



## SMOKY LAKE COUNTY COUNCIL MEETING AGENDA

Thursday, April 27, 2023 at 9:00 a.m.

Virtual - Meeting ID: 438752617

<https://video.businessconnect.telus.com/join/438752617>

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

- 1) Call to Order
- 2) Adoption of Agenda
- 3) Adoption of Minutes
  - a) Council Meeting Minutes – March 16, 2023
- 4) Delegation
  - a) Bob Daudelin, Accurate Assessment Group Ltd. @ 10:00 a.m.
- 5) Public Hearing (*Council Meeting Recessed and undertaken on a Separate Agenda*) - **N/A**

### **PUBLIC QUESTION AND ANSWER PERIOD - 11:30 a.m. to 12:00 p.m.**

- 6) Municipal Planning Commission (*Council Meeting Recessed and undertaken on a Separate Agenda*) - **N/A**
- 7) Business – Request for Decision
  - a) RV Bylaw 1432-23, LUB/MDP Amend Bylaw 1433-23, Municipal Lands Bylaw 1434-23, Policy 61-25 Reserve Lands, and Policy 61-21 Encroachments.
  - b) Policy Statement No. 15-01-02: Discipline Policy
  - c) FCSS Applications
  - d) April Requests for Sponsorships
  - e) April Requests for Donation
  - f) Property Tax Write-Off
  - g) Bylaw No. 1442-23: Bellis Sewer Tax Bylaw
  - h) Short Term Disability Benefit
  - i) Surplus Equipment Bids
  - j) Snow Blade Proposal for Unit 206 – GMC 3500 4X4
  - k) County Dog Shelter
  - l) Bellis 4-H Beef Club Buckle Sponsorship
  - m) Agricultural Service Board – Policies and Bylaws
- 8) CAO Report
- 9) Council Committee Reports
  - a) Division One
  - b) Division Two
  - c) Division Three
  - d) Division Four - **Reeve**
  - e) Division Five

- 10) Correspondence
  - a) Letter – Heather Cowie, Alberta Recreation and Parks Association- Awards to honor outstanding work in your community
  - b) Proclaim Public Works Week – May 21<sup>st</sup> to May 27<sup>th</sup> 2023
  - c) Letter –Devin Dreeshen, Minister of Transportation and Economic Corridors- Funding for Culvert Replacement Project BF76552
  - d) Letter – Rebecca Schulz, Minister of Municipal Affairs – Deadline Extension for Intermunicipal Collaboration Framework (ICF) Agreements
- 11) Information Release
- 12) Financial Reports
  - a) Budget to Actual
  - b) Financial Statement
  - c) Cheque Register
- 13) Next Meeting
  - a) Schedule next Council Meeting
  - b) Schedule next Joint Municipalities Meeting- to be hosted by the County
- 14) In Camera
- 15) Adjournment

**SMOKY LAKE COUNTY**

Minutes of the **County Council Meeting** held on Thursday, **March 16, 2023**, at 9:00 A.M. held both virtually online and physically in Council Chambers.

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

<b>ATTENDANCE</b>		
<u>Div. No.</u>	<u>Councillor(s)</u>	<u>Thursday, Mar. 16, 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	Present in Chambers
Finance Manager	Brenda Adamson	Absent
Executive Svcs/R.S.	Patti Priest	Virtually Present
Plan/Dev Manager	Jordan Ruegg	Virtually Present
Planning Technician	Kyle Schole	Virtually Present

\*\*\*\*\*

Observers in Attendance Upon Call to Order:

GIS Operator	Carole Dowhaniuk	Virtually Present
Fire Chief	Scott Franchuk	Virtually Present
Communications Officer	Evonne Zukiwski	Virtually Present
Public	2 Members	Virtually Present
Media	N/A	Absent

**Moment of Silence -**

Upon the Reeve’s request, Council and those present observed a minute of silence for the two Edmonton Police Officers who were killed while responding to a domestic call in the city’s northwest early this morning of Thursday, March 16, 2023.

**2. Agenda:**

407-23: Gawalko That the Smoky Lake County Council Meeting Agenda for Thursday, March 16, 2023, be adopted, as amended:

**Deletion to the Agenda:**

- **Item # 7.v:** Policy Statement No. 02-37-01: Peace Officer Patrol Vehicle,

**Addition to the Agenda:**

- Public Question and Answer Period at 11:30 a.m.

Carried Unanimously.

**3. Minutes:**

**Minutes of October 11, 2022 – Environment and Parks Meeting**

408-23: Fenerty That the minutes of the **Smoky Lake County Council Environment and Parks Meeting** held on Tuesday, October 11, 2022, be adopted as presented.

Carried.

**Minutes of October 11, 2022 – Fire Protective Services Committee Meeting**

409-23: Serben That the minutes of the **Smoky Lake County Fire Protective Services Committee Meeting** held on Tuesday, October 11, 2022, be adopted as presented.

Carried.

**Minutes of December 13, 2022 – Natural Gas Committee Meeting**

410-23: Fenerty That the minutes of the **Smoky Lake County Council Natural Gas Committee Meeting** held on Tuesday, December 13, 2022, be adopted as presented.

Carried.

**Minutes of February 14, 2023 – County Council Departmental Meeting**

411-23: Gawalko That the minutes of the **Smoky Lake County Council Departmental Meeting** held on Tuesday, February 14, 2023, be adopted as presented.

Carried.

Mark Fedoretz, Public Works Shop Foreman, virtually joined the meeting, time 9:06 a.m.

Tate Murphy, Community Peace Officer, virtually joined the meeting, time 9:06 a.m.

**Minutes of February 15, 2023 – County Council Meeting**

412-23: Fenerty That the minutes of the **Smoky Lake County Council Meeting** held on Wednesday, February 15, 2023, be adopted as presented.

Carried.

**Minutes of February 21, 2023 – Special Council Meeting**

413-23: Serben That the minutes of the **Smoky Lake County Council Special Meeting** held on Tuesday, February 21, 2023, be adopted as presented.

Carried.

**County Council Meeting Recessed**

The Smoky Lake County Reeve announced the Council Meeting recessed, time 9:08 p.m.

**VIRTUAL PUBLIC HEARING:**

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

**1.0 Opening**

The Virtual Public Hearing was **called to order at 9:16 a.m.** by the Reeve, Lorne Halisky in the presence of all Council members, Chief Administrative Officer, and Assistant Chief Administrative Officer, as well as in the virtual presence of the Planning and Development Manager, Planning Technician, Recording Secretary, Community Peace Officer, Public Works Shop Foreman, GIS Operator, Communications Officer, and **two members of the public.**

Confirmation was provided by the Planning and Development Manager, that the Public Hearing had been advertised and notice was provided in accordance with the applicable legislation.

The purpose of the hearing was summarized as:

**To obtain public input in regard to Bylaw No. 1429-23: a bylaw for Road Closure - Undeveloped Government Road Allowance; East Side of River Lot 10 (Victoria Settlement).**

## 2.0 Staff Presentation

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

### **BACKGROUND:**

- Proposed Bylaw No. 1429-23 was presented for 1st Reading on January 26, 2023.
- Notice of the proposed Bylaw No. 1429-23 was circulated to affected agencies for comment on February 1, 2023. Responses from said agencies is attached.
- A Notice has also been posted on the County's website since February 9, 2023 and appeared on the County's social media platforms on February 13, 2023 and March 10, 2023.
- The Public Hearing Notices were advertised in the Redwater Review the week of February 20, 2023 and the week of February 27, 2023. The Hearing on the proposed Bylaw No. 1429-23 was advertised and Notice was given in accordance with Section 606 of the Municipal Government Act.
- This Hearing has been scheduled to obtain public input on proposed Bylaw No.1429-23 in accordance with Section 216.4 of the Municipal Government Act.

## 3.0 Public Presentations Via Written Submissions

There were no written submissions received from the public, only agency responses from Atco and Smoky Lake County Natural Gas, who had no issues or concerns.

## 4.0 Public Presentations at the Public Hearing

There were no Members of the Public virtually or physically present who requested to speak **in opposition or in support** of proposed **Bylaw No. 1429-23**.

## 5.0 Questions and Answers

None.

## 6.0 Closing Remarks

There being no further presentations, the Reeve thanked all the presenters for their comments and for attending the Virtual Public Hearing; and declared the Public Hearing for the proposed **Bylaw No. 1429-23**, closed, time **9:24 a.m.**

## County Council Meeting Reconvened

The Smoky Lake County Council Meeting reconvened, at a call to order by Reeve Halisky, time **9:24 a.m.**, in the physical presence of all Council members, the Chief Administrative Officer, and Assistant Chief Administrative Officer, and in the virtual presence of the Planning and Development Manager, Planning Technician, Communications Technician, Recording Secretary, GIS Operator, and three Members of the Public.

Daniel Moric, Natural Gas Manager, virtually joined the meeting, time 9:25 a.m.

7. **Request for Decision:**

**2023 County-Owned Lands List**

414-23: Fenerty That Smoky Lake County Council acknowledge receipt of the County-Owned Lands List as of March 2023, as prepared by the Planning and Development Department, and schedule a workshop to review the said list on Thursday, April 6, 2023 at 1:00 p.m., to be held in County Council Chambers.

Carried.

**Lake Accesses at Island, Kaduk, Wayetenau, Whitefish, and Cache Lakes**

415-23: Serben That Smoky Lake County Council add discussion to the Council Workshop scheduled for Thursday, April 6, 2023 at 1:00 p.m., in respect to lake accesses at Island Lake, Kaduk Lake, Wayetenau Lake, Whitefish Lake, and Cache Lake.

Carried.

**Departmental License of Occupation - Hanmore Lake Boat Launch**

416-23: Serben That Smoky Lake County Council resolve, for the purpose of holding a disposition with the Province of Alberta for a Departmental License of Occupation (DLO);

WHEREAS, the lands hereafter described are subject to Departmental License of Occupation DLO 170189 and the terms and conditions thereof, for a **public boat launch at Hanmore Lake,**

AND WHEREAS, the term of said DLO became effective on February 5, 2023, and expires on September 3, 2048,

THEREFORE, be it resolved that the Council of Smoky Lake County does hereby acknowledge its interest in said DLO, respecting the lands legally described as:

Meridian 4, Range 17, Township 61, Section 20, Quarter North East excepting thereout all mines and minerals.

Carried.

**Departmental License of Occupation – Brodyk Lake Boat Launch**

417-23: Serben That Smoky Lake County Council resolve, for the purpose of holding a disposition with the Province of Alberta for a Departmental License of Occupation (DLO);

WHEREAS, the lands hereafter described are subject to Departmental License of Occupation DLO 170154 and the terms and conditions thereof, for a **public boat launch at Brodyk Lake,**

AND WHEREAS, the term of said DLO became effective on February 5, 2023, and expires on February 13, 2048,

THEREFORE, be it resolved that the Council of Smoky Lake County does hereby acknowledge its interest in said DLO, respecting the lands legally described as:

Meridian 4, Range 17, Township 60, Section 24, Quarter North West, excepting thereout all mines and minerals.

Carried.

Jenna Preston, Municipal Clerk, virtually joined the meeting, time 10:01 a.m.

**Bylaw No. 1432-23: Smoky Lake County Recreational Vehicles (RV)**

418-23: Cere That Smoky Lake County Bylaw No. 1432-23: Smoky Lake County Recreational Vehicles (RV), for the purpose of regulating Recreational Vehicles (RVs) in Smoky Lake County, be given **FIRST READING.**

Carried.

**Bylaw No. 1433-23: Amendment to the LUB & MDP to Remove Recreational Vehicles (RV)**

419-23: Fenerty That Smoky Lake County Bylaw No. 1433-23: A Bylaw amending the Smoky Lake County Land Use Bylaw 1272-14 and amending the Smoky Lake County Municipal Development Plan Bylaw 1249-12, to remove certain Recreational Vehicles (RV) provisions, be given **FIRST READING**; and advertise and schedule a Public Hearing within the April 13, 2023 Council Meeting.

Carried.

**Bylaw No. 1434-23: Regulation of Municipal Land and Reserves**

420-23: Gawalko That Smoky Lake County Bylaw No. 1434-23: Smoky Lake County Regulation of Municipal Land and Reserves, for the purpose of protecting and regulating municipal lands and reserves, be given **FIRST READING**.

Carried.

**Policy Statement No. 61-25-01: Reserves Lands Management**

421-23: Halisky That Smoky Lake County Council **defer** the proposed **Policy Statement No. 61-25-01: Reserves Lands Management**, until consideration of Third Readings has been undertaken for Bylaw No.1432-23, Bylaw No. 1433-23, and Bylaw No. 1434-23.

Carried.

**Policy Statement No. 61-21-02: Encroachment Agreements/Licenses**

422-23: Gawalko That Smoky Lake County Council **defer** the proposed/amended **Policy Statement No. 61-21-02: Encroachment Agreements/Licenses**, until consideration of Third Readings has been undertaken for Bylaw No.1432-23, Bylaw No. 1433-23, and Bylaw No. 1434-23.

Carried.

**Major Alternative Energy Planning**

423-23: Serben That Smoky Lake County's Reeve, on behalf of Council, send a letter to the province (Ministers and Deputy Ministers), Alberta Utilities Commission (AUC), and Natural Resources Conservation Board (NRCB), in relation to preservation of Agricultural Lands and reclamation of major alternative energy projects.

Carried.

Evonne Zukiwski, Communications Officer, virtually left the meeting, time 10:11 a.m.

**Municipal Development Plan (MDP) Amendments for Major Alternative Energy**

424-23: Serben That Smoky Lake County's Administration brings forward a Municipal Development Plan (MDP) amendment relating to major alternative energy considerations, based in-part on information obtained from Parkland County, and others.

Carried.

**Intermunicipal Subdivision and Development Appeal Board (ISDAB)**

425-23: Fenerty That Smoky Lake County give **Notice of Intent** to establish an Intermunicipal Subdivision and Development Appeal Board (ISDAB) under the Smoky Lake Regional Intermunicipal Collaboration Framework Bylaw No. 1365-20, and engage Brownlee LLP to create an ISDAB Agreement, to be brought back for Council's consideration.

Carried.

**Memorandum of Understanding (MOU) - Municipal Natural Assets Initiative Society**

426-23: Cere

That Smoky Lake County execute the Memorandum of Understanding (MOU) with the Municipal Natural Assets Initiative Society to develop a Natural Asset Roadmap to support progress in natural asset management within Smoky Lake County.

Carried.

**Policy Statement No. 01-35-02: Flags – Protocol & Half Masting**

427-23: Gawalko

That Smoky Lake County Policy Statement No. 01-35: Flags Protocol & Half Masting, be adopted:

Title: <b>Flag Protocol &amp; Half Masting</b>		Policy No.: <b>35-02</b>
Section: <b>01</b>	Code: <b>P-R</b>	Page No.: <b>1 of 2</b>

Legislation Reference:	Municipal Government Act RSA 2000, Ch. M-26.
------------------------	--

Purpose:	Smoky Lake County deems it appropriate to articulate its protocol for flags, and lowering flags as a sign of respect and mourning for dignitaries, or other individuals significant to the region, Province, or Country.
----------	--

**Policy Statement and Guidelines:**

**1. STATEMENT:**

- 1.1 Any flags displayed on County property shall be positioned in accordance with the Department of Canadian Heritage guidance on Flag Protocol.
  - 1.1.1 The County may also take into consideration any requests or recommendations from the Province of Alberta.
- 1.2 The following shall be placed in Council Chambers: Canadian, Ukrainian, Alberta, Smoky Lake County, Treaty 6, and Métis Nation flags.
  - 1.2.1 The Ukrainian flag placed in Council Chambers recognizes the Smoky Lake regional twinning relationship with Kosiv Oblast.
  - 1.2.2 The Ukrainian flag shall also be flown annually on September 7<sup>th</sup> at the County Office flagpoles, in recognition of Ukrainian-Canadian Heritage Day, which the County may also Proclaim annually.
- 1.3 The Chief Administrative Officer or their designate shall cause flags on County property to be lowered to half mast on the following occasions:
  - 1.3.1 On the death of a current County employee or County Councillor.
  - 1.3.2 On the death of a current Mayor or Councillor of any municipality within the boundaries of Smoky Lake County.
  - 1.3.3 On the death of the Prime Minister, the Premier of Alberta, or the Member of Parliament or MLA representing Smoky Lake County.
  - 1.3.4 On the death of any Firefighter within Smoky Lake County when the death occurs in the line of duty.
  - 1.3.5 On the death of any Police member serving the detachment within the Smoky Lake County when the death occurs in the line of duty.
  - 1.3.6 On the death of a serving member of the Canadian Armed Forces that hails from Smoky Lake County (if/when known) when the death occurs in the line of duty.
- 1.4 Flags shall be lowered to half-mast in recognition of Remembrance Day.
- 1.5 Flags shall be lowered on the Provincial Declaration "Day of Mourning" for remembering workers injured or killed on the job.

Title: <b>Flag Protocol &amp; Half Masting</b>		Policy No.: <b>35-02</b>
Section: <b>01</b>	Code: <b>P-R</b>	Page No.: <b>2 of 2</b>

**Policy Statement and Guidelines:**

- 1.6 The Reeve and/or Deputy Reeve and/or the Chief Administrative Officer may designate flags to be flown at half-mast in other circumstances as they deem appropriate.
- 1.7 "Death" may be taken to include the day of death and subsequent days up to and including the day of the funeral.

Carried.



**4. Delegation:**

**Bellis 4-H Beef Club**

Present before Council in Chambers from 10:46 a.m. to 11:07 a.m. was the Bellis 4-H Beef Club representatives: Ellena Senetza, Club President, and Nathan Cherniwchan, Club Treasurer, to provide an overview of their Club's activities in respect to their request for sponsorship.

The Bellis 4-H Beef Club delegation group left Council Chambers, time 11:10 a.m.

**Bellis 4-H Beef Club – Request for Sponsorship**

428-23: Halisky

That Smoky Lake County provide funds in the amount of **\$750.00** to the Bellis 4-H Beef Club, in response to the presentation provided by the March 16, 2023, Delegations: Ellena Senetza, Club President, and Nathan Cherniwchan, Club Treasurer of the Bellis 4-H Beef Club.

Carried.

**4. Delegation:**

**Smoky Lake RCMP Detachment**

Delegation: Cpl. Roxanne Genereaux, Smoky Lake RCMP Detachment, was unable to attend and provided an email in lieu of her presence.

**Smoky Lake RCMP Detachment**

429-23: Gawalko

That Smoky Lake County acknowledge receipt of the information received in an email from Cpl. Roxanne Genereaux of the Smoky Lake RCMP Detachment, dated March 16, 2023, announcing the new detachment commander will be Anita Doktor, who is expected to arrive in April 2023; and providing the Alberta Provincial Police (APP) initiatives priorities for this fiscal year, as follows:

- 1) Crime Reduction:
  - a) Hot Spot Patrols,
  - b) BAIT vehicle project,
  - c) Offender Management,
- 2) Visibility and Enforcement:
  - a) Organized Check- Stops,
  - b) Traffic Enforcement,
- 3) Enhance Public Confidence and Engagement:
  - a) School Visits,
  - b) Community events,
  - c) Coffee with a Cop.

Carried.

**SWANA Northern Lights Chapter Annual Conference**

430-23: Cere

That Smoky Lake County Council **take no action** in the SWANA Northern Lights Chapter Annual Conference, scheduled for June 13-16, 2023 to be held at the Explorer Hotel Yellowknife, NWT.

Carried.

**11:32 to 11:33 a.m.**

**Public Question and Answer Period:**

Member of the Public, Hank Holowaychuk questioned:

Have you, or when are you going to, put the funds into the MCC.

Reeve, Lorne Halisky, answered:

This item is on today's agenda (Item #7.q, Bylaw No. 1413-22: Lending to a Municipal Controlled Non-Profit Organization.)

**Policy Statement No. 01-28-03: Council Request for Information**

431-23: Cere

That Smoky Lake County Policy Statement No. 01-28-03: Council Request for Information, be amended:

Title: Council - Request for Information		Policy No.: 28-03
Section: 01	Code: P-R	Page No.: 1 of 3
Legislation Reference: Alberta Provincial Statutes		
Purpose: To provide a protocol for Council requesting information from Administration as well as for Administration releasing information to Council.		
<b>Policy Statement and Guidelines:</b>		
<b>1. STATEMENT:</b>		
1.1	In compliance with legislative requirements, in accordance with the <i>Municipal Government Act</i> , any information provided to a member of Council must be provided to all members of Council in a timely manner from each department regarding the operation or administration of the County.	
<b>2. DEFINITIONS:</b>		
2.1	<b>Formal Information Request:</b> means a request for information relating to County business that is posed to Administration by Council or a Councillor during a meeting of Council, also known as when a "Point of Information" is raised, as per <i>County's Procedural Bylaw</i> .	
2.2	<b>Informal Information Request:</b> means a request for information relating to County business inquiries on routine County operations or tasks, that is posed to Administration through any process other than a Formal Information Request.	
<b>3. OBJECTIVES:</b>		
3.1	To provide acceptable information "Request" guidelines for Council and Administration as part of promoting good governance of ongoing communication.	
3.2	To support Council in balancing the right to request/receive information while upholding the duty to inform all members of Council of Requests for Information.	
<b>4. GUIDELINES:</b>		
4.1	Formal Information Requests will be handled through the procedures outlined in the Council's Procedural Bylaw.	

Title: Council - Request for Information		Policy No.: 28-03
Section: 01	Code: P-R	Page No.: 2 of 3
<b>Policy Statement and Guidelines:</b>		
4.2	While not all interactions between the Council and the Chief Administrative Officer (CAO) need to be formalized, it may be helpful to agree on some basic protocols in terms of keeping Council members informed of issues or replying to an inquiry by a method of <u>Informal Information Requests</u> as a member of Council may, from time to time, require advice or assistance regarding status on County operations from the CAO or Department Manager to enable them to effectively carry out their responsibilities.	
4.3	These guidelines provide for an opportunity for members of Council to request information and bring attention to issues.	
<b>Request for Information: Requests</b>		
4.4	A member of Council who initiates a Request for Information on an issue they are concerned about will complete the process by submitting an internal request through ALL-Net software "Service Tracker" as described in the (MuniSight 5year Asset Management Contract #200554 "2021-2025" (MuniSight has since rebranded to Catalis, and the software is now "Request Management"). The request will be submitted through their individual user accounts by creating a New Service Request. This process addresses the way all Council are advised for the Request for Information.	
4.5	All Request for information <u>must</u> be initiated through Catalis software "Request Management. Deviation from this policy such as requesting information separately by individual email or verbally, will <u>not</u> be acknowledged and administration is not obligated to comply with the request.	
<b>5. PROCEDURES:</b>		
<b>Request for Information: Requests</b>		
5.1	The Chief Administrative Officer, Department Manager, or designated staff will respond to the Request as soon as practicable, adding all council to the request through the track list and indicate what action was or will be taken.	
5.1.1	Responses to Council Request for Information posed outside of normal business hours shall be expected no earlier than the next business day unless circumstances warrant otherwise by the CAO or Department Manager.	

Title: Council - Request for Information		Policy No.: 28-03
Section: 01	Code: P-R	Page No.: 3 of 3
<b>Policy Statement and Guidelines:</b>		
5.1.2	Any Council Request for Information that requires management to compile information that is not readily available or easily retrievable: e.g., historical reporting/records or information not yet produced) shall be expected in realistic amount of time as defined by the CAO.	
5.2	A member of Council, can view, add correspondence, and/or post a status report to all Requests that are submitted by Council or Requests that council members have been added to.	
5.3	A member of Council may generate their own reports. Reports can be generated by a specified range of dates, individual and/or all divisions, all and/or specified request type groups, or a single request type.	

Carried.

**Policy Statement No. 15-01-02: Discipline Policy**

432-23: Serben That Smoky Lake County Policy Statement No. 15-01-02: Discipline Policy, be **deferred** to the Policy Committee Meeting scheduled for March 29, 2023.

Carried.

**Stollery Children's Hospital Event the "World's Longest Hockey Game for Kids"**

433-23: Cere That Smoky Lake County Council approve action taken in providing funds in the amount of \$250.00, from the Grants to Non-Profit Organizations and Individuals budget, towards Kyle Trenchuk's sponsor page for playing in the "World's Longest Hockey Game for Kids" scheduled for March 3-5, 2023, supporting the Stollery Children's Hospital Foundation, Ben Stelter Fund.

Carried.

**Tour of the New School in Smoky Lake**

434-23: Serben That Smoky Lake County Council attend a tour of the new School in Smoky Lake, scheduled for April 5, 2023, and agree to meet with Aspen View School Board Trustees after the tour at Smoky Lake County Council Chambers, to hear their views on advocacy, working together, and possible future opportunities for partnering, as requested by Neil O'Shea, Superintendent, Aspen View Public Schools, on March 1, 2023.

Carried.

**Meeting Recessed**

Meeting recessed for Lunch, time 11:57 p.m.

**Meeting Reconvened**

The meeting reconvened on a call to order by Reeve Lorne Halisky at 12:35 p.m. in the physical presence of all Council members, the Chief Administrative Officer, Assistant Chief Administrative Officer, and the virtual presence of the Planning & Development Manager, Planning Technician, Fire Chief, Natural Gas Manager, Public Works Shop Foreman, Community Peace Officer, Recording Secretary, GIS Operator, and 3 Member of the Public.

**You Make a Difference Campaign in the Smoky Lake Region**

435-23: Serben That Smoky Lake County Council support the "You Make a Difference Campaign" comprised of two key pillars of action: "100 Cups of Coffee (Engaging 50 Community leaders)" and "Community Capacity Building Training Program" as organized by the Town of Smoky Lake's Family and Community Support Services (FCSS) Coordinator and Community Futures St. Paul / Smoky Lake, through a partnership agreement with Anton & Clark (AC) for the purpose of securing Ian Hill's services in facilitating the said Campaign across the Smoky Lake Region; and acknowledge that said Campaign is being carried out at no cost to the County.

Carried.

**Queen Elizabeth II's Platinum Jubilee Medals**

436-23: Serben That Smoky Lake County acknowledge and honour community members: Noreen Easterbrook and Michelle Wright, for being awarded the prestigious Queen Elizabeth II's Platinum Jubilee Medals for their dedication to the service of family, community and country; and approve for the Reeve and/or Deputy Reeve to provide the said medals to them at Métis Crossing on an agreeable date with lunch included.

Carried.

**Bylaw No. 1413-22: Lending to a Municipal Controlled Non-Profit Organization**

MEMORANDUM



Date: March 14, 2023  
To: Council  
From: Gene Sobolewski, C.E.T.  
Subject: Bylaw 1413-22 – Revision Certification

Council,

Pursuant to the *Municipal Government Act*, Section 63(4) states:

(4) A bylaw under this section must not be given first reading until after the chief administrative officer has certified in writing that the proposed revisions were prepared in accordance with this section.

RSA 2000 cM-26 s63;2017 c13 s1(5)

Therefore, I Eugene Sobolewski, Chief Administrative Officer for Smoky Lake County do hereby attest and certify the following proposed revisions to the bylaw were prepared in accordance with the *Municipal Government Act* Section 63(2)(g)(ii) as follows:

Clause 7.0 of the Bylaw is revised to bring out more clearly the intent of the Schedule "B" Promissory note as follows:

7. The MCC for Smoky Lake Development Corp and Smoky Lake County shall enter into a loan agreement consistent with the terms of this bylaw. The agreement will form Schedule "B", attached hereto and forming part of this bylaw.

Current:

Proposed:

7. *The MCC for Smoky Lake Development Corp shall provide Smoky Lake County with an executed Promissory Note and General Security agreement consistent with the terms of this bylaw.*


Pursuant to Section 63(2)(a)

(2) A bylaw under this section may

(a) omit and provide for the repeal of a bylaw or a provision of a bylaw that is inoperative, obsolete, expired, spent or otherwise ineffective;

The Schedule "B" Promissory Note is deleted from the Bylaw 1413-22 as the document is inoperative, obsolete and otherwise ineffective as written. The updated Promissory Note and General Security Agreement shall instead be presented to Council separately with an accompanying motion from Council instructing the MCC to execute the documents prior to receipt of the loan contemplated in Bylaw 1413-22.

Pursuant to Section 63(3), the words "Revised Bylaw" shall be added to the title of Bylaw 1413-22.

  
Gene Sobolewski, C.E.T.,  
Chief Administrative Officer

437-23: Serben

That Smoky Lake County Council, pursuant to the Municipal Government Act S.63 and the Memorandum of Revision signed by the Chief Administrative Officer, dated March 14, 2023, titled "Bylaw 1413-22 – Revision Certification", give **FIRST READING** to revise Bylaw No. 1413-22: Lending to a Municipal Controlled Non-Profit Organization, with the words "Revised" affixed to the said bylaw.

Carried.

438-23: Cere

That Smoky Lake County Council, pursuant to the Municipal Government Act S.63 and the Memorandum of Revision signed by the Chief Administrative Officer, dated March 14, 2023, titled "Bylaw 1413-22 – Revision Certification", give **SECOND READING** to revise Bylaw No. 1413-22: Lending to a Municipal Controlled Non-Profit Organization, with the words "Revised" affixed to the said bylaw.

Carried.

439-23: Fenerty

That Smoky Lake County Council, pursuant to the Municipal Government Act S.63 and the Memorandum of Revision signed by the Chief Administrative Officer, dated March 14, 2023, titled "Bylaw 1413-22 – Revision Certification", give **UNANIMOUS PERMISSION FOR THIRD READING** to revise Bylaw No. 1413-22: Lending to a Municipal Controlled Non-Profit Organization, with the words "Revised" affixed to the said bylaw.

Carried Unanimously.

**Bylaw No. 1413-22: Lending to a Municipal Controlled Non-Profit Organization**

440-23: Halisky That Smoky Lake County Council, pursuant to the Municipal Government Act S.63 and the Memorandum of Revision signed by the Chief Administrative Officer, dated March 14, 2023, titled “Bylaw 1413-22 – Revision Certification”, give **THIRD & FINAL READING** to revise Bylaw No. 1413-22: Lending to a Municipal Controlled Non-Profit Organization, and affix the words “Revised” to the said bylaw.

Carried.

**MCC For Smoky Lake Development Corp. Promissory Note & General Security Agreement**

441-23: Gawalko That Smoky Lake County Council instruct the MCC For Smoky Lake Development Corp. to execute the Promissory Note and General Security Agreement as per Smoky Lake County’s Revised Bylaw No. 1413-22: Lending to a Municipal Controlled Non-Profit Organization, prior to the County releasing the aggregate principal sum of Five Hundred Ninety Thousand (\$590,000.00) Dollars, pursuant to the said bylaw.

Carried.

Earla Wager, Village of Vilna Chief Administrative Officer, virtually joined the meeting, time 1:01 p.m.

Leroy Kunyk, Mayor of Village of Vilna, virtually joined the meeting, time 1:14 p.m.

Paul Miranda, Councillor Village of Vilna, virtually joined the meeting, time 1:16 pm.

**Employee Short Term Disability Insurance - Proposal**

442-23: Serben That Smoky Lake County Council **take no action to** the March 16, 2023, proposal from Administration, to include Short Term Disability Insurance within the County Employee benefit package, which would provide qualifying employees, who are 65 years old or younger, with 66.67% of their weekly earnings, up to a maximum amount of \$1,500.00 for up to 16 weeks (the time until long term disability is available).

Carried.

**Employee Short Term Disability Insurance – Employee Questionnaire**

443-23: Fenerty That Smoky Lake County Council approve to **conduct an employee questionnaire** for the purpose of determining the need for Short Term Disability Insurance in the County Employee benefit package, which could provide qualifying employees, who are 65 years old or younger, 66.67% of their weekly earnings, up to a maximum amount of \$1,500.00, for up to 16 weeks (the time until long term disability is available).

Carried.

**County Council Meeting Recessed**

The Smoky Lake County Reeve announced the Council Meeting recessed, time 1:19 p.m.

## **VIRTUAL PUBLIC HEARING:**

### **Bylaw No. 1425-22: Village of Vilna & Smoky Lake County Intermunicipal Development Plan (IDP)**

#### **1.0 Opening**

The Virtual Public Hearing was **called to order at 1:20 p.m.** by the Reeve, Lorne Halisky in the presence of all Council members, Chief Administrative Officer, and Assistant Chief Administrative Officer, as well as in the virtual presence of the Planning and Development Manager, Planning Technician, Recording Secretary, Natural Gas Manager, Community Peace Officer, GIS Operator, Public Works Shop Foreman, Village of Vilna's CAO, Mayor and Councillor, and **two members of the public.**

Confirmation was provided by the Planning and Development Manager, that the Public Hearing had been advertised and notice was provided in accordance with the applicable legislation.

The purpose of the hearing was summarized as:

**To obtain public input in regard to Bylaw No. 1425-22: a bylaw for Village of Vilna and Smoky Lake County Intermunicipal Development Plan (IDP).**

#### **2.0 Staff Presentation**

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

##### **BACKGROUND:**

- Proposed Bylaw No. 1425-22 received First Reading on December 14, 2022.
- A Notice has been posted on the County's website since February 15, 2023 and has also appeared on the County's social media platforms, and been advertised in the Redwater Review in accordance with Section 606 of the Municipal Government Act and Smoky Lake County Policies and Bylaws.
- This Hearing has been scheduled to obtain public input on proposed Bylaw No.1425-22 in accordance with Section 216.4 of the Municipal Government Act.

#### **3.0 Public Presentations Via Written Submissions**

There were no written submissions received.

#### **4.0 Public Presentations at the Public Hearing**

There were no Members of the Public virtually or physically present who requested to speak **in opposition or in support** of proposed **Bylaw No. 1425-22.**

#### **5.0 Questions and Answers**

None.

#### **6.0 Closing Remarks**

There being no further presentations, the Reeve thanked all the presenters for their comments and the Virtual Public Hearing for the proposed **Bylaw No. 1425-22**, was declared closed, time **1:30 p.m.**

## County Council Meeting Reconvened

The Smoky Lake County Council Meeting reconvened, at a call to order by Reeve Halisky, time **1:30 p.m.**, in the physical presence of all Council members, the Chief Administrative Officer, Assistant Chief Administrative Officer, and Finance Manager, and in the virtual presence of the Planning and Development Manager, Planning Technician, Communications Technician, Natural Gas Manager, Recording Secretary, GIS Operator, and three Members of the Public.

Tammy-Lynn Thompson, Village of Vilna Councillor, virtually joined the meeting, time 1:31 p.m.

### 7. Request for Decision:

#### **Bylaw No. 1425-22: Intermunicipal Development Plan (IDP) with Village of Vilna**

444-23: Cere

That Smoky Lake County Bylaw No. 1425-22: Intermunicipal Development Plan (IDP) between Smoky Lake County and the Village of Vilna, be given **SECOND READING**.

Carried.

Moved by Councillor Gawalko that Smoky Lake County Bylaw No. 1425-22: Intermunicipal Development Plan (IDP) between Smoky Lake County and the Village of Vilna, be given **THIRD and 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.

Paul Miranda, Councillor Village of Vilna, & Leroy Kuniyk, Mayor of Village of Vilna virtually left the meeting, time 1:33 pm.

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

445-23: Gawalko

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:

<b>Community Group</b>	<b>Eligibility</b>	<b>Funding</b>
Vilna Veselka Dance Club	for volunteer appreciation	\$1,000.00
Town of Smoky Lake Library	For social library programs	\$3,250.00

Carried.

Tammy-Lynn Thompson, Village of Vilna Councillor, virtually left the meeting, time 1:39 p.m.

#### **Enterprise Fleet Management Canada Inc. Leases**

446-23: Gawalko

That Smoky Lake County execute the open-end (equity) lease agreement with Enterprise Fleet Management Canada Inc. as per their Quote 7075800, Dated March 7, 2023, for Four (4) Year-2024 GMC Sierra SLE 4x4 Crew Cab 5.75 ft. box 147.4 in. WB, to replace Fleet Units 100B, 109A, 105 and Gas department truck unit 203 – the quote and pending final numbers.

Carried.

**Sale of County Surplus Equipment**

447-23: Cere

That Smoky Lake County advertise to sell the following County Surplus Equipment in the County Grapevine and on social media, as is - where is, by Public Tender, stating “The Highest nor Any Bid Shall Not Necessarily Be Accepted”, with a closing bid deadline of April 11, 2023, at 12:00 Noon:

Unit #	Description	Serial Number	Odometer/Hours
107	2005 GMC 3500 4X4	1GTJK33678F218493	371775km
227	2017 Chev 1500 4x4	1GCVKREC5HZ279802	193190km
466	10’ Schulte Mower	C30710811504	N/A
467	FLX1510 Schulte Flex arm	A10510338504	N/A

Carried.

**Snow Blade Proposal for Unit 206 – GMC 3500 4X4**

448-23: Serben

That Smoky Lake County obtain a quote to purchase and install a snow blade onto Unit 206, 2013 GMC 3500 4X4, 1GT423CG0DF128344 with 185737km.

Carried.

**8. Chief Administrative Officer’s Report:**

Chief Administrative Officer			
Report Period: <b>Feb 10, 2022 to Mar 08, 2023</b>			
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> <li>No Change since last report, will consider as closed until further notice.</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 Council adopted report CAO is currently implementing.</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.</p> <p><b>Project progress:</b></p> <ul style="list-style-type: none"> <li>The project is complete.</li> </ul>			
<p><b>Village of Vilna DEM:</b> The Village of Vilna Director of Emergency Management resigned. The Village is required to appoint a DEM. The Province suggested that rather than appointing someone and going through the expense of training, that the County be approached to allow appointment of our DEM for the Village. Trevor has indicated that he can also act as their DEM as part of his duties.</p> <p><b>Project progress:</b></p> <ul style="list-style-type: none"> <li>Emergent issue with the following resolution:</li> </ul>	Dec 20/22	Ongoing	



Chief Administrative Officer			
Report Period: <b>Feb 10, 2022 to Mar 08, 2023</b>			
<p><b>Recommendation: That Council approve of the Village of Vilna appointing Trevor Tychkowsky as their Director of Emergency Management commencing March 16, 2023.</b></p>			
ADMINISTRATIVE			
Projects	Date In Progress	Date Outstanding	Date Completed
<b>Managers Meetings – Every Monday Morning</b>			Ongoing
<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>	<p>Aug 22/22 Aug 31/22</p>		
<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 of the policy is scheduled for an April meeting, however further discussion may postpone adoption to May if many changes occur.</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> <p><b>Project progress:</b></p> <ul style="list-style-type: none"> <li>Administration has completed the version of the Cold Weather Policy. This is a rather comprehensive document and provides for the basis of judgement between the employee and manager to determine safe protocol.</li> </ul>	Feb 08/23		Mar 16/23

Chief Administrative Officer			
Report Period: <b>Feb 10, 2022 to Mar 08, 2023</b>			
<ul style="list-style-type: none"> <li>Administration is asking for the policy to be acknowledged by Council, as it is a management policy. Council can choose to change to a Governance policy, which then becomes fixed by passing a resolution.</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>A two day session is scheduled to review the standards by the municipal administrations on March 14 and 15.</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>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>			

Chief Administrative Officer			
Report Period: <b>Feb 10, 2022 to Mar 08, 2023</b>			
<b>Project progress:</b> <ul style="list-style-type: none"> <li>The CAO provided additional information to Heather regarding the ABS grant and letter of support.</li> </ul>			
<b>UFA/Canoe – Missing Fuel:</b> Met with representatives of UFA and Canoe to discuss the ramifications of the missing fuel. Canoe is the procurement/invoicing agency to the County and UFA is the supplier of fuel to Canoe.  <b>Project progress:</b> <ul style="list-style-type: none"> <li>The issue is resolved and the County will be reimbursing for fuel legitimately used by the County during that time period.</li> </ul>	Ongoing		
HWY 28/63 COMMISSION			
<b>Hwy 28/63 Board meeting</b>			Dec 19/22
<b>Hwy 28/63 Legal:</b> 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 renew of dispositions while working to finalize agreements to satisfy legal obligations and requirements.	Jan 20/23	Ongoing	
FINANCIAL			
	Projects	Date In Progress	Date Outstanding
<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 budget of reducing the operating budget by 5% and providing impacts of that reduction prior to the adoption of the final budget.  <b>Project progress:</b> <ul style="list-style-type: none"> <li>No change since last report. The County completed and efficiencies report for Council.</li> </ul>		Ongoing	
<b>Land Inventory/Sale of Lands –</b> At the last meeting and from previous discussions, Council has been interested in determining a listing of available lands which could then be offered for sale. An inventory was emailed to Council to provide feedback on properties (owned by the County) which may be candidates for sale.  <b>Project progress:</b> <ul style="list-style-type: none"> <li>No feedback was provided from the emailed land inventory.</li> <li>Planning and Development has provided as an agenda item.</li> </ul>			
HUMAN RESOURCES			
Chief Administrative Officer			
Report Period: <b>Feb 10, 2022 to Mar 08, 2023</b>			
	Projects	In Progress	Outstanding
<b>Welder:</b> The County welder position has not been filled. Applicants report that the County wages scale are too low.  <b>Project progress:</b> <ul style="list-style-type: none"> <li>The position has been re-advertised.</li> </ul>		Ongoing	
<b>Public Works Manager:</b> The Public Works Manager provided notice of retirement with a last day of Friday, April 28, 2023.  <b>Project progress:</b> <ul style="list-style-type: none"> <li>Interviews have commenced and references will be contacted from the preferred candidates.</li> </ul>	Jan 13/23		
COMMUNITY			
	Projects	Date In Progress	Date Outstanding
TRAINING			
COUNTY STRATEGIC PLAN			
<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.  <b>Project progress:</b> <ul style="list-style-type: none"> <li>The draft strategic plan was presented to Council at the Jan 2023 meeting.</li> <li>The Council was presented at a public open house to roll out to the public on February 27, 2023 at 7:00 at Chambers and virtually. Some comments were received and changes incorporated.</li> <li>Once adopted, the CAO will then prepare the operational target/milestone report as well as the financial impact.</li> </ul> <b>Recommendation:</b> That Council adopt the 2023/2025 Strategic Plan and authorize the Chief Administrative Officer to prepare the the operational and financial targets/milestones accompanying plan for approval by Council.		Ongoing	
Signature: Gene Sobolewski	County Council Meeting: <b>Mar 08, 2023</b>		

### Joint Operation Agreement for Fire Protective Services

449-23: Serben

That Smoky Lake County acknowledge the Joint Operation Agreements for Fire Protective Services, under Bylaw Numbers: 1388-20, 1389-20, and 1392-21, for Waskatenau, Vilna, and Smoky Lake, respectively, remain in effect until a Regional Fire Services agreement is in place.

Carried.

One Member of the Public, virtually joined the meeting, time 2:15 p.m.

### Village of Vilna's Director of Emergency Management Appointment

450-23: Gawalko

That Council approve of the Village of Vilna appointing County Employee, Trevor Tychowsky as their Director of Emergency Management commencing March 16, 2023, at no cost to the County.

Carried.

### 2023-2025 Strategic Plan

451-23: Serben


That Smoky Lake County Council adopt 2023-2025 Strategic Plan, as follows; **and** authorize the Chief Administrative Officer to prepare an accompanying operational and financial targets/milestones schedule to be brought forward for approval by Council:




#### BACKGROUND

A municipal Council is responsible for identifying and defining strategic direction for the municipality to ensure that it fulfills its role as outlined in the *Municipal Government Act (MGA)*. A strategic plan fulfills this role as it clearly describes or affirms the values of the Council and Community. The strategic plan also:

- 1) defines the vision of the Council as to what it wants to achieve over the next few years, and
- 2) establishes strategic priorities (between 3 to 5) to guide the organization towards achievement of the vision.



Sunrise on the MSR, Ceyana Canoe Club, 2021



The strategic plan forms the basis of the financial plan as it sets out what the municipality wants to do in the short-term (1 to 3 years) and longer terms (5-10 years). The financial plan determines the anticipated costs to accomplish the priorities of each of strategic plan and consequently the extent to which a priority can reasonably be accomplished. The two plans are inseparably intertwined and for this reason, the strategic plan always precedes and is relied upon in the preparation of the budget priorities because the MGA requires municipalities to prepare mandatory three-year operating and five-year capital plans.

In reviewing our Values and Vision, Smoky Lake County strives to go beyond strategic plans of the past and instead create a plan with goals that are more tangible.



