



SMOKY LAKE COUNTY COUNCIL MEETING AGENDA

Thursday, October 12, 2023 at 9:00 a.m.

Virtual - Meeting ID: 167428678

<https://video.businessconnect.telus.com/join/167428678>

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

- 1) Call to Order
- 2) Adoption of Agenda
- 3) Adoption of Minutes
 - 1) Special Council Meeting – September 18, 2023
 - 2) County Council CAO Recruitment Meeting – September 26, 2023
 - 3) County Council Meeting – September 28, 2023
- 4) Delegation
 - 1) Juanita Marois – Metis Crossing @ 9:30 a.m.
- 5) Public Hearing (*Council Meeting Recessed and undertaken on a Separate Agenda*) - *N/A*

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*) - *N/A*
- 7) Business – Requests for Decisions
 - 1) Bylaw 1452-23: Chief Administrative Officer Bylaw
 - 2) Agricultural Service Board Firearm Authorization Form
- 8) CAO Report - *N/A*
- 9) Council Committee Reports- *N/A*
 - 1) Division One
 - 2) Division Two
 - 3) Division Three
 - 4) Division Four - **Reeve**
 - 5) Division Five
- 10) Correspondence
 - 1) Letter – NSWA Briefing Note – Municipal Contribution Rate for 2024
 - 2) Letter – C.M. (Curtis) Zablocki, Alberta RCMP – Alberta Police Funding Model Resource Allocation
 - 3) Reynolds, Mirth, Richards and Farmer (RMRF) 39th Annual Law Seminar – February 9, 2024
 - 4) Email– Sabina Brouwer, Meti Crossing - TELUS Indigenous Communities Fund Letters of Support
- 11) Information Release
- 12) Financial Reports- *N/A*

- 1) Budget to Actual
- 2) Financial Statement
- 3) Cheque Register

13) Next Meeting

14) In Camera

- 1) Personnel Issue under the authority of the FOIP Act Section 17: Third Party Personal Privacy & Section 27: Privileged Information.
- 2) Land Issue: Property Tax Exemption Request through Community Organization Property Tax Exemption Regulation (COPTER), under the authority of the FOIP Act, Section 16: Third Party Business Interests.
- 3) Labour and Legal Issue: Certified Water & Wastewater Operator Supervision, under the authority of the FOIP Act, Section 21: Intergovernmental Relations, and Section 16: Third Party Business Interests.

15) Adjournment

SMOKY LAKE COUNTY

Minutes of the **Special County Council Meeting** held Monday, **September 18, 2023**, at 11:09 A.M. in Smoky Lake County Council Chambers.

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

			ATTENDANCE
			<u>Monday, Sept. 18, 2023</u>
<u>Title</u>	<u>Name</u>		
County Division 1 / Deputy Reeve	Dan Gawalko	Present in Virtually	
County Division 2	Linda Fenerty	Present in Chambers	
County Division 3	Dominique Cere	Present in Chambers	
County Division 4 / Reeve	Lorne Halisky	Present in Chambers	
County Division 5	Jered Serben	Present in Chambers	
County Interim CAO	Lydia Cielin	Present in Chambers	
County Finance Manager	Brenda Adamson	Present in Chambers	
County Executive Services /R.S.	Patti Priest	Present in Chambers	
Public Works Manager	Chris Minailo	Present in Chambers	
Planning & Development Manager	Jordan Ruegg	Present in Virtually	
Planning Technician	Kyle Schole	Present in Virtually	
Associated Engineering, Project Manager	Jen Plamondon	Present in Virtually	
Member of the Public	N/A	N/A	

WAIVER NOTICE

County Councillors signed a “Waiver Notice” as displayed below:


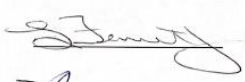

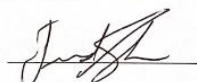
WAIVER NOTICE of a Special Meeting of the County Council
of the Smoky Lake County called under authority of
Section 194 of the Municipal Government Act

We, the undersigned members of the County Council of Smoky Lake County, hereby Waive Notice of a Special Meeting of the County Council to be held in County Council Chambers, 4612 McDougall Drive, Smoky Lake, Alberta, and/or virtually through Telus Business Connect Video Meeting:

<https://video.businessconnect.telus.com/join/655289197>
Meeting ID: 655289197

on **Monday, September 18, 2023**, commencing at **11:00 A.M.**, for the purpose of discussing and/or acting on an:

- 1. Executive Session / In Camera Legal Issue**, under the authority of the FOIP Act, Section 24 Advice from Officials and Section 27 Privileged Information, in respect to the **bridge identified as BF08200**, near the lands legally described as SE 2-59-13-W4M on Township Road 590, East of Range Road 132 was closed on June 26, 2023, due to structural failure.

COUNCILLOR:	SIGNATURE	DATE
Dan Gawalko, Division One		September 18, 2023
Linda Fenerty, Division Two		September 18, 2023
Dominique Cere, Division Three		September 18, 2023
Lorne Halisky, Division Four		September 18, 2023
Jered Serben, Division Five		September 18, 2023

Agenda:

874-23: Cere

That the **Smoky Lake County Special Council Meeting Agenda**, as listed on the “Waiver Notice” for Monday, September 18, 2023, be adopted as presented.

Carried Unanimously.

Executive Session / In-Camera:

Legal Issue:

Bridge #BF08200 - SE 2-59-13-W4M on Township Road 590 East of Range Road 132

875-23: Fenerty

That Smoky Lake County Council go into Executive Session, to discuss a Legal Issue, under the authority of the FOIP Act, Section 24 Advice from Officials and Section 27 Privileged Information, in respect to the bridge identified as BF08200, near the lands legally described as SE 2-59-13-W4M on Township Road 590, East of Range Road 132 was closed on June 26, 2023, due to structural failure, in the physical and virtual presence of all Council, Interim Chief Administrative Officer, Finance Manager, Public Works Manager, Planning & Development Manager, Planning Technician, Executive Services Clerk, and: Jen Plamondon, P.Eng., Project Manager, Associated Engineering Alberta Ltd., time 11:10 a.m.

Carried.

876-23: Cere

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

Carried.

Request For Decision:

Bridge #BF08200 - SE 2-59-13-W4M on Township Road 590 East of Range Road 132

877-23: Fenerty

(Defeated)

That Smoky Lake County approve an unbudgeted expense funded from General Capital Reserves, in the amount of \$124,000.00, for repairs to the bridge identified as BF08200, near the lands legally described as SE 2-59-13-W4M on Township Road 590, East of Range Road 132, which was closed on June 26, 2023, due to structural failure; and execute the scope change from Associated Engineering Alberta Ltd, dated September 11, 2023 to complete the design, Request for Quotation (RFQ) document preparation, and construction support for the said repairs of BF08200, through Formula Alberta Ltd., with the County supplying and applying the cold-mix asphalt to the surface of said bridge at the County's additional expense, as a short term solution to re-open BF08200 with a 5-ton weight restriction.

Councillor Fenerty requested a Recorded Vote:

For:

Cere
Fenerty

Against:

Halisky
Serben
Gawalko

MOTION DEFEATED.

Adjournment:

878-23: Serben

That the Smoky Lake County Special Council Meeting of Monday, September 18, 2023, be adjourned, time 12:12 p.m.

Carried.

REEVE

SEAL

CHIEF ADMINISTRATIVE OFFICER

SMOKY LAKE COUNTY

Minutes of the **County Council Chief Administrative Officer (CAO) Recruitment Meeting** held Tuesday, **September 26, 2023**, at 9:06 A.M. in Smoky Lake County Council Chambers.

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

			ATTENDANCE
			<u>Tuesday, Sept. 26 2023</u>
<u>Title</u>	<u>Name</u>		
County Division 1 / Deputy Reeve	Dan Gawalko	Present in Chambers	
County Division 2	Linda Fenerty	Present in Chambers	
County Division 3	Dominique Cere	Present in Chambers	
County Division 4 / Reeve	Lorne Halisky	Present in Chambers	
County Division 5	Jered Serben	Present in Chambers	
County Interim CAO	Lydia Cielin	Present in Chambers	
County Executive Services /R.S.	Patti Priest	Present in Virtually	
Member of the Public	N/A	N/A	

Agenda:

879-23: Gawalko That the **Smoky Lake County Council Chief Administrative Officer (CAO) Recruitment Meeting Agenda**, for Tuesday, September 26, 2023, be adopted as presented.

Carried Unanimously.

Executive Session / In-Camera:

Personnel Issue: Chief Administrative Officer (CAO) Recruitment

880-23: Cere That Smoky Lake County Council go into Executive Session, to discuss a Personnel Issue: Chief Administrative Officer (CAO) Recruitment, under FOIP Act Section 24: Advice from Officials, and FOIP Section 27: Privileged Information, in the physical and virtual presence of all Council, Interim Chief Administrative Officer, and Executive Services Clerk, time 9:07 a.m., to review and discuss the following:

1. GUIDE TO HIRING A CAO
 - 1.1. Alberta Municipal Affairs - Guide to hiring a Chief Administrative Officer
 - 1.2. CAO Recruitment and Hiring: Recommended Process (Rocky View County - Policy)
2. ADVERTISEMENT
 - 2.1. Smoky Lake County CAO Advertisement: Draft
 - 2.2. Smoky Lake County CAO Advertisement- Summary: Draft to be posted on Website
 - 2.3. Sample: CAO Advertisement - M.D. of Bighorn
 - 2.4. Sample: CAO Advertisement - Camrose County
 - 2.5. Sample: CAO Advertisement - County of Minburn No. 27
 - 2.6. Sample: CAO Advertisement - Mackenzie County
 - 2.7. Sample: CAO Advertisement - Athabasca County
 - 2.8. Advertisement: Locations.
 - 2.9. Recruitment (Head Hunting) Agencies.
3. SHORT LISTING - APPLICATIONS
 - 3.1. Screening Process: Chart
 - 3.2. Interview Panel Guidelines
4. INTERVIEW QUESTIONS
 - 4.1. Interview Questions
 - 4.2. Interview Tips
 - 4.3. Interview - Evaluation Score Card
 - 4.4. Check Reference Format
5. CAO ROLES
 - 5.1. CAO Bylaw: Job Description
6. MGA- LEGISLATIVE
 - 6.1. MGA - Section referencing the CAO
 - 6.2. Sample: CAO Role Statement prepared by George Cuff - posted on Rocky Mountain House Website.
7. CONTRACT AND SALARY
 - 7.1. Current CAO Contract - prepared by Brownlee LLP
 - 7.2. Salary Information
 - 7.3. Letter to Offer
 - 7.4. Letter to Unsuccessful Candidates
8. CAO HANDBOOK
 - 8.1. Guide for CAO: Quick reference to the roles and responsibilities of municipal administrators.

Carried.

881-23: Gawalko That Smoky Lake County Council go out of Executive Session, time 11:23 a.m..
Carried.

Adjournment:

882-23: Serben That the Smoky Lake County Council Chief Administrative Officer (CAO) Recruitment Meeting, of Tuesday, September 26, 2023, be adjourned, time 11:23 a.m.
Carried.

REEVE

S E A L

CHIEF ADMINISTRATIVE OFFICER

SMOKY LAKE COUNTY

Minutes of the **County Council Meeting** held on Thursday, **September 28, 2023**, at 9:01 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, Sept. 28, 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	Vacant	N/A
Interim 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@12:49am
Planning Technician	Kyle Schole	Virtually Present@11:03am

Observers in Attendance Upon Call to Order:

Communications Officer	Evonne Zukiwski	Virtually Present
Ag. Fieldman	Carliegh Danyluk	Virtually Present
GIS	Carole Dowhaniuk	Virtually Present
Public Works Manager	Christopher Minailo	Present in Chambers
Public Works Road Foreman	Bob Novosiwsky	Present in Chambers @9:35am
Public	1 Member	Virtually Present
Media	No Members	N/A
RCMP Delegation	Sgt. Anita Doktor	Present in Chambers

2. Agenda:

883-23: Cere

That the Smoky Lake County Council Meeting Agenda for Thursday, September 28, 2023, be adopted, as amended:

Additions:

1. Offer to Purchase County Owned Land – Plan 716CL, Block 1, Lot 9, Warspite.
2. Meeting with RCMP Commanding Officer at the Rural Municipalities of Alberta (RMA) 2023 Fall Convention.
3. Cancellation of the County Council Road Tour Scheduled for September 29, 2023.

Carried Unanimously.

3. Minutes:

Minutes of September 7, 2023 – Regular County Council Meeting

884-23: Fenerty

That the minutes of the **Smoky Lake County Regular County Council Meeting** held on Wednesday, September 7, 2023, be adopted as amended to correct Motion #846-23, to be moved by Councillor Fenerty not Councillor Cere.

Carried.

4. Delegations:

Smoky Lake RCMP Detachment: Sgt. Anita Doktor

Present before Council from 9:04 a.m. to 9:12 a.m. was the Smoky Lake RCMP Detachment Sgt. Anita Doktor, to provide a verbal update, including, but not limited to, the following information:

- The Detachment’s new Corporal position employment opportunity closed yesterday.
- Planning to coordinate a regional townhall meeting during the third week of January 2024, to focus education on crime prevention measures that people can take and might have the Crime Reduction Unit in attendance. It will be an evening event with coffee and donuts, held, most likely in Smoky Lake.
- Island Lake got hit again last week, the same people were targeted.
- Excited and happy to be visiting the schools.

Sgt. Anita Doktor, Smoky Lake RCMP Detachment, left Chambers, time 9:12 a.m.

Smoky Lake RCMP Detachment Update

885-23: Cere

That the verbal update received by Smoky Lake County Council from the Delegation: Sgt. Anita Doktor of the Smoky Lake RCMP Detachment, provided on September 28, 2023, be accepted for information.

Carried.

One Member of the Public, entered Council Chambers, time 9:16 a.m.

