

**SMOKY LAKE COUNTY**

Minutes of the **County Council Meeting** held on Thursday, **April 27, 2023**, at 9:04 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, Apr. 27, 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	Present in Chambers
Plan/Dev Manager	Jordan Ruegg	Virtually Present
Planning Technician	Kyle Schole	Virtually Present

\*\*\*\*\*

Observers in Attendance Upon Call to Order:

Community Peace Officer	Tate Murphy	Virtually Present
Interim Ag. Fieldman	Amanda Kihn	Virtually Present
Municipal Clerk	Jenna Preston	Virtually Present
Communications Officer	Evonne Zukiwski	Virtually Present
Natural Gas Manager	Daniel Moric	Virtually Present
GIS Technician	Carole Dowhaniuk	Virtually Present
Public	2 Members	Virtually Present
Media	N/A	Absent

**2. Agenda:**

537-23: Fenerty

That the Smoky Lake County Council Meeting Agenda for Thursday, April 27, 2023, be adopted, as amended:

**Deletion:**

7.f Property Tax Write-Off.

**Additions:**

7.o Agricultural Service Board 202-2024 Grant Agreement Amending Agreement.

7.p Weekly Manager Meeting Notes Discussion.

7.q Citizens On Patrol (C.O.P.) - Request for Funding.

Carried Unanimously.

**3. Minutes:**

**Minutes of March 16, 2023 – County Council Meeting**

538-23: Cere

That the minutes of the **Smoky Lake County Council Meeting** held on Thursday, March 16, 2023, be adopted as presented.

Carried.

**7. Request for Decision:**

**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**

539-23: Cere

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 **THIRD AND FINAL READING**, and that the Reeve and the Chief Administrative Officer are hereby authorized to fix their signatures to all necessary documents and that the corporate seal also be fastened where it is deemed to be necessary.

Carried.

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

540-23: Fenerty

That Smoky Lake County Bylaw No. 1432-23: Recreational Vehicles (RV) Bylaw, be given **THIRD AND FINAL READING**, and that the Reeve and the Chief Administrative Officer are hereby authorized to fix their signatures to all necessary documents and that the corporate seal also be fastened where it is deemed to be necessary.

Carried.

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

541-23: Gawalko

That Smoky Lake County Bylaw No. 1434-23: Regulation of Municipal Land and Reserves, be given **THIRD AND FINAL READING**, and that the Reeve and the Chief Administrative Officer are hereby authorized to fix their signatures to all necessary documents and that the corporate seal also be fastened where it is deemed to be necessary.

Carried.

**Policy Statement No. 61-25-01: Reserve Land Management**

542-23: Halisky

That Smoky Lake County Policy Statement No. 61-25 01: Reserve Land Management, be amended:

<b>Title:</b> Reserve Lands Management Policy		<b>Policy No.:</b> 25-01
<b>Section:</b> 61	<b>Code:</b> P-R	<b>Page No.:</b> 1 of 8
<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.	
<b>Policy Statement and Guidelines:</b>		
<b>1. STATEMENT:</b>		
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.	
<b>2. GUIDELINES:</b>		
2.1	<u>Environmental Reserve (ER)</u>	
2.1.1	A developer may be required to provide the following as Environmental Reserve:	
2.1.1.1	land that is a swamp, gully, ravine, coulee, or natural drainage course;	
2.1.1.2	land that is subject to flooding; or	
2.1.1.3	a strip of land not less than 6 meters in width adjacent to a body of water.	
2.1.2	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.	
2.1.3	Development on or in proximity to hazardous areas may be considered only if recommended in a geotechnical study prepared by a qualified professional.	
2.2	<u>Municipal Reserve (MR), School Reserve (SR), or Municipal and School Reserve (MSR)</u>	
2.2.1	A developer may be required to provide the following as MR, SR or MSR:	
2.2.1.1	Up to 10 percent of the land that is the subject of the application, less environmental reserve, for park, school, and recreation purposes.	
2.2.2	Lands with these designations can only be used for park, recreation, or school authority purposes.	

<b>Title:</b> Reserve Lands Management Policy		<b>Policy No.:</b> 25-01
<b>Section:</b> 61	<b>Code:</b> P-R	<b>Page No.:</b> 2 of 8
<b>Policy Statement and Guidelines:</b>		
2.3 <u>Community Service Reserve (CSR)</u>		
2.3.1 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.		
2.4 <u>Conservation Reserve (CR)</u>		
2.4.1 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.		
2.5 <u>Policy Statements:</u>		
2.5.1 <b>Background</b>		
2.5.1.1 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.		
2.5.1.2 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.		
2.5.1.3 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.		

<b>Title:</b> Reserve Lands Management Policy		<b>Policy No.:</b> 25-01
<b>Section:</b> 61	<b>Code:</b> P-R	<b>Page No.:</b> 3 of 8
<b>Policy Statement and Guidelines:</b>		
2.5.2 <b>Municipal Reserves (MR)</b>		
2.5.2.1 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.		
2.5.2.2 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.		
2.5.2.3 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.		
2.5.2.4 The County may require subdivision developers to provide recreational facilities in new subdivisions.		
2.5.2.5 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.		
2.5.2.6 Public trails may be developed on MR lands, at the discretion of the County.		
2.5.2.7 Motorized vehicles will not be permitted on reserve lands unless the County approves a parking lot within the MR lands.		
2.5.2.8 Commercial facilities and services will not be permitted on Reserve lands.		
2.5.2.9 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.		
2.5.2.10 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.		

Title: Reserve Lands Management Policy		Policy No.: 25-01
Section: 61	Code: P-R	Page No.: 4 of 8

<b>Policy Statement and Guidelines:</b>	
2.5.2.11	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.
2.5.2.12	MR lands will not be leased under any circumstances.
2.5.2.13	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.
<b>2.5.3</b>	<b>Environmental Reserves (ER) and Conservation Reserves (CR)</b>
2.5.3.1	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.
2.5.3.2	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.
2.5.3.3	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.
2.5.3.4	Motorized vehicles will not be permitted on ER or CR lands unless the County approves a parking lot within the ER or CR lands.
2.5.3.5	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.

Title: Reserve Lands Management Policy		Policy No.: 25-01
Section: 61	Code: P-R	Page No.: 5 of 8

<b>Policy Statement and Guidelines:</b>	
2.5.3.6	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 <b>Encroachment Agreements/Licenses Policy Statement 61-21</b> as amended and/or receive approvals from Alberta Environment.
2.5.3.7	No private access facilities will be permitted on ER or CR lands.
2.5.3.8	Commercial facilities and services will not be permitted on ER or CR lands.
2.5.3.9	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.
2.5.3.10	ER and CR lands will not be leased under any circumstances.
<b>2.5.4</b>	<b>Encroachments and Unauthorized Structures on Municipal Reserve Lands</b>
2.5.4.1	Refer to the Smoky Lake County <b>Encroachment Agreements/Licenses Policy Statement 61-21</b> 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.
<b>2.5.5</b>	<b>Encroachments and Unauthorized Structures on Environmental Reserve Land or Conservation Reserve Lands</b>
2.5.5.1	Refer to the Smoky Lake County <b>Encroachment Agreements/Licenses Policy Statement 61-21</b> 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.
<b>2.5.6</b>	<b>Undesignated Reserves</b>
2.5.6.1	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.
2.5.6.2	The County can choose how to manage these undesignated Reserves with regards to the current definitions of MR and ER.