Smoky Lake County engaged 13 Ways to conduct a 2-day strategic session with the Council and Administrative staff to formulate the basis of the County's strategic plan. The outcome of this session provided the County with a document which provided the Council with a summary of its Values and Vision, which forms the basis for establishing the Council's priorities.

Smoky Lake Council then conducted a separate workshop to review their Values, Vision and Levels of Service to establish its Priorities as the Council's Strategic Plan.

#### VALUES

Smoky Lake County Council defined their values as:

1. HEALTHCARE – Council values the continuing access to the George McDougall Health Centre by all residents in our region and the increasing of services for more advanced healthcare services.
2. EMERGENCY SERVICES – Council values a safe community where all County residents have access to local full-service police, fire and EMS services.
3. EDUCATION – Council values the prospect to allow residents to access dual credit opportunities provided by local colleges and also values the equality of education opportunity for County residents.
4. CULTURAL DIVERSITY – Council values the need to continue to accommodate, attain, build and grow the perception of being an open and culturally diverse community.
5. RECREATION – Council values the existing recreational opportunities and facilities for all our residents and seeks to explore enhancements to these facilities.
6. HOUSING DIVERSITY – Council values and recognizes the needs of our residents for diversified housing opportunities to allow our community to grow.



Looking east on the North Sask. River, at 'The Elbow'

## VISION

Smoky Lake County Council defined their vision as:

1. **Development along Highways** – Council visualizes new highway commercial growth and business development along key corridor highways in the region, where the County would proactively undertake processes to bring those properties to a “shovel-ready” status specific to land use, zoning, and other planning functions.
2. **Creating policies/atmosphere to create pro-active growth and development:**
  - a. **Population growth** – Council visualizes positive population growth by bringing key services back into the region.
  - b. **Fully utilized Hospitals and Courthouse** – Council visualizes a robust regional healthcare and fully utilized hospitals, health centres, and the courthouse in our region, supporting local needs and overflow capacity from larger metropolitan areas.
  - c. **Housing Diversity** – Council visualizes diverse housing opportunities designed to accommodate the needs of the region through innovative programming such as partnerships, incentives, and/or external grants.
  - d. **Proactive/Partnering Development Strategies** – The Council visualizes that the County would proactively undertake the processes and partnerships to stimulate and promote residential and commercial growth in the region, including “shovel-ready” principles pertaining to land use, zoning, servicing, and other land development functions.
  - e. **Agriculture** – Council recognizes the benefit and value of the County’s agriculture sector, and visualizes its enhancement and strengthening by supporting the expansion of veterinary services, promoting new value-added agri-business culture, and effectively promoting the region.
  - f. **Environment** – Council recognizes the benefit, value, and services delivered by our natural landscape, and visualizes its protection through land use planning, technical studies, collaborative partnerships, and leveraging tools under the MGA, etc.



## PRIORITIES

1. **Grow Employment Opportunities** – Council is committed to lobby for the re-instatement of healthcare services in the region, the re-opening of the courthouse, and supporting growth in all industries, including agricultural business and producers to stimulate population growth in the region.
 

To attain this priority, Council recognizes the following tasks will be required to be undertaken:

  - Lobby efforts to the Provincial and/or Federal Governments – The Council will utilize their lobby efforts, along with other local and regional municipal partners, to jointly advocate to the various levels of government. This may include the retaining of registered professional lobbyist firm(s) as deemed necessary. This may require the adoption of an advocacy plan by the Council to assist in this role.
  - Collaboration with Municipalities and Healthcare Providers – The County will need to form collaborative relationships with municipalities within and surrounding our boundaries, as well as explore relationships and/or partnerships within the Provincial Government.
  - Examine recreation opportunities and new facilities – The County will review the Smoky Lake Regional Recreation Master Plan, dated March 2013, in the context of 2023 and develop a program for the public to provide input respecting facility improvements and desired programs.
  - Examine Incentive Initiatives – The County will examine the possibility of introducing incentive and/or partnership opportunities to foster the growth of business and industry development in the region.



2. **Proactivity in Development** – Council is committed to the development of policy and programming to foster a proactive approach to land development within our region.
  - Sell land to raise revenues for development initiatives – The County will review potential opportunities for highest and best use of Municipal property currently vacant and dispose of the lands at fair market value. Some land may be sold on condition to assist in the undertaking development within a specified timeframe.
  - Review existing policy framework – The County will review its existing policy statements across all departments to ensure that they remain relevant and effective.
  - Market Evaluation – The County will undertake an evaluation of market conditions to determine what conditions, economic constraints, impediments, catalysts, and stimulus may be beneficial in the proactive promotion of land development in the region.
  - Lobby efforts to the Provincial and/or Federal Governments – The Council will utilize their lobby efforts, along with other local and regional municipal partners, to jointly advocate to the various levels of government. This may include the retaining of registered professional lobbyist firm(s) as deemed necessary. This may require the adoption of an advocacy plan by the Council to assist in this role.



- Proactive Preliminary Planning – The Council will undertake a review of the existing Land Use Bylaw (LUB) and Municipal Development Plan (MCP) which are both nearly a decade old, and replace or update them with modern language, uses, and provisions that balance economic development with the municipalities’ role as a regulator and trustee of the environment and public good. This may also include review/update of older existing, or adoption of new, Area Structure Plans (ASPs) and other tools under the MGA.
- Effective Geographic Information Systems (GIS) – Smoky Lake County’s GIS promotes and supports the County Strategic Plan with the use of technology to enable an efficient, effective business process and support decision makers at all levels with access to the most accurate information.
- Housing Diversity – The County will undertake a marketing analysis to determine the needs of the region. The Council will also consider options to promote the construction of diverse housing through the use of specific policy frameworks, investment, partnership, and possible subsidization to achieve this goal.
- Agriculture – The Council will seek opportunities to enhance the agricultural culture of the region through new and innovative partnerships that prioritize landowner needs, sustainable local foods.
- Environment – The Council will pursue necessary advocacy, technical studies, and policy and bylaw amendments to appropriately steward our environmental landscape.

4. **Emergency Services** – Council is committed to ensure that all County residents have access to full-service Police, Fire and EMS services.
  - Lobby efforts to the Provincial and/or Federal Governments – The Council will utilize their lobby efforts, along with other local and regional municipal partners, to jointly advocate to the various levels of government. This may include the retaining of registered professional lobbyist firm(s) as deemed necessary. This may require the adoption of an advocacy plan by the Council to assist in this role.
  - Explore the possibility of Partnership/Investment Opportunities – The County will explore opportunities for possible partnerships and/or investment to attain full-service emergency services.



3. **Education** – Council is committed to ensuring that educational opportunities for County residents continue to grow.
  - Create and enhance Partnerships – The County will continue to forge partnerships with primary and post-secondary education providers (Portage College, Lakeland College, Aspen View Schools, Lakeland Catholic) to provide continuing programming required by residents of the County.
  - Lobby efforts to the Provincial and/or Federal Governments – The Council will utilize their lobby efforts, along with other local and regional municipal partners, to jointly advocate to the various levels of government. This may include the retaining of registered professional lobbyist firm(s) as deemed necessary. This may require the adoption of an advocacy plan by the Council to assist in this role.
  - Explore the possibility of Partnership/Investment Opportunities – The County will explore opportunities for possible partnerships and/or investment to attain goals such as additional dual credit programs.



Hillside Acres in Fall



5. **Cultural Diversity** – Council is committed to ensuring that the County is recognized as being a Culturally Diverse Community.
  - Apply to Provincial Government to become a Designated Community – Council is committed to researching and successfully applying to the Province to become a Rural Renewal Stream Designated Community.
  - Create Policy Statements – The Council is committed to creating policy statements ratifying the County’s commitment to be viewed by peers as a Culturally Diverse Community and welcoming people from all cultural backgrounds.

**Who We Were**

Our name 'Smoky Lake' comes from smoky vapor that rises from the shallow lake itself, which was noted by the original inhabitants of this area - the Indigenous Peoples' whose footsteps have marked these beautiful lands since time immemorial. Over the last 200 years, explorers and traders were replaced by farmers and entrepreneurs, Eastern Europeans, and others from around the world, as our region grew in population and prosperity.

**Who We Are**

We have become a services-oriented hub by providing important amenities to our residents while also growing business industrial and agricultural opportunities, tourism, and recreation services. We also serve as a culturally diverse hub that attracts people from around the world for the quality of community and a family-focused life that we offer. This has been accomplished through a tradition of active collaboration with our neighbors.



Credit: Hank Hollowaychuck

**WHO WE ARE**



Waskateau Creek

**Who We Are Becoming**

With further partnerships and collaboration, we will be able to offer a re-instated full-service healthcare, emergency services and housing diversity with great amenities all within a short distance, including recreation facilities, walking trails and natural amenities that appeal to all ages.

We have achieved this through our forward thinking and in being proactively involved in the development process to create investment and business opportunities in the County. In response to our growing population, we will present a skilled workforce that will appeal to businesses and industries that create jobs and employment. We are focused on growing local ownership and entrepreneurship in our own community. We are a thriving community with a lot of value-added developments that support our appreciation of our beautiful environment, with year-round events that celebrate our winters and take advantage of our natural environments. Our businesses are self-sustaining because of a strong and growing population.

**LEVEL OF SERVICE**



The Council reviewed the extent and costs of the services the County provides to our residents. While faced with the unpredictable cost of goods and services and inflation pressures, the County has been resolute to continue to provide our excellent levels of services.

In moving forward, the County will strive to minimal taxation increases while continuing to provide the same high-quality levels of service to our residents.



Core municipal services	Shared with province
<ul style="list-style-type: none"> <li>Public Works</li> <li>Police</li> <li>Fire</li> <li>Public Health</li> <li>Library</li> <li>Parks &amp; Recreation</li> <li>Animal Services</li> <li>Community Development</li> <li>Emergency Services</li> <li>Public Safety</li> <li>Police Services</li> <li>Fire Services</li> <li>Public Health Services</li> <li>Library Services</li> <li>Parks &amp; Recreation Services</li> <li>Animal Services</li> <li>Community Development Services</li> <li>Emergency Services</li> </ul>	<ul style="list-style-type: none"> <li>Police Services</li> <li>Fire Services</li> <li>Public Health Services</li> <li>Library Services</li> <li>Parks &amp; Recreation Services</li> <li>Animal Services</li> <li>Community Development Services</li> <li>Emergency Services</li> </ul>



Carried.

**Chief Administrative Officer's Report**

452-23: Cere

That Smoky Lake County's Chief Administrative Officer's report for the period of February 10, 2023, to March 8, 2023, be accepted as presented 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 Report

#### Dan Gawalko division one

- February 16 2023 Evergreen Regional waste commission meeting, discussed the shredder and the cost of them coming on site to shred mattresses, furniture and other dry waste to extend cell life. Evergreen will start charging 10.00 per mattress to non commission members starting April 1 2023, management looked at a used Aljon compactor but it requires lots of work. Ashley gave the finances, Paul gave the site report msw site is good clay packing going on as cover, installing new wind fences as the cell gets higher, the leachate contract was awarded to Extreme oilfield for 2 years, purchased 2 used trucks from St.Paul county a 2008 chev 3500 with 270k 6,500 and a 2011 For F150 280k for 3,500 both units in fair condition, entered into discussions with west parkland propane about tank recycling, Paul will be reaching out to Whitefish Lake first nation about our services and Frog lake first nation will be holding a grand opening of their new transfer station, next meeting March 10 2023 at 10:00 am county of St.Paul office.
  - February 22-24 2023 attended the Alberta Coordinated Action for Recycling spring seminar in Strathmore Alberta full report was released as information by administration on March 10 2023.
  - March 10 2023 Evergreen Regional Waste commission meeting , Paul talked about the Alberta CARE seminar and the Frog lake transfer station grand opening ,West Parkland propane will be carrying on what Rapid Gaz used to do recycling our propane tanks paying 5.00 for 20 & 30 pound tanks and 15.00 for 100 # each municipality must sign their own contracts, Barb McCarthy of JMD group presented the 2022 audited financial statements
- ,Ashley presented the ongoing finance report, Paul gave his site report the shredder and hoe is still onsite and will finish up in the next warm spell the material shredded will be piled and used as daily cover, Extreme oilfield hauled their first load of leachate March 6, 96 bales of straw onsite to be used as cover, on March 15 Paul will be doing a site visit with Whitefish Lake first nation at Evergreen land fill, freon units will be accepted free of charge during the month of May, next meeting April 20 10:00 an St.Paul county office

#### Community Cleanup Funding

453-23: Gawalko

That Smoky Lake County determine if there is any applicable grant funding available relating to community cleanup and if there is applicable funding, bring the information forward to Council.

Carried.

#### Annual Spring Clean Up

454-23: Gawalko

That Smoky Lake County Council approve to **annually** advertise a "Spring Cleanup Promotion", exclusive to residents of the Smoky Lake Region, allowing for the free disposal of appliances containing freon at County Landfill Sites during the month of May, through the County's social media and Grapevine.

Carried.

## 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

9.b

February 7 – 28, 2023

From Councillor Linda Fenerty, Division 2

#### February 13, 2023 – North East Muni-Corr Ltd – via Zoom (10:00 a.m.)

- Timbers for the trestle will be picked up in March. Location is Ashton Creek / timbers are 16' creosote timbers. Report was given by RRTS (Riverland Recreation Trail Society) – they are looking at applying for grants to install permanent signs. Works continues with McElhanney to complete the Iron Horse online profiles as part of the TransCanada Trail Classification System. The Trans Canada Trail offers a wide range of activities through urban and rural areas, through greenways, waterways, and roadways. 28,000 km from east coast to west coast, if you are interested in hiking, cycling, paddling, riding horseback, cross-country skiing, or snowmobiling, the trail can help you. The Society has submitted two Expressions of interest for some federal funding (through the National Trails Coalition). The CFEP grant was declined because the funding organization determined there were enough funds to complete the project without getting the grant. Alberta's Lakeland Destination Marketing Organization (Lakeland DMO) – Marianne has been attending meetings with Travel Alberta and The Group Solutions regarding tourism in the area. She is working on new display panels for the tradeshow booth. PrairiesCan grant has been applied for. New business: bank account access – discussion regarding online banking (pluses & minuses) i.e. having 2 signatures, etc. Motion was made to bring this to Policy Meeting. Controller's reports and all financial reports were gone over. JMD Group is working on year-end. Next meeting: March 13, 2023 via Zoom

#### February 16, 2023 – Brownlee LLP Emerging Trends in Law Seminar – Chambers (via Zoom)

#### February 16, 2023 – Community Futures – via Zoom – 5:30 p.m.

- We went through loan portfolio (no changes). There will be some write-offs as they are not collectable. Nothing extraordinary to report on financials. Penny presented Manager's Report. She has a number of projects on the go, i.e. Connect for Food – completed funding application, Registration for Lemonade Day opens March, attending all Chamber AGM's, completing T-4's, annual returns. Currently she is working on Mannawanis Energy Summit, 100 Cups of Coffee, Head Start in Business (will have a booth at Teacher's Convention)

#### February 24, 2023 – Northern Lights Library System (NLLS) – via Zoom – 10:00 a.m.

- We went through the Auditor's Report as presented. In their opinion, NLLS operates in accordance with the Canadian public sector accounting standards for government not-for-profit organizations. All other reports were accepted as presented.
- The Executive Committee brought forward a new policy called the Indigenous Advisory Circle. The mandate of this committee is to work cooperatively to provide consultation services to the NLLS Board and its committees regarding Indigenous communities and library development within the NLLS region. One member from each Indigenous Community will be appointed with one of the key responsibilities being obtaining invaluable information on how best to serve their communities, and to support and foster relationships between the Board and residents.
- Policies – additions, deletions, and amendments to policies were presented, all in favor, carried.
- Next meeting is AGM – May 26, 2023

#### Other Meetings

- February 7, 2023 @ 9:00 a.m. – Policy Committee Meeting – Chambers
- February 8, 2023 – Board Development Program (Financial Responsibilities)
- February 8, 2023 @ 6:00 p.m. – Dr. Arian Esterhuisen meet & greet – Smoky Lake Ag Complex
- February 9, 2023 @ 9:00 a.m. – Council Workshop – Chambers
- February 9, 2023 – Board Development Program (Role of the Board Secretary)
- February 13, 2023 @ 2:00 p.m. – Smoky Lake Council & CAO mtg. w/Whitefish Lake Chief & Council
- February 14, 2023 @ 9:00 a.m. – County Departmental Meeting – Chambers
- February 15, 2023 @ 9:00 a.m. – County Council Meeting – Chambers
- February 16, 2023 @ 7:30 pm. – Vilna & District Public Library Meeting
- February 21, 2023 – Special Mtg (Food Bank) – 12:30 p.m./Agriculture Service Board Meeting – 1:00 p.m./MPC Mtg. – 2:00 p.m.
- February 23, 2023 – 5 C's of Crisis Communication – via Zoom – 10:00 a.m.
- February 25, 2023 – Fundraiser for Kosiv Ukraine – Smoky Lake Complex
- February 27, 2023 @ 10:30 – LARA meeting – Ashmont
- February 27, 2023 @ 7:00-8:30 p.m. – Open House for Strategic Plan – Council Chambers

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

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

Councillor Report  
February 7 – March 7, 2023

Feb. 07: Policy Committee Mtg. Discussed snow clearing, flags as well as cold weather and equipment mobilization.

Feb. 09: Efficiencies Workshop. Discussed numerous recommendations to improve efficiencies as well as some tips and tricks for time management.

Feb. 13: Mtg. with Whitefish Band council.

Feb. 14: Departmental Mtg.

Feb. 15: Regular Council Mtg.

Feb. 16: Emerging Trends in Municipal Law, Brownlee.

Feb. 21: Special council mtg. Discussed Food Bank insurance.

Feb. 21: Ag. Services Board mtg.

Feb. 21: MPC mtg.

Feb. 22: Leadership mtg. sponsored by FCSS, curling rink. Guest speaker: Ian Hill

Feb. 27: Strategic Plan Open House

Mar. 01: Townhall mtg. with Minister of Municipal Affairs regarding Budget 2023

Mar. 01: Webinar out on by Alberta Counsel regarding Budget 2023

Respectfully submitted,

Dominique Cere  
Division 3

## 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 February 6, 2023 to March 10, 2023

9.d

February 7, 2023 – Policy Committee, in Chambers (All Council in-person)

- Reviewed:
  - Policy Statement No. 13-01 Surface Lease of Municipal Owned Properties.
  - Policy Statement No. 01-35: Flags Half Mast.
  - Policy Statement No. 03-35-12: Snow Clearing.
  - Policy Statement No. 03-40-04: Cold Weather – Equipment Mobilization.

February 8, 2023 – Medical Services Meeting, in Town of Smoky Lake Chambers (Lorne in-person)

- Discussion was held with District AHS Representatives on all types of Health Services such as mental health, addictions support, child services, domestic violence etc. that can be delivered out of the Smoky Lake and/or Viina Health Centers or other owned/operated AHS Buildings in the Smoky Lake Region.
- Two cohort Registered Nurses are projected to come to/work out of the Smoky Lake Hospital in Q/4, 2023 which will help to keep all the 12 acute hospital beds open.
- .6 FTE Occupational Therapist is now working in the Smoky Lake Region focusing on youth work/therapy.
- RhPAP high school student Medical Skills event to be set up hopefully for 2023.
- Discussion/ working on Medical Training dual credited program for the Smoky Lake Region Schools.

February 8, 2023 – Doctor Retention & Recruitment - Medical Services Briefing + Meet & Greet, in Smoky Lake (All Council in-person)

- Met a potential new doctor for the Smoky Lake Region: Dr. Arian Esterhuizen and her family.

February 9, 2023 – Council Workshop Training, in Chambers (All Council in-person)

- Reviewed the administrative efficiencies that are being implemented for awareness of what to expect going forward.

February 13, 2023 – Whitefish Lake First Nation #128 Meeting, at their Band Office (All Council in-person)

- Discussed in respect to common concerns, interests, and potential partnership opportunities, including but not limited to a potential project for Range Road 130.

February 13, 2023 – Northeast Mayors, Reeves and Indigenous Leaders Caucus Strategy Discussion (Lorne virtually)

- Discussed with the lobbyist the final version of the strategy plan and appointed plan speakers.

February 14, 2023 – Council Departmental Meeting, in Chambers & Virtual (All Council in-person)

- Received reports from manager and departments on their activities.
- Approve to host a barbeque lunch event for the 2023 Farmers & Ranchers Appreciation Day, Friday, June 9, 2023 from 11:00 a.m. to 2:00 p.m., at the Smoky Lake Agricultural Complex.

February 14, 2023 – Dr. Ret. & Rec. Meeting (Lorne in-person)

- Met with doctors to discuss/finalize new doctor logistics etc.

February 15, 2023 – Council Regular Meeting, in Chambers (All Council in-person)

- Authorized Lorne & Linda to attend the Federation of Canadian Municipalities (FCM) Annual Conference & Trade Show, May 25-28, 2023 in Toronto Ontario.
- Adopted Policy Statement No. No. 02-36-01: Peace Officer Uniform and Equipment.



- Approve to purchase a gift for the Town of Smoky Lake in celebration of their 100<sup>th</sup> anniversary.
- Appointed external members to the Assessment Review Board.
- Gave final reading to Bylaw No. 1430-23: Planning & Development Public Hearing Procedures.
- Executed the FRIAA FireSmart Program Project Grant Agreement for \$40,000 towards the "Smoky Lake County Wildfire Mitigation Strategy for Lake Resort Communities".
- Approved \$6,000 towards the 3rd Annual Junior Firefighter Summer Day Camp 2023.
- Amended Policy Statement No. 13-01-03: Surface Lease of Municipally-Owned Properties.
- Approved to purchase memberships to Alberta Fire Chiefs Association (AFCA) for the County Fire Chief, Deputy Fire Chief and two Elected Officials for \$180 each and authorize Jered & Dominique to attend the 2023 AFCA Conference and Tradeshow, on May 28-31, 2023.
- Approved to expend up to \$109,255 from reserves for 2023 digital aerial photography for the County's GIS mapping system; and acknowledged the funds required may be in a less if the 2022-2023 Alberta Community Partnership (ACP) Grant application is successful.
- Approved the Doctor Retention & Recruitment Budget with a County contribution of \$14,640.
- Agreed to execute the 2023 Lakeland Agricultural Research Association (LARA) agreement for enhanced ag extension programming at a cost of \$55,000.
- Approved the CAO's Efficiencies Report, dated February 9, 2023 with 22 recommendations.
- Approved to compensate the CAO \$500/month for his work with the Hwy 28/63 RWSC, from funds received from the Commission as the managing partner.

February 15, 2023 – Bellis Board of Trade, in Bellis (Lorne in-person)

- Discussion on bringing water to the Hamlet of Bellis, potential health services for the Smoky Lake Region, potential Regional Fire Services, theft/crime prevention in Hamlet of Bellis/area, unsightly premises in Hamlet of Bellis, lobbying to open Smoky Lake Courthouse, lobbying for Highway 28 upgrades, Tourism/Oil & Gas/Ag/Forestry activities, new doctor coming to Smoky Lake Region, Veterinary vacancy, Bellis Curling Rink upgrades and the Drive Happiness Program in the Smoky Lake Region.

February 16, 2023 – Brownlee LLP's Emerging Trends in Municipal Law, virtual from Council Chambers (Lorne, Linda, Jered and Dominique in-person)

- Topics presented included:
  - Constructive Takings. The Impact of Annapolis on Municipal Authority to Regulate Lands
  - Complex Developments – Alberta is Calling – Local Economic Development
  - Man the Ship – Cybersecurity Breaches in the Public Sector Making Waves
  - Even Miracles Take a Little Time – Sometimes Land Takes Longer
  - Case Law and Legislative Update

February 16, 2023 – RCMP KMOSS Meeting (Lorne in-person)

- Met with RCMP Members to discuss a new RTALK system replacing the KMOSS system for after hours RCMP Service for Detachments without 24-hour coverage. This new system has a trained dedicated team following operating procedures with better/consistent communication/service with future support services such as mental health etc.

February 17, 2023 – Northeast Alberta HUB, in St. Paul (Lorne in-person)

- Three new HUB Members were introduced (Frog Lake First Nation, Athabasca County and Aerium Analytics).
- HUB Executive Director went over the operations plan/ budget announcing that the Government of Alberta funded \$125, 000 to all 9 REDA's across the province. NRED Grant was applied for by the HUB.
- Treasure went over the budget including a GIC update with all in good standing.
- Travel Alberta gave a presentation on Tourism Priorities with the Northeast being one of them being called the Northeast – Lakelands.

February 21, 2023 – Council Special Meeting, in Chambers (All Council in-person)

- Council agreed to accept the Smoky Lake Food Bank as an Additional Named Insured through RMA Insurance Agencies under the County's Insurance Umbrella. This was a special meeting to accommodate timing of a grant application made by the food bank and the grant requirement for insurance.

February 21, 2023 – Agricultural Service Board, in Chambers (All Council in-person)

- Reviewed & recommended Policy Statement No. 62-10-08: Agricultural Service Board Business Plan, be amended by County Council.
- Received a verbal update from the Lakeland Agricultural Research Association (LARA).
- Agreed to host the Northern Regional Agricultural Service Board Conference on Nov. 3, 2023.

February 21, 2023 – Municipal Planning Commission, in Chambers & Virtual (All Council in person)

- Approved Development Permit No. 002-23: PLAN 0722038, BLOCK 1, LOT 1 (PT. SW-26-59-13-W4M) for a Kennel (Animal Breeding and/or Boarding Facility), subject to conditions.

February 22, 2023 – You Make the Difference Campaign, Smoky Lake Curling Rink (Lorne, Dominique & Jered in-person)

- The region of Smoky Lake has received a timely opportunity to partner with Ian Hill; a humanitarian, business leader and social innovator. The 2023 YMTD Rural Community Action Campaign Tour, powered by Ian Hill (The Changing Point), is a creative approach to engage, inspire, and equip the people that make a difference in our communities.
- A key element of the campaign is "100 cups of Coffee", which aims to align community influencers around common vision and goals.

February 23, 2023 – Alberta Lakeland Destination Marketing Organization, (Lorne virtually)

- Tourism initiatives were discussed such as partnerships with Kalyna Country, Travel Alberta and municipalities.
- Budget was discussed with all in good standing.
- Brand identity and feature landing pages are being refined.
- Travel Alberta Tourism Development Zone Strategy for the Northeast is being worked on.

February 25, 2023 – Ukrainian Twinning Gala (Lorne, Linda & Dan in-person)

- Attended the gala representing the Ukrainian Twinning Committee and County.

February 27, 2023 – County Strategic Plan Open House, in Chambers & Virtual (All Council in-person)

- Presented the draft Strategic Plan for 2023-2025 and received public feedback.

February 28, 2023 – Government of Alberta Question Period and 2023 Budget Release at Parliament Building with MLA (Lorne in-person)

- Attended Question Period and the 2023 Budget Release with the MLA, representing the County and Region, building relationships, partnerships etc.

March 1, 2023 – GOA Municipal Affairs Town Hall (Lorne by phone)

- Attended the Municipal Portion of the Budget Release discussing MSI, LGFF, STIP, Library Funding etc.

March 1, 2023 – Alberta Council GOA Budget Release Session (Lorne, Dan, Dominique & Linda virtually)

- Attended this session to gain a better understanding of the 2023 Budget from a different perspective with Alberta Council stating there is nothing really different from the 2022 budget. However, one must look at all the budget details for precise details.

March 7, 2023 – RCMP Liaison Committee, in Chambers (Lorne & Linda in-person)

- Discussed Emergency Preparedness Day event during EP Week 2023: May 7 to 13 which is scheduled for Friday, May 5 11am to 2pm with a mental health, cyber security and property security theme.
- RCMP reported that the member complement is full, Emcon Highway Maintenance Contractor Signs are needed in our Region, Victim Services in Smoky Lake has dissolved and is now serviced out of Lac La Biche and they are looking for a local rep. and, a new administrator is starting who has court experience which is a great asset.
- Fish & Wildlife - Sheriff reported that there was no/is no major issues/calls recently, all their vehicles and uniforms will have new decals and wildlife mainly deer are damaging hay bales in the region.
- Smoky Lake Fire Department is looking to partner with Fish & Wildlife - Sheriff for UTV/ATV training and a basic 101 water safety/rescue course.
- Smoky Lake County CPO reported just minor issues dealing mainly with dogs and is gearing up the CPO truck and uniform.

March 7, 2023 – Event Engagement with Local Entrepreneur (Lorne in-person)

- Attended an event to build relationships, partnerships etc. for regional tourism, business development etc.

March 6, 7 & 10 2023 – Public Works Manager Interviews, in Chambers (Lorne in-person)

- Attended 5 interviews for the Public Works Manager Position.

March 8, 2023 – Economic Development Association EDA – Ask an Expert Session (Lorne virtually)

- Discussed the importance of economic development including a committee in rural.
- FOCUS (Fun/Fellowship, Organizational/Operational Clarity, Connectiveness/Communication, Understanding Roles/Opportunities, Satisfaction/Significance/Success).

March 9, 2023 – Hwy 28/63 Regional Water Services Commission, in Chambers & Virtual (Lorne & Dan in-person)

- Received the regular financial, manager, & engineer reports.
- Adopted the 2022 Financial Statements.

March 9, 2023 – Alberta HUB Meeting (Lorne virtually)

- Discussed Economic Development for the region including the Regional Community Development Committee RCDC function, Community Economic Development Officer CEDO Position etc.

## **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**

**February 9<sup>th</sup> – March 6<sup>th</sup>, 2023**

**Jered Serben, Division five**

Smoky Lake Fire Department

February 27<sup>th</sup>

- Discussion regarding budgets
- Discussion regarding training and the lack thereof (\*Note: Fire Chief Cozicar announced that any and all training is available to all members on request)
- Discussion regarding attendance to calls and the lack thereof (volunteers on shift work, etc.)
- Discussion regarding member commitment
- Discussion regarding gym fees quote from VTAS (Victoria Trail Ag. Society)
- Discussion regarding a public information Newsletter being published and distributed monthly

Smoky Lake Ag. Society

March 6, 2023

- Upcoming Casino, April 7<sup>th</sup>
- STARS April 15<sup>th</sup> (sold out)
- Projector, need tech advice to update
- Ice plant maintenance issues
- General maintenance on the building, floors, bleachers, etc.
- Successful Charity hockey tournament

General Attendances

- February 8<sup>th</sup>, Doctor meet and greet
- February 9<sup>th</sup>, Council Workshop
- February 13<sup>th</sup>, Whitefish Band. Council to Council
- February 14<sup>th</sup>, Departmental meeting
- February 15<sup>th</sup>, Regular Council meeting

- February 16<sup>th</sup>, Brownlee Municipal Law seminar
- February 21<sup>st</sup>, Special Council meeting (Food Bank insurance)
- February 21<sup>st</sup>, ASB meeting
- February 21<sup>st</sup>, MPC meeting
- February 22<sup>th</sup>, Leadership meeting (100 Cups of coffee) FCSS
- February 27<sup>th</sup>, Strategic Plan open - house
- February 27<sup>th</sup>, Smoky Lake Fire Department meeting
- March 6<sup>th</sup>, Smoky Lake Ag. Society
- March 6<sup>th</sup>, Rural Crime Watch

**Smoky Lake Agricultural Society – In-Kind Assistance**

455-23: Serben That Smoky Lake County Council approve to provide in-kind assistance to the Smoky Lake Agricultural Society from the County’s IT person, to provide one-time technical advice in respect to a new video projector for the Smoky Lake Agricultural Complex, in response to Councillor Serben’s verbal request on March 16, 2023.

Carried.

**Reeve’s Report and Councillors Reports**

456-23: Cere That Smoky Lake County’s Reeve Report received for the period of February 7, 2023, to March 10, 2023, be posted to the County’s website and the Councillors reports on various committees, boards and commissions, be accepted as presented.

Carried.

**10. Correspondence:**

**Métis Nation of Alberta’s Climate Change Action Plan**

457-23: Serben That Smoky Lake County approve action taken on February 14, 2023, by the Reeve, in providing a letter of support for the Métis Nation of Alberta’s (MNA) Climate Change Action Plan, on February 14, 2023.

Carried.

**Métis Crossing’s Green & Inclusive Community Buildings (GICB) Program Application**

458-23: Cere That Smoky Lake County approve action taken on February 14, 2023, by the Reeve, in providing a letter of support for Métis Crossing’s application for funding under the Green & Inclusive Community Buildings (GICB) Program.

Carried.

**Alberta Community Partnership (ACP) - Time Extension - Project No. 2122-IC-4: Smoky Lake Region Municipal Development Guidelines and Minimum Servicing Standards**

459-23: Gawalko That Smoky Lake County Council Acknowledge receipt of the signing the letter received from the Executive Director of the Grant & Education Property Tax to agree with the authorized time extension amendment for Smoky Lake County's Project: Smoky Lake Region Municipal Development Guidelines and Minimum Servicing Standards, funded by the 2021/22 Alberta Community Partnership (ACP) grant in the amount of \$200,000.

Carried.

**Highway 28 – Call to Action Response from Premier**

460-23: Fenerty That Smoky Lake County acknowledge receipt of the letter from Honourable Devin Dreeshen, ECA, Minister of Transportation and Economic Corridors, dated January 12, 2023, responding to the County’s letter dated December 14, 2022, regarding the poor condition of Highway 28.

Carried.

**Glen van Dijken – Budget Address**

461-23: Serben That Smoky Lake County Council approve action taken by the Reeve in attending the 2023 Provincial Budget Address, at Alberta Legislature Building in Edmonton, on Tuesday, February 28, 2023, as a guest invited by Glenn van Dijken, MLA for the Athabasca-Barrhead-Westlock constituency.

Carried.

**Vilna/Bellis Citizens on Patrol – Request for donation**

462-23: Gawalko That Smoky Lake County **defer** the release of annual funding to the Vilna/Bellis Citizens on Patrol, in the amount of \$3,000.00, in accordance with the September 26, 2018 Council Motion #940-18, further to the Vilna/Bellis Citizens on Patrol's letter dated February 24, 2023 requesting same.

Carried.

**Farm Safety Centre – Request for Donation**

463-23: Serben That Smoky Lake County contribute funding in the amount of \$847.00 to the Alberta Farm Safety Centre towards their 2023 "Safety Smarts" school-based farm safety program for safety initiatives to reduce farm injuries and fatalities involving children; in response to the letter received from Jordan Jensen, Executive Director, Farm Safety Centre, dated January 9, 2023.

Carried.

**Tammy Spink, Peace Officer Program- Appointment of Tate Murphy as Peace Officer**

464-23: Serben That Smoky Lake County acknowledge receipt of the letter from Tammy Spink, Manager, Peace Officer Program, Alberta Public Security Division, dated February 2, 2023, enclosed with Tate Thomas Murphy's official record of appointment as a Peace Officer along with his identification card.

Carried.

**New building slated for Lakeland Catholic's Holy Family School**

465-23: Serben That Smoky Lake County acknowledge receipt of the announcement published by Lakeland Catholic Schools, dated March 1, 2023, in respect to Lakeland Catholic's Holy Family School in the Village of Waskatenau, being included in the 2023 provincial budget for replacement.

Carried.

**Deanna Thompsett – Stop Sign Awareness Campaign**

466-23: Serben That Smoky Lake County support a stop sign awareness campaign and promote it locally to the community through collaboration with the Lakeland Catholic Schools, Aspen View Schools, Fish & Wildlife, and Smoky Lake RCMP, and at the Emergency Preparedness Event scheduled for May 5, 2023 at the Smoky Lake Agricultural Complex; in response to the email received from local resident: Deanna Thompsett, dated March 2, 2023, who is looking to make a stop sign awareness campaign in the community.

Carried.

**Alberta HUB – Summit on the Aging Workforce**

467-23: Fenerty That Smoky Lake County Council who can attend – attend virtually as a group, broadcasting from Council Chambers, the event hosted by the Edmonton Chamber of Commerce in partnership with CPHR Alberta, titled: Summit on the Aging Workforce, scheduled for Thursday, June 8, 2023.

Carried.

**Alberta Municipalities President’s Summit and Spring Municipal Leader’s Caucus**

468-23: Fenerty

That Smoky Lake County Council who can attend – attend the Alberta Municipalities Strength in Members – 2023 Alberta Municipalities President’s Summit and Spring Municipal Leader’s Caucus, scheduled for March 29-31, 2023 to be held in Edmonton.

Carried.

**11. Information Release:**

**Monthly Release of Information**

469-23: Gawalko

That the information released to Smoky Lake County Council in accordance with Policy Statement No. 01-28: Council - Request for Information, as follows, be filed for information:

Information Release	
Date Released	Number/Information Released
February 10, 2023	<b>R21-23:</b> Certificate of Appreciation to D and E Family Grocery for 39 years of service
February 10, 2023	<b>R22-23:</b> Aspen View Board Highlights – February 7, 2023
February 13, 2023	<b>R23-23:</b> LARA Events
February 15, 2023	<b>R24-23:</b> RMA: Contact Newsletter: February 10, 2023
February 16, 2023	<b>R25-23:</b> UCC News Bulletin – February 16, 2023
February 21, 2023	<b>R26-23:</b> LARA: Upcoming Events and Nitrous Oxide Emission Reduction Info
February 21, 2023	<b>R27-23:</b> RMA: Contact Newsletter: February 17, 2023
February 21, 2023	<b>R28-23:</b> Aspen View Public Schools News Release: February 21, 2023
February 23, 2023	<b>R29-23:</b> LARA AGM- March 14, 2023 at Spedden Hall
February 23, 2023	<b>R30-23:</b> Evergreen meeting documents – January 2023
February 28, 2023	<b>R31-23:</b> RMA: Contact Newsletter: February 24, 2023
March 1, 2023	<b>R32-23:</b> NSWA Newsletter: February 2023
Councillor released	<b>R33-23:</b> Alberta Municipal Affairs – Budget 2023 and Municipalities
March 1, 2023	<b>R34-23:</b> Alberta Municipal Affairs – Budget 2023 and Alberta Libraries
Councillor released- March 1st	<b>R35-23:</b> Alberta Municipal Affairs – Local Government Fiscal Framework (LGFF)
March 7, 2023	<b>R36-23:</b> RMA: Contact Newsletter: March 3, 2023

Carried.

**12. Financial Reports:**

**Budget to Actual Report & Financial Statements**

As annexed to the minutes:

↳ Financial Statement for the month of: **N/A.**

**Financial Reports**

470-23: Cere

That Smoky Lake County’s financial reports, including the Budget to Actual report as at March 3, 2023 and Cheque Register as of March 16, 2023, as follows, be filed for information:

**County Council Meeting: March 16, 2023**

Batch #	Cheque Numbers	Total of Batch
PMCHQ099	53001 to 53020	\$26,337.86
PMCHQ101	53021 to 53023	\$25,209.83
PMCHQ103	53024 to 53037	\$184,841.04
PMCHQ104	53038 to 53061	\$168,688.01
PMCHQ107	53062 to 53066	\$172,628.74
PMCHQ108	53067 to 53070	\$41,881.86

**Total Cheques from 53001 to 53070 \$619,587.34**

Batch #	EFT Numbers	Total of Batch
220208	614 to 630	\$42,838.07
230215	631 to 642	\$524,571.06
230222	643 to 650	\$60,000.15
230227	651 to 658	\$159,327.35

**Total EFTs from 614 to 658 \$786,736.63**

**Direct Debit Register**

Batch #	Description	Total of Batch
PMPAY037	My HAS	\$392.80
PMPAY038	My HAS	\$30.72
PMPAY039	My HAS	\$117.01
PMTRX332	ENTERPRISE FLEET MGMNT	\$178,938.72
PMTRX333	ENTERPRISE FLEET MGMNT	\$845.44

**Total Direct Debits from 037 to 333 \$180,324.69**

<b>Grand Total Bills and Accounts</b>	<b>\$1,586,648.66</b>
<i>(Note: From General Account)</i>	

Carried.

**13. Next Meeting(s):**

**Schedule Government Liaison Committee Meeting**

471-23: Fenerty

That the next Smoky Lake County **Government Liaison Committee Meeting**, be scheduled for **Tuesday, April 18, 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 Meetings**

472-23: Fenerty

That the next Smoky Lake **County Council Regular Meetings**, be confirmed for **Thursday, April 13, 202, at 9:00 a.m.**, and scheduled for **Thursday, April 27, 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.

**14. Executive Session (In Camera):**

**Legal Issue: Intermunicipal Collaboration Framework (ICF) Dispute Resolution Process**

473-23: Cere

That Smoky Lake County Council go into Executive Session to discuss a Legal Issue in respect to the Intermunicipal Collaboration Framework (ICF) Dispute Resolution Process, under the authority of the FOIP Act Section 21: Intergovernmental Relations, in the presence of all Council, Chief Administrative Officer, Assistant Chief Administrative Officer, Fire Chief, and virtual presence of the Planning and Development Manager, Planning Technician, and Executive Services Clerk, time 3:15p.m.

Carried.

474-23: Cere

That Smoky Lake County Council go out of Executive Session, time 4:19 p.m.

Carried.

**ADJOURNMENT:**

475-23: Cere

That the Smoky Lake County Council Meeting of March 16, 2023, be adjourned, time 4:19 p.m.

Carried.

---

REEVE

**S E A L**

---

CHIEF ADMINISTRATIVE OFFICER



# Request for Decision (RFD)

**Meeting Date:** Thursday, April 27, 2023

**Agenda Item:** #7.a

**Topic:** Regulation of Recreational Vehicles and County Owned Reserve Lands

**Presented By:** Planning & Development Services & Enforcement Services.

---

## Recommendation:

- 1) That Smoky Lake County give Third and Final Reading to Bylaw 1433-23 Amending Land Use Bylaw (LUB) 1272-14 and Municipal Development Plan (MDP) Bylaw 1249-12.
- 2) That Smoky Lake County give Third and Final Reading to Recreational Vehicles Bylaw 1432-23.
- 3) That Smoky Lake County give Third and Final Reading to Bylaw 1434-23 Regulation of Municipal Land and Reserves.
- 4) That Smoky Lake County adopt the proposed Reserves Lands Management Policy 61-25-01.
- 5) That Smoky Lake County adopt the proposed amended Encroachment Agreements/Licenses Policy 61-25-02.

## Background:

Presently, Smoky Lake County does not have any enforcement or decision-making framework in place for managing its reserve lands. Similarly, the existing provisions for regulating Recreational Vehicles within the Land Use Bylaw are challenging to enforce.

**January 24, 2023 - Motion 279-23:** *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.**

**March 16<sup>th</sup>, 2023** - Council gave First Reading and made some minor amendments to each of the proposed bylaws, scheduled a statutory Public Hearing, and differed the proposed policy changes.

**April 13, 2023** – Council held a Statutory Public Hearing for Bylaw 1433-23, made some minor amendments, requesting to see the final text before consideration of 3<sup>rd</sup> Readings and Policy adoption.

**Benefits:** Appropriate enforcement tools.

**Disadvantages:** *Phased implementation with an education-first approach, staff time, and public push-back. Furthermore, these documents do not resolve jurisdiction on the bed and shore.*

**Alternatives:** Council may defeat the proposed bylaws/policies or differ a decision.

**Financial Implications:** There have been some minor budget implications for advertising the Public Hearing.



# Request for Decision (RFD)

**Legislation:** Part 17, Municipal Government Act, M-26 RSA 2000

**Intergovernmental:** Involvement of Alberta Environment and Protected Areas, and Alberta Forestry Parks and Tourism.

**Strategic Alignment:** Proactivity in Development

**Enclosure(s):**

- Proposed Recreational Vehicles Bylaw 1432-23 © Attachment 1
- Proposed Bylaw 1433-23 Amending Land Use Bylaw (LUB) 1272-14 and Municipal Development Plan (MDP) Bylaw 1249-12 © Attachment 2
- Proposed Regulation Municipal Land and Reserves Bylaw 1434-23 © Attachment 3
- Proposed Reserves Lands Management Policy 61-25 © Attachment 4
- Proposed Encroachment Agreements/Licenses Policy 61-21 © Attachment 5

Signature of the CAO: \_\_\_\_\_

A handwritten signature in blue ink, consisting of a large, stylized 'S' followed by several loops and a final flourish, written over a horizontal line.



**SMOKY LAKE COUNTY  
IN THE PROVINCE OF ALBERTA  
BYLAW NO. 1432-23**

A Bylaw of Smoky Lake County, in the Province of Alberta for the purpose of regulating Recreational Vehicles (RVs) in Smoky Lake County.

