



SMOKY LAKE COUNTY COUNCIL MEETING AGENDA

Thursday, November 14, 2024, at 9:00 a.m. held

Virtually <https://video.businessconnect.telus.com/join/501792590> (Meeting ID # 501792590) and
Physically in Smoky Lake County Council Chambers, 4612 McDougall Drive, Smoky Lake

- 1. Call to Order
- 2. Adoption of Agenda
- 3. Adoption of Minutes
 - 3.1. Minutes of the Regular Council Meeting, Thursday, October 10, 2024
- 4. Delegation(s)
 - 4.1. Darrell Ewaskiw, Representing Bonnie Lake Resort Community, to request support in upgrading amenities @ 9:15 a.m.
 - 4.2. Village of Waskatenau Council, to request reconsideration of consent to purchase 19.62 +/- acres of land within Smoky Lake County @ 1:00 p.m.
- 5. Public Hearing
 - Nil
- 6. Municipal Planning Commission (MPC)
 - Nil

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

- 7. Business – Requests for Decisions
 - 7.1. Remembrance Day Ceremonies
 - 7.2. Backsloping Applications
 - 7.3. Policy Statement No. 09-39-13: Dust Control
 - 7.4. Intermunicipal Subdivision Development Appeal Board Membership
 - 7.5. Policy Statement No. 01-22-01 Policy Committee Terms of Reference
 - 7.6. Policy Statement No. 08-13-01 Disposal of Assets
 - 7.7. Remuneration for Public-at-Large
 - 7.8. Renew Assessment Review Board Services Contract
 - 7.9. Bylaw 1464-24: Non-Residential Tax Incentive
 - 7.10. Retuning Officer for Municipal Election 2025
 - 7.11. 40th Annual RMRF Central Municipal Law Seminar
 - 7.12. Recreational Are Facility Supervision and Cleaning Services – Request for Proposal
- 8. Chief Administrative Officer (CAO) Report
 - 8.1. CAO Report (*handout*)
- 9. Council Committee Reports
 - 9.1. Councillor Division One Report (*handout*)
 - 9.2. Councillor Division Two Report (*handout*)
 - 9.3. Councillor Division Three & Deputy Reeve Report (*handout*)

- 9.4. Councillor Division Four Report (*handout*)
- 9.5. Councillor Division Five & Reeve's Report

10. Correspondence

- 10.1. From Village of Waskatenau, listing their Organizational Meeting appointments for 2024-2025.
- 10.2. From Village of Vilna, listing their Organizational Meeting appointments for 2024-2025.
- 10.3. From Wheatland County, dated November 1, 2024, invitation to join collaborative stance on FCM Conference attendance.
- 10.4. From Alberta Association of Community Peace Officers, dated September 25, 2024, invitation to attend a closed information session.
- 10.5. From S/Sgt. Michael Jaszczyszyn, Eastern Alberta District Advisory NCO, RCMP, and Sgt. Anita Doktor, Detachment Commander of Smoky Lake RCMP, extending an invitation for community leaders to visit Real Time Operations Center in Edmonton.
- 10.6. From Minister of Transportation and Economic Corridors, dated October 29, 2024, responding the County's concerns in respect to vegetation control on provincial highways.

11. Information Release

- 11.1. Information Released to Council from September 3, 2024 to November 8, 2024

12. Financial Reports

- 12.1. Financial Statement for the Month of September, 2024
- 12.2. Budget to Actual Report as at November 6, 2024
- 12.3. Bills & Accounts as of November 14, 2024

13. Next Meetings

- 13.1. Schedule a Council Committee of the Whole Meeting with RCMP CO Delegation, for December 4, 2024, at 9:00 a.m.
- 13.2. Reconfirm Smoky Lake County Council's scheduled upcoming Meetings are as follows:
Thursday, December 12, 2024, at 9:00 a.m., (Regular)
- 13.3. Scheduled Smoky Lake County Council next Meetings for:
Thursday, January 9, 2025, at 9:00 a.m., (Regular)
Thursday, January 23, 2025, at 9:00 a.m., (Regular)
Thursday, February 13, 2025, at 9:00 a.m., (Regular)
Thursday, February 27, 2025, at 9:00 a.m., (Regular)
Thursday, March 13, 2025, at 9:00 a.m., (Regular)
Thursday, March 27, 2025, at 9:00 a.m., (Regular)

14. In Camera (Executive Session)

- 14.1. FOIP Act Section 27: Privileged Information, in respect to Duty Risk Assessment & Mitigation Report for Community Peace Officers

15. Adjournment.

SMOKY LAKE COUNTY

Minutes of the **County Council Meeting** held on Thursday, **October 10, 2024**, at 9:00 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:

			ATTENDANCE
<u>Div. No.</u>	<u>Councillor(s)</u>	<u>Thursday, Oct. 10, 2024</u>	
1	Dan Gawalko	Present in Chambers	
2	Linda Fenerty	Present in Chambers	
3	Dominique Céré	Present in Chambers	
4	Lorne Halisky	Present in Chambers	
5	Jered Serben	Present in Chambers	
Finance Manager	Brenda Adamson	Present in Chambers	
Municipal Clerk / R.S.	Meaghan Andreychuk	Present in Chambers	
Executive Svcs	Patti Priest	Absent	

Observers in Attendance Upon Call to Order:

Plan. & Dev. Manager	Jordan Ruegg	Virtually Present
Natural Gas Manager	Daniel Moric	Present in Chambers
Public Works Manager	Chris Minailo	Present in Chambers
Ag. Fieldman	Carleigh Danyluk	Present in Chambers
Public	3 Members	Virtually Present
Media	No Members	N/A

2. Agenda:

884-24: Serben That the Smoky Lake County Council Meeting Agenda for Thursday, October 10, 2024, be adopted, as amended:

Addition to the Agenda:

1. Letter of Support for Métis Crossing’s Application to the Green and Inclusive Community Buildings (GICB) Program.
2. Certificate of Recognition: Year-2024 Ministers Awards for Municipal and Public Library Excellence.
3. Executive Session: Legal Issue in respect to the MCC For Smoky Lake Development Corp. under the authority of the FOIP Act Section 16: Third Party Business.

Carried Unanimously.

3. Minutes:

3.1. Council Regular Meeting Minutes of September 26, 2024

885-24: Halisky That the minutes of the **Smoky Lake County Council Meeting**, held on Thursday September 26, 2024, be adopted as presented.

Carried.

3.2. Council Special Meeting Minutes of October 1, 2024

886-24: Gawalko That the minutes of the **Smoky Lake County Council Special Meeting**, held on Tuesday, October 1st, 2024, be adopted as presented.

Carried.

7. Request for Decision:

7.1. Alberta Invasive Species Council Sponsorship

887-24: Céré

That Smoky Lake County Council approve to purchase a Year-2025 Bronze Membership in the amount of \$1,000.00 to Alberta Invasive Species, for the benefit of:

- Access to over 150 invasive species factsheets,
- Access to quarterly electronic newsletters,
- Free use of the EDDMapS, EDDMapS Pro, and ISM Track apps and data downloads [*for reporting invasive species*],
- Opportunity to participate in working groups, events, or contribute articles to newsletters,
- Recognition on the AISC website,
- Recognition in our quarterly newsletter,
- Recognition at AISC's Annual Conference,
- Exclusive access to the AISC's Newsletter Archive,
- Annual AISC Memberships (includes 2 votes at the AGM),
- Member rate for the AISC Conference Registration for 2, and
- Member rate prices on select items on the AISC's online store for 2,

As per the correspondence received from Paige Kuczmariski, Invasive Species Technician, Alberta Invasive Species Council, dated September 19, 2024.

Carried.

7.2. Waskatenau Creek Corridor Restoration and Trail Concept

888-24: Halisky

That Smoky Lake County acknowledge receipt of the “Waskatenau Creek restoration and trail concept” report, dated August 2, 2024, prepared by O2 Planning and Design, resulting from the grant funded study through the 2023 Alberta Community Partnership (ACP) program application managed by the Village of Waskatenau in partnership with the County; and utilize the information as a resource if any grant funding applications are submitted to any programs for any Waskatenau creek area development.

Carried.

Executive Session:

Legal Issue: County-Owned Lands – Offers to Purchase from Adjacent Landowners

889-24: Céré

That Smoky Lake County Council go into Executive Session, in the presence of all Council, Chief Administrative Officer, Finance Manager, Planning and Development Manager, and Municipal Clerk, to discuss County-Owned Land offers to purchase from adjacent land-owners, under the authority of the FOIP Act, Section 27: Privileged Information and Section 16: Third Party Business Interests, time 9:11 a.m.

Carried.

890-24- Halisky

That Smoky Lake County Council go out of Executive Session, Time 9:32 a.m.

Carried.

Rescind August 8, 2024, Motion #761-24 – County-Owned Lands

891-24- Céré

That Smoky Lake County Council rescind the August 8, 2024, Motion # 761-24 as the second portion of the said motion in respect to the option of selling properties not sold to adjacent landowners at an unreserved bid auction through Richie Bros. Ltd., is no longer Council’s direction; **and** acknowledge all adjacent landowners of the County-Owned Lands listed under the said motion, have already been contacted and have already determine they were (or were not) interested in purchasing the said lands adjacent to their property as per the first portion of the said motion.

Carried.

7. Request for Decision:

7.3. County-Owned Lands – Offers to Purchase from Adjacent Landowners

892-24: Gawalko That Smoky Lake County Council **accept** the offer received in the amount of \$4,500.00, from adjacent landowners: Victor, James, Taras and Anthony Filewich, to purchase County-Owned lands legally described as PT. NW-2-59-12-W4M (Roll #12590230) containing +/- 13.57 acres.
Carried.

893-24: Gawalko That Smoky Lake County Council **reject** the offer received in the amount of \$2,000.00, from adjacent landowner: Casey Tchir, to purchase County-Owned lands legally described as PT. NE-29-59-12-W4M (Roll #12592941) containing +/- 2.02 acres, due to the conditions of sale proposed by Mr. Tchir.
Carried.

Councillor Fenerty declared pecuniary interest and abstained from voting on any question relating to the offer received from Terry Sklerek, as he is her partner.

894-24: Gawalko That Smoky Lake County Council **accept** the offer received in the amount of \$1,000.00, from adjacent landowner: Terry Sklerek, to purchase County-Owned lands legally described as PT. SW-21-60-13-W4M (Roll#13602121) containing +/- 1.0 acres.
Carried.

895-24: Céré That Smoky Lake County Council **accept** the offer received in the amount of \$500.00, from adjacent landowners: Lawrence & Janet Lavoie, to purchase County-Owned lands legally described as PT. SW-35-59-15-W4M (Roll#15593521) containing +/- 0.5 acres.
Carried.

896-24: Gawalko That Smoky Lake County Council **reject** the offer received in the amount of \$375.00, from adjacent landowner: Stephanie Popel, to purchase County-Owned lands legally described as PT. NE-27-58-16-W4M (Roll #16582740) containing +/- 2.56 acres.

Councillor Céré requested a record vote.

<u>In Favour:</u>	<u>Opposed:</u>
Gawalko	Serben
Halisky	Céré
Fenerty	

Carried.

897-24: Halisky That Smoky Lake County Council **accept** the offer received in the amount of \$40,000.00, from adjacent landowners: Jim & Sylvia Masikewich, to purchase County-Owned lands legally described as PLAN 8120163, LOT 1 (Roll#16593341) containing +/- 20.16 acres.
Carried.

898-24: Gawalko That Smoky Lake County Council **reject** the offer received in the amount of \$25,000.00, from adjacent crownland lease holder: Clear Hills Community Grazing Association, as represented by Ryan Franchuk, President of Clear Hills Grazing Association, to purchase County-Owned lands legally described as SW-12-61-16-W4M (Roll #16611220) containing +/- 160.0 acres.
Carried.

- 899-24: Serben That Smoky Lake County Council **reject** the offer received in the amount of \$1.00, from adjacent landowner: Lloyd Pirzek, to purchase County-Owned lands legally described as PLAN 3329ET (Roll #18591021) containing +/- 1.0 acres.
Carried.
- 900-24: Fenerty That Smoky Lake County Council **accept** the offer received in the amount of \$1,600.00, from adjacent landowner: Laura Bertin, to purchase County-Owned lands legally described as PLAN 1955CL, BLOCK 1, LOT 3 (Roll #22010103) containing +/- 3,900 square feet.
Carried.
- 901-24: Céré That Smoky Lake County Council **accept** the offer received in the amount of \$1,800.00, from adjacent landowner: Vince Sutherland, to purchase County-Owned lands legally described as PLAN 1039CL, BLOCK 4, LOTS 12-14 (Roll #27150412) containing +/- 13,660 square feet.
Carried.
- 902-24: Fenerty That Smoky Lake County Council **accept** the offer received in the amount of \$1,200.00, from adjacent landowner: Vince Sutherland, to purchase County-Owned lands legally described as PLAN 1039CL, BLOCK 4, LOTS 15-16 (Roll #27150415) containing +/- 12,785 square feet.
Carried.
- 903-24: Céré That Smoky Lake County Council **accept** the offer received in the amount of \$5,000.00, from adjacent landowner: Michael Thompson, to purchase County-Owned lands legally described as PLAN 0425044, BLOCK H, LOT 11A (Roll #40451211) containing +/- 10,000 square feet.
Carried.

Daniel Moric, Natural Gas Manager entered Council Chambers, time 9:31 a.m.

Daniel Moric, Natural Gas Manager left Council Chambers, time 9:41 a.m.

Executive Session:

Legal Issue: Village of Waskatenau's Request to Purchase Land

- 904-24- Halisky That Smoky Lake County Council go into Executive Session, in the presence of all Council, Chief Administrative Officer, Finance Manager, Planning and Development Manager, and Municipal Clerk, to discuss a Legal Issue, in respect to the Village of Waskatenau's Request to Purchase Land, under the authority of the FOIP Act, Section 27: Privileged Information and Section 16: Third Party Business Interests, time 9:41 a.m.
Carried.
- 905-24- Gawalko That Smoky Lake County Council go out of Executive Session, time 10:09 a.m.
Carried.

7.4. Village of Waskatenau – Request to Purchase Land

- 906-24: Céré That Smoky Lake County Council **deny** consent to the Village of Waskatenau, to acquire the lands legally described as: "Railway Plan 371BV Station Grounds in Township 59, Range 19, West of the 4th Meridian, comprising parts of Section NE 8 (4.44 hectares) and NW 9 (2.55 hectares), expecting thereout all the mines and minerals; in response to the letter received from the Village of Waskatenau, dated July 22, 2024, requesting acquisition of the said lands located outside their municipal boundary.
Carried.

7.5. Spedden Hall & Church – Request to Waive Natural Gas Service Charge

907-24: Fenerty That Smoky Lake County Council **take no action to** thereby denying the request to waive the Natural Gas Service Charge for Smoky Lake County Natural Gas Accounts 110050.01 & 110110.01, as per the letter received from the Treasurer of the Ukrainian Orthodox Society of Spedden, dated September 23, 2024.

Carried.

7.6. FCSS Grant Application – Smoky Lake Minor Hockey

908-24: Serben That Smoky Lake County Council approve to allocate funding from the 2024 Family and Community Support Services (FCSS) Grant budget in accordance with Policy No. 08-17-01 Family and Community Support Services (FCSS) grant as follows:

Community Group	Eligibility	Funding
Smoky Lake Minor Hockey Association	Volunteers Respect in Sport Leader Courses	\$2,500.00

Carried.

7.7. Tax Agreement for Property Tax Roll #15591611

909-24: Serben That Smoky Lake County execute a Tax Agreement for Property Tax Roll Number 15591611, legally described as Plan 1325199 Block 1, Lot 1, with a total monthly payment in the amount of \$1,285.00 per month, effective October 15, 2024, for thirty-six (36) consecutive months, in accordance with Policy Statement No. 12-01-02: Tax Agreement.

Carried.

7.8. Smoky Lake Curling Club – Accounts Receivable Penalties

910-24: Serben That Smoky Lake County Council acknowledge receipt of the financial information provided by the Smoky Lake Curling Club in response to Council’s September 26, 2024, Motion #867-24; and **approve** to write-off the interest accrued in the amount of \$1,039.72, on the Club’s Accounts Receivable account #SMOK028; and direct Administration to write a letter informing the Club of future payment deadlines.

Carried.

8. Chief Administrative Officer’s Report:

8.1. Action List from September 12 & 26, 2024 Council Meetings

911-24: Fenerty That Smoky Lake County Council Meeting Action List from the Council Meeting held on September 12, 2024 and September 26, 2024, be accepted for information.

Carried.

10. Correspondence:

10.1. Minister of Municipal Affairs – Carbon Tax Survey

912-24: Fenerty That Smoky Lake County share data relating to the impact of the carbon tax on the County’s operations (both directly and indirectly), with the Minister of Municipal Affairs, through an online survey, as requested in the letter received from the Minister of Municipal Affairs, dated October 2, 2024.

Carried.

10.2. MLA Bonnyville-Cold Lake-St. Paul - Distribution of Charitable Gaming Revenues

913-24: Gawalko That Smoky Lake County acknowledge receipt of the copied letter from Scott Cyr, MLA Bonnyville-Cold Lake-St. Paul Constituency, to the City of Edmonton Mayor, dated August 23, 2024, in respect to requesting support from the City of Edmonton to advocate for a fairer distribution of charitable gaming revenues through the Alberta Gaming, Liquor & Cannabis (AGLC).

Carried.

914-24: Fenerty That Smoky Lake County Council write a letter of support to the local MLA, Rural Municipalities Association and Alberta Gaming, Liquor & Cannabis (AGLC) advocating for a fairer distribution of charitable gaming revenues, and requests a deadline for action on the letter by November 1, 2024; in response to the copied letter received from Scott Cyr, MLA Bonnyville-Cold Lake-St. Paul Constituency, to the City of Edmonton Mayor, dated August 23, 2024, requesting support from the City of Edmonton of same.

Carried.

10.3. Smoky Lake Regional Heritage Board - Municipal Historic Resources

915-24: Halisky That Smoky Lake County Council **acknowledge receipt** of the letter received from the Smoky Lake Regional Heritage Board, dated September 27, 2024, recommending the following three buildings described below, to be assigned Municipal Historic Resource designation; **and** Council approve to provide each respective building owner with a **Notice of Intent to Designate** as a Municipal Historic Resource, pursuant to the *Historical Resources Act*, in accordance with Policy Statement No. 61-15-01: Designation of Municipal Historic Resources:

1. **Bellis Store and Heritage Shoppe**, built in 1945, on the lands legally described as Plan 0728767, Block 2, Lot 10A;
2. **White Earth Hall**, built in 1919, on the lands legally described as part of SE-16-60-17-W4; and
3. **Samuel A. MacDonald Stopping House, General Store and Pine Creek Post Office**, dates back to 1908, on the lands legally described as part of SW-35-58-19-W4.

Carried.

Addition to the Agenda:

Métis Crossing's Application to the Green and Inclusive Community Buildings Program

916-24-Halisky That's Smoky Lake County acknowledge receipt of the verbal request presented by the Planning and Development Manager, for a letter of support of towards Métis Crossing Year-2024 application to the Green and Inclusive Community Buildings funding program.

Carried.

917-24- Halisky That Smoky Lake County Council approve to provide a letter of support for Métis Crossing's Year-2024 application to the Green and Inclusive Community Buildings funding program.

Carried.

2024 Minister's Award for Municipal and Public Library Excellence

918-24- Céré That Smoky Lake County acknowledge and accept the Year-2024 Minister's Award for Municipal and Public Library Excellence, awarded to Smoky Lake County for the North Saskatchewan Canadian Heritage River Initiative.



Carried.

11. Information Releases:

Nil

12. Financial Reports:

Nil

13. Next Meeting(s):

Next & Scheduled County Council Meetings

919-24: Halisky That the next Smoky Lake County Council Meetings be re-confirmed and **scheduled** as follows:

Thursday, October 24, 2024, at 9:00 a.m. (Regular and Organization Council Meeting)

Thursday, October 29, 2024, at 9:00 a.m. (Budget Council Meeting)

Thursday, November 14, 2024, at 9:00 a.m. (Regular Council Meeting)

Thursday, December 12, 2024, at 9:00 a.m. (Regular Council Meeting)

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

Carried.

Schedule County Council Meeting for the Purpose of CAO Evaluation

920-24: Serben That the next Smoky Lake County Council Meetings for the Purpose of CAO Evaluation, be scheduled for Tuesday, November 19, 2024, at 9:00 a.m. to be held in County Council Chambers.

Carried.

14. Executive Session:

14.1 Legal Issue: Surface Material Leases

921-24: Serben That Smoky Lake County Council go into Executive Session, in the presence of all Council, Chief Administrative Officer, Finance Manager, Public Works Manager, and Municipal Clerk, to discuss a Legal Issue, in respect to Surface Material Leases, under the authority of the FOIP Act, Section 27: Privileged Information and Section 16: Third Party Business Interests, time 11:07 a.m.

Carried.

922-24: Céré That Smoky Lake County Council go out of Executive Session, time 11:30 a.m.

Carried.

11:30 to 11:35 a.m. Public Question and Answer Period:

Kyle Schole, member of the public, expressed the importances of the Waskatenau Creek Corridor Restoration and Trail Concept and congratulated Council on the North Saskatchewan Canadian Heritage River Initiative, without a question.

14. Executive Session:

14.1 Legal Issue: Surface Material Leases (continued)

923-24: Halisky That Smoky Lake County Council go into Executive Session, in the presence of all Council, Chief Administrative Officer, Finance Manager, Public Works Manager, and Municipal Clerk, to discuss a Legal Issue, in respect to Surface Material Leases, under the authority of the FOIP Act, Section 27: Privileged Information and Section 16: Third Party Business Interests, time 11:35 a.m.

Carried.

924-24: Serben That Smoky Lake County Council go out of Executive Session, time 12:05 p.m.
Carried.

Surface Material Leases: SML No. 140092 and SML No. 120101

925-24: Céré That Smoky Lake County Council authorize Administration to transact the following purchase and approve an unbudgeted expense in the amount of Two Million Two Hundred Thousand Dollars (\$2,200,000.00) plus GST, funded from the Year-2024 Lands Sales and Reserves, to purchase two limited companies with Surface Material Leases (SML) inclusive, described as: SML No. 140092, at SW-22-61-18-W4 containing 78.79 Acres, under 2430603 Alberta Ltd., and SML No. 120101, at SW-22-61-18-W4 containing 79.91 Acres, under 2450652 Alberta Ltd, Pending all legal conditions are met.
Carried.

14.2. Personnel Issue: Update on Staff from the CAO under the authority

926-24: Fenerty That Smoky Lake County Council go into Executive Session, in the presence of all Council and Chief Administrative Officer, to discuss a Personnel Issue, in respect to an update on Staff from the CAO under the authority of the FOIP Act, Section 27: Privileged Information and Section 17: Third Party Personal Privacy, time 12:19 p.m.
Carried.

927-24: Céré That Smoky Lake County Council go out of Executive Session, time 12:54 p.m.
Carried.

Addition to the Agenda (Executive Session):

Legal Issue: Update on the MCC for Smoky Lake Development Corp.

928-24: Serben That Smoky Lake County Council go into Executive Session, in the presence of all Council and Chief Administrative Officer, to discuss a Legal Issue, in respect to an update on the MCC for Smoky Lake Development Corp., under the authority of the FOIP Act, Section 27: Privileged Information and Section 16: Third Party Business Interests, time 12:55 p.m.
Carried.

929-24: Fenerty That Smoky Lake County Council go out of Executive Session, time 1:31 p.m.
Carried.

930-24: Serben That Smoky Lake County Council direct the Chief Administrative Officer to obtain a legal opinion pertaining to the MCC for Smoky Lake Development Corp., as discussed on October 10, 2024, in Executive Session, under the authority of the FOIP Act, Section 27: Privileged Information and Section 16: Third Party Business Interests.
Carried.

15. ADJOURNMENT:

931-24: Serben That the Smoky Lake County Council Meeting of October 10, 2024, be adjourned, time 1:32 p.m.
Carried.

REEVE

SEAL

CHIEF ADMINISTRATIVE OFFICER

October 21, 2024

To: Smoky Lake County

From: Darrell Ewaskiw, [REDACTED]

On Behalf Of: Bonne Lake Resort Community

Subject: Request for Support in Upgrading Amenities

Dear Smoky Lake County Council,

I am writing as the lead representative of the Bonne Lake Resort Community to request your consideration for support in upgrading four key resort amenities during your upcoming budget meetings.

1. **Playground Rejuvenation and Expansion:** We propose removing aged equipment and adding new structures in the northwest segment of the playground. The usage of this area has been increasing year over year, making it an essential and safe play space for our children.
2. **Refresh of Sports Courts:** We seek repairs, improvements to the Tennis, Basketball, and Pickleball courts to enhance recreational opportunities for our community.
3. **Horseshoe Pits:** We request the placement of two loads of black dirt in the horseshoe pits area, along with leveling and seeding.
4. **Boat Launch Rejuvenation:** We also propose upgrades to the approach and precast ramps of the boat launch, which may already be planned but not yet implemented.

We have been in contact with several vendors and have gathered budgeting estimates for the playground equipment. Our goal is to complete an application for the Community Facility Enhancement Program (CFEP) by the end of 2024, in time for the January 10, 2025, application deadline.

With grant approval, support from Smoky Lake County, community sponsorships, and in-kind contributions, we aim to see these projects developed by summer 2025. We anticipate the playground portion of the project may be in the range of \$80,000. Additional costs will cover the removal and demolition of existing equipment, as well as the handling and installation of new materials.

We appreciate your consideration of our request and are available to discuss any questions you may have regarding the allocation of funds or resources. We look forward to positive news, ideally by late October or early November.

Thank you for your support.

Best regards,

Darrell Ewaskiw

[REDACTED]

Bonne Lake Resort Community

[REDACTED]

[REDACTED]



VILLAGE OF WASKATENAU

Box 99, Waskatenau, Alberta T0A 3P0

Phone: (780) 358-2208

Fax: (780) 358-2208

Email: waskvillage@mcsnet.ca

Website: www.waskatenau.ca

November 5, 2024

Smoky Lake County
Box 310
Smoky Lake, Alberta
T0A 3C0

Motion 906-24: *“That Smoky Lake County Council deny consent to the Village of Waskatenau, to acquire the lands legally described as: “Railway Plan 371BV Station Grounds in Township 59, Range 19, West of the 4th Meridian, comprising parts of Section NE 8 (4.44 hectares) and NW 9 (2.55 hectares), expecting thereout all the mines and minerals; in response to the letter received from the Village of Waskatenau, dated July 22, 2024, requesting acquisition of the said lands located outside their municipal boundary.”*

In regards to your Motion 904-24, the Village of Waskatenau is currently working on a new Brand Place Strategy for our municipality which includes the Purchase of the CN Lands for a proposed development to enhance future opportunities as the starting point of the Iron Horse Trail and catering to outdoor enthusiasts with options for recreational experiences. To achieve our vision, we will be outlining strategic goals that focus on sustainable and regenerative tourism, enhancing visitor experiences, stimulating local business development, and promoting residential growth. By fostering collaboration and strengthening community engagement, we aim to create a thriving, resilient environment that benefits both residents and visitors while preserving the unique character of Waskatenau.