Associated Engineering Alberta Ltd. – Jen Plamondon, P.Eng., Project Manager

Present before Council from 9:14 a.m. to 10:20 a.m. was Associated Engineering Alberta Ltd. Representatives: Jen Plamondon, P.Eng., Project Manager, and Chris Schmelzle, P.Eng. Manager of Bridge Management, to provide an update on Smoky Lake County’s Bridge Program, to review recommendations for 2024 Bridge Program and upcoming Strategic Transportation Infrastructure Program (STIP) applications including but not limited to the following slides:

2023 Progress – Annual Program

- Low Rating Advisory – Required for any element that is rated a '2' or less
- Rating of '2' – below poor condition, structures with Hazardous condition or severe distress or deterioration, high priority for repair / replacement

2023 Progress – Annual Program

- 11 LRAs Issued in 2023
 - BF 01772, BF 07814, BF 08199, BF 08200, BF 70923, BF 72828, BF 74017, BF 74018, BF 75780, BF 76552, BF 80532
- 6 Other Bridge with LRAs
 - BF 06788, BF 06872, BF 07163 (approach), BF 07798, BF 70734, BF 70923

Maintenance Priorities

BF 80532

- Priority Ranking: 1
- Location: Township Road 604 & Range Road 191
- AADT: 50 (2021)
- Inspection Cycle: 24 Months
- Low Element Rating: 2 – Cap
- Structural Condition Rating: 27.7%
- Total Project Cost: \$235,000
- Repairs extend life by 30 years



BF 74017

- Priority Ranking: 2
- Location: Township Road 508 & Range Road 170
- AADT: 100 (2023)
- Inspection Cycle: 24 Months
- Low Element Rating: 2 – Embankment
- Structural Condition Rating: 44.4%
- Total Project Cost: \$275,000
- Repairs extend life by 10 years



- Near gravel pit
- Alternate Route is BF 74018 (currently has abutment piles rated at "2")
- Estimated remaining life 2025
- Condition of BF 73262 North has cracked longitudinal seams – rated 3

Bridge No.	Road	Structural Condition	Subsidence Rating	Estimated Remaining Life
802774	Range Road 171	2/4	44.4%	2025
875202	Range Road 170	4/4	40.7%	2030
890018	Range Road 170	4/4	30.2%	2022



BF 08199

- Priority Ranking: 3
- Location: Range Road 133 & Highway 28
- AADT: 25 (2020)
- Inspection Cycle: 12 Months
- Low Element Rating: 2 – Bearing Cap
- Structural Condition Rating: 38.9%
- Total Project Cost: \$200,000
- Repairs extend life by 25 years



BF 00849

- Priority Ranking: 6
- Location: Victoria Trail & Range Road 193a
- AADT: 60 (2021)
- Inspection Cycle: 12 Months
- Low Element Rating: 3 – Caps / 3 – Abutments Piles / 3 – Pier Piles
- Structural Condition Rating: 38.9%
- Total Project Cost: \$930,000
- Repairs extend life by 10 years



BF 70923

- Priority Ranking: 7
- Location: Range Road 155 & Highway 28
- AADT: 54 (2022)
- Inspection Cycle: 6 Months
- Low Element Rating: 2 – Cap / 2 – Piles
- Structural Condition Rating : 38.9%
- Total Project Cost: \$340,000
- Repairs extend life by 25 years



BF 07814

- Priority Ranking: 8
- Location: Range Road 163 & Township Road 600
- AADT: 100 (2021)
- Inspection Cycle: 12 Months
- Low Element Rating: 2 – Cap / 3 – Struts / 3 – Piles
- Structural Condition Rating : 38.9%
- Total Project Cost: \$190,000
- Repairs extend life by 15 years



BF 74018

- Priority Ranking: 9
- Location: Range Road 170 & Township Road 584A
- AADT: 30 (2020)
- Inspection Cycle: 12 Months
- Low Element Rating: 2 –Piles
- Structural Condition Rating : 44.4%
- Total Project Cost: \$270,000
- Repairs extend life by 10 years



BF 72828

- Priority Ranking: 10
- Location: Range Road131 & Township Road 602
- AADT: 25 (2022)
- Inspection Cycle: 12 Months
- Low Element Rating: 2 – Abutment Piles
- Structural Condition Rating : 33.3%
- Total Project Cost: \$320,000
- Repairs extend life by 15 years



BF 75780

- Priority Ranking: 11
- Location: Range Road 131 & Township Road 590
- AADT: 25 (2023)
- Inspection Cycle: 12 Months
- Low Element Rating: 2 – Girders
- Structural Condition Rating : 27.8%
- Total Project Cost: \$210,000
- Repairs extend life by 15 years



Replacement Priorities

BF 08200

- Priority Ranking: 4
- Location: TWP Rd 590 east of Range Road 132
- AADT: 33 (2023)
- Inspection Cycle: 12 Months
- Low Element Rating: 1 – Girders / 3 – Caps / 3 – Pier Piles
- Structural Condition Rating : 22.2%
- Total Project Cost: \$2,900,000
- Extend life by 75 years



BF 08201

- Priority Ranking: 5
- Location: TWP Rd 594 east of Range Road 132
- AADT: 25 (2023)
- Inspection Cycle: 57 Months
- Low Element Rating: 3 –Stringers 3 – Piles / 3 – Deck Top
- Structural Condition Rating : 33.3%
- Total Project Cost: \$2,100,000
- Extend life by 75 years



BF 70497

- Priority Ranking: 12
- Location: Range Road 191 & Township Road 604
- AADT: 25 (2023)
- Inspection Cycle: 57 Months
- Low Element Rating: 3 – Bearing caps
- Structural Condition Rating : 38.9%
- Total Project Cost: \$1,200,000 (Bridge)
- Total Project Cost: \$940,000 (Box Culvert)
- Extend life by 75 years



2024 Recommendations

2024 Recommendations

- Inspections (25)
- Assessments (4)
 - BF 06872, BF 01772, BF 07798, BF 74018
- Timber Coring (4)
 - BF 07798, BF 70734, BF 75613, BF80532
 - BF 00849 (need to co-ordinate with AT)
 - BF 75612 – (requires dewatering include in repair/maintenance)

2024 Budget

SMOKY LAKE COUNTY 2024 BRIDGE PROGRAM BUDGET SUMMARY

1 2024 INSPECTIONS		Season	Number	Unit Cost	Engineering	Total	AT Share	County Share	
Level 1		Spring/Fall	25	\$ 350	\$ 8,750	\$ 8,750	\$	8,750	
Level 2		Winter	4	\$ 2,650	\$ 10,600	\$ 10,600	\$	10,600	
SUMMARY TOTAL INSPECTIONS					Engineering \$ 19,350	Total Cost \$ 19,350	AT Share \$ -	County Share \$ 19,350	
2 2024 ENGINEERING ASSESSMENTS		Season			Engineering	Total	AT Share	County Share	
Priority									
1772		Winter	2023		\$ 11,000	\$ 11,000	\$	11,000	
6872		Winter	2023		\$ 11,000	\$ 11,000	\$	11,000	
7798		Winter	2024		\$ 11,000	\$ 11,000	\$	11,000	
74018		Winter	2023		\$ 11,000	\$ 11,000	\$	11,000	
SUMMARY TOTAL ENGINEERING ASSESSMENTS					Engineering \$ 44,000	Total Cost \$ 44,000	AT Share \$ -	County Share \$ 44,000	
3 2023 DESIGN/CONSTRUCTION CARRY OVER				Construction	Engineering	Total	AT Share	County Share	
				\$ 571,920	\$ 30,000	\$ 601,920	\$ 500,781	\$ 101,139	
				\$ -	\$ -	\$ -	\$ -	\$ -	
SUMMARY TOTAL Design/CONSTRUCTION CARRY OVER					Construction \$ 571,920	Engineering \$ 30,000	Total Cost \$ 601,920	AT Share \$ 500,781	County Share \$ 101,139
4 2024 CONSTRUCTION - OPTIONAL (STIP APPLICATIONS)				Construction	Engineering	Total	AT Share	County Share	
Priority	2023 STIP Applications:								
4	BF08200			\$ 2,531,400	\$ 326,425	\$ 2,857,825	\$ 2,143,369	\$ 714,456	
5	BF08201			\$ 1,821,240	\$ 280,000	\$ 2,101,240	\$ 1,575,930	\$ 525,310	
6	BF00849			\$ 799,155	\$ 130,373	\$ 929,528	\$ 697,146	\$ 232,382	
7	BF70923			\$ 279,720	\$ 57,120	\$ 336,840	\$ -	\$ 336,840	
8	BF07814			\$ 160,020	\$ 30,503	\$ 190,523	\$ 142,892	\$ 47,631	
9	BF74018			\$ 219,681	\$ 49,896	\$ 269,577	\$ 202,183	\$ 67,394	
10	BF72828			\$ 266,112	\$ 50,417	\$ 316,529	\$ 237,397	\$ 79,132	
11	BF75780			\$ 157,800	\$ 50,000	\$ 207,800	\$ 155,850	\$ 51,950	
12	BF70497			\$ 942,096	\$ 192,000	\$ 1,134,096	\$ 850,572	\$ 283,524	
SUMMARY TOTAL CONSTRUCTION					Construction \$ 1,745,709	Engineering \$ 372,815	Total Cost \$ 2,118,524	AT Share \$ 1,588,893	County Share \$ 529,631
5 2024 CONSTRUCTION - REPAIR / MAINTENANCE				Construction	Engineering	Total	AT Share	County Share	
Priority	2023 STIP Applications:								
1	BF80532			\$ 198,450	\$ 35,306	\$ 233,756	\$ -	\$ 233,756	
2	BF74017			\$ 225,000	\$ 50,000	\$ 275,000	\$ -	\$ 275,000	
3	BF08199			\$ 167,580	\$ 31,448	\$ 199,028	\$ -	\$ 199,028	
SUMMARY TOTAL CONSTRUCTION					Construction \$ 591,030	Engineering \$ 116,754	Total Cost \$ 707,784	AT Share \$ -	County Share \$ 707,784
6 2024 BRIDGE PROGRAM MANAGEMENT		Hours	Rate	Engineering	Total		AT Share	County Share	
	Budget Meetings	2	\$ 1,200	\$ 2,400	\$ 2,400	\$	\$	2,400	
	Bridge Program Management	160	\$ 187	\$ 29,920	\$ 29,920	\$	\$	29,920	
SUMMARY TOTAL BRIDGE PROGRAM MANAGEMENT					Engineering \$ 32,320	Total Cost \$ 32,320	AT Share \$ -	County Share \$ 32,320	
2024 BRIDGE PROGRAM BUDGET SUMMARY				Construction	Engineering	Total Cost	Total AT Share	Total County Share	
1	2024 INSPECTIONS				\$ 19,350	\$ 19,350	\$ -	\$ 19,350	
2	2024 ENGINEERING ASSESSMENTS				\$ 44,000	\$ 44,000	\$ -	\$ 44,000	
3	2023 DESIGN/CONSTRUCTION CARRY OVER			\$ 571,920	\$ 30,000	\$ 601,920	\$ 500,781	\$ 101,139	
4	2024 CONSTRUCTION - OPTIONAL (STIP APPLICATIONS)			\$ 1,745,709	\$ 372,815	\$ 2,118,524	\$ 1,588,893	\$ 529,631	
5	2024 CONSTRUCTION - REPAIR / MAINTENANCE			\$ 591,030	\$ 116,754	\$ 707,784	\$ -	\$ 707,784	
6	2023 BRIDGE PROGRAM MANAGEMENT				\$ 32,320	\$ 32,320	\$ -	\$ 32,320	
2023 BRIDGE PROGRAM (Item 1.2.5.B)					Engineering \$ 212,424	Total Cost \$ 803,454	Total AT Share \$ -	Total County Share \$ 803,454	
TOTAL 2023 BUDGET SUMMARY (including items 1-6)					Construction \$ 2,908,659	Engineering \$ 615,239	Total Cost \$ 3,523,898	Total AT Share \$ 2,089,674	Total County Share \$ 1,434,224

Associated Engineering Alberta Ltd. Representatives: Jen Plamondon, P.Eng., Project Manager, and Chris Schmelzle, P.Eng. Manager of Bridge Management, left Council Chambers, time 10:21 a.m.

Smoky Lake County 2023 Bridge Program

886-23: Fenerty

That Smoky Lake County Council accept the presentation and verbal information provided by the September 28, 2023, Delegations: Associated Engineering Alberta Ltd. Representatives: Jen Plamondon, P.Eng., Project Manager, and Chris Schmelzle, P.Eng. Manager of Bridge Management, for information.

Carried.

Strategic Transportation Infrastructure Program (STIP) – Year-2024 Bridge Priorities

887-23: Serben

That Smoky Lake County Council approve to apply for the 2024 Strategic Transportation Infrastructure Program (STIP) funding through the Municipal Grants Management Application (MGMA) grant reporting system prior to the deadline of November 30, 2023, to fund projects under twelve (12) Bridge File Numbers:

4 2024 CONSTRUCTION - OPTIONAL (STIP APPLICATIONS)						
Priority	2023 STIP Applications:	Construction	Engineering	Total	AT Share	County Share
4	BF08200	\$ 2,531,400	\$ 326,425	\$ 2,857,825	\$ 2,143,369	\$ 714,456
5	BF08201	\$ 1,821,240	\$ 280,000	\$ 2,101,240	\$ 1,575,930	\$ 525,310
6	BF00849	\$ 799,155	\$ 130,373	\$ 929,528	\$ 697,146	\$ 232,382
7	BF70923	\$ 279,720	\$ 57,120	\$ 336,840	\$ -	\$ 336,840
8	BF07814	\$ 160,020	\$ 30,503	\$ 190,523	\$ 142,892	\$ 47,631
9	BF74018	\$ 219,681	\$ 49,896	\$ 269,577	\$ 202,183	\$ 67,394
10	BF72828	\$ 266,112	\$ 50,417	\$ 316,529	\$ 237,397	\$ 79,132
11	BF75780	\$ 157,800	\$ 50,000	\$ 207,800	\$ 155,850	\$ 51,950
12	BF70497	\$ 942,096	\$ 192,000	\$ 1,134,096	\$ 850,572	\$ 283,524
SUMMARY TOTAL CONSTRUCTION		\$ 1,745,709	\$ 372,815	\$ 2,118,524	\$ 1,588,893	\$ 529,631

5 2024 CONSTRUCTION - REPAIR / MAINTENANCE						
Priority	2023 STIP Applications:	Construction	Engineering	Total	AT Share	County Share
1	BF80532	\$ 198,450	\$ 35,306	\$ 233,756	\$ -	\$ 233,756
2	BF74017	\$ 225,000	\$ 50,000	\$ 275,000	\$ -	\$ 275,000
3	BF08199	\$ 167,580	\$ 31,448	\$ 199,028	\$ -	\$ 199,028
SUMMARY TOTAL CONSTRUCTION		\$ 591,030	\$ 116,754	\$ 707,784	\$ -	\$ 707,784

Carried.

Gary Macyk, Waskatenau Curling Club President, entered Council Chambers, time 10:25 a.m.

Waskatenau Curling Club President: Gary Macyk

Present before Council from 10:33 a.m. to 10:59 a.m. was Gary Macyk, representing the Waskatenau Curling Club, to provide verbal information, including but not limited to the following points:

- The club has 50 members and 50 curlers and are open from November 11th to end of March each year.
- We host 3 bonspiels per year.
- The Holy Family Catholic School uses the rink, and we provide the instructor and equipment. The Waskatenau Lions Clubs uses the building as their meeting space.
- We operate as an independent business, with a 99-Year lease from the Village for a \$1/year, unlike Lamont and Redwater where they rent the rink from their Municipality and the Municipality pays for insurance and repairs.
- Insurance costs us \$10,500/year and our total expenses are roughly \$40,000/year, including \$2,000/year for the icemaker/caretaker. All other work is done by volunteers.
- We have lost two casinos worth roughly \$60,000 of revenue due to COVID. We are booked to work a casino in May 2024, and we are on the list to work a casino every 18 months.
- Our ice plant is in dire repair even though we spend \$3,500/year for regular maintenance and we now need \$28,500 for a major repair of it and we are asking the County to contribute \$14,000.

Gary Macyk, Waskatenau Curling Club President, left Council Chambers, time 10:59 a.m.

Kyle Schole, Planning Technician, virtually joined the meeting, time 11:03 a.m.

Waskatenau Curling Club – Donation Request for Ice Plant

888-23: Serben

That Smoky Lake County Council approve a one-time donation in the amount to \$14,000.00 to the Waskatenau Curling Club, funded from the Contingency Budget, in response to the September 28, 2023, Delegation: Gary Macyk, Waskatenau Curling Club President’s request for funding to perform the necessary major repairs to the Waskatenau Curling Rink’s ice plant.

Carried.

Delegation Information from Waskatenau Curling Club President: Gary Macyk

889-23: Cere

That Smoky Lake County accept the verbal information provided by the September 28, 2023, Delegation: Gary Macyk, Waskatenau Curling Club President, in respect to the financial needs of the Club and condition of the Waskatenau Curling Rink ice plant.

Carried.

