



## SMOKY LAKE COUNTY COUNCIL MEETING AGENDA

Thursday, November 23, 2023 at 9:00 a.m.

Virtual - Meeting ID: 840108691

<https://video.businessconnect.telus.com/join/840108691>

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) County Council Meeting – October 12, 2023
  - 2) County Council Meeting – October 26, 2023
  - 3) County Organizational Meeting – October 26, 2023
  - 4) County Budget Meeting – October 31, 2023
- 4) Delegation
  - 1) Cam Croswell – DDC Sand and Gravel @ 9:00 a.m.
  - 2) Luke Panek- Yolo Nomads @ 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) November Requests for Donations
  - 2) Tax Sale
  - 3) FCSS Applications
  - 4) Request for Property Tax Payments and Penalty Waive
  - 5) Federation and Gas Alberta November Convention
  - 6) Policy Statement No. 02-12-04: Peace Officer: Traffic Safety Plan
  - 7) Town of Smoky Lake Recommendation to Disband SLRF&R Committee
  - 8) 3rd Annual 2023 Junior Firefighter Summer Day Camp Financials
  - 9) Smoky Lake Fire Department Work Experience Student Compensation
  - 10) Logging and Clearcutting on Private Lands Report
  - 11) Northern and Regional Economic Development (NRED) Program Application
  - 12) RMA Rural Economic Development Microgrant Program Contract Award
  - 13) Offer to Purchase County Owned Lands
  - 14) Land Use Agreement Re: Existing Structures (NE 19-57-13-W4M & SE 30-57-13-W4M)
  - 15) Bylaw No. 1453-23: Supportive Living Facilities, Establishment of a Direct Control District for Supportive Living Facilities & Rezoning

- 8) CAO Report

9) Council Committee Reports

- 1) Division One – *To be handed out at meeting*
- 2) Division Two– *To be handed out at meeting*
- 3) Division Three – *To be handed out at meeting*
- 4) Division Four
- 5) Division Five- **Reeve**

10) Correspondence

- 1) Letter – Tanisha Kozakewich, Vilna School – Vilna Remembrance Day Ceremony
- 2) Vilna Solar Open House – November 23, 2023
- 3) RMA Report – RMA Member Committee on Quasi-Judicial Agencies – November 2023
- 4) Emerging Trends Law Seminar – February 15, 2023
- 5) LICA – Air Quality Information
- 6) Wayfinding Signage – Feedback from Residents
- 7) Letter – JMD Group LLP – County Engagement
- 8) Letter – JMD Group LLP – Audit Planning

11) Information Release

12) Financial Reports

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

13) Next Meeting

- 1) Approve action taken in Council attending N. E. Muni-Corr Ltd.'s information session, held on November 14, 2023, in County Council Chambers, as requested by the N.E. Muni-Corr Ltd.'s board.
- 2) Approve action taken in Council attending a Joint meeting with Village of Waskatenau, held on November 21, 2023, in County Council Chambers in respect the new Holy Family Catholic School scheduled to be built in Waskatenau.
- 3) Approve for Council to attend a virtual meeting from Council Chambers on November 24, 2023 at 2:00 p.m., (in lieu of not being able to accommodate a meeting during the RMA Fall Convention) with the Hon. Mickey Amery Minister of Justice and Attorney General of Alberta to hold discussion including but not limited to rural crime reduction.
- 4) Schedule the upcoming Regular County Council Meetings.

14) In Camera

15) Adjournment

**SMOKY LAKE COUNTY**

Minutes of the **County Council Meeting** held on Thursday, **October 12, 2023**, at 9:06 A.M. held both virtually online and physically in Council Chambers.

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

<b>ATTENDANCE</b>		
<u>Div. No.</u>	<u>Councillor(s)</u>	<u>Thursday, Oct. 12, 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
Interim CAO	Lydia Cielin	Present in Chambers
Finance Manager	Brenda Adamson	Present in Chambers
Executive Svcs/R.S.	Patti Priest	Present in Chambers
*****		

Observers in Attendance Upon Call to Order:

Planning Technician	Kyle Schole	Virtually Present
Comm. Officer	Evonne Zukiwski	Virtually Present
Ag. Fieldman	Carliegh Danyluk	Virtually Present
GIS	Carole Dowhaniuk	Virtually Present
Public	2 Members	Virtually Present
Media	No Members	N/A

**2. Agenda:**

934-23: Serben

That the Smoky Lake County Council Meeting Agenda for Thursday, October 12, 2023, be adopted, as amended:

**Deletions:**

Delegation: Juanita Marios, CEO, Métis Crossing.

**Additions:**

1. Rural Municipalities of Alberta (RMA) Rural Economic Development Microgrant Program.
2. Executive Session - Legal Issue: County Owned Land Sales, under the authority of the FOIP Act Section 27: Privileged Information.
3. Agricultural Service Board Snowmobile Budget.
4. Council Meeting Action Lists - Discussion.

Carried Unanimously.

**3. Minutes:**

**Minutes of September 18, 2023 – Special County Council Meeting**

935-23: Gawalko

That the minutes of the **Smoky Lake County Special Council Meeting** held on Monday, September 18, 2023, be adopted as presented.

Carried.

**Minutes of September 26, 2023 – CAO Recruitment County Council Meeting**

936-23: Cere

That the minutes of the **Smoky Lake County Chief Administrative Officer Recruitment Council Meeting** held on Tuesday, September 26, 2023, be adopted as presented.

Carried.

**Business Arising from the Minutes: Policy Statement No. 01-04-02: Proclamations**

937-23: Fenerty

That Smoky Lake County Policy Statement No. 01-04-02: Proclamations, be amended to include National Library Month, as follows:

<b>Title:</b> Proclamations	<b>Policy No:</b> 04-02
<b>Section:</b> 01	<b>Code:</b> P-R
<b>Page No.:</b> 1 of 5	
<b>Legislative Reference:</b> Alberta Provincial Statutes	
<b>Purpose:</b>	To establish a consistent process and outline criteria for annual proclamations and other proclamations upon request.
<b>Policy Statement and Guidelines:</b>	
<p><b>1. STATEMENT</b></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><b>2. DEFINITIONS:</b></p> <p>2.1 <b>Community:</b> refers to the County, residents, businesses, schools, and all other institutions and agencies that make up Smoky Lake County.</p> <p>2.2 <b>Council:</b> means the Reeve and Councillors duly elected in Smoky Lake County.</p> <p>2.3 <b>Proclamation:</b> 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 <b>Reeve:</b> is the Chief Elected Official for Smoky Lake County.</p> <p>2.5 <b>Annual Proclamation:</b> means an annual Proclamation approved through this policy as set out in <b>Schedule 'A': Annual Proclamations</b>.</p> <p><b>3. OBJECTIVE:</b></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><b>4. GUIDELINES:</b></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>	

<b>Title:</b> Proclamations	<b>Policy No:</b> 04-02
<b>Section:</b> 01	<b>Code:</b> P-R
<b>Page No.:</b> 2 of 5	
<b>Policy Statement and Guidelines:</b>	
<p><b>5. PROCEDURE:</b></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 <b>Schedule 'B': Proclamation Template</b>, 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 <b>Schedule 'A': Annual Proclamations</b>, 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><b>6. CRITERIA:</b></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>	

<b>Title:</b> Proclamations	<b>Policy No:</b> 04-02
<b>Section:</b> 01	<b>Code:</b> P-R
<b>Page No.:</b> 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: 04-02


**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)
- National Library Month (October)

Section 01

**SCHEDULE "B"**  
**Proclamation Template**

Policy: 04-02



**PROCLAMATION**  
**(Event Proclaimed)**  
**Date**

WHEREAS: Information

WHEREAS: Information

THEREFORE:

\_\_\_\_\_  
Smoky Lake County Reeve

Carried.

**Minutes of September 28, 2023 – Regular County Council Meeting**

938-23: Fenerty

That the minutes of the **Smoky Lake County Regular Council Meeting** held on Thursday, September 28, 2023, be adopted as presented.

Carried.

**4. Delegations:**

Nil.

**5. Public Hearing:**

Nil.

**6. Municipal Planning Commission:**

Nil.

**7. Request for Decision:**

**Bylaw No. 1452-23: Chief Administrative Officer Bylaw**

939-23: Serben

That Smoky Lake County **Bylaw No. 1452-23: Chief Administrative Officer Bylaw**, for the purpose of establishing and defining the power, duties, and functions of the Chief Administrative Officer, 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. 1452-23: Chief Administrative Officer Bylaw**, for the purpose of establishing and defining the power, duties, and functions of the Chief Administrative Officer, be given **SECOND READING**.

Carried.

Moved By Councillor Cere that Smoky Lake County Council give **unanimous consent for permission for Third Reading** to **Bylaw No. 1452-23: Chief Administrative Officer Bylaw**, for the purpose of establishing and defining the power, duties, and functions of the Chief Administrative Officer.

**Carried Unanimously.**

Moved by Councillor Gawalko that Smoky Lake County **Bylaw No. 1452-23: Chief Administrative Officer Bylaw**, for the purpose of establishing and defining the power, duties, and functions of the Chief Administrative Officer, 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.

**Agricultural Service Board Firearm Authorization Form**

940-23: Serben

That Smoky Lake County Council approve the execution of the Schedule “A” Firearms Authorization, in accordance with Policy Statement No. 62-18-01, for the purpose of authorizing Christopher Minailo, Public Works Manager, to carry a firearm to be used for the purpose of problem wildlife (beavers), until the expiration of Mr. Minailo’s firearm license, on August 23, 2024.

Carried.

**Addition to the Agenda:**

**Rural Municipalities of Alberta (RMA) Rural Economic Development Microgrant Program**

941-23: Cere

That Smoky Lake County Council approve action taken by administration in executing the conditional grant agreement on October 3, 2023, in respect to the successful application to the Rural Municipalities of Alberta (RMA) Rural Economic Development Microgrant Program, for funding in the amount of \$10,000.00, under the “Innovation in Rural Investment Attraction” stream, towards a project titled: “Smoky Lake Region Investment Attraction Strategy”; and approve action taken in advertising a Request for Proposal of the said Project with a submission deadline of October 13, 2023.

Carried.

**Agricultural Service Board Snowmobile Budget**

942-23: Gawalko

That Smoky Lake County Council approve the unbudgeted expense in the amount of \$1,500.00 to increase the Year-2023 approved budgeted allocation in the amount of \$8,000.00, to purchase a snowmobile for the purpose of winter trapping for the Agriculture Department.

Carried.

**Action Lists from Council Meetings**

Discussion: Council held discussion with the interim Chief Administrative Officer, in respect to reintroducing the distribution of Council Meeting Motion Action Lists to Council for information.

**14. Executive Session:**

**Land, Legal, and Labour Issues**

943-23: Cere

That Smoky Lake County Council go into Executive Session to discuss the following, in the presence of all Council, Interim Chief Administrative Officer, Finance Manager, Planning Technician, and Executive Services Clerk:

**Legal Issue:** County owned land sales, under the authority of the FOIP Act Section 27: Privileged Information, time 9:21 a.m.;

**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, time 9:29 a.m.;

Break, time 9:42 a.m.;

Dave Franchuk, Environment & Parks Manager, joined Council Chambers in Executive Session, time 9:58 a.m.;

Kyle Schole, Planning Technician, virtually left Executive Session, time 9:59 a.m.;

**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, time 9:59 a.m.;

Dave Franchuk, Environment & Parks Manager, left Council Chambers Executive Session, time 10:12 a.m.;

Lydia Cielin, Interim Chief Administrative Officer, left Council Chambers Executive Session, time 10:12 a.m.;

**Personnel Issue:** compensation to long service employee, under the authority of the FOIP Act Section 17: Third Party Personal Privacy & Section 27: Privileged Information, time 10:12 a.m.;

Break, time 10:52 a.m.;

**Continuation of Personnel Issue:** compensation to long service employee, under the authority of the FOIP Act Section 17: Third Party Personal Privacy & Section 27: Privileged Information, time 10:58 a.m..

Carried.

944-23: Cere

That Smoky Lake County Council go out of Executive Session, time 11:05 a.m.

Carried.

**Addition to the Agenda:**

**County-Owned Lands Public Land Sale Tender**

945-23: Gawalko

That Smoky Lake County Council rescind Motion # 900-23; and Smoky Lake County Council advertise through CLHbid.com, a Public Land Sale Tender, with a closing date and time of Thursday, February 15, 2024, 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 = \$126,000.00

SW 34-61-13-W4M (127.60 ACRES) – Reserve Bid = \$91,000.00

NE 32-59-14-W4M (160.0 ACRES) – Reserve Bid = \$126,000.00

in accordance with the advice received by email from CLHbid, dated October 10, 2023.

Carried.

**7. Request for Decision:**

**Loyalty Bonus for 27-Years of Service – Larry Kokotilo**

946-23: Serben

That Smoky Lake County Council approve to provide a loyalty bonus, in the amount of \$10,800.00, to Larry Kokotilo, for over 27 years of consecutive service to Smoky Lake County, in the position of Welder.

Carried.

**Request under Community Organization Property Tax Exemption Regulation (COPTER)**

947-23: Serben

That Smoky Lake County request the following documentation from the Métis Crossing Experience, prior to November 30, 2023, in respect to Metis Crossing Limited's application under Alberta's Community Organization Property Tax Exemption Regulation (COPTER) seeking tax exemption status of tax roll 17581251, legally described as River Lot 12-58-17-W4:

- proof of signed lease agreement between Métis Crossing Experience and Metis Crossing Limited,
- proof of active encouragement for the general public to use the said property,
- proof of a prominently posted sign indicating the hours when the facility is accessible to the public,
- proof of financial profit and loss statements, and
- proof of educational programing.

Carried.



**Municipal Certified Water and Wastewater Operator Supervision Services**

948-23: Fenerty

That Smoky Lake County Council approve to executive an agreement with the Town of Smoky Lake for the County to provide Certified Water and Wastewater Operator Supervision Services, to temporarily fulfill the Town's vacancy from October 15, 2023, to October 15, 2024, and fulfill the legal duties regulated under the Alberta Environment & Sustainable Resource Development's Environmental Protection and Enhancement Act (EPEA), and Provincial Potable Water Regulation.

Carried.

**Private Certified Water and Wastewater Operator Supervision Services**

949-23: Fenerty

That Smoky Lake County decline the request to provide Certified Water and Wastewater Operator Supervision Services, to Metis Crossing, as per the email received from Jonah L Gillam RSE, Facility Manager, Metis Crossing, dated October 12, 2023, due to the waterworks system being non-municipal and the high risk of liability should there be a failure to fulfill the legal duties regulated under the Alberta Environment & Sustainable Resource Development's Environmental Protection and Enhancement Act (EPEA), and the Provincial Potable Water Regulation which imposes a legal duty upon all persons responsible for a waterworks system to ensure that the drinking water supplied by the system is safe to drink, failure to fulfill these duties may result in financial penalties to the municipality and its Councillors.

Carried.

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

Nil.

**9. Council Committee Reports:**

Nil.

**10. Correspondence:**

**North Saskatchewan Watershed Alliance (NSWA) Municipal Contribution Rate for 2024**

950-23: Gawalko

That Smoky Lake County Council approve to pay the revised North Saskatchewan Watershed Alliance (NSWA) Year-2024 Municipal Contribution Rate Invoice #2024-026, in the amount of \$1,510.20, further to the deferred September 28, 2023, Council Agenda item in respect to the North Saskatchewan Watershed Alliance (NSWA), correspondence, dated September 5, 2023, and Invoice #2024.026, dated September 5, 2023, for a Year-2024 per capita municipal contribution in the inaccurate amount of \$2,457.60.

Carried.

**Alberta Police Funding Model Resource Allocation – Additional Corporal for Smoky Lake**

951-23: Fenerty

That Smoky Lake County acknowledge receipt of the letter received from C.M. (Curtis) Zablocki, Alberta RCMP, dated September 25, 2023, announcing the Alberta Police Funding Model Resource Allocation has enabled the deployment of additional resources in the Smoky Lake RCMP Detachment of an additional regular member position at a Corporal rank.

Carried.

**Reynolds, Mirth, Richards and Farmer (RMRF) 39<sup>th</sup> Annual Law Seminar**

952-23: Fenerty

That Smoky Lake County Council and relevant Administration who can attend – attend Reynolds, Mirth, Richards and Farmer (RMRF) 39<sup>th</sup> Annual Law Seminar, scheduled for February 9, 2024, at the Delta Hotel by Marriott Edmonton South Conference Centre, Edmonton, subject to the ability to virtually attend as a group from Council Chambers.

Carried.

**Métis Crossing - Letter of Support Request for TELUS Indigenous Communities Fund**

953-23: Cere

That Smoky Lake County Council approved action taken by Administration, in response to the email request from Sabina Brouwer, Executive Assistant, Métis Crossing, dated October 5, 2023, in providing a letter of support under the Reeve’s signature, to Métis Crossing for their application to the TELUS Indigenous Communities Fund, for Métis Crossing’s proposed project: Spirit of Nature, aimed to create mentorship opportunities between established, emerging and beginner Métis Artists to connect to the Métis Community as well as their own professional development through retreats facilitated at Métis Crossing.

Carried.

**11. Information Releases:**

**Information Releases September 1, 2023, to October 5, 2023**

954-23: Gawalko

That Smoky Lake County’s Information Releases for the period of September 1, 2023, to October 5, 2023, as follows, be filed for information:

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

Carried.

**12. Financial Reports:**

**Budget to Actual Report & Financial Statements**

As annexed to the minutes:

↳ Financial Statement for the months of: Nil.

**Year-2023 Property Tax Sale**

955-23: Cere

That Smoky Lake County's Year-2023 Property Tax Sale, **be re-scheduled** from December 1, 2023, at 10:00 a.m. **to December 12, 2023, at 10:00 a.m.**, for following properties with a Tax Notification issued on their Land Title:

<u>Roll #</u>	<u>Acres</u>	<u>LINC #</u>	<u>Legal Description</u>
12591540	153.38	0020900742	NE 15-59-12-4
13613240	158.00	0023571153	NE 32-61-13-4
14590910	161.00	0023555179	SE 9-59-14-4
16601910	160.00	0010150563	SE 19-60-16-4
17593320	160.51	0023477391	SW 33-59-17-4,
22010105	Spedden	0010199347	Lot 5 & 6 Blk 1 Plan 1955CL
28170112	Edwand	0019965343	Lot 12 & 13 Blk 1 Plan 2206CL
30190101	Wayetenau	0013499082	Lot 1 Blk 1 Plan 7822612
40300413	Warspite	0010266906	Lot 13 Blk 4 Plan 314HW.

Carried.

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

**Scheduled County Council Meetings**

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

**Thursday, October 26, 2023, at 9:00 a.m. (Organizational),  
Thursday, October 26, 2023, at 9:00 a.m. (Regular),  
Tuesday, October 31, 2023, at 9:00 a.m. (Budget),  
Tuesday, November 21, 2023, at 9:00 a.m. (Budget),  
Thursday, November 23, 2023, at 9:00 a.m. (Regular),  
Tuesday, December 5, 2023, at 9:00 a.m. (Budget), 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.

11:35 to 11:35 a.m.

**Public Question and Answer Period:**

None.

**15. ADJOURNMENT:**

956-23: Gawalko

That the Smoky Lake County Council Meeting of October 12, 2023, be adjourned, time 11:35 a.m.

Carried.

\_\_\_\_\_  
REEVE

S E A L

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

**SMOKY LAKE COUNTY**

Minutes of the **County Council Meeting** held on Thursday, **October 26, 2023**, at 10:17 A.M. held both virtually online and physically in Council Chambers.

The meeting was called to order by the Reeve, Jered Serben, in the presence of the following persons:

<b>ATTENDANCE</b>		
<u>Div. No.</u>	<u>Councillor(s)</u>	<u>Thursday, Oct. 26, 2023</u>
1	Dan Gawalko	Present in Chambers
2	Linda Fenerty	Present in Chambers
3	Dominique Cere	Present in Chambers
4	Lorne Halisky	Present in Chambers
5	Jered Serben	Present in Chambers
Interim CAO	Lydia Cielin	Present in Chambers
Finance Manager	Brenda Adamson	Virtually Present
Executive Svcs/R.S.	Patti Priest	Present in Chambers
*****		

Observers in Attendance Upon Call to Order:

Comm. Officer	Evonne Zukiwski	Present in Chambers
Fire Chief	Scott Franchuk	Virtually Present
GIS	Carole Dowhaniuk	Virtually Present
Public	1 Member	Present in Chambers
Media	No Members	N/A
Smoky Lake RCMP	Sgt. Anita Doktor	Present in Chambers
Metis Crossing	Juanita Marios	Present in Chambers

**2. Agenda:**

68-23: Cere

That the Smoky Lake County Council Meeting Agenda for Thursday, October 26, 2023, be adopted, as presented.

Carried Unanimously.

**3. Minutes:**

Nil.

**4. Delegations:**

**Smoky Lake RCMP Detachment: Sgt. Anita Doktor**

Present before Council from 10:19 a.m. to 10:25 a.m. was the Smoky Lake RCMP Detachment Sgt. Anita Doktor, to provide a verbal update, including, but not limited to, the following information:

- Finalizing the meeting for the County with K-division during the RMA (Rural Municipalities of Alberta) Fall Convention.
- Brendon Feere, is the new Corporal for the Smoky Lake Detachment.
- Our members arrested a few people connected to an armed robbery in Foisy.
- Continuing to plan the crime prevention Townhall in January which will be open to everyone.

Sgt. Anita Doktor, Smoky Lake RCMP Detachment, left Chambers, time 10:25 a.m.

69-23: Halisky

That the verbal report received by Smoky Lake County from Sgt. Anita Doktor, Smoky Lake RCMP Detachment, on October 26, 2023, accepted for information.

Carried.

**Métis Crossing – Juanita Marois, CEO**

Present before Council from 10:27 a.m. to 11:02 a.m. was Juanita Marios, CEO of Métis Crossing, to provide information to Council under Executive Session, in respect to Metis Crossing's application under Alberta's Community Organization Property Tax Exemption Regulation (COPTER) seeking tax exemption status of tax roll 17581251, legally described as River Lot 12-58-17-W4.

**14. Executive Session:**

**Legal Issue: Métis Crossing's Request for Tax Exemption**

70-23: Fenerty

That Smoky Lake County Council go into Executive Session, in the presence of all Council, Interim Chief Administrative Officer, Finance Manager, GIS, Fire Chief, Communications Officer, Executive Services Clerk, Delegation: Juanita Marios, CEO of Métis Crossing, to discuss the following, Legal Issue: in respect to Métis Crossing's application under Alberta's Community Organization Property Tax Exemption Regulation (COPTER) seeking tax exemption status of tax roll 17581251, legally described as River Lot 12-58-17-W4, under the authority of the FOIP Act Section 16: Third Party Business Interest, time 10:27 a.m..

Carried.

71-23: Cere

That Smoky Lake County Council go out of Executive Session, time 11:01 a.m.

Carried.

Métis Crossing's CEO and one member of the public, left Council Chambers, time 11:02 a.m.

**Request under Community Organization Property Tax Exemption Regulation (COPTER)**

72-23: Fenerty

That Smoky Lake County acknowledge receipt of the information received under Executive Session on October 26, 2023, from Delegation: Juanita Marios, CEO of Métis Crossing, in respect to Metis Crossing Limited's application under Alberta's Community Organization Property Tax Exemption Regulation (COPTER) seeking tax exemption status of tax roll 17581251, legally described as River Lot 12-58-17-W4, including but not limited to providing:

- proof of active encouragement for the general public to use the said property, and
- proof of educational programing.

Carried.

**Request under Community Organization Property Tax Exemption Regulation (COPTER)**

73-23: Halisky

That Smoky Lake County request additional information from the not-for-profit, Métis Crossing Experience Company, to support Metis Crossing Limited's application under Alberta's Community Organization Property Tax Exemption Regulation (COPTER) for tax roll 17581251, legally described as River Lot 12-58-17-W4, of:

• the portion of assessment to be contemplated for tax exemption; as well as the partially outstanding information previously requested, as per Council's October 12, 2023, Motion # 947-23, as follows:

- proof of signed lease agreement between Métis Crossing Experience and Metis Crossing Limited,
- proof of a prominently posted sign indicating the hours when the facility is accessible to the public, and
- proof of financial profit and loss statements for Metis Crossing Experience,

to be received by the County prior to November 30, 2023.

Carried.

**5. Public Hearing:**

Nil.

**6. Municipal Planning Commission:**

Nil.

**7. Request for Decision:**

**Remembrance Day Ceremony Wreaths**

74-23: Cere

That Smoky Lake County donate funds to both Royal Canadian Legions: Smoky Lake Legion Branch No. 227 and Waskatenau Legion Branch No. 261, in the amount of \$200.00 each, towards the Remembrance Day Ceremony wreaths and approve the Deputy Reeve to place a wreath at the ceremony being held in the Town of Smoky Lake, and approve the Reeve to place a wreath at the ceremony being held in the Village of Waskatenau.

Carried.

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

Chief Administrative Officer - Report Period: September 29, 2023 - October 23, 2023			
EGISLATIVE / GOVERNANCE			
Projects	Date In Progress	Date Outstanding	Date Completed
<b>Development Approval with the Town of Smoky Lake for Smoky Lake Kinsmen Club:</b> <ul style="list-style-type: none"> <li>■ Town of Smoky Lake and Smoky Lake County are joint owners of lands located on Plan 8120751, Block 3, Lot 47MSR (Municipal and School Reserve).</li> <li>■ March 26, 2015: Smoky Lake County with the Town of Smoky Lake executed a "Lease Agreement" with Smoky Lake Kinsmen Club to operate a Kinsmen Pavilion for a 5-year renewable term, commencing January 1, 2015 to January 31, 2024. No expense to County).</li> <li>■ October 16, 2023: received an email from Raman Sahota, Development Officer, Town of Smoky Lake – permission from owners is required for the Development Permit to allow for a Sea Can for Kinsmen Park / Gazebo. No expense to the County and is within Town's land use bylaw.</li> </ul> <p><b>Recommendation: Approve action taken for granting permission that Smoky Lake County with the Town of Smoky Lake as joint owners of lands located legally on Plan 8120751, Block 3, Lot 47 MSR approve the Development Permit for Smoky Lake Kinsmen Club for the placement of a Sea Can at no expense to the County.</b></p>	October 16		
<b>Ad-Hoc Working Group Committee for Housing Opportunities and Initiatives:</b> <ul style="list-style-type: none"> <li>■ Spoke with the CAO in respect to scheduling a meeting. Will find out by end of October if the Town will host this sub-committee created by ICC. Goal is to start meetings in November.</li> </ul>	October 23		
ADMINISTRATIVE			
Projects	Date In Progress	Date Outstanding	Date Completed
<b>Waskatenau Drainage – CN Owned Property adjacent to the Waskatenau Creek, near the Village of Waskatenau:</b> <p><b>ATTACHMENT: A-1</b></p> <ul style="list-style-type: none"> <li>■ Administration executed a License agreement "Release of Liability and Permit License" with Canadian National Railway Company (CN) on October 10, 2023 granting</li> </ul>	March 16	Sept 15	Nov. 30

Smoky Lake County permission to enter upon said lands Section 9 and 16, 59-19-W4. Term ends November 30, 2023. <ul style="list-style-type: none"> <li>Public Works has also obtained permission from the adjacent landowner – vegetation removal has started.</li> </ul> <b>Recommendation: Approve action taken for Smoky Lake County in executing the "Release of Liability and Permit License with the Canadian National Railway Company (CN) for permission to enter on the said lands Section 9 &amp; 16, 59-19- 4 with a term of October 10, 2023 to November 30, 2023 to address the draining landscaping.</b>			
<b>Smoky Lake Tourism Company Ltd.:</b> Attended its first meeting. All Corporation entities were established. Now in the process to find a Chief Executive Officer (CEO).	October 19		
<b>RCMP Liaison Committee Meeting:</b> Introduction to the two new Fish and Wildlife Sheriffs: Jason Duncalfe and Chase Cooper. More information highlighted in the Reeve's Report.			October 17
<b>MSCNet: Reached out again for inquiring for MSCNet to outline:</b> What Public Works building is the GigAir equipment being installed. <b>Still waiting.</b>	June 15	October 4	
<b>FINANCIAL</b>			
<b>Projects</b>	<b>Date In Progress</b>	<b>Date Outstanding</b>	<b>Date Completed</b>
Accompanied various departments in Budget meetings with the Finance Manager.			
<b>HUMAN RESOURCES</b>			
<b>Projects</b>	<b>Date In Progress</b>	<b>Date Outstanding</b>	<b>Date Completed</b>
<ul style="list-style-type: none"> <li>Held a <b>Staff Debrief</b> in respect to the last Council meeting.</li> <li>County has implemented a <b>Suggestion Box last year – nice to see suggestions coming forward. We have received 5 during my Interim to date.</b></li> </ul>	October 18		
<ul style="list-style-type: none"> <li><b>CAO Recruitment:</b> Posting for the CAO Position closes on November 3, 2023. To date: 36 Applications. In the process to assist Council – legislative department is summaries the applications into categories based on the advertisement.</li> </ul>			
<ul style="list-style-type: none"> <li><b>Municipal Clerk:</b> Received letter from an employee for Maternity Leave January 1, 2024 for (12-18 months).</li> </ul>	October 12		
<b>COMMUNITY</b>			
<b>Projects</b>	<b>Date In Progress</b>	<b>Date Outstanding</b>	<b>Date Completed</b>
<b>Letter:</b> Received from Tom Bullas about the upcoming <b>19<sup>th</sup> Annual T.L.C. Dart Tournament for Charities</b> (Food Bank and Christmas Hamper). Scheduled for November 25, 2023 at Warspite Hotel. County has been supporting this concept since Tom started this. <b>ATTACHMENT: C-1</b> <b>Recommendation: That Smoky Lake County Council approve action taken by administration for providing funds in the amount of \$100.00. to the 19<sup>th</sup> Annual T.L.C. Dart Tournament for Charities to be held on November 25, 2023 at Warspite Hotel.</b>	October 23		
<b>TRAINING / MEETINGS</b>			
Legislative Department completed the Cyber Awareness Training			October
<b>Signature:</b> <i>Interim Chief Administrative Officer</i>	County Council Meeting: October 26, 2023		

**Development Permit for Kinsmen Park in Smoky Lake**

75-23: Gawalko That Smoky Lake County Council approve action taken by Administration in respect to agreeing, in principle, to provide permission as a joint owner of the lands (described below) with the Town of Smoky Lake, to submit a development permit application to the Town of Smoky Lake, for the purpose of allowing the Smoky Lake Kinsmen Club to permanently place a sea-can on the lands legally described as Plan 8120751, Block 3, Lot 47 MSR, (also known as the Kinsmen Park), within the Town of Smoky Lake, near the Gazebo, at no expense to the County.

Carried.

**Release of Liability and Permit License with the Canadian National Railway Company (CN)**

76-23: Serben That Smoky Lake County Council approve action taken by Administration in executing the “Release of Liability and Permit License” with the Canadian National Railway Company (CN) granting permission for the County to enter the CN owned lands legally described as Section 9-59-19-W4 and Section 16-59-19-W4, for the purpose of constructing drainage landscaping, with a term effective October 10, 2023, and ending November 30, 2023.

Carried.

3 Members of the Public Virtually joined the meeting, time 11:08 a.m.

**Annual T.L.C. Dart Tournament for Charities held in Warspite**

77-23: Cere That Smoky Lake County Council approve action taken by Administration for providing funds in the amount of \$100.00, towards the 19<sup>th</sup> Annual T.L.C. Dart Tournament for Charities scheduled for November 25, 2023, to be held at Warspite Hotel, Warspite, with proceeds going towards the Smoky Lake Food Bank and the Smoky Lake Christmas Hamper, in response to the donation request letter received from Tom Bullas, dated October 23, 2023.

Carried.

**Interim Chief Administrative Officer Report**

78-23: Cere That Smoky Lake County Council accept the Interim Chief Administrative Officer Report, for the period of September 29, 2023 to October 23, 2023, for information.

Carried.

**9. Council Committee Reports:**

**Division One Councillor’s Report on various Committees, Boards and Commissions**

Dan Gawalko – Previous Deputy Reeve & Division One Councillor’s report from various Committees, Boards and Commissions:

September 28, 2023

- Attended Bellis/Vilna Citizens on Patrol meeting in Vilna, Officer Anita Doktor gave her report on ongoing crime in the region keep reporting anything suspicious, ensure keys are not left in vehicles and she also took in a few criminal record checks for some of the members. I gave a short update on what the county is doing, meeting with Curtis Zablocki commanding officer at K division during RMA, raffle tickets for the fundraising is going well, they discussed the ACOPA AGM happening on Oct 13-15 and a winter celebration on Sunday Nov 26, finances were presented by Leanna, next meeting November 16, 7:00 pm in Bellis.

October 4, 2023

- Attended the ASB regional resolution review committee held virtually with our Ag Fieldman Carleigh, reviewed the rules of procedure, reviewed 3 resolutions, agriculture in the classroom, Alberta transportation vegetation management, bee package imports and control of Varroa mites, these will be brought forward to the NE regional ASB conference on October 20 in Smoky Lake County.

October 13, 2023

- Attended the ASB meeting with Jared Serben and 3 new producer reps and 2 alternates from the county, we did an orientation on the ASB bylaws and policy, Doug Macaulay ASB program manager gave the board a very good orientation and presentation on ASB boards in Alberta, discussed the report card on the resolutions 2023 from Linda Hunt executive assistant of ASB provincial committee, Alyssa Krawchuk gave an update on LARA and how they are moving forward in 2024 with new staff coming onboard in January and also the upcoming extension events, next ASB meeting December 12, 9:00 am.



October 16, 2023

- Attended the Lakeland Agricultural Research Association LARA meeting, the small plot sprayer has arrived total price was 31,800 with shipping, Alyssa is the new agriculture director on the LICA board, will be selling the old 2006 Chev truck and will start looking to purchase a better cond. used truck, no FarmRITE report at this time, executive director report was given by Alyssa, finished combining Faba beans on oct 10, majority of the RVT trials had a passing mark, met with Lakeland college to start collaborating on some projects will meet again in January, met with MLA Scott Cyr he would like to have the Ag Minister and other MLA's come out to see what LARA is doing and raise awareness of agriculture in NE Alberta, had a meeting with living labs and attended several ASB meetings in the region, Dustin is now certified to do EVP's, LFA report heifers came out of the pasture Oct 1, dugouts are full, working with Lakeland college on increasing utilization on brush pastures and GPS ear tags, starting January 2024 2 free feed tests for member producers till the feed test budget runs out of funds, went over the clubroot policy, March 6 will be the AGM in Glendon or Goodridge, other upcoming events Nov 13-14 drone training clinic, Nov 16 working well webinar, Nov 28 Strategic weed management webinar, Nov 30 young farmers appreciation, Dec 1 Finding fairness in transitions held in Smoky Lake with Elaine Froese, next meeting Nov 20 @ 10:00 am.

October 19, 2023

- Attended the Evergreen Regional Waste Management Commission meeting, discussed the RFP for engineering, the RMA site visit which included an inspection of our Spedden landfill, Maxine and Paul had a meeting with Mark Power of the Beaver River Commission about hauling to Evergreen and when their contracts end, also talked about new ramp access to MSW cells and new inert waste cell construction, went over the EPR extended producer responsibility information that will be fully operational in 2025, Ashley gave the treasurers report, and Paul gave the managers' report, on Truth and Conciliation day they had hotdogs and chips for all the drivers, Omni McCann just completed a MSW and Inert waste survey, leachate has slowed down, Oct 16 Alberta Environment did a unannounced thorough inspection, Lakeland waste in Lac La Biche says Quest bought them out and Smoky Lake transfer was sold to Derrick Rosichuk, winter hours started open from 8 - 4:30 and closed on Saturdays, next meeting November 16 @ 9:00 am.

October 20, 2023

- Attended the 2023 Northeast Regional Agricultural service board Conference at Metis Crossing with all of the new ASB board, Jared Serben councillor, producer reps Curtis Boychuk, Tamara Flondra, and Tori Ponich, along with Reeve Lorne Halisky and councillor Dominique Cere, also in attendance were our ag fieldman Carleigh and assistant fieldman Amanda our interim CAO Lydia C. and recording secretary Patti P., welcomed MLA's Scott Cyr from Bonnyville- Cold Lake and Garth Rowsell from Vermilion- Lloydminster -Wainwright, Doug Macauly Director of crop assurance program section gave a program update, followed by Momna Farzand a cropping agrologist who talked about LARA and the research and extension programs they do in NE Alberta, then Maureen Vadias-Sloan from AFCS gave an update on insurance programs available to producers in Alberta, Don Christenson gave a very interesting presentation on diversifying your agriculture operation, Cole Ambrock talked about effectiveness of agritourism and raising awareness of primary ag production for millennial urbanites, and Linda Hunt talked about AgKnow Alberta farm mental health network and the program they offer to producers, we did a resolution session and concluded with the MD of Provost inviting us to attend the 2024 NE Regional ASB Conference in their municipality next year.

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

Linda Fenerty – Current Deputy Reeve & Division Two Councillor's written report from various Committees, Boards and Commissions:

October 3 - 5, 2023 - Power Up North Conference - Cold Lake

- This Conference was sponsored by the Lakeland Community Futures (Cold Lake). It was designed for entrepreneurial business owners, and anyone with a business idea (start-up, home-based, or as a side business). Several good speakers whose presentations delved into topics such as expansion diversification, selling and/or retiring. Topics included Future Proof (Business Finances), Future of Tourism, and The Future Face of Employment.

October 16, 2023 - Muni-Corr Mtg. - St. Paul- 10:00 a.m.

- Cold Lake First Nation Section of Right-of-Way - continued attempts to meet Rick Janvier (AICAO/investment Councillor) to discuss to right-of-way at the Nation.
- Black Ace - Recommendation to not grant access from 45 Street as it could be an impediment to the Trail.
- Reports - RRTS, Executive Director, Financials presented and accepted.
- New business - Marianne to contact Water Commissions for a list of taxpayers connected to water along the trail and bring back to the Board.
- Correspondence - Vilna Solar Project

October 17, 2023 - Ukrainian Twinning - Microsoft Teams - 9:00 a.m.

- Could not connect as Microsoft Teams was not working.

October 17 - Regional Emergency Management Advisory Committee - 1 :00 p.m.

- Chair & Vice-Chair elected - Tyson Berlinguette & Linda Fenerty
- Last meeting held April 24, 2019, so a lot of catching up to do - DEM's for each municipality, training, location of EOC's, update on contact information, personnel, business, services.
- Regional Emergency Management By-law reviewed.
- CAO's will be updating information for the next meeting scheduled for January 16, 2024 at 9:00 a.m.

October 18, 2023 - RCMP Community Engagement - Vilna Seniors' Centre - 6:00 p.m.

- RCMP Staff Sargeant Anita Doktor met with residents of the Village, a meeting which was very well attended. Issues discussed included guarding your residence from break-ins, fan-outs, statistics.

Other Meetings:

October 12, 2023 - County Council Meeting - County Chambers

October 19, 2023 - MCC - 11 :30 a.m.

October 19, 2023 - SL TC Inaugural Mtg - 1 :00 p.m. - Metis Crossing

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

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

September 28: Regular Council Mtg.

October 05: ASCHA North Region Mtg.

- Annual meeting held in Sherwood Park at the Sandman Hotel. Meeting began with an informal roundtable discussion and then a guest speaker (Joe Van Kampen) talking about the importance of having a "Marketing Strategy," the value in "Branding" as well as "Personalization" with your online presence. Reminded us that it isn't about just having a website but also using Facebook and Instagram to name a few. Explained the importance of regular updates, using imagery (food, furniture, individuals), think about lighting, angles, as well as instead of zooming in when taking photos consider getting closer. Strongly suggested that the budget include a marketing budget. ASCHA business was next; we received an update as to what administration has been doing followed by elections and New Business. The afternoon began with three government representatives (Phil Henke, Davis Knight and Barb Panich as the Assistant Deputy Minister, David Williams, was unavailable. Phil Henke began by saying that there was not much new at this time. The meeting ended with another roundtable discussion on Community Housing. Emergent issues as well as priorities were discussed.

October 12: Regular Council Mtg.

October 13: Foundation Mtg.

- Managers and Interim CAO presented their reports. Financials were reviewed. Delegation arrived and Board went into Closed Session. Once out of Closed Sessions, the remainder of the agenda was addressed.

October 17: Regional Emergency Management Advisory Committee Mtg.

- Alternate. Attended via Zoom.

October 18: Joint Health and Safety Mtg.

- Alternate. Attended via Zoom.

### **Division Four Councillor's Report on various Committees, Boards & Commissions**

Lorne Halisky – Previous Reeve & Division Four Councillor's report from various Committees, Boards and Commissions:

September 21, 2023 – Alberta Lakeland (DMO) Destination Management Organization Meeting, Hybrid (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 still looking for volunteers to work a casino.
- Discussed options such as Hot Summer & Cool Winter Guides, TV episodes in Lakeland Region etc.
- Event Calendar can be used by member communities at no charge and can be shared on individual member municipalities websites.

September 24, 2023 – Metis Crossing Day Celebration (Lorne in-person)

- Attended and participated in the evenings program etc. maintaining partnership, relationship, and collaboration etc.

September 26, 2023 – (CAO) Chief Administration Officer Recruitment Council Meeting, held in Chambers (All Council in-person)

- Held under 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, and review the CAO hiring guide.

September 26, 2023 – Government Liaison Meeting, held in Chambers (All Council in-person)

- Agreed to not engage Government Relations (Lobbyist) Support in Year-2023 to allow time to pursue engagement utilizing internal support through Council and Administration.
- Recommend to pursue meetings with each respective Ministry or their Chiefs of Staff, responsible for: Regional Volunteer Firefighters, Strategic Transportation Infrastructure Program (STIP) – Bridge Funding, Municipal Sustainability Initiatives (MSI) funding, Agricultural Society and Community Hall funding, Enhanced Healthcare and Medical Service, Justice System – Rural Crime, and Affordable Housing Collaboration.

September 27, 2023 – (SLTC) Smoky Lake Tourism Company Meeting (Lorne and Linda – virtually)

- Discussion was held on number of Directors required on SLTC, positions required on SLTC, (CEO) Chief Executive Officer position/preparation of CEO job description and October 19,2023 Agenda Items to move things along to finite setting up the SLTC.

September 28, 2023 – Regular Council Meeting, held in Chambers (All Council in-person)

- Received an update on Smoky Lake County's bridge management program and will be seeking funding for 12 bridges through the provincial Strategic Transportation Infrastructure Program (STIP).
- Approved a one-time donation of \$14,000.00 to the Waskatenau Curling Club.
- Approved to execute an agreement with Accurate Assessment Group Ltd. for 5 years of assessment services 2024-2028, with an option to renew for another 5.
- Approved to provide \$2,000 of FCSS funds to Smoky Lake Minor Hockey Association.
- Approved to execute "Power+ Agreement" with Alberta Municipal Services Corporation (AMSC), for buying electricity from January 1, 2025 to December 31, 2029.
- Adopted Policy Statement No. 01-04-01: Proclamations.

- Accepted the Expression of Interest for \$9,450.00 (\$9,000.00 + \$450.00 G.S.T.) from Earl O'Hagan, to purchase Plan 716CL, Block 1, Lot 9 in Warspite.
  - Approved to advertise a Public Land Sale Tender, closing December 1, 2023, for 14 properties.
  - Approved to advertise a Public Land Sale Tender through CLHbid.com, for 3 properties.
  - Proclaimed the Manitoba Maple Trees at Métis Crossing, River Lot 12, as historical significance.
  - Approved to jointly apply for 4 Alberta Community Partnership (ACP) 2023-24 Grants under the Intermunicipal Collaboration Stream.
  - Gave 3rd & Final Reading to Bylaw No. 1451-23: Municipal Reserve (MR) Designation – Warspite.
  - Extended an invitation to Saddle Lake Cree Nation Band #462 to attend a luncheon meeting.
  - Adopted the "Service Assessment and Economic Development Strategy – Smoky Lake Region" document, dated October 2022, prepared by 13Ways Inc. as an information resource in implementing a good governance model for developing a Regional Economic Development Plan.
- October 3, 2023 – Hwy 28/63 Regional Water Services Commission, held in Chambers (Lorne & Dan in-person)
- Held in-camera discussion relating to Commission Membership.
  - Received updates from the Interim Manager, Finance Manager, Provincial Representative, and Engineers.
  - Re-appointed JMD Group LLP Chartered Professional Accountants as the Auditor for 2023 & 2024.
  - Deferred the letter received from the County of St. Paul, requesting Membership until after the estimated costs of legal fees has been received for drafting changes to the Commission's bylaws and relevant agreements, and after the Commission's Management services are at full capacity.
- October 3-5, 2023 – Power Up North Conference, held in Cold Lake, (Lorne in-person Wednesday, Oct. 4th, Linda in-person for all 3 days)
- Presentations included:
  - The future of Tourism, Top 10 fastest Growing Trends in Tourism, Travel Alberta Tourism Grants and Opportunities, Indigenous Tourism Alberta
  - Future Proof your Business Finances, Marketing your Business on a minuscule budget.
  - The Future Face of Employment, The Humour Advantage – Putting Humour to Work for Less Stress and More Success.
- October 5, 2023 - Lakeland Industry and Community Association (LICA), held in Lac La Biche (Lorne & Dan in-person)
- Annual General Meeting was held, and presentations and activities included:
  - Portable Air Monitoring Station Tours
  - Methane Monitoring Collaborative Study Presentation
  - Environmental Education Through Project-based Learning at New Myrnam School
  - LICA Accomplishments & Programs Update
  - Presentations included: Environmental Monitoring Programs i.e., Air/ground/water, Education and Outreach Program with great student educational programs such as composting, gardening etc. that can be brought to any member schools.
- October 7, 2023 – Smoky Lake Pumpkin Fair, held in Smoky Lake (Lorne in-person)
- Brought greetings on behalf of Smoky Lake County and participated in the dignitary's parade.
- October 11, 2023 – RMA – (EPR) Extended Producer Responsibility Webinar (Lorne - virtually)
- EPR makes Producers pay for recycling.
  - The EPR Program is targeted to be in place in Alberta in 2025.
  - The EPR Program involves Producers managing the entire program such as collection, transportation etc. of products.
  - Registration deadline for the EPR Program in Alberta is December 31, 2023.
- October 11, 2023 – (EDA) Economic Developers Alberta, Investors and Site Selectors Webinar (Lorne - virtually)
- Provide investors with what it would be like to conduct business in the region and help in making informed investment decisions.
  - Identify best locations for talent, operating costs, office/plant options etc.
  - Identify Stakeholders, quality of life, transportation, cost of living, recreational/amenities, cultural activities etc. in the region.
  - Don't bite off more than can be chewed.
- October 11, 2023 – Elevate Wellness Team Meeting (Lorne - virtually)
- Reviewed final changes to the health and wellness trail system, mapping, and signage.
- October 12, 2023 – Regular Council Meeting, held in Chambers (All Council in-person)
- Amended Policy Statement No. 01-04-01: Proclamations.
  - Gave 3rd & Final Reading to Bylaw No. 1452-23: Chief Administrative Officer Bylaw.
  - Authorized the Public Works Manager to carry a firearm to used for beaver control.
  - Increased the 2023 allocation to purchase a snowmobile for trapping.
  - Approved an adjustment to the reserve bids on the 3 County properties being sold through CLHbid.com.
  - Approved a loyalty bonus of \$10,800, to Larry Kokotilo, for over 27 years of consecutive service.
  - Approved the to executive an intermunicipal agreement with the Town of Smoky Lake for the County to provide Certified Water and Wastewater Operator Supervision Services, and denied to provide the same to Métis Crossing, as it is non-municipal.
  - Approved a 2024 municipal contribution of \$2,457.60 to North Saskatchewan Watershed Alliance.
  - Acknowledged an additional Corporal is being added to the Smoky Lake RCMP Detachment.
  - Rescheduled the Year-2023 Property Tax Sale, from Dec. 1st to Dec. 12, 2023, at 10:00 am.
- October 17, 2023 – Ukrainian Twinning Meeting, held in Chambers & virtually (Lorne in-person)
- Community Futures fundraising will be providing a donation of \$775 to Kosiv.
  - Ukrainian Twinning Committee fund raising sent \$3000 to Kosiv on June 12, 2023.
  - The Village of Vilna was not present and are considering withdrawing from the Committee.

- The next opportunity with Kosiv will be education.
  - Financials were presented with \$5000 budget and \$1400 remaining.
- October 17, 2023 – RCMP Liaison Meeting, held in Chambers & virtually (Lorne in-person)
- Attendees included representatives from Smoky Lake RCMP Detachment, Fish & Wildlife, Smoky Lake Fire Department, and the Smoky Lake County Loss Prevention Coordinator, Interim CAO, and Reeve, who discussed mutual concerns and how to help each other.
  - Water and Ice rescue continues to be an issue in the region due to lack of trained/certified individuals, and equipment such as a boat etc.
  - Deceased body removal and Victim Services were discussed with a Victim Service Representative soon to be in place in the region and lobbying etc. for better “timely” body removal services.
  - Provincial Highway Maintenance Contractor signs still not in place on the region’s provincial highways.
  - RCMP are reporting more crime info on social media which is well received by the citizens.
  - Fish & Wildlife are investigating lots of Hunter Trespassing.
  - Disaster Services operations, logistics and resources etc. were briefly discussed on how it plays a role with disaster situations in the region.
- October 17, 2023 – Regional Emergency Management Committee, held in Chambers and virtually (Linda, Lorne & Jered in-person, Dominique - virtually)
- Recommend the Regional Emergency Management Bylaws be updated to align with current Provincial Local Authority Emergency Management Regulation.
  - Reviewed the Community Emergency Management Program Emergency Plan, and the Alberta Emergency Management Agency Annual Visit / Review 2022-2023.
  - Next meeting is January 16, 2023.
- October 18, 2023 – Joint Health & Safety Committee, held virtually (Lorne & Dominique - virtually)
- Received updates on: Old Business, Safety Audit Action Plan, Training, Incidents, and Committee Member Reports.
  - The 5 of the 7 incidents were related to criminal activity. Theft in the region continues so please ensure vehicles / equipment / property are secured and report all suspicious activities to the RCMP immediately.
- October 19, 2023 – (MCC) Municipal Controlled Corporation for Smoky Lake Development Corporation Meeting (Lorne and Linda in-person)
- Reviewed (USA) Unanimous Shareholder Agreement between MCC and Smoky Lake Tourism Company LTD and made a resolution to agree to terms/conditions etc.
  - Change banking account to a redeemable less cost and higher interest rate account.
  - Treasurer report was presented with all in good standing.
  - Take no action and file old HAK School inquiry.
- October 19, 2023 – (SLTC) Smoky Lake Tourism Company LTD. Meeting (Lorne and Linda in-person)
- Discussion was held and selected number of Directors on SLTC, positions on SLTC, (CEO) Chief Executive Officer position and job description, Financial Institute, Financial Auditor, Legal Firm etc. in setting up the SLTC.
- October 20, 2023 – Northeast Regional ASB Conference at Métis Crossing (Lorne, Jered, Dominique, & Dan in-person)
- Provided a welcoming address to this event which was hosted by Smoky Lake County.
  - Councillor Gawalko Chaired the event’s meeting.
  - Reviewed Resolutions rules, procedures, and format.
  - Election for Regional ASB Committee Representatives/Alternates.
  - Presentation on Diversifying Your Agricultural Operation.
  - Presentation on The Effectiveness of Agritourism in Raising Awareness of Primary Agriculture Production Practices.
  - Presentation on AgKnow Alberta Farm Mental Health Network.

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

Jered Serben – Current Reeve & 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**

79-23: Fenerty

That Smoky Lake County’s Reeve Report received for the period of September 21, 2023, to October 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:**

### **2023 Alberta Rural Connectivity Forum – November 6th to November 7th, 2023**

80-23: Halisky

That Smoky Lake County take no action to the correspondence received from the Alberta Rural Connectivity Coalition, dated October 18, 2023, in respect to the Year-2023 Alberta Rural Connectivity Forum, scheduled for November 6-7, 2023, to be held in Banff, Alberta.

Carried.

**11. Information Releases:**

Nil.

**12. Financial Reports:**

**Financial Statements**

As annexed to the minutes:

↳ Financial Statement for the months of: **Nil.**

**Budget to Actual Report**

81-23: Halisky

That Smoky Lake County's financial reports, including the Budget to Actual report as at October 17, 2023, be filed for information.

Carried.

**Cheque Register**

82-23: Cere

That Smoky Lake County's Cheque Register as of October 26, 2023, as follows, be filed for information:

**County Council Meeting: Oct. 26, 2023**

Batch #	Cheque Numbers	Total of Batch
PMCHQ172	53618 to 53634	\$703,179.31
PMCHQ173	53635 to 53649	\$94,721.87
PMCHQ176	53650 to 53659	\$221,032.61
PMCHQ177	53660 to 53688	\$46,675.44
PMCHQ179	53689 to 53698	\$2,843.14
<b>Total Cheques from 53618 to 53698</b>		<b>\$1,068,452.37</b>

Batch #	EFT Numbers	Total of Batch
230921	1021 to 1036	\$244,056.88
230926	1037 to 1041	\$15,583.43
231003	1042 to 1048	\$35,029.61
231012	1049 to 1068	\$151,533.93
<b>Total EFTs from 1021 to 1068</b>		<b>\$446,203.85</b>

**Direct Debit Register**

Batch #	Description	Total of Batch
<b>Total Direct Debits</b>		<b>\$0.00</b>

<b>Grand Total Bills and Accounts</b>	<b>\$1,514,656.22</b>
<i>(Note: From General Account)</i>	

Carried.

11:29 to 11:30 a.m.

**Public Question and Answer Period:**

None.

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

**Smoky Lake Region Intermunicipal Collaboration Committee (ICC) Meeting**

83-23: Fenerty

That a Smoky Lake Region **Intermunicipal Collaboration Committee (ICC) Meeting** be scheduled for, **Wednesday, November 15, 2023 at 9:00 a.m.**, to be held virtually, through Electronic Communication Technology **and/or** physically in County Council Chambers.

Carried.

**Policy Committee Meeting**

84-23: Cere

That the next Smoky Lake County **Policy Committee Meeting**, be scheduled for **Monday, December 4, 2023, at 10:00 a.m.**, to be held virtually, through Electronic Communication Technology as per Bylaw 1376-20 **and/or** physically in County Council Chambers.

Carried.

**Council Committee of the Whole for CAO Recruitment Meeting**

85-23: Cere

That the next Smoky Lake County Council **Committee of the Whole Meeting for the purpose of Chief Administrative Officer (CAO) Recruitment** be scheduled for **Wednesday, November 15, 2023 at 1:00 p.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:

**Tuesday, October 31, 2023, at 9:00 a.m. (Budget),  
Tuesday, November 21, 2023, at 9:00 a.m. (Budget),  
Thursday, November 23, 2023, at 9:00 a.m. (Regular),  
Tuesday, December 5, 2023, at 9:00 a.m. (Budget), 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.

**14. Executive Session:**

**Personnel Issue: Interim Chief Administrative Officer**

86-23: Halisky

That Smoky Lake County Council go into Executive Session to discuss a Personnel Issue, under the authority of the FOIP Act, Section 24: Advice from Officials, and Section 19: Confidential Evaluation, in respect to the Interim Chief Administrative Officer, in the presence of all Council, Interim Chief Administrative Officer and Executive Services Clerk, time 11:54 a.m..

Carried.

87-23: Cere

That Smoky Lake County Council go out of Executive Session, time 12:11 p.m.

Carried.

**15. ADJOURNMENT:**

88-23: Gawalko

That the Smoky Lake County Council Meeting of October 26, 2023, be adjourned, time 12:11 p.m..

Carried.

\_\_\_\_\_  
REEVE

**S E A L**

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

SMOKY LAKE COUNTY

Minutes of the **Organizational Meeting** for the Council of Smoky Lake County held on Wednesday, October 26, 2023 at 9:00 a.m. held virtually online through Electronic Communication Technology: Zoom Meeting and physically in County Council Chambers.

The meeting was called to Order by the Interim Chief Administrative Officer, Lydia Cielin, in the presence of the following persons:

<b>ATTENDANCE</b>		
<u>Div. No.</u>	<u>Councillor(s)</u>	<u>Wednesday, Oct. 26, 2023</u>
1	Dan Gawalko	Present in Chambers
2	Linda Fenerty	Present in Chambers
3	Dominique Cere	Present in Chambers
4	Lorne Halisky	Present in Chambers
5	Jered Serben	Present in Chambers
Interim CAO	Lydia Cielin	Present in Chambers
Finance Manager	Brenda Adamson	Virtually Present
Executive Svcs/R.S.	Patti Priest	Present in Chambers
Acting. Ag Fieldman	Amanda Kihn	Virtually Present
Natural Gas Manager	Daniel Moric	Virtually Present
GIS	Carole Dowhaniuk	Virtually Present
Communications Officer	Evonne Zukiwski	Present in Chambers
Public Works Manager	Chris Minailo	Present in Chambers
Enviro. & Park Manager	Dave Franchuk	Virtually Present
Fire Chief	Scott Franchuk	Virtually Present

\*\*\*\*\*

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

**ELECTION OF CHIEF ELECTED OFFICIAL:**

The Interim Chief Administrative Officer called first (1) time for nominations for the position of Chief Elected Official: Reeve of Smoky Lake County.

01-23: Cere

That Councillor Jered Serben be nominated as Chief Elected Official: Reeve of Smoky Lake County, for the ensuing year.

The Interim Chief Administrative Officer called second (2) time for nominations.

02-23: Gawalko

That Councillor Lorne Halisky be nominated as Chief Elected Official: Reeve of Smoky Lake County, for the ensuing year.

The Interim Chief Administrative Officer called third (3) time for nominations.

03-23: Halisky

That nominations for the position of Chief Elected Official: Reeve of Smoky Lake County, cease.

NO FURTHER NOMINATIONS.

Councillor Lorne Halisky respectfully declined to be nominated for Chief Elected Official: Reeve of Smoky Lake County.

**Mr. Jered Serben was declared elected by acclamation** by the Interim Chief Administrative Officer **as the Chief Elected Official: Reeve of Smoky Lake County**, for the ensuing year, and executed an "Oath of Office" for the position and assumed the Chair.

**ELECTION OF DEPUTY CHIEF ELECTED OFFICIAL:**

The Reeve called first (1) time for nominations for the position of Deputy Chief Elected Official: Deputy Reeve of Smoky Lake County.

04-23: Cere                      That Councillor Linda Fenerty be nominated as Deputy Chief Elected Official: Deputy Reeve of Smoky Lake County, for the ensuing year.

The Reeve called second (2) time for nominations.

05-23: Halisky                      That Councillor Dan Gawalko be nominated as Deputy Chief Elected Official: Deputy Reeve of Smoky Lake County, for the ensuing year.

The Reeve called third (3) time for nominations.

06-23: Cere                      That nominations for nominations for the position of Deputy Chief Elected Official: Deputy Reeve of Smoky Lake County, cease.

NO FURTHER NOMINATIONS.

Each nominee was given the opportunity to speak in favour of their nomination.

A secret ballot was held for the election of Deputy Chief Elected Official: Deputy Reeve of Smoky Lake County.

**Ms. Linda Fenerty was declared elected** by the Reeve **as the Deputy Chief Elected Official: Deputy Reeve of Smoky Lake County**, by a three to two vote, for the ensuing year, and executed an "Oath of Office" for the position.

07-23: Cere                      That the secret ballots for the October 26, 2023, election of Deputy Chief Elected Official: Deputy Reeve of Smoky Lake County, be destroyed.

Carried.

**Appoint Municipal Solicitor(s)**

08-23: Cere                      That Smoky Lake County appoint Brownlee LLP and Reynolds Mirth Richards & Farmer LLP as the solicitors for Smoky Lake County, on an as needed basis.

Carried.

**Remuneration: Public-at-Large Committee Members**

09-23: Fenerty                      That Smoky Lake County Public-at-Large members appointed by Council for Committee representation, be paid at a rate of **\$175.00 per day** and the mileage and meal expenses be paid at the same rate as stated in Policy Statement No. 08-18: Council Remuneration and Expenses as amended from time to time.

Carried.

**Regular County Council Meetings**

10-23: Fenerty                      That Smoky Lake County Council Regular Meetings be typically scheduled on the second and fourth (2<sup>nd</sup> & 4<sup>th</sup>) Thursday of each month starting at 9:00 a.m., with the exception of July and November, unless otherwise stated by motion of Council, and be held in County Council Chambers, 4612 McDougall Drive, Smoky Lake, and/or virtually, online through Electronic Communication Technology.

Carried.



**Municipal Annual Meeting**

11-23: Cere                      That a Smoky Lake County municipal annual meeting be held (or not held) at the discretion of Council and call of the Reeve.  
  
Carried.

**Financial Statements**

12-23: Fenerty                      That Smoky Lake County's Audited Financial Statements, and Auditor's Report for the Year Ended December 31, 2023, be made available to the public, as per the *MGA, Section 276(1)*, by posting it onto the County's Website, providing paper copies for pick up at the Main Office, and by including them in the Smoky Lake County Annual Booklet.  
  
Carried.

**Christmas Office Closures for Main Office and Public Works**

13-23: Cere                      That Smoky Lake County Council approve to close the Main Office located at 4612 McDougall Drive, Smoky Lake and the Public Works Shop located at 5004 50 Street, Smoky Lake, from **December 25, 2023 to January 1, 2024 & January 8, 2024** under the following conditions:

- Monday, December 25, 2023, being Christmas Day, Statutory Holiday,
- Tuesday, December 26, 2023, being Boxing Day, Statutory Holiday,
- and with Wednesday, December 27, 2023 to Friday, December 29, 2023, (3 days) being taken as vacation days by Employees, subject to them returning to work if required, in the event of an emergency during those three days;
- Monday, January 1, 2024, being New Year's Day, Statutory Holiday, &
- Monday, January 8, 2024, being Ukrainian Christmas, Paid Holiday.

Carried.

**Appointments to Committees, Task Forces and Boards**

**GENERAL GOVERNMENT SERVICES:**

**Government Liaison Committee**

14-23: Fenerty                      That the Smoky Lake County Reeve, Deputy Reeve and any other Councillors, as deemed necessary, be appointed to the **Government Liaison Committee**.  
  
Carried.

**Policy Committee**

15-23: Halisky                      That all members of Smoky Lake County Council be appointed to the Smoky Lake County **Policy Committee**.  
  
Carried.

**ASSESSMENT AND TAXATION:**

**Local Assessment Review Board**

16-23: Cere                      That Smoky Lake County reconfirm the appointment of Capital Region Assessment Services Commission (CRASC) to the **Local Assessment Review Board** as per Bylaw No. 1417-23.  
  
Carried.

**Composite Assessment Review Board**

17-23: Cere                      That Smoky Lake County reconfirm the appointment of Capital Region Assessment Services Commission (CRASC) to the **Composite Assessment Review Board** as per Bylaw No. 1417-23.  
  
Carried.

**RISK MANAGEMENT:**

**Risk Pro Management Committee**

18-23: Fenerty

That Smoky Lake County's Reeve be appointed as member to the **Risk Pro Management Committee**; and the Deputy Reeve be appointed as the alternate.

Carried.

**HUMAN RESOURCES:**

**Negotiating Committee**

19-23: Gawalko

That Smoky Lake County Councillors: Dan Gawalko, Lorne Halisky and Dominique Cere be appointed as members to the **Negotiating Committee** to bargain the Collective Agreements with the **International Union of Operating Engineers Local No. 955** for the Public Works Employees; and with the **Canadian Union of Public Employees Local No. 4575** for the Main Office Staff and Custodian Staff; and that Councillors Linda Fenerty and Jered Serben be appointed as the alternates.

Carried.

**PROTECTIVE SERVICES:**

**Fire & Rescue Liaison Committee for Vilna & District Volunteer Fire Department**

20-23: Fenerty

That Smoky Lake County Councillor Dan Gawalko be appointed as member and Councillor Linda Fenerty as alternate to the to the **Fire & Rescue Liaison Committee for Vilna & District Volunteer Fire Department**.

Carried.

**Fire & Rescue Liaison Committee for the Smoky Lake Fire Department**

21-23: Halisky

That Smoky Lake County Councillor Jered Serben be appointed as member and Councillor Lorne Halisky be appointed as alternate to the **Fire & Rescue Liaison Committee for the Smoky Lake Fire Department**.

