gene Sobolewski	Present in Chambers
Assistant CAO	Lydia Cielin	Present in Chambers
Finance Manager	Brenda Adamson	Present in Chambers
Legislative Svcs/R.S.	Patti Priest	Present in Chambers & Virtually

****

Observers in Attendance Upon Call to Order:

Plan/Dev Manager	Jordan Ruegg	Virtually Present
Plan/Dev Manager	Kyle Schole	Virtually Present
Communications Tech.	Evonne Zukiwski	Virtually Present
Media	Smoky Lake Signal	Virtually Present
Media	Redwater Review	Virtually Present
Public	None	N/A

ELECTION OF CHIEF ELECTED OFFICIAL:

The Chief Administrative Officer called first (1) time for nominations for the position of Chief Elected Official: Reeve of Smoky Lake County.

01-20: Orichowski — That Councillor Craig Lukinuk be nominated as Chief Elected Official: Reeve of Smoky Lake County, for the ensuing year.

The Chief Administrative Officer called second (2) time for nominations.

The Chief Administrative Officer called third (3) time for nominations.

NO FURTHER NOMINATIONS.

Mr. Craig Lukinuk was declared elected by acclamation by the Chief Administrative Officer as the Chief Elected Official: Reeve of Smoky Lake County for the ensuing year, executed an "Oath of Office" for the position and assumed the Chair.

ELECTION OF DEPUTY CHIEF ELECTED OFFICIAL:

The Reeve called first (1) time for nominations for the position of Deputy Chief Elected Official: Deputy Reeve of Smoky Lake County.

02-20: Cherniwchan — That Councillor Randy Orichowski be nominated as Deputy Chief Elected Official: Deputy Reeve of Smoky Lake County, for the ensuing year.

The Reeve called second (2) time for nominations.

The Reeve called third (3) time for nominations.

NO FURTHER NOMINATIONS.

Mr. Randy Orichowski was declared elected by acclamation by the Reeve as the Deputy Chief Elected Official: Deputy Reeve of Smoky Lake County for the ensuing year, executed an "Oath of Office" for the position.

Code of Conduct and Oath of Confidentiality

03-20: Orichowski — That Smoky Lake County Council acknowledge each respective member's October 25, 2018, execution of the "**Code of Conduct**" and the **"Oath of Confidentiality"**, as per Bylaw No. 1320-18: Code of Conduct.

Carried Unanimously.

Appoint Municipal Solicitor(s)

04-20: Halisky — That Smoky Lake County appoint Brownlee LLP and Reynolds Mirth Richards & Farmer LLP as the solicitors for Smoky Lake County, on an as needed basis.

Carried.

Remuneration: Public-at-Large Committee Members

05-20: Gawalko — That Smoky Lake County Public-at-Large members appointed by Council for Committee representation, be paid at a rate of **$175.00 per day** and the mileage and meal expenses be paid at the same rate as stated in the Council remuneration Policy.

Carried.

Regular County Council Meetings

06-20: Halisky — That Smoky Lake County Council Regular Meetings be typically scheduled on the fourth (4th) Thursday of each month at 9:00 a.m. with the exception of July and November, unless otherwise stated by motion of Council, and be held simultaneously in County Council Chambers, 4612 McDougall Drive, Smoky Lake, and virtually, online through Electronic Communication Technology: Zoom Meeting.

Carried.

Financial Statements

07-20: Orichowski — That Smoky Lake County's Audited Financial Statements, and Auditor's Report for the Year Ended December 31, 2020, be made available to the public on the County Website and be included in the Smoky Lake County Annual Booklet.

Carried.

Christmas Office Closures for Main Office and Public Works

08-20: Cherniwchan — That Smoky Lake County Council approve to close the Main Office located at 4612 McDougall Drive, Smoky Lake and the Public Works Shop located at 5004 50 Street, Smoky Lake, **from Friday, December 25, 2020 to Friday, January 1, 2021, and Thursday, January 7, 2021** as follows:

Statutory Holidays, Christmas Day and New Year's Day:
Friday, December 25, 2020, and Friday, January 1, 2021,
Statutory Holiday in Lieu of Boxing Day:
Monday, December 28, 2020,
Employee Vacation Days, with the understanding, employees will return to work as needed, in the event of an emergency during the three days:
Tuesday, December 29, 2020 to Thursday, December 31, 2020, and
Collective Agreements - Paid Holiday, Ukrainian Christmas:
Thursday, January 7, 2021.

Carried.

Appointments to Committees, Task Forces and Boards

GENERAL GOVERNMENT SERVICES:

Government Liaison Committee

09-20: Orichowski — That the Smoky Lake County Reeve, Deputy Reeve and any other Councillors, as deemed necessary, be appointed to the **Government Liaison Committee.**

Carried.

Policy Committee

10-20: Halisky — That all members of Smoky Lake County Council be appointed to the Smoky Lake County **Policy Committee.**

Carried.

ASSESSMENT AND TAXATION:

Local Assessment Review Board

11-20: Halisky — That Smoky Lake County re-confirm the following **Local Assessment Review Board** appointments for the remaining four-year term to Year 2020 of Councillor Craig Lukinuk as member; Councillor Johnny Cherniwchan as alternate; and Sue Landiak and Grant Gillund as Public-at-Large; and the alternate public-at-large member be appointed when the vacant position is filled; as per Bylaw No. 1231-11.

Carried.

Composite Assessment Review Board

12-20: Halisky — That Smoky Lake County re-confirm the following **Composite Assessment Review Board** appointments for the remaining four-year term to Year 2020 of Councillor Craig Lukinuk as member; Councillor Johnny Cherniwchan as alternate; and Sue Landiak and Grant Gillund as Public-at-Large; and the alternate public-at-large member be appointed when the vacant position is filled; as per Bylaw No. 1231-11.

Carried.

RISK MANAGEMENT:

Risk Pro Management Committee

13-20: Cherniwchan — That the Smoky Lake County Reeve be appointed as member to the **Risk Pro Management Committee;** and the Deputy Reeve be appointed as the alternate.

Carried.

HUMAN RESOURCES:

Negotiating Committee

14-20: Cherniwchan — That Smoky Lake County Councillors: Johnny Cherniwchan, Lorne Halisky and Craig Lukinuk be appointed as members to the **Negotiating Committee** to bargain the Collective Agreements with the **International Union of Operating Engineers Local No. 955** for the Public Works Employees; and with the **Canadian Union of Public Employees Local No. 4575** for the Main Office Staff and Custodian Staff; and that Councillors Randy Orichowski and Dan Gawalko be appointed as the alternates.

Carried.

PROTECTIVE SERVICES:

Fire Protective Services Committee

15-20: Gawalko — That all members of Smoky Lake County Council be appointed to the **Fire Protective Services Committee.**

Carried.

Fire & Rescue Liaison Committee

16-20: Halisky — That Smoky Lake County Council appointed to the **Fire and Rescue Liaison Committee** be as follows: Councillor Dan Gawalko be appointed as member and Councillor Johnny Cherniwchan as alternate to the **Vilna Fire Department;** and that Councillor Craig Lukinuk be appointed as member and Councillor Lorne Halisky be appointed as alternate to the **Smoky Lake Fire Department;** and Councillor Randy Orichowski be appointed as member and Councillor Lorne Halisky be appointed as alternate to the **Waskatenau Fire Department.**

Carried.

RCMP Liaison Committee

17-20: Orichowski — That Smoky Lake County Councillor Lorne Halisky be appointed as member to the **RCMP Liaison Committee**; and Councillor Dan Gawalko be appointed as alternate.

Carried.

Regional Emergency Management Advisory Committee

18-20: Cherniwchan — That the Smoky Lake County Reeve be appointed as member to the **Regional Emergency Management Advisory Committee**; and Deputy Reeve be appointed as an alternate.

Carried.

Smoky Lake Region Fire and Rescue Committee

19-20: Gawalko — That Smoky Lake County Councillors Craig Lukinuk and Lorne Halisky be appointed as members to the **Smoky Lake Region Fire and Rescue Advisory Committee**; and Councillor Johnny Cherniwchan be appointed as alternate.

Carried.

Citizens On Patrol (C.O.P) Liaison Committee

20-20: Cherniwchan — That the Smoky Lake County Councillor Lorne Halisky be appointed as member to the **Citizens On Patrol (C.O.P) Liaison Committee**; and Councillor Dan Gawalko be appointed as alternate.

Carried.

TRANSPORTATION SERVICES:

Road Ban Committee

21-20: Orichowski — That the Smoky Lake County Reeve be appointed as member to the **Road Ban Committee** along with the Public Works Manager and Chief Administrative Officer; and the Deputy Reeve be appointed as alternate; and any two (2) members have the authority to sign for the Road Ban / Restriction Order and will inform all members of Council of the execution of same, as required by Bylaw No. 1225-11.

Carried.

North East Muni-Corr Ltd. Committee

22-20: Halisky — That Smoky Lake County Councillor Johnny Cherniwchan be appointed as member to the **North East Muni-Corr Ltd. Committee** for the four-year term ending in Year 2024; and Councillor Craig Lukinuk be appointed as alternate.

Carried.

ENVIRONMENTAL HEALTH SERVICES:

Alberta CARE (Alberta Coordinated Action for Recycling Enterprises) Committee

23-20: Orichowski — That Smoky Lake County Councillor Dan Gawalko be appointed as member to the **Alberta CARE (Alberta Coordinated Action for Recycling Enterprises) Committee;** and Councillor Randy Orichowski be appointed as alternate.

Carried.

Evergreen Regional Waste Management Commission

24-20: Gawalko — That Smoky Lake County Councillor Randy Orichowski be appointed as member to the **Evergreen Regional Waste Management Commission;** and Councillor Dan Gawalko be appointed as alternate.

Carried.

Highway 28/63 Regional Water Services Commission

25-20: Gawalko — That Smoky Lake County Councillors Dan Gawalko and Randy Orichowski be appointed as members to the **Highway 28/63 Regional Water Services Commission;** and that Councillors Lorne Halisky and Johnny Cherniwchan be appointed as alternates.

Carried.

PUBLIC HEALTH AND WELFARE SERVICES:

Joint Health & Safety Committee

26-20: Orichowski — That Smoky Lake County Councillor Lorne Halisky be appointed as member to the **Joint Health & Safety Committee**; and Councillor Johnny Cherniwchan be appointed as alternate.

Carried.

Doctor Retention & Recruitment Committee

27-20: Cherniwchan — That the Smoky Lake County Reeve be appointed as the member to the **Doctor Retention and Recruitment Committee;** and the Deputy Reeve be appointed as alternate.

Carried.

Family Community Support Services Committee

28-20: Halisky — That all members of Smoky Lake County Council be appointed to the **Family Community Support Services Committee.**

Carried.

Smoky Lake Community Daycare Co-operative Committee

29-20: Orichowski — That Smoky Lake County Councillor Craig Lukinuk be appointed as member to the **Smoky Lake Community Daycare Co-operative Committee;** and Councillor Lorne Halisky be appointed as alternate.

Carried.

Smoky Lake Foundation

30-20: Halisky — That Smoky Lake County Councillors Dan Gawalko and Randy Orichowski be appointed as members to the **Smoky Lake Foundation Board**; and Councillors Lorne Halisky and Johnny Cherniwchan be appointed as alternates.

Carried.

PLANNING, DEVELOPMENT AND SUB-DIVISION CONTROL

Municipal Planning Commission

31-20: Gawalko — That all members of Smoky Lake County Council be appointed to the **Municipal Planning Commission** – Development Authority, as required by Bylaw No. 1346-19.

Carried.

Subdivision and Development Appeal Board

32-20: Orichowski — That Smoky Lake County re-appoint Members-at-Large: Grant Gillund, Christine Hansen, Richard Dubetz, Dominique Cere, Ross Whitelaw and Jerry Melnyk as members to the **Subdivision and Development Appeal Board**, as required by Bylaw No. 1347-19.

Carried.

Sub-Division Authority

33-20: Halisky — That Smoky Lake County re-confirm **Jane Dauphinee, BA – Mplan – RPP – MCIP – Principal / Senior Planner, Municipal Planning Services (2009) Ltd.,** as the person appointed as the Sub-Division Authority for Smoky Lake County, as per Bylaw No. 996-95; and, on an as needed basis for the 2020-2021 year.

Carried.

Smoky Lake County Regional Heritage Board

34-20: Halisky — That Smoky Lake County re-appoint the Public-at-Large members as per Bylaw No. 1236-11 to the **Smoky Lake County Regional Heritage Board** as follows: Noreen Easterbrook, Leon Boychuk-Hunter, Michelle Wright, Graham Dalziel, Christine Hansen, and Pamala Billey.

Carried.

CCI Wireless - Corridor Communications Inc.

35-20: Halisky — That Smoky Lake County Councillor Craig Lukinuk be appointed as member to **CCI Wireless - Corridor Communications Inc.** and Councillor Johnny Cherniwchan be appointed as alternate.

Carried.

Regional Community Development Committee (RCDC)

36-20: Cherniwchan — That Smoky Lake County Councillors Craig Lukinuk and Lorne Halisky be appointed as members to the **Regional Community Development Committee (RCDC);** and Councillor Johnny Cherniwchan be appointed as alternate; and re-appoint Public-at-Large members: Perry Phillips and Leon Boychuk-Hunter.

Carried.

Intermunicipal Development Plan (IDP) – Town of Smoky Lake

37-20: Orichowski — That Smoky Lake County appoint Division 4 Councillor: Lorne Halisky and Division 3 Councillor: Craig Lukinuk, as members to the Smoky Lake County / **Town of Smoky Lake** Intermunicipal Development Plan (IDP) Committee; and Division 2 Councillor: Johnny Cherniwchan, be the alternate member.

Carried.

Intermunicipal Development Plan (IDP) – Village of Waskatenau

38-20: Orichowski — That Smoky Lake County appoint Division 5 Councillor: Randy Orichowski and Division 4 Councillor: Lorne Halisky, as members to the Smoky Lake County **/ Village of Waskatenau** Intermunicipal Development Plan (IDP) Committee; and Division 1 Councillor: Dan Gawalko, be the alternate member.

Carried.

Intermunicipal Development Plan (IDP) – Village of Vilna

39-20: Halisky — That all members of Smoky Lake County Council be appointed as members to the Smoky Lake County **/ Village of Vilna** - Intermunicipal Development Plan (IDP) Committee.

Carried.

Intermunicipal Development Plan (IDP) – Thorhild County

40-20: Gawalko — That Smoky Lake County appoint Division 5 Councillor: Randy Orichowski and Division 4 Councillor: Lorne Halisky, as members to the Smoky Lake County / **Thorhild County** Intermunicipal Development Plan (IDP) Committee; and Division 1 Councillor: Dan Gawalko, be the alternate member.

Carried.

Gene Sobolewski, Chief Administrative Officer, left the meeting, time 9:39 a.m.

Intermunicipal Development Plan (IDP) – Lamont County

41-20: Orichowski That Smoky Lake County Committee appoint Division 2 Councillor: Johnny Cherniwchan and Division 3 Councillor: Craig Lukinuk as members to the Smoky Lake County / **Lamont County** Intermunicipal Development Plan (IDP) Committee; and Division 1 Councillor: Dan Gawalko, be the alternate member.

Carried.

Intermunicipal Development Plan (IDP) – County of St. Paul No.19

42-20: Cherniwchan That Smoky Lake County appoint the Chief Administrative Officer and Planning and Development Manager, as members to the Smoky Lake County / **County of St. Paul No.19** Intermunicipal Development Plan (IDP) Committee.

Carried.

Intermunicipal Development Plan (IDP) – County of Two Hills No.21

43-20: Halisky That Smoky Lake County appoint the Chief Administrative Officer and Planning and Development Manager, as members to the Smoky Lake County / **County of Two Hills No. 21** Intermunicipal Development Plan (IDP) Committee.

Carried.

Intermunicipal Collaboration Committee (ICC) – Smoky Lake Region

44-20: Gawalko That Smoky Lake County appoint Division 4 Councillor: Lorne Halisky and Division 3 Councillor: Craig Lukinuk, as members to the Smoky Lake County / **Town of Smoky Lake / Village of Waskatenau / Village of Vilna** Smoky Lake Region Intermunicipal Collaboration Committee (ICC); and Division 2 Councillor: Johnny Cherniwchan, be the alternate member.

Carried.

Intermunicipal Collaboration Committee (ICC) – Thorhild County

45-20: Orichowski That Smoky Lake County appoint Division 5 Councillor: Randy Orichowski and Division 4 Councillor: Lorne Halisky, as members to the Smoky Lake County / **Thorhild County** Intermunicipal Collaboration Committee (ICC); and Division 1 Councillor: Dan Gawalko, be the alternate member.

Carried.

Gene Sobolewski, Chief Administrative Officer, re-joined the meeting, time 9:42 a.m.

Intermunicipal Collaboration Committee (ICC) – Lamont County

46-20: Halisky That Smoky Lake County appoint Division 2 Councillor: Johnny Cherniwchan and Division 3 Councillor: Craig Lukinuk, as members to the Smoky Lake County / **Lamont County** Intermunicipal Collaboration Committee (ICC); and Division 1 Councillor: Dan Gawalko, be the alternate member.

Carried.

Intermunicipal Collaboration Committee (ICC) – County of St. Paul No.19

47-20: Gawalko That all members of Smoky Lake County Council be appointed as members to the Smoky Lake County / **County of St. Paul No.19** Intermunicipal Collaboration Committee (ICC).

Carried.

Intermunicipal Collaboration Committee (ICC) – County of Two Hills No.21

48-20: Orichowski That all members of Smoky Lake County Council be appointed as members to the Smoky Lake County / **County of Two Hills No.21** Intermunicipal Collaboration Committee (ICC).

Carried.

Ukrainian Twinning Committee

49-20: Orichowski — That Smoky Lake County appoint the Reeve as member and Deputy Reeve as alternate member, to the **Ukrainian Twinning Committee** upon the establishment of a Terms of Reference for the said committee, for the purpose of implementing initiatives between Kosiv District, Ivano-Frankivska Oblast, Ukraine and the Smoky Lake Region as per the Memorandum of Understanding on Cooperation between Kosiv District, Ivano-Frankivska Oblast, Ukraine and Smoky Lake Region fully executed on September 30, 2020.

Carried.

AGRICULTURAL SERVICE BOARD:

Agricultural Service Board

50-20: Cherniwchan — That all members of Smoky Lake County Council be appointed to the **Agricultural Service Board**, as required the Agricultural Service Board Act, and as per Smoky Lake County Bylaw No. 1357-19: Agricultural Service Board.

Carried.

Agricultural Issues Advisory Committee

51-20: Gawalko — That the Smoky Lake County Agricultural Service Board Chairperson and Vice-Chairperson and any other member of Council affected by a specific issue be appointed to the **Agricultural Issues Advisory Committee**; and the Agricultural Issues Advisory Committee will call for "Public-at-Large" members, when required.

Carried.

Agricultural Service Board Independent Appeal Panel for Weed Control

52-20: Orichowski — That Smoky Lake County re-appoint the Public-at-Large members to the **Agricultural Service Board Independent Appeal Panel for Weed Control,** as per Bylaw 1240-12, as follows: Barry Feniak, Norman Schmidt, and Robert Semeniuk; and Ed Doktor as alternate.

Carried.

Lakeland Agricultural Research Association (LARA)

53-20: Gawalko — That the Smoky Lake County Agricultural Service Board Chairperson be appointed to the **Lakeland Agricultural Research Association (LARA)**; and the Smoky Lake County Agricultural Service Board Vice-Chairperson as alternate; and acknowledge LARA appointed Public-at-Large members: Barb Shapka and Charlie Leskiw.

Carried.

RECREATION AND CULTURAL SERVICES:

Northeast Alberta HUB

54-20: Orichowski — That Smoky Lake County Councillor Lorne Halisky be appointed as member to the **Northeast Alberta HUB**; and that Councillor Dan Gawalko be appointed as alternate.

Carried.

Northern Lights Library System

55-20: Cherniwchan — That Smoky Lake County Councillor Craig Lukinuk be appointed as board representative for the four-year term ending in Year 2024, to the **Northern Lights Library System;** and Councillor Randy Orichowski be appointed as alternate.

Carried.

Smoky Lake Agricultural Society

56-20: Halisky — That Smoky Lake County Councillor Lorne Halisky be appointed as representative to the **Smoky Lake Agricultural Society;** and Councillor Craig Lukinuk be appointed as alternate.

Carried.

RURAL UTILITIES:

Natural Gas Committee

57-20: Orichowski — That all members of Smoky Lake County Council be authorized as the **Natural Gas Committee** to exercise the Rural Gas Act and supplemental Bylaws thereto.

Carried.

Environmental Operations Committee

58-20: Orichowski — That all members of Smoky Lake County Council be authorized as the **Environmental Operations Committee** for the Management of Water, Wastewater and Waste.

Carried.

ADJOURNMENT:

59-20: Lukinuk — That the Organizational Meeting of October 22, 2020 be adjourned, time 9:50 a.m.

Carried.

Craig Lukinuk
REEVE

SEAL

CHIEF ADMINISTRATIVE OFFICER

Information: Related to Organizational Meeting: 2.3

- **Supportive Documents:**

2.3.1 Vacation Days: *Excerpts from the Collective Agreements*

- **International Union of Operating Engineers (I.U.O.E. – Local 955)**
  for the Public Works Employees. **Attached**

- **Canadian Union of Public Employees (C.U.P.E. – Local 4575)**
  for the Central Office Staff and Custodian Staff. **Attached**

New: County declared Statutory Holiday – National Day for Truth and Reconciliation on August 26, 2021.

National Day for Truth and Reconciliation - Statutory Holiday

1118-21: Lukinuk — That Smoky Lake County Council approve adding: September 30th as the "National Day for Truth and Reconciliation", to both Collective Agreements: International Union of Operating Engineers (IUOE), Local No. 955, and Canadian Union of Public Employees (CUPE), Local 4575, as a Statutory Holiday for all County employees, following the Government of Canada's June 3, 2021, Bill C-5 to honour First Nations, Inuit and Métis survivors, their families and communities, and to publicly commemorate the history and legacy of residential schools, as a vital component of the reconciliation process.

Carried.

16:03 Employees who are separated from employment shall receive payment for the vacation to which they are entitled in accordance with the terms of this Collective Agreement.

16:04 A Permanent Full-Time Employee shall earn an entitlement to a vacation with pay at one and one half (1½) days per month for vacation entitlement after one (1) year and up to seven (7) consecutive years of employment, to a total of eighteen (18) vacation days. In the eighth (8th) consecutive year and up to fifteen (15) consecutive years of employment, employees shall earn twenty (20) days' vacation per year. In the sixteenth (16th) consecutive year and up to twenty (20) consecutive years of employment, employees shall earn twenty-five (25) days' vacation year. In the twenty-first (21st) consecutive year and every year thereafter, employees shall earn thirty (30) days' vacation per year. Vacation earned in one (1) vacation year shall be taken and only ten (10) vacation days can be carried over to the next succeeding calendar year and must be used within the first three (3) months of the new year. An employee covered by this Clause 17:04 shall not receive in addition the benefits provided under Clause 17:02.

Effective January 1, 2022, "Vacation year" as used in this Clause shall mean the period commencing January 1st in each calendar year and concluding December 31st in the next succeeding calendar year.

16:05 Where an Employee has failed to take or failed to schedule their vacation entitlement by December 31 of the year the Employee is entitled to take the vacation. With one month's notice, the Employer reserves the right to schedule the vacation for the Employee unless a time is mutually agreed between the Employer and the Employee. There shall be no accrual, as cash value, for disbursal to the Employee at a later date.

ARTICLE 17 - PAID HOLIDAYS

17:01 The Employer recognizes the following as paid Holidays:

New Year's Day	August Civic Holiday
Family Day	Labour Day
Good Friday	Thanksgiving Day
Easter Monday	Remembrance Day
Victoria Day	Christmas Day
Canada Day	Boxing Day
Ukrainian Christmas	

And any other General Holiday proclaimed by the Employer.

4575

fifty-two (52) weeks leave. Employees may be eligible for parental benefits from Employment Insurance during the parental leave period.

14.05 Leave of absence without pay and without loss of seniority may be granted upon request to the Employer, by employees elected or appointed to represent the Union at Union conventions, or to attend executive and committee meetings of CUPE, its affiliated or chartered bodies.

14.06 An employee may be granted a maximum of four (4) days leave without loss of wages in the case of death of a parent, spouse, common-law spouse, brother, sister, child, mother or father-in-law, sister or brother-in-law, son or daughter-in-law, grandchild, grandparent, and spouse's grandparent. An employee may be granted one (1) day leave without loss of wages in the case of death of an aunt, uncle, niece, nephew and any relative residing in the same home.

14.07 When the burial occurs in a location requiring extensive travel, such leave may be extended up to two (2) days for travel time if approved by the Employer.

14.08 In the event of the critical illness of a member of an employee's immediate family, five (5) days total leave per year with basic pay will be provided. Immediate family shall be defined as spouse, child or parent of the employee.

14.09 Court Appearance – The Employer shall grant leave of absence without loss of seniority to an employee who serves as a juror or witness in any court. The Employer shall pay such employee the difference between the employee's normal earning and the payment received for services as a juror or court witness, excluding payment for traveling, meals or other expenses. The employee will present proof of service and the amount of pay received.

14.10 Personal Leave Days – A regular employee will be granted two (2) personal leave days in the following manner. Personal Leave days will be granted in hours based on the normal FTE hours regularly worked by the employee. Personal Leave may be taken in hourly increments. The Personal Leave days will be granted on January 1st of each calendar year and must be used by December 31st of the same calendar year, otherwise the benefit will be lost. Personal Leave days are intended to be used to deal with domestic, family, mental health, family medical, birth of a child, and other personal matters.

ARTICLE 15 – STATUTORY HOLIDAY

15.01 Employees shall be eligible for the following holidays: New Year's Day, Family Day, Good Friday, Easter Monday, Victoria Day, Canada Day, Heritage Day, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day, Boxing Day, Ukrainian Christmas, and any other general public holidays proclaimed by the Employer, the Government of Alberta or the Government of Canada, and which are observed generally within the applicable jurisdiction, except when replacing any holiday named previously in which case only the lieu holiday shall be recognized.

15.02 When the holiday designated in Clause 15.01 falls on an employee's day off and such day is not worked, the employee shall be granted a day off with regular pay in lieu of the holiday on the following working day.

15.03 An employee shall receive holidays designated in Clause 15.01 with pay at the regular rate. If an employee is required to work on a holiday occurring during their regular work week the employee shall receive their regular pay plus overtime for any hours worked.

15.04 If a paid holiday falls during an employee's vacation period, the vacation shall be extended by an additional day.

15.05 An employee will not be eligible for pay on a Statutory Holiday if the employee is absent from work without the consent of the Employer on either the last regularly scheduled working day immediately preceding or the first regularly scheduled working day immediately following the Statutory Holiday. If the employee is absent due to a compensable injury or illness the employee shall be paid for the Statutory Holiday provided the compensable injury or illness is substantiated by a certificate from a qualified medical practitioner.

ARTICLE 16 – SALARY CONTINUATION DURING ILLNESS

16.01 After one (1) month of continuous service, a regular employee shall be eligible for sick leave pay benefits. Part-time employees who have served the Employer for one (1) continuous month shall also be eligible for sick leave pay benefits prorated according to the proportion which their hours of work bear to the normal hours of work.

16.02 All regular employees shall be entitled to accumulate annual sick pay credits at a full pay rate of two (2) days per month.

16.03 a) The unused portion of sick leave in any year may be accumulated to a maximum of sixty-five (65) working days. Employees employed prior to January 1, 1985 and who have more than sixty-five (65) days entitlement shall maintain that level of entitlement until absences due to sickness reduce it to sixty-five (65) days. The daily rate of pay for cumulative sick leave used shall be one hundred percent (100%) of their regular rate.

b) An employee who serves the elimination period for A.M.E.B.S. Long Term Disability shall no longer receive sick entitlement under this article. Unused accumulated sick leave shall remain as entitlement and may be used after an employee returns to work.

16.04 Employees reporting off sick leave shall inform the Administration Office as early as possible before the commencement of their duties so that a replacement can be arranged for or the duties reassigned. Failing to do so, the employee will be considered absent from duty without leave. Section 20.05 *Discipline and Discharge* will come into force.

16.05 The Employer may require a doctor's certificate or a signed statement by an employee to verify a claim under these provisions.

16.06 When an employee is allowed unpaid leave of absence for a month or more, or is laid off they shall not earn sick leave credits or be eligible to receive sick leave benefits for the period of such absence, but shall retain their cumulative credit if there is any existing at the time of such leave or lay off, upon their return to work.

CORPORATE OVERVIEW

Section: 3.0

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3.2	Council – Request for Information and Public Participation	13
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3.4	CAO Bylaw	15
3.5	RMA / FCM	16
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3.7	Housekeeping items	18

Organizational Overview 3.1

The organizational chart will guide you to understand how the municipal administration is organized and who is responsible for what.

3.1.1 Policy Statement No. 01-03: Organizational Chart **Attached**

CAO's Office

The Chief Administrative Officer's (CAO) office ensures that quality services are delivered to residents and businesses, and that these services are aligned with Council-approved policies and strategic directions. As head of the municipal administration, the CAO provides professional advice to the Reeve and Council along with direction and leadership to employees as they implement the policy directives of Council.

The CAO's office is responsible for the provision of professional services delivered by all Departments who report directly to the CAO's office. The CAO is also serving as the Senior Manager of the Highway 28/63 Regional Water Services Commission.

Assistant CAO's Office

The Assistant CAO's Office provides strategic legislative planning, municipal policy and internal and external communications advice and support to the organization. The Assistant CAO works to ensure the County's vision, mission and strategic priorities are understood and reflected across the management department programs and services delivered by the County.

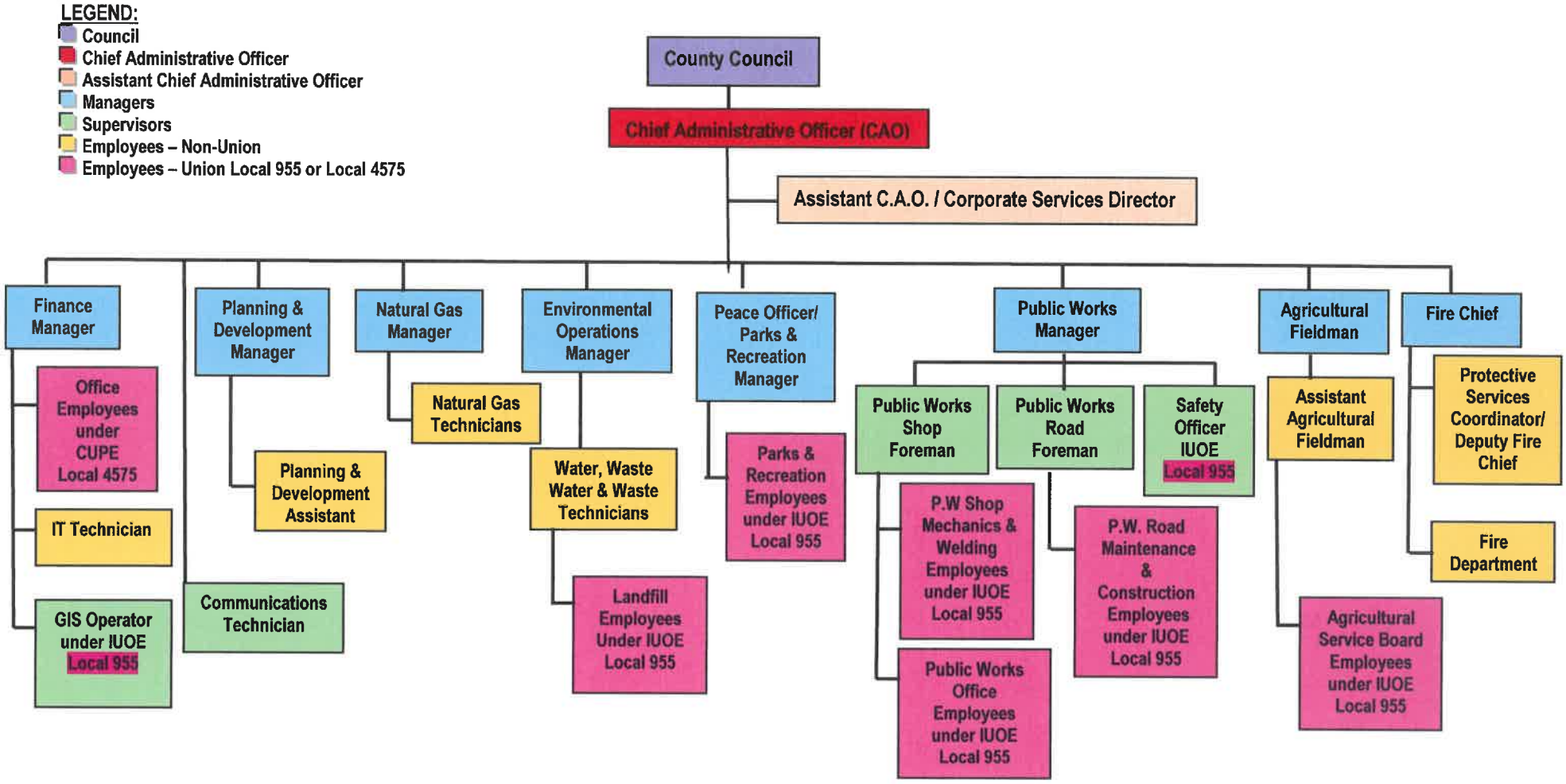
Key Services and Activities

- Strategic legislative and operations planning and reporting ; i.e., Agenda's, Minutes, Action Lists, Presentations
- Policy development
- Bylaws
- Municipal projects/initiatives; i.e., Risk Management, Contracts, Agreements
- Public relations and issues management
- Management communications
- The CAO and Assistant CAO also provide administrative oversight for inter-municipal initiatives and divide and delegate these duties accordingly.

SMOKY LAKE COUNTY

Title: Organizational Chart		Policy No.: 03-27
Section: 01	Code: P-I	Page No.: 1 of 3

Legislation Reference:	*Municipal Government Act*



1. **SALARY RANGES:**

Position Title	Salary Range
Chief Administrative Officer	128,031.06 – 182,629.38
Assistant Chief Administrative Officer / Corporate Services Director	89,777.25 – 141,960.00
Finance Manager	78,847.60 – 122,566.20
IT Technician	67,917.94 - 89,777.26
Communications Technician	61,564.74 – 88,485.08
Planning and Development Manager	78,847.60 – 106,171.74
Planning and Development Officer	51,523.46 - 73,382.77
Peace Officer / Recreation Manager	73,382.77 – 100,706.91
Agricultural Fieldman	73,382.77 – 106,171.74
Assistant Agricultural Fieldman	62,453.11 – 89,777.26
Fire Chief	78,847.60 – 109,450.64
Protective Services Coordinator/Deputy Fire Chief	51,523.46 - 73,382.77
Natural Gas Manager	79,003.60 – 106,327.74
Natural Gas Technician(s)	62,609.11 – 89,933.26
Environmental Operations Manager	78,925.60 – 106,327.74
Water/Sewer Technician(s)	51,679.46 – 89,933.26
Public Works Manager	89,933.26 – 128,187.06
Shop Foreman	79,003.60 – 106,327.74
Road Foreman	79,003.60 – 106,327.74

2. Cost of living adjustments are not restricted by this Policy.

3. Salary Ranges within this Policy to be reviewed by County Council in the Month of May every three-years.

	Date	Resolution Number		
Approved	September 24, 1990	# 538	-	Page # 5223
Amended	February 25, 1992	# 245	-	Page # 5408
Amended	December 19, 1996	# 133	-	Page # 6134
Amended	March 6, 2000	# 310	-	Page # 6820
Amended	January 15, 2004	# 255	-	Page # 7686
Amended	January 20, 2005	#168	-	Page # 7869
Amended	November 2, 2005	# 83	-	Page # 8038
Amended	August 17, 2006	# 621-06	-	Page # 8186
Amended	June 14, 2007	# 468-07	-	Page # 8388
Amended	December 11, 2007	# 118-07	-	Page # 8555
Amended	February 21, 2008	# 319-08	-	Page # 8612
Amended	February 19, 2009	# 288-09	-	Page # 8895
Amended	June 18, 2009	# 592-09	-	Page # 9014
Amended	December 8, 2009	# 173-09	-	Page # 9177
Amended	June 24, 2010	# 687-10	-	Page # 9375
Amended	February 17, 2011	# 333-11	-	Page # 9640
Amended	September 22, 2011	# 809-11	-	Page # 9831
Amended	October 28, 2011	# 93-11	-	Page # 9880
Amended	October 24, 2013	#1071-13	-	Page # 10886
Amended R	May 22, 2014	# 562-14	-	Page # 11257
Amended	August 28, 2014	# 739-14	-	Page # 11356
Amended	August 24, 2016	# 926-16	-	Page # 12352
Amended R	June 15, 2017	#802-17	-	Page # 12707
Amended	April 19, 2018	#498-18	-	Page # 13083
Amended	January 31, 2019	#286-19	-	Page # 13447
Amended	Jun 27, 2019	#819-19	-	Page #13694
Amended R	August 27, 2020	#1053-20	-	Page #14258

Council - Request for Information and Public Participation 3.2

Council – Request for Information - *Municipal Government Act: Section 153.1*

3.2.1 Policy Statement No. 01-28: Council – Request for Information. **Attached**

Policy outlines the process how all members of Council receive the same information.

Two components for "Request for Information":

- Requests – Request for Information on an issue must be completed in electronic format.
  Email: requests@smokylakecounty.ab.ca
- Correspondence – Process how the County releases correspondence that cannot be addressed prior to a Council meeting.

Public Participation - *Municipal Government Act: Section 216.1(1)*

3.2.2 Policy Statement No. 01-51: Public Participation. **Attached**

It's a process through which the County provides non-statutory opportunities for the community to have input into decision – making through public meetings, surveys, open house, workshops, polling, resident advisory committees and other forms of engagement.

Public Participation provides access to information to allow the public to become informed and have the opportunity to participate, to be involved in municipal issues and provide input to the decision-making process.

SMOKY LAKE COUNTY

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

Legislation Reference:	Alberta Provincial Statutes

Purpose:	To provide a protocol for Council requesting information from Administration as well as for Administration releasing information to Council.

Policy Statement and Guidelines:

1. STATEMENT:

1.1 In compliance with legislative requirements, in accordance with the *Municipal Government Act,* 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 ***County's Procedural Bylaw.***

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.

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 Informal Information Requests 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 must be initiated through the process of emailing the "Requests" email. Deviation from this policy such as requesting information separately by individual email or verbally, will not 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.

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	Date Completed

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 *Bylaw on the Procedures for the Retention and Disposal of County Records.*

	Date	Resolution Number
Approved	January 21, 1999	# 201 - Page # 6575
Amended	May 27, 2021	# 786 - Page # 14677
Amended		

SMOKY LAKE COUNTY

Title: Public Participation		Policy No.: 51-01
Section: 01	Code: P-I	Page No.: 1 of 17 E

Legislation Reference:	Alberta Provincial Statutes

Purpose:	To establish a framework within which public participation can be enhanced in the decision-making process fulfills the duties and obligations set out in legislation with regard to public participation.

Policy Statement and Guidelines:

1. STATEMENT:

1.1 Smoky Lake County acknowledges the fundamental right of all citizens to participate in the governance system and that the responsibility to be involved in decisions starts at the grassroots level where the public is directly involved with municipal functions.

1.2 This policy is a commitment from Smoky Lake County to ensure appropriate mechanisms, processes and procedures enable the public and its community to participate in the affairs of the Council through effective and meaningful public engagement processes.

1.3 This Public Participation Policy is in addition to and does not modify or replace the statutory public hearing requirements in the *Municipal Government Act*.

2. OBJECTIVES:

2.1 Smoky Lake County's Vision is ***"Leading the Way in positive growth with healthy, safe, and sustainable rural living"*** and the proactive approach is to provide practical and appropriate opportunities for participation by citizens and the public regarding proposed developments, services, programs or other municipal decisions that may impact quality of life in the County.

2.2 To provide sufficient access to information to allow the public to become informed and have the opportunity to participate to be involved in municipal issues and provide input to the decision-making process.

2.3 Demonstrate consistent application of the process to the public and Council.

2.4 To provide effective input into Council's decision-making process deepening participatory democracy, accountability, responsiveness and a social contract with communities and citizens.

2.5 Establish a method to effectively report back to the community on their input and on Council's decisions and outcomes to help the community and/or citizens to understand; and encourage them to continue to contribute to the democratic participation, exchange information and participate in decision-making processes.

Policy Statement and Guidelines:

3. DEFINITIONS:

3.1 **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.

3.2 **Community:** refers to the County, residents, businesses, schools, religious institutions and all other institutions and agencies that make up Smoky Lake County.

3.3 **Council:** means the Reeve and Councillors duly elected in the Smoky Lake County.

3.4 **Councillor:** is a Member duly elected as a Councillor and is a member of Council.

3.5 **County:** means the geographic area contained within the boundaries of the municipality of Smoky Lake County.

3.6 **Municipality:** means the Municipal Corporation of Smoky Lake County.

3.7 **Public/Citizens:** means an individual, resident, sometimes represented in an organization/group that takes an interest in an issue, will be or is likely to be affected by an issue, or has the ability to affect a decision or outcome.

3.8 **Public Participation:** means processes through which the County provides non-statutory opportunities for the community to have input into decision-making through public meetings, surveys, open houses, workshops, polling, resident advisory committees and other forms of engagement.

3.9 **Public Participation Plan:** means a plan as a course of action outline which identifies which opportunities, level of Participation and Public Participation Tools to be used to obtain public input in a particular circumstance.

3.10 **Public Participation Tools:** means the tools that may be used, alone or in combination, to create Public Participation opportunities.

4. GUIDELINES:

4.1 **Conduct of Engagement:** Core principles will guide decisions about how and when to involve the public toward cooperative relationships and assist in governing a "Conduct of Engagement" by working together to build and maintain Public Participation. The following principles form the acronym "**TRUST**":

4.1.1 **T**ransparency: demonstrate accountability that the decision-making process is open, clear and accessible to all role players in the participation process where the public becomes familiar with the appropriate information and tools to engage in meaningful participation.

Policy Statement and Guidelines:

4.1.2 **Respect**: consideration of timing and style of approach strengthens legitimacy where the public is more likely to accept the decision made when they have taken part in creating the solution. Respect that is built into the participatory processes upfront benefits adequate public involvement allows for realistic management of costs and creates a better ability to manage the quality of the output.

4.1.3 **Unity:** embracing all views and opinions in the process of public participation strengthens participatory democracy with the community by promoting a spirit of democracy and participants become aware of other views by enabling their voice to be heard and taken into account of. Dialogue with others where views are exchanged assists in reaching solutions upon which consensus can be built.

4.1.4 **Social:** collectively bond to collaborate a balanced approach of engagement by listening to understand and be informed, learning to gather information to refine perspectives on issues or initiatives, and voicing points of view ensures a free flow of valuable information to all participants to be actively involved.

4.1.5 **Transform:** be the lead model responsible to empower participation and communicate results to the public to directly share in the decision-making process. Open public participation process can therefore result in better citizen "buy-in" as the community changes and evolves.

4.2 **Proactive Public involvement:** Public involvement is happening all the time and it is about dialogue with the appropriate people in the appropriate way at the appropriate time. The following elements can be perceived as factors that can reflect potential negative drawbacks when engaging in the public participation process:

- Time Consuming: Consultation can be time consuming, slowing down decision-making processes.
- Costs: Consultation can be resource intensive (financially and staff wise).
- Unrealistic Expectations: Can lead to citizens expecting shared decision-making power with the Council. If their solution is not adopted, these individuals may criticize the process rather than the decision.
- Fair Representation: Public who participate may not represent all relevant views to issues being discussed. The interests of a few active people can be seen as overruling the silent majority.
- Inaccurate information: Public may have strong opinions that are based on inaccurate information. All information provided by participants will be carefully assessed.

Benefits: It is imperative that the public understands that there not be, nor appear to be any conflict between the interests of Council and their duties of municipal functions to the Community. Effective public participation, however, considers opportunities to go beyond simply providing information; the end result is decisions reflective of the public interests and looks at how and when to best connect with the community.

Policy Statement and Guidelines:

4.3 **Public Participation Plan:**

4.3.1 **Public Participation Opportunities:** Council and Administration recognize that quality public participation is a critical component of good governance. Councillors and staff of the Municipality will ensure that the **Public Participation Plan** involves the public in the following functions:

4.3.1: **Bylaws and Regulations:** New programs and Services being established and/or reviewed, upon direction to engage Public Participation through a motion of Council.

4.3.2: **Policy** formulation and review: Policies of Intent (Policy Code P-I).

4.3.3: **Budget**: Preparation for gathering input.

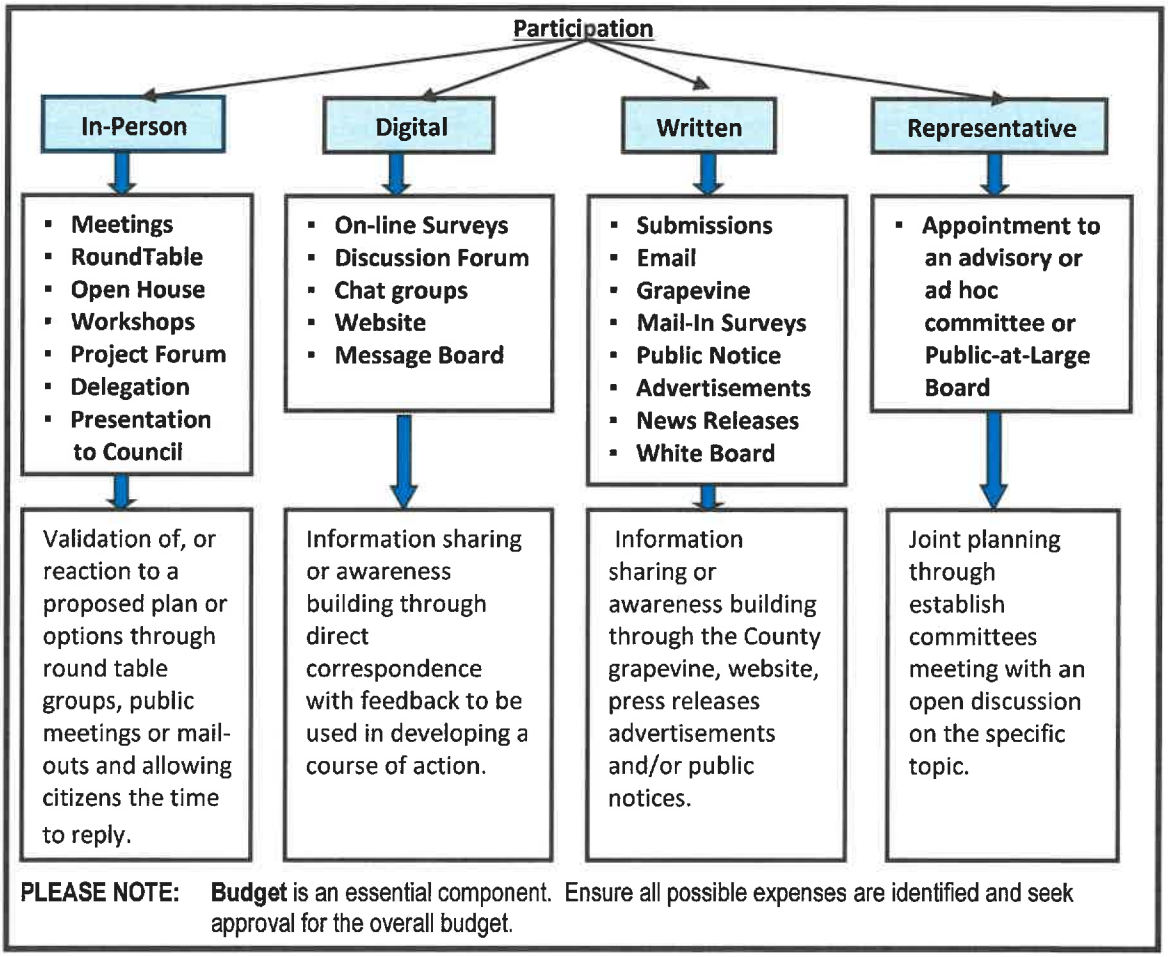
4.3.4: **Planning:** Strategic Plan and Business Plan and any implementation of projects and initiatives.

4.3.2 **Levels of Participation:** The effort to build the capacity to enable effective participation from the community and its citizens can be achieved through five (5) goals and levels of engagement for dissemination of information, mechanisms and platforms for dialogue.

	1	2	3	4	5
	Inform	Consult	Involve	Collaborate	Empower
GOAL	When the County want to provide information on municipal functions.	When feedback/ input is required from public in a specific program area, analysis or initiative.	When the public's comments can have an impact on the design and development of a facility, structure, program or project.	When it's important to build partnerships and strengthen relationships between the community and County.	When public buy-in is of primary importance for an initiative to be successful.
LEVEL	Provide the public with the information to assist them in understanding the problem, alternatives, opportunities and/or solution.	To keep the public informed, listen to and acknowledge concerns and aspirations. Consult simply means to ask for the public's opinions and consider any input received.	To work directly with the public by providing opportunity for dialogue and interaction throughout the process to ensure that public concerns and interests are understood and considered.	Public is directly engaged in decision -making. Possible actions or solutions are typically generated by the public and there is an explicit attempt to find consensus.	Authority is delegated to the public to varying degrees where appropriate to improve community capacity - normally through committees created by Council that have members-at-large.

Policy Statement and Guidelines:

4.3.3 **Public Participation Tools:** To ensure timely and continuous involvement of the public, community and others in the public participation process, a variety of public notification and participation procedures can be used and may use any combination of the following making it easier to pick tools and activities that match public expectations to the desired level of participation.



PLEASE NOTE: **Budget** is an essential component. Ensure all possible expenses are identified and seek approval for the overall budget.

4.4 **Encourage Public Participation:**

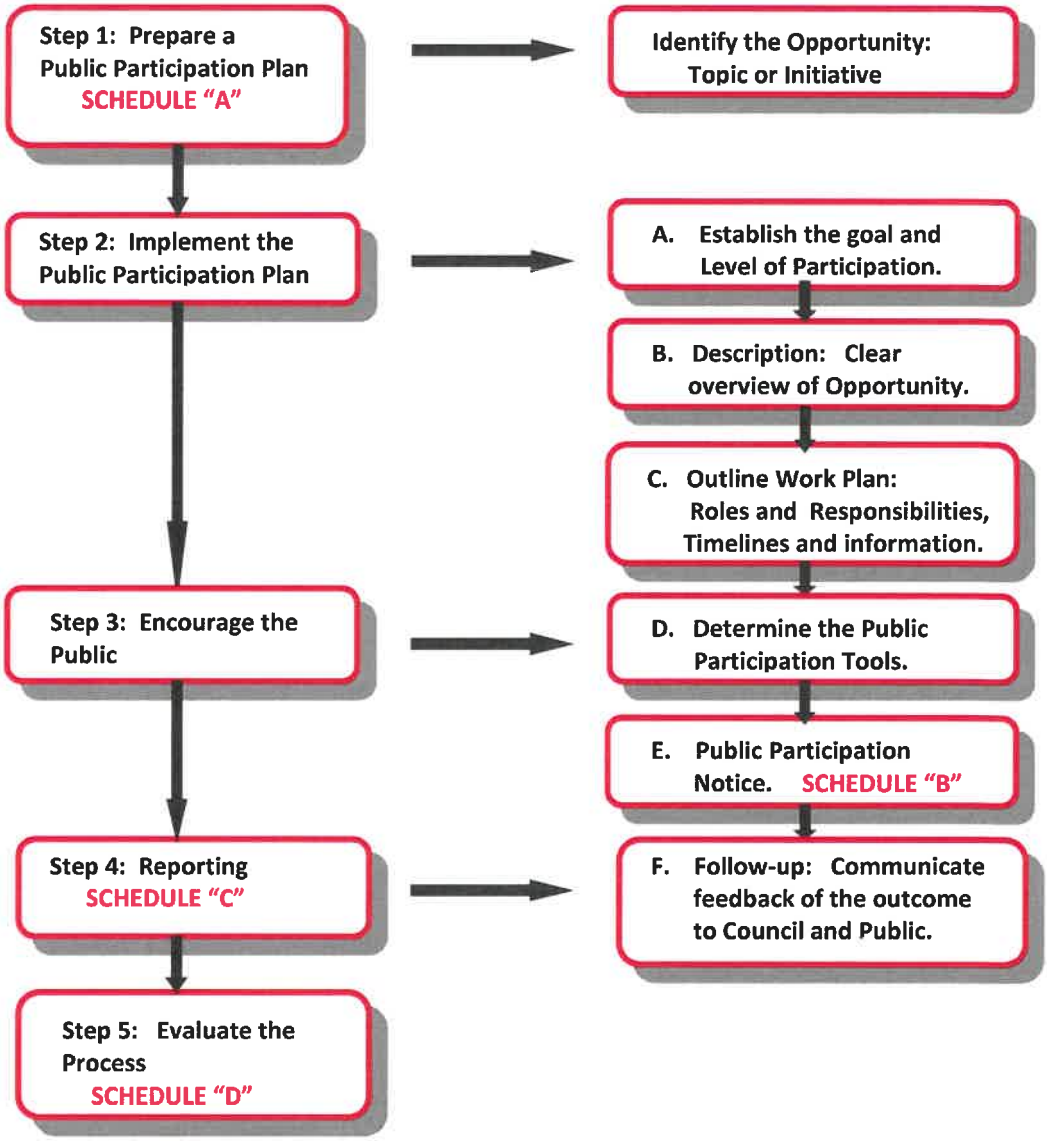
The municipality's meetings are all open to the public when and as required under the *Municipal Government Act*, and the public will have an opportunity to provide feedback or comments in writing or in persons at these meetings.

- The Public Participation Plan will outline the communication to ensure that participation by the public is meaningful and effective, through timely disclosure of information, in the best way by various means in accordance with this Policy to inform citizens to remain educated and connected about opportunities to provide formal public comments.
- Council meetings will address all Public Participation elements during Agenda – Section 4: Request For Decision. Sign in sheet, as per ***Schedule "E": Public Participation Attendees*** will indicate the public participation attendance for the record and assist the Reeve to acknowledge persons who wish to speak.

Policy Statement and Guidelines:

4.5 Implementing a Public Participation Process:

The next step in public participation is to implement a **Public Participation Process**. This process is designed to address the specific issue or project. The diagram presents the tasks in a series of linear steps and activities in the process:



The intensity of the public participation process varies depending on the nature of the project, characteristics of the neighborhoods, community issues and the perceived impact to the public involved. A Public Participation Plan sets a roadmap of what will be done, when, with whom, by whom and where will be outlined in accordance with ***Schedule "A": Public Participation Plan***.

Policy Statement and Guidelines:

4.6 **Public Notification and comment Process:**

4.6.1 The public notification process is a notice advertised in order to notify the public of an issue and a time frame of a 14-day public comment period will be provided prior to a decision being made. Each notice will include, as outlines in ***Schedule "B": Public Participation Notice***, at a minimum, the following information:

- Name of topic/issue /activity/type of participation event.
- Municipalities' name.
- Action to be taken and by whom.
- Day, date, time and location of meeting.
- Brief summary of the proposed action or plan and geographic scope.
- Start and end dates for public comments.
- Where to obtain copies of the materials, and how to provide formal comments.
- A designated contact for more information (name, telephone, email).

4.6.2 County Council must give the public a reasonable opportunity to present their views and the requirements for advertising are stipulated in accordance with ***Bylaw No. 1316-18: Public Notification***. Notice must be advertised for all citizens/public.

4.7 **Reporting:** Reporting and giving feedback to the public is a critical phase in the process – it ensures those involved see their input was received, understood and valued.

4.7.1 The County will provide a response report that demonstrates the County has received and considered input from the public about project.

4.7.2 Public Participation Report will help understand the level of achievement and demonstrate the results of the outcome by indicating satisfaction with the process, success with the conclusion of the work, approval of the recommendations and resolution of the issue.

4.7.3 Response and meeting summaries prepared will highlight key points in the public participation process that note feedback/questions received and the County's response, in accordance with ***Schedule "C": Public Participation – Report.***

Policy Statement and Guidelines:

4.7.4 Communicating the results of the public engagement effort back to those who have participated is a fundamental principle of engaging the public and Council.

- **The designated department manager** will prepare and present the summary report following each major initiative or project participation process, and provide copies:

Report - What it means:	
COUNCIL	**PUBLIC**
▪ Provide complete and unbiased results of the involvement. ▪ Provide report for review – supplying background information of the involvement, and the inputs received. ▪ Providing an outline of next steps as recommendations.	▪ Council values the efforts citizens/public make to participate in its municipal decisions. ▪ Make report available to the public.
The Communication Department will publish the **REPORT** on the Council's website and distribution through the Central Office.	

4.8 **Evaluation:** Evaluation measures the effectiveness of the public participation process.

4.8.1 The final stage of this process is evaluating the effectiveness of the public involvement process. Evaluation is a critical part of every engagement effort to help understand if the guiding principles have been met, and if not, why not. It also supports continuous improvement and learning. To ensure effective and meaningful public participation, an internal evaluation shall be completed after every process, in accordance with Schedule ***"D":*** **Internal Evaluation**.

5. PROCEDURES:

5.1 Roles and Responsibilities:

There are four (4) primary groups who have a stake in decisions made by Council:

5.1.1 **County Council:**

- Acknowledges the public's involvement and Council members actively engage in public participation.
- Will consider input through Public Participation.
- Review this policy every election term to ensure the Policy complies with all relevant legislation, municipal policies and the purpose of Public Participation.
- Ensure appropriate resources are available to solicit Public Participation.

Policy Statement and Guidelines:

5.1.2 **Administration Staff:** Administration carries out the steps of the process to ensure the proper process is established and used properly and that the guiding values are consistent.

- Chief Administrative Officer/Assistant Chief Administrative Officer:
  - Ensure that a Public Participation Plan is developed in accordance to this Policy for proper engagement.
  - Be a resource to lead the departmental team for public participation: framework, vision, guiding values, benefits and continuum of engagement for every issue in which public involvement is expected/warranted.
  - Report findings of the Public Participation to Council.
  - Ensure that policy is adhered to by all personnel, consultants and contractors hired to do public engagement on behalf of the County.
- Department Managers:
  - Coordinate the implementation of the Public Participation Plan.
  - Implement the format to facilitate public participation appropriate to the issue at hand.
  - Ensure adequate time and resources are dedicated to planning, coordinating and conducting engagement processes, whether internal or external.
  - Assign staff, as needed to implement Public Participation, ensuring adequate time and resources is available.
  - Ensure the staff understands the importance of Public Participation and this policy.
  - Report findings of the Public Participation to Chief Administrative Officer/Assistant Chief Administrative Officer.
- Communication Department:
  - Support public engagement processes with communication planning and build awareness of the opportunity to participate.
  - Assist the Departments with the Public Participation.

5.1.3 **Community associations and special interest groups**: As an important connection to communities throughout the Smoky Lake County, community associations and special interest groups play an integral role in having unique knowledge of a topic or issue, or will be impacted in a unique and specific way.

5.1.4 **General Public:** Anyone who is affected by a decision should be involved in some way in that decision. The public's main role is to actively participate in the process, keeping in mind the "greater good" while considering the current and future needs of the community.

Policy Statement and Guidelines:

5.2 SUPPORTING LEGISLATION:

All Public Participation will be undertaken in accordance with the following Legislative framework:

5.2.1 The ***Municipal Government Act:***

Section 216.1: Outlines the Public Participation requirements for all Alberta municipalities.

Sections 227: The general guidelines and requirements to hold a public meeting are outlined. For any public meetings called by County Council, notice must be advertised and all citizens can attend.

5.2.2 Smoky Lake County ***Bylaw No. 1316-18: Public Notification*** outlines the advertising methods used to provide Notice for all citizens/public who can attend. This Bylaw stipulated the requirements to allow the public a reasonable opportunity to present their views to make suggestions and representations.

5.2.3 This policy will adhere to the principles in accordance to the "**Public Question and Answer Period**" Sections: 5.34 to 5.37 of the Smoky Lake County ***Procedural Bylaw No. 1303-17.*** This applies to the process on how the Public Participation shall be conducted at County Council Meetings for public's understanding.

5.2.4 Smoky Lake County information and disclosure of municipal records in accordance with the ***Municipal Government Act*** and under the ***Freedom of Information and Protection Privacy (FOIP),*** and any other applicable legislation.

5.2.5 Smoky Lake County ***Bylaw No. 1134-05: The Records Retention and Disposition*** outlines when correspondence submitted to Smoky Lake County will form part of the public record and will be retained in accordance with this Bylaw.

5.3 LEGISLATIVE AND POLICY IMPLICATIONS

5.3.1 Smoky Lake County **Policy Statement No. 01-51: Public Participation** will be reviewed by County Council every four years or as required.

5.3.2 Smoky Lake County will post this policy on the website for Public Inspection.

	Date	Resolution Number
Approved	June 28, 2018	# 701-18 - Page # 13169
Amended		
Amended		
Amended		

PUBLIC PARTICIPATION PLAN

SCHEDULE "A"

Project Title: _____

STEP ONE	**Prepare a Public Participation Plan:**
	Public Participation Opportunity Number: _____ **Policy Section: 4.3.1**
STEP TWO	**IMPLEMENT THE PUBLIC PARTICIPATION PLAN**
A Establish the Goal and Level of Public Participation	**Identify Public Participation Goal and determine level of public participation for the project:** To determine the appropriate level of public participation, it is important to assess the degree to which the public considers the issue significant. **Policy Section: 4.3.2**
	LEVEL: 1 ☐ Inform 2 ☐ Consult 3 ☐ Involve 4 ☐ Collaborate 5 ☐ Empower
	What is to be achieved: _____
B Description: Clear overview of Opportunity	**Describe the Project:** Provide a clear description to lay the foundation for a successful and achievable public participation process within the timeline, geographic area, staff and budget limitations of the overall project. This information will be used to explain the project and communicate the boundaries of public participation in planning, program development or decision processes.
	Describe the Project: ***(Key Issue)***
	Costs of Public Participation:
C Outline Work Plan	Create a Work Plan Schedule: Any public participation plan should include a detailed timeline of the planning, program development or decision-making processes as well as the public participation activities within that process. Public information and input need to be timed early enough to provide the public adequate opportunity to influence the decision.

Roles and Responsibilities Designated Department Manager Team Members	Timeline Include stages of Public Engagement (if more than one)	Information Include Background, history and previous engagements

PUBLIC PARTICIPATION PLAN

PAGE TWO

STEP THREE	**ENCOURAGE THE PUBLIC**
D Determine the of Public Participation Tools	**Select Tools:** Different public participation goals typically require different tools and approaches. Policy Section: 4.3.3 ☐ In-Person ☐ Digital ☐ Written ☐ Representation **Tool Activities:** _____ _____ _____ _____ _____ _____
E Public Participation Notice	**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 **Advertise:** Complete *Schedule "B": Public Participation Notice.* **Gather Inputs and Disseminate Results for Reporting:** (Concerns and Impact)
STEP FOUR	**REPORTING**
F Follow-up	**Communicate feedback of the outcome to Council and Public.** Policy Section: 4.7 **Complete** *Schedule "C": Public Participation Report.* **Council Meeting Date:** _____ **Request For Decision - Agenda Item:** _____
STEP FIVE	**EVALUATE THE PROCESS**
	Evaluation measures the effectiveness of your public involvement process - Public Feedback and Public Participation Outcomes. Evaluate and report to Council. Policy Section: 4.8 **Complete** *Schedule "D": Internal Evaluation* **Evaluation summary will be provided through the Department Manager Report after the Public Participation Engagement Meeting with Council has been completed. To the following Council Meeting for Review.** **Council Meeting Date:** _____

SMOKY LAKE COUNTY: Engagement Coordinator	**DEPARTMENT:** _____
Name: _____	
Title: _____	**DATE:** _____

SCHEDULE "B"

Invitation for Public Participation NOTICE

Your relationship with your Municipal Government
"It's Your County – Engage"

Pursuant to Policy Statement No. 01-51: **Public Participation,** therefore promote and encourage public participation as is stipulated and governed by legislation to obtain public input on proposed
Opportunity: _____

Name: Topic/issue /activity/type of participation event:

_____

Brief summary description and details: _____

_____

_____

Informed the Public: List all tools used to inform the public

_____ _____ _____

The Public Participation Reporting will be held as follows:

Date:	**Month, Day, Year**
Time:	**9:00 a.m. - Agenda Item: Request For Decision Number 4.____.**
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 to provide formal **comments or feedback** on the proposed opportunity is encouraged to attend the Council Meeting, 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 information 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 Year in Paper(s): _____.
Posted: Month Day and Year on Website: _____.

Name: _____
Title: _____
Smoky Lake County

SCHEDULE "C"

Public Participation

REPORT

The objective of this report is to provide all proceedings, findings and recommendations pertaining to the Public Participation undertaken for the following: ***Public Participation Opportunity***

NAME: _____

DATE OF ACTIVITY/TIME PERIOD: _____

Contact Person: _____

Department: _____

BRIEF DESCRIPTION OF PARTICIPATION OPPORTUNITY

# of Participants: _____ **Other:** _____

PURPOSE OF PARTICIPATON

	Level of Participation	Goals #
1.		
2.		
3.		
4.		

TOOLS

Participation Tools used:

- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

BACKGROUND: Record of the Participation PROCESS

Public Notice: Timeline
Date for Public Feedback & Comment

_____

Advertised:

Background Information Provided:

SUMMARY OF PUBLIC COMMENTS RECEIVED: Written, Verbal or No comments

	Commenter Name	Title	Date and Format of Feedback received
1.			☐
2.			☐
3.			☐
4.			☐
5.			☐
6.			☐
7.			☐
8.			☐

Public Participation

REPORT

PAGE TWO

Public Participation Opportunity

NAME: _____

SUMMARY OF PUBLIC COMMENTS:

FINDING: Result of Involvement	**RECOMMENDATION: Analysis of results**

COMPLETE AFTER COUNCIL DECISION

COUNCIL MEETING: DECISION:

Provide an outline of decisions made	Provide a record of how the final decision was reached
Council Meeting Date: _____ **Request For Decision: 4.**____	**Approval: Motion Number:** _____

WHAT WORKED WELL AND WHY? Satisfaction with the process, success with the conclusion of the work

WHAT SHOULD BE DONE DIFFERENTLY NEXT TIME?

HOW WAS SUCCESS MEASURED? How do we know that the engagement as successful?

Evaluation Completed: _____

Comments:

COMMUNICATE DECISION:

Advise Public of the final outcome

Report Release Date:	**How was the Public advised of Decision:**

RETENTION OF RECORD: **All correspondence submitted to Smoky Lake County will form part of the public record and will be retained in accordance with Bylaw No. 1134-05: Records Retention and Disposition. File No.:** _____

SIGN-OFF:

DEPARTMENT MANAGER NAME:	SIGNATURE	DATE
CHIEF ADMINISTRATIVE OFFICER NAME:	SIGNATURE	DATE

SCHEDULE "D"

PUBLIC PARTICIPATION
Internal Evaluation

Follow-Up Worksheet

OPPORTUNITY: _____

1 = No 2= Partially 3=Yes

T	**Transparency**	
1	The Public Participation Policy was followed.	1 2 3
2	Benefits of involving public were considered.	1 2 3
3	Engagement tools and approach were effective.	1 2 3
4	Information provided in timely, accurate, accessible and easily understood.	1 2 3
5	An evaluation process was developed and administered.	1 2 3
R	**Respect**	
6	An involvement strategy was identified – key issues addressed.	1 2 3
7	A variety of techniques was considered to reach and involve.	1 2 3
8	Support was evident throughout.	1 2 3
9	Time spent by staff in preparation, delivery and follow-up: ■ Number of hours? _____ ■ Were resources budgeted? _____ ■ Costs of Participation Process? _____	
10	Staff was capable of supporting effective involvement.	1 2 3
U	**Unity**	
11	The issue/question was clearly defined before starting.	1 2 3
12	The levels of participation were applied effectively.	1 2 3
13	Publics' time and resources were recognized and used effectively.	1 2 3
14	The expected outcome of the process was achieved.	1 2 3
15	Was the public satisfied with the Public Participation process.	1 2 3
S	**Social**	
16	Appropriate citizens were identified.	1 2 3
17	Attempts were made to reach and involve those directly affected.	1 2 3
18	The participation was appropriate and added value.	1 2 3
19	Public adhered to the process.	1 2 3
20	Feedback was provided on how public participation input influenced decision.	1 2 3
T	**Transform**	
21	Council adhered to the process.	1 2 3
22	Results were communicated to all public.	1 2 3
23	The outcomes were achieved satisfactorily.	1 2 3
24	What can be improved for next time?	
25	What went well?	

Department: _____ Completed by: _____

Date: _____ Council Meeting Date: _____

SCHEDULE "E"

PUBLIC PARTCIPATION MEETING
ATTENDEE SIGN IN SHEET

SMOKY LAKE COUNTY

COUNCIL MEETING DATE: _____ **AGENDA ITEM: 4.**_____

Issue /activity/type of participation event: _____

Name (Print)	Signature	Email or Mailing Address

Your name will be called upon by the chairperson to speak for your comments.

County Facilities / Sites

3.3

- **County Administration Building**

Administration Office located at

4612 McDougall Drive in the Town of Smoky Lake.

- **County Public Works Shop**

County Public Works Shop located at

5004-50 Street in the Town of Smoky Lake.

- **County Storage Site**

Public Works Department has an area located at:

Legal Address: SE 22-59-16-W4 in Smoky Lake County (a.k.a. "BODGAN'S PIT").

This area is used for additional storage: i.e., Oil Tanks, Explosive Magazine, Firewood, Culverts, CNG & Odorant Equipment, etc.

CAO Bylaw 3.4

In 1995, Council established, by bylaw, a position of CAO. Council has given the position an appropriate title of "**Chief Administrative Officer**".

The CAO is the administrative head of the municipality. The CAO's responsibilities include ensuring that the municipality's policies and programs are implemented, advising and informing the council on the operation of the municipality, and performing any other duties assigned by council.

Staying out of the day-to-day operation of the municipality allows council to concentrate on policy-making and program monitoring. Your CAO will keep council informed on what the municipal administration is doing as he or she is Council's main connection to the administration. You should expect the administration to provide council with information to make sound decisions.

3.4.1 Bylaw No. 1382-20: Chief Administrative Officer **Attached**

SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO. 1382-20

A BYLAW OF THE MUNICIPALITY OF SMOKY LAKE COUNTY IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF ESTABLISHING AND DEFINING THE POWER, DUTIES AND FUNCTIONS OF THE CHIEF ADMINISTRATIVE OFFICER.

WHEREAS, pursuant to the *Municipal Government Act,* R.S.A. 2000 c. M-26 and amendments thereto, Council is authorized to pass a Bylaw to establish the position of Chief Administrative Officer and appoint a person to carry out the powers, duties and functions of such position; and

WHEREAS, pursuant to the *Municipal Government Act,* R.S.A. 2000 c. M-26 and amendments thereto, Council may give the position of Chief Administrative Officer any title the Council considers appropriate; and

WHEREAS sections 207 and 208, *Municipal Government Act,* R.S.A. 2000 c. M-26 and amendments thereto, set forth the mandatory statutory responsibilities and major administrative duties of the Chief Administrative Officer; and

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

PART ONE: INTERPRETATION

1.1 The purpose of this bylaw is to establish the position of Chief Administrative Officer for Smoky Lake County and shall be cited as the "**Chief Administrative Officer Bylaw**".

1.2 The headings in the Bylaw have been inserted for reference purposes 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.

1.3 Words in the masculine gender will include the feminine gender whenever the context so requires and vice versa.

1.4 Words in the singular gender shall include the plural or vice versa whenever the context so requires.

1.5 Where an Act is referred to in the Bylaw it shall include amendments thereto.

PART TWO: DEFINTIONS

2.1 **"Act":** means the *Municipal Government Act,* RSA 2000, c-M-26 and successive Act and amendments thereto.

2.2 **"Acting CAO":** means the individual acting under a delegation of authority from the Chief Administrative Officer (CAO) who is appointed by resolution of Council as to be the Acting CAO.

2.3 **"Administration":** means the general operations of the County, including the Chief Administrative Officer or an employee accountable to the Chief Administrative Officer, financial and other related resources as permitted by the *Municipal Government Act.*

2.4 **"Agreement":** means a written accord such as a contract wherein the parties to the accord exchange mutually enforceable promises for consideration with the intention to create legally binding obligations.

2.5 **"Bylaw":** means this Chief Administrative Officer Bylaw for Smoky Lake County.

2.6 **"Chief Administrative Officer":** means the person appointed by Council to the position of Chief Administrative Officer (hereinafter may be referred to as "CAO") for Smoky Lake County, under the *Municipal Government Act.*

2.7 **"Council":** means the Reeve and Councillors duly elected in the Smoky Lake County who are eligible to continue to hold office.

2.8 **"County":** means the geographic area contained within the boundaries of the municipality of Smoky Lake County.

2.9 **"Designated Officer":** means a Designated Officer as defined by the *Municipal Government Act.*

2.10 **"Enactment":** means an Act of the Legislature of Alberta, a regulation made under an Act of the Legislature of Alberta, and Act of the Parliament of Canada, and a statutory instrument made under the Act of the Parliament of Canada.

PART THREE: OFFICE, APPOINTMENT AND CONTINUATION

3.1 Council hereby establishes the position of CAO and the individual appointed to that position shall have the title of "Chief Administrative Officer".

3.2 Council shall by resolution appoint an individual to the position of CAO and establish the terms and conditions of the CAO's employment agreement.

3.3 The CAO is the head of the County and is accountable to Council for the exercise of all powers, duties, and functions. The CAO must remain transparent to all Members of Council.

3.4 The CAO is a designated officer for the County for all purposes; unless Council establishes another designated officer position by bylaw, appoints an individual to that position, and prescribes specific powers, duties, and functions for that position.

3.5 If the CAO is going to be temporarily absent, the appointed Acting CAO shall perform the CAO's duties and functions and exercise the CAO's powers on a temporary basis. The Acting CAO may receive appropriate compensated if approve by resolution of Council.

3.6 Pursuant to the Act, Council must provide the CAO with an annual written performance evaluation, as outlined in accordance with ***Policy Statement No. 01-08: Chief Administrative Officer - Performance Appraisal.***

3.7 In the event of a vacancy in the position of CAO for any reason, Council may by resolution, appoint a person as an Interim CAO under this Bylaw.

3.8 The CAO shall carry out their powers, duties, and functions in compliance with:

3.8.1 The Municipal Government Act.

3.8.2 This Bylaw.

3.8.3 Any other enactment.

3.8.4 Any other bylaw, resolution, policy, or procedure adopted by Council.

3.8.5 Any contract binding the County.

And, the CAO shall exercise such other powers, duties, and functions as may be required by Council for time to time.

3.9 The CAO's signature, and the signatures of any other County employee who has the power of signing authority, may be printed, lithographed, or otherwise reproduced electronically in accordance with the Government of Canada's electronic signature guidelines.

PART FOUR: GENERAL POWER, AUTHORITY AND DUTIES

In addition to the powers, duties, and functions of the CAO under the *Municipal Government Act* or any other Act, the CAO will carry out:

4.1 **General Administration and Operations**:

4.1.1 Report to Council, all changes to the organizational structure of the municipal administration. Major organizational changes shall be reported prior to implementation and include, but are not limited to merging, dividing, and eliminating departments and

amendments to the managerial hierarchy.

4.1.2 Forward all requests for new permanent positions to Council for budget approval.

4.1.3 Within the parameters of the Human Resource Policies established by Council, establish procedures for hiring employees of the County to carry out, as necessary, the powers, duties and functions assigned.

4.1.4 Ensure that the policies and programs of the County are implemented.

4.1.5 Advise and inform Council in the operations and affairs of the County.

4.1.6 Supervise, direct, recruit, terminate, discipline, demote, transfer, and direct all employees of the County.

4.1.7 Direct, supervise and review the proponents of all departments of the County.

4.1.8 Ensure the corporate seal is kept in the custody of the Chief Administrative Officer.

4.1.9 Determine the sufficiency of any petitions to Council, as set out in the *Municipal Government Act.*

4.1.10 Accept service of all notices and documents on behalf of the County.

4.1.11 Provide certification of notices, decisions, documents and any other certificates or statutory declarations as provided for or required by the *Municipal Government Act.*

4.1.12 To review all requests of any person to obtain information in possession of the County and to provide such information in accordance with the *Municipal Government Act* and the *Freedom of Information and Protection of Privacy Act* and any other applicable Act.

4.1.13 Authorize a temporary road closure in whole, or in part, at any time that a construction project, maintenance project, or force majeure, has caused a hazard on or adjacent to, the road.

4.1.14 Authorize the placement from time to time of traffic control devices, including traffic control devices restricting the speed of vehicles at any locations considered necessary for controlling highways and roads subject to the direction, management and control of the County and provide for a record of all locations placed, which shall be open to public inspection during normal business hours.

4.1.15 Inform the County Solicitor of any matters involving any potential legal and/or administrative proceedings involving the Municipality.

4.2 **Financial Matters:**

4.2.1 Prepare and submit to Council Budget Meetings, the estimates of revenue and expenditures and capital programs annually, or as required by Council.

4.2.2 Monitor and control municipal spending within the budgets established by Council.

4.2.3 Advise Council and make recommendations about the financial conditions of the County and the policies and programs as may be necessary or desirable to carry out the powers, duties, and functions of the County.

4.2.4 Ensure the revenues of the County are collected and controlled and receipts are issued in the manner directed by Council.

4.2.5 Ensure all money belonging to or held by the County is deposited in the bank, credit union, loan corporation, treasury branch, or trust corporation designated by Council.

4.2.6 Ensure the accounts for authorized expenditures referred to in Section 248 of the *Municipal Government Act* are paid.

4.2.7 Ensure accurate records and accounts are kept of the financial affairs of the County, including the things on which a County's debt limit is based and the things included in the definition of debt for the County.

4.2.8 Ensure the actual revenues and expenditures of the County compare with the estimates in the operating or capital budget approved by Council are reported to Council as often as Council directs.

4.2.9 Ensure money invested by the County is invested in accordance with Section 250 of the *Municipal Government Act.*

4.2.10 Ensure assessments, assessment rolls and tax rolls for the purpose of Parts 9 and 10 of the *Municipal Government Act* are prepared.

4.2.11 Ensure public auctions held to recover taxes are carried out in accordance with Part 10 of the *Municipal Government Act*.

4.2.12 Authorize for the entering into of contracts and/or the expenditures of funds where such contracts or expenditure has been approved by Council, either in the budget or otherwise.

4.2.13 Ensure all contracts and agreements are signed with any other person authorized by Council to sign them.

4.3 **Legislative Matters**:

4.3.1 Attend all meetings of Council and committees of Council and meetings of such boards, authorities and other bodies as are required by Council or Council committees.

4.3.2 Prepare and submit to Council such reports and recommendations as may be required by Council or Council Committees.

4.3.3 Delegate all the powers, duties, and functions of a Designated CAO as required, under the *Municipal Government Act* or any other Act, to the appointed Acting CAO while absent.

4.3.4 Ensure all minutes of Council meetings are recorded in the English language, without note or comment.

4.3.5 Ensure the names of Councillors present at Council meetings are recorded.

4.3.6 Ensure the minutes of each Council meeting are given to Council for adoption at a subsequent Council meeting.

4.3.7 Ensure the bylaws and minutes of Council meetings and all other records and documents of the County are kept safe.

4.3.8 Ensure the Minister is sent a list of the Councillors and any other information the Minister requires within five (5) days after the term of the Councillors begin.

4.3.9 Ensure that all minutes of Council meetings are signed in conjunction with the person presiding at the meetings.

4.3.10 Ensure that all bylaws are signed in conjunction with the Chief Elected Official.

4.3.11 Ensure that all bylaws of the County are consolidated as authorized by Council.

4.3.12 Ensure Administration is proactive when requesting a decision from Council, in providing a full range of information, background, issues defined, available options, and implications in accordance with ***Policy Statement No. 01- 27: Issues for Decision.***

4.3.13 Be the Head of the County who is responsible for all decisions made under the *Freedom of Information and Protection of Privacy Act.*

4.3.14 Ensure that in the event where one or more Councillors obtain information about the operation or administration of the municipality from the CAO or a person designated by the CAO, the information must be provided to all other Councillors as soon as practicable in accordance with Section 153.1 of the Act and ***Policy Statement No. 01-28: County Council Issue for Information and Information Releases.***

PART FIVE: REFERENCES:

5.1 Any reference within any bylaw, resolution, policy, agreement, or regulation, referring to the County Manager, Municipal Manager, or County Administrator which has been passed, adopted or entered into prior to this Bylaw coming into effect shall be deemed for all purposes to refer to the position of Chief Administrative Officer (CAO) established and continued under this Bylaw.

PART SIX: SEVERABILITY

6.1 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.

PART SEVEN: REPEAL OF PREVIOUS BYLAW

7.1 Bylaw 975-95 is hereby repealed.

PART EIGHT: EFFECTIVE DATE

8.1 This Bylaw comes into effect on the date of final passing.

READ A **FIRST TIME** IN COUNCIL THIS **27th** day of **August**, AD **2020**.

READ A **SECOND TIME** IN COUNCIL THIS **27th** day of **August**, AD **2020**.

READ A **THIRD AND FINAL TIME** IN COUNCIL THIS **27th** day of **August**, AD **2020**.

Craig Lukinuk, Reeve

SEAL

Interim Chief Administrative Officer

RMA / FCM 3.5

Rural Municipalities of Alberta (RMA) is an independent association comprising Alberta's 69 counties and municipal districts. Since 1909, we have helped rural municipalities achieve strong, effective local government. The RMA provides Advocacy and Aggregated Business Services (including Trade, Prairie Fuel Advisors and Jubilee Insurance).

History:

1909	**AAMDC begins as the Alberta Local Improvement Districts Association**
1937	**AAMDC cooperative purchasing agency—early version of AAMDC Trade Division**
1955	**Jubilee Insurance Agencies is incorporated**
2008	**Prairie Fuel Advisors (2008) Ltd. (PFA) becomes a Trade subsidiary**
2009	**Centennial year**
2010	**Trade, Jubilee Insurance and PFA join under Aggregated Business Services umbrella**
2018	**AAMD&C name changed to RMA (Rural Municipalities of Alberta)**
2020	**RMA Conference was held virtually for the first time due to COVID-19**

The **Mission Statement** of RMA states: strengthening rural Alberta by supporting our members through effective representation and valued services.

The Association is dedicated to enhancing leadership in municipal governance by developing and maintaining responsive and professional relations with member municipalities, the provincial government, and the general public; and by providing services to member municipalities that support and strengthen their contributions to the well-being of rural municipalities. RMA represents a unified voice to the provincial government on behalf of rural municipalities.

RMA Conventions are held in the Spring and Fall each year for rural councils and administration.

The **RMA Fall 2021** Convention will take place at the Edmonton EXPO Centre, Alberta from **November 23-26, 2021**. Registration fees and travel expenses to attend this conference are provided within the Council budget. Confirmation of your registration will be provided to Council once new Council indicates interest in attendance. Registration closes on November 5, 2021.

3.5.1 *Draft* "Agenda" for the November 23-26, 2021 Convention. Attached

Federation of Canadian Municipalities (FCM):

The **Mission Statement** of FCM states the fundamental purpose of FCM is the pursuit of the common national interests of all Canadian municipalities, particularly as these affect or are affected by actions of the Government of Canada, or of the provinces and territories, acting at the interprovincial level.

FCM conducts research, develops policies, and through appropriate mechanisms, takes action on matters of national municipal concern. FCM serves as the central linkage among Canadian municipalities and municipal associations acting upon their shared goals in the intergovernmental arena while working toward excellence in municipal administration by establishing meaningful working relationships among municipal officials across Canada.

RMA 2021 DRAFT Fall Convention Program

*Agenda is subject to change **voting required*

Monday, November 22	
8:00 am to 4:30 pm	EOEP Course: Munis 101

Tuesday, November 23	
8:00 am to 12:00 pm	EOEP Course: Munis 101
1:00 pm to 7:00 pm	Tradeshow & Reception
5:00 pm to 6:00 pm	Mayor and Reeve's Meeting
Evening	Hospitality Suites in downtown area

Wednesday, November 24	
7:30 am to 8:30 am	Breakfast
8:30 am to 9:00 am	Opening Ceremonies
9:00 am to 10:00 am	Opening Keynote Speaker - Jordin Tootoo, Mental Health, Resilient Communities and Leadership
10:00 am to 10:30 am	Hon. Ric McIver, Minister of Municipal Affairs
10:30 am to 11:00 am	Coffee Break
11:00 am to 12:00 pm	RMA Orientation
12:00 pm to 1:00 pm	Lunch
1:00 pm to 1:45 pm	Truth and Reconciliation Panel
1:45 pm to 2:15 pm	Mini Keynote Speaker – Lauren Sergy
2:15 pm to 2:30 pm	Internet Speed Testing
2:30 pm to 3:30 pm	Councillor Networking & Coffee Break
3:30 pm to 4:30 pm	Workshops - Floating to the Future: Hydrogen in Alberta - Preparing for the Worst: Municipal Disaster Mitigation in Alberta - Developing and Leveraging Leadership Presence
Evening	Hospitality Suites in downtown area

Thursday, November 25	
7:30 am to 8:30 am	Breakfast
8:30 am to 9:00 am	RMA Annual General Meeting
9:00 am to 10:30 am	Ministerial Forum 1.0
10:30 am to 11:00 am	Coffee Break
11:00 am to 11:15 am	Plenary Address
11:15 am to 11:30 am	Plenary Address
11:30 am to 12:00 pm	RMA Vice President Election**
12:00 pm to 1:00 pm	Lunch
1:00 pm to 2:15 pm	Taking Care of Business: The Resolutions Session**
2:15 pm to 2:30 pm	Coffee Break
2:30 pm to 3:30 pm	Workshops - Municipalities and Rural Healthcare - On the Rocks: The Municipal Approval Process for Aggregate Projects - The Fundamentals of Conflict Management for Elected Officials
3:30 pm to 4:00 pm	Election for RMA District Directors** - District 2 - District 3 - District 5
Evening	Hospitality Suites in downtown area

Friday, November 26	
7:30 am to 8:30 am	Breakfast
8:15 am to 8:30 am	Final Day Welcome
8:30 am to 10:00 am	Ministerial Forum 2.0
10:00 am to 10:30 am	Hon. Jason Kenney, Premier of Alberta
10:30 am to 10:45am	Coffee Break
10:45 am to 11:45 am	Closing Keynote Speaker- Manjit Minhas, Rising to the Top - How to Inspire, Learn, and Lead
11:45 am to 12:00 pm	Closing Ceremonies
12:00 pm	Lunch

Smoky Lake County Directory 3.6

Smoky Lake County Directory

The Smoky Lake County "Quick Reference" Handbook is a Directory developed internally that provides information of all the contact information associated with Smoky Lake County. The directory contains the most current contact information of the following:

- Smoky Lake County Municipal Councillors
- Municipal Administration and Staff
- Central Office Staff
- Department Managers
- Agricultural Services Board/ Agriculture Department
- Environment Operations and Parks
- Emergency Contacts
- Fire Departments within the County
- Legal, including Municipal Assessor, Municipal Auditor, Municipal Solicitor
- Natural Gas Department
- Public Works Department

The Smoky Lake County "Quick Reference" Handbook is distributed to all public sector agencies within the Smoky Lake Region.

Other:

- Health Authorities and Seniors Lodges
- Media
- R.C.M.P. Detachments
- Aspen View: Trustees, Schools and School Bus Drivers
- Urban Municipalities

This Directory facilitates regular and emergent two-way communications between the County and the many agencies that are linked to Smoky Lake County.

The publication of the "Quick Reference" Handbook occurs at the beginning of every political term.

SMOKY LAKE COUNTY "QUICK REFERENCE" HANDBOOK - Distributed at Organizational Meeting

Housekeeping Items: 3.7

3.7.1 Council Mail Boxes:

- Council mail boxes are located in the central administration building near the Chief Administrative Officer's office. Labeled with your name.
- Council is responsible to ensure they check their mail boxes periodically, as all information received and produced is distributed to these mail boxes.

3.7.2 Release of Information:

- Copy for the Month of September 2021 **Attached**
  In accordance with Policy Statement No. 01-28: Council – Request for Information.

3.7.3 Monthly Calendar

- Copy of October 2021 **Attached**
- Copy of November 2021 - *draft* **Attached**

3.7.4 Grapevine

- Grapevine Newsletter is prepared monthly and published in the Smoky Lake Signal and the Redwater Review, posted on the County Web-site and distributed internally to employees.

  Copy of **October 2021 Grapevine** **Attached**

  The cost of publishing the newsletter is viewed as a municipal expense, and is provided for in the annual budget.

3.7.5 Website

- Smoky Lake County's website: www.smokylakecounty.ab.ca

  Web Service Agreement with All-Net Municipal Solutions.

Monthly Release of Information

SEPTEMBER 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9 R56-21	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Release for Information #
R56-21: UCC Alberta – E-Bulleting: September 9, 2021.F

October 2021

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
					1 County Council CAO Evaluation @ 9:00 a.m.	2
3	4 LARA @ 9:00 a.m. - Dan Muni –Corr Meeting- Virtual (Zoom) @10:00 a.m. –Craig Regional Fire and Rescue Committee @ 1:00 p.m.- Virtual (Zoom)/Chambers- All Council	5 	6	7 	8	9 Election "Advance Poll" @ 10:00a.m. to 5:00 p.m. – County Office
10	11 OFFICE CLOSED 	12 Utilities Meeting: Gas & EO / Ag & Fire Meeting @ 9:00 a.m. – Virtual (Zoom)/Chambers-All Council	13 Evergreen Regional Waste Management- @ 10:00 a.m.- Virtual (Zoom)-Randy Regional Community Development Committee (RCDC) Committee – Workshop @ 1:00 p.m. Virtual (Zoom) Lorne/Craig/ Leon	14 Joint Health and Safety Meeting @ 8:00 a.m. Virtual (zoom) -Lorne Smoky Lake Foundation Board Meeting @ 9:00 a.m. – Virtual (zoom) Randy/Dan Election "Advance Poll" @ 4:00 p.m. to 8:00 p.m. – County Office	15 County Council Meeting @ 9:00 a.m. Virtual (Zoom) and County Council Chambers	16
17	18 2021 General Election 10:00 a.m. TO 8:00 p.m. 	19 	20	21	22	23
24	25 	26	27	28 Organizational Meeting @ 9:00 a.m. Virtual (Zoom)/Chambers - All Council	29 Budget Meeting @ 9:00 a.m. Virtual (Zoom) and County Council Chambers	30
31 						

NOVEMBER 2021

SUN	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT
	1	2	3	4	5 Northeast Regional ASB Conference @ Myrnam	6
7	8 Muni –Corr Meeting- Virtual (Zoom) @10:00 a.m. –Craig	9 Municipal Training – Council @ Bonnyville	10	11 OFFICE CLOSED- REMEMBRANCE DAY	12	13
14	15	16 COUNTY Interim Audit Highway 28/63 Regional Water Commission Meeting @ 10:00 a.m.- Virtual (Zoom) - Dan/Randy	17	18	19	20
21	22	23 RMA Fall Convention – Edmonton EXPO Centre	24	25	26	27
28	29	30				

GRAPEVINE

OCTOBER 2021

Scheduled Meetings

County meetings are open to the public. To virtually attend, visit our website's Calendar or Agenda & Minutes Page.
www.smokylakecounty.ab.ca/ameeting-minutes-agendas

Natural Gas
Fire Protection Services
Environmental Operations
Agricultural Service Board
October 12, 2021 at 9:00 AM

RCDC Meeting
October 13, 2021 at 1:00 PM

Regular County Council Meeting
October 15, 2021 at 9:00 AM
Public Q & A Period 11:30 AM to 12:00 PM

Municipal Election
October 18, 2021 10:00 AM

County Council Organizational Meeting
October 28, 2021 at 9:00 AM

County Budget Meeting
October 29, 2021 at 9:00 AM

Smoky Lake County Main and Public Works Offices will be

CLOSED

Monday, October 11, 2021

for Thanksgiving

Box 310
4612 McDougall Drive
Smoky Lake, Alberta
T0A 3C0

Main Office
Phone: 780-656-3730
Fax: 780-656-3768
Toll Free: 888-656-3730

Natural Gas
Phone: 780-656-3037

Public Works
Phone: 780-656-3755
Fax: 780-656-3743

www.smokylakecounty.ab.ca

Connect With Us

Visit us on Facebook | Follow us on Twitter

Council Highlights

- ***Adopted*** Policy Statement No. 07-05-01: Smoky Lake Community Daycare Co-operative (Pumpkin Patch) -Terms of Reference.
- ***Passed*** Bylaw No. 1404-21: Ukrainian Twinning Committee- Terms of Reference.
- Awarded the Safety Codes Services Contract from January 1, 2022 to December 31, 2026 to the Inspections Group Inc.
- Passed Bylaw No. 1405-21- Bylaw Enforcement Officer.

Donations

- $11,188.00 for operations from the Municipal Sustainability Operating Grant

MUNICIPAL ELECTION 2021

The Municipal Election will be held on

Monday, October 18, 2021

Councillor, Senate and Referendum ballot information, voter information and voter identification requirements can be found on our website

www.smokylakecounty.ab.ca/p/for-voters

Questions?
Michelle Wright, Returning Officer, 780-656-5398

Bylaw Enforcement & Animal Control Changes

Bylaw Enforcement
Tammy Goddu, *Bylaw Enforcement Officer*
Cell: 780-201-6777
Email: tgoddu@smokylakecounty.ab.ca

Animal Control
Trevor Cameron, *Animal Control Technican*
Cell: 780-656-6059

Taxes Due

Deadline to pay taxes without penalty is

October 31, 2021

***Please note:** October 31, 2021 is a Sunday. The last day to make in-person payments is Friday, October 29, 2021.*

Payments can be made on October 31st by dropping a cheque in the mail box posted outside the County Main Office, paying by post dated cheque or on-line dated October 31st.

A 12% penalty will be added to all tax arrears on November 1, 2021

Any payments brought into the office on November 1 will be considered late and have penalties applied.

Helpful Tips:

- Property taxes can be paid in person at the Smoky Lake County Main Office, by on-line banking or at your financial institution.
- If paying online, please use your Roll Number as listed on your tax notice as your account number.
- If paying in person, it is helpful to bring in ALL your tax notices. This ensures that no parcels get missed.
- All COVID protocols must be followed if paying in person including masking, physical distancing of 2 metres, and limiting the number of customers in the foyer at one time.

If you require further information, please call the County Office at 780-656-3730

Tax Installment Payment Plan

As per Bylaw No. 1128-05 all property tax payers of Smoky Lake County may apply to pay their property taxes under the **"Tax Installment Payment Plan".**

Pre-authorized debits in the amount of the previous years taxes divided into 12 monthly installments, are paid on the TWENTIETH day of each month beginning with January 20.

In June, the Monthly payment will be adjusted to reflect the actual taxes owing for that year.

Smoky Lake County must receive the Pre-Authorized Debit Form for Property Taxation Monthly Payment Plan no later than ***NOVEMBER 15, 2021.***

For more information please contact: Debbie Hackman, Accounting Clerk
780-656-3730 or *dhackman@smokylakecounty.ab.ca*

2021 TAX SALE

Government of the Province of Alberta
Public Sale of Land
(Municipal Government Act)

Smoky Lake County

Notice is hereby given that under the provisions of the Municipal Government Act, Smoky Lake County will offer for sale, by public auction, in the County Administration Building, 4612 McDougall Drive, Smoky Lake, Alberta on Friday, November 12, 2021, at 10:00 A.M, the following lands:

Lot/Blk/Plan	Legal	Size	C of T #
1;1;1026561	SE 21-059-15-4	55.60	112019414
	SW 29-059-16-4	2.80	79N190
	NW 29-059-16-4	161.00	092362617001
2;1;1624316	SW 21-059-17-4	5.07	162354715
	SE 15-060-17-4	130.85	102135630
	S1/2 - SE 23-060-19-4	80.00	122107121
20;1;1039CL		50 lin ft	002357454
11;1;716CL	NW 10-059-18-4	580.63 m2	152354815
8 & 9; 2;716CL	NW 10-059-18-4	724.62 m2	062446028

The parcels will be offered for sale, subject to a reserve bid and to the reservations and conditions contained in the existing Certificate of Title.

These properties are being offered for sale on an "as is, where is" basis and Smoky Lake County makes no representation and gives no warranty whatsoever as to the adequacy of services, soil conditions, land use districting, building and development conditions, absence or presence of environment contamination, or the develop ability of the subject land for any intended use by the Purchaser.

No bids will be accepted where the bidder attempts to attach conditions precedent to the sale of any parcel. No terms or conditions of sale will be considered other than those specified by Smoky Lake County. No further information is available at the auction regarding the lands to be sold.

Terms: 10% Cash to be deposited at the Public Auction the balance and G.S.T. will be paid by cash or certified cheque by 2:00:00 P.M. November 15, 2021.

Dated at Smoky Lake, Alberta, August 26, 2021

Gene Sobolewski
Chief Administrative Officer

SNOW FLAGS

As per Policy 3-35: Snow Clearing, the County provides snow clearing services to Smoky Lake County residents for their residential driveways under the following terms and conditions:

- Flags may be purchased at the County's Public Works Shop between 8:00 AM to 4:00 PM, Monday through Friday.
- Eligible general public individuals may buy a seasonal flag entitling the purchaser to snow clearing for the full winter season.
- County staff will attach the snow flag to the residential signs.
- All flag purchasers must sign a "Hold Harmless Agreement".
- After **December 15th no flags will be sold** for the current year.

Cost: **$350.00** if purchased **prior to October 31.**
$400.00 if purchased after October 31.

Eligible seniors and handicapped individuals may buy a seasonal flag for the cost of **$125.00** if purchased **prior to October 31.** After October 31, the cost to purchase a flag is $150.00.

More information on Policy 3-35: Snow Clearing, can be found on-line at:
www.smokylakecounty.ab.ca/p/policies

Smoky Lake County
Waste Transfer Station

Winter Hours

Effective November 1st, 2021 to March 31st, 2022

Smoky Lake Landfill	**Tuesday & Saturday** 10:00 AM to 4:00 PM
Spedden Landfill	**Wednesday & Sunday** 10:00 AM to 4:00 PM
Bellis Transfer Station	**Wednesday & Saturday** 10:00 AM to 4:00 PM
Vilna Transfer Station	**Tuesday & Saturday** 9:00 AM to 5:00 PM
Waskatenau Transfer Station	**Saturday** 9:00 AM to 5:00 PM

FAMILY AND COMMUNITY SUPPORT SERVICES GRANTS

Smoky Lake County has funds available under the FCSS granting program. Eligible organizations will need to apply funds to projects that qualify under Policy 08-17-01 using a prescribed application form.

Final reports and surveys for each grant will need to be submitted.

To receive funding, programs must either develop awareness with regard to social needs; help individuals develop independence and strengthen coping skills; and, provide supports that help sustain people as active participants in the community.

For more information please contact:

Brenda Adamson, Finance Manager,
780-656-3730 or *badamson@smokylakecounty.ab.ca*

KEEP YOUR ADDRESS SIGN VISIBLE

When precious minutes count, it's important that your sign is clearly visible for Emergency Services. Please ensure that your rural sign is not obstructed by grass, trees, debris, etc.

If you see a down or damaged road sign please report it to the Public Works Shop at 780-656-3577

Thank you to all our Small Businesses

Your vision, confidence and hard work help to make our communities a wonderful place to call home.

Celebrating Small Business Week October 17-23, 2021

COUNCIL FUNCTIONS

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"What Every Councillor Needs to Know" 4.1

What Every Councillor Needs to Know
A Handbook for Elected Councillors
is developed by Alberta Municipal Affairs (2021), Edmonton.

The handbook presents an overview of your responsibilities as a municipal councillor and is intended to help you to understand the powers and duties of a municipal council.

4.1.1 **What Every Councillor Needs to Know** – A Handbook for Elected Officials.
Attached

What every councillor needs to know

A council member's handbook

Alberta

The Government of Alberta and Municipal Affairs will not be liable for any damages that result from the use of this handbook. While Municipal Affairs attempts to ensure the accuracy of the information contained within this handbook, a municipality or councillor may wish to obtain advice from legal counsel. Municipal Affairs and the Government of Alberta do not warrant or make any other representations regarding the use, accuracy, applicability, or reliability of this handbook.

Should this handbook conflict with the *Municipal Government Act (MGA)*, RSA 2000, Chapter M-26, the *Local Authorities Election Act (LAEA)*, or any other enactment, the legislation, as the case may be, shall prevail. August 2021

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What every councillor needs to know: A council member's handbook | Municipal Affairs

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Introduction

Congratulations on your election to council. This booklet presents an overview of your responsibilities as a municipal councillor and is intended to help you understand the powers and duties of a municipal council.

History of Local Government in Alberta

The first local government election in Alberta was held in 1883 under the Northwest Municipal Ordinance. Rural local government began with herd districts in 1883, fire districts in 1886, and statute districts in 1887, which were combined into local improvement districts in 1897. Urban local government began with unincorporated town ordinances in 1888. The village ordinance followed in 1895.

In 1912, separate acts were put in place for towns, villages, rural municipal districts, and improvement districts. Cities were incorporated by special charter.

Municipal Government Act

In 1967, the various pieces of municipal legislation were consolidated into the original *Municipal Government Act* (MGA).

In 1994, a further consolidation and revision of municipal legislation took place. The 1994 revisions gave municipalities greater autonomy in local decision making and incorporated the provisions of the former *Planning Act*.

The current MGA is the primary statute governing the affairs of your municipality. The MGA has undergone extensive review and amendments. Your Chief Administrative Officer (CAO) should provide you with a copy.

Section 3 of the MGA states the purposes of a municipality are:

- to provide good government;
- to foster the well-being of the environment;
- 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;
- to develop and maintain safe and viable communities; and
- to work collaboratively with neighbouring municipalities to plan, deliver and fund intermunicipal services.

A municipality is a corporation and has the powers of a natural person, except to the extent that those powers are limited by the MGA or any other enactment. The introduction of natural person powers provides council with a great deal of flexibility in terms of how the municipality is organized and administered, what services are provided, and how those services are delivered. The power to pass bylaws is stated in general terms. This gives councils broad authority and respects their right to govern the municipality in the way that council considers appropriate within the jurisdiction provided under the MGA. However, bylaws authorized by the MGA or any other enactment are subordinate to federal and provincial legislation and regulations.

Council Roles and Responsibilities

Council is the governing body of the municipal corporation and the custodian of its legislative powers. As a councillor, you will exercise the powers of the municipality through decisions made at council meetings and define the policies and direction your municipal administration will put into action.

The MGA provides that councils can only exercise the powers of the municipal corporation in the proper form, either by bylaw or by resolution. What this means is that no individual or group of councillors can make a decision or ask administration to take action; this can only be done through an appropriate bylaw or resolution passed at a public meeting of council.

Your job as a councillor is to work with other council members to set the overall direction of the municipality through your role as a policy-maker. The policies council sets are the guidelines for administration to follow as it handles the operations of the municipality. Much of your time on council will be spent considering new policies and programs and reviewing the current ones to make sure they are working as they should.

Councillor Duties

Under section 153 of the MGA, all councillors have the following duties:

- to consider the welfare and interests of the municipality as a whole and to bring to council's attention anything that would promote the welfare or interests of the municipality;
- to promote an integrated and strategic approach to intermunicipal land use planning and service delivery with neighbouring municipalities;
- to participate generally in developing and evaluating the policies and programs of the municipality;
- to participate in council meetings and council committee meetings and meetings of other bodies to which they are appointed by the council;
- to obtain information about the operation or administration of the municipality from the chief administrative officer or a person designated by the chief administrative officer;
- to keep in confidence matters discussed in private at a council or council committee meeting until discussed at a meeting held in public;
- to adhere to the code of conduct established by the council by bylaw; and
- to perform any other duty or function imposed on councillors by this or any other enactment or by the council.

Councillor Liability

As you carry out these duties, the question of liability may arise as a result of your actions. However, section 535 of the MGA was written to protect you from personal liability while acting in good faith for your municipality. This section does not apply in circumstances of defamation and does not protect the municipal corporation from any such liability.

There are several provisions in the MGA that impose liability on a councillor. One of these is found in section 249 which deals with unauthorized expenditures, and is discussed later in more detail under "Procedure for Expenditure Authorization". Another is found in section 275 which deals with borrowings, loans, or guarantees that cause the municipality to exceed its debt limit, and is discussed later in more detail under "Borrowing".

While it is important to be aware of these liabilities, they should not be a concern as long as the municipality follows appropriate process.

The Chief Elected Official (CEO)

(MGA s. 150, 154 and 155)

The CEO, in addition to performing a councillor's duties, must preside when attending a council meeting unless a bylaw provides otherwise. The CEO must also perform any other duty imposed under the MGA or any other enactment. In practice, the CEO is also generally the main spokesperson for the municipality, unless that duty is delegated to another councillor. The title CEO may be changed to one that council believes is appropriate to the office, such as mayor or reeve.

The CEO of a city or town is elected by a vote of a municipality's electors, unless council passes a bylaw requiring council to appoint the CEO from among the councillors. In a village, summer village, or municipal district, council appoints the CEO from among the councillors unless it passes a bylaw providing that the official is to be elected by a vote of the municipality's electors.

Orientation and Training Opportunities

(MGA s. 201.1)

Understanding the relationships, roles and the responsibilities of an elected official and the associated limitations, will be critical to your success in the position. Orientation training must be offered to each councillor, to be held within 90 days after taking the oath of office.

Whether you are newly elected or a returning official, you should take every opportunity to learn about your municipality; key issues affecting the community; and governing processes and procedures. It is mandatory for each municipality to offer orientation training to each councillor within 90 days after the councillor takes the oath of office. This training must include:

- the role of municipalities in Alberta;
- municipal organization and functions;
- key municipal plans, policies and projects;
- roles and responsibilities of council and councillors;
- the municipality's code of conduct bylaw;
- roles and responsibilities of the chief administrative officer and staff;
- budgeting and financial administration;
- public participation policy; and
- any other topic prescribed by the regulations.

Your associations, Alberta Urban Municipalities Association and the Rural Municipalities of Alberta, offer sessions for elected officials. They also offer conferences throughout the year that will provide invaluable information and networking opportunities.

If you are newly elected, attending training, conferences and workshops is an excellent way to obtain the information you need to serve effectively. If you are a returning councillor, your knowledge and experience holds significant value for new councillors.

Policy-Making and Program Monitoring

Council is responsible for considering the types and levels of services that are necessary or desirable for the municipality. This responsibility involves providing input regarding the municipality's programs and services (policy-making) and making sure administration provides the programs and services in the best possible way (program monitoring).

Policy-making provides a way of ensuring that consistent decisions are made on similar matters. Policies should establish general guidelines that council sets for administration to follow. Administration then provides programs and services to the residents according to those policies.

Program monitoring involves staying up to date on the programs and services the municipality offers and assessing the results against what council planned to achieve.

The Entire Municipality

As a councillor, you are elected to look after the interests of the entire municipality. If you are a councillor in a municipality that has wards, you will have to be careful you do not place the interest of the ward or electoral division above the interest of the whole municipality. As difficult as it may be at times, you must base any decision you make on what is best for the entire municipality. Council's effectiveness depends on you providing input as a representative of your area, while thinking and voting for the needs of the whole municipality.

Time Management

As a council member, there will be significant demands on your time. There will be council, council committees, and various other meetings to attend. To participate effectively in all these meetings, you should review meeting materials and become familiar with the issues that will be discussed. Conferences and workshops sponsored by your municipal association or educational institutions will help provide you with the tools to be an effective elected official. If you choose to attend, these

will also help you to understand the wider picture on issues affecting the whole province or other municipalities. Telephone calls, visits from your electors, and community events are all important components of the job. Managing time in order to adequately deal with both personal and public demands is an important part of becoming an effective member of council.

Team Approach

Working as a team with the rest of council and administration will contribute to making your time on council a success. It isn't always going to be easy. Your influence as a council member rests on your ability to persuade other members of council to consider your point of view. When an issue is being studied, be sure to express your views as part of the debate.

Disagreements among council members on specific issues are common and healthy. The respectful exchange of ideas and opinions will lead to good decisions. While working through these debates, keep in mind that you all share the same desire for your municipality to be strong, safe, and viable. You may have different views about how to get there, but you do share broader common goals.

Most votes on a council resolution do not require a consensus of all councillors. As a result, there will be many occasions where a decision is made that you did not support with your vote. However, once the resolution has been passed, it becomes the official direction of the municipality. The health and ongoing success of a municipality is largely dependent upon the ability of councillors to respect and support the decisions of council in principle, despite their personal views during the debate.

Some municipalities have a communications policy in place that directs media through prescribed channels. Becoming familiar with communications procedures will allow you, council, and administration to work as a team and deliver a cohesive message.

Oath of Office

(MGA s. 156)

Before taking part in your first council meeting, you will be required to make and subscribe to the official oath. By the oath, you swear or declare that you will diligently, faithfully, and to the best of your ability, fulfill the duties of the office to which you have been elected.

Organizational Meeting

(MGA s.159 and 192)

The first meeting of council will be the organizational meeting, held within two weeks of the election (or by August 31 for a summer village), or sooner if an election was not required. This marks the official commencement of your term of office and the completion of the previous council's term. This meeting allows council to address preliminary matters such as electing a CEO if necessary, electing a deputy CEO, and commonly includes appointing people to the various committees and other bodies associated with council. If other regular business is to be conducted, the organizational meeting must be adjourned and the regular meeting convened and recorded as a separate meeting.

Procedural Bylaw

Your municipality may have a procedural bylaw (s. 145(b)) to provide a standard format for council meetings and make it easier for members of council, staff, media, and public to understand the decision-making process. A procedural bylaw may provide for naming and prescribing the responsibilities of council committees, provide for the order of business and method of distributing the agenda for council meetings, set rules regarding the proceedings at regular meetings of council, and describe how items may be put on the council agenda.

Regular and Special Meetings

(MGA s. 153, 181, 193, 194, 196, 197, 198, and 199)

It is up to council to decide how many meetings are needed to govern the affairs of the municipality. The decision to hold regular meetings must be made at a meeting with all councillors present. The time and place of a regular meeting can be changed by resolution of council. While all councillors do not have to be at the meeting to change the time or place, all councillors and public must be given 24 hours notice of the change.

All council and council committee meetings must be open to the public, except as noted below. Only people who have been expelled from the meeting because of improper conduct have no right to attend. The provisions of the MGA regarding public presence at meetings are intended to promote public involvement and the accountability of the local government process.

The timing of regular council meetings does not always align with urgent business that requires council attention. There will be times when a special council meeting is required. Section 194 of the MGA states that a special meeting may be called if the CEO believes one is needed and must be called if a majority of councillors request one in writing.

Council and council committees can hold meetings by means of electronic or other communication facilities, (Section 199) rather than in person. Notice must be given to the public of such a meeting, including the way it will be conducted. The facilities must enable all the meeting's participants to watch or hear each other, and the public to watch or listen.

Meetings Closed to the Public

There are times when council or a council committee must discuss something in private. Personnel matters, where it would be unfair to the people involved to have the issue discussed in public, are a common example. In order to recognize specific circumstances that necessitate confidentiality of council discussions, section 197(2) of the MGA allows meetings (or portions of meetings) that are closed to the public where the subject matter falls within one of the exceptions to disclosure in Division 2 Part 1 of the *Freedom of Information and Protection of Privacy Act*. The exceptions include matters where disclosures could be harmful to personal privacy, individual or public safety, law enforcement, intergovernmental relations, or economic or other interests; reveal confidential evaluations, local public confidences, or advice from officials; or disclose information that is subject to legal privilege.

Resolutions or bylaws cannot be passed while in a closed session, other than a motion to proceed with the meeting in an open session. Any decisions must still be made at a meeting open to the public. Under section 153 of the MGA, councillors are required to keep in confidence matters discussed in private at a council or council committee meeting. They must keep this confidence until the matter is discussed at a meeting held in public.

Voting

(MGA s. 183, 184, 185, and 172)

You are on council to make decisions. Under the MGA, you are required to vote on all resolutions and bylaws unless you are required or permitted to abstain from voting under other legislated provisions. Council must ensure that each abstention and the reason for it are recorded in the minutes of the meeting.

If there is a public hearing on a proposed bylaw or resolution, you must abstain from voting on the bylaw or resolution if you were absent from all of a public hearing, and you may abstain if you were absent for a part of a public hearing. Section 172 of the MGA states that you must also abstain from voting on matters in which you have a pecuniary (monetary) interest.

At any time before a vote is taken, you may request that the vote be recorded. The minutes must show the names of the councillors present and how they voted.

Each councillor has one vote. A resolution is passed by receiving the majority of votes from the councillors in attendance at the meeting. When there is a tie vote on a motion, the motion is defeated.

A quorum must be present at a council meeting for any resolution or bylaw to be valid. A quorum is a majority of councillors making up the municipal council. For example, if your council consists of seven councillors (including the CEO); four councillors would constitute a quorum.

Pecuniary Interest

(MGA s. 170 and 172)

Membership on council is a position of public trust. The MGA describes pecuniary interest and sets out the procedure you **must** follow if a matter in which you have a pecuniary interest comes up at a meeting in which you are participating as a member of council. Failure to follow these procedures can lead to disqualification. Further information can be found in the handout *"Pecuniary Interest for Municipal Councillors"*, available online at https://open.alberta.ca/publications/pecuniary-interest-for-municipal-councillors-2021.

Council Committees

(MGA s. 145 and 203)

Council may create council committees, by bylaw, and appoint committee members. Council may decide to create a temporary committee to look at a specific issue. There may also be standing committees that run from year to year to deal with ongoing issues.

Committees can play a bigger role in making decisions on issues for council. If council wants a committee to make decisions, council may delegate some of its powers to the committee. If a committee makes a decision delegated to it by council, it is then as if the council made the decision itself. Some council decisions, such as passing bylaws or adopting the budget, cannot be delegated.

If council is part of an emergency services committee, you may have some specific responsibilities in the case of a local emergency. You need to know what those responsibilities are and how they are to be carried out. The system of emergency response is described in the *Emergency Management Act*.

Municipal Organization and Administration

A vital part of the smooth operation of municipal government is the interaction between council and administration. Understanding how administration works will help you carry out your role as a municipal councillor.

Your administration exists to take care of the everyday work of running a municipal government. This includes providing a variety of programs and services based on the priorities council has set for the municipality. As a councillor, residents will ask you for information on the municipality's programs and services. Your most important contact is the Chief Administrative Officer (CAO).

Chief Administrative Officer (CAO)

(MGA s. 205, 205.1, 207, 208, and 209)

Every council must establish, by bylaw, a position of CAO. Council may give the position an appropriate title. The CAO is the administrative head of the municipality, and is directly responsible to council for the operational performance of the organization. The CAO is responsible to implement the decisions of council, implement the municipality's policies and programs, advice and inform council on the operation of the municipality, and perform any other duties assigned by council. The CAO, together with the administrative team, will also provide advice, information, and recommendations to council on any matters that council is dealing with.

Successful municipalities have found that clear lines of communication and accountability are essential for effective operation. This is generally achieved when the CAO is provided with the authority to take council direction (through resolutions and bylaws) and implement that direction through the administrative team. Although well intentioned, individual councillor's attempts to become involved by providing direction to the administrative team can blur this accountability. It is

important for council to develop a strong working relationship with your CAO based on mutual respect and trust, and allow the CAO to direct and set priorities for the administrative team.

A performance appraisal system for the CAO is a key building block for a lasting and positive relationship between council and the CAO. Even though the current relationship may be good, a formal appraisal process provides the opportunity to discuss opportunities for improvement. The MGA, therefore, requires that council provide the CAO with an annual written performance evaluation.

Designated Officers

(MGA s. 209 and 210)

A CAO may delegate any of their powers, duties, or functions to a designated officer or an employee. Designated officer positions are established by bylaw and are subject to the CAO's supervision, unless otherwise provided by bylaw. A designated officer may also delegate any of those powers, duties, or functions to an employee of the municipality.

Policies

The importance of policies will become apparent the first time you try to find out if a past council established guidelines on a certain matter. Most successful municipalities maintain a policy manual or files together with an index to enable easy reference. Policies should be approved by council, and should be periodically reviewed and updated to ensure that they continue to be relevant.

Organizational Chart

Most municipalities maintain an organizational chart of the administration structure. A review of the organizational chart will help you to understand the types of functions and services the municipality provides, and how it is organized to deliver those services.

Staff Development

Your human resources are as important as your financial resources. A variety of educational opportunities are available for both new and experienced municipal administrators. The most successful municipalities encourage staff development and training to ensure their employees are able to effectively carry out their duties and stay familiar with new developments in the field of municipal administration.

Finance

Almost everything the municipality is engaged in will have a cost associated with it. You will spend a lot of time on council assessing the financial implications of decisions.

Operating and Capital Budgets

(MGA s. 242, 243, 244, 245, 246, and 247)

The budget is the center of the municipal finance system. Service delivery and project development are always subject to a number of constraints, but financial constraints are generally the most limiting. As a result, the priorities of council will necessarily be reflected in the funding priorities established in the budget. Through the budget, council sets the municipality's priorities for the next year (or number of years) by allocating funding for each program, service, or project. Careful and realistic budget planning and control can translate into better and more cost-effective services for the community.

Many municipalities have a strategic plan that maps out longer term goals and identifies the municipality's priorities over a number of years. A strategic plan can provide year-to-year guidance and direction to the annual budget process, and provides the longer-term context for annual goals.

The MGA requires that every municipality adopt an annual operating and a capital budget. Property and business tax bylaws cannot be passed until both budgets have been adopted. It should be noted that municipalities are not allowed to budget for a deficit; however, some times unexpected circumstances may result in the municipality having a deficit at year end. As long as the deficit does not cause the municipality to have an overall accumulated deficit, net of the value of tangible capital assets, then the municipality remains on-side with legislative requirements and can budget to recover that deficit in future years as council sees fit.

The operating budget is a detailed estimate of how much your municipality needs to spend to meet its ongoing financial obligations and provide programs and services to the residents. The capital budget identifies the sources and uses of funding for fixed assets such as buildings, roads, vehicles, water and sewer facilities, and land.

Long Range Financial Plans

A long-range capital infrastructure plan, covering at least three to five years, is required in order to receive provincial Municipal Sustainability Initiative grant funding. The plan should set out what capital expenditures are needed and when, the future cost of maintaining the asset, when it has been built or purchased, and how the assets will be financed. Additionally, municipalities are required to have, at minimum, a three-year financial plan and five-year capital plan. These plans allow council to see the long-term impact of decisions made today, ensuring council is considering the continued sustainability of the municipality when making financial decisions.

The budget is a plan of council expenditures and revenues over the course of the year. Council needs to keep an eye on what is actually happening to make sure the municipal operations match the budget. It is recommended that council receive regular financial reports at least quarterly from administration that compare actual results to the budget. Financial reports are a good source of information and budget control.

Procedure for Expenditure Authorization

(MGA s. 248 and 249)

Each council must establish procedures to authorize and verify expenditures that are not included in a budget. If you, as a councillor, make an unauthorized expenditure, or vote to spend granted or borrowed funds for a purpose other than that for which they were granted or borrowed, you could be held personally liable under section 249 of the MGA for the amount of the expenditure, grant, or borrowing.

Borrowing

(MGA s. 249, 252, and 275)

The Minister of Municipal Affairs has, by regulation, established municipal debt and debt service limits. As long as a municipality is within the limits, no provincial approvals are required for borrowing, but the Minister's approval is required for any borrowing beyond the debt limits. If you vote for a borrowing that puts the municipality above the regulated debt or debt service limit, you could be held personally liable for the amount of the borrowing, unless the borrowing is approved by the Minister.

Auditor

(MGA s. 276, 277, 278, and 280; Alberta Regulation 313/2000)

Each council must appoint an auditor for the municipality and must submit audited financial statements and an audited financial information return to the Minister of Municipal Affairs by May 1 of each year. In addition, the financial statements or a summary of them must be made available to the public by May 1 of each year. The financial statements must disclose the municipality's debt limits, as well as the salaries of the CEO, individual councillors, the CAO, and the designated officers of the municipality.

Property Assessment, Taxation, and Other Revenues

Assessment

(MGA s. 285, 298, 454, 454.1, 454.2, 454.3, 460, 460.1, 468, and 470)

Property assessment is the process of assigning a dollar value to a property for taxation purposes. In Alberta, property is taxed based on the *ad valorem* principle. *Ad valorem* means "according to value." This means that the amount of tax paid is based on the value of the property.

