



SMOKY LAKE COUNTY COUNCIL MEETING AGENDA

Thursday, May 11, 2023 at 9:00 a.m.

Virtual - Meeting ID: 118422661

<https://video.businessconnect.telus.com/join/118422661>

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

- 1) Call to Order
- 2) Adoption of Agenda
- 3) Adoption of Minutes
 - a) Committee of the Whole for the Purpose of Planning – April 6, 2023
 - b) County Council – April 13, 2023
 - c) County Council Budget – April 25, 2023
 - d) County Council – April 27, 2023
- 4) Delegation- *N/A*
- 5) Public Hearing (*Council Meeting Recessed and undertaken on a Separate Agenda*)
 - a) Bylaw No. 1436-23: a bylaw for Amending Municipal Development Plan (MDP) Bylaw 1249-12 with provisions dealing with major alternative energy developments @ 1:15 P.M.

PUBLIC QUESTION AND ANSWER PERIOD – announced between 11:30 a.m. & 12:00 p.m.

- 6) Municipal Planning Commission (*Council Meeting Recessed and undertaken on a Separate Agenda*)
- 7) Business – Request for Decisions
 - a) Lake Access Feasibility Request for Proposal (RFP)
 - b) Policy Statement 01-23-02: Government Liaison Committee Terms of Reference
 - c) LUB/MDP Amendment – Alternative Energy Bylaw 1436-23
 - d) Municipal Reserve Designations
 - e) Road Closure Bylaw 1402-21 (Warspite)
 - f) Lemonade Day
 - g) Planning and Development Law Webinar
 - h) Alberta Advantage Immigration Program (AAIP)
 - i) Policy Statement No. 03-35-13: Snow Clearing
 - j) Weed/Pest Inspector Appointment
 - k) May Requests for Sponsorship
 - l) Property Tax Write Off
 - m) Bylaw No.1446-23: Borrowing Bylaw (Overdraft)
 - n) Recycle Council of Alberta Fall Conference
 - o) Sale of County Surplus Equipment
 - p) Close and Disassemble Bellis Raw Water Truckfill
- 8) CAO Report - *N/A*
- 9) Council Committee Reports- *N/A*

- 10) Correspondence
 - a) Letter to County of Two Hills No. 21– Brandy Cox, Deputy Minister – 2022/23 ACP Intermunicipal Collaboration Application for GIS Infrastructure Data
 - b) Letter – Tyler Shandro, Minister of Justice – Smoky Lake Courthouse
 - c) Email – Smoky Lake FCSS -100 Cups of Coffee Wrap Up
- 11) Information Release- *N/A*
- 12) Financial Reports- *N/A*
- 13) Next Meetings
 - a) Confirmed as: Thursday, June 1, 2023, at 9:00 a.m., & Thursday, June 29, 2023, at 9:00 a.m.
 - b) Schedule next Council Meetings for July, August, September, & October.
- 14) In Camera (Executive Session)
- 15) Adjournment

SMOKY LAKE COUNTY

Minutes of the **County Council Committee of the Whole Meeting for the purpose of Planning of Thursday, April 6, 2023 at 1:04 P.M.** held in County Council Chambers and virtually online through Electronic Communication Technology.

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

ATTENDANCE		
<u>Div. No.</u>	<u>Councillor(s)</u>	<u>Thursday, Apr. 6, 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
Executive Svcs/R.S.	Patti Priest	Virtually Present @1:06pm
Plan. & Dev. Manager	Jordan Ruegg	Virtually Present
Planning Technician	Kyle Schole	Virtually Present

No Members of the Media were present.
One Member of the Public was present.

2. Agenda:

476-23: Fenerty

That the Agenda for Smoky Lake County Council Committee of the Whole Meeting for the purpose of Planning, for April 6, 2023, be adopted, as amended:

Addition to the Agenda:

1. Town of Smoky Lake's Municipal Community Policing Grant.
2. H. A. Kostash School – Old Building.

Carried Unanimously.

3. Minutes:

No Minutes.

4. Request for Discussion:

2023 County-Owned Lands List

The Planning and Development Manager and Planning Technician, provided Council information including, but not limited to the following:

Smoky Lake County Policy No. 61-10: Disposition of County Owned Property requires that a list of County-owned lands be forwarded to Council annually by the Planning and Development Department.

On February 15, 2023, an email was sent to Council from the Planning and Development Manager to request Council’s input on the County-owned lands list. No response has been received to date. On March 16, 2023, the list was forwarded to Council for consideration and a motion was passed to schedule a Committee of the Whole meeting to discuss the County-owned lands list in further detail.

8. Executive Session:

Legal Issue: County-Owned Lands

477-23: Serben

That Smoky Lake County go into Executive Session under the authority of the FOIP Act Section 16: Third Party Business Interests, to discuss a Legal Issue in respect to County-Owned Lands, in the presence of all Council, Chief Administration Officer, Assistant Chief Administrative Officer, Finance Manager, Planning and Development Manager, Planning Technician, and Executive Services Clerk, time 1:47 p.m.

Carried.

478-23: Serben

That Smoky Lake County go out of Executive Session, time 1:55 p.m.

Carried.

2023 County-Owned Lands List

479-23: Gawalko

That Smoky Lake County Council Committee of the Whole **recommend** the Administration **prepare** to proceed with the sale of the lands highlighted in green and provide further documentation for the lands highlighted in blue and remove the lands highlighted in red from the list of lands to consider for sale, as those lands highlighted in red are not marketable:

1. 12590230 NW-2-59-12-4 13.57 ACRES \$ 41,320.00 NORTH SIDE OF SADDLE LAKE INDIAN RESERVE (RGE RD 122)
2. 12592941 NE-29-59-12-4 2.02 ACRES \$ 13,870.00 SOUTH OF HWY 28 ON RGE RD 124 (TAKEN FOR NUISANCE GROUND)
3. 13602121 SW-21-60-13-4 1 ACRE \$ 10,950.00 RGE RD 134 NORTH OF TWP RD 602
4. 13602340 NE-23-60-13-4 136.30 ACRES \$ 3,710.00 RGE RD 131 SOUTH OF TWP RD 604 (LEASED)
5. 13613420 SW-34-61-13-4 127.60 ACRES \$ 5,270.00 SOUTH SIDE OF WAYETENAW LAKE NORTH OF TWP RD 615 (LEASED)
6. 13620810 SE-8-62-13-4 125.10 ACRES \$ 3,350.00 SOUTH SIDE OF WHITEFISH LAKE (LEASED)
7. 13620820 SW-8-62-13-4 153.50 ACRES \$ 3,930.00 SOUTH SIDE OF WHITEFISH LAKE (LEASED)
8. 14593042 NE-30-59-14-4 153.87 ACRES \$ 1 64,350.00 ADJACENT TO IRONHORSE TRAIL EAST OF RGE RD 150 (QUAD CAMPGROUND - LEASED)
9. 14593240 NE-32-59-14-4 160 ACRES \$ 4 660.00 RGE RD 144 & TWP RD 600 (LEASED)
10. 15580911 SE-9-58-15-4 2 ACRES \$ 12,220.00 WEST OF RGE RD 153 & NORTH OF TWP RD 581 (ACCESS ROAD FOR FORMER GRAVEL PIT)
11. 15580912 SE-9-58-15-4 22.04 ACRES \$ 780.00 WEST OF RGE RD 153 & NORTH OF TWP RD 581 (FORMER GRAVEL PIT - LEASED)
12. 15593521 SW-35-59-15-4 0.5 ACRES \$ 2,030.00 EAST OF BELLIS & NORTH OF TWP RD 595A (NO ROAD ACCESS)
13. 16582740 NE-27-58-16-4 2.5 ACRES \$ 25,030.00 ADJACENT TO NORTH SASKATCHEWAN RIVER, EAST OF RGE RD 163 (NO ROAD ACCESS)
14. 16593341 PLAN 8120163 LOT 1 20.16 ACRES \$ 58,130.00 NORTH OF TWP RD 595A & WEST OF RGE RD 163
15. 16611220 SW-12-61-16-4 160 ACRES \$ 6,170.00 NORTH OF TWP RD 604 & EAST OF RGE RD 155 (NO ROAD ACCESS - LEASED)
16. 18591021 PLAN 3329ET 1 ACRES \$ 13,140.00 EAST OF RGE RD 183 & SOUTH OF WARSPITE (LAND TAKEN FOR NUISANCE GROUND?)
17. 18591037 PLAN 2562BS RLY 59 7.62 ACRES \$ 1 46,830.00 ADJACENT TO IRONHORSE TRAIL IN WARSPITE
18. 18612510 SE-25-61-18-4 107.35 ACRES \$ 1 55,830.00 ADJACENT TO HANMORE LAKE WEST CAMPGROUND
19. 18612541 NE-25-61-18-4 32.78 ACRES \$ 43,970.00 NORTHWEST SIDE OF HANMORE LAKE
20. 22010103 PLAN 1955CL BLOCK 1 LOT 3 3,900 SQUARE FEET \$ 1,890.00 5026-49TH STREET SPEDDEN
21. 22010118 PLAN 1955CL BLOCK 1 LOT 18 6,222 SQUARE FEET \$ 2,230.00 4927 51 AVENUE SPEDDEN
22. 27150412 PLAN 1039CL BLOCK 4 LOTS 12-14 13,637 SQUARE FEET \$ 1,710.00 BELLIS NORTH OF PLAYGROUND
23. 27150415 PLAN 1039CL BLOCK 4 LOTS 15 & 16 12,803 SQUARE FEET \$ 1,120.00 BELLIS NORTH OF PLAYGROUND
24. 40310109 PLAN 716CL BLOCK 1 LOT 9 3,900 SQUARE FEET \$ 8,680.00 5004 50 ST WARSPITE
25. 40310201 PLAN 716CL BLOCK 2 LOT 1 3,900 SQUARE FEET \$ 8,680.00 5035 50 ST WARSPITE
26. 40341501 PLAN 3474MC, OT 6.65 ACRES \$ 57,920.00 WARSPITE
27. 40451210 PLAN 0425044, BLOCK H, LOT 10A 12,800 SQUARE FEET \$ 12,030.00 5104 49 AVE WARSPITE (NO PHYSICAL ROAD ACCESS - UNDEVELOPED ROAD PLAN)
28. 40451211 PLAN 0425044, BLOCK H, LOT 11A 10,000 SQUARE FEET \$ 11,240.00 5108 49 AVE WARSPITE (NO PHYSICAL ROAD ACCESS - UNDEVELOPED ROAD PLAN)

Carried.

Public Access to Water, Bed & Shore -Island, Kaduk, Wayetenau, Whitefish & Cache Lakes

The Planning and Development Manager and Planning Technician, provided Council information including, but not limited to the following:

On March 16, 2023, a Council motion was passed to investigate the possibility of providing public access points to Island, Kaduk, Wayetenau, Whitefish and Cache Lakes.

Depending on the nature and location of the propose public access points, as well as the required maintenance of said points, there could be significant budget implications. Further information and direction from Council is required to estimate these costs.

Relevant Legislation/Policies: Water Act; Public Lands Act, Environmental Protection and Enhancement Act (EPEA).

Smoky Lake County will likely be required to work with Alberta Environment and Protected Areas and Department of Fisheries and Oceans to obtain the necessary approvals to conduct works within the bed and shore areas adjacent to the Lakes, and to obtain the necessary dispositions (if any).

Proactivity in Development; alignment with Victoria District Economic Development Strategy (tourism) and Strategic Plan.

Doug Ponich, Public Works Manager, entered Chambers, time 2:21 p.m.

Public Access to Water, Bed & Shore -Island, Kaduk, Wayetenau, Whitefish & Cache Lakes

480-23: Serben

That Smoky Lake County Council Committee of the Whole **recommend** Administration determine the cost of conducting a study for the purpose of determining the nature and location of possible public access points, including future maintenance costs, in respect to providing public accesses to the water, bed and shores of Island Lake, Kaduk Lake, Wayetenau Lake, Whitefish Lake, and Cache Lake.

Carried.

Additions to the Agenda (Issues for Information):

Town of Smoky Lake's Municipal Community Policing Grant

481-23: Gawalko

That Smoky Lake County Council Committee of the Whole **recommend no action be taken** in respect to the letter received by the Town of Smoky Lake from Alberta Public Safety and Emergency Services, awarding approval of the Alberta Indigenous / Municipal Police Transition Study grant to the Town of Smoky Lake in the amount of \$30,000 for a one-year term to develop a business case for their own self-administered police service or regional equivalent; as this goes against the County's lobbying efforts to retain the RCMP in Alberta.

Carried.

Doug Ponich, Public Works Manager, left the meeting, time 2:34 p.m.

H. A. Kostash School – Old Building

Smoky Lake County Council Committee of the Whole reviewed the H. A. Kostash School old building plans for information in respect to the possible reutilization of the building. The H. A. Kostash old school is scheduled to be demolished on August 1, 2023.

6. Correspondence:

No Correspondence.

7. Delegation:

No Delegation.

ADJOURNMENT

482-23: Serben

That the Smoky Lake County Council Committee of the Whole for the purpose of Planning Meeting of April 6, 2023, be adjourned, time 3:00 p.m.

Carried.

REEVE

S E A L

CHIEF ADMINISTRATIVE OFFICER

SMOKY LAKE COUNTY

Minutes of the **County Council Meeting** held on Thursday, **April 13, 2023**, at 9:03 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:

ATTENDANCE

<u>Div. No.</u>	<u>Councillor(s)</u>	<u>Thursday, Apr. 13, 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	Present in Chambers
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:

Peace Officer	Tate Murphy	Virtually Present
Interim Ag. Fieldman	Amanda Kihn	Virtually Present
Communications Officer	Evonne Zukiwski	Virtually Present
Public	2 Members	Virtually Present
Public	2 Members	Present in Chambers
Media	N/A	Absent

2. Agenda:

483-23: Serben That the Smoky Lake County Council Meeting Agenda for Thursday, April 13, 2023, be adopted, as presented.
Carried Unanimously.

3. Minutes:

No Minutes.

County Council Meeting Recessed

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

VIRTUAL PUBLIC HEARING:

Bylaw No. 1426-22: a bylaw for Town of Smoky Lake and Smoky Lake County Intermunicipal Development Plan (IDP)

1.0 Opening

The Virtual Public Hearing was **called to order at 9:15 a.m.** by the Reeve, Lorne Halisky in the presence of all Council members, Chief Administrative Officer, Assistant Chief Administrative Officer, and Recording Secretary, as well as in the virtual presence of the Planning and Development Manager, Planning Technician, Community Peace Officer, Communications Officer, Interim Agricultural Fieldman and **four members of the public.**

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

The purpose of the hearing was summarized as:

To obtain public input in regard to Bylaw No. 1426-22: a bylaw for Town of Smoky Lake and Smoky Lake County Intermunicipal Development Plan (IDP).

2.0 Staff Presentation

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

BACKGROUND:

- Proposed Bylaw No. 1426-22 serves to replace the existing Intermunicipal Development Plan (Bylaw No. 1289-16) between Smoky Lake County and the Town of Smoky Lake.
- Bylaw No. 1289-16 included a “sunset clause” which caused said Bylaw to lapse after 5-years from the date of its adoption.
- Both Councils renewed their respective versions of the Bylaw by Resolution in September, 2021, and decided at the time to replace said Bylaw with a new IDP.
- Slight changes have been made, such as removing the sunset clause, updating historical context, and goals so that they align with current strategic plans, and some maps.
- Proposed Bylaw No. 1426-22 was presented for 1st Reading on **December 14, 2022**.
- Notice of the proposed Bylaw has been posted on the County’s website since **March 14, 2023** and appeared on the County’s social media platforms on **March 20, March 30, and April 6, 2023**.
- The Public Hearing Notices were advertised in the Redwater Review the week of **March 27, 2023** and the week of **April 3, 2023**. The Hearing on the proposed Bylaw No. 1426-22 was advertised and Notice was given in accordance with Section 606 of the *Municipal Government Act*.
- This Hearing has been scheduled to obtain public input on proposed Bylaw No.1426-22 in accordance with Section 216.4 of the *Municipal Government Act*.

3.0 Public Presentations Via Written Submissions

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

4.0 Public Presentations at the Public Hearing

There were no Members of the Public virtually or physically present who requested to speak **in opposition or in support** of **Bylaw No. 1426-22**.

5.0 Questions and Answers

None.

6.0 Closing Remarks

There being no further presentations, the Reeve thanked all the presenters for their comments and for attending the Virtual Public Hearing; and declared the Public Hearing for **Bylaw No. 1426-22**, closed, time **9:24 a.m.**

County Council Meeting Reconvened

The Smoky Lake County Council Meeting reconvened, at a call to order by Reeve Halisky, time **9:25 a.m.**, in the physical presence of all Council members, the Chief Administrative Officer, and Assistant Chief Administrative Officer, and in the virtual presence of the Planning and Development Manager, Planning Technician, Communications Technician, Recording Secretary, GIS Operator, and three Members of the Public.

7. Request for Decision:

Bylaw No. 1426-22: Town of Smoky Lake IDP

484-23: Gawalko

That Smoky Lake County **Bylaw No. 1426-22: Town of Smoky Lake and Smoky Lake County Intermunicipal Development Plan (IDP)**, for the purpose adopting an IDP, be given **SECOND READING**.

Carried.

Moved by Councillor Fenerty, that Smoky Lake County **Bylaw No. 1426-22: Town of Smoky Lake and Smoky Lake County Intermunicipal Development Plan (IDP)**, for the purpose adopting an IDP, 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.

One member of the public entered Council Chambers, time 9:27 a.m.

One member of the public entered Council Chambers, time 9:42 a.m.

Bylaw No. 1436-23: Major Alternative Energy Bylaw, Amending Land Use Bylaw No. 1272-14 and Municipal Development Plan Bylaw No. 1249-12

485-23: Serben

That Smoky Lake County **Bylaw No. 1436-23: Major Alternative Energy Bylaw, Amending Land Use Bylaw No. 1272-14 and Municipal Development Plan Bylaw No. 1249-12**, for the purpose of Amending Municipal Development Plan (MDP) Bylaw No. 1249-12 with provisions dealing with major alternative energy developments, be given **FIRST READING**, as amended; and advertise a Public Hearing in conjunction with the May 11, 2023 Council Meeting.

Carried.

Daniel Moric, Natural Gas Manager, virtually joined the meeting, time 9:45 a.m.

Rescind - Policy Statement No. 07-03: Recreational Trail Road License Agreement

486-23: Serben

That Smoky Lake County **Policy Statement No. 07-03: Recreational Trail Road License Agreement**, be rescinded due to redundancy with the existence of Policy Statement No. 03-44: Road License Agreement.

Carried.

Jenna Preston, Municipal Clerk, virtually joined the meeting, time 9:48 a.m.

Day of Mourning April 28th

487-23: Cere

That Smoky Lake County declare April 28, 2023 as a “Day of Mourning” remembering all workers who have been killed, injured or disabled at their place of work and honouring the 161 men and women who were killed “reflecting on the memories we shared” in Year-2022; and commemorate the day by lowering the flags as per Policy Statement No. 01-35: Flags: Half Mast, and promote the “Day of Mourning” in the County Grapevine, social media and internal bulletin boards for awareness.

Carried.

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

488-23: Serben

That Smoky Lake County Policy Statement No. 15-01-02: Discipline Policy, be **deferred** until the Council receives a legal written opinion on reporting discipline to Council.

Carried.

4. Delegation:

Victoria Trail Agricultural Society - Facility Resurfacing Project

Present before Council in Chambers from 10:07 a.m. to 10:32 a.m. were two representatives from the Victoria Trail Agricultural Society, to provide a presentation on the Victoria Trail Agricultural Society’s Facility Resurfacing Project, including but not limited to the following information:

Currently, Victoria Trail Agricultural Society (VTAS):

- Operates a multi-complex building comprising of an all-purpose indoor arena and fitness centre
- Maintains a skateboard and ice-skating park adjacent to the building
- Organizes an annual community fair consisting of a horse show, kids entertainment, parade and slow pitch tournament
- Hosts equestrian activities and competitions for riders of all ages
- Offers training, clinics and educational programs in both the indoor arena and fitness centre
- Provides free use of the indoor arena to two 4-H clubs (Newbrook and Bellis) for club learning activities and achievement days

There are no other public indoor arenas within an 80km radius that provide amenities similar to our facility.

- Post-COVID, our ‘equestrian memberships’ have increased to 34 (25 individuals and 9 families), plus additional walk-ins and rentals throughout the year
- Other uses include dog exercising, archery practice, ATV training, a Western Canadian Farrier competition, sports training and even drive-in meetings during the COVID pandemic

Our VTAS Fitness Centre offers:

- A modern, fully-equipped, clean facility that maintains a membership of approximately 65-75 individuals
 - 40% from the Smoky Lake area
 - 60% from Waskatenau and surrounding areas
- Over the past three years, we have attracted approximately 300 users, with the majority being from within a 40km radius

Both the VTAS Indoor Arena and VTAS Fitness Centre are open and accessible 24/7, 365 to members either through an electronic access system or physical key. Our facility is monitored by 24-hour security surveillance. In recent years, VTAS has repurposed its facility from a hockey arena (almost exclusively) to an all-purpose indoor arena (no ice) and fitness centre at a cost of \$800,000. Since completion, the use of both sections of the facility has met and exceeded our expectations.

Our goal now is to **extend the longevity of the building by resurfacing**, so we can continue to serve our community and surrounding areas for years to come.

Estimated project cost:

Material	\$100,000		
Labour	\$198,000		
In-kind contributions from VTAS members (project management, equipment, operators, fuel, etc.)	\$32,000	VTAS cash reserve for project	\$50,000
		Village of Waskatenau (for material)	\$90,000
Total cost	\$330,000	Total funding acquired to date	\$140,000

Several grants are available and VTAS has applied for the following to date:

- “Coop Community Spaces Program” – \$100,000
- “Green & Inclusive Community Buildings Program” (Federal Government) – \$200,000
- Peavy Mart Industries “2023 AAAS Rooted to Your Community Grant” – \$2,500
- “Community Facility Enhancement Program (CFEP)” (Provincial Government matched 50/50) – \$125,000

To be pursued:

- F.C.C. “Agri-Spirit Program”
- Various private organizations with our newly created VTAS Project Sponsorship Package

VTAS is requesting contribution in the form of either:

- Sponsorship as per our package
- Direct funding
- Application for grants already available, on behalf of VTAS
- Working partner with VTAS to help complete the project

- End -

Delegation: Barb McCarthy, CPA, CA, from JMD Group LLP - Chartered Professional Accountants, entered Council Chambers, time 10:23 a.m.

Delegation: Bob Novosiwsky, Ratepayer, entered Council Chambers, time 11:02 a.m.

JMD Group LLP Chartered Professional Accountants

Physically present before County Council from 10:45 a.m. to 11:20 a.m. was Barb McCarthy, CPA, CA, from JMD Group LLP Chartered Professional Accountants, to present the Smoky Lake County Consolidated Financial Statement and the Smoky Lake County Gas Utility Financial Statement for the Year Ending December 31, 2022, as follows:

SMOKY LAKE COUNTY
CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2022



Smoky Lake County

P.O. Box 310
4612 McDougall Drive
Smoky Lake, Alberta T0A 3C0
Phone: 780-656-3730
1-888-656-3730
Fax: 780-656-3768
www.smokylakecounty.ab.ca

MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING

Management of the Smoky Lake County is responsible for the preparation, accuracy, objectivity and integrity of the accompanying consolidated financial statements and all other information contained within this financial report. Management believes that the consolidated financial statements present fairly the County's financial position as at December 31, 2022 and the results of its operations for the year then ended.

The consolidated financial statements have been prepared in compliance with legislation, and in accordance with Canadian public sector accounting standards (PSAS).

The consolidated financial statements include certain amounts based on estimates and judgements. Such amounts have been determined on a reasonable basis in order to ensure that the consolidated financial statements are presented fairly in all material respects.


In fulfilling its responsibilities and recognizing the limits inherent in all systems, management has designed and maintains a system of internal controls to produce reliable information and to meet reporting requirements on a timely basis. The system is designed to provide management with reasonable assurance that transactions are properly authorized and assets are properly accounted for and safeguarded.

These systems are monitored and evaluated by management and reliable financial information is available for preparation of the consolidated financial statements.

The County Council carries out its responsibilities for review of the consolidated financial statements. They meet regularly with management and external auditors to discuss the results of audit examinations and financial reporting matters.

The external auditors have full access to council with and without the presence of management. The County Council has approved the consolidated financial statements.

The consolidated financial statements have been audited by JMD Group LLP, Chartered Professional Accountants, independent external auditors appointed by the County. The accompanying Independent Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the County's consolidated financial statements.


Gene Sobolewski, CAO
April 13, 2023



Maurice R. Joly, CPA, CA, CFP®
Barbara K. McCarthy, CPA, CA*
Claude R. Dion, CPA, CA, CMA*
Richard R. Jean, CPA, CA*
Amie J. Anderson, CPA, CA*
Stephanie Ference, CPA, CA*
*Denotes Professional Corporation

INDEPENDENT AUDITOR'S REPORT

To the Council of Smoky Lake County

Opinion

We have audited the consolidated financial statements of Smoky Lake County (the organization), which comprise the consolidated statement of financial position as at December 31, 2022, and the consolidated statements of operations, changes in net financial assets and cash flows and schedules 1 to 6 for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of the organization as at December 31, 2022, and the consolidated results of its operations and consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards (PSAS).

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Consolidated Financial Statements* section of our report. We are independent of the organization in accordance with ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with PSAS, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the organization's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the organization or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the organization's financial reporting process.

4925-50 Avenue
St. Paul, Alberta
Ph: (780) 645-4611
Fax: (780) 645-6644

Mailing Address:
Box 1452,
St. Paul, AB T0A 3A0
Email: jmtdadmin@mcsmnet.ca (continues)

Auditor's Responsibilities for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the organization's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the organization's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the organization to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

St Paul, Alberta
April 13, 2023


Chartered Professional Accountants

SMOKY LAKE COUNTY
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2022

	2022	2021
Financial assets		
Cash (Note 2)	\$ 19,590,124	\$ 19,614,278
Taxes and grants in place receivable (Note 3)	543,562	621,275
Receivables from other governments	2,366,568	2,421,153
Trade and other receivables	1,068,266	1,361,339
Investment in Gas Alberta Inc. (Note 4)	67,983	67,983
Investment in MCC for Smoky Lake Development Corp.	10,000	-
	<u>23,646,503</u>	<u>24,086,028</u>
Liabilities		
Accounts payable and accrued liabilities	2,286,651	2,362,830
Employee obligations (Note 5)	1,406,489	1,368,257
Deposit liabilities	221,124	211,524
Deferred revenue (Note 6)	1,475,784	2,132,220
Tax sale surplus	10,317	10,122
Asset retirement obligations (Note 7)	1,733,177	868,654
	<u>7,133,542</u>	<u>6,963,607</u>
Net financial assets	<u>16,512,961</u>	<u>17,122,421</u>
Non-financial assets		
Tangible capital assets (Schedule 2)	38,487,697	37,683,526
Inventory (Note 8)	3,707,731	3,675,856
Prepaid expenses	199,380	213,626
	<u>42,394,808</u>	<u>41,573,008</u>
Accumulated surplus (Schedule 1, Note 9)	<u>\$ 58,907,769</u>	<u>\$ 58,695,429</u>

CONTINGENT LIABILITIES (Note 10)

APPROVED BY: 
Reeve

SMOKY LAKE COUNTY
CONSOLIDATED STATEMENT OF OPERATIONS
YEAR ENDED DECEMBER 31, 2022

	Budget (Unaudited)	2022	2021
Revenues			
Net municipal taxes (Schedule 3)	\$ 9,878,490	\$ 9,935,917	\$ 9,609,459
Sales of goods and services	789,980	886,789	856,506
Government transfers for operating (Schedule 4)	806,628	850,579	903,683
Investment income	212,000	416,691	139,911
Penalties and costs of taxes	80,000	348,891	217,247
Licenses and permits	68,000	115,337	76,412
Special levies and taxes	209,040	150,052	142,490
Insurance recoveries	79,560	77,703	64,330
Rentals and leases	51,900	43,482	51,522
Natural gas	2,845,300	3,941,420	3,437,998
	<u>15,020,898</u>	<u>16,766,861</u>	<u>15,499,558</u>
Expenses			
Legislative	512,428	498,982	475,990
Administration	2,943,904	2,298,953	2,241,187
Protective services	1,115,851	874,384	944,084
Transportation	9,417,049	7,554,348	7,549,022
Water and wastewater	614,550	635,410	595,267
Landfill	542,584	679,557	542,296
Further education	125,700	119,903	113,206
Agricultural services	926,592	868,553	807,861
Municipal planning, community and economic development	858,147	744,396	577,030
Recreation and culture	488,028	409,701	347,197
Natural gas	2,827,300	4,206,643	3,530,172
	<u>20,372,133</u>	<u>18,990,830</u>	<u>17,723,312</u>
Deficiency of revenues over expenses before other	<u>(5,351,235)</u>	<u>(2,223,969)</u>	<u>(2,223,754)</u>
Other			
Government transfers for capital (Schedule 4)	3,388,587	2,302,242	2,361,066
Gain (loss) on disposal of tangible capital assets	234,500	134,067	(97,570)
	<u>3,623,087</u>	<u>2,436,309</u>	<u>2,263,496</u>
Excess (deficiency) of revenues over expenses	<u>(1,728,148)</u>	<u>212,340</u>	<u>39,742</u>
Accumulated surplus, beginning of year	<u>58,695,429</u>	<u>58,695,429</u>	<u>58,655,687</u>
Accumulated surplus, end of year	<u>\$ 56,967,281</u>	<u>\$ 58,907,769</u>	<u>\$ 58,695,429</u>

SMOKY LAKE COUNTY
CONSOLIDATED STATEMENT OF CHANGES IN NET FINANCIAL ASSETS
YEAR ENDED DECEMBER 31, 2022

	Budget (Unaudited)	2022	2021
Excess (deficiency) of revenues over expenses	\$ (1,728,148)	\$ 212,340	\$ 39,742
Amortization of tangible capital assets	2,256,800	2,300,112	2,291,363
Acquisition of tangible capital assets	(3,232,077)	(3,443,299)	(3,203,812)
Proceeds on disposal of tangible capital assets	234,500	473,082	72,289
Loss (gain) on disposal of tangible capital assets	(234,500)	(134,067)	97,570
	<u>(975,277)</u>	<u>(804,172)</u>	<u>(742,590)</u>
Increase in inventory	-	(31,874)	(155,423)
Decrease in prepaid expenses	-	14,246	33,703
	<u>(975,277)</u>	<u>(821,800)</u>	<u>(864,310)</u>
Decrease in net financial assets	<u>(2,703,425)</u>	<u>(609,460)</u>	<u>(824,568)</u>
Net financial assets - beginning of year	<u>17,122,421</u>	<u>17,122,421</u>	<u>17,946,989</u>
Net financial assets - end of year	<u>\$ 14,418,996</u>	<u>\$ 16,512,961</u>	<u>\$ 17,122,421</u>

SMOKY LAKE COUNTY
CONSOLIDATED STATEMENT OF CASH FLOWS
YEAR ENDED DECEMBER 31, 2022

	2022	2021
Net inflow (outflow) of cash related to the following activities:		
Operating		
Excess of revenues over expenses	\$ 212,340	\$ 39,742
Items not affecting cash:		
Amortization of tangible capital assets	2,300,112	2,291,363
Loss (gain) on disposal of tangible capital assets	(134,067)	97,570
	<u>2,378,385</u>	<u>2,428,675</u>
Changes in non-cash working capital:		
Taxes and grants in place receivable	77,713	(100,685)
Receivables from other governments	54,585	(997,386)
Trade and other receivables	293,073	(294,929)
Accounts payable and accrued liabilities	(76,178)	1,145,582
Employee obligations	38,232	(808)
Deposit liabilities	(400)	(10,091)
Deferred revenue	(656,436)	118,752
Tax sale surplus	195	53
Asset retirement obligations	864,523	456,966
Inventories	(31,875)	(155,423)
Prepaid expenses	14,246	33,703
	<u>577,678</u>	<u>195,734</u>
Net cash from operations	<u>2,956,063</u>	<u>2,624,409</u>
Capital		
Purchase of tangible capital assets	(3,443,299)	(3,203,812)
Proceeds on disposal of tangible capital assets	473,082	72,289
	<u>(2,970,217)</u>	<u>(3,131,523)</u>
Investing		
Shares in MCC for Smoky Lake Development Corp.	(10,000)	-
Change in restricted cash	404,229	(169,379)
	<u>394,229</u>	<u>(169,379)</u>
Net change in cash during the year	<u>380,075</u>	<u>(676,493)</u>
Cash - beginning of year	<u>18,522,067</u>	<u>19,198,560</u>
Cash - end of year	<u>\$ 18,902,142</u>	<u>\$ 18,522,067</u>
Cash consists of:		
Cash	\$ 19,590,124	\$ 19,614,278
Less restricted cash	(687,982)	(1,092,211)
	<u>\$ 18,902,142</u>	<u>\$ 18,522,067</u>

SMOKY LAKE COUNTY
SCHEDULE 1 - CHANGES IN ACCUMULATED SURPLUS
FOR THE YEAR ENDED DECEMBER 31, 2022

	Unrestricted Surplus	Restricted Surplus	Equity in Tangible Capital Assets	2022	2021
Balance, beginning of year	\$ 6,001,637	\$ 15,010,266	\$ 37,683,526	\$ 58,695,429	\$ 58,655,687
Excess of revenues over expenses	212,340	-	-	212,340	39,742
Funds used for tangible capital assets	(2,959,063)	(484,236)	3,443,299	-	-
Annual amortization expense	2,300,112	-	(2,300,112)	-	-
Disposals of tangible capital assets	339,016	-	(339,016)	-	-
Funds designated for future use	(798,694)	798,694	-	-	-
Change in accumulated surplus	<u>(906,289)</u>	<u>314,458</u>	<u>804,171</u>	<u>212,340</u>	<u>39,742</u>
Balance, end of year	\$ 5,095,348	\$ 15,324,724	\$ 38,487,697	\$ 58,907,769	\$ 58,695,430

SMOKY LAKE COUNTY
SCHEDULE 2 - TANGIBLE CAPITAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2022

	Land	Lead Improvements	Buildings	Engineered Structures	Machinery & Equipment	Vehicles	2022	2021
Cost								
Balance, beginning of year	\$ 5,318,944	\$ 1,469,030	\$ 5,093,514	\$ 51,113,322	\$ 13,193,666	\$ 6,434,878	\$ 82,623,354	\$ 80,053,242
Acquisition of tangible capital assets	220,145	747,781	740,998	71,314	411,791	520,760	2,712,789	2,839,666
Construction in-progress	-	-	(252,273)	1,198,683	(215,900)	-	730,510	364,146
Disposal of tangible capital assets	-	-	-	-	(720,966)	(390,814)	(1,111,780)	(633,700)
Balance, end of year	<u>5,539,089</u>	<u>2,216,811</u>	<u>5,582,239</u>	<u>52,383,319</u>	<u>12,668,591</u>	<u>6,564,824</u>	<u>84,954,873</u>	<u>82,623,354</u>
Accumulated amortization								
Balance, beginning of year	-	1,001,012	1,676,732	31,372,177	6,839,025	4,050,882	44,939,828	43,113,306
Annual amortization	-	78,761	114,161	1,137,337	668,488	301,365	2,300,112	2,291,363
Accumulated amortization on disposals	-	-	-	-	(503,464)	(269,300)	(773,764)	(463,841)
Balance, end of year	<u>-</u>	<u>1,079,773</u>	<u>1,790,893</u>	<u>32,509,514</u>	<u>7,004,049</u>	<u>4,082,947</u>	<u>46,467,176</u>	<u>44,939,828</u>
Net book value of tangible capital assets	<u>\$ 5,539,089</u>	<u>\$ 1,137,038</u>	<u>\$ 3,791,346</u>	<u>\$ 19,873,805</u>	<u>\$ 5,664,542</u>	<u>\$ 2,481,877</u>	<u>\$ 38,487,697</u>	<u>\$ 37,683,526</u>
2021 Net book value of tangible capital assets	\$ 5,318,944	\$ 468,018	\$ 3,416,782	\$ 19,741,145	\$ 6,354,641	\$ 2,383,996	\$ 37,683,526	

SMOKY LAKE COUNTY
SCHEDULE 3 - PROPERTY TAXES LEVIED
FOR THE YEAR ENDED DECEMBER 31, 2022

	Budget (Unaudited)	2022	2021
Taxation			
Residential	\$ 2,928,778	\$ 2,981,937	\$ 2,796,582
Non-residential	1,220,845	1,166,997	943,604
Farmland	911,096	992,707	910,892
Machinery and equipment	1,116,699	1,138,096	1,082,114
Linear property	6,113,204	6,209,350	6,288,683
Grants in place	66,753	69,001	66,395
	<u>12,357,375</u>	<u>12,558,088</u>	<u>12,088,270</u>
Requisitions			
Alberta School Foundation Fund	1,987,085	2,085,670	1,987,085
Smoky Lake Foundation	468,927	514,064	468,927
Designated Industrial Property	22,873	22,437	22,799
	<u>2,478,885</u>	<u>2,622,171</u>	<u>2,478,811</u>
Net municipal taxes	\$ 9,878,490	\$ 9,935,917	\$ 9,609,459

SCHEDULE 4 - GOVERNMENT TRANSFERS
FOR THE YEAR ENDED DECEMBER 31, 2022

	Budget (Unaudited)	2022	2021
Transfers for operations			
Federal grants	\$ 3,000	\$ 17,661	\$ 70,725
Provincial	712,915	769,067	733,007
Local governments	90,713	63,851	99,951
	<u>806,628</u>	<u>850,579</u>	<u>903,683</u>
Transfers for capital			
Provincial	3,388,587	2,302,242	2,361,066
Total government transfers	\$ 4,195,215	\$ 3,152,821	\$ 3,264,749

SMOKY LAKE COUNTY
SCHEDULE 5 - CONSOLIDATED EXPENSES BY OBJECT
FOR THE YEAR ENDED DECEMBER 31, 2022

	Budget (Unaudited)	2022	2021
Expenses			
Salaries, wages and benefits	\$ 8,285,278	\$ 7,627,393	\$ 7,243,309
Contracted and general services	3,703,094	2,642,077	2,444,053
Purchases from other governments	250,404	248,007	212,750
Materials, goods, supplies and utilities	3,262,303	2,845,278	2,846,310
Provision for allowances and bad debts	-	207,802	249,747
Transfers to other governments	56,000	41,797	61,582
Transfers to individuals and organizations	1,351,304	304,226	310,057
Bank charges and short-term interest	5,950	7,728	5,260
Tax adjustments	3,000	39,663	116,631
Natural gas purchases	1,198,000	2,692,763	1,942,250
Amortization of tangible capital assets	2,256,800	2,300,112	2,291,363
Accretion expense	-	33,984	-
Total expenses	\$ 20,372,133	\$ 18,990,830	\$ 17,723,312

SMOKY LAKE COUNTY
SCHEDULE 6 - SEGMENTED DISCLOSURE
FOR THE YEAR ENDED DECEMBER 31, 2022

	General Government	Protective Services	Transportation Services	Environmental Services	Planning and Community Services	Agriculture	Recreation and Culture	Gas	2022
Revenues									
Net municipal taxes	\$ 9,935,917	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,935,917
User fees (rentals and sales)	124,779	171,606	202,677	318,368	77,511	226	35,685	3,941,420	4,871,692
Government transfers for operating	230,154	51,881	-	-	310,982	138,907	118,655	-	850,579
Investment income	385,491	-	-	-	-	-	-	31,200	416,691
Other operating revenues	436,444	200	150,338	9,040	95,940	-	-	-	691,962
Government transfers for capital	413,354	-	1,888,888	-	-	-	-	-	3,302,242
Gain (loss) on disposal of TCA's	-	-	114,348	9,305	-	10,784	-	(370)	134,067
	<u>11,526,139</u>	<u>223,107</u>	<u>2,356,271</u>	<u>336,713</u>	<u>484,433</u>	<u>149,917</u>	<u>154,340</u>	<u>3,972,250</u>	<u>19,203,170</u>
Expenses									
Salaries, wages and benefits	1,505,550	262,335	3,302,691	603,253	303,111	560,464	148,400	941,589	7,627,393
Contracted and general services	803,917	390,280	661,113	283,102	403,403	102,970	29,432	216,866	2,890,083
Goods and supplies	111,426	103,459	2,052,211	148,678	388	157,246	57,662	2,904,470	5,538,040
Transfers to others	33,707	-	-	41,797	155,919	-	114,600	-	346,023
Other expenses	248,437	-	13,007	27,432	-	-	-	303	289,179
	<u>2,703,037</u>	<u>758,074</u>	<u>6,029,022</u>	<u>1,103,262</u>	<u>862,821</u>	<u>821,189</u>	<u>350,094</u>	<u>4,063,228</u>	<u>16,699,718</u>
Net revenue before amortization	8,823,102	(534,967)	(3,672,751)	(766,549)	(378,388)	(671,263)	(195,754)	(90,978)	2,512,452
Amortization expense	(95,668)	(116,339)	(1,525,325)	(211,677)	-	(60,965)	(46,423)	(243,415)	(2,308,112)
Excess (deficiency) of revenues over expenses	\$ 8,727,434	\$(61,206)	\$(5,198,076)	\$(978,226)	\$(378,388)	\$(732,228)	\$(242,177)	\$(334,393)	\$ 212,340

SMOKY LAKE COUNTY
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2022

1. Significant Accounting Policies

The consolidated financial statements are the representations of management prepared in accordance with Canadian generally accepted accounting principles for local governments established by the Public Sector Accounting Board of the Canadian Institute of Chartered Professional Accountants. Significant aspects of the accounting policies adopted by the county are as follows:

Reporting Entity

The consolidated financial statements reflect the assets, liabilities, revenues and expenses, and change in financial position of the reporting entity. This entity is comprised of the municipal operations plus all of the organizations that are owned or controlled by the county and are, therefore, accountable to the county Council for the administration of their financial affairs and resources.