Carried.

**Fire & Rescue Liaison Committee for the Waskatenau Fire Department**

22-23: Fenerty

That Smoky Lake County Councillor Jered Serben be appointed as member and Councillor Dominique Cere be appointed as alternate to the **Fire & Rescue Liaison Committee for the Waskatenau Fire Department**.

Carried.

**RCMP Liaison Committee**

23-23: Halisky

That Smoky Lake County Councillor Lorne Halisky be appointed as member and Councillor Linda Fenerty be appointed as alternate, to the **RCMP Liaison Committee**.

Carried.

**Regional Emergency Management Advisory Committee**

24-23: Fenerty

That Smoky Lake County Councillor Linda Fenerty be appointed as member and Councillor Dominique Cere be appointed as an alternate, to the **Regional Emergency Management Advisory Committee**.

Carried.

**Smoky Lake Region Fire and Rescue Committee**

25-23: Halisky

That Smoky Lake County Councillors Lorne Halisky and Linda Fenerty be appointed as members and Councillor Jered Serben be appointed as alternate, to the **Smoky Lake Region Fire and Rescue Advisory Committee**.

Carried.

**Citizens On Patrol (C.O.P) Liaison Committee**

26-23: Cere

That Smoky Lake County Councillor Dan Gawalko be appointed as member and Councillor Linda Fenerty be appointed as alternate, to the **Citizens On Patrol (C.O.P) Liaison Committee**.

Carried.

**TRANSPORTATION SERVICES:**

**Road Ban Committee**

27-23: Gawalko

That Smoky Lake County's Reeve be appointed as member to the **Road Ban Committee** along with the Public Works Manager and Chief Administrative Officer; and the Deputy Reeve be appointed as alternate; and any two (2) members have the authority to sign for the Road Ban / Restriction Order and will inform all members of Council of the execution of same, as required by Bylaw No. 1225-11.

Carried.

**North East Muni-Corr Ltd. Committee**

28-23: Fenerty

That Smoky Lake County Councillor Linda Fenerty be reaffirmed as member and Councillor Jered Serben be reaffirmed as alternate, to the **North East Muni-Corr Ltd. Committee** for the four-year term ending in Year 2025.

Carried.

**ENVIRONMENTAL HEALTH SERVICES:**

**Alberta CARE (Alberta Coordinated Action for Recycling Enterprises) Committee**

29-23: Halisky

That Smoky Lake County Councillor Dan Gawalko be appointed as member and Councillor Lorne Halisky be appointed as alternate, to the **Alberta CARE (Alberta Coordinated Action for Recycling Enterprises) Committee**.

Carried.

**Evergreen Regional Waste Management Commission**

30-23: Gawalko

That Smoky Lake County Councillor Dan Gawalko be appointed as member and Councillor Lorne Halisky be appointed as alternate, to the **Evergreen Regional Waste Management Commission**.

Carried.

**Highway 28/63 Regional Water Services Commission**

31-23: Halisky

That Smoky Lake County Councillors Lorne Halisky and Dan Gawalko be appointed as members and that Councillors Linda Fenerty and Jered Serben be appointed as alternates, to the **Highway 28/63 Regional Water Services Commission**.

Carried.

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

32-23: Fenerty

That Smoky Lake County Councillor Linda Fenerty be appointed as member and Councillor Lorne Halisky be appointed as alternate, to the **North Saskatchewan Watershed Alliance (NSWA) - Liaison Committee**.

Carried.

**PUBLIC HEALTH AND WELFARE SERVICES:**

**Joint Health & Safety Committee**

33-23: Cere

That Smoky Lake County Councillor Jered Serben be appointed as member and Councillor Dominique Cere be appointed as alternate, to the **Joint Health & Safety Committee**.

Carried.

**Physicians and Health Care Professionals Committee**

34-23: Gawalko That Smoky Lake County's Reeve be appointed as the member and the Deputy Reeve be appointed as alternate, to the **Physicians and Health Care Professionals Committee**.

Carried.

**Family Community Support Services (FCSS) Committee**

35-23: Halisky That all members of Smoky Lake County Council be appointed to the **Family Community Support Services (FCSS) Committee**.

Carried.

**Smoky Lake Foundation Board**

36-23: Cere That Smoky Lake County Councillors Dominique Cere and Jered Serben be appointed as members and Councillors Lorne Halisky and Linda Fenerty be appointed as alternates, to the **Smoky Lake Foundation Board**.

Carried.

**PLANNING, DEVELOPMENT AND SUB-DIVISION CONTROL**

**Municipal Planning Commission**

37-23: Fenerty That all members of Smoky Lake County Council be appointed to the **Municipal Planning Commission** – Development Authority, as required by Bylaw No. 1346-19.

Carried.

**Subdivision and Development Appeal Board**

38-23: Gawalko That Smoky Lake County re-appoint Members-at-Large: Grant Gillund, Christine Hansen, Gary Henry, Amy Cherniwchan, Jerry Melnyk, Sylvia Holowach, Candace Bryks, David Thomas, Margaret Allan Newell, and Pat Olchow, as members to the **Subdivision and Development Appeal Board**, as required by Bylaw No. 1347-19.

Carried.

**Sub-Division Authority**

39-23: Cere That Smoky Lake County re-confirm **Jane Dauphinee, BA – Mplan – RPP – MCIP – Principal / Senior Planner, Municipal Planning Services (2009) Ltd.**, as the person appointed as the Sub-Division Authority for Smoky Lake County, as per Bylaw No. 1345-19; and, on an as needed basis for the 2023-2023 year.

Carried.

**Smoky Lake Regional Heritage Board**

40-23: Halisky That Smoky Lake County appoint Councillors Linda Fenerty and Lorne Halisky be appointed to the **Smoky Lake Regional Heritage Board** as per Bylaw No. 1371-20 and re-appoint the Public-at-Large members to the as follows: Noreen Easterbrook, Graham Dalziel, Christine Hansen, and Michelle Wright.

Carried.

**Regional Community Development Committee (RCDC)**

41-23: Cere That Smoky Lake County Councillors Jered Serben and Linda Fenerty be appointed as members and Councillor Dominique Cere as the alternate member, to the **Regional Community Development Committee (RCDC)** in accordance with Bylaw No. 1399-21; and acknowledge the Smoky Lake County Public-at-Large Member positions are vacant.

Carried.

**Intermunicipal Development Plan (IDP) – Town of Smoky Lake**

42-23: Halisky That Smoky Lake County appoint Councillor Lorne Halisky and Jered Serben, as members and Councillor Dominique Cere, as the alternate member, to the Smoky Lake County / **Town of Smoky Lake Intermunicipal Development Plan (IDP) Committee**; as per Bylaw No. 1426-22.

Carried.

**Intermunicipal Development Plan (IDP) – Village of Waskatenau**

43-23: Cere That Smoky Lake County appoint Councillors: Jered Serben and Dominique Cere, as members and Councillor Lorne Halisky, as the alternate member, to the Smoky Lake County / **Village of Waskatenau Intermunicipal Development Plan (IDP) Committee**; as per Bylaw No. 1424-22.

Carried.

**Intermunicipal Development Plan (IDP) – Village of Vilna**

44-23: Gawalko That all members of Smoky Lake County Council be appointed as members to the Smoky Lake County / **Village of Vilna Intermunicipal Development Plan (IDP) Committee**, as per Bylaw No. 1425-22.

Carried.

**Intermunicipal Development Plan (IDP) – Lamont County**

45-23: Cere That Smoky Lake County appoint Councillors: Dominique Cere and Lorne Halisky, as members and Councillor Linda Fenerty, as the alternate member, to the Smoky Lake County / **Lamont County Intermunicipal Development Plan (IDP) Committee**; as per Bylaw No. 1383-20.

Carried.

**Intermunicipal Development Plan (IDP) – County of St. Paul No.19**

46-23: Fenerty That Smoky Lake County appoint the Chief Administrative Officer and Planning and Development Manager, as members to the Smoky Lake County / **County of St. Paul No.19 Intermunicipal Development Plan (IDP) Committee**, as per Bylaw No.1334-19.

Carried.

**Intermunicipal Development Plan (IDP) – County of Two Hills No.21**

47-23: Cere That Smoky Lake County appoint the Chief Administrative Officer and Planning and Development Manager, as members to the Smoky Lake County / **County of Two Hills No. 21 Intermunicipal Development Plan (IDP) Committee**, as per Bylaw No. 1335-19.

Carried.

**Intermunicipal Collaboration Committee (ICC) – Smoky Lake Region**

48-23: Cere That Smoky Lake County appoint Councillors: Dominique Cere and Jered Serben as members and Councillor Lorne Halisky as the alternate member, to the **Smoky Lake Region (Smoky Lake County / Town of Smoky Lake / Village of Waskatenau / Village of Vilna) Intermunicipal Collaboration Committee (ICC)**; as per Bylaw No. 1439-23.

Carried.

**Intermunicipal Collaboration Committee (ICC) – Thorhild County**

49-23: Cere That Smoky Lake County appoint Councillors: Linda Fenerty and Dominique Cere as members and Councillor Dan Gawalko as the alternate member, to the Smoky Lake County / **Thorhild County Intermunicipal Collaboration Committee (ICC)**; as per Bylaw No.1368-20.

Carried.

**Intermunicipal Collaboration Committee (ICC) – Lamont County**

50-23: Halisky That Smoky Lake County appoint Councillors: Lorne Halisky and Dan Gawalko as members and Councillor Linda Fenerty as the alternate member, to the Smoky Lake County / **Lamont County Intermunicipal Collaboration Committee (ICC)**; as per Bylaw No.1391-21.

Carried.

**Intermunicipal Collaboration Committee (ICC) – County of St. Paul No.19**

51-23: Gawalko That all members of Smoky Lake County Council be appointed as members to the Smoky Lake County / **County of St. Paul No.19 Intermunicipal Collaboration Committee (ICC)**, as per Bylaw No. 1361-19.

Carried.

**Intermunicipal Collaboration Committee (ICC) – County of Two Hills No.21**

52-23: Fenerty That all members of Smoky Lake County Council be appointed as members to the Smoky Lake County / **County of Two Hills No.21 Intermunicipal Collaboration Committee (ICC)**, as per Bylaw No. 1360-19.

Carried.

**Ukrainian Twinning Committee**

53-23: Halisky That Smoky Lake County appoint Councillors: Linda Fenerty and Lorne Halisky as members and Councillor Dan Gawalko as the alternate member, to the **Ukrainian Twinning Committee**, as per Bylaw No. 1404-21.

Carried.

**Community Futures St. Paul – Smoky Lake Region Committee**

54-23: Cere That Smoky Lake County appoint Councillor Linda Fenerty as the member and Councillor Dominique Cere as alternate member, to the **Community Futures St. Paul – Smoky Lake Region Committee**.

Carried.

**AGRICULTURAL SERVICE BOARD:**

**Agricultural Service Board**

55-23: Halisky That Smoky Lake County Councillors: Dan Gawalko and Jered Serben be appointed as members and Councillors: Lorne Halisky and Dominique Cere as the alternate members, to County's **Agricultural Service Board**, and reconfirm Producer-at-Large members as: Tori Ponich, Curtis Boychuk, Tamara Flondra, and Producer-at-Large alternate members as: Kurt Melnyk and Brett Rurka; for the term ending October 20, 2025.

Carried.

**Agricultural Issues Advisory Committee**

56-23: Gawalko That the Smoky Lake County Agricultural Service Board Chairperson, Vice-Chairperson, and any other member of Council affected by a specific issue, be appointed to the **Agricultural Issues Advisory Committee**; and acknowledge the Agricultural Issues Advisory Committee may call for "Public-at-Large" members, when required.

Carried.

**Agricultural Service Board Independent Appeal Panel for Weed Control**

57-23: Cere That Smoky Lake County residents: Barry Feniak, Norman Schmidt, and Robert Semeniuk be appointed as Members-at-Large, and Amanda Fischer as alternate Member-at-Large, to the **Agricultural Service Board Independent Appeal Panel for Weed Control**, as per Bylaw 1240-12.

Carried.

**Lakeland Agricultural Research Association (LARA)**

58-23: Gawalko That Smoky Lake County appoint the Agricultural Service Board Chairperson as the member and the Agricultural Service Board Vice-Chairperson as the alternate member to the **Lakeland Agricultural Research Association (LARA)**; and acknowledge LARA appointed Public-at-Large members from Smoky Lake County being: Barb Shapka and Amanda Fischer.

Carried.

**Lakeland Industry & Community Association (LICA)**

59-23: Halisky That Smoky Lake County Councillor Lorne Halisky be appointed as member and Councillor Dan Gawalko be appointed as alternate member, to the **Lakeland Industry & Community Association (LICA)**.

Carried.

**RECREATION AND CULTURAL SERVICES:**

**Northeast Alberta Information Hub Ltd. (AlbertaHUB)**

60-23: Halisky That Smoky Lake County Councillor Lorne Halisky be appointed as member and Councillor Jered Serben be appointed as the alternate member, to the **Northeast Alberta Information Hub Ltd. (AlbertaHUB)**.

Carried.

**Northern Lights Library System (NLLS)**

61-23: Fenerty That Smoky Lake County Councillor Linda Fenerty be appointed as board representative and Councillor Dominique Cere as the alternate representative, to the **Northern Lights Library System (NLLS)**, for the four-year term ending in Year 2025.

Carried.

**Smoky Lake Community Daycare Co-operative (Pumpkin Patch Daycare) Committee**

62-23: Cere That Smoky Lake County Councillor Linda Fenerty be appointed as member and Councillor Dominique Cere be appointed as alternate member, to the **Smoky Lake Community Daycare Co-operative (Pumpkin Patch Daycare) Committee**.

Carried.

**Smoky Lake Agricultural Society**

63-23: Halisky That Smoky Lake County Councillor Jered Serben be appointed as representative and Councillor Lorne Halisky as the alternate representative, to the **Smoky Lake Agricultural Society**.

Carried.

**Bellis Board of Trade**

64-23: Halisky That Smoky Lake County Councillor Lorne Halisky be appointed as representative and Councillor Dan Gawalko as alternate representative, to the **Bellis Board of Trade**.

Carried.

**Alberta Bilingual Municipalities Association (ABMA):**

65-23: Cere That Smoky Lake County Councillor Dominique Cere be appointed as representative and Councillor Linda Fenerty as alternate representative, to the **Alberta Bilingual Municipalities Association (ABMA)**.

Carried.

**Alberta's Lakeland Destination Management Organization (DMO):**

66-23: Halisky

That Smoky Lake County Councillor Lorne Halisky be appointed as representative and Councillor Dan Gawalko as alternate representative, to the **Alberta's Lakeland Destination Management Organization (DMO)**.

Carried.

**ADJOURNMENT:**

67-23: Cere

That the Smoky Lake County Council Organizational Meeting of October 26, 2023, be adjourned, time 10:06 a.m..

Carried.

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REEVE

**S E A L**

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CHIEF ADMINISTRATIVE OFFICER



**SMOKY LAKE COUNTY**

Minutes of the **County Council Budget Meeting** held on Tuesday, **October 31, 2023**, commencing at 9:01 A.M. held in County Council Chambers as well as virtually online through Electronic Communication Technology.

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

<b>ATTENDANCE</b>		
<u>Div. No.</u>	<u>Councillor(s)</u>	<u>Tuesday, Oct. 31, 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
Interim CAO	Lydia Cielin	Present in Chambers
Finance Manager	Brenda Adamson	Present in Chambers
Executive Svcs/R.S.	Patti Priest	Virtually Present

\*\*\*\*\*

Members of Administrative Staff in attendance:

Jordan Ruegg – Planning & Dev. Manager	Virtually Present
Kyle Schole – Planning Technician	Virtually Present
Evonne Zukiwski – Communications Officer	Virtually Present
Carole Dowhaniuk – GIS Operator	Virtually Present
Dave Franchuk – Enviro & Park Manager	Virtually Present
Daniel Moric – Natural Gas Manager	Virtually Present
Carleigh Danyluk – Ag. Fieldman	Virtually Present
Tate Murphy – Community Peace Officer	Virtually Present
Scott Franchuk – Fire Chief	Virtually Present

No Members of the Media were in attendance.

No Members of the Public were in virtual attendance.

**Agenda:**

89-23: Fenerty

That the Smoky Lake County Council Budget Meeting Agenda for Tuesday, October 31, 2023, be adopted, as presented.

Carried Unanimously.

**Request for Decision:**

**Federation of Canadian Municipalities (FCM) Conference**

90-23: Cere

That Smoky Lake County Council approve to budget for a maximum of two (2) Councillors to attend the Federation of Canadian Municipalities (FCM) Conference, scheduled for June 6 to 9, 2024, to be held in Calgary, Alberta.

Carried.

**Smoky Lake Agricultural Society Request for Street Sweeping**

Council held a brief discussion in reference to the June 1, 2023 Motion 649-23: in respect to an unrequested budgetary consideration for an "annual street sweeping services concept" of the Smoky Lake Agricultural Society parking lot.

**MCC for Smoky Lake Development Corp. Request for Operating Funds**

91-23: Cere

That Smoky Lake County Council **take no action** to the letter deferred by Council Motion #708-23, from Amy Cherniwchan, Chairperson of the MCC for Smoky Lake Development Corp., dated May 8, 2023, requesting funds in the amount of \$6,000.00, towards the MCC for Smoky Lake Development Corp.'s operating expenses in Year-2023.

Carried.

**Policy Statement No. 08-18-09: Council Renumeration and Expenses**

92-23: Fenerty

That Smoky Lake County Council acknowledge review of Policy Statement No. 08-18-09: Council Renumeration and Expenses, and acknowledge no changes are required at this time.

Carried.

Mark Fedoretz, Public Works Shop Foreman, virtually joined the meeting, time 9:33 a.m.

**Five-Year Bridge Priority Program 2024-2028**

93-23: Halisky

That Smoky Lake County Council approve the proposed Five-Year Bridge Priority Program list as follows:

Priority	Life	2024	2025	2026	2027	2028	Funding
BF13398 carry 2022							
BF78004							
BF77862							
1 BF80532	30	233,756					Aggregate Reserve
8 BF07814	15		190,523				AT & Operations
3 BF76552		601,920					AT, FGT, and Operatic
7 BF70923	25		336,840				AT & Operations
9 BF74018	10		269,577				AT & Operations
3 BF8199	25	199,028					Aggregate Reserve
10 BF72828	15		316,529				AT & Operations
8 BF06788				523,000			AT & Operations
2 BF74017	10	275,000					Aggregate Reserve
11 BF75780	15		223,800				AT & Operations
6 BF00849	10		929,528				AT & Operations
4 BF8200	75	2,857,825					AT & Operations
5 BF08201	75		2,101,240				AT & Operations
14 BF1772				804,253			AT & Operations
15 BF6872				132,000			AT & Operations
16 BF70734				79,000			AT & Operations
17 BF0781					1,081,000		AT & Operations
18 BF70165					585,000		AT & Operations
19 BF1603						233,000	AT & Operations
20 BF79073						195,000	AT & Operations
12 BF70497	75		1,134,096				AT & Operations
		\$ 4,167,529.00	\$ 5,502,133.00	\$ 1,538,253.00	\$ 1,666,000.00	\$ 428,000.00	
operating engineering		\$ 95,670.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	
		\$ 4,263,199.00	\$ 5,602,133.00	\$ 1,638,253.00	\$ 1,766,000.00	\$ 528,000.00	
<b>FUNDING</b>							
STIP		\$ 2,644,149.75	\$ 3,873,969.75	\$ 1,153,689.75	\$ 2,499,000.00	\$ 321,000.00	
FGT		\$ 199,028.00	\$ -	\$ -	\$ -	\$ -	
Reserve		508,756.00	0.00	0.00	0.00	0.00	
Operations		911,265.25	1,728,163.25	484,563.25	-733,000.00	207,000.00	
		4,263,199.00	5,602,133.00	1,638,253.00	1,766,000.00	528,000.00	

Carried.

**Bridge Priority Program**

94-23: Halisky

That Smoky Lake County Council approve the unbudgeted expense funded from the aggregate levy, to commence engineering on following emergent repairs for two haul road bridges, described as:

- BF80532 – on Township Road 604 west of Range Road 191:

**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



- BF08199 – on Township Road 584 west of Range Road 170:

**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



Carried.

**Year-2024 Capital Budget**

Council held discussion in respect to the proposed 5-Year Capital Plan Budget.

Brandon Gillis, Client Strategy Manager – Alberta, Enterprise Fleet Management, virtually joined the meeting, time 10:41 a.m.

**Delegation:**

**Enterprise Fleet Management**

Present before Council, was Brandon Gillis, Client Strategy Manager – Alberta, Enterprise Fleet Management, from 10:48 a.m. to 11:14 a.m. to discuss, the advantages and benefits of managing the County’s fleet with Enterprise Fleet Management, including but not limited to the following slides:

**Smoky Lake County Fleet Profile**

Total fleet size: **60** | Total fleet value: **\$1,368,314**

**Manufacturer breakdown**

Manufacturers in fleet: **5**

- Dodge: 73%
- Chevrolet: 12%
- Ford: 7%
- GMC: 7%
- RAM: 2%

**Model year analysis**

Avg age: **10.2 years**

10 years and older: **30**

Avg holding Period (in years): **20**

Avg annual acquisitions: **3**

**Odometer distribution**

Average Odometer: 146,945

- <80k KM: **33%** (20 vehicles)
- 80k-160k KM: **18%** (11 vehicles)
- 160k-240k KM: **25%** (15 vehicles)
- >240k KM: **23%** (14 vehicles)

**Smoky Lake County - Fleet Planning Analysis**

Current Fleet	53	Fleet Growth	-0.86%	Proposed Fleet	51
Current Cycle	17.67	Annual KM	14,051	Proposed Cycle	4.10
Current Maint.	\$583.33	Current L/100KM	20	Proposed Maint.	\$101.82
Maint. Cents Per KM	\$0.50			Price/Liter	\$1.45

**Fleet Costs Analysis**

Fiscal Year	Fleet Size	Annual Needs	Owned	Leased	Purchase	Lease*	Equity (Owned)	Equity (Leased)	Maintenance	Fuel	Fleet Budget	Net Cash
Average	53	3.0	53	0	213,935	0	454,214	-201,963	370,998	230,550	815,483	0
'24	51	26	25	26	0	454,214	-201,963	206,766	199,230	658,247	157,237	
'25	51	10	15	36	0	620,133	-94,095	148,984	190,530	865,552	-50,069	
'26	51	2	13	38	0	649,362	-4,300	137,428	188,790	837,930	-22,447	
'27	51	16	4	47	0	814,522	-310,963	-93,186	85,424	180,960	676,757	138,726
'28	51	9	0	51	0	858,395	-17,000	-658,016	62,311	177,480	423,170	392,313
'29	51	21	0	51	0	858,395	-390,422	62,311	177,480	707,764	107,719	
'30	51	17	0	51	0	858,395	-170,276	62,311	177,480	927,908	-112,426	
'31	51	9	0	51	0	858,395	-170,234	62,311	177,480	927,953	-112,470	
'32	51	6	0	51	0	858,395	-227,066	62,311	177,480	871,121	-55,638	
'33	51	12	0	51	0	858,395	-790,576	62,311	177,480	307,610	507,872	

10 Year Savings: **\$960,815** | Avg. Sustainable Savings: **\$67,011**

**Current Fleet Equity Analysis**

YEAR	2024	2025	2026	2027	2028	Under-Utilized
QTY	26	10	2	9	4	2
Est \$	\$6,738	\$9,410	\$2,450	\$34,551	\$4,250	\$13,381
TOTAL	\$175,200	\$94,095	\$4,900	\$310,963	\$17,000	\$26,763
Estimated Current Fleet Equity*						\$628,921

**KEY OBJECTIVES**

- Lower average age of the fleet**  
43% of the current light and medium duty fleet is over 10 years old  
Resale of the aging fleet is significantly reduced
- Reduce operating costs**  
Newer vehicles have a significantly lower maintenance expense  
Newer vehicles have increased fuel efficiency with new technology implementations
- Maintain a manageable vehicle budget**  
Challenged by inconsistent yearly budgets  
Currently vehicle budget is underfunded

**Goal**

- Keep your **total cost of ownership** as low as possible
- Be a trusted advisor

**Recommendations**

- Hold vehicles longer – closer to 48 months
- Pay down less or \$0 in order to replace more vehicles at once

**Next Steps**

- October 2023**
  - Last 1 x 2024 Sierra 3500 lands
- November 2023**
  - Sell a selection of older units to capture equity
- February – March 2024**
  - 4 x 2024 Sierra 1500s and 1 x 2024 Canyon land
  - Place orders for 2025 vehicles
- March 2024**
  - Annual Client Review
- August - September 2024**
  - 2025 vehicles land

Evonne Zukiwski, Communication Officer, virtually left the meeting, time 11:14 a.m.

One member of the public, virtually joined the meeting, time 11:24 a.m.

**Capital Budget for Peace Officer – Commercial Vehicle Scales**

95-23: Cere  
**DEFEATED**

That Smoky Lake County Council approved a Year-2024 budget in the amount of \$20,000.00 for a capital purchase of two commercial vehicle scales to be utilized by the County Peace Officer.

**DEFEATED.**

**Capital Budget for Peace Officer – Lidar Gun**

96-23: Cere

That Smoky Lake County Council approved a Year-2024 budget in the amount of \$7,000.00 for a capital purchase a lidar gun, to be utilized by the County Peace Officer for enforcing speed limits.

Carried.

Evonne Zukiwski, Communication Officer, virtually re-joined the meeting, time 11:39 a.m.

Spencer Kotylak, Deputy Fire Chief, virtually re-joined the meeting, time 11:41 a.m.

**Recess for Lunch**

Meeting recessed for Lunch, time 12:46 p.m

**Meeting Reconvened**

The meeting reconvened on a call to order by Reeve Jered Serben at 1:16 p.m. in the physical presence of all Council members, the Interim Chief Administrative Officer, Finance Manager, and the virtual presence of the Executive Services Clerk, Planning & Development Manager, Communications Officer, Natural Gas Manager, Environment & Parks Manager, Fire Chief, Agricultural Fieldman, GIS, and Peace Officer.

One member of the public virtually joined the meeting, time 1:38 p.m.

**Five-Year Road Plan: Year 2024-2028 & Year-2024 Capital Budget**

97-23: Halisky

That Smoky Lake County Council **defer** the proposed Year-2024 Road Projects, included in the Five-Year Road Plan for Year 2024-2028; and **defer** the Year-2024 Capital Budget, to the next Council Budget meeting scheduled for Tuesday, November 21, 2023 at 9:00 a.m. for further discussion, following a budget workshop scheduled for Monday, November 20, 2023 at 1:00 p.m., to be held in Council Chambers.

Carried.

**Adjournment:**

98-23: Cere

That the Smoky Lake County Council Budget Meeting of October 31, 2023, be adjourned, time 2:00 p.m.

Carried.

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REEVE

**S E A L**

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CHIEF ADMINISTRATIVE OFFICER



# Request for Decision (RFD)

Meeting Date: Thursday, November 23, 2023  
Topic: November Requests for Donations  
Presented By: Brenda Adamson, Finance

Agenda Item: # 7.1

**Recommendation:**

**1 That Smoky Lake County provide the Smoky Lake Christmas Hamper Program with a donation of ???**

**Or that Smoky Lake County take no action**

**#2 That Smoky Lake County provide the Ukrainian Orthodox Society of Spedden with a further donation of ???**

**Or that Smoky Lake County take no action**

**Background:**

We have received two requests for funding for this meeting. The Grants to Individuals and Organizations budget has been overspent by \$9,723.32.

Request #1: Smoky Lake Christmas Hamper Program has requested financial donations. A hamper costs \$80-\$160 depending on the size of the family.

Request #2: Spedden Community Hall has asked the County to provide the remaining \$1,705 (or at least \$673.32 to match Stry). The original request was for \$3,705 to cover maintenance costs and a portion of the insurance costs. At that time, Council approved \$2,000. Stry was provided \$2,673.32 (MSI Operating funds).

**Benefits:**

**Disadvantages:**

**Alternatives:**

**Financial Implications:**

\$The budget for grants and organizations has been over subscribed. Contingency funds which had been budgeted for the strategic plan have been used to cover the overage and can be used to cover further donations. The contingency budget is \$174,526.

**Legislation:**

na

**Intergovernmental:**

na

**Strategic Alignment:**

na

**Enclosure(s):**

1. Letter from Chrissy Ikert on behalf of the Christmas Hamper Program
2. Letter from the Ukrainian Orthodox Society of Spedden

Signature of the CAO: 

Smoky Lake Community,

My name is Christina Ikert and on behalf of the Smoky Lake Christmas Hamper Program, I am writing this letter with a humble heart to ask for your help this Christmas season in blessing others with a generous Christmas Hamper from our community. The Smoky Lake Christmas Hamper Program has been running for almost 40 years and helps many families in the Smoky Lake county.

With the rising cost of food since the pandemic, our numbers have also risen with families needing that extra help at Christmastime. Please allow me to give you a brief explanation of how our program runs. We start purchasing food items in September and make sure that we watch the sales to get the best price possible for groceries which ensures us to give that little bit extra. Our shopping doesn't end until the week of delivery and many hands are needed in ordering, picking up and delivering. Once November comes, families start calling in to the number provided with how many adults and children are in their specific family. We generally have a deadline as to when you can sign up, but we never turn a family away. Our hampers include: turkey or ham, bag of potatoes, box of oranges, cookies from the bakery, cereal, soups, canned beans, canned veggies, juice, pasta, pasta sauce, peanut butter, granola bars, boxed cookies, Christmas chocolates, stuffing, and canned fruit. For a family of 1-3 people, a hamper roughly costs \$80 or so and for a bigger family the cost can go up to roughly \$160. For the past few years, our local seniors drop in centre has graciously allowed us to use their beautiful, spacious building for no cost and for multiple days which has been a huge blessing as this takes many days to prepare for and hand out.

Your consideration of a monetary donation to the Smoky Lake Christmas Hamper Program is greatly appreciated. Without humbly asking for this for our local families, they would not experience a Christmas feast as some of us take this simple thing for granted. Thank you for taking the time to consider blessing a family this Christmas season.

On behalf of the families in need this Christmas season, thank you in advance for taking into consideration your blessing of a monetary gift.

Chrissy Ikert



October 26, 2023

County of Smoky Lake  
Smoky Lake AB T0A 3C0

Attention: Lydia Cielin, Assistant Chief Administrative Officer and County Council

**Spedden Community Hall Grant Support Thank You**

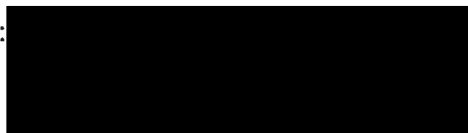
Please accept our thank you for the \$2,000 received in August in support to keep Spedden Community Hall operational and serving our County and immediate community.

We originally applied as follows:

*We appeal to the Smoky Lake County "Grants to Non-Profit Profit Organizations" budget for grant support to offset the unexpected maintenance costs for continuing to supply water to the hall (\$3,260) plus 25% of the insurance costs (\$445) for **total grant support of \$3,705**. Our Hall is owned and maintained by the non-profit Ukrainian Orthodox Society of Spedden.*

If there are any unexpended funds in this budget line allocation at year-end, any top-up amount that could be awarded to Spedden Hall would be much appreciated. We know that the \$3,705 amount might be a tough ask, but an amount equal to the dollar amount awarded to Stry Community Hall would be put to good use as we just had an unforeseen expenditure on our Spedden Hall furnace.

Please update our address:



Thank you in advance,

Original Signed

*Gordon Gordey*  
Treasurer, Ukrainian Orthodox Society of Spedden

Eddy Huk, President



# Request for Decision (RFD)

Meeting Date: Thursday, November 23, 2023

Agenda Item: # 7.2

Topic: Tax Sale

Presented By: Brenda Adamson, Finance Manager

**Recommendation:**

**That Smoky Lake County Council approve the following reserve bids Tax Sale to be held December 12 , 2023 at 10:00 AM**

Roll	Reserve Bid	LINC #	Legal
13613240	\$280,000	0023571153	NE 32-61-13-4
14590910	\$340,000	0023555179	SE 9-59-14-4
16601910	\$425,000	0010150563	SE 19-60-16-4
17593320	\$350,000	0023477391	SW 33-59-17-4
22010105	\$115,000	0010199347	Lot 5 & 6 Blk 1 Plan 1955CL
30190101	\$80,000	0013499082	Lot 1 Blk 1 Plan 7822612
40300413	\$10,000	0010266906	Lot 13 Blk 4 Plan 314HW

**Background:**

There were a total of 9 properties that are subject to tax sale. 7 remain unpaid without tax agreements.

Accurate Assessment has provided the attached ranges to use to set reserve bids. Administration recommends that we set the reserve bid at the lowest value.

The parcels will be offered for sale, subject to the reserve bid to be set at a future meeting and to the reservations and conditions contained in the existing Certificate of Title.

13613240	0023571153	NE 32-61-13-4	\$280,000.00
14590910	0023555179	SE 9-59-14-4	\$340,000.00
16601910	0010150563	SE 19-60-16-4	\$425,000.00
17593320	0023477391	SW 33-59-17-4	\$350,000.00
22010105	0010199347	Lot 5 & 6 Blk 1 Plan 1955CL	\$115,000.00
30190101	0013499082	Lot 1, Blk 1, Plan 7822612	\$80,000.00
40300413	0010266906	Lot 13 Blk 4 Plan 314HW	\$10,000.00

The parcels will be offered for sale, subject to the reserve bid and to the reservations and conditions contained in the existing Certificate of Title.

These properties are being offered for sale on an “as is, where is” basis and Smoky Lake County makes no representation and gives no warranty whatsoever as to the adequacy of services, soil conditions, land use districting, building and development conditions, absence, or presence of environment contamination, or the developability of the subject land for any intended use by the Purchaser.





# Request for Decision (RFD)

No bid will be accepted where the bidder attempts to attach conditions precedent to the sale of any parcel. No terms or conditions of sale will be considered other than those specified by Smoky Lake County. No further information will be available at the auction regarding the lands to be sold.

**Benefits:**

- Adheres to legislation.

**Disadvantages:**

- Some of these properties have homes on them. We may need to get legal advice to ensure that we process the sale correctly if there are bids.

**Alternatives:**

n/a

**Financial Implications:**

As per the MGA

**Legislation:**

*418(1) Each municipality must offer for sale at a public auction any parcel of land shown on its tax arrears list if the tax arrears are not paid.*

**Intergovernmental:**

*(Describe any intergovernmental involvement and/or implications related to or affecting the recommendation or select from dropdown)*

**Strategic Alignment:**

*(Select the Strategic Plan Priority that this topic is associated with)*

**Enclosure(s):**

*(List any supporting documents attached)*

Signature of the CAO: *[Handwritten Signature]*



# Request for Decision (RFD)

Meeting Date: Thursday, November 23, 2023

Agenda Item: #7.3

Topic: FCSS Applications

Presented By: Brenda/Finance

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## Recommendation:

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

**\$5,000.00 to Smoky Lake Agricultural Society for Public Skating Program**

**\$900.00 to Victoria Trail Agricultural Society for Volunteer Appreciation**

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## Background:

There is currently \$8,276 in FCSS funding available to grant out. This includes an increase in grant funding of \$3,149.

#1 The Smoky Lake Agricultural Society has requested \$5,000 funding towards the public skating program. Public Skating is offered to all members of the community free of charge. Donations provided by some of the local service clubs help to offset the costs. The County is being asked to assist. This program provides support to help sustain people as active members of the community.

#2 The Victoria Trail Ag Society has requested \$900 to provide a free event to thank and support the volunteers.

## Benefits:

These programs will keep community members engaged and encourage volunteering

## Disadvantages:

none

## Alternatives:

Approve a different amount or nothing.

## Financial Implications:

Current unspent amount is \$8,276.

## Legislation:

The funds granted are from the FCSS grant under the Family and Community support Services Act. Smoky Lake County Policy 08-17-01 provides the guidelines for granting funds.

## Intergovernmental:

*This form legislated under Policy Statement No. 01-27: County Council Meetings Request for Decision*



# Request for Decision (RFD)

n/a

**Strategic Alignment:**

n/a

**Enclosure(s):**

A: Vilna & District Municipal Library Application

**Signature of the CAO:** 

SCHEDULE "A"

SMOKY LAKE COUNTY – FCSS GRANT APPLICATION

LEGAL REGISTERED NAME OF ORGANIZATION: Smoky Lake Agricultural Society

ADDRESS: [Redacted] Box City or Town Postal Code

PHONE #: [Redacted] FAX #: \_\_\_\_\_

CONTACT PERSON: Michelle Purvis EMAIL: [Redacted]

▶ COMPLETE THIS APPLICATION IN ITS ENTIRETY

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

To help offset ice for Public Skating which is open to All of the community and to youth. With visits to keep up the ice. Home Clubs & kinders also help offset ice cost with donations

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

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

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

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

6. Please select the main strategic social outcome the program will attain.

- Individuals experience personal well being
- Individuals are connected with others
- Children and youth develop positively
- Healthy functioning within families
- Families have social supports
- The community is connected and engaged
- Community social issues are identified and addressed

7. Will the program be carried out by staff or volunteers? volunteers

8. What indicators of success will you use? How will you know the program has been successful? What is your outcome statement? the number of people that have attended and that the community and other have come together

9. What measurement tool will you use to measure success? (survey, interview, documentation review, observation, focus group, or case studies)  
observation

I declare that

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

Name: Michelle Puskas

Signature: 

Position: Board Vice Pres

Date: October 24, 2023

LEGAL REGISTERED NAME OF ORGANIZATION: Victoria Trail Ag. Society

ADDRESS:

Box

City or Town

Postal Code

PHONE #:

FAX #:

CONTACT PERSON: Jean

EMAIL:

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

Volunteer Appreciation Supper - VTAS relies heavily on volunteers to support our community events throughout the year. This evening is an opportunity to say

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

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

"Thank you!"  
\$900.00

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


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

6. Please select the main strategic social outcome the program will attain.
- Individuals experience personal well being
  - Individuals are connected with others
  - Children and youth develop positively
  - Healthy functioning within families
  - Families have social supports
  - The community is connected and engaged
  - Community social issues are identified and addressed
7. Will the program be carried out by staff or volunteers? Volunteers
8. What indicators of success will you use? How will you know the program has been successful? What is your outcome statement? Enhancement of the community with emphasis on the appreciation and effects of volunteers and supporters.
9. What measurement tool will you use to measure success? (survey, interview, documentation review, observation, focus group, or case studies)  
observation

I declare that

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

Name: Jean Lazowski

Signature: 

Position: Secretary

Date: Nov 2/13



# Request for Decision (RFD)

**Meeting Date:** Thursday, November 23, 2023

**Agenda Item:** # 7.4

**Topic:** Request for Property Tax Payments and penalty waive

**Presented By:** Brenda Adamson, Finance Manager

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## **Recommendation:**

**Option #1** That Smoky Lake County write off \$781.77 penalties and accept the proposed payment plan on tax roll 19600810 and waive March 1, 2024 penalties on the condition that the proposed payment of \$600.00 per month have been received from November, 2023 to February, 2024

**Option #2** That Smoky Lake County take no action with regards to the November 14, 2023 letter from the Gathering Place Co-Op request to make monthly payments and waive penalties.

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Attached is a letter from the Gathering Place Co-op. They are asking Council to waive penalties and they will pay \$600.00 per month until they are reassessed.

Taxes levied were \$8,364.35. A payment was made in October of \$1,849.62 leaving \$6514.73. Penalties were levied November 1 \$781.77. If penalties are waived, the taxes owing will be paid in 11 months which is the same time 2024 taxes will be due.

The Co-Op feels that they are not a commercial entity, and the assessment is incorrect. However, they did not contact the office or the assessor until October. They will not be able to file a complaint for this year, but they are communicating with the Assessor to ensure that all information is accurate.

## **Benefits:**

- Assists a small business.
- If the Assessment is incorrect and the taxes are lowered taxes will be paid quicker.

## **Disadvantages:**

- Many businesses are struggling now.
- Difficult to choose which ones should be assisted and which shouldn't.
- The proposal relies heavily on the assumption that the assessment is incorrect.

## **Alternatives:**

- Cancel penalties if taxes are paid by a date of Councils choosing.
- Don't Cancel Penalties
- Cancel a portion of the penalties.

## **Financial Implications:**

The request is to cancel penalties of \$781.77. If the Co-Op makes payments, there will be additional penalties levied on March 1, 2023





# Request for Decision (RFD)

**Legislation:**

***Cancellation, reduction, refund or deferral of taxes***

*347(1) If a council considers it equitable to do so, it may, generally or with respect to a particular taxable property or business or a class of taxable property or business, do one or more of the following, with or without conditions:*

- (a) cancel or reduce tax arrears;*
- (b) cancel or refund all or part of a tax;*
- (c) defer the collection of a tax.*

*(2) A council may phase in a tax increase or decrease resulting from the preparation of any new assessment.*

**Intergovernmental:**

n/a

**Strategic Alignment:**

n/a

**Enclosure(s):**

Summary of write offs.

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



# Request for Decision (RFD)

**Meeting Date:** Thursday, November 23, 2023

**Agenda Item:** #7.5

**Topic:** Federation and Gas Alberta November Convention

**Presented By:** Daniel Moric, Gas Department

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**Recommendation:**

**Confirm which Council members will be attending the Federation and Gas Alberta Convention on November 27-30, at the River Cree Resort & Casino.**

---

**Background:** Last year, 3 members of Council attended the Federation Convention. I have booked rooms for all of Council and have all Council registered for the Convention. I can modify the rooms and registration prior to the Convention.

**Benefits:** Discussions and presentations from Federation, Gas Alberta, plus other speakers. Voting will be occurring at the Federation AGM and the Gas Alberta AGM in regards to changes in the voting and funding models, as well as resolutions that arose over the year that will require voting by each Councillor in attendance. There is an opportunity for networking with other municipalities and co-ops as well as companies at the annual trade fair.

**Disadvantages:**

**Alternatives:**

**Financial Implications:** Convention Registration per attendee: \$600.00 Hotel Room per attendee: \$159/night.

**Legislation:** N/A

**Intergovernmental:** N/A

**Strategic Alignment:** N/A

**Enclosure(s):** Agenda, Guidebook App instructions, Federation Resolutions, Federation Supplemental Bylaws, Gas Alberta 2023 Annual Report, and Gas Alberta Information Circular

**Signature of the CAO:** 



**AGENDA**  
**2023 CONVENTION & TRADE FAIR**  
**NOVEMBER 27 – NOVEMBER 30, 2023**  
**RIVER CREE RESORT AND CASINO**

***50 Years of Collaboration - Celebrating the Success of the Rural Gas Program!***

**Monday, November 27, 2023**

- |                    |  |
|--------------------|--|
| 8 a.m. – 8:30 a.m. | Federation Convention App Demo – <b>Strongwoods Room</b>   |
| 8 – 5 p.m.         | Convention Registration – <b>Outside meeting rooms</b>   |
| 9 a.m. – 12 p.m.   | Managers Meeting – <b>Enoch C</b>  |
| 1 – 4 p.m.         | Chair’s Meeting – <b>Enoch D</b>   |
| 1 – 5 p.m.         | Trade Fair – <b>Event Centre</b>   |
| 1:30 p.m. & 3 p.m. | <b>Breakout Session #1 – Operations of Utilities for Directors, Aaron Blake – River Cree 12</b><br><i>Utilities have a lot on their plates to manage their operations. This session provides Directors and others an overview of the field and regular work required to keep a gas distribution system going. Attendees will be provided with general information that they will be able to use in their boardrooms or elsewhere to help inform discussions and decisions.</i> |
|                    | <b>Breakout Session #2 – AER, Kathy Sherriffs and Leanne Chartrand – River Cree 34</b><br><i>Kathy Sheriffs, Senior Inspector and Leanne Chartrand, Regional Engagement Specialist will introduce the Alberta Energy Regulator, its role in the responsible development of energy resources in Alberta and they will further expand on how specific regulations relate to the Federation of Alberta Gas Co-ops Ltd.</i>  |
| 4:30 –6:30 p.m.    | Service Personnel Seminar Round Table Discussion– Registration at 4 p.m. – <b>Enoch AB</b>   |
| 4:30 –6:30 p.m.    | Office Admin Seminar Round Table Discussion– Registration at 4 p.m. – <b>Enoch EF</b>  |

**Tuesday, November 28, 2023**

- |                     |  |
|---------------------|--|
| 8 a.m. – 8:30 a.m.  | Federation Convention App Demo – <b>Strongwoods Room</b>   |
| 8 a.m. – 12 p.m.    | Service Personnel Seminar (Lunch included) (Olfactory at 7 a.m.) – <b>Enoch AB</b>   |
| 8 a.m. – 12 p.m.    | Office Admin Seminar (Lunch included) – <b>Enoch EF</b>  |
| 9 a.m. & 10:30 a.m. | <b>Breakout Session #3 Media, Alchemy Communications Inc., Kathryn Kolaczek – Enoch C</b><br><i>In today's fast-paced media environment, a crisis can happen at any moment, and it can have a profound impact on your organization's reputation and bottom line. This workshop will offer a review of crisis communications tips and tricks to help you effectively manage and mitigate the impact of a crisis on your organization.</i> |
|                     | <b>Breakout Session #4 Communication Skills for Safety and Conflict De-escalation, Retired</b>   |

Edmonton Police Service, Jeff Bevan - **Enoch D**

*Enhancing relationships within the workplace, leading to improved safety within and less confrontation.*

- 9 a.m. – 4 p.m. Trade Fair – **Event Centre**  
Trade Fair Reception in Event Centre (Lunch included)
- 11:30 a.m. – 12:30 p.m. Resolution Committee Meeting – **Strongwoods Room**
- 5 p.m. – 6 p.m. Gas Alberta Inc. Annual General Meeting (Shareholder Reception to follow) – **Enoch Ballroom**

**Wednesday, November 29, 2023**

- 6:00 a.m. - 8 a.m. Breakfast Buffet (In Meeting Room) – Overflow in River Cree Ballroom
- 9:30 a.m. – 3 p.m. Spousal Program – **Mayfield Dinner Theatre**  
Registration 9 a.m.
- 8 a.m. – 4 p.m. Convention Registration
- 8:00 a.m. **2023 Convention**  
**Enoch Ballroom**  
O' Canada
- 8:15 a.m. Opening and Welcome, Minister Neudorf
- 8:30 a.m. Government MLA Forum and Discussion
- 10 a.m. Refreshment Break
- 10:15 a.m. Carbon Levy Presentation, Minister Neudorf
- 10:30 a.m. **2023 Annual General Meeting**  
Call to Order  
In Memory  
Welcome and Introduction of Board and Staff – Bert Paulssen  
**Recognitions**  
Resolutions – Resolutions Committee comprised of Zone Representatives  
Convention and Trade Fair Co-ordinators – Dawn McWhirter and Allison Zinnick  
Registration – Federation Staff  
Meeting Chair – Bert Paulssen  
Recording Secretary –Sandi Orr
- 10:45 a.m. Minutes  
➤ Adoption and Business Arising from the Minutes
- 10:50 a.m. Federation Board & Executive Director Report  
➤ Adoption & Questions Arising from the Board & Executive Director Report
- 11 a.m. Supplemental Bylaws
- 11:30 a.m. Resolutions

12 p.m. Phil Dirks, C.P.A, C.A. – Metrix Group LLP  
➤ Auditor’s Report & Adoption  
➤ Appointment of Auditor for 2023/2024

12:10 p.m. Presentation of 2023/2024 Budget  
Levy Motion

12:20 p.m. Resolutions (if required)

12:30 p.m. **Adjourn Annual General Meeting Business Portion**  
Lunch Break

**2023 Convention**

1:15 p.m. Federation Achievement Awards

1:30 p.m. Aon Reed Stenhouse Fedgas Insurance Reciprocal Exchange  
➤ Insurance Update

2 p.m. Kevin Ouderkirk, Chairperson of Manager’s Advisory Committee

2:15 p.m. Marc Duplantie, Co-operators

3 p.m. Alberta Municipal Affairs

4 p.m. Adjourn for the Day

5:45 p.m. Social Hour - Cash Bar

6:45 p.m. Banquet & Entertainment – **Event Centre**  
*Rapid Fire Theatre is one of North America’s longest-running improv comedy companies and they have been entertaining audiences for 40 years. They have appeared at festivals all over the world in exotic places like Berlin, Milan, Sydney, and even Winnipeg!*

**Thursday, November 30, 2023**

6 a.m. - 8 a.m. Breakfast Buffet (In Meeting Room) – Overflow in River Cree Ballroom

8 a.m. – 11 a.m. Convention Registration

8:30 a.m. **2023 Convention Reconvenes**  
**Enoch Ballroom**  
Evaluation of 2023 Convention & Trade Fair  
Registration Report  
New Business and Resolutions  
Suggestions from the floor on next Annual Meeting or Zone Meetings  
Resolutions (if required)

8:45 a.m. Shane Getson, MLA

9:15 a.m. Paul Cheliak, Canadian Gas Association

10 a.m. Refreshment Break

10:15 a.m. **Jody Urquhart, Keynote Speaker**

11:30 a.m. Closing Remarks

11:45 a.m. Adjournment  
Luncheon



# Request for Decision (RFD)

Meeting Date: Thursday, November 23, 2023

Agenda Item: 7.6

Topic: Policy Statement No. 02-12-04: Peace Officer: Traffic Safety Plan

Presented By: Interim CAO

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**Recommendation:**

**That Smoky Lake County Policy Statement No. 02-12-04: Peace Officer - Traffic Safety Plan, be amended.**

**Background:**

The Peace Officer Program requires all actions taken by the employer to be completed by written Policy. The Traffic Safety Plan Policy was originally passed on January 21, 2010 and amended two times.

Administration continues preparing the mandatory Policies to remain in compliance with the Peace Officer Program. The employer, who conducts active traffic enforcement is required to file an updated Traffic Safety Plan every three years. Smoky Lake County Traffic Safety Plan has expired. The Peace Officer and the local RCMP Detachment have reviewed and developed an updated plan for 2023-2025.

**Benefits:**

- Adhere to Public Safety and Emergency Services legislative requirements.
- The Traffic Safety Plan is updated every three years and is reviewed and approved by the Police Service (local RCMP) prior to submission to demonstrate that a cohesive and integrated plan for Smoky Lake County is in place.

**Disadvantages:**

N/A

**Alternatives:**

N/A

**Financial Implications:**

N/A

**Legislation:**

Peace Officers Ministerial Regulations Act

Peace Officer Act – Section 7(2) (b) - Mandatory Requirement

**Intergovernmental:**

Directly with the Peace Officer Program, Alberta Public Safety and Emergency Services Ministry Department.

**Strategic Alignment:**

N/A

**Enclosure(s):**

- Policy Statement No. 02-12-04: Peace Officer - Traffic Safety Plan

Signature of the CAO: 



# SMOKY LAKE COUNTY



<b>Title: Traffic Safety Plan</b>	<b>Policy No.: 12-04</b>
<b>Section: 02</b>	<b>Code: P-I</b>
	<b>Page No.: 1 of 6</b> <b>E</b>

<b>Legislation Reference:</b>	Peace Officer Ministerial Regulations Act Traffic Safety Act
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<b>Purpose:</b>	The Traffic Safety Plan has been produced as a model for traffic education and moving traffic enforcement operations for Smoky Lake County.
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<b>Policy Statement and Guidelines:</b>
<p><b>1. STATEMENT</b></p> <p>1.1 Smoky Lake County in conjunction with the Smoky Lake RCMP Detachment have completed a Traffic Safety Plan designed to focus on improving road safety in accordance with Alberta Traffic Safety Initiatives.</p> <p><b>2. OBJECTIVES</b></p> <p>2.1 A Traffic Safety Plan is to bring awareness to the County of the frequency and locations of motor vehicle collisions and of the major contributors to motor vehicle deaths and serious injuries and to focus traffic enforcement efforts on a reduction of such collisions.</p> <p>2.2 This process will increase awareness of the overall jurisdictional needs for traffic enforcement and encourages both County and RCMP to work collaboratively to support the most effective use of resources.</p> <p><b>3. GUIDELINES</b></p> <p>The Traffic Safety Plan addresses six main goals:</p> <p>3.1 Overview to identify the communities and/or main arterial roadways within the County jurisdiction – numbered highways and busy County roads.</p> <p>3.2 Obtain a statistical breakdown of traffic data from the records located at the local RCMP Detachment.</p> <p>3.3 Identify what educational programs can be delivered addressing issues within the scope of Peace Officer's authority. Identifies opportunities to work within schools or the community in delivering these programs.</p> <p>3.4 Utilize the statistical breakdown of traffic data to identify those aspects of traffic enforcement.</p> <p>3.5 Determine and identify what enforcement and educational efforts will be contributed towards reducing fatal and serious injury collisions by the agency.</p> <p>3.6 Keeping statistical records of enforcement and educational efforts in the areas identified as the major causes of death and serious injury (i.e., adult seat belt charges, child passenger charges, stop sign infractions, traffic light infractions, intersection infractions, speeding infractions and others).</p>



<b>Title: Traffic Safety Plan</b>		<b>Policy No.: 12-04</b>
<b>Section: 02</b>	<b>Code: P-I</b>	<b>Page No.: 2 of 6</b> <i>E</i>

<b>Policy Statement and Guidelines:</b>	
<b>4. PROCEDURES</b>	
4.1	In order to ensure fair and consistent enforcement that improves traffic safety, Authorized Employers, who conduct traffic enforcement, are required to file an updated Traffic Safety Plan with Public Security Division every <b>three years: 2023-2025.</b>
4.2	The plan must incorporate the most recent collision data available from the local RCMP and based on information shared between parties.
4.3	The following format <b>Schedule "A": Traffic Safety Plan</b> will be completed and submitted to the Peace Officer Program at <a href="mailto:peaceofficerinfo@gov.ab.ca">peaceofficerinfo@gov.ab.ca</a> .
4.3	Once Smoky Lake County has prepared the Traffic Safety Plan, a copy will be presented by the Peace Officer to the local RCMP detachment for review with their respective traffic unit. Upon review and acceptance, both the County and the RCMP sign off on the Plan.

	Date	Resolution Number
Approved	<b>January 21, 2010</b>	# 262-10 - Page # 9220
Amended	<b>January 22, 2016</b>	# 318-16 - Page #12055
Amended	<b>July 19, 2019</b>	# 923-19 - Page #13731
Amended	<b>November 00, 2023</b>	#
Amended		
Amended		
Amended		



**SMOKY LAKE COUNTY**

**PEACE OFFICER PROGRAM**

**TRAFFIC SAFETY PLAN  
2023 - 2025**



**ENFORCEMENT SERVICES**

*Signatures:*

Smoky Lake County

Royal Canadian Mounted Police

Sgt. Anita DOKTOR  
Reg# 54367

\_\_\_\_\_  
Reeve  
Smoky Lake County

\_\_\_\_\_  
S/SGT  
Smoky Lake RCMP Detachment

\_\_\_\_\_  
Interim  
Chief Administrative Officer

\_\_\_\_\_  
2023-11-06  
Date

## TRAFFIC SAFETY PLAN

SMOKY LAKE COUNTY

### Executive Summary:

Smoky Lake County Traffic Safety Plan was introduced as part of the Peace Officer Program to encompass a strategic approach to traffic safety. The 2023-2025 Traffic Safety Plan has been established as a model for traffic education and enforcement operations for Smoky Lake County. The Plan provides guidance for the Smoky Lake County Community Peace Officer in implementing a coordinated enforcement effort towards achieving a reduction in the number collisions, deaths, and injuries in our community.

### Overview:

At the present time, Smoky Lake County employs one Community Peace Officer. The duties of the Community Peace Officer is educate the public and to undertake the required enforcement of the various County Bylaws, as well as the following Alberta Legislation and all regulations there under, within the Smoky Lake County in the Province of Alberta and has authority throughout the Province of Alberta to execute a duty when the matter under investigation occurred within the Smoky Lake County in the Province of Alberta relating to:

- The Animal Protection Act.
- The Dangerous Dogs Act.
- The Environmental Protection and Enhancement Act, Part 9 Division 2.
- The Fuel Tax Act.
- The Gaming, Liquor and Cannabis Act.
- The Petty Trespass Act
- The Provincial Administrative Penalties Act.
- The Provincial Offences Procedure Act
- The Traffic Safety Act.

It is estimated that at least 20% of working hours are dedicated to moving traffic enforcement within the County boundaries.

### Demographics:

Smoky Lake County has two 2 – digit highways and six 3 digit highways.

Highway 28: runs east and west for 77 km in the centre of the County.

Highway 36: runs north and south for 22 km in the east side.

Highway 652: runs east and west for 23 km in the east/south area.

Highway 656: runs east and west for 3 km in the west/central area.

Highway 831: runs north and south for 16 km near Waskatenau.

Highway 855: runs north and south for 48 km through Smoky Lake Town.

Highway 857: runs north and south for 16 km near Bellis.

Highway 859: runs north and south for 15 km near Vilna.

Smoky Lake County has 1600 kilometers of gravel and oiled roads within its boundaries. The County also has four Hamlets and 15 multi-lot country residential sub-divisions.

# TRAFFIC SAFETY PLAN

SMOKY LAKE COUNTY

Hamlets	Multi-Lot Country Residential Sub-divisions	
Hamlet of Warspite	Hanmore Lake Holdings	Birchland Resort
Hamlet of Edward	Haynes Estate Subdivision	Parkview Beach Resort
Hamlet of Bellis	Mons View Resort	Wayetenau Subdivision
Hamlet of Spedden	Mons Lake Estates	Hillside Acres
	Sandy Lake Park	Paradise Cove
	Garner Lake Resort	Whitefish Properties Ltd.
	Bonnie Lake Resort	Long Island Lake
	Sunrise Beach Resort	

There is an Iron Horse Trail approximately 70 kilometer long multi-use recreation trail running east and west through the entire County.

Municipalities within the Smoky Lake County boundaries that are responsible for its own enforcement issues: Town of Smoky Lake, Village of Vilna and Village of Waskatenau.

### RCMP Occurrence Statistics:

<u>Fatal/Serious Injury Crashes</u>		<u>Property Damage Collisions</u>	
2022	16	2022	139
2021	13	2021	128
2020	8	2020	N/A
2019	14	2019	N/A
2018	13	2018	183

### Locations of Interest:

Based on visual observation, there is a very high use of All Terrain Vehicles throughout the area. Areas of concern are the multi-lot country residential subdivisions. From May until September, these areas experience a high volume of pedestrian, motor vehicle, and all terrain vehicle traffic.

### Patrol Focus:

To address safety concerns, Smoky Lake County has reduced the speed limit in these areas to between 20km/hr and 50km/hr. The Community Peace Officer has been certified in the operation and use of typical mobile and stationary radar and will continue to monitor traffic patterns and behavior in the above noted areas.

A Speed Reduction approach to road safety is safe speeds. This is due to the fact that appropriate speeds provide a safety buffer that reduces the likelihood of a crash, and decreases the kinetic energy released on people in a collision.

### Education:

As education and awareness are recognized as important components of traffic safety enforcement, the local media and educational materials are being used throughout the County; as well, maintained on the County's website under Protective Services.

**Enforcement:** Enforcement efforts will be recorded by offence for violations of the *Traffic Safety Act* for year-end statistical data to determine overall effectiveness.

Recorded efforts to also include public awareness and educational situations.

**TRAFFIC SAFETY PLAN**

SMOKY LAKE COUNTY

**Priorities Plan:**

- The RCMP statistics indicated traffic infractions and collisions occur primarily on the Provincial Highways. The RCMP, therefore have limited manpower to address concerns on rural County roads with respect to passenger vehicles and/or all terrain vehicles. The Smoky Lake County Community Peace Officer, therefore, will focus efforts on dealing with these concerns on the rural roads within Smoky Lake County's hamlets, subdivisions, and on the multi-use trails.
- The Community Peace Officer and the local RCMP detachment will undertake Joint Forces Operation as requested, to focus on speeding violations at key locations along the various routes through the County.
- Increase compliance with the Traffic Safety Act and Regulations within Smoky Lake County.
- Provide educational encouragement and enforcement to achieve behavioral change and for driver behavior to become more aligned to remain within the rules of the road and the laws that govern safe driving practices.

**Summary**

This document is not to take away from the Community Peace Officer's ability to use personal discretion during proactive patrols, but instead to give focus on areas of concern that have been identified within this Plan. The 2023-2025 Traffic Safety Plan will serve as a model for traffic operations for the Smoky Lake Community Peace Officer. The Plan will be updated every three (3) years as required per legislation and will be reviewed on a regular basis via RCMP collision statistics to see if areas of focus need to be adjusted in order to provide the highest and safest level of service.

**This plan is in effect and has been completed in conjunction with the RCMP Local Detachment.**



# Request for Decision (RFD)

Meeting Date: Thursday, November 23, 2023

Agenda Item: 7.7

Topic: Town of Smoky Lake Recommendation to Disband SLRF&R Committee

Presented By: Fire Chief / Interim CAO

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## Recommendation:

**That Smoky Lake County, as managing partner of the Smoky Lake Region Fire & Rescue Committee (SLRF&RC), as established through a Joint Agreement legislated under Smoky Lake County's Bylaw No. 1286-15 and each other respective municipality's bylaw of same, take no action to the Town of Smoky Lake Council's October 30, 2023, Motion recommending to "disband" the SLRF&RC due to the negotiations to regionalize fire services; as the SLRF&RC can be "disbanded" upon repeal of the bylaw after establishing Regional Fire Services through a future bylaw which would repeal Bylaw No. 1286-15; and therefore, the SLRF&RC continues to be relevant, necessary, and legislated, until such time when a Regional Fire Services is established, regardless of ongoing negotiations to regionalize fire services.**

## Background:

- The SLRF&RC was established through Joint Agreement scheduled under a bylaw in 2015 with the Town of Smoky Lake, Village of Vilna, and Village of Waskatenau with the purpose of providing policy leadership and coordination on operations and future directions for the Smoky Lake Region's Fire and Rescue Service. The Committee's key roles and responsibilities are to discuss and review issues, make recommendations and report these recommendations on relevant fire and rescue protective services issues to municipal Council(s) for their consideration and approval as well as to review, assist, monitor and advise on the implementation and development of Council's Policies, Standards and Procedures on all matters regarding the delivery of fire prevention, preparedness, response and recovery.
- In January 2021 Smoky Lake County in partnership with the Town of Smoky Lake, Village of Waskatenau, and the Village of Vilna commenced the "Regional Fire Services" project funded through an Alberta Community Partnership (ACP) Grant, with the County as the Managing Partner.
- "Emergency Services" is listed within the inventory of services under the Intermunicipal Collaboration Framework (ICF) Bylaw No. 1439-23, (Section 4.4) so steps towards finalizing the Service Delivery Model for Regional Fire Services project were to be explored through the Intermunicipal Collaboration Committee (ICC) process where a Regional Fire Service Negotiation Committee was formed.
- On June 14, 2023, the Regional Fire Service Negotiation Committee agreed to forward the Regional Fire Negotiation planning to the ICC Committee and follow the Transitional Solutions recommended actions provided as the discussion model.
- On October 30, 2023, at the Town of Smoky Lake Council's Organizational Meeting, a resolution was carried to disband the SLRF&RC.
- The SLRF&RC can only be "disbanded" by repealing each respective bylaw that was established for the scheduled Joint Agreement (County's Bylaw No. 1286-15), therefore, County Administration recommends taking no action to the Town's recommendation to "disband" the SLRF&RC until Regional Fire Services are established through a new Bylaw, which would then repeal Bylaw No. 1286-15.



# Request for Decision (RFD)

**Benefits:**

Taking no actions to the Town's recommendation aligns with legislative requirements.

**Disadvantages:**

N/A

**Alternatives:**

Disband the SLRF&RC and repeal Bylaw No. 1286-15.

**Financial Implications:**

Unknown.

**Legislation:**

Bylaw No. 1286-15: JOINT AGREEMENT to establish the provision of a Smoky Lake Region Fire and Rescue Committee.

**Intergovernmental:**

The JOINT AGREEMENT to establish the provision of a Smoky Lake Region Fire and Rescue Committee, is between the Town of Smoky Lake, Village of Vilna, Village of Waskatenau and Smoky Lake County.

