



# SMOKY LAKE COUNTY COUNCIL MEETING AGENDA

Thursday, December 12, 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

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- 1. Call to Order
- 2. Adoption of Agenda
- 3. Adoption of Minutes
  - 3.1. Minutes of the Organizational Council Meeting, Thursday, October 24, 2024
  - 3.2. Minutes of the Regular Council Meeting, Thursday, October 24, 2024
  - 3.3. Minutes of the Budget Council Meeting Tuesday, October 29, 2024
  - 3.4. Minutes of the Special Council Meeting, Wednesday, October 30, 2024
  - 3.5. Minutes of the Regular Council Meeting, Thursday, November 14, 2024
  - 3.6. Minutes of the Budget Council Meeting, Wednesday, November 20, 2024
  - 3.7. Minutes of the CAO Evaluation Meeting, Friday, November 22, 2024
- 4. Delegation(s)
  - 4.1. Tom Mykytiuk, Landowner, to protest a tax penalty @ 9:15 a.m.
  - 4.2. DDC Sand + Gravel + Concrete – Request to approved Winter Haul Route @10:00 a.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. Request for Property Tax Penalty Waive
  - 7.2. Dust Control Policy
  - 7.3. Backsloping Application
  - 7.4. Bylaw No. 1467-24 - LUB Amendment to Redistrict & Reclassify
  - 7.5. Surface Lease of Municipally-owned Property - offer to lease
  - 7.6. Surface Lease of Municipally-owned Properties - invitation to tender
  - 7.7. Regional GIS Agreement
  - 7.8. Policy Statement No. 01-45: Geographic Information System GIS
  - 7.9. FCSS Grant Application
  - 7.10. NSWA Membership
  - 7.11. Physicians & Health Care Committee Budget
  - 7.12. Request for Donation - Tom & Cathy Bullas Dart Shoot supporting the Food Bank
  - 7.13. ACP Grant Application for IHT Staging Area Design Plans
  - 7.14. Agricultural Fieldman Appointment.
  - 7.15. Bylaw Enforcement Officer Appointment
  - 7.16. Director of Emergency Management (DEM) Appointment
  - 7.17. Smoky Lake County Interim Budget (handout)

**8. Chief Administrative Officer (CAO) Report**

- 8.1. CAO Report

**9. Council Committee Reports**

Nil

**10. Correspondence**

- 10.1. Letter the MLA for Bonnyville-Cold Lake-St. Paul, dated November 8, 2024, responding to the County's concerns regarding increasing volume of wide and heavy loads on the Hwy 28.
- 10.2. Email from Elected Officials Education Program, dated November 15, 2024, congratulating Councillor Linda Fenerty on receiving her Municipal Elected Leadership Certificate.
- 10.3. Letter from JMD Group LLP Chartered Professional Accountants, dated November 14, 2024, in respect to Audit Planning.
- 10.4. Letter from the Minister of Energy & Minerals, to the President of RMA, dated August 13, 2024, in respect to oil and gas producers' unpaid municipal property taxes.
- 10.5. Email Calendar Invitation from Flagstaff County, to the RMA District 5 Meeting scheduled for January 24, 2025, at 9:30 a.m. at the Killam Community Hall.
- 10.6. Letter from Federation of Canadian Municipalities (FCM), dated December 2, 2024, responding to Wheatland County's campaign to not attend FCM.
- 10.7. Letter from Lakeland Agricultural Research Association (LARA), dated November 18, 2024, inquiring if the County would enter into a 2-to-3-year agreement to provide funding to LARA.
- 10.8. Email from MNP, dated December 4, 2024, in respect to the Smoky Lake County Police Study and Invitation to Participate in Group Interview.

**11. Information Release**

Nil.

**12. Financial Reports**

- 12.1. Budget to Actual Report as at December 1, 2024

**13. Next Meetings**

- 13.1. Schedule the next County Council Meeting for the Purpose of Chief Administrative Officer Evaluation, for Tuesday, June 3, 2025
- 13.2. Reconfirm Smoky Lake County Council's scheduled upcoming Meetings are as follows:  
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), and  
Thursday, March 27, 2025, at 9:00 a.m. (Regular)

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

- 14.1. Personnel Issue, in respect the Chief Administrative Officer's Evaluation, under the authority of the FOIP Act, Section 19: Confidential Evaluation
- 14.2. Legal Issue in respect to the MCC for Smoky Lake Development Corp., under the authority of the FOIP Act Section 16: Third Party Business Interest

**15. Adjournment.**

**SMOKY LAKE COUNTY**

Minutes of the **Organizational Meeting** for Smoky Lake County Council held on Thursday, October 24, 2024 at 9:00 a.m. held in County Council Chambers, 4612 McDougall Drive, Smoky Lake, Alberta, and virtually online.

