

## SMOKY LAKE COUNTY

**AGENDA:** County Council Meeting to be held on  
Thursday, **March 24, 2022** at 9:00 A.M.  
Virtual through Zoom Platform

Meeting ID: 897 6813 5815 Passcode: 972657

<https://us02web.zoom.us/j/89768135815?pwd=cVprdWxyR2JETDBORDQ3N2s1RTlwdz09>

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

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### 1. Meeting:

Call to Order

### 2. Agenda:

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

### 3. Minutes:

1. Minutes of February 22, 2022 –**County Council Departmental** Meeting. ©

Recommendation: Motion to Adopt.

2. Minutes of February 24, 2022 – **County Council** Meeting. ©

Recommendation: Motion to Adopt.

### 4. Request for Decision: Governance Issues and Management Issues

4.1 County Lakes: Site #2 Mons Lake and Kaduk Lake and Site #3 Bellis Lake  
– Contract/Agreement Amendment. ©

4.2 Broadband Connectivity. ©

4.3 Natural Gas & Environmental Operations Departments Staff On-Call  
Compensation. © *(To be handed out at meeting- Discussion may lead to Executive  
Session)*

4.4 Support for Ukraine. ©

4.5 Peace Officer Program: Community Peace Officer (CPO 1) –  
Appointment. ©

4.6 **Bylaw No. 1407-22:** To Designate the Hamlin Road Ranch as a Municipal  
Historic Resource. ©

4.7 Heritage River Management Planning. ©

4.8 2021 Safety Codes Annual Internal Review – Joint Accreditation No.  
J000148. ©

4.9 Memorandum of Agreement for the Waskatenau Nuisance Ground  
Reclamation Within Smoky Lake County (Plan 5225CL; Block OT -  
Former Waskatenau Nuisance Grounds). ©

4.10 Subdivision and Development Appeal Board (SDAB) Member  
Appointments. ©

4.11 Undeveloped Road Allowance on Range Road 160 between Township Road  
592 and 592A leading to land legally described as NE 13-59-16-W4. ©

- 4.12 McDougall Gravesite (VICTORI 8) and Victoria Park Cemetery (VICTORI 10). © (*See Executive Session 8.2*)
- 4.13 **Bylaw No. 1412-22:** Hamlet of Bellis Sewer System. ©

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

**5. Issues for Information:**

- 5.1 Chief Administrative Officer:
  - 5.1.1 Monthly Report: February 21, 2022 to March 20, 2022. ©
  - 5.1.2 Financial Statement for the months of: **January 2022.** ©
  - 5.1.3 Action List:
    - i. County Council Departmental Meeting – February 22, 2022. ©
    - ii. County Council Meeting – February 24, 2022. ©
- 5.2 Municipal Finance:
  - 5.2.1 Monthly Report. ©
  - 5.2.2 Actual to Budget Review. ©
  - 5.2.3 Accounts Receivable Aging Report. (*for Councillor's information*). *No report*
  - 5.2.4 Cheques Register. (*for Councillor's information*). ©
- 5.3 Reeve and Councillor: Reports from various Committees, Boards and Commissions
  - 5.3.1 Division One.
  - 5.3.2 Division Two.
  - 5.3.3 Division Three.
  - 5.3.4 Division Four. © - **Reeve.**
  - 5.3.5 Division Five.
  - 5.3.6 Additional Documentation: Committees, Boards and Commissions.
    - Policy Committee – Current Agenda Items**
    - 1) Bylaw – Code of Conduct
    - 2) Policy – Snow Clearing
    - 3) Bylaw – County Owned Surface Lease Lands
    - 4) Policy – Social Media

**Recommendation:** What additional items does Council want to add to the future Policy Committee Meeting agenda and schedule a Policy Committee Meeting.

**Waskatenau Pryveet Dance Club**

- a. Minutes: January 11, 2022. ©
- b. Minutes: March 1, 2022. ©

**Regional Community Development Committee (RCDC)**

- c. Request for Decision: 2021 Economic Development: Expenditures. ©

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

**d.** Invitation for Coffee with a Cop. ©

**Recommendation:** Approve action taken of posting to County's social media.

**6. Correspondence:**

1. Charlie Leskiw, President, Vilna Agricultural Society, dated February 17, 2022 – Re: Financial Request for Vilna Boomtown Days - "Vilna Celebrates" 50th anniversary for Vilna Ag Society, as well as the 100th anniversaries for the Village, School, and Pool Hall. ©

Recommendation: Provide Financial assistance in the amount of \$1200.00

*\*Summary: 2016/2017/2018: donated \$1200  
2019: donated \$1000*

2. Ric McIver, Minister of Municipal Affairs, dated February 24, 2022 – Re: Budget 2022. ©

Recommendation: Acknowledge receipt.

3. Bernice Macyk, Chief Administrative Officer, Village of Waskatenau, dated February 23, 2022 – Re: Bylaw Officer – Dog Control. ©

Recommendation: Set up a Joint Meeting with Village of Waskatenau.

4. Leonard Ewanishan, Mayor, Town of Two Hills, dated March 2022 – Re: Set up a Northeaster Alberta Mayors, Reeves and Indigenous Leaders Caucus meeting in April. ©

Recommendation: Who can attend – attend.

5. Ric McIver, Minister of Municipal Affairs, dated February 15, 2022 – Re: Acceptance of Bridge File 09915 Rehabilitation Project under MSP Program. ©

Recommendation: Acknowledge receipt.

6. Rebeka-Lynn Harakal, Vilna & District Municipal Library Manager, dated March 2022- Re: Proposed financial assistance requests. ©

Recommendation:

1. Donate financial support of \$450.00 to offer free membership for 2022.
2. Contact Smoky Lake County Community Learning Council to facilitate Computer Courses.

**7. Delegation(s):**

1. James MacDonald, Executive Director, Vicky Lefebvre, Board Chair, Northern Lights Library System @ **10:00 a.m.** – Re: Presentation of Value Statement on the benefits of being a member of Northern Lights Library System. © *(Please Note: James MacDonald will be attending in-person and Vicky Lefebvre will be attending virtually)*

2. JMD Group LLP - Barb McCarthy, CA Chartered Accountant @ **10:30 a.m.** - Re: Smoky Lake Consolidated Financial Statement and the Smoky Lake Gas Utility Financial Statement for December 31, 2021 year-end. ©
3. Maxime Belanger, M.Sc., P.Eng. Project Manager, Community Infrastructure, Associated Engineering Alberta Ltd. @ **1:00 p.m.** – Re: Smoky Creek Drainage Assessment. *(Assessment document provided in the CAO Report)*

**8. Executive Session:**

1. Personnel Issue: under the authority of the FOIP Act Section 27: Privileged Information, in regard to the Ratification of the Collective Agreement and Letter of Understanding with CUPE Local 4575.
2. Legal Issue: under the authority of the FOIP Act Section 16: Third party business interest and Section 24: Advice from officials – Re: McDougall Gravesite (VICTORI 8) and Victoria Park Cemetery (VICTORI 10). © *(See Request for Decision 4.12)*

**9. Information Release:**

1. Calendar: March 2022. ©
2. Thank You Received: None Received.

**10. Bills and Accounts:**

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

- May Departmental Meeting
- May Council Meeting
- Schedule a Joint Town and County Meeting

**12. Adjournment**

**SMOKY LAKE COUNTY**

Minutes of the **County Council Departmental Operations Meeting** held on **Tuesday, February 22, 2022**, at 10:04 A.M. held virtually online through Electronic Communication Technology: Zoom Meeting and physically in Council Chambers.

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

<b>ATTENDANCE</b>		
<u>Tuesday, Feb.22, 2022</u>		
<u>Div. No.</u>	<u>Councillor(s)</u>	
1	Dan Gawalko	Present in Chambers
2	Linda Fenerty	Present in Chambers
3	Dominique Cere	Present in Chambers
4	Lorne Halisky	Present in Chambers
5	Jered Serben	Present in Chambers
CAO	Gene Sobolewski	Present in Chambers
Assistant CAO	Lydia Cielin	Virtually Present
Finance Manager	Brenda Adamson	Virtually Present
Legislative Svcs/R.S.	Patti Priest	Virtually Present
Public Works Manager	Doug Ponich	Virtually Present
Plan/Dev Manager	Jordan Ruegg	Virtually Present
GIS	Carole Dowhaniuk	Virtually Present
Ag Fieldman	Carleigh McMullin	Virtually Present
Natural Gas Manager	Daniel Moric	Virtually Present
Planning & Dev. Tech	Kyle Schole	Virtually Present
Communications Tech.	Evonne Zukiwski	Virtually Present
Safety Officer	Trevor Tychkowsky	Virtually Present
Fire Chief	Scott Franchuk	Virtually Present
Shop Foreman	Mark Fedoretz	Virtually Present

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No Members of the Media were present.

No Members of the Public were present.

**2. Agenda:**

399-22: Gawalko

That the Smoky Lake County Council Departmental Operations Meeting Agenda for Tuesday, February 22, 2022, be adopted as amended:

**Addition to the Agenda:**

1. Executive Session: Personnel Issue - Environmental Operations Manager Responsibilities and Compensation.

Carried Unanimously.

**3. Minutes:**

No Minutes.

**4. Request for Decision:**

No Requests for Decision.

Bob Novosiwsky, Public Works Road Foreman, virtually joined the meeting, time 10:14 a.m.

Amanda Kihn, Assistant Agricultural Fieldman, virtually joined the meeting, time 10:28 a.m.

Bob Novosiwsky, Public Works Road Foreman, virtually left the meeting, time 10:41 a.m.

Doug Ponich, Public Works Manager, virtually left the meeting, time 10:54 a.m.

Kyle Schole, Planning Technician, virtually left the meeting time, 11:15 a.m.

**8. Executive Session (Including the Addition to the Agenda):**

**Personnel Issues:**

**Planning & Development Personnel Title Change**

**Environmental Operations Manager's Responsibilities and Compensation**

400-22: Gawalko That Smoky Lake County Council go into Executive Session to discuss two Personnel Issues in respect to:

1. Planning & Development personnel title change, and
2. Environmental Operations Manager's responsibilities and compensation,

under the authority of the FOIP Section 24: Advice from Officials, in the presence of all Council, Chief Administrative Officer, Assistant Chief Administrative Officer, Finance Manager, Planning and Development Manager, and Legislative Services Clerk, time 11:21 a.m.

Carried.

401-22: Serben That Smoky Lake County Council go out of Executive Session, time 12:03 p.m.

Carried.

**5. Issues for Information:**

**Manager's Reports:**

**Committee of the Whole Meeting**

402-22: Gawalko That the next Smoky Lake County Council **Committee of the Whole for the purpose of Administration**, be scheduled for Tuesday, March 22, 2022 at 1:00 p.m. to be held virtually, through Electronic Communication Technology as per Bylaw 1376-20 **and/or** physically in County Council Chambers.

Carried.

**Planning and Development Position Change**

403-22: Halisky That Smoky Lake County amend the Planning and Development department's personnel position name of "Planning and Development Assistant" to "Planning Technician" and adjust the salary range to be \$61,000.00 to \$88,000.00; and incorporate the said change into the next amendment of Policy Statement No. 01-03: Organizational Chart.

Carried.

Kyle Schole, Planning Technician, virtually joined the meeting time, 12:03 p.m.

One member of the public virtually joined the meeting, time 12:12 p.m.

Gene Sobolewski, Chief Administrative Officer, left Council Chambers, time 12:15 p.m.

**Manager's Reports**

404-22: Fenerty

That the Smoky Lake County Management Reports received for the period between January 18, 2022, to February 18, 2022, from the Public Works Manager, Public Works Shop Foreman, Planning and Development Manager, Safety Officer, Natural Gas Manager, Environmental Operations Manager, Agricultural Fieldman, GIS and Communications Technician, be accepted as presented and filed for information.

Carried.

**2. Correspondence:**

No Correspondence.

**7. Delegation:**

No Delegation.

**Adjournment:**

405-22: Gawalko

That the Smoky Lake County Council Meeting for the purpose of Departmental Operations of February 22, 2022, be adjourned, time 12:22 p.m.

Carried.

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REEVE

**S E A L**

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CHIEF ADMINISTRATIVE OFFICER

**SMOKY LAKE COUNTY**

Minutes of the **County Council Meeting** held on Thursday, **February 24, 2022** at 9:09 A.M. held virtually online through Electronic Communication Technology: Zoom Meeting and physically in Council Chambers.

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

<b>ATTENDANCE</b>		
<u>Div. No.</u>	<u>Councillor(s)</u>	<u>Thursday, Feb.24, 2022</u>
1	Dan Gawalko	Present in Chambers
2	Linda Fenerty	Present in Chambers
3	Dominique Cere	Present in Chambers
4	Lorne Halisky	Present in Chambers
5	Jered Serben	Present in Chambers
CAO	Gene Sobolewski	Present in Chambers
Assistant CAO	Lydia Cielin	Present in Chambers
Finance Manager	Brenda Adamson	Virtually Present
Legislative Svcs/R.S.	Patti Priest	Virtually Present
Plan/Dev Manager	Jordan Ruegg	Virtually Present
Planning Technician	Kyle Schole	Virtually Present

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Observers in Attendance Upon Call to Order:

Communications Tech.	Evonne Zukiwski	Virtually Present
Agricultural Fieldman	Carleigh Danyluk	Virtually Present
CEDO	Michelle Wright	Virtually Present
Media	Vegreville News Advertiser	Virtually Present @9:19am
Public	2 Members	Virtually Present

**2. Agenda:**

406-22: Fenerty

That the Smoky Lake County Council Meeting Agenda for Thursday, February 24, 2022, be adopted, as amended:

**Deletions from the Agenda:**

- Request for Decision – **Agenda Item 4.8**  
County Lakes: Site #2 Mons Lake and Kaduk Lake and Site #3 Bellis Lake – Contract/Agreement Amendment.
- Correspondence – **Agenda Item 8.b**  
Smoky Lake County - actual population count.
- Delegation – **Agenda Item 7.4**  
Lane Ikert, President, Smoky Lake Trail Twisters @ 1:30 p.m. - Re: Brushing along trail.

**Additions to the Agenda:**

- 1. Request for Assistance - Shevchenko Church Fence Construction along Township Road 604.
- 2. Invitation - Portage College’s Grand Opening of Indigenous Cultural Space.

Carried Unanimously.

**3. Minutes:**

**Minutes of January 18, 2022 – County Council Committee of the Whole – Administration**  
407-22: Cere

That the minutes of the **Smoky Lake County Council Committee of the Whole for the Purpose of Administration Meeting** held on Tuesday, January 18, 2022, be adopted as presented.

Carried



**Minutes of January 25, 2022 –County Council Departmental Meeting**

408-22: Gawalko That the minutes of the **Smoky Lake County Council Departmental Operations Meeting** held on Tuesday, January 25, 2022, be adopted as presented.

Carried.

**Minutes of January 27, 2022 – County Council Meeting**

409-22: Serben That the minutes of the **Smoky Lake County Council Regular Meeting** held on Thursday, January 27, 2022, be adopted as amended: Page 14976, under “Division Five Councillor’s Report on various Committees, Boards and Commissions”, remove the words Deputy Reeve.

Carried.

**4. Request for Decision:**

**Funding Contribution Agreement: Canadian Heritage Rivers System (CHRS) Management Plan for the North Saskatchewan River in Alberta**

410-22: Gawalko That Smoky Lake County execute with Park Canada (PC) a Contribution Agreement GC-1628: Parks Canada General Class Contribution Program for the Project entitled “North Saskatchewan River (AB) Management Plan for Canadian Heritage River Designation” in the amount totaling forty-five thousand dollars (\$45,000.00), with a term expiring on March 31, 2024.

Carried.

One member of the Media: Vegreville News Advertiser, virtually joined the meeting, time 9:19 a.m.

**Plan 5225CL; Block OT (Former Waskatenau Nuisance Grounds)**

411-22: Halisky That Smoky Lake County acknowledge the comments received in respect to the proposed “Sale and Construction Agreement” in respect to the County-Owned Lands legally described as – Plan 5225CL, Block OT, (Roll #19591614 formally known as Waskatenau Nuisance Grounds) between Smoky Lake County and 1986215 Alberta Ltd. and pursue a meeting with 1986215 Alberta Ltd. to further the dialog on the two outstanding items.

Carried.

**Alberta Heritage Research Grant Application**

412-22: Fenerty That Smoky Lake County approve action taken by Planning and Development Department in applying to the 2022-23 Alberta Heritage Research Grant, on February 1, 2022.

Carried.

Kyle Schole, Planning Technician, virtually left, time 9:44 a.m. and physically joined Council Chambers, time 9:46 a.m.

**Land Stewardship Center Watershed Stewardship Grant Application**

413-22: Serben That Smoky Lake County approve action taken by the Planning and Development Department in applying to the 2022-23 Land Stewardship Center Watershed Stewardship Grant, under the collaborative Heritage River Initiative, prior to the February 14, 2022 submission deadline.

Carried.

**60-Day Notice of Intent to Designate a Municipal Historic Resource (Apedaile Farmstead)**

414-22: Fenerty

That Smoky Lake County Council give 60-Day Notice of Intent to Designate the Apedaile Farmstead, on the lands legally described as Pt. NW-16-58-15-W4M, as Municipal Historic Resource under the Alberta Historical Resources Act, and in accordance with Smoky Lake County Policy Statement 61-15-1: Designation of a Municipal Historic Resource.

Carried.

Richard Kimmitt, Owner, Northern Lights R.V. Resort Development, virtually joined the meeting, time 10:00 a.m.

**7. Delegation:**

**Northern Lights R.V. Resort Proposed Development**

Virtually present before Council from 10:04 a.m. to 10:28 a.m. was Richard Kimmitt, Owner, Northern Lights R.V. Resort, to provide an explanation of his proposed development for a membership campground which included power point presentation and the following conceptual drawing of the proposed site:



Marvin Bjornstad, President, Riverland Recreational Trail Society, virtually joined the meeting, time 10:23 a.m.

Marianne Janke, Administrative Coordinator, Alberta's Iron Horse Trail, virtually joined the meeting, time 10:25 a.m.

**Northern Lights R.V. Resort Proposed Development**

415-22: Cere

That Smoky Lake County accept the information provided by the February 24, 2022 Delegation: Richard Kimmitt, Owner, Northern Lights R.V. Resort, explaining the concept the proposed development at his Northern Lights R.V. Resort, of a membership campground at

Carried.

**7. Delegation:**

**Riverland Recreational Trail Society & Alberta's Iron Horse Trail**

Virtually present before Council from 10:34 a.m. to 11:04 a.m. was Marvin Bjornstad, President, Riverland Recreational Trail Society, Marianne Janke, Administrative Coordinator, Alberta's Iron Horse Trail, to discuss the Riverland Recreational Trail Society & Alberta's Iron Horse Trail financial activities and the Iron Horse Trail Winter Maintenance Program.

**Riverland Recreational Trail Society & Alberta's Iron Horse Trail**

416-22: Fenerty

That Smoky Lake County accept the information provided by the February 24, 2022 Delegations: Marvin Bjornstad, President, Riverland Recreational Trail Society, Marianne Janke, Administrative Coordinator, Alberta's Iron Horse Trail, in respect to the Riverland Recreational Trail Society & Alberta's Iron Horse Trail financial activities and the Iron Horse Trail Winter Maintenance Program.

Carried.

**Riverland Recreational Society – Iron Horse Trail Winter Maintenance Agreement**

417-22: Gawalko

That Smoky Lake County Council approve to add an additional item to the February 24, 2022 Council Meeting Agenda, to address required action in response to the February 24, 2022 Council Meeting delegation as follows:

**Addition to the Agenda:**

3. Riverland Recreational Society – Iron Horse Trail Winter Maintenance Agreement.

Carried Unanimously.

**7. Delegation:**

**Smoky Lake RCMP Detachment**

Virtually present before Council from 11:07 a.m. to 11:31 a.m. was Smoky Lake RCMP detachment members: Cpl. Roxanne Genereaux, and Cst. Brett Thiesson, to discuss the quarterly Community Policing Report to obtain feedback and guidance to support the reinforcement of policing priorities and help ensure the RCMP are meeting community needs on an ongoing basis.

**Smoky Lake RCMP Detachment - Community Policing Report**

418-22: Gawalko

That Smoky Lake County acknowledge the presence of the February 24, 2022 Delegation: Cpl. Roxanne Genereaux, and Cst. Brett Thiesson, from the Smoky Lake RCMP, and discussion held in regard to policing priorities.

Carried.

**RCMP - K Division**

419-22: Serben

That Smoky Lake County Council request Cpl. Roxanne Genereaux, Smoky Lake RCMP pursue a meeting on behalf of Smoky Lake County Council, with the Commanding Officer (CO) and Assistant Deputy Minister from the Province, and other senior officials from K Division and the Ministry, during the Spring RMA convention: March 14-16, 2022, to advocate the County's following priorities:

1. Crime Reduction- Prevent and Reduce Property Crimes,
2. Visibility and Enforcement in the Community,
3. Enhance Public Confidence and Engagement- Consultations and Connections, and
4. Additional Member.

Carried.

11:33 to 11:33 a.m. **9. Public Question and Answer Period:**

None.

**Community Peace Officer (CPO 1) – Position**

420-22: Cere

That Smoky Lake County proceed to advertise for a position of Community Peace Officer (CPO) – Level One for Smoky Lake County with a closing date of March 31, 2022, and with the competition to remain open until a suitable candidate is found.

Carried.

**Policy Statement No. 14A-02-03: Incident Reporting**

421-22: Gawalko

That Smoky Lake County Policy Statement No. 14-A.02-03: Incident Reporting, be amended:

<b>Title: Incident Reporting</b>		<b>Policy No.: A.02-03</b>
<b>Section: 14</b>	<b>Code: P-I</b>	<b>Page No.: 1 of 8 E</b>
<b>Legislation Reference:</b> Municipal Government Act.		
<b>Purpose:</b>	To document a formal written report that details the facts related to an incident to identify the actions to be taken to control losses and determine the cause(s) related to an incident at a worksite. The process of these activities is not to find fault or lay blame, but to identify the causes of incidents to assure minimal injuries, collect recent data and determine what corrective action must be made to prevent further occurrences of these incidents.	
<b>Policy Statement and Guidelines:</b>		
<b>1. OBJECTIVES:</b>		
1.1	This policy is applicable to all departments where an incident or injury has occurred on the worksite, but it can also pertain to any unusual worksite occurrences such as near misses, life, injury, property and equipment damage, health and safety issues and claims of General Liability.	
1.2	The Incident investigation process is the account and analysis of an incident based on information gathered by a thorough examination of all contributing factors and causes involved. To determine what actually happened to cause the incident and identify any unsafe conditions, acts or procedures that will help management to identify practical corrective actions.	
<b>2. DEFINITIONS:</b>		
2.1	<b>Incident:</b> Any unplanned event that causes injury or losses which may involve property or general liability and could also involve individuals that are not employees of the County. These types of incidents will be investigated by the supervisory personnel in charge of the specific worksite or equipment involved in the incident.	
2.2	<b>Near Miss:</b> An unplanned event that did not result in injury, illness or damage – but had potential to do so. Near misses are warnings of potential incidents and must be reported.	
2.3	<b>Underlying Causes:</b> The symptoms behind the reason why the immediate incident existed. The underlying causes are not necessarily apparent as the immediate causes. Underlying causes can be identified by asking probing questions about the unsafe conditions or actions about the immediate incident which may involve personal and/or work environmental factors.	
2.4	<b>Work Refusal:</b> Is a voluntary act made by an employee to cease all duties and tasks related to a job considered unsafe to their physical welfare. An employee can exercise their right to refuse dangerous work under the Occupational Health and Safety Act following immediate notice to a supervisor. The County must inspect the hazard to be remedied immediately before work can be assumed.	

<b>Title: Incident Reporting</b>		<b>Policy No.: A.02-03</b>
<b>Section: 14</b>	<b>Code: P-I</b>	<b>Page No.: 2 of 8 E</b>
<b>Policy Statement and Guidelines:</b>		
2.5	<b>Occupational Illness:</b> is an event or exposure whose cause is attributable to the workplace environment to illness, disease or disorder that contributes to a condition or worsens a preexisting condition caused by work or working conditions over a long period. Types of hazards include chemical, ergonomic, physical, and psychosocial, which can cause harm or adverse effects in the workplace. Getting resources on such specific hazards and their control will include identification, risk assessment and inspections to keep the workplace environment healthy and safe.	
<b>3. GUIDELINES:</b>		
3.1	Employees shall report all incidents to their immediate Manager/Supervisor and Safety Officer.	
3.2	The Manager/Supervisor and/or Safety Officer shall then report it to the Chief Administrative Officer.	
3.3	Safety Officer shall conduct the initial incident investigation. The following schedules will be completed to document as the formal written report of incident(s): <b>Schedule "A": Incident Reporting</b> To be completed for all incidents. <b>Schedule "B": RMA Insurance</b> To be accompanied with Schedule "A" only when Auto/Equipment Loss occurs. <b>Schedule "C": Incident Report on Municipal Roads by Third Party</b> To be completed only when Incidents Loss occurs on Municipal Roads by Third Party.	
3.4	The report shall be submitted to the Chief Administrative Officer without delay, and shall be reported to the Workers Compensation Board and/or Occupational Health and Safety, as required.	
3.5	The Joint Health and Safety Committee will participate in the investigation of incidents when presented to gain a good working knowledge of the worksite, the equipment, hazards present and the people involved.	

<b>Title: Incident Reporting</b>		<b>Policy No.: A.02-03</b>
<b>Section: 14</b>	<b>Code: P-I</b>	<b>Page No.: 2 of 8 E</b>

Policy Statement and Guidelines:	
<p><b>4. INVESTIGATION PROCESS PROCEDURES:</b></p> <p>A complete Incident investigation involves the following activities to manage in each of the phases to approach an investigation process.</p> <p>4.1 <b>Get an Overview:</b> An overview of the incident is to preserve and assess to secure the scene to uncover the unsafe acts or conditions which directly contributed to the incident to determine the causes and circumstances of the incident or injury.</p> <p>4.2 <b>Gather Information at the Scene:</b> Collect data by making notes of what you observe and take photographs and/or draw diagrams and sketches to analyze the data information to determine the facts to identify the root cause.</p> <p>4.3 <b>Interview Witnesses:</b> Question the witnesses. The types of questions asked will depend on the circumstances of the incident.</p> <p>4.4 <b>Report:</b> Once a full investigation has been completed, a corrective action report of the findings and recommendations are to be completed that describes the unsafe conditions that led to the incident, what corrective action is necessary, and the steps you and the County will take to implement those actions.</p>	

Section 14

Policy: A.02-03



**SCHEDULE "A"**

**SMOKY LAKE COUNTY**

INCIDENT REPORT		
<b>Employee Name:</b>	<b>Job Title:</b>	<b>Department:</b>
<b>Incident Reported To:</b>	<b>Date Reported:</b>	<b>Time Reported:</b>
<b>Managers Name:</b>	<b>Managers Title:</b>	<b>Signature:</b>
EVENT DETAILS		
<b>Date of Event:</b>	<b>Time of Event:</b>	<input type="checkbox"/> Incident <input type="checkbox"/> Near Miss <input type="checkbox"/> Work Refusal <input type="checkbox"/> Occupational Illness
<b>Type of Event:</b>	<b>Injury Type:</b>	<b>Event Location:</b>
<b>Primary Body Part Injured:</b>		<b>Secondary Body Part Injured:</b>
<input type="checkbox"/> N/A		<input type="checkbox"/> N/A
<b>Detailed Description of Event:</b>		
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>		
<input type="checkbox"/> <b>Pictures or other information attached</b>		

Section 14

Policy: A.02-03

<b>INCIDENT REPORT</b>		<b>PAGE TWO</b>	
<b>Underlying Causes:</b> _____ _____ _____			
<b>Recommendations: To prevent re-occurrence of Event?</b> _____ _____ _____			
<b>Action taken: What and by whom?</b> _____ _____ _____			
<b>Safety Officer's Comments:</b> _____ _____ _____			
WITNESSES			
Name: _____	Phone: _____	Name: _____	Phone: _____
Name: _____	Phone: _____	Name: _____	Phone: _____

Safety Officer Signature: \_\_\_\_\_ Date Completed: \_\_\_\_\_  
 Employee Signature: \_\_\_\_\_ Date Completed: \_\_\_\_\_  
 Investigator Signature: \_\_\_\_\_ Date Completed: \_\_\_\_\_  
 Chief Administrative Officer Signature: \_\_\_\_\_ Date Reviewed: \_\_\_\_\_

Incident Policy: *Schedule "A": Incident Report - Page Two*

Page 5 of 8.

Section 14

Policy: A-02-03

**SCHEDULE "B"**  
**RMA INSURANCE**  
2510 Sparrow Drive, Nisku, AB. T9E 8N5  
PHONE #: 780-955-3639 • FAX #: 780-955-3615

Automobile Policy: Q638342	Heavy Equipment Policy: RSLE2215/22
AUTO / EQUIPMENT LOSS FORM	
DATE OF LOSS: _____ CERTIFICATE # _____	
JURISDICTION: _____	
CONTACT PERSON: _____ PHONE # _____	
YEAR: _____ MAKE MODEL: _____ SERIAL # _____ PLATE # _____	
DRIVER: _____ DOB: _____	
DRIVER'S LICENCE # _____ YRS. EXP.: _____	
PREVIOUS ACCIDENTS/CONVICTIONS: _____	
ADDRESS: _____	
LOSS PAYABLE/LESSOR: _____	
THIRD PARTY INFORMATION	
YEAR: _____ MAKE MODEL: _____ SERIAL # _____	
DRIVER: _____ PHONE # _____ LIC. PLATE # _____	
OWNER: _____ PHONE # _____	
DESCRIPTION OF DAMAGES: _____	
NAME OF INSURER: _____ POLICY # _____	
LOCATION OF ACCIDENT: _____	
POLICE/RCMP AT SCENE: _____	
INJURIES: _____	
WITNESS: _____	

REPORTED TO RMA online to <https://rmaalberta.com/>  
Or contact: New West Adjusters @ 780-489-3310

YES  NO

Incident Policy: *Schedule "B": RMA Insurance*

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Section 14

Policy: A.02-03



**SCHEDULE "C"**  
**SMOKY LAKE COUNTY**

**INCIDENT REPORT On Municipal Roads by Third Party**

Location: \_\_\_\_\_

This form is to be filled out for any incident that happens on the Smoky Lake County road

For Completion By Municipality	For Completion By Person Attending site
Date of Incident _____	Form Completed By: _____
Time of Incident _____	Title: _____
When did you first learn of the incident (Date /Time) _____	When were you notified of the incident? (Date/Time) _____
When was the Incident Reported? (Date/Time) _____	When did you attend the Incident site? (Date/Time) _____
Are you aware of any injuries <input type="checkbox"/> Minor <input type="checkbox"/> Moderate <input type="checkbox"/> Serious <input type="checkbox"/> Hospitalized <input type="checkbox"/> Death <input type="checkbox"/> Unknown	Date/Time of completion of this checklist _____ Have Photographs taken <input type="checkbox"/> Yes <input type="checkbox"/> No (Date /Time) _____

Signature of person completing this checklist: \_\_\_\_\_

Contact Information: Work Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ E-mail \_\_\_\_\_

After learning of an accident that occurs on a roadway under the municipalities control the follow people need to be contacted:

Contact Insurers:
<input type="checkbox"/> Notify Priddle & Associates, to determine whether an insurance investigation should begin
<input type="checkbox"/> <a href="https://rma1berta.com/">https://rma1berta.com/</a>
<input type="checkbox"/> Date and time reported _____

Photographs and the following information need to be obtained. Mark a check :

**Photographs:**

- Path taken by both vehicles prior and after losing control
- Final resting position of vehicles
- If vehicles have been removed, remaining as evidence
- General road conditions
- Anything on road surface that may have contributed to possible losing control
- Road signs on scene

**Information:**

General road conditions \_\_\_\_\_

Weather conditions \_\_\_\_\_

Evidence of impairment \_\_\_\_\_

Incident Policy: *Schedule "C": On Municipal Roads by Third Party*

Page 7 of 8.

Section 14

Policy: A.02-03

**INCIDENT REPORT On Municipal Roads by Third Party - Page Two**

**Other information**

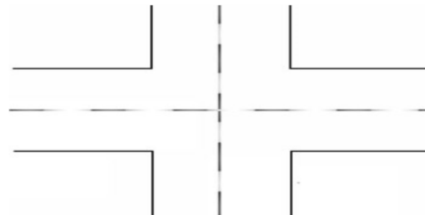
**Detailed Description of Event:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Witness? \_\_\_\_\_

Was a Fire Department there? \_\_\_\_\_

Were the Police there? \_\_\_\_\_



\*show all skid marks and the resting spots of all vehicles involved  
\* Show road number when possible

THIRD PARTY INFORMATION Vehicle # 1	THIRD PARTY INFORMATION Vehicle # 2
YEAR: _____ MAKE MODEL: _____	YEAR: _____ MAKE MODEL: _____
SERIAL #: _____	SERIAL #: _____
DRIVER: _____	DRIVER: _____
PHONE #: _____	PHONE #: _____
LIC. PLATE #: _____	LIC. PLATE #: _____
OWNER: _____	OWNER: _____
PHONE #: _____	PHONE #: _____
NUMBER OF PASSENGERS _____	NUMBER OF PASSENGERS _____
DESCRIPTION OF DAMAGES: _____	DESCRIPTION OF DAMAGES: _____
NAME OF INSURER: _____	NAME OF INSURER: _____
POLICY #: _____	POLICY #: _____

Incident Policy: *Schedule "C": On Municipal Roads by Third Party - Page Two*

Page 8 of 8.

Carried.

**Additional Named Insured Application – Victoria Trail Ag Society**

422-22: Serben

That Smoky Lake County accept the Victoria Trail Agricultural Society as an Additional Named Insurance with RMA Insurance under the County’s insurance umbrellas and execute all necessary policies.

Carried.

One member of the Public virtually joined the meeting, time 11:56 a.m.

**GIS Data Sharing Agreement for Real Estate Professionals**

423-22: Fenerty

That Smoky Lake County enter into an annual “GIS Data Sharing Agreement with Real Estate Agencies”, to permit access to the County’s GIS WebMap for an annual fee of \$250.00 and provide a “GIS WebMap Real Estate user guide to assist realtors carrying out business within our municipality as an opportunity to generate additional revenue for the County and save on staff time dedicated to responding to calls requesting this data.

Carried.

**Municipal Climate Change Action Centre (MCCAC) - Electric Vehicle Charging Stations**

424-22: Gawalko

That Smoky Lake County Council approve to proceed in submitting an application for grant funding for the Year 2022 Municipal application to the Municipal Climate Change Action Centre (MCCAC) for a proposed project: Electric Vehicle Charging Stations at the following locations:

Electric Vehicle Charging Station Details								
Installation Location Name	Installation Location Address	Charger Brand and Model	Charge Level and Number of Connectors	Charger Plug Type	Charging Voltage (V)	Power Output (kW)	Intend ed Use	Pay-for-Use
County Public Works	5004 50 St	Tritium RTM-50 50kW	Level 3, 2 connectors	CCS & CHAdeMO	50-500V DC	50kW	Public Use	Yes
County Public Works	5004 50 St,	SIEMENS 8EM1312-5CF18-0FA3	Level 2	SAE J1772	208V	11.5kW	Public Use	No
Metis Crossing	17339 Victoria Trail	SIEMENS 8EM1312-5CF18-0FA3	Level 2	SAE J1772	208V	11.5kW	Public Use	No

Carried.

**Proposed Lease Agreement for Electric Vehicle Charging Station Level 2 at Métis Crossing**

425-22: Fenerty

That Smoky Lake County propose a lease agreement with Métis Crossing for the potential Electric Vehicle Charging Station Level 2 at Métis Crossing with details including: power consumption paid for by Métis Crossing at no cost to the County as part of the proposed project: Electric Vehicle Charging Stations, subject to funding under the Year-2022 application to the Municipal Climate Change Action Centre (MCCAC).

Carried.

**Meeting Recessed**

Meeting recessed for Lunch, time 12:36 p.m.

**Meeting Reconvened**

The meeting reconvened on a call to order by Reeve Lorne Halisky at 1:09 p.m. in the presence of all Council members, the Chief Administrative Officer, and Assistant Chief Administrative Officer, and the virtual presence of the Finance Manager, Planning and Development Manager, Planning Technician, Recording Secretary, Communications Technician, three Members of the Public and one Member of the Media.



**Addition to the Agenda:**

**Riverland Recreational Society – Iron Horse Trail Winter Maintenance Agreement**

426-22: Cere

That Smoky Lake County **defer** discussion of the renewal of the funding agreement for the Winter Maintenance Program of the Iron Horse Trail for a three-year term from 2022 to 2024, at a contribution in the amount of \$2,500.00 per year of which 57% is to be contributed to the Riverland Recreational Trail Society and 43% is to be contributed to the Iron Horse Trail Groomer Foundation (Smoky Lake Trail Twister Snowmobile Club); in response to the letter received from Marvin Bjornstad, President, Riverland Recreational Society, dated January 3, 2022, requesting same.

Carried.

**5. Issues for Information:**

**Chief Administrative Officer’s Report**

The Chief Administrative Officer (CAO) provided a report to Council for the period of January 21, 2022 and February 23, 2022, as follows:

Chief Administrative Officer			
			Report Period: <b>Jan 21, 2022 to Feb 20, 2022</b>
LEGISLATIVE / GOVERNANCE			
Projects	Date In Progress	Date Outstanding	Date Completed
<p><b>Hillside Acres – Road Grades:</b> Throughout the year, I receive complaints regarding the excessively steep grade of the south road (in excess of 10%) and the stormwater drainage issues in this area.</p> <p>This problem stems back to the County accepting a deviation to the County standards (maximum of 7%) to the existing substandard (&gt; than 10%) road grade and drainage design from the developer in 2003. Stormwater facilities were not designed in accordance with the requirements of EPEA (Environment Protection and Enhancement Act) and the Water Act enabled at that time. We have not been able to locate records of the stormwater management plan, design drawings or AEP approvals for the stormwater management plan for the subdivision or the approval for absence of pre-development flow control or deleterious materials removal prior to entering into the lake. As such, it is not likely that AEP would approve of upgrades without extensive engineering reports and design (such as a cleansing device like Stormceptor or similar design) given the close proximity to the lake and direct discharge of stormwater into the lake.</p> <p>The Interim Budget did not include any allocations to fund a project like this in 2022. One interim option to resolve the steep grade of the road could be to place appropriate signage warning the public of the excessively steep road grade and suggestion to use another route, particularly in winter.</p>			Feb 18/22
<p><b>TSI –</b> The Phase I Governance report was reviewed by the Joint Committee, recommendation resolutions were received and presented at another Committee meeting. In accordance with the schedule, this report was to have been adopted by mid-October 2021. With the additional work meetings and delay to the schedule, I anticipate that TSI will be invoicing for the additional scope of work required to complete this phase.</p>	Ongoing		Feb 18/22
<b>Joint Health and Safety Committee</b>			Jan 20/22
<b>ICC Committee meetings Joint Fire</b>			Feb 08/22
<b>Vilna ACP – Regional Services Workshop – Doug Griffiths 13-Ways</b>			Jan 26/22
<b>Ukrainian Twinning</b>			Feb 01/22
ADMINISTRATIVE			
Projects	Date In Progress	Date Outstanding	Date Completed
<b>Mangers Meetings – Every Monday Morning</b>			Ongoing
<p><b>Administration Building Upgrades – Roof Replacement:</b> The recent snows and cold temperatures in December, coupled with the Christmas break, have caused significant likely to result in further delays.</p>	Jul' 15/21		Jan 30/22

Chief Administrative Officer			
Report Period: <b>Jan 21, 2022 to Feb 20, 2022</b>			
<b>RCDC Meeting</b>			Feb 08/22
Bonnie Lake Resort – Meetings pertaining to the approval of the development/engineering/Storm System <b>legal rejected.</b>	Ongoing		Ongoing
Tourism Partnership – Legal team meeting – MCC Legal			Jan 31/22 Feb 14/22
Public Works/GIS Review: This meeting was to review the GIS system and data entry process.			Feb 07/22
Council Departmental/ASB/GAS/ENV/Fire meetings			Feb 15/22
In-House Software Training – DrawBoard and Snip&Sketch			Feb 02/22
Safety Audit Update Meeting: This meeting was to review the progress of meeting the audit deficiencies.			Feb 09/22
Office Staff Meeting: This meeting was to discuss concerns of staff.			Feb 09/22
Waskatenau/Legal – Proposed Development			Feb 10/22 Feb 14/22 Feb 16/22 Feb 17/22
<b>HWY 28/63 COMMISSION</b>			
Commission Meetings – Organizational, Budget, draft bylaw issues			Ongoing
WFL #128 Solicitor – Agreements/requirements: Substantial delays due to COVID again.			Ongoing
Bylaw Queries: Some comments received to date, including Brownlee.	Ongoing		
<b>FINANCIAL</b>			
	Projects	Date In Progress	Date Outstanding
County preliminary Budget discussion with Managers and Council. Several meetings in the last week of September through to the 2 <sup>nd</sup> week in October.			Sept 28/21 - Oct 25/21
Capital Budget: Collecting data to accurately trend anticipated 5 yr costs of procuring heavy equipment (graders) such that anticipated future values are included in the budget, as opposed to present values.			Ongoing
<b>HUMAN RESOURCES</b>			
	Projects	Date In Progress	Date Outstanding
Natural Gas Department - On-Call: Request from the Natural Gas Manager, Daniel Moric, letter, dated February 8, 2022 for On-Call Compensate be changed from being paid \$25.00 per day during weekday and \$50.00 per day weekend and Statutory Holidays to be \$3.25 per hour. <b>H-1 (Letter from Daniel Moric, Manager, dated February 8, 2022.)</b>  <b>AND</b>  Environmental Operations Department – On-Call: Indicated for the same request.			Feb 18/22
<b>Chief Administrative Officer</b>			
Report Period: <b>Jan 21, 2022 to Feb 20, 2022</b>			
Recommendation 1: That Smoky Lake County approve the expenditure for the Natural Gas Department Gas, Natural Gas Technicians to be compensated for "On-Call" duties in the amount of \$3.25 per hour starting at the end of the regular work hours during the weekday, and for the week-ends and statutory holidays, to reflect the same as the International Union of Operating Engineers - Local 955, effective March 1, 2022.			
Recommendation 2: That Smoky Lake County approve the expenditure for the Environmental Operations Department, Water, WasteWater & Waste Technicians to be compensated for "On-Call" duties in the amount of \$3.25 per hour starting at the end of the regular work hours during the weekday, and for the week-ends and statutory holidays, to reflect the same as the International Union of Operating Engineers - Local 955, effective March 1, 2022.			
Legal – Managing Partner Deficiency Issues - Brownlee has provided a template for review earlier this week. Attached for information.	Ongoing		
Heavy Duty Mechanics Update:  Full Time Heavy Duty Mechanic - 4 applications were received. All were interviewed and rated under various categories. After all considerations and interviews were conducted, Shane Dubetz was selected as the best overall candidate whom met the qualifications and interviewed the best.  Part time Heavy Duty Mechanic (max 80 hrs per month) - 1 application was received for this position. The candidate was also interviewed. Orrianna Kropf was selected as she met the qualifications and has worked for the County in this position since January and is an excellent employee.			
CUPE 4575: County ingoing reviewed by Committee. Negotiation dates set.			Feb 03/22
<b>COMMUNITY</b>			
	Projects	Date In Progress	Date Outstanding
Dr Retention Committee Meeting			Feb 16/22
<b>TRAINING</b>			
Consultation Workshop?			
Brownlee Emerging Trends Session			Feb 17/22
<b>COUNTY STRATEGIC PLAN</b>			
N/A			
Signature:	County Council Meeting: Feb 24, 2022		

One Member of the Public, virtually joined the meeting, time 1:34 p.m.