Enclosed are the following items for your review:

- Map of proposed development for C.N. Lands
- Letter to Smoky Lake County dated July 22, 2024 requesting consent from the Smoky Lake County.
- Prairies Can – Expression of Interest application – grant funding for proposed development.
- Travel Alberta – Expression of Interest application – grant funding for proposed development.
- Email Marianne Janke – interest to extend Iron Horse Trail into Waskatenau.

The Village of Waskatenau was part of the Regional Community Development Committee (RCDC) for a number of years and have supported the mandate of the RCDC throughout those years to increase economic development in the Smoky Lake region.

We ask that you provide us with your reason why you do not want to provide consent to the Village of Waskatenau and respectfully request that you reconsider your decision and rescind Motion 906-24 as it would be in the best interests for both our municipalities and the entire region.

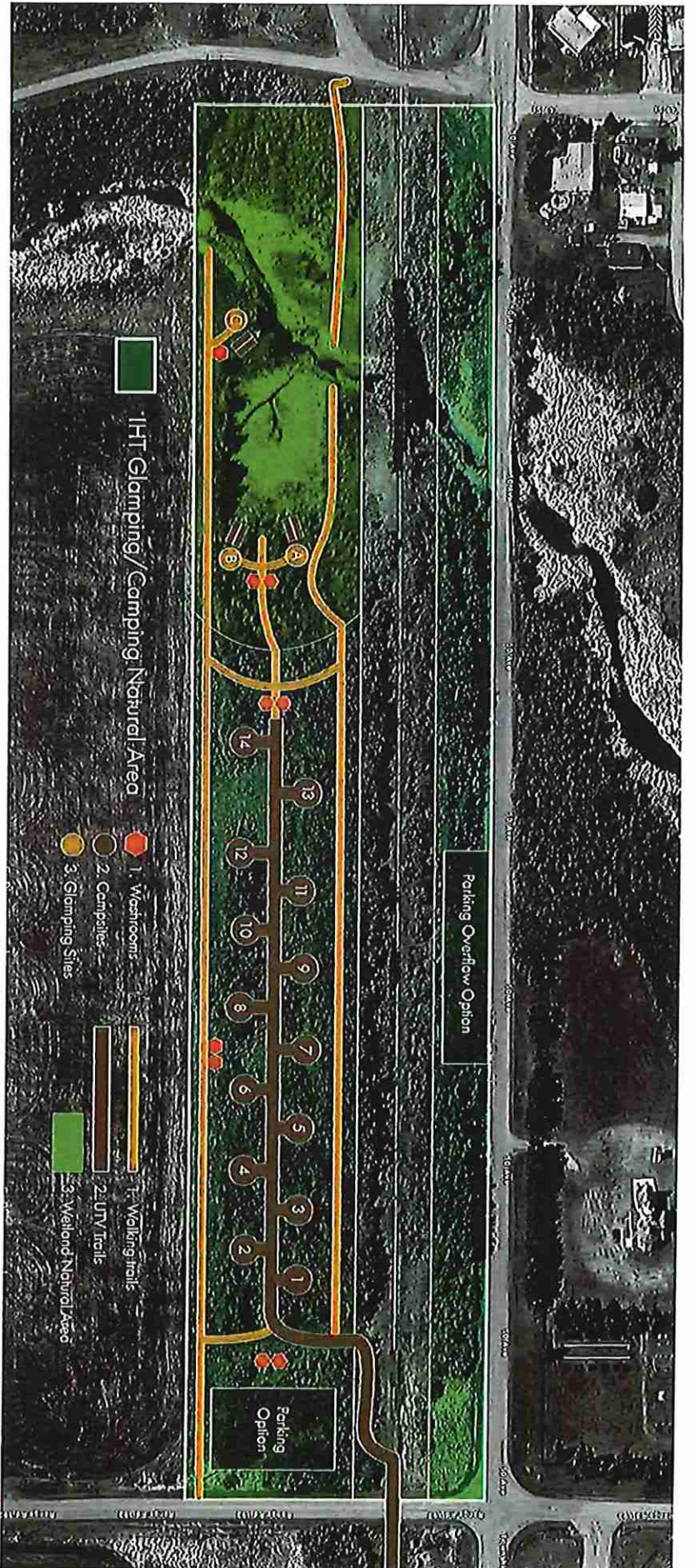
Thank you

Richard Warren
Mayor, Village of Waskatenau

“Country living at its Best”



Village of Waskatenau



Village of Waskatenau



Village of Waskatenau



VILLAGE OF WASKATENAU

Box 99, Waskatenau, Alberta T0A 3P0

Phone: (780) 358-2208
Fax: (780) 358-2208
Email: waskvillage@mcsnet.ca
Website: www.waskatenau.ca

July 22, 2024

Smoky Lake County
Box 310
Smoky Lake, Alberta
T0A 3C0
Attention: Kevin Lucas

Re: CN Lands

The Village of Waskatenau is seeking to purchase 19.62 +/- acres of land from CN and has been working with CN to acquire these lands. We have attached a map outlining the lands we are proposing to purchase.

When purchasing land in another municipality the Municipal Government Act states:

Acquisition of land outside municipal boundaries

72(1) A municipality may acquire an estate or interest in land outside its boundaries only if

- (a) the council of the municipal authority in whose boundaries the land is located consents in writing to the acquisition or, in the case of a municipal authority that is an improvement district or special area, the [Minister](#) consents in writing to the acquisition,
 - (a.1) in the case of land located in a province or territory adjoining Alberta, the local government within whose boundaries the land is located consents in writing to the acquisition, and
 - (b) after the written consent is given, the council that wishes to acquire the estate or interest in the land authorizes the acquisition.
- (2)** This section does not apply when a municipality acquires
- (a) an option on land outside its boundaries, but it does apply when the municipality exercises the option, or
 - (b) an estate or interest in mines and minerals.

Please send your consent in writing to the Village of Waskatenau. If you have any further questions, please contact our office.

Bernice Macyk
Chief Administrative Officer

"Country living at its Best"

SCHEDULE A / ANNEXE A



RECEIVED
APR 29 2024

DESCRIPTION: Waskataneau Province of Alberta Canada	SUBJECT LANDS (19.62 Acs±)	
	THIS IS NOT A PLAN OF SURVEY / CECI N'EST PAS UN PLAN D'APPARTENANCE	
PROPERTY SKETCH ☒ Subject Lands/Terrain Sujet	Contrato (609)	
	N/A	
MILEAGE / MILLIAIRE: 49.88 - 50.50		DATE: April 29, 2024
SCALE / ÉCHELLE: 1:5500		SPUR / ANTENNE:

Tourism Growth Program (TGP) Project Intake Form (Self-Assessment)

1. Legal Name of Applicant Organization:

Village of Waskatenau

a. Legal Address of Applicant organization:

Box 99, 5008 – 51 Street, Waskatenau, Alberta T0A 3P0

b. Date of establishment/incorporation:

May 1, 1932

2. Operating Name of Applicant Organization:

Village of Waskatenau

a. Number of years of operation:

92 years

3. Applicant Organization Type (Select one):

- a. Incorporated Small/Medium-sized Enterprise (business)
- b. Not-for-profit organization
- c. Post-secondary institution
- d. Indigenous owned/led business, community, sole proprietor or not-for-profit organization
- e. Municipality, municipal organization, Crown corporation or related agency

4. Project Location(s)/Address(s):

5119 – 50 Avenue, Waskatenau, Alberta

5. Website(s) of Applicant Organization and project:

<http://www.waskatenau.ca/>

6. Identify the Alberta Tourism Development Zone where the project will be delivered:

- Northeast Lakelands

7. Visitor Experience/Tourism Product (describe your current offering for tourists):

Waskatenau has recently shifted its focus toward developing its visitor economy to drive economic growth. With the upcoming launch of a new Brand Place Strategy, website, and identity this fall, and the acquisition of CN land, we are well-positioned to build on our existing assets.

Currently, we offer the Iron Horse Trail Staging Area, Pine Creek Campground, and Baseball Diamond, which holds the world record for the longest softball game ever played. The campground features several RV and camping sites with limited hookups, along with a cook shack and washroom facilities.

The area's key attraction is Pine Creek Retreat & Stopping House, which also offers self-directed electric scooter tours in addition to their accommodations and retreat centre. These tours include the Bears Ears Interpretive Experience and access to the Victoria District National Historical Site of Canada, which features Métis Crossing and Victoria Settlement.

RECEIVED
SEP 23 2024

With the rapid growth of tourism and development in the Lakeland's Victoria Trail region, the village is eager to capitalize on and complement the emerging tourism cluster in Smoky Lake County.

Waskatenau boasts the closest staging area to the capital region (Edmonton) and, by extension, the Calgary region—two of the most densely populated areas in the province. This strategic location enhances the popularity of our staging area.

Additionally, Waskatenau is known as the Gateway to the Lakeland, located at the intersection of Highway 28 and Secondary Highway 831. It is a popular stop for tourists heading into the Lakelands, offering a full-service gas station, the Iron Horse Rail Restaurant, a car wash, RV storage, a sani-dump, a convenience store, and the Pine Creek Motel.

The new visitor experience we are proposing will elevate Waskatenau's position as a key destination in the Lakeland region. By expanding our offerings and improving connectivity to major trails and cultural sites, we will enhance the visitor experience and encourage longer stays, ultimately fostering economic growth and supporting the village's long-term sustainability. This development will solidify Waskatenau's role as an essential hub for outdoor recreation and cultural tourism in Alberta.

8. Short Project Description:

Waskatenau Iron Horse Trail RV & Glamping Resort

This project reflects the values identified in our recently developed Brand Place Strategy, which centers on the core pillars of our community: Country Living, Nature & Outdoors, and Culture & History. The Waskatenau Iron Horse Trail RV & Glamping Resort is a direct manifestation of these pillars.

The resort is located in the heart of the village of Waskatenau, on the former CN rail lands where the current staging area is situated. The development will connect directly to the Iron Horse Trail via a private trail, linking visitors to the Victoria Trail, the Carlton Trail, the Redwater Sandpits through the Trans Canada Trail, and the Waskatenau Nature Trail. The proposed trail expansion will further connect the village to the river valley, including three day-use areas and a boat launch for non-motorized vessels on the newly designated historical North Saskatchewan River.

As the closest staging point to the Iron Horse Trail, the resort and secured staging area offer a unique opportunity for curious explorers, outdoor enthusiasts, and recreational adventurers. Visitors will have access to over 500 km of diverse trails, extending through the Lakeland Tourism Zone—from the cultural and historical sites along Victoria Trail to outdoor adventures in the Boreal Forest and Aspen Parkland regions.

In addition to trail connections, Waskatenau is situated at the northernmost point of the North Saskatchewan River Valley. The Victoria Trail provides access to recreational adventures in the valley, encouraging visitors to explore Waskatenau's primary attractions, including Pine Creek Retreat & Stopping House and the Bears Ears Interpretive Experience, which highlights the Indigenous history of the former Bears Ears Reserve.

The resort design includes:

- 10 premium full-service pull-through RV stalls
- 2 partial-service pull-in RV stalls
- Washroom facilities
- A small playground
- Secured storage and entry/exit points
- Day-use cook shack and restrooms
- 3 family-style micro-cabins located behind the Waskatenau Creek Trestle, connecting to the nature trail and Iron Horse Trail
- 14 full-service campsites with ATV & UTV access directly from the trail

The staging area will serve as the information hub, providing trail maps and QR code links to help visitors navigate the Lakeland region. The design also encourages independent tourism operators to use the staging area as a base for launching and marketing their services.

This project builds on the existing staging area and the purchase of CN lands for the development.

9. Identify the types of costs and estimated amounts to be incurred by this project:

Non-Capital	Amount (\$)	Capital	Amount (\$)
1. Consultants, specialist and support systems	98,000.00	1 Infrastructure & Construction	765,200.00
		2 Electric & Mechanical	182,500
		3. Website	49,000.00

(Add rows as needed)

10. What is the demand for the project?

The demand for the Waskatenau Iron Horse Trail RV & Glamping Resort is multi-dimensional. Until recently, Smoky Lake was considered the unofficial starting point of the Iron Horse Trail, even though the trail actually begins at Waskatenau’s town limits. Waskatenau’s absence from the trail’s official network limited its visibility. However, after joining a group of municipalities and partnering with **The Group** as consultants, the true demand for this project became apparent.

The Group, which manages Travel Lakeland, Kalyna Country Ecomuseum, and the Alberta Iron Horse Trail platforms, provided direct access to data, analytics, and strategies from all three organizations. Their expertise and relationships have helped integrate Waskatenau into the wider Lakeland tourism economy. Now, these three Destination Management/Marketing Organizations (DMOs) are working collaboratively to promote and expand tourism throughout the Lakeland region.

Based on visitor analytics, website and social media data, and direct communication with users on all platforms, it became clear that the Iron Horse Trail needs a **premium staging and accommodation** solution—ideally located as close to the Capital Region as possible. Additionally, there is no secured storage along the Iron Horse Trail, a frequent request from users who wish to embark on multi-day trips along the Lakeland trail system.

Consultation with the Riverland Trail Society, local snowmobile clubs, and the Iron Horse Trail administration has revealed another gap: RV, glamping, and camping opportunities along the trail are severely underdeveloped. Demand for these options, especially RV spots, is at its peak. Many trail users, particularly those seeking active recreation and adventure, bring multiple vehicles and equipment, making it challenging to enjoy short or extended stays without proper infrastructure.

In response to these insights and in alignment with Waskatenau’s core community pillars, the Waskatenau Iron Horse Trail RV & Glamping Resort directly addresses this demand. The project also complements the **Smoky Lake Tourism Strategy**, the **Lakeland Tourism Strategy**, and the **Provincial Tourism Strategy** for the region. By providing additional accommodation and staging options, it will relieve pressure on other local tourism developments and create more diverse opportunities for visitors, enhancing the overall tourism experience across the region.

In essence, this project meets a critical need for premium, secure, and versatile visitor infrastructure, positioning Waskatenau as an essential hub for both the Iron Horse Trail and the broader Lakeland tourism ecosystem.

11. How will the project attract tourists?

The Alberta Iron Horse Trail already attracts provincial, national, and international tourists, particularly from North America, as one of the longest and only multi-use trails in Canada that accommodates ATVs, UTVs, and other recreational vehicles. This trail offers a unique, multi-day adventure experience that is not currently available anywhere else in Canada or the U.S. The Waskatenau Iron Horse Trail RV & Glamping Resort is positioned to capitalize on this existing demand by providing a premium, secure staging area where adventurers can gather, rally, and set out for their journeys.

Waskatenau, being the closest staging point to the capital region, is uniquely situated as the gateway to the Lakeland region. Our goal is to educate and disperse travellers throughout the region from this central point. By doing so, we aim to make Waskatenau the primary starting location for tourists looking to explore the diverse offerings of the Lakelands.

Furthermore, Waskatenau serves as a critical connector for various trail systems, including the Waskatenau Nature Trail, Alberta Iron Horse Trail, Victoria Trail, Carlton Trail, and the Trans Canada Trail. This unique positioning makes the resort attractive to our three primary market segments: the curious adventurer, the recreational adventurer, and the active outdoor adventurer. These are the strongest rural tourism segments and align closely with our brand pillars—Country Living, Nature & Outdoors, and Culture & History.

Our partnerships also play a crucial role in driving tourism. The design and plan for the Waskatenau Iron Horse Trail RV & Glamping Resort are in direct alignment with multiple strategic tourism plans, including the **Smoky Lake Tourism Strategy**, the regional **Travel Lakeland Destination Management Organization** destination development plans, and provincial tourism plans such as **Travel Alberta** and **Indigenous Tourism Alberta**. Furthermore, the project aligns with the long-term goals of the Alberta Iron Horse Trail and Riverland Trail Society's 10-year development strategies, which has and will continue garnered full support from these and other key stakeholders.

To increase our visibility and reach, we plan to develop a dedicated product website and collaborate with **Travel Lakeland**, **Travel Alberta**, and the **Alberta Tourism Information Service (ATIS)**. These platforms will significantly enhance our exposure to the target demographics and have proven successful for other operations in the Lakeland region.

We've also partnered with **The Group**, a brand management agency, and **Pine Creek Retreat**, to help manage and promote the resort's development. This partnership will provide essential infrastructure for traditional and digital marketing, boosting our search engine optimization (SEO), social media strategy, and overall online presence. With these marketing and operational systems in place, we will rapidly accelerate our visibility, attracting both first-time visitors and repeat travellers looking for premium, secured, and immersive trail experiences.

12. Start and end date of project: Project development and feasibility studies began in late 2023, with the strategic brand place strategy starting in early 2024. The goal for project completion is late winter 2025 to early spring 2026.

13. Is the project "shovel ready", or, "export ready"? (The necessary permits, legal considerations, suppliers, sales funnels, etc., are in place) If not, describe current state and next steps.

The site is essentially shovel-ready, but the project as a whole will be fully shovel-ready by the start of the construction season, which typically begins in early to mid-April. We plan to use the fall to initiate the procurement process and launch the new website to support the initiative. Fortunately, as this is a village municipal project, the necessary zoning, permits, and legal considerations have already been assessed and approved by the village council. These will be finalized once the sale of the remaining CN land within the village is completed, a process that has already been approved by the county and is currently in the purchasing phase.

Our partnerships with **The Group** and **Pine Creek Retreat** provide us with comprehensive operational management support and the infrastructure needed for success. These partnerships also offer access to a robust network for marketing, online and social media management, as well as integrated lead management and booking systems that will be key to efficiently driving sales and visitor engagement.

The next critical steps include the launch of our **Brand Place Strategy**, which will debut alongside a new website and village identity, all aimed at stimulating our visitor-based economy. This branding initiative is essential for pre-launching both the **Iron Horse Trail RV & Glamping Resort** and the **Waskatenau Creek Nature Trail expansion**, effectively positioning us to attract early interest and further investment in the project.

The goal is to begin construction of the resort in spring 2025, with secured funding from **PrairieCan**, the **Northern and Regional Economic Development Program**, and **Travel Alberta** to help realize this vision. This timeline ensures that we are well-prepared to meet our operational goals and position Waskatenau as a key destination within the Lakeland region, supporting both the village's long-term economic development and the broader tourism strategies for the area.

14. Direct economic benefits resulting from this project and its activities:

- **Number of jobs created (identify HQP/Non-HQP):**
- 2 HQP & 8 Non- HQP
- **Number of jobs maintained (identify HQP/Non-HQP):**
- 2 Non HQP
- **Increase in number of Domestic Tourists:**
- 200 Visitors
- **Increase in number of International Tourists:**
- 50- 75 Visitors
- **Increase in annual revenues:**
- Would be the first purchasable tourism experience within the municipality

15. Total Project Costs (\$): Approximately \$912,382.50

16. Applicant's Project Funding (\$): N/A

17. Funding Requested of PrairiesCan - Value/Percentage of Total Costs (\$): 25%

18. Funding Received from Travel Alberta - Value/Percentage of Total Costs (\$): 50% (funding NOT secured yet)

19. Other Funding Secured or Requested - Value/Percentage of Total Costs (\$): 25% (funding NOT secured yet) — Northern and Regional Economic Development Program

20. Program Alignment (TGP) - provide a specific explanation on how your project aligns with each:

a. Supports the Indigenous tourism industry.

The Waskatenau Iron Horse Trail RV & Glamping Resort will significantly support Indigenous tourism as a whole by enhancing the visibility and accessibility of Pine Creek Retreat and the Bears Ears Interpretive Experience, both of which are integral to celebrating First Nations heritage in the region. Here's how the resort supports Indigenous tourism:

Promotion of Indigenous-Owned Operations: By driving traffic to Pine Creek Retreat, an Indigenous-owned business, the resort will highlight and support local Indigenous entrepreneurship. This not only provides economic benefits to Indigenous communities but also raises awareness of Indigenous culture and contributions.

Enhancement of Cultural Experiences: The resort will act as a gateway to the Bears Ears Interpretive Experience, which offers visitors immersive encounters with First Nations history and culture. By increasing visitor numbers to this site, the resort will help deepen the understanding and appreciation of Indigenous heritage among a broader audience.

Integration with Regional Indigenous Tourism Initiatives: The resort's development aligns with regional and provincial tourism strategies that emphasize Indigenous cultural experiences. This alignment strengthens the overall Indigenous tourism framework, ensuring that the resort complements and supports these broader efforts.

Increased Visibility and Accessibility: The resort's strategic location and its focus on attracting tourists to Waskatenau will enhance access to both Pine Creek Retreat and the Bears Ears Interpretive Experience. This increased visibility will draw more visitors to these key attractions, promoting Indigenous heritage and cultural education on a larger scale.

Cultural and Economic Impact: By fostering increased visitation and engagement with Indigenous cultural sites, the resort will contribute to both the cultural preservation and economic development of Indigenous communities. This impact aligns with goals of promoting sustainable and respectful tourism practices that benefit local Indigenous populations.

b. Promotes regional dispersion.

The Waskatenau Iron Horse Trail RV & Glamping Resort supports regional dispersion through the Lakelands in several key ways:

Centralized Gateway

Strategic Location: Waskatenau's position as a central staging point connects travellers to a network of trails and attractions throughout the Lakelands. By providing a premium, secure base for visitors, the resort encourages exploration beyond the immediate area, promoting travel throughout the entire region.

Trail System Integration

Connecting Trails: The resort links directly to multiple significant trails, including the Iron Horse Trail, Waskatenau Nature Trail, Victoria Trail, Carlton Trail, and the Trans Canada Trail. This connectivity facilitates seamless travel across the Lakelands, allowing visitors to explore diverse landscapes and attractions.

Promoting Regional Attractions

Highlighting Nearby Destinations: By positioning itself as a central hub, the resort helps draw attention to other regional attractions like Pine Creek Retreat, Métis Crossing, and Victoria Settlement. This encourages visitors to extend their stay and explore additional sites, thus dispersing tourist traffic more evenly across the Lakelands.

Encouraging Multi-Day Stays

Extended Visits: With its comprehensive amenities and connections to various trails, the resort is designed to support longer stays. This approach not only enhances the visitor experience but also increases the likelihood that tourists will explore multiple destinations within the Lakelands during their visit.

Enhanced Access and Infrastructure

Improved Access: The resort's infrastructure, including RV and glamping facilities, secured storage, and trail connections, makes it easier for travellers to access and enjoy different parts of the Lakelands. This infrastructure supports a more distributed travel pattern, reducing congestion at individual sites and spreading economic benefits throughout the region.

Supporting Local Communities

Economic Impact: By attracting tourists to Waskatenau and its surrounding areas, the resort supports local businesses and communities. This regional economic boost contributes to a more balanced distribution of tourism-related revenue across the Lakelands, benefiting smaller communities and local enterprises.

Alignment with Regional Strategies

Strategic Coordination: The project aligns with broader regional tourism strategies aimed at promoting the Lakelands as a unified destination. By supporting regional dispersion, the resort helps achieve goals set out by organizations such as Travel Lakeland and the Smoky Lake Tourism Strategy.

The Waskatenau Iron Horse Trail RV & Glamping Resort plays a crucial role in supporting regional dispersion by acting as a central gateway, connecting various trails, promoting extended exploration, and enhancing access across the Lakelands. This approach not only enriches the visitor experience but also fosters balanced economic growth throughout the region.

c. Supports sustainable tourism.

The Waskatenau Iron Horse Trail RV & Glamping Resort supports sustainable tourism through several key strategies:

Environmental Stewardship

Eco-Friendly Infrastructure: The resort is designed with sustainability in mind, including the use of eco-friendly materials and practices in its construction and operations. This includes energy-efficient systems, water conservation measures, and waste management strategies to minimize environmental impact.

Respect for Natural Landscapes: By integrating the resort into the existing landscape and maintaining natural habitats, the project helps preserve the region's ecological balance. The design emphasizes low-impact development, blending with the natural surroundings to protect local wildlife and plant species.

Promotion of Outdoor Recreation

Encouraging Low-Impact Activities: The resort supports outdoor activities such as hiking, biking, and ATV riding, which have a lower environmental impact compared to motorized or urban tourism. By promoting these activities, the project encourages visitors to engage with nature responsibly.

Trail Preservation: The connection to the Iron Horse Trail and other regional trails fosters sustainable recreational practices. The resort's development includes measures to ensure that

these trails are maintained and managed effectively to minimize erosion and other environmental impacts.

Supporting Local Economies

Local Sourcing and Employment: The resort prioritizes local procurement for goods and services, supporting nearby businesses and artisans. It also creates job opportunities for residents, contributing to the local economy and promoting community well-being.

Economic Diversification: By attracting tourists to the region, the resort helps diversify the local economy, reducing reliance on any single industry and contributing to long-term economic stability.

Cultural and Heritage Preservation

Respect for Indigenous Heritage: The project highlights and supports Indigenous culture and heritage through its connection to Pine Creek Retreat, Métis Crossing, and Victoria Settlement. By promoting these cultural sites, the resort helps preserve and share Indigenous traditions and histories.

Educational Opportunities: The resort and its associated experiences, such as the Bears Ears Interpretive Experience, provide educational opportunities for visitors to learn about local history and cultural heritage, fostering a deeper appreciation and respect for the region's diverse cultures.

Community Engagement and Benefits

Inclusive Planning: The project involves local communities in its planning and development stages, ensuring that the needs and concerns of residents are addressed. This collaborative approach helps create a tourism experience that is beneficial to both visitors and locals.

Feedback and Improvement: Ongoing engagement with visitors and residents allows the resort to continuously improve its practices and offerings based on feedback, ensuring that it remains aligned with sustainable tourism principles.

Sustainable Operations

Energy and Resource Efficiency: The resort implements measures to reduce its carbon footprint, such as using renewable energy sources, optimizing energy use, and managing water resources efficiently.

Waste Reduction: Comprehensive waste management practices are in place, including recycling and composting programs, to minimize waste and reduce the environmental impact of the resort's operations.

d. Supports active tourism.

