

## SMOKY LAKE COUNTY

**A G E N D A:** County Council Meeting to be held on  
Wednesday, **February 15, 2023** at 9:00 A.M.  
Virtual through Zoom Platform

Meeting ID: 863 1944 1912 Passcode: 577629

<https://us02web.zoom.us/j/86319441912?pwd=MmFkSXlSMjUxcjhmUGpzaXhrMmhjZz09>

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 January 24, 2023 – **County Council Departmental** Meeting. ©
2. Minutes of January 24, 2023 – **Special Council** Meeting. ©
3. Minutes of January 26, 2022 - **County Council** Meeting. ©

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

- 4.1 Federation of Canadian Municipalities (FCM) Annual Conference & Trade Show. ©
- 4.2 Alberta Rural Connectivity Coalition 3rd Annual Alberta Rural Connectivity Forum. ©
- 4.3 **Policy Statement No. 02-36-01:** Peace Officer Uniform and Equipment. ©
- 4.4 Town of Smoky Lake Centennial: 100 Years Celebration. ©
- 4.5 Assessment Review Board Services. ©
- 4.6 **Bylaw No. 1430-23:** Planning and Development Public Hearing Procedures. ©
- 4.7 Subdivision File 22-R-508:NE 15-60-17-W4M & Pt. SE 15-60-17-W4M. ©
- 4.8 Forest Resource Improvement Association of Alberta (FRIAA) FireSmart Program. ©
- 4.9 3rd Annual Year - 2023 Junior Firefighter Summer Day Camp. ©
- 4.10 **Policy Statement No. 13-01-03:** Surface Lease of Municipally-Owned Properties. ©
- 4.11 2023 Alberta Fire Chief Conference and Tradeshow. ©
- 4.12 Agricultural Service Board – Policies & Bylaw. ©
- 4.13 2023 Ortho Photos. ©
- 4.14 Inside Outside Studios and the iHunter Alberta App. ©
- 4.15 Doctor Retention & Recruitment 2023 Budget. ©
- 4.16 Lakeland Agricultural Research Association (LARA) Agreement for 2023. ©

**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: January 20, 2023 to February 9, 2023. ©
  - 5.1.2 Financial Statement for the months of: **December 2022.** ©
  - 5.1.3 Action List:
    - i. County Council Departmental Meeting – January 24, 2023. ©
    - ii. Special Council Meeting – January 24, 2023. ©
    - iii. County Council Meeting – January 26, 2023. ©
- 5.2 Municipal Finance:
  - 5.2.1 Monthly Report. ©
  - 5.2.2 Actual to Budget Review. ©
  - 5.2.3 Accounts Receivable Aging Report. *(for Councillor's information).* ©
  - 5.2.4 Cheques Register. *(for Councillor's information).* ©
- 5.3 Reeve and Councillor: Reports from various Committees, Boards and Commissions
  - 5.3.1 Division One. ©
  - 5.3.2 Division Two.
  - 5.3.3 Division Three. ©
  - 5.3.4 Division Four. - **Reeve.** ©
  - 5.3.5 Division Five.
  - 5.3.6 Additional Documentation: Committees, Boards and Commissions.

**6. Correspondence:**

- 1. Letter to: Carina Naranjilla, Grant Program Coordinator, Government of Alberta, Heritage Division, dated January 30, 2023 – Re: Letter of Support, Ruthenia School Municipal Historic Resource Conservation. ©  

Recommendation: Approve action taken in providing a letter of support.
- 2. Email from Don Macyk, dated February 6, 2023 – Re: Letter of support from County for Victoria Trail Agricultural Society funding. ©  

Recommendation: Provide letter of support.
- 3. Letter to Chief Stan Houle, Whitefish Lake First Nation #128, dated January 10, 2023 – Re: Invitation to dialogue. ©  

Recommendation: Approve action taken in extending the invitation and for Council who can attend to attend on February 13, 2023 at 2pm at Whitefish Lake First Nations #128.

4. Wyatt Skovron, Manager of Policy and Advocacy, Rural Municipalities of Alberta (RMA), dated February 3, 2023 – Re: Provide input on the impacts of a possible Camrose casino closure. ©

Recommendation: Provide a letter of concern to ALGC and Cc the responsible Minister(s), MLA and Smoky Lake Region Chamber of Commerce.

5. Federation of Alberta Gas Co-ops Ltd. 2023 Spring Zone Meeting – March 23, 2023 at 10:00 a.m. in Two Hills. ©

Recommendation: Who can attend – attend.

## **7. Delegation(s):**

1. Nadine Blaney, Executive Director, Fort Air Partnership @ **10:30 a.m.** – Re: Presentation.
2. Rachele Amyotte, FCSS Program Coordinator, Dawn Phillips, Chief Administrative Officer, Town of Smoky Lake @ **1:00 p.m.**- Re: Smoky Lake Youth Council Discussion. ©

## **8. Executive Session:**

## **9. Information Release:**

1. Calendar: February 2023. ©
2. Thank You Received: None received.

## **10. Bills and Accounts:**

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

- Schedule Policy Committee Meeting
- Schedule a Public Hearing for Bylaw 1429-23: Road Closure on March 16, 2023 at 9:15 a.m.
- Schedule a Public Hearing for Bylaw 1425-22: Vilna IDP on March 16, 2023 at 1:15 p.m.
- Schedule a Public Hearing for Bylaw 1426-22: Town of Smoky Lake IDP on the April Council meeting date at 9:15 a.m.

## **12. Adjournment**

**SMOKY LAKE COUNTY**

Minutes of the **County Council Departmental Operations Meeting** held on **Tuesday, January 24, 2023**, at 9:15 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>Tuesday, Jan. 24, 2023</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	Absent
Finance Manager	Brenda Adamson	Virtually Present
Executive Svcs/R.S.	Patti Priest	Virtually Present
Public Works Manager	Doug Ponich	Virtually Present
Public Works Road Foreman	Bob Novosiwsky	Absent
Plan/Dev Manager	Jordan Ruegg	Virtually Present
Planning Technician	Kyle Schole	Virtually Present @9:39am
GIS Technician	Carole Dowhaniuk	Virtually Present
Assistant Ag Fieldman	Tori Stang	Virtually Present
Natural Gas Manager	Daniel Moric	Virtually Present
Environment & Parks Manager	Dave Franchuk	Virtually Present
Communications Officer	Evonne Zukowski	Absent
Loss Prevention Coord.	Trevor Tychkowsky	Virtually Present
Fire Chief	Scott Franchuk	Virtually Present
Shop Foreman	Mark Fedoretz	Virtually Present
Bylaw Enforcement	Tate Murphy	Virtually Present

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

**2. Agenda:**

275-23: Serben

That the Smoky Lake County Council Departmental Operations Meeting Agenda for Tuesday, January 24, 2023, be adopted as amended:

**Addition to the Agenda:**

1. Executive Session: Personnel Issue, under the authority of the FOIP Act, Section 24 Advice from Officials and Section 27 Privileged Information.

Carried Unanimously.

**3. Minutes:**

No Minutes.

**4. Request for Decision:**

No requests for decision.



**5. Issues for Information:**

**Managers Reports:**

Doug Ponich, Public Works Manager, virtually left the meeting, time 9:24 a.m.

Kyle Schole, Planning Technician, virtually joined the meeting, time 9:39 a.m.

**Loss Prevention Coordinator**

**Policy Statement No. 03-40-04: Cold Weather – Equipment Mobilization**

276-23: Serben That Smoky Lake County Policy Statement No. 03-40-04: Cold Weather – Equipment Mobilization, be reviewed at the next Joint Health & Safety Committee as well as at a future Policy Committee.

Carried.

**Security Surveillance of County Property**

277-23: Serben That Smoky Lake County administration bring forward a policy or policies relating to Security Surveillance of County Property, for Council's review at a future Policy Committee meeting.

Carried.

**Disaster Services Plan**

278-23: Serben That Smoky Lake County Council direct the Chief Administrative Officer to ensure the Loss Prevention Coordinator is prepared to provide Council with an update at the March 2023 Council meeting, in respect to the Disaster Services Planning and funding opportunities available in relation to Disaster Services.

Carried.

**Fine and Penalties Relating to RVs and Municipally Owned Lands**

279-23: Serben That Smoky Lake County administration undertake drafting a bylaw to amend the Land Use Bylaw and remove the provisions which regulate RVs in hamlets and on lake lots, and instead establish a stand-alone Penalties Bylaw with enforceable fines and penalties in respect to RVs, and removal of vegetation and encroachments on County Owned Lands etc., for consideration at a future Council Meeting held prior to the camping season.

Carried.

**Managers Reports**

280-23: Gawalko That the Smoky Lake County Manager and Department reports received for the period of November 8, 2022 to December 7, 2022, from the Public Works Manager, Public Works Shop Foreman, Planning and Development Manager, Loss Prevention Coordinator, Natural Gas Manager, Environment & Parks Manager, Agricultural Fieldman, Fire Chief, GIS Technician, and Communications Officer, be accepted as presented and filed for information.

Carried.

**Training Events – Reports to Council**

281-23: Cere                      That Smoky Lake County Council acknowledge receipt of the Reports produced in accordance with Management Policy Statement No. 01-M-41: Reporting on Training Events, received from:

Environment & Parks:  
➤ 2022 Health, Safety & Utility Conference & Trade Show, taken by Terry Bodnar, on November 30, 2022 to December 1, 2022; and

Agricultural Service Board:  
➤ In Service Training, taken by Tori Stang and Amanda Kihn, on December 5-9, 2022.

And the report received from Terry Bodnar be updated to include the costs and brought forward to the next Council Departmental Operations Meeting.

Carried.

7.     **Delegation:**

No Delegation.

8.     **Executive Session:**

**Personnel Issue**

282-23: Serben                      That Smoky Lake County Council go into Executive Session to discuss a Personnel Issue, under the authority of the FOIP Act, Section 24 Advice from Officials and Section 27 Privileged Information; in the presence of all Council and the Chief Administrative Officer, time 11:50 a.m.

Carried.

283-23: Serben                      That Smoky Lake County Council go out of Executive Session, time 12:20 p.m.

Carried.

**Adjournment:**

284-23: Cere                      That the Smoky Lake County Council Departmental Operations Meeting of January 24, 2023, be adjourned, time 12:21 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 **Special County Council Meeting** held on Tuesday, **January 24, 2023** at 1:00 P.M. held in County Council Chambers as well as virtually online through Electronic Communication Technology: Zoom Meeting.

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

<b>ATTENDANCE</b>		
<u>Div. No.</u>	<u>Councillor(s)</u>	<u>Tuesday, Jan. 24, 2023</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	Absent
Executive Services /R.S.	Patti Priest	Virtually Present

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**WAIVER NOTICE**

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

SMOKY LAKE COUNTY

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

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

<https://us02web.zoom.us/j/86542751471?pwd=RFZ6QkcwNWVBOVFmRmliY3RRa3NlZz09>  
Meeting ID: 865 4275 1471 Passcode: 009585

And in Smoky Lake County Council Chambers on Tuesday, **January 24, 2023**, commencing at **1:00 P.M.**, to hold a Special County Council Meeting for the purpose of discussing and acting on a:

**Request for Decision:**

Alberta Government’s Northern Regional Economic Development (NRED) Funding Program:

- The application submitted to the NRED Program for 50% Funding of a \$250,000 Proposed Project Titled: Broadband and Economic Needs Assessment, requires a resolution for County support of the project pursuant to the discussion with the Chief Administrative Officer on January 20, 2023.
- A resolution for a Municipal funding contribution commitment in the amount of \$125,000 or (50% of the funding request) towards the Proposed Project Titled: Broadband and Economic Needs Assessment, to be funded from reserves subject to being awarded funds from the NRED Program.

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COUNCILLOR:	SIGNATURE	DATE
Dan Gawalko		January 24, 2023
Linda Fenerty		January 24, 2023
Dominique Cere		January 24, 2023
Lorne Halisky		January 24, 2023
Jered Serben		January 24, 2023

**Agenda as per Waiver:**

285-23: Gawalko

That the Smoky Lake County Special Council Meeting Agenda as listed on the “Waiver Notice” for Tuesday, January 24, 2023, be adopted as presented.

Carried Unanimously.

**Request For Decision:**

**Northern Regional Economic Development (NRED) Program – Funding Commitment**

286-23: Halisky

That Smoky Lake County Council **approve to commit a municipal funding** contribution in the amount of \$125,000.00, funded from reserves towards a proposed project titled: Broadband and Economic Needs Assessment, **subject to** receiving the Alberta Government's Northern Regional Economic Development (NRED) Program's matching (50%) funds for the said project estimated to cost in the total amount of \$250,000.00.

Carried.

**Northern Regional Economic Development (NRED) Program – Support of the Application**

287-23: Gawalko

That Smoky Lake County Council **support the application** submitted on Sunday, January 22, 2023, in the County's name to the Alberta Government's Northern Regional Economic Development (NRED) Program, for 50% funding in the amount of \$125,000.00 towards a \$250,000.00 proposed project titled: **Broadband and Economic Needs Assessment**, pursuant to the discussions held with the Chief Administrative Officer on January 20, 2023.

Carried.

**Adjournment:**

288-23: Gawalko

That the Smoky Lake County Special Council Meeting of Tuesday, January 24, 2023, be adjourned, time 1:11 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, **January 26, 2023**, at 9:08 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:

		<u>ATTENDANCE</u>
<u>Div. No.</u>	<u>Councillor(s)</u>	<u>Thursday Jan. 26, 2023</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	Present in Chambers
Executive 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:

GIS Operator	Carole Dowhaniuk	Virtually Present
Assist Ag. Fieldman	Tori Stang	Virtually Present
Bylaw Enforcement	Tate Murphy	Virtually Present
Public	4 Members	Virtually Present
Media	N/A	Absent

**2. Agenda:**

289-23: Fenerty That the Smoky Lake County Council Meeting Agenda for Thursday, January 26, 2023, be adopted, as amended:

**Additions to the Agenda:**

1. Public Works Manager’s Retirement Letter.
2. Waskatenau Fire Truck Unit 403.
3. Northeast Mayors Reeve & Indigenous Leader Caucus’ Funding Request for Lobbying Efforts.
4. Executive Session – Personnel Issue.
5. Request to Meet with Various Ministers.

Carried Unanimously.

**3. Minutes:**

**Minutes of December 6, 2022 - County Council Budget Meeting**

290-23: Cere That the minutes of the **Smoky Lake County Council Budget Meeting** held on Tuesday, December 6, 2022, be adopted as presented.  
Carried.

**Minutes of December 13, 2022 – County Council Departmental Meeting**

291-23: Gawalko That the minutes of the **Smoky Lake County Council Departmental Meeting** held on Tuesday, December 13, 2022, be adopted as presented.  
Carried.

**Minutes of December 14, 2022 - County Council Meeting**

292-23: Fenerty That the minutes of the **Smoky Lake County Council Meeting** held on Wednesday, December 14, 2022, be adopted as presented.  
Carried.

**Minutes of December 16, 2022 - County Council Committee of the Whole - Planning**

293-23: Gawalko That the minutes of the **Smoky Lake County Council Committee of the Whole for the Purpose of Planning Meeting** held on Friday, December 16, 2022, be adopted as presented.

Carried.

**Minutes of December 16, 2022 – Special County Council**

294-23: Gawalko That the minutes of the **Smoky Lake County Council Special Meeting** held on Friday, December 16, 2022, be adopted as presented.

Carried.

**4. Request for Decision:**

**Rural Municipalities of Alberta (RMA) Spring Convention**

295-23: Serben That all Council of Smoky Lake County and relevant Administration attend the Rural Municipalities of Alberta (RMA) Spring Convention scheduled for March 20-22, 2023 to be held at the Edmonton Convention Centre, in Edmonton Alberta.

Carried.

Spencer Kotylak, Deputy Fire Chief & Scott Franchuk, Fire Chief, virtually joined the meeting, time 9:15 a.m.

**Bylaw No. 1422-22: Subdivision and Development Appeal Board (SDAB)**

296-23: Serben That Smoky Lake County Council defer **Bylaw No. 1422-22: Subdivision and Development Appeal Board (SDAB)**, to a future meeting of Council.

Carried.

**Bylaw No. 1429-23: Road Closure- Undeveloped Government Road Allowance; East Side of River Lot 10 (Victoria Settlement)**

297-23: Fenerty That Smoky Lake County Bylaw No. 1429-23: Road Closure- Undeveloped Government Road Allowance; East Side of River Lot 10 (Victoria Settlement), in accordance with Section 22 of the Municipal Government Act, Chapter M-26, revised statute of Alberta 20000, as amended, be given **FIRST READING**; and **schedule a Public Hearing** for the said bylaw, on a date to be determined by Council.

Carried.

Two Members of the Public, virtually joined the meeting, time 9:26 a.m.

Daniel Moric, Natural Gas Manager, virtually joined the meeting, time 9:32 a.m.

**Bylaw No. 1430-23: Planning & Development Public Hearing Procedures**

298-23: Serben That Smoky Lake County Bylaw No. 1430-23: Planning and Development Public Hearing Procedures, for the purpose of establishing public hearing procedures for Planning and Development held by the Council of Smoky Lake County, be given **FIRST READING**.

Carried.

Moved by Councillor Gawalko, that Smoky Lake County Bylaw No. 1430-23: Planning and Development Public Hearing Procedures, for the purpose of establishing public hearing procedures for Planning and Development held by the Council of Smoky Lake County, be given **SECOND READING**.

Carried.

Moved by Councillor Fenerty, that Smoky Lake County Bylaw No. 1430-23: Planning and Development Public Hearing Procedures, for the purpose of establishing public hearing procedures for Planning and Development held by the Council of Smoky Lake County be given **PERMISSION FOR THIRD READING**.

NOT Unanimously Carried, One Opposed.  
**Motion DEFEATED.**

*(MGA, 1994 cM-26.1 s187, Section 187(4) A proposed bylaw must not have more than 2 readings at a council meeting unless the councillors present unanimously agree to consider third reading.)*

**Planning & Development Public Hearing Procedures**

299-23: Fenerty That Smoky Lake County Council acknowledge Bylaw No. 1282-15: Planning and Development Public Hearing Procedures, would be repealed after the third and final reading of Bylaw No. 1430-23: Planning and Development Public Hearing Procedures, for the purpose of establishing public hearing procedures for Planning and Development held by the Council of Smoky Lake County and until such time, Bylaw No. 1282-15 remains in effect.

Carried.

**Bylaw No. 1431-23: Planning & Development Fees**

300-23: Gawalko That Smoky Lake County Bylaw No. 1431-23: Planning & Development Fees, for the purpose of establishing fees for planning and development for Smoky Lake County, be given **FIRST READING**.

Carried.

Moved by Councillor Fenerty That Smoky Lake County Bylaw No. 1431-23: Planning & Development Fees, for the purpose of establishing fees for planning and development for Smoky Lake County, be given **SECOND READING**.

Carried.

Moved by Councillor Serben That Smoky Lake County Bylaw No. 1431-23: Planning & Development Fees, for the purpose of establishing fees for planning and development for Smoky Lake County, be given **PERMISSION FOR THIRD READING**.


Carried Unanimously.

Moved by Councillor Fenerty That Smoky Lake County Bylaw No. 1431-23: Planning & Development Fees, for the purpose of establishing fees for planning and development for Smoky Lake County, be given **THIRD & FINAL READING**; and that the Reeve and the Chief Administrative Officer are hereby authorized to affix their signatures to all necessary documents and the corporate seal also be fastened where it is deemed to be necessary.

Carried.

**Policy Statement No. 07-09-01: Alberta Bilingual Municipalities Association (ABMA) - Liaison Committee Terms of Reference**

301-23: Fenerty That Smoky Lake County Policy Statement No. No. 07-09-01: Alberta Bilingual Municipalities Association (ABMA) - Liaison Committee Terms of Reference, be adopted:

Title: Alberta Bilingual Municipalities Association (ABMA) - Liaison Committee Terms of Reference		Policy No.: 09-01
Section: 07	Code: P-S	Page No.: 1 of 2
Legislation Reference: Alberta Provincial Statutes		
Purpose:	To establish the Alberta Bilingual Municipalities Association (ABMA) Liaison Committee under Recreation and Culture Services, and allow for appointments to be made to the Committee at the County's Organizational Meeting	
<b>Policy Statement and Guidelines:</b>		
<p>1. <b>STATEMENT:</b></p> <p>1.1 The Alberta Bilingual Municipalities Association (ABMA) is an initiative that began in November 2010 and is modeled after the Association of Manitoba Bilingual Municipalities (AMBM).</p> <div style="text-align: center;">  <p>ALBERTA BILINGUAL MUNICIPALITIES ASSOCIATION</p> <p>ASSOCIATION BILINGUE DES MUNICIPALITÉS DE L'ALBERTA</p> </div> <p>1.1.1 <b>ABMA Mission:</b> Our mission is to advocate for economically vibrant, sustainable, bilingual communities through a collaborative network of municipalities.</p> <p>1.1.2 <b>ABMA Vision:</b> To unite municipalities by promoting their prosperity through bilingualism.</p> <p>1.2 Originally known as the "Concerto Network", the ABMA brings together Alberta municipalities that wish to highlight the added value of bilingualism for sustainable economic development. Its economic, social, and cultural contributions help increase the influence of these communities. The Concerto Network became ABMA in the spring of 2017.</p> <p>1.3 Smoky Lake County is a member of ABMA.</p> <p>2. <b>MEMBERSHIP:</b></p> <p>2.1 Two Elected Officials, may be appointed at the County's Organizational meeting to the Alberta Bilingual Municipalities Association (ABMA) Liaison Committee who will fulfill the duties of a member of the Alberta Bilingual Municipalities Association (ABMA):</p> <p>2.1.1 one Elected Official shall be appointed as the member; and</p> <p>2.1.2 another Elected Official shall be appointed as the as alternate member.</p> <p>2.2 Alternatively, a member of Administration may be appointed at Council's discretion, to fulfil the functions and duties of membership in ABMA as contemplated under this policy.</p>		

Title: Alberta Bilingual Municipalities Association (ABMA) - Liaison Committee Terms of Reference		Policy No.: 09-01
Section: 07	Code: P-S	Page No.: 2 of 2
<b>Policy Statement and Guidelines:</b>		
<p>3. <b>OBJECTIVE:</b></p> <p>3.1 To provide representation of Smoky Lake County on the Alberta Bilingual Municipalities Association (ABMA).</p> <p>4. <b>MANDATE:</b></p> <p>4.1 An appointed member shall:</p> <p>4.1.1 attend all scheduled Membership meetings and engage in discussion,</p> <p>4.1.2 share ideas, proposals, and issues with Council for discussion and bring feedback, solutions and/or County perspective back to the ABMA,</p> <p>4.1.3 inform Council of any events, opportunities, etc., including the implementation of the ABMA Strategic Plan.</p>		


Carried.

**Alberta Bilingual Municipalities Association (ABMA) - Liaison Committee Appointments**  
302-23: Serben That Smoky Lake County appoint Councillors Cere and Fenerty as the member and alternate respectively until the October 2023 Organizational Meeting, in accordance with Proposed Policy Statement 07-09-01: Alberta Bilingual Municipalities Association (ABMA) - Liaison Committee Terms of Reference.

Carried.

**Policy Statement No. 04-05-01: North Saskatchewan Watershed Alliance (NSWA) - Liaison Committee Terms of Reference**  
303-23: Serben That Smoky Lake County Policy Statement No. 04-05-01: North Saskatchewan Watershed Alliance (NSWA) - Liaison Committee Terms of Reference, be adopted:



<b>Title:</b> North Saskatchewan Watershed Alliance (NSWA) - Liaison Committee Terms of Reference		<b>Policy No.:</b> 05-01
<b>Section:</b> 04	<b>Code:</b> P-S	<b>Page No.:</b> 1 of 2
<b>Legislation Reference:</b> Alberta Provincial Statutes		
<b>Purpose:</b>	To establish the North Saskatchewan Watershed Alliance (NSWA) - Liaison Committee Terms of Reference under Environmental Health Services, and allow for appointments to be made to the Committee at the County's Organizational Meeting.	
<b>Policy Statement and Guidelines:</b>		
1. <b>STATEMENT:</b>		
1.1	The NSWA is a non-profit society that is provided strategic direction and guidance by an elected 20-member Board of Directors which reflect the range of stakeholders within the watershed.	
		
1.2	Under the provincial Water for Life Strategy the North Saskatchewan Watershed Alliance became one of 11 Watershed Planning and Advisory Councils (WPAC) in Alberta in 2005.	
1.3	NSWA fosters collaboration at the watershed level, create opportunities for stakeholders to come together, share resources and explore innovative solutions to watershed challenges. Its role is reflected in its our key strategic goals which state the NSWA: <ul style="list-style-type: none"> <li>• Supports Collaborative Watershed Planning</li> <li>• Provides Leadership in Watershed Management</li> <li>• Promotes Watershed Knowledge Sharing</li> </ul>	
1.4	The day-to-day operations of the NSWA Society are run by the Executive Director and staff.	
1.4.1	<b>Vision:</b> People working together for a healthy and functioning North Saskatchewan River watershed – today and tomorrow.	
1.4.2	<b>Mission:</b> To protect and improve water quality, water quantity (instream flow) and the health of our watershed by: seeking, developing and sharing knowledge; facilitating partnerships and collaborative planning; and working in an adaptive management process.	
1.4.3	<b>Purpose:</b> <ul style="list-style-type: none"> <li>• To educate and increase the public's understanding of watershed protection and its importance by developing and providing programs on the improvement of water quality, water quantity, and the health of the North Saskatchewan Watershed.</li> <li>• To conduct research relating to the protection of the North Saskatchewan Watershed and to share results of the research</li> </ul>	

<b>Title:</b> North Saskatchewan Watershed Alliance (NSWA) - Liaison Committee Terms of Reference		<b>Policy No.:</b> 05-01
<b>Section:</b> 04	<b>Code:</b> P-S	<b>Page No.:</b> 2 of 2
<b>Policy Statement and Guidelines:</b>		
2. <b>MEMBERSHIP:</b>		
2.1	Smoky Lake County is a paid Municipal Member of the NSWA, through a yearly membership fee that varies based on a per capita.	
2.1.1	NSWA public events are typically free to attend.	
2.1.2	From time to time, opportunities may also arise for an Elected Official to sit on the NSWA Board of Directors for a three-year term, by being further elected at the NSWA's Annual General Meeting in about June each year.	
2.2	Two Elected Officials, shall be appointed at the County's Organizational meeting to the North Saskatchewan Watershed Alliance (NSWA) Liaison Committee who will fulfill the duties of a member of the NSWA:	
2.2.1	one Elected Official shall be appointed as the member; and	
2.2.2	another Elected Official shall be appointed as the as alternate member.	
3. <b>OBJECTIVE:</b>		
3.1	To provide representation of Smoky Lake County on the North Saskatchewan Watershed Alliance.	
4. <b>MANDATE:</b>		
4.1	An appointed member shall:	
4.1.1	comply with all NSWA bylaws and policies,	
4.1.2	attend the Annual General Meeting an all and other scheduled meetings, and engage in discussion,	
4.1.3	share ideas, proposals, and issues with Council for discussion and bring feedback, solutions and/or County perspective back to the NSWA,	
4.1.4	inform Council of any events, opportunities, etc., including the implementation of: <ul style="list-style-type: none"> <li>4.1.4.1 the NSWA Strategic Plan;</li> <li>4.1.4.2 the Integrated Watershed Management Plan.</li> </ul>	

Carried.

Delegation: Scott Millar, Executive Director, North Saskatchewan Watershed Alliance, virtually joined the meeting, time 9:55 a.m.

**North Saskatchewan Watershed Alliance (NSWA) - Liaison Committee Appointment**

304-23: Cere

That Smoky Lake County appoint Councillors Fenerty as the member and Councillor Halisky as the alternate respectively until the October 2023 Organizational Meeting, in accordance with Policy Statement 04-

05-01: North Saskatchewan Watershed Alliance (NSWA) - Liaison Committee Terms of Reference.

Carried.

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

One Member of the Public virtually left the meeting, time 10:25 a.m.

One Member of the Public virtually joined the meeting, time 10:36 a.m.

## 7. **Delegation:**

### **North Saskatchewan Watershed Alliance**

Present before Council in Chambers from 10:08 a.m. to 10:41 a.m. was Scott Millar, Executive Director, North Saskatchewan Watershed Alliance (NSWA), to provide a presentation including but not limited to the following points:

- The NSWA is a not-for-profit organization designated by the Government of Alberta as the Watershed Planning and Advisory Council for the North Saskatchewan watershed, who works with others to integrate land and water planning to improve watershed function.
- They collaborate and create opportunities for stakeholders to come together, share resources and explore innovative solutions to watershed management challenges; they share and provide information about the watershed and create forums for sharing that information.
- The work of the NSWA is guided by a 20-person multi-stakeholder Board of Directors that provides strategic oversight, direction, and advice to the organization.
- This past year, the Board developed and approved the 2022-2024 Strategic Plan which identified 3 key priorities for the NSWA that include updating the State of the Watershed assessment, making our collaborative efforts more effective, and leveraging our communication and outreach.

### **North Saskatchewan Watershed Alliance (NSWA) Presentation**

305-23: Cere

That Smoky Lake County accept the January 26, 2023 presentation from the Delegation: Scott Millar, Executive Director, North Saskatchewan Watershed Alliance, for information.

Carried.

Dave Franchuk, Environment & Park Manager, virtually joined the meeting, time 10:49 a.m.

### **Bylaw No. 1428-23: Solid Waste Regulations and Fines**

306-23: Cere

That Smoky Lake County Bylaw No. 1428-23: Solid Waste Regulations and Fines, for the purpose of establishing regulations and fines for solid waste sites, as amended, be given **FIRST READING**.

Carried.

Moved by Councillor Serben that Smoky Lake County Bylaw No. 1428-23: Solid Waste Regulations and Fines, for the purpose of establishing regulations and fines for solid waste sites, be given **SECOND READING**.

Carried.

Moved by Councillor Fenerty that Smoky Lake County Bylaw No. 1428-23: Solid Waste Regulations and Fines, for the purpose of establishing regulations and fines for solid waste sites, be given **PERMISSION FOR THIRD READING**.

Carried Unanimously.

Moved by Councillor Gawalko that Smoky Lake County Bylaw No. 1428-23: Solid Waste Regulations and Fines, for the purpose of establishing regulations and fines for solid waste sites, be given the **THIRD and FINAL READING** and that the Reeve and the Chief Administrative Officer are hereby authorized to fix their signatures to all necessary documents and the corporate seal also be fastened where it is deemed to be necessary.

Carried.

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

**Fire Department Storage Building Rental Agreement**

307-23: Serben

That Smoky Lake County acknowledge receipt of the Town of Smoky Lake Council's December 12, 2022 Motion moved by Councillor Prockiw-Zarusky "that Town of Smoky Lake approve the rental agreement with Smoky Lake County for 2,000 sq. ft. of the Storage Building, located at 230 West Railway Drive in Smoky Lake, at a rate of \$10,860 annually, retroactive to June 1, 2022, as per the proposed rental agreement, as presented"; and execute the said rental agreement.

Carried.

**Alberta's Lakeland Destination Marketing Organization (DMO) Liaison Committee Appointments**

308-23: Halisky

That Smoky Lake County Councillor Lorne Halisky be appointed as members to Alberta's Lakeland Destination Marketing Organization (DMO) - Liaison Committee; and Councillor Jered Serben be appointed as alternate in accordance with Policy Statement No. 07-08-01: Alberta's Lakeland Destination Marketing Organization (DMO) - Liaison Committee Terms of Reference.

Carried.

One Member of the Public virtually left the meeting, time 11:28 a.m.

**Request for Write Off of Fire Invoice Penalties applied to Tax Roll No. 13603631**

309-23: Gawalko

That Smoky Lake County waive any March 2023 penalties on Tax Roll No. 13603631, relating to outstanding charges applied from the emergency services provided on September 23, 2019, at the municipal address of 13077 – Twp 610, subject to the remaining balance in the amount of \$786.90 being paid in full or entered into a payment plan through a Tax Agreement (as per Policy Statement No. 12-01-10), by February 28, 2023.

Carried.

11:34 to 11:34 a.m.

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

None.

**Addition to the Agenda:**

**Waskatenau Fire Department Engine 403 - Repair**

310-23: Cere That Smoky Lake County Council approve to repair Waskatenau Fire Department Engine Unit 403, at a cost of \$84,231.50 plus a 10 percent contingency to not exceed the amount of \$92,654.65.

Carried.

**Waskatenau Fire Department Engine Unit 403 - Frontline Pumper Truck Replacement**

311-23: Serben That Smoky Lake County Council approve to proceed with the procurement process, in accordance with Policy Statement No. 08-16-01: Purchasing Guidelines, to obtain quotes for a Frontline Pumper Truck to replace Waskatenau Fire Department Engine Unit 403.

Carried.

**Policy Statement No. 03-18-18: Five-Year Road Plan**

312-23: Gawalko That Smoky Lake County Policy Statement No. 03-18-18: Five-Year Road Plan, be amended:

Title: Five-Year Road Plan	Policy No.: 18-18	
Section: 03	Code: P-I	Page No.: 1 of 9 E

Legislation Reference:	Municipal Government Act.
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Purpose:	The intent of the Five-Year Road plans is to identify and prioritize required roadway improvements on a long-term basis.
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<b>Policy Statement and Guidelines:</b>	
<b>1. GUIDELINES</b>	
1.1	The Five-Year Road plan conforms with the objectives and criteria outlined, as per <i>Policy 03-15: Road Policy</i> and <i>Policy 03M-04: Road Project Profile</i> .
1.2	The plan is limited to the identification of specific annual projects for a future period of Five-Years based on anticipated revenue and/or other budget and capacity limitation.
1.3	The Five-Year plan is subject to an annual review and update.
<b>2. ROAD PLANS: REVIEW AND UPDATE PROCESS</b>	
2.1	The Five-Year Road Plan will be reviewed, updated, and accepted by Council as per <i>Policy 08-11: Budget Development</i> process during October and November of each year.
2.2	The review process will include past year's projects.
2.3	The development and approval of a "new" Five-Year Plan will primarily include: <ul style="list-style-type: none"><li>■ uncompleted projects from the previous year, plus projects previously identified in plan.</li><li>■ projects for coming year (previously identified in the plan).</li><li>■ plus new proposed projects for third, fourth and fifth year.</li></ul>
2.4	The planned order of year-one construction projects will be determined every year with the setting of the Transportation Budget: Five-Year Road Plan, as per <i>Policy 03-15: Road Policy</i> .
2.5	Once the annual plan and construction schedule have been approved, additions or deletions of specific projects require approval by resolution of Council. Normally, changes to the above should be considered on the basis of persistent weather problems, major equipment problems or financial considerations only. Progress on the planned order of construction will be reported to Council by Public Works monthly.

Section 3



**2023 Road Projects  
Information**

Policy 18-18

Calculation of 2023 year: Project(s) Workdays:	
Project days: May to Mid-October 2023	
5.5 months x 20 days = 110 days	
Less 20 days: weather	
and 20 days: moves/breakdowns, dust controls/road repairs	
Equals 70 days	
Maintenance Gravel:	
43,469.5	tonnes to be distributed among all divisions
5,000.0	tonnes of contingency gravel
Grants Available for 2023:	
☒	Base Municipal Transportation Grant = \$
☒	Municipal Sustainability Initiative = \$
☒	Federal Gas Tax = \$

**2023 Graveling Projects  
Information**

Road Categories	Description	Code	Rate of material/mile Gravel Tonne - Yard	# of Year's annual
Exceptional	Extreme traffic and heavy loads	Exc	187 - 150	annual
Category # 1	Paved, oiled and base stabilized roads	C1	---	--
Category # 2	High usage arterial and feeder gravel roads	C2	187 - 150	2
Category # 3	Moderate usage collector gravel roads with through traffic and serving several residents	C3	156 - 125	3
Category # 4	Little used and dead-end roads	C4	125 - 100	4

Graveling - Smoky Lake County					
Miles per Category	Code	Recommended Miles	Recommended Gravel Costs	Estimate Costs	Actual Cost
19.0	Exc	11.5	2,150.5	\$ 59,092.00	
107.0	C1				
153.5	C2	61.0	11,407.0	\$ 305,838.50	
500.5	C3	164.5	25,662.0	\$ 667,134.00	
128.0	C4	34.0	4,250.0	\$ 111,312.50	
<b>Total miles = 908</b>	<b>Total</b>	<b>271.0</b>	<b>43,469.50</b>	<b>\$ 1,143,377.00</b>	

Five-Year Road Plan: Year 2023-2027

Section 3



**2023 Road Projects**

Policy 18-18

OIL TREATMENT/PAVING							
Project Name	Code	# Days	Length/Miles	Res P's	Estimate Costs	Actual Cost	Funding
Victoria Tr. between RR 171A-RR 172	P2313	2	0.5		\$ 65,000.00		MSPMO
Trp 612 between Hwy 815-RR 174	P2314	2	1		\$ 312,500.00		Aggrgate Levy
		<b>4</b>			<b>\$ 417,500.00</b>		<b>\$0.00</b>
REHABILITATION							
Project Name	Code	# Days	Length/Miles	Res P's	Estimate Costs	Actual Cost	Funding
Victoria Tr. between RR 171A-RR 172	R2313	2	0.5		\$ 10,000.00		MSPMO
		<b>2</b>			<b>\$ 10,000.00</b>		<b>\$0.00</b>
NEW BASE STABILIZATION							
Project Name	Code	# Days	Length/Miles	Res P's	Estimate Costs	Actual Cost	Funding
Trp 584 between Hwy 819-RR 144	MG2322	7	1.5		\$ 100,000.00		MSPMO
RR 173 between Trp 584- Trp 583A	MG2323	1	0.5		\$ 10,000.00		MSPMO
RR 170 between Trp 590- Trp 592A	MG2333	4	2.5		\$ 55,000.00		MSPMO
Trp 612 between RR 174-RR 174A	MG2314	1	0.5		\$ 13,000.00		MSPMO
RR 180 between Trp 594- Trp 594A	MG2315	1	0.5		\$ 15,000.00		MSPMO
Trp 612 between RR 174A-RR 180	MG2325	2	1.5		\$ 35,000.00		MSPMO
RR 180 between Trp 612A- Trp 614	MG2335	3	1.5		\$ 35,000.00		MSPMO
Trp 604 between RR 191-RR 192A	MG2315	3	1.5		\$ 50,000.00		MSPMO
Trp 590 between RR 180- RR 180A	MG2315	2	1.25		\$ 20,000.00		MSPMO
RR 130 between Trp 602- Trp 610	MG2311	6	4		\$ 100,000.00		MSPMO
Trp 600 between RR 181-RR 182	MG2345	2	1		\$ 25,000.00		MSPMO
RR 191 between Hwy 28- Trp 594	MG2365	2	1.5		\$ 37,000.00		MSPMO
Trp 604 between RR 181-RR 183	MG2375	3	2		\$ 50,000.00		MSPMO
RR 124 between Trp 601- Trp 603A	MG2321	4	2.5		\$ 60,000.00		MSPMO
		<b>41</b>			<b>\$ 665,000.00</b>		<b>\$0.00</b>
CONSTRUCTION							
Project Name	Code	# Days	Length/Miles	Res P's	Estimate Costs	Actual Cost	Funding
		<b>2</b>					<b>\$0.00</b>
BIG HAUL ROADS/PWS/							
Project Name	Code	# Days	Length/Miles	Res P's	Estimate Costs	Actual Cost	Funding
Trp 584 between Hwy 815-RR 143	MG2313	4	5.5		\$ 121,000.00		Aggrgate Levy
		<b>4</b>			<b>\$ 121,000.00</b>		<b>\$0.00</b>
GRAVELLING							
Mile per Division	Code	Proposed Miles	Proposed Gravel	Estimate Costs	Actual Gravel	Actual Cost	Funding
144	PW45	40	6,787.00	\$ 186,243.00	0.00	\$0.00	RTG
218.5	PW46	81.5	13,142.00	\$ 374,996.00			RTG
159.5	PW47	38	5,980.00	\$ 149,750.00			RTG
167	PW48	45.5	7,144.50	\$ 171,468.00			RTG
219	PW49	66	10,430.00	\$ 270,920.00			RTG
<b>908</b>		<b>271.0</b>	<b>43,469.5</b>	<b>\$ 1,143,377.00</b>			
Contingency:			5,000.00	\$ 121,000.00			
<b>Total</b>			<b>48,469.50</b>	<b>\$ 1,268,377.00</b>			
Road Repair PWS:							Unbudgeted local gravel cost

Five-Year Road Plan: Year 2023-2027



Section 3



Policy 18-18

2024 Road Projects

OIL TREATMENT/PAVING							
Project Name	Code	# Days	Length/Miles	Res #'s	Estimate Costs	Actual Cost	Funding
Twp 600 between RR 181- RR 182	P2415	3	1		\$ 170,000.00		MS1MO
Twp 590 between RR 174(a)- RR 180(a)	P1813	2	1.25		\$ 170,000.00		MS1MO
		3		Total	\$ 150,000.00	\$ 0.00	

CHIP/SEAL							
Project Name	Code	# Days	Length/Miles	Res #'s	Estimate Costs	Actual Cost	Funding
RR 170 between Hwy 28- Twp 600	FMD414	3	2		\$ 210,240.00		MS1MO
		3		Total	\$ 210,240.00	\$ 0.00	

MG30 BASE STABILIZATION							
Project Name	Code	# Days	Length/Miles	Res #'s	Estimate Costs	Actual Cost	Funding
RR 130 between Twp 602- Twp 604	MG1941	3	2		\$ 45,000.00		MS1MO
Twp 590 between RR 143- RR 144	MG1822	1	0.5		\$ 10,000.00		MS1MO
RR 143 between Twp 590- Hwy 28	MG1942	6	4		\$ 100,000.00		MS1MO
RR 144 between Twp 590- Hwy 28	MG2412	8	8		\$ 80,000.00		MS1MO
Twp 592 between RR 182A- RR 183	MG2423	1	0.5		\$ 10,000.00		MS1MO
RR 183 between Twp 591A- Twp 592	MG2433	2	0.5		\$ 20,000.00		MS1MO
RR 184 between Hwy 28- Twp 584A	MG2443	8	5.5		\$ 135,000.00		MS1MO
Twp 604 between RR 181- RR 183	MG2415	4	2		\$ 60,000.00		MS1MO
		33		Total	\$ 450,000.00	\$ 0.00	

CONSTRUCTION							
Project Name	Code	# Days	Length/Miles	Res #'s	Estimate Costs	Actual Cost	Funding
RR 171 between Twp 590- Twp 591	C2413	13	1		\$ 140,000.00		MS1MO
		13		Total	\$ 140,000.00	\$ 0.00	

MG HAIL ROADS-PW97							
Project Name	Code	# Days	Length/Miles	Res #'s	Estimate Costs	Actual Cost	Funding
Twp 584 between Hwy 855- RR 165	MG2413	4	5.5		\$ 121,000.00		Aggregate Excess
		4		Total	\$ 121,000.00	\$ 0.00	

GRAVELLING							
Mile per Division	Code	Proposed Miles	Proposed Gravel	Estimate Costs	Actual Gravel	Actual Cost	Funding
144	PW45	38.5	6,517.50	\$ 189,007.50			RTG
218.5	PW46	79	12,851.00	\$ 346,977.00			RTG
159.5	PW47	36	5,817.50	\$ 145,437.50			RTG
167	PW48	41	6,659.50	\$ 159,828.00			RTG
219	PW49	58	9,296.00	\$ 241,696.00			RTG
908		282.5	41,141.5	\$ 1,082,946.00			
Contingency:			5,000.00	\$ 125,000.00			
Total			46,141.50	\$ 1,207,946.00			
Road Repair PW90:							Unassigned (out of grant)

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Policy 18-18

2025 Road Projects

OIL TREATMENT/PAVING							
Project Name	Code	# Days	Length/Miles	Res #'s	Estimate Costs	Actual Cost	Funding
RR 174 between Twp 612- Twp 613A	P2514	3	1.5		\$ 200,000.00		MS1MO
		3		Total	\$ 200,000.00	\$ 0.00	

REHABILITATION							
Project Name	Code	# Days	Length/Miles	Res #'s	Estimate Costs	Actual Cost	Funding
RR 174 between Twp 612- Twp 613A	R2314	3	1.5		\$ 35,000.00		MS1MO
RR 180 between Hwy 28- Twp 600	R2315	6	3.5		\$ 85,000.00		MS1MO
Twp 594 between RR 185- RR 190	R2325	2	1		\$ 24,000.00		MS1MO
		11		Total	\$ 144,000.00	\$ 0.00	

MG30 BASE STABILIZATION							
Project Name	Code	# Days	Length/Miles	Res #'s	Estimate Costs	Actual Cost	Funding
Twp 620 between RR 135- RR 142	MG2511	5	3		\$ 75,000.00		MS1MO
Twp 590 between RR 181(a)- RR 184(a)	MG2523	5	3		\$ 70,000.00		MS1MO
RR 163 between Twp 595- Twp 600	MG2514	2	1		\$ 25,000.00		MS1MO
Twp 612 between RR 174- RR 174A	MG2524	1	0.5		\$ 12,000.00		MS1MO
RR 180 between Hwy 28- Twp 594	MG2515	2	1.5		\$ 30,000.00		MS1MO
Twp 612 between RR 174A- RR 180	MG2525	2	1.5		\$ 30,000.00		MS1MO
RR 180 between Twp 612A- Twp 614	MG2535	2	1.5		\$ 30,000.00		MS1MO
		19		Total	\$ 272,000.00	\$ 0.00	

CONSTRUCTION							
Project Name	Code	# Days	Length/Miles	Res #'s	Estimate Costs	Actual Cost	Funding
RR 171 between Twp 590- Twp 592	C2513	13	1		\$ 140,000.00		MS1MO
		13		Total	\$ 140,000.00	\$ 0.00	

MG HAIL ROADS-PW97							
Project Name	Code	# Days	Length/Miles	Res #'s	Estimate Costs	Actual Cost	Funding
Twp 584 between Hwy 855- RR 165	MG2513	4	5.5		\$ 121,000.00		Aggregate Excess
		4		Total	\$ 121,000.00	\$ 0.00	

GRAVELLING							
Mile per Division	Code	Proposed Miles	Proposed Gravel	Estimate Costs	Actual Gravel	Actual Cost	Funding
144	PW45	46	7,641.00	\$ 221,589.00			RTG
218.5	PW46	83.5	13,243.00	\$ 357,561.00			RTG
159.5	PW47	43	6,770.00	\$ 169,250.00			RTG
167	PW48	51	8,002.50	\$ 192,060.00			RTG
219	PW49	59	9,359.00	\$ 243,334.00			RTG
908		282.5	45,015.5	\$ 1,183,794.00			
Contingency:			5,000.00	\$ 125,000.00			
Total			50,015.50	\$ 1,308,794.00			
Road Repair PW90:							Unassigned (out of grant)

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Policy 18-18

2026 Road Projects

OIL TREATMENT/PAVING							
Project Name	Code	# Days	Length/Miles	Res #s	Estimate Costs	Actual Cost	Funding
		0				\$ -	MSE/MO
					<b>Total</b>	\$ -	\$0.00
REHABILITATION							
Project Name	Code	# Days	Length/Miles	Res #s	Estimate Costs	Actual Cost	Funding
		0				\$ -	MSE/MO
					<b>Total</b>	\$ -	\$0.00
MG30 BASE STABILIZATION							
Project Name	Code	# Days	Length/Miles	Res #s	Estimate Costs	Actual Cost	Funding
RR 124 between Twp 601- Twp 603A	MG2611	4	2.5		\$ 50,000.00		MSE/MO
RR 144 between Twp 590- Hwy 652	MG2612	8	6		\$ 90,000.00		MSE/MO
Twp 584 between Hwy 855- RR 144	MG2622	6	4		\$ 60,000.00		MSE/MO
Twp 592 between RR 183- RR 182A	MG2623	1	0.5		\$ 12,000.00		MSE/MO
RR 183 between Twp 592- Twp 591A	MG2633	0.5	0.5		\$ 10,000.00		MSE/MO
RR 165 between Twp 595- Twp 600	MG2614	2	1		\$ 30,000.00		MSE/MO
		17.5			<b>Total</b>	\$ 252,000.00	\$0.00
CONSTRUCTION							
Project Name	Code	# Days	Length/Miles	Res #s	Estimate Costs	Actual Cost	Funding
Twp 590 between RR 150(s)- RR 150A	C2612	7	0.5		\$ 60,000.00		MSE/MO
Twp 590 between RR 154(s)- RR 154A	C2622	4	0.25		\$ 15,000.00		MSE/MO
RR 200 between Twp 592- Twp 593	C1715	12	1		\$ 130,000.00		MSE/MO
Twp 592 between RR 200- RR 195A	C2615	6	0.5		\$ 50,000.00		MSE/MO
Twp 592 between RR 171- RR 172	C2113	12	1		\$ 130,000.00		MSE/MO
		12			<b>Total</b>	\$ 385,000.00	\$0.00
MG HAUL ROADS-PWS/							
Project Name	Code	# Days	Length/Miles	Res #s	Estimate Costs	Actual Cost	Funding
Twp 584 between Hwy 855- RR 165	MG2613	4	5.5		\$ 121,000.00		Apportioned
		4			<b>Total</b>	\$ 121,000.00	\$0.00
GRAVELLING							
Mile per Division	Code	Proposed Miles	Proposed Gravel	Estimate Costs	Actual Gravel	Actual Cost	Funding
144	PW45	40.5	6,798.50	\$ 197,156.50			RTG
218.5	PW46	83.5	13,615.00	\$ 367,605.00			RTG
159.5	PW47	41.5	6,675.50	\$ 166,887.50			RTG
167	PW48	32.5	5,360.50	\$ 205,652.00			RTG
219	PW49	70	11,168.00	\$ 390,368.00			RTG
908		288.0	46,617.5	\$ 1,322,669.00			
Contingency:				5,000.00	\$ 122,000.00		
<b>Total</b>			51,627.50	\$ 1,347,669.00			
Road Repair PWS0:							

Five-Year Road Plan: Year 2023-2027

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Policy 11

2027 Road Projects

OIL TREATMENT/PAVING							
Project Name	Code	# Days	Length/Miles	Res #s	Estimate Costs	Actual Cost	Funding
		0				\$ -	\$0.00
REHABILITATION							
Project Name	Code	# Days	Length/Miles	Res #s	Estimate Costs	Actual Cost	Funding
		0				\$ -	\$ -
MG30 BASE STABILIZATION							
Project Name	Code	# Days	Length/Miles	Res #s	Estimate Costs	Actual Cost	Funding
RR 124 between Twp 601- Twp 603A	MG2711	3	2.5		\$ 70,000.00		
RR 144 between Twp 590- Hwy 652	MG2712	8	6		\$ 100,000.00		
Twp 592 between RR 171- RR 172	MG2723	2	1		\$ 20,000.00		
RR 164 between Hwy 28- Twp 584A	MG2733	8	5.5		\$ 125,000.00		
Twp 612 between RR 174- RR 174A	MG2714	1	0.5		\$ 15,000.00		
Twp 612 between RR 174A- RR 180	MG2715	2	1.5		\$ 37,000.00		
RR 180 between Twp 612A- Twp 614	MG2725	3	1.5		\$ 37,000.00		
Twp 604 between RR 181- RR 183	MG2735	4	2		\$ 65,000.00		
		13			<b>Total</b>	\$ 469,000.00	\$0.00
CONSTRUCTION							
Project Name	Code	# Days	Length/Miles	Res #s	Estimate Costs	Actual Cost	Funding
RR 162 between Twp 594- Twp 594A	C2314	3	0.25		\$ 50,000.00		
		3			<b>Total</b>	\$ 50,000.00	\$ -
MG HAUL ROADS-PWS/							
Project Name	Code	# Days	Length/Miles	Res #s	Estimate Costs	Actual Cost	Funding
Twp 584 between Hwy 855- RR 165	MG2713	4	5.5		\$ 121,000.00		
		4			<b>Total</b>	\$ 121,000.00	\$ -
GRAVELLING							
Mile per Division	Code	Proposed Miles	Proposed Gravel	Estimate Costs	Actual Gravel	Actual Cost	Funding
144	PW45	39	6,611.00	\$ 191,719.00			
218.5	PW46	75	12,134.00	\$ 327,618.00			
159.5	PW47	32.5	5,132.00	\$ 128,300.00			
167	PW48	37	5,818.50	\$ 139,644.00			
219	PW49	54	8,548.00	\$ 222,248.00			
908		237.5	38,243.5	\$ 1,009,629.00			
Contingency:				5,000.00	\$ 125,000.00		
<b>Total</b>			43,243.50	\$ 1,134,629.00			
Road Repair PWS0:							

Five-Year Road Plan: Year 2023-2027

Carried.

**ALL-NET Service Tracker**

313-23: Serben That Smoky Lake County Council acknowledge the successful completion of the 6-month trial period ending January 1, 2023 for the pilot project titled: “Service Tracker - (Council – Request for Information)” through the All-Net Municipal Solutions’ software application, for the purpose of tracking, managing, and reporting, on service requests from internal sources; and review Policy Statement No. 01-28-02: Council – Request for Information, at a future Policy Committee Meeting to align the policy with the process; and re-evaluate the process in January 2024 for possible future expansion of this service to the public through the County’s website.

Carried.

**Meetings with Ministers**

314-23: Serben That Smoky Lake County pursue individual meetings with the following Ministers to discuss and advocate for the following:

Honourable Jason Copping, Minister of Health to discuss the:

- current medical services and possible medical services available in Smoky Lake and Vilna Hospitals,
- Emergency Medical Services (EMS) wait times and costs incurred for Smoky Lake “Local” Fire Department, such as Primary Care Paramedic training, Fire Departments attending to additional Medical Calls, and
- Doctor and Medical Staff recruitment and retention;

Honourable Devin Dreeshen, Minister of Transportation & Economic Corridors to discuss the:

- portion of Highway 28 past the Town of Smoky Lake and the need for a speed limit reduction and increase of turning lanes,
- Highways 857 and 28 need for resurfacing and passing / turning lanes throughout,
- lack of accesses off Highway 28 hindering economic development,
- lack of support from Emcon for Highway Emergency Response support & OHS Prime Contractor Signage, and
- need for more bridge funding;

Honourable Tyler Shandro, Minister of Justice to discuss the:

- reopening of the Smoky Lake Courthouse,
- Justice System, court dockets overloads, funding programs such as Restorative Justice, Citizens on Patrol, Rural Crime Watch
- lack of Crown Prosecutors in our region, and
- Alberta Policing.

Carried.

**Meeting Recessed** Meeting recessed for Lunch, time 12:13 p.m.

**Meeting Reconvened** The meeting reconvened on a call to order by Reeve Lorne Halisky at 12:50 p.m. in the physical presence of all Council members, the Chief Administrative Officer, Finance Manager, and the virtual presence of the Assistant Chief Administrative Officer, Planning & Development Manager, Planning Technician, Assistant Agricultural Fieldman, Natural Gas Manager, Fire Chief, Recording Secretary, GIS Operator, 3 Members of the Public.



Delegation: Smoky Lake Trail Twisters Members: Vern Billey, President, & Spencer Kotylak, Secretary, entered Council Chambers, time 12:52 p.m.

One Member of the Public virtually joined the meeting, time 12:56 p.m.

**2023 Lakeland Agricultural Research Association (LARA) Agreement**

315-23: Serben

That Smoky Lake County Council **defer** the Operational Funding Agreement with Lakeland Agricultural Research Association (LARA), effective January 1, 2023 and expiring on December 31, 2023, with an Extension Programming funding contribution in the amount of \$55,000.00 to LARA for Year-2023 for the continuation of receiving unbiased environmental and extension programming for the Smoky Lake County Agricultural Community.

Carried.

One Member of the Public virtually joined the meeting, time 12:59 p.m.

**Addition to the Agenda:**

**Northeast Mayors Reeve & Indigenous Leader Caucus' Lobbying Effort Funding Request**

316-23: Gawalko

That Smoky Lake County provide funding in the amount of \$2,000.00 towards the Northeast Mayors Reeve & Indigenous Leader Caucus' advocacy and lobbying efforts in respect to Highway 28, in response to the email from Kirk Perrin, Mayor, Town of Lamont, dated January 20, 2023, providing the request from the Northeast Mayors Reeve & Indigenous Leader Caucus' meeting held on January 16, 2023.

Carried.

**7. Delegation:**

**Smoky Lake Trail Twisters**

Present before Council in Chambers from 1:08 p.m. to 1:53 p.m. was Smoky Lake Trail Twisters Members: Vern Billey, President, & Spencer Kotylak, Secretary, to discuss Recreational Trail Roadway License Agreement Application RLA-001-23-Undeveloped Road Allowances: Smoky Lake Trail Twisters.

Daniel Moric, Natural Gas Manager, virtually left the meeting, time 1:34 p.m.

One Member of the Public virtually joined the meeting, time 1:50 p.m.

One Member of the Public virtually left the meeting, time 1:51 p.m.

One Member of the Public entered Council Chambers, time 1:51 p.m.

**Smoky Lake Trail Twisters**

317-23: Fenerty

That Smoky Lake County Council accept the verbal presentation provided by the January 26, 2023 Delegations: Smoky Lake Trail Twisters Members: Vern Billey, President, and Spencer Kotylak, Secretary, as information.

Carried.