Title: Reserve Lands Management Policy		Policy No.: 25-01
Section: 61	Code: P-R	Page No.: 6 of 8

Policy Statement and Guidelines:	
2.5.6.3	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.
2.5.6.4	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.
2.5.6.5	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.
<b>2.5.7</b>	<b>Disposal of Reserves</b>
2.5.7.1	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.
<b>2.5.8</b>	<b>New Municipal Reserves</b>
2.5.8.1	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.
2.5.8.2	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.
2.5.8.3	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.
2.5.8.4	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:
2.5.8.4.1	Responds to demand for recreation facilities and services that will benefit the future residents of the subdivision and any surrounding developments;
2.5.8.4.2	Provides land that is suitable and attractive for development of recreation facilities or opportunities;

Title: Reserve Lands Management Policy		Policy No.: 25-01
Section: 61	Code: P-R	Page No.: 7 of 8

Policy Statement and Guidelines:	
2.5.8.4.3	Creates interconnected open space that provide trail links to adjoining subdivisions and other lands;
2.5.8.4.4	Protects natural features that cannot be protected by ER such as treed areas;
2.5.8.4.5	Achieves ecological connections for vegetation continuity or wildlife corridors;
2.5.8.5	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:
2.5.8.5.1	To provide land that is suitable and attractive for development of recreation facilities and opportunities;
2.5.8.5.2	To provide water access;
2.5.8.5.3	To create interconnected open spaces that provide trail links to nearby shorelines, within a subdivision, or to adjoining subdivisions and other lands;
2.5.8.5.4	To protect natural features that cannot be protected by ER; or
2.5.8.5.5	To achieve ecological connections for vegetation continuity or wildlife corridors.
2.5.8.6	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.
<b>2.5.9</b>	<b>New Environmental Reserves</b>
2.5.9.1	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.
2.5.9.2	Dedication of ER may also provide public access to lakes, rivers, and other bodies of water and watercourses.
2.5.9.3	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.
2.5.9.4	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.

<b>Title:</b> Reserve Lands Management Policy		<b>Policy No.:</b> 25-01
<b>Section:</b> 61	<b>Code:</b> P-R	<b>Page No.:</b> 8 of 8
<b>Policy Statement and Guidelines:</b>		
<p><b>2.5.10 Environmental Reserve Easements</b></p> <p>2.5.10.1 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.</p> <p>2.5.10.2 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.</p> <p>2.5.10.3 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.</p> <p><b>2.5.11 Implementation</b></p> <p>2.5.11.1 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.</p> <p>2.5.11.2 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.</p>		

Carried.

**Policy Statement No. 61-21-02: Encroachment Agreement/License**

543-23: Serben

That Smoky Lake County Policy Statement No. 61-21-02: Encroachment Agreement/License, be amended:

<b>Title:</b> Encroachment Agreements and Licenses		<b>Policy No.:</b> 21-02
<b>Section:</b> 61	<b>Code:</b> P-I	<b>Page No.:</b> 1 of 19 E
<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>	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.	
<b>Policy Statement and Guidelines:</b>		
<p><b>1. STATEMENT:</b></p> <p>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.</p> <p>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>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.</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> <p>3.1 <b>County:</b> means Smoky Lake County.</p> <p>3.2 <b>Encroachment:</b> means any portion of a landscaping improvement, or structure which extends onto County lands which could be either a roadway or other Reserve Lands.</p>		

<b>Title:</b> Encroachment Agreements and Licenses		<b>Policy No.:</b> 21-02
<b>Section:</b> 61	<b>Code:</b> P-I	<b>Page No.:</b> 2 of 19 E
<b>Policy Statement and Guidelines:</b>		
3.3	<b>Encroachment Agreement:</b> 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	<b>Encroachment License:</b> means 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	<b>*GIS:</b> means Geographic Information System used for gathering, managing, and analyzing data.	
3.6	<b>Landowner:</b> means all owners(s) listed on the Certificate of Title as having an interest in the titled land.	
3.7	<b>May:</b> means discretionary compliance or a choice in applying policy.	
3.8	<b>MGA:</b> means the Municipal Government Act being the Revised Statutes of Alberta 2000 Chapter M-26, and amendments thereto.	
3.9	<b>Real Property Report:</b> means a plan that illustrates the survey performed by an Alberta Land Surveyor showing what is and what is not on a parcel of land at the time of the survey.	
3.10	<b>Reserve Lands:</b> 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	<b>Roadway:</b> means a highway or Roadway that is subject to the direction, control, and management of the County.	
3.12	<b>Shall:</b> means mandatory compliance.	
<b>4. SCOPE:</b>		
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.	

<b>Title:</b> Encroachment Agreements and Licenses		<b>Policy No.:</b> 21-02
<b>Section:</b> 61	<b>Code:</b> P-I	<b>Page No.:</b> 3 of 19 E
<b>Policy Statement and Guidelines:</b>		
4.3	<b>The Landowner will be responsible for all costs associated</b> 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.	
<b>5. RESPONSIBILITIES</b>		
5.1	<u>Council</u>	
5.1.1	Review and consider adoption of the policy and any recommended amendments.	
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	<u>Chief Administrative Officer</u>	
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	<u>Planning Manager, Planning Technician, &amp; GIS Technician</u>	
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.	
5.4	<u>Bylaw Enforcement Officer</u>	
5.4.1	Identify potential Encroachments from inspections and complaints.	
5.4.2	Initiate correspondence with the Landowner regarding suspected Encroachments.	
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.	

<b>Title: Encroachment Agreement</b>		<b>Policy No: 21-02</b>
<b>Section: 61</b>	<b>Code: P-I</b>	<b>Page No.: 4 of 19 E</b>
<b>Policy Statement and Guidelines:</b>		
<p>5.4.5 Review Encroachment Agreement/License requests when received.</p> <p>5.4.6 Circulate the request for an Encroachment Agreement or Encroachment License to the appropriate County departments for comment.</p> <p>5.4.7 Follow-up regarding Encroachments that have been denied an Agreement/License, to ensure compliance.</p> <p>5.4.8 Recommend to the CAO approval or denial of the Encroachment Agreement/License application.</p> <p>5.4.9 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 by both parties.</p> <p>5.4.10 Maintain a register of Encroachment Agreements and Encroachment Licenses.</p> <p>5.4.11 Work with legal counsel to ensure the Encroachment Agreement and Encroachment License terms and conditions are current and appropriate.</p> <p>5.5 <u>Public Works, Natural Gas, and other Departments</u></p> <p>5.5.1 Review request for Encroachment Agreements or Encroachment Licenses to determine if the Encroachment will interfere with infrastructure, utilities, or roadways.</p> <p><b>6. PROCEDURES</b></p> <p>6.1 Application forms are available at the Smoky Lake County office or on the County's website at <a href="http://www.smokylakecounty.ab.ca">www.smokylakecounty.ab.ca</a> ('Schedule "A" <b>Application for Encroachment Agreement/License</b>')</p> <p>6.2 The applicant must provide, solely at the applicant's expense, a Real Property Report, dated within <b>three (3) months</b> of the application date, showing the exact nature and location of the Encroachment(s) and a current copy of the Certificate of Title.</p> <p>6.3 The applicant must pay the County an application fee of <b>\$500.00</b>, as per Smoky Lake County <b>Planning and Development Fees Bylaw, as amended</b>.</p> <p>6.4 Smoky Lake County reserves the right to amend the draft Agreement/License as it deems necessary, or refuse to allow the Encroachment.</p> <p>6.5 If 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.</p>		