Each municipality is responsible for ensuring that each property owner pays his or her share of taxes. Property assessment is the method used to distribute the tax burden among property owners in a municipality.

The market value based standard is used to determine the assessed values for the majority of properties in Alberta. Market value is the price a property might reasonably be expected to sell for if sold by a willing seller to a willing buyer after appropriate time and exposure in an open market.

Some types of properties are difficult to assess using a market value based assessment standard because: they seldom trade in the marketplace (and when they do trade, the sale price usually includes non-assessable items that are difficult to separate from the sale price); they cross municipalities and municipal boundaries; or they are of a unique nature. Municipal Affairs prescribes rates and procedures to assess these types of properties, which are referred to as "regulated property". Rates and procedures are determined by what a type of property is used for, its activity, or its production capability. There are four types of regulated property:

1. Farmland
2. Designated industrial property
3. Machinery and equipment
4. Railway property

Assessments for all types of property are prepared by professional, certified assessors. Assessors receive training in a variety of areas including property valuation techniques, legislation, and quality assurance. The assessor designated by the Minister of Municipal Affairs assesses designated industrial property, while assessors employed or contracted by municipalities assess all other types of property. Under provincial legislation, a municipality must appoint, by bylaw, a designated assessor. A designated assessor is responsible for the completion of a number of tasks laid out by provincial legislation and regulations.

After the assessed value of a property has been determined, the property is assigned an assessment class. The assessment class determines the tax rate that will be applied to each property, as assessment classes may have different tax rates.

The assessor for the municipality is responsible for assigning the assessment classes to property. Property is classified according to its actual use. The classes are set out in the MGA. They are:

Class 1 – residential
Class 2 – non-residential
Class 3 – farmland
Class 4 – machinery and equipment

Each year, every municipality is required to send an assessment notice to every assessed person listed on the assessment roll. Each municipality must publish a notification in one issue of a local newspaper to announce that the assessment notices have been mailed to property owners within the municipality.

To ensure property owners have a voice in the property assessment system, the MGA has set out a complaints and appeals system for property owners who have concerns about their assessment.

The process involves filing a complaint with the municipality's assessment review board. The type of property the complaint is about will determine the type of assessment review board that will hear the complaint. Residential property with three or fewer dwelling units, farmland, or a tax notice other than a property tax notice will be heard by a Local Assessment Review Board (LARB). Residential property with four or more dwelling units or non-residential property will be heard by a Composite

Assessment Review Board (CARB). If the taxpayer believes an error in law or jurisdiction has been made by the assessment review board, the decision may be appealed to the Court of Queen's Bench of Alberta (CQB).

Property Taxation

(MGA s. 242, 297, 318, 354, 355, 356, and 359.1)

Each year, municipal councils determine the amount of money they need to operate their municipality through the budget process. From this amount, the council then subtracts known revenues (for example, licenses, grants, and permits). The remainder is the amount of money the municipality needs to raise through property taxes in order to provide services for the year.

This revenue requirement is then used to calculate the tax rate. The tax rate is the percentage of assessed value at which each property is taxed in a municipality. The revenue requirement is divided by the assessment base (the total value of all assessed properties in the municipality).

The tax rate calculation is expressed in the following formula:

Revenue requirement / Assessment base = Tax rate.

The tax rate is applied to each individual property assessment using the following formula:

Property assessment x Tax rate = Taxes payable.

Council is required to pass a property tax bylaw annually (Section 353). Council may set different municipal tax rates for each of the four assessment classes once each year; however, the difference between non-residential and residential tax rates can be no more than 5:1. Council may also set different tax rates for vacant and improved non-residential property and for different sub-classes of residential property.

If, after sending out the tax notices, the municipality discovers an error or omission in the tax rates, the bylaw can be amended to correct the error, new tax notices sent out and a copy of the new bylaw must be provided to the Minister within 30 days.

In addition to municipal tax rates, municipalities must set tax rates to raise funds that are requisitioned for cost sharing programs such as the Alberta School Foundation Fund. This is discussed in the next section.

For more information on Property Assessment and Taxation, visit: https://www.alberta.ca/municipal-propertyassessment.aspx.

Education Tax and Equalized Assessment

(MGA s. 318, 359.1 and 359.2; School Act: Part 6 Division 3, s. 174; Alberta Regulation 22/2004-Sec 10)

Property assessment is used as the basis on which to requisition property taxes from all or a number of municipalities for the financial support of several regional and provincial programs. Equalized assessment is a process that levels the playing field for municipalities so property tax requisitions and grants can be fairly allocated.

Just as property owners pay taxes in proportion to the value of the property they own, municipalities are required to contribute to the provincial education and other requisitions based on the proportion of assessment within their jurisdictions. Equalized assessments are used to determine the specific contributions to be made by each municipality, and they are also used in formulas for provincial grants to municipalities.

Intermunicipal fairness and equity is important when requisitioning property taxes from municipalities or calculating grants. In this regard, it is usually necessary to make some adjustments in the assessment base figures that each municipality reports to the province before those assessments are used to determine each municipality's contribution to a regional or provincial program, or its equitable share of grant dollars. These adjustments are made through the equalized assessment process.

The MGA requires that most properties be assessed at market value. Ideally, all properties would be assessed at 100 per cent of market value. In practice; however, assessments may vary from market value to a limited degree. Because this variance may occur, equalization is used to adjust each municipality's assessments to 100 per cent of market value. The equalization process removes the variations in assessment levels to make the assessment bases more comparable among municipalities. The process produces a set of adjusted, or "equalized," assessments that can then be used to distribute requisitions, or allocate grants, among municipalities in a fair and equitable manner.

For more information on Equalized Assessment, visit: https://open.alberta.ca/publications/5333000.

Other Taxes and Revenues

(MGA s. 7, 360, 371, 381, 382, 388, 393, and 399)

In addition to the property tax levy, a municipality may impose a business tax, a special tax, or a local improvement tax. As well, the MGA provides for taxes within a business improvement area and on well drilling equipment.

Under section 360 of the MGA, franchise agreements may exist between a municipality and a utility service (power, gas, cable, telephone) that, among other things, provide for the payment of a franchise fee. The fee is usually a percentage of the distribution charges levied by the utility company, and is a rate set for rent of the municipal rights-of-way, the exclusive franchise rights granted within a municipality, and the property taxes that would otherwise be paid by the utility.

There are other sources of revenue available, mainly user fees. Utility charges for water, sewer treatment, and garbage collection are common in Alberta municipalities. Council may want to develop a policy setting the rates based on the degree of cost recovery considered desirable (full cost recovery is normal for utilities). Fees can also be set for other services, such as recreational facilities, photocopying, or meeting room rentals.

Municipal Grants Web Portal

Information on all provincial grant programs supporting municipalities is available on the Municipal Grants Web Portal at: www.municipalaffairs.alberta.ca/municipalgrants.cfm.

Within this portal, each municipal grant program has its own information page. These pages contain:

- a description of the program, including the type of projects supported and the eligibility requirements;
- links to copies of program guidelines, application forms, and reporting documents;
- a downloadable key dates calendar;
- links to program websites; and
- contact information for provincial program staff should you have any questions.

Contact the Municipal Assessment and Grants Division at 780-422-7125 (or toll-free in Alberta at 310-0000) for more details about the grant programs.

Planning and Development

Council shapes the physical future of the community through its authority over land-use planning and development control. It is the responsibility of council to focus on the future of the community as a whole while balancing the current rights, needs and concerns of property owners and residents. A number of tools are available to council for this purpose.

Alberta Land Stewardship Act (ALSA) Regional Plan

(ALSA s. 20, 21, and 22; MGA s. 618.3 and s. 618.4.)

If an ALSA regional plan is approved or amended, municipalities within an applicable ALSA regional plan are required to review their regulatory instruments, such as but not limited to, existing statutory plans, land-use bylaws, policies and procedures, and make any amendments to comply with the ALSA regional plan. After the review, municipalities are required to file a statutory declaration with the Land Use Secretariat stating that the review is complete and that the municipality is in

compliance with the regional plan. The ALSA regional plan establishes the time within which municipalities must review and amend the plans to achieve compliance.

Where there is an approved ALSA regional plan, the subdivision authority, development authority, municipal planning commission, and subdivision and development appeal board of the municipalities within that region must act in accordance with the applicable ALSA regional plan's policies and outcomes.

Intermunicipal Development Plan

(MGA s. 631, 636, 637 and 638)

Two or more municipalities may adopt an intermunicipal plan (IDP) to address issues of mutual concern with respect to designated lands. The plan must provide for the future use of land, the manner of and proposals for future development, or other matters relating to the area. The plan must include a procedure to resolve, or attempt to resolve, conflicts; a procedure to amend or repeal the plan; and provisions relating to plan administration. If the municipalities cannot agree on the need for an IDP or the issues in the IDP, the Land and Property Rights Tribunal can hear the matter. The Minister may require two (2) or more municipalities to enter into an intermunicipal development plan.

Municipal Development Plan

(MGA s. 632, 636, 637 and 638)

Every council of a municipality must adopt a municipal development plan (MDP). The MDP provides a general framework for development within the municipality and is the official statement of your municipality's policies concerning the desired future pattern of development. The municipality must afford opportunity to affected persons, school boards, adjacent First Nations or Metis Settlements, as well as neighbouring municipalities to review and make comment on the plan. Intermunicipal issues such as coordination of land use and infrastructure must be addressed in the municipality's own municipal development plan. A municipal development plan must be consistent with existing intermunicipal development plan

Intermunicipal Collaboration Framework

(MGA s. 708.28 – 708.43)

Each municipality that shares a common boundary with another municipality must have an Intermunicipal Collaboration Framework (ICF). This framework must provide for the integrated and strategic planning, delivery and funding of intermunicipal services, the stewardship of scarce resources efficiently in providing local services, and to ensure municipalities contribute funding to services that benefit their residents.

If the municipalities involved in an ICF cannot reach an agreement on the framework or disagree on its application, the MGA includes an arbitration process to follow to attempt to resolve any such matters if the ICF dispute resolution process is not successful.

Area Structure and Redevelopment Plans

(MGA s. 633, 634, 635, 636, 637 and 638)

Council may, by bylaw, adopt an area structure plan (ASP) to provide a framework for subdivision and development for a particular area. The area structure plan will generally describe the sequences of development, proposed land use, population density, and the location of major transportation routes and public utilities. An ASP or ARP must be consistent with the municipality's MDP and existing IDPs. When an area is undergoing redevelopment, council may adopt an area redevelopment plan, (ARP) which, in addition to providing guidelines, may result in a redevelopment levy being used to acquire land for park, school, or recreation purposes in the redevelopment area.

Land Use Bylaws

(MGA s. 638.2, 640, 642, 685, and 686)

All municipalities must have a land use bylaw (LUB). This bylaw provides a specific means of implementing the policies that are expressed in a general way in the municipal development plan. For instance, if a council wishes to adopt a direct control district in the land use bylaw, council must also adopt a municipal development plan that establishes that direction. All statutory documents must be consistent with each other. The LUB provides for a system for issuing development permits and divides the municipality into land use districts or 'zones' prescribing permitted and discretionary uses for land, and development standards for each land use district. Council must establish a development authority to administer the development approval process and make decisions.

When an application conforms to the provisions of the LUB and is of a permitted use, a development permit must be issued. Where an application is for a discretionally use, it may be approved with or without conditions, or it may be refused. If an application is refused the applicant may appeal to the subdivision and development appeal board (SDAB) or in certain situations to the Land and Property Rights Tribunal of Alberta. Additionally people who believe they may be affected by the propose development may make submissions to the development authority and may also appeal the decision of the development authority.

Subdivision

(MGA s. 623, 638.2, 652, 654, 655, and 678)

Dividing a piece of land into two or more parcels generally requires approval from a subdivision authority. The authority ensures that the land to be subdivided is appropriate for its proposed use. Council must establish the subdivision authority by bylaw and decide on its membership. Decisions can be appealed to the subdivision and development appeal board, or in certain situations to the Land and Property Rights Tribunal of Alberta. While a subdivision is approved by the subdivision authority, any changes to zoning that accompany the subdivision must be brought to council for approval by bylaw prior to approval of the subdivision application.

Subdivision or Development Agreements

(MGA s. 638.2, 650 and 655)

Prior to a subdivision or development having full approval, your municipality may require a developer to enter into a subdivision or development agreement. These agreements ensure that certain conditions of the proposed development are documented and met. After legal consultation, administration will bring the agreement forward to council for acceptance, after which the application can be given final approval.

Subdivision and Development Appeal Board

(MGA s. 627, 678, and 686)

A municipal council is required to establish a subdivision and development appeal board (SDAB) to act as a quasi-judicial body to deal with subdivision and development appeals. No more than one members of council can serve on a panel hearing a matter under the SDAB. Appeals are usually made by the applicant for a subdivision approval or a development permit, or by persons affected by the development authority's decision. The SDAB appeal hearing must be a public hearing.

Municipal Collaboration and Mediation

Annexation and Intermunicipal Land Use Disputes (MGA s. 690)

Alberta Municipal Affairs Intermunicipal Relations team provides assistance in building collaboration between and within municipalities across Alberta.

The team provides a number of courses to build knowledge in the fields of negotiation, dispute resolution, public input and workplace conflict, and helps municipalities to work within their own organization and intermunicipally to build capacity to collaborate.

The team also provides mediation/facilitated negotiation services to municipalities who have disputes with another municipality or with a regional entity such as a regional services commission. The team:

- works with municipalities to determine whether or not disputes are suitable for mediation;
- works with municipalities to ensure all the necessary preparations are in place to convene a dispute resolution process;
- provides a roster of qualified private sector mediators available to work with municipalities;
- works with municipalities to design dispute resolution training programs, including preparation for mediation, best practices for municipalities, when to use mediation, etc.; and
- provides funding, on a proportional basis, to the parties to cover the costs of retaining the private sector mediator(s).

The MGA requires municipalities to attempt negotiations and consider mediation before bringing an intermunicipal land use dispute under section 690, amalgamation under section 104, or a contested annexation under section 112 to the Land and Property Rights Tribunal.

Municipalities can use facilitated negotiations for any intermunicipal matters at any stage in their negotiations.

For more information on the services of the Intermunicipal Relations team, visit: https://www.alberta.ca/municipal-dispute-resolution-services.aspx.

Economic Development

The Economic Developers Association of Alberta (EDA Alberta) is an incorporated, non-profit organization formed to enhance the economic development profession in the province of Alberta, providing an active network of communication, information and education. EDA coordinates programs and workshops for municipal councils and economic development committee members to help communities with their economic plans by creating an awareness of what they can do on the local front to enhance their economic development activities. You can visit their website at www.edaalberta.ca.

Conclusion

This document is a starting point, not the final word. You will benefit from your time on council as you meet new people and develop a greater understanding of the local government process and its role in your community. Your community will benefit from your leadership, vision, and service. Best wishes for your success, and for the success of your community.

This guide is an information summary only and has no legislative sanction. For certainty, refer to the MGA and request your own legal advice. Copies of the MGA or other legislation mentioned in this document can be downloaded or purchased from Alberta Queen's Printer Bookstore:

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Pecuniary Interest for Municipal Councillors — 4.2

Pecuniary Interest - ***Municipal Government Act: Section 170 AND 172***

Membership on council is a position of public trust. The *Municipal Government Act* describes pecuniary interest and sets out the procedure you **must** follow if a matter in which you have pecuniary interest comes up at a meeting in which you are participating as a member of council.

4.2.1 Municipal Affairs: **Pecuniary Interest for Municipal Councillors.** **Attached**

Pecuniary interest for municipal councillors

JANUARY 2021

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Alberta

Pecuniary Interest for Municipal Councillors

Published by Alberta Municipal Affairs

The Government of Alberta and Municipal Affairs will not be liable for any damages that result from the use of this guide. While Municipal Affairs attempts to ensure the accuracy of the information contained within this guide, a municipality and/or councillor may wish to obtain advice from a lawyer, in order to ensure the legislative requirements with regards to pecuniary interest provisions are met. Municipal Affairs and the Government of Alberta do not warrant or make any other representations regarding the use, accuracy, applicability, or reliability of this guide.

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Should this guide conflict with the *Municipal Government Act (MGA),* RSA 2000, Chapter M-26, in word or interpretation, the legislation shall prevail.

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Classification: Public

Pecuniary Interest

Alberta's municipal councillors have a strong record of public service to their communities. As a public servant, you are responsible for upholding the public interest ahead of any private interests you may have.

The *Municipal Government Act* (MGA) describes pecuniary interest and sets out the procedures you must follow if a matter in which you have a pecuniary interest comes up at a council meeting or a committee of council meeting. These rules are designed to protect the public interest while ensuring that your ability to work is not adversely affected by your election to council.

In order that the public interest is served and seen to be served, it is important you be open and honest about dealing with the municipality. Be fair to yourself, your electors and your municipality by keeping your private interests in harmony with the public interest.

This document is only a guide to the legislation. It is recommended you consult your solicitor for advice on specific situations.

Definition

Section 170 of the MGA describes pecuniary interest as something which could monetarily affect you, your spouse, or adult interdependent partner, your children, your parents or the parents of your spouse (in other words, your immediate family), or a business which employs you or in which you have an interest.

Specifically, pecuniary interest means an interest in a matter which could monetarily affect:

- You;
- a corporation, other than a distributing corporation, in which you are a shareholder, director or officer;
- a distributing corporation in which you; beneficially own voting shares carrying at least 10% of the voting rights attached to the voting shares of the corporation or of which you are a director or officer; and/or
- a partnership or firm of which you are a member.

This section also says that *"a councillor has a pecuniary interest in a matter if (a) the matter could monetarily affect the councillor or an employer of the councillor, or (b) the councillor knows or should know that the matter could monetarily affect the councillor's family."* You must decide when you have a pecuniary interest. Council cannot make the decision for you.

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Exceptions

Several exceptions are listed in section 170(3) of the MGA so that an overly-restrictive interpretation of the provisions will not disrupt the affairs of the municipality or your function as a councillor.

A councillor does not have a pecuniary interest only because of any interest:

- the councillor, an employer of the councillor or a member of the councillor's family may have as an elector, taxpayer or utility customer of the municipality;
- the councillor or a member of the councillor's family may have by reason of being appointed by the council as a director of a company incorporated for the purpose of carrying on business for and on behalf of the municipality or by reason of being appointed as the representative of the council on another body;
- the councillor or member of the councillor's family may have with respect to any allowance, honorarium, remuneration or benefit to which the councillor or member of the councillor's family may be entitled by being appointed by the council to a position described above;
- the councillor may have with respect to any allowance, honorarium, remuneration or benefit to which the councillor may be entitled by being a councillor;
- the councillor or a member of the councillor's family may have by being employed by the Government of Canada, the Government of Alberta or a federal or provincial Crown corporation or agency, except with respect to a matter directly affecting the department, corporation or agency of which the councillor or family member is an employee;
- a member of the councillor's family may have by having an employer, other than the municipality, that is monetarily affected by a decision of the municipality;
- the councillor or a member of the councillor's family may have by being a member or director of a non-profit organization as defined in section 241(f) or a service club;
- the councillor or member of the councillor's family may have:
  - by being appointed as the volunteer chief or other volunteer officer of a fire or ambulance service or emergency measures organization or other volunteer organization or service; or
  - by reason of remuneration received as a volunteer member of any of those voluntary organizations or services.

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- the councillor, an employer of the councillor or a member of the councillor's family that is held in common with the majority of electors of the municipality or, if the matter affects only part of the municipality, with the majority of electors in that part;
- the interest is so remote or insignificant that it cannot reasonably be regarded as likely to influence the councillor; or
- they discuss or vote on a bylaw that applies to businesses or business activities when the councillor, an employer of the councillor or a member of the councillor's family has an interest in a business, unless the only business affected by the bylaw is the business of the councillor, employer of the councillor or the councillor's family.

What to Do

Section 172 of the MGA sets out the procedure you must follow if a matter in which you have a pecuniary interest comes before any meeting in which you are taking part in your capacity as a member of council. Failure to follow these procedures could lead to your disqualification from council.

This section says that you may not take part in the discussion and decision-making on any matter in which you have a pecuniary interest. The legislation attempts to ensure that you are not discriminated either for or against by virtue of your membership on council.

If you have a pecuniary interest:

- you are to disclose that you have an interest and its general nature;
- you are to abstain from any discussion of the matter and from voting; and
- you are to leave the room until the matter has been dealt with, and you should make sure that your abstention is recorded in the minutes.

For example, you might say *"Mr. Mayor, I am abstaining on this matter because I am a shareholder in the company. I am leaving the room and I ask that my abstention be recorded."*

If the matter is one in which you, as an elector or property owner, have a right to be heard by council (for example, a land use bylaw amendment, lane or street closure, etc.), you are to disclose your interest and abstain, but you may remain in the room to be heard by council in the same manner as any person who is not a member of council. In this case, you should follow the procedure required of any other person to be placed on the list of delegations to be heard by council. When the matter comes up for hearing, you might say *"Madam Mayor, I am abstaining from this matter because I own the property affected. I ask that my abstention be recorded."*

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You should then leave the council table and go to the area where the public sits. The mayor should call you to make your presentation in the same manner as any other person. You should state your case, answer any questions that may be asked of you and then be seated in the public area for the remainder of the public hearing.

When council debates the matter, it would be advisable to leave the room during the decision-making process.

Temporary Absence

On occasion, you may be temporarily absent from a meeting when a matter in which you have an interest comes up for discussion. If so, upon returning to the meeting, or as soon as you discover that the matter was discussed, you are to disclose the general nature of your interest. The MGA requires the secretary to note your disclosure in the minutes.

The purpose of this provision is to ensure that a member of council does not avoid disclosing an interest by simply leaving the meeting before the matter is discussed and returning after the discussion is complete. If some matter is discussed by council while you are temporarily absent from a meeting, upon your return and as soon as you become aware of the matter, you should get the attention of the chair and say something like *"Mr. Mayor, during my absence a matter was discussed in which I have an interest. I am disclosing that my husband is an employee of the company and I ask that my disclosure be recorded in the minutes."*

All Meetings

The disclosure and abstention rules apply to every meeting of council and any of its committees. They also apply to you at a meeting of any board, committee or agency to which you are appointed as a representative of council (section 172(6) of the MGA). In other words, any time you are acting as a councillor, the disclosure and abstention rules apply to you.

It is important to remember to ask the secretary at any of these meetings to record your abstention and to check that it is actually included in the minutes.

Doing Business

Although there is no prohibition on doing business with the municipality when you are a member of council, every contract or agreement with the municipality in which you have an interest must be approved by council (section 173 of the MGA). So, if your council has delegated purchasing authority to administration, it is important that those officials know of any business interests that you have and that you make sure council approves of any contract with your business. You cannot raise the matter in council, but, if you submit a bid or offer, you can note the matter must

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receive council approval. If it doesn't, you will be disqualified and the contract has no force or effect.

The following are the only exceptions:

- if the contract or agreement is for the performance of work or the provision of a service in the case of an emergency; or
- if the contract or agreement is for the sale of goods or services to the municipality or to persons contracting with the municipality at competitive prices by a dealer in those goods or services, that is incidental to, or in the ordinary course of business; or
- the agreement was entered into before your term of councillor started.

Statement of Disclosure of Interests

If you have extensive business interests, it may be difficult for you to know when these businesses are dealing with your municipality. It may be even more difficult for purchasing agents to identify a contract that requires the approval of council because a member of council has an interest.

In such cases, it may help everyone involved – yourself included – if a listing of interests is available in the office. Council may, by bylaw, require its members to file a statement with a designated officer showing the names of their immediate family members and any business in which they have an interest (section 171 of the MGA). The designated officer then compiles a list of all the names reported on the statements and provides it to the employees of the municipality indicated in the bylaw.

This provision is permissive. This means the council has the power to pass such a bylaw; however, is not required to do so.

Remember

If you vote on a matter in which you have pecuniary interest, you are subject to disqualification, even if you vote against your interest.

Ask to have your abstention recorded in the minutes of the meeting. The rules apply at all meetings of your council and its committees, and at the meetings of any board, commission, committee or agency to which you are appointed as a representative of the council.

If your council passes a bylaw requiring a statement of disclosure of interests, keep your statement up-to-date by regularly informing the designated officer of additions or deletions.

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If you are in doubt as to whether you have a pecuniary interest, obtain a written legal opinion from your own solicitor.

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Copies of the *Municipal Government Act* and the *Local Authorities Election Act* can be purchased from Alberta Queen's Printer Bookstore or accessed on the Queen's Printer website:

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Roles and Responsibilities 4.3

TERM OF OFFICE: Four Years

DUTIES OF COUNCILLORS:

Excerpts from the ***Municipal Government Act: Section 153***

General duties of councillors

a) to consider the welfare and interests of the municipality as a whole and to bring to council's attention anything that would promote the welfare or interests of the municipality.

a.1) to promote an integrated and strategic approach to intermunicipal land use planning and service delivery with neighbouring municipalities;

b) to participate generally in developing and evaluating the policies and programs of the municipality.

c) to participate in council meetings and council committee meetings and meetings of other bodies to which they are appointed by the council.

d) to obtain information about the operation or administration of the municipality from the chief administrative officer or a person designated by the chief administrative officer;

e) to keep in confidence matters discussed in private at a council or council committee meeting until discussed at a meeting held in public.

e.1) to adhere to the code of conduct established by the council under section 146.1(1);

f) to perform any other duty or function imposed on councillors by this or any other enactment or by the council.

DUTIES OF REEVE:

The Reeve is the Chief Elected Official (CEO) of the municipality and has duties that encompass those of both Councillor and Chief Elected Official.

Excerpts from the ***Municipal Government Act: Section 154***

1) A Chief Elected Official, in addition to performing the duties of a councillor, must

   a) preside when in attendance at a council meeting unless a bylaw provides that another councillor or other person is to preside; and

   b) perform any other duty imposed on a Chief Elected Official by this or any other enactment or bylaw.

2) The Chief Elected Official is a member of all council committees and all bodies to which council has the right to appoint members under this Act, unless the council provides otherwise.

3) Despite subsection (2), the chief elected official may be a member of a board, commission, subdivision authority or development authority established under Part 17 only if the chief elected official is appointed in the chief elected official's personal name.

NOTE: Schedule "C" and "D" of the Procedural Bylaw No. 1400-21 outline duties of Reeve and Councillors **(See Part Four: 4.1 to 4.6).**

Council-CAO Covenant 4.4

On August 22, 2013, County Council adopted a **Council-CAO Covenant** Policy.

The Policy demonstrates commitment of Council and the Chief Administrative Officer in seeking clarity and building understanding and a trusting relationship to move forward with governance issues for an effective organization.

Clarity is defined of the expectations, roles and responsibilities that Council has of the Chief Administrative Officer and the expectations, roles and responsibilities that the Chief Administrative Officer has of Council.

4.4.1 Policy Statement No. 01-39: Council – CAO Covenant. **Attached**

SMOKY LAKE COUNTY

Title: Council-CAO Covenant	Policy No.: 39-01
Section: 01	Page No.: 1 of 4 E

Legislation Reference:	Alberta Provincial Statutes

Purpose:	To secure Council's approval of a Council-CAO Covenant.

Policy Statement and Guidelines:

1. OBJECTIVE:

1.1 The intention of this Policy is to lay out the expectations, roles and responsibilities that Council has of the Chief Administrative Officer and vise-versa.

1.2 Essential to move forward with governance issues and to build an understanding of the continuity of Council and Chief Administrative relationship.

2. DEFINITION:

2.1 **"Chief Administrative Officer"** is the person appointed by Council as the Chief Administrative Officer pursuant to Sections 207- 210 of the ***Municipal Government Act***.

2.2 **"Council"** means the Reeve and Councillors of the County for the time being elected pursuant to the provisions of the ***Local Authorities Election Act*** whose term is unexpired, who have not resigned and who continue to be eligible to hold office as such under the terms of the ***Municipal Government Act***.

3. GUIDELINES:

3.1 An effective organization demonstrates clarity and trust in the relationship between the Council and its Chief Administrative Officer.

3.2 Establishing a Council-CAO Covenant commits both parties to seeking clarity in the relationship and to seriously undertake conduct within their respective roles appropriately.

Policy Statement and Guidelines:

4. PROCEDURES:

4.1 The Covenant will be accepted in principle and endorsed by Council and be seen as an appendix to the Chief Administrative Officer's contract.

4.2 ***Schedule "A":*** **Council Covenant identifies** the expectations, roles and responsibilities that Council will undertake in its respective role.

4.3 ***Schedule "B":*** **Chief Administrative Officer Covenant identifies** the expectations, roles and responsibilities that the Chief Administrative Officer will undertake in his/her respective role.

4.4 The Council-CAO Covenant as described within the Schedules be authorized for the Reeve, Council members and Chief Administrative Officer to sign for added authority.

4.5 The Council-CAO Covenant shall be executed by all parties at the beginning of each political term at the organizational meeting following the General Election.

4.6 The Council-CAO Covenant shall be provided for information annually during the scheduled Performance Appraisal of the Chief Administrative Officer.

4.7 The Council-CAO Covenant may be reviewed and amended from time to time with the mutual consent of the parties.

	Date	Resolution Number
Approved	August 22, 2013	# 861-13 - Page # 10772
Amended		
Amended		
Amended		
Amended		

COUNCIL COVENANT

DATE:

MOTION NUMBER:

WE, the undersigned members of the SMOKY LAKE COUNTY COUNCIL, shall

- Carry out our responsibilities as set out in the *Municipal Government Act*, and other applicable Legislation; and in the Bylaws and Policies of Smoky Lake County, to the best of our abilities.
- Make decisions which we believe to be in the best interests of the citizens of Smoky Lake County and the Municipality as a whole.
- Review the background information and advice made available to us by the administration prior to rendering a decision.
- Seek further input from our Chief Administrative Officer when we are unsure of the issue or direction to be taken.
- Refrain from making any commitments on behalf of the Council to individual citizens or groups.
- Refrain from any public or private criticism of our administration wherein individual employees are identified.
- Act as good stewards of the County and as public servants of our citizens through ethical conduct.
- Provide effective leadership through guiding the corporation of the County through annual or longer term goals, priorities and plans, through the budget approval process and by agreeing to reasonable policies which reflect, in our views, the best interests of a majority of our citizens.
- Ensure that we formally evaluate the performance of the Chief Administrative Office on an annual basis and involve the Chief Administrative Officer in this process to ensure a full understanding of the Council's assessment.
- We agree to respect the apolitical nature of the office of the Chief Administrative Officer and to receive his/her advice as being in the perceived best interests of the community and/or organization. We will respectfully listen to comments in response to questions posed at Council meetings and will ensure that the Chief Administrative Officer is accorded a respectful audience.
- We will not bypass the Chief Administrative Officer in our search for information and will coordinate any questions / concerns relative to the jurisdiction of the administration through the office of the Chief Administrative Officer.
- We agree to respect the apolitical nature of our senior staff and willtreat their advice and reports with respect. We will not knowingly or willfully interfere with their work and will coordinate concerns through the office of the Chief Administrative Officer.

Signatures:

Councillor, Division 1: _____

Councillor, Division 2: _____

Councillor, Division 3: _____

Councillor, Division 4: _____

Councillor, Division 5: _____

CHIEF ADMINISTRATIVE OFFICER COVENANT

DATE:

MOTION NUMBER:

I, THE CHIEF ADMINISTRATIVE OFFICER, will

- Conduct myself as Council's chief policy advisor in an honest and ethical manner.
- Ensure that all Councillors are accorded respect in all of my personal and public comments.
- Provide advice (on all issues) which is professionally sound, ethical, legal and in accordance with the policies and objectives of Council.
- Guide the actions of the administration so that they are in accordance with the policies and objectives of Council.
- Act on the will of Council as a whole as established by the Resolutions, Policies and Bylaws of Council.
- Forward any complaints or concerns of Council to the appropriate department and/or individual so that Reasonable and prompt follow-up is assured.
- Ensure that Council is made aware of the full picture with regard to each issue at least to the extent that the administration is aware of such information and ensure that Council has access to the reasonable decision options as well as recommendation, when appropriate.
- Seek to ensure that Council is aware of any key issues as they arise and thus avoid the problems associated with surprises.
- Maintain a current understanding of applicable legislation as well as relevant programs, policies and initiatives of other levels of government.
- Admit to mistakes of substance made by myself or my staff and take corrective action.
- Listen carefully to the concerns of Council vis-à-vis my performance and seek to improve any deficiencies on an ongoing basis.
- Ensure that all major issues are tracked in sufficient detail so as to advise Council of any progress, anticipated problems or decision points.
- Abide by the *Municipal Government Act* as well as the Bylaws and Policies of the County to the best of my abilities.

Signature:

Chief Administrative Officer: _____

Council Remuneration 4.5

Municipal Government Act – Section 275.1(1).

On October 23, 2014, County Council adopted a **Council Remuneration and Expenses** Policy. The last amendment being December 12, 2019 for a total of 8 amendments since adoption.

This policy provides clarity and an equitable and transparent means of reimbursing Council members for business expenses and for their duties and responsibilities required to handle all functions as an Elected Official.

4.5.1 Policy Statement No. 08-18: Council Remuneration and Expenses. **Attached**

SMOKY LAKE COUNTY

Title: Council Remuneration and Expenses		Policy No.: 18-08
Section: 08	Code: P-R	Page No.: 1 of 6 E

Legislation Reference:	Alberta Provincial Statutes.

Purpose:	To provide clarity and an equitable and transparent means of reimbursing Council members for business expenses and for their duties and responsibilities required to handle all functions as an Elected Official.

Policy Statement and Guidelines:

1. STATEMENT:

1.1 The County recognizes that in order to carry out County business, it is necessary for Council members to network, meet with ratepayers, participate in training, and attend related business and community functions.

1.2 Council of Smoky Lake County are required to commit a substantial amount of time and effort to the duties and responsibilities of their elected office. Not all duties and commitments can be identified in actual time.

1.3 The reimbursement of expenses will be guided by the following principles:

1.3.1 Taxpayers dollars shall be spent responsibly with a focus on accountability and transparency.

1.3.2 County commits to providing fair and reasonable level of remuneration.

1.3.3 Only legitimate expenses incurred when undertaking Council authorized functions will be reimbursed.

2. DEFINITIONS:

2.1 **Remuneration:** means the annual rate of pay for the Reeve, Deputy Reeve and Councillors.

2.2 **Expenses:** includes transportation, lodging (hotel), mileage, taxi fare, parking and other out-of-pocket expense incurred while on County business.

2.3 **Hospitality Event:** an authorized event where food and beverage are provided, at public expense to people who are not employed by the County.

2.4 **Benefit Package:** is the insurance coverage available to Council through the County's group carrier.

Policy Statement and Guidelines:

3. GUIDELINES:

3.1 **Remuneration**

Council will discuss the remuneration for the Reeve, Deputy Reeve and Councillors at a Budget Meeting.

3.1.1 The Council annual remuneration is:

Reeve:	$ 73,075.20
Deputy Reeve:	$ 66,434.40
Councillor:	$ 63,112.80

3.1.2 Effective January 1st of each year, a Cost of Living increment rate (as established in the Statistics Canada - Consumer Price Index for the province of Alberta in the month of October from the previous year), will be automatically applied to Elected Officials salaries or R.R.S.P. unless a motion of Council determines otherwise.

3.1.3 Cost of Living increments as established in the County's Collective Agreement with CUPE (Canadian Union of Public Employees) will be automatically applied to Smoky Lake County Management and non-union (out-of-scope) employees.

3.1.4 Councillor monthly divisional travel mileage allowance is $400.00 per month.

3.2 **Meals**

3.2.1 A Meal allowance shall be payable when travel is required to be away from home or office (and will be paid requiring no receipt) at a rate of:

Breakfast:	$ 20.00	before 7:00 a.m.
Lunch:	$ 20.00	before 12:00 p.m.
Dinner:	$ 30.00	after 5:00 p.m.

3.2.2 Receipts for meals that accompany an expense claim form or that are charged to County Credit Card will be paid to the Councillor or, in the case of credit card charges, coded to the Councillor's expenses at the value (including gratuity) on the receipt.

3.3 **Mileage**

3.3.1 Mileage will be reimbursed when required to drive a personal vehicle for County business purposes and the current mileage rate per kilometer shall be $0.55 per km.

3.3.2 A review of mileage rates will be undertaken annually with consideration for other Canadian Public Sector mileage reimbursements.

3.3.3 For Council members, mileage is calculated from and back to residence.

3.4 **Transportation**

3.4.1 **Automobile Travel:** actual kilometers travelled outside of the County may be claimed at the current rate established in this policy.

3.4.1.1 Members of Council use their personal vehicles for Municipal Business shall be required to adhere to ***Policy Statement No. 14.A-07: Use of Personal Vehicles on Municipal Business.***

Policy Statement and Guidelines:

3.4.2 **Ground Transportation:** includes taxi or bus, parking will be reimbursed at cost.

3.4.3 **Air Travel:** will be at economy rates by the most direct route available. Submission of receipts required.

3.5 **Lodging**

3.5.1 The cost of hotel accommodation and all taxes may be prepaid using a County Credit Card.

3.5.2 When the hotel and taxes are paid by the individual Councillor, Smoky Lake County will provide a reimbursement based on the original receipt.

3.5.3 It is the attendees' responsibility to give adequate notice of non-attendance. Failure to do so may, at the discretion of Council, result in the individual being liable for all non-refundable costs.

3.6 **Hospitality Event**

A County organized Hospitality Event is considered a Business Expense. A Councillor engaged in an authorized County Hospitality Event may claim or submit receipts for alcoholic and other beverages and food purchased at these special events for consumption by the Councillors and/or others while promoting the interests of Smoky Lake County.

3.7 **Information Technology Equipment and Services**

Cell Phone:

3.7.1 Cell phones / Smart Phones are provided to Councillors.

3.7.2 A monthly fee of $50.00 shall be charged to Councillors to cover the cost of personal use of cell phones/smart phones.

3.7.3 Upon leaving Elected Office, the Councillor may keep the cell phone and number. The contract will be transferred to the individual's name.

3.7.4 If a Councillor chooses to use his/her own personal cell phone or device, the County will reimburse the actual costs up to a maximum of $100.00 per month upon submission of a receipt.

3.7.5 When travelling, the Councillor shall advise the County Safety Officer in order to ensure that the cell phone plan is adjusted to avoid excessive roaming charges.

Internet:

3.7.6 A monthly amount of $25.00 shall be paid monthly to each Councillor as an allowance for home internet use, effective January 2019.

Laptop:

3.7.7 A laptop with carrying case will be provided to each Councillor.

3.7.8 Upon leaving Elected Office, or after necessary computer replacement, the Councillor may keep the Computer and case. Smoky Lake County will cease to provide support services for these devices.

Policy Statement and Guidelines:

3.8 **Benefit Package**

Benefit Package will be available to members of Council through the County's Insurance Carrier.

At the beginning of their first Elected Term, members of Council will be provided with the AMSC Group Benefits a booklet.

3.9 **R.R.S.P.**

Smoky Lake County will contribute nine percent (9%) of gross remuneration to a Registered Retirement Pension Plan (RRSP) at either the Smoky Lake Branch of ATB or CIBC.

3.9.1 A Councillor may waive the RRSP contributions for a specified term upon written request to the Chief Administrative Officer.

3.10 **Non Standard Expenses**

If a Councillor incurs business expenses not specifically authorized by this Policy, Council as a Whole, may, subject to availability of funds, and appropriate budget, authorize payment of such a business expense claim.

3.10.1 A member of Council will not be reimbursed for the cost of a fine.

3.10.2 An expense for a spouse or companion is not an eligible individual expense and will not be reimbursed.

3 PROCEDURE:

4.1 An Expense Claim Form, as per ***Schedule "A":*** **Councillor Business Expense Claim,** must be submitted in order for a claim to be processed, unless provided otherwise.

4.1.1 All necessary receipts and/or documentation must accompany the Expense Claim.

4.1.2 Receipts must be detailed and must show the vendor GST registration number.

4.1.3 Councillor Business Expense Claims shall be submitted on a monthly basis.

4.1.4 Councillors will submit all detailed receipts charged to the Smoky Lake County Credit Card, as per ***Policy Statement No. 08-07: County Credit Card,*** in a timely manner in order to prevent credit card interest charges.

Policy Statement and Guidelines:

4.2 All expense claims must be reviewed by administration to ensure compliance with Policy.

4.2.1 The Reeve or Deputy Reeve will sign the expense claim for council members to indicate that they have been received and approved.

4.2.2 The Deputy Reeve shall sign the expense claim submitted by the Reeve, to indicate it has been received and approved, and may in the absence of the Reeve sign all other expense claims.

4.2.3 The Reeve or Deputy Reeve, as the case may be, will bring discrepancies of interpretation to Council for decision.

4.2.4 Upon submission of a signed Business Expense Claim Form, a Member of Council warrants all claims are related to Smoky Lake County business.

4.3 **Public Disclosure:** The Councillor's Business Expenses will be made available in the Smoky Lake County Administration Office.

4.4 **Policy Review and Changes:** Council will review the "Council Remuneration and Expense" Policy annually in the Month of October at a County Council Budget Meeting.

4.5 Expenses related to partisan political functions shall comply with ***Policy Statement No. 01-36: Expenses and Contributions to Political Functions.***

	Date	Resolution Number
Approved	October 23, 2014	# 52-14 - Page # 11440
Amended	May 6, 2015	#642-15 - Page # 11769
Amended	May 28, 2015	#649-15 - Page # 11776
Amended	October 2, 2017	#1107-17 - Page # 12812
Amended	February 22, 2018	#321-18 - Page # 12968
Amended	December 12, 2018	#244-18 - Page # 13421
Amended	January 29, 2019	#269-19 - Page # 13437
Amended	December 12, 2019	#165-19 - Page # 13889

SCHEDULE "A"
SMOKY LAKE COUNTY
Councillor Business Expense Claim

Name: _____

Claim for the Month Of _____

Date D/M/Y	Description (name and location)	Meals				Mileage		Misc (Parking, etc)	Total
		Breakfast $20	Lunch $20	Dinner $30	Total Meals	KM	$.55/km		
TOTAL MUNICIPAL									
				1-2-212-11-____			1-2-211-11-____	1-2-212-11-____	

Date D/M/Y	Description (name and location)		Meals				Mileage		Misc (Parking, etc)	Total
			Breakfast $20	Lunch $20	Dinner $30	Total Meals	KM	$.55/km		
	ASB									
						1-2-212-62-____		1-2-211-62-____	1-2-212-62-____	
	FCSS									
						1-2-212-11-____		1-2-211-11-____	1-2-212-11-____	
	GAS									
						5-2-212-91-11-____		5-2-211-91-11-____	5-2-212-91-11-____	
	FOUNDATION									
						1-2-212-65-____		1-2-211-65-____	1-2-212-65-____	
	MPL/SDAB									
						1-2-212-61-____		1-2-211-61-____	1-2-212-61-____	
TOTAL OTHER										
TOTAL EXPENSES										

Boards / Commissions / Committees 4.6

Municipal Government Act: Section 146: **Reference for Appointment of Committee Members:**

4.6.1 Municipal Committees - 2020-2021 **Attached**

Smoky Lake County: Committees, Task Forces and Boards

- In accordance with Bylaw No. 1400-21 – Section 4.33: Committee reports shall be forwarded to regular Council meeting.
- Policies and Bylaws: The " **Policy - Terms of Reference" and "Bylaws"** to the Boards / Commissions / Committees that members of Council are appointed to annually or as specified in the Policy at each Organizational Meeting held. **Attached**

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1. GENERAL GOVERNMENT SERVICES

4.6.2 **Policy Statement No. 01-23:** Government Liaison Committee

4.6.3 **Policy Statement No. 01-22:** Policy Committee

12. ASSESSMENT AND TAXATION:

4.6.4 **Bylaw 1231-11:** Smoky Lake County Assessment Review Boards

14. RISK MANAGEMENT

4.6.5 **Policy Statement No. 14-02:** Risk Pro Management

15. HUMAN RESOURCES

4.6.6 **Policy Statement No. 15-02:** Negotiating Committee

2. PROTECTIVE SERVICES

4.6.7 **Policy Statement No. 02-20:** Fire and Rescue Liaison Committee

4.6.8 **Policy Statement No. 02-14:** RCMP Liaison Committee

4.6.9 **Bylaw 1253-19:** Regional Emergency Management Region

4.6.10 **Bylaw 1286-15:** Smoky Lake Region Fire and Rescue Committee

4.6.11 **Policy Statement No. 02-25:** Citizens-on-Patrol (C.O.P.) Liaison Committee

3. TRANSPORTATION SERVICES

4.6.12 **Bylaw 1225-11:** "Road Ban/Restrictions" – Road Ban Committee

4.6.13 **Policy Statement No. 03-19:** North East Muni-Corr Ltd. Committee

4. ENVIRONMENTAL HEALTH SERVICES

4.6.14 **Policy Statement No. 04-11:** Alberta Care Committee

4.6.15 **Policy Statement No. 04-12:** Evergreen Regional Waste Management Commission

4.6.16 **Policy Statement No. 04-13:** Highway 28/63 Regional Water Commission

Boards / Commissions / Committees - *Cont.* 4.6 - A

Municipal Government Act: Section 146: **Reference for Appointment of Committee Members:**

Continued: Policies and Bylaws: The " **Policy - Terms of Reference" and "Bylaws"** to the Boards / Commissions / Committees. **Attached**

5. PUBLIC HEALTH AND WELFARE SERVICES

4.6.17 Policy Statement No. 05-07: Joint Health and Safety Committee

4.6.18 Policy Statement No. 05-05: Doctor Retention and Recruitment Committee

4.6.19 Policy Statement No. 05-03: Family and Community Support Services Committee

4.6.20 Policy Statement No. 05-06: Smoky Lake Foundation

61. PLANNING, DEVELOPMENT AND SUB-DIVISION CONTROL

4.6.21 Bylaw No. 1346-19: Development Authority: Municipal Planning Commission

4.6.22 Bylaw No. 1347-19: Sub-division and Development Appeal Board

4.6.23 Bylaw No. 1345-19: Sub-division Authority

4.6.24 Bylaw No. 1371-20: Smoky Lake County Regional Heritage Board

4.6.25 Policy Statement No. 61-08: Corridor Communications Incorporated

4.6.26 Policy Statement No. 61-07: Regional Community Development Committee (RCDC)- Bylaw 1399-21 Associated with RCDC Policy

4.6.27 Bylaw No. 1404-21: Ukrainian Twinning Committee

62. AGRICULTURAL SERVICE BOARD

4.6.28 Bylaw No. 1357-20: Agricultural Service Board

4.6.29 Policy Statement No. 62-20: Agricultural Issues Advisory Committee

4.6.30 Bylaw No. 1240-12: Agricultural Service Board Independent Appeal Panel for Weed Control

7. RECREATION AND CULTURAL SERVICES

4.6.31 Policy Statement No. 61-05: Alberta HUB: Terms of Reference

4.6.32 Policy Statement No. 07-04: Northern Lights Library System

4.6.33 Policy Statement No. 07-05: Smoky Lake Community Daycare Cooperative (Pumpkin Patch) Committee

9. RURAL UTILITIES

- Natural Gas Committee
- Environmental Operations (Water, Wastewater and Waste Management) Committee

SMOKY LAKE COUNTY

Municipal Committees 2020-2021 — As of the Organizational Meeting held October 22, 2020

REEVE: Craig Lukinuk (Division 3)
DEPUTY REEVE: Randy Orichowski (Division 5)
COUNCILLORS: Dan Gawalko (Division 1) Johnny Cherniwchan (Division 2) Lorne Halisky (Division 4)

AGRICULTURAL SERVICE BOARD	All Councillors
AGRICULTURAL ISSUES ADVISORY COMMITTEE	ASB Chair., ASB Vice-Chair., any Councillors, & call for Public-at-Large Members as required
A.S.B. INDEPENDENT APPEAL PANEL FOR WEED CONTROL	Public-at-Large: Barry Feniak, Norman Schmidt & Robert Semeniuk, Alt.: Ed Doktor
ALBERTA CARE (ALBERTA COORDINATED ACTION FOR RECYCLING ENTERPRISES) COMMITTEE	Dan Gawalko Alt.: Randy Orichowski
CCI WIRELESS - CORRIDOR COMMUNICATIONS INCORPORATED	Craig Lukinuk Alt.: Johnny Cherniwchan
CITIZENS ON PATROL (C.O.P.) LIAISON COMMITTEE	Lorne Halisky, Alt.: Dan Gawalko
COMPOSITE ASSESSMENT REVIEW BOARD	Craig Lukinuk Alt.: Johnny Cherniwchan Public-at-Large: Sue Landiak & Grant Gillund Alt.: Vacant
DOCTOR RETENTION & RECRUITMENT COMMITTEE	Reeve Alt.: Deputy Reeve
ENVIRONMENTAL OPERATIONS COMMITTEE	All Councillors
EVERGREEN REGIONAL WASTE MANAGEMENT COMMISSION	Randy Orichowski, Alt.: Dan Gawalko
FAMILY COMMUNITY SUPPORT SERVICES COMMITTEE	All Councillors
FIRE & RESCUE LIAISON COMMITTEE	Vilna Fire Dept.: Dan Gawalko Alt.: Johnny Cherniwchan Smoky Lake Fire Dept.: Craig Lukinuk Alt.: Lorne Halisky Waskatenau Fire Dept.: Randy Orichowski Alt.: Lorne Halisky
FIRE PROTECTIVE SERVICES COMMITTEE	All Councillors
GOVERNMENT LIAISON COMMITTEE	Reeve, Deputy Reeve & Councillors as deemed necessary
HIGHWAY 28/63 REGIONAL WATER SERVICES COMMISSION	Randy Orichowski & Dan Gawalko Alt.: Lorne Halisky & Johnny Cherniwchan
INTERMUNICIPAL COLLABORATION COMMITTEES (ICC)	
With Town of Smoky Lake, Village of Waskatenau & Village of Vilna:	Lorne Halisky & Craig Lukinuk Alt.: Johnny Cherniwchan
With Thorhild County:	Randy Orichowski & Lorne Halisky, Alt.: Dan Gawalko
With Lamont County:	Johnny Cherniwchan & Craig Lukinuk, Alt.: Dan Gawalko
With County of St. Paul No.19:	All Councillors
With County of Two Hills No.21:	All Councillors
INTERMUNICIPAL DEVELOPMENT PLAN (IDP) COMMITTEES	
With Town of Smoky Lake:	Lorne Halisky & Craig Lukinuk, Alt.: Johnny Cherniwchan
With Village of Waskatenau:	Randy Orichowski & Lorne Halisky, Alt.: Dan Gawalko
With Village of Vilna:	All Councillors
With Thorhild County:	Randy Orichowski & Lorne Halisky, Alt.: Dan Gawalko
With Lamont County:	Johnny Cherniwchan & Craig Lukinuk, Alt.: Dan Gawalko
With County of St. Paul No.19:	CAO & Planning and Development Manager
With County of Two Hills No.21:	CAO & Planning and Development Manager
JOINT HEALTH & SAFETY COMMITTEE	Lorne Halisky Alt.: Johnny Cherniwchan
LAKELAND AGRICULTURAL RESEARCH ASSOCIATION (LARA)	ASB Chair., Alt.: ASB Vice-Chair., Public-at-Large: Barb Shapka & Charlie Leskiw
LOCAL ASSESSMENT REVIEW BOARD	Craig Lukinuk, Alt.: Johnny Cherniwchan, Public-at-Large: Sue Landiak & Grant Gillund, Alt.: Vacant
MUNICIPAL PLANNING COMMISSION	All Councillors
NATURAL GAS COMMITTEE	All Councillors
NEGOTIATING COMMITTEE	Craig Lukinuk, Johnny Cherniwchan, Lorne Halisky Alt.: Dan Gawalko & Randy Orichowski
NORTHEAST ALBERTA HUB	Lorne Halisky, Alt.: Dan Gawalko
NORTH EAST MUNI-CORR LTD.	Johnny Cherniwchan, Alt.: Craig Lukinuk
NORTHERN LIGHTS LIBRARY SYSTEM	Craig Lukinuk, Alt.: Randy Orichowski
POLICY COMMITTEE	All Councillors
RCMP LIAISON COMMITTEE	Lorne Halisky, Alt.: Dan Gawalko
REGIONAL COMMUNITY DEVELOPMENT COMMITTEE (RCDC)	Lorne Halisky & Craig Lukinuk, Alt.: Johnny Cherniwchan Public-at-Large: Leon Boychuk-Hunter & Perry Phillips
REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE	Reeve Alt.: Deputy Reeve
RISK PRO MANAGEMENT COMMITTEE	Reeve Alt.: Deputy Reeve
ROAD BAN COMMITTEE	Reeve Alt.: Deputy Reeve Plus the Public Works Manager & CAO
SMOKY LAKE AGRICULTURAL SOCIETY	Lorne Halisky Alt.: Craig Lukinuk
SMOKY LAKE COMMUNITY DAYCARE CO-OPERATIVE COMMITTEE	Craig Lukinuk, Alt.: Lorne Halisky
SMOKY LAKE COUNTY REGIONAL HERITAGE BOARD	Members-at-Large: Noreen Easterbrook, Graham Dalziel, Christine Hansen, Michelle Wright, Leon Hunter-Boychuk & Pamela Billey
SMOKY LAKE FOUNDATION	Dan Gawalko & Randy Orichowski, Alt.: Lorne Halisky & Johnny Cherniwchan
SMOKY LAKE REGION FIRE AND RESCUE COMMITTEE	Lorne Halisky & Craig Lukinuk, Alt.: Johnny Cherniwchan
SUBDIVISION & DEVELOPMENT APPEAL BOARD	Members-at-Large: Grant Gillund, Christine Hansen, Richard Dubetz, Dominique Cere, & Jerry Melnyk
UKRAINIAN TWINNING COMMITTEE	Craig Lukinuk Alt.: Deputy Reeve

SMOKY LAKE COUNTY

Title: Government Liaison Committee: Terms of Reference	Policy No.: 23-01
Section: 01	Page No.: 1 of 1

Legislation Reference:	Alberta Provincial Statutes

Purpose:	Government Liaison Committee is a Committee established by County Council under **General Government Services.** Appointments made at the County Organizational Meeting.

Policy Statement and Guidelines:

1. MEMBERSHIP:

1.1 Reeve and Deputy Reeve.

1.2 Councillors as deemed necessary.

2. MANDATE:

2.1 Address specific municipal related issues with the Provincial Government.

	Date	Resolution Number
Approved	October 21, 2010	# 961-10 - Page # 9483
Amended		
Amended		

SMOKY LAKE COUNTY

Title: Policy Committee: Terms of Reference	Policy No.: 22-01
Section: 01	Page No.: 1 of 2

Legislation Reference:	Alberta Provincial Statutes

Purpose:	Policy Committee aims to affirm and strengthen council's and management's leadership, and to provide continuity for the governance of the municipality's affairs.

Policy Statement and Guidelines:

Membership:

The Policy Committee consists of two elected officials, one representative of senior management, and other management, council members, or external experts as may be deemed necessary for specific issues by the committee.

The Policy Committee will meet normally once a month.

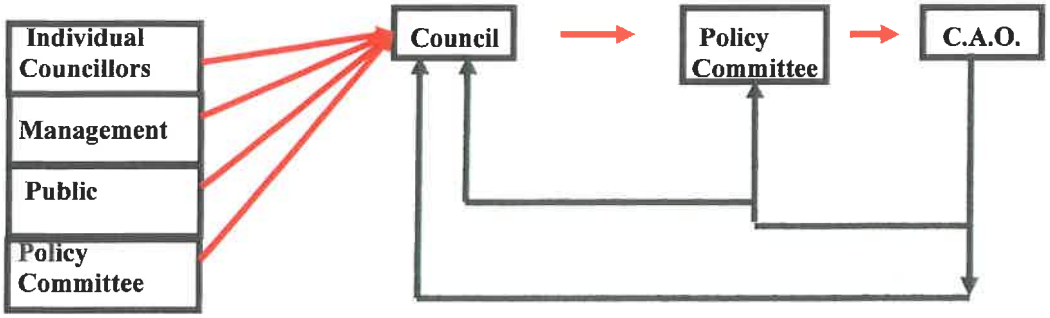
Function:

1. To anticipate, initiate and design new policies of the environmental, social, economic, and legislative direction in the community.
2. To review regularly the existing policies of the municipality.
3. To consult with other management, council members, or external experts, and the public; as may be deemed necessary by the committee.
4. To enhance the communication with the citizens in regards to policy related matters of the Smoky Lake County.

Title: Policy Committee: Terms of Reference	Policy No.: 22-01
Section: 01	Page No.: 2 of 2

Policy Statement and Guidelines:

Process:



Legend: Work Process Decision Process

	Date	Resolution Number
Approved	November 21, 2005	# 109-05 - Page 8050
Amended		
Amended		

SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO. 1231-11

A BYLAW OF THE MUNICIPALITY OF SMOKY LAKE COUNTY IN THE PROVINCE OF ALBERTA BEING A BYLAW OF SMOKY LAKE COUNTY TO ESTABLISH AND GOVERN THE SMOKY LAKE COUNTY ASSESSMENT REVIEW BOARDS.

WHEREAS under and by virtue of Section 454 of the *Municipal Government Act, R.S.A., 2000* Chapter M-26 a council may, establish one or more local assessment review boards and one or more composite assessment review boards;

WHEREAS under and by virtue of Section 454.1 and 454.2 of the *Municipal Government Act,* a council must appoint three persons as members to each local assessment review board and two persons as members to each composite assessment review board;

WHEREAS under and by virtue of Section 454.1 (2) of the *Municipal Government Act,* a council may establish a local assessment review board consisting of one member;

WHEREAS under and by virtue of Section 454.2 (3) of the *Municipal Government Act,* a council may establish a composite assessment review board consisting of one member;

NOW THEREFORE the Council of Smoky Lake County, in the Province of Alberta, hereby enacts as follows:

1. **NAME OF THIS BYLAW**

This Bylaw may be cited as the "Assessment Review Boards Bylaw".

2. **DEFINITIONS**

2.1 **Act**: The Municipal Government Act, R.S.A. 2000, Chapter M-26 as amended from time to time.

2.2 **Assessment**: the value of property determined in accordance with the Act and the regulations made thereunder.

2.3 **Assessor:** the Assessor of Smoky Lake County.

2.4 **Boards:** the Assessment Review Board that may act as a Composite Assessment Review Board (CARB) or Local Assessment Review Board (LARB) to decide on any matter required or permitted to be heard under relevant legislation.

2.5 **Complaint:** a complaint under section 460 of the Act.

2.6 **Chairperson:** the person presiding at meetings of the Board.

2.7 **Complainant:** a person who, pursuant to the Act and this Bylaw, has served an Assessment Review Board Complaint Form to the Board.

2.8 **Composite Assessment Review Board:** a board established to hear and make decisions on complaints about any matter referred to in s.

460(5) of the Municipal Government Act that is shown on an assessment notice for non-residential property and residential property with four or more dwelling units.

2.9 **Council:** the Council of Smoky Lake County.

2.10 **County:** Smoky Lake County.

2.11 **Local Assessment Review Board:** a board established to hear and make decisions on complaints about any matter referred to in s. 460(5) of the Municipal Government Act that is shown on an assessment notice for residential properties with three or less dwelling units and farmland.

2.12 **Provincially Appointed Member:** a Provincial member appointed by the Minister.

2.13 **Public Member:** a member of the public appointed by Council to the Board. Public members need not be residents of Smoky Lake County.

2.14 **Regulation:** Alberta Regulation 310/2009: Matters Relating to Assessment Complaints Regulation, as amended or replaced from time to time or any other regulation made under Part 11 of the Municipal Government Act.

3. PURPOSE AND MANDATE OF THE BOARDS

The purpose and mandate of the Board are:

3.1 To hear and make decisions respecting the Assessment Review Bard Complaints filed.

3.2 To perform all duties and exercise responsibilities in accordance with the provisions of the Act and Regulation.

4. ASSESSMENT REVIEW BOARDS

Council hereby establishes the following Assessment Review Boards for Smoky Lake County:

4.1 Local Assessment Review Board No. 1 shall consist of three (3) members comprising:

- 4.1.1 One (1) member of Smoky Lake County Council;
- 4.1.2 Two (2) Public Members;
- 4.1.3 One (1) Alternate Councillor to replace a Councillor who is unable to attend a meeting for any reason;
- 4.1.4 One (1) Alternate Public Member to replace a Public Member who is unable to attend a meeting for any reason.

4.2 Local Assessment Review Board No. 2 shall be composed of:

- 4.2.1 The chairperson named in the three member LARB or;
- 4.2.2 The vice chairperson in the three member LARB.

4.3 Composite Assessment Review Board No. 1 shall consist of three members comprising:

4.3.1 One (1) member of Smoky Lake County Council;
4.3.2 One (1) Public Member;
4.3.3 One (1) Alternate Councillor or Public Member to replace a member who is unable to attend a meeting for any reason;
4.3.4 One(1) Provincial Member.

4.4 The Member of the One Member CARB shall be composed of:
4.4.1 One(1) Provincial Member.

4.5 The Assessment Review Boards shall carry out the duties and responsibilities as set out in the Act and the Regulation

5. MEMBERSHIP, TERMS OF OFFICE, AND VACANCIES

5.1 Public Members shall be appointed to the Board by Council for a three (3) year term coinciding with the electoral term of County Council or remaining fraction thereof.

5.2 County Council shall appoint members to the LARB and CARB at the Organizational Meeting following each Municipal Election or at any regular Council meeting as vacancies on the LARB and/or CARB necessitate.

5.3 Public Members need not be residents of the County.

5.4 Where a member of Council is appointed as a member of the Board, his or her appointment shall terminate upon ceasing to be a member of Council, but remains eligible to serve as a public member of a Board subject to the existence of such a Board vacancy and subsequent appointment by Council.

6. CHAIRPERSON

6.1 At the first meeting of the Three Member Local Assessment Review Board, a Chairperson shall be elected by vote of the majority of the membership.

6.1.1 The Chairperson shall be appointed to the one(1) member LARB

6.1.2 The Chairperson shall be re-elected annually.

6.2 The Chairperson of the Composite Assessment Review Board shall be the provincially appointed member.

6.3 The Chairperson of an Assessment Review Board:

6.3.1 Will preside over and be responsible for the conduct of hearings;

6.3.2 Ensure that the hearings are conducted fairly; and

6.3.3 Prepare and sign the decision and written reasons as required by the Act.

7. VICE - CHAIRPERSON

7.1 At the first meeting of the LARB, a Vice-Chairperson shall be elected by vote of the majority of the membership.

7.2 The Vice - Chairperson shall be appointed as the alternate to the one(1) member LARB

7.3 The Vice - Chairperson shall be re-elected annually.

8. ASSESSMENT REVIEW BOARD CLERK

8.1 The Chief Administrative Officer or his designate is appointed as the Clerk of the all Assessment Review Boards, and shall be responsible for all duties imposed upon the Clerk under the Municipal Government Act and all regulations thereunder

9. TRAINING

9.1 All members of the Board and the designated Assessment Review Board Clerk must successfully complete all training programs as established by the Minister under the Municipal Government Act and related regulations.

10. HEARINGS

10.1 Each Board shall meet at such intervals as are necessary to consider all appeals duly filed.

10.2 Upon receiving an Assessment Review Board Complaint, the clerk shall set a date, time and location for a hearing as per the Municipal Government Act and related regulations.

11. REMUNERATION

11.1 The remuneration and expenses payable to each Public Member of the Board shall be as set by resolution of Council from time to time.

12. CODE OF PRACTICES

12.1 The following principles shall guide all operations of the Assessment Review Boards:

12.1.1 Transparency.

12.1.2 Public accountability.

12.1.3 Impartial, ethical and disinterested hearings.

12.1.4 Approachability.

13. REPEAL AND EFFECTIVE DATE

13.1 Bylaw 1209-10 is hereby repealed.

14. SEVERABILITY

14.1 If any clause in this Bylaw is found to be invalid, it shall be severed from the remainder of the Bylaw and shall not invalidated the whole Bylaw.

This Bylaw comes into effect on the date of final passing.

READ a First Time this 25 day of August, AD 2011.

READ a Second Time this 25 day of August, AD 2011.

READ a Third and Final Time this 25 day of August, AD 2011,

and finally passed by Council.

Darell Cholak
Reeve

SEAL

Cory Ollikka
Chief Administrative Officer

SMOKY LAKE COUNTY

Title: Risk Pro Management: Terms of Reference		Policy No.: 02-02
Section: 14	Code: P-I	Page No.: 1 of 3

Legislation Reference:	Municipal Government Act, Chapter M26.1 – Section 201.

Purpose:	The essential elements of Risk Management require a Committee and Coordinator to successfully implement a "Risk Management Program" required to document and track, with clear goals and responsibilities.

Policy Statement and Guidelines:

1. RISK PRO MANAGEMENT: COMMITTEE

The Risk Management Committee performs risk management functions according to the **Policy Statement 14-01: Risk Management**. The Committee is comprised of representatives from key departments that will help implement risk improvements within the community.

Roles:

- Develop and recommend a policy-level statement of commitment to the Jubilee Risk Pro Training Program for adoption by Council.
- Review and assess the claims experience of Smoky Lake County and Peer Groups Program to help determine risk improvement priorities.
- Prepare technical recommendations to the senior management team and Council regarding risk improvement priorities.
- Review existing policies and procedures relating to key exposure areas for Smoky Lake County and, where necessary, make recommendations to Council for amendments.
- Collaborate with the Risk Management Coordinator in the implementation of risk improvements.
- Develop and implement a tracking and internal reporting process to ensure that Smoky Lake County is kept well-informed of incidents and claims with the municipality.
- Assess incidents and claims with the municipality to determine, where possible, causes and contributing factors.
- Develop and implement a practical document retention program related to the training objectives.

Policy Statement and Guidelines:

2. RISK PRO MANAGEMENT: COORDINATOR

In-house champion to facilitate the successful implementation of training deliverables and will facilitate the County's progress through the **Jubilee Risk Pro Training Program** training process and the implementation of risk improvements.

Roles:

- Primary responsibility for completion of the pre-work for each training module.
- Participate in all Jubilee Risk Pro training modules.
- Identify key individuals within the organization that should attend specific training modules and encourage their participation.
- Initiate and organize meetings of the Risk Pro Management Committee and prepare Committee meeting agendas.
- Provide internal status and progress reporting to the management team and Council.
- Primary responsibility for compliance with the audit requirements.
- Collaborate with the Risk Control Coordinators in other communities to share successes and assist each other with effecting risk improvements.

3. RISK PRO MANAGEMENT: COMMITTEE MEMBERS

The initial membership of the Risk Pro Management Committee consists of representatives from the following key targeted claims areas to utilize their expertise to suggest ways of improving risk control practices in our community.

- **County Council:** By resolution County Council will appoint the **Reeve** or **Deputy Reeve** to serve on the Risk Pro Management Committee at each Organizational Meeting.

Title: Risk Pro Management: Terms of Reference		Policy No.: 02-02
Section: 14	Code: P-I	Page No.: 3 of 3

Policy Statement and Guidelines:

- **Public Works Department:** Responsible for the design, construction, inspection and maintenance of the roadways and sidewalks.
  - **Safety Department:** Inspection of Public facilities.
- **Utilities Department:** Responsible for the design, construction, inspection and maintenance of the municipal sewer and water and natural gas infrastructure.
- **Agricultural Service Board:** Responsible for the implementation, organization and monitoring of the roadside vegetation management, herbicides applications, water control and drainage.
- **Administration:** Responsible for the implementation, organization, monitoring and communicating:
  - Municipal Added Named Insured
  - Financial Management
  - Planning and Development
- **Emergency and Protective Services:** Responsible for the implementation, organization and monitoring of Fire Services and Peace Officer Services.
- **Recreation:** Responsible for the implementation, organization and monitoring of trails, parks, lake facilities and playground spaces.

	Date	Resolution Number
Approved	November 9, 2007	# 55-07 - Page # 8531
Amended	December 3, 2015	#187-15 - Page # 12005
Amended		

SMOKY LAKE COUNTY

Title: Negotiating Committee: Terms of Reference	Policy No.: 02-01
Section: 15	Page No.: 1 of 1

Legislation Reference:	Alberta Provincial Statutes

Purpose:	The Negotiating Committee is a Committee established by County Council under the **Human Resource.** Appointments made at County Organizational Meeting.

Policy Statement and Guidelines:

1. MEMBERSHIP:

1.1 Three members of Council.

1.2 Two members as alternates.

2. MANDATE:

2.1 Collective Bargaining with International Union of Operating Engineers – Local 955.

2.2 Collective Bargaining with Canadian Union of Public Employees – Local 4575.

2.3 Foster a positive Employer and Employee relationship to address employee issues.

	Date	Resolution Number
Approved	October 21, 2010	# 962-10 - Page # 9483
Amended		
Amended		

SMOKY LAKE COUNTY

Title: Fire and Rescue Liaison Committee: Terms of Reference	Policy No.: 20-02
Section: 02	Page No.: 1 of 1

Legislation Reference:	Alberta Provincial Statutes

Purpose:	Fire and Rescue Liaison Committee is a Committee established by County Council Under **Protective Services.** Appointment, made at County Organizational Meeting.

Policy Statement and Guidelines:

1. MEMBERSHIP:

1.1 **Vilna Fire Department** - One member of Council and one alternate.

1.2 **Smoky Lake Fire Department** – One member of Council and one alternate.

1.3 **Waskatenau Fire Department** – One member of Council and one alternate.

2. MANDATE:

2.1 Smoky Lake County Council members will act in the capacity as Liaison to each respective Fire Department.

2.2 Demonstrate commitment to Fire Protection Services and work collaboratively with the three (3) Fire Departments operating within the County boundaries.

2.3 Meet with the Fire Department members to review annual fire department budgets and needs for training and programming, as required by each Fire Department.

2.4 Upon invitation from the Fire Department meet to address and assist with any other issues relating to Fire Protection Services.

2.5 Joint Municipal Council Meetings, including Administration and the Fire Chiefs will be scheduled with each respective municipality to provide input to the three (3) Fire Departments operating within the County boundaries, when required.

	Date	Resolution Number
Approved	October 21, 2010	# 964-10 - Page 9484
Amended	December 6, 2012	# 158-12 - Page 10339
Amended		

SMOKY LAKE COUNTY

Title: RCMP Liaison Committee: Terms of Reference	Policy No.: 14-01
Section: 02	Page No.: 1 of 1

Legislation Reference:	Alberta Provincial Statutes

Purpose:	RCMP Liaison Committee is a Committee established by County Council under **Protective Services.** Appointments made at County Organizational Meeting.

Policy Statement and Guidelines:

1. MEMBERSHIP:

1.1 One member of Council.

1.2 One member as alternate.

2. MANDATE:

2.1 Discuss local policing issues and provide recommendations for preventative planning, programs, and partnerships.

	Date	Resolution Number
Approved	October 21, 2010	# 963-10 - Page # 9483
Amended		
Amended		

SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO. 1353-19

A BYLAW OF THE MUNICIPALITY OF SMOKY LAKE COUNTY IN THE PROVINCE OF ALBERTA BEING A BYLAW TO ESTABLISH REGIONAL EMERGENCY MANAGEMENT.

SMOKY LAKE COUNTY – Bylaw No. 1353-19
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. 011-19
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. 676-2019
a Municipal Corporation, in the Province of Alberta
Box 99
Waskatenau, Alberta T0A 3P0

OF THE THIRD PART

AND

VILLAGE OF VILNA – Bylaw No. 549-20
a Municipal Corporation, in the Province of Alberta
Box 10
Vilna, Alberta T0A 3L0

OF THE FOURTH PART

****

WHEREAS, the Municipal Corporations of **Smoky Lake County, Town of Smoky Lake, Village of Waskatenau,** and **Village of Vilna** (referred to hereinafter as "the Parties") are local authorities situated within the Smoky Lake Region, in the Province of Alberta;

WHEREAS, each of the Parties have appointed a Director of Emergency Management pursuant to the provisions set out in the *Emergency Management Act.*

WHEREAS, the Parties recognize that many of the local resources controlled by each of the Parties could be required by more than one municipality in order to cope with a Disaster or Emergency that affects one or more of the Parties;

WHEREAS, the Parties desire to form an **Emergency Management Region** for the purposes of emergency planning, preparedness, mitigation, response and recovery; and

NOW THEREFORE the Parties hereto agree as follows.

1. **Definitions:**

For the purpose of this **Agreement**, the following words and terms shall have the following meanings:

1.1 **"Act"** means The Emergency Management Act of Alberta.

1.2 **"Agency"** means the Emergency Management Agency (EMA) established under this bylaw.

1.3 **"Committee"** means the committee of appointed elected officials from the partner municipalities.

1.4 **"Declaration of a State of Local Emergency"** means a resolution or order of a local authority under the current Act.

1.5 **"DEM"** means the person designated by each of the Parties as the Director of Emergency Management, responsible for emergency preparedness and response, within their respective municipalities.

1.6 **"Disaster"** means an event that results in serious harm to the safety, health or welfare of people, widespread damage to property, or a disaster as defined by the Act, or the regulations passed thereunder.

1.7 **"Emergency Social Services (ESS)"** means Registration and Inquiry, Emergency food services, Emergency lodging, Emergency clothing and Personal services.

1.8 **"Emergency Coordination Centre (ECC)"** means a site from where municipal officials can coordinate, monitor and direct emergency response and recovery activities during an emergency.

1.9 **"Emergency"** means an event that requires prompt coordination of action or special regulation of persons or property to protect the health, safety or welfare of people or to limit damage to property.

10. **"NGO"** means a Non-Governmental Organization.

11. **"REP"** means Regional Emergency Plan, an application for evaluation of regional municipal emergency preparedness and the development of regional emergency preparedness plans.

12. **"Regional Emergency Manager"** means the person appointed by the Smoky Lake County who is delegated the responsibility for planning, preparedness and mitigation on behalf of the regions Director(s) of Emergency Management and who shall facilitate coordination of planning for response to regional or inter-municipal disasters or emergencies.

2. **Establishment of Smoky Lake Regional Emergency Management Plan**

2.1 The Municipal Councils of each of the Parties to this Bylaw have resolved to enter such Agreement as may be required to establish a Regional Emergency Management Plan.

2.2 The Governance structure shall be referred as outlined in **Schedule "A".**

3. **Establishment of Smoky Lake Regional Emergency Committee**

3.1 The Municipal Councils of the Parties have passed bylaws authorizing their participation in the Smoky Lake Regional Emergency Management Plan and the establishment of the Committee who will fulfill the Parties` responsibilities under the Act, and as outlined in this Bylaw and under the scope of the Annual Operating Budget as per **Schedule "`B".**

3.2 The Committee shall consist of municipal Councillor(s) appointed by each of the Parties, with each municipality having one vote regarding any matters coming before the Committee. Each party shall also appoint at least one alternate Council member to the Committee to attend and vote when the serving member is unable to do so.

3.3 A majority of members shall constitute a quorum of the Committee and a motion or resolution of the Committee may only be passed by an affirmation vote of the majority of the members voting on the motion or resolution.

3.4 The Committee shall be considered as non-operational and will act in an Advisory Capacity.

3.5 The Committee shall ensure the development of a Regional Emergency Management Plan which shall meet the requirements of the Act.

3.6 The Committee shall meet at a minimum of once per year and the Chairperson of the Committee shall be chosen annually from the membership of the Committee.

4. Establishment of Smoky Lake Regional Emergency Management Agency

4.1 Each of the parties shall continue to have a "Director of Emergency Management (DEM)" who shall be responsible for performing those duties, powers and functions set out in the Act, with advice and assistance from the "Regional Emergency Manager".

4.2 The Regional Emergency Manager shall be an employee of the Smoky Lake County. The acting DEM will have the authority transfer command to another regional DEM or Alternate. Further details regarding the Regional Emergency Manager position are set out and incorporated in **Schedule "C",** attached hereto.

4.3 The Agency shall also utilize key staff of the Parties to this Bylaw as well as partners identified in the Smoky Lake Regional Emergency Management Plan, or any other external agencies or services as may be deemed necessary at the time of an emergency.

4.4 Staff and resources of the Parties, as outlined in the Smoky Lake Regional Emergency Management Mutual Aid Agreement shall be available to the Agency during Emergency operations.

4.5 Smoky Lake Regional Emergency Management will be operated utilizing the Incident Command System Model (ICS) in the case of an emergency as set out in **Schedule "D".**

4.6 The Agency shall consist of the Directors of Emergency Management, the Regional Emergency Manager and any other organization as referred to in **Schedule "E"** who shall utilize resources needed to exercise the local authority's power and duties under the Act; and be funded as per **Schedule "B"**.

5. Regional Emergency Manager

5.1 Smoky Lake County shall employ a Regional Emergency Manager who shall be responsible to advise and assist the Director(s) of Emergency Management for each of the Parties with fulfillment of their responsibilities under the Act.

5.2 The Regional Emergency Manager will be responsible for those matters set out in **Schedule "C"** to this Bylaw, or otherwise contemplated by the Act or the regulations passed thereunder.

6. **Preparedness**

6.1 Regional Emergency Coordination Centre (ECC) will be established and maintained as identified in the Smoky Lake Region Emergency Management Plan.

6.2 Public education or public awareness programs may be undertaken within the Region.

6.3 Personnel will be provided with training to fulfill their designated Emergency operations role.

6.4 A list of all personnel assigned / trained for each Emergency operations role shall be maintained within the Regional Emergency Management Plan.

7. **Mitigation of Risk**

7.1 In response to a risk the Council of any one of the Parties may direct that:

7.1.1 A program is established to mitigate the risk within their boundaries.

7.1.2 A program is jointly undertaken with one or more of the Parties to mitigate the risk.

7.1.3 No action be taken where the Council believes that the cost of mitigation is greater than the potential benefit, the benefit is not achievable, or such other reasons as the Council may deem appropriate.

8. **Declaration of a State of Local Emergency**

8.1 The local authority may, at any time when it is satisfied that an emergency exists or may exist in its municipality make a declaration of a state of local emergency relating to all or any part of the municipality.

8.2 The power to declare or renew a state of local emergency under the Act, is hereby delegated to the local authority from the municipality suffering the emergency or disaster, comprised of the following alone:
Smoky Lake County – Reeve or Deputy Reeve
Town of Smoky Lake – Mayor or Deputy Mayor
Village of Waskatenau – Mayor or Deputy Mayor
Village of Vilna – Mayor or Deputy Mayor
Or in their absence, any two members of Council.

8.3 When a state of local emergency is declared, the person or persons making the declaration shall:

8.3.1 Ensure that the declaration identifies the nature of the emergency and the area of the Smoky Lake region in which it exists.

8.3.2 Cause the details of the declaration to be published immediately by such means of communication considered most likely to notify the majority of the population of the area affected.

8.3.3 Forward a copy of the declaration to the Minister.

9. **Termination of a State of Local Emergency**

9.1 When, in the opinion of the local authority, an emergency no longer exists in an area of the municipality in relation to which a declaration of a state of local emergency was made, it shall by resolution terminate the declaration of a state of local emergency in respect of that area.

10. **Liability Protection for Local Authority**

10.1 No action lies against a local authority or a person acting under the local authority's direction or authorization for anything done or omitted to be done in good faith while carrying out a power or duty under the Act or the regulations during a state of local emergency.

11. **Recovery**

11.1 Recovery programs and business continuity efforts undertaken by the Agency shall be prioritized to accomplish the greatest good for the most people utilizing criteria established by policy.

12. **Insurance & Indemnity**

12.1 The Parties each agree to obtain and maintain during the term of this Bylaw public liability and property damage insurance in the maximum amount normally offered by municipal insurers in the Province of Alberta. Each party shall give evidence of this insurance to the other party upon request.

12.2 Each Party agrees to forward a copy of this Bylaw to their municipal insurer and to absorb any decrease or increase in premiums which may result.

12.3 The Party within whose jurisdiction an Emergency occurs shall indemnify and save harmless any other party to this Bylaw responding to that Emergency from and against any and all claims, demands, losses, costs, damages, actions, suits and proceedings arising out of the performance of that party`s obligations under this Bylaw.

13. **Termination**

13.1 This Bylaw shall come into force when it has been signed by all of the Municipalities hereto. Any Municipality may withdraw from this Bylaw by giving not less than ninety (90) days written notice to all other Municipalities within this Bylaw.

14. **Severability Provision**

14.1 Should any provision of this bylaw be invalid, then such provisions shall be severed and the remaining Bylaw shall be maintained.

15. **Repeal**

Smoky Lake County Bylaw No. 1296-16 known as the "Regional Emergency Management Region" shall be repealed upon the passing of this Bylaw.

IN WITNESS WHEREOF this Agreement 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:

SMOKY LAKE COUNTY

DATE: January 27, 2020

Reeve
Smoky Lake County

Chief Administrative Officer
Smoky Lake County

TOWN OF SMOKY LAKE

DATE: January 27, 2020

Mayor
Town of Smoky Lake

Chief Administrative Officer
Town of Smoky Lake

VILLAGE OF WASKATENAU

DATE: January 27 2020

Mayor
Village of Waskatenau

Chief Administrative Officer
Village of Waskatenau

VILLAGE OF VILNA

DATE: January 27, 2020

Mayor
Village of Vilna

Chief Administrative Officer
Village of Vilna

EFFECTIVE DATE

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

READ A **FIRST TIME** IN COUNCIL THIS **12th** day of **December**, **2019.**

READ A **SECOND TIME** IN COUNCIL THIS **12th** day of **December**, **2019**.

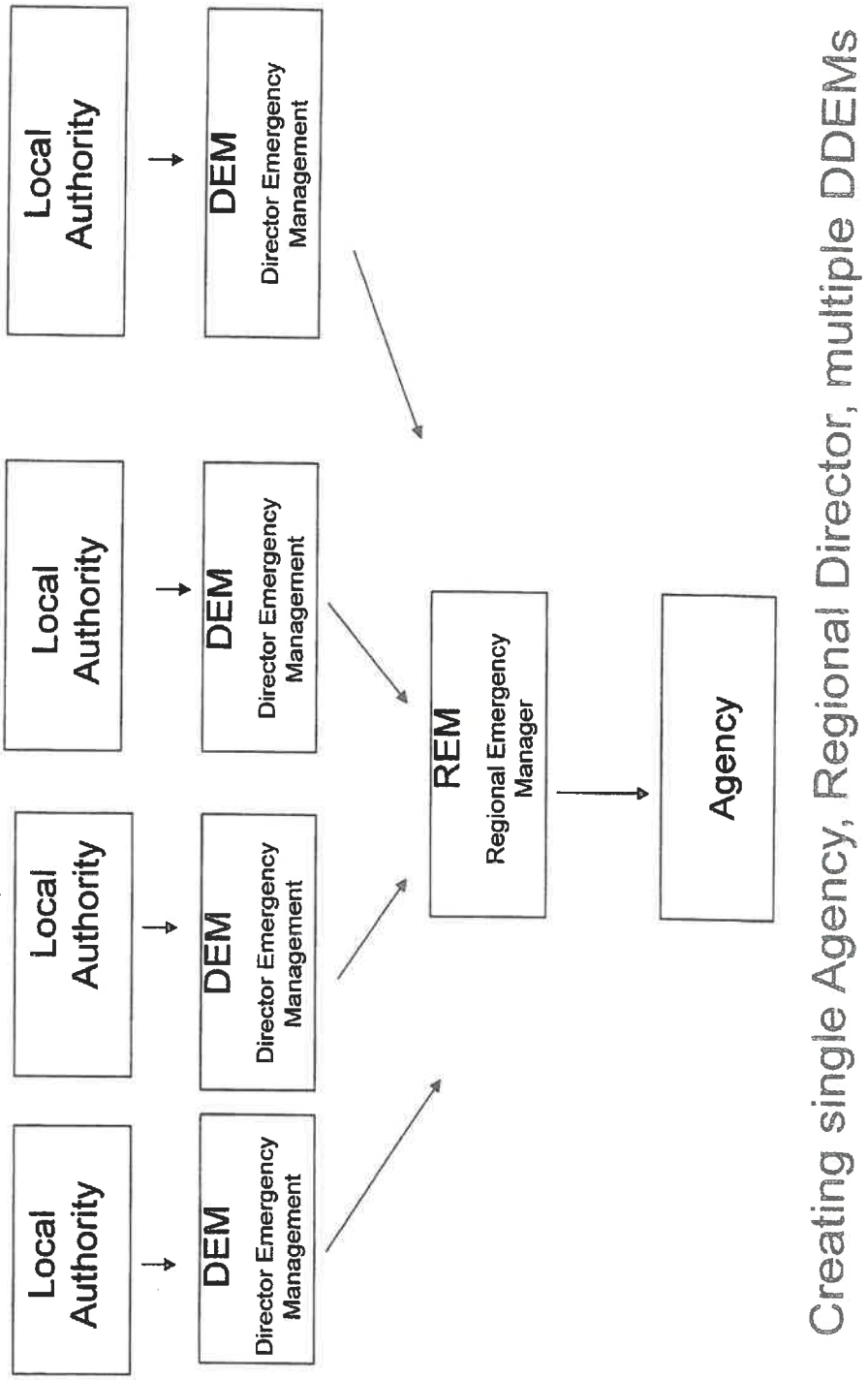
READ A **THIRD AND FINAL TIME, WITH THE UNANIMOUS CONSENT OF ALL COUNCILLORS PRESENT, THIS 12th** day of **December**, **2019.**

SMOKY LAKE COUNTY

Reeve

Chief Administrative Officer

Schedule "A"


Local Authority
DEM
Director Emergency Management
Local Authority
DEM
Director Emergency Management
Local Authority
DEM
Director Emergency Management
Local Authority
DEM
Director Emergency Management
REM
Regional Emergency Manager
Agency
Creating single Agency, Regional Director, multiple DDEMs

Schedule "B"

Scope of Annual Operating Budget

1. Regional Emergency Committee
    - Regular meetings with the Committee and the Agency.
    - Plan preparation and distribution.
    - Advertising.
    - Miscellaneous.

2. Preparedness
    - Training course costs Councillors/staff/volunteers (wages, tuition and travel expenses for regular staff members, volunteer firefighters and medical co-responders attending training will be the responsibility of the respective party).
    - ECC equipment/supplies.
    - Regional exercises.

3. Regional Emergency Manager
    - As per ***Schedule "C"***

Outside Scope of Annual Operating Budget

1. Regional Emergency Management Agency
    - Costs of Emergency operations will be the responsibility of the municipality(ies) where the Emergency is occurring.
    - Regional Emergency Manager shall be funded by the Smoky Lake County.

2. Mitigation of Risk
    - Costs of mitigation programs will be the responsibility of the municipality(ies) where the work is occurring.

3. Recovery
    - Costs of recovery operations will be the responsibility of the municipality(ies) who have ordered the work which is occurring within their boundaries. Many aspects of disaster recovery work will be the responsibility of property owners or their insurer. Some specific recovery work may be funded by a provincial disaster recovery program or NGO agency.

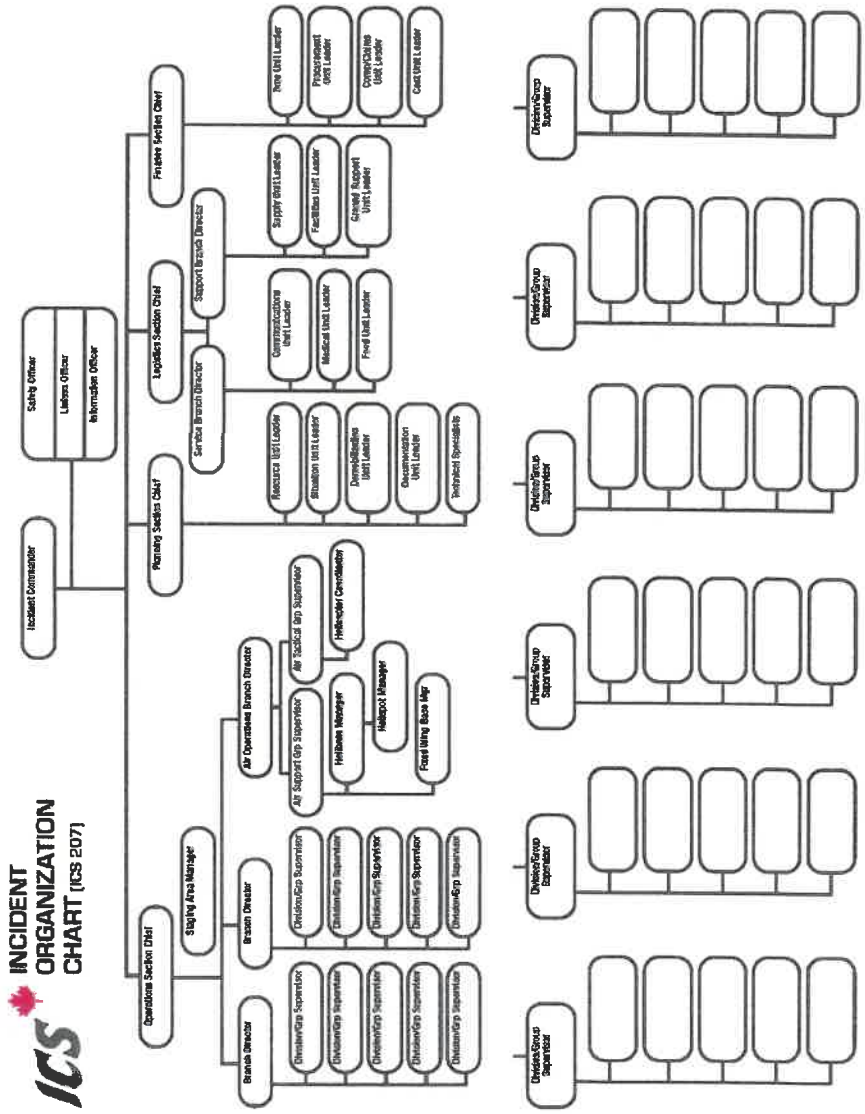
4. Funding Formula
    - Direct costs budgeted for operations of the Smoky Lake Emergency Management Region will be divided as per the Trider Formula:
        - 50% Smoky Lake County
        - 25% Town of Smoky Lake
        - 12.5% Village of Vilna
        - 12.5% Village of Waskatenau

Schedule "C"

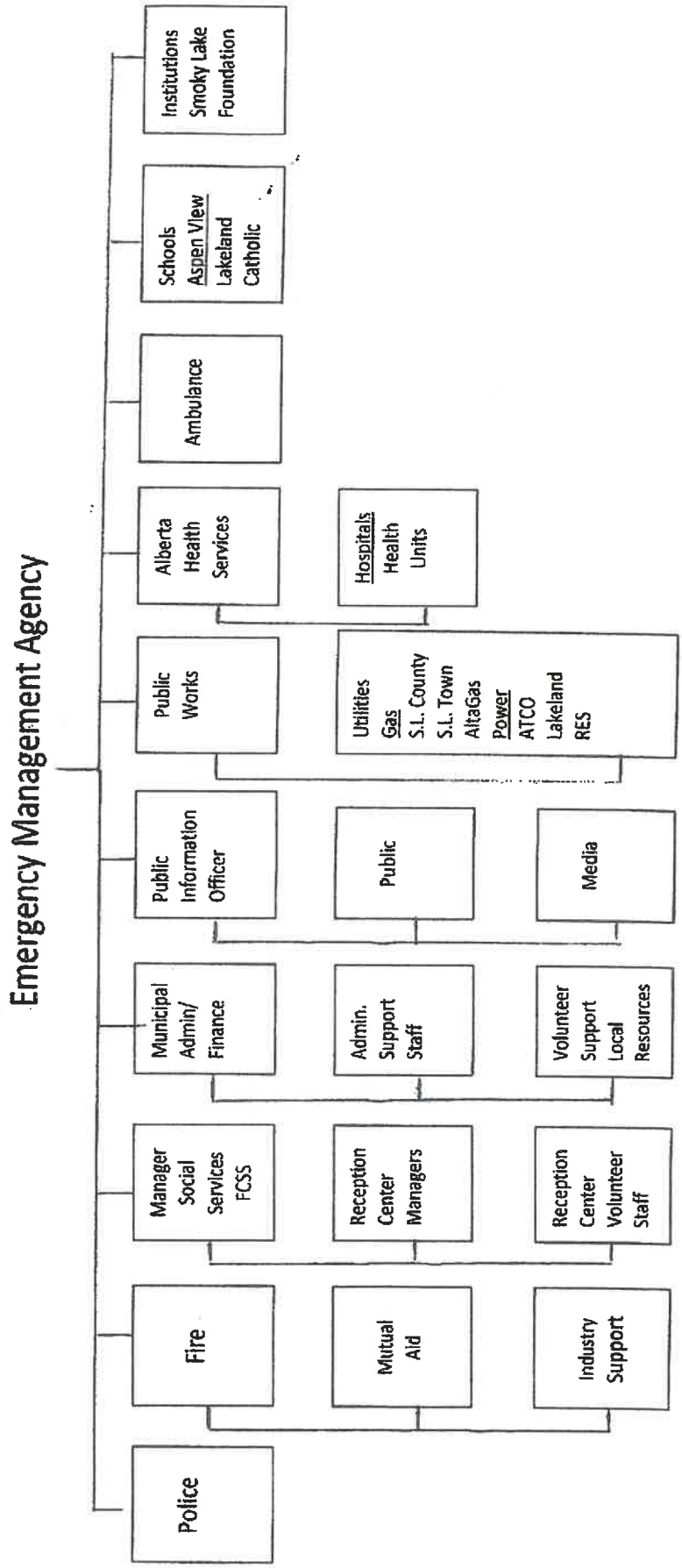
Responsibilities, Costs and Funding for the *Regional Emergency Manager Position*

1. Employing Municipality:
    - Smoky Lake County
2. Position Assigned to:
    - Regional Emergency Manager
3. Duties of Position Related to Emergency Management:
    - Provide advice to each municipality through the committee members
    - Develop and maintain the Regional Emergency Management Plan and specific contingency plans in conjunction with the agency
    - Develop and implement training programs for staff and volunteers relating to Emergency Management
    - Liaison with federal, provincial, local and NGO agencies relating to Emergency Management
    - Plan and coordinate exercises for ECC and volunteer staff
    - Assist and advise the recruitment of volunteers and community groups
    - Planning of Emergency Management Committee meetings
    - Planning and chairing Emergency Management Agency meetings
    - Liaison with industrial operators relating to municipal involvement in industrial Emergency Management plans.
    - Attend industrial Emergency exercises and meetings to represent municipalities
    - Facilitate Hazard Identification/Risk assessments for each municipality
    - Manage mitigation programs (where appropriate) as necessitated due to risk assessments
    - Advise and assist the DEM's to fulfill duties as required by the Act
    - Act as Deputy DEM for other municipalities as per agreement

Schedule "D"


INCIDENT ORGANIZATION CHART (ICS 207)
ICS
Incident Commander
Safety Officer
Liaison Officer
Information Officer
Operations Section Chief
Staging Area Manager
Branch Director
Division/Grp Supervisor
Division/Grp Supervisor
Division/Grp Supervisor
Division/Grp Supervisor
Division/Grp Supervisor
Division/Grp Supervisor
Branch Director
Division/Grp Supervisor
Division/Grp Supervisor
Division/Grp Supervisor
Division/Grp Supervisor
Division/Grp Supervisor
Division/Grp Supervisor
Air Operations Branch Director
Air Support Grp Supervisor
Air Tactical Grp Supervisor
Helibase Manager
Helicopter Coordinator
Helispot Manager
Fixed Wing Base Mgr
Planning Section Chief
Service Branch Director
Resource Unit Leader
Situation Unit Leader
Demobilization Unit Leader
Documentation Unit Leader
Technical Specialists
Communications Unit Leader
Medical Unit Leader
Food Unit Leader
Logistics Section Chief
Support Branch Director
Supply Unit Leader
Facilities Unit Leader
Ground Support Unit Leader
Finance Section Chief
Time Unit Leader
Procurement Unit Leader
Comp/Claims Unit Leader
Cost Unit Leader
Division/Group Supervisor
Division/Group Supervisor
Division/Group Supervisor
Division/Group Supervisor
Division/Group Supervisor
Division/Group Supervisor

"Schedule E"


Emergency Management Agency
Police
Fire
Manager Social Services FCSS
Municipal Admin/ Finance
Public Information Officer
Public Works
Alberta Health Services
Ambulance
Schools Aspen View Lakeland Catholic
Institutions Smoky Lake Foundation
Mutual Aid
Reception Center Managers
Admin. Support Staff
Public
Hospitals Health Units
Industry Support
Reception Center Volunteer Staff
Volunteer Support Local Resources
Media
Utilities Gas S.L. County S.L. Town AltaGas Power ATCO Lakeland RES

4.6.10

SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO. 1286-15

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 **Smoky Lake Region Fire and Rescue Committee,** for the purpose of evaluating current realities to ensure that all necessary legislative, reporting, operational and training elements exist to enable the fire department(s) to deliver all assigned services effectively and efficiently within 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, Village of Waskatenau, and Village of Vilna to establish a Terms of Reference for a Regional Committee for the provisions of Fire Protection and Rescue Services 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 **Smoky Lake Region Fire and Rescue Committee,** as jointly executed, by the municipalities of Smoky Lake County, Town of Smoky Lake, Village of Waskatenau, and Village of Vilna.

EFFECTIVE DATE

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

READ A FIRST TIME IN COUNCIL THIS 4th day of November, 2015.

READ A SECOND TIME IN COUNCIL THIS 4th day of November, 2015.

READ A THIRD AND FINAL TIME, WITH THE UNANIMOUS CONSENT OF ALL COUNCILLORS PRESENT, THIS 4th day of November, 2015.

Reeve

SEAL

Chief Administrative Officer

Schedule "A"

Smoky Lake Region Fire and Rescue Committee

BETWEEN:

SMOKY LAKE COUNTY - Bylaw No. 1286-15
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. 012-15
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 WASKATENAU - Bylaw No. 655/2015
a Municipal Corporation, in the Province of Alberta
Box 99
Waskatenau, Alberta T0A 3P0
(hereinafter referred to as the "Village")

OF THE THIRD PART

AND

VILLAGE OF VILNA - Bylaw No. 518-15
a Municipal Corporation, in the Province of Alberta
Box 10
Vilna, Alberta T0A 3L0
(hereinafter referred to as the "Village")

OF THE FOURTH PART

****

WHEREAS, the Council of Smoky Lake County wishes to enter into an Joint Agreement with the Town of Smoky Lake, Village of Waskatenau, and Village of Vilna to establish the provision of a **Smoky Lake Region Fire and Rescue Committee.**

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. TITLE OF COMMITTEE:

"**Smoky Lake Region Fire and Rescue**" *Committee.*

2. CLASSIFICATION:

The Smoky Lake Region Fire and Rescue Committee shall serve in an "Advisory" Capacity to the four member municipalities.

3. AUTHORITY:

3.1 Authority is created by Bylaw as a Joint Agreement between member municipalities to transfer responsibility as outlined in the Terms of Reference.

3.2 The Committee has no legal authority, other than the powers identified in municipal bylaws or policies passed by each respective municipal Council.

4. MANDATE:

To assist the four municipalities (Smoky Lake County, Town of Smoky Lake, Village of Waskatenau and Village of Vilna) within the Smoky Lake Region and the fire department(s) with evaluating current realities to ensure that all necessary legislative, reporting, operational and training elements exist to enable the fire department(s) to deliver all assigned services effectively and efficiently.

5. PURPOSE OF COMMITTEE

5.1 To provide policy leadership and coordination on operations and future directions for the Smoky Lake Region's Fire and Rescue Service.

5.2 Committee's key roles and responsibilities are to discuss and review issues, make recommendations and report these recommendations on relevant fire and rescue protective services issues to municipal Council(s) for their consideration and approval.

5.3 To review, assist, monitor and advise on the implementation and development of Council's Policies, Standards and Procedures on all matters regarding the delivery of fire prevention, preparedness, response and recovery.

6. RESPONSIBILITIES OF COMMITTEE

6.1 To assess and define performance measures of service standards on the following "Scope of Programs":

6.1.1 **Documentation:**

- Council Directive-Governance: Policies and Bylaws.
- Agreements: Mutual Aid and Service Agreements.
- Fire Department Operations / Organization:
  - Standard Operating Procedures / Guidelines
  - Health and Safety Programs or protocols
  - Training Programs
  - Maintenance Program
  - Incident Records - data management and reporting
  - Fire Response Plans
  - Public Education Program

6.1.2 **Risk Evaluation:**

- Historical Response Data.
- Key Industry.
- Transportation.
- Recruitment and Retention trends.

6.1.3 **Human Resource:**

- Availability.
- Recruitment / Retention Programs.
- Overall Qualifications of the departments vs. perceived/real level of service.
- Incident reporting procedure.
- Involvement in municipal processes: Bylaw, Budget, meetings.

6.1.4 **Apparatus and Equipment:**

- Maintenance Program.
- Relationship between apparatus and equipment and level of service.
- Suitability of assigned function.
- Capital and special operating budget processes.

6.2 Incorporate any changes in legislative requirements governing the provision of municipal emergency fire and rescue services in the Province of Alberta.

6.3 Establish the region's Fire and Rescue Strategic Plan.

6.4 Close liaison to reflect current community expectations as identified by key stakeholders, including representatives from community groups, not-for-profit agencies, government organizations, industry and business leaders, regional fire services, the education sector, corporate partners, staff and the general public to ensure identified areas for improvement for fire and rescue to provide recommended actions.

7. MEMBERSHIP

7.1 The Smoky Lake Region Fire and Rescue Committee shall be comprised of five (5) elected members, appointed by a resolution of each respective Council. The membership shall include:

- Two (2) members from Smoky Lake County (serving throughout their term);
- One (1) member from the Town of Smoky Lake (serving throughout their term);
- One (1) member from the Village of Waskatenau (serving throughout their term);
- One (1) member from the Village of Vilna ((serving throughout their term);

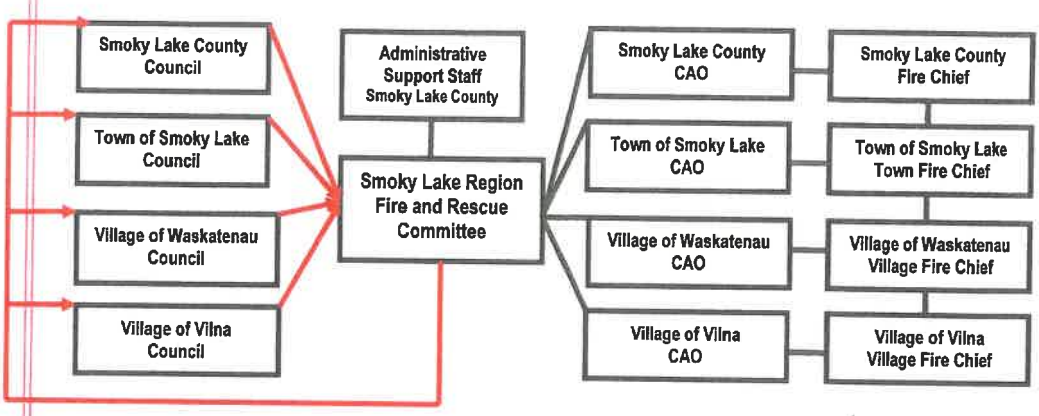
7.2 Each respective Council shall ensure that an Alternate member to the Smoky Lake Region Fire Rescue Committee is in place.

7.3 The four member municipalities' Chief Administrative Officers, or designate are deemed to be non-voting participants in Committee meetings.

7.4 The County Fire Chief or designates are to be non-voting participants in Committee meetings.

7.4.1. Each respective municipalities' Fire Chiefs or designates are deemed to be non-voting participants in Committee meetings, when in attendance.

7.5 Smoky Lake Region Fire and Rescue Committee Membership **Flow Chart:**



8. GOVERNANCE AND PROCEDURES

8.1 Annually, after the month of October, the Committee shall hold a meeting at which time a Chair and Vice-Chair shall be elected from its membership for the ensuing year.

8.2 Regular meetings are to be held quarterly, on a date and time agreed to by the Committee, and any other such times as the Committee determines necessary.

8.3 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.

8.4 A quorum for regular and special meetings of the Committee shall be not less than three (3) members with one must be a member of the County.

8.5 All members shall have equal voting privileges on issues / items where a vote is called, with a simple majority (with quorum) deciding any vote.

8.6 Smoky Lake County shall be the Managing Partner of the Smoky Lake Region Fire and Rescue Committee.

8.6.1 Provide Administrative support to fulfill the role of non-voting secretary who will also be responsible for preparation and distribution of agenda, minutes and action lists; as well as correspondence related to the Committee's ongoing activities.

9. BUDGET:

9.1 Finances shall be administered with Smoky Lake County, as per a **JOINT OPERATION AGREEMENT** for the provision of **Fire Protection Services** with each municipality, as per Bylaw.

9.2 Any per diems and/or expenses for Committee members shall be paid by the Committee members' respective municipality, unless specifically provided for in the Smoky Lake Region Fire and Rescue Committee Budget.

RB

IN WITNESS WHEREOF the member Councils hereto execute this Agreement and affix their corporate seals of its proper signing officers duly authorized:

SMOKY LAKE COUNTY

DATE: Nov. 30, 2015

Reeve
Smoky Lake County

Chief Administrative Officer
Smoky Lake County

TOWN OF SMOKY LAKE

DATE: Dec 1/2015

Mayor
Town of Smoky Lake

Chief Administrative Officer
Town of Smoky Lake

VILLAGE OF WASKATENAU

DATE: Nov 19/2015

Mayor
Village of Waskatenau

Chief Administrative Officer
Village of Waskatenau

VILLAGE OF VILNA

DATE: Nov 30/2015

Mayor
Village of Vilna

Chief Administrative Officer
Village of Vilna

SMOKY LAKE COUNTY

Title: Citizens-On-Patrol (C.O.P.) Liaison Committee: Terms of Reference		Policy No.: 25-01
Section: 02	Code: P-S	Page No.: 1 of 1

Legislation Reference:	Alberta Provincial Statutes

Purpose:	Citizens-On-Patrol (C.O.P.) **Liaison** Committee is a Committee established by County Council under **Protective Services**. Appointments to the Committee are made at the County Organizational Meeting.

Policy Statement and Guidelines:

1. MEMBERSHIP:

1.1 The Councillors who are appointed to the Citizens on Patrol (C.O.P.) Liaison Committee are to be the same as the members appointed to the RCMP Liaison Committee:

- One Councillor appointed as a Member, and
- Another Councillor appointed as the Alternate Member.

2. MANDATE:

2.1 Citizens on Patrol (C.O.P.) is a volunteer organization registered under the Alberta Citizens-On Patrol Association.

2.2 The main goal of C.O.P. is to act as the extended eyes and ears of the local law enforcement agencies. This goal is achieved by observation, documentation and reporting of any suspicious activity as observed through patrolling by vehicle, on foot, by bicycle or other means as approved. C.O.P. members are educated about crime prevention and community safety and have an increased awareness of suspicious and dangerous activities. C.O.P. groups ensure that their members are trained in using safe practices at all times.

2.3 Smoky Lake County provides liaison support for the C.O.P. to be a presence in the region in an effort to build a safer community and uniting citizens to participate in community-based crime prevention initiatives while co-operating with the local law enforcement agencies.

	Date	Resolution Number
Approved	October 24, 2019	# 70-19 - Page # 13851
Amended		
Amended		

Bylaw 1225-11

SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO. 1225-11

A BYLAW OF SMOKY LAKE COUNTY IN THE PROVINCE OF ALBERTA FOR THE PURPOSE TO AUTHORIZE THE IMPLEMENTATION OF ROADWAY RESTRICTIONS AND BANS ON HIGHWAYS WITHIN THE COUNTY.

****

WHEREAS the *Municipal Government Act*, R.S.A. 2000, c.M-26, as amended or repealed and replaced from time to time, provides the Council of Smoky Lake County the authority to pass bylaws respecting direction, control and management of roads.

AND WHEREAS the *Traffic Safety Act,* R.S.A. 2000, c. T-6, as amended or repealed and replaced from time to time provides the Council of Smoky Lake County with the authority to enact bylaws for the purpose of restricting the weight of vehicles or of vehicles and the goods being carried by the commercial vehicles;

NOW THEREFORE the Council of Smoky Lake County pursuant to the authority conferred upon it by the laws of the Province of Alberta, enacts as follows:

SECTION 1: NAME OF THIS BYLAW

1.1 This Bylaw may be cited as the Smoky Lake County **"Road Ban/ Restriction Bylaw".**

SECTION 2: AUTHORITY

2.1 Words used in this Bylaw have the same meaning as words used or defined in the said *Traffic Safety Act*.

2.2 There is hereby established a Committee consisting of the following three (3) persons:

2.2.1 the Reeve of the County.
2.2.1.1 Deputy Reeve as an alternate.

2.2.2 the Chief Administrative Officer or designate.

2.2.3 the Public Works Manager or designate.

2.3 The Committee established herein has the full power and authority to issue Road Ban / Restriction Order as defined in **Schedule "A": Road Ban/Restriction Order,** attached herein.

2.4 Any two (2) persons of the Committee named in 2.2 above have authority to sign for the Road Ban / Restriction Order and will inform all members of Council of the execution of same.

SECTION 3: RESTRICTIONS

The Committee, in its sole discretion, may:

3.1 Make a determination that the use of a Highway by a vehicle, or class or classes thereof, may of will likely cause damage to a Highway.

3.2 Prohibit the use of a Highway by a vehicle, or by a class or classes thereof, for a period or periods that the Committee determines.

3.3 Limit or restrict the speed of a vehicle, or of a class or classes thereof, using a Highway for a period or periods that the Committee determines.

3.4 Increase, limit, or restrict the maximum gross weight that may be bourne by the tire, an axle or an axle group, or any of them, or the maximum gross weight that may be bourne by a vehicle or combination of vehicles on a Highway for a period or periods that the Committee determines.

3.5 Cause signs to be erected along the Highway as the Committee considers necessary to notify persons using the road of the restriction or ban.

SECTION 4: EXEMPTIONS

4.1 This Bylaw does not apply to:

4.1.1 Snow removal and ice control equipment, motor graders or Highway construction equipment operated or hauled by or on behalf of the County.

4.1.2 Commercial vehicles or combinations of Commercial Vehicles required by the County to transport material needed for maintenance and repair of Highways.

4.1.3 The movement of equipment to a natural or man-made disaster such as a fire, flood, train derailment or pipeline spill, PROVIDED THAT the Public Works Manager is immediately notified of the occurrence of such disaster.

4.1.4 Any exemptions or conditional exemptions specifically issued in a Road Ban / Restriction Order issued by the Committee.

SECTION 5: OFFENCES AND PENALTIES

5.1 Any Person who contravenes any provision of this Bylaw is guilty of an offence and is liable, on summary conviction, to pay a penalty as set out as **Schedule "B": Penalties**, herein.

5.2 Under no circumstances shall any Person contravening any provision of this Bylaw be subject to a penalty of imprisonment.

SECTION 6: VIOLATION TAGS

6.1 A Bylaw Enforcement Officer is hereby authorized and empowered to issue a Violation Tag to any Person, who the Bylaw Enforcement Officer has reasonable grounds to believe has contravened any provision of this Bylaw.

6.2 A Violation Tag shall be served upon such a Person personally, or in the case of a corporation, by serving the Violation Tag personally upon the Manager, Secretary or other Executive Officer, or Person apparently in charge of a branch office, by mailing a copy to such Person by registered mail, or the case of an individual, by leaving it with a Person on the premises who has the appearance of being at least eighteen (18) years of age.

6.3 The Violation Tag shall be in a form approved by the Chief Administrative Officer and shall state:

6.3.1 the name of the Person;

6.3.2 the offence;

6.3.3 the appropriate penalty for the offence as specified in **Schedule " B": Penalties** of this Bylaw;

6.3.4 that the penalty shall be paid within thirty (30) days of the issuance of the Violation Tags; and

6.3.5 any other information as may be required by the Chief Administrative Officer.

6.4 Where a contravention of this Bylaw is of a continuing nature, further Violation Tags may be issued by a Bylaw Enforcement Officer, provided however, that no more than one Violation Tag shall be issued for each day that the contravention continues.

6.5 Where a Violation Tag is issued pursuant to this Bylaw, the Person to whom a Violation Tag is issued may, in lieu of being prosecuted for the offence, pay to the County Treasurer the penalty specified on the Violation Tag.

SECTION 7: VIOLATION TICKET

7.1 In those cases where a Violation Tag has been issued and the penalties specified on the Violation Tag has not been paid within the prescribed time, then a Bylaw Enforcement Officer is hereby authorized and empowered to issue a Violation Ticket pursuant to Part 2 of the *Provincial Offences Procedures Act,* R.S.A. 2000, c. P-34, as amended or repealed and replaced from time to time.

7.2 Notwithstanding Section 6.1 of this Bylaw, a Bylaw Enforcement Officer is hereby authorized and empowered to immediately issue a Violation Ticket to any person whom the Bylaw Enforcement Officer has reasonable grounds to believe has contravened any provision of this Bylaw.

SECTION 8: SEVERABLITY

8.1 Should any provision of this Bylaw be invalid, then such invalid provision shall be severed and the remaining Bylaw shall be maintained.

SECTION 9: REPEAL

9.1 That Bylaw NO. 758-87 known as the "*Road Bans Bylaw*" be and is hereby repealed.

SECTION 10: EFFECTIVE DATE

This Bylaw shall come into effect after third reading and upon being signed.

READ a first time this **21st** day of **April, 2011.**

READ a second time this **21st** day of **April, 2011.**

READ a third and finally passed this **21st** day of **April, 2011.**

REEVE

CHIEF ADMINISTRATIVE OFFICER

Schedule "A"

Box 310, 4612 McDougall Drive
Smoky Lake, Alberta T0A 3C0

ROAD BAN / RESTRICTION

ORDER BY SMOKY LAKE COUNTY

PURSUANT to the authority granted by the *Traffic Safety Act* and *Bylaw No. 1225-11* orders that effective at _____ Time _____ Date ☐ THIS ORDER SHALL REMAIN IN EFFECT UNTIL FURTHER NOTICE. ☐ UNTIL: _____ Time _____ Date	**ORDER NO.:** _____

Vehicles on the following Highways are hereby subject to the restrictions listed as follows:

ROAD LOCATION:	RESTRICTION
Gravel Roads:	**Time Restriction:** _____ **Weight Restriction:** **Gross Vehicle Weight:** _____ **Percentage Axle Weight:** _____ **Speed:** _____
Oiled based Roads:	**Time Restriction:** _____ **Weight Restriction:** **Gross Vehicle Weight:** _____ **Percentage Axle Weight:** _____ **Speed:** _____
Specified Road:	**Time Restriction:** _____ **Weight Restriction:** **Gross Vehicle Weight:** _____ **Percentage Axle Weight:** _____ **Speed:** _____
OFFICE USE ONLY: **SPECIAL PROVISIONS:**	

Any and all proposed Truck Activity must be reported by contacting SMOKY LAKE COUNTY - *DAILY.*

Bob Novosiwsky, Public Works Foreman - Cell: 780-650-5100
Doug Ponich, Public Works Manager - Cell: 780-650-5101

SIGNATURES: ***(Minimum two required)***

Reeve - _____
Chief Administrative Officer - _____
Public Works Manager - _____

When required to:

ROADATA
Permit Moves Department
Phone Number: 1-888-830-7623
Fax Number: 1-403-341-7467

Schedule "B"

PENALTIES

Any persons that does not comply with the directions set out by the Roadway Restriction / Ban Bylaw may be subject to a fine of:		
SECTION	**VIOLATION**	**PENALTY**
3.1	Prohibited use of a Highway by a vehicle, or by a class or classes thereof, for a period or periods in Order.	First Offence $ 500.00 Any subsequent Offences $ 1,000.00
3.2	Limit or restricted speed of a public vehicle, or of a class or classes thereof, using a Highway for a period or periods in Order.	First Offence $ 500.00 Any subsequent Offences $ 1,000.00

SMOKY LAKE COUNTY

Title: North East Muni-Corr Ltd. Committee: Terms of Reference	Policy No.: 19-01
Section: 03	Page No.: 1 of 1

Legislation Reference:	Alberta Provincial Statutes

Purpose:	North East Muni-Corr Committee is listed under the **Transportation Services.** North East Muni-Corr is a Part Nine Corporation under the Companies Act of Alberta incorporated in the Year 1999 by 10 municipalities within the regions of County of St. Paul, Smoky Lake County and the Municipal District of Bonnyville with representatives from Smoky Lake County, Town of Smoky Lake, Village of Vilna, County of St. Paul, Town of St. Paul, Village of Glendon, Town of Elk Point, M.D. of Bonnyville, Town of Bonnyville, and City of Cold Lake. Appointment held annually at County Organizational Meeting.

Policy Statement and Guidelines:

1. MEMBERSHIP:

1.1 One member of Council.

1.2 One member as alternate.

2. MANDATE:

2.1 The Corporation is a not-for-profit entity that owns and manages the operations of the abandoned CN Railway Right-of-Way line entitled the "Alberta Iron Horse Trail" and the adjacent land within the three County regions under joint care and control.

2.2 To promote tourism of a recreational corridor and ensure the trail is safe and passable.

	Date	Resolution Number
Approved	October 21, 2010	# 965-10 - Page # 9484
Amended		
Amended		

SMOKY LAKE COUNTY

Title: Alberta Care Committee: Terms of Reference	Policy No.: 11-01
Section: 04	Page No.: 1 of 1

Legislation Reference:	Alberta Provincial Statutes

Purpose:	Alberta Care is a Committee established by County Council under **Environmental Health Services**. Appointments made at County Organizational Meeting.

Policy Statement and Guidelines:

1. MEMBERSHIP:

1.1 One member of Council.

1.2 One member as alternate.

2. MANDATE:

2.1 Plays a major role in the advancement of recycling and waste management strategies on behalf of its membership, an important landfill goal of Municipal Councils. A concern of Alberta Municipalities is the ongoing changes to environmental legislation, which bring new challenges.

2.2 Brings together diverse interests and coordinates recycling plans and efforts to divert substantial waste from landfills by sharing knowledge and expertise.

	Date	Resolution Number
Approved	October 21, 2010	# 966-10 - Page # 9485
Amended		
Amended		

SMOKY LAKE COUNTY

Title: Evergreen Regional Waste Management Commission: Terms of Reference	Policy No.: 12-01
Section: 04	Page No.: 1 of 1

Legislation Reference:	Alberta Provincial Statutes

Purpose:	Evergreen Regional Waste Management Commission listed under the **Environmental Health Services**. Evergreen Regional Waste Management Commission established by Ministerial Order No. 011/00 of representatives from municipalities within the County of St. Paul, Town of St. Paul, Town of Elk Point, Smoky Lake County, Town of Smoky Lake, Village of Waskatenau and Village of Vilna. Appointments made at County Organizational Meeting.

Policy Statement and Guidelines:

1. MEMBERSHIP:

1.1 One member of Council.

1.2 One member as alternate.

2. MANDATE:

2.1 The Commission oversees the management of the regional waste management services within the regions of St. Paul and Smoky Lake.

2.2 Plays a major role in the policy direction in the operation of a Regional Landfill site and transfer stations.

2.3 The Commission is governed by its own Bylaws determined by the Board of Directors.

	Date	Resolution Number
Approved	October 21, 2010	# 967-10 - Page # 9485
Amended		
Amended		

SMOKY LAKE COUNTY

Title: Highway 28/63 Regional Water Commission: Terms of Reference	Policy No.: 13-01
Section: 04	Page No.: 1 of 1

Legislation Reference:	Alberta Provincial Statutes

Purpose:	Highway 28/63 Regional Water Commission is listed under the **Environmental Health Services.** Smoky Lake County governed by Bylaw No. 1177-08 to take necessary action to become a member of the Highway 28/63 Regional Water Commission. Appointments made at County Organizational Meeting.

Policy Statement and Guidelines:

1. MEMBERSHIP:

1.1 Two members of Council.

1.2 Two members as alternates.

2. MANDATE:

2.1 Being a member to explore and provide a regional waterline service from Waskatenau to Spedden within the Smoky Lake County region.

	Date	Resolution Number
Approved	October 21, 2010	# 968-10 - Page # 9486
Amended		
Amended		

SMOKY LAKE COUNTY

Title: In-House Safety Committee: Terms of Reference	Policy No.: 07-02
Section: 05	Page No.: 1 of 1

Legislation Reference:	Alberta Provincial Statutes

Purpose:	In-House Safety Committee is a Committee established by County Council under **Public Health and Welfare Services.** Appointment made at County Organizational Meeting.