One Member of the Public, virtually joined the meeting, time 1:38 p.m.

One Member of the Public, virtually joined the meeting, time 1:49 p.m.

**Hillside Acres Subdivision Road Steep Grades**

427-22: Gawalko That Smoky Lake County install “steep hill” and “use alternate route” signage within the Hillside Acres Subdivision, on Range Road 133A where the road runs east and west, as an interim option to mitigate travelling difficulties on the excessively steep road-grade, particularly in winter.

Carried.

**County Main Office Administration Building Roof Replacement – Additional Lighting**

428-22: Gawalko That Smoky Lake County Council approve to install lighting at the outside entrance of the Smoky Lake Legion building, which is attached to the County office, and replace the soffit on the Legion’s entrance overhang, in conjunction with the Administration Building Roof Replacement project, within the budgeted scope; and if the said work exceeds the budgeted scope of the Roof Replacement project, it must be brought back to Council in the form of Change Order.

Carried.

**Natural Gas & Environmental Operations Departments Staff On-Call Compensation**

429-22: Gawalko That Smoky Lake County **defer** further discussion of the “On-Call” compensation for the County’s Natural Gas Technicians and Water, Waste Water & Waste Technicians, proposing a March 1, 2022, rate in the amount of \$3.25 per hour starting at the end of the regular work hours during weekdays and for weekends and statutory holidays, equal to the current International Union of Operating Engineers (IUOE) Local 955 Collective Agreement.

Carried.

**Management Services Agreement**

430-22: Halisky That Smoky Lake County Council review the generic, draft Management Services Agreement provided on February 24, 2022, by the Chief Administrative Officer, for consideration of incorporating it into legislation when providing service as a Managing Partner.

Carried.

**Indigenous Consultation Workshop**

431-22: Fenerty That Smoky Lake County purse an Indigenous consultation workshop to work on building relationships with the Indigenous peoples on a basis of inclusion, mutual understanding, and respect.

Carried.

**Financial Statements**

As annexed to the minutes:

↳ Financial Statement for the month of: **December 2021.**

**Action List(s)**

Action Lists:

- i. County Council Committee of the Whole for the Purpose of Planning Meeting – January 18, 2022.
- ii. County Council Departmental Meeting – January 25, 2022.
- iii. County Council Meeting – January 27, 2022.

**Chief Administrative Officer’s Report**

432-22: Serben That Smoky Lake County’s Chief Administrative Officer’s report for the period of January 21, 2022 to February 20, 2022, be accepted and filed for information.

Carried.

**5. Issues for Information:**

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

Brenda Adamson, Finance Manager presented an updated Financial Report for the period ending February 2, 2022.

**Transfer from the Year-2021 Budget to Reserves**

433-22: Cere

That Smoky Lake County approve to transfer the Year-2021 surplus funds in the amount of \$525,000.00 into Reserves for the Year-2022 budget as part of the yearend process.

Carried.

**Municipal Sustainability Initiative (MSI) Amending Memorandum of Agreement**

434-22: Gawalko

That Smoky Lake County approve action taken in executing the Municipal Sustainability Initiative (MSI) Amending Memorandum of Agreement, on February 11, 2022, between Her Majesty the Queen, in right of the Province of Alberta, as represented by the Minister of Municipal Affairs, for the purpose of extending the original grant agreement by two years.

Carried.

**Finance Manager's Report**

435-22: Halisky

That Smoky Lake County's Finance Manager's report for the period ending February 2, 2022, be accepted, and filed for information.

Carried.

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

Dan Gawalko – Deputy Reeve & Division One Councillor's report from various Committees, Boards and Commissions:

January 20, 2022 – Evergreen Regional Waste Management Service Commission

- Minutes from January 20, 2022 included in this agenda package.
- Budget to Actual Report January 1-31, 2022, included in this agenda package.

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

Linda Fenerty - Division Two Councillor's written report from various Committees, Boards and Commissions:

February 14, 2022 – North East Muni-Corr Ltd. Meeting, held virtually:

- Fort Kent Rehab Project – A small piece of Alberta Transportation property encroaches on Muni-Corr. This has been ongoing for a while. A motion was made to send a letter to Transportation which outlines risks & liabilities and challenges around not having some type of signage to protect both drivers, Muni Corr & Transportation.
- Husky Pipeline Replacement – a request for access, not new construction
- Signage along trail – letter to be sent to Gene and Doug requesting signs for within County
- Code of Conduct – Muni Corr still wants code of conduct signed
- Camping along trail – by-law needs to be updated
- By-laws – any by-laws that are amended/rescinded/etc. will be sent to CAO's of each municipality
- Marianne to send an email to Gene & Carole requesting temporary access to MuniSight
- Next meeting will be April 11 @ 10:00 a.m.

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

Dominique Cere - Division Three Councillor's verbal report from various Committees, Boards and Commissions:

January 26, 2022 - Smoky Lake Foundation meeting, held Virtually

- Dress code policy updated.
- Alberta Seniors & Community Housing Association (ASCHA) Convention scheduled for April 11-13, 2022.
- Next meeting will be March 25, 2022 @10:00 a.m.

**Reeve - Division Four Councillor's Report on various Committees, Boards & Commissions**  
Lorne Halisky - Reeve and Division Four Councillor's report from various Committees, Boards and Commissions:

January 25, 2022 – Council Departmental Operations meeting, held in Chambers (all Council)

- Received reports from department managers on activities.
- Discussed two issues under executive session: a proposed campground development and a vehicle damage claim.

January 27, 2022 - Council Regular Meeting & Public Hearing, held in Chambers (all Council)

- Renewed membership to the Alberta Bilingual Municipalities Association.
- Appointed Gary Henry, as a Member-at-Large, to the Smoky Lake Subdivision and Development Appeal Board and accepted the resignation of Jerry Melnyk from the board.
- Accepted \$51,000 + GST from 1986215 Alberta Ltd. for Plan 5225CL; Block OT, near Waskatenau.
- Approved a \$250 Membership to Lakeland Industry and Community Association (LICA).
- Approved to execute the Family School Liaison Program - Master Service Agreement between Aspen View, Lakeland Roman Catholic School, and Waskatenau.
- Approved \$774.17 membership to Alberta's Lakeland Destination Marketing Organization.
- Approved \$250 membership to Community Planning Association of Alberta (CPAA).
- Agreed to engage Brownlee LLP to assist in CUPE negotiations.
- Approved \$2,500 of FCSS funds to Smoky Lake Ag Society.
- Approved a \$500 sponsorship of the Randy Russ Memorial Barrel Race scheduled for August.

January 28, 2022 – Alberta Transportation Regional Director Meeting, held Virtually (all Council)

- Discussed and advocated for: STIP Grant coordination & Local Bridge Funding, Highway 28 Road resurfacing, and Highway 28/63 Regional Water Services Commission's Whitefish Lake First Nation #128 project funding.

January 28, 2022 – RMA District 5 Meeting, held virtually (all Council)

- Nominations held for President -- Secretary/Treasurer & Vice-President.
- Speaker presentations included: the Vermilion-Lloydminster-Wainwright MLA and NRCB – Confined Feeding Operations Applications under the Ag Operation Practices Act.
- Reports received from the RMA President, RMA District No. 5 Director, RMA District No.5 FCM Representative, and AUMA Representative – Director Villages East.

January 28, 2022 – Elevate Wellness Meeting, held virtually (Lorne)

- Discussed trail development in the Town of Smoky Lake and other villages/hamlets.

February 1, 2022 - Ukrainian Twinning Committee (Smoky Lake Region) Meeting, held in Chambers/Virtually (Lorne and Linda)

- Received an update on the Ukraine Situation from the Kosiv team.
- Reviewed the Twinning Project Action List Update for 2022, projects include but not limited to: Surplus Fire Equipment to Kosiv, Bee importing to Canada, Liquor importing to Canada, Ukrainian Culture, Arts and Crafts, and Educational Cooperation.

February 2, 2022 - Computer software Training, held in Chambers (all Council)

- Received instruction on how to use PDF drawboard to explore electronic agenda packages.

February 2, 2022 – Municipal Planning Commission, held in Chambers (all Council)

- Approved Development Permit No. 046-21: SW-34-60-16-W4M for the development of Natural Resource Extraction/Processing Facility (Sand and Gravel), (12.0 Acres), subject to conditions.
- Approved Development Permit No. 001-22: PT. NE-35-58-18-W4M for the development of Secondary Commercial (small engine repair), subject to conditions.

February 3, 2022 – Negotiating Committee, held in Chamber and virtually (All Council)

- Reviewed the Canadian Union of Public Employees (CUPE) Local 4575 Collective Agreement which expired December 31, 2021, in preparation for the upcoming negotiations with the Solicitor.

February 7, 2022 – RCMP Liaison Meeting, held in Chamber and virtually (Lorne and Linda)

- Discussed hosting a mock disaster in conjunction with emergency preparedness week.

February 8, 2022 – Smoky Lake Region Fire & Rescue Committee, held in Chamber and virtually (Lorne, Dominique, Jered, Linda)

- Received Fire Department Orientation from the Smoky Lake County Fire Chief and Deputy Chief.
- Accepted the Phase 1 Smoky Lake Regional Fire Service Review dated January 14, 2022 as prepared by Transitional Solutions Inc. for Project Title: Regional Fire Services.
- Received the: Fire Chief Reports & Partners in Protection: 2021 Report Card.

February 8, 2022 – Regional Community Development Committee (RCDC), held in Chamber and virtually (Lorne and Jered)

- Discussed: Smoky Lake Region Municipal Services Study Levels of Service Assessment Workshop January 25, 2022, Workshop, Budget, and the Economic Development Workplan analysis of Tourism activities.
- Received the CEDO Activity Report.

February 10, 2022 - Smoky Lake Foundation CAO Evaluation Meeting, held virtually (Dominique, Linda and Lorne)

- Discussed performance evaluation tool and process.

February 15, 2022 – Agricultural Service Board (ASB) Meeting held in Chambers (all Council)

- Agreed to take no action in creating a new bylaw for “Nuisance Cat Control in Hamlets”.
- Amended the Agricultural Service Board Business Plan 2022 Policy to include Soil Conservation strategy and the Animal Health Act strategy to comply with the 2021 Smoky Lake Field Visit by Alberta Agriculture, Forestry and Rural Economic Development.
- Agreed to host a Farmers and Ranchers Appreciation Day event in June 2022 in Smoky Lake.
- Agreed to provide Lakeland Agricultural Research Association (LARA) \$55,000 of funding.
- Agreed to provide \$1,000 to the Alberta Invasive Species Council.
- Agreed to provide \$623.00 to Alberta Farm Safety Centre.

February 15, 2022 – County Environmental Operations Meeting held in Chambers (all Council)

- Acknowledged the Alberta Environment and Parks (AEP) Inspection Report, dated January 18, 2022, for the Warspite waterworks system.

February 15, 2022 – County Fire Protective Meeting held in Chambers (all Council)

- Acknowledge the Regional Fire Services Review, Smoky Lake Region, Final Report and review of the recommendations for enhanced Fire Services in the region.
- Approved the \$180/each membership for Council to the Alberta Fire Chiefs Association.

February 15, 2022 – County Natural Gas Meeting held in Chambers (all Council)

- Received the Natural Gas Rates and billing surveys.
- Received Federation of Alberta Gas Co-ops Ltd. – Board to Board Report.

February 16, 2022 – Elevate Wellness Meeting, held virtually (Lorne)

- Discussed trail development in the Town of Smoky Lake and other villages/hamlets.
- Discussed lending library in the Town of Smoky Lake Public Library.
- Discussed raised gardens and other community healthy eating initiatives.

February 16, 2022 – Doctor Retention & Recruitment Committee, held virtually (Lorne, Danny, Linda and Dominique)

- Lorne Halisky elected as Chairperson & Amy Cherniwchan elected as Vice-Chairperson.
- Request from Lakeland Primary Care Network to Pay 2021 Cardiac Stress Testing Annual Fee.
- Acknowledged the accreditation for Smoky Lake Cardiac Stress Clinic.
- Received updates from the Rural Health Professions Action Plan.
- Approved the 2022 Budget of \$24,000.

February 17, 2022 – Brownlee Emerging Trends in Municipal Law Seminar, held in Chambers (all Council)

- Topics discussed: employment law in the time of COVID, privacy and freedom of information issues, how to manage legal matters, municipal tax powers, conflicting fiduciary obligations, case and legislative updates, and a Q&A bear pit session held.

February 17, 2022 – NPF National Police Federation Session held in Smoky Lake Curling Club (all Council)

- Alberta proposed policing model comparison presentation.
- Proposed Provincial police transition discussion guide presentation.
- RCMP versus APPS Alberta Provincial Police Service presentation.

February 18, 2022 – RMA Priority Issues Webinar held virtually (all Council)

- Received information on RMA’s top priority issues.

### **Division Five Councillor’s Report on various Committees, Boards and Commissions**

Jered Serben - Division Five Councillor written report from various Committees, Boards and Commissions:

February 7, 2022 – Smoky Lake Agricultural Society meeting:

- Family Day event plans for February 21st from 1-5 pm. Outdoor events will be horse – drawn sleigh rides, skating, bon – fires, snow – man making competition, snow shoeing obstacle course and the first and only County vs Town Councillors snow – shoe race! Indoor events will be skating, shinny and other games on the ice surface. Paw Patrol characters and glitter face painting and a balloon maker will be in the foyer and hall. The concession will be open throughout the day.
- Draw time for the fundraiser (Cattle, side by side, cash prizes, etc.) will be on February 21st at 4:30 pm.
- Discussion about upgrading the hall sound system and tv’s and other technical equipment.
- Discussion about installing 1-2 slow car chargers. Units will cost \$0.30/hr when in use. No cost to the Ag. Society for installation.
- 50th Anniversary for the complex this year. Discussion about a planned event, entertainment, food, etc. Most likely to happen mid – October.
- Request for quotes; painting bleachers, penalty boxes, etc.
- Gord Bamford will be performing in the ice arena on April 23rd.
- Elevate Wellness Group will open up existing but grown in trails, mulch new trails and map trails through their granted funding. This will be done in the small forest north of the RV park.
- RV Park is looking for a caretaker. Job position will be posted.
- Complex hall custodian will job share with a new hire.

### **Councillors Reports on Various Committees, Boards and Commissions**

436-22: Cere

That the Smoky Lake County Councillor’s reports received for the period of January 2022 to February 2022, be filed for information and the Reeve’s Report received for the period of January 21, 2022 to February 18, 2022, be posted to the County’s website.

Carried.

**Regional Community Development Committee (RCDC)’s Action Lists**

437-22: Gawalko That the Smoky Lake County Regional Community Development Committee (RCDC)’s Action Lists from the meetings held on December 6, 2021 be filed for information, as provided for Council Members on the RCDC’s Committee business transacted.

Carried.

**Doctor Retention & Recruitment Committee**

438-22: Halisky That the Smoky Lake County accept the Smoky Lake Region’s Doctor Retention and Recruitment Committee Year-2022 Budget as follows with Smoky Lake County’s portion of 61% in the amount of \$14,640.00; and acknowledge there was a zero budget recommended for the “Doctor Recruitment” portion due to a reserve account in the amount of \$106,287.75, as outlined in the year end 2021 Budget, set aside for recruitment of a fourth doctor, as recommended at the Doctor Retention and Recruitment Committee meeting held on February 16, 2022:

Municipality	Percentage	Amount
<b>Year-2022 Doctor RETENTION Budget</b>		
Smoky Lake County	61%	\$ 14,640.00
Town of Smoky Lake	26%	\$ 6,240.00
Village of Vilna	7%	\$ 1,680.00
Village of Waskatenau	6%	\$ 1,440.00
<b>Year-2022 Doctor RETENTION Total Budget:</b>		<b>\$ 24,000.00</b>
<b>Year-2022 Doctor RECRUITMENT Budget</b>		
Smoky Lake County	0%	Nil
Town of Smoky Lake	0%	Nil
Village of Vilna	0%	Nil
Village of Waskatenau	0%	Nil
<b>Year-2022 Doctor RECRUITMENT Total Budget:</b>		<b>Nil</b>
<b>Year-2022 Doctor Retention and Recruitment BUDGET TOTAL</b>		<b>\$ 24,000.00</b>

Carried.

**Rural Health Professions Action Plan (RhPAP)**

439-22: Gawalko That the correspondence received by Smoky Lake County from Anita Fagnan, Rural Community Consultant – North East Zone, Rural Health Professions Action Plan (RhPAP), dated February 14, 2022, in respect to an Information Session regarding Rural Education Supplement and Integrated Doctor Experience (RESIDE) Program, scheduled for February 23, 2022, be filed for information.

Carried.

**Smoky Lake Riding Club**

440-22: Fenerty That Smoky Lake County acknowledge receipt of the following information from the Smoky Lake Riding Club, as an Added Named Insured (ANI) under the County’s insurance umbrella:

- Financial Statement: January 1st to December 31st, 2021, and
- Minutes: Organizational Meeting, February 6, 2022.

Carried.

**6. Correspondence:**

**Proclaim Economic Development Week May 9-13, 2022.**

441-22: Cere That Smoky Lake County proclaim Economic Development Week May 9-13, 2022:

Whereas, the International Economic Development Council is the largest professional economic development organization dedicated to serving economic developers, and

Whereas, the International Economic Development Council provides leadership and excellence in economic development for communities, members, and partners through conferences, training courses, advisory services and research, in-depth publications, public policy advocacy, and initiatives such as the Accredited Economic Development Organization program, the Certified Economic Developer designation, and the Entrepreneurship Development Professional, and

Whereas, economic developers promote economic well-being and quality of life for their communities by creating, retaining, and expanding jobs that facilitate growth, enhance wealth, and provide a stable tax base, and

Whereas, economic developers stimulate and incubate entrepreneurship in order to help establish the next generation of new businesses, which is the hallmark of the American economy, and

Whereas, economic developers are engaged in a wide variety of settings including rural and urban, local, state, provincial, and federal governments, public-private partnerships, chambers of commerce, universities, and a variety of other institutions, and

Whereas, economic developers attract and retain high-quality jobs, develop vibrant communities, and improve the quality of life in their regions, and

Whereas, economic developers work in Smoky Lake County within the Province of Alberta.

NOW THEREFORE BE IT RESOLVED, that Smoky Lake County recognizes the week of May 9 through May 13, 2022, as Economic Development Week, and remind individuals of the importance of this community celebration which supports expanding career opportunities and making lives better.

Carried.

**Rural Community Health Provider Attraction and Retention Conference**

442-22: Halisky That Smoky Lake County Council who can attend – attend the Rural Community Health Provider Attraction and Retention Conference, scheduled October 4-6, 2022, at Drayton Valley; and forward the information to the Smoky Lake Region’s Doctor Retention and Recruitment Committee managing partner: Town of Smoky Lake.

Carried.

**Smoky Lake RCMP Detachment**

443-22: Serben That Smoky Lake County acknowledge receipt of the correspondence from Roxanne Genereaux, Acting Detachment Commander, Smoky Lake RCMP Detachment, dated January 31, 2022, and the quarterly Community Policing Report covering the period October 1st to December 31st, 2021.

Carried.

**WiMacTel Canada Inc. On Behalf of TELUS Communications Inc.**

444-22: Gawalko That Smoky Lake County acknowledge receipt of the copied letter addressed to the Village of Vilna Mayor: Leroy Kunyk, from Andy Rasimas, WiMacTel Canada Inc. on behalf of TELUS Communications Inc., dated January 24, 2022, announcing the removal of payphones at Garner Lake Campground on or after April 5, 2022, due to decline in usage.

Carried.



**Old Fashioned Bread Bakery Co. Ltd.**

445-22: Fenerty That Smoky Lake County Council who can attend – attend the Old Fashioned Bread Bakery Co. Ltd. 50<sup>th</sup> Anniversary barbeque celebration scheduled for April 2, 2022; and issue a Certificate of Recognition in celebration of their 50<sup>th</sup> Anniversary, in response to the letter received from Rennee Cherniwchan, Owner, Old Fashioned Bread Bakery Co. Ltd. received on February 2, 2022.

Carried.

**Minister’s Awards for Municipal and Public Library Excellence**

446-22: Fenerty That Smoky Lake County advertise for self-nomination to the Year-2022 Minister’s Awards for Municipal and Public Library Excellence, in response to the letter received from Ric McIver, Minister of Municipal Affairs, dated February 14, 2022; and forward the information to the Northern Lights Library System Board.

Carried.

**Military Service Recognition Book - Royal Canadian Legion**

447-22: Gawalko That Smoky Lake County **take no action** to the letter received from John Richards, Advertising Rep/Military Service Recognition Book, Alberta / NWT Command - Royal Canadian Legion, dated February 9, 2022, requesting support by purchasing a business card-sized colour ad in the 15<sup>th</sup> annual publication: Military Service Recognition book.

Carried.

**Smoky Lake County: 2021 Census Population**

448-22: Fenerty That Smoky Lake County acknowledge the Statistics Canada Year-2021 Census Population of the Smoky Lake County Census subdivision, which includes settlements, is as follows:

Population, 2021	3,874
Population, 2016	4,107
Population percentage change, 2016 to 2021	- 5.7
Total private dwellings	1,913
Private dwellings occupied by usual residents	1,500
Population density per square kilometre	1.1
Land area in square kilometres	3,396.29

and Smoky Lake County’s actual numbers for 2021 Census will be provided at a future meeting once released by Alberta Municipal Affairs.

Carried.

**Town of Smoky Lake: 2021 Census- 5th Fastest Growing Town in Alberta**

449-22: Serben That Smoky Lake County acknowledge the Town of Smoky Lake as the 5<sup>th</sup> fastest growing town in Alberta, according to the Year-2021 Federal Census showing a Year-2016 population of 964 and a Year -2021 population of 1,127, as per the email received from Alberta HUB, dated February 12, 2022, congratulating the Town of Smoky Lake on same.

Carried.

**Additions to the Agenda:**

**Shevchenko Church**

450-22: Halisky That Smoky Lake County Public Works inspect the site of the Shevchenko Church & Cemetery Association’s gate and fence project, estimated to be in the amount of \$25,725.00, on the land legally described as SW-30-60-16-W4, and bring back the findings to Council for further discussion in response to the letter received from Bill Ewanciw, President, Shevchenko Church & Cemetery Association, dated February 20, 2022, requesting assistance in any amount to help fund the unfunded portion of the project in the amount of \$12,325.00.

Carried.

**Portage College Lac La Biche Campus - Indigenous Cultural Space**

451-22: Gawalko That Smoky Lake County Council who can attend – attend the Grand Opening of the newly created Indigenous Cultural Space at the Portage College Lac La Biche Campus, on March 4, 2022 at 1:00 p.m. in Lac La Biche.

Carried.

**8. Executive Session:**

No Executive Session.

**9. Information Release:**

**Monthly Release of Information - January 2022**

452-22: Gawalko That Smoky Lake County's following correspondence released to Smoky Lake County Council in accordance with Policy Statement No. 01-28-02: Council - Request for Information, for the month of December 2021 and January 2022, be (F) filed for information or (A) acknowledged receipt:

- R04-22: Paul McLauchlin, President, Rural Municipalities of Alberta, in respect to advocacy efforts with the Alberta Energy Regulator (AER). / Letter from RMA to Laurie Pushor, President and Chief Executive Officer Alberta Energy Regulator, in respect to RMAs concern with AER's comments regarding Bill 77 AND Implementation of changes to Directive 067. F
- R05-22: Aspen View Board Highlights Newsletter, dated February 3, 2022. F
- R06-22: Lakeland Industry and Community Association (LICA) Update: 2021 Overview of the Riparian Web Portal. F

Carried.

**Derek Zaplotinsky - Paralympic Athlete & Local Resident**

453-22: Halisky That Smoky Lake County extend an invitation to Derek Zaplotinsky, Paralympic Athlete & Local Resident, to be a delegation before Council at a future Council Meeting, after the Year-2022 Paralympics Games scheduled for March 4-13, 2022, in Beijing, China, have concluded.

Carried.

**Thank You to Smoky Lake County**

454-22: Gawalko That Smoky Lake County acknowledge receipt of the "Thank You" correspondence received in the month of February 2022, from:

- Derek Zaplotinsky Paralympic Athlete & Local Resident, for the County's financial support, and
- Charlie Leskiw, Member of the Vilna Agricultural Society, for the County's assistance pushing heavy snow off of the parking lot and driveway.

Carried.

**10. Bills & Accounts:**

455-22: Gawalko

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

***County Council Meeting: Feb. 24th, 2022***

Batch #	Cheque Numbers	Total of Batch
58012	51995 to 52003	\$39,936.11
58053	52004 to 52014	\$122,557.17
58070	52015 to 52016	\$179,570.87
58074	52017	\$178,894.94
58119	52018 to 52038	\$214,191.84
58217	52039 to 52054	\$41,556.66
58244	52055 to 52064	\$27,015.16
<b>Total Cheques from 51995 to 52064</b>		<b>\$803,722.75</b>

Batch #	EFT Numbers	Total of Batch
58012	727 to 728	\$48,367.63
58053	729 to 731	\$46,958.86
58070	732 to 733	\$14,924.42
58119	734 to 750	\$106,980.19
58217	751 to 763	\$25,540.34
58244	764 to 775	\$400,717.24
<b>Total EFTs from 727 to 775</b>		<b>\$643,488.68</b>

**Direct Debit Register**

Batch #	Description	Total of Batch
57887	My HAS	\$686.49
57970	Vision XS Limited	\$8,654.09
58034	My HAS	\$1,039.76
58183	My HAS	\$528.20
46530	My HAS	\$894.71
<b>Total Direct Debits</b>		<b>\$11,803.25</b>

<b>Grand Total Bills and Accounts</b>	<b>\$1,459,014.68</b>
<i>(Note: From General Account)</i>	

Carried.

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

**County Council Meeting**

456-22: Gawalko

The next Smoky Lake **County Council Meeting** be scheduled for **Thursday, March 24, 2022, at 9:00 a.m.** and **Thursday, April 28, 2022, at 9:00 a.m.** to be held virtually, through Electronic Communication Technology as per Bylaw 1376-20 **and/or** physically in County Council Chambers.

Carried.

**County Council Departmental Meeting**

457-22: Fenerty

The next Smoky Lake County Council Departmental Meeting be scheduled for **Tuesday, March 22, 2022, at 9:00 a.m.** and **Tuesday, April 26, 2022 at 9:00 a.m.**, to be held virtually, through Electronic Communication Technology as per Bylaw 1376-20 **and/or** physically in County Council Chambers.

Carried.

**ADJOURNMENT:**

458-22: Cere

That the Smoky Lake County Council Meeting of February 24, 2022, be adjourned, time 3:21 p.m..

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REEVE

**S E A L**

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CHIEF ADMINISTRATIVE OFFICER



<b>REQUEST FOR DECISION</b>	DATE	<b>March 24, 2022</b>	<b>4.1</b>
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TOPIC	County Lakes: Site #2 – Mons Lake and Kaduk Lake and Site #3 – Bellis Lake: <b>CONTRACT /AGREEMENT AMENDMENT</b>
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PROPOSAL	<p><b><u>HISTORY:</u></b></p> <ul style="list-style-type: none"> <li>■ Smoky Lake County contracts <b>County Lakes for Recreational Area Facility Supervision and Cleaning Services</b> for the following Lakes: Hanmore Lake East, West and Island Lake; Bellis Beach; Mons Lake and Kaduk Lake.</li> <li>■ Smoky Lake County has been contracting County Recreational Lake Supervision and Cleaning Services since the 1900's for Hanmore Lake/Island Lake and 2000's for Mons Lake and Bellis Beach.</li> </ul> <hr/> <p><b><u>BACKGROUND:</u></b></p> <p><b>County Lakes: Recreational Area Facility Supervision and Cleaning Services</b>  <b>On January 20, 2020 County Council Meeting – Two Motions: 502-20 and 503-20:</b></p> <p><b>Site #2 – Name Site: Mons Lake and Kaduk Lake</b>          That Smoky Lake County award the County Lakes: Recreational Area Facility Supervision and Cleaning Services for Site #2 Mons Lake and Kaduk Lake, with an average number of campers per year in the amount of 351, to: Veronica Fox Holmes and Donald Holmes who bid to pay the County \$5.00 per camping unit for a five-year term for the year 2020 to 2024 seasons.</p> <p><b>Site #3 – Name Site: Bellis Lake</b>          That Smoky Lake County award the County Lakes: Recreational Area Facility Supervision and Cleaning Services for Site #3 Bellis Lake, with an average number of campers per year in the amount of 628, to: Veronica Fox Holmes and Donald Holmes who bid to pay the County \$5.00 per camping unit, for a five-year term for the year 2020 to 2024 seasons.</p> <hr/> <p><b><u>CURRENT:</u></b></p> <p>Smoky Lake County has received complaints in regard to the frequency of Maintenance and Cleaning conducted at Bellis Beach.</p> <p>▶ <b>Discussion held at the Environmental Operations Committee Meeting on December 14, 2021 – Motion 155-21:</b></p> <ul style="list-style-type: none"> <li>√ That Smoky Lake County Council terminate the Year 2020-2024 Recreational Area Facility Supervision &amp; Cleaning Services Parks Contract agreement for Bellis, Mons and Kaduk Lakes, as per Section 14, by giving ten days' written notice of such to the contractor and advise them they can re-bid once the new Request for Proposal is advertised.</li> </ul>
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▶ **On January 31, 2022 in the Smoky Lake County Council Chambers: Administration met with Veronica Holmes:**

**In attendance:** Veronica Holmes - Contractor, Gene Sobolewski – Chief Administrative Officer; Lydia Cielin – Assistant Chief Administrative Officer and Dave Franchuk – Parks and Recreation Manager.

√ **In accordance with the Agreement – Section #17: Any terms and conditions of the Agreement may be amended or added by exchange of letters signifying mutual agreement between the parties to amend or add such term and condition and all other terms and conditions of this Agreement will remain unchanged.**

√ **Meeting Outcome:** To include in the Agreement as a “Contract/Agreement Amendment: A written schedule of expected maintenance and cleaning functions.

√ Specific information on the maintenance and cleaning will be incorporated into the Agreement as **Schedule “B”: Maintenance Service Schedule.** Accompanied with Exhibits which include specifications to each function:

- Waste Management: Garbage Collection – **Function # 1 (Exhibit A)**
- Landscape: Grass Cutting - **Function # 2 (Exhibit B)**
- Campsite Cleaning: Litter Pick-up - **Function # 3 (Exhibit C)**
- Table/Bench Cleaning - **Function # 4 (Exhibit D)**
- Sign Cleaning - **Function # 5 (Exhibit E)**
- Vault Toilet Building Cleaning - **Function # 6 (Exhibit F)**
- Picnic Shelter Cleaning - **Function # 7 (Exhibit G)**
- Public Day-Use Area – daily cleaning - **Function # 8 (Exhibit H)**

**PROPOSAL:**

Administration prepared the written Contract/Agreement Amendment outlining the details and incorporating a “NEW” Schedule “B”: **Maintenance Service Schedule.** Accompanied with Exhibits which include specifications of duties to each function:


- Note:**
- Administration at this time would like Council to reconsider its Motion for the Contractor to re-bid once the County advertised Request For Proposal on these two lakes.
  - The Contractor did indicate to consent in mutual agreement and sign the Contract amendment that will incorporate a Schedule “B”: Maintenance Service Schedule as an addition to the **Agreement Schedule “A”: Facility Supervision and Recreation Area Cleaning** binds the Contractor hereto in regard to the matters dealt with herein, and signed by both parties, signifying consent.

**CORRELATION TO BUSINESS (STRATEGIC) PLAN**

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

**BENEFITS**

- To allow the Contractor to complete the Contract Term.
- Agreement allows for the provisions of amending the original Contract/Agreement – if both parties mutual agree in writing.

	<ul style="list-style-type: none"> <li>Options will still allow the County to terminate the Agreement with the Contract if the Scope of Work is not adhered to.</li> </ul>
<b>DISADVANTAGES</b>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
<b>ALTERNATIVES</b>	<ul style="list-style-type: none"> <li>Undertake the work directly by County Park and Recreation Personnel.</li> </ul>
<b>FINANCE/BUDGET IMPLICATIONS</b>	
<b>Operating Costs:</b> _____	<b>Capital Costs:</b> _____
<b>Budget Available:</b> _____	<b>Source of Funds:</b> _____
<b>Budgeted Costs:</b> _____	<b>Unbudgeted Costs:</b> _____
<b>INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS</b>	N/A
<b>COMMUNICATION STRATEGY</b>	Directly with the Parks and Recreation Manage.
<b>RECOMMENDATION</b>	
<p><b>Recommendation:</b></p> <p><b>That Smoky Lake County execute a Contract/Agreement Amendment for County Lakes: Site #2 Mons Lake and Kaduk Lake and Site #3 Bellis Lake with Veronica Fox Holmes and Donald Holmes to bind the Contractor in mutual agreement to incorporate Schedule "B": Maintenance Service Schedule as an addition to Agreement- Schedule "A": Recreational Area Facility Supervision and Cleaning Services to the end of the Contract Term of 2020 to 2024, signifying consent by signing.</b></p>	
<b>CHIEF ADMINISTRATIVE OFFICER</b>	



## Smoky Lake County

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

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1-888-656-3730

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www.smokylakecounty.ab.ca

# CONTRACT/AGREEMENT AMENDMENT

Donald and Veronica Holmes  
P.O. Box 65  
Warspite, Alberta T0A 3N0  
Phone Number: 587-335-5510  
Email: [veronicabfox@mail.com](mailto:veronicabfox@mail.com)

<b>Project Name :</b> Facility Supervision and Recreation Area Cleaning
<b>Location:</b> County Lake: Site Number 2 Site Name: Mons Lake and Kaduk Lake Site Number 3 Site Name: Bellis Lake
<b>Date:</b> January 31, 2022
<b>Agreement Term:</b> 2020 TO 2024
<b>Change Order Number:</b> 01-2022
<b>Reason for Change:</b> Smoky Lake County has received complaints in regard to the frequency of Maintenance and Cleaning conducted at Mons Lake, Kaduk Lake and Bellis Beach.
<b>Proposed Changes:</b> As discussed in person in a meeting held on January 31, 2022 in the Smoky Lake County Council Chambers: <u>Scope of Work amended.</u> <b>In attendance:</b> Veronica Holmes - Contractor, Gene Sobolewski – Chief Administrative Officer; Lydia Cielin – Assistant Chief Administrative Officer and Dave Franchuk – Parks and Recreation Manager. <b>To include in the agreement:</b> A written schedule of expected maintenance and cleaning functions.
<b>List of Supplemental Information:</b> <i>Attached</i> Specific information on the maintenance and cleaning will be incorporated into the Agreement as <b>Schedule "B": Maintenance Service Schedule.</b> Accompanied with Exhibits which include specifications to each function: <ul style="list-style-type: none"> <li>▪ Waste Management: Garbage Collection – <b>Function # 1 (Exhibit A)</b></li> <li>▪ Landscape: Grass Cutting - <b>Function # 2 (Exhibit B)</b></li> <li>▪ Campsite Cleaning: Litter Pick-up - <b>Function # 3 (Exhibit C)</b></li> <li>▪ Table/Bench Cleaning - <b>Function # 4 (Exhibit D)</b></li> <li>▪ Sign Cleaning - <b>Function # 5 (Exhibit E)</b></li> <li>▪ Vault Toilet Building Cleaning - <b>Function # 6 (Exhibit F)</b></li> <li>▪ Picnic Shelter Cleaning - <b>Function # 7 (Exhibit G)</b></li> <li>▪ Public Day-Use Area – daily cleaning - <b>Function # 8 (Exhibit H)</b></li> </ul>



**Timeframe For Changes:** In accordance with the Agreement – Section #17: *Any terms and conditions of the Agreement may be amended or added by exchange of letters signifying mutual agreement between the parties to amend or add such term and condition and all other terms and conditions of this Agreement will remain unchanged. In effect until term expiry in Year 2024.*

**Mutual Agreement:** It is agreed that this written instrument referred to as a “**Contract/Agreement Amendment**” embodies the entire Agreement **Schedule “A”**: **Facility Supervision and Recreation Area Cleaning** binds the Contractor hereto in regard to the matters dealt with herein, and signed by both parties, signifying consent as mutual agreement.