The meeting was called to Order by the Chief Administrative Officer, Mr. Kevin Lucas, in the presence of the following persons:

<b>ATTENDANCE</b>		
<u>Div. No.</u>	<u>Councillor(s)</u>	<u>Thursday, Oct. 24, 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
CAO	Kevin Lucas	Present in Chambers
Finance Manager	Brenda Adamson	Present in Chambers
Executive Svcs/R.S.	Patti Priest	Present in Chambers
Municipal Clerk	Meaghan Andreychuk	Virtually Present
Acting. Ag Fieldman	Carleigh Danyluk	Present in Chambers
Fire Chief	Scott Franchuk	Virtually Present
P&D Manager	Jordan Ruegg	Virtually Present
Comm. Officer	Evonne Zukiwski	Present in Chambers

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No Members of the Media present.  
3 Members of the Public were present.

**2. Election of Chief Elected Official: Reeve**

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

01-24: Céré

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

The Chief Administrative Officer called a second (2) time for nominations. The Chief Administrative Officer called a third (3) time for nominations.

HEARING NO FURTHER NOMINATIONS, the nominations were declared ceased.

**2.1 Oath of Office:**

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

**3. Election of Deputy Chief Elected Official: Deputy Reeve**

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

02-24: Fenerty

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

The Reeve called a second (2) time for nominations. The Reeve called a third (3) time for nominations.

HEARING NO FURTHER NOMINATIONS, the nominations were declared ceased.

### 3.1 Oath of Office:

The Reeve declared Ms. Dominique Céré elected by acclamation as the Deputy Chief Elected Official: Deputy Reeve of Smoky Lake County for the ensuing year, and executed the "Oath of Office" for the position

### 4. Adoption of Agenda

03-24: Céré That the Smoky Lake County Council **Organizational Meeting** Agenda for Thursday, October 24, 2024, be adopted, as presented.

Carried.

### 5. Appointment of Municipal Solicitor(s)

04-24: Serben That Smoky Lake County appoint Reynolds Mirth Richards & Farmer LLP, and Brownlee LLP, as the solicitors for Smoky Lake County, on an as needed basis.

Carried.

### 6. Approval of the Day, Time & Place of Regular Meetings: *MGA Sec. 193(1)*

05-24: Céré That Smoky Lake County Council Regular Meetings be typically scheduled on the second and fourth (2<sup>nd</sup> & 4<sup>th</sup>) Thursday of each month starting at 9:00 a.m., with the exception of July and November, unless otherwise stated by motion of Council, and be held in County Council Chambers, located at 4612 McDougall Drive, Smoky Lake, and/or virtually, online through Electronic Communication Technology.

Carried.

### 7. Confirmation of Financial Statements & Auditor's Report availability: *MGA Sec. 276(3)*

06-24: Halisky That Smoky Lake County's Audited Financial Statements, and Auditor's Report for the Year Ended December 31, 2024, be made available to the public by posting it on the County's Website and providing copies for pick up at the Main Office, before May 1<sup>st</sup>, as per the *MGA, Section 276(3)*.

Carried.

### 8. Approval to Close Offices to the Public on Statutory Holidays and Extra Days:

07-24: Fenerty That Smoky Lake County Council approve to close both County Offices to the Public on Statutory Holidays, days in lieu of Statutory Holidays (where a Statutory Holiday falls on a weekend), Ukrainian Christmas on January 7<sup>th</sup> as per the Collective Agreements, and on the following extra days where employees may use vacation time: Friday, December 27, 2024, Monday, December 30, 2024, and Tuesday, December 31, 2024.

Carried.

### 9. Government Liaison Committee Member Appointments: *Policy Statement No. 01-23-02*

08-24: Halisky That Smoky Lake County Council acknowledge the Government Liaison Committee Member appointments are the Reeve, Deputy Reeve and Councillors, as deemed necessary as per *Policy Statement No. 01-23-02*.

Carried.

### 10. Local & Composite Assessment Review Boards: *Bylaw No. 1417-22*

09-24: Halisky That Smoky Lake County Council acknowledge the Capital Region Assessment Services Commission (CRASC) is appointed as the Local Assessment Review Board (LARB) as well as the Composite Assessment Review Board (CARB), as per *Bylaw No. 1417-22*.

Carried.

### 11. Risk Pro Management Committee: *Policy Statement No.14-02-02*

10-24: Gawalko That Smoky Lake County Council acknowledge the Risk Pro Management Committee Member Appointments are the Reeve and Deputy Reeve, as per *Policy Statement No.14-02-02*.

Carried.

**12. Appoint the Fire & Rescue Liaison Committee Members: *Policy Statement No. 02-20-02***

**Vilna Fire Department, Smoky Lake Fire Department, Waskatenau Fire Department**

11-24: Fenerty That Smoky Lake County **defer** discussion of Policy Statement No. 02-20-02, to a Regular Council meeting for the purpose of considering rescindment of the said policy.

Carried.

12-24: Halisky That Smoky Lake County Council **not** appoint any members to the Fire & Rescue Liaison Committees *under Policy Statement No. 02-20-02*, for the Smoky Lake Fire Department, Vilna Fire Department, and Waskatenau Fire Department.