The Waskatenau Iron Horse Trail RV & Glamping Resort supports active tourism in several significant ways:

Diverse Outdoor Activities

Trail Access: The resort provides direct access to a network of trails, including the Iron Horse Trail, Waskatenau Nature Trail, Victoria Trail, Carlton Trail, and the Trans Canada Trail. This extensive network supports a variety of outdoor activities such as hiking, biking, ATV riding, and horseback riding.

All-Terrain Vehicle (ATV) and Utility Vehicle (UTV) Access: The resort is equipped to accommodate ATV and UTV enthusiasts, with designated trails and access points for these

vehicles. This allows for seamless exploration of the surrounding area, catering to those who enjoy off-road adventures.

Facilities for Active Recreation

RV and Glamping Accommodations: The resort offers specialized facilities for active tourists, including premium RV spots and glamping options. These accommodations are designed to provide comfort and convenience for travellers who participate in active and outdoor activities.

Secured Storage: To support visitors with equipment, the resort provides secured storage options for gear such as bicycles, ATVs, and other recreational equipment. This ensures that guests can safely store their equipment and access it easily for their adventures.

Encouragement of Multi-Day Adventures

Extended Stays: With its comprehensive amenities and strategic location, the resort encourages longer stays. This allows active tourists to fully explore the extensive trail systems and engage in multiple outdoor activities without the pressure of a short visit.

Connection to Regional Trails: The resort's location as a central hub for various trails promotes multi-day trips and exploration of different areas within the Lakelands. This supports a more immersive and active tourism experience.

Enhanced Accessibility

Proximity to Key Trails: By being close to major trailheads and connections, the resort makes it easier for visitors to access and enjoy the region's outdoor attractions. This proximity enhances the overall experience for active tourists.

Accessible Trail System: The integration of the resort with the regional trail system ensures that tourists of varying skill levels can enjoy accessible and well-maintained trails, from easy walks to challenging rides.

Promoting Physical Fitness

Active Lifestyle Opportunities: The focus on outdoor activities encourages visitors to engage in physical exercise and enjoy a healthy, active lifestyle. Activities such as hiking, biking, and ATV riding provide ample opportunities for physical activity and wellness.

Events and Programs: The resort may host or promote events and programs centred around active tourism, such as trail races, biking events, or fitness workshops, further supporting an active lifestyle for guests.

Integration with Regional Active Tourism

Complementing Other Attractions: The resort enhances the experience of other active tourism destinations in the region, such as Pine Creek Retreat, the Bears Ears Interpretive Experience, and the North Saskatchewan River Valley. It serves as a convenient base for visitors to explore these sites and engage in additional outdoor activities.

Support for Local Outdoor Clubs: The resort's facilities and services can support local outdoor clubs and organizations, contributing to a vibrant active tourism community in the Lakelands.

e. Extends operating window (seasonal dispersion).

The Waskatenau Iron Horse Trail RV & Glamping Resort extends the operating window and supports seasonal dispersion in several ways:

Year-Round Infrastructure

Extended Accommodations: The resort's design includes facilities adaptable for year-round use. This encompasses insulated cabins, glamping units, and RV sites equipped to handle various weather conditions, enabling the resort to remain operational beyond the traditional peak season.

Winterization Features: Plans include installing four-season stalls and glamping units, and maintaining trail access to support the extensive Lakeland snowmobile season and regional clubs. These features ensure that the resort remains accessible and appealing throughout the winter months.

Diverse Seasonal Activities

Seasonal Programming: The resort will implement and align with existing regional programs and activities to attract visitors throughout the year. This could include winter sports and events, spring and summer hiking or biking tours, and autumn foliage viewing, catering to different interests and ensuring year-round appeal.

Holiday and Special Events: Hosting special events and seasonal celebrations, such as winter festivals, holiday markets, or summer adventure camps, will draw visitors during off-peak times and enhance the resort's appeal across various seasons.

Enhanced Accessibility

Improved Infrastructure: The resort's infrastructure improvements, such as enhanced road access and trail maintenance, ensure that the site remains accessible throughout the year. This makes it easier for visitors to travel to and from the resort in different weather conditions.

Trail Connectivity: By linking to major trail systems that are maintained year-round, the resort encourages visitors to explore the area during all seasons, promoting diverse outdoor activities like snowmobiling in winter and hiking in summer.

Economic Benefits

Spread-Out Visitor Traffic: By operating year-round, the resort helps distribute visitor traffic more evenly across the calendar year. This reduces peak season congestion and alleviates pressure on local resources, benefiting the broader community and enhancing visitor experience.

Local Economic Support: Extended operations contribute to the local economy by providing consistent employment opportunities and supporting local businesses throughout the year, rather than just during the peak tourist season.

Strategic Marketing

Seasonal Promotions: The resort will engage in targeted marketing campaigns to promote seasonal attractions and accommodations. This includes advertising special packages or discounts during off-peak times to attract visitors and encourage them to explore during less busy periods.

Year-Round Online Presence: Maintaining an active online presence with updated information about seasonal activities and accommodations helps keep potential visitors informed and engaged throughout the year.

Collaborative Partnerships

Regional Coordination: The resort's collaboration with regional tourism organizations and local businesses helps synchronize efforts to promote year-round tourism. By working together, these entities can create a cohesive strategy that highlights seasonal offerings and encourages visitors to experience the region in different seasons.

f. Complements support provided through municipal, provincial and other federal programs.

The Waskatenau Iron Horse Trail RV & Glamping Resort complements and enhances the support provided through municipal, provincial, and federal programs in several key ways:

Alignment with Municipal Programs

Economic Development Initiatives: The project aligns with local economic development goals by creating jobs, stimulating local business, and attracting visitors. It supports the municipality's efforts to boost tourism and diversify the local economy.

Infrastructure Improvement: The development complements municipal infrastructure programs by enhancing local amenities and services. The resort's facilities and improvements contribute to the overall enhancement of the village's tourism infrastructure.

Synergy with Provincial Programs

Tourism Strategies: The resort supports Alberta's provincial tourism strategies by contributing to the growth of the tourism sector. It aligns with Travel Alberta's goals to promote diverse tourism experiences and attract visitors to the region year-round.

Regional Development Plans: The project complements provincial regional development plans by improving access to key tourism destinations within the Lakelands region. It enhances the connectivity of regional trails and supports the broader provincial vision for balanced and sustainable tourism growth.

Indigenous Tourism Initiatives: By promoting Indigenous heritage through connections with Pine Creek Retreat, the Bears Ears Interpretive Experience, and other cultural sites, the resort supports provincial efforts to enhance and promote Indigenous tourism experiences.

Enhancement of Federal Programs

Tourism Investment: The resort aligns with federal tourism investment programs by contributing to the growth of Canada's tourism industry. It supports the Canadian Tourism Commission's objectives of increasing visitor spending and expanding tourism opportunities across the country.

Infrastructure and Community Development: The project complements federal infrastructure and community development programs by improving local amenities and fostering economic development. It contributes to the federal goals of enhancing community resilience and supporting local economies.

Integration with Funding and Support Programs

Leveraging Funding: The project is designed to leverage municipal, provincial, and federal funding opportunities. By aligning with various support programs, the resort maximizes the impact of available financial resources and ensures the successful implementation of its plans.

Compliance with Program Requirements: The resort adheres to the requirements and guidelines set forth by municipal, provincial, and federal programs, ensuring that it meets the criteria for support and funding. This compliance helps secure necessary approvals and reinforces the project's alignment with broader policy goals.

Collaborative Partnerships

Strategic Partnerships: The project fosters collaboration with municipal, provincial, and federal agencies, enhancing coordination and support. By working with these stakeholders, the resort benefits from their expertise, resources, and networks, which strengthens the overall development effort.

Community Engagement: The resort's development involves engaging with local communities and stakeholders, aligning with the principles of inclusive and community-focused federal and provincial programs. This engagement ensures that the project addresses local needs and contributes to the community's well-being.

21. Describe how this project aligns with your existing business plan and/or regional tourism strategy (point to your organization's action plan):

Integration with Pine Creek Retreat's Business Plan

Enhanced Offerings: The Waskatenau Iron Horse Trail RV & Glamping Resort aligns with Pine Creek Retreat's business plan by expanding the range of accommodation options and activities available. This integration supports Pine Creek's goal of providing diverse, high-quality visitor experiences that complement its existing heritage and cultural offerings.

Year-Round Operations: The resort's development extends Pine Creek Retreat's operating season, aligning with the strategic objective of becoming a year-round destination. By offering winterized facilities and seasonal activities, the resort helps achieve Pine Creek's goal of maintaining visitor engagement throughout the year.

Regional Dispersion: The resort supports Pine Creek Retreat's strategy of promoting regional dispersion. By providing a base for exploring surrounding attractions, the resort encourages visitors to experience multiple destinations within the Lakeland region, thereby supporting the broader goal of spreading tourism benefits across the area.

Alignment with Regional Tourism Strategy

Destination Development: The resort is in line with the Travel Lakeland Destination Management Organization's (DMO) strategy to develop and enhance key tourism destinations in the region. By improving infrastructure and expanding accommodation options, the resort contributes to the DMO's objective of increasing the region's appeal to a diverse range of tourists.

Support for Indigenous Tourism: The project complements the regional emphasis on Indigenous tourism by supporting Pine Creek Retreat and the Bears Ears Interpretive Experience. It aligns with the strategy to highlight Indigenous heritage and culture, offering visitors immersive experiences that celebrate local history and traditions.

Trails and Connectivity: The resort enhances the regional tourism strategy's focus on trail connectivity and multi-use trails. By integrating with the Iron Horse Trail and other regional trail systems, the resort supports the goal of creating a cohesive network of outdoor recreation opportunities.

Economic Impact: The development aligns with the regional strategy to stimulate economic growth through tourism. The resort's focus on attracting visitors and extending their stay supports the strategy's aim of boosting local economies and creating job opportunities.

Action Plan Integration

Strategic Goals: The resort's development is a key action in Pine Creek Retreat's strategic plan to expand its offerings and enhance its role as a central hub for tourism in the Lakeland region. It aligns with action items related to increasing accommodation capacity, extending operational seasons, and improving visitor services. This integration also extends to the newly proposed Waskatenau Nature Trail Expansion and Feasibility Study, positioning Pine Creek, Waskatenau and the County as a key stakeholder in the development of the trail system. Additionally, these efforts directly align with the Smoky Lake Regional Tourism Strategy (2019), supporting a cohesive regional approach to enhancing visitor experiences and strengthening the tourism economy.

Collaboration and Municipal Partnerships: The resort's partnership with regional stakeholders, such as Travel Lakeland, Travel Alberta, and Indigenous Tourism Alberta, aligns with the action

plan's focus on collaboration. This strategic alignment ensures that the resort's development is supported by a network of regional and provincial partners, enhancing its effectiveness and reach.

Visitor Experience Enhancement: The resort supports the action plan's goal of enhancing the visitor experience by providing premium accommodations and activities. It complements existing attractions and improves overall tourism infrastructure, aligning with objectives to increase visitor satisfaction and engagement.

To conclude, the Waskatenau Iron Horse Trail RV & Glamping Resort aligns with Pine Creek Retreat's business plan and the regional tourism strategy by enhancing offerings, extending operational seasons, supporting Indigenous tourism, improving trail connectivity, and contributing to economic growth. The project integrates with strategic goals and action plans to strengthen the region's tourism infrastructure and attract a diverse range of visitors.

PRODUCT DEVELOPMENT FUND EXPRESSION OF INTEREST

Travel Alberta

Company Information

Legal name of company *

Company operating name *

Mailing address *

Postal code *

Location of company office *

Company website *

Location of project *

Years in Operation *

Is your business registered as *

*Application
Submitted
Oct 31/2024
B.*

If Other, please explain *

Municipality

Is the organization minimum 51% Indigenous owned? *

Yes No

Applicant Information

First name *

Bernice

Last name *

Macyk

Title at company *

Chief Administrative Officer

Phone number *

780-358-2208

Email *

waskvillage@mcsnet.ca

Project Description

Project Name *

Waskatenau Iron Horse Trail RV & Glamping Resort

Waskatenau Iron Horse Trail RV & Glamping Resort (- Project Title)

The Waskatenau Iron Horse Trail RV & Glamping Resort is set to bring Alberta's tourism experience to a new level, directly reflecting the core pillars of Waskatenau's Brand Place Strategy: Country Living, Nature & Outdoors, and Culture & History. Located in the heart of Waskatenau on former CN rail lands, this project will connect directly to the Iron Horse Trail, creating a private trail link to the Victoria Trail, Carlton Trail, Redwater Sandpits, Trans Canada Trail, and the Waskatenau Nature Trail. Proposed expansions include connecting the village to the North Saskatchewan River Valley, offering three day-use areas and a boat launch for non-motorized vessels on the newly designated historical river.

As the closest staging point to the Iron Horse Trail, the resort offers visitors access to over 500 km of trail networks within the Lakeland Tourism Zone, encompassing cultural and historical sites along the Victoria Trail and adventurous escapes in the Boreal Forest and Aspen Parkland regions. Situated at the northernmost point of the North Saskatchewan River Valley, the Victoria Trail guides visitors to Waskatenau's main attractions, such as Pine Creek Retreat & Stopping House and the Bears Ears Interpretive Experience, which supports reconciliation through an Indigenous-led narrative on the history of the former Bears Ears Reserve.

The resort's facilities will include:

- 10 premium full-service pull-through RV stalls
- 2 partial-service pull-in RV stalls
- Washroom amenities and day-use cook shack
- A small playground and secured storage
- 3 family-style micro-cabins, located near the Waskatenau Creek Trestle with trail access
- 14 full-service campsites with direct ATV/UTV trail access

Supporting Waskatenau's vision of a four-season destination, this project creates a new tourism experience in Alberta while fostering employment and economic growth. It is managed by an Indigenous tourism organization and is set to add two seasonal staffing roles, further enhancing local employment opportunities. Additionally, the resort aligns with Indigenous tourism goals, complementing regional attractions like the Pine Creek Retreat by offering a gateway for visitors exploring the Victoria Trail's cultural heritage sites and outdoor recreation zones.

The staging area will serve as an information hub, providing trail maps and QR codes to guide visitors throughout the Lakeland region. This design also enables independent tourism operators to leverage the staging area as a base for marketing and launching services, further diversifying tourism opportunities.

The Waskatenau Iron Horse Trail RV & Glamping Resort is designed to meet increasing demand for year-round, accessible nature-based experiences. Building on Waskatenau's staging area and the acquisition of CN lands, this project captures the values and spirit of the community, connecting visitors to a unique and immersive outdoor experience, supporting reconciliation, and positioning Waskatenau as a vital part of Alberta's eco-tourism landscape.

Please select all that apply

A minimum of 1 is required *

- Creates a new / enhanced tourism experience within Alberta

- Creates jobs and increases business revenues

- Allows for additional or four-season tourism experiences within the operation or region

- Supports the Indigenous tourism sector

In 500 words or less, describe the project and how it aligns with the priorities selected above. *

- 10 premium full-service pull-through RV stalls
- 2 partial-service pull-in RV stalls
- Washroom amenities and day-use cook shack
- A small playground and secured storage
- 3 family-style micro-cabins, located near the Waskatenau Creek Trestle with trail access
- 14 full-service campsites with direct ATV/UTV trail access

Supporting Waskatenau's vision of a four-season destination, this project creates a new tourism experience in Alberta while fostering employment and economic growth. It is managed by an Indigenous tourism organization and is set to add two seasonal staffing roles, further enhancing local employment opportunities. Additionally, the resort aligns with Indigenous tourism goals,

If you'd like to share a video that describes your project and how it addresses the priorities listed above, please provide the link in this field.

Project Dates

Project Start Date *

3/15/2025



Project End Date *

3/15/2026



Funding

Total anticipated cost of project *

\$912,382.50

Amount requested from Travel Alberta (minimum \$75,000 to a maximum of \$500,000). *

Minimum 25% applicant matching required.

\$500,000.00

You must have secured the matching funds required in order to be eligible. Do you have these funds in place? *

Yes No

Privacy

I have read and accept **Travel Alberta's Privacy Policy**
(<https://industry.travelalberta.com/privacy-policy>). *

SUBMIT

THANK YOU!

YOUR SUBMISSION HAS BEEN SENT.

An email will be sent to you shortly confirming the receipt of your expression of interest.

RECEIVED
OCT 31 2024

Village Of Waskatenau

From: Village Of Waskatenau [waskvillage@mcsnet.ca]
Sent: October 7, 2024 8:55 AM
To: 'info@ironhorsetrail.ca'
Subject: RE: Waskatenau part of the Iron Horse Trail

Good Morning Marianne

Thank you for your email. I will put the item on the Village of Waskatenau Council Agenda for our meeting on October 24, 2024.

Have a good day!
Bernice Macyk, CAO
Village of Waskatenau
(780) 358-2208 phone.fax
Email: waskvillage@mcsnet.ca

From: info@ironhorsetrail.ca [mailto:info@ironhorsetrail.ca]
Sent: October 3, 2024 2:17 PM
To: Bernice Macyk
Cc: Clayton Didier
Subject: Waskatenau part of the Iron Horse Trail

Hi Bernice,
I am wondering if there is interest in having the Iron Horse Trail extended into Waskatenau, perhaps there should be a request and I can present it at our Board meetings on Monday.

Marianne Janke
Executive Director
Alberta's Lakeland Destination Management Organization (DMO)
Alberta's Iron Horse Trail
North East Muni-Corr Ltd.
(780) 645-2913 / (780) 645-8090
www.TravelLakeland.ca
www.ironhorsetrail.ca

RECEIVED
OCT 03 2024



Request for Decision (RFD)

Meeting Date: Thursday, November 14, 2024
Topic: Remembrance Day Ceremony Wreaths
Presented By: CAO

Agenda Item: #7.1

Recommendation:

That Smoky Lake County Council approve action taken in donating funds to both of the local 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 acknowledge the [Reeve or designate] placed a wreath at the ceremony held in the Town of Smoky Lake, and acknowledge the [Councillor from Division 5 or designate] placed a wreath at the ceremony held in the Village of Waskatenau.

Background:

Every year on November 11, Canadians pause in a silent moment of remembrance for the men and women who have served, and continue to serve our country during times of war, conflict and peace. The County donates funds to the legions for the Remembrance Day Ceremony Wreaths and participate in the Ceremonies.

Benefits:

Acknowledges the courage and sacrifice of those who served their country and acknowledge our responsibility to work for the peace they fought hard to achieve. During times of war, individual acts of heroism occur frequently; only a few are ever recorded and receive official recognition.

Disadvantages:

N/A

Alternatives:

N/A

Financial Implications:

\$400.00 funded from Grants to Individuals and Organizations

Legislation:

N/A

Intergovernmental:

N/A

Strategic Alignment:

N/A

Enclosure(s):

N/A

Signature of the CAO 



Request for Decision (RFD)

Meeting Date: Thursday, November 14, 2024

Agenda Item: #7.2

Topic: Backsloping Program Applications

Presented By: Public Works Road Foreman

Recommendation(s):

Motion #1:

That Smoky Lake County Council approve the backsloping program project along the lands legally described as NE-09-59-14-W4, as per the application received from Kurt & Lillian Stahl, dated October 29, 2024, and subject to the pass of an inspection conduction by the Public Works Manager or designate, upon completion the County will provide funding to the applicant in the amount of half the total cost of the project up to a maximum amount of \$2,500.00, in accordance with County Policy Statement No.03-21-06.

Motion #2

That Smoky Lake County Council approve the backsloping program project along the lands legally described as NE-09-58-13-W4, as per the application received from Daniel Malysh, dated November 7, 2024, and subject to the pass of an inspection conduction by the Public Works Manager or designate, upon completion the County will provide funding to the applicant in the amount of half the total cost of the project up to a maximum amount of \$2,500.00, in accordance with County Policy Statement No.03-21-06.

Background:

This program assists in the control of brush and noxious weeds along County Road right-of-ways, reducing the costs of road maintenance. Only County landowners and ratepayers are eligible to apply for funding under this program.

Benefits: Helps control of brush and noxious weeds along County Road right-of-ways.

Disadvantages: None.

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

Financial Implications: Up to \$2,500.00 per application, paid out of the 2024 backsloping program budget (\$8,000 budgeted each year for backsloping program).

Legislation: County Policy Statement No.03-21-06: Backsloping Program

Intergovernmental: N/A


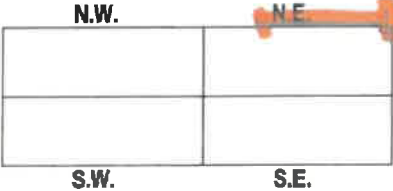
Strategic Alignment: N/A

Enclosure(s):

1. Application dated October 29, 2024 from Kurt & Lillian Stahl.
2. Application dated November 7, 2024 from Daniel Malysh.

Signature of the CAO:

A handwritten signature in blue ink, consisting of several overlapping loops and lines, positioned to the right of the text "Signature of the CAO:".

 <h2 style="margin: 0;">BACKSLOPING PROGRAM</h2>		Application Date: <u>Oct 29-2024</u>
APPLICANT NAME <u>Kurt and Lillian Stahl</u>		
ADDRESS [REDACTED]	TELEPHONE NUMBER [REDACTED]	
LEGAL, LAND LOCATION OF BACKSLOPING PROJECT: 1/4 _____ SECTION: <u>9</u> TOWNSHIP: <u>59</u> RANGE: <u>14</u> W4M		
DISTANCE TO BE BACKSLOPED: <u>1/4</u> MILE(S)	ESTIMATED COST OF PROJECT <u>\$2,000.00</u> DOLLARS	
PLEASE MARK ON DIAGRAM, ROAD ALLOWANCE TO BE BACKSLOPED :		
		
<p>BACKSLOPING PROGRAM: is set out to assist in the control of brush and noxious weeds along County road right-of-ways and to reduce costs of road maintenance.</p> <p>Objective: is to remove all trees and to slope the ditches to enable landowners to extend cultivation to the edge of the road right-of-way.</p> <ol style="list-style-type: none"> 1. Smoky Lake County requires all brush, rocks and other debris to be removed so the cleared land may be prepared in such a state as to allow cropping or to the seeding of a forage mixture. The applicant will not remove any dirt from around power poles, alter or divert any drainage system or water course, and will contact Alberta First Call before commencement of work. 2. The area backsloped shall be kept free of noxious weeds, brush, and rocks in future years. 3. If the applicant requires a fence, it shall be set back a minimum of 33 feet from the centre of the adjacent road right-of-way. It is also understood that the applicant is responsible for the erection and the cost of said fence. 4. The site will be inspected before commencement of the project and after completion by Smoky Lake County. No funds will be paid unless the project has been inspected and approved. 5. The applicant must make available all receipts for expenses occurred on the project to Smoky Lake County. 6. Upon approval of the project, the applicant will receive half of the cost of the project to a maximum amount of \$ 2,500.00 per half mile. 7. Upon request of an applicant, Smoky Lake County may supply a forage seed mixture to be seeded on the worked backsloped area. There shall be not cost for the forage seed mixture. Forage seed requested: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 		
I, THE UNDERSIGNED, HAVE READ THIS APPLICATION AND AM AWARE OF ITS CONTENTS AND AGREE TO THE TERMS AND CONDITIONS.		
DATED THIS <u>29</u> DAY OF <u>October</u> , 20 <u>24</u> .		
SIGNATURE OF APPLICANT: <u>Kurt Stahl</u>	PUBLIC WORKS MANAGER/FOREMAN:	



BACKSLOPING PROGRAM

Application Date:

November 7, 2024

APPLICANT NAME

Daniel Malush

ADDRESS

[Redacted]

TELEPHONE NUMBER

[Redacted]

LEGAL, LAND LOCATION OF BACKSLOPING PROJECT:

1/4 NE

SECTION: 09

TOWNSHIP: 58

RANGE: 13

W4M

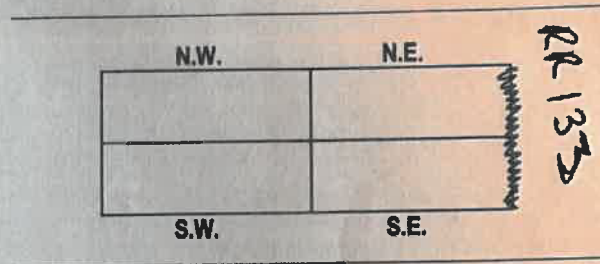
DISTANCE TO BE BACKSLOPED: 1/2

MILE(S)

ESTIMATED COST OF PROJECT \$ 6500

DOLLARS

PLEASE MARK ON DIAGRAM, ROAD ALLOWANCE TO BE BACKSLOPED :



BACKSLOPING PROGRAM: is set out to assist in the control of brush and noxious weeds along County road right-of-ways and to reduce costs of road maintenance.

Objective: is to remove all trees and to slope the ditches to enable landowners to extend cultivation to the edge of the road right-of-way.

- Smoky Lake County requires all brush, rocks and other debris to be removed so the cleared land may be prepared in such a state as to allow cropping or to the seeding of a forage mixture. The applicant will not remove any dirt from around power poles, alter or divert any drainage system or water course, and will contact Alberta First Call before commencement of work.
- The area backsloped shall be kept free of noxious weeds, brush, and rocks in future years.
- If the applicant requires a fence, it shall be set back a minimum of **33 feet** from the centre of the adjacent road right-of-way. It is also understood that the applicant is responsible for the erection and the cost of said fence.
- The site will be inspected before commencement of the project and after completion by Smoky Lake County. No funds will be paid unless the project has been inspected and approved.
- The applicant must make available all receipts for expenses occurred on the project to Smoky Lake County.
- Upon approval of the project, the applicant will receive half of the cost of the project to a maximum amount of **\$ 2,500.00 per half mile.**
- Upon request of an applicant, Smoky Lake County may supply a forage seed mixture to be seeded on the worked backsloped area. There shall be not cost for the forage seed mixture. Forage seed requested: Yes No

I, THE UNDERSIGNED, HAVE READ THIS APPLICATION AND AM AWARE OF ITS CONTENTS AND AGREE TO THE TERMS AND CONDITIONS.

DATED THIS 7th DAY OF November, 2024.

SIGNATURE OF APPLICANT:

Daniel Malush

PUBLIC WORKS MANAGER/FOREMAN:



Request for Decision (RFD)

Meeting Date: Thursday, November 14, 2024

Agenda Item: #7.3

Topic: Policy Statement No. 03-39-13 – Dust Control

Presented By: Public Works Manager

Recommendation:

That Smoky Lake County Policy Statement No. 03-39-13: Dust Control, be amended.