The schedule of taxes levied also includes requisitions for education and other external organizations that are not part of the municipal reporting entity.

The statements exclude trust assets that are administered for the benefit of external parties.

Interdepartmental and organizational transactions and balances are eliminated.

Basis of Accounting

The financial statements are prepared using the accrual basis of accounting. The accrual basis of accounting records revenue as it is earned and measurable. Expenses are recognized as they are incurred and measurable based upon receipt of goods or services and/or the legal obligation to pay.

Funds from external parties and earnings thereon restricted by agreement or legislation are accounted for as deferred revenue until used for the purpose specified.

Government transfers, contributions and other amounts are received from third parties pursuant to legislation, regulation or agreement and may only be used for certain programs, in the completion of specific work, or for the purchase of tangible capital assets. In addition, certain user charges and fees are collected for which the related services have yet to be performed. Revenue is recognized in the period when the related expenses are incurred, services performed, or the tangible capital assets are acquired.

Measurement Uncertainty

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the consolidated financial statements and the reported amounts of revenues and expenses during the period. Such estimates include allowance for uncollectable receivables, provision for amortization of tangible capital assets, payables and accretion of asset retirement obligations. These estimates are reviewed periodically and as adjustments become necessary, they are reported in operations in the period in which they become known.

(continues)

SMOKY LAKE COUNTY
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2022

1. Significant Accounting Policies *(continued)*

Cash

Cash is defined as petty cash and cash in chequing and savings accounts adjusted for outstanding cheques and deposits.

Investments

Investments are recorded at amortized cost.

Requisition Over-levy and Under-levy

Over-levies and under-levies arise from the difference between the actual property tax levy made to cover each requisition and the actual amount requisitioned.

If the actual levy exceeds the requisition, the over-levy is accrued as a liability and property tax revenue is reduced. Where the actual levy is less than the requisition amount, the under-levy is accrued as a receivable and as property tax revenue.

Requisition tax rates in the subsequent year are adjusted for any over-levies or under-levies of the prior year.

Tax Revenue

Tax revenues are recognized when the tax has been authorized by bylaw and the taxable event has occurred.

Requisitions operate as a flow through and are excluded from municipal revenue.

Government Transfers

Government transfers are the transfer of assets from other governments that are not the result of an exchange transaction, are not expected to be repaid in the future, or the result of a direct financial return.

Government transfers are recognized in the financial statements as revenue in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be determined.

Asset Retirement Obligations

Pursuant to the Alberta Environmental Protection and Enhancement Act, the county is required to fund the closure of its landfill sites and provide for post-closure care of the facilities. Closure and post-closure activities include the final clay cover, landscaping, as well as surface and ground water monitoring, leachate control, and visual inspection.

A liability for asset retirement obligations is also recognized to cover the costs of restoring the gravel pits when the county pulls out.

The asset retirement obligation is measured at management's best estimate of the expenditure that would be required to settle the present obligation for future removal and site restoration costs. When changes to the obligation result from the passage of time they are reported as an expense of the current period, and when they arise from changes in assumptions about the expected future removal and site restoration costs, the change is recorded as a change in the carrying value of the related asset.

(continues)

SMOKY LAKE COUNTY
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2022

1. Significant Accounting Policies (continued)

Non-Financial Assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the normal course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the consolidated change in net financial assets for the year.

1. Tangible Capital Assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The costs, less residual value, of the tangible capital assets are amortized on a straight-line basis over their estimated useful lives as follows:

	Years
Land improvements	10-27
Buildings	50
Engineered structures	
Roadway system	15
Water system	18-40
Wastewater system	18-40
Bridges	50-150
Gas distribution system	40-50
Machinery and equipment	20-30
Vehicles	10-20

One-half of the annual amortization is charged in the year of acquisition. Assets under construction are not amortized until the asset is available for productive use.

2. Contributions of Tangible Capital Assets

Tangible capital assets received as contributions are recorded at fair value at the date of receipt and also are recorded as revenue.

3. Leases

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expenses as incurred.

4. Inventories

Inventories held for consumption are recorded at the lower of cost and replacement cost.

SMOKY LAKE COUNTY
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2022

2. CASH

	2022	2021
Petty cash	\$ 850	\$ 850
Current accounts	1,863,225	1,025,209
Savings accounts	17,715,698	18,578,097
Trust account	10,351	10,122
	<u>\$ 19,590,124</u>	<u>\$ 19,614,278</u>

Council has designated \$15,324,724 (2021 - \$15,010,264) to fund the reserves.

Included in cash is a restricted amount of \$687,982 (2021 - \$1,092,211) comprised of deferred grants received and not expended (see Note 6).

3. TAXES AND GRANTS IN PLACE RECEIVABLE

	2022	2021
Current	\$ 375,129	\$ 543,719
Arrears	2,630,919	1,653,300
Less allowance for doubtful accounts	<u>(1,862,486)</u>	<u>(1,575,744)</u>
	<u>\$ 543,562</u>	<u>\$ 621,275</u>

4. INVESTMENT IN GAS ALBERTA INC.

The shareholders of Gas Alberta Inc. are predominantly made up of members of the Federation of Alberta Gas Co-ops.

	2022	2021
<u>The county's investment consists of</u>		
Class A common shares	\$ 483	\$ 483
Loan receivable	67,500	67,500
	<u>\$ 67,983</u>	<u>\$ 67,983</u>

The loan is non-interest bearing and is secured by a debenture. The loan may be repaid at Gas Alberta Inc.'s option or is due when the county no longer holds any of the Class A common shares.

5. EMPLOYEE OBLIGATIONS

	2022	2021
Accrued holiday pay	\$ 473,703	\$ 482,775
Accrued sick leave	714,156	719,292
Accrued retirement benefits	129,665	82,555
Accrued wages and benefits	<u>88,965</u>	<u>83,635</u>
	<u>\$ 1,406,489</u>	<u>\$ 1,368,257</u>

SMOKY LAKE COUNTY
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2022

6. DEFERRED REVENUE	2022	2021
Federal Gas Tax Fund	\$ 443,308	\$ 613,784
MSI Capital	825,357	1,040,009
ACP-Intermunicipal Collaboration-Regional Fire	40,971	66,578
ACP - Municipal Development Guidelines	102,850	-
Alberta Infrastructure - AEP	20,000	-
Advanced Education	15,107	21,180
Municipal Stimulus Program	-	292,537
Parks Canada	28,191	-
ACP-Intermunicipal Collaboration-GIS	-	74,805
Family and Community Support Services	-	23,327
	<u>\$ 1,475,784</u>	<u>\$ 2,132,220</u>

Unexpended funding in the amount of \$1,475,784 (2021 - \$2,132,220) was allocated to the county in the current year from various federal and provincial government programs and local governments. The use of these funds is restricted to eligible operating and capital projects as approved under the funding agreements. Of these allocations, funds received and unexpended are supported by funds in savings accounts of \$687,982 (2021 - \$1,092,211) and the remaining deferred grants are supported by receivables from other governments.

7. ASSET RETIREMENT OBLIGATIONS

Alberta environmental law requires closure and post-closure care of landfill sites, which includes final covering and landscaping, pumping of ground water and leachates from the site, and ongoing environmental monitoring, site inspections and maintenance.

The original liability calculated in the year of implementation is added to the cost of the associated asset and amortized on a straight line basis over the remaining useful life of the asset.

The county has also recognized a liability for restoration of the Spedden landfill and two gravel pits which have not been added to the cost of an asset as the land is not amortized.

The liabilities are increased annually by the accretion expense.

	Opening Balance	Liability Incurred	Accretion Expense	Total
Smoky Lake landfill reclamation	\$ -	\$ 424,150	\$ 8,483	\$ 432,633
Smoky Lake landfill post-closure monitoring	-	323,630	6,473	330,103
Spedden landfill reclamation	150,000	17,962	3,359	171,321
Spedden landfill post-closure monitoring	293,654	64,797	7,169	365,620
White Earth gravel pit	350,000	-	7,000	357,000
Sowka Lake gravel pit	75,000	-	1,500	76,500
	<u>\$ 868,654</u>	<u>\$ 830,539</u>	<u>\$ 33,984</u>	<u>\$ 1,733,177</u>

The undiscounted expenditures represent the estimated cash outflows required in future years in order to satisfy the asset retirement obligation assuming annual inflation of 2%. Undiscounted expenditures have been discounted using a 2% rate to calculate the current liability.

SMOKY LAKE COUNTY
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2022

7. ASSET RETIREMENT OBLIGATIONS (continued)

	2022	2021
Undiscounted Expenditures		
Smoky Lake landfill reclamation	\$ 723,976	\$ -
Smoky Lake landfill post-closure monitoring	563,448	-
Spedden landfill reclamation	259,665	-
Spedden landfill post-closure monitoring	565,241	-
White Earth gravel pit	942,056	-
Sowka Lake gravel pit	201,869	-
	<u>\$ 3,256,255</u>	<u>\$ -</u>

The Smoky Lake landfill asset retirement obligation expenditures are anticipated to be incurred in 2049.

The post-closure monitoring of the Smoky Lake landfill asset retirement obligation expenditures are anticipated to be incurred in annual increments of \$28,860 over 25 years, starting in 2050.

The Spedden landfill asset retirement obligation expenditures are anticipated to be incurred in 2044.

The post-closure monitoring of the Spedden landfill asset retirement obligation expenditures are anticipated to be incurred in annual increments of \$28,860 over 25 years, starting in 2045.

The gravel pits are both expected to be reclaimed in 2072.

8. INVENTORY

	2022	2021
Public works	\$ 720,894	\$ 616,609
Gravel (valued at crushing cost)	2,843,381	2,895,206
A.S.B.	61,835	46,316
	<u>3,626,110</u>	<u>3,558,131</u>
Gas utility	81,621	117,725
	<u>\$ 3,707,731</u>	<u>\$ 3,675,856</u>

SMOKY LAKE COUNTY
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2022

9. ACCUMULATED SURPLUS

Accumulated surplus consists of restricted and unrestricted amounts and equity in tangible capital assets as follows:

	2022	2021
Unrestricted surplus	\$ 5,095,348	\$ 6,001,637
Restricted surplus		
Municipal reserve	50,133	47,295
Economic development		59,223
General capital	3,754,412	3,461,875
Building	1,139,721	1,197,539
Connectivity	476,523	476,523
Fire	1,515,569	1,342,334
Transportation	988,096	1,224,496
Road development	1,681,762	1,623,575
Street sweeper	61,060	61,060
Gravel pit reclamation	467,012	462,922
Gravel pit development	115,628	107,874
Regional waterline	249,348	261,233
Regional landfill	294,160	249,160
Agricultural capital reserve	40,000	-
	10,833,424	10,575,109
Municipal general	2,306,327	2,354,858
Gas utility	2,184,973	2,080,299
Total restricted	15,324,724	15,010,266
Equity in tangible capital assets	38,487,697	37,683,526
	\$ 58,907,769	\$ 58,695,429

10. CONTINGENT LIABILITIES

Evergreen Regional Waste Management Services Commission

Smoky Lake County is a member of the Evergreen Regional Waste Management Services Commission. Each participating municipality funds a portion of the Commission's deficit based on their proportionate tippage for the year. The expense is accounted for as a current transaction in the year the county is invoiced.

Highway 28/63 Regional Water Services Commission

Smoky Lake County is a member of Highway 28/63 Regional Water Services Commission. Each participating municipality is responsible for their proportionate share of any unfunded deficit. The expense is accounted for as a current transaction in the year the county is invoiced.

SMOKY LAKE COUNTY
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2022

11. COMMITMENTS

Council has agreed to provide funding of \$445,000 towards the construction of a new school in the Town of Smoky Lake.

In 2020 Council committed a \$600,000 contribution, towards a municipal controlled corporation with the Town of Smoky Lake, to further economic development. In 2022, \$10,000 was invested in the shares of MCC for Smoky Lake Development Corp.

12. DEBT LIMITS

Section 276(2) of the Municipal Government Act requires that debt and debt limits as defined by Alberta Regulation 255/00 for the Smoky Lake County be disclosed as follows:

	2022	2021
Total debt limit	\$ 25,324,071	\$ 23,249,337
Total debt	-	-
Debt limit remaining	\$ 25,324,071	\$ 23,249,337
Debt servicing limit	\$ 4,220,678	\$ 3,874,889
Debt servicing	-	-
Debt service limit remaining	\$ 4,220,678	\$ 3,874,889

The debt limit is calculated at 1.5 times revenue of the municipality (as defined in Alberta Regulation 255/00) and the debt service limit is calculated at 0.25 times such revenue. Incurring debt beyond these limitations requires approval by the Minister of Municipal Affairs. These thresholds are guidelines used by Alberta Municipal Affairs to identify municipalities that could be at financial risk if further debt is acquired. The calculation taken alone does not represent the financial stability of the municipality. Rather, the financial statements must be interpreted as a whole.

SMOKY LAKE COUNTY
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2022

13. SALARY AND BENEFITS DISCLOSURE

Disclosure of salaries and benefits for municipal officials and designated officers as required by Alberta Regulation 313/2000 is as follows:

	Salary (1)	Benefits & Allow. (2)	Expenses (3)	2022
Council				
Reeve - Haliak	\$ 77,875	\$ 15,355	\$ 21,606	\$ 114,836
Councillor - Gawalko	71,234	11,646	16,895	99,775
Councillor - Fenerty	67,913	11,322	22,898	102,133
Councillor - Cere	67,913	13,830	13,410	95,153
Councillor - Serben	67,913	13,830	9,723	91,466
	\$ 352,848	\$ 65,983	\$ 84,532	\$ 503,363
Others				
CAO - Sobolewski	\$ 163,714	\$ 29,248	\$ 5,489	\$ 198,451
Designated officers (3)	243,742	25,047	3,375	272,164
	\$ 407,456	\$ 54,295	\$ 8,864	\$ 470,615
Council				
Reeve - Haliak	\$ 69,573	\$ 14,437	\$ 11,994	\$ 96,004
Councillor - Gawalko	68,466	11,150	14,093	93,709
Councillor - Fenerty	11,319	2,110	4,711	18,140
Councillor - Cere	11,319	2,729	5,302	19,350
Councillor - Serben	11,319	2,729	4,273	18,321
Reeve - Lukinuk	64,896	10,611	6,891	82,398
Councillor - Cherniwchan	56,594	9,692	7,197	73,483
Councillor - Orichowski	59,362	12,371	7,410	79,143
	\$ 352,848	\$ 65,829	\$ 61,871	\$ 480,548
Others				
CAO - Sobolewski	\$ 160,467	\$ 30,400	\$ 2,915	\$ 193,782
Designated officers (3)	271,413	32,761	4,011	308,185
	\$ 431,880	\$ 63,161	\$ 6,926	\$ 501,967

(1) Salary includes regular base pay, bonuses, overtime, lump sum payments, gross honoraria and any other direct cash remuneration.

(2) Employer's share of all employee benefits and contributions or payments made on behalf of employees including Canada Pension Plan, Employment Insurance, health care, dental coverage, group life insurance, accidental death and dismemberment insurance, long and short-term disability plans, and professional memberships.

(3) Expenses include travel, mileage, meals, accommodation, registration fees and other expenses.

SMOKY LAKE COUNTY
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2022

14. LOCAL AUTHORITIES PENSION PLAN

Employees of the county participate in the Local Authorities Pension Plan (LAPP), which is one of the plans covered by the Alberta Public Sector Pension Plans Act. The LAPP serves about 282,000 people and 435 employers. The LAPP is financed by employer and employee contributions and by investment earnings of the LAPP Fund.

Contributions for current service are recorded as expenditures in the year in which they become due.

The county is required to make current service contributions to the LAPP of 8.45% of pensionable earnings up to the year's maximum pensionable earnings under the Canada Pension Plan and 12.8% on pensionable earnings above this amount. Employees of the county are required to make current service contributions of 7.45% of pensionable salary up to the year's maximum pensionable salary and 11.8% on pensionable salary above this amount.

Total current service contributions by the county to the LAPP in 2022 were \$251,208 (2021 - \$283,806). Total current service contributions by the employees of the county to the LAPP in 2022 were \$225,533 (2021 - \$257,652).

At December 31, 2021, the LAPP disclosed an actuarial surplus of \$11.9 billion.

15. SEGMENTED DISCLOSURE

The Smoky Lake County provides a range of services to its ratepayers. For each reported segment, revenues and expenses represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis. The accounting policies used in these segments are consistent with those followed in the preparation of the financial statements as disclosed in note 1.

Refer to Schedule 6 – Segmented Disclosure.

16. OTHER CREDIT FACILITIES

The county has a prime plus 1% authorized operating line of credit of \$5,000,000 with the Alberta Treasury Branch. No balance was outstanding as at December 31, 2022.

The county has ATB MasterCard with a combined limit of \$50,000. Interest is calculated on principal owing beyond one month at the rate of prime plus 2%.

17. FINANCIAL INSTRUMENTS

The county's financial instruments consist of cash, receivables, long-term investments and accounts payable and accrued liabilities. It is management's opinion that the county is not exposed to significant interest or currency risks arising from these financial instruments.

The county is subject to credit risk with respect to taxes and grants in place receivable, and trade and other receivables. Credit risk arises from the possibility that taxpayers and entities to which the county provides services may experience financial difficulty and be unable to fulfill their obligations. The county has recorded a total allowance of \$1,907,486 (2021 \$1,612,744). The large number and diversity of taxpayers and customers minimizes the credit risk.

Unless otherwise noted, the carrying value of the financial instruments approximates fair value.

18. APPROVAL OF FINANCIAL STATEMENTS

Council and management have approved these financial statements.

SMOKY LAKE COUNTY
NOTES TO CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2022

19. BUDGET AMOUNTS

Budget amounts are included for information purposes only and are not audited.

20. RECENT ACCOUNTING PRONOUNCEMENTS PUBLISHED BUT NOT YET ADOPTED

Conceptual Framework for Financial Reporting in the Public Sector

This standard describes the concepts underlying the development and use of accounting principles in government financial statements. It also identifies the objectives of government financial statements that are generally acceptable to the users and preparers of the statements. It applies to years beginning on or after April 1, 2026.

PSAS Section 3160, Public Private Partnerships

This standard establishes standards on how to account for public private partnership arrangements. It applies in years beginning on or after April 1, 2023.

PSAS Section 3400, Revenue

This standard will provide greater clarity on the difference between exchange and non-exchange transactions. It applies in years beginning on or after April 1, 2023.

SMOKY LAKE COUNTY GAS UTILITY

FINANCIAL STATEMENTS

FOR THE YEAR ENDED DECEMBER 31, 2022



Maurice R. Joly, CPA, CA, CFP®
Barbara K. McCarthy, CPA, CA*
Claude R. Dion, CPA, CA, CMA®
Richard R. Jean, CPA, CA*
Arlie J. Anderson, CPA, CA*
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INDEPENDENT AUDITOR'S REPORT

To the Members of Smoky Lake County Council

Opinion

We have audited the financial statements of the Smoky Lake County Gas Utility (Gas Utility), which comprise of the statement of financial position as at December 31, 2022, and the statements of operations, changes in net financial assets, and cash flows and schedules of changes in accumulated surplus, gross margin and operating expenses for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Gas Utility as at December 31, 2022, and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards (PSAS).

Emphasis of Matter

It is understood that this report is requested by the Smoky Lake County Council. We have issued an audit report dated April 13, 2023, on the consolidated financial statements of the Smoky Lake County for the year ended December 31, 2022, and reference should be made to those audited financial statements for complete information.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Gas Utility in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with those requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with PSAS, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatements, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Gas Utility's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Gas Utility or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Gas Utility's financial reporting process.

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Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of the audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Gas Utility's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Gas Utility's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosure are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Gas Utility to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

St. Paul, Alberta
April 13, 2023

Chartered Professional Accountants

SMOKY LAKE COUNTY GAS UTILITY
STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2022

	<u>2022</u>	<u>2021</u>
Financial assets		
Due from general operating fund	\$ 1,971,382	\$ 2,027,735
Receivables (net of allowance)	731,601	633,362
Investment in Gas Alberta Inc. (note 3)	<u>67,983</u>	<u>67,983</u>
	<u>2,770,966</u>	<u>2,729,080</u>
Liabilities		
Accounts payable	641,639	473,256
Meter deposits payable	<u>8,593</u>	<u>9,193</u>
	<u>650,232</u>	<u>482,449</u>
Net financial assets	<u>2,120,734</u>	<u>2,246,631</u>
Non-financial assets		
Inventory	81,621	117,725
Prepaid expenses	32,418	42,983
Tangible capital assets (note 4)	<u>1,981,089</u>	<u>2,142,914</u>
	<u>2,095,128</u>	<u>2,303,622</u>
Accumulated surplus	<u>\$ 4,215,862</u>	<u>\$ 4,550,253</u>

On behalf of the Smoky Lake County

 Reeve

SMOKY LAKE COUNTY GAS UTILITY
STATEMENT OF OPERATIONS
FOR THE YEAR ENDED DECEMBER 31, 2022

	<u>Budget</u> (unaudited)	<u>2022</u>	<u>2021</u>
Revenues			
Gas sales and distribution charges	\$ 2,125,000	\$ 3,224,440	\$ 2,703,448
Penalties and service charges	500,500	508,445	499,510
Sale of goods, secondaries, conversions	52,200	32,072	28,871
RMO operating grant	9,600	9,600	9,600
Interest income	12,000	31,200	18,400
Bulk odorant delivery	90,000	127,732	111,483
Compressed natural gas revenue	18,000	7,632	5,697
Infill rebate	--	--	19,888
Infill recovery	<u>50,000</u>	<u>31,500</u>	<u>59,500</u>
	<u>2,857,300</u>	<u>3,972,621</u>	<u>3,456,397</u>
Expenses			
Wages and benefits	956,395	941,589	945,763
Materials	242,306	211,707	168,555
Gas purchases	1,198,000	2,692,763	1,942,250
Contracted and general services	200,599	216,866	218,259
Amortization	230,000	243,414	242,340
Bad debt expense (recovery)	<u>--</u>	<u>303</u>	<u>13,005</u>
	<u>2,827,300</u>	<u>4,306,642</u>	<u>3,530,172</u>
Excess (deficiency) of revenues over expenses before other	30,000	(334,021)	(73,775)
Other			
Gain (loss) on sale of tangible capital assets	<u>12,500</u>	<u>(370)</u>	<u>13,500</u>
Excess (deficiency) of revenues over expenses	42,500	(334,391)	(60,275)
Accumulated surplus, beginning of year	<u>4,550,253</u>	<u>4,550,253</u>	<u>4,610,528</u>
Accumulated surplus, end of year	<u>\$ 4,592,753</u>	<u>\$ 4,215,862</u>	<u>\$ 4,550,253</u>

SMOKY LAKE COUNTY GAS UTILITY
STATEMENT OF CHANGE IN NET FINANCIAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2022

	<u>Budget</u> (unaudited)	<u>2022</u>	<u>2021</u>
Excess (deficiency) of revenues over expenses	\$ 42,500	\$ (334,391)	\$ (60,275)
Acquisition of tangible capital assets	(325,500)	(90,309)	(68,818)
Proceeds on disposal of tangible capital assets	12,500	8,350	13,500
Loss (gain) on sale of tangible capital assets	(12,500)	370	(13,500)
Amortization of tangible capital assets	<u>230,000</u>	<u>243,414</u>	<u>242,340</u>
	<u>(95,500)</u>	<u>161,825</u>	<u>173,522</u>
Acquisition of inventory	(45,000)	(43,729)	(61,333)
Use of inventory	80,000	79,833	58,006
Acquisition of prepaid assets	(33,000)	(32,418)	(42,983)
Use of prepaid assets	<u>43,000</u>	<u>42,983</u>	<u>42,308</u>
	<u>45,000</u>	<u>46,669</u>	<u>(4,002)</u>
Increase (decrease) in net financial assets	(8,000)	(125,897)	109,245
Net financial assets, beginning of year	<u>2,246,631</u>	<u>2,246,631</u>	<u>2,137,386</u>
Net financial assets, end of year	<u>\$ 2,238,631</u>	<u>\$ 2,120,734</u>	<u>\$ 2,246,631</u>

SMOKY LAKE COUNTY GAS UTILITY
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2022

	<u>2022</u>	<u>2021</u>
Net inflow (outflow) of cash related to the following activities:		
Operating		
Deficiency of revenues over expenses	\$ (334,391)	\$ (60,275)
Non-cash items included		
Amortization of tangible capital assets	243,414	242,340
Loss (gain) on sale of tangible capital assets	370	(13,500)
Non-cash charges to operations (net change):		
Decrease (increase)		
Receivables	(98,239)	(281,860)
Inventory	36,104	(3,327)
Prepaid expenses	10,565	(675)
Increase (decrease)		
Accounts payable	168,383	275,880
Meter deposits	(600)	(582)
Deferred revenue	--	(18,176)
	<u>25,606</u>	<u>139,825</u>
Capital		
Acquisition of tangible capital assets	(90,309)	(68,818)
Proceeds on disposal of tangible capital assets	8,350	13,500
	<u>(81,959)</u>	<u>(55,318)</u>
Change in cash and cash equivalents during the year	(56,363)	84,507
Cash and cash equivalents, beginning of the year	<u>2,027,735</u>	<u>1,943,228</u>
Cash and cash equivalents, end of the year	<u>\$ 1,971,382</u>	<u>\$ 2,027,735</u>

Cash and cash equivalents are defined as Due from General Operating Fund.

SMOKY LAKE COUNTY GAS UTILITY
SCHEDULE OF CHANGES IN ACCUMULATED SURPLUS
FOR THE YEAR ENDED DECEMBER 31, 2022

	Unrestricted Surplus	Restricted Surplus	Equity in Tangible Capital Assets	<u>2022</u>	<u>2021</u>
Balance, beginning of year	\$ 327,041	\$ 2,080,298	\$ 2,142,914	<u>\$ 4,550,253</u>	<u>\$ 4,610,528</u>
Deficiency of revenues over expenses	(334,391)	--	--	(334,391)	(60,275)
Funds designated for future use	(104,675)	104,675	--	--	--
Funds used for tangible capital assets	(90,309)	--	90,309	--	--
Net book value of tangible capital assets disposed of	8,720	--	(8,720)	--	--
Annual amortization expense	243,414	--	(243,414)	--	--
Change in accumulated surplus	(277,241)	104,675	(161,825)	<u>(334,391)</u>	<u>(60,275)</u>
Balance, end of year	<u>\$ 49,800</u>	<u>\$ 2,184,973</u>	<u>\$ 1,981,089</u>	<u>\$ 4,215,862</u>	<u>\$ 4,550,253</u>

SMOKY LAKE COUNTY GAS UTILITY
SCHEDULE OF GROSS MARGIN
FOR THE YEAR ENDED DECEMBER 31, 2022

	Budget (unaudited)	<u>2022</u>	<u>2021</u>
Gas sales and distribution charges	\$ 2,125,000	\$ 3,224,440	\$ 2,703,448
Gas purchases	(1,198,000)	(2,692,763)	(1,942,250)
Capital surcharge	(145,000)	(144,974)	(147,212)
Gross margin	<u>\$ 782,000</u>	<u>\$ 386,703</u>	<u>\$ 613,986</u>

SCHEDULE OF OPERATING EXPENSES

	Budget (unaudited)	<u>2022</u>	<u>2021</u>
General and administrative expenditures			
Council expenses	\$ 9,000	\$ 2,196	\$ 2,710
Audit, legal, and consulting	41,500	35,231	46,855
Advertising, membership, printing	36,700	36,239	37,144
Telephone, postage, freight, travel	29,900	27,566	15,310
Computer lease	5,200	10,371	3,610
Office supplies, utilities, insurance	74,703	63,273	68,168
Wages and benefits	468,172	450,366	468,119
	<u>665,175</u>	<u>625,242</u>	<u>641,916</u>
Distribution			
Wages and benefits	488,223	491,223	477,644
Vehicle and equipment costs	78,472	79,854	59,482
Repair and maintenance – system	167,430	173,844	150,947
	<u>734,125</u>	<u>744,921</u>	<u>688,073</u>
Gas purchases	1,198,000	2,692,763	1,942,250
Appliance purchase and repair	--	--	2,588
Amortization	230,000	243,414	242,340
Bad debt expense (recovery)	--	302	13,005
Total operating expenditures	<u>\$ 2,827,300</u>	<u>\$ 4,306,642</u>	<u>\$ 3,530,172</u>

SMOKY LAKE COUNTY GAS UTILITY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2022

I. Significant Accounting Policies

(a) Reporting Entity

The financial statements reflect the assets, liabilities, revenues and expenses, and change in net financial assets of the reporting entity which comprises the entire gas utility. These statements exclude all other municipal operations.

(b) Basis of Accounting

The financial statements are prepared using the accrual basis of accounting. The accrual basis of accounting records revenue as it is earned and measurable. Expenses are recognized as they are incurred and measurable based upon receipt of goods or services and/or the legal obligation to pay.

Funds from external parties and earnings thereon restricted by agreement or legislation are accounted for as deferred revenue until used for the purpose specified.

Government transfers, contributions and other amounts are received from third parties pursuant to legislation, regulation or agreement and may only be used for certain programs, in the completion of specific work, or for the purchase of tangible capital assets. In addition, certain user charges and fees are collected for which the related services have yet to be performed. Revenue is recognized in the period when the related expenses are incurred, services performed or the tangible capital assets are acquired.

(c) Measurement Uncertainty

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenses during the period. Such estimates include the provision for doubtful accounts, amortization of capital assets and accruals. These estimates are reviewed periodically and as adjustments become necessary, they are reported in earnings in the period in which they become known.

(d) Investments

Investments are recorded at amortized cost. When there has been a loss in value that is other than a temporary decline, the respective investment is written down to recognize the loss.

SMOKY LAKE COUNTY GAS UTILITY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2022

I. Significant Accounting Policies (continued)

(c) Non-Financial Assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the normal course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the change in net financial assets for the year.

(i) Tangible Capital Assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The costs, less residual value, of the tangible capital assets are amortized on a straight-line basis over their estimated useful lives as follows:

	Years
Buildings	50
Distribution system	40-50
Machinery and equipment	20-30
Vehicles	10-20

One-half of the annual amortization is charged in the year of acquisition. Assets under construction are not amortized until the asset is available for productive use.

(ii) Contributions of Tangible Capital Assets

Tangible capital assets received as contributions are recorded at fair value at the date of receipt and also are recorded as revenue.

(iii) Inventories

Inventories held for consumption are recorded at the lower of cost and replacement cost.

2. Prepaid Infills

The county has an obligation to provide infills to 127 lake lots. These infills will have to be installed once the owners request the infill. The costs of these infills will be expensed in the year of installation. The amounts are likely to be spread over many years and the cost in any one year is not likely to be significant. The future cost of these infills is not determinable at this time.

SMOKY LAKE COUNTY GAS UTILITY
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2022

3. Investment in Gas Alberta Inc.

Effective June 30, 1998, Gas Alberta, a branch of Alberta Transportation and Utilities, was privatized and operations assumed by Gas Alberta Inc. The shareholders of Gas Alberta Inc. are predominantly made up of members of the Federation of Alberta Gas Co-ops.

The county has entered into a gas supply contract, which renews automatically each year, to purchase natural gas exclusively from Gas Alberta Inc.

The county's investment in Gas Alberta Inc. consists of:

	2022	2021
Class A common shares	\$ 483	\$ 483
Loan receivable	67,500	67,500
	<u>\$ 67,983</u>	<u>\$ 67,983</u>

The loan is non-interest bearing and is secured by a debenture. The loan is may be repaid at Gas Alberta Inc.'s option or is due when the county no longer holds any of the Class A common shares.

4. Tangible Capital Assets

	Cost	Accumulated Amortization	Net Book Value	
			2022	2021
Distribution system	\$ 6,853,504	\$ 5,550,924	\$ 1,302,580	\$ 1,476,801
Buildings	333,254	70,616	262,638	275,440
Machinery and equipment	372,311	188,766	183,545	191,977
Vehicles	551,049	318,723	232,326	198,696
	<u>\$ 8,110,118</u>	<u>\$ 6,129,029</u>	<u>\$ 1,981,089</u>	<u>\$ 2,142,914</u>

2022 Consolidated Financial Statements and Gas Utility Financial Statements

489-23: Serben

That Smoky Lake County Council approve the audited Smoky Lake County Consolidated Financial Statements and the Smoky Lake County Gas Utility Financial Statements for the year ended: December 31, 2022, as prepared by JMD Group LLP Chartered Professional Accountants; and approve to execute the Year-2022 Audit Findings letter affirming no significant deficiencies, dated April 6, 2023.

Carried.

Barb McCarthy, CPA, CA, from JMD Group LLP - Chartered Professional Accountants, left Council Chambers, time 11:25 a.m.

4. Delegation:

Bob Novosiwsky, Ratepayer – Land Inquiry NE-19-57-13-W4 & SE-30-57-13-W4

Present before Council in Chambers from 11:26 a.m. to 11:48 a.m. was Bob Novosiwsky, Ratepayer, to discuss the land use regulations relating to the land legally described as a portion of NE-19-57-13-W4 and the SE-30-57-13-W4, and the possibility of grandfathering all existing buildings on SE-30-57-13-W4, if the portion of NE-19-57-13-W4 was purchased and amalgamated.

11:35 to 11:35 a.m.

Public Question and Answer Period:

None.

Bob Novosiwsky, Ratepayer – Land Inquiry NE-19-57-13-W4 & SE-30-57-13-W4

490-23: Fenerty

That Smoky Lake County administration prepare an agreement for Council's consideration between Bob Novosiwsky, Ratepayer and Smoky Lake County in respect to the land legally described as a portion of NE-19-57-13-W4 and the SE-30-57-13-W4, for the purpose grandfathering all existing structures on SE-30-57-13-W4, if the portion of NE-19-57-13-W4 was purchased and amalgamated, thereby eliminating the need to remove the structures within the buffer zone surrounding the body of water.

Carried.

Victoria Trail Agricultural Society's Facility Resurfacing Project

491-23: Serben

That Smoky Lake County Council accept information received from the April 13, 2023, Delegation: the Victoria Trail Agricultural Society, in respect to the Victoria Trail Agricultural Society's Facility Resurfacing Project.

Carried.

Regional Community Newsletter Concept

492-23: Fenerty

That Smoky Lake County support the concept of a regional community newsletter including information from the County, Town of Smoky Lake, Village of Vilna, and Village of Waskatenau, with the Town of Smoky Lake being the managing partner who would compile and produce the said newsletter; and request the Town of Smoky Lake propose parameters for the type of information a regional community newsletter would include and prepare a sample for further consideration.

Carried.

Annual Safety Meeting

493-23: Gawalko

That Smoky Lake County's Annual Safety Meeting be scheduled for Friday, May 5, 2023, and held at the National Hall in Smoky Lake; **and** Council approve to close all County offices on the day of the Annual Safety Meeting to allow for all employees to attend as it is a mandatory requirement.

Carried.