Carried.

**13. RCMP Liaison Committee: *Policy Statement No. 02-14-01***

13-24: Céré That Smoky Lake County follow up with the Smoky Lake RCMP Detachment Sgt. Commander, to confirm her perspective on the relevancy of the RCMP Liaison Committee legislated under *Policy Statement No. 02-14-01*.

Carried.

14-24: Céré That Smoky Lake County Councillor Lorne Halisky be appointed as member and Councillor Linda Fenerty be appointed as alternate, to the RCMP Liaison Committee, in accordance with *Policy Statement No. 02-14-01*.

Carried.

**14. Regional Emergency Management Advisory Committee: *Bylaw No. 1466-24***

15-24: Fenerty That Smoky Lake County Councillor Linda Fenerty be appointed as member and Councillor Dominique Céré be appointed as an alternate, to the Regional Emergency Management Advisory Committee, in accordance with *Bylaw No. 1466-24*.

Carried.

**15. Smoky Lake Region Fire and Rescue Committee: *Bylaw No. 1286-15***

16-24: Halisky That Smoky Lake County Councillors Lorne Halisky and Linda Fenerty be acknowledged as members and Councillor Jered Serben be acknowledged as alternate, to the **Smoky Lake Region Fire and Rescue Advisory Committee**, serving throughout their term, in accordance with *Bylaw No. 1286-15*.

Carried.

**16. Citizens-on-Patrol (COP) Liaison Committee: *Policy Statement No. 02-25-01***

17-24: Céré That Smoky Lake County Council acknowledge Councillor Dan Gawalko is appointed as member and Councillor Linda Fenerty is appointed as alternate, to the Citizens on Patrol (C.O.P) Liaison Committee, the same members named under the RCMP Liaison Committee, in accordance with *Policy Statement No. 02-25-01*.

Carried.

**17. Road Ban Committee: *Bylaw No. 1225-11***

18-24: Gawalko That Smoky Lake County Council confirm the Road Ban Committee Members are the Reeve, CAO, and Public Works Manager with the Deputy Reeve being the alternate, as per *Bylaw No. 1225-11*.

Carried.

**18. North East Muni-Corr Ltd. Committee: *Policy Statement No. 03-19-01***

19-24: Céré That Smoky Lake County Councillor Linda Fenerty be appointment as member and Councillor Jered Serben be the alternate, to the North East Muni-Corr Ltd. Committee, in accordance with *Policy Statement No. 03-19-01*.

Carried.

**19. Alberta CARE Committee: Policy Statement No. 04-11-01**

20-24: Céré

That Smoky Lake County Councillor Dan Gawalko be appointed as member and Councillor Lorne Halisky be appointed as alternate, to the Alberta CARE (Alberta Coordinated Action for Recycling Enterprises) Committee, in accordance with *Policy Statement No. 04-11-01*.

Carried.

**20. Evergreen Regional Waste Management Commission: Policy Statement No. 04-12-01**

21-24: Gawalko

That Smoky Lake County Councillor Dan Gawalko be appointed as member and Councillor Lorne Halisky be appointed as alternate, to the **Evergreen Regional Waste Management Commission**, in accordance with *Policy Statement No. 04-12-01*.

Carried.

**21. Highway 28/63 Regional Water Services Commission: Policy Statement No. 04-13-01**

22-24: Halisky

That Smoky Lake County Councillors Lorne Halisky and Dan Gawalko be appointed as members and that Councillors Linda Fenerty and Jered Serben be appointed as alternates, to the Highway 28/63 Regional Water Services Commission, in accordance with *Policy Statement No. 04-13-01*.

Carried.

**22. North Saskatchewan Watershed Alliance Liaison: Policy Statement No. 04-05-01**

23-24: Céré

That Smoky Lake County Councillor Linda Fenerty be appointed as member and Councillor Lorne Halisky be appointed as alternate, to the North Saskatchewan Watershed Alliance (NSWA) - Liaison Committee, in accordance with *Policy Statement No. 04-05-01*.

Carried.

**23. Joint Health and Safety Committee: Policy Statement No. 05-07-02**

24-24: Fenerty

That Smoky Lake County Councillor Jered Serben be appointed as member and Councillor Dominique Céré be appointed as alternate, to the Joint Health & Safety Committee, in accordance with *Policy Statement No. 05-07-02*.

Carried.

**24. Physicians and Health Care Professionals Committee: Policy Statement No. 05-05-03**

25-24: Gawalko

That Smoky Lake County Council confirm the Reeve is appointed as the member and the Deputy Reeve is appointed as alternate, to the **Physicians and Health Care Professionals Committee**, as per *Policy Statement No. 05-05-03*.

Carried.

**25. Family & Community Support Services (FCSS) Committee: Policy Statement No. 05-03-01**

26-24: Fenerty

That Smoky Lake County Council appoint all five Councillors to the **Family Community Support Services (FCSS) Committee**, as per *Policy Statement No. 05-03-01*.