Policy Statement and Guidelines:

1. MEMBERSHIP:

1.1 One member of Council and one alternate.

2. MANDATE:

2.1 To promote awareness and listen to the workers Health and Safety Concerns.

2.2 Act as an advisory body to the management and commitment of the Health and Safety Program.

2.3 Comply with Occupational Health and Safety Regulations.

	Date	Resolution Number
Approved	October 21, 2010	# 973-10 - Page # 9488
Amended	December 6, 2012	#159-12 - Page #10340
Amended		

SMOKY LAKE COUNTY

Title: Doctor Retention and Recruitment Committee: Terms of Reference	Policy No.: 05-02 E
Section: 05	Page No.: 1 of 2

Legislation Reference:	Alberta Provincial Statutes

Purpose:	Doctor Retention and Recruitment Committee is a Committee established by County Council under the **Public Health & Welfare Services.** Joint Committee of Mayors/Reeve of all municipalities within Smoky Lake County and County of Thorhild. Appointment confirmed at County Organizational Meeting.

Policy Statement and Guidelines:

1. MEMBERSHIP:

1.1 Reeve is appointed as member.

2. MANDATE:

2.1 To work with the Regional Health Authority and community for the recruitment and retention of Physicians.

2.2 Acts also as a lobby group.

3. COMMITTEE: TERMS OF REFERENCE:

3.1 The Committee Terms of Reference is as outlined in ***Schedule "A":*** **Regional Physician Recruitment and Retention Committee – Terms of Reference.**

	Date	Resolution Number
Approved	October 21, 2010	# 971-10 - Page # 9487
Amended	March 28, 2013	# 517-13 - Page # 10556
Amended		

Schedule "A"

REGIONAL PHYSICIAN RECRUITMENT AND RETENTION COMMITTEE TERMS OF REFERENCE

Membership:	Mayors/Reeves or designates from the following (Voting) municipalities: Smoky Lake County Town of Smoky Lake Village of Waskatenau Village of Vilna Thorhild County
Administration: (Non-Voting)	Town of Smoky Lake.
Resources: (Non-Voting)	Physicians Lakeland Community Health Advisory Council Smoky Lake Foundation: Chairperson Other Resources, as needed.
Executive:	Chairperson and Vice-Chairperson to be appointed by the membership on an annual basis.
Meetings:	At the Call of the Chairperson.
Mandate:	To act as a Steering Committee to develop a process to recruit and retain physicians to the Smoky Lake / Thorhild area. To advocate the Provincial Government and Regional Health Authority to take more responsibility for the recruitment and retention of physicians in small rural areas.

SMOKY LAKE COUNTY

Title: Family and Community Support Services Committee: Terms of Reference	Policy No.: 03-01
Section: 05	Page No.: 1 of 1

Legislation Reference:	Alberta Provincial Statutes

Purpose:	Family and Community Support Services is a Committee established by County Council under **Public Health and Welfare Services.** Appointments made at County Organizational Meeting.

Policy Statement and Guidelines:

1. MEMBERSHIP:

1.1 All members of Council.

2. MANDATE:

2.1 Council acts as a Municipal Authority in providing socially positive programs and services to the community.

2.2 This committee works under the policies and procedures within the framework of the FCSS Act and Regulations.

	Date	Resolution Number
Approved	October 21, 2010	# 969-10 - Page # 9486
Amended		
Amended		

SMOKY LAKE COUNTY

Title: Smoky Lake Foundation: Terms of Reference	Policy No.: 06-01
Section: 05	Page No.: 1 of 1

Legislation Reference:	Alberta Provincial Statutes

Purpose:	Smoky Lake Foundation is listed under the **Public Health & Welfare Services.** Smoky Lake Foundation was incorporated in the Year 1976 under the Senior Citizens Housing Act. Smoky Lake County entered into an Agreement with Alberta Housing Corporation and the Town of Smoky Lake, Village of Vilna and in Year 1982 with the Village of Waskatenau to establish the Smoky Lake Foundation. Governed by Bylaw, municipal representatives include Smoky Lake County – two members, Town of Smoky Lake – one member, Village of Vilna – one member and Village of Waskatenau – one member. Appointments made at County Organizational Meeting.

Policy Statement and Guidelines:

1. MEMBERSHIP:

1.1 Two members of Council.

1.2 Two members as alternates.

2. MANDATE:

2.1 To govern the activities of Smoky Lake Bar-V-Nook Manor and Vilna Lodge.

2.2 Manage other provincial senior housing facilities, as required.

2.3 Set the annual budget and establish policies related to senior housing needs.

	Date	Resolution Number
Approved	October 21, 2010	# 972-10 - Page # 9488
Amended		
Amended		

SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO. 1345-19

A BYLAW OF THE MUNICIPALITY OF SMOKY LAKE COUNTY IN THE PROVINCE OF ALBERTA BEING A BYLAW OF SMOKY LAKE COUNTY TO ESTABLISH THE DEVELOPMENT AUTHORITY FOR SMOKY LAKE COUNTY.

WHEREAS Section 624 of the *Municipal Government Act R.S.A. C m-26. 2000,* as amended, "the "Act") required that a Municipal Council establish a Development Authority Bylaw.

WHEREAS the purpose of this bylaw is to establish the Development Authority.

NOW THEREFORE the Council of Smoky Lake County, in the Province of Alberta, hereby enacts as follows:

1. **NAME**

1.1. This Bylaw may be known as the Smoky Lake County "Development Authority Bylaw".

2. **DEFINITIONS**

The following words and phrases mean:

2.1. **"Act"** means the Municipal Government Act, RSA 2000, c-M-26 and successive Acts and amendments thereto.

2.2. **"Council"** means the Reeve and Councillors duly elected in the Smoky Lake County and who are eligible to continue to hold office.

2.3. **"Development Authority"** means person(s) established under Section 3 herein to perform the duties and functions of a Development Authority under the Act.

2.4. **"Development Authority Officer" or Development Officer** means the person(s) occupying the position established under Section 4 herein.

2.5. **"Development Permit"** means a document authorizing a development, issued in accordance with the Land Use Bylaw, the Subdivision and Development Regulations and the Act.

2.6. **"Land Use Bylaw"** means the Land Use Bylaw of Smoky Lake County, pursuant to the Act.

2.7. **"Municipal Planning Commission"** means the Municipal Planning Commission established under the Bylaw of Smoky Lake County.

2.8. **"Regulations"** means the Regulations passed pursuant to the Act.

2.9. For questions of clarity, definition, or interpretation, it is the intent of this Bylaw to refer to Smoky Lake County Procedural Bylaw 1303-17 or subsequent equivalent.

3. **ESTABLISHMENT OF DEVELOPMENT AUTHORITY**

3.1. The Development Authority is hereby established.

3.2. The Development Authority shall be:

3.2.1. The Municipal Planning Commission of Smoky Lake County;

3.2.2. The Development Authority Officer of Smoky Lake County;

3.3. The Development Authority has those duties, powers, and functions as set out in the Act, the Land Use Bylaw, and this Bylaw, and any regulations made thereunder. These include:

3.3.1. The powers, duties, and functions of the Municipal Planning Commission (MPC) described in the Land Use Bylaw and Municipal Planning Commission Bylaw of Smoky Lake County.

3.3.2. The powers, duties, and functions of the Development Authority Officer described in the Land Use Bylaw of Smoky Lake County.

4. ESTABLISHMENT OF DEVELOPMENT AUTHORITY OFFICER

4.1. The position of designated officer for the limited purpose of exercising the powers, duties, and functions of a Development Authority Officer is hereby established.

4.2. The Development Authority Officer shall be appointed by a resolution of Council.

4.3. The powers, duties, and functions of the Development Authority Officer shall be those described for the Development Authority Officer in the Land Use Bylaw of Smoky Lake County and such additional powers as are described under the Act, Regulations, or this Bylaw.

4.4. The Development Authority Officer may sign, on behalf of the Development Authority, any order, decision, approval, notice, or other thing made or given by it.

5. SEVERABILITY

5.1. 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.

6. REPEAL AND EFFECTIVE DATE

6.1. Bylaw 994-95 shall be repealed upon the passing of this Bylaw.

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

READ A **FIRST TIME** IN COUNCIL THIS **23rd** day of **May, 2019.**

READ A **SECOND TIME** IN COUNCIL THIS **23rd** day of **May, 2019.**

READ A **THIRD AND FINAL TIME** IN COUNCIL THIS **23rd** day of **May, 2019.**

Craig Lukinuk, Reeve

SEAL

Cory Ollikka,
Chief Administrative Officer

SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO. 1347-19

A BYLAW OF THE MUNICIPALITY OF SMOKY LAKE COUNTY IN THE PROVINCE OF ALBERTA BEING A BYLAW OF SMOKY LAKE COUNTY TO ESTABLISH THE SUBDIVISION AND DEVELOPMENT APPEAL BOARD FOR SMOKY LAKE COUNTY.

WHEREAS Section 627 of the *Municipal Government Act*, as amended, required that a Municipal Council establish a Subdivision and Development Appeal Board by Bylaw.

WHEREAS the subdivision and development appeal board is authorized to render decisions on appeals resulting from decisions of a subdivision authority or a development authority in accordance with the South Saskatchewan Regional Plan, the Subdivision and Development Regulation, the local land use bylaw and statutory plans;

NOW THEREFORE the Council of Smoky Lake County, in the Province of Alberta, hereby enacts as follows:

1. This Bylaw may be known as the Smoky Lake County "Subdivision and Development Appeal Board Bylaw".

2. **DEFINITIONS**

The following words and phrases mean:

2.1. **"Act"** means the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, as amended from time to time.

2.2. **"Adjacent Lands"** means land that is contiguous to a site and includes land that would be contiguous if not for a public roadway, river, stream, pipeline, powerline, utility right of way or railway, and any other land defined as adjacent in the Land Use Bylaw.

2.3. **"Appellant"** means a person who, pursuant to the Act, has served a Notice of Appeal, with reasons, with the Subdivision and Development Appeal Board.

2.4. **"Board"** means the Smoky Lake County Subdivision and Development Appeal Board.

2.5. **"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.

2.6. **"Council"** means the Reeve and Councillors duly elected in the Smoky Lake County and who are eligible to continue to hold office.

2.7. **"Development Application"** means an application made to the Development Authority in accordance with the Land Use Bylaw for the purpose of obtaining a Development Permit.

2.8. **"Development Authority"** means the authority established by Council, as provided for in Part 17 of the Act, to exercise development powers and duties on behalf of the municipality.

2.9. **"Development Permit"** means a document authorizing a development, issued in accordance with the Land Use Bylaw, the Subdivision and Development Regulations and the Act.

2.10. **"Hearing"** means Hearing of the Subdivision and Development Appeal Board for Smoky Lake County where the business of the Board is conducted.

2.11. **"Land Use Bylaw"** means the Land Use Bylaw of Smoky Lake County, pursuant to the Act.

2.12. **"Member at Large"** means a member or members of the public appointed to the Board by Council, pursuant to this Bylaw.

2.13. **"Owner"** means the person shown as the owner of the land on the Municipality's assessment roll prepared in accordance to the Act.

2.14. **"Subdivision Application"** means an application made to the Subdivision Authority in accordance with the Act, the Subdivision and Development Regulations and the Land Use Bylaw, for the purposes of obtaining a Subdivision Approval.

2.15. **"Subdivision Approval"** means a subdivision document authorizing the subdivision of a parcel of land in accordance with the Act, the Subdivision and Development Regulations and the Land Use Bylaw.

2.16. **"Subdivision Authority"** means the authority established by Council, as provided for in Part 17 of the Act, to exercise subdivision powers and duties on behalf of the municipality.

2.17. **"Subdivision and Development Appeal Board Clerk"** means the person appointed to the position established under Section 5 of this Bylaw.

2.18. **"Subdivision and Development Regulations"** means the regulations enacted pursuant to Section 694 of the Act, including the Subdivision and Development Regulations and the Subdivision and Development Forms Regulations.

2.19. For questions of clarity, definition, or interpretation, it is the intent of this Bylaw to refer to Smoky Lake County Procedural Bylaw 1303-17 or subsequent equivalent.

3. ESTABLISHMENT AND MEMBERSHIP

3.1. The Smoky Lake County Subdivision and Development Appeal Board is hereby established.

3.2. The Board shall deal with Subdivision and Development Appeals in accordance with the provisions of the Act and this Bylaw.

3.3. The Board shall consist of five (5) Members at Large, appointed by Council resolution.

3.4. Each Member shall be appointed annually at the Organizational Meeting or from time to time should vacancies occur.

3.5. No person who is an employee of the County, or who serves as the Development Authority or the Subdivision Authority for Smoky Lake County, shall be appointed as a member of the Board.

3.6. Any Member of the Board may be removed by resolution of Council where, in the opinion of Council, that Member has contravened the standards as set out in Schedule A of this Bylaw.

3.7. Any Member of the SDAB shall not participate in a Hearing of the Board unless the Member is qualified to do so in accordance with the Regulations made under Section 627.3(b) of the Act.

4. CHAIRPERSON

4.1. The Chairperson:

4.1.1. shall preside at the Hearings of the Subdivision and Development Appeal Board.

4.1.2. Shall ensure that all Hearings for the Board are conducted in a fair and impartial manner, in accordance with the rules for such Hearings as set out in the Act or established by Council from time to time;

4.1.3. is authorized to rule that evidence presented at a Hearing is irrelevant to the matter in issue and to direct the Members to disregard the evidence;

4.1.4. may limit a submission if they determine it to be repetitious; and

4.1.5. shall, when a Hearing is recessed and time is not fixed for its continuation, announce that notice of the continuation of the Hearing will be sent to those persons leaving their name and address with the Clerk. Only those

persons leaving their name and address shall be entitled to notice of the continuation of the Hearing.

4.2. In the event of absence or inability of both the Chairperson to preside at a Hearing, the members present constituting a quorum shall elect one of its Members to preside as Acting Chairperson for that Hearing.

5. CLERK

5.1. The Subdivision and Development Appeal Board Clerk shall be appointed by resolution of Council and shall not be a Member of the Board, nor act as a Development Authority Officer, or the Subdivision Authority for the municipality.

5.2. The Clerk must be qualified by having successfully completed the training requirements pursuant to Section 627.1(4) of the Act.

5.3. The Clerk shall have responsibilities and functions including the following:

5.3.1. ensures that all statutory requirements of the Board are met;

5.3.2. receives Notices of Appeals;

5.3.3. schedules Hearings;

5.3.4. sends Notices relating to Hearings;

5.3.5. answers inquiries and provides information to Appellants and the public, including making public all relevant documents and materials respecting an Appeal;

5.3.6. compile all necessary documentation for distribution to Board Members;

5.3.7. attends Hearings and keeps a written record of the proceedings of the Board which shall include:

5.3.7.1. a summary of the evidence presented at the Hearing;

5.3.7.2. the Decision of the Development Authority or Subdivision Authority;

5.3.7.3. the Notice of Appeal and the Notice of Hearing of the Appeal;

5.3.7.4. the Board's Decision on each Appeal;

5.3.7.5. the reasons for the Board's Decision on each Appeal;

5.3.7.6. draft the Decision for signing by the Chairperson and

5.3.7.7. a list of names and addresses of persons who leave their names on the attendance record.

6. OPERATION OF THE BOARD

6.1. The Board shall hold Hearings as necessary in accordance with the Act to consider and decide Appeals filed with the Board, in accordance with the requirements of the Act.

6.2. A quorum of the Board shall be three (3).

6.3. A Member who for any reason is unable to attend the whole of the Hearing of an Appeal, shall not participate in the Board's deliberations or the decision made by the Board on that Appeal.

6.4. If a Member has any interest, whether direct or indirect, in any matter before the Board, the Member shall declare such interest to the Board before discussion of the matter, and shall not participate in the Hearing, or discuss or vote upon the matter, and such abstention shall be recorded in the minutes.

6.5. The Board shall sit with a maximum of five (5) members at any Hearing but may

sit with fewer members than the maximum in accordance with the provisions of this Bylaw.

6.6. Any order, decision, approval, notice or other things, made, given or issued by the Board shall be signed on its behalf by the Chairperson

7. FEES AND EXPENSES

7.1. Remuneration for mileage, meals, and other expenses of the Members of the Board and Clerk, shall be established by Council.

7.2. The fees associated with the launching of Appeals, holding of Hearings, and Hearings of the Board shall be established by **Policy 61.11 Planning and Development Fees** (or its equivalent).

8. DEVELOPMENT APPEALS

8.1. Subject to Section 685(3) of the Act, the Board shall hear appeals where the Development Authority for Smoky Lake County:

8.1.1. refuses or fails to issue a Development Permit to a person;

8.1.2. issues a Development Permit subject to conditions; or

8.1.3. issues an Order under Section 645 of the Act;

provided appeals from the Applicant are received within the required time and in the manner indicated in the Act.

8.2. Subject to Section 685(2) of the Act, any person affected by an Order, Decision or Development Permit made or issued by the Development Authority may appeal to the Board, provided appeals are received within the required time and in the manner indicated in the Act.

8.3. Despite 8.1 and 8.2, no appeal lies in respect of the issuance of a Development Permit for a permitted use unless the provisions of the Land Use Bylaw were relaxed, varied or misinterpreted.

8.4. The Board shall hold an Appeal Hearing respecting any Development Appeal within 30 days of receipt of the Notice of Appeal.

8.5. The Board shall give at least 5 days notice in writing of the Appeal Hearing to:

8.5.1. the Appellant;

8.5.2. the Development Authority whose order, decision or development permits is the subject of the appeal;

8.5.3. the owners required to be notified under the Land Use Bylaw; and

8.5.4. any other person or persons that the Board considers to be affected by the appeal.

8.6. The Clerk shall make available for public inspection, prior to the Hearing, all relevant documents and materials respecting the Appeal, including:

8.6.1. The Application for the Development Permit, the Decision and the Notice of Appeal; or

8.6.2. The Order under Section 645 of the Act.

8.7. In accordance to the Act, the Board shall hear:

8.7.1. The Appellant or any person acting on his/her behalf;

8.7.2. The Development Authority from whose Order, Decision or Development Permit the appeal is made or a person acting on behalf of the Development Authority;

8.7.3. Any other person who was served notice of the Hearing and who wishes to be heard or a person acting on his/her behalf; and

8.7.4. Any other person who claims to be affected by the Order, Decision or Permit and that the Board agrees to hear or person acting on behalf of that person.

8.8. The Board shall hold all Hearings in public, but the Board may recess or close the Hearing at any time and deliberate.

8.9. At the Hearing of the Appeal, should the Board request further technical information, a legal opinion or other assistance, it may recess the Hearing pending receipt of such information.

9. DEVELOPMENT APPEALS DECISIONS

9.1. In determining an Appeal, the Board:

9.1.1. shall comply with the Land Use Policies established pursuant to Section 622 of the Act;

9.1.2. shall comply with any statutory plans and, subject to 9.1.5 of this Bylaw, the Land Use Bylaw of Smoky Lake County;

9.1.3. shall have regard to but not be bound by the Subdivision and Development Regulations established pursuant to Section 694 of the Act;

9.1.4. may confirm, revoke or vary the Order, Decision or Development Permit or any condition attached to any of them or make or substitute an Order, Decision or Permit of its own;

9.1.5. may make an Order, Decision or issue or confirm the issue of the Development Permit even through the proposed development does not comply with the Land Use Bylaw if, in its opinion:

9.1.5.1. the proposed development would not:

9.1.5.1.1. unduly interfere with the amenities of the neighbourhood; or

9.1.5.1.2. materially interfere with or affect the use, enjoyment or value of the neighbouring parcels of land; and

9.1.5.2. the proposed development conforms with the use prescribed for that land or building in the Land Use Bylaw.

9.2. The Board must give its Decision in writing, together with reasons for the Decision, within fifteen (15) days after concluding the Hearing.

10. SUBDIVISION APPEALS

10.1. Subject to Sections 678 of the Act, the Board shall hear appeals of decisions of the Subdivision Authority for Smoky Lake County provided an appeal is received within the time limitations and in the manner indicated in the Act.

10.2. The Board shall hold a Hearing respecting any Development Appeal within 30 days of receipt of the Notice of Appeal.

10.3. The Board shall give at least 5 days notice in writing of the Hearing to:

10.3.1. the Applicant for subdivision approval;

10.3.2. the Subdivision Authority that made the decision;

10.3.3. any school board to whom the application for subdivision was referred;

10.3.4. every Government department that was given a copy of the Application for subdivision approval pursuant to the Act and Subdivision and

Development Regulations; and

10.3.5. if the land that is the subject of the Application for subdivision approval is adjacent to the boundaries of another municipality, that municipality.

10.4. The Clerk shall make available for public inspection, prior to the Hearing, all relevant documents and materials respecting the Appeal.

10.5. In accordance to the Act, the Board hearing the Appeal is not required to hear from any other person or entity other than:

10.5.1. a person or entity that was notified under Section 10.3 of this Bylaw, and

10.5.2. each owner of adjacent land to the land that is the subject of the Appeal;

10.5.3. or a person acting on any of those persons` behalf.

10.6. Letters previously submitted to the Subdivision Authority will not become part of the Hearing, unless resubmitted for the Hearing. The writer of the letter must be identified by name on the document.

10.7. The Board shall hold all Hearings in public, but the Board may recess the Hearing at any time and deliberate.

10.8. At a Hearing, should the Board request further technical information, a legal opinion, or other assistance, it may recess the Hearing pending receipt of such information.

11. SUBDIVISION APPEALS DECISIONS

11.1. In determining an Appeal, the Board:

11.1.1. must be consistent with the Land Use Policies established pursuant to Section 622 of the Act;

11.1.2. must conform with the uses of land referred to in the Land Use Bylaw of Smoky Lake County;

11.1.3. must have regard to any statutory plan;

11.1.4. shall have regard to but not be bound by the Subdivision and Development Regulations established pursuant to Section 694 of the Act;

11.1.5. may confirm, revoke or vary the approval or decision or any condition imposed by the Subdivision Authority or make or substitute an approval, decision or condition of its own;

11.1.6. may, in addition to the other power it has, exercise the same power as a Subdivision Authority is permitted to exercise pursuant to the Act or Subdivision and Development Regulations or Bylaws passed under Part 17 of the Act.

11.2. After hearing all submission and rebuttals, the Board shall deliberate and reach its Decision in private.

11.3. The Board must give its Decision in writing, together with reasons for the Decision, within fifteen (15) days after concluding the Hearing.

12. GENERAL

12.1. The Decision of the majority of the Members of the Board present at a Hearing shall be deemed to be the Decision of the whole Board. In the event of a tie vote, any motion before the Board shall be deemed to be defeated.

12.2. A Board Member, who for any reason is unable to attend the entire hearing of an Appeal, shall not participate in the Board`s deliberations for the Decision made by the Board on that Appeal.

12.3. A verbal decision is not final and binding, until the Decision has been written,

signed, and publicly released to the relevant parties.

12.4. The Decision of the Board shall be signed by the Chairperson who presided at the Hearing at which the Decision was made.

12.5. The Clerk shall send the written Decision and reasons in accordance with the Act to the Applicant, the Appellant and those affected persons who gave their name and address to the Clerk during the Hearing.

12.6. The Clerk shall make and keep a written record of the Board's proceedings which may be in the form of a summary of the evidence presented at the Hearing.

12.7. In the event that an Appellant withdraws their appeal prior to the commencement of that Hearing, the Board will not proceed with the Hearing.

12.8. Any fees taken relating to an appeal shall not be returned or refunded.

13. 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.

14. REPEAL AND EFFECTIVE DATE

13.1. Bylaw 1226-11 shall be repealed upon the passing of this Bylaw.

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

READ A **FIRST TIME** IN COUNCIL THIS **23rd** day of **May,** 20**19**.

READ A **SECOND TIME** IN COUNCIL THIS **23rd** day of **May,** 20**19**.

READ A **THIRD AND FINAL TIME** IN COUNCIL THIS **23rd** day of **May,** 20**19**.

Craig Lukinuk, Reeve

SEAL

Cory Ollikka
Chief Administrative Officer

SCHEDULE A

SUBDIVISION AND DEVELOPMENT APPEAL BOARD MEMBERS RULES FOR CONDUCT

1. For the purpose of this Schedule, the following terms shall have the same meaning as in Section 169 of the Act:

   1.1. "Corporation", "Director", "Distributing Corporation", "Officer", "Stakeholder", "Voting Rights" and "Spouse"

2. For the purpose of this Schedule, the term "Member's Family" shall have the same meaning as the term "Councilor's Family" under Section 169 of the Act.

3. No Member shall participate in the Hearing of any matter before the Board in which the Member has a pecuniary interest.

4. A Member has a pecuniary interest in a matter if:

   4.1. The matter could monetarily affect the Member or an employer of the Member; or

   4.2. The Member knows or ought to know the matter could monetarily affect the Member's family.

5. For the purposes of Section 3, a Member is monetarily affected by a matter if the matter monetarily affects:

   5.1. The Member directly;

   5.2. A corporation, other than distributing corporation, in which the person is a shareholder, director or officer;

   5.3. A distributing corporation in which the Member beneficially owns voting shares carrying at least 10% of the voting rights attached to the voting shares of the corporation or of which the Member is a director or officer; or

   5.4. A partnership or firm of which the Member is a member.

6. For the purposes of determining whether a Member has a pecuniary interest in the matter before the Board, the provision of Section 170(3) of the Act shall apply, substituting the term "Member" for the term "Councillor".

7. Where a Member has a pecuniary interest of the matter before the Board, that Member shall:

   7.1. Disclose the nature of the pecuniary interest to the Chair and Clerk of the Board;

   7.2. Abstain from participating in the Hearing of the matter;

   7.3. Abstain from any discussion of voting on the matter; and

   7.4. Be absent from the room in which the appeal is heard, except to the extent that the Member is entitled to be heard before the Board as an appellant or a person affected by the matter before the Board.

8. Where Council becomes aware of a breach of these provisions by a Member of the Board, Council shall review the facts of the case and decide as to whether the Member, in the opinion of Council, has breached pecuniary interest provisions of this Schedule.

9. Where, after its review pursuant to Section 8, Council determines that a breach of pecuniary interest provisions has occurred; Council may remove the Member from the Board, in accordance with the provisions for appointment and removal of a Member in the Subdivision and Development Appeal Board Bylaw.

10. A Member of the Board shall:

    10.1. Not discuss any matter under appeal with any party to that appeal, outside of the formal hearing process.

    10.2. Keep in camera discussions of Board and the Committees, and any legal advice provided to the Board or Committees confidential, except where required to disclose that information by law; and

    10.3. Attend all Board Hearings to which he or she has been assigned.

11. Where Council has reasonable grounds to believe that a Member has breached any of the provisions in Section 10, Council may remove that Member from the Board in accordance with the provisions for appointment and removal of a Member in the Subdivision and Development Appeal Board Bylaw.

SCHEDULE B

SUBDIVISION AND DEVELOPMENT APPEAL BOARD (SDAB)
CHAIRPERSON'S PROCEDURAL NOTES

CALL THE HEARING TO ORDER	*I call this Hearing of the Subdivision and Development Appeal Board to Order.*
ADOPT AGENDA	*Are there any additions/deletions/changes to the Agenda?* *Can I have a motion to adopt the Agenda? All in favor?*
CHAIRPERSON/BOARD INTRODUCTION	*Welcome to this hearing for the Subdivision and Development Appeal Board. My name is _____ and I will preside over this/these hearing(s). All questions and comments shall be directed through me.* *The members sitting on this board today are: (board introductions)*
OBJECTIONS TO BOARD?	**To Appellant:** *Do you have any objection to any of the present Board members hearing this appeal?* **To Audience:** *Does anyone in the audience affected by this appeal have any objection to any of the present Board members hearing this appeal?*
REQUEST FOR ANY NEW WRITTEN MATERIALS	• ***Requests for postponement may be made at any time during the hearing.*** • ***The Board would also like to confirm with affected parties present that all written materials, documents and other written communications have been provided to the Secretary in advance of this hearing for inclusion into the hearing package provided to the Board and available for public inspection.*** • ***Is there any party in the audience who plans to present any written materials or documents that have not been provided to the Secretary and that would not be contained in the hearing package? If so, please provide them to the Secretary before your presentation so that they may be circulated.***
RECORD OF PROCEEDINGS	*Chairperson advises that the **PROCEEDINGS WILL BE RECORDED** for accuracy of the decision. After the decision of the Board has been made, the recording will be destroyed.*

OUTLINE HEARING PROCESS	*The order of presentation for the hearing is as follows:* • *Secretary introduces appeal.* • *Development Authority/Subdivision Authority presentation.* • *Appellant presentation.* • *Persons supporting Appellant.* • *Applicant presentation.* • *Persons opposing appeal.* • *Questions from either part.* • *Questions from Board members.* • *Summary (closing remarks) from the parties.* • *The Board will have an opportunity following each of the presentations just listed to ask questions of the presenter.* • *When speaking, please face the Chairperson and address the Board. Start with your name and address for the record and then make your presentation.* • *Please note that the Board will be making its decision based on the information provided during this Hearing so if you would like to have something considered, ensure that it is brought up during this hearing.* • *We can accept any evidence we think is proper but there are limitations. If the evidence is relevant to proper planning, we listen. If it is irrelevant to proper planning, we should not hear it. If we hear it, we have to mention that it did not influence us, or a Court could say that the Board was influence by something that had nothing to do with the issue.* • *Once we are done receiving presentations and rebuttals from all parties, we will proceed with the hearing "in camera" to deliberate and decide on this matter.* • *A written decision with reasons will be provided within 15 days of the closing of the hearing.*
CONFIRM THE HEARING PROCESS	*Does the **appellant** have any concerns with the process I have outlined?* *Does anyone in the **audience** have any concerns with the process as outlined?*
READING IN TO RECORD	*The Secretary shall now read in to record the written letters of appeal to the Board.* *Do the Board Members have any questions or concerns with the submission of the applicant or supporting letters opposing the appeal?*
DEVELOPMENT/SUBDIVISION AUTHORITY PRESENTATION	**Chairperson:** *I now call upon the Development Authority/Subdivision Authority to make their presentation.* **To Board (after presentation):** *Does the Board have any questions for clarification?*

CALL FOR APPELLANT TO COME FORWARD	*Will the Appellant please come forward to the presentation table, introduce him/her self and state their address for the record?* • **Chairperson:** *When you speak, please **SPEAK INTO THE MICROPHONE** in front of you. Ensure **ALL QUESTIONS OR COMMENTS** are directed to me.*
APPELLANT PRESENTATION	**Chairperson:** *The Appellant may now proceed to make his/her presentation.* **To Board:** *Does the Board have any questions for clarification from the appellant?* **Chairperson:** *Is there anyone in the audience who wishes to speak <u>in support</u> of the appeal? Would you please come forward and introduce yourself to the Board and outline how you are affected? You may make your presentation after introducing yourself to the board with your name and address.*
CALL FOR APPLICANT TO COME FORWARD	*Will the Applicant please come forward to the presentation table, introduce him/her self and state their address for the record?* • **Chairperson:** *When you speak, please **SPEAK INTO THE MICROPHONE** in front of you. Ensure **ALL QUESTIONS OR COMMENTS** are directed to me.*
APPLICANT PRESENTATION	**Chairperson:** *The Applicant may now proceed to make his/her presentation.* **To Board:** *Does the Board have any questions for clarification from the applicant?* **Chairperson:** *Is there anyone in the audience who wishes to speak <u>against</u> the appeal? Would you please come forward and introduce yourself to the Board and outline how you are affected? You may make your presentation after introducing yourself to the board with your name and address.*
BOARD QUESTIONS	**To Board:** *Does the Board have any questions for clarification from any party?*
OTHER QUESTIONS	**To the audience:** *Does any person who has presented have any questions for clarification of any other presenter?*
FINAL COMMENTS – following all submissions	
DEVELOPMENT/SUBDIVISION AUTHORITY FINAL COMMENTS	*Does the Development/Subdivision Authority have any final comments?*
OTHER PERSONS' FINAL COMMENTS	*Does the appellant have any final questions?* *Does the applicant have any final questions?*
BOARD'S FINAL COMMENTS	*Does the Board have any final questions?*
FAIR HEARING?	**Ask the persons who have made representations:** *Does everyone present believe that they have had a fair hearing?* ***If "no" then ask for reasons or questions to the board or any other person.***

CLOSING THE HEARING	**Chairperson:** *This hearing is now closed.* *The SDAB wishes to advise that it is unable to receive any further written or verbal submissions now that the Hearing is closed.* *In accordance with Provincial legislation, the Board is required to hand down a decision within 15 days from the date of today's hearing. You may phone the Secretary about the decision; however, no decision is binding on the Board until it issues a written decision.* *Applicant/Appellant if you could please wait for 10 minutes or so while the board deliberates to ensure that the board doesn't have any further questions. Thank you.*
BOARD DECISION	Board deliberates and makes decision in camera.
CLOSE THE HEARING	Chairperson declares the Hearing closed at _____ p.m.

THE COUNTY OF SMOKY LAKE NO. 13
IN THE PROVINCE OF ALBERTA
BYLAW NO. 996-95

Being a Bylaw to establish the Subdivision Authority of the County of Smoky Lake No. 13.

****

WHEREAS Section 623 of the *Municipal Government Act*, S.A. 1994, as amended ("the Act") requires that a Municipal Council must establish a Subdivision Authority by Bylaw.

NOW THEREFORE the Council of the County of Smoky Lake, duly assembled, enacts as follows.

1. Name

1.1 This Bylaw may be cited as the "Subdivision Authority Bylaw".

2. Definitions

The following words and phrases mean:

2.1 "Act" means the *Municipal Government Act*, S.A. 1994, as amended.

2.2 "Council" means the Reeve and Councillors of the County of Smoky Lake for the time being elected pursuant to the provisions of the Act, whose term is unexpired, who have not resigned and who continue to be eligible to hold office as such under the terms of the Act.

2.3 "Municipal Government Board" means the Board established under Section 486 of the Act.

2.4 "Subdivision and Development Appeal Board" means the Board established to hear development and subdivision appeals pursuant to Section 3 of the Subdivision and Development Appeal Board Bylaw.

2.5 "Subdivision Authority" means the persons established under Section 3 of this Bylaw to perform the functions of a Subdivision Authority under the Act.

2.6 "Regulations" means the Regulations proclaimed pursuant to the Act.

3. Establishment of Subdivision Authority

3.1 The Subdivision Authority of the County of Smoky Lake is hereby established.

3.2 The Subdivision Authority shall consist of one (1) person appointed by resolution of the Council.

3.3 If the appointed person shall die, retire or resign, another person may be appointed by resolution of the Council.

3.4 Council may remove the person from the position of Subdivision Authority by resolution at any time.

4. Term of Office

4.1 Subject to Section 3.4 of this Bylaw, the Subdivision Authority shall be appointed at the pleasure of the Council for a term of one (1) year and may be reappointed upon the expiry of the term at the pleasure of Council.

5. Fees and Expenses

5.1 The fees for applications to the Subdivision Authority for all manner of activities and approvals within the purview of the Subdivision Authority may be set by Bylaw.

6. Responsibilities and Functions

6.1 The Subdivision Authority shall exercise those functions and powers within the County of Smoky Lake as are described in the Act and the Regulations.

6.2 The Subdivision Authority may delegate any of its responsibilities as provided for under the Act or the Regulations, except for the responsibility to approve, approve subject to conditions, or refuse subdivision applications, to another person or company.

6.3 The Subdivision Authority shall ensure statutory notices and decisions are provided to such persons as the Act and the Regulations require.

6.4 The Subdivision Authority is not required to hold a hearing in considering an application for subdivision.

6.5 The Subdivision Authority shall have prepared and maintain a file for each application made to it, including a record of its decisions, copies of which shall be available to the Chief Administrative Officer of the County of Smoky Lake and the Council at their request at all times.

6.6 The Subdivision Authority may make rules as are necessary for the conduct of its business that are consistent with this Bylaw, the County of Smoky Lake Land Use Bylaw, and the Act.

6.7 The Subdivision Authority must not approve an application for subdivision approval unless:

6.7.1 the land that is proposed to be subdivided is, in the opinion of the Subdivision Authority, suitable for the purpose for which the subdivision is intended.

6.7.2 the proposed subdivision conforms to the provisions of any statutory plan and, subject to Section 6.8 of this Bylaw, any Land Use Bylaw that affects the land proposed to be subdivided.

6.7.3 the proposed subdivision complies with the Act and the Regulations, and

6.7.4 all outstanding property taxes on the land proposed to be subdivided have been paid to the County of Smoky Lake or arrangements satisfactory to the County of Smoky Lake have been made for their payment pursuant to Part 10 of the Act.

6.8 The Subdivision Authority may approve an application for subdivision approval even though the proposed subdivision does not comply with the Land Use Bylaw of the County of Smoky Lake if, in its opinion:

(a) the proposed subdivision would not:

(i) unduly interfere with the amenities of the neighbourhood, or

(ii) materially interfere with or affect the use, enjoyment or value of neighbouring parcels of land,

and

(b) the proposed subdivision conforms with the use prescribed for that land in the Land Use Bylaw of the County of Smoky Lake.

6.9 The Subdivision Authority may approve, approve subject to conditions, or refuse an application for subdivision approval.

6.10 A decision of the Subdivision Authority must be given in writing to the applicant and to the Government departments, persons and local authorities to which the Subdivision Authority is required by the Regulations to give a copy of the application.

6.11 A decision of the Subdivision Authority must state:

(a) whether an appeal lies to the Subdivision and Development Appeal Board or to the Municipal Government Board, and

(b) if an application for subdivision approval is refused, the reasons for the refusal.

6.12 The power to extend the periods pursuant to Section 657(6) of the Act is delegated by the Council to the Subdivision Authority.

6.13 The power to decide if an environmental reserve easement is to be applied to a parcel of land which is subject to a subdivision rather than an environmental reserve pursuant to Section 664(2) of the Act is delegated by the Council to the Subdivision Authority.

READ a First Time this 24th day of November, A.D., 19 95.

READ a Second Time this 24th day of November, A.D., 19 95.

READ a Third and Final Time this 24th day of November, A.D., 19 95 and finally passed by Council.

REEVE

SEAL

COUNTY MANAGER

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.

WHERAS 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 SLCRHB 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. Ay 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

SEAL

Gene Sobolewski
Chief Administrative Officer

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

READ A **THIRD AND FINAL TIME, THIS** THIS **24th** day of **June,** AD **2021**.

Craig Lukinuk
Reeve

SEAL

Gene Sobolewski
Chief Administrative Officer

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:** _____

SMOKY LAKE COUNTY

Title: Corridor Communications Incorporated: CCI Terms of Reference		Policy No.: 08-02
Section: 61	Code: P-I	Page No.: 1 of 2

Legislation Reference:	Alberta Provincial Statutes

Purpose:	Corridor Communications Incorporated is listed under the **Planning, Development & Sub-Division Control Services.** Corridor Communications Incorporated is a corporation made up of Gas Co-ops and municipalities, and Smoky Lake County's membership was formally established by Ministerial Consent issued July 21, 2009 - Ministerial Order No. **L:156/09** approving Smoky Lake County to invest as a shareholder. Appointment held annually at County Organizational Meeting.

Policy Statement and Guidelines:

1. **MEMBERSHIP:**

   County Shareholder Representative to Corridor Communications Incorporated (CCI):

   1.1 One member of Council.

   1.2 One member as alternate.

2. **DEFINITION:**

   2.1 **Corridor Communications Incorporated. (CCI):** is a locally focused, publicly controlled, private corporation, which is owned and controlled by rural utility associations (consisting of Natural Gas Co-operatives and Rural Electrification Association) and Alberta Municipalities to provide wireless broadband internet access and related services to rural locations in Alberta.

   2.2 Corridor Communications Inc. is a corporation established under the laws of the Province of Alberta –***Business Corporation Act***.

3. **MANDATE:**

   3.1 To facilitate broadband access to the Internet for the County through participation in Corridor Communications Incorporated (CCI).

   3.2 County Shareholder Representative is the Spokesperson at the Shareholders meetings, Annual General Meetings, and other Corridor Communications Incorporated (CCI) events, as required.

Title: Corridor Communications Incorporated: CCI Terms of Reference		Policy No.: 08-02
Section: 61	Code: P-I	Page No.: 2 of 2

Policy Statement and Guidelines:

4. GUIDELINES:

4.1 As required by the **Unanimous Shareholders Agreement**, each Shareholder must acknowledge and agree that all information, financial or otherwise, held by the Corporation with respect to the Corporation's customers including customer records, customer lists, addresses and policy information, is privileged and confidential and shall not be used or released by any shareholder for any purposes other than the bona fide purposes of the Corporation.

4.1.1 Responsibility: Smoky Lake County will be responsible for ensuring that any individuals (e.g. Councillors) who receive and review confidential information /documentation, are subject to the form of the Non-Disclosure Agreement in order to ensure that the co-op or municipality can continue to comply with its on-going confidentiality obligations owned by Corridor Communication Incorporated (CCI).

4.2 Smoky Lake County, in regards to information management, receiving information from a third party has obligations with respect to disclosure under *Freedom of Information and Privacy Act (FOIP)* – Heading 4.2 - "Disclosure Harmful to Business Interests of a Third Party: Section 16(1) – *creates a mandatory exception for information which, if disclosed, would reveal certain types of third party business information supplied in confidence and could also result in one or more specified harms.*

5. PROCEDURES:

5.1 Therefore, all discussions relating to the Corridor Communication Incorporated (CCI) shall be discussed during Council Meeting(s) held in Executive Session (In-Camera).

Smoky Lake County, as a shareholder
must treat all information relating to the Corporation
received from the Corporation, the Board, any Director or any Shareholder,
as confidential.

5.2 Other than as specifically defined by the Unanimous Shareholders Agreement or this Policy, the County's interests in Corridor Communication Incorporated (CCI) shall be determined by Motions of Council.

	Date	Resolution Number
Approved	October 21, 2010	# 977-10 - Page # 9490
Amended	February 18, 2016	# 376-16 - Page # 12075
Amended		

SMOKY LAKE COUNTY

Title: Regional Community Development Committee (RCDC): Terms of Reference	Policy No.: 07-03
Section: 61	Page No.: 1 of 2

Legislation Reference:	Alberta Provincial Statutes

Purpose:	To serve as an Ad Hoc Advisory Committee to Smoky Lake County, Town of Smoky Lake, Village of Vilna and Village of Waskatenau for the completion of the Smoky Lake Regional Community Development Partnership Project.

Policy Statement and Guidelines:

1. MEMBERSHIP:

1.1 **Smoky Lake County** – Three members of Council as voting members.

1.2 **Town of Smoky Lake** – Two members of Council as voting members.

1.3 **Village of Vilna** – One member of Council as voting member.

1.4 **Village of Waskatenau** – One member of Council as voting member.

1.5 **Alternate Members** – Each municipality may, at their discretion, appoint alternate members to serve as voting members in the absence of their named Committee members.

1.6 **Managing Partner Administration** – Smoky Lake County, as managing partner, will provide the Administrative support of the Chief Administrative Officer and any staff necessary to assist in the duties of the Regional Community Development Committee.

1.7 **Resource Persons** – Administrators of partner municipalities, consultants and other Councillors may attend Regional Community Development Committee meetings in a resource capacity, as needed.

2. MEETINGS:

The Regional Community Development Committee will meet as necessary (normally monthly).

Title: Regional Community Development Committee (RCDC): Terms of Reference	Policy No.: 07-03
Section: 61	Page No.: 2 of 2

Policy Statement and Guidelines:

3. QUORUM:

Four voting members shall constitute a quorum.

4. TERM:

As per the term of the Smoky Lake Region Community Development Partnership Project (as set forth in the Regional Collaboration Grant Agreement), the Committee shall serve until May 31, 2014, or shall be immediately dissolved before May 31, 2014 upon the creation and installation of a new joint-municipal committee to replace it to carry on all work pertaining to the Regional Community Development Partnership Project.

5. FINANCE:

5.1 The managing partner of the Regional Collaboration Grant, Smoky Lake County, will monitor the budget.

5.2 Budget updates will be provided at each Regional Community Development Committee meetings.

6. ROLES:

6.1 The Regional Community Development Committee will serve as the Regional "Ad Hoc" Advisory Committee for the Initiatives set forth in the Smoky Lake Region Community Development Partnership.

6.2 The Regional Community Development Committee shall facilitate the implementation of the Regional Recreation Master Plan recommendations and action items for the development and provision of a Regional Recreation and Wellness Program as per ***Policy 07-06-01: Recreation and Wellness Program*** *and as* per ***Schedule "A"***: **Smoky Lake Regional Recreation Master Plan.**

	Date	Resolution Number		
Approved	October 21, 2010	# 976-10	-	Page # 9490
Amended	March 28, 2013	# 522-13	-	Page # 10558
Amended	August 22, 2013	# 853-13	-	Page # 10766

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

SEAL

Chief Administrative Officer

Schedule "A"

Joint Agreement for Regional Community Development Committee (RCDC)

B E T W E E N:

SMOKY LAKE COUNTY - BYLAW N0. 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 N0. 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 N0. 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 ensuring 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: June 24, 2021

Reeve, Smoky Lake County

Chief Administrative Officer
Smoky Lake County

TOWN OF SMOKY LAKE

DATE: June 29, 2021

Mayor, Town of Smoky Lake

Chief Administrative Officer
Town of Smoky Lake

VILLAGE OF VILNA

DATE: JULY 05, 2021

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	Mileage Rate	Per Diem

_____
Member-at-Large Signature

_____
Date

SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO. 1404-21

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 **23rd** day of **September,** AD **2021.**

READ A **SECOND TIME** IN COUNCIL THIS **23rd** day of **September,** AD **2021.**

READ A **THIRD AND FINAL TIME, WITH THE UNANIMOUS CONSENT OF ALL COUNCILLORS PRESENT, THIS 23rd** day of **September,** AD **2021.**

REEVE

S E A L

CHIEF ADMINISTRATIVE OFFICER

Schedule "A" - *Terms of Reference*

BETWEEN:

SMOKY LAKE COUNTY – BYLAW N0. 1404-21
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 N0. 612-2021
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 N0. 691-2021
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 N0. 138-21
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-Frankisvsk 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

Mayor,
Town of Smoky Lake

Leo Chapdelaine
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

Kosiv, Ivano-Frankivska

Yurii Pleskonos
Mayor,
Town of Kosiv

МЕМОРАНДУМ ПРО ВЗАЄМОРОЗУМІННЯ 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 напрямах:

- докладання зусиль до підготовки та підписанню договору про побратимство між Косівським районом та Регіоном Смокі Лейк;
- підтримування 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 Січні 27, 2020

Craig Lukinuk,
Reeve,
Smoky Lake County

Mayor,
Town of Smoky Lake

Leo Chapdelaine
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

Kosiv, Ivano-Frankivska

Yurii Pleskonos
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.

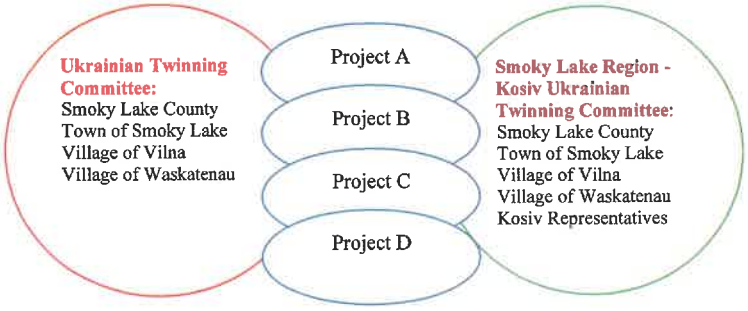
2.3. The Committee is the representative body for the Municipalities in the ongoing discussions with the Kosiv District representatives, for project execution.

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 and Kosiv 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.

2.6. 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.

Schedule "A" - *Terms of Reference (continued)*

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 aids in locating grant funding 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 contact with regional businesses, volunteers, community leaders, and other stakeholders, 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, as referenced in Section 2.5.
3.10. Communicates with the Smoky Lake Regions' public and other stakeholders on completed projects and other celebrations.

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,
- **Two (2)** members from the Town of Smoky Lake,
- **One (1)** member from the Village of Waskatenau, and
- **One (1)** member from the Village of Vilna.

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.

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 ensuring 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 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 meetings 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.

Schedule "A" - *Terms of Reference (continued)*

5.7. A quorum for regular and special meetings of the Committee shall be three (3) members from two (2) or more municipalities.

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.

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.

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

7.1. **Funding Formula** for each respective municipality's budget contribution shall be:

Smoky Lake County: 50.0%
Town of Smoky Lake: 25.0%
Village of Vilna: 12.5% (or a maximum of $625.00 whichever is less),
Village of Waskatenau: 12.5% (or a maximum of $625.00 whichever is less),

and any municipality may, by resolution of the respective Council, contribute additional funds.

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.

Schedule "A" - *Terms of Reference (continued)*

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: Sept 23-2021

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

SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO. 1357-19

BEING A BYLAW OF SMOKY LAKE COUNTY IN THE PROVINCE OF ALBERTA TO ESTABLISH AN AGRICULTURAL SERVICE BOARD

****

WHEREAS, Section 145 of the *Municipal Government Act*, R.S.A. 2000, Chapter M-26 authorizes Smoky Lake County Council to pass bylaws relating to the establishment and function of Council Committees and other bodies;

AND WHEREAS, the *Agricultural Service Board Act,* R.S.A. 2000, Chapter A-10, authorizes Council to pass a bylaw to establish an Agricultural Service Board;

AND WHEREAS, Smoky Lake County Council deems it desirable and necessary to establish an Agricultural Service Board;

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: TITLE

1.1 This Bylaw shall be cited as the **"Agricultural Service Board Bylaw"**.

PART TWO: PURPOSE

2.1 The purpose of this Bylaw is to establish the Agricultural Service Board and to provide that the Agricultural Service Board will exercise on behalf of Council all the powers and perform all the duties that are conferred on it by Council under the Agricultural Service Board Act, RSA 2000, c. A-10 or any other Act with respect to agricultural matters, expect the power to borrow money and to pass a bylaw.

PART THREE: DEFINITIONS

3.1 **"Act":** means the *Agricultural Service Board Act,* RSA 2000, c-A-10, and successive Acts and amendments thereto.

3.2 **"Board":** means the Smoky Lake County Agricultural Service Board.

3.3 **"Council":** means the Reeve and Councillors duly elected in the Smoky Lake County and who are eligible to continue to hold office.

3.4 **"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.

3.5 **"County":** means the geographic area contained within the boundaries of the municipality of Smoky Lake County.

3.6 **"Meeting":** means an Agricultural Service Board meeting.

3.7 **"Member":** means a member of Council of the Agricultural Service Board.

3.8 **"Organizational Meeting":** means an annual Meeting of Council held in accordance with Section 192 of the *Municipal Government Act.*

3.9 **"Procedural Bylaw":** means the Bylaw governing Council and Council committee meetings as adopted by Council from time to time.

PART FOUR: ESTABLISHMENT OF THE AGRICULTURAL SERVICE BOARD

4.1 The County's Agricultural Service Board is hereby established.

PART FIVE: MEMBERSHIP, TERM AND RENUMERATION

5.1 Members of the Board shall be appointed by Council and shall consist of five (5) Council members.

5.2 Annually, at the first Board meeting following the Organizational Meeting, the majority of the members of the Board shall elect a Council member to act as a Chairperson and a second Council member to act as Vice-Chairperson for the Board.

PART SIX: QUORUM & VOTING

6.1 A majority of voting members of the board shall constitute quorum.

6.2 All decisions of the Board shall be determined by a simple majority vote.

PART SEVEN: MEETINGS AND CONDUCT OF BUSINESS

7.1 The Board shall adhere to the County's Procedural Bylaw, as applicable.

7.2 In the absence of any applicable provisions of the Procedural Bylaw, the Board may establish its own procedure.

7.3 The Board shall meet a minimum of six (6) times per year.

7.4 If a meeting is not required or additional meetings are necessary, they will be at the call of the chair.

7.5 The Chairperson and in his or her absence the Vice-Chair shall preside at Board meetings and carry out the following duties:

7.5.1 Represent the Board at official functions with approval,

7.5.2 Speak to Board related items that arise during Council or other meetings, including bringing forward Board recommendations that require Council approval.

7.5.3 Communicate with the Agricultural Fieldman or designate regarding Board agenda items.

PART EIGHT: FUNCTIONS AND DUTIES

8.1 The Board shall:

8.1.1 exercise on behalf of Council all the powers and perform all the duties that are conferred on it by Council under the *Agricultural Service Board Act,* RSA 2000, c. A-10 or any other Act with respect to agricultural matters.

8.1.2 act as an advisory body and assist the Council and the Minister, in matters of mutual concern.

8.1.3 advise on and help organize and direct weed and pest control and soil and water conservation programs.

8.1.4 assist in the control of animal disease under the *Animal Health Act.*

8.1.5 promote, enhance and protect viable and sustainable agriculture with a view to improving the economic viability of the agricultural producer.

8.1.6 promote and develop agricultural policies to meet the needs of the municipality.

8.2 Decision making authority rests with the Board within the approved Board budget.

PART NINE: FUNDING

9.1 The budget will be as authorized by Council during the annual budget cycle.

PART TEN: AGENDA AND MINUTES

10.1 Preparation and distribution of meeting agendas and minutes will be the responsibility of administrative support assigned to carry out this function.

10.2 Board minutes act as a board report to Council and are provided for Council approval.

PART ELEVEN: ADMINISTRATION

11.1 Subject to section 8(2) of the Agricultural Service Board Act the Agricultural Fieldman shall act as an administrative officer to the County in carrying out the functions, duties and powers of the County under any act relating to agriculture and in implementing projects respecting agriculture agreed on between Council and the Minister.

11.2 Where programs/services under the jurisdiction of the Agricultural Services Department requires a timely decision to be made, the Agricultural Fieldman or designate may use his or her discretion provided the decision is in the best interest of the County.

11.3 **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 October, 2019.

Read a Second time this 24th day of October, 2019.

Read a Third and Final time this 24th day of October, 2019 and finally passed.

REEVE

SEAL

CHIEF ADMINISTRATIVE OFFICER

SMOKY LAKE COUNTY

Title: Agricultural Service Board Committee: Terms of Reference		Policy No.: 20-02
Section: 62	Code: P-I	Page No.: 1 of 1

Legislation Reference:	Alberta Provincial Statutes

Purpose:	Agricultural Issues Advisory Committee is appointed by the Agricultural Services Board and is comprised of active agricultural producers who reside within the boundaries of Smoky Lake County. The role of the committee is to provide feedback and direction to the Agricultural Services Board from a farmer perspective.

Policy Statement and Guidelines:

1. MEMBERSHIP:

1.1 Three members of the public-at-large. Must be active farmers and reside within Smoky Lake County.

1.2 Appointed annually by Council at the organization meeting.

2. MANDATE:

2.1 Attend two (2) ASB meetings per year to address agricultural related issues in an advisory capacity by sharing knowledge and expertise.

2.2 Advisory committee member will attend the spring and fall scheduled ASB meetings.

2.3 Advisory Committee members will be given time to speak at ASB meetings and interact with Council, Administration and ASB Staff and provide feedback and any relevant recommendations. This committee will act in an advisory capacity only and will not have any voting privileges within the ASB.

2.4 Advisory Committee members may be invited to additional meetings at the discretion of the Agricultural Services Board.

3. RENUMERATION:

3.1 Committee members will be paid expenses as per county remuneration rates.

	Date	Resolution Number
Approved	October 21, 2010	# 979-10 - Page # 9491
Amended	December 13, 2013	#142-13 - Page #10971
Amended		

SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO. 1240-12

A BYLAW OF THE MUNICIPALITY OF SMOKY LAKE COUNTY IN THE PROVINCE OF ALBERTA BEING A BYLAW OF SMOKY LAKE COUNTY TO ESTABLISH THE AGRICULTURAL SERVICE BOARD INDEPENDENT APPEAL PANEL FOR WEED CONTROL FOR SMOKY LAKE COUNTY.

WHEREAS the *Municipal Government Act*, R.S.A. 2000, c.M-26, as amended or repealed and replaced from time to time, provides the Council of Smoky Lake County the authority to pass bylaws respecting enactments other the *Municipal Government Act*.

WHEREAS Section 19 of the *Weed Control Act*, as amended or repealed and replaced from time to time, provides the Council of Smoky Lake County the authority to establish an Agricultural Service Board Independent Committee Appeal Panel to hear and determine appeals related to the *Weed Control Act*.

NOW THEREFORE the Council of Smoky Lake County, in the Province of Alberta, hereby enacts as follows:

1. This Bylaw may be cited as the **"Agricultural Service Board Independent Appeal Panel for Weed Control"**.

2. **DEFINITIONS**

2.1 **"Act"** means the *Weed Control Act*, Revised Statutes of Alberta 2008, Chapter W-5.1, as amended from time to time.

2.2 **"Appellant"** means a person who, pursuant to the Act, has served a Notice of Appeal, with reasons, with the Agricultural Service Board Appeal Board for Weed Control in accordance to the Act.

2.3 **"Chief Administrative Officer"** means the chief administrative officer of the municipality appointed under the *Municipal Government Act*.

2.4 **"Council"** means the municipal Council of Smoky Lake County.

2.5 **"Member at Large"** means a member or members of the public appointed to the Board by Council, pursuant to this Bylaw.

2.6 **"Municipality"** means Smoky Lake County formed under the *Municipal Government Act*.

2.7 **"Panel"** means the Smoky Lake County Agricultural Service Board Independent Appeal Panel.

3. **ESTABLISHMENT AND MEMBERSHIP**

3.1 The Agricultural Service Board Independent Appeal Panel for Smoky Lake County is hereby established.

3.2 The Panel shall deal with Agricultural Service Board Appeals regarding Weed Control in accordance with the provisions of the *Weed Control Act* and this Bylaw.

3.3 The Panel shall consist of three (3) Members at Large appointed by Council resolution.

3.4 The Council shall appoint a minimum of five (5) Members at Large to serve as alternates on the Panel in the event a Member is unavailable or otherwise cannot hear the Appeal.

3.5 Each Member shall be appointed annually at the County Council Organizational Meeting or from time to time should vacancies occur.

3.6 No person who is an elected officer or an employee of the County shall be appointed as a member of the Panel.

3.7 Any Member of the Panel may be removed by resolution of Council where, in the opinion of Council, that Member has contravened the standards for Member conduct as set out in this Bylaw or as may be established by resolution of Council from time to time. This provision does not negate the sole and unfettered ability of Council to appoint or reappoint members at their discretion according to section 3.5 of this Bylaw

4. CHAIRPERSON AND VICE-CHAIRPERSON

4.1 The panel shall elect from its' membership the Chairperson and Vice-Chairperson, and those elections shall occur at the first hearing following Council's Organizational Meeting.

4.2 A Member may be re-elected to the position of Chairperson or Vice-Chairperson.

4.3 The Chairperson:

4.3.1 shall preside at the hearings of the Agricultural Service Board Independent Appeal Panel.

4.3.2 shall ensure that all Appeals for the Panel are conducted in a fair and impartial manner, in accordance with the rules for such Appeals as set out in the Act or established by Council from time to time.

4.3.3 is authorized to rule that evidence presented at a Appeal Panel is irrelevant to the matter in issue and to direct the Members to disregard the evidence.

4.4 In the event of absence or inability of the Chairperson to preside at a Meeting, the Vice-Chairperson shall preside.

4.5 In the event of absence or inability of both the Chairperson and Vice-Chairperson to preside at a Meeting, the members present constituting a quorum shall elect one of its Members to preside as Acting Chairperson for that Meeting.

5. OPERATION OF THE APPEAL PANEL

5.1 The Appeal Panel shall hold hearings as necessary to consider and decide upon Appeals filed with the Municipality, in accordance with the requirements of the Act.

5.2 A Member who for any reason is unable to attend the whole of the Hearing of an Appeal, shall not participate in the Panel's deliberations or the decision made by the Panel on that Appeal.

5.3 If a Member has any interest, whether direct or indirect, in any matter before the Panel, the Member shall declare such interest to the Panel before discussion of the matter, and shall not participate in the Hearing, or discuss or vote upon the matter, and such abstention shall be recorded in the minutes.

5.4 The Panel shall sit with three (3) members on each Appeal.

Alternate members shall be selected by the CAO in his/her sole discretion.

5.5 Any decision issued by the Panel shall be signed on its behalf by the Chairperson.

6. FEES AND EXPENSES

6.1 The remuneration, travelling and other expenses of the Members of the Panel, shall be established by Council resolution from time to time.

6.2 The fees associated with the hearing of Appeals, holding of Hearings, and meetings of the Committee Panel may be set by the Council.

7. APPEALS

7.1 Subject to Sections 17(1) and Section 19 of the Act, the Agricultural Service Board Independent Appeal Panel hears appeals regarding to Weed Control for Smoky Lake County:

7.1.1 Persons given an inspector's notice, municipality's notice or debt recovery notice, in accordance with the regulations.

7.1.2 Appeal Panel may confirm, reverse, or vary the inspector's notice, municipality's notice or debt recovery notice.

provided appeals from the Applicant are received within the required time and in the manner indicated in the Act.

7.2 Subject to Section 685(2) of the Act, any person affected by an Weed Inspection Notice, Decision made or issued by the Inspector may appeal to the Agricultural Service Board Independent Appeal Panel, provided appeals are received within the required time and in the manner indicated in the Act.

7.3 The Appeal Panel shall hold an Appeal Hearing respecting any Appeal within five (5) working days of receipt of the Notice of Appeal.

7.4 The Appeal Panel shall give no less than twenty four (24) hours notice in writing of the Appeal Hearing to:

7.4.1 the Appellant;

7.4.2 the Authority or Inspector who is the subject of the appeal;

7.4.3 the owners required to be notified, if other than the Appellant of the land;

7.5 In accordance to the Act, the Committee Panel shall hear:

7.5.1 The Appellant or any person action on his/her behalf.

7.5.2 The Authority or Inspector whose Order or Decision the appeal is made or a person acting on behalf of the Authority.

7.5.3 Any other person who was served notice of the Hearing and who wishes to be heard or a person acting on his/her behalf.

7.5.4 Any other person who claims to be affected by the Order or Decision and the Panel agrees to hear or person acting on behalf of that person.

7.6 The Panel shall hold all Appeal Hearings in public, but the Panel may recess the Hearing at any time and deliberate in private.

7.7 Electronic or similar record devices shall not be used during the Hearings by anyone in attendance.

8. APPEALS DECISIONS

8.1 In determining an Appeal, the Panel:

8.1.1 shall comply with the Weed Control Act established.

8.1.2 shall comply with the Weed Control Regulations established.

8.1.3 shall comply with the By-Laws of Smoky Lake County;

8.1.4 shall have regard for but not be bound by the Weed Control Regulations established.

8.2 The Panel may confirm, rescind or vary the Notice or Decision.

8.3 The Panel must give its Decision in writing, together with reasons for the Decision, within forty eight (48) hours after concluding the Hearing.

8.4 The Chief Administrative Officer shall send a copy of the decision together with the written reasons, if any, to the appellant by certified or registered mail or have the copy of decision hand delivered to the appellant.

9. GENERAL

9.1. The Decision of the majority of the Members of the Panel present at a meeting shall be deemed to be the Decision of the whole Panel. In the event of a tie vote, any motion before the Panel shall be deemed to be defeated.

9.2. The Chairperson of the Committee Panel, may make a verbal announcement of the Decision on an Appeal at the conclusion of the Panel's deliberations, but in that event shall notify the parties that the verbal decision is not final and binding, and that the parties should not act upon it until the Decision has been written and signed.

9.3. The Committee Panel shall make and keep a written record of its proceedings which may be in the form of a summary of the evidence presented at the Hearing.

9.4. In the event that an Appellant withdraws his/her appeal, the Panel will not proceed with the Hearing.

10. SEVERABILITY

Should any provision of this Bylaw be invalidated by any means, then the invalid provision shall be severed and the remaining provisions of this Bylaw shall be maintained and in full effect.

11. REPEAL AND EFFECTIVE DATE

This Bylaw comes into effect on the date of final passing.

READ A **FIRST TIME** IN COUNCIL THIS 5 day of March, AD 2012.

READ A **SECOND TIME** IN COUNCIL THIS 5 day of March, AD 2012.

READ A **THIRD AND FINAL TIME** IN COUNCIL THIS 5 day of March, AD 2012.

Dareld Cholak
Reeve

SEAL

Cory Ollikka
Chief Administrative Officer

SMOKY LAKE COUNTY

Title: Alberta HUB: Terms of Reference	Policy No.: 05-01
Section: 61	Page No.: 1 of 1

Legislation Reference:	Alberta Provincial Statutes

Purpose:	Alberta HUB is a Committee established by County Council under the **Planning, Development & Sub-Division Control Services.** An annual membership fee per capita is paid. Appointment held annually at County Organizational Meeting.

Policy Statement and Guidelines:

1. **MEMBERSHIP:**

   1.1 One member of Council.

   1.2 One member as alternate.

2. **MANDATE:**

   2.1 Northeast Alberta Information HUB Ltd. is a regional economic development of 34 communities.

   2.2 HUB's mission statement is "to promote and facilitate economic development that supports business and enhances the quality of life and environment within its member communities".

   2.3 The partnership of communities is strategically planning and implementing initiatives to make Northeast Alberta a region where "opportunity truly comes to life".

	Date	Resolution Number
Approved	October 21, 2010	# 974-10 - Page # 9489
Amended		
Amended		

SMOKY LAKE COUNTY

Title: Northern Lights Library System: Terms of Reference	Policy No.: 04-01
Section: 07	Page No.: 1 of 1

Legislation Reference:	Alberta Provincial Statutes

Purpose:	Northern Lights Library System is listed under **Recreation and Cultural Services.** Northern Lights Library System is an external board. Smoky Lake County is a member and entered into an agreement by Bylaw in 1993. An annual per capita fee is paid to Northern Lights Library System. Appointments made at County Organizational Meeting.

Policy Statement and Guidelines:

1. MEMBERSHIP:

1.1 One member of Council as board representative for a three-year term.

1.2 One member as alternate for a three-year term.

2. MANDATE:

2.1 Enhance library services through membership in the Alberta Library which is a consortium of all Alberta Public and Academic Libraries.

2.2 Provides services such as bulk purchasing, resource sharing, technical support, programming and reference services.

2.3 One main feature is the TRACPAC catalogue which provides patrons the opportunity to access books from across the province via internet.

2.4 Foster communication by networking with local libraries in the region.

	Date	Resolution Number
Approved	October 21, 2010	# 980-10 - Page # 9492
Amended		
Amended		

SMOKY LAKE COUNTY

Title: Smoky Lake Community Daycare Co-operative (Pumpkin Patch) - Terms of Reference		Policy No.: 05 '-01
Section: 07	Code: P-S	Page No: 1 of 2

Legislation Reference:	Alberta Provincial Statutes.

Purpose:	To provide for the appointment of Council members to the Smoky Lake Community Daycare Co-operative Committee's elected Board of Directors, and to outline the objectives of Smoky Lake County's appointed members.

Policy Statement and Guidelines:

1. STATEMENT:

1.1. Smoky Lake Community Daycare Co-operative (The Pumpkin Patch) was incorporated on September 19, 2018 as the first co-operative daycare in Alberta under Alberta Company Number 2221441526, that opened its doors on October 1, 2018 as a not for profit, accessible, accredited, licensed daycare facility in Smoky Lake, under the co-operative model governed and operated by an elected Board of Directors.

1.2. Smoky Lake County and the Town of Smoky Lake have agreed to provide municipal representation on the Board of Directors in partnership with the Aspen View Public Schools Division No. 78.

1.3. Smoky Lake County has the Smoky Lake Community Daycare Co-operative (The Pumpkin Patch) listed through Recreation & Cultural Services as a Municipal Committee.

THE PUMPKIN PATCH
Smoky Lake Community Day Care Co-operative

2. DEFINITION(S):

2.1. "Appointed Member" for the purpose of this policy means the Councillor appointed to the Smoky Lake Community Daycare Co-operative (Pumpkin Patch).

Title: Smoky Lake Community Daycare Co-operative (Pumpkin Patch) - Terms of Reference		Policy No.: 05'-01
Section: 07	Code: P-S	Page No: 2 of 2

3. OBJECTIVES:

3.1. As a community stakeholder, the County's Appointed Members:

3.1.1. are to represent the County on the Board of Directors, who are responsible for the hiring of staff, determining wage and salary allocations, and ensuring program guidelines for the Smoky Lake Community Daycare Co-operative (Pumpkin Patch),

3.1.2. assist in decision-making for the operations of the daycare that facilitates childcare for infants, toddlers, preschools, and kindergarteners, and

3.1.3. attend all scheduled meetings and share all communications and information to Council.

4. GUIDELINES:

4.1. Appointed Members must undergo a "Vulnerable Sector Check" which is governed by section 6.3(3) of the Criminal Records Act and obtained through the RCMP as an information check plus a check to see if a person has a record suspension (pardon) for sexual offences.

4.2. Appointed Members shall consist of one member of Council, plus one more as alternate, and are appointed at the County Council Organizational Meeting each year.

	Date	Resolution Number & Page Number
Adopted	September 23, 2021	# 1191-21 - Page 14811
Amended		
Amended		
Amended		

Meetings 4.7

Municipal Government Act: Section 193(1): **Day, Hour and Place of Regular Meetings:**

As per Organizational Meeting: October 22, 2020

County Council Meetings

06-20: Halisky That Smoky Lake County Council Regular Meetings be typically scheduled on the fourth (4th) Thursday of each month at 9:00 a.m. with the exception of July and November, unless otherwise stated by motion of Council, and be held simultaneously in County Council Chambers, 4612 McDougall Drive, Smoky Lake, and virtually, online through Electronic Communication Technology: Zoom Meeting.

- It is up to Council to decide how many meetings are needed to govern the affairs of the municipality. The decision to hold regular meetings must be made at a meeting with all Councillors present. The time and place of a regular meeting can be changed. While all Councillors do not have to be the meeting to change the time or place, all councilors and public must be given 24 hours notice of the change.
- All Council and Council Committee Meetings must be open to the public.

4.7.1 Policy Statement No. 01-26: Regular County Council Meeting: Agenda Format **Attached**

4.7.2 Policy Statement No. 01-27: County Council Meeting: Request for Decision **Attached**

4.7.3 Policy Statement No. 01-47: Executive Session at Council Meeting and Committee Meeting of Council **Attached**

4.7.4 Action List: A resource tool that builds trust between the Council and CAO by reporting the work that has been completed as per Council's instructions.

- The Action List is a follow-up listing provided monthly to Council to advise on these resolutions that action has been completed, in the process of completion, and whose responsibility it is.
- An Action Item that is still in the process of being completed is transferred to the appropriate Department responsible and its status reported on through the Manager's Report to Council.
- Council has the opportunity to use this Action List for Business Arising from the minutes.
  - ► Action List for the **Month of August 2021.** **Attached**

4.7.5 Policy Statement No. 01-53: Treaty 6 and Indigenous Acknowledgement **Attached**

SMOKY LAKE COUNTY

Title: County Council Meeting: Agenda Format		Policy No.: 26-05
Section: 01	Code: P-R	Page No.: 1 of 4 E

Legislation Reference:	Alberta Provincial Statutes

Purpose:	To provide a consistent agenda format for County Council Meetings to ensure that Council business is dealt with in an orderly and expedient manner.

Policy Statement and Guidelines:

1. STATEMENT:

1.1 The agenda and information package shall be prepared for each meeting of Council to ensure Council business is dealt with in an orderly and expedient manner.

1.2 The agenda heading's structure will also be used for Council Committee and any other meetings held by Council as required, not just Council meetings.

2. DEFINITION:

Agenda: means a list of items and orders of business for any meeting of Council or Council Committee in respect to, but not limited to the associated reports, Bylaws or other documents to be discussed at the meeting which are included in Meeting's information package.
Note: These are items which must be acted upon (or processed) and presented in the recommended order in which they are to be dealt with, beginning with the call to order and ending with adjournment.

3. GUIDELINES:

3.1 The agenda preparation and distribution shall be in accordance with Smoky Lake County's Procedural ***Bylaw No. 1303-17: Procedural Bylaw.***

3.2 Meeting participants will receive a copy of the agenda in advance of the meeting date with the appropriate background information on items to be discussed as per ***Policy Statement No. 01-27: County Council Meeting: Request for Decision,*** as necessary to better understand the decisions being made.

4. PROCEDURES:

The Agenda shall:

4.1 Be prepared by the Assistant Chief Administrative Officer, or delegate, with consultation from the Chief Administrative Officer and Reeve.

4.2 Be made available to Council Members and County Staff Members participating in the meeting in advance of at least five (5) working days prior to the meeting.

4.3 Be posted on the County's website and made available to the attending public.

Policy Statement and Guidelines:

4.4 Items to be placed on the Agenda shall be submitted to the Assistant Chief Administrative Officer, or delegate, in advance of at least five (5) working days prior to the meeting for incorporation into the Agenda and information packages and made available (as per Section 4.2 and 4.3).

4.4.1 Delegations must provide a written summary which clearly outlines the topic of their presentation and desired outcome, along with all supporting documents if any; in accordance with ***Policy Statement No. 01-49: Delegation to County Council.***

4.5 Any Council Member may, with the majority of Council agreeing, add emergent items to the Agenda, or delete redundant items from the Agenda.

4.6 The Agenda shall be designed in a manner which gives sound purpose and structure to the meeting. Specifically, in accordance with ***Schedule "A": Agenda Format.***

4.7 **Department Reports** will be presented to Council at **Council Departmental Meetings**. This process will provide an opportunity for Manager's and/or out-of-scope employees to offer insight to inform Council on the status of services, programs, and project activities.

4.7.1 The Department Reports will be listed on the Agenda under Section 5: Issues for Information, and attached to the Agenda in the following order:

- **Public Works:**
  - a. Public Works Manager
    - Council Requests Summary: dated as of *Month, Date, Year*
  - b. Public Works Road Foreman
  - c Public Works Shop Foreman
  - d. Parks and Recreation Manager
- **Protective Services**:
  - e. Peace Officer
  - f. Fire Chief
  - g. Safety Officer
- **Planning and Development:**
  - h. Planning and Development Manager
- **Natural Gas:**
  - i. Natural Gas Manager
- **Environmental Operations:**
  - j. Environmental Operations Manager
- **Agricultural Service Board:**
  - k. Agricultural Fieldman
- **Administration**:
  - l. GIS Technician
  - m. Communications Technician

Policy Statement and Guidelines:

4.7.2 Council Departmental Meetings will be scheduled with a target date of two days prior to a Council Meeting or as otherwise determined by resolution of Council.

4.7.3 In order to ensure that Council members have adequate time to read and reflect on matters contained within Department Reports, the distribution of meeting agendas and information packages is to be distributed in advance of at least five (5) working days prior to the meeting.

4.7.4 In accordance with the County's Procedural ***Bylaw No. 1303-17: Procedural Bylaw;*** Council may entertain resolutions dealing with any recommendations or issues contained within the Department Reports.

4.7.5 In accordance with ***Policy Statement No. 1-M-41: Reporting Criteria on Training Events,*** **Training Event Reports** will be provided to Council through the **Council Departmental Meetings**. This process will provide an opportunity to discuss the contents, results, and benefits of attending the event to help Council relate it to the operations of the County.

	Date	Resolution Number
Approved	January 21, 1999	# 199 - Page # 6573
Amended	May 23, 2001	# 456 - Page # 7096
Amended	December 8, 2016	# 181 - Page # 12457
Amended	January 31, 2019	# 278 - Page # 13442
Amended	March 25, 2021	# 529 - Page # 14578
Amended		

SCHEDULE "A": *AGENDA FORMAT*

1. Call to Order.

2. Approval of Agenda:
   - as presented or
   - subject to additions or deletions

3. Minutes:
   - Amendments
   - Approval of Minutes
   - Business Arising from the Minutes

4. Request for Decision: Governance Issues and Management Issues

Public Question and Answer Period: 11:30 a.m. to 12:00 p.m.

5. Issues for Information:
   - 5.1 Chief Administrative Officer:
     - 5.1.1 Monthly Report
     - 5.1.2 Financial Statement of the Month, Year
     - 5.1.3 Action Lists
   - 5.2 Municipal Finance
     - 5.2.1 Monthly Report
     - 5.2.2 Actual to Budget Review
     - 5.2.3 Accounts Receivable Aging Reports - ***For Council Information***
     - 5.2.4 Check Register - ***For Council Information***
   - 5.3 Reeve and Councillor: Reports from various Committees, Boards and Commissions
     - 5.3.1 Division One
     - 5.3.2 Division Two
     - 5.3.3 Division Three - **Reeve**
     - 5.3.4 Division Four
     - 5.3.5 Division Five
     - 5.3.6 Additional Documentation: Committees, Boards and Commissions

6. Correspondence

7. Delegations:
   - 7.1 Smoky Lake RCMP Department: Impromptu Visit Pending Availability

8. Executive Sessions

9. Information Release:
   - 9.1 Calendar: Month, Year
   - 9.2 Thank You Received: Month, Year

10. Bills and Accounts

11. Date & Time of Next Meeting

12. Adjournment

SMOKY LAKE COUNTY

Title: County Council Meeting: Request for Decision	Policy No.: 27-02 E
Section: 01	Page No.: 1 of 3

Legislation Reference:	Municipal Government Act, Section 153

Purpose:	To ensure a standard format for providing information from which a Decision is sought by the County Council.

Policy Statement and Guidelines:

The **Request for Decision** format will be used as a communication tool, where a decision is requested from the County Council.

REQUEST FOR DECISION - Components:

DATE: Date of Council Meeting.

TOPIC: Description of item being considered.

PROPOSAL: To describe what is being brought forward, why it is considered now, any background which will add to the reasons why the item is being considered.

CORRELATION TO BUSINESS (STRATEGIC PLAN):
How an item relates to the Planning documents of Smoky Lake County and relates it to the purpose of why this is being considered at this time – *Strategy #.*

LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS:
Quote #, Refer to, describe and correlate existing conditions that relate to the proposal – what can or cannot be done, and what may need to change.

BENEFIT: To outline benefits of the item being approved by Council.

DISADVANTAGE: Outlining disadvantages of the item is not considered at this time and what the cost may be to the community, either tangible or intangible if the decision is delayed.

Title: County Council Meeting: Request for Decision	Policy No.: 27-02
Section: 01	Page No.: 2 of 3

Policy Statement and Guidelines:

ALTERNATIVES: Describing in detail what alternatives may be available for Council to consider; and why this particular option is being recommended over the other alternatives considered.

FINANCE /BUDGET IMPLICATIONS:
The impact this item will have on the budget or future financial position of Smoky Lake County.

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

INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS:
Describing any federal, provincial, or inter-municipal involvement and what this involvement means: e.g., *grants, existing agreements, future working relationships, etc.).*

COMMUNICATION STRATEGY:
What processes are being considered for communicating this item to the affected parties: *public, staff, community organizations, etc.* Consideration will be given as to whether a press release is required, public notice, news item in the local paper, or an internal communication document to staff.

RECOMMENDATION: To describe what recommendation administration is asking Council to consider.

The format illustrated in the attached as ***Schedule "A": Request for Decision*** will be followed when developing a request for decision - ***blue colored paper*** will be used.

	Date	Resolution Number
Approved	January 21, 1999	# 200 - Page 6574
Amended	October 26, 2006	# 22-06 - Page 8235
Amended		

REQUEST FOR DECISION	DATE	
TOPIC		
PROPOSAL		
CORRELATION TO BUSINESS (STRATEGIC) PLAN		
LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS		
BENEFITS		
DISADVANTAGES		
ALTERNATIVES		
FINANCE/BUDGET IMPLICATIONS		
Operating Costs: _____	Capital Costs: _____	
Budget Available: _____	Source of Funds: _____	
Budgeted Costs: _____	Unbudgeted Costs: _____	
INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS		
COMMUNICATION STRATEGY		
RECOMMENDATION		
CHIEF ADMINISTRATIVE OFFICER		

SMOKY LAKE COUNTY

Title: Executive Session at Council Meeting and Committee Meeting of Council		Policy No.: 47-01
Section: 01	Code: P-I	Page No.: 1 of 3

Legislation Reference:	Alberta Provincial Statutes – *Municipal Government Act.*

Purpose:	1.	The ***Municipal Government Act*** states the Councils and Council Committees must conduct their meetings in the public unless the matter to be discussed is within one the exceptions to disclosure in Division 2 of Part 1 of the ***Freedom of Information and Protection of Privacy (FOIP) Act*** *(Sections 16 to 29).*
	2.	Exception to the rule, in accordance with the *Municipal Government Act (Sections 197 (2.1):* allows Municipal Planning Commission, Subdivision Authorities, Development Authorities, and Subdivision and Development Appeal Board to deliberate and make decisions in meetings closed to the public.

Policy Statement and Guidelines:

1. OBJECTIVE:

1.1 The powers of municipal Council are balanced by Council's accountability to the citizens who elect them. It is therefore essential that citizens are allowed to take an active interest in the development and direction of local government. Therefore Smoky Lake County, as in accordance with The *Municipal Government Act* set out clear requirements for municipal Council, will conduct its business openly (except in very limited or specific circumstances).

1.2 Smoky Lake County's **Procedural Bylaw** outlines additional information that clarifies the Executive Session discussions, such as identifying when they are held during the Regular Council Meeting.

2. DEFINITIONS:

2.1 **"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.

2.2 **"In-Private":** means when a Council goes into an Executive Session, a portion of that Council meeting(s) – as defined in the *Municipal Government Act* is private and closed to the public.

3. GUIDELINES:

3.1 Executive Session shall be listed on the Agenda for the meeting for which it is held.

3.2 The agenda shall contain an "Executive Session" heading.

Policy Statement and Guidelines:

3.3 Provide a brief description on the agenda of the topic of confidential nature.

3.4 State the section of the *Freedom of Information and Protection of Privacy (FOIP) Act* that allows the topic to be discussed in an Executive Session. ***For Example:***

- **"Personnel: Evaluation of the CAO: FOIP Section 17";** could be used to describe conducting the performance appraisal of a Chief Administrative Officer.
- **"Legal: Arena Project – FOIP Section 27";** could describe discussions regarding a pending court case.

Further information is not required.

3.5 **What can be discussed in an "Executive Session":** The *Freedom of Information and Protection of Privacy (FOIP) Act* outlines the discussion items that would allow a Council to go into an Executive Session, which include matters where a public disclosure could be harmful to:

- Third party business interests: FOIP Section 16.
- Third party personal privacy: FOIP Section 17.
- Individual or public safety: FOIP Section 18.
- Confidential Evaluation: FOIP Section 19.
- Law Enforcement: FOIP Section 20.
- Intergovernmental Relations: FOIP Section 21.
- Cabinet and Treasury Board Confidences: FOIP Section 22.
- Local Public Body Confidences: FOIP Section 23.
- Advice from Officials: FOIP Section 24.
- Economic or other interests: FOIP Section 25.
- Testing Procedures, Tests and Audits: FOIP Section 26.
- Privileged Information: FOIP Section 27.
- Disclosure to Conservation of Heritage Sites: FOIP Section 28.
- Information Available to Public: FOIP Section 29.

3.6 Smoky Lake County, as a Public body should not:

- Reveal confidential employee evaluations.
- Disclose local public body confidences, or advice from officials.
- Disclose information that is subject to any kind of legal privilege.

3.7 As an elected body, Council's objective is to avoid conducting business in Executive Session. This includes but is not limited to the following which is only an information summary and has no legislative or legal sanction. For example:

- Budget deliberations.
- Tax: Assessment / Mill Rates, Penalties.

Policy Statement and Guidelines:

- Capital Expenditures
- Sensitive local issues.
- Bylaw Amendments.
- Subdivision proposals.
- Tax Recovery: Reserve bids for auction.
- Discussions regarding the hiring of additional municipal staff and/or the setting of salary ranges.

3.8 All members of Council may attend Executive Session discussion.

3.9 At the discretion of Council, guests, Chief Administrative Officer and at times Administration may attend Executive Session discussion. The media and general public cannot attend the closed discussion, but are welcome to return to the Council Meeting following the Executive Session discussion.

4 PROCEDURES:

4.1 In accordance with **Smoky Lake County – Procedural *Bylaw;*** a motion of Council is required to go into an Executive Session to discuss matters covered by the exceptions to disclosure in the Freedom *of Information and Protection of Privacy (FOIP) Act.* Any background information on the confidential items shall be circulated and collected during the discussion.

4.2 During an Executive Session no recording of any notes or minutes shall be taken during the discussion.

4.3 The Council and Committee Meeting minutes will reflect that a motion was made to move into an Executive Session and then another motion to move out of an Executive Session and return to the open meeting.

4.4 Council members, the Chief Administrative Officer and any others included in the Executive Session discussion are required to keep in confidence what was discussed until the item is discussed at a meeting held in public.

4.5 The *Municipal Government Act* prohibits the passing of a motion or Bylaw during an Executive Session discussion, with the exception of a motion to revert to a public meeting. If a direction or decision is reached in the Executive Session, then the motion must be made in the open meeting so that Council's direction(s) are recorded and acted on.

	Date	Resolution Number
Approved	June 15, 2017	# 801-17 - Page # 12705
Amended		
Amended		

58
GOALS

155%
GOAL COMPLETION

Draft Not started Behind On Track Overdue Complete → Direct Alignment ⇢ Indirect Alignment

COUNCIL MOTIONS/INQUIRY PLAN

COUNCIL MOTIONS 2021

Meeting...	Motio...	Goal	Details	Owner	Progress Update	Curr...
		2021 08 26 County Council Meeting				Complet
2021/08/26	1092-21	→ Senate Election Proclamation	That Smoky Lake County acknowledge receipt of the Senate Election Proclamation issued on June 23, 2021 from Elections Alberta under the Alberta Senate Election Act E-19-1216 – Section 43 as follows:	Assistant Chief Administrative Officer	**Patti Priest:** **Achievements:** Motion captured for documentation purposes as part of the legislative process Alberta Senate Election Act. Municipal File: 1-134J **Challenges:** *No value* **Next Steps:** *No value*	Complet
2021/08/26	1093-21	→ Ministerial Order and confirmation on Senate Election and Referendum Voting Ballots	That Smoky Lake County acknowledge receipt of the cover letter for the Ministerial Order No. MSD:065/21 from the Honorable Ric McIver, Minister, Alberta Municipal Affairs, received by Reeve Craig Lukinuk through email on August 10, 2021, thanking the County for agreeing to host First Nation voters for the Senate and referenda voting initiative being held on October 18, 2021 and confirming only one ballot box is required for all Senate ballots and one separate box for all referendum ballots collected, regardless of the community in which the voters reside.	Assistant Chief Administrative Officer	**Patti Priest:** **Achievements:** Retained for documentation purposes in associated with the June 24, 2021 Motion #947-21. Municipal File: 1-134J **Challenges:** *No value* **Next Steps:** *No value*	Complet

2021/08/26	94-21	Senate Election Proclamation	1. Smoky Lake County acknowledge receipt of the Ministerial Order No. MSD:065/21 which enables the use of band and federal status cards as acceptable forms of identification for the purposes of the First Nations voters for the Senate and referenda voting initiative, and amends the notice requirements so that notice is deemed to have been given under Section 35 of the LAEA if it has been mailed, delivered, or sent by electronic means to the First Nation Band Council office within the legislated timelines and the Band Council communicate the notice to their community members, in respect to the Senate and Referendum vote being held on October 18, 2021.	Assistant Chief Administrative Officer	**Patti Priest:** **Achievements:** Retained for documentation purposes in associated with the June 24, 2021 Motion #947-21. Municipal File: 1-134J **Challenges:** *No value* **Next Steps:** *No value*	Complet
2021/08/26	1095-21	Bylaw No. 1402-21: Road Closure – Cancellation of all that portion of "AVENUE" lying south of Lot A, and north of Lot B, Plan 8420551 Warspite	That Smoky Lake County Council give **FIRST READING** to **Bylaw 1402-21**: Road Closure of all that portion of Avenue which is South of Lot A, and North of Lot B, within Plan 8420551, in the Hamlet of Warspite; and schedule a **Public Hearing for Thursday, September, 23, 2021, at 9:15 a.m.**, at the Smoky Lake County Council Chambers and concurrently broadcasted via Zoom, and advertise said Public Hearing in the local newspaper, as per the requirements of the Municipal Government Act, and provide notice of said Public Hearing to adjacent landowners located within 500 meters of the proposed closure area, and provide notice of said Public Hearing on the County's website, as per Smoky Lake County Bylaw No. 1282-15: Planning and Development Public Hearing Procedures.	Planning & Development Manager	**Jordan Ruegg:** **Achievements:** The Planning and Development Manager has sent referral letters to the required referral agencies and is awaiting their responses prior to scheduling a Public Hearing on the propose Bylaw. Once the responses have been received from the referral agencies have been received, they will be consolidated and presented to Council as part of the Public Hearing information package. **Challenges:** *No value* **Next Steps:** *No value*	On Track
2021/08/26	1096-21	Remediation Report - former Waskatenau Nuisance Ground	That Smoky Lake County acknowledge receipt of the Remediation Report, dated July 15, 2021, prepared by Action Land & Environmental Services Ltd., relating to the remediation and reclamation of the former Waskatenau Nuisance Grounds, legally described as Plan 5225CL; OT, located on SE-16-59-19-W4.	Assistant Chief Administrative Officer	**Patti Priest:** **Achievements:** Retained for documentation purposes. Municipal File: 4-46 **Challenges:** *No value* **Next Steps:** *No value*	Complet

2021/08/26	37-21	Groundwater Monitoring Report - former Waskatenau Nuisance Ground	That Smoky Lake County acknowledge rece of the Groundwater Monitoring Report, dated July 15, 2021, prepared by Action Land & Environmental Services Ltd., relating to the remediation and reclamation the former Waskatenau Nuisance Grounds, legally described as Plan 5225CL; OT, located on SE-16-59-19-W4.	Assistant Chief Administrative Officer	**Patti Priest:** **Achievements:** Retained for documentation purposes. Municipal File: 4-46 **Challenges:** *No value* **Next Steps:** *No value*	Complet
2021/08/26	1098-21	Application to Vary the 300M Setback - former Waskatenau Nuisance Ground	That Smoky Lake County Development Authority submit the required information to the Minister of Environment and Parks, for requesting consent to vary the setback distance for a development to a non-operating landfill, in respect to the completion of the remediation and reclamation of the former Waskatenau Nuisance Grounds, legally described as Plan 5225CL; OT, located on SE-16-59-19-W4.	Planning & Development Manager	**Patti Priest:** **Achievements:** Municipal File: 4-46 Also see the Sept. 21, 2021, Council Departmental Operations Meeting Motion #1179-21, to write a letter to MLA van Dijken to advocate the setback. **Challenges:** *No value* **Next Steps:** *No value* **Jordan Ruegg:** **Achievements:** The Planning and Development Manager has been compiling the necessary documentation to apply to the Minister of Environment and Parks to request to have the 300 metre development setback from the former Waskatenau Nuisance Ground reduced/eliminated. Once all of the necessary documentation has been compiled, the Planning and Development Manager will forward said application to Alberta Environment and Parks for consideration and will update Council on the status of this review as information becomes available. **Challenges:** *No value* **Next Steps:** *No value*	On Track

2021/08/26	39-21	Alberta Transportation Reimbursement of Project - former Waskatenau Nuisance Ground	That Smoky Lake County forward the neces documentation to Alberta Transportation, to be reimbursed for 50% of the project cost, as per the email received from the Honorable Ric Mclver, Minister of Transportation, dated July 9, 2020, in respect to the completion of the said project: remediation and reclamation of the former Waskatenau Nuisance Grounds, legally described as Plan 5225CL; OT, located on SE-16-59-19-W4.	Planning & Development Manager	**Patti Priest:** **Achievements:** Municipal File: 4-46 **Challenges:** *No value* **Next Steps:** *No value* **Jordan Ruegg:** **Achievements:** The Planning and Development Manager sent an email, dated August 4, 2021, to Michael Botros, Regional Director, Alberta Transportation, informing him that the reclamation work of the former Waskatenau Nusiance Ground had been completed in July, 2021, and that Smoky Lake County was requesting the reimbursement of 50% of the total project costs up to a maximum of $100,000.00, as per the email received from the Honorable Ric Mclver, Minister of Transportation, dated July 9, 2020. In the email to Mr. Botros, the Planning and Development Manager provided Mr. Botros with both the Reclamation Report and the Groundwater Monitoring Report, as well as proof of payment of costs incurred for the project. The Planning and Development Manager received a response from Mr. Botros, dated August 5, 2021, informing Smoky Lake County that the County's request had been received and that the Ministry would begin work on processing the payment. **Challenges:** *No value* **Next Steps:** *No value*	Complet

2021/08/26	0-21	Town of Smoky Lake and Smoky Lake County Intermunicipal Development Plan Bylaw	That Smoky Lake County resolve to renew B v No. 1289-16: Smoky Lake County & Town of Smoky Lake Intermunicipal Development Plan.	Planning & Development Manager	**Jordan Ruegg:** **Achievements:** The Planning and Development Manager sent notice to the Town of Smoky Lake that Smoky Lake County Council has adopted a Resolution to renew Smoky Lake County Bylaw No. 1289-16, and requested that the Town of Smoky Lake also resolve to renew said Bylaw. The Town of Smoky Lake will be giving consideration to said Resolution at the September 21, 2021 Town Council meeting. **Challenges:** *No value* **Next Steps:** *No value*	On Track
2021/08/26	1101-21	What We Heard Report: Hamlet Chickens, Dark Skies Designation, and RVs at Lake Lots	That Smoky Lake County Council accept the report summarizing Public Participation results, titled: 'What We Heard' Report: Hamlet Chickens, Lake Lot RVs, & Dark Skies, dated July 28, 2021, for information, and bring forward proposed Land Use Bylaw amendments, pursuant to the Report to a future Committee of the Whole Meeting.	Planning & Development Manager	**Jordan Ruegg:** **Achievements:** The Planning and Development Department continues to prepare an amendment to Land Use Bylaw No. 1272-14, for incorporating provisions respecting the keeping of chickens in hamlets, recreational vehicles and Dark Skies, subject to the "What We Heard Report". Said amendment shall be brought forward to a future Committee of the Whole for the Purposes of Planning meeting for discussion. **Challenges:** *No value* **Next Steps:** *No value*	On Track

2021/08/26	)2-21	→Heritage River Management Planning Process Framework	That Smoky Lake County Council approve t eritage River Management Planning Process Framework, including the three documents titled: "Invitation for Expressions of Interest - North Saskatchewan Heritage River Initiative: Facilitation of a Canadian Heritage Rivers System (CHRS) Management Plan", "Terms of Reference, North Saskatchewan in AB Heritage River Initiative, Management Planning Committee", and "North Sask. Heritage River Initiative, Key Milestones & Deliverables", as amended, and as of September 1, 2021.	Planning & Development Manager	**Patti Priest:** **Achievements:** Municipal File: 61-48 **Challenges:** *No value* **Next Steps:** *No value* **Jordan Ruegg:** **Achievements:** The Planning and Development Department has advertised a Request for Expressions of Interest to facilitate the development of a Canadian Heritage Rivers System Management Plan for the North Saskatchewan River, with a closing date of September 28, 2021. Received Expressions of Interest will be forwarded to Council for consideration at a future County Council meeting. **Challenges:** *No value* **Next Steps:** *No value*	On Track
2021/08/26	1105-21	→Offer to Sell Land to Smoky Lake County – Plan 1955CL, Block 1, Lot 22 (Hamlet of	That Smoky Lake County Council decline the offer to transfer land to Smoky Lake County, as offered in the letter received from Ms. Fialkow, dated July 30, 2021, in respect to the land legally described as Plan 1955CL, Block 1, Lot 22, within the Hamlet of Spedden, and provide her notice of Council's decision.	Planning & Development Manager	**Patti Priest:** **Achievements:** Legal Land File: 1955CL;1;22 **Challenges:** *No value* **Next Steps:** *No value* **Jordan Ruegg:** **Achievements:** The Planning and Development Manager sent a letter to Ms. Fialkow, dated September 1, 2021, informing her of Council's decision to decline her request to transfer to Smoky Lake County, the lands legally described as Plan 1955CL, Block 1, Lot 22. **Challenges:** *No value* **Next Steps:** *No value*	Complet

2021/08/26	06-21	**Lake Subdivision Signage Project**	That Smoky Lake County approve the procurement and placement of wayfinding signage at the County's Lake subdivisions, for the purpose of emergency services and promoting public awareness of the subdivision's layout and municipal reserve locations, at the following locations: 1. Hanmore Lake, 2. Mons Lake, • Sandy Lane, • Mons View Resort, and • Mons Lake Estates, 3. Bonnie Lake Estates at Bonnie Lake, 4. Garner Lake, • Birchland Resort, • Sunrise Beach, and • Parkview Beach Resort 5. Hillside Acres at Whitefish Lake, in accordance with the 2021 Budget, with installation being subject to scheduling by Public Works Department, and placement as per the Lake Subdivision Signage Locations Map subject to site suitability determined by inspections.	Planning & Development Manager	**Patti Priest:** **Achievements:** Municipal File: 61-49 **Challenges:** *No value* **Next Steps:** *No value* **Jordan Ruegg:** **Achievements:** The Planning and Development Department is working to have the Lake Subdivision Signage fabricated as per the direction received from Council at the August 24, 2021 County Council meeting. The Planning and Development Department will be visiting the proposed locations of said Signage, and during this site visit, will determine final locations and stake them for the Public Works Department so that they are aware of where the signs are to be erected. **Challenges:** *No value* **Next Steps:** *No value*	On Track
2021/08/26	1107-21	**Power Up North Entrepreneur Conference Sponsorship**	That Smoky Lake County approve a "Gold Level", "Breakfast Sponsorship" at a cost in the amount of $1,900.00, for the 3rd Annual "Power Up North!" conference to be held on September 8 and 9th, 2021 at Metis Crossing Cultural Gathering Centre in Smoky Lake in support for businesses within the Northeastern region of Alberta; and the Reeve to attend and provide a two-minute welcoming Address; as recommended by the Regional Community Development Committee Community Economic Development Officer and as per the Community Futures correspondence, dated July 16, 2021.	Finance Manager	**Brenda Adamson:** **Achievements:** Cheque #51610 payable to Power Up North was printed on September 2, 2021 **Challenges:** *No value* **Next Steps:** *No value* **Patti Priest:** **Achievements:** The Reeve did attend on Spet.9'21 to provide greetings on behalf of Smoky Lake. Municipal File: 1-235 **Challenges:** *No value* **Next Steps:** *No value*	Complet

2021/08/26	)8-21	Fire Services: Small Claims Research	That Smoky Lake County Council approve t **ite off** Fire Invoice No. 40250, issued to The Personal Insurance Company, in the original amount of $2,205.00 plus any penalties incurred to date, for the emergency services provided relating to the August 9, 2016 motor vehicle collision at or near Range Road 122 and Township Road 594, as the collection agency: Consolidated Recovery System, cannot recover the costs, it was denied as a third party claim due to there being no collision insurance on the vehicle involved, and there is no profit in taking it to small claims court.	Fire Chief	**Patti Priest:** **Achievements:** Fire Invoice No. 40250 was cancelled prior to September 1, 2021, as per email from the Fire Chief on Sept.22'21. **Challenges:** *No value* **Next Steps:** *No value*	Complet
2021/08/26	1109-21	Fire Services: Small Claims Research	That Smoky Lake County Council approve to **write off** Fire Invoice No. 39353, issued to the vehicle owner, in the amount of $2,205.00 plus any penalties incurred to date, for the emergency services provided relating to the August 9, 2016 motor vehicle collision at or near Range Road 122 and Township Road 594, as the collection agency: Consolidated Recovery System, cannot recover the costs, it was denied as a third party claim due to there being no collision insurance on the vehicle involved, and there is no profit in taking it to small claims court.	Fire Chief	**Patti Priest:** **Achievements:** Fire Invoice No. 39353 was cancelled prior to September 1, 2021, as per email from the Fire Chief on Sept.22'21. **Challenges:** *No value* **Next Steps:** *No value*	Complet
2021/08/26	1110-21	Fire Services: Small Claims Research	That Smoky Lake County Council approve to **write off** Fire Invoice No. 34862 issued to the vehicle owner in the amount of $3,285.00 plus any penalties incurred to date, for the emergency services provided relating to the August 16, 2014 motor vehicle collision at or near Range Road 130 and Township Road 600, as the collection agency: Consolidated Recovery System, cannot recover the costs, and the small claims 2-year window has been exceeded.	Fire Chief	**Patti Priest:** **Achievements:** Fire Invoice No. 34862 was cancelled prior to September 1, 2021, as per email from the Fire Chief on Sept.22'21. **Challenges:** *No value* **Next Steps:** *No value*	Complet

2021/08/26	1111-21	**Vehicle Damage Claim with respect to Policy 14-A.10**	That Smoky Lake County take no action to vehicle related damage claim received on June 20, 2021 from Tim Shepert for an incident which occurred on June 14, 2021, in the amount of $255.00, as outlined on the Schedule "A" form of Policy Statement No. 14-A.10-01: Damage Claim – Vehicle Related; based on the Safety Officer's investigation and conclusion the damage was not inflicted by any County Vehicle.	Safety Officer	**Patti Priest:** **Achievements:** As per telephone conversation between the Legislative Service Clerk & the Safety Officer on September 22, 2021 at 12:33 pm, the Safety Officer has confirmed he will be contacting Mr. Shepert on September 23, 2021 to inform him of Councils decision. **Challenges:** *No value* **Next Steps:** *No value* **Patti Priest:** **Achievements:** The Safety Officer discussed the details of the his investigation report with Council at the Departmental Meeting on September 21, 2021 for awareness of his process. Municipal File: 3-74 **Challenges:** *No value* **Next Steps:** *No value*	On Track
2021/08/26	1112-21	**Post-Election Council Orientation**	That Smoky Lake County Council participate virtually in the Munis 101 session scheduled for November 9 and 10, 2021 in Bonnyville, Alberta, offered by Rural Municipalities of Alberta (RMA) under the Elected Officials Education Program (EOEP), as part of the Council Orientation Program.	Legislative Service Clerk	**Patti Priest:** **Achievements:** September 16, 2021 SLR ICC Meeting Motion #016-21: That the Smoky Lake Region Intermunicipal Collaboration Committee (ICC) recommend each respective Council resolve to participate and cost share in a virtual Regional Council Orientation Training to be scheduled for November 4, 2021, coordinated by Smoky Lake County through Brownlee LLP, as per Brownlee LLP's quote dated September 15, 2021, in the amount of $4,050.00, to be divided by the number of participants, and invoiced respectively through Smoky Lake County. Municipal File: 3-74 **Challenges:** *No value* **Next Steps:** *No value*	Complet

2021/08/26	13-21	Acknowledgement of Flag Raising Ceremony	That Smoky Lake County acknowledge acti taken in co-hosting the "Métis Nation of Alberta and Confederacy of Treaty 6 First Nations Flag Raising Ceremony" event with the Town of Smoky Lake which was held on Friday, August 13, 2021, at the Smoky Lake County Office, located at 4612 McDougall Drive in Smoky Lake, which included honoured guests from the Métis Nation of Alberta and Treaty 6 First Nation.	Assistant Chief Administrative Officer	**Patti Priest:** **Achievements:** Recorded to capture the event for historical reference purposes. Municipal File: 7-44 **Challenges:** *No value* **Next Steps:** *No value*	Complet
2021/08/26	1114-21	Acknowledgement of Flag Raising Ceremony Thank you	That Smoky Lake County extend appreciation to the Town of Smoky Lake and their Public Works Foreman: Billy McMullen, as well as to all County employees including Daniel Moric - Natural Gas Manager, Dave Franchuk – Environmental Operations, Larry Kokotilo – Welder, and Parks and Recreation Staff for everyone's efforts in making the Flag Raising Ceremony for the Métis Nation of Alberta and the Confederacy of Treaty 6 First Nations Flags a successful event.	Assistant Chief Administrative Officer	**Patti Priest:** **Achievements:** A copy of Motion#1114-21 was provided to the Town of Smoky Lake on September 20, 2021 as well as to the Public Works Manager, Natural Gas Manager and Environmental Operations Manager in a separate email on September 20, 2021. Municipal File: 1-113 **Challenges:** *No value* **Next Steps:** *No value*	Complet
2021/08/26	1115-21	Closure of Road Plan 10 C.L. & Road Plan 3098HW, located within NE-19-57-13-W4M	That Smoky Lake County Council resolve to close all the portions of road described in Road Plan 10 C.L. & Road Plan 3098HW, located within the lands legally described as NE-19-57-13-W4M, subject to written approval for the landowner of the lands legally described as NE-19-57-13-W4M, and further, subject to Ministerial approval of the closure, to register a new Road Plan to incorporate the as-built road lying within the lands legally described as NE-19-57-13-W4M & SE-30-57-13-W4M, all at no cost to Smoky Lake County, as per Smoky Lake County Policy No. 03-61: Road Closure or Cancellation.	Planning & Development Manager	**Patti Priest:** **Achievements:** Municipal File: 3-136 **Challenges:** *No value* **Next Steps:** *No value* **Jordan Ruegg:** **Achievements:** The Planning and Development Manager sent a letter to Mr. Novosiwsky, dated September 2, 2021, informing him of Council's decision to proceed with the closure and realignment of Road Plan 10 C.L. & Road Plan 3098HW, located within the lands legally described as NE 19-57-13-W4M & SE 30-57-13-W4M. **Challenges:** *No value* **Next Steps:** *No value*	On Track

2021/08/26	16-21	→2021 Tax Sale - Schedule	That Smoky Lake County, in accordance with the tax recovery process as set out in the Municipal Government Act, offer for sale at a public auction the following properties in tax arrears with Tax Notifications on title: 15592111 1;1;1026561 SE 21-059-15-4 16592921 SW 29-059-16-4 16592930 NW 29-059-16-4 17592121 2;1;1624316 SW 21-059-17-4 17601510 SE 15-060-17-4 19602311 S1/2 - SE 23-060-19-4 27150120 20;1;1039CL 40310111 11;1;716CL NW 10-059-18-4 40310208 8 & 9; 2;716CL NW 10-059-18-4 And, schedule the **Year-2021 Property Tax Sale** for **Friday, November 12, 2021 at 10:00 a.m.**, to be held virtually, through Electronic Communication Technology and/or physically in County Council Chambers, at 4612 McDougall Drive, Smoky Lake, Alberta.	Finance Manager	**Patti Priest:** **Achievements:** Municipal File: 12-214 **Challenges:** *No value* **Next Steps:** *No value* **Brenda Adamson:** **Achievements:** Advertisements for the tax sale have been forwarded to the Alberta Gazette as per MGA. They will appear in the paper on September 15, 2021. **Challenges:** *No value* **Next Steps:** Attempts to collect will continue until sale date.	Complet

2021/08/26	17-21	**2021 Tax Sale – Reserve Bids**	Smoky Lake County Council, in accordance with the tax recovery process as set out in the Municipal Government Act, approve the following reserve bids for the Year-2021 Property Tax Sale: Roll Value per Assessor Lot/BIK/Pl Legal 15592111 $ 65,000.00 1;1;1026561 SE 21-059-15-4 16592921 $ 20,000.00 SW 29-059-16-4 16592930 $ 340,000.00 NW 29-059-16-4 17592121 $ 225,000.00 2;1;1624316 SW 21-059-17-4 17601510 $ 250,000.00 SE 15-060-17-4 19602311 $ 65,000.00 S1/2 - SE 23-060-19-4 27150120 $ 3,900.00 20;1;1039CL 40310111 $ 95,000.00 11;1;716CL NW 10-059-18-4 40310208 $ 45,000.00 8 & 9; 2;716CL NW 10-059-18-4 Subject to the following conditions: 1. 1.Each parcel will be offered for sale, subject to a reserve bid and to the reservations and conditions contained in the existing Certificate of Title. 2. These properties are being offered for sale on an "as is, where is" basis and Smoky Lake County makes no representation and gives no warranty whatsoever as to access, the adequacy of services, soil conditions, land use districting, building and development conditions absence or presence of environment contamination, or the develop ability of the subject land for an intended use by the Purchaser. 3. No bids will be accepted where the bidder attempts to attach conditions precedent to the sale of any parcel. No terms or conditions of sale will be considered other than those specified by Smoky Lake County. No further information is available at the auction regarding the lands to be sold. 4. Terms: 10 % Cash to be deposited at the Public Auction the balance and G.S.T. will be paid by cash or certified cheque by 2:00:00 pm November 15, 2021.	Finance Manager	Complet

2021/08/26	1118-21	National Day for Truth and Reconciliation: Statutory Holiday	That Smoky Lake County Council approve [illegible]ng: September 30th as the "National Day for Truth and Reconciliation", to both Collective Agreements: International Union of Operating Engineers (IUOE), Local No. 955, and Canadian Union of Public Employees (CUPE), Local 4575, as a Statutory Holiday for all County employees, following the Government of Canada's June 3, 2021, Bill C-5 to honour First Nations, Inuit and Métis survivors, their families and communities, and to publicly commemorate the history and legacy of residential schools, as a vital component of the reconciliation process.	Assistant Chief Administrative Officer	**Patti Priest:** **Achievements:** A Memo to all staff and Council was sent out on August 27, 2021 to notify them accordingly, hereinafter, Smoky Lake County will be recognizing September 30 of each year as a statutory holiday for all employees effective of September 30, 2021. Rod Sedrovic, Business Agent for IUOE Local 955 was provided a copy of motion #1118-21 via email from the CAO on August 27, 2021. This day will be incorporated into the CUPE Local 4575 collective agreement expiring December 31, 2021. Municipal File: 1-95 **Challenges:** *No value* **Next Steps:** *No value*	Complet
2021/08/26	1121-21	Policy Statement No. 01-03-27: Organizational Chart – Structure Review	That Smoky Lake County Council acknowledge review of the organizational chart structure and defer the recommendations made by the Chief Administrative Officer to restructure, to a future Council Committee of the Whole Meeting.	Assistant Chief Administrative Officer	**Patti Priest:** **Achievements:** At the call and request by the CAO there will be a Committee of the Whole meeting with this on the agenda. **Challenges:** *No value* **Next Steps:** *No value*	On Track

2021/08/26	22-21	→Bylaw Enforcement Contract	That Smoky Lake County Council approve f e Chief Administrative Officer to execute a service contract agreement for the purpose of enforcing County bylaws, with Investigative Assurance, of Elk Point, for a minimum term of four (4) months commencing September 1, 2021 and ending on January 1, 2022.	Assistant Chief Administrative Officer	**Patti Priest:** **Achievements:** Municipal File: 11-4 **Challenges:** *No value* **Next Steps:** *No value* **Brenda Adamson:** **Achievements:** The CAO forwarded the executed contract to Investigative Assurance on September 14, 2021. **Challenges:** *No value* **Next Steps:** *No value*	Complet
2021/08/26	1123-21	→Main Office Building Upgrades – Roof Replacement	That Smoky Lake County Council approve action taken by the Chief Administrative Officer in awarding Western Weather Protector, of St. Albert, Alberta to replace the roof on the County's Main Office Building.	Assistant Chief Administrative Officer	**Patti Priest:** **Achievements:** Western Weather Protectors were provided a letter "Notice to Proceed" on September 13, 2021, stating "Under the terms of the Contract, it is expected that you will commence to proceed actively with the work promptly following receipt of the Notice to Proceed and complete all work under the Contract by October 31, 2021." Municipal File: 1-126 **Challenges:** *No value* **Next Steps:** *No value*	Complet
2021/08/26	1124-21	→Capital Purchase – Unit 198: Year 2021 Kenworth T880 Truck	That Smoky Lake County approve additional funds equivalent to $1,500.00 USD using the exchange rate at the time of invoicing, further to the June 22, 2021 Departmental Operations Meeting Motion 898-21: "That Smoky Lake County purchase a Year-2021 Kenworth, Model T880 Day Cab, with a manual transmission from Edmonton Kenworth Ltd. in reference to the quote dated June 15, 2021, in the amount of $185,874.00, for the purpose of replacing Public Works' Unit 198, in accordance with the Year-2021 to Year-2025 Five-Year Capital Budget approved by Council Motion #663-21 on April 28, 2021, within the budgeted amount not to exceed $190,000.00"	Finance Manager	**Patti Priest:** **Achievements:** The Kenworth T880 is on order and estimated arrival date is unknown. **Challenges:** *No value* **Next Steps:** *No value*	Complet

2021/08/26	.5-21	Policy Statement No. 1-M-08-05: Shop Foreman – Job Description	That Smoky Lake County Management Poli Statement No. 1-M-08-05: Shop Foreman – Job Description, be amended:	Municipal Clerk	**Jenna Preston:** **Achievements:** Policy Statement No. 01M-08-05: Shop Foreman- Job Description, was incorporated into the "Management" Policy Manual. **Challenges:** *No value* **Next Steps:** *No value*	On Track
2021/08/26	1126-21	Policy Statement No. 1-M-25-03: Grader Operator – Job Description	That Smoky Lake County Management Policy Statement No. 1-M-25-03: Grader Operator – Job Description, be amended:	Municipal Clerk	**Jenna Preston:** **Achievements:** Policy Statement No. 01M-25-03: Grader Operator - Job Description, was incorporated into the "Management" Policy Manual. **Challenges:** *No value* **Next Steps:** *No value*	On Track
2021/08/26	1127-21	Sympathy Gift Basket to Juanita Marios, Executive Director of Métis Crossing	That Smoky Lake County approve to extend condolences to Juanita Marois, Executive Director, Metis Crossing for the recent loss of a family member and provide a sympathy gift basket sourced locally in the amount of $150.00, to be funded from the 2021 Operating Budget entitled "Promotion, Public Relations".	Planning & Development Manager	**Jordan Ruegg:** **Achievements:** The Planning and Development Manager will facilitate the purchase of a gift basket, not to exceed the amount of $150.00, and comprising of items that were purchased from local businesses, for the purpose of extending sympathies to Juanita Marois, Executive Director, Metis Crossing, for the loss of her mother. The Planning and Development Manager will also make arrangements for the delivery of said basket to Mrs. Marois. **Challenges:** *No value* **Next Steps:** *No value*	Complet
2021/08/26	1129-21	Tax Agreement with Deborah Pruden regarding Property Tax Roll Number 13620412	That Smoky Lake County execute a Tax Agreement with Deborah Pruden for Property Tax Roll Number 13620412, legally described as Lot 1 Block 2 Plan 1324428, in accordance with Policy Statement No 12-01-01: Tax Agreement, to recover the tax arrears on the said property, with a payment schedule of $210.22 per month for a period of 36 months effective September 1, 2021 to September, 2024.	Finance Manager		Complet

2021/08/26	30-21	Tax Agreement with Deborah Pruden regarding Property Tax Roll Number 13620410	That Smoky Lake County execute a Tax Agr ent with Deborah Pruden for Property Tax Roll Number 13620410, legally described as SE-04-062-14 W4, in accordance with Policy Statement No 12-01-01: Tax Agreement, to recover the tax arrears on the said property, with a payment schedule of $269.32 per month for a period of 36 months effective September 1, 2021 to September, 2024.	Finance Manager		Complet
2021/08/26	1131-21	Tax Agreement with Krysta Kushniruk regarding Property Tax Roll Number 32210102	That Smoky Lake County execute a Tax Agreement with Krysta Kushniruk for Property Tax Roll Number 32210102, legally described as Lot 2 Block 1 Plan 7922056, in accordance with Policy Statement No 12-01-01: Tax Agreement, to recover the tax arrears on the said property, with a payment schedule of $146.96 per month for a period of 36 months effective September 1, 2021 to September, 2024.	Finance Manager		Complet
2021/08/26	1133-21	Five-Year 2021-2025 Financial Plan	That Smoky Lake County Council acknowledge the Public Participation process was engaged for the five-year 2021-2025 Financial Plan and approve the 2021-2025 Financial Plan.	Finance Manager	**Brenda Adamson:** **Achievements:** The 2021-2025 Financial Plan was forwarded to Communications to be posted on the Website. **Challenges:** *No value* **Next Steps:** *No value*	Complet
2021/08/26	1137-21	Alberta Transportation Meeting – Rural Municipalities of Alberta (RMA) Convention	That Smoky Lake County schedule a meeting with the Minister of Alberta Transportation at the Rural Municipalities of Alberta (RMA) Fall 2021 Convention to advise of the County`s 2021/2022 Priorities: • Strategic Transportation Infrastructure Program (STIP) Grant- Coordination, • Highway 28/63 Regional Water Services Commission's Whitefish Lake First Nation #128 waterline funding, • Local Bridge Funding, • Highway 28 road resurfacing.	Assistant Chief Administrative Officer	**Patti Priest:** **Achievements:** Administration will compile presentation reports when confirmation is received that the 2021 RMA is fully proceeding or pending COVID restrictions. Municipal File: 19-38AB **Challenges:** *No value* **Next Steps:** *No value*	On Track

2021/08/26	38-21	Alberta Municipal Affairs Meeting – Rural Municipalities of Alberta (RMA) Convention	That Smoky Lake County schedule a meeti ith the Minister of Alberta Municipal Affairs at the Rural Municipalities of Alberta (RMA) Fall 2021 Convention to advise of the County's 2021/2022 Concerns: · Strategic Transportation Infrastructure Program (STIP) Grant- Coordination, · Downloading policing funding and other onto municipalities.	Assistant Chief Administrative Officer	**Patti Priest:** **Achievements:** Administration will compile presentation reports when confirmation is received that the 2021 RMA is fully proceeding or pending COVID restrictions. Municipal File: 1-203 **Challenges:** *No value* **Next Steps:** *No value*	On Track
2021/08/26	1139-21	Environment and Parks Meeting – Rural Municipalities of Alberta (RMA) Convention	That Smoky Lake County schedule a meeting with the Minister of Environment and Parks at their convenience to advise of the County`s 2021 concerns and priorities: · Crown Land: Beaver Trapping Damage Control Licensing, · North Saskatchewan River for the Canadian Heritage River System (CHRS), · Alberta Environment and Parks approvals - Red Tape reduction · Strategic Transportation Infrastructure Program STIP program funding and the need for a coordinated effort to get work done in timely manner with respect to water flow and nesting seasons, · Bed and Shore rights, and · Docks and mooring approvals.	Assistant Chief Administrative Officer	**Patti Priest:** **Achievements:** Administration will compile presentation reports when confirmation is received that the 2021 RMA is fully proceeding or pending COVID restrictions. Municipal File: 4-20 **Challenges:** *No value* **Next Steps:** *No value*	On Track
2021/08/26	1140-21	RiskPro Convention	That Smoky Lake County Council and relevant administration who can attend – attend the Rural Municipalities of Alberta (RMA) Insurance, RiskPro Pro virtual convention scheduled for September 30, 2021.	Legislative Service Clerk	**Patti Priest:** **Achievements:** Legislative Service registered Reeve Craig Lukinuk on August 31, 2021, to virtually attend. Craig is the only one registered and will sign into the Zoom session from Council Chambers using the information that RMA sends to his email. Municipal File: 14-18L **Challenges:** *No value* **Next Steps:** *No value*	Complet

2021/08/26	..41-21	→Alberta Justice and Solicitor General – Potential Alberta Provincial Police Service	That Smoky Lake County acknowledge rece.. f the correspondence from the Honourable Kaycee Madu, Minister, Alberta Justice and Solicitor General, dated June 23, 2021, replying to the County's letter dated May 31, 2021 concerning the potential provincial police service, stating: "If the Alberta government decides to proceed with further analysis, Justice and Solicitor General will conduct further study and engagement, which will include local policing perspectives from municipal partners.".	Assistant Chief Administrative Officer	**Patti Priest:** **Achievements:** Letter acknowledged for awareness and reference purposes. Municipal File: 2-82 **Challenges:** *No value* **Next Steps:** *No value*	Complet
2021/08/26	1142-21	→Two Hills Regional Chronicle	That Smoky Lake County acknowledge receipt of the letter from Jared Rajoo, Publisher, Two Hills Regional Chronicle, dated July 15, 2021, apologizing for the error published in the May 2021 edition of the Two Hills Regional Chronicle which was not authorized by Smoky Lake County and cancelling the invoice #INV-1188 in the amount of $393.75.	Assistant Chief Administrative Officer	**Patti Priest:** **Achievements:** No action required. Response acknowledged in reply to the June 24, 2021 Council Motion #943-21. Municipal File: 11-3 **Challenges:** *No value* **Next Steps:** *No value*	Complet
2021/08/26	1143-21	→Strategic Transportation Infrastructure Program (STIP) - Bridge File BF09915	That Smoky Lake County Council approve action taken in executing the Memorandum of Agreement with Her Majesty the Queen, in right of Alberta, as represented by Alberta Transportation for the Strategic Transportation Infrastructure Program (STIP), Local Road Bridge Component funding for the BF09915 - Emergency Bridge Repair Project, dated July 20, 2021, which is in place of previous funding approvals for repairs to BF77862 and BF78004, as per the correspondence received from Miranda Rowda, P. Eng., Infrastructure Manager, Alberta Transportation, dated July 19, 2021.	Finance Manager	**Brenda Adamson:** **Achievements:** Upon project completion, costs will be submitted to Alberta Transportation for funding as per grant agreement. **Challenges:** *No value* **Next Steps:** *No value*	Complet
2021/08/26	1144-21	→Strategic Transportation Infrastructure Program (STIP) - Bridge File BF13398	That Smoky Lake County acknowledge receipt of the Strategic Transportation Infrastructure Program (STIP), Local Road Bridge Component funding approval for the BF13398 - Bridge Replacement Project, in the amount of $664,400.00, as per the letter received from the Honorable Ric McIver, Minister of Alberta Transportation, dated June 21, 2021.	Finance Manager	**Patti Priest:** **Achievements:** Municipal File: 3-550 **Challenges:** *No value* **Next Steps:** *No value* **Brenda Adamson:** **Achievements:** The letter has been filed. Final costs will be submitted for funding upon project completion. **Challenges:** *No value* **Next Steps:** *No value*	Complet

2021/08/26	1145-21	**Minister of Municipal Affairs - 2021 Gas Tax Fund (GTF)**	That Smoky Lake County acknowledge the 2021 Gas Tax Fund (GTF) allocation of $288,156.00, which includes $140,800.00 of one-time-top-up funding to Smoky Lake County, as per the letter received from the Honorable Ric McIver, Minister of Municipal Affairs, dated July 5, 2021.	Finance Manager	**Patti Priest:** **Achievements:** Municipal File: 19-72 **Challenges:** *No value* **Next Steps:** *No value* **Brenda Adamson:** **Achievements:** The grant program is being tracked on MA Connect. Projects have been applied for as budgeted. **Challenges:** *No value* **Next Steps:** *No value*	Complet
2021/08/26	1146-21	**Alberta Municipal Affairs - Minister's Awards for Municipal Excellence**	That Smoky Lake County acknowledge receipt of the correspondence from the Honorable Ric McIver, Minister, Alberta Municipal Affairs, dated July 2021 in regard to the County's submission of the initiative "Smoky Lake Pumpkin Patch Daycare Co-op" to the Smaller Municipalities category for the 2021 Minister's Awards for Municipal Excellence, not being selected for the award.	Planning & Development Manager	**Patti Priest:** **Achievements:** Letter acknowledged to document status of submission being not accepted. Municipal File: 7-37 **Challenges:** *No value* **Next Steps:** *No value*	Complet
2021/08/26	1147-21	**Redwater-Smoky Lake Victim Services Unit's Annual Charity Golf Tournament**	That Smoky Lake County donate in the amount of $200.00 plus County promotional item valued at $50.00 to support the Redwater-Smoky Lake Victim Services Unit's Annual Charity Golf Tournament scheduled for Sunday, August 29, 2021 to be held at the Smoky Lake Town & Country Golf Course.	Finance Manager	**Patti Priest:** **Achievements:** Municipal File: 2-86 **Challenges:** *No value* **Next Steps:** *No value* **Brenda Adamson:** **Achievements:** On September 2, 2021 Cheque 51611 for $200 payable to Redwater Smoky Lake Victim Services was printed. **Challenges:** *No value* **Next Steps:** *No value*	Complet

2021/08/26	1148-21	**Strategic Transportation Infrastructure Program (STIP) – Bridge Project BF09915**	That Smoky Lake County acknowledge rece. of the Strategic Transportation Infrastructure Program (STIP), Local Road Bridge Component funding approval for the BF09915 - Bridge Repair Project, in the amount of $172,000.00, by redistributing the approved funding of the County's existing STIP approvals (bridge projects BF77862 and BF78004) to BF 09915; as per the letter received from the Honorable Ric McIver, Minister of Alberta Transportation, dated May 19, 2021.	Finance Manager	**Patti Priest:** **Achievements:** Municipal File: 3-550 **Challenges:** *No value* **Next Steps:** *No value* **Brenda Adamson:** **Achievements:** When the project is complete, final costs will be submitted to Alberta Transportation for funding as per the grant agreement **Challenges:** *No value* **Next Steps:** *No value*	Complet
2021/08/26	1149-21	**IBI Group - Project Construction Delay for Metis Crossing Solar Project**	That Smoky Lake County acknowledge receipt of the letter from Dylan Grove, IBI Group, dated June 30, 2021 in regard to a projected construction delay for the Metis Crossing Solar Project (MCSP) which is being developed by the Metis Nation of Alberta (MNA), due to unforeseen funding delays; and the revised anticipated project construction date is to start in October 2021 with a project completion date estimated to be by November 2022.	Planning & Development Manager	**Patti Priest:** **Achievements:** The letter was acknowledged for awareness purposes as an update on the project. Municipal File: 7-25 **Challenges:** *No value* **Next Steps:** *No value*	Complet
2021/08/26	1150-21	**Honourable Senator Paula Simons**	That Smoky Lake County approve action taken by the Reeve in attending a meeting with Honourable Senator Paula Simons on August 15, 2021 at Metis Crossing, and acknowledge receipt of the letter received from Honourable Senator Paula Simons, as an Independent Senator from Alberta, as a member of the Senate Standing Committee on Energy, the Environment, and Natural resources, and as a born-and-bred Edmontonian, writing in support of the County's application to have the North Saskatchewan River declared a National Heritage River.	Assistant Chief Administrative Officer	**Patti Priest:** **Achievements:** The Reeve did attend the meeting Aug.15'21. Municipal File: 1-213 **Challenges:** *No value* **Next Steps:** *No value*	Complet

2021/08/26	1151-21	→Twelve (12) Acre Parcel of land at 911 West Railway Drive, Smoky Lake	That Smoky Lake County advise Mr. Del Huchulak: the County is unable to move forward at this time on the offer letter, dated August 5, 2021, relating to a parcel of land containing twelve (12) acres within the Town of Smoky Lake, located at the municipal address of 911 West Railway Drive, due to the unknown results of the regional fire services study in progress.	CAO	**Patti Priest:** **Achievements:** A letter signed by the CAO was emailed to Mr. Huchulak on September 22, 2021, which included Motion #1151-21 & stated: "we are currently undergoing a study (funded though an Alberta Community Partnership Intermunicipal Collaboration Grant) which will include recommendations for service delivery options that addresses infrastructure requirements. This study is to be undertaken in 3 phases, of which the first phase dealing with the governance and organization will be released on September 23, 2021 and all phases are expected to be completed in Summer 2022. After the completion of the phases, Council may express further interest in your offer if the parcel is still available. Thank you again, and I will contact you if anything changes." Municipal File: 1-113 **Challenges:** *No value* **Next Steps:** *No value*	Complet
2021/08/26	1153-21	→Minister of Municipal Affairs - 2021 Senate Election and Referendum Funding	That Smoky Lake County acknowledge receipt of the letter from the Honourable Ric McIver, Minister of Municipal Affairs, dated August 5, 2021, approving funding in the amount of $4,922.00 based on a formula of $1.00 per capita, as the initial payment along with a secondary payment in the amount of $4,922.00 to be paid in October 2021, to conduct the 2021 Senate Election and Referendum, which will be held at the same time as local elections (October 18, 2021) to leverage efficiencies and economies of scale, while ensuring all Albertans have the ability to participate in the vote.	Finance Manager	**Brenda Adamson:** **Achievements:** $4,922 was deposited to ATB on August 24, 2021 **Challenges:** *No value* **Next Steps:** *No value*	Complet

2021/08/26	54-21	→The Vegreville News Advertiser Ltd.	That Smoky Lake County **defer** the letter rec d from Arthur Beaudette, General Manager, The Vegreville News Advertiser Ltd. dated August 13, 2021, inquiring about the County's annual advertising budget in light of The Vegreville News Advertiser Ltd. investigating the viability of opening a News Advertiser publication for the Smoky Lake Region, to a future Budget Meeting.	Communications Technician	**Patti Priest:** **Achievements:** Municipal File: 11-3 **Challenges:** *No value* **Next Steps:** *No value* **Evonne Zukiwski:** **Achievements:** • Emailed the News Advertiser on September 14, 2021 inquiring about distribution area, advertising rates, etc. Response received and forwarded to Gene on September 16, 2021 for visibility. **Challenges:** *No value* **Next Steps:** *No value*	On Track
2021/08/26	1155-21	→Lakeland Today	That Smoky Lake County contact the Lakeland Today, which is an exclusive online news and information site providing breaking news powered by the Bonnyville Nouvelle, Elk Point Review, Lac La Biche Post, and St. Paul Journal; to express the need for coverage in the Smoky Lake Region, in light of the discontinuation of the Smoky Lake Signal newspaper.	Legislative Service Clerk	**Patti Priest:** **Achievements:** The Communications Department is compiling information on costs & circulation from surrounding news papers and provided to the next Budget Meeting scheduled in October. Municipal File: 11-3 **Challenges:** *No value* **Next Steps:** *No value*	Complet

2021/08/26	56-21	Hillside Acres, Whitefish Lake Environmental Reserve Issues	That Smoky Lake County defer the correspondence received from, and on behalf of, Gary and Anita DeWitt, dated August 16, 2021 and August 19, 2021, in respect to Hillside Acres, Whitefish Lake, including, but not limited to Environmental Reserve concerns, to a future Council Committee of the Whole Meeting, and extend an invitation to the writers and the community to attend.	Planning & Development Manager	**Patti Priest:** **Achievements:** Filed in the Landowners legal land file. **Challenges:** *No value* **Next Steps:** *No value* **Jordan Ruegg:** **Achievements:** The Planning and Development Manager sent a letter, dated September 2, 2021, to Gary and Anita DeWitt, in reference to Council's decision to defer discussion of their letter dated August 16, 2021, to a future Committee of the Whole Meeting. The DeWitts were told that they would be informed of the next Committee meeting when a date is determined so that they are able to attend to address the Committee with their concerns. **Challenges:** *No value* **Next Steps:** *No value*	Complet
2021/08/26	1157-21	Golden View Fabricating Ltd. - Single Pass Road Maintainer	That Smoky Lake County request Mr. Bruce Chern of Golden View Fabricating Ltd., to provide a proposal for a second demonstration of the "single pass road maintainer" including manpower and equipment supplied by Golden View Fabricating Ltd. at no cost to the County, further to the virtual video demonstration provided at the February 25, 2021 Council Meeting, as well as further to the original live demonstration held on May 26, 2021 on County roads.	Assistant Chief Administrative Officer	**Patti Priest:** **Achievements:** A letter to Bruce Chern was prepared by Legislative Services, quoting motion 1157-21, on August 31, 2021. The letter was signed by the CAO and emailed to Bruce Chern on September 22, 2021. **Challenges:** *No value* **Next Steps:** *No value*	Complet

2021/08/26	58-21	Information Releases: July & August 2021	That the following correspondence released by Smoky Lake County Council in accordance with Policy Statement No. 01-28-02: Council - Request for Information, for the month of July 2021 and August 2021, be (F) filed for information or (A) acknowledged receipt: R47-21: Aspen View Board Highlights – June 17, 2021. F R48-21: RMA: Contact Newsletter: July 9, 2021.F R49-21: Shae-Lynn Onufrichuk, Summer Program Coordinator, Town of Redwater, dated July 6, 2021 – Re: Invitation to Participate in annual Discovery Days Parade. F R50-21: 93rd Annual General Assembly- August 19-22, 2021, Metis Crossing Smoky Lake: "Honour Our Metis Veterans." F R51-21: RMA: Contact Newsletter: July 16, 2021.F R52-21: RMA: President's Update: July 2021.F. F R53-21: RMA: Contact Newsletter: July 30, 2021.F R54-21: Letter of Support for Inter-Provincial Nomination of the North Saskatchewan River for the Canadian Heritage River System (CHRS) – Honourable Senator Paula Simons, dated August 2021/Don Iveson, Mayor, City of Edmonton, dated August 16, 2021. A	Legislative Service Clerk	**Patti Priest:** **Achievements:** R47-21: Municipal File: 17-4 R48-21: Municipal File: n/a R49-21: Municipal File: 1-345 R50-21: Municipal File: 1-90 R51-21: Municipal File: n/a R52-21: Municipal File: n/a R53-21: Municipal File: n/a R54-21: Municipal File: 61-48 **Challenges:** *No value* **Next Steps:** *No value*	Complet

SMOKY LAKE COUNTY

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 Regions 1 and 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 *British North America Act, 1867*; the *Statute of Westminster, 1931* (to the extent that it applies to Canada); the *Constitution Act, 1982*; 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]

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 **"Metis"** 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]

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
2 Indigenous Foundations, "Terminology," accessed February 23, 2021, https://indigenousfoundations.arts.ubc.ca/ terminology/
3 Indigenous Foundations, "Terminology."
4 Indigenous Foundations, "Terminology."
5 Oxford Lexico, "terra nullius," accessed February 23, 2021, https://en.oxforddictionaries.com/definition/terranullius

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.