**Recreational Trail Roadway License Agreement Application RLA-001-23 Undeveloped Road Allowances: Smoky Lake Trail Twisters**

318-23: Halisky

That Smoky Lake County Council **approve** the Recreational Trail Roadway License Agreement Application #RLA-001-23, from the Smoky Lake Trail Twisters Snowmobile Club, with a twenty (20) year term commencing on January 26, 2023 and expiring on January 26, 2043, unless otherwise terminated sooner, for the purpose of snowmobiling, and installing centerline gates and appropriate signage, on the undeveloped road allowances described as:

- Range Road 144: between Township Roads 601 and 620,
- Range Road 145: between Iron Horse Trail and Township Road 601,
- Township Road 601: between Range Roads 144 and 145,

**and**, acknowledge Council agrees to waive Section 3.4 of Policy Statement No. 07-03-01: Recreational Train Roadway License Agreement for the said application;

3.4 Final approval shall be made by Smoky Lake County Council by executing the Recreational Roadway License Agreement, upon obtaining any approvals and permits necessary from the affected landowners (if the proposed trail goes through private lands), the Province of Alberta and the Government of Canada (in the case of unoccupied crown lands) for the construction and development of the trail and a copy of such approvals and permits shall have been delivered to Smoky Lake County.

**and** further instruct administration to review the said policy and provide its' recommendations at a future Policy Committee meeting.

Carried.

Kyle Schole, Planning Technician, virtually joined the meeting, time 2:29 p.m.

**Strategic Plan 2023-2025 – Open House**

319-23: Halisky

That Smoky Lake County Council acknowledge receipt of the draft 2023-2025 Strategic Plan, as amended, and **schedule an Open House** for public feedback on **Monday, February 27, 2023 at 7:00 p.m.** to be held virtually and in County Council Chambers.

Carried.

**5. Issues for Information:**

**Chief Administrative Officer's Report**

Chief Administrative Officer			
Report Period: Dec 07, 2022 to Jan 19, 2023			
LEGISLATIVE / GOVERNANCE			
Projects	Date In Progress	Date Outstanding	Date Completed
<p><b>Stony Creek/Beaver Dams/Saddle Lake:</b> This request has taken considerable time administratively to review and sort out. A meeting request by Council to be arranged between the County and Saddle Lake Cree Nation to discuss the issue. A date of November 16, 2022 at 10:00 am was set.</p> <p><b>Project progress:</b></p> <ul style="list-style-type: none"> <li>• The Nation cancelled and had not yet provided alternate dates for consideration.</li> </ul>	Sept 25/22		
<p><b>Gravel Haul Road Agreement:</b> A letter was prepared from Council to invite the landowner to meet with Council at the October Council Meeting as a delegation.</p> <p><b>Project progress:</b></p> <ul style="list-style-type: none"> <li>• A letter was prepared from Council to invite the landowner to meet with Council at the October Council Meeting as a delegation. The individual canceled the meeting and no further response has occurred since October. The matter will be considered as closed.</li> </ul>	Oct 13/22		Jan 19/23
<p><b>Joint Waskatenau Meeting:</b> A meeting was held to discuss the expiration of the IDP and introduce the subject of annexation or revenue sharing.</p> <p><b>Project progress:</b></p> <ul style="list-style-type: none"> <li>• Ongoing discussions in 2023 are expected. This portion of the matter will be considered closed as the bylaw has been updated.</li> </ul>	Sept 01/22		Jan 19/23
<p><b>Administrative Efficiencies:</b> The Council tasked the CAO with reviewing administrative processes with the goal of attaining and gaining efficiencies in time spent by administration on reports, meetings, etc.</p> <p><b>Project progress:</b></p> <ul style="list-style-type: none"> <li>• The CAO has prepared a report for Council to review and adopt recommendations.</li> </ul>	Oct 15/22		
<p><b>Road Use Agreements/TRAVIS:</b> The Council tasked the CAO with reaching out to other municipalities to determine their processes for use of roads and recovery of costs to maintain access roads in reference industrial use.</p> <p><b>Project progress:</b></p>	Dec 20/22		

Chief Administrative Officer			
Report Period: <u>Dec 07, 2022 to Jan 19, 2023</u>			
<ul style="list-style-type: none"> <li>The CAO has forwarded copies of information received to date to Council.</li> <li>No other tasks assigned relating to this project.</li> </ul>			
ADMINISTRATIVE			
Projects	Date In Progress	Date Outstanding	Date Completed
<b>Managers Meetings – Every Monday Morning</b>			Ongoing
<b>Bonnie Lake Resort</b> – The County signed off on the easement agreement for the gas lines. The Construction Completion Inspection is due to be scheduled in the spring.  <b>Project progress:</b> <ul style="list-style-type: none"> <li>No change since last report. Bascor is requesting that the County winter blade the roads for customer access through a similar agreement executed last winter.</li> </ul>	Oct 13/22		
<b>Hillside Acres – Evaluation of Public Recreation Area:</b> In the spring of 2021 Administration met with a landowner in Hillside Acres to discuss the lack of recreational opportunities in the subdivision, including beach, park and public boat launch/dock. A group of resident's later presented information at a Council meeting.  <b>Project progress:</b> <ul style="list-style-type: none"> <li>The conceptual report has been deleted in the draft 2023 budget. No change since the last report and the matter will be considered as closed.</li> </ul>			Jan 19/23
<b>Surface Lease Discussion Managers:</b> A management meeting was held to review, discuss and develop methodologies to address Council concerns in the development of a Surface Lease project.  <b>Project progress:</b> <ul style="list-style-type: none"> <li>Administration is currently working on the revision of the language in the policy. Planning and Development are currently working on the policy revisions.</li> </ul>	Aug 22/22 Aug 31/22		
<b>Regional Engineering Standards (ACP):</b> Met with team, legal and Admins regarding the project.  <b>Project progress:</b> <ul style="list-style-type: none"> <li>The project may have a schedule adjustment due to an absence of the project engineer. Associated Engineering has proposed an ambitious schedule to meet the County's goals.</li> </ul>	Ongoing		

Chief Administrative Officer			
Report Period: <u>Dec 07, 2022 to Jan 19, 2023</u>			
<b>Northern Lights RV Park</b> – Ongoing meetings and issues.  <b>Project progress:</b> <ul style="list-style-type: none"> <li>An appeal to the SDAB was heard and the decision included additional and revised conditions with respect to stormwater management, potable water, sewer and fire fighting among other changes.</li> <li>The County has met with the proponents in reference to satisfying the SDAB decision conditions.</li> </ul>	Ongoing		
<b>Drive Happiness:</b> Attended a session for the implementation of the program.  <b>Project progress:</b> <ul style="list-style-type: none"> <li>The County will be proceeding to post information about the program on the County website and social media.</li> </ul>	Ongoing		
<b>Joint Health and Safety Committee Meeting</b>  <b>Project progress:</b> <ul style="list-style-type: none"> <li>Nothing tasked to the County CAO.</li> </ul>			
<b>Ukrainian Twinning Meeting/Kosiv</b>  <b>Project progress:</b> <ul style="list-style-type: none"> <li>Nothing tasked to the County CAO.</li> </ul>			
<b>RCDC/CEDO Meeting</b>  <b>Project progress:</b> <ul style="list-style-type: none"> <li>CAO is awaiting the proposed bylaw changes to present to the RCDC from Legislative Services. This project is affected by the extreme backlog within the department.</li> <li>Scheduling for review by the RCDC Committee in January or February meeting</li> <li>Once the Bylaw is completed and adopted by the Committee members, the CEDO Contract would then be prepared for ratification (reflecting any changes).</li> <li><b>No Change from previous report.</b></li> </ul>	Ongoing		

Chief Administrative Officer			
Report Period: <b>Dec 07, 2022 to Jan 19, 2023</b>			
<p><b>Fire and Rescues Committee Meeting:</b> Review of the TSI report on Implementation.</p> <p><b>Project progress:</b></p> <ul style="list-style-type: none"> <li>All motions have been received and a meeting of the CAO Committee is being established.</li> <li>Needing to provide TSI with approval to proceed with the 3<sup>rd</sup> phase of the project – preparation of the Master Plan.</li> </ul>	Ongoing		
<p><b>Waskatenau Intermunicipal Agreement:</b> This project was initially required as a result of the proposed development along the south side of the Hwy 28 adjacent to Waskatenau. There is a requirement to connect to the municipal services. The bylaw was presented and approved.</p> <p><b>Project progress:</b></p> <ul style="list-style-type: none"> <li>The Project (bylaw and agreement) is completed, however easements allowing the services to be within R/W's, especially relating to the Owners needs to be put into place. For some reason, this was not done when the lines were first constructed.</li> </ul>	Ongoing		
<p><b>Paradis Claim</b> – This project was completed.</p>			Dec 20/22
<p><b>Broadband Project:</b> Early in 2022, in conjunction to the announced funding by the Federal and Provincial governments, Council stated a desire to develop a project (or projects) to utilize this funding to provide better service within the County. Administration suggested that the County could contract the services of a consultant to determine needs within the County (including some periphery partners) and develop a strategy which could be used as the basis for a grant application. Council chose to invite representatives from service providers to speak with Council directly, as it was felt that these representatives would have industry knowledge of our area needs and could best recommend projects.</p> <p><b>Project progress:</b></p> <ul style="list-style-type: none"> <li>The County is setting up a meeting to discuss funding and proposed project(s) in 2023 utilizing the grant funding.</li> </ul>			
	Ongoing		
<b>HWY 28/63 COMMISSION</b>			
<b>Hwy 28/63 Board meeting</b>			Dec 19/22
<b>FINANCIAL</b>			
Projects	Date In Progress	Date Outstanding	Date Completed
<b>2023 Budget (Council) Meeting</b> – The interim budget was adopted on Dec 14, 2022. The Council also tasked the CAO/Administration to review the	Ongoing		

Chief Administrative Officer			
Report Period: <b>Dec 07, 2022 to Jan 19, 2023</b>			
<p>budget of reducing the operating budget by 5% and providing impacts of that reduction prior to the adoption of the final budget.</p> <p><b>Project progress:</b></p> <ul style="list-style-type: none"> <li>The Council reviewed the impacts of a 5% reduction with Department Managers and reviewed the budget in a workshop setting. The workshop re-affirmed that a reduction of that nature could not occur with a significant reduction of existing services.</li> <li>In the Strategic Plan the Council affirmed to maintain existing service levels.</li> <li>The next step will be to continue to review finances and strive for efficiencies wherever possible without compromising municipal service levels and to review programs to see whether levies for services can be adjusted to become a recoverable fee for service program.</li> </ul>			
<b>HUMAN RESOURCES</b>			
Projects	Date In Progress	Date Outstanding	Date Completed
<p><b>Welder:</b> The County welder.</p> <p><b>Project progress:</b></p> <ul style="list-style-type: none"> <li>Applicants have had issues with the offering salaries (pursuant to the Collective Agreement). Administration will be soliciting other interested applicants with a possible second round of advertisements.</li> </ul>	Ongoing		
<b>COMMUNITY</b>			
Projects	Date In Progress	Date Outstanding	Date Completed
<b>TRAINING</b>			
<b>COUNTY STRATEGIC PLAN</b>			
<p><b>Strategic Plan:</b> A Strategic Plan is Council's plan for the next 3 years and beyond. It is a critical document for the CAO and Administration to prepare plans and budgets.</p> <p><b>Project progress:</b></p> <ul style="list-style-type: none"> <li>13 Ways submitted a draft report of the session. Administration provide to Council for review/comment. To date, no replies have been received.</li> <li>The Strategic Plan was reviewed in a Council workshop and the revised document is before Council for review and adoption.</li> </ul>	Ongoing		

<b>Chief Administrative Officer</b>		Report Period: <b>Dec 07, 2022 to Jan 19, 2023</b>	
<ul style="list-style-type: none"> <li>Once adopted, the CAO will then prepare the operational target/milestone report as well as the financial impact.</li> </ul>			
Signature: <i>Gene Sobolewski</i>	County Council Meeting: <b>Jan 26, 2023</b>		

**Council Workshop**

320-23: Gawalko

That Smoky Lake County Council attend an internal workshop lead by Administration scheduled for **Thursday, February 9, 2023 at 9:00 a.m.** for the purpose of process training in respect to recommendations withing the Chief Administrative Officer’s Efficiencies Report.

Carried.

**Cost Recovery for Maintenance of Roads**

321-23: Serben

That Smoky Lake County Council direct the Chief Administrative Officer to review all County processes relating to cost recovery for maintaining roads, through County policies and/or bylaws relating to road use, and bring the information forward to future meeting.

Carried.

**Hillside Acres Recreation Area – Grant Funding Availability**

322-23: Gawalko

That Smoky Lake County administration determine if there is any grant funding availability for an unbudgeted project at Hillside Acres to evaluate the public recreation areas for the purpose of addressing the lack of recreational opportunities in the subdivision, including beach, park and public boat launch/dock.

Carried.

One Member of the Public, virtually joined the meeting, time 3:13 p.m.

**Financial Statements**

As annexed to the minutes:

↳ Financial Statement: **October and November 2022.**

**Action List(s)**

Action Lists:

- i. County Council Budget Meeting – December 6, 2022.
- ii. County Council Departmental Meeting – December 13, 2022.
- iii. County Council Meeting – December 14, 2022.
- iv. County Council Committee of the Whole for the Purpose of Planning Meeting – December 16, 2022.
- v. Special Council Meeting – December 16, 2022.

**Chief Administrative Officer’s Report**

323-23: Cere

That Smoky Lake County’s Chief Administrative Officer’s report for the period of December 7, 2022 to January 17, 2023, 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 January 19, 2023.

**Year-2022 Tax Sale –Tax Roll #27150120 on Lot 20; Block 1; Plan 1039CL**

324-23: Serben

That Smoky Lake County, further to Council’s December 14, 2022, Motion #207-22, acknowledge the land title **was not transferred** for Tax Roll #27150120 legally described as Lot 20; Block 1; Plan 1039CL, even though it was declared sold at the Tax Sale held on December 13, 2022, due to a process error as a result of partial payments made since 2018, **and therefore** the tax recovery notification process will be re-started pursuant to the Municipal Government Act, RSA2000, Chapter M-26, S. 423.

Carried.

**Family and Community Support Services (FCSS) Grant**

325-23: Cere  
**DEFEATED**

That Smoky Lake County **approve** to allocate funding from the **2023** Family and Community Support Services (FCSS) Grant budget in accordance with Policy No. 08-17-01: Family and Community Support Services (FCSS) grant as follows:

Community Group	Eligibility	Funding
Royal Canadian Legion Branch 227	To purchase supplies to provide activities for people in the Legion Building	\$2,000.00

**DEFEATED.**

**Family and Community Support Services (FCSS) Grant**

326-23: Serben

That Smoky Lake County **approve** to allocate funding from the **2023** Family and Community Support Services (FCSS) Grant budget in accordance with Policy No. 08-17-01: Family and Community Support Services (FCSS) grant as follows:

Community Group	Eligibility	Funding
Royal Canadian Legion Branch 227	To purchase supplies to provide activities for people in the Legion Building	\$1,000.00

Carried.

One Member of the Public, virtually joined the meeting, time 3:36 p.m.

**Smoky Lake Trail Twisters**

327-23: Fenerty

Smoky Lake County Council authorize payments in the amount of \$2,000.00 for the Year-2022 and in the amount of \$2,000.00 the Year-2023, **for a total amount of \$4,000.00** to the Smoky Lake Trail Twisters for the winter grooming of the portion of the Iron Horse Trail that lies within County boundaries.

Carried.

**Finance Manager’s Report**

328-23: Halisky

That Smoky Lake County’s Finance Manager’s report for the period ending January 19, 2023, 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:

#### **Councillor's Report**

Dan Gawalko Division one

December 2022

- December 15 attended the Evergreen Regional Waste Commission meeting. Discussed our feasibility study and what direction the board would like to go, Ashley presented the treasurers report along with the proposed 2023 budget, Paul gave his report on the Alberta CARE conference and his site report he is hauling clay and doing another shredder demo in January also looking at a used Eljon compactor with only 3,300 hours on it for less than ½ the cost of a new one ,they had 17 guests attend the shredder demo in December. Next meeting will be on February 16<sup>th</sup> at 10:00 am in St. Paul.
- December 20 and 22 attended the Vilna unstoppable community leadership conversations workshop via zoom

### **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:

#### **Councillor's Report**

For December 13, 2022 – January 16, 2023

From Councillor Linda Fenerty, Division 2

#### **December 20 & 22, 2022 – Unstoppable Conversations – via Zoom**

- These were the last two sessions of the four held by Unstoppable Conversations. A description of the session is on my previous Councillor's Report.

#### **January 16, 2023 – Smoky Lake Region/Kosiv District Twinning Committee – via Zoom**

- This was a short meeting held with Kosiv District. The Kosiv Situation Verbal report was in the midst of being given when the electricity was cut off. It resumed shortly in a tent close to their office which had access to internet. The Mayor advised that eight hundred soldiers from Kosiv are in the front line. Nineteen residents from the city have been killed and two additional residents have not been accounted for. There are seventy displaced people who are have been temporarily housed in a facility there.
- Michelle gave a verbal report on Smoky Lake Fundraising. To date, almost \$8,600.00 has been sent in 2022. The Gala is still a go ahead. Volunteers are required, and we were reminded to purchase tickets to the Gala.
- Next meeting will be in March.

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

Dominique Cere – Division Three Councillor written report from various Committees, Boards and Commissions:

#### **Division 3 Report**

December 12, 2022. ASCHA Public Awareness (virtual); some interesting ideas on how to go about engaging public as well as promoting Seniors Housing. Need to actively be using communication tools (newspapers as well as social media). 3 case studies have been conducted to date with lots of positive feedback.

January 11, 2023. Regional Community Development Committee (virtual)

January 15, 2023. Friends of Bar V Nook. Discussed the possibility of the group folding due to lack of members. Annual AGM March 13, 6 pm.

January 16, 2023. Warspite Hall. Discussed upcoming activities as well as possible projects/activities/events to continue with fundraising. AGM to be held on March 6, at 7 pm.

January 25, 2023. Bar V Nook Residents and Family meeting. Discussed the purpose of white colored towels, discussed harassment and bullying which included the taking of photographs without permission, and quality of food. Residents were made aware of the possibility of renting St. Paul swimming pool. The regional representative for Homecare was in attendance and spoke of upcoming changes. She also encouraged residents to contact Homecare if there were any questions or concerns.



**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:



**Reeve’s Report**  
December 7, 2022 to January 16, 2023

December 13, 2022 – Council Departmental Operations, Agricultural Service Board and Natural Gas Meetings, held in Chambers & virtually (All Council in-person)

- Received update reports from managers on activities and projects.
- Cancelled the December 13, 2022 Fire Protective Services Committee Meeting.
- Cancelled the December 13, 2022 Environment & Parks Meeting.

December 13, 2022 – Budget Open House, held virtually (All Council virtually)

- The Finance Manager provided a presentation on the proposed 2023 Budget balanced budget based on the following:
  - No change in service levels
  - Equipment replacement has been deferred and where necessary will be leased or rented
  - Maintenance costs will increase as a result of above
  - The Road Plan is based on feedback from Council and Management
  - The assumption that the MSI grant will be equal to the amount received in 2022
  - The predicted increase in policing costs of 50% (from \$127,404 to \$191,242)
  - Escalation of costs due to inflation
  - No purchase or crushing of gravel
  - Interest rates earned on funds will be approximately 5%

December 14, 2022 – Regular Council Meeting, held in Chambers & virtually (All Council in-person)

- Gave 1<sup>st</sup> reading to Bylaw No. 1425-22: Village of Vilna and Smoky Lake County Intermunicipal Development Plan (IDP); and to Bylaw No. 1426-22: Town of Smoky Lake and Smoky Lake County Intermunicipal Development Plan (IDP).
- Gave 3<sup>rd</sup> & final reading to Bylaw No. 1421-22: Waskatenau Intermunicipal Water and Wastewater Servicing.
- Approved to proceed with the surveying and preparation of a Road Plan to rectify the encroachment of the Victoria Trail onto Pt. NW-12-58-18-W4M.
- Adopted Policy #07-08-01: Alberta’s Lakeland Destination Marketing Organization (DMO) - Liaison Committee Terms of Reference; and Policy #62-11-01: Lakeland Industry and Community Association (LICA) - Liaison Committee Terms of Reference.
- Approved to transfer the lands known as the Victoria Park Cemetery located on part of River Lot 10 (RL-10, VIC SETTLEMENT) to the Metis Nation of Alberta at no cost to the County.
- Approved to install both the Treaty 6 and Métis Nation Flags at the Victoria District National Historic Site of Canada Plaque Site, on River Lot 10.
- Adopted a proposed Resolution for consideration at the Spring 2023 Rural Municipalities of Alberta (RMA) Convention, entitled: Municipal Access to Provincial Open Data.
- As the managing partner, approved the Regional Community Development Committee (RCDC) 2023 Economic Development Budget of \$115,600 with Smoky Lake County’s contribution of \$78,030.
- Approved to contribute \$2,500 to the Ukrainian Twinning Committee.
- Adopted Policy Statement No. 02-34-01: Peace Officer: Enforcement Jurisdiction.
- Appointed Tate Murphy to be the designated Bylaw Enforcement Officer for Smoky Lake County.
- Acknowledged receipt Management Policy #01M-19-01: Animal Control –Job Description.
- Gave 1<sup>st</sup> reading to Bylaw No. 1422-22: Subdivision and Development Appeal Board (SDAB).
- Approved the Five-Year Consolidated Capital Budget including the Bridge and Road Programs for a total cost of \$5,570,095 in 2023, \$10,571,656 in 2024, \$6,194,053 in 2025, \$6,882,889 in 2026, and \$4,286,117 in 2027.
- Approved the Interim Municipal Capital Budget including the Bridge and Road Programs for a total capital cost of \$5,284,605 and capital revenue of \$3,769,048; and Interim Municipal Budget, with revenue of \$19,688,408 and total Expenditures of \$19,688,408 not including amortization of \$2,020,300.
- Adopted the Natural Gas System Operating Budget with a total revenue of \$3,014,520 and expenditures of \$3,074,520; and Natural Gas System Capital Budget with a total revenue of \$115,500 and expenditures of \$285,500.
- Amended Policy Statement No. 62-22-06: Northlands Farm Family, to include the 2023 recipients.
- Approve to install the Ukrainian Flag in County Council Chambers, in recognition and in honor of the regional twinning relationship with the Kosiv Oblast region.
- Approved to increase the annual contribution to STARS from \$5,000 to \$6,000/year.
- Approved \$1,250 FCSS Grant Funding to Smoky Lake Holubka Dancers; and \$850 to Victoria District Agricultural Society.
- Approved to execute the agreement for maximum FCSS funding for 2023, 2024, & 2025.
- Approved a \$100 donation to the Smoky Lake Food Bank on behalf of the 18<sup>th</sup> Annual Dart Tournament in Memory of Cathy Bullas.

December 15, 2022 – Joint Health & Safety, held virtually (Lorne virtually)

- Organizational meeting held and appointments to the committee were made.
- Acknowledged no progress was made on rectifying the deficiencies noted in the Alberta Municipal Health and Safety (AMHSA)’s Year-2021 External Safety Audit Action Plan.
- Reviewed results of the Formal Safety Inspections conducted by staff in several County areas/facilities.
- Adopted Policy Statement No. 02-05-01: Contractor Health and Safety Management.
- Received Committee Member reports.

December 15, 2022 – Meeting with IUOE Local 955 Union (Dan, Dominique and Lorne in-person)

- Discussed the issue of inflation relative to wages and the Collective Agreement.

December 16, 2022 – Council Committee of the Whole - Planning, held in Chambers & virtually (All Council in-person)

- The Planning Department presented “Five Small ‘Big Ideas’” to Underpin a New Land Use Bylaw (LUB) & Municipal Development Plan (MDP), including: modernizing of the ‘front-end’ or administrative matters, making is easy to understand, updating maps & graphics, Indigenous engagement & relationship building, and Land Use District that are informed by data & sound rational.

December 16, 2022 – Council Special Meeting, held in Chambers & virtually (All Council in-person)

- Discussed two issues in Executive Session: (1) Legal and Personnel Issue, in respect to the Collective Agreement between Smoky Lake County and the Operating Engineers Local 955, under the authority of the FOIP Act, Section 24 Advice from Officials and Section 27 Privileged Information; and (2) Personnel Issue, in respect to a public complaint against an employee, under the authority of the FOIP Act, Section 24 Advice from Officials and Section 27 Privileged Information.
- Acknowledged the public complaint against an employee matter as resolved.
- Approved a one-time 1% non-cumulative wage increase, effective January 1, 2023 to December 31, 2023, for the Employees under the Operating Engineers Union Local 955 Collective Agreement.



December 19, 2022 – Highway 28/63 Regional Water Services Commission, held in Chambers & virtually (Lorne & Dan in-person)

- Received updated from the Commission Manager, Finance Manager, & Engineers.
- Gave 3<sup>rd</sup> & final reading to Bylaw No. 008-2022 for the purpose of governing the operations and provision of services of the Commission.
- Confirmed the 2023 Member water rates will remain the same as 2022.
- Approved to increase rate of the fee for services from Utility Operators and Utility Manager.
- Next meeting is to be February 2, 2023.

December 20, 2022 – Smoky Lake Region Ukrainian Twinning Committee Meeting, held virtually (Lorne & Linda virtually)

- Received update on fundraising, silent auction etc.
- Fundraising Gala rescheduled for February 25, 2023.
- Set budget of \$5000 for 2023.

December 20, 2022 – Regional Community Development Committee (RCDC) Meeting, held in Chambers & virtually (Lorne & Jered in-person)

- Received update from Community Economic Development Officer (CEDO) verbally and as per CEDO Monthly Activity Report.
- Approve action taken for CEDO work on Silverskate Grant Support Letter.
- Invite was sent out to Invest Alberta to attend a future RCDC Meeting.
- Boat and Sportsman Show booth work is taking place.
- Discussed and approved to advertise with Go East.
- Working on Business Retention and Expansion of Veterinary Services for Smoky Lake Region.

December 22, 2022 – MCC Meeting, held in virtually and at Metis Crossing (Lorne in-person)

- Introductions of all MCC Partners and Legal at meeting.
- Reviewed Shareholder agreement with legal and MCC Partners.

January 9, 2023 – Budget Workshop held in Chambers (All Council in-person)

- Administration provided a breakdown of the 2023 proposed budget per department to clarify what items could be subject to reduction.

January 10, 2023 – Munis101 refresher & Strategic Plan Workshop held in Chambers (All Council in-person)

- Reviewed the role of Council as legislated by the MGA & County Code of Conduct Bylaw.
- Reviewed the draft Strategic Plan and process to finalize it.

January 11, 2023 – Regional Community Development Committee (RCDC) Meeting, held in Chambers & virtually (Lorne & Jered in-person)

- Received update from Community Economic Development Officer (CEDO) verbally and as per CEDO Monthly Activity Report.
- Discussed/ brainstormed application ideas for the Northern and Regional Economic Development (NRED) Grant with 3 applications going forward for the Smoky Lake Region.
- CEDO presented her resignation as of January 31, 2023 which was accepted with regret.
- Discussed next steps regarding the CEDO position and the RCDC Committee function etc.
- Next RCDC Meeting will be held in the very near future with possibly bringing in Unstoppable Conversations to the meeting.

January 11, 2023 – Lakeland Communities Health Advisory Council, held virtually (Lorne & Dominique virtually)

- This was a Community Learning Opportunity, featuring Brenda Herchmer from Campus for Communities, to provide information about 'Campus for Communities' to help to demystify and provide strategies to ensure future readiness and to help determine what's next, and what's best. To help understand that health, social, economic, and environmental challenges are intrinsically linked and how to position for future readiness.

January 16, 2023 – Northeast Regional Mayors, Reeves and Indigenous Leaders Caucus Meeting in Cold Lake – Kinosoo Ridge Ski Resort (Lorne and Dan in-person)

- Round table introductions took place.
- Discussion was held on Highway 28 required work such as resurfacing, additional lanes etc. and a subcommittee was developed to work on this topic.
- Discussion was held on Medical Services such as Doctor, Nurse/Medical Staff and Large Animal Veterinary Recruitment.
- AHS - EMS North Zone Leader gave a presentation on current status with current/future changes taking place to remedy/ improve EMS Services.
- RCMP and Alberta Provincial Policing (APP) was discussed with update on APP in Alberta, expecting nothing to take place until after the Spring Election.
- Broadband was discussed with attendees on what if anything is being done in other areas such as the Town of Vermillion installing fibre to location.
- Local Government Framework Funding (LGFF) which is taking over for MSI was discussed with the importance of predictable timely funding.
- Invites will be sent out to RMA and AMA Region Representatives and applicable GOA MLA's and Ministers and/or Premier to the next meeting which will be held in Vegreville.

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

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

### Councillor's report December 12<sup>th</sup> - January 25<sup>th</sup>

#### Division five

#### Jered Serben

### Smoky Lake Ag. Society, December 12<sup>th</sup>, 2022, and January 9<sup>th</sup>, 2023

#### December 12<sup>th</sup>

- Maintenance Manger accepted and signed the contract as proposed
- Maintenance Manager is instructed to record his hours and completed jobs
- Ice rental agreement with Smoky Lake Minor hockey committee; Melody Morton, Sharon Boychuk and two members from minor hockey (to be determined)
- Charity hockey tournament is planned for Family Day weekend, Feb. 2023
- FCSS requested that the Ag. Society partner for Family Day activities, Feb. 2023
- Smoky Lake Rodeo Club inquired whether the Ag. Society is willing to sponsor a concert for rodeo weekend and their 40<sup>th</sup> anniversary. Ag. Society respectfully declined

#### January 9<sup>th</sup>

- Debated an appeal re hall rental; board decision to refund deposit
- Discussion on revising or amending current hall rental agreement
- Michelle Prusko presented the Treasurers report
- Sponsored signs, promote and sell rental spaces available
- Rental rates for ice-time increased from \$125-\$130 per hour
- Hall rental increase to be finalized at the next meeting
- STARS fundraiser and hockey tournament for April, 2023
- Casino, volunteers needed for April 7<sup>th</sup>, 2023 weekend

### Smoky Lake Foundation December 20<sup>th</sup>, 2022 and January 5<sup>th</sup> 2023

#### December 20<sup>th</sup>, regular meeting

#### Serben and Cere

- Serben asked whether masks are continuing for residents. Masks are not required for residents, residents can come and go as they please, visitors are mandated to wear a mask in the common area
- Cere asked if courses that are taken and required by staff are shared and beneficial. Staff claimed that they share what they learn with staff and feel that the courses are beneficial
- Serben inquired about the current menu. Specifically why the lunch menu is large (entrees) and the supper menu is small (soup and sandwiches). CAO Leslie explained that the supper menu can be enhanced if approved by a dietician. Further, Leslie stated that the supper meal is much lighter because seniors are unable to digest that amount of food and poses health risks.
- Serben previously inquired about a surge protector for the Smoky Lake building to mitigate further electrical issues pertaining to equipment. Manager Orichowski stated that the Smoky Lake building does have a surge protector however, after investigation, he found that the breaker had been shut off. The surge protector is now in the ON position.
- Serben asked why and what happens to the money when showing a surplus. CAO Leslie explained that there are expenses not shown in this month's financials, next month will clear any perceived surplus. However, if there is a surplus, the money is to be returned to the respective Government
- Warren inquired about why Doctor's assessments are required. CAO Leslie explained having a family Doctor is vital for placement within the DSL for the resident and staff
- Serben directed staff to become current with their CPR and First Aid by January 31<sup>st</sup>
- Prockiw-Zarusky inquired about who inspects and conducts audits within our sites. CAO Leslie explained that there are several organizations who inspect and conduct audits and that each organization sends their own inspector or auditor. Results are public and on the Foundation's website
- Cere inquired about the need of a mobile chest freezer. CAO Leslie explained the freezer is needed to mitigate food spoilage when a freezer breaks down in one of the facilities hence it be mobile

- Cere attended a resident meeting. Cere asked that Board members be notified for future resident meetings
- Policy review and employee contracts tabled to January 5<sup>th</sup> 2023
- Prockiw Zarusky's motion to approve a one time exception to the carry-over rule in Policy HR 305, S.3 to include an additional 12 months and therefore temporarily amend the last paragraph to : "Accumulated accrual of vacation overage, if any, will be deferred to a maximum of 24 additional months up to December 31<sup>st</sup>, 2022 with the authorization of the employee's Manager/Supervisor." Said temporary amendment will revert to January 31<sup>st</sup>, 2023, to permit time to administer requested accrued carry-overs.
- Interim operating budget adopted based om the 2022 approved budget
- Closed session: entered at 11:58 am, exited at 12:14 pm
- Accepted information presented in closed session
- Next meeting January 5<sup>th</sup>, 2023 (Policy review)
- Regular meeting January 20<sup>th</sup>, 2023
- Adjourned at 12:17 pm

**Policy Meeting, January 5<sup>th</sup>, 2023**

- Warren was absent
- Serben called the meeting to order at 9:59 am
- Policy HR 845 is suspended until future direction by AHS or Public Health
- Policy AD 470, Residents Concern Policy, reviewed with no changes
- Cere made a motion that requires Lodge Managers to advise CAO Leslie the date, time and agenda of Resident's Meetings. CAO Leslie to share information to the Board, who can attend, attend
- Policy AD 480 Concern Resolution and Investigation Procedure; reviewed, no changes
- Policy HOS 800 Resident and or Family/Council Committee; reviewed, no changes
- Adjourned at 11:19 am

**Council Workshop for Budget, January 9<sup>th</sup>, 2023**

- Facilitated by CAO Sobolewski
- All Managers from all departments in attendance
- All Council in attendance

**Council Workshop, Strategic Plan, January 10<sup>th</sup>, 2023**

- CAO, Sobolewski, all of council and Finance Manager in attendance

**Supplemental Information from Various Committees, Boards and Commissions**

**RCMP Liaison Committee - Smoky Lake RCMP "Coffee with a Cop"**

329-23: Serben That Smoky Lake County acknowledge receipt of the Smoky Lake RCMP's events poster for "Coffee with a Cop" detailing the dates and locations for Year-2023, and post the information on the County's website under Community Events.

Carried.

**Lakeland Industry and Community Association (LICA) – Stewardship Meeting**

330-23: Gawalko That the information received by Smoky Lake County from Lakeland Industry and Community Association (LICA), dated January 4, 2023, in respect to Alberta Lake Management Society's 4th Lake Stewardship Community of Practice Zoom meeting scheduled for February 16, 2023, be filed for information.

Carried.

**NE Alberta Mayors, Reeves, and Indigenous Leaders Caucus**

331-23: Serben That Smoky Lake County Council approve action taken by Reeve and Deputy Reeve in attending the NE Alberta Mayors, Reeves, and Indigenous Leaders Caucus, meeting held on January 16, 2023 at Kinosoo Ridge Ski Resort.

Carried.

**Whitefish Lake First Nation #128 – Invitation to Dialogue**

332-23: Fenerty That Smoky Lake County Council approve action taken by the Reeve in providing a letter to Whitefish Lake First Nation #128 Chief Stan Houle, dated January 10, 2023, in respect to extending an invitation to dialogue with Whitefish Lake First Nation #128 leadership to get to know each other better and to help understand how to be a more supportive neighbour.

Carried.

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

333-23: Gawalko That Smoky Lake County's Reeve Report received for the period of December 7, 2022 to January 16, 2023, be posted to the County's website; and the Councillor's reports received be filed for information; and acknowledge receipt of the following supplemental information provided in respect to same:

- North East Muni-Corr Ltd.
  - AGM Minutes: November 14, 2022;
  - Minutes: November 14, 2022;
  - Report: December 12, 2022.

Carried.

**6. Correspondence:**

**North Saskatchewan Watershed Alliance (NSWA) – Year-2023 Membership**

334-23: Halisky That Smoky Lake County approve to purchase a Year-2023 membership to the North Saskatchewan Watershed Alliance (NSWA), in the amount of \$1,230.50, in response to the letter from Stephanie Neufeld, Chair, North Saskatchewan Watershed Alliance, dated September 1, 2022.

Carried.

**County of Vermilion River – Request to end Drilling Tax Breaks**

335-23: Serben That Smoky Lake County acknowledge receipt of the letter from Stacey Hryciuk, Reeve, County of Vermilion River, dated January 10, 2023, to the Honourable Rebecca Schulz, Minister of Municipal Affairs, requesting advocacy to end drilling tax breaks; and submit a letter to the Minister of Municipal Affairs supporting same.

Carried.

**Northern Lights Library System Board**

336-23: Fenerty That Smoky Lake County accept and acknowledge the Northern Lights Library System Board (NLLS) Year-2023 requisition with a 1.5% increase for Smoky Lake County from the amount of 10.46 per capita to the amount of \$10.62 per capita based on a population of 2459 for a total levy in the amount of \$26,114.58, as per the correspondence received from Vicky Lefebvre, Chairman of Northern Lights Library System Board and James MacDonald, Executive Director of Northern Lights Library System Board, dated December 2022.

Carried.

**Rural Municipalities of Alberta (RMA) - Winter 2023 Position Statements**

337-23: Serben That Smoky Lake County acknowledge receipt of the correspondence bulletin from Karrina Jung, Policy Advisor, Wyatt Skovron, Manager of Policy & Advocacy, Rural Municipalities of Alberta (RMA), dated December 21, 2022, listing the RMA's Winter 2023 Position Statements; and retain the information as a resource in local advocacy efforts.

Carried.

Lydia Cielin, Assistant Chief Administrative Officer, virtually left the meeting, time 4:01 pm.

**Spedden Waste Management Facility Closure/Post-Closure Cost Assessment**

338-23: Gawalko That Smoky Lake County acknowledge receipt of the correspondence from Omni-McCann Inc. representatives: D. Royce Sather, P.L.(Eng.) and Davan Russell, P.Eng., Responsible Member, dated December 23, 2022, in respect to the future closure cost assessment of the Spedden Waste Management Facility based on its life expectancy of 22 years, recommending annual contributions for: Closure in the amount of \$7,635 per year and Post-Closure in the amount of \$18,360, for a total yearly allocation in the amount of \$25,995 per year.

Carried.

**Municipal Sustainability Program (MSP) Funding for the County's 2022 Gravel Program**

339-23: Serben That Smoky Lake County acknowledge receipt of the letter from Rebecca Schulz, Minister, Alberta Municipal Affairs, dated December 16, 2022, approving the County's 2022 Gravelling Program project in lieu of the previously approved Range Road 181 Rehabilitation project through the Municipal Stimulus Program (MSP); and further acknowledge the said MSP funding was to be expended by December 31, 2022.

Carried.

**Minister of Transportation and Economic Corridors**

340-23: Serben That Smoky Lake County acknowledge receipt of the letter received from the Honourable Devin Dreeshen, ECA, Minister of Transportation and Economic Corridors, dated December 1, 2022, replying to the City of Cold Lake Mayor Craig Copeland's letter regarding the need for improvement to the condition of Highway 28.

Carried.

**Alberta Order of Excellence**

341-23: Halisky That Smoky Lake County promote the Alberta Order of Excellence on social media for awareness of the February 15, 2023 deadline for nominations of individuals to receive Alberta's highest honour.

Carried.

**Deputy Commissioner / Commanding Officer Alberta RCMP**

342-23: Serben That Smoky Lake County acknowledge receipt of the letter from C.M. (Curtis) Zablocki, M.O.M, Deputy Commissioner, Commanding Officer Alberta RCMP, dated December 22, 2022, thanking the County for meeting with them at the fall 2022 Rural Municipalities of Alberta (RMA) Convention.

Carried.

**National Police Federation - 2023 Provincial Pre-Budget Submission**

343-23: Fenerty That Smoky Lake County acknowledge receipt of the email from Maryanne King, Policy Advisor, National Police Federation (NPF), dated January 13, 2023, sharing the National Police Federation's 2023 provincial pre-budget submission and the NPF's recommendation for a safer Alberta.

Carried.

**Sponsorship Request for Annual Randy Russ Memorial Barrel Race**

344-23: Halisky That Smoky Lake County provide funding in the amount of \$500.00 towards the 7th Annual Randy Russ Memorial Barrel Race, scheduled for August 6-7, 2023, in Bellis, Alberta; as a Silver Sponsorship, in response to the letter request received from Anne-Marie Russ, dated January 2023.

Carried.

**Addition to the Agenda:**

**Public Works Manager Retirement**

345-23: Serben That Smoky Lake County accept with regret the letter from Mr. Doug Ponich announcing his retirement from the position of Public Works Manager, effective April 28, 2023.

Carried.

**8. Executive Session:**

**Personnel Issue**

346-23: Cere That Smoky Lake County Council go into Executive Session to discuss a Personnel Issue, under the authority of the FOIP Act, Section 24 Advice from Officials and Section 27 Privileged Information; in the presence of all Council and the Chief Administrative Officer, time 4:06 p.m.

Carried.

347-23: Serben That Smoky Lake County Council go out of Executive Session, time 4:24 p.m.

Carried.

**9. Information Release:**

**Monthly Release of Information**

348-23: Gawalko That the following correspondence released to Smoky Lake County Council in accordance with Policy Statement No. 01-28-02: Council - Request for Information, during the months of December 2022 / January 2023, be filed for information:

- R82-22: Beaver River Integrated Watershed Management Plan.
- R83-22: Kara Leinweber, Land Administrator, Frontier Project Solutions, dated November 1, 2022, Re: Wellsite Abandonment.
- R84-22: RMA: Contact Newsletter: December 9, 2022.
- R85-22: UCC-ACP News Bulletin, December 9, 2022.
- R86-22: RMA: Contact Newsletter: December 16, 2022.
- R87-22: Aspen View Board Highlights, December 15, 2022.
- R88-22: NSWA December 2022 Newsletter.
- R89-22: RMA: Contact Newsletter: December 23, 2022.
- R01-23: UCC-ACP News Bulletin, December 23, 2022.
- R02-23: RMA: Contact Newsletter: January 6, 2023.
- R03-23: UCC-ACP News Bulletin, January 12, 2023.
- R04-23: RMA: Contact Newsletter: January 13, 2023.
- R05-23: LICA Newsletter: January 16, 2023.
- R06-23: Brian Holden, Mayor, Town of Bon Accord, dated January 12, 2023, Ambulance Crisis (Response letter).

Carried.

**10. Bills & Accounts:**

349-23: 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, as follows, be filed for information:

***County Council Meeting: January 26, 2023***

<b>Batch #</b>	<b>Cheque Numbers</b>	<b>Total of Batch</b>
PMCHQ081	52787 to 52808	\$257,018.63
PMCHQ082	52808	\$29,869.67
PMCHQ083	52809 to 82833	\$545,276.27
PMCHQ086	52834 to 82862	\$23,422.36
PMCHQ088	52863 to 52878	\$116,833.89

PMCHQ090	52879 to 52881	\$118,123.21
PMCHQ091	52882 to 52886	\$61,595.57
PMCHQ092	52887 to 52935	\$172,437.30
<b>Total Cheques from 52787 to 52935</b>		<b>\$1,324,576.90</b>

Batch #	EFT Numbers	Total of Batch
221209	514 to 521	\$24,217.55
221216	522 to 542	\$477,889.57
221220	543 to 551	\$24,330.42
221221	552 to 555	\$311,604.12
221231	556 to 582	\$626,808.31
<b>Total EFTs from 514 to 582</b>		<b>\$1,464,849.97</b>

**Direct Debit Register**

Batch #	Description	Total of Batch
PMPAY026	My HAS	\$503.44
PMPAY027	My HAS	\$784.59
PMPAY028	My HAS	\$775.90
PMPAY029	My HAS	\$2,434.97
PMPAY030	My HAS	\$2,349.15
PMPAY031	My HAS	\$506.60
PMPAY032	My HAS	\$773.50
PMPAY033	My HAS	\$20.33
<b>Total Direct Debits from 026 to 033</b>		<b>\$8,148.48</b>

<b>Grand Total Bills and Accounts</b>	<b>\$2,797,575.35</b>
<i>(Note: From General Account)</i>	

Carried.

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

**Schedule County Council Departmental Operations Meeting**

350-23: Cere

That the next Smoky Lake **County Council Departmental Operations Meeting**, be scheduled for **Tuesday, February 14, 2023 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.

**Schedule County Council Regular Meeting**

351-23: Gawalko

That the next Smoky Lake **County Council Meetings**, be scheduled for **Wednesday, February 15, 2023, at 9:00 a.m.**, and **Thursday, March 16, 2023 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:**

352-23: Fenerty

That the Smoky Lake County Council Meeting of January 26, 2023, be adjourned, time 4:29 p.m..

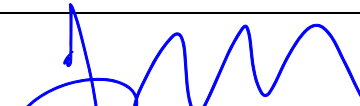
Carried.

\_\_\_\_\_  
REEVE

S E A L

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER



<b>REQUEST FOR DECISION</b>		DATE	<b>February 15, 2023</b>	<b>4.1</b>
TOPIC	<b>Federation of Canadian Municipalities (FCM) Annual Conference &amp; Trade Show</b>			
PROPOSAL	<p><b>BACKGROUND:</b>                      FCM holds an annual convention in different locations each year where you can join 2,000 elected officials and FCM partners to “learn best practices and gain new insights to solve your municipality’s challenges, experience the vibrant City of Toronto through our innovative study tours, network with other local leaders from all over Canada and meet experts in your field, Connect with key municipal partners at our sector-leading trade show, influence the national municipal agenda, exchange and share knowledge that can help strengthen your community, and achieve your municipality’s full potential and raise your community’s profile.”</p> <p>The event is scheduled for May 25-28, 2023 in the City of Toronto, Ontario.</p> <ul style="list-style-type: none"> <li>- Registration per person is \$985 prior to April 21, 2023 or \$1,161 after that (excursions usually come with separate fees, which would be in addition to the registration fee)</li> <li>- Flights are estimated to be between \$800 - \$1,200 (depending at booking)</li> <li>- Accommodations are approximately \$225 to \$325/night x 5 nights = \$1,125 to \$1,625</li> <li>- Transportation, Meals and Mileage probably about \$100 to \$150/day (averaged) = \$500 to \$750</li> </ul> <p><b>Total would likely be in the range of \$3,410 to \$4,560 per person (estimated). The costs for Partners/spouses whom wish to attend are not covered by the County.</b></p> <p><b>PROPOSAL:</b>                      Administration recommends that Council consider the cost implications of attending the conference against the benefits which will be derived through the seminars and dialogue with colleagues and political officials.</p>			
<b>CORRELATION TO BUSINESS (STRATEGIC) PLAN</b>				
LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS	Policy Statement No. 08-18-08: Council Remuneration and Expenses			
BENEFITS	Provides an opportunity to network with other municipalities and to lobby government officials and government representatives with other municipalities.			
DISADVANTAGES				
ALTERNATIVES	Not attend.			
<b>FINANCE/BUDGET IMPLICATIONS</b>				
Operating Costs:	\$ _____	Capital Costs:	\$ _____	
Budget Available:	\$ _____	Source of Funds:	_____	
Budgeted Costs:	\$ _____	Unbudgeted Costs:	\$ _____	
INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS	N/A			
COMMUNICATION STRATEGY	N/A			
<b>RECOMMENDATION</b>				
<p style="text-align: center;"><b>That Smoky Lake County Council authorize ____ to attend the Federation of Canadian Municipalities (FCM) Annual Conference &amp; Trade Show, scheduled for May 25-28, 2023 to be held in Toronto Ontario with an an estimated budget expenditure of \$ ____.</b></p>				
CHIEF ADMINISTRATIVE OFFICER				





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# Annual Conference and Trade Show

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**May 25-28, 2023**

**Toronto, ON**

Join 2,000 elected officials and FCM partners in the heart of Toronto for our annual flagship event, where you'll:

- **Learn** best practices and gain new insights to solve your municipality's challenges.
- **Experience** the vibrant City of Toronto through our innovative study tours.
- **Network** with other local leaders from all over Canada and meet experts in your field.
- **Connect** with key municipal partners at our sector-leading [trade show](#).
- **Influence** the national municipal agenda.
- **Exchange** and share knowledge that can help strengthen your community.
- **Achieve** your municipality's full potential and raise your community's profile.

This is one event you won't want to miss. We're looking forward to seeing you in person!

**Stay tuned! All the details about our upcoming registration launch and the conference program will be shared with members via FCM Voice, our weekly email newsletter, and dedicated sends.**

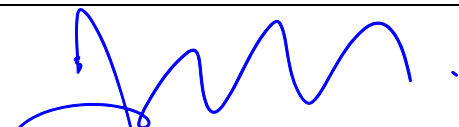
## Connect with us

**Not a member?** Sign up for our Annual Conference mailing list to stay abreast of all the event's updates by writing to [register@fcm.ca](mailto:register@fcm.ca).

**Interested in being a Trade Show exhibitor?** [Learn more now.](#)

For any other questions, please contact us at [events@fcm.ca](mailto:events@fcm.ca).



<b>REQUEST FOR DECISION</b>		DATE	<b>February 15, 2023</b>	<b>4.2</b>
TOPIC	<b>Alberta Rural Connectivity Coalition 3rd Annual Alberta Rural Connectivity Forum</b>			
PROPOSAL	<p><b>BACKGROUND:</b></p> <p>The Alberta Rural Connectivity Forum is a gathering of community leaders, technology providers, as well as 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 provincial government’s Alberta Broadband Strategy and Alberta Broadband Fund, as well as continuing growth in municipal broadband builds, this year’s forum has many important connectivity issues to address. Join us at the 2023 Alberta Rural Connectivity Forum to explore emerging trends in internet access, and workshop solutions.</p> <p><a href="https://abconnectivity.ca/forum23/">https://abconnectivity.ca/forum23/</a></p> <p>The event is scheduled for May 24-25, 2023 at Olds College – Alumni Centre, in the Town of Olds, Alberta. The cost per person is outlined and estimated as follows:</p> <ul style="list-style-type: none"> <li>- Registration \$146.77</li> <li>- Welcome Dinner Reception \$46.13</li> <li>- Accommodations are approximately \$129/night x 2 nights = \$258</li> <li>- Transportation, Meals and Mileage \$100 to \$150/day (averaged)</li> </ul> <p><b>PROPOSAL:</b></p> <p>Administration recommends one or two Councillors attend this event.</p>			
<b>CORRELATION TO BUSINESS (STRATEGIC) PLAN</b>				
LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS	Policy Statement No. 08-18-08: Council Remuneration and Expenses			
BENEFITS	Provides an opportunity to discuss how to bridge policy, regulatory, and technical barriers that exist to broadband deployment.			
DISADVANTAGES				
ALTERNATIVES	Not attend.			
<b>FINANCE/BUDGET IMPLICATIONS</b>				
Operating Costs:	\$ _____	Capital Costs:	\$ _____	
Budget Available:	\$ _____	Source of Funds:	_____	
Budgeted Costs:	\$ _____	Unbudgeted Costs:	\$ _____	
INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS	N/A			
COMMUNICATION STRATEGY	N/A			
<b>RECOMMENDATION</b>				
<p><b>That Smoky Lake County Councillor(s) _____ attend the Alberta Rural Connectivity Coalition 3rd Annual Alberta Rural Connectivity Forum, scheduled for May 24-25, 2022 at Olds College – Alumni Centre, in the Town of Olds, Alberta.</b></p>				
CHIEF ADMINISTRATIVE OFFICER				

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alberta rural connectivity coalition



## Registration is now open for the 2023 Alberta Rural Connectivity Forum

The Alberta Rural Connectivity Coalition is pleased to announce its third annual Alberta Rural Connectivity Forum, taking place in Olds, Alberta, May 24-25, with a welcome reception dinner the evening of May 23.

The [Alberta Rural Connectivity Forum](#) is a gathering of community leaders, technology providers, as well as 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 provincial government's Alberta Broadband Strategy and Alberta Broadband Fund, as well as continuing growth in municipal broadband builds, this year's forum has many important connectivity issues to address. Join us at the 2023 Alberta Rural Connectivity Forum to explore emerging trends in internet access, and workshop solutions.

## REGISTER FOR THE 2023 ALBERTA RURAL CONNECTIVITY FORUM



The Alberta Rural Connectivity Coalition advocates for universal access to high-speed internet at an affordable price for all Albertans, including those living in rural, remote, First Nations and Metis Settlements communities. The coalition is pushing for multiple levels of government to immediately take steps to provide funding — and other forms of regulatory relief — for telecommunications infrastructure in Alberta’s rural communities.



[ABconnectivity.ca](https://abconnectivity.ca)



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<b>REQUEST FOR DECISION</b>	DATE	<b>February 15, 2023</b>
		<b>4.3</b>

TOPIC	Policy Statement NO. 02-36-01: Peace Officer: Uniform and Equipment
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**PROPOSAL**

**HISTORY:**

- ▶ **Smoky Lake County has been an authorized employer to employ a Peace Officer since Year 2007.**

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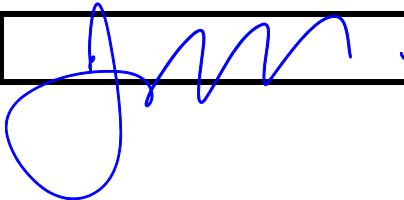
**BACKGROUND: PEACE OFFICER PROGRAM**

**Note:**

- **The Peace Officer Program** is very detailed and closely monitored Program by the Alberta Justice and Security System. All actions taken by the employer has to be completed by written Policy, (especially with its Policy and Procedure changes within a specified timeline).
- **Smoky Lake County** has the following policies adopted for the Peace Officer Program:

Highlighted in <b>Green</b> : Smoky Lake County currently has policies established.
Highlighted in <b>Yellow</b> : Policies to develop. <span style="color: red;">Today's Policy on Uniform - highlighted in Orange.</span>
Agency objective, delivery service model and approach to the peace officer services
Jurisdiction – maps and written geographic description - <b>Adopted – December 2022</b>
Authority and employer restrictions
Enhanced Authorities, if approved
Duties and responsibilities 1-M-07-03- Job Description
Uniform and department - permitted equipment - rank structure - requirement to carry and present ID
Code of Conduct
Use of peace officer patrol vehicles - stealth vehicle policy <span style="color: red;">Next – working on it</span> - decommissioning vehicles
Traffic Safety Plan
Emergency Response
Weapons - use of force policy - decommissioning weapons
Privacy Policy - protection of personal information and legislation

Records Management and Retention System - Personnel file for each PO - Supervisor file reviews - Record retention - investigations/charges that may go to appeal - public complaints against POs (5 years) - administration and management of PO operations (3 years)
- Bodycam, in-car video data storage - Case/file management system - Operational Records - shift schedules - pilot project approval - JFO invitations - approvals for new weapons or equipment - approval for stealth vehicles
Notebook Policy
In-car audio/visual equipment policy
Body worn camera policy
Evidence collection and management
Highway enforcement

	- use of databases (JOIN, ROADS, CPIC)	
	Public complaints policy and process (includes informal resolution)	Pursuits and Closing the Distance
	Employer-initiated investigation policy and process	Communications/Dispatch policy and protocols
	Disciplinary policy (existing employer's policy)	Known-risk policy and protocols and Reporting Requirements
<p><b>PROPOSAL:</b></p> <p>Administration will continue preparing the mandatory Policies to remain in compliance with the Peace Officer Program:</p> <p><b>NOTE:</b> Letter received on January 19, 2023 received from Tammy Spink, Manager, Peace Officer Program, Law Enforcement and Oversight Branch – Re: <u>Authorized Employer Policy Documents</u>. <b>Attachment # 1</b></p> <p><b>Recommending Policy Statement No. 02-36-01: Peace Officer: Uniform and Equipment to be adopted.</b></p>		
<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 7(2) (b)</b>
<b>BENEFITS</b>	<ul style="list-style-type: none"> <li>■ Adhere to Solicitor General and Public Security legislative requirements.</li> <li>■ Peace Officer will be identified as a law enforcement and readily identifiable to the public through the proper wearing of a uniform and equipment.</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>		
<p><b>Recommendation:</b></p> <p><b>Motion ONE:</b></p> <p><b>That Smoky Lake County acknowledge receipt of the letter received from Tammy Spink, Manager, Peace Officer Program, Law Enforcement and Oversight Branch, Alberta Public Safety and Emergency Services, dated January 19, 2023 – Re: Authorized Employer Policy Documents.</b></p> <p><b>Motion TWO:</b></p> <p><b>That Smoky Lake County adopt Policy Statement NO. 02-36-01: Peace Officer: Uniform and Equipment.</b></p>		
<b>CHIEF ADMINISTRATIVE OFFICER</b>		



January 19, 2023

Gene Sobolewski  
Chief Administrative Officer  
Smoky Lake County  
4612 McDougal Drive  
PO Box 310  
Smoky Lake, AB T0A 3C0

Sent by Email to [cao@smokylakecounty.ab.ca](mailto:cao@smokylakecounty.ab.ca) ; [gsobolewski@smokylakecounty.ab.ca](mailto:gsobolewski@smokylakecounty.ab.ca) ;  
[county@smokylakecounty.ab.ca](mailto:county@smokylakecounty.ab.ca)

Dear Gene Sobolewski

Re: Authorized Employer Policy Documents

Please be advised that all authorized employers, in accordance with Section 5 of the Peace Officer Act (POA) and Section 2 of the *Peace Officer (Ministerial) Regulation (POMR)*, must maintain and submit specified documents and policies in order to become an Authorized Employer of Peace Officers. This includes providing updated policies or documents when updates or additions are implemented.