**IN WITNESS WHEREOF** the parties hereto have executed this document on the date first above written.

SIGNED AND DELIVERED  
in the presence of: }

**SMOKY LAKE COUNTY**

\_\_\_\_\_  
Witness

\_\_\_\_\_  
C.A.O. - Mr. Gene Sobolewski

SIGNED AND DELIVERED  
in the presence of: }

**THE CONTRACTOR**

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Contractor’s Signature

\_\_\_\_\_  
Contractor’s Signature

**Smoky Lake County**  
**Facility Supervision and Recreation Area Cleaning**  
**Functions**

**SCHEDULE "B"**  
**MAINTENANCE SERVICE SCHEDULE**

<b>Exhibit</b>	<b>Function</b>	<b>Maintenance</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>October</b>	<b>November</b>
<b>A</b>	<b>1</b>	<b>Waste Management: Garbage Collection</b>	2X Week	2X Week	2X Week	2X Week	2X Week	2X Week	1X Week
<b>B</b>	<b>2</b>	<b>Landscape: Grass Cutting</b>	2X Month	2X Month	3X Month	3X Month	3X Month	2X Month	
<b>C</b>	<b>3</b>	<b>Campsite Cleaning: Litter Pick-up</b>	2X Week	2X Week	2X Week	2X Week	2X Week	2X Week	1X Week
<b>D</b>	<b>4</b>	<b>Area Cleaning: Table/Bench</b>	3X Month	3X Month	3X Month	3X Month	3X Month	1X Month	1X Month
<b>E</b>	<b>5</b>	<b>Area Cleaning: Signs</b>	1X Month	1X Month	1X Month	1X Month	1X Month	1X Month	
<b>F</b>	<b>6</b>	<b>Facility Cleaning: Vault Toilet Building</b>	3X Week	3X Week	3X Week	3X Week	3X Week	1X Week	1X Week
<b>G</b>	<b>7</b>	<b>Facility Cleaning: Picnic Shelter</b>	1X Week	1X Week	1X Week	1X Week	1X Week	1X Week	1X Week
<b>H.</b>	<b>8</b>	<b>Public Day-Use Areas</b>	Daily	Daily	Daily	Daily	Daily	Daily	Daily
<b>I.</b>	<b>9</b>	<b>Inventory: Assets</b>							

**EXHIBIT "A"**

**Waste Management**  
**Function No. 1 : Garbage Collection**

Maintenance Standard	Task	Task Completions Required
<ul style="list-style-type: none"> <li>■ All garbage cans will be completely emptied.</li> <li>■ All garbage cans must have plastic garbage bags inside. Cans must be covered with a snug fitting lid.</li> <li>■ Garbage cans and stands shall be free of crusted garbage. Objectionable odors and swarms of insects should not be present in and around garbage cans.</li> </ul>	<ol style="list-style-type: none"> <li>1. Empty all garbage cans and remove waste from site.</li> <li>2. Replace plastic garbage bags and insure that lids are on the cans securely.</li> <li>3. Clean garbage cans and stands with disinfectant when required.</li> </ol>	<p style="text-align: center;">May 1<sup>st</sup> to Nov. 2<sup>nd</sup></p> <p style="text-align: center;">May 1<sup>st</sup> to Nov. 2<sup>nd</sup></p> <p style="text-align: center;">May 1<sup>st</sup> to Nov. 2<sup>nd</sup></p>

**EXHIBIT "B"**

**Landscape**  
**Function No. 2 : Grass Cutting**

Maintenance Standard	Task	Task Completions Required
<ul style="list-style-type: none"> <li>■ All lawn areas will have a mowed height of 2".</li> <li>■ Tall grass shall not be present in Level II lawns, around trees, stoves, posts, buildings, bollards, and other obstructions.</li> </ul>	<ol style="list-style-type: none"> <li>1. Cut grass.</li> <li>2. Trim grass from around obstructions.</li> </ol>	<p style="text-align: center;">May 1<sup>st</sup> to Nov. 2<sup>nd</sup></p> <p style="text-align: center;">May 1<sup>st</sup> to Nov. 2<sup>nd</sup></p>

**EXHIBIT "C"**

**Campsite Cleaning**  
**Function No. 3 : Litter Pick-up**

Maintenance Standard	Task	Task Completions Required
<ul style="list-style-type: none"> <li>■ The site will be free of litter including grassed areas, parking lots, roadsides and campsites.</li>   <li>■ Wires, clothes-lines and other improvised facilities must not be present.</li>   <li>■ The hand pump and the area around it shall be free of food particles, grease accumulations and other garbage.</li> </ul>	<ol style="list-style-type: none"> <li>1. Remove litter from the site.</li>   <li>2. Remove improvised items.</li>   <li>3. Clean hand pump area.</li> </ol>	<p align="center">May 1<sup>st</sup> to Nov. 2<sup>nd</sup></p> <p align="center">May 1<sup>st</sup> to Nov. 2<sup>nd</sup></p> <p align="center">May 1<sup>st</sup> to Nov. 2<sup>nd</sup></p>

**EXHIBIT "D"****Area Cleaning**  
**Function No. 4 : Table Cleaning**

<b>Maintenance Standard</b>	<b>Task</b>	<b>Task Completions Required</b>
<ul style="list-style-type: none"><li>■ Table tops and seat will be free of grease, food remnants, dust, bird droppings, etc. Tables must appear as clean as the surface condition will permit.</li></ul>	1. Wash table tops and seats.	May 1 <sup>st</sup> to Nov. 2 <sup>nd</sup>

**EXHIBIT "E"****Area Cleaning**  
**Function No. 5 : Signs**

Maintenance Standard	Task	Task Completions Required
<ul style="list-style-type: none"> <li>■ All signs and information kiosks shall be free from mud, dust, bird droppings, cocoons, graffiti and spider webs.  Clear of vegetation</li> <li>■ Self-Registration Vault shall be free from mud, dust, bird droppings, cocoons, graffiti and spider webs and supplied with registration forms and pen.</li> </ul>	<ol style="list-style-type: none"> <li>1. Clean all signs, the information kiosk and signs posts .  Remove weeds, etc.</li> <li>2. Clean all registration booths to be free of hazards and restock camper registration forms and pen for writing.</li> </ol>	<p>May 1<sup>st</sup> to Nov. 2<sup>nd</sup></p> <p>May 1<sup>st</sup> to Nov. 2<sup>nd</sup></p>

**EXHIBIT "F"**

**Facility Cleaning**  
**Function No. 6 : Vault Toilet Building**

Maintenance Standard	Task	Task Completions Required
<ul style="list-style-type: none"> <li>■ floors shall remain free of dirt, dust, litter, marks, mop strings, caked on material (ie. gum, mud, etc.) water and mop streaks and shall remain in a dry condition. This condition must also be maintained for areas surrounding toilet bowls and corners. Dirt and debris must not accumulate between tiles. Walls, doors, door frames and other surfaces shall be free of water marks and splashing.</li> </ul>	<ol style="list-style-type: none"> <li>1. Sweep floors, remove any mud or gum accumulations, wash and dry floors (including all steps and walkways at washroom building entrances).</li> </ol>	<p style="text-align: center;">May 1<sup>st</sup> to Nov. 2<sup>nd</sup></p>
<ul style="list-style-type: none"> <li>■ All interior surfaces such as walls, doors, toilet partitions, counters, etc. shall be as clean as possible. Stains of mud, gum, dirt, dust, smudges, water streaks, mop marks and graffiti shall not be present.</li> </ul>	<ol style="list-style-type: none"> <li>2. Wash walls, partitions and other interior surfaces.</li> </ol>	<p style="text-align: center;">May 1<sup>st</sup> to Nov. 2<sup>nd</sup></p>
<ul style="list-style-type: none"> <li>■ All toilet surfaces, including the underside of seat, lid and safety gars and toilet bowl, shall be free of dust, dirt, spots, stains, mold and all other materials. All toilets surfaces will be dry.</li> </ul>	<ol style="list-style-type: none"> <li>3. Clean all toilet surfaces and toilet bowl interiors. Close lid to minimize odor on the building.</li> </ol>	<p style="text-align: center;">May 1<sup>st</sup> to Nov. 2<sup>nd</sup></p>
<ul style="list-style-type: none"> <li>■ Deodorant bars shall be present in all vault toilet buildings. All dispensers will be operating properly.</li> </ul>	<ol style="list-style-type: none"> <li>4. Replace deodorant bar.</li> </ol>	<p style="text-align: center;">May 1<sup>st</sup> to Nov. 2<sup>nd</sup></p>
<ul style="list-style-type: none"> <li>■ Ledges, beams and other interior ceiling surfaces in vault toilet buildings shall remain free from dust accumulations.</li> </ul>	<ol style="list-style-type: none"> <li>5. Dust ledges and beams (ceiling surfaces)</li> </ol>	<p style="text-align: center;">May 1<sup>st</sup> to Nov. 2<sup>nd</sup></p>
<ul style="list-style-type: none"> <li>■ Exterior surfaces on toilet buildings will present a clean appearance, with no accumulation of dirt, mud, cocoons or cobwebs.</li> </ul>	<ol style="list-style-type: none"> <li>6. Clean exterior surfaces on toilet buildings.</li> </ol>	<p style="text-align: center;">May 1<sup>st</sup> to Nov. 2<sup>nd</sup></p>
<ul style="list-style-type: none"> <li>■ All toilet paper dispensers shall be full.</li> </ul>	<ol style="list-style-type: none"> <li>7. Check and replenish toilet paper.</li> </ol>	<p style="text-align: center;">May 1<sup>st</sup> to Nov. 2<sup>nd</sup></p>
<ul style="list-style-type: none"> <li>■ Toilet vaults should not have excessive cone building or excessive sewage odors.</li> </ul>	<ol style="list-style-type: none"> <li>8. Pour odor controlling/ solid reducing formula into all vaults.</li> </ol>	<p style="text-align: center;">May 1<sup>st</sup> to Nov. 2<sup>nd</sup></p>



**EXHIBIT "G"****Facility Cleaning**  
**Function No. 7 : Picnic Shelter**

<b>Maintenance Standard</b>	<b>Task</b>	<b>Task Completions Required</b>
<ul style="list-style-type: none"> <li>■ Floor shall be free of broken glass, papers, foil, bark, partially burned wood, ashes, dirt and other debris. Gum, mud, grease or other accumulations shall not be found on walls.</li> </ul>	1. Sweep floors to remove litter and debris. Wash floors as required to remove food scraps, grease or mud accumulations.	May 1 <sup>st</sup> to Nov. 2 <sup>nd</sup>
<ul style="list-style-type: none"> <li>■ Picnic shelters shall remain free from cobwebs, wasp nests and cocoons.</li> </ul>	2. Clean out cobwebs, cocoons and wasp nests.	May 1 <sup>st</sup> to Nov. 2 <sup>nd</sup>





<b>REQUEST FOR DECISION</b>		<b>DATE</b>	<b>March 24, 2022</b>	<b>4.2</b>
<b>TOPIC</b>	<b>Broadband Connectivity</b>			
<b>PROPOSAL</b>	<p><b>BACKGROUND:</b></p> <p>In <b>2009</b> Smoky Lake County invested in Corridor Communications Inc. in an effort to facilitate access to broadband internet services throughout the County, which brought rural internet services to many homes throughout the County however, the need for access in remote areas and demand for higher speeds for those who already have access are always increasing. In <b>2019</b> Buffalo Lake Metis Settlement reached out to the County to collaborate in a strategy to gain full-coverage cellular towers.</p> <p><b>May 23, 2019 – County Council Meeting Motion #748-19:</b> That Smoky Lake County pursue establishing a mutual cooperative strategy meeting or meetings in regard to gaining full-coverage cellular towers in the communities of Smoky Lake County, Buffalo Lake Métis Settlement and Lac La Biche County, in response to the request received from Brenda Blyan, Administrator, Buffalo Lake Metis Settlement, dated May 10, 2019; and agree to the meeting(s) being held at Buffalo Lake Metis Settlement office as a central location and as the managing partner.</p> <p><b>September 26, 2019 - Reeve’s Report to County Council Meeting:</b> August 20, 2019: Cell Phone Tower Service – Smoky Lake-Buffalo Lake-Lac La Biche Region Meeting held in Buffalo Lake: Held discussion to determine a formulated plan as to go about building infrastructure that would accommodate and provide service coverage to shred dead zone areas</p> <p><b>September 26, 2019 – County Council Meeting Motion #1173-19:</b> That Smoky Lake County is committed to work collaboratively with Buffalo Lake Metis Settlement to address mutual cell phone tower service needs, in response to the letter received from Stan Delorme, Chairman, Buffalo Lake Métis Settlement, dated August 20, 2019.</p> <p><b>September 26, 2019 – County Council Meeting Motion #1174-19:</b> That Smoky Lake County Council appoint Councillors: Craig Lukinuk and Johnny Cherniwchan as members to a working group with Buffalo Lake Metis Settlement to work on a solution-based plan to present to an appropriate service provider in respect to cell phone coverage; and, Councillor Lorne Halisky be appointed as alternate.</p> <p><b>December 12, 2019 – County Council Meeting Motion #191-19:</b> That Smoky Lake County provide the following information as requested in the letter received from the Honourable Nate Glubish, Minister of Service Alberta, dated October 31, 2019: the name of Smoky Lake County’s designated contact for broadband along with their contact information including email address and telephone number, as well as a short summary of Smoky Lake County’s involvement in initiatives for expanding access to high-speed broadband in the community.</p> <p><b>December 18, 2019 – Email from CAO Cory Ollikka, response per Motion #191-19:</b> “Although Smoky Lake County is a shareholder of CCI Wireless, we have no initiatives currently underway. We acknowledge that the rollout of “final mile” in rural Alberta is not yet complete. At the same time, demand for higher speed is also growing, and we have been hoping for provincial or federal grants to assist ISPs with Fibre-to-Tower rollout.”</p>			

**October 1, 2020** – Xplornet Communications Inc. closed the acquisition of Corridor Communications Inc., and bought out Smoky Lake County's shares, resulting in a portion of the funds allocated into a Broadband Connectivity Reserve as per: **October 22, 2020, County Council Meeting Motion #89-20:**

That Smoky Lake County, as a municipal shareholder of Corridor Communications Inc. (CCI) Wireless, allocate the funds received in the amount of \$2,491,365.38 from the October 2020 sale of CCI Wireless, in the amounts of: **\$500,000.00 into the Connectivity Reserve**, \$900,000.00 into the General Capital Reserve, and \$982,615.00 into the Building Reserve.

**November 9, 2020** – the \$2.75 billion **Universal Broadband Fund (UBF)** was launched through **Innovation, Science and Economic Development Canada** as part of the Government of Canada's coordinated plan to connect all Canadians: High Speed Access for all: Canada's Connectivity Strategy. It is also consistent with the Government's roadmap for supporting strong and resilient rural communities. (The application deadline for 2022 was March 15.)

**November 19, 2020** – The County provided a **Letter of Support to MCSnet's** application to the Innovation, Science and Economic Development Canada's Universal Broadband Fund.

**November 20, 2020** – RMA Launched Internet Speed Testing Project with the Canadian Internet Registration Agency (CIRA) to assist with understanding the service level that residents and businesses are receiving in County.

**January 25, 2021** – County promoted the Internet Speed Testing Project on social media and on the County's website.

**February 9, 2021** – The County provided a **Letter of Support to Xplornet Communications Inc's** application to the Innovation, Science and Economic Development Canada's Universal Broadband Fund.

**March 2, 2022** – The County's Legislative Services reached out to the Buffalo Lake Métis Settlement's Administrator: Brenda Blyan, who confirmed the working group did not meet over the past two years.

**CURRENT:**

Smoky Lake County has no initiatives currently underway in regard to broadband.

**Quick Facts from Government of Canada website - News Release article date March 9, 2022:  
Alberta and Canada expand partnership to improve access to high-speed Internet for Albertans**

- The governments of Canada and Alberta are increasing joint funding from \$300 million to \$780 million to connect households in rural, remote and Indigenous communities to high-speed Internet. Of this funding, \$390 million will come from the Government of Canada through the Universal Broadband Fund (UBF), and \$390 million will come from the Government of Alberta.
- This agreement represents a plan to connect all remaining underserved households in Alberta, which is approximately 200,000 households.
- Canada's Connectivity Strategy aims to provide all Canadians with access to Internet speeds of at least 50 megabits per second (Mbps) download and 10 Mbps upload.
- The UBF is a \$2.75 billion investment by the Government of Canada designed to help connect
- 98% of Canadians to high-speed Internet by 2026 and achieve the national target of
- 100% connectivity by 2030. Only the hardest to reach households may take until 2030.
- Since 2015, the Government of Canada has announced more than \$213 million in funding for 52 projects to bring improved speeds to more than 37,000 underserved households in Alberta.
- The UBF is part of a suite of federal investments to improve high-speed Internet. Find out more on the High-speed Internet for all of Canada page.
- Alberta's Broadband Strategy is a roadmap to connect every Alberta home and business to high-speed Internet by the end of the 2026–27 fiscal year. In addition to supporting economic recovery and diversification to create jobs for Albertans, the strategy seeks to connect businesses with the global marketplace and provide access to education, upgrading and re-skilling resources.

	<p><b>PROPOSAL:</b>  <b>The following are just a few alternative options for provision of highspeed Internet connectivity that the County can engage in:</b></p> <ul style="list-style-type: none"> <li>• Defer to a Council Committee discussion within the next 2 weeks in relation to the announced rollout. The goal will be to begin developing a planning framework to determine priorities within the County, engage the public to get a sense of urgency as to priority areas and commence engagement with professionals as to costs, scheduling of a report and impact to budgets within the next 3 years.</li> <li>• Engage discussion at a “Strategic Planning” level as an Initiative for broadband/connectivity which requires significant levels of planning, collaboration, engagement, governance, legal, and business strategies to address.</li> <li>• Attend, the Alberta Rural Connectivity Coalition’s 2nd annual Alberta Rural Connectivity Forum, scheduled for May 17 - 18, 2022, in Sylvan Lake, Alberta</li> <li>• Continue commitment to work collaboratively with Buffalo Lake Métis Settlement to address the need for full-service cell phone tower / broadband connectivity.</li> </ul> <p><b>ATTACHMENTS:</b></p> <ol style="list-style-type: none"> <li>1. Oct. 31, 2019 letter from Minister of Municipal Affairs – Commitment to broadband.</li> <li>2. CAO’s email response to the Oct. 31, 2019 letter from Minister of MA.</li> <li>3. Alberta Rural Connectivity Forum, May 17-18, 2022, in Sylvan Lake, Alberta.</li> <li>4. <a href="https://data.fcm.ca/documents/resources/guide/roadmap-to-connectivity.pdf">https://data.fcm.ca/documents/resources/guide/roadmap-to-connectivity.pdf</a></li> </ol>
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**CORRELATION TO BUSINESS (STRATEGIC) PLAN**

N/A

<b>LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS</b>	▪ N/A
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<b>BENEFITS</b>	Recognize the important role that access to high-speed Internet will have in the local economy and work towards providing an essential component, vital to our community’s economic prosperity and quality of life.
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<b>DISADVANTAGES</b>	▪
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<b>ALTERNATIVES</b>	▪ Council’s discretion.
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**FINANCE/BUDGET IMPLICATIONS**

<b>Operating Costs:</b>	\$ _____	<b>Capital Costs:</b>	\$ _____
<b>Budget Available:</b>	\$ _____	<b>Source of Funds:</b>	_____
<b>Budgeted Costs:</b>	\$ _____	<b>Unbudgeted Costs:</b>	\$ _____

<b>INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS</b>	Potentially strengthen relationship with Buffalo Lake Métis Settlement.
---	---

<b>COMMUNICATION STRATEGY</b>	N/A
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**RECOMMENDATIONS**

**Motion #1:**  
That Smoky Lake County schedule a Committee of the Whole Meeting for the purpose of Administration (within the next 2 weeks) to discuss developing a planning framework relating to broadband connectivity.

**Motion #2:**  
That Smoky Lake County Council who can attend – attend, the Alberta Rural Connectivity Coalition’s 2<sup>nd</sup> annual Alberta Rural Connectivity Forum, scheduled for May 17 - 18, 2022, in Sylvan Lake, Alberta.

**Motion #3:**  
That Smoky Lake County Council appoint Councillors: \_\_\_\_\_ and \_\_\_\_\_ as members to a working group committee with Buffalo Lake Metis Settlement to work on a solution-based plan to present to an appropriate service provider in respect to cell phone coverage; and, Councillor \_\_\_\_\_ be appointed as alternate.

<b>CHIEF ADMINISTRATIVE OFFICER</b>	
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ALBERTA  
SERVICE ALBERTA

*Office of the Minister  
MLA, Strathcona-Sherwood Park*

AR36637

October 31, 2019

Reeve Craig Lukinuk  
Reeve, Smoky Lake County  
PO Box 310  
Smoky Lake, AB T0A 3C0

Dear Reeve Lukinuk:

I am reaching out to you with regard to the important issue of broadband internet. On my recent tour of Alberta, I met with hundreds of Albertans including elected officials, community representatives, small business leaders, and concerned citizens across 36 communities.

It quickly became clear the pressing need for improved access to high-speed broadband and the challenges that rural and remote communities are facing in its absence. I also heard inspiring examples of communities working together to overcome the connectivity challenges head-on with innovative local solutions, often in partnership with regional neighbours.

As Minister of Service Alberta, I am committed to continue working with municipalities, telecommunications providers, and infrastructure owners to find ways to expand high-speed broadband services across the province. During my tour I was able to strengthen relationships with key stakeholders, and I want my department to foster this dialogue with elected representatives, municipal officials, and business leaders across the province. To help nurture this ongoing collaboration and dialogue, I am requesting the following information:

- The name of a designated contact within your organization for broadband.
- Contact information for that individual, including an email address and telephone number.
- If applicable, a short summary of current plans or initiatives your municipality is involved in for expanding access to high-speed broadband to your community.

.../2

My department's contact person is Richard Bates, Provincial Broadband Business Analyst, and he can be reached at [richard.bates@gov.ab.ca](mailto:richard.bates@gov.ab.ca). Please use the subject line, "Designated broadband contact". If you have any questions, you may contact Richard by telephone at 780-422-0198. To call toll-free, dial 310-0000 and then the number.

Thank you for your cooperation. I look forward to working with you on these issues.

Sincerely,

A handwritten signature in black ink that reads "Nate Glubish". The signature is written in a cursive, slightly slanted style.

Honourable Nate Glubish  
Minister of Service Alberta

cc: Honourable Kaycee Madu  
Minister of Municipal Affairs

**Patti Priest**

---

**From:** cory ollikka  
**Sent:** December 18, 2019 1:13 PM  
**To:** richard.bates@gov.ab.ca  
**Cc:** Patti Priest  
**Subject:** Smoky Lake County designated broadband contact

Hi Richard,  
As per the Minister's request, I am the Smoky Lake County contact with regards to broadband.

Although Smoky Lake County is a shareholder of CCI Wireless, we have no initiatives currently underway. We acknowledge that the rollout of "final mile" in rural Alberta is not yet complete. At the same time, demand for higher speed is also growing, and we have been hoping for provincial or federal grants to assist ISPs with Fibre-to-the-Tower rollout.

Thanks,  
CRO

*Cory Ollikka*  
*B.Ed., GCPM*  
Chief Administrative Officer  
Smoky Lake County  
780-656-3730 W.  
780-650-5005 C.





# ALBERTA RURAL CONNECTIVITY FORUM 2022



The Alberta Rural Connectivity Coalition is pleased to announce its 2nd annual Alberta Rural Connectivity Forum, taking place in Sylvan Lake, Alberta, May 17-18, with a welcome reception the evening of May 16.

The Alberta Rural Connectivity Forum is a gathering of community leaders, technology providers, and broadband and digital inclusion advocates. The goal of this two-day event is to discuss policy, regulatory and technical barriers that exist to broadband deployment, and how to bridge them.

With the rollout of the federal government's Universal Broadband Fund, as well as new municipal broadband builds, and Service Alberta's \$300 million funding initiative for rural broadband, this year's forum will have many important connectivity issues to tackle. Join us at the 2022 Alberta Rural Connectivity Forum to explore emerging trends in internet access, and workshop solutions.

The forum will take place at the NexSource Centre - Sylvan Lake Multi-Plex.

Stay tuned for further announcements on the agenda and accommodations options for Sylvan Lake.

[Register for the 2022 Forum](#)

## SPONSORSHIP

# Roadmap to connectivity:

A guide to connecting your community to affordable, high-speed Internet

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The production of this guide was made in partnership with Telesat.



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**2** Roadmap to connectivity:  
A guide to connecting your community to affordable, high-speed Internet.

## 1. Assessing community needs

The first step in connecting your community is assessing your community's connectivity needs, more specifically, its total demand requirements.

### Total demand requirements:

In order to plan for and deploy a broadband solution, a community must know the total demand required for use. Although the exact demand for each community will be different, a good method to estimate the required demand is to use the Government of Canada's 50/10 Mbps [standard](#), which allocates a minimum of 2.4 Mbps per household. The demand for a community can then be calculated by multiplying the 2.4 Mbps minimum requirement by the number of underserved households in a community.

$$\text{Household demand} = 2.4 \text{ Mbps} \times \text{underserved households}$$

A community may already know the number of underserved households or have their own method for determining this metric; however, for those without this information one source to use would be themay wish to consult the [National Broadband Data](#) and associated [National Broadband Availability Map](#) provided by the Government of Canada.<sup>2</sup> Furthermore, each community should consider the demand required to serve other types of non-residential buildings to deliver a holistic solution. The table below provides a benchmark estimate of how much demand is needed for each type of establishment. It is important to note that the actual demand required for each type of establishment may vary.

Establishment type	Demand estimate per establishment
Households	2.4 Mbps
Schools	4.8 Mbps
Small businesses	6 Mbps
Government building	7.2 Mbps
Rural health centres	10–25 Mbps

<sup>2</sup> If you believe your community's state of broadband to be inaccurately represented in the [National Broadband Availability Map](#), please contact the Government of Canada at [get-connected@canada.ca](mailto:get-connected@canada.ca).

## Introduction

This guide is intended to provide a simplified roadmap for communities across Canada to be able to reach their connectivity goals and ensure access to high-quality, reliable, and affordable broadband for their communities. It is targeted toward communities that have so far been unserved or underserved in terms of broadband network availability; as well as those who find it more challenging to affordably connect their communities. The recommendations below are of special importance to Indigenous, northern, rural and remote communities across Canada.

The process to connect a community is broken down step-by-step, and in turn helps Canadian municipalities come together to bridge the digital divide. In Canada, the digital divide represents a major gap in access to connectivity, with only 41% of rural households and about 25% of Indigenous communities in Canada having access to high-quality, reliable broadband Internet service.<sup>1</sup>

Communities and governments must act as fast and efficiently as possible to provide communities with access to broadband. Reliable Internet is crucial to support essential, everyday services including digital healthcare, government services, remote work, online education, and many others. Following the consequences of COVID-19 and the shift of many essential services and daily activities online, universal connectivity has never been more important.

This guide will provide the basis for any community or municipality to leverage available resources to get connected. Specifically, this guide will focus on assessing the community's needs, the available technology options, the potential funding methods, and the implementation of the overall solution.

<sup>1</sup> [CRTC Communications Monitoring Report 2019](#)

**3** Roadmap to connectivity:  
A guide to connecting your community to affordable, high-speed Internet.

**4** Roadmap to connectivity:  
A guide to connecting your community to affordable, high-speed Internet.

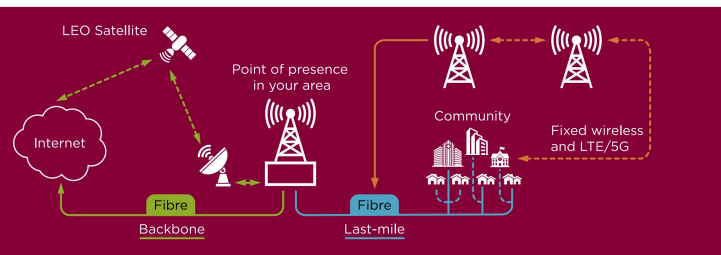
## 2. Assessing technology options

Once the estimated needs of the community are identified, it becomes much simpler and more efficient to compare the available technology options to best meet the community's needs.

It is worth examining whether or not there is currently broadband service and infrastructure available in the community. You can find information on Internet Service Providers (ISPs) currently operating in or near your community using the [National Broadband Data](#) and associated [map](#). If there are no ISPs operating in your area, it will be worthwhile to look around the map to identify the nearest broadband infrastructure. There may be an opportunity to reduce costs by extending the broadband infrastructure from the nearest community, assuming there is sufficient capacity on the existing infrastructure to support the additional demand. This can help in choosing the most suitable and affordable technology for a broadband network.

It is important to note that there are numerous broadband technologies that can be implemented either individually, or combined into a hybrid network, to provide the most suitable broadband solution to meet the community's needs.

Different broadband technologies are more suitable in certain situations and for different purposes. It is important to distinguish between the technologies used for the backhaul or "backbone" network and the technologies used for the access or "last-mile" network. The backhaul network represents the main "Internet pipe" and broadband supply brought into a community, while the access network represents the smaller ramification networks that distribute connectivity from the backhaul link to the end users in the community (i.e. households, businesses, institutions, etc.).



There are a number of existing technologies that can provide Internet services, including (but not limited to):

**Fixed wireless:** uses either licensed or unlicensed spectrum to provide communications services (voice and/or data) where the service is intended to be used in a fixed location

**Pros:** easy to connect multiple homes in sparsely populated regions

**Cons:** can be costly to construct towers, requires direct line-of-sight to customers, issues with terrain and blockage

**Fibre:** uses glass threads or plastic fibres to transmit data using pulses of light

**Pros:** high speed, high capacity, long useful life

**Cons:** expensive to build and maintain, challenging to connect sparsely populated regions, expensive to have redundancy

**Geostationary (GEO) satellites:** uses an antenna to receive a signal from a space-based satellite located ~36,000 km away from earth

**Pros:** easy and rapid deployment, ideal for medium to low density areas, available in most regions

**Cons:** high latency, medium to low throughput, expensive

**Low-Earth Orbit (LEO) satellites:** next-generation satellites, using innovative technology to support fibre-quality, low-latency and high-speed broadband connectivity.

**Pros:** economical to connect communities that are medium to low density or are far from the core network, easy to deploy, eliminates challenges related to line-of-sight, terrain and foliage, high throughput and low-latency links

**Cons:** not applicable for areas close to existing terrestrial infrastructure

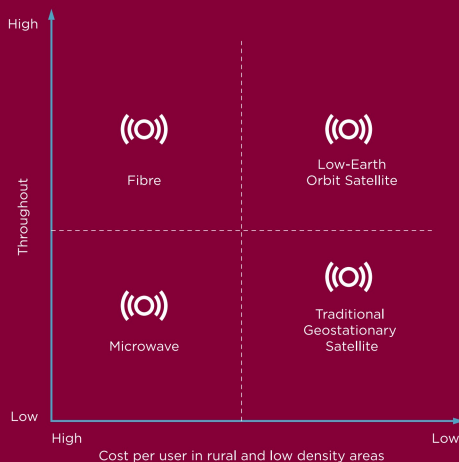
### 5 Roadmap to connectivity: A guide to connecting your community to affordable, high-speed Internet.

Full end-to-end networks can be created using the above technologies, however they can also be combined to create hybrid networks. In the case of hybrid networks, the backhaul network would typically use fibre, Fixed Wireless (FW), or LEO satellites to deliver broadband to a community. Last-mile networks will then typically use FW or fibre to deliver Internet connectivity to end users, generated from the community's main backhaul link.

The optimal broadband technology or combination of technologies for every community will depend on several factors, including cost, timeline of deployment, population density, existing infrastructure availability, technical feasibility, complexity, etc.

For example, due to the high cost of deployment, fibre is a viable option in high density communities and those very close to existing infrastructure; however, as the distance increases or population density decreases, satellite and wireless technologies have distinct advantages.

Every community will have different uses and priorities and must weigh these factors in selecting the best technology to meet their needs.



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### 6 Roadmap to connectivity: A guide to connecting your community to affordable, high-speed Internet.

Furthermore, the following table compares the available technology options for a medium-low density community, far away from existing terrestrial infrastructure. The values in the table will vary for different deployments, however some of the most important factors to consider are the total cost of ownership (TCO), time to deploy, throughput capabilities and latency of each technology option.

Factors to consider	Fixed wireless	Fibre	GEO satellite	LEO satellite
TCO	Medium	High	Medium	Low
Time to deploy	Medium to High	High	Low	Low
Throughput	Medium to High	High	Medium	High
Latency <sup>3</sup>	Low to Medium	Low	High	Low

The above example provides a general comparison of rural broadband technologies for one type of community, however more detailed analysis is required to provide a realistic estimate of deployment costs and network capabilities. Below are some key costs to consider for each technology option. Each may have additional costs associated with it:

**Fibre:** surveying, fibre design, construction of wireline from core, fibre termination equipment, maintenance and operations, customer equipment installation, etc.

**Fixed wireless:** equipment and spectrum fees, tower construction, land rental, operations and maintenance on towers, etc.

**LEO/GEO satellites:** terminal cost, recurring bandwidth cost, maintenance, etc.

<sup>3</sup> Latency refers to the time delay over a communications link; low latency is important to ensure a high quality of service for consumers.

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### 3. Planning

After reviewing all the technology options available as well as their characteristics, it becomes easier to identify the right technology to pursue and start building a concrete plan to connect your community.

This step will cover funding options as well as possible business models to plan for the implementation of your broadband strategy.

#### Funding

To ensure the right broadband deployment is selected, it is important to consider all viable options to fund the broadband project. Often local communities and municipalities might have limited budgets and tight timelines to address their connectivity needs. Furthermore, without government support it can be very challenging for operators or ISPs to close the business case in rural and remote communities. That is why it is fundamental to get informed about the various sources of financing made available by all branches of government, including federal, provincial, and municipal governments, as well as non-governmental organizations and broadband associations.

On a federal level, various government departments offer funding programs for broadband deployment projects. Since 2019, the Government of Canada has made broadband one of its top priorities and committed to getting 98% of Canadians connected by 2026 to high-speed Internet (50/10 Mbps) and all Canadians by 2030 (as highlighted in [High-Speed Access for All: Canada's Connectivity Strategy](#)) through leveraging funding from all levels of government, Indigenous and private sector partners.

For example, the [Universal Broadband Fund](#) (UBF) is a large-scale program lead by Innovation, Science and Economic Development Canada (ISED), targeting universal broadband coverage. It includes \$1.75 billion in funding to support high-speed internet projects across Canada, particularly in rural and remote communities, with an additional \$1 billion committed to the fund in Budget 2021. The funding is available to support connecting Canadians via several streams:

**\$750M**  
available to fund large, high-impact projects

Up to  
**\$50M**  
available for mobile projects that primarily benefit Indigenous peoples

Up to  
**\$150M**  
through a Rapid Response Stream for projects to be completed by November 2021

The fund accepted applications until March 15, 2021 and future intake processes may be announced in the future similarly to previous programs.

The UBF is not only part of the national connectivity strategy but also consistent with the [government's roadmap](#) for supporting strong and resilient rural communities.

As part of this program, the Government of Canada committed to securing advanced LEO satellite capacity to help bring reliable, high-speed Internet access to even the most challenging rural and remote homes and communities in Canada, through a [\\$600M capacity commitment](#) with Telesat. This satellite capacity will be used in satellite dependent communities and those without access to high-speed Internet in rural and remote areas. ISPs can apply to receive this capacity at a reduced price under certain criteria, and applications to support LEO connectivity can be made through the [Universal Broadband Fund](#). The Government of Ontario also has a [similar partnership](#) in place with Telesat to bridge the province's digital divide and enable 5G connectivity to communities across the entire province.

In addition to ISED, the [Canada Infrastructure Bank](#) (CIB) can also be a key partner in broadband projects to offer low-cost loans. For large-scale, high-impact projects, the CIB can also provide capital through senior debt, subordinated debt, or equity investments. These investments can be made alongside contributions from ISED (and potentially provincial programs), as well as private capital from ISPs and private investors to connect hundreds of thousands of households across Canada.

It is important to note that provincial governments, municipalities, local governments, broadband associations, ISPs and other private partners can also be viable sources of capital and/or debt funding. This is why it is worth considering all partnership options with one or various players to ensure the success and affordability of any broadband project.

If you are unsure where to start, the Government of Canada provides a pathfinder service that can help you identify the most suitable program for your needs, by phone (1-800-328-6189) or by email ([get-connected@canada.ca](mailto:get-connected@canada.ca)).

9 Roadmap to connectivity:  
A guide to connecting your community to affordable, high-speed Internet.

### Business models

In addition to funding, a community might consider a business partner to help start the project and support in its deployment. The process of choosing a partner or partners in any broadband project can take many forms, however, as mentioned above, it is ultimately key to explore all available partnership options. This might include an incumbent, an ISP, or even forming a community ISP to bring the project to life.

This section covers at a high-level some of the different business models that should be considered in the planning of a broadband infrastructure project. It is important to note there may be more business models than those listed below, and there are a number of ways these business models can function.

**Operator only model:** Large existing operator or ISP builds the full end-to-end network (access and backhaul) and provides service directly to consumers. This model requires low investment and support from the community and offers a high quality of service associated with the incumbent operator. However, it may be challenging to entice an operator to make the large investment required to build a full network. It is also very costly and logistically challenging to serve individual users in a low-density setting.

**Established ISP model:** Partnership between an existing ISP and a backhaul provider to jointly build a network, where the ISP is responsible for the access network and the backhaul provider is responsible for the backhaul network. This model allows the ISP to use its expertise in all areas of deploying, running and maintaining an internet service in a rural community, which can be challenging for any single operator. This model also decreases the investment needed from each party, which reduces risk on investment and allows ISPs to more easily expand to new rural communities. The major downside of this model is it is not applicable to many communities that do not have an ISP currently operating in the region, or one that is willing to expand to the region.

**Community ISP model:** In the case where there are no existing ISPs in the region (or willing to expand to the region), the community can form an ISP and operate the access portion of the network. This model offers many of the same benefits as the Established ISP model, but also provides the community with much greater control over the broadband service in their community; this control will allow the community to customize services offered to its residents. The Community ISP model does require much more involvement from the community; it requires direct investment from the community to design, build, and operate the network. Aside from funding, it can also be challenging to find personnel with the necessary technical expertise to design and operate the network, especially in rural and remote communities.

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A guide to connecting your community to affordable, high-speed Internet.

10 Roadmap to connectivity:  
A guide to connecting your community to affordable, high-speed Internet.

### 4. Implementation and operation

With the choice of broadband technologies, funding method(s), business partner(s) and model(s) finalized, comes the time to initiate the implementation of the project. Despite planning being a crucial step in the realization of any broadband project, the implementation, operation and maintenance of the project are just as important.

Plans and resources need to be made available to monitor the project and track its way to success. On this final note, this section provides two case studies: an example of a completed, grassroots fibre broadband project in Southwestern Ontario and a second case study targeting rural communities in different Canadian provinces that highlights the benefits of LEO satellite backhaul paired with terrestrial last-mile networks.

#### Case Study: SWIFT's fibre solution in southwestern Ontario

Southwestern Integrated Fibre Technology ([SWIFT](#)) is a non profit, municipally-led broadband expansion project created to improve internet connectivity in underserved communities and rural areas across Southwestern Ontario. SWIFT was initiated by the [Western Ontario Wardens' Caucus](#) (WOWC) and is delivered in partnership with member municipalities, the Government of Ontario, and the Government of Canada.

Focused on enabling greater digital equality between rural and urban populations, SWIFT subsidizes the construction of open-access high-speed networks to encourage service providers to expand broadband infrastructure in underserved rural areas.

SWIFT was approved for funding under the New Building Canada Fund-Small Communities Fund (NBCF-SCF), a joint federal and provincial infrastructure funding program established in 2014. It leverages additional funding from municipal partners and private sector investors to support the development of broadband infrastructure in eligible areas across southwestern Ontario.

Specifically, the project leveraged \$63.7 million in federal funding, \$63.7 million in provincial funding, \$63.7 million from private sector Service Providers, and \$17.6 million in municipal funding, for a total project investment of \$209 million to bring service to more than 50,000 underserved households and businesses and install over 3,095 km of fibre throughout the region by 2024.

The SWIFT case study highlights how organized, cooperative projects can potentially bring high-speed connectivity to suburban and exurban communities via fibre where there is sufficient population density to offset the costs.

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A guide to connecting your community to affordable, high-speed Internet.

## Case study: C-Spire Rural Broadband Consortium's LEO backhaul solution for rural communities

The [C-Spire Rural Broadband Consortium](#) (CRBC) was created as a partnership between six tech companies (C-Spire, Microsoft, Siklu, Airspan, Nokia and Telesat) to research ways to affordably bring high-speed internet to rural communities across North America.

In Canada, despite the clear benefits of bridging the digital divide, significant economic and technological challenges remain. Many rural communities in Canada have limited or no options for broadband service, which stems from a range of issues including:

- Distance from existing fibre infrastructure
- Geography or topography of the region
- Low population density
- Challenging return on investment for service providers

For that reason, when it comes to connecting more rural and remote communities, the Governments of Canada and Ontario focused on addressing one of the key root causes to poor connectivity to rural communities: affordable backhaul connectivity. Specifically, both governments partnered with Canadian global satellite operator Telesat to provide affordable high-speed LEO backhaul via Telesat Lightspeed to nascent and established ISPs in rural communities in Canada. The goal of these partnerships is to deliver affordable high-speed Internet and LTE/5G connectivity to all Canadians.

One [case study](#), the C-Spire-led consortium explored the optimal way to connect two western-based Canadian rural communities and underlined the benefits of LEO backhaul networks. Both rural communities were characterized by low to very low population densities, low number of households (less than 200 households), and far distance from existing fibre infrastructure.

When taking into consideration the total cost of ownership, the network configuration featuring LEO satellite backhaul and fixed wireless (FW) access was found considerably (up to 80%) more affordable than any other network configuration. By eliminating large infrastructure investments and only requiring an affordable LEO satellite terminal, the backhaul connectivity cost for communities is minimized both in terms of capital and operating expenses.

## Conclusion

As underlined in this guide, there are four key steps to follow in ensuring access to broadband and mobile connectivity within a community:

1. **Assessing community needs**
2. **Assessing technology options**
3. **Planning**
4. **Implementation and operation**

As such, identifying your community's needs starts with estimating the total broadband demand required in your community. It is then best to consider various broadband technology options by comparing their pros and cons, including TCO, time to deploy, ease of deployment, and quality of the service provided. From here, it is important to take into account all possible funding sources and business models that could bring the project to life. Lastly, communities should follow up on the implementation closely to ensure a timely and successful deployment of broadband connectivity.

With this structured approach, broadband projects become more affordable, tangible, and efficient, ultimately bringing communities' one step closer to reliable, high-quality broadband connectivity. Although there is a lot of detailed technical analysis required for any broadband project, this guide provides a high-level overview of the steps required to deploy a broadband project.



<b>REQUEST FOR DECISION</b>		DATE	<b>March 24, 2022</b>
		<b>4.4</b>	
TOPIC	Support for Ukraine		
PROPOSAL	<p><b>BACKGROUND:</b>  <b>February 24, 2022</b>, Russia launched a comprehensive invasion of Ukraine, marking a major escalation of the ongoing Russo-Ukrainian War. The campaign had been preceded by a prolonged Russian military buildup (since early 2021), as well as numerous Russian demands for security measures and legal prohibitions against Ukraine joining NATO.</p> <p><b>CURRENT:</b>  <b>March 1, 2022</b>, Smoky Lake County raised the Ukrainian Flag outside the Main Office in support of Ukraine.</p> <p><b>March 3, 2022</b>, an informal meeting was held by the Smoky Lake Region members of the Ukrainian Twinning Committee, where discussion in respect to coordinating support efforts. Councillor Jered Serben attended and reported a summary of the meeting as follows:</p> <ul style="list-style-type: none"> <li>- The Town of Smoky Lake CAO contacted Vitaly Milentyev, President of Alberta Ukraine Chamber of Commerce for ideas of reputable foundations.</li> <li>- County Councillor Jered Serben suggested two reputable foundations where money goes directly to individuals and families in need:  <a href="https://stopwarinukraine.com/">https://stopwarinukraine.com/</a> &amp; <a href="https://www.cufoundation.ca/">https://www.cufoundation.ca/</a></li> <li>- The Kosiv Mayor will send the Community Economic Development Officer (CEDO): Michelle Wright, a list of required resources within the next 24 hours</li> <li>- The Smoky Lake Kinnette's are facilitating community donations and will be able to receive donations by electronic transfers and credit cards and cash. (Michelle Wright is the Kinnette's treasurer.)             <ul style="list-style-type: none"> <li>o Donation jars are being sent out to villages, towns, businesses next week (the 7<sup>th</sup> of March). All donation jars will be decorated the same.</li> <li>o Ribbons (blue and yellow) will be purchased, similar to the idea of purchasing a poppy near Remembrance Day, at donation jars. The Village of Waskatenau CAO suggested utilizing the students in the schools to possibly assemble ribbons.</li> </ul> </li> <li>- The Town of Smoky Lake CAO suggested purchasing requested resources at neighboring countries (Germany, Poland, etc.) instead of shipping from Canada as it is quicker and less expensive.</li> <li>- The CEDO is looking into the logistics of sending the surplus firefighting equipment from the Smoky Lake Region which has been sorted and is ready for packaging/shipping.</li> <li>- As of March 3, 2022, Kosiv is not under direct attack but is receiving hundreds of refugees from surrounding cities.</li> <li>- The CEDO is contacting surrounding municipalities (Vegreville, Athabasca, etc.) to see if there's a possibility of collaborating.</li> <li>- The Pumpkin Mugs, hand crafted in Rozhniv, Ivano-Frankivs'Ka Oblast', Ukraine, by Serhiy Dutka, Ceramic Artist, which were received 2021 for resale, may be raffled off as a fund raiser.</li> </ul>		

March 4, 2022, letter received from Yuriy Ploskonos, Mayor of Kosis, Ukraine:



**КОСІВСЬКА МІСЬКА РАДА  
КОСІВСЬКОГО РАЙОНУ  
ІВАНО-ФРАНКІВСЬКОЇ ОБЛАСТІ**

майдан Незалежності, 11, м. Косів, Івано-Франківської області, 78601, тел./факс 2-48-32  
E-mail: kosiv.rada@gmail.com, Код ЄДРПОУ 04054228

04 03 2022 № 385

На № \_\_\_\_\_ Від \_\_\_\_\_

**Smoky Lake Region  
Alberta, Canada**

**Dear Sisters and Brothers!**

War has come to our house... The eternal enemy with barbaric imperial appetites once again wants to bring us to our knees, to destroy Ukraine.

Every day we see the aggressor shooting, attacking with rockets, dropping bombs on our cities and people, children, destroying spiritual shrines.