Policy Statement and Guidelines:

4. PLACE NAME:

4.1 Harrison, Tracey., Place names of Alberta, Volume II, Central Alberta (1996). offers the following entry for Smoky Lake (the lake, proper):

"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.""

4.2 **Translations:**

Cree	ᑲᐢᑲᐸᑕᑌ ᓴᑲᐦᐃᑯᐊᐣ (kaskapatau sakahigan)
Ukrainian	Озеро Димне (Ozero Dymne)
French	Lac qui Fume
English	Smoky Lake

4.3 **Statement:**

ᑲᐢᑲᐸᑕᑌ ᓴᑲᐦᐃᑯᐊᐣ (kaskapatau sakahigan) / Озеро Димне (Ozero Dymne) / Lac qui Fume / Smoky Lake, Located on Treaty 6 Territory, and Homeland of the Métis Nation

	Date	Resolution Number
Approved	May 27, 2021	# 780 - Page # 14673
Amended		
Amended		
Amended		

Procedural Bylaw 4.8

Procedural Bylaw deals with procedure and the transacting of Business by the Council of Smoky Lake County.

- The Procedural Bylaw provides a standard, format for Council meetings and make it easier for members of Council, staff, media, and public to understand the decision-making process.

- Provides for the order of business and set rules regarding the proceedings at meetings.

4.8.1 Bylaw 1400-21: To Deal with Procedure and the Transacting of Business by the Council.
Attached

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 of 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 synonymous 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 given 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 appoint 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 where 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

SEAL

CHIEF ADMINISTRATIVE OFFICER

Schedule "A"

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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

When the *Municipal Government Act*, or any other act, requires Council to hold a public hearing, the public hearing must be held, unless another enactment specifies otherwise.

In accordance with Section 230 of the *Municipal Government Act*, a Public Hearing:

(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

(b) may hear from another person(s) who wishes to make representations and whom Council wishes to hear.

STATUTORY REQUIREMENTS	
Statutory Requirements	Council will hold a public hearing on a proposed bylaw or resolution, the public hearing must be held, unless another enactment specifies otherwise, ■ before second reading of the bylaw, or ■ before Council votes on the resolution.
Advertising	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. Notice of a Public Hearing must be advertised at least five (5) days before the Public Hearing occurs.
Notice	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. ***Schedule "E" – APPENDIX E.1: PUBLIC HEARING PROCEDURES – NOTICE.***
PUBLIC HEARING PROCEDURES	
CALL TO ORDER	1. Chair / Vice-Chair to call the public hearing to order. 2. Chair may introduce all Members of Council and Administrative Staff.
Explanation	Chair to advise those present that: 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. ***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: 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	Should a Councillor of the Public Hearing feel is it necessary that persons presenting information take an Oath. ***Schedule "E" – APPENDIX E.4: PUBLIC HEARING PROCEDURES – OATH,*** shall serve as an example.

PUBLIC HEARING TO COMMENCE	***Schedule "E" – APPENDIX E.3: PUBLIC HEARING PROCEDURES – REEVE'S SCRIPT FOR PUBLIC HEARING,*** shall serve as an outline. 1. Chair to call on the Chief Administrative Officer or designated staff member to introduce the subject (or Bylaw) of the hearing: ■ 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	1. Chair to call on any individual(s) present to speak to the proposed subject (or Bylaw), as follows: 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	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: 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	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	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	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: 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, No further public comment can be received.

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.2

PUBLIC HEARING PROCEDURES
SIGN IN SHEET

SMOKY LAKE COUNTY
PUBLIC HEARING - PROPOSED BYLAW _____: _____
DATE AND TIME

Name (Print)	Signature	Mailing Address & Legal Description
APPLICANT:	IN SUPPORT (in favor) TO PROPOSED BYLAW	
Name (Print)	Signature	Mailing Address & Legal Description
APPELLANT:	OPPOSED (against) TO PROPOSED BYLAW	

Your name will be called upon by the chairperson to speak to the proposed bylaw.

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 _____. ***(any time after 9:15 a.m. not before)*** 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 ***(located on the table at the front of the Council Chambers)*** 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 name 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 name 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: An **oath** is a solemn promise about your behavior or your actions. Often, when you **take an oath**, the promise invokes a divine being.

The person making the oath considers it to be binding on their conscience.

Oath

Make Oath and say:

" Do you _____
Name

swear that the information you are about to provide is true.

So help you God"

✓ The person responds by saying **"I do".**

Reference:

- ***Municipal Government Act,* Section 200.**

  Power to require taking of oath
  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.**

Governance Policy Manual 4.9

Governance Policy Manual: The importance of a Policy Manual is to find out if a past Council established a guideline on a certain matter.

4.9.1 Policy Statement No. 01-40: Governance Policies. **Attached**

- This Policy outlines the process and framework for the ongoing, strategic, periodic review and evaluation of Smoky Lake County Policies.
- This Policy also identifies the types of Policies established by Council in the Governance Policy Manual.

SMOKY LAKE COUNTY GOVERNANCE POLICY MANUAL

All Councillors are provided with a "Hardcopy" of the **Governance Policy Manual**. Each Councillor's Manuals are identified by its divisional area. The Manual(s) are located in the Smoky Lake County Council Study. Smoky Lake County Policies are also available on the Smoky Lake County Web-site: www.smokylakecounty.ab.ca

The Governance Policy Manual consists of "**Five Books**" per the following **Section Areas:**

Book One:
- **01: General Government Services**
- **12: Assessment and Taxation**
- **13: Tax Recovery and Municipal Property**
- **14: Risk Management**
- **15: Human Resources**

Book Two:
- **02: Protective Services**

Book Three:
- **03: Transportation Services**

Book Four:
- **04: Environmental Health Services**
- **05: Public Health and Welfare Services**
- **06: Environmental Development Services**
- **61: Planning, Development and Subdivision Control**

Book Five:
- **62: Agricultural Service Board**
- **07: Recreation and Cultural Services**
- **08: Fiscal Services**
- **09: Natural Gas**

SMOKY LAKE COUNTY

Title: Governance Policies		Policy No.: 40-01
Section: 01	Code: P-I	Page No.: 1 of 5 E

Legislation Reference:	Alberta Provincial Statutes

Purpose:	Policies are essential to good government and to an understanding of the continuity of Council decision-making. To provide a process/framework for the ongoing, strategic, periodic review and evaluation of Smoky Lake County Policies.

Policy Statement and Guidelines:

1. STATEMENT:

1.1 Policies reflect Council's view of what is to be done in order to achieve and may be part of a broad, long-term planning process. It provides a framework for the delegation of decision-making, eliminates misunderstanding, reduces uncertainties and enables goals and objectives to be met.

1.2 These policies mandate various functions of Smoky Lake County, and where necessary, establish the procedures by which the functions are performed.

2. OBJECTIVES:

2.1 To clearly state and compile Policies of the Council.

2.2 Establish procedures for the preparation, distribution and maintenance of Council policies and the Council "Governance Policy Manual".

2.3 Review and evaluate all Policies to ensure that they remain effective, current, appropriate and aligned with provincial/federal legislation and Smoky Lake County's Strategic Plan.

3. GUIDELINES:

3.1 **Types of Policies:**

3.1.1 **Policies of Intent (P-I):** Are policies which are broadly-based dealing with long-term issues, reflecting the intention of Council to take certain actions on the goals and priorities of the community.

Policy Statement and Guidelines:

3.1.2 **Situational Policies (P-S):** Refer to those which are established by Council in response to a particular circumstance or occurrence which may not have been foreseen in the course of normal decision-making.

3.1.3 **Routine Policies (P-R):** Are policies which are drafted in response to ongoing issues or to issues which can be anticipated in advance.

3.1.4 **Administrative Policies (P-A):** Are policies which deal with day-to-day issues falling within the mandate and authority allocated to the Chief Administrative Officer.

3.2 The established "Governance Policy Manual" shall contain all County Policy Statements adopted by resolution of the Council.

3.3 All Policy Statements of the Council shall be prepared in writing. Once adopted by resolution, statements of policy will be reproduced, distributed and included in the "Governance Policy Manual" accompanied by the Policy number and the effective date.

3.4 Each **Policy Statement** shall include:

3.4.1 The Purpose of the Policy.

3.4.2 The Policy Statement shall identify the Objectives, Definitions, Guidelines and Procedures, when necessary.

3.4.3 Cross reference notations as to appropriate provisions, in accordance with Alberta Provincial Statutes or Bylaws.

3.4.4 Amendments referenced to history, with dates that reflect when changes were made.

3.4.5 A Policy number as assigned by Senior Administration.

3.5 The Senior Administration shall be responsible for the preparation, continuing maintenance and distribution of the "Governance Policy Manual", and the inclusion of amendments.

3.6 The "Governance Policy Manual" will be accessible to all employees of Smoky Lake County and to the general public via internet.

Policy Statement and Guidelines:

3.7 Each Policy Statement has a responsible Department and it shall be the responsibility of the Department to:

3.7.1 Periodically review their assigned policies.

3.7.2 Provide appropriate revisions and cross references as necessary.

3.7.3 Review policies and provide revisions as requested by Council or as recommended by Senior Administration to Council.

3.8 The Assistant Chief Administrative Officer is responsible to:

3.8.1 Assist Departments in the legislative and legal review of Policies.

3.8.2 Ensure that policies are tracked for review by Departments.

4. PROCEDURES:

4.1 Council, any Council Committee, the Chief Administrative Officer and Managers may initiate Policy proposals for consideration by Council.

4.2 Council or the Policy Committee may review the "Governance Policy Manual", at any time, to determine which, if any, policies need to be reviewed or rescinded.

4.2.1 Nothing in this Policy shall prevent the earlier review or evaluation of a Policy, if circumstances so warrant.

4.2.2 Where Provincial or Federal legislation or the text of a County policy dictates a more frequent review, the legislation or policy text shall prevail over this policy.

4.3 Senior Administration and Council shall formally review the policies in the "Governance Policy Manual" Policies as required to determine which policies need to be amended.

4.4 Senior Administration will be responsible for assignment of tentative and final policy numbers to a proposed policy.

4.5 Proposed Council policies will follow the policy approval process as per ***Policy Statement No. 01-22: Policy Committee: Terms of Reference*** already established for Smoky Lake County. All proposed policy drafts or revisions will be forwarded by Senior Administration, the Policy Committee or Council, and then to Council for final consideration.

Policy Statement and Guidelines:

4.6 Once Council officially approves and adopts the proposed Policy Statement, the Senior Administration will be responsible for publication of the Policy and distribution.

4.7 As required, the Senior Administration will update the "Governance Policy Manual".

4.8 ***Schedule "A":*** **Smoky Lake County – Policy Review Schedule** will be created and updated to serve as a tracking tool to determine which policies need to be reviewed.

4.8.1 Administration will develop Schedule "A" as a Plan to track Policy Review dates. As each Policy will be reviewed it will be documented and the review date on the Summary plan will be revised accordingly to the next scheduled review date.

4.8.2 A Summary Schedule on the Review of Policies will be reported to Council on the progress at each quarterly scheduled Strategic Plan Meeting.

	Date	Resolution Number
Approved	September 26, 2013	#953-13 - Page # 10820
Amended		
Amended		

SCHEDULE "A"

SMOKY LAKE COUNTY – POLICY REVIEW SCHEDULE
Template – Sample

Policy Number	Policy Code	Policy Name	Adopted	Last Amended	Next Review
01	GENERAL GOVERNMENT SERVICES				
01-02	P-I	Procedures and Transacting of Organizational Meeting	February 23, 1984	February 24, 2000	February 2012

Policy Number: **First Number** assigned to the Policy to reflect the Policy Number within the "Governance Policy Manual".

Second Number assigned reflects the number of times the Policy has been revised.

Policy Code: **Type of Policy:**

- **P-I:** Policies of Intent.
- **P-S:** Situational Policies.
- **P-R:** Routine Policies.
- **P-A:** Administrative Policies.

Policy Name: **Name of the Policy** assigned to reflect the Policy Statement.

Adopted: **Policy Statement** original creation date and adopted by Council by resolution.

Revision Date: **Date** the Policy Statement has been revised. This reflects the **Second Number** assigned to the Policy.

Review Date: **Date** that the Policies are scheduled to be reviewed, as determined by this Policy.

Policy Governance Manual: **Section Areas:**

- **01: General Government Services**
  - **12: Assessment and Taxation**
  - **13: Tax Recovery and Municipal Property**
  - **14: Risk Management**
  - **15: Human Resources**
- **02: Protective Services**
- **03: Transportation Services**
- **04: Environmental Health Services**
- **05: Public Health and Welfare Services**
- **06: Environmental Development Services**
  - **61: Planning, Development and Subdivision Control**
  - **62: Agricultural Service Board**
- **07: Recreation and Cultural Services**
- **08 Fiscal Services**
- **09: Natural Gas**

Legislative Documents 4.10

Municipal Government Act

The current *Municipal Government Act (MGA)* gives municipalities" considerable autonomy in local decision-making and is the primary statute governing the affairs of your municipality.

In 1967, the various pieces of municipal legislation were consolidated into the original *Municipal Government Act*.

The Province provides the structure for local governments through statute. In Alberta this legislation is known as the Municipal Government Act. **Distributed at Organizational Meeting**

Municipal purposes

3 The purposes of a municipality are

(a) to provide good government,

(a.1) to foster the well-being of the environment,

(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,

(c) to develop and maintain safe and viable communities, and

(d) to work collaboratively with neighbouring municipalities to plan, deliver and fund intermunicipal services.

Agricultural Service Board Act

The Province sets out the framework for the establishment of Agricultural Services Board (ASB) by the council of a municipal district or specialized municipality. ASB activities include: providing for weed and pest control; soil and water conservation; assisting in the control of animal diseases, encouraging sustainable agriculture to improve the economic viability of producers; and promoting agricultural policies that meet the needs of the municipality.

Attached.

Freedom of Information and Protection of Privacy Act - (FOIP)

The Alberta *FOIP Act* came into effect on October 1, 1995, for Alberta government bodies. The Freedom of Information and Protection of Privacy legislates open and accountable government, guaranteeing individuals the right to see their own information and other municipal records, with some specific exceptions.

The *FOIP Act* places some specific obligations on the Council. As council members, you have a duty to protect the privacy of personal information that you receive to carry out your duties. Also, you have a duty to protect confidential business information of other organizations when an access request is made. **Distributed at Organizational Meeting**

Commissioners For Oath

After taking your official oath as an "Elected Official", each Council member also becomes a **Commissioner For Oath .** The booklet for Alberta Justice entitled "Information and Instructions – Pertaining to Appointments of Commissions For Oaths is provided to assist in how to Administer an Oath. **Attached**

- Each Councillors will receive its Commissioners For Oath **Stamp** in the month of November.
- Alberta Government: Information and Instructions for Commissioners for Oaths. **Attached**

Province of Alberta

AGRICULTURAL SERVICE BOARD ACT

Revised Statutes of Alberta 2000
Chapter A-10

Current as of November 1, 2010

Office Consolidation

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Note

All persons making use of this consolidation are reminded that it has no legislative sanction, that amendments have been embodied for convenience of reference only. The official Statutes and Regulations should be consulted for all purposes of interpreting and applying the law.

Regulations

The following is a list of the regulations made under the *Agricultural Service Board Act* that are filed as Alberta Regulations under the Regulations Act

	Alta. Reg.	*Amendments*
Agricultural Service Board Act		
Forms	203/98	*251/2001, 63/2003, 35/2007, 183/2007, 68/2008, 132/2011, 89/2016*

AGRICULTURAL SERVICE BOARD ACT

Chapter A-10

Table of Contents

1 Definitions
2 Agricultural service board duties
3 Boards established
4 Summary of activities
5 Advisory committees
6 Minister's representatives
7 Agreement
8 Agricultural fieldman
9 Land subject to supervision
10 Hearing re report or recommendation of board
11 Restoration of land
12 Order of reclamation
13 Service of documents
14 Right of appeal
15 Rescinding bylaw
16 Entry on land
17 Regulations
18 Refusal to comply with order or bylaw

HER MAJESTY, by and with the advice and consent of the Legislative Assembly of Alberta, enacts as follows:

Definitions

1 In this Act,

(a) "board" means an agricultural service board constituted under this Act;

(b) "council" means the council of a municipal district or specialized municipality or, with respect to a special area, the Minister responsible for the *Special Areas Act*;

(c) "Minister" means the Minister determined under section 16 of the *Government Organization Act* as the Minister responsible for this Act;

(d) "Minister's representative" means a person designated as a Minister's representative under section 6;

(e) "municipality" means a municipal district, specialized municipality or special area;

(f) "owner" means the registered owner.

RSA 1980 cA-11 s1;1994 cG-8.5 s88;1995 c24 s99(1); 1997 c1 s2

Agricultural service board duties

2 The duties of an agricultural service board are

(a) to act as an advisory body and to assist the council and the Minister, in matters of mutual concern,

(b) to advise on and to help organize and direct weed and pest control and soil and water conservation programs,

(c) to assist in the control of animal disease under the *Animal Health Act*,

(d) to promote, enhance and protect viable and sustainable agriculture with a view to improving the economic viability of the agricultural producer, and

(e) to promote and develop agricultural policies to meet the needs of the municipality.

RSA 2000 cA-10 s2;2007 cA-40.2 s74

Boards established

3(1) A council may establish and appoint members to an agricultural service board and provide that the members of the board be paid, out of the funds of the municipality, reasonable allowances for travelling, subsistence and out-of-pocket expenses incurred in attending meetings of the board.

(2) The council is to determine the chair, the number of members, the voting status and the term of office of the members of the board.

(3) The membership of a board must include persons who are familiar with agricultural concerns and issues and who are qualified to develop policies consistent with this Act.

(4) A board has and must exercise on behalf of a council all the powers and perform all the duties that are conferred on it by the council, under this or any other enactment, with respect to agricultural matters.

(5) A person who is a member of a board ceases to be a member of the board if, without being authorized by a resolution of the board, the member is absent from 3 consecutive regular meetings of the board.

(6) A vacancy on the board does not impair the right of the remaining members to act as long as a majority of the members remain.

(7) A board constituted under this section with respect to a special area is a corporation consisting of the persons who are members of the board.

(8) A board that exists immediately before June 18, 1997 continues as a board under this Act.

RSA 1980 cA-11 s3;1981 c41 s2;1995 c24 s99(1); 1997 c1 s4

Summary of activities

4 A board must present a summary of its activities for the preceding year to the council in a form acceptable to the council containing the information required by the council.

RSA 1980 cA-11 s6;1994 cM-26.1 s642(3);1997 c1 s5

Advisory committees

5(1) A council may appoint one or more advisory committees with respect to any matter related to agriculture.

(2) An advisory committee appointed under this section shall act in an advisory capacity to the board and the council.

(3) A municipality may provide that reasonable allowances for travelling, subsistence and out-of-pocket expenses incurred in attending meetings of an advisory committee appointed under this section may be paid to the members of the committee.

RSA 1980 cA-11 s8;1995 c24 s99(1);1997 c1 s7

Minister's representatives

6 In order to assist a board, the Minister may designate an employee under the administration of the Minister as a Minister's representative

(a) to advise the board on government programs, agricultural problems and needs of the municipality, and

(b) to assist the board, on the request of the board, in the discharge of its duties.

RSA 1980 cA-11 s9;1981 c41 s4;1994 c40 s1;1995 c24 s99(1); 1997 c1 s8

Agreement

7(1) The Minister and a council or a number of councils may enter into an agreement

(a) for assistance in soil and water conservation,

(b) for control of weeds and pests,

(c) for the control of any livestock disease, and

(d) to implement any other agricultural policies considered necessary,

and may make any payments provided for in the agreement.

(2) An agreement under this section may provide for

(a) assistance toward the administration and provision of services, material, equipment and labour in conducting approved programs and policies,

(b) assistance toward conducting educational programs, and

(c) payment of expenses necessary in the control of animal disease under the *Animal Health Act*.

RSA 2000 cA-10 s7;2007 cA-40.2 s74

Agricultural fieldman

8(1) If a council has established a board, the council, in consultation with the board, must appoint a qualified person as agricultural fieldman to implement agricultural policies and programs and to manage the agricultural resources of the municipality.

(2) The agricultural fieldman shall act as a designated officer of the municipality

(a) in carrying out the functions, duties and powers of the municipality under any Act relating to agriculture, and

(b) in implementing projects respecting agriculture agreed on between the council and the Minister.

(3) An agricultural fieldman is, in the municipality employing that fieldman,

(a) a municipal inspector under the *Weed Control Act*,

(b) an inspector of the municipality under the *Agricultural Pests Act*, and

(c) a soil conservation officer of the municipality under the *Soil Conservation Act*.

RSA 1980 cA-11 s12;1997 c1 s11

Land subject to supervision

9(1) If the board finds from investigation and inquiry that

(a) soil loss or deterioration

(i) is taking place on land, and

(ii) is of such significance that it is detrimental

(A) to the land or to other land, or

(B) to the community,

(b) weeds have infested land to the point that crop production is seriously hindered and the infestation threatens neighbouring land, or

(c) the productivity of land has been or may be seriously affected by any other cause,

and the land is in an area in the municipality with respect to which the board has been appointed, the board or its agent shall report its findings to the council or to the Minister responsible for the *Special Areas Act*, as the case may be.

(2) On receipt of the report referred to in subsection (1), the council may declare the land referred to in the report to be subject to supervision, rehabilitation or reclamation as provided in this Act.

RSA 1980 cA-11 s13;1981 c41 s5;1988 cS-19.1 s27

Hearing re report or recommendation of board

10(1) Before making a declaration under section 9 or a bylaw or order under section 12, the council shall fix a date for a hearing to consider the report or recommendation of the board.

(2) Notice of the hearing shall be served at least 15 days prior to the date of the hearing on all persons shown on the assessment roll of the municipality to have an interest in the land.

(3) Service under subsection (2) may be by personal service or by registered mail to the latest address of the person on the assessment roll of the municipality.

(4) The notice shall state the time and place of the hearing and shall state that all persons having an interest in the land may appear and be heard at the hearing either in person or by an agent.

(5) If a person

(a) has been sent a notice under this section, and

(b) fails to attend the hearing referred to in the notice,

the hearing may proceed in that person's absence.

RSA 1980 cA-11 s14;1981 c41 s6;1997 c1 s12

Restoration of land

11(1) When land has been declared subject to supervision under section 9, the agricultural fieldman and the Minister's representative shall consult with and advise the owner or occupant of the land, and so far as possible they shall mutually work out a plan of proper farming practices that the owner or occupant shall undertake to follow over a specified period of years to restore the productivity of the land.

(2) If the board advises that the condition of land declared subject to supervision is such that, in addition to the measures specified by subsection (1), special payments should be made by the council for equipment, materials or labour, the council may

(a) make those payments, and

(b) enter into an agreement with the owner or occupant of the land or with both for repayment to the council of the money so paid.

(3) If default occurs in making the repayments, or any part of them, provided for in an agreement made under subsection (2), the council by bylaw may declare that the amount then owing under the agreement be added to the tax roll for the land.

(4) Subsection (3) does not apply against the interest of the owner of the land unless the owner is a party to the agreement in default or has approved in writing the agreement between the council and the occupant.

RSA 1980 cA-11 s15;1994 cM-26.1 s642(3);1997 c1 s13

Order of reclamation

12(1) When the board

(a) is of the opinion that a declaration that the land is subject to supervision under section 9 would be ineffective, or

(b) is satisfied that in a case where land has been declared subject to supervision under section 9

(i) the agricultural fieldman and the Minister's representative were unable to work out a plan of proper farming practices that the owner or occupant would undertake to follow,

(ii) the owner or occupant has refused or neglected to follow a plan of proper farming practices so worked out,

(iii) the owner or occupant has failed to comply with the provisions of an agreement entered into pursuant to section 11(2), or

(iv) notwithstanding any plan determined or agreement entered into pursuant to section 11, the results have been unsatisfactory,

it may recommend in writing that the control of the land be taken from the owner and occupant and that an order of reclamation of the land be issued by the council.

(2) On receipt of a recommendation under subsection (1), the council may by bylaw or, in the case of special area, by order declare that possession and control of the land is vested in the council from the date of the bylaw or order, and by virtue of the passing of the bylaw or the making of the order

(a) any plan determined or agreement entered into pursuant to section 11 is cancelled forthwith, and

(b) thereafter no person is entitled to be in possession of the land or any part of it without the authority and consent of the council.

(3) After the passing of a bylaw or the making of an order under subsection (2), the council shall forthwith forward to the Registrar of Land Titles a notice in the prescribed form.

(4) The Registrar of Land Titles shall

(a) make a memorandum of the notice on the certificate of title of the land affected by the order, and

(b) forward notice of that memorandum by registered mail to all registered owners, caveators and mortgagees of that land at the addresses appearing on the register.

(5) The memorandum has priority over all agreements of sale, caveats, mortgages, liens, charges and encumbrances of every description whatsoever, other than taxes and irrigation charges and drainage rates.

(6) No certificate of title to the land affected shall thereafter be issued except under the *Municipal Government Act* and subject to the notice.

(7) From the date of the passing of a bylaw or the making of an order under subsection (2), the council may enter into possession of the land, and through their servants and agents or by agreement with the owner or occupant,

(a) cultivate the land and sow and harvest crops on it,

(b) destroy weeds, and

(c) take any other steps that may be necessary or expedient for the purpose of reclaiming and rehabilitating the land,

under the general supervision of the agricultural fieldman and with the advice of the board to the end that the land be reclaimed and rehabilitated and eventually restored to the possession of the person who but for the bylaw or order would be entitled to it.

(8) The council, so long as the bylaw or order under subsection (2) is in force,

(a) may pay the expenses of rehabilitating the land, and

(b) is entitled to the revenues derived from the land.

(9) The council may apply the revenues referred to in subsection (8)

(a) in repayment of sums expended, and

(b) in payment of taxes on the land,

and any surplus arising during the period in which the bylaw or agreement is in force shall be paid to the person entitled to the possession of the land at the time of the passing of the bylaw or the making of the order, but not to a tenant.

(10) Instead of proceeding under subsections (7) to (9), the council may lease the land to a farm operator approved by the board for such period and on such terms as to rent and otherwise including the method of farming and reclamation of the land as may be considered by the council to be proper in the circumstances, and any money received by the council under the lease shall be applied

(a) first to the repayment of any money expended on the land by the council, and

(b) then to the payment of taxes on the land,

and if any surplus remains at the termination of the lease, it shall be paid to the person entitled to the possession of the land at the time of the passing of the bylaw or the making of the order, but not to a tenant.

RSA 1980 cA-11 s16;1981 c41 s7;1994 cM-26.1 s642(3); 1997 c1 s14;1999 cI-11.7 s214

Service of documents

13(1) The council or the board, as the case may be, shall serve a certified copy of the declaration, order or bylaw

(a) on the registered owner of the land

(i) by means of personal service, or

(ii) by sending it by registered mail to the registered owner's latest address on the assessment roll of the municipality,

and

(b) on all other persons shown on the assessment roll of the municipality to have an interest in the land

(i) by means of personal service, or

(ii) by sending it by registered mail to those persons at their latest address on file at the land titles office.

(2) A council or a board, or an employee or agent of either of them, shall not perform any work on the land pursuant to a declaration or order made or bylaw passed under section 9 or 12, as the case may be, until more than 30 days after the date that the declaration, order or bylaw has been served under subsection (1).

RSA 1980 cA-11 s17;1981 c41 s8;1983 c37 s1;1997 c1 s15

Right of appeal

14(1) A person affected by

(a) a declaration made under section 9, or

(b) an order made or bylaw passed under section 12,

may, by way of an application, appeal the declaration, order or bylaw to the Court of Queen's Bench.

(2) An appeal under subsection (1) may be commenced not more than 30 days after the service of the declaration, order or bylaw under section 13(1) on the person bringing the appeal.

(3) If an appeal is commenced, no employee or agent of a council or a board shall begin work on the land pursuant to the declaration, order or bylaw until a judgment confirming that declaration, order or bylaw has become final by reason of the lapse of time or of its having been confirmed by the highest court to which the appeal may be taken.

(4) Notwithstanding subsection (2), if at any time during which an order or bylaw is in force a person affected by the order or bylaw has reason to believe that the land in question is not being managed by the council or the board or the employee or agent of any of them in a manner in keeping with good agricultural practice, that person may apply to the Court of Queen's Bench for an order

(a) rescinding the order or bylaw, or

(b) directing the council or the board to manage the land in a manner in keeping with good agricultural practice

and the Court of Queen's Bench may make its order subject to any terms and conditions it sees fit.

(5) If an application is made under subsection (4), the order or bylaw remains in effect until

(a) an order of the Court of Queen's Bench respecting the order or bylaw has become final by reason of the lapse of time or of its having been confirmed by the highest court to which the appeal may be taken, and

(b) the crops that are growing on the land at the time the order of the Court of Queen's Bench becomes final have been harvested.

(6) If

(a) an application for an order of the Court of Queen's Bench is made under subsection (4), and

(b) work has been performed on the land pursuant to the order or bylaw,

the cost of that work shall be borne by the person commencing the application and if that person is the registered owner of the land or is the person who is in possession or occupation of the land, the amount of those costs remaining unpaid shall be added to the tax roll for the land.

RSA 2000 cA-10 s14;2009 c53 s13

Rescinding bylaw

15(1) When in the opinion of the board the land has been rehabilitated and reclaimed sufficiently to justify its return to the person who but for the bylaw or order mentioned in section 12(2) would be entitled to it, the council, on the recommendation of the board,

(a) shall rescind the bylaw or order, and

(b) shall forthwith forward to the proper Registrar of Land Titles a notice in the prescribed form.

(2) The Registrar of Land Titles shall

(a) cancel the memorandum previously noted on the certificate of title insofar as it affects the land described in the notice, and

(b) forward notice of the cancellation by registered mail to all registered owners, caveators and mortgagees of the land at their addresses appearing on the register.

(3) If an order made or bylaw passed under section 12(2) is not rescinded under subsection (1), it shall lapse on the January 1 following 3 full crop years after the date on which

(a) the order was made or the bylaw passed, or

(b) the order or bylaw was confirmed by the highest court to which an appeal was taken,

whichever is later.

RSA 1980 cA-11 s19;1981 c41 s10

Entry on land

16(1) An agricultural fieldman and the Minister's representative or a member of the board accompanied by an agricultural fieldman

may, at any reasonable time, enter on land in a municipality with respect to which a board is constituted

(a) to carry out their functions, duties and powers under this Act and under an order or declaration under this Act,

(b) to determine whether conditions described in section 9(1) exist, and

(c) to inspect the land and agricultural practices on land subject to a declaration under section 9 or an order under section 12.

(2) The right to enter on land as permitted under this section does not, without the permission of the owner or occupant of the land, include the right to enter any building or structure that is situated on the land.

RSA 1980 cA-11 s22;1997 c1 s17

Regulations

17 The Minister may make regulations not inconsistent with and to effect the general purposes of this Act and, without restricting the generality of the foregoing, may make regulations prescribing forms for the purposes of this Act.

RSA 1980 cA-11 s23

Refusal to comply with order or bylaw

18 If a person refuses to comply with an order or bylaw under section 12, the council may apply to the Court of Queen's Bench for an order

(a) requiring that person to comply with that order or bylaw, and

(b) restraining that person from interfering with or obstructing any person from carrying out any duties or functions under that order or bylaw.

RSA 2000 cA-10 s18;2009 c53 s13

Alberta
Government

INFORMATION

AND

INSTRUCTIONS

For

Commissioners for Oaths

This guide is prepared to assist Commissioners for Oaths. It is not legal advice. If you are in need of legal advice, please consult a lawyer. If anything in this booklet is inconsistent with the *Notaries and Commissioners Act* or the *Commissioners for Oaths Regulation*, the act and regulation govern.

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Definitions

Affidavit

A written statement formally confirmed by swearing an oath or affirming before a competent authority, such as a Commissioner for Oaths. Affidavits are often used as evidence in court. Affidavits can only be used when a statute or regulation authorizes the use of an affidavit.

Affirmation

A solemn statement that is not religious, confirming that a statement is true. It has the same effect as an oath. An affirmation can be used if a person objects to swearing an oath.

Attest

To affirm the truth of a statement or bear witness to something.

Deponent

A person who gives evidence in writing. The person who makes an affidavit is the deponent.

Exhibit

Evidence in the form of records or other documents that are meant to support a person's affidavit. Exhibits are frequently found annexed, or attached to, affidavits.

Jurat

Describes when, where, and before whom an affidavit was sworn. The jurat appears at the end of the document and must be completed by the Commissioner for Oaths.

Oath

A solemn statement attesting to the truth of a statement to a Supreme Being or something sacred to the person taking the oath. The person making the oath considers it to be binding on their conscience.

Solemn Declaration

A promise to tell the truth that is used for statutory declarations.

Statutory Declaration

A formal declaration made in a prescribed form that has legal force similar to an oath or affidavit. Statutory declarations are used when no law authorizes the use of an affidavit.

The Role and Responsibilities of Commissioners for Oaths

Commissioners for Oaths perform important functions in our society. They are expected to comply with the highest standards of behaviour as set out in the *Notaries and Commissioners Act* and the *Commissioners for Oaths Regulation*. The regulation includes a Code of Conduct that is reproduced in this booklet.

What Commissioners for Oaths Can Do

Commissioners for Oaths in the Province of Alberta can administer oaths and take and receive affidavits, affirmations and declarations in and for Alberta.

A person may be a Commissioner for Oaths by virtue of office (*ex officio*), as set out in the *Notaries and Commissioners Act*.

A Commissioner for Oaths may also be appointed. A person may apply to be appointed as a Commissioner for Oaths if they:

- Are at least 18 years old, and
- Reside in Alberta or in the part of the City of Lloydminster that is located in Saskatchewan

The work of Commissioners for Oaths must be authorized by the *Notaries and Commissioners Act*. Section 19 of that Act provides that anyone who

acts as a Commissioner for Oaths without authorization can be liable for a fine of up to $5,000.

Commissioners for Oaths are not authorized to do types of work usually done by lawyers, such as conveyancing. The *Legal Profession Act* prohibits anyone who is not a lawyer or member of the Law Society of Alberta from practising law or from representing themselves as a lawyer. Anyone who performs the work of a lawyer when they are not authorized to do so contravenes these provisions and may be prosecuted.

Only judges and lawyers have the authority to:

- Witness or certify and attest deeds, contracts and commercial instruments
- Issue a certificate under the *Guarantees Acknowledgment Act*

Affidavits and Statutory Declarations

Affidavits are written statements that are formally confirmed by oath or affirmation. The deponent (person making the affidavit) must swear the oath or affirm before a person with the power to administer an oath or affirmation, such as a Commissioner for Oaths. An affidavit must be authorized by legislation (a statute or a regulation) which allows or requires the proof of certain facts by way of an affidavit.

Statutory declarations are another type of statement of facts, similar to affidavits. They are used when no statute or regulation authorizes the use of an affidavit. Statutory declarations are made pursuant to the *Canada Evidence Act* or the *Alberta Evidence Act*. A person making a statutory declaration must solemnly declare that those statements are true before a person with the power to administer solemn declarations.

Affidavits and statutory declarations are used to establish legal rights. If they are not properly made, problems can arise in establishing these rights. For an affidavit or statutory declaration to be legally valid the oath, affirmation or solemn declaration must be administered properly. If you are unsure about the format of an affidavit or statutory declaration, what it can be used for, or how to complete it, please consult a lawyer.

The importance of affidavits and statutory declarations is reflected in the *Criminal Code*. A person who makes a false affidavit or statutory declaration can face a maximum penalty of 14 years imprisonment.

A Commissioner for Oaths May be Called to Give Evidence

A Commissioner for Oaths may be called into court to establish that an oath, affirmation or solemn declaration was administered properly. To be prepared for this possibility, the Commissioner for Oaths must follow proper procedure every time.

Commissioner for Oaths should establish a consistent procedure from which they do not deviate. This will assist you should you be called upon to testify, as you can indicate what procedure you consistently use even if you cannot recall that particular occasion.

Criminal Liability of a Commissioner for Oaths

The *Criminal Code* places a high degree of responsibility on persons who administer oaths, affirmations and declarations. Section 138 of the *Criminal Code* provides that anyone who signs an affidavit or statutory declaration representing that it was sworn or declared before them when it in fact was not is guilty of an offence and is liable to imprisonment for up to two years.

A Spouse's Oath, Affirmation or Declaration

Commissioners for Oaths should not take their spouse's oath, affirmation or declaration. Sections of the *Canada Evidence Act* and the *Alberta Evidence Act* protect spouses from giving evidence against one another. If a Commissioner for Oaths takes their spouse's oath, affirmation or declaration, this can lead to problems in the proof of affidavits in court. It can also create problems in the prosecution of *Criminal Code* offences involving perjury and the swearing of false affidavits.

Taking Affidavits or Statutory Declarations

How to Administer an Oath to a Person Making an Affidavit

An **oath** is a solemn statement attesting to the truth of a statement to a

Supreme Being or something sacred to the person taking the oath. The oath should be administered in the following way:

1. Ensure that the words in the introduction to the affidavit read "make oath and say."

2. Ask the person appearing before you whether he or she is the individual named in the affidavit as the person making the affidavit. If you know the person, it is not necessary to confirm their identity.

3. Ask the person to sign the affidavit. If the affidavit has already been signed, ask the person if the signature on the affidavit is theirs.

4. Hand the person a Bible or any other religious text they consider binding on their conscience. Alternatively, you may ask the person if they would like to swear with uplifted hand.

5. Say to the person:

> "Do you swear that the contents of your affidavit are true, so help you God?"

6. The person responds by saying "I do" while holding the Bible or the appropriate text in his or her uplifted hand or while holding his or her hand uplifted.

7. You must then complete the jurat (see instructions below).

A person can be sworn in a different way that is sanctioned by their own religion. What is important is that they consider the oath to be binding on their conscience.

How to Administer an Affirmation to a Person Making an Affidavit

An affirmation is a solemn statement that is not religious, confirming that a statement is true. A person may give an affirmation instead of an oath if the person objects to swearing an oath. When a person appears before you to make an affidavit but objects to giving an oath (being sworn)

(a) from conscientious scruples, or

(b) on the ground of [their] religious belief, or

(c) on the ground that the taking of an oath would have no binding effect on [their] conscience,

the person may give an affirmation, instead of an oath, and the affirmation has the same force and effect as if the person had taken an oath.

The affirmation should be administered in the following way:

1. Before administering the affirmation, you must amend the words "make oath and say" in the introduction to the affidavit to read "solemnly affirm and declare".

2. Ask the person appearing before you whether she or he is the individual named in the affidavit as the person making the affidavit. If you know the person, it is not necessary to confirm their identity.

3. Ask the person to sign the affidavit. If the affidavit has already been signed, ask the person if the signature on the affidavit is theirs.

4. Ask the person:

"Do you promise that the contents of your affidavit are true and solemnly affirm that this promise is binding on your conscience?"

5. The person responds by saying "I do".

6. You must then certify that the person satisfied you that they are entitled to affirm, which may be done by inserting the following before your signature on the jurat:

"I certify that (name of person) satisfied me that he/she was a person entitled to affirm."

In so satisfying yourself, you need not enquire beyond the person's verbal statement that [they object] to being sworn on one of the grounds listed above.

7. You must then complete the jurat (see instructions below).

How to Administer a Solemn Declaration to a Person Completing a Statutory Declaration

A **solemn declaration** is a promise to tell the truth that is used for statutory declarations. The *Canada Evidence Act* and the *Alberta Evidence Act* prescribe this form for statutory declarations:

> I, _____, solemnly declare that (state the fact or facts declared to), and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath or affirmation.
>
> Declared before me at _____ this ____ day of _____, 20___.

The solemn declaration should be administered in the following way:

1. Ask the person appearing before you whether he or she is the individual named in the statutory declaration as the person making the statutory declaration. If you know the person, it is not necessary to confirm their identity.

2. Ask the person to sign the statutory declaration. If the statutory declaration has already been signed, ask the person if the signature on the statutory declaration is theirs.

3. Ask the person:

> "Do you make this solemn declaration conscientiously believing it to be the truth and knowing that it is of the same force and effect as if made under oath or affirmation?"

4. The person responds by saying "I do".

5. You must then complete the jurat (see instructions).

Alterations

If there are changes on an affidavit or statutory declaration, including the jurat, you must authenticate them. If changes are not authenticated the affidavit or statutory declaration may not be accepted in court proceedings.

To authenticate the changes, place a check mark at the beginning and end of each of the changes and then write your initials beside each change.

Example:

A.B. √fifth√ √February√ A.B.
I did on the ~~fourth~~ day of ~~January~~, 1976.

The Jurat

The **jurat** describes when, where, and before whom the document was sworn, affirmed or declared. It appears at the end of the document and must be completed by the Commissioner for Oaths.

The jurat must include:

- The date of swearing, affirming or declaring, and
- The place where the document was sworn, affirmed or declared.

In the case of an oath on an affidavit, it should include the words: "Sworn before me".

In the case of an affirmation on an affidavit, it should include the words: "Affirmed before me". Insert the following before your signature on the jurat:

> "I certify that (name of person) satisfied me that they are a person entitled to affirm."

In the case of a statutory declaration, it should include the words "Declared before me".

The ordinary form of jurat for an affidavit is:

> Sworn (or affirmed) before me at . . . . . .
> Province of Alberta, this. . .. . . day of . . . . . 20 . .
> . . . . . .
> A Commissioner for Oaths in and for Alberta

Name and Appointment Expiry Date or Office

On each document you must legibly print or stamp in legible printing:

- Your name,
- If you are appointed, the date your appointment expires, and
- If you are a Commissioner for Oaths by virtue of office, your office

If you do not place your name, appointment expiry date or office on a document you attest to you can be found guilty of an offence and liable to a fine of up to $1,000.

Exhibits

Often an affidavit or statutory declaration will refer to other documents that are attached or annexed as **exhibits**. An exhibit might be evidence in the form of records or other documents that are meant to support the person's affidavit or declaration.

Exhibits must be identified by you. Each exhibit should be marked in this way:

> This is Exhibit . . . . . referred to in
> the affidavit (or statutory declaration) of (name of
> person) sworn (or affirmed or declared) before me
> this . . . . . day of . . . . . ., 20 . . . . . .
> . . . . . .
> A Commissioner for Oaths in and for Alberta

When a Person is Visually Impaired or Unable to Read

If the person making the affidavit or statutory declaration is unable to read

you must read the document, or cause it to be read, to the person and then ask the person if they understood it. You may only administer the oath, affirmation or solemn declaration if you are satisfied that the person has in fact understood what was read.

In those cases, the ordinary form of jurat must be amended. Insert the following before your signature:

> As (name of person) is visually impaired (or unable to read), this affidavit (or statutory declaration) was read to her (or him) in my presence, she (or he) seemed perfectly to understand it, and she (or he) made her (or his) signature (or mark) in my presence.

When a Person Does not speak English

If the person making the affidavit or statutory declaration does not understand the English language, a person competent to interpret the contents of the affidavit or statutory declaration must first be sworn using the following oath. If the interpreter objects to being sworn, an affirmation in similar form may be administered:

> "Do you swear that you understand (the language of the person), that you will truly interpret the contents of this affidavit (or statutory declaration) to (name of person) and that you will truly interpret to him (or her) the oath (or affirmation or solemn declaration) about to be administered to him (or her). So help you God."

After the interpreter has interpreted the contents of the document, you must administer the oath, affirmation or solemn declaration to the person through the interpreter. The person should respond by saying "I do" through the interpreter.

The ordinary form of jurat must be amended by inserting the following before your signature:

> As (name of person) does not understand the language of the affidavit (or statutory declaration), this affidavit (or statutory declaration) was, in my belief, interpreted to him (or her) by (name of interpreter) who first swore (or affirmed) that he (or she)

understands (the language of the person) and that he (or she) would truly interpret the oath (or affirmation or solemn declaration) about to be administered.

When a Person is Hearing Impaired

If the person making the affidavit or statutory declaration has a hearing impairment but that person is capable of reading, read the declaration or affidavit, and appeared to perfectly understand it, and signed his or her name, then an interpreter is not required. Here is a sample of the jurat that can be used:

Sworn (or affirmed/declared) before me)
at the _____ of_____in the)
Province of Alberta, this_____)
day of _____A.D., 20_____)
by the above named_____, who)
being hearing and speech impaired)
but capable of reading, read over)
the above the written instrument,)
when he (she) appeared perfectly to)
understand it, and signed his (her))
name in my presence.)

_____
(Signature of the Deponent)

_____
A Commissioner for Oaths in and for Alberta

If the person is hearing and speech impaired and incapable of reading, a person competent to interpret the document in the sign language known to the person must first be sworn. The following oath may be administered. If the interpreter objects to being sworn, use an affirmation in similar form:

> "You swear that you understand (the sign language known to the person) and that you will truly interpret the contents of this affidavit (or statutory declaration) to (name of person) and that you will truly interpret to her (or him) the oath (or affirmation/solemn declaration) about to be administered to her (or him). So help you God."

After the interpreter has interpreted the contents of the documents, you must administer the oath, affirmation or solemn declaration to the person through the interpreter. The person should respond by saying "I do" through the interpreter. In those cases the ordinary form of jurat must be amended by inserting the following before your signature:

As (name of person) being hearing and speech impaired and incapable of reading, this affidavit (or statutory declaration) was in my belief, interpreted to her (or him) by (name of interpreter) who first swore (or affirmed) that he (or she) understands (the sign language known to the person) and that he (or she) would truly interpret the contents of this affidavit (or statutory declaration) and that he (or she) would truly interpret the oath (or affirmation/solemn declaration) about to be administered.

Powers

Commissioner for Oaths must ensure that they restrict the use of the appointments to those powers set out in the Act. They may not, as a Commissioner for Oaths perform other actions, such as certifying true copies, completion of documents etc.

Additional Information for Appointed Commissioners for Oaths

Re-appointment of a Commissioner for Oaths

A notice will be sent to Commissioners 8 weeks before their appointment expires. An application form will be included so the Commissioner can apply for re-appointment should they wish to do so.

Every Commissioner must ensure that they do not act after the expiry date of their appointment.

Change of Employment or Address

If a Commissioner for Oaths changes their employment or address during their appointment this must be reported to the Department of Justice at the following address:

Official Documents & Appointments
Rm. 111, 9833 - 109 Street
Edmonton, Alberta T5K 2E8

Inquiries about the Appointment of Commissioners for Oaths

Inquiries about the appointment of Commissioner for Oaths may be made to Official Documents & Appointments, at the address shown above or by telephoning (780) 427-5981.

Statute and Regulation

The work of Commissioner for Oaths in Alberta is governed by the *Notaries and Commissioners Act* and the *Commissioners for Oaths Regulation*. Both can be accessed on the Alberta Justice and Solicitor General website:

http://justice.alberta.ca/programs_services/official/Pages/commisioner.aspx

The regulation includes a Code of Conduct for Commissioner for Oaths, which is included below.

Code of Conduct for Commissioners for Oaths

1. A commissioner for oaths must

(a) discharge all of the commissioner for oaths' responsibilities with honesty, dignity and integrity;

(b) treat all persons fairly, courteously and with respect;

(c) provide services in a professional, ethical and responsible manner;

(d) comply with the terms and conditions of the commissioner for oaths' appointment;

(e) comply with

(i) the Notaries and Commissioners Act,

(ii) the applicable regulations under the Notaries and Commissioners Act,

(iii) any other law or directives that govern the conduct of commissioners for oaths in the discharge of their responsibilities, and

(iv) any direction issued to the commissioner for oaths under section 22 of the Act;

(f) act in a manner that maintains and upholds the honour and reputation of the office of commissioner for oaths;

(g) maintain up to date knowledge on the law and directives governing the duties and conduct of commissioners for oaths;

(h) hold in strict confidence all information of a confidential nature that comes to the commissioner for oaths' knowledge, except as is required to perform the services of the commissioner for oaths or as otherwise required by law.

2. A commissioner for oaths must not

(a) mislead or attempt to mislead anyone in the discharge of the commissioner for oaths' responsibilities;

(b) participate in the preparation or delivery of any document that is false, incomplete, misleading, deceptive or fraudulent;

(c) participate in the preparation or delivery of any document that

(i) has the appearance of being validly issued by a court or other legitimate authority but is not,

(ii) is intended to or has the effect of deceiving any person, or

(iii) otherwise is lacking valid legal effect.

SAMPLE – Affidavit

CANADA

PROVINCE OF ALBERTA

TO WIT

AFFIDAVIT

I, _____of the City of _____ in

the Province of Alberta, MAKE OATH AND SAY:

1. THAT

SWORN (or Affirmed) before me

At _____

this _____ day of _____,

20_____

_____
(Signature of the Deponent)

(I certify that (name of person)
satisfied me that they are a person
entitled to affirm.)

_____
A Commissioner for Oaths/Notary
Public in and for
Alberta

(PRINT OR STAMP NAME HERE)

MY APPOINTMENT EXPIRES

SAMPLE – Statutory Declaration

STATUTORY DECLARATION

CANADA

PROVINCE OF ALBERTA In the Matter of _____

TO WIT:

I, _____,of _____, in the Province of Alberta, do solemnly declare as follows:

And I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as it made under oath.

DECLARED before me

At _____

This _____ day of _____,

20___

_____
(Signature of the Deponent)

_____
A Commissioner for Oaths/Notary
Public in and for
Alberta

(PRINT OR STAMP NAME HERE)

MY APPOINTMENT EXPIRES

Province of Alberta

NOTARIES AND COMMISSIONERS ACT

Statutes of Alberta, 2013
Chapter N-5.5

Current as of September 1, 2019

Office Consolidation

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Note

All persons making use of this consolidation are reminded that it has no legislative sanction, that amendments have been embodied for convenience of reference only. The official Statutes and Regulations should be consulted for all purposes of interpreting and applying the law.

Regulations

The following is a list of the regulations made under the *Notaries and Commissioners Act* that are filed as Alberta Regulations under the Regulations Act.

	Alta. Reg.	*Amendments*
Notaries and Commissioners Act		
Commissioners for Oaths	219/2014	
Notaries Public	220/2014	

NOTARIES AND COMMISSIONERS ACT

Chapter N-5.5

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HER MAJESTY, by and with the advice and consent of the Legislative Assembly of Alberta, enacts as follows:

Definitions

1 In this Act,

(a) "judge" means a judge of the Provincial Court, the Court of Queen's Bench or the Court of Appeal and includes a master in chambers appointed under the *Court of Queen's Bench Act*;

(b) "lawyer" means a member of the Law Society of Alberta, other than an honorary member, who has not been suspended or disbarred;

(c) "Metis settlement councillor" means a councillor as defined in the *Metis Settlements Act*;

(d) "Minister" means the Minister determined under section 16 of the *Government Organization Act* as the Minister responsible for this Act;

(e) "municipal councillor" means a councillor within the meaning of the *Municipal Government Act*;

(f) "political representative" means

(i) a member of the Legislative Assembly of Alberta,

(ii) a member from Alberta of the House of Commons of Canada, or

(iii) a member of the Senate of Canada who at the time of appointment as a senator is a resident of Alberta;

(g) "student-at-law" means a person who is registered as a student-at-law under the *Legal Profession Act* whose registration has not been suspended or terminated.

Part 1
Notaries Public

Appointment of notaries public

2(1) Persons may be appointed as notaries public in accordance with this Part.

(2) An appointment under subsection (1) is an appointment at pleasure for a term provided for in the regulations.

Notaries public by virtue of office or status

3(1) The following persons are notaries public by virtue of their office or status:

(a) a judge;

(b) a lawyer and a student-at-law;

(c) a political representative.

(2) A person who is a notary public pursuant to subsection (1) ceases to be a notary public when the person ceases to hold the office or to have the status referred to in subsection (1).

Powers of a notary public

4(1) Every notary public may, subject to the Regulations,

(a) administer oaths or take affidavits, affirmations or declarations and attest the oaths, affidavits, affirmations or declarations in accordance with section 5,

(b) certify and attest in accordance with section 5 a true copy of a document, and

(c) witness or certify and attest in accordance with section 5 the execution of a document.

(2) In addition to the powers set out in subsection (1), a notary public who is a judge or a lawyer may witness or certify and attest in accordance with section 5 deeds, contracts and commercial instruments, including, subject to any other applicable law, a deed,

contract or commercial instrument issued or prepared by the judge or lawyer or in respect of which the judge or lawyer has otherwise provided legal advice.

(3) A document in respect of which a notary public has exercised a power referred to in subsection (1) or (2) and that is attested in accordance with section 5 may be used and recognized in Alberta, elsewhere in Canada and internationally.

Seal, name and expiry date

5(1) Before exercising the powers of a notary public, the notary public must obtain a seal on which appear the notary public's name and the words "Notary Public" and "Province of Alberta".

(2) A notary public shall place his or her seal to each document that the notary public attests in that capacity.

(3) A notary public shall, on each document attested by the notary public's seal and signature, legibly print, or stamp in legible printing, next to the notary public's signature,

(a) the notary public's name,

(b) if the notary public was appointed under section 2, the date on which the notary public's appointment expires, and

(c) if the notary public is acting by virtue of his or her office or status, the office or status referred to in section 3 that applies to the notary public.

(4) A notary public who contravenes subsection (2) or (3) is guilty of an offence and liable to a fine of not more than $1000.

Duties and conduct of a notary public

6(1) The Minister may, by regulation, establish a code of conduct for notaries public.

(2) The Minister may issue directives governing the duties and conduct of notaries public.

(3) The code of conduct and directives referred to in this section must be made available to every notary public in a manner determined by the Minister.

Prohibitions

7(1) No person shall, unless authorized to do so under this Act or by another law in force in Alberta,

(a) administer an oath or take an affidavit, affirmation or declaration and attest the oath, affidavit, affirmation or declaration as a notary public,

(b) certify and attest as a notary public a true copy of a document,

(c) witness or certify and attest as a notary public the execution of a document,

(d) issue or prepare a deed, contract or commercial instrument, or otherwise provide legal advice, or

(e) hold himself or herself out as or represent himself or herself as a notary public, or exercise any powers or rights customarily associated with the office of a notary public.

(2) A person who contravenes this section is guilty of an offence and liable to a fine of not more than $5000.

Applications

8 A person may, in accordance with the regulations, apply for an appointment as a notary public if the person

(a) is 18 years of age or older,

(b) is a Canadian citizen or has the status of a permanent resident of Canada, and

(c) resides in Alberta or in the part of the City of Lloydminster that is located in Saskatchewan.

Proof of appointment

9(1) The Minister may issue a document that the Minister considers appropriate to indicate

(a) that a person is a notary public, and

(b) the date when the appointment as a notary public expires.

(2) A document issued pursuant to subsection (1) is admissible in any court as evidence of the appointment without further proof of the appointment or proof of the signature of any person who signed or issued the document.

Minister may issue written directions

10(1) If it appears that a notary public is not complying with this Act, the regulations, or the code of conduct or a directive referred to in section 6, the Minister may issue written directions to the notary public concerning the notary public's failure to comply.

(2) The Minister may provide the written directions and communicate information regarding the written directions that the Minister considers to be appropriate

(a) if the notary public is a judge, to the Judicial Council established under the *Judicature Act*,

(b) if the notary public is a lawyer or student-at-law, to The Law Society of Alberta,

(c) if the notary public exercises his or her powers as a notary public within the scope of his or her employment or in an official capacity, to an employer, supervisor or other person as the Minister considers to be appropriate, and

(d) to any other person as the Minister considers to be necessary for the administration of this Act.

Minister may refuse, suspend or revoke

11(1) The Minister may refuse an application for appointment as a notary public or suspend or revoke the appointment of a notary public if

(a) the applicant or notary public fails to comply with this Act, the regulations, the code of conduct or a directive referred to in section 6 or a written direction referred to in section 10,

(b) the applicant or notary public is convicted of an offence under this Act,

(c) the applicant or notary public is charged with misrepresentation, fraud, breach of trust or an offence under the *Criminal Code* (Canada),

(d) the applicant or notary public made an untrue statement in his or her application for appointment, or

(e) the Minister considers it appropriate to do so.

(2) If the Minister suspends or revokes an appointment under this section, the Minister may

(a) provide, publish or issue a notice of the suspension or revocation in the manner provided for by regulation or that the Minister considers to be appropriate, and

(b) communicate, in the manner that the Minister considers to be appropriate, the information regarding the suspension or revocation that the Minister considers to be necessary for the administration of this Act.

(3) A decision by the Minister under this section is final.

Advisory Committee

12 The Minister may establish a Notaries Public Advisory Committee under section 7 of the *Government Organization Act* for the purposes of

(a) providing advice to the Minister respecting the appointment of notaries public and the suspension and revocation of appointments of notaries public or the issuance of a written direction to a notary public,

(b) monitoring, and advising the Minister concerning, the contents or application of this Part, the regulations, the code of conduct and directives referred to in section 6 or a written direction referred to in section 10, and

(c) exercising the additional powers and performing the additional duties and functions conferred by the Minister in accordance with the *Government Organization Act* or by regulation.

Regulations

13 The Minister may make regulations

(a) respecting the term of appointments for the purposes of section 2(2);

(b) limiting or clarifying the powers of a notary public referred to in section 4(1) and their exercise by a notary public who is not a lawyer or a judge;

(c) establishing the code of conduct referred to in section 6;

(d) respecting the directives referred to in section 6;

(e) respecting the form and manner in which an application under section 8 must be made, including, without limitation, regulations

(i) requiring the payment of fees in respect of an application and the manner in which the fees must be paid,

(ii) respecting the requirements that must be satisfied or the information or evidence that must be provided by a person who applies for appointment as a notary public, including but not limited to the requirement

(A) to provide references or other evidence that the applicant is a person of good character, and

(B) to submit the results of a criminal record check in a form satisfactory to the Minister;

(f) respecting the collection, use and disclosure of information, including personal information, for the purposes of

(i) confirming that a notary public has an office or status referred to in section 3(1),

(ii) authenticating a notary public's signature,

(iii) considering and approving or refusing applications, issuing written directions or suspending or revoking appointments under this Part and providing, publishing or issuing notices of suspensions or revocations, and

(iv) any other purpose necessary for the administration of this Act;

(g) respecting written directions referred to in section 10 or decisions under section 11 to refuse, suspend or revoke appointments, including regulations respecting any notices and documents that may or must be provided, published or issued;

(h) respecting the exercise of additional powers or the performance of additional duties and functions by the Notaries Public Advisory Committee under section 12;

(i) respecting any other matter or thing that the Minister considers advisable for the administration of this Part.

Transitional

14 Every notary public appointed pursuant to section 2 of the *Notaries Public Act*, RSA 2000 cN-6, or under any predecessor of that Act, continues as a notary public for Alberta until the expiry of his or her appointment pursuant to that Act, and may be dealt with

pursuant to this Part as if he or she had been appointed pursuant to this Part.

Part 2
Commissioners for Oaths

Appointment of commissioners for oaths

15(1) Persons may be appointed as commissioners for oaths in accordance with this Part to administer oaths and take and receive affidavits, affirmations and declarations in and for Alberta.

(2) An appointment under subsection (1) is an appointment at pleasure for a term provided for in the regulations.

Commissioners for oaths by virtue of office or status

16(1) The following persons are commissioners for oaths, empowered by virtue of their office or status to administer oaths and take and receive affidavits, affirmations and declarations in Alberta for use in Alberta:

(a) a judge;

(b) a lawyer and a student-at-law;

(c) a political representative;

(d) a Metis settlement councillor and a municipal councillor;

(e) a trustee of a board of a school division within the meaning of section 125(4)(b) of the *Education Act*;

(f) a person who holds a commission as an officer in the Canadian Forces and who is on full-time service, whether in Canada or outside Canada;

(g) a police officer.

(2) Every notary public is, by virtue of the notary public's office, a commissioner for oaths.

(3) Despite subsection (1), an oath, affidavit, declaration or affirmation may be administered, taken, sworn, affirmed or made outside Alberta for use in Alberta by

(a) a political representative,

(b) an officer in the Canadian Forces referred to in subsection (1)(f), or

(c) a commissioner for oaths by virtue of an office or status referred to in subsection (1) who actually resides in, or who provides his or her services as a commissioner for oaths in, the part of the City of Lloydminster that is located in Saskatchewan.

(4) A person who is a commissioner for oaths pursuant to subsection (1) ceases to be a commissioner for oaths when the person ceases to hold the office or to have the status referred to in subsection (1).

(5) The Minister may request all or any of the following information that is shown on a record in the custody or control of a public body as defined in the *Freedom of Information and Protection of Privacy Act* as the Minister considers to be necessary for the purpose of locating a person who is, or has represented himself or herself as, a commissioner for oaths pursuant to subsection (1) and authenticating a signature of or otherwise administering this Act in respect of that person:

(a) the name, residential address, residential telephone number, cellular telephone number and e-mail address of the person;

(b) the name, address, telephone number and e-mail address of the person's current or past employer;

(c) whether the person has an office or status referred to in subsection (1).

(6) On receipt of a request under subsection (5) the public body shall provide the requested information.

2012 cE-0.3 s280.1;2013 cN-5.5 s16

Name and expiry date

17(1) A commissioner for oaths shall, on each document that the commissioner for oaths signs in that capacity, legibly print, or stamp in legible printing, next to the commissioner for oaths' signature,

(a) the commissioner for oaths' name,

(b) the words "A Commissioner for Oaths in and for Alberta",

(c) if appointed under section 15, the date on which the commissioner for oaths' appointment expires, and

(d) if the commissioner for oaths is acting by virtue of an office or status referred to in section 16(1) or (2), the office or status that applies to the commissioner for oaths.

(2) A commissioner for oaths who fails to comply with this section is guilty of an offence and liable to a fine of not more than $1000.

Duties and conduct of a commissioner

18(1) The Minister may, by regulation, establish a code of conduct for commissioners for oaths.

(2) The Minister may issue directives governing the duties and conduct of commissioners for oaths.

(3) The code of conduct and directives referred to in this section must be made available to every commissioner for oaths in a manner determined by the Minister.

Prohibitions

19(1) No person shall, unless authorized to do so under this Part or by another law in force in Alberta,

(a) administer an oath,

(b) take or receive an affidavit, affirmation or declaration, or

(c) hold himself or herself out as or represent himself or herself as a commissioner for oaths.

(2) Subsection (1) does not apply to the administering of an oath or the taking or receiving of an affidavit, declaration or affirmation in Alberta for use only in another jurisdiction by a person who is authorized to do so by the laws of that other jurisdiction.

(3) A person who contravenes this section is guilty of an offence and liable to a fine of not more than $5000.

Applications

20 A person may, in accordance with the regulations, apply for an appointment as a commissioner for oaths if the person

(a) is 18 years of age or older, and

(b) repealed 2016 c23 s4,

(c) resides in Alberta or in the part of the City of Lloydminster that is located in Saskatchewan.

2013 cN-5.5 s20;2016 c23 s4

Proof of appointment

21(1) The Minister may issue a document that the Minister considers appropriate to indicate

(a) that a person is a commissioner for oaths, and

(b) the date when the appointment as a commissioner for oaths expires.

(2) A document issued pursuant to subsection (1) is admissible in any court as evidence of the appointment without further proof of the appointment or proof of the signature of any person who signed or issued the document.

Minister may issue written directions

22(1) If it appears that a commissioner for oaths is not complying with this Act, the regulations, or the code of conduct or a directive referred to in section 18, the Minister may issue written directions to the commissioner for oaths concerning the commissioner for oaths' failure to comply.

(2) The Minister may provide the written directions and communicate information regarding the written directions that the Minister considers to be appropriate

(a) if the commissioner for oaths is a judge, to the Judicial Council established under the *Judicature Act*,

(b) if the commissioner for oaths is a lawyer or student-at-law, to The Law Society of Alberta,

(c) if the commissioner for oaths administers oaths or takes or receives affidavits, affirmations and declarations within the scope of his or her employment or in an official capacity, to an employer, supervisor or other person as the Minister considers to be appropriate, and

(d) to any other person as the Minister considers to be necessary for the administration of this Act.

Minister may refuse, suspend or revoke

23(1) The Minister may refuse an application for appointment or suspend or revoke the appointment of a commissioner for oaths if

(a) the applicant or commissioner for oaths fails to comply with this Act, the regulations, the code of conduct or a directive referred to in section 18 or a written direction referred to in section 22,

(b) the applicant or commissioner for oaths is convicted of an offence under this Act,

(c) the applicant or commissioner for oaths is charged with misrepresentation, fraud, breach of trust or an offence under the *Criminal Code* (Canada),

(d) the applicant or commissioner for oaths made an untrue statement in his or her application for appointment, or

(e) the Minister considers it appropriate to do so.

(2) If the Minister suspends or revokes an appointment under this section, the Minister may

(a) provide, publish or issue a notice of the suspension or revocation in the manner provided for by regulation or that the Minister considers to be appropriate, and

(b) communicate, in the manner that the Minister considers to be appropriate, the information regarding the suspension or revocation that the Minister considers to be necessary for the administration of this Act.

(3) A decision made by the Minister under this section is final.

Regulations

24 The Minister may make regulations

(a) respecting the term of appointments for the purposes of section 15(2);

(b) establishing the code of conduct referred to in section 18;

(c) respecting the directives referred to in section 18;

(d) respecting the form and manner in which an application under section 20 must be made, including, without limitation, regulations

(i) requiring the payment of fees in respect of an application and the manner in which the fees must be paid, and

(ii) respecting the requirements that must be satisfied or the information that must be provided by a person who applies for appointment as a commissioner for oaths;

(e) respecting the collection, use and disclosure of information, including personal information, for the purposes of

(i) confirming that a commissioner for oaths has an office or status referred to in section 16(1) or (2),

(ii) authenticating a commissioner for oaths' signature,

(iii) considering and approving applications, issuing written directions or suspending or revoking appointments under this Part and providing, publishing or issuing notices of suspensions or revocations, and

(iv) any other purpose necessary for the administration of this Act;

(f) respecting written directions referred to in section 22 or a decision under section 23 to refuse, suspend or revoke an appointment, including regulations respecting any notices and documents that may or must be provided, published or issued;

(g) respecting any other matter or thing that the Minister considers advisable for the administration of this Part.

Transitional

25 Every commissioner for oaths appointed pursuant to section 6 of the *Commissioners for Oaths Act*, RSA 2000 cC-20, or under any predecessor of that Act, continues as a commissioner for oaths until the expiry of his or her appointment pursuant to that Act and may be dealt with pursuant to this Part as if he or she had been appointed pursuant to this Part.

Part 3
General Matters

Investigation if required

26(1) The Minister may, on the Minister's own initiative, appoint a qualified person to conduct any investigation that the Minister considers to be necessary for the protection of the public interest, regarding any matter that may be in contravention of this Act, the regulations, an applicable code of conduct, a directive issued under section 6 or 18, or a written direction issued under section 10 or 22.

(2) A person appointed to conduct an investigation under subsection (1), in the course of an investigation, may exercise the powers and shall perform the duties provided for by regulation.

Protection from liability

27(1) No action lies against the Minister, a designate of the Minister or a person appointed to conduct an investigation under

section 26 for anything done or omitted to be done in good faith and in purporting to act under this Act or the regulations.

(2) No action for defamation may be founded on a communication if the communication is requested, made, issued or published in good faith and in purporting to act under this Act or the regulations by the Minister, a designate of the Minister or a person appointed to conduct an investigation under section 26.

Regulations

28 The Minister may make regulations

(a) respecting appointments under section 26;

(b) respecting the powers and duties of a person appointed to conduct an investigation.

Part 4
Consequential Amendments, Repeals and Coming into Force

29 to **32** *(These sections make consequential amendments to other Acts. The amendments have been incorporated into those Acts.)*

Repeals

33(1) The *Commissioners for Oaths Act*, RSA 2000 cC-20, is repealed.

(2) The *Notaries Public Act*, RSA 2000 cN-6, is repealed.

Coming into force

34 This Act comes into force on Proclamation.

(NOTE: Proclaimed in force April 30, 2015.)

Council Policies 4.11

4.11.1 Policy Statement No. 01-36: Expenses and Contributions to Political Functions ATTACHED

4.11.2 Policy Statement No. 01-42: Council Gifts and Benefits ATTACHED

4.11.3 Bylaw No. 1320-18: Conduct of Council. ATTACHED

SMOKY LAKE COUNTY

Title: Expenses and Contributions to Political Functions	Policy No.: 36-01
Section: 01	Page No.: 1 of 3

Legislation Reference:	Alberta Elections Finances and Contributions Disclosure Act.

Purpose:	To set clear and uniform parameters regarding political contributions and expenses for participation in political functions for the interaction with Federal and Provincial registered parties, constituency associations and candidates.

Policy Statement and Guidelines:

1. OBJECTIVE:

1.1 Smoky Lake County recognizes that there is legislation that restricts the County from funding Political campaigns or contributing to political fundraisers.

1.2 Smoky Lake County also recognizes that attendance by Councillors and senior Administration at Federal and Provincial political events and fundraisers is part of local government duties and benefits the County.

1.3 Smoky Lake County will review and approve all requests for attendance of and support for political party or candidate – related events.

2. STATEMENT:

2.1 The interaction with officials of various governments and political parties is to insure the promotion of Smoky Lake County's interests. It is customary business practice to maintain cordial, harmonious relations with official governments and political parties at various levels. Although the County encourages such relations, it is absolutely essential to comply with legislation and preserve the integrity and the appearance of integrity of both Smoky Lake County and its representatives as well as the officials of governments and political parties.

2.2 This policy is intended to provide guidance in determining what expenses incurred in attending Federal and Provincial political events will be costs reimbursed by the County and what are to be personal expenses that will not be reimbursed by the County.

3. RELEVANT LEGISLATION:

3.1 **Federal Political Events:**

The *Federal Elections Act,* as amended, provides that no person or entity other than an individual who is a citizen or permanent resident shall make a contribution to a registered party, a registered association, a candidate, a leadership contestant, or a nomination contestant.

Policy Statement and Guidelines:

A municipality, being a corporation, is an ineligible contributor and cannot make contributions. Accordingly, any tickets, registration fees or donations to any federal registered party, registered association, a candidate, a leadership contestant or a nomination contestant are personal expenses of a member of Council.

3.2 **Provincial Political Events:**

The *Provincial Election Finances and Contributions Disclosure Act,* as amended, provides that a municipality is a prohibited corporation and may not make any contributions to a registered party, registered constituency association or registered candidate.

A "contribution" means any money or real or personal property that is provided:

3.2.1 to a political party, constituency association or candidate, or

3.2.2 for the benefit of a political party, constituency association or candidate with it's or the candidate's consent,

without compensation from that political party, constituency association or candidate.

4. PROCEDURES:

Smoky Lake County officials may attend political function and be compensated for expenses incurred therefore in accordance with applicable legislation.

4.1 **Business Meetings:**

Meetings with the Prime Minister, MP's, Premier, Federal or Provincial Cabinet Ministers, or MLA's, call by or arranged by either the politician or the County, wherein governance matters relating to the County, either directly or indirectly, are discussed:

4.1.1 In such instances the costs of the meeting, hall rental, registrations, meals, etc. shall be treated as business expenses of the meeting and are reimbursable in accordance with County expenses protocol.

Example: Luncheon Meetings with Minister, MLA Breakfast, etc.

Policy Statement and Guidelines:

4.2 **Fundraisers:**

A "Fund-Raising function" includes any social function held for the purpose of raising funds for a registered party, registered constituency association or registered candidate by whom or on whose behalf the function is held. Any contribution to a registered party, registered constituency association or registered candidate as determined below is a personal expense of a Councillor. Any amount deemed to be allowed for expenses as determined below may be reimbursed in accordance with County expenses protocol.

If an individual is charged by the sale of tickets or otherwise charged for attending a fund-raising function held by or on behalf of a registered party, registered constituency association or registered candidate, then for the purpose of complying with legislation.

4.2.1 If the individual charge is $50.00 or less, it shall not be considered as a contribution unless the person who pays the charge specifically requests that the charge be considered as a contribution, in which case one-half (½) of the amount shall be allowed for expenses and one-half (½) of the amount shall be considered as a contribution to the registered party, registered constituency association or registered candidate, as the case may be.

4.2.2 If the individual charge is more than $50.00, $25.00 shall be allowed for expenses and the balance shall be considered as a contribution to the registered party, registered constituency association or registered candidate, as the case may be.

Examples: Premier's Dinners, Constituency Golf Tournaments, Constituency Bar-B-Q (not held for charity) etc.

4.3 The County shall not reimburse for annual membership fees for a political part or a constituency association of that party, or for a general collection of money solicited at a meeting held on behalf or in relation to the affairs of a registered candidate, registered party or registered constituency association.

	Date	Resolution Number
Approved	March 17, 2011	# 406-11 - Page # 9672
Amended		
Amended		

SMOKY LAKE COUNTY

Title: Council Gifts and Benefits		Policy No.: 42-01
Section: 01	Code: P-I	Page No.: 1 of 5 E

Legislation Reference:	Alberta Provincial Statutes

Purpose:	This Policy provides guidance for the Members of Council on the appropriate gifts and benefits that may be accepted while discharging their duties of office.

Policy Statement and Guidelines:

1. STATEMENT:

1.1 In pursuing democratic accountability and transparency, it is necessary that no individual or organization influence, or perceive to influence, Council activities by providing gifts or benefits to Councillors.

1.2 Members of Council are expected to represent the public and the interests of the municipality and to do so with both impartiality and objectivity or regardless of monetary value, the gift or benefit could be seen or implied to be instrument of influence, favourtism or bias.

1.3 It is common for Members of Council to receive gifts and benefits in performing their duties of office. Personal integrity and sound business practices require maintaining relationships with vendors, contractors and residents doing business with the County.

2. OBJECTIVES:

2.1 Members of Council are entrusted to make decisions based on an impartial and objective assessment of each situation, free from the real or perceived influence of gifts and benefits.

2.2 From time to time, gifts and benefits are offered and accepted by elected officials in the course of their duties and attendance at public functions. The acceptance of gifts and benefits of a nominal value is considered part of the Member's role and responsibilities and are to be received by the Member only in good faith, as an incident of protocol or social obligation.

2.3 This policy provides Council with a clear and consistent process to handle for the acceptance, tracking and disclosure of gifts and benefits accepted, so that no Councillor can be accused of showing favoritism or bias.

Policy Statement and Guidelines:

3. DEFINITIONS:

For Interpretation purpose:

3.1 **Benefit:** means anything (other than a gift) of monetary equivalent, fee, object of value, service given that confers an advantage, including but not limited to discounted or free services food or beverages for immediate consumption, activities, event tickets or entertainment.

3.2 **Gift:** means any real or personal property given , including but not limited to art work, clothing, money, gift certificates or gift cards, unless payment in any form, including the exchange of goods or services, of equal or greater value is received by the individual or entity giving the gift.

4. GUIDELINES:

4.1 Members of Council must make decisions based on an impartial and objective assessment of each situation, free from the gratitude of influence of gifts and benefits.

4.2 Members of Council must avoid both the reality and appearance of impropriety with organizations and people with whom they deal.

4.3 Members of Council must avoid situations giving rise to the appearance that a person or body, through the provision of gifts and benefits of any kind is attempting to secure favourable treatment for yourself or from the Council.

4.4 Members must take all reasonable efforts to ensure that your immediate family members do not receive gifts and benefits that give rise to the appearance of being an attempt to secure favourable treatment. Immediate family members ordinarily include parents, spouses, children and siblings.

4.5 No Member of Council shall accept a gift and benefit that is connected directly or indirectly with the performance of his or her duties of office unless permitted by this Policy, or any other applicable legislative law.

Policy Statement and Guidelines:

4.6 The following gifts and benefits that normally accompany any duties of office and Members of Council are not **precluded from accepting:**

4.6.1 Personal gifts, benefits, rewards, commissions or advantages from any person or organization which are wholly unconnected with the performance of official duties.

4.6.2 Services provided without compensation by persons volunteering their time.

4.6.3 Invitations from charity or not for profit organization to attend their events.

4.6.4 Food and beverages at banquets, receptions, ceremonies or similar events.

4.6.5 A memento received by a member at a function honouring the member.

4.6.6 A memento received as an incident of protocol or social obligation, as a result of being a speaker, participant or representative of the County at an event.

4.6.7 Gifts or benefits received as a result of social protocol, customs or social obligations that normally accompany the performance of official duties.

4.6.8 Admission to an event such as a convention, conference, symposium, forum or similar event, offered by the organizer of the event and unsolicited by the Councillor, if the Councillor is attending or participating in their official capacity.

4.6.9 Food, lodging, transportation and entertainment provided by other levels of government or by other local governments, boards or commissions.

4.6.10 Invitations to and attendance at local social, cultural or sporting events.

- The above contents in 4.6 of gifts and benefits are considered as a token (nominal) in value.

- The monetary value should not exceed **$200.00** up to an annual accrued value of **$400.00.** If the value should exceed in $200.00 – it must be disclosed.

Policy Statement and Guidelines:

- The monetary value should not exceed **$200.00** up to an annual accrued value of **$400.00.** If the value should exceed in $200.00 – it must be disclosed.

4.7 **Cash Compensation:**

4.7.1 Members of Council must never accept a gift of money, including pre-paid credit cards. This does not include compensation authorized by legislation, County Bylaws, Policies, or a resolution of Council.

4.7.2 A member may receive compensation for serving on external bodies, such as AAMDC or FCM. If such compensation is in addition to regular Council compensation, should be fully disclosed.

4.7.3 A member of Council may receive honoraria for services rendered, such as speaking at a conference, where such services are directly linked to the member's office. Such honoraria shall be disclosed under this policy.

4.8 Nothing in this policy prevents disclosure of gifts and benefits valued under $200.00.

5. PROCEDURES:

5.1 To promote transparency and accountability to the public, Members of Council will continue to set a high standard of conduct and be prepared to openly disclose all gifts and benefits that have been received in carrying out their official duties.

5.2 Members of Council are encouraged to keep a list of all gifts and benefits received from individuals, firms or associations, with estimated values for review, appreciating that such lists are a matter of public record.

5.3 Members of Council are required to disclose all gifts and benefits which individually exceeds $200.00 or if the total value received during the calendar year exceeds $400.00, the member of Council shall within 30 days of receipt of the gift or benefit, or reaching the annual limit, complete a Disclosure Statement, as per ***Schedule "A":*** **Disclosure Statement of Gifts and Benefits.**

5.4 The Disclosure Statement will become a Municipal Record and retained in each elected official portfolio in the County Office vault.

	Date	Resolution Number
Approved	March 28, 2014	# 381-14 - Page # 11184
Amended		
Amended		
Amended		

SCHEDULE "A"

DISCLOSURE STATEMENT
of
Gifts and Benefits

Smoky Lake County Policy in regards to Council Conduct in the acceptance of gifts and benefits requires members of Council to disclose the receipt of certain gifts and benefits, if the dollar value of a single gift and benefit exceed $200.00 or $400.00 in a calendar year.

Disclosure Statements are a matter of Public Record.

This Disclosure Statement shall be used to report such gifts and benefits.

Nature of Gift or Benefit Received:

_____

_____

Source of Gift or Benefit:

_____

_____

Circumstances Under Which Gift or Benefit Received:

_____

_____

Estimated Value of Gift or Benefit: $_____

Date Gift or Benefit Received: _____

_____

Signature **of Elected Official**

Dated Statement received at the Smoky Lake County Office: _____.

SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO. 1320-18

BEING A BYLAW OF SMOKY LAKE COUNTY IN THE PROVINCE OF ALBERTA FOR THE PURPOSE TO REGULATE THE CONDUCT OF COUNCIL.

****

WHEREAS, pursuant to Section 146.1(1) of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26, and any amendments, Council must, by Bylaw, establish a Code of Conduct governing the conduct of Councillors.

AND WHEREAS, the *Code of Conduct for Elected Officials Regulations, AR 200/2017* provides that a Code of Conduct must contain certain provisions;

AND WHEREAS, pursuant to section 153 of the Municipal Government Act, Councillors have a duty to adhere to the code of conduct established by the council;

AND WHEREAS, Council of Smoky Lake County deems it advisable to establish a Code of Conduct for Members of Council that is consistent with the principles of transparent and accountable governance.

AND WHEREAS, a Code of Conduct ensures the Councillors share a common basis and understanding for acceptable conduct extending beyond the legislative provisions governing the conduct of Councillors.

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

1.0 TITLE

1.1 This Bylaw shall be cited as the "**Council Code of Conduct Bylaw**".

1.2 The headings in the **Council Code of Conduct 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 the scope or meaning of this Bylaw or any provisions thereof.

2.0 DEFINITIONS

2.1 **"Act":** means the *Municipal Government Act,* Revised Statutes of Alberta 2000, Chapter M-26 and any amendments thereto.

2.2 **"Administration":** means any staff member of the Senior Management Team including the Chief Administrative Officer.

2.3 **"Bias":** means the action of supporting or opposing a particular person or thing in an unfair way or allowing, or being perceived to allow, personal opinions to improperly influence a decision.

2.4 **"Bylaw":** means this Code of Conduct Bylaw for Smoky Lake County.

2.5 **"Chief Administrative Officer":** means the person, also know as the "CAO", appointed by Council to the position of Chief Administrative Officer under the *Municipal Government Act* for Smoky Lake County.

2.6 **"Committee of the Whole":** means an informal meeting consisting of all members of Council established for the purpose of meeting on specific issues.

2.7 "**Complainant":** means a person who has filed a complaint under the Code of Conduct.

2.8 "**Complaint**": means a purported (alleged) contravention of the Code of Conduct.

2.9 "**Confidential Information**": includes but is not limited to information –

2.9.1 In the possession of the County that the County is either prohibited from disclosing, is required to refuse to disclose or exercises its discretion to refuse to disclose under the *FOIP (Freedom of Information and Protection of Privacy) Act* or other legislation.

2.9.2 Concerning matters that are permitted to be discussed in "Executive Session" Meeting pursuant to the *Municipal Government Act.*

2.10 "**Conflict of Interest**": as a situation in which a person has a private or personal interest sufficient to appear to influence the objective exercise of his or her official duties, say, as a public official, a employee, or a professional; and shall be adhered to in pursuant to the *Municipal Government Act.*

Example: *Conflicts of interest for a municipal Councillor arises where there is "clash of private interest with public duty". Large focus arises where a Councillor has "Pecuniary Interest" in a matter before Council.*

2.11 **"Council"**: means the Reeve and Councillors duly elected in the Smoky Lake County and who are eligible to continue to hold office.

2.12 **"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.

2.13 **"County"**: means the geographic area contained within the boundaries of the municipality of Smoky Lake County.

2.14 **"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 that involves a confidential meeting, or a portion of a meeting, taking place with only Councillors, the Chief Administrative Officer, or other person invited by Council, present.

2.15 **"Formal Complaint"**: means a request by County Council, a Council Member, a County employee, a County resident, or a person who has a business, institutional or other premises in the County, that an Investigation be conducted as an inquiry into an event or series of events alleged to contravene the Code of Conduct or any other procedures, rules or policies governing the ethical behaviour of Council Members, in accordance with section 7.2 of this bylaw.

2.16 ***"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.

2.17 "**Impartiality**": is a principle of justice holding that decisions should be based on objective criteria, rather than on the basis of bias, prejudice, or preferring the benefit of one person over another for improper reasons where the action of supporting or opposing a particular person or thing in an unfair way or allowing, or being perceived to allow, personal opinions to improperly influence a decision.

2.18 **"Investigator"**: means Council or the individual body established by Council to investigate and report on complaints.

2.19 **"Member"**: means a member of Council duly elected who continues of hold office, pursuant to the provisions of the *Local Authorities Act.*

2.20 **"Municipality"**: means the Municipal Corporation of Smoky Lake County.

2.21 **"Pecuniary Interest"**: means a pecuniary interest in situations as defined in the *Municipal Government Act.*

3.0 PURPOSE and APPLICATION

3.1 The purpose of this Code of Conduct is to provide standards for the conduct of Council Members relating to their roles and obligations as elected representatives of the County and a procedure for the investigation and enforcement of those standards.

3.2 This Code of Conduct applies to all Members of Council and is one aspect of accountability and transparency both internally, as among Councillors and as between Council and Administration, as well as externally, with orders of government, the media, and the public at large.

3.3 This Code of Conduct provides a framework to guide ethical conduct in a way that upholds the integrity of the municipality and the high standards of professional conduct the public expects of its local government's elected representatives for Smoky Lake County. This Code of Conduct is intended to supplement existing legislation governing the conduct of Council Members.

4.0 PRINCIPLES AND VALUES

4.1 It is imperative that there not be, nor appear to be, any conflict between the private interest of any Members of Council and their duty to the public to ensure their functions and duties are for what is in the best interest of the entire County. The purpose of this bylaw is to establish effective governance through proper conduct.

4.2 The following core principles and values are standards that will guide the day-to-day conduct and decisions of the Members of Council and are in addition to the principles that guide Council's pursuit of its Mission and Vision.

4.3 The following are six Core **Principles** and form the acronym "**ACTION**":

4.3.1 Accountability

- Councillors must govern their conduct in accordance with the requirements and obligations as set out in the *Municipal Government Act,* or any other Act of the Government of Canada or the Province of Alberta.
- All Councillors shall sign an oath in the form as prescribed in ***Schedule "C": Oath of Confidentiality,*** upon assuming office, pledging to uphold the bylaws, policies and laws of the County, the Province of Alberta, and the Government of Canada, and be accountable to same.
- Councillors shall commit to disclosing to the appropriate authorities and/or Council any behavior or activity of which they become aware that may qualify as corruption, abuse, fraud, bribery or any other violation of the law or this Bylaw, or any other County Policy. Council shall deal with any such breaches in accordance with this Bylaw.

4.3.2 Confidentiality

- Councillors must use council information which is not available to the public in accordance with any relevant Council policy or legislation to ensure, as far as reasonable, the public interest over any private interest.
- Councillors shall respect and preserve the confidentiality of information provided to them concerning the confidential matters of the municipality and shall not disclose confidential information while in office and after leaving office, Members must not make use of confidential information or take improper advantage of knowledge gained due to the member's position on Council.
- Council will protect information not routinely releasable, considered sensitive, subject to *Freedom of Information and Protection of Privacy*, and/or identified verbally or in writing as confidential.

4.3.3 **Transparency**

- Members of Council will endeavour to conduct and convey Council business in an open and public manner, other than those issues of Confidential status that may be discussed in Executive Session.
- Members of Council will accurately and adequately communicate the decisions of Council, even if they disagree with the majority decision of Council.
- Information concerning adopted bylaws, policies, and decisions of the Council shall be conveyed openly and accurately.

4.3.4 **Impartiality**

- Members of Council acknowledge the need to undertake their decision-making in an unbiased, open-minded fashion and without favour to any individual or interest over another.
- Members of Council shall perform their duties of office and arrange their private affairs in a manner that promotes public confidence and will bear close public scrutiny.
- Councillors shall not use their official positions to influence government decisions in which they have a financial interest or a personal relationship that would present a pecuniary interest under the *Act*.

4.3.5 **Obligation**

- Council's actions and decisions are made to promote the public interest and to advance the mandate and long-term interests of the County.
- Improving the quality of governance can be achieved by Members of Council by conducting themselves in a way that promotes and maintains public confidence and showing commitment to performing their duties and functions.

4.3.6 **Need**

- Members of Council need to work for the common good of the citizens of Smoky Lake County. Councillors shall inform themselves of Public issues, listen attentively to public discussions before Council, and make decisions based on the merits and substance of the matters at hand for the public's best interest.
- Councils must recognize that they are stewards: responsible to manage and look after the needs of Smoky Lake County. Recognizing that stewardship of the public interest must be their primary concern - Councillors are elected to act and to make decisions solely in terms of the public interest.
- Councillor's Members of Council's conduct contributes to a safe and healthy environment that is free from discrimination, harassment or violence.

4.4 The following are four Core **Values** and form the acronym "**ROLE**":

4.4.1 **Respect**

- Council promotes and expects respectful and responsible behaviors when interacting with each other, with Administration, and with the Public during the course of County business.
- All Councillors and employees of Smoky Lake County have the right to work in an environment based upon mutual respect, dignity and fairness, and one that is free from actions and behaviours that are contrary to respectful, dignified and fair treatment of the individual.

- Members shall support the maintenance of a positive and constructive environment for the citizens, businesses, and County employees and shall retain from abusive conduct, personal charges or verbal attacks upon the character or motives of other members of Council, boards commissions, committees, staff or the public.
- Members shall acknowledge and respect that administration and employees work for the County as a corporate body and are responsible for making recommendations that reflects their professional expertise and the County's corporate objectives, without undue influence from any individual members.
- Members may only use County Property or services for activities connected with the discharge of official duties or associated community activities having the sanction of Council or permitted by County policies.

4.4.2 **Observe**

- Members of Council shall observe opportunities to promote, support, pursue and partake in Professional Development, including but not limited to Federal, Provincial, and Municipal conferences, seminars, and workshops.
- Members are encouraged to stay updated on issues and trends so that they can be as efficient and effective as possible in the function of their duties and responsibilities.
- Members must not engage in any criminal activity and shall closely observe and abide by all relevant laws, regulations and policies.

4.4.3 **Loyal**

- To the best of their ability, Councillors shall represent the official bylaws, policies and positions of the Council with integrity.
- It is vital that the public has confidence in Council's ability to provide good government and to provide services, facilities and programs, in the opinion of Council, are necessary or desirable for all or of part of the County, and to develop and maintain safe and viable communities.

4.4.4 **Engage**

- Members of Council shall engage in activities, financial or otherwise which are compatible or consistent with the ethical discharge of official duties in the public interest.
- Members of Council shall follow established channels of communication and authority within the organization when working with County employees and direct any actions requests through the Chief Administrative Officer or as delegated by the Chief Administrative Officer to the relevant department head.

4.5 These core Principles and Values characterized will outline certain basic rules as per ***Schedule "B": Smoky Lake County Council – Acknowledgement of Code of Conduct*** to guide Members of Council to make certain decisions that do not benefit them, their immediate family or their friends and that they do not put themselves in a conflict of interest situation.

5.0 CODE OF CONDUCT IN PRACTICE

5.1 Attendance

5.1.1 Members have a statutory duty to participate in Council meetings and failure to attend as required may lead to a Member's disqualification under the *Act*.

5.1.2 Members are responsible for participating in Council committee meetings and meetings of other bodies to which they are appointed by Council and failure to attend as required may lead to Members being removed from the committee or body or being subject to other sanctions outlined in this bylaw.

5.1.3 Members are responsible for attending Council orientation, as per ***Policy Statement No. 01-05: Council Orientation Training*** and other training.

5.2 Adherence to Bylaws and Policies

5.2.1 Council shall respect the County as a municipal institution, its bylaws and policies. Members of Council shall encourage public respect for the County, its bylaws and policies.

5.2.2 Council shall conduct themselves with appropriate decorum at all times. As leaders in the community, members are held to a higher standard of behaviour and conduct and must be mindful that as public figures the lines between public and private behaviour are not readily apparent, nor easily distinguishable by the public-at-large.

5.3 Conduct at Meetings

5.3.1 Members shall conduct themselves with decorum and make every effort to participate diligently in the meetings of Council, committees of Council and other bodies to which they are appointed by Council.

5.3.2 Members shall comply with the provisions of the ***Bylaw No. 1303: Procedure Bylaw***, or any other rules of meeting procedure applicable to the body to which they have been appointed by Council.

5.3.3 Members shall act in a manner that demonstrates fairness, respect for individual differences, and an intention to work together for the common good and in furtherance of the public interest.

5.3.4 Members shall endeavour to conduct and convey Council business and all their duties in an open and transparent manner other than for those matters which by virtue of legislation are authorized to be dealt with in a confidential manner (in an Executive Session), and in so doing, allow the public to view the process and rationale which was used to reach decisions and the reasons for taking certain actions.

5.4 Respect for Decision Making Process

5.4.1 Decision-making authority lies with Council, and not with an individual Member. Council may only act by bylaw or resolution passed at a Council meeting held in public at which there is a quorum present, pursuant to sections 180 and 181 of the *Act*.

5.4.2 A Member must not purport to bind Council, either by publicly expressing their personal views on behalf of Council when not authorized to do so or by giving direction to employees, agents, contractors, consultants or other service providers of the County or prospective vendors.

5.4.3 Members shall accurately communicate the decisions of Council, even if they disagree with Council's decision, such that respect for the decision-making processes of Council is fostered.

5.4.4 No Member shall use the influence of his or her office for any purpose other than for the exercise of his or her official duties.

5.4.4.1 *Example* of prohibited conduct are the use of one's status as a Member to improperly influence the decision of another person to the private advantage of oneself or immediate relative, staff members, friends, or associates,

business or otherwise. This includes attempts to secure preferential treatment beyond activities in which Members normally engage on behalf of their constituents as part of their official duties.

5.5 Conflicts of Interest

5.5.1 Members are expected to make decisions for municipal purposes for the welfare or interests of the County as a whole.

5.5.2 Members are to be free from undue influence and not act or appear to act in order to gain financial or other benefits for themselves, family, friends or associates, business or otherwise.

5.5.3 Members shall not, in the exercise of an official power, duty or function, give preferential treatment to any individual or organization.

5.5.4 No Member shall act as a paid agent to advocate on behalf of any individual, organization or corporate entity before Council or a committee of Council or any other body established by Council.

5.5.5 Members shall not contact or otherwise attempt to influence members of any adjudicative body whose members have been appointed by Council regarding any matter before it; for example, the County's Subdivision and Development Appeal Board or a Local or Composite Assessment Review Board

5.6 Pecuniary Interest

5.6.1 It is the individual responsibility of each Councillor to be aware of the Pecuniary Interest provisions and the disclosure and procedure requirements as established in the *Act, Section 172.* The decision with respect to whether or not a Councillor may have a Pecuniary Interest is the individual Councillor's decision to make, in accordance with the *Act.*

5.6.2 If a Councillor believes that they may have or may reasonability be perceived to have a Pecuniary Interest in a matter before Council or a Council Committee, they shall follow the Pecuniary Interest disclosure and procedures requirements as established in the *Act,* **including:**

5.6.2.1 Stating the general nature of their Pecuniary Interest at the meeting prior to any discussion of the matter. This will be done on every occasion that the matter arises before Council or Council committee.

5.6.2.2 Refrain from discussing the matter with Council.

5.6.2.3 Leave the room in which the meeting is held prior to the matter being discussed until discussion and voting on the matter has concluded, *Act,* section 172(1)(d).

5.6.3 Where a Councillor believes that they may have a Pecuniary Interest in a matter before Council or a Council Committee, they should:

5.6.3.1 Notify the Reeve or Chair of the meeting before the matter is considered that the Councillor has a Pecuniary Interest in the matter.

5.6.3.2 Complete ***Schedule "D": Disclosure of Pecuniary Interest"*** Form, prior to the consideration of the matter at the meeting. The "Disclosure of Interest" Form shall be received by the Reeve or Chair of the meeting, be read into the meeting minutes and delivered by the Reeve or Chair to the Chief Administrative Officer or his designate. The Chief Administrative Officer shall file the form with the minutes.

5.7 **External Communications**

5.7.1 This part of this Code of Conduct is not meant to limit public comment solely to Council's official spokesperson, but rather to recognize that the County requires a single point of contact to speak with authority on behalf of Council. Council acknowledges and respects that Members have the legal right to express their personal opinions, whether those opinions are complimentary or critical, subject to those limits prescribed by law.

5.7.2 A Member must not purport to speak on behalf of Council unless authorized to do so.

5.7.3 Unless Council directs otherwise, the Reeve is Council's official spokesperson and in the absence of the Reeve it is the Deputy Reeve.

5.7.4 A Member who is authorized to act as Council's official spokesperson must ensure that their comments accurately reflect the official position and will of Council as a whole, even if the Member disagrees with Council's position.

5.7.5 No Member shall make a statement when they know that statement is false.

5.7.6 No Member shall make a statement with the intent to mislead Council or members of the public.

5.7.7 Council will periodically use formal opportunities to seek public input and feedback as a component of the decision making process which have broad impacts on the community, in accordance with ***Policy Statement No. 01-51: Public Participation.***

5.8 **Media Communications**:

5.8.1 All inquiries from the media regarding the official Council position on an issue shall be referred to Council's official spokesperson.

5.8.2 Members will attempt to accurately and adequately communicate the attitudes and decisions of Council or the Committee, even if they disagree with a majority decision of Council or the Committee.

5.9 **Use of Electronic Devices**

Members of Council shall refrain from persistent and disruptive use of cellular phones or personal electronic devices during all Council Meetings unless explicitly granted permission by the Chair.

5.10 **Use of Social Media**

Once posted on social media, any material or comment is accessible to anyone with an Internet connection. Furthermore, the content can never be effectively removed.

5.10.1 As public figures and representatives of the County, Members should act with discretion and be judicious in what material they post on social media. As with any other communications, Members are accountable for content and confidentiality. Care should be exercised in debates or comments on contentious matters, as feelings and emotions can become enflamed very quickly.

5.10.2 No Member shall use social media to publish anything that is dishonest, untrue, unsubstantiated, offensive, disrespectful, constitutes harassment is defamatory, or misleading in any way.

5.10.3 Councillors who maintain their own personal Facebook pages and Twitter accounts to communicate with the public must not share confidential information or information that has not yet been officially released by Smoky Lake County.

5.11 **Discrimination and Harassment**

5.11.1 Members have a duty to treat members of the public, one another and County staff with dignity and respect and without abuse, bullying or intimidation, and to ensure that their work environment is free from discrimination and harassment.

5.11.2 Members are governed by the *Alberta Human Rights Act* and the *Occupational Health and Safety Act*.

5.11.3 No Member shall use indecent, abusive, or insulting words or expressions toward any other Member, any staff member or any member of the public.

5.11.4 No Member shall speak or act in a manner that is discriminatory to any individual based on the person's race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation.

5.12 **Conduct Respecting Administration**

Council is the source of all governance authority and will make decisions on whether and to what extent to delegate Council's authority to others, including committees of Council and to the Chief Administrative Officer or a designated officer. Under the direction of the Chief Administrative Officer, employees in Administration serve Council as a whole.

5.12.1 No individual Member has executive authority over County employees.

5.12.2 Members shall respect the fact that employees work for the County as a body corporate and are charged with making recommendations that reflect their professional expertise and a corporate perspective and carrying out directions of Council and administering the policies and programs of the County, and that employees are required to do so without undue influence from any Member or group of Members.

5.12.3 A Member must not:

5.12.3.1 Involve themselves in matters of Administration, which fall within the jurisdiction of the Chief Administrative Officer in accordance with section 201(2) of the *Act*.

5.12.3.2 Use, or attempt to use, their authority or influence for the purpose of intimidating, threatening, coercing, commanding or influencing any staff member with the intent of interfering in staff's duties; or

5.12.3.3 Maliciously or falsely injure the professional or ethical reputation, or the prospects or practice of staff.

5.12.4 Members shall obtain information about the operation or administration of the County from the Chief Administrative Officer or a person designated by the Chief Administrative Officer, in accordance with section 153(d) of the *Act*.

5.12.4.1 Members will establish and model a respectful workplace where they will not speak disrespectfully about the County, other members of Council or the performance of employees of the Chief Administrative Officer.

5.12.4.2 Members are to contact employees according to the procedures authorized by the Chief Administrative Officer regarding the interaction of Members and employees.

5.13 **Political Affiliations**

5.13.1 Members shall acknowledge the non-partisan duties of municipal office and shall refrain from showing special consideration toward any particular provincial or federal political parties. This clause does not serve to restrict Members of Council from liaising with elected officers within other levels of government, as per ***Policy Statement No. 01-36: Expenses and Contributions to Political Functions.***

5.13.2 No member shall use County facilities, services or property for his or her re-election campaign except as would be available to any other member of the public running for office.

5.13.3 No member shall use the services of the County employees for his or her re-election campaign, during hours in which the employees are in the paid employment of the County.

5.13.4 No member shall use County facilities, services or property for his or her personal or personal business use.

5.14 **Use of Municipal Property and Resources**

5.14.1 Members shall use municipal property, equipment, services, supplies and staff resources only for the performance of their duties as a Council Member and not to pursue use for their private interest or the interests of someone they know.

5.14.2 Members shall not use the property, land, facilities, equipment, supplies, services or other resources of the County for any election campaign or campaign-related activities. No Member shall undertake campaign-related activities on County property during regular working hours unless permitted by County (e.g., all candidate meetings). No member shall use the services of any persons for election-related purposes during hours in which those persons receive any compensation from the County.

5.15 **Council Expenditures**:

5.15.1 Members shall comply with the provisions of Council policies and related procedures and guidelines with respect to claims for remuneration and expenses, as per ***Policy Statement No. 08-18: Council Remuneration and Expenses*** and ***Policy Statement No. 08-07: County Credit Card.***

5.16 **Gifts and Benefits:**

5.16.1 Members are expected to represent the public and the interests of the County and to do so with both impartiality and objectivity. The acceptance of a gift or benefit can imply favouritism, bias or influence on the part of the Member.

5.16.2 Members shall comply with the provisions of Council policies and related procedures and guidelines with respect to, as per ***Policy Statement No. 01-42: Council Gifts and Benefits.***

6.0 SANCTIONS FOR BREACHING THE CODE OF CONDUCT

This Code of Conduct, or sanctions imposed under this Code of Conduct shall not prevent any Councillors from fulfilling the legislated duties of a Councillor.

6.1 Sanctions that may be imposed on a Member, by Council, through a motion, pursuant to this Code of Conduct include:

6.1.1 A Letter of Reprimand addressed to the Council Member.

6.1.2 A request to the Councillor to issue a letter of apology.

6.1.3 Publication of the letter of reprimand or request for apology and the Councillor's response.

6.1.4 Requirement to attend training.

6.1.5 Suspension or removal of the appointment of a:

6.1.5.1 Councillor as the chief elected official under section 150(2) of the *Act*.

6.1.5.2 Councillor as the deputy chief elected official under section 152 of the *Act*.

6.1.5.3 Councillor's membership from some or all of council committee and bodies to which Council has the right to appoint members.

6.1.6 Removal as chair of a committee.

6.1.7 Reduction or suspension of remuneration as defined in section 275.1(1), of the *Act* corresponding to a reduction in duties, excluding allowances for attendance at Council meetings.

7.0 COMPLAINT PROTOCOL FOR BREACHING CODE OF CONDUCT

7.1 Compliance with the Code of Conduct

7.1.1 Members are accountable to the public through the four-year election cycle.

7.1.2 Members may become disqualified and required to resign if the Member commits a disqualifying action pursuant to section 174 of the *Act*.

7.1.3 Members are expected to adhere to the provisions of this Code of Conduct. Council does not have the authority to disqualify or remove a Member from office; only a court of competent jurisdiction or the Minister of Municipal Affairs can do so. Council does, however, have the right to sanction a Member provided that the Member continues to have sufficient access to information and services so as to be able to carry out their duties as a Member.

7.2 Formal Complaints

7.2.1 Members are expected to co-operate in every way possible in securing compliance with the application and enforcement of this Code of Conduct.

7.2.2 Any individual, organization, County employee, and member who has reasonable grounds or identifies or witnesses behaviour or activity by a Member that they reasonably believe, in good faith, is in contravention of this Code of Conduct may file a Formal Complaint in accordance with the following conditions, as outlined in Section 7.2.4 of this Bylaw. Complaints must be submitted within six (6) weeks of the matter first becoming known to the complainant and cannot be filed more than three (3) months after the alleged violation occurred. No action will be taken on a complaint received beyond either of the foregoing deadlines.

7.2.3 An anonymous report or complaint shall not be considered valid.

7.2.4 **Formal Complaint Procedures Process:**

All Formal Complaints of a member that is allegedly in contravention of the Code of Conduct may address concerns through the Formal Complaint Process set out in the following:

7.2.4.1 All Formal Complaints must be made using ***Schedule "E": Formal Complaint/Affidavit for a Council Code of Conduct;*** and shall be dated and signed by the complainant.

7.2.4.2 The Formal Complaint/ Affidavit Form must set out reasonable and probable grounds for the allegation that the Member has contravened the Code of Conduct, including the nature, a concise description of the facts, and specific provision(s) of the Code allegedly contravened as they are known, giving rise to the allegation.

- If additional space regarding the complaint is required further to Schedule "E", the supplemental form identified as ***Schedule "E.1": Formal Complaint/Affidavit – Additional Information Form*** can be utilized.
- If the complaint is about more than one member, it should clearly explain what each individual person has allegedly done.

7.2.4.3 Any witnesses in support of the allegation must be identified on the Formal Complaint/Affidavit Form.

- Complaints should also confirm whether there are any witnesses to the alleged conduct and provide their names and contact details if possible.

7.2.4.4 The Formal Complaint/ Affidavit Form must include the name of the Member alleged to have breached the Code of Conduct, the section of the Code of Conduct allegedly contravened, the date, time and location of the alleged contravention and any and all other information as required on the Complaint/Affidavit Form.

- It is also important to reference to the section of the Code of Conduct that the Complainant believes is applicable to each violation and that all the evidence you wish to have taken into account by the Council in response to your complaint.

For example:

- Complainant should be specific, wherever possible, about exactly what you are alleging that the member said or did. For instance, instead of writing that the member did not treat you with courtesy, you should state what it was they said or did that was discourteous.
- Complainant should provide the dates of the alleged incidents wherever possible. If you cannot provide exact dates it is important to give a general timeframe.
- Complainant should provide any relevant background information or other relevant documentary evidence to support your allegation(s).

7.2.4.5 All Formal Complaints shall be submitted to the Chief Administrative Officer who shall confirm that the information is completed in its entirety as per *Schedule "E"* and advise Council to hold a special meeting of the Committee of the Whole.

7.2.4.6 The Complainant shall be communicated in writing within fourteen (14) days of the date, time and location of the Special Meeting of the Committee of the Whole to proceed with the investigation.

7.2.4.7 Upon receipt of a Formal Complaint, where a contravention of any provision in this Code of Conduct is alleged, Council shall, upon request of the Chief Administrative Officer, hold a special meeting of Committee of the Whole within 30 days of the complaint, to investigate and determine if the Member has breached this bylaw.

- All discussions surrounding both alleged and substantiated violations of this code shall be conducted during an "Executive Session" meeting of Council under the authority of the *Freedom of Information and Protection of Privacy (FOIP) Act* Section 23(1)(b): Local Public Body Confidences, with the intent that the discussion shall remain as a confidential investigation.

7.2.4.8 The Complainant shall be given opportunity to address Council at the meeting in an open-to-public session, referred to Section 7.1.3.6, and will be provided with sufficient time to address the alleged breach of the code of conduct.

- The Complainant shall be permitted to introduce evidence, including witnesses to support their position, and may be represented by legal counsel.
- Should the complainant have legal counsel, then the County shall exercise the right to legal representation and may request legal counsel to investigate the complaint and report to Council.

7.2.4.9 A Member who is the subject of an investigation shall be afforded procedural fairness, including an opportunity to respond to the allegations in an open-to- public session, before Council deliberates and makes any decision or any sanction is imposed.

- Council shall deliberate in Executive Session and report on decisions and sanctions in accordance with ***Schedule "F":* Formal Complaint Decision Model – Summary Report.**

7.2.4.10 The Sanction shall be ratified by a Motion at a Regular Meeting of Council.

7.2.4.11 All Sanctions under this Bylaw shall be fair and in keeping with the severity of the infraction, giving due regard to the Councillor's previous conduct.

7.2.4.12 Nothing in this Section restricts or attempts to countermand a Councillor's legal right to challenge a decision of Council through legal counsel at their own expense.

7.2.4.13 The results of the investigation and Council's decision shall be publicly communicated.

7.2.4.14 There is no method under this bylaw for an Appeal Process to appeal to a "higher" body. Therefore, the decision of Council is final. Nothing in this Section restricts or attempts to revoke a complainant or the elected member's legal right to challenge a decision by Council through established legal channels at its sole expense.