As part of the Peace Officer Program's move to electronic files management systems, a review was conducted to identify and deficiencies in the Authorized Employers file and bring them up-to-date. We request your assistance in providing the following documents to update your agency's file.

- Peace Officer (Duties and Responsibilities)
- Your Traffic Safety Plan (renewed every 3 years)
- Photograph of approved shoulder flash
- Photographs of uniforms
- Photograph of vehicle decaling

In addition, the following policies are recommended as a best practice and should be submitted if you current have them:

- Body Worn Camera Policy

If you recently provided copies of these documents to our office during an audit, let us know so we can determine if any additional submissions are required.

Please submit all requested documents by email to [peaceofficerinfo@gov.ab.ca](mailto:peaceofficerinfo@gov.ab.ca) .

Thank you for your assistance as we work to improve our service delivery mechanisms. If you have any questions, please do not hesitate to contact our administrative team, Joan Popp or Bernie Bezeau at 780-644-4547.

Sincerely,

A handwritten signature in blue ink, appearing to read "Tammy Spink", with a long horizontal flourish extending to the right.

Tammy Spink  
Manager  
Peace Officer Program  
Law Enforcement and Oversight Branch



# SMOKY LAKE COUNTY



<b>Title: Peace Officer: Uniform and Equipment</b>		<b>Policy No.: 36-01</b>
<b>Section: 02</b>	<b>Code: P-A</b>	<b>Page No.: 1 of 3</b>

<b>Legislation Reference:</b>	Alberta Provincial Statutes
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<b>Purpose:</b>	To provide Smoky Lake County Community Peace Officer direction on the appropriate standards for uniform dress and equipment.
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## Policy Statement and Guidelines:

### 1. STATEMENT:

1.1 This uniform and equipment policy will establish standards to ensure that the uniformed Community Peace Officer be identified as the law enforcement authority in Smoky Lake County and be readily identifiable to the public through the proper wearing of uniform and equipment.

### 2. OBJECTIVES:

- 2.1 To properly attire the Community Peace Officer in safe and functional uniforms. The uniforms shall adhere to the style and fashion as prescribed by Provincial Legislation.
- 2.2 To identify uniform dress clothing and equipment entitlements for the Community Peace Officer. Damaged or worn-out clothing will be replaced on an as needed basis to be approved by the Chief Administrative Officer.
- 2.3 To ensure that the Community Peace Officer wear the uniform in a consistent manner that reflects positively on themselves and on the County. The appearance of the Community Peace Officer will reflect the professionalism while in uniform and on duty.

### 3. GUIDELINES:

- 3.1 The Community Peace Officer shall wear a complete uniform for a Level 1 CPO while on duty consistent with the Alberta Justice and Solicitor General Peace Officer Program.
- 3.2 The Community Peace Officer **“Shoulder Flash”** design description, *as provided by photo*, is worn in an exterior fashion of which corresponds with the official crest of the service:

**“Smoky Lake County Protective Services Peace Officer”.**



### 4. PROCEDURES:

#### Uniform Entitlements:

- 4.1 Upon being employed by Smoky Lake County as a Community Peace Officer, the employee will be provided with complete dress uniforms to wear while on-duty, while in transit to or from work, for court or at other official County functions or events appearances.

<b>Title: Peace Officer: Uniform and Equipment</b>		<b>Policy No.: 36-01</b>
<b>Section: 02</b>	<b>Code: P-A</b>	<b>Page No.: 2 of 3</b>

**Policy Statement and Guidelines:**

- 4.2 The dress uniform will consist of approved short or long sleeved grey shirt; navy pants either plain or cargo style with reflective vertical grey stripe on either leg; protective vest; black boots; duty belt; hat and tie, if worn, color must correspond to pants or shirt and is not required to wear during normal course of their duties; navy jacket and depending on climactic conditions wear a black toque plain or displaying the Smoky Lake County logo. Safety Vest lime green in color and bear the words "Community Peace Officer" title across the back . Approved shoulder flash and Peace Officer identification will be adorned on the uniform for identification on the jackets and shirts.
- 4.3 Community Peace Officer shall purchase their footwear in accordance with existing County Policy regarding boot purchase and replacement.
- 4.4 Community Peace Officer, if approved by the Director, may wear special uniform shirts or markings in support of community events. The shirts or markings must only be worn on the event date.
- 4.5 The Community Peace Officer shall not wear any part of the uniform when off duty, unless for the purpose of Training, Public Representation, or duties related to employment.
- 4.6 The Community Peace Officer is required to keep their dress uniform in good, clean condition and required to correct damaged articles as soon as practicable. Upon termination of employment as a Community Peace Officer, all dress clothing items are returned to the County.
- 4.7 The Community Peace Officer(s) shall maintain a high level of personal hygiene when on duty.

**Identification:**

- 4.8 The Community Peace Officer will be issued an official identification ID card by the Alberta Solicitor General and Public Security bearing the employee's name, identifying information and photo likeness. The Community Peace Officer shall be in possession of their ID card at all times while on-duty as the only legal identification document.
- 4.9 If the Community Peace Officer loses the Peace Officer's identification card, the loss must be immediately reported to the Chief Administrative Officer, local RCMP Detachment and the Director of the Peace Officer Program.

**Equipment:**


- 4.10 For the purposes of personal protection, Community Peace Officer shall be issued and carry only the following equipment while on-duty:
- Defensive baton
  - Oleoresin Capsicum (OC) Spray

<b>Title: Peace Officer: Uniform and Equipment</b>		<b>Policy No.: 36-01</b>
<b>Section: 02</b>	<b>Code: P-A</b>	<b>Page No.: 3 of 3</b>

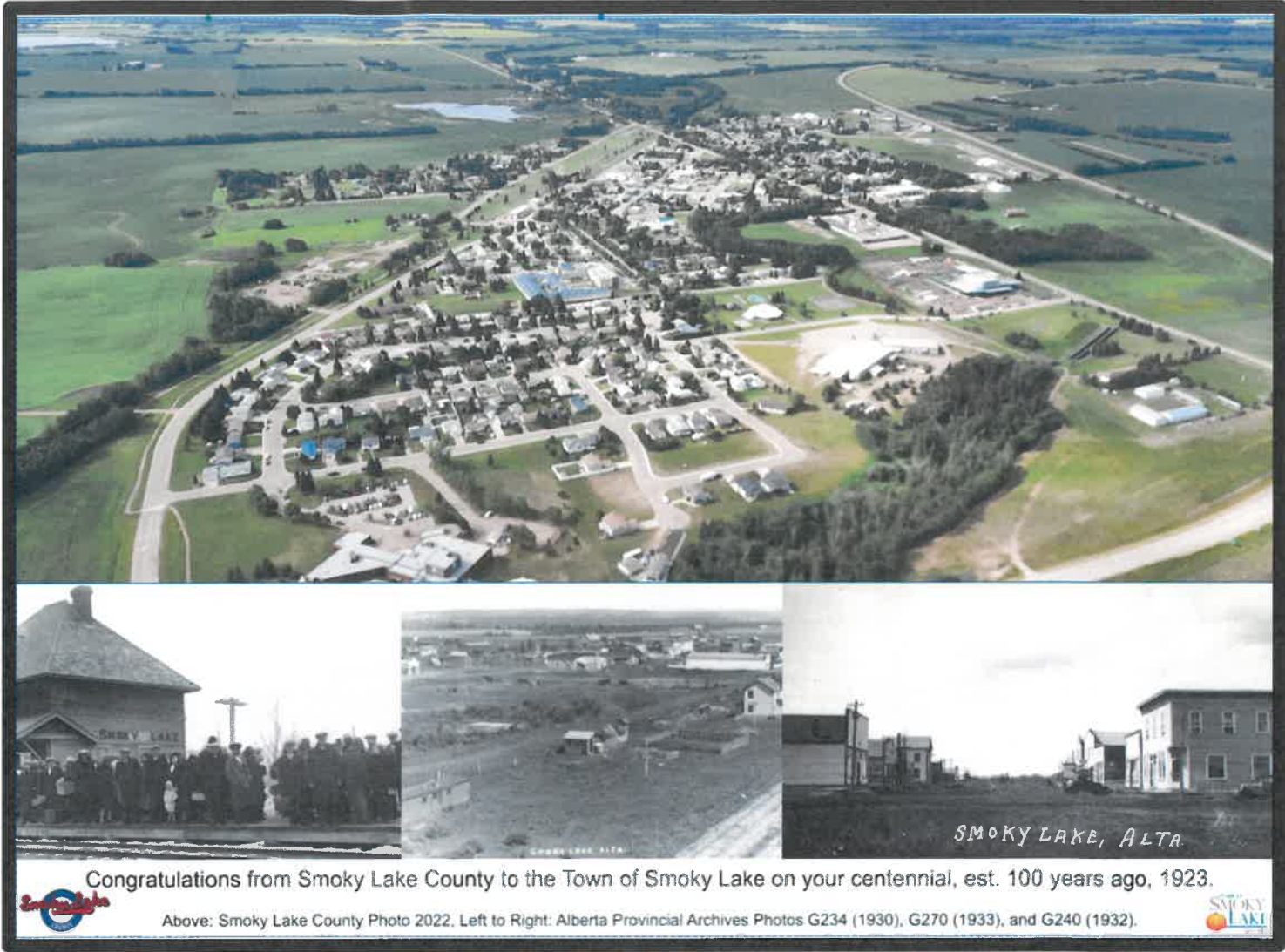
Policy Statement and Guidelines:	
<ul style="list-style-type: none"> <li>■ Radar/Laser</li> <li>■ Soft body armor (Protective Vest)</li> <li>■ Dash and Body Worn Camera</li> <li>■ Radio and Clip</li> </ul>	
4.11	The Community Peace Officer is responsible for maintaining and regularly inspecting the uniform belt and the equipment accessories. Damage to any item of equipment shall be reported to the Chief Administrative Officer.
4.12	The Chief Administrative Officer will permit the damaged equipment to be replaced as soon as the damage is noticed upon inspection. Damaged equipment will be disposed of and destroyed, as necessary. Supply companies can be consulted for proper disposal process.
4.13	An inventory list of the employee's uniform and equipment will be kept and maintained by Community Peace Officer.

	Date	Resolution Number
Approved	February 00, 2023	# 000-22 - Page # 00000
Amended		
Amended		
Amended		
Amended		



<b>REQUEST FOR DECISION</b>		<b>DATE</b>	February 15, 2023	<b>4.4</b>
<b>TOPIC</b>	Town of Smoky Lake Centennial: 100 Years Celebration			
<b>PROPOSAL</b>	<p><i>To recognize the Town of Smoky Lake's centennial as a municipality in the Province of Alberta.</i></p> <p><b>BACKGROUND</b></p> <ul style="list-style-type: none"> <li>The Village of Smoky Lake was erected by Ministerial Order on March 26, 1923, and later was formed into the Town of Smoky Lake by Order in Council 162/62 on Feb 6, 1962.</li> <li>Administration has completed a proposed small gift based on imagery from County files, and from the Alberta Provincial Archives, as shown in <b>Attachment 1</b> for County Council's consideration.</li> </ul> <p><b>ATTACHMENTS</b></p> <ul style="list-style-type: none"> <li>Proposed Commemorative Gift © <b>Attachment 1</b></li> </ul>			
<b>CORRELATION TO BUSINESS (STRATEGIC) PLAN</b>				
<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>				
<b>LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS</b>		<u>Municipal Government Act</u>		
<b>BENEFITS</b>	<ul style="list-style-type: none"> <li>Intermunicipal Relations.</li> </ul>			
<b>DISADVANTAGES</b>	<ul style="list-style-type: none"> <li>None identified.</li> </ul>			
<b>ALTERNATIVES</b>	<ul style="list-style-type: none"> <li>Council to specify an alternative, defer a decision, or take no action.</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>\$80.00</b> _____		<b>Unbudgeted Costs:</b> _____		
<b>INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS</b>		<ul style="list-style-type: none"> <li>Advocacy to the Province of Alberta</li> <li>Intermunicipal Advocacy</li> </ul>		
<b>COMMUNICATION STRATEGY</b>		<ul style="list-style-type: none"> <li>Nil.</li> </ul>		
<b>RECOMMENDATION</b>				
<p><b>That Smoky Lake County commemorate the Town of Smoky Lake Centennial being celebrated on March 26<sup>th</sup>, 2023 with a gift not to exceed \$500.00, and that those who can attend, attend.</b></p>				
<b>CHIEF ADMINISTRATIVE OFFICER</b>				





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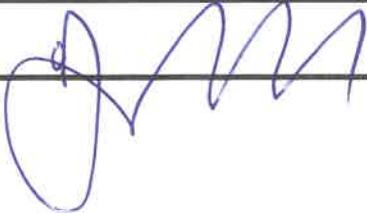
Policy 01-27

<b>REQUEST FOR DECISION</b>		<b>DATE</b>	<b>February 15, 2023</b>	<b>4.5</b>
<b>TOPIC</b>		Assessment Review Board Services		
<b>PROPOSAL</b>	<p>Smoky Lake County must establish Local Assessment and Composite Assessment Review Boards.          In 2011 bylaw 1417-22 establishes the boards. In 2022 Council contracted Capital Region Assessment Services Commission (CRASC) to carry out the Assessment board duties for Smoky Lake County.</p> <p>Although the CRASC is contracted, Smoky Lake County is must appoint the positions each year. The members they are providing for 2023 are:</p> <p>ARB Chairman - Raymond Ralph</p> <p>Certified ARB Clerk - Gerryl Amarin</p> <p>Certified Panelists - Darlene Chartrand          Tina Groszko          Stewart Hennig          Richard Knowles          Raymond Ralph</p>			
<b>CORRELATION TO BUSINESS (STRATEGIC) PLAN</b>				
<b>LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS</b>	<p><i>Assessment review boards to be established</i>  <b>454 A council must by bylaw establish (a) a local assessment review board to hear complaints referred to in section 460.1(1), and (b) a composite assessment review board to hear complaints referred to in section 460.1(2). 2016 c24 s62</b>  <i>Appointment of members to local assessment review board</i>  <b>454.1(1) A council must (a) appoint at least 3 persons as members of the local assessment review board, (b) prescribe the term of office of each member appointed under clause (a), and (c) prescribe the remuneration and expenses, if any, payable to each member appointed under clause (a). (2) The council must designate one of the members appointed under subsection (1) as the chair of the local assessment review board and must prescribe the chair's term of office and the remuneration and expenses, if any, payable to the chair. (3) The chair may delegate to any other member appointed under subsection (1) any of the powers, duties or functions of the chair. 2016 c24</b></p>			
<b>BENEFITS</b>	<p>The benefits of contracting out the ARB services:</p> <ul style="list-style-type: none"> <li>▪ The appeal process will be perceived as being independent of the taxing authority</li> <li>▪ Council Members will not have to take training</li> <li>▪ Council Members will not be put in a position of deciding appeals from voting residents</li> <li>▪ The problem of finding and training members will be eliminated.</li> <li>▪ The burden of administering the process will not be on County administrative staff</li> </ul>			
<b>DISADVANTAGES</b>	<ul style="list-style-type: none"> <li>▪ The financial cost is higher (2022 = \$2,693.30)</li> </ul>			

ALTERNATIVES	<ul style="list-style-type: none"> <li>Establish an Intermunicipal Board with the Town of Smoky Lake</li> </ul>
<b>FINANCE/BUDGET IMPLICATIONS</b>	
Operating Costs: 2023 \$ <u>0</u>	
Budget Available: 2023 \$ <u>3,000</u>	Source of Funds: <u>operating budget</u>
Budgeted Costs: 2023 \$ <u>3,000</u>	Unbudgeted costs <u>\$0</u>
<b>INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS</b>	
<b>COMMUNICATION STRATEGY</b>	Grapevine publications
<b>RECOMMENDATION</b>	
<p>Recommended motions:</p> <ol style="list-style-type: none"> <li>That Smoky Lake County appoint, for the calendar year 2023; <ul style="list-style-type: none"> <li>✓ Raymond Ralph Assessment Review Board Chairman</li> <li>✓ Geryl Amorin as the Certified Assessment Review Board Clerk</li> <li>✓ The following individuals as Assessment Review Board Certified Panelists: <ul style="list-style-type: none"> <li>▪ Darlene Chartrand</li> <li>▪ Tina Groszko</li> <li>▪ Stewart Hennig</li> <li>▪ Richard Knowles</li> <li>▪ Raymond Ralph</li> </ul> </li> </ul> </li> </ol>	
CHIEF ADMINISTRATIVE OFFICER	



<b>REQUEST FOR DECISION</b>		<b>DATE</b>	<b>February 15, 2023</b>	<b>4.6</b>
<b>TOPIC</b>	<b>Bylaw No. 1430-23 - Planning and Development: Public Hearing Procedures</b>			
<b>PROPOSAL</b>	<p>To adopt Bylaw No. 1430-23: <i>Planning and Development Public Hearing Procedures</i> and to replace Bylaw No. 1282-15: <i>Planning and Development Public Hearing Procedures</i></p> <p><b>Background:</b></p> <ul style="list-style-type: none"> <li>▪ Bylaw No. 1282-15: <i>Planning and Development Public Hearing Procedures</i> was adopted on June 25, 2015, and established procedures and processes for holding Public Hearings related to planning and development matters.</li> <li>▪ Since 2015, a number of changes have been made to the <i>Municipal Government Act</i> that require changes to be made to Bylaw No. 1282-15 and its Schedules.</li> <li>▪ These changes include specific sections of the Act that have been repealed and replaced by new sections.</li> <li>▪ Bylaw No. 1430-23 also proposes changes to the method of how notice of a Public Hearing is given and to whom notice is provided, depending on the subject of the Public Hearing. The proposed changes will ensure consistency with the Act and the County's Land Use Bylaw and Municipal Development Plan</li> <li>▪ Bylaw No. 1430-23 also proposes minor changes to the Public Hearing script to ensure that Public Hearings are efficient and accessible for all participants.</li> </ul> <p><b>January 26, 2023 – Smoky Lake County Council Meeting</b></p> <ul style="list-style-type: none"> <li>▪ Bylaw 1430-23 received First and Second reading. Permission was sought for Third Reading to take place at the same meeting but Council deferred and asked administration to place a copy of said Bylaw on the County's website to inform ratepayers.</li> <li>▪ Bylaw 1430-23 was posted by the County's Communications Officer on February 3, 2023.</li> </ul> <p><b>Attachments:</b></p> <ol style="list-style-type: none"> <li>1. Summary of changes © <b>Attachment #1</b></li> <li>2. Draft Bylaw No. 1430-23 with attached Schedules "A", "B", and "C". © <b>Attachment #2</b></li> </ol>			
<b>CORRELATION TO BUSINESS (STRATEGIC) PLAN</b>				
n/a				
<b>LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS</b>		Municipal Government Act Sections 184, 197, 198, 200, 216.4 and 606		
<b>BENEFITS</b>	County will be able to: <ul style="list-style-type: none"> <li>• Hold public hearings in a consistent and orderly fashion.</li> </ul>			
<b>DISADVANTAGES</b>	<ul style="list-style-type: none"> <li>• Nil.</li> </ul>			
<b>ALTERNATIVES</b>	<ul style="list-style-type: none"> <li>• Council may direct administration to make further changes to the proposed bylaw.</li> </ul>			
<b>FINANCE/BUDGET IMPLICATIONS</b>				
<b>Operating Costs:</b> _____		<b>Capital Costs:</b> _____		
<b>Budget Available:</b> _____		<b>Source of Funds:</b> _____		

Budgeted Costs: _____		Unbudgeted Costs: _____	
INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS			
COMMUNICATION STRATEGY			
RECOMMENDATION			
<p><b>1. That the Municipal Council of Smoky Lake County give Bylaw No. 1430-23: <i>Planning and Development Public Hearing Procedures</i>, be given THIRD and FINAL READING.</b></p>			
CHIEF ADMINISTRATIVE OFFICER			

**Public Hearing Procedures for Planning and Development – Summary of Changes**

- Bylaw No. 1430-23: *Planning and Development Public Hearing Procedures* replaces Bylaw No. 1282-15: *Planning and Development Public Hearing Procedures*
- Bylaw No. 1430-23 incorporates a number of changes in the way that Smoky Lake County will conduct Public Hearings on planning and development related matters, including:
  - o Bylaw No. 1430-23 acknowledges the changes to the *Municipal Government Act* related to Public Hearings. Specifically, the reference to Section 230 of the MGA has been replaced with the appropriate reference to Section 216.4, as Section 230 has been repealed.
  - o Bylaw No. 1430-23 also adds reference to Section 199 of the MGA which includes provisions for meetings to be held electronically.
  - o Bylaw No. 1430-23 proposes changes to the method of advertising Notice of a Public Hearing, from providing direct Notice to landowners within 500m of the subject property to which the bylaw relates to landowners that are identified as “adjacent land” under the County’s Land Use Bylaw. The reason for this change is to remain consistent in how the County considers landowners to be affected. This does not prevent landowners who are not directly adjacent to the land in question to speak/make presentations at a Public Hearing.
  - o Bylaw No. 1430-23 also adds language to the requirements of issuing a Notice with respect to the public being able to access a Public Hearing held by electronic means and how they may make submissions in the case of a Public Hearing being held by electronic means.
  - o Bylaw No. 1430-23 adds reference to “Resolution and other thing” as additional reasons for holding a Public Hearing to ensure consistency with the MGA.
  - o Makes changes to the Public Hearing Background Report (Schedule “A”) to reference the correct Sections of the MGA and to remove names of specific newspapers for advertising Notice.

**SMOKY LAKE COUNTY  
IN THE PROVINCE OF ALBERTA  
BYLAW NO. 1430-23**

---

A BYLAW OF SMOKY LAKE COUNTY IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF ESTABLISHING PUBLIC HEARING PROCEDURES FOR PLANNING AND DEVELOPMENT HELD BY THE COUNCIL OF SMOKY LAKE COUNTY.

---

**WHEREAS**, Sections 184, 197, 198, 199, 200, 216.4, and 606 inclusive of the *Municipal Government Act*, and amendments thereto, deal with public hearing and meetings of Council.

**WHEREAS**, the purpose of this bylaw is to meet the statutory duty to provide members of the public with the opportunity to be heard before Council.

**WHEREAS**, the Council of Smoky Lake County, wishes to develop a clear and concise procedure for organizing and conducting public hearings, and establishing the process for handling oral and written submissions with regards to public hearings for planning and development related bylaws or bylaw amendments.

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

**1. TITLE:**

- 1.1 This Bylaw shall be known as the “**Planning and Development: Public Hearing Procedures**”.

**2. DEFINITIONS:**

- 2.1 **Advertising:** notice of the Public Hearing regarding a bylaw, or amendment must be (a) published at least once a week for 2 consecutive weeks in at least one newspaper or other publication circulating in the area to which the proposed bylaw relates, or in which the hearing is to be held, and (b) mailed or delivered to residences that are identified 'adjacent land' in the County's Land Use Bylaw.
- 2.2 **Chairperson:** shall be the Reeve appointed by Council at the time of the hearing.
- 2.3 **Notice:** a notice must contain (a) a statement of the general purpose of the proposed bylaw, resolution or other thing to be considered at the Public Hearing; (b) the address where a copy of the proposed bylaw or resolution and any document relating to it or to the Public Hearing may be inspected, and (c) the date, time and place where the Public Hearing will be held, and, if said Public Hearing is to be held virtually, information describing how the public can access said Public Hearing and how the public can make submissions.
- 2.4 **Public Hearing:** is a hearing whereby Council hears from members of the public on a proposed bylaw, resolution or other thing.
- 2.5 **Public Hearing Background Report:** is a report prepared by the Planning and Development Manager and presented at the beginning of the Public Hearing. In the event when an amending bylaw is the subject of the Public Hearing, the Report shall include the applicant's/landowner's name, the proposed bylaw number, the legal description of the subject property and the requested amendment. The Report must also contain, the date when first reading was given to the proposed bylaw, the date of advertisement of the Public Hearing, the intent of the amendment, the size and location of the parcel of land, the nature of the use or development proposed by the developer, and the appropriate statutory plan (if any) and Land Use Bylaw sections, as well as any other relevant background information that the Planning and Development Manager deems appropriate.
- 2.6 **Public Participation:** any person who believes their interest will be affected by a proposed bylaw, resolution or other thing, has an opportunity to address Council at a Public Hearing in an orderly fashion as determined by the Chairperson. Individuals are encouraged to submit written submissions to the attention of the Planning & Development Manager for Smoky Lake County prior to the commencement of the Public Hearing.

- 2.7 **Record of Public Hearing:** the proceedings of Public Hearings shall be recorded in writing. All written letters of correspondence shall be copied into to the written record, and oral submissions shall be summarized in the written record by the Secretary.
- 2.8 **Secretary:** shall be the Chief Administrative Officer or designate.
- 2.9 **Timing of Public Hearing:** means that County Council must hold a Public Hearing before second reading of the bylaw or before Council votes on the resolution.
- 2.10 **Voting:** in accordance with Section 184 of the Municipal Government Act: Abstention from voting on a matter discussed at Public Hearing. When a Public Hearing on a proposed bylaw is held, a councillor a) must abstain from voting on subsequent readings of the bylaw if the councillor was absent from all of the Public Hearing, and b) may abstain from voting on subsequent readings of the bylaw if the councillor was only absent from a part of the Public Hearing.

### 3. GUIDELINES:

- 3.1 Staff will manage written correspondence received (by letter or email) for a public hearing as follows:
  - 3.1.1 Correspondence received prior to the bylaw being considered for 1<sup>st</sup> reading:
    - If addressed to staff, retain in the file.
    - If addressed to Council, circulate to Council as general correspondence.
    - Does not form part of the Record of Public Hearing.
  - 3.1.2 Correspondence received after 1<sup>st</sup> Reading and/or authorization to proceed to Public Hearing and prior to Public Hearing:
    - Compiled and made available for public review at the Public Hearing (included in the Public Hearing Background Report).
    - Forms part of the Record of Public Hearing.
    - Deadline for receipt of correspondence set for Wednesday at 12 noon, one week prior to the County Council meeting at which the Public Hearing will be held. This is to ensure that there is sufficient time to include the correspondence in Council's agenda package.
  - 3.1.3 Correspondence received after the deadline referred to in subsection 3.1.2:
    - Recommendation is for the public to attend the Public Hearing to present their submission.
    - Forms part of the Record of Public Hearing.
  - 3.1.4 Correspondence received after the closing of the Public Hearing:
    - Cannot be received by Council.
    - Does not form part of the Record of Public Hearing.

### 4. PROCEDURES:

- 4.1 Smoky Lake County will conduct Public Hearings in accordance with Section 216.4 of the *Municipal Government Act*, R.S.A., 2000, c. M-26, as amended.
- 4.2 Smoky Lake County will ensure the advertising and notification of a Public Hearing is done in accordance with Section 606 of the *Municipal Government Act*, R.S.A., 2000, c. M-26, as amended.
- 4.3 All Public Hearings shall be held during a Regular or Special Council meeting.
- 4.4 In the event that a proposed bylaw amendment relates to a specific property, adjacent landowners, as identified in the County's Land Use Bylaw, will be mailed or delivered a written notice of the Public Hearing for said bylaw amendment.
- 4.5 The Planning and Development Manager shall prepare a Public Hearing Background Report consisting of the proposed bylaw number, applicant/owner, legal land description, requested amendment, and any other relevant background information that the Planning and Development Manager deems appropriate. The background information must



contain, when first reading was given, the date of advertisement, the intent of the amendment, the size and location of the parcel of land, what the developer is proposing to do, and the appropriate Land Use Bylaw sections. The standardized form is attached forming **Schedule A: Public Hearing Background Report**.

- 4.6 After the agenda package is released to County Council, the Planning and Development Manager may circulate the Public Hearing Background Report to members of the public, the applicant and/or landowner.
- 4.7 A sign-in sheet will be provided for all Public Hearings. The standardized form is attached forming **Schedule B – Public Hearing Sign-In Sheet**. Anyone attending the Public Hearing who wishes to speak must sign in and enter their mailing or email address on the sheet. Attendees who do not wish to speak at the Public Hearing but otherwise wish to receive a copy of the minutes following the Public Hearing must sign in and enter their mailing address on the sheet.
- 4.8 Those who wish to speak in opposition to the proposed bylaw, resolution or other thing, will speak first, followed by those who wish to speak in support of the proposed bylaw, resolution or other thing. Speakers will be called upon by the Chairperson in the order that they appear on the sign-in sheet. The Chairperson shall allow any affected person who has not signed the sign in sheet to speak after all those who have signed in have been heard.
- 4.9 Those in attendance at the Public Hearing will refrain from applause or other expressions of emotion whether in favor of, or opposition to, any particular submission or argument. Inappropriate language, outbursts or criticisms aimed at individuals or groups is not permitted. Individuals who use inappropriate language and/or who exhibit inappropriate behaviour may be asked to leave the Public Hearing by the Chairperson.
- 4.10 If a group of persons or neighbours is at the Public Hearing to present the same case, either in opposition to, or in favor of, a bylaw, resolution or other thing, they should designate a speaker to represent them.
- 4.11 Presentations should be brief and communicate concerns that relate only to the bylaw, resolution or other thing before Council. Speakers should not repeat matters or information raised by others, except to express support. Presentations are limited to a maximum of 10 minutes per speaker unless a majority vote of Council agrees to extend this time limit for a speaker. Questions asked by Council members may extend the time limit.
- 4.12 Council's role at a public hearing is to listen to the public. Council shall not debate or challenge the comments being offered, but may question what they hear to make sure they understand what is being said. All comments presented to Council should address the merits of the bylaw, resolution or other thing before Council.
- 4.13 The Planning and Development Manager will make available a Public Hearing Script for the Chairperson. A standardized form is attached forming **Schedule C: Public Hearing Script**.
- 4.14 After the Public Hearing has been closed upon declaration by the Chairperson, Council may consider the bylaw, resolution or other thing at that meeting (if applicable), at the next meeting, or a specified meeting of Council, with or without a request for further information from staff. No other submission from the public or applicant may be received by Council on the bylaw, resolution or other thing.
- 4.15 Upon conclusion of the Public Hearing, Council may discuss the proposed bylaw, resolution or other thing. Council discussion usually starts with a motion from a member of Council to:
  - a) consider 2<sup>nd</sup> reading and/or 3<sup>rd</sup> reading of the proposed bylaw, or to vote on the proposed resolution, or
  - b) defeat 2<sup>nd</sup> reading of the proposed bylaw, or
  - c) defer further readings of the proposed bylaw to a future Council meeting, or
  - d) approve the proposed bylaw in an amended form.

Some or all members of Council may comment on the proposed bylaw or resolution, providing reasons why they agree or disagree with the motion. Additionally, Council members may ask for clarification or technical advice from the applicant and/or staff in response to the possible decision Council may be considering.

- 4.16** If Council so chooses, it may recess after holding a Public Hearing, although during this period Council members cannot discuss the bylaw, resolution nor other thing with the applicant or the public. This is to prevent Council receiving information that would otherwise be unavailable to either the applicant or the public.

**5. EFFECTIVE DATE:**

- 5.1** Bylaw 1282-15 shall be repealed on upon the passing of this Bylaw.
- 5.2** This Bylaw comes into effect after third and final reading.

READ A **FIRST TIME** IN COUNCIL THIS 26thDAY OF JANUARY, AD 2023.

READ A **SECOND TIME** IN COUNCIL THIS 26thDAY OF JANUARY, AD 2023.

READ A **THIRD AND FINAL TIME** IN COUNCIL THIS 26thDAY OF JANUARY, AD 2023.

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

**SEAL**

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

SCHEDULE 'A': PUBLIC HEARING BACKGROUND REPORT



Public Hearing Date: \_\_\_\_\_  
Public Hearing Time: \_\_\_\_\_

**PUBLIC HEARING BACKGROUND**

PROPOSED BYLAW/RESOLUTION NO.: XXXX-XX

APPLICANT: \_\_\_\_\_

PROPOSAL: (insert text from the bylaw)

**BACKGROUND:**

- The application was submitted on \_\_\_\_\_.
- Agencies were sent letters via mail on \_\_\_\_\_.
- Bylaw XXXX-XX was presented for 1<sup>st</sup> Reading on \_\_\_\_\_.
- Adjacent landowners were sent letters via mail on \_\_\_\_\_.
- A Notice has also been posted on the County's website since \_\_\_\_\_.
- The Public Hearing Notices were advertised in the \_\_\_\_\_ the weeks of \_\_\_\_\_ and \_\_\_\_\_. Section 606 of the *Municipal Government Act*, R.S.A., c. M-26, as amended.
- This hearing has been scheduled to obtain public input on proposed Bylaw in accordance with Section 216.4 of the *Municipal Government Act*, R.S.A., c. M-26, as amended.
- Intention of Developer.
- The letters below have been received from the public:
  1. Name, Date Received.

**ATTACHMENTS:**

1. Draft Bylaw XXXX-XX with Schedules
2. Application
3. Background information/studies in support of the bylaw (if applicable)
4. General Location Map
5. Relevant Legislation
6. Certificate of Title (if applicable)
7. Copies of letters from the public

**SCHEDULE 'B': PUBLIC HEARING SIGN-IN SHEET**

**SMOKY LAKE COUNTY**  
**PUBLIC HEARING - PROPOSED BYLAW \_\_\_\_\_: \_\_\_\_\_**  
**DATE AND TIME**

Name (Print)	Signature	Mailing Address & Legal Description
<b>OPPOSED TO PROPOSED BYLAW:</b>		
Name (Print)	Signature	Mailing Address & Legal Description
<b>IN SUPPORT TO PROPOSED BYLAW:</b>		

\*\*Your name will be called upon by the chairperson to speak to the proposed bylaw.

**SCHEDULE 'C': PUBLIC HEARING SCRIPT**

**REEVE's SCRIPT FOR PUBLIC HEARING  
DATE AND TIME  
(BYLAW \_\_\_\_\_ : \_\_\_\_\_ )**


Action	✓	Statements
<b>1.0 Opening</b>		
Reeve:		<p>I, _____, the Reeve for the Smoky Lake County will proceed with discussion on proposed bylaw _____:</p> <p>_____</p> <p>The Public Hearing open at _____, (any time after _____ a.m. <u>not</u> before)</p> <p>Planning advice will be provided by _____ and/or _____, Planning and Development Manager.</p> <p>All persons wishing to be heard at this public hearing should sign in on the sign in sheet (in the foyer) giving their name.</p> <p>Persons who do not sign in shall speak only after all those who signed in have given their presentations. We ask that anyone who wishes to speak but has not yet signed in, please sign in now.</p> <p><b>(Pause to allow people to sign in if they have not already done so).</b></p>
Reeve:		I would, at this time, ask the CAO to confirm whether or not this Public Hearing has been advertised and notice has been provided in accordance with the applicable legislation.
CAO:		Yes, it has Mr. Chairman.
Reeve:		I would ask the CAO to summarize the purpose of the Hearing.
CAO:		<p>The purpose of this hearing is for the Council of Smoky Lake County to obtain <b>public input</b>, in favour and opposed to proposed Bylaw _____:</p> <p>_____</p> <p><b>Read into record the Public Hearing Background.</b></p>
Reeve:		<p>The ground rules of the hearing and the order of speaking will be:</p> <ul style="list-style-type: none"> <li>a) planner and/or planning staff will speak first to outline facts and present her recommendation on the proposed bylaw <b>(if necessary)</b>,</li> <li>b) members of the public, who have signed in will be given the opportunity to speak in the order they signed in,</li> <li>c) anyone else, who did not sign in will be given the opportunity to speak,</li> <li>d) planner and/or planning staff will be given the opportunity to present closing remarks or address any of the issues presented,</li> <li>e) Councillors will be given the opportunity to ask questions,</li> <li>f) Council will then end the Hearing and consider the information received at the public hearing,</li> <li>g) only Councillors may ask questions of speakers during the Hearing. If any persons wish to ask questions of a speaker, they must ask Council to ask the question on their behalf during their presentation, and Council will only ask the</li> </ul>

Action	✓	Statements
		question if a Councillor wishes to have an answer.  h) Council will consider the representations made regarding the bylaw and any other matter Council considers appropriate.
<b>2.0 Staff Presentation</b>		
<i>The Reeve announces:</i>		Before hearing from the public, I would ask _____ (County's planner) and/or planning staff to present a report on the proposed bylaw.
<i>After the Planner/ staff representative is finished, the Reeve asks:</i>		Does Council have any questions or points of clarification they wish to ask of the planner and/or planning staff?
<b>3.0 Public Presentations via Written Submissions</b>		
<i>The Reeve announces:</i>		Before hearing from the public present today, I would ask _____ (County's planner) and/or planning staff to advise of any written submissions received. (Read all written submissions into record).
<i>After the Planner is finished the Reeve asks:</i>		Does Council have any questions or points of clarification they wish to ask of the planner and/or planning staff?
<b>4.0 Public Presentations at the Public Hearing</b>		
<i>Then announce:</i>		I will now call upon persons signed up on the sign-in sheet whom are <b>in opposition to the proposed bylaw</b> . Please state your <u>name</u> for the record. Please note that each party wishing to speak will have only one opportunity to do so, and their time will be limited to 10 minutes. Council Members may ask presenters questions for the purpose of clarifying the speaker's comments. Council will not debate this matter during the hearing. The decision(s) regarding whether or not to approve the bylaw(s) further readings will be dealt with later in the meeting.
<i>Public – Opposed of proposed Bylaw:</i>		Record names here: _____ _____ _____
<i>After each speaker is finished the Chair asks Council:</i>		Does Council have any questions or points of clarification?
<i>Reeve:</i>		I will now call upon persons signed up on the sign-in sheet whom are <b>in support of the proposed bylaw</b> . Please state your <u>name</u> for the record. Please note that each party wishing to speak will have only one opportunity to do so, and their time will be limited to 10 minutes. Council Members may ask presenters questions for the purpose of clarifying the speaker's comments. Council will not debate this matter during the hearing. The decision(s) regarding whether or not to approve the bylaw(s) further readings will be dealt with later in the meeting.

Action	✓	Statements
<i>Public – In Favour of proposed Bylaw:</i>		Record names here: _____ _____ _____
<i>After each speaker is finished the Chair asks Council:</i>		Does Council have any questions or points of clarification?
<i>After all who signed in have spoken, say:</i>		Is there anyone else who has not spoken and wishes to speak?
<i>After each speaker the Chair asks Council:</i>		Does Council have any questions or points of clarification?
<b>5.0 Questions and Answers</b>		
<i>Following all comments from the public, the Reeve asks Council:</i>		At this time, does any Council member have any additional questions of any speaker or of the staff or planner?
<b>6.0 Closing Remarks</b>		
<i>The Reeve announces:</i>		There being no further presentations. I would like to thank all presenters for their comments. Council will take your comments into consideration when deciding on this matter.  I declare the public hearing on proposed bylaw _____ closed at _____.



<b>REQUEST FOR DECISION</b>		<b>DATE</b> February 15, 2023	<b>4.7</b>
<b>TOPIC</b>	<b>Subdivision File 22-R-508 – NE 15-60-17-W4M &amp; Pt. SE 15-60-17-W4M</b>		
<b>PROPOSAL</b>	<p><i>To allocate the full amount of the outstanding property taxes and accrued penalties respecting the lands legally described as Pt. SE 15-60-17-W4M to remain with said lands following the proposed Subdivision File 22-R-508, &amp; to allow the County to provide its authorization to the subdivision authority to provide its endorsement to subdivision file 22-R-508.</i></p> <p><b><u>BACKGROUND</u></b></p> <ul style="list-style-type: none"> <li>• Subdivision File 22-R-508 was conditionally approved by the County's Subdivision Authority, Municipal Planning Services (2009) Ltd., on June 11, 2022.</li> <li>• The subdivision proposes to subdivide the lands legally described as NE 15-60-17-W4M into two (2) 80-acre parcels and requires that 1.7 hectares of land be subdivided from the lands legally described as Pt. SE 15-60-17-W4M to provide access to the propose south 80-acre parcel to be made from the NE quarte section.</li> <li>• Condition #6 of the Conditional Approval stipulates <i>"That taxes are fully paid when final approval (endorsement of the instrument effecting the subdivision is requested."</i></li> <li>• This requirement applies to all of the parcels of land that are the subject of the subdivision.</li> <li>• Section 654(1)(d) of the <i>Municipal Government Act</i> states that <b>"A subdivision authority must not approve an application for subdivision unless all outstanding property taxes have been paid to the municipality where the land is located <i>or arrangements satisfactory to the municipality have been made for their payment pursuant to Part 10</i>".</b></li> <li>• The NE 15-60-17-W4M, is owned by the applicant and the SE 15-60-17-W4M is owned by another individual.</li> <li>• The applicant had previously paid the outstanding property taxes/penalties owing on SE 15-60-17-W4M in for 2021, but further back taxes, penalties and natural gas charges have since accrued.</li> <li>• As the land required to be taken for the access road from Pt. SE 15-60-17-W4M does not include any improvements, the allocation of the outstanding taxes to the remainder of these lands would only be marginally affected.</li> </ul> <p><b><u>ATTACHMENTS</u></b></p> <ul style="list-style-type: none"> <li>• Conditional Approval of Subdivision File 22-R-508, dated June 11, 2022 © <b>Attachment 1</b></li> <li>• Proposed Plan of Subdivision © <b>Attachment 2</b></li> <li>• Summary of outstanding charges for SE 15-60-17-W4M © <b>Attachment 3</b></li> </ul>		
<b>CORRELATION TO BUSINESS (STRATEGIC) PLAN</b>			
<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>			
<b>LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS</b>		<u>Municipal Government Act</u> Section 654(1)(d)	
<b>BENEFITS</b>	<ul style="list-style-type: none"> <li>• Allows for the registration of the subdivision.</li> </ul>		
<b>DISADVANTAGES</b>	<ul style="list-style-type: none"> <li>• None identified.</li> </ul>		
<b>ALTERNATIVES</b>	<ul style="list-style-type: none"> <li>• Deny the request.</li> </ul>		

<b>FINANCE/BUDGET IMPLICATIONS</b>	
Operating Costs: _____	Capital Costs: _____
Budget Available: _____	Source of Funds: _____
Budgeted Costs: \$ _____	Unbudgeted Costs: _____
<b>INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS</b>	• Nil.
<b>COMMUNICATION STRATEGY</b>	• Nil.
<b>RECOMMENDATION</b>	
<p>That Smoky Lake County Council allocate the full amount of the outstanding property taxes and accrued penalties respecting the lands legally described as Pt. SE 15-60-17-W4M to remain with said lands following the proposed Subdivision File 22-R-508, &amp; to allow the County to provide its authorization to the subdivision authority to provide its endorsement to subdivision file 22-R-508.</p>	
<b>CHIEF ADMINISTRATIVE OFFICER</b>	

June 14, 2022

OUR FILE NUMBER: 22-R-508  
YOUR FILE NUMBER: 2021-0105\_TENT



Dwayne Edmundson, A.L.S.  
On-Site Surveys Inc.  
11612 - 36 A Ave SW  
Edmonton, AB T6J 0G2

Dear Sir/Madam:

RE: PROPOSED SUBDIVISION  
NE 15-60-17-W4 & Pt SE 15-60-17-W4, Smoky Lake County

Your subdivision application was *conditionally approved* by the Subdivision Authority for the Smoky Lake County on June 11, 2022. The decision is valid for one (1) year.

The decision may be appealed within twenty-one (21) days of the mailing of this letter by submitting a written notice to the appeal body (the Land and Property Rights) as indicated within the Notes on the attached form.

Following the appeal period, an instrument (a Descriptive Plan or a Plan of Survey) to register the approval must be prepared and submitted to this office for endorsement. However, this office cannot endorse the instrument until the appeal period has elapsed.

Endorsement also cannot be given until the attached conditions have been met. Please confirm that any appropriate documentation has been received by this office when submitting your registerable instrument.

The instrument must be prepared on your behalf by an Alberta Land Surveyor in a manner satisfactory to the Land Titles Office (10365 - 97 Street, Edmonton, T5J 3W7, phone 780-427-2742).

Your submission of an instrument for endorsement must include the required fee of five hundred and fifty dollars (\$550.00) plus G.S.T. (for a total of \$577.50), payable to Municipal Planning Services (2009) Ltd.

Please contact me at 780-486-1991 or via email [j.dauphinee@munplan.ab.ca](mailto:j.dauphinee@munplan.ab.ca) for any clarification.

Yours truly,



Jane Dauphinee  
B.A. | M.Plan | RPP | MCIP  
Principal/Senior Planner  
Municipal Planning Services (2009) Ltd.

For  
SA

cc: Smoky Lake County  
AEP – Luc  
AEP – Water Act – Capital Region  
Alberta Transportation (Athabasca)  
Canada Post (Gary/Roseanna)  
Town of Smoky Lake  
Sequoia Resources c/o Pricewaterhousecoopers  
Inc  
Lakeland REA

Atco Electric Smoky Lake  
Telus Communications (Alberta NE)  
Smoky Lake Gas Co-op  
Aspen View Regional Division  
Lakeland Catholic School  
Alberta Health Services (North Zone)  
Terrence Tychkowsky  
Kyle Chichak





Conditionally Approved  
June 11, 2022

OUR FILE NUMBER: 22-R-508  
NE 15-60-17-W4 & Pt SE 15-60-17-W4

APPROVED SUBJECT TO THE FOLLOWING CONDITIONS:

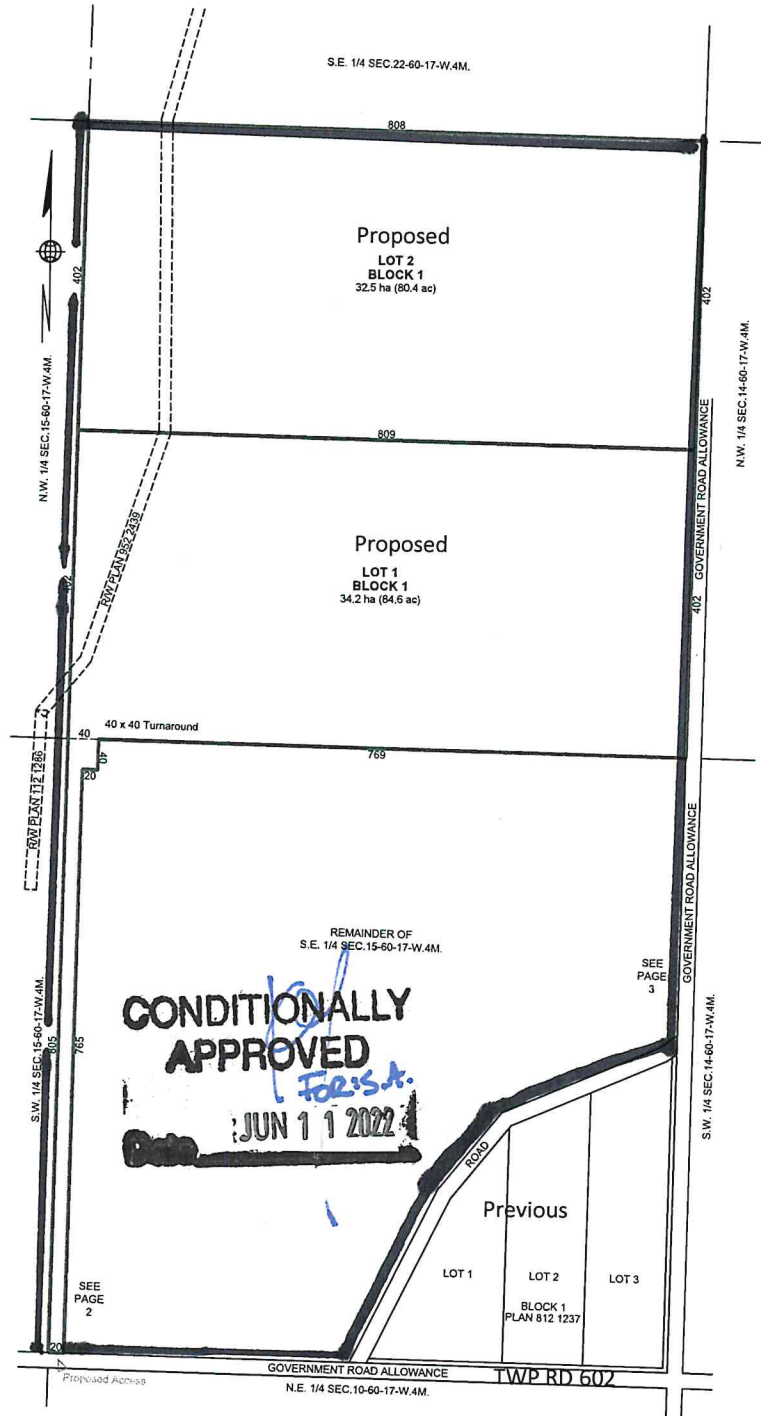
1. That the instrument effecting this tentative plan of subdivision have the effect of consolidating the portion of SE 15-60-17-W4 being subdivided with the south half of NE 15-60-17-W4 in such a manner that the resulting title cannot be further subdivided without Subdivision Authority approval.
2. That the instrument effecting this tentative plan of subdivision have the effect of consolidating the portion of NE 15-60-17-W4 being subdivided with NW 15-60-17-W4 in such a manner that the resulting title cannot be further subdivided without Subdivision Authority approval.
3. That prior to the registration of an instrument effecting this plan, the registered owner and/or developer enter into and comply with a development agreement with Smoky Lake County, pursuant to Section 655 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended, and Policy 4.1.4.3 of the County's *Municipal Development Plan Bylaw 1249-12*, as amended, which development agreement shall be registered by way of caveat against the title of the proposed parcel.
4. That prior to endorsement of an instrument effecting this plan, approaches, including culverts and crossings to the proposed parcel and to the residual of the land, be provided at the owner's and/or developer's expense and to the specifications and satisfaction of Smoky Lake County and Alberta Transportation.
5. That prior to endorsement of an instrument effecting this plan, Smoky Lake County receive certification from an accredited inspector confirming that the function and location of the existing sewage disposal systems on SE 15-60-17-W4 will satisfy the Private Sewage Disposal Systems Regulations and is suitable for the intended subdivision.
6. That taxes are fully paid when final approval (endorsement) of the instrument effecting the subdivision is requested.

NOTES FOR INFORMATION PURPOSES ONLY: (These are not conditions of approval)

1. To arrange a time to sign the Development Agreement, please contact Jordan Ruegg, Planning & Development Manager for Smoky Lake County at 780-656-3730. The survey must be provided to Smoky Lake County **before** these documents can be executed.
2. In order to expedite consideration of the final approval and endorsement of this proposal, a letter from Smoky Lake County indicating that Conditions #3, #4, #5 and #6 above have been satisfied should accompany any request for final approval or endorsement.
3. The subdivision is being approved because the land that is proposed to be subdivided is, in the opinion of the Subdivision Authority, suitable for the purpose for which the subdivision is intended, and the proposal is considered by the Subdivision Authority to conform to the provisions of Smoky Lake County's Municipal Development Plan and Land Use Bylaw. The Subdivision Authority has not verified the availability of water on-site or the suitability of the soils on the site for sewage disposal; however, trucking services for such are available in the region. The matters listed in Section 7 of the *Subdivision and Development Regulation*, AR 43/2002, and submissions made by adjacent landowners were considered with care.
4. The proposed subdivision may be affected by a permanent, naturally occurring body of water or watercourse. The Province has an interest in the Crown ownership of Provincial waterbodies/or Public Land boundaries in Alberta. **Development or water diversion may not occur in waterbodies,**

watercourses or Public Lands without prior consultation and approval from Alberta Environment and Parks and may require review in accordance with the *Public Lands Act*, R.S.A. 2000, c. P-40, as amended. If you have any questions about development on or near water bodies, watercourses or public land please contact Alberta Environment and Parks prior to undertaking any activity within or near the wetland.

5. It is the landowner's responsibility to ensure they contact Alberta One Call to ensure no facilities are disrupted.
6. All new and existing private sewage disposal systems must meet the requirements of the *Private Sewage Disposal Regulation*, AR 229/1997. In this regard please contact an accredited private sewage inspector or Alberta Municipal Affairs before any sewage system is either constructed or altered. Alternatively, the owner/developer may provide Smoky Lake County with a variance to this requirement from the municipality's Safety Codes Officer.
7. The following information is provided as required by Section 656(2)(a) of the *Municipal Government Act*, R.S.A. 2000, c. M-26, as amended. Any appeal of this decision lies to the Land and Property Rights Tribunal, whose address is 2nd Floor, Summerside Business Centre, 1229 - 91 Street SW, Edmonton, Alberta, T6X 1E9 (phone 780-427-2444).
8. The Subdivision Authority for Smoky Lake County is "S. Jane Dauphinee".



C. OF T. 182 230 130 +4;  
C. OF T. 102 135 630:

According to Alberta Energy Regulator (AER) information there are no abandoned wells within the subject lands

Area of Proposed Subdivision shown thus: . . . .

The distances shown are in meters and rounded to the nearest. Subject to revision by final survey.

Titled Area: 118.2 ha (291.85 ac)  
Proposed Lot 1: 34.2 ha (84.6 ac)  
Proposed Lot 2: 32.5 ha (80.4 ac)

SCALE 1:7500



DWG NAME: 2021-0105\_TENT.dwg

DATE: APRIL 5, 2022

PLAN SHOWING  
PROPOSED SUBDIVISION

NE 15-60-17- W4 & PT SE 15-60-17-W4  
SMOKY LAKE COUNTY - ALBERTA



Certified Correct this 6<sup>th</sup> day of April, 2022.

*Dwayne L. Edmundson*  
DWAYNE L. EDMUNDSON  
ALBERTA LAND SURVEYOR

On-Site Surveys Inc.



LAND TITLES OFFICE

PLAN No. \_\_\_\_\_  
 ENTERED AND REGISTERED  
 ON \_\_\_\_\_  
 INSTRUMENT No. \_\_\_\_\_  
 \_\_\_\_\_  
 A.D. REGISTRAR

DESCRIPTIVE PLAN  
 SHOWING  
 CONSOLIDATION  
 OF  
 LOT 2, BLOCK 1, PLAN \_\_\_\_\_  
 (WITHIN N.E. 1/4 SEC. 15 - TWP. 60 - RGE. 17 - W. 4.M)  
 AND  
 N.W. 1/4 SEC. 15 - TWP. 60 - RGE. 17 - W. 4.M  
 SMOKY LAKE COUNTY - ALBERTA

SCALE 1:5000

REGISTERED OWNERS  
 NICHOLAS DARRYL TYCHIKOWSKY

SURVEYOR  
 DWAYNE L. EDMUNDSON, A.L.S.

This plan is prepared in accordance with  
 section 88 (1) B of the Alberta Land Titles Act.

DATES OF SURVEY:  
 A field inspection was carried out on July 6th, 2022  
 and boundaries have not been established on the grounds.

DATE OF SIGNING: July 26th, 2022.



NOTES & LEGEND

Statutory Iron Posts 'found' shown thus: .....  
 Statutory Iron Posts 'placed' are marked '312' shown thus: .....  
 Calculated survey positions are shown thus: .....

The geo-referenced point is shown thus: ..... RP  
 and is positioned on the N. 1/4 Sec. 10-60-17W.4M., and has UTM Coordinates  
 (Zone 12 / NAD83 / Original / GNSS Observed) : Northing 6004606.08 m, Easting 404495.72 m

Area to be registered shown thus: .....  
 And contains: 96.0 ha

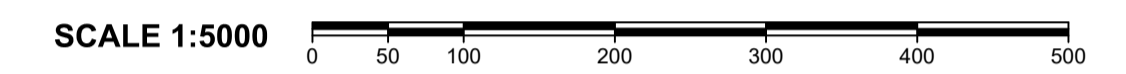
ABBREVIATIONS

c.s. . . . .	countersunk	NAD . . . . .	North American Datum
E. . . . .	East	No. . . . .	number
Fd. . . . .	found	Pl. . . . .	placed
GNSS . . . . .	Global Navigation Satellite System	Pos. . . . .	position
ha . . . . .	hectare	Re-est. . . . .	re-established
m. . . . .	metres	Rge. . . . .	range
M. . . . .	mound or meridian	RP . . . . .	Geo-Reference Point
Mkd. . . . .	marked	R/W . . . . .	right-of-way
Mpd. . . . .	marker post	S. . . . .	South
N. . . . .	North	Sec. . . . .	section
		Twp. . . . .	township
		UTM . . . . .	Universal Transverse Mercator
		W. . . . .	West



PLAN  
SHOWING SURVEY OF  
SUBDIVISION  
WITHIN  
E. 1/2 SEC.15 - TWP.60 - RGE.17 - W.4.M

SMOKY LAKE COUNTY - ALBERTA



SUBDIVISION AUTHORITY

S. JANE DAUPHINEE  
FILE No.: CA-22-R-508

REGISTERED OWNERS

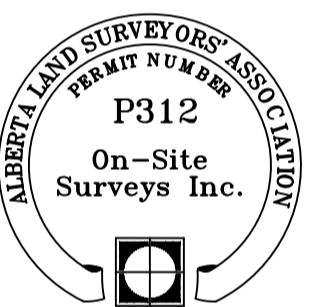
TERRENCE MICHAEL TYCHKOWSKY  
EXECUTOR FOR OREST TYCHKOWSKY

SURVEYOR

DWAYNE L. EDMUNDSON, A.L.S.