Background:

The current municipal dust control policy has been in effect since March 28, 2019. This policy is crucial for providing essential dust control services to residents, particularly during dry seasons, to enhance road safety and improve air quality. However, the rising costs of materials and labor for dust control services over the past few years have prompted the need for a review of the existing fee structure.

To ensure the sustainability and effectiveness of these services, it is proposed that the fees for dust control services be increased. This adjustment aims to cover the increased costs associated with materials, labor, and maintenance of the equipment used in dust control operations.

Benefits:

Cost Recovery: Enhancing the fee structure will significantly improve cost recovery, reducing the financial burden on the municipal budget.

Resource Allocation: Increased revenues may enable the County to redirect resources to other essential services or initiatives.

Improved Service Quality: The additional funds will help maintain and possibly improve the quality and effectiveness of dust control measures, ultimately benefiting residents.

Disadvantages:

Potential Resistance: There may be pushback from residents regarding the increase in fees, which could lead to dissatisfaction among the community.

Impact on Low-Income Residents: Increased costs might disproportionately affect low-income households, leading to potential inequities in service access.

Alternatives:

- Maintain the current fee structure, risking a decline in service quality or availability.
- Implement a tiered fee system based on income or property type to alleviate the financial impact on low-income residents.
- Explore partnerships with local businesses or organizations to share costs or provide sponsorship for dust control services.

Financial Implications: Dependent upon Council discretion.

Legislation: Policy Statement No. 03-39-13: Dust Control

Intergovernmental: N/A

Strategic Alignment: N/A

Enclosure(s):

1. Policy Statement No. 03-39-13: Dust Control
2. Chart from section 3.1 of policy with updated cost breakdown

Signature of the CAO: 

Updated Dust Control Project Costs – October 2024

BLADE MIX OIL			MG-30 (MAGNESIUM CHLORIDE)			
County Cost		2 1/2"	County Cost		1st Application	2nd Application
Gravel ¹	128 Tonne of 3/4" at \$26.00	\$3,328.00	30 Tonne of 1" at \$26.00	\$ 780.00	\$ 0.00	
Total	Material	\$3,328.00	Material	\$ 780.00	\$ 0.00	
Equipment ²	Tandem Oil Truck: 2.5 hours at \$100.00	\$ 250.00	Water Truck: 2.0 hours at \$100.00 1.0 hour at \$100.00	\$ 200.00	\$ 100.00	
	Graders: Grader 1: 3.0 hours at \$244.00	\$ 732.00	Grader: 2.5 hours at \$244.00 1.0 hour at \$244.00	\$ 610.00	\$ 244.00	
	Grader 2: 2.0 hours at \$244.00	\$ 488.00				
	Double Drum Packer: 1.5 hours at \$100.00	\$ 150.00	Smooth Drum Packer: 1.5 hours at \$102.00	\$ 153.00		
Total	Equipment	\$ 1,620.00	Equipment	\$ 963.00	\$ 344.00	
Labour ³	Oil Truck Operator 2.5 hours at \$43.49	\$ 108.73	Water Truck Operator 2.0 hours at \$ 43.49 1.0 hour at \$ 43.49	\$ 86.98	\$ 43.49	
	Grader Operator 1: 3.0 hours at \$43.49	\$ 130.47	Grader Operator 1: 2.5 hours at \$43.49 1.0 hour at \$43.49	\$ 108.73	\$ 43.49	
	Grader Operator 2: 2.0 hours at \$43.49	\$ 86.98				
	Double Drum Packer Operator: 1.5 hours at \$36.44	\$ 54.66	Smooth Drum Packer Operator: 1.5 hours at \$36.44	\$ 54.66		
Total	Labour	\$ 380.84	Labour	\$ 250.37	\$ 86.98	
	Sub-Total	\$ 5,328.84	Sub-Total	\$ 1,993.37	\$ 430.98	
Oil	7040 Litres at \$0.96	\$ 6,758.40	2135 Litres at \$0.31 1600 Litres at \$0.31	\$ 661.85	\$ 496.00	
Project	Oil Dust Control Project: 500 ft application	3 hours	MG-30 Dust Control Project: 500 ft application	2.5 hours	1 hour	
Total	PROJECT COST	\$ 12,087.24	PROJECT COST	\$ 2,655.22	\$ 926.98	
Total	Residence: Fee	\$3,000.00	Residence: Fee	\$ 850.00	\$ 0.00	

¹ **Gravel:** Cost includes the cost of crushing & dewatering plus the average of the cost for trucking and labour to each division.
² **Equipment:** Cost includes the estimated cost of amortization, insurance, maintenance, and fuel.
³ **Labour:** Includes the employee hourly salary plus 23% for payroll costs and benefits.
⁴ **Oil/MG30:** Costs are the estimated purchase cost.
Overhead: Has not been allocated. Overhead is the cost that the count you would incur even if the project did not take place.
Direct Costs: Are the costs that can be cost effectively allocated to the project (gravel, equipment, labour, and oil/MG-30).
Indirect Costs: Cannot be cost effectively allocated to the project, but are impacted by the project (small supplies, supervisor costs, etc.)

The cost increase for Blade mix oil dust control is \$3,832.01.

The cost increase for MG30 dust control is \$157.96.

The cost for a 250 meter (833 feet) length of blade mix oil dust control would roughly be \$20,145.40

SMOKY LAKE COUNTY



Title: Dust Control		Policy No.: 39-13	
Section: 03	Code: P-R	Page No.: 1 of 6	E

Legislation Reference:	Municipal Government Act
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Purpose:	To specify guidelines for the provision of dust control suppression applications to areas of municipal roadways adjacent to residences.
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Policy Statement and Guidelines:

1. STATEMENT:

- 1.1 County recognizes that dust from gravel roads may create health, safety or general nuisance concerns for residents and therefore, provides a dust suppression program to mitigate the impact of dust in front of residences.
- 1.2 The County will implement the use of products for dust suppression which are environmentally safe and cost effective.
- 1.3 The County reserves the right to maintain or rework the application as required for safety and rideability.
- 1.4 The dust control suppression program usually commences in late spring and can continue through the summer months.
- 1.5 The County does not guarantee, in any way, the effectiveness of the dust control treatment agent or application for the purpose intended. Once the suppressant has been applied no refunds will be made.

2. DEFINITIONS:

- 2.1 **Blade Mix Oil:** Mineral substance agent mixed with gravel to be on road surface for dust suppression.
- 2.2 **MG-30 (Magnesium Chloride):** A treatment agent for road surface that can be applied for dust suppression.
- 2.3 **Dust Control:** Measures to suppress dust on roads in front of residence.
- 2.4 **Exceptional Roads:** Active and high usage arterial and feeder gravel roads.
- 2.5 **Haul Roads:** Designated roads used regularly for hauling purposes.

Policy Statement and Guidelines:

3. RURAL RESIDENCES:

3.1 The County will arrange for dust control on roads in front of a residence with a fee for **Blade Mix Oil - 2 ½ inch thickness** for **\$3,000.00**; and a fee for **MG-30** of **\$850.00** with two applications of treatment and application.

BLADE MIX OIL			MG-30 (MAGNESIUM CHLORIDE)			
County Cost		2 ½"	County Cost		1 st Application	2 nd Application
Gravel ¹	128 Tonne of ¾ " at \$21.00	\$2,688.00	30 Tonne of 1 " at \$21.00	\$ 630.00	\$ 0.00	
Total	Material	\$2,560.00	Material	\$ 600.00	\$ 0.00	
Equipment ²	Tandem Oil Truck: 2.5 hours at \$110.00	\$ 275.00	Water Truck: 2.0 hours at \$110.00 1.0 hour at \$110.00	\$ 220.00	\$ 110.00	
	Graders: Grader 1: 3.0 hours at \$191.00 Grader 2: 2.0 hours at \$191.00	\$ 573.00 \$ 382.00	Grader: 2.5 hours at \$191.00 1.0 hour at \$191.00	\$ 477.50	\$ 191.00	
	Double Drum Packer: 1.5 hours at \$160.00	\$ 240.00	Smooth Drum Packer: 1.5 hours at \$110.00	\$ 165.00		
Total	Equipment	\$ 1,470.00	Equipment	\$ 862.50	\$ 301.00	
Labour ³	Oil Truck Operator 2.5 hours at \$ 34.01	\$ 85.02	Water Truck Operator 2.0 hours at \$ 34.01 1.0 hour at \$ 34.01	\$ 68.02	\$ 34.01	
	Grader Operator 1: 3.0 hours at \$34.01	\$ 102.03	Grader Operator 1: 2.5 hours at \$34.01 1.0 hour at \$34.01	\$ 85.02	\$ 34.01	
	Grader Operator 2: 2 hours at \$34.01	\$ 68.02	Smooth Drum Packer Operator: 1.5 hours at \$27.04	\$ 40.56		
	Double Drum Packer Operator: 1.5 hours at \$27.04	\$ 40.56				
Total	Labour	\$ 295.63	Labour	\$ 193.60	\$ 68.02	
	Sub-Total	\$ 4,453.63	Sub-Total	\$ 1,686.10	\$ 369.02	
Oil ⁴	7040 Litres at \$0.48	\$ 3,801.60	2135 Litres at \$0.23 1600 Litres at \$0.23	\$ 533.75	\$ 400.00	
Project	Oil Dust Control Project: 500 ft application	3 hours	MG-30 Dust Control Project: 500 ft application	2.5 hours	1 hour	
Total	PROJECT COST	\$ 8,255.23	PROJECT COST	\$ 2,219.85	\$ 769.02	
Total	Residence: Fee	\$3,000.00	Residence: Fee	\$ 850.00	\$ 0.00	

¹ Gravel: Cost includes the cost of crushing & dewatering plus the average of the cost of trucking and labour to each division.

² Equipment: Cost includes the estimated cost of amortization, insurance, maintenance, and fuel.

³ Labour: Includes the employee hourly salary plus 23% for payroll costs and benefits.

⁴ Oil/MG30: Costs are the estimated purchase cost.

Overhead: Has not been allocated. Overhead is the cost that the count you would incur even if the project did not take place.

Direct Costs: Are the costs that can be cost effectively allocated to the project (gravel, equipment, labour, and oil/MG-30).

Indirect Costs: Cannot be cost effectively allocated to the project, but are impacted by the project (small supplies, supervisor costs, etc.)

3.2 Request for dust control along with payment should be received by the County on or before May 1st of each year. Minimum of two advertisements: one in the Month of March and one in the Month of April of the current year.

Title: Dust Control		Policy No.: 39-13	
Section: 03	Code: P-R	Page No.: 3 of 6	E

Policy Statement and Guidelines:

- 3.3 The resident will have their choice of MG-30 or blade mix oil as dust control suppressant.
- 3.4 MG-30 Dust Control suppressant shall consist of two (2) applications. The initial application shall take place in late Spring. Upon inspection during the Month of September, a decision will be made on whether to proceed with the second application at the time or wait until the following Spring season. Conditions of the Dust Control shall dictate the decision made.
- 3.5 Payment must be made in advance when the request for dust treatment is submitted. Requests are to be submitted to the Public Works Department by completing **Schedule "A": Application for Dust Control Suppression.**
- 3.6 The length for the dust control provided under this policy will be minimum of 150 meters (500 feet), and any additional length of dust treatment will be a full cost to the applicant.
- 3.7 The County will be responsible for erecting proper signage, when necessary.
- 3.8 Residents of neighboring municipalities who reside adjacent to a road under the jurisdiction of Smoky Lake County may apply for dust control suppression under this policy, but will require prior approval of Council before installation proceeds.
- 3.9 The County reserves the right to rework or remove dust control applications at its own discretion. Normally, dust control applications are good for one dust control season.

4. HAMLETS AND MULTI-LOT COUNTRY RESIDENTIAL:

- 4.1 The County hamlets and multi-lot Country residential subdivisions dust control will only be applied to whole street lengths or cul-de-sac streets, on provision that application is made on behalf of all adjacent residences, and the amount paid shall be the standard fee for each resident.

5. WARRANTY:

- 5.1 The County does not guarantee or warrant any life expectancy of the dust control **MG-30 or Blade Mix Oil** suppressant applications.

Title: Dust Control		Policy No.: 39-13
Section: 03	Code: P-R	Page No.: 4 of 6 E

Policy Statement and Guidelines:

5.1.1 The treated roadway can be reverted back to gravel when it is deemed necessary by the County, which would allow for grading of the road to eliminate pot holes, and that will not obligate the County to re-apply Blade Mix Oil or MG-30 to the road.

6. PRIVATE RESIDENTIAL DRIVEWAYS:

- 6.1 The County shall apply dust control at their own cost provided there is funding in the budget to the following areas:
- 6.1.1 County designated gravel haul routes.
- 6.1.2 County exceptional roads that have a permanent, active, high volume of traffic, as per **Policy Reference – Policy 03-15: Road Policy.**
- 6.1.3 Any other location deemed necessary by County Council by Council resolution.
- 6.2 In areas where occasional or intermittent gravel hauls may cause dust problems, the Public Works Manager shall arrange for a water truck to provide temporary dust suppression as deemed appropriate.
- 6.3 This policy is not applicable where oiling or other dust suppressant is required as a condition of a subdivision development agreement.
- 6.4 In the case where municipal roadways are being used to haul commodities such as logs, sand and gravel, etc., the trucking firm or contractor shall be responsible for providing dust control for the duration of the haul as per **Policy Reference – Policy 03-14: Haul Road Agreement.**

	Date	Resolution Number
Approved	January 21, 1993	# 142 - Page # 5518
Amended	January 28, 1993	# 166 - Page # 5524
Amended	February 14, 1994	# 216 - Page # 5646
Amended	March 6, 1997	# 303 - Page # 6182
Amended	August 26, 1999	# 571 - Page # 6690
Amended	May 25, 2000	# 461 - Page # 6866
Amended	January 10, 2008	# 166-08 - Page # 8567
Amended	November 16, 2012	# 124-12 - Page # 10309
Amended	February 21, 2013	# 404-13 - Page # 10472
Amended	January 29, 2015	# 311-15 - Page # 11577
Amended	April 28, 2016	# 577-16 - Page # 12214
Amended	February 14, 2018	# 304-18 - Page # 12955
Amended	March 28, 2019	# 506-19 - Page # 13571



Schedule "A"

APPLICATION FOR DUST CONTROL SUPPRESSION

THIS AGREEMENT made this ____ day of _____, A.D., 20__.

BETWEEN:

SMOKY LAKE COUNTY
(hereinafter called "the Municipality")

OF THE FIRST PART

Name

Mailing Address

Phone Numbers: Residence Work Cellular
(hereinafter called "the Landowner")

OF THE SECOND PART

Legal Land Description: Quarter Section Township Range W4
Legal Address: Sub-division Name:

WHEREAS the Landowner hereby make application for a Dust Control Agent of the following:

- Blade Mix Oil Dust Control Suppressant: \$ 3,000.00
MG-30 Dust Control Suppressant \$ 850.00
Length: 150 meters (500 feet) Additional Length:

to be applied by the Smoky Lake County Public Works Department to the municipal roadway adjacent to the landowner residence as indicated above and as described on the plan herein.

The Applicant hereby agrees to the following terms and conditions:

- 1. Dust Control Suppressant to be applied to the identified road upon completion of the application for by the applicant and pre-payment of the calculated fee. Scheduling of the work shall be subject to regular dust control treatment program priorities and in combination with other requests due to cost effectiveness.
2. The applicant shall pay full cost of additional length over the 150 meters (500 feet) in its entirety.
3. Smoky Lake County does not warrant the effectiveness of the dust control agent. Once the agent has been applied, no refunds of the application fee will be made.
3.1 The County does not guarantee or warrant any life expectancy of the dust control Blade Mix Oil or MG-30 treatment application.
3.1.1 The treated roadway can be reverted back to gravel when it is deemed necessary by the County, which would allow for grading of the road to eliminate pot holes, and that will not obligate the County to re-apply blade mix oil or MG-30 to the road.

4. The dust control treatment program usually commences in late spring and can continue through the summer months.
5. The "Landowner", covenant and agree with the said municipality, for myself, my heir, executors, administrators and assigns that I shall not have any claim for loss or damage caused by reason of the performance work of the said application of dust control suppression program adjacent to my property, whether such loss or damage is the result of the negligence of any servant, agent, or employee of the said municipality, or otherwise.
6. Please show exact location of dust control placement:

7. Calculation of Total Fee:

BLADE MIX OIL			MG-30		
County Cost		2 1/2"	County Cost		
Total	PROJECT COST	\$ 8,255.23	PROJECT COST	1 st Application	2 nd Application
Total	Residence: Fee	\$3,000.00	Residence: Fee	\$ 850.00	\$ 0.00

Cost of first 150 meters (500 feet) = _____
 Add: Additional length = _____
Total Fee Required = \$ _____

8. Applicants who wish to be considered for the dust control suppression program must apply each year no later than May 1.

IN WITNESS WHEREOF has hereunto acknowledge and accept the terms and conditions on the day and year first above written.

SIGNED

Applicant

}
}
}

SMOKY LAKE COUNTY

Per:





Request for Decision (RFD)

Meeting Date: Thursday, November 14, 2024

Agenda Item: #7.4

Topic: Intermunicipal Subdivision Development Appeal Board

Presented By: CAO

Recommendation:

That Smoky Lake County Council remove the appointment of Amy Cherniwchan, as a Member-at-Large to the Intermunicipal Subdivision and Development Appeal Board (ISDB), as per the ISDAB Agreement under Bylaw No. 1447-23, Section 4(3), no person shall be appointed as a Member of the Board who is a Councillor of a Municipality.

Background:

October 24, 2024, Council Motion #29-24:

That Smoky Lake County Council 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 Intermunicipal Subdivision and Development Appeal Board (ISDAB), for an extended term, in accordance with Bylaw No. 1447-23.

The ISDAB Agreement under Bylaw 1447-23, states:

Section 4(3) No person shall be appointed as a Member of the Board who is a Councillor of a Municipality, an employee of a Municipality, carries out subdivision or development powers, duties and functions on behalf of a Municipality, or is a member of a municipal planning commission of a Municipality.

The ISDAB Agreement under Bylaw 1447-23, also states:

Section 4(6) If a Municipality's appointed Member has their membership rescinded, resigns for any reason, or ceases to be a Member, that Municipality may appoint a new Member by resolution of Council.

However, the need to appoint a new member at this time is not required as there remains to be 9 members which aligns with the ISDAB Agreement under Bylaw 1447-23:

Section 4(1) The Board shall consist of no less than five Members and no more than ten Members, which shall be appointed by Smoky Lake County.

Benefits: Comply with legislation.

Disadvantages: N/A

Alternatives: N/A

Financial Implications: N/A

Legislation: Bylaw No. 1447-23

Intergovernmental: Town of Smoky Lake

Strategic Alignment: N/A

Enclosure(s): N/A

Signature of the CAO:

A handwritten signature in black ink, appearing to be "C. A. O.", written over a horizontal line.



Request for Decision (RFD)

Meeting Date: Thursday, November 14, 2024

Agenda Item: #7.5

Topic: Policy Statement No. 01-22-01 Policy Committee Terms of Reference

Presented By: CAO

Recommendation:

That Smoky Lake County Policy Statement No. 01-22-01 Policy Committee Terms of Reference, be rescinded, as made redundant by Committee of the Whole meetings.

Background:

This policy was adopted in 2005 and has remained unchanged since then. Should Council require additional time to review any policy, it will be accommodated through a Committee of the Whole Council Meeting, making the "Policy Committee" redundant.

With direction from the October 24, 2024, Council Motion #57-24: "That Smoky Lake County Council direct Administration to bring forward policies, at their discretion of urgency, for review (recommending 2 or a maximum of 3) to each Regular Council Meeting going forward.", Administration recommends Policy Statement No. 01-22-01 Policy Committee Terms of Reference be rescinded.

Benefits: Removes redundancy.

Disadvantages: N/A

Alternatives: Council's discretion

Financial Implications: N/A

Legislation: Policy Statement No. 01-22-01 Policy Committee Terms of Reference

Intergovernmental: N/A

Strategic Alignment: N/A

Enclosure(s):

1. Policy Statement No. 01-22-01 Policy Committee Terms of Reference

Signature of the CAO:

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

SMOKY LAKE COUNTY



Title: Policy Committee: Terms of Reference		Policy No.: 22-01
Section: 01	Code:	Page No.: 1 of 2

Legislation Reference:	Alberta Provincial Statutes
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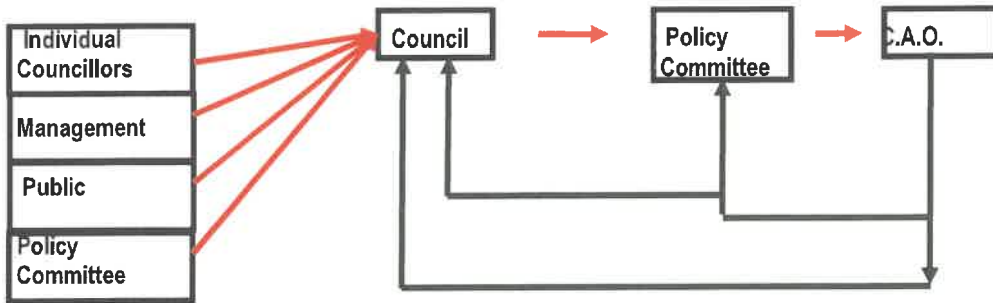
Purpose:	Policy Committee aims to affirm and strengthen council's and management's leadership, and to provide continuity for the governance of the municipality's affairs.
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Policy Statement and Guidelines:	
Membership:	<p>The Policy Committee consists of two elected officials, one representative of senior management, and other management, council members, or external experts as may be deemed necessary for specific issues by the committee.</p> <p>The Policy Committee will meet normally once a month.</p>
Function:	<ol style="list-style-type: none">1. To anticipate, initiate and design new policies of the environmental, social, economic, and legislative direction in the community.2. To review regularly the existing policies of the municipality.3. To consult with other management, council members, or external experts, and the public; as may be deemed necessary by the committee.4. To enhance the communication with the citizens in regards to policy related matters of the Smoky Lake County.

Title: Policy Committee: Terms of Reference		Policy No.: 22-01
Section: 01	Code:	Page No.: 2 of 2

Policy Statement and Guidelines:

Process:



Legend: → Work Process → Decision Process

	Date	Resolution Number
Approved	November 21, 2005	# 109-05 - Page 8050
Amended		
Amended		



Request for Decision (RFD)

Meeting Date: Thursday, November 14, 2024

Agenda Item: #7.6

Topic: Policy Statement No. 08-13-01: Disposal of Assets

Presented By: CAO

Recommendation:

That Smoky Lake County Policy Statement No. 08-13-01: Disposal of Assets, be amended to update the name from "Disposal of Assets" to "Disposal of Surplus Equipment", and to expand the statement and guidelines.

Background:

This policy was adopted in 1996 and has remained unchanged since then.

Administration recommends the following revision as shown on Enclosure 2.

Benefits:

Establishes consistent, transparent, and equitable processes for the disposal of surplus County-owned equipment in a fair manner, while recovering the maximum residual value.

Disadvantages: N/A

Alternatives: Council's discretion.

Financial Implications: Unknown

Legislation: Policy Statement No. 08-13-01: Disposal of Assets

Intergovernmental: N/A

Strategic Alignment: N/A

Enclosure(s):

1. Policy Statement No. 08-13-01: Disposal of Assets
2. Draft Policy Statement No. 08-13-02: Disposal of Surplus Equipment

Signature of the CAO:

A handwritten signature in blue ink, written over a horizontal line.

SMOKY LAKE COUNTY



Title: Disposal of Assets	Policy No.: 13-01
Section: 08	Code: Page No.: 1 of 1

Legislation Reference:	Municipal Government Act, Section 70 and 445.
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Purpose:	To ensure that any disposition of Municipal Assets and those obtained through distress are disposed in a matter beyond approach.
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<p>Policy Statement and Guidelines:</p> <p>Any and all assets in the possession of the Municipality shall be disposed of utilizing the public tender method, whereby:</p> <ul style="list-style-type: none"> ■ all assets for disposition must be clearly defined and advertised in the local paper; and/or; ■ notices posted throughout the municipality. <p>Should an asset(s) previously advertised not be sold, the same asset may be sold by an arms length transaction at a later date.</p>
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	Date	Resolution Number
Approved	July 25, 1996	# 585 - Page # 6054
Amended		
Amended		



Title: Disposal of Surplus Equipment		Policy No.: 13-02
Section: 08	Code: P-R	Page No.: 1 of 2 E

Legislation Reference:	Municipal Government Act, Section 70 and 445.
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Purpose:	To establish consistent, transparent, and equitable processes for the disposal of surplus County-owned equipment in a fair manner, while recovering the maximum residual value.
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Policy Statement and Guidelines:

1. STATEMENT:

- 1.1. "Equipment" for the purpose of this policy, includes vehicles, machinery, office-equipment, electronics, furniture, and tools.
- 1.2. "Surplus" for the purpose of this policy, is deemed to be Equipment that is at the end of its useful life, in need of replacement, or no longer required for County operations.
- 1.3. Smoky Lake County recognizes that there are occasions when the disposal of Surplus Equipment is determined to be advisable or necessary, and will proceed to do so in accordance with this Policy.

2. OBJECTIVE:

- 2.1. To recovery the maximum residual value of Equipment that is no longer used by the County.

3. GUIDELINES:

- 3.1. If the Chief Administrative Officer (CAO) or designate determines any item to be of no value or unsafe, then it must be disposed of as waste or recycled in an appropriate manner.
- 3.2. Any items sold or donated are done so on an "as is, where is" basis with no warranties or guarantees expressed or implied.
- 3.3. Council may or may not establish a reserve bid prior to any sale at a Regular Council meeting, at their discretion.

4. PROCEDURES:

- 4.1. Annually on or before August 1st, Managers will submit a list of any Equipment considered to be Surplus, to the CAO or designate, who will present the list to Council for consideration at a Regular Council meeting prior to October 31st.
- 4.2. All Surplus vehicles and machinery, will be disposed of in one of three ways once approved by Council:
 - 4.2.1. offered for sale by public tender whereby it is advertised at least of two (2) weeks prior to the sale, through the County's social media and website, at minimum, stating "for sale by Public Tender, sold as is - where is with no warranties or guarantees expressed or implied, with the highest or any bid not necessarily accepted"; bids are to be received in sealed envelopes and date stamped upon receipt; and Administration will present the bids to Council for approval or denial of sale by Council Resolution;
 - 4.2.2. any units remaining unsold, can be sold by an auctioneer selected by Council resolution; or
 - 4.2.3. Council may approve to donate any remaining unsold units, or may recommend selling it directly to a Non-profit Organization or other municipality at a price determined by Council resolution.