Carried.

**26. Smoky Lake Foundation Members: Policy Statement No. 05-06-01**

27-24: Céré

That Smoky Lake County Council appoint Councillors Jered Serben and Dominique Céré as members and Councillors Lorne Halisky and Linda Fenerty as alternates, to the **Smoky Lake Foundation Board**, in accordance with *Policy Statement No. 05-06-01*

Carried.

**27. Municipal Planning Commission (MPC) Members: Bylaw No. 1346-19**

28-24: Gawalko

That Smoky Lake County Council appoint all five members of Council to the **Municipal Planning Commission (MPC)**, in accordance with *Bylaw No. 1346-19*.

Carried.

**28. Intermunicipal Sub-division and Development Appeal Board Members: *Bylaw No. 1447-23***

29-24: Halisky 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 Olchowy, as members to the Intermunicipal Subdivision and Development Appeal Board (ISDAB), for an extended term, in accordance with *Bylaw No. 1447-23*.

Carried.

**29. Subdivision Authority: *Bylaw No. 996-95***

30-24: Fenerty That Smoky Lake County Council appoint S. Jane Dauphinee, RPP, MCIP, Principal and Senior Planner at Municipal Planning Services (2009) Ltd., as the Sub-Division Authority person for Smoky Lake County, in accordance with *Bylaw No. 996-95*.

Carried.

**30. Smoky Lake Regional Heritage Board Members: *Bylaw 1371-20***

31-24: Fenerty That Smoky Lake County Council appoint Councillors Linda Fenerty and Lorne Halisky to the Smoky Lake Regional Heritage Board in accordance with *Bylaw No. 1371-20*, and re-appoint the Boards Public-at-Large members: Noreen Easterbrook, Graham Dalziel, Christine Hansen, and Michelle Wright.

Carried.

**31. Regional Community Development Committee (RCDC): *Policy Statement No. 61-07-04*,**

32-24: Halisky That Smoky Lake County Council appoint Councillors Jered Serben and Lorne Halisky as members and Councillor Dominique Céré as alternate member, all serving throughout their term, to the Regional Community Development Committee (RCDC) in accordance with *Policy Statement No. 61-07-04*; and acknowledge the Smoky Lake County Public-at-Large Member positions are vacant.

Carried.

**32. Smoky Lake Region Intermunicipal Collaboration Committee (ICC): *Bylaw No. 1439-23***

33-24: Céré That Smoky Lake County Council appoint Councillors Dominique Céré and Jered Serben as members and Councillor Lorne Halisky as the alternate member, to the Smoky Lake Region (Smoky Lake County / Town of Smoky Lake / Village of Waskatenau / Village of Vilna) Intermunicipal Collaboration Committee (ICC), in accordance with *Bylaw No. 1439-23*.

Carried.

**33. Intermunicipal Collaboration Committee with Thorhild County: *Bylaw No. 1368-20***

34-24: Halisky That Smoky Lake County Council appoint Councillors Linda Fenerty and Dominique Céré as members and Councillor Dan Gawalko as the alternate member, to the Smoky Lake County / Thorhild County Intermunicipal Collaboration Committee (ICC); in accordance with *Bylaw No. 1368-20*.

Carried.

**34. Intermunicipal Collaboration Committee with Lamont County: *Bylaw No. 1391-21***

35-24: Gawalko That Smoky Lake County Council appoint Councillors Lorne Halisky and Dan Gawalko as members and Councillor Linda Fenerty as the alternate member, to the Smoky Lake County / Lamont County Intermunicipal Collaboration Committee (ICC); in accordance with *Bylaw No. 1391-21*.

Carried.

**35. Intermunicipal Collaboration Framework – Intermunicipal Collaboration Committees for County of St. Paul No. 19, County of Two Hills No. 21, and Lac La Biche County**

36-24: Céré

That Smoky Lake County Council acknowledge all members of Council are the forum for reviewing the Intermunicipal Collaboration Framework (ICF) and as such, are the appointed members to the Intermunicipal Collaboration Committee (ICC), with County of St. Paul No.19, as per *Bylaw No. 1361-19*; with County of Two Hills No.21, as per *Bylaw No. 1360-19*; and with Lac La Biche County, as per *Bylaw 1359-19*.

Carried.

**36. Ukrainian Twinning Committee: *Bylaw No. 1404-21***

37-24: Halisky

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

Carried.

**37. Community Futures St. Paul-Smoky Lake Region Board: *Policy Statement No. 61-06-02***

38-24: Halisky

That Smoky Lake County Council **defer** the appoint Councillor Linda Fenerty as the member, to the Community Futures St. Paul – Smoky Lake Region Committee, as per *Policy Statement No. 61-06-02*, to the next Regular Council Meeting after the said policy has been reviewed.

Carried.