DATES OF SURVEY:

Surveyed on/between the date(s) of August 5th, 2021 and July 6th, 2022  
in accordance with the provisions of the Surveys Act.



NOTES & LEGEND

Statutory Iron Posts 'found' shown thus: ●  
Statutory Iron Posts 'placed' are marked '312' shown thus: ○  
Calculated survey positions are shown thus: ■

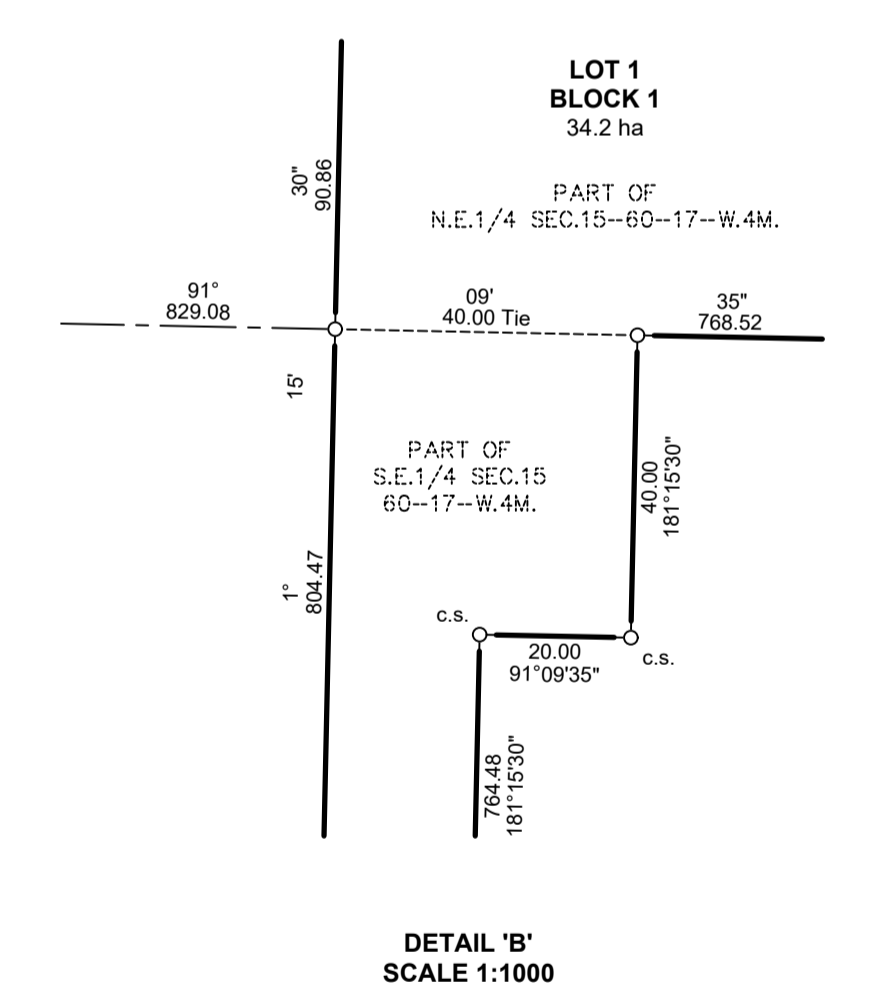
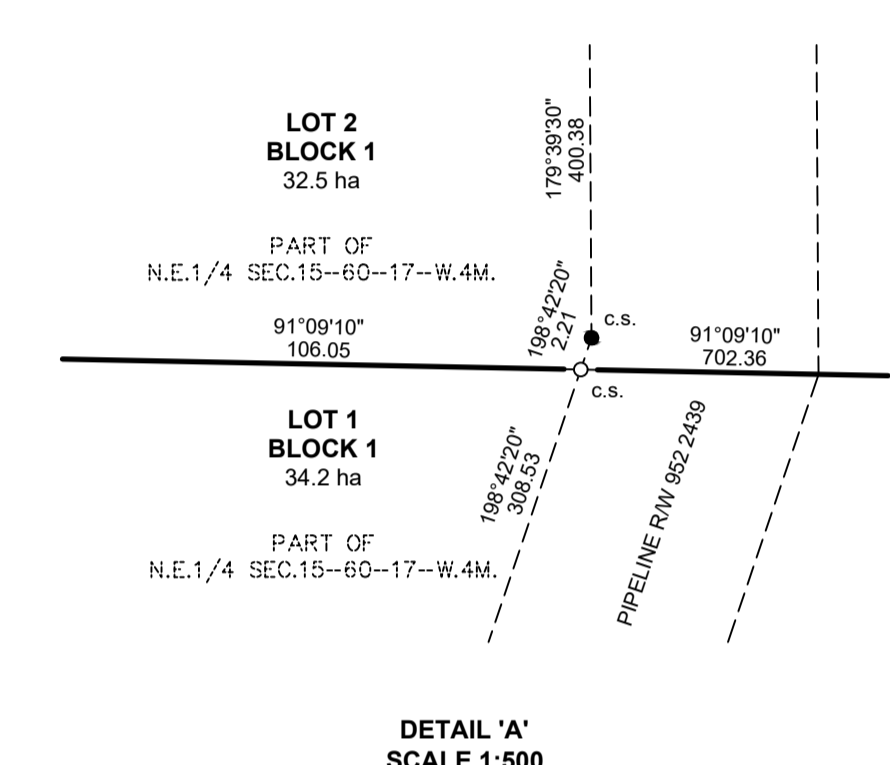
The geo-referenced point is shown thus: ○ RP  
and is positioned on the N. 1/4 Sec. 10-60-17W.4M., and has UTM Coordinates  
(Zone 12 / NAD83 / Original / GNSS Observed) : Northing 6004606.08 m, Easting 404495.72 m

Bearings are UTM NAD83; derived from GNSS observations and are referred to 111° West Longitude.  
Distances have been scaled to ground and are displayed in metres and decimals thereof.  
Ground to grid Combined Scale Factor = 0.999607

Area to be registered shown thus: \_\_\_\_\_  
And requires: LOT 1, BLOCK 1  
within N.E. Sec. 15-60-14W.4M. = 32.5 ha  
within S.E. Sec. 15-60-14W.4M. = 1.7 ha  
AREA = 34.2 ha  
LOT 2, BLOCK 1  
within N.E. Sec. 15-60-14W.4M. = 32.5 ha  
TOTAL AREA = 66.7 ha

ABBREVIATIONS

c.s.	countersunk	NAD	North American Datum
No.	number	No.	number
E.	East	Pl.	placed
Fd.	found	Pos.	position
GNSS	Global Navigation Satellite System	Re-est.	re-established
ha	hectare	Rge.	range
m.	metres	RP	Geo-Reference Point
S.	South	RW	right-of-way
Mk.	mark	S.	section
Mkd.	marked	Twp.	township
Mp.	marker post	UTM	Universal Transverse Mercator
N.	North	W.	West



OK     Clear     E-mail     Subledgers     Recent     Actions     History     Inquiry     Attach     Options     OK     Optio

**Roll Number** 17601510     Taxable    Tax Class ID \_\_\_\_\_  
**Status Code** TXN01    **Tax Notification**  
**Lot Block Plan** \_\_\_\_\_  
**Qtr Sec Twp Rge Mer** SE    |15 |60 |17 |4

- Tax R
- Inc
- Tax R

Owners	Owner Type	Print	Customer Class	HDG Status	Municipal/
[REDACTED]	Primary Owner	<input checked="" type="checkbox"/>	DEFAULT	N/A	17240
					Legal Address
					SE

Bylaw/Local	First/Last Year	Amount	Districts	Utility Account
		\$0.00	01	
		\$0.00		

**Pre-Authorized** \_\_\_\_\_ \$0.00    **School Support Declaration**  
**Post Date Cheques** \_\_\_\_\_ \$0.00    **Current Year** Undeclared - Asked to declare  
**Pending Amounts** \_\_\_\_\_ \$0.00    **Public** Separate  
**Land Lease Number** \_\_\_\_\_    **Next Year** Undeclared - Asked to declare  
**Public** Separate

	<= 2020	2021	2022	2023	Total
<b>Annual Taxation</b>	\$18,333.24	\$1,073.18	\$1,056.73	\$0.00	\$20,463.15
<b>Supplemental Taxation</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Penalty and Interest</b>	\$5,046.64	\$1,719.34	\$126.81	\$0.00	\$6,892.79
<b>Adjustments</b>	\$5,730.24	\$4,953.32	\$0.00	\$0.00	\$10,683.56
<b>Amount Paid</b>	\$29,110.12	\$108.64	\$0.00	\$0.00	\$29,218.76
<b>Amount Remaining</b>	\$0.00	\$7,637.20	\$1,183.54	\$0.00	<b>\$8,820.74</b>
<b>Installments Not Yet Due</b>					\$0.00

<b>REQUEST FOR DECISION</b>	DATE	<b>February 15, 2023</b>	<b>4.8</b>
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<b>TOPIC</b>	<b>Forest Resource Improvement Association of Alberta (FRIAA) FireSmart Program</b>
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<b>PROPOSAL</b>	<p><b>Background</b></p> <ul style="list-style-type: none"> <li>- In the Summer of 2022, the Province of Alberta announced grant funding through the Forest Resource Improvement Association of Alberta (FRIAA) FireSmart Program.</li> <li>- Fire Protective Services met with Andy Genser – FireSmart Liaison to discuss projects completed by other municipalities and what potential wildfire risks to Smoky Lake County.</li> <li>- Based on the risks assessment from Smoky Lake County, an application for risk mitigation and implementation of the FireSmart Program was warranted.</li> <li>- Smoky Lake County Fire Protective Services contacted Stew Walkishaw from Montane Forest Management Ltd. on August 26, 2022. Stew agreed to assist Smoky Lake County Fire Protective Services with the grant application and if successful completing the risk assessment and mitigation plan for the implementation of the FireSmart Program.</li> <li>- The expression of interest application to the Forest Resource Improvement Association of Alberta FireSmart Program was submitted on September 12, 2022 to complete the risk assessment and mitigation plan for the implementation of the FireSmart Program in the amount of \$40,000.00</li> </ul> <p><b>August 16, 2022 Fire Protective Service Committee Meeting</b></p> <p>“That Smoky Lake County support the submission of an Expression of Interest application to the Forest Resource Improvement Association of Alberta (FRIAA) FireSmart Program for grant funding to complete the risk assessment and mitigation plan for the implementation of the FireSmart Program.”</p> <p><b>Proposal</b></p> <ul style="list-style-type: none"> <li>- On December 19, 2022 Smoky Lake County Fire Protective Services Fire Chief received an email from Janhan Xie – Analyst from the FRIAA congratulating Smoky Lake County on a successful application and awarding the full amount of 40,000.00 for the mitigation plan.</li> </ul>
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**CORRELATION TO BUSINESS (STRATEGIC) PLAN**

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<b>LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS</b>	
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<b>BENEFITS</b>	<ul style="list-style-type: none"> <li>- Reduced overall risks to the County and the residents.</li> <li>- Provides increased protection against wildfire</li> </ul>
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<b>DISADVANTAGES</b>	<ul style="list-style-type: none"> <li>- Lack of compliance from residents</li> </ul>
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<b>ALTERNATIVES</b>	
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**FINANCE/BUDGET IMPLICATIONS**

<b>Operating Costs:</b> _____	<b>Capital Costs:</b> _____
<b>Budget Available:</b> _____	<b>Source of Funds:</b> <u>40,000.00 Grant</u>
<b>Budgeted Costs:</b> _____	<b>Unbudgeted Costs:</b> _____

<b>INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS</b>	
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<b>COMMUNICATION STRATEGY</b>	
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**RECOMMENDATION**

**That Smoky Lake County acknowledge receipt of the correspondence from Forest Resource Improvement Association of Alberta (FRIAA), dated December 16, 2022, announcing approval of the of grant funding toward the Project titled: Smoky Lake County Wildfire Mitigation Strategy for Lake Resort Communities; and, execute the FRIAA FireSmart Program Project Grant Agreement #FFP-22-18 to receive FRIAA funding up to the amount of \$40,000.00**

<i>Chief Administrative Officer</i>	
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**FRIAA FIRESMART PROGRAM  
PROJECT GRANT AGREEMENT**

**Smoky Lake County Wildfire Mitigation Strategy for Lake Resort Communities**

**FFP-22-18**

THIS AGREEMENT dated the 9<sup>th</sup> day of December, 2022

BETWEEN:

**FOREST RESOURCE IMPROVEMENT ASSOCIATION OF ALBERTA**  
of Edmonton, Alberta  
(“FRIAA”)

Of the First Part

-and-

**SMOKY LAKE COUNTY**  
(the “Recipient”)

Of the Second Part

**WHEREAS:**

- A. The Recipient has proposed to FRIAA the Project described in this Agreement;
- B. FRIAA is offering the Recipient a conditional grant for the Project; and
- C. The Recipient wishes to accept the grant under the terms and conditions set out in this Project Grant Agreement.

**NOW THEREFORE**, in consideration of the mutual promises and payments made herein, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

**1. INTERPRETATION**

1.1 Definitions

Unless otherwise defined herein, the following terms shall have the following meanings:

- (a) “**Affiliate**” means the Government of Alberta, all departments within the Government of Alberta, all entities over which the Government of Alberta exerts control, including all public bodies to which the *Freedom of Information and Protection of Privacy Act*, RSA 2000, c.F-25 applies, and any bodies that fall within the meaning of affiliate under the *Canada Business Corporations Act*, R.S.C. 1985, c.C-44;
- (b) “**Agreement**” means this agreement together with all schedules and attachments hereto and all amendments made in writing between the Parties;
- (c) “**Budget and Project Financing Schedule**” means a budget and financing schedule for the Project as set forth in section 7 of Schedule A;

- (d) **“Conflict of Interest Policy”** means the FRIAA Conflicts of Interest Policy set forth in Schedule C;
- (e) **“COR”, “Equivalent Certification”, “Other Documentation” and “SECOR”**, have the meanings set forth in section 11.2;
- (f) **“Deceased”** has the meaning set forth in section 1.7;
- (g) **“Eligible Expenses”** means costs and expenses which are permitted expenses under the Program and which may include, without limitation, work in respect of the Project which is performed in-house by the Recipient for which adequate documentation exists;
- (h) **“Environmental Laws”** means all applicable international, federal, provincial, territorial, municipal or local treaties, conventions, laws, statutes, regulations, orders, by-laws, governmental decrees or ordinances relating to fisheries, health and safety, the protection or preservation of the environment or the manufacture, processing, distribution, use, treatment, storage, disposal, discharge, transport or handling of hazardous substances;
- (i) **“Event of Default”** has the meaning set forth in section 8.1;
- (j) **“Final Financial Report”** has the meaning set forth in section 10 of Schedule A;
- (k) **“Final Outcomes Report”** has the meaning set forth in section 12 of Schedule A;
- (l) **“Intellectual Property”** includes all materials, inventions, designs, deliverables, specifications, patterns, models, prototypes, devices, formulae, methods, processes, data, compilations of information, reports, drawings, plans, photographs, musical works, computer software and programming patents or patent applications;
- (m) **“Invoice”** means a document setting out a claim for that portion of Eligible Expenses incurred and/or subject to section 2.7 of this Agreement, for advances for Eligible Expenses which have yet to be incurred by or invoiced to the Recipient;
- (n) **“Grant”** means the conditional financial payment from FRIAA to the Recipient, described in more detail and the amount of which is set out in section 2.1, which shall only be applied towards the Eligible Expenses;
- (o) **“Grant Proceeds”** means all amounts paid to the Recipient under this Agreement, including the Grant and all interest or other income earned from investment of such amounts;
- (p) **“Licensed Materials”** means the Intellectual Property relating to the Project created in the course of the Project;
- (q) **“Notice”** has the meaning set forth in section 14.1;
- (r) **“OH&S Act”** has the meaning set forth in section 11.1;
- (s) **“Party”** means either FRIAA or the Recipient and **“Parties”** means both of them;

- (t) **“Payment Schedule”** means the schedule of payments of the Grant as described in Schedule B;
- (u) **“Program”** means the FRIAA FireSmart Program whose purpose is to provide for improved protection of forest communities, resources and values through operational and planning activities designed to prevent wildfire occurrence and to reduce the fire hazard throughout Alberta;
- (v) **“Progress Report”** has the meaning set forth in section 9 of Schedule A;
- (w) **“Project”** means the project described in Schedule A;
- (x) **“Project Completion Date”** means the completion date of the Project as described in section 4 of Schedule A;
- (y) **“Project Costs”** means those costs described in Schedule A which include all Eligible Expenses;
- (z) **“Project Plan”** means the project plan for the Project as more specifically set forth in Schedule A;
- (aa) **“Project Proposal”** means the project proposal submitted by the Recipient that has received approval under the Program and which is attached hereto as Schedule D;
- (bb) **“Project Scope”** means the scope of the Project as more specifically set forth in Schedule A;
- (cc) **“Project Start Date”** means the date set forth in section 3 of Schedule A as the earliest date on which the Recipient can begin incurring Project Costs;
- (dd) **“Remedy Notice”** has the meaning set forth in section 8.2;
- (ee) **“Reporting Period”** has the meaning set forth in section 1 of Schedule B;
- (ff) **“Reports”** means the interim and final reports described in Schedule A;
- (gg) **“Term”** means the period during which the Project shall be conducted from the Project Start Date to and including the Project Completion Date and includes any extension agreed to by FRIAA;
- (hh) **“Total Project Value”** has the meaning set forth in section 5 of Schedule A; and
- (ii) **“Work Plan”** means the work plan of the Project described at section 6 of Schedule A.

1.2 In this Agreement, unless the context requires otherwise:

- (a) words importing a gender include all genders;
- (b) words importing the singular include the plural and vice versa;
- (c) include or including means include or including without limitation;

- (d) any references to dollars or currency are to Canadian dollars (\$CAD);
  - (e) any technical or industry specific words or phrases not otherwise defined herein shall have the meaning ascribed to such terms in the industry in which they are normally applied or used; and
  - (f) any references to legislation or regulations include any amendments thereto or successor legislation or regulations.
- 1.3 The following schedules and attachment are incorporated in and form a part of this Agreement:
- (a) Schedule A - Project Scope, Budget, Project Plan and Reports;
  - (b) Schedule B - Payment Schedule;
  - (c) Schedule C - FRIAA Conflicts of Interest Policy; and
  - (d) Schedule D - Project Proposal.
- 1.4 In the event of any inconsistency or conflict between the:
- (a) Schedules A, B, C and the Project Proposal, Schedules A, B or C as the case may be shall govern; or
  - (b) Schedules or each of them and the body of this Agreement, the body of this Agreement shall govern.
- 1.5 This Agreement, including the Schedules hereto, constitutes the entire agreement between FRIAA and the Recipient with respect to the Project and the Grant, and supersedes all previous agreements, negotiations and understandings. There are no agreements, representations, warranties, terms, conditions or commitments except as expressed in this Agreement.
- 1.6 No amendment made to this Agreement is valid unless it is incorporated into the Agreement in writing and the amendment is signed by the Parties hereto.
- 1.7 The Recipient may not assign this Agreement, in whole or in part, without the written consent of FRIAA, which consent shall not be unreasonably withheld. For certainty, any assignment carried out without the consent of FRIAA shall render the Agreement null and void. Notwithstanding the foregoing, in the event of the death of an individual recipient (the “**Deceased**”) prior to the completion of the Project, the estate or personal representative of the Deceased may, upon meeting the reasonable requirements of FRIAA, complete the Project in accordance with this Agreement.
- 1.8 In the event of the appointment of a receiver over the assets and affairs of the Recipient, FRIAA may, in its sole discretion, permit the receiver to carry out the terms of this Agreement prior to receivership, provided always that the receiver be obligated to the same extent and in the same manner as the Recipient. FRIAA may, in its sole discretion permit the Grant Proceeds to be utilized by the receiver in a manner that is consistent with the bylaws, rules and policies of FRIAA, the Program and this Agreement all as if the receiver was the original Recipient to the Program.



## 2. THE GRANT

- 2.1 FRIAA shall provide the Recipient with a non-repayable grant (the “**Grant**”) not exceeding \$40,000 dollars in accordance with the Payment Schedule and the Budget and Project Financing Schedule.
- 2.2 Subject to section 2.1, FRIAA shall pay the Grant to the Recipient in the amounts and at the times specified in Schedule B.
- 2.3 The obligation of FRIAA to pay the Grant is conditional on FRIAA being and remaining satisfied that:
- (a) the Recipient is in compliance with all of its obligations under this Agreement;
  - (b) any and all audits or compliance reviews carried out in accordance with this Agreement are satisfactory to FRIAA;
  - (c) the Recipient has received all applicable permits, approvals and authorizations, including any licenses, permits, approvals and authorizations required under law, including Environmental Laws, to carry out the Project; and
  - (d) the Project is proceeding, continues to conform to the Work Plan and the tasks/milestones set out in Schedule A are being completed and met and shall be completed by the Project Completion Date.

For greater certainty, FRIAA shall not be obligated to pay any instalments if FRIAA, in its sole discretion, believes that the Recipient or any of its officers, directors, shareholders, agents, affiliates, subsidiaries, contractors or associates are conducting their business and affairs in a manner that is contrary to the spirit and intent of FRIAA’s mandate, or the terms and conditions of this Agreement.

- 2.4 Immediately upon receiving the Grant Proceeds, the Recipient shall identify in its records the Grant Proceeds as being committed exclusively to the Project. Any portion of the Grant Proceeds that are not immediately expended by the Recipient shall be deposited into a separate interest bearing account maintained by the Recipient exclusively for the Project. Interest earned on the Grant Proceeds must be readily identifiable.
- 2.5 The maximum amount that FRIAA shall pay the Recipient under this Agreement is the amount of the Grant. In the event the Grant is not sufficient to cover the entire cost of the Project, the Recipient shall be solely responsible for raising funds from other sources to complete the Project.
- 2.6 The Recipient acknowledges that FRIAA must be satisfied in its sole discretion that all expenses incurred by the Recipient are Eligible Expenses and conform to the Budget and Project Financing Schedule as set out in Schedule A.
- 2.7 The Grant Proceeds advanced or paid prior to the completion of the Project are hereby held in trust by the Recipient until FRIAA has acknowledged in writing to the Recipient that the Project has been completed to the satisfaction of FRIAA in its sole discretion. In the event the Project is terminated for any reason whatsoever, the unexpended Grant Proceeds remain the exclusive property of FRIAA and may be used by FRIAA for any purpose whatsoever.

- 2.8 The Recipient shall be liable and where there is more than one Recipient each of them shall be jointly and severally liable for ensuring that all Grant Proceeds are supplied to the Project as required.
- 2.9 No amount shall be paid by FRIAA where, in FRIAA's reasonable opinion and having regard to the circumstances, the Project has the effect of providing a subsidy to the forest products industry.
- 2.10 Any payment made by FRIAA where there is false or misleading information provided by the Recipient shall be considered to have been paid in mistake and such payment is held in trust by the Recipient for the sole and exclusive benefit of FRIAA. Such payments or Grant Proceeds shall be returned forthwith to FRIAA upon discovery of such mistake.
- 2.11 FRIAA maintains the right, at its sole discretion, to withhold any payment until the Recipient provides sufficient verification or information in relation to any matter for which FRIAA requests verification.

### **3. THE PROJECT**

- 3.1 The Recipient shall carry out the Project as set out in Schedule A and comply with all requirements contained therein.
- 3.2 FRIAA shall not pay any portion of the Grant towards any costs and expenses that the Recipient incurs prior to the Project Start Date or after the Project Completion Date. For certainty such costs shall not be considered Eligible Expenses.
- 3.3 The Recipient shall complete the Project on or before the Project Completion Date. Any portion of the Grant Proceeds not used or accounted for in accordance with this Agreement as of the Project Completion Date is immediately repayable by the Recipient to FRIAA.
- 3.4 The Recipient shall comply with all applicable laws, orders and authorizations that expressly or by implication apply to the Project or the Recipient in respect of the Project and this Agreement and shall immediately disclose to FRIAA if it contravenes any of the foregoing.
- 3.5 Where a portion of the Project deals with work that is, in the opinion of FRIAA, the responsibility of the Recipient under existing legislation, only that portion of the Project that is not the responsibility of the Recipient under existing legislation, tenure or other binding agreement is eligible for funding under the Program.

### **4. RECIPIENT'S REPRESENTATIONS, COVENANTS AND WARRANTIES**

- 4.1 The Recipient covenants, represents and warrants that:
  - (a) it shall, at all times, comply with FRIAA's "Conflicts of Interest Policy", a copy of which is attached hereto as Schedule C, together with all bylaws, resolutions, policies and procedures of FRIAA;
  - (b) the information contained in Schedule A is true and accurate in all material respects;
  - (c) all expenses incurred in completing the Project for which the Grant Proceeds are used are for Eligible Expenses;

- (d) it shall carry out the Project in a diligent and professional manner;
- (e) it has, or shall obtain, all necessary licenses, permits, approvals and authorizations, including any licenses, permits, approvals and authorizations required under law, including Environmental Laws, to proceed with the Project and to perform its obligations under this Agreement;
- (f) any environmental issues or concerns relating to the Project which are known or ought to be known to the Recipient have been disclosed to FRIAA, and the Recipient shall inform FRIAA of any environmental issues or concerns regarding the Project which arise during the Term;
- (g) the execution by the Recipient of this Agreement and the carrying out of this Agreement and the Project by the Recipient have been duly and validly authorized by the Recipient in accordance with applicable law, and this Agreement shall constitute a binding legal obligation of the Recipient;
- (h) there is presently no action, suit or proceeding being brought or pending or threatened against or affecting the Recipient which could result in the expropriation of any property of the Recipient or which could affect its operations, properties or financial condition or its ability to complete the Project;
- (i) it has not entered into any agreements with other funders or sponsors in relation to the Project which conflict with the obligations of the Recipient under this Agreement or is prejudicial to the rights of FRIAA under this Agreement;
- (j) it is in compliance with all laws, orders and authorizations which relate to or affect it and is not subject to any order of any court or other tribunal affecting its operations;
- (k) it shall not alter the scope of the Project without prior written consent of FRIAA;
- (l) the Licensed Materials will be free from infringement of any proprietary rights;
- (m) the work relating to the Licensed Materials is original or the Recipient has acquired the right to use, publish, license and distribute the Licensed Materials on a world-wide basis;
- (n) any person who has been lobbying on behalf of the Recipient to obtain the Grant and who is required to be registered pursuant to the *Lobbyists Act* SA 2007, c.L-20.5 was registered pursuant to such Act at the time the lobbying occurred;
- (o) it has not, nor has any person, corporation or organization directly or indirectly paid or agreed to pay and covenants that it and they shall not directly or indirectly pay any person to solicit funds from FRIAA for the Project for a commission, contingency fee or any other consideration dependent on the payment in whole or in part of FRIAA funds for the Project;
- (p) it shall not pledge any part of the Grant as security for any loan or debt of any kind except as expressly authorized by FRIAA in writing;
- (q) if directed by FRIAA, it shall forthwith repay to FRIAA any overpayments or unexpended balances of the Grant Proceeds, and such amounts shall constitute a debt due to FRIAA; and

- (r) it shall to the satisfaction of FRIAA, acting reasonably, ensure that all Project Costs are incurred in a manner that is transparent, competitive and consistent with value for money principles.

## **5. RECORDS, REPORTING AND MONITORING**

- 5.1 During the Term and for a period of five (5) years thereafter, the Recipient shall maintain or cause to be maintained full, accurate and complete records of the activities conducted in furtherance of, and the results achieved through the conduct of, the Project, including full, accurate and complete records and books of account relating to the receipt and expenditure of the Grant and other funds received and expended for the purposes of the Project. Any records required to be maintained pursuant to this Agreement are subject to the protection and access provisions of the *Freedom of Information and Protection of Privacy Act* RSA 2000 c.F-25.
- 5.2 The Recipient shall, if requested by FRIAA, upon 30 days' Notice, permit any authorized representatives of FRIAA, or auditors engaged by FRIAA, to examine the Recipients books, accounts and other records related to the Project and the Grant, and to make copies thereof. The Recipient shall provide the authorized agents with such assistance as may be reasonably required during such an inspection. This right of inspection is limited to the purpose of ascertaining whether this Agreement has been complied with.
- 5.3 Where FRIAA undertakes an audit under this Agreement, the audited financial report shall be prepared by an independent, qualified auditor and the report shall be prepared in accordance with the *Canadian Institute of Chartered Accountants Handbook*.
- 5.4 The cost of any special audit, examination or report shall be payable by FRIAA, unless the audit, examination or report reveals non-performance, non-observance or breaches of this Agreement or indicates that the records and books of account were inadequate to permit a determination of how the Grant Proceeds were used by the Recipient or what results were achieved through the conduct of the Project, in which case the cost shall be borne by the Recipient.

## **6. OWNERSHIP OF MATERIAL**

- 6.1 The Recipient hereby grants FRIAA a non-exclusive, world-wide, royalty-free, non-transferable, perpetual, irrevocable, fully paid-up license to make, use, copy, modify, display, telecommunicate and sublicense the Licensed Materials and Reports for a period of thirty (30) years from Project Start Date.
- 6.2 FRIAA may publish the Reports on its public website, and may, from time to time, make a general public notice that such Report has become available.
- 6.3 FRIAA may share with its Affiliates any records or information of any kind whatsoever, including the Licensed Materials and Reports, provided to it under this Agreement.
- 6.4 FRIAA shall make no representations or warranties regarding use of the research, the Licensed Materials, the Project, the Reports, by any person and the Recipient shall provide a disclaimer, disclaiming any liability for such use.

## **7. LIABILITIES, INDEMNITY AND INSURANCE**

- 7.1 FRIAA, its officers, directors, members, employees, contractors, affiliates, subsidiaries, partners or agents shall have no responsibility and shall not be liable whatsoever to the

Recipient for any direct, indirect or consequential loss, injury or damage suffered by the Recipient as a result of the establishment or operation of the Project.

- 7.2 In the event that the Recipient sustains or suffers damages of any kind whatsoever resulting from the termination of the Project, the only claim of any kind that the Recipient may make against FRIAA is for liquidated damages in the sum of one (\$1.00) dollar.
- 7.3 The Recipient shall be liable for and indemnify and hold harmless FRIAA, its officers and directors, employees, agents, contractors and their respective officers, directors and employees from and against any and all liabilities, claims, demands, actions and costs (including legal costs on a solicitor-client basis) whatsoever that may arise directly or indirectly out of any act or omission of the Recipient or its officers, directors, shareholders, employees, contractors, affiliates, subsidiaries, partners or agents in respect of this Agreement. This indemnity and hold harmless provision shall survive this Agreement.
- 7.4 The Recipient shall abide by all Environmental Laws with respect to the Project and indemnify and hold harmless FRIAA, its officers and directors, employees, agents, contractors and their respective officers, directors and employees from any and all liabilities, claims, demands, actions and costs (including legal costs on a solicitor-client basis) whatsoever that may arise directly or indirectly out of any act or omission of the Recipient or its officers, directors, shareholders, employees, contractors, affiliates, subsidiaries, partners or agents in respect of any breach of any Environmental Laws by the Recipient, including any reclamation or remediation costs associated with the Project. This indemnity and hold harmless provision shall survive this Agreement.
- 7.5 The Recipient shall, at its own expense and without limiting its liabilities herein, insure its operations:
- (a) under a contract of General Liability Insurance in accordance with the insurance legislation of its jurisdiction, in an amount not less than 2 million dollars (\$2,000,000) inclusive per occurrence, insuring against bodily injury, personal injury and property damage, including loss or use thereof, which insurance shall include products liability; and
  - (b) an all risk replacement cost policy for property that the Recipient owns or has an insurable interest in which is used in any way in connection with the Project.

FRIAA may require evidence of the required insurance in a form satisfactory to FRIAA at any time. All required insurance shall be endorsed to provide FRIAA with thirty (30) days' Notice of cancellation or material change restricting coverage.

## **8. NON-PERFORMANCE**

- 8.1 Each of the following events constitutes an event of default under this Agreement ("**Event of Default**"):
- (a) if, in FRIAA's sole discretion, the Recipient
    - (i) fails to proceed with the Project; or
    - (ii) is not carrying out the Project;
  - (b) the Recipient alters the Project without the consent of FRIAA;

- (c) the Recipient has failed to pay FRIAA dues or any other fee or charge imposed by FRIAA;
- (d) the Recipient uses any part of the Grant Proceeds other than for Eligible Expenses; or
- (e) the Recipient otherwise breaches any of its obligations pursuant to this Agreement.

8.2 Upon the occurrence of an Event of Default FRIAA may give Notice (the “**Remedy Notice**”) to the Recipient referring to such Event of Default and requiring the Recipient to remedy the breach within such time as FRIAA may, in its sole discretion, determine.

8.3 If the Recipient fails to commence to remedy the breach within the time specified in the Remedy Notice or the Recipient fails to diligently pursue such remedy to completion, FRIAA may do any one or more of the following:

- (a) terminate this Agreement immediately;
- (b) demand repayment of all or any portion of the Grant; or
- (c) pursue any remedy available to FRIAA in law or equity.

## 9. TERMINATION

9.1 FRIAA may terminate this Agreement without cause by providing thirty (30) days’ Notice to the Recipient, in which case this Agreement shall be terminated as of the date given in such Notice.

9.2 The Project may be terminated by mutual consent of the Parties evidenced in writing.

9.3 On termination of this Agreement, FRIAA may require the Recipient to do one or more of the following and, depending on the requirement, the Recipient shall immediately:

- (a) make no further commitments for expenditures and make no further disbursements from the Grant Proceeds except with FRIAA’s prior written consent;
- (b) transfer to FRIAA any or all Grant Proceeds;
- (c) provide an accounting of the Grant Proceeds setting out details of revenues and expenditures from the Grant Proceeds from the date of last audited financial statements to the date of termination including the balance of the Grant Proceeds remaining; and
- (d) provide any of the Reports for the portion of the Project completed up to the date of termination.

## 10. WORKER’S COMPENSATION

10.1 The Recipient shall comply with the *Worker’s Compensation Act* and shall, upon demand, deliver to FRIAA a certification from the Worker’s Compensation Board certifying:

- (a) The Recipient is registered and in good standing with the Worker’s Compensation Board;

- (b) The Recipient is not required by the *Worker's Compensation Act* and the regulations thereto to have coverage thereunder for the Project; and
  - (c) FRIAA will not have current or future liability to the Worker's Compensation Board as a consequence of this Agreement or the Grant.
- 10.2 The Recipient shall maintain a valid account at the Worker's Compensation Board covering all workers involved with the Project.
- 10.3 The Recipient shall, upon demand, provide to FRIAA any other documentation considered necessary or desirable by FRIAA evidencing that the Recipient's subcontractors are covered by the *Worker's Compensation Act*.

## 11. OCCUPATIONAL HEALTH & SAFETY

- 11.1 The Recipient, its employees, agents and permitted subcontractors, shall at all times comply with the *Occupational Health and Safety Act*, SA 2020 c.O-2.2, its accompanying regulations and any successor legislation thereto (the "**OH&S Act**").
- 11.2 The safety qualification of the Recipient shall be in the form of a Certificate of Recognition ("**COR**") or where applicable a Small Employers' Certificate of Recognition ("**SECOR**") or any certifications, which are relevant to the forestry industry and which are recognized by the government of Alberta. FRIAA may, in its sole discretion, accept certification equivalent to the COR or SECOR ("**Equivalent Certification**"), or such other documentation as may otherwise be determined by FRIAA in its sole discretion ("**Other Documentation**").
- 11.3 The Recipient shall obtain a COR, SECOR, Equivalent Certification or Other Documentation before the Project Start Date and shall maintain the COR, SECOR, Equivalent Certification or Other Documentation throughout Term.
- 11.4 The Recipient shall ensure all safety policies and plans are adhered to, including but not limited to its:
- (a) COR, SECOR, Equivalent Certification or Other Documentation;
  - (b) subcontractor and consultant training program policies; and
  - (c) the work site control plan,
- specifically set out in the safety plan as provided to FRIAA upon request.
- 11.5 The Recipient shall ensure that any permitted subcontractor of the Recipient shall have and maintain a COR, SECOR, Equivalent Certification or Other Documentation at any time such permitted subcontractor is providing services to the Recipient for the work being performed under this Agreement.
- 11.6 The Recipient, whether or not it is acting as the "Prime Contractor" for the purposes of the OH&S Act, shall ensure that any subcontractors engaged in the completion of the work are able to comply with all health and safety requirements before commencing such work.
- 11.7 The Recipient shall identify work site hazards and shall develop operational occupational safety policies, procedures and plans that are specific to those hazardous aspects of the work to ensure the safety of every person at the work site and the public travelling through



the site.

- 11.8 When requested by FRIAA, the Recipient shall promptly provide copies of its COR, SECOR, Equivalent Certification or Other Documentation and the safety policies, procedures and plans described in this Article prior to Project Start Date or at any time during the Term.
- 11.9 Where FRIAA determines and notifies the Recipient that it is not in compliance with the OH&S Act the Project shall be suspended. The Project shall not resume until the Recipient has taken corrective actions and FRIAA is satisfied that the Project complies with the OH&S Act.
- 11.10 If any relevant authority conducts a work site inspection that results in "orders" being issued to the Recipient or any of its subcontractors, the Recipient shall immediately supply copies of these orders to FRIAA.
- 11.11 Notwithstanding section 11.10, FRIAA may order the suspension of work in cases of recognized imminent danger or when the Recipient fails to comply with orders issued by any relevant authority or fails to rectify previously identified work site hazards.
- 11.12 If an injury or accident (as defined in the OH&S Act) involving the Recipient's employees, agents or subcontractors occurs, the Recipient shall conduct an accident investigation in accordance with section 33 of the OH&S Act.
- 11.13 The Recipient shall supply a copy of the investigation report described in section 11.12 to FRIAA within 72 hours after the injury or accident has occurred. If a death involving the Recipient's employees, agents or subcontractors occurs, the Recipient shall inform FRIAA within two hours after such a death.
- 11.14 The Recipient shall conduct safety meetings prior to the Project Start Date and monthly thereafter.
- 11.15 A breach of the OH&S Act shall be considered to be a breach of this Agreement.

## **12. COMMUNICATIONS**

- 12.1 The Recipient shall acknowledge the support of FRIAA in all of the Recipient's publications, promotions or advertising that relate to the Project.
- 12.2 The Recipient shall notify FRIAA as to and obtain FRIAA's written approval to publish any articles, presentations, posters, websites, signage or other presentation of the Project that, in FRIAA's sole opinion, contain FRIAA's confidential information or may compromise FRIAA's ability to comply with Program requirements, program funding agreements or other related obligations which approval shall not be unreasonably withheld.
- 12.3 The Recipient shall not make any public announcement or issue any press release regarding the entering into of this Agreement or the making of the Grant, except in consultation with and approval of FRIAA as to the contents of the announcement or press release, which approval shall not be unreasonably withheld.

## **13. CONFIDENTIAL INFORMATION**

- 13.1 The Recipient shall not disclose any third party confidential information or document or make use of any intellectual property rights subject-matter that it becomes aware of or

takes possession of from a third party during the implementation of the Project, without having obtained written authorization from the third party releasing it from the obligation of confidentiality, and the Recipient shall ensure that all of its employees, representatives, delegates, agents, consultants or subcontractors act accordingly. Upon request of FRIAA, the Recipient shall provide FRIAA with a copy of the authorization obtained.

- 13.2 The Recipient shall not disclose any confidential information or document nor make use of any intellectual property rights subject-matter that it becomes aware of or takes possession of during the implementation of the Project regarding FRIAA or provided by FRIAA, without first having obtained written permission from FRIAA, and the Recipient shall ensure that all of its employees, representatives, delegates, agents, consultants or subcontractors act accordingly.

#### 14. NOTICES

- 14.1 Any notices, approvals, consents and other communication under this Agreement shall be in writing (each such communication being a form of "Notice") to the following respective addresses:

- (a) if to FRIAA:

Forest Resource Improvement Association of Alberta  
Box 11094, Main Post Office  
Edmonton, Alberta T5J 3K4  
Phone: 780.429.5873  
Email: [admin@friaa.ab.ca](mailto:admin@friaa.ab.ca)

- (b) if to the Recipient:

Smoky Lake County  
P.O. Box 310  
Smoky Lake, AB T0A 3C0  
Attention: Scott Franchuk  
Phone: 780.656.3730  
Fax: 780.656.3768  
Email: [sfranchuk@smokylakecounty.ab.ca](mailto:sfranchuk@smokylakecounty.ab.ca)

- (c) and a copy of any Notice under this Agreement shall be sent to:

DLA Piper (Canada) LLP  
Suite 2700  
10220 103 Avenue NW  
Edmonton, AB T5J 0K4  
Attention: Robert A. Seidel, Q.C.  
Fax: 780.702.4363  
Email: [robert.seidel@dlapiper.com](mailto:robert.seidel@dlapiper.com)


- 14.2 Either Party may change its address information by giving Notice to the other Party. Any Notice is deemed to have been received on the day of delivery, if hand-delivered, when the other Party acknowledges receipt, if sent by registered mail and one business day following transmission, if sent by facsimile or email.

#### 15. MISCELLANEOUS

- 15.1 This Agreement is an agreement for the Grant only. It does not create a partnership,

- agency, joint venture or employer/employee relationship between the Parties and the Recipient shall not represent itself as such, including in any agreement with a third party.
- 15.2 The Recipient declares and guarantees that no offer, gift or payment, consideration or benefit of any kind, which constitutes an illegal or corrupt practice, has been or shall be made to anyone by the Recipient, either directly or indirectly, as an inducement or reward for the award or execution of the Agreement. Any such practice is grounds for terminating the Agreement or taking any other corrective action as required.
- 15.3 Any waiver of the provisions of this Agreement does not limit or affect FRIAA's rights with respect to any other breach, non-performance whether previous to, subsequent to or in the future.
- 15.4 The Recipient shall declare in writing to FRIAA if the Recipient or any of the Recipient's officers or employees included in the Project:
- (a) were convicted during a period of three years prior to the submission of the Project Proposal, by a court of law in Canada or in any other jurisdiction for an offence involving bribery or corruption; or
  - (b) are under sanction for an offence inducing bribery or corruption, imposed by a government, a governmental organization or a development organization providing development assistance.
- 15.5 The Parties may, from time to time, to do all such acts and provide such further assurances and instruments as may reasonably be required in order to carry out the provisions of this Agreement according to their spirit and intent. The Recipient shall execute whatever documents are required to implement and register these terms and conditions or the security interests granted hereunder.
- 15.6 This Agreement shall enure to the benefit of and be binding upon the Parties and their respective heirs, executors, administrators, successors and assigns.
- 15.7 No addition to, deletion from or variation or amendment of any provision of these terms and conditions shall be binding on the Parties unless it is in writing signed by the Parties.
- 15.8 If any provision of this Agreement is found to be invalid at law by a court of competent jurisdiction, then such provision shall be deemed to be severed from this Agreement and the remainder of this Agreement shall not be affected and shall remain in full force to the extent permitted by law.
- 15.9 Time is of the essence in this Agreement.
- 15.10 This Agreement may be signed by originals or by facsimile or portable document format (PDF) and executed in any number of counterparts, and each executed counterpart shall be considered to be an original. All executed counterparts taken together shall constitute one agreement.
- 15.11 This Agreement shall be governed by the laws of the Province of Alberta and the Federal laws of Canada applicable therein and the Alberta courts shall have jurisdiction with regard to all matters arising under or in connection with them.

**FOREST RESOURCE IMPROVEMENT  
ASSOCIATION OF ALBERTA**

Per:  \_\_\_\_\_  
Authorized Signatory (Todd Nash)

**SMOKY LAKE COUNTY**

Per: \_\_\_\_\_  
Authorized Signatory

\_\_\_\_\_  
Print Name

**SCHEDULE A  
PROJECT SCOPE, BUDGET, PROJECT PLAN, AND REPORTS**

**PROJECT SCOPE**

1. Name of Project: Smoky Lake County Wildfire Mitigation Strategy for Lake Resort Communities
2. Project Identification Number: FFP-22-18
3. Project Start Date: December 9, 2022
4. Project Completion Date: December 31, 2023
5. Total Project Value (*i.e.* total costs): \$40,000

**PROJECT PLAN**

6. Work Plan (description of tasks, milestones and deliverables): As per Section 3.2 of the Project Proposal (Schedule D)
7. Budget and Project Financing Schedule:

Progress Report	Task(s) and Estimated Milestones	Reporting Period		FRIAA Payment
		Start Date	End Date	
Progress Report 1	Signed Project Grant Agreement, Project start up, Draft Wildfire Mitigation Strategy	December 9, 2022	October 31, 2023	-
Final Outcomes Report	Final Wildfire Mitigation Strategy, Final Outcomes Report	November 1, 2023	December 31, 2023	\$40,000
<b>Total</b>				<b>\$40,000</b>

## REPORTS

8. Financial and Technical Reports

The Recipient shall submit an unaudited financial report and technical report at regular intervals as determined by FRIAA and within thirty (30) days of receiving FRIAA's written request, interim reports for the Project detailing how much of the Project has been completed, how much money has been spent, and how much of the Project remains to be completed in formats acceptable to FRIAA in the exercise of its sole discretion.

The Recipient shall submit within thirty (30) days of receiving FRIAA's written request an annual technical report detailing how much of the Project has been completed, how much money has been spent, and how much of the Project remains to be completed in formats acceptable to FRIAA in the exercise of its sole discretion.
9. Progress Reports

**Progress Report 1– October 31, 2023** - Report to contain description of activities to date, a description of contractor selection process (or, if applicable, outcome of contractor selection process), a Summary of Project Expenses to date in FRIAA specified format and a formal claim request for grant funds and a signoff from the project manager (Schedules A & B). The Draft version of the Wildfire Mitigation Strategy is required to be submitted to FRIAA and review by AFPT is strongly encouraged. Feedback will be provided by AFPT to incorporate into the Final Wildfire Mitigation Strategy.
10. Reports Format

All reports must contain the information and be in a format specified by or acceptable to FRIAA, as may be made available by FRIAA on FRIAA's website, and signed by an individual qualified to attest to the accuracy of the information provided.
11. Final Financial Report

The Recipient shall provide a final financial report, accounting for all Project revenues and expenditures (the "**Final Financial Report**").

12. Final Outcomes Report
- The Recipient shall provide a final technical report that sets out the outcomes of the Project (“**Final Outcomes Report**”). The Final Outcomes Report must also include a concise summary of what the Project has achieved together with the status of performance of the Project in terms of process, output, outcomes and impact measures.
- The Final version of the Wildfire Mitigation Strategy is required to be submitted to FRIAA for review and acceptance as the final deliverable for the project along with the Final Outcomes Report. Report to contain description of activities to date; a description of contractor selection process (or, if applicable, outcome of contractor selection process); a Summary of Project Expenses to date in FRIAA specified format and a formal claim request for grant funds and a signoff from the project manager (Schedules A & B). AFPT acceptance of the Final Wildfire Mitigation Strategy is strongly encouraged.
13. Final Financial Report, Final Outcomes Report and Non-Confidential Final Report
- On or before the Project Completion Date, the Final Financial Report and the Final Outcomes Report shall be submitted in one electronic version. FRIAA may make copies of these Reports for use by FRIAA as permitted under this Agreement.
- The Recipient should also be prepared to address the Final Financial Report and the Final Outcomes Report in a presentation to FRIAA.
- The Final Financial Report and the Final Outcomes Report shall be satisfactory to FRIAA in its sole discretion, acting reasonably.
14. Other Reports
- During the Term and for a period of five years thereafter, the Recipient must provide such additional follow-up information as FRIAA may reasonably request for the purpose of evaluating the Project outcomes or benefits.



## **SCHEDULE B PAYMENT SCHEDULE**

**Payment Schedule** - Subject to and in accordance with the Agreement, including receipt of the reports required by Schedule A, the Grant of up to \$40,000 shall be paid according to the Budget and Project Financing Schedule:

1. Following the completion of each reporting period as described in the Budget and Project Financing Schedule in Schedule A, (each a "**Reporting Period**"), the Recipient shall provide FRIAA with a Progress Report which includes the detail for that Reporting Period as outlined in the Reports section of Schedule A, together with an Invoice. The Progress Reports must also outline all funds received by the Recipient from third parties with respect to the Project.
2. FRIAA may require the Recipient to provide it with evidence of Eligible Expenses, including receipts, evidence of payment or invoices paid by the Recipient.

**SCHEDULE C**  
**FRIAA CONFLICTS OF INTEREST POLICY**

**I. LEGISLATIVE MANDATE**

1. **The *Societies Act*** (the “Societies Act”)

Section 5 of the Societies Act requires FRIAA to provide in its bylaws for the appointment and removal of directors and officers and their duties, powers and remuneration:

5. (4) The by-laws that accompany the application shall contain provisions for all the following matters:

(d) the appointment and removal of directors and officers and their duties, powers and remuneration;

2. **The *Forest Resource Improvement Regulation*** (the “FRIAA Regulation”)

Section 3 of the FRIAA Regulation, under the Environmental Protection and Enhancement Act, S.A. 1992, c. E-13.3, and under the Forests Act, R.S.A. 1980, c.F-16, prescribes the powers which have been delegated to FRIAA:

3. (1) The Association is delegated the powers of the Minister to establish and administer programs and initiative under section 12(a) of EPEA in relation to the forest resources of Alberta.

(2) The Association shall establish programs or initiatives:

- i. for the enhancement of forest resources of Alberta;
- ii. to promote enhanced management of the forest resources of Alberta;
- iii. to improve the sustained yield of the forest resources of Alberta;
- iv. to promote integrated resource management;

3. **The *Forest Resource Improvement Association of Alberta Bylaws*** (the “FRIAA Bylaws”)

Article 4.1 of the FRIAA Bylaws provides that the Board is to manage and direct the affairs of FRIAA:

4.1 The Board is to manage, oversee and direct the affairs of the Society in the name of and on behalf of the Society.

Article 4.3 of the FRIAA Bylaws enables the Board to enact policies regarding the direction, management and operation of FRIAA:

4.3 The Board may enact and enforce policies regarding the direction and management of the Society, and such policies shall be consistent with these Bylaws.

Article 5.11 of the FRIAA Bylaws provides that each Director present at a meeting shall vote on all motions:

5.11 Each Director present at a meeting shall, subject to requirements of law and the objects and Bylaws, vote on all motions.

Article 8.11 of the FRIAA Bylaws prescribes the manner in which FRIAA shall carry out its powers, duties, functions, services and activities:

8.11 The Society shall:

- i. carry out its powers, duties, functions, services and activities efficiently and effectively, and
- ii. have due regard to the interests of the general public, of the persons affected by or subject to its decisions and actions, and of the industry.

Article 8.12 of the FRIAA Bylaws prescribes that the operation of FRIAA shall be without the purpose of gain for its Members:

8.12 The operation of the Society shall be carried on without the purpose of gain for its Members, and any accretions to the Society shall be used to promote the objects of the Society.

## **II. GENERAL POLICIES**

### **1. Background to Policy**

FRIAA is a society incorporated under the Societies Act. Pursuant to its bylaws, the affairs of FRIAA are managed and directed by the Directors of FRIAA. The Directors of FRIAA, by virtue of their position of control over the affairs of the Association, stand in a fiduciary relationship to FRIAA. Consequently, the Directors of FRIAA must have regard to the requirements of the law governing fiduciary relationships where conflicts of interest arise.

The Directors of FRIAA are mindful that their actions will be subject to public scrutiny. FRIAA has been delegated certain powers, duties and responsibilities of the Minister of Environmental Protection under the Environmental Protection and Enhancement Act and the Forests Act. The Directors of FRIAA discharge these powers, duties and responsibilities in a manner which is consistent with and which furthers the public interest.

FRIAA has adopted a set of guidelines which will assist the Directors of FRIAA to discharge their duties in accordance with their responsibilities as fiduciaries and as responsible stewards of a public undertaking. The guidelines are attached to and form part of this policy statement.

### **2. Requirements of Fiduciaries at Common Law**

The common law imposes upon fiduciaries the duty to act in utmost good faith towards their beneficiaries. Fiduciaries must act toward their beneficiaries with a heightened sense of loyalty and fidelity. Fiduciaries must act in a manner consistent with the best interests of their beneficiaries in all matters related to the undertaking of trust and confidence. Fiduciaries must scrupulously avoid placing themselves in a position of

conflict of interest.

The general rule regarding conflicts of interests is that no one who has duties of a fiduciary nature is allowed to enter into engagements in which he has or can have a personal interest conflicting with the interests of those whom he is bound to protect. Even where the fiduciary acts in good faith, the foregoing restriction applies. A fiduciary cannot place his own interests ahead of those of his beneficiary, even in situations where the beneficiary benefits from the arrangement. A fiduciary cannot benefit personally from any opportunity which comes to his awareness by way of his fiduciary position. A fiduciary must not use any aspect of the beneficiary's property for personal gain. More specifically, a fiduciary must not use for personal benefit a beneficiary's assets, goods, information or opportunities.

Fiduciaries must not use their position to benefit persons closely associated with them. Where a benefit is conferred upon a person with whom the fiduciary is closely associated, the fiduciary benefits indirectly. Regard must be had to all of the surrounding circumstances to determine whether a person is associated with a fiduciary. Persons sharing business relations or family relations will in most instances be characterized as associates of the fiduciary. In some instances, close personal relations will also give rise to an association between the fiduciary and the person. The key issue in determining whether a fiduciary is associated with another person is whether the fiduciary's ability to represent the interests of the beneficiary is or appears to be compromised as a result of the fiduciary's relationship with the third party.

### **3. Application of General Fiduciary Principles to FRIAA Directors**

The Directors of FRIAA stand in a fiduciary relationship with FRIAA. The Directors must not use their position to gain benefit personally, whether such benefit accrues to them directly or indirectly. Directors must not use their position to benefit persons related to them or with whom they are closely associated, such as business partners.

These types of transactions, however, are exceptional and are not anticipated to arise with frequency. Where they do arise, the affected Director must declare a conflict, fully disclose his interest in the transaction, and refrain from discussing or voting upon the matter. Whether the transaction will be approved will be a matter for the Board to determine.

Directors are encouraged not to make frequent use of the exceptions provided above. The general rule that FRIAA does not enter into transactions with Directors or with related persons must be observed with minimal exceptions in order to ensure public confidence in FRIAA and its undertakings remains high.

### **4. Application of General Fiduciary Principles to FRIAA Board Committee Members**

Members of FRIAA's Board Committees play an important role in FRIAA by providing advice to the Board of Directors on the programs administered by FRIAA. Members of FRIAA's Board Committees may be entrusted with information which is confidential to FRIAA and will be expected to provide advice to the Board of Directors based upon that confidential information. Members of FRIAA's Board Committees may be delegated responsibility for making certain decisions by the Board of Directors. In all matters, generally, members of FRIAA's Board Committees will have a high level of responsibility to FRIAA.

Members of FRIAA's Board Committees also stand in a fiduciary relationship to FRIAA. Board Committees are established by the Board of Directors. Membership on Board Committees is determined by the selections made by those organizations described in the bylaws of FRIAA. Individual members stand in a fiduciary relationship to FRIAA. As fiduciaries, individual members of Board Committees must conduct themselves accordingly. Committee members must not consider themselves to be representatives of the organization with which they may be affiliated as to do so would be inconsistent with the duty of loyalty each of them owes to FRIAA.

The guidelines which govern the conduct of Directors apply with equal force to individual members of Board Committees.

## **5. General Fiduciary Responsibilities of Stakeholder Representatives**

The Board of Directors has been structured so as to ensure the Board of Directors is composed of a diverse selection of individuals. Each individual director is expected to bring to the Board of Directors a set of viewpoints and experiences which may not be experienced by his fellow Directors. This diversity of viewpoints at the Board adds strength and depth to Board decisions.

Both Directors and Board Committee members must appreciate that while their selection to the Board or to the Committee may be as a result of a particular organization, once appointed their loyalties are first and only to FRIAA.

Both Directors and Committee members will be required to make decisions based on what they perceive to be the best interests of FRIAA. Although it is intended that Directors and Committee members will draw upon their experiences and views gained through their association with other organizations, it is not intended that Directors or Committee members serve as representatives of those associations on FRIAA. As Directors and Committee members, their loyalties are first and only to FRIAA.

Directors and Committee members may find themselves in a position of conflict as a result of their associations with organizations having dealings with FRIAA. A conflict may arise where an organization seeks to enter into a transaction with FRIAA. Where a conflict arises, the affected Director or Committee member must declare the conflict, fully disclose any personal interest he may have in the transaction, and refrain from discussing or voting upon the matter. Whether the transaction will be approved will be a matter for the Board or the Committee to determine.

It would be inconsistent with their duties of loyalty and fidelity to FRIAA for a Director or Committee member to participate in a discussion or decision relating to a matter in which they have a conflict of interest. Their participation in any discussions or decisions related to a matter in which they have a conflict could invalidate the decision and could result in embarrassment to both FRIAA and the affected organization. If the conflict is significant, public confidence in FRIAA could suffer.

## **III. CONFLICT OF INTEREST GUIDELINES**

### **Definitions**

1. In these Guidelines,

“affiliated organization” means any members of FRIAA;

“associated” means a relationship, transaction or connection such that the relationship, transaction or connection:

- a) has the potential to affect, or give the appearance of affecting, the ability of the Director or Committee Member to act impartially on behalf of FRIAA in a transaction; or
- b) between FRIAA and the person would, or would be seen, to confer a direct or indirect benefit upon the Director or Committee Member.