<b>Title: Encroachment Agreement</b>		<b>Policy No: 21-02</b>
<b>Section: 61</b>	<b>Code: P-I</b>	<b>Page No.: 5 of 19 E</b>
<b>Policy Statement and Guidelines:</b>		
<p>6.6 If the Encroachment Agreement/License is refused 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.</p> <p>6.7 If an Encroachment Agreement/License is refused, 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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>6.12 Unless explicitly provided for in the Encroachment Agreement/License, an Encroachment once authorized may continue to exist, but said Encroachment shall not be added to, rebuilt, or structurally altered, except:</p> <p>6.12.1 as may be necessary to remove the Encroachment; or</p> <p>6.12.2 as may be necessary for the routine maintenance of the Encroachment.</p> <p>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 <b>thirty (30) days</b> of Notice being given to the Owner by the County.</p> <p>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.</p>		



<b>Title: Encroachment Agreement</b>		<b>Policy No: 21-02</b>
<b>Section: 61</b>	<b>Code: P-I</b>	<b>Page No.: 6 of 19 E</b>
<b>Policy Statement and Guidelines:</b>		
<p>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.</p>		
<b>7. RESERVES</b>		
7.1 <u>Environmental</u>		
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:		
<ul style="list-style-type: none"> <li>i) preserving natural features</li> <li>ii) preventing pollution</li> <li>iii) ensuring public access, and</li> <li>iv) preventing significant risk of personal injury or property damage.</li> </ul>		
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 <u>Administrative Considerations</u>		
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:		
<ul style="list-style-type: none"> <li>i) It is polluting a water body in some manner,</li> <li>ii) It is disturbing a natural feature (nesting / spawning area or rare vegetation),</li> <li>iii) It is moveable.</li> </ul>		

<b>Title: Encroachment Agreement</b>		<b>Policy No: 21-02</b>
<b>Section: 61</b>	<b>Code: P-I</b>	<b>Page No.: 7 of 19 E</b>
<b>Policy Statement and Guidelines:</b>		
7.3 <u>Policy Guidelines</u>		
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.		
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.		
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.		
7.3.4 If the Encroachment is damaged or destroyed, the Encroachment shall be removed within 30 days.		
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.		
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.		
<b>8. CONSIDERATIONS FOR APPROVAL</b>		
8.1 The Landowner will make a request by completing the Encroachment Agreement or Encroachment License Application Form.		
8.2 This request may require a Real Property Report.		
8.3 The request will be received by the Taxation and Assessment Technician.		
8.4 The encroachment will be considered under the following conditions if it does not pose a risk to County infrastructure or utilities:		
<ul style="list-style-type: none"> <li>a. Special needs access (ramps, elevators, etc.)</li> <li>b. Entry Stairs</li> <li>c. Eaves</li> <li>d. Development Authority approved stairways for access on Reserve Lands.</li> </ul>		

<b>Title: Encroachment Agreement</b>		<b>Policy No: 21-02</b>
<b>Section: 61</b>	<b>Code: P-I</b>	<b>Page No.: 8 of 19 E</b>
<b>Policy Statement and Guidelines:</b>		
8.5	The Taxation and Assessment Technician will make a recommendation to either approve or deny the application for Encroachment Agreement or Encroachment License.	
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.	
<b>9. APPEALS TO COUNTY COUNCIL</b>		
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.	
<b>10. ENFORCEMENT</b>		
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.	

<b>Title: Encroachment Agreement</b>		<b>Policy No: 21-02</b>
<b>Section: 61</b>	<b>Code: P-I</b>	<b>Page No.: 9 of 19 E</b>
<b>Policy Statement and Guidelines:</b>		
<b>11. LONG TERM ENCROACHMENTS</b>		
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.	

Section 61

Policy: 21-02



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
3. 3 copies of a Real Property Report dated within 3 months of the application date
4. A current copy of the Certificate of Title

**Internal Use Only**  
Our File Number: \_\_\_\_\_ Roll Number: \_\_\_\_\_ Date: \_\_\_\_\_

**Registered Landowner Information**  
Registered Owner: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Fax: \_\_\_\_\_  
City/Prov. \_\_\_\_\_ Postal Code: \_\_\_\_\_ Signature: \_\_\_\_\_

**Right of Entry**  
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: \_\_\_\_\_

**Section A - Property Information**  
Legal: Lot \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_ Part of \_\_\_\_\_ % Sec \_\_\_\_\_ Twp \_\_\_\_\_ Rge \_\_\_\_\_ W4M  
Subdivision Name (if applicable) or Area of Development \_\_\_\_\_  
Rural Address/Street Address \_\_\_\_\_ Parcel Size \_\_\_\_\_

**Section B - Description of Encroachment**  
Please describe the nature of the Encroachment:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Section C - Preferred Method of Communication**  
If we have any questions or require clarification regarding your application, how do you wish to be contacted:  
 phone  mail  fax  e-mail

<p><b>OFFICE USE ONLY</b></p> <p>Type of Payment: <input type="checkbox"/> DEBIT <input type="checkbox"/> CASH <input type="checkbox"/> CHEQUE</p> <p>Fee \$ _____</p> <p>Receipt # _____</p> <p>Receipt Date _____</p> <p>Date Received _____</p> <p>*and deemed complete by Development Authority.</p>	<p><b>Authorization:</b> <input type="checkbox"/> Approved <input type="checkbox"/> Refused</p> <p>Issuing Officer's Name _____</p> <p>Issuing Officer's Signature _____</p> <p>Date of Decision _____</p> <p>Date Issued _____</p> <p>Motion # _____</p> <p>Comments _____</p>
--	---

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.

**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: \_\_\_\_\_

Reeve

- SEAL -

Per: \_\_\_\_\_

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)

Carried.

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

544-23: Serben

That Smoky Lake County Policy Statement No. 15-01-02: Discipline Policy, be amended:

<b>Title: Discipline Policy</b>		<b>Policy No.: 01-02</b>
<b>Section: 15</b>	<b>Code: P-S</b>	<b>Page No.: 1 of 5 E</b>
<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.	
<b>Policy Statement and Guidelines:</b>		
<b>1. OBJECTIVES</b>		
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.	
<b>2. RESPONSIBILITIES</b>		
<u>Chief Administrative Officer, in Their Sole and Unfettered Discretion:</u>		
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.	
<u>Managers:</u>		
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.	