Rescind Policies

494-23: Fenerty

That Smoky Lake County Council rescind the following policies as they are redundant and/or superseded by bylaw or other legislation:

- Policy Statement No. 01-03: Organizational Chart,
- Policy Statement No. 01-04: Public Notice of Council and Council Committee Meetings,
- Policy Statement No. 01-17: Rental of Warspite Hall,
- Policy Statement No. 01-20: Work Alone,
- Policy Statement No. 01-31: Y2K,
- Policy Statement No. 03-10: County Van,
- Policy Statement No. 03-40: Cold Weather - Equipment Mobilization,
- Policy Statement No. 04-02: Water Sampling Procedures,
- Policy Statement No. 04-04: Water Quality: Assurance,
- Policy Statement No. 08-09: Account Code Structure,
- Policy Statement No. 09-03: Primary Installations,
- Policy Statement No. 61-23: Regional Community Development Committee (RCDC): Contractor Performance Appraisal – Economic Development Assistant (EDA), and
- Policy Statement No. 62-24: Sale of 2% Liquid Strychnine.

Carried.

Ag for Life’s “Know Your Food” Mobile Trailer

495-23: Fenerty

That Smoky Lake County **deny** the request for funding in the amount of \$3,500.00 towards bringing the Ag for Life’s “Know Your Food” Mobile Trailer, to the Smoky Lake Chamber Street Fare, scheduled for August 23, 2023, in response to the email received from Michelle Wright, Director of Visitor Experiences, Métis Crossing, dated March 20, 2023, requesting same.

Carried.

Ag for Life’s “Know Your Food” Mobile Trailer

496-23: Jered

That Smoky Lake County’s Administration coordinate with H. A. Kostash School to bring the Ag for Life’s “Know Your Food” Mobile Trailer to Smoky Lake during the Year-2024 Farmers Day Appreciation event, as there is no charge for the unit to be brought to school events.

Carried.

Meeting Recessed

Meeting recessed for Lunch, time 12:10 p.m.

Meeting Reconvened

The meeting reconvened on a call to order by Reeve Lorne Halisky at 12:47 p.m. in the physical presence of all Council members, the Chief Administrative Officer, Assistant Chief Administrative Officer, Finance Manager, Executive Services Clerk, and the virtual presence of the Planning & Development Manager, Planning Technician, Community Peace Officer, and 3 Members of the Public.

2023 Northeast Regional Agricultural Service Board Conference

497-23: Cere

That Smoky Lake County Agricultural Services department plan and host the 2023 Northeast Regional Agricultural Service Board Conference to be held at Metis Crossing on October 20, 2023.

Carried.

Daniel Moric, Natural Gas Manager, entered Chambers, time 12:24 p.m.

Carole Dowhaniuk, GIS Technician, entered Chambers, time 12:55 p.m.

Federation of Alberta Gas Co-op’s Member’s Meeting

498-23: Serben

That Smoky Lake County Councillors Halisky and Gawalko attend the Federation Insurance Reciprocal Exchange Annual General Meeting and Federation of Alberta Gas Co-op’s Member’s Meeting, scheduled for June 21, 2023, to be held at the River Cree Resort & Casino.

Carried.

Daniel Moric, Natural Gas Manager, left Chambers, time 12:30 p.m.

Policy Statement No. 02-09-03: Peace Officer Human Relations Records

499-23: Cere

That Smoky Lake County Policy Statement No. 02-09-03: Peace Officer Human Relations Records, be amended:

Title: Peace Officer: Human Relations Records	Policy No.: 09-03
Section: 02	Code: P-A
Page No.: 1 of 5 E	
Legislation Reference: Peace Officer (Ministerial) Regulation Act	
Purpose: To detail the contents of material necessary to retain on Peace Officers.	
Policy Statement and Guidelines:	
<p>1. PEACE OFFICER'S PERSONNEL RECORDS:</p> <p>1.1 Each employee as Peace Officer employed by the Smoky Lake County will have a separate individual file in which records are stored.</p> <p>1.2 The original documents will be stored in the County Vault within the Central Office. Copies of relevant documents shall be kept in a secondary file accessible to the Chief Administrative Officer and Community Peace Officer.</p> <p>1.3 Files of past employees shall be kept a minimum of three (3) years. Appointments of past employees must be returned to Public Security Division.</p> <p>2. PERSONNEL FILES:</p> <p>Personnel Files shall contain the following required information in accordance under Section 14 of the <i>Peace Officer (Ministerial) Regulation Act</i>.</p> <p>2.1 The Peace Officer's Appointment.</p> <p>2.2 Copy of the Peace Officer's Identification Card.</p> <p>2.3 Oath of Office for Peace Officers – <i>Schedule "A"</i>.</p> <p>2.4 Training Certificates from required courses to become a Peace Officer.</p> <p>2.5 Copies of Complaints against the Peace Officer, in addition to documentation showing Public Security Division has been notified of the complaint when required Complaints must be kept on file for a minimum of five (5) years.</p> <p>2.6 Recertification documents on applicable courses (i.e. Baton, OC Spray, Officer Safety, etc.).</p> <p>2.7 Criminal records checks for Peace Officers must be retained for a minimum of two (2) years.</p> <p>2.8 Date of Cessation of employment and reason for such.</p> <p>3. TRAINING:</p> <p>3.1 Smoky Lake County shall endeavor to provide appropriate ongoing training and development for the employment of a Community Peace Officer as required by the Alberta Justice and Solicitor General, Public Security Peace Officer Program.</p>	

Title: Peace Officer: Human Relations Records	Policy No.: 09-03
Section: 02	Code: P-A
Page No.: 2 of 5 E	
Policy Statement and Guidelines:	
<p>4. INCIDENT REPORTING REQUIREMENTS:</p> <p>4.1 All incidents that require reporting shall conform with Section 22 of the <i>Alberta Public Security Peace Officer Program Policy and Procedures Manual – Form PS3535, as demonstrated in Schedule "B": Incident Report Form</i>.</p> <p>4.2 Incident reporting shall be done in a format designed by the Alberta Public Security Peace Officer Program Policy and Procedures Manual and submitted electronically within the specified time limit requirement, as documented on the Incident Report form to poprogram@gov.ab.ca.</p> <p>4.3 A record of all incidents involving the Community Peace Officer shall be saved electronically for County record, printed and stored in a secure locked filing cabinet.</p>	

Section 02

Policy: 09-03

SCHEDULE "A"



OATH OF OFFICE FOR PEACE OFFICERS
Public Security Peace Officer Program

I, _____
Swear that I will diligently, faithfully and to the best of my ability execute according to law in the office
of a peace officer for the _____ and will not,
except in the discharge of my duties, disclose to any person any matter or evidence brought before me
in this office of a peace officer, so help me God.

Sworn before me in the _____ of)
_____ in the Province of Alberta, this) _____ Signature
_____ day of _____, _____)
_____)
Commissioner for Oaths in and for the Province of Alberta

Print Name and Expiry Date

Peace Officer: Human Relations Records

Page 3 of 5.

Section 02

Policy: 09-03

SCHEDULE "B"



INCIDENT REPORT
Public Security Peace Officer Program

New Report *This form refers to one incident only – to be submitted electronically.*
 Follow Up *Menu selections will trigger corresponding fields to determine event and time*
 Concluded Submission Date yyyy-mm-dd
(update for each follow up submission)

PART 1A – Type of Complaint	
Type of Complaint - <i>Drop down menu selection</i>	Type of Incident - <i>Drop down menu selection</i>
<input type="checkbox"/> Employer Initiated Investigation <input type="checkbox"/> Public Complaint <input type="checkbox"/> Reportable	<input type="checkbox"/> Allegation of Criminal Act <input type="checkbox"/> Code of Conduct <input type="checkbox"/> Excessive Force <input type="checkbox"/> Vehicle Pursuant <input type="checkbox"/> Charge or Arrest <input type="checkbox"/> Leave / Suspension <input type="checkbox"/> Replacement of ID Card
	<input type="checkbox"/> Resignation <input type="checkbox"/> Retirement <input type="checkbox"/> Return to Active Duty <input type="checkbox"/> Use of Force <input type="checkbox"/> Termination with cause <input type="checkbox"/> Other

Employer File Number	Date of Incident <small>yyyy-mm-dd</small>	Time (24 hour clock)
----------------------	--	----------------------

Street Address	City or Town	Province	Postal Code
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PART 1B – Complainant Information

Complainant Last Name	Complainant First Name
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Mailing Address	City or Town	Province	Postal Code
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Email Address	Phone
---------------	-------

PART 2 – Peace Officer(s)

Last Name	First Name	Appointment No.
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PART 3 – Employer Information

Authorized Employer Name (as it appears on Authorization)	Authorized Employer Number
---	----------------------------

Division	Unit
----------	------

Street Address	City or Town	Province	Postal Code
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Person Submitting Incident Report	Email Address	Phone Number
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Authorized Employer Contact Person (if different from above)	Email Address	Phone Number
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Peace Officer: Human Relations Records: [Incident Report Form – Page 1 of 2](#)

Page 4 of 5.

INCIDENT REPORT

Public Security Peace Officer Program
PAGE TWO

Menu selections will trigger corresponding fields to determine event and time

PART 4 – Event and/or Action Taken (Check all that apply or leave blank if not applicable)

Event (As per Complaint and Incident Menu selections)	Reporting Time Limit
<input type="checkbox"/> Leave with Pay	Immediately
<input type="checkbox"/> Leave without Pay	Immediately
<input type="checkbox"/> Administrative Suspension	Immediately
<input type="checkbox"/> Use of a firearm / Use of OC Spray / Use of Baton / Use of CEW	Immediately
<input type="checkbox"/> Use of Physical Force	Immediately
<input type="checkbox"/> Termination of Peace Officer	Immediately
<input type="checkbox"/> Disciplinary/non-disciplinary measures have been imposed in accordance with the AE's HR policies and procedures	30 Days
<input type="checkbox"/> Discipline Pending	45 Days
Public Security Peace Officer Program Policy and Procedures Manual – Section 21	
<input type="checkbox"/> Arrested or charged under the Provincial Statutes of Alberta Report	24 hours
<input type="checkbox"/> Allegations of criminal Acts	24 hours
<input type="checkbox"/> Disposition of charges by the courts	48 hours
<input type="checkbox"/> Public complaint under section 14 of the Act	30 days of receipt / Every 45 days until concluded
<input type="checkbox"/> Allegations of pursuit	24 hours
<input type="checkbox"/> Policy amendments and new policy requirements	Immediately
<input type="checkbox"/> Annual Report	Immediately
<input type="checkbox"/> Leave of absence for medical or maternity leave of more than six months	Annually in January
<input type="checkbox"/> Return to Active duty following suspension, administrative leave or hold	Immediately on notification
<input type="checkbox"/> Serious injury or death of or involving a peace officer	10 days prior to return
<input type="checkbox"/> Serious or sensitive situation related to the actions of the peace officer	Immediately
<input type="checkbox"/> Change of contacts	Immediately
<input type="checkbox"/> Employee-initiated investigation under section 16 of the Act	Conclusion of investigation
<input type="checkbox"/> TSA violations issued out of jurisdiction	Brief summary of why

PART 5 – Details of Incident

Brief summary of complaint or incident, involved parties, dates, status of officer, next step, etc.

PART 6 – Documents for Submission to the Program (if applicable)

The required list below is non-exhaustive. The authorized employer may submit other supporting materials (emails, court transcripts, photographs, text screen shots) to provide the Peace Officer Program with additional context to the incident. Retain all materials per retention policy.

Menu selections will trigger corresponding fields to determine event and time

<input type="checkbox"/> Copy of complaint	<input type="checkbox"/> Investigation Report
<input type="checkbox"/> Acknowledgement letter to complainant	<input type="checkbox"/> Disposition letter to complainant
<input type="checkbox"/> Acknowledgement letter to peace officer	<input type="checkbox"/> Disposition letter to peace officer
<input type="checkbox"/> Notification to peace officer	<input type="checkbox"/> Must immediately provide in-car video

This form can be emailed with your attachment to:

Complaint Coordinator
Public Security Peace Officer Program
Email: POProgram@gov.ab.ca
9th Floor, 10365 – 97 Street
Edmonton, Alberta T5J 3W7
Phone: 780-638-3704

Peace Officer Human Relations Records: [Incident Report Form – Page 2 of 2](#) Page 5 of 5.

Carried.

One member of the Public entered Council Chambers, time 1:12 p.m.

One member of the Public virtually joined the meeting, time 1:12 p.m.

Victoria Trail Agricultural Society Request for Funding

500-23: Gawalko

That Smoky Lake County Council defer consideration of the April 13, 2023 Delegation: Victoria Trail Agricultural Society’s handout titled: “Victoria Trail Agricultural Society Project Sponsorship Package”, to a Council Meeting in June.

Carried.

Snow Blade Proposal for Unit 206 – GMC 3500 4x4

501-23: Serben

That Smoky Lake County Council **defer** the quote# EDWQTE115677, received from Drive Products Inc. dated April 4, 2023, for a 7.5ft snow plow attachment, to the next scheduled Council Meeting, 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.

County Council Meeting Recessed

The Smoky Lake County Reeve announced the Council Meeting recessed, time 1:23 p.m.

VIRTUAL PUBLIC HEARING:

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

1.0 Opening

The Virtual Public Hearing was **called to order at 1:24 p.m.** by the Reeve, Lorne Halisky in the presence of all Council members, Chief Administrative Officer, and Assistant Chief Administrative Officer, as well as in the virtual presence of the Planning and Development Manager, Planning Technician, Recording Secretary, Community Peace Officer, GIS Operator, and **six members of the public.**

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

The purpose of the hearing was summarized as:

To obtain public input in regard to Bylaw No. 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

2.0 Staff Presentation

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

BACKGROUND:

- Proposed Bylaw No. 1433-23 serves to remove provisions relating to Recreational Vehicles from both the Land Use Bylaw and Municipal Development Plan.
- The proposed amending Bylaw is being considered concurrently with a separate Bylaw No. 1432-23 which is intended to provide provisions for Recreational Vehicles in a standalone Bylaw.
- These Bylaws are being proposed to strengthen provisions relating to Recreational Vehicles and provide for easier, and more timely enforcement of infractions of these provisions.
- Proposed Bylaw No. 1433-23 was presented for 1st Reading on **March 16, 2023.**
- Notice of the proposed Bylaw has been posted on the County's website since **March 17, 2023**, and appeared on the County's social media platforms on **March 21, April 3, and April 11, 2023.**
- The Public Hearing Notices were advertised in the Redwater Review the week of **March 22, 2023**, and the week of **March 29, 2023.** The Hearing on the proposed Bylaw No. 1426-22 was advertised and Notice was given in accordance with Section 606 of the *Municipal Government Act*.
- This Hearing has been scheduled to obtain public input on proposed Bylaw No.1426-22 in accordance with Section 216.4 of the *Municipal Government Act*.

3.0 Public Presentations Via Written Submissions

There were no written submissions received.

4.0 Public Presentations at the Public Hearing

There were no Members of the Public virtually or physically present who requested to speak **in opposition or in support** of proposed **Bylaw No. 1433-23.**

5.0 Questions and Answers

Email from Garner Lake resident:

From: Deb Williams [REDACTED]
Sent: Wednesday, April 12, 2023 8:55 PM
To: Kyle Schole <kschole@smokylakecounty.ab.ca>
Subject: Meeting tomorrow

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

Hi Kyle,

We just found out about the meeting tomorrow, April 13th. Is it just about parking RV's on your property? ...and not about ATV's on trails? Sorry, this is late notice, but if you could let us know that would be appreciated!

Deb & Ron Williams
Garner lake
[REDACTED]

Response:

Deb,

Thank you for inquiring!

Here is a link to the information that's up for consideration:
<https://www.smokylakecounty.ab.ca/p/local-notice> (Bylaws 1432-23: RVS, 1433-23: Amending LUB, and 1434-23: Reserves, and Amending Policy 61-21: Encroachments and New Policy 61-25: Reserves). In brief, proposed Bylaw 1424-23 would state:

Section 4 Offences

4.2: No person shall under any circumstances:

i) Park or operate any Off Highway Vehicles (OHVs) in a dangerous manner, besides for the purpose of conveying boats or provisions to or from the lakeshore;

I hope this answers the question you asked me, and I'm happy to clarify first thing in the morning by phone or during the Public Hearing if you desire.

Best Regards,

Kyle Schole

PLANNING TECHNICIAN, SMOKY LAKE COUNTY

6.0 Closing Remarks

There being no further presentations, the Reeve thanked all the presenters for their comments and the Virtual Public Hearing for the proposed **Bylaw No. 1433-23**, was declared closed, time **1:36 p.m.**

County Council Meeting Reconvened

The Smoky Lake County Council Meeting reconvened, at a call to order by Reeve Halisky, time **1:36 p.m.**, in the physical presence of all Council members, the Chief Administrative Officer, Assistant Chief Administrative Officer, Recording Secretary, and Finance Manager, and in the virtual presence of the Planning and Development Manager, Planning Technician, Communications Technician, GIS Operator, and three Members of the Public.

One member of the public entered Council Chambers, time 1:45 p.m.

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

502-23: Serben 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 **SECOND READING**.

Carried.

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

503-23: Cere That Smoky Lake County Bylaw No. 1432-23: Recreational Vehicles (RV) Bylaw, be given **SECOND READING**.

Carried.

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

504-23: Fenerty That Smoky Lake County Bylaw No. 1434-23: Regulation of Municipal Land and Reserves, be given **SECOND READING**.

Carried.

Proposed Policy Statement No. 61-25 01: Reserve Land Management, & Proposed Amendment to Policy Statement No. 61-25-02: Encroachment Agreement/License

505-23: Cere That Smoky Lake County **defer** consideration of the proposed Policy Statement No. 61-25 01: Reserve Land Management, and the proposed amendment to Policy Statement No. 61-25-02: Encroachment Agreement/License; as it should coincidence with third readings of the Bylaws: 1432-23, 1433-23, and 1434-23.

Carried.

14. Executive Session (In Camera):

Legal and Personnel

506-23: Gawalko That Smoky Lake County Council go into Executive Session to discuss three legal issues and one personnel in respect to:

- a) Offer to Purchase County Owned Land: Pt. of River Lot 10, Victoria Settlement, under the authority of the FOIP Act Section 25: Economic Interests;
- b) Offer to Purchase County Owned Land: Pt. of SE-9-58-15-W4M, under the authority of the FOIP Act Section 16: Economic Interests of a third party, Section 24: Advice from Officials, Section 25: Economic Interests of a Public Body and Section 29: Information that is or will be Public;
- c) North Saskatchewan Heritage River Initiative Update, under the authority of the FOIP Act Section 21: Intergovernmental Relations;
- d) Public Works Manager position, under the authority of the FOIP Act Section 27: Privileged Information;

in the presence of all Council, Chief Administrative Officer, Assistant Chief Administrative Officer, Planning and Development Manager, Planning Technician, Finance Manager, and Executive Services Clerk, time 1:58 p.m.

Carried.

507-23: Gawalko That Smoky Lake County Council go out of Executive Session, time 2:00 p.m.

Carried.

Meeting Recessed

The Council Meeting was recessed to hold a Municipal Planning Commission Meeting, time 2:00 p.m.

Meeting Reconvened The meeting reconvened on a call to order by Reeve Lorne Halisky at 2:25 p.m. in the physical presence of all Council members, the Chief Administrative Officer, Assistant Chief Administrative Officer, Finance Manager, Executive Services Clerk, and the virtual presence of the Planning & Development Manager, Planning Technician, Community Peace Officer, and 2 Members of the Public.

14. Executive Session (In Camera):

Legal and Personnel

508-23: Fenerty

That Smoky Lake County Council go into Executive Session to discuss three legal issues and one personnel in respect to:

- a) Offer to Purchase County Owned Land: Pt. of River Lot 10, Victoria Settlement, under the authority of the FOIP Act Section 25: Economic Interests;
- b) Offer to Purchase County Owned Land: Pt. of SE-9-58-15-W4M, under the authority of the FOIP Act Section 16: Economic Interests of a third party, Section 24: Advice from Officials, Section 25: Economic Interests of a Public Body and Section 29: Information that is or Will be Public;
- c) North Saskatchewan Heritage River Initiative Update, under the authority of the FOIP Act Section 21: Intergovernmental Relations;
- d) Public Works Manager position, under the authority of the FOIP Act Section 27: Privileged Information;

in the presence of all Council, Chief Administrative Officer, Assistant Chief Administrative Officer, Planning and Development Manager, Planning Technician, Finance Manager, and Executive Services Clerk, time 2:26 p.m.

Carried.

509-23: Serben

That Smoky Lake County Council go out of Executive Session, time 3:29 p.m.

Carried.

Update on the North Saskatchewan Heritage River Initiative

510-23: Serben

That Smoky Lake County Council acknowledge receipt of the following documents:

- 1) the Public, Indigenous, & Tourism Heritage River What We Heard (WWH) Reports,
- 2) the enhanced partnership with the North Saskatchewan Watershed Alliance (NSWA),
- 3) the City of Edmonton Urban Planning Committee (UPC) draft Report UPE01575,
- 4) the Ecological Corridors, National Urban Park, Travel Alberta Lakeland NE Tourism Development Zone Plan updates, and
- 5) the Grant Agreement 23GRRSD45Amendment/Extension: Indigenous summer students update.

Carried.

North Saskatchewan Heritage River Commemorative Plaque on River Lot 10

511-23: Cere

That Smoky Lake County Council designate River Lot 10 as the preferred location to erect a North Saskatchewan Heritage River Commemorative Plaque; and approve to use the County's Public Works equipment and manpower to undertake the necessary work to prepare the said location and install the said plaque by year-end 2024.

Carried.

North Saskatchewan Heritage River Commemorative Plaque Request for Donation

512-23: Fenerty That Smoky Lake County request an in-kind donation of sandstone (not including hauling) from the Town of Smoky Lake, to be used for the purpose of improvements to the Victoria District National Historic Site of Canada monument.

Carried.

Offer to Purchase County Owned Land at Pt. of River Lot 10, Victoria Settlement

513-23: Cere That Smoky Lake County execute a sale agreement in the amount of \$80,000 plus GST for the 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.

Carried.

Offer to Purchase County Owned Land at Pt. of SE-9-58-15-W4M

514-23: Fenerty That Smoky Lake County **take no action** regarding the Expression of Interest received from Zane and McKenzie Huchulak and Glenda McGinnis, offering the amount of \$7,500.00 to purchase the County Owned Lands described as Pt. of SE-9-58-15-W4M; and act in accordance with Smoky Lake County Policy Statement No. 61-10: Disposition of County Owned Lands.

Carried.

10. Correspondence:

Smoky Lake Minor Hockey- Funding Request for Provincials

515-23: Serben That Smoky Lake County provide funds in accordance with Policy Statement No. 1-14: Contributions to Non-Profit Organizations and Individuals, in the amount of \$500.00 to the Smoky Lake Minor Hockey Association toward their U15 and U13 teams attendance at the Provincials held on March 23-26, 2023 in Fort McCleod.

Carried.

Proclaim Economic Development Week 2023

516-23: Fenerty That Smoky Lake County proclaim May 8 to May 12, 2023 as Economic Development Week;

Whereas, communities rely on economic development professionals to promote economic well-being and quality of life; for Smoky Lake County that means coordinating activities that create, retain, and expand jobs in order to facilitate growth, enhance wealth, and provide a stable tax base; and

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

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

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

NOW THEREFORE BE IT RESOLVED, that Smoky Lake County recognizes May 8 through May 12, 2023 as Economic Development Week, and reminds individuals of the importance of this community celebration which supports expanding business opportunities and making lives better.

Carried.

Minister of Public Safety & Emergency Services and Minister of Justice – Town Hall

517-23: Fenerty That Smoky Lake County approved action taken by Councillor Fenerty in attending the Minister of Public Safety & Emergency Services and Minister of Justice’s Town Hall meeting held on Friday, March 24, 2023 in St. Paul, Alberta.

Carried.

2022/23 Alberta Community Partnership (ACP) Grant - Waskatenau Creek Intermunicipal Trail Connectivity Study Project

518-23: Serben That Smoky Lake County acknowledge receipt of the copied letter to the Village of Waskatenau from Rebecca Schulz, Minister of Municipal Affairs, dated March 21, 2023, announcing 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, in support of your Waskatenau Creek Intermunicipal Trail Connectivity Study project.

Carried.

Highway 28 Speed Reduction Approved

519-23: Serben That Smoky Lake County acknowledge receipt of the letter received from the Honourable Devin Dreesen, Minister of Transportation and Economic Corridors, dated March 27, 2023, announcing department staff have been asked to prepare a ministerial order to lower the speed limit on Highway 28 along the Town of Smoky Lake, which would then come into effect once the ministerial order is complete and the signs are installed.

Carried.

Buffalo Lake Pro Rodeo 2023 Sponsorship Opportunity

520-23: Cere That Smoky Lake County **take no action** to the correspondence received in respect to sponsorship opportunities for the Buffalo Lake Pro Rodeo scheduled for May 27-28, 2023 at the Buffalo Lake Métis Settlement.

Carried.

Smoky Lake Archery 2023 Sponsorship for Canadian National Archery

Councillor Serben, declared a conflict of interest, due to his children being on the archery team.

521-23: Cere That Smoky Lake County provide funds in accordance with Policy Statement No. 01-14: Contributions to Non-Profit Organizations and Individuals, in the amount of \$500.00 to the Smoky Lake Archery 2023 for the local 12 students to represent Canada on the 32-member Canadian NASP All-Star Team Tournament in South Africa, scheduled to take place on July 26-30, 2023.

Carried.

Smoky Lake Holubka Dancers – Highway Clean Up Lunch

Councillor Serben, declared a conflict of interest, due to his children being part of the Smoky Lake Holubka Dancers group.

522-23: Cere That Smoky Lake County Council approve to provide funds in the amount of \$350.00 to the Smoky Lake Holubka Dancers, for a lunch during their participation in the annual Highway Clean Up, scheduled for May 6, 2023.

Carried.

Joint Use and Planning Agreements (JUPA's) Deadline Extension

523-23: Cere

That Smoky Lake County acknowledge receipt of the letter received from Rebecca Schulz, Minister of Municipal Affairs, and Ministerial Order No. MSD:013/23, dated March 8, 2023, effective April 1, 2023, stating: "The date by which a municipality must enter into a joint use and planning agreement with a school board, as required by Section 670.1 (1) of the MGA, is extended to June 10, 2025."

Carried.

2022/23 Alberta Community Partnership (ACP) Grant – Village of Vilna

524-23: Fenerty

That Smoky Lake County acknowledge receipt of the copied letter received from Brandy Cox, Deputy Minister, dated April 4, 2023, to the Village of Vilna, advising them their grant application was unsuccessful under the Intermunicipal Collaboration component of the 2022/23 Alberta Community Partnership (ACP) Program for the Project: Regional Indigenous Collaboration Framework.

Carried.

2022/23 Alberta Community Partnership (ACP) Grant – Town of Smoky Lake

525-23: Gawalko

That Smoky Lake County acknowledge receipt of the copied letter received from Brandy Cox, Deputy Minister, dated April 4, 2023, to the Town of Smoky Lake, advising them their grant application was unsuccessful under the Intermunicipal Collaboration component of the 2022/23 Alberta Community Partnership (ACP) Program for the Project: Regional Water, Wastewater, and Stormwater Infrastructure Design Study.

Carried.

2022/23 Alberta Community Partnership (ACP) Grant – Smoky Lake County

526-23: Cere

That Smoky Lake County acknowledge receipt of the letter received from Brandy Cox, Deputy Minister, dated April 4, 2023, advising the County's grant application was unsuccessful under the Intermunicipal Collaboration component of the 2022/23 Alberta Community Partnership (ACP) Program for the Project: Smoky Lake Regional Environmental & Agriculture Sensitivity Study.

Carried.

13. Next Meeting(s):

Council Workshop Changed to a Committee of the Whole Meeting

527-23: Serben

That Smoky Lake County Council acknowledge and approve action taken in changing the Council Workshop scheduled for April 6, 2023 at 1:00 p.m. to a Council Committee of the Whole Meeting, which was held virtually, through Electronic Communication Technology as per Bylaw 1376-20 and physically in County Council Chambers.

Carried.

Schedule County Council Regular Meetings

528-23: Serben

That the next Smoky Lake County Council Regular Meetings, be confirmed for **Thursday, April 27, 2023, at 9:00 a.m.**, and scheduled for **Thursday, May 11, 2023, at 9:00 a.m.**, to be held virtually, through Electronic Communication Technology as per Bylaw 1376-20 **and/or** physically in County Council Chambers.

Carried.

Schedule County Council Regular Meetings

529-23: Cere

That the next Smoky Lake County Council Regular Meetings, scheduled for **Thursday, June 1, 2023, at 9:00 a.m.**, to be held virtually, through Electronic Communication Technology as per Bylaw 1376-20 **and/or** physically in County Council Chambers.

Carried.

Schedule County Council Budget Meetings

530-23: Cere

That the next Smoky Lake County Council Budget Meetings, be scheduled for **Tuesday, April 25, 2023 at 2:00 p.m.** and **Tuesday, May 9, 2023 at 9:00 a.m.**, to be held virtually, through Electronic Communication Technology as per Bylaw 1376-20 **and/or** physically in County Council Chambers.

Carried.

ADJOURNMENT:

531-23: Fenerty

That the Smoky Lake County Council Meeting of April 13, 2023, be adjourned, time 3:53 p.m.

Carried.

REEVE

S E A L

CHIEF ADMINISTRATIVE OFFICER

SMOKY LAKE COUNTY

Minutes of the **County Council Budget Meeting** held on Tuesday, **April 25, 2023** starting at 2:06 P.M. held in County Council Chambers as well as virtually online through Electronic Communication Technology.

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

ATTENDANCE		
<u>Tuesday, Apr. 25, 2023</u>		
<u>Div. No.</u>	<u>Councillor(s)</u>	
1	Dan Gawalko	Present in Chambers
2	Linda Fenerty	Present in Chambers
3	Dominique Cere	Present in Chambers
4	Lorne Halisky	Present in Chambers
5	Jered Serben	Present in Chambers
CAO	Gene Sobolewski	Present in Chambers
Asst. CAO	Lydia Cielin	Virtually Present
Finance Manager	Brenda Adamson	Present in Chambers
Executive Svcs/R.S.	Patti Priest	Virtually Present

Members of Administrative Staff in attendance:

Mark Fedoretz – Public Works Shop Foreman	Virtually Present
Jordan Ruegg – Planning & Dev. Manager	Virtually Present
Kyle Schole – Planning Technician	Virtually Present
Amanda Kihn – Interim Ag. Fieldman	Virtually Present
Evonne Zukiwski – Communications Officer	Virtually Present
Carole Dowhaniuk – GIS Operator	Virtually Present
Scott Franchuk – Fire Chief	Virtually Present
Tate Murphy – Community Peace Officer	Virtually Present
Dave Franchuk – Enviro & Park Manager	Virtually Present
Daniel Moric – Natural Gas Manager	Virtually Present

No Members of the Media were in attendance.
No Members of the Public were in attendance.

Agenda:

532-23: Fenerty

That the Smoky Lake County Council Budget Meeting Agenda for Tuesday, April 25, 2023, be adopted, as amended – correction in the meeting date: should be Tuesday not Thursday.

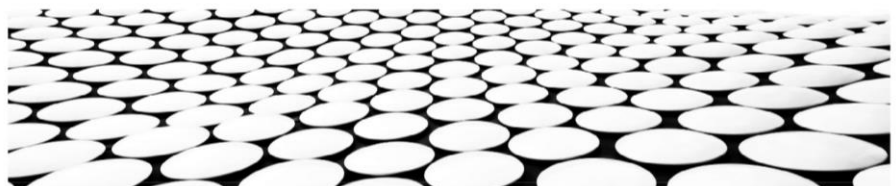
Carried Unanimously.

Presentation:

Smoky Lake County Final 2023 Budget

SMOKY LAKE COUNTY FINAL 2023 BUDGET

APRIL, 2023



MEETING OBJECTIVE:

- ✓ PASS THE 2023 CAPITAL AND OPERATING BUDGETS
- ✓ ARRIVE AT CONSENSUS REGARDING TAX LEVY

BUDGET SUMMARY

We have achieved a balanced budget for 2023.

These are the changes that have been made to the approved interim budget.

Tasks as a result of the Strategic Planning Process Have NOT been included: Lobbying, Additional Planning and Development activity, Additional School activity

	Revenue	Expense	Balance
Interim Budget	\$ 15,919,360.00	16,424,103.00	\$ 504,743.00
Operation	\$ 3,769,048.00	\$ 5,284,605.00	\$ 1,515,557.00
Capital	\$ 19,688,406.00	\$ 21,708,708.00	\$ -2,020,300.00
Changes Proposed	Motion		
NRED Grant Commitment	286-23 \$ 125,000.00	\$ 125,000.00	\$ -
Mayor Reeve Lobby	316	\$ 2,000.00	\$ -2,000.00
Back rent for Town Eq Storage Bldg	307	\$ 10,860.00	\$ -10,860.00
Fire Truck Pump	310	\$ 93,000.00	\$ -93,000.00
Fire Smart Grant	370 \$ 40,000.00	\$ 38,000.00	\$ 2,000.00
Apply to fund Fire Truck pump from MSI		\$ 93,000.00	\$ 93,000.00
Apply CCBF to Paving project		\$ 65,000.00	\$ 65,000.00
actual tax revenue lower than bud		\$ 92,347.00	\$ 92,347.00
tax requisitions		\$ 110,938.00	\$ -110,938.00
Flow point improvements to Credit Card syst		\$ 13,000.00	\$ -13,000.00
Sale of land to Metis Crossing	\$ 80,000.00		\$ 80,000.00
Purchase 206 from gas dept		\$ 10,000.00	\$ -10,000.00
purchase blade for 206		\$ 11,000.00	\$ -11,000.00
BF76552 (funded by STIP&CCBF)	\$ 668,000.00	\$ 668,000.00	\$ -
Increase in MSI operating budget	\$ 115,000.00		\$ 115,000.00
2022 Capital Carried forward	\$ 1,075,400.00	\$ 1,075,400.00	\$ -
Contingency		\$ 11,855.00	\$ -11,855.00
		\$ -	\$ -
	\$ 21,857,461.00	\$ 23,877,761.00	\$ -2,020,300.00
Remove amortization		\$ -2,020,300.00	\$ 2,020,300.00
Net Surplus/Deficit	\$ 21,857,461.00	\$ 21,857,461.00	\$ -

FINAL CAPITAL BUDGET

CHANGES TO THE CAPITAL BUDGET INCLUDE:

- ✓ PUMP FOR WASKATENAU FIRE TRUCK (FUNDING FROM MSI) \$93,000
- ✓ APPLY CCBF GRANT TO 2023 PAVING PROJECT P2313 \$65,000
- ✓ SALE OF LAND \$80,000
- ✓ TRANSFER UNIT 206 FROM GAS TO MUNICIPAL AND PURCHASE A BLADE \$21,000
- ✓ REHAB TO BF 76552 TO BE FUNDED FROM STIP GRANT AND CCBF GRANT \$668,000
- ✓ PROJECTS CARRIED FORWARD FROM 2022 BUDGET FUNDED FROM RESERVES \$1,075,400

2023 FINAL CAPITAL BUDGET

	BUDGET 2022	BUDGET 2023	VARIANCE	VAR %
Capital Funding				
Sale of Capital Assets	222,000	543,800		
Provincial Capital Grants	3,368,587	3,303,489		
Transfer from Reserve	1,459,436	1,893,159	852,400	
Capital Funding	5,070,013	5,730,448	690,435	13.03%
Capital Expenses				
Buildings & Land	646,025	0		
Transfer to Reserve	489,000	1,014,000		
Land Improvements	578,000	73,000		
Engineering Structure	26,000	0		
Engineering Structure - Road	2,968,075	2,421,877		
Engineering Structure - Bridge	1,003,611	1,659,659		
Equipment	1,213,552	1,443,155		
Vehicles	443,000	510,304		
Capital Expenses	6,467,263	7,121,995	654,732	10.12%
Total Capital	-1,397,250	-1,391,547	5,703	(0.41%)

FINAL OPERATIONS BUDGET

CHANGES TO THE OPERATING BUDGET INCLUDE:

- ✓ MOTION 286-23 TO COMMIT TO NRED GRANT FUNDED FROM RESERVE
- ✓ MOTION 316-23 TO PAY FOR MAYOR/REEVE LOBBY
- ✓ MOTION 307-23 TO PAY BACK RENT FOR THE FIRE EQUIPMENT STORAGE BUILDING
- ✓ MOTION 370-23 REGARDING FIRE SMART GRANT PROGRAM
- ✓ REQUIREMENT TO UPGRADE THE WATER CREDIT CARD SYSTEM
- ✓ INCREASED MSI OPERATING GRANT
- ✓ ADDED CONTINGENCY
- ✓ ACTUAL TOTAL TAX REVENUE (INCLUDING REVENUE FROM REQUISITIONS) IS LESS THAN EXPECTED
- ✓ TAX REQUISITIONS ARE HIGHER THAN EXPECTED DUE TO INCREASED ASSESSMENT

2023 FINAL OPERATING BUDGET

	BUDGET 2022	BUDGET 2023	CHANGE	CHANGE %
OPERATING REVENUE				
Taxes				
Familial & Residential	\$3,839,874	\$4,099,872	\$259,998	6.77%
Machinery & Equipment	1,116,899	1,220,267	113,368	10.17%
Non-Residential	1,200,845	1,354,984	154,139	12.83%
Linear	6,113,204	5,998,187	-115,017	(1.88%)
Provincial Government	66,753	68,758	2,003	3.00%
Sewer Levy	9,040	9,040	0	0.00%
Other Income				
Wall Drilling/Drill Rigs	5,500	5,500	0	0.00%
Penalties	85,300	80,200	-5,100	(5.98%)
User Fees and Sales of Goods	668,140	629,309	-38,832	(5.81%)
Investment Income	200,000	350,000	150,000	75.00%
Development Levies	62,000	30,000	-32,000	(51.61%)
Licenses and Permits	180,500	224,500	44,000	24.38%
Sales to Other Governments	356,713	342,135	-14,578	(4.02%)
Grants				
Provincial Conditional - Operating	590,215	707,215	117,000	19.82%
CLC	125,700	113,230	-12,470	(9.92%)
Transfer from Operating Reserve	1,860,000	913,668	-946,332	(50.88%)
TOTAL OPERATING REVENUE	16,322,458	16,107,667	-214,791	(1.32%)