Title: Disposal of Surplus Equipment		Policy No.: 13-02
Section: 08	Code: P-R	Page No.: 2 of 2 E

4.3. All Surplus office-equipment, electronics, furniture, and tools, will be disposed of in one of three ways once approved by Council:

4.3.1. offered to Nonprofit Organizations from within the Smoky Lake Regional, for purchase or as a donation. If offered for purchase, Council will set the minimum value for which it may be sold. The item will be posted to the County’s website for a period of 2 (two) weeks with items sold on a first-come, first-served basis; and

4.3.2. any items remaining, shall be made available for staff to purchase with the sale price determined by Council and with the names of staff gathered via email and entered in a raffle where the randomly chosen staff member will have the opportunity to purchase the item; and

4.3.3. if any items still remain undisposed, after 4.2.1 and 4.2.2, they will be delivered to the Smoky Lake Landfill “Take-it-or-Leave” designated area.

	Date	Resolution Number
Approved	July 25, 1996	# 585 - Page # 6054
Amended	November __, 2024	# - Page # -----
Amended		





Request for Decision (RFD)

Meeting Date: Thursday, November 14, 2024

Agenda Item: #7.7

Topic: Remuneration: Public-at-Large Committee Members

Presented By: CAO

Recommendation:

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.

Background:

Each year Council determines the rate per day for Public-at-Large remuneration through a resolution of Council. The rate was set as \$175 per diem in October 2023.

Benefits: Establishes a remuneration rate for Public-at-Large members

Disadvantages: N/A

Alternatives: N/A

Financial Implications: Unknown

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

Intergovernmental: N/A

Strategic Alignment: N/A

Enclosure(s): N/A

Signature of the CAO: _____

A handwritten signature in blue ink, written over a horizontal line.



Request for Decision (RFD)

Meeting Date: Thursday, November 14, 2024

Agenda Item: # **7.8**

Topic: **Renew Assessment Review Board Services Contract**

Presented By: Brenda Adamson, Finance Manager

Recommendation:

That Smoky Lake County execute the service agreement with Capital Region Assessment Services Commission, titled: "Participant Memorandum of Agreement 2025-2027", to allow for the Commission to provide specific administrative and financial services relating to Assessment Review Boards to the County for a three-year term: 2025 to 2027, and abide by the terms and conditions there in for full Local & Composite Assessment Review Boards (LARB & CARB) Services.

Background:

Smoky Lake County must establish Local Assessment and Composite Assessment Review Boards.

In 2022 Council chose to contract Capital Region Assessment Services Commission for three years to supply Assessment Appeal Board Services.

The term would be to December, 2027

The costs are

Base fee	= \$	900
Per parcel fee \$0.35 per parcel	aprox =	<u>2,200</u>
Annual cost	= \$	3,100

If there are hearings, the following fees would be charged:

- \$800 for each LARB or CARB hearing day (or part day)
- \$193 for each panelist for each part day of less then 4 hours including travel time
- \$330 for each panelist for each hearing day from 4-8 hours including travel time
- \$495 for each panelist for each hearing day that exceeds 8 hours including travel time

We have not had a hearing during the past three years.

The cost to have our own board would be training costs for 3-4 people every 3 years approx. \$3,000-\$4,000. The cost of the hearing would be per day cost plus mileage based on Council policy at the time.

At the moment, Smoky Lake County would not be able to hold a hearing as no council members are certified..

Benefits:

- The appeal process is perceived as being non biased
- Council does not have to take additional training
- Administration does not have to find members
- Staff do not have to take the training required to hold a hearing.



Request for Decision (RFD)

Disadvantages:

If there is a hearing, the cost will be higher

Alternatives:

Reestablish a board and provide the service in house

Financial Implications:

Thus far we have paid:

2022 \$2,693.30

2023 \$2,424.80

2024 \$2,487.50

Legislation:

Assessment review boards to be established 454 A council must by bylaw establish (a) a local assessment review board to hear complaints referred to in section 460.1(1), and (b) a composite assessment review board to hear complaints referred to in section 460.1(2). 2016 c24 s62

Appointment of members to local assessment review board 454.1(1) A council must (a) appoint at least 3 persons as members of the local assessment review board, (b) prescribe the term of office of each member appointed under clause (a), and (c) prescribe the remuneration and expenses, if any, payable to each member appointed under clause (a). (2) The council must designate one of the members appointed under subsection (1) as the chair of the local assessment review board and must prescribe the chair's term of office and the remuneration and expenses, if any, payable to the chair. (3) The chair may delegate to any other member appointed under subsection (1) any of the powers, duties or functions of the chair. 2016 c24

Intergovernmental:

n/a

Strategic Alignment:

n/a

Enclosure(s):

CRASC participant memorandum of agreement 2025-2027

Signature of the CAO:

A handwritten signature in blue ink, consisting of several loops and a long horizontal stroke at the end.

Office Use Only

Member or Participant

Municipality: _____

Received: _____

**PARTICIPANT
MEMORANDUM OF AGREEMENT
2025 - 2027**

**LOCAL ASSESSMENT REVIEW BOARDS
and
COMPOSITE ASSESSMENT REVIEW BOARDS**

Capital Region Assessment Services Commission



1 January 2025

MEMORANDUM OF AGREEMENT

made between

CAPITAL REGION ASSESSMENT SERVICES COMMISSION
(the “**Commission**”)

and

(the “**Participant**”)

WHEREAS the Commission will provide specific administrative and financial services relating to Assessment Review Boards to the Participant.

AND WHEREAS the Commission and the Participant have reached agreement with respect to the terms and conditions under which the Commission will provide such administrative and financial services to the Participant.

NOW THEREFORE the Commission and the Participant agree as follows:

1. DEFINITIONS

- a. “**Board**” means the Board of Directors of the Capital Region Assessment Services Commission.
- b. “**Commission**” means the Capital Region Assessment Services Commission.
- c. “**Fiscal Year**” means 1st of January to 31st of December.
- d. “**Participant**” and “**Municipality**” mean a municipal authority NOT listed in the Appendix to Alberta Regulation 77/96, as amended from time to time; and which has engaged the services of the Commission to provide specific administrative and financial services relating to Assessment Review Boards.
- e. “**Panelist**” means an individual who is accredited by the Alberta Land & Property Rights Tribunal (“LPRT”) to hear Assessment Complaints.
- f. “**Assessment Review Board**” and “**ARB**” mean either the Local Assessment Review Board (“**LARB**”) or the Composite Assessment Review Board (“**CARB**”).
- g. “**Assessment Clerk**” means an individual who is accredited by the Alberta LPRT to perform assessment clerk services.

h. “Term” means the term of this agreement as set forth in Section 2.

2. TERM

The term of this agreement is as specified in Schedule “A” hereto. The Term may be extended by an agreement in writing between the parties hereto before the end of the Term, failing which the agreement shall terminate at the end of the Term without notice by either party to the other and without additional compensation from the Participant to the Commission.

3. OBLIGATIONS of the COMMISSION

The Commission will provide a full ARB administration service from receipt of Complaint forms through to distribution of the hearing decisions, including, but not limited to:

- a.** receiving Complaint forms from the Participant, acknowledging their receipt, setting up hearings, preparing and distributing Notices of Hearings, attending each hearing and distributing the decision.
- b.** maintaining a Panelist pool sufficient to respond to the Participant’s requirements for Assessment Review Board hearings.
- c.** annually providing the Participant with:
 - i.** a list of Commission approved Panelists from which the Commission can draw to fill its hearing needs;
 - ii.** the name of the chair of the LARB and CARB;
 - iii.** the name of the Assessment Clerk of the LARB and CARB.
- d.** apprising the Participant of such information relevant and necessary for the performance of its legislated duties and responsibilities with respect to Assessment Review Boards.
- e.** providing an Assessment Clerk at Assessment Review Board hearings, unless the Participant informs the Commission of its wish to provide its own Assessment Clerk.
- f.** assisting the Panelists to prepare a written decision from each hearing and distributing the decision to the appropriate parties. *NOTE - The decisions, reasons therefore and the writing of the decision are the responsibility of the hearing panelists. The clerk will provide only administrative and clerical assistance to this function.*
- g.** preparing, and distributing to the Participant, appropriate administrative and operating policies and procedures relating to Assessment Review Boards.
- h.** annually meeting with the Panelists to review activities and ensure that the

Panelists are current with respect to Assessment Review Board hearing information.

Panelist Nominations:

While it is the policy of the Commission to, wherever possible, draw its pool of panelists only from its members; from time to time the Commission may contact Participants seeking nominations of suitable individuals who may be appointed as potential Panelists so that an acceptable pool of accredited Panelists can be maintained. The determination of the Panelist pool rests solely with the Commission.

Should the Commission decide to accept the Participant's nominee, the Commission will contact the Participant's nominee to outline the requirements for being considered as a Panelist and inform the nominee of pending training and accreditation requirements and opportunities. Upon successful accreditation, the nominee will be entered on the Commission's Panelist pool registry as maintained by the Commission.

4. OBLIGATIONS of the PARTICIPANT

The Participant will cooperate with the Commission to ensure the smooth running of the Commission's ARB practices and procedures, including, but not limited to:

- a. at the commencement of each year of this agreement (and no later than the 15th of February of each year), the Participant will provide to the Commission its total parcel count as at the 1st of January of each year. *NOTE - This parcel count will be used to calculate the total per parcel fees due in accordance with Schedule "A" to this agreement.*
- b. annually appointing to the LARB and CARB the list of Commission Panelists, the name of the chair and the name of the Assessment Clerk, provided to the Participant by the Commission each year. *NOTE - The Commission draws from only its own designated pool of Panelists to sit on Commission administered hearings.*
- c. providing the Commission with immediate notification by email when an Assessment Review Board Complaint has been filed with the Participant.
- d. for each complaint, promptly scanning and emailing the following to the Commission: *(IMPORTANT - Where the following documentation contains colour, the document should be scanned in colour.)*
 - Assessment Review Board Complaint form
 - Assessment Complaints Agent Authorization form - if appropriate
 - Proof of payment of applicable complaint fee
 - All other documentation provided by the complainant accompanying the ARB Complaint form
 - Copy of the assessment notice or combined assessment/tax notice that is the subject of the complaint

- Confirmation of the date that the complaint was received by the Participant and that the complaint was received within the deadline for submission of complaints.
- e. when requested by the Commission, providing a suitable meeting room or other means of facilitating a hearing (e.g. setting up, providing and hosting suitable videoconference and/or teleconference facilities) for the Assessment Review Board hearing without charge to the Commission. The decision regarding how the hearing will take place, e.g in person, by video/teleconference or by other means will be at the sole discretion of the Commission.

5. FEES and EXPENSES

Each year the Board will review the budget for Assessment Review Board services and will establish such fees as it deems appropriate. Annually, the Participant will be informed as to what the forthcoming year's fees will be. Effective at the commencement of this Agreement, these approved fees and expenses are as shown in Schedule "A", and they will remain in effect for the remaining years of this agreement unless changed by the Board.

The Commission will invoice each Participant for the applicable fees and expenses listed in Schedule "A" and the Participant will pay those invoices in a timely manner.

Should the Board change the fees in Schedule" A", the Participant has the option to withdraw from this agreement within 30 days from the latter of the date of the change(s) coming into effect and the Participant being informed of the change(s).

6. LEGAL EXPENSES

The Assessment Review Board (ARB) is a quasi-judicial board established in accordance with the Municipal Government Act and your municipal bylaw. The Board is independent from your municipality and is comprised of citizen members appointed by Municipal Council.

The ARB makes decisions in an impartial manner and applies the principles of natural justice and procedural fairness, which includes the right to legal counsel.

In some circumstances the ARB will request legal counsel to support its role in the complaint/hearing/decision writing process; the municipality is solely responsible for the cost to retain sufficient legal services. It is normal protocol for the legal account to be opened in CRASC's name to maintain genuine independence. The legal invoices will then be billed back to the municipality at cost for reimbursement.

7. PARTICIPANT INFORMATION

All Participant information relating to the Assessment Review Board complaints is deemed the property of the Participant.

Other than for the proper functioning of the Assessment Review Board process, the Commission will not disclose or make known to any person the Participant information or any matter or thing which comes to the knowledge of or is disclosed to the Commission by reason of this Agreement and shall retain all such knowledge as confidential, unless the Commission is required by law, or is expressly authorized by the Participant in writing, to disclose or make known the knowledge.

Where Participant information, whether paper or electronic, is in the temporary possession or control of the Commission, the Commission will ensure the security and safety of all data and allow only authorized access to the Participant information.

8. TERMINATION

A Participant shall be entitled to terminate this agreement upon six (6) months written notice together with payment of the annual fees for the balance of the Term.

The Commission reserves the right to terminate this agreement upon six (6) months written notice to the Participant.

9. SURVIVAL

The provisions of this agreement, which by their context are meant to survive the expiry or earlier termination of this agreement, shall so survive for the benefit of the party relying upon the same.

10. NOTICE

Whether or not so stipulated herein, all notices, communication, requests and statements required or permitted hereunder shall be in writing.

11. ASSIGNMENT

This agreement or any rights arising out of this agreement shall not be assigned by either party hereto without the other party's prior written consent, which consent shall not be arbitrarily withheld.

12. ENTIRE AGREEMENT

This agreement represents the entire agreement between the parties with respect to the subject matter hereof.

13. AMENDMENTS

This agreement can be modified, amended or assigned only by a written instrument duly executed by the parties.

OTHER:

14. Judicial Review of an ARB decision:

Judicial reviews of the Board's decisions are governed by section 470 of the Municipal Government Act.

If the municipality is considering an application to the Court of King's Bench it is mandatory that legal counsel is consulted. Please note this is beyond the scope of this contract.

The ARB Members and Clerk are not able to offer any legal advice, suggestions, or guidance with respect to such inquiries. The CRASC Clerk may assist in securing legal representation if requested.

IN WITNESS WHEREOF the parties hereto have executed this agreement by the hands of their respective, properly authorized officers, on their behalf.

THE COMMISSION:

CAPITAL REGION ASSESSMENT SERVICES
COMMISSION

Per: _____
Authorized Signature

Name

Date

THE PARTICIPANT:

Name of Participant Municipality

Per: _____
Authorized Signature

Name

Date

SCHEDULE "A"

TERM of AGREEMENT

The Term of this agreement is for the period from 1 January 2025 to 31 December 2027.

FEES and EXPENSES

The compensation payable by the Participant to the Commission for its performance of this agreement is as follows:

1. Annual Fees per Participant - Per Fiscal Year

- a. Core fee of \$900, plus;
- b. Per parcel fee of \$0.35, based on the total number of the Participant's parcels that are eligible to have a LARB or CARB complaint filed on them, as at 1 January of each year of the agreement. *(Do not include DIP, Linear, Exempt, Municipal Owned and similar parcels)*

2. Hearing Fees - Per Hearing

Assessment Review Board Hearing Fees are chargeable to the Participant for each hearing and depend on the services provided to the Participant for each hearing. Not all fees may be chargeable for every hearing.

- a. **Hearing:**
 - \$800 for each LARB hearing
 - \$800 for each CARB hearing
- b. **Panelist:**
 - \$193 per Panelist for each hearing and associated travel time that do not exceed four (4) hours.
 - \$330 per Panelist for each hearing and associated travel time that exceed four (4) hours and do not exceed eight (8) hours.
 - \$495 per Panelist for each hearing and associated travel time that exceed eight (8) hours.

c. Presiding Officer:

\$248 per Presiding Officer for each hearing and associated travel time that do not exceed four (4) hours.

\$440 per Presiding Officer for each hearing and associated travel time that exceed four (4) hours and do not exceed eight (8) hours.

\$660 per Presiding Officer for each hearing and associated travel time that exceed eight (8) hours.

d. Assessment Clerk:

\$800 for each hearing where the Commission provides an Assessment Clerk.

Note: If panel deliberations take place on a date other than the Hearing Date, additional charges will apply as per the hearing rates above.

3. Hearing Expenses

Travel and subsistence expenses are chargeable to the Participant for each hearing. These are based on the rates established from time to time by the Government of Alberta for its Boards, Agencies and Commissions.

4. Judicial Review

If a complaint is appealed, CRASC offers Clerk Services at a rate of \$125 per hour. This would include but is not limited to responding to “Notice to Obtain Record of Proceedings” and any other administrative tasks that the ARB Clerk has jurisdiction to perform.

COMMISSION'S SERVICE ADDRESS

The Commission's address for service of notices is:

Capital Region Assessment Services Commission
11810 Kingsway
Edmonton, Alberta T5G 0X5

Telephone: 780-451-4191
Email: info@crasc.ca

PARTICIPANT'S SERVICE ADDRESS

The Participant's address for service of notices is:

Name of municipality _____

Contact name _____

Address 1 _____

Address 2 _____

City/Province _____

Postal Code _____

Telephone: _____

Email: _____



Request for Decision (RFD)

Meeting Date: Thursday, November 14, 2024

Agenda Item: #7.9

Topic: **Bylaw 1464-24 Non Residential Tax Incentive Bylaw**

Presented By: Brenda Adamson/Finance

Recommendation:

Motion #1 That Smoky Lake County Bylaw No. 1464-24: Non-Residential Development Municipal Tax Incentive Bylaw be given second reading

Motion #2 That Smoky Lake County Bylaw No. 1464-24: Non-Residential Development Municipal Tax Incentive Bylaw be given third and final reading

Background:

During a committee of the whole meeting held March 5, 2024, Council discussed tax incentive options to attract commercial development. Administration prepared research and presented it to Council on April 17 and the following motion was made:

520-24: Cere That Smoky Lake County Council **recommends** Administration bring forward a draft bylaw to a future Council Meeting for consideration, in respect to a Property Tax Incentive based on property assessment value, to encourage small developments as well as large developments with larger incentives, aiming at increasing long-term tax revenue.

Carried.

The draft bylaw was presented to Council August 8, 2024. The following motions were made:

7.10. Bylaw No. 1464-24 Non-Residential Tax Incentive

752-24: Céré That Smoky Lake County **Bylaw No. 1464-24: Non-Residential Development Municipal Tax Incentive**, for the purpose of providing a Municipal Property Tax Exemption for Non-Residential Development or Expansions, be given **First Reading**.

Carried.

7.10. Bylaw No. 1464-24 Non-Residential Tax Incentive

753-24: Fenerty That Smoky Lake County Bylaw No. 1464-24: Non-Residential Development Municipal Tax Incentive, for the purpose of providing a Municipal Property Tax Exemption for Non-Residential Development or Expansions, which was given First Reading on August 8, 2024, **be advertised for public notice** in accordance with Policy Statement No. 01-51: Public Participation, for public input.

Carried.

A notice for public participation was posted in August:



Request for Decision (RFD)

Public Participation: Non-Residential Tax Incentive
Ⓞ POSTED: AUGUST 13, 2024

NOTICE
*Invitation for
Public Participation*



Notice: Public Participation

Smoky Lake County is seeking public input of proposed **Bylaw No. 1464-24: Non-Residential Development Municipal Tax Incentive.**

The purpose of this bylaw is to provide a Municipal Property Tax Exemption for Non-Residential Development or Expansions within Smoky Lake County.

Anyone who is interested in providing formal comments or feedback on the proposed Bylaw is encouraged to submit a written submission to Smoky Lake County **prior to 12:00 p.m. (noon) on September 13, 2024** to county@smokylakecounty.ab.ca.

[A copy of the proposed bylaw can be obtained HERE.](#)

For more information please contact Brenda Adamson, Finance Manager at 780-656-3730.

Finance received one response to this posting via email.

"still not sure that I agree totally with this initiative, but definitely disagree with 5.4 and the CAO having exclusive say on weather an application is approved or denied. In other words, anywhere in bylaw where the CAO has exclusive decision-making powers, (Section 10. 1 or2) should be councils' decision, not the CAO's. Might save time on the appeals process to council if council is aware of each application coming forward. After all this is Councils' initiative"

The bylaw is set up so that the ability to use personal judgement is removed.

1. The property must be assessed non-residential or machinery and equipment
2. Linear property is expressly excluded.
3. The property must be in good standing (compliant with permits and applicable laws) and current taxes paid in full.
4. Thea assessment must have increased more than \$20,000 from one year to the next.



Request for Decision (RFD)

5. bylaw provides the following tax incentives.
6. The amount of incentive is calculated:

Assessment Increase	New or Increase Assessment			
	\$20,000-\$500,000	\$500,001-\$1,000,000	\$1,000,001-\$5,000,000	Greater than \$5,000,000
Year 1	100%	100%	100%	100%
Year 2		50%	50%	75%
Year 3			25%	50%
Year 4				25%

When looking at potential property tax incentives, we looked at the existing programs in County of St Paul, Thorhild County, County of Barrhead, Lethbridge County, Wheatland County, County of Paint Earth, and City of Medicine Hat. Example calculations were done to see how different developments could affect the developer and the County (attached).

Benefits:

- The incentive increases relative to the increase in assessment
- This program will not require additional human resource capacity to administer
- The method is similar to comparable municipalities

Disadvantages:

- It will be difficult to predict the financial impact before development
- The developer will not know the savings until future years
- The assessment increase does not always directly correlate to the investment made into a development

Alternatives:

Levels and incentive amounts can be changed

The bylaw is based on 2023 assessment year. This could be changed so that it is not active until the 2024 assessment year

Financial Implications:

The incentive program will not result in costs to the County. Because it is based on increases in revenue, it will decrease the overall increase in tax revenue received from new dev

Legislation:

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



Request for Decision (RFD)

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.1994 cM-26.1

Tax incentives for non-residential property

364.2(1) In this section,

- (a) “deferral” means a deferral under this section;
- (b) “exemption” means an exemption under this section.
- (c) repealed 2019 c21 s2.

(2) A council may, by bylaw, for the purpose of encouraging the development or revitalization of properties in an assessment class specified in section 297(1)(b) or (d) for the general benefit of the municipality, provide for

- (a) full or partial exemptions from taxation under this Division for property in one or both of those assessment classes, or
- (b) deferrals of the collection of tax under this Division on property referred to in clause (a).

(3) A bylaw under subsection (2)

- (a) must set criteria to be met for property to qualify for an exemption or deferral,
- (b) must establish a process for the submission and consideration of applications for an exemption or deferral,
- (c) must not provide for an exemption or deferral to have effect in respect of a property for more than 15 consecutive taxation years, but may, if the council considers it appropriate, provide for subsequent exemptions or deferrals of 15 consecutive taxation years or less to be applied for and granted in respect of the property, and
- (d) if the bylaw provides for any person other than the council, including a designated officer, to refuse to grant an exemption or deferral or to cancel an exemption or deferral, must establish a process for applications to the council for the review of those decisions and must specify the period of time within which the application must be made.

(4) If after reviewing an application the municipality determines that the property meets the requirements for a full or partial exemption or for a deferral, the municipality may grant the exemption or deferral.

(5) An exemption or deferral must be granted in a written form that specifies

- (a) the taxation years to which the exemption or deferral applies, which must not include any taxation year earlier than the taxation year in which the exemption or deferral is granted,
- (b) in the case of a partial exemption, the extent of the exemption, and
- (c) any condition the breach of which will result in cancellation under subsection (6) and the taxation year or years to which the condition applies.

(6) If at any time after an exemption or deferral is granted under a bylaw under this section the municipality determines that the property did not meet or has ceased to meet a criterion referred to in subsection (3)(a) or that a condition referred to in subsection

(5)(c) has been breached, the municipality may cancel the exemption or deferral for the taxation year or years in which the criterion was not met or to which the condition applies.

(7) Where a municipality refuses to grant or cancels an exemption or deferral, the municipality must send a written notice to the applicant stating the reasons for the refusal or cancellation and, if a review of the decision is available under subsection (3)(d), the date by which any application for that review must be made.



Request for Decision (RFD)

(8) Where a municipality grants or cancels an exemption or deferral in respect of designated industrial property, the municipality must notify the provincial assessor and provide any other information requested by the provincial assessor respecting the exemption, deferral or cancellation.

(9) Subject to subsection (6), any order referred to in section 127(1.1) and the criteria and conditions on which an exemption or deferral was granted, the exemption or deferral remains valid regardless of whether the bylaw under which it was granted is subsequently amended or repealed or otherwise ceases to have effect.

2019 c6 s7; 2019 c21 s2

Intergovernmental:

n/a

Strategic Alignment:

- The 2023-2025 Strategic Plan priorities included Pro-activity in Development – Committed to the development of policy and programming to foster a proactive approach to land management.

Enclosure(s):

1. Bylaw No. 1464-24

Signature of the CAO:

A handwritten signature in blue ink, consisting of several overlapping loops and lines, written over a horizontal line.