<b>Title: Discipline Policy</b>		<b>Policy No.: 01-02</b>
<b>Section: 15</b>	<b>Code: P-S</b>	<b>Page No.: 2 of 5 E</b>
<b>Policy Statement and Guidelines:</b>		
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.	
<b>3. PROCEDURE</b>		
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.	
<u>Action by Chief Administrative Officer and Manager, in Their Sole and Unfettered Discretion:</u>		
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.	
<b>4. DISCIPLINE AND DISMISSAL</b>		
4.1	Unsatisfactory conduct and/or performance by an employee may be grounds for discipline including immediate dismissal for just cause.	
4.2	<b>Written Warning:</b>	
	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 <b>Schedule "A"</b> .	
	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: <ul style="list-style-type: none"> <li>4.3.1 Description of the unsatisfactory performance or conduct.</li> <li>4.3.2 Statement of what the employee must (or must not) do to correct the performance or misconduct.</li> <li>4.3.3 Description of the action that may be taken if the problem is not corrected.</li> <li>4.3.4 Information about appeal rights</li> <li>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).\</li> </ul>
4.4	<b>Termination With Just Cause:</b> <ul style="list-style-type: none"> <li>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.</li> <li>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.</li> </ul>
4.5	<b>Termination Without Just Cause, Non-Unionized Employees:</b> <ul style="list-style-type: none"> <li>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.</li> </ul>
4.6	<b>Conversion of Life Insurance Policy or Other Benefits:</b> <ul style="list-style-type: none"> <li>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.</li> </ul>

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

Policy Statement and Guidelines:	
5.	<b>DOCUMENTATION / LETTER OF WARNING</b> <p>In reference to documentation and/or letters of warning, the following points shall be emphasized detailing corrective action:</p> <ul style="list-style-type: none"> <li>5.1 The incident shall be as complete and as detailed as possible.</li> <li>5.2 The letter of warning must be dated and signed by the Chief Administrative Officer or Manager.</li> <li>5.3 The letter of warning shall state the action taken by the Chief Administrative Officer and/or Manager to correct the incident.</li> <li>5.4 Those factors which were considered relevant to the degree of action taken must be specified.</li> <li>5.5 Any verbal discussion given previously must be indicated, as well as specific dates and other relevant material.</li> </ul>
6.	<b>COLLECTIVE AGREEMENT</b> <p>In the event of discipline or termination of an employee, employed as part of under a union, the collective agreement should be followed.</p>
7.	<b>ALBERTA EMPLOYMENT STANDARDS</b> <p>For all non-union employees, the Alberta Employment Standards shall be followed unless otherwise specified in other County Policy or Bylaw documents.</p>



**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

Carried.

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

545-23: Cere  
**DEFEATED**

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

Community Group	Eligibility	Funding
Warspite Community Hall Association	Volunteer family fun event	\$2,000.00

**MOTION DEFEATED.**

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

546-23: 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:

Community Group	Eligibility	Funding
Warspite Community Hall Association	Volunteer family fun event	\$1,000.00

Carried.

**Lac La Biche County Healthier Communities Golf Tournament – Request for Sponsorship**  
547-23: Serben That Smoky Lake County Council approve to sponsor a “Hole (Flag)” in the amount of **\$350.00, as well as provide County Promotional Items** towards Lac La Biche County’s Healthier Communities Golf Tournament scheduled for Friday, July 7, 2023, at the Lac La Biche Golf and Country Club, in response to the correspondence received from Paul Reutov, Mayor of Lac La Biche County, dated March 23, 2023.

Carried.

Two Members of the Public virtually joined the meeting, time 9:32 a.m.

**Stry 75<sup>th</sup> Anniversary Hall – Request for Donation**  
548-23: Fenerty That Smoky Lake County Council approve to provide funds in the amount of **\$2,673.24** from the Municipal Sustainability Operating Grant, to the Stry 75<sup>th</sup> Anniversary Hall, in response to the letter request received from Jane Tkachuk, dated April 4, 2023.

Carried.

**Community Halls within Smoky Lake County**  
549-23: Cere That Smoky Lake County Administration look into the feasibility of developing a program for the purpose of financially assisting Community Halls within Smoky Lake County.

Carried.

**Bylaw No. 1442-23: Bellis Sewer Tax Bylaw**  
550-23: Halisky That Smoky Lake County **Bylaw No. 1442-23: Bellis Sewer Tax Bylaw**, to authorize the levying of a special tax on properties in the hamlet of Bellis to recover Bellis sewer maintenance costs for 2023, be given **FIRST READING**.

Carried.

Moved by Councillor **Fenerty** moved that Smoky Lake County **Bylaw No. 1442-23: Bellis Sewer Tax Bylaw**, to authorize the levying of a special tax on properties in the hamlet of Bellis to recover Bellis sewer maintenance costs for 2023, be given **SECOND READING**.

Carried.

Moved by Councillor **Cere** moved that Smoky Lake County Council give unanimous consent for permission for third reading of **Bylaw No. 1442-23: Bellis Sewer Tax Bylaw**.

**PERMISSION FOR THIRD READING NOT UNANIMOUS.  
MOTION DEFEATED.**

Delegations: Bob Daudelin, Assessment Specialist, Jesse Nelson, Accurate Assessment Group Ltd., entered Council Chambers, time 10:00 a.m.

Debbie Hackman, Accounting Clerk, entered Council Chambers, time 10:00 a.m.

#### **4. Delegation:**

##### **Accurate Assessment Group Ltd.**

Present before Council in Chambers from 10:14 a.m. to 11:19 a.m. was Bob Daudelin, Assessment Specialist, Jesse Nelson, Accurate Assessment Group Ltd. to provide Smoky Lake County’s Year-2022 Property Assessment Presentation for the Year-2023 Property Tax Year as follows:



## Agenda



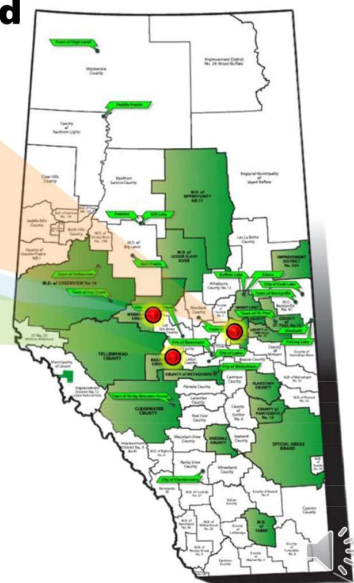
Accurate Assessment Group Ltd.

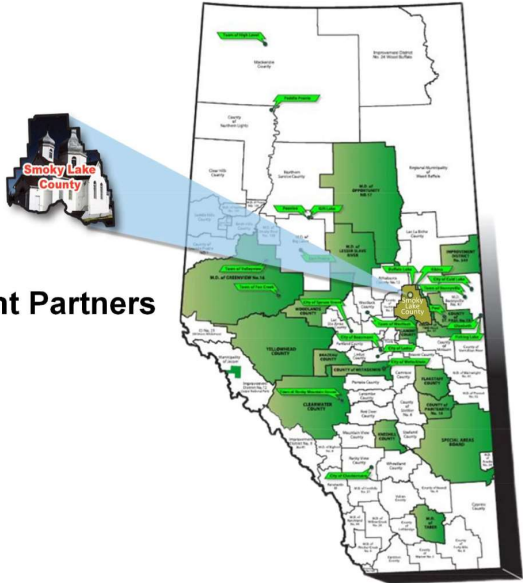


Highlights of the Municipality's Assessment



## Where We are Located






**AAG's Client Partners**

- ✓ 25 Rural Municipalities
- ✓ 7 Cities
- ✓ 7 Towns
- ✓ 8 Metis Settlements

### Trusted Advisor

*At AAG, our purpose is to continuously seek improvement, and earn the role of Trusted Advisor.*

- 

**✓ TEAM DEPTH**  
*Specializing in all aspects of Municipal Property Assessment*  
400+ Years of Combined Experience
- 

**✓ COMMUNICATION**  
*We connect with Rate Payers successfully*  
We communicate with Council, CAO's and Administration
- 

**✓ DATA INTEGRITY**  
*Our technology drives best practices for assessment operations.*  
Leaders in quality control through technology and experience







<b>Bob Daudelin, AMAA</b>	Assessment Specialist
<b>Jesse Nelson</b>	Residential Assessor
<b>Cory Allen</b>	Residential Assessor
<b>Troy Birles, AMAA</b>	Assessment Manager
<b>Kurt Hartman</b>	Assessment Specialist
<b>Josh McMillan</b>	Residential Assessor
<b>Kris Meadows, AMAA</b>	Residential Assessor
<b>Sean Cosens, BSc. Ag</b>	Farmland Assessment Specialist