**38. Agricultural Service Board Members: *Bylaw No. 1441-23 & Policy Statement No. 62-19-04***

39-24: Fenerty

That Smoky Lake County Council appoint Councillors Dan Gawalko and Jered Serben as members and Councillors Lorne Halisky and Dominique Céré as the alternate members, to County's Agricultural Service Board, and reconfirm Producer-at-Large members as: Tori Ponich, Curtis Boychuk, Tamara Flondra, and Producer-at-Large alternate members as: Kurt Melnyk and Brett Rurka; for the term ending October 20, 2025, in accordance with *Bylaw No. 1441-23 and Policy Statement No. 62-19-04*.

Carried.

**39. ASB Independent Appeal Panel for Weed Control: *Bylaw No. 1435-23***

40-24: Gawalko

That Smoky Lake County Council appoint residents: Barry Feniak, Norman Schmidt, and Robert Semeniuk as Members-at-Large, and Amanda Fischer as alternate Member-at-Large, to the Agricultural Service Board Independent Appeal Panel for Weed Control, in accordance with *Bylaw 1435-23*.

Carried.

**40. Lakeland Agriculture Research Association (LARA) Liaison Members (*not legislated*)**

41-24: Gawalko

That Smoky Lake County Council appoint the Agricultural Service Board Chairperson as the member and the Agricultural Service Board Vice-Chairperson as the alternate member to be the Lakeland Agricultural Research Association (LARA) liaison; and acknowledge LARA appointed Public-at-Large members from Smoky Lake County are Charlie Leskiw and Amanda Fischer.

Carried.

**41. LICA Board of Directors Members: *Policy Statement No. 62-11-01***

42-24: Halisky

That Smoky Lake County Council appoint Councillor Lorne Halisky as member and Councillor Dan Gawalko as alternate member, to the Lakeland Industry & Community Association (LICA) in accordance with *Policy Statement No. 62-11-01*.

Carried.



**42. Alberta HUB Member: *Policy Statement No. 61-05-01***

43-24: Halisky That Smoky Lake County Council appoint Councillor Lorne Halisky as member and Councillor Jered Serben as the alternate member, to the Northeast Alberta Information Hub Ltd. (AlbertaHUB), in accordance with *Policy Statement No. 61-05-01*.

Carried.

**43. Northern Lights Library System Member: *Policy Statement 07-04-01***

44-24: Céré That Smoky Lake County Council appoint Councillor Linda Fenerty as the board representative and Councillor Dominique Céré as the alternate representative, to the Northern Lights Library System (NLLS), for the four-year term ending in Year 2025, in accordance with *Policy Statement 07-04-01*.

Carried.

**44. Smoky Lake Agricultural Society Liaison Member: (*not legislated*)**

45-24: Halisky That Smoky Lake County Council appoint Councillor Jered Serben as representative and Councillor Lorne Halisky as the alternate representative, to the Smoky Lake Agricultural Society.

Carried.

**45. Bellis Board of Trade Liaison Member: *Policy Statement No. 07-07-01***

46-24: Halisky That Smoky Lake County Council appoint Councillor Lorne Halisky as representative and Councillor Dan Gawalko as alternate representative, to the Bellis Board of Trade, in accordance with *Policy Statement No. 07-07-01*.

Carried.

**46. Alberta Bilingual Municipalities Association Liaison: *Policy Statement No. 07-09-01***

47-24: Fenerty That Smoky Lake County Council appoint Councillor Dominique Céré as representative and Councillor Linda Fenerty as alternate representative, to the Alberta Bilingual Municipalities Association (ABMA), in accordance with *Policy Statement No. 07-09-01*.

Carried.

**47. Alberta's Lakeland DMO Liaison: *Policy Statement No. 07-08-01***

48-24: Halisky That Smoky Lake County Council appoint Councillor Lorne Halisky as representative and Councillor Dan Gawalko as alternate representative, to the Alberta's Lakeland Destination Management Organization (DMO), in accordance with *Policy Statement No. 07-08-01*.

Carried.

**ADJOURNMENT:**

49-24: Gawalko That the Smoky Lake County Council Organizational Meeting of October 24, 2024, be adjourned, time 10:04 a.m..

Carried.

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REEVE

S E A L

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CHIEF ADMINISTRATIVE OFFICER

**SMOKY LAKE COUNTY**

Minutes of the **County Council Meeting** held on Thursday, **October 24, 2024**, at 10:05 A.M. held both virtually online and physically in Council Chambers.