Request for Decision (RFD)

Example
municipal tax rate 21.9292

	permit	const	year 1	year 2	year 3	year 4	year 5
1 gravel pit development estimated construction was \$100,000							
	permit	const	year 1	year 2	year 3	year 4	year 5
increase qualifying assessment			\$ -				
land assessment	\$ -	\$ -	\$ 28,410.00	\$ 43,200.00	\$ 49,070.00	\$ 56,510.00	\$ 57,990.00
improvement assessmer	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
total taxes	\$ -	\$ -	\$ 623.01	\$ 947.34	\$ 1,076.07	\$ 1,239.22	\$ 1,271.67
incentive	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
net taxes	\$ -	\$ -	\$ 623.01	\$ 947.34	\$ 1,076.07	\$ 1,239.22	\$ 1,271.67
2 commercial business development estimated construcion was \$10,500,000							
	permit	const	year 1	year 2	year 3	year 4	year 5
increase qualifying assessment			\$ 3,925,670.00				
land assessment	\$ 16,420.00	\$ 13,750.00	\$ 51,320.00	\$ 111,830.00	\$ 207,270.00	\$ 231,670.00	\$ 236,303.40
improvement assessmer	\$ 20,050.00	\$ 351,480.00	\$ 3,945,720.00	\$ 4,080,430.00	\$ 4,085,930.00	\$ 4,920,040.00	\$ 5,018,440.80
total taxes	\$ 799.76	\$ 8,009.20	\$ 87,651.89	\$ 91,932.91	\$ 94,146.44	\$ 112,972.88	\$ 115,232.34
incentive	\$ -	\$ -	\$ 86,087.00	\$ 44,520.00	\$ 22,290.00	\$ -	\$ -
net taxes	\$ 799.76	\$ 8,009.20	\$ 1,564.89	\$ 47,412.91	\$ 71,856.44	\$ 112,972.88	\$ 115,232.34
3 commercial business expansion estimated construcion value was \$125,000							
	permit	year 1	year 2	year 3	year 4	year 5	
increase qualifying assessment		\$ 1,950.00					
land assessment	\$ 28,260.00	\$ 28,260.00	\$ 27,750.00	\$ 27,750.00	\$ 30,210.00	\$ 30,210.00	
improvement assessmer	\$ 189,750.00	\$ 191,700.00	\$ 188,540.00	\$ 174,070.00	\$ 175,380.00	\$ 172,520.00	
total taxes	\$ 4,780.78	\$ 4,823.55	\$ 4,743.07	\$ 4,425.75	\$ 4,508.42	\$ 4,445.71	
incentive	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
net taxes	\$ 4,780.78	\$ 4,823.55	\$ 4,743.07	\$ 4,425.75	\$ 4,508.42	\$ 4,445.71	
4 industrial business with estimated additional construction of \$795,000							
	permit	const	year 1	year 2	year 3	year 4	year 5
increase qualifying assessment			\$ 3,365,280.00				
land assessment	\$ 65,780.00	\$ 65,780.00	\$ 63,490.00	\$ 63,490.00	\$ 63,490.00	\$ 63,490.00	\$ 108,190.00
m & e assessment	\$ 2,817,380.00	\$ 3,601,270.00	\$ 3,600,630.00	\$ 3,481,980.00	\$ 3,064,230.00	\$ 3,091,920.00	\$ 3,132,500.00
improvement assessmer	\$ 1,214,460.00	\$ 1,531,780.00	\$ 3,796,490.00	\$ 3,845,480.00	\$ 4,462,310.00	\$ 4,159,570.00	\$ 4,137,480.00
total taxes	\$ 88,415.03	\$ 112,563.68	\$ 162,212.92	\$ 160,685.34	\$ 165,051.00	\$ 159,019.37	\$ 159,424.85
incentive	\$ -	\$ -	\$ 73,798.00	\$ 36,135.00	\$ 19,159.00	\$ -	\$ -
net taxes	\$ 88,415.03	\$ 112,563.68	\$ 88,414.92	\$ 124,550.34	\$ 145,892.00	\$ 159,019.37	\$ 159,424.85
5 commercial business development that provides increase in assessment over \$5,000,000							
	permit	const	year 1	year 2	year 3	year 4	year 5
increase qualifying assessment			\$ 5,000,000.00				
land assessment	\$ 29,700.00	\$ 66,000.00	\$ 67,320.00	\$ 68,666.40	\$ 70,039.73	\$ 71,440.52	\$ 72,869.33
improvement assessmer	\$ -	\$ 2,000,000.00	\$ 5,000,000.00	\$ 5,100,000.00	\$ 5,202,000.00	\$ 5,306,040.00	\$ 5,412,160.80
total taxes	\$ 651.30	\$ 45,305.73	\$ 111,122.27	\$ 113,344.72	\$ 115,611.61	\$ 117,923.85	\$ 120,282.32
incentive	\$ -	\$ -	\$ 109,646.00	\$ 83,879.00	\$ 57,038.00	\$ 29,089.00	\$ -
net taxes	\$ 651.30	\$ 45,305.73	\$ 1,476.27	\$ 29,465.72	\$ 58,573.61	\$ 88,834.85	\$ 120,282.32



Request for Decision (RFD)

PUBLIC PARTICIPATION PLAN		PAGE TWO						
STEP THREE	ENCOURAGE THE PUBLIC							
D Determine the of Public Participation Tools	<p>Select Tools: Different public participation goals typically require different tools and approaches. Policy Section: 4.3.3</p> <p style="text-align: center;"> <input type="checkbox"/> In-Person <input checked="" type="checkbox"/> Digital <input type="checkbox"/> Written <input type="checkbox"/> Representation </p> <hr/> <p>Tool Activities:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border: none;">Advertise on Social Media</td> <td style="width: 33%; border: none;">Advertise on website</td> <td style="width: 33%; border: none;"></td> </tr> <tr> <td style="border: none;">Advertise in Grapevine</td> <td style="border: none;">_____</td> <td style="border: none;">_____</td> </tr> </table>		Advertise on Social Media	Advertise on website		Advertise in Grapevine	_____	_____
Advertise on Social Media	Advertise on website							
Advertise in Grapevine	_____	_____						
E Public Participation Notice	<p>Public Notification Process: advertised in order to notify the public of an issue and with a time frame of a 30-day public comment period will be provided prior to a decision being made. Policy Section: 4.6.1</p> <hr/> <p>Advertise: Complete Schedule "B": Public Participation Notice.</p> <hr/> <p>Gather Inputs and Disseminate Results for Reporting: (Concerns and Impact)</p>							
STEP FOUR	REPORTING							
F Follow-up	<p>Communicate feedback of the outcome to Council and Public. Policy Section: 4.7</p> <p>Complete Schedule "C": Public Participation Report.</p> <hr/> <p>Council Meeting Date: _____ Request For Decision - Agenda Item: _____</p>							
STEP FIVE	EVALUATE THE PROCESS							
E	<p>Evaluation measures the effectiveness of your public involvement process - Public Feedback and Public Participation Outcomes.</p> <p style="text-align: center;">Evaluate and report to Council. Policy Section: 4.8</p> <p>Complete Schedule "D": Internal Evaluation</p> <hr/> <p>Evaluation summary will be provided through the Department Manager Report <u>after</u> the Public Participation Engagement Meeting with Council has been completed. To the following Council Meeting for Review.</p> <p>Council Meeting Date: _____</p>							
SMOKY LAKE COUNTY: Engagement Coordinator Name: _____ Title: _____		DEPARTMENT: _____ DATE: _____						

**SMOKY LAKE COUNTY
IN THE PROVINCE OF ALBERTA
BYLAW NO. 1464-243**

**BEING A BYLAW OF SMOKY LAKE COUNTY IN THE PROVINCE OF
ALBERTA FOR THE PURPOSE OF PROVIDING A MUNICIPAL
PROPERTY TAX EXEMPTION FOR NON-RESIDENTIAL
DEVELOPMENT OR EXPANSIONS.**

WHEREAS the *Municipal Government Act*, R.S.A. 2000 and amendments thereto, a municipality may offer multi-year tax exemptions, partial exemptions, or deferrals, in accordance with section 364.2 of the *Municipal Government Act*, for non-residential development and machinery and equipment;

AND WHEREAS Smoky Lake County seeks to provide an incentive to grow its property tax base and provide increased employment opportunities for County residents by attracting investment. The intent of this Bylaw is to provide a municipal tax incentive to attract commercial and industrial investors and promote expansion by existing investors through providing an exemption to a portion of municipal property taxes attributable to the differential between the pre-construction assessment and the post-construction assessment for eligible property;

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

1. THE PURPOSE OF THIS BYLAW IS TO:

- 1.1 Encourage the development or revitalization of non-residential properties and machinery and equipment in Smoky Lake County for the general benefit of the municipality;
- 1.2 Establish a tax exemption for eligible property in accordance with section 364.2 of the *Municipal Government Act* when there is a new development or a renovated development that meets the criteria and requirements set out in this bylaw;
- 1.3 Provide a process for an application for tax exemption under this bylaw; and
- 1.4 Provide a process for Council to review the refusal or cancellation of a tax exemption under this bylaw.

The Bylaw is cited as the “Non-Residential Development Municipal Tax Incentive Bylaw”

2. DEFINITIONS

When used in this Bylaw:

- 2.1 “Act” means *Municipal Government Act*, RSA 2000, M-26, as amended or repealed and replaced for time to time;
- 2.2 “Affiliated Party” means a party that directly or indirectly, through one or more persons, corporations, or partnerships, controls, is controlled by, or is under common control with an assessed person;
- 2.3 “Appeal Fee” means the fee established by this bylaw to be paid at the time an appeal application is submitted pursuant to this bylaw
- 2.4 “Application Fee” means the fee established by this bylaw to be paid at the time an application is submitted pursuant to this bylaw;
- 2.5 “Arrear taxes” shall mean taxes remaining unpaid after December 31 of the year in which they are levied;
- 2.6 “Assessed Person” means an assessed person as defined under section 284(1) of the Act, or an authorized agent for assessed person;

- 2.7 “Assessment” means a value of property as defined under section 284(1) of the act;
- 2.8 “Base Assessment Year” means the assessment year immediately prior to the assessment year that has an increase in improvement assessment as a result of new development or renovated development. The Base Assessment Year shall not be prior to the 2023 assessment year;
- 2.9 “Chief Administration Officer” (CAO) means the Chief Administrative Officer of the County, or delegate;
- 2.10 “Complete Application” means an application submitted pursuant to this bylaw that includes the application fee, the application form, any information and documents set out on the application and any additional application requirements for the tax incentives under this bylaw;
- 2.11 “County” shall mean the municipal corporation of Smoky Lake County;
- 2.12 “Council” means all of the councilors of the County, including the chief elected official for the County;
- 2.13 “Current taxes” means the property taxes levied for the current tax year;
- 2.14 “Decision” means the decision to grant an exemption, to reject an exemption application, or to cancel an exemption;
- 2.15 “Eligible Property” means property within Assessment Class 2 – Non-residential and Assessment Class 4 – Machinery and Equipment as defined in the Act that meet the criteria set out in section 3 of this bylaw. This bylaw shall specifically exclude Linear Property from Eligible Property;
- 2.16 “Exemption” means the portion of municipal property taxes for eligible property that has been determined to be exempt and subject to refund, in accordance with this bylaw, and which are computed separately under this bylaw;
- 2.17 “Improvement(s)” has the meaning given to it in section 284(1) of the Act;
- 2.18 “Improvement Assessment Change” means the change in an Assessment attributed solely to an improvement or improvements on a property;
- 2.19 “Linear Property” has the meaning given to it in section 284(1) of the Act;
- 2.20 “Non-residential” means the type of property falling within the assessment class specified in section 297(1)(b) of the Act. This bylaw shall specifically exclude the land assessment and linear property as defined in the Act;
- 2.21 “Machinery and Equipment” (M&E) has the meaning given to it in section 297(1)(d) of the Act and associated regulation(s) i.e. (Matters Relating to Assessment Regulation, as amended from time to time);
- 2.22 “New Development” shall mean new improvements on an eligible property that results in an increased improvement assessment of that Property;
- 2.23 “Renovated Development” means renovations or physical additions to existing improvements on an eligible property that results in an increase to the improvement assessment of that property;
- 2.24 “Tax Incentive Agreement” means a written agreement between the county and the Assessed Person setting out the terms and conditions applicable to the eligible property for exemption of municipal property tax and shall be the result of the calculation reference in section 6 of this bylaw; and
- 2.25 “Working day” shall mean days the County’s central administration building is open to serve the public

3. CRITERIA FOR TAX INCETIVE AGREEMENT

- 3.1. New Developments and Renovated Developments may be eligible for an exemption and Tax Incentive Agreement provided that:
 - 3.1.1 The property subject to the New Development or Renovated Development must not have any arrear taxes or have amounts owing with regards to property tax, utilities, or other fees owing to the County. Current taxes must be paid in full.

- 3.1.2 The property subject to the New Development or Renovated Development must not have development compliance issues, be in violation of a development agreement, or be in violation of the *Safety Codes Act* at any time during the taxation years for which the exemption applies to the new development or renovated development;
 - 3.1.3 All applicable provincial or federal approvals and permits must be in place with respect to the property subject to the New development or renovated development;
 - 3.1.4 The registered property owner or the Assessed Person, excluding any authorized agent, of the property to the New Development or Renovated Development is not involved in some form of litigation (including an Assessment Review Board Complaint) with the County; and
 - 3.1.5 The current Improvement Assessment for the New Development or Renovated Development on the subject property must have increased by at least \$20,000 compared to the Base Assessment Year. The change in valuation for the Assessment of land is excluded from this from this calculation.
- 3.2. Linear property is not eligible for an Exemption or Tax Incentive Agreement under this Bylaw.

4. APPLICATION FOR TAX INCENTIVE AGREEMENT

- 4.1. The Assessed Person of the property subject to the application must submit a Complete Application to the County, and the County has the discretion to reject applications that are incomplete, or ineligible.
- 4.2. As part of a Complete Application, the Assessed Person must agree to enter into Tax Incentive Agreement with the County, on the form prescribed by the County, if their application is approved for an Exemption.
- 4.3. Assessed Persons must submit a non-refundable application fee of \$500 (five hundred Canadian dollars) concurrent with Complete Application.
- 4.4. Applicants are encouraged to submit a complete application for an exemption prior to commencement of construction.
 - 4.4.1. The final deadline for submission for an application for an exemption to be granted in the same tax year is October 31 of that tax year.
 - 4.4.2. Any applications received after October 31 of the given year will be considered for an Exemption for the following tax year.
- 4.5. Notwithstanding the Complete application requirements, the County may require any additional information that, in the discretion of the County, is necessary to complete the application.
- 4.6. Assessed Persons whose application is returned as incomplete or ineligible may resubmit an application without payment of an Application Fee.
- 4.7. The County will advise an Assessed Person in writing if their application is accepted for consideration, refused, or rejected. Applications accepted for consideration will become the property of the County and may not be returned.

5. CONSIDERATION OF APPLICATIONS

- 5.1. The CAO shall receive and consider Complete Applications within the provisions of this Bylaw and may consult with, obtain information from, and verify information with other employees or agents of the County, other governments, government agencies, or persons.
- 5.2. The CAO may, at any time, require an Assessed Person to provide any documents the County deems necessary to verify any information contained in a Complete Application or to confirm ongoing compliance with the eligibility criteria of the Exemption.

- 5.3. The CAO may take into consideration other agreements including those which have the Assessed Person or Affiliated Party and the County as parties, or other municipal incentives which may apply to the Assessed Person or Affiliated Party.
- 5.4. The CAO will consider each Complete Application and shall either:
 - 5.4.1 Grant the Exemption and enter into a Tax Incentive Agreement with the Assessed Person; or
 - 5.4.2 Reject the application and advise the Assessed Person with written reasons as why the application was rejected. The written reasons shall also provide the date by which an appeal to council must be submitted.
- 5.5. The County shall enter into a Tax Incentive Agreement with the Assessed Person if an Exemption is granted under section 5.4.1 of this Bylaw
- 5.6. The Exemption shall not be refunded until the Tax Incentive Agreement is fully executed.

6. CALCULATION OF THE EXEMPTION

- 6.1. Subject to section 6.2 of this bylaw, the amount of the exemption will be calculated as Follows:
 - 6.1.1 The municipal taxes subject to Exemption shall be in accordance with *Schedule A – Exemptions Levels & Duration*.
 - 6.1.2 Should the county determine that the installation of municipal infrastructure is required to support the New or Renovated Development, a reduction of the exemption may apply that equals the total costs associated with the installation of municipal infrastructure as determined by the county CAO. Should the cost associated with the installation of municipal infrastructure exceed the exemption amount, the exemption shall not apply and the Assessed Person may be responsible to pay for the differential between what the exemption amount would be and the costs associated with the installation of municipal infrastructure
 - 6.1.3 Only the municipal portion of property taxes is eligible for exemption.
- 6.2. No Exemption will be granted respecting any requisitions

7. PAYMENT OF EXEMPTION

- 7.1. The Exemption as calculated in accordance with section 6 of this Bylaw shall be paid to the Assessed Person as a refund of a portion of the Current Taxes of the eligible Property, subject to the Current Taxes for the Taxation year first being paid in full.
- 7.2. Subject to the terms of the Tax Incentive Agreement:
 - 7.2.1 The amount of the Exemption shall be paid to the Assessed Person each year for the period established in *Schedule A – Exemptions Levels & Duration*
 - 7.2.2 Payment shall be made to the Assessed Person within thirty (30) Working days from the date Current Taxes are paid in full; and
 - 7.2.3 If the Current Taxes are not paid in full by December 31 of any year, then the Exemption shall not be paid to the Assessed Person for that year, the Tax Incentive Agreement shall be considered cancelled, and the Assessed Person shall not be eligible to receive an exemption for any subsequent years.

8. DURARTION OF THE EXEMPTION PROGRAM

- 8.1. The Exemption program as authorized by this Bylaw will be available for Eligible Property commencing after the 2023 assessment year and shall operate in accordance with the terms of this bylaw until such time as this bylaw is amended or repealed.

9. TAX INCENTIVE AGREEMENT

- 9.1. A Tax Incentive Agreement will be required for all granted Exemptions.
- 9.2. The Tax Incentive Agreement will include the following:
 - 9.1.1 The taxation years to which the Exemption applies, which will not include any taxation year earlier than the taxation year in which the Exemption is granted;
 - 9.1.2 Conditions, the breach of which will result in cancellation of the Tax Incentive Agreement and the exemption, and the taxation year or years to which the condition applies;
 - 9.1.3 The date which the exemption will begin;
 - 9.1.4 The exemption percentages, to be calculated and allocated in accordance with section 6 of this Bylaw; and
 - 9.1.5 Any other information or conditions provided by the County.

10. CANCELLATION OF EXEMPTION

- 10.1. If at any time after an Exemption is granted, the County determines that:
 - 10.1.1 The Assessed Person, their application, or the property subject to the application did not meet or ceases to meet any of criteria in which formed the basis of granting the exemption; or
 - 10.1.2 There was a breach of any condition of the Tax Incentive Agreement;

The CAO may cancel the exemption for the taxation year or years in which the criterion was not met or to which the condition applies

- 10.2. The county may, at any time, require an Assessed Person to provide any documents the County deems necessary to verify compliance with the conditions of the Tax Incentive Agreement
- 10.3. A written decision to cancel an exemption must be provided to the Applicant and must include reasons for the cancellation, identify the taxation year or years to which the cancellation applies, and provide the date by which an application for an appeal to council must be made.

11. APPEAL TO COUNCIL

- 11.1. An Assessed Person may appeal to Council in the following situations:
 - 11.1.1 An application for Exemption is refused or rejected;
 - 11.1.2 An Exemption is cancelled for one or more taxation years;
 - 11.1.3 A Tax Incentive Agreement is cancelled; or
 - 11.1.4 The content of the Tax Incentive Agreement is inconsistent with this Bylaw or the Act
- 11.2. A request for appeal must be submitted in writing to the CAO within 30 days of:
 - 11.2.1 Written notice being sent to the Assessed Person that an application has been refused or rejected;
 - 11.2.2 Written notice being sent to the Assessed Person that an Exemption is cancelled for one or more taxation years;
 - 11.2.3 A Tax Incentive Agreement being cancelled; or
 - 11.2.4 The execution of a Tax Incentive Agreement as the case may be.
- 11.3. An Assessed Person must submit a non-refundable appeal fee of \$500 (Canadian dollars) concurrent with the appeal
- 11.4. Council will consider an appeal at:
 - 11.4.1 A regularly scheduled meeting of council; or
 - 11.4.2 A special meeting of Council
- 11.5. Remedies available to Council upon conclusion of an appeal are:
 - 11.5.1 Council may uphold or revoke a decision of the CAO with respect to the outcome of an application or cancellation of an Exemption or Tax Incentive Agreement; or

11.5.2 Council can revise or direct the CAO to revise a Tax Incentive Agreement.

11.6. In accordance with section 460(7) of the Act, complaints about Decision may not be made to the Assessment review board

12. SEVERABILITY

12.1. Should any provision of the Bylaw be declared to be invalid, then such invalid provision shall be severed, and the remaining Bylaw shall be maintained.

That this bylaw shall take effect on the date of the third and final reading.

READ a First Time this **8th** day of **August, 2024**.

READ a Second Time this th day of **, 2024**.

READ a Third and Final Time this th day of **, 2024** and finally passed by Council.

Jered Serben
REEVE

S E A L

Kevin Lucas
CHIEF ADMINISTRATIVE OFFICER

SCHEDULE A – Municipal Tax Exemption Levels & Duration

	New or Increase Assessment			
Assessment Increase	\$20,000-\$500,000	\$500,001-\$1,000,000	\$1,000,001-\$5,000,000	Greater than \$5,000,000
Year 1	100%	100%	100%	100%
Year 2		50%	50%	75%
Year 3			25%	50%
Year 4				25%

SCHEDULE B – Non-Residential Tax Incentive Application
Pursuant to Bylaw 1464-24 Non-Residential Development Municipal Tax Incentive Bylaw

1. APPLICANT INFORMATION:

Applicant Name	
Registered Corporate Name, if different	
Mailing Address of Applicant	
Corporate Registry Office Address of Applicant:	

2. AGENT FOR APPLICANT INFORMATION:

Name of Authorized Agent:	
Mailing Address:	
Email Address:	
Phone Number:	

3. DESCRIBE BUSINESS ACTIVITY:

4. PROPERTY INFORMATION:

Assessed Person	
Legal Description of Assessed Property:	
Property Tax Roll #	

5. THE FOLLOWING MUST BE ATTACHED TO THE APPLICATION:

- o *Corporate Registry record*
- o *Land Titles Certificate*
- o *Payment of application fee*

6. I/We the undersigned acknowledge

- o that this application and any attached material provided with the application, will become the property of the County, and may not be returned,
- o that information in this application may be included in reports that are available to the public,
- o that I/we understand the conditions of eligibility and further terms set out in bylaw 1464-24(Non-Residential Tax Incentive Bylaw), and
- o that I/we have authority to request taxation exemption on the above-mentioned property

 Print Name and Position

 Signature

 Print Name and Position

 Signature



Request for Decision (RFD)

Meeting Date: Thursday, November 14, 2024

Agenda Item: #7.10

Topic: Returning Officer contract position for Municipal Election 2025

Presented By: CAO

Recommendation:

That Smoky Lake County advertise to fulfill the temporary contract position of Returning Officer to conduct the Year-2025 Municipal Election for Smoky Lake County in compliance with the *Local Authorities Election Act (LAEA)*, and post the said opportunity on the County's social media, website, and Grapevine.

Background:

The last Municipal Election was held in October 2021 and a Returning Officer Opportunity advertisement was posted to the County website on December 16, 2020, published in the Redwater Review for the week of January 11, 2021, and it appeared on Facebook on December 17 and January 12, 2021, with a deadline to apply of January 18, 2021.

Benefits: Legislated requirement.

Disadvantages: N/A

Alternatives: Legislated requirement.

Financial Implications: Unknown.

Legislation: *Local Authorities Election Act (LAEA)*

Intergovernmental: N/A

Strategic Alignment: N/A

Enclosure(s):

- Returning Officer Opportunity Advertisement

Signature of the CAO: 

Returning Officer – Temporary Contract Position



Position Reports To: Chief Administrative Officer, Smoky Lake County

Subordinate Positions: Smoky Lake County Municipal Election Workers and Deputy Returning Officer

Deadline: _____ day, _____, 2024 at 4:00 p.m.

To apply, please submit a letter of interest which outlines your skills and qualifications.

Position Summary:

Reporting to the Chief Administrative Officer, the Returning Officer is responsible for conducting the 2025 Smoky Lake County Municipal Election ensuring all activities are conducted in compliance with the *Local Authorities Election Act (LAEA)*.

Key Responsibilities:

Conduct the 2025 Smoky Lake County Municipal Election ensuring all activities are conducted in compliance with the *LAEA*, including but not limited to:

- Serve as the Returning Officer for the 2025 Smoky Lake County Municipal Election.
- Attend Returning Officer training (if required).
- Review, update and develop elections materials.
- Serve as the primary contact for the public and candidates through the election process.
- Ensure a prospective candidate's package is available and outline the campaign regulations and requirements for candidates (as per the *LAEA*).
- Ensure an adequate number of polling stations are set up within the County's five divisions and properly staff.
- Collect candidate nomination papers.
- Declare any acclaimed candidates.
- Recruit and train a sufficient number of election workers for advance polls and Election Day.
- Work with municipal staff to obtain necessary supplies.
- Elections advertising coordination and placement.
- Recounts as required.
- Coordinate with School Division for trustees' vote.
- Ensuring all aspects of the Election (including those as described above) are conducted in accordance with the *LAEA*.
- Post-Election Day materials coordination.
- Compile results for tracking and data integrity.
- Working cohesively with Smoky Lake County staff.
- Ensure compliance with OH&S and ensuring work is completed in a safe manner.

Please note: The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.

Qualifications:

- Minimum Grade 12 education or equivalent.
- Previous Returning Officer experience is preferred.
- Previous supervisory/leadership experience is preferred.
- Valid Class 5 Alberta Driver's License.

Expected Skills and Attributes:

- Knowledge of the *LAEA* is preferred.
- Superior interpersonal skills including the ability to provide effective feedback and direction.
- High degree of professionalism, courteousness, and respect.
- Experience dealing with the media is considered an asset.
- Good communication skills with the ability to communicate effectively in written and verbal form.
- Strong technical abilities and basic computer skills.
- Ability to work in a fast-paced environment with minimal supervision.
- Ability to exercise sound judgment under a variety of situations.
- Ability and desire to provide leadership and supervision.

Working Conditions

- Typical office conditions.
- Long periods of sitting, reading and concentration.
- Ability to work in a high-pressure and at times high-stress environment.



Request for Decision (RFD)

Meeting Date: Thursday, November 14, 2024

Agenda Item: #7.11

Topic: 40th RMRF Annual Central Municipal Law Seminar

Presented By: CAO

Recommendation:

That Smoky Lake County Council [*who can attend – attend*] [*or not attend*] the Reynolds Mirth Richards & Farmer LLP (RMRF) 40th Annual Municipal Law Seminar, scheduled for Friday, February 7, 2025, from 8:00 a.m. to 4:00 p.m., to be held at the Wyndham Edmonton Hotel & Conference Centre, Edmonton.

Background:

40th Annual Municipal Law Seminar. Sessions at this year's seminar will include topics such as:

- Planning & Development
- Homelessness & Encampments
- Workplace Investigations
- Construction Risk Management
- Bill 20: Tax Incentives & Affordable Housing

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

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

Who Should Attend? Municipal administration, leadership, and elected officials who want to sharpen their skills and stay informed on key legal developments. <https://rmrf.com/events/40th-annual-central-municipal-law-seminar/>

Benefits: The agenda is designed to provide practical tools and knowledge to help navigate the latest trends in municipal law. With various breakout sessions to choose from, you can tailor your experience based on your role and interests—from foundational topics to more advanced discussions. You can gain practical tools and resources that can be applied in the County.

Disadvantages: Expense

Alternatives: Council discretion.