Ukrainians heroically defend their homeland from Russian invaders.

The Armed Forces of Ukraine, the heroic and united people triumphantly repel the horde. The invader suffers significant losses in equipment and manpower. We all, each in his place, stand firmly side by side on the front of the defense of the Ukrainian state. But the Russian occupiers are throwing more and more forces, and defense needs resources at the front and in the rear.

In a difficult time for Ukraine's military aggression, Ukrainians need your support and help more than ever to preserve the territorial integrity and sovereign Ukrainian state.

We ask our comrades to organize the collection of financial aid for the purchase abroad (the neighboring partner countries of Ukraine) of things, tools, equipment that are primarily needed by the military and civilian population of Ukraine, namely:

- turnstiles for stopping bloodCAT or SOFT;
- systems for droppers;
- hemostatic wipes;
- lidocaine patch 5% (lidocaine patch 5%);
- individual tactical first aid kits (military);
- medical scissors;

- tactical clothing for the military (camouflage uniform “green”, “sugar”, “desert storm”, etc., seasonal berets ranging in size from 40 to 47, tactical and assault goggles, knee pads, elbow pads, thermal socks, thermal underwear, tactical gloves);
- backpacks from 60 l;
- tourist rugs, sleeping bags;
- binoculars (20 times or more), tactical compasses;
- thermoses;
- camouflage tools (makeup net);
- small axes
- walkie-talkies, tablets with GPS-navigator.

Today, Kosiv region is a relatively safe region, where refugees from areas of active hostilities come.

The delivery of humanitarian goods is optimal to the territory of Romania and Poland, from where it is convenient to deliver to the destination. The distribution of humanitarian aid will be coordinated by the Kosiv town City Council in accordance with the stated needs of the military and civilian population.

Mayor



Yuriy PLOSKONOS

**March 9, 2022**, update from the Community Economic Development Officer:

- Donation jars will be distributed to regional businesses the week of March 9, 2022.
- Town of Smoky Lake has pins on hand for the next fundraiser.
- Ribbons have been ordered and a craft bee will be organized.
- Town of Smoky Lake has donated 5 pumpkin mugs to support fundraising.
- Organizing scheduled fundraisers for next six weeks.
- The firefighting equipment is ready at firehall and waiting for packing/shipping instructions.

**PROPOSAL:**

See 5 recommendations.

**CORRELATION TO BUSINESS (STRATEGIC) PLAN**

N/A

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

N/A

**BENEFITS**

- Shows respect and support of the Ukrainian people and dedication to the Memorandum of Understanding between Kosiv District and Smoky Lake Region.
- Supports the long cultural and historic connections and friendships that exist between Ukraine and Canada, between Ivano-Frankivska Oblast and the Province of Alberta, and between the Kosiv District and Smoky Lake Region.

**DISADVANTAGES**

- Unbudgeted expense.

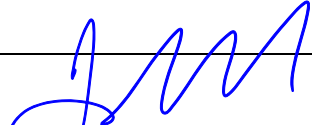
**ALTERNATIVES**

- Council's discretion.

**FINANCE/BUDGET IMPLICATIONS**

<b>Operating Costs:</b>	\$ _____	<b>Capital Costs:</b>	\$ _____
<b>Budget Available:</b>	\$ _____	<b>Source of Funds:</b>	\$ _____
<b>Budgeted Costs:</b>	\$ _____	<b>Unbudgeted Costs:</b>	<b>\$ 280.00</b>



<b>INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS</b>	Recognizes the long cultural and historic connections and friendships that exist between citizens of Ivano-Frankivska Oblast and the Province of Alberta, recognizes the commitment shared in improving and sustaining the historic and cultural connections, Kosiv District and Smoky Lake Region, in accordance with the Memorandum of Understanding (MOU) fully executed on September 30, 2020.
<b>COMMUNICATION STRATEGY</b>	Social Media
<b>RECOMMENDATIONS</b>	
<p><b><u>Motion #1</u></b> That Smoky Lake County approve to participate in the Smoky Lake Region's fundraising efforts facilitated through the Kinette Club of Smoky Lake, towards supporting Ukraine's citizens and Ukraine's defense against the Russian invasion launched on February 24, 2022.</p> <p><b><u>Motion #2</u></b> That Smoky Lake County purchase seven (7) of the hand crafted Pumpkin Mugs made by Ukrainian Ceramic Artist: Serhiy Dutka, of Rozhniv, Ivano-Frankivs'Ka Oblast', Ukraine (which were received by the Smoky Lake Region through the Ukrainian Twinning Committee in 2021 for resale) at a cost in the amount of \$40.00 per mug, and donate the mugs as silent auction or raffle items as organized by the Smoky Lake Kinettes, with all proceeds going towards supporting Ukraine's defense against the Russian invasion launched on February 24, 2022.</p> <p><b><u>Motion #3</u></b> That Smoky Lake County share any social media campaigns produced by the Kinette Club of Smoky Lake in respect to fundraising efforts towards supporting Ukraine's citizens and Ukraine's defense against the Russian invasion launched on February 24, 2022</p> <p><b><u>Motion #4</u></b> That Smoky Lake County Council approve action taken in raising the Ukrainian flag on March 1, 2022 in solidarity with Ukraine against the Russian invasion launched on February 24, 2022.</p> <p><b><u>Motion #5</u></b> That Smoky Lake County acknowledge receipt of the letter from Yuriy Ploskonos, Mayor of Kosis, Ukraine, dated March 3, 2022, requesting comrades to organize financial collection towards the purchase of tools, equipment and humanitarian goods from the neighboring partner countries of Ukraine.</p>	
<b>CHIEF ADMINISTRATIVE OFFICER</b>	



REQUEST FOR DECISION	DATE	March 24, 2022	4.5
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TOPIC	Peace Officer Program: Community Peace Officer (CPO 1) – Appointment
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PROPOSAL

**HISTORY:**

- ▶ **Smoky Lake County has been an authorized employer to employ a Peace Officer since Year 2007.**
  - The **Peace Officer Program for the Solicitor General Department sends an “A Authorization to Employ Peace Officer** for Smoky Lake County which confirms the Peace Officer Appointment and lists the Public Safety legislation and regulations for the **ENFORCEMENT responsibilities.**

**BACKGROUND: PEACE OFFICER PROGRAM**

**LAST PEACE OFFICER APPOINTMENT: Provincial Statutes and Regulations,** under the **Peace Officer Act,** with the legislation and regulations for **ENFORCEMENT: was received on July 25, 2018 – Re: Peace Officers from Tammy Spink, Manager, Peace Officers Program, Alberta Justice and Solicitor General:**

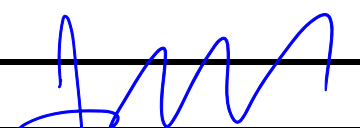
PEACE OFFICER APPOINTMENTS				
Provincial Statutes and Regulations	2007	2010	2012	2018
■ Animal Protection Act	√	√	√	√
■ Dangerous Dogs Act	√	√	√	√
■ Environmental Protection and Enhancement Act- Part 9, Division 2	√	√	√	√
■ Fuel Tax Act	√	√	√	√
■ Gaming, Liquor, and Cannabis Act		NEW	√	√
■ Petty Trespass Act	√	√	√	√
■ Provincial Offences Procedures Act	√	√	√	√
■ Stray Animals Act	√	√	√	√
■ Tobacco Reduction Act	√	X		
■ Traffic Safety Act	√	√	√	√

**CURRENT:**

- ▶ **LETTER:** Received on February 17, 2022 from Tammy Spink, Manager, Peace Officer Program – Re: Peace Officers. Amended Authorization to Employ Peace Officer – amended document have the Provincial Administrative Penalties Act added under Article 1.
  - Letter - ATTACHMENT #1
  - Authorization to Employ Peace Officer – ATTACHMENT #2

**Smoky Lake County will continue being an authorized “Employer” – MOTION Confirmation:**

**Smoky Lake County Council: December 16, 2021: Motion 216-21:**  
 That Smoky Lake County Council approve the extension of the existing contract for Bylaw Enforcement Services with Investigative Assurance c/o Tammy Goddu, as the Bylaw Enforcement Officer for Smoky Lake County, for a term not exceeding one (6) month in duration from January 1, 2022 to June 1, 2022; and commence undertaking the recruitment process for a Community Peace Officer One (CPO1).

<b>PROPOSAL:</b>	
Revised "Authorization to Employ Peace Officers":	
<ul style="list-style-type: none"> <li>■ <b>An amended Peace Officer Appointment:</b> As a Peace Officer appointed under the <i>Peace Officer Act</i>, to enforce the following Provincial Statutes and Regulations, including: (Amendment) referenced in "RED" <ul style="list-style-type: none"> <li>■ Animal Protection Act.</li> <li>■ Dangerous Dogs Act.</li> <li>■ Environmental Protection and Enhancement Act, Part 9, Division 2.</li> <li>■ Fuel Tax Act.</li> <li>■ Gaming and Liquor Act</li> <li>■ Petty Trespass Act.</li> <li>■ Provincial Administrative Penalties Act.</li> <li>■ Provincial Offences Procedure Act.</li> <li>■ Stray Animals Act.</li> <li>■ Traffic Safety Act.</li> </ul> </li> </ul>	
<b>CORRELATION TO BUSINESS (STRATEGIC) PLAN</b>	
<b>LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS</b>	<b>Peace Officers Ministerial Regulations Act</b> <b>Peace Officer Act – Section 5</b>
<b>BENEFITS</b>	<ul style="list-style-type: none"> <li>■ Adhere to Solicitor General and Public Security legislative requirements.</li> <li>■ Ability to perform a number of duties from enforcing various laws.</li> </ul>
<b>DISADVANTAGES</b>	<ul style="list-style-type: none"> <li>■ N/A Adhere to Solicitor General and Public Security legislative requirements.</li> </ul>
<b>ALTERNATIVES</b>	<ul style="list-style-type: none"> <li>■ .</li> </ul>
<b>FINANCE/BUDGET IMPLICATIONS</b>	
<b>Operating Costs:</b> _____	<b>Capital Costs:</b> _____
<b>Budget Available:</b> _____	<b>Source of Funds:</b> _____
<b>Budgeted Costs:</b> _____	<b>Unbudgeted Costs:</b> _____
<b>INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS</b>	Directly with the Peace Officer Program, Alberta Justice and Solicitor General Department.
<b>COMMUNICATION STRATEGY</b>	
<b>RECOMMENDATION</b>	
<b>MOTION:</b>	
<p>That the letter received from Tammy Spink, Manager, Peace Officers Program, Alberta Justice and Solicitor General, dated February 17, 2022 in regards to the amended "Authorization to Employ or Engage Peace Officer" - #319, as authorized by M.A (Marlin) Degrand, Assistant Deputy Minister / Director of Law Enforcement of the Public Security Division, Department of Justice and Solicitor General, for the Province of Alberta, be accepted and retain appointment for the new position of Community Peace Officer (CPO) – Level One for Smoky Lake County.</p>	
<b>CHIEF ADMINISTRATIVE OFFICER</b>	

February 17, 2022

Lydia Kokotilo  
Chief Administrative Officer  
Smoky Lake County  
4612 McDougal Drive  
PO Box 310  
Smoky Lake AB T0A 3C0

Dear Ms. Kokotilo:

RE: **PEACE OFFICERS**

An amended Authorization to Employ Peace Officers is enclosed. The amended document have had the *Provincial Administrative Penalties Act* added under Article 1. Please keep the original authorization on file in the event it is required for court purposes.

Should you wish to request a Peace Officer Appointment in the future, please refer to sections 6.0 and 9.0 of the Public Security Peace Officer Program Policy and Procedures Manual. This manual, along with all required application forms, is found on our website at [www.peaceofficerprogram.alberta.ca](http://www.peaceofficerprogram.alberta.ca).

If Smoky Lake County does not intend to continue participating in the Peace Officer Program, kindly contact Manager Tammy Spink at 780 427-6896 or [tammy.spink@gov.ab.ca](mailto:tammy.spink@gov.ab.ca) to provide formal notification and to discuss the withdrawal process.

Please return the old Authorization at your earliest convenience.

Sincerely,



Tammy Spink  
Manager  
Peace Officer Program

Enclosures

AUTHORIZATION TO EMPLOY OR ENGAGE PEACE OFFICERS

Pursuant to Section 5 of the *Peace Officer Act*  
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I, M.A. (Marlin) Degrand, Assistant Deputy Minister/ Director of Law Enforcement of the Public Security Division, Department of Justice and Solicitor General, for the Province of Alberta, hereby authorize the employment or engagement of peace officers by the

Smoky Lake County

Article 1. Authority

1.1 Subject to section 1.2, peace officers employed or engaged by Smoky Lake County may, subject to their individual appointments, have authority to enforce the following legislation and all regulations thereunder as amended from time to time, and serve court documents relating to the:

ANIMAL PROTECTION ACT  
DANGEROUS DOGS ACT  
ENVIRONMENTAL PROTECTION AND ENHANCEMENT  
ACT, PART 9, DIVISION 2  
FUEL TAX ACT  
GAMING, LIQUOR, AND CANNABIS ACT  
PETTY TRESPASS ACT  
PROVINCIAL ADMINISTRATIVE PENALTIES ACT  
PROVINCIAL OFFENCES PROCEDURE ACT  
STRAY ANIMALS ACT  
TRAFFIC SAFETY ACT

- 1.2 The authorities granted herein are subject to the following restrictions:
- a) Authority to enforce the *Gaming, Liquor, and Cannabis Act* is restricted to sections 83, 84, 87, 89, 107, 108; and section 115 subject to section 53 of the *Police Act*.
  - b) Authority to enforce the *Gaming, Liquor, and Cannabis Regulation* (AR 143/96) is restricted to section 87.1.

## Article 2. Jurisdiction

- 2.1 The jurisdiction of peace officers employed or engaged by Smoky Lake County is, subject to their individual appointments, throughout the Province of Alberta, excluding one and two digit highways except as permitted in accordance with section 2.2.
- 2.2 Authority is granted on one and two digit highways within the urban confines of a municipality where the speed limit is 90 kilometers per hour or less.
- 2.3 Authority may be granted on one and two digit highways as follows:
  - a) With a written invitation by a police or law enforcement agency with authority on that highway for the purpose of participation in a Joint Enforcement Operation.
  - b) When requested by a police or law enforcement agency with authority on that highway to perform traffic management duties but not including enforcement authorities.
  - c) Where permitted by the terms of the peace officer's appointment, for the purpose of performing emergency vehicle response, but not including enforcement authorities.
- 2.4 The jurisdiction of peace officers in Alberta is at all times subject to requirements set out in the Public Security Peace Officer Program Policy and Procedures Manual, as issued by the Director of Law Enforcement..
- 2.5 This authorization does not include jurisdiction on an Indian Reserve.

## Article 3. Weapons and Equipment

- 3.1 Peace officers employed or engaged by Smoky Lake County may, subject to their individual appointments, be authorized to carry and use certain weapons and equipment while in the performance of their authorized duties which may include, but are not limited to, one or more of the following:
  - a) Emergency response units, as defined in the regulations under the *Traffic Safety Act*, as amended from time to time, used by the peace officer for the purpose of carrying out the duties of a peace officer;
  - b) Handcuffs;
  - c) Personal protective equipment including a bullet resistant vest, a stab resistant vest or protective gloves, but not including SAP gloves or similar gloves;
  - d) Particular equipment necessary to carry out the enforcement duties and responsibilities of the peace officer; and
  - e) Tools and items necessary for the performance of the peace officer's duties and responsibilities.

Article 4. Terms and Conditions

4.1 The authorized employer must abide by THE Public Security Peace Officer Program Policy and Procedures Manual, as issued by the Director of Law Enforcement.

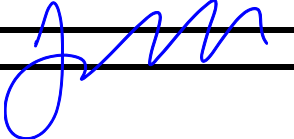
DATED at the City of Edmonton, in the Province of Alberta, this 1<sup>st</sup> day of February 2022.



M. A. (MARLIN) DEGRAND, M.O.M.  
ASSISTANT DEPUTY MINISTER  
DIRECTOR OF LAW ENFORCEMENT

<b>REQUEST FOR DECISION</b>		DATE	March 24, 2022	<b>4.6</b>
TOPIC	<b>Bylaw 1407-22 to Designate the Hamlin Road Ranch as a Municipal Historic Resource</b>			
PROPOSAL	<p><i>That Smoky Lake County Council give Three Readings to Bylaw 1407-22, designating the Hamlin Road Ranch as a Municipal Historic Resource under the Alberta Historical Resources Act, and in accordance with Smoky Lake County Policy Statement 61-15-1: Designation of a Municipal Historic Resource.</i></p> <p><b>BACKGROUND</b></p> <ul style="list-style-type: none"> <li>• The Smoky Lake Regional Heritage Board has recommended both properties be considered for designation as Municipal Historic Resources.</li> <li>• The Hamlin Road Ranch is listed on the Regional Heritage Inventory (2012).</li> <li>• Under the Act, a property may be considered for designation as a Municipal Historic Resource by bylaw after 60-Day Notice having been given, served upon the owner, and expiry of said notice.             <ul style="list-style-type: none"> <li>○ This 60-day notice expired on March 17, 2022, and County Council may now consider Three Readings for bylaw 1407-22.</li> </ul> </li> <li>• If designated:             <ul style="list-style-type: none"> <li>○ A Copy of the Bylaw will be registered in Title by way of Caveat</li> <li>○ A bronze commemorative plaque may be installed at the site providing information regarding the Designation.</li> <li>○ Municipal Historical Resources may be registered on the Alberta Register of Historic Resources (HeRMIS)</li> </ul> </li> </ul>			
<b>CORRELATION TO BUSINESS (STRATEGIC) PLAN</b>				
<ul style="list-style-type: none"> <li>• Smoky Lake Regional Heritage Management Plan</li> </ul>				
LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS	<p><b><u>ALBERTA HISTORICAL RESOURCES ACT</u></b></p> <p><b><u>SMOKY LAKE COUNTY POLICIES/BYLAWS</u></b></p> <ul style="list-style-type: none"> <li>• Smoky Lake County Policy 61-20-01: <i>Heritage Management Plan</i></li> </ul>			
BENEFITS	<ul style="list-style-type: none"> <li>• Designation as a Municipal Historic Resource may allow application for provincial or federal grant funding to maintain historic integrity.</li> <li>• Designating a Municipal Historic Resource helps protect and preserve local heritage sites, enriches local history and can be leveraged as an economic development opportunity by driving heritage-based tourism.</li> <li>• Historic Resource “clusters” are attractive tourism destinations, as well as advantageous for granting purposes.</li> </ul>			
DISADVANTAGES	<ul style="list-style-type: none"> <li>• Designation as a Municipal Historic Resources places certain restrictions on the use and development of the resource.</li> </ul>			



	<ul style="list-style-type: none"> <li>Once a heritage asset is designated as a Municipal Historic Resource, any repairs, additions or other work altering the structure will require a Heritage Resource Intervention Permit to be issued by Smoky Lake County prior to work commencing.</li> <li>Any proposed alterations, additions or any other work must conform to, and protect, the Character Defining Elements contained within the designating bylaw.</li> </ul>
ALTERNATIVES	<ul style="list-style-type: none"> <li>Refuse / Defer</li> </ul>
FINANCE/BUDGET IMPLICATIONS	
Operating Costs: _____	Capital Costs: _____
Budget Available: _____	Source of Funds: _____
Budgeted Costs: _____	Unbudgeted Costs: _____
INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS	Nil.
COMMUNICATION STRATEGY	Nil.
RECOMMENDATION	
<p><b>That Smoky Lake County Council give First Reading to Bylaw 1407-22, to designate the Hamlin Road Ranch as a Municipal Historic Resource.</b></p> <p><b>That Smoky Lake County Council give Second Reading to Bylaw 1407-22, to designate the Hamlin Road Ranch as a Municipal Historic Resource.</b></p> <p><b>That Smoky Lake County Council give Permission for Third Reading to Bylaw 1407-22, to designate the Hamlin Road Ranch as a Municipal Historic Resource.</b></p> <p><b>That Smoky Lake County Council give Third and Final Reading to Bylaw 1407-22, to designate the Hamlin Road Ranch (SW-17-58-13-W4), under the Alberta <i>Historical Resources Act</i>, and in accordance with Smoky Lake County Policy Statement 61-15-1: Designation of a Municipal Historic Resource.</b></p>	
CHIEF ADMINISTRATIVE OFFICER	

**SMOKY LAKE COUNTY  
IN THE PROVINCE OF ALBERTA  
BYLAW 1407-22**

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A BYLAW OF SMOKY LAKE COUNTY IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF  
DESIGNATING THE HAMLIN ROAD RANCH AS A MUNICIPAL HISTORIC RESOURCE.

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**WHEREAS** Section 26 and 27 of the Alberta *Historical Resources Act*, R.S.A. 2000, c. H-9, as amended, permits the Municipal Council of a municipality to designate any heritage resource within a municipality whose preservation it considers to be in the public interest as a Municipal Historic Resource, upon giving notice to the Owner of the Resource in accordance with the Historic Resources Act.

**AND WHEREAS** the Council of Smoky Lake County has determined that the property legally described as:

**Land Title No. 082 426 992 001**

**SW-17-58-13-W4**

**EXCEPTING THEREOUT ALL MINES AND MINERALS**

is a site of architectural, historical, cultural, environmental, archeological, paleontological, aesthetic and/or scientific value;

**AND WHEREAS** not less than sixty (60) days after notifying the resource owner of this bylaw, the Council of Smoky Lake County may by bylaw designate any historic resource within the municipality whose preservation it considers to be in the public interest, together with any land in or on which it is located that may be specified in the bylaw, as a Municipal Historic Resource. A Council that designates an historic resource as a Municipal Historic Resource shall:

- a) cause a copy of the bylaw to be served on the owner of the historic resource and on the owner of any land that will be subject to the bylaw; and
- b) if the bylaw relates to or includes any land, cause a certified copy of the bylaw to be registered at the land titles office.

**NOW THEREFORE** that the Council of Smoky Lake County in the Province of Alberta, having complied with the Historical Resources Act, and duly assembled, hereby enacts as follows:

1. The property known as the **Hamlin Road Ranch**, located on lands legally described as SW-17-58-13-W4 (64.7 hectares; 158.12 Acres more or less) is hereby designated a Municipal Historic Resource with the County as described in **Schedule "A"**.
2. Council wishes to protect and preserve the original character of the **Hamlin Road Ranch**, while encouraging changes that will make the related buildings and structures functional. The Historic Resource shall not be removed, destroyed, disturbed, altered, rehabilitated, repaired, or otherwise permanently affected, other than in accordance with the terms outline in **Schedule "B"**.
3. The administration of this bylaw shall be under the management and control of the Development Authority of Smoky Lake County.
4. This bylaw shall come into effect after third and final reading.

**60-DAY NOTICE HAVING BEEN GIVEN THIS 12<sup>th</sup> DAY OF January, AD 2022.**

READ A **FIRST TIME** IN COUNCIL THIS \_\_\_ DAY OF \_\_\_\_\_, AD **2022**.

READ A **SECOND TIME** IN COUNCIL THIS \_\_\_ DAY OF \_\_\_\_\_, AD **2022**.

READ A **THIRD AND FINAL TIME WITH UNANIMOUS CONSENT** IN COUNCIL THIS \_\_\_ DAY OF \_\_\_\_\_, AD **2022**.

\_\_\_\_\_  
Lorne Halisky  
Reeve

**S E A L**

\_\_\_\_\_  
Gene Sobolewski  
Chief Administrative Officer

## SCHEDULE "A"

This Statement of Significance forms Schedule "A" to Bylaw 1407-22 and provides a *Description of the Historic Place*, explains the *Heritage Value* of the building, and identifies, by written description and photographs, those *Character Defining Elements* of the Hamlin Road Ranch which are regulated by the "General Guidelines for Conservation" (Schedule "B") and must be preserved (the "Regulated Character Defining Elements").

### STATEMENT OF SIGNIFICANCE

#### HAMLIN ROAD RANCH SW-17-58-13-W4 (64.7 hectares; 158.12 Acres more or less)

#### Description of Heritage Place

The Hamlin Road Ranch includes the barn (circa 1950) and the original (circa 1913) farmhouse. This one-and-a-half storey farmhouse was constructed of horizontal logs. Later stucco was applied to the exterior and decorated with wood accents and fixed wooden shutters. Split weatherboard was applied to both gables. It has a medium gable roof, a chimney and ventilation cupola. A steep stairway with a landing leads to the attic which may have been used for sleeping quarters as was common in immigrant farmhouses. The two-and-a-half storey barn was constructed of vertical logs and the name of the ranch is proclaimed in bold letters along the length of the distinctive curved roof. The roof rafters were made by soaking lengths of wood in a nearby pond until they became pliable enough to bend to the proper shape. A noteworthy feature of the barn is its prominent "bird's beak", an extension at the peak of the roof on the north side. It has a pulley and track system and mechanized upper double doors to transfer hay into the huge loft. The ranch is located on highway 859 near the hamlet of Hamlin specifically SW-17-58-13-W4M.

#### Heritage Value

The Hamlin Road Ranch is significant for its association with the provincial themes of Rural Settlement and Agricultural Development. The heritage value of the ranch lies in the design and construction of its buildings, and how these buildings demonstrate the progression from homestead establishment to prosperous farm. The ranch also has value as a prominent landmark.

Gabriel (Gawrylo) Balanecki arrived in Canada from Bukovina, Ukraine in the early 1900's and officially filed for this homestead in 1919. He married Elizabeth (nee Seveta) Malayo of Stry, also originally from Bukovina and together they constructed the farmhouse. Like most of the first homes built by settlers, it provided basic shelter in the first years of homestead establishment. Its small scale, simple form and basic construction point to the period when the homesteaders had limited tools, capital and time.

Over several decades, the farm grew to one section in size and supported a large herd of cattle. A much larger farmhouse was built in 1934 reflecting the growing prosperity of the farm, but it has since been demolished. The original house became the summer kitchen. In 1947, the barn was the last structure to be built. It was constructed by Andrew Pelech, a skilled carpenter who built many barns in the Hamlin area with the characteristic curved roof and bird's beak. Its impressive size and design and the skill and time required for its construction speak to the farm's success; Hamlin Road Ranch was no longer a subsistence farm but a profitable mixed farming operation. Due to its prominence, particularly with the name spelled out in large letters along the curve of the roof, the barn has become an important local landmark.

#### Character Defining Elements

##### C1913 Summer House:

- Form and scale
- Horizontal log superstructure
- Weatherboard and stucco finish
- Wood corner boards
- Medium gable roof with one brick chimney and one square ventilation cupola
- Upper-storey wood door

- Moulded wood trim on windows and doors
- Two over two single hung windows

## Barn

### Exterior:

- Form, massing, and scale
- Vertical log superstructure
- Curved roof
- Two Cupolas
- Plain trim on windows and doors
- Drip ledge around perimeter belly board
- Bird's beak structure on front verge peak
- Vertical name "Hamlin Road Ranch" on west side of roof facing highway

### Interior:

- Massive, curved rafters
- Large bays
- Concrete stanchions
- Hay-loft conveyance system

## Photographic Detail











## SCHEDULE "B"

This is Schedule "B" to Bylaw 1407-22 and identifies the "General Guidelines for Conservation" for the Hamlin Road Ranch.

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### GENERAL GUIDELINES FOR CONSERVATION

#### 1. Approval of Development Alterations

As per Section 26 (6) of the Alberta Historical Resources Act, notwithstanding any other Act, no person shall destroy, disturb, alter, restore, or repair a Historic Resource or remove any historic object from a Historic Resource that has been designated under this Section, without the written approval from Council or a person appointed by Council for that purpose.

Council appoints an approving Authority to protect the integrity of this municipal heritage resource to whom the Applicant shall submit a Heritage Resource Intervention Permit Application for any proposed restoration/changes to the structure. Any development or alterations affecting the Bellis Firehall shall respect and conserve the heritage value and character defining elements identified in the Statement of Significance, in accordance with the below General Guidelines for Conservation and as recommended in the Standards and Guidelines for the Conservation of Historic Places.

#### 2. Compatible Uses

Wherever possible, the use of the Municipal Historic Resource shall be compatible with the existing building such that minimal changes are required to the building. The use of the Municipal Historic Resource for its original purpose is desirable.

#### 3. Original Character

The original distinctive qualities and character of the building as designated by the Municipal Historic Resource Bylaw should be preserved. The removal or alteration of any historical materials or features shall be avoided whenever possible.

#### 4. The Historic Period

The Municipal Historic Resource should be recognized as a product of its own time. Alterations which are not based on historical fact or which recreate an earlier or later idiom shall be discouraged.

#### 5. Witness to Change

Changes to the Municipal Historic Resource may have occurred over time. These alterations are evidence of the history and development of the building. Because this evolution may have acquired significance in its own right, alterations to the original building should be recognized and respected where indicated.

#### 6. Repair and Replacement

Deteriorated architectural features shall be repaired rather than replaced wherever possible. Where replacement is necessary, the new material should match the original as to composition, colour, texture, design, etc. The repair or replacement of architectural features shall be based on a sound knowledge of the original characteristics of the features. Such knowledge shall be based on historical or pictorial evidence and not upon conjecture.

#### 7. Style and Craftsmanship

Distinctive stylistic features and examples of skilled craftsmanship that have been designated by the Municipal Historic Resource Bylaw shall be preserved and treated sensitively.

#### 8. Cleaning

In all cases, surface cleaning shall be undertaken with the gentlest means available. Sandblasting in particular, but also other cleaning methods, damage historic integrity and should not be undertaken without thorough testing prior to use on a building. Sandblasting is not recommended on brick, stone or wood. In all instances, it should be ascertained that a building exterior is really in need of cleaning

prior to undertaking the work.

## 9. Reversibility of Improvements

When the introduction of new elements or materials is necessary to stabilize or preserve a municipally designated Historic Resource, alterations shall be undertaken such that the new materials, should they fail, may be removed at a later date without damage to the original fabric of the Municipal Historic Resource. Where this is not possible (i.e. use of epoxy), only those methods and materials that have been thoroughly tested and found satisfactory in situ shall be used.

## 10. Recording

Prior to undertaking any alterations, particularly in cases where alterations may threaten the building fabric (underpinning and moving structures), the Applicant shall compile a complete record of the architectural features of the Municipal Historic Resource. Measured drawings and photographs of details may prove invaluable if major features are damaged or lost during the subsequent repair work.

## 11. Original Construction Details

In some historic structures, poor construction details or inappropriate materials resulted in rapid deterioration of certain building elements. In these instances, accurate restoration of the original detail will inevitably result in the failure of the element. Therefore, restoration of the resource should be undertaken in such a fashion as to duplicate the original appearance as closely as possible while using details based on sound construction practice.

## 12. Enforcement

This Bylaw may be enforced, and the contravention of any provisions contained herein restrained, by the Court of Queen's Bench of Alberta upon action brought by Council, whether or not any penalty has been imposed for contravention. If the Development Authority finds that a person is in contravention of this Bylaw, the Development Authority may, by written order, require the person responsible for the contravention to remedy it if the circumstances so require. The order may:

- (a) direct a person to stop doing something, or to change the way in which the person is doing it;
- (b) direct a person to take any action or measures necessary to remedy the contravention of the Bylaw, including the removal or demolition of a structure or part of a structure that has been erected or placed in contravention of the Bylaw, and, if necessary, to prevent a re-occurrence of the contravention;
- (c) state a time within which the person must comply with the directions;
- (d) state that if the person does not comply with the directions within a specified time, the municipality will take the action or measure at the expense of the person.

## 13. Improvements

Prior to undertaking any improvements, an Application for a Heritage Resource Intervention Permit must be submitted to Smoky Lake County. The Application shall include phasing of alterations where necessary due to program or budget restrictions. The type and timing of both short and long term maintenance work should also be included.

## 14. Codes

At no time should the life and safety of occupants of a Municipal Historic Resource be deemed of lesser importance than the preservation of the original fabric of the Municipal Historic Resource. The required life and safety standards are those required by the current Alberta Building Code. However, notwithstanding these Code requirements, where the essential character of the structure is threatened by changes for Code reasons, every effort shall be made to achieve an equivalent safety standard by alternate means so as to minimize the impact on the historic fabric.

## 15. Signs

As a general rule, signs should be limited to signs that were originally present on the building. In instances where new use or interpretive functions dictate the use of additional signs, these new elements should be integrated into the general design of the project. The size, typeface, graphics and materials should be chosen to suit the period of the Municipal Historic Resource, wherever possible. All signs must conform to the Smoky Lake County Land Use Bylaw.

**16. Claims**

All covenants, undertakings, obligations, and conditions set out in this Bylaw shall constitute covenants running with the Lands and the County may register a Caveat at the Land Titles Office against the Lands to protect its interest under this Bylaw. Smoky Lake County may grant a postponement of the caveat as to any of the land in development. Smoky Lake County will discharge the caveat promptly upon the acceptance of the various matters required to be performed by the Developer under this Bylaw.

The Developer shall indemnify and save harmless the County from any and all losses, costs, damages, actions, cause of actions, suits, claims and demands resulting from anything done or omitted to be done by the Developer in pursuance or purported pursuance of this Bylaw.

**17. Consent**

This bylaw is hereby agreed to by the Registered Owner of the Certificate of Title No. 082 426 992 001. Furthermore, the Registered Owner consents to having this bylaw registered by way of a caveat on said Certificate of Title.

\_\_\_\_\_  
PETER H. PODLOSKI  
OWNER

\_\_\_\_\_  
DONNA K. PODLOSKI  
OWNER



municipalities across Alberta.

- Work progressed on revising a formal Nomination Document, including substantial public participation that yielded hundreds of responses, and a *'What we Heard' Report*.
  - Parks Canada and Smoky Lake County provided \$5k funding contributions each toward this work.
- **August/September 2021** – Smoky Lake County published a Request for Expressions of Interest to begin to inform how the subsequent River Study/Management Plan Process might best be formulated.
  - This included a draft version of the Terms of Reference Now being considered for adoption now.
  - The County received eleven responses to the Request for Expressions of Interest.
- **November 24, 2021** – Presentation to the CHRS Board, which recommended approval of the Nomination to Alberta Environment and Parks Minister Jason Nixon.
- **January 5<sup>th</sup>, 2022** - Village of Vilna applied as the Managing Partner for an Alberta Community Partnership (ACP) Grant in the Intermunicipal Collaboration theme, in an amount of \$200k to contribute to completing a Heritage River Management Plan.
  - This application was modeled on a similar successful application led by the MD of Fairview No. 136 in 2019, on behalf of the five-member Peace Valley Conservation, Recreation & Tourism Society.
- **January 23, 2022** - the North Saskatchewan Watershed Alliance (NSWA) Board, a motion carried to enter into a Memorandum of Understanding (MOU) further to supporting the Heritage River Management Plan in-kind up to \$8k.
- **February 24, 2022** – Smoky Lake County executed a \$45k Parks Canada Funding Contribution Agreement.
- **March 2022**
  - Alberta Environment and Parks (and Stewardship) Minister Jason Nixon is presently reviewing the Nomination Document.
  - If and once approved by Alberta, the Nomination Document will then go to the federal Minister of Environment and Climate Change Canada (ECCC) Steven Guilbeault.
  - At the Rural Municipalities Association (RMA) Spring Convention in Edmonton (March 14-16), Smoky Lake County met with senior Department Staff, the Minister of Environment and Parks (AEP), and the Minister of Municipal Affairs (MA).

#### **NEXT STEPS**

- An outcome of Vilna's ACP Grant Application (2122-IC-45) is anticipated either this week or next (by the end of March).
- Depending on Nomination Document endorsement from the Ministers and success in securing the Alberta Community Partnership Grant, Administration hopes to publish a Request for Proposals (RFP) this spring.

	<ul style="list-style-type: none"> <li>Administration <i>aims</i> to complete the Heritage River Management Plan in sufficient time to present it to the <u>Bi-Annual Spring 2023</u> meeting of the CHRS Board. From there, the Management plan would also need both Minister's approval.</li> </ul> <p><b><u>ATTACHMENTS:</u></b></p> <ul style="list-style-type: none"> <li>Proposed Heritage River Study Advisory Steering Committee Terms of Reference and Project Milestones Roadmap document; ©ATTACHMENT 1</li> <li>Proposed Memorandum of Understanding (MOU) with the North Saskatchewan Watershed Alliance (NSWA) ©ATTACHMENT 2</li> <li>Project Correspondence; ©ATTACHMENT 3</li> </ul>
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<b>CORRELATION TO BUSINESS (STRATEGIC) PLAN</b>	
<p><b>Values:</b> Integrity, Sustainability/Stability, Pride, Fairness, Freedom</p> <p><b>Vision:</b> Leading the way in positive growth with healthy, sustainable, rural living.</p> <p><b>Mission:</b> Smoky Lake County strives for collaboration and excellence in the provision of transparent and fiscally responsible governance and services.</p>	

<b>LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS</b>	<u>Parks Canada Guiding Principles and Operational Policies, Part II - Activity Policies: Canadian Heritage Rivers Policy</u>
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<b>BENEFITS</b>	<ul style="list-style-type: none"> <li>Opportunities for leveraging and unlocking of additional grants, etc.</li> <li>Natural, land, and river-based tourism development opportunities.</li> <li>Opportunities for the unlocking of additional grants, etc. (such as Watershed Resiliency, etc.)</li> <li>Enhanced community participation, awareness, pride, and place-making.</li> </ul>
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<b>DISADVANTAGES</b>	<ul style="list-style-type: none"> <li>Staff time.</li> </ul>
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<b>ALTERNATIVES</b>	<ul style="list-style-type: none"> <li>Take not action/Defer</li> </ul>
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**FINANCE/BUDGET IMPLICATIONS**

<b>Operating Costs:</b> _____	<b>Capital Costs:</b> _____
<b>Budget Available:</b> <b>\$45,000</b> _____	<b>Source of Funds:</b> <b>grants</b> _____
<b>Budgeted Costs:</b> _____	<b>Unbudgeted Costs:</b> _____

<b>INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS</b>	<ul style="list-style-type: none"> <li>Indigenous communities &amp; river-adjacent municipalities</li> <li>Canadian Heritage Rivers System (CHRS) and Parks Canada, Environment &amp; Climate Change Canada (ECCC), Alberta Environment and Parks (AEP), Alberta Culture, &amp; Status of Women,</li> <li>North Saskatchewan Watershed Alliance (NSWA)</li> </ul>
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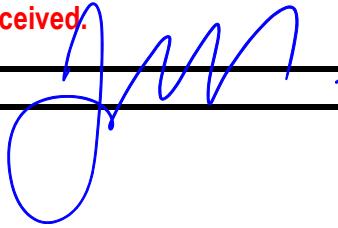
<b>COMMUNICATION STRATEGY</b>	<ul style="list-style-type: none"> <li>Delegations before partner municipal Councils</li> <li>Public Participation &amp; Webinars, grapevine &amp; newsprint, website &amp; social media, media release</li> </ul>
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**RECOMMENDATION**

**That Smoky Lake County:**


- 1. Adopt the revised Heritage River Study Advisory Steering Committee Terms of Reference and Project Milestones Roadmap document;**
- 2. Execute the proposed Memorandum of Understanding (MOU) with the North Saskatchewan Watershed Alliance (NSWA), for in-kind support of between 50-100 hours of in-kind support (up to approximately \$8,000 value) for Heritage River Management Planning, which is to be in effect until December 31, 2022, or until the completion of the Heritage Management Plan;**
- 3. Acknowledge project correspondence received.**

**CHIEF ADMINISTRATIVE OFFICER**

A handwritten signature in blue ink, appearing to be 'J.M.', is written over the signature line. The signature is fluid and cursive, with a large loop at the bottom.