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

<b>ATTENDANCE</b>		
<u>Div. No.</u>	<u>Councillor(s)</u>	<u>Thursday, Oct. 24, 2024</u>
1	Dan Gawalko	Present in Chambers
2	Linda Fenerty	Present in Chambers
3 / Deputy Reeve	Dominique Céré	Present in Chambers
4	Lorne Halisky	Present in Chambers
5 / Reeve	Jered Serben	Present in Chambers
CAO	Kevin Lucas	Present in Chambers
Finance Manager	Brenda Adamson	Present in Chambers
Executive Srv/RS	Patti Priest	Present in Chambers

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Observers in Attendance Upon Call to Order:

Comm. Officer	Evonne Zukiwski	Virtually Present
P & D Manager	Jordan Ruegg	Virtually Present
Fire Srv/Muni Clerk	Meaghan Andreychuk	Virtually Present
Ag. Fieldman	Carleigh Danyluk	Virtually Present
Public	2 Members	Virtually Present
Media	No Members	N/A

**2. Agenda:**

50-24: Fenerty

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

**Addition to the Agenda:**

1. Reviewing Policies at Regular Council Meetings.
2. Policy Statement No. 61-06-02: Community Futures St. Paul-Smoky Lake Region Board Appointment: Terms of Reference.
3. Policy Statement No. 02-20-02: Fire and Rescue Liaison Committee: Terms of Reference.
4. Discussion in respect to Coyote Bounties.

Carried Unanimously.

**3. Minutes:**

**3.1. Minutes of the Regular Council Meeting, October 10, 2024**

51-24: Halisky

That the minutes of the **Smoky Lake County Regular Council Meeting**, held on Thursday, October 10, 2024, be adopted as amended, Correction under Motion #896-24, the recorded vote was requested by Councillor Céré, not Reeve Serben.

Carried.

**5. Public Hearing:**

Nil.

**6. Municipal Planning Commission (MPC):**

Nil.

**7. Request for Decision:**

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

**In-Camera (Executive Session):**

**Personnel Issue: Highway 28/63 Regional Water Services Commission Management**

52-24: Serben That Smoky Lake County Council go into Executive Session to discuss a legal Issue: in respect to the Highway 28/63 Regional Water Services Commission Management services, under the authority of the FOIP Act Section 27: Privileged Information and Section 24: Advice from Officials, in the presence of all Council, Chief Administrative Officer, Finance Manager, Executive Services Clerk, time 10:20 a.m.

Carried.

53-24: Serben That Smoky Lake County Council go out of Executive Session, time 10:32 a.m.

Carried.

**7. Request for Decision:**

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

54-24: Halisky That Smoky Lake County Council appoint the Chief Administrative Officer: Kevin Lucas, as the Highway 28/63 Regional Water Service Commission Manager in accordance with the Memorandum of Understanding between the Commission and Smoky Lake County executed on December 10, 2020; and approve to compensate Mr. Lucas in the amount of \$500.00 per month, effective November 1, 2024, for duration of his services as the Commission's Manager, funded by revenue received from the Commission to manage it.

Carried.

**7.2. Support for AgKnow Program by Alberta Farm Mental Health Network**

55-24: Halisky That Smoky Lake County approve to provide AgKnow, Alberta Farm Mental Health Network, funding in the amount of \$2,000.00 in Year-2024; **and** subject to the AgKnow program being operational in 2025, approve to provide funds in the amount of \$5,000.00 in Year-2025; **and** continue to promote AgKnow information and resources through the County's social media, grapevine, utility bill stuffers, and sharing with the local schools, as recommended by Smoky Lake County's Agricultural Service Board, on October 3, 2024, under Motion #ASB67-24, in response to the letter received from Linda Hunt, Program Director, Alberta Farm Mental Health Network, dated June 12, 2024; **and** request RMA's advocacy for the program so all Municipalities understand and support mental health for agriculture.

Carried.

**4. Delegation:**

**4.1. Alberta Transportation & Economic Corridors Representatives**

56-24: Serben That Smoky Lake County acknowledge the October 10, 2024, Delegation Alberta Transportation & Economic Corridors Representatives: Micheal Botros, Regional Director & Rob Huston, Infrastructure Manager, were unable to attend the meeting; **and** therefore, seek a side-meeting with Mr. Botros at the Fall 2024 RMA Convention, to discuss detailed information about the projects directly affecting Smoky Lake County for the current and future years.

Carried.

**7. Request for Decision:**

**7.3. Realignment of portions of TWP RD 602 & RGE RD 132 at NE-10-60-13-W4M**

57-24: Gawalko

That Smoky Lake County Council approve to execute the "Right of Access & Consent to Transfer of Land for Compensation" agreement with the owner of the lands legally described as NE-10-60-13-W4M, under Alberta Land Title #202144564, LINC# 0032243446, Tax Roll# 13601040, to transfer a portion of the said land to Smoky Lake County and to compensate the landowner(s) identified on the said land title, in the amount of \$293.00 (two hundred and ninety three dollars), for a portion containing +/- 0.083 acres from the said land, for the purpose of registering a road plan to rectify the encroachment of portions of Township Road 602 and Range Road 132, onto the said lands, subject to Smoky Lake County being responsible for the costs of surveying and registering the said road plan, with no cost to the said landowner.

Carried.

**Additions to the Agenda:**

**Reviewing Policies at Regular Council Meetings**

58-24: Céré

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.

Carried.