9. Council Committee Reports:

Policy Statement No. 03-14-12: Haul Road Agreement

890-23: Cere

That Smoky Lake County administration research road use policies from comparable municipalities for the purpose of drafting amendments to tighten protocol and expand parameters for applicable industries, within the County's Policy Statement No. 03-14-12: Haul Road Agreement.

Carried.

11:41 to 11:41 a.m.

Public Question and Answer Period:

Nil.

Bob Novosiwsky, Public Works Road Foreman, and Chris Minailo, Public Works Manager, left Council Chambers, time, 11:41 a.m.

6. Public Hearing:

Nil.

7. Request for Decision:

Rural Palliative Care Program – Request for Support

891-23: Serben

That Smoky Lake County Council **defer** the letter received from a member of the community: Susan L. Krawchuk, dated August 24, 2023, requesting attention to, and support of, the needs of Palliative Care Program, to the Physicians and Health Care Professionals Committee (formerly known as the Doctor Retention and Recruitment Committee).

Carried.

Accurate Assessment Group Ltd. – Smoky Lake County Assessment Services Agreement

892-23: Serben

That Smoky Lake County execute the agreement with Accurate Assessment Group Ltd. for the provision of assessment services with a five (5) year annual assessment, being years 2024 through to 2028, with an option to renew for another five (5) year term (for the 2029 through 2033 years) assuming all duties and responsibilities required by any and all statutes in existence from time to time.

Carried.

Family and Community Support Services (FCSS) Grant

893-23: Serben

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

Community Group	Eligibility	Funding
Smoky Lake Minor Hockey Association	Respect in Sport Trainer / Safety and Coaching Program	\$2,000.00

Carried.

Evonne Zukiwski, Communications Officer, entered Council Chambers 11:51 a.m.

Power and Electricity Program 2025-2029 through Alberta Municipal Services Corporation

894-23: Gawalko

That Smoky Lake County execute the “Power+ Agreement” with Alberta Municipal Services Corporation (AMSC), for the provision of buying electricity from January 1, 2025 to December 31, 2029; and execute Schedule “D”: Agreement for Retail Services with AMSC, for the provision of retail services; and execute Schedule “5”: Transaction Confirmation Agreement, to purchase Fixed Baseload electricity at price of \$0.0695 per kWh plus retail services fee for \$0.00315 per kWh and Procurement fee \$0.00315 per kWh from January 1, 2025, to December 31, 2029 from AMSC.

Carried.

Policy Statement No. 01-04-01: Proclamations

895-23: Fenerty

That Smoky Lake County Policy Statement No. 01-04-01: Proclamations, be adopted as follows:

Title: Proclamations	Policy No.: 04-01
Section: 01	Code: P-R
Page No.: 1 of 5	
Legislative Reference: Alberta Provincial Statutes	
Purpose: To establish a consistent process and outline criteria for annual proclamations and other proclamations upon request.	
Policy Statement and Guidelines:	
<p>1. STATEMENT</p> <p>1.1 Smoky Lake County Council receives numerous requests for proclamations annually from various groups and organizations and will consider issuing annual, one-time, or intermittent proclamations using criteria outlined within this policy to ensure they are issued and advertised in a consistent and transparent manner.</p> <p>2. DEFINITIONS:</p> <p>2.1 Community: refers to the County, residents, businesses, schools, and all other institutions and agencies that make up Smoky Lake County.</p> <p>2.2 Council: means the Reeve and Councillors duly elected in Smoky Lake County.</p> <p>2.3 Proclamation: is a ceremonial document that formally recognizes an initiative or observance of a specific time period for the purpose of raising awareness or interest and/or benefit to the Community.</p> <p>2.4 Reeve: is the Chief Elected Official for Smoky Lake County.</p> <p>2.5 Annual Proclamation: means an annual Proclamation approved through this policy as set out in Schedule 'A': Annual Proclamations.</p> <p>3. OBJECTIVE:</p> <p>3.1 Create a streamlined process to promote proclamations in a manner that is consistent with Smoky Lake County branding and to establish Annual Proclamations.</p> <p>4. GUIDELINES:</p> <p>4.1 Proclamations are issued to charitable and non-profit organizations for a variety of reasons, such as increasing public awareness of a particular cause, promoting the health and well-being of the community, or promoting County initiatives of significance to County residents.</p> <p>4.2 Council shall review any new request for Proclamation based on the criteria outlined under this policy and has discretion to issue or refuse a Proclamation Request.</p>	

Title: Proclamations	Policy No.: 04-01
Section: 01	Code: P-R
Page No.: 2 of 5	
Policy Statement and Guidelines:	
<p>5. PROCEDURE:</p> <p>5.1 The requesting organization must provide background and the wording of the Proclamation;</p> <p>5.1.1 If the Proclamation wording is not provided, the Proclamation request will not be considered.</p> <p>5.1.2 Smoky Lake County reserves the right to edit and revise the wording of the Proclamation at its discretion, while maintaining the original messaging behind the proclamation.</p> <p>5.2 Smoky Lake County will provide the template as per Schedule 'B': Proclamation Template, on which the Proclamation wording will be inserted.</p> <p>5.3 Council may approve (or deny) any Proclamation by resolution of Council.</p> <p>5.4 The organization requesting the Proclamation is responsible for:</p> <p>5.4.1 Making arrangements with media to advertise the Proclamation and/ or event</p> <p>5.4.2 Organizing related activities and associated costs</p> <p>5.5 Approved Proclamations will be posted on the Smoky Lake County website on the "Proclamations" webpage, shared on social media and included in the Council Highlights in the Grapevine.</p> <p>5.6 Annual Proclamations as per Schedule 'A': Annual Proclamations, are automatically Proclaimed yearly.</p> <p>5.7 This policy shall be reviewed by administration and brought to Council, at minimum, annually prior to the start of the new year to confirm or revise the list Annual Proclamations.</p> <p>5.8 County Council reserves the right to remove any Standing Proclamations that no longer meet the criteria.</p> <p>6. CRITERIA:</p> <p>6.1 Proclamations shall meet at least one of the following criteria:</p> <p>6.1.1 the proclamation statement is for a charitable and/or not-for-profit organization, located within, or having a presence within, Smoky Lake County;</p> <p>6.1.2 the proclamation statement is relating to a local significant event recognizing a special honour for an organization;</p> <p>6.1.3 the proclamation statement is of national significance with a local Community connection;</p> <p>6.1.4 the proclamation statement is one of benefit and/or interest to the majority of the citizens of Smoky Lake County;</p>	

Title: Proclamations	Policy No: 04-01
Section: 01	Code: P-R
	Page No.: 3 of 5

Policy Statement and Guidelines:

6.1.5 the proclamation statement is an initiative of Smoky Lake County.

6.2 Proclamations may be denied if:

6.2.1 the interest to the Community is not clearly demonstrated; or

6.2.2 the request is political, personal conviction or religious in nature; or

6.2.3 the request involves any person or organization that promotes discrimination, hatred, violence or racism of any kind, or otherwise involved any illegal activity; or

6.2.4 the request is inflammatory, obscene or defamatory statements; or

6.2.5 the request is contrary to the County's bylaws or policies.

Section 01

SCHEDULE "A"
Annual Proclamations

Policy: 04-01

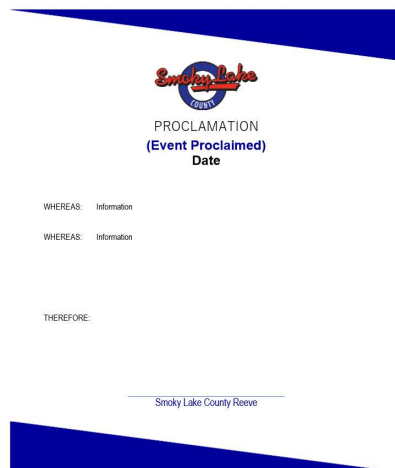
The following Proclamations are made annually:

- Canada Agriculture Day (February)
- Pink Shirt Day/Anti-Bullying (February)
- National Heritage Week (February)
- Canadian Agricultural Safety Week (March)
- National Volunteer Week (April)
- National Day of Mourning (April 28)
- Tourism Week (April)
- Red Dress Day (May 5)
- Moose Hide Campaign Day (May 11)
- International Professional Municipal Clerks Week (May)
- Safety and Health Week (May)
- Mental Health Week (May)
- National Police Week and Victims and Survivors of Crime Week (May)
- Economic Development Week (May)
- Public Works Week (May)
- Emergency Preparedness Week (May)
- National Accessibility Week (May/June)
- Alberta Rural Health Week (May/June)
- Seniors Week (June)
- World Elder Abuse Awareness Day (June 15)
- Canadian Rivers Day (June)
- Lemonade Day (June)
- Indigenous Peoples Day (June 21)
- National Drowning Prevention Week (July)
- Treaty 6 Day (August 23)
- Ukrainian Canadian Heritage Day (September 7)
- World Suicide Prevention Day (September 10)
- Alberta Development Officers Week (September)
- Métis Crossing Day (September 25)
- National Day of Truth & Reconciliation (September 30)
- Small Business Week (October)
- Fire Prevention Week (October)
- Métis Week (Week of November 16)
- Family Violence Prevention Month (November)

Section 01

SCHEDULE "B"
Proclamation Template

Policy: 04-01



Carried.

Evonne Zukiwski, Communications Officer, left Council Chambers to re-join virtually, time 11:57 a.m.

14. Executive Session:

Legal Issue: County Owned Land Sales

896-23: Fenerty

That Smoky Lake County Council go into Executive Session to discuss a Legal Issue: County Owned Land Sales, under the authority of the FOIP Act Section 27: Privileged Information, in the presence of all Council, Interim Chief Administrative Officer, Finance Manager, Planning Technician, and Executive Services Clerk, time 11:58 a.m.

Carried.

897-23: Fenerty

That Smoky Lake County Council go out of Executive Session, time 12:09 p.m.

Carried.

Addition to the Agenda:

Offer to Purchase County Owned Land – Plan 716CL, Block 1, Lot 9, Warspite

898-23: Cere

That Smoky Lake County accept the Expression of Interest in the amount of \$9,450.00 (\$9,000.00 + \$450.00 G.S.T.) received from Earl O'Hagan, for the purchase of the lands legally described as Plan 716CL, Block 1, Lot 9; **and** execute an Agreement to Purchase with Mr. O'Hagan, pursuant to Smoky Lake County Policy No. 61-10: Disposition of County-Owned Property; **and** apply the sale proceeds in the amount of \$9,000.00 to the said lands' Property Tax Roll # 40310109 towards the outstanding taxes in the total amount of \$14,421.43; **and** County Council approve to write off the remaining portion of property taxes owing in the amount of \$5,421.43.

Carried.

7. Request for Decision:

County-Owned Lands Public Land Sale Tender

899-23: Gawalko

That Smoky Lake County Council advertise through the Redwater Review newspaper, County's social media platforms, and on the County's website: a Public Land Sale Tender, with a closing date and time of Friday, December 1, 2023, at 4:00:00 p.m. Mountain Time, to offer for sale the lands with reserve bids as follows:

NW 2-59-12-W4M (13.57 acres) - Reserve Bid = \$45,000.00
NE 29-59-12-W4M (2.02 acres) - Reserve Bid = \$13,000.00
SW 21-60-13-W4M (1.0 acres) - Reserve Bid = \$12,000.00
SE 9-58-15-W4M (22.04 acres) - Reserve Bid = \$50,000.00
SW 35-S9-15-W4M (0.5 acres) - Reserve Bid = \$500.00
Plan 8120163, Lot 1 (20.16 acres) - Reserve Bid = \$70,000.00
Plan 3329ET (1.0 acres) - Reserve Bid = \$15,000.00
Plan 1955CL, Block 1, Lot 3, (3,900 sq. ft.) - Reserve Bid = \$2,000.00
Plan 1955CL, Block 1, Lot 18, (6,222 sq. ft.) - Reserve Bid = \$2,300.00
Plan 1039CL, Block 4, Lots 12-14 (13,637 sq. ft.) - Reserve Bid = \$1,800.00
Plan 1039CL, Block 4, Lots, 15 & 16 (12,803 sq. ft.) - Reserve Bid = \$1,200.00
Plan 716CL, Block 2, Lot 1 (3,900 sq. ft.) - Reserve Bid = \$ 9,000.00
Plan 0425044, Block H, Lot 10A (12,800 sq. ft.) - Reserve Bid = \$12,000.00
Plan 0425044, Block H, Lot 11A (10,000 sq. ft.) - Reserve Bid = \$11,800.00

Carried.

County-Owned Lands Public Land Sale Tender

900-23: Gawalko

That Smoky Lake County Council advertise through CLHbid.com, a Public Land Sale Tender, with a closing date and time of Friday, December 1, 2023, at 4:00:00 p.m. Mountain Time, to offer for sale the lands with reserve bids as follows:

NE 23-60-13-W4M (136.30 ACRES) - Reserve Bid = \$180,000.00
SW 34-61-13-W4M (127.60 ACRES) - Reserve Bid = \$130,000.00
NE 32-59-14-W4M (160.0 ACRES) - Reserve Bid = \$180,000.00

Carried.

Proclamation of Historical Significance: Heritage Manitoba Maple on River Lot 12

901-23: Halisky

That Smoky Lake County proclaim the Manitoba Maple Trees located at Metis Crossing on River Lot 12, as being trees of historic significance:

WHEREAS, the Victoria District National Historic Site of Canada, located within the Smoky Lake County, constitutes an important segment of the history of the Western Canadian settlement experience,

WHEREAS, this includes First Nations and Indigenous peoples, trading, missions, development of the fur trade, establishment of Métis river lot system, agricultural development, and Prairie immigration at the beginning of the 20th Century, and

WHEREAS, these immigrants brought with them their cultures and customs, as well as seeds and seedlings, including ‘Manitoba Maple Trees’ and

WHEREAS, the Manitoba Maple Trees located at 17339 Victoria Trail along the banks of this historic North Saskatchewan River (kisiskâciwanisîpiy), on River Lot 12, are likely more than 160-years-old,

NOW THEREFORE, Smoky Lake County does hereby proclaim the Manitoba Maple Trees located at Metis Crossing on River Lot 12 as being trees of historic significance.

Carried.

2023-24 Alberta Community Partnership (ACP) Grant Application

902-23: Cere

That **Smoky Lake County, as the Managing Partner**, in partnership with the Town of Smoky Lake, the Village of Waskatenau and the Village of Vilna, apply to the Alberta Community Partnership (ACP) 2023-24 Grant Intake, under the Intermunicipal Collaboration Stream, in the amount of \$100,000.00, for the purposes of obtaining grant funding to conduct an **Environmental Sensitivity Assessment Study** for the purposes of developing a Regional Municipal Land Use Suitability Tool; and further agree to abide by the terms of the Conditional Grant Agreement governing the purpose and use of the grant funds.

Carried.

2023-24 Alberta Community Partnership (ACP) Grant Application

903-23: Gawalko

That Smoky Lake County, in partnership with the Town of Smoky Lake, the Village of Waskatenau and the Village of Vilna, participate in the application to the Alberta Community Partnership (ACP) 2023-24 Grant Intake, under the Intermunicipal Collaboration Stream, in the amount of \$200,000.00, for the purposes of undertaking a **Regional Water, Service Delivery Wastewater, and Stormwater Service Delivery Infrastructure Study**; and approve the **Town of Smoky Lake as the Managing Partner**; and further agree to abide by the terms of the Conditional Grant Agreement governing the purpose and use of the grant funds.

Carried.