## Property Assessment Overview

Property Assessment, is the process of assigning a dollar value to a property for taxation purposes.

$$\text{Assessed Value} * \text{Mill Rate} = \text{Property Tax}$$



## Assessment Legislation

**MGA** - Municipal Government Act

**MRAT** - Matters Relating to Assessment and Taxation Regulation

**COPTER** - Community Organization Property Tax Exemption Regulation

**MRAC** - Matters Relating to Assessment Complaints Regulation

[http://www.municipalaffairs.alberta.ca/mc\\_property\\_assessment\\_and\\_taxation\\_legislation](http://www.municipalaffairs.alberta.ca/mc_property_assessment_and_taxation_legislation)



## Assessment Valuation

Assessment Class	Valuation Standard
Residential	Market Value
Non-Residential	Market Value/Regulated
Farmland	Regulated
Designated Industrial Property (DIP)	Regulated





## Market Value

- ✓ Means the amount that a property might be expected to realize if sold on the open market by a willing seller to a willing buyer.



## Mass Appraisal

- ✓ Means "the process of preparing assessments for a group of properties using standard methods and common data and allowing for statistical testing"
- ✓ Common data may include:
  - ✓ Location
  - ✓ Lot size
  - ✓ Age and condition
  - ✓ Other



## Assessment Process

- ✓ Every property is reassessed annually
- ✓ Property inspections include:
  - ✓ Development Permits
  - ✓ Progressive Properties
  - ✓ Global Re-inspections





### Assessment Inquiry

- Contact Municipality or attend Open House (if applicable) to speak with assessor.
- Provide all requested information to the assessor to ensure correct data is recorded and to maintain the right of complaint.
- If after all information is gathered and reviewed, and the ratepayer is unsatisfied with the assessment, a formal assessment complaint can be filed.

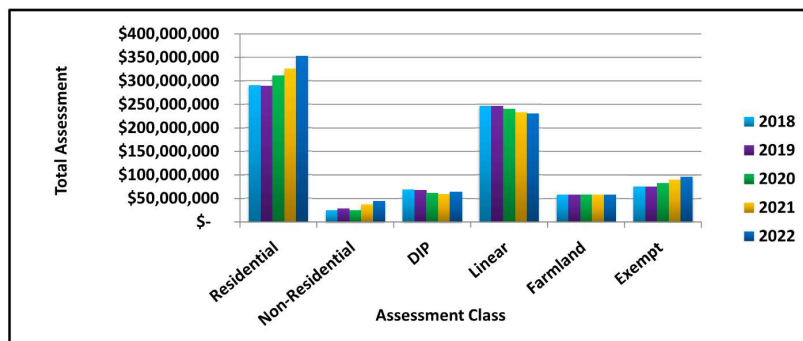


### 2021 Compared to 2022 Assessment

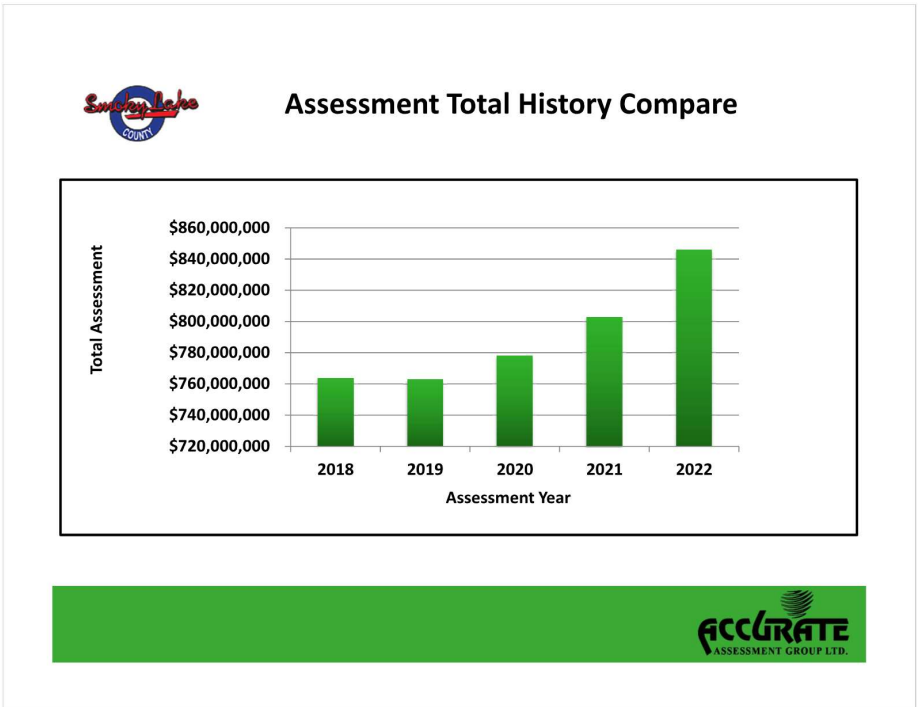
	2021	2022	Difference	
	Totals	Totals	\$	%
Residential	\$325,981,220	\$352,979,590	\$26,998,370	108%
Non-Residential	\$36,750,250	\$43,666,720	\$6,916,470	119%
Designated Industrial Property (DIP)	\$59,615,740	\$64,441,780	\$4,826,040	108%
Linear	\$233,289,940	\$231,160,270	\$(2,129,670)	99%
Farmland	\$57,544,170	\$57,567,960	\$9,980	100%
Exempt	\$89,643,650	\$96,326,260	\$6,682,610	107%
<b>Grand Total:</b>	<b>\$802,838,780</b>	<b>\$846,142,580</b>	<b>\$43,303,800</b>	<b>105%</b>



### Assessment Class History Comparison







**Taxable Assessment Change Compare by %**

Range	Properties	%
-25% to -100%	27	0.5%
-10% to -25%	31	0.5%
-1% to -10%	144	2.4%
<b>No Change</b>	<b>3,587</b>	<b>59.9%</b>
<b>1% to 10%</b>	<b>1,211</b>	<b>20.2%</b>
<b>10% to 25%</b>	<b>844</b>	<b>14.1%</b>
25% to 100%	68	1.1%
Over 100%	34	0.6%
New Roll #'s	14	0.2%
Inactive Roll #'s	24	0.4%
<b>Total Properties</b>	<b>5,984</b>	<b>100%</b>

80%

ACCURATE ASSESSMENT GROUP LTD.

**Taxable Assessment Change Compare by \$**

Range	Properties	%
Over - \$1,000,000	2	0.0%
-\$100,000 to -\$999,999	4	0.1%
-\$25,000 to -\$99,999	27	0.5%
-\$10,000 to -\$24,999	67	1.1%
-\$1,000 to -\$9,999	118	2.0%
<b>-\$999 to \$999</b>	<b>3,698</b>	<b>61.8%</b>
<b>\$1,000 to \$9,999</b>	<b>970</b>	<b>16.2%</b>
<b>\$10,000 to \$24,999</b>	<b>760</b>	<b>12.7%</b>
\$25,000 to \$99,999	260	4.3%
\$100,000 to \$999,999	36	0.6%
Over \$1,000,000	4	0.1%
New Roll #'s	14	0.2%
Inactive Roll #'s	24	0.4%
<b>Total Properties</b>	<b>5,984</b>	<b>100%</b>

78%

ACCURATE ASSESSMENT GROUP LTD.