“benefit” means a direct or indirect pecuniary or non-pecuniary advantage and includes the avoidance of a detriment, but does not include the prestige associated with the position of Director or Committee Member nor participation in activities or programs of FRIAA in which the public has an opportunity to participate;

“Board” means the Board of Directors of FRIAA;

“Committee” means a Board Committee or Sub-Committee of FRIAA;

“Committee Member” means a member of a Committee;

“Director” means a member of the Board;

“FRIAA” means the Forest Resource Improvement Association of Alberta;

“member organization” means any organization that becomes a member of FRIAA in accordance with the bylaws of FRIAA;

“person” means an individual, corporation, association, partnership or organization;

“related person” means a person who is associated with a Director or Committee Member;

“transaction” means an arrangement, other than a gift, under which:

- a) FRIAA and another person agree to exchange value or services;
- b) FRIAA confers a benefit on another person, or
- c) FRIAA receives a benefit from another person.

### **Statement of Principles**

2. Directors and Committee Members shall at all times act in accordance with and display utmost good faith towards FRIAA.
3. Directors and Committee Members shall at all times act in accordance with and display a heightened sense of loyalty and fidelity to FRIAA.
4. Directors and Committee Members shall not use for personal gain any of FRIAA's assets, goods, information or opportunities.
5. Directors and Committee Members shall not disclose any information which is confidential to FRIAA during or after their tenure as Directors or Committee Members except as may be authorized by FRIAA or required by law.

## Prohibited and Permitted Transactions

6. Except in accordance with this policy, FRIAA shall not enter into transactions with a Director, Committee Member or a related person where the Director, Committee Member or related person may benefit personally from the transaction.
7. FRIAA may enter into a transaction with a Director, Committee Member or related person if:
  - (a) the affected Director or Committee Member:
    - i. declares a conflict of interest in respect of the proposed transaction;
    - ii. discloses to the Board or Committee the full nature and extent of his interest in the proposed transaction and, to the extent that he is able, the interest of any related person in the proposed transaction; and
    - iii. establishes to the satisfaction of the Board or Committee that:
      - A. the proposed transaction is fair and reasonable to FRIAA; and
      - B. the proposed transaction would meet or exceed community expectations about the conduct of FRIAA; and
      - C. the Board or Committee approves the proposed transaction.
8. When authorizing a transaction under section 7, the Board or Committee may impose any conditions it deems necessary in the circumstances to protect FRIAA or to safeguard public confidence in FRIAA's undertakings.
9. For the purposes of section 7, the affected Director or Committee Member shall not participate in any decisions relating to the proposed transaction.
10. For the purposes of section 7, the affected Director or Committee Member shall not be counted as part of the quorum making any decisions relating to the proposed transaction.
11. Where the Board or Committee approves a transaction under section 7, an entry shall be made into the minutes of the meeting confirming the approval of the transaction by the Board or Committee.
12. The Board may review any decision made by a Committee to approve a transaction under section 7.

**SCHEDULE D  
PROJECT PROPOSAL**

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**Forest Resource Improvement Association of Alberta**

P.O. Box 11094, Main Post Office,  
Edmonton, Alberta T5J 3K4

EOI # (from RFP invitation)

EOI-22-03

Project Title

Smoky Lake County Wildfire Mitigation Strategy for Lake Resort Communities

Project Type

Planning

**FRIAA FIRESMART PROGRAM**

**Request for Proposal Summary - Application Form & Template**

**FRIAA-FFP October 2022, RFP**

**Submission Deadline: November 14, 2022 4pm MST**

**Attn: FRIAA Administrator**

**Telephone: 780-429-5873**

**Submission Portal:**

<https://friaa.ab.ca/program-submissions/>

**Applicant Information**

Applicant Organization (Legal name):	Smoky Lake County	Phone:	1-780-656-3730
Mailing Address:	Po. Box 310, Smoky Lake, Alberta T0A 3C0	Fax:	1-780-656-3768
Authorized Representative (name and title of signing authority)	Fire Chief – Scott Franchuk	Email:	sfranchuk@smokylakecounty.ab.ca
Project Manager (name and organization / company)	Fire Chief – Scott Franchuk	Phone:	1-780-656-3730
		Email:	sfranchuk@smokylakecounty.ab.ca

**FireSmart Discipline - Project Information**

Primary Eligible Activity	Term of Project	Amount of Funding Applied for
<input checked="" type="checkbox"/> Planning (e.g. FireSmart community plan: wildfire preparedness guides and wildfire mitigation strategies; resource-sharing and mutual-aid fire control agreements) <input type="checkbox"/> Emergency planning (e.g. develop or update procedures and response plans, and upgrading existing developments to FireSmart standards)	(January/2023 to December/2023)	\$40,000.00

- Applicant has been in contact with a FRIAA Field Liaison to discuss the specified application activity. **(REQUIRED)**
- Applicant has substantially completed all other FRIAA FireSmart projects, particularly in this discipline. **(REQUIRED)**

**Agency Support Attachments:**

- Project Support Letter from Fire Department / Fire Emergency Service Provider, OR the Fire Department/Fire Emergency Service Provider is the applicant of this project – **REQUIRED**. (Do not need to resubmit.)
- Project Support Letter from Wildfire Management Branch – Agriculture, Forestry and Rural Economic Development - strongly encouraged. (If submitted with EOI, do not need to resubmit.)
- Cover Page of Current Approved Plan, if one exists. (If submitted with EOI, do not need to resubmit unless requested to do so.)

**Acknowledged by Applicant**

- Band Council Resolution (attached for applications from Alberta First Nations)
- Settlement Council Resolution (attached for applications from Métis Settlements) or President of Métis Co-operative/Enterprise (authorized signature)
- Municipality Council Resolution (for applications from Municipalities)

The Applicant acknowledges having read and agrees to the terms and conditions described on the FireSmart Template Grant Agreement June 2022 – to which this Application under the FRIAA FireSmart Program (the “**Program**”) and the Request for Proposal (the “**RFP**”) is made subject. The Applicant acknowledges and agrees that by its submission of this Application it shall be bound by the terms of the Program, and FRIAA’s policies, procedures, protocols and guidelines. The Applicant also acknowledges and agrees that this Application may be accepted by FRIAA on further terms or conditions, which shall be binding on the Applicant and that acceptance of this Application does not represent a commitment by FRIAA to fund the activities proposed herein.

November 10, 2022

Authorized Representative (as named above)

Date

## 1. Project Overview

There is no need to provide any other information in this section, unless your invitation to the RFP requested it. **(Copy your previous information forward.)** Use the check-list below to indicate what type of plan(s) will be developed.

- Wildfire Mitigation Strategy (WMS)
- Wildfire Hazard and Risk Assessment (WHRA)
- Prescription Development
- Wildfire Preparedness Guide (WPG)
- Sprinkler Deployment Plan
- Other (Specify) \_\_\_\_\_

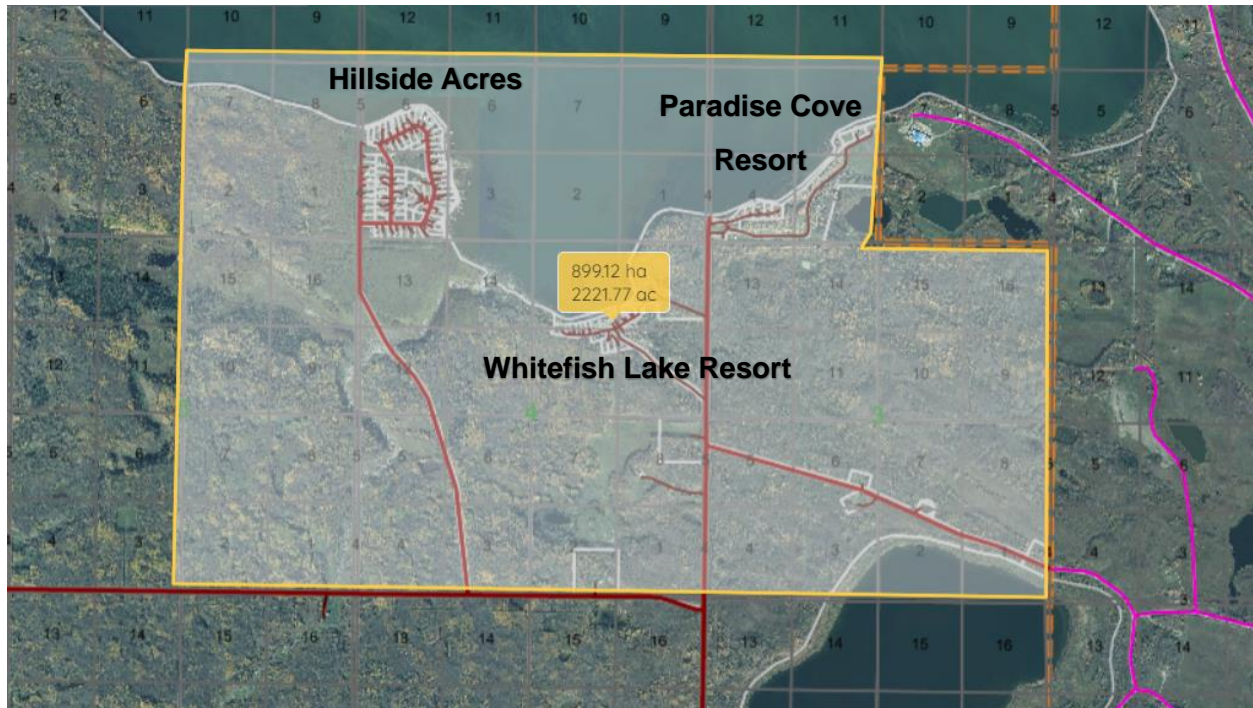
## 2. Project Location

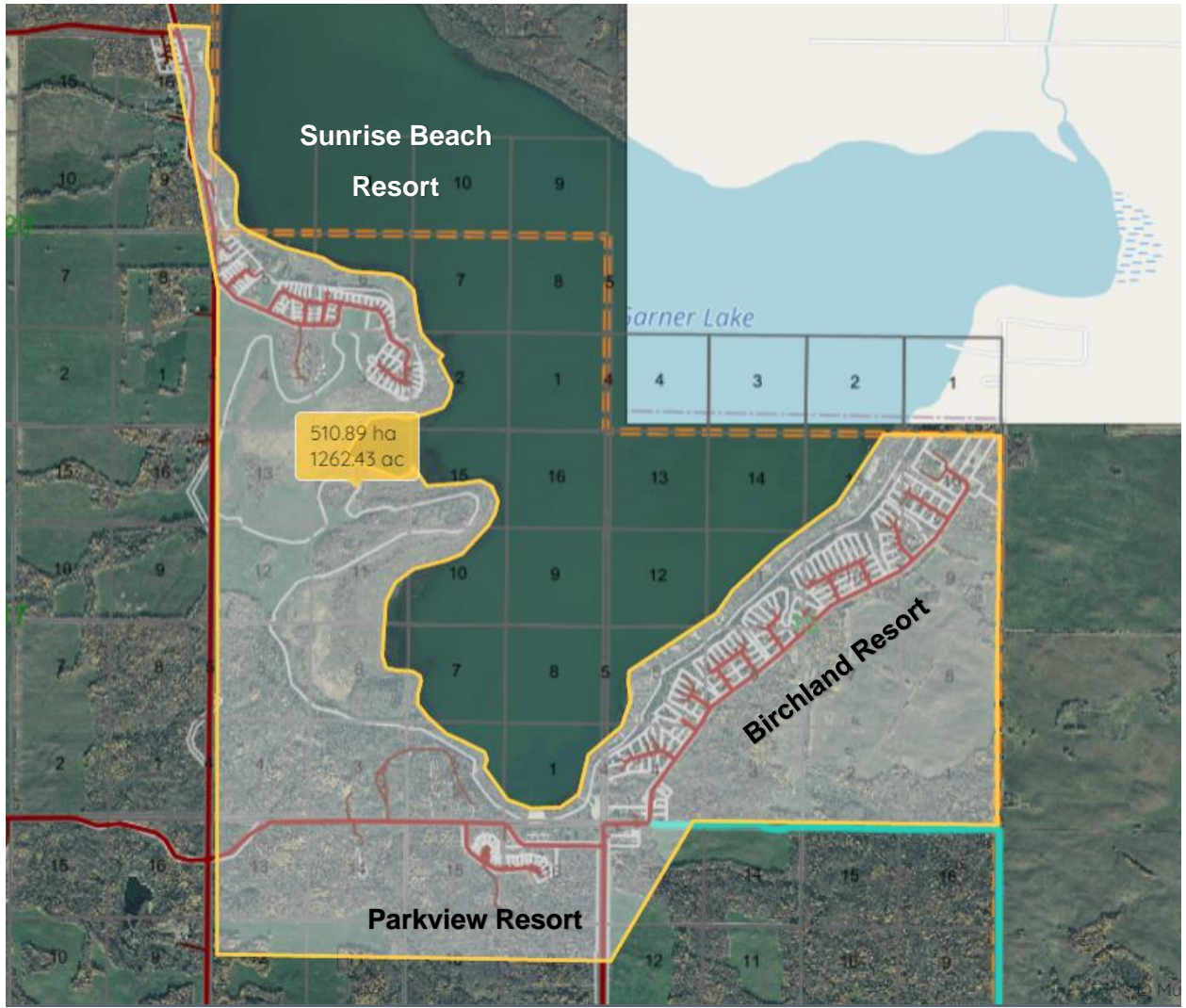
Describe and indicate the planning area, as well as surrounding communities within the 10-km FireSmart Community Zone. Ensure the map with legend and reference points are clear and legible.

The Identified risk areas are as follows and are identified in the attached overhead maps.

Central Area: - Hanmore Lake Resort  
- Mons View Resort  
- Mons View Estates  
- Sandy Lane Park

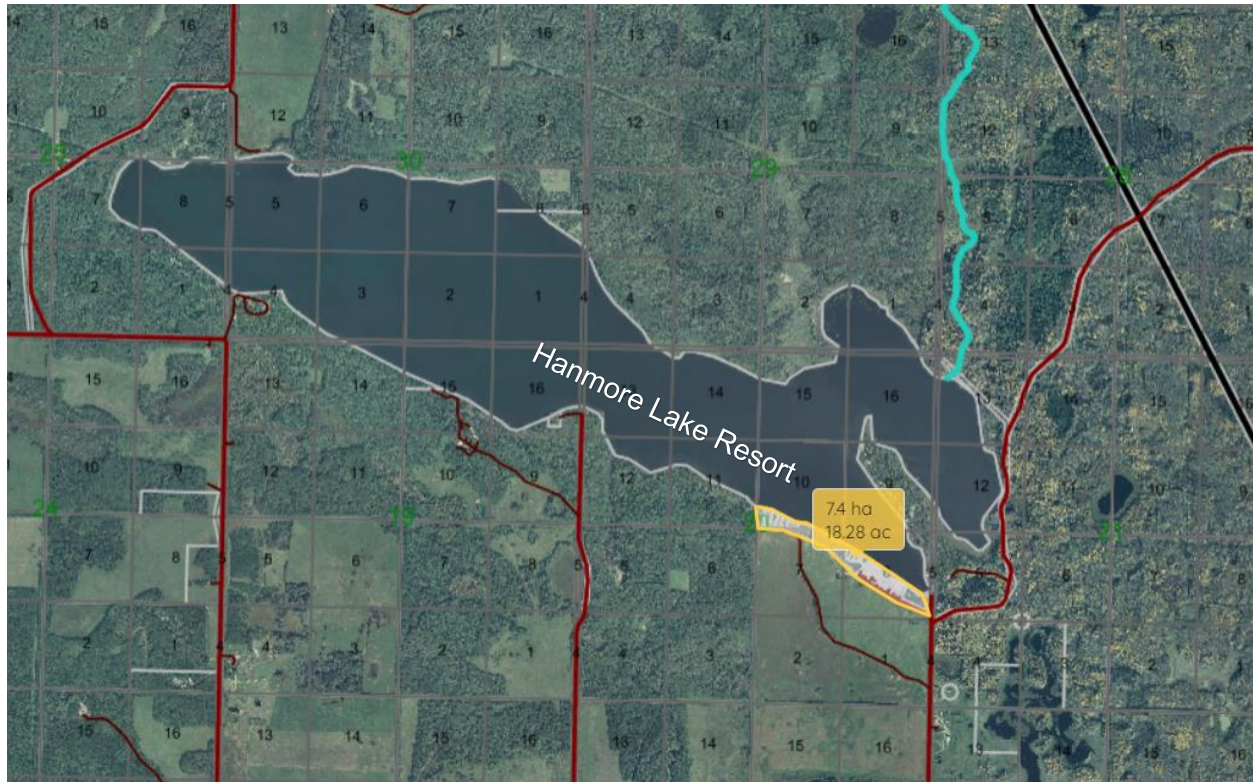
Eastern Area: - Birchland Resort  
- Parkview Resort  
- Sunrise Resort  
- Hillside Acres  
- Paradise Cove Resort  
- Whitefish Lake Resort and Properties











### 3. Project Description

#### 3.1. DESCRIBE IN DETAIL YOUR APPROACH AND PROJECT PLAN

(a) Detailed work plan

Describe sub-tasks (e.g. tender process for sub-contractors, stakeholder meetings, establishment of FireSmart Committee, public events, ground truthing/verification, etc.)

Smoky Lake County is striving to build a WMS for the Lake Resort Communities in the Region. The strategy will focus on educating residents, provide guides to FireSmart their Resort lots and engage the district fire departments into the communities to build relationships. The plan will identify areas where vegetation needs to be controlled by the residents and the County. Focus on FireSmart will become a component for Smoky Lake County Planning and Development Department for future developments at the resorts.

The Objective tasks to be completed are as follows:

1. Field Assessment. (Map preparations, field data collection)
2. Development of Smoky Lake County WMS for Lake Resort Communities and review with project managers.
3. Receipt of Final Smoky Lake County WMS for Lake Resort Communities.

(b) Work schedule / milestones

Include a work schedule of measurable milestones in table or list format with enough detail that the review committee can understand the proposed sequence, timing and duration of events. **Link progress to your deliverables.**

1. Field Assessment and Field Data Collection: January 2023 – August 2023
2. Develop Draft Report Smoky Lake County WMS for Lake Resort Communities: September 2023 – October 2023
3. Completion of the Final Smoky Lake County WMS of Lake Resort Communities: November 2023 – December 2023

(c) Project management

Describe the project management processes in place to ensure timely completion of the project, including the measures in place for quality control, cost control and adequate reporting to FRIAA.

Identify who is responsible to oversee the daily work and provide a brief description of their qualifications and experience.

The Project Manager will be **Smoky Lake County Fire Chief Scott Franchuk**. Chief Franchuk will be managing the project with support from the Deputy Fire Chief and Administrative Staff.

### **3.2. DEMONSTRATE HOW THE PROPOSED ACTIVITIES LINK TO CURRENT FIRESMART PLANS OR HAZARD ASSESSMENTS**

There is no need to provide any other information in this section, unless your invitation to the RFP requested it. **(Copy your previous information forward.)**

If not submitted with the EOI, attach the front page of the Current Plan, if one has previously been developed.

Currently no FireSmart plans or Hazard Assessments in progress.

### **3.3. DESCRIPTION OF VALUES-AT-RISK**

There is no need to provide any other information in this section, unless your invitation to the RFP requested it. **(Copy your previous information forward.)**

Hanmore Lake Resort – 30 Properties  
(22Km / 16 Minute Response Time – Smoky Lake Fire Station)

Mons View Resort / Estates – 100 Properties  
(15Km / 12 Minute Response Time – Smoky Lake Fire Station)

Sandy Lane Park – 45 Properties  
(14Km / 11 Minute Response Time – Smoky Lake Fire Station)

Birchland Resort – 115 Properties  
(19Km / 14 Minute Response Time – Vilna Fire Station)



Parkview Resort – 25 Properties  
(20Km / 15 Minute Response Time – Vilna Fire Station)

Sunrise Beach Resort – 70 Properties  
(20Km / 15 Minute Response Time – Vilna Fire Station)

Hillside Acers – 75 Properties  
(40Km / 30 Minute Response Time – Vilna Fire Station)

Paradise Cove – 10 Properties  
(42Km / 31 Minute Response Time – Vilna Fire Station)

Whitefish Lake Properties – 20 Properties  
(41 Km / 30 Minute Response Time – Vilna Fire Station)

### **3.4. DESCRIBE ANTICIPATED PROJECT OUTCOMES**

There is no need to provide additional information, unless the scope and/or deliverables have changed since the submission of the EOI or additional information was requested, which may include quantifying specific outcomes (such as # of communities to be assessed for hazards or # of Wildfire Preparedness Guides to be generated). **(Copy your previous information forward.)**

Final deliverables will include a copy of the plan(s) created and will be submitted for AAF review / approval (if not already acquired at the draft plan stage), as appropriate to the FPA boundaries.

The development of a WMS for Smoky Lake County Lake Resort Communities will reduce the risk to Life and Property. The WMS will provide Smoky Lake County with Priorities for future implementation.

### **3.5. DESCRIBE FIRE EMERGENCY SERVICES PROVIDER(S) INPUT AND SUPPORT**

There is no need to provide any other information in this section, unless your invitation to the RFP requested it. **(Copy your previous information forward.)**

If requested, provide a brief description of communications and describe the involvement (if any) with applicable Fire Departments / Fire Emergency Service Providers with respect to the specific activities proposed for this project. Who was contacted and what feedback was received concerning the project?

A letter of support was required with the EOI submission.

Smoky Lake County Emergency Services Department is the Applicant. Smoky Lake County Council and staff are in full support of this initiative.

### **3.6. DESCRIBE WILDFIRE MANAGEMENT BRANCH INPUT AND SUPPORT**

Provide a brief description of communications and describe the involvement (if any) with your regional Wildfire Management Branch with respect to the specific activities proposed for this project. Who was contacted and what feedback was received concerning the project?

If a letter was included with the EOI, you do not need to resubmit.

Smoky Lake County Emergency Services has been in contact with Andy Gesner in regard to this initiative and received positive feedback. No letter was obtained.

### **3.7. DESCRIBE STAKEHOLDER REVIEW OR SUPPORT**

Describe the impacts on other resources or land users and if applicable, describe the feedback from impacted stakeholders.

The draft Smoky Lake County WMS for Lake Resort Communities will be reviewed by Smoky Lake County Emergency Services and Alberta Forestry Prior to final completion.

### **3.8. DESCRIBE AUTHORIZATIONS TO CONDUCT THE PROPOSED WORK**

Include or describe permits, licences or authorizations that are required to undertake the proposed work. If these are in-progress, describe the approval status of these documents or the process that the applicant will undertake to obtain approval prior to commencement of the project.

No permits, licences or authorizations are needed to conduct the proposed work. Planning processes only.

## **4. Budget, Reporting and Payment Schedules**

### **4.1. DESCRIBE PROJECT BUDGET AND FUNDING REQUEST**

Describe the detailed project budget and the funding requested from FRIAA. Proposed costs for activities must contain sufficient detail (e.g. unit costs and estimated number of units) to allow for assessment of transparency, competitiveness and consistency with fair-market value. Details to be provided in Section 4.5.

If budget detail depends on tender results to third party contractors, the results of which are unknown, describe estimated costs for those services and the tender process.

If budget detail depends on work completed by non-arm's length parties (wage staff – "in-kind", or direct award contractors) describe process to ensure that budget estimates are fair-market value and the cost controls that will prevent budget overruns.

Smoky Lake County is requesting \$40,000.00 to complete the Wildfire Mitigation Strategy.



**4.2. DESCRIBE ESTIMATE OF IN-KIND RESOURCES**

Quantify an estimate of in-kind services and resources that apply directly to the activities proposed. FRIAA funds cannot be used for existing staff or resources of the applicant; an estimate of the value in dollars of credible in-kind resources directly related to this project should be provided here. Details to be provided in Section 4.5.

“**In-kind**” can include admin, supervisory, project management and quality control time, equipment such as trucks, tools, fuel, uniforms, Personal Protective Equipment (PPE), training materials, resources and staff time, advertising costs and materials, financial contributions etc.

Smoky Lake County will contribute the Personnel – Fire Chief, Deputy Fire Chief and Fire Services Clerk to the project as well Transportation for in field work. Total Amount \$2,620.00

**4.3. DESCRIBE OTHER (NON-FRIAA) SOURCES OF FUNDING**

Provide an estimate of non-FRIAA funding that apply directly to the activities proposed. This may be direct funding contributed by the applicant or another grant funding source. Details to be provided in Section 4.5.

Funds or resources for related projects or previous projects or plans do not qualify as other sources of funding for this project.

No other sources of funding will be contributed to the project.

**4.4. DETAILED PROJECT BUDGET**

Activity Type	Description	Unit Quantity	Unit Type	Unit Price	Total
<b>Project Expenses</b>					
	FireSmart Consultant – Plan writing	1	Plan	\$40,000.00	\$40,000.00
	Sub-total				\$40,000.00
<b>In-kind Services</b>					
	Fire Chief – Scott Franchuk	20	hour	\$ 55	\$ 1,100
	Deputy Fire Chief – Spencer Kotylak	20	hour	\$ 40	\$ 800
	Project kick-off meeting / progress reporting etc.	20	hour	\$ 25	\$ 500
	Vehicle	400	kms	\$ 0.55	\$ 220
	Sub-total				\$ 2620.00
<b>Non-FRIAA Funding</b>					
	Applicant contribution				\$ 0.00

<b>Total Project Budget</b>					<b>\$ 42,620.00</b>
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\*\*The above table must be completed using the information provided in Sections 4.1, 4.2, 4.3 and 4.4. Adjust Description of tasks to your specific project.\*\*

**4.5. PROGRESS REPORTING SCHEDULE**

Link your proposed progress reporting schedule to the work schedule timing, as per Section 3.1 b), and completion of project milestones, as per Section 3.4.

At a minimum, Progress Report #1 should be produced shortly after the project initiation, Progress Report #2 at partial project completion (50% completion) and final reporting at the project completion (Final Outcomes Report).

<b>Milestone Objective</b>	<b>Date Completed</b>	<b>Reporting</b>	<b>Payment</b>
Field Assessment and Draft Vegetation Management Development	October 31, 2023	Progress Report # 1	\$0.00
Completion of Final WMS	December 31, 2023	Final Report	\$40,000.00

**4.6. PAYMENT SCHEDULE**

Often financial reporting is timed in conjunction with the progress reporting schedule. The submission of a financial report and supporting documentation is required to receive a grant payment, (with the exception of the first payment that may be made as an advance). At the applicant's preference and with FRIAA's approval, one financial report can be submitted at project completion, although Progress Reports may be required at other project intervals.

A minimum of 20% of the approved funding shall be released upon the submission of a Final Outcomes Report.

See Section 4.5 Above.

**5. Additional Information**

**5.1. ADDITIONAL INFORMATION**

If requested, provide additional information to address specific questions from FRIAA in relation to the original EOI.

1. Contacted Andy Gesner on November 14, 2022 to further discuss this Project.
2. RFP Completed by Smoky Lake County Emergency Services.
3. Smoky Lake County will contribute the Personnel – Fire Chief, Deputy Fire Chief and Fire Services Clerk to the project as well Transportation for in field work. Total Amount \$2,620.00.

\*Note: Target length for a Proposal is 5 to 10 pages (maximum, excluding attachments).

Forest Resource Improvement  
Association of Alberta (FRIAA)  
Box 11094, Main Post Office  
Edmonton AB T5J 3K4



Tel.: (780) 429-5873  
Fax: (780) 429-4026

December 16, 2022

**Sent by email only to:** [sfranchuk@smokylakecounty.ab.ca](mailto:sfranchuk@smokylakecounty.ab.ca)

Dear Scott,

**RE: FRIAA FireSmart Program**

**FFP-22-18**

**Smoky Lake County Wildfire Mitigation Strategy for Lake Resort Communities**

We are pleased to inform you that the FRIAA FireSmart Review Committee has approved your project proposal under the FRIAA FireSmart Program and have attached the Project Grant Agreement for your review and execution.

**Important information is detailed in Schedule A including timelines, reporting deliverables and project-specific outcomes.**

Enclosed is the Project Grant Agreement requiring a signature from the Representative authorized to commit Smoky Lake County (the Recipient) to the terms and conditions herein. Return the signed copy to [admin@friaa.ab.ca](mailto:admin@friaa.ab.ca).

We look forward to working with you on this project. If you have any questions, feel free to contact myself at 780-401-7079 or Sherry Norton at 780-733-8620.

Sincerely,

Forest Resource Improvement  
Association of Alberta (FRIAA)

Per: Jinhan Xie

<b>REQUEST FOR DECISION</b>		DATE	<b>February 15, 2023</b>	<b>4.9</b>
TOPIC	<b>3<sup>rd</sup> Annual Year - 2023 Junior Firefighter Summer Day Camp</b>			
PROPOSAL	<p><u>Background</u></p> <ul style="list-style-type: none"> <li>▪ Smoky Lake County hosted the 1<sup>st</sup> annual junior firefighter summer day camp on July 8-11, 2019, in conjunction with Whitlock Contracting Ltd. to increase interest in the fire service and act as a tool for recruitment.</li> </ul> <p><u>History</u></p> <ul style="list-style-type: none"> <li>▪ The concept was brought to the <b>February 22, 2019 Smoky Lake Region Fire and Rescue Committee Meeting</b> and the follow motion was passed:                     <p style="margin-left: 40px;">“That the Smoky Lake Region Fire and Rescue Committee support Smoky Lake County’s initiative to host a Youth Fire Smart Summer Camp, with a total budget in the amount of \$15,000.00 to provide youth teamwork opportunities and encourage volunteering at our fire departments in preparation of adulthood to assist with future volunteer firefighter recruitment.”</p> </li> <li>▪ At the <b>May 9, 2019 Smoky Lake Region Fire and Rescue Committee Meeting</b> the junior camp programming was finalized and the following motions were passed:                     <p style="margin-left: 40px;">“That the Smoky Lake Region Fire and Rescue Committee recommend each respective Fire Department advise Smoky Lake County of the amount of any monetary contribution intended to support the 2019 Junior Firefighter Summer Day Camp.”</p> <p style="margin-left: 40px;">“That the Smoky Lake Region Fire and Rescue Committee accept the update provided regarding the Youth Fire Summer Camp, including the tentative training schedule and pamphlet; and implement a \$50.00 registration fee to be submitted with the registration application; and allow a maximum in the amount of 20 registrants on a first come, first serve basis.”</p> </li> <li>▪ Smoky Lake County received monetary contributions from Waskatenau Fire Department, Smoky Lake Fire Department, Vilna Fire Department and Town of Smoky Lake in the amount of \$500.00.</li> <li>▪ The Junior Firefighter Summer Day Camp had 11 participates which ran from July 8-11 at the Smoky Lake Fire Hall from 9:00 am – 3:30 pm.</li> <li>▪ At the <b>August 28, 2019 Fire Protective Services Committee Meeting</b> draft financial were presented and the following motion was passed:                     <p style="margin-left: 40px;">“That Smoky Lake County acknowledge receipt of the Year-2019 Junior Firefighter Summer Day Camp - Financial Update, as prepared by Scott Franchuk, Fire Chief, with a total estimated revenue in the amount of \$16,050.00 and total estimated expenses in the amount of \$12,089.24; and, approve to transfer any remaining surplus funds from the said program into reserves for the Year-2020 Junior Firefighter Summer Day Camp program.</p> </li> <li>▪ At the <b>September 18, 2020 Smoky Lake Region Fire and Rescue Committee meeting</b> the completed financials for the 2019 junior firefighter summer camp were presented to the region and the following motion was passed:                     <p style="margin-left: 40px;">“That the Smoky Lake Region Fire and Rescue Committee approve the 2019 Junior Fire Summer Day Camp Unspent Budget in the amount of \$4,900.96 be transferred into a Reserve to be allocated towards a 2020 Junior Firefighter Summer Day Camp – Youth Fire Smart Summer Camp Program, as per Financial update, dated as of September 13, 2019; as presented by the Smoky Lake County Fire Chief.”</p> </li> <li>▪ The 2020 and 2021 Junior Firefighter Summer Day Camps were cancelled due to Public Health Restrictions and Public Safety in respect to Covid-19.</li> <li>▪ At the <b>April 12, 2022 Fire Protective Services Committee Meeting</b> it was agreed upon to host the 2<sup>nd</sup> annual Junior Firefighter Summer Day Camp and the following motion was passed:</li> </ul>			

“That Smoky Lake County provide funds in the amount of \$5,000.00 allocated from the Fire Protective Services municipal reserve, towards the Year-2022 Junior Firefighter Summer Day Camp; and challenge the Village of Vilna, Village of Waskatenau, and Town of Smoky Lake to contribute funds to the project’s total budget in the amount of \$15,000.00 prior to requesting County Council’s approval for Family and Community Support Services (FCSS) Grant funding in accordance with Policy No. 08-17-01: Family and Community Support Services (FCSS).”

- At the **April 19, 2022 Smoky Lake Region Fire and Rescue Committee Meeting** the request to challenge the other municipalities for financial support and the following motion was passed:

“That the Smoky Lake Region Fire and Rescue Committee recommend each respective municipality advise Smoky Lake County Fire Protective Services of any intent to sponsor the 2<sup>nd</sup> Annual Year-2022 Junior Firefighter Summer Day Camp.”

- Smoky Lake County has received \$500.00 from Town of Smoky Lake, Smoky Lake Fire Department and Waskatenau Fire Department, \$1,000.00 from Vilna Fire Department and \$1,500.00 from the Village of Waskatenau from a total of \$4,000.00
- At the **June 17, 2022 Fire Protective Services Committee Meeting** Council agreed to the 2<sup>nd</sup> annual Junior Firefighter Summer Day Camp budget and the following motion as passed:  
 ” That Smoky Lake County Council acknowledge the funding contributions towards the 2<sup>nd</sup> Annual Year-2022 Junior Firefighter Summer Day Camp as follows:

From:	In the amount of:
Town of Smoky Lake	\$500.00
Village of Waskatenau	\$1,500.00
Smoky Lake Fire Department	\$500.00
Vilna Fire Department	\$1,000.00
Waskatenau Fire Department	\$500.00

**and** approve to allocate funding from the 2022 Family and Community Support Services (FCSS) Grant budget in accordance with Policy No. 08-17-01: Family and Community Support Services (FCSS) grant as follows:

Community Group	Eligibility	Funding
Smoky Lake County Fire Department Services	2 <sup>nd</sup> Annual Year-2022 Junior Firefighter Summer Day Camp	\$7,000.00

- The Junior Firefighter Summer Day Camp had 16 participates which ran from July 4-8 at the Smoky Lake Fire Hall from 8:00 am – 5:00 pm.
- At the **August 16, 2022 Fire Protective Services Committee Meeting** the Fire Chief provided a power point presentation and budget break down of the 2<sup>nd</sup> Annual Junior Firefighter Summer Day Camp and the following motions were passed:

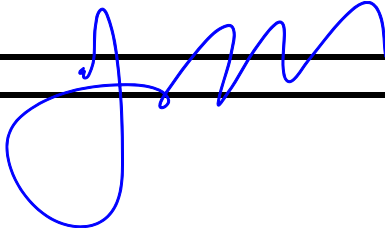
“That the Smoky Lake County acknowledge the successful completion of the 2<sup>nd</sup> Annual 2022 Junior Firefighter Summer Day Camp, held on July 4-8, 2022, with 16 participants; and, acknowledge the overall positive feedback from the 7 participant evaluation forms received; and, acknowledge the post-event summary presentation which included but was not limited to the following power point slides:

“That the Smoky Lake County approve to allocate the Year-2022 Junior Fire Summer Day Camp surplus in the amount of \$1,235.13 to reserves for the Year-2023 Junior Firefighter Summer Day Camp in reference to the following Revenue and Expense shown below:

**Proposal:**

- The Junior Firefighter Summer Day Camp is requesting financial funds from FCSS as this program meets the grant requirements. Attached is the FCSS grant application. **Attachment 1**
- Attached is the anticipated draft revenue and expenses for the 2023 Junior Firefighter Summer Day Camp budget and the Camp Schedule. **Attachments 2 and 3**

CORRELATION TO BUSINESS (STRATEGIC) PLAN	
LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS	
BENEFITS	<ul style="list-style-type: none"> <li>- Recruitment tool</li> <li>- Provides youth with teamwork opportunities</li> <li>- Gets youth involved with volunteer firefighting in preparation for adulthood</li> </ul>
DISADVANTAGES	<ul style="list-style-type: none"> <li>- Requires human resources and funding</li> </ul>
ALTERNATIVES	<ul style="list-style-type: none"> <li>- N/A</li> </ul>
FINANCE/BUDGET IMPLICATIONS	
Operating Costs: <b><u>\$20,000.00</u></b>	Capital Costs:      _____
Budget Available: <b><u>\$20,000.00</u></b>	Source of Funds: <u>FCSS/Municipal</u>
Budgeted Costs:      _____	Unbudgeted Costs:      _____
INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS	
COMMUNICATION STRATEGY	

RECOMMENDATION	
<p>1. That Smoky Lake County provide funds in the amount of \$6,000.00 allocated from the Fire Protective Services municipal budget, towards the 3rd Annual 2023 Junior Firefighter Summer Day Camp; and challenge the Village of Vilna, Village of Waskatenau, and Town of Smoky Lake to contribute funds to the project's total budget in the amount of \$20,000.00.</p> <p>2. That Smoky Lake County approve to allocate funding from the Family and Community Support Services (FCSS) Grant funding in accordance with Policy No. 08-17-01: Family and Community Support Services (FCSS) in the amount of \$10,000.00 for the 3rd Annual 2023 Junior Firefighter Summer Day Camp.</p>	
Chief Administrative Officer	

SCHEDULE "A"

SMOKY LAKE COUNTY – FCSS GRANT APPLICATION

LEGAL REGISTERED NAME OF ORGANIZATION: Smoky Lake Fire Protective Services

ADDRESS: 310 Smoky Lake 10A 3C0  
Box City or Town Postal Code

PHONE #: 780-656-3730 FAX #: 780-656-3768

CONTACT PERSON: Scott Franchuk EMAIL: Sfranchuk@SmokyLakeCounty.ab.ca

▶ **COMPLETE THIS APPLICATION IN ITS ENTIRETY**

- 1. Is your organization registered as a not-for-profit entity?  Yes  No
- 2. Does your organization operate within Smoky Lake County region?  Yes  No
- 3. Project Description (Include amount requested)

HOSTING 3<sup>RD</sup> ANNUAL FR JUNIOR FIREFIGHTER SUMMER CAMP  
FOR KIDS AGES 12-18 YEARS OLD WITH A REQUEST OF \$10,000.00

4. What is the target group or population you wish to reach with this program?

- Infants/Toddlers – 0-3 years
- Preschoolers – 3-5 years
- Children 5-12 years
- Youth 12-18 years
- Adults
- Seniors
- Families
- Community

5. Please select the main strategic social direction of the program.

- Help people develop independence, strengthen coping skills, and become more resistance to crisis
- Help people develop an awareness of social needs.
- Help people develop interpersonal and group skills which enhance constructive relationships among people.
- Help people and communities assume responsibility for decisions and actions which affect them.
- Provide support that helps sustain people as active members of the community.

6. Please select the main strategic social outcome the program will attain.
- Individuals experience personal well being
  - Individuals are connected with others
  - Children and youth develop positively
  - Healthy functioning within families
  - Families have social supports
  - The community is connected and engaged
  - Community social issues are identified and addressed
7. will the program be carried out by staff or volunteers? STAFF
8. What indicators of success will you use? How will you know the program has been successful? What is your outcome statement? EVALUATIONS, PARTICIPANTS JOINING ONE OF THE LOCAL FIRE DEPARTMENTS
9. What measurement tool will you use to measure success? (survey, interview, documentation review, observation, focus group, or case studies)  
EVALUATIONS, TALKING WITH PARENTS

I declare that

- ✓ I am a duly authorized representative having legal, financial, and /or executive signing authority for the above noted organization.
- ✓ The project will benefit the general community and not specific individuals/families..
- ✓ A final budget report indicating the project's expenses and revenues will be provided to the County no later than 60 days after the grant year end (December 31).
- ✓ A final evaluation form will be provided to the County no later than 60 days from the stated completion date.
- ✓ Any unused funding will be returned to Smoky Lake County.
- ✓ Any changes to the project including extensions must have written approval from the County.

Name: SCOTT FRANCHUK

Signature: 

Position: FIRE CHIEF

Date: FEBRUARY 6, 2023



## Junior Firefighter Summer Day Camp Schedule

Time	Day 1	Day 2	Day 3	Day 4	Day 5
8:00 - 12:00	Welcoming Address Class Introductions Guest Speakers: RCMP, EMS and Fire Instructor Introduction Fire Gear Assignment First Aid Theory	First Aid Theory	Search and Rescue Scenarios and Fire Extinguisher Theory	Hose Laying and Pumping Theory with practical applications	Vehicle Extrication Theory and Scenarios
12:00 - 1:00	<b>LUNCH</b>				
1:00 - 5:00	First Aid Theory Basic Firefighter Theory and Donning and Doffing Gear	Fire Department Tools Demonstration and Apparatus Tour Offensive Attack Operations and Search and Rescue	Live Fire Training Fire Extinguishers	Pumping and Hose Laying Scenarios Vehicle Extrication Theory	Vehicle Extrication Scenarios Camp Clean Up Camp Wrap up and Certificate Presentation

## 2023 Draft Junior Fire Summer Day Camp Revenue

Description	Quantity	Price	Revenue
Smoky Lake County	1	\$6,000.00	\$6,000.00
County FCSS Funding	1	\$10,000.00	\$10,000.00
Registration	20	\$50.00	\$1,000.00
Town of Smoky Lake	1	\$500.00	\$500.00
Village of Waskatenau	1	\$500.00	\$500.00
Smoky Lake Fire Department	1	\$500.00	\$500.00
Vilna Fire Department	1	\$1,000.00	\$1,000.00
Waskatenau Fire Department	1	\$500.00	\$500.00
<b>Sub Total</b>			<b>\$20,000.00</b>

## 2023 Draft Junior Fire Summer Day Camp Expenses

Description	Quantity	Price	Cost
Course Creation	1	\$750.00	\$750.00
Course Instructors	5	\$1,500.00	\$7,500.00
First Aid Course Material	20	\$25.00	\$500.00
Mileage	1150	\$0.60	\$690.00
Vehicle for Training with towing	3	\$750.00	\$750.00
Fire Gear Rental	20	\$170.00	\$3,400.00
Coveralls	20	\$100.00	\$2,000.00
T-Shirts	40	\$25.00	\$1,000.00
Food Cost	1	\$1,500.00	\$1,500.00
Catering Costs	5	\$100.00	\$500.00
Bumper to Bumper	1	\$200.00	\$200.00
Treated Water Used (m <sup>3</sup> )	30	\$7.50	\$225.00
Fuel For Aspen View Bus	1	\$100.00	\$100.00
Curling Rink Rental	5	\$150.00	\$750.00
<b>Sub Total</b>			<b>\$19,865.00</b>

**Surplus of = \$135.00**

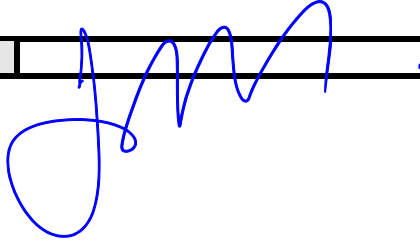


<b>REQUEST FOR DECISION</b>		DATE	<b>February 15, 2023</b>	<b>4.10</b>
TOPIC	Policy No. 13-01: Surface Lease of Municipally-Owned Properties			
PROPOSAL	<ul style="list-style-type: none"> <li>• To revise and update Smoky Lake County Policy No. 13-01: <i>Surface Lease of Municipally-Owned Properties</i>, to ensure a fair and equitable process for all County residents and businesses that wish to lease municipally-owned properties and to ensure that these properties are maintained and kept in reasonable condition so as to protect the public interest.</li> <li>• <b>Proposed Changes</b> <ul style="list-style-type: none"> <li>○ Removal of leaseholder names from the Policy Statement.</li> <li>○ Lease fees will no longer be determined by charging 3.5% of the assessed value but instead will be subject to a "Limited Invitation to Tender" process.</li> <li>○ Lease term not to exceed five (5) years.</li> <li>○ Requirements for the County to give 60-days notice to leaseholders of intention to cancel lease.</li> <li>○ Requirement for the leaseholder to have \$2 million personal liability insurance with the County as a named insured.</li> <li>○ Indemnification clause.</li> <li>○ Outlines the responsibilities of the leaseholder, including weed control and maintaining the quality and integrity of the lease lands in accordance with good agricultural practices.</li> <li>○ Right of first refusal granted to leaseholders in the event that the County decides it wishes to sell leased land.</li> </ul> </li> <li>• <b>Attachments</b> <ul style="list-style-type: none"> <li>○ Policy Statement No. 13-01: <i>Surface Lease of Municipally Owned Properties</i> <b>Attachment © 1</b></li> </ul> </li> </ul>			
<b>CORRELATION TO BUSINESS (STRATEGIC) PLAN</b>				
Nil.				
<b>LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS</b>		<ul style="list-style-type: none"> <li>• <b>Policy Statement No. 61-10: <i>Disposition of County Owned Property.</i></b></li> <li>• <b>Policy Statement No. 62-14: <i>Weed Inspection and Weed Notice.</i></b></li> </ul>		
<b>BENEFITS</b>	County will be able to: <ul style="list-style-type: none"> <li>• Lease surplus municipally-owned properties to agricultural users, providing a public service.</li> <li>• Provide a fair and equitable process for County residents and businesses to have access to municipal-owned properties for lease.</li> <li>• Generate revenue through leasing of surplus municipally-owned properties.</li> </ul>			
<b>DISADVANTAGES</b>	<ul style="list-style-type: none"> <li>• Nil</li> </ul>			
<b>ALTERNATIVES</b>	<ul style="list-style-type: none"> <li>• Continue with the existing Policy as is.</li> <li>• Suggest alternative revisions.</li> </ul>			
<b>FINANCE/BUDGET IMPLICATIONS</b>				
Operating Costs: _____		Capital Costs: _____		
Budget Available: _____		Source of Funds: _____		
Budgeted Costs: _____		Unbudgeted Costs: _____		
<b>INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS</b>		None.		
<b>COMMUNICATION STRATEGY</b>		A copy of Policy Statement No. 61-03-06 will be uploaded to the County's website pursuant to the <i>Municipal Government Act</i> and Application Forms will be made available at the County office and on the County's website.		

**RECOMMENDATION**

**That Smoky Lake County Council amend Policy Statement No. 13-01: *Surface Lease of Municipally-Owned Properties.***

**CHIEF ADMINISTRATIVE OFFICER**

A handwritten signature in blue ink, appearing to be "J. M. M.", is written over the signature line of the Chief Administrative Officer. The signature is fluid and cursive.

## SMOKY LAKE COUNTY



<b>Title: Surface Lease of Municipally-Owned Properties</b>		<b>Policy No.: 01-03</b>
<b>Section: 13</b>	<b>Code: P-S</b>	<b>Page No.: 1 of 12</b> <b>E</b>

<b>Legislation Reference:</b>	Alberta Provincial Statutes.
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<b>Purpose:</b>	This Policy is to guide Smoky Lake County in the management of municipally-owned properties that are leased for agricultural purposes.
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### Policy Statement and Guidelines:

#### 1. STATEMENT:

- 1.1 Smoky Lake County desires to establish standards, conditions and procedures for the leasing of municipally-owned properties for agricultural purposes.
- 1.2 Smoky Lake County supports agricultural utilization of municipally-owned properties and may lease these properties to individuals and/or businesses, in accordance with the guidelines and procedures outlined in this Policy, to safeguard the County's assets and interests.

#### 2. OBJECTIVES:

- 2.1 Smoky Lake County shall provide municipally-owned properties for lease to serve the interests and needs of the agricultural sector, when it is deemed that these properties are suitable for such purposes and where the County does not plan to develop or use these properties in the short or long term.
- 2.2 The municipally-owned properties must be managed efficiently and maintained or improved through proper agricultural practices to ensure their long-term viability and to ensure adequate stewardship of the properties.

#### 3. GUIDELINES:

##### Lease of Municipally-Owned Properties

- 3.1 The County provides the opportunity for County residents and businesses to lease municipally-owned properties for agricultural purposes. The process will include the preparation of a Resolution for Council to authorize a municipally-owned property to be leased through a limited invitation to tender process. Only those individuals and businesses that pay property taxes to the County are eligible to lease municipally-owned properties.
- 3.2 Properties available to be leased shall be advertised through a limited invitation to tender process, as specified in **Schedule "A": Limited Invitation to Tender: Surface Lease of Municipally-Owned Properties**. Bids are to be submitted as detailed in the limited invitation to tender. It is noted that no late submissions shall be accepted.
- 3.3 Council reserves the right to refuse, at its sole discretion, any bid, regardless of whether the applicant is the highest bidder.

<b>Title: Surface Lease of Municipally-Owned Properties</b>		<b>Policy No.: 01-03</b>
<b>Section: 13</b>	<b>Code: P-S</b>	<b>Page No.: 2 of 12</b> <b>E</b>

### Policy Statement and Guidelines:

3.4 If a bid is deemed to be incomplete, at the sole discretion of the County, it may be rejected.

#### Lease Terms

3.5 The term of a lease for municipally-owned properties shall not exceed (5) five-years.

3.6 The County, at its sole discretion, and after providing 60-days notice, may cancel a lease at any time, for any of the following reasons:

- a) the lessee requests the cancellation of the lease;
- b) the leased property is not being used for the purpose for which it was leased;
- c) the lease was issued in error;
- d) the lessee fails to pay the required lease fees by the due date;
- e) the lessee has failed to comply with the terms and conditions of the lease agreement; and
- f) the County, at its sole discretion, determines that the leased property is required for municipal purposes or wishes to dispose of the land via sale.

3.7 Lease payments are to be made annually as per the successful bid, and shall include the payment of all applicable taxes on the property.

3.8 Leaseholders have thirty (30) days to pay the invoiced amount in full to the County.

3.9 If payment is not received by the County within 30 days of the invoice date, the leaseholder is in default of their lease agreement and will be notified accordingly. If the outstanding fees are not paid in full within sixty (60) days of the invoiced date, the lease agreement may be unilaterally terminated by the County.

3.10 A minimum of Two Million Dollars (\$2,000,000.00) personal Liability Insurance, with Smoky Lake County as named insured, must be maintained for the duration of the lease and shall provide proof of such insurance to the satisfaction of the County upon demand.

3.11 Leaseholders shall, at all times, indemnify and save harmless the County from any and all losses, costs, damages, actions, causes of action, suits, claims and demands whatsoever that may be lawfully brought or made against the County by reason of anything done by the leaseholder, your invitees, or agents, whether or not such things are done in the exercise or purposed exercise of the rights herein conferred upon you. The County shall not be liable nor responsible for any bodily or personal injury or property damage of any nature what-so-ever that may be suffered or sustained by the leaseholder, their invitees, or agents in the performance of the lease agreement.

<b>Title: Surface Lease of Municipally-Owned Properties</b>		<b>Policy No.: 01-03</b>
<b>Section: 13</b>	<b>Code: P-S</b>	<b>Page No.: 3 of 12</b> <b>E</b>
3.12	No development, construction of any buildings or improvements, nor tree/brush removal shall be permitted on the leased property unless approval is granted by the County. Any improvements (e.g. fencing, animal shelter, etc.) made to any leased municipally-owned property, shall be at the sole expense of the leaseholder, and any chattels remaining on the leased property shall become the property of the County if they are not removed prior to the effective date of termination of the lease agreement.	
3.13	Subletting or subleasing of leases of municipally-owned properties is not permitted and is grounds for immediate and unilateral cancellation of the lease agreement by the County.	
3.14	All bids to lease municipally-owned property shall be approved by resolution of Council and shall be subject to the signing of a Surface Land Lease Agreement with the County.	
3.15	The leaseholder shall allow the County the right to enter the municipally-owned property as the County deems necessary or appropriate, from time to time, to cause or allow third-parties to construct or install permanent underground or above ground utility lines, pipeline facilities and transmission lines which cross the leased property, or to perform such other work upon the leased property as may be deemed necessary at the sole discretion of the County, and the leaseholder shall in no way interfere with or hinder the construction, installation, repair or maintenance work undertaken by the County or by any person to whom the County has granted such permission. The leaseholder shall forthwith, upon having received reasonable notice of the request from the County, execute such further documentation as deemed appropriate, in the sole discretion of the County, for the purposes of expediting any such work by the County or other person granted permission by the County. The leaseholder shall have the right to post signage on the property to prohibit trespassing from May 1 <sup>st</sup> to October 31 <sup>st</sup> . Any member of the public who wishes to access leased municipally-owned property shall make a request to the lessee to obtain access.	
3.16	Leaseholders shall be responsible to maintain the quality and integrity of the municipally-owned property through adherence to land management practices consistent with agricultural practices commonly used in the area where the property is located.	
<b><u>Lease Agreements</u></b>		
3.16	Leaseholders shall comply with the terms and conditions of their lease agreement, in accordance with <b>Schedule "B": Surface Land Lease Agreement</b> , at all times.	
3.17	Leaseholders must conform to all Federal, Provincial and Municipal legislation, regulations and policies relating to land management.	
3.18	Leaseholders are responsible for weed control on municipally-owned land. If a noxious weed as designated under the <i>Weed Control Act</i> is found on lands that are subject to a lease agreement, the County's Agricultural Service Department will notify the leaseholder in accordance with <b>Policy Statement No. 62-14: Weed Inspection and Weed Notice</b> .	

<b>Title: Surface Lease of Municipally-Owned Properties</b>		<b>Policy No.: 01-03</b>
<b>Section: 13</b>	<b>Code: P-S</b>	<b>Page No.: 4 of 12</b> <i>E</i>

- 3.19 The County will communicate warnings in writing via Registered Mail, in the event of a breach of a lease agreement. If the breach identified in the notice is not rectified in a time and manner suitable to the County, and as indicated in the notice, the County reserves the right to unilaterally terminate the lease agreement.
- 3.20 Smoky Lake County reserves the right to terminate lease agreements due to breaches of the lease agreement and/or this Policy. If a leaseholder is found in breach of this Policy or of his or her lease agreement, the County reserves the right to not accept future bids from said leaseholder. In such circumstances, the County agrees to notify the affected leaseholder at least sixty (60) days prior to the termination of the lease agreement.
- 3.21 When a lease is due to expire in the following year, the leaseholder will be contacted by the County in writing, informing the leaseholder of the expiration date and to indicate the intent that the leased property will be subject to a limited invitation to tender process when advertised by the County.

#### 4. PROCEDURES:

- 4.1 Individuals and businesses who are interested in leasing municipally-owned properties are directed to inquire with the Planning and Development Department. The Planning and Development Manager or designate will assist in the "Limited Invitation to Tender" application process to ensure all required information is included.
- 4.2 All bids submitted via the "Limited Invitation to Tender" process must include the following:
- Legal name, address and contact information of the bidder;
  - Legal land description of municipally-owned property to lease;
  - Bid amount;
  - Purpose of intended use or activity relating to the municipally-owned property; and
  - Date and authorized signature.
- 4.3 All bids submitted will be reviewed by the Planning and Development Department. A report will be prepared by the Planning and Development Manager or designate summarising the bids received and a Request for Decision shall be forwarded to County Council outlining the recommendations for endorsement.
- 4.4 Once a bid is approved by Council, a lease agreement shall be signed and executed by the County and the successful bidder. The lease agreement shall be issued for a (5) five-year term and shall be billed annually until the expiration of the term. Either party may cancel the lease agreement at any time, provided that the party instigating the cancellation provides the other party with a minimum of sixty (60) days' notice.
- 4.5 Once the lease agreement has been executed, the Planning and Development Department will send a copy to the Finance Department who will be responsible for creating an accounts receivable based on the amount defined in the lease agreement and to ensure receipt of the yearly lease fees throughout the term of the lease.



<b>Title: Surface Lease of Municipally-Owned Properties</b>		<b>Policy No.: 01-03</b>
<b>Section: 13</b>	<b>Code: P-S</b>	<b>Page No.: 5 of 12</b> <i>E</i>

4.6 A Right of First Refusal to Purchase clause will be written into the Surface Land Lease Agreement which shall grant the leaseholder the right to have the first opportunity to purchase the municipally-owned property that they hold a lease for, at the price and subject to the terms and conditions contained in a third-party offer that the County has expressed a willingness to accept, or if the County wishes to sell the municipally-owned property that is the subject of the lease.

4.6.1 The Right of First Refusal to Purchase clause will be initiated if the County receives a third-party offer to purchase a municipally-owned property that is currently being leased, at terms that the County has agreed to. The County shall notify the leaseholder of this offer within forty (40) days of receipt. The leaseholder must exercise their Right of First Refusal to Purchase by notifying the County within thirty (30) days of having received notice, and must match the price offered by the third-party offer. Should the leaseholder choose not to exercise their Right of First Refusal to Purchase, they shall notify the County in writing, within thirty (30) days of having received notice, that they waive this Right.

4.6.2 If the leaseholder declines to purchase or waives their Right of First Refusal to Purchase pursuant to Section 4.6.1, the County shall be at liberty to proceed with acceptance of the third-party offer to purchase said municipally-owned property and subsequently terminate the lease agreement, pursuant to Section 3.6.