	BUDGET 2022	BUDGET 2023	VARIANCE	VAR %
OPERATING EXPENSES				
Salaries, Wages, and Benefits				
Salaries & Wages	5,797,149	5,789,298	-7,851	(0.14%) #
Benefits	1,418,686	1,446,817	28,131	1.96% #
Other Wages	12,750	10,000	-2,750	(21.57%) #2
Contracted and General Services				
Mileage	58,105	56,350	-1,755	(3.02%)
Meals and Lodgings	97,870	95,360	-2,510	(2.56%)
Membership & Conference Fees	56,215	59,015	2,800	4.96%
Freight, Express, Postage	40,060	44,450	4,390	10.96%
Telephone & Communication	97,112	99,410	2,298	2.37%
Training	119,000	126,000	7,000	5.88%
Advertising, Printing, Subscriptions	69,200	70,050	850	1.23% #2
Accounting & Auditing	31,000	42,000	11,000	35.48%
Legal Fees	84,500	42,500	-42,000	(49.71%)
Assessor Fees	140,000	142,800	2,800	2.00%
Engineering Fees	110,001	173,520	63,519	57.74%
Other Consulting	62,300	62,300	0	0.00%
Computer Programming	149,990	148,750	-240	(0.16%) #2
Insurance	220,465	281,362	60,897	27.62% #8
Other Services	1,487,221	1,757,317	270,096	18.16% #17
Materials, Goods, and Utilities				
Official/Personal Supplies	88,953	104,237	15,284	17.18% #18
Fuel/Parts/ Etc	84,863	-21,618	-106,481	(125.47%) #19
Gravel	0	0	0	0.00%
Chemicals	60,500	50,000	-10,500	(17.36%) #21
Computer Supplies	39,233	61,600	22,367	57.01% #25
Utilities	177,026	209,079	32,053	18.11% #22
Employee Recognition	25,000	26,000	1,000	4.00% #20
Other General Supplies	594,145	455,000	-139,145	(23.42%) #24
Transfers to Local Boards & Agencies	1,377,055	784,885	-592,170	(43.00%) #23
Write Offs	3,000	3,000	0	0.00%
Bank Charges & Interest	8,980	8,000	-980	(10.81%)
Requisitions	2,478,885	2,574,054	95,169	3.84%
Contingency	-1	12,121	12,122	(1212200.00%)
Amortization	2,026,800	2,020,300	-6,500	(0.32%)
Total Operating Expense	18,852,053	18,735,756	-116,297	(0.62%)
Total Operations	-469,595	-469,753	158	(0.13%)

This does not include any costs related to implementing the strategic plan. A \$150,000 contingency should be added to cover the costs so that the County can move forward on the plan in 2023

2023 OVERALL BUDGET

Despite inflation operating expenses have decrease by 1%

	BUDGET		VARIANCE	VAR %
	2022	2023		
TOTAL OPERATING REVENUE	16,322,483	16,107,003	-215,480	(1.32%)
Total Operating Expense	16,952,033	16,735,756	-216,277	(1.28%)
Total Operations	-629,550	-628,753	797	(0.13%)
Capital Funding	5,079,013	5,730,448	651,435	13.03%
Capital Expenses	6,487,263	7,121,995	634,732	10.12%
Total Capital	-1,397,250	-1,391,547	5,703	(0.41%)
Net Profit/Loss	-2,026,800	-2,020,300	6,500	(0.32%)
Remove Amortization	2,026,800	2,020,300		0.00%
Adjusted Surplus (Deficit)	0	0	0	

PROPOSED AMENDMENT

If a \$150,000 contingency is added:
tax revenue would need to be increased by \$150,000

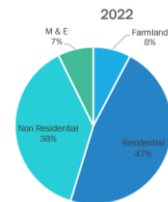
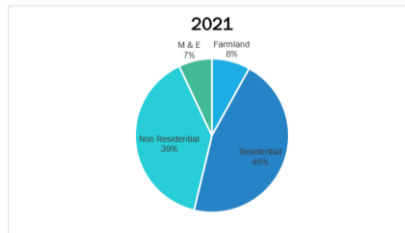
	Budget before contingency 2023	Budget with contingency 2023
OPERATING REVENUE		
Taxes	\$12,701,906	\$12,811,906
Sewer Levy	9,040	9,040
Other Income	5,500	5,500
Well Drilling/Drill Rigs	80,200	80,200
Penalties	629,309	629,309
User Fees and Sales of Goods	350,000	350,000
Investment Income	30,000	30,000
Development Levies	224,500	224,500
Licenses and Permits	342,195	342,195
Sales to Other Governments	2,045	2,045
Grants	913,969	913,969
Transfer from Operating Reserve	16,107,003	16,257,003
TOTAL OPERATING REVENUE	16,107,003	16,257,003
OPERATING EXPENSES		
Salaries, Wages, and Benefits	2,246,115	2,246,115
Contracted and General Services	3,291,234	3,291,234
Materials, Goods, and Utilities	888,097	888,097
Transfers to Local Boards & Agencies	784,885	784,885
Write Offs	-3,000	-3,000
Bank Charges & Interest	6,000	6,000
Requisitions	2,574,024	2,574,024
Contingency	150,321	150,321
Amortization	2,020,300	2,020,300
Total Operating Expense	16,735,756	16,685,756
Total Operations	-628,753	-628,753
Capital Funding	5,730,448	5,730,448
Capital Expenses	7,141,885	7,141,885
Total Capital	-1,391,547	-1,391,547
Net Profit/Loss	-2,020,300	-2,020,300
Remove Amortization	2,020,300	2,020,300
Adjusted Surplus (Deficit)	0	0

2022 ASSESSMENT

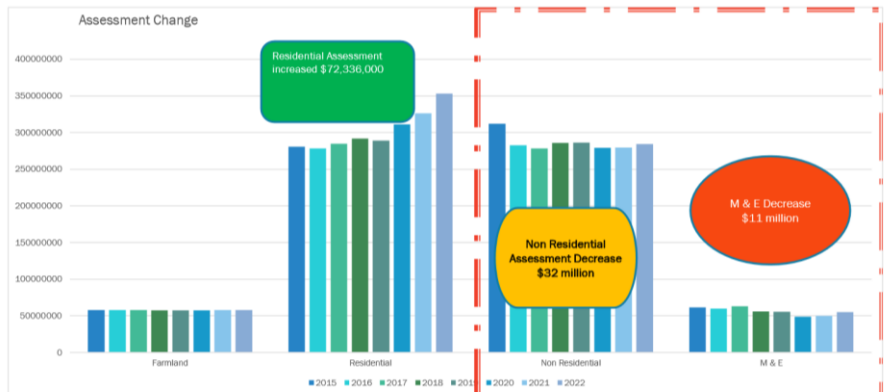
DETAILS OF THE 2022 ASSESSMENT WERE PROVIDED AT THE SMOKY LAKE COUNTY COUNCIL MEETING HELD APRIL 27, 2023

ASSESSMENT

The proportion of Residential assessment vs non residential continues to increase



This is significant because it creates a greater tax burden for the residential properties



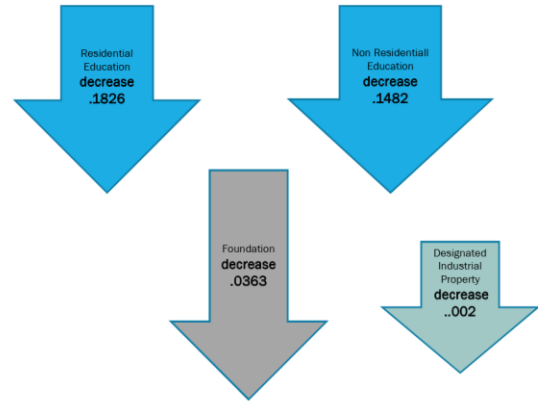
ASSESSMENT CHANGES SINCE 2015

2023 TAX RATES

THE TAX RATE INCLUDES EDUCATION REQUISITION, FOUNDATION REQUISITION DESIGNATED PROPERTY REQUISITION AND THE MUNICIPAL TAX

2023 REQUISITIONS

- Total School Requisitions increased due to the assessment change, however the rate has decreased
 - Residential Rate will be 2.4387 (2022 - 2.6213)
 - Non- Residential Rate will be 3.7365 (2022 - 3.8847)
- Foundation Requisition has decreased slightly:
 - 2023 Rate will be .688 (2022 - .7243)



OPTION 1: MUNICIPAL TAX RATE (NO INCREASE TO CONTINGENCY)

Due to the assessment increases, we are able to keep the tax Municipal rate the same as 2022

	2022 rate	Option 1 2023 rate		Option 2 2023 rate with contingency	
Farmland	16.2209	16.002	-1%	16.202	0%
Residential	9.0986	8.8797	-2%	9.0797	0%
Small Business	26.1582	25.9737	-1%	26.1737	0%
Non Residential	26.1582	25.9737	-1%	26.1737	0%
M & E	22.2735	22.2372	0%	22.4372	1%

Res/Farmland	2022 Rate	Assessment	Municipal
Residential	5.753	352,937,710	\$2,030,451
g/l no requisitions	12.8753	831,070	10,700
Farmland	12.8753	56,792,850	\$731,225
		410,561,630	\$2,772,376
Non Res			
Commercial	21.5492	31,960,970	\$688,733
Small Business	21.5492	18,306,340	\$394,487
Grant in Lieu	21.5492	2,747,220	59,200
Linear	21.5492	230,500,520	\$4,967,102
		283,515,050	\$6,109,523
M and E	21.5492	55,163,990	\$1,188,740
TOTAL ASSESSMENT & TAXES		749,240,670	\$10,070,638
Estimated Minimum Tax Revenue			\$60,000
TOTAL ASSESSMENT & TAXES		\$749,240,670	\$10,130,638

AVERAGE CHANGE PER PARCEL

Based on Option #1

	MILL RATE	2022	2023
TOTAL FARMLAND MILL RATE	TOTAL	16.002	16.2209
Total number of assessed farmland properties		4,271	4,271
Total assessment for farmland parcels		56,792,850	56,782,770
Total average assessment per parcel		13,291	13,291
Average total tax per parcel		\$233.68	\$239.66
Total Increase (decrease) / average parcel			5.98%
TOTAL RESIDENTIAL MILL RATE		8.8797	9.0986
Total number of assessed residential parcels		2,199	2,199
Total assessment for residential parcels		352,937,710	325,919,445
Average assessment per parcel		162,719	150,758
Average total tax per parcel		\$1,444.90	\$1,371.49
Total Increase (decrease) / average parcel			-5.23%
TOTAL SMALL BUSINESS MILL RATE		26.1582	26.1582
Total number of assessed non-residential parcels		40	38
Total assessment for non-residential parcels		8,543,400	8,543,400
Total average assessment per parcel		213,585	224,828
Average total tax per parcel		\$5,587.00	\$5,881.05
Total Increase (decrease) / average parcel			5.15%
TOTAL NON-RESIDENTIAL MILL RATE		26.1582	26.1582
Total number of assessed non-residential parcels		402	402
Total assessment for non-residential parcels		31,960,970	28,975,160
Total average assessment per parcel		79,710	62,581
Average total tax per parcel		\$1,580.65	\$1,437.02
Total Increase (decrease) / average parcel			-12.13%
TOTAL MACHINERY & EQUIPMENT MILL RATE		22.2735	22.2735
Total number of assessed M & E parcels		138	144
Total assessment for M & E parcels		55,163,990	50,080,070
Total average assessment per parcel		399,739	347,834
Average total tax per parcel		\$8,903.39	\$7,747.48
Total Increase (decrease) / average parcel			-13.15%
TOTAL LINEAR MILL RATE		26.1582	26.1582
Total number of assessed Linear parcels		33	33
Total assessment for Linear parcels		230,500,520	233,211,680
Total average assessment per parcel		6,984,864	7,067,021
Average total tax per parcel		\$182,711.48	\$184,860.54
Total Increase (decrease) / average parcel			1.16%

OPTION 2: MUNICIPAL TAX RATE (INCREASING CONTINGENCY BY \$150,000)

	2022 rate	Option 1 2023 rate		Option 2 2023 rate with contingency	
Farmland	16.2209	16.002	-1%	16.202	0%
Residential	9.0986	8.8797	-2%	9.0797	0%
Small Business	26.1582	25.9737	-1%	26.1737	0%
Non Residential	26.1582	25.9737	-1%	26.1737	0%
M & E	22.2735	22.2372	0%	22.4372	1%

We can cover a contingency while keeping the overall tax rate lower than 2022 for Residential, Non Residential, and Farmland

Res/Farmland	2022 Rate	Assessment	Municipal
Residential	5.953	352,937,710	\$2,101,038
g/l no requisitions	13.0753	831,070	10,868
Farmland	13.0753	56,792,850	\$742,584
		410,661,630	\$2,854,488
Non Res			
Commercial	21.7492	31,960,970	\$695,126
Small Business	21.7492	18,306,340	\$398,148
Grant in Lieu	21.7492	2,747,220	59,750
Linear	21.7492	230,500,520	\$5,013,202
		283,815,050	\$6,166,226
M and E	21.7492	55,163,990	\$1,199,773
TOTAL ASSESSMENT & TAXES		749,240,670	\$10,220,488
Estimated Minimum Tax Revenue			\$60,000
TOTAL ASSESSMENT & TAXES		\$749,240,670	\$10,280,488

		2022 Total	TOTAL PROPOSED MILL RATE TOTAL
TOTAL FARMLAND MILL RATE		16.2209	16.402
Total number of assessed farmland properties	4,271	4,271	
Total assessment for farmland parcels	56,782,770	56,792,856	
Total average assessment per parcel	13,295	13,291	
Average total tax per parcel	\$215.46	\$218.50	
Total Increase (decrease) / average parcel			\$3.04
TOTAL RESIDENTIAL MILL RATE		9.0964	9.2797
Total number of assessed residential parcels	2,162	2,169	
Total assessment for residential parcels	323,919,446	352,937,710	
Average assessment per parcel	150,796	162,794	
Average total tax per parcel	\$1,371.69	\$1,509.98	
Total Increase (decrease) / average parcel			\$138.29
TOTAL SMALL BUSINESS MILL RATE		26.1582	26.3737
Total number of assessed non-residential parcels	38	42	
Total assessment for non-residential parcels	8,543,400	8,543,400	
Total average assessment per parcel	224,836	213,585	
Average total tax per parcel	\$5,881.05	\$5,633.07	
Total Increase (decrease) / average parcel			\$247.98
TOTAL NON-RESIDENTIAL MILL RATE		26.1552	26.3737
Total number of assessed non-residential parcels	463	452	
Total assessment for non-residential parcels	28,975,160	31,960,970	
Total average assessment per parcel	62,581	70,716	
Average total tax per parcel	\$1,637.63	\$1,864.66	
Total Increase (decrease) / average parcel			\$227.03
TOTAL MACHINERY & EQUIPMENT MILL RATE		22.2735	22.6372
Total number of assessed M & E parcels	144	138	
Total assessment for M & E parcels	50,068,076	55,163,996	
Total average assessment per parcel	347,834	399,738	
Average total tax per parcel	\$7,747.48	\$9,048.97	
Total Increase (decrease) / average parcel			\$1,301.50
TOTAL LINEAR		26.1582	26.3737
Total number of assessed Linear parcels	53	53	
Total assessment for Linear parcels	233,211,680	230,500,520	
Total average assessment per parcel	7,067,021	6,984,884	
Average total tax per parcel	\$184,866.54	\$184,216.71	
Total Increase (decrease) / average parcel			\$649.83

AVERAGE CHANGE PER PARCEL

Based on Option #2

NEXT STEPS

❖ TO MEET MGA REQUIREMENTS THE TAX BYLAW WILL NEED TO BE APPROVED BY MAY 11, 2023

❖ IF THE TAX RATE HAS BEEN AGREED UPON, THE TAX RATE BYLAW WILL BE PRESENTED AT THE MAY 11, 2023 COUNCIL MEETING

❖ IF MORE DISCUSSION IS NEEDED REGARDING THE TAX RATE, ANOTHER BUDGET MEETING HAS BEEN SCHEDULED FOR MAY 9, 2023

Request for Decision:

Year-2023 Total Function Budget

533-23: Gawalko

That Smoky Lake County Council approve the balanced Year-2023 Municipal Total Function Budget, with a total Revenue in the amount of \$22,019,856 and total expenditures in the amount of \$22,019,856, not including amortization in the amount of \$2,020,300.

Carried.

Year-2023 to Year-2027 Consolidated Five-Year Capital Budget

534-23: Gawalko

That Smoky Lake County Council approve the Year-2023 to Year-2027 Consolidated Five-Year Capital Budget, including the Capital Bridge Plan and Capital Road Plan, of expenditures as follows:

- Year-2023 = \$7,487,498,
- Year-2024 = \$9,903,656,
- Year-2025 = \$6,194,053,
- Year-2026 = \$6,882,889, and
- Year-2027 = \$4,364,117.

Carried.

Next Meeting:

The next Smoky Lake **County Council Budget Meeting** is scheduled for **Tuesday, May 9, 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.

Adjournment:

535-23: Serben

That the Smoky Lake County Council Budget Meeting of April 25, 2023, be adjourned, time 3:33 p.m.

Carried.

REEVE

S E A L

CHIEF ADMINISTRATIVE OFFICER

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:

ATTENDANCE		
<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:

Title: Reserve Lands Management Policy		Policy No.: 25-01
Section: 61	Code: P-R	Page No.: 1 of 8
Legislation Reference: Municipal Government Act RSA 2000, Ch. M-26.		
Purpose:	Smoky Lake County deems it appropriate to regulate its municipally owned lands, including Reserve lands.	
Policy Statement and Guidelines:		
1. STATEMENT:		
1.1	Smoky Lake County recognizes that there is a need to carefully manage the County's reserve lands to provide benefits for the general public and to protect the natural environment. This policy provides direction for administration regarding the management of reserve lands, the removal or licensing of existing encroachments on Reserves, the potential disposal of existing reserve lands and the acquisition of reserve lands in new subdivisions.	
1.2	Smoky Lake County uses reserve lands, as defined by the Municipal Government Act (MGA), to provide lands for schools, parks, recreation purposes or preserving natural areas. These lands are dedicated to the municipality through the subdivision process. Reserve lands are designated on title as either Environmental Reserve (ER), Municipal Reserve (MR), School Reserve (SR), Municipal and School Reserve (MSR), or Community Service Reserve (CSR), Conservation Reserve (CR). The municipality acquires Reserve lands at the time of subdivision.	
2. GUIDELINES:		
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.	

Title: Reserve Lands Management Policy		Policy No.: 25-01
Section: 61	Code: P-R	Page No.: 2 of 8
Policy Statement and Guidelines:		
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 Background		
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.		

Title: Reserve Lands Management Policy		Policy No.: 25-01
Section: 61	Code: P-R	Page No.: 3 of 8
Policy Statement and Guidelines:		
2.5.2 Municipal Reserves (MR)		
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

Policy Statement and Guidelines:	
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.
2.5.3	Environmental Reserves (ER) and Conservation Reserves (CR)
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

Policy Statement and Guidelines:	
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 Encroachment Agreements/Licenses Policy Statement 61-21 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.
2.5.4	Encroachments and Unauthorized Structures on Municipal Reserve Lands
2.5.4.1	Refer to the Smoky Lake County Encroachment Agreements/Licenses Policy Statement 61-21 as amended for instances of the unauthorized installation of private facilities and structures such as sheds, fences, gardens, material storage, driveways, and buildings on MR lands.
2.5.5	Encroachments and Unauthorized Structures on Environmental Reserve Land or Conservation Reserve Lands
2.5.5.1	Refer to the Smoky Lake County Encroachment Agreements/Licenses Policy Statement 61-21 as amended for instances of the unauthorized installation of private facilities and structures such as sheds, fences, gardens, material storage, driveways, and buildings on ER and CR lands.
2.5.6	Undesignated Reserves
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.
2.5.7	Disposal of Reserves
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.
2.5.8	New Municipal Reserves
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.
2.5.9	New Environmental Reserves
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.

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

Title: Encroachment Agreements and Licenses		Policy No.: 21-02
Section: 61	Code: P-I	Page No.: 1 of 19 E
Legislative Reference:	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.	
Purpose:	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.	
Policy Statement and Guidelines:		
<p>1. STATEMENT:</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>2. OBJECTIVES:</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>3. DEFINITIONS:</p> <p>3.1 County: means Smoky Lake County.</p> <p>3.2 Encroachment: means any portion of a landscaping improvement, or structure which extends onto County lands which could be either a roadway or other Reserve Lands.</p>		

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Policy Statement and Guidelines:	
3.3	Encroachment Agreement: means an agreement, pursuant to the MGA under which a municipality permits the encroachment of landscaping improvements, and structures onto a roadway. This Agreement would be registered on the landowner's title as per the MGA.
3.4	Encroachment License: 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	GIS: means Geographic Information System used for gathering, managing, and analyzing data.
3.6	Landowner: means all owners(s) listed on the Certificate of Title as having an interest in the titled land.
3.7	May: means discretionary compliance or a choice in applying policy.
3.8	MGA: means the Municipal Government Act being the Revised Statutes of Alberta 2000 Chapter M-26, and amendments thereto.
3.9	Real Property Report: means a plan that illustrates the survey performed by an Alberta Land Surveyor showing what is and what is not on a parcel of land at the time of the survey.
3.10	Reserve Lands: means any lands owned by the County that are designated as Municipal Reserve (MR), School Reserve (SR), Municipal and School Reserve (MSR), Environmental Reserve (ER), Community Service Reserve (CSR), Reserve lands (R), Conservation Reserve (CR) or other County owned land except a public utility lot.
3.11	Roadway: means a highway or Roadway that is subject to the direction, control, and management of the County.
3.12	Shall: means mandatory compliance.
4. SCOPE:	
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.

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

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Policy Statement and Guidelines:		
<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>6. PROCEDURES</p> <p>6.1 Application forms are available at the Smoky Lake County office or on the County's website at www.smokylakecounty.ab.ca ('Schedule "A" Application for Encroachment Agreement/License')</p> <p>6.2 The applicant must provide, solely at the applicant's expense, a Real Property Report, dated within three (3) months of the application date, showing the exact nature and location of the Encroachment(s) and a current copy of the Certificate of Title.</p> <p>6.3 The applicant must pay the County an application fee of \$500.00, as per Smoky Lake County Planning and Development Fees Bylaw, as amended.</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>		

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Policy Statement and Guidelines:		
<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 thirty (30) days 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>		

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Policy Statement and Guidelines:		
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.		
7. RESERVES		
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:		
i) preserving natural features		
ii) preventing pollution		
iii) ensuring public access, and		
iv) preventing significant risk of personal injury or property damage.		
7.1.5 Conservation Reserves (Section 644.2) provides for the protection of environmentally significant features but is not land that would be taken as ER. Land taken as Conservation Reserve requires compensation while land taken as ER does not.		
7.1.6 Section 671(1)(a) states that ER 'must be left in its natural state or be used as a public park' subject to Section 676(1).		
7.1.7 Section 676 outlines a procedure for using ER for other purposes for a limited time period. Municipal / Community		
7.1.8 Where land taken as ER is largely undevelopable, land taken as MR / CSR is developable land for municipal or school purposes (Section 671(2) and 671(2.1). By being 'developable', the premise is that the lands do not pose a risk of personal injury or property damage.		
7.2 <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:		
i) It is polluting a water body in some manner,		
ii) It is disturbing a natural feature (nesting / spawning area or rare vegetation),		
iii) It is moveable.		

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Policy Statement and Guidelines:		
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.		
8. CONSIDERATIONS FOR APPROVAL		
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:		
a. Special needs access (ramps, elevators, etc.)		
b. Entry Stairs		
c. Eaves		
d. Development Authority approved stairways for access on Reserve Lands.		

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Policy Statement and Guidelines:		
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.	
9. APPEALS TO COUNTY COUNCIL		
9.1	If the CAO does not approve the application for an Encroachment Agreement or Encroachment License, the Landowner may submit in writing to County Council an appeal requesting a review of the CAO's decision, and	
9.1.1	County Council will review all the information received by Administration.	
9.1.2	Council's decision will be final.	
9.1.3	If approved, the landowner will be required to submit a Real Property Report. The CAO will enter into the appropriate agreement or license with the Landowner.	
9.1.4	If denied, the CAO will send a letter to the Landowner denying the request and providing notice that the Encroachment must be removed within 30 days.	
9.1.5	If the Landowner decides to move the encroaching structure onto their own property, a development permit and/or a safety codes permit may be required.	
10. ENFORCEMENT		
10.1	If an application for either an Encroachment Agreement or Encroachment License is denied, the CAO will issue a notice to the Landowner for removal of the Encroachment and restoration of the encroached land within 30 days.	
10.2	The Bylaw Enforcement Officer will inspect the property to ensure compliance	
10.3	If the encroachment is not removed after 30 days, or other reasonable time agreed to by the County, the CAO may take whatever steps or legal remedies are available to the County to enforce the removal.	

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

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:
<input type="checkbox"/> phone <input type="checkbox"/> mail <input type="checkbox"/> fax <input type="checkbox"/> e-mail

<p>OFFICE USE ONLY</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>Authorization: <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>
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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:

Title: Discipline Policy		Policy No.: 01-02
Section: 15	Code: P-S	Page No.: 1 of 5 E
Legislation Reference:	Municipal Government Act, Section 201(1), as amended from time to time.	
Purpose:	To promote and ensure appropriate conduct among employees that is fair and consistent of all employees.	
Policy Statement and Guidelines:		
1. OBJECTIVES		
1.1	Provide for the fair and consistent treatment of employees throughout the municipality.	
1.2	Ensure that all employees of the municipality are aware as to the proper conduct and behavior of municipal employees.	
1.3	Ensure that all employees of the municipality are aware of their duties and responsibilities and the consequences of disregarding those obligations, policies and workplace standards.	
1.4	Ensure that employee misconduct is dealt with in a fair and appropriate manner within a responsible timeframe.	
1.5	Disciplinary actions must be congruent to the Alberta Employment Standards, current Collective Agreements between Labour Unions and Smoky Lake County, County Bylaws and County Policies.	
2. RESPONSIBILITIES		
<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.	

Title: Discipline Policy		Policy No.: 01-02
Section: 15	Code: P-S	Page No.: 2 of 5 E
Policy Statement and Guidelines:		
2.9	Be aware of the Rights for all employees, referencing Alberta Employment Standards and current Collective Agreements between Labour Unions and Smoky Lake County, County Bylaws and County Policies.	
3. PROCEDURE		
3.1	The Manager and Chief Administrative Officer will make a determination as to the severity, intent and frequency of the offence. Other factors including, but not limited to, length of employment, employee's record and position will be taken into account.	
<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.	
4. DISCIPLINE AND DISMISSAL		
4.1	Unsatisfactory conduct and/or performance by an employee may be grounds for discipline including immediate dismissal for just cause.	
4.2	<u>Written Warning:</u>	
	Should an incident arise that is considered serious enough to warrant immediate delivery of a written letter or should previous behaviors and/or offences reoccur, after verbal discussions with the manager, the manager shall meet with the employee and present a letter of written warning in the form based on the Alberta Employment Standards template, or latest revision thereof, shown in Schedule "A" .	
	The employee shall be advised that should the offence reoccur, the employee could be subject to further disciplinary action up to and including dismissal. A copy of the letter shall be forwarded to the Chief Administrative Officer for inclusion on the employee's personnel file.	

Title: Discipline Policy		Policy No.: 01-02
Section: 15	Code: P-S	Page No.: 3 of 5 E
Policy Statement and Guidelines:		
<p>4.3 Ensure that discipline covers the following five elements in:</p> <p>4.3.1 Description of the unsatisfactory performance or conduct.</p> <p>4.3.2 Statement of what the employee must (or must not) do to correct the performance or misconduct.</p> <p>4.3.3 Description of the action that may be taken if the problem is not corrected.</p> <p>4.3.4 Information about appeal rights</p> <p>4.3.5 A list of attached documents that were considered in the decision to issue that Letter of Warning (<i>i.e.</i>, <i>performance evaluations, rules or policies, memos</i>).</p> <p>4.4 Termination With Just Cause:</p> <p>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.</p> <p>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.</p> <p>4.5 Termination Without Just Cause, Non-Unionized Employees:</p> <p>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.</p> <p>4.6 Conversion of Life Insurance Policy or Other Benefits:</p> <p>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.</p>		

Title: Discipline Policy		Policy No.: 01-02
Section: 15	Code: P-S	Page No.: 4 of 5 E
Policy Statement and Guidelines:		
<p>5. DOCUMENTATION / LETTER OF WARNING</p> <p>In reference to documentation and/or letters of warning, the following points shall be emphasized detailing corrective action:</p> <p>5.1 The incident shall be as complete and as detailed as possible.</p> <p>5.2 The letter of warning must be dated and signed by the Chief Administrative Officer or Manager.</p> <p>5.3 The letter of warning shall state the action taken by the Chief Administrative Officer and/or Manager to correct the incident.</p> <p>5.4 Those factors which were considered relevant to the degree of action taken must be specified.</p> <p>5.5 Any verbal discussion given previously must be indicated, as well as specific dates and other relevant material.</p> <p>6. COLLECTIVE AGREEMENT</p> <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> <p>7. ALBERTA EMPLOYMENT STANDARDS</p> <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 75th 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 75th 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 AAC, 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.

Residential

Non-Residential

Farmland

Bob Daudelin, AMAA	Assessment Specialist
Jesse Nelson	Residential Assessor
Cory Allen	Residential Assessor
Troy Biles, AMAA	Assessment Manager
Kurt Hartman	Assessment Specialist
Josh McMillan	Residential Assessor
Eric Meadows, AMAA	Residential Assessor
Sean Evans, BSc. Ag	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



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.

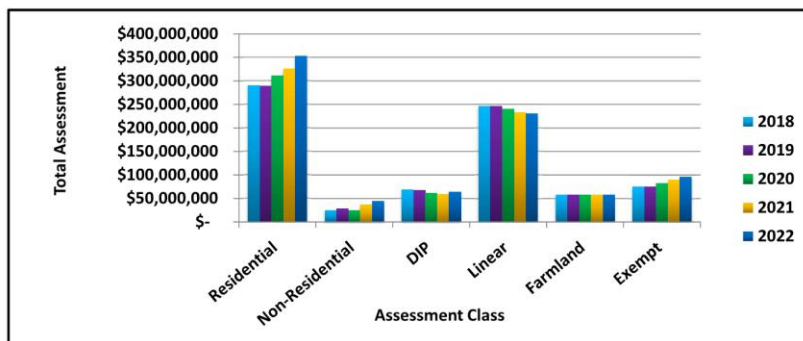


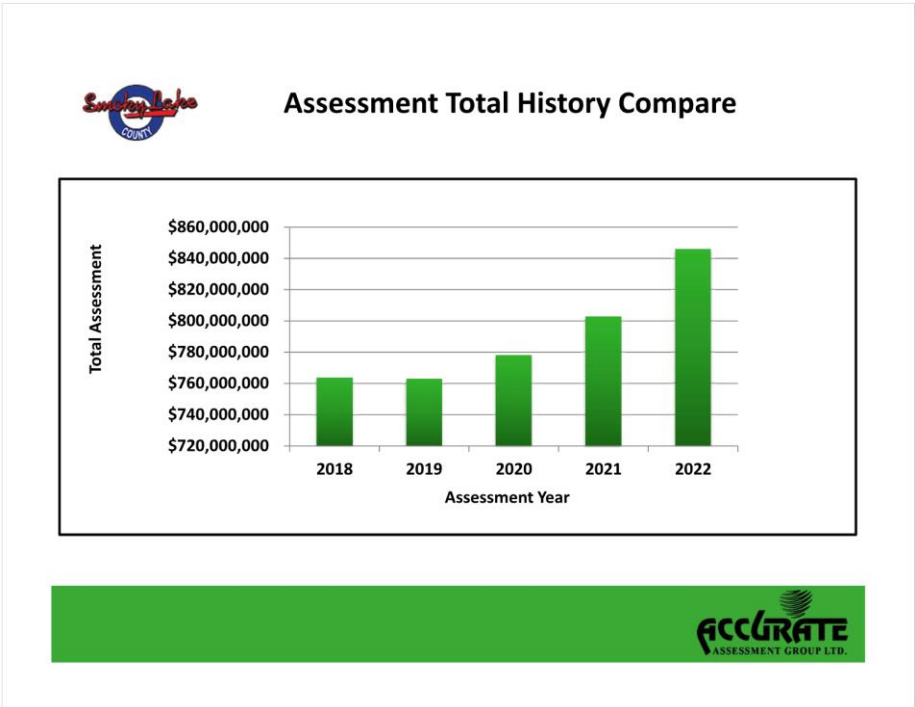
2021 Compared to 2022 Assessment

	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%
Grand Total:	\$802,838,780	\$846,142,580	\$43,303,800	105%



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%
No Change	3,587	59.9%
1% to 10%	1,211	20.2%
10% to 25%	844	14.1%
25% to 100%	68	1.1%
Over 100%	34	0.6%
New Roll #'s	14	0.2%
Inactive Roll #'s	24	0.4%
Total Properties	5,984	100%

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%
-\$999 to \$999	3,698	61.8%
\$1,000 to \$9,999	970	16.2%
\$10,000 to \$24,999	760	12.7%
\$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%
Total Properties	5,984	100%

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

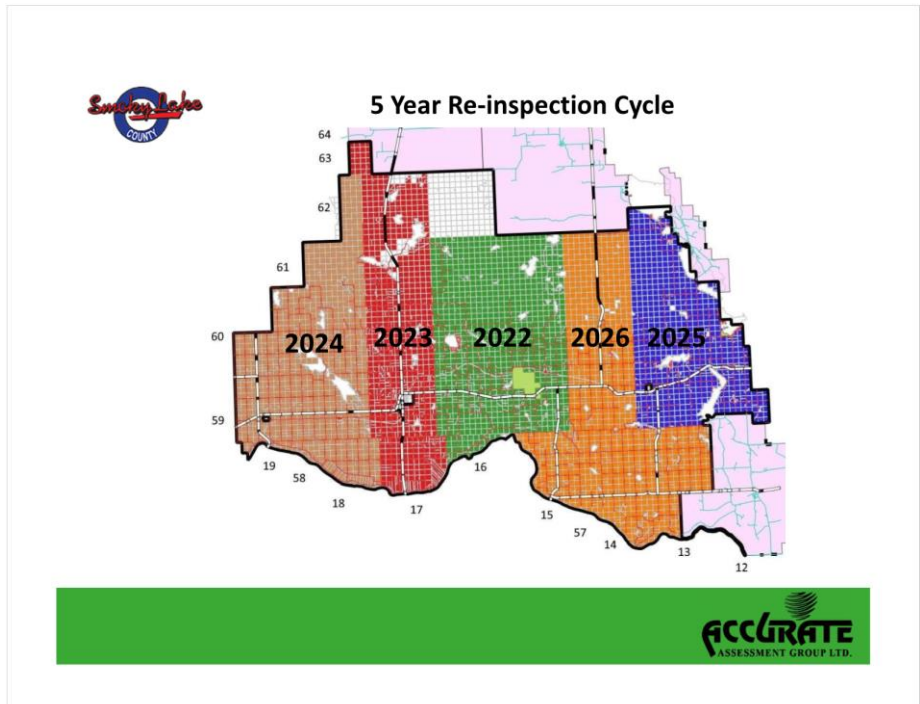
Residential (Lake Subdivisions)

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.	
Policy Statement and Guidelines:		
<p>1. STATEMENT:</p> <p>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.</p> <p>2. OBJECTIVE:</p> <p>2.1 To seek appointment for three (3) Producer-at-Large positions on the Agricultural Service Board in the County.</p> <p>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.</p> <p>3. GUIDELINES:</p> <p>3.1 Appointment of Producers-at-Large:</p> <p>3.1.1 Smoky Lake County will advertise for ASB Producers-at-Large prior to its annual organizational meeting in election year.</p> <p>3.2 Selection</p> <p>3.2.1 Applications will be reviewed by County Council.</p> <p>3.2.2 County Council at its sole discretion will appoint three (3) Producer-at-Large members.</p> <p>3.2.3 The selected members as Producer-at-Large will be appointed for a four (4) year term.</p> <p>3.2.4 Orientation will be provided for applicants to discuss position, responsibilities, and the role of Agricultural Service Board within Alberta.</p>		

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>PROCEDURE:</p> <p>4.1 Interested applicants shall submit an application form in writing as specified in Schedule "A": Application For Producer-At-Large 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: Mar 08, 2023 to Apr 19, 2023			
LEGISLATIVE / GOVERNANCE			
Projects	Date In Progress	Date Outstanding	Date Completed
<p>Stony Creek/Beaver Dams/Saddle Lake: 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>Project progress:</p> <ul style="list-style-type: none"> The Nation cancelled and had not yet provided alternate dates for consideration. No Change since last report, action pursuant to tabling on agenda as requested by Linda. 	Sept 25/22		
<p>Administrative Efficiencies: 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>Project progress:</p> <ul style="list-style-type: none"> 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. 	Oct 15/22		
<p>Review of HAK Facility Condition Assessment (FCA) - Repurposing: This review was requested by Council in response to suggested needs from the community. The County has a number of record drawings and a preliminary review has been undertaken in regard to the possibility of re-purposing some portions of the existing HAK School for Community use.</p> <p>Project progress:</p> <ul style="list-style-type: none"> 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. 		Ongoing	
ADMINISTRATIVE			
Projects	Date In Progress	Date Outstanding	Date Completed
Managers Meetings – Every Monday Morning			
<p>Snow Clearing - Driveways: 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: Mar 08, 2023 to Apr 19, 2023			
<p>recommended cost (per event) for a 200 m length driveway, which is the current policy.</p> <p>Project progress:</p> <ul style="list-style-type: none"> Administration is currently working on the revision of the language in the policy. Administration is reviewing the flag agreement to ensure that the County is adequately protected from liability. 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. 			
<p>Cold Weather Policy: 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>Project progress:</p> <ul style="list-style-type: none"> 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. 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. 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. 	Feb 08/23		Mar 16/23
<p>Regional Engineering Standards (ACP): Met with team, legal and Admins regarding the project.</p> <p>Project progress:</p> <ul style="list-style-type: none"> The engineers are reviewing the workshop notes and working on preparation of the draft standards text. 	Ongoing		
Joint Health and Safety Committee Meeting			

Chief Administrative Officer			
Report Period: Mar 08, 2023 to Apr 19, 2023			
Project progress: <ul style="list-style-type: none"> Nothing tasked to the County CAO. 			
Ukrainian Twinning Meeting/Kosiv Project progress: <ul style="list-style-type: none"> Nothing tasked to the County CAO. 			
Waskatenau Intermunicipal Agreement: 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. Project progress: <ul style="list-style-type: none"> 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. 	Ongoing		
Broadband Project: 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. Project progress: <ul style="list-style-type: none"> 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. 			
HWY 28/63 COMMISSION			
Hwy 28/63 Board meeting			Dec 19/22
Hwy 28/63 Legal: A substantial amount of time is now going to be required as a result of trying to finalize the last 5% of the project. The Commission will need to apply for renew of dispositions while working to finalize agreements to satisfy legal obligations and requirements.	Jan 20/23	Ongoing	
FINANCIAL			
Projects	Date In Progress	Date Outstanding	Date Completed

Chief Administrative Officer			
Report Period: Mar 08, 2023 to Apr 19, 2023			
2023 Budget (Council) Meeting – The final budget has been presented to Council.	Ongoing		
Land Inventory/Sale of Lands – 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. Project progress: <ul style="list-style-type: none"> 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. 			
HUMAN RESOURCES			
Projects	Date In Progress	Date Outstanding	Date Completed
Welder: The County welder position has not been filled. Applicants report that the County wages scale are too low. Project progress: <ul style="list-style-type: none"> The County concluded interviews and offered the position to a Candidate. The Candidate accepted and is expected to start at the beginning of May. 	Ongoing		
Public Works Manager: The Public Works Manager provided notice of retirement with a last day of Friday, April 28, 2023. Project progress: <ul style="list-style-type: none"> An offer was made and Chris Minailo has accepted the position. 	Jan 13/23		
COMMUNITY			
Projects	Date In Progress	Date Outstanding	Date Completed
TRAINING			
COUNTY STRATEGIC PLAN			
Strategic Plan: 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. Project progress: <ul style="list-style-type: none"> The Council adopted the Strategic Plan at the March 2023 meeting. At the Government Liaison Committee meeting held on April 18, 2023, the Council provided guidance as to their priorities for 	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"> The final budget will provide a section for anticipated, although at an "order of magnitude" costs to begin the advocacy, lobby and pre-emptive planning exercises contemplated in the Strategic Plan. At the Government Liaison Committee meeting held on April 18, 2023, some members of Council suggested some further wording changes in the plan to reflect recent discussions and elaboration and further quantification of some priorities/strategies. 			
<p>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.</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 Councilor Report

March 16 Regular Council Mtg: Included in this council meeting was a delegation from the Bellis 4H group as well as a text report from the local RCMP Detachment which was presented by Reeve Halisky.