2023-24 Alberta Community Partnership (ACP) Grant Application

904-23: Serben

That Smoky Lake County, in partnership with the Town of Smoky Lake, the Village of Waskatenau and the Village of Vilna, participate in the application to the Alberta Community Partnership (ACP) 2023-24 Grant Intake, under the Intermunicipal Collaboration Stream, in the amount of \$200,000.00, for the purposes of undertaking a **Regional Infrastructure and Engineering Study**; and approve the **Village of Vilna as the Managing Partner**; and further agree to abide by the terms of the Conditional Grant Agreement governing the purpose and use of the grant funds.

Carried.

2023-24 Alberta Community Partnership (ACP) Grant Application

905-23: Fenerty

That Smoky Lake County, in partnership with the Town of Smoky Lake, the Village of Waskatenau and the Village of Vilna, participate in the application to the Alberta Community Partnership (ACP) 2023-24 Grant Intake, under the Intermunicipal Collaboration Stream, in the amount of \$200,000.00, for the purposes of undertaking a **Regional Recreation Services Inventory and Operations and Feasibility Study**; and approve the **Village of Waskatenau as the Managing Partner**; and further agree to abide by the terms of the Conditional Grant Agreement governing the purpose and use of the grant funds.

Carried.

Bylaw No. 1451-23: Municipal Reserve (MR) Designation - Warspite

906-23: Cere

That Smoky Lake County **Bylaw No. 1451-23: Municipal Reserve (MR) Designation - Warspite**, for the purpose of designating Plan 2562BS, Block RLY, Lot 59, in the Hamlet of Warspite as a Municipal Reserves (MR), be given **FIRST READING** as amended to reflect an extended timeframe for review from a period of five years to seven years.

Carried.

Moved by Councillor Fenerty that Smoky Lake County **Bylaw No. 1451-23: Municipal Reserve (MR) Designation - Warspite**, for the purpose of designating Plan 2562BS, Block RLY, Lot 59, in the Hamlet of Warspite as a Municipal Reserves (MR), be given **SECOND READING**.

Carried.

Moved By Councillor Gawalko that Smoky Lake County Council give **unanimous consent for permission for Third Reading** to **Bylaw No. 1451-23: Municipal Reserve (MR) Designation - Warspite**, for the purpose of designating Plan 2562BS, Block RLY, Lot 59, in the Hamlet of Warspite as a Municipal Reserves (MR).

Carried Unanimously.

Moved by Councillor Cere that Smoky Lake County **Bylaw No. 1451-23: Municipal Reserve (MR) Designation - Warspite**, for the purpose of designating Plan 2562BS, Block RLY, Lot 59, in the Hamlet of Warspite as a Municipal Reserves (MR), be given **THIRD & 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.

Meeting Recessed

Meeting recessed for Lunch, time 12:27 p.m.

Meeting Reconvened

The meeting reconvened on a call to order by Reeve Lorne Halisky at 12:49 p.m. in the physical presence of all Council members, Interim Chief Administrative Officer, Executive Services Clerk, Finance Manager, and the virtual presence of the Planning & Development Manager, Planning Technician, Communications Officer, and one Member of the Public.

North Saskatchewan Watershed Alliance (NSWA) Membership

907-23: Halisky

That Smoky Lake County **defer** the correspondence received from the North Saskatchewan Watershed Alliance (NSWA), dated September 5, 2023, and Invoice #2024.026, dated September 5, 2023, for a Year-2024 per capita municipal contribution in the amount of \$2,457.60; until after clarification is received from NSWA as to what the per capita rate amount is, and what population number was used to calculate the said invoice.

Carried.

Rural Municipalities of Alberta (RMA) Annual Fall Convention

908-23: Cere

That Smoky Lake County Council and relevant staff who can attend – attend the Rural Municipalities of Alberta (RMA) Annual Fall Convention, scheduled for November 6 to 9, 2023, at the Edmonton Convention Centre.

Carried.

Lakeland Industry & Community Association (LICA) Board of Director Seat Appointment

909-23: Halisky

That Smoky Lake County confirm Councillors Lorne Halisky and Dan Gawalko were appointed as liaison for the Lakeland Industry and Community Association (UCA), and Smoky Lake County will be appointing (or re-appointing) members at the Organizational meeting scheduled for October 26, 2023; in response to the letter received from Kristina Morris, Executive Director, of UCA, dated August 8, 2023.

Carried.

Town of Smoky Lake Request to Cost Share Replacement of Library Sidewalk

910-23: Serben

That Smoky Lake County Council **deny** the request for funding outlined in the correspondence deferred by County Council Motion #781-23, on August 3, 2023, from the Town of Smoky Lake, dated July 28, 2023, requesting the County cost share the replacement of a 36' x 4' 6" sidewalk at the Smoky Lake Public Library at a cost to the County in the amount of \$1,800.00, to rectify flooding of the Library's basement, in reference to the copied letter from the Smoky Lake Public Library to the Town of Smoky Lake, dated November 16, 2022, relating to the Library's basement flood insurance claim submitted in August 2022; as replacing the sidewalk may not guarantee addressing the flooding issue.

Carried.

8. Interim Chief Administrative Officer's Report:

Chief Administrative Officer - Report Period: August 24, 2023 - September 21, 2023			
LEGISLATIVE / GOVERNANCE			
Projects	Date In Progress	Date Outstanding	Date Completed
<p>Saddle Lake Cree Nation</p> <ul style="list-style-type: none"> To date, County has not received any reply from Saddle Lake Cree Nation. To meet to get to know each other better, and to help us understand how we can be a more supportive neighbour and develop a working relationship. The latest letter hand-delivered to Chief Terry Cardinal and Council, Saddle Lake Cree Nation was June 22, 2023. <p>Recommendation: That Smoky Lake County send a letter extending an invitation to a luncheon meeting in the County Council Chambers to develop a working relationship and discuss mutual interests; and invitation to be emailed and hand-delivered.</p>	2022		June 22
<p>Service Assessment and Economic Development Strategy – 13Ways Report</p> <ul style="list-style-type: none"> At the Joint Municipalities Committee recommending motion that each respective municipality adopt the "Service Assessment and Economic Development Strategy – Smoky Lake Region" document, dated October 2022, prepared by 13Ways Inc. which was funded through the Alberta Community Partnership (ACP) Grant, program under the "Intermunicipal Collaboration Framework" Component. This document will be utilized as an information resource to reference in implementing a good governance model for developing a Regional Economic Development Plan. <p>Recommendation: That Smoky Lake County adopt the "Service Assessment and Economic Development Strategy – Smoky Lake Region" document, dated October 2022, prepared by 13Ways Inc. which was funded through the Alberta Community Partnership (ACP) Grant, program under the "Intermunicipal Collaboration Framework" Component; and utilize the document as an information resource in implementing a good governance model for developing a Regional Economic Development Plan considering the recommendations with the document as follows:</p> <ul style="list-style-type: none"> Realize Efficiencies <ul style="list-style-type: none"> Asset Management and Budgeting Joint operations of linear services Administrative support Coordinated Fleet management Grow the pie <ul style="list-style-type: none"> Regional Economic Development Strategy Regional Marketing Strategy Regional Land Use and Development Planning Make it Happen <ul style="list-style-type: none"> Develop a Common Purpose with a Shared Strategic Direction and a "Shared Objectives" Prepare a Governance Structure and Organizational Processes that is effective Identify the required financial and human resources to implement the initiatives 	September 12		

<p>Regional Communication Strategy</p> <p>■ At the Joint Municipalities Committee discussion was held in respect to improving Communication in a Regional Concept. As this was mutually agreed by the 4 municipalities to forward this to ICC– need a motion to proceed with regional cooperation, as this committee is the primary forum used to address and develop future service delivery agreements.</p> <p>Recommendation: That Smoky Lake County regionally provide a "Notice of Intent" to refer a Regional Communication Strategy to a future Intermunicipal Collaboration Committee (ICC) Meeting to provide each respective municipality with timely and sufficient information for meaningful dialogue, to conduct a shared service review in respect to Regional Communication, in accordance with the Joint Agreement under each respective Bylaw known as the "Protocol for Regional Cooperation", to:</p> <ul style="list-style-type: none"> • Evaluate the likelihood of success of a potential area for regional cooperation; • Clarify expectations of the parties if a topic is addressed. • Identify requisite conditions for success at the start of an initiative; and • Explore the actions required to sustain the initiative. 	<p>September 12</p>		
<p>Regional Heritage Tourism</p> <p>■ At the Joint Municipalities Committee discussion was held in respect to our regional heritage board. The PowerPoint presentation highlights some of their wonderful work and suggested a review of the Heritage Management Plan for expand resources as per the 20-Year Action List adopted in 2016.</p> <p>Recommendation: That Smoky Lake County approve to for the "Regional Heritage Tourism" concept, as discussed at the Joint Municipalities Meeting held on September 12, 2023, to a Intermunicipal Collaboration Committee (ICC) Meeting for the purpose of reviewing the shared service in accordance with the Heritage Management Plan Policy: Schedule "A": 20-Year Action List, under Policy Statement No. 61-20-01, Section 4.3: Awareness and Education.</p>	<p>September 12</p>		
ADMINISTRATIVE			
Projects	Date In Progress	Date Outstanding	Date Completed
<p>Waskatenau Drainage – CN Owned Property adjacent to the Waskatenau Creek, near the Village of Waskatenau:</p> <p>History:</p> <ul style="list-style-type: none"> • March 16, 2023: County (Kyle): Contacted to obtain permission to undertake drainage work. • March 22, 2023: CN (Adele Ammar): Asking for more detail. • March 23, 2023: County (Kyle): Will get back as soon as possible. • March 29, 2023: County (Jordan): Sent pictures/aerial photo with details. • April 5, 2023: CN (Adele Ammar): Thank you – any drainage plans for engineers to review County proposal. • April 21, 2023: County (Gene): History provided and why we receive flooding complaints • August 2, 2023: County (Jordan): Been some time now – asking for update on status of the Waskatenau Drainage. 	<p>March 16</p>	<p>Sept 15</p>	<p>?</p>
<ul style="list-style-type: none"> • August 11, 2023: CN (Adele Ammar): Sent to manager – but on vacation. Will follow-up with him next week. • September 7, 2023: County (Jordan): Another month has past now – item came up yesterday's meeting of Council. Frustration with how long waiting to receive a response. • September 15, 2023: CN (Julianne Threftall – Public Works Manager for Alberta): Clarifying ask – if its access permission. This particular piece of property is non-operating property and our Real Estate division has expressed – if County is interested in purchasing. • September 15, 2023: County (Jordan): regarding the scope of work that the County wishes to undertake on this property, I will defer to our Public Works Manager Christopher Minailo (cminailo@smokylakecounty.ab.ca) as he is more familiar with the particulars of the situation. With respect to the County potentially purchasing the property from CN, I would need to bring a proposal to Council. It would be helpful to connect with your real estate team to discuss this in further detail, so I would appreciate if you could put me in touch with them. • September 15, 2023: CN (Julianne Threftall): Chris can connect with Anees copied here for the work and access required. And Paul Stiles copies here is the correct contract for discussing the purchase with. • September 19, 2023: County (Chris): sent an email to Anees Hussain Anees.Hussain@cn.ca 			
<p>Administrator's Meeting: Few items that were discussed:</p> <ul style="list-style-type: none"> ▶ Regional FCSS Proposal – Concept: Further discussed at an ICC Meeting. ▶ Regional Newsletter: An RFD will be prepared for the JMM. ▶ 2023-24 Alberta Community Partnership (ACP) Inter-municipal Collaboration Grant Application: Projects confirmed ▶ Update on Building Security – Options provided to municipalities 	<p>September 6</p>		
<p>Municipal Information Sharing</p> <p>■ At the Joint Municipalities Meeting – Councils were updated on how difficult the development of a regional newsletter would be. Recommending Motion made utilizing a single web-based calendar through Lakeland DMO's platform as a one-stop resource for the community to learn about public events; and recommend each respective municipality share each other's newsletters on their websites and on their social media.</p> <p>Recommendation: That Smoky Lake County approve the Communication Department to utilize the single web-based calendar through Lakeland DMO's platform as a one-stop resource for the community to learn about public events; and agree municipally to share each other's newsletters on their websites and on their social media.</p>	<p>September 12</p>		

MSCNet: The agreement still has not been executed. Still working with the Company on provide information - small details: What Public Works building is the GigAir equipment being installed. Will continue to provide update to Council until complete.	June 15		
FINANCIAL			
Projects	Date In Progress	Date Outstanding	Date Completed
Nothing under Finance.			
HUMAN RESOURCES			
Projects	Date In Progress	Date Outstanding	Date Completed
■ Held a Staff Debrief in respect to the last Council meeting	September 13		September 13
■ Natural Gas Department: Job Posting to Technician closed on Friday, September 15, 2023. Received: 21 resumes in total, 10 are from overseas/foreign. In the process of short-listing to interview.	September 15		
COMMUNITY			
Projects	Date In Progress	Date Outstanding	Date Completed
CASA c/o Elena Jarema: Letter of Support – CASA is working with HAK school to raise funds for a new playground to be installed for the coming school year. They are unable to move the current school playground to the new school location so a new playground must be built. They are looking for letters of support to help assist when applying for grants. Recommendation: That Smoky Lake County Council approve action taken by administration for providing a letter of Support to the Community and School Association (CASA) for the new playground Project at the new H.A Kostash School in Smoky Lake.	Sept 11		Sept. 19
TRAINING / MEETINGS			
Signature: Interim Chief Administrative Officer		County Council Meeting: September 28, 2023	

One Member of the Public, virtually joined the meeting, time 1:07 p.m.

Saddle Lake Cree Nation Band #462

911-23: Fenerty

That Smoky Lake County send a letter to the Saddle Lake Cree Nation Band #462, extending an invitation to a luncheon meeting proposed for Wednesday, November 15, 2023 or Friday, November 17, 2023, at a venue to be determined, for the purpose of fostering a working relationship and discussing mutual interests; with the invitation to be emailed as well as hand-delivered by a member of Council.

Carried.

Service Assessment and Economic Development Strategy – 13Ways Inc. Report

912-23: Halisky

That Smoky Lake County adopt the “Service Assessment and Economic Development Strategy – Smoky Lake Region” document, dated October 2022, prepared by 13Ways Inc., which was funded through the Alberta Community Partnership (ACP) Grant, program under the “Intermunicipal Collaboration Framework” Component; and utilize the document as an information resource in implementing a good governance model for developing a Regional Economic Development Plan considering the recommendations the document as follows:

- Realize Efficiencies
 - Asset Management and Budgeting
 - Joint operations of linear services
 - Administrative support
 - Coordinated Fleet management
- Grow the pie
 - Regional Economic Development Strategy
 - Regional Marketing Strategy
 - Regional Land Use and Development Planning
- Make it Happen
 - Develop a Common Purpose with a Shared Strategic Direction and a “Shared Objectives”
 - Prepare a Governance Structure and Organizational Processes that is effective
 - Identify the required financial and human resources to implement the initiatives.

Carried.

Regional Communication Strategy to Intermunicipal Collaboration Committee (ICC)

913-23: Cere

That Smoky Lake County regionally provide a “Notice of Intent” to refer a Regional Communication Strategy to a future Intermunicipal Collaboration Committee (ICC) Meeting to provide each respective municipality with timely and sufficient information for meaningful dialogue, to conduct a shared service review in respect to Regional Communication, in accordance with the Joint Agreement under each respective Bylaw known as the “Protocol for Regional Cooperation”, to:

- Evaluate the likelihood of success of a potential area for regional cooperation;
 - Clarify expectations of the parties if a topic is addressed.
 - Identify requisite conditions for success at the start of an initiative; and
 - Explore the actions required to sustain the initiative.