## New Roll #'s & Permit Comparison

### New Roll #'s Summary

	2018	2019	2020	2021	2022
Residential/Non-Res	9	24	15	15	14

### Development Permit

	2018	2019	2020	2021	2022
Development Permits	42	61	48	45	38



## Overview

(NOT including Industrial or Linear)

### New Residential Growth Assessment

	2020	2021	2022
New Construction	\$2.6M (0.9%)	\$6.1M (2.0%)	\$5.4M (1.7%)

### Residential Inflation

	2020	2021	2022
Market Change	\$19.5M (6.7%)	\$9.4M (3.0%)	\$21.6M (6.6%)



## Overview

(NOT including Industrial or Linear)

### Residential (Rural)

Land	Significant Increase (8%-16%)
Overall Improved	3% - 13% Increase

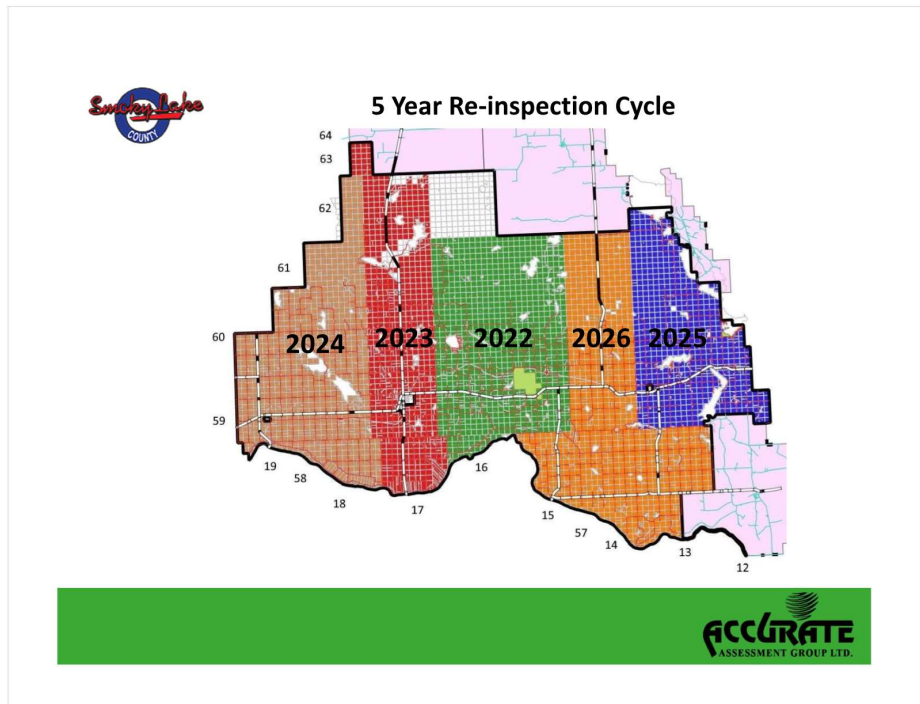
### Residential (Lake Subdivisions)

Land	6%-13% increase for Birchland, Hillside, Mons Lake, (remainder minimal change)
Overall Improved	2%-15% increase

### Residential (Hamlets)

Land	3% - 7% increase
Overall Improved	10% - 15% increase





**Moving Forward – Residential / Non-Residential**

-  Prepare for Assessment Notice mail-out in mid to late Spring
-  July – September, complete 2023 Re-inspections - focus area is all of range 17
-  October - December complete annual inspections such as new construction, past projects being completed, sales inspections, subdivision inspections



**Additions to the Agenda:**

**Agricultural Service Board 2020-2024 Grant Agreement Amending Agreement**

551-23: Gawalko

That Smoky Lake County Council approve the Reeve and Chief Administrative Officer to execute the Agricultural Service Board 2020-2024 Grant Agreement Amending Agreement, with His Majesty the King in Right of Alberta, as represented by the Minister of Agriculture and Irrigation, for the purpose replacing section 2.2 of the original Agreement providing funding in the amount of \$694,535.21, with an increased amount of funding to the amount of \$779,215.21, in support of Legislative Activities.

Carried.

**Weekly Manager Meeting Notes Discussion**

Smoky Lake County Council held discussion in respect to the desired level of detail provided within the Weekly Managers Reports and will provide the Chief Administrative Officer clear direction by email as to what they would like to receive.

Mark Fedoretz, Public Works Shop Foreman, virtually joined the meeting, time 11:30 a.m.

11:35 to 11:35 a.m.

**Public Question and Answer Period:**

None.

**Short Term Disability Benefit**

552-23: Gawalko

That Smoky Lake County Council **defer the April 27, 2023, opportunity** to 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); **until the next Union negotiation.**

Carried.

**Meeting Recessed**

Meeting recessed for Lunch, time 11:58 p.m.

**Meeting Reconvened**

The meeting reconvened on a call to order by Reeve Lorne Halisky at 12:32 p.m. in the physical presence of all Council members, the Chief Administrative Officer, Assistant Chief Administrative Officer, Executive Services Clerk, and the virtual presence of the Planning & Development Manager, Planning Technician, Community Peace Officer, GIS Operator, Public Works Shop Foreman, Interim Agricultural Fieldman, Municipal Clerk, Communications Officer, and 4 Members of the Public.

**2022 Property Assessments for the 2023 Taxation Year**

553-23: Cere

That Smoky Lake County accept the presentation received on April 27, 2023, from the Delegations: Bob Daudelin, Assessment Specialist, Jesse Nelson, Accurate Assessment Group Ltd. in respect to Smoky Lake County's Year-2022 Property Assessment for the Year-2023 Property Taxation year.

Carried.

**Surplus Equipment Sold - Unit #227, 2017 Chev 1500 4x4**

554-23: Serben

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 kms on the odometer.

Carried.

**Surplus Equipment Sold - Unit #107: Year-2005 GMC 3500 4x4**

555-23: Cere

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 kms on the odometer.

Carried.

**Surplus Equipment Sold - Unit #466: 10' Schulte Mower & Unit #467 Schulte Flex Arm**

556-23: Gawalko

That Smoky Lake County Council accept the offer in the amount of \$3,510.00 plus GST for a total in the amount of \$3,685.50 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.

Carried.

**Snow Blade Proposal for Unit 206 – GMC 3500 4x4**

557-23: Cere

That Smoky Lake County Council **pursue additional quotes** for consideration, in response 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.

Carried.

One Member of the Public, virtually left the meeting, time 12:57 p.m.

**Edmonton Humane Society Agreement to be the County Dog Shelter**

558-23: Serben

That Smoky Lake County designate the Edmonton Humane Society (EHS) as the County Dog Shelter and execute an open-ended term agreement with EHS for the purpose of providing the County with dog kennel services, at a cost in the amount of \$750.00 per month to secure two kennel spots with any additional kennel spots being an additional cost in the amount of \$375.00 per month, to a maximum of four dogs per month.

Carried.

**Bellis 4-H Beef Club Buckle Sponsorship**

559-23: Halisky

That Smoky Lake County Council approve to provide a top up of funds in the amount of \$450.00 **for a total sponsorship in the amount of \$1,200.00** to the Bellis-H Beef Club towards purchasing the belt buckle prizes for their achievement day awards ceremony scheduled for June 9, 2023, in Waskatenau, in reference to the original amount provided in the amount of \$750.00 approved by Council’s April 13, 2023, Motion #428-23.