4.6.3 If the leaseholder exercises their Right of First Refusal to Purchase, the leaseholder shall be obligated to purchase the property and shall provide a cash deposit, in the amount of Two Hundred Dollars (\$200.00), at the time that they provide notice of exercising of their Right. The Leaseholder shall be required to execute an "Agreement to Purchase" with the County and to adhere to its terms and conditions, in accordance with **Policy Statement No. 61-10: *Disposition of County Owned Property.***

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	<b>March 20, 2001</b>	<b># 338 - Page # 7053</b>
<b>Amended</b>	<b>April 25, 2002</b>	<b># 319 - Page # 7253</b>
<b>Amended</b>	<b>Month 00, 2023</b>	<b># 000 - Page # 00000</b>



**Schedule "A"**  
**LIMITED INVITATION TO TENDER**  
**Lease of Municipally-Owned Properties**

**SMOKY LAKE COUNTY** extends an invitation to tender for lease the following **Municipally-Owned Properties** in accordance with **Policy Statement No. 13-01**:

Tender #	Legal Description of Property	
1	SW 12-60-16-W4	160.00 acres
2	NE 23-60-13-W4	160.00 acres
3	SW 34-61-13-W4	160.00 acres
4	SW 8-62-13-W4	160.00 acres
5	SE 8-62-13-W4	160.00 acres
6	NE 30-59-14-W4	40.00 acres
7	NW 2-61-18-W4	160.00 acres
8	SW 11-61-18-W4	160.00 acres
9	Un-surveyed property intersecting river road trails located in the South East of SW 3-58-15-W4 bordered by SH 857 to the west side of SH 652 to the north side: Plan 5022 MC	.82 acres
10	NE 32-59-14-W4	160.00 acres
11	Reclaimed Gravel Pit SE 9-58-15-W4	22.04 acres

**Sealed bids** for the leasing of Municipal Owned Lands are to be submitted to:

Smoky Lake County  
 Planning and Development Department  
 P.O. Box 310  
 4612 McDougall Drive  
 Smoky Lake, Alberta T0A 3C0

up to 2:00:00 P.M. on Month \_\_, 20\_\_. Bids will not be accepted after this time.

TENDER CLOSING: MONTH 00, 20 .

Bids are to be placed in a sealed envelope marked "Surface Lease Tender" with the tender number clearly indicated on the outside of the tender bid envelope.

**Municipal Land Surface Lease Agreement:** The successful bidder shall enter into a Surface Lease Agreement with the County – attached as per Schedule "B".

**Terms of Lease:** The term of the Municipal Land Surface Lease shall be for a five (5) year term: January 1, 20\_\_ to December 31, 20\_\_.

**Taxes:** The Leaseholder will be issued an annual tax notice for the municipally-owned property leased and will be responsible to pay the taxes directly to the Smoky Lake County.

Smoky Lake County reserves the right to accept or reject any and all bids. The County reserves the right to accept a bid other than the highest with stated reasons. By the act of submitting its bid, the bidder waives any right to contest in any proceedings or action, the right of the County to award a lease to any party in its sole discretion.

**ALL BIDS MUST INCLUDE THE FOLLOWING INFORMATION:**

- Legal name, address and contact information (phone number and email whenever possible) of the bidder;
- Legal land description of municipally-owned property the bidder wishes to lease;
- Bid amount;
- Purpose of intended use(s) or activity relating to the municipally-owned property;
- Date and authorized signature of the bidder.

**Advertised:** Week of Month Day and Year in Paper(s): \_\_\_\_\_.

**Posted:** Month Day and Year on Website: \_\_\_\_\_.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**Smoky Lake County**



Schedule "B"

SURFACE LAND LEASE AGREEMENT

This Agreement made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_;

BETWEEN:

SMOKY LAKE COUNTY
P.O. Box 310
Smoky Lake, Alberta T0A 3C0
a Municipal Corporation in the Province of Alberta
(hereinafter referred to as the "County")

OF THE FIRST PART

- AND -

Mailing Address: \_\_\_\_\_

Civic Address: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ or ( )
(hereinafter referred to as the "Leaseholder")

OF THE SECOND PART

\*\*\*\*\*

WHEREAS, the Council of the County may grant rights, to its property, including property under the direction, control and management within the municipal boundaries of the County.

AND WHEREAS, the County desires to grant a lease and charge for the use of its property, including property under the direction, control and management of the County.

NOW THEREFORE, in consideration of the premises and the mutual terms, covenants and conditions to be observed and performed, this Surface Land Lease Agreement (the "Agreement") is granted to you by Smoky Lake County and agreed by the Leaseholder as follows:

1. Lease Site:

The County shall lease approximately \_\_\_\_\_ acres located on \_\_\_\_\_

(hereinafter referred to as the "Lease Land").

Section 13

Policy 13-03

2. **Purpose:**

The County does hereby, in consideration of the payments hereinafter specified and in consideration of the terms and conditions herein contained, grant permission to the Leaseholder exclusive rights to use the ("Lease Land)", for the purpose(s) herein specified:

\_\_\_\_\_

Nothing herein shall give the Leaseholder the right to use the Lands for any other purpose without the prior written consent of the County. The County makes no representation or warranty regarding the legality of the Lease Land, and the Leaseholder shall bear all risk of any adverse change in applicable laws.

3. **Term:**

This Agreement will be for a **five (5) year** term beginning on \_\_\_\_\_ and ending on \_\_\_\_\_ (the "Term"), unless terminated earlier as provided for herein.

4. **Annual Payment:**

The Leaseholder shall pay to the County the following lease payment annually as per the submitted bid:

\$ \_\_\_\_\_ **plus GST.**

If payment is not received within thirty (30) days, the Leaseholder is in default of this Agreement and will be notified in writing of this default. If the outstanding fees are not paid in full within sixty (60) days of the invoiced date, this Agreement may be unilaterally terminated by the County.

5. **Taxes:**

The Leaseholder will pay Smoky Lake County property taxes for the Lease Land directly to Smoky Lake County Taxation Department.

6. **Land Management:**

6.1 **Noxious Weeds:**

The Leaseholder is responsible for weed control on the Lease Land. If a noxious weed as designated under the *Weed Control Act*, is found on the Lease land, the County Agricultural Service Department will notify the leaseholder in accordance with **Policy Statement No. 62-14: Weed Inspection and Weed Notice.**

## Section 13

## Policy 13-03

6.2 **Right to Enter:**

The Leaseholder acknowledges that the County may deem it necessary or appropriate, from time to time, to cause or allow third parties to construct or install permanent underground or above ground utility lines, pipelines facilities and transmission lines which will cross the lease land; or to perform such other work upon the Lease Land as may be deemed necessary at the sole discretion of the County, and the agrees that the Leaseholder shall in no way interfere or hinder the construction, installation, repair or maintenance undertaken by the County or any person to whom the County has granted such permission, and further, the Leaseholder shall forthwith, upon receiving reasonable notice of the request from the County, execute such further documentation as deemed appropriate in the sole discretion of the County, for the purposes of expediting or permitting any such work within the Lease Land by the County or the nominee of the County.

6.3 **Buildings and Improvements:**

The Leaseholder agrees that it shall not erect any buildings, improvements or structures on the Lease Land, without the express written consent of the County. If the Leaseholder is permitted to erect any buildings, improvements or structures, the same are to be constructed in a work-man-like manner so as to minimize damage to the Lease Land, and the Leaseholder shall, after any such work, restore the Lease Land to a level and condition equivalent to that which existed prior to the commencement of any such construction.

Any improvements (e.g. fencing, animal shelter, etc.) made to the Lease Land, shall be at the sole expense of the Leaseholder and any such improvements shall remain with the Lease Land or be removed from the property upon termination of this Agreement.

7. **Liability:**7.1 **Insurance:**

A minimum of Two Million Dollars (\$2,000,000.00) personal Liability Insurance with Smoky Lake County as named insured must be maintained for the duration of the lease and shall provide proof of such insurance to the satisfaction of the County upon demand.

7.2 **Indemnification:**

The Leaseholder shall, at all times, indemnify and save harmless the County from any and all losses, costs, damages, actions, causes of action, suits, claims and demands whatsoever that may be lawfully brought or made against the County by reason of anything done by the Leaseholder, your invitees, or agents, whether or not such things are done in the exercise or purposed exercise of the rights herein conferred upon you. The County shall not be liable nor responsible for any bodily or personal injury or property damage of any nature what-so-ever that may be suffered or sustained by the Leaseholder, your invitees, or agents in the performance of this agreement. Such indemnification shall survive termination of this Agreement.

## Section 13

## Policy 13-03

**8. Non-Assignment:**

The Leaseholder shall not sublet the Lease Land or any portion thereof, or assign this Agreement, or part with the possession of the Lease Land during the Term.

**9. Applicable Law**

The issuance of this Agreement by the County does not excuse the Leaseholder from complying with the requirements of any Federal, Provincial, or Municipal legislation, regulations, bylaws and policies and shall apply and bind the parties in any all questions pertaining to this Agreement.

**10. Termination:**

It is understood by both the County and the Leaseholder, that the County shall have the absolute right and privilege to terminate this Agreement, herein granted, together with all rights contained herein or ancillary thereto.

**10.1 County:**

10.1.1 The County Reserves the right to terminate this Agreement due to any breach of the Agreement. If the Leaseholder is found in breach of this Agreement, the County reserves the right to not accept future tender bids for lease from the Leaseholder. The County shall give a minimum of sixty (60) days notice to the Leaseholder of its intent to terminate the Agreement prior to termination.

10.1.2 The County reserves the right to terminate this Agreement in the event it chooses to sell the Lease Land prior to the conclusion of the Term of this Agreement. In such an instance, the Leaseholder shall be given a right of first refusal that shall grant the Leaseholder the right to have the first opportunity to purchase the Lease Land, at the price, and subject to the terms and conditions contained in a third-party offer that the County has expressed a willingness to accept.

**10.2 Leaseholder:**

If the Leaseholder wishes to vacate the Lease Land before the conclusion of the Term of this Agreement, the Leaseholder will give the County advance written notice of not less than Sixty (60) days of such termination.

**11. Notice:**

11.1 The County hereby designates and appoints Mr. Jordan Ruegg, Planning and Development Manager as the representative for the purposes of this Agreement.

11.2 All notices, invoices and payments referred to herein shall be given in writing and may be personally delivered or mailed by prepaid, registered mail and addressed as follows:



Section 13

Policy 13-03

The County: **Smoky Lake County**  
4612 McDougall Drive OR  
P.O. Box 310  
Smoky Lake, Alberta T0A 3C0

ATTENTION: Planning and Development Manager

The Leaseholder: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ or Cellular: (\_\_\_\_) \_\_\_\_\_  
Email: \_\_\_\_\_

The address of either party may be changed from time to time to any other address in Alberta by notice in writing to the other party. All notices and payments sent by prepaid, registered mail shall be deemed to be received by the addressee on the fourth business day following the mailing thereof in any post office in Alberta, except in the case of a postal strike, in which event any notices shall be given by telegram or by personal delivery, as the case may be. In this paragraph, business day means any day except Saturday, Sunday or a Statutory Holiday.

11.3 It is agreed that this written instrument embodies the entire Agreement of the parties hereto in regard to the matters dealt with herein, and that no understandings or agreements, verbal or otherwise, exist between the parties except as herein expressly set out.

**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.

SIGNED AND DELIVERED }  
in the presence of: }  
}

**LEASEHOLDER**

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Leaseholder's Signature



<b>REQUEST FOR DECISION</b>		DATE	February 15, 2023	<b>4.11</b>
<b>TOPIC</b>	<b>2023 Alberta Fire Chief Conference and Tradeshow</b>			
<b>PROPOSAL</b>	<p><b>Background:</b>                  Smoky Lake County has been a member of the Alberta Fire Chief Association (AFCA) since the early 1980's when the County entered into mutual aid agreements for fire protection with the surrounding municipalities. The AFCA acts as a liaison and advocate for the fire departments with the provincial government on provincial funding, grants, fire department minimum requirements and policies. The association provides guidance, support and training to fire departments when requested. The association hosts an annual conference for training, networking and allows the membership to provide direction and support to the executive.</p> <p>Their event is scheduled for May 28-31, 2023 in Edmonton, Alberta.</p> <ul style="list-style-type: none"> <li>• Registration per person is \$800.00 prior to March 27, 2023 or \$875.00 after for AFCA members</li> <li>• Registration per person is \$900.00 prior to March 27, 2023 or \$975.00 after for non-AFCA members</li> <li>• Membership per person is \$180.00 to become an AFCA Member</li> <li>• Accommodations are \$174.00 per night at the Sandman Hotel Downtown Edmonton</li> <li>• <b>Total expense for the conference is approximately \$1,322.00 for AFCA members and \$1,422.00 for non-AFCA members.</b></li> </ul> <p>Council needs to consider the cost implications of attending the conference against the benefits which will be derived through seminars and dialogue with colleagues and political officials.</p> <p>The County does and must pay the Alberta Fire Chiefs Association (AFCA) 2023 membership fees for the Regions' Fire Chiefs and Deputy Fire Chiefs in accordance with the Joint Operation Agreement for the Provision of Fire Protection Services under County Bylaw Numbers: 1311-18, 1312-18, &amp; 1313-18, at a cost coverage rate of 100% for Waskatenau, 100% for Vilna, and 60% for Smoky Lake; and as per the said bylaws, the County will pay for one fire department member from each of those departments to attend the Annual AFCA Conference.</p> <p><b>Proposal:</b>                  Administration recommends renewal of the AFCA Member for the Fire Chiefs, Deputy Fire Chiefs, and Smoky Lake County Council and for those who can attend, to attend the 2023 Annual AFCA Conference.</p>			
<b>CORRELATION TO BUSINESS (STRATEGIC) PLAN</b>				
<b>LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS</b>		Policy Statement No. 08-18-08 Council Remuneration and Expense Bylaw 1311-18, 1312-18, & 1313-18: Joint Operation Agreement for Fire...		
<b>BENEFITS</b>	Provides access to additional resources by networking with other municipalities and lobby government officials, and the membership creates a cost saving on conference registrations.			
<b>DISADVANTAGES</b>				
<b>ALTERNATIVES</b>	Council's discretion.			
<b>FINANCE/BUDGET IMPLICATIONS</b>				
<b>Operating Costs:</b>	<b><u>\$180/membership</u></b>	<b>Capital Costs:</b>	_____	
<b>Budget Available:</b>	_____	<b>Source of Funds:</b>	_____	
<b>Budgeted Costs:</b>	<b>Council Expenditure</b>	<b>Unbudgeted Costs:</b>	_____	
<b>INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS</b>				
<b>COMMUNICATION STRATEGY</b>	N/A			
<b>RECOMMENDATION</b>				
That Smoky Lake County approve to purchase memberships to Alberta Fire Chiefs Association (AFCA) for the County Fire Chief, Deputy Fire Chief and the following Elected Officials ___(names)___ at a cost in the amount of \$180.00 per person; and approve the following people: _(names)_ to attend the 2023 AFCA Conference and Tradeshow, scheduled for May 28-31, 2023, to be held in Edmonton, Alberta.				
<b>CAO</b>				

---

**From:** Kiara Bliss <membership@afca.ca>

**Sent:** Friday, January 20, 2023 5:46:47 PM

**To:** lhalisky@smokylakecounty.ab.ca <lhalisky@smokylakecounty.ab.ca>

**Subject:** AFCA 2023 Conference and Trade Show Registration OPENING MONDAY JANUARY 23, 9:00AM

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hello AFCA Members and Trades:

We are pleased to announce registration for our upcoming annual conference and trade show will open Monday, January 23rd at 9:00AM. Our theme this year is Technology and Innovation in the Fire Service.

All registration information can be found STARTING MONDAY MORNING on our website [afca.ca](https://afca.ca)

Note to all members **your AFCA Membership must be current for 2023** in order to purchase a Member Delegate Pass and Trades your 2023 AFCA Membership must be renewed in order to complete your purchase of a booth, or apparatus spot. To renew your membership please go to [afca.ca](https://afca.ca), and select *Login* in the top right corner of the webpage as all renewing members already have an account. We unfortunately were not able to transfer passwords from the previous website, so a password reset is required by selecting *Forgot Password?* If you receive an error when sending the password reset email, or you do not receive an email to reset your password, please email Kiara at [membership@afca.ca](mailto:membership@afca.ca). Once logged in, you can access your account from the dropdown menu in the top right corner. In your account, select *Choose membership level*, select your member type, and your contact information should auto-populate before checkout.

Highlights of 2023 AFCA Conference and Trade Show include:

- Our Annual Golf Tournament will be held on Saturday, May 27th, at the Ranch Golf and Country Club.
- Sessions and workshops will start Sunday, May 28th, followed by Medal Presentation Ceremony, Opening Ceremony, and Memorial Service to be held at the Edmonton Expo Centre.
- Monday May 29th, will be the AFCA Trade show at the Edmonton Expo Centre, ending with a Windup Dinner and Social.
- Tuesday, May 30th events continuing at the Edmonton Expo Centre include the AFCA Annual General Meeting, plus more concurrent sessions.

- The Annual AFCA Banquet and Awards Ceremony will also be held Tuesday evening, May 30th, at the Sandman Signature Downtown Edmonton.
- Our conference ends at the Sandman location on Wednesday, May 31st with additional speakers, workshops, and the Bear pit session.
- Once again AFCA will coordinate fun activities for spouses in our Partners Program.

Please take the time to view the conference schedule on our website and consider the various customization and options available to you. If you encounter any problems or require any assistance please contact our office.

Kelly Legris - Conference and Trade Registration, [Kelly@kelconsulting.com](mailto:Kelly@kelconsulting.com)

Kiara Bliss - Membership Renewal, [membership@afca.ca](mailto:membership@afca.ca)

Lisa MacLean - Sponsorship, [executivedirector@afca.ca](mailto:executivedirector@afca.ca)

Thank you, and looking forward to seeing you at the AFCA 2023 Conference and Trade Show!

David Mohl,  
Fire Chief, Hanna Fire Department  
Co-Chair, Conference Committee

Rob Evans, ECFO  
Fire Chief,EMR,EMD,EFD  
Redwood Meadows Emergency Services  
Co-Chair, Conference Committee



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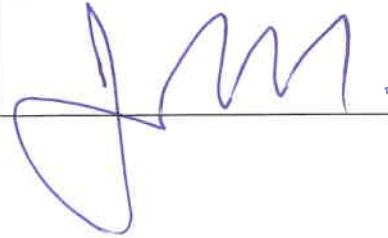


<b>REQUEST FOR DECISION</b>		<b>DATE</b>	<b>February 15, 2023</b>	<b>4.12</b>
<b>TOPIC</b>	<b>Agricultural Service Board – Policies &amp; Bylaw</b>			
<b>PROPOSAL</b>	<p><b>BACKGROUND:</b></p> <p>The Agricultural Service Board is an entity required under the Agricultural Service Board Act and the County <b>Bylaw 1357-19*</b>. The Bylaw and policies relating to the Board's function basically mirrors the legislation and does not provide much other guidance as to Board activities. Over time, it has become apparent that the Board duties have homogenized and morphed into more like departmental activities versus Board functions as intended under the legislation. As an example of this, <b>Policy 62-19-02*</b> actually mandates that the Board is required to meet a minimum of 6 times per year yet the defined purposes of this Board are basic carbon copies of the legislation, which may only require a meeting once or twice a year (or at the call of the Chair). Council creates the ASB board pursuant to the ASB Act by Bylaw. In actual practice, the Board operates as a department, which is not congruent with the ASB Act and the MGA.</p> <p>ASB matters should be separated and segregated from Departmental matters. Departmental matters should be dealt with as a component of regular Council meetings only.</p> <p>Agricultural Issues Advisory Committee: according to <b>Policy 62-20-02*</b>, the purpose of this Committee is to provide feedback from local farmers to the ASB. The Committee is to consist of 3 members at large and meet with the ASB at the spring and fall meetings. The Committee is strictly an advisory Committee with no voting privileges in the ASB.</p> <p>The current practice of the County does not seem to reconcile with the language in the policy.</p> <p>Agricultural Service Board Independent Appeal Panel for Weed Control: the County adopted <b>Bylaw 1411-22*</b> in April of 2022 to conform to the Legislation and the APA (Agricultural Pests Act). The only reference to the appeal itself is found within the County's Weed <b>Policy 62-14-02*</b>.</p> <p>Policy 62-20-02 does not make any reference to the appeal process nor the establishment of any conditions as to how an appeal is to be heard. In the context of Bylaw 1411-22, the language in Policies 62-20-02 and 62-14-02 do not make sense and the three documents, when read together, are in substantial conflict. The policies need to be amended to become congruent with the Bylaw or the Committee structure itself needs to be re-evaluated and amended accordingly.</p> <p><b>PROPOSAL:</b></p> <p>Administration recommends Council review these policies and bylaw and provide direction to administration with the desired changes.</p> <p><b>*ATTACHMENTS</b></p>			
<b>CORRELATION TO BUSINESS (STRATEGIC) PLAN</b>				
<b>LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS</b>		As attached.		
<b>BENEFITS</b>				
<b>DISADVANTAGES</b>				
<b>ALTERNATIVES</b>		Council's discretion		
<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>		N/A		

**RECOMMENDATION**

That Smoky Lake County Council review the following policies and provide direction to the Chief Administrative Officer to revise them to align with each other and the Agricultural Service Board Act; and bring the said policies and bylaw forward for Council's consideration of amendment or adopt:

**CHIEF ADMINISTRATIVE OFFICER**

A handwritten signature in blue ink, appearing to be 'J.M.', is written over the signature line. The signature is stylized and cursive.

SMOKY LAKE COUNTY  
IN THE PROVINCE OF ALBERTA  
BYLAW NO. 1357-19

BEING A BYLAW OF SMOKY LAKE COUNTY IN THE PROVINCE OF ALBERTA TO  
ESTABLISH AN AGRICULTURAL SERVICE BOARD

\*\*\*\*\*

**WHEREAS**, Section 145 of the *Municipal Government Act*, R.S.A. 2000, Chapter M-26 authorizes Smoky Lake County Council to pass bylaws relating to the establishment and function of Council Committees and other bodies;

**AND WHEREAS**, the *Agricultural Service Board Act*, R.S.A. 2000, Chapter A-10, authorizes Council to pass a bylaw to establish an Agricultural Service Board;

**AND WHEREAS**, Smoky Lake County Council deems it desirable and necessary to establish an Agricultural Service Board;

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



**PART ONE: TITLE**

- 1.1 This Bylaw shall be cited as the “**Agricultural Service Board Bylaw**”.

**PART TWO: PURPOSE**

- 2.1 The purpose of this Bylaw is to establish the Agricultural Service Board and to provide that the Agricultural Service Board will exercise on behalf of Council all the powers and perform all the duties that are conferred on it by Council under the Agricultural Service Board Act, RSA 2000, c. A-10 or any other Act with respect to agricultural matters, except the power to borrow money and to pass a bylaw.

**PART THREE: DEFINITIONS**

- 3.1 “**Act**”: means the *Agricultural Service Board Act*, RSA 2000, c-A-10, and successive Acts and amendments thereto.
- 3.2 “**Board**”: means the Smoky Lake County Agricultural Service Board.
- 3.3 “**Council**”: means the Reeve and Councillors duly elected in the Smoky Lake County and who are eligible to continue to hold office.
- 3.4 “**Councillor**”: is a Member duly elected as a Councillor, including the Reeve under the *Municipal Government Act* to represent a division in the County, who continues to hold office.
- 3.5 “**County**”: means the geographic area contained within the boundaries of the municipality of Smoky Lake County.
- 3.6 “**Meeting**”: means an Agricultural Service Board meeting.
- 3.7 “**Member**”: means a member of Council of the Agricultural Service Board.
- 3.8 “**Organizational Meeting**”: means an annual Meeting of Council held in accordance with Section 192 of the *Municipal Government Act*.
- 3.9 “**Procedural Bylaw**”: means the Bylaw governing Council and Council committee meetings as adopted by Council from time to time.

**PART FOUR: ESTABLISHMENT OF THE AGRICULTURAL SERVICE BOARD**

- 4.1 The County's Agricultural Service Board is hereby established.

**PART FIVE: MEMBERSHIP, TERM AND RENUMERATION**

- 5.1 Members of the Board shall be appointed by Council and shall consist of five (5) Council members.
- 5.2 Annually, at the first Board meeting following the Organizational Meeting, the majority of the members of the Board shall elect a Council member to act as a Chairperson and a second Council member to act as Vice-Chairperson for the Board.

**PART SIX: QUORUM & VOTING**

- 6.1 A majority of voting members of the board shall constitute quorum.
- 6.2 All decisions of the Board shall be determined by a simple majority vote.

**PART SEVEN: MEETINGS AND CONDUCT OF BUSINESS**

- 7.1 The Board shall adhere to the County's Procedural Bylaw, as applicable.
- 7.2 In the absence of any applicable provisions of the Procedural Bylaw, the Board may establish its own procedure.
- 7.3 The Board shall meet a minimum of six (6) times per year.
- 7.4 If a meeting is not required or additional meetings are necessary, they will be at the call of the chair.
- 7.5 The Chairperson and in his or her absence the Vice-Chair shall preside at Board meetings and carry out the following duties:
- 7.5.1 Represent the Board at official functions with approval,
  - 7.5.2 Speak to Board related items that arise during Council or other meetings, including bringing forward Board recommendations that require Council approval.
  - 7.5.3 Communicate with the Agricultural Fieldman or designate regarding Board agenda items.

**PART EIGHT: FUNCTIONS AND DUTIES**

- 8.1 The Board shall:
- 8.1.1 exercise on behalf of Council all the powers and perform all the duties that are conferred on it by Council under the *Agricultural Service Board Act, RSA 2000, c. A-10* or any other Act with respect to agricultural matters.
  - 8.1.2 act as an advisory body and assist the Council and the Minister, in matters of mutual concern.
  - 8.1.3 advise on and help organize and direct weed and pest control and soil and water conservation programs.
  - 8.1.4 assist in the control of animal disease under the *Animal Health Act*.
  - 8.1.5 promote, enhance and protect viable and sustainable agriculture with a view to improving the economic viability of the agricultural producer.
  - 8.1.6 promote and develop agricultural policies to meet the needs of the municipality.
- 8.2 Decision making authority rests with the Board within the approved Board budget.



**PART NINE: FUNDING**

9.1 The budget will be as authorized by Council during the annual budget cycle.

**PART TEN: AGENDA AND MINUTES**

10.1 Preparation and distribution of meeting agendas and minutes will be the responsibility of administrative support assigned to carry out this function.

10.2 Board minutes act as a board report to Council and are provided for Council approval.

**PART ELEVEN: ADMINISTRATION**

11.1 Subject to section 8(2) of the Agricultural Service Board Act the Agricultural Fieldman shall act as an administrative officer to the County in carrying out the functions, duties and powers of the County under any act relating to agriculture and in implementing projects respecting agriculture agreed on between Council and the Minister.

11.2 Where programs/services under the jurisdiction of the Agricultural Services Department requires a timely decision to be made, the Agricultural Fieldman or designate may use his or her discretion provided the decision is in the best interest of the County.

11.3 **EFFECTIVE DATE**

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

**Read a First time this 24<sup>th</sup> day of October, 2019.**

**Read a Second time this 24<sup>th</sup> day of October, 2019.**

**Read a Third and Final time this 24<sup>th</sup> day of October, 2019 and finally passed.**

\_\_\_\_\_  
REEVE

S E A L

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

# SMOKY LAKE COUNTY



<b>Title: Agricultural Service Board: Terms of Reference</b>		<b>Policy No.: 19-02</b>
<b>Section: 62</b>	<b>Code: P-I</b>	<b>Page No.: 1 of 2</b>

<b>Legislation Reference:</b>	Alberta Provincial Statutes
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<b>Purpose:</b>	<p>Agricultural Service Board is governed by the Provincial Agricultural Service Board Act, and is listed under <b>Agricultural Service Board</b>.</p> <p>Agricultural Service Board is an advisory body of County Council and the Provincial Minister of Agriculture in matters of mutual concern.</p> <p>Appointments made at County Organizational Meeting.</p>
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<b>Policy Statement and Guidelines:</b>	
<b>1. MEMBERSHIP:</b>	
1.1	All members of Council.
1.2	The Agricultural Service Board Chairperson will be an elected Agricultural Service Board member.
1.3	Appointments by the Agricultural Service Board shall be made at the annual ASB organizational meeting or as needed.
1.4	Non-Voting Agricultural Fieldman, Assistant Agricultural Fieldman and Agricultural Services Technologist.
<b>2. MANDATE:</b>	
2.1	Aimed at reviewing and making policies regarding to Agricultural Services and other agricultural related matters within the County.
2.2	To promote, enhance and protect viable and sustainable agriculture in the municipality.
2.3	The Agricultural Service Board will meet a minimum of 6 times per year.

<b>Title: Agricultural Service Board: Terms of Reference</b>	<b>Policy No.: 19-02</b>
<b>Section: 62</b>	<b>Code: P-I</b>
	<b>Page No.: 2 of 2</b>

<b>Policy Statement and Guidelines:</b>	
<b>3. GUIDELINES:</b>	
	<b>Section 2 Agricultural Service Board Act:</b>
3.1	To act as an advisory body and to assist Council and the Minister of Agriculture in matters of mutual concern.
3.2	To advise on and to help organize and direct weed and pest control and soil and water conservation programs.
3.3	To assist in the control of livestock disease under the Livestock Diseases Act.
3.4	To promote, enhance, and protect viable and sustainable agriculture with a view to improving the economic viability of the agricultural producer.
3.5	To promote, enhance, and protect viable and sustainable agriculture with a view to improving the economic viability of the agricultural producer, and
3.6	To promote and develop agricultural policies to meet the needs of the municipality.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	<b>October 21, 2010</b>	<b># 978-10 - Page # 9491</b>
<b>Amended</b>	<b>May 9, 2016</b>	<b># 687-16 - Page # 12241</b>
<b>Amended</b>		

# SMOKY LAKE COUNTY



<b>Title: Agricultural Service Board Committee: Terms of Reference</b>	<b>Policy No.: 20-02</b>
<b>Section: 62</b>	<b>Code: P-I</b>
<b>Page No.: 1 of 1</b>	

<b>Legislation Reference:</b>	Alberta Provincial Statutes
-------------------------------	-----------------------------

<b>Purpose:</b>	Agricultural Issues Advisory Committee is appointed by the Agricultural Services Board and is comprised of active agricultural producers who reside within the boundaries of Smoky Lake County. The role of the committee is to provide feedback and direction to the Agricultural Services Board from a farmer perspective.
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<b>Policy Statement and Guidelines:</b>	
<b>1.</b>	<b>MEMBERSHIP:</b>
1.1	Three members of the public-at-large. Must be active farmers and reside within Smoky Lake County.
1.2	Appointed annually by Council at the organization meeting.
<b>2.</b>	<b>MANDATE:</b>
2.1	Attend two (2) ASB meetings per year to address agricultural related issues in an advisory capacity by sharing knowledge and expertise.
2.2	Advisory committee member will attend the spring and fall scheduled ASB meetings.
2.3	Advisory Committee members will be given time to speak at ASB meetings and interact with Council, Administration and ASB Staff and provide feedback and any relevant recommendations. This committee will act in an advisory capacity only and will not have any voting privileges within the ASB.
2.4	Advisory Committee members may be invited to additional meetings at the discretion of the Agricultural Services Board.
<b>3.</b>	<b>RENUMERATION:</b>
3.1	Committee members will be paid expenses as per county remuneration rates.

	Date	Resolution Number
Approved	October 21, 2010	# 979-10 - Page # 9491
Amended	December 13, 2013	#142-13 - Page #10971
Amended		

**SMOKY LAKE COUNTY  
IN THE PROVINCE OF ALBERTA  
BYLAW NO. 1411-22**

**A BYLAW OF THE MUNICIPALITY OF SMOKY LAKE COUNTY IN THE PROVINCE OF ALBERTA BEING A BYLAW OF SMOKY LAKE COUNTY TO ESTABLISH THE AGRICULTURAL SERVICE BOARD INDEPENDENT APPEAL PANEL FOR WEED CONTROL ACT AND PEST CONTROL FOR SMOKY LAKE COUNTY.**

**WHEREAS** the *Municipal Government Act*, R.S.A. 2000, c.M-26, as amended or repealed and replaced from time to time, provides the Council of Smoky Lake County the authority to pass bylaws respecting enactments other the *Municipal Government Act*.

**WHEREAS** Section 19 of the *Weed Control Act*, as amended or repealed and replaced from time to time, provides the Council of Smoky Lake County the authority to establish an Agricultural Service Board Independent Committee Appeal Panel to hear and determine appeals related to the *Weed Control Act*.

**AND WHEREAS**, Section 14(5) of the *Agricultural Pest Act* states that a local authority at the beginning of each calendar year appoint a committee to hear and determine appeals under this section and on a receipt of a notice of appeal a local authority shall refer the appeal to that committee.

on a person under section 4, that person may appeal the notice to the appeal committee appointed for the municipality in which the land is located by serving on the local authority for the municipality a notice of appeal.

**NOW THEREFORE** the Council of Smoky Lake County, in the Province of Alberta, hereby enacts as follows:

1. This Bylaw may be cited as the **“Agricultural Service Board Independent Appeal Panel for Weed Control and Pest Control”**.

**2. DEFINITIONS**

- 2.1 **“Acts”** means the *Weed Control Act*, and *Agricultural Pest Act* Revised Statutes of Alberta 2008, Chapter W-5.1, as amended from time to time.
- 2.2 **“Appellant”** means a person who, pursuant to the Act, has served a Notice of Appeal, with reasons, with the Agricultural Service Board Appeal Board for Weed and Pest Control in accordance to the Act.
- 2.3 **“Chief Administrative Officer”** means the chief administrative officer of the municipality appointed under the *Municipal Government Act*.
- 2.4 **“Council”** means the municipal Council of Smoky Lake County.
- 2.5 **“Member at Large”** means a member or members of the public appointed to the Board by Council, pursuant to this Bylaw.
- 2.6 **“Municipality”** means Smoky Lake County formed under the *Municipal Government Act*.
- 2.7 **“Panel”** means the Smoky Lake County Agricultural Service Board Independent Appeal Panel.

**3. ESTABLISHMENT AND MEMBERSHIP**

- 3.1 The Agricultural Service Board Independent Appeal Panel for Smoky Lake County is hereby established.
- 3.2 The Panel shall deal with Agricultural Service Board Appeals regarding Weed and Pest Control in accordance with the provisions of the *Weed Control Act, Agricultural Pest Act* and this Bylaw.
- 3.3 The Panel shall consist of three (3) Members at Large appointed by Council resolution.
- 3.4 The Council shall appoint a minimum of one (1) Member at Large to serve as alternates on the Panel in the event a Member is unavailable or otherwise cannot hear the Appeal.
- 3.5 Each Member shall be appointed annually at the County Council Organizational Meeting or from time to time should vacancies occur.
- 3.6 No person who is an elected officer or an employee of the County shall be appointed as a member of the Panel.
- 3.7 Any Member of the Panel may be removed by resolution of Council where, in the opinion of Council, that Member has contravened the standards for Member conduct as set out in this Bylaw or as may be established by resolution of Council from time to time. This provision does not negate the sole and unfettered ability of Council to appoint or reappoint members at their discretion according to section 3.5 of this Bylaw.

**4. CHAIRPERSON AND VICE-CHAIRPERSON**

- 4.1 The panel shall elect from its' membership the Chairperson and Vice-Chairperson, and those elections shall occur at the first hearing following Council's Organizational Meeting.
- 4.2 A Member may be re-elected to the position of Chairperson or Vice-Chairperson.
- 4.3 The Chairperson:
  - 4.3.1 shall preside at the hearings of the Agricultural Service Board Independent Appeal Panel.
  - 4.3.2 shall ensure that all Appeals for the Panel are conducted in a fair and impartial manner, in accordance with the rules for such Appeals as set out in the Acts or established by Council from time to time.
  - 4.3.3 is authorized to rule that evidence presented at an Appeal Panel is irrelevant to the matter in issue and to direct the Members to disregard the evidence.
- 4.4 In the event of absence or inability of the Chairperson to preside at a Meeting, the Vice-Chairperson shall preside.
- 4.5 In the event of absence or inability of both the Chairperson and Vice-Chairperson to preside at a Meeting, the members present constituting a quorum shall elect one of its Members to preside as Acting Chairperson for that Meeting.

**5. OPERATION OF THE APPEAL PANEL**

- 5.1 The Appeal Panel shall hold hearings as necessary to consider and decide upon Appeals filed with the Municipality, in accordance with the requirements of the Act.
- 5.2 A Member who for any reason is unable to attend the whole of the Hearing of an Appeal, shall not participate in the Panel's deliberations or the decision made by the Panel on that Appeal.
- 5.3 If a Member has any interest, whether direct or indirect, in any matter before the Panel, the Member shall declare such interest to the Panel before discussion of the matter, and shall not participate in the Hearing, or discuss or vote upon the matter, and such abstention shall be recorded in the minutes.
- 5.4 The Panel shall sit with three (3) members on each Appeal. Alternate members shall be selected by the CAO in his/her sole discretion.
- 5.5 Any decision issued by the Panel shall be signed on its behalf by the Chairperson.

**6. FEES AND EXPENSES**

- 6.1 The remuneration, travelling and other expenses of the Members of the Panel, shall be established by Council resolution from time to time.
- 6.2 The fees associated with the hearing of Appeals, holding of Hearings, and meetings of the Committee Panel may be set by the Council.

**7. APPEALS**

- 7.1 Subject to Sections 17(1) and Section 19 of the *Weed Control Act*, Section (13) and Section (14) of the *Agricultural Pest Act* the Agricultural Service Board Independent Appeal Panel hears appeals regarding to Weed Control and Pest Control for Smoky Lake County:
  - 7.1.1 Persons given an inspector's notice, municipality's notice or debt recovery notice, in accordance with the regulations.
  - 7.1.2 Appeal Panel may confirm, reverse, or vary the inspector's notice, municipality's notice or debt recovery notice.provided appeals from the Applicant are received within the required time and in the manner indicated in the Act.
- 7.2 The Appeal Panel shall hold an Appeal Hearing respecting any Appeal within five (5) working days of receipt of the Notice of Appeal.
- 7.3 The Appeal Panel shall give no less than twenty-four (24) hours' notice in writing of the Appeal Hearing to:
  - 7.3.1 the Appellant;
  - 7.3.2 the Authority or Inspector who is the subject of the appeal;
  - 7.3.3 the owners required to be notified, if other than the Appellant of the land;
- 7.4 In accordance to the Act, the Committee Panel shall hear:
  - 7.4.1 The Appellant or any person action on his/her behalf.

- 7.4.2 The Authority or Inspector whose Order or Decision the appeal is made or a person acting on behalf of the Authority.
- 7.4.3 Any other person who was served notice of the Hearing and who wishes to be heard or a person acting on his/her behalf.
- 7.4.4 Any other person who claims to be affected by the Order or Decision and the Panel agrees to hear or person acting on behalf of that person.
- 7.5 The Panel shall hold all Appeal Hearings in public, but the Panel may recess the Hearing at any time and deliberate in private.
- 7.6 Electronic or similar record devices shall not be used during the Hearings by anyone in attendance.

**8. APPEALS DECISIONS**

- 8.1 In determining an Appeal, the Panel:
  - 8.1.1 shall comply with the Weed Control Act established.
  - 8.1.2 shall comply with the Weed Control Regulations established.
  - 8.1.3 shall comply with the Pest Control Act established.
  - 8.1.4 shall comply with the Pest Control Regulations established.
  - 8.1.5 shall comply with the By-Laws of Smoky Lake County;
  - 8.1.6 shall have regard for but not be bound by the Weed or Pest Control Regulations established.
- 8.2 The Panel may confirm, rescind or vary the Notice or Decision.
- 8.3 The Panel must give its Decision in writing, together with reasons for the Decision, within forty-eight (48) hours after concluding the Hearing.
- 8.4 The Chief Administrative Officer shall send a copy of the decision together with the written reasons, if any, to the appellant by certified or registered mail or have the copy of decision hand delivered to the appellant.

**9. GENERAL**

- 9.1. The Decision of the majority of the Members of the Panel present at a meeting shall be deemed to be the Decision of the whole Panel. In the event of a tie vote, any motion before the Panel shall be deemed to be defeated.
- 9.2. The Chairperson of the Committee Panel, may make a verbal announcement of the Decision on an Appeal at the conclusion of the Panel's deliberations, but in that event shall notify the parties that the verbal decision is not final and binding, and that the parties should not act upon it until the Decision has been written and signed.
- 9.3. The Committee Panel shall make and keep a written record of its proceedings which may be in the form of a summary of the evidence presented at the Hearing.
- 9.4. In the event that an Appellant withdraws his/her appeal, the Panel will not proceed with the Hearing.



**10. SEVERABILITY**

Should any provision of this Bylaw be invalidated by any means, then the invalid provision shall be severed and the remaining provisions of this Bylaw shall be maintained and in full effect.

**11. REPEAL AND EFFECTIVE DATE**

That Bylaw No. 1240-12 is hereby repealed.

That this Bylaw comes into effect on the date of final passing.

READ A **FIRST TIME** IN COUNCIL THIS 12<sup>th</sup> of April, AD 2022.

READ A **SECOND TIME** IN COUNCIL THIS 12<sup>th</sup> of April, AD 2022.

READ A **THIRD AND FINAL TIME** IN COUNCIL THIS 12<sup>th</sup> of April, AD 2022

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

**S E A L**

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

# SMOKY LAKE COUNTY



Title: <b>Weed Inspection and Weed Notice</b>		Policy No.: <b>14-02</b>	
Section: <b>62</b>	Code: <b>P-I</b>	Page No.: <b>1 of 8</b>	<b>E</b>

Legislation Reference:	Alberta Provincial Statutes
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Purpose:	To enforce the Weed Control Act and therefore prevent and control the establishment and/or spread of noxious weeds.
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## Policy Statement and Guidelines:

### 1. Objective

To prevent and control the establishment and/or spread of noxious weeds through responsible communication with landowners, occupants, industry stakeholders and members of the general public.

### 2. Procedures

- 2.1 The ASB shall, at its discretion, appoint a sufficient number of inspectors to enforce the Weed Control Act and supply each inspector with identification in the form prescribed by the Weed Control Regulations.
- 2.2 The Weed Inspection Program will be conducted during the months of May to September and will be carried out by the Agricultural Fieldman, Assistant Agricultural Fieldman, Agricultural Services Technologist or Weed Inspector (if hired).
- 2.3 The Agricultural Fieldman will be responsible for enforcement of the Weed Control Act.
- 2.4 When a weed problem is found every effort will be made to cooperate with the landowner to deal with the problem in an amicable manner. Only after verbal and written communication is made is a Weed Notice to be issued. Weed Notices are to be issued at the discretion of the Agricultural Fieldman; as per **Schedule "A" Notice to Remedy Weed Problem**.
- 2.5 Weed Notices and all actions carried out before, after and in accordance with the issuance thereof, must be in compliance with the current Weed Control Act or related statutes of the Province of Alberta.
- 2.6 If remedial measures of the Weed Notice have not been complied with, the work may be carried out by the municipality or a private contractor (as hired by the municipality) and all associated fees are to be applied to the landowner and/or occupant.
- 2.7 If the landowner and/or occupant fail to pay the amount owing, the charges will be applied to the tax roll against the land in question by motion of County Council.
- 2.8 Weed Notices shall have, attached, **Schedule "B": Appeal Notice**; a form allowing the recipient of the Weed Notice the opportunity to appeal the Weed Notice. The conditions of an appeal will be as determined by the Agricultural Service Board Committee as per *Policy 62-20 "Agricultural Service Board Committee: Terms of Reference"* from time to time and shall be printed on this form.

<b>Title: Weed Inspection and Weed Notice</b>	<b>Policy No.: 14-02</b>
<b>Section: 62</b>	<b>Code: P-I</b>
<b>Page No.: 2 of 8</b>	<b>E</b>

<b>Policy Statement and Guidelines:</b>	
2.9	All Weed Notice Appeals shall be heard by the Agricultural Service Board Weed and Pest Appeal Committee.
2.10	If an agreement cannot be found then the matter may be brought forward to the Provincial Courts for Appeal.
<b>3.</b>	<b>Notification Process</b>
3.1	An Introduction Letter will be sent to a landowner with noxious weeds on their property. This letter, as per <i>Schedule "C" Introduction Letter</i> , will identify the weed species, the location and form(s) of control. A landowner will have 10 days to take remedial action.
3.2	If no action is taken after an Introduction Letter is sent, a Compliance Request Letter will follow, as per <i>Schedule "D" Compliance Request Letter</i> . This letter will refer to the Alberta Weed Control Act, stating that it is the landowner's responsibility to control noxious weed on their property. A maximum of 7 days will be given for remedial action to take place.
3.3	A Non-Compliance letter is sent when no action has been taken after a landowner receives the previous two letters, as per <i>Schedule "E" Non-Compliance Letter</i> . This letter states that the landowner has 5 days to comply before a Weed Notice will be issued.
3.4	If all previous attempts to work with the landowner are ignored, a Weed Notice will be issued, as per <i>Schedule "A" Weed Notice</i> , giving the landowner 7 days to complete remedial action before an enforcement is completed.
3.4.1	If a weed notice is not complied with, weed control shall be undertaken. All expenses incurred will be invoiced to the landowner of the property. Payment is requested within 30 days of the issuance of notice. If payment is not received within 30 days, the amount owing will be placed on the tax roll as an additional tax against the land.
3.5	It may be up to the discretion of the Agricultural Fieldman to skip this notification process all together and go straight to a Weed Notice, depending on the growth state of the weed, the severity of the infestation, and if the weed is designated as Prohibited Noxious.

	Date	Resolution Number
Approved	<b>January 14, 2010</b>	<b>#235-10 - Page #9207</b>
Amended	<b>May 9, 2016</b>	<b>#689-16 - Page #12242</b>
Amended		



## Schedule "A" Weed Notice

### Weed Control Act (Section 12)

#### Notice to Remedy Weed Problem

TO: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

YOU ARE HEREBY DIRECTED TO:

       DESTROY THE  
RESTRICTED WEEDS

       CONTROL THE  
NOXIOUS WEEDS

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

WHICH ARE INFESTING THE PROPERTY:

Municipally known as:

Township \_\_ Range \_\_                      LOCATION OF PROPERTY  
West of the \_\_ Meridian.

The weeds will be considered controlled or destroyed if \_\_\_\_\_  
\_\_\_\_\_.

Action is to be completed on or before (day) (month) (year).

If this notice is not complied with action will be taken in accordance with the provisions of the *Weed Control Act*.

Dated \_\_\_\_\_ 20\_\_\_\_

Issued under section 12  
of the *Weed Control Act*

(Inspector)  
(Municipality)  
(Address)

File No. \_\_\_\_\_

## ***IMPORTANT PLEASE SEE REVERSE***

(Reprinted from the Weed Control Act)

### Violation

- 31 An occupant of land, or if the land is unoccupied, the owner of the land, shall as often as is necessary
- (a) destroy all restricted weeds located on the land to prevent the spread, growth, ripening or scattering of the restricted weeds,
  - (b) control in accordance with this Act and the regulations all noxious weeds located on the land to prevent the spread, growth, ripening or scattering of the noxious weeds, and
  - (c) prevent the spread or scattering of nuisance weeds.
- 32 An owner or occupant of land who receives a notice under this Act shall, subject to any right of appeal given by this Act, carry out the directions contained in the notice.

### Appeals

28(1) A person who

- (a) has an interest in land as an owner or occupant, and
- (b) considers himself aggrieved by a notice that relates to the land and that is given by an inspector under section 12, 13 or 18(1),

may appeal to the local authority of the municipality in which that land is located by filing a notice of appeal under this section.

(2) A notice of appeal shall be in writing and shall set out

- (a) the name and address of the appellant,
- (b) a copy of the notice in respect of which the appeal is being taken,
- (c) the legal description of the land affected, and
- (d) the grounds for appeal.

(3) A notice of appeal shall be delivered personally or sent by double registered mail or certified mail to the municipal secretary, within the time specified in the notice for doing the thing required by the notice or 10 days, whichever is less.

(4) A notice of appeal shall be accompanied with a deposit in an amount prescribed by the regulations.

(5) The deposit made under subsection (4) shall be refunded if the appellant is successful in the appellant's appeal under this section or in a review under section 29.

(6) A local authority shall at least once a year appoint an independent committee to hear and determine appeals under this section and on receipt of a notice of appeal a local authority shall refer the appeal to that committee.

(7) Within 15 days from the day of receipt of a notice of appeal, the committee shall hear and determine the appeal and the committee may confirm, rescind or vary the notice that was issued.

(8) The municipal secretary shall, on determination of the appeal, send a copy of the decision together with the written reasons, if any, to the appellant by double registered mail or certified mail.

### Offence

38 A person who contravenes this Act or the regulations is guilty of an offence and liable to a fine of not more than \$5000 and in default of payment to a term of imprisonment of not more than 60 days.



### Schedule "B" APPEAL NOTICE

**APPEAL NOTICE**  
Appeals to this Weed Notice must be hand delivered or sent double registered or certified mail within the time specified on the notice to take corrective actions or 10 days, whichever is less.

DATED: \_\_\_\_\_

TO: CHIEF ADMINISTRATIVE OFFICER  
Smoky Lake County  
Box 310, 4612 McDougall Drive  
Smoky Lake, Alberta T0A 3C0

I am appealing the Direction ( \_\_\_\_\_ ), on  
Date on Directive

\_\_\_\_\_  
Legal Land Description

You may give reasons for your appeal:

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

(Use a separate sheet if necessary)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name Printed

\_\_\_\_\_  
Street Address

Phone Numbers:

Home: \_\_\_\_\_

\_\_\_\_\_  
Town

Cellular: \_\_\_\_\_

\_\_\_\_\_  
Province

\_\_\_\_\_  
Postal Code

Work: \_\_\_\_\_

**NOTE: ONLY appeals file WITHIN THE 10 DAY PERIOD will be heard by the SMOKY LAKE COUNTY AGRICULTURAL SERVICE BOARD.**

You will be notified by mail of the date of the hearing.

## Schedule "C" Introduction Letter



**Date**

**Name**

**Address**

**Town**

**Postal Code**

Dear Smoky Lake County ratepayer:

**Re: Weed Control Introduction Letter – Case File #**

As part of Smoky Lake County's 2016 weed inspection program, **weed** has been identified on **legal land location**. This weed is designated as noxious under the Alberta Weed Control Act and must be controlled.

Please note that it is your responsibility under the Alberta Weed Control Act to control the establishment and spread of any noxious weeds on your property. Due to their ability to outcompete, these noxious weeds pose a serious threat to agricultural land, environmentally sensitive areas and the native vegetation within Smoky Lake County. We all must play our part in controlling these weeds so that the problem does not get any worse.

Common Tansy, White Cockle, Oxeye Daisy and Canada Thistle are some of the major problematic weeds in this area. These noxious weeds, and others, will continue to spread if a concerted effort is not made to control them. If no control measures are taken, there is a risk that they will spread to the property of others. It would be greatly appreciated if efforts could be taken to control these weeds in order to prevent further spread and establishment of these noxious weeds within the county.

Each weed species may need a different form of control to be effective, weed biology and growth stage must be considered. Some plants respond well to mechanical control (hand pulling, mowing or cultivation), some to cultural controls (fertilization and competition), while others to herbicide. For specific information regarding weeds found within your property, please contact the Smoky Lake Agricultural Services Department at (780) 656-3730 or you can contact me directly on my cell at **weed inspector cell number**.

Thank you for your cooperation,

**Weed inspector name**

**Smoky Lake County Weed Inspector**

## Schedule "D" Compliance Request Letter



**Date**

**Name**

**Address**

**Town**

**Postal Code**

Dear Smoky Lake County ratepayer:

**Re: Weed Control Compliance Request Letter – Case File #**

As part of Smoky Lake County's 2016 weed inspection program, **weed** has been identified on **legal land location**. This weed is listed as noxious under the Alberta Weed Control Act and must be controlled.

Please be aware that it is your responsibility as designated under the Alberta Weed Control Act to control any noxious weeds that have been identified on your property. Due to their highly invasive nature and ability to outcompete, these weeds pose a serious threat to agricultural land, environmentally sensitive areas and native vegetation within Smoky Lake County. We all must work together to take responsibility for control of these noxious weeds, so that the problem does not get any worse and spread to neighboring properties.

Each weed species may need a different method of control, depending on the weeds biology and growth stage, to be effective. Some plants respond well to mechanical control options (hand pulling, mowing or cultivation), some to cultural controls (fertilization and competition), and others to herbicides. Please make an attempt to control these weeds before **date**.

For specific information regarding the weeds found within your property, please contact the Smoky Lake County Agricultural Services Department as (780) 656-3730, or you can contact me directly on my cell phone at **weed inspector cell phone number**.

Thank you for your cooperation,

**Name**

**Smoky Lake County Weed Inspector**



## Schedule "E" Non-Compliance Letter



**Date**

**Name**

**Address**

**Town**

**Postal Code**

Dear Smoky Lake County ratepayer:

**Re: Weed Control Non-Compliance Letter – Case File #**

As part of Smoky Lakes County's 2016 weed inspection program, **weed** has been identified on **legal land location** and some form of control must be taken. Attempts to contact you have been made requesting your cooperation in this matter. These letters provided you with a reminder that control work needed to be completed with a specific date set for action to be completed by. The County weed inspector has been out to re-inspect your property and to date, no control action has been taken. The weeds present on your property are designated as Noxious under the Alberta Weed Control Act, meaning some sort of control is necessary to prevent the spread of these weeds. Failure by the landowner to control these weeds may necessitate the ASB Department for Smoky Lake County to issue a **Weed Notice** and follow through with enforcement at the landowner's expense.

Section 18 of the Weed Control Act states:

An inspector, or any person authorized by an inspector, may take any action that the inspector determines is necessary to fulfil a requirement of a notice given under this Part that has not been complied with when (a) in respect of an inspector's notice or a local authority's notice, (i) the appeal period in the regulations has expired or the appeal has been determined, and (ii) the request for review period in the regulations has expired or the request has been considered, or (b) in respect of a Minister's notice, a court order referred to in section 16 has been served on the person to whom the notice was directed.

Sections 28 of the Weed Control Act states:

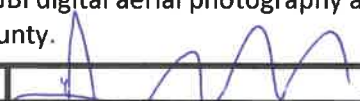
A person who contravenes this Act is guilty of an offence and liable to a fine of not more than \$5000 or, in the case of failure to comply with a Minister's notice, a fine of not more than \$1000 for each day the offence continues.

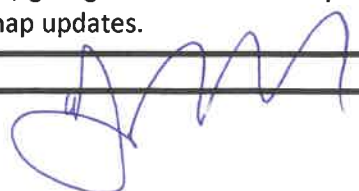
Smoky Lake County is requesting your assistance and cooperation in control of these noxious weeds by completing any necessary control methods by **date**. Should you require further information on control options or about this letter, please contact the Smoky Lake Agricultural Services Department at (780) 656-3730.