Date: March 18, 2022

**DRAFT**

Section	<div style="text-align: center;">  <p><b>Canadian Heritage Rivers System</b></p> </div> <div style="text-align: center;"> <p><b>Réseau des rivières du patrimoine canadien</b></p> </div> <div style="text-align: center;"> <p><b>ᑲᑎ.ᑕᑦ ᐱᑦᑲᑦᑲᑦᑲᑦᑲᑦᑲᑦ ᑲᑦᑲᑦ</b></p> </div> <p><b>TERMS OF REFERENCE – North Saskatchewan Heritage River Initiative Management Planning Advisory Steering Committee</b></p>
<b>1. Purpose/ Objective</b>	<p>To provide input to the work of completing a river study, also known as a non-statutory Management Plan for North Saskatchewan River (NSR) in Alberta, under the Canadian Heritage Rivers System (CHRS).</p> <p>The final document will serve as a general road-map identifying opportunities for stewardship and advancement of the river’s exceptional natural and cultural values, as well as its recreational values.</p>
<b>2. Background &amp; Context</b>	<ol style="list-style-type: none"> <li>1. From coast-to-coast-to-coast, forty (40) designated Heritage Rivers offer residents and visitors a chance to experience great waterways, learn about their rich history, and share in their stewardship.             <ol style="list-style-type: none"> <li>a. CHRS is a <u>national</u>, not federal, collaboration among provinces, territories, and the federal government.</li> <li><b>b. Designation is honorary – it does not affect ownership, jurisdiction, or traditional rights, nor does it close the river to public access, use, and enjoyment.</b></li> </ol> </li> <li>2. The North Saskatchewan Watershed Alliance (NSWA) completed a CHRS Background Study in 2005.</li> <li>3. Beginning in October 2019 Smoky Lake County has worked to re-ignite the Heritage River Initiative.             <ol style="list-style-type: none"> <li>a. Secured support from fifteen immediately river-adjacent municipalities, as well as the Metis Nation of Alberta (MNA), Treaty 6 Confederacy of First Nations, River Valley Alliance (RVA), and EPCOR, and others to complete Nomination of the remaining undesignated portion of NSR in Alberta.</li> <li>b. Authored a formal Nomination Document summarizes the natural, cultural, and recreational values or features of the river. This was accepted by the CHRS Board at its November 2021 bi-annual meeting and recommended to the Alberta Minister of Environment and Parks.</li> </ol> </li> <li>4. The last step before completing the designation is to complete river study aka a collaborative non-statutory Management Plan.</li> </ol>
<b>3. Study Area</b>	<ol style="list-style-type: none"> <li>1. Presently, 50km of the NSR within Banff National Park is recognized under CHRS (designated in 1989).             <ol style="list-style-type: none"> <li>a. This 50km presently excludes a remaining portion of 718km across Alberta, <u>the latter of which is the subject of this work scope.</u></li> </ol> </li> </ol>

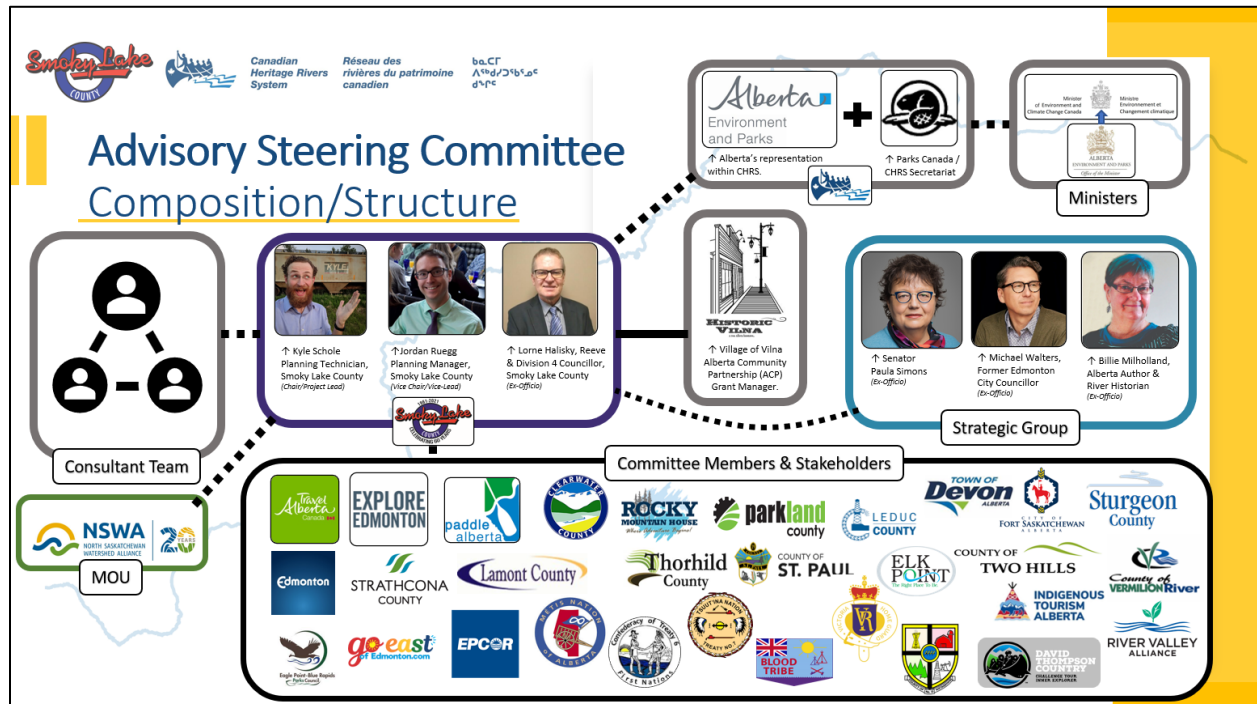


<p><b>4. Scope of Advisory Committee Work</b></p>	<p><b>The Heritage River Management Planning Steering Committee will deliver on key items:</b></p> <ol style="list-style-type: none"> <li>1. Review &amp; provide comments/input:             <ol style="list-style-type: none"> <li>a. Prior to publication of a Request for Proposal (RFP). <b>(Target Spring '22)</b></li> <li>b. Prior to Implementation of Indigenous and Public Engagement Plan <b>(Target Late Spring '22)</b> and</li> <li>c. Examine the resulting 'What We Heard' Report. <b>(Target Late Fall '22)</b></li> </ol> </li> <li>2. Provide any relevant guidance or information and reports which might assist in the formulating of the River Study/Management Plan. This may include:             <ol style="list-style-type: none"> <li>a. Examine governance i.e., implementation, annual &amp; decadal reporting.</li> <li>b. Provide available information about river-centric recreation or tourism initiatives, river accesses, etc.</li> </ol> </li> <li>3. Provide comments on the draft River Study/Management Plan prior to finalization &amp; submission. <b>(Target Winter 2022/Spring 2023)</b></li> </ol>
<p><b>5. Timeline</b></p>	<ol style="list-style-type: none"> <li>1. Undertaking a CHRS River Study/Management Plan is subject to the Alberta and Canadian Ministers signing off on the 2021 Nomination Document.</li> <li>2. The bulk of CHRS River Study/Management Plan work is to occur during Summer and Fall 2022, with an opportunity to return to Municipal Councils with the completed report in winter 2023 ahead of submitting the same through AEP to the CHRS Board and the provincial/federal Ministers thereafter.</li> <li>3. The CHRS Board currently meets bi-annually in the Spring and Fall.</li> </ol>

<p><b>6. Operating Principles</b></p>	<p>Participating parties will abide by the following principles:</p> <ol style="list-style-type: none"> <li>1. Alberta Environment and Parks (AEP) is the Jurisdictional Representative for Alberta’s membership in CHRS, and as such, holds substantial authority in this project.</li> <li>2. Parks Canada acts as the Secretariat for CHRS.</li> <li>3. <b>The Committee Lead (Smoky Lake County) is responsible for overall communication and coordination of project activities, such as but not limited to project management, selection of and management of consultant(s), communicating/coordinating with other orders of government.</b></li> <li>4. Participating parties shall strive for consensus, by working collaboratively and maintaining an open and respectful space for dialogue.</li> <li>5. To the greatest extent possible, seek to minimize administrative burden and excessive process, for example, such as corresponding by email rather than convening a meeting wherever possible.</li> <li>6. The Steering Committee will respect relevant guiding documents such as the <i>CHRS Principles, Procedures and Operational Guidelines (2017)</i>.</li> <li>7. Appropriate engagement with stakeholders, Indigenous peoples, political representatives, and local communities shall be conducted as part of the preparation of the designation document.             <ol style="list-style-type: none"> <li>a. Perspectives of Indigenous communities will be considered and respected.</li> <li>b. The scope and form of engagement shall meet any requirements of the nominating jurisdiction (AEP, for Alberta).</li> </ol> </li> </ol>
<p><b>7. Membership</b></p>	<ol style="list-style-type: none"> <li>1. Membership of the Advisory Steering Committee is outlined in <b>SCHEDULE ‘A’</b> which forms a part of this Terms of Reference (TOR).</li> <li>2. Each participating organization may designate a primary contact who is responsible for interacting with Smoky Lake County or providing an alternate, where necessary.</li> <li>3. Project advice may also be considered from others outside the listed Advisory Steering Committee Membership</li> <li>4. Smoky Lake County has also signed a separate Memorandum of Understanding (MOU) with the North Saskatchewan Watershed Alliance (NSWA) for in-kind support further to this work.</li> </ol>
<p><b>8. Shared Understandings</b></p>	<ol style="list-style-type: none"> <li>1. The River Study will refer to measures that demonstrate a commitment to managing the river's outstanding Canadian values according to CHRS objectives.</li> <li>2. Designation is honorary - the river study and final Management Plan is non-statutory, non-prescriptive, nor compels any specific steps or actions</li> </ol>

	<p>3. Neither attendance nor membership on the Steering Committee by participants represents a commitment of funds to this project.</p>
<b>9. Compensation</b>	<p>1. Membership or participation under this Terms of Reference does not in any way equate compensation, unless established under a separate agreement.</p>
<b>10. Term &amp; Termination</b>	<p>1. This Advisory Steering Committee is established from the time of adoption until the endorsement of the River Study/Management Plan by both Ministers, unless terminated sooner.</p> <p>2. This Advisory Steering Committee may be dissolved or terminated at any time by resolution of Smoky Lake County Council.</p>
<b>Common Acronyms</b>	<p>ACP – Alberta Community Partnership Grant  AEP – Alberta Environment and Parks  ALSA – <i>Alberta Land Stewardship Act</i>  CHRS – Canadian Heritage Rivers System  DMA – Destination Management (or Marketing) Organisation  EPEA – <i>Environmental Protection and Enhancement Act</i>  MGA – <i>Municipal Government Act</i>  MNA – Metis Nation of Alberta  NHSC – National Historic Site of Canada  NSR – North Saskatchewan River  NSRCV – North Saskatchewan River Valley Conservation Society  NSRCC – North Saskatchewan River Conservation Coalition  NSWA – North Saskatchewan Watershed Alliance  PC – Parks Canada  PPOG – CHRS Principles, Procedures and Operational Guidelines (2017)  RVA – River Valley Alliance  TOR – Terms of Reference</p>

**SCHEDULE 'A'**



Above: General Structure

Steering Committee Membership	Other Stakeholders
<p><b>River-adjacent Municipalities</b></p> <ul style="list-style-type: none"> <li>• Clearwater County</li> <li>• Town of Rocky Mountain House</li> <li>• Parkland County</li> <li>• Town of Devon</li> <li>• City of Edmonton</li> <li>• Strathcona County</li> <li>• City of Fort Saskatchewan</li> <li>• Sturgeon County</li> <li>• Thorhild County</li> <li>• Smoky Lake County*</li> <li>• Lamont County</li> <li>• Two Hills County</li> <li>• St. Paul County</li> <li>• Vermillion River County</li> </ul> <p style="text-align: right;"><b>*Advisory Steering Committee &amp; Project Lead</b></p> <p><b>Near-river municipalities</b></p> <ul style="list-style-type: none"> <li>• Town of Elk Point</li> <li>• Wetaskiwin County</li> <li>• Village of Waskatenau</li> <li>• Village of Vilna**</li> </ul>	<p><b>Tourism Groups</b></p> <ol style="list-style-type: none"> <li>3. Travel Lakeland DMO</li> <li>4. Metis Crossing</li> <li>5. Fort Edmonton</li> <li>6. Rocky Mountain House NHSC</li> <li>7. Nordegg NHSC</li> <li>8. Others</li> </ol> <p><b>Environmental Stewardship</b></p> <ol style="list-style-type: none"> <li>9. Cows and Fish Riparian Society</li> <li>10. North Sask. River Keeper</li> <li>11. North Saskatchewan River Valley Conservation Society (NSRCV)</li> <li>12. North Saskatchewan River Conservation Coalition (NSRCC)</li> <li>13. Alberta River Institute</li> </ol> <p><b>Recreation Groups</b></p> <ol style="list-style-type: none"> <li>14. Eagle Point Blue Rapids Park Council</li> <li>15. Drayton Valley Paddle Club</li> <li>16. United Paddlers of Alberta</li> <li>17. Ceyana Canoe Club</li> <li>18. Urban River Adventures</li> <li>19. Edmonton Dragon Boat Club</li> <li>20. River Valley Adventure Co.</li> </ol>

<p style="text-align: center;"><b>**ACP Managing Partner Applicant</b></p> <p><b>Indigenous Organizations</b></p> <ul style="list-style-type: none"> <li>• Metis Nation of Alberta (MNA)</li> <li>• Confederacy of Treaty 6 First Nations</li> <li>• Tsuut'ina First Nation, Treaty 7</li> <li>• Blood Tribe First Nation, Treaty 7</li> <li>• Any other Indigenous Nations</li> </ul> <p><b>Others</b></p> <ul style="list-style-type: none"> <li>• North Saskatchewan Watershed Alliance (NSWA)</li> <li>• EPCOR Water Utilities Ltd.</li> <li>• River Valley Alliance (RVA)</li> <li>• Paddle Alberta</li> <li>• Go East of Edmonton</li> <li>• Explore Edmonton</li> <li>• Travel Alberta</li> <li>• Indigenous Tourism Alberta</li> <li>• David Thompson Country</li> </ul> <p><b>Strategic Advisory Group</b></p> <ul style="list-style-type: none"> <li>• Michael Walters, former Edmonton City Councillor</li> <li>• Billie Milholland, Author &amp; River Historian</li> <li>• Senator Paula Simons</li> </ul>	<ul style="list-style-type: none"> <li>21. Haskin Canoe.</li> <li>22. Northwest Voyageurs</li> <li>23. Others</li> </ul> <p><b>Industry &amp; Agriculture</b></p> <ul style="list-style-type: none"> <li>• Northeast Capital Region Industrial Association</li> <li>• Alberta Industrial Heartland Association</li> <li>• Alberta Forest Products Association</li> <li>• Alberta Beef</li> <li>• Others</li> </ul>
<p style="text-align: center;"><b>Note: This Membership &amp; Stakeholders list is not exhaustive. Others <u>may and will</u> be engaged during the lifetime of this work!</b></p>	



**North Saskatchewan Watershed Alliance and Smoky Lake County  
Canadian Heritage Rivers Designation for North Saskatchewan River in Alberta  
Memorandum of Understanding  
March 2022**

**Preamble**

The [Canadian Heritage Rivers System](#) (CHRS) is Canada's national program for recognizing Canada's important rivers. It is a cooperative initiative of the federal, provincial and territorial governments in conjunction with local communities and citizens, who play a key role in the program. The objectives of the Canadian Heritage Rivers program are to give national recognition to Canada's outstanding rivers as part of a comprehensive and representative system and to encourage long-term management that will conserve their natural, cultural and recreational values for the benefit and enjoyment of Canadians, now and in the future.

Smoky Lake County is coordinating the nomination of 718 kilometres of the North Saskatchewan River in Alberta as a Heritage River under the CHRS. The North Saskatchewan Watershed Alliance (NSWA) had begun work towards CHRS designation in the mid-2000's including a background study - [The Story of this River is the Story of the West](#) (2005). NSWA was designated as a Watershed Planning and Advisory Council in 2005 and shifted its focus to watershed planning studies and discontinued the nomination process. NSWA provided Smoky Lake County with the background study and a letter of support for the Heritage River nomination in May of 2021.

Smoky Lake County has requested support from the NSWA to participate in the development of a Heritage Management Plan for the designation, assist in identification/pursuit of grant applications and financial funding for the initiative (letter dated November 9, 2021).

The federal government has provided a \$45,000 funding contribution to support the development of the Management Plan and the Village of Vilna has also applied for an Alberta Community Partnership grant from Alberta Municipal Affairs (\$200,000). Smoky Lake County is expecting the CHR Heritage Management Plan project to be completed by the fall of 2022.

The scope of a Heritage Management Plan is outline by the [CHRS Principles, Procedures and Operational Guidelines Document](#) (2017) and includes major sections on:



- History and Resources of Nominated River
- Managing the River as a Canadian Heritage River
- The Heritage Strategy
- The Heritage Strategy Implementation and River Monitoring

Within these major sections there are information requirements related to natural values:

- Natural Heritage: description and analysis
- Natural Heritage Goals, Objectives, Management Strategies and Actions
- Water Quality Objectives, Management Strategies and Action

This information is guided by the [Framework for Natural Values of Canadian Heritage Rivers](#) (2001).

### **Memorandum of Understanding – Statement of Purpose**

To outline the support to be provided by NSWA in the development of a Heritage Management Plan in support of an application for the North Saskatchewan River in Alberta to be designated as a Canadian Heritage River.

### **Decision-Making Process**

Decisions will be made through approved collaborative processes, working in concert with the designates from Smoky Lake County and the NSWA Board of Directors.

### **Roles and Responsibilities**

Smoky Lake County will be considered the '*Managing Body*' and '*River Manager*' for the Heritage Management Plan including annual and 10-year reporting requirements. This means they are the '*organizational unit with oversight and day-to-day management responsibilities*' of the Heritage Management Plan as defined by the CHRS Principles, Procedures and Operational Guidelines (2017).

NSWA will provide in kind support for the development of a Heritage Management Plan which will include:

- Executive Director's time to be part of the Heritage Management Plan Committee
- Staff time to assist in providing information for the Natural Heritage and Water Quality portions of the Plan
- Staff time to provide any illustrations, maps, etc. from the original NSWA "[The Story of the River is the Story of the West](#)" (2005) background report for the Canadian Heritage Rivers submission or *Living in the Shed* (2016) book.
- It is estimated that this will be approximately 50- 100 hours of in-kind support until the end of 2022.



The in kind support from the NSWA is dependent on resources and priorities of staff and direction provided by the Board of Directors.

**Voluntary Disassociation**

This Memorandum of Understanding is a nonbinding agreement that all parties have entered into, in good faith. Any party may disassociate from the MOU written notice sent seven (7) days prior to the disassociation.

**Term and Amendment**

This MOU shall be in effect until December 31, 2022, or until the completion of the Heritage Management Plan. This MOU represents the entire understanding of all parties with respect to the initiative. Any modification of this MOU must be in writing and signed by all parties.

A handwritten signature in blue ink, reading "K. Crutchfield" with "NSWA" written in smaller letters below the name.

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Ken Crutchfield, Chair  
North Saskatchewan Watershed Alliance

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Gene Sobolewski, Chief Administrative Officer  
Smoky Lake County





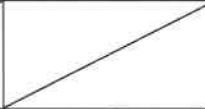





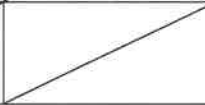
**Village of Vilna's Alberta Community Partnership (ACP) Grant Application,  
further to the North Saskatchewan Heritage River Initiative**

Addressee <i>(In order of river-flow west to east)</i>	Logo	SLC Reeve's Letter Date Transmitted	Presentation to Council	Letter of Support Obtained
Clearwater County		Jan 31 2022	Feb 8 2022	Resolution adopted Feb 22
Town of Rocky Mountain House		Jan 8 2022	Jan 18 2022	Jan 28 2022
Wetaskiwin County		Jan 20 2022	Nil.	Feb 11 2022
Parkland County		Jan 24 2022	Feb 8 2022	Feb 10 2022
Town of Devon		Jan 13 2022	Nil.	Feb 8 2022
Strathcona County		Jan 24 2022	Feb 1 2022	Feb 24 2022
Sturgeon County		Jan 13 2022	Jan 25 2022	Feb 16, 2022
City of Fort Saskatchewan		Jan 13 2022	Jan 25 2022	Jan 31 2022
Thorhild County		Jan 14 2022	Jan 25 2022	Feb 4 2022
Lamont County		Jan 14 2022	Jan 25 2022	Jan 25 2022
Smoky Lake County		Partnering closely with Village of Vilna		
Village of Waskatenau		Feb 15 2022	Nil.	Feb 17 2022
Village of Vilna		Leading the ACP Grant as Managing Partner		
St. Paul County		Jan 6 2022	Jan 11 2022	Jan 13 2022
Town of Elk Point		Jan 18 2022	Jan 24 2022	Jan 27 2022
Vermillion River County		Jan 6 2022	Jan 11 2022	Jan 27 2022
Town of Smoky Lake		Jan 15 2022	Nil.	Feb 3 2022

**To be determined:**

Two Hills County		Feb 7 2022	Scheduled Mar 21 2022	
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**No Action:**

<p>City of Edmonton</p>		<p><i>Nil (admin declined in Jan 2022)</i></p>		
<p>Leduc County</p>		<p><i>Nil (admin declined in Dec 2021)</i></p>		
<p>Brazeau County</p>		<p><i>Nil (previously declined letter of support)</i></p>		

## COUNTY OF ST. PAUL

5015 – 49 Avenue, St. Paul, Alberta, T0A 3A4  
www.county.stpaul.ab.ca

*Our Mission - To create desirable rural experiences*



January 13, 2022

Village of Vilna  
Box 10  
Vilna, Ab T0A 3L0

To whom it may concern,

Please accept this letter as a show of support in principle from the County of St. Paul to accompany your Alberta Community Partnership (ACP) grant, to complete a Management Plan for the North Saskatchewan River under the Canadian Heritage Rivers System.

At our regular Council meeting held January 11, 2022, County Council approved your request for a letter of support and applauds the commitment to lead such a collaborative management planning process and recognizes that the completion of a Management Plan for the North Saskatchewan River, will clearly facilitate the establishment and the strengthening of relationships along the North Saskatchewan River.

We wish you success with your Alberta Community Partnership Grant application and this extremely worthwhile endeavor and look forward to further updates on the project.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Sheila Kitz', is written over a horizontal line.

Sheila Kitz CLGM,  
Chief Administrative Officer



January 13, 2022

Village of Vilna  
Box 10  
Vilna, AB T0A 3L0

To Whom it may concern,

The County of Vermilion River Council support the North Saskatchewan Heritage River Initiative under the Canadian Heritage Rivers System.

The heritage and beauty of the North Saskatchewan River is well known to our County residents as it is our boundary to the North. The importance of keeping the history and culture of this river alive for generations to come through education is essential to our County residents.

Recreation on the North Saskatchewan River has always been a way of life for our residents through fishing, canoeing, camping, and socializing with friends. The Canadian Heritage Rivers System designation will continue to contribute to knowledge development, facilitate partnerships and collaborative planning. It will also increase public awareness, stewardship, conservation, and reconciliation for generations to come.

Again, we wish to convey our support for this initiative and ask for your approval.

Sincerely,

Stacey Hryciuk

Reeve  
County of Vermilion River



## **TOWN OF ROCKY MOUNTAIN HOUSE**

---

P O BOX 1509 5116 50 AVENUE ROCKY MOUNTAIN HOUSE AB T4T 1B2

January 21, 2022

Village of Vilna  
5135 50 St.  
Vilna, AB  
T0A 3L0

**RE: Letter of Support for Alberta Community Partnership Grant to advance the nomination of the North Saskatchewan River for the Canadian Heritage River System (CHRS)**

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To Whom It May Concern,

Please accept this letter as indication of The Town of Rocky Mountain House support for the Village of Vilna's Alberta Community Partnership Grant application.

The Village of Vilna, on behalf of river-adjacent municipalities, will use this ACP grant to build a non-statutory 10-year management plan for the North Saskatchewan River.

This document will set a strategic vision, establish a collaborative framework and begin to identify possible projects. It may also include a river corridor recreation study and creation of an interpretive plan.

This is part of a larger goal of having the river designated as a Heritage River under the Canadian Heritage River System (CHRS). The Town of Rocky Mountain House has supported this initiative since 2019.

The entire reach of the North Saskatchewan River is rich in cultural, natural, and recreation value. Our community, like that of the Village of Vilna, is greatly enhanced by the health and legacy of the River, which deserves to be both protected and celebrated.

A successful ACP grant will further advance the CHRS designation. The Town of Rocky Mountain House wholly supports this application.

Sincerely,

Mayor Debbie Baich

cc: Smoky Lake County ([krschole@smokylakecounty.ab.ca](mailto:krschole@smokylakecounty.ab.ca))  
North Saskatchewan Watershed Alliance (AB) ([water@nswa.ab.ca](mailto:water@nswa.ab.ca))  
Rocky Mountain House Town Council  
Rocky Mountain House CAO





**TOWN OF ELK POINT**

PO Box 448  
Elk Point, Alberta  
T0A 1A0

**P:** (780) 724-3810  
**F:** (780) 724-2762  
**E:** town@elkpoint.ca

www.elkpoint.ca

Village of Vilna  
Box 10  
Vilna AB T0A 3L0  
Email: vilna@mcsnet.ca

File No. 22-14

January 26, 2022

To Whom It May Concern:

**RE: Letter of Support for Alberta Community Partnership (ACP) Application to complete a Management Plan for the North Saskatchewan River under the Canadian Heritage River System**

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Please accept this letter as a show of support in principle from the Town of Elk Point to accompany your Alberta Community Partnership (ACP) grant, to complete a Management Plan for the North Saskatchewan River under the Canadian Heritage Rivers System.

At our regular Council meeting held January 24<sup>th</sup>, 2022, Council approved your request for a letter of support and applauds the commitment to lead such a collaborative management planning process and recognizes that the completion of a Management Plan for the North Saskatchewan River will clearly facilitate the establishment and the strengthening of relationships along the North Saskatchewan River.

We wish you success with your Alberta Community Partnership Grant application and this extremely worthwhile endeavor and look forward to further updates on the project.

Sincerely,

A handwritten signature in black ink, appearing to read "Ken Gwozdz", is written over a circular stamp or seal.

Ken Gwozdz  
Chief Administrative Officer

CC. Mayor Parrish Tung & Council  
Kyle Schole, Planning Technician, Smoky Lake County

January 27, 2022



Mayor Jeff Craddock  
Devon Municipal Office  
1 Columbia Avenue West  
Devon, AB T9G 1A1

T: 780-987-8310  
F: 780-987-8319

[www.devon.ca](http://www.devon.ca)

Village of Vilna  
Box 10  
Vilna, AB TOA 3L0

Email: [vilna@mcsnet.ca](mailto:vilna@mcsnet.ca)

**RE: Letter of Support for Alberta Community Partnership (ACP) Application to complete a Management Plan for the North Saskatchewan River under the Canadian Heritage Rivers System (CHRS).**

To whom it may concern,

Please accept this letter as a show of support in principle from the Town of Devon to accompany your Alberta Community Partnership (ACP) grant, to complete a Management Plan for the North Saskatchewan River under the Canadian Heritage Rivers System.

At our Council meeting held January 24, 2022, Council approved your request for a letter of support to lead such a collaborative management planning process and recognizes that the completion of a Management Plan for the North Saskatchewan River, will clearly facilitate the establishment and the strengthening of relationships along the North Saskatchewan River.

We wish you success with your Alberta Community Partnership Grant application and this extremely worthwhile endeavor and look forward to further updates on the project.

Sincerely,

A handwritten signature in blue ink that reads "Jeff Craddock". The signature is fluid and cursive.

Jeff Craddock  
Mayor

cc: Kyle Schole, Planning Technician



# Smoky Lake County

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

Phone: 780-656-3730  
1-888-656-3730

Fax: 780-656-3768  
[www.smokylakecounty.ab.ca](http://www.smokylakecounty.ab.ca)

January 27, 2022

Mayor & Council  
Village of Vilna  
Box 10, Vilna, AB TOA 3L0  
Email: [vilna@mcsnet.ca](mailto:vilna@mcsnet.ca)

## **RE: Letter of Support for Alberta Community Partnership (ACP) Application**

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To whom it may concern,

Please accept this letter as a show of support Smoky Lake County to accompany your Alberta Community Partnership (ACP) grant, to complete a Management Plan for the North Saskatchewan River under the Canadian Heritage Rivers System.

At our Regular Council Meeting held December 16, 2021, County Council approved a letter of support. We appreciate that Vilna is committed to help lead such a collaborative management planning process and recognizes that the completion of a Management Plan for the North Saskatchewan River, will clearly facilitate the establishment and the strengthening of relationships along the North Saskatchewan River.

Your success is our success, and we are hopeful your Alberta Community Partnership Grant application will proceed further to this extremely worthwhile endeavor and look forward to further updates on the project.

Sincerely,

A handwritten signature in black ink, appearing to read "Lorne Halisky".

**Lorne Halisky**  
**Reeve & Division 4 Councillor, Smoky Lake County**

cc: Kyle Schole, Planning Technician, Smoky Lake County





CITY OF FORT SASKATCHEWAN  
**OFFICE OF THE  
MAYOR**

10005 102 Street, Fort Saskatchewan, Alberta T8L 2C5  
780.992.6232 | [info@fortsask.ca](mailto:info@fortsask.ca)

January 31, 2022

Village of Vilna  
Box 10  
Vilna, AB TOA 3L0  
Email: [vilna@mcsnet.ca](mailto:vilna@mcsnet.ca)

**RE: Letter of Support for Alberta Community Partnership (ACP) Application to complete a Management Plan for the North Saskatchewan River under the Canadian Heritage Rivers System (CHRS).**

To whom it may concern,

Please accept this letter as a show of support in principle from the City of Fort Saskatchewan to accompany your Alberta Community Partnership (ACP) grant, to complete a Management Plan for the North Saskatchewan River under the Canadian Heritage Rivers System.

At our Council meeting held January 25, 2022, Council approved your request for a letter of support and applauds the commitment to lead such a collaborative management planning process and recognizes that the completion of a Management Plan for the North Saskatchewan River, will clearly facilitate the establishment and the strengthening of relationships along the North Saskatchewan River.

We wish you success with your Alberta Community Partnership Grant application and this extremely worthwhile endeavor and look forward to further updates on the project.

Sincerely,

A handwritten signature in black ink that reads "Gale Katchur". The signature is written in a cursive, flowing style.

Gale Katchur  
Mayor

cc: Kyle Schole, Planning Technician



PO Box 460, 56 Wheatland Avenue, Smoky Lake, AB T0A 3C0  
Phone: 780-656-3674 Fax: 780-656-3675  
Email: [town@smokylake.ca](mailto:town@smokylake.ca) Website: [www.smokylake.ca](http://www.smokylake.ca)

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February 3, 2022

Mayor & Council, Village of Vilna  
P.O Box 10  
Vilna, AB T0A 3L0

Sent via email: [vilna@mcsnet.ca](mailto:vilna@mcsnet.ca)

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Re: Letter of Support for the 2022-23 Alberta Community Partnership (ACP) Application.

Dear Mayor & Council,

Please accept this letter of support for the 2022-23 Alberta Community Partnership (ACP) Grant application proposed by the Village of Vilna in the amount of \$200,000.00 for the purpose of completing a Management Plan for the North Saskatchewan River Under the Canadian Heritage Rivers System.

I applaud your commitment to structure such a collaborative management planning process. It is recognizable that the completion of a Management Plan for the North Saskatchewan River will facilitate the establishment and strengthening of relationships along the North Saskatchewan River.

We wish your municipality the best of luck and look forward to future updates on the project.

Sincerely,

TOWN OF SMOKY LAKE

Per:

A handwritten signature in blue ink, appearing to read "Amy Cherniwchan", is written over a horizontal line.

Amy Cherniwchan  
Mayor

AC/jc

cc: Earla Wagner, CAO, Village of Vilna  
Kyle Schole, Planning Technician, Smoky Lake County.



PO Box 10  
801 – 1<sup>st</sup> Street  
Thorhild, Alberta  
T0A 3J0

Phone: (780) 398-3741

[www.thorhildcounty.com](http://www.thorhildcounty.com)

---

February 4, 2022

Village of Vilna  
Box 10  
Vilna, AB T0A 3L0  
Via Email: [vilna@mcsnet.ca](mailto:vilna@mcsnet.ca)

**RE: Letter of Support - Alberta Community Partnership (ACP) Application**

To whom it may concern,

Please accept this letter as a show of support in principle from Thorhild County to accompany your Alberta Community Partnership (ACP) grant, to complete a Management Plan for the North Saskatchewan River under the Canadian Heritage Rivers System.

At our Council meeting held January 25, 2022, Council approved your request for a letter of support and recognizes that the completion of a Management Plan for the North Saskatchewan River will clearly facilitate the establishment and the strengthening of relationships along the North Saskatchewan River.

We wish you success with your Alberta Community Partnership Grant application and this extremely worthwhile endeavor and look forward to future updates on the project.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ryan Maier", is written over the typed name and title.

Ryan Maier  
CAO

cc: Kyle Schole, Planning Technician



OFFICE OF THE MAYOR

February 10, 2022

Grants and Education Property Tax Branch  
Alberta Municipal Affairs  
15th Floor, Commerce Place  
10155 102 Street  
Edmonton, AB

Delivered via email: [acp.grants@gov.ab.ca](mailto:acp.grants@gov.ab.ca)

To Whom it May Concern:

Re: Village of Vilna's Application – North Saskatchewan Heritage River Initiative

On behalf of Parkland County Council, I am pleased to write in support of the Village of Vilna's Alberta Community Partnership (ACP) grant application to complete activities related to the North Saskatchewan River (the River).

A successful ACP Grant will allow the Village of Vilna to complete the mandatory non-statutory 10-year management plan required to achieve a successful designation to the Canadian Heritage River System (CHRS) for the River. Furthermore, the ability to undertake this research will provide an opportunity to gain valuable insight into how the region can best support environmental stewardship of the River and better understand the importance of the natural environment to our Indigenous partners.

Parkland County deeply values our role as stewards of our natural environment. With the North Saskatchewan River forming the southern boundary of our municipality, we have a strong connection to the River and support this initiative that will be an important tool to strengthen stewardship initiatives.

We hope that Government of Alberta agrees that the River has rich cultural, natural, and recreational value and supports the Village of Vilna and Smoky Lake County in their work to champion the River's cultural and ecological importance.

Sincerely,

A handwritten signature in black ink, appearing to read "Allan Gamble".

Allan Gamble  
Mayor

Copy: Hon. Shane Getson, MLA, Lac Ste. Anne-Parkland  
Kyle Schole, Planning Technician, Smoky Lake County



## County of Wetaskiwin No. 10

P.O. Box 6960, Wetaskiwin, AB T9A 2G5  
Phone: 780-352-3321  
Fax: 780-352-3486  
[www.county.wetaskiwin.ab.ca](http://www.county.wetaskiwin.ab.ca)

**Strong Proactive Leadership • Safe Progressive Communities**

February 11, 2022

Delivered via email: [acp.grants@gov.ab.ca](mailto:acp.grants@gov.ab.ca)

Grants and Education Property Tax Branch  
Alberta Municipal Affairs  
15th Floor, Commerce Place  
10155 102 Street  
Edmonton, AB T5J 4L4

**RE: ALBERTA COMMUNITY PARTNERSHIP (ACP) GRANT APPLICATION  
VILLAGE OF VILNA – NORTH SASKATCHEWAN RIVER**

---

On behalf of County Council, I am pleased to write in support of the Village of Vilna's ACP grant application to complete activities related to the North Saskatchewan River (the River).

A successful ACP Grant will allow the Village of Vilna to complete the mandatory non-statutory 10-year management plan required to achieve a successful designation to the Canadian Heritage River System (CHRS) for the River. Furthermore, the ability to undertake this research will provide an opportunity to gain valuable insight into how the region can best support environmental stewardship of the River and better understand the importance of the natural environment to our Indigenous partners.

We hope that Government of Alberta agrees that the River has rich cultural, natural, and recreational value and supports the Village of Vilna and Smoky Lake County in their work to champion the River's cultural and ecological importance. Please note that this support is in principle and does not imply financial commitment.

Sincerely,

Rod Hawken  
CAO

cc Village of Vilna, fax 780-636-3022  
Kyle Schole, Smoky Lake County [kschole@smokylakecounty.ab.ca](mailto:kschole@smokylakecounty.ab.ca)



February 16, 2022

VIA EMAIL ([acp.grants@gov.ab.ca](mailto:acp.grants@gov.ab.ca))

Grants and Education Property Tax Branch  
Alberta Municipal Affairs  
15<sup>th</sup> Floor, Commerce Place  
10155 – 102 Street  
Edmonton, AB T5J 4L4

Dear Sir/Madam:

**Re: Village of Vilna's Application – North Saskatchewan River**

On behalf of Lamont County Council, I am pleased to write in support of the Village of Vilna's Alberta Community Partnership (ACP) grant application to complete activities related to the North Saskatchewan River (the River).

A successful ACP Grant will allow the Village of Vilna to complete the mandatory non-statutory 10-year management plan required to achieve a successful designation to the Canadian Heritage River System (CHRS) for the River. Furthermore, the ability to undertake this research will provide an opportunity to gain valuable insight into how the region can best support environmental stewardship of the River and better understand the importance of the natural environment to our Indigenous partners.

Lamont County deeply values local heritage and our role as stewards of our natural environment. The County has long been supportive of the work undertaken by the Village of Vilna and Smoky Lake County to designate a portion of the River as a Heritage River under the CHRS; we believe that a successful designation to the CHRS will promote the region as a beautiful and surprising place to live.

We hope that Government of Alberta agrees that the River has rich cultural, natural, and recreational value and supports the Village of Vilna and Smoky Lake County in their work to champion the River's cultural and ecological importance.

Sincerely,

A handwritten signature in black ink, appearing to read "David Diduck".

**David Diduck, Reeve**  
Lamont County

cc: Hon. Sonya Savage, Minister of Energy, Deputy House Leader  
Hon. Dale Nally, Associate Minister of Natural Gas and Electricity  
Hon. Jackie Armstrong-Homeniuk, MLA, Fort Saskatchewan-Vegreville  
Council, Lamont County  
Peter Tarnawsky, CAO Lamont County  
Council, The Village of Vilna  
Council, Smoky Lake County





**Mayor Alanna Hnatiw**  
Sturgeon County

Sturgeon County Centre  
9613-100 Street  
Morinville, AB, Canada T8R 1L9  
T: 780-939-8327  
E: ahnatiw@sturgeoncounty.ca

February 17, 2022

Grants and Education Property Tax Branch  
Alberta Municipal Affairs  
15th Floor, Commerce Place  
10155 102 Street  
Edmonton, Alberta T5J 4L4

Delivered via email: [acp.grants@gov.ab.ca](mailto:acp.grants@gov.ab.ca)

To Whom it May Concern:

Re: Village of Vilna's Application – North Saskatchewan River

On behalf of Sturgeon County Council, I am pleased to write in support of the Village of Vilna's Alberta Community Partnership (ACP) grant application to complete activities related to the North Saskatchewan River (the river).

A successful ACP Grant will allow the Village of Vilna to complete the mandatory ten-year management plan for the river, which is required to achieve a successful designation to the Canadian Heritage River System (CHRS). Furthermore, the ability to undertake this research will provide an opportunity to gain valuable insight into how the region can best support environmental stewardship of the river and better understand Indigenous and community connection to this vital natural resource.

Sturgeon County values local heritage and we have long been supportive of the work undertaken by the Village of Vilna and Smoky Lake County to designate a portion of the river to the CHRS. We believe this designation will promote the region as a beautiful place to live and demonstrate Alberta is committed to preserving its ecosystems.

We hope that the Government of Alberta agrees that the river has rich cultural, natural, and recreational value and supports the Village of Vilna and Smoky Lake County in their work to champion the river's importance to this province.

Sincerely,

A handwritten signature in black ink, appearing to read "Alanna Hnatiw".

Alanna Hnatiw  
Mayor, Sturgeon County

- c: Hon. Dale Nally, Associate Minister, Natural Gas & MLA Morinville-St. Albert  
Hon. Shane Getson, MLA, Lac Ste. Anne-Parkland  
Council, Sturgeon County  
Reegan McCullough, CAO Sturgeon County  
Council, The Village of Vilna  
Council, Smoky Lake County



February 23, 2022

Grants and Education Property Tax Branch  
Alberta Municipal Affairs  
15<sup>th</sup> Floor, 10155 – 102 Street  
Edmonton, AB T5J 4L4

**Village of Vilna's ACP Application – North Saskatchewan River**

On behalf of Strathcona County Council, I am pleased to write a letter of support for the grant application submitted by the Village of Vilna on behalf of its partner municipalities, including Strathcona County, to complete activities related to the North Saskatchewan River (the River).

The objectives of the Canadian Heritage Rivers (CHRS) program are to give national recognition to Canada's outstanding rivers as part of a comprehensive and representative system and to encourage long-term management that will conserve their natural, cultural, and recreational values for the benefit and enjoyment of Canadians, now and in the future. The CHRS is a model of stewardship, cooperation and participation; one that engages society in valuing the natural and cultural heritage of rivers and river communities as essential to the identity, health and quality of life of Canadians. Alberta is represented by Albert Environment and Parks officials on the CHRS.

Strathcona County is proud to be a partner municipality in this work. At our February 1, 2022 meeting Council unanimously passed a resolution (see enclosure, reference Page 4 highlighted text) to support the Village of Vilna's Alberta Community Partnership funding for the research and completion of a 10-year management plan to achieve the North Saskatchewan River's designation to the Canadian Heritage River System. As a municipality, we are committed to supporting the environmental stewardship and recognizing the cultural significance of the North Saskatchewan River and will support the work with internal subject matter experts and resources.

Strathcona County Council appreciates your consideration of the Vilna's ACP application and looks forward to working with its partners to achieve our unified goal.

Yours truly,

A handwritten signature in blue ink, appearing to read "Rod Frank".

Rod Frank, JD  
Mayor  
Strathcona County

Enclosure

cc: Strathcona County Council  
Village of Vilna Council  
Smoky Lake County Officials

**OFFICE OF THE MAYOR**  
2001 Sherwood Drive  
Sherwood Park, Alberta, T8A 3W7

780-464-8000  
[www.strathcona.ca](http://www.strathcona.ca)





## Kyle Schole

---

**From:** Matt Martinson <MMartinson@clearwatercounty.ca>  
**Sent:** February 23, 2022 9:54 AM  
**To:** Kyle Schole  
**Subject:** RE: Heritage ACP item to CWC

Yes council passed the motion as recommended by administration.

**Matt Martinson**  
Director, Agriculture & Community Services  
[mmartinson@clearwatercounty.ca](mailto:mmartinson@clearwatercounty.ca)



**Clearwater County**  
P.O. Box 550  
4340 -47 Avenue  
Rocky Mountain House, AB | T4T 1A4  
Office: 403.845.4444 | Fax: 403.845.7330  
Cell: 403.846.3965

Visit our website at [www.clearwatercounty.ca](http://www.clearwatercounty.ca)

Follow us on [Facebook](#) and Twitter [@clearwatercnty](#).

**From:** Kyle Schole <kschole@smokylakecounty.ab.ca>  
**Sent:** Wednesday, February 23, 2022 9:53 AM  
**To:** Matt Martinson <MMartinson@clearwatercounty.ca>  
**Subject:** RE: Heritage ACP item to CWC

Matt,

As you know, I did watch the meeting online...

Are you able to confirm (even just by email) that the recommendation to send a letter of support was carried, so that I can forward this in writing to the ACP Grant Administrator, asap?

Thanks! Happy Tuesday!

Best Regards,

**Kyle Schole**  
PLANNING TECHNICIAN, SMOKY LAKE COUNTY  
Secretary & Member-at-large, Board of Directors, [North Saskatchewan Watershed Alliance \(NSWA\)](#)  
Project Lead, [North Sask. Heritage River Initiative](#)



# Smoky Lake County

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

Phone: 780-656-3730  
1-888-656-3730

Fax: 780-656-3768

[www.smokylakecounty.ab.ca](http://www.smokylakecounty.ab.ca)

March 10, 2022

The Hon. Ric McIver  
Minister of Municipal Affairs  
320 Legislature Building  
10800 - 97 Avenue  
Edmonton, AB T5K 2B6

The Hon. Jason Nixon  
Minister of Environment and Parks, House Leader  
323 Legislature Building  
10800 - 97 Avenue  
Edmonton, AB T5K 2B6

Delivered by hand at the RMA Spring Convention

## **Brief: Alberta North Saskatchewan Heritage River Initiative & Alberta Community Partnership Grant Application (2122-IC-45)**

I am pleased to provide an update on our collaborative initiative to see 718-kilometers of the North Saskatchewan (*kisiskâciwani-sîpiy, omaka-ty*) recognized as a Heritage River under the [Canadian Heritage Rivers System \(CHRS\)](#).