Carried.

Regional Heritage Tourism to Intermunicipal Collaboration Committee (ICC)

914-23: Halisky

That Smoky Lake County approve the “Regional Heritage Tourism” concept, as discussed at the Joint Municipalities Meeting held on September 12, 2023, to a future Intermunicipal Collaboration Committee (ICC) Meeting for the purpose of reviewing the shared service in accordance with the Heritage Management Plan Policy: Schedule “A”: 20-Year Action List, under Policy Statement No. 61-20-01, Section 4.3: Awareness and Education.

Carried.

Smoky Lake Region Municipal Information Sharing

915-23: Fenerty

That Smoky Lake County Council approve to utilize a single web-based calendar through Lakeland DMO’s web-platform, as a one-stop resource for the community to learn about public events; and approve to share each respective Smoky Lake Region Municipality’s newsletters on the County’s website and social media to address Smoky Lake Region Municipal Information Sharing as discussed at the Joint Municipalities Meeting held on September 12, 2023.

Carried.

Smoky Lake Community and School Association (CASA) – Letter of Support

916-23: Serben

That Smoky Lake County Council approve action taken by administration for providing a letter of support to Smoky Lake’s Community and School Association (CASA) for their applications for grant funding towards a playground project at the new H.A Kostash School in the Town of Smoky Lake.

Carried.

Interim Chief Administrative Officer Report

917-23: Cere

That Smoky Lake County’s Interim Chief Administrative Officer’s report for the period of August 24, 2023, to September 21, 2023, be accepted for information.

Carried.

9. Council Committee Reports:

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:

- August 21 attended the Lakeland Agricultural Research Association (LARA) meeting in Ashmont, LARA has been approved to become a member of LICA for this year, still waiting to hear back from farmers for climate action solutions, Kevin gave a report on the Ag Smart conference hosted by Olds college, Wanda gave her chair report she attended the Smoky Lake field day August 2 and the pasture and grazing tour in Lac La Biche also, the FarmRITE report was given by Alyssa and she let the executive directors of Farming Smarter and SARDA ag research that Lara is still on board with some advocacy efforts going forward, also in her executive director report she signed

the living labs 2023-2024 contract and submitted an application for the next round of WRRP funds, met with the organizer of the Alberta soil science tour LARA will be a stop on their tour next May, she attended Wheatstalk at Lakeland college, has met with local MLA Scott Cyro discuss the importance of regionally applied research and funding, she has also requested a meeting with Brian Jean MLA Ft. McMurray and Glen VanDijken MLA Athabasca Barrhead Westlock, working on a young farmers social for November Wintersteiger was out to do annual maintenance on the new combine, provided a write up on the High Legumes Pastures project to Organic Alberta for their special edition magazine being released in November for their annual conference, she also provided the financial statements, LFA report was given, a few footrot cases, received over 13" of rain ,bull take out day was August 10, 5 heifers are missing, the board also made a decision to purchase a used Dodge diesel truck to use as a haul truck ..

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:

August 2, 2023 – Community Futures – Zoom – 5:30 p.m.

- The purpose of this meeting was to address 3 loans. Because of confidentiality reasons, no details will be shared with Council.

August 14, 2023 – Muni-Corr Mtg. – St. Paul – 9:00 a.m.

- Delegation: Corwin Robinson, Black Ace Construction – request for approval to cross Iron Horse Trail. Deferred until more information received from Town of St. Paul.
- Riverland Recreation Trail Society (Marvin Bjornstad) – report given
- Executive Report (Marianne Janke) – report given, financial are in order. Marianne received info on GIC rates. Decision made to invest.
- Planning for Iron Horse Trail ride – September 11, 2023
- Closed Session on Bellis Property

August 25, 2023 – NLLS Bd. Mtg. – Elk Point– 9:00 a.m.

- Chairperson's Report – Jennifer Anheliger. Alberta Library Trustee Association (ALTA) report – Jennifer Anheliger. Budget Vs. Actuals & Financial Management Report – James MacDonald Briefing note: Budget lines over by 10%. This is the result of last year's late decision to adopt Deepfreeze and is an anticipated overage. The OROS expenditures are also over by 10% and anticipated as NLLS draws down the reserve in that area. Library levies are nearly all paid.
- Board Development Moment Should I Vote For This Budget? A webinar by the Alberta Library Trustees Association discusses the intricacies of library budgets. This webinar is directed toward local library budgets, but much of the content can be related to system budgets. A good presentation that should be viewed by Council.
- Draft Budget Briefing Note: This is a first look at the budget for 2024 and the presentation that will be made to the Board on August 25th. Given the size of our board and the lengthy process of development and approval, policies are voted upon at the general board meetings as an omnibus motion.
- Policies for revision: We went through a number of policies that needed additions, deletions & revisions.
- Next meeting: November 4 @ 10:00 a.m.

September 7, 2023 – Community Futures – Zoom – 5:30 p.m.

- The delinquency/loan portfolio reports have been deferred to next meeting. There were some changes/additions to loans. One client has cancelled his loan request. Financial report was given. Everything is in order. The auditor is coming to do the books in October, training to be done on new system for office staff. Open Farm Days – 281 people attended the Museum (CF paid for admittance). Upcoming Symposium – 89 people registered from CF's in the Province. Pre-budget consultations – CF's are being heard, no raise has been given since 2010, so they are requesting that Treasury increase their budgets by 35%. Upcoming Conference – PowerUp North – CF will pay for registration & rooms.

September 11, 2023 – Muni-Corr Trail Tour – 8:30-6:00 p.m.

- Smoky Lake (40 minute stop) CN Station, Pumpkin Park and Trans Canada Trail Pavilion
- 16km. to Edward - Water line construction and area where a spring was opened. Through wetlands (White Earth Creek area), Danyluk Hill (possible MG30 test site)
- 8km. to Bellis - Bellis North Natural Area. Gravel pit owned by N.E. Muni-Corr Ltd. starts at RR160. Belville Campsites
- Arrive at Vilna - Large staging area, Stry School House, Vilna Pool Hall, Vilna Historic Downtown. Giant Mushrooms
- 14km. to Spedden - UFA Staging Area
- 15km. to Ashmont
- 6km. to Abilene Junction - Land base, Steam Boiler (Asbestos) see picture
- 17km. to St. Paul - Trail splits at Owlseye (can either go to Cold Lake or to Lindbergh from here)
- Arrive at St. Paul

September 13-14, 2023 – Bordering on Disaster Conference – Lloydminster

- There were several great speakers at this Conference. Susan Ancel (EpCor) presented on the development of strategic plans for water, sanitary & storm water systems in Edmonton. It provided an overview of the roles & responsibilities of insurance companies, the 3 levels of governments and NGO's and efforts being made to improve communications and increase awareness as communities struggle with floods. Christine Blair (Mayor, County of Cochester, NS) led us through the events surrounding the largest shooting in Canada's history. She spoke of the reactions, management and continuing recovery of what happened that day. Karen Collins (Mgr of Emergency Planning Unit, Vancouver Police Dept). Ms. Collins has 25 years in the police service in addition to being the Provincial Coroner and instructs at the Emergency Mgmt Division at the Justice Institute. She has worked with disaster victim identification around the world and is currently working on a Disaster Plan for Vancouver. Shawna Bruce (Director/Owner, M.D. Bruce & Associates) spoke of communications in risk & crisis management and keeping communities informed & safe. Rebecca Macklon & Bre Hutchinson (AEMA) spoke of creating a culture of preparedness. We also received an update on Provincial Programs. Katie MacDonald (Emergency Social Services, RMWB) discussed the 2023

operations surrounding the Rocky River Fire. An interesting session as there were municipalities, First Nations, and Metis Settlements involved. Jackson Heraid (Maskwacis Health Authority) spoke of the assessment and control of psychological hazards in the workplace, i.s. stress.

September 20-22, 2023 – Community Futures Symposium – St. Paul

- There were some very good sessions at this symposium. (1) Building Strong Relationships: Setting Boundaries (Jan Rockuchy, Assure Occupational Testing, Inc) spoke on how to carry out the business you're involved in on time & within budget. Other topics included what to say yes to (have a clear vision), types of boundaries (social, physical, intellectual, emotional, sexual, spiritual), thoughts/feelings (behavioural), and communicating boundaries. (2) CF sustainability & Simplified Governance – how to minimize conflicts that Boards face. Stop having strategic plans that are a wish list. Have a sustainability plan (specific outcomes to achieve sustainability). His suggestion was to get rid of Job Descriptions and replace it with a job profile with expected outcomes. (3) Thursday's session was the entrepreneurs' panel. Speakers were Billi J. Miller (Author) Farmwives in Profile, Jeff Gaye (Respect Newspaper), Debra Poulin (Twisted Fork), and Jacquie Fenske (former MLA & owner of Fifendeckel Restaurants). They spoke of how and why they are a success, what motivated them, and how to continue being a success).

Other Meetings

- August 3, 2023 – County Council Meeting – County Chambers
- August 9, 2023 – Smoky Lake Region ICC – County Chambers
- August 10, 2023 – SoftLaunch Solar Project – Metis Crossing
- August 13, 2023 – Waskatenau Fair Parade
- August 19, 2023 – Vilna Boomtown Days
- August 23, 2023 – County Council Meeting – County Chambers
- August 23, 2023 – Vilna Municipal Library Meeting – 7:30 p.m.
- August 24, 2023 – Vilna Municipal Library Meeting (emergency mtg) – 6:00 p.m.
- August 30, 2023 – Policy Committee Mtg. – County Chambers
- September 7, 2023 – County Council Meeting – County Chambers
- September 26, 2023 – CAO Recruitment Committee Mtg. – County Chambers
- September 28, 2023 – County Council Meeting – County Chambers

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

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

August 17: Regular Foundation Mtg.

- Reports were presented by managers, Compliance Audit, AHS, DSL Agreement and CMR Email and Template deferred to next meeting. Motions made to have administration investigate hiring a facilitator to handle Resident Satisfaction Survey in 2024 and to have cameras brought back into operation as per AB Regulations and Guidelines as soon as possible. Information items were reviewed and filed for information. Motion was also made to, if needed, offer housing to a community member who recently lost home due to fire. Closed Session was held, and meeting adjourned at 12:43 pm.

August 19: Vilna Parade

August 23: library Board Mtg., (Alternate; attended via Zoom).

- This meeting included a great information session on budgets.

August 30: Policy Committee Mtg.

- Discussed Cemetery Maintenance and Funding, Proclamations, Customer Conduct Policy as well as Social Media.

September 5: Special Foundation Mtg.

- Closed Session

September 6: Webinar: Making the Case for Reuse and Prevention.

- This webinar was put on by Busch Systems and had 3 panelists present who discussed waste reduction, reusable food ware programs (more prevalent in Europe and the USA but it is showing up in a few cities in Canada - Toronto and Vancouver), and the NEED to move from single use to reuse. The presentation finished questions asked by the viewers to the panelists.

September 7: Regular Council Mtg.

September 12: Grand Opening of H. A. Kostash School

September 12: Special Mtg.; Bar V Nook Boardroom

- Closed Session

September 12: Joint Municipalities Mtg., Smoky lake Golf Course

- Inquired about the lack of bussing services (route C44) to the Catholic School in Waskatenau. Lakeland superintendent will look into this.

September 13: Strategic Thinking, GoA presentation, Zoom.

- A very good presentation on the importance of having a good strategic plan in place. It encourages public trust, helps influence direction and continuity as well as should reduce time spent on monthly meetings. Discussed who does what in strategic planning, explained what one should have in their vision, mission, and value statements, goals, strategies as well as action and evaluation plans. This discussion also suggested means to incorporate strategic planning and also suggested that the strategic plan be questioned on a monthly basis; for example, ask questions such as What are we doing to make progress on our strategic plan? How do our RFDs add to the strategic plan? How does this action/motion we are discussing align with the strategic Plan? lastly, it was also suggested that a copy of the Strategic Plan be kept out in the open, on your desk and very visible to help you keep in in mind and alive.

September 15: Foundation Residents Mtg.

- (No hard copy of agenda available) Minutes from last meeting were reviewed (newspaper- no longer available, evacuation plan - see notice, parking - still under discussion, Satisfaction Survey - overall it was good, furniture purchased recently).
- Meeting then continued with Cst. Hanna doing a presentation to update seniors on Harassment and Bullying, the manager updating everyone on the progress of the new Fall and Winter menu as well as fire alarm procedures and a bit of information on the upcoming Flu/Covid season. A reminder that Christmas is not too far away, and planning needs to start soon. Kerri from AB.

Home Care also spoke about the importance of recognizing when you are ill and making sure that you share that with staff or the manager. As well, residents can anticipate a change in the rotation of AHS staff. Residents are always welcome to speak with the manager if there are any issues. The meeting concluded with the manager reminding residents that they have the right to form their own Family Council.

September 18: Special Council Mtg.

- Closed Session

September 20: Special Mtg.; Bar V Nook Boardroom

- Closed Session

September 22: Regular Foundation Mtg.

- Reports were presented, Business Arising included deferring some items as well as rescinding two motions from previous meeting. Policy Review was also deferred to a future meeting.
- Tammy and Dominique will be attending the October 5 ASCHA North Region meeting in Sherwood Park. Two Closed Sessions took place during this meeting and meeting adjourned shortly after 1 pm.

September 26: CAO Recruitment Mtg.

- Closed Session

September 26: Government Liaison Committee Mtg.

- Closed Session

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:

August 17, 2023 – Alberta’s Lakeland DMO Meeting (Lorne - virtually)

- Tourism Partnership Updates were given on Kalayna Country and how they play apart in tourism in the Lakeland, PrairiesCan Projects are still on pace for completion, work is progressing on the Escape to the Lakeland Contest and on STEP Regional Trails Master Plan.
- Treasurers report was giving with all in good standing.
- Kalayna Country is looking for volunteers to work a casino.

August 18, 2023 – Luncheon with the Premier Danielle Smith, at Westlock (Lorne & Jered in-person)

- A meet and greet with Premier Smith was held with limited attendance and questions from attendees. Some questions discussed including but not limited to Policing coverage, EMS coverage, lack of Volunteer Fire Fighters, Housing shortage, Crime reduction etc.

August 19, 2023 – Vilna Boomtown Days Parade in Vilna (Lorne, Jered, Linda, Dominique & Dan in-person)

- Participated on the County’s parade float – float won second place prize.

August 23, 2023 - Regular Council Meeting, held in Chambers (Lorne, Jered, Linda & Dan in-person, Dominique - virtually)

- Gave 3rd & final reading to Bylaw 1450-23: Physicians and Health Care Professionals Committee.
- Amended Policy #05-05-03: Physicians & Health Care Professionals Committee Terms of Reference.
- Adopted Policy #61-08-01: Regional Engineering and Design Standards (REDS).
- Sponsored RMA Resolution - Modern Sport Fishing Regulations Supporting Ecosystems, Rural Tourism, Quality of Life, and Economic Development
- Sponsored RMA Resolution - Post-COVID Bridging Supports for Small and Medium-sized Community Halls and Facilities.
- Appointed Lorne & Jered to the Housing Ad-Hoc Working Group Committee for Housing Opportunities and Initiatives.
- Agreed to approve the Smoky Lake Regional Heritage Board funding in Year 2024 and Year 2025 budget.