\*\*\*\*\*

**WHEREAS**, pursuant to the provisions of the Municipal Government Act RSA 2000 Ch. M-26.1, 7(i) with amendments thereto, a Council may pass bylaws for municipal purposes respecting the enforcement of bylaws made under this or any other enactment including the creation of offences and for each offence, imposing a penalty; and

**WHEREAS** the penalties approved by this bylaw will replace existing penalties in several bylaws.

**NOW THEREFORE** the Council of Smoky Lake County, duly assembled, hereby enacts as follows:

**1. Title**

- a. This Bylaw may be cited as "Smoky Lake County Recreational Vehicles (RV) Bylaw".

**2. Definitions**

- a. **Agricultural, Crown Lands, and other Areas** means those places within Smoky Lake County that are Zoned Agriculture (AG) District, Victoria Agriculture (A1) District, Victoria Residential (R3) District, Victoria Commercial District (C2) District, Highway Commercial (C1) District, Industrial (M1) District, Rural Industrial District (M2), Community and Institutional (P) District.
- b. **Hamlet Area** means those places within Smoky Lake County that are Zoned Hamlet General (HG) District under the Land Use Bylaw such as Warspite, Bellis, Edwand, and Spedden.
- c. **Land Use Bylaw** means the Land Use Bylaw adopted by Smoky Lake County, as amended.
- d. **Recreational Vehicle** means a vehicle primarily designed as temporary living quarters for recreational camping or travelling, which either has its own motor power or is mounted onto or drawn by another vehicle.
- e. **Subdivision and Lake Subdivision Area** means those places within Smoky Lake County that are Zoned Country Residential (R1) District or Residential (Cluster) Conservation (R2) District such as Hanmore, Haynes Estate, Sandy Lane Park at Mons Lake, Mons Lake Estates, Mons View Resort, Bonnie Lake Resort, Hillside Acres at Whitefish Lake, Birchland at Garner Lake, Parkview at Garner Lake, Sunset Beach at Garner Lake, and Wayetenau Lake Subdivision.
- f. **Zoned** means the land use district as established by the Smoky Lake County Land Use Bylaw.

**3. Regulations**

**Bylaw No. 1432-23**

- a.** The year-round placement of up to 2 (two) Recreational Vehicles is permitted in Hamlet, Subdivision, and Lake Subdivision areas.
- b.** Additional Recreational Vehicles may be permitted for up to a maximum of 4 (four) consecutive days within the Hamlet and Subdivision, and Lake Subdivision areas.
  - i.** Additional Recreational Vehicles shall be removed from the site for a minimum of 24 (twenty-four) hours before the 4 (four) consecutive day occupation period may be renewed.
- c.** No Recreational Vehicle shall be permanently connected to any utility or municipal service, such as power, gas, water supply, or sanitary sewage disposal facilities unless the recreational vehicle is located in an approved recreational vehicle park and has been permitted under the County's Land Use Bylaw.
- d.** This Bylaw does not restrict the number of Recreational Vehicles that may be permitted on Agricultural, Crown Lands, and Other Areas.

**4. Penalty**

- a.** The following penalties may be applied in the event of an offence or violation:
  - i.** 1<sup>st</sup> Offence: \$100
  - ii.** 2<sup>nd</sup> Offence: \$350
  - iii.** 3<sup>rd</sup> Offence: \$500
- b.** Each day on which an offence occurs may be considered to be an additional and separate offence.

**5. Severability**

- a.** If any portion of this Bylaw is found to be invalid, the remaining portions remain in effect.

**6. Effect**

- a.** This Bylaw takes effect upon Third Reading.

**7. Amendment**

- a.** This Bylaw may be amended by Bylaw in accordance with the Municipal Government Act R.S.A. 2000, c. M-26, as amended.

READ a First Time this **16<sup>th</sup>** day of **March, AD 2023.**

S E A L

\_\_\_\_\_  
REEVE

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

**Bylaw No. 1432-23**

READ a Second Time this **13<sup>th</sup>** day of **April, AD 2023**.

\_\_\_\_\_  
REEVE

S E A L

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

READ a Third and Final Time this \_\_\_\_\_ day of \_\_\_\_\_, **AD 2023** and finally passed by Council.

\_\_\_\_\_  
REEVE

S E A L

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

DRAFT

**SMOKY LAKE COUNTY  
IN THE PROVINCE OF ALBERTA  
BYLAW NO. 1433-23**

A Bylaw of Smoky Lake County, in the Province of Alberta for the purpose of Amending Land Use Bylaw (LUB) 1272-14 and Municipal Development Plan (MDP) Bylaw 1249-12 to remove provisions dealing with Recreational Vehicles (RVs).

\*\*\*\*\*

**WHEREAS** Council has adopted Smoky Lake County Bylaw 1272-14 to be the Land Use Bylaw;

**WHEREAS** Council has adopted Smoky Lake County Bylaw 1249-12 to be the Municipal Development Plan;

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

**WHEREAS** it is deemed expedient to amend Bylaw 1249-12 as set out in Section 692 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, and amendments thereto;

**WHEREAS** a Public Hearing has been held pursuant to Section 216.4 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, and amendments thereto;

**WHEREAS** said Public Hearing has been advertised pursuant to Section 606 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, and amendments thereto;

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

**1. Title**

- a. This Bylaw may be cited as: ‘A Bylaw amending the Smoky Lake County Land Use Bylaw 1272-14 and amending the Smoky Lake County Municipal Development Plan Bylaw 1249-12, to remove certain Recreational Vehicles (RV) provisions.’

**2. Smoky Lake County Land Use Bylaw 1272-14 is hereby amended:**

- a. **Section 2.2.1.R Development Not Requiring a Development Permit:**

*‘the parking or storage, or both, of up to two (2) recreational vehicles on any lot’*

is struck.

- b. **Section 6.12.3.A.i Objects Prohibited or Restricted in Yards:**

*‘is a recreational vehicle and satisfies the requirements of Section 7.23; or’*

is struck.

**c. Section 7.25 Recreational Vehicles:**

*'1. The year-round placement of 2 (two) recreational vehicles on a parcel in Multi-lot Country Residential (R1), Residential (Cluster) Conservation (R2), Victoria Residential(R3) or Hamlet General (HG) Districts is allowed without a development permit.*

*2. Additional recreational vehicles shall be permitted within the Multi-lot Country Residential (R1), Residential (Cluster) Conservation (R2), Victoria Residential (R3) or Hamlet General (HG) Districts for a maximum of four (4) consecutive days.*

*3. No recreational vehicle shall be permanently connected to any utility or municipal service, such as power, gas, water supply, or sanitary sewage disposal facilities unless the recreational vehicle is located in an approved recreational vehicle park.*

*4. This section does not apply to the placement of recreational vehicles in the Agriculture District (AG), Victoria Agriculture District (A1), Highway Commercial District (C1), Victoria Commercial District (C2), Industrial District (M1), Rural Industrial District (M2), Institutional & Community District (P), Direct Control District (DC), and Direct Control Landfill District (DC1).'*

is struck.

**d. Section 8.2.F Agriculture (AG) District:**

*'The keeping of recreational vehicles shall be provided in accordance with Section 7.23 of this Bylaw.'*

is struck.

**e. Section 8.3.F Victoria Agriculture (A1) District:**

*'The keeping of recreational vehicles shall be provided in accordance with Section 7.23 of this Bylaw.'*

is struck.

**f. Section 8.4.F Multi-Lot Country Residential (R1) District:**

*'The keeping of recreational vehicles shall be provided in accordance with Section 7.23 of this Bylaw.'*

is struck.

**3. Smoky Lake County Municipal Development Plan Bylaw 1249-12 is hereby amended:**

**a. Objective 3.5.5:** *'To allow for some limited, strictly regulated, small lot development for the parking and use of recreational vehicles in lakeshore area'*

and

**Bylaw No. 1433-23**

**Policy 3.5.5.1:** *‘Some small developments for the sale of individual lots for the parking of recreational vehicles in lakeshore areas may be allowed provided that the locations do not interfere with lake access or with the amenities of nearby country residential areas and provided also that the use of the lots is strictly limited to trailer parking, and not year-round residency, and provided further that any construction of any other buildings, including decks, gazebos, storage sheds, etc., and the placement and/or use of more than one recreational vehicle on each lot, is strictly prohibited.’*

is struck.

**4. Severability**

- a. If any portion of this Bylaw is found to be invalid, the remaining portions remain in effect.

**5. Effect**

- a. This Bylaw takes effect upon Third Reading.

**6. Amendment**

- a. This Bylaw may be amended by Bylaw in accordance with the *Municipal Government Act R.S.A. 2000, c. M-26, as amended.*

READ a First Time this **16<sup>th</sup>** day of **March**, AD 2023.

\_\_\_\_\_  
REEVE

S E A L

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

A Statutory Public Hearing having been held this **13<sup>th</sup>** day of **April**, AD 2023.

READ a Second Time this **13<sup>th</sup>** day of **April**, AD 2023.

\_\_\_\_\_  
REEVE

S E A L

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

READ a Third and Final Time this \_\_\_\_\_ day of \_\_\_\_\_, AD 2023 and finally passed by Council.

\_\_\_\_\_  
REEVE

S E A L

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

**SMOKY LAKE COUNTY  
IN THE PROVINCE OF ALBERTA  
BYLAW NO. 1434-23**

**A Bylaw of Smoky Lake County, in the Province of Alberta for the purpose of  
Protecting and Regulating Municipal Lands and Reserves.**

\*\*\*\*\*

**WHEREAS** pursuant to Section 7 (a) as well as Division 9 of the Municipal Government Act Revised Statutes of Alberta, 2000, Chapter M-26 and the amendments thereto, as amended from time to time, Smoky Lake County may pass Bylaws for the protection and preservation of Municipal Lands and Reserves.

**NOW THEREFORE** the Council of Smoky Lake County, duly assembled, and pursuant to the authority conferred upon it by the Municipal Government Act R.S.A. 2000, c. M-26 as amended, enacts as follows:

**1. TITLE**

1.1 This Bylaw may be cited as "Smoky Lake County Regulation of Municipal Land and Reserves Bylaw."

**2. DEFINITIONS**

2.1 **"Bylaw Enforcement Officer"** means

- a) Any member of the police of jurisdiction
- b) Any Community Peace Officer
- c) The Chief Administrative Officer of Smoky Lake County or any person designated by the Chief Administrative Officer to enter and inspect property in accordance with the provisions of this Bylaw.

2.2 **"Chief Administrative Officer"** means the Chief Administrative Officer of Smoky Lake County regardless of any subsequent title that may be conferred on that Officer by Council or statute, or his or her designate.

2.3 **"Clear-cutting"** means the felling and removal of all or most of the trees from a given tract of land.

2.4 **"Council"** means the Municipal Council of Smoky Lake County.

2.5 **"County"** means Smoky Lake County, a municipal corporation in the Province of Alberta and where the context so requires means the area contained within the corporate boundaries of the said municipality.

2.6 **"Environmental Reserve" (ER)** – means a part of land parcel designated as an environmental reserve as defined under the Municipal Government Act R.S.A. 2000, c-M-26.

2.7 **"Litter"** means any solid or liquid material or product or combination of solid or liquid materials or products including, but not limited to:

**Bylaw No. 1434-23**

- a) Any rubbish, refuse, garbage, paper, package, container, bottle, can, manure, or sewage or the whole or part of an animal carcass; or
- b) The whole or part of any article, raw or unprocessed material, motor vehicle or other machinery, that is disposed of; or
- c) Any dirt, gravel, rock, sand, rubble, or clean fill; or
- d) Any other material or product that is designated as litter in the Alberta Environmental Protection and Enhancement Act, as amended from time to time, and the Regulations thereunder. 2.8.

2.8 **“Motor Vehicle”** means a motor vehicle as defined in the Traffic Safety Act, R.S.A. 2000 c. T.6., as amended from time to time and the regulations thereunder, and inclusive of Off-Highway Vehicles (OHVs).

2.9 **“Municipal Land”** means a parcel of land or a part of a parcel of land owned by the County, or land in which the County is in the process of acquiring, and does not include lands designed for public use, including but not limited to, campgrounds. Such lands include, but are not limited to, lands designated as Municipal Reserve, School Reserve, Municipal and School Reserve, Environmental Reserve, or Public Utility Lot.

2.10 **“Municipal Reserve” (MR)** means a part of a land parcel designated as a Municipal Reserve as defined in the Municipal Government Act R.S.A. 2000, c. M-26.

2.11 **“Municipal and School Reserve” (MSR)** means a part of a land parcel designated as municipal and school reserve as defined in the Municipal Government Act R.S.A. 2000, c. M-26.

2.12 **“Nuisance”** means any activity or condition within Smoky Lake County which interferes with, annoys, disturbs, injures, or endangers the safety, comfort, peace, or health of others.

2.13 **“Order to Comply”** means an Order or warning, issued under this Bylaw.

2.14 **“Permit”** means a written authorization issued pursuant to approval granted by Smoky Lake County in respect to activities on Municipal Lands, Reserves, or structures.

2.15 **“Permittee”** means a person who has applied for and obtained a Permit in respect to activities on Municipal Lands, Reserves, or other structures.

2.16 **“Public Utility Lot” (PUL)** means a part of a land parcel designated as a Public Utility Lot as defined in the Municipal Government Act, R.S.A. 2000, c. m-26.

2.17 **“Reserve Lands”** means an Environmental Reserve, a walkway, a Municipal Reserve, a School Reserve, a Municipal and School Reserve, as defined in the Municipal Government Act, R.S.A. 2000, c. M-26.



**Bylaw No. 1434-23**

- 2.18 **“School Reserve” (SR)** means a part of a land parcel designated as a School Reserve as defined in the Municipal Government Act, R.S.A. 2000, c. M-26.
- 2.19 **“Strict Liability”** means a Person is responsible for the damage and loss caused by their acts and omissions regardless of culpability.
- 2.20 **“Structures”** means any man-made building or feature with the exception of seasonal docks or piers.
- 2.21 **“Unauthorized Use”** means any use which falls under offenses on any Reserve Lands without a valid Permit.
- 2.22 **“Violation Tag”** means a tag or similar document issued by the County pursuant to the Municipal Government Act, R.S.A. 2000, c. M-26 as amended; and
- 2.23 **“Violation Ticket”** means a ticket issued to Part 2 or Part 3 of the Provincial Offences and Procedures Act, R.S.A. 2000, c. P-34.

**3. AUTHORITY OF BYLAW ENFORCEMENT OFFICERS**

- 3.1 Any Bylaw Enforcement Officer appointed or employed by the County are authorized to enforce any section of this Bylaw.
- 3.2 Bylaw Enforcement Officers for the purpose of this Bylaw may:
  - a) Enforce any part of this Bylaw within the County corporate boundary;
  - b) Access any Municipal Land, Municipal Reserve, or Structure, at any time for inspection or enforcement activities;
  - c) Suspend or cancel Permits issued pursuant to any Municipal Land or Municipal Reserve;
  - d) Order a person or corporation to cease and desist any activity on Municipal Land, Municipal Reserve or Structure, which in the opinion of the Bylaw Enforcement Officer, such activity may compromise the quality of the Land or Reserve;
  - e) Order the restoration of any disturbed Municipal Land or Municipal Reserve to their original condition at the offender’s expense;
  - f) Remove or seize any items not described within the terms of an authorized Permit.
  - g) Serve written notice describing the unsatisfactory condition(s), expectations of restoration, and a date to which such restoration is to be completed by. Failure to meet conditions may result in prosecution.

**4. OFFENCES**

- 4.1 No person shall without, a written authorized Permit:
  - a) Dig in the earth, or remove any natural feature or man-made Structure from Municipal Land or Municipal Reserve;
  - b) Construct or remove a Structure on any Municipal Lands or Municipal Reserve; or

**Bylaw No. 1434-23**

- c) Place or erect any Structures, signs, bulletins, posts, poles or advertising devices or any kind, attach any notice, bill, poster, wire, or cord to any tree, shrub, fence, railing, post, or Structure on any Municipal Land or Municipal Reserve.

4.2 No person shall under any circumstances:

- a) In any way injure or deface any turf, tree, shrub, hedge, plant, flower, or structure on Municipal Land or Municipal Reserve;
- b) Fail to produce a valid permit, license, or approval at the request of a Bylaw Enforcement Officer, on any Municipal Land, Municipal Reserve, or Structure;
- c) In the opinion of a Bylaw Enforcement Officer, conduct any activity, which causes the disturbance to anyone's peaceful enjoyment of public or private property;
- d) Discard any Litter on land or water on Municipal Land or Municipal Reserve;
- e) Obstruct at Bylaw Enforcement Officer in the performance of his investigation and lawful authority to enforce this Bylaw;
- f) Discharge contaminants including but not limited to fuel, herbicides, and fertilizers on any Municipal Land or Municipal Reserve;
- g) Sell or offer for sale any article of food, drink, or merchandise, or carry on any business on any Municipal Land or Municipal Reserve;
- h) Park or operate any Motor Vehicles or trailers on Municipal Land or Municipal Reserve;
- i) Park or operate any Off Highway Vehicles (OHVs) in a dangerous manner, besides for the purpose of conveying boats or provisions to or from the lakeshore;
- j) Camp or take occupancy on any Municipal Land or Municipal Reserve;
- k) Light any outdoor fire on Municipal Land or Municipal Reserve;
- l) Permit any livestock to graze on any Municipal Land or Municipal Reserve;
- m) Discharge any firearms, rockets, fireworks, or other projectiles on Municipal Land or Municipal Reserve;
- n) Hunt or trap any animal on Municipal Reserve, Environmental Reserve, School Reserve, or Municipal and School Reserve; or
- o) Clear-cutting.

**5. GENERAL PENALTY PROVISION**

- 5.1 Any person who contravenes any provision of this Bylaw is guilty of an offence and is liable on summary conviction to a fine as set out under the Penalties Bylaw.

**Bylaw No. 1434-23**

5.2 Notwithstanding Section 5.1 of this Bylaw, any person who commits a second or subsequent offence under this Bylaw within one (1) year of committing another offence under this Bylaw; and who was:

- a) Found liable on summary conviction for that earlier offence; or
- b) Who was issued a Violation Tag and paid the amount specified in the Violation tag within thirty (30) days;

May be liable on summary conviction to a fine as set out under the Penalties Bylaw.

**6. SPECIFIED PENALTIES**

6.1 Under this Bylaw, the following penalties are specified:

- 6.1.1 1<sup>st</sup> Offence: \$100
- 6.1.2 2<sup>nd</sup> Offence: \$200
- 6.1.3 3<sup>rd</sup> Offence: \$500

6.2 The levying and payment of any fine or the imprisonment for any period in this section shall not relieve a person from the necessity of paying any fees, charges, or costs from which he is liable under the provisions of this Bylaw.

6.3 If a person violates the same provision of this Bylaw twice within a one-year period, the minimum and specified penalty for the second violation shall increase in amount from the first violation.

6.4 A Provincial Judge or Commissioner, in addition to penalties, may if they consider the offence sufficiently serious, direct or order restoration of the affected land or, order compensation to be paid to the County as a result of costs incurred by the County for restoration.

**7. VIOLATION TAGS**

7.1 A Bylaw Enforcement Officer is hereby authorized and empowered to issue a Violation Tag to any person, whom the Bylaw Enforcement Officer has reasonable and probable grounds to believe contravened any provision of this Bylaw.

7.2 A Violation Tag may be issued to such a person:

- a) Either personally;
- b) By mailing a copy to the Owner's last known post office address

7.3 The Violation Tag shall be in a form approved by the County and shall state:

- a) The name of the Owner;
- b) The offence;
- c) That the penalty shall be paid within thirty (30) days on the issuance of the Violation Tag; and
- d) Any other information the County deems pertinent.

7.4 Where a contravention of this Bylaw is of a continuing nature, further Violation Tags may be issued by the Bylaw Enforcement Officer,

**Bylaw No. 1434-23**

provided however, that no more than one Violation Tag shall be issued for each day the contravention continues.

- 7.5 Where a Violation Tag is issued pursuant to this Section, the person to whom the Violation Tag is issued may, in lieu of being prosecuted for the offence, pay to the County the penalty specified on the Violation Tag.
- 7.6 Nothing in this Bylaw shall prevent the Bylaw Enforcement Officer from immediately issuing a Violation Ticket.

**8. VIOLATION TICKETS**

- 8.1 If the penalty specified on a Violation Tag is not paid within the prescribed time period, then a Bylaw Enforcement Officer is authorized and empowered to issue a Violation Ticket pursuant to Part 2 or Part 3 of the Provincial Offences Procedures Act, S.A. 2000, c. P-34.
- 8.2 Notwithstanding anything in this Bylaw, a Bylaw Enforcement Officer is hereby authorized and empowered to immediately issue a Violation Ticket pursuant to Part 2 or Part 3 of the Provincial Offences Procedure Act, S.A. 2000, c. P-34 to any person who the Bylaw Enforcement Officer has reasonable grounds to believe has contravened any provision of this Bylaw.

**9. ENFORCEMENT**

- 9.1 Where a Bylaw Enforcement Officer has reasonable grounds to believe that a person has violated any provision of this Bylaw, the Bylaw Enforcement Officer may issue a Violation Tag, or may commence court proceedings against such a person by issuing a Violation Ticket or an Order to Comply to remedy the contravention in any manner deemed necessary in the circumstances pursuant to Section 545 of the Municipal Government Act; or
- 9.2 Where a Bylaw Enforcement Officer issues a person an Order to Comply, the Officer may:
- a) Identify the Unauthorized Use;
  - b) Direct the person to take action or measures necessary to remedy the Unauthorized Use including, but not limited to, the restoration of the Municipal or Reserve Land to a natural state; and
  - c) State the time within which the person must fulfill the Order to Comply;
  - d) State that if the person does not abide by the Order to Comply in a specified time, the County may take action or measures at the expense of the person.
- 9.3 Where a contravention of this Bylaw is of a continuing nature, further Violation Tags may be issued by the Bylaw Enforcement Officer, provided however, that no more than one Violation Tag shall be issued for each day the contravention continues.
- 9.4 Where a Bylaw Enforcement Officer issues a person a Violation Ticket, the Bylaw Enforcement Officer may either:

**Bylaw No. 1434-23**

- a) Allow the person to pay the specified penalty as indicated on the Violation Ticket; or
- b) Require a court appearance of the person where the Bylaw Enforcement Officer believes that such an appearance is in the public interest, pursuant to the provisions of Part 2 or Part 3 of the Provincial Offences Procedure Act.

9.5 No provision of this Bylaw nor any action taken pursuant to any provision of this Bylaw shall restrict, limit, prevent, or preclude the County from pursuing any other remedy in relation to a premises provided by the Municipal Government Act, or any other law in the Province of Alberta.

**10. SEVERABILITY**

10.1 If any portion of this Bylaw is found to be invalid, the remaining portions remain in effect.

**11. EFFECT**

11.1 This Bylaw takes effect upon Third Reading.

**12. AMENDMENT**

12.1 This Bylaw may be amended by Bylaw in accordance with the Municipal Government Act R.S.A. 2000, c. M-26, as amended.

This Bylaw comes into effect upon the date of the final reading thereof.

READ a First Time this 16<sup>th</sup> day of March, **AD 2023**.

\_\_\_\_\_  
REEVE

S E A L

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

READ a Second Time this 13<sup>th</sup> day of April, **AD 2023**.

\_\_\_\_\_  
REEVE

S E A L

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

READ a Third and Final Time this \_\_\_\_\_ day of \_\_\_\_\_, **AD 2023** and finally passed by Council.

\_\_\_\_\_  
REEVE

S E A L

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

# SMOKY LAKE COUNTY



<b>Title:</b> Reserve Lands Management Policy	<b>Policy No.:</b> 25	
<b>Section:</b> 61	<b>Code:</b>	<b>Page No.:</b> 1 of 1

<b>Legislation Reference:</b>	Municipal Government Act RSA 2000, Ch. M-26.
-------------------------------	--

<b>Purpose:</b>	Smoky Lake County deems it appropriate to regulate its municipally owned lands, including Reserve lands.
-----------------	--

## Policy Statement and Guidelines:

### 1. STATEMENT:

1.1 Smoky Lake County recognizes that there is a need to carefully manage the County's reserve lands to provide benefits for the general public and to protect the natural environment. This policy provides direction for administration regarding the management of reserve lands, the removal or licensing of existing encroachments on Reserves, the potential disposal of existing reserve lands and the acquisition of reserve lands in new subdivisions.

1.2 Smoky Lake County uses reserve lands, as defined by the Municipal Government Act (MGA), to provide lands for schools, parks, recreation purposes or preserving natural areas. These lands are dedicated to the municipality through the subdivision process. Reserve lands are designated on title as either Environmental Reserve (ER), Municipal Reserve (MR), School Reserve (SR), Municipal and School Reserve (MSR), or Community Service Reserve (CSR), Conservation Reserve (CR). The municipality acquires Reserve lands at the time of subdivision.

### 1.3 Environmental Reserve (ER)

1.3.1 A developer may be required to provide the following as Environmental Reserve:

1.3.1.1 land that is a swamp, gully, ravine, coulee, or natural drainage course;

1.3.1.2 land that is subject to flooding; or

1.3.1.3 a strip of land not less than 6 meters in width adjacent to a body of water.

1.3.2 Environmental Reserve must be left in its natural state or used as a park. Although the County may pass a bylaw allowing Environmental Reserve to be used for some other purpose or lease the land for a term not exceeding three years.

1.3.3 Development on or in proximity to hazardous areas may be considered only if recommended in a geotechnical study prepared by a qualified professional.

#### **1.4 Municipal Reserve (MR), School Reserve (SR), or Municipal and School Reserve (MSR)**

1.4.1 A developer may be required to provide the following as MR, SR or MSR:

1.4.1.1 Up to 10 percent of the land that is the subject of the application, less environmental reserve, for park, school, and recreation purposes.

1.4.2 Lands with these designations can only be used for park, recreation, or school authority purposes.

#### **1.5 Community Service Reserve (CSR)**

1.5.1 If a school board no longer requires a site that has been designated School Reserve or Municipal and School Reserve, it must request approval of that designation from the Minister of Education to declare the site surplus. If declared surplus, the school board may transfer the land to the municipality. The municipality may dispose of the land or designate the school building portion of the site as community service reserve, which may be used for a/an: ambulance services facility, affordable housing, fire station, municipal facility providing direct service to the public, public library, police station, non-profit day care facility, a non-profit senior citizen facility, a non-profit special needs facility.

#### **1.6 Conservation Reserve (CR)**

1.6.1 The MGA allows the County to require a developer to provide land for conservation purposes if the taking of the reserve is consistent with any of the County's statutory plans and the municipality compensates the landowner at the market value of the land. The County must not sell, lease, or otherwise dispose of conservation reserve, and the land must remain in its natural state.

#### **1.7 POLICY STATEMENTS:**

##### **1.7.1 Background**

1.7.1.1 Under the Municipal Government Act, the County may request a landowner who is subdividing land to set aside a portion of their property as municipal and/or environmental reserve. Municipal Reserves are lands that are acquired by the municipality for parks and recreation purposes. Environmental Reserves are intended to remain in their natural state.

1.7.1.2 The County will request the dedication of lands as environmental reserve to prevent environmental damage that can result from development and to guard against the development occurring on potential hazardous lands that may damage persons or property. Environmental Reserves are also important in providing for public access to water bodies and watercourses. All Reserve lands are owned and managed by the municipality.

1.7.1.3 Reserve lands are not intended for private use by adjacent landowners. The

County is responsible for ensuring that Reserve lands remain safe and available for public enjoyment. The County will not provide maintenance and upkeep of Reserve lands unless a significant public safety hazard is present.

## **1.7.2 Municipal Reserves (MR)**

1.7.2.1 The management of MR lands is intended to provide a suitable land base for the provision of recreation facilities for the use and enjoyment of County residents and the general public.

1.7.2.2 Municipal Reserves may provide important access links to other lands, including water access, and can also offer undeveloped green spaces that act as buffers between different land uses.

1.7.2.3 Smoky Lake County may allow public recreation facilities on MR lands where there is enough interest and demand, as determined by the County. Typical facilities to be considered for municipal Reserves include but are not limited to sports fields, picnic sites, swimming beaches, community fire pits, skating rinks, trails, pathways, and associated facilities such as parking lots, toilets, or washrooms.

1.7.2.4 The County may require subdivision developers to provide recreational facilities in new subdivisions.

1.7.2.5 The County encourages local communities to work with the municipality to develop recreational facilities. The County may work with residents, groups, or community associations to address ongoing maintenance requirements such as litter picking, sign and fence repairs, and weed control.

1.7.2.6 Public trails may be developed on MR lands, at the discretion of the County.

1.7.2.7 Motorized vehicles will not be permitted on reserve lands unless the County approves a parking lot within the MR lands.

1.7.2.8 Commercial facilities and services will not be permitted on Reserve lands.

1.7.2.9 In MR locations that are in their natural state without developed recreation facilities, the removal of vegetation will generally not be permitted. However, vegetation removal may be considered where there is a public safety hazard or for agricultural purposes as determined by the County. Mowing will only occur to control weeds and reduce fire hazards. Removal of vegetation and mowing will be undertaken by the County unless otherwise authorized. Placement of fill material and other yard waste (grass clippings, tree prunings, etc.) or the removal of any material will not be allowed.

1.7.2.10 Landings, pathways, walkways, stairs, retaining walls or similar private



structures may be accommodated on MR lands if, in the opinion of the County, the structures do not pose a hazard to public safety, impede year-round public access, or unduly interfere with the use and enjoyment of neighboring properties. To accommodate the structure the County requires landowners to apply for an Encroachment Agreement or Encroachment License, as directed by the County's Encroachment Agreements Policy.

1.7.2.11 The winter storage of docks or boats hoists may be permitted on MR lands providing the landowner has a Temporary Field Authorization from the Province authorizing the location of the structure. All docks must be clearly marked making them visible during the winter months.

1.7.2.12 MR lands will not be leased under any circumstances.

1.7.2.13 The County is not required to provide recreational facilities on MR lands. Residents interested in creating pathways, stairs, or other facilities may do so by obtaining a permit as per the County Land Use Bylaw.

### **1.7.3 Environmental Reserves (ER) and Conservation Reserves (CR)**

1.7.3.1 The management of ER and CR lands is intended to protect the natural environment of the Reserve lands and surrounding area. They will also be managed to protect human life and property from hazardous environmental conditions (flooding, unstable slopes, etc.) and provide access to lakes and rivers.

1.7.3.2 ER and CR lands will be left in their natural condition as much as possible. The removal of vegetation from ER or CR lands will not be permitted, except where there is a public safety hazard as determined by the County and/or Alberta Environment. Mowing will only occur to control weeds and reduce fire hazards. Removal of vegetation and weed control will be undertaken by the County. Placement of fill material or other yard wastes (grass clippings, tree prunings, etc.) or the removal of any material will not be allowed.

1.7.3.3 Public trails or other uses may be developed on ER and CR lands, at the discretion of the County through a bylaw process and/or Alberta Environment.

1.7.3.4 Motorized vehicles will not be permitted on ER or CR lands unless the County approves a parking lot within the ER or CR lands.

1.7.3.5 In subdivisions along lakeshores and rivers, a limited number of public access facilities, like pathways and stairs, may be permitted to allow safe access across ER lands to the water's edge. The number and location of access facilities will be determined by the County. The access facilities must be built and maintained in a safe and environmentally responsible manner. Stairs and staircases shall meet building code requirements or be certified by a professional engineer.

1.7.3.6 Landings, pathways, walkways, stairs, retaining walls or similar private structures may be accommodated on ER or CR lands if, in the opinion of the County, the structures do not pose a hazard to public safety, impede year-round public access, unduly interfere with the use and enjoyment of neighboring properties, or diminish or threaten the sustainability of the resource. To accommodate the structure the County requires landowners to apply for an Encroachment Agreement or Encroachment License, as directed by Smoky Lake County's **Encroachment Agreements/Licenses Policy Statement 61-21** as amended and/or receive approvals from Alberta Environment.

1.7.3.7 No private access facilities will be permitted on ER or CR lands.

1.7.3.8 Commercial facilities and services will not be permitted on ER or CR lands.

1.7.3.9 The winter storage of docks or boats hoists may be permitted on ER or CR lands, providing the landowner has a Temporary Field Authorization from the Province authorizing the location of the structure. The docks must be clearly marked making them visible during the winter months. The environmental integrity of ER or CR lands shall not be compromised to accommodate temporary storage locations.

1.7.3.10 ER and CR lands will not be leased under any circumstances.

#### **1.7.4 Encroachments and Unauthorized Structures on Municipal Reserve Lands**

1.7.4.1 Refer to the Smoky Lake County **Encroachment Agreements/Licenses Policy Statement 61-21** as amended for instances of the unauthorized installation of private facilities and structures such as sheds, fences, gardens, material storage, driveways, and buildings on MR lands.

#### **1.7.5 Encroachments and Unauthorized Structures on Environmental Reserve Land or Conservation Reserve Lands**

1.7.5.1 Refer to the Smoky Lake County **Encroachment Agreements/Licenses Policy Statement 61-21** as amended for instances of the unauthorized installation of private facilities and structures such as sheds, fences, gardens, material storage, driveways, and buildings on ER and CR lands.

#### **1.7.6 Undesignated Reserves**

1.7.6.1 Reserve lands in older subdivisions may be known to be community reserve, park, or simply reserve. These designations refer to language that was used in previous legislation prior to 1980.

1.7.6.2 The County can choose how to manage these undesignated Reserves with regards to the current definitions of MR and ER.

1.7.6.3 Smoky Lake County will manage and use undesignated reserve lands on an assessment of the reserve parcel relative to the criteria outlined in the Municipal Government Act, as amended from time to time.

1.7.6.4 An undesignated reserve, or portion of a reserve, that encompasses a swamp, ravine, or natural drainage course, or is subject to flooding, or may be unstable will be managed by the County and used as if it is ER. Undesignated Reserves adjacent to lakes, rivers, streams, or other bodies of water will also be considered as ER.

1.7.6.5 Undesignated reserve land, or portion of a reserve that is suitable for recreation activities or serve as a buffer between different land uses, or provide an access link, shall be managed by the County as if they are MR.

### **1.7.7 Disposal of Reserves**

1.7.7.1 7.1 The County values the future potential of reserve lands and may not sell or lease municipal reserve or environmental reserve land except by Bylaw, which will provide the Public an opportunity to comment on the proposed sale or lease.

### **1.7.8 New Municipal Reserves**

1.7.8.1 As new subdivisions are proposed, the County can acquire new reserve lands, money in lieu of land dedication, or a combination of land and money. The following policies will guide the County's actions with regards to reserve requirements.

1.7.8.2 In new industrial and commercial subdivisions near towns and summer villages, the County may require MR land dedication to set aside lands for community and regional recreational facilities. In other industrial and commercial subdivisions, the County may take cash in lieu rather than the dedication of land for MR.

1.7.8.3 Linear corridors may be taken as MR in industrial and commercial subdivisions to provide connections to adjoining subdivisions, lands or other Reserves where a demand for trails or pathways is anticipated.

1.7.8.4 The County may consider the dedication of MR in a rural residential subdivision where such dedication would serve one or more of the following purposes:

1.7.8.4.1 Responds to demand for recreation facilities and services that will benefit the future residents of the subdivision and any surrounding developments;

1.7.8.4.2 Provides land that is suitable and attractive for development of recreation facilities or opportunities;

1.7.8.4.3 Creates interconnected open space that provide trail links to

adjoining subdivisions and other lands;

1.7.8.4.4 Protects natural features that cannot be protected by ER such as treed areas;

1.7.8.4.5 Achieves ecological connections for vegetation continuity or wildlife corridors;

1.7.8.5 Where a residential subdivision is proposed on or near a lakeshore or along a river, the County will require dedication of MR for one or more of the following purposes:

1.7.8.5.1 To provide land that is suitable and attractive for development of recreation facilities and opportunities;

1.7.8.5.2 To provide water access;

1.7.8.5.3 To create interconnected open spaces that provide trail links to nearby shorelines, within a subdivision, or to adjoining subdivisions and other lands;

1.7.8.5.4 To protect natural features that cannot be protected by ER; or

1.7.8.5.5 To achieve ecological connections for vegetation continuity or wildlife corridors.

1.7.8.6 In new subdivisions where MR dedications are being taken, the subdivision developers will be required to build appropriate recreational facilities, as determined by the County such as picnic areas, playgrounds, and trails.

### **1.7.9 New Environmental Reserves**

1.7.9.1 The County shall require the dedication of ER in new subdivisions to protect natural features such as shorelines, steep slopes, drainage courses, wetlands, or other water bodies, areas susceptible to flooding, groundwater recharge areas, natural vegetation, and fish and wildlife habitat.

1.7.9.2 Dedication of ER may also provide public access to lakes, rivers, and other bodies of water and watercourses.

1.7.9.3 Where possible, the County will ensure that the dedication of new ER is contiguous with existing and potentially new ER lands in order to provide an interconnected system of open spaces.

1.7.9.4 9.4 The County may require developers to reclaim or remediate lands proposed to be dedicated as ER if the proposed reserve lands are in poor environmental or unsafe condition as determined by the County. The reclamation or remediation work required by the County must be completed before the County accepts the reserve dedication.

### 1.7.10 Environmental Reserve Easements

1.7.10.1 Environmental reserve easements (ERE) are another tool that the County can use for the protection of the environment in new subdivisions. The natural features to be protected are the same as ER (drainage courses, wetlands, etc.). Lands subject to such an easement must remain in their natural condition. However, the lands are retained in private ownership and are not owned by the County as in the case of ER. Easements do not provide public access.

1.7.10.2 The County will not accept the registration of ERE in new subdivisions or in areas along lakes and rivers where public access to or along the shoreline may be required.

1.7.10.3 An ERE may be considered to protect environmental features where public access is not required or the environmental sensitivity of the site makes it unsuitable for public use (eg: wetlands). A clear statement on how the site will be controlled and used will be included in the ERE agreement.

### 1.7.11 Implementation

1.7.11.1 The County will periodically conduct a base line inventory of all reserve lands that identifies the condition of each reserve and any requirements for management actions.

1.7.11.2 Developments that occur after adoption of this policy will be expected to adhere to this new policy, thereby avoiding new encroachments and unauthorized structures on reserve lands.

	Date	Resolution Number
Approved	<b>MONTH DAY, 2023</b>	# XXXX - Page # XXXX
Amended		
Amended		

# SMOKY LAKE COUNTY



<b>Title:</b> <u>Encroachment Agreements/Licenses</u>	<b>Policy No:</b> <u>21-01-02</u>
<b>Section:</b> <u>61</u>	<b>Code:</b> <u>P-I</u>
	<b>Page No.:</b> <u>1 of 17</u> <i>E</i>

<b>Legislative Reference:</b>	Municipal Government Act, R.S.A. 2000, Chapter M-26, Sec. 651.2; Land Titles Act, R.S.A. 2000, Chapter L-4, Sec. 72.
-------------------------------	---

<b>Purpose:</b>	<u>The purpose of this policy is to provide the standards to which Encroachment Agreements or Licenses may be permitted for landscaping improvements, and/or structures placed within County Lands or Roadways. To implement a policy that will provide clarity and guidance to County administration and landowners with respect to encroaching structures and improvements on Municipally Owned Lands and Road Allowances.</u>
-----------------	--

## Policy Statement and Guidelines:

<p><b>1. STATEMENT:</b></p> <p><u>1.1 First and foremost, it is the County's preference to resolve encroachments by having the Landowner remove the encroachment and restore the affected area. However, once an encroachment is identified, the Landowner may make a request to the County for permission to keep the existing development that may be encroaching onto either a Roadway or reserve lands.</u></p> <p><del>1.1</del> Smoky Lake County recognizes that Encroachments exist and will continue to be discovered on Municipally-Owned Lands and Road Allowances.</p> <p>1.2 Smoky Lake County receives requests from private landowners to allow an Encroachment to remain on Municipally-Owned Lands and/or Road Allowances.</p> <p><u>1.3 The County may, from time to time, enter into Encroachment Agreements pursuant to the Municipal Government Act (MGA) pertaining to landscaping improvements or structures that encroach onto a roadway that is under the direction, control, and management of the County on land that is adjoining the roadway. For encroachments on Reserve Lands, the County may, from time to time, enter an Encroachment License.</u></p> <p><del>1.3</del> Smoky Lake County has established this Policy and related procedures to provide a clear and consistent process for evaluating applications to allow for Encroachments onto Municipally-Owned Lands and Road Allowances.</p> <p><b>2. OBJECTIVES:</b></p> <p>2.1 Smoky Lake County recognizes the importance of assisting the public by effectively managing Encroachments and wishes to provide a consistent approach in processing applications for Encroachment Agreements.</p> <p>2.2 Smoky Lake County must ensure that Encroachments onto Municipally-Owned Lands and Road Allowances do not adversely affect these lands and rights-of-way, or the County's ability to maintain effective services or restrict public access and enjoyment of lands for public use.</p> <p><b>3. DEFINITIONS:</b></p>
--

Formatted  
Formatted: Indent: Left: 1.69 cm, No bullets or numbering

For interpretation purpose:

~~3.1 Council: the Municipal Council of Smoky Lake County.~~

~~3.2 County: the Municipal Corporation of Smoky Lake County. resolution, an advertisement will be placed in the local newspaper for (2) two consecutive weeks.~~

~~3.3 Encroachment: anything placed, constructed or erected below, on or above ground, or attached to something placed, constructed or erected below, on or above ground, that extends on, over or under municipal lands including, but not limited to the following:~~

~~3.3.1 Buildings and all projections (including eaves, footings, foundations, weeping tiles, cantilevers, etc.) and siding;~~

~~3.3.2 Sheds (including those attached to a dwelling and/or fence);~~

~~3.3.3 Extensions of adjacent lands by fill or any deposit of fill;~~

~~3.3.4 Fences;~~

~~3.3.5 Sidewalks, curbs, parking pads, aprons or driveways made from concrete asphalt, brick or similar materials;~~

~~3.3.6 Structures (including decks, patios, gazebos, satellite dishes, antennae, decorative walls, etc.);~~

~~3.3.7 Retaining walls;~~

~~3.3.8 Swimming pools and hot tubs;~~

~~3.3.9 Shrubs, trees and other organic landscaping planted in Reserve Parcels or Municipally-Owned Lands;~~

~~3.3.10 Hard landscaping (including asphalt, concrete paving stones, retaining walls, structures, planters, etc.);~~

~~3.3.11 Light standards;~~

~~3.3.12 Permanent signs; and~~

~~3.3.13 Underground electrical/irrigation systems (excluding utilities authorized by the County).~~

3.1 "County" – means Smoky Lake County.

3.2 "Encroachment" – means any portion of a landscaping improvement, or structure which extends onto County lands which could be either a roadway or other Reserve Lands.

3.3 "Encroachment Agreement" – means an agreement, pursuant to the MGA under which a municipality permits the encroachment of landscaping improvements, and structures onto a roadway. This Agreement would be registered on the landowner's title as per the MGA.

3.4 "Encroachment License" – a license which allows the encroachment of landscaping improvements, and

structures onto Reserve Lands. This License would not be registered on the landowner's title and does not transfer to the next owner of the land.

3.5 "GIS" – means Geographic Information System used for gathering, managing, and analyzing data.

3.6 "Landowner" – means all owners(s) listed on the Certificate of Title as having an interest in the titled land.

3.7 "May" – means discretionary compliance or a choice in applying policy.

3.8 "MGA" – means the Municipal Government Act being the Revised Statutes of Alberta 2000 Chapter M-26, and amendments thereto.

3.9 "Real Property Report" - means a plan that illustrates the survey performed by an Alberta Land Surveyor or a professional land surveyor showing what is and what is not on a parcel of land at the time of the survey.

3.10 "Reserve Lands" – means any lands owned by the County that are designated as Municipal Reserve (MR), School Reserve (SR), Municipal and School Reserve (MSR), Environmental Reserve (ER), Community Service Reserve (CSR), Reserve lands (R), Conservation Reserve (CR) or other County owned land except a public utility lot.

3.11 "Roadway" - means a highway or Roadway that is subject to the direction, control, and management of the County.

3.12 "Shall" – means mandatory compliance.