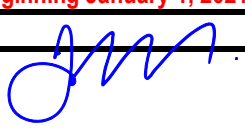
### **CANADIAN HERITAGE RIVERS SYSTEM (CHRS)**

- Established in 1984, the CHRS is a national collaboration among the provincial, territorial, and federal governments, and local communities, currently encompassing forty rivers from coast-to-coast-to-coast (including 50 km of North Sask. within Banff National Park).
- Alberta joined the CHRS in 1994 under then-premier, and former Environment Minister Ralph Klein. Today, Alberta Environment and Parks (AEP) administers Alberta's participation.
- **Designation is commemorative, meaning that it doesn't affect any jurisdiction, ownership, or traditional or treaty rights along the river, nor does it create additional red-tape, regulations, or restrictions.**
- Participation in CHRS serves as a vehicle for education and empowerment for residents and visitors to share in and support the storytelling of this life-sustaining element of our landscape, with specific focus on the river's cultural, bio-physical, and recreational values and features.

### **NORTH SASKATCHEWAN HERITAGE RIVER INITIATIVE**

- This Initiative was kicked-off in October 2020 by a letter of support from Minister of Alberta Environment and Parks (AEP) Jason Nixon. We are focused on supporting sustainable adventure/ecological, cultural, and heritage tourism and recreation planning.
- Participation contributes to knowledge sharing, facilitates partnerships and collaborative planning, increases public awareness, stewardship, conservation, and reconciliation.
- The NSR flows across Treaty 6 Territory, which reflects the treaty promise of "...as long as the river flows...". It is imperative we better understand and respect Indigenous perspectives and traditional knowledge in relation to the NSR.



<b>REQUEST FOR DECISION</b>		DATE	March 24, 2022	<b>4.8</b>
TOPIC	<b>2021 Safety Codes Annual Internal Review – Joint Accreditation No. J000148</b>			
PROPOSAL	<ul style="list-style-type: none"> <li>To approve action taken by administration to complete and submit the 2021 Safety Codes Annual Internal Review, for Joint Accreditation No. J000148, covering the period beginning January 1, 2021, and ending on December 31, 2021</li> </ul>			
BACKGROUND	<ul style="list-style-type: none"> <li>As an Accredited Agency under the <i>Safety Codes Act</i>, Smoky Lake County is required to submit an Annual Internal Review of its Safety Codes inspections process, as outlined in the Joint Quality Management Plan, to the Safety Codes Council, by March 31 of every year.</li> <li>As the Managing Partner for the Joint Quality Management Plan, Smoky Lake County is responsible for conducting the Annual Internal Review on behalf of the Town of Smoky Lake, the Village of Waskatenau and the Village of Vilna, in addition to the County's.</li> <li>The Annual Internal Review ensures that the Safety Codes Officers operating within the municipalities are trained and certified, that all inspections procedures are being followed, that outstanding deficiencies and Orders are followed-up on, and that the requirements of the <i>Safety Codes Act</i> as they pertain to Accredited Agencies are being adhered to.</li> <li>The Planning and Development Manager has completed and submitted the Annual Internal Review to the Safety Codes Council on March 10, 2022. A copy of the Review is attached for reference. © <b>Attachment 1</b></li> <li>Council will be notified of the Safety Codes Council's comments regarding the Annual Internal Review once they have been received by administration.</li> </ul>			
<b>CORRELATION TO BUSINESS (STRATEGIC) PLAN</b>				
LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS	<b>Safety Codes Act, RSA 2000, c S-1</b>			
BENEFITS	<ul style="list-style-type: none"> <li>Ensure compliance with the <i>Safety Codes Act</i>.</li> <li>Maintain status as an Accredited Agency.</li> <li>Ensure timely, thorough and compliant inspections are conducted.</li> </ul>			
DISADVANTAGES	<ul style="list-style-type: none"> <li>Nil</li> </ul>			
ALTERNATIVES	<ul style="list-style-type: none"> <li>Nil. (The Annual Internal Review is required to be submitted to the Safety Codes Council in order to maintain designation as an Accredited Agency).</li> </ul>			
<b>FINANCE/BUDGET IMPLICATIONS</b>				
<b>Operating Costs:</b>	_____	<b>Capital Costs:</b>	_____	
<b>Budget Available:</b>	_____	<b>Source of Funds:</b>	_____	
<b>Budgeted Costs:</b>	_____	<b>Unbudgeted Costs:</b>	_____	
INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS	As the managing partner of the Safety Codes Services Agreement, Smoky Lake County provide the Town of Smoky Lake, the Village of Waskatenau and the Village of Vilna with a copy of the Annual Internal Review for their information.			
COMMUNICATION STRATEGY	Nil			
<b>RECOMMENDATION</b>				
<b>RECOMMENDATION:</b>				
To approve action taken by administration to complete and submit the 2021 Safety Codes Annual Internal Review, for Joint Accreditation No. J000148, covering the period beginning January 1, 2021, and ending on December 31, 2021.				
CHIEF ADMINISTRATIVE OFFICER				

**2021**

## **Annual Internal Review**

**Joint Municipal Accreditation**

**Smoky Lake County / Smoky Lake /  
Waskatenau / Vilna**

DRAFT



## 2021- Joint Municipal Accreditation

### Accreditation Information

**Accreditation ID:** J000148

**QMP Date:** 2019-11-28

**Joint Municipality Accreditation Name:** Smoky Lake County / Smoky Lake / Waskatenau / Vilna

**AIR Year:** 2021

**Accredited Discipline:** Building, Electrical, Gas, Plumbing

**Application Disciplines:** Building, Electrical, Gas, Plumbing

**Name of Lead Municipality:** Smoky Lake County

**Lead Municipality Population Size:** 2461 **Lead Municipal Type:** Municipality

**Lead QMP Manager Name:** Jordan Ruegg **Job Title:** Planning and Development Manager

### Member Municipality Information

Member Municipality	Join Date	Municipal Contact	Job Title	Population Size	Municipal Type	Relationship
Smoky Lake County	2000-09-20	Jordan Ruegg	Planning and Development Manager	2461	Municipal District	Lead
Town of Smoky Lake	2000-09-20	Adam Kozakiewicz	CAO	964	Town	Member
Village of Vilna	2000-09-16	Loni Leslie	CAO	290	Village	Member
Village of Waskatenau	2000-09-20	Bernice Macyk	CAO	227	Village	Member

### Operational Activity

Activity	Building	Electrical	Gas	Plumbing	PSDS	Total
Permits Issued	30	72	62	18	13	195
Permits Closed	33	79	78	17	20	227
Permits Open	32	22	11	10	1	76
Orders Issued	0	0	0	0	0	0
Orders Closed	0	0	0	0	0	0
Orders Outstanding	0	0	0	0	0	0
Variances Issued	0	0	0	0	0	0

### QMP Administration

a.	Is an accredited agency under contract to provide safety codes services?	Yes
b.	Please provide the following verifications:	
i.	The list of active Designation of Powers in Council Connect is up-to-date.	Yes
ii.	SCO certifications are current and have not expired.	Yes
iii.	SCO training is current.	Yes
iv.	A registry of SCO training is maintained.	Yes
v.	Municipal staff and contractors have access to the approved QMP	Yes
vi.	Municipal staff and contractors have received training on the approved QMP.	No
vii.	All and any changes to the QMP have been approved by the Administrator prior to implementation.	Yes
viii.	All safety codes services files are managed under a formal records management program.	Yes
ix.	All safety codes services files closed by a contracted accredited agency are returned to the municipality	Yes

### Accredited Agency Contract Information

Agency Name	B	EL	G	P	PS	Mun. %	Ag. %	Other
The Inspections Group Inc.	Yes	Yes	Yes	Yes	Yes	35	65	

### Agency Monitoring and Oversight

a.	Does the accredited agency submit the Council levy on behalf of the municipality?	Yes
i.	The municipality is not in arrears in its remittance of the Council Levy.	Yes
b.	Please provide the following verifications	
i.	An agency monitoring and oversight program is in place.	Yes
ii.	Agency inspections services are delivered in accordance to the municipality's QMP.	Yes
iii.	Signed formal agency contracts are in place.	Yes
iv.	Agency contracts are current and up-to-date.	Yes
v.	Agency contracts address the transition of safety codes services upon termination.	Yes
vi.	Closed agency safety codes services files are returned to the municipality.	Yes

### Agency Satisfaction

Please rate the following statements in relation to the corporation's satisfaction with the safety codes services provided by their contracted agency or agencies.

		Very Satisfied	Satisfied	Dissatisfied	Very Dissatisfied
a.	Overall satisfaction.	Yes			
b.	Delivery of permit services.	Yes			
c.	Delivery of inspection services.	Yes			
d.	Timeliness and responsiveness of service delivery.	Yes			
e.	Competency and knowledge of SCOs.	Yes			
f.	Actions taken to improve the delivery of safety codes services.		Yes		
g.	Actions taken to promote compliance to the Safety Codes Act, its regulations and the codes and standards in force in Alberta.		Yes		

### Technical Service Delivery Standards File Review Instructions

- Complete a review of one (1) closed permit file in each of the disciplines covered by the accreditation (i.e. building, electrical, gas, and plumbing)
- Files closed in the fire discipline **do not have** to be reviewed.
- An organization accredited in all disciplines will complete a maximum of four (4) file reviews.
- If a permit file was not closed in a discipline in the year which the AIR applies, a file review **is not required**.

### File Information

**Discipline:** Gas                      **Permit Issue Date:** 2021-03-02                      **Permit Closure Date:** 2021-03-25

**Issuing Organization:** The Inspections Group Inc.

**Permit Issuer:** Treena Cranna

**DOP Number:** P00009997

**Inspecting Organization:** The Inspections Group Inc.

**Inspecting SCO:** Reid Edwards

**DOP Number:** D9004

**Discipline:** Building                      **Permit Issue Date:** 2021-08-31                      **Permit Closure Date:** 2021-10-29

**Issuing Organization:** The Inspections Group Inc.

**Permit Issuer:** Collene Ditchfield

**DOP Number:** P00006825

**Inspecting Organization:** The Inspections Group Inc.

**Inspecting SCO:** Steven Henderson

**DOP Number:** D6798



**Discipline:** Electrical      **Permit Issue Date:** 2021-03-17      **Permit Closure Date:** 2021-06-10

**Issuing Organization:** The Inspections Group Inc.

**Permit Issuer:** Lori Strome      **DOP Number:** P00009944

**Inspecting Organization:** The Inspections Group Inc.

**Inspecting SCO:** Daniel Bridges      **DOP Number:** D00009497

**Discipline:** Private Sewage      **Permit Issue Date:** 2021-06-10      **Permit Closure Date:** 2021-11-17

**Issuing Organization:** The Inspections Group Inc.

**Permit Issuer:** Tarla Degroot      **DOP Number:** P00008604

**Inspecting Organization:** The Inspections Group Inc.

**Inspecting SCO:** Cameron Kowalski      **DOP Number:** D10142

**Discipline:** Plumbing      **Permit Issue Date:** 2021-08-24      **Permit Closure Date:** 2021-09-15

**Issuing Organization:** The Inspections Group Inc.

**Permit Issuer:** Jill Kluthe      **DOP Number:** P00001425

**Inspecting Organization:** The Inspections Group Inc.

**Inspecting SCO:** Cameron Kowalski      **DOP Number:** D10143

## File Review

Building			
	a.	Construction Document Review	
		Was a construction document review required?	No
		If yes, Please verify the following	
	i.	Plans were reviewed as prescribed in the joint municipal accreditation's QMP.	
	ii.	Professional involvement occurred as required in the joint municipal accreditation's QMP.	
	iii.	Plans were reviewed and approved by an SCO with the proper certification.	
		Note: Seek the assistance of an SCO to answer questions i and ii if necessary.	
	b.	Permit Issuance	
		Please verify the following:	
	i.	The permit is compliant with the section 21 and 22 of the Permit Regulation	Yes
	ii.	The permit was approved and signed by a Permit Issuer with the proper designation.	Yes
	iii.	The permit was issued in compliance with the Permit Regulation and the approved QMP.	Yes
	iv.	The permit was monitored in compliance with section 20 or 25 of the Permit Regulation, whichever is applicable.	Yes
		Orders	
	i.	Was an order issued?	No
	ii.	If yes, the order is registered with the Council.	
	d.	Variances	
	i.	Was a variance issued?	No
	ii.	If yes, the variance is registered with the Council.	
	e.	Inspections and File Closure	
		Please verify the following:	
	i.	Inspections completed within the prescribed time frame.	Yes
	ii.	The mandatory minimum number of inspections required by the municipality's QMP were completed	Yes
iii.	The inspection reports describe the "work in place" at the time of inspection	Yes	
iv.	An SCO with the proper certification and designation completed the inspections.	Yes	
v.	The permit was not closed with an unsafe condition.	Yes	
vi.	Did the inspections identify deficiencies?	No	
1.	Were the deficiencies resolved prior to permit closure?		



<b>Building</b>	2.	Were the deficiencies an unsafe conditions?	
	3.	Was a verification of compliance accepted?	
<b>Electrical</b>	a.	Construction Document Review	
		Was a construction document review required?	No
		If yes, Please verify the following	
	i.	Plans were reviewed as prescribed in the joint municipal accreditation's QMP.	
	ii.	Professional involvement occurred as required in the joint municipal accreditation's QMP.	
	iii.	Plans were reviewed and approved by an SCO with the proper certification.	
		Note: Seek the assistance of an SCO to answer questions i and ii if necessary.	
	b.	Permit Issuance	
		Please verify the following:	
	i.	The permit is compliant with the section 21 and 22 of the Permit Regulation	Yes
	ii.	The permit was approved and signed by a Permit Issuer with the proper designation.	Yes
	iii.	The permit was issued in compliance with the Permit Regulation and the approved QMP.	Yes
	iv.	The permit was monitored in compliance with section 20 or 25 of the Permit Regulation, whichever is applicable.	Yes
		Orders	
	i.	Was an order issued?	No
	ii.	If yes, the order is registered with the Council.	
	d.	Variances	
	i.	Was a variance issued?	No
	ii.	If yes, the variance is registered with the Council.	
	e.	Inspections and File Closure	
		Please verify the following:	
	i.	Inspections completed within the prescribed time frame.	Yes
	ii.	The mandatory minimum number of inspections required by the municipality's QMP were completed	Yes
	iii.	The inspection reports describe the "work in place" at the time of inspection	Yes
	iv.	An SCO with the proper certification and designation completed the inspections.	Yes
	v.	The permit was not closed with an unsafe condition.	Yes
	vi.	Did the inspections identify deficiencies?	No
1.	Were the deficiencies resolved prior to permit closure?		
2.	Were the deficiencies an unsafe conditions?		
3.	Was a verification of compliance accepted?		
<b>Gas</b>	a.	Construction Document Review	
		Was a construction document review required?	No
		If yes, Please verify the following	
	i.	Plans were reviewed as prescribed in the joint municipal accreditation's QMP.	
	ii.	Professional involvement occurred as required in the joint municipal accreditation's QMP.	
	iii.	Plans were reviewed and approved by an SCO with the proper certification.	
		Note: Seek the assistance of an SCO to answer questions i and ii if necessary.	
	b.	Permit Issuance	
		Please verify the following:	
	i.	The permit is compliant with the section 21 and 22 of the Permit Regulation	Yes
	ii.	The permit was approved and signed by a Permit Issuer with the proper designation.	Yes
	iii.	The permit was issued in compliance with the Permit Regulation and the approved QMP.	Yes
	iv.	The permit was monitored in compliance with section 20 or 25 of the Permit Regulation, whichever is applicable.	Yes
		Orders	
	i.	Was an order issued?	No
ii.	If yes, the order is registered with the Council.		

<b>Gas</b>	d.	Variances		
	i.	Was a variance issued?	No	
	ii.	If yes, the variance is registered with the Council.		
	e.	Inspections and File Closure		
		Please verify the following:		
	i.	Inspections completed within the prescribed time frame.	Yes	
	ii.	The mandatory minimum number of inspections required by the municipality's QMP were completed	Yes	
	iii.	The inspection reports describe the "work in place" at the time of inspection	Yes	
	iv.	An SCO with the proper certification and designation completed the inspections.	Yes	
	v.	The permit was not closed with an unsafe condition.	Yes	
	vi.	Did the inspections identify deficiencies?	No	
	1.	Were the deficiencies resolved prior to permit closure?		
	2.	Were the deficiencies an unsafe conditions?		
	3.	Was a verification of compliance accepted?		
	<b>Plumbing</b>	a.	Construction Document Review	
			Was a construction document review required?	No
		If yes, Please verify the following		
i.		Plans were reviewed as prescribed in the joint municipal accreditation's QMP.		
ii.		Professional involvement occurred as required in the joint municipal accreditation's QMP.		
iii.		Plans were reviewed and approved by an SCO with the proper certification.		
		Note: Seek the assistance of an SCO to answer questions i and ii if necessary.		
b.		Permit Issuance		
		Please verify the following:		
i.		The permit is compliant with the section 21 and 22 of the Permit Regulation	Yes	
ii.		The permit was approved and signed by a Permit Issuer with the proper designation.	Yes	
iii.		The permit was issued in compliance with the Permit Regulation and the approved QMP.	Yes	
iv.		The permit was monitored in compliance with section 20 or 25 of the Permit Regulation, whichever is applicable.	Yes	
		Orders		
i.		Was an order issued?	No	
ii.		If yes, the order is registered with the Council.		
d.		Variances		
i.		Was a variance issued?	No	
ii.		If yes, the variance is registered with the Council.		
e.		Inspections and File Closure		
	Please verify the following:			
i.	Inspections completed within the prescribed time frame.	Yes		
ii.	The mandatory minimum number of inspections required by the municipality's QMP were completed	Yes		
iii.	The inspection reports describe the "work in place" at the time of inspection	Yes		
iv.	An SCO with the proper certification and designation completed the inspections.	Yes		
v.	The permit was not closed with an unsafe condition.	Yes		
vi.	Did the inspections identify deficiencies?	No		
1.	Were the deficiencies resolved prior to permit closure?			
2.	Were the deficiencies an unsafe conditions?			
3.	Was a verification of compliance accepted?			
<b>Private Sewage</b>	a.	Construction Document Review		
		Was a construction document review required?	No	
		If yes, Please verify the following		
	i.	Plans were reviewed as prescribed in the joint municipal accreditation's QMP.		

<b>Private Sewage</b>	ii.	Professional involvement occurred as required in the joint municipal accreditation's QMP.	
	iii.	Plans were reviewed and approved by an SCO with the proper certification.	
		Note: Seek the assistance of an SCO to answer questions i and ii if necessary.	
	b.	Permit Issuance	
		Please verify the following:	
	i.	The permit is compliant with the section 21 and 22 of the Permit Regulation	Yes
	ii.	The permit was approved and signed by a Permit Issuer with the proper designation.	Yes
	iii.	The permit was issued in compliance with the Permit Regulation and the approved QMP.	Yes
	iv.	The permit was monitored in compliance with section 20 or 25 of the Permit Regulation, whichever is applicable.	Yes
		Orders	
	i.	Was an order issued?	No
	ii.	If yes, the order is registered with the Council.	
	d.	Variances	
	i.	Was a variance issued?	No
	ii.	If yes, the variance is registered with the Council.	
	e.	Inspections and File Closure	
		Please verify the following:	
	i.	Inspections completed within the prescribed time frame.	Yes
	ii.	The mandatory minimum number of inspections required by the municipality's QMP were completed	Yes
	iii.	The inspection reports describe the "work in place" at the time of inspection	Yes
	iv.	An SCO with the proper certification and designation completed the inspections.	Yes
	v.	The permit was not closed with an unsafe condition.	Yes
	vi.	Did the inspections identify deficiencies?	No
1.	Were the deficiencies resolved prior to permit closure?		
2.	Were the deficiencies an unsafe conditions?		
3.	Was a verification of compliance accepted?		

### Annual Internal Review Findings

**Use the results of the File Review and any other information to answer the following questions**

1. Are there any notable issues with respect to the accreditation that was discovered through the completion of the Annual Internal Review?

There were no notable issues with respect to the accreditation that were identified.

2. Any other general comments, concerns or issues the joint municipal accreditation would like to raise with the Administrator and council in regards to its accreditation or operation of the safety codes system.

No comments at this time.

### Municipal Acknowledgement and Signature

The Lead Municipality acknowledges that it has consulted and coordinated the preparation of the AIR. If further acknowledges that it is submitting the AIR on behalf of the other member municipalities in the joint municipal accreditation.

**Lead Municipality:** Smoky Lake County

**Signature:** Jordan Ruegg

**Date:** 2022-03-10

**Job Title:** Planning and Development Manager

Note: This information is being collected for the purpose of administering and monitoring organizations accredited under the Safety Codes Act. The information collected will be managed in compliance with section 33,39 and 40 of the Freedom of Information and Protection of Privacy Act, section 63 of the Safety Codes Act, and in accordance with the policies, practices and procedures of the Safety Codes Council. Questions about the collection and use of this information can be directed to the Safety Codes Council at 780-413-0099, or toll-free at 1-888-413-0099.

**For Safety Council Use Only**



**Administrator of Accreditation Review and Approval**


**Signature:**

**Date:**

DRAFT





REQUEST FOR DECISION		DATE	March 24, 2022	<b>4.9</b>
TOPIC	<b>Memorandum of Agreement for the Waskatenau Nuisance Ground Reclamation Within Smoky Lake County (Plan 5225CL; Block OT - Former Waskatenau Nuisance Grounds)</b>			
PROPOSAL	<ul style="list-style-type: none"> <li>To approve action taken to finalize the Memorandum of Agreement for the Waskatenau Nuisance Ground Reclamation Within Smoky Lake County, with Alberta Transportation providing funding in the amount of \$87,438.00, totaling 50% of costs incurred by Smoky Lake County to preform reclamation work on the former Waskatenau Nuisance Ground, on the lands legally described as Plan 5225CL: OT.</li> </ul>			
BACKGROUND	<ul style="list-style-type: none"> <li>Alberta Transportation provided a Memorandum of Agreement for the Waskatenau Nuisance Ground Reclamation Within Smoky Lake County, which includes a provision for 50% of the costs of reclamation to be reimbursed by Alberta Transportation.</li> <li>County administration has executed the Agreement and sent it back to Alberta Transportation. A copy of the Agreement is attached for reference. © <b>Attachment 1</b></li> <li>A copy of the invoice for the 50% of costs incurred, totaling \$87,438.00 is attached for reference. © <b>Attachment 2</b></li> </ul>			
CORRELATION TO BUSINESS (STRATEGIC) PLAN				
<p><b>Values:</b> Integrity, Sustainability/Stability, Pride, Fairness, Freedom  <b>Vision:</b> Leading the way in positive growth with healthy, sustainable, rural living.  <b>Mission:</b> Smoky Lake County strives for collaboration and excellence in the provision of transparent and fiscally responsible governance and services.</p>				
LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS		Nil.		
BENEFITS	County will: <ul style="list-style-type: none"> <li>be reimbursed for 50% of the costs incurred for reclamation work on the former nuisance grounds</li> </ul>			
DISADVANTAGES	<ul style="list-style-type: none"> <li>Nil.</li> </ul>			
ALTERNATIVES	<ul style="list-style-type: none"> <li>Nil.</li> </ul>			
FINANCE/BUDGET IMPLICATIONS				
<b>Operating Costs:</b> _____		<b>Capital Costs:</b> _____		
<b>Budget Available:</b> _____		<b>Source of Funds:</b> _____		
<b>Budgeted Costs:</b> _____		<b>Unbudgeted Costs:</b> _____		
INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS	Administration has sent a copy of the executed Memorandum of Agreement, as well as an invoice for 50% of the incurred costs, to Alberta Transportation for execution. Once the Agreement has been executed, Alberta Transportation will disburse the monies owing to the County.			
COMMUNICATION STRATEGY	Nil.			
RECOMMENDATION				
<p><b><u>Recommendation:</u></b></p> <p><b>To approve action taken to execute the Memorandum of Agreement for the Waskatenau Nuisance Ground Reclamation Within Smoky Lake County, with Alberta Transportation providing funding in the amount of \$87,438.00, totaling 50% of costs incurred by Smoky Lake County to preform reclamation work on the former Waskatenau Nuisance Ground, on the lands legally described as Plan 5225CL: OT.</b></p>				
CHIEF ADMINISTRATIVE OFFICER				

**MEMORANDUM OF AGREEMENT**

**BETWEEN**

**ALBERTA TRANSPORTATION**

**AND**

**SMOKY LAKE COUNTY**

**FOR THE**

**WASKATENAU NUISANCE GROUND RECLAMATION**

**WITHIN SMOKY LAKE COUNTY**

**MEMORANDUM OF AGREEMENT** signed this \_\_\_\_\_ day of \_\_\_\_\_ 2022 A.D.

**BETWEEN:**

**HER MAJESTY THE QUEEN** in right of  
Alberta, as represented by the Province of Alberta  
(the "Province")

- and -

**SMOKY LAKE COUNTY** in the Province of  
Alberta (the "Municipality")

The Parties have agreed to share the costs of reclamation and remediation of the former Waskatenau Nuisance Grounds, on the lands legally described as Plan 5225CL; OT, on an equal fifty percent (50%) per Party basis, with the Province's contribution not to exceed \$100,000.00;

The former Waskatenau Nuisance Grounds was previously owned by the Province, and it has been determined by way of a Phase II Environmental Site Assessment, and agreed to by both Parties, that the Province contributed to the consummation of the said Nuisance Grounds during its time as owner.

Ownership of the former Waskatenau Nuisance Grounds is vested in the Smoky Lake County;

Section 10 of the Government Organization Act, RSA 2000, c G-10, authorizes the Province to enter into agreements on or in connection with any matter under the Province's administration including agreements for the remediation and reclamation of lands previously owned by the Province; and

The Province, as a condition to the use of Provincial funds for the design and construction of the Project, deems it necessary to enter into an agreement with the Municipality to ensure the successful completion of reclamation and remediation work contemplated.

In consideration of the terms and conditions contained herein, the Parties agree as follows:

1. The preamble form part of this Agreement.

### **Definitions**

2. In this Agreement, the following terms have the meanings ascribed to them:

“Business Day” means 8:15 am to 4:30 pm in Alberta from Monday to Friday, excluding statutory holidays observed in the Province of Alberta

"Costs" means all of the actual dollar amounts invoiced to the Municipality by the third party independent consultants and third party independent contractors responsible for the design and construction of the Project in accordance with this Agreement for:

- (a) all of the construction and design activities necessary to design and construct the Project in compliance with the plans in Schedule “A”;

“Date of Acceptance” means the date on the letter from the Municipality to the Contractor accepting the Project as completed;

“Engineering Consultant” means the professional engineer or engineering consulting firm registered and licensed to practice in Alberta that has been retained by the Municipality for all engineering works and to administer the construction contract for the Project.

“Invoice” means a list of Costs incurred in the design and construction of the Project provided by the Municipality to the Province.

“Party” or “Parties” means either or both of the Province and the Municipality, as the context requires.

### **Project Funding**



3. The Parties agree to contribute to funding the Project as follows:
  - (a) The Municipality agrees to fund the entire Project cost plus GST towards the reclamation and remediation of the Nuisance Grounds.
  - (b) The Province agrees to pay 50% of the project cost, not to exceed \$100,000.00. As per Schedule B total project cost is \$174,876.20 which makes Province's share \$87,438.

### **Municipality's Responsibilities**

4. The Municipality is responsible for and will:
  - (a) design and construct the Project;
  - (b) utilize its own employees for general administration of this Project;
  - (c) utilize an Engineering Consultant, for the design including preparation of the plans and specifications and for the quality control activities and supervision of the contract during construction;
  - (d) utilize for all phases and stages of the project, competent contractors and tradespersons experienced and skilled in the performance of the work to be undertaken, including specialist contractors as may be required;
  - (e) comply with the provisions of all laws, acts, regulations or other requirements, now in force or in force after the signing of this Agreement, that expressly or by their implication apply to the Municipality in fulfilling its responsibilities set out in this Agreement, including but not limited to:
    - (i) Obtaining a Roadside Development Permit for all work to be carried out within the Highway Right of Way prior to the commencement of any work and conforming to any and all terms or conditions arising therefrom including but not limited to the provisions of a Traffic Accommodation

Strategy in accordance with an Alberta Transportation's *Traffic Accommodation in Work Zones 2008 (1st Edition)*;

- (ii) Obtaining any environmental approvals or permits required by statute for the design and construction of the Project;
  - (iii) The costs of complying with the requirements in clauses 4(e)(i) and (ii) may constitute Costs under the terms of the agreement upon review and acceptance from the Province, and if accepted by the Province may be submitted as such;
- (f) satisfy itself that the costs proposed and submitted by the Engineering Consultant for its services in relation to the Project are considered fair and reasonable;
  - (g) provide test results and reclamation reports for the Project to the Province following completion of the Project;
  - (h) schedule the work to be completed by DECEMBER 31, 2021;
  - (i) provide the Province with a copy of the Municipality's letter to the Contractor accepting the Project as completed; and
  - (j) submit its final Invoice to the Province for all work under this Agreement within 365 days of the Date of Acceptance, after which the Province will accept no further Invoices.

### **Cost and Invoices**

5. The Parties agree that:

- (a) Costs will be based on contract unit bid prices and actual quantities utilized, and in addition will include the actual detailed costs incurred for engineering and other approved items directly related to the construction, to the maximum amounts shown in Schedule "B"; and
- (b) the Municipality will receive from suppliers and contractors, progress and other billings for eligible costs of the Project. The Municipality will confirm those costs

that are eligible costs of the Project in the manner satisfactory to the Province;  
and

- (c) the Province, upon receipt each the Invoice from the Municipality, will pay within 90 days to the Municipality, fifty percent (50 %) of the Project costs not exceeding \$100,000
- (d) the Municipality will pay all progress and other billings, inclusive of Goods and Services Tax.

### **Right to Inspect**

- 6. The Province shall have the right at all times to inspect the cost records of the Municipality, the work specified in this Agreement, and any and all materials supplied or used in connection with this Project, and shall have the right to require any modification or alteration in the Project to ensure its completion in accordance with the Province's standards and specifications.

### **Safety Obligations**

- 8. Obligation to Ensure Safety
  - (a) The Municipality is responsible for safety in relation to the Project work.
  - (b) Without restricting the generality of the Municipality's responsibility for safety, the Municipality shall ensure that:
    - (i) the Project work is designed and engineered to be safe;
    - (ii) the safety of workers and the public are given paramount concern;
    - (iii) all reasonable steps are taken to prevent unauthorized persons from entering any part of the area under construction or being used in the construction; and

- (iv) appropriate warning signs and barriers are placed, monitored and maintained at the site of any construction work and equipment storage areas,
  - (c) The Municipality shall ensure that each Contractor and each Subcontractor engaged in relation to the works, complies with the requirements of the Workers Compensation Act, RSA 2000, c. W-15 and the Occupational Health and Safety Act, SA 2017, c. O-2. (the "OHS Act")
9. Hold Harmless
- (a) The Municipality must indemnify and save harmless the Province, its employees and agents against and from any and all third party claims, demands, actions, or costs (including legal costs on a solicitor-client basis), to the extent arising from:
    - i. breach of this Agreement by the Municipality or damage to the Province's real or personal property; and
    - ii. the negligence, other tortious act or willful misconduct of the Municipality, the Engineering Consultant or contractor, or the Municipality's, the Engineering Consultant's or the contractor's employees or agents, in relation to the performance of its obligations under this Agreement.
  - (b) The Province must indemnify and hold harmless the Municipality from any and all third party claims, demands, actions or costs whatsoever (including legal costs on a solicitor and client basis) to the extent arising from:
    - i. the Province's breach of this Agreement, or
    - ii. the negligence, other tortious act or willful misconduct of the Province or the Province's employees or agents, in relation to the performance of its obligations under this Agreement.
  - (c) These hold harmless provisions shall survive the Agreement.

**Assignment**

11. The Municipality shall not assign or otherwise dispose of any of its rights, obligations or interests in this Agreement without the prior written consent of the Province.

**No Agency**

12. The relationship of the Municipality to the Province under this Agreement is that of an

independent funder, and nothing in this Agreement is to be construed as creating an agency, partnership, joint venture or employment relationship between the Municipality and the Province.

**Funding Agreement**

13. The Province and the Municipality agree that this Agreement is only a funding agreement between the Parties, and at no time shall the Province acquire any ownership interest in Project site.

**Notice**

14. Any notice to be made under this Agreement is to be made in writing, and is effective when delivered to the address, as follows:

The Province:	Alberta Transportation, Construction and Maintenance Division
Address:	4513 -62 Avenue, Box 4526, Barrhead, Alberta T7N 1A5
Attention:	Michael Botros, Regional Director, North Central and Fort McMurray Regions
The Municipality:	Smoky Lake County
Address:	4612 – McDougall Drive Box 310, Smoky Lake, AB, T0A 3C0
Attention:	Gene Sobolewski, Chief Administrative Officer

The Parties respectively designate for the time being, the individuals identified in this clause as having the authority to give notice, and notice given by these individuals is binding on the party giving the notice.

Either Party may change its information in clause 14 by giving notice to the other in the manner described in this clause.

Any notice personally served shall be deemed received when actually delivered or received, if delivery is on a Business Day, or if not on a Business Day, on the following Business Day.

15. The Province may at any time immediately terminate this Agreement, without cause, upon thirty (30) days' written notice to the Municipality.
16. The Province designates Michael Botros of Alberta Transportation as the Province's representative for communications and ongoing contact between the Province and the Municipality in matters relating to this Agreement, other than giving notice pursuant to clause 14. The Municipality designates Erik Hansen as the Municipality's representative for communications and ongoing contact between the Province and the Municipality in matters relating to this Agreement, other than giving notice pursuant to clause 14. Either party may change its designated representative above by sending written notice to the other party of such change.

### **Authority**

17. Each Party warrants they have full power and authority to enter into and perform this Agreement and the person signing this Agreement on behalf of each Party has been properly authorized and empowered to enter into this Agreement. Each Party further acknowledges that it has read this Agreement, understands it, and agrees to be bound by it.

### **General Provisions**

18. Each Party will perform the acts, execute and deliver the writings, do all such things and give the assurances necessary to give full effect to this Agreement.
19. Time is of the essence of this Agreement.
20. This Agreement contains the entire agreement of the Parties concerning the subject matter of this Agreement and except as expressed in this Agreement, there are no other understandings or agreements, verbal or otherwise, that exists between the Parties.
21. Any waiver by either Party of the performance by the other of an obligation under this Agreement must be in writing, and such waiver does not constitute a continuing waiver of the performance of that obligation unless a contrary intention is expressed in writing.
22. The Parties may amend this Agreement only by mutual written agreement signed by the parties.

- 23. This Agreement shall be governed by and interpreted in accordance with the laws in force in Alberta, and the Parties irrevocably attorn to the exclusive jurisdiction of courts in Alberta.
- 24. The Parties agree to give this Agreement a fair and liberal interpretation and to negotiate with fairness and candor, any modification or alteration that may be rendered necessary by changing conditions.
- 25. The headings in this document have been included for convenience only and they do not define, limit or enlarge the scope or meaning of this document or any part of it.
- 26. This Agreement may be executed in any number of counterparts, each of which when executed and delivered is an original but all of which taken together shall constitute one and the same instrument.

Signed as of date first written above.

**SIGNED, SEALED AND DELIVERED**

by the Province in the presence of:


\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
Michael Botros  
Regional Director  
Alberta Transportation

**SIGNED, SEALED AND DELIVERED**

by the Municipality in the presence of:

  
\_\_\_\_\_  
WITNESS

  
\_\_\_\_\_  
Gene Sobolewski  
Chief Administrative Officer  
Smoky Lake County County

**ATTACHED**


**SCHEDULE A - WASKATENAU NUISANCE GROUND RECLAMATION PLAN**  
**SCHEDULE B – CONSTRUCTION COSTS**







<b>REQUEST FOR DECISION</b>		<b>DATE</b> March 24, 2022	<b>4.10</b>
<b>TOPIC</b>	Subdivision and Development Appeal Board (SDAB) Member Appointments		
<b>PROPOSAL</b>	<ul style="list-style-type: none"> <li>To appoint Jerry Melnyk and Amy Cherniwchan as members, and accept the resignation of Richard Dubetz as a member of the Smoky Lake County Subdivision and Appeal Board (SDAB).</li> </ul>		
<b>BACKGROUND</b>	<ul style="list-style-type: none"> <li>Clause 3.3 of Smoky Lake County Bylaw No. 1347-19: <i>Subdivision and Development Appeal Board Bylaw</i> states that the Board shall consist of five (5) Members-at-Large.                             <ul style="list-style-type: none"> <li>Quorum is established as three (3) members.</li> <li>To be eligible to sit at a Hearing as a board member, individuals must receive and maintain valid training as prescribed by legislation, regulation, and ministerial order.</li> </ul> </li> <li><b><u>October 28, 2021 – Smoky Lake County Council Organizational Meeting</u></b>   <b>Motion 34-21:</b> “That Smoky Lake County re-appoint Members-at-Large: Grant Gillund, Christine Hansen, Richard Dubetz, and Jerry Melnyk as Members of the Subdivision and Development Appeal Board, as required by Bylaw No. 1347-19.”   <div style="text-align: right;"><b>CARRIED.</b></div> </li> <li><b><u>January 27, 2022 – Smoky Lake County Council Meeting</u></b>   <b>Motion 295-22:</b> That Smoky Lake County appoint Gary Henry, as a Member-at-Large, to the Smoky Lake Subdivision and Development Appeal Board, as per Bylaw No. 1347-19: <i>Subdivision and Development Appeal Board</i>.   <div style="text-align: right;"><b>CARRIED.</b></div> </li> <li><b>Motion 296-22:</b> That Smoky Lake County acknowledge and accept the resignation of Jerry Melnyk, as a Member-at-Large, to the Smoky Lake Subdivision and Development Appeal Board, as per Bylaw No. 1347-19: <i>Subdivision and Development Appeal Board</i>, and thank him for his years of service.   <div style="text-align: right;"><b>CARRIED.</b></div> </li> <li><b>NOTE:</b> Motion 296-22 was made in error, as this resignation was misattributed.</li> <li><b><u>February 28, 2022 – Training Session</u></b>                       Planning and Development staff delivered training to three individuals, in accordance with legislation, regulation, and ministerial order. This is valid for three years.                 </li> </ul>		
<b>CORRELATION TO BUSINESS (STRATEGIC) PLAN</b>			
<b>LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS</b>	<b>Bylaw No. 1347-19: Smoky Lake County Subdivision and Development Appeal Board Bylaw</b>  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.
<b>BENEFITS</b>	County will be able to:  • Ensure that there are enough SDAB Members to satisfy the requirements of Bylaw 1347-19 and the requirements of the <i>Municipal Government Act</i> .
<b>DISADVANTAGES</b>	• Nil.
<b>ALTERNATIVES</b>	• Nil.
<b>FINANCE/BUDGET IMPLICATIONS</b>	
<b>Operating Costs:</b> _____	<b>Capital Costs:</b> _____
<b>Grant Available:</b> _____	<b>Source of Funds:</b> _____
<b>Budgeted Costs:</b> _____	<b>County Funding:</b> _____
<b>INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS</b>	Nil.
<b>COMMUNICATION STRATEGY</b>	Nil.
<b>RECOMMENDATION</b>	
<b>That Smoky Lake County appoint Jerry Melnyk and Amy Cherniwchan as members-at-large and accept the resignation of Richard Dubetz as a member-at-large of the Smoky Lake Subdivision and Development Appeal Board (SDAB), as per Bylaw No. 1347-19.</b>	
CHIEF ADMINISTRATIVE OFFICER	



<b>REQUEST FOR DECISION</b>		DATE	<b>March 24, 2022</b>	<b>4.11</b>
TOPIC	Undeveloped Road Allowance on Range Road 160 between Township Road 592 and 592A leading to land legally described as NE 13-59-16-W4.			
PROPOSAL	<p><b>CURRENT:</b></p> <ul style="list-style-type: none"> <li>▶ Recent inquiries occurred in respect to activities taken on an <b>Undeveloped Road Allowance on Range Road 160 between Township Road 592 and 592A leading to the lands legal described as NE 13-59-16-W4</b>. The existing landowner requested that the County undertake snowplowing actions to open the road prior to Saturday, March 12, 2022. The landowner cited Motion 948-18 as definitive direction from Council that this road was to be considered as an operational road.</li> <li>▶ In an email sent to Council on March 9, 2022 from the Chief Administrative Officer, there were some concerns expressed as to the manner in which the matter was brought to Council in 2018, the rush to bring the matter to the Council without adequate support and the actual motion itself. In speaking with the individual whom made the motion at that time, there appeared to be a bit of a disconnect as to the understanding as to what was required and an absence of Policy referral to support a recommending motion form Administration.</li> </ul> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p>In September of 2018, this matter was brought forward to Council consideration by administration. Unfortunately, I still do not have the big picture yet, but so far, This issue should have been brought forward to Council as an RFD, as it was (at the time) complex and had many moving parts. Administration had information which should have been presented to Council, likely as an RFD. Instead, the matter was brought up on more of an ad-hoc basis as part of the CAO's report. I provide the following for clarity, as I am going to have to report back to the landowner on this.</p> <ol style="list-style-type: none"> <li>1) The County received a letter from Mr Shupenia on Sept 25, 2018. The CAO put it in his report on Sept 26, 2018 as a walk on at the Sept 27, 2018 meeting.</li> <li>2) The discussion at the Council meeting (Sept 2018) was that the road in question WAS a road and that brushing was required and the maintenance required to provide access to the property would be some gravelling. There seemed to be some confusion arising in the discussion as the administration was somewhat unclear s to requirements and recommended to defer to Public works for more information, but the actual motion (verbal) was that the WORK to undertake the maintenance was to be deferred to public works.</li> </ol> <p>Background information which was relevant to this issue NOT presented to Council at the time was as follows:</p> <ol style="list-style-type: none"> <li>1) In May 1994 1<sup>st</sup> and 2<sup>nd</sup> readings were passed by Council to close the roads traversing on the NE13. These roads connected to the road in question at the south boundary of the NE13. These existing roads, including the subject range road were to be considered as abandoned removed as a County road. In essence, the road allowance would have then been considered as "undeveloped" and the physical "road" would then have been deemed a trail.</li> <li>2) In March of 1995, Alberta Transportation approved the road closures and in April 1995, 3<sup>rd</sup> reading for the road closures were passed by Council.</li> <li>3) In <b>August of 2018</b>, the road closures were submitted to Land Titles. This lateness of this submission was due to the County administration (in 1995) assuming that once AT approved the closure and the bylaw was passed, the road was closed.</li> <li>3) Land Tiles registered the road closures on the NE13 in Dec of 2018.</li> </ol> </div>			

- 4) County Policy at the time(s) would have been that once the road system was closed (the actual road plans which also relied somewhat on the County road allowances (from the Dominion Surveys) would also have been closed and considered to be abandoned. No further maintenance would have occurred within the road allowance. The County did approve of the use of the allowances as a driveway and periodically the landowners could request (and pay for) gravel to be put down. There are many instances of this currently.