8.0 ANNUAL REPORTING

8.1 The Chief Administrative Officer or Delegate's annual report shall consist of:

8.1.1 All formal complaints dismissed.

8.1.2 All formal complaints that underwent a formal investigation and conclusions.

8.1.3 A cost breakdown with respect to services provided within the reporting year.

9.0 REVIEW OF CODE

9.1 Following a general municipal election or by-election to fill a vacancy, the newly elected Member(s) shall review this Bylaw as part of the Elected Official Orientation. Following the orientation review, Members of Council shall acknowledge the standards of this Code by signing the acknowledgment statement, as outlined in ***Schedule "B": Smoky Lake County Council – Acknowledgement of Code of Conduct.***

9.2 Smoky Lake County **Bylaw No. 1320-18: Council Code of Conduct Bylaw** will be reviewed by County Council at least every four years. Council may initiate a more frequent review of the Code of Conduct, if deemed necessary.

9.3 This Bylaw will be incorporated into **Orientation Manual Binder** as part of the development and delivery of the components designed to have the specific knowledge necessary to enable Councillors to perform effectively as members of the Council as part of the Council Orientation Training, as per ***Policy Statement No. 01-05: Council Orientation Training.***

9.4 Smoky Lake County **Bylaw No. 1320-18: Council Code of Conduct Bylaw** will be advertised publicly by being posted on the County website for Public Inspection.

10.0 SEVERABILITY

It is the intention of Council that each separate provision, section, subsection or clause 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.

11.0 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.

12.0 EFFECTIVE DATE

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

Read a First time this 30 **day of** August, **2018.**

Read a Second time this 30 **day of** August, **2018.**

Read a Third and Final time this 30 **day of** August, **2018 and finally passed.**

Craig Lukinuk
REEVE

SEAL

CHIEF ADMINISTRATIVE OFFICER

Schedule "A"

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Schedule "B"

SMOKY LAKE COUNTY COUNCIL

Acknowledgement – Bylaw 1320-18

Code of Conduct

DATE:

MOTION NUMBER:

I recognize that I have primary responsibility to assure that ethical standards are understood and met so that the public can continue to have full confidence in the integrity of the Council. In recognition of my commitment and dedication to the public that has entrusted me, as a member of Smoky Lake County Council, to provide governance I, _____ promise that I will:

1. Govern my conduct in accordance with the requirements and obligations as set out in the *Municipal Government Act* or any other Act of the Government of Canada or the Province of Alberta as well as the requirements set by any Council Policy, Bylaw, process or rule of order established by Council.
2. Demonstrate the highest standards of personal integrity, honesty and fortitude in all public activities in order to inspire the public confidence and trust in me and the municipality I represent.
3. Devote time, thought and attention to the duties of a Councillor so that I may render effective and knowledgeable service.
4. Consider all available information in making my decisions and, thereafter, abide by and uphold the decision of Council.
5. Treat my fellow councilors, administration and the public with respect, concern, courtesy and responsiveness.
6. Develop and regularly evaluate goals and policies for Smoky Lake County which meet the needs and expectations of the public; and encourage active participation by the public in this process.
7. Work with my fellow Councillors in a spirit of harmony, compassion and cooperation in spite of differences of opinion; and listen to and respect those opinions which may be different than my own.
8. Strive for open and honest communications with my fellow Councillors.
9. Remember that, unless otherwise authorized by Council, I have no individual legal authority outside of a meeting of Council and I must conduct my relationships with staff, the public and the media on this basis.
10. Not use my position to benefit me or any other individual or organization, apart from the total interest of the community; and avoid placing myself in a position where there may be a real or perceived conflict of interest.
11. Not use County funds, property or information for my personal benefit or gain or for the personal gain or benefit of any other individual or organization.
12. Not attempt to exercise individual authority over the corporation.
13. Protect the privileged information to which I have access in the course of my official duties; and maintain the confidentiality of information that is not otherwise available to the public.
14. Neither neglect my personal obligation to the public and my legal obligation to the Province of Alberta, nor surrender these responsibilities to any other person, group or organization.
15. Commit to disclosing to the appropriate authorities and/or to Council any behavior or activity that I become aware of that may qualify as corruption, abuse, fraud, bribery or any other violation of the law or this Policy.
16. Recognize, when interacting with the Chief Administrative Officer or with employee, the lack of authority vested in a Councillor except when explicitly Council authorized.

NOTE: **The member of Council acknowledges that a copy of the Bylaw was provided to the member. The signed Schedule "B": Smoky Lake County – Code of Conduct form was signed and returned to the Chief Administrative Officer and a duplicate copy was retained by the member.**

Dated at the Smoky Lake County Office, in the Province of Alberta, this ___ day of _____, 20__.

_____

Signature

Schedule "C"

OATH OF CONFIDENTIALITY

Condition of Service

Oath of Confidentiality

I, _____, do swear that I will execute according to law and to the best of my abilities the duties required of me as Member of Council of the Smoky Lake County and that I will not, without due authorization, disclose or make known any matter or thing which comes to my knowledge by reason of my employment of PUBLIC OFFICE.

Dated this _____ day of _____, 20___.

_____
Elected Council Member

_____
Chief Administrative Officer

Schedule "D"

DISCLOSURE OF PECUNIARY INTEREST FORM

NAME OF COUNCILLOR: _____

DATE OF COUNCIL / COMMITTEE MEETING: _____

PECUNIARY INTEREST	
Agenda Item No.:	
Agenda Item Description:	
Describe General Nature of Pecuniary Interest	
DISCLOSURE	
DATE	Dated this _____of _____, 20___.
SIGNATURE	Signature of Councillor: _____

Schedule "E"

Formal Complaint/Affidavit for Council Code of Conduct

I, _____ *(full name)* of Smoky Lake County, in the Province of Alberta do solemnly swear (affirm and declare) that the following contents of this affidavit as subscribed by me are true and correct:

Permanent place of residence: _____

Civic Address: _____ Mailing address: _____

of the Town of _____, in the Province of _____, Postal Code: _____

I have personal knowledge of the facts as set out in this Affidavit because:
(insert reasons: e.g. I work for… I attended a meeting at which… etc.)

_____

_____

I have reasonable and probable grounds to believe that _____
(specify name of Member in question) has contravened **section(s)** _____ **of the Code of Conduct** of Smoky Lake County. The particulars of which are as follows:
(Set out the statements of fact (Nature of the alleged contravention) in consecutively numbered paragraphs in the space below, with each paragraph being confined as far as possible to a particular statement of fact. If you require more space please use the attached ***Schedule "E.1" Form*** *and check the applicable box below.)*

_____

_____

_____

_____

_____

_____

_____

Names of Witnesses to the alleged contravention:

_____

Any other supporting documentation relevant to the complaint: *If you wish to include exhibits to support this complaint, please refer to the exhibits as Exhibit "A", "B", etc., and attach them to this Form/Affidavit.*

_____

Legal Counsel: ☐ Yes ☐ No
Schedule "E.1" attached: ☐ Yes ☐ No
This affidavit is made for the purpose of requesting that this matter be reviewed by the Council and Chief Administrative Officer of Smoky Lake County and for no other purpose.

SWORN (or affirmed) BEFORE ME)
at the Town of _____,)
in the Province of Alberta,)
this _____ day of _____, 20__.) _____
Signature of Complainant

_____
A Commissioner for Oath

NOTE: This is a sworn (affirmed) affidavit of the deponent only. No investigation has been conducted by this authority to confirm or verify the above sworn information. THE CRIMINAL CODE OF CANADA provides that: everyone commits perjury who, with intent to mislead, makes before a person who is authorized by law to permit it to be made before him a false statement under oath or solemn affirmation by affidavit, solemn declaration or deposition or orally, knowing that the statement is false, is guilty of an indictable offence and liable to a term of imprisonment not exceeding fourteen years (Section 131, 132) or by summary conviction (Section 134). Signing a false affidavit may expose you to prosecution under Sections 131 and 132 or 134 of the Criminal Code, R.S.C 1985, c. C-46 and also to civil liability for defamation.

Schedule "E.1"

Formal Complaint/Affidavit for Council Code of Conduct - ADDITIONAL INFORMATION

Page: ____ of ____.

Below is additional information to Schedule "E": Formal Complaint/Affidavit for a Council Code of Conduct.

If more than one page is required, please photocopy this blank form and mark each additional page as "2 of 2", "2 of 3", etc. in the top right corner.

_____

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_____

***THIS Schedule E.1** referred to in the **Formal Complaint/Affidavit** of*

_____ *(full name) sworn (of affirmed)*

before me on this _____ day of _____, 20____.

SWORN (or affirmed) BEFORE ME)

at the Town of _____,)

in the Province of Alberta,)

this _____ day of _____, 20__.) _____

Signature of Complainant

_____

A Commissioner for Oath

Schedule "F"

FORMAL COMPLAINT DECISION MODEL
Summary Report

Special Meeting Committee of the Whole Date: _____	**Complainant Name:** _____	**Member Name:** _____
Contravened **Section(s) of the Code of Conduct:** _____	**Confirmation by CAO: Complaint form sufficiently completed:** ☐ Yes ☐ No CAO Initials: _____	

Investigation: Alleged contravention (Issue)

Complainant:	**Member:**
Findings:	**Reasons:**
Final Decision:	**Sanction:**

County Council Meeting for Motion Ratification:

Complainant: Notify in Writing: **Date:** _____

Communicated to the Public:

Date: _____ **Method:** _____

PLANNING DOCUMENTS

Section: 5.0

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Strategic Plan: 2018-2020 — 5.1

Smoky Lake County Strategic Plan 2018-2020 was adopted at the April 30, 2020 Council Meeting.

- The strategic plan supports a vision for sustainable community development and continued economic growth. The plan will guide Council and Administration to ensure that the County has the capacity, tools, systems, and staffing in place to provide leadership and deliver sustainable municipal services.

The Plan identifies three core strategy areas as follows:

Strategy 1: Economic Development
- 1.1 Good Planning that Supports Growth
- 1.2 Creating Growth Through Infrastructure

Strategy 2: Infrastructure
- 2.1 Meeting Service Deliver and Fiscal Responsibility Expectations

Strategy 3: Governance
- 3.1 Strategic Relationships
- 3.2 Human Resources

These two policies work together to ensure that strategies and goals are aligned with community and Council needs through setting Strategic Priorities:

5.1.1 Policy Statement No. 01-38: Strategic Plan 2018-2020. Attached

5.1.2 Policy Statement No. 01-43: Strategic Priorities Process. Attached

SMOKY LAKE COUNTY

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

Legislative Reference:	Alberta Provincial Statutes

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

Policy Statement and Guidelines:

1. STATEMENT:

1.1 Strategic Planning is a process through which Council determines the municipality's long-term vision of what we would like to see in place for the future and developing goals for achieving opportunities and issues that currently exist. County Council adopted the **2018-2020 Strategic Priorities Plan** on October 25, 2018 – Motion # 57-18.

2. OBJECTIVE:

2.1 Smoky Lake County remains committed to the mission, guiding values and goals as identified in the Strategic Plan; and through this commitment, we believe we can make Smoky Lake County a safe and vibrant community to live, work, and play.

VISION STATEMENT: **Leading the way in positive growth with healthy, sustainable, rural living.**

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

VALUES: **Integrity, Sustainability/Stability, Pride, Fairness and Freedom.**

3. GUIDELINES:

3.1 The Strategic Plan as per ***Schedule "A"***: Strategic Plan 2018-2020 serves as the foundation on which the County's work plans and annual budgets are developed.

Strategic Plan 2018 – 2020 shall be an exhibit to this policy.

3.2 The Plan is a "living document" and therefore amendments or updates may be required to ensure that it remains consistent with the current needs of the community.

Policy Statement and Guidelines:

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

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

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

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

4. PROCEDURES:

4.1 The Smoky Lake County Strategic Plan will be implemented through the establishment of Smoky Lake County Strategic Priorities.

4.2 County Council and Administration will consider of the Strategic Plan goals and follow the Strategic priorities when creating budgets and work plans.

4.3 County Council and Administration will review and evaluate this plan following each Election Term, normally in the Month of September at a **County Council Budget Meeting** to ensure it remains consistent with our current needs and goals. Updates and amendments may be considered at any time if deemed necessary by Council, by resolution, and monitored as per ***Schedule "B"*: Strategic Priorities – Project Plan.**

5. REPORTING:

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

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

Policy Statement and Guidelines:

5.2 The Chief Administrative Officer will produce a report to County Council on a quarterly basis which will identify the status of progress towards achieving the Strategic Priority goals within the **2018-2020 Strategic Priorities Plan,** through the "PMH Local Government Framework" reporting software.

5.3 To convey the goals and priorities for the Smoky Lake County resident's, ***Schedule "C": "Strategic Plan Report Card",*** has been established to provide a snapshot of the County's achievements for the current year and "going forward" of priorities for the upcoming year; and shall be adopted by County Council Meeting by resolution.

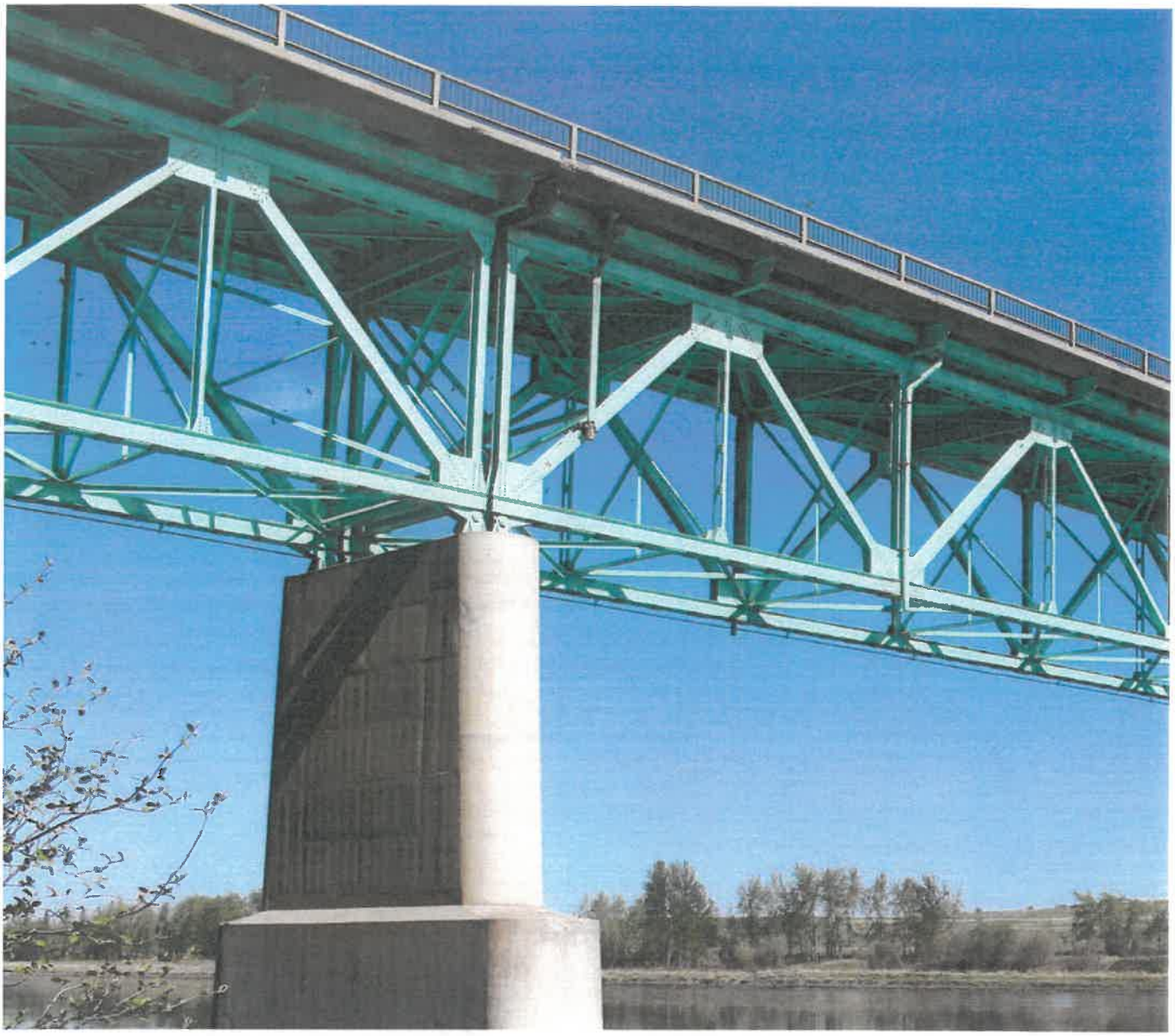
5.3.1 The Report Card is intended to provide any interested persons or organizations a brief overview of the Smoky Lake County's current year priorities outcomes achieved and will be published annually towards the end of the current year.

5.3.2 A clear linkage will exist in the alignment of the Smoky Lake County Strategic Plan and Strategic Priorities to identify annually the work done by Council and Administration to communicate to the citizens and stakeholders throughout the County.

5.4 **Release:**

5.4.1 To assist with communication of the Strategic Plan, following Council's adoption, the Report Card will be released to the public via the County's website (www.smokylakecounty.ab.ca). Hard copies can be made available upon request.

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



2018- 2020 Strategic Priorities

Smoky Lake COUNTY

Photo Courtesy of Tyler Fehr

Values

Integrity
Sustainability/Stability
Pride
Fairness
Freedom

Vision

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

Mission

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

Strategic Priorities

Economic Development

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

Infrastructure

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

Governance

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

Reeve's Message

If you fail to plan, you plan to fail.

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

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

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

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

Sincerely,
Craig Lukinuk
Reeve

About Smoky Lake County

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

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

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

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

Our Thinking Process

Smoky Lake County Council Retreat

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

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

Engaging the Community

Strategic Direction Survey

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

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

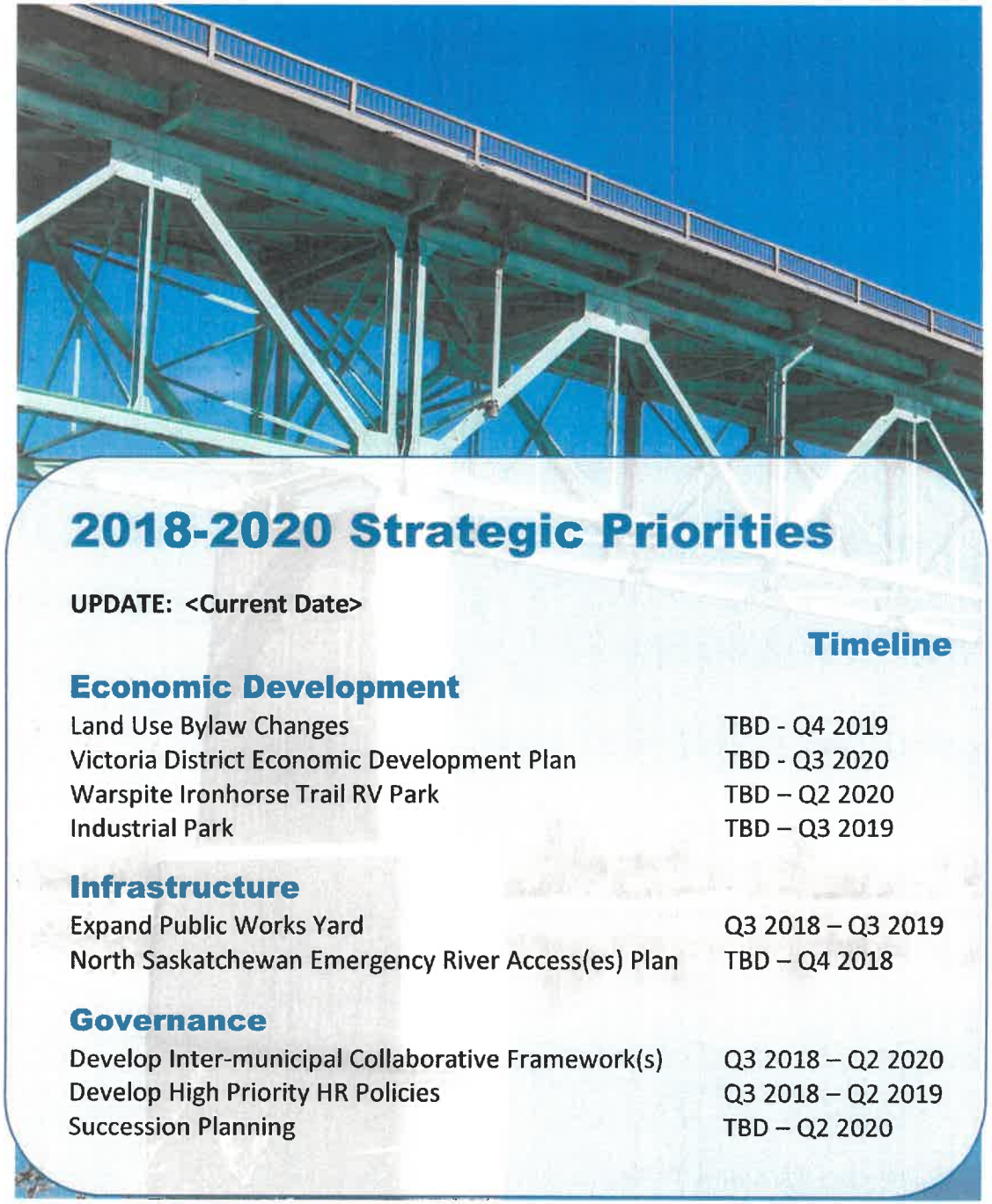
The comprehensive responses were analyzed and provided to Council for consideration. The data reflected heavy emphasis on economic development, infrastructure and governance. Divisional reports were also generated so that Council could identify any trends based on location within the County.

The Community Open House

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

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

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



2018-2020 Strategic Priorities

UPDATE: <Current Date>

	Timeline
Economic Development	
Land Use Bylaw Changes	TBD - Q4 2019
Victoria District Economic Development Plan	TBD - Q3 2020
Warspite Ironhorse Trail RV Park	TBD – Q2 2020
Industrial Park	TBD – Q3 2019
Infrastructure	
Expand Public Works Yard	Q3 2018 – Q3 2019
North Saskatchewan Emergency River Access(es) Plan	TBD – Q4 2018
Governance	
Develop Inter-municipal Collaborative Framework(s)	Q3 2018 – Q2 2020
Develop High Priority HR Policies	Q3 2018 – Q2 2019
Succession Planning	TBD – Q2 2020

Values

Integrity
Sustainability/Stability
Pride
Fairness
Freedom

Vision Statement

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

Mission Statement

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

Strategic Priorities

Economic Development
Infrastructure
Governance

Strategic Priorities – Project Plan

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

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

SMOKY LAKE COUNTY

Title: **Strategic Priorities Process**		Policy No: 43-01
Section: 01	Code: P-I	Page No.: 1 of 21 E

Legislative Reference:	Alberta Provincial Statutes

Purpose:	To provide a process for establishing the ongoing, strategic priorities for Smoky Lake County.

Policy Statement and Guidelines:

1. STATEMENT:

1.1 Strategic Planning is an ongoing process that defines Smoky Lake County's direction and goals. The Strategic Priorities Chart established the NOW, NEXT, and LATER priorities that will move the organization towards the goals of the County's Strategic Plan, as reference in ***Policy Statement No. 01-38: Strategic Plan.***

2. DEFINITIONS:

2.1 **Strategic Planning:** is a process to define an organization's direction, determine long range planning goals and guide decision-making. The Strategic Plan is the organization's Road Map of where the County needs to go.

2.2 **Strategic Priority Setting:** is the vehicle to reach the destination. It is the tool to narrow the array of choices facing a local government amidst limited resources.

2.3 **Priority Setting Workshop:** Facilitated workshop session held with Council and Management to determine specific priorities for Council attention NOW as well as NEXT and LATER. Full review of strategic planning and priorities will take place after Council Orientation following each general Election.

3. OBJECTIVES:

3.1 The ongoing process of setting the Strategic Priorities for Smoky Lake County will incorporate the following components:

3.1.1 The County's **Mission Statement**.

3.1.2 Identification of **Issues and Opportunities** and Organizational **Capacity**.

3.1.3 Identification of Strategic **Possibilities.**

3.1.4 Active engagement in the process at the Management and Council levels of the organization.

3.1.5 Be in alignment with the Mission, Guiding Values and Goals of the Strategic Plan, as identified in ***Policy Statement No. 01-38: Strategic Plan.***

3.2 To build a one-page document that clarifies Council and Management priorities.

Policy Statement and Guidelines:

4. GUIDELINES:

4.1 The Strategic Priorities first established in Year 2014 as per ***Schedule "A"***: Strategic Priorities 2014 and ***Schedule "B"***: Strategic Priorities Chart serves as the foundation on which the County's future Charts will be developed.

4.2 Council should meet with Management annually to perform a **Vision Check-Up** and review of the emerging issues and opportunities, normally in August.

4.2.1 A Vision Check-up shall be performed by reviewing the previous year and updating the expectations, what works well, and the areas that need attention. This ensures that new priorities will be set based on a common understanding of the current environment.

4.2.2 The listing of issues and opportunities shall be reviewed and updated. Any changes to the list shall be tracked by resolution.

4.2.3 The Strategic Topics list shall be reviewed and updated if necessary. If the listing of issues and opportunities changes substantially, the list of Strategic Topics may need to be recreated.

4.3 The strategic priorities shall be updated using a four-step process, the Solution Seeking Model, as suggested by Dr. Gordon McIntosh of the Local Government Leadership Institute, and a Strategic Priorities Chart then created as follows:

4.3.1 **Step 1:** Define the topic by identifying the related issues or opportunities, existing information, and the key question to focus on.

4.3.2 **Step 2:** Identify the desired outcomes and the single key result expected.

4.3.3 **Step 3:** Develop possible options and evaluate them based on the following:

- Reality check – is success likely or unlikely?
- Urgency check – is the issue urgent or not as urgent?
- Responsibility – does the issue fall under political or administration responsibility?

4.3.4 **Step 4:** Develop an action plan based on organizational capacity. The next key step in the action plan becomes the priority to be placed on the chart.

4.3.4.1 The revised Strategic Priorities Chart shall clarify what are "now" priorities and what are the "next" priorities.

4.3.4.2 The revised Strategic Priorities Chart shall be adopted by County Council by resolution.

Policy Statement and Guidelines:

4.4 The Chart is a "living document" and therefore amendments or updates may be required from time to time throughout the year.

4.4.1 Changes in operational priorities will be communicated to Council at either strategic planning meetings or regular Council meetings.

4.4.2 Changes in Councils' priorities can be made at strategic planning meetings or Council meetings using the Solution Seeking Model required in *Section 4.3*.

5 REPORTING:

5.1 The Strategic Priorities Chart will be included in all regular County Council Meeting agenda and will be used as a reminder of the current County Priorities.

5.2 A meeting shall be held quarterly (April, July, October, and January) to communicate and update the status of all priorities.

5.2.1 Managers will utilize ***Schedule "C":*** **Strategic Priorities Workplan - *Template*** to plan and report to the CAO the status of each priority.

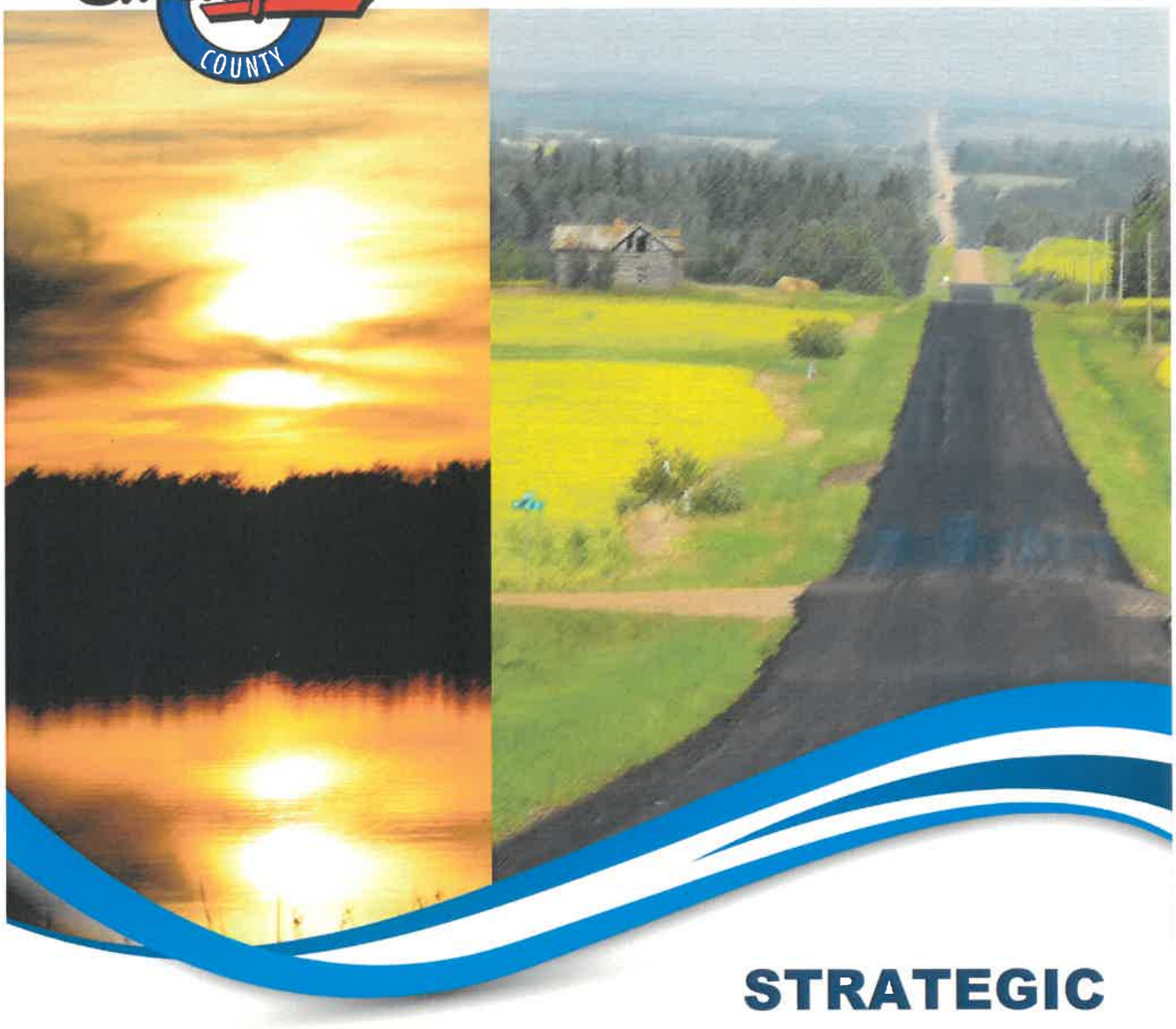
5.2.2 ***Schedule "D":*** **Strategic Priorities Update** will serve as the tracking tool to communicate success and shall be adopted by County Council at its Council Strategic Plan Meeting by resolution.

5.3 The adopted Strategic Priorities Chart shall be released to the public via the County's website (www.smokylakecounty.ab.ca). Hard copies will be made available upon request.

5.4 ***Policy Statement No. 01-38: Strategic Plan - Schedule "B":*** **Strategic Plan Goal Achievement Summary** will be used posted on the County's website (www.smokylakecounty.ab.ca) annually to highlight the alignment of goals and achieved priorities.

	Date	Resolution Number
Approved	August 20, 2015	#861-15 - Page #11889
Approved		
Amended		
Amended		
Amended		

SCHEDULE "A"



STRATEGIC PRIORITIES

2014

Context

Introduction

Strategic Planning is a process to define an organization's direction, determine long range planning goals and guide decision-making. Most strategic plans address high level initiatives and overarching goals. Metaphorically, a strategic plan is an organizational roadmap.

If strategic planning is the roadmap, ***Strategic Priority Setting*** is the vehicle to reach the destination. In fact, it is a tool to narrow the array of choices facing a local government amidst limited resources.

To assist Council in this process, Smoky Lake County enlisted the Services of Dr. Gordon McIntosh of the Local Government Leadership Institute of facilitate a **Priority Setting Workshop**. The outcomes of these March 2014 sessions resulted in specific priorities for Council attention NOW as well as NEXT and LATER as resources become available.

The purpose of this report is two-fold:

- To document the process as a reminder of how Council's strategic priorities were identified. Knowledge of the steps and tools used allow Council and Administration to replicate the process thereby keeping strategic priorities current and relevant.
- To document outcomes from the session providing Council with a synopsis of strategic priorities and operational action items along with a detailed work plan to allow for successful follow-up action.

The graphic below illustrate the ever flowing cycle of strategic priority setting. The process and products are documented in the following pages of the report.

Smoky Lake

Smoky Lake is a municipal district located 120 km northeast of Edmonton. The land area of the County covers 3412.81 km². A growing population makes its home in Smoky Lake – 3,910 people (2011 Census) up 16.5% from the 2006 Census. These figures include the Metis communities of Buffalo Lake and Kikino.

The County's economy focuses on oil and gas, agriculture, and recreational tourism.

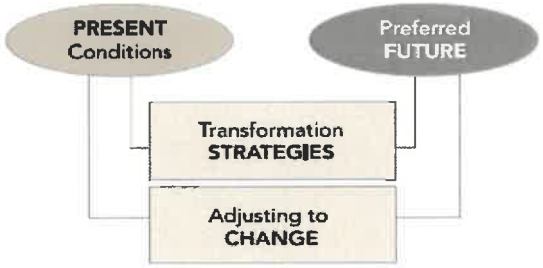
Smoky Lake is served by a five member council, representing five divisions of the County. Each councillor is elected to a four year term. The current Council was elected in October of 2013.

"Smoky Lake County strives for excellence in the provision of transparent and fiscally responsible governance and government services to local residents."

Source: Smoky Lake County Website

Process

Strategic Leadership Model



The priority setting process followed the *open systems model* of strategic planning. Beginning with the end in mind, the preferred future is defined and the community vision is revisited. The next step is looking at the community's present conditions by highlighting the current issues and discussing opportunities facing Smoky Lake County.

It is the transformation stage where the gap between vision and reality is closed by defining achievable actions and setting priorities. Strategic priority setting steps involve identifying actions, developing strategies and making choices consistent with the County's mandate and available resources.

A final critically important element of the process is adjusting to change. Strategic priorities need to be regularly monitored and adapted to changing external conditions and organization capacity. Once priorities are completed, new ones can take their place. As well, policies and systems must be aligned for successful implementation of strategies.

Vision Check-up

To begin the workshop process, participants discussed what success would look like for Smoky Lake County using five distinct areas of a sustainable community – Economy, Environment, Infrastructure, Social and Governance factors. The framework creates a Vision Checklist that articulates measurable outcomes that can be assessed in quantifiable terms such as amounts or percentages; observable benefits that can be seen or perceived such as feelings and experiences; tangible outputs that are produced such as services and programs delivered to the community.

During the workshop, the checklist was used as a tool to conduct a **Vision Check-up** 'what is working well' (factors that ought to be strengthened) and 'areas for attention' (factors that should be addressed).

Council can utilize this tool to monitor and assess the health and progress of the organization – either internally with staff or externally through public consultation processes. Involving stakeholders allows Council to understand community perspectives from residents, businesses and partners. It causes Council and the organization to think about the big picture, not just recent issues, consider external, not just internal interests, and define measures of success for future analysis of strategic directions and priorities.

A Vision Check-up can be conducted annually as part of Council's Priority Setting process.

VISION CHECK-UP		March 2014
EXPECTATIONS	**WHAT WORKS WELL**	**AREAS FOR ATTENTION**
ENVIRONMENT **Human Environment** **Community Aesthetics** **Natural Area Protection** **Environmental Quality** Alternative Energy Clean Air Recycling and Reuse Good Water / Clean Lakes North Saskatchewan Watershed Protection	▪ Solar energy promotion ▪ Regional water line ▪ Regional waste management ▪ Oil recycling program ▪ Tire marshaling ▪ Lake Area Structure Plans ▪ Water well information ▪ Weed control	▪ Reduce carbon footprint ▪ Regional water distribution ▪ Area Structure Plan completion ▪ Environmental promotion ▪ Agricultural recycling (grain bags / twine
ECONOMY **Job Creation** **Business Retention** **Business Growth** **Business Attraction** **Community Image** **Community Sustainability** Infrastructure Maintenance Infrastructure Enhancements New Investment Value Added - Agriculture Urban Retail Development Quality Hospitals / Schools Residential Development Population Growth	▪ Strong agricultural sector ▪ Excellent road system ▪ Telecommunication ▪ Industrial planning ▪ Tourism opportunities ▪ Hospital / Dr. retention	▪ Retain labour pool ▪ Diversify agricultural sector ▪ Diversify economic base ▪ Assist rural based businesses ▪ Economic Development Strategy
INFRASTRUCTURE **Transportation** **Utilities** **Facilities** **Community Systems** **Service Delivery** Reliable / Safe Roads & Utilities Recreation Facilities Waste Management Up to Date Tools Senior Housing Iron Horse Trail - Rail	▪ Road maintenance ▪ County owned gas system ▪ Regional water ▪ Equipment / tools ▪ Excellent staff ▪ Telecommunications	▪ Expand recreation programs ▪ Improve internet ▪ GIS ▪ Rail Access ▪ Bridges

VISION CHECK-UP		March 2014
EXPECTATIONS	**WHAT WORKS WELL**	**AREAS FOR ATTENTION**
SOCIAL **Arts & Culture** **Support Network** **Citizen & Property Safety** **Healthy Lifestyles** **Health Services Access** **Sense of Heritage** Community Participation Safety Recreation Opportunities Communication Tourism	▪ Internet services ▪ Protective Services ▪ Rural Crime Watch ▪ Education programming ▪ Community business support	▪ Rural / urban divide ▪ Volunteer recruitment ▪ Recreation facility maintenance ▪ Seniors services
GOVERNANCE **Good Policies** **Strategic** **Role** **Agency**	▪ Not discussed	▪ Not discussed

Issues and Opportunities

Before designing a building, architects survey the landscape – then they bring the client's vision into existence. Following this notion, by surveying the landscape of the community, Council is better prepared to address public expectations and needs. The end result is key strategic topics to be addressed in the priority setting process.

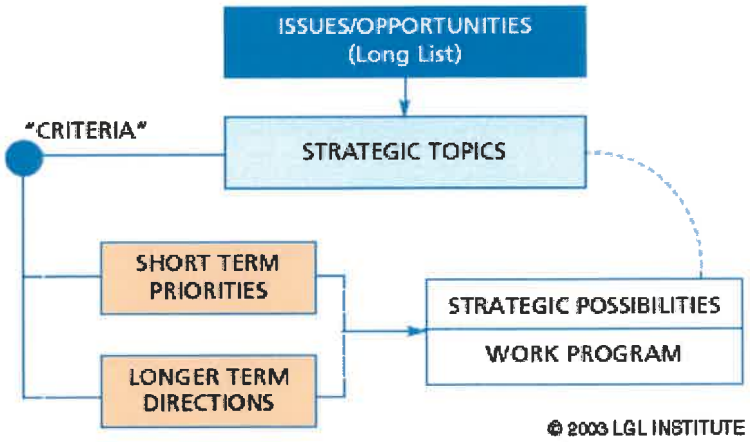
During the March workshop, Council identified a list of current and emerging issues and opportunities facing Smoky Lake County.

LONG LIST "C" indicates Council scoring. "S" indicates staff scoring.					
ISSUES / OPPORTUNITY	**C**	**S**	**ISSUE / OPPORTUNITY**	**C**	**S**
Partnership Potential - Collaboration	-	1	Hanmore Lake Development	-	6
Economic Development	-	19	Smoky Lake Golf Course Expansion	5	6
Industry Ready Site	30	29	Infrastructure Funding – Bridges	13	10
Recreation Facility Expansion	1	40	Hamlet land Expansion – Growth	-	3
Sharing Services	-	40	Population Growth	4	2
Reduce Red Tape	9	2	Equipment – Safety, Efficiency	-	18
Salt Shed Construction	1	10	Emergency Services – Volunteers	6	9
Shop Yard Expansion	-	15	Value for Money	4	15
Industrial Tax Base	6	26	River Crossings	-	7
Hospital Emergency – Maintenance	-	19	Staff Capacity	14	42
Human Resource Policy	-	7	Emergency Preparedness	4	13
Protective Services Building	7	8	Land Use Bylaw – Update	5	7
Time Efficiency	-	2	Crime Prevention Awareness	-	-
County Promotion – Branding	11	12	Alternate to Asphalt	9	15
Community Support	-	7	Regionalization of Protective Services	2	15
Heritage Restoration – Buildings/Sites	-	1	Rural Business base	1	14
Family / School Liaison Support	2	-	Residential Growth	7	8
Improve Policing	2	6	Cost Sharing	-	4
Diversified Agriculture	15	26	Utility Expansion / Upgrade	2	8
Community Volunteer Retention	-	9	Rail capacity	-	2
Utility Upgrading	-	7	Seniors Housing	22	1
Healthcare Access	-	58	Mower System Upgrade	-	-
Youth Programs	-	6	Amalgamation	12	19
Public Consultation	-	7	Public Safety Education	-	-

LONG LIST "C" indicates Council scoring. "S" indicates staff scoring.					
ISSUES / OPPORTUNITY	**C**	**S**	**ISSUE / OPPORTUNITY**	**C**	**S**
Improving Internet Connectivity	7	14	Rebuilding Reserves	-	16
Town / Village Sustainability	-	34	Priority Planning for Future	-	4
Smoky Lake Cell at Landfill	1	4	Enhanced Data Collection	-	7
Tourism Promotion	13	9	Long Term Financial Plan	27	18
Road Base Stabilization Research	8	14	Watershed Protection	-	6
SME Exploration – Gravel	-	18	Cemetary – Long Term Planning	-	-
Strategic Planning Awareness	6	-	Revenue Sharing	-	-
Family Support Services	-	-	Records System	-	10
Fire Department Housing	-	-	Property Assessment Process Review	9	-
Website	-	8	Regional Strategic Plan	27	5
County Viability Study	-	4	Regional Economic Development	-	13
Trail Development	-	1			

This long list of items was scored with both Council and staff choosing their "top ten" items from the list. The facilitator extracted the overall top ranked items forming a short-list of issues and opportunities (see next page). Some items were ranked higher by Council or staff and some were common to both. The short list contains Council driven matters and staff-lead teams.

Issues and Opportunities to Priorities



SHORT LIST			
ISSUES / OPPORTUNITY	**COUNCIL**	**STAFF**	**TOTAL**
INDUSTRY READY SITE	30 (# 1)	29 (# 4)	59
Healthcare Access	-	58 (# 1)	58
STAFF CAPACITY	14 (# 7)	42 (# 2)	56
LONG TERM FINANCIAL PLAN	27 (# 2)	18 (# 8)	45
DIVERSIFIED AGRICULTURE	15 (# 5)	26 (# 5)	41
Sharing Services	-	40 (# 3)	40
REGIONAL STRATEGIC PLAN	27 (# 3)	5	32
INFRASTRCTURE FUNDING	15 (# 6)	10	25
COUNTY PROMOTION	11 (# 10)	12 (# 10)	23
SENIORS HOUSING	22 (# 4)	1	23
TOURISM PROMOTION	13 (# 8)	9	22
AMALGAMATION	12 (# 9)	9	21
Economic Development	-	19 (# 6)	19
Hospital Retention	-	19 (# 7)	19
Regionalization of Protective Services	2	15 (# 9)	17
BOLD CAPITALS = Council / Staff COMMON ITEMS CAPITALS = COUNCIL ITEMS and Title Case = Staff lead items			

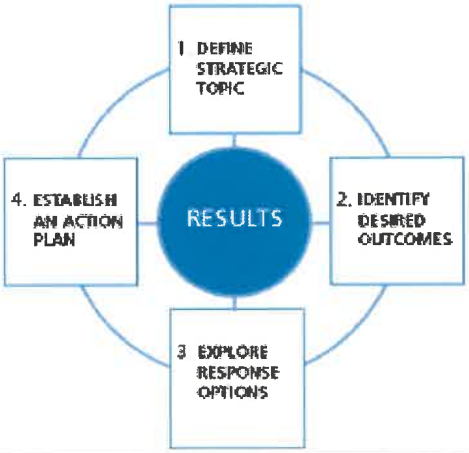
Strategic Topics

The Issue and Opportunity Short List was reviewed and discussed. From this discussion, Council developed a list of Strategic Topics, which became the focus of the priority setting process. The Strategic Topic list is not the same as the issue short list. There may be several items captured within one topic. Council agreed to explore the following strategic topics:

1. Industry Readiness
2. Diversified Agriculture
3. Infrastructure Funding
4. Tourism
5. Regional Strategy
6. Economic Development
7. Long Term Financial Plan
8. Health Services
9. Seniors Housing
10. Protective Services

Seeing the Possibilities

Moving towards something that is desirable, the possibilities are immense. To move from strategic topics to strategic priorities, a four-step process, the **Solution Seeking Model**, was utilized.



Participants began by clarifying the strategic topic, then identifying desired outcomes if the topic was successfully addressed. Next, options or ways to achieve the desired outcome were explored and a 'preferred strategy' was selected.

The solution seeking discussion generated enough information to consider the strategic topics as *strategic possibilities*. This does not make them priorities – yet. There are too many of them given the organization's limited capacity. An organization's capacity box is not readily visible but does have limitations or boundaries. It is useful to look at organizational capacity as a box of balls. If the box is full then Council must be realistic about putting more initiatives inside. Some of the limitations include:

- Policy – procedures that define mandate and roles
- Finances – available net resources
- Culture – norms delineating acceptable behaviors
- Risk – tolerance for organization and legal exposure
- Human resources – available staff and competency levels

Theses capacity box elements are impacted by dynamic internal and external factors:

- Funding – available funding beyond day-to-day operations
- Scrutiny – level of visibility for organizational actions
- Demands – diverse requests from clients and the public
- Environment – conditions impacting the organization
- Support – legitimacy and trust among stakeholders

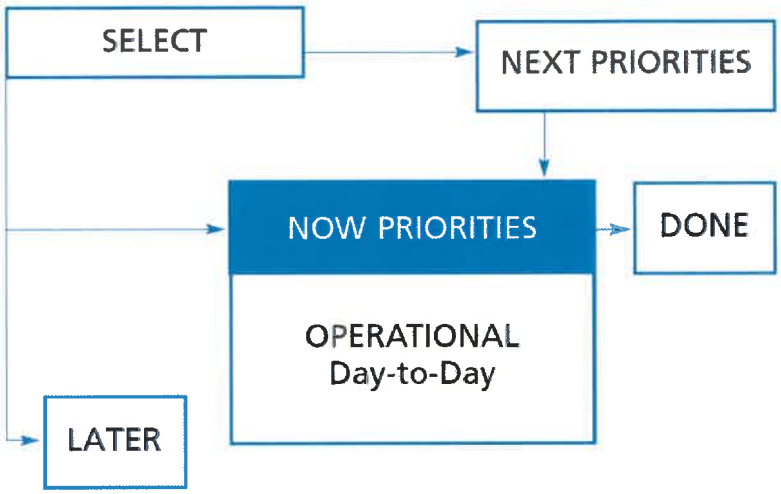
STRATEGIC POSSIBILITIES	
STRATEGIC TOPIC - DISPOSITION	**ACTION**
1. INDUSTRY READINESS (COUNCIL NOW PRIORITY) *Industrial Park Business Case*	• Develop business case for the servicing of industrial lots considering the benefits and risks associated with County or regional development. • Include promotion of industry in the Economic Development Strategy (see #6).
2. DIVERSIFIED AGRICULTURE (COUNCIL NEXT ITEM) *Agricultural Strategy*	• Work through Agricultural Services Board to host a stakeholder forum to recommend an Agricultural Strategy to Council.
3. INFRASTRUCTURE FUNDING (Operational item)	• Develop as part of the Long Term Financial Plan (see #7).
4. TOURISM (COUNCIL NEXT ITEM) *Strategy*	• Draft terms of reference for the development of a regional strategy to be considered through the 2015 budget process.
5. REGIONAL STRATEGY (COUNCIL NOW PRIORITY) *Regional Priority Session*	• Invite Urban partners to participate in a collaborative regional priority setting session to discuss opportunities for collaboration.
6. ECONOMIC DEVELOPMENT (COUNCIL NOW PRIORITY) *Economic Development Strategy*	• Develop Terms of Reference to undertake an economic development stakeholder's forum to develop economic development targets and strategies.
7. LONG TERM FINANCIAL PLAN (COUNCIL NEXT ITEMS) *3 year Budget* *Long Term Capital Plan*	• Develop operational and maintenance expectations and needs for a three year budget cycle. • Inventory current capital projects and define priorities for inclusion in a long term plan.
8. HEALTH SERVICES (COUNCIL ADVOCACY ITEM) *Hospital Retention* *Doctor Recruitment*	• Advocate to Alberta Health Services to keep the hospital open and well maintained. • Meet with Alberta Health Services re: doctor recruitment strategy.
9. SENIORS HOUSING (COUNCIL NOW ITEM) *Seniors Lodge*	• Request SLFS to undertake assessment to determine and support the need for the development of a new seniors lodge and assist them to seek provincial funding.
10. PROTECTIVE SERVICES (COUNCIL NOW ITEM) *Fire Services Strategy*	• Meet with Department Chiefs to assess needs to see how the County can support efforts to recruit and retain volunteers. • Meet with regional partners to determine the value of regionalization.

RESULTS

Strategic Priorities

Based on the number of topics, organizational capacity and the application of the reality, urgency and responsibility criteria, the strategic topics were translated into five **strategic priorities** to be addressed NOW, as documented in ***Schedule "B"***: Strategic Priorities Chart.

The Strategic Priorities Chart captures Council's priorities and operational strategies at the time of the March workshop. Items listed in **BOLD CAPITALS** indicate priorities Council wishes to address NOW. These items automatically enter the appropriate operational unit at the bottom of the chart. This shows the alignment of staff work with Council direction. Items listed in CAPITALS indicate priorities that will be addressed NEXT or when a NOW item is completed. **Bold** items indicate Organizational improvements to maximize Council and staff capacity as well as excellence in governance.



In addition to Council priorities, there are other strategic matters receiving the attention of administration. These Operational Strategies are noted in regular font on the Strategic Priorities Chart.

The utility of the priority setting process is evident in the number of items that can truly be acted upon as **Strategic Priorities**. The focus is on **five** NOW priorities. When these are completed, one-by-one they are replaced with NEXT items. LATER items or NEW items are not lost. They are reviewed using specific criteria and move up the list as resources become available or as new needs emerge. Accomplishments are achievable – not just words on paper.

To this end, the Strategic Priorities Chart should be reviewed regularly as a reminder of the organization's capacity to make adjustments, change priorities and celebrate achievements. It should be included in every Council meeting agenda as a constant reference, updated monthly by the CAO (Chief Administrative Officer) with Council and reviewed quarterly by the CAO with Council and with staff.

SCHEDULE "B"

Strategic Priorities Chart

STRATEGIC PRIORITIES CHART March 2014	
CORPORATE PRIORRITIES (Council/CAO)	
NOW	***TIMELINE***
1. SENIORS LODGE: Request - Smoky Lake Foundation	*June*
2. FIRE SERVICE: Member Needs	*May*
3. REGIONAL STRATEGY: Joint Council Session	*Sept.*
4. INDUSTRIAL LOTS: Business Case	*Sept.*
5. ECONOMIC DEVELOPMENT STRATEGY: Terms of Reference	*July*
NEXT	***ADVOCACY / PARTNERSHIPS***
• *TOURISM STRATEGY: Terms of Reference*	• ***Seniors Lodge Expansion***
• *LONG TERM CAPITAL PLAN*	• ***Health Services***
• *3 YEAR BUDGET*	
• *AGRICULTURE STRATEGY*	
OPERATIONAL STRATEGIES (CAO/Staff)	
CHIEF ADMINISTRATIVE OFFICER *(Cory)*	***FINANCE & ADMINISTRATION*** *(Brenda)*
1. REGIONAL STRATEGY: Session - May	***1. GIS Data: Completion - Dec.***
2. ECONOMIC DEV. STRATEGY: ToR- July	*2. 3 YEAR BUDGET: Draft - April*
3. SENIORS LODGE: Request - June	*3. LONG TERM CAPITAL AL PLAN: Inventory - Dec.*
• *TOURISM STRATEGY: Terms of Reference*	• *Capital Infrastructure PI Plan*
• *Human Resources: Policy Analysis*	• *Office Renovation*
PROTECTIVE SERVICES *(Scott)*	***PARKS & RECREATION (Ed)***
1. Recognize Disaster Services – June	*1. Reclaim Boat Launches - June*
2. FIRE SERVICES: Member Needs – May	*2. Whitefish Boat Launch- July*
3. Implement Gemini - Dec.	*3. Lake Boat Launch: Construction- June*
• *Risk Assessment - Hazardous Sites*	• *Bellis Beach Playground*
• *Emergency Infrastructure*	• *Emergency River Launch*
PLANNING SERVICES *(Aline)*	***AGRICULTURAL SERVICES (Kurt)***
1. Land Use Bylaw: Review: - June	*1. White Earth Creek: Blasting- July*
2. INDUSTRIAL LOTS: Business Case - Nov.	*2. Weed Identification: Letters- Aug*
3. Victoria District ASP: Draft - Oct.	*3. Blasting SOP - June*
• *Heritage Management Plan*	• *Wet Blade System: Program*
• *Safety Code Agency: Section*	• *AGRICULTURAL STRATEGY*
ENVIRONMENTAL SERVICES *(Dave)*	***PUBLIC WORKS*** *(Dave)*
1. Dry Cell Construction - Sept.	*1. Surface Material Exploration – Dec.*
2. AMR Taps 6, 7, & 8 - Dec.	*2. Burner Replacement – April*
3. Regional Water Line Completion - June	*3. Salt / Sand Shed - Aug*
• *Heater Replacement: Taps 3 & 6*	• *Expand yard Shop*
• *Mini-Waste Transfer (Bellis) - Sept.*	• *Increase Tool Inventory*
CODES: BOLD CAPITALS *= NOW Priorities; CAPITALS = Regular Title Case = Operational Strategies NEXT Priorities; Italics = Advocacy; Regular Title Case = Operational Strategies*	

SCHEDULE "C"

Strategic Priorities Workplan

Strategic Priorities Work Program

As the final stage in the solution seeking process, an action plan was developed that identifies resources and responsibilities to implement Council's priorities. The Strategic Priorities Work Program is used to determine the activities and resources required to implement strategic priorities. It is necessary for:

- **Budgeting –** the true acid test for a strategic priority is whether it gets funds within the annual budget process. If not it should move to NEXT status.
- **Work Planning –** the CAO will be better equipped to assign work know the time and effort required of staff to implement Council priorities.
- **Performance Monitoring –** Council will be able to perform its oversight role better if there are timeframes to monitor progress and results.

The Work Program lays out what is necessary from staff and / or partners to implement a strategic priority. The Work Program clearly itemizes Council expectations in terms of:

- **Who** – responsibility for implementation and decisions
- **Why** – success indicators to monitor progress and results
- **What** – specific task and activities that need to be done
- **When** – sequencing of activities with target dates
- **How** – human, material and fiscal resources required

The Strategic Priorities Work Program defines the desired outcomes for each priority (column 1), options for achieving the priority (column 2) and actions, responsibility and timelines (column 3).

Regular updating of the chart ensures that everyone is 'on the same page'. Roles are clear, the focus is defined and progress is monitored and celebrated. Extracted from the report, the Strategic Priorities Chart and Work Program are intended to be working documents, updated regularly.

Strategic Priority Work Plan - *Template*

PRIORITY / Desired Outcomes	OPTIONS / Strategy	ACTON - What, When
	NOW	
1. **SENIORS HOUSING** (Cory) *How do we keep seniors and families in the community?* • **New Seniors Lodge** • Aging in place – full continuum, transition of care • Keep families together • Subsidized living accommodations • Attract seniors • Clear funding strategy • Medical service market • Replacement of Bar V Nook	• County • Regional Municipalities • Private • Province • **Combination** • Campus of Care • Stand alone facility	1. Gather municipal support; letter of intent – June **2. Undertake needs assessment – Sept.** 3. Determine conceptual design, location, costs – Oct. 4. Meet with Province – Fall of 2015
2. **FIRE SERVICE** (Scott) *How do we plan to ensure the viability of fire services?* • Fire Services Strategy • Fire suppression • Emergency response within standards • Emergency preparedness plan • Adequate well trained fire personnel • Appropriate equipped and positioned fire halls • Well maintained equipment and technology	• **In house** • Consultant • Member Input	**Recruitment** **1. Meet with Department Chiefs to assess needs – May** 2. Develop Terms of Reference – Master Plan **Regionalization** **3. Assess value of regionalization** 4. Revise agreements with regional partners 5. Develop Fire Services Strategy
3. **REGIONAL STRATEGY** (Cory) *How can we work with our municipal partners to further the interests of the region?* • **Regional Priority Session** • Community Viability • Avoid duplication of services • Enhance external communications • Leverage tax dollars	• **In house** • Consultant • Combination	**1. Invite Urbans to regional strategy session – April** 2. Research partnership opportunities – Summer 3. Host forum – Sept.

4. **INDUSTRIAL LOTS** (Aline) *How can we prepare for and encourage industrial growth?* • **Industrial Park Business Case** • Serviced commercial lot supply • Appropriate zoning • Costs to readiness defined • Benefits and impacts understood • Developer certainty for investment • Diverse economy • Increased assessment • County role identified • Target market identified	• County • **Regional effort** • Province • Combination	**Industrial Park** 1. Approach other potential partners – April 2. Retain help to develop business case – May 3. Review business case – Sept. 4. Determine County or regional role – Nov. **Industrial Development** *Include in Economic Development Strategy (see below)*
5. **ECONOMIC DEVELOPMENT** (Cory) *How can we encourage industrial, commercial and residential growth?* • **Strategy** • Clear definition / role and vision • New business attraction • Increased tax base • Job creation • Solid and sustained funding model • Proactive approach • Clear aims and defined benefits • Defined focus and targets	• In house • **Consultant** • Committee • Council • **Combination**	1. **Development Terms of Reference – July** 2. Approach regional partners – Sept. 3. Budget for process – Nov. *Undertake process in 2015*

PRIORITY / Desired Outcomes	OPTIONS / Strategy	ACTON - What, When
	NEXT	
TOURISM (Cory) *How can we attract visitors and increase the profile of the County?* • **Strategy** • Visitor attraction • Increased tourism spending • Support for local activities and events • Development of spin off business and services • Public awareness and regard • Community pride	• In house • Consultant • **Combination** • Committee • County • **Regional**	1. **Develop terms of reference – Sept.** 2. Invite Village/Town involvement – Sept. 3. Develop process and budget for 2015 – Nov.
CAPITAL PLAN (Brenda) *How do we allocate current and future capital funding and what are the priorities?* • **Long Term Capital Plan** • Current and future needs assessed • Operating and maintenance costs known • Funding sources identified • Priorities determined • Comprehensive inventory • Efficient and safe systems and facilities • Inventory of projects • Budget alignment / proactive planning	• **In house** • Consultant • Combination	**Inventory** 1. **Inventory current projects – Sept.** **Capital Plan** 2. Identify gaps and funding sources – July 3. Create priority list of projects and timelines – Sept. 4. Develop strategy – Sept (2015) 5. Draft Assessment Cycle Policy – Sept (2015)
BUDGET (Brenda) *How do we anticipate and plan for operational, maintenance and project funds?* • **3 Year Budget Process** • Staff certainty • Financial stability • Fiscal responsibility • Better decision making • Ability to incorporate priorities • Ability to plan for 'next' projects	• **In house** • Consultant • Combination	1. **Draft 3 year budget – April** 2. Present revisions to Council – Sept.

AGRICULTURAL SERVICES (Kurt) *What is the County's role in helping to diversify the agricultural sector of the region?* • **Agricultural Strategy** • Effective use of technology • Value added products • Increased local food production • Recognizable product branding • Utilization of rail access • Agri-tourism • Bio-energy • Research and training centre	• **In house** • Consultant • County • Agricultural Services Board (ASB)	1. **ASB Invitation to Agriculture Forum – April** 2. Host forum – Nov.

March 2014

PRIORITY / Desired Outcomes	OPTIONS / Strategy	ACTON - What, When
ADVOCACY		
SENIORS LODGE * ***Expansion***	• *Assist with proposal to advocate to the Province for expansion of the Seniors Lodge*	
HEALTH SERVICES (Added to SPC) * ***Hospital Retention*** * ***Regional Medical Professional Recruitment***	• *Advocate to Alberta Health Services to keep hospital open and maintained.* • *Meet with Alberta Health Services re: doctor recruitment strategy.*	

Bolded items indicate the Council **priority**, the preferred option to achieve the outcome and the primary **action** necessary to address the priority. The question used by the Council to focus their priority setting discussion is *italicized*.

SCHEDULE "D"

Strategic Priorities Update - *Template*

Date: _____

PRIORITY	ACTION TAKEN	Date Completed
NOW		
1. XXXXXX (Manager responsible) ***Problem?*** * **Strategy** □ Desired Outcomes	1. 2. 3.	
2. XXXXXX (Manager responsible) ***Problem?*** * **Strategy** □ Desired Outcomes	1. 2. 3.	
3. XXXXXX (Manager responsible) ***Problem?*** * **Strategy** □ Desired Outcomes	1. 2. 3.	
PRIORITY	**ACTIONS TAKEN**	**Date Completed**
NEXT		
XXXXXX (Manager responsible) ***Problem?*** * **Strategy** □ Desired Outcomes		
XXXXXX (Manager responsible) ***Problem?*** * **Strategy** □ Desired Outcomes		
PRIORITY/Desired Outcomes	**ACTION - What, When**	
ADVOCACY		
XXXXXX * ***More detailed description***		
XXXXXX * ***More detailed description***		

Land Use Bylaw 5.2

Land Use Bylaw
Bylaw 1272-14

Every municipality must pass a **Land Use Bylaw** in accordance with Section 639 and 640 of the Municipal Government Act. The Land Use Bylaw establishes regulations which may prohibit or regulate and control the use and development of land and buildings in a municipality. A Land Use Bylaw (LUB) divides the municipality into districts outlying permitted uses and discretionary uses within a district. In this bylaw, Council establishes the Development Authority to administer the issuance of development permits within Smoky Lake County.

When the County receives an application that conforms to the provisions of the LUB, the development permit must be issued with or without conditions. If an application is received that does not conform to the LUB, the development permit is refused and reasons are given for the refusal. As well, the Development Authority outlines the appeal mechanisms and timelines to file an appeal to the Subdivision and Development Appeal Board (SDAB).

The zoning of a property can be obtained by accessing the County's Public Webmap at www.webmap.smokylakecounty.ab.ca and clicking on the "*zoning label*" under Planning & Development.

There are a number of planning documents which the Planning & Development Department must adhere to such as:

- **Land Use Bylaw**
- **Municipal Development Plan**
- **Intermunicipal Development Plan**
- **Area Structure Plan(s) (ASP)**

As a result:

These documents (including the ones listed under Section 5.3) have been uploaded to a USB drive for your reference. Attached

Paper copies can be made available upon request. These documents are also available on our website.

Municipal Development Plan 5.3

Municipal Development Plan
Bylaw 1249-12

As Smoky Lake County has a population of over 3500, County Council must by bylaw adopt a **Municipal Development Plan** (MDP) in accordance with Section 632 of the Municipal Government Act. This statutory plan address future land use, manner of and the proposals for future development, the co-ordination of land use, future growth patterns, the provision of the required transportation systems, municipal services and facilities such as water and sewer. The plan may also address proposals for the financing and programming of municipal infrastructure, the co-ordination of municipal programs relating to the physical, social, and economic development of the municipality, environmental matters, financial resources, economic development. The MDP must contain policies respecting the protection of agricultural operations within our community.

Intermunicipal Development Plan (IDP)
An Intermunicipal Development Plan (IDP) is a plan between two municipalities with common boundaries that outlines how certain lands along the common boundary will be used and developed. It also considers other physical, social, or economic consideration in the development of the area. An IDP is a statutory plan between two municipalities that provides guidance in the planning and development of lands adjacent to the municipal boundaries. It provides direction and requires consistency with the other individual municipalities' statutory plans, including Area Structure Plans and Area Redevelopment Plans. Notwithstanding the IDP, each municipality maintains local autonomy and responsibility with respect to decision-making within their municipal jurisdiction.

Smoky Lake County currently has IDPs with the following municipalities:
- Town of Smoky Lake (Bylaw # 1289-16)
- Village of Vilna (Bylaw # 1290-16)
- Village of Waskatenau (Bylaw # 1304-17)
- County of St. Paul (Bylaw # 1334-19)
- Two Hills County (Bylaw # 1335-19)
- Lamont County (Bylaw # 1383-20)

*NOTE: Smoky Lake County and Thorhild County mutually agreed to NOT adopt an IDP between the two municipalities

Intermunicipal Collaboration Framework (ICF)
An Intermunicipal Collaboration Framework (ICF) is a document between two (2) or more municipalities that share borders that are intended to fulfil the following objectives:

- Providing for integrated and strategic planning, delivery, and funding of intermunicipal services
- Ensuring limited available resources are used effectively and efficiently to provide services to residents; and
- Ensuring that municipalities contribute reasonable funding to those services that are beneficial to their residents.

Essentially, an ICF is a tool to facilitate cooperation between neighbouring municipalities to ensure municipal services are provided to residents efficiently and cost effectively. The ICFs establish an Intermunicipal Collaboration Committee where discussions take place regarding the provision of intermunicipal services.

Smoky Lake County currently has ICFs with the following municipalities:
- Smoky Lake Region (Town of Smoky Lake, Village of Waskatenau, Village of Vilna – Bylaw #1365-20)
- Lac La Biche County (Bylaw #1359-19)
- Two Hills County (Bylaw #1360-19)
- County of St. Paul (Bylaw # 1361-19)
- Thorhild County (Bylaw # 1368-20)
- Lamont County (Bylaw # 1391-21)

Communications 5.4

Municipalities have a legal obligation to communicate with their citizens since they make decisions for and act on behalf of the public.

The role of communications at a municipal level of government is to ensure that both staff and the public are kept up-to-date on local government news. Communication strategies determine the needs of the public and promote the services, projects and programs undertaken by Smoky Lake County.

The goal of communications within Smoky Lake County is to successfully bring together communication resources to advance and promote Smoky Lake County.

- **Policy Statement No. 01-44:** Communications. **Attached**
- **Policy Statement No. 01-46:** Social Media. **Attached**

The role of the Communication Services Coordinator is to provide a full range of communication services and programs in order to achieve effective, efficient and transparent delivery of County services. This is done by building and maintaining strong business relationships with Council, the public, management and employees; and, by identifying, addressing and providing expert advice on emerging issues where communication activities can contribute to strong communications to County residents.

The role also provides one point of contact for all communication services across County departments to reduce duplication of services.

Communications Services Director is responsible for:

- Advertising
- Annual Report
- Branding standards
- Brochures and other County publications
- County Website
- Emergency Communications
- Employee/ Internal Communications
- Grapevine
- Media: TV and Radio
- News Releases/ Free Media
- Newsletters
- Photos
- Public Consultation/ Stakeholder Engagement
- Regional Website
- Safety Communications
- Social Media: Twitter and Facebook
- Speeches and Presentations

SMOKY LAKE COUNTY

Title: Communications		Policy No: 44-02
Section: 01	Code: P-I	Page No.: 1 of 6 E

Legislative Reference:	Alberta Provincial Statutes

Purpose:	1. Smoky Lake County seeks to inform its employees, residents, businesses, and visitors by engaging in a proactive Communication program. 2. Communication Policy is an ensemble of objectives, procedures, principles and directives for the internal and external communication to provide a solid foundation of purposeful language by implementing different communication tools deployed for understanding the direction, programs and services of the County.

Policy Statement and Guidelines:

1. STATEMENT

1.1 The County's Communication Policy is to ensure that communications – both to external and internal audiences – are proactive, strategic, effectively managed, consistent and responsive to the diverse information needs of the County's key publics.

1.2 Smoky Lake County, through its Departments is committed to fostering a thorough understanding of the direction, programs and services of the County to its publics.

2. DEFINITIONS:

2.1 **Communications:** the practice of receiving, interpreting and transmitting information.

2.2 **Publics:** as taxpayers, employees, community organizations, businesses, suppliers to the County, levels of government, and all individuals and groups which the County works with and serves.

3. OBJECTIVE:

3.1 To provide a framework for the County to enhance its two-way communication, improve stakeholder relationships, and encourage public participation in the municipal process.

3.2 To generate greater understanding of and support of County programs and services; and increase awareness and interests of Council activities and responsibilities.

3.3 To affirm Smoky Lake County Council and its personnel's role to ensure the success of the Communication Policy requires working collaboratively across departments to ensure the County's communication efforts are well coordinated and responsive to the needs of the publics.

4. GUIDELINES:

4.1 Communication foundation "Model" has been developed based upon the eight (8) principles of good communication, to be utilized when implementing a Communication Tool; namely –

4.1.1 **Visibility:** To maintain a strong two-way communication relationship with the publics, is important that the County is visible as much as possible. Visibility leads to recognition and acceptance; as well, it allows the community to see the range and value of the municipality's work.

Policy Statement and Guidelines:

4.1.2 **Simplicity:** Communication must be simple and straight forward and reflect timely, accurate and clear processes.

4.1.3 **Repetition:** Wherever possible a repetitive schedule will be devised for message placement to ensure it receives publics consideration. The more the message is repeated the wider its audience will become, and the more the message will be retained by the audience.

4.1.4 **Value:** Ensuring the message has a reasonable level of value for the publics is paramount to gain their attention and interest.

4.1.5 **Variety:** To ensure a message is received by the publics-at-large, it needs to be transmitted thorough a number of different communication tools. The more mediums the message appears in - the wider the coverage will be.

4.1.6 **Listening:** Good (and effective) communication requires two parties – the sender and the receiver. When a message is sent, you must expect to receive some form of response at times. It is important that feedback on all issues is encouraged and processed.

4.1.7 **Consistency:** To build credibility and a positive reputation messages need to be consistent.

4.1.8 **Evaluation:** The only accurate way of knowing if communication is good or not is to evaluate its effectiveness.

4.2 **Brand** defined: "Who are we"? and "Why do we matter"? The County identity is the image of Smoky Lake County (as shown) by design elements and correct use of the County's signature, logo, and service profile. Consistent use of the Smoky Lake County identity strengthens the relationship with the publics by expressing a vision and direction in a way that people can understand and support.

4.2.1 Smoky Lake County logo is contemporary, yet simple and sophisticated.
Description of Logo: **"Smoky Lake"**: stylized cursive writing (red), underlined. **"County"**: capitalized print (white) is inset within the bottom of the circle pattern (blue).
Interpretation of Logo: represents "Smoky Lake **County**" is a united community.

4.2.2 Logo outline colours (red and white) that contrast the colour of the vehicle applied upon shall be used for the logo on County vehicles. All other non-standard colour shading of the logo for specific uses may be allowed upon approval of the Chief Administrative Officer.

5. PROCEDURES:

5.1 The GIS/Communication Director assists County departments and Council to provide timely, relevant information to the publics. Such services include:

5.1.1 Advertising

5.1.2 Media Releases

Policy Statement and Guidelines:

5.1.3 Brochures and Newsletters

5.1.4 Municipal Identification

5.1.5 Promotion and Publicity

5.1.6 Special Events

5.1.7 Website Administration

5.1.8 Social Media Administration

5.2 In support of the County's strategic direction, communication policy and guidelines, the Chief Administrative Officer will advise and assist elected officials, senior management, and departmental managers in areas related to public relations, (including internal communication), media relations crisis/emergency and safety communications, and public consultations.

5.3 The Communication tools utilized by the County to disseminate its information, engage its publics and obtain feedback as outlined in ***Schedule "A"***: **Communication Tools** are indicated in colour code by priorities from 1 to 16: "**Top Priority**", and "As Needed Basis".

5.4 The Departmental Managers shall provide leadership to the Director of GIS/Communication in establishing communication priorities and themes as the first level of response for the monthly departmental communication highlights by the 20th of each month and submit to the Communication Department in accordance with ***Schedule "B":*** **Monthly Departmental Communication Report.** This will provide the Communication Department time to prepare and transmit key messages / highlights within a consistent timeline for the Monthly Grapevine, as well expanding communication through a number of different communication tools, if necessary.

5.5 To measure effective communication tools and to evaluate the communication processes that are utilized by the publics; the GIS/Communication Department will prepare an annual survey to address current communication methods used and explore what other communication methods might work better.

5.5.1 The survey will be released within the publication of the Annual Booklet.

5.5.2 The survey will be posted on the County Website.

5.6 Communication Policy is governed and guided by policies, practices, acts and relevant plans and Communications processes adhere to applicable federal, provincial and local laws. All content (messaging, data, and digital) will be managed, stored and retrieved to comply within the appropriate regulations; i.e., *Freedom of Information and Protection of Privacy Act (FOIP).*

	Date	Resolution Number
Approved	January 22, 2016	# 313-16 - Page # 12049
Amended	March 29, 2018	# 388-18 - Page # 13048
Amended		
Amended		

SCHEDULE "A"

COMMUNICATION TOOLS

"Top Priority": Number 1 to 8 "As Needed Basis": Number 9 to 16

	Communication	Purpose	Action
1.	**Advertising**	To promote, inform, educate the publics through paid advertising, such as for employment opportunities, tax information, Grapevine, public hearings, and others.	Standards will be established for the look of ads that will be used for all advertising. Standardization will mean that an ad will be easily identifiable by readership. All advertising will include the County logo located in the top left-hand corner.
2.	**Calendar**	Internal Communications of County activities.	Produced and distributed Monthly consisting of information regarding County functions.
3.	**GIS**	Geographic Information System (GIS) makes information available through the County's Public Muni-Site to enhance public knowledge and promote a better understanding of the County and its government.	GIS organizes geographic data so that a person reading a map can select data necessary information for a specific project or task.
4.	**Grapevine**	Serves as a useful monthly information place for providing current information.	Published and released monthly normally following the County Council meeting.
5.	**Departmental Activities**	The following departments: **Public Works, Natural Gas, Safety, Communications/GIS, Environmental Operations, Fire Protective Services, Agricultural Service Board, Planning and Development; Legislative Services,** including **Council** shall report monthly highlights published in the Grapevine. This communication strategy will demonstrate consistent messages in a timely manner for Public Awareness.	The key is to provide regular messages about the benefits, results within the departments, and demonstrate success of our work. It's in all of our interests to ... generate greater understanding of and support for Council activities - increase community awareness of Council responsibilities - increase community interest in County's activities and improve community understanding of County's professionalism.
6.	**Logo / Branding**	Develop practice to standardize branding through the use of the County logo on promotional items, letterhead, news releases, advertising, and other. To create a positive public image and visual identity of the County.	The County logo will be implemented on all Communication vehicle sources. Currently, there is no standardized use of the logo's color. Original Logo: Color reflects Red and Blue. Each department can develop a brand personalized to associate to its department, as long as the Smoky Lake County name is implemented.
7.	**Social Media**	Social Media used are: Facebook and Twitter. Social media methods are being use more frequently to promote any County activities.	Telling the story. To celebrate, be proud and to regularly communicate the work, successes and achievements of the County.
8.	**Website**	To provide the publics with up-to-date information on County business and to be the go-to resource for information, forms, and current information that may be needed to communicate urgently.	Updated County website with a look that reflects a progressive municipality that provides information in a timely manner. e.g., *Bylaws, Policies, Meeting Agenda and Minutes and Departmental activities.*

SCHEDULE "A"

COMMUNICATION TOOLS

Top Priority": Number 1 to 8 **"As Needed Basis": Number 9 to 16**

	Communication	Purpose	Action
9.	Annual Booklet	To provide annual reporting on financial information, key County operations, and key contact information.	The booklet will be produced each year at Council's discretion and contents (as per purpose) will be adjusted, as necessary.
10.	Brochures and Newsletters	To provide brief information packages on topics of interest to residents.	Shall be produced, as necessary, to target a specific issue.
11.	Electronic Bulletin Board	Located in the County Lobby to provide information to walk-in publics.	Limited communication to the publics who come into the County building. Information posted, for example, Meeting dates, Events - Calendar.
12.	Emergency Communications	To be part of the Emergency Team and to provide communications on emergency incidents to the public, media, government and other agencies.	Communication Process is part of the Smoky Lake County's **Emergency Response Plan.**
13.	Employee Communications	To provide employees with regular communication on information on County business.	At weekly Management Meetings: Managers communication information back to the employees. Messages from the Chief Administrative Officer and Assistant Chief Administrative Officer to Managers and staff will be distributed by email or other means, as necessary.
14.	Media: Radio	To provide the release of information on the air for immediate notification.	Radio communication will be utilized where there is a unique or urgent story.
15.	Public Consultation	Public Consultation Is a normal part of Local Government. Public engagement strengthens decision-making and endears publics to their government.	Public Consultation shall be conducted when and in such a form as per requirements of the *Municipal Government Act*, County Bylaw and at the direction of Council when necessary from time to time.
16.	Safety Communications	To promote the successes County employees achieve regarding safety standards to employees and to the publics.	Communicate to all staff the discussion from the Monthly Safety Meetings as there may be discussions and outcomes that involve all employees.

Schedule "A": COMMUNICATION TOOLS: Page 2 of 2.

SCHEDULE "B"

MONTHLY DEPARTMENTAL COMMUNICATION REPORT

COMMUNICATION:

Department: _____

Name: _____

Month: _____

Date Submitted: _____

The key is to provide regular messages about the benefits, results within the departments, and demonstrate success of our work.

Reference: Policy Statement 01-44 – Section 4.1: Eight (8) principles of Good Communication.

KEY MESSAGE:

Communication Tool:	**Indicate below:** Key Message is to be advertised in WHAT Communication Tool format. **SUBMISSION DATE:** 20TH DAY OF EACH MONTH.

☐ Grapevine ☐ Website ☐ Social Media ☐ Newspaper

Comment(s): _____

Schedule "B": MONTHLY DEPARTMENTAL COMMUNICATION REPORT: Page 1 of 1.

SMOKY LAKE COUNTY

Title: Social Media		Policy No: 46-01
Section: 01	Code: P-I	Page No.: 1 of 8 E

Legislative Reference:	Alberta Provincial Statutes

Purpose:	To establish and outline the principles of use when engaging and posting on the Smoky Lake County's social media accounts.

Policy Statement and Guidelines:

1. STATEMENT

1.1 Social media is a new world of opportunity for Smoky Lake County to promote and offer the advancement of new communications channels, in accordance with ***Policy Statement No. 01-44: Communications,*** to inform our citizens and the general public; and provide additional platforms for direct engagement and feedback.

1.2 Smoky Lake County promotes the use of social media site platforms as a tool for fast, two-way communication about County programs, services, news, public notices and ongoing and upcoming events affecting our municipality. The County's social media accounts are not intended to be used for political forums for information outside the County's intent, but to personalize Smoky Lake County to help narrow the citizen-local government gap.

1.3 Smoky Lake County does not view Social Media as a forum for inappropriate activity, comments or personal attacks on the municipality, its employees (past and present County staff and Council members), affiliates and ratepayers. Any and all social media comments must be at all times professional and appropriate.

2. DEFINITIONS:

2.1 **Social Media:** refers to the use of third party hosted web-based and mobile technologies to turn communication into an interactive dialogue that allow the creation and exchange of user generated content to share opinions, information, knowledge and interests to promote discussion and building relationships.

2.2 **Social Media Sites:** means any application, tool or software used for online information and publication such as social networks: Facebook, Twitter; and media-sharing: YouTube, Pinterest, Instagram and Snapchat, as illustrated in ***Schedule "A": Smoky Lake County Social Media Sites.*** Not all forms of social media may be appropriate for use by the County. Social Media does not include text messaging and emails.

3. OBJECTIVES:

3.1 Increase awareness of municipal services, emergency response communication, needs and events such as public notices, upcoming projects.

3.2 Disseminate time-sensitive information quickly.

3.3 Provide an additional mechanism to gather community comments and perceptions regarding Smoky Lake County and its initiatives.

Policy Statement and Guidelines:

3.4 Develop trust and opportunities to build stronger relationships with community members.

3.5 Utilize social media as an additional way to collaborate with the public and other municipalities on mutually beneficial programs and initiatives.

4. GUIDELINES:

4.1 GUIDING PRINCIPLES: The following acronym **STRIVE** will guide and express the principles for social media practices in Smoky Lake County.

4.1.1 **Service:** To improve the quality of communication and public engagement through the presentation of information and knowledge that is timely, accurate, and relevant.

4.1.2 **Transparency:** To present information to the public in an open, realistic, honest and fair way that is easily discoverable and readily accessible.

4.1.3 **Respect:** To ensure that social media interactions are conducted in a manner that present the County in a professional and reasonable manner in respect to content security and privacy.

4.1.4 **Integrity:** To ensure that County staff and Council conduct themselves respectively, professionally and appropriately on social media sites by adhering to applicable provincial and federal legislation, municipal laws, regulations, and policies.

4.1.5 **Value:** To promote effective and creative uses of social media and technology by County staff by providing a framework for the application of the policies and guidelines that oversee social media use.

4.1.6 **Engage:** To ensure accountability that all County staff and Council are responsible for understanding and following the relevant policies and procedures affecting the use of social media.

4.2 APPLICABILITY:

4.2.1 This Policy applies to social media use for official and authorized County purposes.

4.2.2 Posts of original content will be on the Smoky Lake County's website: www.smokylakecounty.ab.ca. The use of Social media site is a secondary outlet, and will be linked back to the official County website for additional information.

4.2.3 This policy shall apply to all County employees, Council and others who have been authorized to act in an official capacity by the County social media administrator: **GIS/Communication Director** to post information on County social media sites. It does not apply to personal use of social media conducted on personal equipment.

Policy Statement and Guidelines:

4.2.4 The County social media administrator: GIS/Communication Director will authorize specific individuals to utilize social media in an official capacity to ensure that communications through social media site platforms are accurate and consistent.

4.2.5 When representing the County on social media, employees are expected to communicate in a respectful and professional manner and in accordance with all County policies. Employees are not permitted to discuss personal or confidential information on social media sites, whether through public posts or private messages. Non-compliance by County employees may result in discipline.

4.2.6 Social media profiles and websites representing Members of Council will not act as official information media platforms on behalf of Smoky Lake County. Any information to be communicated to County followers via social media will be provided by the County social media administrator: GIS/Communication Director.

4.3 GOVERNING RULES AND REGULATIONS:

4.3.1 The Smoky Lake County website (www.smokylakecounty.ab.ca) will remain the County's official primary online source for information. Social media sites will be as a secondary outlet to complement the website's information and broaden the reach of municipal messages through multiple social networking site accounts.

4.3.2 Where possible, social networking accounts will clearly indicate they are maintained by Smoky Lake County, contain appropriate contact information and link back to the official County website for additional information.

4.3.3 County employees and Council shall maintain the confidentiality of information, including Municipal financial and business information, residents 'personal information, personal information or any other information not generally available to the public, in accordance with *The Freedom of Information & Protection of Privacy Act*

4.3.4 Privacy settings on Smoky Lake County social media platforms will be set to allow others to view the County profile information and posts. Only posts made by Smoky Lake County will be allowed and the general public may like, share and / or comment on those posts.

4.3.5 Social media platforms will not be used to publish anything that is dishonest, untrue or misleading in any way. Smoky Lake County reserves the right to remove any comments or posts, from any of its Social Media platforms, as it deems necessary in its own business judgment and reasoning that violates this Policy

4.3.6 Comment posts will be monitored only during business hours, and thus information conveyed after hours will not be received until the next business day.

4.3.7 Attribution must be given to copyright / trademark material.

Policy Statement and Guidelines:

5. PROCEDURES:

5.1 Responsibilities and protocol for effective Social Media conduct:

5.1.1 The **Chief Administrative Officer** will:

- administer and direct compliance with the Social Media Policy and identify necessary revisions in consultation with managerial staff.
- grant approval where appropriate for all new external social media endeavours that are initiated or created by the County.
- approve and oversee social media sites and tools for official County use.

5.1.2 The **GIS/Communications Director** will:

- have the role as a social media administrator to manage the County's Social Media presence and coordinate social media interaction to ensure necessary and effective usage of social media platforms.
- designate employees to utilize social media in an official capacity as required.
- monitor the policy and provide ongoing training and guidance to County Departments, and suggest revisions for Council's consideration.
- review policy in accordance with ***Policy Statement No. 01-40: Governance Policy***, or sooner at the direction of the Chief Administrative Officer.
- ensure consistent messaging and imaging for all County social media platforms and correct misinformation.
- respond to requests for new social media sites and/or administrative changes to existing platforms.
- monitor, generate, update, edit, respond to and/or remove content from County social media platforms to ensure accuracy and adherence to this Policy. At the discretion of the GIS/Communication Director may assign a designate for any or all of the noted functions as needed.
- deny access to users who post inappropriate or offensive comments or contents and remove any posts that are considered to be inappropriate.
- provide access to approved official users and oversee all County Social Media accounts including their creation and termination.
- maintain a list of site domain names and social media accounts, including login and password information.

Policy Statement and Guidelines:

5.1.3 The **Department Managers** will:

- ensure that department staff is advised of the Social Media Policy for Smoky Lake County.
- designate employees to utilize social media in an official capacity as required upon recommendations from the GIS/Communication Director.

5.1.4 The **Employees and other authorized users** will:

- ensure that use of social media is in accordance with this policy and other related policies, guidelines, and legislation.
- post only within one's area of expertise. Keep it professional and avoid confrontation.
- adopt a user name that follows a standard format and clearly identifies the user as a County employee.
- ensure that if a situation arises while using social media that threatens to become antagonistic, disengage from the dialogue in a polite manner and seek the advice of the social media administrator: GIS/Communications Director.
- get appropriate permission before referring to or posting images of employees, vendors or suppliers, unless such referrals or images are gleaned during the course of a public meeting or public events.
- be aware that Smoky Lake County may observe content and information made available by employees through social media. Employees should use their best judgment, as per ***Policy Statement No. 01-10: Statement of Employees Values***, in posting material that is either inappropriate or harmful to Smoky Lake County or its employees.

5.1.5 The **County Council as elected officials** will:

- acknowledge that it is not their role to report directly on County related business and will use their social media profile and website as a secondary information source once matters have been officially released by the County and as in accordance with ***Policy Statement No. 01-41: Council Code of Conduct.***
- use the designated sharing tools on the various social media platforms based on this direction: Council will include an "in my opinion" disclaimer, when making follow up posts to the County's social media postings and when creating original posts pertaining to County related business.
- include a link back to the County's official website for detailed information when a social media site is used in communicating with constituents.
- establish separate social media accounts for the purpose of campaigning and not access, manage or operate any social media accounts through Smoky Lake County technology devices.

Policy Statement and Guidelines:

5.2 **RECORDS:**

5.2.1 All Smoky Lake County social networking site contents shall adhere to applicable Provincial, Federal and local laws, regulations and policies.

5.2.2 *The Freedom of Information & Protection of Privacy Act* applies to social media content and therefore content must be able to be managed, stored and retrieved to comply with the Act.

5.2.3 All posts are public record and the original document will be retained in manner that complies in accordance with ***Bylaw No. 1034-05: Regulations and Procedures for the Retention and Disposal of County Records.***

5.2.4 The GIS/Communication Director will monitor the content that must be retained, as per Section 5.2.2 and Section 5.2.3.

5.2.5 As of April 2011, Smoky Lake County established a **Twitter** Account, on June 2011, a **Facebook** page, on September 2015 - **YouTube,** on October 2015 - **Pinterest**, and on June 2016 - **Instagram** and **Snapchat** channels were established, which combines all six (6) platforms under one domain. This will allow the County to analyze, interact, enhance and track the effectiveness and impact of the content of each platform through their Google Analytics tools, allowing the County to make improvements where necessary and keep track of posts that others respond to. The information gathered through these tools, such as the total number of page likes, posts, comments, views, shares, followers, subscribers and visitors to our Social Media Sites will all be kept in a monthly log.

5.3 **COMPLIANCE:**

5.3.1 Smoky Lake County is not responsible for the content or comments made by third-parties on its Social Media platforms. Third-parties may be subject to liability for any comments that are derogatory, offensive, obscene, insulting, demeaning, slanderous, threatening or harassing in any nature. Smoky Lake County reserves the right to remove such contents and shall not be liable under any circumstances, for any errors, omissions, loss or damages claimed or incurred due to third-party Social Media contents.

5.3.2 Comments and images posted by third parties do not necessarily represent the view of Smoky Lake County. Smoky Lake County cannot, and does not guarantee, users' privacy on third-party social networking websites, as users are subject to the terms and conditions of the specific application on that website. Users should review and agree to the third-party terms and conditions prior to participating.

Policy Statement and Guidelines:

5.3.3 Smoky Lake County will not be responsible for any losses or damages suffered as a result of using third party Social Media sites. Those using Social Media participate at their own risk and for their own benefit, and in so doing, accept that they have no right of action against Smoky Lake County related to such use.

5.3.4 A link between Smoky Lake County's Social Media platforms and any other website does not imply an endorsement or sponsorship by Smoky Lake County of that website, the contents of that website, or the creator of that website.

5.3.5 Smoky Lake County Social Media platforms are provided on an "as is" and "as available" basis. Smoky Lake County makes no representations or warranties of any kind, expressed or implied, as to the sites' operation or the information, content or materials included on these sites.

5.3.6 It is the nature of Social Media communications that authenticity, accuracy and timeliness may not be guaranteed and may not be reliable. As such, users acknowledge that Smoky Lake County makes no such guarantees.

5.4 **DISCLAIMER:**

5.4.1 By commenting or posting content on any Smoky Lake County Media platforms, you grant Smoky Lake County an unrestricted, perpetual, irrevocable, worldwide, royalty-free license to use, reproduce, display, publicly perform, transmit and distribute the information and other such material.

	Date	Resolution Number
Approved	December 8, 2016	# 182 - Page #12458
Approved		
Amended		
Amended		

SCHEDULE "A"

Website:
www.smokylakecounty.ab.ca

SOCIAL MEDIA SITES

Smoky Lake County website (www.smokylakecounty.ab.ca) is the County's official primary online source for information. Social media sites will be secondary outlets to complement the website's information and broaden the reach of municipal messages.

	Social Media Sites	Description	Function
1.	**Facebook**	**Facebook** is a popular free social networking website that allows registered users to create profiles, upload photos and video, send messages and keep in touch with friends, family and colleagues.	■ Building online communication of interest with residents and businesses by sharing professional information online. ■ Sharing information of event / program and promotion announcements, photos, videos and links with others for messages, participate in communities, and invite others to join. ■ Discussion of topics online: Public engagement at four levels of continuum: input, listen and learn, collaborate, empower.
2.	**Twitter**	**Twitter** Is a free online social networking and micro-blogging service that allows its users to send and read other user's updates messages called **tweets.** Which are text-based posts of up to 140 characters in length (mobile friendly).	For news release feeds, customer relations, event coverage, promotion, emergencies, and question and answer networking and micro-blogging service that allows its users
3.	**YouTube**	**YouTube** Is a video-sharing website where users can upload, share and view videos.	Broadcasting videos on events, airing snippets of a variety of programs to create benefits for awareness. Generating virtual of County or Community facility to help users understand what is being offered.
4.	**Instagram**	**Instagram** Is an online photo sharing mobile devise application. Photo sharing is the publishing or transfer of a user's digital photos online to enable viewers to share with others.	Used as a image bank to share County photos of events, programs and services. Photos will be added over time as appropriate.
5.	**Pinterest**	**Pinterest** is an online social networking website service that allows you to share images through social networking website. An example of **Pinterest** is the website where you have a "pinboard" that allows you to post ideas that you want to remember and then share them with your friends through Facebook.	Share and organize the collection of photo images and videos on County topics.
6.	**Snapchat**	**Snapchat** is a mobile messaging application used to share photos, videos, text, and drawings. It's free to download the app and free to send messages using it. It has become hugely popular in a very short space of time, especially with young people.	Share photos and videos of County events.

Schedule "A": SOCIAL MEDIA SITES.

Geographical Information System (GIS) 5.5

Smoky Lake County implementation of **GIS: Geographic Information System –** Phase One was authorized in year 2006.

Geographic Information System is a digital database of all physical and spatial features in the county.

GIS is a geographic information system that integrates hardware, software, and data, for capturing, managing, analyzing, forecasting and displaying all forms of geographically referenced information, which is supplied by sources internal and external to the organization.

The function of the GIS Department is to facilitate the use of GIS to be a long-lived asset that will improve county operations, evolve with changing technologies and adapt to the County's changing needs.

This spatial data system will collect, input and manage large and varied data sets that will make the best use of limited staff and financial resources and facilitate the concept of open government, by providing optimum value to the County, citizens and businesses.

- **Policy Statement No. 01-45:** Geographic Information System (GIS). **Attached**

SMOKY LAKE COUNTY

Title: Geographic Information System (GIS)		Policy No.: 45-01
Section: 01	Code: P - I	Page No.: 1 of 3

Legislation Reference:	Alberta Provincial Statutes

Purpose:	1. To deploy and maintain an efficient, integrated and comprehensive spatial data system that provides County personnel, decision-makers, businesses, and citizens with geographic information and tools to meet a wide variety of needs. 2. To incorporate the delivery of leading GIS technology and enhance products and services that provides optimum value to the County, citizens, and businesses.

Policy Statement and Guidelines:

1. STATEMENT:

1.1 A geographic Information System is a digital database of all physical and spatial features in the county.

1.2 GIS allows us to view, understand, question, interpret, and visualize data in many ways that reveal relationships, patterns, and trends in the form of maps, globes, reports, and charts.

1.3 Smoky Lake County's GIS department, collect, inputs and manages, large and varied data sets. From that information, creative solutions may be derived, making the best use of limited staff and financial resources. County department heads can make confident, data-driven decisions.

1.4 The GIS data is often linked to a geographic location and is organized into layers, which helps county personnel and citizens answer questions and solve problems by looking at data on the Smoky Lake County MuniSight ES in a way that is quickly understood and easily shared.

2. DEFINITION:

2.1 GIS is a geographic information system that integrates hardware, software, and data, for capturing, managing, analyzing, forecasting and displaying all forms of geographically referenced information, which is supplied by sources internal and external to the organization.

3. OBJECTIVES:

3.1 The function of the GIS Department is to facilitate the use of GIS to be a long-lived asset that will improve county operations, evolve with changing technologies and adapt to the County's changing needs by:

3.1.1 Fostering informed and effective decision making.

3.1.2 Improving the delivery and efficiency of public services.

3.1.3 Providing relevant information to staff and residents.

3.1.4 Promoting innovative solutions for Smoky Lake County.

Policy Statement and Guidelines:

4. GUIDELINES:

4.1 A Geographic Information System consists of five (5) important components:

4.1.1 **Computer Hardware:** The County Server forms the general hardware component of the GIS which is used to store the GIS program and warehouse our data files. Other peripherals included: digital scanners which converts paper maps and documents into digital data, plotter which is used to print out large maps and graphics; and Portable Global Positioning Satellite (GPS) devices used by field personnel to capture new data points.

4.1.2 **GIS Software:** The GIS Software component is very important for generating, analyzing, manipulating, and displaying the geographical information. GIS Software determining factors included user friendliness, cost-effectives, system compatibility and software documentation. (Current software includes: Geomedia Professional, Intergraph Webmap, CAMS VA Plus, MuniSight ES, and AIMS).

4.1.3 **Data:** The most important and delicate component of GIS is data. This spatially referenced information has many important uses. GIS data is collected or produced in-house; as well as purchased or provided from data organizations, government departments and vendors. Significant time, money and resources are allocated to collecting, storing, analyzing, securing and ensuring the integrity of the GIS data.

4.1.4 **People:** GIS technology is useless without people power. Users include specialists who design and support the system, data collectors and office personnel that need to refer to the GIS information in order to complete office tasks and service to citizens. Proper user training is essential for ensuring effective use of a GIS System.

5. PROCEDURES:

5.1 **Operational Models and Procedures:** In order to ensure that GIS equipment, data and resources are used appropriately and effectively, it is imperative to clearly define the operational models and procedures. To understand how the system is to be used, by whom, for what purpose and within what operational procedures – Smoky Lake County will continue in policies development to ensure the smooth operation of a GIS network.

The following services are necessary to make GIS an efficient platform for information sharing:

5.1.1 **Data and Records Management:** GIS is the data steward for all County geographic asset records. These County records include hardcopy maps; digital computer aided drafting files; as-built and records of many sizes and formats.

Policy Statement and Guidelines:

5.1.2 **GIS Data Analyses and Visualization:** GIS provides the technical expertise and computing capabilities to analyze and update geographic datasets. GIS technology facilitates the use of multiple diverse datasets undertaking complex analyses and yet provides simple map visualizations to support business decision making and operational processes.

5.1.3 **Mapping and Graphics Services:** GIS is responsible for working with end users in the planning and coordinating, and development of customized map products and series maps that focus on municipal management information. GIS group is the data stewards of the corporate geographic data, drafting standards and requirements.

5.1.4 **Plotting and Large Format Printing:** GIS provides large format printing and plotting services. We provide engineering size scanning services, permanent corporate mapping retention processes, and online access to our library of corporate records.

5.1.5 **GIS Application:** GIS application design and development activities provide full lifecycle services: business needs definition; technologies options assessment; application, database and systems integration design; application development and testing; user documentation and training; and application updating based on changing needs.

5.1.6 The County will endeavor to provide support and educational programs for in-house users.

6. DISCLAIMER:

6.1 Smoky Lake County makes information available through the County's Public MuniSight to enhance public knowledge and promote a better understanding of the County and its government. Smoky Lake County attempts to provide up-to-date accurate information to all users.

6.1.1 However, GIS data may include inaccuracies or typographical errors. The information is provided without warranty or condition of any kind. Smoky Lake County assumes no liability for any damages or loss of any kind that might arise for the use of, misuse of, or the inability to use the Public MuniSight System.

6.1.2 Furthermore, this mapping data is for information purposes only and is not intended to act as legal record; and should not be used as a substitute for legal, accounting, surveying real estate, business tax, or other professional advice.

6.1.3 Any use of this data beyond that of general information should be verified by the County's GIS Officer before use.

6.1.4 Smoky Lake County retains the right to change any GIS content on the County's Public MuniSight without prior notice.

FINANCIAL OPERATIONS

Section: 6.0

6.1 Introduction: Presentation 38

6.2 Budget-at-a-Glance 39

6.3 Finance Policies 40

6.4 Five-Year Road Plan 41

Financial Operations: Introduction 6.1

Finance

Financial Operations / Financial Planning department is collectively responsible for the financial integrity of the County through its fiscal stewardship. They provide centralized professional financial and accounting support services and advice and develop financial policy and short- and long-term financial plans to ensure sustainable funding for the County's programs and services. Services are based on key operating and financial principles, which ensure fiscal responsibility, internal control and compliance with all legislation and regulations.

The Manager ensures effective operation and integration of these services, and meets the demands of internal and external clients.

Key Services and Activities

- Financial planning and budgeting
- Billing and collection of property taxes
- Management and protection of property assessment base
- Purchasing and risk management
- Accounting and financial reporting
- Payroll and benefit services
- Management reporting
- Asset management
- Development financing
- Investment and cash management

6.1.1 Presentation: Overview of the Smoky Lake County Finance Operations. **Attached**

6.1.2 A Quick Guide to Municipal Financial Statements – Municipal Affairs, June 2010. **Attached**

Smoky Lake COUNTY

FINANCIAL ORIENTATION

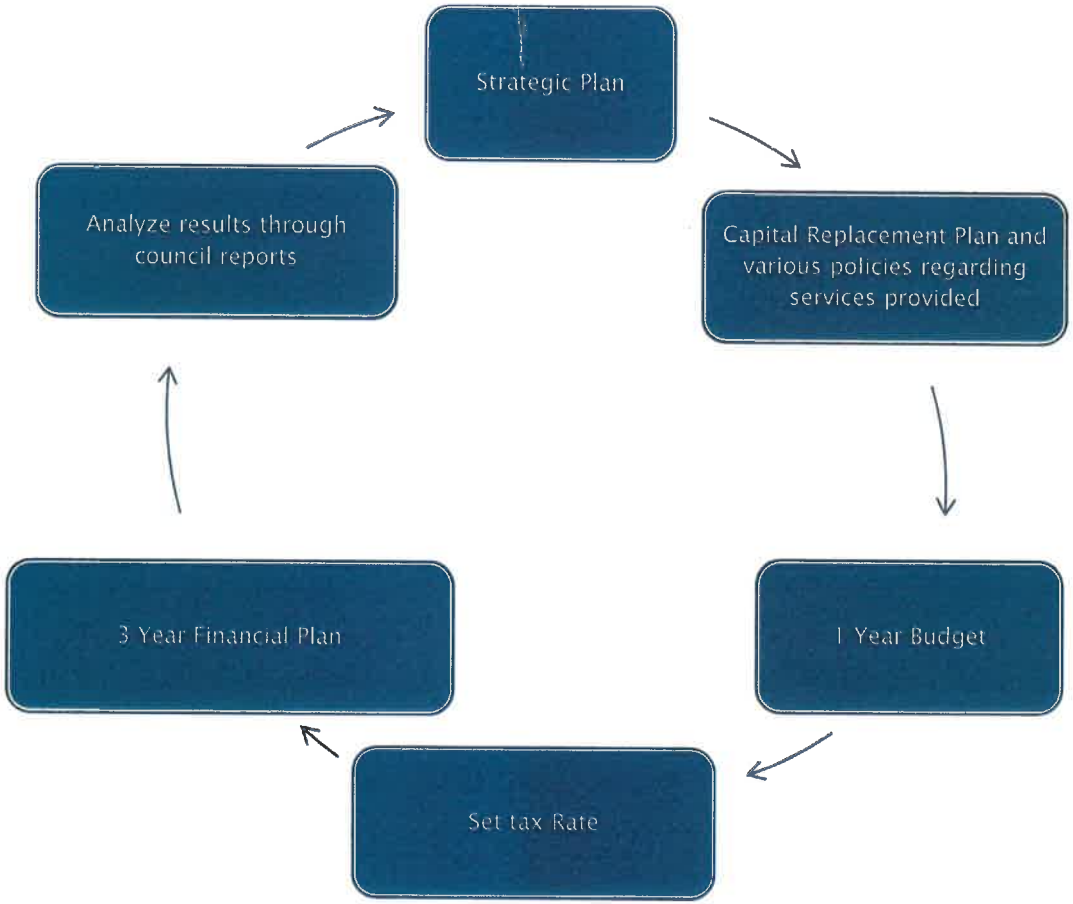
OBJECTIVES

- ✓ AREAS OF RESPONSIBILITY
- ✓ BUDGET
- ✓ SETTING THE TAX RATE
- ✓ FINANCIAL REPORTS
- ✓ OTHER INFORMATION

FINANCE RESPONSIBILITIES FOR BOTH SMOKY LAKE COUNTY AND HIGHWAY 28/63 WATER COMMISSION

- Financial Controls
- Budget
- Financial Reporting
- Taxation (Carleigh)
- Accounts Payable (Lonnie)
- Payroll (Mary Lou)
- Utilities billing and collection (Barb)
- Accounts Receivable (Barb)
- Grant Administration
- Financial analysis

BUDGET PROCESS



BUDGET

Budget Development Policy 08-11

- September

  - ✓ Council sets expectations and priorities for the new year

  - ✓ Department managers begin planning their financial requirements based on said expectations.

October

- ✓ Management meet to review and revise the 5 year capital plan and the 15 year capital replacement plan
- ✓ Department managers meet with the Finance Manager and CAO to create the operating budget for each department
- ✓ Council reviews the Capital Budget and the Three Year Road Plan

- **November / December**
  - ✓ Finance compiles the total function budget (including operating costs) for council review by end November or beginning December

Outcome:
The final budget for the Gas Department
The interim municipal budget
PASSED

- The assessment is available March
- The provincial budget is usually presented March
- The Education Requisition is usually posted March
- The Foundation Requisition is provided March

A revised budget with the new information is presented to Council April

Meetings are held to set the tax rate

CALCULATING THE TAX RATE

Taxes are calculated under 4 separate Classes:

1. Residential
2. Farmland
3. Non Residential
4. Machinery and Equipment

Each Class pays 3 – 4 different taxes (Education, Seniors Foundation, Landfill, and Municipal)

They are all calculated based on the assessment.

Tax Rate *x* Assessment / 1000 = **Total Levy**

2017 Property Tax Rates

- Alberta School Foundation Taxes
- Seniors Foundation Taxes

CLass	Res	Farm	Non Res	M & E
Education	2.6118	2.6118	4.0900	
Seniors	.7512	.7512	.7512	.7512
Landfill	.4844	.4844	.4844	.4844
Municipal	4.95	8.2	20.28	20.28
Total	8.7974	12.0474	25.6056	21.5156

- Landfill Taxes
- Municipal Taxes

We have to tax for and remit these amounts

The new modernized municipal government act will have rules limiting the non res rate so that it is no more than 5 x the res rate

These taxes are established to cover the Municipal Budget

TAX RATE MEETINGS

- Meetings are held in April to review the budget and the tax rate options.
- Once Council has established the appropriate Municipal and Landfill Tax Rates, they pass a Tax Rate Bylaw
- The Current Bylaw is 1302-17 Tax Rate
- Tax Notices are sent out by the end of May
- Tax payments are due by October 31 (as per bylaw).

FINANCIAL REPORTING

- Council receives a report at each meeting which shows the actual costs to date as compared to the total annual budget.
  - Notes are included to point out variances etc.
- Council receives a Road Plan report from Public Works at each meeting
  - This report shows the budget and actual cost of the project to date.

	2017 Budget			2017 Actual			58% portion of year spent	
	Revenues	Expenditures	Net	Revenues	Expenditures	Net		
Municipal Budget								
Taxes (net)	$11,616,122.00	$2,735,029.00	**($8,881,093.00)**	$11,484,085.70	$2,513,127.66	**($8,970,958.04)**	99%	92%
Legislative		$519,863.00	**$519,863.00**	$0.00	$306,400.52	**$306,400.52**		59%
Administration	$830,456.00	$1,763,857.00	**$933,401.00**	$301,570.24	$1,025,523.81	**$723,953.57**	36%	58%
Other Government Services		$68,830.00	**$68,830.00**	$105.48	$32,090.03	**$31,984.55**		47%
Protective Services	$141,092.00	$728,980.00	**$587,888.00**	$137,695.23	$411,635.81	**$273,940.58**	98%	56%
Transportation	$3,885,815.00	$8,783,459.00	**$4,897,644.00**	$1,194,445.59	$5,812,455.20	**$4,618,009.61**	31%	66%
Environmental Services	$1,691,890.00	$2,038,505.00	**$346,615.00**	$475,560.16	$1,233,636.67	**$758,076.51**	28%	61%
FCSS	$117,216.00	$139,405.00	**$22,189.00**	$73,660.00	$84,146.45	**$10,486.45**	63%	60%
Planning & Communication	$62,000.00	$359,944.00	**$297,944.00**	$42,506.72	$125,375.69	**$82,868.97**	69%	35%
Agriculture Service Board	$197,805.00	$909,516.00	**$711,711.00**	$5,734.46	$619,217.27	**$613,482.81**	3%	68%
Economic Development	$120,592.00	$196,100.00	**$75,508.00**	$21,888.00	$73,490.60	**$51,602.60**	18%	37%
Recreation & Cultural Services	$143,000.00	$461,500.00	**$318,500.00**	$20,987.50	$230,662.05	**$209,674.55**	15%	50%
Fiscal Services	$0.00	$0.00	**$0.00**	$0.00	$0.00	**$0.00**		
Contingency		$101,000.00	**$101,000.00**					
Total Municipal Budget	**$18,805,988.00**	**$18,805,988.00**	**$0.00**	**$13,758,239.08**	**$12,467,761.76**	**($1,290,477.32)**	**73%**	**66%**
Amortization		$1,758,523.00	$1,758,523.00					
Municipal Budget	**$18,805,988.00**	**$20,564,511.00**	**$1,758,523.00**	**$13,758,239.08**	**$12,467,761.76**	**($1,290,477.32)**	**73%**	**61%**
Natural Gas Department Budget								
Odorant	$75,000.00	$52,825.00	**($22,175.00)**	$59,464.55	$31,270.71	**($28,193.84)**		
CNG Trailer	$28,000.00	$5,112.00	**($22,888.00)**	$19,855.24	$1,748.29	**($18,106.95)**	71%	
Gross Margin	$3,065,110.00	$1,753,040.00	**($1,312,070.00)**	$1,701,966.15	$901,313.63	**($800,652.52)**	56%	51%
Administration	$52,200.00	$609,592.00	**$557,392.00**	$7,855.64	$388,943.74	**$381,088.10**	15%	64%
Legislative	$0.00	$6,700.00	**$6,700.00**	$0.00	$1,578.11	**$1,578.11**		24%
Operating and Maintenance	$58,000.00	$694,581.00	**$636,581.00**	$52,057.18	$427,682.88	**$375,625.70**	90%	62%
Capital Purchases	$40,000.00	$246,460.00	**$206,460.00**	$0.00	$49,256.10	**$49,256.10**	0%	20%
Reserve Transfers	$150,000.00	$100,000.00	**($50,000.00)**	$0.00	$0.00	**$0.00**	0%	0%
Natural Gas Budget	**$3,468,310.00**	**$3,468,310.00**	**$0.00**	**$1,841,198.76**	**$1,801,793.46**	**($39,405.30)**	**53%**	**52%**
Amortization		$181,000.00	$181,000.00					
Total Natural Gas Budget	**$3,468,310.00**	**$3,649,310.00**	**$181,000.00**	**$1,841,198.76**	**$1,801,793.46**	**($39,405.30)**	**53%**	**49%**

We have completed 58% of the year so for departments except PW and AG we would expect to have incurred about 58% of expenses

Most of PW and Ag dept costs are incurred from May to Oct

We have 13.7 m in revenue as compared to the budgeted 18.8 therefore we can expect another 5m to come in by Dec 31

We have incurred 12.4 m in expenses which is 66% of the total budgeted 18.8 m. Although this is higher than the 58% we are expecting, it is not a concern because it includes the total requisitions paid for school and foundation

Further information on each department will be in the attached sheets

This shows that gas has a surplus of $39,000. This can vary greatly each month depending on weather, gas prices et.c

Things to keep in mind while reviewing monthly reports....

- It often takes 2 months before activities that take place today are reflected in the financial report.
- Some departments, such as Agriculture and Public Works incur most of their costs during summer months.
- The urban municipalities (Town and Villages) often bill annually for joint projects.
- Although Payroll Costs and Equipment Maintenance Costs are included in projects, they are a partially fixed cost. Therefore, if the project does not take place, the County will still incur the labour and equipment costs doing maintenance activities.
- Many Costs, transfers, ect. are not recorded until year end or the audit. The surplus/deficit can be estimated, however the final amount will not be known until the audit which takes place February of the following year.

IMPORTANT POLICIES

- **08-30-01 Financial Management**
  - Guides council decision making
- **08-16-01 Purchasing Guidelines**
  - Establishes levels of purchasing authority
  - Council motion is needed for goods and services above $75,000 and Contract Construction over $200,000
- **08-14-01 Municipal Budget**
  - Defines some of the components of the budget
- **08-12-02 Unbudgeted Emergency Expenditures**
  - Allows for the authorization of emergency expenditures
- **08-11-01 Budget Development**
- **08-04-02 Interim Budget**
  - If an interim budget is not adopted, a temporary interim budget shall allow spending of up to 50% of the previous year's capital and operating budget
- **08-03-01 Capital Asset Budget**
- **08-01-03 Unbudgeted Expenditures**
  - The CAO has discretion to move funds between functions and can approve unbudgeted expenditures up to $100,000

ANNUAL FINANCIAL REPORT

- The Auditors are JMD Group LLP from St. Paul
- The annual financial statements are presented to Council in March.
- A great resource to help understand financial statements is
  - ***MUNICIPAL AFFAIRS*** *– A Quick Guide to Municipal Financial Statements*

OTHER INFORMATION

- Council remuneration and benefits
  - members are paid monthly (21st)
  - It is **extremely** important that council submit expenses monthly to ensure accurate reporting.
  - Policy 08-18-04 establishes the guidelines regarding Council remuneration and expenses
  - The costs of pay, expenses and benefits per Council member are reported in a schedule on the financial statements.

- Financial research projects should be requested from all of Council through a motion and will be provided to all Council members.

A Quick Guide to Municipal Financial Statements

MUNICIPAL AFFAIRS

June 2010

Government of Alberta
Municipal Affairs

Alberta Municipal Affairs (2010) *A Quick Guide to Municipal Financial Statements*
Edmonton: Alberta Municipal Affairs

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This is an interpretation only. For specific advice consult with an accounting professional or legal counsel.

Introduction

This guide has been prepared by Alberta Municipal Affairs and is intended to provide examples and explanations of the typical information contained in a municipality's annual audited financial statements. It will be of interest to municipal officials and other stakeholders who would like to interpret the information provided in the annual financial statements.

Financial statements are intended to report on financial condition as at December 31st each year, to ensure accountability and transparency, and to assist municipalities with long-term and strategic planning. Financial statements are an important tool for a municipal council and administration to use to report to the taxpayers on the municipal services provided with the resources at their disposal.

Legislative Requirements and Reporting Standards

The *Municipal Government Act* (MGA) requires that every Alberta municipality complete annual audited financial statements, a copy of which must be submitted to Municipal Affairs, by May 1 of each year. The financial statements must be prepared in accordance with generally accepted accounting principles for municipal governments in Canada.

Requirements for municipal financial reporting are standardized across Canada and are based on the *Public Sector Accounting Handbook*. As of 2009, municipal financial statements are to be prepared using the net financial assets (debt) model and must include reporting of tangible capital assets. This new approach provides a more complete picture of a municipality's financial condition.

Financial statements provide information on a municipality's financial position in terms of its assets and liabilities, its net debt, its accumulated surplus or deficit, and its tangible capital assets and other non-financial assets. Financial statements also provide a meaningful summary of the sources, allocation and consumption of municipal economic resources, how the activities of the period have affected the municipality's net debt, how municipal activities were financed, and how cash requirements were met. Each indicator gives the readers of the financial statements information about the status of the municipality's finances.

Financial statements must include a statement of financial position, a statement of operations, a statement of change in net debt and a statement of cash flow. Additional supplementary information is provided in schedules and notes to the financial statements.

The Quick Guide to Municipal Financial Statements

A sample of each of the four required municipal financial statements is presented along with explanatory notes and helpful tips. A checklist to assist the readers of the financial statement with analysis and evaluation of the financial statements can be found near the end of this guide. A glossary of terms is also included.

Financial statements must be prepared by municipalities on an annual basis in accordance with provisions set out in the *Municipal Government Act* and its associated Regulations.

There are four main components to the financial statements of a municipality:

The **Statement of Financial Position** is a required statement that reports on:

- assets – what the municipality owns or controls;
- liabilities – what the municipality owes; and
- accumulated surplus – what remains after the assets have been used to meet the liabilities.

The **Statement of Operations** is a required statement that reports on:

- revenues;
- expenses; and
- results for a fiscal year or reporting period.

The **Statement of Change in Net Financial Assets (Debt)** is a required statement that:

- explains the difference between the annual surplus or deficit and the change in net financial assets (debt);
- reports spending to acquire tangible capital assets and inventories of supplies; and
- reports disposal of tangible capital assets and the use of inventory.

The **Statement of Cash Flow** is a required statement that:

- identifies where cash came from;
- shows how cash was used; and
- provides details on changes in cash and cash equivalents since the previous reporting period.

Notes and Schedules

Supplementary Schedules to municipal financial statements contain additional detailed information for the reader. Although the schedules will vary depending on the size and complexity of the municipal operation there is generally some consistency in form and content.

The **Notes to the Financial Statements** contain important information and explanations, some of which are required by legislation and regulation. The notes highlight various aspects of the financial statements and provide background information and insight on the impacts of specific values in the financial statements. In fact, many users review the notes before examining the main statements.

Typical notes to financial statements include information on:

- accounting policies;
- cash and investments;
- deferred revenue;
- employee benefit obligations;
- debt and debt limit information;
- tangible capital assets; and
- accumulated surplus.

Specimen Financial Statements

Municipal Affairs prepares a specimen financial statement each year for the fictional *Town of New Sampleford* and it forms the basis for this guide as well. It includes the four main statements, supplementary schedules and a comprehensive presentation of typical notes to the financial statements.

The complete Town of New Sampleford financial statement package is available for reference on the Ministry website at:

www.municipalaffairs.gov.ab.ca/documents/ms/2009_New_Sampleford.pdf

Town of New Sampleford
Statement of Financial Position
As at December 31, 2009

	2009 $	2008 $ (Restated)
FINANCIAL ASSETS 1		
Cash and temporary investments (Note #)	**199,000**	69,000
Receivables		
Taxes and grants in place of taxes (Note #)	**73,000**	71,000
Trade and other receivables	**21,000**	30,000
Land for resale inventory	**155,000**	30,000
Investments (Note #)	**280,000**	480,000
Debt charges recoverable (Note #)	**10,000**	11,000
	738,000	691,000
LIABILITIES		
Temporary bank indebtedness 2	**46,000**	---
Accounts payable and accrued liabilities	**140,000**	163,000
Deposit liabilities	**8,000**	7,000
Deferred revenue (Note #)	**56,000**	23,000
Employee benefit obligations (Note #)	**50,000**	40,000
Provision for landfill closure and post-closure costs (Note #)	**20,000**	2,000
Long-term debt (Note #) 3	**2,900,000**	2,701,000
	3,220,000	2,936,000
NET FINANCIAL ASSETS (DEBT)	**(2,482,000)**	(2,245,000)
NON-FINANCIAL ASSETS		
Tangible capital assets (Note #) 4	**7,865,675**	6,854,400
Inventory for consumption	**5,000**	4,000
Prepaid expenses	**1,000**	1,000
	7,871,675	6,859,400
ACCUMULATED SURPLUS (Note #)	**5,389,675**	4,614,400

Statement of Financial Position

The Statement of Financial Position reports on a municipality's assets, liabilities and accumulated surplus. A review of the Statement of Financial Position should be in the context of a long-term view of the municipality's financial health, and not focus solely on how much money is currently in the bank. A reader should consider whether the municipality has the necessary assets to provide future services, and whether there are sufficient future revenues to cover existing liabilities.

A net debt position does not necessarily mean the municipality is in financial difficulty. It is important that a viable debt management plan is in place to ensure that the debt is sufficiently funded and that municipal services are not jeopardized.

1 Financial assets are comprised of cash or items that will eventually be turned into cash. Land for resale and long-term investments are examples of items that will eventually be turned into cash.

2 Temporary bank indebtedness is the total of any unpaid short-term debt (loans, lines of credit or bank overdrafts) that the municipality is required to repay within one year.

3 The amount of long-term debt (usually for capital purposes) is recorded separately from short-term debt. The notes to the financial statements provide important information regarding future debt repayments and how much of the legislated debt limit has been used.

4 The amount recorded for tangible capital assets is the net book value, which is the actual cost less the accumulated amortization.

The accumulated surplus is the primary indicator of the financial resources the municipality has available to provide future services. It consists of both cash and non-cash components. The notes to the financial statements should identify what portions of the accumulated surplus are:

- unrestricted (including cash, accounts receivable and other non-cash financial assets);
- restricted (cash that can only be used for a pre-determined purpose); and
- equity in tangible capital assets.

Town of New Sampleford
Statement of Operations
For the Year Ended December 31, 2009

	Budget $ (Unaudited)	2009 $	2008 $ (Restated)
REVENUE			
Net municipal taxes (Schedule 2)	1,425,000	**1,430,000**	1,278,000
User fees and sales of goods	775,000	**760,000**	742,000
Government transfers for operating (Schedule 3) 1	25,000	**27,000**	23,000
Investment income	15,000	**13,000**	15,000
Penalties and costs of taxes	17,000	**20,000**	19,000
Development levies	15,000	**9,000**	25,000
Licenses and permits	8,000	**10,000**	8,000
Other	---	**29,000**	20,000
Total Revenue	2,280,000	**2,298,000**	2,130,000
EXPENSES			
Legislative	55,000	**58,000**	46,000
Administration	165,000	**152,000**	163,000
Bylaws enforcement	30,000	**30,000**	29,000
Roads, streets, walks, lighting	950,000	**926,000**	977,000
Water supply and distribution	425,000	**444,000**	381,000
Wastewater treatment and disposal	74,000	**75,000**	71,000
Waste management	110,000	**106,000**	115,000
Family and community support	110,000	**113,000**	104,000
Land use planning, zoning and development	42,000	**40,000**	38,000
Subdivision land development	75,000	**117,000**	43,000
Parks and recreation	60,000	**60,000**	64,000
Culture	30,000	**30,000**	30,000
Amortization (illustrative only) 2	400,000	**463,725**	428,400
Loss on disposal of capital assets (illustrative only)	---	**8,000**	----
Total Expenses	2,526,000	**2,622,725**	2,489,400
EXCESS (SHORTFALL) OF REVENUE OVER EXPENSES - BEFORE OTHER	(246,000)	**(324,725)**	(359,400)
OTHER			
Contributed assets 3	800,000	**800,000**	---
Government transfers for capital (Schedule 3) 1	300,000	**300,000**	268,000
EXCESS (SHORTFALL) OF REVENUE OVER EXPENSES	854,000	**775,275**	(91,400)
ACCUMULATED SURPLUS, BEGINNING OF YEAR 4	4,614,400	**4,614,400**	4,705,800
ACCUMULATED SURPLUS, END OF YEAR	5,468,400	**5,389,675**	4,614,400

Statement of Operations

The Statement of Operations reports on revenues, expenses and the results for a fiscal year or reporting period. The Statement of Operations provides detailed information on what transactions have impacted the accumulated surplus from the beginning of the year to the end of the year. Non-cash items such as amortization expense and contributed assets are included.