**Policy Statement No. 02-20-02: Fire and Rescue Liaison Committee: Terms of Reference**

59-24: Céré

That Smoky Lake County Policy Statement No. 02-20-02: Fire and Rescue Liaison Committee: Terms of Reference, be rescinded; **and** notify each respective Fire Department of same, recommending each respective Fire Department notify the County if they wish any members of Council to attend meetings.

Carried.

**Policy Statement No. 61-06-02: Community Futures St. Paul-Smoky Lake Region Board Appointment: Terms of Reference**

60-24: Céré

That Smoky Lake County Policy Statement No. 61-06-02: Community Futures St. Paul-Smoky Lake Region Board Appointment: Terms of Reference, be amended to remove the words “who is already appointed to Regional Community Development Committee (RCDC)” within Section 1.3, as follows:

<b>Title:</b> Community Futures St. Paul-Smoky Lake Region Board Appointment: Terms of Reference		<b>Policy No.:</b> 06-03																
<b>Section:</b> 61	<b>Code:</b> P-S	<b>Page No.:</b> 1 of 1																
<b>Legislation Reference:</b> Alberta Provincial Statutes																		
<b>Purpose:</b> To authorize the appointment of a Smoky Lake County Council Member to the Community Futures St. Paul-Smoky Lake Region's Board of Directors.																		
<b>Policy Statement and Guidelines:</b>																		
<p><b>1. MEMBERSHIP:</b></p> <p>1.1 Community Futures St. Paul-Smoky Lake Region's Articles of Association outlines the members/shareholders as follows:</p> <table border="0"> <tr> <td>Town of Elk Point,</td> <td>2 Members</td> </tr> <tr> <td>County of St. Paul,</td> <td>2 Members</td> </tr> <tr> <td>Town of St. Paul,</td> <td>1 Member</td> </tr> <tr> <td>Town of Smoky Lake,</td> <td>1 Member</td> </tr> <tr> <td>Village of Vilna,</td> <td>1 Member</td> </tr> <tr> <td>Whitefish Lake First Nation #128,</td> <td>1 Member</td> </tr> <tr> <td>Smoky Lake County,</td> <td>2 Members</td> </tr> <tr> <td>Village of Waskatenau,</td> <td>1 Member</td> </tr> </table> <p>1.2 Members/shareholders have the opportunity to appoint members to the Community Futures St. Paul-Smoky Lake Region's Board of Directors, who can be a municipal Councillor or member at large appointed by the respective member/shareholder. Should any local government bodies decide to not appoint a member, the Board of Directors shall recruit for members within the Region to ensure a well-balanced representation of the Region.</p> <p>1.3 Smoky Lake County shall, at each County Organizational Meeting (or as required) elect one member of Council to be considered for appointment to the Community Futures St. Paul-Smoky Lake Region's Board, as per Section 1.2.</p> <p><b>2. MANDATE:</b></p> <p>2.1 Community Futures St. Paul-Smoky Lake Region is a non-profit organization that is dedicated to building an economically diverse future for the community, who provides training, guidance, and financial support for small business owners by connecting them with the right kind of support to help them grow their rural small business from a simple idea to a successful company.</p>			Town of Elk Point,	2 Members	County of St. Paul,	2 Members	Town of St. Paul,	1 Member	Town of Smoky Lake,	1 Member	Village of Vilna,	1 Member	Whitefish Lake First Nation #128,	1 Member	Smoky Lake County,	2 Members	Village of Waskatenau,	1 Member
Town of Elk Point,	2 Members																	
County of St. Paul,	2 Members																	
Town of St. Paul,	1 Member																	
Town of Smoky Lake,	1 Member																	
Village of Vilna,	1 Member																	
Whitefish Lake First Nation #128,	1 Member																	
Smoky Lake County,	2 Members																	
Village of Waskatenau,	1 Member																	

And appoint Councillor Fenerty as the Member.

Carried.

**Discussion of Coyote Bounties**

61-24: Fenerty That Smoky Lake County Council **defer** further discussion of “Coyote Bounties” as a way to address the overpopulation of coyotes, to the Smoky Lake County Agricultural Service Board.

Carried.

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

Nil.

**9. Council Committee Reports:**

Nil.

**10. Correspondence:**

**10.1. Municipal Excellence Award for the Noth Saskatchewan Heritage River Initiative**

62-24: Fenerty That Smoky Lake County acknowledge receipt of the letter received from Municipal Affairs Minister, dated September 23, 2024, congratulating the County on winning the Municipal and Public Library Excellence Award for the Noth Saskatchewan Heritage River Initiative.

Carried.

**10.2. Smoky Lake Region Heritage Board Invitation to Collaborate**

63-24: Céré That Smoky Lake County acknowledge receipt of the letter received from the Smoky Lake Region Heritage Board, dated September 28, 2024, in respect to an invitation to collaborate for greater public access to historic buildings; and extend an invitation to the Board’s representative(s) to attend the next Joint Municipalities Meeting to clarify their ideas on collaboration.