In essence, When I review the matter, the Administration at the time should have taken a little more time to review the matter and prepare a proper response to Mr Shupenia and to Council. While administration reported accurate information to Council, it did not include information which could have provided more insight as to the issue. The fact that the road plans were approved to be closed by Alberta Transportation to be closed and information was sent to Land Titles in August of that year was a critical piece of information which should have been included in the CAO report, however, because it was mainly verbal, it also would have been highly probable that in the rush of providing a verbal report, details get missed. The subject road was already considered abandoned in place and had been basically removed from County maintenance activities since 1995 however as of December 2018, the motion would have been nullified because the “road” would have been considered as abandoned.

That will be my response to the landowner.

Gene

**History and  
Timeframe  
Of  
Activities**

**History and Timeframe of Activities:**

- ▶ **Bylaw 957-94: First and Second Reading on May 19, 1994 for the road closures of Road Plans 1890Y (originally registered in 1909) and 1280AU (originally registered in 1913).**
- ▶ **Bylaw 957-94: Approval of the Road Closure by the Province of Alberta in March 1995.**
- ▶ **Bylaw 957-94: Third Reading on April 18, 1995 for the following:**

***Road Closed:** Located within the North East Quarter of Section Thirteen (13) Township Fifty Nine (59) Range Sixteen (16) West of the Fourth Meridian containing 5.75 acre(s) more or less as shown on Road Plan 1890 Y. and 1.57 acre(s) more or less as shown on Road Plan 1280 A.U. PLAN of Roadway(s) to be closed, sold and consolidated with the NE 13-59-16-W4M, as attached and forming part of this Bylaw.*

- ▶ In August of 2018, the landowner Mr. Roy Shupenia informed the County that the lands were not consolidated as of yet – Planning and Development did submit the road closures to Land Titles on **August 23, 2018**. **Consolidation of Parcels was registered on December 11, 2018 – Registration No 182 311 678.**
- ▶ Our research into the matter could not determine why there was such a substantial delay in the submission of the closure to Land Titles from 1995 to 2018 other than in 2018, the County had retained staff whom were competently trained in matters such as these and once they became aware of the issue, immediately remedied the delay.
- ▶ **September 25, 2018:** Received a letter from Roy Shupenia, dated September 25, 2018:

September 25, 2018

To: Smoky Lake County Council

From: Roy Shupenia

Re: Road Access to NE 13-59-16-W4

I have a person interested in purchasing this quarter but we need access.

I am thinking possibly coming in on RR 160 from the South. There is a road there but over the year has grown in and has never been maintained.

The only access to this quarter at this point is through SW 24 straight across the field which is not an option.

Trusting this request will meet your consideration.

Yours Truly,  
Roy Shupenia

- ▶ **CAO Report:** The CAO Report was prepared on September 26, 2018 and distributed at the County Meeting of September 27, 2018. The letter was part of the CAO's report.

**CAO's Recommendation:** Refer to Public Works to explore options and costs.

**Transcribed Notes from the September 27, 2018 County Council Meeting.** Attachment #1

- ▶ **Council's Motion: September 27, 2018 – County Council Meeting: Motion #948-18**  
“That Smoky Lake County approve for Public Works to clear and maintain the undeveloped road allowance on Range Road 160 between Township Road 592 and Township Road 592A leading to the land legally described as NE-13-59-16-W4, in response to the letter received from Landowner: Roy Shupenia requesting road access to the said land, dated September 25, 2018.”

**Action Taken on Motion:** Public Works is schedule to hydro-axe the undeveloped road allowance (*As per Action List*) on Range Road 160 between Township Road 592 and Township Road 592A during the week of October 15-19, 2018.

- ▶ The two road plans (1280AU and 1890Y) utilized a portion of the County road allowance. When these plans were cancelled in 2018, the existing road within the road allowance should then have also been recognized as “abandoned” and that portion of the road allowance be reverted back to the status of “Undeveloped Road Allowance”. This step was not undertaken, but the practice of the County from that time forward was that the road was treated as abandoned.

## Background

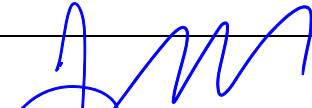
### **BACKGROUND:**

Legal land descriptions are based on the Alberta Township Survey (ATS) system. The ATS is a **grid network dividing the province into equal-sized parcels of land** and separated (east/west) every mile and (north/South) every two miles by a strip of land dedicated to provide legal access to the parcels of land for the physical construction of a road. In accordance with the *MGA*, these road allowance areas are titled to the Crown (Province of Alberta) but are administered by the Municipal Government for the direction, control and management of all roads with the municipality (undeveloped or developed). Road allowances are considered public lands and may be regulated accordingly by bylaw and policy as set out in the *MGA*. The Province and a municipality can declare a road allowance as “undeveloped”, even with the presence of an abandoned physical road or trail structure within it. The municipality in these cases subsequently cease any and all maintenance and operations accordingly.

### **County Standards in Place:**

Smoky Lake County's preference has been for undeveloped road allowances to remain untouched and be kept in its natural state. However, if not being used for municipal purposes and an adjacent landowner wishes to utilize the undeveloped road allowance for grazing purposes, a Road License Agreement may be issued to permit these uses. **Policy Statement No. 03-44: Road Use Agreement.** Was established relating the Bylaw No. 1005-96: known as the “Road License Bylaw” states only **“to grant Licenses for the temporary occupation or use of Road Allowance(s) when they are not required for public use”**.

<b>Proposal</b>	<p><b>Condition:</b>      <u>The license herein granted shall be limited solely to the purpose of farming, including livestock grazing. The Licensee shall <b>not cause or permit any other activity whatsoever within the Licensed Area, nor cause the Area to be brushed.</b></u></p> <p><b>Another action taken by the County:</b> From time-to-time, adjacent landowners make a request for the County to close an undeveloped road allowance for consolidation into their lands. An application to the County involves the procedure in accordance with <b>Policy Statement No.03-16: Road Closure or Cancellation.</b></p> <p><b>PROPOSAL:</b></p> <p>From time to time, the County receives requests from residents or landowners in respect to either the use of utilizing undeveloped road allowances or for the County to provide access to their property. Councils in the past have treated these situations on a case-by-case basis; as procedures are in place for leasing or closing of road allowances. To avoid conflict or procedural confusion, a clear and concise policy(s) should be developed to deal with:</p> <ul style="list-style-type: none"> <li>• A general policy statement regarding the public access and use (use at own risk) of undeveloped road allowances.</li> <li>• Process for reversion to undeveloped road allowance: abandonment/closure of physical roads</li> <li>• Closure, fencing, abutment to grazing leases.</li> <li>• Trails in developed and undeveloped road allowances – usage, maintenance, responsibilities.</li> <li>• Leasing of undeveloped road allowances for agricultural purposes.</li> <li>• Private use of undeveloped road allowances for driveways.</li> <li>• Requests for construction of access to private lands: <ul style="list-style-type: none"> <li>○ Policy to administer</li> <li>○ Costs – shared/County/Landowner</li> <li>○ Responsibility for ongoing maintenance</li> <li>○ If County owned - construction standard/maintenance frequencies</li> </ul> </li> </ul> <p><b><u>Recommendation(s) for consideration: Two issues</u></b></p> <p>Approve action taken by the CAO in notifying the landowner, as stated in CAO’s email of March 9, 2022 in regards to the <u>current status</u> of the road allowance <i>since</i> the Motion passed by Council on September 27, 2018.</p> <p>To review, revise County current standards and establish procedures for Smoky Lake County’s intent in respect to undeveloped road allowances and an Applicant’s intended purpose for access - if the County is to give any undertaking to maintain these roads for accesses.</p>
	<b>CORRELATION TO BUSINESS (STRATEGIC) PLAN</b>
N/A	
<b>LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS</b>	<b>Roads in Alberta</b> are regulated under the <i>Municipal Government Act:</i> Section 16 to 27 and Section 527.2 to 534.
<b>BENEFITS</b>	<ul style="list-style-type: none"> <li>▪ Establish guidelines to process requests for undeveloped road allowances in accordance with legislative authority in the MGA, other than licensing or closing road allowance.</li> <li>▪ Provide procedures and guidelines when dealing with undeveloped road allowances, usage of undeveloped road allowances and requests for access to properties within the County.</li> </ul>
<b>DISADVANTAGES</b>	▪ .N/A

ALTERNATIVES	▪ N/A
FINANCE/BUDGET IMPLICATIONS	
Operating Costs: \$ _____	Capital Costs: \$ _____
Budget Available: \$ _____	Source of Funds: _____
Budgeted Costs: \$ _____	Unbudgeted Costs: \$ _____
INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS	
COMMUNICATION STRATEGY	N/A
RECOMMENDATIONS	
<p><b><u>MOTION ONE:</u></b></p> <p>That Smoky Lake County approve the action taken by the Chief Administrative Officer in notifying the current landowner that the portion of road allowance on the grid RR160 between the grid Twp Road 592 592A is considered as undeveloped road allowance as of December 11, 2018.</p> <p><b><u>MOTION TWO:</u></b></p> <p>That Smoky Lake County approve the action taken by the Chief Administrative Officer to refuse to undertake snowplowing activities within the portion of the undeveloped road allowance on the grid RR160 between Twp Road 592 592A prior to Saturday, March 12, 2022, as there is at least another week of high priority snow clearing operations urgently required to be undertaken elsewhere in the County.</p> <p><b><u>MOTION THREE:</u></b></p> <p>That Smoky Lake County affirms that the designation of the road allowance on the grid RR160 between Twp Road 592 592A as undeveloped and that the structure within also considered to be an abandoned road pursuant to the closure of road plans 1890Y and 1280AU as of December 11, 2018.</p> <p><b><u>MOTION FOUR:</u></b></p> <p>That Smoky Lake County direct Administration to review the current County policies concerning undeveloped road allowances and usages therein and prepare a comprehensive Undeveloped Road Allowance Policy and Procedures document for review by the Policy Committee and adoption by Council.</p>	
CHIEF ADMINISTRATIVE OFFICER	



## **Transcribed Notes from the September 27, 2018 County Council Meeting**

The following was under the CAO report after he spoke about a reporting policy.

**Cory:** There's also a copy in here that's a request for consideration to build access to some isolated land. This didn't come in till a couple days ago. Not suggesting to make a motion but we can discuss it a bit while Doug is here. My recommendation is to refer this to Public Works to explore options, possibly check the webmap. It looks like there's two different ways to approach that land from and at least one of those directions has multiple ways (incomprehensible). I don't know what the best way is, I haven't talked to Doug about it in any way at all.

**Craig:** Doug, do you have anything?

**Doug:** Yes, I am very familiar with the area, the best way to approach that piece of land is to come in through the tree nursery side, there is a road that has been there for many years. It borders the tree nursery land and their fence. The road is in very good condition, it just needs to be hydroaxed. A lot of trees, trees have just grown right in. We would need to hydroaxe that half mile and uh blade and gravel and then you got a perfect access. Cause otherwise if we come off highway 28 you're going through fields. You'd have to rebuild the road that's there already.

**Craig:** Lorne then Danny.

**Lorne:** So um I think I know which road you're talking about just on the north side, the north side of the tree nursery road? Ya, that's not a road allowance?

**Doug:** it is.

**Lorne:** ok.

**Doug:** that's our road allowance.

**Lorne:** ok.

**Johnny:** it's the one on the bend right there that you go straight through.

**Doug:** yep.

**Lorne:** ya.

**Johnny:** I drove that way.

**Lorne:** ok.

**Doug:** Ya and it just needs a little bit of clean up with a hydroaxe and then you have some gravel and a grader and its useable.

**Craig:** Ya. Ok Danny.

**Danny:** isn't there a bridge on that or?

**Doug:** no, no the bridge comes in off highway 28 and that bridge is collapsing, its an old bridge.

**Danny:** Oh its done ya.

**Doug:** (continued from last sentence) pile, ya you can't even (coughing – inaudible) that's the other reason you're not coming off the highway.

**Craig:** Lorne.

**Lorne:** Um I guess with, with what Cory said and what Doug said so um do you want a motion uh to uh for dollars, it's our road allowance um we just got to hydroaxe it and clean it up and.

**Doug:** it would come out of my maintenance budget.

**Cory:** Ya it it's, if it's just maintenance then um, ya it's probably not big enough to be a project so you can just uh, you could still refer it to Public Works to provide maintenance on said road allowance.

**Craig:** Lorne.

**Lorne:** I motion that we do that, we uh we defer to our Public Works to maintain the road allowance so that this individual can get access to his property.

**Craig:** everyone's clear of this motion? Doug is informed of it. All in favor of Lorne's motion? Opposed? That's carried.

On to financial reports.



<b>REQUEST FOR DECISION</b>		DATE	<b>March 24, 2022</b>	<b>4.13</b>
<b>TOPIC</b> Bylaw No. 1412-22: Hamlet of Bellis Sewer System				
<b>PROPOSAL</b>				
<p>The Hamlet of Bellis has a municipally operated sewage discharge system. There is NO monthly fee charged to property owners to fund the annual repairs and maintenance to the system. In order to recover some costs, Smoky Lake County has passed a bylaw (which MUST be considered annually) to charge a Special Tax. In 2017, Council increased the per footage amount from \$1.50 to \$1.75. It has remained at \$1.75 since.</p> <p>The average household currently pays \$125.56 in frontage. The range is from \$52.50 to \$352.00</p> <p>Attached is a summary of costs for the past 10 years. Including a small allocation of Environmental Services payroll costs, the average annual cost for the sewer system is \$21,967.92. We would need to charge a frontage fee of \$4.85 (an increase of over 200%). For most years, we recover enough to fund all of the direct expenses and some of the wages, Costs were much higher in 2017 because we had to replace a pump.</p>				
<b>CORRELATION TO BUSINESS (STRATEGIC) PLAN</b>				
<i>n/a</i>				
<b>LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS</b>				
<p>MGA Section 382</p> <p>(1) Each council may pass a special tax bylaw to raise revenue to pay for a specific service or purpose by imposing one or more of the following special taxes:</p> <p>(b) a sewer tax</p> <p>(2) A special tax bylaw must be passed annually.</p>				
<b>BENEFITS</b>				
County will be able to continue to recover from those who benefit from the service, the costs of operating the sewer system in Bellis.				
<b>DISADVANTAGES</b>				
<ul style="list-style-type: none"> <li>This form of cost recovery does not take into consideration the variety of uses for each property</li> <li>This form of cost recovery covers only a part of the overhead costs</li> </ul>				
<b>ALTERNATIVES</b>				
<ul style="list-style-type: none"> <li>Establish a monthly utility fee to charge the users of the service; OR\</li> <li>Raise or decrease the Per Foot Rate</li> </ul>				
<b>FINANCE/BUDGET IMPLICATIONS</b>				
<p><b>Operating Costs:</b>                      <b>Capital Costs:</b>                      <u>                    0</u></p> <p><b>Grant Available:</b>                      <b>Source of Funds:</b> <u>Frontage levy at \$1.75 = \$9,040 revenue</u></p> <p><b>Budgeted Costs: 2022</b> <u>\$ 7,000 plus a portion of salaries</u>      <b>County Funding</b>                      <u>                    </u></p>				
<b>INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS</b>				
<b>COMMUNICATION STRATEGY</b>				
Grapevine publications and website.				
<b>RECOMMENDATION</b>				
That Smoky Lake County give <b>First Reading, Second Reading, Permission for Third, and Third Reading</b> to Bylaw No.: 1412-22 Hamlet of Bellis Sewer System.				
<b>CHIEF ADMINISTRATIVE OFFICER</b>				

SMOKY LAKE COUNTY  
IN THE PROVINCE OF ALBERTA  
BYLAW NO. 1412-22

Being a Bylaw to authorize the Municipal Council of the Smoky Lake County to levy a service charge against properties in reference to Bylaw No. 666 - **Hamlet of Bellis Sewer System**.

\*\*\*\*\*

WHEREAS the County has previously constructed a sewage system within the Hamlet of Bellis, as per Bylaw No. 666;

AND WHEREAS all costs associated with the said system shall be borne by the property and assessment within the Hamlet of Bellis.

NOW THEREFORE BE IT ENACTED that the Council of the Smoky Lake County duly assembled enacts as follows:

1. That an additional service charge for operation and maintenance be levied against all properties as per conditions of Bylaw No. 666 in the amount of One Dollar and seventy-five cents (\$1.75) per front foot;
2. That Bylaw No. 1394-21 is hereby repealed.

READ a First Time this 24<sup>th</sup> day of March, 2022.

READ a Second Time this 24<sup>th</sup> day of March, 2022.

READ a Third and Final Time this 24<sup>th</sup> day of March, 2022 and finally passed by Council.

\_\_\_\_\_  
REEVE

S E A L

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER



**Chief Administrative Officer**  
 Report Period: **Feb 21, 2022 to Mar 20, 2022**

**LEGISLATIVE / GOVERNANCE**

Projects	Date In Progress	Date Outstanding	Date Completed
Joint Health and Safety Committee			Feb 23/22

**ADMINISTRATIVE**

Projects	Date In Progress	Date Outstanding	Date Completed															
<b>Mangers Meetings – Every Monday Morning</b>			Ongoing															
<b>Administration Building Upgrades – Roof Replacement:</b> Finishing trims. Have not received a Change Order cost for the work requested by Council (Lighting).	Jul' 15/21		Mar 17/22															
<b>Bonnie Lake Resort –</b> At the RMA, Planning and myself met with AE to discuss the issues. They will be sending us a letter which will be forwarded to the Developer to action accordingly.	Ongoing		Mar 15/22															
<b>Tourism Partnership – Legal team meeting – MCC Legal –</b> Awaiting information from legal and then setting a meeting. Preparing loan bylaw for next Council meeting.	Ongoing		Mar 17/22															
<p><b>STIP RR130 – BF13398 Tender Results.</b> The STIP grant for this bridge replacement was undertaken in November of 2020, and the design portion completed in November 2021 and reviews completed in December 2021. At that time, we anticipated that there may be an escalation in costs due to what we were seeing in the marketplace regarding construction materials (steel, concrete, fabrication cost increases, shortages of raw materials) and proceeded to tender to get some actual pricing.</p> <p>The STIP grant is based on a 75/25 basis and the project total of \$885,867 (\$752,928 construction, \$132,939 engineering) was approved. Below is the bid summary.</p> <table border="1"> <thead> <tr> <th>Bidder</th> <th>Total Bid Price (not including GST)</th> <th>Total Bid Price (including GST)</th> </tr> </thead> <tbody> <tr> <td>Formula Alberta Ltd.</td> <td>\$1,173,587.00</td> <td>\$ 1,232,266.35</td> </tr> <tr> <td>Kichton Contracting Ltd.</td> <td>\$1,217,042.00</td> <td>\$1,277,894.10</td> </tr> <tr> <td>160082 AB Ltd</td> <td>\$1,332,355.00</td> <td>\$1,398,972.75</td> </tr> <tr> <td>Formula Contractors Ltd.</td> <td>\$1,600,346.98</td> <td>\$ 1,680,364.33</td> </tr> </tbody> </table> <p>The tender submissions were reviewed and have been checked for errors. The amounts shown in the summary have been found to be correct.</p> <p>The County is responsible for 25% or \$221,467. The escalation requires that an additional <b>\$420,660</b> will be required to meet this tender. At the rate of further escalations, this number is very likely to exceed \$500,000 in 35 days (term to award) commencing March 01/2022. The pre-tender estimate in December 2021 anticipated that the construction costs had escalated approximately 35% at that time. From the STIP application in November 2020, the construction costs have escalated 56%, which was based on current unit rates at that time. The bid expires on April 05/2022. At the RMA,</p>	Bidder	Total Bid Price (not including GST)	Total Bid Price (including GST)	Formula Alberta Ltd.	\$1,173,587.00	\$ 1,232,266.35	Kichton Contracting Ltd.	\$1,217,042.00	\$1,277,894.10	160082 AB Ltd	\$1,332,355.00	\$1,398,972.75	Formula Contractors Ltd.	\$1,600,346.98	\$ 1,680,364.33			Mar 17/22
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Formula Contractors Ltd.	\$1,600,346.98	\$ 1,680,364.33																

**Chief Administrative Officer**

Report Period: **Feb 21, 2022 to Mar 20, 2022**

A meeting was held with Michael Botros (from AT) and a letter has been sent to the Minister requesting the escalation funding.

**Contract Equipment:** On March 7, 2022, Smoky Lake County Region encountered a severe Snowstorm that brought heavy snow with strong winds up to 60 km. Public Works Department needed assistance in clearing County roads. The Contractor's with "Snow Removal Equipment" hired to assist Public Works in opening the roads: March 8, 2022: One grader and Seven Tractors with plow and March 9, 2022: Two Graders and Two Tractors with Plows

**Recommendation:** That Smoky Lake County approve the action taken for contracting equipment on March 8, 2022 and March 9, 2022 to assist Public Works Department in snow removal for the severe weather winter snow that occurred on March 7, 2022; as follows:

March-8,-2022	March-9,-2022
<ul style="list-style-type: none"> <li>▪ → Dallas-Przekop--Grader</li> <li>▪ → Trevor-Cherniwchan--Tractor-with-plow</li> <li>▪ → Collin-Starchuk--Tractor-with-plow</li> <li>▪ → Marion-Chimko--Tractor-with-plow</li> <li>▪ → Gerry-Tchir--Tractor-with-plow →</li> <li>▪ → Dean-Kozak--Tractor-with-plow</li> <li>▪ → Brad-Shapka--Tractor-with-plow</li> <li>▪ → Jerry-Repka--Tractor-with-plow</li> </ul>	<ul style="list-style-type: none"> <li>▪ → Dallas-Przekop--Grader</li> <li>▪ → Mike-Diachyshyn--Grader</li> <li>▪ → Trevor-Cherniwchan--Tractor-with-plow</li> <li>▪ → Collin-Starchuk--Tractor-with-plow</li> </ul>

Mar 09/22

**Council Departmental meetings**

**Smoky Lake Creek** – Attached is the draft report (AE is currently finalizing) for the Smoky Lake Creek. This was an issue raised last summer and AE undertook the survey and study to undertake some work to rectify some of the issues. This channel was constructed with an incredibly flat gradient (modern equipment would have difficulty achieving this grade today) and the end result, in my opinion, was the creation of a very skinny and long (7 kms) storage pond. Parts of it do flow and there are some known beaver dams along this channel. AEP provided an easement and permission to undertake maintenance work on the channel in 1974, but to my knowledge, there has been little to no maintenance ever undertaken on this channel.

Feb 22/22

Mar 17/22

**Waskatenau/Legal – Proposed Development**

Feb 22/22  
Feb 23/22  
Mar 03/22  
Mar 08/22

**RMA – Spring Session**

Mar 14/22  
to  
Mar 16/22

**HWY 28/63 COMMISSION**

**Commission Meetings – Organizational, Budget, draft bylaw issues**

Ongoing

## Chief Administrative Officer

Report Period: **Feb 21, 2022 to Mar 20, 2022**

<b>WFL #128 Solicitor – Agreements/requirements:</b> Met with Associated Engineering and later with the WFL Solicitor to review issues and plan the resolution of the agreements.			Mar 09/22 Mar 11/22
<b>Bylaw Committee:</b> The Committee got through about 2/3 of the definitions in the bylaw. Have scheduled another meeting.	Ongoing		Mar 07/22
<b>FINANCIAL</b>			
<b>Projects</b>	<b>Date In Progress</b>	<b>Date Outstanding</b>	<b>Date Completed</b>
<b>Affordable Housing</b> – Attended a webinar focused on Affordable Housing. Spent about a half hour and left as it seemed to be too subjective and approach and more of a generic survey of Provincial needs as opposed to grant funding opportunities.			Mar 09/22
<b>HUMAN RESOURCES</b>			
<b>Projects</b>	<b>Date In Progress</b>	<b>Date Outstanding</b>	<b>Date Completed</b>
<b>Legal – Managing Partner Deficiency Issues - Brownlee has provided a template for Review.</b> Provided at the last meeting. Has there been any comments?	Ongoing		
<b>CUPE 4575:</b> County completed negotiations.			Mar 03/22
<b>Public Works Clerk:</b> Received letter from Darline Zdebliak on March 1, 2022 – Re: Officially retiring on May 15, 2022 after 43 years. <b>Recommendation:</b> That Smoky Lake County accept with regret, the letter received from Mrs. Darline Zdebliak, dated March 1, 2022, announcing her retirement from the position of Public Works Clerk, after 43 years of service, effective May 15, 2022.			Mar 01/22
<b>COMMUNITY</b>			
<b>Projects</b>	<b>Date In Progress</b>	<b>Date Outstanding</b>	<b>Date Completed</b>
<b>Dr Retention Committee Meeting</b>			Mar 03/22
<b>Smoky Lake Minor Hockey:</b> Qualified for Provincials Championship in Sundre on March 31 – April 3, 2022 and County provided \$500.00 as per Policy.			Mar 17/22
<b>TRAINING</b>			
<b>COUNTY STRATEGIC PLAN</b>			
N/A			
<b>Signature:</b> <i>Gene Sobolewski</i>	County Council Meeting: <b>Feb 24, 2022</b>		



# COUNCIL DEPARTMENTAL MEETING ACTION LIST FEB.22, 2022 AS OF

5.1.3.i

2022/03/16

2  
GOALS

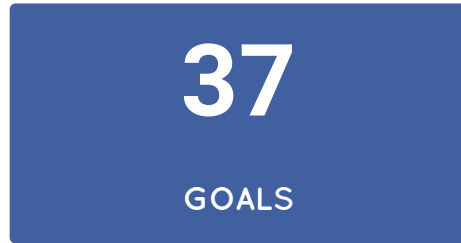
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GOAL COMPLETION

● Draft ● Not started ● Behind ● On Track ● Overdue ● Complete → Direct Alignment --- Indirect Alignment

## GOAL

Meeting...	Motio...	Goal	Details	Owner	Progress Update	Curr...
2022/02/22	403-22	2022 02 22 Departmental Operations ↳ <b>Planning and Development Personnel Title Change</b>	That Smoky Lake County amend the position of "Planning and Development Assistant" to "Planning Technician", with a salary range of \$61,000.00 to \$88,000.00 in accordance with the Year-2022 Budget; and incorporate the said change into the next amendment of Policy Statement No. 01-03: Organizational Chart.	Legislative Service Clerk	<b>Patti Priest:</b>  Achievements: Motion #403-22 provided to Payroll by email on March 8, 2022 and will be incorporated into a revised org chart at the March 22, 2022 COW meeting. Communications has ordered new business card with the updated title.  Challenges: <i>No value</i>  Next Steps: <i>No value</i>	Completed 100 /





● Draft ● Not started ● Behind ● On Track ● Overdue ● Complete → Direct Alignment --- Indirect Alignment

GOAL

Meeting...	Motio...	Goal	Details	Owner	Progress Update	Curr...
2022 02 24 Regular Council Meeting						On Track 64.94 /
2022/02/24	410-22	→ <b>Funding Contribution Agreement: Canadian Heritage Rivers System (CHRS) Management Plan for the North Saskatchewan River in Alberta</b>	That Smoky Lake County execute with Park Canada (PC) a Contribution Agreement GC-1628: Parks Canada General Class Contribution Program for the Project entitled "North Saskatchewan River (AB) Management Plan for Canadian Heritage River Designation" in the amount totaling forty-five thousand dollars (\$45,000.00), with a term expiring on March 31, 2024.	Finance Manager	<b>Patti Priest:</b> Achievements: Municipal File: 61-48 Challenges: <i>No value</i> Next Steps: <i>No value</i>	On Track 48 /
2022/02/24	411-22	→ <b>Plan 5225CL; Block OT (Former Waskatenau Nuisance Grounds)</b>	That Smoky Lake County acknowledge the comments received in respect to the proposed "Sale and Construction Agreement" in respect to the County-Owned Lands legally described as – Plan 5225CL, Block OT, (Roll #19591614 formally known as Waskatenau Nuisance Grounds) between Smoky Lake County and 1986215 Alberta Ltd. and pursue a meeting with 1986215 Alberta Ltd. to further the dialog on the two outstanding items.	Planning & Development Manager	<b>Patti Priest:</b> Achievements: Municipal File: 4-46 Challenges: <i>No value</i> Next Steps: <i>No value</i>	On Track 17 /

Meeting...	Motio...	Goal	Details	Owner	Progress Update	Curr...
2022/02/2 4	412-22	→ <b>Alberta Heritage Research Grant Application</b>	That Smoky Lake County approve action taken by Planning and Development Department in applying to the 2022-23 Alberta Heritage Research Grant, on February 1, 2022.	Planning & Development Manager	<p><b>Patti Priest:</b></p> <p><b>Achievements:</b> Notice of approval or denial of the application will be acknowledged by motion of Council, once it has been received. Municipal File: 61-51</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i></p>	On Track 51 /
2022/02/2 4	413-22	→ <b>Land Stewardship Center Watershed Stewardship Grant Application</b>	That Smoky Lake County approve action taken by the Planning and Development Department in applying to the 2022-23 Land Stewardship Center Watershed Stewardship Grant, under the collaborative Heritage River Initiative, prior to the February 14, 2022 submission deadline.	Planning & Development Manager	<p><b>Patti Priest:</b></p> <p><b>Achievements:</b> Notice of approval or denial of the application will be acknowledged by motion of Council, once it has been received. Municipal File: 61-51</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i></p>	On Track 51 /
2022/02/2 4	414-22	→ <b>60-Day Notice of Intent to Designate a Municipal Historic Resource (Apedaile Farmstead)</b>	That Smoky Lake County Council give 60-Day Notice of Intent to Designate the Apedaile Farmstead, on the lands legally described as Pt. NW-16-58-15-W4M, as Municipal Historic Resource under the Alberta Historical Resources Act, and in accordance with Smoky Lake County Policy Statement 61-15-1: Designation of a Municipal Historic Resource.	Planning & Development Manager	<p><b>Patti Priest:</b></p> <p><b>Achievements:</b> Notice as per Motion was provided to the owners, by emailed letter dated March 8, 2022. Municipal File: 61-3A</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i></p>	Comple 100 /
2022/02/2 4	419-22	→ <b>RCMP - K Division</b>	<p>That Smoky Lake County Council request Cpl. Roxanne Genereaux, Smoky Lake RCMP pursue a meeting on behalf of Smoky Lake County Council, with the Commanding Officer (CO) and Assistant Deputy Minister from the Province, and other senior officials from K Division and the Ministry, during the Spring RMA convention: March 14-16, 2022, to advocate the County's following priorities:</p> <ol style="list-style-type: none"> <li>1. Crime Reduction- Prevent and Reduce Property Crimes,</li> <li>2. Visibility and Enforcement in the Community,</li> <li>3. Enhance Public Confidence and Engagement- Consultations and Connections, and</li> <li>4. Additional Member.</li> </ol>	Legislative Service Clerk	<p><b>Patti Priest:</b></p> <p><b>Achievements:</b> A meeting was secured with RCMP K Division Senior Officers and Justice &amp; Solicitor General, was held during the RMA convention on March 15, 2022 from 10:30am to 10:50am.</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i></p>	Comple 100 /

Meeting...	Motio...	Goal	Details	Owner	Progress Update	Curr...
2022/02/24	420-22	→ <b>Community Peace Officer (CPO 1) – Position</b>	That Smoky Lake County proceed to advertise for a position of Community Peace Officer (CPO) – Level One for Smoky Lake County with a closing date of March 31, 2022, and with the competition to remain open until a suitable candidate is found.	Communications Technician	<p><b>Patti Priest:</b></p> <p>Achievements: Municipal File: 2-28</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p> <p><b>Evonne Zukowski:</b></p> <p>Achievements: Community Peace Officer was advertised in the following places:</p> <ul style="list-style-type: none"> <li>• Posted on the Smoky Lake County website (posted February 24, 2022)</li> <li>• Scheduled to appear on Smoky Lake County social media on February 25, March 9 and March 20, 2022</li> <li>• Published in March 2, 2022 edition the Redwater Review</li> <li>• Smoky Lake County Grapevine (posted on the Smoky Lake County website and published in the March 9, 2022 edition of the Redwater Review)</li> <li>• Posted on the Alberta Association of Community Peach Officers website employment forum- March 1, 2022</li> <li>• Posted on the Alberta Municipalities website- March 3, 2022</li> <li>• Submitted to the Rural Municipalities Association website for posting- March 4, 2022</li> </ul> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	Completed 100 /

Meeting...	Motio...	Goal	Details	Owner	Progress Update	Curr...
2022/02/24	421-22	→ <b>Policy Statement No. 14A-02-03: Incident Reporting</b>	That Smoky Lake County Policy Statement No. 14-A.02-03: Incident Reporting, be amended:	Municipal Clerk	<p><b>Jenna Preston:</b></p> <p><b>Achievements:</b> Policy Statement No. 14A-02-03: Incident Reporting was sent to the Communications Department to post on County Website.</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i></p>	Completed 100 /
2022/02/24	422-22	→ <b>Additional Named Insured Application – Victoria Trail Ag Society</b>	That Smoky Lake County accept the Victoria Trail Agricultural Society as an Additional Named Insurance with RMA Insurance under the County's insurance umbrellas and execute all necessary policies.	Accounting Clerk	<p><b>Patti Priest:</b></p> <p><b>Achievements:</b> Motion provided to RMA insurance and the application is in process. Municipal File: ANI Binder: Victoria Trail Ag Society</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i></p>	On Track 53 /
2022/02/24	423-22	→ <b>GIS Data Sharing Agreement for Real Estate Professionals</b>	That Smoky Lake County enter into an annual "GIS Data Sharing Agreement with Real Estate Agencies", to permit access to the County's GIS WebMap for an annual fee of \$250.00 and provide a "GIS WebMap Real Estate user guide to assist realtors carrying out business within our municipality as an opportunity to generate additional revenue for the County and save on staff time dedicated to responding to calls requesting this data.	GIS Technician	<p><b>Jenna Preston:</b></p> <p><b>Achievements:</b> The GIS Data Sharing Agreement will be recorded for monitoring and tracking purposes.</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i></p> <p><b>Patti Priest:</b></p> <p><b>Achievements:</b> Municipal File: 61-10A</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i></p>	On Track 48 /

Meeting...	Motio...	Goal	Details	Owner	Progress Update	Curr...
2022/02/2 4	424-22	→ <b>Municipal Climate Change Action Centre (MCCAC) - Electric Vehicle Charging Stations</b>	<p>That Smoky Lake County Council approve to proceed in submitting an application for grant funding for the Year 2022 Municipal application to the Municipal Climate Change Action Centre (MCCAC) for a proposed project: Electric Vehicle Charging Stations at the following locations:</p> <p>(see minutes for chart)</p>	Legislative Service Clerk	<p><b>Patti Priest:</b></p> <p><b>Achievements:</b> If the County's application is successful, it will be acknowledge by Motion of Council. On March 14, 2022, the CEDO reported approval was received for EV projects for Waskatenau and Town of Smoky Lake, and Vilna and County approvals, are in process. The next step would be to have Dandelion Renewables present to Council the full details on the construction project, what costs will be annually, what cost recovery looks like for the fee based chargers and recommendation for where/how many chargers to pursue in the project (which might differ from the original application based on annual cost projections). Municipal File: 19-84</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i></p>	Comple 100 /
2022/02/2 4	425-22	→ <b>Proposed Lease Agreement for Electric Vehicle Charging Station Level 2 at Métis Crossing</b>	<p>That Smoky Lake County propose a lease agreement with Métis Crossing for the potential Electric Vehicle Charging Station Level 2 at Métis Crossing with details including: power consumption paid for by Métis Crossing at no cost to the County as part of the proposed project: Electric Vehicle Charging Stations, subject to funding under the Year-2022 application to the Municipal Climate Change Action Centre (MCCAC).</p>	Planning & Development Manager	<p><b>Patti Priest:</b></p> <p><b>Achievements:</b> This is on hold until notice has been received that Smoky Lake County's funding application to the Year-2022 application for funding to the Municipal Climate Change Action Centre (MCCAC), was successful.</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i></p>	On Track 22 /
2022/02/2 4	426-22	→ <b>Riverland Recreational Society – Iron Horse Trail Winter Maintenance Agreement</b>	<p>That Smoky Lake County <b>defer</b> discussion of the renewal of the funding agreement for the Winter Maintenance Program of the Iron Horse Trail for a three-year term from 2022 to 2024, at a contribution in the amount of \$2,500.00 per year of which 57% is to be contributed to the Riverland Recreational Trail Society and 43% is to be contributed to the Iron Horse Trail Groomer Foundation (Smoky Lake Trail Twister Snowmobile Club); in response to the letter received from Marvin Bjornstad, President, Riverland Recreational Society, dated January 3, 2022, requesting same.</p>	Legislative Service Clerk	<p><b>Patti Priest:</b></p> <p><b>Achievements:</b> An RFD will be prepared for March Council Meeting – in conjunction to discuss received from the Smoky Lake Trail Twister – Delegation in March.</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i></p>	Comple 100 /

Meeting...	Motio...	Goal	Details	Owner	Progress Update	Curr...
2022/02/2 4	427-22	→ <b>Hillside Acres Subdivision Road Steep Grades</b>	That Smoky Lake County install “steep hill” and “use alternate route” signage within the Hillside Acres Subdivision, on Range Road 133A where the road runs east and west, as an interim option to mitigate travelling difficulties on the excessively steep road-grade, particularly in winter.	Public Works Manager	<b>Doug Ponich:</b> Achievements: Steep hill signage was ordered and will be installed at Hillside Resort this spring.  Challenges: <i>No value</i>  Next Steps: <i>No value</i>	On Track 47 /
2022/02/2 4	428-22	→ <b>County Main Office Administration Building Roof Replacement – Additional Lighting</b>	That Smoky Lake County Council approve to install lighting at the outside entrance of the Smoky Lake Legion building, which is attached to the County office, and replace the soffit on the Legion’s entrance overhang, in conjunction with the Administration Building Roof Replacement project, within the budgeted scope; and if the said work exceeds the budgeted scope of the Roof Replacement project, it must be brought back to Council in the form of Change Order.	Legislative Service Clerk	<b>Patti Priest:</b> Achievements: The CAO emailed the Superintendent Western Weather Protector Ltd. on February 25, 2022 to request a cost for the work to be done.  Challenges: <i>No value</i>  Next Steps: <i>No value</i>	On Track 53 /
2022/02/2 4	429-22	→ <b>Natural Gas &amp; Environmental Operations Departments Staff On-Call Compensation</b>	That Smoky Lake County <b>defer</b> further discussion of the “On-Call” compensation for the County’s Natural Gas Technicians and Water, Waste Water & Waste Technicians, proposing a March 1, 2022, rate in the amount of \$3.25 per hour starting at the end of the regular work hours during weekdays and for weekends and statutory holidays, equal to the current International Union of Operating Engineers (IUOE) Local 955 Collective Agreement.	Natural Gas Manager	<b>Patti Priest:</b> Achievements: An RFD will be prepared for March Council Meeting – in more details. Municipal File: 18-7B  Challenges: <i>No value</i>  Next Steps: <i>No value</i>	On Track 0 /
2022/02/2 4	430-20	→ <b>Management Services Agreement</b>	That Smoky Lake County Council review the generic, draft Management Services Agreement provided on February 24, 2022, by the Chief Administrative Officer, for consideration of incorporating it into legislation when providing service as a Managing Partner.	Legislative Service Clerk	<b>Patti Priest:</b> Achievements: This initiative is a new concept and further stages on implementation will be reported on through the CAO Report.  Challenges: <i>No value</i>  Next Steps: <i>No value</i>	On Track 48 /
2022/02/2 4	431-22	→ <b>Indigenous Consultation Workshop</b>	That Smoky Lake County purse an Indigenous consultation workshop to work on building relationships with the Indigenous peoples on a basis of inclusion, mutual understanding, and respect.	Legislative Service Clerk	<b>Patti Priest:</b> Achievements: This issue will be introduced at the JMM Meeting in March - to see if there is any interest to pursue a workshop regionally.  Challenges: <i>No value</i>  Next Steps: <i>No value</i>	On Track 53 /