March 17 Smoky Lake Foundation (Zoom): 2 presentations were included in the agenda: Financial Auditor B. McCarthy as well as CARF (accreditation information). The decision for which Accreditation company to use was postponed to the next meeting.

March 20-22 RMA Conference: As well as attending breakout sessions the council had a few one on one meetings scheduled with some of the GoA Ministers, MLAs as well as RCMP K-Division.

March 27 Joint Municipalities (5 -8 pm) Vilna: Presentation by MLA Glen Van Dijken included information on how GoA is looking at how to manage surplus budgets, highway 28 updates, as well as alternative energy and the Alberta Sovereignty Act. Bob Bezpalko, Alberta Hub, provided some background information on Alberta Hub. Also provided were updates with regards to the Metis Crossing as well as both school boards within the County. There was also a brief discussion as to what a Regional Newsletter would look like for the County, if one was developed.

March 29 Policy Committee Mtg (9-11:30 am): Reviewed Community Peace Officer (CPO) draft document, as well as the following policies: Designated Recreation Trails, Recreational Trails Roadway Agreement, Road License Agreement, Council Procedural By-Law, Discipline as well as policies which need to be updated or rescinded.

April 3-5 ASCHA conference: Valuable conference which covered numerous topics ranging from Board and CEO roles in Affordable Housing Development, Healthy Aging, Board Workshop, How to Optimize Your Municipal Partnerships to Build More Affordable Housing, and a session covering legal concerns.

April 6 Committee of the Whole: Discussed list of County owned land as well as Access to Water, Bed and Shore.

April 13 Regular Council Mtg.: This meeting also included 2 Public meetings as well as an MPC meeting as well as 3 delegations: B. McCarthy from the JMD Group LLP, D. Harsula with Victoria Trail Ag. Society as well as B. Novosiwsky.

April 18 Smoky Lake County Government Liaison Committee: Reviewed the Smoky Lake County Strategic Plan (2023-2025) and worked on developing an Advocacy Plan. Next meeting is scheduled for May 9.

Respectfully submitted,

Dominique Cere

Division 3

Reeve – 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 1st reading to Bylaw 1432-23 to regulate RVs within the County and gave 1st reading to Bylaw 1433-23 to remove certain RV provisions in the Land Use Bylaw and gave 1st 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 3rd & final reading to Bylaw 1425-22 for an Intermunicipal Development Plan (IDP) with Vilna.
 - Approved to provide FCCS 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.

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- 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 3rd & final reading to Bylaw 1426-22 for an Intermunicipal Development Plan (IDP) with the Town of Smoky Lake.
 - Gave 1st 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 28th 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 2nd 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.

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- 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 25th 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 27th 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 24th 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

Yours Truly,
Lorne Halisky, Smoky Lake County Reeve, and Councillor Division 4

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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 8th – March 29th, 2023

Jered Serben, Division five

March 8th

- 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 3rd – 5th. I expect more information will be fronted at that time.

March 14th

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 5th 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 17th

Smoky Lake Foundation

Jered and Dominique

- Reminder for the CAO to release agenda packages 7 days prior to a regular board meeting
- March 1st, 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 13th, E-learning sessions for staff
- March 28th, Bivalent vaccine will be offered to persons that want it
- March 24th, resident menu meeting for BVN. **NOTE: The Board received an email on March 17th at 1:51 pm that the resident menu meeting will be held at 2pm on March 17th but was actually to be held at 10 am. Delayed because of lockdown. A change of date and time without notice.**
- March 20th 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 21st, 5 sessions in March and 1 in April. **NOTE: By Motion, CPR and First Aid training was to be complete by January 31st. 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 3rd – 5th
- 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 20th – 22nd

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 22nd 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 15th, H.A.K School Council
- March 24th DMO, Zoom
- March 28th, VTAS
- March 29th, 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 21st to 27th, 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: Vilna/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
Total Cheques from 53071 to 53183		\$528,921.69

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
Total EFTs from 659 to 742		\$954,775.88

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
Total Direct Debits from 040 To 376		\$507,699.25

Grand Total Bills and Accounts	\$1,988,312.45
<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



Request for Decision (RFD)

Meeting Date: Thursday, May 11, 2023

Agenda Item: # 7.a

Topic: Lake Access and Amenity Study (Island, Kaduk, Wayetenau, Whitefish, Hanmore, Smoky, Cache, Garner, Mons, and Bonnie Lakes) Request for Proposal (RFP)

Presented By: Planning & Development Services

Recommendation: That Smoky Lake County proceed with the proposed Request for Proposal for a Lake Access and Amenity Study (Island, Kaduk, Wayetenau, Whitefish, Hanmore, Smoky, Cache, Garner, Mons, and Bonnie Lakes).

Background:

April 6, 2023, Committee of the Whole for Planning:

Public Access to Water, Bed & Shore -Island, Kaduk, Wayetenau, Whitefish & Cache Lakes:

480-23: *That Smoky Lake County Council Committee of the Whole recommend Administration determine the cost of conducting a study in respect to providing public accesses to the water, bed and shores of Island Lake, Kaduk Lake, Wayetenau Lake, Whitefish Lake, and Cache Lake, for the purpose of determining the nature and location of proposed public access points and proposed future maintenance costs of same at the said lakes. Carried.*

Administration has created a proposed Request for Proposal based on the best information available at this time, and if approved, this will be posted to the web, newsprint, and Alberta Purchasing Connection (APC) in accordance with trade rules and regulations.

In *addition* to the lakes listed in Motion 480-23, Administration as tentatively additionally screened in Hanmore, Smoky, Garner, Mons, and Bonnie Lakes for inclusion and consideration.

Benefits: Well-informed decision-making based on third-party expertise.

Disadvantages: Staff time.

Alternatives: Council may defeat the proposed motion or defer a decision.

Financial Implications:

- Costs of advertising in newsprint (\$184+gst x 2 weeks) are accommodated within the Planning and Development regular budget.
- No money has been allocated for this project within the 2023 Budget. If Council ultimately awards a contract, this will be represent an unbudgeted expense.

Legislation: Municipal Government Act, M-26 RSA 2000

Intergovernmental: Nil

Strategic Alignment: Proactivity in Development, Recreation

Enclosure(s):

- **Attachment #1** Draft Request for Proposal ©

Signature of the CAO: _____



Smoky Lake County

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Fax: 780-656-3768
www.smokylakecounty.ab.ca

File no.: SLC—P&D Procurement: 001-2023

May 12, 2023

To: Interested Bidders

Subject: **Lake Access and Amenity Improvement Feasibility Study** (*Island, Kaduk, Wayetenau, Whitefish, Hanmore, Smoky, Cache, Garner, Mons, and Bonnie Lakes*)

Project Reference No.: SLC—P&D Procurement: 001-2023

1.0 INVITATION

Planning & Development Services invites your firm to submit a proposal to provide consulting services to undertake a Lake Access and Amenity Improvement Feasibility Study.

Proposals shall be submitted no later than **4:00 p.m. on June 21st, 2023.**

Request for Proposal Schedule:

Activity	Date
Release Proposal	May 12, 2023
Pre-Bid Meeting	June 8, 2023
Proposal Submission Deadline	June 21, 2023
Anticipated Award Date	June 29, 2023
Consultant Startup Meeting	July 5, 2023
Project Completion Target	Mid-October 2023

An electronic copy of your submission will be accepted by email to the following:

To: kschole@smokylakecounty.ab.ca;

Cc: jruegg@smokylakecounty.ab.ca;

Smoky Lake County
Planning & Development Services
4612 McDougall Drive Box 310
Smoky Lake, AB T0A 3C0

Smoky Lake County will make no payment for costs incurred in the preparation or submission of any proposal. The selection of a proposal shall be determined by Smoky Lake County based on the best overall quality and value to the Smoky Lake County.

2.0 PROPOSAL SUBMISSION REQUIREMENTS

1. **Proposal Format:** Proposals shall be organized using the sequence listed under, Section 2.2 Proposal Content to facilitate the evaluation process and to ensure each proposal receives full consideration.
2. **Proposal Content:** The following information shall be provided in each proposal to be considered responsive. The content will be utilized in evaluating each proposal. The County may assume non-compliance if a response to any item is not readily located in the proposal, is difficult to evaluate due to incompleteness or is addressed by a response that is not specific to the requirements of this Individual Project Request.

- **Project Understanding**

The proponent shall provide an overview including, but not limited to, the following:

- Identify the team's vision and process related to the project deliverables
- Demonstrate an understanding of the collaboration between the County's project team, key stakeholders, and the consultants' project team identifying key roles and responsibilities
- Demonstrate an understanding of Smoky Lake County's relevant policies, bylaws, and spatial data
- Provide sufficient information to confirm that the project requirements are understood
- Clearly articulate the project scope, scale and objectives Include possible gaps, risks and threats, or opportunities that may affect the anticipated results
- Explain how the project requirements will be met and describe success measures and key risk factors, including mitigation strategies
- Identify perceived challenges associated with the scope of work and potential solutions to overcome them
- Share any value-added benefits that the proposed project team may offer due to expertise, experience with similar projects and/or approach
- Propose additional methods and recommendations to achieve the most exceptional outcome

- **Project Methodology & Execution**

The proponent shall identify their overall approach and methodology to be used to successfully manage the project and project team interactions and produce the required deliverables from start-up through to completion.

Details of the required deliverables are outlined in Section 4.0. Note that some deliverables are outlined as county-led and others are outlined as consultant led. County and consultant teams will work collaboratively to ensure deliverables are met.

The proponent shall clearly outline the work to be done and the related experience the proponent has to successfully complete the project, with a commitment that experienced staff will be involved throughout the project. The proponent shall:

- Provide sufficient information to confirm that the appropriate resources are (or can be) made available to execute the project requirements
 - Review existing data sources to ensure enough information is available to produce spatial maps, analysis and the development of pre-feasibility maps for public feedback or for decision/internal discussion purposes
 - Identify additional data needs that extend beyond the information sources shared by the County that are essential to achieving the desired deliverables
 - Provide a description of the firm's approach to quality assurance and control on all components and phases of the project including the steps taken to ensure that all data is captured in a consistent manner and all indicators provided to the project team are accurate as part of the analysis process.
 - A flow chart or detailed description must be included which outlines the quality control process prior to the delivery of each phase for final datasets.
- **Project Schedule**
 - The proponent should provide a detailed project schedule showing major milestones and deliverables.
 - The schedule shall be updated and submitted to the County bi-weekly in a format agreed upon by the County project team and the consultant team.
 - Confirm the consultants' ability to take on the additional workload to deliver the project on schedule. Identify tools and techniques required to execute, monitor, and control the project schedule. Identify considerations and opportunities to maintain the project schedule and expedite the schedule if required.
 - Ensure that the schedule for each deliverable is clearly identified, sequenced, and integrated to meet the needs of the overall project.
 - **Prime Consultant Firm Team & Experience**

The proponent shall identify key staff, sub-consultants and/or speciality consultants required to build a comprehensive project team.

Outline roles for each member of the consultant team and sub-consultant or speciality

- Identify the consultant project lead that will be the primary day-to-day point of contact, and the corresponding direct supervisor for the primary day-to-day point of contact overseeing the consultant team

The proponent shall demonstrate an alignment with the members of the project team's experience as it relates to work like this project.

Provide resumes for each member of the consultant team.

Provide two to three project examples that demonstrate extensive company and/or individual employee experience in similar and successful projects undertakings.

Proponents that can demonstrate specialized skills in the following areas are considered an asset:

- Experience undertaking analysis and opportunities/constraints mapping and site analysis, environmental evaluation, and active recreation / tourism design.
- Experience in obtaining necessary approvals under the Water Act (Alberta), Public Lands Act (Alberta), Trails Act (Alberta), Environmental Protection and Enhancement Act (Alberta), Navigable Waters Act (Canada) etc.
 - I.e. Experience working with Alberta Environment and Protected Areas and Department of Fisheries and Oceans to obtain the necessary approvals to conduct works within the bed and shore areas adjacent to the Lakes, and to obtain the necessary dispositions (if any).
- Experience in meaningful and productive public engagements.
- Production of simple, easy to read diagrams and illustrations, recommendations, workplans, and roadmaps.

Confirmation that the selected consultant team will be involved throughout the entire project and may not be substituted without prior written approval from the County project manager.

Acknowledgement that the deliverables, data, maps and all reports will become the property of the Smoky Lake County.

- **Fee Proposal:**

Proponents shall provide a lump sum price and a Proposal Fee Schedule detailing each phase, component, task, project team member, estimated person-hours, hourly rate, and disbursements. The schedule should also identify the percentage of the overall total fee to be billed at each phase.

The fee proposal shall include project administration fees and subtotals for each component of the scope and each phase of the project.

3.0 PROPOSAL EVALUATION

Proposals will be evaluated as follows:

3.1. Weighted Evaluation:

The County will evaluate proposals using a weighted evaluation scoring method and will assign scores at the sole discretion of the evaluation committee based on predetermined weighted evaluation values for each item or question within the criteria. The total score for the Proposal will be determined by adding up the individual scores and will be the basis for ranking proposals.

The proponents' fee submission will be evaluated, and a calculated score determined. The lowest fee of all the proposals received is divided by the proponents' fee amount, times the maximum allotted points available.

$$\text{Score} = \frac{\text{Lowest fee of all proponents received}}{\text{Proponents' proposal fee amount}} \times 10$$

Criteria		Weight
1	2.2.1 Project Understanding	20
2	2.2.2 Project Methodology & Execution	25
3	2.2.3 Project Schedule	15
4	2.2.4 Prime Consultant Firm Team & Experience	30
5	2.2.5 Fee Proposal	10
Total		100

3.2. The County will make an award to the proponent that submitted the proposal with the highest total score.

In the event of tied scores, Criteria 2.2.4 Prime consultant firm Team and Experience will be used as a tie-breaker.

3.3. Budget and Negotiations:

- The County can:
 - reject all proposals;
 - make an award to the proponent who submitted the next best-evaluated proposal with proposal pricing that is within the amount the County has budgeted for the services; or
 - attempt to negotiate a lower price with the proponent who submitted the best-evaluated proposal.

- If the proposal pricing submitted in the best-evaluated proposal exceeds the amount budgeted for the services and the County negotiates with the proponent who submitted the best-evaluated proposal:
 - all statements made by either side in the course of negotiation are without prejudice and confidential;
 - in particular, the County attempt to negotiate with the proponent does not constitute a rejection of that proposal;

- The County will not attempt to obtain a lower price for the same Services described in the original bid but may attempt to obtain a lower price for an altered scope of work.
- In no event will the County be obligated to disclose the amount budgeted for the Services.

3.4. The County will advise the successful proponent by written confirmation of acceptance of their proposal.

4.0 PROJECT DESCRIPTION

Smoky Lake County is interested in scoping, costing, and prioritizing the provision of providing public accesses and other recommended improvements to each of:

1. Island Lake (54.323170, -112.441260) and campground



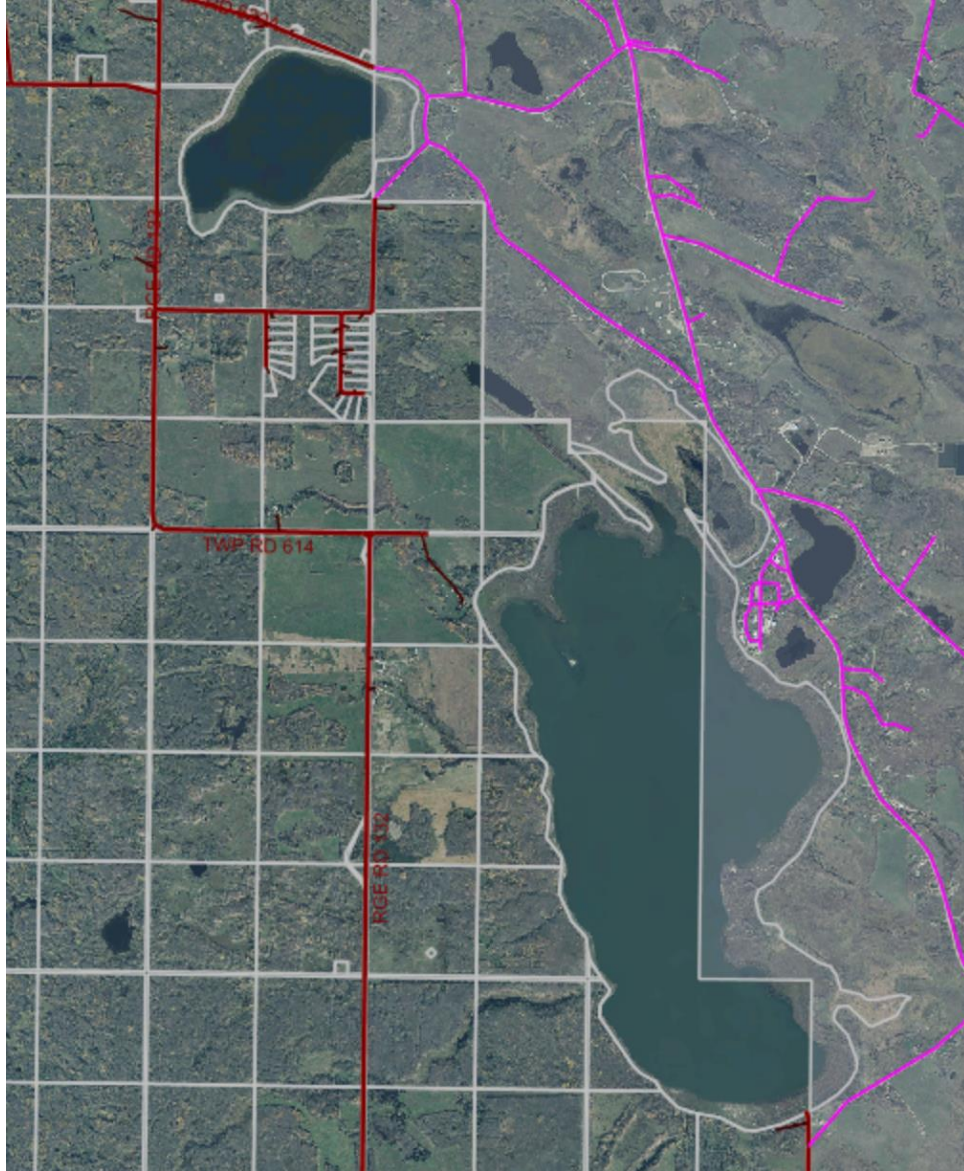
West Access: Range Road 151A, East Access: Township Road 615A

2. Kaduk Lake (54.225262, -112.121250) and campground



Access via Range Road 152

3. Wayetenau (54.324043, -111.864143) and Goodfish (54.282567, -111.818832) Lakes

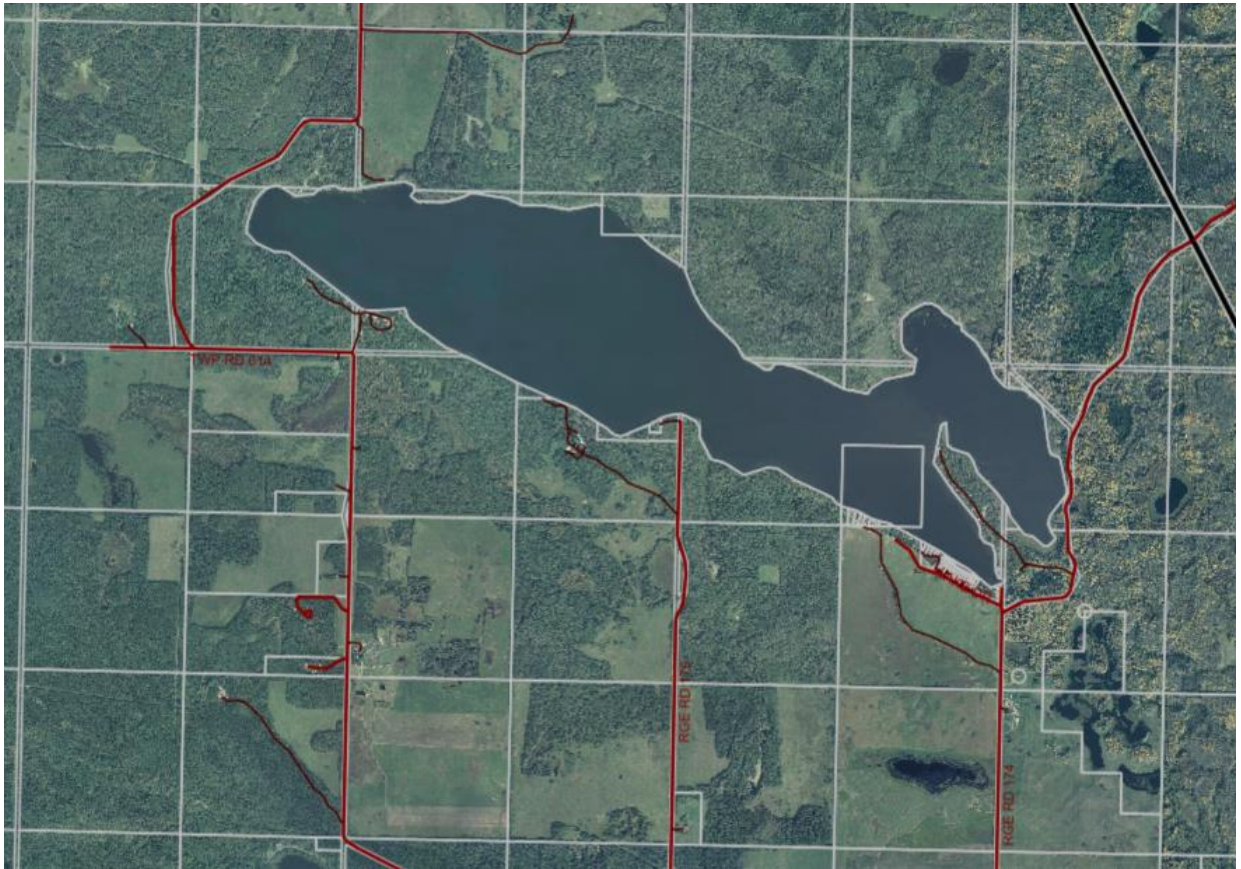


4. Whitefish Lake and Hillside Acres (54.341999, -111.889421)

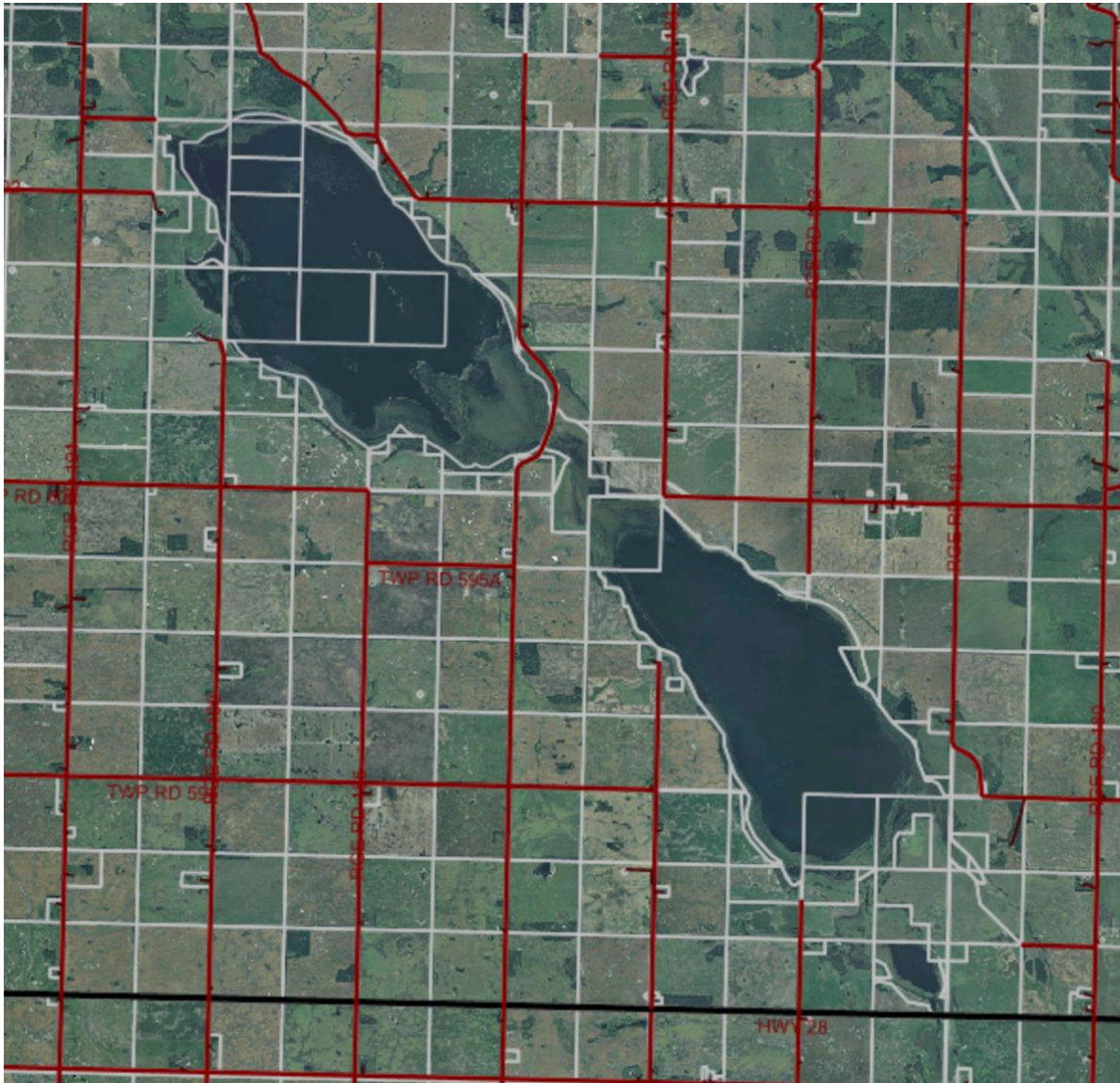


Range Road 133A

5. Hanmore Lake (54.296987, -112.527122)

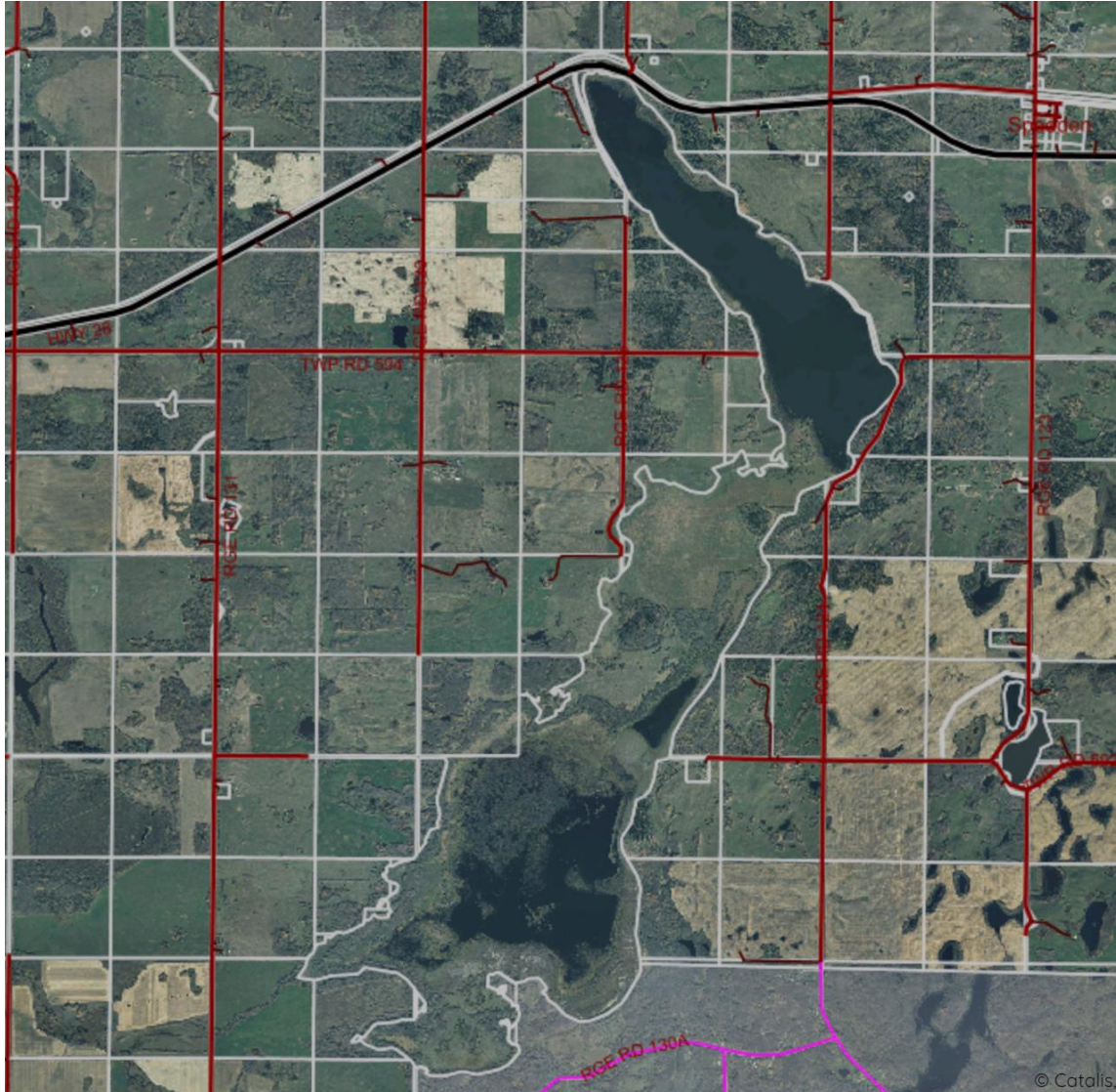


6. Smoky Lake (54.157752, -112.645077)



Range Road 183A

7. Cache Lake (54.119623, -111.755650)



Township Road 594

Garner Lake (54.186283, -111.728693) and Provincial Park



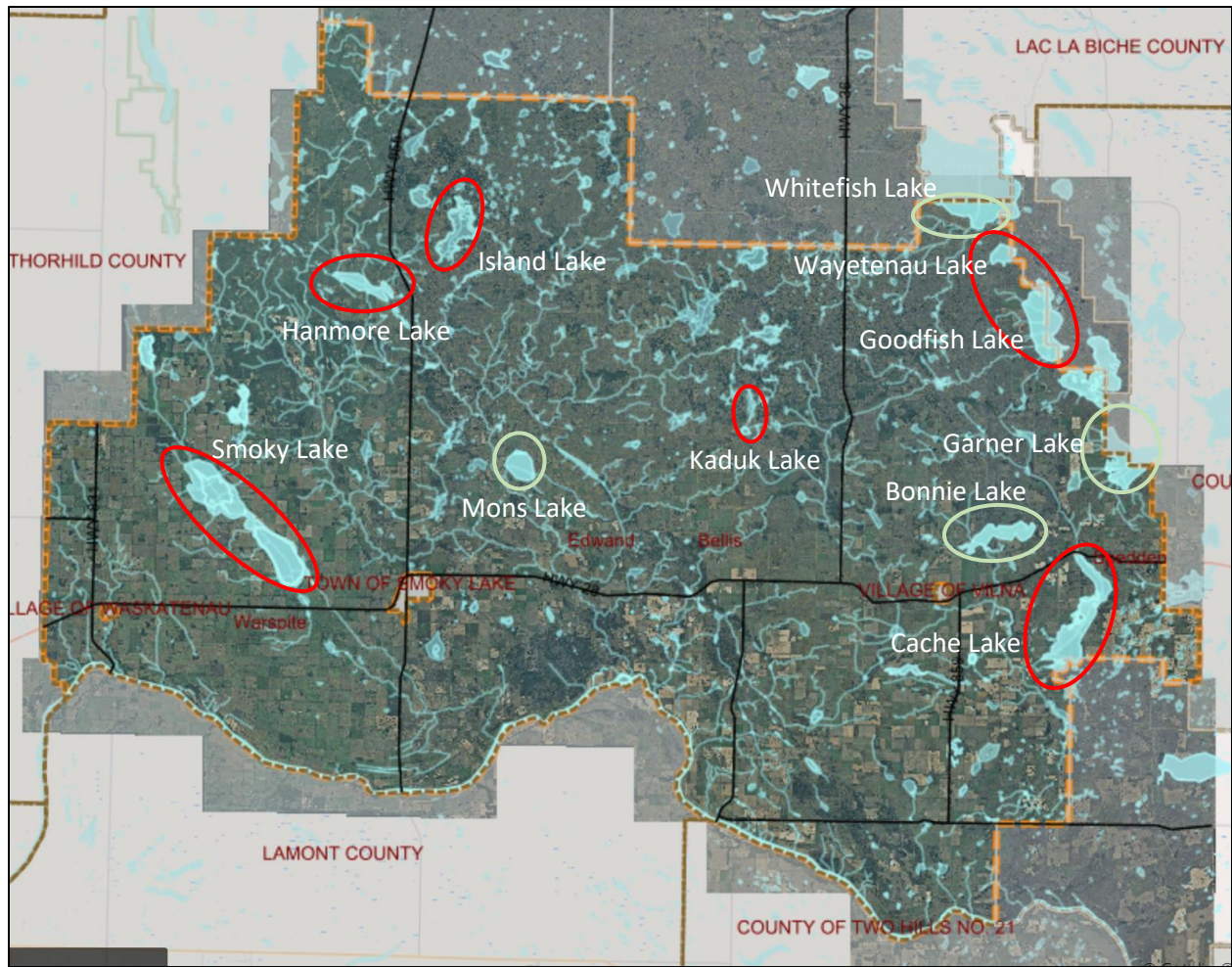
Bonnie Lake (54.151310, -111.863583) and campground





Mons Lake (54.183661, -112.350669)



CONTEXT/OVERVIEW – SMOKY LAKE COUNTY



-  = Un or underdeveloped
-  = Existing Lake Subdivision

4.2. Project Outcomes/Goals

There are several overarching outcomes of this project. The consultant's work is aligned with all of them:

OUTCOME 1: Through engagement with County Council, administration, and residents, Develop a Vision Statement for each identified study site.

OUTCOME 2: Identify the strengths, weaknesses/gaps and undertake any recommendations for capital improvements to each, mindful of the following objectives:

- i. Potential to improve quality of life and recreation for local residents;
- ii. Potential as a visitor attraction and tourism development node;
- iii. Feasibility and return on the investment dollar;

OUTCOME 3: Develop a prioritization and high-to-medium-level costing of recommendations for each identified study site, including suggested staging and workflow.

OUTCOME 4: Identify potential funding sources including grants from other orders of government to undertake any recommended capital improvements.

5.0 SCHEDULE OF SERVICES

1. The start-up meeting will be scheduled within 7 days of the contract award.
2. Based on the appointment of the consultant as identified in Item 1.0 of this RFP, the consultant shall ensure the project meets the milestones identified in the following table.
3. The consultant is responsible for developing the intermediate deadlines and work plan, and ensuring the city has an up-to-date version for project reporting.

For each deliverable, the consultant is responsible for presenting draft documents for review and approval, and revising each as necessary, as directed by the Project Manager.

The consultant should allow 5 business days for the review of deliverables by the County project team.

4. The project and its recommendations re required as part of the 2024 Budget Process. Therefore, the project and any knowledge transfer/wrap-up shall be completed no later than October 15, 2023.

6.0 SUPPLY OF INFORMATION BY THE COUNTY

6.1 Interested bidders can access the County's public webmap at:

6.2 The successful proponent shall enter into a data sharing agreement with Smoky Lake County to obtain access to its internal webmap and GIS systems.

6.3 The proponent will support the collection of external stakeholder data as required to support the data analysis.

7.0 CLOSURE

Should you require additional information, please contact the undersigned at:

Phone: 70-650-2059 / Email: kschole@smokylakecounty.ab.ca

SIGNED

XXXXX

Project Manager, Smoky Lake County

-end-

This information is being collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy Act and will be used in the evaluation of consultant proposals. If you have any questions about the collection or use of this information, please call the Office Administrator, at 780-496-8833.

APPENDIX A: Request for Proposal Amendments & Appendments

Date	Topic	Amendments & Appendments
n/a		



Request for Decision (RFD)

Meeting Date: Thursday, May 11, 2023

Agenda Item: # 7.b

Topic: Policy Statement 01-23: Government Liaison Committee Terms of Reference

Presented By: Kyle Schole, Planning Technician, Planning & Development Services

Recommendation:

- 1) That Smoky Lake County Policy Statement 01-23: Government Liaison Committee Terms of Reference be amended.**

Background:

At the March 16, 2023, Council Meeting:

451-23: *That Smoky Lake County Council adopt 2023-2025 Strategic Plan, as follows; and authorize the Chief Administrative Officer to prepare an accompanying operational and financial targets/milestones schedule to be brought forward for approval by Council. Carried.*

471-23: *That the next Smoky Lake County Government Liaison Committee Meeting, be scheduled for Tuesday, April 18, 2023 at 9:00 a.m., to be held virtually, through Electronic Communication Technology as per Bylaw 1376-20 and/or physically in County Council Chambers. Carried.*

The Government Liaison Committee Terms of Reference was established in 2010 and has not been updated since then.