**3.3 Encroachment Agreement:** An agreement between the applicant and the County authorizing an Encroachment(s). The Encroachment Agreement shall include, but not be limited to, the following:

~~3.4.1~~ The nature and location of the Encroachment(s);

~~3.4.2~~ The Owner's responsibilities to maintain the Encroachment(s);

~~3.4.3~~ Terms and conditions under which the Agreement may be terminated;

~~3.4.4~~ The County's right to have access to the land subject to the Encroachment(s);

~~3.4.5~~ Indemnification of the County, its agents and its licensees; and

~~3.4.6~~ Any other condition or provision that Council deems appropriate.

~~3.5~~ **Municipally-Owned Lands:** Collectively or individually, all titled land owned by the County, including, but not limited to, all Municipal Reserves, School Reserves, Municipal and School Reserves, Community Services Reserves, Environmental Reserves and Public Utility Lots.

~~3.6~~ **Owner:** The person, persons or corporation or other entity registered under the *Land Titles Act, R.S.A. 2000*, as the owner of the fee simple estate in the land. In the context of municipal lands, "owner" shall mean the owner of the adjacent land which has an encroachment into the municipal lands.



- 3.7 **Reserve Parcel:** A parcel that is registered at the Alberta Land Titles Office as a Municipal Reserve, School Reserve, Municipal and School Reserve, Community Services Reserve or Environmental Reserve, as defined by the *Municipal Government Act, R.S.A. 2000*.
- 3.8 **Road Allowance:** land shown as a road on a plan of survey that has been filed or registered at the Alberta Land Titles Office, whether it has been developed as a road or not, and includes a bridge forming part of a public road.

#### 4. GUIDELINESCOPE:

- 4.1 When an Encroachment(s) onto Municipally-Owned Lands or a Road Allowance is identified, the County will send a Notice in writing that the Owner must enter into an Encroachment Agreement with the County to allow said Encroachment(s) to remain.
- 4.2 The Planning and Development Manager will review all applications for an Encroachment Agreement and provide a recommendation to Council.
- 4.3 Council will retain the right to refuse any request for an Encroachment Agreement and will also retain the right to force the Owner of the Encroachment(s) to remove said Encroachment(s) at the Owner's sole expense.

4.1 Encroachments are identified and brought to the attention of the County in a number of ways. Sometimes encroachment issues are identified by the County's assessors who conduct inspections of all properties at least once every five years. Other times these are identified through inspections by our Bylaw Enforcement Officer, complaints, by the Landowners themselves or the request for a compliance certificate.

4.2 An Encroachment, once identified, will only be allowed to remain by either the use of an Encroachment Agreement where the Encroachment is on a County Roadway, or an Encroachment License where the Encroachment is on Reserve Lands.

4.3 The Landowner will be responsible for all costs associated with execution of an Encroachment Agreement or Encroachment License. A one-time minimum non-refundable administrative fee shall be charged to cover administration's costs to prepare and facilitate the agreement preparation. This one-time fee is included in the County's Fees Schedule Bylaw. Other costs associated with the approval may include Real Property Report (Landowner must supply), Land Titles registration, legal fees, and increased insurance costs. Initial costs will be estimated, and final costs will be verified with the Landowner and any differences rectified between the Landowner and the County.

Formatted: Font: Bold

Formatted: Indent: Left: 0.63 cm

#### 5. RESPONSIBILITIES

##### 5.1 Council

5.1.1 Review and consider adoption of the policy and any recommended amendments.

Formatted: Font: Not Bold

5.1.2 Consider appeals of Landowners who are requesting either an Encroachment Agreement or Encroachment License that has been denied by the CAO.

**5.2 Chief Administrative Officer**

5.2.1 Implement the policy.

5.2.2 Authorize Encroachment Agreements or Encroachment Licenses if they follow the guidelines set out by this policy.

5.2.3 Report to Council when a new Encroachment Agreement or Encroachment License has been authorized.

5.2.4 Report to Council when a request for an Encroachment Agreement or Encroachment License has been denied.

**5.3 Planning Manager, Planning Technician, & GIS Technician**

5.3.1 In addition to the shared roles set out in 5.2:

5.3.1.1 Determine requirements for development or other safety code permits.

5.3.1.2 Ensure that the Encroachment Agreement or Encroachment License is uploaded to the County's GIS system.

**5.4 Bylaw Enforcement Officer**

5.4.1 Identify potential eEncroachments issues from inspections and complaints.

5.4.2 Initiate correspondence with the Landowner regarding suspected eEncroachments issues.

5.4.3 Coordinate with the Landowner for inspection or survey of the land to confirm if an Encroachment exists from either inspection or complaint.

5.4.4 Where an Encroachment is identified, provide the Landowner with information regarding this policy and advise the Landowner of the requirement to remove the Encroachment within 30 days.

5.3.1 Review eEncroachment Agreement/License requests when received.

5.3.3 Circulate the request for an Encroachment Agreement or Encroachment License to the appropriate County departments for comment.

5.4.5 Follow-up regarding Encroachments that have been denied an Agreement/License, to ensure compliance.

5.3.4 Recommend to the CAO approval or denial of the eEncroachment Agreement/License application.

5.5.5 If the Encroachment will be allowed, work with Landowner to obtain a Real Property Report and arrange for payment for the Encroachment Agreement/License as well as signing of the Encroachment Agreement/License agreement by both parties.

Formatted: Font: Bold, Highlight

Formatted: Highlight

Formatted: Indent: Left: 1.27 cm

Formatted: Font: Bold, Highlight

Formatted: Highlight

Formatted: Font: Bold, Highlight

Formatted: Highlight

Formatted: Font: Bold, Highlight

Formatted: Highlight

Formatted: Font: Bold, Highlight

Formatted: Highlight

Formatted: Highlight

Formatted: Highlight

Formatted: Highlight

Formatted: Highlight

Formatted: Highlight

Formatted: Indent: Left: 0 cm

Formatted: Font: Bold

5.5.6 Maintain a register of Encroachment Agreements and Encroachment Licenses.

5.5.8 Work with legal counsel to ensure the Encroachment Agreement and Encroachment License wording/terms and conditions are current and appropriate.

### 5.5 Public Works, Natural Gas, and other Departments

5.5.1 Review request for Encroachment Agreements or Encroachment Licenses to determine if the Encroachment will interfere with infrastructure, utilities, or roadways.

### 6.1 PROCEEDURES

~~6.1 An application form for an Encroachment Agreement must be submitted to the Planning and Development Manager before an Encroachment Agreement will be considered by Council. 1. Application forms are available at the Smoky Lake County office or at-on the County's website at [www.smokylakecounty.ab.ca](http://www.smokylakecounty.ab.ca) ("Schedule "A" Application for Encroachment Agreement/License")~~

~~6.2 The applicant must provide, solely at the applicant's expense, a Real Property Report, dated within **three (3) months** of the application date, showing the exact nature and location of the Encroachment(s) and a current copy of the Certificate of Title.~~

~~6.3 The applicant must pay the County an application fee of **\$500.00** or the cost of legal fees, **whichever is greater**, as per Smoky Lake County **Policy-Planning and Development Fees Bylaw, as amended, 64-11-04: Planning and Development Fees.**~~

~~Upon submitting a completed application form and application fee, the Planning and Development Manager will review the request and provide a recommendation to Council at the next possible Council meeting.~~

~~The Planning and Development Manager will refer the application to other departments when necessary. County administration will evaluate the application, giving consideration to such factors as public safety, future development plans, environment/wildlife sensitivities, existing and future requirements of utilities, existing easements and any other factor deemed relevant to the Encroachment(s).~~

~~The Planning and Development Manager will present the evaluation of the application and a draft Encroachment Agreement ("Schedule "B" Encroachment Agreement") to Council for consideration.~~

~~6.4 Council-Smoky Lake County reserves the right to amend the draft Agreement/License as it deems necessary, or refuse to allow the Encroachment.~~

~~6.5 If Council approves the Encroachment(s) are approved, the County and the Owner will jointly enter into an Encroachment Agreement/License, and both parties will be bound by the terms and conditions within said Encroachment Agreement/License. A copy of said Encroachment Agreement will be registered at the North Alberta Land Titles Office by caveat.~~

~~6.6 If the Encroachment Agreement/License is refused by Council, the Owner will be notified of the decision in writing, and a Notice will be issued to the Owner, requiring removal of said Encroachment(s) within the specified timeframe.~~

Formatted: Font: Bold

Formatted: Font: Bold

Formatted: Indent: Left: 0.63 cm

Formatted: Font: Bold

Formatted: Indent: Left: 0 cm

- 6.7 If an Encroachment Agreement/License is refused, ~~by Council~~ and a Notice has been sent to the Owner requiring said Encroachment(s) to be removed and said Encroachment(s) is(are) not removed within the timeframe specified in said Notice, the County shall be at liberty to remove said Encroachment(s) at the sole expense of the Owner.
- 6.8 Unless an Encroachment(s) is(are) explicitly permitted by means of an Encroachment Agreement/License, the County reserves, upon Notice being given to the Owner, the right to remove said Encroachment(s) from Municipally-Owned Lands or Road Allowances at the sole cost of the Owner.
- 6.9 If, after having been sent Notice of an Encroachment(s) by the County, and an application for an Encroachment Agreement has not been received from the Owner by the County within the timeframe specified by said Notice, the County reserves the right to remove said Encroachment(s) at the sole expense of the Owner.
- 6.10 An authorized and executed Encroachment Agreement/License does not release the Owner from the responsibility to comply with provincial or federal requirements, or other municipal bylaws and policies.
- 6.11 All expenses, costs, liabilities, and other risks associated with an Encroachment, including but not limited to costs of utility relocation/reconstruction and removal/relocation of public property, shall be borne solely by the Owner.
- 6.12 Unless explicitly provided for in the Encroachment Agreement/License, an Encroachment once authorized ~~by Council~~ may continue to exist, but said Encroachment shall not be added to, rebuilt, or structurally altered, except:
- 6.12.1 as may be necessary to remove the Encroachment; or
- 6.12.2 as may be necessary for the routine maintenance of the Encroachment.
- 6.13 If an authorized Encroachment is damaged or destroyed to the extent of more than or equal to 75% of the replacement value of said Encroachment, said Encroachment shall not be repaired, rebuilt, or reconstructed, and said Encroachment shall be removed by the Owner within **thirty (30) days** of Notice being given to the Owner by the County.
- 6.14 Notwithstanding any of the above, in the event that an Encroachment poses a clear and present danger to the public as determined solely by the County, Notice shall be given to the Owner, and the Owner shall remove said Encroachment immediately upon receipt of said Notice, solely at the expense of the Owner. Should the Owner for any reason be unable or unwilling to remove said Encroachment, the County will remove said Encroachment, and all costs incurred by the County pursuant to the removal of said Encroachment shall be borne by the Owner.
- 6.15 An Encroachment shall not interfere with the County's or other utility operator's need to access any easement or right-of-way.

~~Existing Encroachments authorized by Licenses of Occupation, Encroachment Agreements, Roadway Licensing Agreements, or any other existing agreement with the County authorizing said Encroachment shall be deemed to be an authorized Encroachment and be subject to the terms and conditions of the existing~~

Formatted: Indent: Left: 0 cm

agreement.

## 7.1 Reserves:

### 7.1 Environmental

7.1.1 While defined in the Definitions section, there is a need to not only identify the 'label' of reserve land (ER, MR, SR, MSR, CSR, R, etc.) but to distinguish why land is labeled as such. Land designated ER that have been taken and designated as such for specific legislative purposes and have specific legislative limitations differ from lands designated as MR, R, SR, MSR and CSR.

7.1.2 MGA Sections 664(1)(a) & (b) describes, essentially, 'undevelopable land'. This is land upon which development is not wanted or desired, so not allowed through the ER designation.

7.1.3 Section 664(1)(c) describes a buffer strip, which may or may not be developable.

7.1.4 Further, Section 664(1.1) limits the taking of Environmental Reserve to:

- i) preserving natural features
- ii) preventing pollution
- iii) ensuring public access, and
- iv) preventing significant risk of personal injury or property damage.

7.1.5 Conservation Reserves (Section 644.2) provides for the protection of environmentally significant features but is not land that would be taken as ER. Land taken as Conservation Reserve requires compensation while land taken as ER does not.

7.1.6 Section 671(1)(a) states that ER 'must be left in its natural state or be used as a public park' subject to Section 676(1).

7.1.7 Section 676 outlines a procedure for using ER for other purposes for a limited time period. Municipal / Community

7.1.8 Where land taken as ER is largely undevelopable, land taken as MR / CSR is developable land for municipal or school purposes (Section 671(2) and 671(2.1). By being 'developable', the premise is that the lands do not pose a risk of personal injury or property damage.

### 7.2 Administrative Considerations

7.2.1 Given the types of reserves, and the legislation surrounding them, Administration will perform an analysis of the site to determine if the encroachment on the land is hazardous under Section 664(1)(a) or (b) or (1.1) (d). The encroachment must be moved if:

- It is polluting a water body in some manner,
- It is disturbing a natural feature (nesting / spawning area or rare vegetation),
- It is moveable.

### 7.3 Policy Guidelines:

Formatted: Font: Bold

Formatted: Outline numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 6 + Alignment: Left + Aligned at: 0.63 cm + Indent at: 1.27 cm

Formatted: Outline numbered + Level: 2 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm

Formatted: Outline numbered + Level: 1 + Aligned at: 1.27 cm + Indent at: 1.9 cm

Formatted: Outline numbered + Level: 1 + Aligned at: 1.27 cm + Indent at: 1.9 cm

Formatted: Outline numbered + Level: 1 + Aligned at: 1.27 cm + Indent at: 1.9 cm

Formatted: List Paragraph, No bullets or numbering, Tab stops: Not at 0.63 cm

Formatted: Outline numbered + Level: 1 + Aligned at: 1.27 cm + Indent at: 1.9 cm

Formatted: Indent: Left: 0 cm

Formatted: Indent: Left: 2.54 cm

Formatted: Outline numbered + Level: 1 + Aligned at: 1.27 cm + Indent at: 1.9 cm

Formatted: Outline numbered + Level: 1 + Aligned at: 1.27 cm + Indent at: 1.9 cm

Formatted: Outline numbered + Level: 1 + Aligned at: 1.27 cm + Indent at: 1.9 cm

Formatted: Outline numbered + Level: 1 + Aligned at: 1.27 cm + Indent at: 1.9 cm

Formatted: Indent: Left: 0.63 cm

Formatted: Bulleted + Level: 1 + Aligned at: 1.27 cm + Indent at: 1.9 cm

Formatted: Indent: Left: 0.63 cm

7.3.1 Unless an Encroachment has been authorized by the municipality, the Encroachment shall be removed from the affected municipal lands or roadway. The Landowner shall remove the Encroachment within 30 days of receiving notice to do so. All work conducted in removing an Encroachment shall be at the Landowner's expense and under the supervision of the County.

**Formatted:** Outline numbered + Level: 1 + Numbering  
Style: 1, 2, 3, ... + Start at: 7 + Alignment: Left + Aligned at:  
0.63 cm + Indent at: 1.27 cm

7.3.2 If an Encroachment is authorized, the Landowner and CAO will execute an Encroachment Agreement or Encroachment License once all applicable fees are paid. If fees are not paid, then the Encroachment shall be removed from the affected municipal land or roadway within 30 days, in accordance with .

**Formatted:** Indent: Left: 1.27 cm

**Formatted:** Outline numbered + Level: 1 + Numbering  
Style: 1, 2, 3, ... + Start at: 7 + Alignment: Left + Aligned at:  
0.63 cm + Indent at: 1.27 cm

7.3.3 Encroachments with a permit or other authorization from the County will be allowed to remain and minor maintenance (no structural modifications) will be allowed. If the Encroachment falls into disrepair the Owner shall remove the Encroachment and reclaim the area to a natural state, at the landowner's expense.

**Formatted:** Outline numbered + Level: 1 + Numbering  
Style: 1, 2, 3, ... + Start at: 7 + Alignment: Left + Aligned at:  
0.63 cm + Indent at: 1.27 cm

7.3.4 If the Encroachment is damaged or destroyed, the Encroachment shall be removed within 30 days.

**Formatted:** Outline numbered + Level: 1 + Numbering  
Style: 1, 2, 3, ... + Start at: 7 + Alignment: Left + Aligned at:  
0.63 cm + Indent at: 1.27 cm

7.3.5 Authorized Encroachments do not relieve a Landowner from the requirement to comply with all applicable federal, provincial, and municipal statutes, regulations, order, bylaws and policies. All costs, expenses, liabilities, or other risk associated with an authorized Encroachment shall be endured by the Landowner.

**Formatted:** List Paragraph, No bullets or numbering, Tab stops: Not at 0.63 cm

**Formatted:** Outline numbered + Level: 1 + Numbering  
Style: 1, 2, 3, ... + Start at: 7 + Alignment: Left + Aligned at:  
0.63 cm + Indent at: 1.27 cm

7.3.6 In the event that an Encroachment poses a clear and present danger to the public as determined by the County, the Encroachment shall be removed immediately by the Landowner. Should the Landowner, for whatever reason, be unable or unwilling to remove the Encroachment, the County shall immediately remove it and all costs shall be invoiced to the Landowner. Failure to pay this invoice will result in the amount outstanding to be added the Landowner's tax roll.

**Formatted:** Indent: Left: 1.27 cm, No bullets or numbering

**Formatted:** Outline numbered + Level: 1 + Numbering  
Style: 1, 2, 3, ... + Start at: 7 + Alignment: Left + Aligned at:  
0.63 cm + Indent at: 1.27 cm

**Formatted:** Font: Bold

**Formatted:** Outline numbered + Level: 1 + Numbering  
Style: 1, 2, 3, ... + Start at: 8 + Alignment: Left + Aligned at:  
0.63 cm + Indent at: 1.27 cm

## 8. Considerations for approval of an Encroachment Agreement or Encroachment License:

**Formatted:** No bullets or numbering

8.1 The Landowner will make a request by completing the Encroachment Agreement or Encroachment License Application Form.

**Formatted:** Outline numbered + Level: 1 + Numbering  
Style: 1, 2, 3, ... + Start at: 8 + Alignment: Left + Aligned at:  
0.63 cm + Indent at: 1.27 cm

8.2 This request may require a Real Property Report.

**Formatted:** Indent: Left: 1.27 cm, No bullets or numbering

8.3 The request will be received by the Taxation and Assessment Technician.

**Formatted:** Outline numbered + Level: 1 + Numbering  
Style: 1, 2, 3, ... + Start at: 8 + Alignment: Left + Aligned at:  
0.63 cm + Indent at: 1.27 cm

8.4 The encroachment will be considered under the following conditions if it does not pose a risk to County infrastructure or utilities:

**Formatted:** No bullets or numbering

a. Special needs access (ramps, elevators, etc.)

b. Entry Stairs

c. Eaves

d. Development Authority approved stairways for access on Reserve Lands.

**Formatted:** Outline numbered + Level: 2 + Numbering  
Style: 1, 2, 3, ... + Start at: 3 + Alignment: Left + Aligned at:  
0.63 cm + Indent at: 2.54 cm

**Formatted:** Indent: Left: 1.27 cm, No bullets or numbering

**Formatted:** Indent: Left: 0.63 cm, No bullets or numbering

**Formatted:** No bullets or numbering

**Formatted:** Outline numbered + Level: 2 + Numbering  
Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at:  
1.9 cm + Indent at: 2.54 cm

8.5 The Taxation and Assessment Technician will make a recommendation to either approve or deny the application for Encroachment Agreement or Encroachment License.

**Formatted:** Indent: Left: 1.27 cm, No bullets or numbering

**Formatted:** Outline numbered + Level: 1 + Numbering  
Style: 1, 2, 3, ... + Start at: 8 + Alignment: Left + Aligned at:  
0.63 cm + Indent at: 1.27 cm

8.6 If approved, the landowner will be required to submit a Real Property Report. The CAO will then enter into the appropriate agreement or license with the Landowner and report the approval to Council.

8.7 If denied, the CAO will send a letter to the Landowner denying the request and providing notice that the Encroachment must be removed within 30 days. The CAO will also provide information regarding the process to appeal to County Council.

8.8 If the Landowner decides to move the encroaching structure onto their own property, a development permit and/or a safety codes permit may be required.

## 9. Appeals to County Council

9.1 If the CAO does not approve the application for an Encroachment Agreement or Encroachment License, the Landowner may submit in writing to County Council an appeal requesting a review of the CAO's decision, and

9.1.1 County Council will review all the information received by Administration.

9.1.2 Council's decision will be final.

9.1.3 If approved, the landowner will be required to submit a Real Property Report. The CAO will enter into the appropriate agreement or license with the Landowner.

9.1.4 If denied, the CAO will send a letter to the Landowner denying the request and providing notice that the Encroachment must be removed within 30 days.

9.1.5 If the Landowner decides to move the encroaching structure onto their own property, a development permit and/or a safety codes permit may be required.

## 10. Enforcement

10.1 If an application for either an Encroachment Agreement or Encroachment License is denied, the CAO will issue a notice to the Landowner for removal of the Encroachment and restoration of the encroached land within 30 days.

10.2 The Bylaw Enforcement Officer will inspect the property to ensure compliance

10.3 If the encroachment is not removed after 30 days, or other reasonable time agreed to by the County, the CAO may take whatever steps or legal remedies are available to the County to enforce the removal.

## 11. Long Term Encroachments

11.1 A long-term encroachment does not have grandfathered rights. Regardless of the length of time an Encroachment has been in existence, unless the County has formally authorized it, the Encroachment will have to be resolved using this policy.

Formatted: Indent: Left: 1.27 cm, No bullets or numbering

Formatted: Outline numbered + Level: 2 + Numbering  
Style: 1, 2, 3, ... + Start at: 6 + Alignment: Left + Aligned at:  
0.63 cm + Indent at: 1.27 cm

Formatted: No bullets or numbering

Formatted: Outline numbered + Level: 2 + Numbering  
Style: 1, 2, 3, ... + Start at: 6 + Alignment: Left + Aligned at:  
0.63 cm + Indent at: 1.27 cm

Formatted: List Paragraph, No bullets or numbering, Tab  
stops: Not at 0.63 cm

Formatted: Outline numbered + Level: 2 + Numbering  
Style: 1, 2, 3, ... + Start at: 6 + Alignment: Left + Aligned at:  
0.63 cm + Indent at: 1.27 cm

Formatted: Font: Bold

Formatted: Outline numbered + Level: 1 + Numbering  
Style: 1, 2, 3, ... + Start at: 8 + Alignment: Left + Aligned at:  
0.63 cm + Indent at: 1.27 cm

Formatted: Outline numbered + Level: 2 + Numbering  
Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at:  
0.63 cm + Indent at: 1.27 cm

Formatted: Indent: Left: 1.27 cm, No bullets or numbering

Formatted: Indent: Left: 1.27 cm, No bullets or numbering

Formatted: List Paragraph, No bullets or numbering, Tab  
stops: Not at 0.63 cm

Formatted: Indent: Left: 1.27 cm, No bullets or numbering

Formatted: Indent: Left: 1.27 cm, No bullets or numbering

Formatted: Indent: Left: 1.27 cm, No bullets or numbering

Formatted: Indent: Left: 1.27 cm, No bullets or numbering

Formatted: Indent: Left: 1.27 cm, No bullets or numbering

Formatted: Indent: Left: 1.27 cm, No bullets or numbering

Formatted: Indent: Left: 1.27 cm, No bullets or numbering

Formatted: Indent: Left: 1.27 cm, No bullets or numbering

Formatted: Font: Bold

Formatted: Outline numbered + Level: 1 + Numbering  
Style: 1, 2, 3, ... + Start at: 8 + Alignment: Left + Aligned at:  
0.63 cm + Indent at: 1.27 cm

Formatted: Font: Bold

Formatted: No bullets or numbering

Formatted: Outline numbered + Level: 2 + Numbering  
Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at:  
0.63 cm + Indent at: 1.3 cm

Formatted: Indent: Left: 1.27 cm, No bullets or numbering

Formatted: Outline numbered + Level: 2 + Numbering  
Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at:  
0.63 cm + Indent at: 1.3 cm

Formatted: List Paragraph, No bullets or numbering, Tab  
stops: Not at 0.63 cm

Formatted

Formatted: Font: Bold

Formatted

Formatted

Formatted: No bullets or numbering

**PROCEDURES:**

	Date	Resolution Number
Approved	June 16, 2016	# 762 - Page # 12298
Amended	MONTH DAY, 2023	
Amended		
Amended		



Box 310  
4612 McDougall Drive  
Smoky Lake, AB, T0A 3C0  
Phone: 656-3730 Fax: 656-3768

**ENCROACHMENT AGREEMENT / LICENSE APPLICATION**

**Application Requirements:**

- 1. Signed and Completed Encroachment Agreement / License Application Form
- 2. Application fee of \$500.00 or the cost of legal fees, whichever is greater
- 3. 3 copies of a Real Property Report dated within 3 months of the application date   
(faxed, emailed, spliced or altered copies will not be accepted)
- 4. A current copy of the Certificate of Title



<b>Internal Use Only</b>		
Our File Number: _____	Roll Number: _____	Date: _____
<b>Registered Landowner Information</b>		
Registered Owner: _____	Phone: _____	
Address: _____	Fax: _____	
City/Prov. _____	Postal Code: _____	Signature: _____
<b>Right of Entry</b>		
Pursuant to Section 542 of the Municipal Government Act, I hereby do _____ or do not _____ grant consent for a designated officer of Smoky Lake County to enter upon the land as described above, for a site inspection.		
Print Name: _____	Signature: _____	
<b>Section A - Property Information</b>		
Legal: Lot _____ Block _____ Plan _____	Part of _____ ¼ Sec _____ Twp _____ Rge _____ W4M	
Subdivision Name (if applicable) or Area of Development _____		
Rural Address/Street Address _____	Parcel Size _____	

<b>Section B – Description of Encroachment</b>
Please describe the nature of the Encroachment
_____
_____
_____

<b>Section C – Preferred Method of Communication</b>	
If we have any questions or require clarification regarding your application, how do you wish to be contacted: <input type="checkbox"/> phone <input type="checkbox"/> mail <input type="checkbox"/> fax <input type="checkbox"/> e-mail	
<b>OFFICE USE ONLY</b>	<b>Authorization:</b> <input type="checkbox"/> Approved <input type="checkbox"/> Refused
Type of Payment: <input type="checkbox"/> DEBIT <input type="checkbox"/> CASH <input type="checkbox"/> CHEQUE	Issuing Officer's Name _____
Fee \$ _____	Issuing Officer's Signature _____
Receipt # _____	Date of Decision _____
Receipt Date _____	Date Issued _____
Date Received _____	Motion # _____
*and deemed complete by Development Authority.	Comments _____

- Formatted: French (France)
- Formatted: French (France)
- Formatted: French (France)
- Formatted: French (France)

The personal information provided is being collected under the authority of the Municipal Government Act and will be used for the purposes under that Act. Information that you provide may be made public, subject to the provisions of the Freedom of Information and Protection of Privacy Act. Any questions regarding the collection, use or disposal of this information should be directed to Smoky Lake County at 780-656-3730.

DRAFT

**ENCROACHMENT AGREEMENT**  
**BETWEEN TITLED PARCELS OF LAND**

THIS AGREEMENT MADE EFFECTIVE this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**BETWEEN:**

**SMOKY LAKE COUNTY**  
**Box 310, 4612 McDougall Drive, Smoky Lake, AB, T0A 3C0**  
**a municipal corporation pursuant to the laws**  
**of the Province of Alberta**  
(hereinafter called the "Grantor")

- and -

**OWNER'S NAME**  
**Owner's Address**  
(hereinafter called the "Owner")

**WHEREAS:**

- A. The Owner is the registered owners of the lands located in Smoky Lake County, in the Province of Alberta, municipally described as **(INSERT MUNICIPAL ADDRESS)**, and legally described as:

**(INSERT LEGAL LAND DESCRIPTION)**  
(hereinafter referred to as the "Owner's Land")

- B. The Grantor is the registered owners of the lands located in Smoky Lake County, in the Province of Alberta, municipally described as **(INSERT MUNICIPAL ADDRESS)**, and legally described as:

**(INSERT LEGAL LAND DESCRIPTION)**  
(hereinafter referred to as the "Grantor's Land")

- C. The Owners have constructed/placed a **(INSERT NATURE OF THE ENCROACHMENT)** (hereinafter referred to as the "Encroachment") which encroaches upon the Grantor's Land.
- D. The Grantor is prepared to authorize the Encroachment to exist upon the Grantor's Land, subject to the terms and conditions contained within this Encroachment Agreement (hereinafter referred to as the "Agreement").

**NOW THEREFORE THIS AGREEMENT WITNESSETH THAT** in consideration of the payment of **(INSERT PAYMENT AMOUNT)** paid by the Owners to the Grantor, the receipt of which is hereby acknowledged, and in consideration of the mutual covenants and agreements contained herein, the Grantor and Owners hereby agree as follows:

**GRANT OF ENCROACHMENT**

1. The Grantor hereby permits the Encroachment to exist upon the Grantor's Land in the manner and location as shown on the Real Property Report **(INSERT FILE #)** prepared by **(INSERT NAME OF SURVEYOR)**, dated **(INSERT DATE OF SURVEY)**, attached hereto as Schedule "A" to this Agreement, subject to the terms, covenants and conditions contained within this Agreement. The Owners shall pay any and all costs associated with obtaining the Real Property Report. **[NOTE: It is essential that the Encroachment is accurately depicted and located].**

**TERM AND TERMINATION**

2. The terms of this Agreement shall be for the lifetime of the Encroachment, subject to the earlier termination of this Agreement due to breach of contract or as provided for within this Agreement.
3. In the event that the Grantor deems it necessary for the Encroachment to be partially or completely removed from the Grantor's Lands for a temporary period of time, the Owner shall remove it within **ninety (90) days** at the Owner's sole expense.
4. In the event that the Encroachment must be immediately removed, in whole or in part, due to an emergency situation (as defined by the Grantor at its sole discretion), the Grantor shall remove the Encroachment at the Grantor's sole expense. The Owner shall be permitted to replace the Encroachment at the Owners' sole expense, upon receiving written confirmation from the Grantor that the emergency situation has been resolved.
5. In the event that the Encroachment at any time after the date that this Agreement takes effect, is destroyed or by any other means removed from the Grantor's Land in circumstances other than contemplated in **Section 3** or **Section 4** of this Agreement:
  - 5.1 this Agreement shall automatically terminate, save and except for those terms which survive termination, and all rights and privileges granted to the Owner pursuant to the terms of this Agreement shall immediately expire; and
  - 5.2 the Encroachment, or any structure constructed as a replacement for the Encroachment, shall not be replaced or rebuilt on the Grantor's Lands.
6. In the event that the Encroachment is only partially destroyed, the rights and privileges granted to the Owner pursuant to the terms of this Agreement shall expire with respect to the partially destroyed portion of the encroachment, PROVIDED ALWAYS that it is reasonable for the Owner to rebuild the partially destroyed portion of the Encroachment having regard to the nature of the structure, and the extent and the nature of the damage.
7. Notwithstanding anything contained within this Agreement, this Agreement and the rights and privileges granted to the Owner may be unilaterally terminated by the Grantor providing **thirty (30) days** written notice of such termination to the Owner.

#### **REMOVAL AND RECLAMATION**

8. Upon the termination of the rights and privileges granted to the Owner pursuant to the terms of this Agreement, the Owner shall:
  - 8.1 remove the Encroachment from the Grantor's Land; and
  - 8.2 attend to the repair and reclamation of the Grantor's Land to the reasonable satisfaction of the Grantor.
9. If, upon termination of this Agreement, the Owner has failed to perform its obligations under **Section 3** and **Section 8** of this Agreement, the Grantor is hereby authorized to enter

onto the Owner's Land if necessary and perform such obligations, at the sole expense of the Owner.

#### **MAINTENANCE EASEMENT**

10. In conjunction with the Grantor's grant of the right of encroachment as contained within this Agreement, the Grantor hereby grants to the Owner, the right, license, privilege and easement across, over, under and upon the Grantor's Land as is reasonably required in order to allow the Owner to inspect the condition of the Encroachment, and to attend to routine maintenance and repairs of the Encroachment, as may be necessary.
11. The Owner's right to enter upon the Grantor's Land for the purposes permitted pursuant to **Section 10** of this Agreement is subject to the reasonable restrictions and limitations imposed from time to time by the Grantor in order to minimize disruption of the Grantor's use and enjoyment of the Grantor's Land, and minimize damage to the Grantor's Land and any improvements or chattels located thereon. Such restrictions may include, without restriction, limitation as to the time of day any entry upon the Grantor's Land by the Owner, and the equipment, if any, permitted to be placed upon the Grantor's Land for the purpose of assisting the inspection, maintenance or repair of the Encroachment.
12. The Owner shall maintain and repair the Encroachment in a good and workmanlike manner, having regard to the nature of the Encroachment any structure incorporating the Encroachment, the nature and condition of the Grantor's Land, and the nature and extent of the Encroachment upon the Grantor's Land.
13. The Owner shall be responsible for the repair and restoration of the Grantor's Land after each and every entry upon the Grantor's Land pursuant to the rights of easement granted within **Section 10** of this Agreement. Without restricting the generality of the foregoing, the Owner shall be responsible for the repair and restoration of any fences or other structures or chattels damaged by the Owner, its agents or its contractors as a result of the exercise of purported exercise of any of the rights granted within this Agreement.
14. The Owner's signature to this document shall serve as acknowledgement of the Grantor's infrastructure which lies beneath the surface of the Encroachment, and the Owner shall be responsible for the cost of repair of any and all damages resulting from the presence, use, repair or maintenance of the Encroachment, to this infrastructure, to the Grantor's satisfaction.

#### **LIABILITY**

15. The Owner shall indemnify and hold harmless the Grantor, its employees, agents, franchisees and licensees from and against any and all claims, damages, costs (including, without restriction, all legal and other professional costs on a solicitor and his own client fill indemnity basis), losses, expenses, actions and suits of every kind and nature caused by, or arising directly or indirectly out of the existence of the Encroachment, the exercise or purported exercise of any of the rights granted within this Agreement, or by reason of any

matter or anything done, permitted or omitted to be done by the Owner or their heirs, executors, administrators and assigns, and whether occasioned by negligence or otherwise.

16. The Owner hereby assumes, and shall remain responsible for, all risk of personal injury and damage to all real or personal property, including the Owner's property comprising the Encroachment upon the Servient Tenement, regardless of how such injury or damage is caused.
17. The Owner's obligations under **Section 15** and **Section 16** of this Agreement shall survive the termination of this Agreement for any reason whatsoever, and shall remain binding upon the Owner until all such obligations are satisfied in full.
18. Throughout the existence of this Agreement, the Owner shall take out and maintain insurance in such form and in such amounts as may be satisfactory to the Grantor, acting reasonably, and upon request provide the Grantor with written confirmation of the existence of such insurance (including but not limited to providing copies of the insurance policies). Without limiting the generality of the foregoing, the insurance shall have at least the following coverage, and contain the following terms:
  - 18.1 comprehensive general liability insurance covering all risks associated with the use and occupation of the Encroachment by the Owner including, without limitation, extended coverage, coverage for public liability, and such other coverage and in such amounts as the Grantor may reasonably require;
  - 18.2 such policies shall name the Grantor as an additional loss payable with respect to the Encroachment and the portion of the Grantor's Land occupied by the Encroachment; and
  - 18.3 such policies of insurance shall contain an undertaking by the insurers to notify the Grantor in writing of any material change, cancellation or termination of any provision of any policy not less than thirty (30) days prior to the material change, cancellation or termination thereof.

#### **ENVIRONMENTAL**

19. The Owner hereby represents, covenant sand warrants to and in favour of the Grantor that the Owner:
  - 19.1 shall not allow any Hazardous Substances to be placed, held, located or disposed of on, under or at the Grantor's Land without the prior consent of the Grantor, which consent may be arbitrarily or unreasonably withheld;

- 19.2 shall not allow the Grantor's Land to be utilized in any manner in contravention of any applicable laws intended to protect the environment, including without limitation, laws respecting the handling, disposal and emission of Hazardous Substances;
- 19.3 to the extent that Hazardous Substances are, with the Grantor's consent, placed, held, located or disposed of on, under or at the Grantor's Land in accordance with the terms hereof, the Owner shall:
- 19.3.1 comply with, or cause to be complied with, all applicable laws and regulations relating to the use, storage and disposal of the Hazardous Substances, as well as all terms or conditions required by the Grantor; and
- 19.3.2 at the request of the Grantor, provide evidence to the Grantor of compliance with all applicable laws and regulations, such evidence to include inspection reports and such tests as the Grantor may reasonably require, all at the Owner's expense.
20. The Owner shall indemnify and save harmless the Grantor and its successors and assigns from and against any and all losses, liabilities, damages, costs and expenses of any kind whatsoever including, without limitation:
- 20.1 the costs of defending, counter-claiming or claiming over against third parties in respect of any action or matter including fees, cost and disbursements on a solicitor and his own client full indemnity basis and at all court levels;
- 20.2 any cost, liability or damage arising out of a settlement of any action entered into by the Grantor with or without the consent of the Owner; and
- 20.3 the costs of repair, clean-up or restoration paid by the Grantor and any fines or levies against the Grantor or owner,
- which at any time or from time to time may be paid, incurred or asserted against the Grantor as a direct or indirect result of the presence on or under, or the escape, seepage, leakage, spillage, discharge, emission or release of Hazardous Substances from the Grantor's Land either onto any lands (including the Owner's Land), into the atmosphere or into any water. This indemnification shall survive the expiration of the term of this Agreement, the termination of this Agreement for whatever cause, and any renewal of this Agreement.
21. That for purposes of this Agreement, the term "Hazardous Substances" shall mean any substance which is hazardous to persons or property and includes, without limiting the generality of the foregoing:

- 21.1 any form of radioactive materials;
- 21.2 explosives;
- 21.3 any substance that, if added to any water, would degrade or alter or form part of a process of degradation or alteration of the quality of that water to the extent that it is detrimental to its use by man or by any animal, fish or plant;
- 21.4 any solid, liquid, gas or odour or combination of any of them that if emitted into the air, would create or contribute to the creation of a condition of the air that:
  - 21.4.1 endangers the health, safety, or welfare of any persons or the health of animal life;
  - 21.4.2 interferes with normal enjoyment of life or property; or
  - 21.4.3 causes damage to plant life or property; and
- 21.5 substances declared to be hazardous or toxic under any law or regulation now or hereafter enacted or promulgated by any governmental authority having jurisdiction over the Grantor's Land.

22. The Owner shall:

- 22.1 notify the Grantor, in writing, of any sale of the Owner's Land; and
- 22.2 notify any purchaser of the Owner's Land of the terms of this Agreement.

GENERAL

- 23. This Agreement, and each of the terms, covenants and conditions contained herein, shall be of the same force and effect for all intents and purposes as a covenant running with the Grantor's Land and the Owner's Land, respectively, and subject to the terms of this Agreement shall be binding upon, and ensure the benefit of, all future owners of the Grantor's Land and the Owner's Land throughout the existence of this Agreement.
- 24. Subject to acceptance by the Alberta Land Titles Office, the parties shall be at liberty to register by way of Caveat or otherwise against the title to the lands affected in order to protect the parties' respective interests under the terms of this Agreement. Any such Caveat or other registration shall expire and shall forthwith be discharged by the parties upon the termination of this Agreement.



25. All notices to be given in relation to the Agreement, as well as all requests for prior written consent required under this Agreement, may be hand delivered or sent by prepaid courier or registered mail addressed to the parties as follows:

25.1 to the Owner at: **(INSERT OWNER'S ADDRESS)**

25.2 to the Grantor at: **SMOKY LAKE COUNTY**  
Box 310  
Smoky Lake, AB, T0A 3C0

or at such other address, in either case, as the Owner or the Grantor respectively may from time to time appoint in writing. Any notice sent in accordance with this paragraph shall be deemed to be given to and received by the addressee seven (7) days after the mailing thereof, postage prepaid, save and except for during periods of postal interruption and seven (7) days thereafter, in which case all notices required herein shall be sent by pre-paid courier or hand delivered and shall be deemed to have been given upon delivery.

26. The terms contained within this Agreement, including any recital and any Schedules attached hereto, shall constitute the entire Agreement between the parties. Words within this Agreement importing number or gender shall be construed in grammatical conformance with the context or the party or parties in reference. Any term or provision of this Agreement which is found to be invalid or unenforceable shall be severed from the balance of the document, and shall not affect the enforceability of the remainder of this Agreement.

IN WITNESS WHEREOF the parties have executed this Agreement to be effective the year and date first above written.

SMOKY LAKE COUNTY

Per: \_\_\_\_\_  
~~Ron Bobocel~~ \_\_\_\_\_, Reeve  
- SEAL -

Per: \_\_\_\_\_  
Cory Ollikka \_\_\_\_\_, Chief

Administrative Officer

SIGNED, SEALED AND DELIVERED )  
in the presence of )  
 ) \_\_\_\_\_  
 ) **(INSERT OWNER NAME)**  
 )  
Witness )

**SCHEDULE "A"**

|

**The Encroachment**

**(INSERT REAL PROPERTY REPORT SHOWING ENCROACHMENT)**

DRAFT



# Request for Decision (RFD)

Meeting Date: Thursday, April 27, 2023

Agenda Item: # 7.b

Topic: Policy Statement No. 15-01-02: Discipline Policy

Presented By: CAO

---

## Recommendation:

**That Smoky Lake County amend Policy Statement No. 15-01-02: Discipline Policy.**

---

## Background:

This policy was deferred from the April 13, 2023 Council Meeting to allow time to seek a legal opinion. The Legal opinion from Brownlee LLP is attached.

## Benefits:

Ensures for proper documentation for conduct discipline, ensures fairness and consistency among all employees and a paper trail to enforce action.

## Disadvantages:

There are no disadvantages to the recommendation.

## Alternatives:

Any alternative to the recommendation is at the discretion of Council.

## Financial Implications:

There are no financial or budget implications to this recommendation.

## Legislation:

Municipal Government Act (MGA) & Alberta Employment Standards Code.

## Intergovernmental:

There are no intergovernmental involvement and/or implications related to or affecting the recommendation.

## Strategic Alignment:

N/A

## Enclosure(s):

1. Email from Kyle J. Allen, Partner, Brownlee LLP, Labour & Employment, dated April 18, 2023, containing the legal opinion.
2. Revised Policy Statement No. 15-01-02: Discipline Policy.

Signature of the CAO: \_\_\_\_\_

A handwritten signature in blue ink, appearing to be "J. Allen", written over a horizontal line.

## Patti Priest

---

**From:** Gene Sobolewski  
**Sent:** April 18, 2023 2:46 PM  
**To:** Patti Priest; Lydia Cielin  
**Subject:** FW: Discipline Policies; 71295-0109

Patti,

This correspondence should be copied to a revised Discipline Policy RFD (as attachment) for adoption with the other minor changes requested by Council.

Gene



**Gene Sobolewski, C.E.T.,**  
*Chief Administrative Officer*  
p:780-656-3730 or toll free 1-888-656-3730  
c: 780-207-1884  
4612 - McDougall Drive, PO Box 310  
Smoky Lake, Alberta, T0A 3C0

ᑭᑭᑭᑭᑭᑭ ᑭᑭᑭᑭᑭᑭ (kaskapatau sakahigan) / Димних Озеро (Дымных Озеро) / Lac qui Fume / Smoky

Lake

Located on Treaty 6 Territory and Homeland of the Métis Nation

This communication is for use by the intended recipient and contains information that may be privileged, confidential or copyrighted under applicable law. If you are not the intended recipient, you are hereby formally notified that any use, copying or distribution of this e-mail, in whole or in part, is strictly prohibited. Please notify the sender by return e-mail and delete this e-mail from your system. *Studies show that trees live longer when they are not cut down. Please do not print this email unless you really need to.*

---

**From:** Kyle Allen <kallen@brownleelaw.com>  
**Sent:** Tuesday, April 18, 2023 2:19 PM  
**To:** Gene Sobolewski <cao@smokylakecounty.ab.ca>  
**Cc:** Tucker, Kaylynn <ktucker@brownleelaw.com>  
**Subject:** Discipline Policies; 71295-0109

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

Hi Gene,

We understand that Council is considering adding a clause to the County's existing personnel disciplinary policies to the effect that Council is to be notified or advised as to complaints received against employees, the initiation of a disciplinary action and the results of a disciplinary action under those policies. Our legal opinion, and related commentary on the matter, is outlined below.

To provide our ultimate legal opinion on this matter, we must first address the respective roles of the CAO and Council for a municipality.