Thank you,

**Weed inspector name**

**Smoky Lake County Weed Inspector**

<b>REQUEST FOR DECISION</b>		DATE	<b>February 15, 2023</b>	<b>4.13</b>
TOPIC	2023 Ortho Photo			
PROPOSAL	<p><b>BACKGROUND:</b></p> <ul style="list-style-type: none"> <li>▪ <b>September 22, 2022 Council Meeting Motion #1039-22:</b> That Smoky Lake County in partnership with the County of Two Hills, County of Minburn, County of Thorhild and Lamont County participate in the application of the 2022-2023 Alberta Community Partnership (ACP) Grant under the "Intermunicipal Collaboration Framework" Component Grant of \$200,000.00; and approve the County of Two Hills to be the Managing Partner under the said application; and further agree to abide by the terms of the Conditional Grant Agreement governing the purpose and use of the grant funds.</li> <li>▪ As discussed, if the Grant is successful Smoky Lake County's cost would be approximately \$74,000.00. with the Component Grant of \$200,000.00 between 5 municipalities.</li> <li>▪ If the Grant is <b>unsuccessful</b> and the project moves forward with surrounding municipalities, the cost can range from \$74,000.00 and up to \$ 109,255.00 depending on the number of municipalities still proceeding.</li> <li>▪ With the approved budget this allows the GIS Operator to reserve a booking with the risk of \$109,255.00 should Smoky Lake County stand alone.</li> </ul> <p><b>PROPOSAL:</b></p> <p>Administration recommends that Council:</p> <ol style="list-style-type: none"> <li>1. Approve line 4- ADM -Ortho Photos -Item #3 in the 2023 Capital budget in the amount of \$ 109,255.00: to acquire new 2023 RGBI digital aerial photography and produce a digital orthophoto covering Smoky Lake County.</li> </ol>			
N/A				
<b>LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS</b>		<b>Municipal Government Act:</b> Intermunicipal Collaboration Framework.		
<b>BENEFITS</b>	<ul style="list-style-type: none"> <li>• Create a data resource to aid in long term planning.</li> </ul>			
<b>DISADVANTAGES</b>	Cost will be more to obtain Aerial Photography			
<b>ALTERNATIVES</b>	Take no action			
<b>FINANCE/BUDGET IMPLICATIONS</b>				
<b>Operating Costs:</b>	<u>        N/A        </u>	<b>Capital Costs:</b>	<u>        N/A        </u>	
<b>Budget Available:</b>	<u>        \$        </u>	<b>Source of Funds:</b>	<u>                                </u>	
<b>Budgeted Costs:</b>	<u>        \$ 109,255.00        </u>	<b>Unbudgeted Costs:</b>	<u>        \$        </u>	
<b>INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS</b>	Intermunicipal Collaboration Framework (ICF).			
<b>COMMUNICATION STRATEGY</b>	Email Communication.			
<b>RECOMMENDATION</b>				
<ul style="list-style-type: none"> <li>▪ Approve line 4- ADM -Ortho Photos -Item #3 in the 2023 Capital budget in the amount of \$ 109,255.00 to acquire new 2023 RGBI digital aerial photography and produce a digital orthophoto covering Smoky Lake County.</li> </ul>				
<b>CHIEF ADMINISTRATIVE OFFICER</b>				

<b>REQUEST FOR DECISION</b>		DATE	<b>February 15, 2023</b>	<b>4.14</b>
TOPIC	Inside Outside Studios and the iHunter Alberta App			
PROPOSAL	<p><b>BACKGROUND:</b></p> <ul style="list-style-type: none"> <li>▪ When Covid hit - Apple and Google have decreased their share of the revenue from 30% to 15% for small businesses. <ul style="list-style-type: none"> <li>▪ Sales have remained steady for most counties. <b>Once again this year, the royalty fees per map sale is higher because Apple and Google have decreased their share of the revenue from 30% to 15% for small businesses.</b> We have shared this increase in net revenue with Counties and MDs. It is unlikely that these reduced fees for Apple will persist next year (as our gross sales may exceed their cutoff for lower rates), but we will continue to share the increased revenue for as long as it lasts.</li> <li>▪ <b>Due to inflation and Apple's share of the revenue likely moving back to 30% in 2023, we would like to suggest increasing our end user map pricing slightly. We suggest a minimum map pricing of \$19.99 instead of \$14.99.</b> This would also give the flexibility to promote sales by offering discounted bundles and discounts for map updates. If this is something that your County or MD would like, please let us know and we can go about changing the price for the next revision of the landowner map.</li> </ul> </li> </ul> <p><b>PROPOSAL:</b></p> <p>Administration recommends that Council:</p> <ol style="list-style-type: none"> <li>1. Give permissions to Inside Outside Studios and the iHunter Alberta App to Increase the end user map pricing from \$14.99 to \$19.99, giving them the flexibility to promote sales by offering discounted bundles and discounts for map updates.</li> </ol>			
LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS	N/A			
BENEFITS	<ul style="list-style-type: none"> <li>• Royalty to County would be change from \$5.20 to \$7.00.</li> </ul>			
DISADVANTAGES				
ALTERNATIVES	Take no action			
<b>FINANCE/BUDGET IMPLICATIONS</b>				
Operating Costs:	<u>    N/A    </u>	Capital Costs:	<u>    N/A    </u>	
Budget Available:	<u>    \$    </u>	Source of Funds:	<u>                    </u>	
Budgeted Costs:	<u>    \$    </u>	Unbudgeted Costs:	<u>    \$    </u>	
INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS				
COMMUNICATION STRATEGY	Email Communication.			
<b>RECOMMENDATION</b>				
<ul style="list-style-type: none"> <li>▪ Give permissions to Inside Outside Studios and the iHunter Alberta App to Increase the end user map pricing from \$14.99 to \$19.99, giving them the flexibility to promote sales by offering discounted bundles and discounts for map updates.</li> </ul>				
CHIEF ADMINISTRATIVE OFFICER				

Inside Outside Studios Inc  
County Map Sales Annual Report  
info@ihunterapp.com  
January 12, 2023

## 2022 County Map Sales Annual Report

Greetings,

Inside Outside Studios and the iHunter Alberta app team would like to thank you once again for your continued participation in the landowner map program. We have continued to receive outstanding feedback from users, law enforcement, and landowners. As we are always trying to improve, please do let us know if you hear of any negative experiences or notable feedback.

Sales have remained steady for most counties. Once again this year, the royalty fees per map sale is higher because Apple and Google have decreased their share of the revenue from 30% to 15% for small businesses. We have shared this increase in net revenue with Counties and MDs. It is unlikely that these reduced fees for Apple will persist next year (as our gross sales may exceed their cutoff for lower rates), but we will continue to share the increased revenue for as long as it lasts.

Due to inflation and Apple's share of the revenue likely moving back to 30% in 2023, we would like to suggest increasing our end user map pricing slightly. We suggest a minimum map pricing of \$19.99 instead of \$14.99. This would also give the flexibility to promote sales by offering discounted bundles and discounts for map updates. If this is something that your County or MD would like, please let us know and we can go about changing the price for the next revision of the landowner map.

Please see the data included below to see how your county map sales are comparing to other counties and to previous years.

Thanks again for your continued participation. Let us know if there are any questions or concerns about the sales, revenues, or pricing for the upcoming year. Finally, if you have a new map available, please send it our way and we will get it integrated into the app.

Thanks,

Mark Stenroos

Inside Outside Studios Inc (iHunter Alberta)

	2022	2021	2020	2019	2018
<b><u>Acadia</u></b>	133	134	165	106	126
<b><u>Beaver</u></b>	538	620	593	433	326
<b><u>Big Lakes</u></b>	439	-	-	-	-
<b><u>Bonnyville</u></b>	354	541	559	361	331
<b><u>Brazeau</u></b>	479	526	523	365	342
<b><u>Camrose</u></b>	362	419	492	420	301
<b><u>Cardston</u></b>	507	469	576	426	403
<b><u>Clear Hills</u></b>	379	459	393	310	216
<b><u>Clearwater</u></b>	1001	1244	1435	705	773
<b><u>Flagstaff</u></b>	511	605	587	456	384
<b><u>Kananaskis I.D.</u></b>	286	329	395	-	-
<b><u>Lac Ste Anne</u></b>	553	660	624	413	393
<b><u>Lacombe</u></b>	445	454	424	368	282
<b><u>Lethbridge</u></b>	285	373	375	249	163
<b><u>Minburn</u></b>	340	246	276	-	-
<b><u>Mountain View</u></b>	666	-	-	-	-
<b><u>Northern Lights</u></b>	623	-	-	-	-
<b><u>Northern Sunrise</u></b>	327	322	268	256	199
<b><u>Paintearth</u></b>	356	410	404	280	191
<b><u>Peace</u></b>	215	168	191	137	122
<b><u>Ponoka</u></b>	428	430	437	359	214
<b><u>Red Deer</u></b>	668	674	654	490	443
<b><u>Saddle Hills</u></b>	1133	1167	1038	806	669
<b><u>Smoky Lake</u></b>	326	318	333	226	165
<b><u>Stettler</u></b>	460	568	606	539	292
<b><u>Sturgeon</u></b>	300	376	424	253	277
<b><u>Taber</u></b>	450	438	366	295	263
<b><u>Wainwright</u></b>	442	522	489	403	308
<b><u>Warner</u></b>	517	483	536	424	392
<b><u>Wetaskiwin</u></b>	361	-	-	-	-
<b><u>Wheatland</u></b>	438	529	461	301	298
<b><u>Woodlands</u></b>	775	761	704	596	454



<b>REQUEST FOR DECISION</b>	DATE	<b>February 15, 2023</b>	<b>4.15</b>
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<b>TOPIC</b>	<b>Doctor Retention &amp; Recruitment 2023 Budget</b>
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<b>PROPOSAL</b>	<p><b>BACKGROUND:</b>                  Doctor Retention and Recruitment Committee, January 30, 2023, Motion by Leroy Kuyk:                  That the Doctor Retention and Recruitment Committee recommend each respective municipality approve the 2023 Budget for Doctor Retention in the amount of \$24,000.00 based on the following cost-sharing percentage funding formula:</p> <table border="1" style="margin-left: 40px;"> <thead> <tr> <th>Municipality</th> <th>Percentage</th> <th>Total Amount</th> </tr> </thead> <tbody> <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>Total</b></td> <td><b>100%</b></td> <td><b>\$24,000.00</b></td> </tr> </tbody> </table> <p><b>PROPOSAL:</b>                  Administration recommends Council approve the 2023 Doctor Retention and Recruitment Budget; <b>and</b> undertake a review of <b>Policy Statement No. 05-05-02: Doctor Retention and Recruitment Committee -Terms of Reference*</b>, to become congruent with the current state of the committee.</p> <p><b>*ATTACHMENT</b></p>	Municipality	Percentage	Total Amount	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>Total</b>	<b>100%</b>	<b>\$24,000.00</b>
Municipality	Percentage	Total Amount																	
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<b>Total</b>	<b>100%</b>	<b>\$24,000.00</b>																	

**CORRELATION TO BUSINESS (STRATEGIC) PLAN**

<b>LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS</b>	
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<b>BENEFITS</b>	
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<b>DISADVANTAGES</b>	
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<b>ALTERNATIVES</b>	
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**FINANCE/BUDGET IMPLICATIONS**

Operating Costs: \$ _____	<b>Capital Costs:</b>	\$ _____
Budget Available: \$ _____	<b>Source of Funds:</b>	_____
Budgeted Costs: \$ <b>14,640.00</b>	<b>Unbudgeted Costs:</b>	\$ _____

<b>INTERGOVERNMENTAL INVOLVEMENT/IMPLICATIONS</b>	N/A
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<b>COMMUNICATION STRATEGY</b>	N/A
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**RECOMMENDATION**

1. That Smoky Lake County approve the Year-2023 Budget for the Smoky Lake Region’s Doctor Retention and Recruitment Committee, with Smoky Lake County’s contribution in the amount of \$14,640.00 based on 61% of the total budget in the amount of \$24,000.00 as recommended at the Doctor Retention and Recruitment Committee meeting held on January 30, 2023, with the following cost-sharing percentage funding formula:
 

Municipality	Percentage	Amount
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-2023 Doctor RETENTION Total Budget:</b>		<b>\$ 24,000.00</b>
2. That Smoky Lake County Council direct Administration to undertake a review of Policy Statement No. 05-05-02: Doctor Retention and Recruitment Committee - Terms of Reference, to become congruent with the current state of the Committee; and bring forward an amended policy for Council’s consideration at future Council Meeting.

<b>CHIEF ADMINISTRATIVE OFFICER</b>	
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# SMOKY LAKE COUNTY



<b>Title: Doctor Retention and Recruitment Committee: Terms of Reference</b>	<b>Policy No.: 05-02</b>
<b>Section: 05</b>	<b>Code:</b>
<b>Page No.: 1 of 2 E</b>	

<b>Legislation Reference:</b>	Alberta Provincial Statutes
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<b>Purpose:</b>	<p>Doctor Retention and Recruitment Committee is a Committee established by County Council under the <b>Public Health &amp; Welfare Services</b>.</p> <p>Joint Committee of Mayors/Reeve of all municipalities within Smoky Lake County and County of Thorhild.</p> <p>Appointment confirmed at County Organizational Meeting.</p>
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<b>Policy Statement and Guidelines:</b>	
<b>1.</b>	<b>MEMBERSHIP:</b>
1.1	Reeve is appointed as member.
<b>2.</b>	<b>MANDATE:</b>
2.1	To work with the Regional Health Authority and community for the recruitment and retention of Physicians.
2.2	Acts also as a lobby group.
<b>3.</b>	<b>COMMITTEE: TERMS OF REFERENCE:</b>
3.1	The Committee Terms of Reference is as outlined in <b>Schedule "A": Regional Physician Recruitment and Retention Committee – Terms of Reference.</b>

	Date	Resolution Number
Approved	October 21, 2010	# 971-10 - Page # 9487
Amended	March 28, 2013	# 517-13 - Page # 10556
Amended		





## Schedule "A"

### REGIONAL PHYSICIAN RECRUITMENT AND RETENTION COMMITTEE TERMS OF REFERENCE

<b>Membership:</b>	Mayors/Reeves or designates from the following (Voting) municipalities:  Smoky Lake County Town of Smoky Lake Village of Waskatenau Village of Vilna Thorhild County
<b>Administration:</b> (Non-Voting)	Town of Smoky Lake.
<b>Resources:</b> (Non-Voting)	Physicians Lakeland Community Health Advisory Council Smoky Lake Foundation: Chairperson Other Resources, as needed.
<b>Executive:</b>	Chairperson and Vice-Chairperson to be appointed by the membership on an annual basis.
<b>Meetings:</b>	At the Call of the Chairperson.
<b>Mandate:</b>	To act as a Steering Committee to develop a process to recruit and retain physicians to the Smoky Lake / Thorhild area.  To advocate the Provincial Government and Regional Health Authority to take more responsibility for the recruitment and retention of physicians in small rural areas.





<b>REQUEST FOR DECISION</b>	DATE	<b>February 15, 2023</b>	<b>4.16</b>
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<b>TOPIC</b>	<b>Lakeland Agricultural Research Association (LARA) Agreement for 2023</b>
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<b>PROPOSAL</b>	<p>This item was deferred by Council at the January 26, 2023 Council Meeting.</p> <p>Since 2015 Smoky Lake County Agricultural Service Board (ASB) has partnered with the Lakeland Agricultural Research Association (LARA) to provide unbiased environmental and extension programming to Smoky Lake County’s agricultural community and contributed \$55,000 of ASB operational funds to LARA annually.</p> <p>In 2023, the Agricultural Fieldman reached out to LARA and determined that LARA would be amendable in providing an extension-based program for \$30,000, with <b>no</b> crop trials within Smoky Lake County &amp; <b>no</b> board representation from Smoky Lake County, continued mail-outs of newsletters &amp; info, as well as one-on-one support to producers by phone, emails, etc., and at minimum 1 in-person event within the County.</p> <p>County Council wanted to see the results of a survey conducted by LARA that was promoted on the County’s social media to obtain feedback by having producers identify which projects, topics and/or events that are of interest to them. The survey’s soft close was on January 31, 2023, however the survey continues to be available for input. The results of <b>LARAs’ Survey*</b> as of Feb. 3, 2023 shows that <b>14 people</b> from our County completed it.</p> <p>Factors to consider if Smoky Lake County Agricultural Service Board doesn’t enter into an agreement with LARA</p> <ul style="list-style-type: none"> <li>- How will we provide extension to our producers? Due to our ASB Grant Agreement with the Province extension still needs to be provided.</li> <li>- LARA gives us a bale probe for producers to pick up and use for free along with unbiased research and advice.</li> <li>- LARA assists with many of our EFP’s and CAP funding.</li> <li>- With the loss of many Alberta Agriculture experts there are limited free resources to refer producers to with questions. The expertise provided by LARA is valuable to our residents</li> <li>- Individual producers can pay to be LARA members for \$200</li> </ul> <p><b>PROPOSAL:</b> Administration recommends to partner with LARA for an extension-based program for \$30,000 to ensure our producers still have access to their workshops, events and expertise in accordance with our ASB Grant Agreement with the Province which stipulates that extension work needs to be provided.</p> <p><b>*ATTACHMENT</b></p>
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**CORRELATION TO BUSINESS (STRATEGIC) PLAN**

<b>LEGISLATIVE, BYLAW and/or POLICY IMPLICATIONS</b>	ASB Business Plan ASB Work Plan
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<b>BENEFITS</b>	With LARA we receive unbiased research and extension events at a local level for producers. Continue to meet our obligations under the Resource Management Stream of our ASB Grant (\$15,000) and provide enhanced extension programming to Smoky Lake County producers allowing ASB to expand the services that are offered.
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<b>DISADVANTAGES</b>	
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<b>ALTERNATIVES</b>	Host minimal events as needed & produce a quarterly communication newsletter in-house.
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**FINANCE/BUDGET IMPLICATIONS**

<b>Operating Costs:</b>	\$ _____	<b>Capital Costs:</b>	\$ _____
<b>Budget Available:</b>	\$ 55,000	<b>Source of Funds:</b>	_____
<b>Budgeted Costs:</b>	\$ _____	<b>Unbudgeted Costs:</b>	\$ _____

<b>INTERGOVERNMENTAL INVOLVEMENT /IMPLICATIONS</b>	Collaboration through LARA with Lac La Biche County, MD of Bonnyville & County of St. Paul
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<b>COMMUNICATION STRATEGY</b>	N/A
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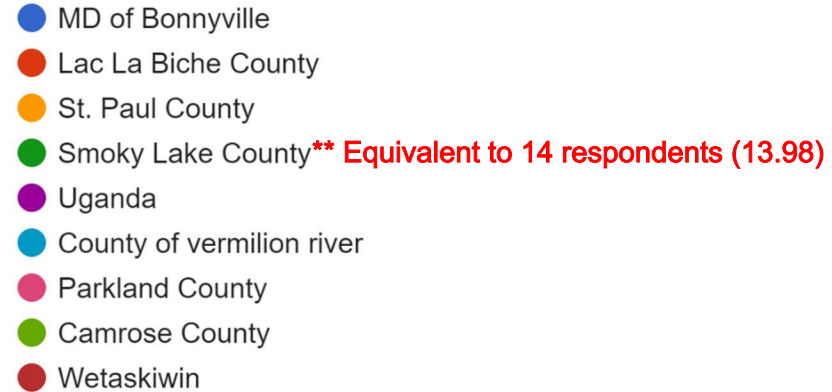
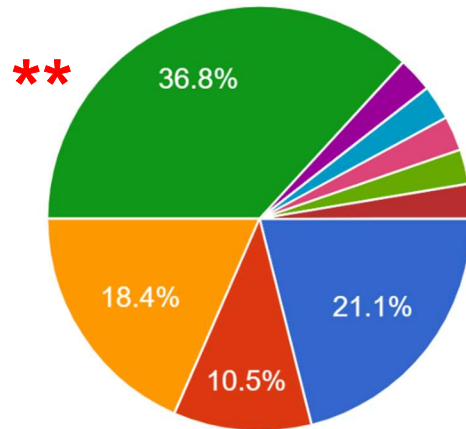
**RECOMMENDATION**

That Smoky Lake County enter into an agreement with Lakeland Agricultural Research Association for the amount of \$30,000 to receive an extension-based program with no plot trials within the County and no representation on the LARA Board, for the purpose of meeting the County’s obligations under the Resource Management Stream of the Provincial ASB Grant to provide enhanced extension programming to Smoky Lake County producers.

<b>CHIEF ADMINISTRATIVE OFFICER</b>	
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## What Municipality are you from?

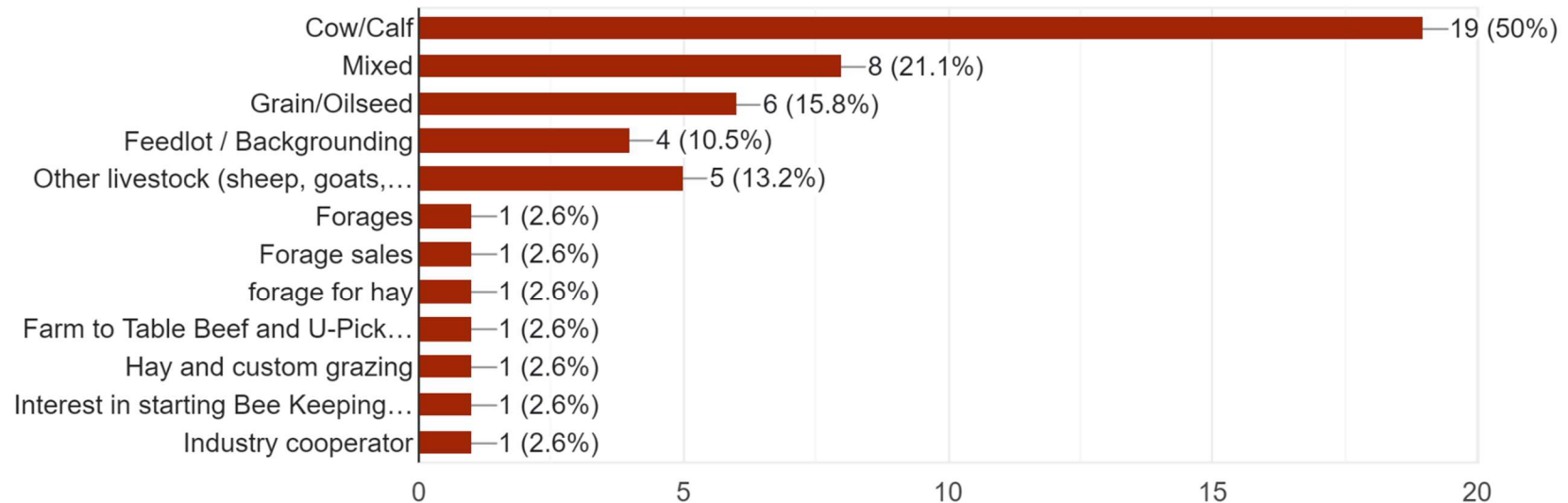
38 responses



Plus two written submissions; one from Smoky Lake County and one from the MD of Bonnyville

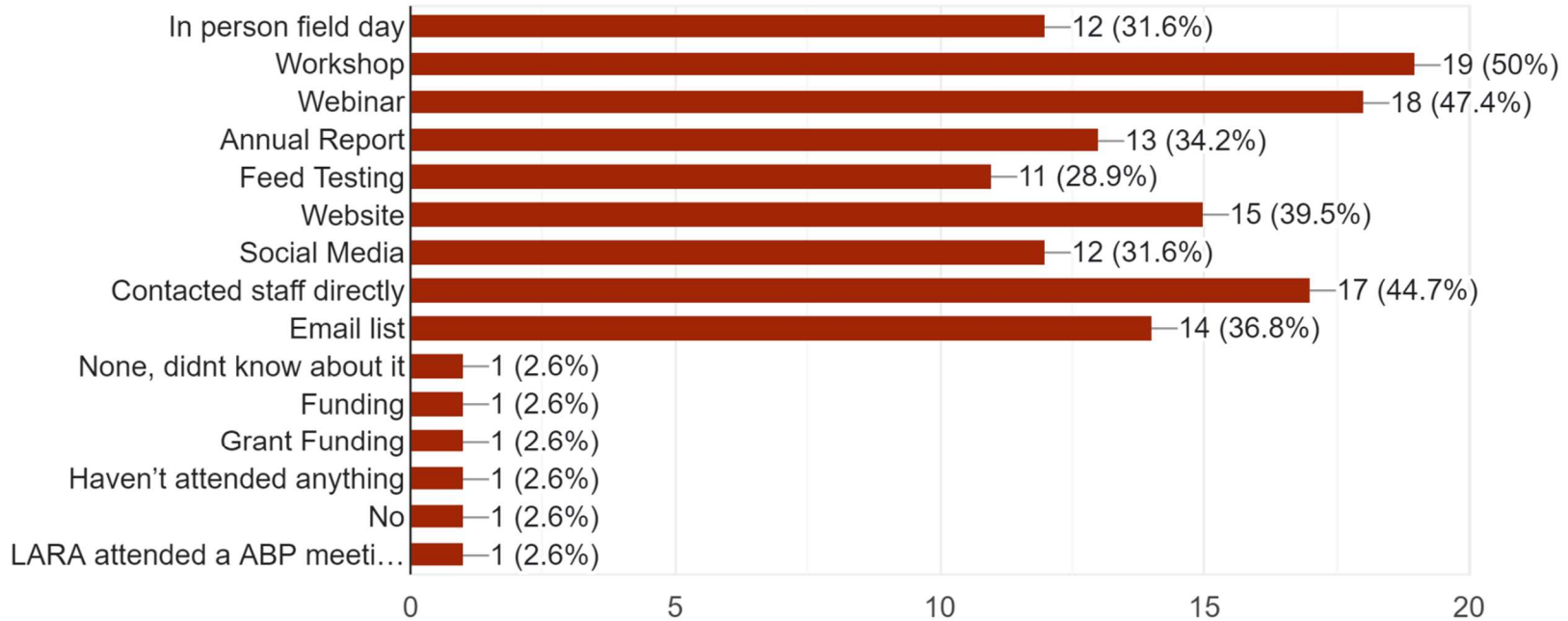
## What is your main farming operation?

38 responses



## Have you utilized any service that LARA provides in the last year?

38 responses



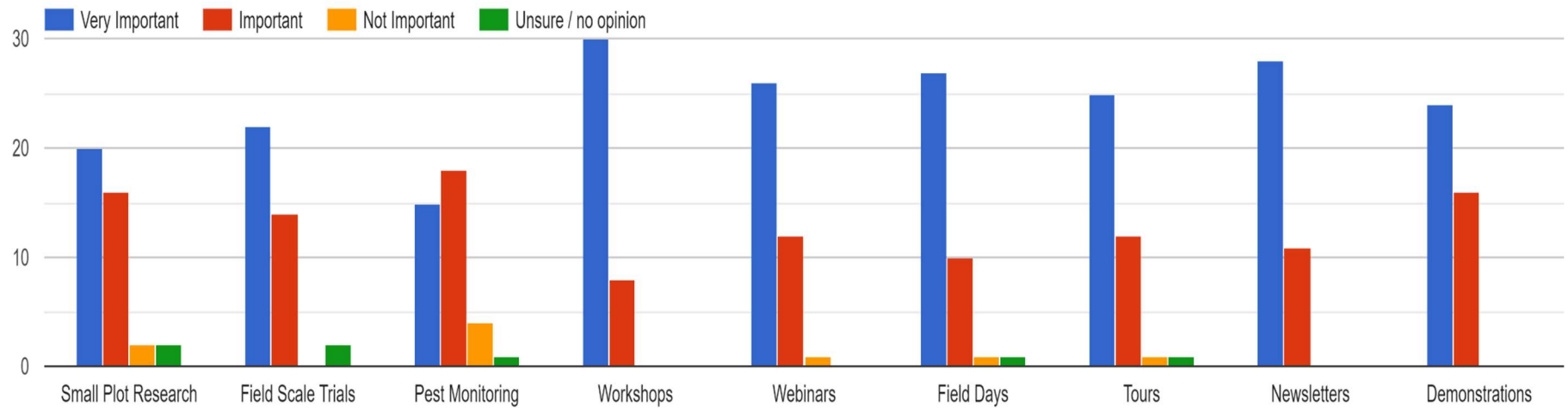
## Do you receive LARA's newsletters (Grow With Us and The Verdant Element)? Is the information relevant/useful/informative?

Yes  
 yes  
 Yes it's so useful and since it's my field  
 am 🙌  
 Yes!  
 i read the newsletters regularly & look  
 forward to the next issue  
 Yes it is.  
 Always interesting to read, useful  
 information.  
 Just signed up in the last week

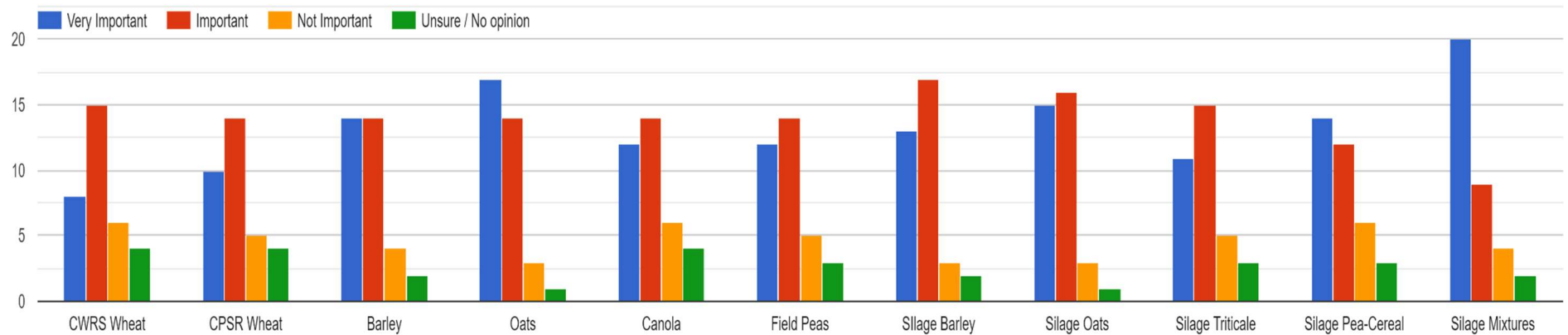
YES  
 very informative  
 Have not received  
 informative  
 i look forward to the newsletters with  
 interest in all information  
 Sometimes  
 I don't think so  
 Yes - It is really important to know what is  
 going on locally in agriculture.

Yes, great resource and very informative!  
 I don't but I would like to  
 Yes  
 Very informative  
 yes  
 No I don't receive it  
 Yes the information is very informative.  
 yes I find it very informative

How important to you is it that LARA continues:



The Regional Variety Trials and Regional Silage Trials have been one of the core activities of LARA. How important is it to you that these trials continue?



### What would interest you for future cropping program trials?

To increase crop yields and quality without increasing the environmental impact .

Interseeding crops to keep ground cover late into the year, and potentially fix nitrogen for the following crop year

forage crops

cocktail mixes

Intercropping, low fertility inputs with biological additions.

The use of biostimulant as seed coating, like compost tea or Eco-Tea

Not at this time, but have done so in the past

dual crop seeding\harvest

Canola

forage sustainability & reseeding

Crops interseeded, or relayed cover crops that will grow after the monocrop is harvested. possible grazing or just soil health.

Feed oat trails

Flax

underseeded crop. Which crops grow better together, economical and soil health advantages.

how about adding field crop planting by the moon cycles - especially gardening has a huge difference

Cover crops for grazing

Best practices for crop rotation

More silage trials

learn how to turn a sand pasture into profitable

Straw residue trials, and the difference between each utility used

Sunflowers

Different varieties of hemp

yield differences - time of seeding differences

Grasses for pasture

Full season cover from Covers and Co. <https://www.coversandco.ca/full-season-cover>

Continue cover crop intercrops and none traditional crops

## What would interest you for future Forage and Livestock Programming?

To learn and develop the knowledge, skills and tools on how to improve/increase on the productivity on milk , meat and eggs.

Feed palatability. If the animal won't eat it, why grow it?

forage & pasture sustainability

grazing,feed,water,low cost wintering

Multi species annual forage production.

What would give us the most economical method of feeding livestock

direct seeding grass seed\forage seeds into sod just prior to winter conditions

Maximizing pasture land

Forage trials

forage sustainability

Multiblend cover crops for feed (hay, silage, haylage, grazing). Very low cost

Animal nutrition

adding a brix tester to a field tour so people can see the sugar levels of the feed before they cut it

Regenerative soil building as heard at the "From the Ground Up", how can we do this in our area?

AI information and funding

Calving recorded keeping programs

Best practices for Winter Feeding, & Pasture Rotation practices

More forage trials

More support and funding for goat farmers

Trial between different brands of bale shredders

Sheep raising in Alberta

Different feed options

forage - resistance to moisture deficiency and long lived legumes

What legumes are doing the best with out winter damaging

Livestock health, rotational grazing

Crops for winter grazing and how to utilize them

### **What would interest you for future Environmental Programming?**

It helps to identify products and services with positive environmental attribution. including building communities to climate change .

Ways to encourage suppliers/users of N to take advantage of inhibitors ie ESN, Agrotain  
weed control, water conservation & forest retention

keeping me informed about programs, like you have been

How can we do to reduce fertiliser and pesticide.

the use of an pelleted organic fertilizer with an eclectic mix of carbon\organic compounds.

Crop rotation

how to influence others on the importance of our soil, air & water

recovering saline areas

How about the HOTTEST Topic of ALL "what the world economic forum has in store for Canada " It's rollout in the EU ...  
and where the govt of Canada is going for 2030 target and where farming is going and how can we prepare

Best practices to help reduce the impact of farming on the environment

Riparian areas , remote watering for livestock

1) Wind Belt planting guide for Alberta climate - hearty indigenous trees and appropriate combinations. 2) Solar Power  
options to supplement farming operations 3) Wind Power options to supplement farming operations

Wetlands

soil health as it relates to biodiversity

Best practical practises fir adding much needed nitrogen

Soil and water health

How to keep my farm environmentally sustainable

### **Do you have any suggestions for workshops, webinars topics or tours or speakers that you would like to see?**

Nitrogen management, Mental Health

can't think of any now . your selection of various topics have been well selected so far

I was very disappointed to miss the Nov 23 Innovations workshop, I was too sick and did not want to spread my cold to the  
other attendees. I would like to see grazing and cattle wintering tours. Keep up the good work.

Dr David Johnson for his Johnson-Sue compost

Forage related. More equine people are looking for higher protein and low sugar hay. Information on which blends or varieties are best. When to cut and any other relative information to produce the low sugars.

Joel Salatin

not sure but you folks are doing a great job in selecting relevant topics great job!

recovering saline areas, and relay crops

Kids farm safety - Succession Planning

Calving workshop , Heard health , medications and vaccinations

Cattle nutrition workshop. crop scouting workshop. Funding workshop.

drone workshop, how to use them to your advantage

Regionally Adapted Seed Growing Local Sustainability Projects Food Hub Creation Projects What the heck do you do with all those weeds... or are they weeds?? What is Bio-dynamic Agriculture? Grazing Lease Soil Building and how to work with Public Lands Research into Nitrogen Fixing Bacteria that lives on the plant leaves

Livestock Management software and app options available and differences (Herdtrax, Herdly, CattleMax, etc...)

Calving Clinics

More information on funding for farms,

GPS fencing , a discussion with Melanie work about how we can work with alberta beef producers

The Power of Pollinators: Bee Keeping to sustain an army of healthy pollinators.

I would just like to get the plot info when I provide seed for trials or because our varieties are in your program.

Wetlands

I have a couple, brush control on pastures, test plots with different pasture mixes and silage crops for feed

Watering strategies and systems (pasture and yards), corral and barn systems for safe handling of cattle, silage management; chopping, hauling, storage, feeding, supplement additives

Electric fence workshop for rotation grazing





**Chief Administrative Officer**

Report Period: **Jan 20, 2022 to Feb 09, 2023**

**LEGISLATIVE / GOVERNANCE**

Projects	Date In Progress	Date Outstanding	Date Completed
<p><b>Stony Creek/Beaver Dams/Saddle Lake:</b> This request has taken considerable time administratively to review and sort out. A meeting request by Council to be arranged between the County and Saddle Lake Cree Nation to discuss the issue. A date of November 16, 2022 at 10:00 am was set.</p> <p><b>Project progress:</b></p> <ul style="list-style-type: none"> <li>The Nation cancelled and had not yet provided alternate dates for consideration.</li> </ul>	Sept 25/22		
<p><b>Administrative Efficiencies:</b> The Council tasked the CAO with reviewing administrative processes with the goal of attaining and gaining and efficiencies in time spent by administration on reports, meetings, etc.</p> <p><b>Project progress:</b></p> <ul style="list-style-type: none"> <li>The CAO has prepared a report for Council to review and adopt recommendations.</li> </ul>	Oct 15/22		
<p><b>Replacement of Fire Apparatus:</b> The Waskatenau pump truck was severely damaged as a result of the pump casing freezing. The estimated cost of repair may be in excess of \$90,000 on a truck which is 15 years old. The Committee met and recommended that the funds be expended to repair the truck and to order a new pump truck. The CAO is tasked with the administration of the Smoky Lake Fire Department. with reviewing administrative processes with the goal of attaining and gaining and efficiencies in time spent by administration on reports, meetings, etc.</p> <p><b>Project progress:</b> The CAO has prepared a report for Council to review and adopt recommendations.</p>			
<p><b>Fire and Rescues Committee Meeting:</b> Review of the TSI report on Implementation.</p> <p><b>Project progress:</b></p> <ul style="list-style-type: none"> <li>The first CAO meeting was held on January 31, 2023. Meetings are generally planned every 3 weeks or so.</li> <li>The First meeting established a basic flowchart of the organization of the department and started work on rationalizing a funding formula model and the likely need for an Advisory Committee to deal with member queries concerning financial issues.</li> </ul>	Dec 20/22	Ongoing	

# Chief Administrative Officer

Report Period: **Jan 20, 2022 to Feb 09, 2023**

<b>ADMINISTRATIVE</b>			
<b>Projects</b>	<b>Date In Progress</b>	<b>Date Outstanding</b>	<b>Date Completed</b>
<b>Managers Meetings – Every Monday Morning</b>			Ongoing
<p><b>Bonnie Lake Resort</b> – The County signed off on the easement agreement for the gas lines. The Construction Completion Inspection is due to be scheduled in the spring.</p> <p><b>Project progress:</b></p> <ul style="list-style-type: none"> <li>No change since last report. Bascor is requesting that the County winter blade the roads for customer access through a similar agreement executed last winter.</li> </ul>	Oct 13/22		
<p><b>Surface Lease Discussion Managers:</b> A management meeting was held to review, discuss and develop methodologies to address Council concerns in the development of a Surface Lease project.</p> <p><b>Project progress:</b></p> <ul style="list-style-type: none"> <li>Administration is currently working on the revision of the language in the policy. The Policy Committee provided recommendations.</li> </ul>	Aug 22/22 Aug 31/22		
<p><b>Snow Clearing - Driveways:</b> At a policy Committee meeting held on February 08, 2023, the Committee reviewed the snow clearing policy pertaining to the flag system. The preference is to evaluate and revise the existing policy to provide flags for singular events and develop a recommended cost (per event) for a 200 m length driveway, which is the current policy.</p> <p><b>Project progress:</b></p> <ul style="list-style-type: none"> <li>Administration is currently working on the revision of the language in the policy.</li> <li>Administration is also gathering example policies from other Counties to assist with the framework of the flag program.</li> <li>The expected completion and adoption is anticipated to be April 2023.</li> </ul>	Feb 08/23		
<p><b>Cold Weather Policy:</b> At a policy Committee meeting held on February 08, 2023, the Committee reviewed the existing Cold Weather Policy currently in force at the County. The points of concern was that County equipment do not mobilize past -32 C (including wind chill) while other organizations such as Aspen School Division have a mobilization threshold of -40 C.</p>	Feb 08/23		

## Chief Administrative Officer

Report Period: **Jan 20, 2022 to Feb 09, 2023**

<p><b>Project progress:</b></p> <ul style="list-style-type: none"> <li>Administration is currently working on the revision of the language in the policy.</li> <li>Administration is also gathering example policies from other Counties to assist with the framework of the flag program.</li> <li>The expected completion and adoption is anticipated to be April or May 2023.</li> </ul>			
<p><b>Regional Engineering Standards (ACP):</b> Met with team, legal and Admins regarding the project.</p> <p><b>Project progress:</b></p> <ul style="list-style-type: none"> <li>The project may have a schedule adjustment due to an absence of the project engineer. Associated Engineering has proposed an ambitious schedule to meet the County's goals.</li> </ul>	Ongoing		
<p><b>Northern Lights RV Park</b> – Ongoing meetings and issues.</p> <p><b>Project progress:</b></p> <ul style="list-style-type: none"> <li>The County has met with the proponents in reference to satisfying the SDAB decision conditions.</li> </ul>	Ongoing		
<p><b>Drive Happiness:</b> Attended a session for the implementation of the program.</p> <p><b>Project progress:</b></p> <ul style="list-style-type: none"> <li>The County will be proceeding to post information about the program on the County website and social media.</li> </ul>	Ongoing		
<p><b>Joint Health and Safety Committee Meeting</b></p> <p><b>Project progress:</b></p> <ul style="list-style-type: none"> <li>Nothing tasked to the County CAO.</li> </ul>			
<p><b>Ukrainian Twinning Meeting/Kosiv</b></p> <p><b>Project progress:</b></p> <ul style="list-style-type: none"> <li>Nothing tasked to the County CAO.</li> </ul>			
<p><b>RCDC/CEDO Meeting:</b> A meeting was held to discuss the resignation of the CEDO and the interim work the CEDO will be undertaking in the transition</p>	Ongoing		

## Chief Administrative Officer

Report Period: **Jan 20, 2022 to Feb 09, 2023**

<p>period. The RCDC will be looking to review itself as a Committee and re-evaluate purpose and priorities.</p> <p><b>Project progress:</b></p> <ul style="list-style-type: none"> <li>• Nothing tasked to the County CAO.</li> </ul>			
<p><b>Fire and Rescues Committee Meeting:</b> Review of the TSI report on Implementation.</p> <p><b>Project progress:</b></p> <ul style="list-style-type: none"> <li>• All motions have been received and a meeting of the CAO Committee is being established.</li> <li>• Needing to provide TSI with approval to proceed with the 3<sup>rd</sup> phase of the project – preparation of the Master Plan.</li> </ul>	Ongoing		
<p><b>Waskatenau Intermunicipal Agreement:</b> This project was initially required as a result of the proposed development along the south side of the Hwy 28 adjacent to Waskatenau. There is a requirement to connect to the municipal services. The bylaw was presented and approved.</p> <p><b>Project progress:</b></p> <ul style="list-style-type: none"> <li>• Planning and Development is reviewing the service locations with the Village and preparing R/W agreements between the Village and Customer and County and Customer.</li> </ul>	Ongoing		
<p><b>Broadband Project:</b> Early in 2022, in conjunction to the announced funding by the Federal and Provincial governments, Council stated a desire to develop a project (or projects) to utilize this funding to provide better service within the County. Administration suggested that the County could contract the services of a consultant to determine needs within the County (including some periphery partners) and develop a strategy which could be used as the basis for a grant application. Council chose to invite representatives from service providers to speak with Council directly, as it was felt that these representatives would have industry knowledge of our area needs and could best recommend projects.</p> <p><b>Project progress:</b></p> <ul style="list-style-type: none"> <li>• The County is reviewing with MCSNet their proposed plan and provide a motion of 50% funding support for the study/design phase of the project through the NRED grant program.</li> <li>•</li> </ul>			
<p><b>UFA/Canoe – Missing Fuel:</b> Met with representatives of UFA and Canoe to discuss the ramifications of the missing fuel. Canoe is the</p>	Ongoing		

**Chief Administrative Officer**

Report Period: **Jan 20, 2022 to Feb 09, 2023**

procurement/invoicing agency to the County and UFA is the supplier of fuel to Canoe.

**Project progress:**

- The parties have agreed that they will be preparing revised invoices for the County.
- The County will be providing a listing of legitimate fuel usage from that unit.
- UFA is in the process of changing protocols of expired cards.
- UFA is going to provide the County with a listing of the concentration of winter additive and temperature rating of winter fuel in the future.

**HWY 28/63 COMMISSION**

**Hwy 28/63 Board meeting**

Dec 19/22

**Hwy 28/63 Legal:** A substantial amount of time is now going to be required as a result of trying to finalize the last 5% of the project. The Commission will need to apply for renewal of dispositions while working to finalize agreements to satisfy legal obligations and requirements.

Jan 20/23

Ongoing

**FINANCIAL**

**Projects**

**Date In Progress**

**Date Outstanding**

**Date Completed**

**2023 Budget (Council) Meeting** – The interim budget was adopted on Dec 14, 2022. The Council also tasked the CAO/Administration to review the budget of reducing the operating budget by 5% and providing impacts of that reduction prior to the adoption of the final budget.

Ongoing

**Project progress:**

- The Council reviewed the impacts of a 5% reduction with Department Managers and reviewed the budget in a workshop setting. The workshop re-affirmed that a reduction of that nature could not occur with a significant reduction of existing services.
- In the Strategic Plan the Council affirmed to maintain existing service levels.
- The next step will be to continue to review finances and strive for efficiencies wherever possible without compromising municipal service levels and to review programs to see whether levies for services can be adjusted to become a recoverable fee for service program.
- No change since last report. The County completed and efficiencies report for Council.

**HUMAN RESOURCES**

**Date**

**Date**

**Date**

**Chief Administrative Officer**

Report Period: **Jan 20, 2022 to Feb 09, 2023**

Projects	In Progress	Outstanding	Completed
<p><b>Welder:</b> The County welder position has not been filled. Applicants report that the County wages scale are too low.</p> <p><b>Project progress:</b></p> <ul style="list-style-type: none"> <li>Administration will be undertaking a second round of advertisements. We are utilizing the services of a casual employee to fill in for the interim period.</li> </ul>	Ongoing		
<p><b>Public Works Manager:</b> The Public Works Manager provided notice of retirement with a last day of Friday, April 28, 2023.</p> <p><b>Project progress:</b></p> <ul style="list-style-type: none"> <li>Administration is currently advertising for the position.</li> </ul>	Jan 13/23		

**COMMUNITY**

Projects	Date In Progress	Date Outstanding	Date Completed

**TRAINING**

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**COUNTY STRATEGIC PLAN**

<p><b>Strategic Plan:</b> A Strategic Plan is Council's plan for the next 3 years and beyond. It is a critical document for the CAO and Administration to prepare plans and budgets.</p> <p><b>Project progress:</b></p> <ul style="list-style-type: none"> <li>The draft strategic plan was presented to Council at the Jan 2023 meeting.</li> <li>The Council requested a public open house to roll out to the public on February 27, 2023 at 7:00 at Chambers and virtually.</li> <li>Once adopted, the CAO will then prepare the operational target/milestone report as well as the financial impact.</li> <li>The Council is already implementing some of the strategies such as lobby and priority planning.</li> </ul>	Ongoing		
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**Signature:**  
**Gene Sobolewski**

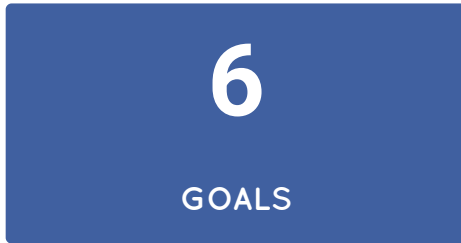
**County Council Meeting:** **Feb 09, 2023**



# COUNCIL DEPT. OP MEETING ACTION LIST FOR JAN. 24, 2023 AS OF

2023/02/06

5.1.3.i



Draft
  Not started
  Behind
  On Track
  Overdue
  Complete
 → Direct Alignment
----> Indirect Alignment

## GOAL

Meetin...	Motio...	Goal	Details	Owner	Progress Update	Cur...
		2023 01 24 Dept. Op. Council Meeting				On Track 73.2 / 100

Meetin...	Motio...	Goal	Details	Owner	Progress Update	Cur...
2023/01/24	276-23	→ <b>Policy Statement No. 03-40-04: Cold Weather – Equipment Mobilization</b>	That Smoky Lake County Policy Statement No. 03-40-04: Cold Weather – Equipment Mobilization, be reviewed at the next Joint Health & Safety Committee as well as at a future Policy Committee.	Legislative Service Clerk	<p><b>Patti Priest:</b></p> <p><b>Achievements:</b> The policy will be brought forward to the February 7, 2023 Policy Committee Meeting for Council's review and is on the agenda for the March 28, 2023 JH&amp;S Meeting.</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> On January 24, 2023, The CAO suggested to Public Works Manager &amp; Loss Prevention Officer to have a meeting with the operators who have to work in the cold to determine recommendations for working in a reasonable atmosphere and define what "emergency" is, to provide clarity.</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i></p>	Comple 100 / 100
2023/01/24	277-23	→ <b>Security Surveillance of County Property</b>	That Smoky Lake County administration bring forward a policy or policies relating to Security Surveillance of County Property, for Council's review at a future Policy Committee meeting.	Legislative Service Clerk	<p><b>Patti Priest:</b></p> <p><b>Achievements:</b> A policy on video surveillance has been drafted and emailed to the CAO for review on January 24, 2023. Once the policy is tuned to our needs, it can be brought to a Policy Committee meeting for Council's review.</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i></p>	Comple 100 / 100



Meetin...	Motio...	Goal	Details	Owner	Progress Update	Cur...
2023/01/24	278-23	→ <b>Disaster Services Plan</b>	That Smoky Lake County Council direct the Chief Administrative Officer to ensure the Loss Prevention Coordinator is prepared to provide Council with an update at the March 2023 Council meeting, in respect to the Disaster Services Planning and funding opportunities available in relation to Disaster Services.	Safety Officer	<p><b>Patti Priest:</b></p> <p><b>Achievements:</b> The Loss Prevention Office has been assigned take action on this motion on January 25, 2023 and a copy of this motion has been emailed to the CAO and Loss Prevention Officer, for reference and action, on February 6, 2023.</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i></p>	On Track 27 / 100
2023/01/24	279-23	→ <b>Fine and Penalties Relating to RVs and Municipally Owned Lands</b>	That Smoky Lake County administration undertake drafting a bylaw to amend the Land Use Bylaw and remove the provisions which regulate RVs in hamlets and on lake lots, and instead establish a stand-alone Penalties Bylaw with enforceable fines and penalties in respect to RVs, and removal of vegetation and encroachments on County Owned Lands etc., for consideration at a future Council Meeting held prior to the camping season.	Planning & Development Manager	<p><b>Jordan Ruegg:</b></p> <p><b>Achievements:</b> The Planning and Development Manager, the Planning Technician, Chief Administrative Officer and the Bylaw Enforcement Officer held a meeting on Friday, February 10, 2023, to discuss the development of a bylaw respecting recreational vehicles on municipally-owned lands and enforcement of provisions related to them. Following this discussion a draft bylaw will be prepared for discussion at a future Committee of the Whole meeting.</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i></p>	On Track 39 / 100
2023/01/24	281-23	→ <b>Training Events – Reports to Council</b>	<p>That Smoky Lake County Council acknowledge receipt of the Reports produced in accordance with Management Policy Statement No. 01-M-41: Reporting on Training Events, received from:</p> <p>Environment &amp; Parks:  Ø 2022 Health, Safety &amp; Utility Conference &amp; Trade Show, taken by Terry Bodnar, on November 30, 2022 to December 1, 2022; and</p> <p>Agricultural Service Board:  Ø In Service Training, taken by Tori Stang and Amanda Kihn, on December 5-9, 2022.</p> <p>And the report received from Terry Bodnar be updated to include the costs and brought forward to the next Council Departmental Operations Meeting.</p>	Municipal Clerk	<p><b>Jenna Preston:</b></p> <p><b>Achievements:</b> Training reports filed electronically and in the vault under file number 1-289.</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i></p>	Completed 100 / 100

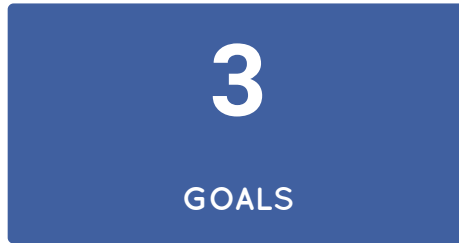




# COUNCIL SPECIAL MEETING ACTION LIST FOR JAN. 24, 2023 AS OF

2023/02/06

5.1.3.ii



● Draft ● Not started ● Behind ● On Track ● Overdue ● Complete → Direct Alignment ----> Indirect Alignment

## GOAL

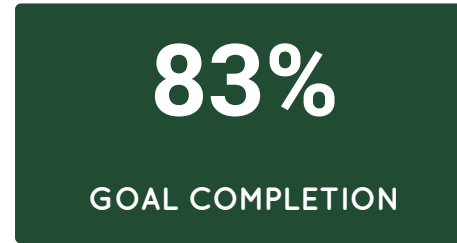
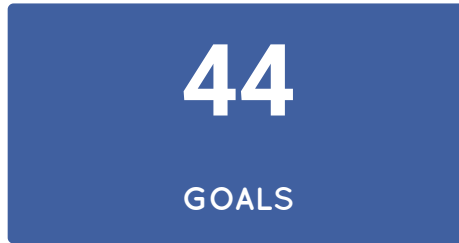
Meetin...	Motio...	Goal	Details	Owner	Progress Update	Cur...
		2023 01 24 Special Council Meeting				Comple
2023/01/24	286-23	→ Northern Regional Economic Development (NRED) Program – Funding Commitment	That Smoky Lake County Council <b>approve to commit a municipal funding</b> contribution in the amount of \$125,000.00, funded from reserves towards a proposed project titled: Broadband and Economic Needs Assessment, <b>subject to</b> receiving the Alberta Government’s Northern Regional Economic Development (NRED) Program’s matching (50%) funds for the said project estimated to cost in the total amount of \$250,000.00.	Legislative Service Clerk	<p><b>Patti Priest:</b></p> <p><b>Achievements:</b> A copy of this motion was provided to Michelle Wright, CEDO, who has submitted the application under the Reeve's name and direction. This motion is required to be submitted as part of the application. The notice of award (or denial) will be acknowledge by Council motion when it is received and the funds from reserves will be allocated as per motion.</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i></p>	Comple 100 / 100

Meetin...	Motio...	Goal	Details	Owner	Progress Update	Cur...
2023/01/24	287-23	↳ <b>Northern Regional Economic Development (NRED) Program – Support of the Application</b>	That Smoky Lake County Council <b>support the application</b> submitted on Sunday, January 22, 2023, in the County's name to the Alberta Government's Northern Regional Economic Development (NRED) Program, for 50% funding in the amount of \$125,000.00 towards a \$250,000.00 proposed project titled: <b>Broadband and Economic Needs Assessment</b> , pursuant to the discussions held with the Chief Administrative Officer on January 20, 2023.	Legislative Service Clerk	<b>Patti Priest:</b> <b>Achievements:</b> A copy of this motion was provided to Michelle Wright, CEDO, who has submitted the application under the Reeve's name and direction. This motion is required to be submitted as part of the application.  <b>Challenges:</b> <i>No value</i>  <b>Next Steps:</b> <i>No value</i>	Complet 100 / 100



# COUNCIL MEETING ACTION LIST FOR JAN. 26, 2023 AS OF 2023/02/09

5.1.3.iii



● Draft ● Not started ● Behind ● On Track ● Overdue ● Complete → Direct Alignment ----> Indirect Alignment

## GOAL

Meetin...	Motio...	Goal	Details	Owner	Progress Update	Cur...
		<b>2023 01 26 Regular Council Meeting</b>				On Track 83.47 / 100
2023/01/26	295-23	→ <b>Rural Municipalities of Alberta (RMA) Spring Convention</b>	That Smoky Lake County Council and relevant Administration who can attend – attend the Rural Municipalities of Alberta (RMA) Spring Convention scheduled for March 20-22, 2023 to be held at the Edmonton Convention Centre, in Edmonton Alberta.	Legislative Service Clerk	<b>Patti Priest:</b> <b>Achievements:</b> 5 Councillors, CAO, Planning Manager & Planning Technician, have all been registered to attend and rooms have been booked.  <b>Challenges:</b> <i>No value</i>  <b>Next Steps:</b> <i>No value</i>	Comple 100 / 100

Meetin...	Motio...	Goal	Details	Owner	Progress Update	Cur...
2023/01/26	296-23	→ <b>Bylaw No. 1422-22: Subdivision and Development Appeal Board (SDAB)</b>	That Smoky Lake County Council defer <b>Bylaw No. 1422-22: Subdivision and Development Appeal Board (SDAB)</b> , to a future meeting of Council.	Planning & Development Manager	<p><b>Jordan Ruegg:</b></p> <p><b>Achievements:</b> The Planning and Development Manager and the Planning and Development Technician will be meeting with legal counsel from Brownlee LLP. on Wednesday, February 8, 2023, to receive legal advice on proposed Bylaw 1422-22: Subdivision and Development Appeal Board. Once the advice from legal counsel has been obtained, the Planning and Development Department will consolidate it into said Bylaw and forward to a future County Council meeting for consideration for Second and Third Readings.</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i></p>	On Track 35 / 100
2023/01/26	197-23	→ <b>Bylaw No. 1429-23: Road Closure- Undeveloped Government Road Allowance; East Side of River Lot 10 (Victoria Settlement)</b>	That Smoky Lake County Bylaw No. 1429-23: Road Closure- Undeveloped Government Road Allowance; East Side of River Lot 10 (Victoria Settlement), in accordance with Section 22 of the Municipal Government Act, Chapter M-26, revised statute of Alberta 20000, as amended, be given <b>FIRST READING</b> ; and <b>schedule a Public Hearing</b> for the said bylaw, on a date to be determined by Council.	Planning & Development Manager	<p><b>Jordan Ruegg:</b></p> <p><b>Achievements:</b> The Planning and Development Manager has sent notice of the proposed Bylaw 1429-23 to affected agencies and a Public Hearing will be scheduled for the March 16, 2023 Council meeting.</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i></p>	On Track 25 / 100
2023/01/26	298-23	→ <b>Bylaw No. 1430-23: Planning &amp; Development Public Hearing Procedures</b>	<p>That Smoky Lake County Bylaw No. 1430-23: Planning and Development Public Hearing Procedures, for the purpose of establishing public hearing procedures for Planning and Development held by the Council of Smoky Lake County, be given <b>FIRST READING</b>.</p> <p>Carried.</p> <p>Moved by Councillor Gawalko, that Smoky Lake County Bylaw No. 1430-23: Planning and Development Public Hearing Procedures, for the purpose of establishing public hearing procedures for Planning and Development held by the Council of Smoky Lake County, be given <b>SECOND READING</b>.</p> <p>Carried.</p>	Planning & Development Manager	<p><b>Jordan Ruegg:</b></p> <p><b>Achievements:</b> The Communications Technician posted proposed Bylaw 1430-23: <i>Planning and Development Public Hearing Procedures</i> to the County's website on February 3, 2023. Said Bylaw will be forwarded to the February 15, 2023 Smoky Lake County Council meeting for consideration of Third Reading.</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i></p>	On Track 95 / 100