**Strategic Alignment:**

N/A

**Enclosure(s):**

N/A

Signature of the CAO: 



# Request for Decision (RFD)

Meeting Date: Thursday, November 23, 2023

Agenda Item: 7.8

Topic: 3rd Annual 2023 Junior Firefighter Summer Day Camp Financials

Presented By: Fire Chief

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## Recommendation:

That Smoky Lake County acknowledge receipt of the Year-2023 Junior Firefighter Summer Day Camp - Financial Update, as prepared by Scott Franchuk, Fire Chief, with a total revenue in the amount of \$16,650.00 and total expenses in the amount of \$16,238.20; and, approve the remaining surplus funds in the amount of \$411.80 to be allocated into reserves towards the Year-2024 Junior Firefighter Summer Day Camp program

## Background:

- Smoky Lake County hosted the 1<sup>st</sup> annual junior firefighter summer day camp on July 8-11, 2019, in conjunction with Whitlock Contracting Ltd. to increase interest in the fire service and act as a tool for recruitment.
- Due to Covid-19 the Junior Fire Summer Day Camp was postponed until 2022.
- Through this program the Fire Departments were able to recruit 4 members and attendance from year to year has increased from 11 in 2019, 14 in 2022 and 16 in 2023.

## Benefits:

Recruitment tool, Public Awareness, Communication tool, Engaging Youth in our Community

## Disadvantages:

Labor intensive

## Alternatives:

Unknown

## Financial Implications:

County Operational budget, FCSS Grant, and Regional Municipalities

## Legislation:

Bylaw No. 1388-20, Bylaw No. 1389-20, and Bylaw 1392-21: Joint Operations Agreements.

## Intergovernmental:

Regional Municipalities

## Strategic Alignment:

N/A

## Enclosure(s):

1. 2023 Junior Firefighter Summer Day Camp Financials
2. PowerPoint presentation – 5 minutes

Signature of the CAO: 



## 2023 Junior Fire Summer Day Camp Revenue

As of November 14, 2023

Description	Quantity	Price	Revenue
Smoky Lake County	1	\$6,000.00	\$6,000.00
County FCSS Funding	1	\$6,000.00	\$6,000.00
Registration	13	\$50.00	\$650.00
Town of Smoky Lake	1	\$500.00	\$500.00
Village of Waskatenau	1	\$2,000.00	\$2,000.00
Smoky Lake Fire Department	1	\$500.00	\$500.00
Vilna Fire Department	1	\$500.00	\$500.00
Waskatenau Fire Department	1	\$500.00	\$500.00
<b>Sub Total</b>			<b>\$16,650.00</b>

## 2023 Junior Fire Summer Day Camp Expenses

Description	Quantity	Price	Cost
Course Instructors	5	\$1,500.00	\$7,500.00
Mileage	1160	\$0.70	\$812.00
CPR and AED Exams and Supply Rentals	13	\$245.00	\$245.00
Vehicle for Training with towing	2	\$465.00	\$465.00
Fire Gear Rental	14	\$222.75	\$3,118.50
Fire Gear Rental Extra Cleaning and Repair	4	\$573.82	\$573.82
T-Shirts	30	\$22.00	\$660.00
Food Cost	1	\$1,487.77	\$1,487.77
Catering Costs	5	\$100.00	\$500.00
Bumper to Bumper	1	\$126.11	\$126.11
Curling Rink Rental	5	\$150.00	\$750.00
<b>Sub Total</b>			<b>\$16,238.20</b>

**Surplus of = \$411.80**



# Request for Decision (RFD)

Meeting Date: Thursday, November 23, 2023

Agenda Item: 7.9

Topic: Smoky Lake Fire Department Work Experience Student Compensation

Presented By: Fire Chief

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## Recommendation:

That the Smoky Lake County agree to cost share the payment of the two work experience students of Smoky Lake Fire Department from the months February – June 2023, in the total amount of \$2,840.00, split 60% from Smoky Lake County, in the amount of \$1,704.00, and 40% from the Town of Smoky Lake, in the amount of \$1,136.00; with the County portion to be funded from the Smoky Lake Fire Department fire protection operational budget.

## Background:

- Smoky Lake Fire Department accepted 2 work experience students to work at the fire hall from February to June.
- The 2 students cleaned fire hose, wash trucks inside and out and organized the fire hall under the supervision of the Deputy Fire Chief, helping out the members as they did not have to return after work and completed the tasks.
- In completing the work experience paperwork, one of the questions was are the work experience students being compensated for their time.
- On October 6, 2023 Smoky Lake County Fire Chief received an email from the Town of Smoky Lake with the following motion:

“MOVED by Councillor Makowichuk that Town of Smoky Lake submit a request to Smoky Lake County to cost share the payment of the two work experience students of the Smoky Lake Fire Department from the months of February – June, 2023, in the total amount of \$2,840.00, split at 60% from Smoky Lake County, in the amount of \$1,704.00, and 40% from the Town of Smoky Lake, in the amount of \$1,136.00; with the Town portion to be funded from the “Volunteer Fire Fighters Honorarium” budget, in reference to the verbal agreement made by Smoky Lake Fire Department Deputy Fire Chief, Spencer Kotylak.”

## Benefits:

Assists members with duties, equipment is back in service quicker

## Disadvantages:

Requires staff to supervise the students

## Alternatives:

Create an On-Call schedule to complete the tasks or hire staff

## Financial Implications:

County operational budget

## Legislation:

Bylaw No. 1388-20, Bylaw No. 1389-20, and Bylaw 1392-21: Joint Operations Agreements.

## Intergovernmental:

Regional Municipalities

## Strategic Alignment:



# Request for Decision (RFD)

N/A

**Enclosure(s):**

N/A

**Signature of the CAO:** 



# Request for Decision (RFD)

Meeting Date: Thursday, November 23, 2023

Agenda Item: # 7.10

Topic: Logging and Clearcutting on Private Lands Report

Presented By: Planning & Development Services

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**Recommendation(s):** That Smoky Lake County accept the Logging and Clearcutting on Private Lands Report for information, and direct that Administration bring forward possible Land Use Bylaw and Municipal Development Plan Bylaw Amendments for consideration at a future Meeting of Council, subject to further engagement with the department of Alberta Forestry and Parks.

## Background:

- On or about October 12<sup>th</sup>, 2023, Administration received a request from Division 4 Councillor Halisky to research possible bylaws relating to regulation of logging and clearcutting on private lands.
- Administration sought to identify comparator municipalities which straddle the green and white areas, and/or the fire protection areas within the Province of Alberta.
- Eight respondents to the jurisdictional scan yielded a variety of results and approaches to this area of land use regulation. The summary thereof is provided below within **(ATTACHMENT 1)**.
- In the view of Administration, Smoky Lake County's Land Use Bylaw and Municipal Development Plan Bylaw (**ATTACHMENT 2**) both do merit clarification on this issue.

**Benefits:** Robust Land Use regulations and ecological conservation.

**Disadvantages:** Staff time.

**Alternatives:** Take no action.

**Financial Implications:** None.

**Legislation:** *Municipal Government Act* (Alberta),

**Intergovernmental:** Alberta Forestry and Parks.

**County Strategic Alignment:** Proactivity in Development.

**Enclosure(s):**




**Attachment #1** – Jurisdictional Scan Results & Maps

**Attachment #2** – Current Smoky Lake County Regulations

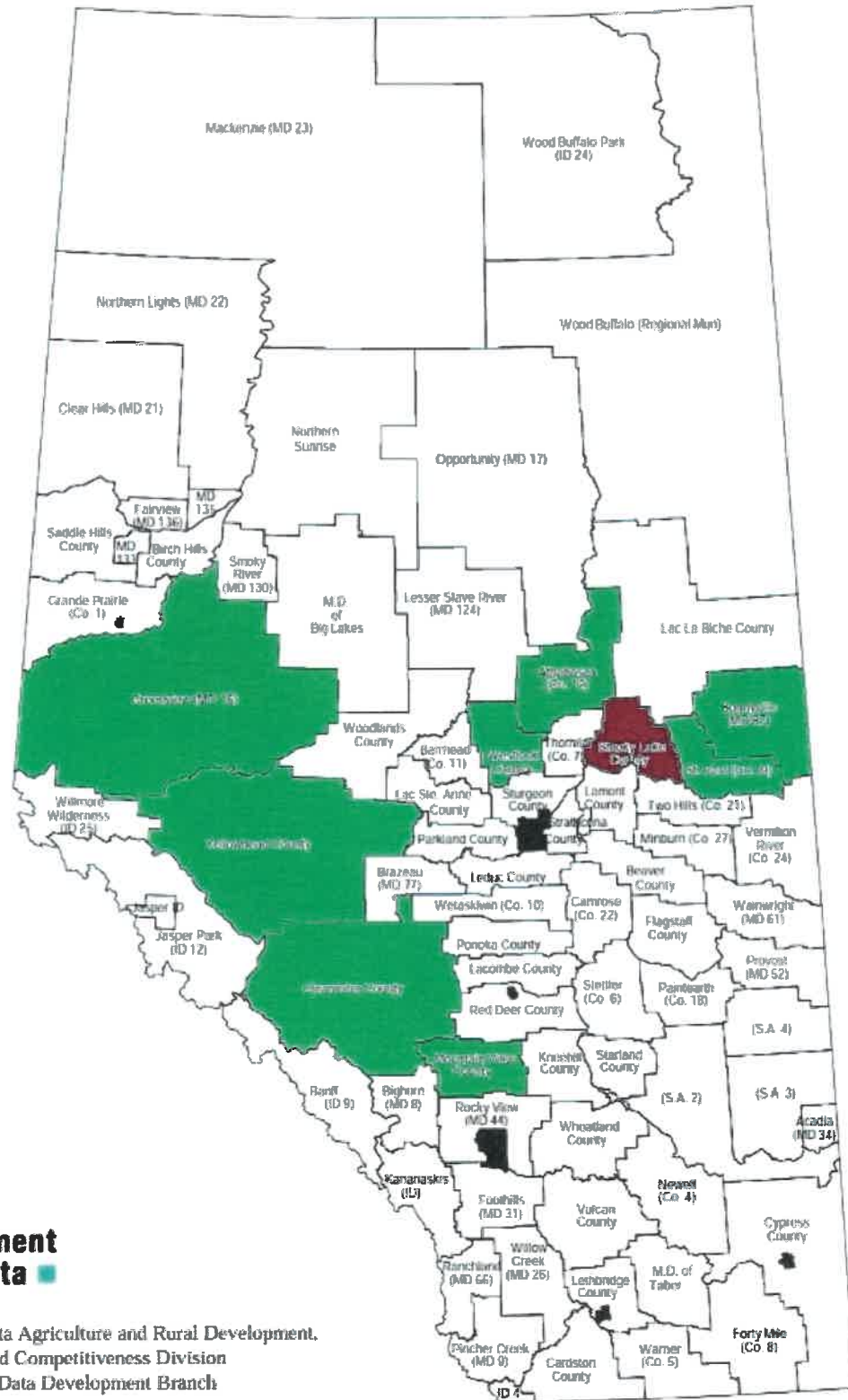
Reviewed by the Interim CAO: [Signature] on Date: Nov. 15, 2023

**Attachment #1 – Jurisdictional Scan & Maps**

Jurisdiction (alphabetical)	Regulatory Approach	V/N
<b>Athabasca County</b>	<i>I have attached Section 3.2 Development not Requiring a Development Permit. As per 3.2.h. "logging activities on parcels of land which are not located in environmentally significant areas, key wildlife and biodiversity zones and wetlands as referenced on Map A3 – Environmental Features in Athabasca County's Municipal Development Plan (MDP);" We have not received a DP application for logging since adopting this LUB in August 2019.</i>	V
<b>Clearwater County</b>	<i>Clearwater County doesn't specifically regulate logging or clear cutting on private property – unless the property is in a specific zoning that is multi-lot subdivision country residential or leisure residential. This is currently regulated through the Land Use Bylaw in the specific districts (zones) and noted through the Development Permit process.</i>	N
<b>County of St. Paul</b>	<p><i>Yes, the County of St. Paul does seek to regulate clearcutting and logging on private lands, and we do so in our Land Use Bylaw. Logging falls under the definition of "natural resource extraction and processing" in our Land Use Bylaw. A development permit is required for natural resource extraction and processing, and it is listed as a discretionary use in our Agriculture (A) District, Industrial/Commercial (IC) District, and Direct Control Hutterian Brethren Church of Stony Creek (DCHBCSC) District. It is not allowed in our other districts such as our General Urban (U), Country Residential One (CR1), etc. The applicant would need to enter into a Road Use Agreement with Public Works, and they may also need to upgrade their approach and other things with Public Works.</i></p> <p><i>I have not had the chance to issue any development permits for logging in my time here at the County. But [REDACTED] has sent me some of the development permits that he has issued for logging in Two Hills County. I have attached the development permits to this email.</i></p> <p><i>The permit conditions include hours of operation, details of the Road Haul Agreement, a sufficient parking area, and more. I have also attached the natural resource extraction and processing section and definition in the County of St. Paul's Land Use Bylaw to this email as well.</i></p>	V
<b>MD of Bonnyville</b>	<i>The M.D. doesn't have any regulations for clear-cutting or logging. Would you mind keeping us in the loop on what you find out and how Smoky Lake will be addressing this?</i>	N
<b>MD of Greenview</b>	<i>In our municipality, we do not have any Bylaw or even within the LUB, which relate to the regulation of clearcutting or logging on private lands.</i>	V

	<p><i>The closest that we have in our LUB that is related to clear cutting or logging to mitigating the effects of such activities is:</i></p> <p><b>5.28 Environmental Standards</b></p> <p><b>5.28.1 Stripping of vegetation or grading may require an erosion and sediment control plan and be done in a manner which will minimize soil erosion by ensuring the extent of the disturbed area and the duration of its exposure is minimized.</b></p> <p><b>5.28.2 All developments must be designed to ensure the stormwater runoff to adjacent lands or watercourses does not exceed pre-development flows.</b></p> <p><b>5.28.3 Developments shall not adversely affect groundwater resources or disturb natural drainage patterns or watercourses unless such measures are necessary to serve a proposed development and receive approval from Alberta Environment.</b></p> <p><i>I have also checked in our MDP, and Section 6.6 Resource Extraction on Private Lands (which includes forestry) provides that these activities shall not be allowed near hamlets or urban municipalities, and areas deemed as environmentally sensitive. This policy also provides that resource extraction operations “shall be contingent on the mitigation or minimization of cumulative adverse impacts.”</i></p> <p><i>In my experience, most rural municipalities shy away from regulating this is because of the cost of enforcement. ...</i></p>	
<p><b>Mountain View County</b></p>	<p><i>Selective Logging and Tree Clearing/Clear Cutting is regulated within our Land Use Bylaw under a set of Specific Use Regulations. It only requires a Development Permit if it is done with an Environmentally Significant Area, otherwise it is exempt from requiring municipal approval. Within ESA Levels 2,3 and 4 it requires a Permitted Use Development Permit Application. When it is within an ESA Level 1 it requires a Discretionary Use Development Permit Application.</i></p> <p><i>I have attached Section 10.15 Selective Logging and Tree Clearing/Clear Cutting Specific Use Regulations from our Land Use Bylaw.</i></p>	<p></p>
<p><b>Westlock County</b></p>	<p><i>Westlock County’s Land Use Bylaw doesn’t contemplate clear cutting or logging on private lands.</i></p>	<p></p>
<p><b>Yellowhead County</b></p>	<p><i>Timber harvesting (extraction) is now within the definition of Natural Resource Extraction and Processing. ... This use is discretionary in all districts it is mentioned in.</i></p> <p>Natural Resource Extraction &amp; Processing means development for the extraction and/or processing of natural resources, including oil and gas, timber, sand, gravel, topsoil, peat, clay, silt, marl, limestone, gypsum, shale and/or metallic and non-metallic minerals. This land use includes borrow pits over 1.0 ha (2.5 ac).</p>	<p></p>

	<p><i>...over the coming months, I will be recommending to Council to change these definitions to separate timber extraction from timber processing. Permitting Timber processing (lumber mills for example) is desirable, logging (timber extraction) is viewed here as an activity like agriculture.</i></p> <p><i>It's a use inherent with the landscape of this municipality, it is regulated by the Province of Alberta on public land, and on private land it is something which I am sure Council will not want to regulate due to respecting private property rights, and the addition which would result in the administrative workload.</i></p>	
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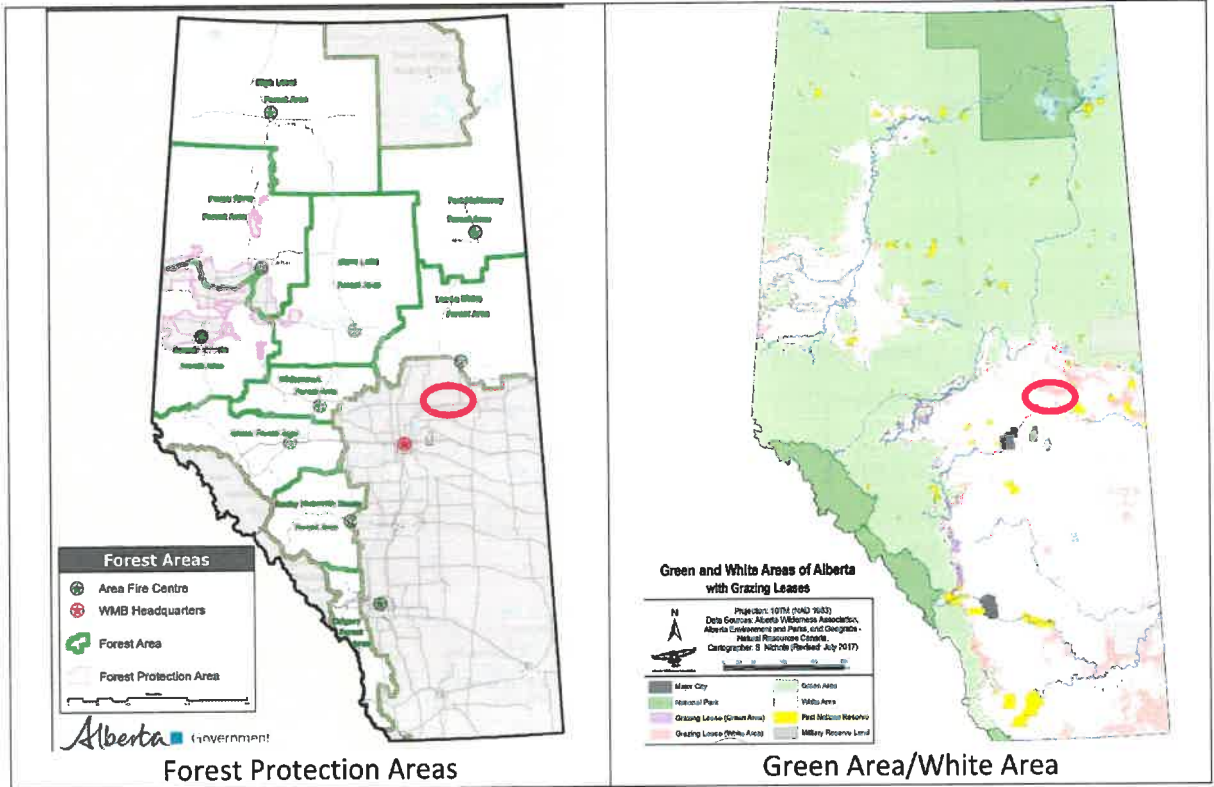


**Government of Alberta**

Source: Alberta Agriculture and Rural Development, Economics and Competitiveness Division  
 Statistics and Data Development Branch

**Jurisdictional Scan**





## **Attachment #2 – Current Smoky Lake County Regulations**

### **Land Use Bylaw 1272-14:**

#### **1.7 INTERPRETATION/DEFINITIONS**

In this Bylaw: the following words, terms, and phrases, wherever they occur in this Bylaw, shall have the meaning assigned to them as follows:

- 190. “Natural resource extraction/processing facility”** means an industry engaged in the extraction and/or processing of natural resources such as clay, sand, gravel, lumber and natural gas, through primary treatment into a raw marketable form and includes asphalt paving plants and concrete producing plants where applicable;

#### **2.7 NATURAL RESOURCE EXTRACTION DEVELOPMENT PERMIT REQUIREMENTS**

1. In addition to the information requirements indicated in **Section 2.4** and **Section 7.16** of this Bylaw, the Development Authority shall require, where not required to do so by the Province, that each application be accompanied by the following information:
  - A. a reclamation plan and a statement indicating the projected final use of the site. In those cases where the proponent is required to do so by the Province, the proponent shall submit a copy of the reclamation plan to the County;
  - B. for Class I Pits on Private Land (5 ha. (12.5 ac.) or greater in area): proof of approval from Environment and Sustainable Resource Development;
  - C. for Class II Pits on Private Land (under 5 ha. (12.5 ac.) in area): a reclamation deposit in the amount of \$2,000 per acre for each acre of land within the working pit;
  - D. the developer shall be responsible to ensure compliance with all applicable federal and provincial legislation and regulations.
  - E. all natural resource extraction development permits shall be considered temporary developments as specified by the Development Authority.
  - F. statement indicating the number of years the pit is proposed to be in operation;
  - G. anticipated generation of motor vehicle traffic estimated on a daily, weekly or monthly basis;
  - H. number of vehicles that will be used in the hauling of materials and the proposed hauling route to and from the site;
  - I. type and number of equipment to be used for each activity to be carried out on the site;
  - J. access locations to and from the site, including roads and highways, and anticipated traffic generation on each of the roads and highways resulting from the development;
  - K. dust control measures to be implemented, including the suppressant materials or methods to be used either on the pit floor and on stockpiles as well as the proposed frequency of application;
  - L. projected impacts of dust or emissions (asphalt, gravel crushing, concrete or other) and the methods to be used for controlling such dust or emission;
  - M. proposed frequency for cleaning settled dust from, in and around gravel crushing plants;
  - N. provisions for loading and parking;
  - O. descriptions of an noxious, toxic, radioactive, flammable or explosive materials to be stored or used on the site;
  - P. location of garbage and storage areas and proposed fencing and screening for the same, as well as the proposed method for disposing of garbage;

- Q. provision of a written security plan that identifies potential dangerous situations, area and typical procedures to be used for monitoring the site during periods of activity and also when activity on the site is suspended;
- R. proposed methods to be used to restrict public access, protect wildlife, neighbouring livestock and domestic animals;
- S. quality and quantity of well water and soil tests for the water systems that may be used in conjunction with the proposed development;
- T. amount of water required for the proposed development on a daily, weekly or monthly basis and the proposed water source;
- U. engineering studies which demonstrate the suitability of the proposed method of water supply;
- V. engineering studies which demonstrate the suitability of the proposed method of effluent disposal;
- W. engineering studies which demonstrate the suitability of the proposed method of surface water management;
- X. method proposed for controlling noise, dust and drainage from the site both during and after completion of the operation;
- Y. profiles and cross sections showing the original ground level, the proposed depth of any excavation, the finished grade elevation, the depth of the over-burden and water table elevations;
- Z. the method intended to be used for excavation of the materials contained within the land, backfilling, terracing, compacting, leveling, reclaiming the site and equipment to be used in connection therewith;
- AA. the method to be used for supporting pit walls;
- BB. size, number and location of stockpiles of topsoil, overburden and gravel;
- CC. proposed days and hours of operation for each activity and any known or regularly anticipated periods of inactivity;
- DD. if the proposal is located within the heritage overlay area, then a Historic Resource Impact Assessment and/or clearance from the Alberta Culture and Community Spirit; and
- EE. where an asphalt paving plant or concrete producing plant is proposed, a signed statement indicating that the proposed development conforms to the current Code of Practice for asphalt paving plants or concrete producing plants.

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#### 7.19 NATURAL RESOURCE EXTRACTION INDUSTRIES

1. In accordance with in Sections 2.4 and 2.7 of this Bylaw, a development permit will be required for natural resource extraction developments including but not limited to: borrow pits, sand, gravel, clay, top soil, gypsum, granite, salt or any other mineral extraction operation.
2. A development permit shall not be issued for a sand, gravel, clay, coal, limestone, gypsum, granite, salt or a mineral extraction operation until any necessary reclamation plan and permit/license is approved by the Provincial Government.
3. Where not required to do so by Provincial agencies, the proponent of a natural resource extraction industry shall be required to submit a reclamation plan to the Development Authority for their approval prior to the issuance of a development permit.
4. Where not required to do so by the Province, the proponent of a natural resource extraction industry shall, at the discretion of the Development Authority, be required to post with the County security in the form of either, cash or an irrevocable letter of credit to ensure that reclamation will be completed.

5. A disturbed area shall be reclaimed to:
  - A. at least its former capability for agriculture; or
  - B. any other use which the Development Authority feels will be beneficial to the County.
6. The following conditions of approval may be included when processing an application for a natural resource extraction industry:
  - A. limitation of hours of operation;
  - B. requirement to enter into a Road Use Agreement with the County for the provision of dust control and maintenance/upgrading of roads used in direct relation to the operation;
  - C. posting of adequate signage, including company name and emergency telephone numbers, to warn of possible site or operational hazards and dangers;
  - D. methods of minimizing noise in relation to the activities of the operation; and
  - E. payment of an aggregate levy to the County as outlined by the County's Community Aggregate Payment Levy bylaw.
7. Extraction operations, such as sand, gravel and other mineral resource workings shall be permitted to proceed only after the issuance of proper licenses that indicate compliance with the appropriate provincial and federal legislation and regulations.
8. The County should not allow residential, commercial, or industrial development to occur on known commercial deposits of sand and gravel or other mineral resources if that development will prevent the future extraction of the resource.
9. Council shall urge the provincial and federal agencies to comply with the policies of this section and the overall intent of the Plan when developing natural resource extraction activities that are exempt from control under the Municipal Government Act.
10. Resource processing should be handled as a form of industrial development, and be subject to the industrial regulations contained in **Section 7.1** of this Bylaw.

**Districts:**

A1 Victoria Agriculture District – Natural Resource Extraction Industry – Discretionary

C1 Highway Commercial – Natural Resource Extraction Industry – Discretionary

C2 Victoria Commercial – Natural Resource Extraction Industry – Discretionary

M1 Industrial District – Natural Resource Extraction/Processing Facility – Discretionary

## Municipal Development Plan Bylaw 1272-14:

The following objectives and policies have been adopted by the County relating to resource extraction in the County:

<b>Objective 3.8.1</b>	<b>To ensure that land disturbed by resource extraction activity is reclaimed to an acceptable standard</b>
<b>Policy 3.8.1.1</b>	The County should require development agreements in connection with sand, gravel and other mineral extraction operations and should make provisions for the: <ul style="list-style-type: none"> <li>(a) reclamation of the land that was disturbed to its former agricultural capability or to a post-extractive use, whichever Council feels is more beneficial;</li> <li>(b) control of on-site noise, dust and weeds;</li> <li>(c) storage of topsoil;</li> <li>(d) separation of the resource extractive operation from any multi-lot residential subdivision, hamlet, or urban municipality with a suitable open space buffer;</li> <li>(e) designation of all aggregate haul roads to reduce noise, excessive maintenance costs, and dust problems; and</li> <li>(f) if required by the County, the provision of security such as an irrevocable letter of credit to ensure reclamation will be completed.</li> </ul>
<b>Objective 3.8.2</b>	<b>To minimize municipal costs associated with resource extraction development</b>
<b>Policy 3.8.2.1</b>	The County will not approve a development permit application for resource extraction until the developer enters into a haul road agreement with Smoky Lake County.
<b>Objective 3.8.3</b>	<b>To ensure that resource extraction and resource processing developments generate a low net negative impact on working landscapes and cultural landscapes</b>
<b>Policy 3.8.3.1</b>	Developers will be required to contact the Heritage Branch of the Alberta Government in order to determine if a Heritage Impact Assessment (HIA) is required.
<b>Policy 3.8.3.2</b>	If an Impact Assessment (HIA) is required and the HIA identifies the presence of heritage resources then the developer will be required to take appropriate mitigating measures, to the satisfaction of the appropriate provincial agency, prior to development approval.

### 4.1 Agriculture Policy

The County's most enduring resource is its working landscapes; the agricultural, forestry and resource lands which generate approximately 29% of all employment for County Residents. Working landscapes are irreplaceable and contribute to the high quality of life enjoyed by all Smoky Lake County residents. Working landscapes within the County must be carefully and equitably managed in order to retain the integrity and value of these areas for the benefit of future generations while supporting economic growth within the agricultural community.

In order to encourage the future viability of a diverse range of agricultural operations within the County the Municipal Development includes objectives and policies to not only protect, where appropriate, but also enhance the agri-based economy and rural lifestyle.

The following objectives and policies have been adopted by the County relating to agriculture areas within the County:

<b>Objective 4.1.1</b>	<b>To ensure that working landscapes remain an integral and viable component of the regional economy and rural social structure</b>
<b>Policy 4.1.1.1</b>	The Agricultural Use Area is to be, for the most part, conserved for working landscapes; the agricultural, forestry and resource uses.
<b>Policy 4.1.1.2</b>	While the primary use of the Agricultural Use Area is for extensive agriculture and confined feeding operations involving the production of feed grains, cereal grains, forage crops, specialty crops, livestock and other animals on a commercial basis, other uses which, in the opinion of Council, do not adversely affect present or future agricultural pursuits may also be permitted on a discretionary basis provided that the development will not adversely affect the agricultural community.

Within the Agricultural Use Area, a wide range of resource utilization uses may also occur provided that such uses do not negatively impact other surrounding uses.

#### 4.3 Industrial Policy

For the purpose of this Municipal Development Plan the term "industry" refers to manufacturing or warehousing and storage, and includes both light and heavy industry. Industries that may have high levels of noxious emissions or noise are referred to as heavy industry. Light industry is not noxious and is generally compatible with other uses. Natural resource extraction industries, such as gravel pits and oil and gas wells, are addressed Section 3.8.

Industrial uses within the County can be classified as rural industrial or industrial.

Most of the County's economic base focuses on the agriculture and resource sectors. Historically, the continuation and expansion of the County's industrial base has been limited due to a finite land base and the non-renewable nature of the mining and petroleum resource

sector. The County recognizes that industrial developments can be of benefit to the County by providing employment, tax dollars and services to County residents. If planned effectively, the negative impacts an industry may have on the surrounding area can be mitigated or minimized.

This Plan encourages the diversification of the County's economic base by identifying land and policies to support the development of a diverse range of industrial developments within the County.

<b>Objective 4.3.1</b>	<b>To encourage appropriate industrial development in environmentally and socially suitable locations at no cost to the County</b>
<b>Policy 4.3.1.1</b>	Industries shall be encouraged to avoid locating in areas of critical wildlife habitat or in the Victoria District Overlay Area wherever possible.
<b>Policy 4.3.1.2</b>	Industries shall be encouraged to locate on lower capability agricultural land wherever possible.
<b>Policy 4.3.1.3</b>	Before approving any development proposal for an industrial use, the County may require the provision of a Cumulative Effects Assessment including environmental impact information and a risk assessment (such as that provided for by the Major Industrial Accidents Council of Canada (MIACC)) to assist the County in assessing the impact of the proposed development in relation to the natural and human environments, and indicate both if and how any negative matters can be mitigated. The County may require the implementation of any mitigating actions indicated in the information and assessment as a condition of any development approval.

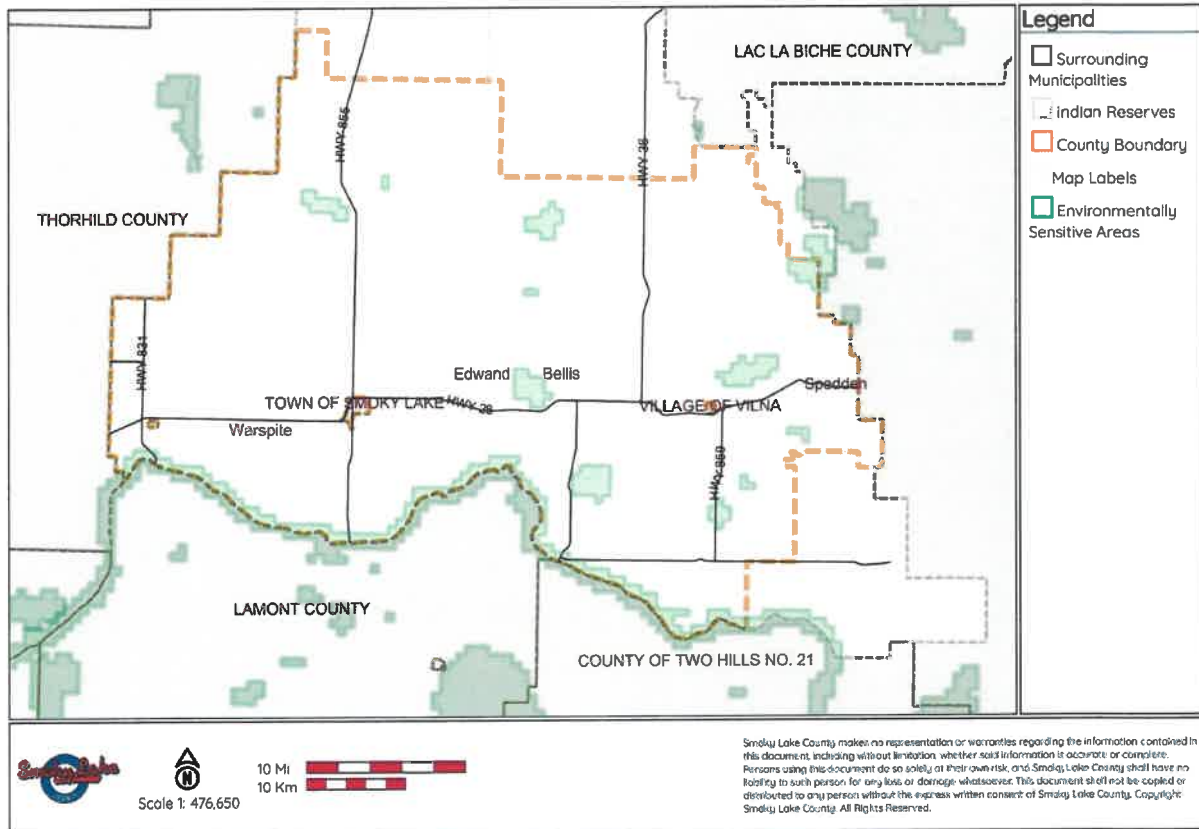
**Policy 4.3.1.4**

All proposals for industrial development (including industrial parks) shall:

- (a) in the opinion of the Development Authority, NOT conflict or jeopardize with surrounding land uses;
- (b) be considered only in accordance with an Area Structure Plan or, at the discretion of Council, a Development Concept Plan that has been developed and approved in accordance with the Municipal Government Act, which Development Concept or Area Structure Plan will address:
  - (i) the impact on adjacent land uses;
  - (ii) transportation;
  - (iii) provision of water and sewer services;
  - (iv) storm drainage;
  - (v) the provision for municipal reserve;
  - (vi) the impact on community services, such as fire protection;
  - (vii) the municipal servicing costs associated with the development;
  - (viii) landscaping and buffering;
  - (ix) risk assessment; and
  - (x) any other matters identified by the County.
- (c) not be allowed to locate in close proximity, as determined by the County, to a multi-lot residential subdivision;
- (c) be accompanied by an identification of all municipal costs associated with the proposal;
- (d) meet all provincial requirements and obtain a development permit from the County prior to construction; and
- (e) be encouraged to locate near or adjacent to provincial highways.

**Policy 4.3.1.5**

No industrial development (including industrial parks) shall result in any additional costs to the County, unless the County agrees to share the costs.



Smoky Lake County

### Smoky Lake County

Date Created: 2023-11-14







# Request for Decision (RFD)

**Meeting Date:** Thursday, November 23, 2023

**Agenda Item:** # 7.11

**Topic:** Northern and regional economic development (NRED) program Application

**Presented By:** Planning & Development Services

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**Recommendation(s):** That Smoky Lake County apply for the 2023-24 Northern and regional economic development (NRED) program intake which closes December 20, 2023, per Option \_\_\_\_\_ within Attachment 3 and if successful, to tentatively fund said 50% matching grant from the Council Strategic Initiatives contingency, up to a maximum of \$\_\_\_\_\_.

## Background:

- County Council allocated a \$150,000 contingency in Budget 2023 dedicated to Strategic Initiative priorities, further to the Strategic Plan. To-date, none of these dollars have been spent.
- The purpose of the Northern and Regional Economic Development Program is to enhance economic conditions and leverage regional resources to build capacity for sustainable economic development and diversification. It provides an opportunity for communities to work with partners to identify and allocate resources to a promising area of regional economic development.
- The guidelines document (**ATTACHMENT 1**) explains the intention of the program, what entities are eligible to apply, and when applications will be accepted, and describes the types of projects that are eligible to apply. It also describes the application process, how applications are assessed, and the parameters around funding for successful applicants.
  - **Funding** - Approved applicants are eligible to receive between \$20,000 to \$200,000 to support eligible project costs. While there is no maximum total project cost under the program, grant funding will not exceed \$200,000 per project.
    - Applications are ineligible without proof, in writing, that matching funding is in place and must be provided for each allocation of matching funds.
  - **Entities eligible to apply** for funding under the NRED Program include:
    - incorporated non-profit organizations that have an economic development mandate
    - **municipalities**
    - Indigenous communities, including First Nations or Métis Settlements

- **Eligible Projects** - The NRED Program funds initiatives that support economic development and will achieve tangible and impactful results in one or more of the following **priority areas**:
  - investment in **economic development infrastructure**
  - business supports
  - labour force attraction and retention
  - tourism planning, capacity building and infrastructure
  - economic development capacity building
  
- **Project Streams** - Applicants are required to apply under one of the following 2 streams:
  - **Northern Development and Indigenous Stream**
    - Open to eligible projects based in northern Alberta and to Indigenous applicants across Alberta.
  - Regional Development Stream
    - Open to eligible projects based outside of northern Alberta and to applicants who do not represent Indigenous organizations or communities.
  
- Administration has undertaken an analysis of current ongoing projects, priorities, and initiatives, including having regard to the 2023 Strategic Plan, and **ATTACHMENT 3** provides a summary of options that have been identified for Council's consideration.

**Benefits:** Multiply project dollars.

**Disadvantages:** Staff time.

**Alternatives:** Take no action.

**Financial Implications:** None.

**Legislation:** *Municipal Government Act* (Alberta),

**Intergovernmental:** Municipal Affairs, Jobs, Economy and Trade, and Tourism and Sport

**County Strategic Alignment:** Proactivity in Development.

**Enclosure(s):**

**Attachment #1 – Northern and regional economic development (NRED) program guidelines**

**Attachment #2 – 2022-23 Grant Recipients**

**Attachment #3 – Initial Project Proposal Options**

**Reviewed by the Interim CAO:**  on Date: Nov. 15, 2023.



# Northern and Regional Economic Development (NRED) Program

Program Guidelines 2023/2024



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Northern and Regional Economic Development (NRED) Program Guidelines | Jobs, Economy and Trade  
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## Background

Alberta is a resilient and diverse economic destination of choice, with talent and potential throughout all its regions. The Government of Alberta is working with regions across the province to pursue our common goals of economic diversification, job creation and financial well-being.

Recognizing that not all regions of Alberta have the same challenges, priorities or access to the resources needed to accelerate economic development, Jobs, Economy and Trade (JET) provides funding towards community driven projects that enhance economic conditions and leverage regional resources to build capacity for sustainable economic development and diversification through the Northern and Regional Economic Development (NRED) Program.

NRED is based on engagement with community stakeholders and provides an opportunity for communities to work with their partners to identify and allocate resources to a promising area of regional economic development. NRED is open to eligible applicants from across Alberta and has a dedicated application stream for Northern Development and Indigenous communities in recognition of their unique challenges, as well as a Regional Development application stream for all other applicants.

A Glossary of Terms and Definitions is provided in Appendix 1.

## Program Overview

### Program Summary

Eligible applicants may submit proposals that either immediately promote regional economic prosperity or those that lay the foundation for continued economic prosperity into the future. As such, the NRED Program will support projects in all stages, from planning and readiness to implementation of previous strategies and plans. Subsequent intakes will be designed to encourage previously successful applicants to progressively build on their projects.

For a project to be eligible, it must support economic development and have a clear path to achieving tangible and impactful results in one or more of the following priority areas:

- Investment in Economic Development Infrastructure
- Business Supports
- Labour Force Attraction and Retention
- Tourism Planning, Capacity Building, and Infrastructure
- Economic Development Capacity Building

Eligible projects must not take more than two years to complete and successful applicants will receive grant funds up front so that their projects can commence immediately.

## Timelines

Dates	Activity
October 23, 2023	Application Intake Opens
December 20, 2023	Application Intake Closes
January to February 2024	Committee Review of Applications
March 2024	Decisions and Funding

# Eligibility

## Eligible Applicants

Entities eligible to apply to the NRED Program include the following, which are further defined in Appendix 1:

- **Incorporated Non-Profits** with a mandate of economic development, that have been operating for a minimum of one year and are in good standing with any provincial or federal filing requirements.
- **Municipalities**
- **Indigenous Communities (First Nations or Métis settlements)**

Applications from project-based partnerships are permitted provided the application is submitted by an eligible entity (listed above). This entity will be considered the “lead” and if successful, will enter an agreement with JET on behalf of their organization and their partner(s).

## Streams

In recognition that economic activity occurs in several forms, each with a unique perspective to contribute to economic growth and job creation, NRED provides two streams of support:

Northern Development and Indigenous Stream	Regional Development Stream
This stream is open to eligible projects based in Northern Alberta and projects that are Indigenous led.	This stream is open to eligible projects based outside of Northern Alberta and to projects that are not Indigenous led.
Northern Alberta is defined by the Northern Alberta Development Council (NADC) as described in Appendix 1 and as shown on the map (page 17).	

Applicants are required to identify the stream they wish to be considered under and that they are eligible to apply through. Applications from each stream will be reviewed alongside other eligible applications within that stream.

To be eligible for the Northern Development and Indigenous Stream projects must be either:

- a) based in Northern Alberta (see Appendix 1 for definition and map) with more than 50% of the benefits provided to a community (or communities) located in Northern Alberta; or
- b) Indigenous led, where the applicant is either a First Nation or a Métis Settlement.

To be eligible for the Regional Development Stream projects must be:

- a) based outside of Northern Alberta; and
- b) led by an eligible entity that is not a First Nation or a Métis Settlement.

# Funding

The Government of Alberta has committed \$3 million in funding for this phase of NRED. There is no defined amount for each stream.

## Funding Parameters

- **For applicants that are Indigenous\* (First Nation or a Métis Settlement):**
  - NRED will provide successful applicants up to 75% of total Eligible Project Costs.
  - Total Eligible Project Costs must be a minimum of \$26,675 (after eligibility assessment by the program), and NRED will provide a maximum of \$200,000 in funding to any project.
  - Applicants must be able to match the funding requested at a minimum of 25% of the total Eligible Project Cost.  
\*For an applicant to be considered Indigenous, the lead organization must either be First Nation or a Métis Settlement.
- **For all other applicants (Northern projects and all Regional Development Stream applicants):**
  - NRED will provide successful applicants up to 50% of total Eligible Project Costs.
  - Total Eligible Project Costs must be a minimum of \$40,000 (after eligibility assessment by the program), and the Program will provide a maximum of \$200,000 in funding to any project.
  - Applicants must be able to match the funding requested at a minimum of 50% of the total Eligible Project Cost.



Approved applicants are eligible to receive between \$20,000 and \$200,000 in NRED funding to support Eligible Project Costs. There is no maximum amount for the total project cost, however NRED's support will not exceed \$200,000 per project.

To be eligible for funding, all projects that require regulatory approval (provincial or federal) must have those approvals in place prior to application.

## Funding Limitations

NRED funded projects and their activities must not receive any other funding through the Government of Alberta\* or Government of Alberta's agencies. Appendix 2 provides examples of other programs that applicants should be aware of. Applications will be reviewed by a committee composed of representatives from across the Government of Alberta and its agencies to ensure that there is no overlap.

\*Note: while NRED Program activities must not be eligible for other Government of Alberta funding, activities that follow previously funded work are permitted. For example, if the Government of Alberta or one of its agencies previously provided funding to develop a strategy, the activities to implement the strategy are eligible for the NRED Program. If the previously funded project has not yet been completed and all reporting requirements met, a subsequent follow-up project will not be eligible for NRED funding.

"Stacking" of funding from the Government of Alberta or its agencies (i.e., using multiple sources of Government of Alberta or agency funding for a single project) is not permitted.

Projects or their activities that are contrary to any applicable legislation or regulation are not permitted and NRED funding cannot be used to support such activities.

## Matching Funding

Matching Funding includes the portion of the project costs supported by applicants and their partners, excluding costs supported by the NRED Program. All Matching Funds must be fully secured (i.e. received) or committed (i.e. approved) at the time of application. If funds have been committed, funding must be received before the end of the project or through a claim submitted at the end of the project. For additional details on these terms please refer to the definitions in Appendix 1.

Accepted sources of Matching Funding for all applicants include:

- An applicant's internal funds;
- Funding from project partners that may include for-profit enterprises, non-profit entities, and post-secondary institutions;
- Donations from non-government entities;
- In-kind contributions, which are limited to 20% of the total eligible project costs, with a cap of \$15,000 (whichever is less).
  - In-kind contributions are subject to Program review and acceptance at the Program's discretion and may be adjusted if the applicant's valuation is deemed to be higher than market value; and
- Government of Canada or Municipal government funding (secured or committed).

Applicants must provide evidence that all Matching Funds are either committed or secured at the time of application. Evidence should be provided for each source of funding (including the applicant's) and may include letters from the organizations that are providing the funds confirming that the funds are committed, secured/approved (e.g., notice of approval or other award/funding notification) or equivalent. Letters should be provided on appropriate letterhead and signed by a person with the authority to commit funds or resources for the organization (Director or equivalent).

## Eligible Project Costs

Eligible Project Costs are those that an applicant will be required to incur to ensure the successful completion of the project and are not listed below as an Ineligible Project Cost. Additionally, Eligible Project Costs are subject to the following restrictions:

- Allowable travel expenses within Alberta:
  - Airfare, restricted to return economy airfare with allowance for the first single piece of checked personal luggage and one carry-on;
  - Intercity bus fares restricted to economy;
  - Accommodation restricted to a standard room (or equivalent), up to \$300 per person, per night;
  - Mileage restricted to \$0.505 per kilometre travelled; and
  - Rental vehicle charges for an appropriate non-luxury vehicle and fuel for the rental vehicle.
- For workshops, seminars or other similar events, the costs for the provision of meals for participants when the meal falls within the duration of the event, to per participant/per day maximum of \$42.00.
- The establishment and staffing of a **new** Economic Development Officer (EDO) role or equivalent. NRED specifically covers the costs involved in:
  - remunerating this position for the initial three-month period;
  - costs associated to the recruitment process, such as advertising or a recruitment firm, but does not include the applicant's own human resources staff.

NRED does **not** cover costs for:

- funding an existing EDO position in the organization;
- recruitment costs to fill an existing but vacant EDO position.

The total portion of the NRED grant towards the establishment and staffing of a new EDO position cannot exceed \$12,500. A new EDO position supports NRED's priority in building capacity, for which the project will earn points in the assessment of the project.

## Ineligible Expense Categories

Ineligible Project Costs include the following:

- core education, health and wellness and advancement of specific faith or political based activities;
- hospitality and entertainment costs (food, alcohol), outside of the food and non-alcoholic beverages allowed as an Eligible Project Cost;
- gifts, gift cards, contests, prizes, awards, trophies, plaques, competition purses;
- contingency and miscellaneous costs;
- salary expenses for existing staff (existing salaries can only be used as an in-kind contribution);
- legal and accounting fees, federal Goods and Service Tax (GST), insurance;
- membership fees;
- sponsorship;
- re-granting;
- land acquisition;
- projects that may duplicate existing provincial or federal economic development initiatives in the community or region applying for funding;
- non-arm's length transactions (payments to an affiliated organization, payments to Directors/Board Members or their families);
- debt reduction or interest expenses;
- lobbying or advocacy activities;
- expenses related to preparation of funding applications, committee planning meetings;
- fundraising and similar activities not related directly to the project;
- retroactive funding for costs that have already been incurred prior to application submission;
- expenses incurred in the formation of a new community or regional economic development organization;
- permits;
- if the operating costs surpass either 10% of the total eligible project costs or \$5,000 - whichever of these two amounts is higher - the applicant must provide proof that these expenses are directly linked to the project's administration; and
- capital costs (see definition, page 13).

# Areas of Funding and Examples of Eligible Projects

For a project to be eligible for NRED Program funding, the application must clearly demonstrate how the project will achieve a measurable impact in supporting local economic growth in one or more of the following areas:

## 1) Investment in Economic Development Infrastructure

Please note: In this category, only non-capital costs, as defined by Alberta's Department of Municipal Affairs, GAAP, or tax classifications from the Canada Revenue Agency, are eligible. Capital costs typically include large investments like infrastructure or major equipment.

- A) *Enabling economic development projects*: Projects that lay the groundwork for future economic development infrastructure projects.

Project Type	Description	Example Projects
Feasibility	Determine the feasibility or viability of pursuing an infrastructure project that will lead to direct and measurable economic benefit	<ul style="list-style-type: none"> <li>• Writing a feasibility study</li> <li>• Collecting data to support a feasibility study/strategy</li> <li>• Training in infrastructure management (stakeholder, project, finance, contract management)</li> </ul>
Capacity Building	Builds capacity to undertake a defined infrastructure project that will support local economic development	<ul style="list-style-type: none"> <li>• Establishing processes for infrastructure related projects</li> <li>• Development of training resources (e.g., training course, training manuals)</li> </ul>

- B) *Economic development infrastructure projects*: Projects that invest in non-capital infrastructure and result in tangible economic benefits.

Project Type	Description	Example Projects
Improvement/renovation of existing infrastructure (non-capital)	Projects that improve the functionality or design quality of communities (non-capital costs)	<ul style="list-style-type: none"> <li>• Wayfinding signage</li> <li>• Refurbishment of parking facilities</li> <li>• Renovation of facilitates in locations that will increase the economic benefit</li> <li>• Redevelopment of vacant and/or underutilized buildings to achieve an economic development outcome</li> <li>• Beautification (for example, lighting, banners, murals, street furniture, public art, trees)</li> </ul>
	Projects that improve security and safety in communities (non-capital costs)	<ul style="list-style-type: none"> <li>• Improving community safety by upgrading lighting, making changes to street designs, purchasing security CCTV equipment, installing emergency phones, etc.</li> </ul>
	Projects that complement and, wherever feasible, coordinate with Government of Alberta investments that deliver the Alberta Broadband Strategy (non-capital costs)	<ul style="list-style-type: none"> <li>• Supporting improvements in the connectivity available to business and commercial zones (e.g., in industrial parks/zones) to attract more businesses and retain existing businesses</li> </ul>

2) **Business Supports:** Projects that increase the ability of local businesses to access economic opportunities.

Project Type	Description	Example Projects
Training	Providing skills and opportunities for local businesses to grow markets or access new markets	<ul style="list-style-type: none"> <li>• Seminars or workshops for businesses</li> <li>• Leadership development</li> </ul>
Strategic Planning	Understand gaps and opportunities in the small business community	<ul style="list-style-type: none"> <li>• Plans/studies that identify local gaps in business supports for current or emerging local opportunities and define a pathway to address those gaps</li> <li>• Plans/studies that seek to understand barriers to growth for local small businesses</li> </ul>
Initiatives	Marketing campaigns	<ul style="list-style-type: none"> <li>• Shop local marketing campaigns to raise awareness of local businesses</li> <li>• Shop local incentive programs</li> </ul>
	Business Succession	<ul style="list-style-type: none"> <li>• Programs that connect buyers to retiring business owners</li> </ul>

3) **Labour Force Attraction and Retention**

A) *Labour Force Strategies and Planning:* Projects that lay groundwork and identify local gaps in the labour force for current or emerging local opportunities and define a pathway to addressing those gaps.

Project Type	Description	Example Projects
Strategic Planning	Understand the gaps in the labour forces and opportunities	<ul style="list-style-type: none"> <li>• Plans/studies that identify the local gaps in the labour force for current or emerging local opportunities and define a pathway to addressing those gaps</li> </ul>

B) *Labour Force Initiatives:* Projects that address local gaps in the labour force or emerging local opportunities, building from previous strategies or plans.

Project Type	Description	Example Projects
Skills Development	Projects that follow the Workforce Strategies Grants or other similar programs	<ul style="list-style-type: none"> <li>• Sector based training</li> <li>• Employee training</li> <li>• Youth training</li> <li>• Apprentice training</li> <li>• Mentorship</li> </ul>

#### 4) Tourism Planning, Capacity Building, and Infrastructure

Project Type	Description	Example Projects
Strategic Planning	Development of a strategy to grow the local visitor economy	<ul style="list-style-type: none"> <li>• Destination development plan</li> <li>• Tourism sector plan (e.g., culinary or outdoor adventure)</li> </ul>
Feasibility	Determine the feasibility or viability of pursuing a tourism project	<ul style="list-style-type: none"> <li>• Writing of a feasibility study</li> <li>• Collecting data to support a feasibility study/strategy</li> </ul>
Capacity Building	Builds capacity to undertake a specific project that enhances front line service to improve the visitor experience	<ul style="list-style-type: none"> <li>• Training for front line staff to increase familiarity with attractions and provide superior destination guidance to visitors</li> <li>• Development of training resources (e.g., training course, training manuals)</li> </ul>
Improvement/renovation of existing infrastructure	Projects as defined through previously completed destination development plans or feasibility studies that improve the visitor experience, including quality of public areas (non-capital costs)	<ul style="list-style-type: none"> <li>• Wayfinding signage</li> <li>• Refurbishment of parking facilities</li> <li>• Renovation of facilities in locations that are frequently enjoyed by visitors and will increase economic benefit</li> <li>• Redevelopment of vacant and/or underutilized buildings that deliver a new visitor experience and can achieve an economic development outcome</li> <li>• Beautification and public space animation (lighting, banners, murals, street furniture, public art, trees)</li> </ul>
	Projects that complement and, wherever feasible, coordinate with Government of Alberta investments to deliver the Alberta Broadband Strategy (non-capital costs)	<ul style="list-style-type: none"> <li>• Establishment or enhancement and expansion of public internet or Wi-Fi hotspots to make a tourist area more attractive, and/or improve connectivity to commercial tourism operations</li> </ul>

#### 5) Economic Development Capacity Building: Projects that increase the ability of the applicant and/or the community to realize economic development and its benefits.

Project Type	Description	Example Projects
Economic Development Training	Targeted training for an applicant's economic development staff	<ul style="list-style-type: none"> <li>• Coaching/mentorship workshops</li> <li>• Seminars</li> <li>• Training</li> </ul>
Economic Development Strategies and Planning	Access external service providers for the development of plans and strategies related to growing or diversifying the local economy	<ul style="list-style-type: none"> <li>• Economic development plans</li> <li>• Business attraction and retention strategies</li> <li>• Sector development strategies</li> <li>• Investment attraction strategies</li> </ul>
Economic Development Staffing	The creation of economic development officer positions	<ul style="list-style-type: none"> <li>• Funding/incentives to hire new economic development staff</li> </ul>

# Project Assessment

The following tool will be used to assess all applications (i.e., Both streams):

Category	Criteria	Weight
<b>Project Description / Opportunity</b>	<p><b>Anticipated Outcomes:</b></p> <ul style="list-style-type: none"> <li>The project addresses and supports the priorities and needs of the community, region and/or industry sector.</li> <li>There is evidence of community/regional support for the project.</li> <li>The project will grow and/or diversify the economy.</li> <li>There is evidence of job creation during the project, and/or evidence of job creation after project completion.</li> <li>The project builds on an earlier economic development project completed by the applicant (e.g., A subsequent phase, implementation of recommendations from a study).</li> </ul> <p>Plans that include partnerships with industry, communities and rural areas will receive additional consideration.</p>	45
<b>Alignment with NRED Priorities</b>	<p><b>Strategic Fit:</b></p> <ul style="list-style-type: none"> <li>The project aligns with the Program's priorities, and evidence is provided for positive economic impacts to a community, region and/or industry sector.</li> <li>The project identifies tangible and measurable economic benefits.</li> <li>The project demonstrates alignment with at least one of the following priority areas: <ul style="list-style-type: none"> <li>Investment in Economic Development Infrastructure</li> <li>Business Supports</li> <li>Labour Force Attraction and Retention</li> <li>Tourism Planning, Capacity Building, and Infrastructure</li> <li>Economic Development Capacity Building</li> </ul> </li> </ul>	20
<b>Scope of Economic Impact</b>	<p><b>Reach of the Project:</b></p> <ul style="list-style-type: none"> <li>The project's direct economic impact is: <ul style="list-style-type: none"> <li>Local (2.5 points) – Business Improvement Areas, a specific district or neighbourhood, a small town, village, hamlet, or similar place;</li> <li>Regional (5 points) – A large municipality, for example, a city or municipal district;</li> <li>Cross-regional (7.5 points) – Two to four municipalities involved;</li> <li>Provincial (10 points) – Five or more municipalities involved.</li> </ul> </li> </ul> <p>(See the Glossary of Terms and Definitions for additional information)</p>	10
<b>Budget</b> (Complete the template available on the Online Application Portal)	<p><b>Costs:</b></p> <ul style="list-style-type: none"> <li>Provide a complete description, and justification, of the costs over eligible categories over the life of the project</li> </ul> <p><b>Contributors:</b></p> <ul style="list-style-type: none"> <li>Provide evidence of all confirmed or secured partner contributions (including the applicant's)</li> </ul>	10
<b>Management and Measurement</b> (Complete the template available on the Online Application Portal)	<p><b>Management and Implementation Strategy:</b></p> <ul style="list-style-type: none"> <li>Demonstrate a sound methodology to manage the project, including the identification of milestones and critical success factors</li> <li>Demonstrate the mechanisms to be deployed and describe the timeframe required</li> <li>Identify risks and methods of mitigation</li> </ul> <p><b>Performance Measurement Strategy:</b></p> <ul style="list-style-type: none"> <li>Report on performance indicators and provide a rationale to support the targets</li> </ul>	15
<b>TOTAL</b>		<b>100</b>

# How to Apply

Applications must be submitted via the Program's Online Application Portal. Applicants are encouraged to access the portal early and if required, create the necessary account credentials to submit their proposals on or before the deadline.

The Online Application Portal has been designed and tested to work properly in the current versions of the following browsers:

- Google Chrome
- Microsoft Edge

Using other browsers is not recommended, as users may experience errors that prevent the proper completion of the application to NRED.

## Alberta.ca Account

A basic Alberta.ca Account, used across the Government of Alberta to authenticate online users, will be required to access the portal. If you do not have an Alberta.ca Account, you will be required to create one using the link provided on the application portal. Applicants are encouraged to do this early in the process, to allow sufficient time to resolve any unforeseen issues.

Once registered for Alberta.ca Account, applicants are required to log into the portal to complete the applicant profile. Information such as the applicant's legal name and contact details will need to be completed.

If you have any questions about creating a basic Alberta.ca Account, please visit this [website](#).

## Online Application Portal

After logging in to the Online Application Portal using your Alberta.ca Account credentials, you will be required to complete the application form, which will collect information about your organization, key contacts, and specifics regarding the project. Blank templates for the Budget and the Management and Measurement documents, required as part of the application, are available within the portal for downloading. Once you have downloaded and completed these documents offline, you will need to upload the completed version, along with any other documents you are providing with your application when prompted.

**NEW**

As you navigate through the Online Application Portal, you will notice as you complete information regarding your project that there is a new line that requests you to **Select the Region that best fits your project's location**.

This will help us when we track the program's statistics across Alberta, so that we can continue to provide support that is responsive to the unique and evolving economic conditions in each area of our province.

You can refer to Appendix 3 to assist you in determining the Region that best fits your project's location.

## Required Documentation

In addition to the completion of the application form via the Program's Online Application Portal, the following documents must also accompany the applicant's proposal, and must be uploaded through the portal:

- Completed Management & Measurement Template (available for download on the Online Application Portal)
- Completed Budget Template (available for download on the Online Application Portal)
- Letters or documents confirming Matching Funding has been secured or committed. Applications are ineligible without proof, in writing, that Matching Funding is in place and must be provided for each allocation of Matching Funds.
  - Confirmation of In-kind Contribution(s) (if it is included in the Matching Funds and is in the project's budget). Confirmation should be provided in writing and include the name of the organization providing the contribution, the type of contribution and value of the contribution.
- Quotes to support the proposed budget. All listed budget items must be supported/substantiated with quotes, estimates, historical information, or other relevant evidence demonstrating how the requested amount was calculated.
- Letters of support, or other documents that confirm the project is supported by impacted communities.
- For an applicant that is a First Nation, a Band Council Resolution that authorizes the project.
- If funding/incentives to hire new economic development staff is included in the project and budget, the job description(s) including responsibilities of the position(s), term, and salary/wage are required.
- If the project requires regulatory approval (provincial or federal), evidence that the appropriate approval has been provided (i.e., the approval is in place at the time of application).

## Submission Deadline

Applications must be submitted via the NRED Program Online Application Portal no later than:

**11:59 p.m. (MST) on December 20, 2023**

(Determined from the timestamp of the application as recorded in the Online Application Portal).

## Review Process

Applications will be evaluated through a competitive process in alignment with the Program's criteria (see Project Assessment for details).

Upon submission, applications will undergo a multi-stage review process, beginning with an administrative screening of the application, which will check for completeness and eligibility under the Program Guidelines. Within the portal, the application status will remain as submitted until a final decision has been reached for all applications

Applications will also be reviewed by a committee composed of representatives from across the Government of Alberta and/or Government of Alberta agencies to ensure that there is no overlap in funding of the proposed activities, or to determine if there is an occasion to fund a grant with other Government of Alberta ministries. To determine if there is an occasion to fund a grant with other Government of Alberta ministries, the Program may share applications with those ministries.

All validated applications will be reviewed by members of the Government of Alberta and/or Government of Alberta agencies who are not connected to the Program, or to any entity that would be eligible to apply to the Program. Panel members are chosen based on their area of expertise, senior leadership, knowledge of economic development, sector knowledge, knowledge of investment and capital attraction, and for their collective ability to bring multidisciplinary expertise to the review process. This review process will be used to determine the recommendations provided to the Minister for final funding decisions.

The NRED Program is competitive with a maximum amount of funding available. Meeting all the requirements for the NRED Program does not guarantee that the application will be successful and receive funding. Ineligible applications will be advised of final program decisions.

## Grant Agreement

Applicants will be provided a Grant Agreement for successful projects, which must be signed and returned by the recipient before the deadline which will be communicated by the Program when the Grant Agreement is supplied. The Grant Agreement will outline the terms and conditions of support and must be signed by both parties (the recipient organization's representative and JET's representative) prior to the release of any payment. As a part of this agreement, recipients will be required to regularly report on the financial status of projects and on the outcomes achieved. The reporting schedule and requirements will be outlined in the Grant Agreement. Any significant variations in project scope or other requirements of the contract must be agreed to by both parties.



# Freedom of Information and Protection of Privacy Act

The personal information collected through the designated online application portal for the Northern and Regional Economic Development (NRED) Program, is for the purpose of assessing the application being made to the program, to report on aggregated program statistics, and if successful, used to report on the success of each application individually and in aggregate, and for compliance purposes related to the terms and conditions of the grant funding. If an opportunity is identified by the NRED Program staff, this information may additionally be shared with other Government of Alberta ministries, to determine if there is a potential to receive funding through another Government of Alberta ministry. This collection is authorized by section 33 (c) of the *Freedom of Information and Protection of Privacy Act*. For questions about the collection of personal information, contact the NRED Program Administrator at 1-833-JET-NRED (1-833-538-6733), by email at [NRED.program@gov.ab.ca](mailto:NRED.program@gov.ab.ca), or by mail at Jobs, Economy and Trade, c/o NRED Program Administrator, 13th Floor, Commerce Place, 10155 – 102 Street NW, Edmonton, AB T5J 4G8.