August 24-25, 2023 – RMA District 5 Meeting in Fort McMurray (Lorne in-person)

- Reviewed and approved District 5 policies.
- Determined the amount of compensation for Administrative Member Municipality & Executive.
- Received reports from, RMA President: Paul McLauchlin, RMA District No. 5 Director: Kevin Wirsta, RMA District No. 5 FCM Representative: Robert Parks, and the Financial Reports.
- Supported Beaver County’s Bee Resolution advocating to allow Honeybee shipments from the United States be permitted for importation to Canada to combat the depopulation of Canada’s Honeybee hives.
- Supported Strathcona County’s Escooter Resolution advocating to establish provincewide regulations relating to the operation and personal use of e-scooters and miniature personal electric vehicles.
- Supported Smoky Lake County’s Resolution advocating for Post-COVID Bridging Supports for Small and Medium-sized Community Halls and Facilities.

August 30, 2023 – Policy Committee Meeting held in Chambers & virtual (All Council in-person)

- Recommended researching neighboring municipality’s Cemetery Maintenance Funding Policies and/or Bylaws, to potentially create a new policy in respect to same.
- Recommended the draft Proclamations Policy, be consideration of adoption.
- Recommended training for staff for dealing with difficult people and a refresh of the protocol for reporting incidents relating to encounters with difficult people.
- Recommended Policy # 01-46-02: Social Media, be reviewed by Administration to promote the region in every aspect.

August 31, 2023 – Regional Community Development Committee RCDC in Chambers & virtual (Lorne & Jered in-person, Linda, and Dominique - virtually)

- Recommended Smoky Lake County, pursue opportunities to return veterinary services at the vacant veterinary clinic new Smoky Lake.
- Recommended Smoky Lake Region’s Physicians and Health Care Professionals Committee (formerly known as the Doctor Retention and Recruitment Committee), facilitate attracting additional Veterinarians to the Smoky Lake Region.

- Established a sub-committee for Community Economic Development Officer (CEDO) recruitment.
 - Approved to participate in the 2024 Edmonton Boat & Sportsman Show being held in March.
- September 7, 2023 – Regular Council Meeting in Chambers & Virtual (All Council in-person)
- Added Dominique as an additional alternate to the Housing Ad-Hoc Working Group Committee for Housing Opportunities and Initiatives.
 - Acknowledged the generous \$100,000 donation from Mr. Jim Ratsoy, to the Town of Smoky Lake, towards preserving the Canadian Northern (CN) Railway Station in the Town of Smoky Lake.
 - Adopted the County's 2023-2027 Five-Year Financial Plan.
 - Approved the Year-2023 Property Tax Sale, to be held on December 1, 2023 at 10:00 am.
 - Approved \$1,500 towards the Threshing Bee event held during Pumpkin Fair.
 - Approved in-kind assistance of manpower & equipment to the Pumpkin Fair event.
 - Approved \$250 for an advertisement in the 2023 Pumpkin Fair brochure.
 - Assumed electricity payment responsibility for 3 street lights just outside of Waskatenau.
 - Approved to maintenance of 50th Street in Vilna which turns into our Rge Rd 135.
 - Approved brushing custom work at cost to the Village of Vilna.
- September 7, 2023 – RCMP BBQ held at the Smoky Lake Detachment (All Council in-person)
- Attended to show support of the Smoky Lake County and took the opportunity to chat with RCMP Members about policing, mainly such as crime in the region, public town halls etc.
- September 12, 2023 – Grand Opening of the new H. A. Kostash School in Smoky Lake (Lorne, Jered, Dan & Dominique in-person)
- As part of the dignitaries' presentations, the Reeve brought greetings and a congratulatory message to the assembly, which was attended by students, faculty, MLA, Town Council, County Council, staff, and community stakeholders.
 - Took advantage of the MLA's presence and discussed other matters such as the opening of the Smoky Lake Courthouse, bridge funding, housing shortage, watercourse management etc.
- September 12, 2023 – Joint Municipalities Meeting hosted by the Town of Smoky Lake (Lorne, Jered, Dominique, and Dan in-person)
- Received updates from: Smoky Lake RCMP Detachment, Victim Services, Lakeland Catholic Separate School Division, Aspen View Public School Division, Smoky Lake Region Heritage Board.
 - Recommended Regional Heritage Tourism be brought to an Intermunicipal Collaboration Committee (ICC) Meeting.
 - Recommended utilizing a single web-based calendar through Lakeland DMO's platform as a one-stop resource for the community to learn about public events; and recommend each respective municipality share each other's newsletters on their websites and on their social media.
 - Recommended a Regional Communication Strategy be brought a future Intermunicipal Collaboration Committee (ICC).
- September 13, 2023 – Elevate Wellness Meeting held in Town Chambers & virtually (Lorne - virtually)
- Contacting Smoky Lake Senior Drop In Centre to inquire about hosting indoor badminton weekly as a community event.
 - Coordinating with Home Hardware owner to update/availability of backordered items.
 - The Smoky Lake Public Library will compile data of number of people taking out equipment and survey results for Elevate Wellness Evaluation Plan.
 - In progress as equipment backordered and still has not arrived and will make purchase at Home Hardware when items arrive.
 - Will make additional revisions and work with SL Library to ensure full listing of LoT items is on Smoky Lake Public Library website and will launch with new summer items of soccer and basketball.
 - Uploading data from evaluation surveys from Seedy Saturday event for next meeting.
 - Trail signage designs to be completed and sent out to team for final proofing then forwarded to printing company for completion.
 - Researching some quotes for greenery on panels like "ivy" or "hops."
 - Researching costs for solar post cap toppers for fence.
 - Purchasing twenty-five dollar gift card from Home Hardware in appreciation of volunteer contribution for herb garden help at planter in Devonian Park.
 - Providing more information on art panels on cedar fence based on previous project from Millet coalition.
 - Preparing a Request for Decision for the Devonian Park Bulletin Board partnership to be presented at the next regular Town of Smoky Lake Council Meeting on behalf of the Elevate Wellness Committee.
 - Updated draft Budget will be presented at the next team meeting.
- September 14, 2023 – Regional Community Development Committee RCDC in Chambers (Lorne in-person)
- Reviewed and recommended changes to the CEDO position job description, contract, salary and advertisement.
- September 18, 2023 – Special Council Meeting in Chambers/virtual (Lorne, Jered, Linda & Dominique in-person, Dan - virtually)
- Discussed the bridge identified as BF08200, on Township Road 590, East of Range Road 132 which was closed on June 26, 2023, due to structural failure.
 - A motion to repair the bridge as an unbudgeted expense out of General Capital Reserves, to temporarily re-open the bridge with a 5-ton weight restriction was defeated, and the bridge will remain closed until provincial funding is available to replace it.
- September 20, 2023 – Elevate Wellness "Trail Map" Meeting (Lorne - virtually)
- Reviewed, recommended changes and final proofed the Trail Map signage design, size, material, and installation etc. to forward to sign company for costs etc.

New H. A. Kostash School Grand Opening – Plaque

918-23: Cere

That Smoky Lake County provide a framed congratulatory certificate to the faculty at the H. A. Kostash School in Smoky Lake, commemorating celebration of the school's grand opening ceremony on September 12, 2023.

Carried.

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

Jered Serben – Division Five Councillor written report from various Committees, Boards and Commissions was unavailable and will be included in the next reporting period.

Reeve's Report and Councillors Reports

919-23: Cere

That Smoky Lake County's Reeve Report received for the period of August 17, 2023, to September 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:

Minister of Justice and Attorney General of Alberta - Smoky Lake Courthouse

920-23: Gawalko

That Smoky Lake County acknowledge receipt of the letter received from the Honourable Mickey Amery, Minister of Justice and Attorney General of Alberta, responding neutrally to the County's July 19, 2023, letter request to re-establish courthouse services in the Provincial building within the Town of Smoky Lake.

Carried.

3rd Annual Métis Crossing Day - Event

921-23: Serben

That Smoky Lake County approve action taken by Reeve Halisky, in attending Métis Crossing's event, held on Sunday, September 24, 2023, in celebration of the 3rd Annual Métis Crossing Day.

Carried.

Emergency Department Coverage for Pumpkin Fair Event in Smoky Lake

922-23: Serben

That Smoky Lake County Council acknowledge receipt of the letter to the Site Manager of the Lac La Biche & Smoky Lake Healthcare Centres, from the Chair of the Doctor Retention and Recruitment Committee (now known as the Physicians and Healthcare Professionals Committee), dated September 13, 2023, requesting assurance of Emergency Department coverage at the George McDougall Hospital in Smoky Lake during the Great White North Weigh Off & Pumpkin Fair in Smoky Lake, scheduled for October 5-8, 2023; and write a letter of same from Smoky Lake County.

Carried.

Alberta Public Safety & Emergency Services Collection of Municipal Policing Cost Share

923-23: Gawalko

That Smoky Lake County Council acknowledge receipt of the letter from the Assistant Deputy Minister, dated March 1, 2023, in regard to the annual notification of the Government of Alberta's legislation for collecting a municipality's policing cost share under the Police Funding Model (PFM) Regulation, and Invoice #1800033317 in the amount of \$169,585.00 payable by Smoky Lake County to the Government of Alberta c/o Ministry of Public Safety and Emergency Services Corporate Services Division, dated March 23, 2023, for the Police Funding Model (PFM) Fiscal 2022-23.

Carried.

Invitation to Vilna School's National Truth & Reconciliation Day Celebration

924-23: Gawalko That Smoky Lake County approve action taken by Administration in responding prior to September 25, 2023, in response to the invitation from Vilna School, to attend Vilna National Truth & Reconciliation Day Celebration Pipe Ceremony & Feast, scheduled for September 29, 2023, to acknowledge Council is unable to attend due to prior calendar commitments.

Carried.

Meeting with Minister of Transportation & Economic Corridors at RMA Convention

925-23: Gawalko That Smoky Lake County approve action taken in pursuing a meeting with the Honourable Devin Dreeshen, Minister of Transportation and Economic Corridors, during the Rural Municipalities of Alberta (RMA) Fall Convention, scheduled for November 6-9, 2023, being held in Edmonton; and propose the following three priority items for discussion:

1. Strategic Transportation Infrastructure Program (STIP) / Bridge Funding Program (in respect to more predictable, timely funding to save our bridges for years versus year by year) including BF08200 replacement;
2. Culvert replacement versus structure replacement for bridges; and
3. Provincial Highway capital funding primarily for Highway 28 and 857 including resurfacing and vegetation management.

Carried.

Addition to the Agenda:

Meeting with RCMP Commanding Officer at RMA Convention

926-23: Serben That Smoky Lake County pursue a meeting with the RCMP Commanding Officer (CO), during the Rural Municipalities of Alberta (RMA) Fall Convention, scheduled for November 6-9, 2023, being held in Edmonton; and propose the following three priority items for discussion:

1. Rural Crime Prevention,
2. Enhancing Service Delivery, and
3. Enhancing Communication with the Community and Stakeholders.

Carried.

11. Information Releases:

Nil.

12. Financial Reports:

Budget to Actual Report & Financial Statements

As annexed to the minutes:

↳ Financial Statement for the months of: **July 2023.**

Financial Reports

927-23: Gawalko That Smoky Lake County's financial reports, including the Budget to Actual report as at, September 19, 2023, and Cheque Register as of September 28, 2023, as follows, be filed for information:

County Council Meeting: Sept. 28, 2023

Batch #	Cheque Numbers	Total of Batch
PMCHQ159	53504 to 53523	\$98,976.43
PMCHQ161	53524 to 53544	\$80,639.05
PMCHQ163	53545 to 53549	\$97,797.09
PMCHQ164	53563 to 53573	\$233,862.46
PMCHQ166	53574	\$96.40
PMCHQ168	53575 to 53590	\$21,708.46

PMCHQ169	53591 to 53617	\$47,721.59
Total Cheques from 53504 to 53617		\$580,801.48

Batch #	EFT Numbers	Total of Batch
230817	953 to 970	\$206,476.37
230824	970 to 983	\$44,014.24
230830	984 to 990	\$52,737.79
230907	991 to 1008	\$134,557.03
230915	1009 to 1020	\$53,016.38
Total EFTs from 953 to 1020		\$490,801.81

Direct Debit Register

Batch #	Description	Total of Batch
PMTRX0488	ENTERPRISE FLEET MGMT	\$1,430.72
PMPAY051	My HSA	\$181.62
PMPAY052	MY HSA	\$377.91
PMPAY053	MY HSA	\$140.12
Total Direct Debits		\$2,130.37

Grand Total Bills and Accounts	\$1,073,733.66
<i>(Note: From General Account)</i>	

Carried.

13. Next Meeting(s):

Schedule an RCMP Liaison Committee Meeting

928-23: Halisky That a Smoky Lake County RCMP Liaison Committee Meeting, be scheduled for **Tuesday, October 17, 2023, at 10:30 a.m.**, to be held virtually and/or physically in County Council Chambers.

Carried.

Cancel County Council Road Tour

929-23: Gawalko That the Smoky Lake County Council Road Tour scheduled for Friday, September 29, 2023 be cancelled.

Carried.

Schedule a Council Budget Meeting

930-23: Cere That the next Smoky Lake County Council Budget Meeting, be scheduled for **Tuesday, October 31, 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 a Council Budget Meeting

931-23: Cere That the next Smoky Lake County Council Budget Meeting, be scheduled for **Tuesday, November 21, 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 a Council Budget Meeting

932-23: Cere That the next Smoky Lake County Council Budget Meeting, be scheduled for **Tuesday, December 5, 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.

Scheduled County Council Meetings

The previously scheduled upcoming Smoky Lake County Council Meetings are as follows:

**Thursday, October 12, 2023, at 9:00 a.m. (Regular),
Thursday, October 26, 2023, at 9:00 a.m. (Organizational),
Thursday, October 26, 2023, at 9:00 a.m. (Regular),
Thursday, November 23, 2023, at 9:00 a.m. (Regular), and
Thursday, December 14, 2023, at 9:00 a.m., (Regular),**

to be held virtually, through Electronic Communication Technology as per Bylaw 1376-20 **and/or** physically in County Council Chambers.

5. Municipal Planning Commission:

Meeting Recessed

County Council Meeting was recessed to undertake a Municipal Planning Commission Meeting on a sperate agenda, Heritage Resource Intervention Permit HRIP-001-2023, time 1:42 p.m.

Meeting Reconvened

The meeting reconvened on a call to order by Reeve Lorne Halisky at 1:50 p.m. in the physical presence of all Council members, Interim Chief Administrative Officer, Executive Services Clerk, and, Communications Officer.

15. ADJOURNMENT:

933-23: Gawalko

That the Smoky Lake County Council Meeting of September 28, 2023, be adjourned, time 1:50 p.m.

Carried.

REEVE

S E A L

CHIEF ADMINISTRATIVE OFFICER



Request for Decision (RFD)

Meeting Date: Thursday, October 12, 2023

Agenda Item: # 7.1

Topic: Bylaw No. 1452-23: Chief Administrative Officer (CAO) Bylaw

Presented By: Interim CAO

Recommendation(s):

That Smoky Lake County Council give Bylaw No. 1452-23: Chief Administrative Officer Bylaw, 1st Reading, 2nd Reading, Permission for 3rd Reading, and 3rd and Final Reading.

Background:

HISTORY: The original Smoky Lake County's Chief Administrative Officer (CAO) **Bylaw No. 606** was adopted January 29, 1988, amended by **Bylaw No. 975.95** on March 21, 1993; and **Bylaw 1382-20** on August 27, 2020. Amendments were a requirement when changes were made to the Municipal Government Act (MGA)

BACKGROUND: Chief Administrative Officer Bylaw is a legislative requirement (Mandatory) for the purpose of establishing and defining the power, duties and functions for the CAO. Council has only one employee.