For the CAO of a municipality to effectively manage the day-to-day functions of the municipality there must be clear, effective and substantial delegation of appropriate authority to the CAO. The CAO's authority with respect to the staff should be clearly defined, along with the scope of their responsibility more generally. This delegation of authority to the CAO should allow the CAO to manage staff without significant involvement of Council.

In this regard, Section 207 of the MGA provides that the CAO is the administrative head of the municipality. From this, it is our opinion that the MGA itself has invested the CAO with the power and responsibility to manage and supervise all municipal staff (other than the CAO, of course). Consistent with this interpretation of the MGA is the fact that Section 201(2) prohibits Council from becoming directly involved in the human resource issues delegated to the CAO position; specifically, Section 201(2) of the MGA states that "[a] Council must not exercise a power or function or perform a duty that is by this or another enactment or bylaw specifically assigned to the Chief Administrative Officer or designated officer." Further consistent with the foregoing is that Sections 205, 205.1, and 206 of the MGA confer upon Council the responsibility over hiring, performance management, disciplining, supervising/review, and termination of only one municipal employee – i.e. the CAO only. This leads to the often used and heard phrase that "Council has only one employee, the CAO".

The MGA does provide for one potential exception to the above, and that is with respect to the creation of a designated officer position under Section 210. Section 210(4) states that: "Unless otherwise provided by bylaw, all designated officers are subject to the supervision of and accountable to the chief administrative officer." In theory, that wording suggests that Council could, by bylaw, reserve to itself the supervisory power over a designated officer. However, we would suggest that the statute expresses a clear preference that the CAO maintain that role, and that is certainly consistent with our recommendation.

Sections 153(b) and 201(1)(a) of the MGA clearly confer upon Council the power, duty and responsibility to develop and evaluate the policies and programs of the municipality. Accordingly, Council can set any policies with respect to the governance of human resources or employment that it sees fit. That said, in our opinion (and subject to the potential exception with respect to designated officers), it is inconsistent with the MGA statute for Council to become directly involved in employment issues involving specific employees other than the CAO, even if Council passed a policy applicable to the human resources matter in question. In short – Council, as governance body for the municipality, passes policies and the CAO, as head of administration for the municipality, implements those policies. To supervise the CAO and ensure they are implementing policies passed by Council in accordance with Council's wishes, Council should set up a periodic monitoring and evaluation system.

We recognize that alternative interpretations of the legislation may exist, and there is, as far as we know, no definitive case on the point. However, and in any event, we are of the view that this demarcation of the line between the roles of Council and the CAO with respect to employment matters is the most practical, effective and efficient system for the municipality; in our experience, the most practical, effective and efficient system is for Council to delegate to the CAO authority over the management of all human resources issues and staff, other than the CAO position itself. County Council has done this pursuant to the CAO Bylaw in place. We note the following Articles of the Bylaw encapsulate our opinion outlined above:

- 3.3;
- 3.4;
- 3.8;
- 4.1.3;
- 4.1.4;
- 4.1.6; and

- 4.1.7.

Given this established system of governance and administration (including the complete delegation of human resources issues to the CAO), it is likely contrary to Section 201(2) of the MGA, as well as the CAO Bylaw and the legal intent behind the MGA generally, for a Councillor or Council to become involved in human resource issues that have been delegated to the CAO. Accordingly, it is our recommendation not to include a clause in the County's existing personnel disciplinary policies to the effect that Council is to be notified or advised as to complaints received against employees, the initiation of a disciplinary action and the results of a disciplinary action under those policies.

For what it may be worth, we also refer to the following information bulletin from Municipal Affairs, which holds as follows:

*Let employees do their jobs The CAO is your only employee in most instances. You may have a bylaw which states that designated officers report directly to council. All other municipal employees report to the CAO. Staying out of the day-to-day operation of the municipality allows councillors to concentrate on policy-making and program monitoring. Councillors should work with the CAO to keep informed on what the municipality is doing and will depend on the administrator to provide information so that they can make sound decisions. Effective councils set policy*

<http://www.municipalaffairs.alberta.ca/documents/What%20Every%20Councillor%20Needs%20to%20Know.pdf>

f

Should the County have any further questions, or related concerns, we are happy to discuss or further assist as needed.

Thanks very much,

Kyle



**KYLE J. ALLEN | PARTNER | BROWNLEE LLP**

LABOUR & EMPLOYMENT

MEMBER OF THE BAR IN ALBERTA & NUNAVUT

m. 780-497-4800 | d. 780-497-4889 | f. 780-424-3254 | [kallen@brownleelaw.com](mailto:kallen@brownleelaw.com)

2200 COMMERCE PLACE | 10155 - 102 STREET | EDMONTON, AB T5J 4G8

Toll-Free. 800-661-9069 | [www.brownleelaw.com](http://www.brownleelaw.com)

*Brownlee LLP would like the opportunity to send you invitations and legal news electronically. Please give us your permission by [clicking here](#).*

This information transmitted is intended only for the addressee and may contain confidential, proprietary and/or privileged material. Any unauthorized review, distribution or other use of or the taking of any action in reliance upon this information is prohibited. Attachment to this E-mail may contain viruses that could damage your computer system. We do not accept liability for any damage which may result from software viruses. If you received this in error, please contact the sender and delete or destroy this message and any copies.



<b>Title:</b> Discipline Policy	<b>Policy No.:</b> 01-02
<b>Section:</b> 15	<b>Code:</b> P-S
<b>Page No.:</b> 1 of 5 <span style="float: right;"><b>E</b></span>	

<b>Legislation Reference:</b>	Municipal Government Act, Section 201(1), as amended from time to time.
-------------------------------	---

<b>Purpose:</b>	To promote and ensure appropriate conduct among employees that is fair and consistent of all employees.
-----------------	---

**Policy Statement and Guidelines:**

**1. OBJECTIVES**

- 1.1 Provide for the fair and consistent treatment of employees throughout the municipality.
- 1.2 Ensure that all employees of the municipality are aware as to the proper conduct and behavior of municipal employees.
- 1.3 Ensure that all employees of the municipality are aware of their duties and responsibilities and the consequences of disregarding those obligations, policies and workplace standards.
- 1.4 Ensure that employee misconduct is dealt with in a fair and appropriate manner within a responsible timeframe.
- 1.5 Disciplinary actions must be congruent to the Alberta Employment Standards, current Collective Agreements between Labour Unions and Smoky Lake County, County Bylaws and County Policies.

**2. RESPONSIBILITIES**

Chief Administrative Officer, in Their Sole and Unfettered Discretion:

- 2.1 Recommend changes to the Discipline Policy where considered appropriate.
- 2.2 Take appropriate corrective action when deemed necessary.
- 2.3 Advise managers in the application and monitoring of the Discipline Policy.
- 2.4 Ensure that complaints against any employee is investigated in a fair manner.
- 2.5 Review case with the Union, where applicable.
- 2.6 Ensure that a copy of all correspondence between the employer and employee is provided to the employee and maintained in the employee file.

Managers:

- 2.7 Ensure that all employees are aware of the municipality's Discipline Policy.
- 2.8 Be responsible to the Chief Administrative Officer for necessary corrective action in their respective departments.

Title: Discipline Policy		Policy No.: 01-02
Section: 15	Code: P-S	Page No.: 2 of 5 E

#### Policy Statement and Guidelines:

- 2.9 Be aware of the Rights for all employees, referencing Alberta Employment Standards and current Collective Agreements between Labour Unions and Smoky Lake County, County Bylaws and County Policies.

### 3. PROCEDURE

- 3.1 The Manager and Chief Administrative Officer will make a determination as to the severity, intent and frequency of the offence. Other factors including, but not limited to, length of employment, employee's record and position will be taken into account.

Action by Chief Administrative Officer and Manager, in Their Sole and Unfettered Discretion:

- 3.2 Review the facts of the matter and may participate in an investigation, which may include an interview with the employee.
- 3.3 Document and discuss disciplinary action with the manager and employee within a reasonable timeframe.
- 3.4 In the event that the manager undertakes disciplinary action, the manager will communicate the decision or recommendation to the Chief Administrative Officer as soon as possible.
- 3.5 In the event that a letter of warning is created, the manager will inform the employee that a copy of the letter shall be entered into the employee's personnel file, along with any notes or other investigation documents and all such documents shall be given to the employee.

### 4. DISCIPLINE AND DISMISSAL

- 4.1 Unsatisfactory conduct and/or performance by an employee may be grounds for discipline including immediate dismissal for just cause.

4.2 **Written Warning:**

Should an incident arise that is considered serious enough to warrant immediate delivery of a written letter or should previous behaviors and/or offences reoccur, after verbal discussions with the manager, the manager shall meet with the employee and present a letter of written warning in the form based on the Alberta Employment Standards template, or latest revision thereof, shown in **Schedule "A"**.

The employee shall be advised that should the offence reoccur, the employee could be subject to further disciplinary action up to and including dismissal. A copy of the letter shall be forwarded to the Chief Administrative Officer for inclusion on the employee's personnel file.



Title: Discipline Policy		Policy No.: 01-02
Section: 15	Code: P-S	Page No.: 3 of 5 E

**Policy Statement and Guidelines:**

- 4.3 Ensure that discipline covers the following five elements in:
- 4.3.1 Description of the unsatisfactory performance or conduct.
  - 4.3.2 Statement of what the employee must (or must not) do to correct the performance or misconduct.
  - 4.3.3 Description of the action that may be taken if the problem is not corrected.
  - 4.3.4 Information about appeal rights
  - 4.3.5 A list of attached documents that were considered in the decision to issue that Letter of Warning (*i.e., performance evaluations, rules or policies, memos*).
- 4.4 **Termination With Just Cause:**
- 4.4.1 If the legal threshold for “just cause” has been satisfied for the immediate termination of an employee, the County can terminate that employee without providing them with any advance written working notice of their termination or payment in lieu thereof.
  - 4.4.2 Generally speaking and without limiting the foregoing, a termination for just cause may be warranted in response to a single sufficiently serious incident of misconduct (for example, theft or impairment while operating County vehicles or machinery), or alternatively, for less serious incidents of misconduct or poor performance, where an employee has received a series of progressive written disciplinary warnings with respect to inappropriate conduct.
- 4.5 **Termination Without Just Cause, Non-Unionized Employees:**
- 4.5.1 The County has the longstanding legal right to terminate any of its non-unionized employees “without just cause” at any time and for any reason whatsoever, subject to specific legislative or contractual provisions to the contrary. However, in connection with terminating a non-unionized employee’s employment without just cause, the County is required to give the employee either adequate advance written working notice of their termination, or payment in lieu of such notice.
- 4.6 **Conversion of Life Insurance Policy or Other Benefits:**
- 4.6.1 In the event of a decision to terminate, the Employee shall be specifically advised as to whether there are periods of time during which they must convert their life insurance policy or other benefits to their own private insurance carrier within the time limits specified by the County’s carrier.

<b>Title: Discipline Policy</b>		<b>Policy No.: 01-02</b>
<b>Section: 15</b>	<b>Code: P-S</b>	<b>Page No.: 4 of 5 E</b>

**Policy Statement and Guidelines:**

**5. DOCUMENTATION / LETTER OF WARNING**

In reference to documentation and/or letters of warning, the following points shall be emphasized detailing corrective action:

- 5.1 The incident shall be as complete and as detailed as possible.
- 5.2 The letter of warning must be dated and signed by the Chief Administrative Officer or Manager.
- 5.3 The letter of warning shall state the action taken by the Chief Administrative Officer and/or Manager to correct the incident.
- 5.4 Those factors which were considered relevant to the degree of action taken must be specified.
- 5.5 Any verbal discussion given previously must be indicated, as well as specific dates and other relevant material.

**6. COLLECTIVE AGREEMENT**

In the event of discipline or termination of an employee, employed as part of under a union, the collective agreement should be followed.

**7. ALBERTA EMPLOYMENT STANDARDS**

For all non-union employees, the Alberta Employment Standards shall be followed unless otherwise specified in other County Policy or Bylaw documents.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	<b>August 16, 2007</b>	<b># 532-07 - Page 8412</b>
<b>Amended</b>	<b>March 16, 2023</b>	
<b>Amended</b>		



**SCHEDULE "A"**  
**SMOKY LAKE COUNTY**

**LETTER OF WARNING**

Date:

Employee address:

Dear employee:

**Paragraph 1:**

Describe incident/situation/etc. which has led to the warning. Be clear and specific, using dates and times where possible. Avoid making assumptions about the employee's conduct where possible. Stick to facts. If the employee has received prior verbal or written warnings, make note of this in this letter.

**Paragraph 2:**

Describe specifically the change(s) you want to see and your expectations of the employee.

**Paragraph 3:**

Advise the employee of a 'review date', to meet and discuss progress. You may wish to include a positive statement regarding your belief in the employee's ability to make the changes necessary. If this is the final warning letter, advise the employee that any further incidences of the behaviour, etc., will result in termination.

Sincerely,

Supervisor's/manager's name Title



# Request for Decision (RFD)

Meeting Date: Thursday, April 27, 2023

Agenda Item: # 7.c

Topic: FCSS Applications

Presented By: Brenda/Finance

---

## Recommendation:

**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:**

**\$2,000 to Warspite Community Hall Association**

---

## Background:

There is currently \$16,000 in FCSS funding available to grant out. The Fire Department requested \$10,000. Council did not approve that grant in February, therefore nothing has been deducted from the available balance.

The budget announcement indicated that there would be an increase in FCSS funding, however the Province has not confirmed the amount yet.

The Warspite Community Hall Association has requested \$2,000 to host a volunteer family fun event. They have been very successful at using these events to increase their volunteer pool.

Vilna Veselka Dancing Club has requested \$1,000 to fund an appreciation lunch for the club volunteers. This meets the FCSS granting requirements. The club did not apply for funds in 2022. In previous years we have provided grants.

## Benefits:

Volunteer events such as this help keep the hall operating

## Disadvantages:

*(Describe the disadvantages of the recommendation or select from dropdown)*

## Alternatives:

Approve a different amount or nothing.

## Financial Implications:

Current unspent budget is \$16,077

## Legislation:

The funds granted are from the FCSS grant under the Family and Community support Services Act. Smoky Lake County Policy 08-17-01 provides the guidelines for granting funds.

## Intergovernmental:



# Request for Decision (RFD)

n/a

**Strategic Alignment:**

n/a

**Enclosure(s):**

A: Vilna Veselka Dancing Club application

B: Town of Smoky Lake Library Board application

Signature of the CAO:

A handwritten signature in black ink, consisting of a large, stylized initial 'J' followed by several loops and a horizontal line extending to the right.

## SCHEDULE "A"

## SMOKY LAKE COUNTY - FCSS GRANT APPLICATION

LEGAL REGISTERED NAME OF ORGANIZATION: Waspite Community Hall AssociationADDRESS: PO box 43 Waspite TOA 3NO  
Box City or Town Postal CodePHONE #: 780-656-8240 FAX #: \_\_\_\_\_CONTACT PERSON: Melinda Kaminsky EMAIL: melinda.840@gmail.com

## ▶ 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)

We are requesting \$2000.00 for a Family Fun night, Volunteer appreciation / ~~800~~ recruitment event.

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? Volunteers

8. What indicators of success will you use? How will you know the program has been successful? What is your outcome statement? An increase of volunteers. Outcome is to bring our community together and engage with each other. Having new members join. Measure by how many families attend.

9. What measurement tool will you use to measure success? (survey, interview, documentation review, observation, focus group, or case studies)

If we are able to recruit and recognize more volunteers, offer something to the community that supports us, would make it a success.

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: Melinda Kaminsky

Signature: Melinda Kaminsky

Position: President

Date: Apr. 15 / 2023



# Request for Decision (RFD)

**Meeting Date:** Thursday, April 27, 2023

**Agenda Item:** # 7.d

**Topic:** April Requests for Sponsorships

**Presented By:** Brenda Adamson, Finance

---

**Recommendation:**

**Recommended Option #1 That Smoky Lake County take no action to the March 23, 2023 request for sponsorship of the Lac La Biche County Healthier Communities Golf Tournament.**

---

**Background:**

We have received an invitation from Lac La Biche County to sponsor the 2023 Healthier Communities Golf Tournament on July 7, 2023. The tournament raises funds for future development of healthcare services and training opportunities in the region. There are several levels of sponsorship from \$350 to \$5,000

**Benefits:**

Smoky Lake County residents are likely to benefit from health care services provided in the Lac La Biche area.

**Disadvantages:**

There is \$14,000 of \$29,000 remaining in the budget for contributions to individuals and organizations and there are 8 months remaining in the year.

**Alternatives:**

There are two alternatives:

1. Sponsor the tournament for a small amount.
2. Pay for a team to play golf at the tournament.
3. Take no action.

**Financial Implications:**

\$14,000 remains available to grants and organizations.

**Legislation:**

na

**Intergovernmental:**

na

**Strategic Alignment:**

na

**Enclosure(s):**

1. Letter from Lac La Biche County.

**Signature of the CAO:**

A handwritten signature in black ink, appearing to be "B. Adamson", written over a horizontal line.





Lac La Biche County  
welcoming by nature.

Office of the Mayor

March 23, 2023

Reeve Lorne Halisky  
Smoky Lake County  
Box 310  
Smoky Lake AB T0A 3C0

Dear Reeve Halisky:

On behalf of Lac La Biche County, I wish to extend an invitation for you to join us at the 2023 Healthier Communities Golf Tournament. This event will be held on Friday, July 7, 2023, at the Lac La Biche Golf and Country Club.

The County, along with the Lac La Biche Regional Health Foundation and Portage College, partnered to host the 2022 Healthier Communities Golf Tournament. Last year's event was successfully sold out with \$53,788.58 of funds raised for these organizations to put towards future development of healthcare services and training opportunities in our region.

If you would like to register a team or are interested in sponsoring a great cause, you can visit our website [www.laclabichecounty.com/p/healthier-communities-golf-tournament](http://www.laclabichecounty.com/p/healthier-communities-golf-tournament) for more information. If you have any questions, please contact the following email address: [golf4health@laclabichecounty.com](mailto:golf4health@laclabichecounty.com).

We look forward to having you join us.

Sincerely,

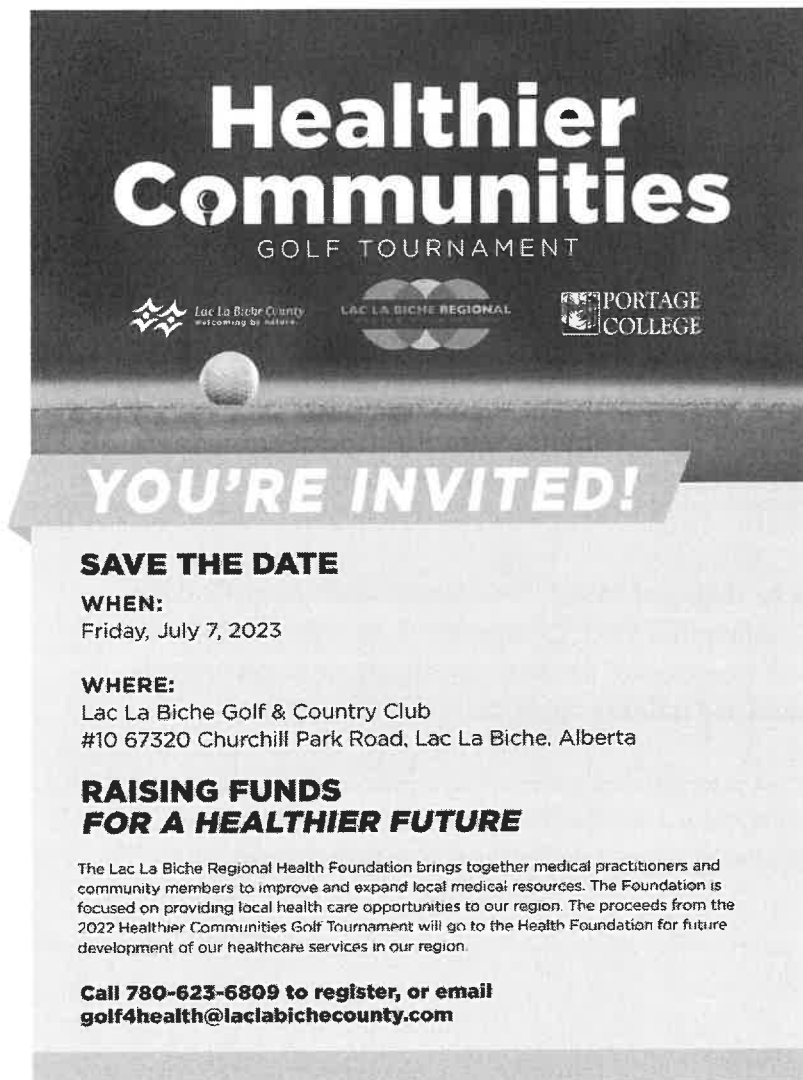
Paul Reutov  
Mayor, Lac La Biche County

Enclosure

cc: Lac La Biche County Council

Dan Small  
Chief Administrative Officer

## Healthier Communities Golf Tournament



**Healthier Communities**  
GOLF TOURNAMENT

Lac La Biche County  
LAC LA BICHE REGIONAL  
PORTAGE COLLEGE

**YOU'RE INVITED!**

**SAVE THE DATE**

**WHEN:**  
Friday, July 7, 2023

**WHERE:**  
Lac La Biche Golf & Country Club  
#10 67320 Churchill Park Road, Lac La Biche, Alberta

**RAISING FUNDS  
FOR A HEALTHIER FUTURE**

The Lac La Biche Regional Health Foundation brings together medical practitioners and community members to improve and expand local medical resources. The Foundation is focused on providing local health care opportunities to our region. The proceeds from the 2022 Healthier Communities Golf Tournament will go to the Health Foundation for future development of our healthcare services in our region.

**Call 780-623-6809 to register, or email  
golf4health@laclabichecounty.com**

### 2023 Sponsorship Opportunities/Packages

- \$5,000+: Four Free Golfers
- \$3,000 - \$4,999: Two Free Golfers
- \$2,000 - \$2,999: One Free Golfer
- Ace, Eagle and Birdie sponsors will be recognized with custom signage at the event.
- All sponsors will be recognized in the program at the banquet dinner.

### Other Sponsorship Opportunities

Ace Sponsor	\$5,000
Eagle Sponsor	\$2,500
Birdie Sponsor	\$1,000
Banquet Sponsor	\$3,600
Shoot Out	\$5,000
Welcome Package Sponsor	\$2,500
Golf Tees	\$500

Stress Balls	\$500
Mint Tins	\$750
Cart Sponsor	\$2,000
Hole-In-One (three available, Par 3)	\$1,550
Advance Hole-In-One (Par 5)	\$1,550
Divot Tool Sponsorship	TBA
Closest to the Keg Sponsor	\$1,550
Ball Sponsor	\$1,750
Towel Sponsor	\$1,000
Putting Contest	\$1,000
Beverage Cart Sponsorship	\$500
"Take A Break" Challenge	\$750
Lunch Sponsor	\$750
Straight Drive	\$550
Long Drive	\$550
Driving Range	\$500
Breakfast Sponsor	\$500
Beverage & Snack Sponsor	\$500
Mulligan Sponsor	\$500
Score Card Sponsorship	\$1,550
Chipping Contest	\$750
Registration Table	\$500
Sponsorship Towards 50/50	Any amount of sponsorship dollars welcome.
Hole (Flag) Sponsors	\$350
Silent Auction	Donations welcome, as well as sponsorship dollars.

## Registration Fees

	Foursome	Individual	Sponsor Individual	Sponsor Foursome
<b>Early Bird</b> <i>Before May 12</i>	\$1,200	\$300	\$250	\$1,000
<b>Registration</b> <i>After May 12</i>	\$1,400	\$350	\$300	\$1,200

**Credit Card Payment Form** (<https://laclabiche.municipalwebsites.ca/ckfinder/connector?command=Proxy&lang=en&type=Files&currentFolder=%2F&hash=c245c263ce0eced480affe65bbede6b4d46c15ae&fileName=Credit%20Card%20Form.pdf>)

(please download, fill out, and upload to the form below if paying by credit card)

## 2023 Tournament Registration Form

### Contact Information

Name

Company

Mailing Address

City/Town

Province

Postal Code

Phone/Cell Number(s)

Email Address

### **Tournament Information**

Are you providing a sponsorship?

If you're providing a sponsorship, please indicate which one.

Please include your team members' names (up to four):

Total Registration Fee

### **Payment Options**

You may choose to be invoiced the cost (mailed and emailed to the contact information provided on this form), or you can provide credit card information. If you choose to provide credit card information, please download and fill out the form above, and upload it to the appropriate space below. All registrations must be paid prior to the tournament.

I would like to be invoiced (mailed and emailed to the contact information provided above).

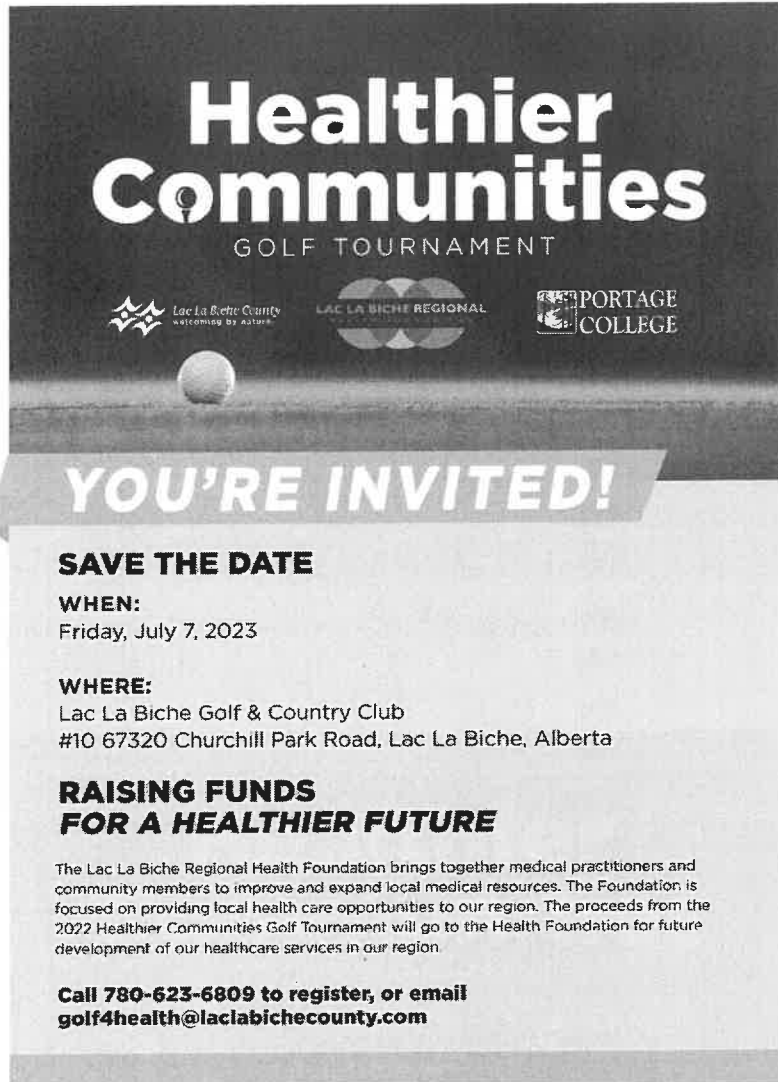
I would like to pay via credit card, and have uploaded my information using the Credit Card Payment form (downloadable above via the link under the registration fees heading).

If paying by credit card, please upload your completed Credit Card Payment form.

 No file chosen I'm not a robot  
reCAPTCHA  
Privacy - Terms

SUBMIT

## Healthier Communities Golf Tournament



**Healthier Communities**  
GOLF TOURNAMENT

Lac La Biche County  
welcoming by nature

LAC LA BICHE REGIONAL  
HEALTH FOUNDATION

PORTAGE COLLEGE

**YOU'RE INVITED!**

**SAVE THE DATE**

**WHEN:**  
Friday, July 7, 2023

**WHERE:**  
Lac La Biche Golf & Country Club  
#10 67320 Churchill Park Road, Lac La Biche, Alberta

**RAISING FUNDS  
FOR A HEALTHIER FUTURE**

The Lac La Biche Regional Health Foundation brings together medical practitioners and community members to improve and expand local medical resources. The Foundation is focused on providing local health care opportunities to our region. The proceeds from the 2022 Healthier Communities Golf Tournament will go to the Health Foundation for future development of our healthcare services in our region.

**Call 780-623-6809 to register, or email  
golf4health@laciabichecounty.com**

### 2023 Sponsorship Opportunities/Packages

- \$5,000+: Four Free Golfers
- \$3,000 - \$4,999: Two Free Golfers
- \$2,000 - \$2,999: One Free Golfer
- Ace, Eagle and Birdie sponsors will be recognized with custom signage at the event.
- All sponsors will be recognized in the program at the banquet dinner.

### Other Sponsorship Opportunities

Ace Sponsor	\$5,000
Eagle Sponsor	\$2,500
Birdie Sponsor	\$1,000
Banquet Sponsor	\$3,600
Shoot Out	\$5,000
Welcome Package Sponsor	\$2,500
Golf Tees	\$500

Stress Balls	\$500
Mint Tins	\$750
Cart Sponsor	\$2,000
Hole-In-One (three available, Par 3)	\$1,550
Advance Hole-In-One (Par 5)	\$1,550
Divot Tool Sponsorship	TBA
Closest to the Keg Sponsor	\$1,550
Ball Sponsor	\$1,750
Towel Sponsor	\$1,000
Putting Contest	\$1,000
Beverage Cart Sponsorship	\$500
"Take A Break" Challenge	\$750
Lunch Sponsor	\$750
Straight Drive	\$550
Long Drive	\$550
Driving Range	\$500
Breakfast Sponsor	\$500
Beverage & Snack Sponsor	\$500
Mulligan Sponsor	\$500
Score Card Sponsorship	\$1,550
Chipping Contest	\$750
Registration Table	\$500
Sponsorship Towards 50/50	Any amount of sponsorship dollars welcome.
Hole (Flag) Sponsors	\$350
Silent Auction	Donations welcome, as well as sponsorship dollars.

## Registration Fees

	Foursome	Individual	Sponsor Individual	Sponsor Foursome
<b>Early Bird</b> <i>Before May 12</i>	\$1,200	\$300	\$250	\$1,000
<b>Registration</b> <i>After May 12</i>	\$1,400	\$350	\$300	\$1,200

**Credit Card Payment Form** (<https://laclabiche.municipalwebsites.ca/ckfinder/connector?command=Proxy&lang=en&type=Files&currentFolder=%2F&hash=c245c263ce0eeced480effe66bbede6b4d46c15ae&fileName=Credit%20Card%20Form.pdf>)  
(please download, fill out, and upload to the form below if paying by credit card)

## 2023 Tournament Registration Form

### Contact Information

Name

Company

Mailing Address

City/Town

Province

Postal Code

Phone/Cell Number(s)

Email Address

### ***Tournament Information***

Are you providing a sponsorship?

If you're providing a sponsorship, please indicate which one.

Please include your team members' names (up to four):

Total Registration Fee

### ***Payment Options***

You may choose to be invoiced the cost (mailed and emailed to the contact information provided on this form), or you can provide credit card information. If you choose to provide credit card information, please download and fill out the form above, and upload it to the appropriate space below. All registrations must be paid prior to the tournament.

I would like to be invoiced (mailed and emailed to the contact information provided above).

I would like to pay via credit card, and have uploaded my information using the Credit Card Payment form (downloadable above via the link under the registration fees heading).

If paying by credit card, please upload your completed Credit Card Payment form.

 I'm not a robot  
reCAPTCHA  
Privacy - Terms

**SUBMIT**



# Request for Decision (RFD)

**Meeting Date:** Thursday, April 27, 2023

**Agenda Item:** # 7.e

**Topic:** April Requests for Donations

**Presented By:** Brenda Adamson, Finance

---

## **Recommendation:**

**Option #1 That Smoky Lake County provide Stry 75<sup>th</sup> Anniversary Hall with a donation of \$2,673.24 from the 203 Municipal Sustainability Operating Grant in response to a letter from Jane Tkachuk dated April 4, 2023 requesting funding.**

---

## **Background:**

We have received one request for funding for this meeting. There is approximately \$14,000 remaining in Grants to Individuals and Organizations. As well Smoky Lake County will receive approximately \$5,000 more in MSI operating funding than what was budgeted. These funds can be forwarded to halls to be used for expenses such as utilities and insurance.

1. Stry 75<sup>th</sup> Anniversary Hall has requested \$8,691.37 to cover the maintenance and insurance expenses incurred. The letter along with copies of expense bills is attached. The Hall requested funding in 2022. In motion 741-22 Council took no action.

## **Benefits:**

Providing \$2,673.24 to Stry 75<sup>th</sup> Anniversary Hall with a donation allows the Council to show support without a direct impact to the county budget.

## **Disadvantages:**

Many volunteer organizations are financially challenged, especially after losing the ability to hold functions during COVID.

Not funding the entire request could put undue financial pressure on the Hall, however there are likely to be many more requests for financial assistance.

## **Alternatives:**

- That Smoky Lake County donate \$8,691.37 To the Stry 75<sup>th</sup> Anniversary Hall, from the Grants to Non-Profit Organizations and Individuals budget, towards 2023 maintenance and insurance costs as requested in a letter from Jane Tkachuk dated April 4, 2023.
  - That Smoky Lake County take no action to the April 4, 2023 letter from Jane Tkachuk requesting funding for the Stry 75<sup>th</sup> Anniversary Hall.
  - That Council choose a combination of all alternatives to provide assistance to the Hall.
- 

## **Financial Implications:**

\$14,000 remains available to grants and organizations and there is \$5,000 in extra MSI operating revenue available. If the contribution is over, or comes from another fund, it would be an unbudgeted expenditure.





# Request for Decision (RFD)

**Legislation:**

na

**Intergovernmental:**

na

**Strategic Alignment:**

na

**Enclosure(s):**

1. *Letter from Stry Hall*

**Signature of the CAO:**

A handwritten signature in black ink, consisting of a large initial 'J' followed by several loops and a horizontal line extending to the right.

County of Smoky Lake,  
Smoky Lake Alberta  
T0A 3C0

April 4, 2023

Attention: Gene Sobolewski & County Council

Dear Mr. Sobolewski and County Council;

With Covid restrictions ending and people returning to the "new" normal, the Stry 75<sup>th</sup> Anniversary Hall is once again hosting functions. With the facility not being in operation for the past 2 years, the Hall faced numerous maintenance issues.

For the 2022 season, we hosted 5 weddings, 1 memorial and the Stry 75<sup>th</sup> Anniversary Hall itself put on a Halloween Howl dinner and dance. During our first event after Covid we discovered that the food cooler wasn't working properly. Food leftover from this event had to be thrown out. This reflected badly on the Hall and we to act quickly to rectify this for future functions. The result was having to replace the compressor at a cost of \$4044.13.

During an inspection by the Health Inspector, it was noted that there were missing covers on the fluorescent lights in the kitchen. New light fixtures had to be purchased as there were no longer covers available for replacement. The cost was \$1186.55.

During our second event of the season, it was determined that our sewer sump pump had failed and needed to be replaced at a cost of \$492.45 as well as the cost of 2 pump outs at \$315.00.

All of these unexpected maintenance costs had to be endured in order for the Hall to continue having the functions that were booked. Along with the increase in our insurance and the Carbon Tax, it is becoming more difficult to keep our facility open.

Even though our club worked 5 bingo's in St Paul, the end profit amounted to \$1673.46. Not enough to cover much of the expenses. We are slated to work a casino at Camrose in August of this year.

The Stry 75<sup>th</sup> Anniversary Hall is a vital part of our community and it is essential we keep these halls functioning. For the 2023 season, to date we have 4 functions booked and are planning to hold a Club function in November as well as a raffle to generate more income.

Covering the maintenance expenses/insurance costs totaling \$8691.37 would be greatly appreciated or we could possibly be facing the closure of our Hall. Enclosed are copies of our maintenance and insurance expenses as well as our bingo and casino accounts financial statements.

Sincerely yours,

Jane Tkachuk



# Cold Front Refrigeration Ltd.

56031 RR 262 | Sturgeon County, AB T8R 0W8  
Ph: 780-486-4002

**RECIPIENT:**

**Stry Community Hall**  
Stry 75th Hall  
Box 245  
Vilna, Alberta T0A 3L0

**Invoice #3307**

Issued	Jan 31, 2023
Due	Mar 02, 2023
<b>Total</b>	<b>\$4,044.13</b>

**SERVICE ADDRESS:**

Stry Community Hall  
10304 Township Rd 584  
Smoky Lake County, Alberta T0A 3L0

*pd ck# 183  
Feb 21/23*

### Replace Cooler Compressor

PRODUCT / SERVICE	DESCRIPTION	QTY.	UNIT PRICE	TOTAL
Aug 17, 2022				
Labour Hours (Kevin)	Pick up materials for job, travel. Changed out compressor. Building lost power for two hours; waited for power to return to complete job. Charge system.	10	\$110.00	\$1,100.00
Note: There are no charges for the previous two visits on June 24 & July 13. Our Supplier had made an error on the original compressor replacement.				
Compressor		1	\$2,143.13	\$2,143.13
Filter Drier		1	\$69.40	\$69.40
R-134A Refrigerant		4.5	\$37.56	\$169.02
Brazing Usage		1	\$45.00	\$45.00
Vacuum pump Usage		1	\$25.00	\$25.00
Kilometers	Mileage 300km round trip	300	\$1.00	\$300.00

We appreciate your business!

For information or EFT payments contact:  
accounting@coldfrontltd.com

Subtotal	\$3,851.55
GST (5.0%)	\$192.58
<b>Total</b>	<b>\$4,044.13</b>

If sending an e-transfer, please use Security Question: What year is it?  
Please ensure to include your invoice # on your e-transfer.

GST No. 965006415

# Wayetneau Electrical Services

P.O. Box 173, Vilna, Alberta T0A 3L0

Fax: 780-636-2887 Telephone 780-636-2817 Cell 780-656-0422



*ck # 79*

DATE: Aug 30 20 22

CUSTOMER: Stry 75<sup>th</sup> Anniversary Hall

ADDRESS: \_\_\_\_\_

AMOUNT: \$ 1166.55

INVOICE # 1423

**WORK DONE & MATERIAL**

8	Fixtures @ 112.00	896.00
1	Outside LED fixture c/w photocell	105.00
1	Bathroom LED 4ft fixture (Kitchen bathroom)	85.00
2	Globes c/w bulbs	25.00
1	Electronic ballast - Lodges bathroom ballast & tubes	N/C
	6 Hours Labor	N/C
Community Facility Enhancement Program Financial assistance to purchase, build, renovate or upgrade public use community facilities		
ER Alberta (Latest)		

TERMS: NET WITHIN 14 DAYS, INTEREST WILL BE CHARGED ON ALL ACCOUNTS NOT PAID WITHIN 21 DAYS AT THE RATE OF 3% PER MONTH (36% PER ANNUM)

CUSTOMER SIGNATURE: \_\_\_\_\_

Material Total	1111.00
Labour Total	
Subtotal	
GST # 108471129	55.55
Invoice Total	1166.55

PLEASE PAY ON INVOICE



Smoky Lake County  
 4512 McDougall Drive  
 PO Box 310  
 Smoky Lake AB T0A 3C0

INVOICE	IVC00000000000816
Type	
Date	2023-02-09
Page	1

Bill to:

STRY 75TH ANNIVERSARY HALL  
 BOX 245  
 VILNA AB T0A 3L0

Ship to:

STRY 75TH ANNIVERSARY HALL  
 BOX 245  
 VILNA AB T0A 3L0

Purchase Order ID		Customer ID	Salesperson ID	Shipping Method		Payment Terms ID	
		STRY001		PICKUP		Net 30	
Quantity	Item Number	Description	U O F M	Discount	Unit Price	Ext. Price	
1.00	Z-INSUR	Insurance	EACH	\$0.00	\$2,673.24	\$2,673.24	
<i>CLH 187</i>							

Accounts over 30 days will be charged 1.5% interest per month

Subtotal	\$2,673.24
Misc	\$0.00
Tax	\$0.00
Freight	\$0.00
Trade Discount	\$0.00
Total	\$2,673.24

ANDERSON SEPTIC TANK  
CLEANING  
BOX 526  
VILNA, ALBERTA  
T0A3L0  
DATE July 13 2022

NOM NAME				
ADRESSE ADDRESS Sty Hill				
VENDEUR SOLD BY	C.P. COD	FACTURE CHARGE	A CREDIT ON ACCOUNT	TANTOMT REPORTE AMOUNT PAID
1		pump 1 1/2 out		
2		Septic tank		150.00
3				
4				
5				
6				
7				
8				
9				
10				
TPEAGNT TVP/PST				
N° DE TAXE TAX REG. No.			7	50
TOTAL			157	50
23		RECU PAR RECEIVED BY		

LIVRET DE VENTE  
SALES BOOK

ANDERSON SEPTIC TANK  
CLEANING  
BOX 526  
VILNA, ALBERTA  
T0A3L0  
DATE

NOM NAME				
ADRESSE ADDRESS				
VENDEUR SOLD BY	C.P. COD	FACTURE CHARGE	A CREDIT ON ACCOUNT	TANTOMT REPORTE AMOUNT PAID
1		Pump 1 1/2 out		150.00
2		Septic tank		
3				
4				
5				
6				
7				
8				
9				
10				
TPEAGNT TVP/PST			7	50
N° DE TAXE TAX REG. No.				
TOTAL			157	50
22		RECU PAR RECEIVED BY		

LIVRET DE VENTE  
SALES BOOK

*You're at home here*  
CO-OP #175

CORNERSTONE COOP ST. PAUL  
HOME CENTRE  
#3 5017 - 42ND STREET  
ST. PAUL AB  
T0A 3A2  
PH 780.645.3351  
GST # R105037121

JOYVIE LIZEL B  
Sale

ACCOUNT 231200175/5 DONNA POULOSKI  
SEWAGE PUMP 1/2HP 469.00 G  
Reg Prc 529.00 Sale Prc 469.00  
5252012  
PAINTERS TAPE 36MM 6.49 G  
701698  
PAINT TAPE APP COUPN 6.49 G  
4654166  
SUBTOTAL 469.00  
Tax: GST 23.45  
TOTAL 492.45  
Debit XXXXXXXXXXXX0952 492.45  
106F05

----- TRANSACTION RECORD -----  
TYPE: Purchase INTERAC  
ACCT: Savings \$ 492.45

**STRY UKRAINIAN ORTHODOX PARISH HALL**

**BINGO ACCOUNT**

**FINANCIAL STATEMENT FOR THE YEAR ENDING**

**DECEMBER 31, 2022**

**INCOME**

Income (pooling and pull tickets)	\$2155.31
	<u>                    </u>
Total Income	<u>\$2155.31</u>

**EXPENSES**

Food at concession	\$481.25
Fee Expense	.60
	<u>                    </u>
Total Expenses	<u>\$481.85</u>

Income for 2022	\$2155.31
Expenses for 2022	<u>-481.85</u>
Total Income(Deficit)	<u>- \$1673.46</u>

**BANK RECONCILIATION**

Opening Balance January 1, 2022	\$1124.12
Net Income (Deficit)	<u>1673.46</u>
Closing Balance December 31, 2022	<u><u>\$2797.58</u></u>

Treasurer: .....

Auditor: .....

Date: .....

*J. P. ...*  
*Mike Tidman*  
*March 17, 2023*



STRY UKRAINIAN ORTHODOX PARISH HALL

CASINO ACCOUNT

FINANCIAL STATEMENT FOR THE YEAR ENDING

DECEMBER 31, 2022

INCOME

Revenue	0
	<hr/>
Total Income	0

EXPENSES

	0
	<hr/>
Total Expenses	0

Income for 2022	0
Expenses for 2022	0
	<hr/>
Total Net Income (Deficit)	0

BANK RECONCILIATION

Opening Balance January 1, 2022	\$1226.39
Bank Balance December 31, 2022	\$1226.39

Treasure *M. Paduszny*

Auditor *Mike Tikhun*

Date *March 17, 2023*



# Request for Decision (RFD)

Meeting Date: Thursday, April 27, 2023

Agenda Item: # 7.f

Topic: Property Tax Write Off

Presented By: Brenda Adamson, Finance Manager

**Recommendation:**

**That Smoky Lake County write off \$4,113.27 taxes and \$5,278.64 penalties on tax roll 13602732 and \$12,157.79 taxes and \$11,531.67 penalties on tax roll 13603341 due to the receivership sale of said properties and \$32,619.63 taxes and \$33,388.28 penalties on tax roll 54000094.**

In 2017 Quest fire was put into receivership which affected 13 properties. In 2022 we received notification that two parcels (Tax rolls 13602732 and 13603341) were sold to Tykewest Limited. When properties are bought through the receivership process, they are purchased free and clear. We have no means to collect taxes prior to 2022 from the new owner. With the exception of the linear property (54000094) the rest of the properties are still being assessed by the Province of Alberta.