## Contact Information

All correspondence regarding NRED, including questions, should be sent by email to:

[NRED.program@gov.ab.ca](mailto:NRED.program@gov.ab.ca)

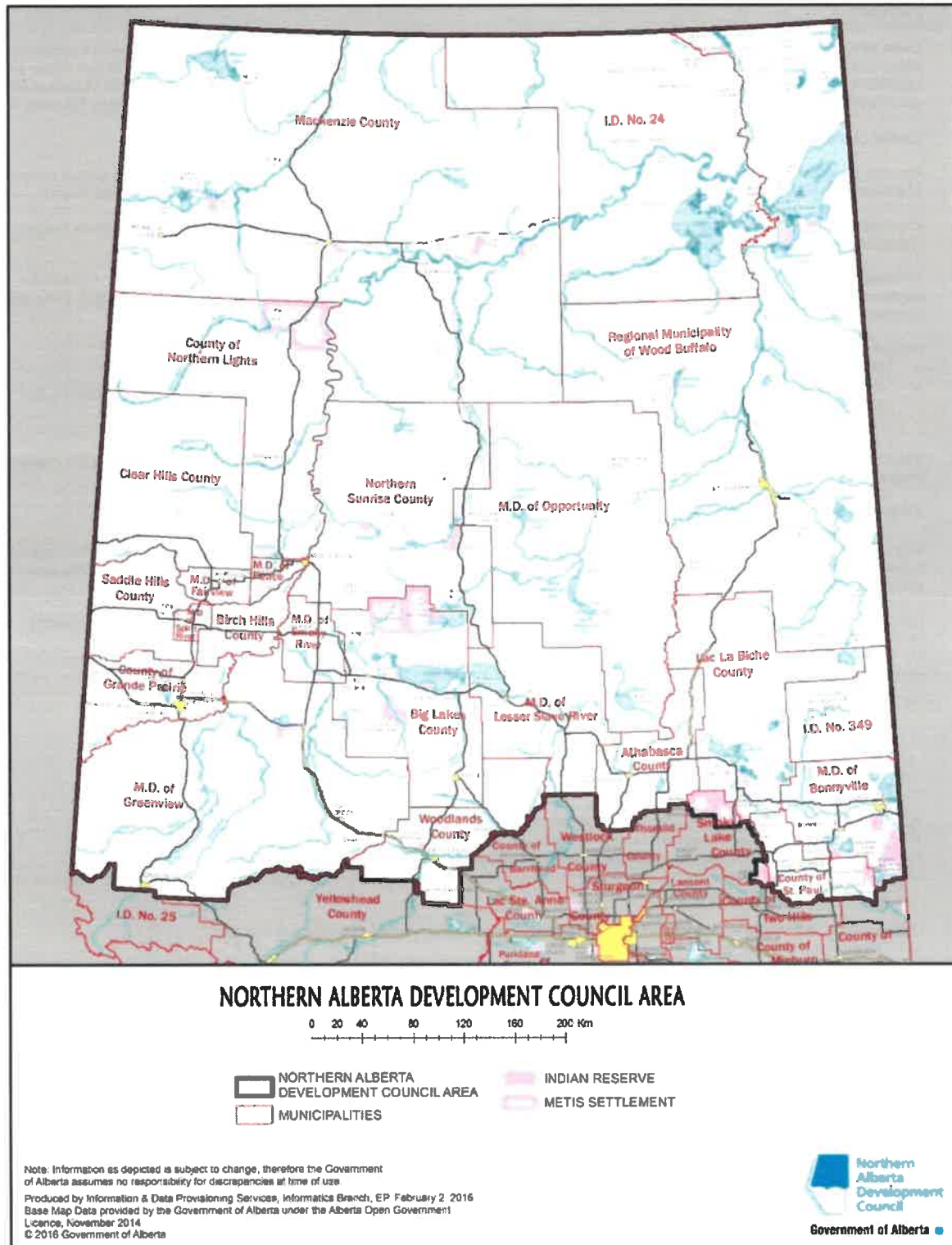
You may also reach us by phone:

**1-833-JET-NRED (1-833-538-6733)**

# Appendix 1 – Glossary of Terms and Definitions

Term	Definition
Capital Costs	<p>Costs which are typically large investments such as infrastructure or major equipment. While it is the responsibility of the applicants to determine whether a cost is considered 'capital' or not, the NRED Program's determination will be final. Applicants should follow the regulations and standards that apply to their organization, which may include guidelines from Alberta's Department of Municipal Affairs for municipalities, the Generally Accepted Accounting Principles (GAAP) in Canada, or tax classifications from the Canada Revenue Agency.</p> <p>Capital Costs are not eligible for support under the NRED Program.</p>
Confirmed Funding	Funding provided from a source other than the NRED Program that the applicant will receive upon the fulfilment of a certain deliverable or at a certain point in time established by the funder. All Matching Funds must be committed or secured at the time of application.
Cross-regional	Cross-regional refers to an area that is comprised of two to four geographic areas, typically a municipality, but can include Indigenous Communities, or an Urban Service Area of a Specialized Municipality.
Grant Agreement	The legal agreement that commits a successful NRED Program applicant to the terms and conditions of the Program. Successful applicants will be provided with a standardized agreement, which they must sign and return within the timelines specified. Once JET has approved and signed an applicant's agreement, funding will be paid to the applicant.
Indigenous Communities	<p>Indigenous Communities are made up of the following:</p> <ul style="list-style-type: none"> <li>• Métis Settlements established under the <i>Metis Settlements Act</i>,</li> <li>• First Nations located in Alberta and recognized under the Federal <i>Indian Act</i>, and listed on <a href="#">Crown-Indigenous Relations and Northern Affairs Canada's</a> webpage and their associated Tribal Councils.</li> </ul>
In-Kind Contributions	Valuation of a donation of time, materials or goods by companies or organizations, including use of space that supports the delivery of the project. All In-Kind contributions must be fair market value.
JET	Alberta Ministry of Jobs, Economy and Trade
Lead Applicant	The Lead Applicant is the primary contact for project-based partnerships and is the eligible entity that applies to the NRED Program for funding. If successful, the Lead Applicant enters into the Grant Agreement with JET, is responsible for the completion of the project, and will be required to regularly report on the financial status of projects and on the outcomes achieved.
Local	Local refers to an area that is a neighbourhood, business district, small town, or other similar area. There is normally a generally recognized name or description for this area.
Municipalities	<p>As listed on the <a href="#">Municipal Affairs Municipal Profiles</a> webpage, and specifically include:</p> <ul style="list-style-type: none"> <li>• Alberta incorporated municipalities recognized under the <i>Municipal Government Act</i>: <ul style="list-style-type: none"> <li>- Cities,</li> <li>- Towns,</li> <li>- Villages,</li> <li>- Municipal Districts,</li> <li>- Summer Villages,</li> <li>- Specialized Municipalities,</li> </ul> </li> <li>• Alberta Improvement Districts recognized under the <i>Municipal Government Act</i>,</li> <li>• Alberta Special Areas recognized under the <i>Municipal Government Act</i>,</li> <li>• Alberta Regional Services Commissions recognized under the <i>Municipal Government Act</i>:</li> <li>• Alberta Municipally Controlled Corporations recognized under the <i>Municipally Controlled Corporations Regulation</i> that has an economic development mandate.</li> </ul>
Non-Profit Entities	<p>Organizations, associations, or societies, with the primary purpose of economic development that are:</p> <ul style="list-style-type: none"> <li>• Alberta incorporated, or</li> <li>• Federally incorporated, who must partner with a provincially (Alberta) registered eligible entity and undertake an Alberta-based project.</li> </ul> <p>Entities must have been actively operating for a minimum of one year and be in good standing with required filings.</p>
Northern Alberta	Northern Alberta, as defined by the Northern Alberta Development Council (NADC), is the area of Alberta within the provincial boundaries to the west, north and east, and in the south by the southern boundaries of: Municipal District of Greenview No. 16, Woodlands County, Municipal District of Lesser Slave River No. 124, Athabasca County, Lac La Biche County, County of St. Paul No. 19, Buffalo Lake Métis Settlement, Kikino Métis Settlement, Fishing Lake Métis Settlement, Whitefish Lake First Nation, Saddle Lake Cree Nation and Frog Lake First Nation. (See map in Appendix 2).
NRED Program	Northern and Regional Economic Development (NRED) Program.
Provincial	Provincial refers to an area that benefit anywhere from three or more regions to the entire province of Alberta.
Region/Regional	<p><i>For the Project Assessment scoring:</i> Regional refers to a larger area that encompasses more than one local area that comprises a larger area that is generally recognized as a region.</p> <p><i>For the Online Application Portal:</i> When promoted to "Select the Region that best fits your project's location" Region refers to one of the eight Regions used for reporting and statistical purposes by NRED, and is outlined in Appendix 3.</p>
Secured Funding	Funding provided towards the project from a source other than the NRED Program, for which the applicant has met all conditions, or which is already physically received.

# Appendix 2 – Map of Northern Alberta



(Source: [NADC Area Profile: An Economic Description of the Region](#))

## Appendix 3 – Regions

There are eight economic regions in Alberta, which are defined by Statistics Canada in their Standard Geographical Classification. NRED will use these regions to aggregate and analyze program data for purposes that include administration of the program or to provide statistical information needed to inform future program development.

Please select the appropriate region for your project. You can determine if a specific location is in a particular region by clicking on the following links and viewing the list provided:

- [Lethbridge--Medicine Hat](#)
- [Camrose--Drumheller](#)
- [Calgary](#)
- [Banff--Jasper--Rocky Mountain House](#)
- [Red Deer](#)
- [Edmonton](#)
- [Athabasca--Grande Prairie--Peace River](#)
- [Wood Buffalo--Cold Lake](#)



## Appendix 4 – Other Sources of Government of Alberta Funding

The following is a list of Government of Alberta sources of funding that may be applicable to economic development projects. It is provided for convenience but should not be considered an exhaustive list.

Applicants are reminded that all received or approved sources of funding, regardless of the source, must be disclosed.

<b>Program Name</b>	<b>Administered By</b>
<a href="#">Aboriginal Business Investment Fund</a>	Government of Alberta Ministry of Indigenous Relations
<a href="#">Alberta Broadband Fund in Partnership with the Universal Broadband Fund</a>	Government of Alberta Ministry of Technology and Innovation in partnership with Government of Canada
<a href="#">Capacity Grant Program</a>	Alberta Indigenous Opportunities Corporation
<a href="#">First Nations Development Fund</a>	Government of Alberta Ministry of Indigenous Relations
<a href="#">Indigenous Tourism Alberta MicroFund</a>	Indigenous Tourism Alberta
<a href="#">First Nations Development Fund</a>	Government of Alberta Ministry of Indigenous Relations
<a href="#">Strategic Transportation Infrastructure Program (STIP)</a>	Government of Alberta Ministry of Transportation and Economic Corridors
<a href="#">Travel Alberta - Product Development Fund</a>	Travel Alberta

## Appendix 5 – NRED Program Matching Funding Examples

Example 1: First Nation applicant that is pursuing a \$100,000 project:

- Application submitted for a grant of \$75,000 (75% of the project's value)
- Applicant must have secured or confirmed Matching Funds of \$75,000 (25% of the project's value)

NRED Program Grant Request	\$75,000
Cash Contribution from Applicant	\$20,000
In-Kind Contribution from Applicant	\$1,000
Cash Contribution from Municipality Partner	\$4,000
<b>Total Project Value</b>	<b>\$100,000</b>

Example 2: Northern Municipality applicant that is pursuing a \$50,000 project:

- Application submitted for a grant of \$25,000 (50% of the project's value)
- Applicant must have secured or confirmed Matching Funds of \$25,000 (50% of the project's value)

NRED Program Grant Request	\$25,000
Cash Contribution from Applicant	\$20,000
In-Kind Contribution from Applicant	\$1,000
Cash Contribution from Municipality Partner	\$4,000
<b>Total Project Value</b>	<b>\$50,000</b>





# Request for Decision (RFD)

## Attachment #2 – 2022-23 Grant Recipients

### • Northern Alberta

#### **Arts Council Wood Buffalo**

Arts Incubator Project is a plan to transform the Arts Council Wood Buffalo (ACWB) property in downtown Fort McMurray into a creative hub to drive economic opportunities.

- Grant amount: \$200,000

#### **Athabasca County**

Athabasca County Regional Branding Strategy and Initiatives will support a regional branding strategy for the Athabasca Region.

- Grant amount: \$102,750

#### **City of Grande Prairie**

The City of Grande Prairie will develop its Investment Attraction Action Plan.

- Grant amount: \$75,000

#### **Cold Lake First Nations**

PDEMS Fire Training Centre will deliver training and labour skill development for the fire department that address gaps in the local labour force.

- Grant amount: \$72,150

#### **Community Futures Lakeland**

The Power Up North 2023 Conference will deliver training sessions, networking and growth opportunities for entrepreneurs and businesses in the northeast region.

- Grant amount \$41,000



### **County of St. Paul, No 19**

The Regional Tourism Development project will support a feasibility study to identify tourism opportunities and assets that can be further developed to build capacity in regional and provincial tourism.

- Grant amount: \$70,000

### **Frog Lake First Nation**

The Developmental Indigenous Sustainable Hemp Ecosystem Strategy (DISHES) will develop a business feasibility study and an investment outreach strategy for Indigenous landowners, which will determine the viability of a hemp facility in the region.

- Grant amount: \$25,000

### **Lac La Biche County**

The Main Street Revitalization project will improve the existing main street in order to increase business attraction and improve the visitor experience in Lac La Biche County.

- Grant amount: \$200,000

### **Town of Westlock**

Heritage Building HVAC Energy Efficiency and Exterior Upgrade project modernize the Heritage Building in order to increase tourism traffic and bring more economic development opportunities to downtown Westlock.

- Grant amount: \$200,000

### **County of Grande Prairie No. 1**

The County of Grande Prairie will implement its Industrial Investment Attraction Strategy and develop investment marketing.

- Grant amount: \$37,000

### **High Level Native Friendship Centre Society**

The Friendship Park and History Walk project will enhance and upgrade the High Level Native Friendship Centre's amenities.

- Grant amount: \$114,000

### **Mackenzie County**

Mackenzie County will develop an outdoor recreation and tourism plan.

- Grant amount: \$55,800

### **Municipal District of Peace No. 135**

The Recreation and Tourism Development Signage project will help increase tourism to the Municipal District of Peace.

- Grant amount: \$24,500

### **Northern Sunrise County**

Sunrise Gateway Business Park Business Attraction Strategy will support a marketing package to attract new development in the Sunrise County Business Park.

- Grant amount: \$20,000

### **Regional Economic Development Initiative for Northwest Alberta**

Northwest Alberta Investment Attraction and Business Development project will support the creation of business cases and undertaking activities, such as feasibility studies, workshops and conferences, to support local entrepreneurs and investors in the Northwest region.

- Grant amount: \$83,200

### **The Village of Berwyn**

The Berwyn Main Street Beautification project will support the

development of a highway-commercial and multi-family residential structure plan.

- Grant amount: \$33,000

### **Town of Fox Creek**

The Fox Creek Wayfinding Signage project will enhance wayfinding signage in Fox Creek.

- Grant amount: \$199,300

### **Town of Grimshaw**

The Social Media Readiness and Development project will provide business supports and marketing within the Town of Grimshaw.

- Grant amount: \$30,000

### **Town of High Level**

The High Level Business Attraction project will support proactive attraction of new businesses and services that fill existing commercial, industrial, and services gaps.

- Grant amount: \$99,500

### **Town of Peace River**

The Town of Peace River will develop the Investment Attraction Strategy for a Northern Hub.

- Grant amount: \$32,500

### **Town of Slave Lake**

The Industrial Land Market and Fiscal Impact Analysis project will develop an investment attraction action plan for the Town of Slave Lake.

- Grant amount: \$35,500

### **Town of Spirit River**

The Town of Spirit River will upgrade and revitalize the Chepi Sepe Campground.

- Grant amount: \$30,475

### **Village of Donnelly**

The Hemp Decortication, Economic Development Strategy and Infrastructure Improvements Project will support a strategy to develop a new agricultural and processing industry within northern Alberta's largest agricultural area.

- Grant amount: \$100,000

### **Willmore Wilderness Preservation and Historical Foundation**

The Rocky Mountain Traditions Moving Forward project will support marketing, tourism awareness and capacity building in the guide and outfitting sectors.

- Grant amount: \$149,000

## **• Central Alberta**

### **Camrose County**

The Choose Camrose Region Marketing Campaign will promote rural communities and businesses in Camrose County to bring awareness and infuse economic growth.

- Grant amount: \$21,900

### **Camrose Regional Exhibition and Agricultural Society**

Camrose Regional Exhibition Economic Impact Study will evaluate the economic benefits of the Camrose Regional Exhibition.

- Grant amount: \$25,000

### **City of Camrose, Tourism Development**

The project will help build capacity in economic development, and create a trail master plan and a destination and events attraction plan for the City of Camrose.

- Grant amount: \$54,750

### **Flagstaff County**

The Flagstaff Business Support Hub Program will provide business supports and capacity building for small business owners in the Flagstaff region.

- Grant amount: \$84,700

### **Go East Regional Tourism Organization**

The Go East RTO Regional Tourism Development and Industry Support Initiative will provide business support and training for entrepreneurs northeast, east and southeast of Edmonton aimed to retain and create new jobs in the tourism industry.

- Grant amount: \$40,000

### **Lamont County**

Lamont County's Integrated Heartland Infrastructure Planning project will support infrastructure planning in Lamont County's heavy industrial area in order to facilitate client needs aiming to locate their projects in Lamont County.

- Grant amount: \$200,000

### **Samson Cree Nation**

The National Final Rodeo Tourism Project will assist in building tourism capacity for Samson Cree Nation and area.

- Grant amount: \$35,925

### **Town of Drumheller**

CN Rail to Trail Wayfinding Signage project will improve the trail network and pedestrian connectivity to allow better access to town businesses, gathering places, and natural amenities.

- Grant amount: \$38,000

### **Town of Provost**

Provost and Region Tourist Revitalization Partnership will create a cohesive tourism plan for economic impact in Provost and throughout the region.

- Grant amount: \$34,000

### **Town of Sedgewick**

The Connect Mobility Project will make upgrades to provide better connectivity for underserved businesses in Sedgewick.

- Grant amount: \$50,000

### **Town of Vegreville**

The Town of Vegreville will develop a wayfinding signage master plan and signage standards that tailor to Vegreville's brand and identity, which will create easy navigation for residents and visitors to the community.

- Grant amount: \$20,075

### **Town of Wainwright**

The Wainwright Economic Development 2023-2024 Project will create and implement business support and marketing campaigns for the Town of Wainwright.

- Grant amount: \$24,000

### **Alberta Information and Communications Technology Council**

The Technology Alberta Connected Growth Program will facilitate a robust, pan-provincial network to unleash economic potential in municipal districts through stronger relationships and connections.

- Grant amount: \$100,000

### **Alberta's Industrial Heartland Association**

The Economic Competitiveness Benchmarking project will develop a study for economic competitiveness benchmarking of capital cost and other variables that impact final investment decisions for petrochemical facilities.

- Grant amount: \$100,000

### **City of Edmonton**

The Improving Downtown Edmonton's Urban Forest project will support the beautification of Downtown Edmonton's core as part of the implementation of the Downtown Vibrancy Strategy.

- Grant amount: \$200,000

### **City of Fort Saskatchewan**

The Fort Saskatchewan Downtown Action Plan Expansion project will revitalize Downtown Fort Saskatchewan by redesigning and rehabilitating 104th Street to better serve local businesses.

- Grant amount: \$200,000

**Digital Media Association of Alberta**

The Alberta Game Series Expansion project will implement a conference that will bring together the Alberta game development industry.

- Grant amount: \$54,100

**Parkland County**

The Parkland County will implement its Tourism Blueprint project.

- Grant amount: \$100,000

**Spruce Grove City Centre Business Association**

Spruce Grove City Centre Business Association will host an event to bring high visitor traffic to the city centre of Spruce Grove.

- Grant amount: \$20,000

**Central Alberta Economic Partnership Ltd.**

The Building Local Economic Development Capacity through Regional Economic Diversification and Growth project will support a strategic plan for business retention, expansion and attraction.

- Grant amount: \$30,000

**City of Lacombe**

The Downtown Area Redevelopment Plan Priority Projects will upgrade the downtown core to make it more accessible and welcoming.

- Grant amount: \$200,000



### **Lacombe County**

The Success Grows Here: Building Capacity for Regional Economic Development in Lacombe County project will help build capacity to retain and attract business investment in Lacombe County.

- Grant amount: \$30,000

### **Town of Blackfalds**

The Regional Economic Development Initiative - Vehicular and Pedestrian Wayfinding Signage Updates/Bike Skills Park Signage project support wayfinding signage upgrades and enhancements throughout the Town of Blackfalds.

- Grant amount: \$21,615

### **Town of Innisfail**

The Innisfail Cultivating Investment Program will support a strategy and marketing plan to attract investment in Innisfail.

- Grant amount: \$59,750

### **Town of Sylvan Lake**

The Town of Slave Lake will use funding to support research, planning and strategy development, and marketing for labour force attraction in Sylvan Lake.

- Grant amount: \$90,000

### **Downtown Canmore Business Improvement Area**

The Canmore Downtown Study will support the development of a restructure plan for the Town of Canmore.

- Grant amount: \$23,700

### **Edson Friendship Centre**

The Willow River Lodges project will upgrade and enhance the Willmore Campground.

- Grant amount: \$25,000

### **Hinton and District Chamber of Commerce Association**

The Destination Management Organization project will build capacity to enhance visitor services.

- Grant amount: \$70,000

### **Municipal District of Bighorn No.8**

The Harvey Heights Area Redevelopment Plan will support consulting services to address and remove barriers to coordinated redevelopment hotel lots at the border of Banff National Park.

- Grant amount: \$50,000

### **Town of Drayton Valley**

The Labour Market and Industry Gap Analysis project will create a comprehensive industry and labour report and an implementation plan.

- Grant amount: \$37,500

### **Town of Hinton**

The Trails Tourism Initiative will enhance the outdoor adventure tourist experience in Hinton.

- Grant amount: \$40,000

- **Southern Alberta**

- **Alberta Southwest Regional Alliance Ltd.**

- The Alberta Southwest Regional Alliance Ltd. conduct a feasibility study for the Manufacturing, Energy, Construction, Agriculture Processing (MECAP) Network Development Project.

- Grant amount: \$25,000

- **BIPOC Foundation**

- The Building Longevity in Alberta's Rural Black Business Communities project will provide the "Done For You" guided business plan to 10 entrepreneurs in order to accelerate their ability to finalize or strengthen their business models.

- Grant amount: \$40,000

- **City of Medicine Hat**

- The City of Medicine Hat will develop a regional economic development strategy aiming to improve the regional capability to attract and retain economic growth in southeast Alberta.

- Grant amount: \$200,000

- **Community Futures Lethbridge Region**

- The Blackfoot Morphology Project will support wayfinding signage for the Lethbridge region.

- Grant amount: \$27,500

- **Community Futures Wild Rose**

- Funding will help building capacity for entrepreneurs by providing access to training and mentorship throughout the Community Futures Wild Rose Region.

- Grant amount: \$76,270

#### **Lethbridge Destination Management Organization**

The Southern Alberta Market Readiness Training will build capacity for new and existing tourism businesses to increase revenues and profits through market readiness training.

- Grant amount: \$76,000

#### **Lethbridge Economic Development Initiative Society**

Funding will support infrastructure capacity building and increase the online presence of Canada's Premier Food Corridor.

- Grant amount: \$100,000

#### **Southgrow Regional Initiative**

The Regional Economic Development Solar Project will support a feasibility study to explore the potential for developing the Southgrow Solar Project.

- Grant amount: \$21,250

#### **Town of Claresholm**

The Development by Design project will develop an area structure plan for highway-commercial and multi-family residential development.

- Grant amount: \$52,430

#### **Town of Raymond**

The Economic Development Capacity Building and Sports Tourism Readiness project will upgrade and market the Victoria Sports Park in the Town of Raymond to attract more economic activity.

- Grant amount: \$21,540

### **City of Airdrie**

The Advancing Airdrie's Economic Strategy will implement the Airdrie's downtown revitalization plan, identifying opportunities and potential in the sport tourism sector, and providing local business supports.

- Grant amount: \$195,000

### **E.D.A. Alberta (An Association of Economic Developers)**

Phase 2: Building Community Economic Development Capacity through Professional Development Training and Certification Opportunities will launch three educational modules for the E.D.A Alberta Learning Platform.

- Grant amount: \$81,250

### **Foothills Tourism Association**

The Foothills Tourism photo asset social media promotional project will help promote tourism to Alberta's foothills region through social media.

- Grant amount: \$23,000.00

### **Inglewood Business Improvement Area**

Inglewood Gateway AR Mural will help beautify Calgary's historic main street.

- Grant amount: \$21,500

### **Town of Okotoks**

Okotoks Economic Development Strategy will support the completion of the Town of Okotoks Economic Development Strategy.

- Grant amount: \$40,000

## **Attachment #3 – Initial Project Proposal Options\***

### **Recommended Top Three Options:**

**Option #1.** Lake and Campground Access and Amenity Improvements - \$25,000.

**Option #2.** Recreation and Tourism Development Signage Project - \$50,000.

**Option #3.** Phase II: Heritage River Tourism Implementation Project \$50,000.

### **Other Options:**

**Option #1.** Infrastructure Study (Waskatenau Node Servicing and/or Victoria District (i.e., trail widening, etc.) - \$150,000.

**Option #2.** Regional Branding and Marketing Strategy - \$50,000.

**Option #3.** Arts and Artisan Space Project - \$100,000.

**Option #4.** Highway 28/36 Regional Waterline Extension Study - \$150,000.

### **Potential Options for NEXT year/intake:**

**Option #1.** Phase II: Waskatenau Creek Trail Connectivity and Environmental Conservation Implementation Project.

**Option #2.** Lake Area Structure Plans Review and Update.

*\*Based in-part on successful proposals from 2022-23.*





# Request for Decision (RFD)

Meeting Date: Thursday, November 23, 2023

Agenda Item: # 7.12

Topic: RMA Rural Economic Development Microgrant Program Contract Award – Smoky Lake Region Investment Attraction Strategy

Presented By: Planning & Development Services

**Recommendation:**

**That Smoky Lake County Council approve action taken by administration in awarding the contract for the Smoky Lake Region Investment Attraction Strategy (Request for Proposals #PD-001-23), to Michelle Wright Consulting Servies (Division of Pappy’s Parcel Pitstop), in the amount of \$10,000.00, with a contract date effective October 22, 2023, to March 15, 2024, and subject to the terms and conditions of the Consulting Services Agreement General Terms and Conditions, dated October 22, 2023.**

**Background:**

*October 12, 2023, Council Motion #941-23: “That Smoky Lake County Council approve action taken by administration in executing the conditional grant agreement on October 3, 2023, in respect to the successful application to the Rural Municipalities of Alberta (RMA) Rural Economic Development Microgrant Program, for funding in the amount of \$10,000.00, under the “Innovation in Rural Investment Attraction” stream, towards a project titled: “Smoky Lake Region Investment Attraction Strategy”; and approve action taken in advertising a Request for Proposal of the said Project with a submission deadline of October 13, 2023.”*

Smoky Lake County received one (1) Proposal pursuant to the RFP, from Michelle Wright Consulting Services. Administration determined that the Proposal satisfied the requirements of RFP #PD-001-23, and awarded the contract. A copy of the Proposal is attached for reference.

**Benefits:** Smoky Lake Region Investment Attraction Strategy funded through grant

**Disadvantages:** N/A

**Alternatives:** N/A

**Financial Implications:** \$10,000 of grant funding for the project.

**Legislation:** N/A

**Intergovernmental:** Smoky Lake Region

**Strategic Alignment:** Growth Employment Opportunities.

**Enclosure(s):**

- **Consulting Services Agreement General Terms and Conditions @ Attachment 1**
- **Proposal submitted by Michelle Wright Consulting Services @ Attachment 2**

Signature of the CAO: 

November 14, 2023.





# CONSULTING SERVICES AGREEMENT GENERAL TERMS AND CONDITIONS

THIS AGREEMENT MADE EFFECTIVE THE 22 OF October, 2023

BETWEEN:

**SMOKY LAKE COUNTY**  
(hereinafter referred to as the "County")

and

**MICHELLE WRIGHT CONSULTING SERVICES (DIV. OF PAPPY'S PARCEL PITSTOP)**  
(hereinafter referred to as the "Consultant")

WHEREAS the Consultant has agreed to provide the goods and services as outlined in the Request for Proposal #PD-001-23 – Smoky Lake Region Investment Attraction Strategy for Consulting Services (the "RFP") for the County pursuant to the Proposal dated October 13, 2023 (the "Proposal")

WITNESSETH NOW THEREFORE in consideration of the mutual covenants, agreements and conditions herein contained, the County and the Consultant agree as follows:

**1. Effective Date / Term**

This Agreement shall be effective as of the 1<sup>st</sup> day of November 2023. The Term of this Agreement shall expire on the 31<sup>st</sup> day of March 2024, unless otherwise extended.

One (1) extension, in extenuating circumstances, of which may be up to 6 months in length, may be executed upon mutual agreement between the parties.

**2. Agreement**

This Agreement between the County and the Consultant includes:

- (1) the RFP, including instructions, all Terms and Conditions, requirements, attachments, and any amendments thereto, and
- (2) the Proposal submitted by the Consultant in response to the RFP. In the event of a conflict in language between the two documents referenced above, the provisions and requirements in the RFP shall govern.

**3. Agreement Amendments**

The Agreement may be modified only by a written amendment signed by persons duly authorized by the County and the Consultant.

**4. Governing Law**

The Agreement shall be governed by the laws of the Province of Alberta and the Province of Alberta shall be the jurisdiction for enforcement of any rights pursuant to the Agreement.

**5. Rates**

The fees payable under this Agreement are fixed for the period of the Agreement. The Consultant shall receive payment and other reimbursement, as outlined in the Consultant's Proposal.

Initials

County	Consultant



# CONSULTING SERVICES AGREEMENT GENERAL TERMS AND CONDITIONS

IN WITNESS WHEREOF, the parties hereto have duly executed this Agreement as of the day and year first above written.

SMOKY LAKE COUNTY:

CONSULTANT:

Per: [Signature]  
Print Name: Lydia Cuelini  
Print Title: Interim Chief Administrative Officer  
Date: October 23, 2023

Per: [Signature]  
Print Name: Michelle Wright  
Print Title: Owner  
Date: Oct 22/23

SMOKY LAKE COUNTY WITNESS:

CONSULTANT WITNESS:

Per: [Signature]  
Print Name: Kyle Schole  
Print Title: Planning Technician  
Date: Oct 23, 2023

Per: [Signature]  
Print Name: Dennis Jonker  
Print Title: Owner - Pappy's Parcel Pkwy  
Date: Oct 22/23

Initials [Signature] [Signature]  
County Consultant



## CONSULTING SERVICES AGREEMENT GENERAL TERMS AND CONDITIONS

### 1. DEFINITIONS

- 1.1. "Agreement" means the undertaking by, and the Agreement between, the County and the Consultant to perform their respective contractual obligations.
- 1.2. "Consultant" means the person or firm with whom the County enters into the Agreement to perform the Services.
- 1.3. "County" means the Smoky Lake County in the province of Alberta as represented by the Council of the County or an officer duly authorized to represent the County for the purposes of the Agreement.
- 1.4. "Sub-Consultant" means a person or firm with whom the Consultant enters into an Agreement to perform part of the Services.
- 1.5. "Services" includes everything done or performed by or through the Consultant that is within the scope of the Agreement, as set out in the Agreement, including preparation and submission of any deliverables required by the Agreement.
- 1.6. "Additional Services" includes things that, during the Agreement, the County or the Consultant determine may need to be done or performed by or through the Consultant, but that are not contemplated by the parties at the time the Agreement is signed, and that are outside the scope of the Agreement unless and until the Agreement is amended to include them as Services.

### 2. ASSIGNMENT

- 2.1. This Agreement may not be assigned or subcontracted by the Consultant without the County's prior written consent.

### 3. ORGANIZATION – EMPLOYMENT DISCLAIMER

- 3.1. The Agreement is for the services of the Consultant, as a separate business unit and neither the Consultant nor its employees, directors, officers, and agents shall be entitled to

any benefits of any nature whatsoever available to employees of the County other than to payments which are expressly provided for herein and those prescribed by law.

- 3.2. The Consultant, in providing the Services under the Agreement, does so under a contract for services and not of service, and is acting as a separate business unit and no agency, partnership, employer- employee or master-servant relationship is intended to be created between the Consultant and the County.

### 4. REPRESENTATIONS AND WARRANTIES

- 4.1. The Consultant warrants that the personnel to be provided under this Agreement can perform the duties and meet the requirements of this Agreement and will perform the work in a professional, skillful, safe and efficient manner, in accordance with all applicable law. The Consultant further warrants that any Services provided under this Agreement shall conform to the requirements and be fit for its intended purpose.

### 5. CONDUCT OF THE EMPLOYEES OF THE CONSULTANT

- 5.1. While the Consultant's employees or sub-Consultant's employees (collectively referred to as "personnel") are on the County's premises, the Consultant shall:

- 5.1.1. Be responsible for direction and supervision and, if necessary, discipline of all personnel;
- 5.1.2. Ensure all personnel conform to the County's standards of behavior and dress and respect to the general requirements of the County;
- 5.1.3. Ensure all personnel comply with all on site County safety and security requirements;
- 5.1.4. Ensure that, should fire of any nature occur, personnel shall notify 911 immediately, whether extinguished or not;

Initials

   
County Consultant



## CONSULTING SERVICES AGREEMENT GENERAL TERMS AND CONDITIONS

5.1.5. Make its own arrangements for emergency treatment in the event of an injury or accident involving personnel. All injuries and accidents shall be reported to the Smoky Lake County, Health, and Safety Coordinator immediately; and

5.1.6. Ensure personnel are not accompanied by acquaintances, family members, or any other person unless that person is an authorized employee of the Consultant or any of its sub-Consultant(s) and that person's attendance at the County's premises is necessary for the performance of the Agreement.

### 6. CONFIDENTIALITY

6.1. The Consultant and the Consultant's employees shall not use, copy, disclose or otherwise communicate any information not available to the general public that was gained by them in the course of their duties related to the Agreement, except as is necessary in the proper discharge of those duties. This obligation survives the Agreement.

### 7. CONFLICTS OF INTEREST

7.1. The Consultant and the Consultant's employees:

7.1.1. Shall conduct their duties related to the Agreement with impartiality and shall, if they exercise inspection or other discretionary authority over others in the course of those duties, disqualify themselves from dealing within anyone with whom a relationship between them could bring their impartiality into question;

7.1.2. Shall not influence, seek to influence, or otherwise take part in a decision of the County, knowing that the decision might further their private interests;

7.1.3. Shall not accept any commission, discount, allowance, payment, gift, or other benefit that is connected, directly or indirectly, with the performance of their duties related to the Agreement, that causes, or

would appear to cause, a conflict of interest; and

7.1.4. Shall have no financial interest in the business of a third party that causes, or would appear to cause, a conflict of interest in connection with the performance of their duties related to the Agreement, and if such financial interest is acquired during the term of the Agreement, the Consultant shall promptly declare it to the County.

### 8. AGREEMENT AND AGREEMENT AMENDMENTS

8.1. The County, without invalidating this Agreement, may alter, add to, or delete from the work, the Agreement sum being adjusted accordingly provided the Consultant has agreed to the same in writing. All such changes shall be governed by the conditions of the original Agreement.

8.2. All additions, amendments or modifications of this Agreement shall be binding only if the same is in writing and duly executed.

8.3. The County is not liable for payment for Additional Services without a written amendment to the Agreement.

### 9. DISCREPENCIES

9.1. The Consultant shall review the Agreement and shall report promptly to The County any error, inconsistency, or omission the Consultant may discover. Such review by the Consultant shall be to the best of the Consultant's knowledge, information, and belief. The Consultant shall not be liable for damages or costs resulting from such errors, inconsistencies, or omissions in the Agreement which the Consultant did not discover. If the Consultant does discover any error, inconsistency, or omission in the Agreement Documents, the Consultant shall not proceed with such work affected until the Consultant has received the corrected or missing information from The County.

### 10. ERRORS AND OMISSIONS

Initials

  
County

  
Consultant



# CONSULTING SERVICES AGREEMENT GENERAL TERMS AND CONDITIONS

10.1. If, in the County's opinion, there is an error or omission in the Services, the Consultant shall perform any remedial Services requested by the County as a result of that error or omission. These remedial Services are not Additional Services.

## 11. GOVERNING LAW

11.1. This Agreement shall be interpreted according to the Laws of the Province of Alberta and the forum for all disputes shall be the Courts of the Province of Alberta.

## 12. ENUREMENT

12.1. Subject to the express limitations set out in this Agreement, this Agreement shall endure to the benefit of, and be binding upon, the parties and their respective successors and permitted assigns.

## 13. INDEMNIFICATION

13.1. The Consultant agrees to indemnify and hold harmless the County from any and all third-party claims, demands, actions or costs (including legal costs on a solicitor-client basis) for which the Consultant is legally responsible, including those arising out of negligence or willful acts by the Consultant or the Consultant's employees or agents. This hold-harmless provision shall survive this Agreement.

## 14. FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

14.1. All Information obtained by the County is a record under the Freedom of Information and Protection of Privacy Act (FOIP).

## 15. INSURANCE

15.1. Without restricting any obligations or liabilities under the Agreement, the Consultant shall provide, maintain, and pay for the following minimum insurance coverage, in forms acceptable to the County:

15.1.1. General Liability Insurance, in accordance with the Alberta Insurance Act, in an amount not less than \$2,000,000 per

occurrence, insuring against bodily injury, personal injury, and property damage, including loss of use thereof. Such insurance shall include blanket contractual liability and shall be in effect for the duration of the Agreement and any extensions or renewals. This insurance coverage must extend to all levels of sub-Consultants.

15.1.2. Professional Errors and Omissions liability insurance with limits of not less than \$1,000,000 per claim. The Consultant shall maintain this policy for a period of twenty-four (24) months after Final Acceptance of the Services. The Policy shall cover the Consultant and sub-Consultants for all sums which the Consultant shall become legally obligated to pay because of the Consultant's or sub-Consultant's professional errors or omissions

*MW*  
*Note:*  
*No underwriting available for this type of work (EcDev - not a listed profession)*

15.1.3. Comprehensive Automobile liability insurance on all vehicles owned, operated, or leased in the Consultant's name, with limits of not less than \$2,000,000 per occurrence. The policy shall cover the Consultant for all sums which the Consultant shall become legally obligated to pay as damages because of bodily injury including passenger hazard and property damage caused by an occurrence. This insurance coverage requirement extends to all levels of sub-Consultants.

15.2. Any insurance called for under this Agreement shall be endorsed to provide the County thirty (30) days advance written notice of cancellation or material change (material identified as any change restricting or reducing required coverage).

15.3. As evidence of all required insurance, certificates of insurance shall be provided to the County prior to the commencement of work under the Agreement and within thirty (30) days of any insurance

Initials \_\_\_\_\_  
County \_\_\_\_\_ Consultant *MW*



## CONSULTING SERVICES AGREEMENT GENERAL TERMS AND CONDITIONS

renewal. Certified true copies of the policies shall be provided promptly upon request. All evidence must comply with the insurance requirements and be free of limitations or qualifications as to compliance.

### 16. WORKER'S COMPENSATION

16.1. The Consultant shall comply with the requirements of the Workers' Compensation Act. The County may not make payments to the Consultant until acceptable evidence has been submitted to the County, that such coverage is in effect and will remain in effect during the term of the Agreement. The County reserves the right to terminate any Agreement should the Consultant not comply with the requirements as identified in the Workers' Compensation Act.

### 17. COUNTY'S RIGHT OF REVIEW

17.1. The Consultant shall permit the County to review, comment upon, and critique the Consultant's deliverables.

17.2. If the County directs the Consultant to change a deliverable, the Consultant shall promptly make the change, unless in the Consultant's opinion the change will compromise the Consultant's legal or ethical obligations, in which case the Consultant shall notify the County accordingly, in writing. Changes directed by the County under this provision are not Additional Services, unless in the County's opinion they constitute a material change to the Services.

17.3. The County may, at the completion of the Agreement, evaluate the Consultant's performance of the Services and review the results of the evaluation with the Consultant.

### 18. PATENTS AND ROYALTIES

18.1. The Consultant shall pay all license fees and royalties required for the performance of the Agreement. The Consultant shall hold the County, its officers, employees, and agents, harmless from and against any claims, demands, losses, costs (including costs on a

solicitor and his own client basis incurred to defend any such action), damages, actions, suits, or proceedings arising out of the Consultant's performance of the Agreement which are attributable to an infringement or an alleged infringement, by the Consultant or anyone for whose acts the Consultant may be liable, of a patent of invention, industrial design, copyrights, or trademarks used in completing the Work and in the subsequent use and operation of the Work, or any part thereof, upon completion. The County shall hold the Consultant harmless against any claims, demands, losses, costs (including costs on a solicitor and his own client basis incurred to defend any such action), damages, actions, suits, or proceedings arising out of the Consultant's performance of the Agreement which are attributable to an infringement or alleged infringement of a patent of invention, industrial design, copyrights, or trademarks in employing a model, plan or design, which was supplied to the Consultant by the County in accordance with the requirements contained in this Agreement.

### 19. OWNERSHIP OF DELIVERABLE AND OF COPYRIGHT

19.1. All materials, including but not limited to programs, reports, notes, maps, drawings, photographs, data, forms, and other records developed or produced by the Consultant and its employees or agents under this Agreement are the property of the County and the copyright therein shall vest with the County. Without restricting the generality of the foregoing, the Consultant agrees to provide all intellectual property rights associated with the materials provided under this Agreement and hereby waives all moral rights to such materials or deliverables.

### 20. PAYMENT

Initials

  
County      Consultant

- 20.1. The Consultant shall submit invoices monthly or submit a single invoice upon completion of the Services.
- 20.2. Amounts invoiced on account of fees for Services must not exceed the value of Services performed before the date of invoice submission.
- 20.3. Invoices shall include Goods and Services Tax (GST).
- 20.4. Where an invoice includes amounts on account of Services paid on a time rate basis, the Consultant shall provide, with the invoice, a breakdown indicating the name, hourly rate, and number of hours billed for each billable person. The Consultant shall provide an explanation, satisfactory to the County, if there is any change with respect to persons designated in the Agreement to perform the Services.
- 20.5. The County shall pay the Consultant 30 days after receipt of an invoice that is acceptable in accordance with the terms of the Agreement.
- 20.6. If at any time any item of payment is in issue, then the amount not in issue will, notwithstanding, be paid when due.

**21. SETOFF**

- 21.1. The County may set off any amount due to the Consultant under the terms of this Agreement as against any amount due to the County by the Consultant under this Agreement or otherwise.

**22. PAYMENT OF REIMBURSABLE EXPENSES**

- 22.1. If the Agreement provides for payment of reimbursable expenses as a pre-determined fixed amount, amounts invoiced monthly on account of these reimbursable expenses must be proportional to the pre-determined fixed amount.
- 22.2. If the Agreement provides for payment of reimbursable expenses based on actual costs incurred, the following conditions apply:

- 22.2.1. Only expenses specified in the Agreement as reimbursable, and expenses not specified in the Agreement as reimbursable but specifically approved in writing by the County before they are incurred, are reimbursable.

- 22.2.2. All claims for reimbursable expenses incurred by the Consultant, sub-Consultant, or their employees, must be accompanied by originals or photocopies of supporting receipts, invoices, or statements issued by parties other than the claimant, except for those expenses that the County permits to be claimed without receipts.

- 22.3. No markup on reimbursable expenses is payable by the County.

**23. RECORDS AND AUDIT**

- 23.1. The Consultant shall maintain records related to hours spent and costs incurred in performing the Services, for at least three years following the completion or termination of the Agreement.

- 23.2. The County reserves the right to audit or cause to be audited the Consultant's financial statements and accounts regarding the County's account at any time during the term of this Agreement and for seven (7) years thereafter.

**24. SUB-CONSULTANTS**

- 24.1. The Consultant shall, before commencing the Services, provide the County with the names of all sub-Consultants that will be used in the performance of the Services. The Consultant shall obtain the County's prior written consent for any changes to named sub-Consultants.

- 24.2. The Consultant shall bind each sub-Consultant to the terms of the Agreement, to the extent applicable to the part of the Services performed by the sub-Consultant.

- 24.3. The Consultant shall discharge the Consultant's lawful obligations to sub-Consultants and shall



satisfy any sub-Consultant claims against the Consultant or the County.

24.4. The County may, for reasonable cause, at any time, object to the use of a proposed sub-Consultant or Supplier and require the Consultant to employ another suitable sub-Consultant or Supplier.

24.5. If the County requires the Consultant to change a proposed sub-Consultant or Supplier, the Agreement Price and Agreement Time shall be adjusted by the difference occasioned by such required change in accordance with a determination by the Consultant.

24.6. The Consultant shall not be required to employ as a sub-Consultant or Supplier a person, firm, or corporation to whom the Consultant may reasonably object.

## 25. TIME

25.1. All time, except time of payment, is of the essence.

## 26. COMPLIANCE WITH LAWS

26.1. The Consultant shall be responsible for complying with all Federal, Provincial (Alberta) and Municipal laws, bylaws, rules, regulation, and guidelines that apply to the Services under this Agreement.

## 27. FORCE MAJEURE

27.1. Neither the County nor the Consultant shall be held responsible for any delay or failure to perform its obligations under this Agreement where such delay or failure is due to fire, flood, explosion, war, riots or acts of civil disobedience, embargo, government action, Act of Public Authority, Act of God, or any other causes beyond their control, except labor disruption.

27.2. Should the Force Majeure last longer than thirty (30) calendar days, the County may terminate the Agreement.

## 28. SUSPENSION OF SERVICES

28.1. The County may, at any time and for any reason, temporarily suspend the Services, by giving a written notice to the Consultant stating the effective date of the suspension.

28.2. If the County suspends the Services, the Consultant shall take immediate steps to mitigate any costs or expenses incurred by the Consultant after the effective date of the suspension.

28.3. If the County suspends the Services and does not authorize resumption of the Services within 90 days after the effective date of the suspension, and the parties have not agreed to extend the suspension period on agreed terms, the Agreement is considered terminated on the 91st day after the effective date of the suspension.

28.4. When the suspension period expires, the Consultant may submit an invoice for any costs or expenses directly attributable to the suspension, and unavoidably incurred during the suspension period, regardless of whether the Services are resumed, or the Agreement is considered terminated.

## 29. TERMINATION

29.1. The following shall be deemed to be defaults of the Agreement:

29.1.1. Failure by the Consultant to make adequate progress in the performance of the Agreement, or alternatively, an indication by the Consultant that they cannot or will not meet any or all of the requirements of the Agreement;

29.1.2. Failure by the Consultant to observe and perform any of the terms, conditions, covenants or obligations which are contained in the Agreement, each and every one of which are subject hereto as though each were reiterated hereunder;

29.1.3. Breach of any representation or warranty herein contained; and





- 29.1.4. If the Consultant makes any assignment for the benefit of creditors; has a Receiving Order made against it or makes a Response under any bankruptcy legislation; if any action, legislation or otherwise, is taken to accomplish a winding up, dissolution or liquidation of it;
- 29.1.5. or if a receiver is appointed or any execution issues of or against the property of the Consultant which remains outstanding for ten (10) days.
- 29.1.6. Should the Consultant fail to comply with the terms of the Agreement, or otherwise be in default of the Agreement, the County may terminate the Agreement for cause and without notice to the Consultant or may give the Consultant written notice of default and the period of time the Consultant shall have to fully correct such default. If the default has not been resolved to the County's complete satisfaction at the end of the period, the County may terminate the Agreement, for cause, without further notice.
- 29.1.7. Termination of this Agreement, as aforesaid shall not be in lieu of, limit or restrict, in any fashion, any other right or remedy available to the County herein or at law.

**30. CANCELLATION**

- 30.1. The County may, upon giving ten (10) days written notice, unilaterally terminate this Agreement without cause. If this Agreement is so terminated, the Consultant shall be entitled to receive payment for Services actually performed, as of the date termination becomes effective. The Consultant shall have no further obligation under this Agreement. The Consultant shall turn over all materials, information, and work in progress in its possession at such termination to the County.
- 30.2. If the County terminates the Agreement, or if

the Agreement is considered terminated following a suspension of Services, the extent of the County's liability to the Consultant is limited to payment for all Services performed in accordance with the Agreement up to and including the effective date of the termination including, if applicable, any costs or expenses unavoidably incurred during a suspension period. This obligation survives the Agreement.


**31. INVALID OR UNENFORCEABLE PROVISIONS**

- 31.1. If any provision of this Agreement is for any reason, found to be invalid or unenforceable by a body of competent jurisdiction, that provision shall be deemed severed from this Agreement and such invalidity, illegality or unenforceability shall not affect the validity of any other of its provisions.



 *Smoky Lake County requires a Regional Investment Attraction Strategy to support the Strategic Priorities of Smoky Lake County and the Town of Smoky Lake*

## OVERVIEW

 *As the Regional Community Economic Development Officer, Michelle Wright Consulting Services provided economic and community development advice, action, and program assessment in the Smoky Lake Region.*

Michelle Wright Consulting Services is pleased to submit this proposal for services to support Smoky Lake County and the Town of Smoky Lake in achieving its strategic priorities for the Region.

### The Project Plan

 *Create a Regional Investment Attraction Strategy*

- **Identify the County and Town's investment goals – review strategic plans, committee reports and minutes, and conduct Council and Administration interviews.**
- **Review StatsCan, Provincial and other datasets to assess Region's competitive advantages.**
- **Analyze and confirm sectors by industry suitable for the Region's advantages, including assessment of expansion opportunities for existing industries and complementary and sustainable opportunities.**

- **Create timelines for suitable sectors and define the opportunity and risk in pursuing each.**
- **Review sector, industry and opportunities with Regional representatives to select 2-3 target opportunities.**
- **Review Regional Geographic Information System (GIS) and conduct site assessments of potential lands for investment attraction suitability.**
- **Develop target strategies including the tactics for attraction and the performance measures for same.**
- **Populate spreadsheet-based dataset (with potential to populate as GIS layer(s)) with focus opportunities and future attraction possibilities (from the review stage).**
- **Develop broad message investment materials which can be used when an opportunity arises within or outside the focus area and focused opportunity specific materials which can be used in their entirety or as stand-alone marketing product.**

## The Opportunity



*Michelle Wright Consulting Services is locally based and has a wealth of local insight and intelligence which will serve the Project well. Our time working with the Municipal Administrations in the past four years will streamline the project timelines.*

## The Solution



*Using a collaborative and iterative process, Michelle Wright Consulting Services proposes to engage the key stakeholders in the Project to ensure alignment and commitment to the pursuit of the focus opportunities.*


## OUR PROPOSAL

 *The Proposal includes timelines, milestones, and activities to achieve the goals of the Project.*

Project Summary:


<b>Milestone</b>	<b>Deliverable</b>	<b>Timeline</b>
<b>1</b>	Strategic Plan Reviews	Complete within 2 weeks of Award
<b>2</b>	Regional Analysis	Complete in 3-5 weeks of Award
<b>3</b>	Attraction Strategy	Pending stakeholder availability, complete discussions and determine 2-3 focussed opportunities in week 6 to 9
<b>4</b>	Marketing and Design	Complete in week 10 to 12
<b>5</b>	Establish Program KPI's, monitoring tools and feedback improvements	In parallel with Milestone 3, completed by Week 12

## Rationale

 *The Project iterative and collaborative approach may take longer than an independent analysis and results report, however, alignment on the focus opportunities by the stakeholders will support the full attraction program success.*

## Execution Strategy

Our execution strategy incorporates proven methodologies, extremely qualified personnel, and a highly responsive approach to managing deliverables. Following is a description of our project methods, including how the project will be developed, a proposed timeline of events, and reasons for why we suggest developing the project as described.

 *Smoky Lake County, in support of a Regional Investment Strategy, requires a reasonably quick project execution, with actionable items and a way to measure performance.*

*The Project as outlined is intended to provide a set of focused opportunities to efficiently use the municipal resources and deliver on the Strategic priorities as well as align with expansion opportunities and where possible, Provincial and Federal direction (to potentially receive funding from other levels of government where alignment exists).*

*The project development has been outlined in the above sections, details are as follows:*

- **Identify the County and Town's investment goals – review strategic plans, committee reports and minutes, and conduct Council and Administration interviews.**
  - **The Proponent is familiar with the current Strategic Plans and will review with intent to identify the direction of the Municipalities with respect to Investment opportunities. The results will be summarized and reviewed with Municipal Stakeholders with the intent to clearly set direction for the next steps.**
  - **Interviews may be as a whole or individually, as the interviewee schedule permits.**
- **Review StatsCan and other metrics to assess Region's competitive advantages.**
  - **In addition to StatsCan information about current industries in the Region, metrics and reports from adjacent Municipalities will be sought**

out for insights. This information will be summarized and included in final report.

- Provincial information reviews will also be conducted.
- Inventory of existing businesses to identify complementary or expansion opportunities. Interviews with business leaders may also be incorporated into the project plan as time and budget allows.
- **Analyze and confirm sectors by industry, suitable for the Region's advantages.**
  - Based on the direction from Municipal stakeholders, Regional scan and data reviews, potential sectors will be identified.
- **Create timelines for suitable sectors and define the opportunity and risk in pursuing each.**
  - Each potential sector will be analyzed for likelihood and scale of opportunity and included in the dataset for both the initial focus work and the final spreadsheet of datasets.
  - High level land reviews for full list of opportunities.
- **Review sector, industry and opportunities with Regional representatives to select 2-3 target opportunities.**
  - Re-confirm the Strategic Priorities affirmation of the opportunities and intentionally select, with the Municipalities, 2-3 targets using a facilitated workshop.
- **Review Regional Geographic Information System (GIS) and conduct site assessments of potential lands for investment attraction suitability.**
  - Based on the focus opportunities, identify specific land zones (geographic focus/clusters), servicing and other attributes for suitability.
- **Develop target strategies including the tactics for attraction and the performance measures for same.**
  - The performance measures developed will be both qualitative (example number of inquiries received/responded) and qualitative (assess likelihood of final investment) and be suitable to the target opportunity.
- **Populate a spreadsheet based dataset (with potential to populate as GIS layer(s)) with focus opportunities and future attraction possibilities (from the review stage).**
- **Develop broad message investment materials and focused opportunity specific materials which can be used in their entirety or as stand-alone marketing products**

## Resources

 *Municipal resources required include Planning and Development, Utilities, GIS and Administration (for workshop/meeting scheduling and execution)*

## Project Deliverables

Following is a complete list of all project deliverables:

Deliverable	Description
Focused Investment Toolkit	Promotional materials and execution direction for the 2-3 key investment attraction options.
General Investment Toolkit	Competitive advantage summary, promotional materials, and directions on usage including how to respond to investment inquiries with the package and if applicable, the focused materials.
Marketing Plan	Social media and website content with execution plan.
Full Inventory of Investment Options	Listing all the potential investment options identified in the project, for use in the future by the Municipalities if they choose to pursue.
Performance Measures	Qualitative and Quantitative agreed upon measures for program performance.

## Timeline for Execution



*Once awarded and subject to stakeholder availability, the project will take 4 months to complete (allowing for Christmas breaks at the Municipalities).*

Description	Start Date	End Date	Duration
Project	November 1, 2023	March 1, 2024	4 months
Milestone 1	November 1, 2023	November 16, 2023	2 weeks
Milestone 2	November 16, 2023	December 31, 2023	3 weeks
Milestone 3	January 1, 2024	January 24, 2024	3 weeks
Milestone 4	January 25, 2024	February 8, 2024	2 weeks
Milestone 5	January 1, 2024	February 25, 2024	4 weeks

## Supplied Material

The following materials are to be supplied by Smoky Lake County and/or Town of Smoky Lake:

Materials to be supplied by Project Owner	Delivery Date
Town and County Strategic Plans, Relevant Committee/Council minutes	November 1, 2023
Printing services – use of County printer	November 1, 2023
RCDC and CEDO folder access – existing data in folders	November 1, 2023
GIS access for Michelle Wright Consulting Services	November 10, 2023
Stakeholder Meeting to confirm focus investment options	January 10, 2024
Promotional Materials reviews	February 15, 2024



## PRICING


The following table details the pricing for delivery of the services outlined in this proposal. This pricing is valid for 30 days from the date of this proposal:

Hours	Description	Amount
30	Strategic Plan Reviews	\$ 1,350.00
40	Regional Analysis	\$ 1,800.00
80	Attraction Strategy	\$ 3,600.00
30	Marketing and Design	\$ 1,350.00
30	Establish Program KPI's, monitoring tools and feedback improvements	\$ 1,350.00
	Additional Scope if assigned at \$45/hour	
	Printing Costs for Attraction Materials not included in quote	
	Project Total (not including GST)	\$9,450.00

## QUALIFICATIONS

Michelle Wright Consulting Services is owned and operated by Michelle Wright, a committed Smoky Lake resident County who has a depth of Regional knowledge applied consistently to further the Region's sustainability.


- **Vision – Smoky Lake Region Sustainability**
- **Inspiration – Leads by example and strong team player**
- **Flexibility – Able to incorporate diverse perspectives**

 *With over 30 years of progressively upward leadership in stakeholder relations and recent contract with Smoky Lake Region in Community and Economic Development, Michelle Wright Consulting Services will lead this project to the satisfaction of the Project stakeholders.*

*Michelle's familiarity with the Municipal stakeholders will ensure the project is executed efficiently and effectively. As a local business owner and Chamber of Commerce representative, her connections to the business community will serve the project well.*

*Professional Resume attached.*

## CONCLUSION

 *This project is an exciting opportunity for the Municipalities and a continuation of the Community and Economic development plans. We look forward to providing services on this growth initiative.*

If you have questions on this proposal, feel free to contact Michelle at your convenience by email at [REDACTED] or by phone at [REDACTED]. We will be in touch with you next week to arrange a follow-up conversation on the proposal.

Thank you for your consideration,

Michelle Wright, Owner, Michelle Wright Consulting Services (Div. of Pappy's Parcel Pitstop)





# Request for Decision (RFD)

Meeting Date: Thursday, November 23, 2023

Agenda Item: #7.13

Topic: Offer to Purchase County Owned Lands Legally Described as Plan 2562BS; RLY: 59

(Located within the Hamlet of Bellis)

Presented By: Planning & Development Services

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## Recommendation:

**1) That Smoky Lake County reject the offer to purchase, in the amount of \$4,500.00, received from Kurt and Lillian Stahl, for purchase of the lands legally described as Plan 2562BS; RLY; 59, as the County may require these lands in the future for recreational, tourism or infrastructure purposes.**

## Background:

On October 23, 2023, Smoky Lake County received an offer from Kurt and Lillian Stahl to purchase said lands for \$4,500.00. The letter outlines how the Stahl's previously sold the land to the County for purposes related to the regional water line.

Planning & Development circulated the offer to other Departments on November 10, 2023. A summary of the comments received is attached for reference.

This site is 1.16 acres in size and is presently occupied by a decommissioned truck fill station and a sign showing the addresses of properties within the Hamlet of Bellis. The Parks & Recreation department plows snow on the property in the winter to facilitate extra parking space for users of the adjacent Ironhorse Trail.

**Benefits:** Revenue & assessment.

**Disadvantages:** Selling the parcel would limit the County's ability to use the lands for tourism or recreational purposes. Selling the parcel would also reduce valuable right-of-way land that may be required for future infrastructure.

**Alternatives:** Council discretion to accept the offer as presented or make a counteroffer.

**Financial Implications:** Small amount of taxes from assessment should the County decide to sell the property.

**Legislation:** Municipal Government Act.

**Intergovernmental:** Nil.

**Strategic Alignment:** Nil.

**Enclosure(s):**

- 1. Offer to purchase dated October 23, 2023.**
- 2. Departmental comments**
- 3. Site orthophoto**

Signature of the CAO: 



# Request for Decision (RFD)

Meeting Date: Thursday, November 23, 2023

Agenda Item: #7.14

Topic: Land Use Agreement Re: Existing Structures (NE 19-57-13-W4M & SE 30-57-13-W4M)

Presented By: Planning & Development Services

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**Recommendation:** That Smoky Lake County Council rescind Motion 490-23, which was adopted on April 13, 2023, instructing administration to prepare an Agreement for Council’s consideration, between Bob Novosiwsky and Smoky Lake County, in respect to the lands legally described as NE 19-57-13-W4M & SE 30-57-13-W4M, for the purposes of grandfathering all existing structures, because this type of Agreement runs contrary to the provisions of the *Municipal Government Act*.

**Background:** April 13, 2023, Council Motion #490-23: “That Smoky Lake County administration prepare an agreement for Council’s consideration between Bob Novosiwsky, Ratepayer and Smoky Lake County in respect to the land legally described as a portion of NE-19-57-13-W4 and the SE-30-57-13-W4, for the purpose grandfathering all existing structures on SE-30-57-13-W4, if the portion of NE-19-57-13-W4 was purchased and amalgamated, thereby eliminating the need to remove the structures within the buffer zone surrounding the body of water.”

Section 664(3)(b) of the *Municipal Government Act*, R.S.A. 2000, cM-26, as amended, requires that land subject to an Environmental Reserve or an Environmental Reserve Easement, be left in its natural state. Administration had intended to enter into an Environmental Reserve Easement Agreement with the landowner, but this type of Agreement would not be registerable with Land Titles given the existence of these structures.

If the Agreement is not entered into with the landowner, the structures will be allowed to continue to remain in their existing locations.

**Benefits:** Comply with the provisions of the *Municipal Government Act*.

**Disadvantages:** Landowner will not be able to subdivide his property as he wishes.

**Alternatives:** Nil.

**Financial Implications:** Nil.

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

**Intergovernmental:** Nil.

**Strategic Alignment:** Nil.

**Enclosure(s):**

Approved by the Interim CAO: [Signature] Date: November 14, 2023



# Request for Decision (RFD)

Meeting Date: Thursday, November 23, 2023

Agenda Item: # 7.15

Topic: Bylaw No. 1453-23: Supportive Living Facilities, Establishment of a Direct Control District for Supportive Living Facilities & Rezoning of River Lot 15, Victoria Settlement, from Victoria Commercial (C2) District to Direct Control (DC2)

Presented By: Planning & Development Services

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**Recommendation:** That Smoky Lake County give First Reading to Bylaw No. 1453-23 and to schedule a Public Hearing, to be held on December 14, 2023, at 9:15 a.m., and to advertise said Public Hearing in accordance with the Municipal Government Act, in the Redwater Review and on the County's website.

**Background:** On October 4, 2023, the Metis Nation of Alberta submitted an application to amend Land Use Bylaw No. 1272-14, for the purposes of developing a 75-bed treatment facility (Supportive Living Facility). As administration began conducting its review of the application, it was determined that Land Use Bylaw No. 1272-14 does not currently include a definition for Supportive Living Facilities, nor does it include the necessary provisions to effectively ensure that these facilities are properly addressed and located in appropriate locations.

Proposed Bylaw No. 1453-12 intends to rectify the deficiencies in Land Use Bylaw No. 1272-14, by defining Supportive Living Facilities and creating provisions that ensure that the issues related to Supportive Living Facilities are addressed in ways that ensure public safety, environmental protection and minimize impacts on adjacent landowners.

**Benefits:** Provide opportunities for Supportive Living Facilities to locate within Smoky Lake County, thereby providing an important and necessary community service, and to ensure that these facilities are properly addressed through specific land use provisions.

**Disadvantages:** Potential impacts on adjacent property owners and historic character of the surrounding area.

**Alternatives:** Council may propose changes to Bylaw 1453-23 or defeat said Bylaw.

**Financial Implications:** Costs of advertising Public Hearing (Approximately \$700).

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

**Intergovernmental:** A referral of the proposed Bylaw will be forwarded to Lamont County as per Intermunicipal Development Plan 1383-20, as River Lot 15 falls within the referral area identified in said IDP.