At the October 26, 2022, Organizational Council Meeting:

Motion 10-22: *That the Smoky Lake County Reeve, Deputy Reeve, and any other Councilors, as deemed necessary, be appointed to the Government Liaison Committee. Carried.*

At the April 18, 2023, Government Liaison Committee Meeting recommended: *'The Smoky Lake County Government Liaison Committee recommended County Policy Statement No. 01-23: Government Liaison Committee Terms of Reference be amended to align with current practice.'*

Benefits: Up-to-date policy statement which reflects common-practice and communicates effectively for ratepayers.

Disadvantages: None.

Alternatives: Council may further amend the policy statement or rescind it altogether.

Financial Implications: There are no financial or budget implications associated with updating this policy statement.

Legislation: Municipal Government Act, M-26 RSA 2000

Intergovernmental: Nil.

Strategic Alignment: Local priorities.

Enclosure(s):



Request for Decision (RFD)

- REDLINE Policy Statement 01-23: Government Liaison Committee Terms of Reference
© Attachment 1

Signature of the CAO:

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SMOKY LAKE COUNTY



Title: Government Liaison Committee: Terms of Reference	Policy No.: 23-0102
Section: 01	Page No.: 1 of 1

Legislation Reference:	Alberta Provincial Statutes
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Purpose:	Government Liaison Relations Committee is a Committee established by County Council under General Government Services . Appointments <u>to the Government Relations Committee</u> are made at the County Organizational Meeting.
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Policy Statement and Guidelines:	
1.	<p>MEMBERSHIP:</p> <p>1.1 Reeve, and Deputy Reeve, <u>and Councilors</u>.</p> <p><u>1.2 Councilors as deemed necessary.</u></p> <p>1.2.1 <u>1.3 Quorum shall be established as three (3).</u></p>
2.	<p>MANDATE:</p> <p><u>2.1 Address and advance specific municipal related issues and priorities with the Provincial Government with elected officials and departments at other orders of government.</u></p> <p><u>2.2 Recommend to Council an annual and 4-year Advocacy Plan or Government Relations Plan to:</u></p> <p style="padding-left: 20px;"><u>2.2.1 Implement the County's Strategic Plan and advocacy priorities.</u></p> <p style="padding-left: 20px;"><u>2.2.2 Contribute to budget planning.</u></p> <p style="padding-left: 20px;"><u>2.1.1 2.2.3 Guide Council in its interactions with advocacy groups and other orders of government, including the:</u></p> <p style="padding-left: 40px;">2.1.1.1 <u>2.2.3.1 Alberta Municipalities (AM),</u></p> <p style="padding-left: 40px;">2.1.1.2 <u>2.2.3.2 Rural Municipalities of Alberta (RMA),</u></p>

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2.2.3.3 Province of Alberta (GoA).

2.1.1.3 Federation of Canadian Municipalities (FCM)

2.2 Government of Canada (GoC).

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	Date	Resolution Number
Approved	October 21, 2010	# 961-10 - Page # 9483
Amended	MONTH DAY 2023	



Request for Decision (RFD)

Meeting Date: Thursday, May 11, 2023

Agenda Item: # 7.c

Topic: Proposed Major Alternative Energy Bylaw No. 1436-23

Presented By: Planning & Development Services

Recommendation(s):

1. That Smoky Lake County Council give Second Reading to proposed Major Alternative Energy Bylaw No. 1436-23, amending Land Use Bylaw (LUB) No. 1272-14 and Municipal Development Plan Bylaw No. 1249-12; and
2. That Smoky Lake County Council defer Third Reading for to proposed Major Alternative Energy Bylaw No. 1436-23, amending Land Use Bylaw (LUB) No. 1272-14 and Municipal Development Plan Bylaw No. 1249-12 to the next meeting of Council, in accordance with the referral requirements of various Intermunicipal Development Plans (IDPs).

Background:

March 16, 2023, Smoky Lake County Council Meeting:

- 423-23:** That Smoky Lake County's Reeve, on behalf of Council, send a letter to the province (Ministers and Deputy Ministers), Alberta Utilities Commission (AUC), and Natural Resources Conservation Board (NRCB), in relation to preservation of Agricultural Lands and reclamation of major alternative energy projects. **Carried.**
- 424-23:** That Smoky Lake County's Administration brings forward a Municipal Development Plan (MDP) amendment relating to major alternative energy considerations, based in-part on information obtained from Parkland County, and others. **Carried.**

The proposed amendments to the Land Use Bylaw and Municipal Development Plan Bylaw are **not** intended to be anti-alternative energy, merely to improve the County's ability to contribute to their proper planning, the well-being of the environment, to foster the economic development of the municipality, and develop and maintain safe and viable communities.

It should also be noted that the County's jurisdiction/authority over largescale alternative energy projects (solar/wind/geothermal) is limited by Section 619 and Section 620 of the Municipal Government Act.

Under several of the County's Intermunicipal Development Plans (IDPs) with our neighbors, certain Land Use Bylaw Amendments must be circulated for a period ranging from 15 to 30 days. For proposed Bylaw 1436-23, this occurred on April 19.

Benefits: Preservation of Agricultural Lands and Providing for Economic Development.

Disadvantages: Staff time.

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



Request for Decision (RFD)

Financial Implications: \$183+gst x 2-weeks newsprint ad for the Public Hearing, which is accommodated within the regular 2023 Planning and Development Services Budget.

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

Intergovernmental: Nil.

Strategic Alignment: Proactivity in Development

Enclosure(s):

- **Attachment #1** - Background and Summary of Changes under Proposed Bylaw No. 1436-23 ©
- **Attachment #2** - Proposed Major Alternative Energy Bylaw No. 1436-23, amending Land Use Bylaw (LUB) No. 1272-14 and Municipal Development Plan Bylaw No. 1249-12 ©

Signature of the CAO:

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Summary of Changes – Bylaw No. 1436-23

Municipal Development Plan Bylaw No. 1249-12

- Policies supporting alternative/renewable energy projects provided that they do not compromise high-quality agricultural lands;
- Policies relating to integrated watershed management, including support for the completion of the North Saskatchewan Regional Plan;
- Policies supporting the protection of important/sensitive environmental features within the County; and
- Policies seeking the preparation of sub-watershed management plans for areas around highly-developed lakes within the County

Land Use Bylaw No. 1272-14

- Removal of existing definitions for solar and wind energy collection developments;
- Addition of new definitions for Alternative Energy Systems, both commercial and personal scale, for solar, wind and geothermal developments;
- Removing existing provisions for solar and wind energy collection developments and replacing them with more detailed provisions/requirements for both commercial and personal scale Alternative Energy Systems;
- Addition of requirement to conduct public consultation/engagement for commercial scale Alternative Energy Systems projects;
- Addition of policies relating to decommissioning of commercial scale Alternative Energy Systems;
- Addition of policies relating to reclamation of commercial scale Alternative Energy Systems;
- Addition of policies relating to the information required when submitting an application for a Development Permit for both commercial and personal scale Alternative Energy Systems;
- Removal of existing solar and wind energy collection developments from each land use District and adding commercial and personal scale Alternative Energy Systems as Discretionary Uses in appropriate land use Districts.

**SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO. 1436-23**

A Bylaw of Smoky Lake County, in the Province of Alberta for the purpose of Amending Municipal Development Plan (MDP) Bylaw No. 1249-12 with provisions dealing with major alternative energy developments.

WHEREAS Council has adopted Smoky Lake County Bylaw No. 1249-12 to be the Municipal Development Plan (MDP);

WHEREAS it is deemed expedient to amend Bylaw No. 1249-12 as set out in Section 692 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, and amendments thereto;

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

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

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

1. Title

- a.** This Bylaw may be cited as:

‘Smoky Lake County Major Alternative Energy Bylaw, Amending Land Use Bylaw No. 1272-14 and Municipal Development Plan Bylaw No. 1249-12.’

2. Smoky Lake County Municipal Development Plan Bylaw No. 1249-12 is hereby amended as follows:

- a. By adding the following under Objective 3.2.3 (Alternative/Renewable Energy):**

Policy 3.2.3.3 The County supports the development of alternative/renewable energy industries as an economic generator and will support partnerships with industry and education institutions to establish energy pilot projects in Smoky Lake County.

Policy 3.2.3.4 The County promotes partnerships with industry to transition to alternative energy development by promoting the adaptive reuse of existing energy infrastructure, including previously disturbed lands and transmission networks.

Policy 3.2.3.5 The County encourages the microgeneration of renewable energy sources in all areas of the County, including the use of agricultural land for small scale production of renewable energy.

- b. By adding the following under Section 3 General Objectives and Policies:**

Section 3.9 Integrated Watershed and Regional Planning

Objective 3.9.1 To support the completion of the North Saskatchewan Regional Plan.

Policy 3.9.1.1 The County will partner with the Government of Alberta, Indigenous communities, industry, non-government organizations and the public to ensure the protection of environmental features within and connected to Smoky Lake County.

Policy 3.9.1.2 The County supports and will participate in regional environmental planning initiatives such as the development of the North Saskatchewan Regional Plan (NSRP).

Objective 3.9.2 To support Lake and Watershed Management.

Policy 3.9.2.1 The County will continue to participate in regional watershed alliance groups to support regional watershed planning initiatives and management plans.

Policy 3.9.2.2 The County will seek to protect, enhance, and restore the water quality and aquatic ecosystems in the region whenever possible by:

- i. retaining natural areas along waterbodies and watercourses;*
- ii. incorporating best practices to minimize soil erosion, to protect and enhance riparian zones and to conserve and enhance areas that contain habitat for federally or provincially listed plant or wildlife species; and*
- iii. conserving wetlands and establishing riparian setbacks around wetlands.*

Policy 3.9.2.3 The County shall seek to prepare Sub-Watershed Lake Plans for priority areas which are under stress, such as Smoky Lake, Hanmore Lake, Mons Lake, Cache Lake, Garner Lake, and Whitefish Lake.

c. By adding the following under Section 8 Definitions:

Alternative/Renewable Energy Resources means energy generated from renewable natural sources such as wind, solar or geothermal process.

3. Smoky Lake County Land Use Bylaw No. 1272-14 is hereby amended as follows:

a. By removing the following definitions under Section 1.7 Interpretation/Definitions:

- i. Solar Array;*
- ii. Solar Energy Conversion System;*
- iii. Wind Energy Conservation System, Large;*

iv. *Wind Energy Conservation System, Micro; and*

v. *Wind Energy Conservation System, Small.*

b. By adding the following definitions under Section 1.7 Interpretation/Definitions:

i. *Alternative Energy, Commercial* means any system, device or structure that is used to collect natural energy resources, such as the sun, wind, or geothermal, to generate thermal, electrical, or mechanical energy to use as an alternative to fossil fuels and other non-renewable resources. Typical examples are, but not limited to, commercial solar energy conversion systems, commercial wind energy conversion systems, and commercial geothermal energy conversion systems. A commercial alternative energy system is intended to provide power primarily for resale.

Includes:

Geothermal Energy Conversion System, Commercial means a power generation facility consisting of any system, device or structure that utilizes a heat pump to warm or cool air by utilizing the constant temperatures of the Earth, to generate energy primarily for resale.

Solar Energy Conversion System, Commercial means a power generation facility consisting of active or passive solar panels and related facilities. This system is connected to the same substation or metering point used for the production of electrical power, and is primarily for resale.

Wind Energy Conversion System, Commercial means multiple wind energy systems developed to generate energy primarily for resale.

ii. *Alternative Energy, Personal* means any system, device or structure that is used to collect natural energy resources, such as the sun, wind, or geothermal, to generate thermal, electrical, or mechanical energy to use as an alternative to fossil fuels and other non-renewable resources. Typical examples are, but not limited to, personal solar energy conversion systems, personal wind energy conversion systems, and personal geothermal energy conversion systems. A personal alternative energy system is intended to provide power for onsite consumption requirements, either on or off-grid, and may provide residual power to the grid but is not intended to produce power primarily for resale.

Includes:

Geothermal Energy Conversion System, Personal means a power generation facility consisting of any system, device or structure that utilizes a heat pump to warm or cool air by utilizing the constant temperatures of the Earth, to generate electrical power for onsite consumption requirements, either on or off-grid, and may provide residual power to the grid but is not intended to produce power primarily for resale.

***Solar Energy Conversion System, Personal** means a power generation facility consisting of active or passive solar panels and related facilities. It is intended to provide electrical power for onsite consumption requirements, either on or off-grid, and may provide residual power to the grid but is not intended to produce power primarily for resale.*

***Wind Energy Conversion System, Personal** means a single wind energy conversion system developed to generate electrical power for onsite consumption requirements, either on or off-grid and may provide residual power to the grid but is not intended to produce power primarily for resale. The system and supporting structure is less than 25 m (82 ft.) in height.*

- c. **By removing Section 7.35 Solar Energy Collection Systems.**
- d. **By removing Section 7.38 Wind Conversion Systems, Large.**
- e. **By Removing Section 7.39 Wind Conversion Systems Micro.**
- f. **By removing Section 7.40 Wind Conversion Systems Small.**
- g. **By adding the following under Section 7 Special Provisions:**

- i. **Commercial Alternative Energy (CAE) Development**

Jurisdiction

The Province of Alberta and its agencies. Regulates large scale /commercial energy projects. Under Sections 619 and 260 of the *Municipal Government Act (MGA)*, the County’s regulatory role is very limited. The MGA (Sec. 619(2)) is very clear that “A license permit, approval or other authorization granted by the NRCB, ERCB, AER, AEUB or AUC prevails...” over “... any statutory plan, land use bylaw, subdivision decision or development decision...” of a municipality.

Purpose

The purpose of this Section is to establish local standards for Commercial Alternative Energy (CAE) developments, including but not limited to, solar, wind and geothermal, and other energy producing technologies whose purpose is to produce energy for the commercial market.

Provincial or Other Approvals

1. Where Provincial or Federal Government or other Agency approval has been received for a CAE, a copy of the said approval and supporting documents, shall be submitted to the Development Authority. The supporting information provided to the Province, Federal Government or other Agency may be used to satisfy some or all of the requirements of the County.

Protection of Agricultural Lands

2. In compliance with the Agricultural Objectives (3.2.3) and Policies (3.2.3.3, 3.2.3.4, & 3.2.3.5) of the Municipal Development Plan:

- a. the siting of an CAE should take place on lands considered to be low production, or on poor agricultural land; and
- b. the use of high quality agricultural soils should be discouraged.

General Requirements

3. A development permit application shall be made for every title upon which the CAE is proposed.
4. A site plan(s) shall be required for each title but a single, master set of supporting documents may be submitted for the overall project.

Public Consultation

5. Prior to the submission of a development permit application the applicant shall:
 - a. arrange and host at least one (1) open house or public meeting, in the general area of the site proposed for the CAE;
 - b. advertise the time, date, and place of the open house or public meeting:
 - i. in a newspaper circulating in the area of the proposed development, with the advertisement appearing a minimum of two (2) weeks in advance of the open house or public meeting, and
 - ii. mail a written notice of the time, date, and place of the open house or public meeting to all landowners within the area proposed for the development, and all landowners within 2 km (1.2 miles) of the boundary of the area proposed for the development;
 - c. the information provided at the open house or public meeting shall be all the information that would be required as part of a Development Permit application for the proposal;
 - d. Opportunities for questions and input from the public shall be allowed; and
 - e. A summary of the presentation and the public input shall be recorded and submitted to the Development Authority when applying for a development permit application.
6. If public consultation was held as part of the Provincial approval process, the Applicant may submit the details of that consultation to the County to satisfy the requirements of Section 7.35.5.

Safety

7. All applications shall include:
 - a. an emergency response plan; and

- b. a detailed safety plan identifying any special rescue needs for workers that is beyond the local emergency responders' equipment and training capability.
8. All applicable Safety Codes permits are required to be obtained.

Transmission Lines

9. All collector lines, (less than 69kV) on the site of a CAE generating electrical power, shall be underground, except where the Development Authority approves otherwise.

Colour and Finishes

10. The buildings, supporting structures, and accessory buildings shall be painted or coated in in non-reflective and non-glossy tones and / or colors which minimize the obtrusive impact of a CAE.
11. No brand names, lettering or advertising shall appear on buildings, towers, blades, support structures or accessory buildings and structures.
12. The lettering or imagery that may appear on the lowest 3 m (10 ft.) of a tower or building of a CAE are the manufacturer's identification and contact information, the operator's identification and contact information, emergency contact information, and municipal symbol.

County Standards

13. All roads, approaches, culverts, fences, or other County infrastructure to be replaced, constructed, upgraded, or reconstructed, shall be built to the County's standards current at the time of construction.

Noise

14. During construction, operation, and decommissioning the sound level from any CAE shall not exceed 60dB(A), or more than 5dB(A) above the background noise, whichever is lower, as measured at the exterior of the closest inhabited Dwelling.
15. The CAE can utilize berms, deflectors, sound blankets, walls, vegetation, fences, buildings, or other sound mitigative measures or any combination of these items to achieve the sounds levels described in Section 7.35 14.

Referral

16. Prior to deciding upon an application for a CAE, the Development Authority may refer for the review, comment, and any input provided from any of the following entities:
- a. Alberta Utilities Commission;
 - b. Alberta Transportation;
 - c. Transport Canada;
 - d. NavCanada;

- e. Alberta Electrical Systems Operator;
- f. adjoining municipalities (if the application area is within the Intermunicipal Development Plan boundary for a municipality); and
- g. any other person, departments, agency, commission, or government the Development Authority deems necessary.

Decommissioning

17. Decommissioning and reclamation shall take place in compliance with the applicable provincial standards of the day the site is decommissioned. If no standards are in place at the time of a development permit application, the applicant shall provide a plan outlining how the site will be decommissioned and reclaimed to the site's predevelopment state as part of the Development Permit application. The decommissioning plan shall include information on the following:
- a. treatment of buildings, footings, foundations, structures, and wires;
 - b. reclamation of access roads, driveways, pathways, storm ponds, drainage systems, and other similar disturbances;
 - c. The type and suitability vegetation and / or ground cover to be planted and / or seeded;
 - d. Notice to be given to landowners and the County;
 - e. Containment of hazardous materials;
 - f. Site security;
 - g. Haul routes for disposal materials;
 - h. Control of noise, dust, particulates, and weeds; and
 - i. Discussion of the timetable for decommissioning the plan.

Financial Security

18. As a condition of development approval, the County may require financial security, in the form satisfactory to the Development Authority, to ensure the Reclamation / Decommissioning Plan is implemented and to cover assignment and bankruptcy. The condition may include a periodic review of the security to ensure the amount is sufficient to implement the Reclamation / Decommissioning Plan.

Discontinuance

19. Should an Alternative Energy Development discontinue producing power for a minimum of two consecutive years, or two cumulative years over a five-year period, the operator shall provide a report on the status of the System to the County. A review of the status report by the County may result in the request for the System to be decommissioned. Failure to comply with a decommissioning request may result in the issuance of a stop order by the County in accordance with the provision of the Municipal Government Act

Commercial Solar Energy Conversion Systems Applications

20. Development Permit applications for a solar collector system shall be accompanied by the following information:
- a. a plan showing the location of overhead and / or underground utilities on or adjacent to the subject lands;
 - b. Location and identification of environmentally sensitive areas on the project lands;
 - c. A detailed site plan showing:
 - i. the titled parcel(s),
 - ii. the location of the system on the parcel(s),
 - iii. the required setbacks,
 - iv. existing structures, if any,
 - v. the existing or proposed approach(es), and,
 - vi. the orientation of the solar collectors.
 - d. The application shall also include details regarding:
 - i. the system type,
 - ii. number of structures,
 - iii. height of structures,
 - iv. energy process,
 - v. grid connection,
 - vi. rated output in megawatts,
 - vii. signage,
 - viii. public safety,
 - ix. security measures,
 - x. a site suitability analysis,
 - xi. topography,
 - xii. soil characteristics,
 - xiii. agricultural capability,
 - xiv. potential impacts on agricultural land,
 - xv. stormwater management plan,
 - xvi. surface drainage plan,
 - xvii. the results of the public consultation process,
 - xviii. weed control plan, and
 - xix. an environmental impact assessment prepared by a qualified professional demonstrating site suitability, impact mitigation and reclamation requirements.

Glare

21. Solar panels must be located such that they do not create glare on neighboring properties or public roadways.

Projections

22. Solar collectors mounted to the roof of a building or structure shall not extend beyond the outermost edge of the roof.

Height and Setbacks

23. The maximum heights and setbacks of building mounted or ground mounted solar collection systems shall be subject to the height and setback requirements of the applicable Land Use District

Fire Protection

24. The spacing and height of solar collectors shall be designed to provide access for firefighting

Density

25. The location of and maximum number of solar collectors per Title may be regulated by the Development Authority.

Commercial Wind Energy Conversion Systems Applications

26. An individual development permit application shall be submitted for each titled parcel.

27. Development Permit applications for a wind energy conversion system shall be accompanied by the following information:

- a. an accurate site plan showing and labeling the information outlined in this section and the location of overhead and / or underground utilities on or adjacent to the subject lands;
- b. a digital version of the site plan showing the exact location and base elevation of each WECS in UTM coordinates with NAD datum, Zone X;
- c. a visual representation of the WECS project including scale elevations, photographs and / or digital projections of the project showing height, rotor diameter, color and landscape;
- d. a digital version of the site plan showing the exact location and base elevation of each WECS in UTM coordinates and NAD datum, Zone AA;
- e. the specifications indicating:
 - i. the type of material used in tower, blade, and rotor construction,
 - ii. grid connections and size of any substations,
 - iii. signage,
 - iv. security measures,
 - v. site suitability analysis,
 - vi. topography;
 - vii. soil characteristics,
 - viii. agricultural capability,
 - ix. potential impacts on agricultural land,
 - x. stormwater management plan,
 - xi. surface drainage plan,
 - xii. the location of any dwellings or structures on the property,
 - xiii. setbacks;
 - xiv. weed control plan, and
 - xv. an environmental impact assessment prepared by a qualified professional demonstrating site suitability, impact mitigation and reclamation requirements;
- f. the manufacturer's specifications indicating:
 - i. the proposed systems rated output in megawatts,
 - ii. the safety features,
 - iii. the type of material used in the tower, blade, and rotor construction, and

- iv. foundation design and / or anchor design, including the location and anchoring of any guy wires;
- g. an analysis of the potential for noise and shadow / flicker effect, both at the site of the installation, at the boundary of the property containing the development, and at any habitable residence within 2 km (1.2 miles) of any Wind Energy Conversion System in accordance with Alberta Utilities Commission Rule 12;
- h. the results of the public consultation process;
- i. the potential for electromagnetic interference;
- j. the nature and function of over speed controls which are provided;
- k. the status of the applicant's circulation to NavCanada, Transport Canada, Alberta Utilities Commission, and any other government department or agency required for provincial approval;
- l. information related to public safety;
- m. identification of any roads to be used or constructed for use during construction of the project and any impacts to the existing road system including required approaches from public roads; and
- n. a copy of the Wire Service Provider (WSP) approval if the Wind Energy Conversion System is proposed to be connected to the provincial power grid.

Density

28. The Development Authority may approve one or more Commercial Wind Energy Conversion System structures on a titled parcel having regard for:
- a. the proximity to other adjacent land uses;
 - b. the overall density of the WECS project;
 - c. a consideration of the cumulative effect of all Wind Energy Conversion System approved or proposed within 5 km (3miles) of the proposal;
 - d. the underlying utilities; and
 - e. the information received through the circulation process, public consultation process and through the redistricting public hearing.

Setbacks

29. The setback distance between a Wind Energy Conversion System and a dwelling, within and without the project boundary, shall be as established by the Alberta Utilities Commission through the calculations of AUC Rule 12.
30. The Wind Energy Conversion System's tower shall be setback from the boundary of all County Road rights of way (developed or undeveloped), a minimum distance equal to the total height of the tower plus 10 percent.
31. A Wind Energy Conversion System shall be setback not less than 7.5 m (24.6 ft.) from all other property lines, as measured from the rotor's arc (rotor diameter).

32. If the tower utilizes guy wire anchors, the anchors, but not the tower, may be located no closer than 3.0 m (10 ft.) to the property lines.

Minimum Blade Clearance

33. The minimum vertical blade clearance from grade shall be 7.6 m (25 ft.) for a Wind Energy Conversion System employing a horizontal rotor.

Tower Access and Safety

34. To ensure public safety, the Development Authority may require that:
- a. if the tower is climbable, a security fence with a lockable gate, not less than 1.9 (6 ft.) in height, shall be installed around a Wind Energy Conversion System tower;
 - b. no ladder or permanent tower access device shall be located less than 3.7 m (12 ft.) from grade;
 - c. a locked device shall be installed on the tower to preclude access to the top of the tower;
 - d. additional access control features or such additional safety mechanisms or procedures may be required by the Development Authority; and
 - e. the use of tubular towers, with locked door access, will preclude the above requirements.

Speed Control

35. The system shall be equipped with manual and automatic over speed controls.
36. The conformance of rotor and over speed control design and fabrication to good engineering practices shall be certified by a licensed mechanical, structural or civil engineer.

Electro-Magnetism

37. The system shall be operated such that any electro-magnetic interference is dealt with as per the permit issued by the AUC. If electro-magnetic interference is determined during operation, the developer will work with the affected stakeholder (s) to mitigate any issues.

Other Commercial Alternative Energy Systems Applications

38. Development Permit applications for all other types of Alternate Energy production systems shall be accompanied by the following information:
- a. an accurate site plan showing and labelling:
 - i. the legal location(s) of the proposed system,
 - ii. the location of the proposed system on the property or properties in relation to property lines and existing or proposed buildings or structures,
 - iii. the location of the existing or proposed access,

- iv. the identification of any sensitive environmental features,
- v. the topography of the site,
- vi. the method of exporting the energy off site – power lines, pipelines, vehicles, etc.;
- b. detailed information on the type of facility, structure, or system of the energy process involved;
- c. the manufacture’s specifications, indicating (if applicable):
 - i. the rated output in megawatts or gigajoules, and,
 - ii. the safety features;
- d. any information regarding public safety;
- e. information or verification of:
 - i. the volume of water, if required,
 - ii. the source of the water, if required,
 - iii. the reclamation process of any water utilized by the system,
 - iv. the stormwater management system, if required,
 - v. the method of disposal of any waste material generated by the system,
 - vi. the generation and mitigation of any noise, vibration, odor, light, particulate that results from the production process;
- f. an analysis of the potential fire, explosive, or other hazards of the proposed system; and
- g. a Traffic Impact Assessment or other information / analysis of traffic volumes and any impacts to the local road system.

Setbacks

39. The buildings and structures of non-solar and non-wind based Commercial Alternate Energy development(s) shall comply with all the setbacks established in the district in which it is located with the following modifications:
- a. a minimum of 250 m (820 ft.) from any residential dwelling, food establishment, institutional use or public use, facility or building; and
 - b. a minimum of 100 m (328 ft.) from the boundary of any creek, stream, river, lake shore or water body.

Commercial Geothermal Energy Conversion Systems

40. All geothermal systems shall be Closed Loop systems. Open Loop systems (pump & dump) are not allowed.
41. Must comply with CSA-C448 and subsequent amendments. Exceptions may be allowed, at the discretion of the Development Authority, provided documented proof is provided showing that the exception meets or exceeds CSA-C448 standard.
42. Installations must be stamped by a qualified Professional Engineer registered under the “Engineering, Geological, or Geophysical Professions Act’ of Alberta or have the system and installer certified by the Canadian GeoExchange Coalition (CGC) or other future governing body having jurisdiction within the Province of Alberta.

43. Heat-transfer fluids within a geothermal system shall be of the most environmentally friendly type available at the time of installation. In no case may an ethylene glycol-based fluid be used nor shall any flammable or combustible agent such as methanol, ethanol, natural gas, or propane be used.

Conditions of Approval for Any Commercial Alternative Energy System

44. Depending on the type of Commercial Alternative Energy System proposed, the Development Authority shall consider, as limited by Sections 619 and 620 of the Municipal Government Act, or not as the case may be, in addition to any other conditions authorized under other sections of this Bylaw or Statutory Plan, attaching conditions related to any of the following:
- a. entering into a development agreement with the County in accordance with the Municipal Government Act;
 - b. preparing by qualified professionals and at the Applicant's expense, all the necessary studies, maps, diagrams, reports, and analysis, whether printed and / or digital, required in support to their application;
 - c. confining all surface drainage on site and protecting any adjacent water bodies from runoff;
 - d. treating any wastewater on site and / or disposing of any wastewater as required by the County;
 - e. disposing of any non-wastewater liquids in accordance with the requirements of the County;
 - f. storing / containing all feedstock and materials within buildings or containment facilities;
 - g. disposing of any other waste materials;
 - h. restricting vehicle / truck traffic, whether owned or contracted by the Applicant, that transport construction material, raw material or feedstock or finished / processed goods associated with the development to designated haul routes and times through an agreement and the provision of securities;
 - i. dust control measures;
 - j. sound control measures;
 - k. installing underground all energy transmission (whether electrical, liquid or gas) lines from the site to the applicable collection point;
 - l. securing all necessary approvals from any other agency with jurisdiction on the type Commercial Alternative Energy development proposed and providing the County with a copy of the approval required;
 - m. identifying and providing for a staged or phased development;
 - n. placing restrictions on parts or elements of the proposed development, such as but not limited to locations, heights, colors, densities, setbacks, etc.;
 - o. constructing or paying for the construction of any new or the upgrading of any existing municipal infrastructure related to the project, such as but not

- limited to roads, approaches, signage, water lines, and sewage lines;
- p. requiring ground cover, weed control, grading, soil erosion control emergency / fire suppression, and drainage measures;
- q. specifying time periods to:
 - i. start, suspend, and complete construction activities,
 - ii. trigger decommissioning activities;
- r. providing for the amenity of the site or development through improvements such as landscaping, berming, and buffering; and,
- s. any other condition or conditions necessary to give form and effect to the project.

ii. Personal Alternative Energy (PAE) Systems

Purpose

The purpose of this Section is to establish local standards for Personal Alternative Energy (PAE) developments, including but not limited to, solar, wind and geothermal, and other energy producing technologies for use by households, agricultural operators, or individual business to meet some or all of their energy needs on the subject site, or a site immediately adjacent to the subject site.

General Requirements for all Personal Alternative Energy Systems

1. No re-districting is required for a lot or site for an Alternative Energy System, Personal.
2. A development permit is required for any Alternate Energy System, Personal, and such Systems shall be considered a Discretionary Use.
3. All applicable Safety Codes permits are required.
4. If the subject site is located within lands subject to Alberta Transportation's jurisdiction, an approved Roadside Development Permit from Alberta Transportation shall be required and included with the Development Permit application. (For the purposes of Section 683.1(1) of the Municipal Government Act, an application shall not be considered as received unless the Roadside Development Permit is included with the application.)

Personal Solar Energy Conversion Systems Applications

5. In addition to the requirements of Section 2.4 of this Bylaw, the application shall include:
 - a. information of any impacts to the County Road system such as, but not limited to:
 - i. identification of the roads to be used to construct and operate the development,
 - ii. number, type of vehicle movements, and load weights,
 - iii. expected time-period of movements: short-term, periodic, or ongoing,
 - iv. need for any upgrading of an existing road,

- v. need for new approach or expansion of existing approach;
- b. for systems that are to be tied into the grid, evidence that the Utility Operator has been informed of the Applicant's intent to install an interconnected customer-Owner generator;
- c. documentation demonstrating that the system is designed to produce energy primarily for the sole use and consumption on-site by the landowner, resident, occupant, or business;
- d. the manufacturer's specifications for the proposed system and rated output in kilowatts;
- e. a site plan showing the location, setbacks, and orientation of the solar collectors;
- f. for panels to be affixed to the wall of a building or accessory structure:
 - i. a description of how the panels are to be mounted or affixed,
 - ii. the maximum projection from the wall, and,
 - iii. the structural capacity of the building and / or wall to support the proposed development;
- g. for free-standing solar panels:
 - i. a description of the proposed ground mount design,
 - ii. the clearance to the bottom of the collectors, and,
 - iii. the maximum height from existing grade,
 - iv. the method of vegetation / weed control.

Glare

- 6. Solar panels must be located such that they do not create glare onto neighboring properties or public roadways.

Mounting and Projection

- 7. Solar collectors mounted to the roof of a building or structure shall not extend beyond the outermost edge of the roof.
- 8. The maximum projection of any solar collectors affixed to a wall of a building or structure in a residential District shall be:
 - a. 1.5 m (5 ft.) from the surface of a wall that faces a rear lot line; and,
 - b. in all other cases 0.6 m (2 ft.) from the surface of any other wall.

Setbacks

- 9. Freestanding solar collectors shall be subject to the setback requirements of the applicable Land Use District or as required by Alberta Transportation, whichever is greater.

Height

- 10. The maximum height of a freestanding solar collector shall not exceed 2.4 m (8 ft.).

11. For freestanding solar collectors, sufficient clearance shall be retained under the structure to allow for weed control, grass cutting and for fire suppression.

Density

12. The location of and maximum number of solar collectors per Title may be regulated by the Development Authority.

Personal Wind Energy Conversion Systems Applications

13. Development Permit applications for a wind energy conversion system shall be accompanied by the following information:
 - a. documentation demonstrating that the system is designed to produce energy primarily for the sole use and consumption on-site by the landowner, resident, occupant, or business;
 - b. the manufacturer's specifications including:
 - i. the proposed systems rated output in kilowatts,
 - ii. the safety features,
 - iii. the sound characteristics,
 - iv. the type of material used in the tower, blade, and / or rotor construction;
 - c. a site plan showing the location and setbacks of the Wind Energy Conversion Systems on the property;
 - d. drawings, drawn to scale, of the wind turbine structure, including the tower, base, footings, and anchoring method. An engineering analysis of the Wind Turbine Tower showing compliance with the International Building Code and certified by a licensed professional mechanical, structural, or civil engineer shall also be submitted. Documentation of this analysis supplied by the manufacturer shall be accepted;
 - e. the potential for electromagnetic interference;
 - f. the nature and function of over speed controls which are provided;
 - g. the specifications on the foundations and / or anchor design, including the location and anchoring of any guy wires;
 - h. the location of any existing buildings or improvements on the property in relation to the Wind Energy Conversion System;
 - i. evidence of compliance with applicable air traffic safety regulations. (Transport Canada must be notified of the location – latitude and longitude – and height of all wind turbine installations through the aeronautical clearance application process.)
14. Prior to deciding upon an application for a Wind Energy Conversion System, the Development Authority may refer for the review and comment, and consider any input received from the following entities:
 - a. Alberta Utilities Commission;
 - b. Alberta Transportation;
 - c. Alberta Utilities Commission and the Alberta Energy Systems Operator for applications proposing to connect to the grid;

- d. Transport Canada;
- e. Navigation Canada; and
- f. any other person, departments, agency, or commission the Development Authority deems necessary.

15. Personal Wind Energy Conversion Systems shall comply with the following standards:

- a. There shall be a limit of one (1) Wind Energy Conversion System per Titled area.

Setbacks

16. The Personal Wind Energy Conversion System's tower shall be setback from all property lines a minimum distance equal to the height of the tower, or the minimum setbacks set out in the applicable Land Use District, or as required by Alberta Transportation, whichever is greater.

17. If the tower utilizes guy wire anchors, the anchors, but not the tower, may be located no closer than 3.0 m (10 ft.) to the property lines.

Height

18. A Personal Wind Energy Conversion System tower shall not exceed a maximum height of:

- a. 12.1 m (40 ft.) on a parcel of less than 0.4 ha (less than 1 acre);
- b. 19.8 m (65 ft.) on a parcel 0.4 – 2.0 ha (1 – 5 acres);
or
- c. 24.4 m (80 ft.) on a parcel greater than 2.0 ha (5 acres).

Finish and Markings

19. The tower and supporting structures shall be painted or coated in tones and / or colors matching the existing tones and / or colors of the principal building that are non-reflective and non-glossy.

20. Brand names or advertising associated with the System or the System's installation shall not be visible from any public place.

Illumination

21. Small Wind Turbine Towers shall not be artificially lit except as required by NavCanada.

Speed Controls

22. The System shall be equipped with manual and automatic over speed controls.

23. The conformance of rotor and over speed control design and fabrication to good engineering practices shall be certified by a licensed mechanical, structural or civil engineer.

Tower Access and Public Safety

24. If the tower is climbable, a security fence with a lockable gate, not less than 1.9 (6 ft.) in height, shall be installed around a Wind Energy Conversion System tower.
25. No ladder or permanent tower access device shall be located less than 3.7 m (12 ft.) from grade.
26. A locked device shall be installed on the tower to preclude access to the top of the tower.
27. Additional access control features or such additional safety mechanisms or procedures may be required by the Development Authority.
28. The use of tubular towers, with locked door access, will preclude the above requirements.

Electro-Magnetism

29. The System shall be operated such that any electro-magnetic interference is dealt with as per the permit issued by the AUC. If electro-magnetic interference is determined during operation, the developer will work with the affected stakeholder (s) to mitigate any issues.

Output

30. The System's maximum power output shall not exceed 5 kilowatts.

Noise Level

31. The noise generated by the System shall not exceed 60dB(A) or exceed more than 5dB(A) above background sound, as measured at the exterior of the closest inhabited Dwelling (at the time of installation or during operation), for wind speeds below 10 m per second (22 mph) and except short-term event such as utility outages and / or severe windstorms.

Discontinuance

32. Upon abandonment or termination of the System's use, the entire facility, including the System's tower, turbine, supporting structures and all equipment, shall be removed and the site shall be restored to its pre-Wind Energy Conversion System condition.

Applications for Other Individual Alternate Energy Systems

33. Development Permit applications for all other types of Alternate Energy production systems shall be accompanied by the following information:
 - a. documentation demonstrating that the system is designed to produce energy primarily for the sole use and consumption on-site by the landowner, resident, occupant, or business;

- b. an accurate site plan showing and labelling:
 - i. the location of the proposed system on the property,
 - ii. the location of the proposed system in relation to any other buildings or structures on the property,
 - iii. the location of the existing or proposed access,
 - iv. detailed information on the type of facility, structure, or system, and
 - v. the energy process involved;
- c. the manufacturer's specifications, indicating (if applicable):
 - i. the rated output in megawatts or gigajoules,
 - ii. the safety features, and,
 - iii. the sound characteristics;
- d. information regarding public safety regarding such aspects as fire hazards, chemicals used, storage of hazardous materials, exposure to corrosive or and hazardous fumes;
- e. information or verification of:
 - i. the source of the water, if required,
 - ii. the reclamation process of any water utilized by the system,
 - iii. the stormwater management system, if required, and,
 - iv. the method of disposal of any waste material generated by the system.