Meeting...	Motio...	Goal	Details	Owner	Progress Update	Curr...																																				
2022/02/2 4	433-22	→ <b>Transfer from the Year-2021 Budget to Reserves</b>	That Smoky Lake County approve to transfer the Year-2021 surplus funds in the amount of \$525,000.00 into Reserves for the Year-2022 budget as part of the yearend process.	Finance Manager		Behind 0 /																																				
2022/02/2 4	434-22	→ <b>Municipal Sustainability Initiative (MSI) Amending Memorandum of Agreement</b>	That Smoky Lake County approve action taken in executing the Municipal Sustainability Initiative (MSI) Amending Memorandum of Agreement, on February 11, 2022, between Her Majesty the Queen, in right of the Province of Alberta, as represented by the Minister of Municipal Affairs, for the purpose of extending the original grant agreement by two years.	Finance Manager		On Track 0 /																																				
2022/02/2 4	438-22	→ <b>Doctor Retention &amp; Recruitment Committee</b>	<p>That the Smoky Lake County accept the Smoky Lake Region's Doctor Retention and Recruitment Committee Year-2022 Budget as follows with Smoky Lake County's portion of 61% in the amount of \$14,640.00; and acknowledge there was a zero budget recommended for the "Doctor Recruitment" portion due to a reserve account in the amount of \$106,287.75, as outlined in the year end 2021 Budget, set aside for recruitment of a fourth doctor, as recommended at the Doctor Retention and Recruitment Committee meeting held on February 16, 2022:</p> <table border="1"> <thead> <tr> <th>Municipality</th> <th>Percentage</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td><b>Year-2022 Doctor RETENTION Budget</b></td> <td></td> <td></td> </tr> <tr> <td>Smoky Lake County</td> <td>61%</td> <td>\$ 14,640.00</td> </tr> <tr> <td>Town of Smoky Lake</td> <td>26%</td> <td>\$ 6,240.00</td> </tr> <tr> <td>Village of Vilna</td> <td>7%</td> <td>\$ 1,680.00</td> </tr> <tr> <td>Village of Waskatenau</td> <td>6%</td> <td>\$ 1,440.00</td> </tr> <tr> <td><b>Year-2022 Doctor RETENTION Total Budget:</b></td> <td><b>\$ 24,000.00</b></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td><b>Year-2022 Doctor RECRUITMENT Budget</b></td> <td></td> <td></td> </tr> <tr> <td>Smoky Lake County</td> <td>0%</td> <td>Nil</td> </tr> <tr> <td>Town of Smoky Lake</td> <td>0%</td> <td>Nil</td> </tr> <tr> <td>Village of Vilna</td> <td>0%</td> <td>Nil</td> </tr> </tbody> </table>	Municipality	Percentage	Amount	<b>Year-2022 Doctor RETENTION Budget</b>			Smoky Lake County	61%	\$ 14,640.00	Town of Smoky Lake	26%	\$ 6,240.00	Village of Vilna	7%	\$ 1,680.00	Village of Waskatenau	6%	\$ 1,440.00	<b>Year-2022 Doctor RETENTION Total Budget:</b>	<b>\$ 24,000.00</b>					<b>Year-2022 Doctor RECRUITMENT Budget</b>			Smoky Lake County	0%	Nil	Town of Smoky Lake	0%	Nil	Village of Vilna	0%	Nil	Finance Manager	<p><b>Patti Priest:</b></p> <p><b>Achievements:</b> A copy of Motion #438-22 was emailed to the Doc R&amp;R Committee's managing partner: the Town of Smoky Lake's CAO &amp; Assistant CAO on March 14, 2022. Municipal File: 1-128C</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i></p>	On Track 49 /
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<b>Year-2022 Doctor Retention and Recruitment BUDGET TOTAL</b>	<b>\$ 24,000.00</b>															
2022/02/24	440-22	→ <b>Smoky Lake Riding Club</b>	<p>That Smoky Lake County acknowledge receipt of the following information from the Smoky Lake Riding Club, as an Added Named Insured (ANI) under the County's insurance umbrella:</p> <p>Ø Financial Statement: January 1st to December 31st, 2021, and</p> <p>Ø Minutes: Organizational Meeting, February 6, 2022.</p>	Legislative Service Clerk	<p><b>Patti Priest:</b></p> <p><b>Achievements:</b> Retained in Club's ANI Binder, as per County Risk Management Policy. Municipal File: ANI Binder</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i></p>	Completed 100 /										
2022/02/24	441-22	→ <b>Proclaim Economic Development Week May 9-13, 2022.</b>	<p>That Smoky Lake County proclaim Economic Development Week May 9-13, 2022:</p> <p>Whereas, the International Economic Development Council is the largest professional economic development organization dedicated to serving economic developers, and</p> <p>Whereas, the International Economic Development Council provides leadership and excellence in economic development for communities, members, and partners through conferences, training courses, advisory services and research, in-depth publications, public policy advocacy, and initiatives such as the Accredited Economic Development Organization program, the Certified Economic Developer designation, and the Entrepreneurship Development Professional, and</p> <p>Whereas, economic developers promote economic well-being and quality of life for their communities by creating, retaining, and expanding jobs that facilitate growth, enhance wealth, and provide a stable tax base, and</p> <p>Whereas, economic developers stimulate and incubate entrepreneurship in order to help establish the next</p>	Communications Technician	<p><b>Patti Priest:</b></p> <p><b>Achievements:</b> Communications will promote this at the appropriate time in May on Social Media. Municipal File: 61-30</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i></p>	On Track 19 /										



Meeting...	Motio...		Details	Owner	Progress Update	Curr...
			<p>generation of new businesses, which is the hallmark of the American economy, and</p> <p>Whereas, economic developers are engaged in a wide variety of settings including rural and urban, local, state, provincial, and federal governments, public-private partnerships, chambers of commerce, universities, and a variety of other institutions, and</p> <p>Whereas, economic developers attract and retain high-quality jobs, develop vibrant communities, and improve the quality of life in their regions, and</p> <p>Whereas, economic developers work in Smoky Lake County within the Province of Alberta.</p> <p>NOW THEREFORE BE IT RESOLVED, that Smoky Lake County recognizes the week of May 9 through May 13, 2022, as Economic Development Week, and remind individuals of the importance of this community celebration which supports expanding career opportunities and making lives better.</p>			
2022/02/24	442-224	<p>→ <b>Rural Community Health Provider Attraction and Retention Conference</b></p>	<p>That Smoky Lake County Council who can attend – attend the Rural Community Health Provider Attraction and Retention Conference, scheduled October 4-6, 2022, at Drayton Valley; and forward the information to the Smoky Lake Region’s Doctor Retention and Recruitment Committee managing partner: Town of Smoky Lake.</p>	<p>Legislative Service Clerk</p>	<p><b>Patti Priest:</b></p> <p>Achievements: Administration to be advised for who is attending. Information was forward to the Managing Partner, Town o Smoky Lake on February 24, 2022 – Attention: CAO &amp; Assistant CAO. Municipal File: 5-19</p> <p>Challenges:</p> <p>Next Steps: <i>No value</i></p>	<p>On Track 54 /</p>
2022/02/24	443-224	<p>→ <b>Smoky Lake RCMP Detachment</b></p>	<p>That Smoky Lake County acknowledge receipt of the correspondence from Roxanne Genereaux, Acting Detachment Commander, Smoky Lake RCMP Detachment, dated January 31, 2022, and the quarterly Community Policing Report covering the period October 1st to December 31st, 2021.</p>	<p>Legislative Service Clerk</p>	<p><b>Patti Priest:</b></p> <p>Achievements: Information retained for actions resulted by a Community Member. Municipal File: 2-85</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	<p>Comple 100 /</p>

Meeting...	Motio...	Goal	Details	Owner	Progress Update	Curr...
2022/02/2 4	444-22	→ <b>WiMacTel Canada Inc. On Behalf of TELUS Communications Inc.</b>	That Smoky Lake County acknowledge receipt of the copied letter addressed to the Village of Vilna Mayor: Leroy Kunyk, from Andy Rasimas, WiMacTel Canada Inc. on behalf of TELUS Communications Inc., dated January 24, 2022, announcing the removal of payphones at Garner Lake Campground on or after April 5, 2022, due to decline in usage.	Legislative Service Clerk	<p><b>Patti Priest:</b></p> <p>Achievements: Information retained for historical purposes. Municipal File: 1-41</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	Comple 100 /
2022/02/2 4	445-22	→ <b>Old Fashioned Bread Bakery Co. Ltd.</b>	That Smoky Lake County Council who can attend – attend the Old Fashioned Bread Bakery Co. Ltd. 50th Anniversary barbeque celebration scheduled for April 2, 2022; and issue a Certificate of Recognition in celebration of their 50th Anniversary, in response to the letter received from Rennee Cherniwchan, Owner, Old Fashioned Bread Bakery Co. Ltd. received on February 2, 2022.	Legislative Service Clerk	<p><b>Patti Priest:</b></p> <p>Achievements: Certificate of Recognition will be prepared for the Reeve to present on April 2, 2022. Municipal File: 7-15 &amp; 1-13</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	On Track 53 /
2022/02/2 4	446-22	→ <b>Minister's Awards for Municipal and Public Library Excellence</b>	That Smoky Lake County advertise for self-nomination to the Year-2022 Minister's Awards for Municipal and Public Library Excellence, in response to the letter received from Ric McIver, Minister of Municipal Affairs, dated February 14, 2022; and forward the information to the Northern Lights Library System Board.	Communications Technician	<p><b>Evonne Zukiwski:</b></p> <p>Achievements:</p> <ul style="list-style-type: none"> <li>Shared Minister's Awards for Municipal and Public Library Excellence on social media- January 18, 2022</li> <li>Shared Minister's Awards for Municipal and Public Library Excellence (Deadline extended) on social media- February 24, 2022</li> </ul> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	Comple 100 /
2022/02/2 4	447-22	→ <b>Military Service Recognition Book - Royal Canadian Legion</b>	That Smoky Lake County <b>take no action</b> to the letter received from John Richards, Advertising Rep/Military Service Recognition Book, Alberta / NWT Command - Royal Canadian Legion, dated February 9, 2022, requesting support by purchasing a business card-sized colour ad in the 15th annual publication: Military Service Recognition book.	Legislative Service Clerk	<p><b>Patti Priest:</b></p> <p>Achievements: Information retained for historical purposes in respect to action taken and Communications receipt of information. Municipal File: 7-64</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	Comple 100 /

Meeting...	Motio...	Goal	Details	Owner	Progress Update	Curr...														
2022/02/24	448-22	→ <b>Smoky Lake County: 2021 Census Population</b>	<p>That Smoky Lake County acknowledge the Statistics Canada Year-2021 Census Population of the Smoky Lake County Census subdivision, which includes settlements, is as follows:</p> <table border="1"> <tr> <td>Population, 2021</td> <td>3,874</td> </tr> <tr> <td>Population, 2016</td> <td>4,107</td> </tr> <tr> <td>Population percentage change, 2016 to 2021</td> <td>- 5.7</td> </tr> <tr> <td>Total private dwellings</td> <td>1,913</td> </tr> <tr> <td>Private dwellings occupied by usual residents</td> <td>1,500</td> </tr> <tr> <td>Population density per square kilometre</td> <td>1.1</td> </tr> <tr> <td>Land area in square kilometres</td> <td>3,396.29</td> </tr> </table> <p>and Smoky Lake County's actual numbers for 2021 Census will be provided at a future meeting once released by Alberta Municipal Affairs.</p>	Population, 2021	3,874	Population, 2016	4,107	Population percentage change, 2016 to 2021	- 5.7	Total private dwellings	1,913	Private dwellings occupied by usual residents	1,500	Population density per square kilometre	1.1	Land area in square kilometres	3,396.29	Legislative Service Clerk	<p><b>Patti Priest:</b></p> <p>Achievements: Retained for reference and historical purposes. Municipal File: 1-106</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	Completed 100 /
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Population density per square kilometre	1.1																			
Land area in square kilometres	3,396.29																			
2022/02/24	449-22	→ <b>Town of Smoky Lake: 2021 Census- 5th Fastest Growing Town in Alberta</b>	<p>That Smoky Lake County acknowledge the Town of Smoky Lake as the 5th fastest growing town in Alberta, according to the Year-2021 Federal Census showing a Year-2016 population of 964 and a Year -2021 population of 1,127, as per the email received from Alberta HUB, dated February 12, 2022, congratulating the Town of Smoky Lake on same.</p>	Legislative Service Clerk	<p><b>Patti Priest:</b></p> <p>Achievements: Information retained for reference purposes. Municipal File: 1-113</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	Completed 100 /														
2022/02/24	450-22	→ <b>Shevchenko Church</b>	<p>That Smoky Lake County Public Works inspect the site of the Shevchenko Church &amp; Cemetery Association's gate and fence project, estimated to be in the amount of \$25,725.00, on the land legally described as SW-30-60-16-W4, and bring back the findings to Council for further discussion in response to the letter received from Bill Ewanciw, President, Shevchenko Church &amp; Cemetery Association, dated February 20, 2022, requesting assistance in any amount to help fund the unfunded portion of the project in the amount of \$12,325.00.</p>	Public Works Manager	<p><b>Patti Priest:</b></p> <p>Achievements: Due to the abundance of snow, an inspection of the site was not feasible as of March 14, 2022.</p> <p>Challenges: <i>No value</i></p> <p>Next Steps: <i>No value</i></p>	On Track 19 /														

Meeting...	Motio...	Goal	Details	Owner	Progress Update	Curr...
2022/02/2 4	541-22	→ <b>Portage College Lac La Biche Campus - Indigenous Cultural Space</b>	That Smoky Lake County Council who can attend – attend the Grand Opening of the newly created Indigenous Cultural Space at the Portage College Lac La Biche Campus, on March 4, 2022 at 1:00 p.m. in Lac La Biche.	Legislative Service Clerk	<b>Patti Priest:</b> Achievements: Reeve indicated to attend the Open House Celebration – Now re-scheduled to March 18, 2022. Municipal File: 14-19  Challenges: <i>No value</i>  Next Steps: <i>No value</i>	Comple 100 /
2022/02/2 4	452-22	→ <b>Monthly Release of Information - January 2022</b>	That Smoky Lake County's following correspondence released to Smoky Lake County Council in accordance with Policy Statement No. 01-28-02: Council - Request for Information, for the month of December 2021 and January 2022, be (F) filed for information or (A) acknowledged receipt:  Ø R04-22: Paul McLauchlin, President, Rural Municipalities of Alberta, in respect to advocacy efforts with the Alberta Energy Regulator (AER). / Letter from RMA to Laurie Pushor, President and Chief Executive Officer Alberta Energy Regulator, in respect to RMAs concern with AER's comments regarding Bill 77 AND Implementation of changes to Directive 067. F  Ø R05-22: Aspen View Board Highlights Newsletter, dated February 3, 2022. F  Ø R06-22: Lakeland Industry and Community Association (LICA) Update: 2021 Overview of the Riparian Web Portal. F	Legislative Service Clerk	<b>Patti Priest:</b> Achievements: R04-22 – Municipal File: 1-29 R05-22 – Municipal File: 17-4 R06-22 – Municipal File: 1-244  Challenges: <i>No value</i>  Next Steps: <i>No value</i>	Comple 100 /
2022/02/2 4	453-22	→ <b>Derek Zaplotinsky - Paralympic Athlete &amp; Local Resident</b>	That Smoky Lake County extend an invitation to Derek Zaplotinsky, Paralympic Athlete & Local Resident, to be a delegation before Council at a future Council Meeting, after the Year-2022 Paralympics Games scheduled for March 4-13, 2022, in Beijing, China, have concluded.	Legislative Service Clerk	<b>Patti Priest:</b> Achievements: A letter invitation has been prepared under the Reeve's signature, requesting an RSVP from Derek by April 19, 2022.  Challenges: <i>No value</i>  Next Steps: <i>No value</i>	On Track 53 /
2022/02/2 4	454-22	→ <b>Thank You to Smoky Lake County</b>	That Smoky Lake County acknowledge receipt of the "Thank You" correspondence received in the month of February 2022, from:  Ø Derek Zaplotinsky Paralympic Athlete & Local Resident, for the County's financial support, and  Ø Charlie Leskiw, Member of the Vilna Agricultural Society, for the County's assistance pushing heavy snow off of the parking lot and driveway.	Legislative Service Clerk	<b>Patti Priest:</b> Achievements: Retained for information purposes. Municipal File: 1-130  Challenges: <i>No value</i>  Next Steps: <i>No value</i>	Comple 100 /





## Reeve's Report

February 19, 2022 to March 16, 2022

February 22, 2022 – Council Departmental Operations meeting, held in Chambers (all Council)

- Reviewed all management reports of activities and tasks completed.
- Approved to amend the P&D position name of “Planning and Development Assistant” to “Planning Technician” and adjust the salary range to be \$61,000 to \$88,000.

February 23, 2022 – Joint Health & safety Committee Meeting, held virtually (Lorne & Dominique)

- Approved to amend six policies to take corrective action in respect to rectifying deficiencies listed in the External Safety Audit - Action Plan document from Alberta Municipal Health and Safety (AMHSA).
- Reviewed two incidents:
  - January 19, 2022 - worker was working on sand salt shed noticed block was hit and moved, and when investigated it was believed this happened sometime ago, no damage to any of our loaders, interviewed all staff no one noticed it.
  - January 26, 2022 - worker turning around grader in taxpayer's driveway, hit the post on the entry way, taxpayer was notified of this event.

February 23, 2022 – Economic Development Workshop, held virtually/in Chambers (all Council)

- Facilitated by Doug Griffiths, Chief Community Builder, 13 Ways Inc., as part of the ongoing Regional Service Delivery Review funded through the 2020/21 – Alberta Community Partnership (ACP) Intermunicipal Collaboration Grant, with the Village of Vilna as the managing partner.
- The Town of Smoky Lake and Village of Waskatenau also participated in the meeting.
- The results will be acknowledged officially when they become available through a Council motion.

February 24, 2022 - Council Regular Meeting, held in Chambers (all Council)

- Executed a funding agreement with Park Canada for the “North Saskatchewan River (AB) Management Plan for Canadian Heritage River Designation” totaling \$45,000.
- Received a presentation from the developer of Northern Lights R.V. Resort, located along Hwy 652 at Range Road 141.
- Received a presentation from Riverland Recreational Trail Society & Alberta's Iron Horse Trail on financial activities.
- Amended Policy Statement No. 14-A.02-03: Incident Reporting.
- Accepted the Victoria Trail Agricultural Society as an Additional Named Insurance with RMA Insurance under the County's insurance umbrella.
- Approve to submit a funding application for Electric Vehicle Charging Stations.
- Approved the 2-year extension of Municipal Sustainability Initiative (MSI) grant.
- Accept the Smoky Lake Region's Doctor Retention and Recruitment Committee Year-2022 Budget, with the County's portion of \$14,640.
- Proclaimed Economic Development Week to be May 9-13, 2022.
- Acknowledged receipt of the Smoky Lake RCMP Detachment's quarterly Community Policing Report for October 1st to December 31st, 2021.

February 25, 2022 – Foundation CAO Evaluation Meeting, held virtually (Lorne, Dominique, Jered & Linda)

- Discussion on CAO Evaluation process including the format, what other Foundation use/do etc.

February 25, 2022 – RMA 101 Business Services Webinar (Lorne)

- Discussed Canoe Insurance, Equipment Purchasing, Admin Services etc.



# Reeve's Report

February 19, 2022 to March 16, 2022

March 2-3, 2022 – CUPE Collective Bargaining, held in Chambers (Lorne, Danny & Dominique)

- Negotiated with the CUPE Local 4575 Employees to renew the collective agreement.

March 4, 2022 - Minister of Justice and Solicitor General Meeting - Alberta Provincial Police Transition Study Engagement, held at Métis Crossing (Lorne, Danny, Jered & Dominique)

- The meeting focused on key concepts presented in the transition Alberta Provincial Police Service Transition Study with the intent to refine the model presented by PricewaterhouseCoopers (PwC) and inform future decisions on an Alberta Provincial Police Service.

March 7, 2022 – Highway 28/63 Regional Water Services Commission bylaw working group, held virtually/in Chambers (Lorne & Danny)

- Held review in preparation for 2<sup>nd</sup> & 3<sup>rd</sup> readings of the Commission's new Bylaw 008-2022 designed to cover the entire governance, administration and operation of the Commission in accordance with Bill 22 changes to the MGA.

March 13-16, 2022 – RMA Convention, held in Edmonton (Lorne, Linda, Dominique, Jered)

- Session topics included:
  - Council's Role in Strategic Planning & Service Delivery,
  - Role Clarity for Municipal Councillors,
  - The Revamp of Recycling: Alberta's Journey to a Circular Economy,
  - Mayors and Reeves Meeting, March 14 (Lorne)
  - FCM's President Update,
  - Federal Advocacy Panel,
  - Alberta Law Enforcement Response Teams (ALERT),
  - Infrastructure Asset Management Alberta (IAMA),
  - Strategic Communications for Tense Times,
  - Tips and Tools for Effective Council Meeting Participation, and
  - Rural Connectivity Solutions: Learnings from the Pandemic.

March 15, 2022 – RCMP & Solicitor General Meeting at RMA Convention (Lorne, Linda, Dominique, Jered)

- Held discussions to advocate the County's following priorities: Crime Reduction- Prevent and Reduce Property Crimes, Visibility and Enforcement in the Community, Enhance Public Confidence and Engagement- Consultations and Connections, and Additional Member for the Smoky Lake Detachment.

For more information, please visit the Smoky Lake County Website under Council Meeting Minutes and Agendas. [www.smokylakecounty.ab.ca](http://www.smokylakecounty.ab.ca)

Yours Truly,

Lorne Halisky, Smoky Lake County Reeve and Councillor Division 4

## **Waskatenau Pryveet Dance Club**

Tuesday January 11th, 2022

Regular Meeting - Minutes

Waskatenau Community Hall

6:15p.m.

**Attendance:** Erin Sauchuk (President), Jessica Ollikka (Vice President), Wendy Dowhan (Treasurer), Jami Dombowsky (Secretary), Kelly Andruchow, and Ashley Diachyshyn

1. Call Meeting to Order at 6:18pm
2. Additions/Adoption of the Agenda - Add costumes to new business. Additions have been made. Jami made the motion to approve additions and Kelly seconded.
3. Approval of Minutes from December 7th, 2021 Meeting - Reviewed and Jami made the motion to approve the minutes as presented and Jessica seconded.
4. **Treasurer Report** - Financial Report
  - General Account - \$11,548.27
  - Casino Account - \$5118.34
  - GIC - \$15,523.19Wendy made the motion to approve the financial report and Erin seconded.
5. **Old Business**
  - a. **Pictures** - Booked on February 8th, 2022 at 5:30pm. Still waiting on proofs.
  - b. **Dance Bags (30th Anniversary)** - Erin will look into dance bags. What type of items would we like to order: Hoodies, Pants, Jackets, T-Shirts and duffel bags.
6. **New Business**
  - a. **Competitions** - Due to COVID, kids being sick and having terrible roads this year. We have decided as a group not to compete in competitions and just let the kids dance at practices. Competitions will resume for the 2022/2023 season.
  - b. **Year-End Concert** - New date is April 23rd, 2022 at 2pm. We will not have a dinner and the kids will do their dance routines. We will give out plaques/awards. We need to order 5 new plaques for the new dancers. We also should have 2020/2021 tags added to the individuals who danced last year.
  - c. **Costumes/Make-up** - For pictures, kids will have their costumes, which will be picked up on January 25th at the hall. As for make-up, light brown eyeshadow, blush and red lipstick (colorstay), this doesn't rub off on costumes. Erin will send out a text as well.



7. Next Regular Meeting - March 1, 2022 at 6:15pm
8. Adjourned at 6:50pm

## **Waskatenau Pryveet Dance Club**

Tuesday March 1st, 2022

Regular Meeting - Agenda

Waskatenau Community Hall

6:15p.m.

1. Call Meeting to Order
2. Additions/Adoption of the Agenda
3. Approval of Minutes from January 11th, 2022 Meeting
4. **Treasurer Report**  
Financial Report
5. **Old Business**
  - a. **Dance Clothing/Bags** - Erin will look into setting up a website where we can order dance items with a logo.. What type of items would we like to order: Hoodies, Pants, Jackets, T-Shirts and duffel bags. Are we still interested in ordering?
  - b. **Year-End Concert** - New date is April 23rd, 2022 at 2pm. We will not have dinner and the kids will do their dance routines. We will give out plaques/awards. We need to order 5 new plaques for the new dancers. We also should have 2020/2021 tags added to the individuals who danced last year. ***Confirm the amount of plaques and tags we need to order and where are we ordering from?***
6. **New Business**
7. Next Regular Meeting
8. Adjourned



<b>REQUEST FOR DECISION RCDC</b>		DATE	<b>March 24, 2022</b>															
		<b>5.3.6.c</b>																
TOPIC	2021 Economic Development: Expenditures																	
PROPOSAL	<p><b>BACKGROUND:</b></p> <p><b>Regional Community Development Committee (RCDC) – <u>2021 Budget</u></b></p> <p><b>Smoky Lake County: April 29, 2021 – Motion 703-21:</b> That Smoky Lake County, as the managing partner of the Regional Community Development Committee (RCDC) approve the Year-2021 Economic Development Budget in the amount of \$100,000.00 with the Year-2021 Municipal Contributions allocated as follows:</p> <ul style="list-style-type: none"> <li>■ Smoky Lake County in the amount of \$67,500.00,</li> <li>■ Town of Smoky Lake in the amount of \$27,000.00, and</li> <li>■ Village of Vilna in the amount of \$5,500.00.</li> </ul> <hr/> <p><b>CURRENT:</b></p> <p><b>Regional Community Development Committee: <u>December 6, 2021 - Motion 14-21</u></b> “That the Regional Community Development Committee (RCDC) recommend to each respective municipality to approve the Managing Partner, Smoky Lake County to invoice for the 2021 Economic Development expenditures to each respective municipality based on the year 2021 actual costs incurred by RCDC”.</p> <p>► <b>Email from Michelle Wright, CEDO on March 7, 2021: Re: <u>Motion Required</u></b></p> <p>Should be just less than the budgeted amount:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th style="background-color: #FFFF00;">Budget 2021</th> <th style="background-color: #FFDAB9;">2021 anticipated amounts to be invoiced</th> </tr> </thead> <tbody> <tr> <td>County</td> <td style="text-align: right;">\$ 67,500.00</td> <td style="text-align: right;">\$ 61,531.33</td> </tr> <tr> <td>Town</td> <td style="text-align: right;">\$ 27,000.00</td> <td style="text-align: right;">\$ 24,612.53</td> </tr> <tr> <td>Vilna</td> <td style="text-align: right;">\$ 5,500.00</td> <td style="text-align: right;">\$ 5,013.66</td> </tr> <tr> <td></td> <td style="text-align: right;">\$ 100,000.00</td> <td style="text-align: right;">\$ 91,157.53</td> </tr> </tbody> </table> <hr/> <p><b>RECOMMENDATION:</b></p> <p><b><u>2021 Economic Development</u></b></p> <p><b>That Smoky Lake County, as a municipality in partnership of the Regional Community Development Committee (RCDC) with the Town of Smoky Lake, and the Village of Vilna approve for the Managing Partner, Smoky Lake County to invoice for the 2021 Economic Development to each respective municipalities based on Year 2021 actual expenditure costs incurred by RCDC.</b></p>				Budget 2021	2021 anticipated amounts to be invoiced	County	\$ 67,500.00	\$ 61,531.33	Town	\$ 27,000.00	\$ 24,612.53	Vilna	\$ 5,500.00	\$ 5,013.66		\$ 100,000.00	\$ 91,157.53
	Budget 2021	2021 anticipated amounts to be invoiced																
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Vilna	\$ 5,500.00	\$ 5,013.66																
	\$ 100,000.00	\$ 91,157.53																
<b>CHIEF ADMINISTRATIVE OFFICER</b>																		

# Join the Smoky Lake RCMP for



The Smoky Lake RCMP invites community members to come to various locations in the Smoky Lake County to have coffee with your local Smoky Lake RCMP members and support local businesses. An invitation has also been extended to Smoky Lake's Community By-law officer, community council members as well as community emergency services personnel.

Join your local community members for coffee and engaging conversations. No agenda or speeches, just a chance to ask questions, voice concerns, and get to know your local RCMP officers.

**Coffee with a Cop will take place the third Thursday of every month.**  
**Mark your calendars and join us!**

DATE/ TIME		LOCATION:
March 17, 2022	10:00 AM- 11:00 AM	Smoky Lake- Skyway on 28
April 21, 2022	10:00 AM- 11:00 AM	Vilna- Porky's Café
May 19, 2022	10:00 AM- 11:00 AM	Waskatenau- Iron Horse Café
June 16, 2022	10:00 AM- 11:00 AM	Smoky Lake- The Great Bear Café
July 21 , 2022	10:00 AM- 11:00 AM	Vilna- Pool Hall
August 18 , 2022	10:00 AM- 11:00 AM	Waskatenau- Community Hall
September 15, 2022	10:00 AM- 11:00 AM	Smoky Lake- Smoky Lake Inn Café
October 20, 2022	10:00 AM- 11:00 AM	Vilna- Porky's Cafe
November 17, 2022	10:00 AM- 11:00 AM	Waskatenau- Iron Horse Café
December 15, 2022	10:00 AM- 11:00 AM	Smoky Lake- The Bakery





6.1

ph 780-636-3960

info@vilnaagsociety.com

February 17, 2022

Sent via email: [dgawalko@smokylakecounty.ca](mailto:dgawalko@smokylakecounty.ca)

**RE: Request for Financial Assistance**

Dear Smoky Lake County Council,

The Vilna & District Agricultural Society was formed on March 16, 1972 by a group of 158 residents looking to improve the quality of life in the community by offering the Cultural Center and Arena buildings. Over the past 50 years, these buildings have become well known community hubs for various organization's events, fundraisers, and social gatherings.

The past two years have been difficult for not only our organization, but for all the residents of Smoky Lake County. Unfortunately, many events typically hosted in our facilities were not able to proceed because of changing restrictions and looming health concerns. With insurance, utility and other costs increasing, it is difficult to continue operating in our facilities with minimal rental income.

In conjunction with the Village of Vilna, the Vilna School and the Vilna Pool Hall Society, we are hosting our annual Boomtown Days event August 19 – 21, 2022 with the theme of "Vilna Celebrates". This will recognize our 50<sup>th</sup> anniversary, as well as the 100<sup>th</sup> anniversaries for the Village, school, and pool hall.

To host the Boomtown Days event, we are accepting the risk of utilizing our operating funds to host this celebration to improve the quality of life in our community. We are hopeful that this event can help to rejuvenate the spirit of Vilna as an active community. We are asking for financial assistance from the County of Smoky Lake for \$20,000 to help us not only host this important event, but also continue to operate and improve our facilities.

We appreciate the County's previous support of our organization and consider you an integral partner of our organization. Thank you for your consideration of our request and we look forward to hearing from you.

Sincerely,

Charlie Leskiw

President

CC: cao@smokylakecounty.ca

[www.vilnaagsociety.com](http://www.vilnaagsociety.com)



ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Hays*

February 24, 2022

Dear Chief Elected Officials:

I am writing to share information with you about *Budget 2022*, which my colleague, the Honourable Travis Toews, has tabled in the Alberta legislature. You will find below some details about Budget 2022 that are most closely related to Alberta Municipal Affairs and the Alberta municipalities that we all continue to serve.

Alberta's government is investing approximately \$980 million overall to build stronger communities across our province. These funds will continue to deliver important programs and services, support effective governance, and protect public safety. Alberta is moving forward to a time of economic recovery and prosperity, where Albertans have opportunities to build their skills, pursue their passions, and support themselves and their families. That's why we are continuing to provide significant infrastructure funding in the near term to support our economic recovery, even as we help municipalities adjust to new funding levels.

As we discussed last year, Municipal Sustainability Initiative (MSI) capital funding is averaging \$722 million a year for three years, from 2021-2024. We front-loaded MSI funding for 2021-22 to a total of approximately \$1.2 billion, to help municipalities recover from the pandemic and provide flexibility to ensure priority capital projects could continue. As a result, MSI funding for 2022 and 2023 has been reduced proportionately to \$485 million each year. Additionally, municipalities and Metis Settlements will continue to receive \$30 million under the operating component of the MSI program.

The goal of this strategic, multi-year funding approach is to prepare for implementation of the Local Government Fiscal Framework in 2024-25. Our government passed the *Local Government Fiscal Framework (LGFF) Act*, paving the way for Municipal Affairs to establish a predictable, reliable, long-lasting funding arrangement with Alberta municipalities that is tied to provincial revenues. Baseline funding for the first year of the LGFF in 2024-25 will remain at \$722 million, equivalent to the current three-year average funding level of MSI. The estimated 2022 MSI allocations are available on the program website [here](#).

As you are also aware, the federal Gas Tax Fund changed its name and is now called the Canada Community-Building Fund (CCBF). Fortunately, the level of funding for Alberta has not changed, and we anticipate receiving approximately \$255 million from this federal fund again this year. The estimated 2022 CCBF allocations are available on the program website [here](#).

.../2

MSI and CCBF program funding is subject to the Legislative Assembly's approval of Budget 2022. Individual allocations and 2022 funding are subject to ministerial authorization under the respective program guidelines. Federal CCBF funding is also subject to confirmation by the Government of Canada. You should anticipate receiving letters confirming MSI and CCBF funding commitments in April.

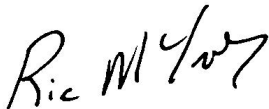
I am pleased to inform you that funding in support of local public library boards will continue to remain stable, helping to deliver important literacy resources to Albertans. We are also maintaining equivalent levels of operational funding for other services, such as the Land and Property Rights Tribunal.

As we all look to the time ahead, I can tell you that Alberta's government understands the challenges and the opportunities that are facing Alberta communities. As we continue to recover from the pandemic and prepare for economic growth, Municipal Affairs remains committed to providing sustainable levels of capital funding, to promoting economic development, and to supporting local governments as they deliver programs and services that Albertans need.

Alberta is moving forward to a prosperous financial future, and Albertans are doing their part to get us there. Alberta's government will do its part by sticking to our fiscal plan. We will continue our disciplined spending to maintain balance, and we will continue to respect Albertans' tax dollars by keeping our spending in line with other provinces.

With our eyes on these goals, we will move forward to a bright, thriving, and prosperous future where Alberta firmly secures our place as the economic engine of our nation.

Sincerely,

A handwritten signature in black ink that reads "Ric McIver". The signature is written in a cursive, slightly slanted style.

Ric McIver  
Minister



# VILLAGE OF WASKATENAU

Box 99, Waskatenau, Alberta T0A 3P0

Phone: (780) 358-2208

Fax: (780) 358-2208

Email: [waskvillage@mcsnet.ca](mailto:waskvillage@mcsnet.ca)

Website: [www.waskatenau.ca](http://www.waskatenau.ca)

February 23, 2022

Smoky Lake County  
Box 310  
Smoky Lake, Alberta  
T0A 3C0



**Re: Bylaw Officer – Dog Control**

The Village of Waskatenau passed a motion at our February 17, 2022 Council meeting to send a letter to the Smoky Lake County to inquire if the Smoky Lake County can assist the Village of Waskatenau with Bylaw Enforcement for Dog Control in our Village.

The Village of Waskatenau no longer has a Bylaw Officer and would like to open discussions with the Smoky Lake County to see if the County Animal Control Officer can assist the Village with dog issues and dog control enforcement in our municipality.

Please contact our office for further discussions regarding this matter.

Thank you

Bernice Macyk, CAO  
Village of Waskatenau

*“Country living at its Best”*



# Two Hills

6.4

Greetings Colleagues,

To all that have reached out saying that a meeting would be a good idea, thank you. I definitely feel that a northeastern Alberta Mayors, Reeves and Indigenous leaders caucus will catch the attention of our elected officials at the GOA. For too long we have seen promises made by incoming governments to be just that, words.

Health care, broadband and guaranteed tax dollars such as MSI, are just a few of the topics which affect us all. Feel free to bring forward other topics which may be important to you and your community.

As the weather in March can still be poor, I suggest we meet in April on the 12 or 13th. Please respond with the date that best works for you and we will go with the majority. The meeting would start between 10:00 and 10:30 a.m., have a working lunch and end between 2:00 and 3:00 p.m. This would allow for the furthest participants to still be home by supper time. As this is only in the planning phases, please only send one member from your community to share your concerns. I feel going forward that elected MLAs would gladly want to be a part of our discussions.

Looking forward to begin this journey with all of you. The wealth of our province comes in large part from the communities we represent and serve.

Yours Truly,  
TOWN OF TWO HILLS

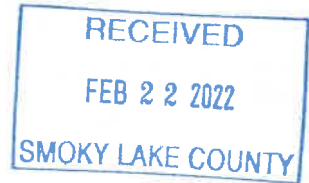


Leonard Ewanishan  
Mayor



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Hays*



6.5

AR107526

February 15, 2022

Reeve Lorne Halisky  
Smoky Lake County  
PO Box 310  
Smoky Lake AB T0A 3C0

Dear Reeve Halisky:

Thank you for Smoky Lake County's November 5, 2021, letter regarding your request to fund the new Bridge File 09915 Rehabilitation project, as well as the request for a time extension on the previously approved Range Road 181 Rehabilitation Municipal Stimulus Program (MSP) project.

I have reviewed your application and am pleased to accept your Bridge File 09915 Rehabilitation project under the MSP program. I am also pleased to approve your request for a time extension on both projects. The MSP funding for these projects must be expended by December 31, 2022, as further exemptions will not be granted. In addition, project reporting will now also be required in 2023.

I look forward to learning of the successful completion of the projects.

Should you have any other questions regarding the MSP program, please contact one of our grant advisors toll-free by first dialing 310-0000, then 780-422-7125, or by email at [ma.municipalstimulus@gov.ab.ca](mailto:ma.municipalstimulus@gov.ab.ca).

Thank you again for writing.

Sincerely,

Ric McIver  
Minister

cc: Gene Sobolewski, Chief Administrative Officer, Smoky Lake County  
Brenda Adamson, Finance Manager, Smoky Lake County



6.6

Vilna & District Municipal Library  
780-636-2077  
[librarian@vilnapubliclibrary.ab.ca](mailto:librarian@vilnapubliclibrary.ab.ca)  
5431 – 50<sup>th</sup> St  
P.O. Box 119  
Vilna, Alberta, T0A 3L0

Smoky Lake County  
4612 McDougall Drive  
PO Box 310  
Smoky Lake, AB T0A 3C0

Respected Ladies & Gentlemen

The Vilna & District Municipal Library is reaching out in hopes you will partner with us, so we can further serve the local community and district. We have two proposals for you one for Memberships & another for Computer Courses. These proposals will allow us to further our reach, extend knowledge to those looking, as well as teach valuable skills to those within the area who need.

Please see the proposals attached.

We thank you for your consideration.  
Rebeka-Lynn Harakal  
Vilna & District Municipal Library Manager  
P: 780-636-2077  
E: [librarian@vilnapubliclibrary.ab.ca](mailto:librarian@vilnapubliclibrary.ab.ca)



Vilna & District Municipal Library

780-636-2077

[librarian@vilnapubliclibrary.ab.ca](mailto:librarian@vilnapubliclibrary.ab.ca)

5431 – 50<sup>th</sup> St

P.O. Box 119

Vilna, Alberta, T0A 3L0

## **Vilna & District Municipal Library Proposal 2022**

The Vilna & District Municipal Library has been running since 1984, and we strive to serve the community. Vilna has unique needs, but also the individuals within the community each have unique needs. We are dedicated to serving everyone within the community.

### **Proposals**

The Vilna & District Municipal Library would like to propose the following be implemented in 2022.

- Membership Fees Waived
- Computer Courses

Each of the proposals we are planning on offering in 2022 addresses issues within our community and builds a stronger sense of belonging amongst participants. A detailed breakdown on the plan for each, how success will be evaluated, and required resources can be found on the following pages. Following that is our marketing plan, followed by the financial plan.

If you have any questions or concerns, please contact the Vilna & District Municipal Library Manager, Rebeka Harakal.

Kind regards.

Rebeka Harakal, Library Manager

Vilna & district Municipal Library

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## Proposal Outlines

### Membership Fees Waived

**Overview:** We have found a common barrier to using the library to its full capacity is the membership fees. Vilna is home to many seniors, low-income families and those struggling due to lack of employment opportunities locally within the community. With the acceptance of this proposal, we will waive the fees to the community, and instead have them incomed and paid by Smoky Lake County.

**Plan:** We propose that at the end of each fiscal year we will submit a record of newly active or renewed memberships to Smoky Lake County for reimbursement of the waived fees.

**Benefits to the Community:** This will allow for more people within the community to access and use the library to its fullest capacity, allowing for knowledge, relaxation, improved mental health and a sense of inclusivity amongst the community.

**Person Responsible:** The Vilna Library Manager will be responsible for the tracking & submission of the new or renewed memberships, and all communication.

#### Required Resources:

- Library Manager – for evaluation & reporting, at library manager hourly wage
- Board Members – where Board related duties apply, at no cost

**Evaluation of Proposals:** Evaluation of the proposal will be done yearly and submitted for record keeping purposes.



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## Computer Courses

**Overview:** Computer knowledge is becoming more and more required in day-to-day life. Many seniors, adults, and even young adults still struggle with understanding the basics of computers, email, word, and other important knowledge. We plan to offer a computer basics course three times a year to help those in need further their skills and knowledge. Due to the unique needs of Vilna and area we plan to offer this course free of charge to our patrons. With success more in-depth courses maybe added later.

**Program Plan:** This program would run 1 day a week 2 hours each class for a month at a time, totally 4 classes. Participants are welcome to join us again for another session at any time.

**Benefits to the Community:** Providing an important knowledgeable skill to the community, creating a safe learning environment close to home, providing new opportunities to those who take part.

**Person Responsible:** The Vilna Library Manager will be responsible for the planning & execution of the Computer Courses, along with evaluation & reporting.

### Required Resources:

- Library Manager – for planning, execution, evaluation & reporting, at library manager hourly wage
- Board Members – where Board related duties apply, at no cost
- Computers & Internet access – cost variable

**Evaluation of Program** Evaluation of the program will be done after the completion of each course, with adjustments made where/when necessary, by the Library Manager & Library Board.



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## **Marketing Plan**

Promoting our proposals will help further the success, especially in our widespread rural community where posters or word of mouth are unreliable at best. Using post office mail outs has been very successful for us in the past and would provide the best reach. Facebook posts are also a very cost-efficient means of spreading the word through well-timed, visually attractive posts. A once/year mail out would ensure residents of the village and county are aware of the proposals, while Facebook posts would provide us with flexibility for reminders or should programs, dates, times or location change during the year.

## **Financial Plan**

Please see the table on the next page for the projected cost to run each of these proposals for the year. Funding for the Computer Course would need to be provided at the start of each application year in order to allow us to run the course for the year, in future, expenditure reports and a review of the programs will be provided with our re-application & future proposals. Funds for the Membership Fee proposal could be remitted at years end once the report and final numbers have been reported, as discussed above.



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Membership Fee Waived				
Last Years Actuals	Projected for 2022	Total Estimated Expense		
\$355.00	\$450.00	<b>\$450.00</b>		
Computer Course				
	# of times offered per year	Cost Per Course	One-Time Cost	Total Cost
Advertsing	1		\$25.00	\$25.00
Employee/Staffing	3	\$136.00		\$408.00
Admisstration/Planning	3	\$68.00		\$204.00
<b>Total Computer Course Cost for 2022</b>				<b>\$637.00</b>