Financial Implications:

\$197.10/person for registration (in-person only)

\$149+tax/person for hotel if required (the seminar is from 8am to 4pm Feb. 7th)

Legislation: N/A

Intergovernmental: N/A

Strategic Alignment: N/A

Enclosure(s): N/A

Signature of the CAO: 



Request for Decision (RFD)

Meeting Date: Thursday, November 14, 2024

Agenda Item: #7.12

Topic: Recreational Area Facility Supervision and Cleaning Services – Request for Proposal

Presented By: CAO

Recommendation:

That Smoky Lake County advertise a Request for Proposals (RFP) for Recreational Area Facility Supervision and Cleaning Services for the following three independent contracts:

Contract 1:

Hanmore Lake East: 16 campsites, 1 group campsite, 1 day-use area, 1 camp kitchen

Hanmore Lake West: 39 campsites, 1 day-use area, 1 camp kitchen, and 1 boat launch

Island Lake: 9 campsites, 1 day-use area, 1 boat launch

Contract 2:

Mons Lake: 9 campsites, 2 boat launches, 2 day-use areas with playgrounds

Contract 3:

Bellis Beach: 24 campsites, 2 day-use areas, 1 camp kitchen, 1 boat launch area.

Kaduk Lake: 13 campsites, 1 boat launch, 1 day-use area, 1 camp kitchen.

Background:

Smoky Lake County has been contracting County Recreational Lake Supervision and Cleaning Services for decades for the following lakes. All current contracts expire at the end of 2024.

Benefits: Ensures the recreational lifestyle continues to be provided to community residents as well attract tourism. Supervisors on site maintains control over facility and there's no need for Long-Weekend supervision.

Disadvantages: N/A

Alternatives: Reduce the term of the agreement.

Financial Implications: unknown

Legislation: N/A

Intergovernmental: N/A

Strategic Alignment: N/A

Enclosure(s):

1. Request for Proposal
2. Agreements for the three separate contracts

Signature of the CAO: 



Reeve's Report

Jered Serben: Reeve and Councillor for Division 5
September 20, 2024 to November 7, 2024

September 20, 2024 – Smoky Lake Foundation (Jered & Dominique)

- Received updates from the Foundation CAO, financial reports, occupancy reports and committee working group reports, highlighting 51 suite condition assessments completed, elevator contract renewed, and IT systems stabilization upgrades.

September 24, 2024 – Victoria Home Guard Tour of Victoria Trail (Jered, Dominique, Lorne, & Dan)

- Toured the entire Trail from the Fort White Earth interpretive sign just east of the Victoria Settlement Historical Provincial Site to the Elbow interpretive sign just west of Highway 831, focusing on the general history of the area with stops along the way, including Ruthenia School, St. Elias Orthodox Church Pakan, House in the Middle of the Road, and Free Trader's Cabin.

September 26, 2024 – Regular Council Meeting (All Council)

- Amended Policy Statement No. 62-21-07: Beaver Control on Private Lands.
- Reviewed and left as is, Policy statement No. 03-35-14 Snow Clearing-Public and Private Services.
- Approved to sell a 1500 Degelman Mower & 1820 Degelman Sidearm for \$17,500 as is where is.
- Acknowledged the approval of Smoky Lake Region's "Community Designation", effective, September 9, 2024, which will remain in place for 3 years for the purpose of attracting, recruiting and retaining newcomers (including foreign nationals) through the Rural Renewal Stream (RRS).

October 1, 2024 – Special Council Meeting (All Council)

- Received information in respect to Surface Material Lease Exploration, in Executive Session.

October 1, 2024 – NAAGO

- MLAs van Dijken, Cyr, Roswell, and Armstrong-Homeniuk, were in attendance along with Minister of Transportation and Economic Corridors who was virtually turned in.
- Discussions included updates in respect to Hwy 28 engineering & budgeting, as well as an update from Vegreville about their discussions held with Minister of Health about advocating for the NE Health Zone, and Lac La Biche brought up the need to address rural crime concerns.

October 3, 2024 – Agricultural Service Board (Dan & Jered)

- Recommend County Policy Statement No. 62-05-06: ECO Grasshopper Bait Distributor, be updated with a relevant policy name and current practices and chemical resources.
- Received an update from LARA.
- Discussed the difficulties of moving farm equipment along County roads that are overgrown with overhanging trees and working with Public Works to address the issue.
- Recommended advocating for sustainable multi-year funding toward Ag-Know, Alberta Farm Mental Health Network and also recommend the County provide funds towards the program.

October 5, 2024 – Great White North Pumpkin Fair in Smoky Lake (Jered)

- Brought greetings on behalf of the County at opening ceremonies.

October 9, 2024 – Joint Health & Safety Committee (Jered & Dominique)

- Received training updates, and Committee member reports.
- Discussed the need for: First Aid & CPR training to be taken by staff & Council, two-way radios in all equipment, and wearing appropriate PPE.



Reeve's Report

Jered Serben: Reeve and Councillor for Division 5
September 20, 2024 to November 7, 2024

- Received an extensive update from the new Safety Coordinator on her current and upcoming projects.

October 10, 2024 – Regular Council Meeting (All Council)

- Approved to provide \$1,000 to the Alberta Invasive Species Council.
- Acknowledged the “Waskatenau Creek restoration and trail concept” report, created through a grant funded study, managed by the Village of Waskatenau in partnership with the County.
- Agreed to not sell certain County-owned lands at Ritchie Bros. Ltd.
- Accepted several offers from adjacent landowners to purchase adjacent County-owned lands.
- Denied consent to the Village of Waskatenau, to purchase lands located within the County, adjacent to the Village.
- Approved \$2,500 of FCSS funds towards the Smoky Lake Minor Hockey Association’s leaders in sport course.
- Approved to write off one-time interest on the Smoky Lake Curling Club’s accounts receivable account.
- Approved to write a letter advocating for a fairer distribution of charitable gaming revenues.
- Approved to provide Notices of Intent to Designate to the owners of Bellis Store and Heritage Shoppe, White Earth Hall, and Samuel A. MacDonald Stopping House, General Store and Pine Creek Post Office.
- Acknowledged and accepted the Year-2024 Minister’s Award for Municipal and Public Library Excellence, awarded to the County for the North Saskatchewan Canadian Heritage River Initiative.
- Authorized Administration to transact the following purchase and approve an unbudgeted expense of \$2,200,000 plus GST, to purchase two Surface Material Leases.
- Directed Administration to seek a legal opinion pertaining to the MCC for Smoky Lake Development Corp., as discussed in-camera.

October 18, 2024 – Smoky Lake Foundation (Jered & Dominique)

- Received updates from the Foundation CAO, financial reports, occupancy reports and committee working group reports, highlighting 87.9% supportive living occupancy overall (with the availability in Vilna), the 2023 Financial Audit completed with an operating surplus of \$72,128.84 carryover for 2024.

October 22, 2024 - Physicians & Health Care Professionals Committee (Jered & Linda)

- Held the Organizational Meeting Amy Cherniwchan is Chairperson and Jered Serben is the Vice-Chairperson.
- Received a presentation from Robyn Laczy, Project Coordinator for the Primary Care Network North Zone regarding the Health Neighbourhood Project.
- Acknowledged Dr. Esterhuizen’s Practicum has been completed.
- Approved to provide \$627.37 to the local Regional Police and Crisis Team (RPACT) for the Mental Health Conference on October 28 - 30, 2024.

October 23, 2024 - Smoky Lake Region Intermunicipal Collaboration Committee (ICC) (All Council)


- The meeting was held for the purpose of Smoky Lake Region Fire Rescue items, including proposed three-year budget for fire hall building rental expenses, insurance, and reviewing the master plan for 2024-2029.



Reeve's Report

Jered Serben: Reeve and Councillor for Division 5
September 20, 2024 to November 7, 2024

October 24, 2024 – Organizational Council Meeting (All Council)

Committees, Boards & Commissions Appointments				as of October 24, 2024
REEVE:	Jered Serben	(Division 5)	jserben@smokylakecounty.ab.ca	Cell: 780-656-5244
DEPUTY REEVE:	Dominique Cere	(Division 3)	dcere@smokylakecounty.ab.ca	Cell: 780-656-0494
COUNCILLORS:	Linda Fenerty	(Division 2)	lfenerty@smokylakecounty.ab.ca	Cell: 780-646-0015
	Dan Gawalko	(Division 1)	dgawalko@smokylakecounty.ab.ca	Cell: 780-645-1589
	Lorne Halisky	(Division 4)	lhalisky@smokylakecounty.ab.ca	Cell: 780-650-5401
				
AGRICULTURAL SERVICE BOARD (ASB)	Dan Gawalko & Jered Serben		Alt.: Lorne Halisky & Dominique Cere	
	Producer-at-Large Members: Tori Ponich, Curtis Boychuk, & Tamara Flondra Alt.: Kurt Melnyk & Brett Rurka			
ALBERTA BILINGUAL MUNICIPALITIES ASSOCIATION (ABMA)	Dominique Cere,		Alt.: Linda Fenerty	
ALBERTA'S LAKELAND DESTINATION MANAGEMENT ORGANIZATION (DMO)	Lorne Halisky,		Alt.: Dan Gawalko	
ASB INDEPENDENT APPEAL PANEL FOR WEED CONTROL	Members-at-Large: Barry Feniak, Norman Schmidt & Robert Semeniuk, Alt.: Amanda Fischer			
ALBERTA CARE (ALBERTA COORDINATED ACTION FOR RECYCLING ENTERPRISES)	Dan Gawalko,		Alt.: Lorne Halisky	
BELLIS BOARD OF TRADE	Lorne Halisky,		Alt.: Dan Gawalko	
CITIZENS ON PATROL (C.O.P.)	Dan Gawalko,		Alt.: Linda Fenerty	
COMMUNITY FUTURES ST. PAUL – SMOKY LAKE REGION	Linda Fenerty			
COMPOSITE & LOCAL ASSESSMENT REVIEW BOARDS (LARB & CARB)	External Contract with Capital Region Assessment Services Commission			
EVERGREEN REGIONAL WASTE MANAGEMENT COMMISSION	Dan Gawalko,		Alt.: Lorne Halisky	
FAMILY & COMMUNITY SUPPORT SERVICES (FCSS) COMMITTEE	All Councillors			
GOVERNMENT LIAISON COMMITTEE	Reeve, Deputy Reeve & Councillors as deemed necessary			
HIGHWAY 28/63 REGIONAL WATER SERVICES COMMISSION	Dan Gawalko & Lorne Halisky,		Alt.: Linda Fenerty & Jered Serben	
INTERMUNICIPAL COLLABORATION COMMITTEES (ICC)				
	With Smoky Lake Region:	Dominique Cere & Jered Serben,	Alt.: Lorne Halisky	
	With Thorhild County:	Linda Fenerty & Dominique Cere,	Alt.: Dan Gawalko	
	With Lamont County:	Lorne Halisky & Dan Gawalko,	Alt.: Linda Fenerty	
	With County of St. Paul No.19:	All Councillors		
	With County of Two Hills No.21:	All Councillors		
	With Lac La Biche County:	All Councillors		
INTERMUNICIPAL SUBDIVISION & DEVELOPMENT APPEAL BOARD	Members-at-Large: Grant Gillund, Christine Hansen, Gary Henry, Jerry Melnyk, Sylvia Holowach, Candace Bryks, David Thomas, Margaret Allan Newell, & Pat Olchoway			
JOINT HEALTH & SAFETY COMMITTEE	Jered Serben	Alt.: Dominique Cere		
LAKELAND AGRICULTURAL RESEARCH ASSOCIATION (LARA) ASB Chair,	Alt.: ASB Vice-Chair, Public-at-Large: Charlie Leskiw & Amanda Fischer			
LAKELAND INDUSTRY & COMMUNITY ASSOCIATION (LICA)	Lorne Halisky	Alt.: Dan Gawalko		
MUNICIPAL PLANNING COMMISSION	All Councillors			
NORTHEAST ALBERTA INFORMATION HUB LTD. (AlbertaHUB)	Lorne Halisky,	Alt.: Jered Serben		
NORTH EAST MUNI-CORR LTD.	Linda Fenerty,	Alt.: Jered Serben		
NORTHERN LIGHTS LIBRARY SYSTEM (NLLS)	Linda Fenerty,	Alt.: Dominique Cere		
NORTH SASKATCHEWAN WATERSHED ALLIANCE (NSWA)	Linda Fenerty	Alt.: Lorne Halisky		
PHYSICIANS & HEALTH CARE PROFESSIONALS COMMITTEE	Reeve		Alt.: Deputy Reeve	
RCMP LIAISON COMMITTEE	Lorne Halisky,	Alt.: Linda Fenerty		
REGIONAL COMMUNITY DEVELOPMENT COMMITTEE (RCDC)	Jered Serben & Lorne Halisky, Alt.: Dominique Cere, Public-at-Large: Vacant			
REGIONAL EMERGENCY MANAGEMENT ADVISORY COMMITTEE	Linda Fenerty,	Alt.: Dominique Cere		
RISK PRO MANAGEMENT COMMITTEE	Reeve,		Alt.: Deputy Reeve	
ROAD BAN COMMITTEE	Reeve,		Alt.: Deputy Reeve Plus the Public Works Manager & CAO	
SMOKY LAKE AGRICULTURAL SOCIETY LIAISON	Jered Serben,	Alt.: Lorne Halisky		
SMOKY LAKE REGIONAL HERITAGE BOARD	Linda Fenerty,	Alt.: Lorne Halisky		
	Members-at-Large: Noreen Easterbrook, Graham Dalziel, Christine Hansen, & Michelle Wright			
SMOKY LAKE FOUNDATION	Dominique Cere & Jered Serben, Alt.: Lorne Halisky & Linda Fenerty			
SMOKY LAKE REGION FIRE AND RESCUE COMMITTEE	Lorne Halisky & Linda Fenerty, Alt.: Jered Serben			
UKRAINIAN TWINNING COMMITTEE	Linda Fenerty & Lorne Halisky		Alt.: Dan Gawalko	



Reeve's Report

**Jered Serben: Reeve and Councillor for Division 5
September 20, 2024 to November 7, 2024**

October 24, 2024 – Regular Council meeting (All Council)

- Appointed County CAO Kevin Lucas as the Highway 28/63 Regional Water Service Commission Manager.
- Approved to provide \$2,000 to the AgKnow, Alberta Farm Mental Health Network.
- Executed a "Right of Access & Consent to Transfer of Land for Compensation" agreement with a landowner to rectify a road encroachment at Township Road 602 and Range Road 132.
- Directed Administration to bring 2-3 policies to every regular Council meeting for review.
- Rescinded Policy Statement No. 02-20-02: Fire and Rescue Liaison Committee: Terms of Reference, to dissolve the committee.
- Amended Policy Statement No. 61-06-02: Community Futures St. Paul-Smoky Lake Region Board Appointment: Terms of Reference, to remove requirement that the appointed member be the same as the RCDC member.
- Approved to write a letter to RMA requesting advocacy for the Calgary's rural casino model, to be used for the relocated Camrose Casino in Edmonton.

October 29, 2024 – Budget Council Meeting (All Council)

- Amended Policy Statement No. 08-18-10: Council Remuneration, to remove Councillor monthly divisional travel mileage allowance of \$400 per month, and increased the mileage rate from \$0.55 to \$0.68 for the first 5,000km and \$0.64 for every kilometer over 5,000 in a year.
- Administration presented the Draft 2025 Budget.

October 30, 2024 – Special Council Meeting (All Council)

- Held discussion in camera in respect to the MCC For Smoky Lake Development Corp., with the Town of Smoky Lake present.
- The County agreed to provide notice to the MCC For Smoky Lake Development Corp. of the intent to remove financial support.

November 4-7, 2024 – Rural Municipalities of Alberta (RMA) Fall Convention (All Council)

- Council attended a variety of plenary addresses and workshops, as well as the ministerial forum and resolutions session, in addition to the opposition party leader panel, and a tradeshow.

November 4, 2024 – Private Meeting with Deputy Premier / Minister of Public Safety & Emergency Services (Jered & Dominique)

- Advocated for the need for funding towards community safety & increased policing to mitigation rural crime and brought awareness to the increased armed / violent property crimes in Smoky Lake County.

November 4, 2024 – Private Meeting with Minister of Municipal Affairs (Jered & Dominique)

- Advocated for increased Local Government Fiscal Framework funding as well as the need to address the local government from burden oil/gas well and new drills tax holiday.

November 5, 2024 – Private Meeting with Transportation and Ec. Corridors: Regional Director and Infrastructure Manager (All Council)

- Advocated for the need to mitigate the hazardous, curved intersection at Hwy 28 & 855, possibly with a roundabout, and the need to improve Hwy 28 to meet its needs as a wide/heavy load



Reeve's Report

Jered Serben: Reeve and Councillor for Division 5
September 20, 2024 to November 7, 2024

corridor requirement with improved accesses/acceleration, deceleration lanes. Also requested better communication when it comes to current & future highway projects within Smoky Lake County's boundaries.

November 6, 2024 – Private Meeting with Minister of Justice (Jered & Dominique)

- Advocated for the need for a plan to achieve safe communities and crime free communities, the need to stop continuation of repeat offenders, and the need to address the lack of consequences for charges laid – catch and release.

For more information about County meetings, minutes, agendas, bylaws, policies, or departments, please visit: www.smokylakecounty.ab.ca



VILLAGE OF WASKATENAU

October 28, 2024 Box 99, Waskatenau, Alberta T0A 3P0

Smoky Lake County
Box 310
Smoky Lake, Alberta
T0A 3C0

Phone: (780) 358-2208
Fax: (780) 358-2208
Email: waskvillage@mcnet.ca
Website: www.waskatenau.ca

The Village of Waskatenau held an Organizational Meeting on October 24, 2024 and we wish to advise you of the following appointments.

Mayor	Mr. Richard Warren
Deputy Mayor	Mr. Roy Krahulec
Councillor	Mr. Tyson Berlinguette

Committee Appointments

Smoky Lake Foundation	Richard Warren
Foundation Alternate	Tyson Berlinguette
Evergreen Regional Waste Management	Richard Warren
Evergreen Alternate	Tyson Berlinguette
Hwy 28/63 Regional Water Services Commission (2 Directors)	Roy Krahulec (Director) Tyson Berlinguette (Director)
Hwy 28/63 Alternate	Richard Warren
Smoky Lake Region Emergency Advisory	Tyson Berlinguette
Emergency Advisory Alternates	Roy Krahulec & Richard Warren
Physicians & Healthcare Professional	Richard Warren
Smoky Lake Region Fire & Rescue	Roy Krahulec
Fire & Rescue Alternate	Tyson Berlinguette
Smoky Lake Region Inter-municipal Collaboration (ICC)	Roy Krahulec
ICC Committee Alternate	Richard Warren
Smoky Lake Region Ukraine Twinning	Richard Warren
Ukraine Twinning Alternate	Tyson Berlinguette
Smoky Lake Region Housing Ad-Hoc Working Committee	Tyson Berlinguette

Bernice Macyk, Chief Administrative Officer, Village of Waskatenau

"Country living at its Best"



VILLAGE OF VILNA
2024 - 2025 COUNCIL COMMITTEE REPRESENTATION
KUNYK, Leroy (Mayor), THOMPSON, Tammy (Dep. Mayor), MIRANDA, Paul (Councillor)

	COMMITTEE	No. of Reps.	Representative	Alternate	2Alternate	Other
1.	Capital Region Assessment Services Commission	1 and 1 Alternate	Miranda	Thompson		
2.	Development Authority Officer					CAO
3.	Evergreen Regional Waste Commission	1 and 1 Alternate	Kunyk	Miranda		
4.	Highway 28/63 Water Commission (4 year term)	2 and 1 Alternate	Thompson	Kunyk	Miranda	
5.	Intermunicipal Collaboration Committee	1 Councillor	Kunyk			
6.	NE Alberta HUB	1 Councillor	Thompson	Miranda		
7.	NLLS / Vilna & District Municipal Library	1 and 1 Alternate	Kunyk	Thompson		CAO
8.	North-East Muni-Corr Ltd.	1 and 1 Alternate	Thompson	Kunyk		
9.	Physicians and Health Care Professionals Committee	1 Councillor	Kunyk			
10.	Public Safety/Disaster Service/ Community Policing Committee	Committee of the Whole	Full Council			
11.	Regional Community Development Committee	1 Councillor	Miranda	Kunyk		CAO
12.	Regional Emergency Mgmt Advisory Committee	1 and 2 Alternates	Miranda	Thompson	Kunyk	DEM: Paul Miranda
13.	Regional Fire & Rescue Services Committee	1 and 1 Alternate	Thompson	Miranda		
14.	Smoky Lake Foundation 4 year term (1 yr)	1 Councillor, 1 Alternate	Thompson	Kunyk		
15.	St. Paul- Smoky Lake Community Futures	1 Council or Community	Miranda			Carol Trider, Ad Hoc
16.	Subdivision & Development Appeal Brd	1 Councillor and 2 at lrg		AS REQUIRED		
17.	Subdivision Authority					Municipal Planning Services
18.	Ukrainian Twinning Committee	1 Councillor	Thompson	<u>Until Jan1/25 Only</u>		
19.	Veterans Memorial Highway (#36)	1 Councillor	Thompson			
20.	Vilna & Dist. Fire Dept	Voluntary	Kunyk	Thompson		
21.	Vilna & District Ag. Society	Voluntary	Miranda			
22.	Vilna Pool Hall Society	Voluntary/As requested	Thompson			

Committees by Council Member Name

KUNYK	THOMPSON	MIRANDA	Other
Evergreen Regional Waste	Capital Region Assessment (Alt)	Capital Region Assessment Services	Development Authority Officer - CAO
Highway 28/63 Water Commission	Highway 28/63 Water Commission	Community Futures - St.Paul-Smoky Lk	Director of Emergency Management – Paul Miranda
Intermunicipal Collaboration Committee	NE Alberta HUB	Evergreen Regional Waste (Alt)	St. Paul/Smoky Lake Community Futures – Carol Trider
NE MuniCorr (Alt)	NE MuniCorr	Highway 28/63 Water Commission (Alt 2)	Subdivision Authority – Municipal Planning Services
Northern Lights Library & Vilna Library	Northern Lights Library & Vilna Library	NE Alberta HUB (Alt)	
Physicians and Health Care Professionals Committee	Public Safety/Disaster Svcs/Policing	Public Safety/Disaster Svcs/Policing	
Public Safety/Disaster Svcs/Policing	Regional Emergency Mgmt. (Alt)	Regional Community Development	
Regional Community Development (Alt)	Regional Fire & Rescue	Regional Emergency Management	
Regional Emergency Mgmt. (2 Alt)	Smoky Lake Foundation	Regional Fire & Rescue (Alt)	
Smoky Lake Foundation (Alternate)	Ukrainian Twinning Committee (until Jan 1/25)	Vilna & District Ag Society (volunteer)	
Vilna Fire Department (volunteer)	Veterans Memorial Highway		
	Vilna & District Fire Dept. (volunteer) (Alternate)		
	Vilna Pool Hall Society (volunteer)		



Office of the Reeve

November 1, 2024

Rural Municipalities of Alberta Member Municipalities

Subject: Collaborative Stance on FCM Conference Attendance – Invitation for Rural Municipalities to Join

Dear Council Members,

I am writing to you on behalf of Wheatland County to explain our Council's decision regarding attendance at the upcoming Federation of Canadian Municipalities (FCM) conference. After discussion and consideration, our Council has chosen not to participate in next year's FCM conference.

Our decision stems from growing concerns about how well the FCM's focus aligns with the unique needs and challenges of rural municipalities like ours. We believe the current structure and priorities of FCM do not provide sufficient opportunity to represent the distinct needs of rural communities.

In light of this, we are reaching out to all members of the Rural Municipalities of Alberta (RMA) to encourage the development of a unified stance on this matter. We want to explore the possibility of establishing a federal advocacy group or association that could more effectively amplify the voices of rural municipalities, ensuring our collective needs are represented with a stronger, more focused, and efficient voice. We will be bringing a resolution for consideration to the RMA Spring Convention 2025.

To move forward, we call on colleagues across Canada to join us in sending a letter outlining your concerns to FCM.

We plan to engage in further discussions with RMA and other stakeholders to explore how we can better address the diverse needs of Canadian rural municipalities. While we have decided not to attend next year's conference, we remain committed to working toward collaborative solutions that benefit all communities.

Thank you for your attention to this matter, and we look forward to your response and support.

Sincerely,

A handwritten signature in blue ink, appearing to read "Amber Link".

Amber Link
Reeve, Wheatland County
On behalf of Wheatland County Council

cc: Federation of Canadian Municipalities
Wheatland County Council





Saskatchewan Association of Rural Municipalities
Association of Manitoba Municipalities
Rural Ontario Municipal Association
Union of British Columbia Municipalities
Fédération Québécoise des Municipalités
Nova Scotia Federation of Municipalities
Union of the Municipalities of New Brunswick
Federation of PEI Municipalities
Municipalities Newfoundland and Labrador



Good afternoon everyone,

I spoke to S/Sgt. Attila Toldy today about scheduling some "ride-alongs" at RTOC in Edmonton for Mayor's/CAO's, councillors, reeves etc...

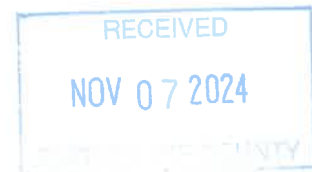
This would allow them to see that though their detachment zone might only have a couple of members working, there is a much broader scope of resources available on hand to manage situations.

Attila said he'd be more than happy to take some of these on though no more than 6 people at a time. He only asks that they be security cleared (simple PROS/CPIC check no different that an in car ride along). He told me that day time hours are the busier times with many of the units working during that time performing search warrant executions/target apprehension etc.

If you believe that this would be of value for some of the community leaders within your Commanders detachment zones could you reach out to them and work with them to arrange this?

S/Sgt. Michael Jaszczyszyn
District Advisory NCO
Eastern Alberta District

Sgt. Anita Doktor





ALBERTA

TRANSPORTATION AND ECONOMIC CORRIDORS

*Office of the Minister
MLA, Innisfail-Sylvan Lake*

October 29, 2024

AR 99121

Jered Serben
Reeve
Smoky Lake County
4612 McDougall Drive, PO Box 310
Smoky Lake, AB T0A 3C0
jserben@smokylakecounty.ab.ca

Dear Reeve Serben:

Thank you for your letter regarding vegetation control on provincial highways. I appreciate the opportunity to respond to your concerns.

The safety of the travelling public is a top priority for Transportation and Economic Corridors, and we understand the importance of vegetation management. The department's goal is to ensure prudent spending of taxpayer dollars while funding maintenance activities that relate to public safety and providing an acceptable overall level of service.

A vegetation management plan is used to make certain the department is adequately addressing the control of noxious weeds and ensure road safety during the summer months. The vegetation management plan includes:

1. Mowing – on an annual basis, one quarter of the provincial highways receive a full cut, and three quarters receive a shoulder cut.
2. Chemical spray – approximately one per cent of total hectares receive reactive spot spraying dependent on the need.