Geothermal Systems

- 34. All geothermal systems shall be Closed Loop systems. Open Loop systems (pump & dump) are not allowed.
- 35. Must comply with CSA-C448 and subsequent amendments. Exceptions may be allowed, at the discretion of the Development Authority, provided documented proof is provided showing that the exception meets or exceeds CSA-C448 standard.
- 36. Installations must be stamped by a qualified Professional Engineer registered under the "Engineering, Geological, or Geophysical Professions Act" of Alberta or have the system and installer certified by the Canadian GeoExchange Coalition (CGC) or other future governing body having jurisdiction within the Province of Alberta.
- 37. Heat-transfer fluids within a geothermal system shall be of the most environmentally friendly type available at the time of installation. In no case may an ethylene glycol-based fluid be used nor shall any flammable or combustible agent such as methanol, ethanol, natural gas, or propane be used.

Conditions of Approval

- 38. Depending on the type of Personal Alternative Energy System proposed, the Development Authority shall consider, as limited by Sections 619 and 620 of the Municipal Government Act, or not as the case may be, in addition to any other conditions authorized under other

sections of this Bylaw or Statutory Plan attaching conditions related to the following:

- a. entering into a development agreement with the County in accordance with the Municipal Government Act;
- b. preparing by qualified professionals and at the Applicant's expense, all the necessary studies, maps, diagrams, reports, and analysis, whether printed and / or digital, required in support to their application;
- c. confining all surface drainage on site and protecting any adjacent water bodies from runoff;
- d. treating any wastewater on site and / or disposing of any wastewater as required by the County;
- e. disposing of any non-wastewater liquids in accordance with the requirements of the County;
- f. the methods of disposing of any other waste material;
- g. storing / containing all feedstock and materials within buildings or containment facilities;
- h. restricting vehicle / truck traffic, whether owned or contracted by the Applicant, that transport construction material, raw material or feedstock or finished / processed goods associated with the development to designated haul routes and times;
- i. require the entering of a road use agreement and the provision of security;
- j. constructing or paying for the construction on any new road or approach required for the development and / or upgrading or paying for the upgrading of an existing road or existing approach required for the development;
- k. dust control;
- l. sound control;
- m. installing underground all energy transmission (whether electrical, liquid or gas) lines from the site to the applicable collection point;
- n. securing all necessary approvals from any other agency with jurisdiction on the type AES proposed and providing the County with a copy of the approval required;
- o. identifying and providing for a staged or phased development;
- p. placing restrictions on parts or elements of the proposed development, such as but not limited to locations, heights, colors, densities, setbacks, etc.;
- q. constructing or paying for the construction of non-municipal infrastructure related to the project;
- r. requiring ground cover, weed control, grading, soil erosion control emergency / fire suppression, and drainage measures;
- s. specifying time periods to:
 - i. start, suspend, and complete construction activities,
 - ii. trigger decommissioning activities;
- t. providing for the amenity of the site or development through improvements such as landscaping, berming, and buffering; and,
- u. any other condition or conditions necessary to give form and effect to the project.

- h. By removing the following under Section 8.2.2:**
 - i. Solar Energy Collection Systems; and*
 - ii. Wind Energy Conversion System, Micro.*
- i. By removing the following under Section 8.2.3:**
 - i. Wind Energy Conversion System, Small; and*
 - ii. Wind Energy Conversion System, Large.*
- j. By adding the following under Section 8.2.3:**
 - i. Alternative Energy, Commercial; and*
 - ii. Alternative Energy, Personal.*
- k. By removing the following under Section 8.3.2:**
 - i. Solar Energy Collections Systems; and*
 - ii. Wind Energy Conversion Systems, Micro.*
- l. By adding the following under Section 8.3.3:**
 - i. Alternative Energy, Personal.*
- m. By removing the following under Section 8.4.2:**
 - i. Solar Energy Conversion System; and*
 - ii. Wind Energy Conversion System, Micro.*
- n. By removing the following under Section 8.4.3:**
 - i. Wind Energy Conversion System, Small.*
- o. By adding the following under Section 8.4.3:**
 - i. Alternative Energy, Personal.*
- p. By removing the following under Section 8.5.2:**
 - i. Solar Energy Conversion System; and*
 - ii. Wind Energy Conversion System, Micro.*
- q. By removing the following under Section 8.5.3:**
 - i. Wind Energy Conversion System, Small.*
- r. By adding the following under Section 8.5.3:**
 - i. Alternative Energy, Personal.*
- s. By removing the following under Section 8.6.2:**
 - i. Solar Energy Conversion System; and*

- ii. Wind Energy Conversion System, Micro.*
- t. By removing the following under Section 8.6.3:**
 - i. Wind Energy Conversion System, Small.*
- u. By adding the following under Section 8.6.3:**
 - i. Alternative Energy, Personal.*
- v. By removing the following under Section 8.7.2:**
 - i. Solar Energy Conversion System; and*
 - ii. Wind Energy Conversion System, Micro.*
- w. By adding the following under Section 8.7.3:**
 - i. Alternative Energy, Personal.*
- x. By removing the following under Section 8.8.2:**
 - i. Solar Energy Conversion System; and*
 - ii. Wind Energy Conversion System, Micro.*
- y. By removing the following under Section 8.8.3:**
 - i. Wind Energy Conversion System, Small.*
- z. By adding the following under Section 8.8.3:**
 - i. Alternative Energy, Personal.*
- aa. By removing the following under Section 8.9.2:**
 - i. Solar Energy Conversion System; and*
 - ii. Wind Energy Conversion System, Micro.*
- bb. By removing the following under Section 8.9.3:**
 - i. Wind Energy Conversion System, Small.*
- cc. By adding the following under Section 8.9.3:**
 - i. Alternative Energy, Personal.*
- dd. By removing the following under Section 8.10.2:**
 - i. Solar Energy Collection System; and*
 - ii. Wind Energy Conversion System, Micro.*
- ee. By removing the following under Section 8.10.3:**
 - i. Wind Energy Conversion System, Small; and*
 - ii. Wind Energy Conversion System, Large.*

ff. By adding the following under Section 8.10.3:

i. Alternative Energy, Commercial; and

ii. Alternative Energy, Personal.

gg. By removing the following under Section 8.11.2:

i. Solar Energy Collection System; and

ii. Wind Energy Conversion System, Micro.

hh. By removing the following under Section 8.11.3:

i. Wind Energy Conversion System, Small; and

ii. Wind Energy Conversion System, Large.

ii. By adding the following under Section 8.11.3:

i. Alternative Energy, Commercial; and

ii. Alternative Energy, Personal.

jj. By adding the following under Section 8.13.3:

i. Alternative Energy, Commercial.

4. Severability

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

5. Effect

a. This Bylaw takes effect upon Third Reading.

6. Amendment

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

READ a First Time this **13th** day of **April**, **AD 2023**.

REEVE

S E A L

CHIEF ADMINISTRATIVE OFFICER

A Statutory Public Hearing having been held this _____ day of _____, **AD 2023**.

READ a Second Time this _____ day of _____, **AD 2023**.

READ a Third and Final Time this _____ day of _____, **AD 2023** and finally

Bylaw No. 1436-23
passed by Council.

S E A L

REEVE

CHIEF ADMINISTRATIVE OFFICER



Request for Decision (RFD)

Meeting Date: Thursday, May 11, 2023

Agenda Item: # 7.d

Topic: Proposed Municipal Reserve Designations

Presented By: Planning & Development Services

Recommendation:

- 1) That Smoky Lake County prepare a bylaw to designate Plan 1922944; Block 6; Lot 1 (Bellis) as Municipal Reserve (MR).
- 2) That Smoky Lake County prepare a bylaw to designate Plan 2562BS, Block RLY, Lot 59 (Warspite) as Municipal Reserve (MR).

Background:

At the June 15, 2017 Meeting of County Council, **Motion 799-17** Carried: *'That Smoky Lake County approve to remove the Municipal Reserve Designation from the lands legally described as Plan 1039CL, Block (R) Reserve; and resurvey the said lands to adjust the boundaries as requested by the adjacent landowner: Larry Cherniwchan, at no cost to the County; and that the Planning and Development Manager prepare a bylaw to designate the resurveyed municipally owned lot as a Municipal Reserve, to be presented at a future County Council Meeting; and that as per the Municipal Government Act Section 675(1), the following Resolution be executed and submitted to Alberta Land Titles...'*

More recently, Council has backed away from developing Plan 2562BS, Block RLY, Lot 59 (Warspite) as a potential RV park, in-part following public engagement.

Benefits: Certainty and clarity for future land management.

Disadvantages: Staff time.

Alternatives: Council may defeat the proposed motions or defer a decision.

Financial Implications: There are no financial implications associated with this item.

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

Intergovernmental: Nil.

Strategic Alignment: Proactive Planning.

Enclosure(s):

1. Site Maps. ©
2. Legislation. ©

Signature of the CAO:

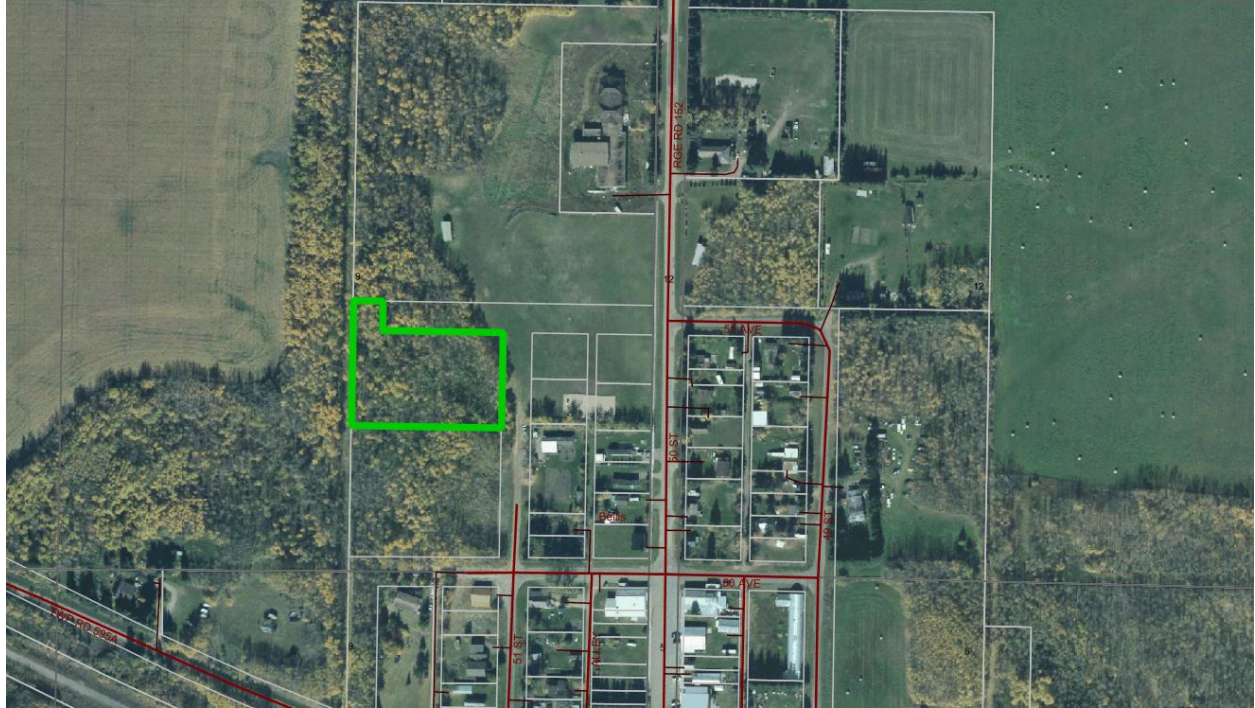
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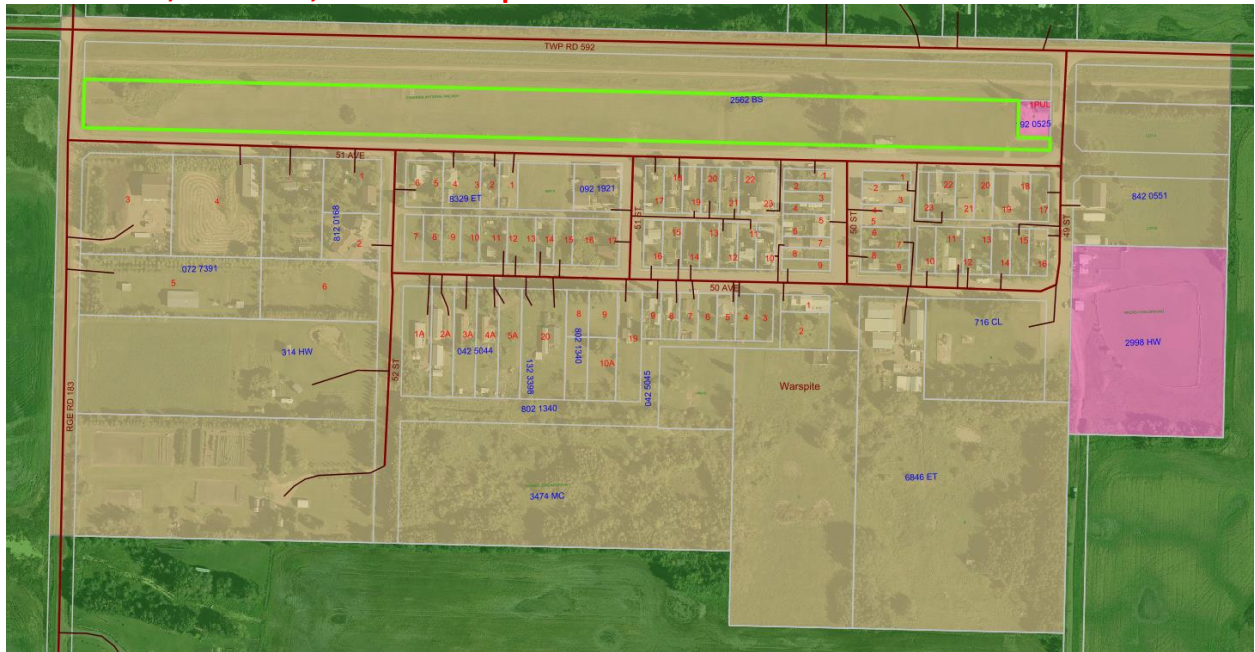
Request for Decision (RFD)

Enclosure #1 - Site Maps

1922944; Block 6; Lot 1 - Bellis



Plan 2562BS, Block RLY, Lot 59 - Warspite





Request for Decision (RFD)

Enclosure #2 - Legislation

Municipal Government Act Part 17

Definitions

616(o) "municipal reserve" means the land designated as municipal reserve under Division 8;

Designation of municipal land

665(1) A council may by bylaw require that a parcel of land or a part of a parcel of land that it owns or that it is in the process of acquiring be designated as municipal reserve, school reserve, municipal and school reserve, environmental reserve, conservation reserve or public utility lot.

(2) Subject to subsection (3), on receipt of a copy of a bylaw under this section and the applicable fees, the Registrar must do all things necessary to give effect to the order, including cancelling the existing certificate of title and issuing a new certificate of title for each newly created parcel of land with the designation of

- (a) municipal reserve, which must be identified by a number suffixed by the letters "MR",
- (b) public utility lot, which must be identified by a number suffixed by the letters "PUL",
- (c) environmental reserve, which must be identified by a number suffixed by the letters "ER",
- (c.1) conservation reserve, which must be identified by a number suffixed by the letters "CR",
- (d) school reserve, which must be identified by a number suffixed by the letters "SR",
- (e) municipal and school reserve, which must be identified by a number suffixed by the letters "MSR", or
- (f) a lot, which must be identified by a number.

(3) The certificate of title for a municipal reserve, school reserve, municipal and school reserve, environmental reserve, conservation reserve or public utility lot under this section must be free of all encumbrances, as defined in the Land Titles Act.

(4) For greater certainty, where a bylaw of the council requires that land be designated as environmental reserve, the designation becomes effective on the day the Registrar issues a new certificate of title for the land under subsection (2)(c).

RSA 2000 cM-26 s665;2016 c24 s117;2019 c22 s10(22)

Removal of designation

675(1) After taking into consideration the representations made at a public hearing under section 674(1),



Request for Decision (RFD)

(a) a council may direct a designated officer to notify the Registrar that the provisions of this Division have been complied with and request the Registrar to remove a designation of

- (i) municipal reserve,
- (ii) community services reserve, or
- (ii) conservation reserve, and

(b) a council and a school board may direct a designated officer to notify the Registrar that the provisions of this Division have been complied with and request the Registrar to remove a designation of municipal and school reserve.

(2) If the Registrar is satisfied that this Part has been complied with, the Registrar must remove the designation in accordance with the request made under subsection (1).

(3) On removal of the designation, the municipality, or the municipality and the school board, may sell, lease or otherwise dispose of the land, but the proceeds from the sale, lease or other disposition may only be used

(a) in the case of a municipal reserve or a municipal and school reserve, for any or all of the purposes referred to in section 671(2) or for any matter connected to those purposes,

(b) in the case of a community services reserve, for any or all of the purposes referred to in section 671(2.1) or for any matter connected to those purposes, and

(c) in the case of a conservation reserve, for the purpose of enabling the municipality to protect and conserve land that, in the opinion of council, has environmentally significant features or for a matter connected to that purpose.

RSA 2000 cM-26 s675;2008 c37 ss8,10;2020 c39 s10(44)



Request for Decision (RFD)

Meeting Date: Thursday, May 11, 2023

Agenda Item: # 7.e

Topic: Proposed Road Closure Bylaw No. 1402-21 – Cancellation of all that portion of Railway Avenue (51st Avenue) lying south of Lot A and north of Lot B, Plan 8420551, located within the Hamlet of Warspite

Presented By: Planning & Development Services

Recommendation:

1. That Smoky Lake County Council give Second Reading to Bylaw No. 1402-21; and
2. That Smoky Lake County Council give Third Reading to Bylaw No. 1402-21 and instruct administration to take the necessary steps to register said Bylaw at the Alberta Land Titles Office; and
3. That Smoky Lake County Council instruct administration to prepare the necessary transfer documents to consolidate the lands closed by said Bylaw with the adjacent lands, legally described as Lot A & Lot B, Plan 8420551, and to enter into an agreement with the owner of said lands to sell said lands for an amount totaling \$850.00 (based on a valuation of \$1,000.00/acre, as per County practice).

Background:

December 16, 2021, Smoky Lake County Council Meeting:

A Public Hearing was held on Bylaw No. 1402-21 with no representations made neither in favor, nor opposed to the proposed Bylaw. ATCO Electric requires a Distribution Line Right-of-Way Agreement to be registered at the Alberta Land Titles Office concurrently with said Bylaw.

190-21: That Smoky Lake County submit the proposed Bylaw No. 1402-21: Cancellation of all that portion of Railway Avenue (51st Avenue), described as "AVENUE," lying south of Lot A and north of Lot B, Plan 8420551, located within the Hamlet of Warspite, for the purpose of closing to public travel and disposing of portions of a public highway, in accordance with Section 22 of the Municipal Government Act, to the Minister of Transportation for approval prior to considering Second and Third Readings. **Carried.**

Following Second and Third Readings, the Planning and Development Department will forward said Bylaw to the Alberta Land Titles Officer for registration. Once a Certificate of Title has been issued in the County's name, a transfer agreement can be executed with the purchaser.

Benefits: Dispose of surplus lands that the County does not require and currently maintains.

Disadvantages: None.

Alternatives: Council may defeat the proposed Bylaw.

Financial Implications: County will make a nominal amount of revenue from the sale of the lands in question.

Bylaw 1402-21: Road Closure – Cancellation of all that portion of “AVENUE” lying south of Lot A and north of Lot B, Plan 8420551, located within the Hamlet of Warspite

**SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO. 1402-21**

A BYLAW OF SMOKY LAKE COUNTY IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF CLOSING TO PUBLIC TRAVEL AND DISPOSING OF PORTIONS OF A PUBLIC HIGHWAY IN ACCORDANCE WITH SECTION 22 OF THE MUNICIPAL GOVERNMENT ACT, CHAPTER M-26, REVISED STATUTES OF ALBERTA 2000, AS AMENDED.

WHEREAS, the lands hereafter described are no longer required for public travel, and

WHEREAS application has been made to Council to have the highway closed, and

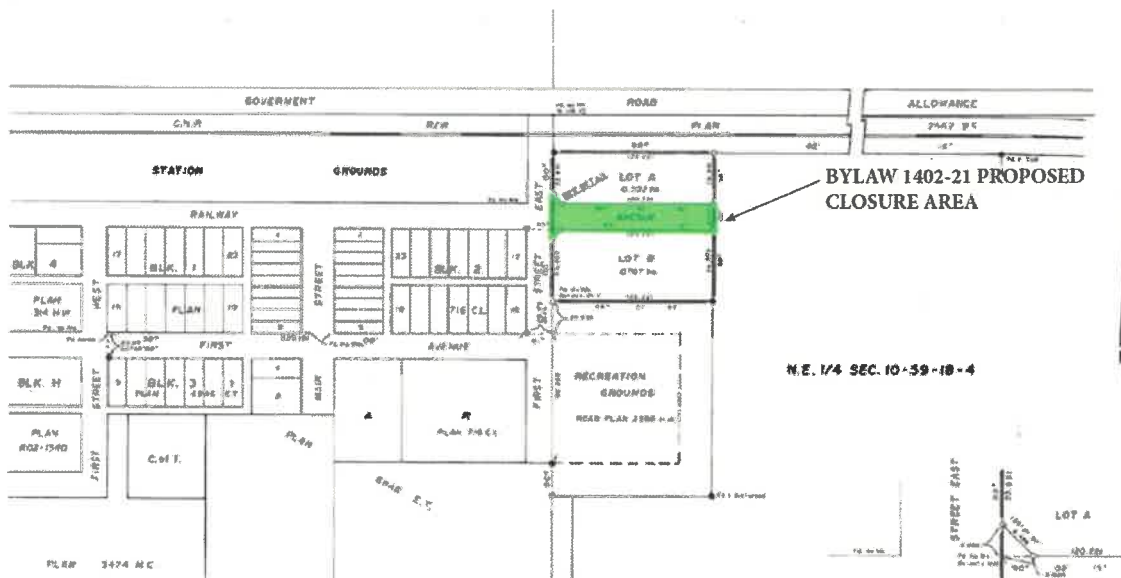
WHEREAS the Council of Smoky Lake County deems it expedient to provide for a bylaw for the purpose of closing to public travel and thereafter disposing of same, and

WHEREAS notice of intention of Council to pass a bylaw has been given in accordance with Section 606 of the Municipal Government Act, and

WHEREAS Council was not petitioned for an opportunity to be heard by any person claiming to be prejudicially affected by the bylaw.

NOW THEREFORE BE IT RESOLVED that the Council of Smoky Lake County in the Province of Alberta does hereby close to public travel and dispose of the following described highways, subject to rights of access granted by other legislation.

Hamlet of Warspite: Part of South Railway Avenue east between Lot A, Plan 842 0551 and Lot B, Plan 842 0551, dimensions: 66' x 564.25' = containing 0.85 Acres, more or less.



Received first reading this 26th day of August 2021.


Reeve

Seal


Chief Administrative Officer

APPROVED this 17th day of April, 2023.


Minister of Infrastructure
✓ Transportation and Economic Corridors ✓

Bylaw 1402-21: Road Closure – Cancellation of all that portion of “AVENUE” lying south of Lot A and north of Lot B, Plan 8420551, located within the Hamlet of Warspite

Received second reading this _____ day of _____, _____.

Received third reading and finally passed this day ____ of _____, _____.

Reeve

Seal

Chief Administrative Officer



Request for Decision (RFD)

Meeting Date: Thursday, May 11, 2023

Agenda Item: # 7.f

Topic: Lemonade Day: Teaching Kids the Power of Entrepreneurship

Presented By: Planning & Development Services

Recommendation(s):

#1 - That Smoky Lake County support the Community Futures: St. Paul – Smoky Lake Region’s project “Lemonade Day” on June 17, 2023, by promoting the event on social media; and participate in the Lemonade Day 2023 by: Issuing Lemonade Stand Business Licenses at a cost of \$1.00, and Entering into a simple lease – should the youth want to locate their stand on municipal land, in response to the correspondence from Penny Fox, General Manager, Community Futures, dated April 5, 2023.

#2 - That Smoky Lake County Proclaim June 17, 2023 is LEMONADE DAY in Smoky Lake County.

Background:

Lemonade Day is a free, fun, experiential learning program that teaches youth how to start, own and operate their own business.

Benefits: Fosters youth entrepreneurship.

Disadvantages: None.

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

Financial Implications: N/A - The staff will issue the business licenses as part of regular duties.

Legislation: N/A

Intergovernmental: N/A

Strategic Alignment: N/A

Enclosure(s):

1. *Letter from Community Futures St. Paul-Smoky Lake, dated April 5, 2023 – Re: Lemonade Day – June 17th, 2023.*
2. **Proposed Proclamation:**

Signature of the CAO:

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

Enclosure #1



Request for Decision (RFD)

Box 1484
4802 50 Avenue
St Paul, AB
T0A 3A0

T 780-645-5752
F 780-645-5782
F 1-888-644-5782

E admin@cfpsl.ca
W www.cfpsl.ca



April 5th, 2023

Mr. Lorne Halisky, Reeve
County of Smoky Lake
P.O. Box 310
Smoky Lake, AB
T0A 3C0

Dear Mr. Halisky:

Re: Lemonade Day – June 17th, 2023

We are planning another Lemonade Day in Smoky Lake this summer and I wanted to ask for your cooperation with this project again this year.

The day will be very similar to the one we ran in 2022 where we encourage youth to become Entrepreneurs and to join other youth across Northern Alberta to run a lemonade stand.

The youth register to participate on the website. Registration is now open. There will be mentor sessions offered in the later part of April and then we are planning our taste testing for the Smoky Lake area during the week of June 6th, 2023. The mentor session is where the new Entrepreneurs learn about the program, get their manuals and training around food safety. The tasting day is when they bring us a sample and we judge the best tasting lemonade.

As a municipality, we are asking for your involvement in the project to:

- Issue a business license to the youth – you can use your own or we have attached a sample.
- Enter into a simple lease if they want to locate their stand on municipal land- also attached.
- Provide someone who can help us judge the lemonade tasting and be available to judge the lemonade stands on lemonade day.
- Include the Lemonade Day information on your social media or information releases to your residents.
- If the municipality would like, to assist in sponsorship of the prizes for the day we would ask for \$100.00 in sponsorship.



Request for Decision (RFD)

Page 2

As the youth (and the mentors) work through their workbooks they are encouraged to set a goal, make a plan and then follow that plan. We are also asking them to use the money earned in the following ways: save a little (savings), share a little (with a Not For Profit) and to spend a little (on themselves)

There is no charge for youth to participate. Our office and sponsors help us to cover the costs (approx. \$20.00 per child, \$500.00 in prizes and \$1000.00 in advertising and promotion).

I want to thank you again for assisting us as we roll out this program. In past years we had so much fun with the youth that participated, and it was a few hours of laughing, drinking lemonade and enjoying the excitement that we saw created in the community.

As a reminder, I have attached some information about how the program works. More information is available at www.lemonadedaynorthernalberta.ca or at the facebook page - Lemonade Day Northern Alberta.

Also attached are some posters and other promo material for your office, website etc. to show your support of this project.

If you have any other questions, you can contact me at 780-645-5782 (work) or 780-645-8723 (cell)

Sincerely,

A handwritten signature in black ink that reads "Penny Fox".

Mrs. Penny Fox
General Manager

Page 2 of 2



Request for Decision (RFD)

Enclosure #2

PROCLAMATION

WHEREAS, Lemonade Day is a free, community-wide educational event providing children with the opportunity to learn and apply entrepreneurial thinking and create a foundation for success in the global economy; and

WHEREAS, Lemonade Day exists to infuse today's youth with the spirit of enterprise, teaching the basic business and entrepreneurial skills necessary to become successful, contributing members of the communities; and

WHEREAS, Lemonade Day has a core philosophy of SPEND, SAVE, and SHARE that is implemented by teaching children how to start, own, and operate a business, learn goal setting, develop a business plan, establish a budget, seek investors, provide customer service, and give back to the community; and

WHEREAS, Lemonade Day offers opportunities for families, businesses, schools, youth organizations, neighborhoods, institutes of higher learning, and government agencies to unite for a common purpose - to train the next generation of entrepreneurs; and

WHEREAS, Lemonade Day is a day of learning and celebrating northern Alberta's future. On June 17th every citizen has a job - either buying or helping children sell lemonade; and

THEREFORE, BE IT RESOLVED June 17, 2023, is LEMONADE DAY in Smoky Lake County and encourage every citizen to purchase a cup of lemonade from one of the youths participating in the program to demonstrate how our community cares for the future of our youth.

SEAL

Lorne Halisky
Reeve & Division 4 Councillor

Dated this ____ Day of _____ 2023.



Request for Decision (RFD)

Meeting Date: Thursday, May 11, 2023

Agenda Item: # 7.g

Topic: Planning & Development Law: Current Trends, Issues & Updates Webinar

Presented By: Planning & Development Services

Recommendation: That Smoky Lake County Councillors(s) _____, attend County Council Chambers to view the virtual “Planning and Development Law: Current trends, Issues and Updates” webinar provided by Brownlee LLP’s legal team through the University of Alberta Applied Land Use Planning (ALUP) program, scheduled for May 17, 2023 from 9:00 a.m. to 12:00 p.m.

Background:

Brownlee’s LLP present new & updated legal issues in planning & development, including:

- Community Revitalization Levies – with the Government of Alberta lifting its moratorium, how can this cost-recovery tool help your municipality?
- Downzoning – when will a municipality be obliged to expropriate or pay compensation for loss of value?
- LPRT v SDAB – with the Municipal Government Act s. 685(2.1) in place, hear about recent decisions respecting appeal tribunal jurisdiction
- Land Use Bylaws and Statutory Plans – tips on updating your key planning documents
- Utility infrastructure ownership and maintenance – when does “private” infrastructure become the municipality’s responsibility?
- Subdivision Bonds – a newer product on the market for development agreement security. Hear about its pros and cons.

Benefits: Helps attendees stay up to date on the most current planning & development legal issues.

Disadvantages: None.

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

Financial Implications: Councillor mileage, should they choose to attend; the Planning & Development Department is already registered to attend virtually. The cost will come out of the Council remuneration budget.

Legislation: Policy Statement No. 08-18-08: Council Remuneration and Expenses.

Intergovernmental: N/A

Strategic Alignment: Proactivity in Development

Enclosure(s): N/A

Signature of the CAO: _____

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



Request for Decision (RFD)

Meeting Date: Thursday, May 11, 2023

Agenda Item: # 7.h

Topic: Alberta Advantage Immigration Program (AAIP) - Rural Renewal Stream Designation

Presented By: CAO

Recommendation:

That Smoky Lake County not entertain the Alberta Advantage Immigration Program (AAIP) in respect to becoming a designated community under their Rural Renewal Stream due to there being no staff capacity to fulfill the responsibilities of a designated community which as:

- identifying and working with community employers that have permanent (minimum of 12 months, full-time, non-seasonal) jobs that need to be filled;
- connecting with a settlement providing organizations to identify and plan for some of the settlement needs within the community;
- developing additional criteria (optional) to recruit foreign nationals;
- this could include narrowing down the occupations that the community is interested in recruiting;
- responding to foreign national inquiries while community is actively recruiting;
- collaborating with employers on selecting and endorsing the foreign national; and
- developing and implementing a plan for welcoming and settling foreign national(s) to the community.

Background:

The AAIP was brought up by Councillor Serben at the April 18, 2023 Gov Liaison Committee meeting where it was recommended to be taken to a regular Council meeting for consideration as the program aligns with the County's Strategic Plan.

Benefits:

The disadvantages of the recommendation are unknown at this time.

Disadvantages:

The disadvantages of the recommendation are unknown at this time.

Alternatives:

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

Financial Implications:

There are no financial or budget implications to this recommendation, however there would be unknown financial implications if Council chose an alternative to the recommendation.

Legislation:

N/A

Intergovernmental:

If Council chose an alternative to the recommendation, the Rural Renewal Stream could be applied for with the Town of Smoky Lake, and/or Village of Vilna, and/or Village of Waskatenau, as the AAIP encourages regional partnerships.



Request for Decision (RFD)

Strategic Alignment:

Cultural Diversity

Enclosure(s):

1. AAIP Fact Sheet
2. Rural Renewal Stream Community Designation Application

Signature of the CAO: _____

A handwritten signature in blue ink, consisting of a large, stylized initial 'J' followed by several loops and a final flourish.



Request for Decision (RFD)

Meeting Date: Thursday, May 11, 2023

Agenda Item: # 7.i

Topic: Policy Statement No. 03-35-13: Snow Clearing

Presented By: CAO

Recommendation:

That Smoky Lake County amend Policy Statement No. 03-35-13: Snow Clearing.

Background:

At the February 7, 2023 Policy Committee Meeting, Council asked Administration to bring the Snow Clearing Policy forward to a March Council meeting with the discussed changes such as incorporating a flag process with purchasing at any time of the year and outlining a property map process identifying the route and obstacles with each hold harmless agreement executed.

Benefits:

Informative snow clearing expectations and communication to the public.

Disadvantages:

Additional admin process and operator risk getting in and out of equipment to pick up the flag.

Alternatives:

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

Financial Implications:

The financial implications of the recommendation are within the budget.

Legislation:

MGA Section 201: Policy Development

Intergovernmental:

N/A

Strategic Alignment:

N/A

Enclosure(s):

Policy 03-35-13 – With changes made

Signature of the CAO:

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

SMOKY LAKE COUNTY



Title: Snow Clearing		Policy No.: 35-13
Section: 03	Code: P-R	Page No.: 1 of 5 E

Legislation Reference:	Municipal Government Act
-------------------------------	--------------------------

Purpose:	Provides protocol for snow clearing within Smoky Lake County.
-----------------	---

Policy Statement and Guidelines:

1. STATEMENT:

- 1.1 Smoky Lake County recognizes its obligation to provide an acceptable level of snow clearing service within its available resources for winter maintenance on municipal roads. All reasonable efforts will be made to provide roadways that are in a safe, passable condition.
- 1.2 The County may also provide snow clearing services for private residential driveways within the County, at a cost to the resident.

2. OBJECTIVE:

- 2.1 That County roads be in a condition where traffic can move freely within five (5) days following any winter weather event.

3. PUBLIC ROAD GUIDELINES:

- 3.1 Grader operators will start snow clearing operations at a different point in their grader beat for each event where practical, to ensure that the same citizens are not always last to be served.
- 3.2 Grader operators will proceed to clear the roads in a systematic manner as directed by the Public Works Manager, Public Works Road Foreman or designate.
- 3.3 Truck plow(s) and/or tractor(s) will be deployed to public roads, hamlets, subdivisions, and private residential driveways in that order of priority.
- 3.4 Equipment operators will minimize snow berms across private driveways and around parked vehicles where practicable.
- 3.5 Roads may initially be opened one way if required to meet the five (5) day objective of getting traffic moving freely after a severe winter weather event, which is any combination of snow and wind that obstructs traffic flow.
- 3.6 Snow clearing equipment may be moved into areas of the County where conditions are more severe, once traffic is moving within a grader beat.

4. COMMUNICATIONS GUIDELINES:

- 4.1 The Chief Administrative Officer or designate, will communicate to the Council, the general Public and/or emergency service providers through the Communications Officer when necessary, during major winter weather events to report on emergent conditions and departmental priorities during the event.

Title: Snow Clearing		Policy No.: 35-13	
Section: 03	Code: P-R	Page No.: 2 of 5	E

Policy Statement and Guidelines:

- 4.2 Inquiries from Councillors and residents should be directed through the Chief Administrative Officer to the Public Works Manager to aid the Public Works Manager or designate in identifying emergent issues requiring attention. The Public Works Manager will use this information to prioritize their snow clearing activities.
- 4.3 The terms and conditions for snow clearing private residential driveways shall accompany each flag numbered for administrative purposes and are valid only for the specific location indicated on the hold harmless agreement. Flags are not transferable.

5. PUBLIC / COMMUNITY FACILITIES GUIDELINES:

- 5.1 Community halls, church yards, and cemeteries will be cleared by request and at no cost to the organization, subject to availability of equipment and operators.
- 5.2 Snow clearing will be given a higher priority at no cost to the funeral provider relating to funeral and burial services providing with reasonable notification.

6. PRIVATE RESIDENTIAL ACCESS ROADS/DRIVEWAY FLAGS TERMS AND CONDITIONS:

- 6.1 For the purpose of this policy, private residential access roads are defined as the most direct route travelled between the nearest public road and the residential dwelling. The maximum road width, for purposes of definition in the policy, shall be generally 4.0 linear metres.
- 6.2 The access road distance to be cleared with each Flag shall be a maximum of 200 linear meters. Private access roads exceeding 200 linear metres will require the purchase and placement of an additional flag(s) for each 200 metre increment desired by the landowner.
- 6.3 Snow Flags are at all times to be considered as **non-transferable and for the purpose of singular use for a single clearing event** for private access roads or driveways less than 200 linear meters or less in total length.
- 6.4 Snow clearing on flagged private access roads or residential driveways shall at all times be considered as secondary in priority to the efforts of the Public Works Department snow clearing operations on County roadways. Clearing on flagged access roads or driveways will be undertaken after all public snow clearing in the area have been completed. landowners requiring more immediate clearing service are encouraged to hire a private contactor at their own cost.
- 6.5 County landowners or tenants will be eligible for the purchase of County snow clearing flags for their private access road or driveway under the following conditions:
 - 6.5.1 The landowner or tenant, or anyone known to reside at the residence, does not have any outstanding accounts receivable over 30 days with Smoky Lake County.
 - 6.5.2 The Landowner or tenant agree to place their County issued snow clearing flag in a conspicuous location at the entrance of their driveway beside their municipal rural address sign and ensure it is visible to County snow clearing operators.