1 Federal and provincial governments provide grants to municipalities for operating and/or capital purposes. These grants are reported on two separate lines: government transfers for operating and government transfers for capital.

2 The amortization expense is a non-cash amount that represents the portion of the historical cost of the municipality's tangible capital assets that is used up during the reporting period. Some municipalities report the amortization expense as a separate line, while others include the amortization expense in the costs of the specific service provided.

3 Contributed assets are normally tangible capital assets that have been donated or transferred to the municipality. Contributed assets are reported as revenue on the Statement of Operations because they create an expected future economic benefit. As a result there is a corresponding increase in the accumulated surplus.

Although contributed assets are reported as revenue, they do not represent cash received by the municipality.

4 The accumulated surplus may increase significantly without a corresponding increase in financial assets. For example, a subdivision turned over to the municipality by a developer would be recorded as contributed asset revenue, which would increase the accumulated surplus amount without any change in financial assets.

Town of New Sampleford
Statement of Change in Net Financial Assets (Debt)
For the Year Ended December 31, 2009

		Budget $ (Unaudited)	**2009 $**	2008 $ (Restated)
EXCESS (SHORTFALL) OF REVENUES OVER EXPENSES		854,000	**775,275**	(91,400)
Acquisition of tangible capital assets	1	(700,000)	**(693,000)**	(411,000)
Contributed tangible capital assets		(800,000)	**(800,000)**	-
Proceeds on disposal of tangible capital assets		-	**10,000**	-
Amortization of tangible capital assets		400,000	**463,725**	428,400
(Gain) loss on sale of tangible capital assets	2	-	**8,000**	-
		(1,100,000)	**(1,011,275)**	17,400
Acquisition of supplies inventories		(150,000)	**(167,000)**	(146,000)
Acquisition of prepaid assets		(40,000)	**(40,000)**	(35,000)
Use of supplies inventories		150,000	**166,000**	149,000
Use of prepaid assets		40,000	**40,000**	35,000
		-	**(1,000)**	3,000
(INCREASE) DECREASE IN NET DEBT	3	(246,000)	**(237,000)**	(71,000)
NET FINANCIAL ASSETS (DEBT), BEGINNING OF YEAR		(2,245,000)	**(2,245,000)**	(2,174,000)
NET FINANCIAL ASSETS (DEBT), END OF YEAR		(2,491,000)	**(2,482,000)**	(2,245,000)

Statement of Change in Net Financial Assets (Debt)

The Statement of Change in Net Financial Assets (Debt) explains the difference between the annual surplus or deficit and the change in net financial assets (debt). It tracks what the municipality has spent to acquire tangible capital assets and inventories of supplies. It reports on the disposal of tangible capital assets and the use of inventory.

1 Acquisition of tangible capital assets is the amount spent on tangible capital assets in the current year. Funding sources could include cash reserves, property taxes, long-term debt or government transfers.

2 A gain is reported when a tangible capital asset is sold or disposed of and the proceeds are greater than the net book value of the asset. A loss is reported if the proceeds are less than the net book value of the asset.

These amounts are also reported on the Statement of Operations, with a gain reported as revenue and a loss reported as an expense.

3 An increase in the net debt position is most likely the result of the municipality funding capital acquisitions with debt or with financial assets accumulated in a previous year.

A net debt position is not in itself an indicator the municipality is in financial difficulty. See the idea box below for a checklist of questions to consider about the implications of a net debt position.

To assess the impact of a net debt position on the financial health of a municipality, consider:

- **Is there a debt management plan in place?**
- **What is the term of the debt?**
- **What portion of the municipality's debt limit does the net debt represent?**
- **Are the municipality's financial assets liquid and current?**
- **What portion, if any, of the municipality's financial assets are restricted?**
- **What portion of the net debt is funded by the annual tax levy? By user fees?**
- **Will projected future revenues be sufficient to pay the net debt?**

Town of New Sampleford
Statement of Cash Flow
For the Year Ended December 31, 2009

	2009 $	2008 $ (Restated)
NET INFLOW (OUTFLOW) OF CASH RELATED TO THE FOLLOWING ACTIVITIES:		
OPERATING		
Excess (shortfall) of revenues over expenses	**775,275**	(91,400)
Non-cash items included in excess (shortfall) of revenues over expenses:		
Amortization of tangible capital assets 1	**463,725**	428,400
Loss on disposal of tangible capital assets	**8,000**	--
Tangible capital assets received as contributions 1	**(800,000)**	-
Non-cash charges to operations (net change):		
Decrease (increase) in taxes and grants in lieu receivable	**(2,000)**	10,000
Decrease (increase) in trade and other receivables	**9,000**	(1,000)
Decrease (increase) in land held for resale	**(125,000)**	-
Decrease (increase) in inventory for consumption	**(1,000)**	2,000
Decrease (increase) in prepaid expenses	-	(1,000)
Increase (decrease) in accounts payable and accrued liabilities	**(23,000)**	2,000
Increase (decrease) in deposit liabilities	**1,000**	-
Increase (decrease) in deferred revenue	**33,000**	-
Increase (decrease) in employee benefit obligations	**10,000**	-
Increase (decrease) in provision for landfill closure/post-closure	**18,000**	2,000
Cash provided by operating transactions	**367,000**	351,000
CAPITAL		
Acquisition of tangible capital assets 2	**(693,000)**	(411,000)
Sale of tangible capital assets	**10,000**	-
Cash applied to capital transactions	**(683,000)**	(411,000)
INVESTING		
Decrease (increase) in restricted cash or cash equivalents	**(35,000)**	-
Decrease (increase) in investments	**200,000**	(50,000)
Cash provided by (applied to) investing transactions	**165,000**	(50,000)
FINANCING		
Debt charges recovered 2	**1,000**	1,000
Long-term debt issued	**300,000**	-
Long-term debt repaid	**(101,000)**	(101,000)
Cash provided by (applied to) financing transactions	**200,000**	(100,000)
CHANGE IN CASH AND EQUIVALENTS DURING THE YEAR	**49,000**	(210,000)
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	**69,000**	279,000
CASH AND CASH EQUIVALENTS, END OF YEAR	**118,000**	69,000

Statement of Cash Flow

The Statement of Cash Flow identifies where cash came from, shows how cash was used, and provides details on changes to cash and cash equivalents since the last reporting period.

1 The Statement of Cash Flow begins with the net results of municipal operations. This operational result includes amortization, which is a non-cash expense. To determine the change in the municipality's cash position, the amortization amount is added back into the operations result.

On the other hand, the value of tangible capital assets contributed is reflected as non-cash revenue in the Statement of Operations. To determine the change in the municipality's cash position, this amount is deducted from the operations result.

2 The Capital and Financing categories provide a summary of the capital transactions that took place and an indicator of what portion of the capital transactions were financed with long-term debt.

The Capital section provides information on the amount the municipality expended on tangible capital assets as well as the amount the municipality received from selling tangible capital assets during the reporting period.

The Financing section identifies funds received from long-term debt financing, as well as the amount of long-term debt principal repaid during the reporting period.

The Statement of Cash Flow provides detailed information on significant cash transactions that are not included in the Statement of Operations.

Financial Statement Review Questions

- [ ] Are there long-range planning or budgetary issues the municipality needs to address? Financial indicators of concern may include:
  - [ ] a continued increase in the net debt
  - [ ] a restricted surplus not fully supported by financial assets;
  - [ ] a high level of short-term debt indicating working capital position is insufficient; or
  - [ ] a low net book value of tangible capital assets indicating useful life nearing an end.
- [ ] Are there some "red flags" in the financial statements? Potential red flags may include:
  - [ ] a significant decrease in the municipality's cash position from the previous year;
  - [ ] a restricted surplus that exceeds the amount of cash and cash equivalents
  - [ ] a significant decrease in the net financial assets from the previous year;
  - [ ] a significant increase in net debt from the previous year; or
  - [ ] the unrestricted portion of the accumulated surplus is in a deficit position.
- [ ] Have there been any extraordinary or unusual financial transactions that may have future implications for the municipality?
- [ ] How did the current year's financial decisions and operations impact the overall financial position of the municipality?
  - [ ] What are the costs of providing specific services?
  - [ ] What services have full or partial cost recovery associated with them?
  - [ ] What is the cash position and debt level?
  - [ ] Are there adequate operating and capital funds for future projects, or will borrowing be required?
- [ ] Does the municipality have sufficient working capital?
  - [ ] Is short term borrowing required before property tax revenues are received?
- [ ] What is the remaining useful life of the municipality's tangible capital assets?
  - [ ] What are the financial and budgetary impacts of replacing or rehabilitating tangible capital assets nearing the end of their life?
- [ ] What is the content of the auditor's management letter?
  - [ ] Is there a clean audit report?
  - [ ] Are there any items of concern that need to be mitigated or addressed?
- [ ] Have the municipality's financial statements been sufficiently communicated to the residents and businesses in the municipality?

Glossary of Terms

Amortization – the systematic allocation of the historical cost of a tangible capital asset over its useful life.

Accumulated Amortization – the total amortization pertaining to a tangible capital asset from the time the asset was placed into service until the date of the financial statement.

Consolidated Financial Statements – statements containing financial information for the municipality and its owned or controlled organizations (e.g., fire, utilities, library).

Construction in Progress – tangible capital assets under construction at the end of the fiscal year that have not been put into service (e.g., engineered structures, buildings, land improvements).

Contributed Assets – assets that have been transferred or donated to the municipality and that will provide a future economic benefit.

Deferred Revenue – income received that will not be recorded as revenue until certain transactions or events take place.

Equity in Tangible Capital Assets – the net book value of recorded tangible capital assets less capital debt.

Expenditure – an outlay of cash.

Expense – a cash or non-cash cost (e.g., wages, materials, amortization).

Financial Assets –current cash resources plus any items or holdings that are expected to be converted into cash in the future.

Gain or Loss on Sale – proceeds from the sale of a tangible capital asset that are greater than (gain) or less than (loss), the net book value of the asset.

Government Transfers – entitlements, transfers under cost-share agreements, and/or grants from other levels of government.

Net Book Value – the total cost of a tangible capital asset minus the accumulated amortization and any write-down of the asset.

Net Financial Assets (Debt) – an amount equal to the total financial assets less the total liabilities.

Restricted Surplus– the amount that results from excess revenues which have been internally designated for a specified future purpose, or externally restricted.

Tangible Capital Assets – non-financial assets having a physical substance that are held for use in the supply of goods and services, have economic lives beyond the accounting period, are used on a continuing basis and are not for sale in the ordinary course of operations.

Unrestricted Surplus - the portion of the accumulated surplus that results from excess revenue and expenses available for any future use.

Working Capital - the excess of current assets minus current liabilities. Positive working capital indicates an ability to meet short term obligations.

Budget-at-a-Glance 6.2

Budget-at-a-Glance

Budget-at-a-Glance is the Finance Report provided at each County Council Meeting.

This report details the **Total Function Budget** as approved by Council and the Actual Expenses to date.

Additional information is often provided at the bottom of each Department's Sheet.

The Budget
is the single most important
policy decision Council makes each year.

6.2.1 **Budget-at-a-Glance:** Month of October. Attached

Budget to Actual
Notes As At October 19, 2021

Taxes (net)	*Taxes levied were $12,104,754. We have written off $103,509 in old unpayable oil and gas taxes. Thus far we have lost $11,000 in tax revenue from 305.1 changes.*
Legislative	*We have completed 80% of the year. Council has spent 72% of the budget. This department should end the year with a surplus of at least $50,000 due to the cancellation of training and conventions.*
Administration	*Administration has spent 81% of the operations budget. Interest revenue is going to be lower than budgeted by at leats $100,000. The final amount will depend on how tax collections go for the month of October.*
Other Government Services	*Council has spent or committed the funding for organizations*
Protective Services	*71% of the protective services budget has been spent. We cdo not pay fire department costs until year end, so there is no prediction for surplus or deficit.*
Transportation	*Public works has spent 74% of the operating budget. It should end the year very close to budget. There may be a small surplus*
Environmental Services	*Water has spent 82% of the budget. Waste has spent 51% of the budget. The department will end the year very close to budget*
FCSS	*FCSS has $11,000 available to grant to qualifying programs. Advertisements have been posted on Facebook*
Planning & Communication	*Planning has spent 71% of the budget thus far. The year should finish with a small surplus*
Agriculture Service Board	*ASB has spent 80% of it's administration budget. The mowing budget shows that it has been overspent, however this is because the equipment repairs had been budgeted in the administration portion. The weed program will end with a surplus of $70,000*
Economic Development	*RCDC development has spent 66% of it's budget. There is $135,014 left to spend in the Victoria District Economic Development Plan budget (of which Town of Smoky Lake will reimburse 50%). We received $48,110 refund of unspent funds from previous years Dr Recruitment & Retention funding*
Recreation & Cultural Services	*Recreation has spent 77% of it's budget. The grants to the Agricultural Societies have been sent. There will be a surplus because the second labour position was not filled this year.*
Contingency	*The contingency is 35,288. Council has allocated $8,000 to Warspite Hall from Contigency*
Gas	*77% of the gas expense budget has been used*
Accounts Receivable	***Accounts Receivable over 6 months has decreased to $28,711.81.*** *This is made up of $10,438.94 fire department charges, $10,801 Gravel, and and over $7,000 in penalties, Many invoices have been written off or cancelled through Council motions.* ***We estimate that there is about $20,000 uncollectable.***

2021 Budget							% of Budget Revenue Charged	% of Budgets Expenses Used
	2021 Budget			2021 Actual to date				
	Revenues	Expenditures	Net	Revenues	Expenditures	Net		
Municipal Budget								
Taxes (net)	$11,500,655.00	$2,683,315.00	**($8,817,340.00)**	$ 11,416,552.53	$ 2,559,521.87	**($8,857,030.66)**	99%	95%
Legislative		$534,523.00	**$534,523.00**	$ -	$ 384,024.28	**$384,024.28**		72%
Administration	$3,173,008.00	$3,485,867.00	**$312,859.00**	$ 315,815.38	$ 1,521,283.90	**$1,205,468.52**	10%	44%
Other Government Services	$445,000.00	$538,193.00	**$93,193.00**	$ 641.17	$ 59,176.84	**$58,535.67**		11%
Protective Services	$868,097.00	$1,166,072.00	**$297,975.00**	$ 377,711.25	$ 609,043.14	**$231,331.89**	44%	52%
Transportation	$3,234,750.00	$9,242,284.00	**$6,007,534.00**	$ 509,772.52	$ 5,787,310.38	**$5,277,537.86**	16%	63%
Environmental Services	$877,251.00	$1,153,087.00	**$275,836.00**	$ 728,099.77	$ 1,107,458.49	**$379,358.72**	83%	96%
FCSS	$93,308.00	$116,635.00	**$23,327.00**	$ 69,975.00	$ 6,923.60	**($63,051.40)**	75%	6%
Planning & Communication	$160,213.00	$386,255.00	**$226,042.00**	$ 113,260.02	$ 293,148.74	**$179,888.72**	71%	76%
Agriculture Service Board	$290,907.00	$964,692.00	**$673,785.00**	$ 155,491.00	$ 744,927.15	**$589,436.15**	53%	77%
Economic Development	$32,500.00	$107,500.00	**$75,000.00**	$ 48,110.00	$ 119,787.32	**$71,677.32**	148%	111%
Recreation & Cultural Services	$198,900.00	$460,878.00	**$261,978.00**	$ 152,217.00	$ 271,522.82	**$119,305.82**	77%	59%
Fiscal Services	$0.00	$0.00	**$0.00**	$ -	$ -	**$0.00**		
Contingency		$35,288.00	**$35,288.00**		$ -	**$0.00**		0%
Total Municipal Budget	**$20,874,589.00**	**$20,874,589.00**	**($0.00)**	**$ 13,887,645.64**	**$ 13,464,128.53**	**($423,517.11)**	**67%**	**65%**
Amortization		$2,059,800.00	$2,059,800.00					
Municipal Budget	**$20,874,589.00**	**$22,934,389.00**	**$2,059,800.00**	**$ 13,887,645.64**	**$13,464,128.53**	**($423,517.11)**		

Natural Gas - Budget to Actual							% of Budget Revenue Charged	% of Budgets Expenses Used
	2021 Budget			2021 Actual to date				
	Revenues	Exp.	Net	Revenues	Exp.	Net		
Bulk Odorant	$87,444.00	$29,901.00	($57,543.00)	$60,771.98	$16,487.97	($44,284.01)	69%	55%
CNG Trailer	$34,000.00	$6,344.00	($27,656.00)	$5,696.95	$1,959.35	($3,737.60)	17%	31%
Gross Margin	$2,451,500.00	$1,109,360.00	($1,342,140.00)	$1,904,333.24	$1,042,477.29	($861,855.95)	78%	94%
Legislative	$0.00	$9,000.00	$9,000.00	$0.00	$2,624.36	$2,624.36		29%
Administration	$73,300.00	$645,963.00	$572,663.00	$0.00	$494,276.62	$494,276.62	0%	77%
Distribution	$50,000.00	$657,676.00	$607,676.00	$86,961.82	$552,185.43	$465,223.61	174%	84%
Capital Assets	$0.00	$195,500.00	$195,500.00	$12,250.00	$60,575.50	$48,325.50		31%
Reserve Transfers	$140,500.00	$183,000.00	$42,500.00	$0.00	$0.00	$0.00	0%	0%
Total Natural Gas	**$2,836,744.00**	**$2,836,744.00**	**$0.00**	**$2,070,013.99**	**$2,170,586.52**	**$100,572.53**	**73%**	**77%**
Amortization	$0.00	$230,000.00	$230,000.00	$0.00	$0.00	$0.00		
Total Natural Gas	**$ 2,836,744.00**	**$ 3,066,744.00**	**$ 230,000.00**	**$ 2,070,013.99**	**$ 2,170,586.52**	**$ 100,572.53**		

Taxes
2021 Budget

	2021 Budget			2021 Actual to date		
	Revenues	Requisitions	Net Taxes	Revenues	Requisitions	Net Taxes
Taxes						
Farmland & Residential	$3,695,180.00		$ 3,695,180.00	$3,708,484.91		$3,708,484.91
Machinery & Equipment	$1,088,485.00		$ 1,088,485.00	$1,082,113.70		$1,082,113.70
Non- Residential	$949,892.00		$ 949,892.00	$946,923.00		$946,923.00
Linear	$6,289,094.00		$ 6,289,094.00	$6,289,093.65		$6,289,093.65
Provincial Government	$66,395.00		$ 66,395.00	$66,394.82		$66,394.82
Allowance for uncollectable taxes		$3,000.00	$ (3,000.00)		$103,509.81	$103,509.81
Deduct Landfill/Fire Levy - shown separately	-$867,791.00		$ (867,791.00)	-$867,791.00		$867,791.00
Total Taxes	**$11,221,255.00**	**$3,000.00**	**$11,218,255.00**	**$11,225,219.08**	**$103,509.81**	**$11,121,709.27**
Requisitions						
School						
Farmland & Residential		$918,240.00	$ (918,240.00)		$916,127.02	$916,127.02
Non- Residential		$1,070,951.00	$ (1,070,951.00)		$1,070,958.04	$1,070,958.04
Total ASFF Requisition	**$0.00**	**$1,989,191.00**	**$ (1,989,191.00)**		**$1,987,085.06**	$1,987,085.06
DIP		$22,873.00	$ (22,873.00)			$0.00
Foundation		**$468,251.00**	$468,251.00		**$468,927.00**	$468,927.00
Total Requisitions		**$2,480,315.00**	**$2,480,315.00**		**$2,456,012.06**	**$2,456,012.06**
Net Taxes	**$11,221,255.00**	**$2,483,315.00**	**$8,737,940.00**	**$11,225,219.08**	**$2,559,521.87**	**$8,665,697.21**
Other Income						
Well Drilling/ drill Rigs	$ 5,305.00		$ 5,305.00	$8,330.00		$8,330.00
Aggregate Tax Levy	$ 200,000.00	$200,000.00	$ -	$37,850.00		$37,850.00
Penalties	$ 74,095.00		$ 74,095.00	$145,153.45		$145,153.45
Total Other Income	**$279,400.00**	**$200,000.00**	**$79,400.00**	**$191,333.45**	**$0.00**	**$191,333.45**
	$11,500,655.00	**$2,683,315.00**	**$8,817,340.00**	**$11,416,552.53**	**$2,559,521.87**	**$8,857,030.66**

Notes

Legislative		
	2021 Budget	2021 Actual to date
Salaries		
Division 1	$67,913.00	$56,594.00
Division 2	$67,913.00	$56,594.00
Division 3	$77,875.00	$64,896.00
Division 4	$67,913.00	$56,594.00
Division 5	$71,234.00	$59,362.00
Benefits	$72,665.00	$57,255.08
Total	**$425,513.00**	**$351,295.08**
Expenses		
Division 1	$17,446.00	$6,041.19
Division 2	$18,196.00	$4,315.12
Division 3	$19,471.00	$4,358.38
Division 4	$15,571.00	$3,228.10
Division 5	$18,046.00	$4,402.43
General Supplies for council	$3,000.00	$1,087.88
Computer Expense	$17,280.00	$9,296.10
Total Expenses	**$109,010.00**	**$32,729.20**
Total Legislative	**$534,523.00**	**$384,024.28**

Notes

Administration

	2021 Budget			2021 Actual to date		
	Grants or Revenues from own Source	Expenses	Net Cost	Grants or Revenues from own Source	Expenses	Net Cost
Comm. Learn. Counc.	**$125,700.00**	**$125,700.00**	**$0.00**	**$ 113,230.00**	**$100,051.52**	**$13,178.48**
Administration	**$ 211,990.00**	**$ 1,107,095.00**	**$895,105.00**	**$ 109,675.97**	**$ 899,564.34**	**$789,888.37**
Communications		**$ 108,274.00**	**$108,274.00**		**$ 72,611.27**	**$72,611.27**
IT		**$ 3,000.00**	**$3,000.00**		**$ -**	**$0.00**
			$0.00			0.00
Projects						
Assessment Services		$139,000.00	$139,000.00		$ 106,054.61	106,054.61
Vic District Ec MCC		$600,000.00	$600,000.00			
Local Assessment Review Board		$2,000.00	$2,000.00		$ -	0.00
Employee Recognition		$18,000.00	$18,000.00		$ 5,188.75	5,188.75
GIS		$226,798.00	$226,798.00	$ -	$ 196,974.49	196,974.49
Investment inc./bank charges	$285,100.00	$4,000.00	$281,100.00	$ 92,909.41	$ (886.13)	-93,795.54
Total Projects	**$285,100.00**	**$989,798.00**	**$704,698.00**	**$ 92,909.41**	**$307,331.72**	**214,422.31**
Capital Assets	$770,005.00	$1,152,000.00	$381,995.00		$ 141,725.05	141,725.05
Total Capital Assets	**$770,005.00**	**$1,152,000.00**	**$381,995.00**	**$0.00**	**$141,725.05**	**141,725.05**
Reserve Transfer	$1,780,213.00	$0.00	$1,780,213.00			0.00
Total Administration	**$3,173,008.00**	**$3,485,867.00**	**$312,859.00**	**$ 315,815.38**	**$1,521,283.90**	**1,205,468.52**

Notes

capital details:		
Admin building repairs	$857,000.00	$45,054.75
Admin Finance Software	$280,000.00	$96,670.30
Heritage Signs	$15,000.00	
	$1,152,000.00	$141,725.05

Legal Fees		
Collective Barganing with 955	$31,563.97	
Bylaw Enforcement	$368.75	
Municor	$2,587.50	
Policies	$886.30	$35,406.52

Revenue inclused $14,130 grant to admister election

Other General Gov't Services

2021 Budget

	2021 Budget			2021 Actual to date		
	Grants or Rev f	Expenses	Net Cost	Grants or Rev from other sources	Expenses	**Net Cost**
Elections		$ 25,000.00	$ 25,000.00		$ 7,915.60	$ 7,915.60
Joint Muni & Inter Government meetings		$ 7,800.00	$ 7,800.00		$ 283.08	$ 283.08
Marketing Supplies		$ 15,450.00	$ 15,450.00	$ 641.17	$ 5,276.33	$ 4,635.16
Grants to Individuals and Organizations		$ 488,443.00	$ 488,443.00		$ 46,343.00	$ 46,343.00
Transfer from reserve	$ 445,000.00		$ (445,000.00)			$ -
Volunteer Training		$ 1,500.00	$ 1,500.00			
Total	**$ 445,000.00**	**$ 538,193.00**	**$ 93,193.00**	**$ 641.17**	**$ 59,818.01**	**$ 59,176.84**

Notes

Riverland	$ 2,500.00	Kids Cancer	$ 500.00
Spedden Ukrainian H	$ 1,629.00	**Vilna Cops**	**$ 3,000.00**
Stry 75th Ann Hall	$ 5,338.00	**Stars**	**$ 5,000.00**
Warspite Com Hall	$ 5,039.00	**SL Library**	**$ 1,500.00**
Bellis Curling	$ 10,000.00	**Vilna Library**	**$ 1,500.00**
SL Holubka Dancers	$ 300.00	**Anne Corney Libra**	**$ 1,500.00**
Stry Cath Hall	$ 2,437.00	Golf Coiurse	$ 1,000.00
Victim Services	$ 200.00		
Vilna Cops	**$ 3,000.00**	Power up North	$ 1,900.00
	$ 46,343.00		

Grants to organizations includes funding to school

motion 940-186 $5,000 per year to STARS,	**motion 940-18 cops $3,000**	motion 940-18 threshing bee 1500	motion 940-18 $1,000 to the Kalyna Country Performing Arts Associaiton	motion 996-17 to contribute $1000 per year to Metis Crossing rescinded in 2018	**motion 940-18 to contribute $1,500 to each library**	motion 940-18 SL Rodeo $500

692-21 That Smoky Lake County Council approve action taken in distributing the Provincial COVID Relief Funds as per Council's March 25, 2021, motion #542-21, as follows to the: Warspite Community Hall, in the amount of $5,039.00, Spedden Hall, in the amount of $1,629.00, Stry Catholic Hall, in the amount of $2,437.00, Stry 75th Anniversary Hall, in the amount of $5,338.00, to be utilized by the said Halls as reimbursement for natural gas and water purchased to assist with their loss of revenue and increased expenses resulting from COVID -19 restrictions.

Protective Services
2021 Budget

	2021 Budget			2021 Actual to date		
	Grants or Revenue from other sources	Expenses	**Net Cost**	Grants or Rev from other sources	Expenses	**Net Cost**
General Fire Department	**$372,128.00**		**$372,128.00**	**$372,128.00**		**-372,128.00**
Fire Services						
Vilna Fire Department		$75,580.00	$75,580.00		$23,229.22	23,229.22
Training		$8,500.00	$8,500.00		$383.32	383.32
Supplies for Department		$15,300.00	$15,300.00		$3,604.89	3,604.89
Total Vilna Costs	**$0.00**	**$99,380.00**	**$99,380.00**	**$0.00**	**$27,217.43**	**27,217.43**
Smoky Lake Fire Department	$34,444.00	$67,673.00	$33,229.00	$27,309.49	$30,300.39	2,990.90
Training		$47,000.00	$47,000.00		$13,174.00	13,174.00
Supplies for Department		$25,000.00	$25,000.00		$6,594.42	6,594.42
Total Smoky Lake Costs	**$34,444.00**	**$139,673.00**	**$105,229.00**	**$27,309.49**	**$50,068.81**	**22,759.32**
Waskatenau Fire Department		$39,326.00	$39,326.00		$21,124.65	21,124.65
Training		$7,650.00	$7,650.00		$200.00	200.00
Supplies		$15,606.00	$15,606.00		$4,108.03	4,108.03
Total Waskatenau Cost	**$0.00**	**$62,582.00**	**$62,582.00**	**$0.00**	**$25,432.68**	**25,432.68**
General Fire Department	**$127,500.00**	**$282,437.00**	$154,937.00	**-$21,726.24**	**$314,084.13**	335,810.37
Donations for Fire Cmap						
Total Fire Services	**$161,944.00**	**$584,072.00**	**$422,128.00**	**$5,583.25**	**$416,803.05**	**411,219.80**
Disaster Services	**$5,000.00**	**$7,650.00**	**$2,650.00**		**$1,003.91**	**1,003.91**
Bylaw Enforcement	$525.00	$245,850.00	$245,325.00		$106,871.39	106,871.39
Disaster/Bylaw Capital Assets		**$50,000.00**	**$50,000.00**		$40,876.09	40,876.09
Fire Equipment/vehicles/building	**$0.00**	$278,500.00	**$278,500.00**		$43,488.70	43,488.70
Communication Project	$0.00		$0.00			0.00
			$0.00			0.00
Reserve Transfer	$328,500.00	$0.00	**$328,500.00**			**0.00**
Total Protective Services	**$868,097.00**	**$1,166,072.00**	**$297,975.00**	**$377,711.25**	**$609,043.14**	**231,331.89**

Notes

capital details:

Unit 222	$50,000.00	$ 40,876.09
Rapid Attach 6x6	$38,500.00	$43,488.70
Equipment Storage Bldg	$240,000.00	
	$328,500.00	$84,364.79

Transportation
2021 Budget

	2021 Budget			2021 Actual to date		
	Grants or Revenue from other sources	Expenses	**Net Cost**	Grants or Revenue from other sources	Expenses	**Net Cost**
Projects						
Bridge Repairs/Replacement	$602,000.00	$802,000.00	$200,000.00	$292,537.00	$446,557.34	$154,020.34
	$0.00		$0.00			$0.00
Total Projects	**$602,000.00**	**$802,000.00**	**$200,000.00**	**$292,537.00**	**$446,557.34**	**$154,020.34**
Road Projects						
MSI Funding	$587,000.00		$587,000.00	$1.00		$1.00
Oiling/MG 30	$0.00	$265,000.00	$265,000.00		$223,254.18	$223,254.18
Fibermat		$171,240.00	$171,240.00		$159,995.94	$159,995.94
Rehabilitation		$283,000.00	$283,000.00		$224,371.79	$224,371.79
Construction		$190,000.00	$190,000.00		$3,243.33	$3,243.33
Major Haul Roads		$165,000.00	$165,000.00		$114,370.26	$114,370.26
Transfer to/from reserves	$165,000.00	$0.00	$165,000.00			$0.00
Gravelling	$457,250.00	$818,760.00	$361,510.00		$783,065.09	$783,065.09
Total Road Projects	**$1,209,250.00**	**$1,893,000.00**	**$683,750.00**	**$1.00**	**$1,508,300.59**	**$1,508,299.59**
Operating and Maintenance						
Revenue from own sources	$353,000.00		$353,000.00	$145,651.69		$145,651.69
Workers Compensation		$75,000.00	$75,000.00		$51,298.00	$51,298.00
Operating & Maint. programs		$4,849,284.00	$4,849,284.00		$3,491,928.71	$3,491,928.71
Total Operating & Maintenance	**$353,000.00**	**$4,924,284.00**	**$4,571,284.00**	**$145,651.69**	**$3,543,226.71**	**$3,397,575.02**
Capital Assets						
Equipment/vehicles/buildings	$198,500.00	$1,596,000.00	$1,397,500.00	$71,582.83	$289,225.74	$217,642.91
MSI for Capital	$707,000.00		$707,000.00			$0.00
Reserve Transfers	$165,000.00	$27,000.00	**$138,000.00**			**$0.00**
Total Transportation	**$3,234,750.00**	**$9,242,284.00**	**$6,007,534.00**	**$509,772.52**	**$5,787,310.38**	**$5,277,537.86**

Notes

capital details:

REPLACE TRUCK 101 1/2 ton	$	45,000.00	$	43,229.89
NEW DUMP TRAILER	$	17,000.00	$	15,770.00
190 DUMP TRUCK SANDER/PLOW	$	355,000.00		
REPLACE 198 TRUCK	$	190,000.00		
GRADER REPLACEMENT 507 (160)	$	570,000.00		
REPLACE 196 GRAVELTRAILER	$	65,000.00		
REPLACE 633 TRACTOR	$	220,000.00	$	201,500.00
2 WASH BAY OVERHEAD DOORS	$	25,000.00	$	18,298.85
RR130 WIDENING ANALYSIS	$	57,000.00		
Blade for Truck	$	12,000.00	$	10,427.00
PW CREW TRUCK (carry over)	$	40,000.00		
	$	1,596,000.00	$	289,225.74

Environmental Treatment Services
2021 Budget

	2021 Budget			2021 Actual to date		
	Grants or Revenue from other sources	Expenses	**Net Cost**	Grants or Revenue from other sources	Expenses	**Net Cost**
Water Supply & Distribution						
General Distribution	$40,000.00	$280,878.00	$240,878.00	$37,524.00	$238,743.20	$201,219.20
Warspite Water	$40,100.00	$48,560.00	$8,460.00	$24,483.54	$33,071.11	$8,587.57
Warspite Water Capital	$1,248.00		$1,248.00	$829.55		$829.55
Spedden Water	$0.00	$2,312.00	$2,312.00		$596.44	$596.44
Warspite Truck Fill (40)	$11,000.00	$2,750.00	$8,250.00	$11,418.80	$0.00	$11,418.80
Waskatenau Truck Fill (30)	$5,000.00	$6,505.00	$1,505.00	$1,279.17	$4,294.51	$3,015.34
Spedden Truck Fill (50)	$50,000.00	$26,204.00	$23,796.00	$58,434.44	$25,261.11	$33,173.33
Bellis Truck Fill (60)	$9,000.00	$14,009.00	$5,009.00	$3,555.94	$9,596.16	$6,040.22
Vilna Truck Fill (10)	$0.00	$0.00	$0.00			$0.00
Smoky Lake Truck Fill (20)	$19,800.00	$5,900.00	$13,900.00	$21,995.77	$4,311.06	$17,684.71
Total Truck Fill Stations	**$94,800.00**	**$55,368.00**	**$39,432.00**	**$96,684.12**	**$43,462.84**	**$53,221.28**
Total Water Supply & Distribution	**$176,148.00**	**$387,118.00**	**$210,970.00**	**$159,521.21**	**$315,873.59**	**$156,352.38**
Sanitary Sewage and Treatment						
General		$24,606.00	$24,606.00		$20,229.29	$20,229.29
Bellis Sewer (60)	$9,040.00	$7,000.00	$2,040.00	$9,040.14	$262.50	$8,777.64
Warspite Sewer (40)	$13,000.00	$11,800.00	$1,200.00	$9,069.19	$2,206.07	$6,863.12
Total Sanitary Sewage & Treatment	**$22,040.00**	**$43,406.00**	**$21,366.00**	**$18,109.33**	**$22,697.86**	**$4,588.53**
Waste Collection & Hauling						
Regional Landfill Levy	$495,663.00		$495,663.00	$495,663.00		$495,663.00
General Waste Management		$349,937.00	$349,937.00		$169,481.60	$169,481.60
Village of Vilna Waste Coll & Hauling	$19,400.00		$19,400.00	$7,006.50		$7,006.50
Village of Waskatenau Coll & Hauling	$19,000.00		$19,000.00	$11,334.80		$11,334.80
Transfer Sites			$0.00			$0.00
Warspite (40)	$0.00	$4,300.00	$4,300.00		$974.76	$974.76
Bellis (60)	$500.00	$50,054.00	$49,554.00	$20.00	$23,722.81	$23,702.81
Rural (70)	$0.00	$45,000.00	$45,000.00		$19,119.91	$19,119.91
Smoky Lake (20)	$10,000.00	$67,724.00	$57,724.00	$23,439.33	$49,903.66	$26,464.33
Vilna (10)	$0.00	$32,700.00	$32,700.00		$3,293.80	$3,293.80
Waskatenau (30)	$0.00	$12,400.00	$12,400.00		$2,768.97	$2,768.97
Spedden (50)	$3,000.00	$55,448.00	$52,448.00	$2,255.60	$36,947.28	$34,691.68
Total Transfer Sites	**$13,500.00**	**$267,626.00**	**$254,126.00**	**$25,714.93**	**$136,731.19**	**$111,016.26**
Reserve Transfer -	$130,000.00	$0.00	$130,000.00			$0.00
Evergreen Regional Waste Commission		$44,000.00	$44,000.00		$44,677.31	$44,677.31
Capital		$16,000.00	$16,000.00	$10,750.00	$374,797.00	$364,047.00
Total Waste Collection & Hauling	**$677,563.00**	**$677,563.00**	**$0.00**	**$550,469.23**	**$725,687.10**	**$175,217.87**
Warspite			$0.00			$0.00
Vehicle	$1,500.00	$45,000.00	$43,500.00		$43,199.94	$43,199.94
Equip			$0.00			$0.00
Total Capital	**$1,500.00**	**$45,000.00**	**$43,500.00**	**$0.00**	**$43,199.94**	**$43,199.94**
Reserve Transfer -			**$0.00**			**$0.00**
Total Environ. Treatment Serv.	**$877,251.00**	**$1,153,087.00**	**$275,836.00**	**$728,099.77**	**$1,107,458.49**	**$379,358.72**

Notes

capital details:

REPLACE TRUCK 226	$	45,000.00	$	43,199.94
GARBAGE TRUCK			$	362,150.00
GARBAGE TRUCK RESERVE TRANSFER	$	4,200.00		

FCSS
2021 Budget

	2021 Budget			2021 Actual to date		
	Grants or Revenue from other sources	Expenses	**Net Cost**	Grants or Revenue from other sources	Expenses	**Net Cost**
FCSS Grant	$93,308.00		-$93,308.00	$69,975.00	423.6	$69,551.40
FSLW program		$93,308.00	$93,308.00			$0.00
Summer Camp			$0.00			$0.00
Grants to organizations		$23,327.00	$23,327.00		$6,500.00	$6,500.00
Total FCSS	**$93,308.00**	**$116,635.00**	**$23,327.00**	**$69,975.00**	**$6,923.60**	**-$63,051.40**

Notes

SL Public Library	$6,500.00

Planning
2021 Budget

	2021 Budget			2021 Actual to date		
	Grants or Revenue from other sources	Expenses	**Net Cost**	Grants or Revenue from other sources	Expenses	**Net Cost**
Administration	**$67,000.00**	**$287,542.00**	**$220,542.00**	**$58,834.52**	**$220,804.01**	**$161,969.49**
Projects						
Money in Lieu of Reserve Land	$0.00	$0.00	$0.00	$31.90	$0.00	$31.90
Area Structure Plans	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00
Land use/MDP Bylaws	$0.00	$0.00	$0.00	$1,000.00	$0.00	$1,000.00
Appeal Board	$0.00	$5,500.00	$5,500.00	$0.00	$448.35	$448.35
Total Projects	**$0.00**	**$5,500.00**	**$5,500.00**	**$1,031.90**	**$448.35**	**$583.55**
Capital						
Warspite Planning			$0.00			$0.00
Nuisance Ground	$93,213.00	$93,213.00	$0.00	$53,393.60	$71,896.38	$18,502.78
Reserve			$0.00			$0.00
	$160,213.00	**$386,255.00**	**$226,042.00**	**$113,260.02**	**$293,148.74**	**$179,888.72**

Notes

Agriculture Services Board
2021 Budget

	2021 Budget			2021 Actual to date		
	Grants or Revenue from other sources	Expenses	**Net Cost**	Grants or Revenue from other	Expenses	**Net Cost**
Administration	**$124,907.00**	**$497,665.00**	**$372,758.00**	**$139,699.00**	**$400,406.31**	**$260,707.31**
Programs						
Weed Control (67)		$135,906.00	$135,906.00		$63,764.84	$63,764.84
Mowing (66)		$94,615.00	$94,615.00		$106,821.12	$106,821.12
Beaver Control (68)	$1,000.00	$86,002.00	$85,002.00	$792.00	$35,513.88	$34,721.88
Gopher Control (69)		$504.00	$504.00		$457.00	$457.00
Appeal Board		$0.00	$0.00			$0.00
Environmental Services (65)	$15,000.00		-$15,000.00	$15,000.00	$160.00	$14,840.00
Total Programs	**$16,000.00**	**$317,027.00**	**$301,027.00**	**$15,792.00**	**$206,716.84**	**$190,924.84**
Capital	**$150,000.00**	**$150,000.00**	**$0.00**		$137,804.00	$137,804.00
Reserve Transfer			**$0.00**			$0.00
Total Agriculture Service Board	**$290,907.00**	**$964,692.00**	**$673,785.00**	**$155,491.00**	**$744,927.15**	**$589,436.15**

Notes

Economic Development
2021 Budget

	2021 Budget			2021 Actual to date		
	Grants or Revenue from other sources	Expenses	**Net Cost**	Grants or Revenue from other sources	Expenses	**Net Cost**
County Economic Dev & Tourism		$6,500.00	$6,500.00		$2,498.94	$2,498.94
Regional Economic Development (85)	$32,500.00	$100,000.00	$67,500.00		$65,557.54	$65,557.54
Victoria District Economic Development	$0.00		$0.00		$23,514.80	$23,514.80
Smoky Lake Foundation (87)		$1,000.00	$1,000.00			$0.00
Dr. Retention (80)		$0.00	$0.00	$48,110.00	$28,216.04	$19,893.96
Total	**$32,500.00**	**$107,500.00**	**$75,000.00**	**$48,110.00**	**$119,787.32**	**$71,677.32**
			$0.00			$0.00
Reserve Transfer			$0.00			$0.00
Total Economic Development	**$32,500.00**	**$107,500.00**	**$75,000.00**	**$48,110.00**	**$119,787.32**	**$71,677.32**

Notes

Victoria District Economic Development Plan

Total budget	$249,700.00
2020 spent	$91,170.70
2021 spent	$23,514.80
Unspent balance	$135,014.50

697-21 That Smoky Lake County approve that the DoctorRetention and Recruitment Committee's Operating Position as of December 31, 2020 in the total surplus of $106,153.00 to be transferred to the Doctor Retention and Recruitment Reserve account for future use by the and Recruitment Reserve account for future use by the committee, as recommended by the Town of Smoky Lake, Managing Partner in accordance with the Doctor Retention and Recruitment Committee Meeting held on February 18, 2021 to Motion 07-21

698-21 That Smoky Lake County acknowledge the action taken by the Doctor Retention and Recruitment Committee on April 8, 2021 for writing a letter dated March 30, 2021 to the Raubenheimer Medical Clinic to respectfully return unspent funds remaining in the amount of $85,000.00 provided for the 4th Physician as indicated in the Memorandum of Understanding executed on June 26, 2019 to the Doctor Retention and Recruitment Committee, Managing Partner, Town of Smoky Lake

696-21 That Smoky Lake County approve the Doctor Retention and Recruitment Committee, Managing Partner, Town of Smoky Lake to reimburse each respective municipality their portion of the remaining unspent funds totaling the amount of $85,000.00 when returned from the Raubenheimer Medical Clinic.

697-21 That Smoky Lake County approve to purchase Medical Equipment for a Cardiac Stress Clinic on a 50/50 percentage basis with the Town of Smoky Lake for the costs of an Electrocardiogram (ECG) Machine of $7,000.00 (as per GE Healthcare, Quotation No. PR16-C65360 Version 1) and the De□brillator with the pacing package of $10,300.00 (as per Stryker Canada ULC, Quotation No.00197563) for a total amount of $17,300.00 being (County contribution funding of $8,650.00 and Town contribution funding of $8,650.00) in order to recruit a trained professional/physician to provide Cardiac Stress Testing services in the Lakeland Primary Care Network (PCN) located in Smoky Lake; as the Alberta Health Primary Care Policy per capita does the Alberta Health Primary Care Policy per capita does not provide funding associated with these machines, in accordance to the letter received from Chaitanya Bandaru, Executive Director for the Lakeland Primary Care Network, dated April 16, 2021.

Recreation & Cultural Services

2021 Budget

	2021 Budget			2021 Actual to date		
	Grants or Revenue from other sources	Expenses	Net Cost	Grants or Revenue from other sources	Expenses	Net Cost
Multi-Use Rec Trail (12)		**$3,000.00**	$3,000.00		$3,919.89	**$3,919.89**
Parks and Recreation - Administration		$225,728.00	$225,728.00		$88,831.38	$88,831.38
Step Student program	$3,000.00	$32,100.00	$29,100.00		$31,684.20	$31,684.20
Total Parks and Rec General	**$3,000.00**	**$257,828.00**	**$254,828.00**	**$0.00**	**$120,515.58**	**$120,515.58**
Hanmore/Island Lake (25)	**$39,000.00**	**$6,300.00**	**$32,700.00**	**$35,685.00**	**$1,597.74**	**$34,087.26**
Bellis Beach	**$3,000.00**	**$0.00**	**$3,000.00**	**$3,500.00**		**$3,500.00**
Mons Lake	**$900.00**	**$0.00**	**$900.00**	**$2,030.00**		**$2,030.00**
Historic Sites						
Heritage Board (76)		$15,000.00	$15,000.00		$13,559.55	$13,559.55
Total Historic Sites	**$0.00**	**$15,000.00**	**$15,000.00**	**$0.00**	**$13,559.55**	**$13,559.55**
Smoky Lake Ag Society	$60,000.00	$60,000.00	$0.00		$60,000.00	$60,000.00
Vilna Ag Society	$17,500.00	$17,500.00	$0.00		$17,500.00	$17,500.00
Waskatenau Ag society	$17,500.00	$17,500.00	$0.00		$17,500.00	$17,500.00
SL Curling			$0.00		$11,188.00	$11,188.00
Total Donations	**$95,000.00**	**$95,000.00**	**$0.00**	**$107,802.00**	**$106,188.00**	**$1,614.00**
Northern Lights Library System						
Meetings			$0.00			$0.00
Levy		$25,750.00	$25,750.00		$25,742.06	$25,742.06
Total Library	$0.00	**$25,750.00**	$25,750.00	$0.00	**$25,742.06**	$25,742.06
			$0.00			$0.00
Capital Assets						
Land Imp, Equipment and Vehicles	**$58,000.00**	**$58,000.00**	**$0.00**	**$3,200.00**		**$3,200.00**
Reserve Transfer			$0.00			$0.00
Total Recreation & Culture Serv.	**$198,900.00**	**$460,878.00**	**$265,878.00**	**$152,217.00**	**$271,522.82**	**$124,835.82**

Notes

motion 316-16

That Smoky Lake County continue to fund for Year 2016, from general operating revenue, the following:$60,000.00 to Smoky Lake Agricultural Society for annual operating expenses, an increase from prior contribution of $48,000.00;$17,500.00 to Vilna Agricultural Society for annual operating expenses, an increase from prior contribution of $14,000.00;$17,500.00 to Waskatenau Agricultural Society for annual operating expenses, an increase from prior contribution of $14,000.00.

motion 590-16

That Smoky Lake County Council approve Funding for Agricultural Societies in the amount of $95,000 to be allocated under the Municipal Sustainability Initiative (MSI) Operating component within the budget.

Natural Gas - Budget to Actual							
	2021 Budget			2020 Actual to Dec 1			
	Revenues	Exp.	Net	Revenues	Exp.	Net	
Bulk Odorant	$87,444.00	$29,901.00	$57,543.00	$60,771.98	$16,487.97	$44,284.01	
			66%			73%	
CNG Trailer	$34,000.00	$6,344.00	$27,656.00	$5,696.95	$1,959.35	$3,737.60	
			81%			66%	
Gross Margin - Sales less gas purchase	$2,451,500.00	$1,109,360.00	$1,342,140.00	$1,904,333.24	$1,042,477.29	$861,855.95	
			55%			45%	
Legislative							
Division 01		$1,800.00	$1,800.00		$707.96	$707.96	
Division 02		$1,800.00	$1,800.00		$452.25	$452.25	
Division 03		$1,800.00	$1,800.00		$494.08	$494.08	
Division 04		$1,800.00	$1,800.00		$452.25	$452.25	
Division 05		$1,800.00	$1,800.00		$517.82	$517.82	
Total Legislative		$9,000.00	$9,000.00		$2,624.36	$2,624.36	
Administration	$73,300.00	$645,963.00	$572,663.00		$494,276.62	$494,276.62	77%
Distribution- Operating & Maintenance	$50,000.00	$657,676.00	$607,676.00	$86,961.82	$552,185.43	$465,223.61	84%
Capital Assets			$0.00			$0.00	
AMR (MSI operating)		$0.00	$0.00			$0.00	
RMO Station (town)	$0.00		$0.00			$0.00	
Building		$45,000.00					
Line replacement		$50,000.00	$50,000.00			$0.00	
Equipment		$27,000.00	$27,000.00	$12,250.00		$12,250.00	
Truck		$73,500.00	$73,500.00		$60,575.50	$60,575.50	
Total Capital Assets	$0.00	$195,500.00	$195,500.00	$12,250.00	$60,575.50	$48,325.50	
Reserve Transfers - System Capital	$140,500.00	$183,000.00	$42,500.00			$0.00	
Total Natural Gas	$2,836,744.00	$2,836,744.00	$0.00	$2,070,013.99	$2,170,586.52	$100,572.53	$0.77
Amortization		$230,000.00	$230,000.00			$0.00	
Total Natural Gas Including Amort	$2,836,744.00	$3,066,744.00	$230,000.00	$2,070,013.99	$2,170,586.52	$100,572.53	

$2,070,013.99	$2,170,586.52
2848544	2170586.52
-$778,530.01	$0.00

YTD Budget Summary
By Fund, Type, Object group
2021 Period 8

Account	To Date	Projected Year End	Budget	Predicted Surplus
Fund: 1 MUNICIPAL OPERATING FUND				
Type: 1 REVENUE	**75.00%**			
Object group 1-100 TAX REVENUE:	**-12,041,465**	**-12,041,465**	-12,036,996	4,469
Object group 1-200 GRANT IN LIEU OF TAX:	**-66,395**	**-66,395**	-66,395	0
Object group 1-300 SALES TO OTHER GOVERNMENT:	**-77,730**	**-103,641**	-183,344	-79,703
Object group 1-400 SALES & USER CHARGES:	**-423,443**	**-564,591**	-778,928	-214,337
Object group 1-500 OTHER REVENEUS FROM OWN SOURCES:	**-304,958**	**-506,610**	-504,830	1,780
Object group 1-600 SALES OF FIXED ASSETS:	**-60,038**	**-240,000**	-240,000	0
Object group 1-700 UNCONDITIONAL GRANTS FROM OTHER GOV:	**-68,114**	**-567,915**	-567,915	0
Object group 1-800 CONDITIONAL GRANTS FROM OTHER GOV:	**-720,871**	**-3,224,468**	-3,224,468	0
Object group 1-900 OTHER REVENUE:	**-44,998**	**-3,271,713**	-3,271,713	0
Type 1 REVENUE:	**-13,808,012**	**-20,586,798**	**-20,874,589**	**-287,791**
Type: 2 EXPENSE				
Object group 2-100 SALARIES, WAGES, & BENEFITS:	**4,807,249**	**6,409,666**	7,005,953	596,287
Object group 2-200 CONTRACTED AND GENERAL SERVICES:	**1,874,432**	**3,585,242**	3,616,056	30,814
Object group 2-300 PURCHASES FROM OTHER GOVERNMENTS:	**104,836**	**139,781**	179,441	39,660
Object group 2-500 MATERIALS, GOODS, SUPPLIES, & UTIL:	**2,042,266**	**2,723,021**	2,548,675	-174,346
Object group 2-600 TANGIBLE CAPITAL ASSETS:	**1,120,302**	**3,381,713**	3,381,713	0
Object group 2-700 TRANSFER PAYMENTS:	**206,196**	**1,617,998**	1,617,998	0
Object group 2-800 BANK, INTEREST AND OTHER PAYMENTS:	**104,336**	**2,068,950**	2,068,950	0
Object group 2-900 OTHER:	**2,456,012**	**2,515,603**	2,515,603	0
Type 2 EXPENSE:	**12,715,628**	**22,441,973**	**22,934,389**	**492,416**
Fund 1 MUNICIPAL OPERATING FUND:	**-1,092,384**	**1,855,175**	**2,059,800**	**204,625**
Fund: 5 GAS OPERATING FUND				
Type: 1 REVENUE				
Object group 1-400 SALES & USER CHARGES:	**-2,006,863**	**-3,010,295**	-2,675,818	334,477
Object group 1-500 OTHER REVENEUS FROM OWN SOURCES:	**-12,250**	**0**	-12,500	-12,500
Object group 1-600 SALES OF FIXED ASSETS:	**0**	**0**	0	0
Object group 1-900 OTHER REVENUE:	**-39,982**	**-150,100**	-150,100	0
Type 1 REVENUE:	**-2,059,095**	**-3,160,395**	**-2,838,418**	**321,977**
Type: 2 EXPENSE				
Object group 2-100 SALARIES, WAGES, & BENEFITS:	**704,306**	**939,074**	943,071	3,997
Object group 2-200 CONTRACTED AND GENERAL SERVICES:	**110,234**	**146,979**	196,954	49,975
Object group 2-500 MATERIALS, GOODS, SUPPLIES, & UTIL:	**1,122,922**	**1,497,229**	1,318,219	-179,010
Object group 2-600 TANGIBLE CAPITAL ASSETS:	**60,576**	**145,500**	145,500	0
Object group 2-700 TRANFER PAYMENTS:	**0**	**23,300**	233,000	209,700
Object group 2-800 BANK, INTEREST AND OTHER PAYMENTS:	**12,953**	**230,000**	230,000	0
Type 2 EXPENSE:	**2,010,990**	**2,982,083**	**3,066,744**	**84,661**
Fund 5 GAS OPERATING FUND:	**-48,105**	**-178,312**	**228,326**	**406,639**
Municipal and Gas Totals	**-1,140,489**	**1,676,863**	**2,288,126**	**611,264**

Account	Description
und: 1 MUNICIPAL OPERATING FUND	
ype: 1 REVENUE	
)bject group 1-100 TAX REVENUE:	Gross tax revenue including requisitions
)bject group 1-200 GRANT IN LIEU OF TAX:	Tax revenue from Province
)bject group 1-300 SALES TO OTHER GOVERNMENT:	Sales to other governments (MVA, shared services)
)bject group 1-400 SALES & USER CHARGES:	Revenue from : Water, Truck fill, Landfill, Camping, Fire Calls, misc sales and service)
)bject group 1-500 OTHER REVENEUS FROM OWN SOURCES:	Revenue from : Tax Penalties, Subdivision Fees, Inspection Fees, Development Permits, Interest, rental, and insurance
)bject group 1-600 SALES OF FIXED ASSETS:	Revenue from sale of capital assets
)bject group 1-700 UNCONDITIONAL GRANTS FROM OTHER GOV:	Grants
)bject group 1-800 CONDITIONAL GRANTS FROM OTHER GOV:	Grants
)bject group 1-900 OTHER REVENUE:	Transfers from reserve and aggregate levy
ype: 2 EXPENSE	
)bject group 2-100 SALARIES, WAGES, & BENEFITS:	Salaries, Wages, Benefits, and Payroll Costs
)bject group 2-200 CONTRACTED AND GENERAL SERVICES:	Mileage, Meals, Lodging, Convention, Memberships, Telephone, Advertising, Subscriptions, Freight, Postage, Consulting, Legal, Engineering, Other Professional Fees, Training, Computer Program Costs, Contract Repairs/Maintenance, Rentals, Licences, Permits, Damage Claims, Insurance, Gravel Hauling, Contractors, Fire Protection, and Other Services
)bject group 2-300 PURCHASES FROM OTHER GOVERNMENTS:	Payments to Local Governements and Commissions for water, waste, land titles etc
)bject group 2-500 MATERIALS, GOODS, SUPPLIES, & UTIL:	All Goods purchased that are not Capital in nature (Office, food, Computer, and General Supplies, Salt, Culverts, Sign, Asphalt, Oil, Parts, Fuel, Propane, Steel, and all vehicle/equipment supplies, utilities)
)bject group 2-600 TANGIBLE CAPITAL ASSETS:	Capital Assets
)bject group 2-700 TRANFER PAYMENTS:	Bank Charges and Amortization
)bject group 2-800 BANK, INTEREST AND OTHER PAYMENTS:	Interest
)bject group 2-900 OTHER:	

Finance Policies 6.3

Municipal Government Act: Section 242 -248: **Budgets**

- The ***Municipal Government Act*** requires that every municipality adopt an annual operating and a capital budget.

  Note: Property and Business Tax Bylaws cannot be passed until both budgets have been adopted.

- The **Operating Budget** is a detailed estimate of how much the municipality needs to spend to meet its ongoing financial obligations and provide programs and services to the residents.

- The **Capital Budget** is money set aside for buying or building fixed assets such as buildings, vehicles, water and sewer, and land. ***(As per Policy Statement No. 08-21: Capitalization Thresholds - $5000.00 Threshold).***

Finance Related Policies:

6.3.1 **Policy Statement No. 08-11**: Budget Development **Attached**

6.3.2 **Policy Statement No. 08-07**: Corporate Credit Card **Attached**

6.3.3 **Policy Statement No. 08-17**: Family and Community Support Services (FCSS) Grants **Attached**

6.3.4 **Policy Statement No. 08-30:** Financial Management. **Attached**

6.3.5 **Financial Plan:** On August 30, 2018 – County Council Motion #849-18: Council adopted the Smoky Lake County 2018-2022 Financial Plan. This Plan provides the highlights of Smoky Lake County's Operating, Capital and Road Plan budget.

The Policies relating to Finance are located in the "Governance Policy Manual" Section Eight: Fiscal Services.

SMOKY LAKE COUNTY

Title: Budget Development		**Policy No.:** 11-02
Section: 08	**Code:** P-R	**Page No.:** 1 of 3

Legislation Reference:	*Municipal Government Act,* Sections 242 – 246.

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:

1. STATEMENT OF INTENT:

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.

2. RESPONSIBILITIES:

2.1 **Council** is responsible for the following:

2.1.1 Providing Administration, in August each year, with direction as to its expectation for:

- 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

2.1.2 Scheduling adequate meeting time to review budget documents using the following as a guideline.

- 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**

2.1.3 Interim Budget Approval upon the incorporation of changes and modifications requested by council **(target date: December 31)**

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)**

2.1.5 Five Year Financial Plan Ratification based on updated information **(target date: July 31)**

Policy Statement and Guidelines:

2.2 **Administration** (led by the Finance Manager) is responsible for: ensuring that the Annual Budget and Five Year Financial Plans meet legislation requirements and follow industry best practices through the following activities.

2.2.1 Management Review of Department Budgets**(to be complete by October 15):**

- Based on the guidelines established by Council, each function group will prepare a draft five year Function Budget which contains the following items: Five Year Operating Budget, Ten-Year Capital Asset Plan, Road Plan, and other Project Plans as required.
- The Chief Administrative Officer will meet with each of the function groups to discuss their requests and needs and make appropriate changes where necessary.
- Budgets will be based on factors such as assessment growth, union collection agreement, provincial funding, and council direction.

2.2.2 Year 1 Budget Summary **(to be complete by October 31)**: The Finance Manager will compile all the individual documents into a summary that Should contain the following:

- Summary of the budget guidelines adopted by Council for the proposed year.
- Summary of Administration's proposed budget items:

a. Wages and benefits % and $ change
b. Estimated assessment % and $ change
c. General % factor used for utilities or typical expenditures
d. Major dollar changes for "special" or known issues (e.g., insurance / debentures)
e. Proposed staffing changes and the corresponding wage and benefits, etc. costs
f. New reserves or recommended changes to existing reserves
g. The amount of engineering and project costs budgeted for projects that are pre-designed and will be completed in subsequent year(s)
h. Identified major increases or decreases for each function
i. Projected grant funding
j. Any other items that would provide Council with information to make its decision making more effective and efficient

Title: Budget Development		Policy No.: 11-02
Section: 08	Code: P-R	Page No.: 3 of 3

Policy Statement and Guidelines:

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:

- 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.

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

2.2.5 Ensure that the budget is adhered to by reviewing actual expenditures as compared to budget.

2.2.6 Provide council with the Budget at a Glance Report monthly and point out any major budget variances.

	Date	Resolution Number
Approved	**September 21, 2006**	**# 690-06 - Page # 8209**
Amended	**August 30, 2018**	**# 848-18 - Page # 13229**
Amended		

SMOKY LAKE COUNTY

Title: Corporate Credit Card		Policy No.: 07-05
Section: 08	Code: P-A	Page No.: 1 of 3 E

Legislation Reference:	Alberta Provincial Statutes

Purpose:	To establish procedures and controls for Smoky Lake County MasterCard Credit Card use.

Policy Statement and Guidelines:

1. STATEMENT:

1.1 The corporate credit card is for County business to provide a convenient method of procuring for paying vendors for service.

2. OBJECTIVE:

2.1 The County will issue a corporate credit card to Elected Officials and authorized employees as a means for them to pay for expenditures incurred on behalf of Smoky Lake County.

3. GUIDELINES:

3.1 Credit cards will be issued to each Councillor, the head department managements and department personnel:

- Chief Administrative Officer
- Assistant Chief Administrative Officer
- Finance Manager
- Agricultural Fieldman and Assistant Agricultural Fieldman
- Fire Chief
- GIS Supervisor
- Communications Director
- Public Works: Safety Officer, Public Works Manager, Public Works Shop Foreman and Public Works Road Foreman/Road Liaison
- Natural Gas Department: Natural Gas Manager and four (4) Natural Gas Technicians
- Planning and Communication Manager
- Peace Officer
- Environmental Operations and two (2) Water Technicians.

3.2 Councillors and staff must sign ***Schedule "A": Employee Acknowledgement of Responsibilities and Obligations for the Use of a Smoky Lake County Corporate Credit Card*** before a card is ordered for them;

Title: Corporate Credit Card		Policy No.: 07-05
Section: 08	Code: P-A	Page No.: 2 of 3 E

Policy Statement and Guidelines:

3.3 When using the credit card, an invoice statement and credit card receipt must be handed in to the Accounts Payable Clerk to attach to the credit card statement. The County needs the invoice with the G.S.T. number of the vendor to claim the ITC back.

3.4 If a receipt is not handed into the office, it will be deemed a personal purchase and charged to the respective employee/councilor unless approved by Chief Administrative Officer, Assistant Chief Administrative Officer, or the Finance Manager.

3.5 Credit card use must only be used for County business otherwise the charge will be reimbursed by the employee/Councillor through accounts receivable and Policy Statement No. 08-07 will apply and credit card privileges will be suspended by the Chief Administrative Officer.

3.6 If a credit card is lost or stolen the Chief Administrative Officer, Assistant Chief Administrative Officer, or the Finance Manager must be notified immediately.

3.7 Upon termination of employment, the corporate credit card that is held by the terminated employee, will immediately be cancelled.

	Date	Resolution Number
Approved	March 18, 2003	# 353 - Page # 7498
Amended	August 16, 2007	# 533-07 - Page # 8417
Amended	April 17, 2008	# 439-08 - Page # 8659
Amended	March 17, 2009	# 318-09 - Page # 8914
Amended	February 20, 2020	# 499-20 - Page # 13993

SCHEDULE "A"

Employee Acknowledgement of Responsibilities and Obligations for the Use of a Smoky Lake County Corporate Credit Card

I, the undersigned, hereby acknowledge receipt of a Corporate Credit Card. I acknowledge that this card has been issued to me to make purchases in the course of my regular duties in connection with Smoky Lake County. I will not use the card to make any personal purchases. I fully understand that purchases made using this card are to be authorized by the appropriate authorizing supervisor, in accordance with the usual Smoky Lake County purchasing procedures and policies.

I acknowledge that I have read and agree to the terms and conditions of the Corporate Credit Card Policy. I confirm my agreement to these terms and conditions by signing below and by retaining and using the card.

I shall undertake to protect the card and the card account number, not to be divulged to any other person, except a merchant with whom I am transacting on behalf of Smoky Lake County. Should the card be lost, stolen, suspended, or compromised in any manner, I will advise the Financial Manager immediately.

Furthermore, I understand that this card has been provided to me on behalf of Smoky Lake County and that in the event of willful or negligent default of these obligations, Smoky Lake County will take recovery action deemed appropriate and permitted by law. I agree to return this card upon request of either my authorizing supervisor, Chief Administrative Officer, or Finance Manager and upon termination of employment.

Cardholder name: _____

Cardholder Signature: _____ Date: _____

For Office Use Only

Card Limit $_____

Application Date _____

Administrator _____

SMOKY LAKE COUNTY

Title: Family and Community Support Services (FCSS) Grants	Policy No.: 17-01
Section: 08	Page No.: 1 of 5

Legislation Reference:	*Family and Community Support Services Act*

Purpose:	To provide a consistent method for Smoky Lake County to award Family and Community Support Services (FCSS) Grant funding to various non-profit volunteer service organizations that support preventive social initiatives within the community.

Policy Statement and Guidelines:

1. STATEMENT:

1.1 Smoky Lake County will manage its FCSS program in compliance with statutory requirements and operate in accordance with the Act and regulations thereto.

1.2 The County recognizes investments made in organizations that provide preventive social initiatives under the *Family and Community Social Services* program will benefit the entire community.

1.3 The County will establish an annual budget to assist non-profit organizations to operate their program or services providing these are within the FCSS Act and regulations.

1.4 The County has the authority to set funding deadlines.

2. DEFINITIONS:

2.1 "Act": means the *Family and Community Support Services Act* (RSA 2000).

2.2 "County": means Smoky Lake County Council or the Family and Community Services (FCSS) Committee.

3. GUIDELINES:

3.1 Organizations must be non-profit and must operate within the Smoky Lake County region.

3.2 Services and programs provided by the organization must fall within the mandate of preventive social services as outlined in the Provincial FCSS Act and Regulations.

Policy Statement and Guidelines:

3.3 The applicant must demonstrate that the funds will be used to:

3.3.1 help individuals develop independence and strengthen coping skills.

3.3.2 develop awareness with regards to social needs.

3.3.3 develop interpersonal and group skills.

3.3.4 help communities assume responsibilities and actions which affect them.

3.3.5 provide supports that help sustain people as active participants in the community.

3.4 Granted funds **must be used** prior to December 31 of the granting year or returned to Smoky Lake County.

3.5 Unexpended or returned FCSS program funds shall be made available to other programs or projects.

4. PROCEDURES:

4.1 Each non-profit organization must apply for funding by submitting ***Schedule "A": Smoky Lake County - FCSS Grant Application.***

4.2 The Finance Manager shall review the application to ensure that it meets the criteria established by the FCSS Act and FCSS Regulations.

4.2.1 Incomplete applications will be returned to the applicants and shall be reconsidered by County administration if funds are available and time allows before the deadline.

4.3 All completed application(s) shall be presented to a County Meeting.

4.4 County Council shall review the application(s) to determine an amount, if any to be granted.

Title: Family and Community Support Services (FCSS) Grants	Policy No.: 17-01
Section: 08	Page No.: 3 of 5

Policy Statement and Guidelines:

4.5 The successful grant recipient shall submit a final accounting as per ***Schedule "B": Smoky Lake County - FCSS Final Grant Report*** upon completion of the program or prior to December 31 of current year. Failure to provide a final accounting may result in future grant rejection.

4.6 FCSS Funding applicants shall have the right to appeal funding decisions to Council.

4.7 At any time, the County may request non-profit organizations, who have received funding to make a presentation to Council.

	Date	Resolution Number
Approved	August 22, 2012	# 718-12 - Page 10122
Amended		
Amended		

SCHEDULE "A"

SMOKY LAKE COUNTY – FCSS GRANT APPLICATION

LEGAL REGISTERED NAME OF ORGANIZATION: _____

ADDRESS: _____
Box City or Town Postal Code

PHONE #: _____ FAX #: _____

CONTACT PERSON: _____ EMAIL: _____

▶ **COMPLETE THIS APPLICATION IN ITS ENTIRETY**

1. Is your organization registered as a not-for-profit entity? □ Yes □ No

2. Does your organization operate within Smoky Lake County region? □ Yes □ No

3. Project Description (Include amount requested) _____

_____

_____

4. Does your project meet at least one of the following three (3) criteria?
Provide a brief explanation.

□ **Is it preventative?** _____

_____

□ **Enhance the social well-being of families or individuals?** _____

_____

□ **Have preventive social support outcomes?** _____

_____

5. Which of the following does your project provide?
- □ Help people develop independence.
- □ Strengthen coping skills.
- □ Help people develop an awareness of social needs.
- □ Help people develop interpersonal and group skills.
- □ Help people and communities assume responsibility.
- □ Provide support that helps sustain people as active members of the community.

5. Do the services provide any of the following?
- □ Provide primarily recreational or leisure activities.
- □ Offer direct financial assistance to sustain an individual or family.
- □ Provide primarily rehabilitation.
- □ Provide services that are provided through a provincial agency.

Name: _____

Signature: _____

Position: _____

Date: _____

SCHEDULE "B"

SMOKY LAKE COUNTY – FCSS FINAL GRANT REPORT

LEGAL REGISTERED NAME OF ORGANIZATION: _____

ADDRESS: _____
Box City or Town Postal Code

PHONE #: _____ FAX #: _____

CONTACT PERSON: _____ EMAIL: _____

▶ **COMPLETE THIS APPLICATION IN ITS ENTIRETY**

1. What were the outcomes of the project? (Include number of people who benefited and how)

_____

_____

_____

_____

2. Were all funds spent this calendar year? □ Yes □ No

3. **Financial Report:**

REVENUES (please detail all actual revenues related to the project).	
FCSS Grant	
Total Revenue	$
EXPENSES (please detail all actual revenues related to the project).	
Total Expenses	$

Name: _____

Signature: _____

Position: _____

Date: _____

SMOKY LAKE COUNTY

Title: Financial Management		Policy No.: 30-01
Section: 08	Code: P-I	Page No.: 1 of 2

Legislation Reference:	Alberta Provincial Statutes

Purpose:	The purpose of this policy is to guide financial decisions relating to the three year financial plan for the entire municipality, including all funds.

Policy Statement and Guidelines:

1. STATEMENT OF INTENT:

1.1 The policy bridges the strategic plan to administration, operations and finance and acts as an overarching decision making document that integrates various financial parameters affecting service delivery and funding sources. The integration assures conflicting policy statements are minimized.

2. STATEMENT OF GUIDING PRINCIPLES:

2.1 The municipality complies with provincial legislation and the Public Sector Accounting Board recommendations.

2.2 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.

2.3 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.

2.4 Services outside a municipality's mandate will not be provided to the community by the municipality.

2.5 Resources will support a centralized labour workforce providing on-going consistent services.

2.6 Communications will center on information provision to the community and will meet all legislated requirements.

2.7 Revenues collected from unreliable, one-time or uncertain sources should be applied to non-core operations or held in reserves for longer term needs.

2.8 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.

Title: Financial Management		Policy No.: 30-01
Section: 08	Code: P-I	Page No.: 2 of 2

Policy Statement and Guidelines:

2.9 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.

2.10 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.

2.11 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.

3. RESPONSIBILITIES:

3.1 The Finance Manager is responsible for the stewardship of municipal finances and preparation of financial plans and financial reporting as legislated.

3.2 Council approves the financial plan

3.3 Departments are to comply with the financial plan process, structure, timelines and Council approved budgets.

4. REPORTING:

4.1 A Three Year Financial Plan will be adopted by Council in June of each year, following the annual tax rate bylaw. This will establish general parameters for the fall budget process.

5. POLICY REVIEW:

5.1 A review of this policy will be conducted each year as part of the financial plan development and annual budget process.

	Date	Resolution Number
Approved	February 16, 2017	# 366-17 - Page # 12516
Amended		
Amended		

FINANCIAL PLAN 2018-2022

SMOKY LAKE COUNTY

Email: info@smokylakecounty.ab.ca
Website: www.smokylakecounty.ab.ca/

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

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INTRODUCTION

The 2018 to 2022 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

This section provides summary information on Smoky Lake County's strategic plan

Smoky Lake County strives for excellence in the provision of transparent and fiscally responsible governance and government services to local residents.

County Information

This section provides general information on Smoky Lake County and the services provided.

Budget Highlights

This section will explain the process that Council goes through to create an approved budget as well as the current financial status and future outlook.

Budget

This section provides information on the operating and capital budgets for 2018, 2019, and 2020, 2021, and 2022.

Appendix

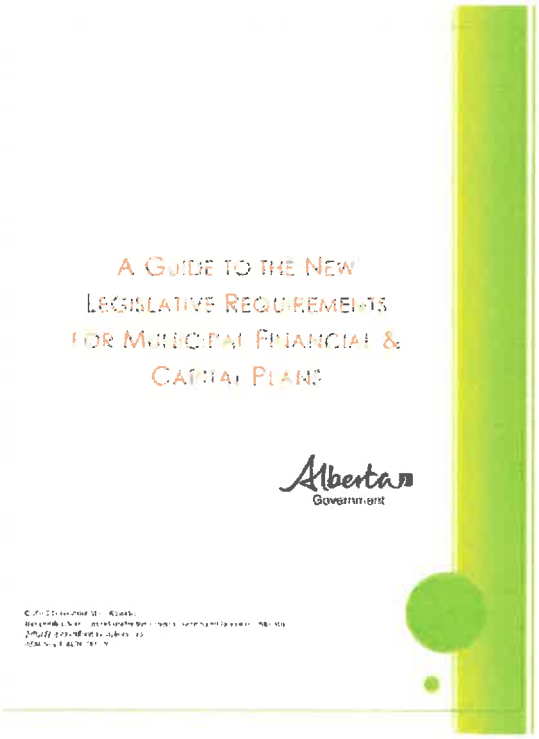
This section provides copies of related policies passed by council

- Budget Policy 08-11
- Three Year Road Plan Policy 03-18
-

Notes to the Reader

The Alberta Municipal Government Act Section 283.1, Financial Plans and Capital Plans requires each municipality to prepare a written three-year financial plan and a five-year capital plan. Council is required to update the financial plan each year (MGA s.283.1(6).

The current year's (2018) budget is used as a basis to predict estimated costs and revenues for the next four years. Annually, a detailed review of the Operating Budget, Road Plan and the 15 year Capital Replacement Plan takes place to ensure that the budgets are created based on the most up to date information.

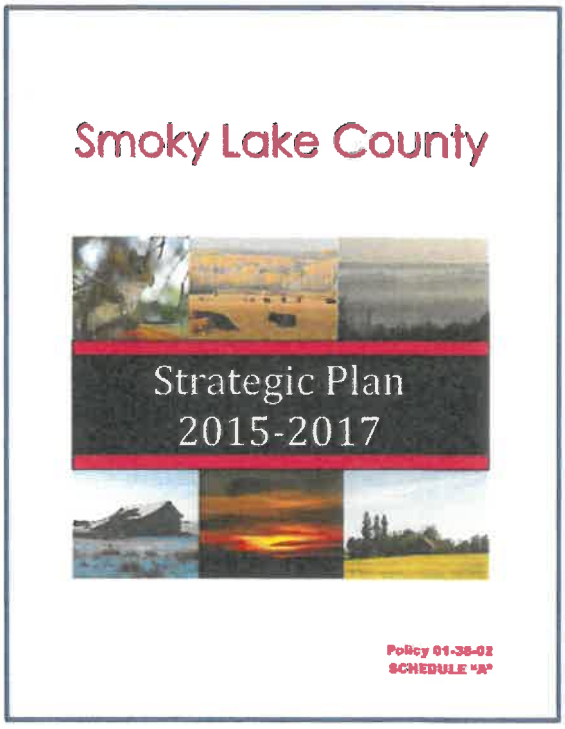


STRATEGIC HIGHLIGHTS

The Financial Plan is a reflection of the organization's values, priorities, and practices. Smoky Lake County adopted a Strategic Plan in 2015. Council and Administration are working together to prepare a new updated Strategic Plan. It will be complete prior to the next budgeting season and will be incorporated into the 2019-2022 Financial Plan.

The Current 2015-2017 Plan contains strategies under the following 5 areas:

- Governance
- Social Services, Arts & Culture
- Economic Development
- Physical Environment
- Built Environment



Mission Statement

Smoky Lake County strives for excellence in the provision of transparent and fiscally responsible governance and government services to local residents.

Guiding Values

- *To provide **high quality, cost effective services** and **facilities** to area residents in a timely manner.*
- *To provide **fair** and **equitable** governance.*
- *To develop and maintain **vibrant** and **sustainable communities**.*
- *To encourage **economic growth** through sound planning and the consistent provision of transparent and efficient government services.*
- *To be **accessible**.*
- *To be **accountable**.*
- *To **advocate** to higher levels of government on behalf of residents and tax payers.*

Details can be found online under Policy 01-38-01

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

Taxation

Legislative (Council Costs)

Administration

- Legislative Services
- Chief Administrator's Office
- Financial Services
- Information and Geographical Information Systems Services
- Communications

Other Government Services

- Intergovernmental relations

Protective Services

- Fire and Emergency Response
- Disaster Management
- Bylaw Enforcement

Transportation

- Road Maintenance
- Culvert Maintenance
- Bridge Maintenance

Water and Sewer

- Water Distribution Services in Warspite
- Water Truck Fill Services
- Sewer Services in Warspite and Bellis
- Inter-municipal Contract Water Services

Waste/Landfill

- Waste Transfer Stations

Family and Community Social Services (FCSS)

- Family School Liaison Program
- FCSS Grant Distributions

Planning

- Development and Safety Codes Permits
- Subdivisions
- Compliance Certificates
- Inter-municipal Initiatives
- Business Licenses

Agriculture Service Board

- Pest control
- Weed Inspection
- Spraying
- Roadside Mowing
- Lakeland Agricultural Research Association (LARA)

Economic Development

- Inter-municipal Business Attraction & Retention

Recreation and Cultural Services

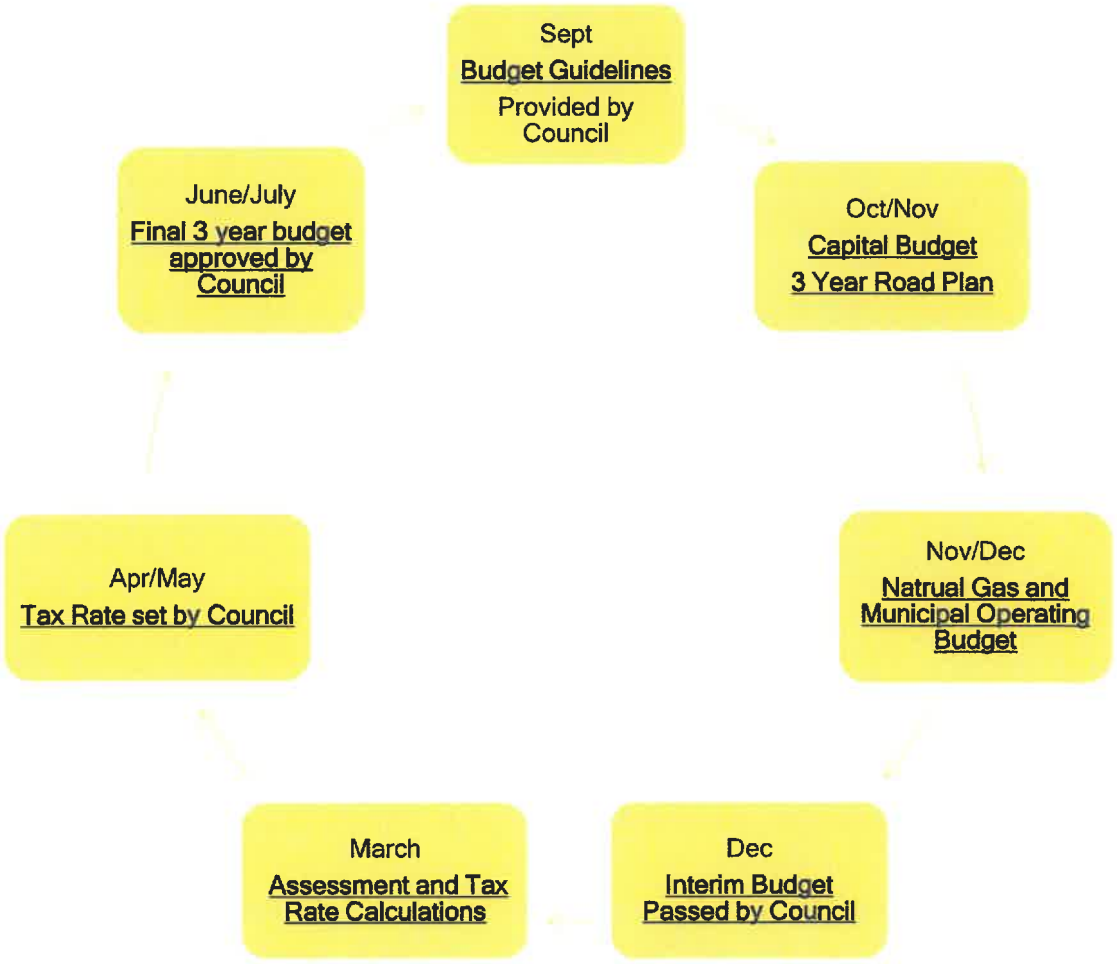
- Campsite and Park Maintenance
- Assist Non Profit Groups
- Iron Horse Trail
- Heritage Board

Natural Gas

- Natural Gas Services to County and Vilna Residents

BUDGET HIGHLIGHTS

BUDGET PROCESS



The three year budget process will follow Policy 08-11 which sets the dates of desired outcomes. Budgeting takes pace year round starting with staff gathering information during the summer months. The five year budget will be passed after the tax rate is set in June or July.

Budget Message

The 2018-2020 financial plan is based on the level of services approved in the 2018 budget.

The budget has been prepared by administration with the following guidelines

- Basic inflation of 2% per year (2019, 2020, 2021) on all costs except for those which we have more information on.
- The Capital Plan as approved by Council on February 14, 2018
- The Three Year Road Plan as amended by Council on March 23, 2018
- No change to service levels in future years other than those approved by council to date
- No change to grant programs in future years

Fund Structure

The County has four funds, Municipal, Landfill, Fire, and Gas. The fund structure is used to ensure that costs for each fund are covered only by revenues belonging to that entity.

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 Landfill, Fire, and Natural Gas

Landfill Fund

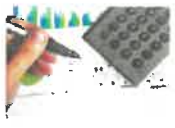
The Landfill Fund is a separate tax levy which covers all transfer station and waste costs. The annual surplus or deficit is transferred to/from the Landfill Reserve Fund.

Fire Services Fund

The Fire Services Fund is new in 2018. It is similar to the Landfill fund in that there is a separate tax levy which covers all fire services costs. Any surplus/deficit will be transferred to/from the Fire Reserve Fund.

Gas Fund

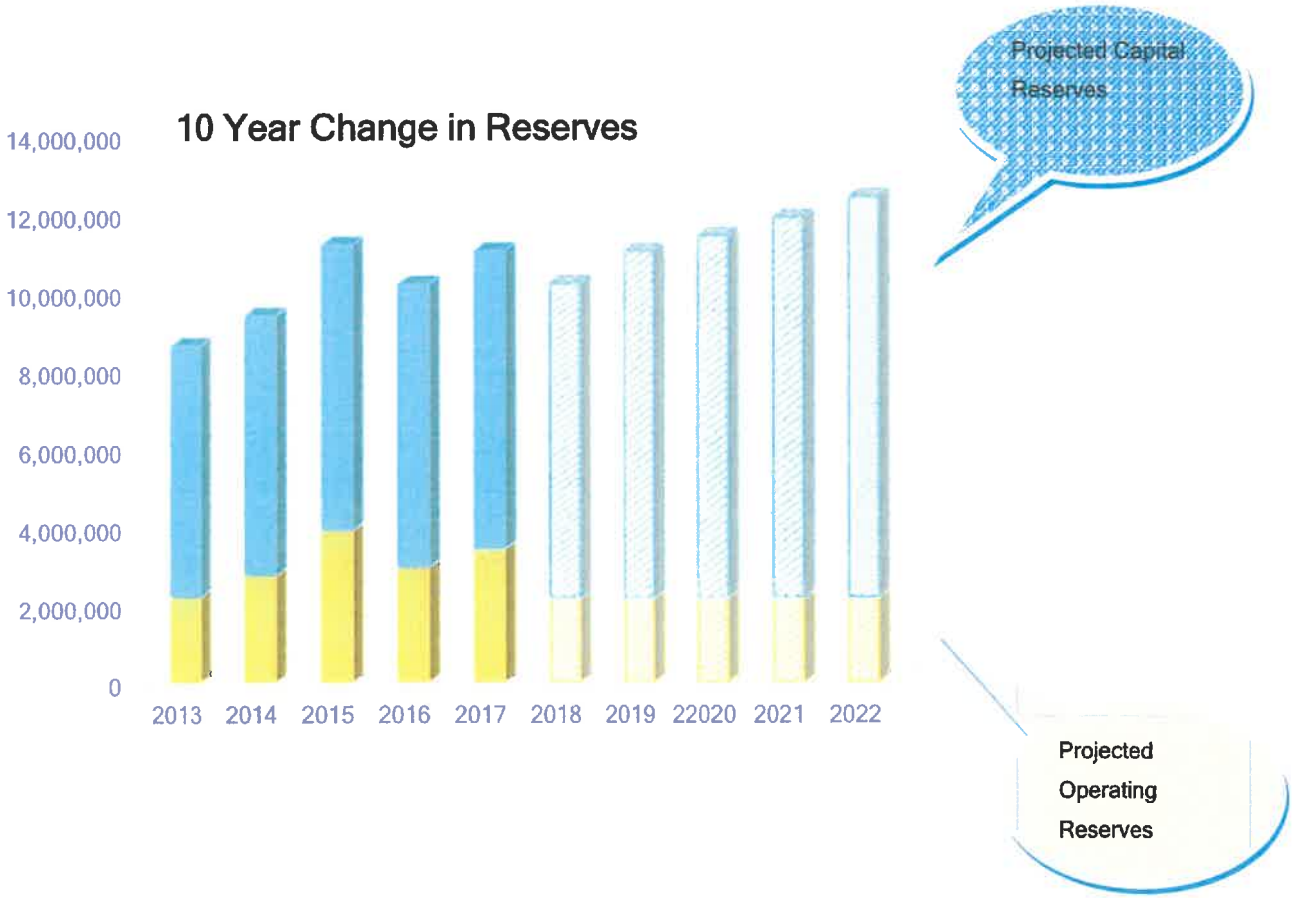
The Natural Gas Utility is a user pay utility that supplies natural gas to Smoky Lake County and Vilna properties. It is 100% funded through user fees.



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. The future budgets have been created so that the County does not have to rely on using reserves to cover expenses and to ensure that large capital expenditures are planned and saved for.



We expect operating reserves to remain stable and to gradually increase capital to cover large purchases and projects planned for the long term.

The forecasted statement of Restricted Accumulated Surplus

Restricted surplus

		2017	2018	2019	2020	2021	2022
Building	For building repairs - funding source - property taxes	118,374	168,374	218,374	268,374	318,374	368,374
General	Primarily for specific purchases and projects - funding source - property taxes	2,442,118	2,617,118	2,797,118	2,672,118	2,747,118	2,822,118
Regional landfill	For waste equipment and landfill improvements - funding source - landfill tax levy	433,936	458,936	483,936	508,936	258,936	283,936
Transportation	For specific public works projects and equipment - funding source - property taxes	909,111	801,577	801,577	801,577	801,577	801,577
Gravel Pit reclamation	For the reclamation of gravel pits - funding source - gravel sales to public	424,483	437,483	450,483	463,483	476,483	489,483
Gravel Pit development	For the development of new gravel pits - funding source - gravel sales to public	42,262	56,532	71,347	86,718	102,656	119,173
Fire	For Fire equipment and emergencies - funding source - property taxes	828,847	968,847	1,113,847	1,258,847	1,403,847	1,468,847
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)	30,926	30,926	30,926	30,926	30,926	30,926
Connectivity	For the development of more internet towers - funding source - property taxes	70,271	26,271	102,271	178,271	254,271	330,271
Regional waterline	For water and sewer projects - funding source - property taxes	258,818	143,818	143,818	143,818	143,818	143,818
Road development	For roads damaged by natural resource extraction - funding source - road haul levy	601,577	1,109,111	1,313,111	1,521,191	1,733,433	1,949,920
Economic development	Funds collected from members of the Regional Community Development Committee (RCDC) members for future projects	112,437	112,437	112,437	112,437	112,437	112,437
Municipal reserve	Funds collected in lieu of subdivision natural reserve	39,122	39,122	39,122	39,122	39,122	39,122
		6,312,283	6,970,552	7,678,367	8,085,818	8,422,998	8,960,002
Municipal General	Unfinished projects carried forward to the next year	3,438,463	2,182,155	2,170,155	2,180,155	2,190,155	2,200,155
Gas	For natural gas projects including AMR- funding source - gas, odorant, and compressed natural gas sales	1,419,528	1,187,528	1,307,528	1,287,528	1,407,528	1,387,528
Total Restricted Surplus (Reserves)		11,170,273	10,340,235	11,156,050	11,553,501	12,020,681	12,547,685

Budget Recommendations

Administration recommends that Smoky Lake County work towards full annual funding of operations, maintenance, growth and asset depletion applying the following measures:

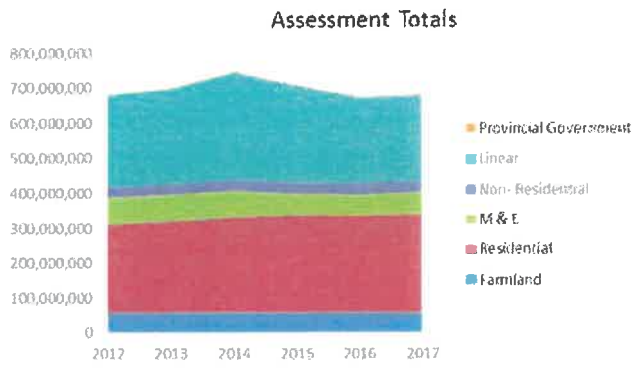
- Ensure that the budget contains necessary inflationary increases to maintain services at a consistent level in future years
- Set funds aside for long term infrastructure needs
- Continue to pursue new sources of revenue
- Use new revenues to reduce tax rates only when they are assured, sustainable, and stable

Future Outlook

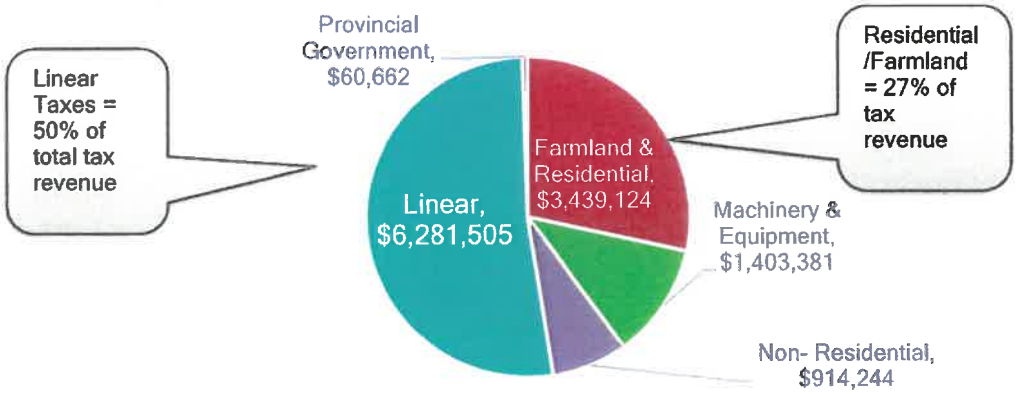
The County is in a strong financial position to face future challenges which include the ongoing downloading from the province in the areas of Financial, Protective, Transportation, and Agriculture Services.

Changes to the Municipal Government Act will require Inter-municipal Development Plans (IDP) and Inter-municipal Collaboration Frameworks (ICF) with all neighbouring municipalities. This will demand a great deal of staff time along with some additional consulting.

Assessment seems to have stabilized after a few years of decreasing. In 2016 and 2017 Smoky Lake County lost over $30 million in non-residential assessment per year. This loss of assessment created almost $1 million in lost revenue in 2016 and again in 2017. Residential assessments have steadily increased similar to inflation. The chart below demonstrates how the linear assessment peaked in 2014 and then declined as a result of the economic climate. For the 2017 assessment year (which is the 2018 tax year) it seems to have stabilized.

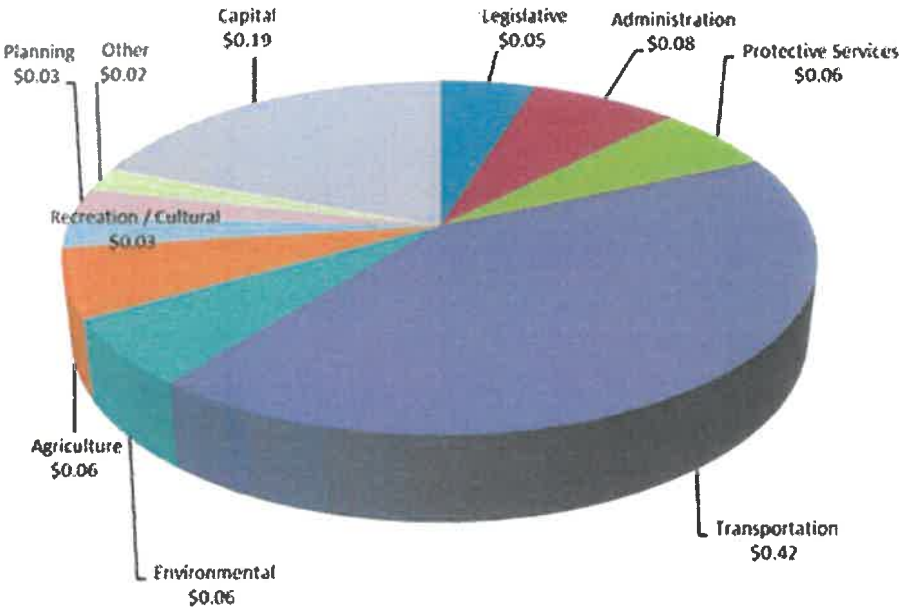


This chart also demonstrates how much Smoky Lake County relies on the Linear Assessment for tax revenue. Linear provides 35% of the taxable assessment. Because the tax rate for Linear is 3.8 times higher than the residential tax rate, 50% of the tax revenue comes from linear assessment (pipelines and electrical lines)



BUDGET

Where does your tax dollar go?



Smoky Lake County maintains over 1448 km of roads. The cost to gravel, grade, remove snow, maintain the bridges and the culverts uses a substantial portion of operating funds (42%).

Budget Summary

	2018	2019	2020	2021	2022
Revenues					
Sales of goods and services	887,252.00	904,997.00	926,507.00	945,037.00	963,939.00
Government transfers for operating	663,690.00	624,883.00	626,944.00	633,460.00	640,107.00
Investment income	194,000.00	197,880.00	201,838.00	205,875.00	209,993.00
Penalties and costs of taxes	73,000.00	74,460.00	75,949.00	77,468.00	79,017.00
Licenses and permits	20,000.00	20,400.00	20,808.00	21,224.00	21,648.00
Special levies and taxes	256,105.00	261,227.00	266,452.00	271,781.00	277,217.00
Natural Gas	2,899,966.00	3,012,265.00	3,026,659.00	3,084,168.00	3,142,815.00
Total Revenues	4,994,013.00	5,096,112.00	5,145,157.00	5,239,013.00	5,334,736.00
Expenses					
Legislative	470,008.00	479,408.00	488,996.00	498,775.00	508,750.00
Administration	1,939,898.00	1,978,696.00	2,018,269.00	2,058,634.00	2,099,806.00
Other Government Services	108,318.00	110,484.00	112,693.00	114,947.00	117,245.00
Protective Services	867,212.00	884,555.00	902,246.00	920,290.00	938,694.00
Transportation	6,136,571.00	6,206,304.00	6,330,430.00	6,457,038.00	6,586,179.00
Water/Sewer	499,309.00	509,294.00	519,481.00	529,871.00	540,467.00
Waste	487,116.00	496,858.00	506,795.00	516,932.00	527,272.00
FCSS	139,405.00	139,974.00	139,974.00	139,974.00	139,974.00
Planning	309,349.00	315,536.00	321,847.00	328,284.00	334,850.00
Agriculture Service Board	833,296.00	814,961.00	831,260.00	847,883.00	864,842.00
Economic Development	206,536.00	110,667.00	112,879.00	115,136.00	117,440.00
Recreation & Cultural Services	460,651.00	469,864.00	479,262.00	488,848.00	498,624.00
Natural Gas	2,921,966.00	2,980,405.00	3,040,014.00	3,100,814.00	3,162,830.00
Contingency	$ 147,048.00	$ -	$ -	$ -	$ -
Total Expenses	15,526,683.00	15,497,006.00	15,804,146.00	16,117,426.00	16,436,973.00
Net Revenue (Expense) before reserve transfers	-10,532,670.00	-10,400,894.00	-10,658,989.00	-10,878,413.00	-11,102,237.00
Net Transfer To-From Op Reserves	$ 541,730.00	-$ 312,815.00	-$ 317,451.00	-$ 322,180.00	-$ 327,004.00
Reverse Amortization	2,237,152.00	2,281,895.00	2,327,534.00	2,374,085.00	2,421,567.00
Net Operating Revenue (Expense)	-7,753,788.00	-8,431,814.00	-8,648,906.00	-8,826,508.00	-9,007,674.00
Non Operating Items:					
Net Contribution to Capital	1,904,859.00	2,453,125.00	3,793,011.00	2,681,523.00	3,113,483.00
Net Transfer To - From Reserves	3,692.00	503,000.00	150,000.00	145,000.00	270,000.00
Debt Repayment	0	0	0	0	0
Total Cash Requirements (for tax bylaw)	**-9,662,339.00**	**-11,387,939.00**	**-12,591,917.00**	**-11,653,031.00**	**-12,391,157.00**

Capital Budget

A 15 year vehicle and equipment replacement plan is passed by council each year. Vehicle/Equipment replacement is scheduled so that we maximize use and minimize maintenance costs. Maintenance costs are reviewed on an ongoing basis and when possible, the purchase of replacement equipment or vehicles is postponed to futureyears.

CAPITAL SUMMARY

	2018	2019	2020	2021	2022
Revenues					
Sale of Capital Assets	130,000.00	150,000.00	150,000.00	150,000.00	150,000.00
Provinical Grant	1,765,313.00	2,395,957.00	1,345,001.00	1,169,064.00	1,569,771.00
Federal Grant	130,000.00	0.00			
Other Grant	41,500.00	0.00	25,000.00	25,000.00	150,000.00
Transfer from Reserve	696,308.00	17,000.00	200,000.00	250,000.00	70,000.00
Total Revenues	2,763,121.00	2,562,957.00	1,720,001.00	1,594,064.00	1,939,771.00
Expenses					
Vehicles	139,000.00	332,700.00	1,031,220.00	1,040,661.00	358,800.00
Equipment Replacement	758,000.00	742,555.00	1,349,734.00	649,621.00	1,382,920.00
Equipment - New Initiatives	90,000.00	0.00	10,000.00	0.00	0.00
Bridge Repairs and Replacement	458,750.00	1,861,275.00	460,000.00	258,750.00	759,694.00
Land Improvements	149,500.00	53,000.00	361,000.00	5,500.00	0.00
Engineering Structures	418,800.00	0.00	0.00	0.00	0.00
Buildings	15,000.00	0.00	0.00	0.00	300,000.00
Transfer to Reserves	590,000.00	400,000.00	300,000.00	275,000.00	290,000.00
Road - Oil Treatment/Paving	155,000.00	195,000.00	275,000.00	280,500.00	286,110.00
Road - Fibermat/Micro Surface	592,364.00	175,200.00	0.00	0.00	0.00
Road - Rehabilitation/Base Stabilization	273,000.00	125,000.00	310,000.00	316,200.00	322,524.00
Road - Construction	0.00	525,000.00	473,000.00	482,460.00	492,109.00
Road - Graveling	842,258.00	886,752.00	911,858.00	930,095.00	948,697.00
Plans	$ 25,000.00	$ -	$ -	$ -	$ -
Gas	$ 165,000.00	$ 222,600.00	$ 181,200.00	$ 181,800.00	$ 182,400.00
Total Expenses	4,671,672.00	5,519,082.00	5,663,012.00	4,420,587.00	5,323,254.00
Net Contribution to Capital	1,908,551.00	2,956,125.00	3,943,011.00	2,826,523.00	3,383,483.00

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	2018	2019	Budget Change	2020	Budget Change	2021	Budget Change	2022
Salaries	$368,332	$375,699	2%	$383,213	2%	$390,877	2%	$398,694
Total Expenses	$123,326	$125,793	2%	$128,308	2%	$130,875	2%	$133,492
Total Legislative	**$491,658**	**$501,491**	2%	**$511,521**	2%	**$521,751**	2%	**$532,186**

Other Government Services includes Intergovernmental relations and grants to organizations. In 2018 Council will be reviewing the budget for grants to organization and may make changes. The current plan is based on the existing budget with a 2% increase for inflation each year.

INTER_GOVT	2018	2019	Budget Change	2020	Budget Change	2021	Budget Change	2022
Salaries, wages and benefits	$55,000	$56,100	2%	$57,222	2%	$58,366	2%	$59,533
Contracted and general services	$6,809	$6,945	2%	$7,083	2%	$7,225	2%	$7,369
Materials, goods and utilities	$16,009	$16,329	2%	$16,656	2%	$16,989	2%	$17,329
Transfers to local boards and agencies	$30,500	$31,110	2%	$31,732	2%	$32,367	2%	$33,014
Net Costs for Taxation Purpose	**$108,318**	**$110,484**		**$112,693**		**$114,947**		**$117,245**

Administration Services includes Costs for the finance and administration activities of the County; including the Information and Geographical Information Systems. No changes to service levels are proposed.

ADMINISTRATION	2018	2019	Budget Change	2020	Budget Change	2021	Budget Change	2022
Salaries, wages and benefits	$936,019	$954,740	2%	$973,835	2%	$993,312	2%	$1,013,178
Contracted and general services	$726,365	$740,892	2%	$755,709	2%	$770,823	2%	$786,238
Materials, goods and utilitites	$130,926	$133,544	2%	$136,214	2%	$138,938	2%	$141,718
Transfers to loacal boards and agencies	$19,588	$19,980	2%	$20,380	2%	$20,787	2%	$21,203
Bank charges and short term interest	$5,000	$5,100	2%	$5,202	2%	$5,306	2%	$5,412
Total Revenues	$498,350	$505,803	1%	$513,405	2%	$523,673	2%	$534,147
Transfers to (from) reserves	$494,000	$311,000		$11,000		$211,000		$211,000
Contribution to Capital	$50,000	$0		$300,000		$0		$0
Contingency	$147,048	$5,506		$3,359		$890,830		$100,261
Net Costs for Taxation Purpose	**$1,022,596**	**$1,664,959**		**$1,692,294**		**$2,507,323**		**$1,744,863**

Transfers to reserves and investments in capital planned are:

- ✓ Reserve for Capital Repairs to the Administration Building - $50,000 per year
- ✓ Purchase remaining highway signs in 2018 for $25,000
- ✓ In 2018 Smoky Lake County will have a Phase II study done on an old nuisance ground for $81,500. This is partially funded through an FCM grant. $75,000 per year will be transferred to reserves until we have enough funding to complete the reclamation.
- ✓ The development of an RV park in Warspite beginning in 2020.
- ✓ In 2018, we will finish the aerial photo project for $25,000 and then in future years will transfer $5,000 to reserves for new aerial photos in approximately 10 years

Protective Services includes Fire and Emergency Response, Disaster Management, and Bylaw Enforcement. Fire Services are tracked by department. Different agreements have been reached with each urban municipality establishing how much the County pays. In 2018 Council established a separate tax rate to cover the fire department costs.

PROTECTIVE SERVICES	2018	2019	Budget Change	2020	Budget Change	2021	Budget Change	2022
Vilna Fire Department	$104,415	$106,503	2%	$108,633	2%	$110,806	2%	$113,022
Smoky Lake Fire Department	$102,162	$104,205	2%	$106,289	2%	$108,415	2%	$110,583
Waskatenau Fire Department	$62,665	$63,918	2%	$65,197	2%	$66,501	2%	$67,831
General Fire	$258,766	$263,941	2%	$269,220	2%	$274,605	2%	$280,097
Fees Charged	-$111,000	-$113,220	2%	-$115,484	2%	-$117,794	2%	-$120,150
Disaster Services	$7,500	$7,650	2%	$7,803	2%	$7,959	2%	$8,118
Bylaw Enforcement	$166,183	$169,507	2%	$172,897	2%	$176,355	2%	$179,882
Transfers to (from) reserves	$20,000	$145,000		$145,000		$145,000		$65,000
Contribution to Capital	$168,000	$60,600		$51,000		$205,485		$380,000
Net Costs for Taxation Purpose	**$778,691**	**$808,105**		**$810,555**		**$977,331**		**$1,084,383**

Transfers to reserves have been budgeted to prevent the need for large fluctuations in the tax rate.

- ✓ Each year $10,000 will be transferred for fire equipment, $100,000 for fire truck replacement, and $25,000 for Equipment Storage Building
- ✓ In 2018 $5,000 will be transferred for Air bottle Replacement. In 2019, 2020, and 2021 $10,000 will be transferred. It is expected that they will be replaced in 2022 for $250,000
- ✓ $5,500 will purchase a required air compressor filter system
- ✓ In 2018 $25,000 has been budgeted to purchase a Command Center
- ✓ $120,000 to be funded from reserves has been budget to implement a solution for the impending decommissioning of the tower that houses our emergency communications.
- ✓ A deck will be purchased for unit 462 for $7,500
- ✓ A washer and dryer will be purchased to clean fire gear. This will save ongoing professional cleaning fees.
- ✓ In 2019 the Bylaw Officer vehicle will be replaced
- ✓ In 2020 the Fire Chief vehicle will be replaced
- ✓ In 2021 the Smoky Lake Rescue truck will be replaced
- ✓ In 2021 the ATV for bylaw enforcement will be replaced
- ✓ In 2022 the Smoky Lake Water truck will be replaced

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	2018	2019	Budget Change	2020	Budget Change	2021	Budget Change	2022
Operating and Maintenance	$4,217,741	$4,058,812	-4%	$4,273,446	5%	$4,358,914	2%	$4,446,092
Bridge Projects	$114,687	$465,318		$114,999		$64,686		$189,923
Oiling	$155,000	$195,000		$ 275,000.00		$ 280,500.00		$ 286,110.00
Fibermat	$592,364	$ 175,200.00		$ 310,000.00		$ 316,200.00		$ 322,524.00
Rehabilitation	$273,000	$ 125,000.00		$ 473,000.00		$ 482,460.00		$ 492,109.00
Construction	$0	$ 525,000.00				$ -		$ -
Gravelling	$842,258	$ 886,752.00		$ 911,858.00		$ 930,095.00		$ 948,697.00
Total Road Projects	**$1,862,622**	**$1,906,952**	2%	**$1,969,858**	3%	**$2,009,255**	2%	**$2,049,440**
MSI Grant	$1,421,250	$1,000,000	-30%	$1,000,000	0%	$1,000,000	0%	$1,000,000
Transfers to (from) reserves	$194,038	$145,000		$28,371		$28,938		$29,517
Contribution to Capital	$718,500	$658,500		$2,057,154		$997,472		$1,142,560
Net Costs for Taxation Purpose	**$5,298,262**	**$6,234,582**		**$7,443,828**		**$6,459,265**		**$6,857,532**

The detailed three year road plan is attached in the appendix. The capital costs for the next 5 years are vehicle and equipment replacement as established in the 15 year replacement plan.

- ✓ In 2018 we will finish equipment replacement that was carried over from 2017 (water truck tank and trailer replacement.
- ✓ We will make capital repairs to extend the useful life of the John Deer Tractor and the Cat Loader In 2018 for $45,000
- ✓ $15,000 will replace the compressor
- ✓ Repairs to the interior walls of the shop are needed. The estimated cost is $15,000
- ✓ Each year a Grader is replaced at an estimated cost of $600,000
- ✓ A second wobbly packer will be purchased in 2018 for a budget of $30,000
- ✓ One truck will be replaced in 2018, two in 2019, two in 2020, three in 2021 and three in 2022. The budget for trucks ranges from $50,000 to $61,000 depending on the size required
- ✓ Two gravel trucks will be replaced in 2020 and one in 2021
- ✓ A plow truck will be replaced in 2020
- ✓ The forklift will be replaced in 2020
- ✓ The dump truck and oil truck will be replaced in 2020
- ✓ The Oil tanker will be replaced in 2021
- ✓ A gravel trailer is scheduled for replacement in 2019 and 2020
- ✓ The Rock truck and Dozer will need to be replaced in 2020
- ✓ The Excavator will need replacement in 2022

Environmental Services include the water distribution in Warspite, 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 Water Commission and occasionally to the Villages and Waste Services.

ENVIRONMENTAL SERVICES	2018	2019	Budget Change	2020	Budget Change	2021	Budget Change	2022
Water - Supply & Distribution	$223,249	$227,714	2%	$232,268	2%	$236,914	2%	$241,652
Truck fills	$39,040	$39,821	2%	$40,617	2%	$41,430	2%	$42,258
Sewer Services	$20,869	$21,286	2%	$21,712	2%	$22,146	2%	$22,589
Waste Collection & Hauling	$126,708	$129,242	2%	$131,827	2%	$134,464	2%	$137,153
Transfer Sites	$263,708	$268,982	2%	$274,362	2%	$279,849	2%	$285,446
Transfers to (from) reserves	$90,000	$25,000		$25,000		$250,000		$25,000
Contribution to Capital	$213,800	$0		$60,490		$319,815		$51,480
Net Costs for Taxation Purpose	**$719,294**	**$632,404**		**$705,042**		**$701,758**		**$721,062**

- ✓ In 2018 work will be taking place in Warspite to replace distribution pumps and to create a backup generator to allow water to flow during power outages. This is expected to cost $190,800. We will apply to use Federal Gas Tax Grants towards this project.
- ✓ Work on the Spedden and Warspite truck fills will be completed this year including the installation of credit card readers
- ✓ A sewage lift pump in Warspite is scheduled for replacement in 2018
- ✓ A truck will be replaced in 2020, 2021, and 2022

Waste/Landfill Services covers all of the waste removal, transfer station and landfill costs. A separate tax rate is levied to cover waste.

- ✓ Each year, $25,000 will be transferred to reserve so that the department has funds to replace the garbage truck in 2021.
- ✓ This year equipment will be purchased for clean up at the landfills for $25

Family and Community Social Services (FCSS) supports the Family School Liaison Program by allocating the provincial grant to it. Smoky Lake County is required to contribute 25% 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 SERVCIES (FCSS)	2018	2019	Budget Change	2020	Budget Change	2021	Budget Change	2022
Family School Liason	$88,756	$88,756	0%	$88,756	0%	$88,756	0%	$88,756
FCSS Grants	$22,189	$22,189	0%	$22,189	0%	$22,189	0%	$22,189
Net Costs for Taxation Purpose	**$110,945**	**$110,945**		**$110,945**		**$110,945**		**$110,945**

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	2018	2019	Budget Change	2020	Budget Change	2021	Budget Change	2022
Planning Administration	$215,349	$219,656	2%	$224,049	2%	$228,530	2%	$233,101
Area Structure Plans	$20,000	$20,400	2%	$20,808	2%	$21,224	2%	$21,649
Appeal Board	$5,500	$5,610	2%	$5,722	2%	$5,837	2%	$5,953
Transfers to (from) reserves	$40,000	$0		$0		$0		$0
Contribution to Capital	$40,000	$0		$0		$0		$0
Net Costs for Taxation Purpose	**$240,849**	**$245,666**	2%	**$250,579**	2%	**$255,591**	2%	**$260,703**

Agriculture Service Board provides pest control, weed inspection/spraying, and roadside mowing. The department contributes to the Lakeland Agricultural Research Association (LARA) annually. After the 2018 budget was passed, the mowing program was changed from 2 passes per year to 1 pass per year and the funds were reallocated to Transportation. Future year budgets reflect only 1 pass per year.

AGRICULTURAL SERVICES	2018	2019	Budget Change	2020	Budget Change	2021	Budget Change	2022
Administration	$631,708	$609,342	-4%	$621,529	2%	$633,960	2%	$646,639
Grant	$180,000	$183,359	2%	$183,359	0%	$183,359	0%	$183,359
Weed Control	$74,736	$76,231	2%	$77,755	2%	$79,310	2%	$80,897
Beaver Control	$64,617	$65,909	2%	$67,228	2%	$68,572	2%	$69,944
Gopher Control	$1,545	$1,576	2%	$1,607	2%	$1,640	2%	$1,672
Transfers to (from) reserves	$0			$0		$0		$0
Contribution to Capital	$0	$206,646		$55,692		$0		$0
Net Costs for Taxation Purpose	**$592,606**	**$776,345**		**$640,452**		**$600,123**		**$615,792**

- ✓ In 2019 two spray trucks are scheduled to be replaced
- ✓ A mower and flex arm will require replacing in 2019 and 2020

Economic Development Services are provided inter-municipally through the Regional Community Development Committee. The current funding formula for the committee requires 61% from Smoky Lake County. The financial plan is based on this agreement. Doctor Recruitment and Retention is also funded jointly.

ECONOMIC DEVELOPMENT	2018	2019	Budget Change	2020	Budget Change	2021	Budget Change	2022
County Development/Tourism	$6,500	$6,630	2%	$6,763	2%	$6,898	2%	$7,036
Regional Economic Development	$104,530	$52,271	-50%	$53,316	2%	$54,383	2%	$55,470
Dr Recruitment/Retention	$15,000	$15,300	2%	$15,606	2%	$15,918	2%	$16,236
Smoky Lake Foundation	$1,000	$1,020	2%	$1,040	2%	$1,061	2%	$1,082
Transfers to (from) reserves	$50,000	$1		$1		$1		$1
Net Costs for Taxation Purpose	**$77,030**	**$75,222**		**$76,726**		**$78,261**		**$79,826**

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	2018	2019	Budget Change	2020	Budget Change	2021	Budget Change	2022
General	$258,061	$265,122	3%	$272,183	3%	$277,772	2%	$283,327
Recreation Trail	$12,000	$12,240	2%	$12,485	2%	$12,734	2%	$12,989
Hanmore/Island Lake	$18,200	$18,564	2%	$18,935	2%	$19,314	2%	$19,700
Heritage Board	$3,250	$3,315	2%	$3,381	2%	$3,449	2%	$3,518
Agricultural Societies	$95,000	$95,000	0%	$95,000	0%	$95,000	0%	$95,000
MSI Grant	$95,000	$95,000	0%	$95,000	0%	$95,000	0%	$95,000
Northern Lights Library System	$27,540	$28,091	2%	$28,653	2%	$29,226	2%	$29,810
Transfers to (from) reserves	$0	$0		$0		$0		$150,000
Contribution to Capital	$103,500	$52,509		$52,618		$23,010		$317,680
Net Costs for Taxation Purpose	**$386,151**	**$342,713**		**$350,384**		**$326,877**		**$477,624**

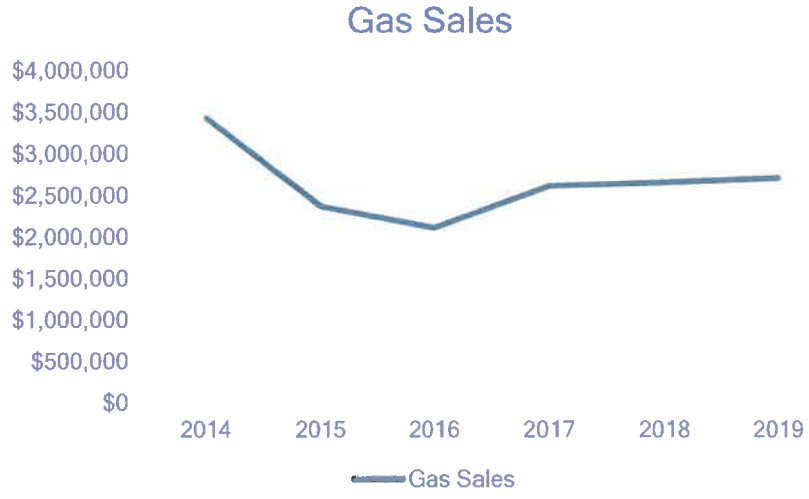
- ✓ In 2018, the County has scheduled to create a river access for emergency services for $26,000
- ✓ A truck will be replaced for $55,000
- ✓ Each year $5,500 will be spent on the installation of bear safe garbage bins in the campgrounds and parks
- ✓ One mower will be replaced in 2018, 2021 and 2022

Natural Gas Services distributes 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	2018	2019	Budget Change	2020	Budget Change	2021	Budget Change	2022
Bulk Odorant	-$32,426	-$33,075	2%	-$33,736	2%	-$34,411	2%	-$35,099
CNG Trailer	-$40,888	-$41,706	2%	-$42,540	2%	-$43,391	2%	-$44,258
Gross Margin - Sales less gas purchase	-$1,221,533	-$1,300,264	6%	-$1,280,417	-2%	-$1,303,001	2%	-$1,326,025
Legislative	$9,000	$9,180	2%	$9,364	2%	$9,551	2%	$9,742
Administration	$519,398	$529,786	2%	$540,382	2%	$551,189	2%	$562,213
Distribution- Operating & Maintenance	$601,449	$613,478	2%	$625,748	2%	$638,262	2%	$651,028
Capital Assets	$ 397,000.00	$ 102,600.00		$ 201,200.00		$ 61,800.00		$ 202,400.00
Reserve Transfers - System Capital	-$232,000	$ 120,000.00		-$20,000		$ 120,000.00		-$ 20,000.00
Total Natural Gas	**$0**	**$0**	16%	**$0**	8%	**$0**	12%	**$0**

- ✓ Every year $50,000 is budgeted for major line repairs. If the funds are not needed, they are transferred to reserves.
- ✓ In 2018 $150,000 has been budgeted to finish the automatic meter reading project. This is paid out of reserve funds.
- ✓ Because of the volume of gas sold to the Town of Smoky Lake, the RMO station that services them needs to be replaced in 2018 for a cost of $272,000. Smoky Lake County is currently negotiating with the Town regarding funding
- ✓ A truck will be replaced each year excluding 2018
- ✓ In 2019 we will build a shed to protect pipe and other gas line supplies
- ✓ Starting in 2019, we have established a plan to update the RMO stations. In year 1 we will put $70,000 into reserves then in year 2 we will replace the RMO station.

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.



APPENDICES

Appendix 1: Policy 08-11 Budget Development

SMOKY LAKE COUNTY

Title: Budget Development		**Policy No.:** 11-01	
Section: 08	**Code:**	**Page No.:** 1 of 3	

Legislation Reference:	*Municipal Government Act*, Sections 242 – 246.

Purpose:	To provide an efficient and effective process for the development of the annual Total Function Budget.

Policy Statement and Guidelines:

Step 1: **Budget Guidelines**

Council will provide Administration, in September each year, with direction as to its expectation for:

- The municipal tax rate
- Percent increase (or decrease) in function or capital expenditures that are acceptable
- Priorities in the three-year Road Plan

This expectation will be based on factors such as assessment growth, union collection agreement, provincial funding, and ratepayers' wishes.

It is important to note, that the municipality has no control over the school and senior's lodge requisitions and has always "passed through" these expenditures to the ratepayers.

Approval of budget guidelines by: September 30.

Step 2: **Management Review with each function leader:**

Based on the guidelines established by Council, each function group will prepare a draft Function Budget which contains the following items: Operating Budget, Five-Year Capital Asset Plan, Project Plans.

The Chief Administrative Officer will meet with each of the function group to discuss their requests and needs and make appropriate changes where necessary.

Management review to be completed by: October 31.