We would like to clean up these accounts so that when the taxes are levied in 2023, Tykewest will receive a tax notice that reflects the total amount owing (2022 taxes plus the 2023 levy).

**Benefits:**

Removing uncollectable amounts from the tax roll will provide a more realistic picture of what is collectable

**Disadvantages:**

*(Describe the disadvantages of the recommendation or select from dropdown)*

**Alternatives:**

*(Describe the alternatives to the recommendation or select from dropdown)*

**Financial Implications:**

An allowance for write off has been set up for these accounts in the 2022 year end process therefore the write off will not affect the 2023 financial year.

**Legislation:**

n/a

**Intergovernmental:**

n/a

**Strategic Alignment:**

n/a

**Enclosure(s):**

Summary of write offs.

Signature of the CAO:

Smoky Lake County - Balances as of April 12, 2023

**Tykewest Properties Writeoffs**

Questfire owned properties prior to Oct.13/22 - Tykewest Limited became the registered owner on that date.

D_Roll #	Customer Number	Contact Person	Total Balance	Total Penalty	Total Taxes
13602732	TYKE001	TYKEWEST LIMITED	\$12,877.47	\$6,058.02	\$6,819.45
13603341	TYKE001	TYKEWEST LIMITED	\$25,431.46	\$11,921.19	\$13,510.27
			<u>\$38,308.93</u>	<u>\$17,979.21</u>	<u>\$20,329.72</u>
2022 Totals		Roll 13602732	\$3,485.56	\$779.38	\$2,706.18
		Roll 13603341	\$1,742.00	\$389.52	\$1,352.48
		Total 2022	<u>\$5,227.56</u>	<u>\$1,168.90</u>	<u>\$4,058.66</u>
(Total less 2022)		Total Writeoffs:			
		Roll 13602732	\$9,391.91	\$5,278.64	\$4,113.27
		Roll 13603341	\$23,689.46	\$11,531.67	\$12,157.79
			<u>\$33,081.37</u>	<u>\$16,810.31</u>	<u>\$16,271.06</u>

Also write off linear 54000094 not assessed  
Since 2019

Roll #	Name	Assessed in 2022?	2023 Penalties	2022	2021	2020	2019	<= 2018	Total	Balance
12600541	QUESTFIRE ENERGY CORP	yes	245.49	\$ 130.73	\$ 122.71	\$ 348.44	\$ 416.50	\$ 618.09	\$ 1,881.96	
12601821	QUESTFIRE ENERGY CORP	yes	523.4	\$ 235.17	\$ 266.31	\$ 764.73	\$ 898.77	\$ 1,324.26	\$ 4,012.64	
13593312	QUESTFIRE ENERGY CORP	yes	476.09	\$ 213.12	\$ 242.03	\$ 694.96	\$ 818.33	\$ 1,205.52	\$ 3,650.05	
13593332	QUESTFIRE ENERGY CORP	yes	273.65	\$ 133.50	\$ 138.21	\$ 397.51	\$ 467.18	\$ 687.90	\$ 2,097.95	
13601621	QUESTFIRE ENERGY CORP	yes	1577.64	\$ 1,424.16	\$ 1,584.65	\$ 1,871.76	\$ 2,222.94	\$ 3,414.19	\$ 12,095.34	
13601741	QUESTFIRE ENERGY CORP	yes	467.01	\$ 209.84	\$ 237.65	\$ 682.32	\$ 801.88	\$ 1,181.65	\$ 3,580.35	
13602041	QUESTFIRE ENERGY CORP	yes	273.65	\$ 133.50	\$ 138.21	\$ 397.51	\$ 467.18	\$ 687.90	\$ 2,097.95	
13602732	QUESTFIRE ENERGY CORP	yes	1679.67	\$ 1,514.78	\$ 1,684.34	\$ 1,992.01	\$ 2,366.76	\$ 3,639.91	\$ 12,877.47	
13603341	QUESTFIRE ENERGY CORP	yes	3317.15	\$ 3,030.92	\$ 3,378.78	\$ 3,949.49	\$ 4,662.11	\$ 7,093.01	\$ 25,431.46	
14582431	QUESTFIRE ENERGY CORP	yes	3580.35	\$ 209.84	\$ 237.65	\$ 682.32	\$ 801.88	\$ 1,181.65	\$ 6,693.69	
14590131	QUESTFIRE ENERGY CORP	yes	467.01	\$ 209.84	\$ 237.65	\$ 682.32	\$ 801.88	\$ 1,181.65	\$ 3,580.35	
15582143	QUESTFIRE ENERGY CORP	yes	273.65	\$ 133.50	\$ 138.21	\$ 397.51	\$ 467.18	\$ 687.90	\$ 2,097.95	
54000094	QUESTFIRE ENERGY CORP	no	8609.73	\$ -	\$ -	\$ -	\$ 4,589.48	\$ 52,808.70	\$ 66,007.91	
				7,578.90	8,406.40	12,860.88	19,782.07	75,712.33	146,105.07	124,340.58



# Request for Decision (RFD)

Meeting Date: Thursday, April 27, 2023

Agenda Item: #7.g

Topic: Bylaw 1442-23 Bellis Sewer Tax Bylaw

Presented By: Brenda Adamson, Finance Manager

**Recommendation:**

That Smoky Lake County give **First Reading, Second Reading, Permission for Third, and Third Reading** to Bylaw No.: 1442-23 Bellis Sewer Tax Bylaw

**Background:**

The Hamlet of Bellis has a municipally operated sewage discharge system.

There is NO monthly fee charged to property owners to fund the annual repairs and maintenance to the system. In order to recover some costs, Smoky Lake County has been levying a special tax by bylaw (which MUST be considered annually). In 2017, Council increased the per footage amount from \$1.50 to \$1.75. It has remained at \$1.75 since.

The average household currently pays \$123 (\$52.50-\$350).

Attached is the budget for 2023 and a summary of costs for the past 10 years. The budget for 2023 is \$13,331 which includes a small allocation of Environmental Services payroll costs. The 10 year average annual cost for the sewer system is \$20,984. We would need to charge a frontage fee of 2.73 to recover the total budgeted operating and maintenance costs.

**Benefits:**

The County is able to recover some of the costs to operate the Bellis Sewer System

**Disadvantages:**

- This form of recovery doesn't take into consideration the variety of uses for each property.
- This form of recovery doesn't recover all of the costs nor future replacement costs.

**Alternatives:**

- Charge a monthly utility fee to users
- Change the frontage rate to recover more of the costs
- Change the frontage rate to recover less of the costs
- Do not charge Bellis residents for Bellis Sewer

**Financial Implications:**

The 2023 budget is \$13,331. The bylaw would provide revenue of \$9,134. The remainder would be funded through general revenues.

**Legislation:**

**Division 5 Special Tax**

**Special tax bylaw382(1) Each council may pass a special tax bylaw to raise revenue to pay for a specific service or purpose by imposing one or more of the following special taxes:(a) a waterworks tax;(b) a sewer tax;(c) a boulevard tax;(d) a dust treatment tax;(e) a paving tax;(f) a tax to cover the cost of repair and maintenance of roads, boulevards, sewer facilities and water facilities;(g) repealed 2008 cE-6.6 s55;(h) a tax to enable the municipality to provide incentives to health professionals to reside and practice their professions in the municipality;(i) a fire protection area tax;(j) a drainage ditch tax;(k) a tax to provide a supply of water for the residents of a hamlet;(l) a recreational services tax.(2) A special tax bylaw must be passed annually.**



# Request for Decision (RFD)

**Taxable property 383(1)** The special tax bylaw authorizes the council to impose the tax in respect of property in any area of the municipality that will benefit from the specific service or purpose stated in the bylaw. (2) The tax must not be imposed in respect of property that is exempt under section 351.

**Contents of special tax bylaw 384** The special tax bylaw must (a) state the specific service or purpose for which the bylaw is passed, (b) describe the area of the municipality that will benefit from the service or purpose and in which the special tax is to be imposed, (c) state the estimated cost of the service or purpose, and (d) state whether the tax rate is to be based on (i) the assessment prepared in accordance with Part 9, (ii) each parcel of land, (iii) each unit of frontage, or (iv) each unit of area, and set the tax rate to be imposed in each case.

**Condition 385** A special tax bylaw must not be passed unless the estimated cost of the specific service or purpose for which the tax is imposed is included in the budget of the municipality as an estimated expenditure.

**Use of revenue 386(1)** The revenue raised by a special tax bylaw must be applied to the specific service or purpose stated in the bylaw. (2) If there is any excess revenue, the municipality must advertise the use to which it proposes to put the excess revenue.

**Person liable to pay special tax 387** The person liable to pay the tax imposed in accordance with a special tax bylaw is the owner of the property in respect of which the tax is imposed.

**Intergovernmental:**

n/a

**Strategic Alignment:**

n/a

**Enclosure(s):**

1. Bylaw 1443-23
2. Summary of budget and Costs

Signature of the CAO:

A handwritten signature in blue ink, consisting of a large initial 'S' followed by several loops and a final 'M', written over a horizontal line.

**SMOKY LAKE COUNTY  
IN THE PROVINCE OF ALBERTA  
BYLAW NO. 1442-23**

**BEING A BYLAW OF SMOKY LAKE COUNTY IN THE PROVINCE OF  
ALBERTA TO AUTHORIZE THE LEVYING OF A SPECIAL TAX ON  
PROPERTIES IN THE HAMLET OF BELLIS TO RECOVER BELLIS  
SEWER MAINTENANCE COSTS FOR 2023**

\*\*\*\*\*

**WHEREAS** pursuant to Sections 382 (1)i of the Municipal Government Act, R.S.A. 2000, Chapter M-26 and amendments thereto, a municipality may pass a bylaw to levy a special tax to cover the cost of repair and maintenance of sewer facilities;

**AND WHEREAS** pursuant to Sections 383 (1) The special tax bylaw authorizes the council to impose an operating and maintenance tax in respect of properties in any area of the municipality that will benefit from the Bellis Sewer;

**AND WHEREAS**, Smoky Lake County has deemed fair and equitable to levy a special tax based on the property frontage for the purpose of recovering a portion of the operating and maintenance costs of the Bellis Sewer System.

**NOW THEREFORE**, the Council of Smoky Lake County in the Province of Alberta, duly assembled hereby enacts as follows:

**1. TITLE:**

1.1 This Bylaw may be cited as the “2023 Bellis Sewer Tax Bylaw”.

**2. DEFINITIONS:**

2.1 “**Council**” means the duly elected Council of Smoky Lake County.

2.2 “**Municipal Government Act**” means the Municipal Government Act, R.S.A. 2000, Chapter M-26 as amended or replaced from time to time.

2.3 “**Parcel of Land**” has the same meaning as in Section 1(1)(v) of the Municipal Government Act .

2.4 “**Property**” has the same meaning as in Section 284(1)(r) of the Municipal Government Act.

**3. Bellis Sewer Special Tax Rate**

3.1 The estimated municipal expenditures set out in the budget for the provision

**Bylaw No. 1442-23**

of sewer services in the Hamlet of Bellis are \$13,331. \$4,196 will be funded from general revenues and \$9,134 will be funded from the special tax levy.

3.2 The special tax levy shall be calculated based on the frontage of each parcel

3.3 The Chief Administrative Officer is hereby authorized to levy a sewer maintenance tax of \$1.75 per linear foot of frontage against the owner of each property listed in Schedule A "Parcels of Land within the Hamlet of Bellis:

<b>Total Frontage</b>	<b>Special Tax Rate</b>	<b>Total Frontage Levy</b>	<b>Estimated Cost of Bellis Sewer Repair and</b>
5219.8	1.75	\$ 9,134.65	\$ 13,331.00

1. This bylaw comes into force upon third and final reading.

2. Bylaw No. 1412-22: is hereby repealed.

READ a First Time this \_\_\_\_ day of \_\_\_\_\_, 2023.

READ a Second Time this \_\_\_\_ day of \_\_\_\_\_, 2023.

READ a Third and Final Time this \_\_\_\_ day of \_\_\_\_\_, 2023, and finally passed by Council.

\_\_\_\_\_  
REEVE

S E A L

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



**Schedule "A"**  
 Parcels of Land within the Hamlet of Bellis

Taxable		
D Roll #	Frontage	Legal Description
15593441	100.0	Lot 2, BI 6,Plan 1922944
15593442	100.0	NE- 34-59- 15-4
15593444	100.0	NE- 34-59- 15-4
15593522	100.0	SW- 35-59- 15-4
15593530	100.0	NW- 35-59- 15-4
15593531	50.0	NW- 35-59- 15-4
15593532	100.0	Lot , BI A,Plan 2179EO
15593533	100.0	NW- 35-59- 15-4
15593534	100.0	NW- 35-59- 15-4
27150101	50.0	Lot 1, BI 1,Plan 1039CL
27150102	90.0	Lot 2,3 & 4, BI 1,Plan 1039CL
27150105	30.0	Lot 5, BI 1,Plan 1039CL
27150106	60.0	Lot 6 & 7, BI 1,Plan 1039CL
27150108	30.0	Lot 8, BI 1,Plan 1039CL
27150109	30.0	Lot 9, BI 1,Plan 1039CL
27150110	30.0	Lot 10, BI 1,Plan 1039CL
27150111	60.0	Lot 11 & 12, BI 1,Plan 1039CL
27150113	30.0	Lot 13, BI 1,Plan 1039CL
27150114	30.0	Lot 14, BI 1,Plan 1039CL
27150115	51.1	Lot 15, BI 1,Plan 1039CL
27150116	100.0	Lot 16 & 17, BI 1,Plan 1039CL
27150119	100.0	Lot 18-19, BI 1,Plan 1039CL
27150120	50.0	Lot 20, BI 1,Plan 1039CL
27150121	50.0	Lot 21, BI 1,Plan 1039CL
27150122	50.0	Lot 22, BI 1,Plan 1039CL
27150123	70.0	Lot 23 & 24, BI 1,Plan 1039CL
27150201	57.3	Lot 1 & 2, BI 2,Plan 1039CL
27150203	30.0	Lot 3, BI 2,Plan 1039CL
27150204	30.0	Lot 4, BI 2,Plan 1039CL
27150205	30.0	Lot 5, BI 2,Plan 1039CL
27150206	30.0	Lot 6, BI 2,Plan 1039CL
27150207	46.5	Lot 7A, BI 2,Plan 728767
27150209	73.5	Lot 10A, BI 2,Plan 728767
27150211	30.0	Lot 11, BI 2,Plan 1039CL
27150212	30.0	Lot 12, BI 2,Plan 1039CL
27150213	90.0	Lot 13,14,15, BI 2,Plan 1039CL
27150216	60.0	Lot 16 & 17, BI 2,Plan 1039CL

Taxable		
D Roll #	Frontage	Legal Description
27150218	0.0	Lot 18 - 21, BI 2,Plan 1039CL
27150223	150.0	Lot 22,23,24, BI 2,Plan 1039CL
27150225	50.0	Lot 25, BI 2,Plan 1039CL
27150226	161.3	Lot 26,27,28, BI 2,Plan 1039CL
27150301	75.6	Lot 1 & 2, BI 3,Plan 1039CL
27150303	105.0	Lot 3, 4, 5, BI 3,Plan 1039CL
27150306	70.0	Lot 6 & 7, BI 3,Plan 1039CL
27150309	0.0	Lot 8 & 9, BI 3,Plan 1039CL
27150311	70.0	Lot 10 & 11, BI 3,Plan 1039CL
27150312	35.0	Lot 12, BI 3,Plan 1039CL
27150314	75.0	Lot 13 & 14, BI 3,Plan 1039CL
27150315	100.0	Lot 15 & 16, BI 3,Plan 1039CL
27150317	100.0	Lot 17 & 18, BI 3,Plan 1039CL
27150320	100.0	Lot 19 & 20, BI 3,Plan 1039CL
27150321	50.0	Lot 21, BI 3,Plan 1039CL
27150322	50.0	Lot 22, BI 3,Plan 1039CL
27150323	50.0	Lot 23, BI 3,Plan 1039CL
27150324	52.7	Lot 24, BI 3,Plan 1039CL
27150401	75.0	Lot 1 & 2, BI 4,Plan 1039CL
27150403	70.0	Lot 3 & 4, BI 4,Plan 1039CL
27150405	70.0	Lot 5 & 6, BI 4,Plan 1039CL
27150407	70.0	Lot 7 & 8, BI 4,Plan 1039CL
27150410	105.0	Lot 9&10&11, BI 4,Plan 1039CL
27150412	110.0	Lot 12&13&14, BI 4,Plan 1039CL
27150415	102.6	Lot 15&16, BI 4,Plan 1039CL
27150417	100.0	Lot 17&18, BI 4,Plan 1039CL
27150419	200.0	Lot 19-22 INC, BI 4,Plan 1039CL
27150423	50.0	Lot 23, BI 4,Plan 1039CL
27150424	50.0	Lot 24, BI 4,Plan 1039CL
27150499	100.0	Lot R, BI 4,Plan 1039CL
27160501	130.2	Lot 1, BI 5,Plan 2552KS
27160503	54.0	Lot 3, BI 5,Plan 2552KS
27160504	54.0	Lot 4, BI 5,Plan 2552KS
27160505	108.0	Lot 5, BI 5,Plan 2552KS
27160506	54.0	Lot 6, BI 5,Plan 2552KS
27160507	54.0	Lot 7, BI 5,Plan 2552KS
27160508	100.0	Lot 8, BI 5,Plan 2552KS
<b>Total</b>	<b>5,219.8</b>	

# SMOKY LAKE COUNTY BELLIS SEWER ANALYSIS

	5435.78											
REVENUE	2023 Budget	Actual Total (10 years)	2022	2021	2020	2019	2018	2017	2016	2015	2014	2013
Bylaw Charged per foot	1.75		1.75	1.75	1.75	1.75	1.75	1.5	1.5	1.5	1.5	1.5
Minimum Tax Bylaw	9,090.14		9,090.14	9,090.14	9,090.14	8,828.84	8,828.84	7,748.68	7,748.68	7,748.68	8,153.67	8,153.67
<b>Council has a policy to cancel the charges to Bellis Curling Association and Ruthenian Greek Catholic Parish of St. John the Babtist for a total of \$405</b>												
<b>TOTAL REVENUE</b>	<b>9,040.00</b>	<b>75,291.34</b>	<b>9,040.14</b>	<b>9,040.14</b>	<b>9,040.14</b>	<b>8,828.84</b>	<b>8,828.84</b>	<b>7,748.68</b>	<b>7,748.68</b>	<b>7,748.68</b>	<b>8,153.67</b>	<b>8,153.67</b>
<b>DIRECT EXPENSES</b>												
Dig Fill Well		0.00										
Parts & Stock		0.00										
Supplies			106.80									
Other Goods Purchased	500.00	91.97								91.97		
Vacuum Truck		700.00								300.00	400.00	
Work Order- Equipment		209.00										209.00
Work Order - Other employees		130.45										130.45
Contract Repairs	1,000.00	0.00										
Work Order - Lagoon ww02		39,179.46	655.52	262.50	662.50	482.90	6,927.33	24,328.80	374.38	429.39	5,711.66	
<b>TOTAL DIRECT EXPENSES</b>	<b>1,500.00</b>	<b>40,310.88</b>	<b>762.32</b>	<b>262.50</b>	<b>662.50</b>	<b>482.90</b>	<b>6,927.33</b>	<b>24,328.80</b>	<b>374.38</b>	<b>821.36</b>	<b>6,111.66</b>	<b>339.45</b>
Direct costs per square foot	0.28	0.74	0.14	0.05	0.12	0.09	1.27	4.48	0.07	0.15	1.12	0.06
<b>INDIRECT EXPENSES</b>												
Sanitary Manager/employee*	5,139.75	68,006.24	5,530.56	5,470.96	5,139.75	5,221.39	4,970.84	9,582.07	9,582.07	9,315.00	9,542.00	9,182.17
Utility Officer	4,557.93	59,280.79	4,722.22	4,552.99	4,557.93	4,606.08	4,486.21	8,574.63	8,574.63	8,293.86	7,657.95	7,976.50
Employer Contributions (22.64%)	2,133.49	28,980.52	2,255.61	2,205.27	2,133.49	2,162.04	2,175.12	4,176.04	4,176.04	4,050.04	3,955.99	3,946.49
<b>Indirect Expenses</b>	<b>11,831.18</b>	<b>175,959.58</b>	<b>12,508.39</b>	<b>12,229.22</b>	<b>11,831.18</b>	<b>11,989.52</b>	<b>11,632.17</b>	<b>22,332.74</b>	<b>22,332.74</b>	<b>21,658.90</b>	<b>21,155.93</b>	<b>21,105.16</b>
Indirect costs per square foot	2.18	3.24	2.30	2.25	2.18	2.21	2.14	4.11	4.11	3.98	3.89	3.88
<b>TOTAL EXPENSES</b>	<b>13,331.18</b>	<b>216,270.46</b>	<b>13,270.71</b>	<b>12,491.72</b>	<b>12,493.68</b>	<b>12,472.42</b>	<b>18,559.50</b>	<b>46,661.54</b>	<b>22,707.12</b>	<b>22,480.26</b>	<b>27,267.59</b>	<b>21,444.61</b>
		20,984.91										
<b>NET SURPLUS (DEFICIT)</b>	<b>-4,291.18</b>	<b>-136,234.23</b>	<b>-4,230.57</b>	<b>-3,451.58</b>	<b>-3,453.54</b>	<b>-3,643.58</b>	<b>-9,730.66</b>	<b>-38,912.86</b>	<b>-14,958.44</b>	<b>-14,731.58</b>	<b>-19,113.92</b>	<b>-13,290.94</b>
should have charged per foot to recover total cost	\$ 2.73	\$ 4.72	\$ 2.58	\$ 2.35	\$ 2.42	\$ 2.38	\$ 4.69	\$ 13.06	\$ 4.25	\$ 4.29	\$ 6.14	\$ 4.01



# Request for Decision (RFD)

Meeting Date: Thursday, April 27, 2023

Agenda Item: # 7.h

Topic: Short-Term Disability Benefit

Presented By: Finance Manager

---

## Recommendation:

**That Smoky Lake County include Short-Term Disability Insurance within the County Employee benefit package, to provide qualifying employees, who are 65 years old or younger, with 66.67% of their weekly earnings, up to a maximum amount of \$1,500.00 for up to 16 weeks (the time until long term disability is available).**

## Background:

This was brought before Council at the March 16, 2023 Council meeting where Council took no action to Administration's March 16, 2023 proposal and approved to conduct an employee questionnaire to determine the need for Short Term Disability Insurance.

The 2023 budget includes \$38,000 to add short term disability to the employee benefit package. It would provide an employee 65 years and younger with 66.67% of weekly earnings to a maximum of \$1,500 for up to 16 weeks (the time until long term disability is available).

## Benefits:

Short term disability combined with banked sick time will provide employees with stability for the first four months if they are unable to work due to sickness or injury.

1. It provides an incentive to attract and keep talented staff.
2. It demonstrates the organizations commitment to the health and welfare of staff

## Disadvantages:

Additional cost to the County and to Employees.

## Alternatives:

Increase the number of allowable banked sick days.

## Financial Implications:

Annual budget increase of approximately \$38,000. (Which has already been included)

## Legislation:

N/A

## Intergovernmental:

N/A

## Strategic Alignment:

N/A

## Enclosure(s):

1. Employee Survey Results: Summary of Short-Term Disability Employee Questionnaire.

Signature of the CAO: \_\_\_\_\_

A handwritten signature in blue ink, appearing to be "J. M.", written over a horizontal line.

## Summary of Employee STD Employee Questionnaire

Received a total of 41 forms back – 40 Yes, 1 No

### Comments:

This is an important employment package that nobody ever wants to have to use but thank God that it's there!

Want more information first.

It's a great idea!

I guess this doesn't apply to me as I am almost 71 but for what its worth, yes short term is necessary to have for sure. Dwight

Yes because there is a shortfall between sick bank hours and the waiting period for LTD. But I think there is an abuse of sick time taken that is not being managed and we would be enabling those individuals by providing them with STD. The 16 week waiting period for LTD probably can't be shortened, but what about increasing the maximum sick days to 80 when the 2 union contracts are up for negotiation Dec.31/24 (currently 955 is 75 days max & CUPE is 65 days max).  
Lorraine

Protects me and my family for short term.

Good plan.

This would be better.

# MEMORANDUM



Date: March 22, 2023  
To: All Employees  
From: Gene Sobolewski, C.E.T.  
Subject: Employee Short Term Disability Insurance  
Employee Questionnaire

To all Employees,

On March 16, 2023, Council deferred a decision to include Short Term Disability Insurance within the County Employee benefit package to all qualifying employees, who are 65 years old or younger, with 66.67% of their weekly earnings, up to a maximum amount of \$1,500.00 for up to 16 weeks. After 16 weeks, the long-term disability benefit is available.

Short term disability generally becomes payable from the first day of hospitalization and accident or the 8<sup>th</sup> day for sickness.

Council also directed me to conduct an employee questionnaire for the purpose of determining the need for Short Term Disability Insurance as a benefit in the organization.

Short Term Disability combined with banked sick time would provide employees with stability, predictability and continuity of salary for the first four months if they are unable to work due to sickness or injury. We currently have no short-term disability or sick benefits, so once an employee runs out of sick days, they would be without any income until long term disability is triggered or qualify for Unemployment Insurance.

Adding Short Term Disability to the benefit package would cost the County approximately \$38,000/year.

The cost of this benefit to you as an employee is different depending on your expected annual salary. However, to give you an idea of what it would cost you, based on a quote received, we expect the total monthly cost to the County to be and estimated \$50-90/month. However, in accordance with the Union Collective Agreements (the language of which is generally followed for the non-union staff, **employees pay 10% of the benefit, so the estimated deduction from your cheque would be approximately \$5-\$9/month.**

To assist the Council in determining whether the adding short-term disability is a benefit the County should pursue, please complete the survey below:

**Do you want Short Term Disability Insurance within the County Employee benefit package?**

Circle:      Yes    or    No

**Comments:**

---

---

---

Return your completed survey to Payroll: Lorraine karvonen by email: [lkarvonen@smokylakecounty.ab.ca](mailto:lkarvonen@smokylakecounty.ab.ca) or interoffice mail prior to **April 5, 2023.**

Thank you,

A handwritten signature in blue ink, appearing to be "Gene Sobolewski".  
Gene



# Request for Decision (RFD)

**Meeting Date:** Thursday, April 27, 2023

**Agenda Item:** # 7.i

**Topic:** County Surplus Equipment Bids

**Presented By:** Mark Fedoretz, Public Works Shop Foreman

---

**Recommendation:**

That Smoky Lake County Council accept the offer in the amount of \$17,000.00 plus GST for a total in the amount of \$17,850.00 payable to Smoky Lake County from Rick Smith, to purchase the County surplus capital equipment, as is - where is, described as Unit 227, 2017 Chev 1500 4x4, Serial #1GCVKREC5HZ279802, with 193190 km.

That Smoky Lake County Council accept the offer in the amount of \$2,500.00 plus GST for a total in the amount of \$2,625.00 payable to Smoky Lake County from Derek Lewchuk, to purchase the County surplus capital equipment, as is - where is, described as Unit #107: Year-2005 GMC 3500 4x4, Serial #1GTJK33678f218493, with 371775 km

That Smoky Lake County Council accept the offer in the amount of \$3510.00 plus GST for a total in the amount of \$3755.70 payable to Smoky Lake County from Eddy Huk, to purchase the County surplus capital equipment, as is - where is, described as Unit #466: 10' Schulte Mower, Serial #C30710811504 with Unit #467: FLX1510 Schulte Flex arm, Serial #A10510338504.

**Background:**

March 16, 2023 Council Motion #447-23 authorized the Administration to advertise Units 107, 227, 466 & 467 for sale. The results of the Tender submissions received by the deadline of April 11, 2023 at Noon are attached.

**Benefits:**

Liquidates surplus equipment.

**Disadvantages:**

N/A

**Alternatives:**

Any alternative to the recommendation is at the discretion of Council.

**Financial Implications:**

The amount of revenue received from the sale of the equipment is unknown.

**Legislation:**

Policy Statement No. 08-13-01: Disposal of Assets.

**Intergovernmental:**

N/A

**Strategic Alignment:**

N/A

**Enclosure(s):**

1. Bid Results.

**Signature of the CAO:**

A handwritten signature in blue ink, appearing to be "JMM", written over a horizontal line.



# Request for Decision (RFD)

## Enclosure 1.

Bid Results from the Surplus Equipment Sale April 11, 2023.

Unit #107: Year-2005 GMC 3500 4X4, Serial #1GTJK33678F218493, with 371775 km

NAME	BID
Derek Lewchuk	\$2,500.00
Ashley Bryks	\$2,001.50
Oshea Dunning	\$1,000.00

Unit #227: Year-2017 Chev 1500 4x4, Serial #1GCVKREC5HZ279802, with 193190 km

NAME	BID
Rick Smith	\$17,000.00
Trevor Tychkowsky	\$13,050.00
Damond Schoenleber	\$11,500.00
Dave Franchuck	\$5,033.00
Hank Kwasnysa	\$3,250

Unit #466: 10' Schulte Mower, Serial #C30710811504 with

Unit #467: FLX1510 Schulte Flex arm, Serial #A10510338504

NAME	BID
Eddy Huk	\$3,510.00
(No other bids received)	n/a



# Request for Decision (RFD)

Meeting Date: Thursday, April 27, 2023

Agenda Item: # 7.j

Topic: Snow Blade Proposal for Unit 206 – GMC 3500 4X4

Presented By: Public Works Foreman

---

**Recommendation:**

That Smoky Lake County take no action to the quote# EDWQTE115677, received from Drive Products Inc. dated April 4, 2023 for a 7.5ft snow plow attachment, further to the March 16, 2023, Council Motion #448, requesting a quote to provide a snow blade attachment for Public Works Unit 206, GMC 3500 4X4.

**Background:**

On March 16, 2023 Council requested that Administration obtain a quote to purchase and install a snow blade onto Unit 206, which is a 2013 GMC 3500, 4X4 with 185737km on it. The Public Works Shop Foreman has provided the information. The blade must be a straight blade as it can't be a V-type, due to the front axle weight rating of the truck is only 4800lbs and rear is 7050lbs.

**Benefits:**

Would provide another means of snow removal.

**Disadvantages:**

Unbudgeted costs to purchase and install the blade.

**Alternatives:**

Any alternative to the recommendation is at the discretion of Council.

**Financial Implications:**

Unbudgeted amount of \$10,834.86 plus installation.

**Legislation:**

Policy Statement No. 08-16-01: Purchasing Guidelines

**Intergovernmental:**

N/A

**Strategic Alignment:**

N/A

**Enclosure(s):**

1. Quote # EDWQTE115677 from Drive Products Inc., dated April 4, 2023

Signature of the CAO:


A handwritten signature in blue ink, appearing to be "J.M.", written over a horizontal line.






# Request for Decision (RFD)

Enclosure #1



**DRIVE PRODUCTS**  
SOLUTIONS PARTNERS SERVICES

DRIVE PRODUCTS GROUP OF BRANDS **POWER BYTONG**



**QUOTATION - SOUMISSION**

**DRIVE PRODUCTS INC.(ACH):**  
11465-250 St.  
Acheson, AB T1X 6U4  
Phone: (780) 960-6826  
Toll Free: (800) 661-7335  
Fax: (780) 960-6136


Quotation / Soumission	EDWQTE116677
Date	4/4/2023
Page	1

Expiry Date / Date d'expiration: 4/19/2023

**Sold To - Vendu À**  
**County Of Smoky Lake**  
Box 310  
Smoky Lake AB T0A 3L0

**Ship To - Expedie À**  
**County Of Smokey Lake**  
5004 50 St  
Smokey Lake AB T0A 3C0

Customer No. N° du Client	Customer PO Bon commande	Salesperson Vendeur	Customer Service Représentant	Shipping Method Méthode d'expédition	Ship Date Date d'expédition (mm/yyyy)
COUNTYS		RBILYK	THIDEOUT		
VIN: NIV		Odometer: Odomètre	Unit#: Numéro d'unité	Job Scope: Description de tâche	

Qty	Item Number Numéro d'article	Description	U of M	Unit Price Prix Unitaire	Net Amount Montant Net
1	P75HALO-WES	7.5ft Pro Plow Halogen Package	each	\$10,318.91	\$10,318.91
					

Subtotal / Sous-total	\$10,318.91
Freight / Transport	\$0.00
GST	\$515.96
PST	
<b>Total</b>	<b>\$10,834.86</b>

Signature \_\_\_\_\_

Date \_\_\_\_\_

DPI GST# 85240 0316 RT0001  
DPI GST# 1217408883 TC0001



# Request for Decision (RFD)

Meeting Date: Thursday, April 27, 2023

Agenda Item: # 7.k

Topic: County Dog Shelter

Presented By: Bylaw Enforcement

---

## Recommendation:

**That Smoky Lake County enter into agreement with the Edmonton Humane Society (EHS) as the county's County Dog Shelter.**

---

## Background:

In November of 2022, the county's previous dog shelter agreement was terminated with Kountry Kennel, at their request. The Edmonton Humane Society (EHS) graciously agreed to provide Smoky Lake County with a dog kennel service in the interim while the county searches for a new shelter. After exhausting all potential avenues, the EHS was approached to develop a template of what a full time agreement might look like, as shown in the attached email letter.

## Benefits:

Utilizing the EHS kennel services allows the county's animal control personnel the ability to remove problem dogs from various situations and take them to a secure and humane location to be held at.

## Disadvantages:

There is a financial cost to the county along with restrictions to the number of dogs that can be brought in on a monthly basis as compared to the county's previous agreement with Kountry Kennel. There is also a significant time investment as it relates to transporting dogs to Edmonton and then returning to the county.

## Alternatives:

The county terminate it's dog capturing services altogether and have residence resolve dog at large related matters themselves.

## Financial Implications:

The cost for two kennels combined equates to \$750 a month. If an additional kennel is available it would be an additional \$375 a month.

## Legislation:

Bylaw No. 1344-19 – Dog Control Bylaw

## Intergovernmental:

The intergovernmental involvement and/or implications related to or affecting the recommendation are unknown.



# Request for Decision (RFD)

**Strategic Alignment:**

N/A

**Enclosure(s):**

Bylaw No. 1344-19 – Dog Control Bylaw; Email from EHS outlining the cost breakdown.

Signature of the CAO:

A handwritten signature in black ink is written over a horizontal line. The signature is stylized and appears to be the initials "J.M." followed by a period.

## Tate Murphy

---

**From:** Megan Jaszczyszyn <MJaszczyszyn@edmontonhumanesociety.com>  
**Sent:** March 15, 2023 3:15 PM  
**To:** Tate Murphy  
**Subject:** Re: Smoky Lake County Request for Assistance

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

Hey Tate,

thanks for your patience while we sorted this out, we are looking to offer you 2 guaranteed Kennels per month (375\$ per kennel) and that flat fee covers the following costs: Administrative, medical (spay/neuter and other potential surgeries/treatments needed), vaccines, access to building and guaranteed 2 spots per month. If the spot is not used for that month, we are unable to transfer those spots to the following month, as each month it resets.

### Details

Having 2 kennels per month at 375\$ each works out to 750\$ per month regardless of if the kennel is filled or not. If one of the dogs brought in gets reclaimed or goes up for adoption (their status would have to be "available for adoption" not "available for adoption-awaiting spay/neuter") we would open up that kennel allowing you guys to backfill that 1dog kennel up to one more time per month. We would call you guys to communicate you had a kennel available if this happened so it's not something you need to worry about tracking on your end.

Which means it would be a maximum of 4 dogs per month **IF** the 2 kennels you filled for that month became available. However, if both dogs brought in end up needed more medical care or behaviour modification for example those potential 2 extra back fills would not be open. For any dogs beyond the 4 kennels for the month or for example if you have 2 dog kennels still filled for the month but have a 3<sup>rd</sup> dog you need to bring in but no "available" kennels we can potentially accept if we have capacity and there would be an extra fee of the 375\$.

### Puppies

I know you mentioned that in the summer you'll often get pups in, we can offer a bit of a different structure for them. If we can fit the puppies into one kennel (while being appropriate housing)then it would count as 1 kennel, I did up some guidelines based on age what it would likely look like.

- Puppies up to 3 months of age would be considered "1" kennel space for a max. of 6 pups, however the fee will be per puppy in this instance not per kennel
- Puppies 3-4months of age would be considered "1" kennels space for a max of 3 puppies, however the fee will be per puppy in this instance not per kennel
- Puppies 4-6months of age would be considered "1" kennel space for a max of 2 puppies, however the fee will be per puppy in this instance not per kennel

Our medical team would be the ones to determine age.

Let me know if you have any questions.

**SMOKY LAKE COUNTY  
IN THE PROVINCE OF ALBERTA  
BYLAW NO. 1344-19**

A BYLAW OF SMOKY LAKE COUNTY IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE REGULATING AND CONFINEMENT OF DOGS.

\*\*\*\*\*

**WHEREAS**, the Council of Smoky Lake County deems it necessary to provide for the confinement and control of dogs within the said County;

**AS WHEREAS**, the said *Municipal Government Act* provides that a Council of a Municipality may pass a Bylaw for the regulation of any matter or thing for the protection of life or property;

**NOW THEREFORE**, the Council of Smoky Lake County, in the Province of Alberta, duly assembled, and pursuant to the authority conferred upon it by the *Municipal Government Act*, RSA 2000, C-M-26, as amended, enacts as follows:

**SECTION 1: NAME OF THIS BYLAW**

1.1 This Bylaw may be cited as the "Dog Control Bylaw".

**SECTION 2: DEFINITIONS**

- 2.1 **Animal Control Officer:** means a Bylaw Enforcement Officer or Peace Officer of the County, member of the Royal Canadian Mounted Police, the Chief Administrative Officer or his designate.
- 2.2 **At Large:** means a Dog is at large when it is at any place other than:
- 2.2.1 A signed area designated as off-leash by the County, or
- 2.2.2 the property of the Dog Owner and is not being carried by any person or is not in direct control by the owner.
- 2.3 **Chief Administrative Officer:** means the person, also known as the "CAO", appointed by Council to the position of Chief Administrative Officer under the *Municipal Government Act* for Smoky Lake County.
- 2.4 **Controlled Confinement:** means when a dog is confined in a pen, cage or building or securely tethered in a manner that will not allow the Dog to bite or harm any person or animal.
- 2.5 **Council:** means the Reeve and Councillors duly elected in the Smoky Lake County and who are eligible to continue to hold office in the Province of Alberta.
- 2.6 **County:** means the geographic area contained within the boundaries of the municipality of Smoky Lake County.
- 2.7 **County Dog Shelter:** means the premises designated by the County for impoundment and care of dogs.
- 2.8 **Damage to Public or Private Property:** shall include defecating or urinating on such property.
- 2.9 **Dog or Dogs:** means either the male or female of any domesticated canine species.
- 2.10 **Distress:** has the same meaning as in the *Animal Protection Act*, RSA 2000, cA-41.

CP

- 2.11  **kennel:** means any place, owned by any person, group of persons, or corporation engaged in the commercial business or breeding, buying, selling, training, or boarding Dogs.
- 2.12  **Medical Officer of Health for the County:** means a physician appointed by the Health Unit or designated by the Minister under the *Public Health Act* as a Medical Officer of Health.
- 2.13  **Motor Vehicle:** means:
- 2.13.1 vehicle propelled by any power other than muscular power; or
  - 2.13.2 moped; but does not include a bicycle, an aircraft, a tractor, whether equipped with rubber tires or not, an implement of husbandry or a motor vehicle that runs on rails.
- 2.14  **Nuisance:** means any Dog, which by reason of:
- 2.14.1 accumulation of waste.
  - 2.14.2 accumulation of material contaminated by waste.
  - 2.14.3 disposal of waste.
  - 2.14.4 disposal of material contaminated by waste.
  - 2.14.5 trespass upon property.
  - 2.14.6 threat to public safety, or
  - 2.14.7 noise (excessive barking).
- is, in the opinion of an Animal Control Officer and having regard for all circumstances, injurious or obnoxious or likely to unreasonably to injure, endanger or detract from the comfort, repose, health, peace or safety of persons or property within the boundary of the County.
- 2.15  **Offspring:** means the progeny of any Dog while dependent upon its parents for the necessities of life, and which, without limiting the generality of the foregoing shall mean progeny under the age of six (6) months.
- 2.16  **Over-Limit Permit:** means a permit issued to an Owner pursuant to Section 5 of this Bylaw permitting the keeping or harbouring on land or premises by an Owner of Dogs in excess of the number permitted pursuant to Section 4 of this Bylaw.
- 2.17  **Owner:** means:
- 2.17.1 a person who has a care, charge, custody, possession or control of a Dog.
  - 2.17.2 a person who owns or who claims by proprietary interest in a Dog.
  - 2.17.3 a person who harbours, suffers or permits a Dog to be present on any property owned or under his control.
  - 2.17.4 a person who claims and receives a Dog from the custody of the County Dog Shelter or an Animal Control Officer.
- 2.18  **Permitted Leash:** means a leash adequate to control the attached Dog, and which leash shall be no longer than eight meters.
- 2.19  **Police Service Dog:** means a Dog owned and utilized by the Royal Canadian Mounted Police or any other accredited police service within the Province of Alberta.

- 2.20 **Possession:** means:
- 2.20.1 having physical or effective control of a Dog.
  - 2.20.2 having given physical or effective control of a Dog to another person for the purpose of controlling the Dog for a period of time.
  - 2.20.3 where one of two or more persons, with the knowledge and consent of the rest, has physical or effective control of a Dog, it shall be deemed to be in the control of each and all of them.
- 2.21 **Private Property:** means any property within the County not owned by or occupied by the Government of Canada, Government of Alberta, or by the County or otherwise under the control and management of the County, except for property owned or occupied by an Owner.
- 2.22 **Property Owner:** means any person having a legal or equitable interest in any land or building and includes any resident, tenant or occupier of such land or building.
- 2.23 **Public Property Area:** means any property within the County owned by or occupied by the Government of Canada, Government of Alberta or by the County or otherwise under the control and management of the County.
- 2.24 **Secure Enclosure:** means a building, cage or fenced area of such construction that will not allow the confined Dog or Dogs to jump, climb, dig or force their way out, or allow the entry of young children.
- 2.25 **Serious Wound:** means an injury resulting from a Dog bite which causes the skin to be broken or the flesh to be torn.
- 2.26 **SPCA:** means the Society for the Prevention of Cruelty to Animals in the Province of Alberta.
- 2.27 **Vicious Dog:** means a Dog which in the opinion of the Animal Control Officer constitutes a Vicious Dog under Section 8.
- 2.28 **Violation Tag:** means a tag or similar document issued by the County pursuant to the *Municipal Government Act*, RSA 2000, c.M-26, as amended.
- 2.29 **Violation Ticket:** means a ticket issued pursuant to Part II of the *Provincial Offences Procedure Act*, RSA 2000, c.P-34, as amended, and Regulations thereunder.

### **SECTION 3: COUNTY DOG SHELTER**

- 3.1 The Council, by resolution, shall designate or enter into an Agreement to provide, a place or places to be operated as a **County Dog Shelter**. The SPCA shall be consulted with regards to the designation or Agreement of the County Dog Shelter.

### **SECTION 4: NUMBER OF DOGS**

- 4.1 Unless an over-limit permit is issued to a person for a residence, that person may not keep, allow, suffer or permit more than the following number of dogs to reside or remain at a County residence:
- (a) not more than five (5) dogs for residences over ten (10) acres;
  - (b) not more than three (3) dogs for residences of ten (10) acres or less;
  - (c) not more than two (2) dogs for hamlets or country residential;
- and shall be harboured, suffered or permitted to remain upon or in any land, house, shelter, room or place, building, structure, or premises within the County unless:
- 4.1.1 the premises are lawfully used for the care and treatment of Dogs, operated by or under the charge of a licensed Veterinarian for the care and treatment of Dogs.