**Strategic Alignment:** Proactivity in Development

**Enclosure(s):**

- **Bylaw 1453-23 © Attachment 1**
- **Relevant sections from Bylaw 1305-17: Victoria District Area Structure Plan © Attachment 2**



# Request for Decision (RFD)

- Relevant sections from Bylaw 1383-20: Lamont County IDP © Attachment 3
- Application to Amend LUB & Certificate of Title © Attachment 4

Approved by the Interim CAO: [Signature] Date: November 14, 2023

**SMOKY LAKE COUNTY  
IN THE PROVINCE OF ALBERTA  
BYLAW NO. 1453-23**

---

**A BYLAW OF THE MUNICIPALITY OF SMOKY LAKE COUNTY IN THE PROVINCE OF ALBERTA,  
TO AMEND BYLAW 1272-14 BEING THE LAND USE BYLAW FOR SMOKY LAKE COUNTY.**

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

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

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

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

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

**1. That 'Section 1.7 INTERPRETATION/DEFINITIONS' of Smoky Lake County Bylaw No. 1272-14: Land Use Bylaw, be amended:**

**i. By adding:**

- a. "Supportive Living Facility" – means a facility that provides services to a minimum of four (4) persons in need of assistance due to age, physical or mental disability, addiction, behavioral issues, illness, or injury. The maximum number of residents in a Supportive Living Facility shall be determined by the Development Authority. The accommodation and hospitality services provided as part of this use may be complemented with supportive health services, such as health monitoring and medication assistance, and personal services such as non-emergency transportation, and social, leisure and spiritual opportunities.

**and renumbered accordingly.**

**2. That 'SECTION 7 – SPECIAL PROVISIONS' of Smoky Lake County Bylaw No. 1272-14: Land Use Bylaw, be further amended:**

**i. By adding:**

a. Supportive Living Facilities

1. A Supportive Living Facility shall not be allowed on a site unless specifically listed as a Permitted or Discretionary Use within the District in which the site is located.



**SMOKY LAKE COUNTY  
IN THE PROVINCE OF ALBERTA  
BYLAW NO. 1453-23**

2. No building or structure used for the purposes of a Supportive Living Facility shall be used for other forms of lodging.
3. In addition to the information requirements in Section 2.4 of the Land Use Bylaw, a Development Permit application shall include the following information:
  - i. confirmation that the Supportive Living Facility has been inspected by an executive officer under the *Public Health Act*;
  - ii. confirmation of compliance with the *Safety Codes Act* for a new or renovated Supportive Living Facility or where there has been a change in occupancy of the Supportive Living Facility;
  - iii. confirmation of current insurance coverage in accordance with section 5 of the *Supportive Living Accommodation Licensing Regulation*;
  - iv. confirmation of current corporate status of the operator of the Supportive Living Facility, if applicable;
  - v. the Site Plan and Floor Plan that identifies the location of secure areas for the storage of medication and hazardous wastes; and
  - vi. information related to proposed outdoor lighting, which shall be provided in accordance with Crime Prevention Through Environmental Design (CPTED) or other best practices accepted by the Development Authority.
4. A Supportive Living Facility must meet the following requirements:
  - i. develop and maintain written processes that promote the safety and security of residents, including processes that:
    1. accounts for all residents on a daily basis; and
    2. ensures that monitoring mechanisms or personnel are in place on continuous basis, that is 24 hours a day;
  - ii. hazardous and non-hazardous waste storage shall be provided on the site, and shall be secured from unauthorized access at all times to the satisfaction of the Development Authority;
  - iii. a site containing a Supportive Living Facility shall be fenced and screened, to the satisfaction of the Development Authority.

**and renumbered accordingly.**

**SMOKY LAKE COUNTY  
IN THE PROVINCE OF ALBERTA  
BYLAW NO. 1453-23**

**3. That 'SECTION 8 LAND USE DISTRICTS' of Smoky Lake County Bylaw No. 1272-14: Land Use Bylaw, be further amended:**

**i. By adding Under 'Subsection 1.1':**

- a. Short Form 'DC2'; and
- b. District Designation 'Direct Control Supportive Living Facilities'.

**ii. By adding 'Subsection 8.15 DIRECT CONTROLL SUPPORTIVE LIVING FACILITIES (DC2) DISTRICT':**

a. 1. Purpose

The general purpose of this District is to provide Council with direct control over the use and design of Supportive Living Facilities, and similar and/or related uses.

b. 2. Permitted Uses

- I. Buildings and Uses Accessory to Permitted Uses
- II. Family Care Facility
- III. Group Care Facility
- IV. Supportive Living Facility

c. 3. Discretionary Uses

- A. None

d. 4. Regulations

A. All regulations shall be established by Council, who shall evaluate any proposal for development with respect to its compliance with:

- I. the objectives and policies of an applicable Statutory Plan;
- II. the regulations of this Bylaw;
- III. the regulations of adjacent Districts; and
- IV. the satisfaction of any Provincial regulations or requirements.

However, Council shall not be bound by any of these matters.

**SMOKY LAKE COUNTY  
IN THE PROVINCE OF ALBERTA  
BYLAW NO. 1453-23**

B. Council may establish as a condition of a development permit that all provincial requirements and regulations be observed.

**and renumbered accordingly.**

**iii. That appendix "B" of Smoky Lake County Bylaw No. 1272-14: Land Use Bylaw, be further amended such that all portions of the lands legally described as:**

FIRSTLY: ALL THAT PORTION OF LOT FIFTEEN (15) OF THE VICTORIA SETTLEMENT WHICH LIES TO THE SOUTH OF A LINE DRAWN PARALLEL WITH AND FORTY TWO (42) CHAINS AND NINETEEN AND ONE TENTH (19.1) LINKS PERPENDICULARLY DISTANT SOUTHERLY FROM THE REAR LINE OF THE SAID LOT, AND WHICH IS NOT CONTAINED WITHIN THE LIMITS OF THE SURVEYED ROADWAY CROSSING THE SAID LOT, AS SHOWN ON A PLAN OF SURVEY OF THE SAID SETTLEMENT SIGNED AT OTTAWA ON THE 26<sup>TH</sup> DAY OF APRIL A.D. 1897, CONTAINING ONE HUNDRED AND SIXTY (160) ACRES, MORE OR LESS EXCEPTING THEREOUT:

A) THREE AND NINETY FOUR HUNDREDTHS (3.94) ACRES MORE OR LESS, AS SHOWN ON ROAD PLAN 3008CL

B) ONE AND FOUR HUNDREDTHS (1.04) ACRES MORE OR LESS FOR ROAD, AS SHOWN ON ROAD PLAN 3932TR

EXCEPTING THEREOUT ALL MINES AND MINERALS

SECONDLY: ALL THAT PORTION OF SAID LOT FIFTEEN (15) WHICH LIES BETWEEN A LINE DRAWN PARALLEL WITH AND FORTY TWO (42) CHAINS AND NINETEEN AND ONE TENTH (19.1) LINKS PERPENDICULARLY DISTANT FROM THE REAR LINE OF SAID LOT AND A LINE DRAWN PARALLEL WITH AND FORTY (40) CHAINS AND NINETY (90) LINKS PERPENDICULARLY DISTANT FROM THE SAID REAR LINE, CONTAINING TWO AND FIFTY FIVE HUNDREDTHS (2.55) ACRES, MORE OR LESS

EXCEPTING THEREOUT: SIX HUNDREDTHS (0.06) OF AN ACRE, MORE OR LESS, AS SHOWN ON ROAD PLAN 3008CL

EXCEPTING THEREOUT ALL MINES AND MINERALS

THIRDLY: ALL THAT PORTION OF THE SURVEYED ROAD CROSSING IN RIVER LOT FIFTEEN (15) IN THE VICTORIA SETTLEMENT AS SHOWN ON A PLAN OF SURVEY OF SAID SETTLEMENT SIGNED AT OTTAWA ON THE 26<sup>TH</sup> DAY OF APRIL, 1897 LYING NORTH EASTERLY OF A LINE DRAWN AT AN ANGLE OF NINETY (90) DEGREES TO THE SOUTH LIMIT OF THE ROAD AS SHOWN ON ROAD PLAN 3932TR, ESTABLISHED FROM 1R47 TO 1R9 COURSE TWO HUNDRED AND SIXTY (260) DEGREES, FORTY (40) FEET, AND FIFTY (50) INCHES AS SAID MONUMENTS AND COURSE ARE SHOWN ON SAID PLAN CONTAINING ONE AND FOUR HUNDREDTHS (1.04) ACRES, MORE OR LESS

EXCEPTING THEREOUT ALL MINES AND MINERALS

**SMOKY LAKE COUNTY  
IN THE PROVINCE OF ALBERTA  
BYLAW NO. 1453-23**

**as shown on Schedule "A", be rezoned from Victoria Commercial (C2) District to Direct Control Supportive Living Facilities (DC2) District.**

**4. Severability:**

- i. If any part of this Bylaw is found to be invalid, the remaining sections remain in force.

**5. Effective Date:**

- i. This Bylaw comes into force and effect upon it receiving Third Reading.

READ A FIRST TIME IN COUNCIL THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, AD 202\_\_.

READ A SECOND TIME IN COUNCIL THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, AD 202\_\_.

READ A THIRD AND FINAL TIME IN COUNCIL \_\_\_\_\_ DAY OF \_\_\_\_\_, AD 202\_\_.

\_\_\_\_\_  
Jered Serben  
Reeve

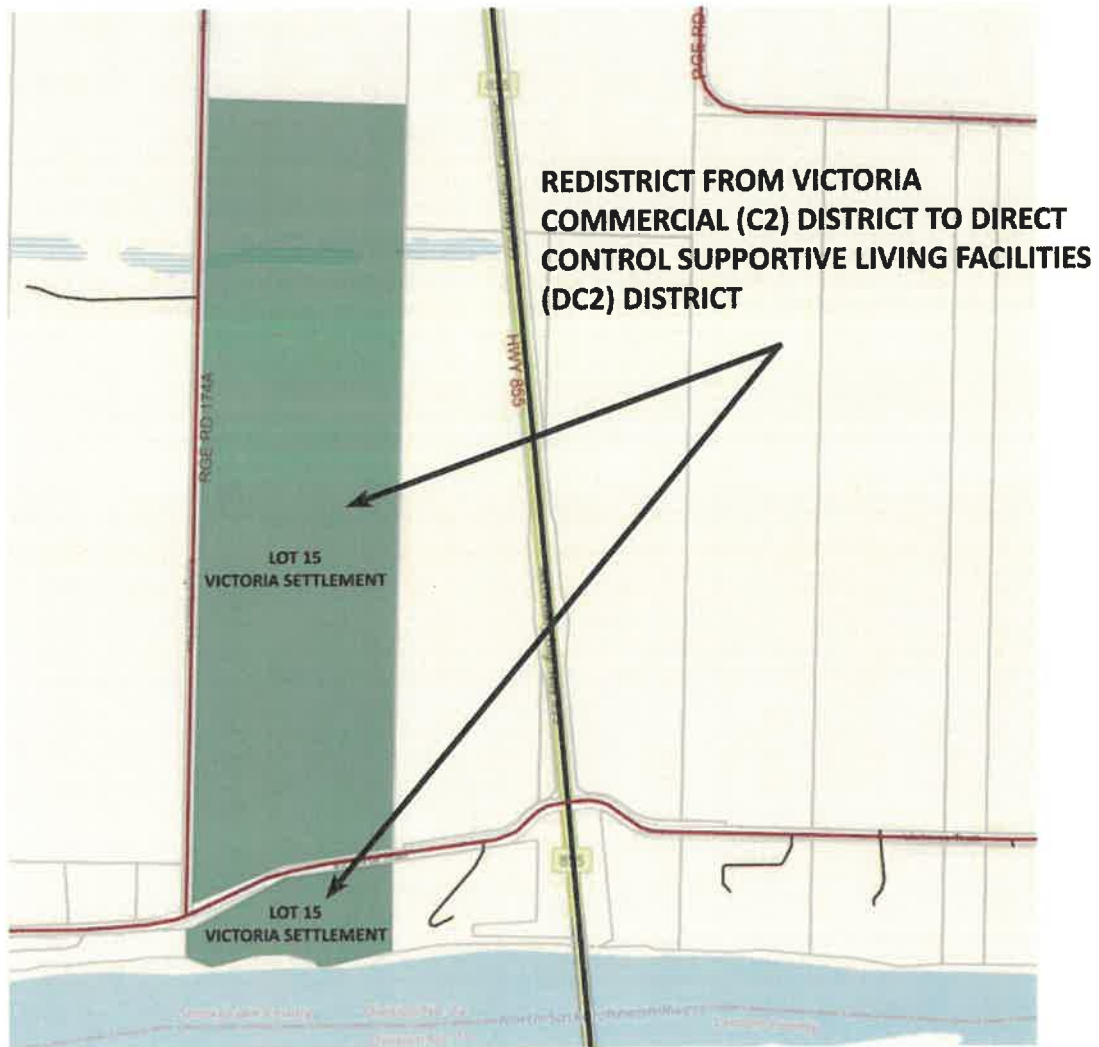
**S E A L**

\_\_\_\_\_  
Lydia Cielin  
Interim Chief Administrative Officer

SMOKY LAKE COUNTY  
IN THE PROVINCE OF ALBERTA  
BYLAW NO. 1453-23



**SCHEDULE "A"**  
**BYLAW NO. 1453-23**



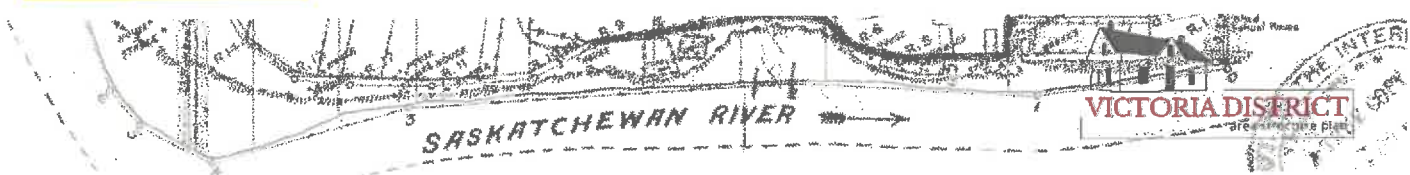
- Policy 40: The construction and development of residential dwellings shall retain mature trees and natural features (including shelterbelts and hedgerows) in order to minimize the impact on the land and the plan area's historic subdivision patterns.
- Policy 41: Subdivision and development proposals considered to be located within or adjacent to a high wildfire hazard area may be required to take into consideration FireSmart: Protecting Your Community from Wildfire design principles. Approvals of such an application may include conditions that require the implementation of FireSmart principles and fire prevention measures. Notwithstanding Policy 40, where the implementation of FireSmart principles would require the removal of vegetation clearing shall be permitted by the development authority with the condition that the vegetation is replaced with less combustible vegetation to the satisfaction of the Development Authority.
- Policy 42: Lots created as a part of multi-lot or cluster country residential development shall not be provided with direct access onto existing municipal or provincial roads; access to these lots shall normally be from internal subdivision roadways only. The subdivision authority will have the discretion to vary this requirement where the site is bounded by two or more existing municipal roads.
- Policy 43: No further subdivision will be permitted south of Victoria Trail throughout the Plan Area.

## 21. Commercial

Apart from agricultural operations, there are very few commercial businesses in the plan area. The only commercial uses within the Plan Area are the campground and environmental recreation facility associated with Métis Crossing. However, Metis Crossing has indicated that they may wish to pursue expansion of their holdings and the County wished to encourage tourism related development within the Plan area.

Within the south-central portion of the plan area are a series of parcels near Highway 855 that are districted 'C2 - Victoria Commercial District.' The general purpose of this District is to control development in the vicinity of the Victoria Trail in order to ensure that future commercial development in this area is compatible with significant cultural landscapes in the Victoria Trail area.

This plan encourages commercial developments that provide services to local residents and visitors, maintains the visual characteristics of the local landscape, and promotes the plan area's significant cultural and environmental features. These types of commercial development may include campgrounds, sport and recreation equipment rentals, interpretation centres, & businesses that promote traditional handcrafts, artwork and cultural practices, etc.



**Objective:** Encourage commercial developments that support traditional land practices, settlement patterns, local agricultural history, and ecological features within the Plan Area.

**Policy 44:** Smoky Lake County shall discourage resource extraction or processing operations from locating within the plan area, within view of municipal, provincial or federal historic sites, in order to protect the area's viewsapes, as well as significant cultural and environmental features.

**Policy 45:** The development of home-based businesses shall be encouraged throughout the plan area, consistent with provisions in the Smoky Lake County Land Use Bylaw.

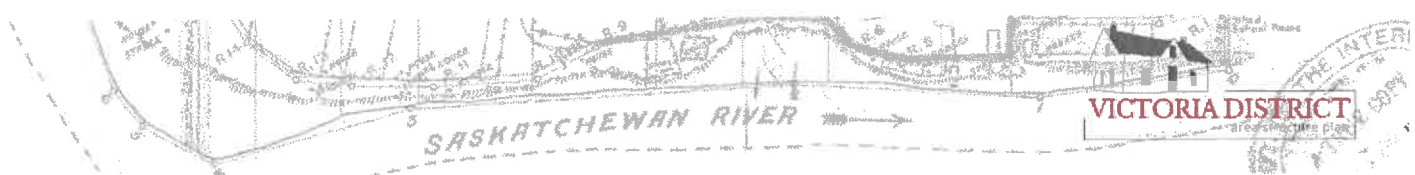
**Policy 46:** Commercial operations that are not home-based or agricultural-based will be encouraged to develop on lands designated as Commercial on **Map 1 - Future Land Use**.

**Policy 47:** Applications for significant commercial developments, or commercial developments on lands designated as Commercial on **Map 1 - Future Land Use**, shall require the submission of a neighbourhood structure plan or outline plan, to the satisfaction of the Development Authority. The requirements of a neighbourhood structure plan or outline plan, including provisions for public consultation, are detailed in **Part 5: Putting into Practice**.

**Policy 48:** Commercial businesses may operate on lands designated as Heritage and Environment on Map 1 Future Land Use of this plan, if developed in association with a museum, historic park, or a similar enterprise. Additional tourism oriented businesses and agri-commercial uses may also be allowed within this area in accordance with the County's Land Use Bylaw.

## 22. Heritage & Environment

This plan acknowledges the equal significance of local environmental and heritage assets, and their interdependent relationship with one another. Significant Heritage and environmental features are jointly identified on **Map 1 - Future Land Use** as the Heritage & Environment Area. The intent of this designation is to identify areas where major cultural and environmentally significant assets (i.e. heritage properties, archeological sites, significant slopes, riparian areas, etc.) are present, and to protect these areas into the future, so that they may remain as valued assets for the Victoria District.



	<ul style="list-style-type: none"> <li>b. Provided for in the respective County's LUB; or</li> <li>c. Supported by an approved ASP or Conceptual Scheme.</li> </ul>
Policy 4.1.12	<p>Land uses and developments that may create negative offsite impacts on surrounding properties by way of:</p> <ul style="list-style-type: none"> <li>a. Noise;</li> <li>b. Pollution;</li> <li>c. Dust control;</li> <li>d. Smell; and/or</li> <li>e. Fragmentation of local viewscapes</li> </ul> <p>shall be discouraged from being developed in portions of the Agriculture and Rural Development Area that may affect existing or proposed developments in the Culture and Tourism Area.</p>
Policy 4.1.13	Proposals from subdivision and/or development described in <b>Policy 5.1.13</b> shall be subject to the policies of <b>Section 5.4 - Circulation and Referral</b> .

## 4.2 CULTURE AND TOURISM AREA

The policies in this section apply to lands within the Culture and Tourism Area on **Map 7.3 – Future Land Use**.

Policy 4.2.1	The development of lands within the Culture and Tourism Area shall be guided by an approved Area Structure Plan or Conceptual Scheme.
Policy 4.2.2	Lands within the Culture and Tourism Area may be developed for a range of rural agricultural, residential, commercial, institutional, and recreational uses.
Policy 4.2.3	Development within the Culture and Tourism Area will be consistent with the Victoria District Economic Development Strategy.
Policy 4.2.4	Development within the Culture and Tourism Area shall be designed to enhance the socio-cultural authenticity of the communities, conserve built and living cultural heritage and traditional values, and contribute to intercultural understanding and tolerance.





Date of Application: Oct 4/23.

**APPLICATION TO AMEND**

LAND USE BYLAW     AREA STRUCTURE PLAN     MUNICIPAL DEVELOPMENT PLAN

APPLICANT INFORMATION				
NAME OF APPLICANT <b>LEWIS SENAS H KEWICZ</b>		NAME OF REGISTERED LANDOWNER (COMPLETE IF DIFFERENT FROM APPLICANT) <b>METIS NATION OF ALBERTA.</b>		
SIGNATURE <i>[Signature]</i>		SIGNATURE <b>FORM ATTACHED. AARON BARNER.</b>		
MAILING ADDRESS <b>1907-50 ST ATHABASCA AB</b>		MAILING ADDRESS <b>11738 KINGSWAY AVE EDMONTON NB.</b>		
POSTAL CODE <b>T9S1E1</b>	TELEPHONE <b>780-689-1770</b>	POSTAL CODE <b>T5G 0X5</b>	TELEPHONE <b>780-910-5818.</b>	
LEGAL DESCRIPTION				
QTR/LSD <b>LOT 15 VICTORIA SETTLEMENT</b>	SECTION	TOWNSHIP	RANGE	W4M
REGISTERED PLAN <b>17339 VICTORIA TRAIL</b>	BLOCK	LOT <b>METIS CROSSING.</b>		
PLANNING DOCUMENT				
EXISTING LAND USE DISTRICT		PROPOSED LAND USE DISTRICT		
<input type="checkbox"/> AGRICULTURAL DISTRICT (AG) <input type="checkbox"/> VICTORIA AGRICULTURE DISTRICT (A1) <input type="checkbox"/> MULTI-LOT COUNTRY RESIDENTIAL DISTRICT (R1) <input type="checkbox"/> RESIDENTIAL (CLUSTER) CONSERVATION DISTRICT (R2) <input type="checkbox"/> VICTORIA RESIDENTIAL DISTRICT (R3) <input type="checkbox"/> HAMLET RESIDENTIAL DISTRICT (R4) <input type="checkbox"/> HIGHWAY COMMERCIAL DISTRICT (C1) <input checked="" type="checkbox"/> VICTORIA COMMERCIAL DISTRICT (C2) <b>C2</b> <input type="checkbox"/> HAMLET COMMERCIAL DISTRICT (C3) <input type="checkbox"/> INDUSTRIAL DISTRICT (M1) <input type="checkbox"/> RURAL INDUSTRIAL DISTRICT (M2) <input type="checkbox"/> COMMUNITY AND INSTITUTIONAL DISTRICT (P) <input type="checkbox"/> DIRECT CONTROL DISTRICT (DC) <input type="checkbox"/> DIRECT CONTROL LANDFILL DISTRICT (DC1)		<input type="checkbox"/> AGRICULTURAL DISTRICT (AG) <input type="checkbox"/> VICTORIA AGRICULTURE DISTRICT (A1) <input type="checkbox"/> MULTI-LOT COUNTRY RESIDENTIAL DISTRICT (R1) <input type="checkbox"/> RESIDENTIAL (CLUSTER) CONSERVATION DISTRICT (R2) <input type="checkbox"/> VICTORIA RESIDENTIAL DISTRICT (R3) <input type="checkbox"/> HAMLET RESIDENTIAL DISTRICT (R4) <input type="checkbox"/> HIGHWAY COMMERCIAL DISTRICT (C1) <input type="checkbox"/> VICTORIA COMMERCIAL DISTRICT (C2) <input type="checkbox"/> HAMLET COMMERCIAL DISTRICT (C3) <input type="checkbox"/> INDUSTRIAL DISTRICT (M1) <input type="checkbox"/> RURAL INDUSTRIAL DISTRICT (M2) <input type="checkbox"/> COMMUNITY AND INSTITUTIONAL DISTRICT (P) <input type="checkbox"/> DIRECT CONTROL DISTRICT (DC) <input type="checkbox"/> DIRECT CONTROL LANDFILL DISTRICT (DC1)		
MUNICIPAL DEVELOPMENT PLAN: <b>Bylaw 1249-12</b>		AREA STRUCTURE PLAN: <b>Bylaw 1305-17: VICTORIA DISTRICT</b>		
REASON IN SUPPORT OF APPLICATION FOR AMENDMENT: <b>75 BED FACILITY / REHAB CENTRE.</b>				
OFFICE USE ONLY				
REPORTS	<input type="checkbox"/> Environmental Site Assessment <input type="checkbox"/> Stormwater Management Plan	<input type="checkbox"/> Biophysical Assessment <input type="checkbox"/> Certificate Of Title	<input type="checkbox"/> Geotechnical Report	
APPLICATION FEE <b>\$ 1,000.00</b>	RECEIPT # <b>27367</b>	BYLAW NO. <b>1453-23</b>		



LAND TITLE CERTIFICATE

S		
LINC	SHORT LEGAL	TITLE NUMBER
0027 175 935	VICTORI;;15	232 317 474

LEGAL DESCRIPTION

FIRSTLY: ALL THAT PORTION OF LOT FIFTEEN (15) OF THE VICTORIA SETTLEMENT WHICH LIES TO THE SOUTH OF A LINE DRAWN PARALLEL WITH AND FORTY TWO (42) CHAINS AND NINETEEN AND ONE TENTH (19.1) LINKS PERPENDICULARLY DISTANT SOUTHERLY FROM THE REAR LINE OF THE SAID LOT, AND WHICH IS NOT CONTAINED WITHIN THE LIMITS OF THE SURVEYED ROADWAY CROSSING THE SAID LOT, AS SHOWN ON A PLAN OF SURVEY OF THE SAID SETTLEMENT SIGNED AT OTTAWA ON THE 26TH DAY OF APRIL A.D. 1897, CONTAINING ONE HUNDRED AND SIXTY (160) ACRES, MORE OR LESS

EXCEPTING THEREOUT: A) THREE AND NINETY FOUR HUNDREDTHS (3.94) ACRES MORE OR LESS, AS SHOWN ON ROAD PLAN 3008CL

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ATS REFERENCE: 4;17;58;15;RL

ESTATE: FEE SIMPLE

MUNICIPALITY: SMOKY LAKE COUNTY

REFERENCE NUMBER: 192 001 639 +1

-----  
REGISTERED OWNER(S)  
REGISTRATION      DATE (DMY)      DOCUMENT TYPE      VALUE      CONSIDERATION  
-----  
232 317 474      19/10/2023      TRANSFER OF LAND      \$887,880      \$887,880

OWNERS

METIS CROSSING LTD.  
OF BOX 548  
SMOKY LAKE  
ALBERTA T0A 3C0

-----  
ENCUMBRANCES, LIENS & INTERESTS

REGISTRATION  
NUMBER      DATE (D/M/Y)      PARTICULARS  
-----  
3923TR      20/02/1974      UTILITY RIGHT OF WAY  
GRANTEE - ALBERTA GOVERNMENT TELEPHONES.  
"PART"  
982 063 359      05/03/1998      EASEMENT  
EASEMENT OVER PTN. 9720834;;4  
FOR THE BENEFIT OF VICTORI;;15  
982 063 360      05/03/1998      EASEMENT  
EASEMENT OVER VICTORI;;16,17  
FOR THE BENEFIT OF VICTORI;;15  
982 063 361      05/03/1998      EASEMENT  
EASEMENT OVER PTN. 9720834;;1-3  
FOR THE BENEFIT OF VICTORI;;15  
022 272 706      25/07/2002      EASEMENT  
AS TO PORTION OR PLAN:0224594  
"FOR THE BENEFIT OF PORTION LOT 14 VICTORIA  
SETTLEMENT"  
062 577 749      14/12/2006      UTILITY RIGHT OF WAY  
GRANTEE - SMOKY LAKE COUNTY.  
192 001 640      03/01/2019      MORTGAGE  
MORTGAGEE - THE BANK OF NOVA SCOTIA.  
4715 TAHOE BOULEVARD  
MISSASSAUGA  
ONTARIO L4W0B4  
ORIGINAL PRINCIPAL AMOUNT: \$20,000,000

TOTAL INSTRUMENTS: 007

( CONTINUED )

PENDING REGISTRATION QUEUE

PAGE 3

# 232 317 474

DRR NUMBER	RECEIVED DATE (D/M/Y)	CORPORATE LLP TRADENAME	LAND ID
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E00C4GR	23/10/2023	MILLER THOMSON LLP 780-429-9437 CUSTOMER FILE NUMBER: 0195877.0082	
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001

DISCHARGE

#232 317 474

TOTAL PENDING REGISTRATIONS: 001

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN ACCURATE REPRODUCTION OF THE CERTIFICATE OF TITLE REPRESENTED HEREIN THIS 31 DAY OF OCTOBER, 2023 AT 09:04 A.M.

ORDER NUMBER: 48748270

CUSTOMER FILE NUMBER:



\*END OF CERTIFICATE\*

THIS ELECTRONICALLY TRANSMITTED LAND TITLES PRODUCT IS INTENDED FOR THE SOLE USE OF THE ORIGINAL PURCHASER, AND NONE OTHER, SUBJECT TO WHAT IS SET OUT IN THE PARAGRAPH BELOW.


THE ABOVE PROVISIONS DO NOT PROHIBIT THE ORIGINAL PURCHASER FROM INCLUDING THIS UNMODIFIED PRODUCT IN ANY REPORT, OPINION, APPRAISAL OR OTHER ADVICE PREPARED BY THE ORIGINAL PURCHASER AS PART OF THE ORIGINAL PURCHASER APPLYING PROFESSIONAL, CONSULTING OR TECHNICAL EXPERTISE FOR THE BENEFIT OF CLIENT(S).

IF MORE INFORMATION IS REQUIRED ON A PENDING REGISTRATION WHERE THE CONTACT INFORMATION DISPLAYS N/A PLEASE EMAIL LTO@GOV.AB.CA.

**Policy M-01-30-01: Monthly Departmental Reporting**
**Chief Administrative Officer - Report Period: October 24, 2023 - November 16, 2023**
**LEGISLATIVE / GOVERNANCE**

Projects	In Progress	Completed
<p><b>RCDC Appointments, October 26, 2023, Organizational Meeting Motion #41-23:</b> Appointed Councillors Jered Serben and Linda Fenerty as members and Councillor Dominique Cere as the alternate member, to the Regional Community Development Committee (RCDC) and acknowledged the Public-at-Large Member positions are vacant. <b>However: Bylaw 1399-21, Subsection 5.1:</b> The Regional Community Development Committee (RCDC) shall be comprised of eight (8) members: five elected members appointed by a resolution of each respective Council and three public-at-large members appointed by a resolution by the respective municipality. The membership shall include: Two (2) members from Smoky Lake County (<u>serving throughout their term</u>);</p> <p><b>RECOMMENDATION:</b> That Smoky Lake County Council's October 26, 2023, Motion #41-23 be rescinded, and Smoky Lake County Councillors Lorne Halisky and Jered Serben be appointed as members and Councillor Linda Fenerty be appointed as the alternate member, to the Regional Community Development Committee (RCDC) in accordance with Bylaw No. 1399-21 serving throughout their term; and acknowledge the Smoky Lake County Public-at-Large Member positions are vacant.</p>	<p>Oct. 26, 2023</p>	<p>Nov. 23, 2023 Pending Council Direction</p>
<p><b>Letter of Support: 2023 AgriRecovery Program for Livestock Producers:</b></p> <ul style="list-style-type: none"> <li>▪ Letter was written on November 7, 2023 to Honourable RJ Sigurdson, Minister of Agriculture and Irrigation expressing concern regarding the exemption of the Smoky Lake County from the 2023 AgriRecovery program for livestock producers and hand delivered on Nov. 7<sup>th</sup> during the 2023 Fall RMA Convention.</li> </ul> <p style="text-align: right;"><b>ATTACHMENT: L-1</b></p> <p><b>RECOMMENDATION:</b> That County Council approve action taken by the Reeve to write a "Letter of Support" to the Honourable RJ Sigurdson, Minister of Agriculture and Irrigation dated November 7, 2023 in regards to Smoky Lake County being exempted from the 2023 AgriRecovery Program for Livestock Producers, and hand delivering it at the 2023 Fall RMA Convention.</p>	<p>Nov 6, 2023</p>	<p>Nov. 23, 2023 Pending Council Direction</p>
<p><b>Roadway License Agreement</b></p> <ul style="list-style-type: none"> <li>▪ Received an application request from Jason Senetza c/o Golden View Fabricating 03 Ltd. to lease for grazing purposes roadway located between SE 28-59-16-W4 and SW 28-59-16-W4.</li> <li>▪ County's Policy Statement No. 03-44: allows County residents to lease road allowance subject to adjacent landowners' permission is obtained. Term for lease in past Council motions is 20 years.</li> <li>▪ Public Works reviewed the application and give their stamp of approval – it is compliance to the Policy (Agreement - Section 20) in respect to the fence construction.</li> </ul> <p style="text-align: right;"><b>ATTACHMENT: L-2</b></p> <p><b>RECOMMENDATION:</b> That Smoky Lake County Council enter into a Roadway License Agreement with Jason Senetza c/o Golden View Fabricating 03 Ltd. to lease roadway located between SE 28-59-16-W4 and SW 28-59-16-W4 for grazing purposes for a term of 20 years from November 23, 2023 to November 23, 2043.</p>	<p>Nov. 9, 2023</p>	<p>Nov. 23, 2023 Pending Council Direction</p>

<p><b>Ad-Hoc Working Group Committee for Housing Opportunities and Initiatives:</b></p> <ul style="list-style-type: none"> <li>▪ Council on August 23, 2023 – Motion 824-23 and September 7, 2023 Motion 846-23 appointed its representative to the Ad-Hoc Working Group Committee in respect to the Intermunicipal Collaboration Committee (ICC) Meeting held on August 9, 2023 – Motion ICC11-23.</li> <li>▪ Smoky Lake County, as managing partner (lead) in the ICC – schedule a meeting (provide availability of dates) to being this process.</li> <li>▪ For Information is the ICC – Action List from August 9, 2023 Meeting addressing Motion ICC11-23: the representatives on this Ad-Hoc Working Group Committee.</li> </ul> <p style="text-align: right;"><b>ATTACHMENT: L-3</b></p> <p><b>RECOMMENDATION:</b>  <b>That Smoky Lake County Council provide dates to schedule the first Intermunicipal Collaboration Committee (ICC) Ad-Hoc Working Group Committee to begin works for Housing Opportunities and Initiatives for the Region.</b></p>	<p><b>Aug. 9, 2023</b></p>	<p><b>outstanding</b></p>
<p><b>Smoky Lake County “Committee Appointments”:</b></p> <ul style="list-style-type: none"> <li>▪ Council has indicated on a few occasions the opportunity to have discussion on its current Committee Appointments.</li> <li>▪ If Council would like to have a review of the current Committees: to have information provided of when they were established and why the importance to have representation - Administration can provide recommendation on the committees that possibly can be removed and outline other alternatives.</li> </ul> <p><b>RECOMMENDATION:</b>  <b>That Smoky Lake County Council review its current Committee Appointments at the next Policy Committee Meeting scheduled for December 4, 2023.</b></p>	<p><b>Nov. 23, 2023</b></p>	<p><b>Pending Council Direction</b></p>
<b>ADMINISTRATIVE</b>		
<b>Projects</b>	<b>In Progress</b>	<b>Completed</b>
<p><b>Waskatenau Drainage – CN Owned Property adjacent to the Waskatenau Creek, near the Village of Waskatenau: <u>Update</u></b></p> <ul style="list-style-type: none"> <li>▪ The current executed License agreement “<b>Release of Liability and Permit License</b>” with Canadian National Railway Company (CN) on October 10, 2023 granting Smoky Lake County permission to enter upon said lands Section 9 and 16, 59- 19-W4. Term ends November 30, 2023 only allowed vegetation removal</li> </ul> <p><u>Therefore:</u></p> <ul style="list-style-type: none"> <li>▪ <b>On October 27, 2023</b> - Planning Department c/o Kyle Schole assisted by reaching out to obtain permission to undertake some minor ditching. Permission by granted same day.</li> <li>▪ <b>On November 8, 2023 – Public Works started the work</b> and on November 9, 2023, work was completed.</li> </ul>	<p><b>Mar. 16, 2023</b></p>	<p><b>Nov. 9, 2023</b></p>
<p><b>Municipal Affairs: Seeking assistance in gathering feedback from the Public and stakeholders to inform potential legislative changes related to Councillor accountability in the <i>Municipal Government Act</i> and changes to the <i>Local Authorities Election Act</i>.</b></p> <ul style="list-style-type: none"> <li>▪ County assisted by promoting and posting on Facebook and website the “Public Surveys” Now Open from November 7, 2023 to December 6, 2023. The survey link to appear on social media on November 8, 24 and December 3, and added to the website main page as a notice.</li> </ul> <p style="text-align: right;"><b>ATTACHMENT: A-1</b></p>	<p><b>Nov. 7, 2023</b></p>	<p><b>Dec. 6, 2023</b></p>
<p><b>MCSNet: Reached out again for inquiring for MCSNet to outline:</b>  What Public Works building is the GigAir equipment being installed. Received an email on November 16, 2023, from Rhonda Lafrance, Chief Marketing Officer of MCSNet, email stating: “We can amend the agreement to state “Rooftop Lease” and provide photos of what the structure will look like in the agreement and then send it back for review.”</p>	<p><b>Jun. 15, 2023</b></p>	<p><b>outstanding</b></p>

FINANCIAL		
Projects	In Progress	Completed
HUMAN RESOURCES		
Projects	In Progress	Completed
<ul style="list-style-type: none"> <li>Did not have a <b>Staff Debrief</b> in respect to the October Council meeting due to tax collection period (busy) will combine October and November together.</li> </ul>	N/A	N/A
<ul style="list-style-type: none"> <li><b>Municipal Clerk</b> Maternity Leave Position, January 1, 2024 for (12-18 months) internal positing closed on November 3, 2023. One expression of interest received. Meaghan Andreychuk started temporary full-time on November 6, 2023 (2 days for Legislative Department and 3 days for Fire Protective Services). Cross-training has started.</li> </ul>	Nov. 2, 2023	Nov. 6, 2023
<b>Chief Administrative Officer (CAO) Recruitment: Position</b> <ul style="list-style-type: none"> <li>Request to go into "Executive Session" to provide an update on the information in respect to the process of recruiting for the position of a CAO.</li> </ul> <p><b>Information will be distributed during Executive Session.</b></p>	Nov 15, 2023	outstanding
COMMUNITY		
Projects	In Progress	Completed
<p><b>Letter:</b> Received an email from Heidi Kuger-Kane, Manager, Vilna Lodge – the Lodge is having its annual Christmas Party on November 25, 2023. The County provided promotional items to accommodate their door prizes and 50/50 draw as per policy.</p> <p style="text-align: right;"><b>ATTACHMENT: C-1</b></p>	Nov. 7, 2023	Nov. 8, 2023
<p><b>CONFIDENTIAL:</b> Distributed only to Council in respect to FOIP.</p> <ul style="list-style-type: none"> <li>Peace Officer and myself had a meeting with a resident from Garner Lake – Sunrise Beach, as per Correspondence signed from Property Owners – in regards to a Noise Complaint situation.</li> <li>A Police File has been opened in respect to this issue.</li> </ul> <p style="text-align: right;"><b>ATTACHMENT: C-2</b></p> <p><b>RECOMMENDATION:</b> That Smoky Lake County's Community Peace Officer (CPO) open a case file and write a "Letter of Awareness" to be hand delivered to the Property Owner of concern located in Garner Lake - Sunrise Beach, to educate and provide awareness of Bylaw No. 1342-19 and the noise disturbance regulation outlined in section 4.1 and 4.2, in response to the complaint correspondence received on November 8, 2023 representing 22 residents from Garner Lake – Sunrise Beach subdivision.</p>	Nov. 8, 2023	Nov. 23, 2023 Pending Council Direction
<p>Met with resident from Garner Lake – Sunrise Beach, as per Correspondence signed from 22 Property Owners residing within Garner Lake – Sunrise Beach – in regards to the Smoky Lake County <b>Bylaw No. 1342-19: Noise Bylaw.</b></p> <ul style="list-style-type: none"> <li>Request for Council to review its Noise Bylaw No. 1342-19.</li> <li>Residents like to Bylaw – would like consideration given in respect to the hours.</li> <li>Bylaw was adopted in 2019 – it is time for a review.</li> </ul> <p><b>Recommendation:</b> That Smoky Lake County's Bylaw No. 1342-19 "Noise" be reviewed at a future Policy Committee Meeting.</p>	Nov. 8, 2023	outstanding
TRAINING / MEETINGS		
<b>ACTION LIST</b>		
September 7, 2023 and September 23, 2023 Council Meetings		
<b>ATTACHMENT: AL-1</b>		
<p><b>Signature:</b></p>  <b>Interim Chief Administrative Officer</b>	<p>County Council Meeting: November 23, 2023</p>	



## ACTION LIST:

**September 2023 County Council Meeting**

September 7, 2023			
MOTION NO.	RESOLUTION	DEPARTMENT	ACTION
846-23 Cere	<p><b>Ad-Hoc Working Group Committee for Housing Opportunities and Initiatives</b></p> <p>That Smoky Lake County appoint Councillor Cere as an additional Alternate to the Housing Ad-Hoc Working Group Committee for Housing Opportunities and Initiatives, as per the Intermunicipal Collaboration Committee (ICC) recommendations from the August 9, 2023, meeting, further to the August 23, 2023, Council Motion #824-23.</p>	Legislative Services	On September 7, 2023 at 3:44 P.M. an Email was sent to the Regional CAO's (Smoky Lake, Vilna and Waskatenau) c.c. Crystal Letwin, Lydia Cielin, Jordan Ruegg, Kyle Schole and Brenda Adamson providing a copy of Motion 846-23 for awareness.
849-23 Cere	<p><b>Request for Custom Work from a Developer</b></p> <p>That Smoky Lake County Council <b>deny</b> the email request, from a Developer, dated September 7, 2023, for custom work to repair soft spots, grade, and compact the partially developed subdivision access road, as discussed on September 7, 2023, in Executive Session, under the authority of the FOIP Act, Section 16: Third Party Business Interests.</p>	Public Works Manager	Bascor Development Ltd. was contacted on September 7, 2023 in respect to Council's resolution.
850-23 Serben	<p><b>Private Donation Made to Town of Smoky Lake for the CN Station Building</b></p> <p>That Smoky Lake County, as managing partner of the Smoky Lake Region Heritage Board, acknowledge the generous donation from Mr. Jim Ratsoy, in the amount of \$100,000.00 received by the Town of Smoky Lake, in support of the Provincial Historic Resource designated in 2007, known as the iconic Canadian Northern (CN) Railway Station in the Town of Smoky Lake, enabling the undertaking of necessary repairs and maintenance to the building to ensure future generations are able to continue to enjoy this focal point of our community and share in the stories of our past; and approve action taken by administration in writing a thank-you letter to the donor.</p>	<p>Legislative Services</p> <p>Electronic Digital File: 7-5</p>	<p>The Letter was mailed to Mr. Jim Ratsoy on September 20, 2023 and the Heritage Board and Town of Smoky Lake were notified by email, as state below.</p> <p>September 20, 2023 at 2:02 P.M. an email sent to Noreen Easterbrook c.c. Lydia Cielin, Kyle Schole, Jordan Ruegg, Crystal Letwin, Barb Tywoniuk) copy of the "Thank You for Donation" letter sent to Jim Ratsoy.</p>
851-23 Serben	<p><b>Power Up North Conference</b></p> <p>That Smoky Lake County Councillor Fenerty and Reeve Halisky attend the 2023 Power Up North Conference, scheduled for October 3-5, 2023, at the Hotel Dene and Conference Centre, Cold Lake, Alberta, with Councillor Fenerty attending on October 3-5, 2023 and Reeve Halisky attending on October 4, 2023.</p>	Legislative Services	Completed on September 12, 2023: Councillor Fenerty's attendance is being paid through Community Futures, so no payment is required from the County for Linda. Reeve Halisky's fee for one day is \$100 and the information was provided to Accounts Payable by the Executive Services Clerk



**ACTION LIST:**

**September 2023 County Council Meeting**



September 7, 2023

MOTION NO.	RESOLUTION	DEPARTMENT	ACTION																																								
852-23 Cere	<p><b>NE Muni-Corr ATV Ride – Request for Assistance</b></p> <p>That Smoky Lake County Council <b>deny</b> the request outlined in the email which was deferred by Council's August 23, 2023, Motion #838-23, from Marianne Janke, representing the Alberta's Iron Horse Trail / Travel Lakeland, dated August 21, 2023, in respect to their ATV Ride event known as "N.E. Muni-Corr ATV Ride", scheduled for Monday, September 11, 2023, requesting assistance of County manpower and equipment to facilitate picking up the ATVs in the Town of St. Paul at the end of the trail ride and shuttling them back to the Village of Waskatenau; as the County has no availability or capacity of manpower and/or equipment to accommodate such a request.</p>	Legislative Services	On September 7, 2023 at 10:28 A.M. an email was sent to Marianne Janke, Alberta's Iron Horse Trail / Travel Lakeland, at <a href="mailto:info@ironhorsetrail.ca">info@ironhorsetrail.ca</a> a copy of Motion 852-23 as notification of denial.																																								
853-23 Halisky	<p><b>2023-2025 Five-Year Financial Plan</b></p> <p>That Smoky Lake County Council adopt the 2023-2027 Five-Year Financial Plan, which provides the highlights of Smoky Lake County's Operating, Capital, and Road Plan budget, as amended; and post the document to the County's website.</p>	Communication	2023-2025 Five-Year Financial Plan was posted to the Website on September 8, 2023.																																								
854-23 Gawalko	<p><b>Year 2023 – Property Tax Sale</b></p> <p>That Smoky Lake County advertise the following properties with a Tax Notification issued on their Land Title, for the Year-2023 Property Tax Sale, to be scheduled for December 1, 2023 at 10:00 a.m.:</p> <table border="1"> <thead> <tr> <th>Roll #</th> <th>Acres</th> <th>LINC #</th> <th>Legal Description</th> </tr> </thead> <tbody> <tr> <td>12591540</td> <td>153.38</td> <td>0020900742</td> <td>NE 15-59-12-4</td> </tr> <tr> <td>13613240</td> <td>158.00</td> <td>0023571153</td> <td>NE 32-61-13-4</td> </tr> <tr> <td>14590910</td> <td>161.00</td> <td>0023555179</td> <td>SE 9-59-14-4</td> </tr> <tr> <td>16601910</td> <td>160.00</td> <td>0010150563</td> <td>SE 19-60-16-4</td> </tr> <tr> <td>17593320</td> <td>160.51</td> <td>0023477391</td> <td>SW 33-59-17-4,</td> </tr> <tr> <td>22010105</td> <td>Spedden</td> <td>0010199347</td> <td>Lot 5 &amp; 6 Blk 1 Plan 1955CL</td> </tr> <tr> <td>28170112</td> <td>Edwand</td> <td>0019965343</td> <td>Lot 12 &amp; 13 Blk 1 Plan 2206CL</td> </tr> <tr> <td>30190101</td> <td>Wayetenau</td> <td>0013499082</td> <td>Lot 1 Blk 1 Plan 7822612</td> </tr> <tr> <td>40300413</td> <td>Warspite</td> <td>0010266906</td> <td>Lot 13 Blk 4 Plan 314HW.</td> </tr> </tbody> </table>	Roll #	Acres	LINC #	Legal Description	12591540	153.38	0020900742	NE 15-59-12-4	13613240	158.00	0023571153	NE 32-61-13-4	14590910	161.00	0023555179	SE 9-59-14-4	16601910	160.00	0010150563	SE 19-60-16-4	17593320	160.51	0023477391	SW 33-59-17-4,	22010105	Spedden	0010199347	Lot 5 & 6 Blk 1 Plan 1955CL	28170112	Edwand	0019965343	Lot 12 & 13 Blk 1 Plan 2206CL	30190101	Wayetenau	0013499082	Lot 1 Blk 1 Plan 7822612	40300413	Warspite	0010266906	Lot 13 Blk 4 Plan 314HW.	Communication	<p>This motion was rescinded on October 12, 2023 and replaced with Motion 955-23.</p> <p>Property Tax Sale was <u>rescheduled to December 12, 2023.</u></p>
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**ACTION LIST:**

**September 2023 County Council Meeting**



September 7, 2023

MOTION NO.	RESOLUTION	DEPARTMENT	ACTION
855-23 Fenerty	<p><b>Sponsorship of the Threshing Bee Event at the Smoky Lake Pumpkin Fair and Weigh-Off Event</b></p> <p>That Smoky Lake County advise the Smoky Lake Pumpkin Growers Association of the annual monetary donation has been provided in the amount of \$1,500.00 towards the Threshing Bee event held during the Smoky Lake Pumpkin Growers Association's Annual Pumpkin Fair &amp; Weigh-Off, scheduled for October 5-8, 2023, in the Town of Smoky Lake.</p>	Legislative Services	<p>On September 7, 2023 - A copy of Motion 855-23 was provided to:                      Lonnie Shulko <a href="mailto:lshulko@smokylakecounty.ab.ca">lshulko@smokylakecounty.ab.ca</a>                      Christopher Minailo <a href="mailto:cminailo@smokylakecounty.ab.ca">cminailo@smokylakecounty.ab.ca</a>                      Dave Franchuk <a href="mailto:dfranchuk@smokylakecounty.ab.ca">dfranchuk@smokylakecounty.ab.ca</a>                      Lydia Cielin <a href="mailto:lcielin@smokylakecounty.ab.ca">lcielin@smokylakecounty.ab.ca</a>                      Jenna Preston <a href="mailto:jenna.preston@smokylakecounty.ab.ca">jenna.preston@smokylakecounty.ab.ca</a>  <a href="mailto:smokylakepumpkingrowers@gmail.com">smokylakepumpkingrowers@gmail.com</a>                      Brenda Adamson <a href="mailto:badamson@smokylakecounty.ab.ca">badamson@smokylakecounty.ab.ca</a>                      of the annual monetary donation for awareness.</p>
856-23 Fenerty	<p><b>Council Attendance at the Smoky Lake Annual Pumpkin Fair and Weigh-Off</b></p> <p>That Smoky Lake County Council who can attend – attend the Smoky Lake Pumpkin Growers Association's Annual Pumpkin Fair &amp; Weigh-Off, and approve for the Reeve to bring greetings and/or participate in the Dignitaries Parade, during the said event scheduled for October 5-8, 2023, in the Town of Smoky Lake.</p>	Legislative Services	<p>On September 7, 2023 - A copy of Motion 856-23 was provided to:                      Lonnie Shulko <a href="mailto:lshulko@smokylakecounty.ab.ca">lshulko@smokylakecounty.ab.ca</a>                      Christopher Minailo <a href="mailto:cminailo@smokylakecounty.ab.ca">cminailo@smokylakecounty.ab.ca</a>                      Dave Franchuk <a href="mailto:dfranchuk@smokylakecounty.ab.ca">dfranchuk@smokylakecounty.ab.ca</a>                      Lydia Cielin <a href="mailto:lcielin@smokylakecounty.ab.ca">lcielin@smokylakecounty.ab.ca</a>                      Jenna Preston <a href="mailto:jenna.preston@smokylakecounty.ab.ca">jenna.preston@smokylakecounty.ab.ca</a>  <a href="mailto:smokylakepumpkingrowers@gmail.com">smokylakepumpkingrowers@gmail.com</a>                      Brenda Adamson <a href="mailto:badamson@smokylakecounty.ab.ca">badamson@smokylakecounty.ab.ca</a>                      for awareness and communication of motion.</p>
857-23 Fenerty	<p><b>In-Kind Assistance at the Smoky Lake Annual Pumpkin Fair and Weigh-Off Event</b></p> <p>That Smoky Lake County Council approve to provide in-kind assistance to the Smoky Lake Pumpkin Growers Association with manpower and/or equipment preceding, during and following their Annual Pumpkin Fair &amp; Weigh-Off event, scheduled for October 5-8, 2023, in the Town of Smoky Lake, in response to the email received from the Association, dated August 31, 2023, requesting the County:</p> <ol style="list-style-type: none"> <li>1. distribute County picnic tables at several locations within the Town of Smoky Lake,</li> <li>2. deliver and return the Smoky Lake Riding Club bleachers from the Stampede grounds to the Pumpkin Drop area, and</li> <li>3. setup chairs on October 5<sup>th</sup> and/or 6<sup>th</sup> inside the Smoky Lake Agricultural Complex Arena.</li> </ol>	<p>Legislative Services</p> <p>Interim Chief Administrative Officer</p>	<p>On September 7, 2023 - A copy of Motion 857-23 was provided to:                      Lonnie Shulko <a href="mailto:lshulko@smokylakecounty.ab.ca">lshulko@smokylakecounty.ab.ca</a>                      Christopher Minailo <a href="mailto:cminailo@smokylakecounty.ab.ca">cminailo@smokylakecounty.ab.ca</a>                      Dave Franchuk <a href="mailto:dfranchuk@smokylakecounty.ab.ca">dfranchuk@smokylakecounty.ab.ca</a>                      Lydia Cielin <a href="mailto:lcielin@smokylakecounty.ab.ca">lcielin@smokylakecounty.ab.ca</a>                      Jenna Preston <a href="mailto:jenna.preston@smokylakecounty.ab.ca">jenna.preston@smokylakecounty.ab.ca</a>  <a href="mailto:smokylakepumpkingrowers@gmail.com">smokylakepumpkingrowers@gmail.com</a>                      Brenda Adamson <a href="mailto:badamson@smokylakecounty.ab.ca">badamson@smokylakecounty.ab.ca</a></p> <p>On October 1, 2023: Email conversations between Michelle Wright, President, Smoky Lake Pumpkin Growers, Lydia Cielin, Dave Franchuk and Chris Minailo confirming the In-kind details to finalize.</p> <p>Bleacher drop off at the Pumpkin Drop-Off Location by Bigway.</p>



**ACTION LIST:**

**September 2023 County Council Meeting**



September 7, 2023			
MOTION NO.	RESOLUTION	DEPARTMENT	ACTION
862-23 Serben	<p><b>Dust Suppression Request for Iron Horse Trail at Edwand</b></p> <p>Smoky Lake County Council <b>defer</b> the request to provide funds not to exceed the amount of \$2,100.00 for trucking/hauling to assist North East Muni-Corr Ltd. in facilitating dust suppression on the Iron Horse Trail right-of-way for approximately 200 meters adjacent to, and east of, the Hamlet of Edwand, for the purpose of conducting a test strip with MG30 product supplied at no cost by Kortech Ltd. of St. Paul; <b>and</b> request North East Muni-Corr Ltd. provide half (1/2) the funding for the said trucking/hauling.</p>	Environment and Parks Manager	<p>On September 12, 2023 – an email was sent.</p> <p>The 1/2 funding request to be discussed on October 16, 2023 Muni-Corr Board meeting.</p>
863-23 Gawalko	<p><b>Village of Vilna Request for Custom Work – Road Maintenance of 52<sup>nd</sup> Street</b></p> <p>That Smoky Lake County execute a custom work agreement with the Village of Vilna for the purpose of maintaining the Village's 52<sup>nd</sup> Street located on the West boundary of Vilna connecting to the County's Range Road 135; <b>and</b> Council agree to waive any custom work fees for the said maintenance.</p>	Public Works Manager	<p>Village of Vilna executed the Custom Work Agreement on September 7, 2023.</p> <p>Work on grading the Road was completed on September 10, 2023 and during the week of October 16 – was graded again.</p>
864-23 Gawalko	<p><b>Village of Vilna Request for Custom Work – Brushing at Intersection of 50<sup>th</sup> Street</b></p> <p>That Smoky Lake County Council approve to enter into custom work agreement with the Village of Vilna to provide tree brushing at cost to the Village, for the South West corner of the intersection of 50<sup>th</sup> Street, Vilna and County Township Road 594, located on the north boundary of Vilna, in response to the email received from Earla Wager, Chief Administrative Officer, Village of Vilna, dated September 6, 2023.</p>	Public Works Manager	<p>Work was completed on November 15, 2023.</p>
865-23 Fenerty	<p><b>Interim Chief Administrative Report</b></p> <p>That Smoky Lake County Council accept the verbal report from the Interim Chief Administrative Officer, provided on September 7, 2023.</p>	Interim Chief Administrative Officer	<p>Updated Council in respect to the Action List process.</p> <p>Will be provided to Council again during the CAO Report.</p>

**ACTION LIST:**  
**September 2023 County Council Meeting**



September 7, 2023			
MOTION NO.	RESOLUTION	DEPARTMENT	ACTION
866-23 Serben	<p><b>CALP Additional Funding Request – Smoky Lake County Community Learning Council</b></p> <p>That Smoky Lake County, as managing partner of Smoky Lake County Community Learning Council, acknowledge receipt of the email from Cora Roberts, Director of Foundational Learning Supports, Advanced Education, dated August 28, 2023, announcing approval for a one-time additional Community Adult Learning Program (CALP) funding in the amount of \$3,870.00 towards the Smoky Lake County Community Learning Council; and approve to execute the funding agreement upon receipt.</p>	Interim Chief Administrative Officer	<p>Smoky Lake County as Managing Partner executed the Agreement on September 11, 2023 and emailed it on to AE Grant Management for the AR 65503: 2021-2024 Community Adult Learning Program (CALP) Additional Funding Grant Agreement for one-time funding in the amount of \$3,870.00.</p> <p>Smoky Lake County received the Grant on October 31, 2023 and I forward \$3,870.00 to Community Learning Council in November 2023.</p>
867-23 Fenerty	<p><b>Veterans Memorial Highway Brochure</b></p> <p>That Smoky Lake County <b>deny</b> the request outlined in the email received from Morgan Gordeyko, Two Hills Regional Chronicle, dated August 22, 2023, in respect to participating in their brochure project for the Veterans Memorial Highway.</p>	Legislative Services	<p>On September 7, 2023 – an email was sent to the Two Hills Chronicle that Smoky Lake County will opt out of participating.</p> <p>c.c Lydia Cielin, Jordan Ruegg, Kyle Schole, Jenna Preston.</p>
869-23 Cere	<p><b>Schedule a Smoky Lake County Councillor Road Tour</b></p> <p>That a Smoky Lake County Councillor Road Tour, be scheduled for <b>Friday, September 29, 2023, commencing at 8:00 a.m.</b> from the Main Office, 4612 McDougall Drive, Smoky Lake.</p>	Legislative Services	<p>County Road Tour was cancelled. Notification was issued by Legislative Services on September 26, 2023 at 9:06 AM</p> <p>To be rescheduled in late Spring 2024.</p>
872-23 Serben	<p><b>Pursuit of Veterinary Services to Return to Plan 1624316, Lot 1, Block 2, SW 21-59-17-W4</b></p> <p>That Smoky Lake County Council acknowledge the August 31, 2023, recommendation from the Regional Community Development Committee (RCDC) Motion #72-23, in respect to Smoky Lake County pursuing opportunities for the return of veterinary services at the vacant veterinary clinic located on the lands legally described as Plan 1624316, Lot 1, Block 2, SW-21-59-17-W4, within Smoky Lake County; and confirm the attraction of Veterinarians falls under the scope of the Physicians and Health Care Professionals Committee (formerly known as the Doctor Retention and recruitment Committee), and as such the matter be deferred to the Physicians and Health Care Professionals Committee.</p>	Legislative Services	<p>Veterinary Services was on the Doctor Retention and Recruitment Committee Meeting (Physicians and Health Care Professionals) Agenda for the meeting scheduled for October 23, 2023 at 5:00 p.m.</p> <p>Agenda Item under 6. New Business – 6.1: <u>Veterinarian Initiatives</u> and Mr. Eric LaPorte was a delegation to speak to this issue.</p>

**ACTION LIST:**  
**September 2023** County Council Meeting



September 28, 2023

MOTION NO.	RESOLUTION	DEPARTMENT	ACTION																																																																																																																																																		
887-23 Serben	<p><b>Strategic Transportation Infrastructure Program (STIP) – Year 2024 Bridge Priorities</b></p> <p>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 Files Numbers:</p> <table border="1" data-bbox="275 634 1016 1338"> <thead> <tr> <th colspan="6">4 2024 CONSTRUCTION - OPTIONAL (STIP APPLICATIONS)</th> </tr> <tr> <th></th> <th>Construction</th> <th>Engineering</th> <th>Total</th> <th>AT Share</th> <th>County Share</th> </tr> </thead> <tbody> <tr> <td colspan="6"><b>Priority 2023 STIP Applications:</b></td> </tr> <tr> <td>4</td> <td>BF08200</td> <td>\$ 2,531,400</td> <td>\$ 326,425</td> <td>\$ 2,857,825</td> <td>\$ 2,143,369</td> <td>\$ 714,456</td> </tr> <tr> <td>5</td> <td>BF08201</td> <td>\$ 1,021,240</td> <td>\$ 280,000</td> <td>\$ 2,101,240</td> <td>\$ 1,575,930</td> <td>\$ 525,310</td> </tr> <tr> <td>6</td> <td>BF08048</td> <td>\$ 799,165</td> <td>\$ 130,373</td> <td>\$ 929,528</td> <td>\$ 687,146</td> <td>\$ 232,382</td> </tr> <tr> <td>7</td> <td>BF70923</td> <td>\$ 279,720</td> <td>\$ 57,120</td> <td>\$ 336,840</td> <td>\$ -</td> <td>\$ 336,840</td> </tr> <tr> <td>8</td> <td>BF07814</td> <td>\$ 160,020</td> <td>\$ 30,503</td> <td>\$ 190,523</td> <td>\$ 142,892</td> <td>\$ 47,631</td> </tr> <tr> <td>9</td> <td>BF74018</td> <td>\$ 219,581</td> <td>\$ 48,896</td> <td>\$ 268,577</td> <td>\$ 202,183</td> <td>\$ 67,394</td> </tr> <tr> <td>10</td> <td>BF72828</td> <td>\$ 266,112</td> <td>\$ 50,417</td> <td>\$ 316,529</td> <td>\$ 237,397</td> <td>\$ 79,132</td> </tr> <tr> <td>11</td> <td>BF75780</td> <td>\$ 157,800</td> <td>\$ 50,000</td> <td>\$ 207,800</td> <td>\$ 155,850</td> <td>\$ 51,950</td> </tr> <tr> <td>12</td> <td>BF70497</td> <td>\$ 942,086</td> <td>\$ 192,000</td> <td>\$ 1,134,086</td> <td>\$ 850,572</td> <td>\$ 283,524</td> </tr> <tr> <td colspan="6"><b>SUMMARY TOTAL CONSTRUCTION</b></td> </tr> <tr> <td></td> <td></td> <td>\$ 1,745,700</td> <td>\$ 372,815</td> <td>\$ 2,118,524</td> <td>\$ 1,588,893</td> <td>\$ 529,631</td> </tr> <tr> <th colspan="6">5 2024 CONSTRUCTION - REPAIR / MAINTENANCE</th> </tr> <tr> <th></th> <th>Construction</th> <th>Engineering</th> <th>Total</th> <th>AT Share</th> <th>County Share</th> </tr> <tr> <td colspan="6"><b>Priority 2023 STIP Applications:</b></td> </tr> <tr> <td>1</td> <td>BF08532</td> <td>\$ 190,450</td> <td>\$ 35,306</td> <td>\$ 233,756</td> <td>\$ -</td> <td>\$ 233,756</td> </tr> <tr> <td>2</td> <td>BF74017</td> <td>\$ 225,000</td> <td>\$ 50,000</td> <td>\$ 275,000</td> <td>\$ -</td> <td>\$ 275,000</td> </tr> <tr> <td>3</td> <td>BF08190</td> <td>\$ 167,580</td> <td>\$ 31,448</td> <td>\$ 199,028</td> <td>\$ -</td> <td>\$ 199,028</td> </tr> <tr> <td colspan="6"><b>SUMMARY TOTAL CONSTRUCTION</b></td> </tr> <tr> <td></td> <td></td> <td>\$ 582,030</td> <td>\$ 116,754</td> <td>\$ 707,784</td> <td>\$ -</td> <td>\$ 707,784</td> </tr> </tbody> </table>	4 2024 CONSTRUCTION - OPTIONAL (STIP APPLICATIONS)							Construction	Engineering	Total	AT Share	County Share	<b>Priority 2023 STIP Applications:</b>						4	BF08200	\$ 2,531,400	\$ 326,425	\$ 2,857,825	\$ 2,143,369	\$ 714,456	5	BF08201	\$ 1,021,240	\$ 280,000	\$ 2,101,240	\$ 1,575,930	\$ 525,310	6	BF08048	\$ 799,165	\$ 130,373	\$ 929,528	\$ 687,146	\$ 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	\$ 219,581	\$ 48,896	\$ 268,577	\$ 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	\$ 942,086	\$ 192,000	\$ 1,134,086	\$ 850,572	\$ 283,524	<b>SUMMARY TOTAL CONSTRUCTION</b>								\$ 1,745,700	\$ 372,815	\$ 2,118,524	\$ 1,588,893	\$ 529,631	5 2024 CONSTRUCTION - REPAIR / MAINTENANCE							Construction	Engineering	Total	AT Share	County Share	<b>Priority 2023 STIP Applications:</b>						1	BF08532	\$ 190,450	\$ 35,306	\$ 233,756	\$ -	\$ 233,756	2	BF74017	\$ 225,000	\$ 50,000	\$ 275,000	\$ -	\$ 275,000	3	BF08190	\$ 167,580	\$ 31,448	\$ 199,028	\$ -	\$ 199,028	<b>SUMMARY TOTAL CONSTRUCTION</b>								\$ 582,030	\$ 116,754	\$ 707,784	\$ -	\$ 707,784	Legislative Services	On September 7, 2023 at 3:44 P.M. an Email was sent to the Regional CAO's (Smoky Lake, Vilna and Waskatenau) c.c. Crystal Letwin, Lydia Cielin, Jordan Ruegg, Kyle Schole and Brenda Adamson providing a copy of Motion 846-23 for awareness.
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**ACTION LIST:**  
**September 2023 County Council Meeting**

September 28, 2023			
MOTION NO.	RESOLUTION	DEPARTMENT	ACTION
888-23 Serben	<b>Waskatenau Curling Club – Donation Request for Ice Plant</b> 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.	Legislative Services	Email sent to Mr. Gary Macyk on September 28, 2023 at 11:15 a.m. letting him know that Council approved funds.  Cheque No. 53687 was issued on October 12, 2023.
889-23 Cere	<b>Delegation Information from Waskatenau Curling Club President: Gary Macyk</b> 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.	Interim CAO	No action required. Received a phone from Gary Macyk on September 29, 2023 expressing heartfelt thank you. I indicated to Mr. Macyk how wonderful and insightful his presentation to Council was.
890-23 Cere	<b>Haul Road Agreement</b> 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.	Interim CAO	Haul Road Agreement – Policy Statement No. 03-14 will be placed on the Agenda for the next Policy Committee Meeting scheduled for December 4, 2023 at 10:00 a.m.
891-23 Cere	<b>Rural Palliative Care Program – Request for Support</b> That Smoky Lake County Council <b>defer</b> 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).	Legislative Services  Interim CAO	Letter and motion was sent by Email to Barb Tywoniuk on September 28, 2023 c.c. to Crystal Letwin, CAO Smoky Lake, Lydia Cielin, Lorne Halisky and Brenda Adamson.  Physician and Health Care Professionals Committee meeting scheduled for October 3, 2023 – Agenda Item 6.3 Palliative Care Letter.
892-23 Serben	<b>Accurate Assessment Group Ltd. – Smoky Lake County Assessment Services Agreement</b> 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.	Finance Manager	The 2024 – 2028 Agreement with option to renew for another 5 years to 2029-2033 was executed with Accurate Assessment Group Ltd. on October 19, 2023.