Carried.

**Policy Statement No. 62-19-03: ASB Producer-at-Large Terms of Reference**

560-23: Serben

That Smoky Lake County Policy Statement No. 62-19-03: Agricultural Service Board Producer-at-Large Terms of Reference, be amended:

Title: Agricultural Service Board Producer-at-Large: Terms of Reference		Policy No.: 19-03
Section: 62	Code: P-A	Page No.: 1 of 4
Legislation Reference:		Alberta Provincial Statutes
Purpose:	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>		
1.	<b>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.	
2.	<b>OBJECTIVE:</b>	
2.1	To seek appointment for three (3) Producer-at-Large positions 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.	
3.	<b>GUIDELINES:</b>	
3.1	Appointment of Producers-at-Large:	
3.1.1	Smoky Lake County will advertise for ASB Producers-at-Large prior to its annual organizational meeting in election year.	
3.2	Selection	
3.2.1	Applications will be reviewed by County Council.	
3.2.2	County Council at its sole discretion will appoint three (3) Producer-at-Large members.	
3.2.3	The selected members as Producer-at-Large will be appointed for a four (4) year term.	
3.2.4	Orientation will be provided for applicants to discuss position, responsibilities, and the role of Agricultural Service Board within Alberta.	

Title: Agricultural Service Board: Terms of Reference		Policy No.: 19-03
Section: 62	Code: P-A	Page No.: 2 of 4

Policy Statement and Guidelines:	
4.	<p><b>PROCEDURE:</b></p> <p>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).</p> <p>4.2 Applicants should be actively farming and must be familiar with current agricultural practices and trends that affect producers in Smoky Lake County.</p>

Section 62

Policy 19-03

**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

Mail: Smoky Lake County, Box 310, Smoky Lake, AB T0A 3C0

Deliver to: Smoky Lake County Main Office, 4612 McDougall Drive, Smoky Lake

Section 62

Policy 19-03

**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 \_\_\_\_\_

Schedule "A": ASB Producers-at-Large: Application Form: Page 2 of 2.

Page 4 of 4.

Carried.

**Policy Statement No. 62-20-02: Agricultural Services Board Advisory Committee: Terms of Reference**

561-23: Cere

That Smoky Lake County Council **rescind Policy Statement No. 62-20-02: Agricultural Services Board Advisory Committee: Terms of Reference**, as it has been is made redundant by Policy Statement No. 62-19-03: Agricultural Service Board Producer-at-Large Terms of Reference.

Carried.

**Bylaw No. 1441-23: Agricultural Service Board**

562-23: Fenerty

That Smoky Lake County Council **Bylaw No. 1441-23: Agricultural Service Board**, for the purpose of establishing an Agricultural Service Board, be given **FIRST READING**.

Carried.

Moved by Councillor Gawalko that Smoky Lake County Council **Bylaw No. 1441-23: Agricultural Service Board**, for the purpose of establishing an Agricultural Service Board, be given **SECOND READING**.

Carried.

Moved by Councillor Serben that Smoky Lake County Council give **unanimous consent** for **PERMISSION FOR THIRD READING** of **Bylaw No. 1441-23: Agricultural Service Board**, for the purpose of establishing an Agricultural Service Board.

Carried Unanimously.

Moved by Councillor Halisky that Smoky Lake County Council give **Bylaw No. 1441-23: Agricultural Service Board**, for the purpose of establishing an Agricultural Service Board, be given **THIRD & FINAL READING** and that the Reeve and the Chief Administrative Officer are hereby authorized to affix their signatures to all necessary documents and the corporate seal also be fastened where it is deemed to be necessary.

Carried.

**Agricultural Service Board – Policies and Bylaws**

563-23: Cere

That Smoky Lake County Council amend **Bylaw No. 1435-23: Agricultural Service Board Independent Appeal Panel for Weed Control and Pest Control**, be given **FIRST READING**.

Carried.

Moved by Councillor Fenerty that Smoky Lake County Council amend **Bylaw No. 1435-23: Agricultural Service Board Independent Appeal Panel for Weed Control and Pest Control**, be given **SECOND READING**.

Carried.

Moved by Councillor Gawalko that Smoky Lake County Council give **unanimous consent** for **PERMISSION FOR THIRD READING** of **Bylaw No. 1435-23: Agricultural Service Board Independent Appeal Panel for Weed Control and Pest Control**.

Carried.

Moved by Councillor Serben that Smoky Lake County Council amend **Bylaw No. 1435-23: Agricultural Service Board Independent Appeal Panel for Weed Control and Pest Control**, be given **THIRD & FINAL READING**, and that the Reeve and the Chief Administrative Officer are hereby authorized to affix their signatures to all necessary documents and the corporate seal also be fastened where it is deemed to be necessary.

Carried.

**Additions to the Agenda:**

**Vilna/Bellis Citizens On Patrol (C.O.P.) - Request for Funding**

564-23: Serben

That Smoky Lake County recommend the Vilna/Bellis Citizens On Patrol (C.O.P.), provide Council an activity report justifying their expenditures, for Council's review and consideration of releasing funds, in respect to the April 13, 2023 Council Motion #462-23: "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.



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

**Chief Administrative Officer's Report for March 8, 2023 to April 19, 2023**

Chief Administrative Officer			
Report Period: <b>Mar 08, 2023 to Apr 19, 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, 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 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 repurposing 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>			
<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		Ongoing

Chief Administrative Officer			
Report Period: <b>Mar 08, 2023 to Apr 19, 2023</b>			
<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		
<b>Joint Health and Safety Committee Meeting</b>			

Chief Administrative Officer			
Report Period: <b>Mar 08, 2023 to Apr 19, 2023</b>			
<b>Project progress:</b> <ul style="list-style-type: none"> <li>Nothing tasked to the County CAO.</li> </ul>			
<b>Ukrainian Twinning Meeting/Kosiv</b> <b>Project progress:</b> <ul style="list-style-type: none"> <li>Nothing tasked to the County CAO.</li> </ul>			
<b>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. <b>Project progress:</b> <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		
<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. <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. Information on the CCI Tower in the Hamlin area was also sent to Heather for her review.</li> </ul>			
<b>HWY 28/63 COMMISSION</b>			
<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	
<b>FINANCIAL</b>			
Projects	Date In Progress	Date Outstanding	Date Completed

Chief Administrative Officer			
Report Period: <b>Mar 08, 2023 to Apr 19, 2023</b>			
<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>			
Projects	Date In Progress	Date Outstanding	Date Completed
<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>			
Projects	Date In Progress	Date Outstanding	Date Completed
<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.				
<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> </ul>				
<p><b>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.</b></p>				
Signature: Gene Sobolewski		County Council Meeting: Apr 27, 2023		

**2023-2025 Strategic Plan**

565-23: Serben

That Smoky Lake County 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 the plan for approval by Council pursuant to the direction set at the Government Liaison Committee meeting held on April 18, 2023.

Carried.

**Chief Administrative Officer’s Report**

566-23: Gawalko

That Smoky Lake County’s Chief Administrative Officer’s report for the period of March 8, 2023, to April 19, 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**

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.

## 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

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.

**Division Three Councillor's Report on various Committees, Boards and Commissions**  
Dominique Cere – Division Three Councillor written report from various Committees, Boards and Commissions:

March 16 - April 18, 2023 Councillor 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 – 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**  
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.
- Page 1 of 5
- 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 Dreesen 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 PrairesCan 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.

- 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 than 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.

Page 3 of 5

- 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.