- 4.1.2 the premises are temporarily being used for the purpose of a Dog Show.
  - 4.1.3 the Owner is the holder of a valid and subsisting Development Permit to operate an Animal Breeding and Boarding facility, Animal Hospital and Shelter or other Dog operation as authorized by the Land Use Bylaw.
  - 4.1.4 the Owner is a not-for-profit association engaged in the provision of specialized Dog services, including but not limited to guide Dogs, Police Service Dogs, and search and rescue Dogs.
  - 4.1.5 the Owner is the holder of a valid Over-limit Permit issued under Section 5 of this Bylaw.
- 4.2 Any person who keeps or harbours any Dog to which this bylaw applies in contravention of this Section is guilty of an offence.

**SECTION 5: OVER-LIMIT PERMITS**

- 5.1 Notwithstanding Section 4, the Animal Control Officer may issue to an Owner an Over-limit Permit, as per **Schedule "C": *Over-Limit Dog Permit***.
- 5.2 Any person wishing to obtain an Over-limit Permit must apply in person to the Animal Control Officer.
- 5.3 Upon receipt of a person applying for an Over-limit Permit, the Animal Control Officer shall consider the Over-limit Permit Application, and may, in their sole and absolute discretion:
  - 5.3.1 refuse to grant an Over-limit Permit.
  - 5.3.2 grant an Over-Limit Permit.
  - 5.3.3 grant an Over-Limit Permit upon such additional terms and conditions as the Chief Administrative Officer or designate deems appropriate.
- 5.4 An Over-limit Permit shall not be transferable.
- 5.5 The Animal Control Officer may revoke an Over-limit Permit if:
  - 5.5.1 a bona fide complaint from two or more residents living adjacent to the Over-limit Permit holder's residence, or
  - 5.5.2 the permit holder harbours Dogs in excess of the number permitted by the Over-limit Permit; or
  - 5.5.3 the Permit holder is guilty of an offence pursuant to Section 6 or 7 of this Bylaw.

**SECTION 6: BYLAW ENFORCEMENT PROVISIONS**

- 6.1 Except as provided in Section 6.10 herein, an Owner whose Dog is At-Large is guilty of an offence.
- 6.2 An Owner of a Dog is guilty of an offence if such Dog:
  - 6.2.1 attacks any person;
  - 6.2.2 threatens any person;
  - 6.2.3 chases any person on bicycle, horseback, or while walking or running; or
  - 6.2.4 attacks, harasses, injures or kills livestock, poultry, or pets, belonging to other persons.





- 6.3 An Owner of a female Dog in heat shall:
- during the entire period that such Dog is in heat, keep such Dog confined in a manner as not to attract other Dogs;
  - where a Dog in heat is confined such Dog shall be permitted out of confinements for the sole purpose of permitting such Dog to urinate or defecate.
- 6.4 An Owner whose Dog barks or howls thereby disturbing the quiet or repose, quality of life of any person is guilty of an offence.
- 6.4.1 Any person that is disturbed by excessive barking or howling, and wants to file a complaint shall complete **Schedule "D": Excessive Barking Complaint Form** herein, so the Animal Control Officer can determine whether Barking is reasonably likely disturbing the quiet or repose, quality of life of that person. This form is necessary to help the Animal Control Officer, as it is very difficult to investigate without knowing times and location.
- 6.4.2 After the County receives the form report for the complaint, the Animal Control Officer will:
- contact complainant to discuss his/her concerns.
  - visit the owner of the barking dog to communicate the complaint and suggest ways to prevent nuisance barking or issue a violation tag/ticket to the dog owner if warranted.
- 6.5 An Owner of any Dog which has caused Damage to Public or Private Property in the County is guilty of an offence.
- 6.6 An Owner of any Dog shall not allow a Dog to be in distress.
- 6.7 If a Dog defecates on any Private Property or Public Property Area other than the property of its Owner, the Dog Owner shall cause such defecation to be removed immediately and an Owner who fails to cause such defecation to be removed immediately is guilty of an offence.
- 6.8 An Owner whose Dog is in an area where a sign prohibits the presence of Dogs, whether At-Large or under control of such Owner, is guilty of an offence.
- 6.9 The County may post signs indicating those Public Property Areas within the County where Dogs are not permitted.
- 6.10 No person shall interfere with, hinder or impede an Animal Control Officer in the performance of any duty authorized by this Bylaw.
- 6.11 The County may designate areas where Dogs are permitted to run off leash.
- 6.12 The County may designate areas where organized canine events may be held by causing signs to be posted in such areas indicating such designations.
- 6.13 No person shall operate a Kennel in any residential district of the County. Any person operating a Kennel shall be required to obtain a Development Permit, as defined under the County's Land Use Bylaw and amendments thereto.

## **SECTION 7: NUISANCE**

- 7.1 Any person who keeps or harbours a Dog which constitutes a Nuisance is guilty of an offence.
- 7.2 Notwithstanding the provisions in Section 7.1, herein, nothing in this Bylaw shall preclude the operation of the *Stray Animals Act*, RSA 2000, c. S-20 as amended from time to time, or the operation of any applicable Alberta legislation.

**SECTION 8: VICIOUS DOG PROVISIONS**

- 8.1 The Animal Control Officer may deem a Dog Vicious if:
- 8.1.1 any Dog has a known propensity, tendency or disposition to attack, without provocation, other domestic animals or humans.
  - 8.1.2 any Dog has inflicted a Serious Wound upon another domestic animal or human without provocation.
  - 8.1.3 any Dog has been the subject of an order or direction of a Justice, under the *Dangerous Dogs Act*, RSA 1980 c. D-3.
  - 8.1.4 any Dog has been determined to be Vicious pursuant to the provisions of this Bylaw.
- 8.2 If the Animal Control Officer determines on reasonable grounds that a Dog is a Vicious Dog, either through personal observation or on the basis of facts determined after an investigation initiated by a complaint, he may:
- 8.2.1 give the Owner a written notice that the Dog has been determined to be a Vicious Dog; and
  - 8.2.2 require the Owner to keep such Dog in accordance with the provisions of Section 8.4 of this Bylaw upon the Owner's receipt of the notice; and
  - 8.2.3 inform the Owner that if the Vicious Dog is not kept in accordance with Section 8.4 of this Bylaw, the Owner will be fined, or subject to enforcement action pursuant to this Bylaw.
- 8.3 Where the Owner of a Dog that has been determined to be a Vicious Dog produces information to the Chief Administrative Officer that may alter a determination made under Subsection (2), the Chief Administrative Officer shall, as soon as it is reasonably possible, cause the matter to be reviewed and make a final determination.
- 8.4 An Owner of a Vicious Dog is guilty of an offence:
- 8.4.1 if such Dog is on any Public Property Area, or private property of which the Owner is not the Property Owner unless such Dog is on a Permitted Leash held and controlled by the Owner, or a person operating with the Owner's consent;
  - 8.4.2 unless; such Dog, at all times, while on property of which the Owner is the Property Owner, is confined within a Secure Enclosure and is not allowed out of such Secure Enclosure unless the Dog is on a Permitted Leash held and controlled by the Owner or a person operating with the Owner's consent.
- 8.5 An Owner shall not be required to leash a Vicious Dog while it is being shown or displayed at a Dog show.
- 8.6 The Chief Administrative Officer may, at his discretion, require the Owner of a Vicious Dog to post a sign at the entrance to his property stating "Vicious Dog".
- 8.7 An Owner of a Vicious Dog is guilty of an offence if such Vicious Dog:
- 8.7.1 attacks any persons.
  - 8.7.2 threatens any person.
  - 8.7.3 chases any person on bicycle, horseback, or while walking or running.
  - 8.7.4 attacks, harasses, injures or kills livestock, poultry or pets, belonging to other persons.
  - 8.7.5 is At-Large.

**SECTION 9: CONTROLLED CONFINEMENT, RABIES OR QUARANTINE PROVISIONS**

- 9.1 A person, who has received a Serious Wound and the Owner of a Dog which has inflicted the Serious Wound, shall promptly report the Dog to the Animal Control Officer who may thereupon place the Dog under Controlled Confinement and the Dog shall not be released from such Controlled Confinement except by written permission of a licensed Veterinarian. At the discretion of the Animal Control Officer, such Controlled Confinement may be on the premises of the Owner, a licensed Veterinarian within the County or the County Dog Shelter. In the case of stray Dogs whose ownership is not known, such Controlled Confinement shall be at the County Dog Shelter.
- 9.2 Upon demand made by the Animal Control Officer, the Owner shall forthwith surrender for quarantine, any Dog which has inflicted a Serious Wound to a human, or any Dog which the Animal Control Officer has reasonable and probable grounds to suspect of having been exposed to rabies, and the Dog may be reclaimed by the Owner if adjudged free of rabies, upon payment of confinement expenses and upon compliance with the provisions of this Bylaw.
- 9.3 In the event of an outbreak or a threatened outbreak of rabies or any disease affecting dogs which may be transmitted to human beings, Council may by resolution, order and direct that all Dogs shall be securely tied up on their "Owner's" property or shall be otherwise effectively confined and prevented from leaving such "Owner's" property. Any Dog found in contravention of this Section may be impounded, and at the discretion of the Animal Control Officer may be quarantined.
- 9.4 When a Dog under quarantine has been diagnosed as rabid, or suspected by a licensed Veterinarian as being rabid, and dies while under such observation, the Animal Control Officer may immediately arrange to have the head of such Dog removed and sent to the appropriate laboratory for a pathological examination and may provide the Medical Officer of Health for the County with the names of human contacts, the particulars of the suspect Dog, and any other information required by the Medical Officer of Health for the County.
- 9.5 Except as herein provided, no person shall kill, or cause to be killed, any rabid Dog, any Dog suspected of having been exposed to rabies, or any Dog which has bitten a human without immediately thereafter notifying the Animal Control Officer nor remove such Dog from the County limits without written permission from the Animal Control Officer.
- 9.6 The carcass of any Dog exposed to rabies shall, upon demand, be surrendered to the Animal Control Officer.

**SECTION 10: POWERS OF AN ANIMAL CONTROL OFFICER**

- 10.1 The Animal Control Officer is authorized to capture and impound in the County Dog Shelter, any Dog, Vicious Dog, which is At-Large. The Animal Control Officer is further authorized to take such reasonable measures as necessary to subdue any Dog, including the use of tranquilizer equipment and materials. If any Dog is injured, it may be taken to a Veterinarian for treatment to relieve pain or bleeding, then to the County Dog Shelter.
- 10.2 All impounded dogs may be kept in the County Dog Shelter for a period of **Seventy-Two (72) Hours**. During this period, any Dog may be redeemed by its Owner, except as otherwise provided in this Bylaw, upon payment to the County or its authorized agent of:
- 10.2.1 the appropriate impoundment fee as set by the County Dog Shelter; as set out in **Schedule "A": County Dog Shelter Fees** and;
- 10.2.2 the cost of any Veterinary treatment to relieve pain or bleeding of any Dog that is found to be injured when picked up or injured in the process of capture.

- 10.3 At the expiration of the Seventy-Two (72) Hour period, as prescribed in Section 10.2 herein, the County Dog Shelter Caretaker is authorized to:
- 10.3.1 offer the Dog for sale;
  - 10.3.2 destroy the Dog in a humane manner;
  - 10.3.3 allow the Dog to be redeemed by its Owner;
  - 10.3.4 continue to impound the Dog for an indefinite period of time or for such further period of time as the Animal Control Officer, in his or her discretion, may decide.

**SECTION 11: PENALTIES**

- 11.1 Any person who contravenes any provision of this Bylaw is guilty of an offence and is liable to penalty as set out in **Schedule "B": Penalties** herein.
- 11.2 Notwithstanding Section 11.1 of this Bylaw, any person who commits a second or subsequent offence under this Bylaw within one (1) year of committing the first offence may be liable to a fine of not less nor more than the sum as set out in **Schedule "B": Penalties** of this Bylaw.
- 11.3 Under no circumstances shall any person contravening any provision of this Bylaw be subject to the penalty of imprisonment.

**SECTION 12: VIOLATION TAGS**

- 12.1 An Animal Control Officer is hereby authorized and empowered to issue a Violation Tag to any person, who the Animal Control Officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw.
- 12.2 A Violation Tag may be issued to such person:
- 12.2.1 either personally.
  - 12.2.2 by mailing a copy to such person at his last known post office address.
  - 12.2.3 upon retrieval of such person's Dog from the County Dog Shelter.
- 12.3 The Violation Tag shall be in a form approved by the Chief Administrative Officer and shall state:
- 12.3.1 the name of the Owner.
  - 12.3.2 the offence.
  - 12.3.3 the appropriate penalty for the offence as specified in **Schedule "B": Penalties** of this Bylaw.
  - 12.3.4 that the penalty shall be paid within 30 day of the issuance of the Violation Tag.
  - 12.3.5 any other information as may be required by the Chief Administrative Officer.
- 12.4 Where a contravention of this Bylaw is of a continuing nature, further Violation Tags may be issued by the Animal Control Officer, provided however, that no more than one Violation Tag shall be issued for each day that the contravention continues.
- 12.5 Where a Violation Tag is issued pursuant to this Bylaw, the person to whom the Violation Tag is issued may, in lieu of being prosecuted for the offence, pay to the County the penalty specified on the Violation Tag.

12.6 Nothing in this Bylaw shall prevent the Animal Control Officer from immediately issuing a Violation Ticket.

**SECTION 13: VIOLATION TICKET**

13.1 In those cases where a Violation Tag has been issued and if the penalty specified on a Violation Tag has not been paid within the prescribed time, then the Animal Control Officer is hereby authorized and empowered to issue a Violation Ticket pursuant to Part II of the *Provincial Offences Procedure Act*, RSA 2000, c. P-34, as amended.

13.2 Notwithstanding Section 13.1 of this Bylaw, the Animal Control Officer is hereby authorized and empowered to immediately issue a Violation Ticket pursuant to Part II of the *Provincial Offences Procedure Act*, RSA 2000, c. P-34, as amended, to any person who the Animal Control Officer has reasonable grounds to believe has contravened any provision of this Bylaw.

**SECTION 14: SEVERABILITY PROVISION**

14.1 It is the intention of Council that each separate provision of this Bylaw shall be deemed independent of all other provisions herein and it is the further intention of Council that if any provision of this Bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion shall be severed and the remainder of the Bylaw is deemed valid and enforceable.

**SECTION 15: REPEAL OF PREVIOUS BYLAWS**

15.1 Bylaw 1093-01 and Bylaw 1163-08 is hereby repealed.

**SECTION 16: EFFECTIVE DATE OF BYLAW**

16.1 This Bylaw shall take effect on the day of the Third and Final Reading.

**READ FIRST TIME THIS 23<sup>rd</sup> DAY OF MAY, 2019.**

  
REEVE

S E A L   
CHIEF ADMINISTRATIVE OFFICER

**READ A SECOND TIME THIS 27<sup>th</sup> DAY OF JUNE, 2019.**

**READ A THIRD TIME AND FINAL PASSED THIS 27<sup>th</sup> DAY OF JUNE, 2019.**

  
REEVE

S E A L   
CHIEF ADMINISTRATIVE OFFICER

**SMOKY LAKE COUNTY  
IN THE PROVINCE OF ALBERTA  
BYLAW NO. 1344-19**

**SCHEDULE "A"**

**COUNTY DOG SHELTER: FEES**

1. \$10.00 per day or any part thereof - Dogs

**SMOKY LAKE COUNTY  
IN THE PROVINCE OF ALBERTA  
BYLAW NO. 1344-19**

**SCHEDULE "B"**

**PENALTIES**

OFFENCE	PENALTIES	SECTION
Dog At-Large	\$ 175.00	6.1
Vicious Dog At-Large	\$ 2,000.00	8.4
Dog: <ul style="list-style-type: none"> <li>■ attacking any person</li> <li>■ threatening any person</li> <li>■ chases any person on bicycle, horseback or while walking or running</li> <li>■ attacking, harassing, injuring or killing livestock, poultry, or pets belonging to other persons</li> </ul>	<ul style="list-style-type: none"> <li>\$ 350.00</li> <li>\$ 200.00</li> <li>\$ 200.00</li> <li>\$ 300.00</li> </ul>	<ul style="list-style-type: none"> <li>6.2.1</li> <li>6.2.2</li> <li>6.2.3</li> <li>6.2.4</li> </ul>
Failure to confine a female Dog in heat	\$ 100.00	6.3
Dog barking or howling excessively	\$ 150.00	6.4
Dog damaging a Public Property Area or Private Property	\$ 150.00	6.5
Dog in distress	\$ 300.00	6.6
Failure to immediately remove a dog's defecation <b>from</b> Private or Public Property	\$ 150.00	6.7
Dog in an area where prohibited by sign	\$ 150.00	6.8
Harboring more <ul style="list-style-type: none"> <li>(a) than five (5) dogs for residences over ten (10) acres;</li> <li>(b) than three (3) dogs for residences of ten (10) acres or less;</li> <li>(c) than two (2) dogs for hamlets or country residential;</li> </ul> <b>(without a permit)</b>	\$ 250.00	4.1
Interference or impede with enforcement of this Bylaw	\$ 250.00	6.10
Failure to control off Owner's Property: Vicious Dog	\$ 1,000.00	8.4.1
Failure to confine a: Vicious Dog	\$ 1,000.00	8.4.2
Failure to Post Sign: "Vicious Dog"	\$ 250.00	8.6
Vicious Dog: <ul style="list-style-type: none"> <li>■ attacking any person</li> <li>■ threatening any person</li> <li>■ chasing any person on bicycle, horseback or while walking or running</li> <li>■ attacking, harassing, injuring or killing livestock, poultry, or pets belonging to other persons</li> <li>■ At-Large</li> </ul>	<ul style="list-style-type: none"> <li>\$ 2,500.00</li> <li>\$ 1,500.00</li> <li>\$ 500.00</li> <li>\$ 1,000.00</li> <li>\$ 500.00</li> </ul>	<ul style="list-style-type: none"> <li>8.7.1</li> <li>8.7.2</li> <li>8.7.3</li> <li>8.7.4</li> <li>8.7.5</li> </ul>
An offence for which a penalty is not otherwise provided	\$ 100.00	
Second or subsequent offences within one-year	\$ Double	11.2

SMOKY LAKE COUNTY  
IN THE PROVINCE OF ALBERTA  
BYLAW NO. 1344-19

SCHEDULE "C"

OVER-LIMIT DOG PERMIT

Permit Number: _____	Animal Control Officer: _____
Issue Date: _____	End Date: _____
Permit Holders Name: _____	
Permit Holders Phone Numbers: _____ Residence Business Cellular	
Property Address: _____	Subdivision: _____
Legal Description: _____ Lot Block Plan $\frac{1}{4}$ Section Township Range -W4	
The following Number and Breed of Dogs have been Approved for the Property:	
# _____ Dog(s) - Current	Breed: _____
# _____ Dog(s) - New	Breed: _____
<b>THE CHIEF ADMINISTRATIVE OFFICER OR DESIGNATE MAY WITHDRAW AT ANY TIME AN OVER-LIMIT PERMIT</b>	
Permit Holder's Signature: _____	Date: _____
Animal Control Officer: _____	Date: _____



**SMOKY LAKE COUNTY  
IN THE PROVINCE OF ALBERTA  
BYLAW NO. 1344-19**

SCHEDULE "D"

**EXCESSIVE BARKING DOG COMPLAINT FORM**

**By submitting this form, you are allowing your personal information to be collected for possible use in legal proceedings relative to the filed complaint.**

COMPLAINANT NAME AND CONTACT INFORMATION:							
Last Name:				First Name:			
Phone Number:				E-mail Address:			
Mailing Address: _____, Alberta _____ Postal Code _____							
Legal Address:							
QTR/LSD	SECTION	TOWNSHIP	RANGE	W4	LOT	BLOCK	PLAN
CIVIC ADDRESS: _____							
COMPLAINT INFORMATION: Dog and Owner							
Name of Dog Owner (if known): _____							
Address: (required) _____ property address against which the complaint is being registered							
LEGAL DESCRIPTION							
QTR/LSD	SECTION	TOWNSHIP	RANGE	W4	LOT	BLOCK	PLAN
CIVIC ADDRESS: _____							
Description of barking Dog(s): (size/color/breed/gender) _____							
Have you approached the dog owner to discuss the problem? Yes ___ No ___							
If yes what action did they take? _____							
Date of Contact: _____ Name: _____							
Please provide the date, the start and stop times of the barking, duration and noise type of the barking using _____							
Log the barking activity during a one-week period for possible legal action under this Bylaw.							
DATE	Barking started	Barking stopped	Duration	Type of Noise			
EXAMPLE: 1/5/19	10:05 P.M.	10:25 P.M.	20 MINUTES	Barking Howling Whine / Cry			
<ul style="list-style-type: none"> <li>Have you contacted the owner of the barking dog to explain that the barking is now being logged for possible legal action? Yes ___ No ___</li> </ul>							
Are you willing to sign a witness statement and/or testify in court should it prove necessary? _____							
How does the barking disturb you? <input type="checkbox"/> Disturbed peace and quiet <input type="checkbox"/> Loss / Interruption of sleep <input type="checkbox"/> Other: _____							
DECLARATION:							
<input type="checkbox"/> I certify or declare under the laws of the Province of Alberta, that all statements in this form are true and correct to the best of my information and belief.							
<input type="checkbox"/> I also understand that if the dog owner appeals any actions resulting from this complaint, I will be required to appear at the court hearing and by checking this box I promise to appear at the hearing.							
COMPLAINANT: (PLEASE PRINT)				SIGNATURE		DATE	





# Request for Decision (RFD)

Meeting Date: Thursday, April 27, 2023

Agenda Item: # 7.1

Topic: Bellis 4H Beef Club Buckle Sponsorship

Presented By: Agricultural Department

---

## Recommendation:

**That Smoky Lake County donate by purchasing the belt buckle prizes for the Bellis 4-H Beef Club in support for their achievement day that will be held in Waskatenau on June 9<sup>th</sup>, 2023 for the cost of \$450.00.**

---

## Background:

For the last 8 years Smoky Lake County council has sponsored the Bellis 4H Beef Club belt buckle prizes for the achievement day and sale that is often held in conjunction with Smoky Lake County's Farmers and Ranchers Appreciation BBQ. The belt buckles cost \$1200 and since Smoky Lake County already donated \$750.00 to the Bellis 4H club after the club did a presentation at the Council Meeting on March 16, 2023 the 4-H club is just asking for the remaining \$450. In 2022 the County donated \$1200 for the belt buckles.

## Bellis 4-H Beef Club – Request for Sponsorship

428-23: Halisky

That Smoky Lake County provide funds in the amount of **\$750.00** to the Bellis 4-H Beef Club, in response to the presentation provided by the March 16, 2023, Delegations: Ellena Senetza, Club President, and Nathan Cherniwchan, Club Treasurer of the Bellis 4-H Beef Club.

Carried.

The funds for the belt buckles are budgeted for in the Agricultural Departments extension budget.

## Benefits:

Smoky Lake County will be presenting the buckles to the champions on the achievement day. The County will be helping support the 4-H club which allows kids to gain leadership skills, life skills, interview, and public speaking skills. There are many opportunities for members involved in 4-H clubs and without sponsorship within the community they would not be able to put on quality level of shows and activities.

## Disadvantages:

N/A

## Alternatives:

N/A

## Financial Implications:

\$450.00



# Request for Decision (RFD)

**Legislation:**

N/A

**Intergovernmental:**

N/A

**Strategic Alignment:**

N/A

**Enclosure(s):**

Attachment 1 – Sponsorship Letter

Signature of the CAO:

A handwritten signature in black ink, written over a horizontal line. The signature is stylized and appears to be "J. M. M.".

# Bellis 4H Beef Club



Smoky Lake County  
Box 310  
Smoky Lake AB T0A 3L0

April 1, 2023

Dear Smoky Lake County Council,

I would like to start off by thanking you for sponsoring our 4H champion buckles for the past 8 years. We really appreciate it and all the kids wear their buckles with pride. This year we have 13 beef members and 6 cleaver members. We have our general meetings once a month at the Bellis Hall and try to partake in one additional community event or workshop a month. Aside from our meetings, we do numerous other things within the community. Some of our most memorable highlights include Christmas Caroling in the community and when we go grocery shopping and donate all the food to the Smoky Lake Food Bank. We also volunteer at various community events like the Pumpkin Fair Farmers Market, Vilna Fireman's Ball, Smoky Lake Rodeo, Randy Russ Memorial Barrel Racing event and the Bellis Bonspiel, just to name a few. This month we will be volunteering at the STARS Fundraiser in Smoky Lake.

It is a busy and exciting time of the year for us. All of us members have been working really hard on our animals and we are in the process of planning our annual 4H Achievement Day and Sale. This year it will be hosted at the Waskatenau Arena on June 9, 2023 and will feature 13 market steers and numerous female breeding projects. The Cleaver members will be exhibiting their flocks of meat chickens and laying hens.

We would like to ask for your sponsorship for this event. In the past, your contribution has been used to Sponsor the Trophy Belt Buckles for the Champion and Reserve Champion steers as well as for Supreme Female and Reserve Supreme Female. Last year, our buckles cost \$1200.00 (Canadian) with an additional \$25.00 for delivery. On the behalf of the Bellis 4-h Beef Club I would like to ask the Smoky Lake County to consider sponsoring our buckles once again and presenting them to the Champions at our achievement day.

We would like to thank you in advance for your consideration to sponsor our 4H show. Without having our communities generous support, we wouldn't have been able to put on the quality level of shows we have in the past. This can only be made possible with the generous donations and contributions that we receive through all of our supporters. Your sponsorship enables us to accomplish so much! I would also like to thank you for allowing Nathan and me to attend your last council meeting and make the presentation on behalf of the Bellis 4H Beef Club.

Sincerely,  
Ellena Senetza  
President



# Request for Decision (RFD)

Meeting Date: Thursday, April 27, 2023

Agenda Item: # 7.m

Topic: Agricultural Service Board – Policies & Bylaws

Presented By: Agricultural Department

### Recommendation:

- 1) That Smoky Lake County Council amend Policy Statement 62-19-03 Agricultural Service Board: Terms of Reference for the appointment of “Producers at Large” to the ASB Board.
- 2) That Smoky Lake County Council rescind Policy Statement 62-20-02.
- 3) That Smoky Lake County Council amend Bylaw No. 1441-23. and give first reading, second reading, permission for third reading, and third reading.
- 4) That Smoky Lake County Council amend Bylaw No. 1435-23. and give first reading, second reading, permission for third reading, and third reading.

### Background:

At the February 15, 2023 Council Meeting the following motion was made:

*375-23: Serben*

*That Smoky Lake County Council direct Administration to undertake a review of the Agricultural Service Board (ASB) Policies and Bylaw and provide recommendations to Council with desired changes to become congruent, and align them with each other and the ASB Act; and bring forward new and/or amended legislation to replace or update the ASB Policies and Bylaw for Council’s consideration at future Council Meeting.*

Updates have been made to include Producer-at-Large board members as per Council’s direction.

County Council Member Only ASB’s	Council and Public Member Combination ASB’s
2011: 32	2011: 35
2022: 19	2022: 48

There are advantages and disadvantages to both ASB compositions. Administration has outlined them below.

### Benefits:

To have an ASB Board comprised of Council and public members.

- Provides Council direct input from agricultural producers and those in the industry.
- Greater knowledge base for agriculture related policy direction.
- Increased resident participation in municipal policy and program development.

### Disadvantages:

To have an ASB Board comprised of Council and public members.

- Scheduling is a challenge as public members’ schedules need to be considered in addition to Council’s. Attracting members can be a challenge.
- Public members can be prone to introducing external politics to ASB meetings.



# Request for Decision (RFD)

- Councilors typically have a better understanding of our programs and policies and the inner workings of the County. Emergent issues may still have to go through a Council Meeting to address issues promptly.

## Alternatives:

Any alternative to the recommendation is at the discretion of Council.

## Financial Implications:

Producer members-at-large will be compensated for meetings and expenses incurred while acting as a Board member at the rate set by Council resolution at the annual Organizational Meeting. Currently the committee representation rate is \$175 per day and the mileage and meal expenses will be paid at the same rate as stated in *Policy Statement No. 08-18-08: Council Remuneration and Expenses*.

## Legislation:

- Agricultural Service Board Act
- Alberta Weed Control Act
- Alberta Agricultural Pest Act

## Intergovernmental:

N/A

## Strategic Alignment:

N/A

## Enclosure(s):

Attachment #1: Policy Statement 62-19-03 Agricultural Service Board: Terms of Reference

Attachment #2: Policy Statement 62-20-02

Attachment #3: Bylaw No. 1441-23

Attachment #4: Bylaw No. 1435-23

Signature of the CAO:

A handwritten signature in black ink, consisting of a large, stylized initial 'J' followed by several peaks and valleys, ending with a horizontal line.

**SMOKY LAKE COUNTY**



<b>Title: Agricultural Service Board Producer-at-Large: Terms of Reference</b>		<b>Policy No.: 19-03</b>
<b>Section: 62</b>	<b>Code: P-A</b>	<b>Page No.: 1 of 4</b>

<b>Legislation Reference:</b>	Alberta Provincial Statutes
-------------------------------	-----------------------------

<b>Purpose:</b>	Establish a process to fulfill the appointment of Producer-at-Large as a member on the Agricultural Service Board.
-----------------	--

<b>Policy Statement and Guidelines:</b>	
<b>1. STATEMENT:</b>	
1.1	Smoky Lake County Council has established an Agricultural Service Board Bylaw No. 1441-23 that advises on the development of agricultural programs and services to promote and enhance viable sustainable agriculture in the County.
<b>2. OBJECTIVE:</b>	
2.1	To seek appointment for three (3) Producer-at-Large position on the Agricultural Service Board in the County.
2.2	Producer-at-Large members will be compensated for meeting and expenses incurred while acting as a Board member at the rate set by Council resolution.
<b>3. GUIDELINES:</b>	
3.1	Appointment of Producers-at-Large: <ul style="list-style-type: none"> <li>■ Smoky Lake County will advertise for ASB Producers-at-Large prior to its annual organizational meeting in election year.</li> </ul>
3.2	Selection <ul style="list-style-type: none"> <li>3.2.1 Applications will be reviewed by County Council.</li> <li>3.2.2 County Council at its sole discretion will appoint three (3) members as Producer-at-Large.</li> <li>3.2.3 The selected members as Producer-at-Large will be appointed for a four (4) year term.</li> <li>3.2.4 Orientation will be provided for applicants to discuss position, responsibilities, and the role of Agricultural Service Board within Alberta.</li> </ul>



<b>Title:</b> Agricultural Service Board: Terms of Reference	<b>Policy No.:</b> 19-03
<b>Section:</b> 62	<b>Code:</b> P-A
	<b>Page No.:</b> 2 of 4

<b>Policy Statement and Guidelines:</b>	
<b>4. PROCEDURE:</b>	
4.1	Interested applicants shall submit an application form in writing as specified in <b>Schedule "A": Application For Producer-At-Large</b> completing each section in detailed outlining Agricultural related experience, Community Involvement and why interested in serving on the Agricultural Service Board (ASB).
4.2	Applicants should be actively farming and must be familiar with current agricultural practices and trends that affect producers in Smoky Lake County.

	<b>Date</b>	<b>Resolution Number</b>
Approved	<b>October 21, 2010</b>	# 978-10 - Page # 9491
Amended	<b>May 9, 2016</b>	# 687-16 - Page # 12241
Amended	<b>April 27, 2023</b>	

## Schedule "A" Agricultural Service Board Application for Producer-at-Large



### Smoky Lake County Agricultural Service Board Producer-at-Large Application Form

**Personal Information** *(Please print or type)*

---

**Title (Mr./Mrs./etc.)**

**Full Name**

**Town/City**

**Province**

**Postal Code**

**Phone**

**Email**

**Are you a resident of Smoky Lake County? Yes/No**

**If yes, how long?**

**Are you actively farming within Smoky Lake County? Yes/No**

**Are you an employee of Smoky Lake County? Yes/No**

By completing and submitting this form you are consenting to the confidential review of your application by County Council, County Representatives and Representatives from the respective Board/Committee you are applying for. If appointed, your name would appear in the record of the meeting as well as a committee member listing, which are public documents.

**I accept the release of my name to the general public: Yes / No**

Completed application forms can be submitted to Smoky Lake County by either:

Email: [county@smokylakecounty.ab.ca](mailto:county@smokylakecounty.ab.ca)

Mail: Smoky Lake County, Box 310, Smoky Lake, AB T0A 3C0

Deliver to: Smoky Lake County Main Office, 4612 McDougall Drive, Smoky Lake

**Interest and Qualifications**

*Please answer each of the following questions, in relation to the committee and describe your relevant education, expertise, work or real-life experience.*

**Are you an active producer within Smoky Lake County? Please describe your farming operation.**

**Do you have any previous Board experience? Please elaborate.**

**How will Smoky Lake County benefit from your participation on the Agricultural Service Board?**

**What special skills or knowledge would you bring to the Board?**

**Are there any professional or personal constraints to your time that could interfere with serving on the Board?**

**Describe your understanding of the purpose and function of the Agricultural Service Board and how it operates.**

**What would make for a satisfying Board experience for you? What are you hoping to get out of being on this Board?**

**Do you foresee any limitation to you being on this Board in terms of personal interests that could conflict? If so, please elaborate.**

**Any other information you would like to add?**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Old

## SMOKY LAKE COUNTY



<b>Title:</b> Agricultural Service Board: Terms of Reference	<b>Policy No.:</b> 19-02
<b>Section:</b> 62	<b>Code:</b>
	<b>Page No.:</b> 1 of 2

<b>Legislation Reference:</b>	Alberta Provincial Statutes
-------------------------------	-----------------------------

<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>
-----------------	--

<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.

**3. GUIDELINES:**

**Section 2 Agricultural Service Board Act:**

- 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>		

(Rescind)

# SMOKY LAKE COUNTY



<b>Title: Agricultural Services Board Advisory Committee: Terms of Reference</b>	<b>Policy No.: 20-02</b>
<b>Section: 62</b>	<b>Page No.: 1 of 1</b>

<b>Legislation Reference:</b>	Alberta Provincial Statutes
-------------------------------	-----------------------------

<b>Purpose:</b>	The Agricultural Services Board 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.
-----------------	--

<b>Policy Statement and Guidelines:</b>	
<b>1. 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 organizational meeting.
<b>2. MANDATE:</b>	
2.1	Attend two ASB meetings per year to address agricultural related issues in an advisory capacity by sharing knowledge and expertise.
2.2	Advisory Committee members 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. RENUMERATION</b>	
3.1	Committee members will be paid expenses as per county remuneration rates.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	<b>October 21, 2010</b>	# 979-10 - Page # 9491
<b>Amended</b>	<b>December 13, 2013</b>	
<b>Amended</b>		

SMOKY LAKE COUNTY  
IN THE PROVINCE OF ALBERTA  
BYLAW NO. 1441-23

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 act as an advisory body and will assist County Council and the Minister in matters of mutual concern.

**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 Councilor **as defined in** 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.~~
- 3.5 **“Meeting”**: means an Agricultural Service Board meeting.
- 3.6 **“Member”**: means a member of Council of the Agricultural Service Board.
- 3.7 **“Organizational Meeting Annual General Meeting”**: means an annual Meeting of the Board Council ~~held in accordance with Section 192 of the *Municipal Government Act*.~~ **to appoint the Chair and Vice Chair.**
- 3.8 **“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)~~ **two (2)** Council members **and three (3) Producer Members-at-Large.**
- 5.2 Annually, at the first Board meeting following the County 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.
- 5.3 **Members of the Board shall be remunerated as per the rate set by County Council annually at the County Organizational Meeting and paid meals and mileage at the same rate as stated in the Council Remuneration and Expenses Policy.**

#### **PART SIX: QUORUM & VOTING**

- 6.1 A majority of **Three** voting members of the board shall constitute quorum.
- 6.2 All decisions of the Board shall be determined by a simple majority vote.
- 6.3 **A person who is a member of the Board ceases to be a member if without being authorized by a resolution of the Board, he/she is absent from 3 consecutive regular meetings of the Board.**



**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)~~ two (2) times per year, or at the call of the Chair.
- 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-Chairperson 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 prepared by the Board and authorized approved by Council during the annual budget cycle prior to December 31<sup>st</sup> of the calendar year.

**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 Board in carrying out the functions, duties and powers of the County Board. 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.~~
- 11.2 The Producers-at-Large as members appointed to the Agricultural Service board have a fiduciary responsibility to Smoky Lake County to act in good faith, not disclose confidential information and due diligence of care in managing of the business relating to all agricultural matters.

**11.3 REPEAL and EFFECTIVE DATE**

That Bylaw No. 1357-19 is hereby repealed.

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

**Read a First time this 27<sup>th</sup> day of April, 2023.**

**Read a Second time this 27<sup>th</sup> day of April, 2023.**

**Read a Third and Final time this 27<sup>th</sup> day of April, 2023 and finally passed.**

---

REEVE

S E A L

---

CHIEF ADMINISTRATIVE OFFICER

**SMOKY LAKE COUNTY  
IN THE PROVINCE OF ALBERTA  
BYLAW NO. 1435-23**

**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.

**Bylaw 1435-23**

- 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. 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.
  - 3.3.1 No member of the Agricultural Service Board can be a member of the Independent Appeal Panel.
- 3.4 Each Member shall be appointed annually at the County Council Organizational Meeting or from time to time should vacancies occur.
- 3.5 No person who is an elected officer or an employee of the County shall be appointed as a member of the Panel.
- 3.6 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. **Quorum will be 3 members-at-large on each Appeal.**
- 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. **In this event the alternate will sit in.**
- ~~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.~~ **Members of the Panel shall be remunerated as per the rate set by County Council annually at the County Organizational Meeting and paid meals and mileage at the same rate as stated in the**

**Council Renumeration and Expenses Policy.**

~~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.



**Bylaw 1435-23**

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. 1411-22 is hereby repealed.

That this Bylaw comes into effect on the date of final passing.

READ A **FIRST TIME** IN COUNCIL THIS 27<sup>th</sup> of April, 2023.

READ A **SECOND TIME** IN COUNCIL THIS 27<sup>th</sup> of April, 2023.

READ A **THIRD AND FINAL TIME** IN COUNCIL THIS 27<sup>th</sup> of April,2023

---

Lorne Halisky  
Reeve

**S E A L**

---

Gene Sobolewski  
Chief Administrative Officer



**Chief Administrative Officer**  
 Report Period: **Mar 08, 2023 to Apr 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> <li>No Change since last report, action pursuant to tabling on agenda as requested by Linda.</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 and staff are currently working through policies and bylaws which have not been reviewed in a long while or require overhauls to meet the challenges and demands in 2023.</li> </ul>	Oct 15/22		
<p><b>Review of HAK Facility Condition Assessment (FCA) - Repurposing:</b> This review was requested by Council in response to suggested needs from the community. The County has a number of record drawings and a preliminary review has been undertaken in regard to the possibility of re-purposing some portions of the existing HAK School for Community use.</p> <p><b>Project progress:</b></p> <ul style="list-style-type: none"> <li>Requested a copy of the FCA report for review to determine the deficiencies and criteria used by Alberta Infrastructure in determining the necessity of demolition of the entire school. The report has not been received yet.</li> </ul>		Ongoing	

**ADMINISTRATIVE**

Projects	Date In Progress	Date Outstanding	Date Completed
<b>Managers Meetings – Every Monday Morning</b>			Ongoing
<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</p>	Feb 08/23		

**Chief Administrative Officer**

Report Period: **Mar 08, 2023 to Apr 19, 2023**

<p>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 reviewing the flag agreement to ensure that the County is adequately protected from liability.</li> <li>• A draft policy has been developed and is being reviewed internally by the Public Works department. Once completed the final version will be brought to Council in the May meeting for approval.</li> </ul>			
<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> <p><b>Project progress:</b></p> <ul style="list-style-type: none"> <li>• Administration has completed the version of the Cold Weather Policy. This is a rather comprehensive document and provides for the basis of judgement between the employee and manager to determine safe protocol.</li> <li>• Administration is asking for the policy to be acknowledged by Council, as it is a management policy. Council can choose to change to a Governance policy, which then becomes fixed by passing a resolution.</li> <li>• Administration is undertaking a review of our existing policy and determining whether ALL policies should be reviewed and approved by Council and abolish the “Management” header, which this policy was to be placed under. Apparently the dual system was recommended by G. Cuff some time ago and that system may not be relevant in 2023, nor no longer advisable.</li> </ul>	Feb 08/23		Mar 16/23
<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 engineers are reviewing the workshop notes and working on preparation of the draft standards text.</li> </ul>	Ongoing		
<p><b>Joint Health and Safety Committee Meeting</b></p>			

**Chief Administrative Officer**

Report Period: **Mar 08, 2023 to Apr 19, 2023**

<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>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 CAO provided additional information to Heather regarding the ABS grant and letter of support. Information on the CCI Tower in the Hamlin area was also sent to Heather for her review.</li> </ul>			

**HWY 28/63 COMMISSION**

<p><b>Hwy 28/63 Board meeting</b></p>			Dec 19/22
<p><b>Hwy 28/63 Legal:</b> 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.</p>	Jan 20/23	Ongoing	

**FINANCIAL**

Projects	Date In Progress	Date Outstanding	Date Completed
----------	------------------	------------------	----------------

## Chief Administrative Officer

Report Period: **Mar 08, 2023 to Apr 19, 2023**

<b>2023 Budget (Council) Meeting</b> – The final budget has been presented to Council.	Ongoing		
<b>Land Inventory/Sale of Lands</b> – At the last meeting and from previous discussions, Council has been interested in determining a listing of available lands which could then be offered for sale. An inventory was emailed to Council to provide feedback on properties (owned by the County) which may be candidates for sale.  <b>Project progress:</b> <ul style="list-style-type: none"> <li>Administration is currently reviewing the County Land Disposal Policy to allow for simpler process for disposal of land to include fee simple, tender (quotation) and auction with the provision for establishing an asking price or reserve bid.</li> </ul>			
<b>HUMAN RESOURCES</b>			
<b>Projects</b>	<b>Date In Progress</b>	<b>Date Outstanding</b>	<b>Date Completed</b>
<b>Welder:</b> The County welder position has not been filled. Applicants report that the County wages scale are too low.  <b>Project progress:</b> <ul style="list-style-type: none"> <li>The County concluded interviews and offered the position to a Candidate. The Candidate accepted and is expected to start at the beginning of May.</li> </ul>	Ongoing		
<b>Public Works Manager:</b> The Public Works Manager provided notice of retirement with a last day of Friday, April 28, 2023.  <b>Project progress:</b> <ul style="list-style-type: none"> <li>An offer was made and Chris Minailo has accepted the position.</li> </ul>	Jan 13/23		
<b>COMMUNITY</b>			
<b>Projects</b>	<b>Date In Progress</b>	<b>Date Outstanding</b>	<b>Date Completed</b>
<b>TRAINING</b>			
<b>COUNTY STRATEGIC PLAN</b>			
<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.  <b>Project progress:</b> <ul style="list-style-type: none"> <li>The Council adopted the Strategic Plan at the March 2023 meeting.</li> <li>At the Government Liaison Committee meeting held on April 18, 2023, the Council provided guidance as to their priorities for</li> </ul>	Ongoing		

**Chief Administrative Officer**

Report Period: **Mar 08, 2023 to Apr 19, 2023**

advocacy and lobby. Administration will now integrate into the draft management plan as part of the overall management plan to Council.

- The final budget will provide a section for anticipated, although at an “order of magnitude” costs to begin the advocacy, lobby and pre-emptive planning exercises contemplated in the Strategic Plan.
- At the Government Liaison Committee meeting held on April 18, 2023, some members of Council suggested some further wording changes in the plan to reflect recent discussions and elaboration and further quantification of some priorities/strategies.