CURRENT:

- Amendments to Bylaw are highlighted in "Yellow", as discussed with Council on September 26, 2023 – County Council CAO Recruitment Meeting.
- Bylaw Section 4.1.14: wording "including **traffic control devices** restricting the **speed of vehicles**" has been removed from the Bylaw in respect to the *Traffic Safety Act* regulation:
 - Section 108(1): In accordance with the following, a road authority may prescribe speed limits that are different from the speed limits established under section 106 and 107:
 - Section (mm)(ii): The "Road Authority" is council of the municipality. Therefore, requires a decision of Council (Motion/Bylaw).
 - Section 108(4)(b): A council of a municipality, where it is empowered to prescribe a speed limit, may make bylaws prescribing speed limits.

Benefits: Provides Council clear expectations a baseline to ensure the CAO performs their powers, duties, and functions established through the CAO Bylaw.

Disadvantages: N/A.

Alternatives: N/A.

Financial Implications: \$0

Legislation: MUNICIPAL GOVERNMENT ACT Section 205(1): Every council must establish by bylaw a position of chief administrative officer.

Intergovernmental: N/A

Strategic Alignment: N/A

Enclosure(s): N/A

Signature of the CAO: _____

**SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO. 1452-23**

A BYLAW OF THE MUNICIPALITY OF SMOKY LAKE COUNTY IN THE PROVINCE OF ALBERTA FOR THE PURPOSE OF ESTABLISHING AND DEFINING THE POWER, DUTIES AND FUNCTIONS OF THE CHIEF ADMINISTRATIVE OFFICER.

WHEREAS, pursuant to the *Municipal Government Act*, R.S.A. 2000 c. M-26 and amendments thereto, Council is authorized to pass a Bylaw to establish the position of Chief Administrative Officer and appoint a person to carry out the powers, duties and functions of such position; and

WHEREAS, pursuant to the *Municipal Government Act*, R.S.A. 2000 c. M-26 and amendments thereto, Council may give the position of Chief Administrative Officer any title the Council considers appropriate; and

WHEREAS sections 207 and 208, *Municipal Government Act*, R.S.A. 2000 c. M-26 and amendments thereto, set forth the mandatory statutory responsibilities and major administrative duties of the Chief Administrative Officer; and

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

PART ONE: INTERPRETATION

- 1.1 The purpose of this bylaw is to establish the position of Chief Administrative Officer for Smoky Lake County and shall be cited as the “**Chief Administrative Officer Bylaw**”.
- 1.2 The headings in the Bylaw have been inserted for reference purposes as a matter of convenience only and in no way define, limit, or enlarge to scope or meaning of this Bylaw or any provisions thereof.
- 1.3 Words in the masculine gender will include the feminine gender whenever the context so requires and vice versa.
- 1.4 Words in the singular gender shall include the plural or vice versa whenever the context so requires.
- 1.5 Where an Act is referred to in the Bylaw it shall include amendments thereto.

PART TWO: DEFINITIONS

- 2.1 “**Act**”: means the *Municipal Government Act*, RSA 2000, c-M-26 and successive Act and amendments thereto.
- 2.2 “**Acting CAO**”: means the individual acting under a delegation of authority from the Chief Administrative Officer (CAO) who is appointed by resolution of Council as to be the Acting CAO.
- 2.3 “**Administration**”: means the general operations of the County, including the Chief Administrative Officer or an employee accountable to the Chief Administrative Officer, financial and other related resources as permitted by the *Municipal Government Act*.
- 2.4 “**Agreement**”: means a written accord such as a contract wherein the parties to the accord exchange mutually enforceable promises for consideration with the intention to create legally binding obligations.
- 2.5 “**Bylaw**”: means this Chief Administrative Officer Bylaw for Smoky Lake County.
- 2.6 “**Chief Administrative Officer**”: means the person appointed by Council to the position of Chief Administrative Officer **is the administrative head of the municipality** (hereinafter may be referred to as “CAO”) for Smoky Lake County, under the *Municipal Government Act*, **and is the advisor for the operations and affairs of the County.**

- 2.7 “**Council**”: means the Reeve and Councillors duly elected in the Smoky Lake County who are eligible to continue to hold office.
- 2.8 “**County**”: means the geographic area contained within the boundaries of the municipality of Smoky Lake County.
- 2.9 “**Designated Officer**”: means a Designated Officer as defined by the *Municipal Government Act*.
- 2.10 “**Enactment**”: means an Act of the Legislature of Alberta, a regulation made under an Act of the Legislature of Alberta, and Act of the Parliament of Canada, and a statutory instrument made under the Act of the Parliament of Canada.

PART THREE: OFFICE, APPOINTMENT AND CONTINUATION

- 3.1 Council hereby establishes the position of CAO and the individual appointed to that position shall have the title of “Chief Administrative Officer”.
- 3.2 Council shall by resolution appoint an individual to the position of CAO and establish the terms and conditions of the CAO’s employment agreement.
- 3.3 The CAO is the head of the County and is accountable to Council for the exercise of all powers, duties, and functions. The CAO must remain transparent to all Members of Council.
- 3.4 The CAO is a designated officer for the County for all purposes; unless Council establishes another designated officer position by bylaw, appoints an individual to that position, and prescribes specific powers, duties, and functions for that position.
- 3.5 If the CAO is going to be temporarily absent, the appointed Acting CAO shall perform the CAO’s duties and functions and exercise the CAO’s powers on a temporary basis. The Acting CAO may receive appropriate compensated if approve by resolution of Council.
- 3.6 Pursuant to the Act, Council must provide the CAO with an annual written performance evaluation, as outlined in accordance with ***Policy Statement No. 01-08: Chief Administrative Officer - Performance Appraisal***.
- 3.7 In the event of a vacancy in the position of CAO for any reason, Council may by resolution, appoint a person as an Interim CAO under this Bylaw.
- 3.8 The CAO shall carry out their powers, duties, and functions in compliance with:
- 3.8.1 The Municipal Government Act.
 - 3.8.2 This Bylaw.
 - 3.8.3 Any other enactment.
 - 3.8.4 Any other bylaw, resolution, policy, or procedure adopted by Council.
 - 3.8.5 Any contract binding the County.
- And, the CAO shall exercise such other powers, duties, and functions as may be required by Council for time to time.
- 3.9 The CAO’s signature, and the signatures of any other County employee who has the power of signing authority, may be printed, lithographed, or otherwise reproduced electronically in accordance with the Government of Canada’s electronic signature guidelines.

PART FOUR: GENERAL POWER, AUTHORITY AND DUTIES

In addition to the powers, duties, and functions of the CAO under the *Municipal Government Act* or any other Act, the CAO will carry out:

- 4.1 **General Administration and Operations:**
- 4.1.1 Report to Council, all changes to the organizational structure of the municipal administration. Major organizational changes shall be reported prior to implementation

and include, but are not limited to merging, dividing, and eliminating departments and amendments to the managerial hierarchy.

- 4.1.2 Forward all requests for new permanent positions to Council for budget approval.
 - 4.1.3 Within the parameters of the Human Resource Policies established by Council, establish procedures for hiring employees of the County to carry out, as necessary, the powers, duties and functions assigned.
 - 4.1.4 Ensure that the policies and programs of the County are implemented.
 - 4.1.5 Advise and inform Council in the operations and affairs of the County.
 - 4.1.6 Supervise, direct, recruit, terminate, discipline, demote, transfer, and direct all employees of the County in a **constructive and positive manner**.
 - 4.1.7 Direct, supervise and review the proponents of all departments of the County.
 - 4.1.8 Ensure the corporate seal is kept in the custody of the Chief Administrative Officer.
 - 4.1.9 Determine the sufficiency of any petitions to Council, as set out in the *Municipal Government Act*.
 - 4.1.10 Accept service of all notices and documents on behalf of the County.
 - 4.1.11 Provide certification of notices, decisions, documents and any other certificates or statutory declarations as provided for or required by the *Municipal Government Act*.
 - 4.1.12 To review all requests of any person to obtain information in possession of the County and to provide such information in accordance with the *Municipal Government Act* and the *Freedom of Information and Protection of Privacy Act* and any other applicable Act.
 - 4.1.13 Authorize a temporary road closure in whole, or in part, at any time that a construction project, maintenance project, or force majeure, has caused a hazard on or adjacent to, the road; **and must notify Council**.
 - 4.1.14 Authorize the placement from time to time of traffic control devices, **including traffic control devices restricting the speed of vehicles at any locations** considered necessary for controlling highways and roads subject to the direction, management and control of the County and provide for a record of all locations placed, which shall be open to public inspection during normal business hours.
 - 4.1.15 Inform the County Solicitor of any matters involving any potential legal and/or administrative proceedings involving the Municipality.
- 4.2 **Financial Matters:**
- 4.2.1 Prepare and submit to Council Budget Meetings, the estimates of revenue and expenditures and capital programs annually, or as required by Council.
 - 4.2.2 Monitor and control municipal spending within the budgets established by Council.
 - 4.2.3 Advise Council and make recommendations about the financial conditions of the County and the policies and programs as may be necessary or desirable to carry out the powers, duties, and functions of the County.
 - 4.2.4 Ensure the revenues of the County are collected and controlled and receipts are issued in the manner directed by Council.
 - 4.2.5 Ensure all money belonging to or held by the County is deposited in the bank, credit union, loan corporation, treasury branch, or trust corporation designated by Council.

- 4.2.6 Ensure the accounts for authorized expenditures referred to in Section 248 of the *Municipal Government Act* are paid.
 - 4.2.7 Ensure accurate records and accounts are kept of the financial affairs of the County, including the things on which a County's debt limit is based and the things included in the definition of debt for the County.
 - 4.2.8 Ensure the actual revenues and expenditures of the County compare with the estimates in the operating or capital budget approved by Council are reported to Council as often as Council directs.
 - 4.2.9 Ensure money invested by the County is invested in accordance with Section 250 of the *Municipal Government Act*.
 - 4.2.10 Ensure assessments, assessment rolls and tax rolls for the purpose of Parts 9 and 10 of the *Municipal Government Act* are prepared.
 - 4.2.11 Ensure public auctions held to recover taxes are carried out in accordance with Part 10 of the *Municipal Government Act*.
 - 4.2.12 Authorize for the entering into of contracts and/or the expenditures of funds where such contracts or expenditure has been approved by Council, either in the budget or otherwise.
 - 4.2.13 Ensure all contracts and agreements are signed with any other person authorized by Council to sign them.
- 4.3 **Legislative Matters:**
- 4.3.1 Attend all meetings of Council and committees of Council and meetings of such boards, authorities and other bodies as are required by Council or Council committees.
 - 4.3.2 Prepare and submit to Council such reports and recommendations as may be required by Council or Council Committees.
 - 4.3.3 Delegate all the powers, duties, and functions of a Designated CAO as required, under the *Municipal Government Act* or any other Act, to the appointed Acting CAO while absent.
 - 4.3.4 Ensure all minutes of Council meetings are recorded in the English language, without note or comment.
 - 4.3.5 Ensure the names of Councillors present at Council meetings are recorded.
 - 4.3.6 Ensure the minutes of each Council meeting are given to Council for adoption at a subsequent Council meeting.
 - 4.3.7 Ensure the bylaws and minutes of Council meetings and all other records and documents of the County are kept safe.
 - 4.3.8 Ensure the Minister is sent a list of the Councillors and any other information the Minister requires within five (5) days after the term of the Councillors begin.
 - 4.3.9 Ensure that all minutes of Council meetings are signed in conjunction with the person presiding at the meetings.
 - 4.3.10 Ensure that all bylaws are signed in conjunction with the Chief Elected Official.
 - 4.3.11 Ensure that all bylaws of the County are consolidated as authorized by Council.

- 4.3.12 Ensure Administration is proactive when requesting a decision from Council, in providing a full range of information, background, issues defined, available options, and implications in accordance with ***Policy Statement No. 01- 27: Issues for Decision.***
- 4.3.13 Be the Head of the County who is responsible for all decisions made under the *Freedom of Information and Protection of Privacy Act.*
- 4.3.14 Ensure that in the event where one or more Councillors obtain information about the operation or administration of the municipality from the CAO or a person designated by the CAO, the information must be provided to all other Councillors as soon as practicable in accordance with Section 153.1 of the Act and ***Policy Statement No. 01-28: County Council Issue for Information and Information Releases.***

PART FIVE: REFERENCES:

- 5.1 Any reference within any bylaw, resolution, policy, agreement, or regulation, referring to the County Manager, Municipal Manager, or County Administrator which has been passed, adopted or entered into prior to this Bylaw coming into effect shall be deemed for all purposes to refer to the position of Chief Administrative Officer (CAO) established and continued under this Bylaw.

PART SIX: SEVERABILITY

- 6.1 It is the intention of Council that each separate provision of this Bylaw shall be deemed independent of all other provisions herein and it is the further intention of Council that if any provision of this Bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion shall be severed and the remainder of the Bylaw is deemed valid and enforceable.

PART SEVEN: REPEAL OF PREVIOUS BYLAW

- 7.1 **Bylaw No. 1382-20** is hereby repealed.

PART EIGHT: EFFECTIVE DATE

- 8.1 This Bylaw comes into effect on the date of final passing.

READ A **FIRST TIME** IN COUNCIL THIS 12th day of October, AD 2023.

READ A **SECOND TIME** IN COUNCIL THIS 12th day of October, AD 2023.

READ A **THIRD AND FINAL TIME** IN COUNCIL THIS 12th day of October, AD 2020.

Lorne Halisky, Reeve

S E A L

Lydia Cielin, Interim Chief Administrative Officer



Request for Decision (RFD)

Meeting Date: Thursday, October 12, 2023

Agenda Item: # 7.2

Topic: Agricultural Service Board Firearm Authorization Form

Presented By: Agricultural Department

Recommendation:

That Smoky Lake County Council approve Schedule "A" Firearms Authorization for Christopher Minailo, Public Works Manager for the purpose of problem wildlife (beavers) until their firearms expiration date of August 23rd, 2024.

Background:

Policy Statement No. 62-18: Firearms Authorization for Agricultural Service Board Section 2.1: 'The issuance of authorization to permit employees of the Smoky Lake County Agricultural Service Board to carry and use firearms for the control of problem wildlife while conducting field work in County locations in the performance of their official duties will be granted by the Chief Administrative Officer for the permission for possession, discharge or storage of firearms on property owned or managed by County and approved by motion of Council.

Benefits:

Often the Public Works Manager is at locations where beaver control is necessary. By providing authorization to the Public Works Manager, it allows us to have another person capable of helping mitigate beaver issues.

Disadvantages:

N/A

Alternatives:

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

Financial Implications:

There are no financial budget implications to this recommendation.

Legislation:

Policy Statement No. 62-18: Firearms Authorization for Agricultural Service Board.