**ACTION LIST:**

**September 2023 County Council Meeting**



September 28, 2023

MOTION NO.	RESOLUTION	DEPARTMENT	ACTION						
893-23 Serben	<p><b>Family and Community Support Services (FCSS) Grant</b></p> <p>That Smoky Lake County <b>approve</b> to allocate funding from the <b>2023</b> Family and Community Support Services (FCSS) Grant budget in accordance with Policy No. 08-17-01: Family and Community Support Services (FCSS) grant as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #d62728;">Community Group</th> <th style="background-color: #d62728;">Eligibility</th> <th style="background-color: #d62728;">Funding</th> </tr> </thead> <tbody> <tr> <td>Smoky Lake Minor Hockey Association</td> <td>Respect in Sport Trainer / Safety and Coaching Program</td> <td style="text-align: center;">\$2,000.00</td> </tr> </tbody> </table>	Community Group	Eligibility	Funding	Smoky Lake Minor Hockey Association	Respect in Sport Trainer / Safety and Coaching Program	\$2,000.00	Legislative Services	<p>Email sent to Accounts Payable on September 28, 2023.</p> <p>Cheque No. 53658 was issued.</p>
Community Group	Eligibility	Funding							
Smoky Lake Minor Hockey Association	Respect in Sport Trainer / Safety and Coaching Program	\$2,000.00							
894-23 Gawalko	<p><b>Power and Electricity Program 2025-2029 through Alberta Municipal Services Corporation</b></p> <p>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.</p>	Finance Manager	The Power and Electricity Agreement Contract with Alberta Municipal Services Corporation was executed on October 4, 2023.						
895-23 Fenerty	<p>That Smoky Lake County Policy Statement No. 01-04-01: Proclamations, be adopted as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Title: <b>Proclamations</b></td> <td style="width: 30%;">Policy No.: <b>04-02</b></td> </tr> <tr> <td>Section: <b>01</b></td> <td>Code: <b>P-R</b></td> </tr> <tr> <td>Purpose:</td> <td>To establish a consistent process and outline criteria for annual proclamations and other proclamations upon request.</td> </tr> </table>	Title: <b>Proclamations</b>	Policy No.: <b>04-02</b>	Section: <b>01</b>	Code: <b>P-R</b>	Purpose:	To establish a consistent process and outline criteria for annual proclamations and other proclamations upon request.	Communications	Posted to the Smoky Lake County website on October 5, 2023
Title: <b>Proclamations</b>	Policy No.: <b>04-02</b>								
Section: <b>01</b>	Code: <b>P-R</b>								
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**ACTION LIST:**

**September 2023 County Council Meeting**



September 28, 2023			
MOTION NO.	RESOLUTION	DEPARTMENT	ACTION
898-23 Cere	<p><b>Offer to Purchase County Owned Land – Plan 716 CL, Block 1, Lot 9 – Warspite</b></p> <p>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; <b>and</b> execute an Agreement to Purchase with Mr. O'Hagan, pursuant to Smoky Lake County Policy No. 61-10: Disposition of County-Owned Property; <b>and</b> 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; <b>and</b> County Council approve to write off the remaining portion of property taxes owing in the amount of \$5,421.43.</p>	Planning and Development	The Planning and Development Department notified Mr. O'Hagan of Council's decision to sell the lands legally described as Plan 716CL, Block 1, Lot 9, to Mr. O'Hagan, for the amount of \$9,450.00 (\$9,000.00 + \$450.00 G.S.T.) and is working with Mr. O'Hagan to execute the transfer agreement and registration of transfer documents with the Land Titles Office.
899-23 Gawalko	<p><b>County-Owned Lands Public Land Sale Tender</b></p> <p>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:</p> <p>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 &amp; 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</p>	Planning and Development	The Planning and Development Department, in conjunction with the Communications Technician, has advertised the Public Land Sale Tender on the County's website and social media platforms, beginning on October 17, 2023, and will be placing an advertisement in the Redwater Review for two consecutive weeks.

**ACTION LIST:**

**September 2023 County Council Meeting**



September 28, 2023			
MOTION NO.	RESOLUTION	DEPARTMENT	ACTION
900-23 Cere	<p><b>County-Owned Lands Public Land Sale Tender</b> 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:</p> <p>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</p>	Planning and Development	The Planning and Development Department in conjunction with the Interim CAO, has signed and executed an agreement with CLHbid.com on October 17, 2021 to advertise said lands through CLHbid's platforms, with the auction process commencing on February 15, 2024, and a closing date of March 21, 2024.
901-23 Halisky	<p><b>Proclamation of Historical Significance: Heritage Manitoba Maple on River Lot 12</b> That Smoky Lake County proclaim the Manitoba Maple Trees located at Metis Crossing on River Lot 12, as being trees of historic significance:</p> <p>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,</p> <p>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</p> <p>WHEREAS, these immigrants brought with them their cultures and customs, as well as seeds and seedlings, including 'Manitoba Maple Trees' and</p> <p>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,</p> <p>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.</p>	Communications	Posted to the Proclamation webpage on October 11.

# ACTION LIST:

## September 2023 County Council Meeting



September 28, 2023			
MOTION NO.	RESOLUTION	DEPARTMENT	ACTION
902-23 Cere	<b>2023-24 Alberta Community Partnership (ACP) Grant Application</b> That Smoky Lake County, as the <b>Managing Partner</b> , 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 <b>Environmental Sensitivity Assessment Study</b> 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.	Legislative Services	September 28, 2023 at 12:23 P.M. an email sent to the CAO's advising of County's Motions, c.c. Lydia Cielin, Kyle Schole, Jordan Ruegg, Crystal Letwin, Barb Tywoniuk.  <b>Smoky Lake County: September 28, 2023 – Motion: 902-23</b> <b>Town of Smoky Lake: September 25, 2023 – Motion: 550-2023</b> <b>Village of Waskatenau: September 21, 2023 – Motion: 191-2023</b> <b>Village of Vilna: September 13, 2023 – Motion: 124-023</b>  County submitted its ACP Application on September 29, 2023.
903-23 Gawalko	<b>2023-24 Alberta Community Partnership (ACP) Grant Application</b> 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 <b>Regional Water, Service Delivery Wastewater, and Stormwater Service Delivery Infrastructure Study</b> ; and approve the <b>Town of Smoky Lake as the Managing Partner</b> ; and further agree to abide by the terms of the Conditional Grant Agreement governing the purpose and use of the grant funds.	Legislative Services	September 28, 2023 at 12:23 P.M. an email sent to the CAO's advising of County's Motions, c.c. Lydia Cielin, Kyle Schole, Jordan Ruegg, Crystal Letwin, Barb Tywoniuk.  <b>Smoky Lake County: September 28, 2023 – Motion: 903-23</b> <b>Town of Smoky Lake: September 25, 2023 – Motion</b> <b>Village of Waskatenau: September 21, 2023 – Motion: 192-2023</b> <b>Village of Vilna: September 13, 2023 – Motion: 125-023</b>
904-23 Serben	<b>2023-24 Alberta Community Partnership (ACP) Grant Application</b> 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 <b>Regional Infrastructure and Engineering Study</b> ; and approve the <b>Village of Vilna as the Managing Partner</b> ; and further agree to abide by the terms of the Conditional Grant Agreement governing the purpose and use of the grant funds.	Legislative Services	September 28, 2023 at 12:23 P.M. an email sent to the CAO's advising of County's Motions, c.c. Lydia Cielin, Kyle Schole, Jordan Ruegg, Crystal Letwin, Barb Tywoniuk.  <b>Smoky Lake County: September 28, 2023: Motion 904-23</b> <b>Town of Smoky Lake: September 25, 2023: Motion: 551-2023</b> <b>Village of Waskatenau: September 21, 2023 – Motion: 193-2023</b> <b>Village of Vilna: September 13, 2023 – Motion: 126-023</b>

**ACTION LIST:**

**September 2023 County Council Meeting**



September 28, 2023			
MOTION NO.	RESOLUTION	DEPARTMENT	ACTION
905-23 Fenerty	<p><b>2023-24 Alberta Community Partnership (ACP) Grant Application</b> 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 <b>Regional Recreation Services Inventory and Operations and Feasibility Study</b>; and approve the <b>Village of Waskatenau as the Managing Partner</b>; and further agree to abide by the terms of the Conditional Grant Agreement governing the purpose and use of the grant funds.</p>	Legislative Services	<p>September 28, 2023 at 12:23 P.M. an email sent to the CAO's advising of County's Motions, c.c. Lydia Cielin, Kyle Schole, Jordan Ruegg, Crystal Letwin, Barb Tywoniuk.</p> <p><b>Smoky Lake County: September 28, 2023 – Motion: 902-23</b> <b>Town of Smoky Lake: September 25, 2023 – Motion: 552-2023</b> <b>Village of Waskatenau: September 21, 2023 – Motion: 194-2023</b> <b>Village of Vilna: September 13, 2023 – Motion: 127-023</b></p>
906-23 Cere	<p><b>Bylaw No. 1451-23: Municipal Reserve (MR) Designation – Warspite</b></p> <p>That Smoky Lake County <b>Bylaw No. 1451-23: Municipal Reserve (MR) Designation - Warspite</b>, for the purpose of designating Plan 2562BS, Block RLY, Lot 59, in the Hamlet of Warspite as a Municipal Reserves (MR), be given <b>FIRST READING</b> as amended to reflect an extended timeframe for review from a period of five years to seven years.</p> <p>Moved by Councillor Fenerty that Smoky Lake County <b>Bylaw No. 1451-23: Municipal Reserve (MR) Designation - Warspite, SECOND READING.</b></p> <p>Moved By Councillor Gawalko that Smoky Lake County Council give <b>unanimous consent for permission for Third Reading to Bylaw No. 1451-23: Municipal Reserve (MR) Designation - Warspite,</b> <b>Carried Unanimously.</b></p> <p>Moved by Councillor Cere that Smoky Lake County <b>Bylaw No. 1451-23: Municipal Reserve (MR) Designation - Warspite</b>, for the purpose of designating Plan 2562BS, Block RLY, Lot 59, in the Hamlet of Warspite as a Municipal Reserves (MR), be given <b>THIRD &amp; FINAL READING</b>, 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.</p>	Municipal Clerk	<p>Bylaw No. 1451-23 was executed by the Reeve and Interim CAO.</p> <p>Original was placed in the Bylaw Manual and sent to Communication to post on the website.</p>

# ACTION LIST:

## September 2023 County Council Meeting



September 28, 2023			
MOTION NO.	RESOLUTION	DEPARTMENT	ACTION
907-23 Halisky	<b>North Saskatchewan Watershed Alliance (NSWA) Membership</b> That Smoky Lake County <b>defer</b> 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.	Legislative Services	An email was sent to Scott Millar @ <a href="mailto:scott.millar@nswa.ab.ca">scott.millar@nswa.ab.ca</a> on October 2, 2023 at 5:42 PM from Kyle Schole in respect to the Municipal Contribution for NSWA: <ol style="list-style-type: none"> <li>to specify the \$0.60 per capita on the invoice, and</li> <li>Smoky Lake County is unique in that often the two Metis Settlements get grouped into our population via the federal census, but they are functionally distinct. To that end, it would also be helpful to specify our population at the <a href="#">correct number of 2,517</a>.</li> </ol>
908-23 Cere	<b>Rural Municipalities of Alberta (RMA) Annual Fall Convention</b> 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.	Legislative Services	<u>Attendance:</u> Council: Linda Fenerty, Dominique Cere, Lorne Halisky and Jered Serben. Administration: Kyle Schole, Jordan Ruegg and Chris Minialo.
909-23 Halisky	<b>Lakeland Industry &amp; Community Association (LICA) Board of Director – Seat Appointment</b> That Smoky Lake County confirm Councillors Lorne Halisky and Dan Gawalko were appointed to the 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.	Legislative Services	In accordance with LICA – Environmental Stewards letter of September 5, 2023 – invite to attend our 23 <sup>rd</sup> Annual General Meeting on Thursday, October 5, 2023, in person or virtually at the McArthur Community Hall in Lac La Biche.  Legislative Services sent a calendar reminder September 7, 2023 at 8:47 AM.  Councillors Lorne Halisky and Dan Gawalko did attend.
910-23 Serben	That Smoky Lake County Council <b>deny</b> 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.	Loss Prevention Coordinator	The Loss Prevention Coordinator sent an email to the CAO at the Town of Smoky Lake on November 15, 2023 at 3:53 p.m. forwarding Motion 910-23.  Also indicated in the email that a contributing factor to the flooding issue may be the nearby tree roots that are pushing the sidewalk up from underneath and possibly affecting the foundation. Also, during the winter, it is important that no snow gets pushed up towards the building.



**ACTION LIST:**

**September 2023 County Council Meeting**

September 28, 2023			
MOTION NO.	RESOLUTION	DEPARTMENT	ACTION
<b>911-23</b> <b>Fenerty</b>	<b>Saddle Lake Cree Nation Band #462</b> 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.	<b>Legislative Services</b>	On September 29, 2023, a letter was sent to Chief Terry Cardinal Saddle Lake Cree Nation Band #462 Tribal Administration (Band Office) Box 100, Saddle Lake, AB T0A 3T0 by Emailed to Admin: <a href="mailto:bonnie.white@saddlelake.ca">bonnie.white@saddlelake.ca</a> .  As well as hand delivered.
<b>912-23</b> <b>Halisky</b>	<b>Service Assessment and Economic Development Strategy – 13 Ways Inc. Report</b> 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: <ul style="list-style-type: none"> <li>▪ Realize Efficiencies               <ul style="list-style-type: none"> <li>○ Asset Management and Budgeting</li> <li>○ Joint operations of linear services</li> <li>○ Administrative support</li> <li>○ Coordinated Fleet management</li> </ul> </li> <li>▪ Grow the pie               <ul style="list-style-type: none"> <li>○ Regional Economic Development Strategy</li> <li>○ Regional Marketing Strategy</li> <li>○ Regional Land Use and Development Planning</li> </ul> </li> <li>▪ Make it Happen               <ul style="list-style-type: none"> <li>○ Develop a Common Purpose with a Shared Strategic Direction and a “Shared Objectives”</li> <li>○ Prepare a Governance Structure and Organizational Processes that is effective</li> <li>○ Identify the required financial and human resources to implement the initiatives.</li> </ul> </li> </ul>	<b>Interim CAO</b>	Each of the four respective municipality individual acknowledgment:  <b>Smoky Lake County: September 28, 2023 – Motion: 912-23</b>  <b>Town of Smoky Lake: September 25, 2023 – Motion: 530-2023</b>  <b>Village of Waskatenau: September 21, 2023 – Motion: 198-2023</b>  <b>Village of Vilna: September 13, 2023 – Motion 131-023</b>

**ACTION LIST:**

**September 2023 County Council Meeting**



September 28, 2023			
MOTION NO.	RESOLUTION	DEPARTMENT	ACTION
913-23 Cere	<p><b>Regional Communication Strategy to Intermunicipal Collaboration Committee (ICC)</b> That Smoky Lake County regionally provide a “Notice of Intent” to refer a <b>Regional Communication Strategy</b> 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"> <li>• Evaluate the likelihood of success of a potential area for regional cooperation;                             <ul style="list-style-type: none"> <li>○ Clarify expectations of the parties if a topic is addressed.</li> <li>○ Identify requisite conditions for success at the start of an initiative; and</li> <li>○ Explore the actions required to sustain the initiative.</li> </ul> </li> </ul>	Legislative Services	<p>Each of the four respective municipality individual acknowledgment:</p> <p><b>Smoky Lake County: September 28, 2023 – Motion: 913-23</b></p> <p><b>Town of Smoky Lake: September 25, 2023 – Motion: 529-2023</b></p> <p><b>Village of Waskatenau: September 21, 2023 – Motion: 197-2023</b></p> <p><b>Village of Vilna: September 13, 2023 – Motion: 130-023</b></p>
914-23 Halisky	<p><b>Regional Heritage Tourism to Intermunicipal Collaboration Committee (ICC)</b> 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.</p>	Legislative Services	<p>Each of the four respective municipality individual acknowledgment:</p> <p><b>Smoky Lake County: September 28, 2023 – Motion: 914-23</b></p> <p><b>Town of Smoky Lake: September 25, 2023 – Motion: 553-2023</b></p> <p><b>Village of Waskatenau: September 21, 2023 – Motion: 195-2023</b></p> <p><b>Village of Vilna: Not known at this time.</b></p>
915-23 Fenerty	<p><b>Smoky Lake Region Municipal Information Sharing</b> 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.</p>		<p>Each of the four respective municipality individual acknowledgment:</p> <p><b>Smoky Lake County: September 28, 2023 – Motion: 915-23</b></p> <p><b>Town of Smoky Lake: September 25, 2023 – Motion: 528-2023</b></p> <p><b>Village of Waskatenau: September 21, 2023 – Motion: 196-2023</b></p> <p><b>Village of Vilna: September 13, 2023 – Motion 132-023</b></p>

# ACTION LIST:

## September 2023 County Council Meeting



September 28, 2023			
MOTION NO.	RESOLUTION	DEPARTMENT	ACTION
916-23 Serben	<p><b>Smoky Lake Community and School Association (CASA) – Letter of Support</b></p> <p>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.</p>	<p><b>Legislative Services</b></p> <p><b>Municipal File: 17-7</b></p>	<p>Letter from the Reeve was written on September 18, 2023 to Community and School Association (CASA) in regards to Letter of Support for Playground Project at the New H.A. Kostash School in Smoky Lake and was emailed to Elena Jarema at <a href="mailto:epacholuk@hotmail.com">epacholuk@hotmail.com</a> on September 19, 2023</p>
917-23 Cere	<p><b>Interim Chief Administrative Officer Report</b></p> <p>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.</p>	<b>Interim CAO</b>	<p>Motion indicates acknowledgment that a report was provided to Council.</p> <p>Compliance in accordance with Bylaw No. 14-23: Chief Administrative Bylaw: Section 4.1.5- advise and inform Council in the operations and affairs of the County.</p>
917-23 Cere	<p><b>New H.A. Kostash School Grant Opening – Plaque</b></p> <p>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.</p>	<b>Legislative Services</b>	<p>Plaque was prepared by Legislative Services.</p> <p>Reeve Lorne Halisky pick-up the Plaque on October 20, 2023 to delivery to H.A. Kostash School.</p>
919-23 Cere	<p><b>Reeve’s Report and Councillors Report</b></p> <p>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.</p> <p><b>Note:</b> Jered Serben – Division Five Councillor written report from various Committees, Boards and Commissions was unavailable and will be included in the next reporting period</p>	<b>Legislative Services</b>	<p>Motion indicates compliance in accordance with Smoky Lake County Procedural Bylaw No. 1400-21: Section 4.33.</p> <p>Reeve’s Report is posted on the website following the meeting resolution.</p>
920-23 Gawalko	<p><b>Minister of Justice and Attorney General of Alberta – Smoky Lake Courthouse</b></p> <p>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.</p>	<b>Legislative Services</b>	<p>No action required.</p> <p>Acknowledgement of receipt to the letter written by the County on July 19, 2023.</p>



# ACTION LIST:

## September 2023 County Council Meeting



September 28, 2023			
MOTION NO.	RESOLUTION	DEPARTMENT	ACTION
921-23 Serben	<b>3<sup>rd</sup> Annual Metis Crossing Day - Event</b> 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 3 <sup>rd</sup> Annual Métis Crossing Day.	Legislative Services	Reeve Lorne Halisky did attend the 3 <sup>rd</sup> Annual Metis Crossing Event on September 24, 2023 and brought greetings on behalf of the County.
922-23 Serben	<b>Emergency Department Coverage for Pumpkin Fair Event in Smoky Lake</b> 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.	Legislative Services	On September 13, 2023: Lorne Halisky Chair, Doctor Retention and Recruitment Committee sent a letter by email to Lisa Sparks, Site Manager, Lac La Biche and Smoky Lake Healthcare Centres – Re: Requesting assurance that the Emergency Department at the George McDougall Smoky Lake Healthcare Centre be fully operational for the duration of the Pumpkin Fair weekend on October 5 through 8, 2023  Smoky Lake County send the same letter on September 29, 2023 at 2:40 PM
923-23 Gawalko	<b>Alberta Public Safety and Emergency Services Collection of Municipal Policing Cost Share</b> 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.	Interim CAO	Letter was acknowledge for information and awareness purposes  Numerous emails exchanged from and Finance Manager and the Interim CAO in respect to the Municipality Population / PFM Population listed as 4,097.  On <u>October 31, 2023</u> : email received from Jennifer Hansen at 2:10 PM - Will be adjusted to reflect 2022 . We have prepared a estimate for Smoky Lake County excluding the population of the Metis Settlements that is consistent with the population estimate series used for other municipalities.  <b>In 2022, the population of Smoky Lake County (excluding Metis Settlements) was an estimated 2,660.</b>  We will make a note of the need for a special estimate for Smoky Lake County for funding purposes.  Will be adjusted from 4,097 to 2,660.

# ACTION LIST:

## September 2023 County Council Meeting



September 28, 2023			
MOTION NO.	RESOLUTION	DEPARTMENT	ACTION
925-23 Gawalko	<p><b>Meeting with Minister of Transportation &amp; Economic Corridors at RMA Convention</b></p> <p>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:</p> <ol style="list-style-type: none"> <li>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;</li> <li>2. Culvert replacement versus structure replacement for bridges; and Provincial Highway capital funding primarily for Highway 28 and 857 including resurfacing and vegetation management.</li> </ol>	Legislative Services	<p><b>RMA FALL 2023 CONVENTION: NOVEMBER 9, 2023</b></p> <p><b>Meeting with Minister Dreeshen, Transportation and Economic Corridors for</b>  <b>4:10 p.m. to 4:30 p.m.</b>  <b>9820 – 107 St. NW</b>  <b>Cornwall - Queen Elizabeth II Building (formally known as the Federal Building)</b></p> <p><b>Attendance:</b> Reeve: Jered Serben, Deputy Reeve: Linda Fenerty, Councillor: Dominique Cere &amp; Public Works Manager: Chris Minailo</p>
926-23 Serben	<p><b>Meeting with RCMP Commanding Officer at RMA Convention</b></p> <p>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:</p> <ol style="list-style-type: none"> <li>1. Rural Crime Prevention,</li> <li>2. Enhancing Service Delivery, and</li> <li>3. Enhancing Communication with the Community and Stakeholders.</li> </ol>	Legislative Services	<p><b>RMA FALL 2023 CONVENTION: NOVEMBER 7, 2023</b></p> <p><b>MEETING with Senior RCMP Officers – K Division scheduled for</b>  <b>9:30 a.m. to 9:50 a.m. at the Edmonton Convention Centre – Salon 1</b></p> <p><b>Attendance:</b> Reeve, Jered Serben and Councillor Dominique Cere</p>



# Councillor's Report

9.4

## **For October 21 to November 15, 2023 From Councillor Lorne Halisky, Division 4.**

### **October 23, 2023 – Doctor Retention and Recruitment Committee Meeting** (Lorne and Dan in-person)

- Physicians and Health Care Professionals Committee Bylaw adoption discussion was held with waiting for motions from all member Municipalities.
- Rural High School Health Care event rescheduled to March 01,2024 due to lack of availability of available Alberta Health Services Personnel Support because of preparation and implementation of Connect Care Go Live in Smoky Lake Health Centre.
- Veterinarian discussion and presentation took place for committee consideration on initiatives/incentives etc.
- Rural Health Professionals Action Plan (RhPAP) Grant application was submitted and was successful receiving \$1000 which will be used for Health Care Professionals recognition i.e. gift baskets.
- Discussion was held to recognize the regions resident doctors for covering the Emergency Room for the Heritage and Pumpkin Fair weekends. A Thank You Card will be included with the Health Care Professional recognition gift basket.
- Rural Palliative Care Request for support was discussed and will be forwarded to AHS and Ladies Auxiliary for consideration.
- Received information from Anita Fagnan, Rural Community Consultant – Northeast Zone, Rural Community Development & Engagement about the Rural Health Professions Action Plan (RhPAP).
- Next Dr. Ret. & Rec. Committee Meeting will be at the Call of the Chair.

### **October 24, 2023 – Smoky Lake County and Village of Waskatenau Joint Council Committee Meeting in Waskatenau** (Lorne, Jered, Dan, and Dominique in-person)

- Preliminary Annexation Area Report dated May 25,2023 prepared and presented by Municipal Planning Services discussing conditions, taxation, area structural plan/study and options for consideration.
- Further information and meetings etc. will be considered regarding a proposal for future cost/revenue sharing and/or annexation.

### **November 01, 2023 – NSWA North Saskatchewan Water Alliance – Wetland Session** (virtually)

- Discussion was held on wetland initiatives including educating the public, wetland importance and saving wetlands.
- Wetland Wildlife Presentation covered the importance of the ecosystem and wildlife habitation etc.

### **November 01, 2023 – 2024 Edmonton Boat & Sportsman Show Preparation Meeting** (virtually)

- Discussed Lakeland Region Booth layout, materials, postings, displays, and region representatives manning the booth etc.



# Councillor's Report

**For October 21 to November 15, 2023  
From Councillor Lorne Halisky, Division 4.**

**November 02, 2023 – Elevate Wellness Team Meeting (in-person)**

- Discussed finalizing the Trail Sign(s) content, make, material and installation etc. A decision was made to hold off with the installation in 2024.
- Funding will be supplied to the Library of Things for more lending items, Community Bike Racks Walking Trail Signs and Devonian Park initiatives.

**November 03, 2023 – HAK School Remembrance Day Ceremony (in-person)**

- Attended the Remembrance Day Ceremony and laying a wreath on behalf of the County.

**November 13, 2023 – NAAGO Northeast Alberta Alliance for Growth & Opportunity in Chipman (in-person)**

- Discussion was held on finalizing the NAAGO Terms of Reference, meeting host remuneration of a maximum of \$500, at minimum holding quarterly in-person meetings and NAAGO funding.
- Highway 28 Lobby update - a meeting invite was sent out to all the Northeast Region MLA's and the Minister of Transportation and Economic Corridors requesting committed capital funding etc. for highway(s) upgrade.
- Health Care Lobby update - a direction of next steps will be determined after a November 14, 2023 Lakeland Region Health/AHS Meeting discussing the new AHS system changes.
- Discussed other lobbying initiatives such as Local Government Fiscal Framework LGFF, Non-Emergency Transportation and Broadband. Determined that the NAAGO stick to two lobbying initiatives Highway 28 and Health Care. Contact will be made with the both the Presidents of RMA and AM on increasing, timely, predictable LGFF funding.
- Next Meeting is February 7, 2024 in Myrnam, Alberta.

\*Please contact myself if you would like to discuss any of these items in further detail.

Thank you,

Lorne

Division Five

Jered Serben

October 6<sup>th</sup> – October 25<sup>th</sup>, 2023

## **Smoky Lake Foundation**

### **October 13th**

Jered and Dominique

- Manager's reports accepted for information
- Approval to pay legal fees as presented
- Interim CAO secured funds to re shingle two roofs
- Approved policy AD 465, Video Surveillance System Policy
- Cere and Thompson approved to attend ASCHA North Zone Meeting October 5<sup>th</sup>, 2023
- Interim CAO prepping for compliance audit
- Delegation; Raymond Cormie, CEO for Homeland Housing. Re: CAO recruitment
- Organizational meeting November 17<sup>th</sup> at 9 am followed by a regular Foundation meeting

### **October 27<sup>th</sup>**

#### **Special Meeting, Re: CAO Recruitment**

- Accepted the presentation by Raymond Cormie, CEO, for Homeland Housing
- Chair and Vice Chair approved to consult with legal re: Operational Agreement. Bring back to board (targeting November 17<sup>th</sup>, 2023)

## **Smoky Lake Agricultural Society**

### **October 23<sup>rd</sup>**

- Financials presented
- Fundraising ideas
- Ideas for promoting/marketing the hall and ice – surface
- Finalized project (fresh air system) for the grant application

## **Pumpkin Patch Daycare (AGM)**

### **October 25<sup>th</sup>**

- Elections: Jered Serben, Chair. Carlene Orichowski, Vice – Chair. Treasurer, Stephanie Popel. Secretary, Emilee Feniak.
- One Board member formally resigned her position prior to this meeting
- One new Board member, Christina Ikert

## **Pumpkin Patch Daycare Regular Meeting**

### **October 25<sup>th</sup>**

## **Pumpkin Patch Daycare Regular Meeting**

**October 25<sup>th</sup>**

- Financials presented (\$47,000 loss)
- Lengthy discussion regarding the profit and loss statement. The treasurer explained that the Daycare is on track to be cashflow positive by February 1<sup>st</sup>, 2024. Continuing to recover from expanding by 100 +%
- Lengthy discussion regarding payroll increasing exponentially, scheduling staff, over- time pay, ratios (several age groups of children compared to number of staff required)
- Every regular meeting approximately 3 policies are updated and approved
- Communication flow – chart was discussed
- Daycare is incorporated and files corporate taxes

### **Other meetings and Community events**

- Pumpkin Fair, Oct. 7<sup>th</sup>
- Regional Emergency Management (observed), Oct. 17<sup>th</sup>
- Waskatenau Creek Project (in Wask.), Oct. 24<sup>th</sup>
- Waskatenau Annexation information (in Wask.), Oct. 24<sup>th</sup>



## Reeve's Report

Jered Serben: Reeve and Councillor for Division 5  
**October 26, 2023 to November 15, 2023**

October 26, 2023 – County Council Organizational Meeting (All Council)

- Jered Serben acclaimed as Reeve.
- Linda Fenerty elected as Deputy Reeve.
- To view all appointments, please visit: <https://www.smokylakecounty.ab.ca/p/committees>

October 31, 2023 – County Council Budget Meeting (All Council)

- Approved a maximum of two (2) Councillors attend the Federation of Canadian Municipalities (FCM) Conference in June 2024, in Calgary.
- Acknowledged no changes required for the Council Renumeration and Expenses Policy.
- Approved the Five-Year Bridge Priority Program list.
- Approved the unbudgeted expense funded from the aggregate levy, to commence engineering for emergent repairs to two haul road bridges: on Township Road 604 west of Range Road 191, and on Township Road 584 west of Range Road 170.
- Approved to budget \$7,000 to buy a lidar gun for the County Peace Officer enforcing speed limits.

November 6, 2023 – Mayors / Reeves Liaison Committee Side Meeting during RMA Convention (Jered & Linda)

- This networking committee provides a forum to raise and discuss municipal concerns that might not otherwise be dealt with through RMA at the district or provincial level and provides an opportunity for members to determine if other municipalities share their interests and concerns.
- Items discussed were:
  - Lobby for a Rural Municipal Affairs Minister – Delilah Miller (Reeve, Foothills County)
  - Peace River Correctional Centre release of inmates into the Town of Peace River (and other close urbans) affecting communities, safety, and well-being – Corinna Williams (Reeve, Northern Sunrise County)
  - Victim Services zonal model and its impacts, particularly on the Indigenous people – Corinna Williams (Reeve, Northern Sunrise County)
  - Lack of regional recreation grants in the North – Corinna Williams (Reeve, Northern Sunrise County)

November 7-9, 2023 – Rural Municipalities of Alberta (RMA) Fall Convention in Edmonton (All Council except Dan)

- Sessions included but were not limited to:
  - RMA Quasi-Judicial Agency Member Committee Panel
  - Alberta Police Based Victim Services Association
  - RMA Annual General Meeting
  - Ministerial Forums
  - RMA Resolution Session
  - Carbon Tax Report
  - Premier of Alberta address

November 7, 2023 – Exclusive Meeting with RCMP K-Division at the RMA Convention (Jered & Dominique)

- Enhancing Service Delivery:
  - Ensuring service delivery models and strategies effectively meet the policing needs of our communities (KMOS Operations & after-hours response times)
- Crime Reduction:



# Reeve's Report

Jered Serben: Reeve and Councillor for Division 5  
**October 26, 2023 to November 15, 2023**

- Understanding the drivers of crime and focusing on priority offenders to increase community safety.
- Enhancing Engagement and Communication with Communities and Stakeholders:
  - Engaging with our communities to collectively develop policing priorities that are community-led and enhancing communication about matters related to local policing services.

November 7, 2023 – Exclusive Meeting with Minister of Seniors, Community & Social Services at the Legislature Building (Jered & Kyle Schole)

- Advocated for Senior & Affordable Housing Collaboration.
- Brought awareness to Vilna Lodge's need for renovations.

November 9, 2023 – Exclusive Meeting with Minister of Agriculture & Irrigation at the Legislature Building (Jered & Dominique)

- Advocated for post-COVID funding support for Community Facilities and Agricultural Societies.
- Advocated for AFSC funding to include drought coverage.
- Encouraged collaboration with Minister of Service Alberta & Red Tape Reduction to review the lottery funding distribution system.

November 9, 2023 – Exclusive meeting with Minister of Transportation & Economic Corridors at the legislature grounds (Linda & Chris Minailo)

- Advocated for:
  - Increased STIP Funding for bridges,
  - Bridge #BF08200 replacement,
  - less restrictions in respect to using Culverts for replacing Bridges, working with AEP & Federal Department of Fisheries & Oceans,
  - Capital funding primarily for Hwy 28 and 857 including resurfacing and vegetation management,
  - Accesses along highways for economic development.
- Followed up with the status of the Ministerial Order being prepared for the speed limit reduction along the Town of Smoky Lake to 80 km/hr.

November 9, 2023 – Exclusive meeting with Deputy Premier & Minister of Public Safety and Emergency Services at the RMA Convention (Jered & Lorne)

- Advocated for Regional Emergency Services and Volunteer Firefighters:
  - Increased tax incentives for volunteers and employers
  - Funding support for regional fire services and paid firefighters
  - Increased EMS services
  - Crime reduction
- Brought awareness to Firefighter burnout due to attending ALL calls including medical.

November 14, 2023 – N. E. Muni-Corr Ltd. information session, held in Council Chambers (All Council)

- This session was held at the recommendation from the N.E. Muni-Corr Ltd.'s board as an opportunity for open discussion in respect to their, Sustainability Program, Roles and Responsibilities, Maintenance, Communication, and Bylaws; and to review the partnership between the Municipalities and N.E. Muni-Corr Ltd. and seek common ground to foster working together.





## Reeve's Report

Jered Serben: Reeve and Councillor for Division 5  
**October 26, 2023 to November 15, 2023**

November 15, 2023 – Smoky Lake Region Intermunicipal Collaboration Committee Meeting, held in Council Chambers (All Council)

- This meeting was for progress towards completing the final phase of the Regional Fire Services project, to determine the Budget, Funding Formula, On-Call Pay, Levels of Service, and Terms of Reference.

November 15, 2023 – County Council Chief Administrative Officer Recruitment Meeting, held in Council Chambers (All Council)

- Discussion was held in Executive Session as a Personnel Issue, under the authority of the FOIP Act Section 24: Advice from Officials, and FOIP Section 27: Privileged Information, to Review and Discuss CAO Recruitment: Short Listing – Candidate Summary, Recruitment Agency, Video Job Interviews and Privacy, Probationary Appointments Directive.

For more information about County meetings, minutes, agendas, bylaws, policies, or departments, please visit: [www.smokylakecounty.ab.ca](http://www.smokylakecounty.ab.ca)

# VILNA SCHOOL

(Aspen View Public Schools #78)

BOX 190  
VILNA, AB T0A 3L0  
Email Address: [vilna@asperview.org](mailto:vilna@asperview.org)  
PHONE: 780-636-3651, 780-636-3525  
FAX: 780-636-3502

WORK HARD  
BE KIND

Principal: Joe Harrington  
Vice-Principal: Danielle Girard



October 24, 2023

Linda Fenerty, Councillor  
Village of Vilna  
Box 1, Vilna AB  
T0A 3L0

RE: Vilna Remembrance Day Ceremony

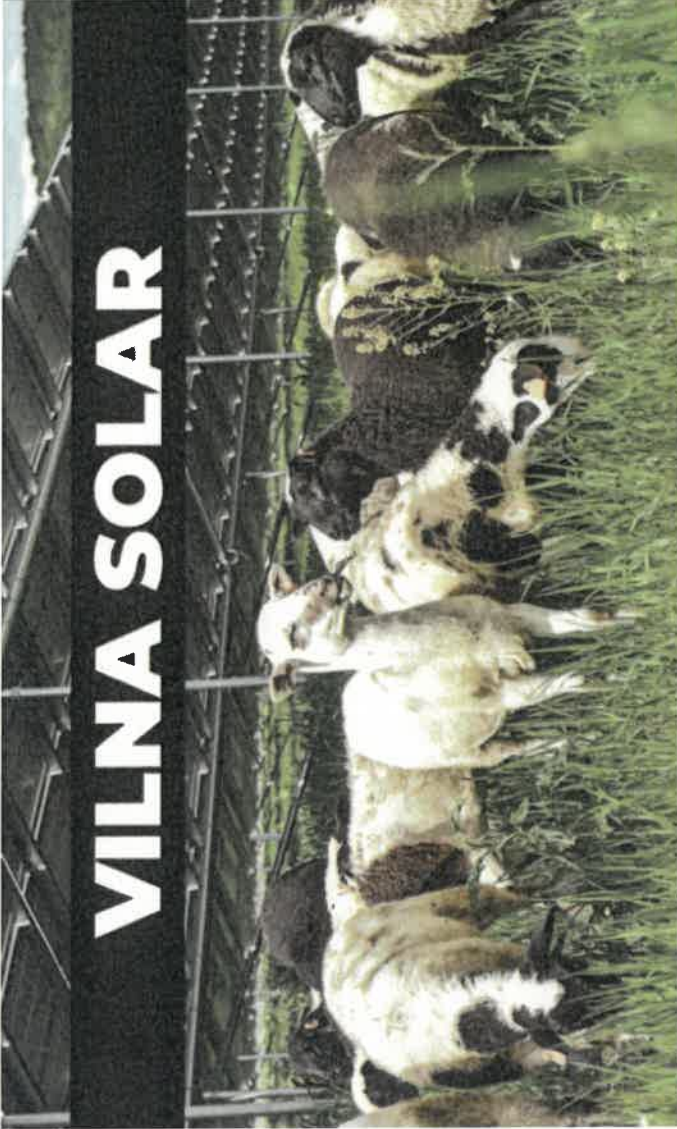
Dear, Councillor Fenerty

Vilna School is hosting a Remembrance Day Ceremony on Friday, November 3rd starting at 10:30am in the Vilna School agora. We would be honored if you or your designated representative could attend.

Please RSVP by contacting myself [tanisha.kozakewich@asperview.org](mailto:tanisha.kozakewich@asperview.org) or by calling 780-636-3651 by October 27th to confirm your attendance. Thank you.

Respectfully,

Tanisha Kozakewich, K/1 Teacher  
Vilna School



# VILNA SOLAR

**OPEN HOUSE**

**November 23, 2023**  
**5:30pm – 8:30pm**

— 0 —

**Vilna & District Ag Society**  
**5431 – 50th Street (Main Street)**  
**Vilna, AB, T0A 3L0**

**CONTACT**

**+1 (780) 652-2592**

**10060 Jasper Ave, Suite 20205, Edmonton AB, T5J3R8**

**[consult@acgl.ca](mailto:consult@acgl.ca)**

**[www.vilnasolar.com](http://www.vilnasolar.com)**





# REPORT

**RMA MEMBER COMMITTEE ON  
QUASI-JUDICIAL AGENCIES**

**November 2023**



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## ➤ EXECUTIVE SUMMARY

The Government of Alberta (GOA) has created several quasi-judicial agencies to carry out regulatory functions on their behalf. Three of the agencies (Alberta Energy Regulator [AER], Alberta Utilities Commission [AUC], and Natural Resources Conservation Board [NRCB]) approve industrial projects commonly located in rural municipalities.

The Rural Municipalities of Alberta (RMA) has expressed concern with the lack of recognition the agencies have for municipal land use plans and input when approving projects in rural municipalities. As municipalities are the approval authority for nearly all other developments, quasi-judicial authority over oil and gas sites (AER), renewable energy projects (AUC), and confined feeding operations (NRCB) has led to cases of land use conflicts and unintended impacts after projects have been approved and built.

To better understand and consider solutions to this issue, the RMA formed a member committee. The committee undertook research, met with quasi-judicial agencies, and conducted a member survey. The committee learned that while the three agencies have different mandates and approval processes, all include barriers to municipal participation and consideration of municipal plans and perspectives.

As municipalities are responsible for land use planning, service delivery, infrastructure management, and other areas, the committee identified municipal impacts of this lack of input in areas such as land use, environment, reclamation / long-term liability, infrastructure strain, and municipal governance.



The committee developed five themes common to the agencies with impacts on municipalities:

- ◆ Theme 1: Public interest is not well-defined or reflected in quasi-judicial approval processes.
- ◆ Theme 2: Applicant engagement requirements do not reflect the importance of municipalities.
- ◆ Theme 3: The scope of approval processes are too narrow to adequately consider local input on cumulative effects, reclamation requirements, or broader land use impacts.
- ◆ Theme 4: Quasi-judicial agency approval processes are difficult for municipalities to access.
- ◆ Theme 5: Quasi-judicial agencies place tremendous trust in the companies they regulate.

Finally, the committee developed eight recommendations for the Government of Alberta and quasi-judicial agencies to consider to better integrate municipal input into their planning processes:

- ◆ Recommendation 1: That the GOA and quasi-judicial agencies work with stakeholders to develop an approach to integrating land use impact assessments and reclamation requirements into project approvals.
- ◆ Recommendation 2: That the GOA and quasi-judicial agencies work with stakeholders to develop a public interest evaluation framework to assess decision-making and engagement processes.
- ◆ Recommendation 3: That the GOA and quasi-judicial agencies work together and with stakeholders, including municipalities, to regularly adapt approval processes to industry changes.
- ◆ Recommendation 4: That both quasi-judicial agencies and applicants play a direct role in initial project engagement processes.
- ◆ Recommendation 5: That agencies review and redevelop current notification systems to better engage with municipalities at the onset of projects.
- ◆ Recommendation 6: That the AER, AUC, and NRCB collaborate to harmonize their respective engagement and approval processes as much as possible.
- ◆ Recommendation 7: That the AER and AUC adopt NRCB requirements related to aligning projects with municipal development plans.
- ◆ Recommendation 8: That municipalities have automatic status as directly affected parties and automatic standing at all hearings.



## > 1. INTRODUCTION

Quasi-judicial agencies are arms-length organizations delegated by the Government of Alberta to perform regulatory functions on its behalf. For some quasi-judicial agencies, these delegated functions include approving development applications for projects within their mandated scope. As industries such as renewable energy, oil and gas and industrial agriculture are prevalent throughout Alberta’s rural municipalities, it is crucial that quasi-judicial approvals of such developments take place through a public interest lens that considers project benefits and risks at both a local and provincewide level. While the *Municipal Government Act* assigns municipalities as responsible for local land use and development decisions, it also includes exceptions for certain development types by transferring approval responsibilities to quasi-judicial agencies.<sup>1</sup> In such cases, quasi-judicial agencies must ensure that municipal plans and perspectives are properly included and considered in their decision-making process, even if municipalities do not have the same legislated control that they have for other developments. Unfortunately, this is not currently the case.

Alberta’s rural municipalities are proud of their unique role in supporting the province’s industrial development by managing rural areas home to natural resources, as well as providing infrastructure and services relied upon by industry. The RMA’s efforts to improve recognition of municipal concerns with project approvals is not to prevent development; in fact, it is just the opposite. By properly including municipal plans and perspectives in the project approval processes, quasi-judicial agencies can ensure that local project risks and impacts that may not be visible to themselves or the applicant are considered and mitigated, which will increase the likelihood that well planned projects will succeed and that truly poor project proposals with significant local risks are less likely to move forward.

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<sup>1</sup> See *Municipal Government Act*, s. 619.



In April 2023, the Rural Municipalities of Alberta (RMA) created the Quasi-Judicial Agencies Member Committee (QJAC) to better understand member concerns with the role, processes, and outcomes of land use and development decisions made by select provincial quasi-judicial agencies. RMA members have expressed concerns that some agencies inadequately assess a project’s local impacts, that project engagement and hearing processes are not accessible to municipalities, and that the agencies are inconsistent in their decision-making processes, all of which put municipalities in a position of risk. RMA members have passed several recent resolutions describing inadequacies in quasi-judicial approval processes and calling for improvements. These include: <sup>2</sup>



- ◆ [Resolution 9-22F](#): Renewable Energy Project Reclamation Requirements
- ◆ [Resolution 21-22F](#): Loss of Agricultural Land to Renewable Energy Projects
- ◆ [Resolution 6-22S](#): Responsiveness of Service Delivery by Quasi-independent Agencies in Alberta
- ◆ [Resolution 7-20F](#): Amendments to *Municipal Government Act* Section 619
- ◆ [Resolution 6-19F](#): Municipal Recourse for Solvent Companies Choosing Not to Pay Taxes
- ◆ [Resolution 11-19F](#): Requirement for Municipal Authority Input on Energy Resource Development Projects
- ◆ [Resolution 20-18F](#): Decommissioning Costs for Wind Energy Developments
- ◆ [Resolution 6-18S](#): Wind Energy Regulations Required at Provincial Level
- ◆ [Resolution 11-18S](#): Recycling of Solar Panels
- ◆ [Resolution 7-11S](#): Natural Resources Conservation Board Approval Process

Based on the focus of the resolutions and ongoing concerns expressed by members, the QJAC examined three quasi-judicial agencies responsible for approving developments that are prevalent across rural Alberta. The agencies chosen were the:

- ◆ [Alberta Energy Regulator \(AER\)](#): Responsible for the regulation of oil, oil sands, natural gas, coal resources, geothermal, and brine-hosted mineral resources.
- ◆ [Alberta Utilities Commission \(AUC\)](#): Responsible for the regulation of electricity, natural gas, water and renewable power generation throughout the province. The AUC’s approval of wind and solar projects is the focus of this report.
- ◆ [Natural Resource Conservation Board \(NRCB\)](#): Responsible for regulating confined feeding operations (CFOs) and major natural resource projects. The NRCB’s approval of CFOs is the focus of this report.

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<sup>2</sup> The full resolutions can be accessed in the RMA Resolutions Database or in Appendix A.



The report features several sections:

- ◆ The **Committee Membership, Mandate and Process** section describes who was on the committee, what they were tasked with and how they went about developing the information in this report.
- ◆ The **Quasi-Judicial Agency Background** section provides a brief overview of the Alberta Energy Regulator, Alberta Utilities Commission and Natural Resources Conservation Board’s mandates and project approval processes.
- ◆ The **Municipal Perspective** section examines why this issue is so important for Alberta’s rural municipalities, and the local impacts of current approval processes.
- ◆ The **Key Themes** section summarizes the main issues heard by the committee.
- ◆ The **Recommendations** section includes several high-level recommendations for changes that can be made to better integrate municipal perspectives into quasi-judicial project approval processes.

The key themes developed by the committee are as follows:

- ◆ Theme 1: Public Interest is not well-defined by quasi-judicial agencies or reflected in quasi-judicial agency approval processes.
- ◆ Theme 2: Applicant engagement requirements do not reflect the importance of municipalities in the project approval process.
- ◆ Theme 3: The scope of approval processes are too narrow to adequately consider local input on cumulative effects, reclamation requirements, or broader land use impacts.
- ◆ Theme 4: Quasi-judicial agency approval processes are difficult for municipalities to access.
- ◆ Theme 5: Quasi-judicial agencies place tremendous trust in the companies they regulate.

The committee’s recommendations are as follows:

- ◆ Recommendation 1: That the Government of Alberta and quasi-judicial agencies work with stakeholders to develop an approach to integrating land use impact assessments and reclamation requirements into all project approvals.
- ◆ Recommendation 2: That the Government of Alberta and quasi-judicial agencies work with stakeholders to develop a public interest evaluation framework to assess their decision-making and engagement processes.
- ◆ Recommendation 3: That the Government of Alberta and quasi-judicial agencies work together and with stakeholders, including municipalities, to regularly adapt approval processes to industry changes.
- ◆ Recommendation 4: That both quasi-judicial agencies and applicants play a direct role in initial project engagement processes.
- ◆ Recommendation 5: That agencies review and redevelop current notification systems to better engage with municipalities at the onset of projects.
- ◆ Recommendation 6: That the AER, AUC and NRCB collaborate to harmonize their respective engagement and approval processes as much as possible.
- ◆ Recommendation 7: That the AER and AUC adopt NRCB requirements related to aligning projects with municipal development plans.
- ◆ Recommendation 8: That municipalities have automatic status as directly affected parties and automatic standing at all hearings.



## > 2. COMMITTEE MEMBERSHIP, MANDATE, & PROCESS

### MANDATE

The QJAC's terms of reference includes the following mandate:

*The purpose of this committee is to provide a rural municipal perspective on the current processes of quasi-judicial boards in approving certain provincially regulated developments, the impacts of such developments on rural municipalities and other landowners, and the role (or lack thereof) of municipalities in such approval processes.*

*The committee will seek local examples of how developments approved by quasi-judicial agencies have impacted municipalities and provide input into the project engagement and approval process from the perspective of municipalities. The committee will primarily focus on local, municipal examples that demonstrate the lack of involvement of rural municipalities in existing processes.*



## COMMITTEE MEMBERS

To gather a province-wide perspective, the QJAC included an elected official representative from each of the RMA's [five districts](#), as well as a Committee Chair. All committee participants applied independently with support from their municipalities and were selected by the RMA Board of Directors based on their knowledge of the issue and perspectives they bring to the committee. Staff from the RMA's External Relations and Advocacy Department provided administrative support to the QJAC.

Committee members included:

- ◆ Board Chair: Jason Schneider, RMA District 1 Director, Vulcan County
- ◆ District 1: Kelly Christman, County of Newell
- ◆ District 2: Brent Ramsay, Red Deer County
- ◆ District 3: Doug Drozd, County of Barrhead
- ◆ District 4: Tyler Airth, Big Lakes County
- ◆ District 5: Cindy Trautman, Camrose County

## COMMITTEE PROCESS

The committee held five meetings from May to September 2023 and met with several stakeholders to better understand the approval processes involved with the AER, AUC, and NRCB. The committee gathered information at each meeting which contributed to the development of the final report.

To gather a wholesome perspective of the issue, the committee invited seven external delegations to engage in a discussions. The delegation included representatives from:

- ◆ Rocky View County
- ◆ Municipal District of Willow Creek
- ◆ Canadian Renewable Energy Association (CanREA)
- ◆ Brownlee LLP
- ◆ Alberta Energy Regulator
- ◆ Alberta Utilities Commission
- ◆ Natural Resources Conservation Board

In addition to the meetings with two member municipalities, the committee administered a member survey to better understand the position of the broader membership. The survey consisted of twenty-two questions related to municipal interactions with the AER, AUC, and NRCB. The committee received 25 responses with a fairly consistent distribution from all districts.



## ➤ 3. QUASI-JUDICIAL AGENCIES BACKGROUND

The three quasi-judicial agencies examined in the report are responsible for monitoring and overseeing various aspects of company performance and the life-cycle of projects. However, each agency's scope is different; each are based on legislation and regulations enacted by the Government of Alberta, which are then actioned by the agencies through the development of rules, policies, directives, or other operational frameworks. For example, while the AER undertakes ongoing monitoring of company financial performance and risk and uses this information to inform their approval of applications for new licenses or license transfers, the NRCB has a much lesser role in regulating the ongoing financial and regulatory performance of companies that operate developments under their regulatory scope; their focus is on the approval of individual developments and environmental compliance.

For this reason, the committee avoided evaluating the broad regulatory role and jurisdiction of each agency, and instead focused primarily on the process by which the regulators review and approve individual project applications. This includes:

- ◆ the role played in the application process by both the regulator and project applicant,
- ◆ the extent to which municipalities have an opportunity to participate in the application process and how their plans and perspectives are considered during the decision-making process,
- ◆ how routine approval requests can be referred to formal hearings, and
- ◆ other aspects that allow for a more direct comparison of commonalities and differences among the three regulators related to the approval of specific projects.



# ALBERTA ENERGY REGULATOR

## Authority and Regulatory Scope

The AER was created in 2013, following the passing of the *Responsible Energy Development Act* (REDA). The AER was formed to harmonize approvals and regulation of all energy projects under one entity and assumed responsibility for regulatory functions previously provided by the Energy Resources Conservation Board and Alberta Environment and Sustainable Resources Development.<sup>3</sup> The AER is responsible for the regulation of oil, oil sands, natural gas, coal resources, geothermal, and brine-hosted mineral resources. The mandate of the AER as outlined in the REDA is “to provide for the efficient, safe, orderly, and environmentally responsible development of energy resources and mineral resources in Alberta through the Regulator’s regulatory activities.” It also specifies that this includes regulation of the disposition and management of public lands, protection of the environment, and conservation, management, and allocation of water.

The AER has developed several rules and directives under the REDA to guide its operations, including application approval processes, requirements for public and stakeholder engagement, and the role of impacted parties (including municipalities) in the application process. In general, rules outline the processes which the AER itself must follow, while directives apply to companies that are regulated by the AER. This section focuses primarily on two documents:

- ◆ “Directive 056: Energy Development Applications and Schedules”, which outlines the project engagement and approval process.
- ◆ The AER Rules of Practice, which outline considerations the AER must follow when determining whether a hearing is necessary on a given project, as well as the hearing process itself.

## Role of Regulator

The AER has limited involvement in the initial project engagement and approval process. Directive 056 places complete responsibility on the project applicant to undertake and report on engagement with impacted stakeholders.

The AER’s involvement becomes much more direct if a statement of concern is filed by a “person who believes the person may be directly and adversely affected by an application.”<sup>4</sup> A statement of concern is a document that is intended to formally capture a person’s opposition to a project application, and must include an explanation of why a person considers themselves directly and adversely affected by the project, the nature of their objection, and the outcomes of the application that the person advocates.<sup>5</sup>

When the AER receives a statement of concern, this may indicate that the initial applicant-led engagement process has identified objections or concerns with the project that may require more direct agency involvement in the form of a hearing. The AER is allowed broad powers to disregard all or some of a statement of concern for many reasons, including if, in their opinion, the person has not demonstrated why they are directly and adversely

<sup>3</sup> Now called Alberta Environment and Protected Areas.

<sup>4</sup> *Responsible Energy Development Act*, s. 32.

<sup>5</sup> AER Rules of Practice, s. 6(1).

affected, the statement of concern is not filed in time, a decision was made prior to the statement of concern being received, it is beyond the scope of the application, it relates to a government policy decision, is frivolous, without merit, or too vague.<sup>6</sup>

In most cases, a statement of concern that the AER deems valid will trigger a hearing. However, the AER has several other factors that they may consider. Firstly, the AER may hold a hearing even if a statement of concern has not been filed for reasons such as possible adverse effects on the environment or the aquatic environment. More notable for the committee's work is the fact that the AER can also choose to not hold a hearing if a valid statement of concern is received for several reasons, including whether the objection raised in the statement of concern has been resolved to the AER's satisfaction and whether the applicant or person filing the statement of concern have attempted to resolve the objection outside the formal process.<sup>7</sup>

While persons are required to file a statement of concern within 30 days of the public notice of the application,<sup>8</sup> the AER may approve applications without waiting for the 30-day period to elapse. Reasons include if an application is "routine" as defined in directive 056,<sup>9</sup> the project has minimal or no adverse impacts on the environment (in the AER's opinion), applications for amendments to licences under a variety of acts, and others.

## Role of Applicant

The AER process requires the project applicant to undertake and report on engagement with impacted stakeholders as a condition of project approval. Applicants must develop and implement a "participant involvement program" (PIP) prior to submitting a formal application to the AER. A PIP should include a process for developing and distributing the applicant's information package and required AER documentation, responding to questions and concerns, discussing options, alternatives and mitigating measures, and seeking confirmation of non-objection.

Directive 056 also states that

*the public is strongly encouraged to participate in ongoing issue identification, problem solving, and planning with respect to local energy developments. Early involvement in informal discussions with industry may lead to greater influence on project planning and mitigation of impacts. The public is also expected to be sensitive to the timing constraints on the applicant.<sup>10</sup>*

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6 AER Rules of Practice, ss. 6.2(1) and 6.2(2).

7 AER's satisfaction and whether the applicant or person filing the statement of concern have attempted to resolve the objection outside the formal process.

8 AER Rules of Practice, s. 5.3.

9 A "routine application" is defined in Appendix 1 of Directive 056 as "one where the applicant met all requirements (including participant involvement), there are no outstanding public or industry concerns, and regulatory variances have been obtained." It is fair to question how the AER can be confident that an application is "routine" if they have not allowed the public the full 30 days to submit a statement of concern.

10 AER Directive 056, s. 3.1.



It is interesting to consider the expectations this places on the public, most of whom are likely unfamiliar with the process and would be reliant on applicants to provide them an opportunity to participate in issue identification, problem solving, etc.

The directive includes thresholds and requirements for what members of the public must be involved in a PIP and how the applicant must interact with each<sup>11</sup>. Public / landowner involvement is based on their distance from various project types, while the directive states:

*...local authorities and the AER play an important part in the plan for orderly land use and should be involved at an early stage in planning an energy development and participant involvement program. Additionally, local authorities, AER staff, and the applicant's previous knowledge of the area may help identify needs in the community.<sup>12</sup>*



Specific involvement requirements fall into two categories: “notification” and “personal consultation and confirmation of non-objection.” Parties falling into each are usually based on the distance a property is located from a specific type of development. In all project types, local authorities are either included in the “notification” category or not included at all.

Notification is, not surprisingly, a relatively limited form of engagement in which the applicant is required to share relevant project information but not required to interact directly. The applicant may share information with those in the “notification” category by written correspondence. Upon receiving the project information, the notified party does have some ability to engage in further discussions with the applicant. If the notified party indicates that it would prefer personal consultation, the applicant must respond by providing a representative with knowledge of the application to answer questions in person or by telephone. The applicant is required to allow notified parties 14 days to review the information package and request further discussion before considering their notification requirements complete.<sup>13</sup>

While notification requires no direct contact between the applicant and notified person unless requested, the personal consultation and confirmation of nonobjection process requires applicants to conduct face-to-face or telephone conversations with impacted persons and answer any questions that the person may have. Through this process, applicants are also required to confirm nonobjection verbally or in writing and must keep a log of the dates that consultation and non-objection occurred. If a person does not confirm nonobjection, the applicant must note this in their application to the AER.<sup>14</sup>It should be noted that although the AER Rules of Practice do not specifically address circumstances in which a person does not confirm nonobjection but also does not file a

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11 AER Directive 056, Table 3.

12 AER Directive 056, s. 3.2.

13 AER Directive 056, s. 3.2.2.

14 AER Directive 056, s. 3.3.1.



statement of concern, the AER is authorized to hold a hearing for any reason they consider appropriate, which could presumably include a person's refusal to confirm nonobjection.<sup>15</sup>

Directive 056 also places expectations on both the applicant and any persons objecting to the project to utilize alternative dispute resolution prior to entering the AER's formal hearing process. The AER Rules of Practice empower the AER to convene a dispute resolution process and determine who is to participate. It also empowers the AER to determine the nature of the dispute resolution process, which includes facilitation or mediation by the AER or a hearing commissioner, and even binding alternative dispute resolution, although both parties must agree to this process.<sup>16</sup>



## Municipal Involvement

Municipalities have limited recognition in the current AER project approval process. As mentioned, Directive 056 does include municipalities (referred to as local authorities) as requiring notification for several project types. No project types include municipalities in the “personal consultation and confirmation of nonobjection” category. RMA members have shared frustrations with the AER notification system, as the AER does not list the host municipality when publicly posting project applications, so municipalities are forced to rely on land location information to determine where projects are located if they do not receive direct notification from applicants.

The AER Rules of Practice make no reference to municipalities in relation to the requirements for AER to consider statements of concern or the hearing process. Municipal input is received and considered in the same manner as that of all other persons. There is no specific reference to the AER having an option to hold a hearing if a development is in contravention of municipal bylaws or plans, or even that the AER or applicant must review those plans.

## Hearing Process

Anyone wishing to participate in the hearing can file a request with the AER. The request must either reference the person's statement of concern or explain why they did not issue a statement of concern but still wish to participate. The AER has full discretion to refuse a request to participate on grounds similar to rejecting statements of concern, including in the case of a group or association,

if it is not demonstrated that “a majority of the persons in the group or association may be directly and adversely affected by the decision of the Regulator on the application.”<sup>17</sup> While the AER may consider municipal planning documents within a hearing, municipalities are required to follow the same requests for standing as all other persons and the AER has full discretion to reject municipal standing requests or consideration of municipal plans as a determining factor in project approvals even if municipalities are able to participate.

The AER has complete control over the nature of participation, including whether participants will join in-person, make a written submission, and the scope of their involvement. All participants are required to provide a written submission summarizing their position prior to appearing. Municipalities can request to join the hearing as a participant and make written submissions explaining their concerns in the matter, however it is not guaranteed that they will be heard.

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<sup>15</sup> AER Rules of Practice, s. 7(j).

<sup>16</sup> AER Rules of Practice, ss. 7.6 – 7.9.

<sup>17</sup> AER Rules of Practice, s. 9(3)(c).

The AER also has a wide range of other tools to determine the hearing process, including sending information requests to participants, holding pre-meetings or technical meetings, setting time limits on various aspects of the hearing, determining whether the hearing is in person or virtual. The AER is required to make a decision on an application within 90 days of the conclusion of a hearing.<sup>18</sup>



## ALBERTA UTILITIES COMMISSION

### Authority and Regulatory Scope

The AUC was established in 2008 under the *Alberta Utilities Commission Act (AUCA)*. Previously, utility projects were regulated by the Alberta Energy and Utilities Board, which was divided into two separate entities: the AUC and the Energy Resources Conservation Board. The AUC and is responsible for the regulation of electricity, natural gas, water and renewable power generation throughout the province. The AUC’s mandate as outlined in the *Alberta Utilities Commission Act* is to regulate Alberta’s utility sector in a manner that is fair, responsible, and in the public interest. The act gives the AUC broad powers to carry out this mandate, including the power to hold hearings, make rules, issue orders, set rates, enforce compliance, and investigate complaints.