Title: Budget Development		Policy No.: 11-01
Section: 08	Code:	Page No.: 2 of 3

Policy Statement and Guidelines:

Step 3: **Budget Compilation**

Finance Comptroller to compile all the individual documents into a budget package that will contain the following:

1. Summary of budget guidelines adopted by Council for the proposed year.

2. Summary of Administration's proposed budget items:

   a. Wages and benefits % and $ increase
   b. Estimated assessment % and $ growth
   c. General % factor used for utilities or typical expenditures
   d. Major dollar increases for "special" or known issues (e.g., insurance / debentures)
   e. Proposed staff additions and the corresponding wage and benefits, etc. costs
   f. New reserves or recommended changes to existing reserves
   g. The amount of engineering costs budgeted for projects that are pre-designed and will be completed in subsequent year(s)
   h. Identified major increases or decreases for each function
   i. Any other items that would provide Council with information to make its decision making more effective and efficient

3. Budget package will contain the following:

   a. Revenue and expenditures by function
   b. Grant Funding
   c. Five-year Capital Asset Budget
   d. Three-year Road Plan
   e. Summary of Reserve Balances
   f. Any projects carry forwards (if known at this time)
   g. 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.

Budget compilation to be completed by: November 30.

Title: Budget Development		Policy No.: 11-01
Section: 08	Code:	Page No.: 3 of 3

Policy Statement and Guidelines:

Step 4: **Budget Meetings**

The following timing and order will be set aside for the budget review:

a. Directional Meeting September
b. Capital Asset - October
c. Three-year Road Plan – October
d. Natural Gas and Agricultural Service Board – November
e. Complete Total Function Budget draft – December

Budget meetings to be completed by: December 21

Step 5: **Formal Budget Ratification by Council**

Administration will incorporate all changes / modifications that came about through the budget deliberations in *Step* 4 and request formal budget ratification.

Budget ratification by: March – County Council Meeting.

	Date	Resolution Number
Approved	September 21, 2006	# 690-06 - Page # 8209
Amended		# - Page #
Amended		

Appendix 2 : Approved Capital Budget

		Budget 2018	Budget 2019	Budget 2020	Budget 2021	Budget 2022	
ADMIN	ADMIN BUILDING RESERVE	50,000	50,000	50,000	50,000	50,000	
ADMIN	HIGHWAY SIGNS	25,000					
ADMIN	NUISANCE GROUND RECLAMATION RESERVE	75,000	75,000	75,000	75,000	75,000	
ADMIN	WARSPITE RV PARK RESERVE	100,000	100,000				
ADMIN	WARSPITE RV PARK CONSTRUCTION			300,000			*200,000 from reserves
ADMIN	AERIAL PHOTOS RESERVE		5,000	5,000	5,000	5,000	
ADMIN	CARRY OVER NUISANCE GROUND PHASE II STUI	81,500					* 40,000 from reserves 41,500 grant
ADMIN	AERIAL PHOTOS	25,000					
PS	COMMAND TRAILER	25,000					
PS	FIRE EQUIPMENT REPLACEMENT RESERVE	10,000	10,000	10,000	10,000	10,000	
PS	FIRE TRUCK RESERVE	100,000	100,000	100,000	100,000	100,000	
PS	FIRE EQUIPMENT STORAGE SHOP RESERVE	25,000	25,000	25,000	25,000	25,000	
PS	EMERGENCY COMMUNICATIONS TOWER	120,000					*Fully funded from comm reserve
PS	AIR BOTTLE REPLACEMENT RESERVE	5,000	10,000	10,000	10,000	250,000	*70,000 from reserves
PS	AIR COMPRESSOR FILTER SYSTEM (REQUIRED)	5,500					
PS	462 DECK	7,500					*Sell old for $5,000
PS	WASHER / DRYER	15,000					
PS	REPLACE 407 SMOKY LAKE RESCUE TRUCK				185,400		
PS	REPLACE 445 SMOKY LAKE WATER TRUCK					130,000	
PS	REPLACE 410 TRUCK (SCOTT)			51,000			
PS	REPLACE 222 TRUCK (ED)		60,600				
PS	REPLACE ATV FOR BYLAW				20,085	0	
PW	FENCE	0	17,000				* transfer from reserve
PW	REPAIR 633 JOHN DEER 7800	25,000					
PW	COMPRESSOR	15,000					
PW	GRADER REPLACEMENT	600,000	600,000	605,000	612,026	615,000	*125,000 fr sale
W	WARSPITE DISTRIBUTION PUMPS	130,000					*use federal gas tax grant
W	WARSPITE BACKUP GENERATOR	60,800					*use 15,000 reserve
W	REPLACE TRUCK 226			50,490			
W	CARRY OVER WARSPITE/SPEDDEN TRUCKFILLS	100,000					*Carried over funded from reserve
W	REPLACE TRUCK 239				50,985		
W	CREDIT CARD READERS FOR BELLIS/SPEDDEN	20,000					
W	REPLACE TRUCK 227					51,480	
SEWE	WARSPITE SEWAGE LIFT PUMP	8,000			0	0	
WAST	REPLACE TRUCK 112 GARBAGE TRUCK				268,830		*250,000 from reserves
WAST	UTILITY TRACTOR/MOWER/TRAILER	25,000					
WAST	USED ATV FOR CLEANUP			10,000			
WAST	GARBAGE TRUCK RESERVE TRANSFER	25,000	25,000	25,000		25,000	
AG	REPLACE SPRAY TRUCK 435		75,750				
AG	REPLACE SPRAYER 423		75,750				
AG	REPLACE 468 MOWER		30,098	30,396			
AG	REPLACE 469 FLEX ARM		25,048	25,296			
P&R	SHOWER HOUSE					300,000	** try to get 50% grant
P&R	PIER		11,000	11,000			
P&R	RIVER CROSSING	26,000					
P&R	TRAILER	0	11,009	11,118			
P&R	PLAYGROUND			50,000			*Grant $25,000
P&R	GARBAGE BINS	5,500	5,500	5,500	5,500		
P&R	WARSPITE TREES		25,000				
P&R	REPLACE TRUCK 726	55,000					
P&R	REPLACE MOWER	17,000			17,510	17,680	
GAS	INFRASTUCTURE LINE REPLACEMENT	50,000	50,000	50,000	50,000	50,000	
GAS	AMR PROJECT	150,000					*transfer from reserve
GAS	RE; RMO STATION (TOWN)	272,000					*town 80,000/reserve 192,000 will apply for a grant and may get $5000 to 50% back
GAS	LINE LOCATOR	5,000					
GAS	RMO STATION REPLACEMENT PLAN RESERVE		70,000		70,000		
GAS	RMO STATION REPLACEMENT PLAN			140,000		140,000	* 70,000 from reserve
GAS	POLESHED FOR PIPE		42,000				
GAS	REPLACE TRUCK		60,600	61,200	61,800	62,400	
	TOTAL CAPITAL	2,462,300	1,750,855	3,303,154	2,152,582	2,584,120	

Appendix 3 :03-15 Three-Year Road Plan

2018 Road Projects
Information

Calculation of 2018 year: Project(s) Workdays:

Project days: May to Mid October 2018

5.5 months x 20 days = 110 days
Less 20 days: weather
and 20 days: moves/breakdowns, dust controls/road repairs
Equals 70 days

Maintenance Gravel:

40,519.0 tonnes to be distributed among all divisions
5,000.0 tonnes: Contingency Gravel

Grants Available for 2018:

↘	Base Municipal Transportation Grant	=	$ 457,250.00
↘	Municipal Sustainability Initiative	=	$ 964,000.00
↘	Federal Gas Tax	=	$ 130,000.00

2018 Gravelling Projects
Information

Road Categories	Description	Code	Rate of material/mile Tonne - Yards	# of Year's
Exceptional	Extreme traffic and Heavy loads	Exc	187 - 150	annual
Category # 1	Paved, oiled and base stabilized roads	C1	---	–
Category # 2	High usage arterial and feeder gravel roads	C2	187 - 150	2
Category # 3	Moderate usage collector gravel roads with through traffic and serving several residents	C3	156 - 125	3
Category # 4	Little used and dead end roads	C 4	125 - 100	4

Gravelling - Smoky Lake County

Miles per Category	Code	Recommended Miles	Recommended Gravel	Estimate Costs	Actual Cost
19.0	Exc	11.5	2150.5	44,319.00	
107.0	C1				
153.5	C2	71.5	13,370.5	256,096.50	
500.5	C3	133.0	20,748.0	361,338.00	
128.0	C4	34.0	4,250.0	78,625.00	
Total miles = 908	Total	250.0	40,519.0	743,378.50	

Section 3 Policy 18-14

2018 Road Projects

OIL TREATMENT / PAVING							
Project Name	Code	# Days	Length	Rec #'s	Estimate Costs	Actual Cost	Funding
Twp 584 between Hwy 855- RR 175	P1713	2	1.0 miles		$ 155,000.00		MSI/MO
							MSI/MO
							MSI/MO
		2		Total	$ 155,000.00	$	

FIBERMAT / MICRO SURFACE							
Project Name	Code	# Days	Length	Rec #'s	Estimate Costs	Actual Cost	Funding
RR 164 between Twp 602- Twp 603	FM1814	2	1.0 miles		$ 140,204.00		MSI/MO
RR 162 between Hwy 28- Twp 595	FM1914	3	1.5 miles		$ 98,406.00		MSI/MO
Twp 604 between RR 192A- RR 190	FM1825	4	2.5 miles		$ 196,530.00		MSI/MO
							MSI/MO
							MSI/MO
		9		Total	$ 435,140.00	$	

REHABILITATION / BASE STABILIZATION							
Project Name	Code	# Days	Length	Rec #'s	Estimate Costs	Actual Cost	Funding
RR 141 between Twp 600- Twp 601	R1611	1.5	1.0 miles		$ 22,500.00		Carry over from 2017
RR 164 between Twp 602A- Twp 603	R1814	2	0.5 miles		$ 15,000.00		MSI/MO
RR 133 between Twp 620- Twp 621	MG1821	2	1.0 miles		$ 20,000.00		MSI/MO
RR 130 between Twp 602- Twp 610	MG1831	6	4.0 miles		$ 120,000.00		MSI/MO
RR 130 between Twp 610- Twp 611A	MG1841	2	1.25 miles		$ 55,000.00		MSI/MO
RR 144 between Twp 590- Hwy 652	MG1812	10	6.0 miles		$ 150,000.00		MSI/MO
Twp 590 between RR 144(s)- RR143(n)	MG1822	1	0.5 miles		$ 12,500.00		MSI/MO
RR 152 between Twp 584- Twp 584A	MG1922	1	0.5 miles		$ 15,000.00		MSI/MO
RR 173 between Twp 584- Twp 583A	MG1813	1	0.5 miles		$ 10,000.00		MSI/MO
RR 170 between Twp 592A- Twp 590	MG1823	4	2.5 miles		$ 53,000.00		MSI/MO
							MSI/MO
		32.5		Total	$ 473,000.00	$	

CONSTRUCTION							
Project Name	Code	# Days	Length		Estimate Costs	Actual Cost	Funding
							MSI/MO
				Total	$	$	

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	39.5	6,642.5	$ 139,492.50			RTG
218.5	PW46	77.5	12,694.5	$ 291,973.50			RTG
159.5	PW47	36.0	5,817.5	$ 81,445.00			RTG
167.0	PW48	44.0	7,034.5	$ 105,517.50			RTG
219.0	PW49	56.0	8,922.0	$ 133,830.00			RTG
908.0 miles		253.0 miles	41,111.0	$ 752,258.50			
Contingency:			5,000.0	$ 90,000.00			
Road Repair PW90:							Unbudgeted- Cost of gravel only
total			46,111.0	$ 842,258.50			

Three-Year Road Plan: Year 2018 Page 5 of 37.

2019 Road Projects

OIL TREATMENT / PAVING							
Project Name	**Code**	**# Days**	**Length**	**Rec #'s**	**Estimate Costs**	**Actual Cost**	**Funding**
RR 152 between Twp 584- Twp 584A	P1912	1	0.5 miles		$ 65,000.00		MSI/MO
Twp 594 between RR 174- RR 174A	P1814	1	0.5 miles		$ 65,000.00		MSI/MO
Twp 594 between RR 174A- RR 175	P1815	1	0.5 miles		$ 65,000.00		MSI/MO
		3		Total	$ 195,000.00	$	

FIBERMAT / MICRO SURFACE							
Project Name	**Code**	**# Days**	**Length**	**Rec #'s**	**Estimate Costs**	**Actual Cost**	**Funding**
RR 130 between Twp 602- Twp 604	FM1921	3	2.0 miles		$ 175,200.00		MSI/MO
							MSI/MO
		3		Total	$ 175,200.00	$	

REHABILITATION / BASE STABILIZATION							
Project Name	**Code**	**# Days**	**Length**	**Rec #'s**	**Estimate Costs**	**Actual Cost**	**Funding**
RR 143 between Twp 590- Hwy 28	MG1942	6	4.0 miles		$ 100,000.00		MSI/MO
Twp 600 between RR 151- RR 152	MG1924	2	1.0 miles		$ 25,000.00		MSI/MO
							MSI/MO
							MSI/MO
		8		Total	$ 125,000.00	$	

CONSTRUCTION							
Project Name	**Code**	**# Days**	**Length**		**Estimate Costs**	**Actual Cost**	**Funding**
RR 171 between Twp 590- Twp 592	C1913	27	2.0 miles		$ 250,000.00		MSI/MO
RR 200 between Twp 594- Twp 592	C1715	25	2.0 miles		$ 275,000.00		MSI/MO
		52		Total	$ 525,000.00	$	

GRAVELLING							
Miles per Division	**Code**	**Recommended miles**	**Recommended Gravel**	**Estimate Costs**	**Actual Gravel**	**Actual Cost**	**Funding**
144.0	PW45	44	7,391.0	$ 155,211.00			RTG
218.5	PW46	76.5	12,368.0	$ 284,464.00			RTG
159.5	PW47	43	6,770.0	$ 94,780.00			RTG
167.0	PW48	51	8,002.5	$ 120,037.50			RTG
219.0	PW49	60	9,484.0	$ 142,260.00			RTG
908.0 miles		274.5 miles	44,015.0	$ 796,752.50			
Contingency:			5,000.0	$ 90,000.00			
Road Repair PW90:							Unbudgeted- Cost of gravel only
total			49,015.0	$ 886,752.50			

Section 3 Policy 18-14

2020 Road Projects

OIL TREATMENT / PAVING							
Project Name	Code	# Days	Length	Rec'd's	Estimate Costs	Actual Cost	Funding
Twp 590 between RR 175- RR 180(s)	P1813	2	1.0 miles		$ 140,000.00		MSI/MO
Twp 594 between RR 175- RR 180	P1915	2	1.0 miles		$ 135,000.00		MSI/MO
		4		Total	$ 275,000.00	$	

FIBERMAT / MICRO SURFACE							
Project Name	Code	# Days	Length	Rec'd's	Estimate Costs	Actual Cost	Funding
							MSI/MO
							MSI/MO
				Total	$	$	

REHABILITATION / BASE STABILIZATION							
Project Name	Code	# Days	Length	Rec'd's	Estimate Costs	Actual Cost	Funding
RR 135 between Twp 594- Twp 602	MG2011	6	4.0 miles		$ 100,000.00		MSI/MO
RR 130 between Twp 610- Twp 611A	MG2021	2	1.25 miles		$ 60,000.00		MSI/MO
Twp 602 between RR 135- RR 133	MG2031	3	2.0 miles		$ 50,000.00		MSI/MO
RR 164 between Hwy 28- Twp 590	MG1723	6	4.0 miles		$ 60,000.00		MSI/MO
Twp 595A between RR 171- Hwy 28	MG2014	4	2.0 miles		$ 40,000.00		MSI/MO
		21		Total	$ 310,000.00	$	

CONSTRUCTION							
Project Name	Code	# Days	Length		Estimate Costs	Actual Cost	Funding
Twp 590 between RR 142- RR 140	C1612	25	2.0 miles		$ 250,000.00		MSI/MO
RR 142 between Twp 590A- Twp 590	C1622	7	0.5 miles		$ 63,000.00		MSI/MO
RR 163 between Twp 600- Twp 601	C1614	12	1.0 miles		$ 160,000.00		MSI/MO
		44		Total	$ 473,000.00	$	

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			RTG
218.5	PW46	85.5	13,085.0	$ 300,955.00			RTG
159.5	PW47	41.5	6,675.5	$ 93,457.00			RTG
167.0	PW48	49.5	7,985.5	$ 119,782.50			RTG
219.0	PW49	70.0	11,168.0	$ 167,520.00			RTG
908.0 miles		286.0 miles	45,587.5	$ 821,858.00			
Contingency:			5,000.0	$ 90,000.00			
Road Repair PW90:							Unbudgeted- Cost of gravel only
total			50,587.5	$ 911,858.00			

Five-Year Road Plan 6.4

In 2005, The **Three-Year Road Plan** was developed to facilitate a rational approach to increasingly expensive road projects. The Three-Year Road Plan identifies projects and priorities as a rolling plan created to assist Public Works Department with Road Projects projecting the financial requirements.

In December 2020 a new Five-**Year Road Plan** is the framework that responds to Smoky Lake County's future transportation needs. The Plan is impacted by Policies involving long-term planning and gives guidance for funding projects and programs that work towards an integrated transportation network. e.g. *Natural Resource Extraction, Land Use Patterns, etc.*

- The Public Works Manager inspects and takes inventory of the conditions of all County Roads each year and examines the specific needs of the County's road network.
- The Public Works Manager then meets with area Councillors to review and determine if any emerging needs or traffic trends need to be considered or if there are any specific requests or considerations from residents that need to be addressed in the priorities list which forms the Plan.

Once the Five-Year Road Plan is complied, it becomes part of Council's Budget discussions.

- This Five-Year Construction, Oil Treatment/Paving; Fibermat/Micro-surface; and Rehabilitation Base Stabilization Program lists the major projects on roadways where substantive work is anticipated to be completed or undertaken each specified year, subject to provincial funding, Council priorities, as well as budgetary limitations.

6.4.1 Policy Statement No. 03-15: Road Policy. **Attached**

6.4.2 Policy Statement No. 03-18: Five-Year Road Plan. **Attached**

6.4.3 2021 – Road Projects: Dated as of October 18, 2021. **Attached**

SMOKY LAKE COUNTY

Title: Road Policy	Policy No.: 15-04
Section: 03	Page No.: 1 of 11

Legislation Reference:	*Municipal Government Act*

Purpose:	1. To assure high standards for road services essential to quality of life, and access to markets for jobs, agriculture and business. 2. To identify the long-term requirements for road upgrading and improvements to promote economic development and private investment in the County, taking into account established and emerging land use patterns and the traffic generation that may ultimately be expected from economic development.

Policy Statement and Guidelines:

1. OBJECTIVES

1.1 To govern road maintenance, gravelling, traffic management and planning for improvements that lengthens the useful life and improve the standards of the County road network.

1.2 To maintain a reasonable degree of uniformity of road service condition, timing of maintenance, expected life of roadways, and mix of road categories throughout the County.

1.3 To provide the means for identifying projects and assigning priorities for road construction, extension of the expected life of roads and upgrades to higher standards.

1.4 To provide a basis for estimating project costs, for annual budgeting and for projecting long term requirements for revenue and capital financing.

1.5 To provide for timely engineering studies and/or land acquisitions related to the road infrastructure of the County.

1.6 To maximize cost effectiveness and promote the most efficient use of resources.

1.7 To provide for planned and proper staging of major projects where required for technical or financial reasons.

1.8 To provide a basis for communicating information to residents or other interested parties with regard to the County's priorities for the municipal road infrastructure.

Policy Statement and Guidelines:

2. IDENTIFICATION OF PROJECTS AND PRIORITIES

2.1 Projects and priorities are contained in a three-year rolling road construction plan for each of the road categories listed below.

2.2 The identification of projects is based on a review and evaluation of the projected long-term road infrastructure needs in the County to meet the objectives of the Road Policy.

2.3 **Project Factors to take into account:**

- Safety of the traveling public.
- Integrity of the environment.
- Traffic types and volumes.
- Land use patterns.
- Long-term regional development plans.
- Road maintenance problems and costs.
- Classification and importance of the roads in the County network.
- Remaining expected life of the roads.
- Construction feasibility.
- Network importance.
- Unit costs and prices for materials.
- Ratepayer concerns and consensus.
- Availability of County equipment, skills and manpower.
- Availability of grants, tax revenue and other financing.

2.4 **Criteria and process for setting priorities:**

The following criteria shall be applied in the following normal order of importance for setting road project priorities:

- Carry over of incomplete priority projects from previous years.
- Deficiencies relative to standards and objectives.
- Qualification for provincial and federal grants.
- Integrity of the road network.

Policy Statement and Guidelines:

3. ROAD CATEGORIES:

The County roadway category system is classified and described as follows:

3.1 EXCEPTIONAL ROADS:

Exceptional Roads serve large or oversize loads or heavy truck traffic, and often are related to the oil and gas service industry. Exceptional roads generally meet one or more of the following criteria:

- High volume of heavy truck traffic.
- Serve local commercial or industrial area.
- Generally (but not always) in excess of 30-75 vehicles per day.

3.2 CATEGORY #1: PRIMARY ROADS

Primary Roads are Main Collector Roads that are Paved, oiled and base stabilized roads. These roads serve as collectors of local traffic which funnel to the primary highways or to other major destinations and communities. A Primary Road will generally meet one or more of the following criteria:

- Interconnects Provincial Highways, other collector roads, or communities.
- Connects multi-lot rural residential areas, hamlets, or other populated areas to the Provincial Highway System or other Main or Minor Collector Roads.
- Connects recreational sites to a Provincial Highway or equivalent Main or Minor Collector Roads.
- Traffic Volumes generally (but not always) in excess of 50-75 vehicles per day.

3.3 CATEGORY #2: SECONDARY ROADS

Secondary Roads are Minor Collector Roads that are high usage arterial and feeder gravel roads. These roads carry lower traffic volumes, and have a surface width of slightly over 7 meters. A Secondary Road will generally meet one or more of the following criteria:

- Lower number a heavy vehicle traffic (usually local truck traffic only).
- May or may not be connected to other through roads.
- Traffic Volumes generally (but not always) less than 50-vehicles per day.

Policy Statement and Guidelines:

3.4 CATEGORY #3: LOCAL ROADS

Local Roads are moderate usage collector gravel roads with through traffic and serving several residents and farmland. These roads have occasional truck traffic, usually related to agricultural production. A Local Road will generally meet one or more of the following criteria:

- Lower volume of truck traffic.
- Traffic Volumes less than 30-vehicles per day.

3.5 CATEGORY #4: ACCESS ROADS

Access Roads are low usage gravel roads or dead end roads. These roads serve few residents and oilfield accesses are used or to access farm land adjacent to the road allowance. Access Roads will generally meet one or more of the following criteria:

- Field access only (but are not driveways into fields or other properties).
- May or may not have been improved by the County or others in the past.
- These roads are maintained periodically as conditions warrant.

Road Category	Description	Code	Material per mile Tonne	Yard	Graveling Period
Exceptional	Extreme traffic andHeavy loads	Exc	187	150	Annual
Category #1	Paved, oiled and base Stabilized roads	C1	---	---	---
Category #2	High usage arterial and feeder gravel roads.	C2	187	150	Every 2 yea
Category #3	Moderate Usage collector gravel roads with throu traffic and serving several residents.	C3	156	125	Every 3 yea
Category #4	Little used and dead end roads.	C4	125	100	Every 4 yea

3.6 A Map for each division in Smoky Lake County outlines the designated Road Cate per *Schedule "A"*:Road Category Designation.

4. PLAN REVIEW AND UPDATE PROCEDURE

4.1 The three-year plan shall be reviewed annually during the months of October and November.

4.2 Road category designation maps in each division are subject to an annual review and update by the Public Works Manager.

Policy Statement and Guidelines:

4.3 The review shall be managed by the Public Works Manager, based on updated information obtained through consultation with Councillors, management, and employees relative to all the factors listed in this policy.

4.4 Each project proposed for the plan shall include a short description of the reason for the project relative to the relevant factors, road category, and the estimated cost for materials, County in-house work and out-sourced construction and engineering services as may apply.

4.5 The construction schedule for the next year shall be determined on the basis of the efficient organization of work with the start of construction rotating fairly among electoral divisions.

4.6 The construction schedule for the current year as listed in ***Policy Statement No. 03-18: Three-Year Road Plan***, including cost estimates, shall be published in the newspapers and County website.

4.7 Once the annual plan and construction schedule have been approved, additions or deletions of specific projects require approval by resolution of Council. Changes should be considered normally on the basis of persistent weather problems, major equipment problems or financial considerations only.

5. PROJECT MANAGEMENT AND MONITORING

5.1 Road work shall be grouped in the following manner:

- paving and oiling treatment
- asphalt paving
- rehabilitation
- construction
- gravelling

5.2 Councillors will normally contact residents affected by road works several months prior to the start of work to make sure residents are the least inconvenienced and to resolve issues relating to trees, fences or other matters of concern to residents.

5.3 Residents affected by road works are to be notified by the Public Works Department prior to commencing project work to minimize inconvenience.

5.4 Any work, including new culvert installations that affect changes in water flow will be done according to provisions of the *Environment Protection and Enhancement Act.*

Policy Statement and Guidelines:

5.5 A road may be oiled or re-oiled only after potential amendments or rehabilitation to roadbed condition are assessed, to ensure that the roadbeds can support projected traffic needs.

5.6 A project completion report shall be updated monthly for each project and circulated to Council. The report shall include actual cost, and result or confirmation tests relative to design standards, if applicable.

5.7 Annual scheduled gravel amounts are subject to change upon preliminary inspections.

6. METHOD OF FINANCE

All options for financing road projects contained in the *Municipal Government Act* and provided for by federal and provincial grant schemes shall be taken into consideration to finance County project priorities.

7. TRAFFIC MANAGEMENT

7.1 Traffic management refers to measures that include, but are not limited to, signage, speed limits, road bans, usage agreements, and the routing of trucks according to axle weight and GVW to protect road quality.

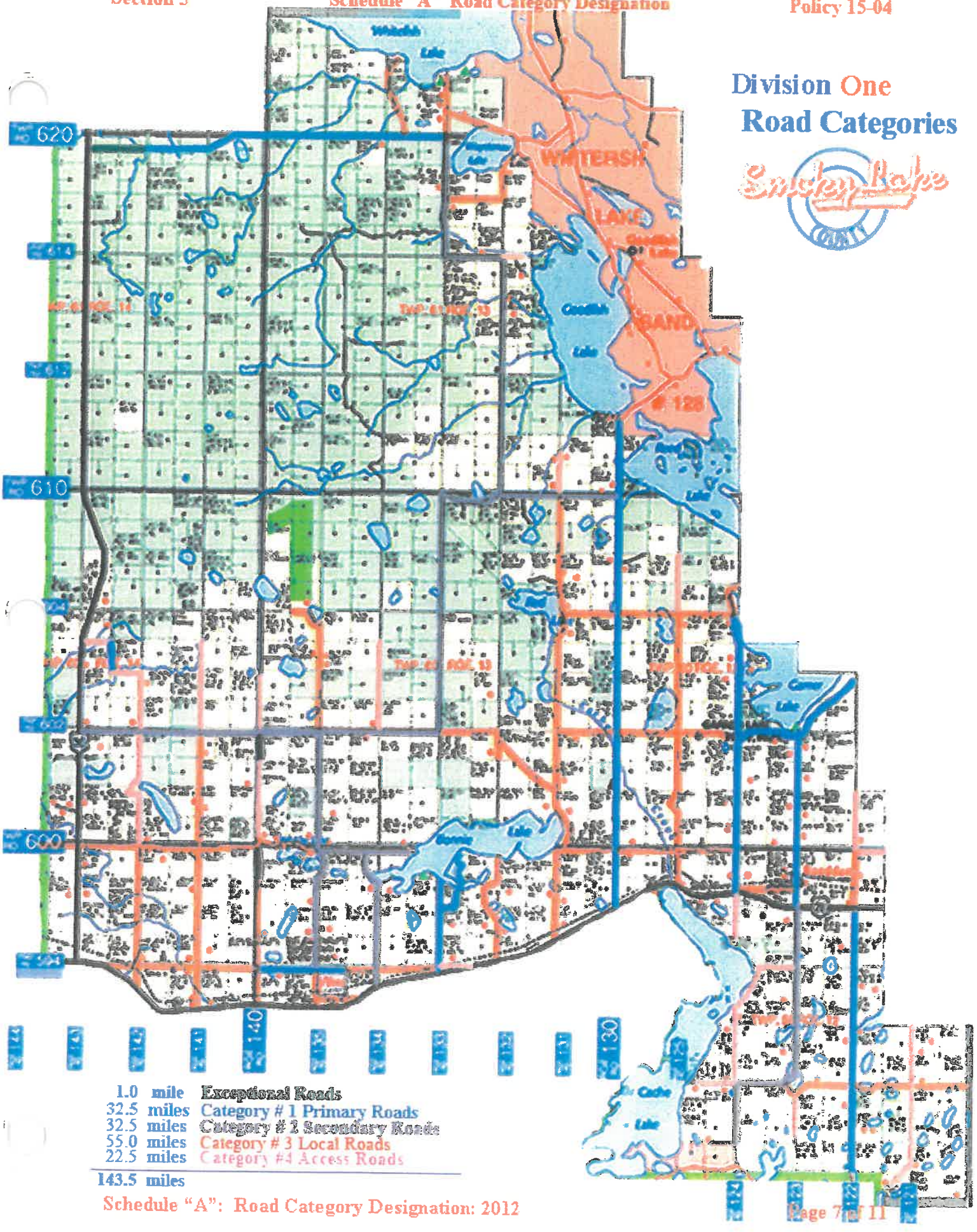
7.2 Every effort is made to reduce inconvenience and the need to repair roads by applying suitable traffic management measures in consultation with road users wherever possible.

7.3 Road bans are to be minimized as far as possible.

	Date	Resolution Number
Approved	December 7, 2005	# 144-05 - Page # 8060
Amended	March 15, 2006	# 337-06 - Page # 8098
Amended	March 29, 2012	# 391-12 - Page # 10009
Amended	March 28, 2013	# 495-13 - Page # 10544
Amended		
Amended		

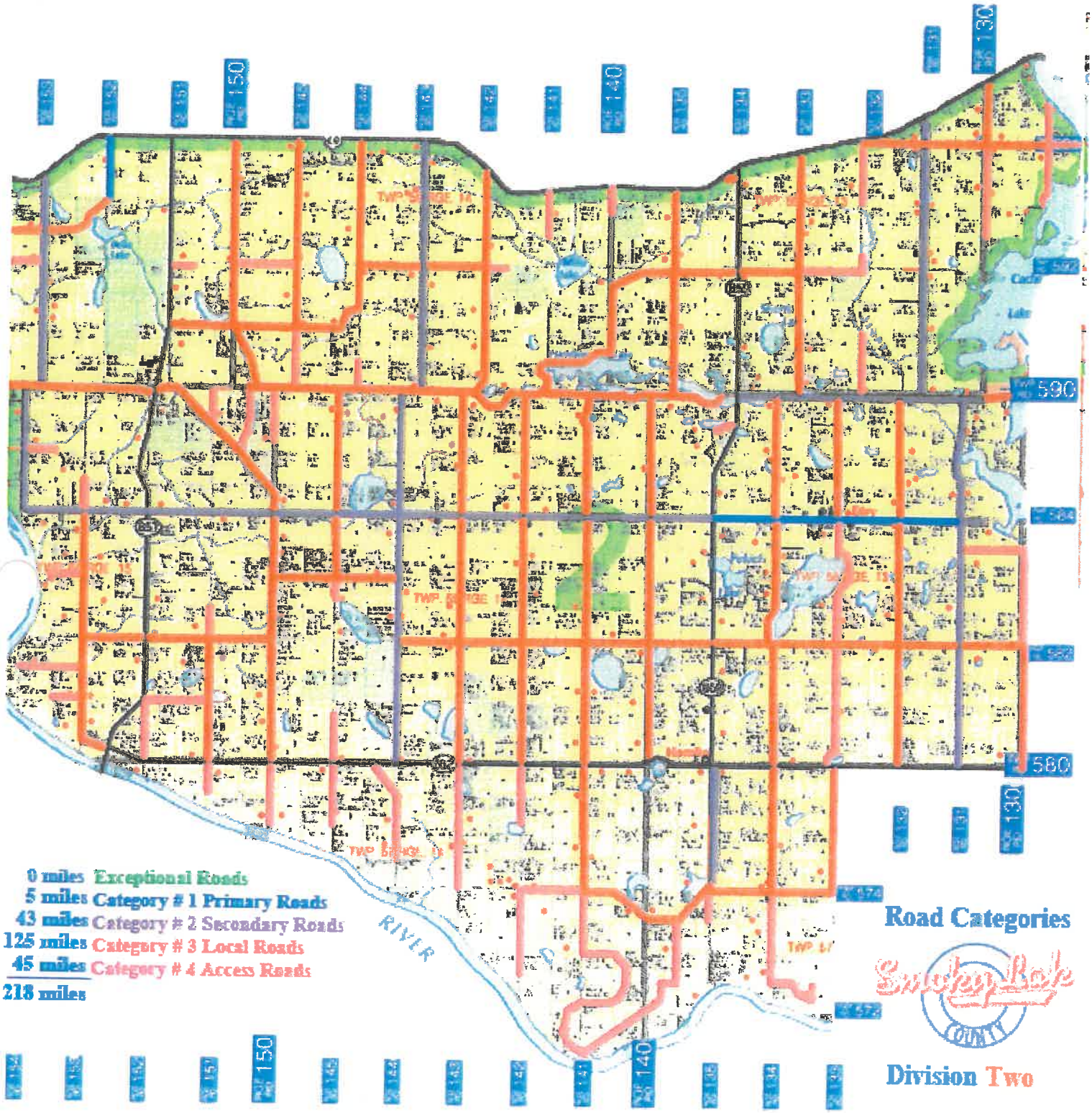
Division One Road Categories

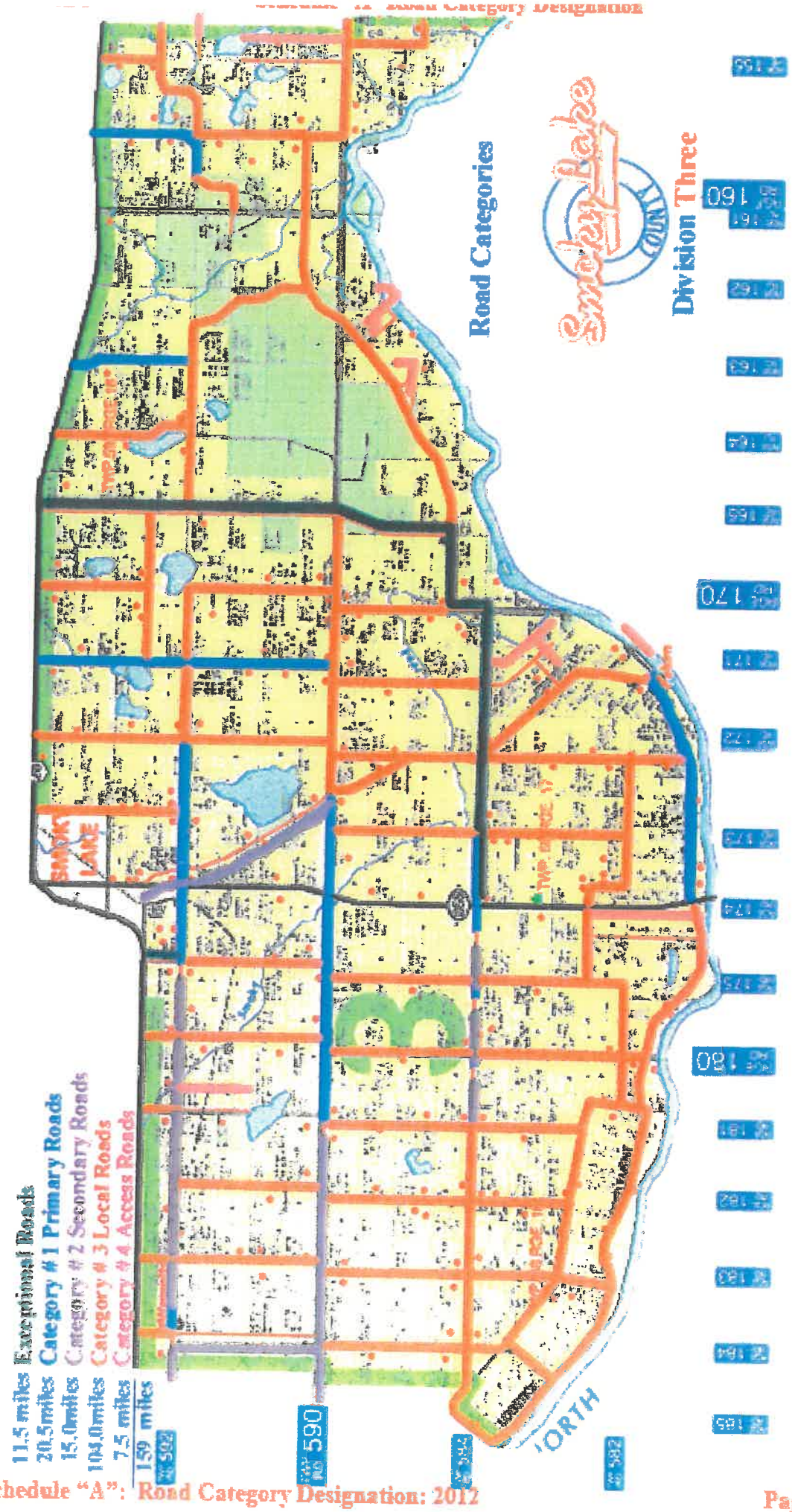
Smoky Lake County

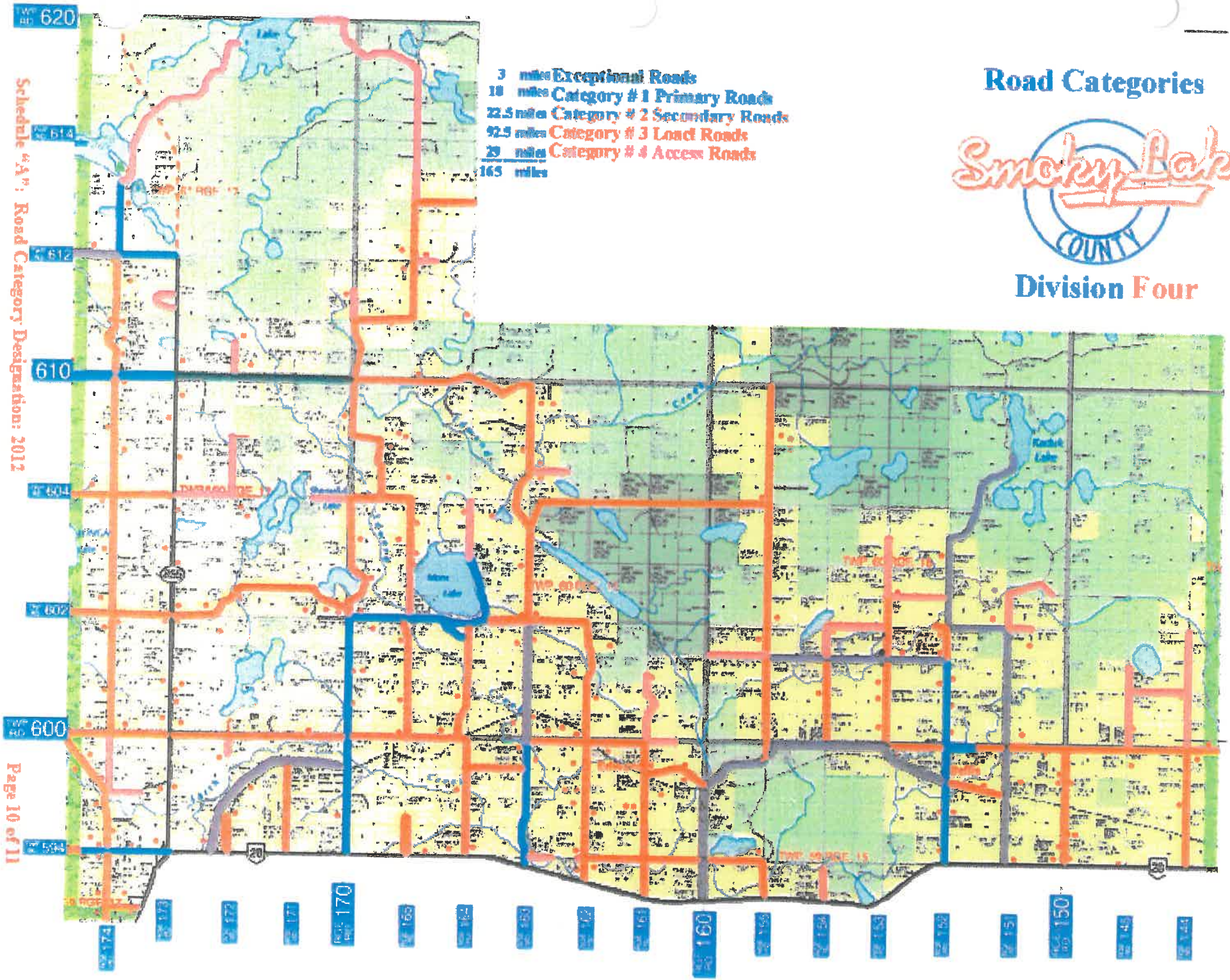


1.0	mile	Exceptional Roads
32.5	miles	Category # 1 Primary Roads
32.5	miles	Category # 2 Secondary Roads
55.0	miles	Category # 3 Local Roads
22.5	miles	Category #4 Access Roads
143.5	miles	

Schedule "A": Road Category Designation: 2012


0 miles Exceptional Roads
5 miles Category # 1 Primary Roads
43 miles Category # 2 Secondary Roads
125 miles Category # 3 Local Roads
45 miles Category # 4 Access Roads
218 miles
RIVER
Road Categories
Smoky Lake County
Division Two


Road Categories
Division Three
Smoky Lake
11.5 miles Exceptional Roads
20.5miles Category # 1 Primary Roads
15.0miles Category # 2 Secondary Roads
104.0miles Category # 3 Local Roads
7.5 miles Category # 4 Access Roads
159 miles
590
160
170
180
SMOKY LAKE
NORTH



3 miles Exceptional Roads
18 miles Category # 1 Primary Roads
22.5 miles Category # 2 Secondary Roads
92.5 miles Category # 3 Local Roads
29 miles Category # 4 Access Roads
165 miles

Road Categories

Smoky Lake COUNTY

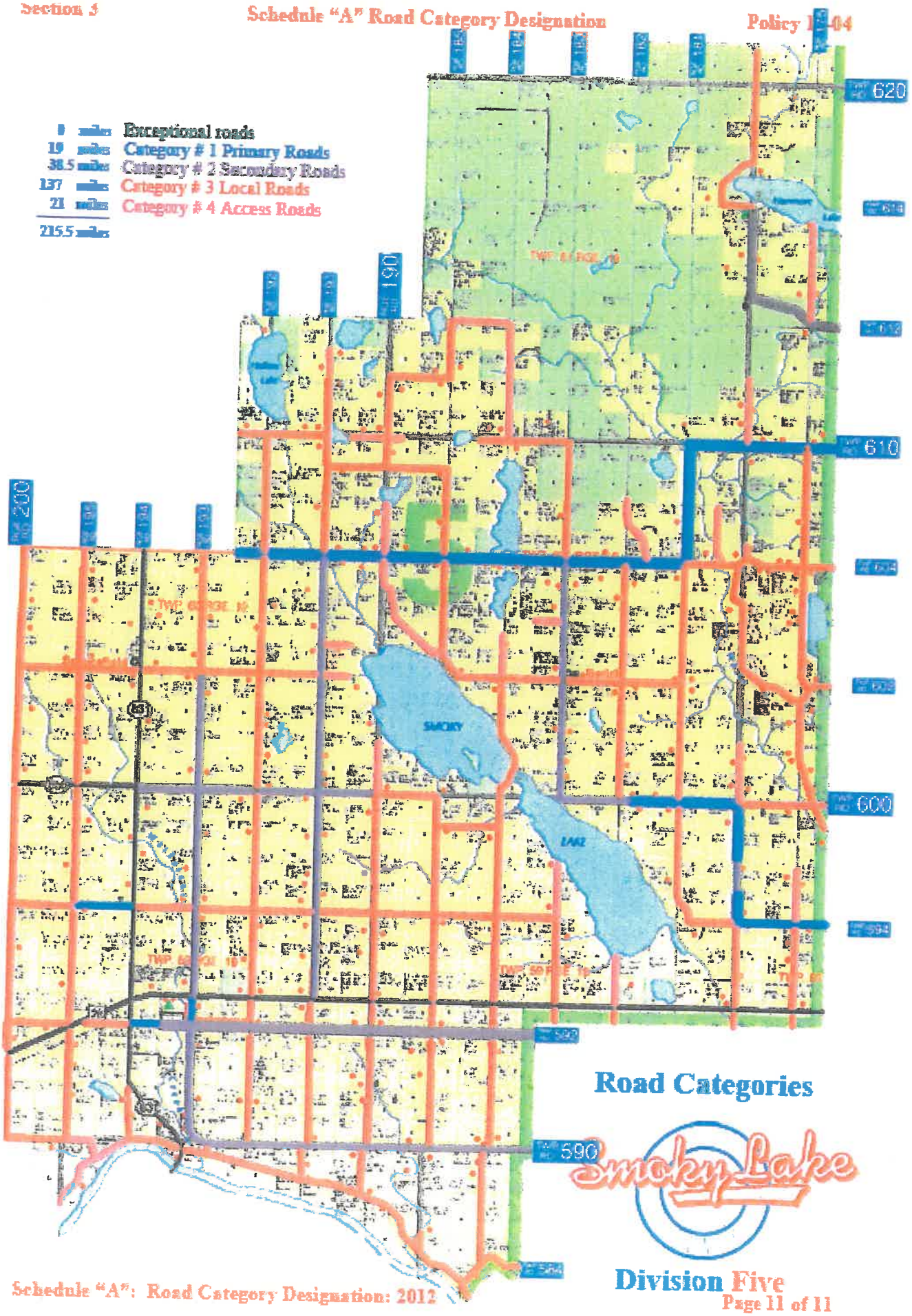
Division Four

Schedule "A": Road Category Designation: 2012

Schedule "A" Road Category Designation

Policy 15-04

8 miles	Exceptional roads
19 miles	Category # 1 Primary Roads
38.5 miles	Category # 2 Secondary Roads
137 miles	Category # 3 Local Roads
21 miles	Category # 4 Access Roads
215.5 miles	



Road Categories

Smoky Lake

Division Five

SMOKY LAKE COUNTY

Title: Five-Year Road Plan		Policy No.: 18-16
Section: 03	Code: P-I	Page No.: 1 of 58 E

Legislation Reference:	*Municipal Government Act.*

Purpose:	The intent of the Five-Year road plans is to identify and prioritize required roadway improvements on a long-term basis.

Policy Statement and Guidelines:

1. GUIDELINES

1.1 The Five-Year road plan conforms with the objectives and criteria outlined, *as per **Policy 03-15: Road Policy*** and ***Policy 03M-04: Road Project Profile.***

1.2 The plan is limited to the identification of specific annual projects for a future period of Five-Years based on anticipated revenue and/or other budget and capacity limitation.

1.3 The Five-Year plan are subject to an annual review and update.

2. ROAD PLANS: REVIEW AND UPDATE PROCESS

2.1 The Five-Year Road Plan will be reviewed, updated and accepted by Council *as per **Policy 08-11: Budget Development*** process during October and November of each year.

2.2 The review process will include past year's projects.

2.3 The development and approval of a **"new"** Five-Year Plan will primarily include:

- uncompleted projects from the previous year, plus projects previously identified in plan.
- projects for coming year (previously identified in the plan).
- plus new proposed projects for third, fourth and fifth year.

2.4 The planned order of year-one construction projects will be determined every year with the setting of the Transportation Budget: Five-Year Road Plan, as per ***Policy 03-15: Road Policy.***

2.5 Once the annual plan and construction schedule have been approved, additions or deletions of specific projects require approval by resolution of Council. Normally, changes to the above should be considered on the basis of persistent weather problems, major equipment problems or financial considerations only. Progress on the planned order of construction will be reported to Council by Public Works monthly.

	Date	Resolution Number
Approved	December 7, 2005	# 148-05 - Page # 8062
Amended	January 18, 2007	# 178-07 - Page # 8272
Amended	November 13, 2007	# 092-07 - Page # 8543
Amended	January 10, 2008	# 168-08 - Page # 8571
Amended	February 23, 2009	# 303-09 - Page # 8904
Amended	January 26, 2010	# 342-10 - Page # 9256
Amended	January 5, 2011	# 234-11 - Page # 9595
Amended	December 8, 2011	# 164-11 - Page # 9909
Amended	December 20, 2012	# 267-12 - Page #10377
Amended	December 20, 2013	# 161-13 - Page #10979
Amended	January 13, 2015	# 283-15 - Page #11538
Amended	December 17, 2015	# 250-15 - Page #12026
Amended	October 20, 2016	#1125-16 - Page #12409
Amended	December 14, 2018	# 251-18 - Page #13429
Amended	November 29, 2019	# 135-19 - Page #13874
Amended	December 11, 2020	# 271-20 - Page #14420

2020 Road Projects

OIL TREATMENT / PAVING

Project Name	Code	# Days	Length/ miles	Res #'s	Estimate Costs	Actual Cost	Funding
Bridge Coldmix Surfacing – 13 Bridges	BCM19			Carry over from 2019	$ 23,263.50	14,937.38	MO
							MSI/MO
							MSI/MO
				Total	$ 23,263.50	$14,937.38	

FIBERMAT / MICRO SURFACE

Project Name	Code	# Days	Length/ Miles	Res #'s	Estimate Costs	Actual Cost	Funding
Twp 612 between Hwy 855- RR 174	FM2014	2	1.0	#1141-20	$ 70,500.00		MSI/MO
		2		Total	$ 70,500.00	$	

REHABILITATION / BASE STABILIZATION

Project Name	Code	# Days	Length/ miles	Res #'s	Estimate Costs	Actual Cost	Funding
RR 130 between Twp 603- Twp 610	MG1911	5	3.0		$ 85,000.00	11,861.64	MSI/MO
RR 124 between Twp 601- Twp 603A	MG2031	4	2.5		$ 65,000.00	41,372.16	MSI/MO
Twp 592 between RR 183- RR 182A	MG2013	1	0.5		$ 10,000.00	7,804.99	MSI/MO
RR 180 between Twp 594- Hwy 28	MG1735	2.5	1.5		$ 33,000.00	22,052.95	MSI/MO
Twp 604 between RR 181- RR 184	MG2015	8	3.0		$ 75,000.00	72,975.37	MSI/MO
		20.5		Total	$ 268,000.00	$ 156,067.11	

CONSTRUCTION

Project Name	Code	# Days	Length/ miles		Estimate Costs	Actual Cost	Funding
							MSI/MO
							MSI/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	$ 109,767.63	RTG
218.5	PW46	85.5	13,865.0	$ 318,895.00	12,659.66	$ 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	6,868.49	$ 103,027.35	RTG
219.0	PW49	70.0	11,168.0	$ 167,520.00	9,545.93	$ 143,188.95	RTG
908.0 miles		286.0 miles	46,367.5	$ 839,798.00	40,330.17	$ 731,562.95	
Contingency:			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 PW90:					25,643.92	$ 480,823.50	Unbudgeted- Cost of gravel only

2021 Road Projects
Information

Calculation of 2021 year: Project(s) Workdays:

Project days: May to Mid-October 2021

5.5 months x 20 days = 110 days
Less 20 days: weather
and 20 days: moves/breakdowns, dust controls/road repairs
Equals 70 days

Maintenance Gravel:

39,243.5 tonnes to be distributed among all divisions
5,000.0 tonnes: Contingency Gravel

Grants Available for 2021:

- **Base Municipal Transportation Grant = $ 457,250.00**
- **Municipal Sustainability Initiative = $ 964,000.00**
- **Federal Gas Tax = $ 130,000.00**

2021 Gravelling Projects
Information

Road Categories	Description	Code	Rate of material/mile Tonne - Yards	# of Year's
Exceptional	Extreme traffic and Heavy loads	Exc	187 - 150	annual
Category # 1	Paved, oiled and base stabilized roads	C1	----	--
Category # 2	High usage arterial and feeder gravel roads	C2	187 - 150	2
Category # 3	Moderate usage collector gravel roads with through traffic and serving several residents	C3	156 - 125	3
Category # 4	Little used and dead end roads	C4	125 - 100	4

Gravelling – Smoky Lake County					
Miles per Category	Code	Recommended Miles	Recommended Gravel	Estimate Costs	Actual Cost
19.0	Exc	11.5	2,150.5	$ 44,319.00	
107.0	C1				
153.5	C2	61.0	11,407.0	$ 221,969.00	
500.5	C3	131.0	20,436.0	$ 359,658.00	
128.0	C4	42.0	5,250.0	$ 102,812.50	
Total miles = 908	Total	245.0	39,243.50	$ 728,758.50	

2021 Road Projects

OIL TREATMENT / PAVING

Project Name	Code	# Days	Length/ miles	Res #'s	Estimate Costs	Actual Cost	Funding
Twp 594 between RR 174- RR 174A	P1814	1	0.5		$ 65,000.00		MSI/MO
Twp 594 between RR 174A- RR 175	P1815	1	0.5		$ 65,000.00		MSI/MO
Twp 594 between RR 175- RR 180	P1915	2	1.0		$ 135,000.00		MSI/MO
		4		Total	$ 265,000.00	$	

CHIP-SEAL

Project Name	Code	# Days	Length/ miles	Res #'s	Estimate Cost	Actual Cost	Funding
RR 170 between Twp 600- Twp 601	FM2114	2	1.0		$ 67,160.00		MSI/MO
RR 170 between Twp 601A- Twp 602	FM2124	1	0.5		$ 33,580.00		MSI/MO
Twp 612 between Hwy 855- RR 174	FM2014	2	1.0	#1141-20	$ 70,500.00		MSI/MO
		5		Total	$ 171,240.00	$	

REHABILITATION / BASE STABILIZATION

Project Name	Code	# Days	Length/ miles	Res #'s	Estimate Costs	Actual Cost	Funding
RR 124 between Twp 601- Twp 603A	MG2111	4	2.5		$ 40,000.00		MSI/MO
Twp 620 between RR 135- RR 141	MG2121	3	2.0		$ 50,000.00		MSI/MO
Twp 602 bewteen Hwy 36- RR 140	MG2131	5	3.0		$ 75,000.00		MSI/MO
RR 122 between Twp 591- Twp 592	MG2141	2	1.0		$ 25,000.00		MSI/MO
Twp 590 between RR 174(n)-RR 180(s)	MG2113	2	1.25		$ 28,000.00		MSI/MO
Twp 595A between RR 171- Hwy 28	MG2114	3.5	2.25		$ 50,000.00		MSI/MO
Twp 602 between Hwy 855- RR 172	MG2124	2	1.0		$ 20,000.00		MSI/MO
RR 181 between Twp 604- Twp 605	MG2115	2	1.0		$ 30,000.00		MSI/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		MSI/MO
Twp 592 between RR 171- RR 172	C2113	12	1.0		$ 130,000.00		
		18		Total	$ 190,000.00	$	

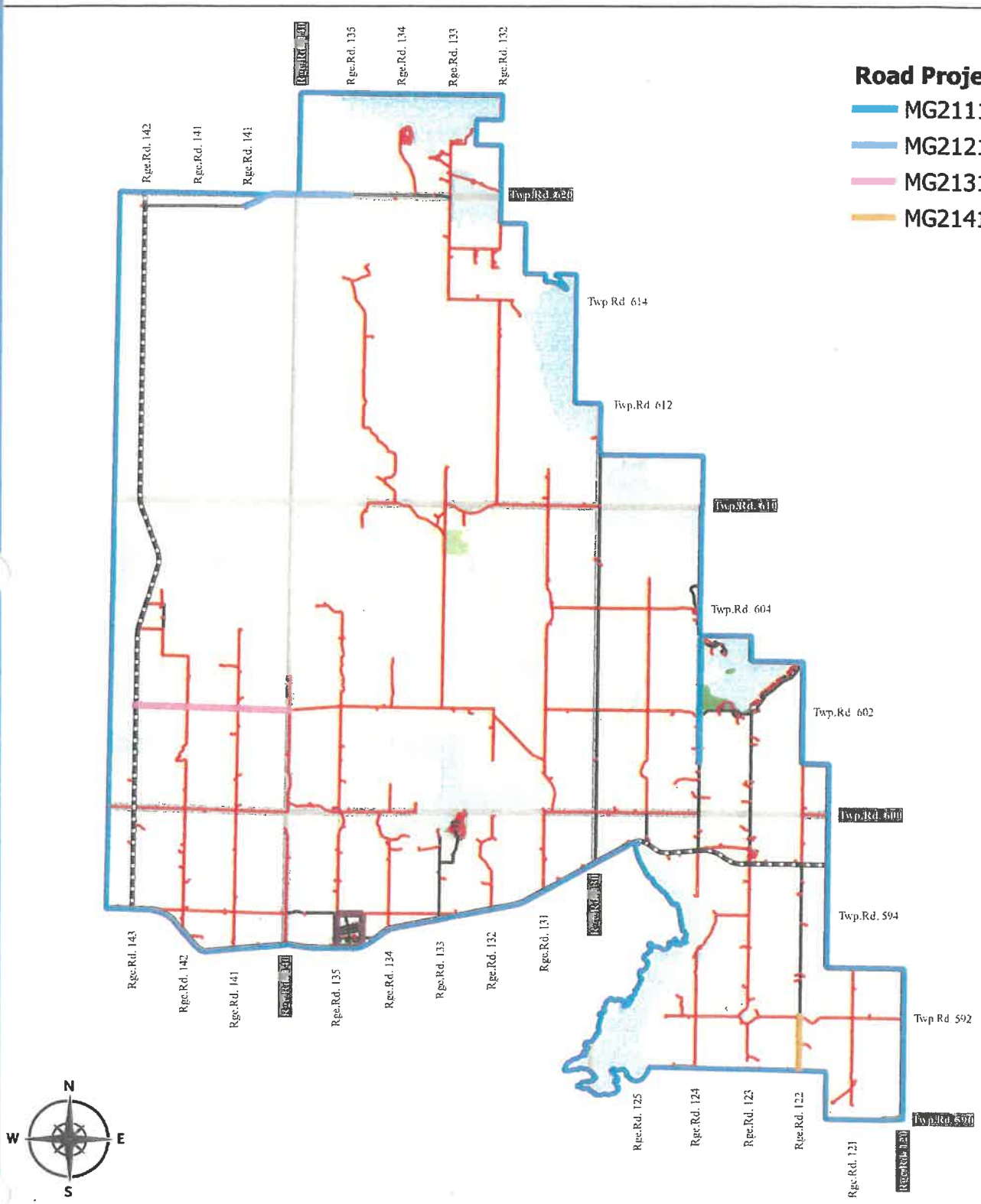
MG HAUL ROADS - PW57

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:							Unbudgeted- Cost of gravel only

Division One Projects 2021



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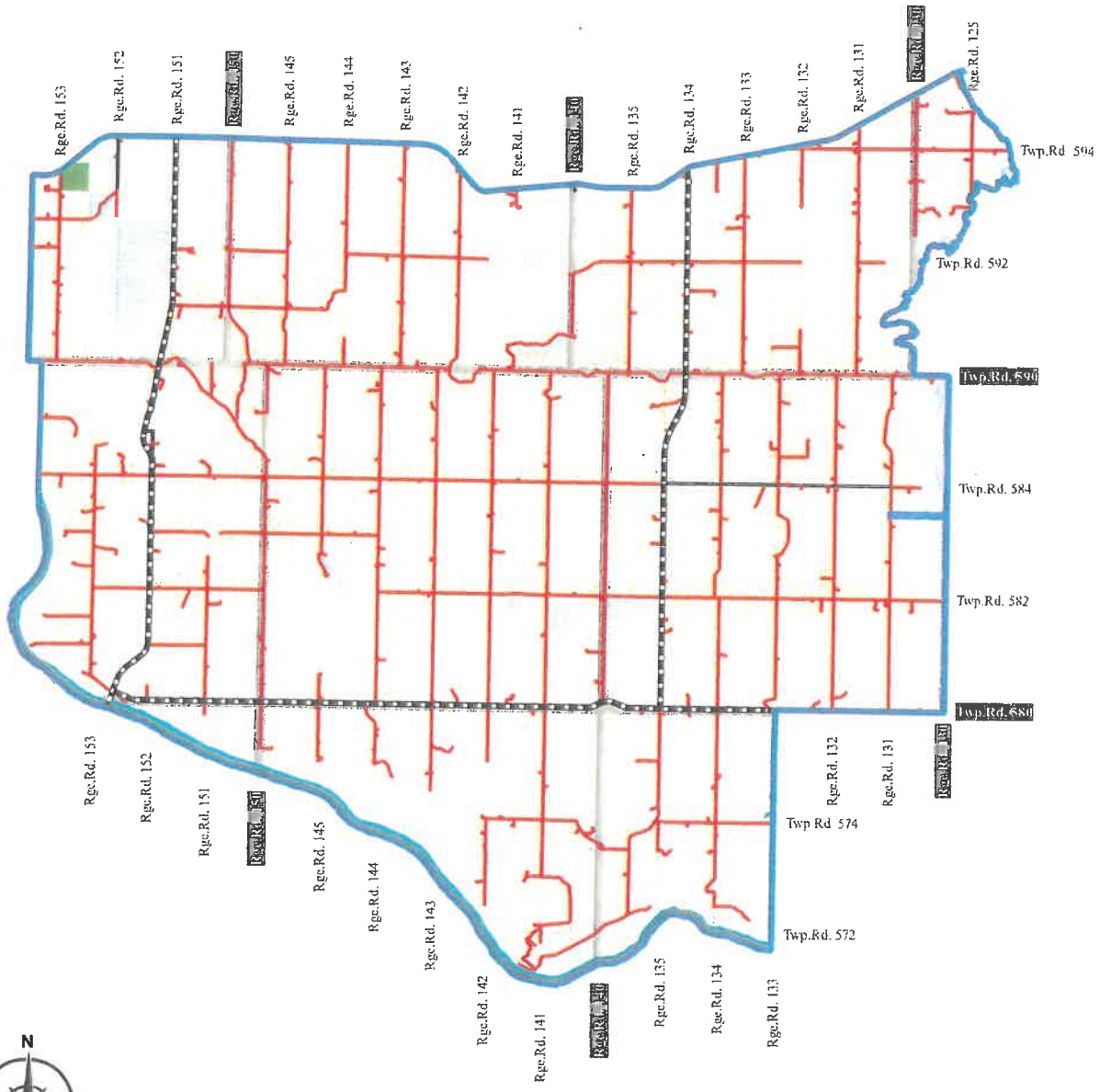
Division Two Projects 2021

Road Projects

C2112



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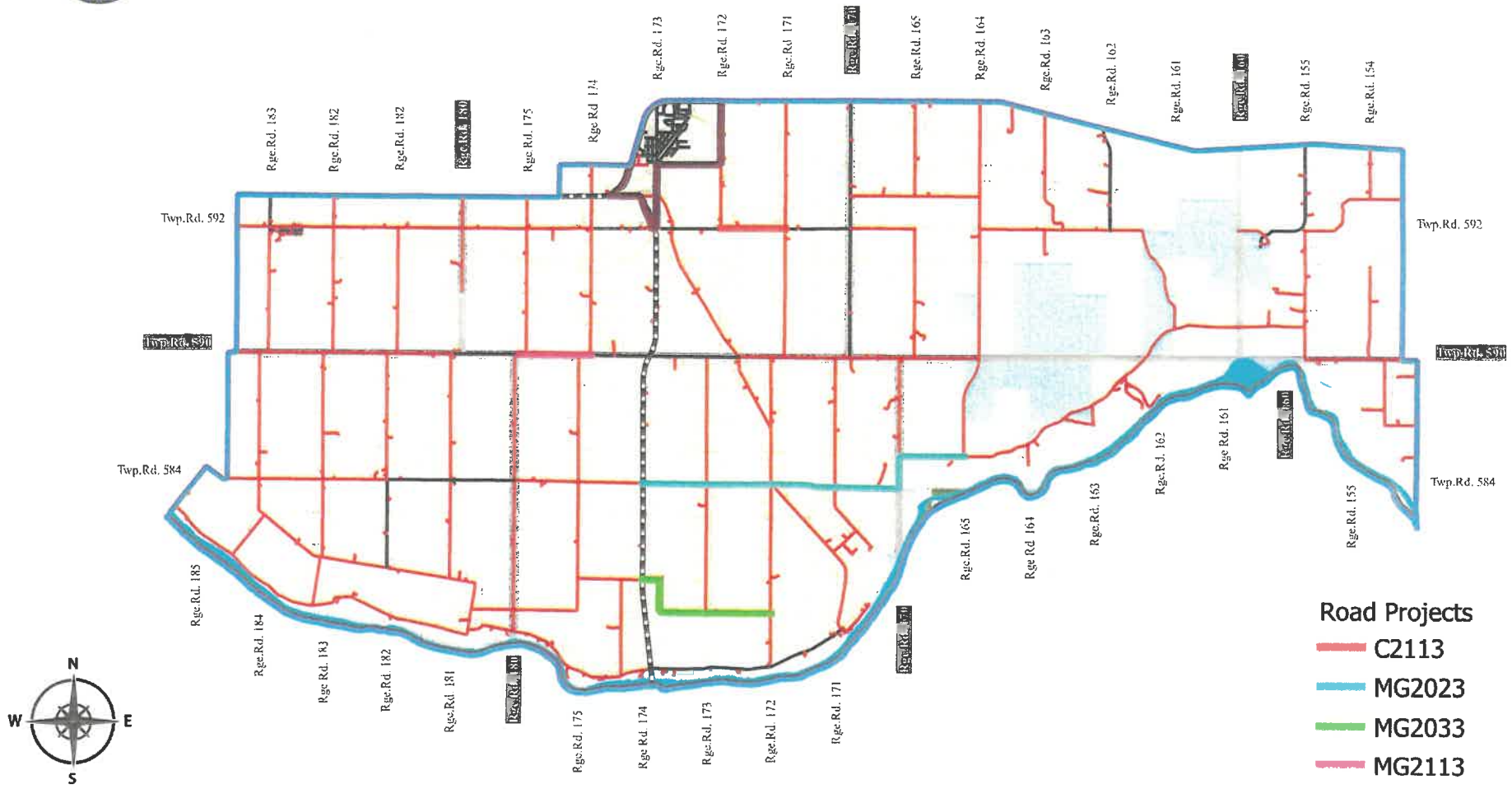

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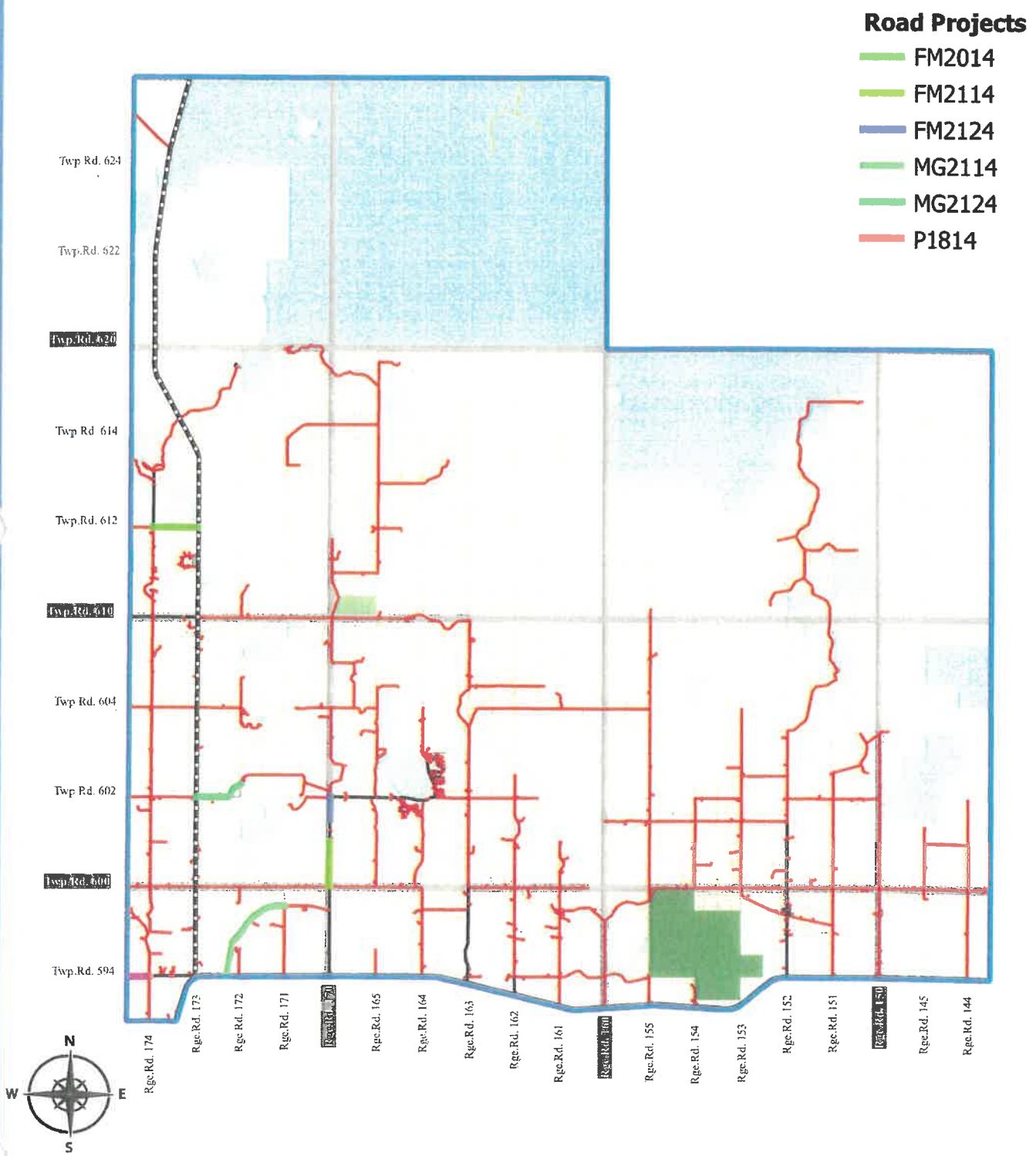
Division Four Projects 2021



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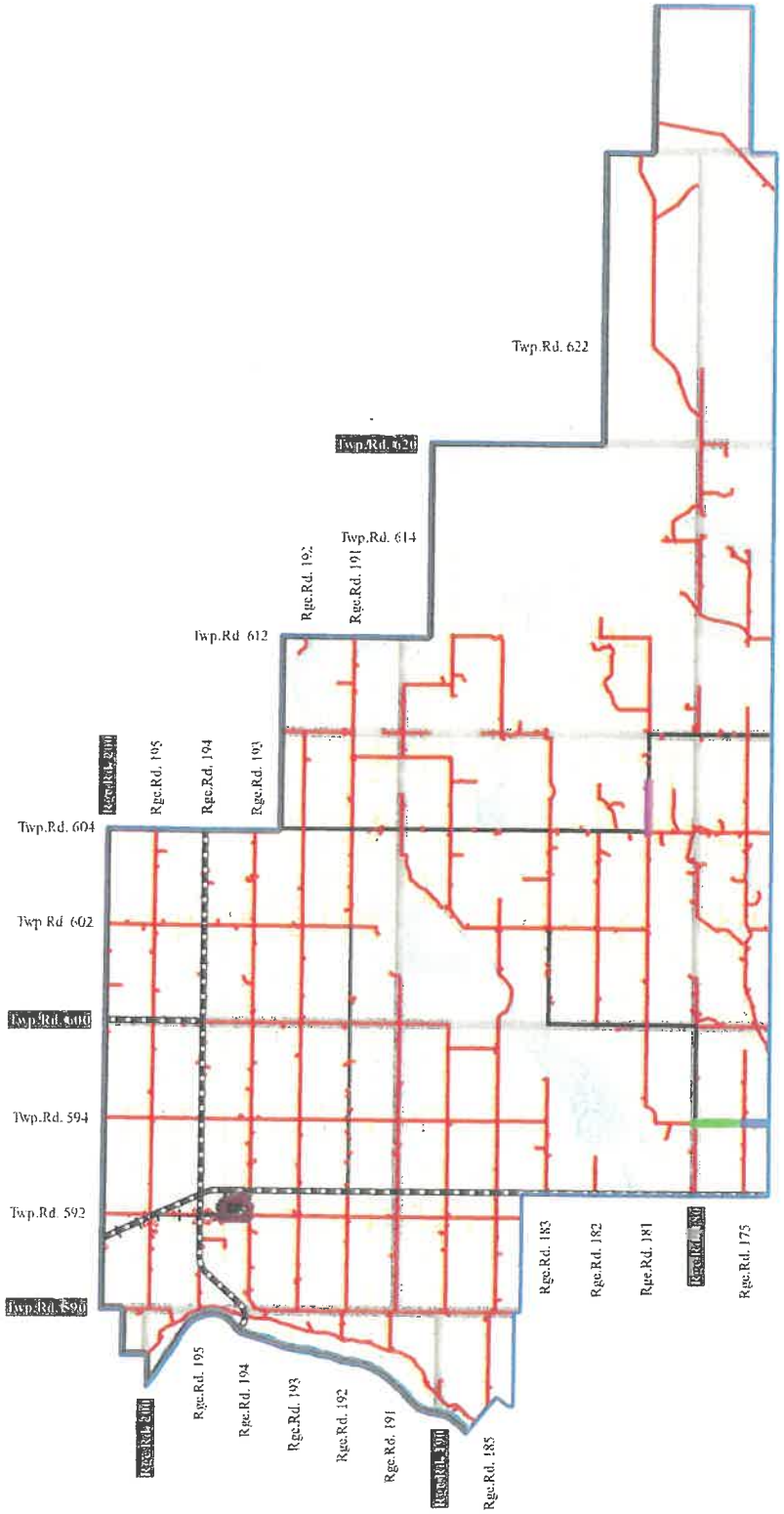
Division Five Projects 2021



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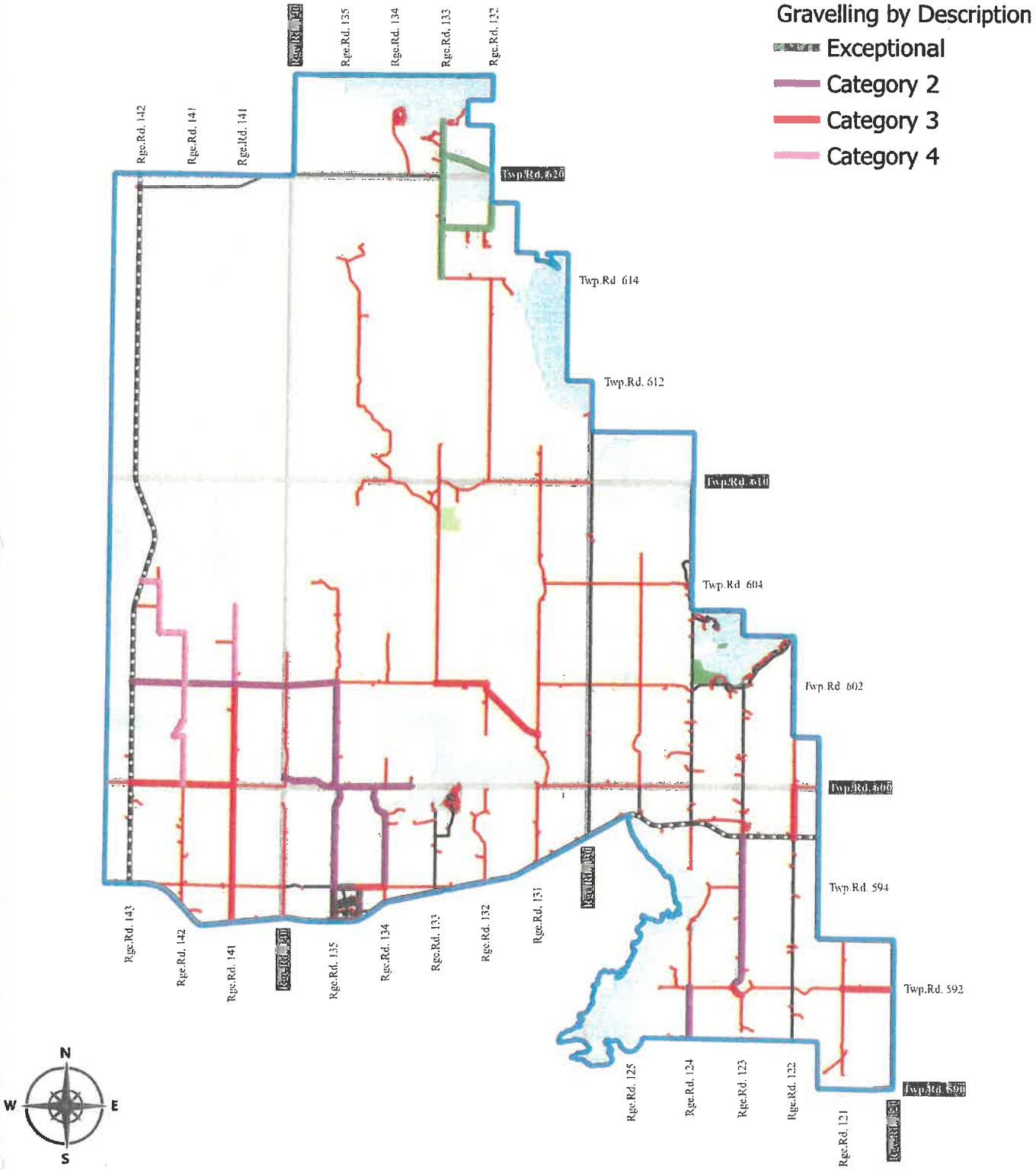
Division One Gravel 2021



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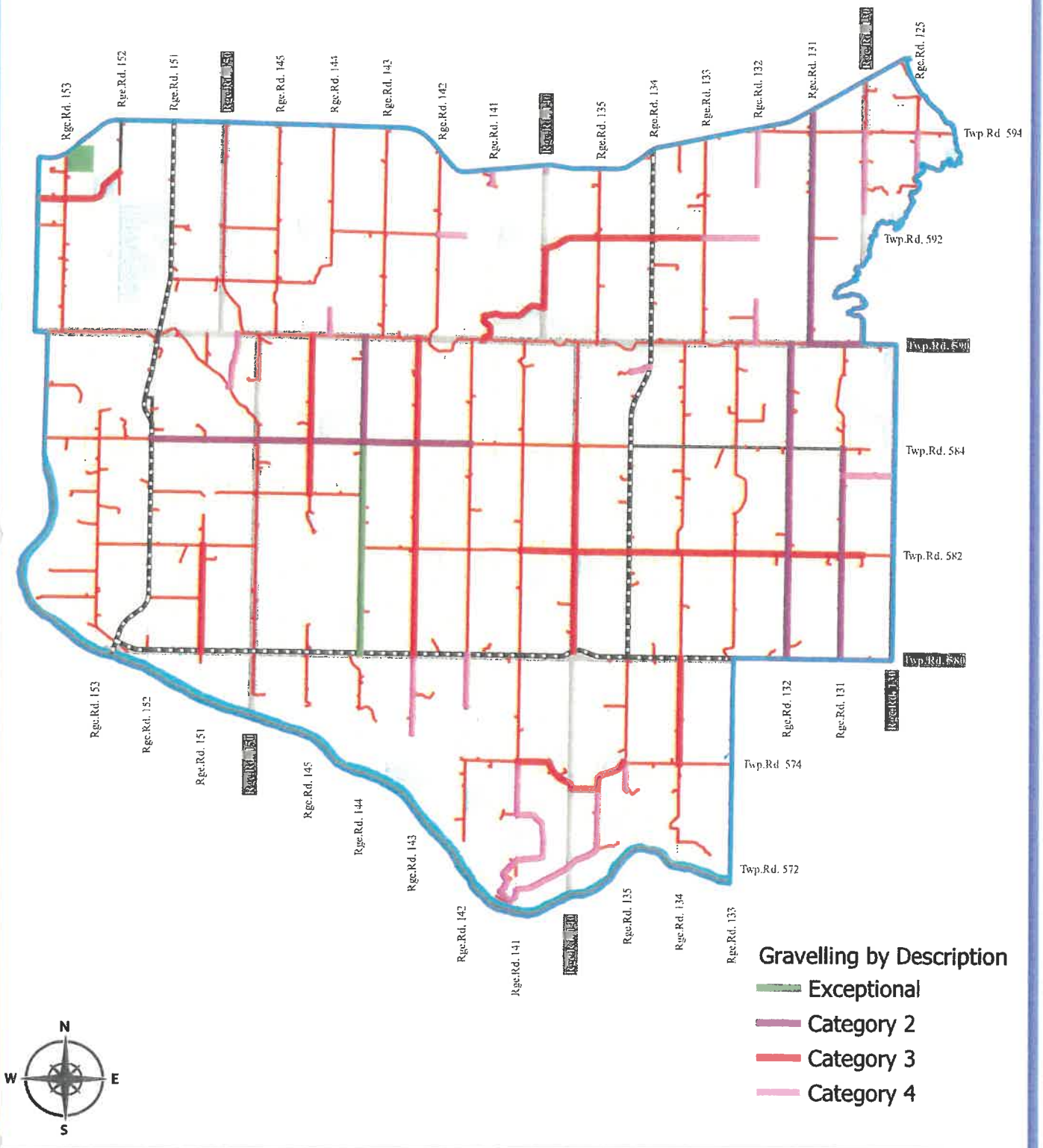
Division Two Gravel 2021



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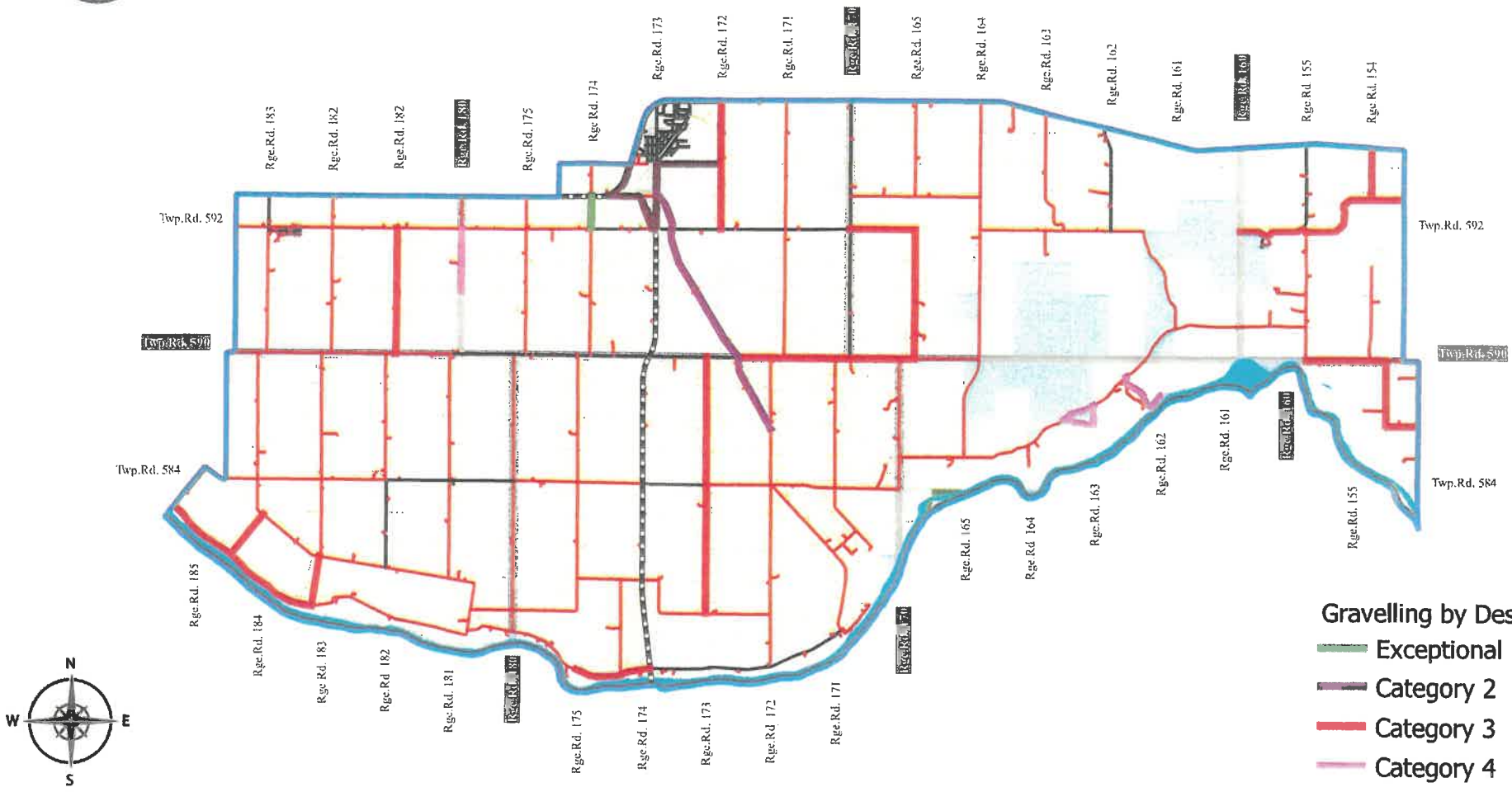
Division Three 2021 Gravel



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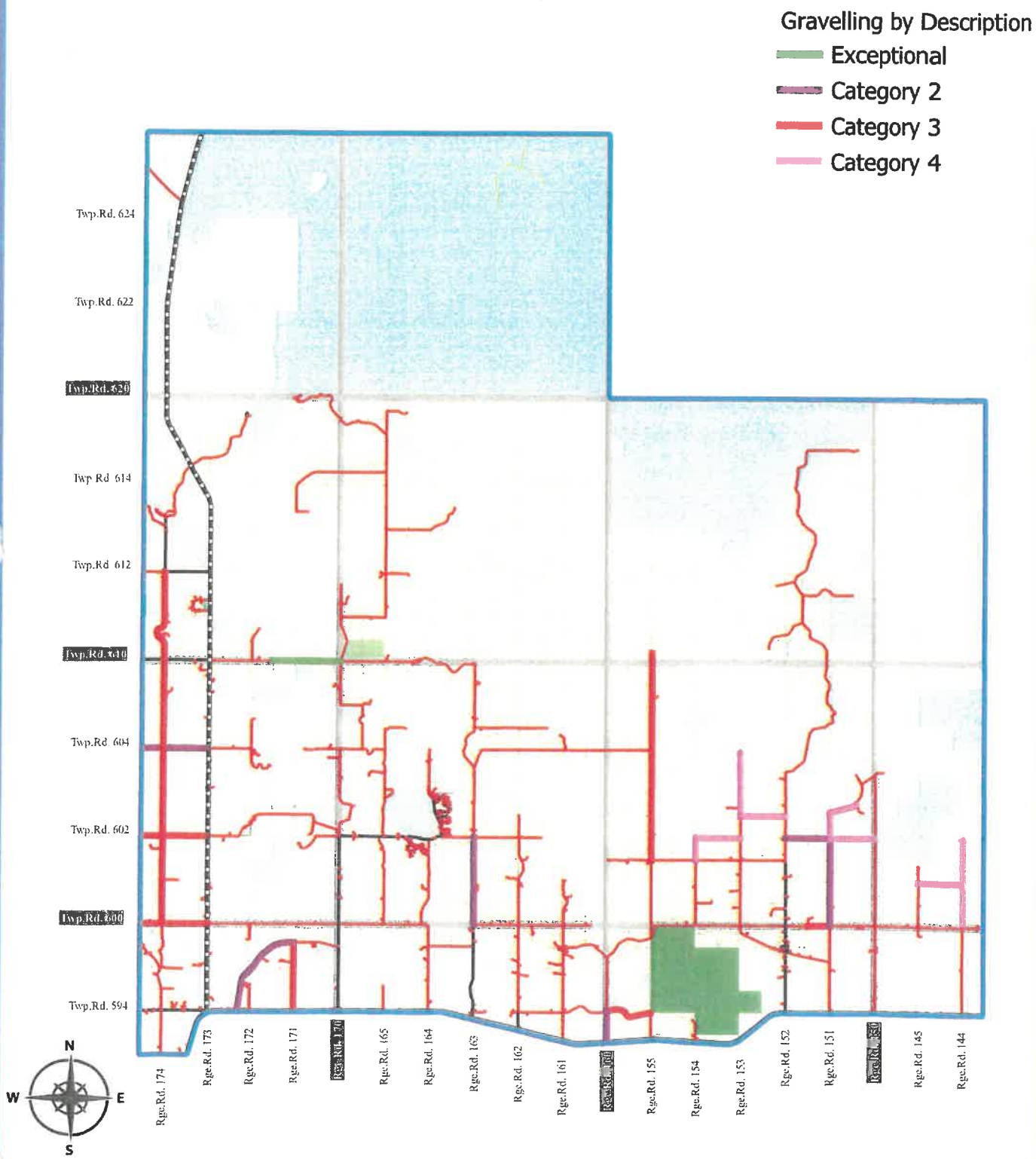
Division Four Gravel 2021



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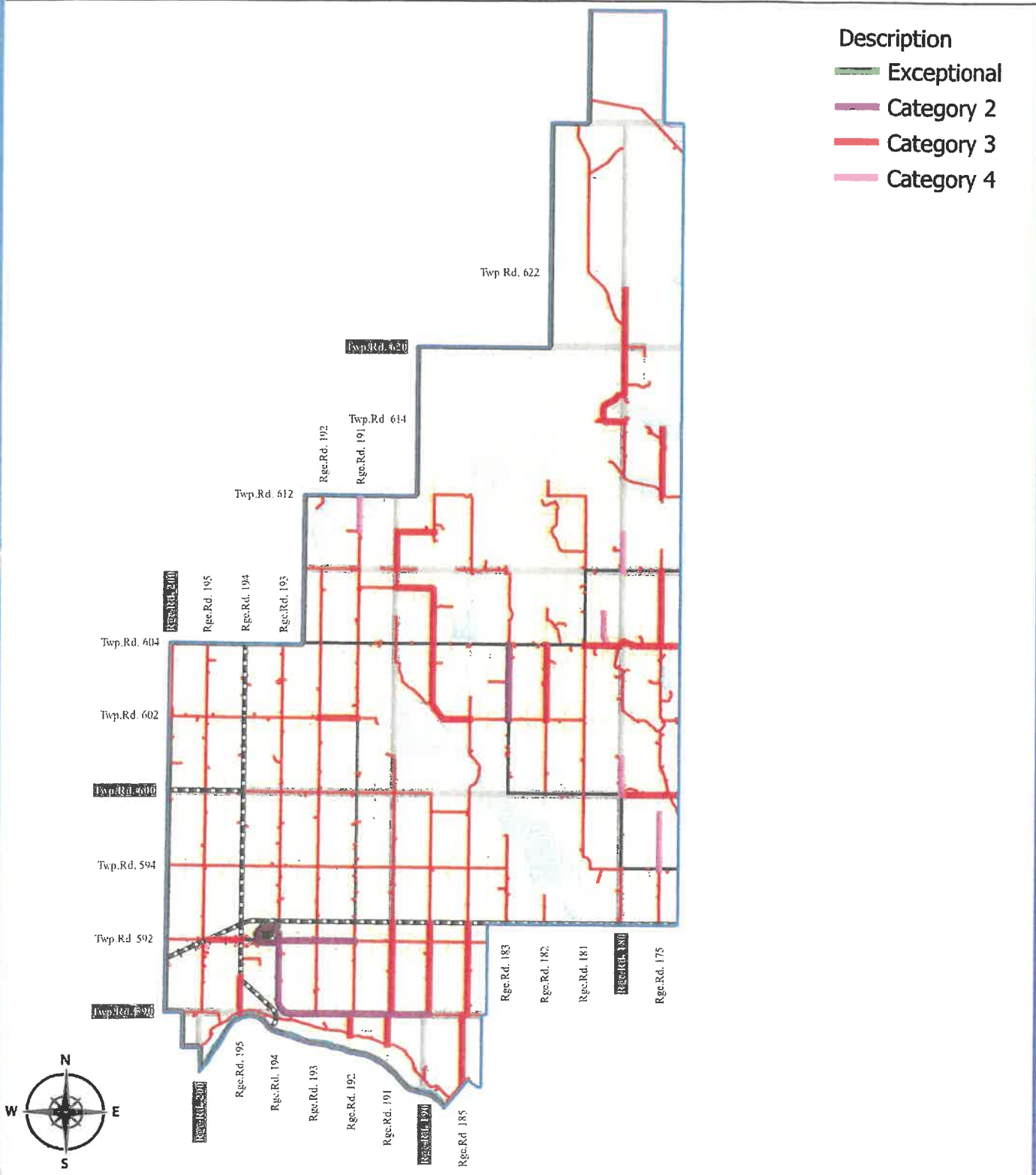
Division Five Gravel 2021



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2022 Road Projects

OIL TREATMENT / PAVING

Project Name	Code	# Days	Length	Res #'s	Estimate Costs	Actual Cost	Funding
RR 130 between Twp 603- Twp 604	P2211	2	1.0		$ 135,000.00		MSI/MO
Twp 590 between RR 174(n)- RR 180(s)	P1813	2	1.25		$ 150,000.00		MSI/MO
		4		Total	$ 285,000.00	$	

CHIP-SEAL

Project Name	Code	# Days	Length	Res #'s	Estimate Costs	Actual Cost	Funding
							MSI/MO
				Total		$	

REHABILITATION / BASE STABILIZATION

Project Name	Code	# Days	Length	Res #'s	Estimate Costs	Actual Cost	Funding
Twp 592 between RR 145- RR 150	R2212	2	1.0		$ 22,000.00		MSI/MO
Twp 592 between RR 142- RR 143	R2222	2	1.0		$ 22,000.00		MSI/MO
RR 155 between Twp 601A- Twp 610	R2614	6	4.5		$ 103,000.00		MSI/MO
Twp 594 between RR 194A- RR 200	R1425	2.5	1.5		$ 35,000.00		MSI/MO
RR 191 between Twp 602- Twp 604	R1525	3	2.0		$ 45,000.00		MSI/MO
Twp 602 between RR 195- RR 200	R2215	1.5	1.0		$ 22,000.00		MSI/MO
Twp 620 between RR 141- RR 142	MG2211	2	1.0		$ 25,000.00		MSI/MO
RR 144 between Twp 585- Hwy 652	MG2212	7	5.0		$ 70,000.00		MSI/MO
Twp 592 between RR 183- RR 182A	MG2213	1	0.5		$ 10,000.00		MSI/MO
Twp 590 between Hwy 855- RR 170	MG2233	5	3.25		$ 60,000.00		MSI/MO
Twp 600 between RR 181- RR 182	MG2215	2	1.0		$ 25,000.00		MSI/MO
		34		Total	$ 439,000.00	$	

CONSTRUCTION

Project Name	Code	# Days	Length		Estimate Costs	Actual Cost	Funding
Twp 590 between RR 150(s)- RR 150A	C2212	7	0.5		$ 60,000.00		MSI/MO
Twp 590 between RR 154(s)- RR 154A	C2222	4	0.25		$ 15,000.00		MSI/MO
RR 200 between Twp 592- Twp 593	C1715	12	1.0		$ 130,000.00		MSI/MO
Twp 592 between RR 200- RR 195A	C2215	6	0.5		$ 50,000.00		MSI/MO
		29		Total	$ 255,000.00	$	

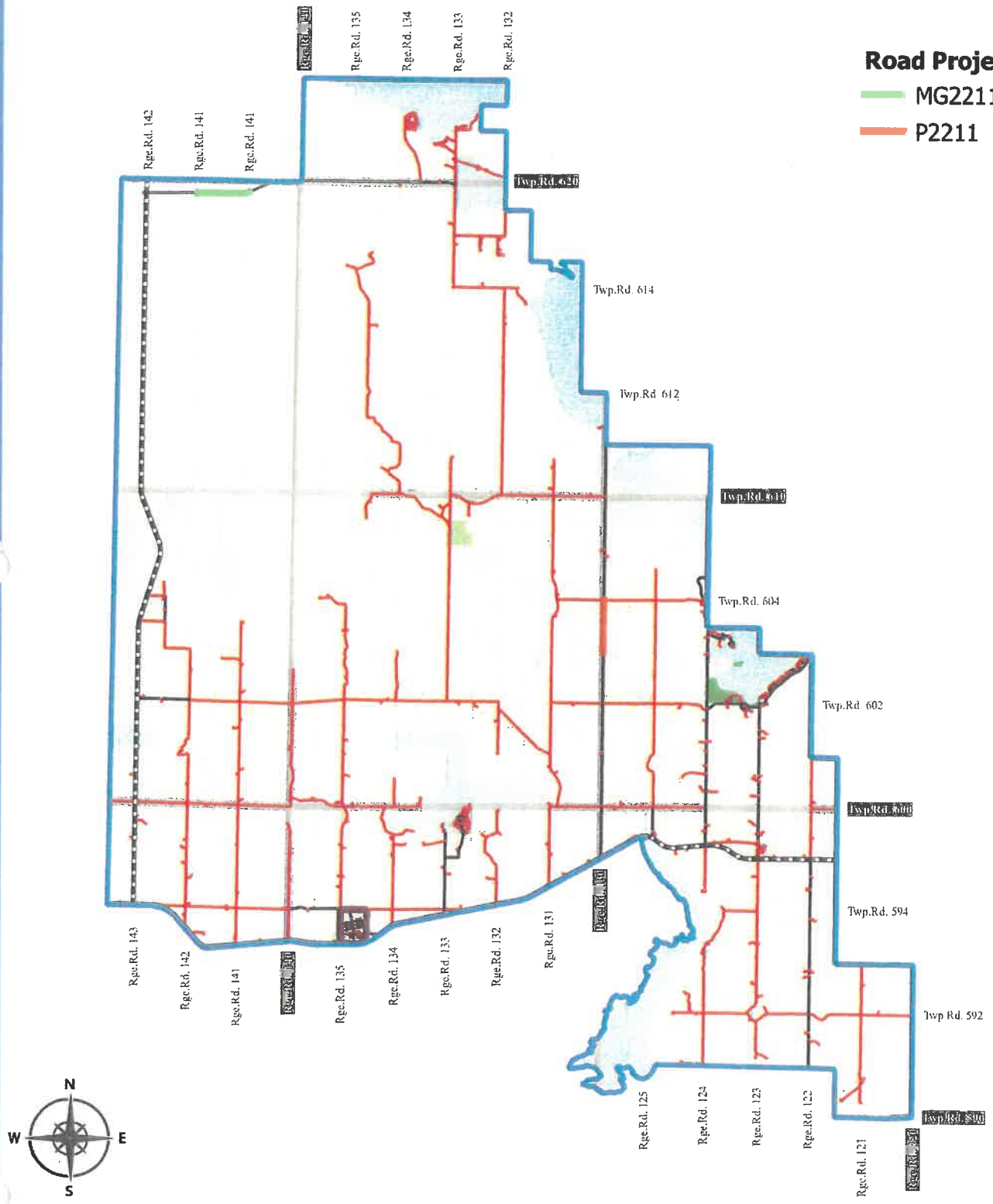
MG HAUL ROADS - PW57

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	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
908.0 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

Division One Projects 2022



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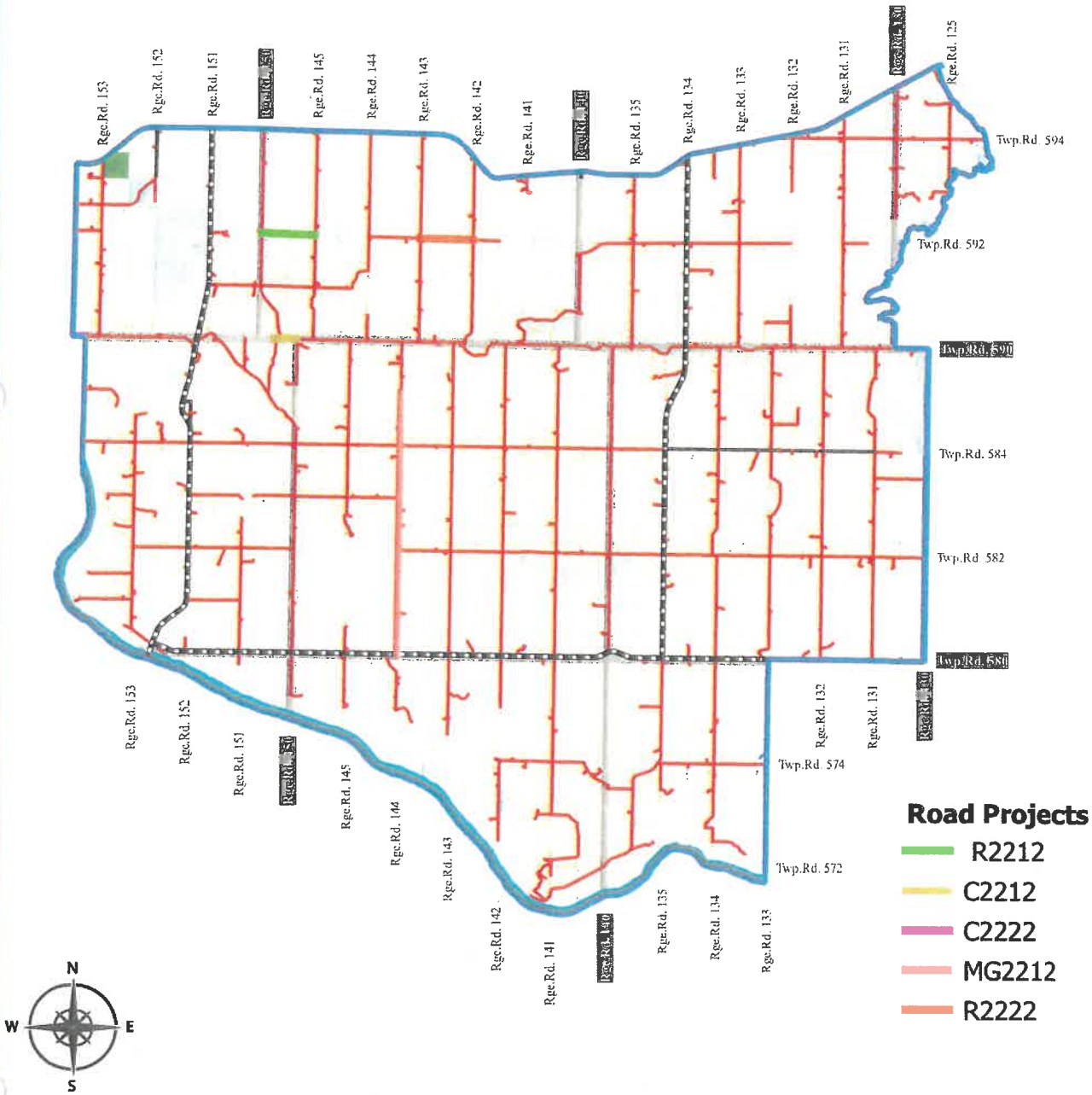

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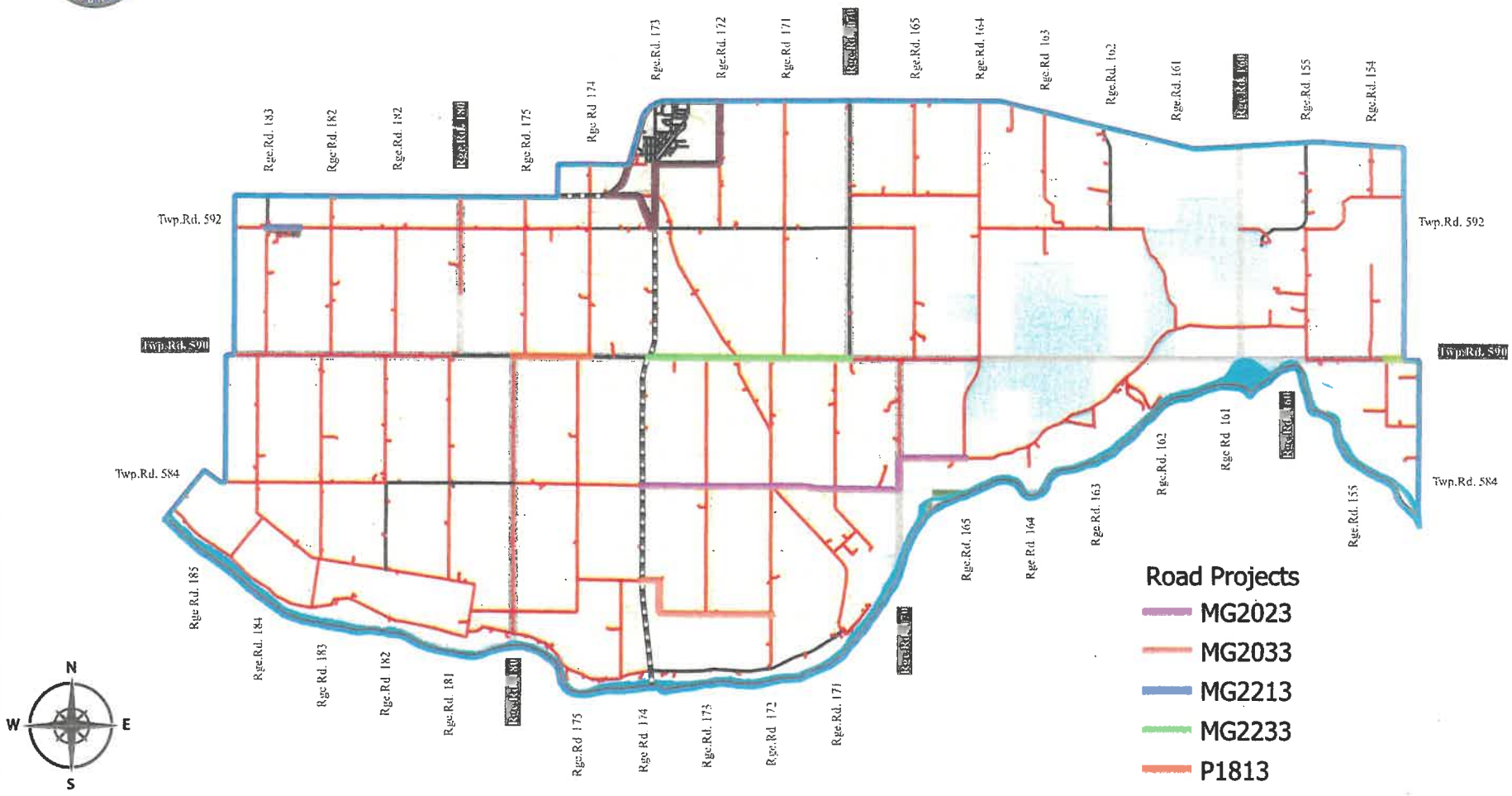

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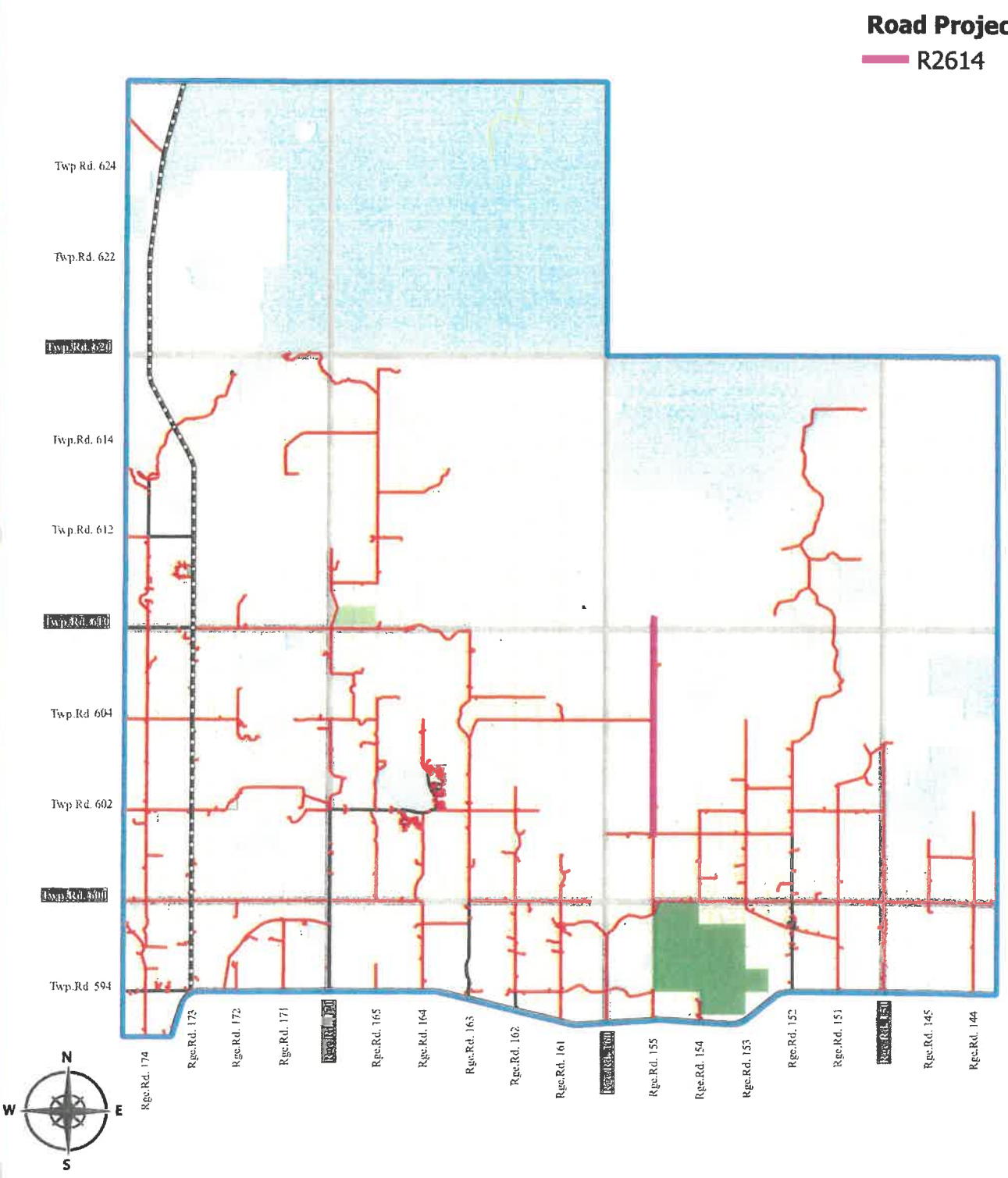

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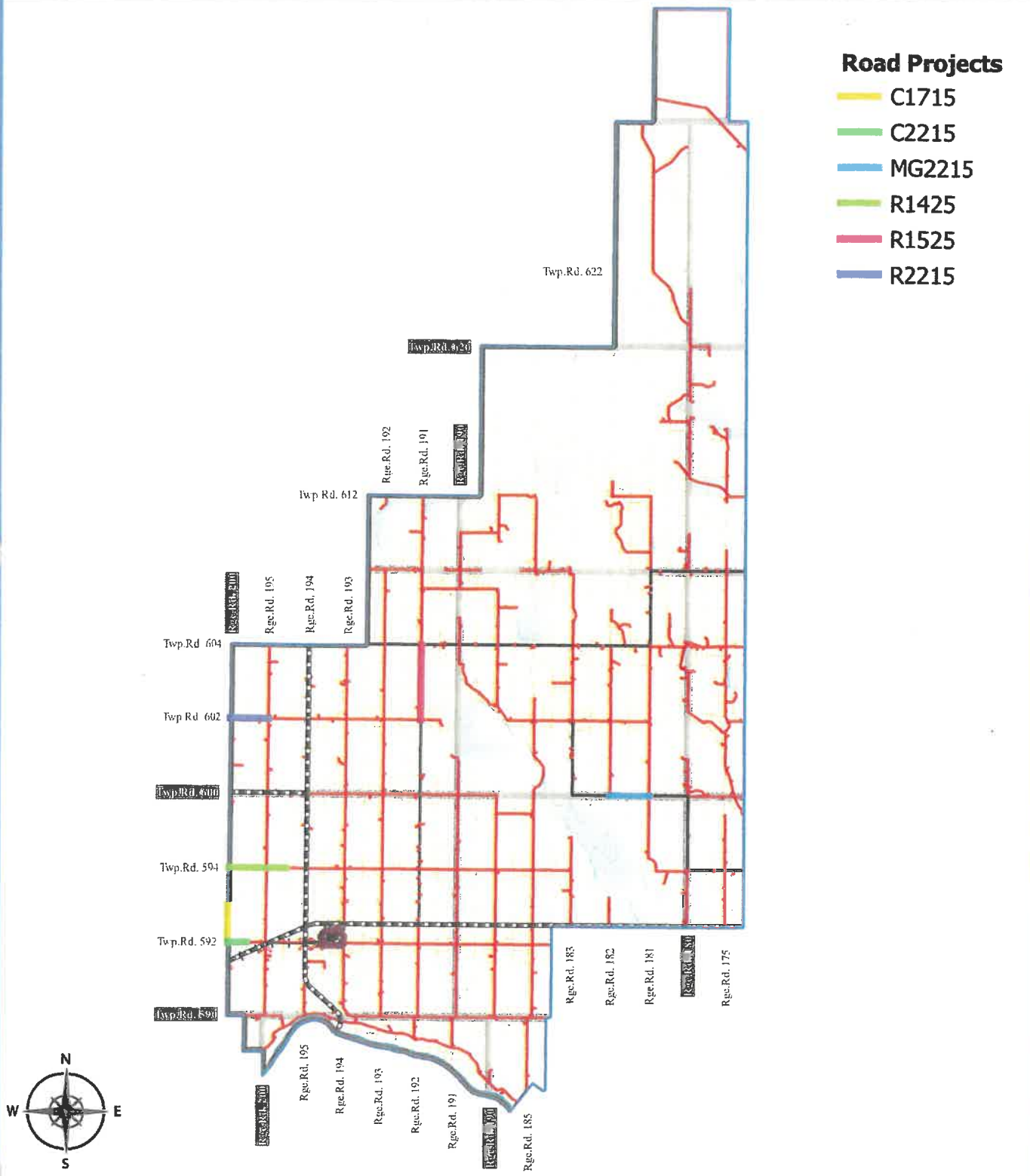

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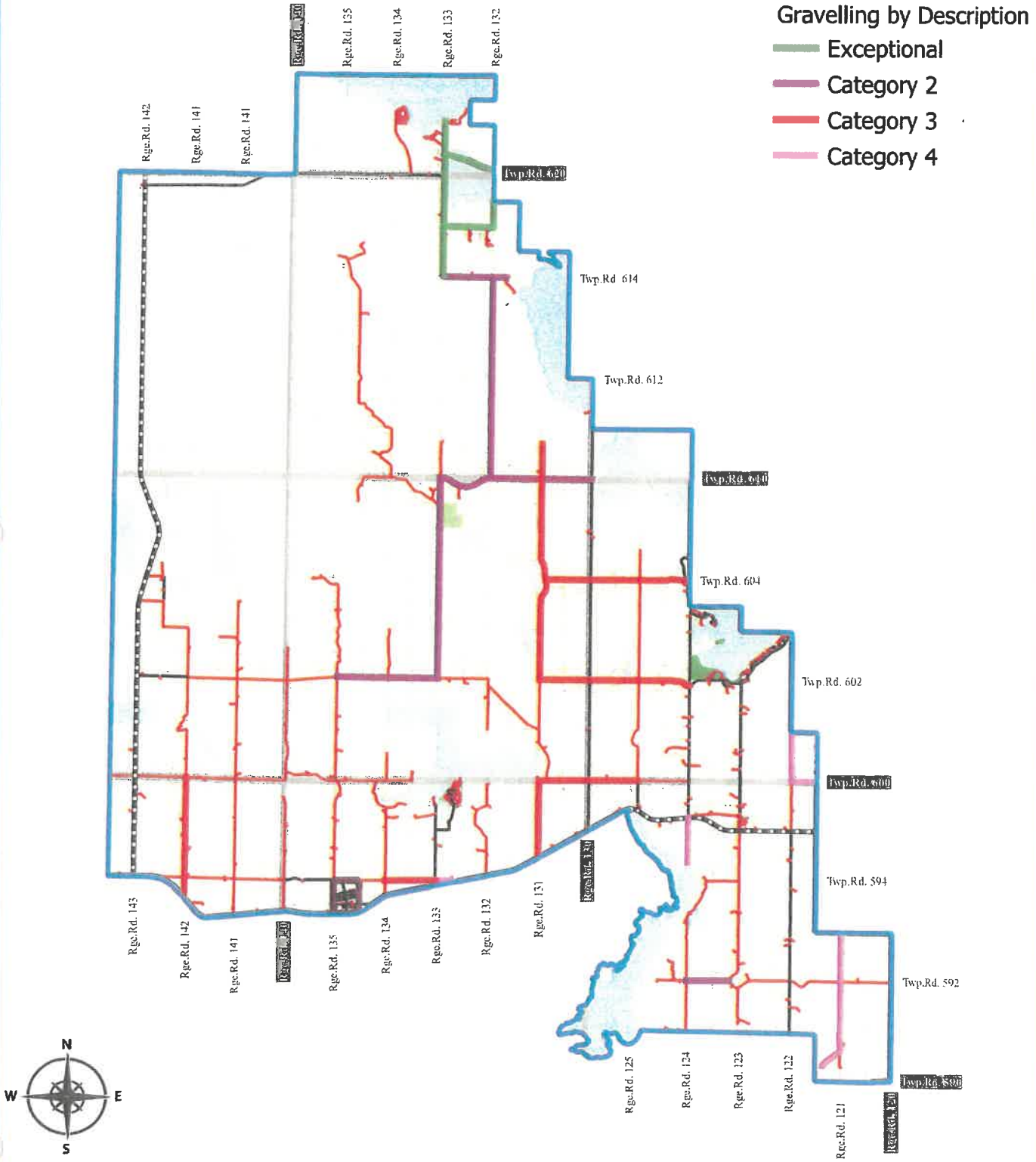

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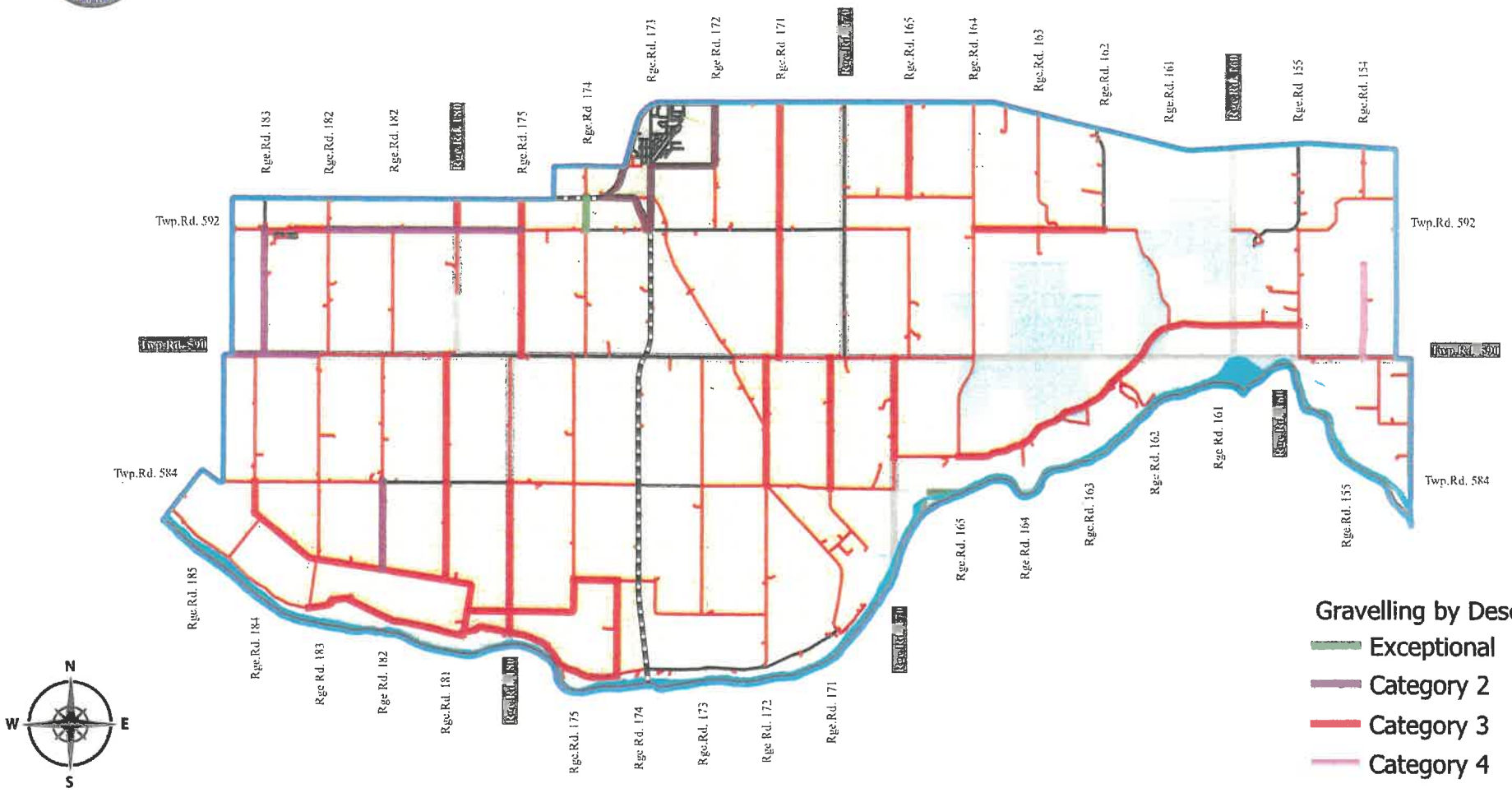