The department maintains vegetation within highway rights-of-way to meet safety, environmental, and aesthetic objectives. Weed management, improved drainage, reduced risk of wildfire spread, controlling brush growth, and the cost effectiveness of mowing frequency all help to form the basis of the department's vegetation management policies. Mowing also helps reduce drifting from roadside vegetation in the winter months, which is a significant public safety concern.

.../2

Additionally, the department applies herbicides within the highway rights-of-way to eliminate noxious and prohibited weeds as required by the provincial *Weed Control Act*. Based on current fiscal restraints, reactive spot spraying is the most effective way to allocate limited resources until additional funding is acquired for a more proactive approach. For now, the department will continue to work in conjunction with local agricultural fieldmen to address problematic weed areas, and to ensure herbicides are applied in accordance with provincial legislation. Legislation requires the use of licensed applicators to minimize any negative impact to the environment during the application process.

If you have any further questions, please contact Mr. Michael Botros, Regional Director. Mr. Botros can be reached toll-free at 310-0000, then dialling 780-305-2405, or at michael.botros@gov.ab.ca.

Thank you for taking the time to write.

Sincerely,

A handwritten signature in blue ink, appearing to read "Devin Dreeshen". The signature is fluid and cursive, with the first name "Devin" and last name "Dreeshen" clearly distinguishable.

Honourable Devin Dreeshen, ECA
Minister of Transportation and Economic Corridors

cc: Glenn van Dijken, MLA for Athabasca-Barrhead-Westlock
Michael Botros, Regional Director, Transportation and Economic Corridors

Information Released to Council

Tracking Number & Description of Information Released:	Date Released:	Municipal File #:
R133.24 - 2025 Fire Services Training Program Announcement	Sept. 3, 2024	2-15
R134.24 - 2023 Municipal Indicator - Response	Sept. 4, 2024	1-203
R135.24 - Town of SL September 2024 Community Newsletter.pdf	Sept. 5, 2024	1-113
R136.24 - HAK School Newsletter_Sept_24'	Sept. 6, 2024	17-4
R137.24 - FedGas Agenda Fall 2024	Sept. 3, 2024	9-22
R138.24 - RMA Contact Newsletter Sept. 6, 2024	Sept. 6, 2024	See RMA Website
R139-24 - RMA Contact Newsletter September 13, 2024	Sept. 13, 2024	See RMA Website
R140-24 - LICA AGM Info & Annual Report	Sept. 17, 2024	1-244
R141-24 - RMA Contact Newsletter Sept. 20, 2024	Sept. 20, 2024	See RMA Website
R142-24 – Managers Monthly Reports – Aug-Sept 2024	Sept. 23, 2024	N/A
RMA Contact Newsletter Sept. 27, 2024	Sept. 27, 2024	See RMA Website
Town of Smoky Lake Newsletters October 2024	Oct. 03, 2024	1-113
Northeast Regional Connector Newsletter – Sept. 2024	Oct. 04, 2024	N/A
RMA Contact Newsletter Oct. 04, 2024	Oct. 04, 2024	See RMA Website
RMA Contact Newsletter Oct. 11, 2024	Oct. 11, 2024	See RMA Website
RMA Contact Newsletter Oct. 21, 2024	Oct. 21, 2024	See RMA Website
RMA Contact Newsletter Oct. 25, 2024	Oct. 25, 2024	See RMA Website
Northeast Regional Connector Newsletter – Oct. 2024	Oct. 30, 2024	N/A
Municipal Affairs Newsletter – October 2024	Oct. 31, 2024	1-203
RMA Contact Newsletter Nov. 01, 2024	Nov. 01, 2024	See RMA Website
R143-24 – Managers Monthly Reports – Sept-Oct 2024	Nov. 05, 2024	N/A
Town of SL November 2024 Community Newsletter.pdf	Nov. 05, 2024	1-113
R144-24 – Managers Monthly Reports – Oct-Nov 2024	Nov. 08, 2024	N/A

Municipality of SMOKY LAKE COUNTY

	CIBC GENERAL ACCOUNT	GENERAL ACCOUNT	ATB PAYROLL ACCOUNT	NOTICE ACCOUNT	SAVINGS ACCOUNT
NET BALANCE AT August 31, 2024	353,940.98	924,408.88	264,216.42	10,173,093.22	1,561,676.16
Receipts for the month of September					
Interest	1,106.05		1093.97	42269.79	6,126.90
Taxes & Penalties		2,184,486.72			
Utility	2,559.96	119,021.88			
Miscellaneous Services & Sales		82,857.35			
Town Gas/Fed Gas		42,144.10			
GST refund		19,345.04			
Gas Alberta Rebate		54,120.50			
Development Permit		60,232.50			
Total Receipts	3,666.01	2,562,208.09	1,093.97	42,269.79	6,126.90
SUB-TOTAL	357,606.99	3,486,616.97	265,310.39	10,215,363.01	1,567,803.06
LESS					
Disbursements for the month of September					
Transfer funds to ATB Payroll		-393,672.68	393,672.68		
Bills and Accounts		-688,276.10	-393,924.73		
Transfer to other accounts					
Bank Charges	-13.00	-161.47			
Total Disbursements	-13.00	-1,082,110.25	-252.05	0.00	0.00
NET BALANCE AT September 30, 2024	357,593.99	2,404,506.72	265,058.34	10,215,363.01	1,567,803.06
NET BALANCE AT September 30, 2024	357,188.80	2,485,554.66	265,058.34	10,215,363.01	1,567,803.06
Outstanding Deposits	405.19	25,547.50			
Less Outstanding Cheques		-106,595.44			
NET BALANCE AT September 30, 2024	357,593.99	2,404,506.72	265,058.34	10,215,363.01	1,567,803.06
REVOLVING LINE OF CREDIT					
NET BALANCE AT August 31, 2024		<u>0.00</u>			
Disbursements					
Payments					
NET BALANCE AT September 30, 2024		<u>0.00</u>			

THIS STATEMENT SUBMITTED TO COUNCIL,

Reeve

Secretary-Treasurer

**Budget to Actual 2024
Notes As At November 6, 2024**

Taxes (net) Taxes have been levied (\$13,601,369 including requisitions). Some 305.1 assessment changes to linear have decreased the total revenue back down almost to budget. Most of the penalties levied are uncollectable.

Legislative We have completed 83% of the year. Council has spent 80% of the budget. Some Councillor expenses are likely to end up over budget and some under budget. Overall, the department should end very close to budget.

Administration Administration has spent 71% of the operating budget. Other Services will be over budget by \$60,000 - 70,000. These are the unbudgeted fees to sell three properties as well as the consultant for CAO replacement. The CLH fees will be offset by the land sales revenue. Salaries and wages may be overbudget, but savings in other areas should keep the department on track. Interest revenue will provide approximately \$100,000 more than budgeted.

Communications Communications has spent 76% of the budget. It should end very close to budget.

GIS GIS has spent 82% of the budget. The annual computer licensing have been paid. It should end slightly under budget

Other Government Service: The budget for grants is \$31,000 plus \$360,000 for HAK

250.00 STARS hockey tourn	1,500.00 Ann Chorney Library annual donation
360,000.00 Aspen View	1,500.00 SL Public Library annual donation
200.00 Mighty Moose Endurance	500.00 SL Riding Club annual donation
500.00 Randy Russ Barrel Race	1,500.00 Vilna Library annual donation
500.00 Archery Tournament	6,000.00 Stars Annual Donation
1,000.00 Kalyra annual donation	3,000.00 Annual COPS Donation
1,500.00 Threshing bee annual donation	200.00 Robotics Tournament
500.00 HAK Girls Rugby	350.00 SL Holubka Dancers
500.00 UCC-AB Prov Council	1,000.00 Vilna Fair Days
500.00 Jr Golf	500.00 Waskatenau Fair Days
	500.00 MS Society
	250.00 Jasper
<u>1,000.00 Fireworks</u>	
<u>383,250.00</u>	<u>6,750.00</u>

balance remaining

Fire Services Fire has spent 86% of the budget. Costs are high this year because tools etc. that were stolen from Vilna fire department have been replaced. Advertising is over budget due to OHV ban signs. Some costs are only billed at year end therefore it is difficult to predict the final cost for this department. It should end up close to budget.

Bylaw Bylaw has spent 70 % of the budget. There will be savings due to the position vacancy.

Transportation Public works has spent 80% of the budget. Thus far, we predict the department to end the year very close to budget

Environmental Services Water has spent 81% of the budget. Sewer 82%. Bellis Sewer has cost \$12,334 to date which is \$10,334 over budget. An unexpected repair was necessary. Landfill has spent 91% of the budget. Garbage truck repairs have resulted in higher parts costs as well as the costs to contract out garbage pick up. Water and Sewer should finish the year close to budget. Landfill may be slightly over budget.

FCSS 2024 FCSS funds granted out are:

1706 Wask Library	6500 SL Library
1875 Vilna Ag Society	2000 Warspite Community Hall
1500 Legion	1290 Friends of Vilan Pool Hall Smoky Lake
6500 Fire Camp	2500 Minor Hockey
Aspenview FSLW	
<u>\$ 23,871.00</u>	<u>\$ 506.00</u>

grant remaining

Planning & Communicator Planning has spent 44%. This is low due to a vacant position in the dept and will provide a surplus

Agriculture Service Board ASB has spent 81%. The Assistant AG Fieldman position is vacant and will provide a savings for 2024

Economic Development RDCD did not provide a budget for approval. Expenditures to date are \$13,762. Dr Recruitment/Retention costs are \$14,640

Recreation & Cultural Serv Parks and Rec has spent 70% of the budget. We expect to see a savings

Gas Natural Gas Administration has spent 73% of the budget
The odorant has a profit is \$104,286
The CNG program has been cancelled
Natural Gas Distribution expenses are at 79%
Gross Margin to June 30 is \$348,218

	Total Gas Rev	Purchase	Capital	Gross Marg	Profit Marg
2024	\$ 1,050,829.91	-\$ 587,847.52	-\$ 89,698.29	\$ 375,308.10	64%
2023	\$ 1,863,967.45	-\$ 1,275,933.53	-\$ 118,689.19	\$ 469,344.73	37%
2022	\$ 3,224,440.00	-\$ 2,692,763.00	-\$ 144,974.00	\$ 386,703.00	14%
2021	\$ 2,703,448.00	-\$ 1,942,250.00	-\$ 147,212.00	\$ 613,986.00	32%
2020	\$ 1,975,881.00	-\$ 1,261,073.00	-\$ 149,802.00	\$ 565,006.00	45%
2019	\$ 1,938,495.00	-\$ 1,202,745.00	-\$ 148,785.00	\$ 586,965.00	49%

Accounts Receivable	Total	Current	Over 30 days	Old Receivables under review
	\$ 93,488.23	\$ 45,208.84	\$ 1,551.37	\$ 46,728.02

Taxes Receivable	Total	2024 o/s	Arrears prior to 2023	Allowance for write off
Percentage of 2024 taxes collect	94%	\$ 3,426,303.30	\$ 768,165.92	\$ 2,658,137.38
				\$ 2,202,904.40

Natural Gas Receivable	Total	Current	Over 90 days	Due to the budget plan, gas is currently overpaid
	-\$29,302.48	-\$50,231.16	\$ 86,107.29	

Warspite Water Receivable	Total	Current	Over 90 days
	\$ 4,581.87	\$ 3,082.52	\$ 1,542.81

SMOKY LAKE COUNTY
For the Twelve Months Ending December 31,

Municipal
Budget to Actual Report

	YTD ACTUAL Period 10	YTD BUDGET 2024 BUDGET	VARIANCE	VAR %	Notes
OPERATING REVENUE					
Taxes					
Farmland & Residential	\$4,293,462	\$4,300,093	\$6,631	0.15%	
Machinery & Equipment	1,357,698	1,357,698	0	(0.00%)	
Non - Residential	1,381,168	1,318,187	-62,981	(4.78%)	<i>Taxes levied =</i>
Linear	6,445,140	6,435,843	-9,297	(0.14%)	<i>\$13,489,947 (budget</i>
Provincial Government	12,479	72,831	60,352	82.87%	<i>\$13,484,652)</i>
Sewer Levy	9,625	9,040	-585	(6.47%)	
Other Income					
Well Drilling/Drill Rigs	943	5,500	4,557	82.85%	
					<i>majority of penalties</i>
					<i>from defunct oil and</i>
					<i>gas- not collectable</i>
Penalties	404,482	85,200	-319,282	(374.74%)	
User Fees and Sales of Goods	549,376	641,950	92,574	14.42%	
Investment Income	679,652	693,498	13,846	2.00%	
Development Levies	138,391	69,000	-69,391	(100.57%)	
Licenses and Permits	228,682	224,500	-4,182	(1.86%)	<i>Aggregate fees</i>
Sales to Other Governments	199,255	336,135	136,880	40.72%	
Grants					
Provincial Conditional - Operating	784,388	609,753	-174,635	(28.64%)	
CLC	134,478	113,230	-21,248	(18.77%)	
Transfer from Operating Reserve	1,035,000	1,035,000	0.00%		
TOTAL OPERATING REVENUE	17,654,219	17,307,458	-346,761	(2.00%)	
OPERATING EXPENSES					
Salaries, Wages, and Benefits					
Salaries & Wages	5,179,075	5,822,998	643,923	11.06%	
Benefits	479,008	1,243,983	764,975	61.49%	<i>Payroll costs variance</i>
WCB	47,699	85,000	37,301	43.88%	<i>20%</i>
Other Wages	1,250	10,000	8,750	87.50%	
Contracted and General Services					
Mileage	18,208	45,700	27,492	60.16%	
Meals and Lodgings	43,723	95,360	51,637	54.15%	
Membership & Conference Fees	47,481	60,435	12,954	21.43%	
Freight, Express, Postage	25,162	42,250	17,088	40.45%	
Telephone & Communication	58,470	98,150	39,680	40.43%	
Training	66,934	112,700	45,766	40.61%	
Advertising, Printing, Subscriptions	39,691	60,550	20,859	34.45%	
Accounting & Auditing	33,500	34,000	500	1.47%	
Legal Fees	9,186	40,000	30,814	77.03%	
Assessor Fees	123,702	146,000	22,298	15.27%	
					<i>Includes Engineering</i>
					<i>fees for bridges which</i>
					<i>will be capitalized</i>
Engineering Fees	216,311	133,670	-82,641	(61.82%)	<i>Includes fees to</i>
					<i>auction land</i>
Other Consulting	59,789	62,700	2,911	4.64%	
Computer Programing	124,947	187,417	62,470	33.33%	
Insurance	139,166	271,261	132,095	48.70%	
Other Services	933,663	1,648,358	714,695	43.36%	
Materials, Goods, and Utilities					
Office/Food/Janitorial Supplies	73,746	95,830	22,084	23.04%	
Fuel/Parts/ Etc	91,958	-71,846	-1,244,512	1732.19%	<i>fuel & equip costs</i>
					<i>allocated to road proj</i>
Offset to road plan	-1,618,946	-1,618,946	0	0.00%	
Gravel		490,000	-48,238	(9.84%)	
Chemicals	76,002	40,000	-36,002	(90.00%)	<i>weed control</i>

	YTD ACTUAL Period 10	YTD BUDGET 2024	VARIANCE	VAR %	Notes
Computer Supplies	22,803	69,148	46,345	67.02%	
Utilities	137,761	220,999	83,238	37.66%	
Employee Recognition	5,872	30,000	24,128	80.43%	
Other General Supplies	821,821	819,800	-2,021	(0.25%)	
Transfers to Local Boards & Agencies	575,232	678,794	103,562	15.26%	<i>includes transfer to Aspen View</i>
Write Offs	1,587	3,000	1,413	47.10%	
Bank Charges & Interest	4,754	6,100	1,346	22.07%	
Requisitions	2,629,350	2,583,857	-45,493	(1.76%)	
Contingency		13,749	13,749	100.00%	
Amortization		2,044,300	2,044,300	100.00%	
	<u>10,468,905</u>	<u>15,605,317</u>	<u>3,517,466</u>	<u>20.42%</u>	
Total Operations	7,185,314	1,702,141	-3,864,227	(4644.79%)	
Capital Funding					
Sale of Capital Assets	1,048,239	1,306,699	258,460	19.78%	<i>land sales</i>
Provincial Capital Grants	646,464	4,074,411	3,427,947	84.13%	
Transfer from Reserve		1,431,717	1,431,717	100.00%	
Capital Funding	1,694,703	6,812,827	5,118,124	75.12%	
Capital Expenses					
Buildings & Land	31	14,000	13,969	99.78%	
Transfer to Reserve	820,000	1,428,000	608,000	42.58%	<i>land sales</i>
Land Improvements	2,202,730	18,000	-2,184,730	(12137.39%)	
Engineering Structures		6,011,475	6,011,475	100.00%	
Equipment	833,598	874,427	40,829	4.67%	
Vehicles	243,573	594,419	350,846	59.02%	
	<u>4,099,932</u>	<u>8,940,321</u>	<u>4,840,389</u>	<u>54.14%</u>	
Total Capital	-2,405,229	-2,127,494	277,736	(13.05%)	
Net Profit/Loss	4,780,085	-425,353	-3,586,491	175.44%	
Remove Amortization		2,044,300	2,044,300	100.00%	
Adjusted Surplus (Deficit)	4,780,085	1,618,947	-1,542,191		

SMOKY LAKE COUNTY
For the Twelve Months Ending December 31,

Council
Budget to Actual Report

	YTD ACTUAL Period 10	YTD BUDGET 2024 BUDGET	VARIANCE	VAR %	<i>Notes</i>
OPERATING REVENUE					
Taxes					
Other Income					
Grants					
<hr/> <hr/>					
OPERATING EXPENSES					
Salaries, Wages, and Benefits					
Salaries & Wages	\$302,524	\$362,792	\$60,268	16.61%	
Benefits	67,098	77,105	10,007	12.98%	
Contracted and General Services					
Mileage	13,251	28,200	14,949	53.01%	
Meals and Lodgings	14,047	23,770	9,723	40.91%	
Membership & Conference Fees	12,979	15,185	2,206	14.53%	
Telephone & Communication	4,580	6,100	1,520	24.92%	
Other Services		1,500	1,500	100.00%	
Materials, Goods, and Utilities					
Office/Food/Janitorial Supplies	142	3,000	2,858	95.27%	
Computer Supplies	27	3,000	2,973	99.10%	
	414,648	520,652	106,005	20.36%	
Total Operations	-414,648	-520,652	-106,005	20.36%	
Capital Funding					
<hr/> <hr/>					
Capital Expenses					
<hr/> <hr/>					
Net Profit/Loss	-414,648	-520,652	-106,005	20.36%	
Adjusted Surplus (Deficit)	-414,648	-520,652	-106,005	20.36%	
Expense Breakdown by Division					
1	-\$8,267	-\$12,985	-\$4,719		<i>Some councillors will likely end up over budget after attending fall conferences</i>
2	-\$14,967	-\$14,600	\$367		
3	-\$8,979	-\$19,700	-\$10,721		
4	-\$8,979	-\$19,700	-\$10,721		
5	-\$7,662	-\$13,585	-\$5,923		
	-\$48,854	-\$80,570	-\$31,717		

SMOKY LAKE COUNTY
For the Twelve Months Ending December 31,

Natural Gas
Budget to Actual Report

	YTD ACTUAL Period 12	YTD BUDGET 2024	VARIANCE	VAR %	Notes
OPERATING REVENUE					
Taxes					
Other Income					
Penalties	\$18,331	\$10,000	(\$8,331)	(83.31%)	
User Fees and Sales of Goods	1,706,232	2,970,620	1,264,388	42.56%	<i>mild weather = low sales Interest will be allocated from municipal at year end</i>
Investment Income		35,000	35,000	100.00%	
Licenses and Permits		9,600	9,600	100.00%	
Grants					
TOTAL OPERATING REVENUE	1,724,563	3,025,220	1,300,658	42.99%	
OPERATING EXPENSES					
Salaries, Wages, and Benefits					
Salaries & Wages	720,360	889,889	169,529	19.05%	
Benefits	148,830	144,020	-4,810	(3.34%)	
Contracted and General Services					
Mileage		3,000	3,000	100.00%	
Meals and Lodgings	7,916	18,500	10,584	57.21%	
Membership & Conference Fees	9,070	38,000	28,930	76.13%	
Freight, Express, Postage	8,046	12,600	4,554	36.15%	
Telephone & Communication	12,499	20,400	7,901	38.73%	
Training	846	7,000	6,154	87.92%	
Advertising, Printing, Subscriptions	20	2,500	2,480	99.20%	
Accounting & Auditing	13,150	16,000	2,850	17.81%	
Legal Fees		1,000	1,000	100.00%	
Engineering Fees	8,312	7,500	-812	(10.82%)	
Other Consulting	465	1,200	735	61.24%	
Computer Programing	18,656	30,000	11,344	37.81%	
Insurance	21,474	35,000	13,526	38.65%	
Other Services	48,678	51,750	3,072	5.94%	
Materials, Goods, and Utilities					
Office/Food/Janitorial Supplies	5,751	18,200	12,449	68.40%	
Fuel/Parts/ Etc	74,949	95,500	20,551	21.52%	
Computer Supplies	226	19,000	18,774	98.81%	
Utilities	9,009	12,120	3,111	25.67%	
Employee Recognition		2,000	2,000	100.00%	
Other General Supplies	665,124	1,550,042	884,918	57.09%	<i>Includes purchase of natural gas</i>
Amortization		245,000	245,000	100.00%	
	1,773,381	3,220,221	1,446,840	44.93%	
Total Operations	-48,818	-195,001	-146,183	74.97%	
Capital Funding					
Transfer from Reserve		267,000	267,000	100.00%	
Capital Funding		267,000	267,000	100.00%	
Capital Expenses					
Buildings & Land		140,000	140,000	100.00%	
Transfer to Reserve		50,000	50,000	100.00%	
Equipment	14,118	60,000	45,882	76.47%	
Vehicles	1,033	67,000	65,967	98.46%	
	15,151	317,000	301,850	95.22%	
Total Capital	-15,151	-50,000	-34,850	69.70%	
Net Profit/Loss	-63,969	-245,001	-181,033	73.89%	
Remove Amortization		245,000	245,000	100.00%	
Adjusted Surplus (Deficit)	-63,969	-1	63,967	#####	

Smoky Lake County 2024 Capital Budget

Dept		BUDGET	ACTIAL	Notes
ADM	AGGREGATE LICENSE REV TO RESERVE	200,000		from aggregate license
	LAND SALES	- 701,000	- 820,000	(budget = cash reveune)
	TRANSFER LAND SALES TO RESERVE		820,000	
ADM	Admin Total	- 501,000	-	
Bylaw	LIDAR GUN	7,000		
Bylaw	Bylaw Total	7,000	-	
FIRE	MSA 6000 PLUS TIC WITH TRUCK MOUNT	14,435	14,135	Town to pay 40%
FIRE	AFRRCS RADIO REPLACEMENT	18,500	8,313	Insurance to cover 10,500
FIRE	NEW AFRRCS RADIOS	10,500	10,165	Town to pay 40%
FIRE	Fire Total	43,435	32,613	
PW	GRADER RESERVE	500,000		order in 2025
PW	2022 GRADER ORDERED	659,000	659,000	carried over from prev year
PW	PICK UP TRUCK PROGRAM	335,476		This is an Enterprise Leasing error. We will received \$590,000 plus interest back
PW	ENTERPRISE 3500 TRUCK PROGRAM	251,943	239,635	
PW	NEW SANDER FOR UNIT 435	13,992	12,574	
PW	GRAVEL SALES TO RESERVE	27,000		
PW	PUBLIC WORKS DEPARTMENT TOTAL	1,787,411	911,209	
E & P	SPEDDEN DISTRIBUTION PUMP	6,000		
E & P	SPEDDEN LANDFILL MONITORING WELLS	9,000		
E & P	SL LANDFILL MONITORING WELLS	5,000		
E & P	LAKE BOAT LAUNCH REHAB	8,000	7,830	
E & P	MOWER X 2	32,000		
E & P	Motion 491-24 Water Storage	28,000	27,400	
E & P	ENV & PARKS DEPARTMENT TOTAL	88,000	35,230	
PLN	HISTORIC DESIGNATION PLAQUE	10,000		
PLN	PLANNING TOTAL	10,000	-	
AG	REPLACE FLEX ARM & MOWER 473/474	92,000	92,000	sell old for 30,000 / 50,000 from reserve
PW	AGRICULTURE DEPARTMENT TOTAL	92,000	92,000	
MUNICIPAL TOTAL		1,526,846	1,071,052	
GAS	Infrastructure Line Replacement	50,000		
GAS	METER READING EQUIPMENT	36,000		
GAS	RMO REPLACEMENT	140,000		
GAS	RMO MODEM REPLACEMENT	16,000	14,118	
GAS	TRUCK	60,000		
GAS	GPS Unit to Track lines	8,000		
GAS	REFURBISH TRUCK BOX (UNIT 202)	7,000		
NATURAL GAS TOTAL		317,000	14,118	

County Council Meeting: Nov. 14th 2024

Batch #	Cheque Numbers	Total of Batch
PMCHQ272	53042 to 53069	\$62,226.63
PMCHQ275	53070 to 53081	\$55,719.38
PMCHQ276	53082 to 53095	\$274,857.64
PMCHQ279	53096 to 53104	\$21,761.36
PMCHQ280	53105 to 53138 **VOID**	\$0.00
PMCHQ282	53139 to 53175	\$79,432.70
PMCHQ283	53176 to 53179	\$29,867.89
PMCHQ286	53180 to 53196	\$21,931.93
Total Cheques from 53042 to 53196		\$545,797.53

Batch #	EFT Numbers	Total of Batch
240919	1565 to 1581	\$236,255.15
240925	1582 to 1586	\$112,137.41
240929	1587 to 1600	\$37,887.35
241003	1601 to 1605	\$40,696.57
241016	1606 to 1621	\$238,219.18
241025LAND	1622	\$2,200,867.73
2410209	1623 to 1636	\$59,424.72
20241031	1637 to 1638	\$14,564.53
Total EFTs from 1565 to 1638		\$2,940,052.64

Direct Debit Register

Batch #	Description	Total of Batch
PMPAY083	My HAS	\$224.42
PMPAY084	My HAS	\$27.63
PMPAY085	My HAS	\$118.24
PMPAY086	My HAS	\$2.76
PMPAY 087	My HAS	\$597.48
Total Direct Debits		\$970.53

Grand Total Bills and Accounts	\$3,486,820.70
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(Note: From General Account)