**Recommendation: That Council approve the Revision 1 version of the strategic plan and authorize the Chief Administrative Officer to integrate the proposed changes into operational and financial targets/milestones accompanying plan for approval by Council pursuant to the direction set at the Government Liaison Committee meeting held on April 18, 2023.**

**Signature:**  
**Gene Sobolewski**

**County Council Meeting: Apr 27, 2023**

# Councillor Report

## Dan Gawalko Division one

March/April 2023

- March 23, Fed Gas zone 3 & 4 meeting held in Two Hills AB. ( Daniel Moric & myself )

Welcome from the mayor of Two Hills and Dianne Saskiw county of Two Hills, Dale Swyripa gave the directors report discussed the rebate program lots of calls from customers, RMA is fighting for natural gas, and different levy fundings we broke into groups and debated different riser levies and options for funding the discussions will be taken back and returned to membership for further consideration at a later date.

Bert Paulssen started the Federation update, 2 new members Alder flats and Buck lake gas co-ops south of the Drayton Valley area, discussed ongoing relations with the Alberta government and the fall convention will be moving to River Cree resort with an opportunity for bigger trade fair, food options and entertainment. Tom Kee continued with the federation update discussing the gas rebate program, carbon levy going to 65 dollars a ton on April 1/23, discussed gas utility operator training and some renovations to the building, O & M auditors will be Delbert Beazer & Jay Livingston, talked about alternate fuel sources ex. blending hydrogen. and safety loss management reporting property evaluations and the FIRE reciprocal also talked about the benefits update and grant funding. Gas Alberta update talked about the board and direction of Gas Alberta, outages and inspections, Alberta odorant services, pipeline funding program has a 3.45 million dollar balance. Carlee Marten from Gas Alberta gave the gas markets rates & update April gas

prices will be in the 3.00 range, Capital power Genesee power plant will be doing a coal to gas conversion, mild weather & high stock levels in Europe and Alberta additional supply with the higher prices ,record production levels in 2023 when Kitimat LNG goes online price should be increasing to 5.00 for next winter. Upcoming events FIRE reciprocal members meeting June 21 @ River cree, the Fed gas charity golf classic August 10 @ goose hummock. The 2023 fall zone meeting will be in Lamont county.

- March 23, Bellis Vilna Citizens on Patrol meeting

Meeting was held at Bellis curling rink, no law enforcement were in attendance, I gave the county report and discussed the clubs ask for financial assistance from the county, Leanna gave the finances and further discussion on promotional items COPs will be attending the May 5 emergency preparedness day with a booth and the meat raffle tickets were handed out for members to sell, next meeting will be in Vilna on May 11 @ 7:00 pm at the town office.

- April 20, Evergreen Regional Waste Services Commission meeting  
Discussed having a conversation with md of Bonnyville giving them options to haul to Evergreen, Ashley gave the treasurers report, Paul gave the site report, May 6 starting summer hours, the site is drying up real nice, free freon units disposal for the month of May, and the Boscombe 4H club will be coming in for 4-6 hours for cleanup at the site and make some money for their club. Discussed using tire derived aggregate for new MSW cell construction for a saving of 660,000 dollars, talked about maps of the transfer sites on our website, signed a contact with west parkland for hauling and recycling our propane tanks 5.00 for 20 & 30 # tanks & 15.00 for non damaged 100 # tanks, Quantum life cycle is offering 10% off to members of Alberta CARE for



refurbished IT equipment, an extended producer responsibility webinar will be held on April 24 from 12:30 to 2:00 pm through Alberta municipalities, and Paul presented the precipitation and leachate records from 2010 to 2022, next meeting is May 25 at St.Paul county office.

## Councillor's Report

March 2023

From Councillor Linda Fenerty, Division 2

### **March 10, 2023 – Community Futures – St. Paul Office (10:00 a.m.)**

- Penny Fox & I had an orientation session to discuss the various programs that are offered through Community Futures.

### **March 13, 2023 – North East Muni-Corr Ltd – via Zoom (10:00 a.m.)**

- There are a few outstanding items from previous meeting: (1) Timbers for the trestle have not yet been picked up due to inclement weather. (2) Letter to Minister re: signage on Hwy. 28 (3) Policy re: numbers of meetings a Director can miss. (4) Zoning bylaws for construction laydowns (5) liability at Bellis sand dunes. Other business: Seismic work is being done in MuniCorr's Bellis property – NE corner approximately 50 metre swath to accommodate trac-hoe – They will pay \$400.00 for access.
- Report was given by **RRTS (Riverland Recreation Trail Society)** –There has been a lot of activity on the trail and Groomer Foundation has completed two complete groomings of the Trail. He has submitted a TCT Spring Clean-Up Grant – awaiting reply.
- **Alberta's Lakeland Destination Marketing Organization (Lakeland DMO)** – Marianne has applied for a grant but has been told amount applied for has to be spent first, then will be reimbursed. Motion made to fund the DMO loan to get grants moving using maturing GIC which will be paid back in full when federal funding is received. Marianne has been meeting with Travel Alberta and The Group Solution to finish sessions for Travel Lakeland, Metis Crossing and Kalyna Country Ecomuseum. She has four PrairiesCan Projects (more info to follow)
- **North East Muni-Corr Ltd.** – getting information on some Muni-Corr properties including shapefiles and sizes of parcels
- Next meeting – April 17 @ 10:00 – in-person or via zoom

### **March 16, 2023 – Community Futures – via Zoom – 5:00 p.m.**

- Jody presented a copy of current loan portfolio. Delinquency report reviewed with accounts of concerns being discussed. Both reports are confidential. Financial report presented. The draft budget was presented, with proposed 5% increase in wages. Staff have not had an increase in a number of years. This will be reviewed and motion will be made to adopt next meeting. Penny submitted her Manager's report. March was busy with Mannawanis Energy Summit, 100 Cups of Coffee, and grand opening of Twisted Fork with Econo Musee'. Community Futures Symposium is set for September 21 & 22 with major topic being Economic Development.

### **March 17, 2023 – Econo Musee' Destination Meeting @ 2:30 p.m.**

- I met with representatives of Econo Musee' as part of the Lakeland Destination Marketing Organization. The intent was to showcase tourist attractions along the Iron Horse Trail. I invited Carmen Bergeron (Carmen's Catering), Katherine Underwood (Black Cat's Cauldron), and a new resident to the County (Laura Bertin). It was a very productive meeting as the three ladies hadn't met before, yet they have great ideas, ie. Local foraging for plants, use of herbs and plants for medicinal purposes, kayaking & ice fishing weekends for women & families, cooking in the wild

using traditional methods to name a few. The people from Econo Musee will include this in their report and offered them some great ideas, and the three have collaborated since on their ideas. A bonus for our County.

### **March 20 – 22, 2023 – Rural Municipalities of Alberta – Edmonton**

- Breakout sessions attended were: (1) Communicating as a Councillor: Essential Skills for Effective Speaking (hosted by Lauren Sergy) This session was about approaching virtual meetings with intent, keeping people engaged and keeping virtual meetings on track, and to be productive at them.
- (2) Social Service Speed Networking: Connecting Communities with Social Services.

### **Other Meetings**

- March 1, 2023 @ 11:00 a.m. – Alberta Counsel – 2023 Budget Update – Zoom
- March 1, 2023 @ 1:00 – 3:00 p.m. – Board Development (Strong Teams & Effective Relationships) – Zoom This was a webinar on the characteristics of a strong team, how to identify & address reasons Boards fail, how to create effective relationships, and to explain how the Board (Council) & management (CAO) responsibilities are separate but can overlap (knowing the boundaries).
- March 7, 2023 @ 10:30 a.m. – RCMP Liaison Committee (w/Lorne)
- March 8, 2023 @ 5:00 p.m. – Village of Vilna mtg. (delegations from NLLS & RCMP) – Please note the following quote from Village of Vilna March 2023, “...a **“Controlled Opiate Dosing Facility”** or a **“Supervised Consumption Site”** are **NOT an acceptable service for the Vilna Community.**”
- March 16, 2023 @ 9:15 a.m. – County Council Meeting – Re: Bylaw 1429-23 & Public Hearing 1:15 p.m. – Re: Bylaw 1425-22
- March 16, 2023 @ 7:30 p.m. – Vilna & District Municipal Library – no quorum, so meeting has been re-scheduled.
- March 24, 2023 – St. Paul – 6:00 – 7:00 p.m. – Town Hall Meeting at St. Paul Legion with Minister Mike Ellis
- March 27, 2023 – Smoky Lake Regional Heritage Board – AGM & meeting – 2:30 – 4:00 p.m.
- March 27, 2023 – Joint Municipalities Meeting – Vilna @ 5:00 p.m.
- March 29, 2023 – Policy Committee Meeting – Council Chambers @ 9:00 a.m.
- March 29, 2023 – 100 Cups of Coffee – Smoky Lake Bakery @ 4:00 p.m.

## March 16 - April 18, 2023 Councilor Report

March 16 Regular Council Mtg: Included in this council meeting was a delegation from the Bellis 4H group as well as a text report from the local RCMP Detachment which was presented by Reeve Halisky.

March 17 Smoky Lake Foundation (Zoom): 2 presentations were included in the agenda: Financial Auditor B. McCarthy as well as CARF (accreditation information). The decision for which Accreditation company to use was postponed to the next meeting.

March 20-22 RMA Conference: As well as attending breakout sessions the council had a few one on one meetings scheduled with some of the GoA Ministers, MLAs as well as RCMP K-Division.

March 27 Joint Municipalities (5 -8 pm) Vilna: Presentation by MLA Glen Van Dijken included information on how GoA is looking at how to manage surplus budgets, highway 28 updates, as well as alternative energy and the Alberta Sovereignty Act. Bob Bezpalko, Alberta Hub, provided some background information on Alberta Hub. Also provided were updates with regards to the Metis Crossing as well as both school boards within the County. There was also a brief discussion as to what a Regional Newsletter would look like for the County, if one was developed.

March 29 Policy Committee Mtg (9-11:30 am): Reviewed Community Peace Officer (CPO) draft document, as well as the following policies: Designated Recreation Trails, Recreational Trails Roadway Agreement, Road License Agreement, Council Procedural By-Law, Discipline as well as policies which need to be updated or rescinded.

April 3-5 ASCHA conference: Valuable conference which covered numerous topics ranging from Board and CEO roles in Affordable Housing Development, Healthy Aging, Board Workshop, How to Optimize Your Municipal Partnerships to Build More Affordable Housing, and a session covering legal concerns.

April 6 Committee of the Whole: Discussed list of County owned land as well as Access to Water, Bed and Shore.

April 13 Regular Council Mtg.: This meeting also included 2 Public meetings as well as an MPC meeting as well as 3 delegations: B. McCarthy from the JMD Group LLP, D. Harsula with Victoria Trail Ag. Society as well as B. Novosiwsky.

April 18 Smoky Lake County Government Liaison Committee: Reviewed the Smoky Lake County Strategic Plan (2023-2025) and worked on developing an Advocacy Plan. Next meeting is scheduled for May 9.

Respectfully submitted,

Dominique Cere

Division 3





# Reeve's Report

**March 11, 2023 to April 20, 2023**

March 14, 2023 – LARA AGM Meeting, held at Spedden Hall (Dan and Lorne in-person)

- Gentec presentation on livestock genetics, hybrid vigour maintenance and DNA testing strategy etc.
- Range Ward Solar Fencing demonstration including reflective fencing, solar energized operation and all fencing in one mobile unit/trailer.
- CFGA - Canadian Forage Growing Association discussed water systems, improving pastureland, grazing plans and fencing etc.
- MD of Bonnyville gave an ASB overview of their services.

March 16, 2023 – Regular County Council Meeting, held in Chambers/virtual (all Council in-person)

- Gave 1<sup>st</sup> reading to Bylaw 1432-23 to regulate RVs within the County and gave 1<sup>st</sup> reading to Bylaw 1433-23 to remove certain RV provisions in the Land Use Bylaw and gave 1<sup>st</sup> reading to Bylaw 1434-23 to protect and regulate municipal lands and reserves.
- Executed a Memorandum of Understanding with the Municipal Natural Assets Initiative Society to develop a Natural Asset Roadmap supporting progress for County's natural asset management.
- Amended Policy Statement No. 01-35-02: Flags Protocol & Half Masting.
- Approved to provide \$750 to the Bellis 4-H Beef Club.
- Amended Policy Statement No. 01-28-03: Council Request for Information.
- Approved to provide \$250 to sponsor local playing in the "World's Longest Hockey Game for Kids"
- Approved to support the "You Make a Difference Campaign" comprised of two key pillars of action: "100 Cups of Coffee (Engaging 50 Community leaders)" and "Community Capacity Building Training Program".
- Acknowledged Noreen Easterbrook and Michelle Wright, for being awarded the prestigious Queen Elizabeth II's Platinum Jubilee Medals.
- Revised Bylaw 1413-22 for Lending to a Municipal Controlled Non-Profit Organization.
- Gave 3<sup>rd</sup> & final reading to Bylaw 1425-22 for an Intermunicipal Development Plan (IDP) with Vilna.
- Approved to provide FCSS funds of \$1,000 to the Vilna Veselka Dance Club and \$3,250 to the Town of Smoky Lake Library.
- Approved to sell surplus equipment by public tender.
- Adopted the County's 2023-2025 Strategic Plan.

March 18, 2023 – Edmonton Boat & Sportsman Show (Lorne in-person)

- Represented the County at the Regions Booth. Show attendance was down a bit but booth attendance was high with interest in purchasing rural property, camping/fishing, Pumpkin Fair Activities, Metis Crossing etc.

March 20-22, 2023 – Rural Municipalities of Alberta (RMA) Convention, held in Edmonton (all Council in-person)

- Met with RCMP K-Division to discuss crime reduction, visibility & enforcement in the community, and enhanced public confidence & engagement.
- Minister of Justice – Tyler Shandro
- Mayors & Reeves Meeting
- Met with Parliamentary Secretaries for Rural Health and EMS Reform to discuss the current medical services and possible medical services available in Smoky Lake and Vilna Hospitals, EMS wait times and costs incurred for Smoky Lake "Local" Fire Department, and Doctor and Medical Staff recruitment and retention.



# Reeve's Report

**March 11, 2023 to April 20, 2023**

March 23, 2023 – NAAGO Northeast Alberta Alliance for Growth and Opportunity Meeting/Lobby with GOA Transportation and Economic Corridors Minister for Highway 28 Improvements in Edmonton (Lorne in-person)

- Met with Minister Dreeshen to lobby for Highway 28 Improvements and lowering speed limit passing the Town of Smoky Lake.

March 24, 2023 – Alberta's Lakeland DMO Meeting (Jered and Lorne virtually)

- Tourism Initiatives Update on RTIC – Regional Tourism Initiative Committee (St Paul and Elk Point) who toured Lakeland Region Tourism businesses and worked on strategy.
- Travel Alberta Investment Funding Projects discussing itineraries, content amplification, brand identity & feature landing pages and tradeshow display.
- Discussed a partnership with Kalyna Country.
- Discussed PrairiesCan Projects.
- Discussed Travel Alberta Co-op Marketing proposal.
- Discussed attending the Edmonton Boat and Sportsman Show 2023 which had less people but was still successful with numbers that attended the booth.
- Discussed the Passport Program.
- Scheduling a ByLaw review of Alberta Lakeland DMO vs. Travel Lakeland and Marketing vs. Management.
- 2023 AGM Meeting will be held April 27.
- 2022 Year end review committee to be completed by two members.
- Community Futures Loan & Borrowed Funds were discussed.

March 27, 2023 – Joint Municipalities Meeting, held in Vilna (all Council in-person)

- Received a presentation from Bob Bezpalko, Executive Director of Alberta HUB, that provided an overview of what the Alberta Hub does and what Economic Development is.
- Received updates from attendees: MLA Glenn van Dijken and Aspen View Public Schools.
- Discussed the Town of Smoky Lake's Community Policing Grant, Emergency Preparedness Week Event in Smoky Lake (May 12), Regional Newsletter idea, and Vilna's inquiry on contracting the County's Community Peace Officer.

March 29, 2023 – Policy Committee Meeting, held Chambers (all Council in-person)

- Recommended consideration of purchasing portable vehicle weigh scales.
- Reviewed:
  - Policy Statement No. 07-01: Designated Recreational Trails
  - Policy Statement No. 07-03: Recreational Trails Roadway Licensing Agreements
  - Policy Statement No. 03-44. Road License Agreement
  - Policy Statement No. 15-01-02: Discipline Policy
  - Bylaw No. 1400-21: Council Procedural Bylaw

March 31, 2023 – MCC For the Smoky Lake Tourism Group Meeting held at Metis Crossing (Lorne in-person)

- Met with the Legal Team for the MCC Shareholders Agreement and toured Metis Crossing Gathering Place, Lodge, Paddocks, Solar Project etc.

April 4, 2023 – RCMP Liaison Committee, held in Chambers (Lorne and Linda in-person)

- Confirmed the Emergency Preparedness Week Event in Smoky Lake for May 12, 2023 at the Smoky Lake Agricultural Complex and continued with the coordination of the event.



# Reeve's Report

**March 11, 2023 to April 20, 2023**

April 4, 2023 – CBC Interview on Rural Medicals Services (Lorne virtually)

- Interviewed by a CBC Reporter on bringing back medical services that were lost through the years to the County's Health Centers in Smoky Lake and Vilna.

April 5, 2023 – Joint Health & Safety Committee, held virtually (Lorne & Dominique virtually)

- Acknowledged 14 items relating to old business that must be resolved.
- Reviewed & amended Safety Policy Statement No. 04-02-02: Formal Inspections.
- Reviewed & amended Safety Policy Statement No. 01-05-03: Joint Health & Safety Committee Terms of Reference
- Reviewed Cold Weather Mobilization policies under the County Policy Statement No. 03-40-04 and Safety Policy Statement No. 07-31-02.
- Received the "Contact Report" from Occupational Health and Safety, dated Jan. 16, 2023 in respect to a reported concern.
- Reviewed 6 incidents that occurred between December 15, 2022 & April 5, 2023.

April 5, 2023 – Aspen View Public Schools Tour of New HAK with Superintendent and Trustees (Dan, Linda, Jered, and Lorne in-person)

- Toured new HAK School in Smoky Lake, discussed the possibility of retaining the old school for community usage, day care space size and capacity issue and other advanced education opportunities etc.

April 6, 2023 – Council Committee of the Whole, held in Chambers (all Council in-person)

- Reviewed the 2023 County-Owned Lands List, Public Access to Water, Bed & Shore -Island, Kaduk, Wayetenau, Whitefish & Cache Lakes, and the Town of Smoky Lake's Municipal Community Policing Grant.

April 11, 2023 – Regional Community Development Committee (RCDC), held in Chambers/virtual (Lorne & Jered in-person)

- Discussed RCDC's involvement the 2023 Edmonton Boat and Sportsman Show with Michelle and Lorne working at the Regions Booth. Show attendance was lower then previous but booth attendance was great.
- Discussed funding Unstoppable Conversations for Vilna which was deferred to a future date due to RCDC rethink etc.
- Discussed funding 100 Cups of Coffee Initiative which was also deferred to a future date due to RCDC rethink etc.
- Discussed/approved funding Travel Lakeland Passport prizes of \$500 as per previous year(s).
- RCDC Refresh/Rethink etc. will be scheduled in the immediate future.
- Roundtable discussion was held with some great initiatives taking place within the region.

April 11, 2023 – Health Care Conversation Session (Lorne and Dan virtually)

- Discussion on the operations of the 811 Health Link with this service now being offered province wide offering a diverse group of health care professional services.
- Discussed the Virtual Medical Doctor Service to which an appointment is required, intended to divert Albertans away from ER's/ urgent care clinics, this service maybe used when people don't have a family physician and also eases the burden on EMS services.





# Reeve's Report

**March 11, 2023 to April 20, 2023**

- Discussion was held on DynaLife Services with changes to lab services, provincial vs. regional approach making it easier to have advanced technology etc. vs. having a lesser service and bring lab services education to local schools with the hopes to keep these services/ people in rural.

April 13, 2023 – Regular County Council Meeting, held in Chambers/virtual (all Council in-person)

- Public Hearing held for Bylaw No. 1426-22: a bylaw for Town of Smoky Lake and Smoky Lake County Intermunicipal Development Plan (IDP).
- Public Hearing held for Bylaw No. 1433-23: A Bylaw amending the Smoky Lake County Land Use Bylaw 1272-14 and amending the Smoky Lake County Municipal Development Plan Bylaw 1249-12, to remove certain Recreational Vehicles (RV) provisions.
- Gave 3<sup>rd</sup> & final reading to Bylaw 1426-22 for an Intermunicipal Development Plan (IDP) with the Town of Smoky Lake.
- Gave 1<sup>st</sup> reading to Bylaw No. 1436-23: Major Alternative Energy Bylaw, Amending Land Use Bylaw No. 1272-14 and Municipal Development Plan Bylaw No. 1249-12.
- Declared April 28<sup>th</sup> as a “Day of Mourning” remembering all workers who have been killed, injured or disabled at their place.
- Approved the audited Smoky Lake County Consolidated Financial Statements and the Smoky Lake County Gas Utility Financial Statements for the year ended: December 31, 2022.
- Approved to close the County offices on Friday, May 5, 2023 for the Annual Safety Meeting.
- Rescinded 14 policies that were redundant and/or superseded by bylaw or other legislation.
- Amended Policy Statement No. 02-09-03: Peace Officer Human Relations Records.
- Gave 2<sup>nd</sup> readings to Bylaws 1433-23, 1432-23 & 1434-23.
- Designate River Lot 10 as the preferred location for a North Saskatchewan Heritage River Commemorative Plaque.
- Approved to execute a sale agreement in the amount of \$80,000 plus GST for County Owned Lands described as portions of River Lot 10 (Victoria Settlement), with the purchaser: Métis Crossing and the Métis Nation of Alberta, pending completion of the said parcel’s subdivision.
- Approved to provide \$500 to Smoky Lake Minor Hockey Association.
- Proclaimed May 8 to May 12, 2023 as Economic Development Week.
- Acknowledge the Village of Waskatenau has been approved for a grant of \$152,474 under the Intermunicipal Collaboration component of the 2022/23 Alberta Community Partnership (ACP) program, for the Waskatenau Creek Intermunicipal Trail Connectivity Study project.
- Acknowledge the success of the County’s years of lobbying to reduce the speed limit on highway 28 past the Town of Smoky Lake.
- Approved \$500 to the Smoky Lake Archery 2023 team, representing Canada.
- Approved \$350 to the Smoky Lake Holubka Dancers, for Highway Cleanup lunch.

April 13, 2023 – Municipal Planning Commission, held in Chambers/virtual (all Council in-person)

- Approved Development Permit No. 006-23: PLAN 0322248, BLOCK 1, LOT 31 (PT. SW-09-62-13-W4M) for the development of a Detached Garage (Accessory Building) & Garage Suite.

April 18, 2023 – Government Liaison Committee, held in Chambers/virtual (all Council in-person)

- Reviewed County Policy Statement No. 01-23: Government Liaison Committee Terms of Reference.
- Reviewed the Alberta Advantage Immigration Program (AAIP) Rural Renewal Stream (RRS).
- Reviewed the adopted 2023-2025 Smoky Lake County Strategic Plan in respect to developing a 2023 Advocacy Plan.



# Reeve's Report

March 11, 2023 to April 20, 2023

April 18, 2023 – Doctor Retention and Recruitment Meeting (Lorne in-person and Dan virtually)

- Discussed changing the Terms of Reference to extend to all medical professional services which will be revised and brought back to the next meeting.
- The NRED - Northern and Regional Economic Development Grant application was unsuccessful.
- New Doctor is arriving on April 25<sup>th</sup> and discussion was help on the final logistics and budget requirements with all in place etc.
- Physician Locum Coverage fees for the ER was discussed and will continue as per usual.
- 2023 RhPAP Rhapsody Ward for the Rural Health-Care Heroes was submitted to recognize the Raubenheimer Clinic and support staff.
- RhPAP Let's Go Rural Grant was submitted and successful with the High School Medical Skills Day Event to take place October 27<sup>th</sup> at the HAK School including all other High Schools within the County.
- Bringing Medical/Health Care Training to our schools was discussed and will be looked into/brought back to the next meeting.
- GOA Funding for Medical Staffing in Rural was discussed with a letter being drafted/sent to the GOA Heath Minister etc.
- RhPAP update on successful Let's Go Rural High School Event, Land Acknowledgement Session on April 20 11am – noon and, College of Physicians and Surgeons Information Session on May 18 11am – noon.
- Discussion was held about how/if the Dr. Ret. & Rec. Committee would like to acknowledge the medical staff on Alberta Rural Health Week held on May 29th to June 2nd with all committee members unanimously in favor.
- Roundtable discussion was held with all pleased on the committee's progress – great job!

April 19, 2023 – Highway 28/63 Regional Water Services Commission Meeting and Workshop, held in Chambers/virtual (Lorne & Dan in-person)

- Received updates from the Commission Manager, Finance Manager, Engineer and Provincial Representative.
- Approved to enter into an electricity services contract with Alberta Municipalities at the best price available under \$100.00/MWh.
- Workshop discussion was held on water capacity for the present and future.

April 19, 2023 – MCC For the Smoky Lake Tourism Group Meeting held at Smoky Lake Inn Conference Room (Lorne in person)

- Discussion was held about the April 24<sup>th</sup> Shareholders Meeting, Annual Minutes, Annual Report to Shareholders, Financial/Auditor Report and Election of Directors.

April 20, 2023 – 100 Cups of Coffee Sessions (Lorne in-person and virtually)

- March 29, April 5, April 19 and April 20 sessions.

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**

**March 8<sup>th</sup> – March 29<sup>th</sup>, 2023**

**Jered Serben, Division five**

### **March 8<sup>th</sup>**

- Seniors Housing Stakeholder via Zoom (Senior's Housing)
- Vague presentation, overview, regarding the preliminary/proposed criteria and flow of money from the announced Provincial budget.
- Several questions regarding the proposed criteria and how housing bodies access money. Questions and concerns will be forwarded to the Ministry, no answers provided at this time.
- Some key questions, concerns included: LAP grant (operating fund) underfunded and not keeping up with inflation. How Housing can expand with few to no assets and capital? How can Housing access money for needed housing repairs and renovations?
- ASCHA conference is April 3<sup>rd</sup> – 5<sup>th</sup>. I expect more information will be fronted at that time.

### **March 14<sup>th</sup>**

#### **Smoky Lake Pumpkin Patch Daycare**

- Dana Fedoretz resigned as Chair to become an employee of the Daycare part time. Dana is a level 3 care provider
- Jered is the new Chair person
- Ongoing growing pains transitioning to Quickbooks, payroll, signing authorities, etc.
- Board learned from the Treasurer that the daycare has a letter of incorporation and owes taxes. \$3500 for 2022 and an estimate of \$15,000 of back taxes from years previous
- Current enrollment of 28 children and 2 out of school care
- Current daycare is licensed for 44 children and 9 OSC (out of school)
- New school daycare square footage limits licensing to a maximum of 25 children (Council and daycare board will confirm if this info is accurate on

April 5<sup>th</sup> at our school walk through). County invested money to originally expand the daycare in the new school

- Current calculations presented to the board from the daycare Director are as follows: Big kid room 45.42 sqft. to allow a maximum of 15 children. Baby room 30.75 sqft. To allow a maximum of 10 children
- Advertising costs (mailbox handouts) \$187. Smoky, Waskatenau, Vilna
- 3 new hires; One level 3 (Dana). One is a current EA from British Columbia and is awaiting writing the required equivalency exam for Alberta
- Director to be paid her hourly wage to a maximum of 2 hours per regular meeting when in attendance
- Discussion about Zoom, to have or not to have. Jered and Mel are to investigate legislation, if any, on the matter
- Daycare requires a tablet or laptop for the Director usage. Jered and Mel to check with County and Town if any old ones may be available
- Next meeting April 5th

## March 17<sup>th</sup>

### Smoky Lake Foundation

#### Jered and Dominique

- Reminder for the CAO to release agenda packages 7 days prior to a regular board meeting
- March 1<sup>st</sup>, an audit from CCHSS (Continuing Care Health Service Standards). 2 deficiencies: Expired hand sanitizer and eye washing stations not maintained. Hand sanitizer was not expired rather, re filled into a bottle that had an expiry date. Eye washing stations are now current
- March 13<sup>th</sup>, E-learning sessions for staff
- March 28<sup>th</sup>, Bivalent vaccine will be offered to persons that want it
- March 24<sup>th</sup>, resident menu meeting for BVN. **NOTE: The Board received an email on March 17<sup>th</sup> at 1:51 pm that the resident menu meeting will be held at 2pm on March 17<sup>th</sup> but was actually to be held at 10 am. Delayed because of lockdown. A change of date and time without notice.**
- March 20<sup>th</sup> was Vilna's resident menu meeting. Dominique and I were absent due to the RMA conference

- OHS requires an LPN, RN or Dr. on site at all times otherwise CPR and First Aid trained staff are required
- CPR and First Aid training begins March 21<sup>st</sup>, 5 sessions in March and 1 in April. **NOTE: By Motion, CPR and First Aid training was to be complete by January 31<sup>st</sup>. No extensions were brought forth to the Board.**
- 2 kitchen staff will attend the 2 day Sysco Food Show in Edmonton, lodging required
- Vilna lodge Manager attended Sysco via Zoom on February 16th and claimed it to be a waste of time due to Sysco's menu rotation of 9 weeks vs the Lodge's 11 week rotation
- Recreation includes cooking and baking, live music, bingo (the most engaged game with 20-25 regular players)
- Bus that transports residents to Walmart broke down in February without word on a repair date. I suggested to talk with Brent Matiazo who owns several buses to see if he has a unit that fits the requirements
- Maintenance, Fire alarm in Pine Creek. Resident burnt food. 4J Mechanical is starting to replace copper piping with Pex due to pin holes in copper pipe
- Maintenance, Golden Valley Villa: Waiting on a few updates for the fire alarm system
- Maintenance, BVN: 2 new washing machines with 30 pound capacity vs 1 at 60 pound capacity. 2 30 pound dryers vs 1 60 pound capacity dryer
- Discussion regarding Staff Meals and the system in place for tracking those meals. The Board learned that the Staff Meals system is based on an honour system.
- MOTION: To direct the CAO to host managers meetings bi-weekly and report to the Board the same day
- ASCHA claims that the transition to the 811 system vs the 911 system is not working. CAO Leslie explained that employees are legally unable to assess a patient...
- CAO Leslie reported a cost of \$1228 in cash that was incurred by the Smoky Lake Foundation by helping Eagle Hills Foundation transition out of Connecting Care. No time/hours were reported to the Board and a contract was not executed prior to moving forward. A letter was submitted to Eagle Hills to nullify. No money was recovered.

- CAO Leslie explained that the LAP grant will not see an increase however, inflation is causing budgets to run lean and that future requisitions may reflect this
- Bonnie is to send login information for ASCHA membership information.
- Delegation: Jill Allison from CARF, an accreditation company. Accreditation will take up to 18 months at a cost of \$12,000
- MOTION: To defer a decision regarding accreditation body until after the ASCHA conference held April 3<sup>rd</sup> – 5<sup>th</sup>
- Delegation: JMD, Barb McCarthy. Clean audit
- Vacancies: Vilna Cottage full. Vilna Lodge total capacity: 28 rooms. Villa 12 rooms. Currently 17 residents in the Lodge with 1 on a waiting list and 11 occupying the Villas
- BVN Smoky Lake: SCU (self contained units) no vacancy. 3, 2 bedroom and 2, 2 bedroom market suites available. 45 residents in BVN lodge, 4 suites avail. 20 residents in DSL4D, 21 in DSL4
- Board has still not toured facilities (Covid, flu season)

**March 20<sup>th</sup> – 22<sup>nd</sup>**

### **RMA Conference**

- Met with K – Division to discuss policing, prosecuting, restorative justice
- Discussed school program “Brainstormy” that is being piloted in Wetaskiwin. I received a follow up call on the 22<sup>nd</sup> and asked the program coordinator to contact the Smoky Lake RCMP detachment and the HAK, Vilna, Waskatenau schools administrations for implementation of this program. The program is based on how electronics, screen time, is affecting thought processes.
- Met with Minister Shandro to discuss re opening the Smoky Lake Courthouse, restorative justice and what the Province has for abilities to mitigate crime in rural areas and hold prolific criminals to account
- Met with MLA’s Sigurdson and Yeo (MLA Glenn VanDijken was present) to discuss the lack of ambulance service in our area (wait times of an hour, plus) and what is planned to mitigate this issue. Discussed that by providing

sufficient health services in the Smoky Lake hospital this will relieve urban hospitals and mitigate wait times for patients. Minor surgeries, cancer treatment, dialysis, etc..

Other meetings and volunteer positions:

- March 15<sup>th</sup>, H.A.K School Council
- March 24<sup>th</sup> DMO, Zoom
- March 28<sup>th</sup>, VTAS
- March 29<sup>th</sup>, 100 cups of coffee

April 12, 2023

10.a

Reeve Halisky and Councillors  
Smoky Lake County  
PO Box 310, Smoky Lake, AB T0A3C0

**Subject: Awards from the Alberta Recreation and Parks Association and the Government of Alberta honour outstanding work in your community**

Dear Reeve Halisky and all Members of Council,

We are delighted to announce that the Alberta Recreation and Parks Association (ARPA) will be presenting several awards to recognize leadership and excellence in the recreation and parks sector. We invite you to nominate deserving members of your community for these prestigious awards.

The award ceremony will take place during the President's Awards Banquet on Saturday, October 28, 2023, at the Fairmont Chateau Lake Louise, where 400 delegates will be in attendance as part of our annual Conference and Energize Workshop. We believe that recognizing outstanding work inspires Albertans to continue their efforts in making their communities better.

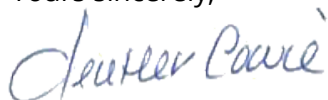
The awards include the Lieutenant Governor's Leadership for Active Communities Awards, which recognize the achievements of individuals and groups who are leading their communities to increase citizen participation in active living, recreation, and sport, resulting in healthier people and communities. This year, we have three categories: Elected Community Official Award, Group Spirit of Community Leadership Award, and Professional Leadership Award. We are planning to have the Lieutenant Governor with us at the President's Awards Banquet to present all three awards.

In addition to the Lieutenant Governor's Awards, ARPA will also be presenting multiple awards including the A.V. Pettigrew Award, which recognizes a community or organization that has made a significant impact on improving the quality of life of their citizens through recreation and parks. We will also be launching a new award focused on Inclusion as well as additional awards covering different aspects of the recreation and parks sector.

To view more details on each award and to complete our online nomination form, please visit the ARPA website at <https://arpaonline.ca/awards-scholarships/>.

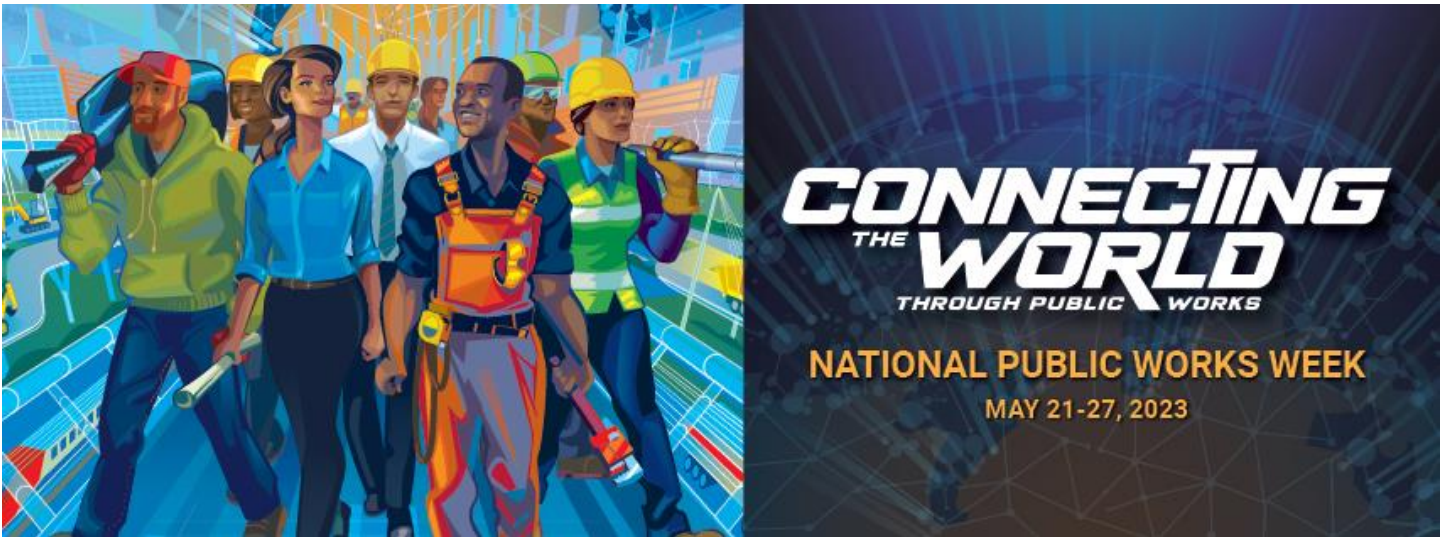
We look forward to recognizing and celebrating the hard work and dedication of individuals and groups who are making a difference in their communities and improving the lives of Albertans.

Yours sincerely,



Heather Cowie  
President





National Public Works Week

May 21–27, 2023

“Connecting the World Through Public Works”

Provincial/Territorial Proclamation

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

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

WHEREAS, it is in the public interest for the citizens, civic leaders and children in **Alberta** to gain knowledge of and to maintain an ongoing interest and understanding of the importance of public works and public works programs in their respective communities; and,

WHEREAS, the year 2023 marks the 63<sup>rd</sup> annual National Public Works Week sponsored by the American Public Works Association be it now,

RESOLVED, that **Smoky Lake County of Alberta**, do hereby designate the week May 21–27, 2023 as National Public Works Week; I urge all citizens to join with representatives of the American Public Works Association/Canadian Public Works Association and government agencies in activities, events, and ceremonies designed to pay tribute to our public works professionals, engineers, managers, and employees and to recognize the substantial contributions they make to protecting our national health, safety, and quality of life.



10.c

ALBERTA

TRANSPORTATION AND ECONOMIC CORRIDORS

*Office of the Minister  
MLA, Innisfail-Sylvan Lake*

April 13, 2023

AR 93209

Lorne Halisky, Reeve  
Smoky Lake County  
PO Box 310  
Smoky Lake, AB T0A 3C0  
[lhalisky@smokylakecounty.ab.ca](mailto:lhalisky@smokylakecounty.ab.ca)

Dear Reeve Halisky:

I am pleased to advise you and your Council that the following project will be funded under Transportation and Economic Corridors' Strategic Transportation Infrastructure Program.

**Local Road Bridges:**

Based on your application, the approved grant is 75 per cent of the eligible project cost.

BF 76552 – Culvert Replacement, maximum grant: \$500,781.00.

The final grant amount will be based on the actual eligible costs at the time of project completion, up to the approved maximum grant. Please note that no cost increases will be considered as a condition of this approval. While I know you are looking forward to sharing this important announcement, I request your confidentiality at this time and ask that you please do not publicly communicate this project approval until provincial announcements are made.

Our government continues to make investments in hospitals, schools, roads, bridges, transit, and water infrastructure to support municipalities in improving critical local transportation infrastructure, creating jobs, and stimulating the economy.

Transportation and Economic Corridors staff will be in contact with your administration to formalize the funding agreement to undertake this work.

Sincerely,

Honourable Devin Dreeshen, ECA  
Minister of Transportation and Economic Corridors

cc: Glenn van Dijken, MLA for Athabasca-Barrhead-Westlock  
Michael Botros, Regional Director, North Central and Fort McMurray Regions,  
Transportation and Economic Corridors



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Shaw*

AR111331

April 11, 2023

Dear Chief Elected Official:

Intermunicipal Collaboration Framework agreements (ICFs) between municipalities with shared boundaries are designed to provide for integrated and strategic planning, delivery, and funding of intermunicipal services.

ICFs are created with the understanding that things change over time, and there is a requirement to review those frameworks regularly to ensure they are current and meet the needs of the municipalities that are parties to the framework.

I have heard from some municipalities that it will be challenging to meet the review period of “at least every five years” from the date that their original ICF was signed while the ministry is concurrently reviewing the ICF provisions within the *Municipal Government Act*. Given those concerns, I have signed Ministerial Order No. MSD:24/23, extending the review period from five to seven years.

For clarity, this does not impact the obligation to have an ICF in place and current agreements are still in effect. In other words, the time extension does not mean municipalities can forfeit their obligations within their agreement, including cost-sharing, shared services, and any agreed-upon review period. We recommend municipalities hold off on renegotiation discussions in light of the potential for further amendments.

In addition to this extension, my ministry can provide additional supports to assist with mediation or facilitation services if needed. Questions regarding ICFs can be directed to a Municipal Collaboration Advisor at [icf@gov.ab.ca](mailto:icf@gov.ab.ca) or toll-free by first dialing 310-0000, then 780-427-2225.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Rebecca Schulz'.

Rebecca Schulz  
Minister

Attachment: Ministerial Order No. MSD:024/23

cc: Chief Administrative Officers



ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Shaw*

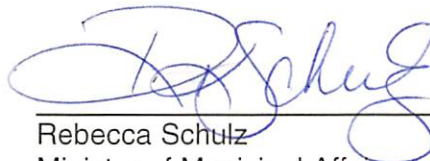
MINISTERIAL ORDER NO. MSD:024/23

I, Rebecca Schulz, Minister of Municipal Affairs, pursuant to Section 605(2) of the *Municipal Government Act*, make the following order:

The date by which a municipality must review an intermunicipal collaboration framework, as required by Section 708.32(1) of the *Municipal Government Act*, is amended from at least every five years to at least every seven years.

This order expires March 31, 2027.

Dated at Edmonton, Alberta, this 6<sup>th</sup> day of April, 2023.



Rebecca Schulz  
Minister of Municipal Affairs

<b>Information Release</b>	
<b>Date Released</b>	<b>Number/Information Released</b>
March 10, 2023	<b>R37-23:</b> Evergreen draft minutes (Feb.16.23) / Budget to Actual/ AB CARE Conference
March 10, 2023	<b>R38-23:</b> Fort Air Partnership Follow up Information
March 10, 2023	<b>R39-23:</b> RMA Contact Newsletter: March 10, 2023
March 15, 2023	<b>R40-23:</b> UCC News Bulletin- March 2023
March 15, 2023	<b>R41-23:</b> Aspen View Board Highlights – March 9, 2023
March 21, 2023	<b>R42-23:</b> RMA Contact Newsletter: March 17, 2023
March 22, 2023	<b>R43-23:</b> Reply letter to Aspen View regarding Highway 28 Speed limit- January 17, 2023
March 24, 2023	<b>R44-23:</b> Vilna/Bellis COPs Meeting- March 2023
March 26, 2023	<b>R45-23:</b> Waskatenau Pryveet Dance Club Minutes for February and March 2023
March 30, 2023	<b>R46-23:</b> Thank You Letter from Jon Mamela – Travel Alberta: March 30, 2023
March 30, 2023	<b>R47-23:</b> NSWA March 2023 Newsletter
April 3, 2023	<b>R48-23:</b> RMA Contact Newsletter: March 31, 2023
April 3, 2023	<b>R49-23:</b> Camrose Casino Closure
April 3, 2023	<b>R50-23:</b> Tax Exemptions on New Wells and Pipelines Reply from Minister
April 4, 2023	<b>R51-23:</b> Cybera Reply on RMA Resolution 13-23S
April 4, 2023	<b>R52-23:</b> Letter from Mayor of Barrhead to EPA Re: Exemption of Newspaper from EPR Program Revisions
April 6, 2023	<b>R53-23:</b> RMA Contact Newsletter: April 6, 2023
April 11, 2023	<b>R54-23:</b> UCC-ACP News Bulletin- April 2023
April 11, 2023	<b>R55-23:</b> Unpaid Oil and Gas Property Taxes
April 12, 2023	<b>R56-23:</b> Aspen View News Release – April 11 2023
April 12, 2023	<b>R57-23:</b> RMA District Update April 2023
April 12, 2023	<b>R58-23:</b> Rebecca Schulz- April 6, 2023 Re: Building Code Updates
April 18, 2023	<b>R59-23:</b> Aspen View Board Highlights – April 6, 2023
April 18, 2023	<b>R60-23:</b> RMA Contact Newsletter: April 14, 2023
April 19, 2023	<b>R61-23:</b> Letter to Town of Smoky Lake - Letter of Request: Sandstone for Plaque Site, North Sask. Heritage River Initiative – April 17, 2023
April 20, 2023	<b>R62-23:</b> Heritage River Report – April 2023