Meetin...	Motio...	Goal	Details	Owner	Progress Update	Cur...
2023/01/26	300-23	→ <b>Bylaw No. 1431-23: Planning &amp; Development Fees</b>	That Smoky Lake County Bylaw No. 1431-23: Planning & Development Fees, for the purpose of establishing fees for planning and development for Smoky Lake County, be given <b>FIRST READING</b> ....  ....be given <b>THIRD &amp; FINAL READING</b> ; and that the Reeve and the Chief Administrative Officer are hereby authorized to affix their signatures to all necessary documents and the corporate seal also be fastened where it is deemed to be necessary.	Planning & Development Manager	<b>Jordan Ruegg:</b>  <b>Achievements:</b> Bylaw 1431-23: <i>Planning and Development Fees</i> was given First, Second and Third Readings at the January 26, 2023 Smoky Lake County Council meeting and will be uploaded to the County's website once it has been signed and executed by the Reeve and the Chief Administrative Officer.  <b>Challenges:</b> <i>No value</i>  <b>Next Steps:</b> <i>No value</i>	On Track 95 / 100
2023/01/26	301-23	→ <b>Policy Statement No. 07-09-01: Alberta Bilingual Municipalities Association (ABMA) - Liaison Committee Terms of Reference</b>	That Smoky Lake County Policy Statement No. No. 07-09-01: Alberta Bilingual Municipalities Association (ABMA) - Liaison Committee Terms of Reference, be adopted:	Municipal Clerk	<b>Jenna Preston:</b>  <b>Achievements:</b> Policy Statement No. 07-09-01: Alberta Bilingual Municipalities Association (ABMA) - Liaison Committee Terms of Reference was sent to Communications on January 31, 2023 and posted to the website the same day as well as released to staff via policy memo.  <b>Challenges:</b> <i>No value</i>  <b>Next Steps:</b> <i>No value</i>	Completing 100 / 100
2023/01/26	302-23	→ <b>Alberta Bilingual Municipalities Association (ABMA) - Liaison Committee Appointments</b>	That Smoky Lake County appoint Councillors Cere and Fenerty as the member and alternate respectively until the October 2023 Organizational Meeting, in accordance with Proposed Policy Statement 07-09-01: Alberta Bilingual Municipalities Association (ABMA) - Liaison Committee Terms of Reference.	Legislative Service Clerk	<b>Patti Priest:</b>  <b>Achievements:</b> The Municipal Committee appointments list was updated, distributed and posted to the Website. The organization was also emailed a letter with a copy of this motion and the appointees contact information, on February 6, 2023.  <b>Challenges:</b> <i>No value</i>  <b>Next Steps:</b> <i>No value</i>	Completing 100 / 100

Meetin...	Motio...	Goal	Details	Owner	Progress Update	Cur...
2023/01/26	303-23	→ <b>Policy Statement No. 04-05-01: North Saskatchewan Watershed Alliance (NSWA) - Liaison Committee Terms of Reference</b>	That Smoky Lake County Policy Statement No. 04-05-01: North Saskatchewan Watershed Alliance (NSWA) - Liaison Committee Terms of Reference, be adopted:	Municipal Clerk	<p><b>Jenna Preston:</b></p> <p><b>Achievements:</b> Policy Statement No. 04-05-01: North Saskatchewan Watershed Alliance (NSWA) - Liaison Committee Terms of Reference was sent to Communications on January 31, 2023 and posted to the website the same day as well as released to staff via policy memo.</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i></p>	Completed 100 / 100
2023/01/26	304-22	→ <b>North Saskatchewan Watershed Alliance (NSWA) - Liaison Committee Appointment</b>	That Smoky Lake County appoint Councillors Fenerty as the member and Councillor Halisky as the alternate respectively until the October 2023 Organizational Meeting, in accordance with Policy Statement 04-05-01: North Saskatchewan Watershed Alliance (NSWA) - Liaison Committee Terms of Reference.	Legislative Service Clerk	<p><b>Patti Priest:</b></p> <p><b>Achievements:</b> The Municipal Committee appointments list was updated, distributed and posted to the Website. The organization was also emailed a letter with a copy of this motion and the appointees contact information, on February 6, 2023.</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i></p>	Completed 100 / 100
2023/01/26	306-23	→ <b>Bylaw No. 1428-23: Solid Waste Regulations and Fines</b>	<p>That Smoky Lake County Bylaw No. 1428-23: Solid Waste Regulations and Fines, for the purpose of establishing regulations and fines for solid waste sites, as amended, be given <b>FIRST READING</b>....</p> <p>...be given the <b>THIRD and FINAL READING</b> and that the Reeve and the Chief Administrative Officer are hereby authorized to fix their signatures to all necessary documents and the corporate seal also be fastened where it is deemed to be necessary.</p>	Legislative Service Clerk	<p><b>Jenna Preston:</b></p> <p><b>Achievements:</b> Bylaw No.1428-23: Solid Waste Regulations and Fines was signed, sealed and filed then sent to the Executive Services Clerk to post on County website on January 27, 2023.</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i></p>	Completed 100 / 100



Meetin...	Motio...	Goal	Details	Owner	Progress Update	Cur...
2023/01/26	307-23	→ <b>Fire Department Storage Building Rental Agreement</b>	That Smoky Lake County acknowledge receipt of the Town of Smoky Lake Council's December 12, 2022 Motion moved by Councillor Prockiw-Zarusky "that Town of Smoky Lake approve the rental agreement with Smoky Lake County for 2,000 sq. ft. of the Storage Building, located at 230 West Railway Drive in Smoky Lake, at a rate of \$10,860 annually, retroactive to June 1, 2022, as per the proposed rental agreement, as presented"; <b>and</b> execute the said rental agreement.	Fire Chief	<p><b>Scott Franchuk:</b></p> <p><b>Achievements:</b> Smoky Lake County Fire Protective Services personnel contacted the Town of Smoky Lake CAO to send the Fire Department Storage Building Rental Agreement to be execute on February 3, 2023. The agreement was executed on February 9, 2023</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i></p> <p><b>Jenna Preston:</b></p> <p><b>Achievements:</b> The agreement was 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>	Comple 100 / 100
2023/01/26	308-23	→ <b>Alberta's Lakeland Destination Marketing Organization (DMO) Liaison Committee Appointments</b>	That Smoky Lake County Councillor Lorne Halisky be appointed as members to Alberta's Lakeland Destination Marketing Organization (DMO) - Liaison Committee; and Councillor Jered Serben be appointed as alternate in accordance with Policy Statement No. 07-08-01: Alberta's Lakeland Destination Marketing Organization (DMO) - Liaison Committee Terms of Reference.	Legislative Service Clerk	<p><b>Patti Priest:</b></p> <p><b>Achievements:</b> The Municipal Committee appointments list was updated, distributed and posted to the Website. The organization was also emailed a letter with a copy of this motion and the appointees contact information, on February 6, 2023.</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i></p>	Comple 100 / 100

Meetin...	Motio...	Goal	Details	Owner	Progress Update	Cur...
2023/01/26	309-23	→ <b>Request for Write Off of Fire Invoice Penalties applied to Tax Roll No. 13603631</b>	That Smoky Lake County waive any March 2023 penalties on Tax Roll No. 13603631, relating to outstanding charges applied from the emergency services provided on September 23, 2019, at the municipal address of 13077 – Twp 610, subject to the remaining balance in the amount of \$786.90 being paid in full or entered into a payment plan through a Tax Agreement (as per Policy Statement No. 12-01-10), by February 28, 2023.	Fire Chief	<p><b>Scott Franchuk:</b></p> <p><b>Achievements:</b> A letter was written explaining Council's decision and sent to the landowner on February 8, 2023.</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> As of February 8, 2023, there has been no payment received.</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i></p>	Completed 100 / 100
2023/01/26	310-23	→ <b>Waskatenau Fire Department Engine 403 - Repair</b>	That Smoky Lake County Council approve to repair Waskatenau Fire Department Engine Unit 403, at a cost of \$84,231.50 plus a 10 percent contingency to not exceed the amount of \$92,654.65.	Fire Chief	<p><b>Scott Franchuk:</b></p> <p><b>Achievements:</b></p> <p>The repair quote was signed off by the CAO on January 26, 2023 and emailed to the Rocky Mountain Phoenix service managers. Smoky Lake County Fire Chief received an email on January 27, 2023 confirming the repair request approved and estimated time of arrival for the new pump was May 6, 2023</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i></p>	Completed 100 / 100
2023/01/26	311-23	→ <b>Waskatenau Fire Department Engine Unit 403 - Frontline Pumper Truck Replacement</b>	That Smoky Lake County Council approve to proceed with the procurement process, in accordance with Policy Statement No. 08-16-01: Purchasing Guidelines, to obtain quotes for a Frontline Pumper Truck to replace Waskatenau Fire Department Engine Unit 403.	Fire Chief	<p><b>Scott Franchuk:</b></p> <p><b>Achievements:</b></p> <p>Smoky Lake County Fire Protective Services personnel have contacted Rocky Mountain Phoenix, Fort Garry Fire Trucks, HUB and Whole Sale Fire about the purchase of a new truck and requested to provide a quote from the specs given by the Fire Chief on February 2, 2023. The sales departments informed the Fire Protective Services personnel they would need 2-3 weeks to complete the quotes.</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i></p>	On Track 68 / 100

Meetin...	Motio...	Goal	Details	Owner	Progress Update	Cur...
2023/01/26	312-23	→ <b>Policy Statement No. 03-18-18: Five-Year Road Plan</b>	That Smoky Lake County Policy Statement No. 03-18-18: Five-Year Road Plan, be amended:	Municipal Clerk	<p><b>Jenna Preston:</b></p> <p><b>Achievements:</b> Policy Statement No. 03-18-18: Five-Year Road Plan was sent to Communications on February 2, 2023 to post on the County website. Policy was posted on February 3, 2023 and a policy memo was sent out to staff the same day.</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i></p>	Completed 100 / 100
2023/01/26	313-23	→ <b>ALL-NET Service Tracker</b>	That Smoky Lake County Council acknowledge the successful completion of the 6-month trial period ending January 1, 2023 for the pilot project titled: "Service Tracker - (Council – Request for Information)" through the All-Net Municipal Solutions' software application, for the purpose of tracking, managing, and reporting, on service requests from internal sources; and review Policy Statement No. 01-28-02: Council – Request for Information, at a future Policy Committee Meeting to align the policy with the process; and re-evaluate the process in January 2024 for possible future expansion of this service to the public through the County's website.	GIS Technician	<p><b>Patti Priest:</b></p> <p><b>Achievements:</b> Policy Statement No. 01-28-02: Council – Request for Information, was added to the ongoing list of Policies to reviewed and will be brought forward by administration when ready.</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i></p>	On Track 18 / 100

Meetin...	Motio...	Goal	Details	Owner	Progress Update	Cur...
2023/01/26	314-23	→ <b>Meetings with Ministers</b>	<p>That Smoky Lake County pursue individual meetings with the following Ministers to discuss and advocate for the following:</p> <p>Honourable Jason Copping, Minister of Health to discuss the:</p> <ul style="list-style-type: none"> <li>• current medical services and possible medical services available in Smoky Lake and Vilna Hospitals,</li> <li>• Emergency Medical Services (EMS) wait times and costs incurred for Smoky Lake “Local” Fire Department, such as Primary Care Paramedic training, Fire Departments attending to additional Medical Calls, and</li> <li>• Doctor and Medical Staff recruitment and retention;</li> </ul> <p>Honourable Devin Dreeschen, Minister of Transportation &amp; Economic Corridors to discuss the:</p> <ul style="list-style-type: none"> <li>• portion of Highway 28 past the Town of Smoky Lake and the need for a speed limit reduction and increase of turning lanes,</li> <li>• Highways 857 and 28 need for resurfacing and passing / turning lanes throughout,</li> <li>• lack of accesses off Highway 28 hindering economic development,</li> <li>• lack of support from Emcon for Highway Emergency Response support &amp; OHS Prime Contractor Signage, and</li> <li>• need for more bridge funding;</li> </ul> <p>Honourable Tyler Shandro, Minister of Justice to discuss the:</p> <ul style="list-style-type: none"> <li>• reopening of the Smoky Lake Courthouse,</li> <li>• Justice System, court dockets overloads, funding programs such as Restorative Justice, Citizens on Patrol, Rural Crime Watch</li> <li>• lack of Crown Prosecutors in our region, and</li> <li>• Alberta Policing.</li> </ul>	Legislative Service Clerk	<p><b>Patti Priest:</b></p> <p><b>Achievements:</b> Individual requests were sent out on February 7, 2023 to meet with each Minister during the upcoming Spring 2023 Rural Municipalities of Alberta (RMA) convention in Edmonton, between March 20-22, 2023 at the Legislature Building, or at the Minister’s convenience. Once meeting dates are confirmed (or denied), progress on this motion will be updated.</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i></p>	On Track 43 / 100
2023/01/26	315-23	→ <b>2023 Lakeland Agricultural Research Association (LARA) Agreement</b>	That Smoky Lake County Council <b>defer</b> the Operational Funding Agreement with Lakeland Agricultural Research Association (LARA), effective January 1, 2023 and expiring on December 31, 2023, with an Extension Programming funding contribution in the amount of \$55,000.00 to LARA for Year-2023 for the continuation of receiving unbiased environmental and extension programming for the Smoky Lake County Agricultural Community.	Assistant Agricultural Fieldman	<p><b>Patti Priest:</b></p> <p><b>Achievements:</b> This item will be brought t the Feb. 15 2023 Council Meeting.</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i></p>	Comple 100 / 100

Meetin...	Motio...	Goal	Details	Owner	Progress Update	Cur...
2023/01/26	316-23	<p>→ <b>Northeast Mayors Reeve &amp; Indigenous Leader Caucus' Lobbying Effort Funding Request</b></p>	<p>That Smoky Lake County providing funding in the amount of \$2,000.00 towards the Northeast Mayors Reeve &amp; Indigenous Leader Caucus' advocacy and lobbying efforts in respect to Highway 28, in response to the email from Kirk Perrin, Mayor, Town of Lamont, dated January 20, 2023, providing the request from the Northeast Mayors Reeve &amp; Indigenous Leader Caucus' meeting held on January 16, 2023.</p>	Finance Manager	<p><b>Patti Priest:</b></p> <p><b>Achievements:</b> Chq 530185, \$2,000, dated Feb. 08</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i></p>	<p>Comple 100 / 100</p>
2023/01/26	318-23	<p>→ <b>Recreational Trail Roadway License Agreement Application RLA-001-23 Undeveloped Road Allowances: Smoky Lake Trail Twisters</b></p>	<p>That Smoky Lake County Council <b>approve</b> the Recreational Trail Roadway License Agreement Application #RLA-001-23, from the Smoky Lake Trail Twisters Snowmobile Club, with a twenty (20) year term commencing on January 26, 2023 and expiring on January 26, 2043, unless otherwise terminated sooner, for the purpose of snowmobiling, and installing centerline gates and appropriate signage, on the undeveloped road allowances described as:</p> <ul style="list-style-type: none"> <li>- Range Road 144: between Township Roads 601 and 620,</li> <li>- Range Road 145: between Iron Horse Trail and Township Road 601,</li> <li>- Township Road 601: between Range Roads 144 and 145,</li> </ul> <p><b>and</b>, acknowledge Council agrees to waive Section 3.4 of Policy Statement No. 07-03-01: Recreational Train Roadway License Agreement for the said application;</p> <div data-bbox="562 971 1146 1123" style="border: 1px solid black; height: 94px; width: 278px; margin: 10px 0;"></div> <p><b>and</b> further instruct administration to review the said policy and provide its' recommendations at a future Policy Committee meeting.</p>	Planning & Development Manager	<p><b>Jordan Ruegg:</b></p> <p><b>Achievements:</b> The Planning and Development Department will meet with representatives from the Smoky Lake Trail Twisters Snowmobile Club to sign and execute Recreational Roadway License Agreement RLA-001-23 once the required documentation from the Club has been provided to the satisfaction of the Department.</p> <p>The Planning and Development Department will also review Smoky Lake County Policy Statement No. 07-03: <i>Recreational Trail Roadway License Agreement</i> and bring forwards its recommendations to the March Policy Committee meeting.</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i></p> <p><b>Jenna Preston:</b></p> <p><b>Achievements:</b> The roadway license agreement was 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>On Track 75 / 100</p>

Meetin...	Motio...	Goal	Details	Owner	Progress Update	Cur...
2023/01/26	319-23	→ <b>Strategic Plan 2023-2025 – Open House</b>	That Smoky Lake County Council acknowledge receipt of the draft 2023-2025 Strategic Plan, as amended, and <b>schedule an Open House</b> for public feedback on <b>Monday, February 27, 2023 at 7:00 p.m.</b> to be held virtually and in County Council Chambers.	Communications Technician	<b>Evonne Zukiwski:</b> <b>Achievements:</b> <ul style="list-style-type: none"> <li>• Strategic Plan Open House advertised in the following places: <ul style="list-style-type: none"> <li>- Strategic Plan webpage created and launched with Open House details- February 6, 2023</li> <li>- 'Save the Date' ad placed in the February edition of the Smoky Lake County Grapevine (published February 8, 2023)</li> <li>- Strategic Plan ad placed in the Redwater Review for publishing February 15, 2023</li> <li>- Open House event and meeting link added to the Smoky Lake County event website calendar- February 6, 2023</li> <li>- Open House advertising scheduled on social media for February 8, February 16, February 24 and February 27, 2023</li> </ul> </li> </ul> <b>Challenges:</b> <i>No value</i> <b>Next Steps:</b> <i>No value</i>	Completing 100 / 100
2023/01/26	321-23	→ <b>Cost Recovery for Maintenance of Roads</b>	That Smoky Lake County Council direct the Chief Administrative Officer to review all County processes relating to cost recovery for maintaining roads, through County policies and/or bylaws relating to road use, and bring the information forward to future meeting.	Legislative Service Clerk	<b>Patti Priest:</b> <b>Achievements:</b> All policies relating this will be prioritized on the long list of policies to be reviewed and will be brought to Council in due course. <b>Challenges:</b> <i>No value</i> <b>Next Steps:</b> <i>No value</i>	On Track 23 / 100

Meetin...	Motio...	Goal	Details	Owner	Progress Update	Cur...							
2023/01/26	322-23	→ <b>Hillside Acres Recreation Area – Grant Funding Availability</b>	funding availability for an unbudgeted project at Hillside Acres to evaluate the public recreation areas for the purpose of addressing the lack of recreational opportunities in the subdivision, including beach, park and public boat launch/dock.	Legislative Service Clerk	<p><b>Patti Priest:</b></p> <p><b>Achievements:</b> In the short time we've had to research, it appears there are some grants available for Capital and but not necessarily for a study. We will continue to stay alert for any grant opportunities that may be applicable. This will be noted in the CAO's report.</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i></p>	On Track 21 / 100							
2023/01/26	324-23	→ <b>Year-2022 Tax Sale –Tax Roll #27150120 on Lot 20; Block 1; Plan 1039CL</b>	That Smoky Lake County, further to Council's December 14, 2022, Motion #207-22, acknowledge the land title <b>was not transferred</b> for Tax Roll #27150120 legally described as Lot 20; Block 1; Plan 1039CL, even though it was declared sold at the Tax Sale held on December 13, 2022, due to a process error as a result of partial payments made since 2018, <b>and therefore</b> the tax recovery notification process will be re-started pursuant to the Municipal Government Act, RSA2000, Chapter M-26, S. 423.	Finance Manager	<p><b>Debbie Hackman:</b></p> <p><b>Achievements:</b> Notification discharge at land titles has been submitted and will be added to the tax recovery list for 2023 in March.</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i></p>	Completing 100 / 100							
2023/01/26	326-23	→ <b>Family and Community Support Services (FCSS) Grant</b>	That Smoky Lake County <b>approve</b> to allocate funding from the <b>2023</b> Family and Community Support Services (FCSS) Grant budget in accordance with Policy No. 08-17-01: Family and Community Support Services (FCSS) grant as follows:	Finance Manager	<p><b>Brenda Adamson:</b></p> <p><b>Achievements:</b> Cheque 52994 for \$1,0000 payable to Smoky Lake Legion Br #227 was created Feb 1, 2022</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i></p>	Completing 100 / 100							
			<table border="1"> <thead> <tr> <th>Community Group</th> <th>Eligibility</th> <th>Funding</th> </tr> </thead> <tbody> <tr> <td>Royal Canadian Legion Branch 227</td> <td>To purchase supplies to provide activities for people in the Legion Building</td> <td>\$1,000.00</td> </tr> </tbody> </table>	Community Group	Eligibility	Funding	Royal Canadian Legion Branch 227	To purchase supplies to provide activities for people in the Legion Building	\$1,000.00				
Community Group	Eligibility	Funding											
Royal Canadian Legion Branch 227	To purchase supplies to provide activities for people in the Legion Building	\$1,000.00											
2023/01/26	327-23	→ <b>Smoky Lake Trail Twisters</b>	Smoky Lake County Council authorize payments in the amount of \$2,000.00 for the Year-2022 and in the amount of \$2,000.00 the Year-2023, <b>for a total amount of \$4,000.00</b> to the Smoky Lake Trail Twisters for the winter grooming of the portion of the Iron Horse Trail that lies within County boundaries.	Finance Manager	<p><b>Patti Priest:</b></p> <p><b>Achievements:</b> Chq 52994, \$4,000, dated Feb 01</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i></p>	Completing 100 / 100							

Meetin...	Motio...	Goal	Details	Owner	Progress Update	Cur...
2023/01/26	329-23	→ <b>RCMP Liaison Committee - Smoky Lake RCMP "Coffee with a Cop"</b>	That Smoky Lake County acknowledge receipt of the Smoky Lake RCMP's events poster for "Coffee with a Cop" detailing the dates and locations for Year-2023, and post the information on the County's website under Community Events.	Communications Technician	<b>Evonne Zukiwski:</b> <b>Achievements:</b> <ul style="list-style-type: none"> <li>All 2023 'Coffee with a Cop' dates posted to the Smoky Lake County website under 'Community Events' - January 3, 2023</li> </ul> <b>Challenges:</b> <i>No value</i> <b>Next Steps:</b> <i>No value</i>	Compleat 100 / 100
2023/01/26	330-23	→ <b>Lakeland Industry and Community Association (LICA) – Stewardship Meeting</b>	That the information received by Smoky Lake County from Lakeland Industry and Community Association (LICA), dated January 4, 2023, in respect to Alberta Lake Management Society's 4th Lake Stewardship Community of Practice Zoom meeting scheduled for February 16, 2023, be filed for information.	Municipal Clerk	<b>Jenna Preston:</b> <b>Achievements:</b> Correspondence was filed in Municipal file 1-244. <b>Challenges:</b> <i>No value</i> <b>Next Steps:</b> <i>No value</i>	Compleat 100 / 100
2023/01/26	331-23	→ <b>NE Alberta Mayors, Reeves, and Indigenous Leaders Caucus</b>	That Smoky Lake County Council approve action taken by Reeve and Deputy Reeve in attending the NE Alberta Mayors, Reeves, and Indigenous Leaders Caucus, meeting held on January 16, 2023 at Kinosoo Ridge Ski Resort.	Legislative Service Clerk	<b>Patti Priest:</b> <b>Achievements:</b> Noted on the Action List for audit accountability of Council activities and expenses. <b>Challenges:</b> <i>No value</i> <b>Next Steps:</b> <i>No value</i>	Compleat 100 / 100
2023/01/26	332-23	→ <b>Whitefish Lake First Nation #128 – Invitation to Dialogue</b>	That Smoky Lake County Council approve action taken by the Reeve in providing a letter to Whitefish Lake First Nation #128 Chief Stan Houle, dated January 10, 2023, in respect to extending an invitation to dialogue with Whitefish Lake First Nation #128 leadership to get to know each other better and to help understand how to be a more supportive neighbour.	Legislative Service Clerk	<b>Patti Priest:</b> <b>Achievements:</b> A meeting with WFLFN#128 is scheduled for February 13, 2023 at 2pm at the WFLFN#128 Band Office. <b>Challenges:</b> <i>No value</i> <b>Next Steps:</b> <i>No value</i>	Compleat 100 / 100
2023/01/26	334-23	→ <b>North Saskatchewan Watershed Alliance (NSWA) – Year-2023 Membership</b>	That Smoky Lake County approve to purchase a Year-2023 membership to the North Saskatchewan Watershed Alliance (NSWA), in the amount of \$1,230.50, in response to the letter from Stephanie Neufeld, Chair, North Saskatchewan Watershed Alliance, dated September 1, 2022.	Finance Manager	<b>Brenda Adamson:</b> <b>Achievements:</b> Cheque 52987 for \$1,230.50 payable to North Sask Watershed Alliance was sent Feb 2, 2023. <b>Challenges:</b> <i>No value</i> <b>Next Steps:</b> <i>No value</i>	Compleat 100 / 100



Meetin...	Motio...	Goal	Details	Owner	Progress Update	Cur...
2023/01/26	335-23	→ <b>County of Vermilion River – Request to end Drilling Tax Breaks</b>	That Smoky Lake County acknowledge receipt of the letter from Stacey Hryciuk, Reeve, County of Vermilion River, dated January 10, 2023, to the Honourable Rebecca Schulz, Minister of Municipal Affairs, requesting advocacy to end drilling tax breaks; and submit a letter to the Minister of Municipal Affairs supporting same.	Legislative Service Clerk	<p><b>Patti Priest:</b></p> <p><b>Achievements:</b> A letter was drafted under the Reeve's signature as per motion, and sent to the Minister of Municipal Affairs, and cc'd to Premier Danielle Smith, Minister of Energy Pete Guthrie, Minister of Jobs, Economy and Northern Development Brian Jean, MLA Athabasca-Redwater-Westlock – Glenn van Dijken, &amp; Alberta Counties, Municipal Districts and Rural Municipalities of Alberta. Municipal File: 12-45</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i></p>	On Track 68 / 100
2023/01/26	336-23	→ <b>Northern Lights Library System Board</b>	That Smoky Lake County accept and acknowledge the Northern Lights Library System Board (NLLS) Year-2023 requisition with a 1.5% increase for Smoky Lake County from the amount of 10.46 per capita to the amount of \$10.62 per capita based on a population of 2459 for a total levy in the amount of \$26,114.58, as per the correspondence received from Vicky Lefebvre, Chairman of Northern Lights Library System Board and James MacDonald, Executive Director of Northern Lights Library System Board, dated December 2022.	Finance Manager	<p><b>Patti Priest:</b></p> <p><b>Achievements:</b> A copy of this motion was emailed to: Terri Hampson, Operations &amp; Finance Manager, Northern Lights Library System, on February 8, 2023 for their records.</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i></p>	Completed 100 / 100
2023/01/26	337-23	→ <b>Rural Municipalities of Alberta (RMA) - Winter 2023 Position Statements</b>	That Smoky Lake County acknowledge receipt of the correspondence bulletin from Karrina Jung, Policy Advisor, Wyatt Skovron, Manager of Policy & Advocacy, Rural Municipalities of Alberta (RMA), dated December 21, 2022, listing the RMA's Winter 2023 Position Statements; and retain the information as a resource in local advocacy efforts.	Municipal Clerk	<p><b>Jenna Preston:</b></p> <p><b>Achievements:</b> Correspondence was filed in Municipal file 1-10.</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i></p>	Completed 100 / 100
2023/01/26	338-23	→ <b>Spedden Waste Management Facility Closure/Post-Closure Cost Assessment</b>	That Smoky Lake County acknowledge receipt of the correspondence from Omni-McCann Inc. representatives: D. Royce Sather, P.L.(Eng.) and Davan Russell, P.Eng., Responsible Member, dated December 23, 2022, in respect to the future closure cost assessment of the Spedden Waste Management Facility based on its life expectancy of 22 years, recommending annual contributions for: Closure in the amount of \$7,635 per year and Post-Closure in the amount of \$18,360, for a total yearly allocation in the amount of \$25,995 per year.	Finance Manager	<p><b>Patti Priest:</b></p> <p><b>Achievements:</b> This correspondence was saved under Municipal File: 4-41 for future reference.</p> <p><b>Challenges:</b> <i>No value</i></p> <p><b>Next Steps:</b> <i>No value</i></p>	On Track 23 / 100

Meetin...	Motio...	Goal	Details	Owner	Progress Update	Cur...
2023/01/26	339-23	→ <b>Municipal Sustainability Program (MSP) Funding for the County's 2022 Gravel Program</b>	That Smoky Lake County acknowledge receipt of the letter from Rebecca Schulz, Minister, Alberta Municipal Affairs, dated December 16, 2022, approving the County's 2022 Gravelling Program project in lieu of the previously approved Range Road 181 Rehabilitation project through the Municipal Stimulus Program (MSP); and further acknowledge the said MSP funding was to be expended by December 31, 2022.	Finance Manager	<b>Jenna Preston:</b> <b>Achievements:</b> Correspondence was filed in Municipal file 19-17. <b>Challenges:</b> <i>No value</i> <b>Next Steps:</b> <i>No value</i>	On Track 0 / 100
2023/01/26	340-23	→ <b>Minister of Transportation and Economic Corridors</b>	That Smoky Lake County acknowledge receipt of the letter received from the Honourable Devin Dreesen, ECA, Minister of Transportation and Economic Corridors, dated December 1, 2022, replying to the City of Cold Lake Mayor Craig Copeland's letter regarding the need for improvement to the condition of Highway 28.	Municipal Clerk	<b>Jenna Preston:</b> <b>Achievements:</b> Correspondence was filed in Municipal file 3-161. <b>Challenges:</b> <i>No value</i> <b>Next Steps:</b> <i>No value</i>	Compleat 100 / 100
2023/01/26	341-23	→ <b>Alberta Order of Excellence</b>	That Smoky Lake County promote the Alberta Order of Excellence on social media for awareness of the February 15, 2023 deadline for nominations of individuals to receive Alberta's highest honour.	Communications Technician	<b>Evonne Zukiwski:</b> <b>Achievements:</b> <ul style="list-style-type: none"> <li>Shared the Alberta Order of Excellence on Smoky Lake County social media on February 7, 2023</li> </ul> <b>Challenges:</b> <i>No value</i> <b>Next Steps:</b> <i>No value</i>	Compleat 100 / 100
2023/01/26	342-23	→ <b>Deputy Commissioner / Commanding Officer Alberta RCMP</b>	That Smoky Lake County acknowledge receipt of the letter from C.M. (Curtis) Zablocki, M.O.M, Deputy Commissioner, Commanding Officer Alberta RCMP, dated December 22, 2022, thanking the County for meeting with them at the fall 2022 Rural Municipalities of Alberta (RMA) Convention.	Municipal Clerk	<b>Jenna Preston:</b> <b>Achievements:</b> Correspondence was filed in Municipal file 2-85. <b>Challenges:</b> <i>No value</i> <b>Next Steps:</b> <i>No value</i>	Compleat 100 / 100
2023/01/26	343-23	→ <b>National Police Federation - 2023 Provincial Pre-Budget Submission</b>	That Smoky Lake County acknowledge receipt of the email from Maryanne King, Policy Advisor, National Police Federation (NFP), dated January 13, 2023, sharing the National Police Federation's 2023 provincial pre-budget submission and the NPF's recommendation for a safer Alberta.	Municipal Clerk	<b>Jenna Preston:</b> <b>Achievements:</b> Correspondence was electronically filed in Municipal file 2-84. <b>Challenges:</b> <i>No value</i> <b>Next Steps:</b> <i>No value</i>	Compleat 100 / 100

Meetin...	Motio...	Goal	Details	Owner	Progress Update	Cur...
2023/01/26	344-23	→ <b>Sponsorship Request for Annual Randy Russ Memorial Barrel Race</b>	That Smoky Lake County provide funding in the amount of \$500.00 towards the 7th Annual Randy Russ Memorial Barrel Race, scheduled for August 6-7, 2023, in Bellis, Alberta; as a Silver Sponsorship, in response to the letter request received from Anne-Marie Russ, dated January 2023.	Finance Manager	<b>Brenda Adamson:</b> <b>Achievements:</b> Cheque 52970, dated February 1, 2023, for \$500.00 payable to Bellis Veterinary Services was sent.  <b>Challenges:</b> <i>No value</i>  <b>Next Steps:</b> <i>No value</i>	Comple 100 / 100
2023/01/26	345-23	→ <b>Public Works Manager Retirement</b>	That Smoky Lake County accept with regret the letter from Mr. Doug Ponich announcing his retirement from the position of Public Works Manager, effective April 28, 2023.	Legislative Service Clerk	<b>Patti Priest:</b> <b>Achievements:</b> The original letter was provided to payroll for Doug's personnel file.  <b>Challenges:</b> <i>No value</i>  <b>Next Steps:</b> <i>No value</i>	Comple 100 / 100

# Councillor Report

## Dan Gawalko Division one

- January 26 2023 attended Vilna/Bellis citizens on patrol COPs annual general meeting elections took place and Ron Cyr is chair ,Mary Lou Savik is vice chair, Leroy Kunyk is secretary, Leanne Schoepgens is treasurer and the two directors are Marlean Skoreyko and Gloria Dombowsky. No RCMP or fish and wildlife officers were present, I gave my report, fund raising was discussed and they will be having another meat raffle in 2023 and a short discussion about the Vilna fair and what the club could entertain, Leanne presented the financial report.

Councillor Report  
January 26 – February 6, 2023

Jan. 27, 2023 RMA District 5 Meeting

- Attended virtually.

Jan. 31, 2023 SL Foundation Regular Board Meeting

- Managers provided monthly reports and provided Board members clarification upon request
- Financial report reviewed and discussed
- CAO report presented
- Board member related community report included an update on the recent Doctor Retention meeting
- Information items included the ASCHA convention, Lodge Activity Coordinators Association convention, Save the Date from November for the Lodge Manager's Association, a follow-up letter sent to Minister Nixon from ASCHA, a Q&A information sheet relating to Changes to Social Housing Rental Rates and Senior Lodge Rates, and a Budget Letter from Alberta Seniors, Community & Social Services.
- New Business looked at the concept of a sample employment contract.

Feb. 02, 2023 Intermunicipal Development Plan Committee Meeting

- Attended in chambers.

Respectfully submitted,

Dominique Cere  
Division 3



## Reeve's Report

January 17, 2023 to February 6, 2023

January 17-19, 2023 – ASB Provincial Conference held in Grand Prairie (Dan, Lorne, Linda and Jered in-person)

- Meet and Greet with Ministers, MPs, and MLAs.
- Sessions included: The Future is Northern, Provincial ASB Program Update, Alberta's Future Hydrogen Economy, Canadian Agriculture in the Indo-Pacific: Balancing the US and China, Cattle Value Chain: Problems and Resolutions, The Importance of Market Access for Canadian Crops, Black Swans: Flight, Fight or Fright and Future of Canadian Agriculture, State of the Agricultural Carbon Markets, Celebrating the Diversity of Agriculture.

January 20, 2023 – Broadband discussion with MCSNet, virtual (Lorne & Dan)

- MCSNet identified several possible opportunities that frame into an application for an Alberta Broadband Fund (Northern Regional Economic Development - NRED) grant and requested support of the application from the County.

January 20, 2023 – Northeast Mayors, Reeves, and Indigenous Leaders Caucus Subcommittee Meeting, virtual (Lorne)

- A discussion was held on hiring a lobbyist for Highway 28 resurfacing, additional lanes etc. including a funding formula and next steps.

January 24, 2023 – Council Departmental Meeting, in Chambers/virtual (All Council in-person)

- Received reports from Management on their activities and projects.
- Discussions led to the need for policy review in respect to cold weather equipment mobilization and County facility security.
- Requested an update on the Disaster Services Plan to be brought to the March meeting.
- Provided direction to create a bylaw to amend the Land Use Bylaw and remove the provisions which regulate RVs in hamlets and on lake lots, and instead establish a stand-alone Penalties Bylaw with enforceable fines and penalties.

January 24, 2023 – Council Special Meeting, in Chambers/virtual (All Council in-person)

- Approved to support and commit \$125,000, funded from reserves towards a proposed project titled: Broadband and Economic Needs Assessment, subject to receiving the Alberta Government's Northern Regional Economic Development (NRED) Program's matching (50%) funds for the said project estimated to cost in the total amount of \$250,000.

January 25, 2023 – Smoky Lake Regional Fire & Rescue Meeting, in Chambers/virtual (Lorne, Linda, Jered & Dominique in-person)

- Lorne Halisky acclaimed as chairperson and Linda Fenerty acclaimed as vice-chairperson.
- Recommended Smoky Lake County Council approve to repair Waskatenau Fire Department Engine Unit 403, at a cost not exceed \$92,654.65 and to proceed to procure a new custom spec frontline pumper firetruck to replace Waskatenau Fire Department Engine Unit 403.

January 26, 2023 – Regular Council Meeting, in Chambers/virtual (All Council in-person)

- First Reading given to Bylaw No. 1429-23: Road Closure- Undeveloped Government Road Allowance; East Side of River Lot 10 (Victoria Settlement).
- Second Reading given to Bylaw No. 1430-23: Planning & Development Public Hearing Procedures.
- Third & Final Reading given to Bylaw No. 1431-23: Planning & Development Fees.
- Adopted Policy Statement No. 07-09-01: Alberta Bilingual Municipalities Association (ABMA) - Liaison Committee Terms of Reference.



# Reeve's Report

January 17, 2023 to February 6, 2023

- Adopted Policy Statement No. 04-05-01: North Saskatchewan Watershed Alliance (NSWA) - Liaison Committee Terms of Reference.
- Third & Final Reading given to Bylaw No. 1428-23: Solid Waste Regulations and Fines.
- Amended Policy Statement No. 03-18-18: Five-Year Road Plan.
- Approve \$2,000 towards Northeast Mayors Reeve & Indigenous Leader Caucus' advocacy and lobbying efforts.
- Approved \$1,000 of FCSS funding to Royal Canadian Legion Branch 227.
- Approved \$4,000 to the Smoky Lake Trail Twisters for winter grooming the Iron Horse Trail in 2022 & 2023.
- Approved a \$1,230.50 membership to North Saskatchewan Watershed Alliance (NSWA).
- Approved \$500 towards 7th Annual Randy Russ Memorial Barrel Race, scheduled for August 6-7, 2023, in Bellis.
- Approve to repair Waskatenau Fire Department Engine Unit 403, at a cost to not exceed \$92,654.65 and to proceed to procure a new custom spec frontline pumper firetruck to replace Waskatenau Fire Department Engine Unit 403.

January 27, 2023 – RMA District 5 Meeting, in Kinsella & virtual (Lorne, Dan in-person and Dominique Jered, Linda virtual)

- Speakers included: Brownlee LLP, Inspections Group, Claystone Waste, Municipal Planning Services, MLA Jackie Lovely, MRF, Capital I Industries, and Consulting Engineers of Alberta (CEA).
- Adopted the 2022 Financial Statements & waived the 2023 Membership fees.
- Received reports from RMA's president, director, and representatives.
- Resolved to advocate Smoky Lake County's Resolution that the Government of Alberta continue to prioritize increased access to Open Date for municipalities.
- Resolved to advocate Strathcona County's resolution that the RMA, Gov of Alberta, and Gov of Canada, increase their commitment to support and resource the current hydrogen initiatives in all of Alberta to assist Alberta and its innovative energy industry partners to become leaders in the developing hydrogen economy.

January 30, 2023 – Northeast Mayors, Reeves, and Indigenous Leaders Caucus Subcommittee Meeting, virtual (Lorne)

- A discussion was held with Canadian Strategy Group "lobbyist" for Highway 28 resurfacing, additional lanes etc. including setting up funding and next steps such as meeting on the Government of Alberta Parliament Grounds etc.

January 30, 2023 – Doctor Retention & Recruitment Meeting, virtual (Lorne, Dan in-person & Dominique virtual)

- Lorne Halisky acclaimed as chairperson and Amy Cherniwchan acclaimed as vice-chairperson.
- Provided a letter of support of the application for grant funding for the Northern Regional Economic Development Program with a specific focus on the funding stream of support for labour force attraction and retention.
- Financial Overview was discussed with \$17,249.63 in Operation Budget and \$109,114.79 in Surplus.
- 2023 Budget was discussed, and a motion was made to move the \$17,249.63 from the Operation Budget to Surplus for Doctor Recruitment Initiatives and approve the 2023 Budget of \$24,000.00.
- RhPAP, Anita Fagnan gave an update on the student education with local school's program, RHAPSODY Award process, bursaries/subsidies for medical students, Rural Community



# Reeve's Report

## January 17, 2023 to February 6, 2023

Development and Engagement Team which assist to attract, attain, and integrate health-care professionals in rural Alberta.

January 31, 2023 – Regional Community Development Committee (RCDC) in Chambers/virtual, (Lorne, Jered in-person)

- Accepted with regret the resignation of Michelle Wright as the CEDO.
- Reviewed the strategic priorities chart and proposed interim workplan.

February 1, 2023 – NSWA North Saskatchewan Water Alliance Webinar, virtual (Lorne)

- Discussion on Fresh Water Health Index and Collaborative Governance by a team of hydrologists, ecologists and freshwater biologists developing tools and technical support on water resources management.

February 2, 2023 – Hwy 28/63 Regional Water Services Commission, in Chambers/virtual (Lorne & Dan in-person)

- Received update reports from the Commission Manager, Finance Manager, and Engineer.
- Held an in-camera session to discuss a legal issue in respect to Whitefish Lake First Nation #128 off-reserve reservoir project.

February 2, 2023 – Town & County Intermunicipal Development Plan (IDP) Committee in Chambers/virtual (Lorne, Jered & Dominique in-person)

- Lorne Halisky acclaimed as chairperson and Amy Cherniwchan acclaimed as vice-chairperson.
- Recommended scheduling a Joint Public Hearing for the County and Town IDP Bylaws after the Town has given first reading to their bylaw, and then consider completing all three readings.

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



## **Councillor's Report**

### **Division five, Jered Serben**

**January 25<sup>th</sup> – February 2023**

#### **Smoky Lake Foundation, January 31<sup>st</sup>**

##### **Jered and Dominique**

- Formalities: Agenda, past meeting minutes approved
- Manager's reports and discussion regarding reports
- MOTION: Cere; To address residents at the next Bar V Nook resident meeting and ask for ideas for topics for guest speaker. (This motion stems from previous discussions about resident respect issues)
- AHS is currently working on standardizing HCA (health-care aides) procedure/practices
- MOTION: Prockiw-Zarusky; Directing the CAO Leslie to provide an in writing update regarding the agreement with Eagle Hill Foundation is nullified
- Lock boxes with keys for EMS are being installed by February 1<sup>st</sup>
- CPR staff training will be completed for Smoky Lake by mid-February and by the end of February for Vilna. \*Note: Previous motion was that CPR training for at least one staff member per shift be completed by January 31<sup>st</sup>
- Warren reported that Doctor recruitment/retention committee is considering expanding to include other healthcare providers
- Cere reported that she attended Friends of Bar V Nook meeting. They're seeking volunteers, AGM to be held in February
- ASCHA convention is in Edmonton, April 3-5. Who can attend, attend
- Serben and Warren have been appointed to consult with legal regarding building an employment contract for the CAO Leslie. Currently the CAO has a letter of employment. Contracts vs letter's of employment will be required for new managing staff moving forward
- MOTION: Cere; That the Chair and Vice Chair consult legal advice regarding a CAO employment contract and present at the next regular board meeting

- MOTION: Serben; That the CAO be directed to use an employee contract for administrative and management new hires moving forward, and to consult with legal as required
- MOTION: Warren; That the BOD ratify the actions of the negotiating committee and the agreement reached with CUPE Local 461 to revise the Collective Agreement beginning January 1<sup>st</sup>, 2022 and ending December 31<sup>st</sup>, 2024
- Adjourned 11:57 am

### **Pumpkin Patch Daycare, February 6<sup>th</sup>**

- Continue to streamline to online services; payroll, CRA, etc.
- Ongoing staffing issues. Need level 2 and 3 to mitigate 25 family waiting list
- Building plan/package to recruit and retain staff. Build a career environment
- August first HAK school demolition
- Closing 2 weeks, one week in July and one in August to pack and unpack into new school

### **Meetings and Committees**

- Jan. 25<sup>th</sup> Smoky Lake Region Fire and Rescue
- Jan. 26<sup>th</sup> County Regular Council meeting
- Jan. 27<sup>th</sup> RMA District five (Zoom)
- Jan. 31<sup>st</sup> Smoky Lake Foundation
- Jan. 31<sup>st</sup> RCDC (Zoom, in person)
- Feb. 2<sup>nd</sup> IDP Town and County
- Feb. 6<sup>th</sup> Pumpkin Patch Daycare
- Feb. 7<sup>th</sup> County Policy
- Feb. 8<sup>th</sup> Doctor meet and greet, SL complex
- Feb 9. Council Workshop



# Smoky Lake County

6.1

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 30, 2023

File: 7-5

Carina Naranjilla, Grant Program Coordinator  
Government of Alberta, Heritage Division  
Old St Stephen College Building,  
8820-112 Street  
Edmonton, Alberta T5T 5W2

## **Re: Letter of Support, Ruthenia School Municipal Historic Resource Conservation**

Smoky Lake County designated the Ruthenia School as a Municipal Historic Resource under the Alberta Historic Resources Act on December 10, 2020, under Bylaw No. 1369-20. It is our hope that the building which contributed significantly to the development of the area is conserved. As such, we support the Smoky Lake Regional Heritage Board's application for a Historic Resource Conservation grant to help fund the restoration and preservation of Ruthenia School.

The work planned for 2023 includes restoration of interior features including walls, woodwork and the floor, which we determine complies with the conservation principles of the Standards and Guidelines for the Conservation of Historic Places in Canada. The proposed work does not alter the Character Defining Elements of Ruthenia School identified in the Statement of Significance and Designation Bylaw. Therefore, please accept this letter as Smoky Lake County's approval of the Smoky Lake Regional Heritage Board's Ruthenia School restoration project and their application for grant funding.

If you have any questions, do not hesitate to contact the undersigned. We look forward to seeing the completion of the Ruthenia School Project with its retention of historical, cultural, environmental, aesthetic and social values.

Yours truly,

A handwritten signature in black ink, appearing to read "Lorne Halisky", written over a white background.

Lorne Halisky,  
Reeve  
[lhalisky@smokylakecounty.ab.ca](mailto:lhalisky@smokylakecounty.ab.ca)

Cc. Noreen Easterbrook, Smoky Lake Regional Heritage Board Chairperson

**From:** Don Macyk <macyk5@shaw.ca>

**Date:** February 6, 2023 at 4:44:35 PM MST

**To:** Jered Serben <jserben@smokylakecounty.ab.ca>, Dave Harsulla <dave.harsulla@gmail.com>, Peter/Joan Lazowski <plaz@telusplanet.net>, Jessica Ollikka <collikka@mcsnet.ca>, Mark Alexander <m.alexander@shell.com>

**Subject:** Letter of support from County

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Jared, as you are aware VTAS is seeking funding from public and private sources to finish Phase 3 of our Repurposing of the Arena. We would appreciate a letter of support from the County as we pursue this funding...the following are key aspects of our proposal for which we seek support:

- 1) phase 3 will complete a long term sustainability for the facility by renewing the total outer surface of the building including removal of all surface material, removal of skylights and totally sealing the building
- 2) repurposing of the structure enables full utilization of the indoor arena, fitness centre and any new uses over an estimated 25 year life of building without further capital investment
- 3) the facility has attracted users (essentially rural families) from an approximate 50 km radius and total seats on an annual basis are estimated to exceed 1500 people
- 4) the facility provides for unique recreational and educational opportunities unavailable within reasonable driving distance and
- 5) the total cost of repurposing is about one third to one quarter that of a new building with similar capabilities
- 6) the strong volunteer community of VTAS has the skills and qualifications necessary as displayed in Phases 1 and 2 which came in on budget and met regulatory specs
- 7) perhaps the county has a value estimate for the contributions of this facility to the county

Thanks for helping as always...appreciate your support efforts...Don Macyk

Sent from my iPad



# Smoky Lake County

6.3

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 10, 2023

Chief Stan Houle  
Whitefish Lake First Nation #128  
PO Box 271  
Goodfish Lake AB T0A 1R0

**Hand delivered.**

**RE: Invitation to dialogue**

---

Dear Chief Houle,

On behalf of myself and Smoky Lake County Council, I would like to extend an invitation to meet with you and your leadership team, to get to know each other better, and to help us understand how we can be a more supportive neighbour. We envision our positive journey together moving forward and eventually building a dialogue in respect to common concerns, interests, and potential partnership opportunities.

At the moment, the following days are available for our Council to meet in the near future are:

Thursday, February 9, 2023  
Monday, February 13, 2023  
Friday, February 17, 2023

If you have any other availability or suggested dates in February or March 2023, please let us know as we look forward to opening a dialogue and building our relationship.

Sincerely,

A handwritten signature in purple ink, appearing to be "Lorne Halisky", written in a cursive style.

Lorne Halisky,  
Reeve & Councillor Div. 4, Smoky Lake County  
cell: 780-650-5401 / email: [lhalisky@smokylakecounty.ab.ca](mailto:lhalisky@smokylakecounty.ab.ca)

---

**From:** Wyatt Skovron <[wyatt@RMAAlberta.com](mailto:wyatt@RMAAlberta.com)>

**Sent:** February 3, 2023 9:39 AM

**Cc:** Amber Link <[alink@rmalberta.com](mailto:alink@rmalberta.com)>; Gerald Rhodes <[gerald@rmaalberta.com](mailto:gerald@rmaalberta.com)>; Jason Schneider <[JSchneider@rmaalberta.com](mailto:JSchneider@rmaalberta.com)>; John Burrows <[JBurrows@rmaalberta.com](mailto:JBurrows@rmaalberta.com)>; Kara Westerlund <[kwesterlund@rmaalberta.com](mailto:kwesterlund@rmaalberta.com)>; Karen Rosvold <[krosvold@rmaalberta.com](mailto:krosvold@rmaalberta.com)>; Kevin Wirsta <[KWirsta@rmaalberta.com](mailto:KWirsta@rmaalberta.com)>; Paul McLaughlin <[pmclaughlin@RMAAlberta.com](mailto:pmclaughlin@RMAAlberta.com)>; Susan Valentine <[susan@rmaalberta.com](mailto:susan@rmaalberta.com)>; Tasha Blumenthal <[tasha@RMAAlberta.com](mailto:tasha@RMAAlberta.com)>

**Subject:** Provide input on the impacts of a possible Camrose casino closure

Hi everyone,

As most of you likely are aware, in 2022 the Camrose Casino applied to Alberta Gaming, Liquor and Cannabis (AGLC) to relocate to Edmonton; AGLC [subsequently denied the request](#). You are receiving this email because some or all of your municipality may be located within the Camrose or St. Albert charitable gaming region, and would be directly impacted by the AGLC's decision to not allow the relocation, which may result in the closure of the Camrose casino in the near future.

Under Alberta's current charitable gaming model, rural charitable organizations are significantly disadvantaged compared to their urban counterparts due to lower per-event revenues at rural casinos, and longer wait times between charitable event opportunities for individual charities. In 2018, RMA [developed a report and recommendations](#) for a more equitable charitable gaming model, which was submitted to the AGLC. No meaningful response was provided to the report.

While relocating the Camrose casino to Edmonton would not address province-wide issues with the current model, it would benefit charitable organizations currently within the Camrose and St. Albert casino regions (funding is pooled between the regions) as a move from Camrose to Edmonton is projected to significantly increase per-event revenues at the casino, which would likely continue to be the "home casino" for charitable organizations currently in the Camrose region. Camrose and St. Albert currently produce among the lowest per-event revenues and have among the highest wait times in the province, while Edmonton's five casinos currently produce the highest average per event revenues in the province and have among the shortest wait times. Moving the Camrose casino to Edmonton would be a small step in shifting towards a more equitable system, at least for charities in those regions. Despite this, one of the main reasons that the move was rejected was due to advocacy by Edmonton charitable organizations opposed to potentially losing a small portion of the revenues they currently receive due to the addition of another casino within the city for the benefit of rural organizations. It should be noted that Calgary currently has one casino reserved for the surrounding rural region.

The owners of the Camrose casino are appealing the AGLC's decision and are seeking support from impacted municipalities, community groups, and rural residents. I have attached a presentation and memo developed by the casino owners, both of which provide a more detailed overview of the issue and impacts on rural communities. The best way to weigh in on this issue is by submitting a letter directly to the AGLC. Letters can be sent to Nadja Lacroix, Senior Manager, Inspections Gaming, at [nadja.lacroix@aglc.ca](mailto:nadja.lacroix@aglc.ca), as well as AGLC CEO Kandice Machado at [kandice.machado@aglc.ca](mailto:kandice.machado@aglc.ca) or AGLC Board Chair Len Rhodes at [len.rhodes@aglc.ca](mailto:len.rhodes@aglc.ca). The deadline to submit a letter on this issue is **February 21, 2023**. The owners of the Camrose Casino have also developed a website with further information and ideas on how to make your voice heard on this issue: <https://ruralcharities.ca/>.

Thanks,

**Wyatt Skovron**

*Manager of Policy and Advocacy*



Office: 780.955.4096  
[RMAAlberta.com](http://RMAAlberta.com)

2510 Sparrow Drive, Nisku, Alberta T9E 8N5 780.955.3639



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## Agenda – 2023 Spring Zone Meeting

**Date**  
**Location**

CHAIRMAN, with who attending

9:30 a.m.

Coffee

10:00 a.m.

**1. Call to Order**

- Introduction of Guests
- Adoption of Agenda
- Minutes of the 2022 Fall Zone Meeting
- Business Arising from Minutes
- Director Report

**2. Federation Update**

**3. Gas Alberta Inc. Update**

***LUNCH***

**4. Voting and Funding Review Discussion**

**5. Resolutions**

*(must be submitted 30 days prior to the Zone Meeting)*

**6. 2023 Resolution Committee Nomination**

**7. Location of the 2023 Fall Zone Meeting**

**8. Topics Previously Submitted**

**9. Other Issues that May Arise**

**10. Closing**



# 2023 Spring Zone Meeting Dates

<b>ZONE</b>	<b>CHAIRMAN</b>	<b>DATE</b>	<b>TIME</b>	<b>LOCATION</b>
<b>ZONE 1</b>	Ed Tollefson	March 13, 2023	10 a.m.	<b>Pomeroy Hotel &amp; Conference Centre 11633 - 100 Street Grande Prairie, Alberta</b>
<b>ZONE 2</b>	Dan Tompkins	March 14, 2023	10 a.m.	<b>Blueberry Hall 53109 Rng Rd 15 Stony Plain, AB</b>
<b>JOINT ZONES 3 &amp; 4</b>	Dale Swyripa Lloyd Prefontaine	March 23, 2023	10 a.m.	<b>Two Hills Centennial Hall 5301-45 Ave Two Hills, AB</b>
<b>ZONE 5</b>	Jack Goodall	March 24, 2023	10 a.m.	<b>Peace Memorial Multiplex 650 – 2 Avenue Wainwright, AB</b>
<b>ZONE 6</b>	Bert Paulssen	March 22, 2023	10 a.m.	<b>Centennial Ballroom at the Pomeroy Inn and Suites 4601 46 Avenue (Corner of Highway 27 and Highway 2A) Olds, Alberta</b>
<b>ZONE 7</b>	Perry Ellis	March 21, 2023	10 a.m.	<b>Strathmore CIVIC Center 120 Brent Blvd Strathmore, AB</b>
<b>ZONE 8</b>	Randy Taylor	March 20, 2023	10 a.m.	<b>The Keg 1715 Mayor Magrath Drive South (basement) Lethbridge, AB</b>



## Monthly Release of Information



### FEBRUARY 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Release for Information #
			1	2	3 R14-23 R15-23 R16-23	4	<p><u>January 2023</u></p> <p><b>January 23, 2023 – R07-23:</b> Aspen View Board Highlights –January 19, 2023. <b>F</b></p> <p><b>January 23, 2023 – R08-23:</b> RMA: Contact Newsletter: January 20, 2023. <b>F</b></p> <p><b>January 24, 2023 – R09-23:</b> Evergreen Agenda Package – December 15, 2022. <b>F</b></p> <p><b>January 27, 2023 – R10-23:</b> North Saskatchewan Watershed Alliance - Wetland Education Sponsorship/Training Opportunity from March 13<sup>th</sup> to April 9<sup>th</sup>. <b>F</b></p> <p><b>January 27, 2023 – R11-23:</b> Vilna COPs Meeting Minutes- November 16, 2022. <b>F</b></p> <p><b>January 30, 2023 – R12-23:</b> RMA: Contact Newsletter: January 27, 2023. <b>F</b></p> <p><b>January 30, 2023 – R13-23:</b> NSWA Newsletter – January 2023. <b>F</b></p> <hr/> <p><b>R14-23:</b> LICA – Winter Bird Monitoring. <b>F</b></p> <p><b>R15-23:</b> RMA President Update – January 2023. <b>F</b></p> <p><b>R16-23:</b> RMA: Contact Newsletter: February 3, 2023. <b>F</b></p> <p><b>R17-23:</b> Chamber of Commerce Membership Certificate. <b>F</b></p> <p><b>R18-23:</b> Waskatenau Pryveet Club Minutes: January 25, 2023. <b>F</b></p> <p><b>R19-23:</b> Waskatenau Pryveet Club Agenda: February 22, 2023. <b>F</b></p> <p><b>R20-23:</b> Letter of Support from Town of Smoky Lake, dated February 6, 2023 – Re: Appeal of Denied Application to Relocate Camrose Casino to South Edmonton . <b>F</b></p>
5	6	7	8 R17-23 R18-23 R19-23 R20-23	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28					