Page 4 of 5

- 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 held 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 Health 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

Page 5 of 5

## **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**

**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 Matiazio 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

**Reeve’s Report and Councillors Reports**

567-23: Cere

That Smoky Lake County’s Reeve Report received for the period of March 11, 2023 to April 20, 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:**

**Alberta Recreation and Parks Association Awards**

568-23: Serben

That Smoky Lake County acknowledge receipt of the correspondence received from Heather Cowie, President of Alberta Recreation and Parks Association, dated April 12, 2023, announcing nominations are open for the Alberta Recreation and Parks Association awards, for acknowledging those who have made outstanding contributions to community building.

Carried.

**Proclaim Public Works Week – May 21st to May 27th 2023**

569-23: Serben That Smoky Lake County proclaim May 21<sup>st</sup> to 27<sup>th</sup>, 2023 as Public Works Week;

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 63rd 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.

Carried.

**Strategic Transportation Infrastructure Program (STIP) Funding for Project BF76552**

570-23: Serben That Smoky Lake County acknowledge receipt of the letter from the Honourable Devin Dreesen, Minister of Transportation and Economic Corridors, dated April 13, 2023, approving to fund 75% of eligible project costs up to a maximum in the amount of \$500,781.00 from the Transportation and Economic Corridors' Strategic Transportation Infrastructure Program (STIP), for the County's bridge project: BF76552 Culvert Replacement.

Carried.

**Deadline Extension for Intermunicipal Collaboration Framework (ICF) Agreements**

571-23: Gawalko That Smoky Lake County acknowledge receipt of the letter received from the Honourable Rebecca Schulz, Minister of Municipal Affairs, dated April 11, 2023, announcing a deadline extension for Intermunicipal Collaboration Framework (ICF) Agreements, as per Ministerial Order No. MSD:024/23, stating: "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."

Carried.

**Information Release**

572-23: Serben

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
March 10, 2023	R37-23: Evergreen draft minutes (Feb.16.23) / Budget to Actual/ AB CARE Conference
March 10, 2023	R38-23: Fort Air Partnership Follow up Information
March 10, 2023	R39-23: RMA Contact Newsletter: March 10, 2023
March 15, 2023	R40-23: UCC News Bulletin- March 2023
March 15, 2023	R41-23: Aspen View Board Highlights – March 9, 2023
March 21, 2023	R42-23: RMA Contact Newsletter: March 17, 2023
March 22, 2023	R43-23: Reply letter to Aspen View regarding Highway 28 Speed limit- January 17, 2023
March 24, 2023	R44-23: Vlna/Bellis COPs Meeting- March 2023
March 26, 2023	R45-23: Waskatenau Pryveet Dance Club Minutes for February and March 2023
March 30, 2023	R46-23: Thank You Letter from Jon Mamela – Travel Alberta: March 30, 2023
March 30, 2023	R47-23: NSWA March 2023 Newsletter
April 3, 2023	R48-23: RMA Contact Newsletter: March 31, 2023
April 3, 2023	R49-23: Camrose Casino Closure
April 3, 2023	R50-23: Tax Exemptions on New Wells and Pipelines Reply from Minister
April 4, 2023	R51-23: Cybera Reply on RMA Resolution 13-23S
April 4, 2023	R52-23: Letter from Mayor of Barrhead to EPA Re: Exemption of Newspaper from EPR Program Revisions
April 6, 2023	R53-23: RMA Contact Newsletter: April 6, 2023
April 11, 2023	R54-23: UCC-ACP News Bulletin- April 2023
April 11, 2023	R55-23: Unpaid Oil and Gas Property Taxes
April 12, 2023	R56-23: Aspen View News Release – April 11 2023
April 12, 2023	R57-23: RMA District Update April 2023
April 12, 2023	R58-23: Rebecca Schulz- April 6, 2023 Re: Building Code Updates
April 18, 2023	R59-23: Aspen View Board Highlights – April 6, 2023
April 18, 2023	R60-23: RMA Contact Newsletter: April 14, 2023
April 19, 2023	R61-23: Letter to Town of Smoky Lake - Letter of Request: Sandstone for Plaque Site, North Sask. Heritage River Initiative – April 17, 2023
April 20, 2023	R62-23: Heritage River Report – April 2023

Carried.

**Smoky Lake Minor Hockey- Funding Request for Provincials**

573-23: Serben

That Smoky Lake County Council clarify the April 13, 2023 Motion #515-23, was to provide funding in accordance with Policy Statement No. 1-14: Contributions to Non-Profit Organizations and Individuals, to the Smoky Lake Minor Hockey Association **towards each U15 and U13 teams** who attended the Provincials held on March 23-26, 2023 in Fort McCleod, therefore **the total funding to be provided is the amount of \$1,000.00**, which is \$500.00 per team.

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**

574-23: Serben

That Smoky Lake County’s financial reports, including the Budget to Actual report as at April 18, 2023 and Cheque Register as of March 16, 2023, as follows, be filed for information:

**County Council Meeting: Apr. 27th, 2023**

Batch #	Cheque Numbers	Total of Batch
PMCHQ109	53071 to 53097	\$18,255.10
PMCHQ112	53098 to 53111	\$39,588.37
PMCHQ114	53112 to 53140	\$173,539.05
PMCHQ116	53141 to 53149	\$54,367.91
PMCHQ117	53150 to 53153	\$194,406.12
PMCHQ119	53154 to 53164	\$7,549.53
PMCHQ121	53165 to 53183	\$41,215.61
<b>Total Cheques from 53071 to 53183</b>		<b>\$528,921.69</b>

Batch #	EFT Numbers	Total of Batch
230308	659 to 685	\$90,340.35
230315	686 to 592	\$269,300.53
230323	693 to 702	\$134,904.67

230328	703 to 711	\$167,785.31
230403	712 to 717	\$22,735.39
230413	718 to 742	\$269,709.63
<b>Total EFTs from 659 to 742</b>		<b>\$954,775.88</b>

**Direct Debit Register**

Batch #	Description	Total of Batch
PMPAY040	My HAS	\$220.91
PMPAY041	My HAS	\$197.80
PMPAY042	My HAS	\$635.38
PMPAY043	My HAS	\$334.14
PMPAY044	My HAS	\$1,243.13
PMTRX376	AB SCHOOL FOUNDATION	\$504,614.88
PMTRX376	ENTERPRISE FLEET MGMNT	\$453.01
<b>Total Direct Debits from 040 To 376</b>		<b>\$507,699.25</b>

<b>Grand Total Bills and Accounts</b>	<b>\$1,988,312.45</b>
<i>(Note: From General Account)</i>	

Carried.

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

**Schedule County Council Regular Meetings**

575-23: Cere

That the next Smoky Lake County Council Regular Meetings, be confirmed for **Thursday, May 11, 2023, at 9:00 a.m.**, and **Thursday, June 1, 2023, at 9:00 a.m.**, and scheduled for **Thursday, June 29, 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 Joint Municipalities Meeting**

576-23: Cere

That Smoky Lake County Council approve to host and schedule the next Joint Municipalities Meeting, for **Monday, June 12, 2023, at 5:00 p.m.**, to be held at the preferred location: Métis Crossing, subject to booking availability.

Carried.

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

No Executive Session.

**ADJOURNMENT:**

577-23: Serben

That the Smoky Lake County Council Meeting of April 27, 2023, be adjourned, time 2:21 p.m.

Carried.

\_\_\_\_\_  
REEVE

S E A L

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