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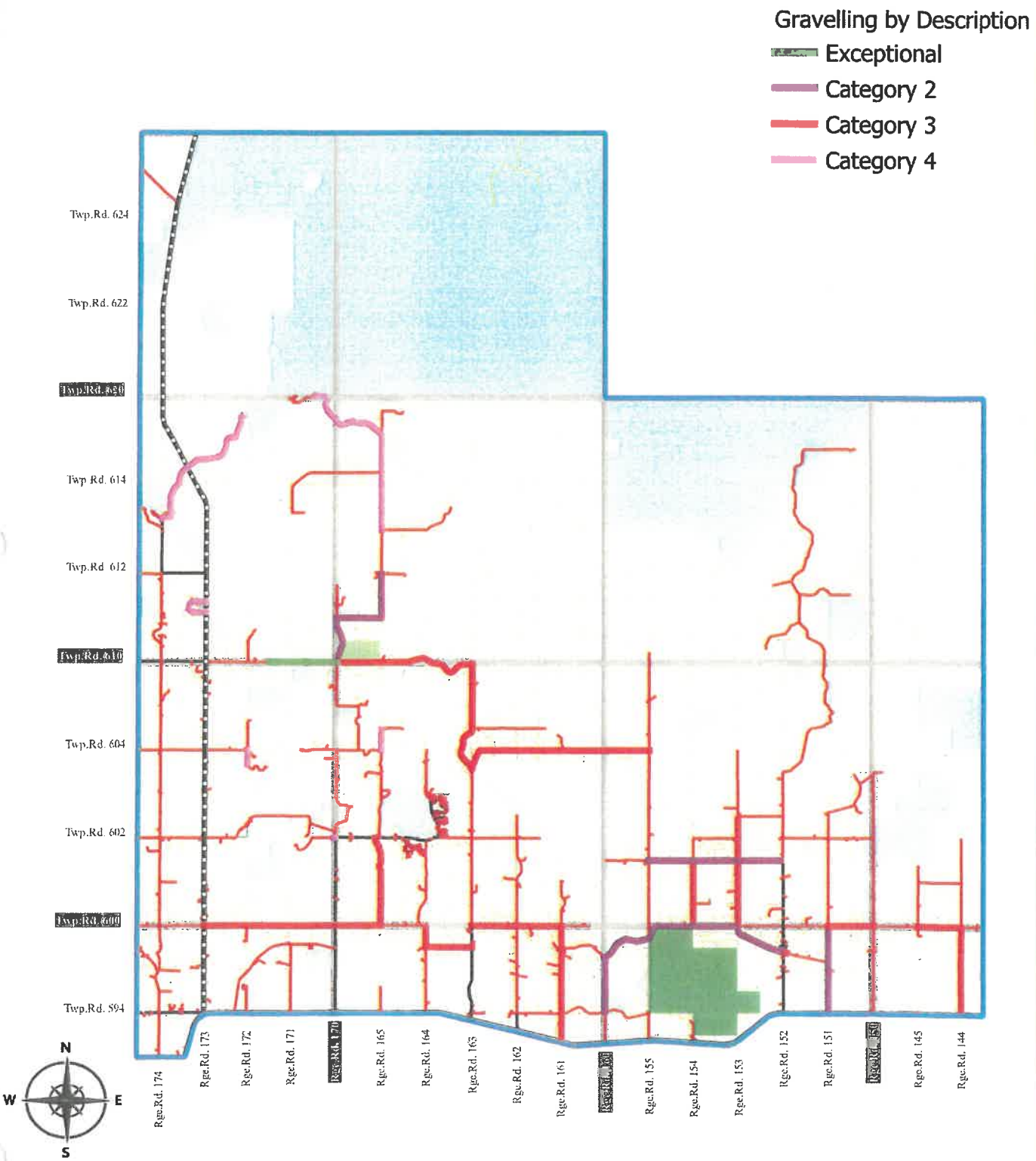

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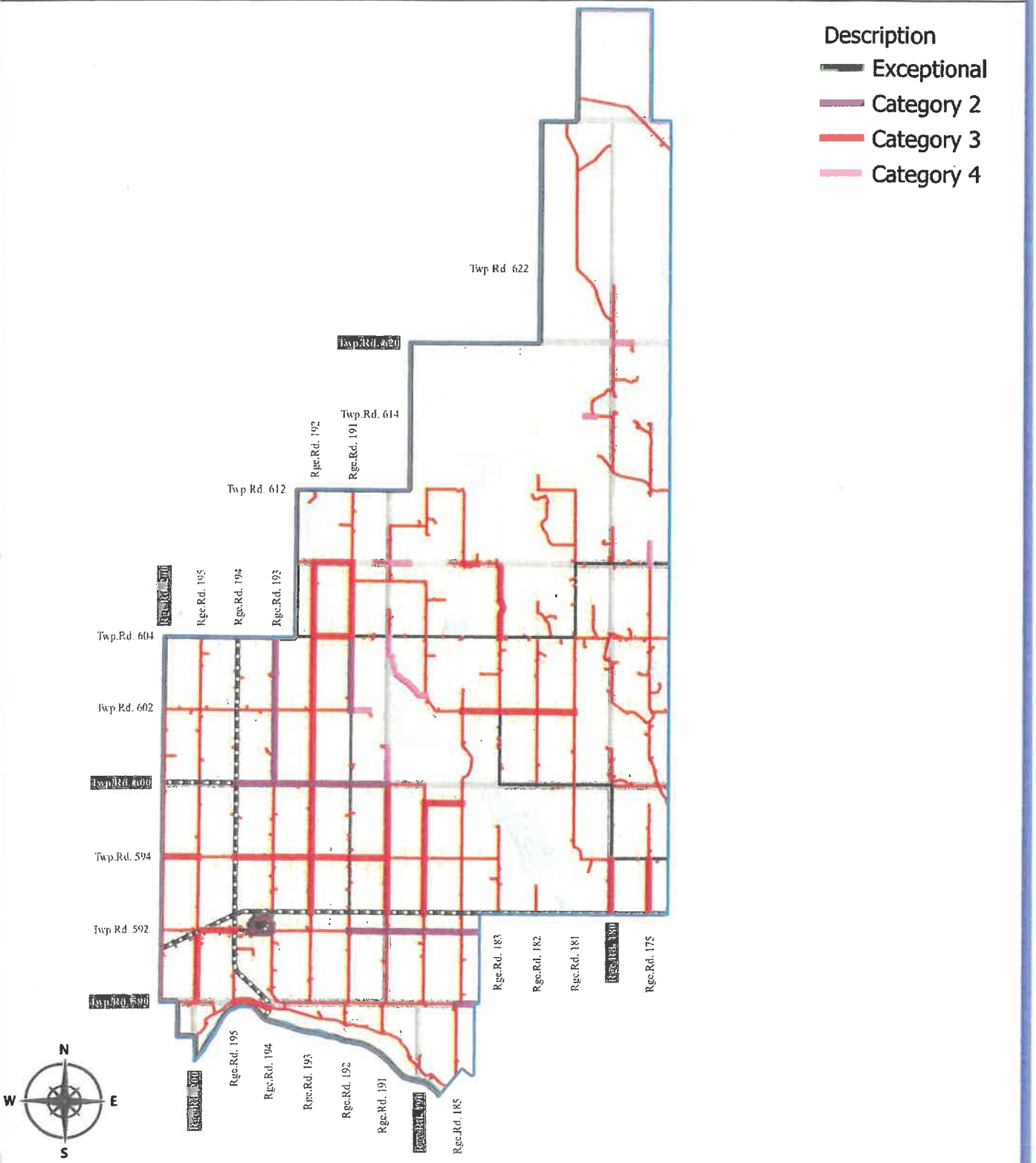

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2023 Road Projects

OIL TREATMENT / PAVING

Project Name	Code	# Days	Length	Res #'s	Estimate Costs	Actual Cost	Funding
RR 130 between Twp 604- Twp 610	P2311	4	2.0		$ 270,000.00		MSI/MO
Victoria Tr. between RR 171A- RR 172	P2313	2	0.5		$ 65,000.00		MSI/MO
		6		Total	$ 335,000.00	$	

CHIP-SEAL

Project Name	Code	# Days	Length	Res #'s	Estimate Costs	Actual Cost	Funding
							MSI/MO
				Total		$	

REHABILITATION / BASE STABILIZATION

Project Name	Code	# Days	Length	Res #'s	Estimate Costs	Actual Cost	Funding
Victoria Tr. between RR 171A- RR 172	R2313	2	0.5		$ 10,000.00		MSI/MO
Twp 584 between Hwy 859- RR 144	MG2322	6	4.0		$ 80,000.00		MSI/MO
RR 173 between Twp 584- Twp 583A	MG2313	1	0.5		$ 10,000.00		MSI/MO
RR 170 between Twp 590- Twp 592A	MG2323	4	2.5		$ 55,000.00		MSI/MO
Twp 612 between RR 174- RR 174A	MG2314	1	0.5		$ 13,000.00		MSI/MO
RR 180 between Twp 594- Twp 594A	MG2315	1	0.5		$ 15,000.00		MSI/MO
Twp 612 between RR 174A- RR 180	MG2325	2	1.5		$ 35,000.00		MSI/MO
RR 180 between Twp 612A- Twp 614	MG2335	3	1.5		$ 35,000.00		MSI/MO
RR 181 between Twp 604- Twp 605	MG2345	2	1.0		$ 25,000.00		MSI/MO
		22		Total	$ 278,000.00	$	

CONSTRUCTION

Project Name	Code	# Days	Length		Estimate Costs	Actual Cost	Funding
Twp 600 between RR 170- RR 171A	C2314	18	1.5		$ 210,000.00		MSI/MO
		18		Total	$ 210,000.00	$	

MG HAUL ROADS - PW57

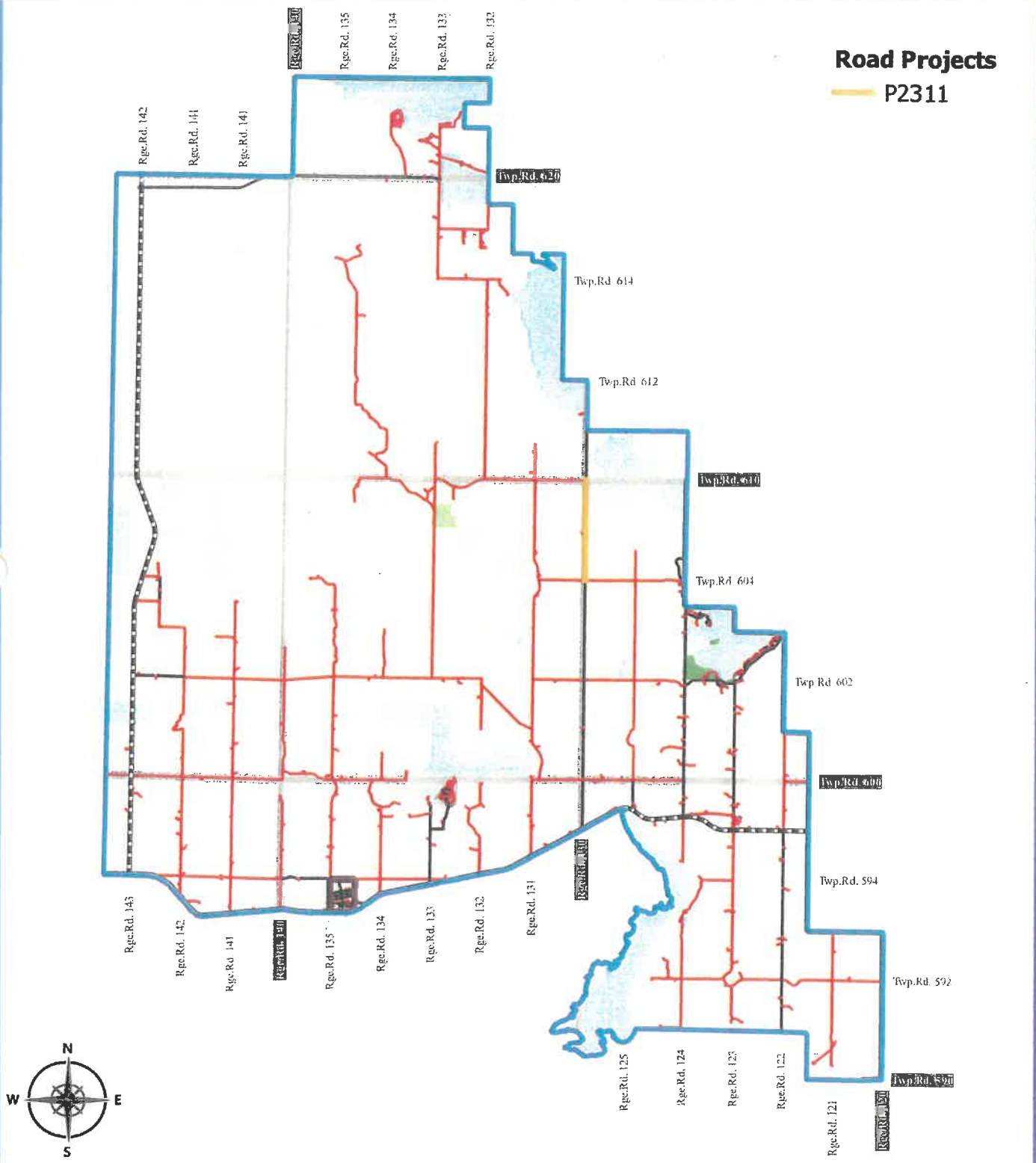
Project Name	Code	# Days	Length/ miles		Estimate Costs	Actual Cost	Funding
Twp 584 between Hwy 855- RR 165	MG2023	4	5.5		$ 121,000.00		Aggregate Reserve
Twp 582A & 582 between Hwy 855- RR 172A	MG2033	3	2.0		$ 44,000.00		Aggregate Reserve
		7		Total	$ 165,000.00	$	

GRAVELLING

Miles per Division	Code	Recommended miles	Recommended Gravel	Estimate Costs	Actual Gravel	Actual Cost	Funding
144.0	PW45	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:							Unbudgeted- Cost of gravel only

Five-Year Road Plan: Year 2020-2025

Division One Projects 2023



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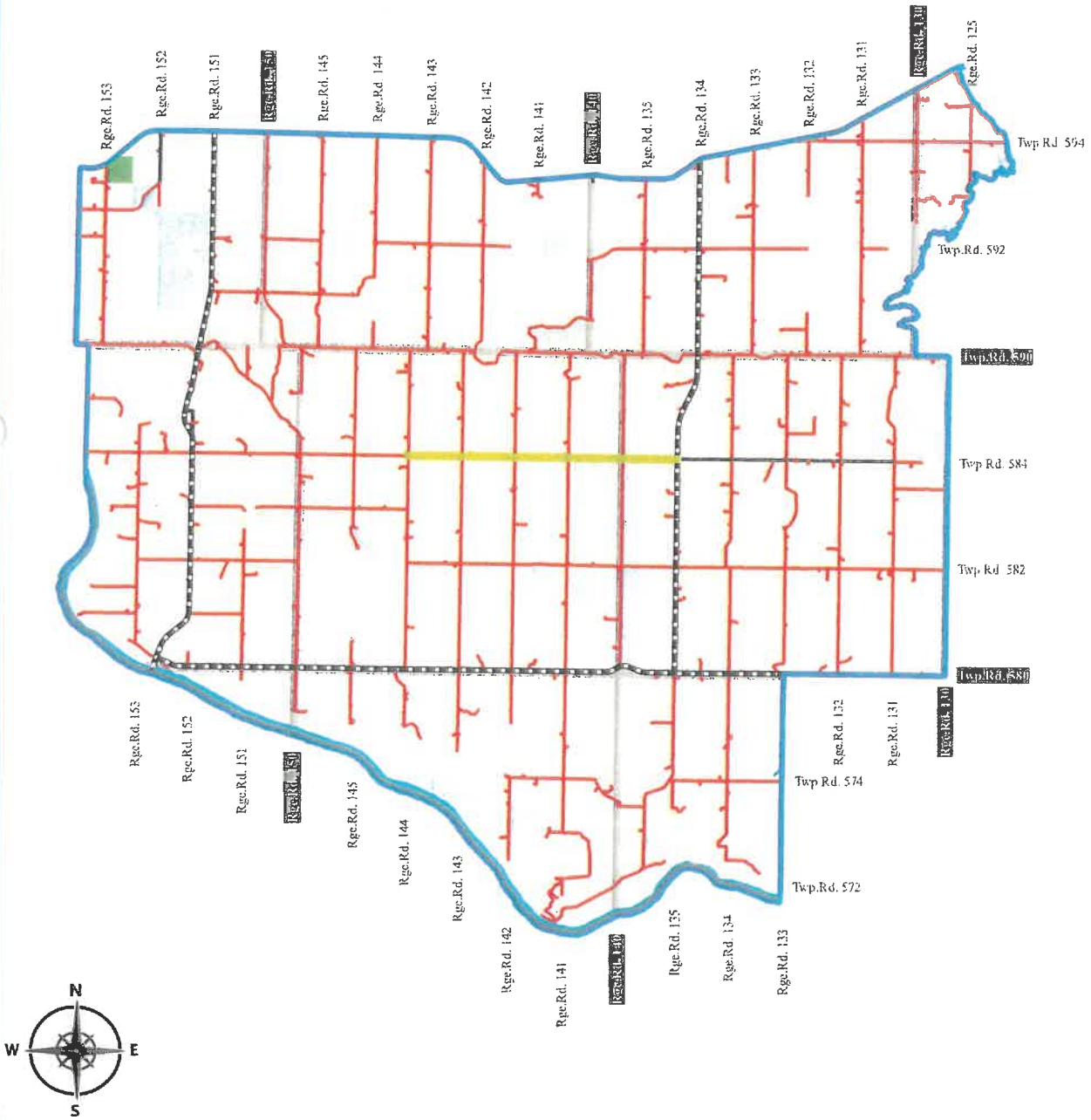

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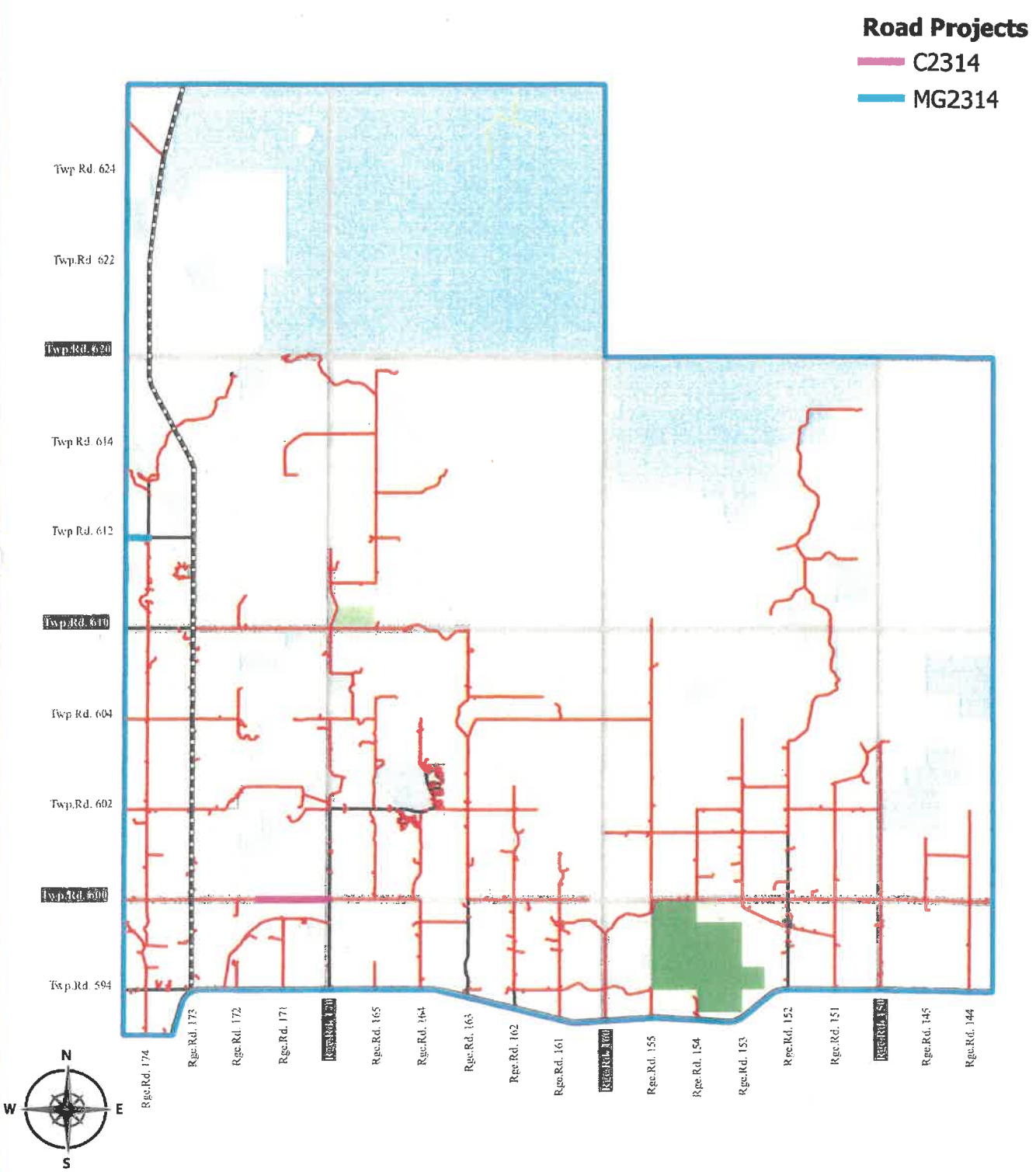

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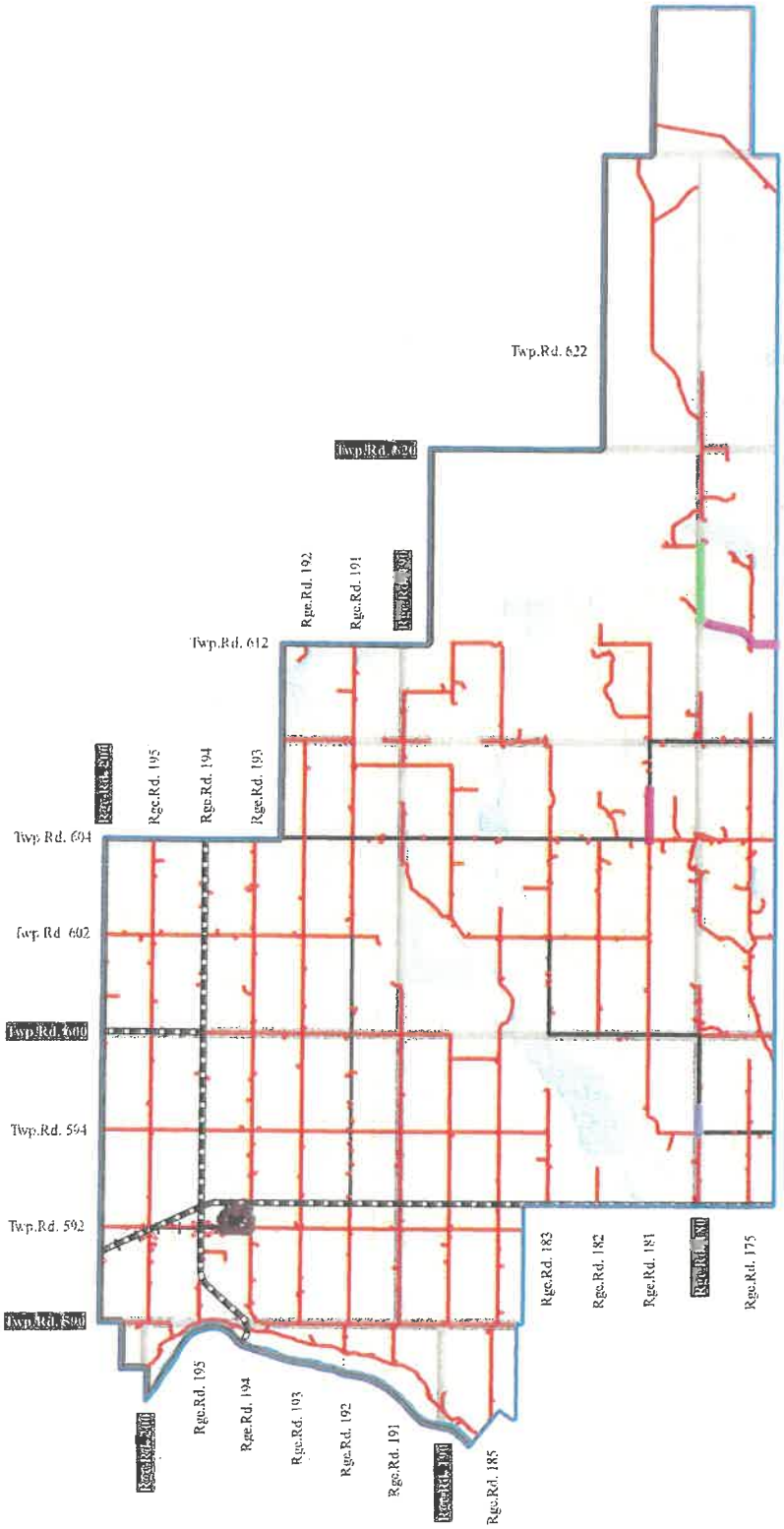

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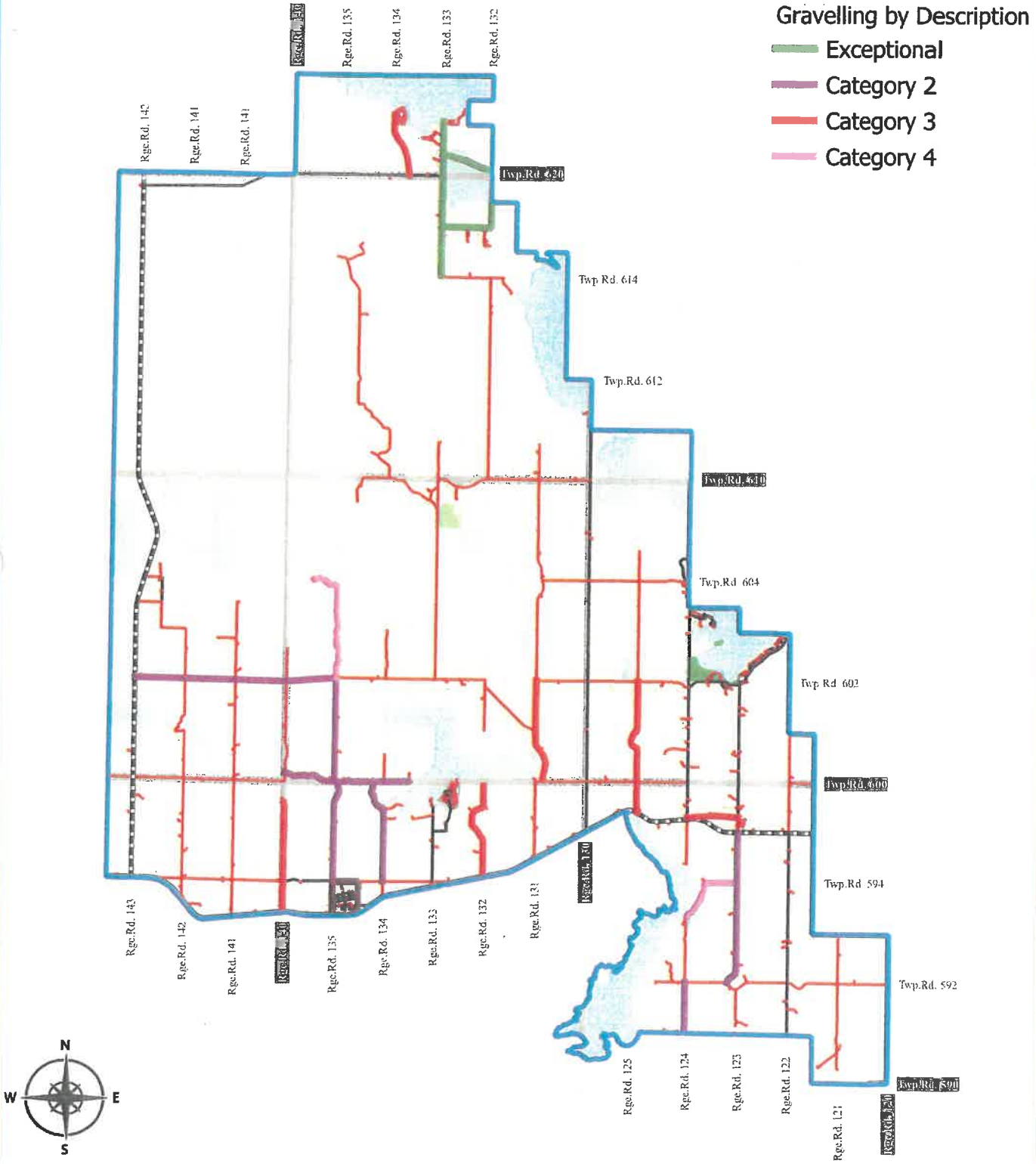

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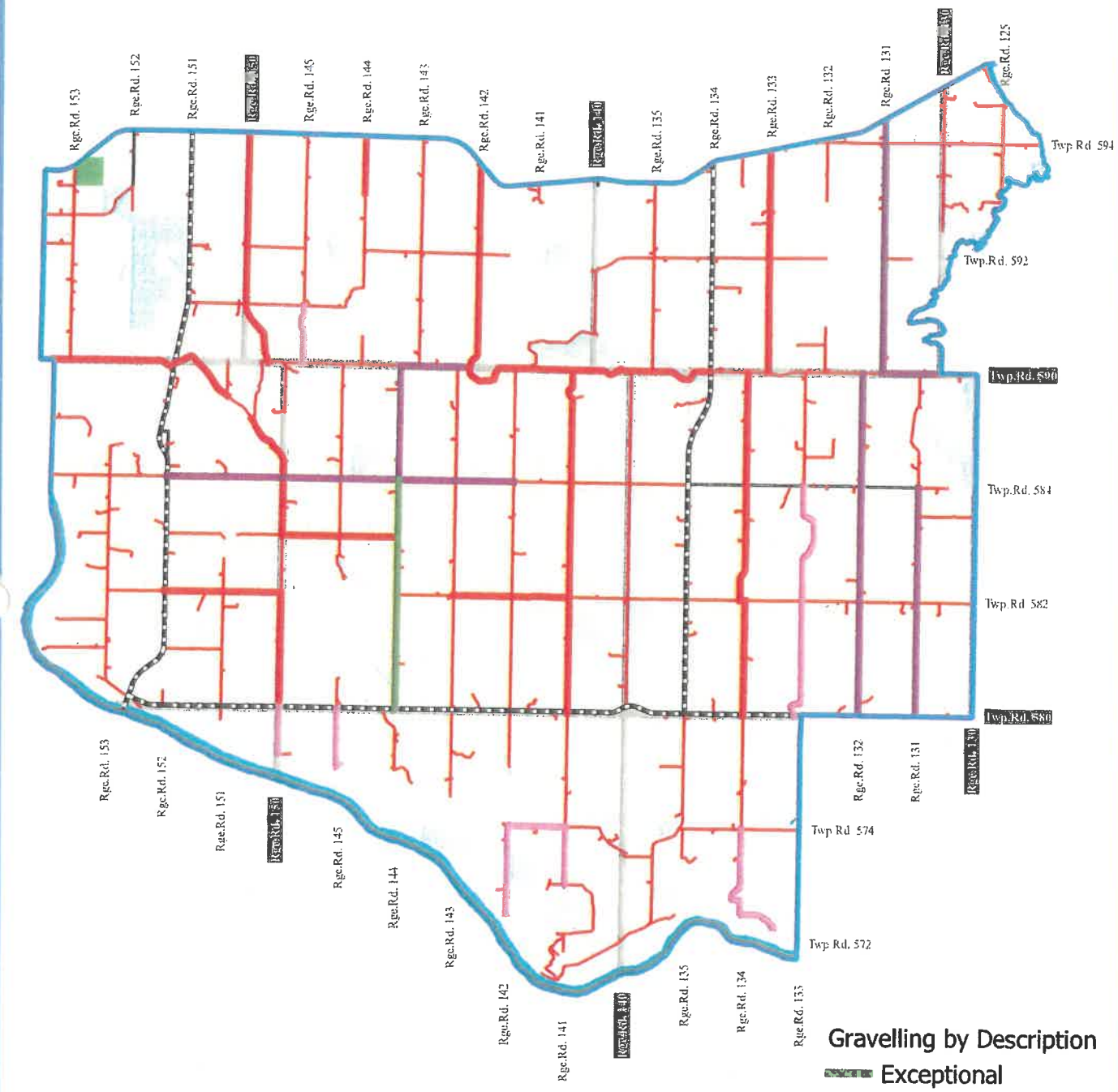

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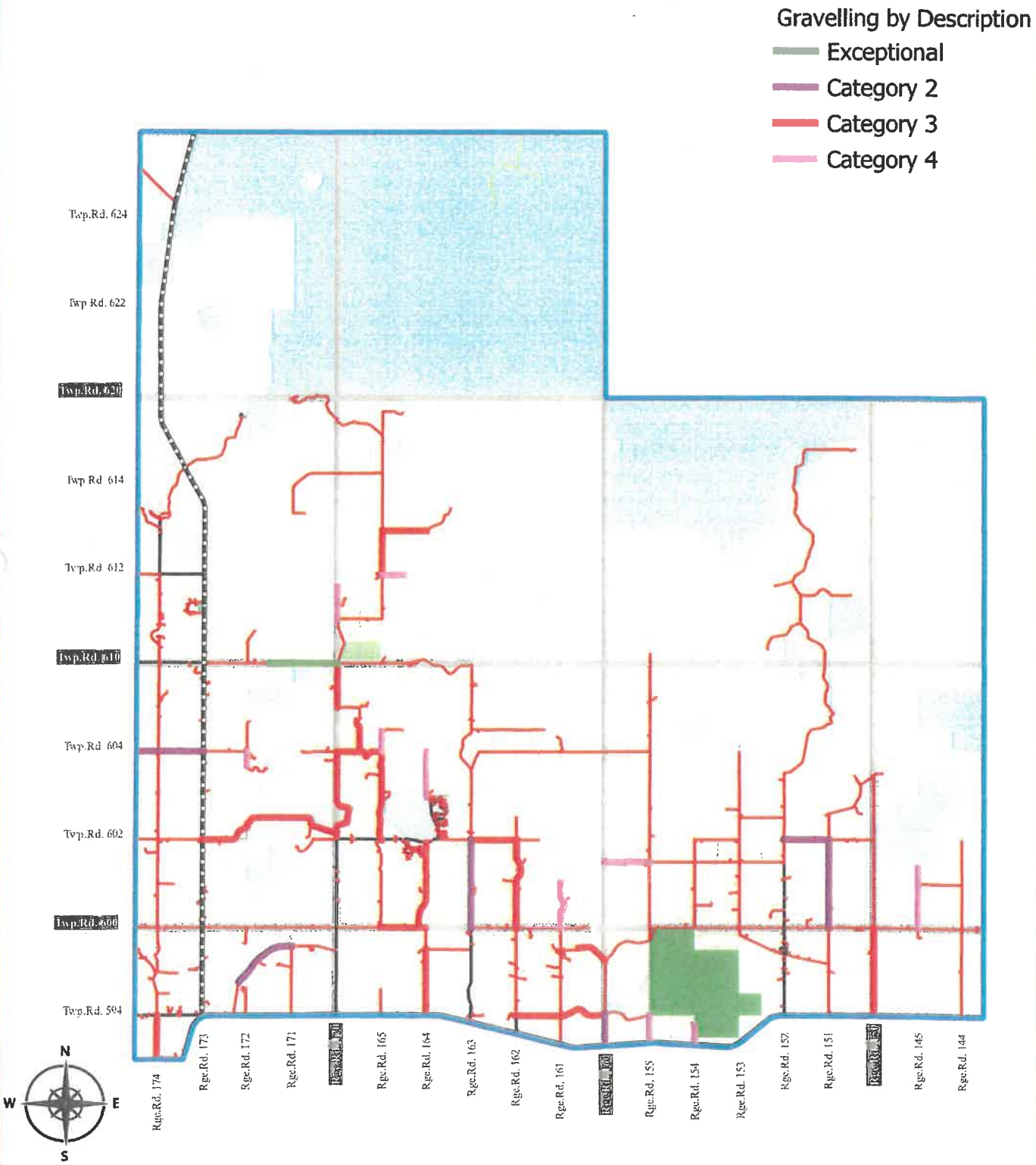

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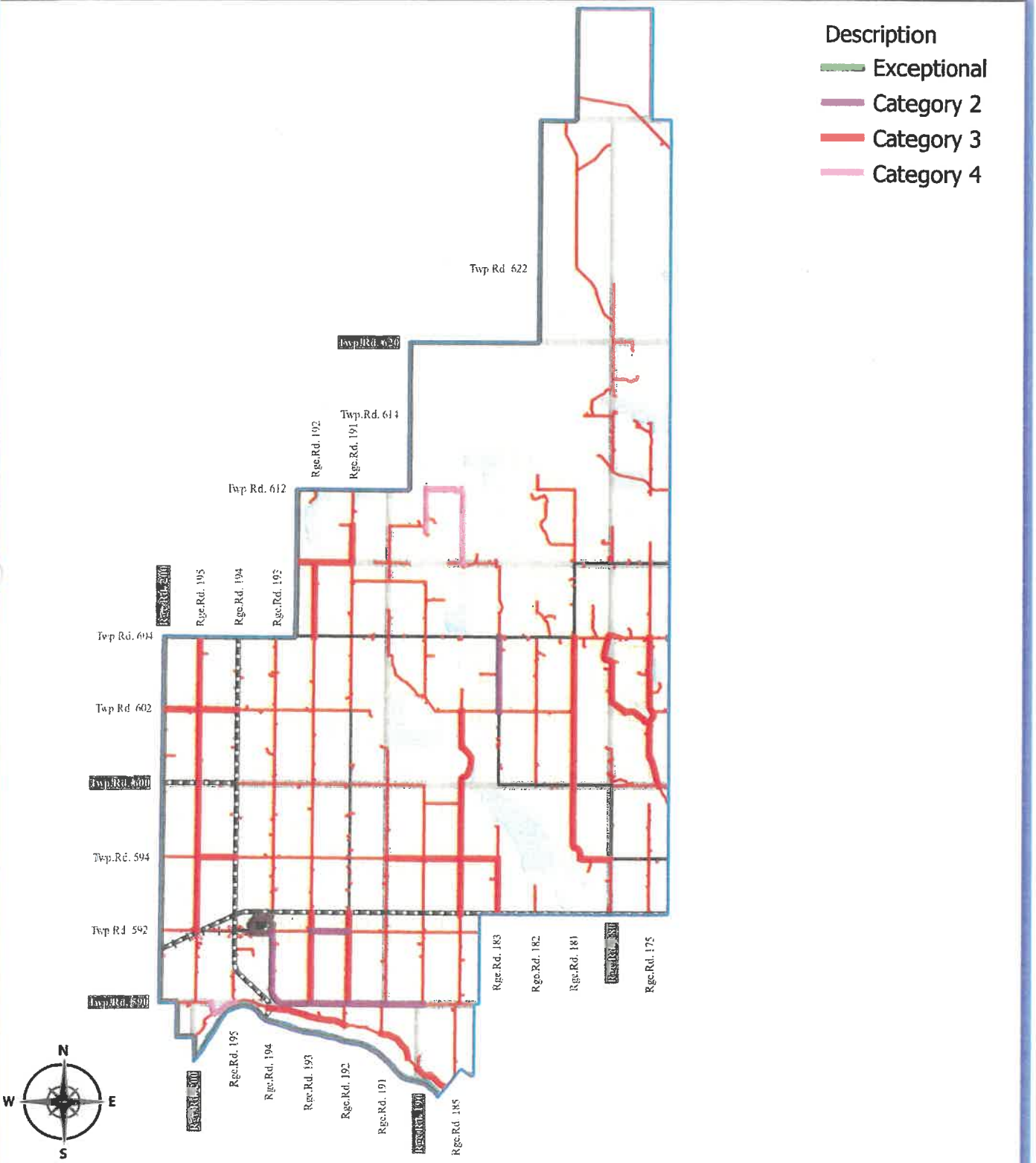

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2024 Road Projects

OIL TREATMENT / PAVING

Project Name	Code	# Days	Length	Res #'s	Estimate Costs	Actual Cost	Funding
Twp 600 between RR 181- RR 182	P2415	3	1.0		$ 150,000.00		MSI/MO
		4		Total	$ 150,000.00	$	

CHIP-SEAL

Project Name	Code	# Days	Length	Res #'s	Estimate Costs	Actual Cost	Funding
RR 170 between Hwy 28- Twp 600	FM2414	3	2.0		$ 210,240.00		MSI/MO
		3		Total	$ 210,240.00	$	

REHABILITATION / BASE STABILIZATION

Project Name	Code	# Days	Length	Res #'s	Estimate Costs	Actual Cost	Funding
RR 130 between Twp 610- Twp 611A	MG1841	3	1.5		$ 38,000.00		MSI/MO
Twp 590 between RR 143- RR 144	MG1822	1	0.5		$ 10,000.00		MSI/MO
RR 143 between Twp 590- Hwy 28	MG1942	6	4.0		$ 100,000.00		MSI/MO
RR 144 between Twp 585- Twp 590	MG2412	1.5	1.0		$ 25,000.00		MSI/MO
Twp 592 between RR 182A- RR 183	MG2413	1	0.5		$ 10,000.00		MSI/MO
RR 183 between Twp 591A-Twp 592	MG2423	2	0.5		$ 20,000.00		MSI/MO
Twp 604 between RR 181- RR 184	MG2415	5	3.0		$ 70,000.00		MSI/MO
		19.5		Total	$ 273,000.00	$	

CONSTRUCTION

Project Name	Code	# Days	Length		Estimate Costs	Actual Cost	Funding
RR 171 between Twp 590- Twp 591	C2413	13	1.0		$ 140,000.00		MSI/MO
		13		Total	$ 140,000.00	$	

MG HAUL ROADS - PW57

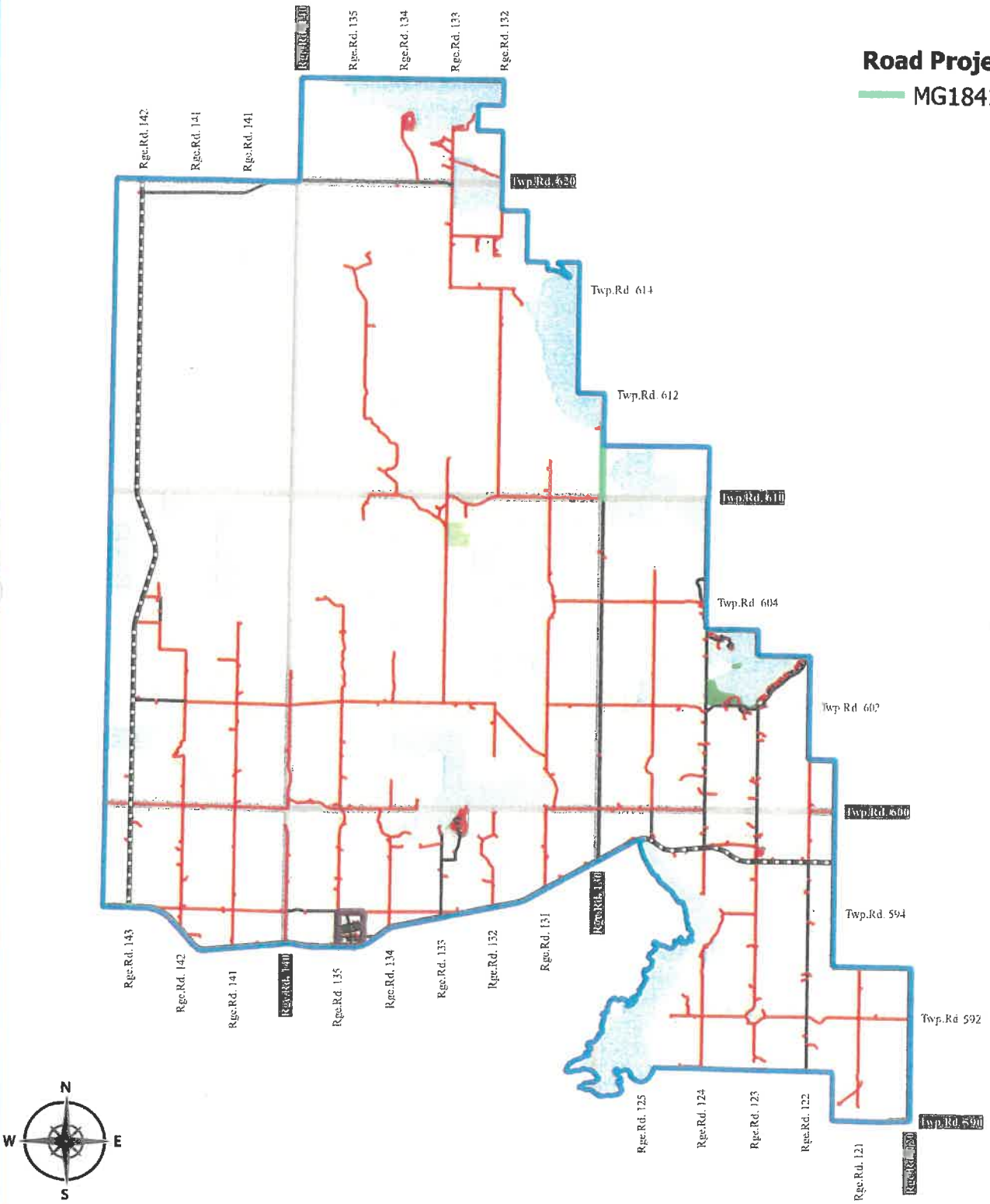
Project Name	Code	# Days	Length/ miles		Estimate Costs	Actual Cost	Funding
Twp 584 between Hwy 855- RR 165	MG2023	4	5.5		$ 121,000.00		Aggregate Reserve
Twp 582A & 582 between Hwy 855- RR 172A	MG2033	3	2.0		$ 44,000.00		Aggregate Reserve
		7		Total	$ 165,000.00	$	

GRAVELLING

Miles per Division	Code	Recommended miles	Recommended Gravel	Estimate Costs	Actual Gravel	Actual Cost	Funding
144.0	PW45	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	**$ 90,000.00**			
Total			**46,141.5**	**$ 843,218.00**			
Road Repair PW90:							Unbudgeted- Cost of gravel only

Five-Year Road Plan: Year 2020-2025

Division One Projects 2024



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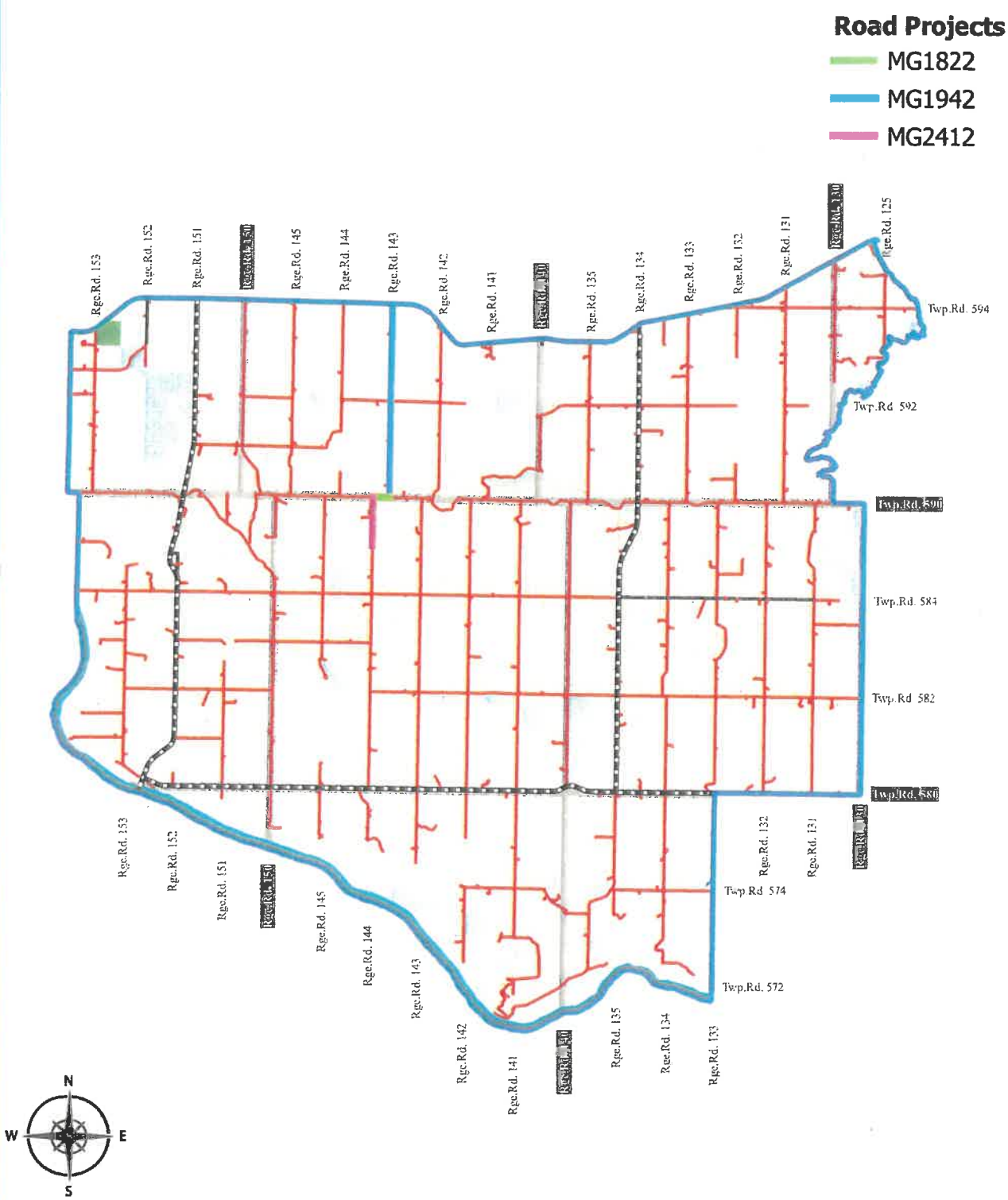

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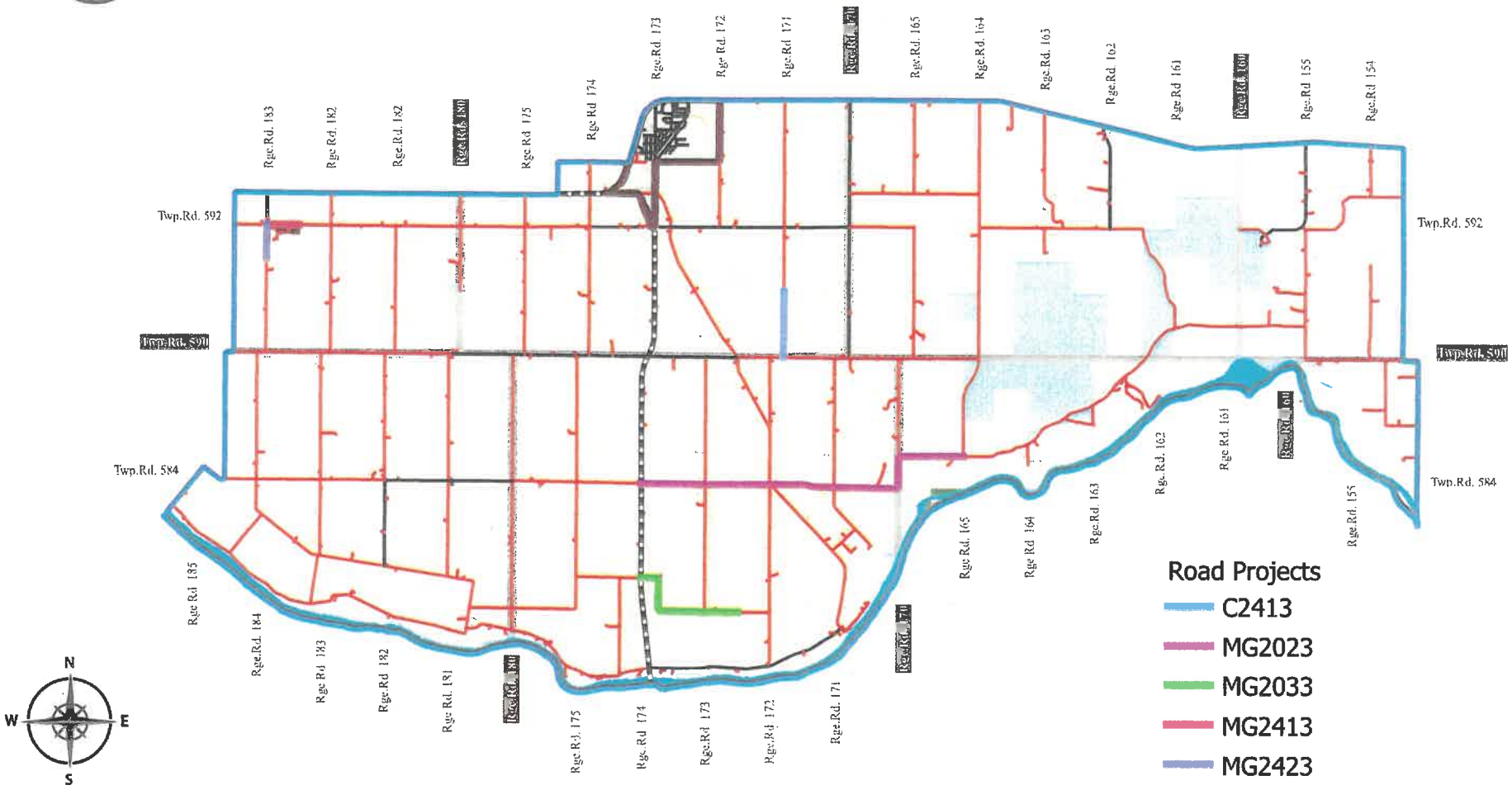

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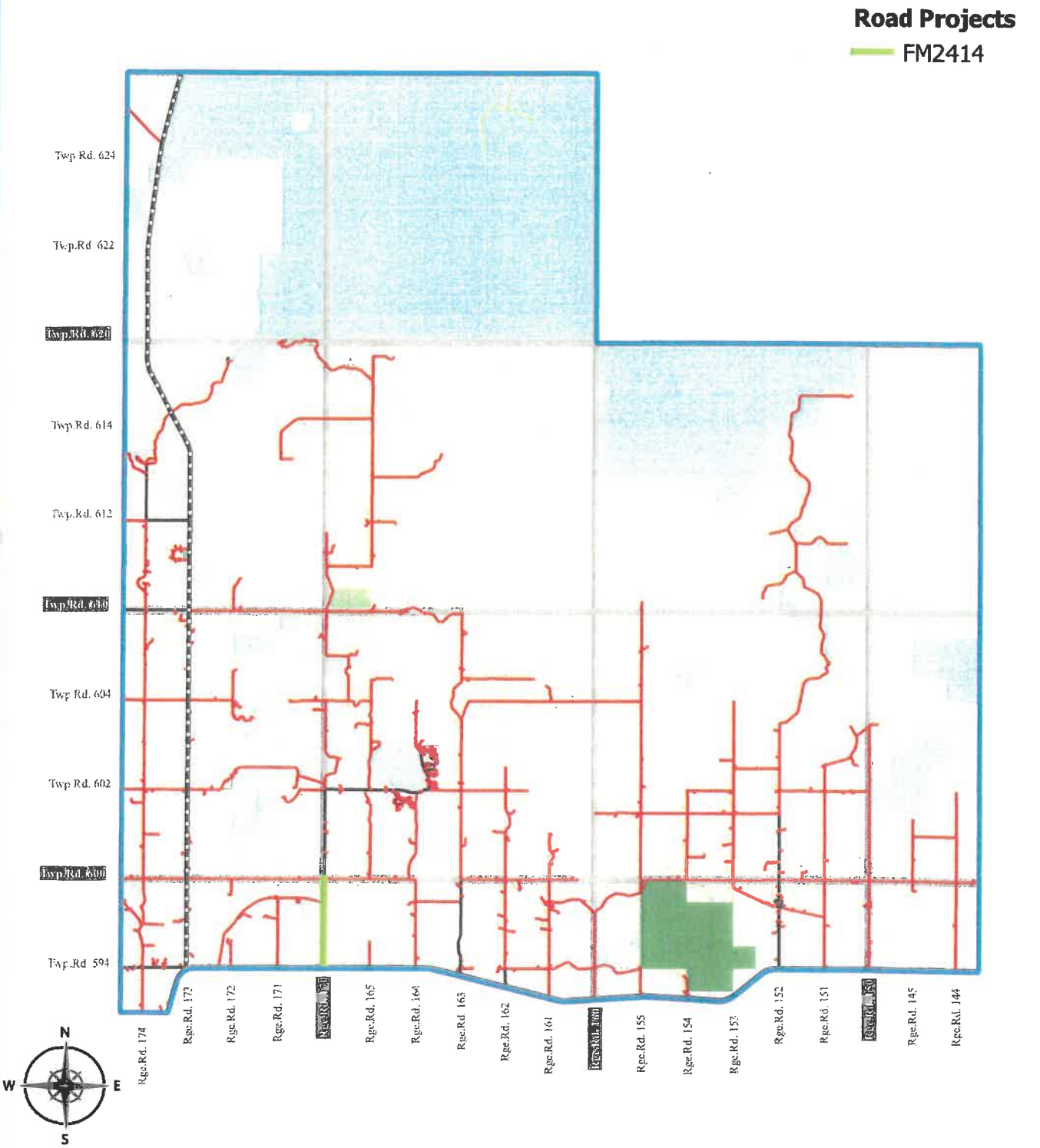
Division Four Projects 2024



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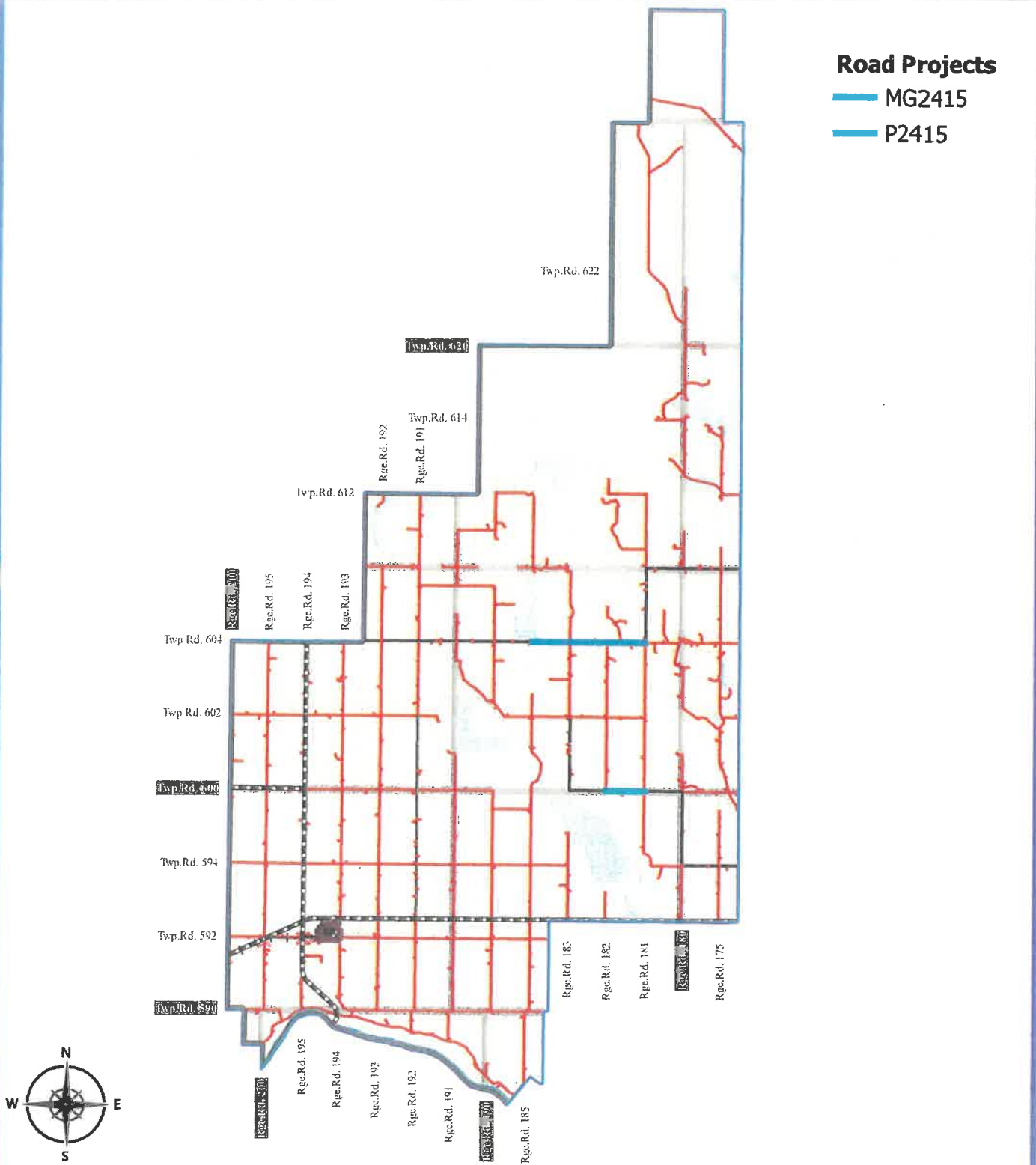
Division Five Projects 2024



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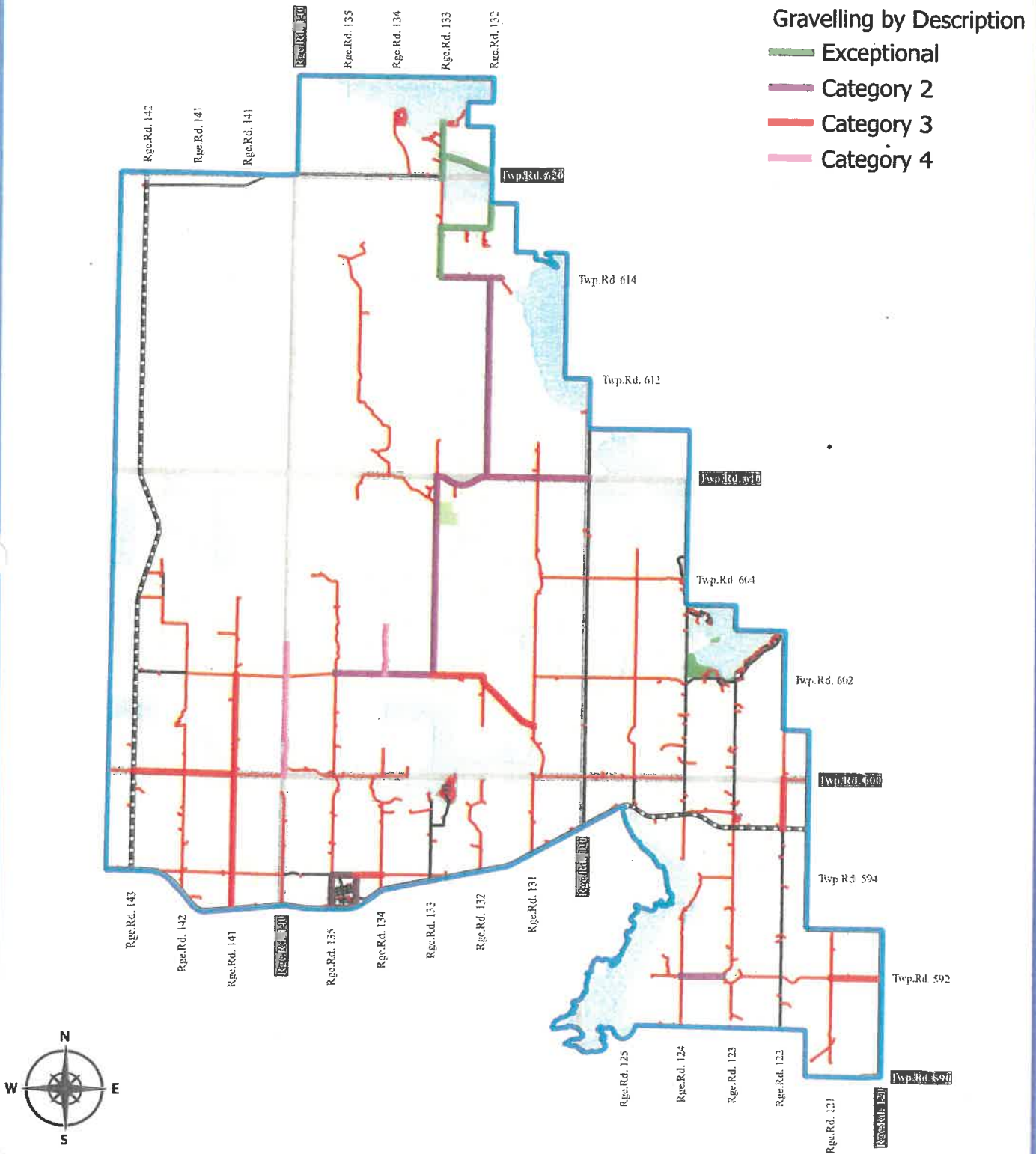
Division One Gravel 2024



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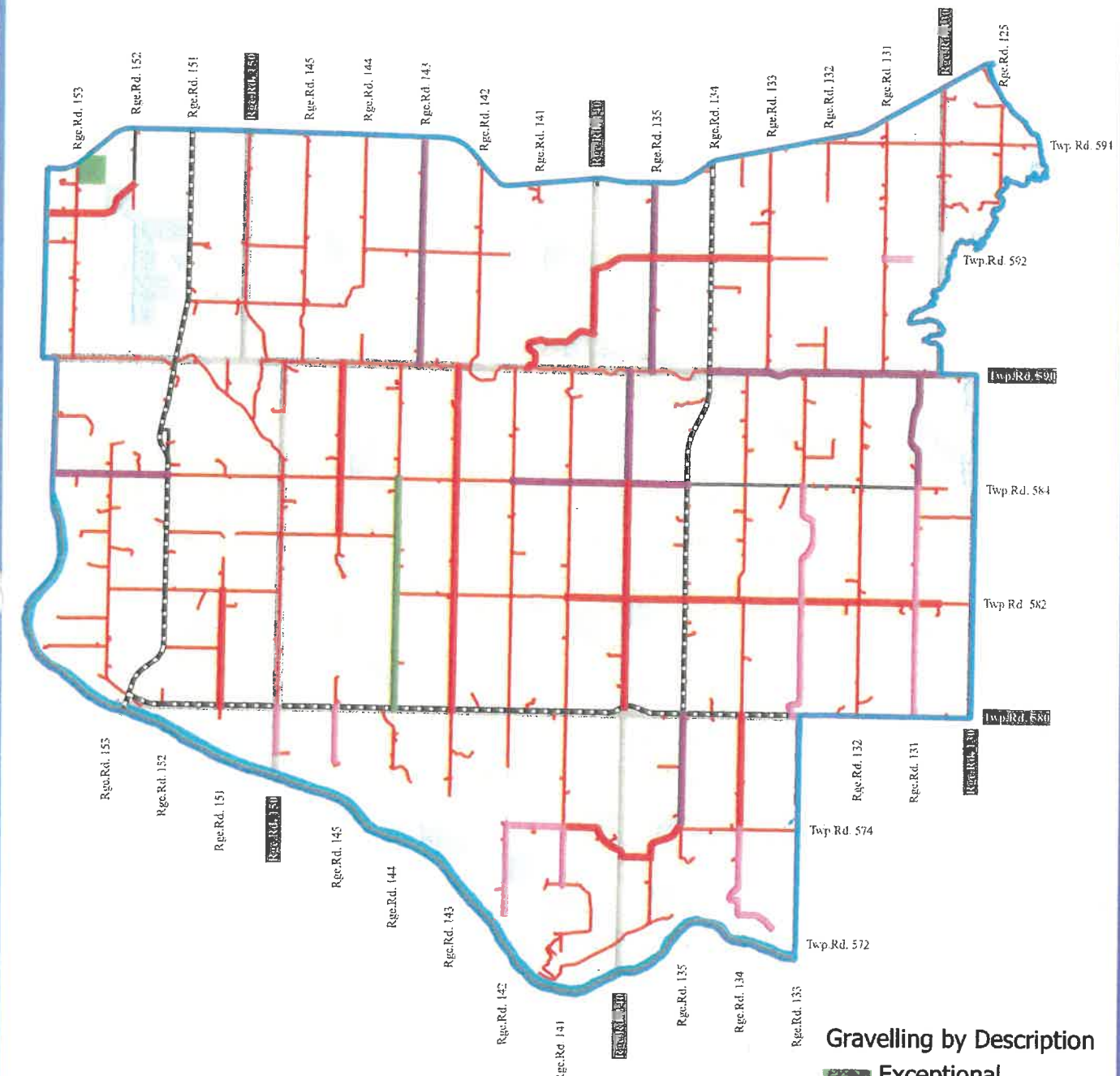
Division Two Gravel 2024



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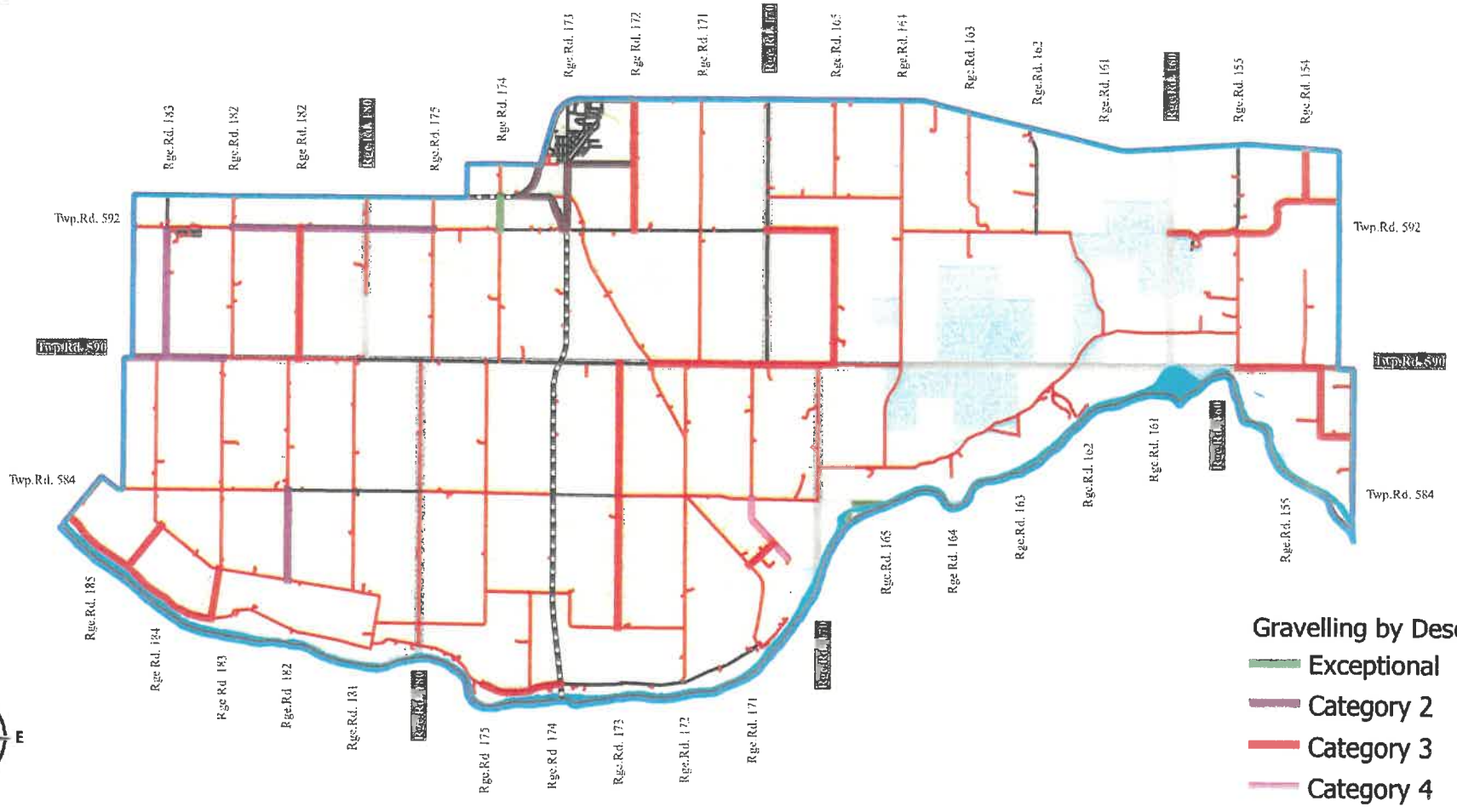
Division Three 2024 Gravel



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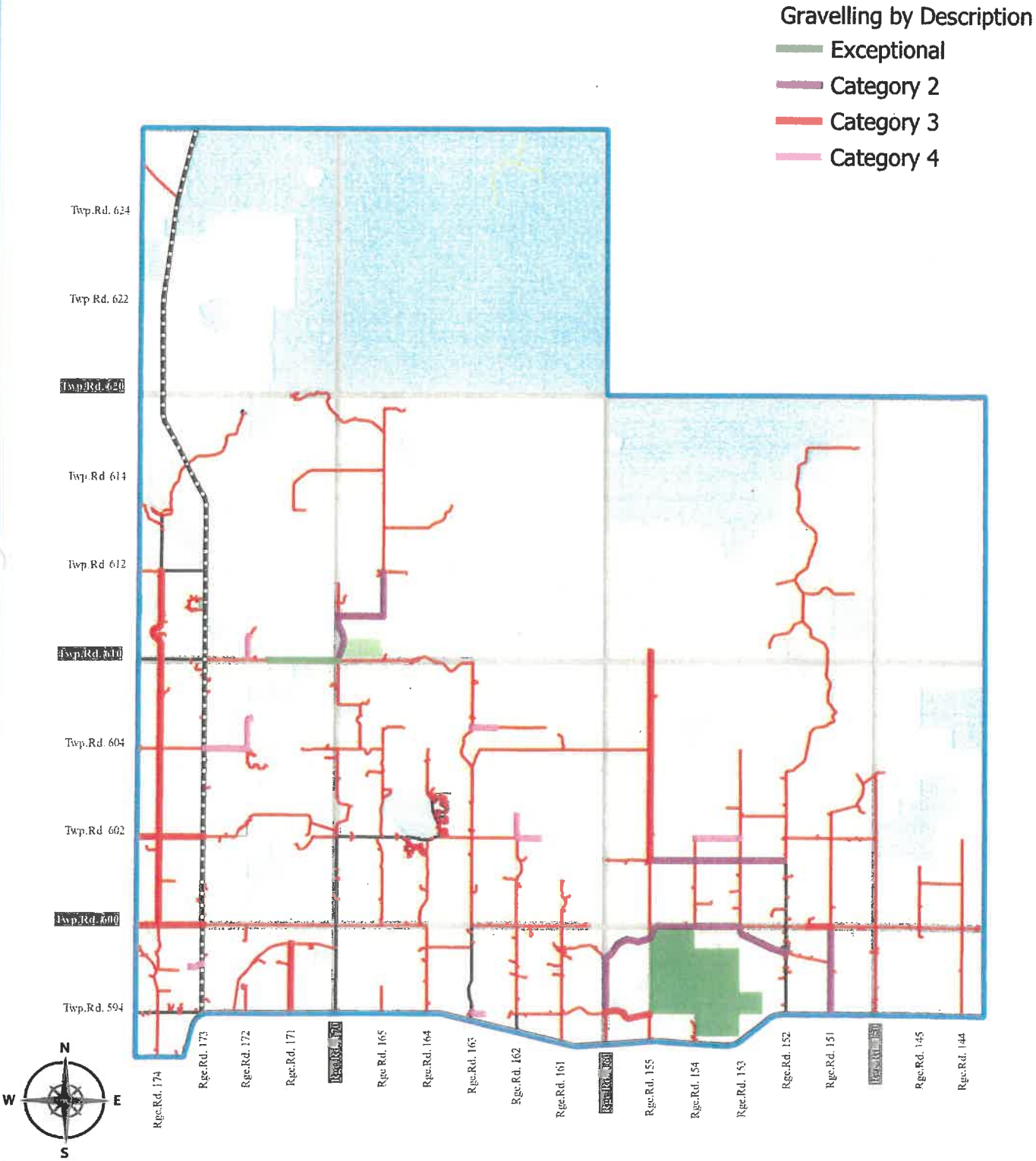
Division Four Gravel 2024



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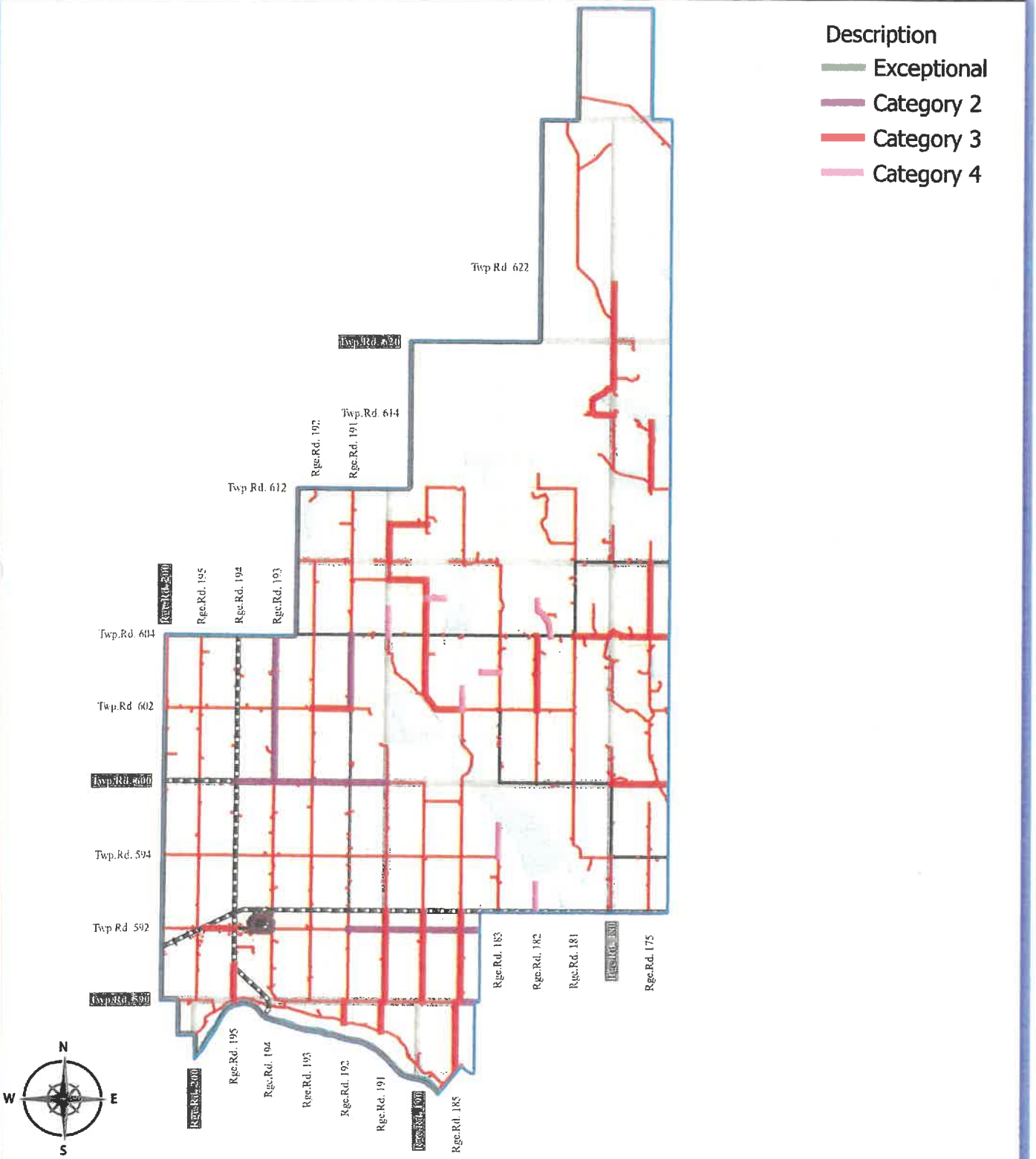
Division Five Gravel 2024



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2025 Road Projects

OIL TREATMENT / PAVING

Project Name	Code	# Days	Length	Res #'s	Estimate Costs	Actual Cost	Funding
RR 174 between Twp 612- Twp 613A	P2514	3	1.5		$ 200,000.00		MSI/MO
		3		Total	$ 200,000.00	$	

CHIP-SEAL

Project Name	Code	# Days	Length	Res #'s	Estimate Costs	Actual Cost	Funding
							MSI/MO
				Total		$	

REHABILITATION / BASE STABILIZATION

Project Name	Code	# Days	Length	Res #'s	Estimate Costs	Actual Cost	Funding
RR 174 between Twp 612- Twp 613A	R2514	3	1.5		$ 35,000.00		MSI/MO
RR 190 between Hwy 28- Twp 600	R2515	6	3.5		$ 85,000.00		MSI/MO
Twp 594 between RR 185- RR 190	R2525	2	1.0		$ 24,000.00		MSI/MO
Twp 620 between RR 135- RR 142	MG2511	5	3.0		$ 75,000.00		MSI/MO
Twp 590 between RR 181(s)- RR 184(s)	MG2513	5	3.0		$ 70,000.00		MSI/MO
RR 163 between Twp 595- Twp 600	MG2514	2	1.0		$ 25,000.00		MSI/MO
		23		Total	$ 314,000.00	$	

CONSTRUCTION

Project Name	Code	# Days	Length		Estimate Costs	Actual Cost	Funding
RR 171 between Twp 591- Twp 592	C2513	13	1.0		$ 140,000.00		MSI/MO
		13		Total	$ 140,000.00	$	

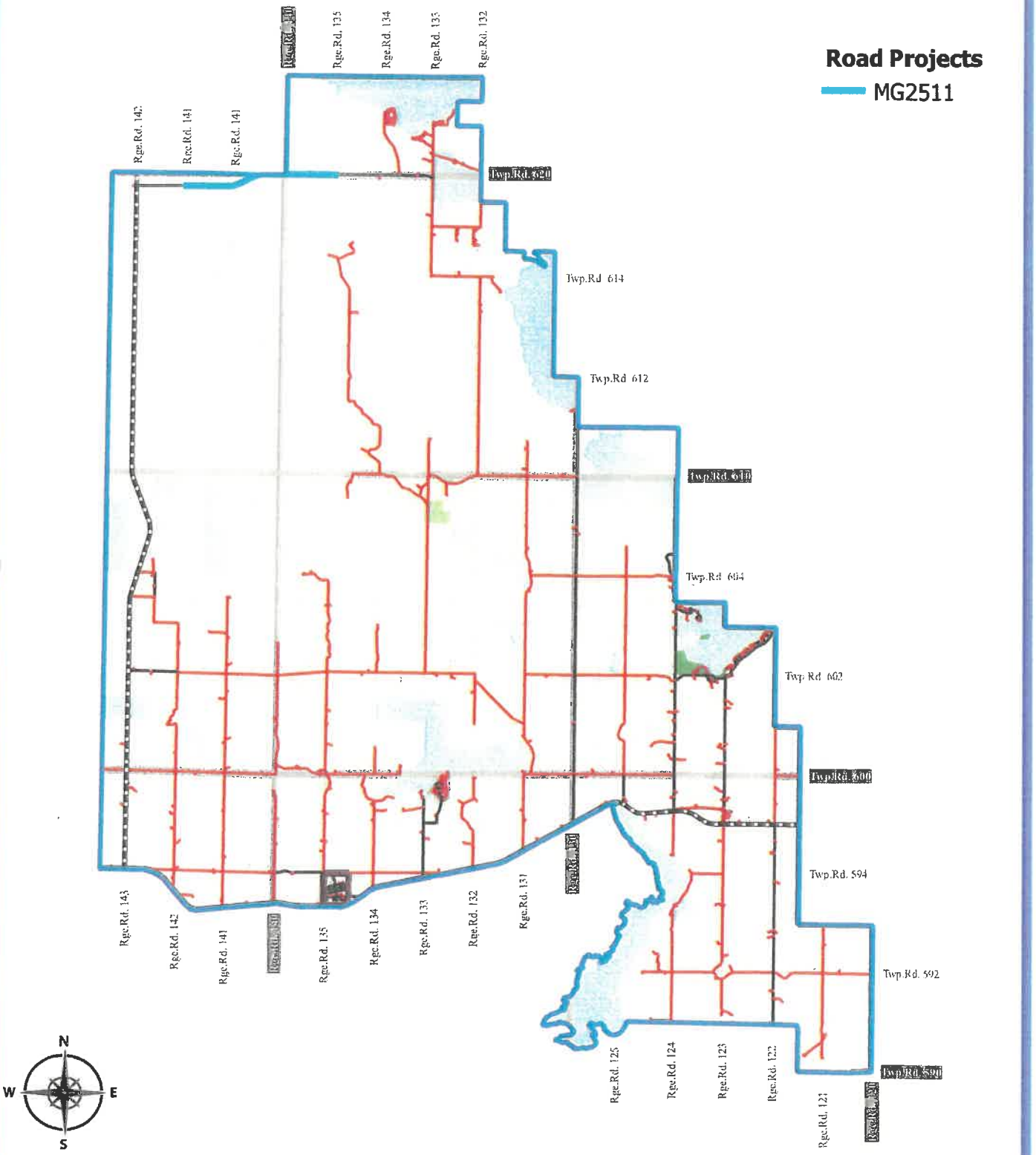
MG HAUL ROADS - PW57

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	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

Division One Projects 2025



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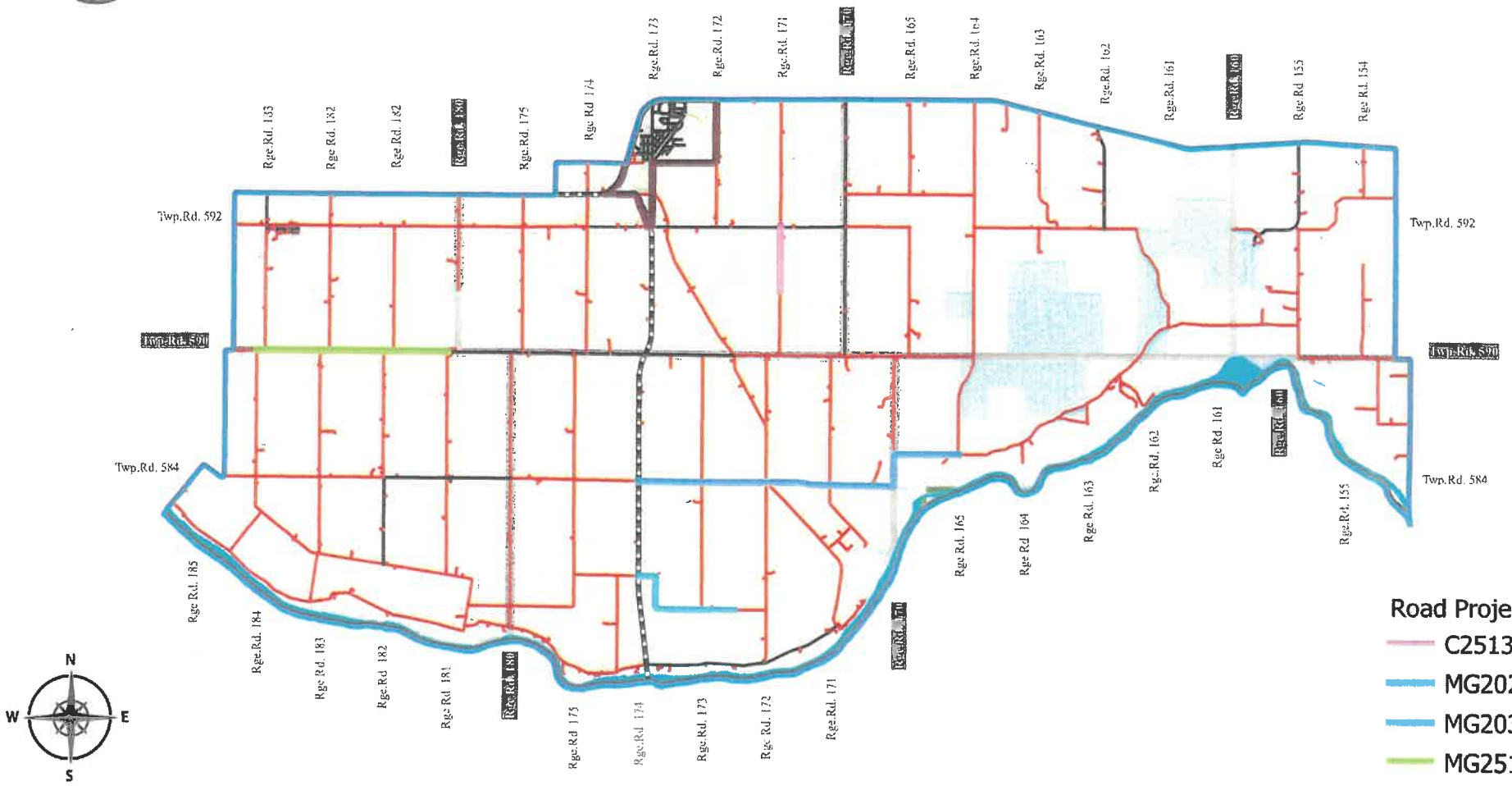
Division Three Projects 2025



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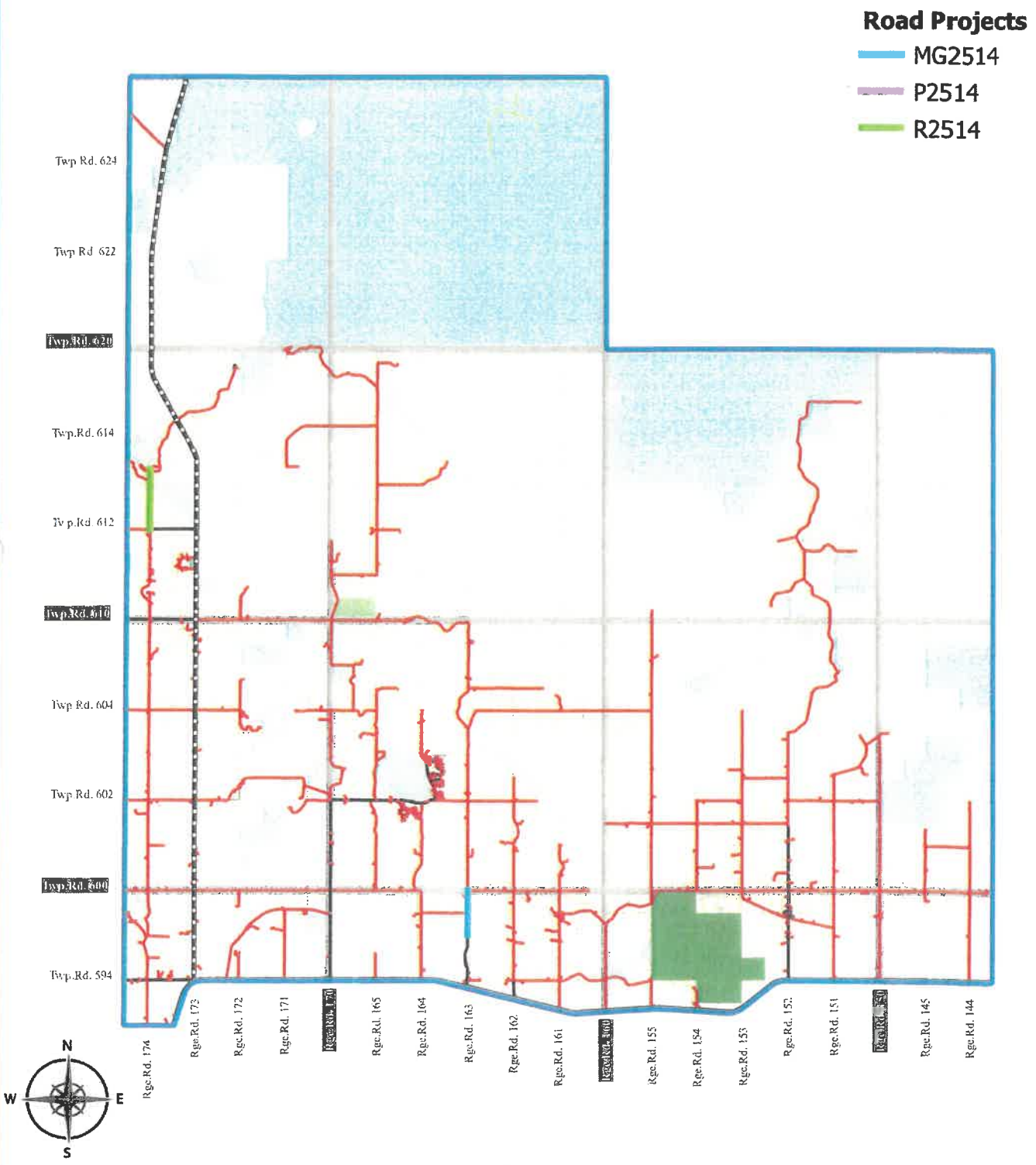

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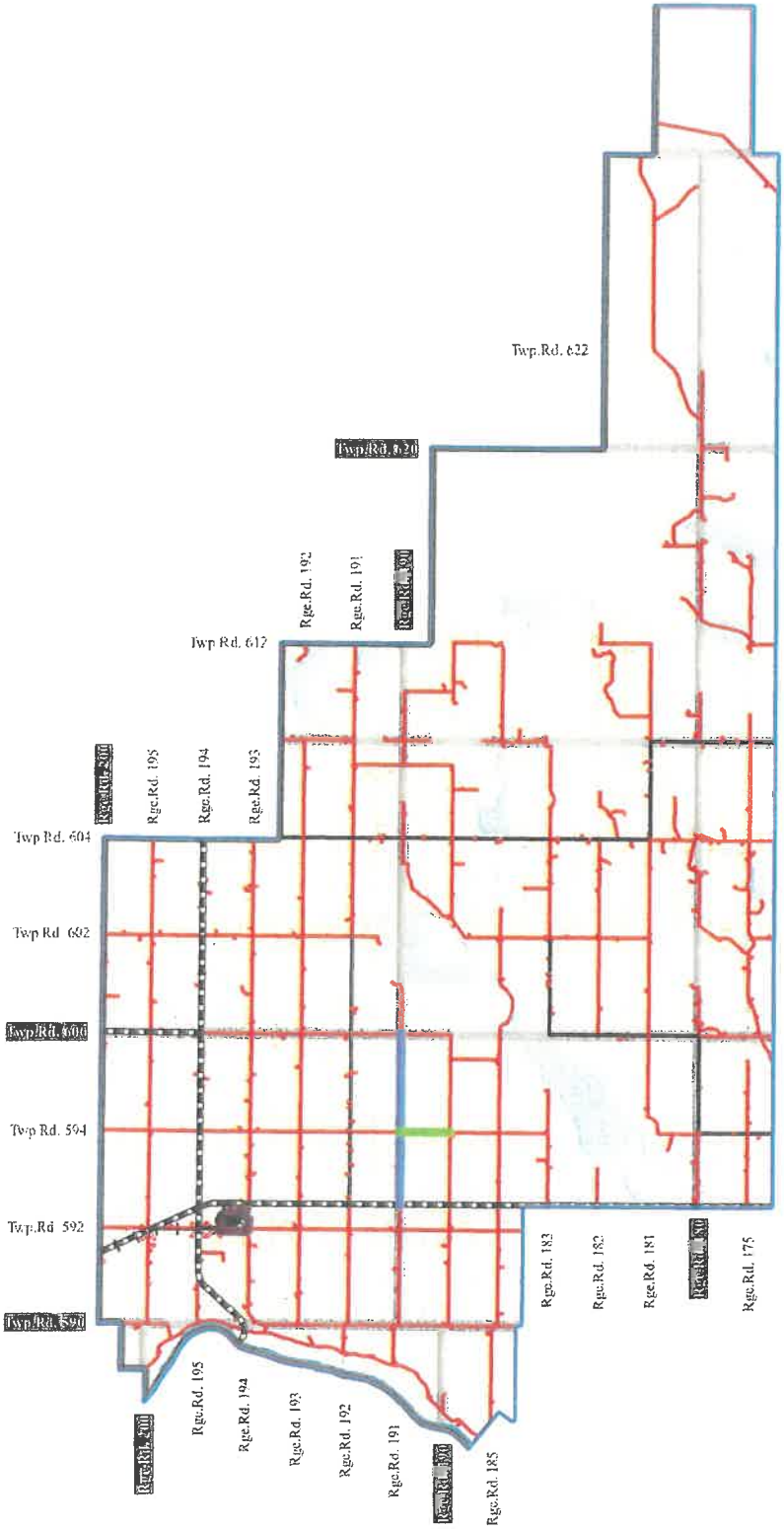

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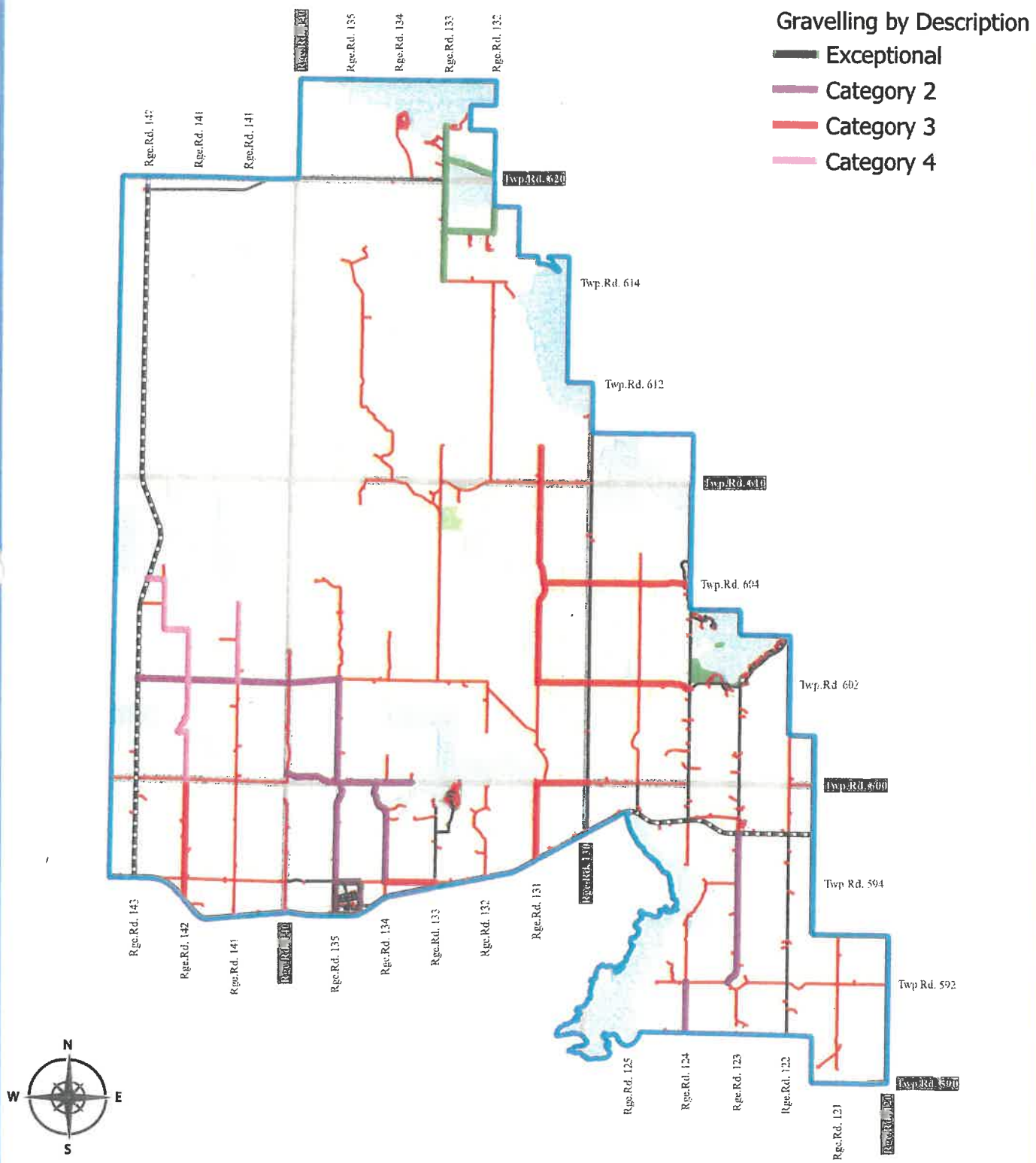
Division One Gravel 2025



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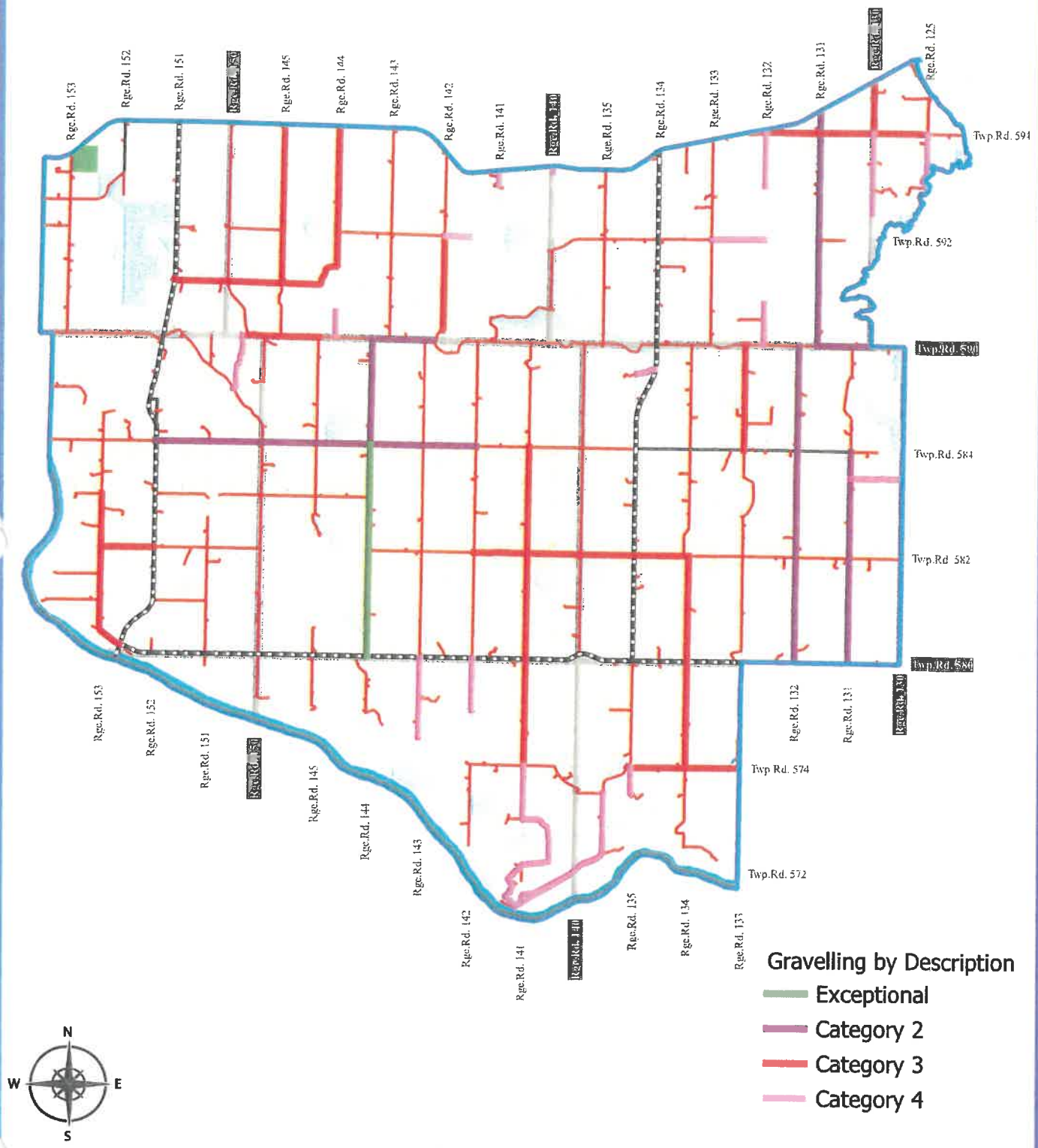

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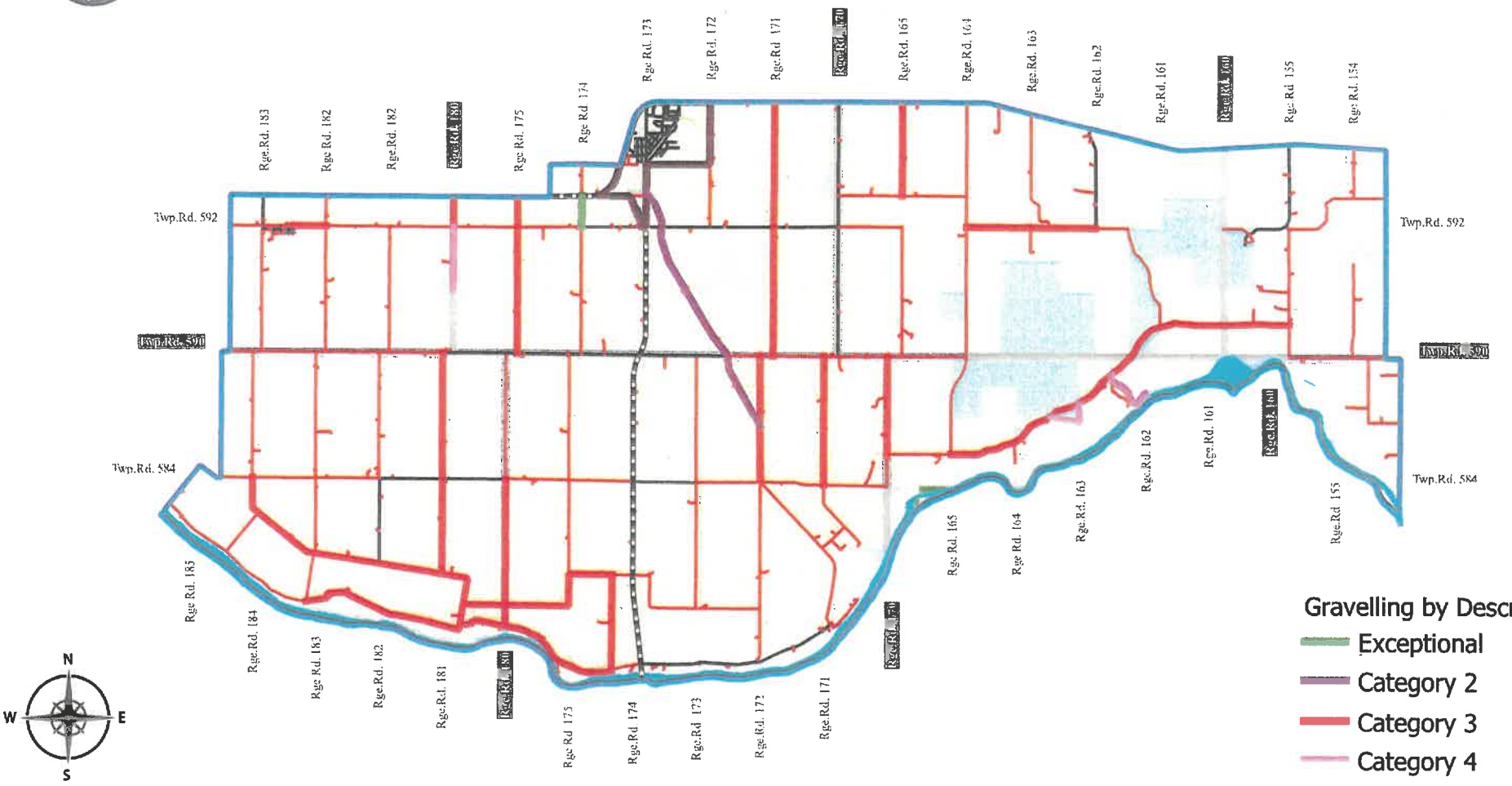
Division Three 2025 Gravel



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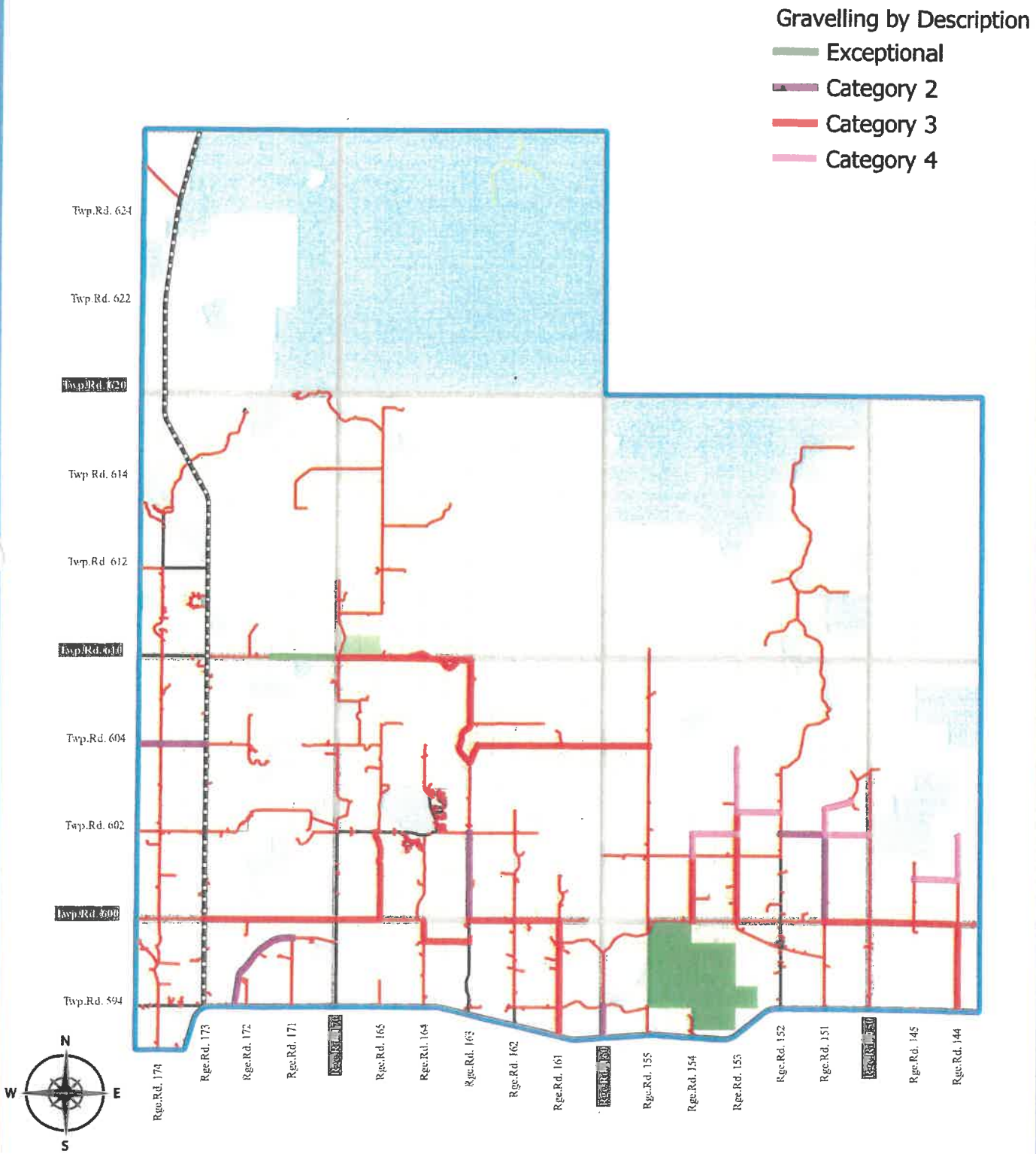

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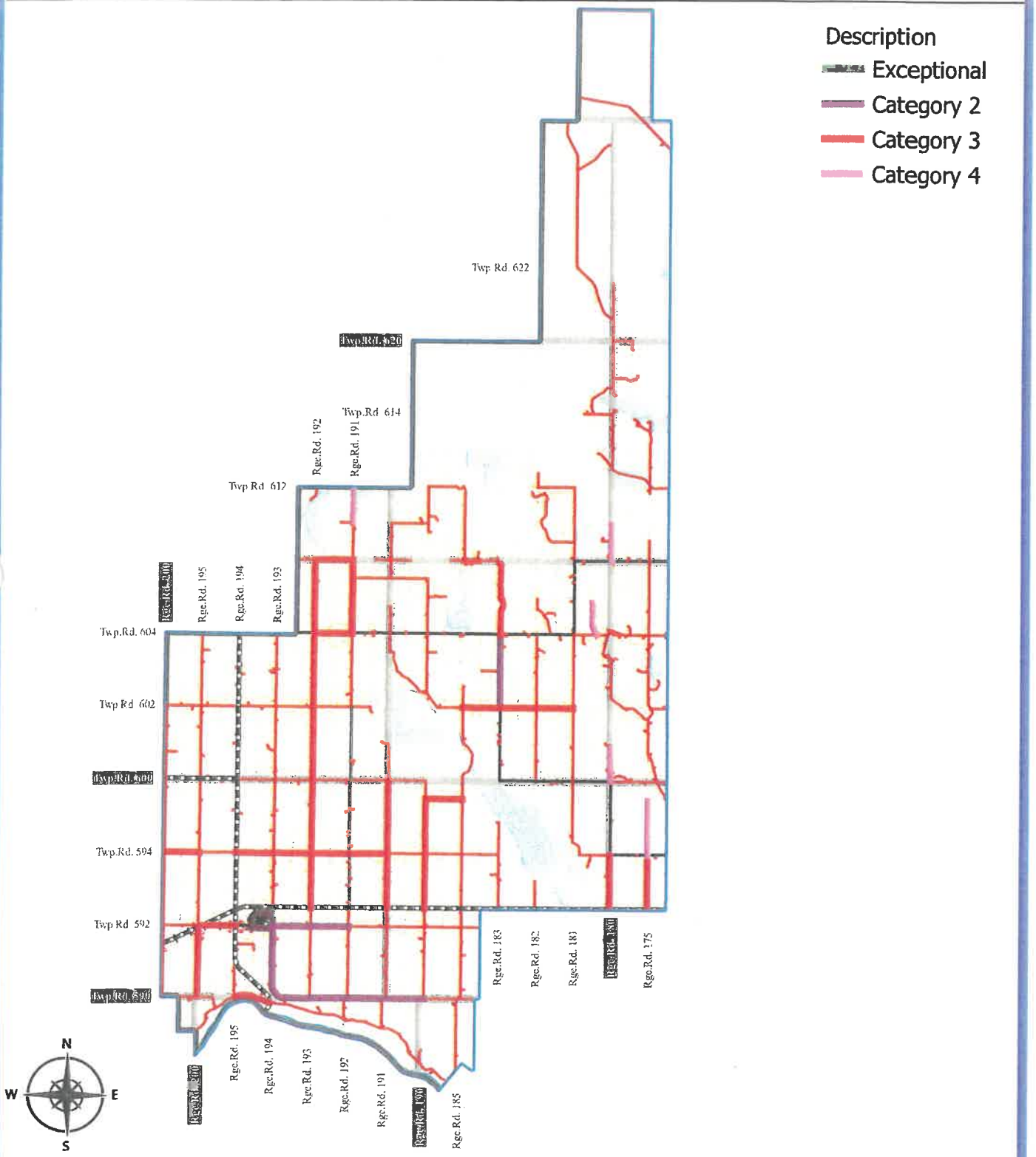

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Section 3 | Completed up to October 18, 2021 | Policy 18-16

2021 Road Projects

OIL TREATMENT / PAVING

Project Name	Code	# Days	Length/ miles	Res #'s	Estimate Costs	Actual Cost	Funding
Twp 594 between RR 174- RR 174A	P1814	1	0.5		$ 65,000.00	80,598.71	MSI/MO
Twp 594 between RR 174A- RR 175	P1815	1	0.5		$ 65,000.00	37,322.90	MSI/MO
Twp 594 between RR 175- RR 180	P1915	2	1.0		$ 135,000.00	105,332.57	MSI/MO
		4		Total	$ 265,000.00	$ 223,254.18	

90

CHIP-SEAL

Project Name	Code	# Days	Length/ miles	Res #'s	Estimate Cost	Actual Cost	Funding
RR 170 between Twp 600- Twp 601	FM2114	2	1.0		$ 67,160.00	61,241.89	MSI/MO
RR 170 between Twp 601A- Twp 602	FM2124	1	0.5		$ 33,580.00	31,731.79	MSI/MO
Twp 612 between Hwy 855- RR 174	FM2014	2	1.0	#1141-20	$ 70,500.00	67,022.26	MSI/MO
		5		Total	$ 171,240.00	$ 159,995.94	

REHABILITATION / BASE STABILIZATION

Project Name	Code	# Days	Length/ miles	Res #'s	Estimate Costs	Actual Cost	Funding
RR 124 between Twp 601- Twp 603A	MG2111	4	2.5		$ 40,000.00	22,192.33	MSI/MO
Twp 620 between RR 135- RR 141	MG2121	3	2.0		$ 50,000.00	67,133.87	MSI/MO
Twp 602 bewteen Hwy 36- RR 140	MG2131	5	3.0		$ 75,000.00	32,680.04	MSI/MO
RR 122 between Twp 591- Twp 592	MG2141	2	1.0		$ 25,000.00	9,507.55	MSI/MO
Twp 590 between RR 174(n)-RR 180(s)	MG2113	2	1.25		$ 28,000.00	17,081.29	MSI/MO
Twp 595A between RR 171- Hwy 28	MG2114	3.5	2.25		$ 50,000.00	26,614.79	MSI/MO
Twp 602 between Hwy 855- RR 172	MG2124	2	1.0		$ 20,000.00	9,334.90	MSI/MO
RR 181 between Twp 604- Twp 605	MG2115	2	1.0		$ 30,000.00	46,795.49	MSI/MO
		23.5		Total	$ 318,000.00	$ 231,340.26	

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	21,316.82	MSI/MO
Twp 592 between RR 171- RR 172	C2113	12	1.0		$ 130,000.00	1,079.61	
		18		Total	$ 190,000.00	$ 22,396.43	

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	87,978.40	Aggregate Reserve
Twp 582A & 582 between Hwy 855- RR 172A	MG2033	3	2.0		$ 44,000.00	26,529.44	Aggregate Reserve
		7		Total	$ 165,000.00	$ 114,507.84	

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	6,836.08	$ 160,732.71	RTG
218.5	PW46	82.0	13,009.0	$ 299,207.00	12,307.19	$ 302,054.68	RTG
159.5	PW47	32.5	5,132.0	$ 71,848.00	4,974.54	$ 102,523.71	RTG
167.0	PW48	37.0	5,818.5	$ 87,277.50	5,058.08	$ 97,994.66	RTG
219.0	PW49	53.0	8,423.0	$ 126,345.00	7,603.14	$ 147,074.48	RTG
908.0 miles		245.5	39,243.5	$ 728,758.50	36,779.03	$ 810,380.24	
Contingency:			5,000.0	$ 90,000.00	3,504.05	$ 74,241.26	
Total			44,243.5	$ 818,758.50	40,283.08	$ 884,621.50	
Road Repair PW90:					15,426.57	$ 331,108.48	Unbudgeted- Cost of gravel only

Five-Year Road Plan: Year 2020-2025