Intergovernmental:


N/A

Strategic Alignment:

N/A

Enclosure(s):

(List any supporting documents attached)

Signature of the CAO: 

SCHEDULE "A"



**AGRICULTURAL SERVICE BOARD
FIREARM AUTHORIZATION FORM**

EMPLOYEE:	Name: <u>Christopher Minailo</u>
	Address: [REDACTED]
	Job Position: <u>Public Works Manager</u>
	Firearm License Number: [REDACTED]
	Expiry Date: <u>2024/08/23</u>

DESCRIPTION DETAILS:	FIREARM INFORMATION:
	Ownership: <u>Christopher Minailo</u>
	Manufacturer: [REDACTED]
	Caliber: [REDACTED]
	Model No.: [REDACTED]
	Serial No.: [REDACTED]

AUTHORIZATION	Reason	Type of Use	Firearm
Problem Wildlife and Pest Control	<input checked="" type="checkbox"/> Business Use: <input checked="" type="checkbox"/> Animal / Predator Control	<input checked="" type="checkbox"/> Beavers <input type="checkbox"/> Muskrats <input type="checkbox"/> Coyotes <input type="checkbox"/> Skunks	Form 7 Permit Holder <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

SIGNATURE OF EMPLOYEE: <u><i>C Minailo</i></u>	DATE: <u>September 22/23</u>
SIGNATURE OF CHIEF ADMINISTRATIVE OFFICER: <u><i>[Signature]</i></u>	DATE: <u>September 22, 2023</u>
SMOKY LAKE COUNTY APPROVAL: Motion: _____	DATE: _____

Municipal Contribution Rate for 2024

PURPOSE

Change to the municipal contribution rate for 2024.

TIMELINE

- Municipal contribution requests with invoices are typically sent in early September.

DECISION

- Increase the suggested municipal contribution by \$0.10 to \$0.60 per capita for 2024.

ANALYSIS

- The current population of the watershed, excluding the City of Edmonton, 558,938 people.
 - o The population of the City of Edmonton is 1.1 million.
- For last year's municipal contribution (2023), 43 of 78 municipalities contributed to NSWA.

RATIONALE

Municipal contributions:

- Since 2006, NSWA has suggested a municipal contribution of \$0.50 per capita using the current population of each municipality in the watershed (county, city, town, village, summer village).
 - o **This municipal rate has never increased.**

Increasing costs

- Since municipal contributions was initiated in 2006, inflation has increased costs by approximately 48.7% (Figure 1).
 - o The purchasing power of \$100 in 2006 is equivalent to approximately \$66 today.

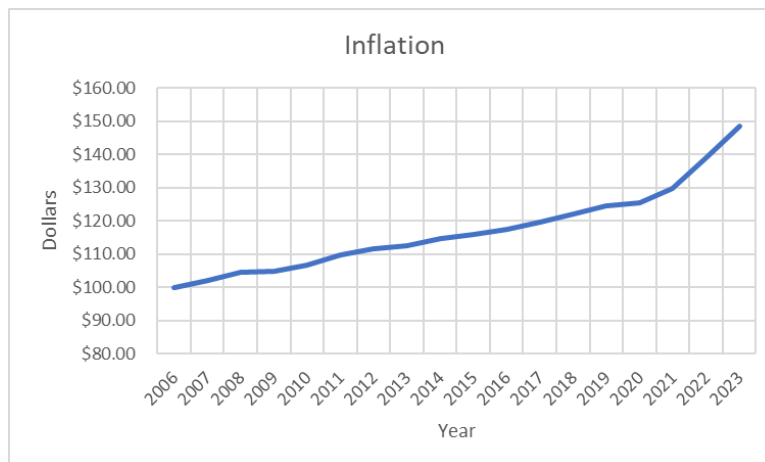


Figure 1 Inflation since 2006

Alberta Environment and Protected Areas Operating Grant

- From 2006 and 2023, the operating grant has varied by as much as \$250,000 between years, ranging between \$200,000 and \$450,000.
- The current operating grant is \$330,000 and will be reduced to \$320,000 for the 2024 to 2027.

Value Provided by NSWA

- While there are many ways of describing the value generated by NSWA, one more quantitative approach is the reporting of in-kind support (support volunteered by watershed partners).
- In-kind contributions have risen steadily since 2006 (Figure 2).
 - o In 2006, in-kind contributions were \$34,500.
 - o Contributions peaked prior to the pandemic at \$712,927 in 2019.
 - o In-kind contributions have exceeded \$500,000 for the past 8 years.

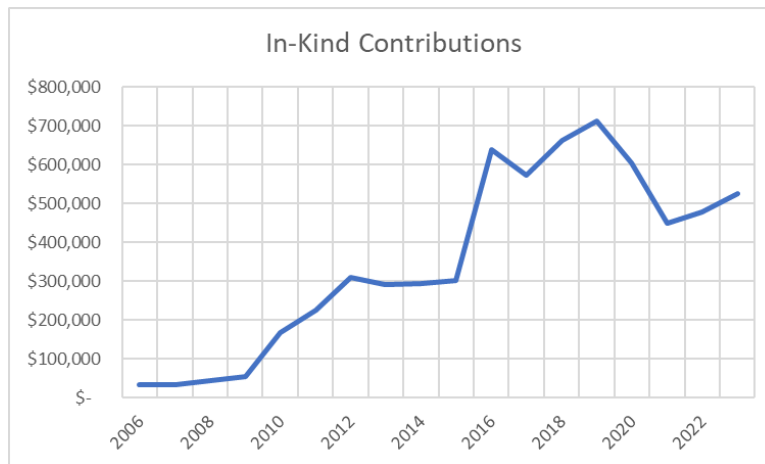


Figure 2 In-kind contributions to NSWA

- Value can also be reflected in the number and breadth of projects that have supported watershed partners. For example:
 - o The State of the Watershed Assessment (2005) and ongoing update.
 - o Integrated Watershed Management Plan (2012)
 - o Riparian Health Action Plan and the Riparian Web Portal
 - o WaterSHED Water Quality Monitoring Program
 - o Industrial Heartland – Designated Industrial Zone Pilot Water Working Group
 - o Canadian Heritage River Designation
 - o Strategy to Improve Wetland Management in the NSR Watershed

BACKGROUND

- Requests for municipal contributions was initiated by NSWA in 2006.
 - o The suggested contribution rate was \$0.50 per capita, based on the current population of each municipality in the watershed (county, city, town, village, summer village).
 - o NSWA provides an invoice to municipalities using the per capita rate.
- The approach to municipal contribution varies widely across other Watershed Planning and Advisory Councils (WPACs).
 - o Two WPACs use a \$0.50/capita suggested contributions.
 - o Most use some form of variable rate depending on the perceived financial standing of the community, with rates varying from \$0.25/capita to \$1.00/capita.



Invoice

Date	Invoice #
9/05/2023	2024.026

202 - 9440 49
Street NW
Edmonton, Alberta
T6B 2M9

Phone #	587.525.6821
E-mail	ellen.cust@nswa.ab.ca
Web Site	www.nswa.ab.ca

Invoice To
Smoky Lake County PO Box 310 Smoky Lake AB T0A 3C0

Description	Amount
Municipal Contribution January 1 to December 31, 2024 - Per Capita Funding Request (Population 2,517 x \$0.60/capita)	1,510.20
Thank you for your support	Total \$1,510.20

GST/HST No. 890443419

Royal Canadian Mounted Police

Commanding Officer
Alberta



Gendarmerie royale du Canada

Commandant
de l'Alberta

10.2

September 25, 2023

Smoky Lake County
Reeve Lorne Halisky
PO Box 310
Smoky Lake, Alberta
T0A 3C0

Dear Reeve Halisky:

Re: Alberta Police Funding Model Resource Allocation

As you are aware, the Police Funding Model is in its fourth year of implementation. Funding provided to us from the Police Funding Model has allowed your provincial police service to grow, enabling us to deploy additional resources and implement new initiatives and technology focused on enhancing community safety.

I am pleased to advise you that as a result of the funding received in the fourth year of the Police Funding Model, we have been able to increase the resource strength in the Smoky Lake detachment by an additional regular member position at the Corporal rank. This will not only increase the number of resources serving your county, but also enhances leadership within the detachment.

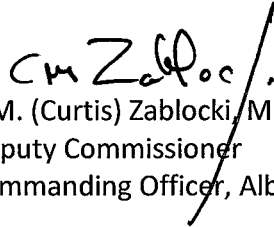
Alongside the resources added to your detachment, the additional funding has also enabled us to supplement specialized units and services that support your county. This includes additional positions for intelligence analysts, specialized investigative and support teams, Police Dog teams, and the Emergency Response Teams, among others. Although resources allocated to these areas are not always visible within your county, by providing ongoing support to detachments, taking on complex and sensitive files, and supplying specialized skills in serious or dangerous incidents, their work helps to keep your county safe and enables detachment members to focus on frontline policing. We have also invested in a number of resources to support your detachment's efforts to address the root causes of crime, increasing resources in programs and partnerships focused on mental health and addictions.

I want to assure you that filling frontline positions is a top priority for the Alberta RCMP.

Should you have any questions, please feel free to contact me, or Nina Sahasrabudde,
Executive Director of Strategy, Business and Innovation, at 780-412-5382.

Thank you for the ongoing support you provide to your detachment.

Yours truly,

A handwritten signature in black ink, appearing to read "C.M. Zablocki", with a long diagonal line extending from the end of the signature downwards and to the right.

C.M. (Curtis) Zablocki, M.O.M.
Deputy Commissioner
Commanding Officer, Alberta RCMP

11140 – 109 Street
Edmonton, AB T5G 2T4

Telephone: 780-412-5444
Fax: 780-412-5445

C.C.: Sgt. Anita Doktor Smoky Lake Detachment Commander
C/Supt. Gary Graham, Eastern Alberta District Officer



Search events

10.3

Find Events

Create Events

Help Center

Log In

Sign Up



Just Added!



Friday, February 9

39th Annual Central Municipal Law Seminar - Edmonton

Registration Fee - 1

CA\$197.10 ⓘ

Check out for CA\$197.10

Join us to hear from our industry leaders on timely issues and trends facing municipalities in Alberta.

By Reynolds Mirth Richards & Farmer LLP



85 followers

Follow

Date and time

Fri, Feb 9, 2024 8:00 AM - 4:00 PM MST

Location

Delta Hotels by Marriott Edmonton South Conference Centre

4404 Gateway Blvd NW Edmonton, AB T6H 5C2

Show map

Refund Policy

Refunds up to **30 days** before event

Eventbrite's fee is nonrefundable.

About this event

8 hours

Mobile eTicket

Sessions at this year's seminar will include topics such as:

- Municipal Liability
- Fortification and Surveillance
- Use and Occupation of Municipal Roads
- Employment & Labour
- Construction
- Acquiring and Accessing Land
- Code of Conduct Bylaws

The day will conclude with a bear pit-style session where you will have the opportunity to ask our panel of lawyers your pressing legal questions.

Full agenda and details will be sent to registrants before the event.

A block of rooms has been reserved for seminar attendees. To reserve your room please call 1 (800) 661-1122 and ask for the **Reynolds Mirth Municipal Law Seminar** block before January 9, 2024.

Can't make this session? See other upcoming Municipal Law Seminars:

[Southern Municipal Law Seminar - Calgary](#)

[Northern Municipal Law Seminar - Grande Prairie](#)


Tags

Canada Events Alberta Events Things to do in Edmonton, Canada Edmonton Seminars

Edmonton Business Seminars #municipalities #alberta_events #legal_seminar

#municipal_law

About the organizer




Organized by

Reynolds Mirth Richards & Farmer LLP

85
Followers

[Contact](#) [Follow](#)



 [Report this event](#)

More events from this organizer

SDAB Training Workshop

Wed, Dec 6, 2023 9:00 AM MST

Starts at CA\$262.50

Reynolds Mirth Richards & Farmer LLP

 85 followers



15th Annual Southern Municipal Law Seminar - Calgary

Fri, Feb 23, 8:15 AM

Holiday Inn & Suite Calgary Airport North • Calgary, AB

Starts at CA\$169.13

Reynolds Mirth Richards & Farmer LLP

 85 followers



28th Annual Northern Municipal Law Seminar - Grande Prairie

Fri, Mar 1, 8:15 AM

Delta by Marriott Grande Prairie Airport • Grande Prairie, AB



From: Sabina Brouwer <SBrouwer@metis.org>
Sent: Thursday, October 5, 2023 9:28:22 AM
To: lorne halisky <lhalisky@smokylakecounty.ab.ca> <lhalisky@smokylakecounty.ab.ca>
Cc: Leon Hunter <lhunter@metis.org>
Subject: FW: Telus Indigenous Communities Fund Letters of Support

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

Hello Lorne,

Please see the attached letter of support for the Telus Indigenous Communities Fund.

The TELUS Indigenous Communities Fund offers grants up to \$50,000 for Indigenous-led social, health and community programs, to support Indigenous leaders and community groups.

[TELUS Indigenous Communities Fund | TELUS](#)

Métis Crossing is proposing a project called Spirit of Nature. The goal is to create mentorship opportunities between established, emerging and beginner Metis Artists to connect to the Metis Community and their own professional development through retreats facilitated at Metis Crossing. In addition to the retreat there will be opportunity for public participation through the attending of art shows, exhibitions and workshops.

Can you please review the suggested letter and edit as desired. Please place letter on your organization's letter head and send back to me to be included as a letter of support for this project.

Thanks,



Sabina Brouwer
Executive Assistant

P 780-656-2229 · C 780-994-9448 E sbrouwer@metis.org

Métis Crossing
17339 Victoria Trail
Box 548, Smoky Lake, AB T0A 3C0
MetisCrossing.com

    @metiscrossing 

WE MADE HISTORY!

MÉTIS CONSTITUTION 2022

Learn more at MNAconstitution.com

Information Release	
Date Released	Number/Information Released
September 1, 2023	R158-23: Lab Integration – AHS and Dynalife
September 1, 2023	R159-23: UCC-ACP Newsletter Sept 1 2023
September 1, 2023	R160-23: RMA Contact Newsletter Sept 1 2023
September 7, 2023	R161-23: Vilna and District Municipal Library Newsletter – September 2023
September 7, 2023	R162-23: FCM News Release September 5 2023
September 7, 2023	R163-23: Age Friendly E News September 6 2023
September 7, 2023	R164-23: Thank You – Bellis 4-H Beef Club
September 8, 2023	R165-23: Town of Smoky Lake Newsletter September 2023
September 8, 2023	R166-23: FCSS Advisory Board Members Recruitment
September 8, 2023	R167-23: UCC-ACP News Letter Sept 7 2023
September 14, 2023	R168-23: Gas Alberta Inc. – Advance Information Circular
September 14, 2023	R169-23: Age Friendly E News September 12 2023
September 14, 2023	R170-23: FCM News Release September 11, 2023
September 14, 2023	R171-23: RMA District Update September 2023
September 14, 2023	R172-23: RMA Contact Newsletter Sept 8, 2023
September 15, 2023	R173-23: Training Report - Finance
September 21, 2023	R174-23: RMA Contact Newsletter Sept 15, 2023
September 21, 2023	R175-23: FCMS News Release Sept 18, 2023
September 22, 2023	R176-23: UCC-ACP News Letter Sept 21, 2023
September 22, 2023	R177-23: UCC-ACP News Letter Sept 22, 2023
September 22, 2023	R178-23: RMA Contact Newsletter September 22, 2023
September 28, 2023	R179-23: Aspen View Board Highlights September 14, 2023
September 28, 2023	R180-23: FCM News Release Sept 23 2023
September 29, 2023	R181-23: NSWA September 2023 Newsletter
October 5, 2023	R182-23: Bellis/Vilna COPS Meeting
October 5, 2023	R183-23: RMA Contact Newsletter Sept 29, 2023
October 5, 2023	R184-23: FCM News Release Oct 2, 2023
October 5, 2023	R185-23: Waskateanu Pryveet Dance Minutes September 2023
October 5, 2023	R186-23: UCC-ACP News Letter Oct 5, 2023
October 5, 2023	R187-23: Town of Smoky Lake Newsletter October 2023
October 5, 2023	R188-23: NSWA Photo Contest