The AUC has developed several rules, regulations, policies, and directives that guide their operations and reflect their mandate. These documents expand on the broad mandate provided in the *Alberta Utilities Commission Act*, providing more specific guidelines and procedures for various aspects of their work. This report focuses on the AUC’s approval process for renewable energy developments, as this is the area of concern for RMA members. The approval process is primarily outlined through the following:

- ◆ AUC “Rule 007: Applications for Power Plants, Substations, Transmission Lines, Industrial System Designations and Hydro Developments and Gas Utility Pipelines”
- ◆ The AUCA
- ◆ AUC “Rule 001: Rules of Practice”

### AUC Inquiry Into Development of Electricity Generation in Alberta

In August 2023, the Government of Alberta paused approvals of new electricity generation projects (including renewable energy) and ordered the AUC to conduct an inquiry into the process for approving generation processes. Among the themes the AUC is required to address is the impact of development on types or classes of agricultural or environmental land, impacts on viewscales, and reclamation security requirements.

When the inquiry was announced, the QJAC’s work was already underway, and as of the completion of this report, the inquiry had not yet begun. However, both the QJAC and RMA are hopeful that the themes and recommendations in this report will be considered by the AUC when conducting the inquiry.



<sup>18</sup> AER Rules of Practice, ss. 9 – 15.

## Role of Regulator

The AUC's approval process is structured similarly to that of the AER. While the applicant is responsible for leading the initial engagement process, the AUC is only directly involved in the event that objections to the development are noted and a hearing may be required.

The AUC has fairly wide latitude to determine whether a hearing is necessary for a project application. The AUC may make a decision on any application without giving notice or holding a hearing.<sup>19</sup> The AUC is required to hold a hearing if it appears to the AUC that its decision may directly and adversely impact the rights of a person, and an impacted person responds to an AUC notice advertising a hearing.

## Role of Applicant

Rule 007 requires applicants to conduct pre-application public consultation and involvement through a participant involvement program (PIP). Applicants must notify and/or consult with parties potentially affected by the project, which depending on the project type may include local residents, various stakeholder groups, Indigenous groups, and local municipalities.

The AUC process is similar to the AER process in that consultation is typically divided into "notification" and "personal consultation." Notification can take the form of sharing basic project information through a variety of means, including mail, email, or telephone. Unlike the AER's Directive 056, Rule 007 does not appear to specifically require proponents to respond to questions or concerns from notified persons.

Personal consultation, on the other hand, places greater expectations on applicants. Rule 007 describes it as follows:

*[Personal consultation] goes beyond notification and refers to meaningfully engaging with individuals and groups about the project and includes listening and responding to any objections to the project.<sup>20</sup>*

Rule 007 does require the applicant to gather confirmation of non-objection from those eligible for personal consultation. When applying to the AUC, the applicant is expected to note any objection received and their efforts to resolve them.<sup>21</sup> Neither Rule 007 nor the AUCA are specific as to if and how objections are linked to the need for a hearing, but the AUC would presumably consider objections when reviewing an application to decide whether they are valid, have been resolved, and whether the person making them would be considered directly and adversely affected.



<sup>19</sup> Alberta Utilities Commission Act, s. 9(1)

<sup>20</sup> AUC Rule 007, Appendix A1, s. 5.

<sup>21</sup> AUC Rule 007, Appendix A1, s. 9.

## Municipal Involvement

While the AUC approval process does include municipalities within the “notify” category for some gas utility pipelines installations under the AUC’s jurisdiction, municipalities are not included in either engagement category for renewable energy projects. However, Rule 007 does reference municipalities as important stakeholders in electricity development approvals, specifically due to their land use planning responsibilities. In providing guidance to applicants as to how they can develop an effective PIP, Rule 007 states the following:



*Local authorities and various provincial departments have a role in ensuring orderly land use and development. Applicants should **consider whether it is appropriate** to involve these groups at an early stage in the planning of the electric facility or gas utility pipeline project and its PIP.<sup>22</sup>*

This statement shows that while the AUC recognizes the land use planning role of municipalities, this is not reflected in the mandatory engagement requirements placed on applicants. It is unclear on what basis applicants are expected to “consider whether it is appropriate” to involve municipalities in project planning if they are not required to even notify municipalities.

Municipalities are also not referenced within the AUCA in terms of the hearing process. Although municipalities are permitted to respond to an AUC notice of an upcoming hearing, the lack of pre-application notification requirements means that municipalities are entirely responsible for being made aware of the pending project, determining the impacts to land use plans and other issues, and making an argument as to why they are directly and adversely affected.

## Hearings

Like the AER, the AUC has wide latitude as to the scope and process of hearings they choose to hold. It is important to note that the AUCA does require the AUC to consider “public interest” when holding hearings. More specifically, the AUCA states the following:

*[When holding a hearing, the AUC must] give consideration to whether construction or operation of the proposed hydro development, power plant, transmission line or gas utility pipeline is in the public interest, having regard to the social and economic effects of the development, plant, line or pipeline and the effects of the development, plant, line or pipeline on the environment.<sup>23</sup>*

This same requirement is not included in the AUCA for decisions that the AUC makes without a hearing, and the factors that the AUC uses to weigh the various considerations are not outlined in detail within the AUCA or elsewhere.

Rule 001 outlines the process for how the AUC will accept and review evidence during a hearing process. There is no standard documents or evidence considered by the AUC, as the scope of their decision is dependent on the information filed by those given standing to participate. All evidence filed must also be accompanied by a description of the qualifications of the person under whose direction the evidence was prepared, and how those qualifications are relevant to the issue being addressed in the hearing.<sup>24</sup>

<sup>22</sup> AUC Rule 007, Appendix A1, s. 3.

<sup>23</sup> *Alberta Utilities Commission Act*, s. 17(1).

<sup>24</sup> AUC Rule 001, s. 20.2.



# NATURAL RESOURCES CONSERVATION BOARD

## Authority and Regulatory Scope

The NRCB was established in 1991 under the *Natural Resources Conservation Board Act* (NRCBA). Its mandate was extended in 2002 to regulate CFOs under the *Agricultural Operation Practices Act* (AOPA). Previous to this, municipalities were responsible for approving CFO developments. While the NRCBA outlines the broad powers of the NRCB, the AOPA describes the NRCB's mandate in relation to regulating CFOs.

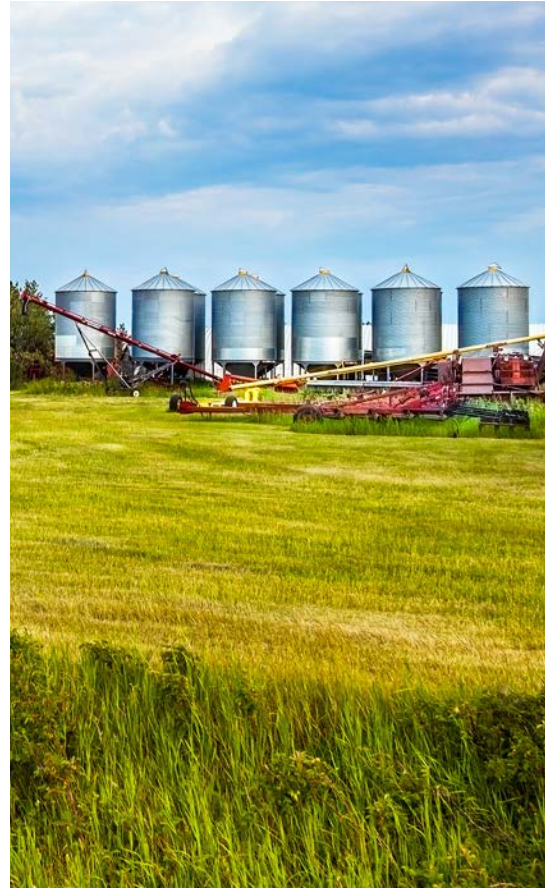
The NRCB's operations are guided by a variety of regulations and policies. This section will reference the following:

- ◆ NRCB Approvals Policy
- ◆ AOPA
- ◆ AOPA Agricultural Operations, Part 2 Matters Regulation
- ◆ AOPA Administrative Procedures Regulation
- ◆ AOPA Standards and Administration Regulation

It is important to note that unlike the AER's Directive 056 and AUC's Rule 007 that address approval requirements for a wide range of project types under the scope of each agency, the NRCB Approvals Policy and the various regulations focus specifically on CFOs. However, even within this more focused operational policy, the NRCB has different engagement and approval processes for different types of approvals based on the size of the proposed CFO and the scope of the development activity:

- ◆ Approval – new large CFO
- ◆ Registration – new small CFO
- ◆ Authorization – construction on a CFO that does not affect livestock numbers <sup>25</sup>

While the differences in engagement and approval processes between the three permit types are too nuanced and detailed to summarize in this section, the themes and recommendations do touch on the concept of tailoring engagement processes to align with the size and scope of impact of projects.



<sup>25</sup> Specific thresholds for each permit type are outlined in the AOPA Agricultural Operations, Part 2 Matters Regulation, ss. 2–4.



## Role of Regulator

The NRCB process differs significantly from those of the AER and AUC. While the AER and AUC rely on project applicants to undertake and report on consultation and confirmation of non-objection, the NRCB conducts engagement on behalf of the project applicant. The NRCB does this through the use of approval officers. While the powers of approval officers are conferred through AOPA,<sup>26</sup> the Approvals Policy guides how they interact with applicants and stakeholders, and what factors they consider when making decisions.

Approval officers are responsible for notifying and engaging stakeholders in response to an initial CFO application, as well as for guiding the applicant through the process of developing both parts of the two-part application process. While the details of the two-part process are beyond the scope of this report, it is worth providing some background as the approach differs significantly from that of the AER and AUC.

The AOPA Administrative Procedures Regulation establishes the requirement that CFO applications be submitted in two parts and gives approval officers discretion in determining the contents and format of each part.<sup>27</sup> Part 1 applications typically include basic information on the applicant and proposed CFO, including contact information, location, and the number and type of livestock that will be at the CFO. Part 2 applications, which must be filed within six months of part 1, require more detailed information such as construction plans, site plans, and area plans. According to the Approvals Policy, the purpose of the two-part application process is to require applicants to determine their minimum distance separation (MDS)<sup>28</sup> requirements and whether they can meet them for the proposed size, location and type of CFO prior to undertaking the work and cost associated with providing the more detailed information required under part 2 of the application process. It is also intended to balance interests of applicants and landowners, as applicants can receive MDS approval before undertaking detailed project analysis, while the six-month maximum duration between parts 1 and 2 applications (the process requires that part 2 be filed within six months, or the application must be re-started) provides landowners some

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<sup>26</sup> *Agricultural Operation Practices Act*, s. 12.

<sup>27</sup> AOPA Administrative Procedures Regulation, ss. 2 – 3.

<sup>28</sup> Minimum distance separation (MDS) requirements are outlined in s. 3 and Schedule 1 of the AOPA Standards and Administration Regulation. MDS requirements are the distance that CFOs must be located from neighbouring properties. MDS is determined based on the type and number of livestock being housed at a proposed CFO, as well as other factors such as neighbouring land uses.

certainty that an applicant cannot freeze development on surrounding lands by “sitting on” a part 1 application indefinitely.<sup>29</sup>

After receiving part 1 and part 2 applications, the approval officer must consider a wide range of factors to evaluate the application, including whether the application is consistent with municipal development plans (this is discussed in more detail below). They may also make or require the applicant to make other investigations and reports, give directly affected parties a reasonable amount of time to review and reply to the application, hold meetings or other proceedings with respect to the application, consider the effects of the application on the environment, the economy, the community, and the appropriate use of land, and others.<sup>30</sup> Based on these considerations, the approval officer may either deny the application or approve the application, including with conditions.<sup>31</sup>

As the approval officer must allow directly affected parties time to review and reply to the application, and consider those replies in their decision, the AOPA and the Approvals Policy establish timelines by which directly affected parties must respond to applications upon receiving notice of the application. As explained in more detail below, municipalities are considered directly affected parties for CFO applications. Interestingly, although the AOPA allows municipalities and other directly affected parties with 10 working days to respond to an application, and all other parties with 20 working days to review the application and apply for directly affected party status,<sup>32</sup> the Approvals Policy has simplified the timelines and requires all responses, including those from municipalities, within 20 days of the application being posted publicly.<sup>33</sup>

Once the approval officer makes a decision, the AOPA allows directly affected parties to apply to the board for a review (in AOPA, a “review” is equivalent to a “hearing” in the REDA and the AUCA) of the decision within 10 working days of the decision being issued.<sup>34</sup> The NRCB has wide latitude to determine whether a request for a review is valid and may dismiss the application if, in the NRCB’s opinion, the issues in the request were addressed by the development officer or have “little merit.”<sup>35</sup>

If the NRCB chooses to hold a review, they have a wide range of processes and tools available. Notably, the NRCB must allow all directly affected parties to review information relevant to the review and furnish evidence and written submissions relevant to the review, even if the directly affected party did not request the review.<sup>36</sup> The NRCB must also “have regard to, but not be bound by, the municipal development plan” when conducting the review.<sup>37</sup>



29 NRCB Approvals Policy, s. 7.1.

30 AOPA, s. 20(1).

31 AOPA, s. 20(3).

32 AOPA, s. 19.

33 The Approvals Policy has simplified the timelines and requires all responses, including those from municipalities, within 20 days of the application being posted publicly.

34 This is clarified in AOPA, s. 20(4), 22(4), and 23(3) depending on the type of permit being issued.

35 AOPA, s. 25(1)(a).

36 AOPA, ss. 25(4)(b-c).

37 AOPA, s. 25(4)(g).



## Role of Applicant

Aside from preparing the application itself, the applicant has a limited role in the engagement process, as the approval officer notifies directly affected persons and is responsible for considering any issues raised in the party's response to the application when making a final decision on the application.

The Approvals Policy does require approval officers to forward all written responses to an application to the applicant for review. The applicant may then choose to respond to the concern within 20 days. It should be noted that the response is submitted to the approval officer, not to the party that filed the initial response to the application. The approval officer may then consider both the initial response and the applicant response when making a decision on the application<sup>38</sup>.

## Municipal Involvement

Unlike the legislation and policies guiding the AER and AUC approval processes, the NRCB's CFO process has several direct references to municipalities. Firstly, AOPA specifically includes a municipality within the definition of an "affected person."<sup>39</sup> This definition is operationalized in the Approvals Policy, which clarifies that for the purposes of the approval process, the municipality that would host the proposed CFO is automatically "both an affected person and a directly affected party with respect to the application for that development." The same section also addresses neighbouring municipalities, indicating that if the municipal boundary is within the project's affected party radius, that municipality becomes an affected person and directly affected party as well.<sup>40</sup>

The approval process also includes recognition for municipal plans. AOPA requires approval officers to assess whether an application is consistent with the "land use provisions" of municipal development plans (MDPs), and to deny any application that is not consistent.<sup>41</sup> The Approvals Policy provides more details on what this recognition means in practice. It indicates that the approval officer will request the municipality's input on whether the application is consistent with the municipality's land use bylaw. However, approval officers are ultimately responsible for using their own discretion to determine consistency.<sup>42</sup> If an approval officer interprets an application as inconsistent with an MDP, they must deny the application.<sup>43</sup> If this occurs, the applicant may apply to the NRCB for a review. During the review, the NRCB is required to consider the MDP but may over-rule the approval officer denial and approve the application even if it is not in alignment with the MDP. It is important

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38 AOPA, ss. 25(4)(b-c).

39 AOPA, s. 1(a).

40 NRCB Approvals Policy, s. 6.4.

41 AOPA, ss. 20(1) and 22(1).

42 NRCB Approvals Policy, s. 8.2.1

43 AOPA, ss. 20(1)(a) and 22(1)(a).





to note that while not a mandatory requirement, the NRCB has a history of working closely with municipalities seeking their advice on how they can develop their MDPs in a way that will provide some degree of local control over CFO siting without contradicting the NRCB’s approval priorities.

Approval officers are also expected to consider land use provisions in other statutory plans, as well as a municipality’s land use bylaw, if the MDP includes a clear reference to adopting a land use bylaw provision relevant to the application.<sup>44</sup>

In addition to considering plans and bylaws, the approval officer must consider “matters that would normally be considered if a development permit were being issued.”<sup>45</sup> This section is intended to allow approval officers to evaluate the application against other issues or criteria the municipality would consider if the approval process was with the scope of the municipality. The policy includes details as to how “normally” is defined for this purpose.

### Hearings

Applicants or directly affected parties may request that the NRCB review the permit decision, and in doing so, the NRCB may hold a review. The review may be in-person or based on written submissions. The Board will consider all details in an approval officer’s report, evidence given by parties to review and any other information that the Board finds relevant. As mentioned above, the AOPA specifically requires the NRCB to consider municipal development plans and matters that would normally be considered if a development permit were being issued; direct references to municipal perspectives that are not included in the AER or AUC hearing processes.

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44 NRCB Approvals Policy, ss. 8.2.3 and 8.2.5.

45 AOPA, s. 20(1)(b)(i).



## SUMMARY OF EACH QUASI-JUDICIAL AGENCY’S APPROVAL PROCESS

As each quasi-judicial agency’s approval process is quite complex, the table below provides a summary of how each process compares in terms of the regulator’s role, applicant’s role, municipal involvement, and hearing / review process.

Regulator’s Role		
Alberta Energy Regulator	Alberta Utilities Commission	Natural Resources Conservation Board
<ul style="list-style-type: none"> <li>◆ Review statements of concern if received.</li> <li>◆ Hold hearing if statements of concern deemed valid.</li> </ul>	<ul style="list-style-type: none"> <li>◆ Review statements of concern if received.</li> <li>◆ Hold hearing if statements of concern deemed valid.</li> </ul>	<ul style="list-style-type: none"> <li>◆ Conduct notification and engagement through approval officers.</li> <li>◆ Consider wide range of factors, including municipal development plans (MDPs), to reach decision on application.</li> <li>◆ Consider whether to hold a review (hearing) on application if eligible parties (including municipality and applicant) provide written concerns with decision.</li> <li>◆ Deny initial application if not in alignment with MDP (approval officer).</li> <li>◆ Consider MDP alignment and other development permit-related issues when making a decision (hearing).</li> </ul>

<b>Applicant's Role</b>		
<b>Alberta Energy Regulator</b>	<b>Alberta Utilities Commission</b>	<b>Natural Resources Conservation Board</b>
<ul style="list-style-type: none"> <li>◆ Conduct engagement based on criteria in AER Directive 056.</li> <li>◆ Develop and complete participant involvement program and submit as part of application.</li> <li>◆ Confirm non-objection from those required under Directive 056.</li> </ul>	<ul style="list-style-type: none"> <li>◆ Conduct engagement based on criteria in AUC Rule 007.</li> <li>◆ Develop and complete participant involvement program and submit as part of application.</li> <li>◆ Confirm non-objection from those required under Rule 007.</li> </ul>	<ul style="list-style-type: none"> <li>◆ Option to respond to written questions or concerns that eligible parties submit to approval officer.</li> <li>◆ Option to provide written objection and request for hearing based on approval officer decision.</li> </ul>

<b>Municipality Involvement</b>		
<b>Alberta Energy Regulator</b>	<b>Alberta Utilities Commission</b>	<b>Natural Resources Conservation Board</b>
<ul style="list-style-type: none"> <li>◆ Receive direct notification for some project types.</li> <li>◆ Project approval does not require municipal nonobjection.</li> <li>◆ May submit statements of concern — standing in hearings determined by AER on a case-by-case basis.</li> <li>◆ AER not obligated to consider or review municipal plans if not submitted as evidence into hearings.</li> </ul>	<ul style="list-style-type: none"> <li>◆ Receive direct notification on a limited number of project types (no notification requirement on renewable energy).</li> <li>◆ Applicants are encouraged to “consider” engaging with municipalities.</li> <li>◆ Project approval does not require municipal nonobjection.</li> <li>◆ May submit statements of concern — standing in hearings determined by AER on a case-by-case basis.</li> <li>◆ AUC not obligated to consider or review municipal plans if not submitted as evidence into hearings.</li> </ul>	<ul style="list-style-type: none"> <li>◆ Approval officer required to interpret whether application aligns with MDP, other statutory plans, and (in some cases) land use bylaw.</li> <li>◆ Municipalities receive automatic standing at hearings.</li> </ul>

Hearing / Review Process		
Alberta Energy Regulator	Alberta Utilities Commission	Natural Resources Conservation Board
<ul style="list-style-type: none"> <li>♦ Wide latitude to decide whether hearing is required regardless of whether statements of concern are received.</li> <li>♦ Hearings can take many forms, including in-person and written submissions.</li> <li>♦ No specific standing or recognition for municipalities.</li> <li>♦ Parties are driven to alternative dispute resolution to avoid need for hearings.</li> </ul>	<ul style="list-style-type: none"> <li>♦ Wide latitude to decide whether hearing is required regardless of whether statements of concern are received.</li> <li>♦ Are legislatively mandated to consider public interest when making decisions based on hearings.</li> <li>♦ No specific standing or recognition for municipalities.</li> <li>♦ Witnesses and those submitting evidence are required to state their qualifications, which are considered by the hearing panel when evaluating the validity of the evidence.</li> </ul>	<ul style="list-style-type: none"> <li>♦ NRCB may hold a review of an approval officer decision if requested by an impacted party or the applicant.</li> <li>♦ May be in-person or based on written submissions.</li> <li>♦ NRCB must consider municipal development plans and issues normally dealt with through municipal permitting when making a decisions on a review.</li> </ul>

## LAND AND PROPERTY RIGHTS TRIBUNAL

The [Land and Property Rights Tribunal \(LPRT\)](#) is responsible for providing quasi-judicial and alternative dispute resolution services related to conflicts and appeals under several provincial acts, including appeals of municipal land use decisions under the *Municipal Government Act*.<sup>46</sup> While the LPRT is not within the QJAC’s scope and will not be discussed in this report aside from this section, it is important to note that RMA members have expressed concerns with the LPRT’s processes and decision-making. Specifically, members have commented that the LPRT utilizes inconsistent and unreasonable procedural fairness standards, including allowing appellants to submit last-minute evidence and taking extremely broad interpretations of what constitutes a “municipal decision,” which allows, in the opinion of some RMA members, frivolous or unmerited appeals of municipal processes to be heard by the LPRT.

The impacts of these concerns are significant, both in terms of the costs municipalities face to participate in unnecessary and poorly facilitated appeals, and the risks that a provincial agency overturning municipal decisions that should not have been allowed to be appealed in the first place will erode municipal autonomy in making local land use decisions.

Municipalities play a much more direct role in LPRT processes than in AER, AUC or NRCB processes. In LPRT processes, they typically participate directly as the party defending a decision, while their involvement is more as an intervener or party seeking input in the AER, AUC and NRCB processes. For this reason, the LPRT has not been included in the QJAC mandate. Many of the challenges, themes and recommendations in this report would apply to the LPRT, and the RMA plans to advocate on this issue moving forward borrowing from the report’s findings.

<sup>46</sup> See Land and Property Rights Tribunal Mandate and Roles document.



## > 4. THE MUNICIPAL PERSPECTIVE

Municipalities are responsible for providing local services, building and maintaining infrastructure, balancing competing land use interests, and planning for sustainable growth. As municipalities grow and develop over time, local authorities must balance current community priorities and future risks and opportunities to make decisions that benefit the community. In some cases, decisions with broad community benefits may have detrimental impacts on individual landowners. This is most commonly the case in relation to land use planning decisions. Some land uses may pose an unreasonable risk to surrounding properties, the environment, or municipal infrastructure. Municipal councils have powers to review and, if needed, reject applications for such land uses.

The *Municipal Government Act* (MGA) requires municipalities to create municipal development plans (MDPs) which outline the planned growth of a community. MDPs are often linked to land use bylaws, which provide specific guidance as to where various types of land uses and development can occur. MDPs and land use bylaws are vital to ensuring communities can balance growth and sustainability.

Because the MGA assigns municipalities with such broad and sweeping land use planning responsibilities, quasi-judicial approvals of select development types can result in significant complexity for municipalities and can lead to land use planning conflicts if quasi-judicial agencies do not adequately consider how a development within their jurisdiction may impact existing land use plans implemented at the municipal level. As the previous section showed, current quasi-judicial approval processes vary in terms of the extent to which the unique land use planning responsibilities of municipalities are recognized, but all three agencies have clear paramountcy through section 619 of the *Municipal Government Act* to approve projects regardless of their compatibility with current or future local land use goals.

While MDPs, land use bylaws, and intermunicipal development plans are hallmarks of effective local planning, they are also mandatory for municipalities to develop and adhere to.<sup>47</sup> They are also recognized by the Government of Alberta as core components of effective provincewide land use planning. In provincial planning guidance documents, municipal plans are often identified as part of a “planning hierarchy” in conjunction with broader provincial legislation, as seen in the graphic below:<sup>48</sup>



This is significant as it reflects a GOA-level recognition that local plans contribute to and work in tandem with provincewide legislation, policies, and goals.

This section will provide an overview of some of the reasons why a lack of compatibility between quasi-judicial agency and municipal approval processes can pose risks or challenges for municipalities. Before diving into these reasons, it is important to emphasize that Alberta’s rural municipalities (and the RMA) support industrial development. In fact, RMA members play a unique role in Alberta and Canada in terms of their responsibility for managing extremely large areas with low populations and high levels of industrial development. Oil and gas, agriculture, and renewable energy development are crucial to the continued growth of rural Alberta in the form of job creation and property tax revenue. Similarly, rural municipalities are extremely important to those industries as well, as they build and manage most of the public infrastructure that these industries rely on, such as roads, bridges, and water / wastewater systems.

<sup>47</sup> Requirements for each can be found in the *Municipal Government Act*. MDPs are required under s. 632, LUBs under s. 640, and IDPs under s. 631.

<sup>48</sup> *Guidebook for Preparing a Municipal Development Plan*, Government of Alberta (2018), p. 13.



## LOCAL LAND USE IMPACTS

Rural municipalities are responsible for managing over 85% of Alberta's land mass, including most of Alberta's industrial, agricultural, and natural resource development, as well as environmentally significant areas. Rural municipalities are best able to determine the uses of land in their area as they are most familiar with the landscape and have developed significant planning resources to balance growth and sustainability. Municipalities consider all aspects of planning and development, including economic growth, infrastructure strain and environmental impacts.



**RURAL**  
municipalities make up over  
**85% of AB land.**

As the previous section demonstrates, each quasi-judicial agency has a different process in place for approving projects, and a different level of recognition of municipal land use planning perspectives within that process. While each agency that the QJAC engaged with stated that their processes allowed for municipalities to have their voice heard, RMA members have shared many examples of actual decisions being made without consideration of land use impacts on both the land being developed and on neighbouring land.

One of the most common examples of a lack of land use recognition is the siting of solar projects on prime agricultural land. Municipalities typically develop land use plans and bylaws that discourage or prohibit development of prime agricultural land. For rural municipalities, protecting agricultural land is a priority for several reasons:

1. Agriculture is a key economic sector across rural Alberta, and reducing the land available for crop generation can have spin-off local and provincial economic impacts.
2. Agricultural land plays a crucial but often under-appreciated role in supporting adaptation to climate change. As new challenges emerge in food production, all levels of government have a public interest responsibility to properly manage land that is proven to produce food at a high rate.

3. Agricultural land has usually served this purpose for many decades and is central to not only the identity of a community but is also the land use for which municipal infrastructure and services have been designed. Abruptly replacing an agricultural land use with an industrial-scale solar development impacts the ability of surrounding residents and businesses to connect with their land as they intend, as well as the use of municipal infrastructure that was designed for agricultural use.

This is not to say that municipalities refuse to allow conversion of agricultural land in all cases, but rather to emphasize that there are local impacts to doing so, which, according to RMA members, are often not properly considered by the AUC. Additionally, there are often areas within most rural municipalities where land is less suited for agriculture but well-suited for renewable energy development. By properly engaging municipalities early in the project planning process, regulators and companies could direct projects to these areas.

While solar projects receive the bulk of attention related to land use impacts, the transmission infrastructure required to connect renewable energy projects to the existing electrical grid are also significant. Alberta's current system is managed by the Alberta Electric System Operator (AESO), a non-profit organization that the Government of Alberta has tasked with this responsibility. AESO's connection process requires it to ensure that all new power generation projects receive access to the grid. For renewable energy projects located in rural areas far from existing grid infrastructure, this means the construction of new transmission lines.

While this section emphasizes the challenges that municipalities face in relation to development regulated by quasi-judicial agencies, the intent is not to argue that such development should not occur or should occur elsewhere. Rather, if quasi-judicial agencies understand these concerns and create approval processes that allow them to be considered and mitigated, development will likely increase as municipalities will be better prepared to support additional growth and have an opportunity to identify local project risks that may not be visible to the applicant or regulator.

While this approach has significant cost impacts for Albertans (as transmission companies recoup costs of building new transmission lines through increased consumer power rates), the more relevant issue for this report is that while renewable energy projects require negotiation with existing landowners, transmission lines built to connect such projects often rely on expropriation of land. In some cases, this can mean that transmission lines are built through existing agricultural operations, developments, and environmentally-sensitive or difficult-to-traverse terrain. It can also mean that impacted residents and municipalities have even less say or compensation for the impacts of transmission lines linked to renewable energy developments than they do for the developments themselves.

While the AUC and renewable energy development are currently the most publicized example in this area, similar land use risks are present in developments approved by all three agencies. While each approval process includes references to set-backs and separation from certain property types, actual land use impacts can be more complex and less visible, which is why it is so important for agencies to hear directly from municipalities.







## LOCAL ENVIRONMENTAL IMPACTS

Municipalities are responsible for fostering the well-being of the environment.<sup>49</sup> Industrial developments of all types and scales carry with them some level of environmental risk ranging from water shed impacts, soil contamination, dust, air pollution, and others. While mitigating some of these risks is beyond the scope and ability of municipalities, they are a consideration in evaluating the merits of a development application. While all three quasi-judicial agencies are required to consider environmental risks when reviewing project applications, their focus is often reactionary in nature and relies on being prepared to respond to environmental issues if they arise rather than understanding and requiring applicants to mitigate risks as part of their project application. If the agencies took a more proactive focus in requiring mitigation of risks, they would find that municipalities are often in the best position to provide input on environmental considerations due to their familiarity with local landscapes, water sheds, weather patterns, etc.

A common example of a lack of recognition for municipal input on environmental risks relates to NRCB approvals of CFOs near bodies of water. While the NRCB requires CFO manure storage facilities to be a certain distance from water bodies, in some cases local conditions could warrant larger setbacks due to soil conditions, flood or erosion risk, and other factors that are well known within the community but not necessarily documented in a format accessible to approval officers. Members have shared examples of CFOs receiving approvals despite input from the municipality or other community members that they pose a high risk of contamination to nearby water bodies, only to see that contamination subsequently occur. This results in local health risks, clean-up / remediation costs, costs for the agency to amend permits, and costs for the applicant to re-locate facilities or invest in increased mitigation mechanisms. Had this input been considered during the approval process, the risk could have been mitigated.



<sup>49</sup> *Municipal Government Act*, s. 3(a.1).



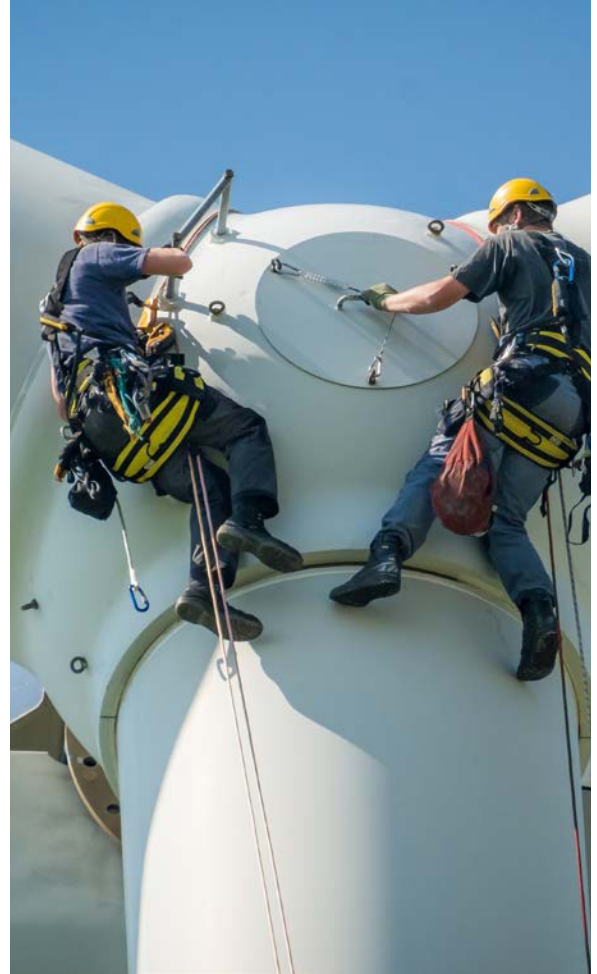
## RECLAMATION / LONG-TERM LIABILITY IMPACTS

Municipalities are no strangers to the reclamation risks that come with industrial development. While not a specific component of the external-facing engagement and project approval process for any of the development types within the report, each agency has a different approach and level of upfront accountability expectations on applicants to plan for the end-of-life management of their project. However, each approval process should include a condition that reclamation plans and financial commitments are in place.

A lack of reclamation expectations impacts municipalities in multiple ways. Firstly, the environmental risks associated with any industrial development are likely to increase as they age, and even more so if they are abandoned rather than responsibly decommissioned. Alberta is currently facing a massive challenge with orphaned and abandoned oil wells which pose long-term environmental risks to rural municipalities and landowners, and in some cases result in the sterilization of land for other uses.

Municipalities have also expressed concerns that the lack of requirements imposed by the AUC for renewable energy project reclamation places long-term risks on rural landowners, who are responsible for negotiating reclamation agreements with companies for developments on their land; these negotiations are unrelated to the AUC approval process. This not only places rural residents in a high-risk position if they negotiate inadequate reclamation agreements or if the project located on their land is sold to a company uninterested in honoring the agreement, but it also places municipalities in a position of indirect risk in being required to take on reclamation responsibilities if the land is ultimately abandoned by the landowner at the end of the project's life.

While the RMA understands and respects the ability of landowners to negotiate agreements for the use of their land, there is a clear and distinct public interest risk to quasi-judicial agencies taking a "hands-off" approach to setting reclamation thresholds or expectations.





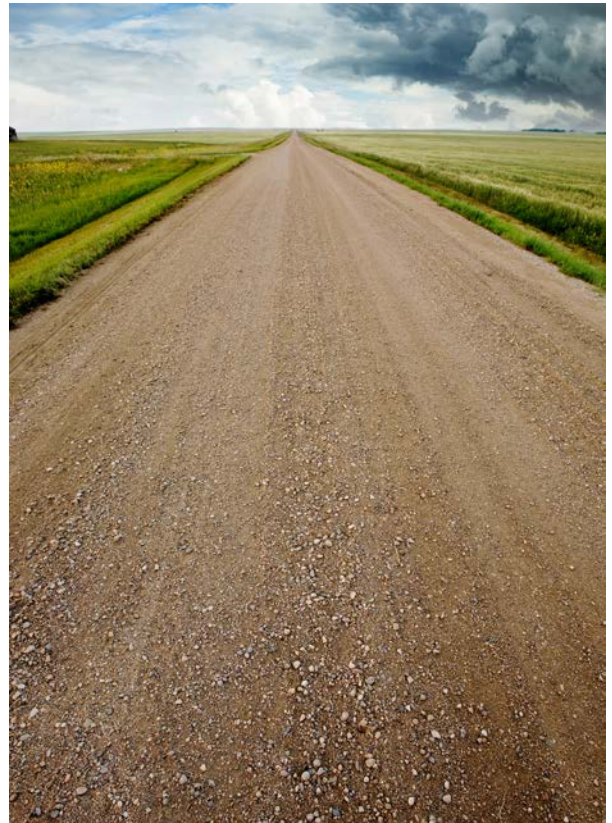
## INFRASTRUCTURE STRAIN

Rural municipalities manage massive infrastructure networks, much of which exists to support industry access to natural resources. In fact, RMA members manage over 75% of Alberta’s roads and 60% of bridges. Without this infrastructure, industries would be unable to develop in Alberta (or would face significantly higher direct costs to do so), meaning that rural municipalities are key actors in ensuring this growth can continue. While industrial development brings crucial property tax revenue to rural municipalities, it also results in a need for more infrastructure or increased strain on existing infrastructure.

In many cases, new projects approved by quasi-judicial agencies are in areas with limited existing development and infrastructure, or infrastructure that is not designed to accommodate increased truck and equipment traffic associated with building the new project, and in many cases in transporting products produced or extracted at the project site.

Municipalities are increasingly committing time and resources to developing asset management plans. Asset management plans are intended to support municipalities in planning for long-term infrastructure investments and making strategic decisions as to when to replace assets, when to expand infrastructure networks, and to determine what service levels they can reasonably provide to residents and industry. Quasi-judicial approval of a project with major infrastructure impacts risks undermining a municipality’s asset management approach and forcing unplanned investment in infrastructure investments or upgrades which could have a “domino” effect in reducing investment in infrastructure elsewhere in the municipality.

Two common examples of infrastructure impacts associated with new industrial projects include the drilling of new wells approved by the AER, and the movement of livestock from CFOs approved by the NRCB. In the case of new wells, well-drilling equipment typically has major impacts on municipal roads and bridges due to its weight. In fact, the MGA allows municipalities to impose a well-drilling equipment tax (WDET) on those drilling new wells to off-set the sudden strain on roads and bridges.<sup>50</sup> Unfortunately the regulation has been amended to set the only allowable tax rate at zero, meaning that while the provision still technically exists, it provide no meaningful benefit to municipalities.<sup>51</sup> In the case of CFOs, truck traffic in and out of facilities is often ongoing on a 24/7/365 basis. Unlike the WDET, municipalities have no direct tool to generate revenue to off-set this strain, which has led to some contentious situations between CFO operators and municipalities.



<sup>50</sup> *Municipal Government Act*, ss. 388-390.

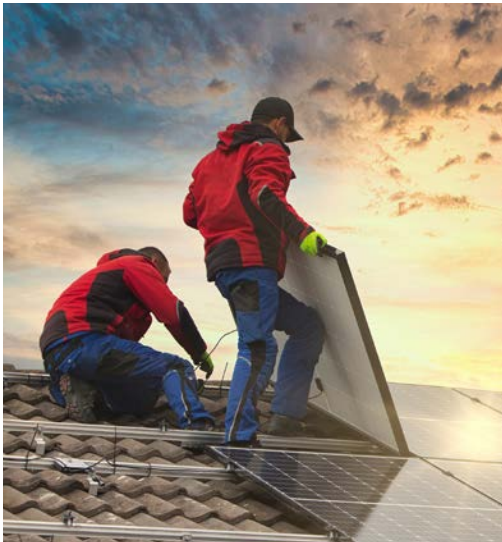
<sup>51</sup> Well Drilling Equipment Tax Rate Regulation, s. 1.



## MUNICIPAL GOVERNANCE AND LOCAL ACCOUNTABILITY

Rural council members are often the first point of contact for residents who have concerns about their community — even if the concerns fall outside the jurisdiction of the municipality. As section 3 of the report shows, each agency’s approval process is complex and is likely not easily understood by those that are not regularly involved. While municipal approval processes can also be complex, they are generally much more straightforward, transparent, and accessible than those used by quasi-judicial agencies, if for no other reason than that local residents can easily attend council meetings to observe or even participate in development approval discussions. This is contrary to quasi-judicial agencies. While all have stakeholder engagement staff and some have regional representatives, they are much less known or accessible (and by extension accountable) to rural residents than municipal elected officials.<sup>52</sup>

Because municipal councils are accessible to residents and responsible for most development decisions that take place in the municipality, many RMA members have shared instances in which residents have voiced frustration with the municipality for approving a project that has had adverse local impacts, when in reality that project was approved by a quasi-judicial agency. The inaccessibility of the project approval processes themselves and of quasi-judicial agencies post-approval result in municipalities being responsible for helping residents to understand the approval process and where to direct their concerns.



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<sup>52</sup> An example of this is found in the results of a 2022 RMA member survey on the AER’s engagement practices. Of the 26 municipalities that responded to the survey, only one had a specific contact person within the AER to facilitate responses to questions or concerns.



## > 5. KEY THEMES

Throughout the committee's research and discussions with delegations and one another, several themes emerged related to the role and mandate of quasi-judicial agencies in general, the project approval process, and the role of municipalities, the regulator and project applicants.

**Theme 1: Public interest is not well-defined by quasi-judicial agencies or reflected in quasi-judicial agency approval processes.**

As the committee explored the relationship between municipalities and the three quasi-judicial agencies, a common theme was the concept of public interest. While many competing definitions of public interest exist, it is generally viewed as a lens for making decisions that attempts to balance competing interests to make decisions that are, on balance, positive for the majority of those impacted. How those interests are determined and weighed against one another typically varies by agency and by the decision being made. During discussions with the committee, all three agencies stated that they consider public interest when evaluating project applications. However, none provided a specific definition, thresholds, or criteria aside from indicating that it includes balancing economic, environmental and social considerations. While discussions on this concept were not particularly fruitful, each agency does have some formal references to public interest that are worth summarizing.

## Alberta Energy Regulator

The AER does not have a publicly available definition of public interest. However, when the QJAC met with AER staff, they indicated that the AER often relied on Environmental, Social and Governance (ESG) principles as a measure for evaluating whether a given project was in the public interest. ESG is a mechanism to measure the non-financial performance of companies, industries, and regulators by taking the view that industry responsibility and performance should be evaluated in a broader societal context<sup>53</sup>. ESG's three central approaches are as follows:

- ◆ **Environmental:** Environmental criteria evaluates the performance of a business or government as a steward of the environment, including how it reduces greenhouse gas emissions, manages waste, and optimizes energy consumption.
- ◆ **Social:** Social criteria evaluates the treatment of employees and people by an organization, with a particular emphasis on human rights, labour standards in the supply chain, employee relations and diversity, health and safety, and more. Additionally, companies that are well integrated into their local communities will have a higher social score.
- ◆ **Governance:** Governance criteria examines how an organization manages its affairs. It considers the effectiveness of the rules or principles that corporations adopt to govern themselves, make effective decisions, and meet stakeholder needs, as well as whether the rules or principles are followed.



It is worth noting that some aspects of the AER's approval process not discussed earlier in the report have more direct links to the environmental and governance pillars of ESG. For example, the AER is empowered to require a company to submit an environmental impact assessment (EIA) as part of a project application.<sup>54</sup> The assessment must include:

- ◆ A detailed project description
- ◆ Baseline environmental information
- ◆ The project's potential environmental effects
- ◆ A cumulative effects assessment that considers other development in the area and the collective impact
- ◆ Plans to mitigate potential adverse effects
- ◆ Emergency response plans

According to the AER, the assessments are used to help them identify project uncertainty or risk and whether the project is in the public interest.<sup>55</sup> While the use of EIAs is a logical approach to supporting proper environmental

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<sup>53</sup> Alberta's ESG Approach. Government of Alberta. April 2023.

<sup>54</sup> While environmental impact assessments are not specifically referenced in the REDA, the AER website states that the broad powers to create an application process under Part 2, Division 1 of the REDA provide the AER the power to require the assessments when they deem them necessary.

<sup>55</sup> See <https://www.aer.ca/protecting-what-matters/protecting-the-environment/environmental-assessments>.

accountability and reporting, it should be noted that Directive 056 does not include a requirement for applicants to include EIAs or any environmental analysis or information within the participant involvement program. Directive 056 does include some requirements for applicants to provide the AER with environmental information if their application is audited or if it is located in the Eastern Slopes region, but based on the reading of Directive 056, none of this is shared with affected parties more broadly.



The AER approval process connects to the governance pillar of ESG primarily through requirements defined in Directive 067: “Eligibility Requirements for Acquiring and Holding Energy Licences and Approvals.” Directive 067 includes a list of factors that the AER considers in determining whether an applicant poses an “unreasonable risk” in holding an energy licence. Factors include a lack of in-person company presence in Alberta, compliance history, corporate structure, financial health, assessed capability to meet regulatory and liability obligations, outstanding debts owed for municipal taxes or surface leases, and others<sup>56</sup>. The AER uses the factors in Directive 067 to assign companies a status related to their ability to hold or acquire energy licences. If the AER finds that a company poses an unreasonable risk under Directive 067, they would not be permitted to participate in the project-specific application process guided by Directive 056.

While Directive 067 links to governance-related public interest concerns, it is important to note that the AER has no public-facing information explaining how the various unreasonable risk factors are applied, what thresholds for each may warrant suspension of licence eligibility, whether some are more important than others, or how they gather and verify the information relation to each factor.

Although ESG factors are linked to whether a company or industry operates in the public interest, it is unclear how ESG as a concept is used by the AER to evaluate whether specific projects are in the public interest. Given that the Government of Alberta has an existing provincewide ESG framework, there may be an opportunity for the AER to create a more formal and transparent outline of how ESG is used to evaluate projects.

## Alberta Utilities Commission

The AUC has limited references to public interest in their guiding legislation, policies, etc., and no information on how public interest factors influence their decision-making processes. Section 17 of the AUCA states that the AUC must:

*give consideration to whether construction or operation of the proposed hydro development, power plant, transmission line or gas utility pipeline is in the public interest, having regard to the social and economic effects of the development, plant, line or pipeline and the effects of the development, plant, line or pipeline on the environment.*<sup>57</sup>

The AUC’s vision is closely aligned to the statement above:

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<sup>56</sup> AER Directive 067, s. 4.5.

<sup>57</sup> AUCA, s. 17(1).

*The Alberta Utilities Commission regulates the utilities sector, natural gas and electricity markets to protect social, economic and environmental interests of Alberta where competitive market forces do not.*<sup>58</sup>

While the AUC has no public-facing documents outlining how application decisions are weighed in relation to social, economic and environmental interests, the QJAC did engage in a detailed discussion with AUC representatives on how they address public interest considerations in practice. During this conversation, the AUC explained that they typically view public interest at the provincewide level for project applications, but within this provincial scope is a recognition that the scope of interests and the scale of impact will vary depending on where individuals or organizations are located in relation to the project. They also explained that they do not use a standard definition of public interest because the concept varies by project type, size, location, and other factors. In general, the AUC considers a project within the public interest if the public benefits outweigh adverse effects, but part of the AUC’s responsibility is to assess what those benefits and adverse effects are, which are in scope, their level of importance in relation to one another, etc., for each project.

AUC Rule 007 does include requirements for applicants to provide significant information related to environmental risks and considerations, emergency response, and end of life management for solar and wind projects.<sup>59</sup> While detailed information is required to be submitted to the AUC, the participant involvement plan requirements state only that applicants must include “a description of the general nature of potential impacts of the project, such as potential impacts on environment, traffic and construction impacts, visual impacts, noise impacts, etc.”<sup>60</sup> “It is unknown what is meant by “a description of the general nature of...” or how or whether the AUC assesses the completeness of this information given they are typically uninvolved in the participant involvement program.



<sup>58</sup> See <https://www.auc.ab.ca/our-mission/>.

<sup>59</sup> See AUC Rule 007, s. 4.3.2 for wind requirements and 4.4.2 for solar requirements.

<sup>60</sup> AUC Rule 007, Appendix A1, s. 4.



## Natural Resources Conservation Board

Like the other agencies, the NRCB does not have a clear definition of public interest and what this means to their process. However, the legislation that creates the NRCB references public interest decision-making as a core NRCB purpose,<sup>61</sup> and the NRCB’s mandate clearly indicates their responsibility to “determine the public interest of proposed natural resource projects.”<sup>62</sup>

The NRCB Approvals Policy considers some public interest factors, including those that are fairly localized through consideration of MDPs. However, unlike the AUC process which requires applicants to provide some level of information on broader economic and infrastructure impacts of project proposals, the Approvals Process is more complex in terms of how it expects approval officers to consider broader project impacts. For example, the Approvals Policy explains that nuisance or health effects of a project could be considered within environmental or community considerations, but as these terms are not directly referenced in the legislation guiding the NRCB, approval officers may use their own discretion as to whether they evaluate health and nuisance effects and whether they consider them in their decision-making process.<sup>63</sup>

This is significant for multiple reasons. Firstly, it reflects the subjective and project-specific nature of public interest explained in the AUC section above. However, it also points to the tremendous level of autonomy given to approval officers to determine not only whether a given issue may be problematic or not in the public interest for a specific project, but even whether that issue should be considered when evaluating public interest. It is fair to assume that all residents living near a proposed CFO would be interested in knowing whether the project carries health or nuisance risks, and at minimum, being assured they do not. However, approval officers have the discretion to simply exclude these considerations from their decision-making, suggesting that different projects receive approval based on a different suite of public interest-related issues.



### Theme 1: Why Does it Matter?

While all three quasi-judicial agencies clearly recognize their role as operating in the public interest, and can point to high-level mandates or legislation directing them to do so, they are much less clear on what this means in practice and how it impacts their decision-making on individual projects.

Also notably absent from any agency input on public interest is recognition that their application and engagement processes must be structured in a way that allows for various non-industry stakeholders (including municipalities) to access the process and provide their perspectives. As section 3 of the report shows, all three approval

61 *Natural Resources Conservation Board Act*, s. 2.

62 See <https://www.nrcb.ca/about/mandate-and-governance>.

63 NRCB Approvals Policy, s. 8.8.



processes are complex and formalized, and all differ from one another. It is fair to question whether such complex and siloed processes allow the regulators to receive information from stakeholders less familiar with the industry and the regulatory process, and whether this impacts their ability to consider all of the information and perspectives necessary to make decisions that are truly based on the public interest.

All three of the processes include significant barriers to access for non-industry representatives that may allow the agencies to assume complacency due to the absence of input from certain groups

or persons, when in reality those groups or persons were unaware of or unable to access the decision-making process. Examples of these barriers or risks to accessibility include the allowance of applicants to rely on verbal nonobjection from directly affected parties in the AER process, to not confirm nonobjection at all in the AUC process, and for approval officers to completely disregard consideration of certain locally-important issues in the NRCB approval process. While these may not be linked to public interest on the surface, they allow the applicant or agencies to “speak for” those that are outside the industry but impacted by the project, and introduce the risk of the information presented to the agencies themselves being limited or misrepresented.

Overall, the agencies’ focus on referencing public interest as a key aspect of their final decision-making process, but not as a measure of the effectiveness of how they gather information and perspectives from those outside the industry is concerning.

## Theme 2: Applicant engagement requirements do not recognize the importance of municipalities in the project approval process.

The applicant engagement processes in all three agencies vary from one another, including in terms of the level of recognition for municipal plans and perspectives. As section 4 outlines, municipalities have a unique level of interest in projects approved by quasi-judicial agencies because they typically bear responsibility for providing the development with infrastructure and services and responding to risks or challenges linked to the project. Given the importance of municipalities in supporting the development once it is built, the barriers that they face in actively participating in approval processes, or even having land use plans considered, is concerning.

Based on the survey distributed by QJAC, approximately 55% of members described the ability of quasi-judicial agencies to balance provincewide and local considerations as ineffective, with less than 5% describing it as “very effective.” Survey respondents frequently suggested a need for agencies to simplify engagement processes and act more proactively in accessing municipal plans themselves, rather than relying on municipalities to spend time and money navigating the process with no assurance their plans or perspectives will even be considered.

The two municipalities that met with the board directly shared similar concerns with the lack of municipal access to the approval processes. In fact, one indicated that in the case of the AUC process, companies now realize that the AUC places little weight on municipal input or concerns and that they have no formal obligation to engage municipalities. As a result, good faith efforts by companies willing to collaborate with municipalities (which was common early in the “renewables boom”) are now being replaced by instances in which companies ignore municipalities until they have received AUC approval.

## Theme 2: Why Does it Matter?

Similar to theme 1, all three agencies recognized the importance of municipalities as land use planners and as a local perspective on project impacts when meeting with the QJAC, but their actual processes do not provide municipalities with the same level of respect. For municipalities to champion projects and ensure that they are prepared to provide the services and infrastructure they will require, they must be included in the approvals process as a partner. Some industry and agency representatives have raised concerns that providing municipalities with too much influence could result in projects being delayed or even “sabotaged” by municipalities that are opposed. This is completely unfounded and makes little sense. Firstly, approval processes could easily be shifted to require agencies to consider municipal plans without giving municipalities complete control over project approvals. Secondly, municipalities will only oppose development when its local risks outweigh its local benefits. Municipalities are not interested in opposing or stopping development, as long as that development occurs in a way that improves the community as a whole.

### Theme 3: The scope of approval processes are too narrow to adequately consider local input on cumulative effects, reclamation requirements, or broader land use impacts.

As mentioned in theme 1, the agency approval processes tend to divide the type and level of information that applicants must provide to the agency itself from what they must disclose to affected parties and the broader public. This “two-tiered” information sharing structure introduces a risk that municipalities and other local stakeholders may not be able to engage on important aspects of the project because they are not provided the applicant’s initial information or analysis. Specific examples of these risk areas include the following:

#### Cumulative effects

“Cumulative effects” refer to the combined effects from past, present, and reasonably foreseeable future activities and natural processes. Such effects may be individually minor, but collectively significant.<sup>64</sup> Cumulative effects have a profound impact on municipalities as they are the stewards of the land and continue to care for it long after operators cease operations.

While all three regulators include impact projection requirements for applicants, most of the direction (at least that available to the public) lacks information on the methodology for such projections, as well as the scope of time that the projections must cover. For example, AER Directive 056 requires applicants to disclose the following through their PIP:<sup>65</sup>

- ◆ Need for proposed development and explanation of how it fits with existing and future plans
- ◆ Potential restrictions regarding developing lands adjacent to the proposed development
- ◆ Anticipated noise levels and mitigation measures



<sup>64</sup> “Cumulative Effects.” Environment and Climate Change Canada. <https://www.canada.ca/en/environment-climate-change/services/cumulative-effects.html>.

<sup>65</sup> Not a full list. See AER Directive 056, s. 3.2.2.

- ◆ Potential sources of emissions and odours and measures to control or eliminate them
- ◆ Traffic impacts
- ◆ Any additional items that may assist the participant in understanding the proposed development

While all these items would be helpful to understanding the potential benefits and risks of the project, it is unclear what is meant by terms like “existing and future plans,” as well as the duration of time for which noise levels, emissions, and traffic impacts are to be projected. Attaching some level of term to projection requirements would allow municipalities and other stakeholders to better understand the potential cumulative impacts of the development, especially in cases where additional developments are likely to follow in close proximity.

The AUC requires applicants to distribute project specific information to all persons included in the PIP, including the following:<sup>66</sup>

- ◆ A description of the general nature of potential impacts of the project such as potential impacts on environment, traffic and constriction impacts, visual impacts, noise impacts, etc.
- ◆ If applicable, a map identifying the solar glare receptors, registered and known unregistered aerodromes and critical points along highway, major roadways and railways.
- ◆ Discussion of the potential restrictions on the development of lands adjacent to the proposed project, such as setbacks.



Similarly, the information requirements lack projection timeline requirements in each area and rely on the applicant to assume how the project will impact adjacent land. This is particularly concerning as without a requirement to engage with the municipality, the applicant is assumed to have a significant amount of local knowledge related to long-term development plans on adjacent lands.

Finally, the NRCB requires applicants to provide to the approval officer information that is significantly more technical, such as the following:

- ◆ Any information required by an approval officer
- ◆ Construction plans
- ◆ Hydrogeological assessments
- ◆ Soil investigation
- ◆ Area plans

The requirements for the type and detail of the information depend on the scale of the proposed CFO and the permit type being issued. However, it is unclear if these plans are submitted to impacted parties as part of a Part 2 application or provided directly to the approval officer to consider based on their discretion.

<sup>66</sup> Not a full list. See AUC Rule 007, Appendix A1, s. 4.

## Land use and agricultural impacts

Land use planning is a core municipal responsibility. While private property owners have the right to use their property as they see fit, land use must align with a municipality's land use bylaw. This means that while a landowner could apply to a municipality to convert their property zoned for residential use into a commercial establishment, the municipality is ultimately empowered to decide whether this is within the public interest of the community and whether it will pose unreasonable impacts on infrastructure, the environment, the ability of neighbouring property owners to use their land as intended, and other factors.

In the case of quasi-judicial agency approvals, municipalities lose any ability to weigh these local factors. Even though the development of an industrial solar project in a residential or agricultural area will have major land use impacts, it is completely at the discretion of the agency (in this case the AUC) to consider them. The construction of transmission lines to connect renewable energy projects to the grid often have similar land use impacts and rely on expropriation of land, meaning landowners often have even less input and receive less compensation than through the approval process for the actual project. Even the NRCB's requirement to consider MDPs allows approval officers to use their own discretion to consider alignment, and the NRCB to approve developments even if they do not align.

While a lack of consideration for broader land use impacts has obvious local relevance, it also poses an increasing provincewide risk, particularly in relation to solar projects (and related transmission lines) and their placement on prime agricultural land. Because solar development agreements are negotiated between private landowners and individual companies, and subsequently approved by the AUC, industry can purchase prime agricultural land, and the AUC can approve the development because they have no requirement to consider municipal land use plans, or the broader impacts on food production in the province. In other words, the AUC's process lacks both the local lens needed to consider if and how siting an industrial development among a swath of agricultural land may be problematic, and the broad public policy lens to consider the cumulative impacts of repeatedly situating solar projects on agricultural land throughout the province.

While most focus is currently on the AUC related to this issue, none of the agencies appear to include an agricultural lens in their approval processes. Even the NRCB, which is approving agricultural development, does not appear to weigh the impacts of converting existing agricultural land into land that is hosting an industrial-scale facility.



## Reclamation

Reclamation has been a key issue to many RMA members over the last few years. Reclamation is the process of restoring land to its former state, or as close as is environmentally possible. Historically, municipalities have faced issues with brownfields and orphan wells, as quasi-judicial agencies have not adequately held industry accountable for confirming their financial commitment to reclamation during the project approval process.

Recently, the AUC has been at the forefront of municipal concerns with reclamation, mainly due to lessons learned from the lack of reclamation focus in previous decades on oil and gas developments. Currently, the AUC has approval authority over all renewable energy projects, however reclamation legislation falls under the Ministry of Environment and Parks. The AUC's Rule 007 does require operators to prove they have sufficient funds to perform decommissioning and reclamation costs, however, there is no requirement for operators to actually set funds aside. As much can change in terms of technology, project ownership, and company fiscal capacity in the decades that a project is functioning, relying on only a promise from operators is woefully inadequate.



### Theme 3: Why Does it Matter?

Cumulative effects, land use and agricultural impacts and reclamation are all extremely complex and important issues, and each could warrant a standalone report. While the sections above provide just a quick overview of each, the main takeaway is that approval processes are not designed to allow for local perspectives and concerns to be considered in any of the areas. While quasi-judicial agencies often cite the need for a timely and efficient approval process as a reason for not engaging stakeholders on these more complex issues, each must take a more holistic view of their role in the entire lifecycle of the project. Requiring applicants (and their own staff) to dedicate more time and resources to understanding and mitigating these complex impacts will ultimately pay off in the long run by discouraging high-risk projects and unreliable companies, and by reducing the risks of unexpected problems later in a project's life; problems that will likely be felt most acutely at the local level.

### Theme 4: Quasi-judicial agency approval processes are difficult for municipalities to access.

Each agency uses an engagement and hearing process to review and make a decision on a project application. While theme 2 focused on limited municipal recognition in the engagement specifically, this theme examines issues with the broader process.

While the NRCB process requires approval officers to proactively notify and engage municipalities on projects, the AUC and AER processes put much more onus on municipalities to actively monitor public notifications and determine whether applications are within their borders and would result in any issues or concerns. This requires training municipal staff to navigate through e-filing and notification systems, and develop a technical knowledge of the industry and the regulatory process. This can be especially challenging for smaller municipalities with limited staff capacity.

Even if municipalities dedicate time and resources to monitoring agency notification portals, with the exception of the NRCB, there is no guarantee that a statement of concern or request for standing at a hearing will be accepted. The onus is on municipalities to prove why they are impacted, despite the obvious link between their legislated planning and service delivery responsibilities and the potential approval of a new industrial development within their boundaries. Even in the case of the NRCB, approval officers are not obligated to consider municipal perspectives, beyond what is in an MDP when making a decision on an application.

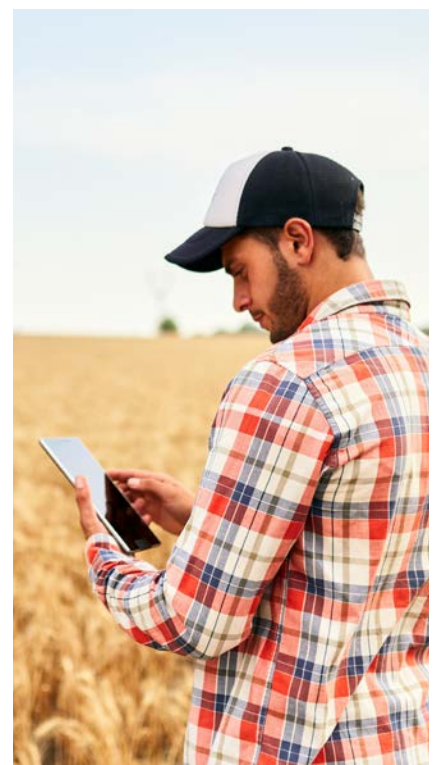
Municipalities also face significant costs related to participating in project hearings. While the AUC, AER and NRCB all have different rules relating to the recovery of costs for hearing participants, none guarantee cost recovery for municipalities. For example, the AUC may provide cost recovery for “local interveners,” but they utilize a definition that, in some cases, will not include municipalities, particularly if their intention is to speak to broader community impacts rather than impacts on land that is directly impacted by the project.<sup>67</sup> Similarly, the AER awards costs to those they deem as eligible participants in a hearing.<sup>68</sup> Costs that can be claimed are in areas such as preparation, attendance, lawyers, consultants and experts, and alternative dispute resolution. While all three agencies have some mechanisms for participants to recover costs, all are linked to the hearing process specifically and none address the unique proactive costs that municipalities may face in preparing arguments for standing in hearings, which could be subsequently rejected by the agency.

In addition to the barriers to participating and having their voices heard within each of the three regulatory processes, municipalities are in a unique position in that they may (and often do) have to attempt to engage with all three agencies. Despite the fact that each agency serves a similar purpose in relation to a different industry, each engagement and approval process has been developed separately and has been guided by a different patchwork of legislation, regulations, directives, rules and policies that have been designed for and by the regulator and the industry. Because municipal interest transcends industry type, the responsibility falls on municipalities to learn three distinct processes with different terminology, different rules, and different approaches to organizing information. It is clear that each regulator’s process was not designed through a public interest lens. Creating three completely separate process creates an additional barrier to participation from stakeholders outside the industry.

#### Theme 4: Why Does it Matter?

In speaking with each of the three agencies, the committee heard consistently that approval processes were fair, logical, consistent, and accessible. However, when the committee raised to one agency approaches or processes used by another agency, the response was typically a lack of awareness that the other agency took a different approach to gathering input or making decisions. What this suggests is that while quasi-judicial agencies are confident in the effectiveness of their processes and final outcomes, this confidence is based primarily on feedback from within their organization and from the industries that they regulate. It would appear that agencies are much less aware of how their colleagues responsible for regulating other industries operate, and how best practices used by others could be applied to their own processes.

This also suggests that agencies are basing their success on how comfortable their processes are for the industries they regulate, rather



<sup>67</sup> AUCA, s. 22 and AUC Rule 009: Rules on Local Intervener Costs.

<sup>68</sup> AER Directive 031: REDA Energy Cost Claims.

than for those representing the broader public and impacted stakeholders. Although each industry has significant differences, the fact that provincial quasi-judicial agencies appear to operate without recognition that their responsibilities and mandates have much in common across industries points to major gaps in how the provincial government see the role of quasi-judicial agencies.