Title: Snow Clearing		Policy No.: 35-13	
Section: 03	Code: P-R	Page No.: 3 of 5	E

Policy Statement and Guidelines:

- 6.5.3 The Landowner or Tenant shall firstly complete the site plan attached to and forming part of the Agreement to accurately identify all hazards and obstacles the operator and equipment are likely to encounter during the snow clearing activities. The County reserves the unfettered right to refuse to undertake any work on the private access road or driveway until the obstacles and/or hazard has been removed by the Landowner or Tenant. The County also reserves the unfettered right to undertake any snow clearing activities on the private access road or driveway for reasons of being too narrow or too close in proximity to existing buildings or gates.
- 6.5.4 In the event that the landowner or tenant has pre-purchased a Flag(s) and the County later determines that the work cannot be undertaken by reasons of 6.4.3 above, then the County will refund the monies paid for the flag(s) to landowner or tenant.
- 6.5.5 Regardless of the placement of flags, snow clearing on private access roads or driveways will only be undertaken after an accumulation of a minimum of six (6) inches of snow, including drifted snow as measured at the centreline along the clearing route.
- 6.6 The **Application Form and Hold Harmless Agreement for Private Snow Clearing**, as per **Schedule "A"**, are located at the Public Works Shop Office as well as online on the County's website www.smokylakecounty.ab.ca. Any unused flags at the spring of the year can be utilized in the upcoming fall. There shall be no refunds for unused flags.
- 6.7 Landowners or tenants can purchase multiple non-transferable, one-time-use, snow clearing flags at any time from for the sole purpose of the County undertaking snow clearing on a private access road or driveway at the following cost:
- \$100.00** per flag,
- or
- \$75.00** per flag for property owners who are **seniors (65 years of age or older) or persons with disability**. Proof of age or disability may be required through providing a birth certificate, valid driver's license or other government issued identification, or valid parking placard for people with disabilities.

	Date	Resolution Number
Approved	October 24, 1991	# 99 - Page # 5377
Amended	February 14, 1994	# 218 - Page # 5647
Amended	May 23, 1996	# 467 - Page # 6018
Amended	February 17, 2005	# 228 - Page # 7884
Amended	February 20, 2007	# 225-07 - Page # 8294
Amended	March 10, 2008	# 348-08 - Page # 8621
Amended	May 26, 2011	# 557-11 - Page # 9733
Amended	December 4, 2014	# 175-14 - Page # 11498
Amended	June 15, 2017	# 805-17 - Page # 12711
Amended	February 14, 2018	# 306-18 - Page # 12958
Amended	February 20, 2020	# 505-20 - Page # 13996
Amended	June 23, 2022	# 864-22 - Page # 15239
Amended		

Schedule "A"
APPLICATION FORM AND HOLD HARMLESS AGREEMENT FOR PRIVATE SNOW CLEARING

THIS AGREEMENT made this _____ day of _____, 20____.



BETWEEN:

SMOKY LAKE COUNTY
(hereinafter called "the County")

OF THE FIRST PART

(hereinafter called "the Landowner")

OF THE SECOND PART

Landowners' Legal Land Description: _____ - _____ - _____ - _____ W4
Quarter Section Township Range

Municipal Address: _____ **Sub-division Name:** _____

Flag Number(s) Issued: _____ **Cost per Flag: \$** _____

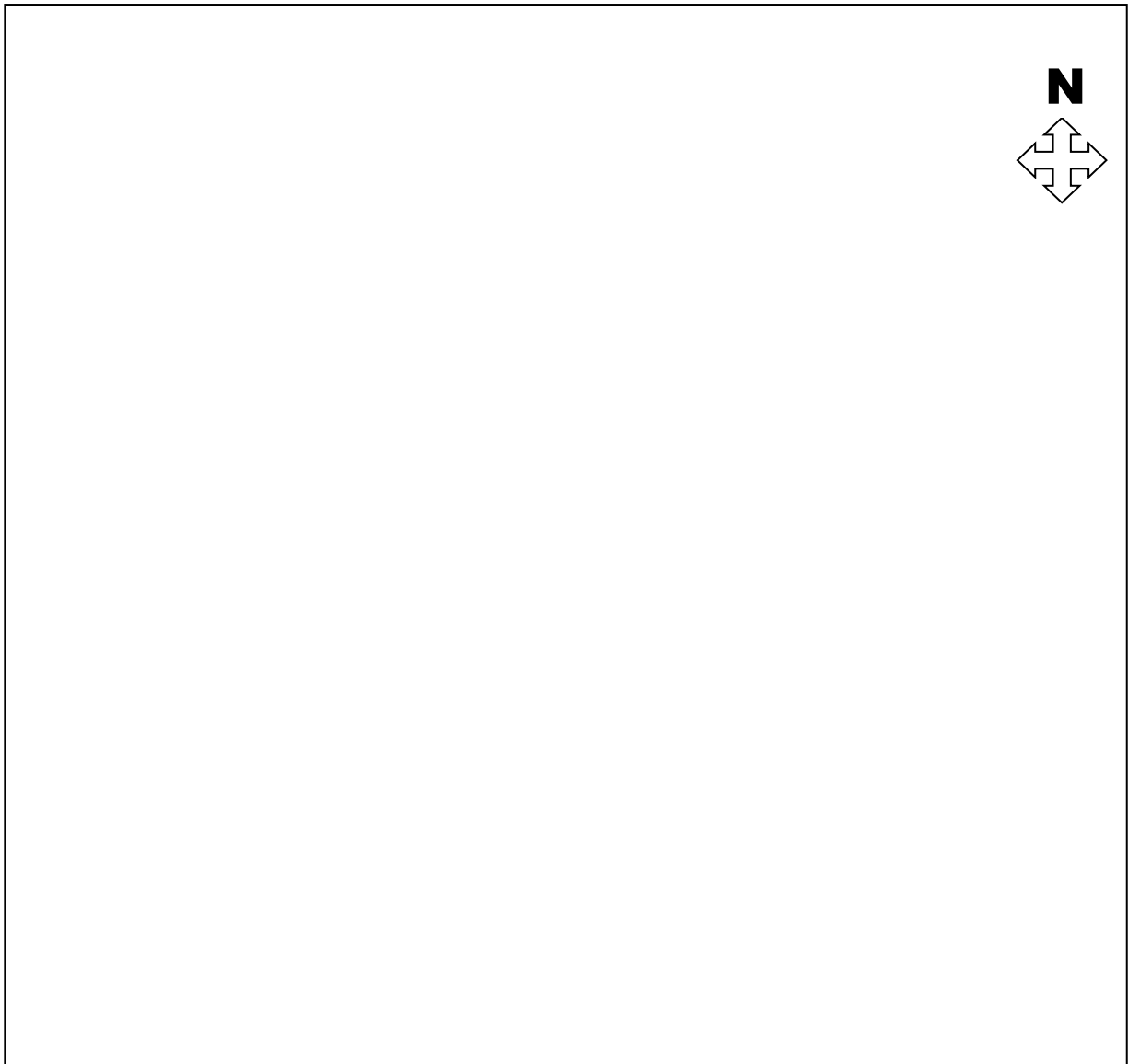
Total Amount Paid: \$ _____

WHEREAS the Landowner has requested that the County be allowed to enter the property legally described above, to clear snow on the private residential driveway in accordance with the terms and conditions of **Policy Statement No. 03-35: Snow Clearing**.

NOW THEREFORE, the Landowner hereby agrees that the purchased snow clearing flag will entitle them to have snow cleared along the most direct route commonly used to access the residence, including the turn-around in the yard where safe to do so, as depicted on the **site plan** conditional upon accumulation of a minimum of **6 inches** of snow.

1. The Landowner agrees that the maximum length of the driveway to be serviced through the purchase of a flag is 200 lineal meters. Additional flags will have to be purchased for lengths of exceeding 200m.
2. The Landowner agrees that the flag(s) purchased are to be posted at the entrance of his/her driveway beside the municipal rural address sign, well before County snow clearing equipment is expected and agrees that the County is not responsible for flags that are blown away or stolen.
3. The Landowner, hereby covenants and agrees that they will at all times indemnify and save harmless the County, its servants, agents, employees, executors, administrators, and assigns, from and against any claim for loss, damage or injury, however caused to the property aforementioned by reason of the performance of the said work of snow clearing, whether such loss or damage is the result of the negligence of any servant, agent, or employee of the said municipality, or otherwise.

Site Plan:



INCLUDE THE FOLLOWING INFORMATION IN YOUR SITE PLAN:

- ✓ Location of driveway.
- ✓ Location of existing buildings.
- ✓ Location of existing access (es).
- ✓ Location of any abandoned or active water wells.
- ✓ Location of shelterbelts, dugouts and water bodies.
- ✓ All developed/undeveloped road allowances and right-of-way and/or easements.
- ✓ Location of Private Sewage Disposal System (existing and/or proposed)
- ✓ Location of power generation facilities (if applicable).

IN WITNESS WHEREOF has hereunto set their hand and the day and year first above written.

SIGNED

}
}
}

SMOKY LAKE COUNTY

Landowner

Per:



Request for Decision (RFD)

Meeting Date: Thursday, May 11, 2023
Topic: Weed/Pest Inspector Appointment
Presented By: Agricultural Department

Agenda Item: # 7.j

Recommendation:

1. That Smoky Lake County Council appoint Kierstin Dubitz as a Weed and Pest Inspector for Smoky Lake County, effective May 11th, 2023 to termination of employment.
 2. That Smoky Lake County Council appoint Carson McDonald as a Weed and Pest Inspector for Smoky Lake County, effective May 11th, 2023 to termination of employment.
-

Background:

Under both the *Weed Control Act* of Alberta chpt w-5.1 Part 2 7(1) and the *Agricultural Pest Act* Statutes of Alberta states that a local authority shall appoint inspectors to enforce and monitor compliance with this Act within the Municipality

Benefits:

These appointments are done as part of our legislative requirements to the Province of Alberta and we report on how many inspections are done at the end of each year through our ASB Grant Reporting. This reporting determines if we continue to qualify for grant funding.

Disadvantages:

N/A

Alternatives:

There are no alternatives to the recommendation because it is a legislative requirement.

Financial Implications:

There are no financial of budget implications to this recommendation.

Legislation:

Alberta Weed Control Act
Agricultural Pests Act
Agricultural Service Board Act
Policy Statement No. 62-14-02: Weed Inspection and Weed Notice

Intergovernmental:

Alberta Agriculture & Irrigation

Strategic Alignment:

N/A

Enclosure(s):

N/A

Signature of the CAO: _____

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



Request for Decision (RFD)

Meeting Date: Thursday, May 11, 2023

Agenda Item: # 7.k

Topic: May Requests for Sponsorships

Presented By: Brenda Adamson, Finance

Recommendation:

That Smoky Lake County donate \$300.00 to the Kinette Club of Smoky Lake for the 2023 Ladies Night Fundraiser.

Background:

We have received a letter from the Kinette Club of Smoky Lake seeking sponsorship for the 2023 Ladies Night on May 13, 2023. The club uses funds raised from this event for their projects. Smoky Lake County has supported this event in the past. In 2022 \$300.00 was donated.

Benefits:

The Kinette Club has many projects that support the community. They carry out the annual Angel Tree Toy Drive and raise funds for community parks.

Disadvantages:

There was \$14,000 of \$29,000 remaining in the budget for contributions to individuals and organizations. This does not include any donations that were approved at the April 27, 2023 meeting.

Alternatives:

1. Sponsor for \$200, 350, or 650
2. Donate \$300 again for 2023
3. Contribute items for the silent auction
4. Take no action.

Financial Implications:

Approximately \$14,000 remains available to grants and organizations.

Legislation:

na

Intergovernmental:

na

Strategic Alignment:

na

Enclosure(s):

1. *Letter from the Kinette Club of Smoky Lake.*

Signature of the CAO: _____



Kin Canada
Kinette Club
of Smoky Lake

Box 1204
Smoky Lake, AB, T0A 3C0
slkinetteclub@gmail.com

April 4, 2023

We are pleased to announce that the Kinette club of Smoky Lake will be holding their 8th Annual Ladies Night on Saturday May 13th, 2023. Our theme this year is **Life's a Beach** which is sure to be lots of fun!!

During this event we host a silent auction and a few raffles. Those activities are nearly 100% supported through donations from our area businesses, for which we are very appreciative. Donations can be items or monetary as best suits your business and all donations are recognized at and after the event.

There is also an opportunity for event sponsorship, which will provide great promotional value for your organization. Sponsors will be promoted throughout presales, at and after the event:
Gold package - \$650 – includes 8 event tickets, 14 liquor tickets and a reserved table
Silver package - \$350 – includes 4 event tickets and 8 liquor tickets
Bronze package - \$200 – includes 2 event tickets and 6 liquor tickets

Reserved tables can be purchased by contacting Ashley 780-656-1066 or Tanya 780-656-0549.

The Kinette Club of Smoky Lake currently operates the Angel Tree Toy Drive, hosts several community events annually, provides funds for various community projects/groups and a bursary for H.A. Kostash students. Our next major project for the community is a SportPark. Fundraisers like Ladies Night provide a social activity for the community and provide funds for our activities. For more information or to arrange donation pickup (items can be dropped at Pappy's, please include your contact info), contact by phone or text, the **Silent Auction and Sponsorship Coordinator: Michelle at 780-656-5398 or email slkinetteclub@gmail.com**

Thank you for your generous support, The Kinette Club of Smoky Lake

We would like to thank all the businesses and families that have supported us in the past and look forward to your continued support in 2023. Without you, we would not be able to serve our Community's greatest needs.



Request for Decision (RFD)

Meeting Date: Thursday, May 11, 2023

Agenda Item: # 7.1

Topic: Property Tax Write Off

Presented By: Brenda Adamson, Finance Manager

Recommendation:

That Smoky Lake County write off \$6,058.02 penalties and 1,514.69 taxes on tax roll 13602732 and \$3,223.64 taxes and \$11,921.19 penalties on tax roll 13603341 due to the receivership sale of said properties.

In 2017 Quest fire was put into receivership which affected 13 properties. In 2023 we received notification from the Provincial Assessors that two parcels (Tax rolls 13602732 and 13603341) were sold to Tykewest Limited effective October, 2022. Once Tykewest received the penalty notices from March, they reached out to us to understand why the balance outstanding was so high. Through discussions, it was discovered that the sale actually took place in 2018, however the Provincial Assessors did not advise Smoky Lake County.

Management from Tykewest has reached out to Administration and has offered to pay most of the taxes owing if the penalties are waived. This is \$11,500 more than we were hoping to recover.

Benefits:

- ✓ We can maintain a good working relationship with Tykewest. They have consistently been paying taxes on other properties.
- ✓ When properties are purchased through receivership, they are considered free and clear of encumbrances, therefore we are fortunate Tykewest is willing to pay back taxes.
- ✓ Removing uncollectable amounts from the tax roll will provide a more realistic picture of what is collectable.

Disadvantages:

- ✓ \$4,738.33 in taxes from 2017/2018 plus all of the penalties will be written off

Alternatives:

- Deny the request.

Financial Implications:

An allowance for write off was set up for these accounts in prior years therefore the write off will not have a net affect financial reports.



Request for Decision (RFD)

Legislation:

Cancellation, reduction, refund or deferral of taxes 347(1) If a council considers it equitable to do so, it may, generally or with respect to a particular taxable property or business or a class of taxable property or business, do one or more of the following, with or without conditions:

- (a) cancel or reduce tax arrears;*
- (b) cancel or refund all or part of a tax;*
- (c) defer the collection of a tax.*

Intergovernmental:

n/a

Strategic Alignment:

n/a

Enclosure(s):

Summary of write offs for Tax Roll 13603341 and 13602732

Signature of the CAO: _____

A handwritten signature in blue ink, consisting of a large loop followed by several vertical strokes, written over a horizontal line.

Tykwest Writeoffs
(Questfire penalties and taxes)
Roll # 13603341

Year	Taxes	Penalties
Up to 2018		5,379.54
2019		2,624.45
2020		1,875.50
2021		1,262.32
2022		779.38
Total Writeoff		11,921.19

Tykwest agreed to pay taxes from 2018-2022 - without penalties

Tykwest proposed payment

	Taxes
2018	2,777.42
2019	2,736.98
2020	2,666.41
2021	2,623.28
2022	2,706.18
Total	13,510.27
Less	3,223.64
	\$ 10,286.63

Proposed

Balance O/S	\$	25,431.46
Less Tykwest Proposed Payment	-\$	10,286.63
Proposed Total Writeoff	\$	15,144.83

*3223.64 for
 11921.19 pen*

Tykewest Writeoffs
(Questfire penalties and taxes)
Roll # 13602732

Year	Taxes	Penalties
Up to 2018		2,760.95
2019		1,332.32
2020		945.95
2021		629.28
2022		389.52
Total Writeoff		6,058.02

Tykewest agreed to pay taxes from 2018-2022 - without penalties

Tykewest proposed payment

	Taxes
2018	1,424.95
2019	1,389.45
2020	1,344.86
2021	1,307.71
2022	1,352.48
Total	6,819.45
Less	- 1,425.22
	\$ 5,394.23
Per Tykewest Summary	5,304.76
Difference	\$ 89.47

Balance O/S	\$	12,877.47
Less Tykewest Proposed Payment	-\$	5,304.76
Proposed Total Writeoff	\$	7,572.71

6,058.02 pen
 1,514.69 tax



Request for Decision (RFD)

Meeting Date: Thursday, May 11, 2023
Topic: **Bylaw 1446-23 Borrowing Bylaw**
Presented By: Brenda Adamson, Finance

Agenda Item: # 7.m

Recommendation:

That Smoky Lake County give **First Reading, Second Reading, Permission for Third, and Third Reading** to Bylaw No.: 1446-23 Borrowing Bylaw

Background:

A borrowing bylaw is required to have a line of credit and credit cards. The bylaw gives the County authorization to borrow up to \$5,000,000 on the operating line of credit and \$50,000.00 on the Corporate Mastercard Account.

It does not cost anything to have the line of credit available in case of emergency.

Benefits:

Because taxes are due October 31 there is a risk that we will not have enough operating cash and will need to use an overdraft. The risk has been low because we have been borrowing from our savings account instead of borrowing from ATB. For the past several years, we have been managing the cash flow by transferring to and from higher interest savings accounts. This saves some money because cost of borrowing is slightly higher than the revenue from interest.

Disadvantages:

none

Alternatives:

Close the line of Credit and cancel the credit cards.

Financial Implications:

Unless Smoky Lake County has an emergency that requires quick access to cash, there will be no financial implications. If we need to use the line of credit, the cost of borrowing on the line of credit is prime +1%. Credit Card transactions are paid monthly therefore we do not usually incur any interest charges. The interest on unpaid credit card transaction is Prime +2%. ATB prime is currently 6.7%.

Legislation:

Borrowing bylaw

251(1) A municipality may only make a borrowing if the borrowing is authorized by a borrowing bylaw.(2) A borrowing bylaw must set out(a) the amount of money to be borrowed and, in general terms, the purpose for which the money is borrowed;(b) the maximum rate of interest, expressed as a percentage, the term and the terms of repayment of the borrowing;(c) the source or sources of money to be used to pay the principal and interest owing under the borrowing.(3) A borrowing bylaw must be advertised.

Operating expenditures

256(1) This section applies to a borrowing made for the purpose of financing operating expenditures.



Request for Decision (RFD)

(2) The amount to be borrowed, together with the unpaid principal of other borrowings made for the purpose of financing operating expenditures, must not exceed the amount the municipality estimates will be raised in taxes in the year the borrowing is made.

(3) A borrowing bylaw that authorizes the borrowing does not have to be advertised if the term of the borrowing does not exceed 3 years.

Intergovernmental:

n/a

Strategic Alignment:

n/a

Enclosure(s):

Bylaw 1446-23

Signature of the CAO:

A handwritten signature in blue ink, consisting of a large, stylized 'J' followed by 'M', written over a horizontal line.

**SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO. 1446-23**

Being a Bylaw to authorize the Municipal Council of the Smoky Lake County, in the Province of Alberta to provide **operating expenditure borrowing** and short-term **capital property borrowing**.

WHEREAS, Sections 256 and 257 of the *Municipal Government Act*, being Chapter M-26 R.S.A. 2000 and amendments thereto, deal with short-term borrowing.

NOW THEREFORE, the Council of Smoky Lake County of the Province of Alberta, duly assembled, enacts the "**Borrowing Bylaw**" of Smoky Lake County as follows:

1. The Corporation is hereby authorized to borrow from ATB Financial, ("ATB")

Operating Line of Credit not to exceed \$5,000,000.00 (Five Million Dollars and zero cents)

Corporate Mastercard Account with a credit limit of \$50,000.00 Fifty Thousand Dollars and zero cents)

repayable upon demand at a rate of interest per annum from time to time established by ATB, not to exceed 10% (ten percent) and such interest will be calculated daily and due and payable monthly on the last day of each and every month.

2. **The borrowing is a line of credit** payable on demand and the Corporation is required to pay accrued interest monthly.
3. The Reeve and Chief Administrative Officer are authorized for and on behalf of the Corporation:
 - a. To apply to ATB for the aforesaid loan to the Corporation and to arrange with ATB the amount, terms, and conditions of the loan and security or securities to be given to ATB;
 - i. To execute promissory notes and other negotiable instruments or evidences of debt for such loans and renewals of all such promissory notes and other negotiable instruments or evidences of debts;
 - ii. To give or furnish to ATB all such securities and promises as ATB may require to secure repayment of such loans and interest thereon; and
 - iii. To execute all security agreements, hypothecations, debentures, charges, pledges, conveyances, assignments, and transfers to and in favour of ATB of all or any property, real or personal, moveable or immovable, now or hereafter owned by the Corporation or in which the Corporation may have any interest, and any other documents or contracts necessary to give or to furnish to ATB the security or securities required by it.
4. The source or sources of money used to repay the principal and interest owing under the borrowing from ATB are: unpaid taxes and penalties on taxes assessed and/or levied by Smoky Lake County in previous years together with penalties there on, and the whole of the taxes assessed or to be assessed and/or levied for the current year.
5. The amount to be borrowed and the term of the loan will not exceed any

Bylaw No. 1446-23

restrictions set forth in the Municipal Government Act.

6. In the event that the Municipal Government Act permits extension of the term of the loan and in the event the Council of the Corporation decides to extend the loan and ATB is prepared to extend the loan, any renewal or extension, bill, debenture, promissory note, or other obligation executed by the officers designated in paragraph 3 hereof and delivered to ATB will be valid and conclusive proof as against the Corporation of the decision of the Council to extend the loan in accordance with the terms of such renewal or extension, bill, debenture, promissory note, or other obligation, and ATB will not be bound to inquire into the authority of such officers to execute and deliver any such renewal, extension document or security.
7. This Bylaw comes into force on the final passing thereof.
8. That Bylaw No. 1418-22 is hereby repealed.

READ a First Time this **11th** day of **May**, **AD 2023**.

READ a Second Time this **11th** day of **May**, **AD 2023**.

READ a Third and Final Time this **11th** day of **May**, **AD 2023** and finally passed by Council.

REEVE

S E A L

CHIEF ADMINISTRATIVE OFFICER



Request for Decision (RFD)

Meeting Date: Thursday, May 11, 2023

Agenda Item: # 7.n

Topic: Recycle Council of Alberta Fall Conference

Presented By: Environment and Parks Manager

Recommendation:

That Smoky Lake County authorize _____ to attend the Recycling Council of Alberta Conference scheduled for October 18-20, 2023 held at the Fairmont Chateau Lake Louise at Lake Louise, Alberta

Background:

Attendees will hear from local, national and international experts regarding recycling with an opportunity to network and exchange ideas and perspectives. Last October three Smoky Lake Representatives attended.

Benefits:

Provides an opportunity to network with other municipalities and lobby government officials and government representatives with other municipalities.

Disadvantages:

N/A

Alternatives:

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

Financial Implications:

Approximately \$2238.00 meals and lodging for 1 person.

590 Kilometers would be 324.50 per vehicle.

Conference fee: Early bird registration \$900.00 otherwise \$1050.00

Approximate total per person \$3462.50 to \$3612.50

Legislation:

Policy Statement No. 08-18-08 Council Remuneration and Expenses.

Intergovernmental:

N/A

Strategic Alignment:

N/A

Enclosure(s):

Attached: Recycling Council of Alberta Conference at Lake Louise.

Signature of the CAO:

A handwritten signature in blue ink, consisting of a large, stylized 'J' followed by several loops and a horizontal line at the end.

Dave Franchuk

From: Patti Priest
Sent: April 27, 2023 12:25 PM
To: Dave Franchuk
Subject: FW: RCA Announces 2023 Conference in Lake Louise!

From: Recycling Council of Alberta <info@recycle.ab.ca>
Sent: Thursday, April 27, 2023 12:10 PM
To: county <county@smokylakecounty.ab.ca>
Subject: RCA Announces 2023 Conference in Lake Louise!

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

[View this email in your browser](#)



The Recycling Council of Alberta is excited to announce our Circular Economy Conference, October 18th to 20th, 2023, at the Fairmont Chateau Lake Louise. The theme *There and Back Again: The Journey to Circularity* is based on the Lord of the Rings.

For three days, attendees will hear from local, national and international experts, thought leaders and community innovators, attend thought-provoking sessions, network and exchange ideas and perspectives, and have a whole lot of fun doing it. Register today, and get ready for the perfect mix of business, inspiration, actionable information and fun!

RCA conference topics will include dialogue around the circular economy and recycling. We will engage leading presenters on key topics, including extended producer responsibility (EPR), circular economy, packaging, organics, chemical recycling, innovation in First Nations communities, measurement and accountability. The RCA works hard to feature topics and speakers who are informative and relevant while also providing inspiration to move the needle on key issues.

We are very excited to announce that this year's keynote speaker is Jenn Harper, founder of Cheekbone Beauty, the very first Indigenous-owned and founded cosmetics company. Cheekbone's aim is to make a difference in the lives of Indigenous youth through donations that support educational opportunities for them, and to create a space in the beauty industry where everyone, including Indigenous people, feel represented and seen. The brand is known for its sustainable and high quality colour cosmetics that are clean, vegan and cruelty free. Keeping in line with her Anishinaabe roots, the first line Jenn launched was the SUSTAIN in 2020, a low-waste line of lipsticks, made for everyone that loves our planet.

Our conference website is now live at www.conference.recycle.ab.ca – you will find a preliminary program and the opportunity to register. There are also a wide variety of [sponsorship options](#) and the opportunity to host a [tradeshow exhibit](#) as part of the event.

Please contact the RCA at 403.843.6563 or info@recycle.ab.ca for any further inquiries.

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You are receiving this email because you requested to receive RCA conference and event updates.

Our mailing address is:
Recycling Council of Alberta

PO Box 23
Bluffton, AB T0C 0M0
Canada

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You can [update your preferences](#) or [unsubscribe from this list](#).



Request for Decision (RFD)

Meeting Date: Thursday, May 11, 2023

Agenda Item: # 7.0

Topic: Sale of County Surplus Equipment

Presented By: Environment and Parks Manager

Recommendation:

That Smoky Lake County advertise to sell the following County Surplus Equipment in the County Grapevine and on social media, as is – where is, by public tender stating “The Highest nor Any Bid Shall Not Necessarily Be Accepted”, with a closing bid deadline of June 2, 2023, at 12:00 Noon:

2001 Propane Tank 500 US Gallon. Serial # 42609. Located at Smoky Lake Transfer Station.

2001 Propane Tank 500 US Gallon. Serial # 49921. Located at Bellis Transfer Station.

2001 Propane Tank 500 US Gallon. Serial #512057. Located at Spedden Transfer Station.

All Above Propane tanks require Recertification

Background:

In 2001 Three propane tanks were purchased for the Smoky Lake, Bellis, and Spedden Waste transfer stations. In 2011 a new propane supplier offered to rent tanks as It could be costly to recertify older tanks and the provider would recertify when required (every 10 years). Basically these propane tanks have not been used since 2011.

Benefits:

Liquidates surplus equipment.

Disadvantages:

N/A

Alternatives:

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

Financial Implications:

The amount of Revenue received from the sale is unknown.

Legislation:

Policy Statement No. 08-13-01: Disposal of Assets.

Intergovernmental:

N/A

Strategic Alignment:

N/A

Enclosure(s):

N/A

Signature of the CAO:





Request for Decision (RFD)

Meeting Date: Thursday, May 11, 2023

Agenda Item: # 7.p

Topic: Close and Disassemble Bellis Raw Water Truckfill.

Presented By: Environment and Parks Manager

Recommendation:

That Smoky Lake County close and disassemble, Bellis Raw Water Truckfill on urban legal 2562BS RLY 59 due to low usage and unfeasible repair costs required.

Background:

In 2005 the Smoky Lake County constructed the Bellis Raw water Truckfill facility. Throughout the years the water quality has depleted and contains high levels of iron resulting in an orange water color. Upon spring inspection of this facility, it was discovered that the 15,000 gallon fiberglass Reservoir has fractured and is partially filled with debris and is inoperable. In 2017 The County had the same issue with the Fiberglass tank at the Warspite facility which is highly used and the repairs had come to approximately \$700,000.00. Attached to this RFD is a usage comparison analysis to Bellis potable water and Smoky Lake raw water truckfills, and the usage declined immensely. In 2019 this truckfill did have high usage, but was only used by contractors working on twinning the Hwy 28/63 Regional Waterline.

Benefits:

All the truckfills in the Smoky Lake County will require modem upgrades from 3G to 4G this year if the Bellis truckfill was not included, the savings would be approximately \$1850.00. and approximately \$1500.00 annually for communications and utilities. A majority of the electronic components and hardware are interchangeable and could be used on existing operating truckfills.

Disadvantages:

An estimated cost of removing the existing reservoir, reclamation and abandoning the well would be from \$9000 to 12,000, possible budget item in 2024.

Alternatives:

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

Financial Implications:

The financial implications of the recommended are an unbudgeted expenditure.

Legislation:

The legislation, bylaws and/or policies relating to or affecting the recommendations are not listed on this RFD

Intergovernmental:

N/A

Strategic Alignment:

N/A

Enclosure(s):

Truckfill usage comparison and picture of site.

Signature of the CAO: 

Bellis Raw vs Bellis Treated Comparison					
Year	2018	2019	2020	2021	2022
	Volume in cubic meters				
Site					
Bellis Raw	804	2722	68	51	36
Bellis Treated	828	935	1670	1893	1858

Bellis Raw vs Smoky Raw Comparison					
Year	2018	2019	2020	2021	2022
	Volume in cubic meters				
Site					
Bellis Raw	804	2722	68	51	36
Smoky Lake Raw	4052	4275	3042	1154	1496

24



□Original Size



Deputy Minister
18th Floor Commerce Place
10155 - 102 Street
Edmonton, Alberta T5J 4L4
Canada
Telephone: 780-427-4826
MA.DMO@gov.ab.ca

AR110867

April 4, 2023

Sally Dary
Chief Administrative Officer, County of Two Hills No. 21
PO Box 490
Two Hills AB T0B 4K0

Dear Sally Dary:

Subject: 2022/23 Alberta Community Partnership – Intermunicipal Collaboration Application

Thank you for your grant application under the Intermunicipal Collaboration component of the 2022/23 Alberta Community Partnership program.

The program received a significant number of applications for grant funding, which could not all be accommodated within program funding levels.

On behalf of the Minister, I regret to advise that the following application has been declined:

- Regional Geographic Information System – Infrastructure Data - \$200,000

The ministry recognizes the cooperative efforts being taken throughout Alberta to build stronger communities. I look forward to working in partnership on other endeavours through our grant programs.

If you have any additional questions regarding your application, please contact Ryan Barber, Manager, Regional Grant Programs, toll-free by first dialing 310-0000, then 780-422-8755, or at acp.grants@gov.ab.ca.

Sincerely,

A handwritten signature in blue ink, appearing to read "Brandy Cox".

Brandy Cox
Deputy Minister

cc: Honourable Rebecca Schulz, Minister of Municipal Affairs



ALBERTA
JUSTICE

*Office of the Minister
MLA; Calgary-Acadia*

10.b



AR 55801

April 18, 2023

Reeve Lorne Halisky and
Smoky Lake County Council
Town of Smoky Lake
56 Wheatland Avenue
Smoky Lake AB T0A 3C0

Dear Reeve Halisky and Smoky Lake County Council:

Thank you for meeting with me on March 20, 2023. I have obtained the answers to your followup questions, and appreciate the opportunity to share the following information.

The Ministry of Justice made efforts to examine the total number of matters which were adjudicated through the Town of Smoky Lake Courthouse in the 1990s prior to its closure in October 1994. The records pre-date our available data repositories, and as a result, we are unable to provide the number of matters that were dealt with by the courthouse.

As you are aware, the Smoky Lake Courthouse served as a circuit point for the Fort Saskatchewan Courthouse which is the base court location. The catchment area of the Smoky Lake Courthouse before it closed was Andrew, Boyle, and Redwater. The diminishing case volumes ultimately led to the closure of the Smoky Lake Courthouse, and presently, the department estimates that matters from the Smoky Lake RCMP Detachment comprise 13 per cent of the total charges being adjudicated in the Fort Saskatchewan Courthouse.

If the Smoky Lake Courthouse was to be reopened, the Ministry of Justice would have to examine the current catchment areas; however, the Smoky Lake Courthouse would likely only encompass matters from Smoky Lake and Andrew. It is unlikely that Boyle or Redwater matters would be diverted to Smoky Lake because of their proximity to our already existing courthouses. The Fort Saskatchewan Courthouse is efficient and has a closure rate and lead time that is comparable or better than other non-urban courthouses with matters being managed effectively through the current courthouse structure. To provide some comparators, in the 2021/22 fiscal year, more cases were concluded in Fort Saskatchewan than St. Albert, Sherwood Park, or Airdrie.

.../2

The catchment area for the Fort Saskatchewan Courthouse and the Boyle Courthouse are the towns of Bruderheim, Andrew, Redwater, Lamont, Bon Accord, and Smoky Lake. These locations fall within the Municipal District of Lamont and Thorhild County No. 7. Two villages are additionally serviced by Fort Saskatchewan. They are Andrew and Chipman.

Again, thank you for taking the time to meet with me regarding the Smoky Lake Courthouse. I trust the above answers the inquiries you posed; however, should you have further questions, please feel free to email me at ministryofjustice@gov.ab.ca.

Sincerely,

A handwritten signature in black ink, appearing to read 'Tyler Shandro', written in a cursive style.

Honourable Tyler Shandro, KC
Minister

From: FCSS <fcss@smokylake.ca>
Sent: May 3, 2023 7:47 AM
To: FCSS <fcss@smokylake.ca>
Cc: ian@thechangingpoint.life
Subject: FW: That's a wrap! 100 cups of Coffee

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

Hi everyone,

Please find attached the insights captured during our 100 cups of coffee wrap up session for your review.

Thank you!

Rachelle

From: FCSS
Sent: Monday, May 1, 2023 3:38 PM
To: FCSS fcss@smokylake.ca
Cc: ian@thechangingpoint.life
Subject: That's a wrap! 100 cups of Coffee

Happy Monday Community Leaders,

Thank you for attending the 100 Cups of Coffee wrap-up session last week; the passion displayed from our leaders across this past month has truly been inspiring.

Message from Ian on wrapping up the 100 Cups initiative in our region:

It was great to meet with so many of you last week, I had a wonderful time, here is our final video for the program, [click to view](#)

Thank you for being a part and thank you for being Difference Makers!

Please note:

1. **Wrap-Up Session Insights** are being compiled and will be shared with you by EOD tomorrow, May 2nd
2. Link to the **Difference Maker Training** kick-off (April 26th) <https://vimeo.com/821789475/388f5ebba4?share=copy>

As always, you can reach Ian for questions or comments via email ian@thechangingpoint.life or text 775.298.1014

Thanks,



Rachelle Amyotte
FCSS Program Coordinator

P: 780-656-3764 | **F:** 780-656-3675 | **E:** fcss@smokylake.ca
www.smokylake.ca | Box 460 56 Wheatland Ave. Smoky Lake AB T0A 3C0

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Located on Treaty 6 Territory and Homeland of the Métis Nation

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What Ideas Were Heard Consistently?

Key Insights:

Burnout of leaders who volunteer constantly
No incentive for people to get involved
Youth Centre needed
Communication needed
Problems with show and shine
Pumpkin Show-3 Days!
Marketing
Accommodation/Housing
Low cost Housing
How to get people to know whats going on in Community
Projects
Seniors Centre
Recreation
Regionalization
Amalgamation
Mending
Get past sensitivity to progress

Frustrations You Have Had?

Lack of Empowerment
No Communication
Build people up-NOT tear them down
No proper marketing
Friction between clubs- Don't align
Let go of past- New Things can make changes happen
No cooperation/collaboration between groups
Lack of Senior transportation
Lack of funding
Lack of action
Not Welcoming to new comers
More events to show off town
Lack of volunteers
Town and County not working together
Lack of execution-No action
Fear of Change(Small vocal group make up majority)
No Supports in town (AB Supports), Mental Health,
Lack of Daycare/ childcare/ housing

Key Takeaways From Experience:

Everyone is frustrated
Everyone cares about the community
Everyone wants to do "the right thing"
Everyone wants success
COVID seperated us a lot-became disconnected
Activity coordinator needed
More people starting to do activities
Continue Coffee excersize
All have to go in the same direction (community Collectivness)
Diversity vs. Alignment
Finding Common Ground
Activity coordinator needed
It's not as hard as we think
How many people look up to elected officials
Night of Excellence to celebrate people
Don't overextend yourself in terms of volunteering
Finding out people have shared frustrations
Frustration and chaos between all spears that needs to be resolved
How bad we are with time management
certain people want change for the better and want positive changes
The knowledge and good iddeas some people have in the "100 cups" sessions
People working against eachother instead of together
Lots of passionate people in the community

Ideas for Action:

Make them Feel Needed
Offer Social Nights, Offer Classes
FCSS has started (youth council)
Use phone/app, website
Communication
Communicate Ideas
People at the lodge say they are forgotten, No Bulletin Board in Hospital to put flyers
How do you attract investors in property?
What do other communities offer? Waskateneu built an apartment
Regional Newsletter would be great
Fund one project at a time then move on to the next one
Who will replace as others retire?
Save old school/gym to use as a recreation centre
Mending Past Grudges
Intergenerational remote gatekeepers
Welcome new people/ideas
Have Directory of clubs that exist
Make welcome packages that includes town information and resources
Potluck supper every couple of months

One Change To Gain Momentum:

Continue coffee conversations
Finding a project, focus, or goal to lighthouse on
Engaging youth in our communities to become the next leaders
Communication/Cooperation
Find a "good news" news place to celebrate wins. (newsletter)
Share resources with surrounding towns- all come together to make a regional newsletter
Less negativity- More celebrations
Acknowledge volunteers
Duplication of FCSS-Pooling of resources
Community Pride
Celebrate the great things
Set Common Goal
Need a list of priorities
Improve attitudes
Growth-Find the right people
Cooperation Between silohs/groups