## Theme 5: Quasi-judicial agencies place tremendous trust in the companies they regulate.

The three quasi-judicial agencies examined in this report exist primarily because the industries they regulate have public impacts or risks that are significant enough that they require special oversight. Given this, it is surprising (and contrary to a public interest focus) that the three engagement and approval processes place tremendous trust in the companies subject to regulation to conduct and report on their own public engagement (in the case of the AER and AUC) or protect applicants from having to interact with impacted parties at all (in the case of the NRCB).



Both the AER and AUC processes place the onus on companies to design, execute and report on an engagement process. On one hand, this could be interpreted as requiring companies to be directly accountable to local stakeholders by answering questions and responding to concerns. On the other hand, the lack of involvement from the agencies in monitoring or verifying engagement, combined with the fact that many of the persons that the company is engaging with are likely unfamiliar with the engagement process, suggests that the company-led approach should pose a high risk of manipulation.

This is not to suggest that companies regulated by the AER or AUC are inherently dishonest or uninterested in engaging in good faith, but it does place significant levels of trust in the companies that are subject to regulation, an approach that does not align with prioritizing the public interest. For example, AER Directive 056 allows companies to verbally confirm nonobjection from directly affected parties and note this verbal confirmation in their application.<sup>69</sup> Given the complexity of some oil and gas developments and the unfamiliarity that some directly affected persons may have with the engagement process, it is easy to envision many scenarios in which a verbal statement of nonobjection could be based on a miscommunication or misinterpretation. Except in cases of gas pipelines, AUC Rule 007 does not appear to require companies to gather any confirmation of nonobjection from those requiring personal consultation, but only to document objections heard within their application.

It should be noted that both Rule 007 and Directive 056 reference occasional audits of PIP outcomes.<sup>70</sup> The reference in Rule 007 is quite brief and the frequency and stringency of the AUC audit process is not known. Directive 056, on the other hand, provides much more detail on audits. It explains that audits may occur before issuing a licence if there are outstanding concerns or objections with an application or if there are existing environmental, safety or compliance risks. While pre-licence audits would appear to be focused on contentious applications or companies with a history of compliance issues, the AER also conducts post-licence audits to identify regulatory non-compliance, provide industry with

<sup>69</sup> AER Directive 056, s. 3.3.1.

<sup>70</sup> AUC Rule 007, Appendix A1, s. 9 and AER Directive 056, s. 4.



feedback and areas for future improvement, measure the effectiveness of the application process and provide benchmarks for future improvement, and aid regulatory reform.<sup>71</sup> In terms of audit selection, Directive 056 states that “all applications are potential audit candidates. An application may be randomly selected by computer or judgementally selected by the AER based on factors such as category type, public risk, location, and recent applicant compliance history.”<sup>72</sup>

Another example of extreme trust in industry to design an effective engagement process is related to the boundaries of the engagement zone. As explained earlier, both the AUC and AER typically use a distance-based engagement radius based on the specific type of and size of project being proposed. However, sometimes local conditions may warrant that the standardized engagement radius be increased. AUC Rule 007 provides no guidelines on if, when, or to what extent radiuses should be increased except to state that:

*it is an applicant’s responsibility to assess the area potentially impacted by the project and determine whether the distance of notification recommended in these guidelines should be altered to include a greater area. It may be necessary to change the distance to include stakeholders or Indigenous groups who have expressed an interest in development in the area.*<sup>73</sup>

While the AUC’s recognition that the engagement radius may need to be expanded for some projects is positive, the way the section is written leads to questions as to why a company would ever choose to do so if it is completely at their discretion. Such a requirement should be determined by the AUC, perhaps in conjunction with the company and other key stakeholders (such as the municipality).

While the NRCB’s process is very different from the AER and AUC’s, it also reflects a tremendous trust in industry by utilizing NRCB approval officers to engage on behalf of applicants. While there are clear benefits to having the agency itself directly involved in the engagement process, the NRCB approach insulates companies from having to directly answer stakeholder questions or address concerns. Even written input from stakeholders and responses from companies (should they choose to respond) is directed toward the approval officer.

When the QJAC discussed this lack of direct company-stakeholder engagement with NRCB representatives, their rationale in support of the approach was that industry representatives have expressed a reluctance in engaging directly with stakeholders because they may be pressured into making commitments to amend a project in response to concerns they hear directly. This statement was quite surprising and points to the lack of industry accountability requirements in the NRCB process.

## Theme 5: Why does it matter?

Quasi-judicial agencies exist to regulate and hold industry accountable, not to advocate on their behalf or design their processes for their benefit. However, even as municipalities struggle to navigate engagement processes that seem to be designed to exclude consideration of land use plans and approval processes that allow agencies to restrict municipal voices from being considered, industry is trusted to design, implement, and report on their own engagement process, or is protected from discussing the project directly with stakeholders at all. This imbalance matters because it calls into question the extent to which different affected parties have access to the approval process and influence over the final decision. Companies are not only highly familiar with how the process works, but are actually trusted to operationalize an integral part of it. While there is no question that companies should be required to engage directly with stakeholders, they should not be the sole public presence speaking to the project. Ideally, both the company and the regulator should have a role in engaging and understanding stakeholder questions or concerns, but this is not the case in any of the three engagement processes.

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71 AER Directive 056, s. 4.1.

72 AER Directive 056, s. 4.2.

73 AUC Rule 007, Appendix A1, s. 6.

## > 6. RECOMMENDATIONS

### Recommendation 1

That the Government of Alberta and quasi-judicial agencies work with stakeholders to develop an approach to integrating land use impact assessments and reclamation requirements into all project approvals.

While land use and reclamation impacts and requirements vary widely among industries, if agencies are actually making decisions based on the public interest, both of these concerns should be directly addressed or at least considered in all project approvals. Before individual agencies integrate both considerations into their individual approval process, the Government of Alberta should lead the development of a broader approach to establishing principles and methods for balancing industrial development with agricultural land preservation and other land uses, as well as expectations for end-of-life management for various development types.

### Recommendation 2

That the Government of Alberta and quasi-judicial agencies work with stakeholders to develop a public interest evaluation framework to assess their decision-making and engagement processes.

While all three agencies spoke with confidence about alignment between their decision-making processes and acting in the public interest, a clear disconnect exists between municipalities, industry and regulators about what is within the scope of public interest and how to weigh different perspectives when making decisions on project approvals. Additionally, the current processes used by each agency present significant barriers to participation for many stakeholders outside of the industry, meaning that agencies are often making public interest-based decisions without adequate input from those that are impacted.

While there is no question that public interest is a subjective concept and different perspectives and considerations will be relevant for different projects, regulators should be expected to at least consider a common set of public interest questions when making decisions on projects. Each decision should be accompanied by a written statement from the regulator which outlines the various impacts, such as environmental, social, land use, and others which were used to come to a decision which reflects public interest. Reporting on the same categories and their impact on the decision create consistency for municipalities and other stakeholders and allow for industry to gain a better understanding of what they must consider when planning projects.

As a first step in transitioning to a more consistent and transparent public interest-based decision-making lens, the Government of Alberta should lead the development of a quasi-judicial agency public interest evaluation framework in conjunction with the impacted agencies, industry representatives, municipalities, and other stakeholders. The framework would allow quasi-judicial agencies to critically evaluate their own systems and implement improvements to final decision-making and the accessibility of engagement processes to ensure they are truly balancing multiple perspectives when making public interest-based decisions.

While the remaining recommendations are separate, some or all could potentially be implemented as part of this framework.

### Recommendation 3

That the Government of Alberta and quasi-judicial agencies work together and with stakeholders, including municipalities, to regularly adapt approval processes to industry changes.

Industry practices are always changing. New technologies, new opportunities, change in government policy or economic conditions drive constant adaptation and innovation. This often leads to larger-scale projects with different types and levels of impact on surrounding communities. Given this, it is crucial that both quasi-judicial agencies and the provincial ministries that oversee them commit to regularly reviewing and updating both guiding legislation and regulations and operational policies, rules and directives to ensure approval processes align with current industry practices. Such reviews must be conducted transparently and in conjunction with stakeholders who are impacted by projects.

An example of a process not suited to industry trends is the NRCB's current thresholds for different permitting types. Currently, the most stringent permitting process (approval) is applied to a CFO application with over 500 feeders.<sup>74</sup> Many newly opened or under construction CFOs hold thousands of feeders. It is likely that the risks and impacts of a CFO holding 500 feeders will be much less than one holding 30,000 feeders or more, yet both face the same approval requirements. Because these thresholds are contained in a regulation, rather than an NRCB policy, amending thresholds or creating a new approval category for highly industrialized CFOs would require the participation of both the NRCB and Alberta Agriculture and Irrigation.

To allow agencies to continually understand and adapt to trends in industry technology, project scale, and local impacts associated with these changes, all three could consider forming an ongoing stakeholder advisory committee, similar to those currently used by the NRCB (AOPA Policy Advisory Group) and the AER (Multi-Stakeholder Engagement Advisory Committee). The committees could be redeveloped (and an equivalent created for the AUC) to create a more specific scope of committee member input and include accountability for when and how agencies will review and update various rules, directives and policies based on the committee's input.

### Recommendation 4

That both quasi-judicial agencies and applicants play a direct role in initial project engagement processes.

While the approval processes used by the AER, AUC and NRCB all include significant differences, they have one often overlooked commonality. None require both the applicant and regulator to play a meaningful role in the initial project engagement process. While the applicant is responsible for initial engagement in the AER and AUC process and the agency (in the form of approval officers) is responsible in the NRCB process, it is not until a hearing or review takes place that both the agency and applicant are actively involved. As has been discussed earlier in the report, leaving engagement to applicants poses a risk of stakeholder concerns being misrepresented or under-reported, and places the regulator in a position of reliance on the applicant to summarize engagement and any concerns or objections shared by stakeholders. On the other hand, leaving engagement to the agency insulates the applicant from questions, concerns or criticisms of the project, even though they should be best positioned to respond.

For this reason, both the quasi-judicial agency and the applicant should have a role in the initial stakeholder engagement process. The details of what this would look like would vary for each agency, primarily because some

<sup>74</sup> Feeders are used as an example of a livestock type addressed through the NRCB approval process. There are separate thresholds for different types of livestock. See Agricultural Operations, Part 2 Matters Regulation, Schedule 2.

process many more projects than others. In the case of large-scale or high impact projects, one option may be to have the agency organize an initial townhall meeting to bring together the applicant and directly affected parties. This would ensure that all parties in attendance receive baseline information about the project and engagement process from the agency itself, which greatly reduces the risk of actual or perceived bias. For smaller scale projects, an option may be to have the agency send a letter directly to affected parties before the applicant-led engagement process begins. The letter could outline the process and provide affected parties with information on their rights as well as how they can share concerns with the applicant or agency.

While diving farther into the details of how a more collaborative agency / applicant engagement process would look is beyond the scope of the report, this would be a significant step in reducing bias and ensuring that engagement and approval processes proceed as objectively as possible. It would also increase accountability for both the applicant and regulator and likely reduce the frequency of hearings, which, while a necessary component of approvals, are costly and time consuming for all involved.

### Recommendation 5

That agencies review and redevelop current notification systems to better engage with municipalities at the onset of projects.

While the current NRCB process ensures municipalities are notified of project applications, the AER and AUC processes only require applicants to notify municipalities for certain project types. Based on their unique status as land use planners and infrastructure managers, municipalities should be directly notified by quasi-judicial agencies any time a new project application is submitted within their municipal boundaries.

### Recommendation 6

That the Government of Alberta and quasi-judicial agencies work together and with stakeholders, including municipalities, to regularly adapt approval processes to industry changes.

While each agency's process was developed independently to reflect the nature of the industry being regulated, the complexities within each combined with the distinctions between each create a major barrier to participation for municipalities and other stakeholders likely to engage in multiple approval processes.

The agencies should work together to identify aspects of their processes that could be harmonized. This would not mean that each process is identical, but rather that terminology, response timelines, engagement thresholds, etc. are compared and aligned where possible.

### Recommendation 7

That the AER and AUC adopt NRCB requirements related to aligning projects with municipal development plans, and that the requirements be expanded to include land use bylaws and intermunicipal development plans.

Given the important role that municipalities play in land use planning, and the impacts that projects approved provincially can have on local land uses, it is inexcusable that there is no requirement within the AER and AUC approval processes for applicants to align projects with MDPs, or for the agencies themselves to consider MDPs when evaluating projects in the hearing stage. Applicants should be required to confirm alignment with municipal plans, ideally through confirmation from the municipality itself, and a lack of alignment should trigger a hearing or other dispute resolution mechanism.

The current NRCB process also includes a requirement that approval officers confirm that projects adhere to land use bylaws if MDPs make specific reference to them in a way that is relevant to the project under review. As different municipalities place different levels of importance on how MDPs and land use bylaws are used to inform planning decisions and how they interact with one another, all three processes should require proposals to be consistent with both. Additionally, municipalities are now able to complete intermunicipal development plans with municipal neighbours to collaboratively plan for growth in boundary areas.<sup>75</sup> Approval processes should also include a requirement that projects adhere to IDPs as they are considered statutory plans as well.<sup>76</sup>

## Recommendation 8

That municipalities have automatic status as directly affected parties and automatic standing at all hearings, and that all municipal costs to participate in the engagement and hearing process be covered.

Given the time and costs municipalities incur to understand the impacts of new developments, there is no reason that they should be required to apply for recognition in relation to project applications. In most cases, municipalities are unlikely to have a significant objection to projects, so any concerns that allowing them automatic directly affected party status or standing will reduce the speed of the approval process are unfounded. This change may actually result in municipalities more actively lending their formal support to projects that are well-planned and in alignment with municipal plans.

While municipalities can apply for reimbursement of hearing costs (in some cases) under all three agency processes, none of the cost-recovery mechanisms account for the more complex impacts that a project may have on a municipality in comparison to an individual landowner, due to the municipality's role in representing broader community interests. Each agency should develop a unique municipal cost-recovery approach that eliminates cost as a barrier to municipal participation in project hearings while ensuring that actual municipal costs are reasonable.

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<sup>75</sup> MGA, s. 631(8).

<sup>76</sup> MGA, s. 616(dd).



## > 7. CONCLUSION

Land use planning is complex and challenging, and often balances the “science” of considering the direct and measurable impacts of various developments on land use, environment, infrastructure, and other factors with the “art” of considering what is best for the landowner, their neighbours, and the community as a whole, both presently and in the future.

While municipalities are responsible for nearly all land use planning decisions in Alberta, it is reasonable that some with especially significant impacts locally and provincially be within the scope of the Government of Alberta, or a delegated arms-length agency. In theory, these provincial decision-makers should have the expertise and capacity to consider the myriad impacts that the development will have provincially and locally, and make a decision that is in the public interest.

While this approach makes sense in theory, it is not the case in practice. The agencies tasked with this role rely on processes that do not require or allow them to properly consider the “local” side of the decision-making equation. This lack of recognition of local project risks and mitigation requirements has resulted in cases where municipalities have been forced to respond to local impacts of projects because the decision-maker did not consider project risks that were well-known to municipalities and local landowners. It has also led to many instances in which municipalities have been left to face anger and frustration from residents for the impacts of a project that they had no role in approving.

It is important to consider that the QJAC’s work (and this report) is not intended to suggest that oil and gas, renewable energy, or industrial agriculture developments are unwelcome in rural Alberta. Rural municipalities are proud of their tremendous efforts in attracting and retaining industrial and resource development of all kinds, and in fact much of the services and infrastructure provided by rural municipalities is solely for industrial use.

It is also not intended to suggest that the RMA or rural municipalities are opposed to the practice of utilizing quasi-judicial agencies to make approval decisions on highly complex projects with significant local and provincial benefits and risks. The AER, AUC and NRCB have the technical knowledge and expertise to understand the projects. However, for these agencies to effectively fulfill their mandates or stated goals of making decisions that are truly in the public interest, municipalities must not be “notified parties,” “interveners,” or a “person with standing.” They must be partners, and agencies must treat their land use planning decisions and other perspectives as central to their decision-making processes.

The recommendations in the report will not cause upheaval in the approval system or harm industrial development. What they will do is ensure Alberta’s economy continues to grow and that rural municipalities continue to play a crucial role in the province’s future.



# > APPENDIX A – ACRONYMS

AER: Alberta Energy Regulator

AOPA: *Agricultural Operation Practices Act*

AUC: Alberta Utilities Commission

AUCA: *Alberta Utilities Commission Act*

CFO: Confined Feeding operation

EIA: Environmental impact assessment

ESG: Environmental, Social and Governance

GOA: Government of Alberta

LPRT: Land and Property Rights Tribunal

MDP: Municipal Development Plan

MDS: Minimum distance separation

MGA: *Municipal Government Act*

NRCB: Natural Resource Conservation Board

PIP: Participant Involvement Program

QJAC: Quasi-judicial Agency Committee

REDA: *Responsible Energy Development Act*

RMA: Rural Municipalities of Alberta

WDET: Well Drilling Equipment Tax

# > APPENDIX B – RELEVANT RMA RESOLUTIONS

## Resolution 6-22S: Responsiveness of Service Delivery by Quasi-independent Agencies in Alberta

THEREFORE, BE IT RESOLVED that the Rural Municipalities of Alberta request that the Government of Alberta review the continued use of unelected, quasi-independent agencies for the administration and delivery of essential public services, with the results of the review published for public examination.

## Resolution 9-22F: Renewable Energy Project Reclamation Requirements

THEREFORE, BE IT RESOLVED that the Rural Municipalities of Alberta request that the Government of Alberta implement a mandated collection of adequate securities for future reclamation of renewable energy projects on private lands, either by requiring renewable energy project proponents to post a reclamation surety bond as a condition of any renewable energy project approvals or by other means;

FURTHER BE IT RESOLVED that the amount of the required securities be calculated based on data-driven projections of actual reclamation costs to protect municipalities and residents of Alberta from incurring costs associated with the decommissioning of all renewable energy projects.

## Resolution 21-22F: Loss of Agricultural Land to Renewable Energy Projects

THEREFORE, BE IT RESOLVED that the Rural Municipalities of Alberta request the Government of Alberta to work collaboratively on policy that will find a balance between the development of renewable energy and protection of valuable agriculture lands.

## Resolution 7-20F: Amendments to *Municipal Government Act* Section 619

THEREFORE, BE IT RESOLVED that the Rural Municipalities of Alberta urge the Government of Alberta to amend Section 619 of the *Municipal Government Act* to clearly state that the Natural Resources Conservation Board, the Energy Resources Conservation Board, the Alberta Energy Regulator, the Alberta Energy and Utilities Board or the Alberta Utilities Commission must consider municipal statutory land use planning related to the protection of productive agricultural lands when making decisions on licenses, permits, approvals and other authorizations under their jurisdiction.

## Resolution 6-19F: Municipal Recourse for Solvent Companies Choosing Not to Pay Taxes

THEREFORE, BE IT RESOLVED that the Rural Municipalities of Alberta advocate that the Government of Alberta direct the Alberta Energy Regulator to add unpaid municipal taxes to the grounds for which a company may be denied a licence to operate in Alberta.

## Resolution 11-19F: Requirement for Municipal Authority Input on Energy Resource Development Projects

THEREFORE, BE IT RESOLVED that the Rural Municipalities of Alberta request that the Government of Alberta directs the Alberta Energy Regulator to incorporate municipal authorities' input into the energy resource development project and change of use approval process.



**Resolution 20-18F:** Decommissioning Costs for Wind Energy Developments

THEREFORE, BE IT RESOLVED that the Rural Municipalities of Alberta request Alberta Energy to direct the Alberta Utilities Commission to establish a method of ensuring that there is funding in place to ensure that an abandoned wind energy plant is decommissioned and reclaimed in an environmentally responsible way.

**Resolution 6-18S:** Wind Energy Regulations Required at Provincial Level

THEREFORE, BE IT RESOLVED that the Rural Municipalities of Alberta request Alberta Energy to direct the Alberta Utilities Commission to establish a method of ensuring that there is funding in place to ensure that an abandoned wind energy plant is decommissioned and reclaimed in an environmentally responsible way.

**Resolution 11-18S:** Recycling of Solar Panels

THEREFORE, BE IT RESOLVED that the Rural Municipalities of Alberta (RMA) request that the Government of Alberta expand existing recycling programs to include solar panels (photovoltaic modules).

**Resolution 7-11S:** Natural Resources Conservation Board Approval Process

THEREFORE, BE IT RESOLVED that the Alberta Association of Municipal Districts and Counties request the Province of Alberta to review its approval process for confined feeding operation developments and ensure all limiting factors such as water are taken into consideration before the development is approved.





**RMA**  
RURAL MUNICIPALITIES  
of ALBERTA



# SUMMARY

**RMA MEMBER COMMITTEE ON  
QUASI-JUDICIAL AGENCIES**

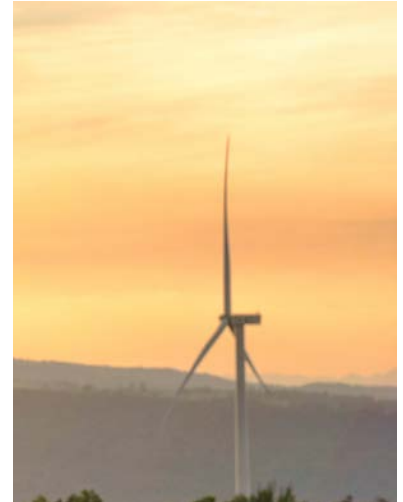
**November 2023**



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## > INTRODUCTION

In May 2023, the Rural Municipalities of Alberta (RMA) formed the Quasi-Judicial Agency Member Committee (QJAC) in response to member concerns related to the lack of municipal input into developments approved by quasi-judicial agencies that the Government of Alberta (GOA) has created to carry out regulatory functions on its behalf. The committee developed a full report that is available on the RMA website. This summary report outlines key background, themes, and findings.

Committee members included:

- ◆ Board Chair: Jason Schneider, RMA District 1 Director, Vulcan County
- ◆ District 1: Kelly Christman, County of Newell
- ◆ District 2: Brent Ramsay, Red Deer County
- ◆ District 3: Doug Drozd, Barrhead County
- ◆ District 4: Tyler Airth, Big Lakes County
- ◆ District 5: Cindy Trautman, Camrose County

The QJAC examined three agencies (Alberta Energy Regulator [AER], Alberta Utilities Commission [AUC], and Natural Resources Conservation Board [NRCB]) that approve industrial projects commonly located in rural municipalities:



The AER was created in 2013 through the *Responsible Energy Development Act* (REDA). The AER regulates oil, oil sands, natural gas, coal resources, geothermal, and brine-hosted mineral resources. The mandate of the AER is “to provide for the efficient, safe, orderly, and environmentally responsible development of energy resources and mineral resources in Alberta through the Regulator’s regulatory activities.” This includes regulation of the disposition and management of public lands, protection of the environment, and conservation, management, and allocation of water.



The AUC was established in 2008 through the *Alberta Utilities Commission Act* (AUCA). The AUC regulates electricity, natural gas, water, and renewable power generation throughout projects. The AUC’s mandate is to regulate Alberta’s utility sector in a manner that is fair, responsible, and in the public interest. The AUC has broad powers to carry out this mandate, including to hold hearings, make rules, issue orders, set rates, enforce compliance, and investigate complaints.



The NRCB was established in 1991 through the *Natural Resources Conservation Board Act* (NRCBA). Its mandate was extended in 2002 to regulate confined feeding operations (CFOs) under the *Agricultural Operation Practices Act* (AOPA). While the NRCBA outlines the broad powers of the NRCB, the AOPA describes the NRCB’s mandate in relation to regulating CFOs.

Each agency reviews and approves applications for industrial developments that are often located in rural municipalities. As municipalities are the approval authority for nearly all other developments, quasi-judicial authority over oil and gas sites (AER), renewable energy projects (AUC), and CFOs (NRCB) has led to land use conflicts and unintended impacts after projects have been approved and built.

To better understand and consider solutions to this issue, the QJAC undertook research, met with quasi-judicial agencies, and conducted a member survey. The committee learned that, while the three agencies have different mandates and approval processes, all include barriers to municipal participation and consideration of municipal plans and perspectives. These barriers prevent them from understanding local impacts of the projects they approve, and therefore prevent them from making decisions that are truly in the public interest.

As municipalities are responsible for land use planning, service delivery, infrastructure management, and other areas, the committee identified municipal impacts of this lack of input in areas such as land use, environment, reclamation/long-term liability, infrastructure strain, and municipal governance.

To learn more on agency approval processes see page 23 of the full committee report.





## > WHY ARE MUNICIPALITIES CONCERNED?

Municipalities provide services, build and maintain infrastructure, balance competing land use interests, and plan for sustainable growth. As municipalities grow and develop over time, they must balance current community priorities against future risks and opportunities to make decisions that benefit the community. This is often the case in relation to land use planning decisions. Some land uses may pose risks to surrounding properties, the environment, or municipal infrastructure. Municipal councils have power to review and, if needed, reject such applications.

The *Municipal Government Act* (MGA) requires municipalities to create municipal development plans (MDPs) which outline the planned growth of a community. MDPs are often linked to land use bylaws, which provide specific guidance as to where various types of land uses and development can occur. MDPs and land use bylaws are vital to ensuring communities can balance growth and sustainability.

Because the MGA assigns municipalities with broad land use planning responsibilities, quasi-judicial approvals of select development types can lead to land use planning conflicts if quasi-judicial agencies do not adequately consider how a development they approve may impact existing land use plans implemented at the municipal level. Quasi-judicial approval processes vary in terms of the extent to which the land use planning responsibilities of municipalities are recognized, but all three agencies have clear paramouncy through section 619 of the *Municipal Government Act* to approve projects regardless of their compatibility with current or future local land use goals. This has led to situations across the province where projects have been approved despite not aligning with local land use planning, leading to impacts on neighbouring landowners, infrastructure, the local environment, and in other areas not considered or mitigated during the project approval process.



**RURAL**  
municipalities make up over  
**85%** of AB land.



## > RURAL MUNICIPAL IMPACTS

Rural municipalities manage over 85% of Alberta’s land mass, which host most of Alberta’s industrial, agricultural, and natural resource development, as well as environmentally significant areas. Municipalities are impacted in multiple ways by developments approved by quasi-judicial agencies, including the following:

### Local Land Use Impacts



Each quasi-judicial agency has a different process in place for approving projects, and a different level of recognition of municipal land use planning perspectives within that process. While each agency that the QJAC engaged with stated that its processes allowed for municipalities to have their voice heard, RMA members have shared many examples of actual decisions being made without consideration of land use impacts on both the land being developed and on neighbouring land.

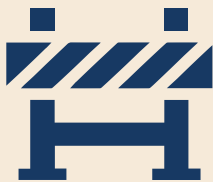
One of the most common examples of a lack of land use recognition is the siting of solar projects on prime agricultural land. Municipalities typically develop land use plans and bylaws that discourage or prohibit development of prime agricultural land. For rural municipalities, protecting agricultural land is a priority for several reasons including the economic role it plays in communities and in the province.

Municipalities are responsible for fostering the well-being of the environment. Industrial developments of all types and scales carry with them some level of environmental risk ranging from water shed impacts, soil contamination, dust, air pollution, and others. While mitigating some of these risks is beyond the scope and ability of municipalities, they are a consideration in evaluating the merits of a development application. While all three quasi-judicial agencies are required to consider environmental risks when reviewing project applications, their focus is often reactionary in nature and relies on being prepared to respond to environmental issues if they arise rather than understanding and requiring applicants to mitigate risks as part of their project application. If the agencies took a more proactive focus in requiring mitigation of risks, they would find that municipalities are often in the best position to provide input on environmental considerations due to their familiarity with local landscapes, water sheds, weather patterns, etc.

## Local Environmental Impacts



## Reclamation and Long Term Liability Issues



Municipalities are no strangers to the reclamation risks that come with industrial development. While not a specific component of the external-facing engagement and project approval process for any of the development types within the report, each agency has a different approach and level of upfront accountability expectations on applicants to plan for the end-of-life management of their projects. However, each approval process should include a condition that reclamation plans and financial commitments are in place.

A lack of reclamation expectations impacts municipalities in multiple ways. Firstly, the environmental risks associated with any industrial development are likely to increase as they age, and even more so if they are abandoned rather than responsibly decommissioned. Alberta is currently facing a massive challenge with orphaned and abandoned oil wells which pose long-term environmental risks to rural municipalities and landowners, and in some cases result in the sterilization of land for other uses.

Rural municipalities manage massive infrastructure networks, much of which exist to support industry access to natural resources. Without this infrastructure, industries would be unable to develop in Alberta (or would face significantly higher direct costs to do so), meaning that rural municipalities are key actors in ensuring this growth can continue. While industrial development brings crucial property tax revenue to rural municipalities, it also results in a need for more infrastructure or increased strain on existing infrastructure.

In many cases, new projects approved by quasi-judicial agencies are in areas with limited existing development and infrastructure, or infrastructure that is not designed to accommodate increased truck and equipment traffic associated with both new project construction and product transportation.

## Infrastructure Strain





## Municipal Governance and Accountability



Rural council members are often the first point of contact for residents who have concerns about their community — even if the concerns fall outside the jurisdiction of the municipality. Each agency’s approval process is complex and is likely not easily understood by those that are not regularly involved. While municipal approval processes can also be complex, they are generally much more straightforward, transparent, and accessible than those used by quasi-judicial agencies, if for no other reason than that local residents can easily attend council meetings to observe and participate in development approval discussions. This is contrary to quasi-judicial agencies. While all have stakeholder engagement staff and some have regional representatives, they are not as well known or as accessible (and therefore accountable) to rural residents than municipal elected officials.

Because municipal councils are accessible to residents and responsible for most development decisions that take place in the municipality, many RMA members have shared instances in which residents have voiced frustration with the municipality for approving a project that has had adverse local impacts, when in reality that project was approved by a quasi-judicial agency. The inaccessibility of the project approval processes themselves and of quasi-judicial agencies post-approval result in municipalities being responsible for helping residents to understand the approval process and where to direct their concerns.





## > KEY THEMES

Through research and engagement with quasi-judicial agencies and RMA members, the QJAC identified five themes that characterize their view of quasi-judicial agency approval processes and their impacts on rural municipalities. For a more detailed explanation of the themes, see page 34 of the full report.

### Theme 1: Public interest is not well-defined by quasi-judicial agencies or reflected in quasi-judicial agency approval processes.

While many competing definitions of public interest exist, it is generally viewed as a lens for making decisions that balances competing interests to make decisions that are positive for most of those impacted. How those interests are determined and weighed against one another varies by agency and by the decision being made. During discussions with the QJAC, all three agencies stated that they consider public interest when evaluating project applications. However, none provided (definitions), thresholds, or criteria aside from indicating that it includes balancing economic, environmental, and social considerations.

## **Theme 2: Applicant engagement requirements do not reflect the importance of municipalities in the project approval process.**

The applicant engagement processes in all three agencies vary from one another, including in terms of the level of recognition for municipal plans and perspectives. Municipalities have a unique level of interest in projects approved by quasi-judicial agencies because they typically bear responsibility for providing the development with infrastructure and services and responding to risks or challenges linked to the project. Given the importance of municipalities in supporting the development once it is built, the barriers that they face in actively participating in approval processes, or even having land use plans considered, is concerning.

## **Theme 3: The scope of approval processes are too narrow to adequately consider local input on cumulative effects, reclamation requirements, or broader land use impacts.**

Agency approval processes tend to divide the type and level of information that applicants must provide to the agency itself from what they must disclose to affected parties and the broader public. This “two-tiered” information sharing structure introduces a risk that municipalities and other local stakeholders may not be able to engage on important aspects of the project because they are not provided the applicant’s initial information or analysis.

## **Theme 4: Quasi-judicial agency approval processes are difficult for municipalities to access.**

While the NRCB process requires approval officers to proactively notify and engage municipalities on projects, the AUC and AER processes put much more onus on municipalities to actively monitor public notifications and determine whether applications are within their borders and would result in any issues or concerns. This requires training municipal staff to navigate through e-filing and notification systems, and develop a technical knowledge of the industry and the regulatory process. This can be especially challenging for smaller municipalities with limited staff capacity.

## **Theme 5: Quasi-judicial agencies place tremendous trust in the companies they regulate.**

The three quasi-judicial agencies examined in this report exist primarily because the industries they regulate have public impacts or risks that are significant enough that they require special oversight. Given this, it is surprising (and contrary to a public interest focus) that the three engagement and approval processes place tremendous trust in the companies subject to regulation to conduct and report on their own public engagement (in the case of the AER and AUC) or protect applicants from having to interact with impacted parties at all (in the case of the NRCB).

# > RECOMMENDATIONS

Based on the themes, the QJAC developed several recommendations for how quasi-judicial agencies could improve their process to include municipal plans and perspectives, and therefore make decisions that better align with the public interest. For a more detailed explanation of the recommendations, see page 47 of the full report.

## Recommendation 1

That the Government of Alberta and quasi-judicial agencies work with stakeholders to develop an approach to integrating land use impact assessments and reclamation requirements into all project approvals.

## Recommendation 2

That the Government of Alberta and quasi-judicial agencies work with stakeholders to develop a public interest evaluation framework to assess their decision-making and engagement processes.

## Recommendation 3

That the Government of Alberta and quasi-judicial agencies work together and with stakeholders, including municipalities, to regularly adapt approval processes to industry changes.

## Recommendation 4

That both quasi-judicial agencies and applicants play a direct role in initial project engagement processes.

## Recommendation 5

That agencies review and redevelop current notification systems to better engage with municipalities at the onset of projects.

## Recommendation 6

That the Government of Alberta and quasi-judicial agencies work together and with stakeholders, including municipalities, to regularly adapt approval processes to industry changes.

## Recommendation 7

That the AER and AUC adopt NRCB requirements related to aligning projects with municipal development plans, and that the requirements be expanded to include land use bylaws and intermunicipal development plans.

## Recommendation 8

That municipalities have automatic status as directly affected parties and automatic standing at all hearings, and that all municipal costs to participate in the engagement and hearing process be covered.

**From:** Moyo, Nicole <nmoyo@brownleelaw.com>

**Sent:** November 9, 2023 2:10 PM

**To:** Chief Admin. Officer <cao@smokylakecounty.ab.ca>

**Subject:** Registration is now open for Emerging Trends 2024

10.4

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



You are invited to join us in person – or virtually – this February for our annual **Emerging Trends in Municipal Law** seminar. The 2024 edition of this event will feature timely and critical topics that are curated exclusively for our elected and administrative municipal clients.

For 2024, we are continuing to offer this session on two different days in Calgary and Edmonton. Additionally, **Edmonton's in-person session will be live-streamed** for those who

prefer to attend virtually. Whichever date or option you select, the presented topics will be the same.

## Event Details

<p style="text-align: center;"><b>Calgary</b></p> <p><u>Date:</u> Thursday, February 8, 2024</p> <p><u>Time:</u> 8:30 am – 3:30 pm</p> <p><u>Location:</u> <b>Best Western Premier</b></p> <p><u>Address:</u> 1316 33 Street NE, Calgary</p>	<p style="text-align: center;"><b>Edmonton</b></p> <p><u>Date:</u> Thursday, February 15, 2024</p> <p><u>Time:</u> 8:30 am – 3:30 pm</p> <p><u>Location:</u> <b>Edmonton Expo Centre</b></p> <p><u>Address:</u> 7515 - 118 Ave. NW, Edmonton</p>
<p><b><u>REGISTER</u></b></p> <p><b>Feb. 8, 2024</b></p>	<p><b><u>REGISTER</u></b></p> <p><b>Feb. 15, 2024</b></p>

**In-Person Admission: \$190 + GST**  
**Virtual Admission: \$130 + GST**

If you have any questions, please contact Nicole Moyo at [nmoyo@brownleelaw.com](mailto:nmoyo@brownleelaw.com).

This event is by invitation only.

We hope you can join us!

Brownlee LLP

*This message is sent on behalf of the Brownlee Municipal Practice Area.*

*You are receiving this correspondence because you have previously attended Emerging Trends in Municipal Law, or because you or your employer has utilized or expressed interest in utilizing our services.*

*If you do not wish to receive information regarding future Emerging Trends in Municipal Law sessions, [Unsubscribe here](#).*

Connect with us:

**Edmonton:**  
2200 Commerce Place  
10155 102 St. NW  
Edmonton, AB T5J 4G8  
(780) 497-4800  
Toll Free: 1-800-661-9069

**Calgary:**  
1500 Watermark Tower  
530 – 8 Ave. SW  
Calgary, AB T2P 3S8  
(403) 232-8300  
Toll Free: 1-877-232-8303

**Vancouver:**  
1450 Toronto Dominion Tower  
700 West Georgia St.  
Vancouver, BC V7Y 1K8  
(604) 416-5100

Website: [BrownleeLaw.com](http://BrownleeLaw.com)

LinkedIn: [Brownlee LLP](#)



**NICOLE MOYO | EVENTS ASSISTANT | BROWNLEE LLP**

**MARKETING**

**m. 780-497-4800 | d. 780-970-5739 | f. 780-424-3254 | [nmoyo@brownleelaw.com](mailto:nmoyo@brownleelaw.com)**

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

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

*We acknowledge the traditional territories of the Indigenous peoples of the Treaty 6 region and the Metis settlements and Metis Nation of Alberta, regions 2, 3 and 4. We respect the histories, languages and cultures of the First Nations, Metis, Inuit and all First Peoples of Canada, whose presence continues to enrich our community.*

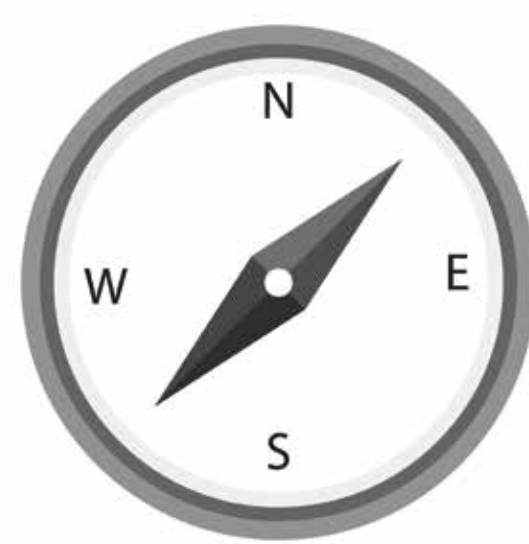
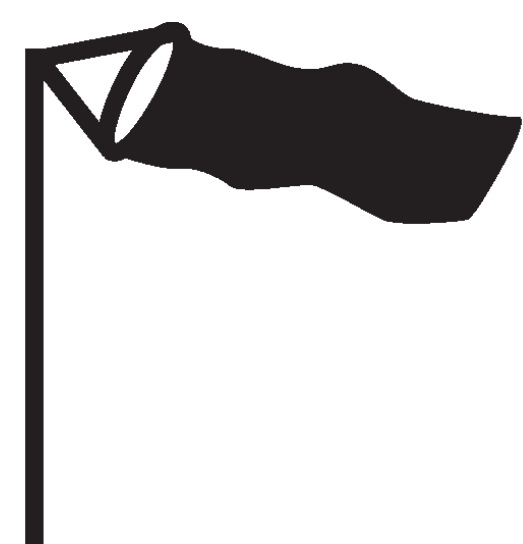
*Brownlee LLP would like the opportunity to send you invitations and legal news electronically. Please give us your permission by [clicking here](#).*

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# Our Airshed



LICA is the region's Airshed Zone and monitors the outdoor air quality within our region. Air quality is an indicator of how clean our air is. This is determined by the rate at which pollutants are emitted into the atmosphere and how effectively the atmosphere can disperse those contaminants. This dispersion is affected by wind speed and direction, temperature, and local topography.



## Air Monitoring

- LICA monitors a number of different air quality parameters throughout the region.
- Nitrogen dioxide, ground-level ozone and particulate matter are used to determine the Air Quality Health Index (AQHI) value.
- Young children, seniors, pregnant women and people who have respiratory illnesses and those with cardiovascular conditions are more sensitive to air pollution.
- Air pollution can worsen chronic respiratory conditions and the AQHI can help you understand the health risk associated with local air quality conditions.
- Note: You should always consult your doctor concerning medical issues.

## Reducing Air Pollution

We all have an impact on air quality. We can take actions to help reduce air pollution including:

- Idle less (a minute or less is best)
- Walk and ride your bike
- Car pool
- Reduce your energy usage

These simple changes can have a significant impact on our air quality if everyone is willing to do their part.



Scan this code for more information about the AQHI and our airshed

[lica.ca](http://lica.ca)



[@infoLICA](https://www.instagram.com/infoLICA)





# Air Quality Health Index

The Air Quality Health Index (AQHI) is a scale designed to help residents understand what the outdoor air quality means to their health. The station listed below collects data that is used to determine the AQHI value. This value is then streamed to our lantern, which changes colour according to the AQHI scale.

This lantern is receiving data from our:

Visit our website [www.lica.ca](http://www.lica.ca) to learn more about air quality and our air monitoring.

## VERY HIGH RISK

- Avoid strenuous outdoor activities
- AQHI Scale: 11

## HIGH RISK

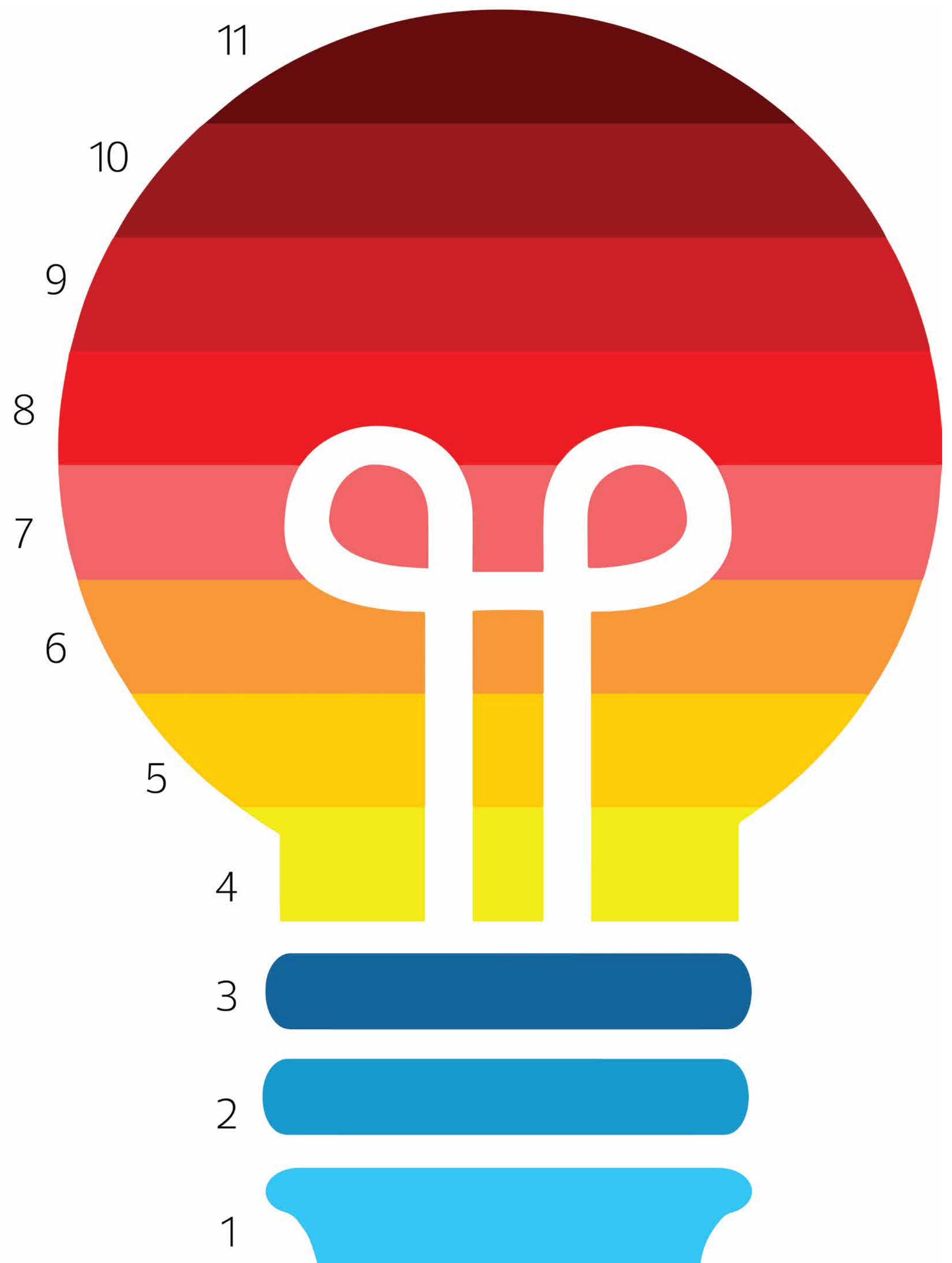
- Reduce or reschedule strenuous outdoor activities
- AQHI Scale: 7-10

## MODERATE RISK

- Consider reducing or rescheduling strenuous outdoor activities
- AQHI Scale: 4-6

## LOW RISK

- Enjoy usual outdoor activities
- AQHI Scale: 1-3



**From:** Kristina Morris <[executivedirector@lica.ca](mailto:executivedirector@lica.ca)>

**Sent:** Wednesday, November 8, 2023 2:21:28 PM

**To:** [lhalisky@smokylakecounty.ab.ca](mailto:lhalisky@smokylakecounty.ab.ca) <[lhalisky@smokylakecounty.ab.ca](mailto:lhalisky@smokylakecounty.ab.ca)>; [dgawalko@smokylakecounty.ab.ca](mailto:dgawalko@smokylakecounty.ab.ca) <[dgawalko@smokylakecounty.ab.ca](mailto:dgawalko@smokylakecounty.ab.ca)>

10.5

**Cc:** LICA Reception <[lica2@lica.ca](mailto:lica2@lica.ca)>

**Subject:** Welcome to the LICA Board of Directors

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

Good afternoon Lorne,

My name is Kristina Morris, LICA's Executive Director. I wanted to be the first to welcome you to the LICA Board of Directors. I look forward to working with you and am happy to answer any questions you may have.

To my knowledge, our Administrative staff ([lica2@lica.ca](mailto:lica2@lica.ca)) have sent you policies and forms to be completed as part of our onboarding process. These policies reference your responsibilities on the Board and overall expectations. The forms include a Code of Ethics, Confidentiality Agreement, and Personal Contact Information required to be recorded under the Societies Act. If you have not received this email, please let me know and I will forward them to you.

In addition to our onboarding, I would like to present Smoky Lake County the opportunity to have a small tabletop Air Quality Health Index (AQHI) lantern installed at your office. This lantern is designed by LICA to visually represent the air quality, based on the AQHI scale, and inform the public of when there are health risks to conducting outdoor activities. This is especially helpful during wildfire season. The set-up is easy: the lantern would need an outlet and run on the building's wifi connection. It would be connected to the closest AQHI recording station to your office for the most accuracy. It would be installed for the 2-year rotation

duration on the LICA Board of Directors and include two information posters. I have included a photo and the informative posters that would accompany the lantern for your reference.

Please let me know if this is of interest to the County. Once confirmation is received I will proceed to schedule a time to conduct the installation, and hopefully meet you in person!

Yours in environmental stewardship,

**Kristina Morris**

Executive Director, LICA - Environmental Stewards  
Box 8237, 5107W - 50 Street  
Bonnyville, AB T9N 2J5  
(t) 780.812.2182 (f) 780.812.2186



[www.lica.ca](http://www.lica.ca)

LICA recognizes that we operate and benefit from the traditional lands of the Denesuḡiné, Nehiyaw (Cree), and in the heart of the Métis Homeland. LICA has respect and gratitude towards sharing the land and honors our responsibility to truth and reconciliation as members of Treaty 6, 8, and 10 and Métis Nation of Alberta – Regions 1 and 2.



Please consider the environment  
before printing this email.

November 13, 2023

Lydia Cielin  
Smoky Lake County  
Box 310  
Smoky Lake, AB T0A 3C0

Dear Madam:

**The Objective and Scope of the Audit**

You have requested that we audit the consolidated financial statements of the Smoky Lake County, which comprise the consolidated statement of financial position as at December 31, 2023, and the consolidated statements of operations, changes in net financial assets and cash flows, and schedules 1 to 6 for the year then ended, and a summary of significant accounting policies and other explanatory information.

We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. Our audit will be conducted with the objective of our expressing an opinion on the financial statements.

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

**The Responsibilities of the Auditor**

We will conduct our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

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

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, there is an unavoidable risk that some material misstatements may not be detected, even though the audit is properly planned and performed in accordance with Canadian generally accepted auditing standards.

### **The Responsibilities of Management**

Our audit will be conducted on the basis that management acknowledge and understand that they have responsibility:

- a) For the preparation and fair presentation of the financial statements in accordance with Canadian Public Sector Accounting Standards.
- b) For the design and implementation of such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.
- c) To provide us with timely:
  - Access to all information of which management is aware that is relevant to the preparation of the financial statements (such as records, documentation and other matters);
  - Information about all known or suspected fraud, any allegations of fraud or suspected fraud and any known or probable instances of non-compliance with legislative or regulatory requirements;
  - Additional information that we may request from management for the purpose of the audit; and
  - Unrestricted access to persons within the Smoky Lake County from whom we determine it necessary to obtain audit evidence.

As part of our audit process:

- a) We will make inquiries of management about the representations contained in the financial statements. At the conclusion of the audit, we will request from management written confirmation concerning those representations. If such representations are not provided in writing, management acknowledges and understands that we would be required to disclaim an audit opinion.
- b) We will communicate any misstatements identified during the audit other than those that are clearly trivial. We request that management correct all the misstatements communicated.

### **Form and Content of Audit Opinion**

Unless unanticipated difficulties are encountered, our report will contain an unqualified opinion.

If we conclude that a modification to our opinion on the financial statements is necessary, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form, or have not formed, an opinion on the financial statements, we may withdraw from the audit before issuing an auditor's report or we may disclaim an opinion on the financial statements. If this occurs, we will communicate the reasons and provide you details of any misstatements identified during the audit.

### **Confidentiality**

One of the underlying principles of the profession is a duty of confidentiality with respect to client affairs. Each professional accountant must preserve the secrecy of all confidential information that becomes known during the practice of the profession. Accordingly, we will not provide any third party with confidential information concerning the affairs of the Smoky Lake County unless:

- a) We have been specifically authorized with prior consent;
- b) We have been ordered or expressly required by law or by the Rules of Professional Conduct/Code of Ethics of the Institute of Chartered Professional Accountants of Alberta; or
- c) The information requested is (or enters into) public domain.

### **Communications**

In performing our services, we will send messages and documents electronically. As such communications can be intercepted, misdirected, infected by a virus, or otherwise used or communicated by an unintended third party, we cannot guarantee or warrant that communications from us will be properly delivered only to the addressee. Therefore, we

specifically disclaim, and you release us from, any liability or responsibility whatsoever for interception or unintentional disclosure of communications transmitted by us in connection with the performance of this Engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from such communications, including any that are consequential, incidental, direct, indirect, punitive, exemplary or special damages (such as loss of data, revenues or anticipated profits).

If you do not consent to our use of electronic communications, please notify us in writing.

#### **Use of Information**

It is acknowledged that we will have access to all personal information in your custody that we require to complete our Engagement. Our services are provided on the basis that:

- a) You represent to us that management has obtained any required consents for our collection, use, disclosure, storage, transfer and process of personal information required under applicable privacy legislation and professional regulation; and
- b) We will hold all personal information in compliance with our Privacy Statement.

#### **Use and Distribution of Our Report**

The examination of the financial statements and the issuance of our audit report are solely for the use of the Smoky Lake County and those to whom our report is specifically addressed by us. We make no representations or warranties of any kind to any third party in respect of these financial statements or our audit report, and we accept no responsibility for their use by any third party or any liability to anyone other than the Smoky Lake County.

For greater clarity, our audit will not be planned or conducted for any third party or for any specific transaction. Accordingly, items of possible interest to a third party may not be addressed and matters may exist that would be assessed differently by a third party, including, without limitation, in connection with a specific transaction. Our audit report should not be circulated beyond The Smoky Lake County or relied upon by any third party for any purpose, without our prior written consent.

You agree that our name may be used only with our prior written consent and that any information to which we have attached a communication be issued with that communication, unless otherwise agreed to by us in writing.

#### **Reproduction of Auditor's Report**

If reproduction or publication of our audit report (or reference to our report) is planned in an annual report or other document, including electronic filings or posting of the report on a website, a copy of the entire document should be submitted to us in sufficient time for our review and approval in writing before the publication or posting process begins.

Management is responsible for the accurate reproduction of the financial statements, the auditor's report and other related information contained in an annual report or other public document (electronic or paper-based). This includes any incorporation by reference to either full or summarized financial statements that we have audited.

We are not required to read the information contained in your website or to consider the consistency of other information on the electronic site with the original document.

#### **Working Papers**

The working papers, files, other materials, reports and work created, developed or performed by us during the course of the Engagement are the property of our firm, constitute our confidential information and will be retained by us in accordance with our firm's policies and procedures.

#### **File Inspections**

In accordance with professional regulations (and by our firm's policy), our client files may periodically be reviewed by practice inspectors and by other engagement file reviewers to ensure that we are adhering to our professional and firm's standards. File reviewers are required to maintain confidentiality of client information.

**Other Services**

In addition to the audit services referred to above, we will, as allowed by the Rules of Professional Conduct/Code of Ethics of the Institute of Chartered Professional Accountants of Alberta, prepare your financial information return, LAPP agreed upon procedures report and federal income tax return and other special reports as required. Management will provide the information necessary to complete these returns/reports and we will file them with the appropriate authorities on a timely basis.

**Indemnity**

The Smoky Lake County hereby agrees to indemnify, defend (by counsel retained and instructed by us) and hold harmless our Firm (and its partners, agents and employees) from and against any and all losses, costs (including solicitors' fees), damages, expenses, claims, demands and liabilities arising out of (or in consequence of):

- a) The breach by the Smoky Lake County or its councillors, officers, agents, or employees, of any of the covenants or obligations of The Smoky Lake County herein, including, without restricting the generality of the foregoing, the misuse of, or the unauthorized dissemination of, our engagement report or the financial statements in reference to which the engagement report is issued, or any other work product made available to you by our Firm.
- b) A misrepresentation by a member of your management or council.

**Fees at Regular Billing Rates**

Our professional fees will be based on our regular billing rates, plus direct out-of-pocket expenses and applicable GST, and are due when invoiced. Fees for any additional services will be established separately.

**Costs of Responding to Government or Legal Processes**

In the event we are required to respond to a subpoena, court order, government agency or other legal process for the production of documents and/or testimony relative to information we obtained and/or prepared during the course of this Engagement, you agree to compensate us at our normal hourly rates for the time we expend in connection with such response and to reimburse us for all of our out-of-pocket costs (including applicable GST) incurred.

**Termination**

If we elect to terminate our services for nonpayment, or for any other reason provided for in this letter, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended, and to reimburse us for all of our out-of-pocket costs, through to the date of termination.

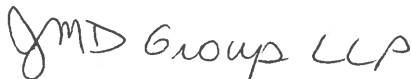
**Conclusion**

This engagement letter includes the relevant terms that will govern the Engagement for which it has been prepared. The terms of this letter supersede any prior oral or written representations or commitments by or between the parties. Any material changes or additions to the terms set forth in this letter will only become effective if evidenced by a written amendment to this letter, signed by all of the parties.

If you have any questions about the contents of this letter, please raise them with us. If the services outlined are in accordance with your requirements, and if the above terms are acceptable to you, please sign the copy of this letter in the space provided and return it to us.

We appreciate the opportunity of continuing to be of service to your municipality.

Yours truly,

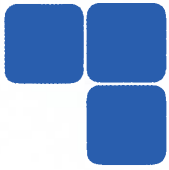


JMD Group LLP  
Chartered Professional Accountants

Acknowledged and agreed on behalf of The Smoky Lake County by:

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Lydia Cielin





November 13, 2023

Reeve and Council  
Smoky Lake County  
Box 310  
Smoky Lake, Alberta T0A 3C0

Dear Reeve and Council:

**Re: Audit Planning**

We are writing this letter in connection with our audit of the financial statements of Smoky Lake County for the year ending December 31, 2023.

Our purpose in writing is to ensure effective two-way communication between us in our role as auditors and yourselves with the role of overseeing the financial reporting process. In this letter we will:

- a) Address our responsibilities as independent auditors and provide information about the planned scope and timing of our audit.
- b) Request a response to some audit questions and any additional information you may have that could be relevant to our audit.

**Auditor Responsibilities**

The respective responsibilities of ourselves and of management in relation to the audit of the financial statements are set out in the engagement letter that was signed by management.

**Planned Scope and Timing of Our Audit**

Our objective as auditors is to express an opinion on whether the financial statements are prepared, in all material respects, in accordance with Canadian public sector accounting standards for local governments.

In developing our audit plan, we worked with management to understand the operations of Smoky Lake County and to identify and assess the risks of material misstatement in the financial statements, whether due to fraud or error. Our audit plan has been designed to focus on the identified areas of risk.

**Materiality**

For the current period, we have determined an overall materiality amount of \$270,000. This amount will be used to:

- a) plan and perform the audit; and,
- b) evaluate the effects of identified and uncorrected misstatements on the audit procedures performed as well as on the financial statements.

The materiality amount will be reassessed at period end to ensure it remains appropriate.

**Significant Changes During the Period**

There were no significant changes in operations or accounting and auditing standards that need to be addressed in planning the audit for the current period. The change in the CAO will be addressed in our review of internal controls.

**Internal Control**

To help identify and assess the risks of material misstatement in the financial statements, we obtain an understanding of internal control relevant to the audit. This understanding is used in the design of appropriate audit procedures. It is not used for the purpose of expressing an opinion on the effectiveness

of internal control. Should we identify any significant deficiencies in the internal control and accounting systems, we will communicate them to you in our audit findings letter.

**Significant Risks**

In planning our audit, we identify significant financial reporting risks that, by their nature, require special audit consideration. The significant risks we have identified and our proposed audit response is outlined below:

Significant Risks	Proposed Audit Response
Management Override	Inquiries of management Review of journal entries Review of management estimates
Grant Revenue and Deferred Revenue – accuracy and completeness	Confirm grants and review grant documents Analyze grant spending and recalculate unspent grants Discuss expected grants with management Balance deferred grants with SFE’s
Property Tax Revenue – accuracy and completeness	Overall recalculation of property tax revenue Ensure all taxes written off or cancelled are authorized by council
Gas Revenue – accuracy and completeness	Analytical procedures Substantive testing
Other Expenses – occurrence and accuracy	Substantive testing Analytical procedures Review budget and council minutes
Payroll – occurrence and accuracy	Substantive testing Overall analytic
Receivables – valuation and completeness	Review aging and determine if allowance is adequate Review cut-off procedures and perform cut-off testing
Accounts Payable – completeness and existence	Substantive testing Review cut-off procedures and perform cut-off testing
Tangible Capital Assets – existence, completeness and valuation	Substantive testing of additions and disposals General ledger review for missed additions Discussion with management and review of minutes Recalculation of amortization
Inventory - existence, completeness and valuation	Substantive testing Analytical procedures Vouching of gravel costing

If there are specific areas that warrant our particular attention during the audit or where you would like us to undertake some additional procedures, please let us know.

### **Uncorrected Misstatements**

Where we identify uncorrected misstatements during our audit, we will communicate them to management and request that they be corrected. If not corrected by management, we will then request that you correct them. If not corrected by you, we will also communicate the effect that they may have individually, or in aggregate, on our audit opinion.

### **Audit Findings**

At the conclusion of our audit, we will prepare an audit findings letter to assist you with your review of the financial statements. This letter will include our views and comments on matters such as:

- significant matters, if any, arising from the audit that were discussed with management;
- significant difficulties, if any, encountered during the audit;
- qualitative aspects of the entity's accounting practices, including accounting policies, accounting estimates and financial statement disclosures;
- uncorrected misstatements; and
- any other audit matters of governance interest.

### **Audit Questions and Requests**

#### ***Fraud***

To help us in identifying and responding to the risks of fraud within the entity, we would appreciate your responses to the following questions:

1. What oversight, if any, do you provide over management's processes for identifying and responding to fraud risks? Management's processes could include policies, procedures, programs or controls that serve to prevent, detect and deter fraud.
2. Do you have any knowledge of any actual, suspected or alleged fraud, including misappropriation of assets or manipulation of the financial statements, affecting the organization? If so, please provide details and how the fraud or allegations of fraud were addressed.

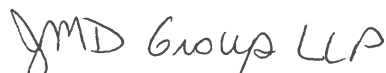
#### ***Other Matters***

Would you please bring to our attention any significant matters or financial reporting risks, of which you are aware, that may not have been specifically addressed in our proposed audit plan. This could include such matters as future plans, contingencies, events, decisions, non-compliance with laws and regulations, potential litigation, specific transactions (such as with related parties or outside of the normal course of business) and any additional sources of audit evidence that might be available.

We recognize your significant role in the oversight of the audit and would welcome any observations on our audit plan.

This letter was prepared for the sole use of those charged with governance of Smoky Lake County to carry out and discharge their responsibilities. The content should not be disclosed to any third party without our prior written consent, and we assume no responsibility to any other person.

Yours truly,



JMD Group LLP  
Chartered Professional Accountants

<b>Information Release</b>	
<b>Date Released</b>	<b>Number/Information Released</b>
October 12, 2023	<b>R189-23:</b> RMA District 5 Meeting Minutes: August 25, 2023
October 12, 2023	<b>R190-23:</b> RMA District 5 Meeting Org Minutes and Regular Minutes: January 27, 2023
October 12, 2023	<b>R191-23:</b> RMA Contact Newsletter October 6 2023
October 12, 2023	<b>R192-23:</b> FCM News Release October 10 2023
October 12, 2023	<b>R193-23:</b> Vilna Solar Project Overview
October 13, 2023	<b>R194-23:</b> Amarjeet Sohi, Mayor, City of Edmonton, dated October 13, 2023 – Re: Designation of the North Saskatchewan River (Alberta) as a Heritage River under the Canadian Heritage Rivers System
October 19, 2023	<b>R195-23:</b> Aspen View Board Highlights October 5, 2023
October 19, 2023	<b>R196-23:</b> Smoky Lake Chamber of Commerce Agenda October 16, 2023
October 19, 2023	<b>R197-23:</b> Smoky Lake Chamber of Commerce Community Christmas Party Invite
October 19, 2023	<b>R198-23:</b> 2023 Ministers Senior Service Awards
October 19, 2023	<b>R199-23:</b> FCM News Release October 16, 2023
October 19, 2023	<b>R200-23:</b> RMA Contact Newsletter October 13, 2023
October 19, 2023	<b>R201-23:</b> Alberta Ombudsman Own Motion Investigation October 2023
October 20, 2023	<b>R202-23:</b> UCC ACP Newsletter October 19, 2023
October 20, 2023	<b>R203-23:</b> Evergreen Meeting Documents
October 26, 2023	<b>R204-23:</b> NSWA Workshop Summary Report 2023
October 26, 2023	<b>R205-23:</b> Alberta Water Council 2022
October 26, 2023	<b>R206-23:</b> FCM News Release October 23, 2023
October 26, 2023	<b>R207-23:</b> LICA – Community Information Session
October 26, 2023	<b>R208-23:</b> RMA Contact Newsletter October 20, 2023
October 26, 2023	<b>R209-23:</b> NSWA Newsletter October 2023
October 30, 2023	<b>R210-23:</b> Contact Newsletter October 27, 2023
November 1, 2023	<b>R211-23:</b> Aspen View Board Highlights October 26, 2023
November 3, 2023	<b>R212-23:</b> UCC ACP Newsletter November 2, 2023
November 7, 2023	<b>R213-23:</b> RMA Contact Newsletter November 3 2023
November 7, 2023	<b>R214-23:</b> FCM Newsletter November 6, 2023
November 8, 2023	<b>R215-23:</b> Age Friendly E- News
November 14, 2023	<b>R216-23:</b> FCM Newsletter November 13, 2023
November 14, 2023	<b>R217-23:</b> Waskatenau Pryveet Dance Club Minutes October 25, 2023
November 14, 2023	<b>R218-23:</b> Age Friendly E-News November 14, 2023
November 15, 2023	<b>R219-23:</b> FCM Newsletter November 15, 2023
November 15, 2023	<b>R220-23:</b> Training Report – Communications
November 15, 2023	<b>R221-23:</b> Smoky Lake Courthouse Letter November 7, 2023