Carried.

**10.3. MLA Scott Cyr - Commodity Flow Values Map & Request for Criteria Suggestions**

64-24: Gawalko That Smoky Lake County acknowledge the letter received from MLA Scott Cyr, dated October 10, 2024, in respect to follow-up on Commodity Flow Values Map and Request for Criteria Suggestions.

Carried.

65-24: Halisky That Smoky Lake County write a letter in response to the letter from MLA Scott Cyr, dated October 10, 2024, in respect to follow-up on commodity Flow Values Map and Request for Criteria, and note the missing, pressing issue for Smoky Lake County in respect to the impact of wide loads and heavy loads traveling along the Highway 28.

Carried.

**10.4. Smoky Lake Town & Country Golf Club – Gravel Donation Request**

66-24: Fenerty That Smoky Lake County Council **take no action** to the request in the letter received from Erin Chern (President of Smoky Lake Golf Club) requesting three loads of ¾ inch crushed gravel to be delivered to Smoky Lake Golf Course.

Carried.

**10.5. RMA News Announcement - Camrose Casino Relocate to Edmonton Approved**

67-24: Fenerty That Smoky Lake County Council acknowledge RMA’s News Announcement, dated October 11, 2024, in respect to the Camrose Casino’s application to be relocated to Edmonton is being approved.

Carried.

68-24: Halisky That Smoky Lake County write a letter to RMA requesting advocacy for the Calgary's rural casino model, to be used for the relocated Camrose Casino in Edmonton.  
Carried.

**11. Information Releases:**

Nil.

**12. Financial Reports:**

Nil

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

**Reconfirm County Council Meeting Dates**

69-24: Halisky That the previously scheduled upcoming Smoky Lake County Council Meetings be re-confirmed as follows:  
Tuesday, October 29, 2024, at 9:00 a.m., (Budget),  
Thursday, November 14, 2024, at 9:00 a.m., (Regular)  
Thursday, December 12, 2024 at 9:00 a.m. (Regular)  
to be held physically and/or virtually in County Council Chambers.

Carried.

**11:31 to 11:31 a.m. Public Question and Answer Period:**

None

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

**14.1. Legal Issue: MCC For Smoky Lake Development Corp.**

70-24: Céré That Smoky Lake County Council go into Executive Session to discuss a legal Issue: in respect to the MCC For Smoky Lake Development Corp. and Smoky Lake Tourism Company Ltd, under the authority of the FOIP Act Section 16: Third Party Business Interest, in the presence of all Council, Chief Administrative Officer, Finance Manager, and Executive Services Clerk, time 11:32 a.m.

Carried.

Brenda Adamson, Finance Manager, left Chambers, time 12:09 p.m.

71-24: Halisky That Smoky Lake County Council go out of Executive Session, time 12:23 a.m.

Carried.

**MCC For Smoky Lake Development Corp.**

72-24: Serben That Smoky Lake County Council direct Administration to proceed as directed under Executive Session in respect to the legal issue involving the MCC For Smoky Lake Development Corp., as discussed under the authority of the FOIP Act Section 16: Third Party Business Interest.

Carried.

**15. ADJOURNMENT:**

73-24: Gawalko That the Smoky Lake County Council Meeting of October 24, 2024, be adjourned, 12:24 p.m.

Carried.

\_\_\_\_\_  
REEVE

S E A L

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

**SMOKY LAKE COUNTY**

Minutes of the **County Council Budget Meeting** held on Tuesday, **October 29, 2024**, at 9:03 A.M. held both virtually online and physically in Council Chambers.

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

<b>ATTENDANCE</b>		
<u>Div. No.</u>	<u>Councillor(s)</u>	<u>Tuesday, Oct. 29, 2024</u>
1	Dan Gawalko	Present in Chambers
2	Linda Fenerty	Present in Chambers
3 / Deputy Reeve	Dominique Céré	Present in Chambers
4	Lorne Halisky	Present in Chambers
5 / Reeve	Jered Serben	Present in Chambers
CAO	Kevin Lucas	Present in Chambers
Finance Manager	Brenda Adamson	Present in Chambers
Executive Svcs/R.S.	Patti Priest	Present Virtually

\*\*\*\*\*

Observers in Attendance Upon Call to Order:

Nat. Gas Manager	Daniel Moric	Present Virtually
P & D Manager	Jordan Ruegg	Present Virtually
Comm. Officer	Evonne Zukiwski	In Chambers
Ag. Fieldman	Carleigh Danyluk	Present Virtually
GIS Operator	Carole Dowhaniuk	Present Virtually
Fire Chief	Scott Franchuk	Present Virtually
P.W. Foreman	Mark Fedoretz	In Chambers
P.W. Manger	Chris Minailo	In Chambers
Safety Coor.	Jasmine Schaub	In Chambers
Utilities Tech.	Terry Bodnar	In Chambers
Public	No Members	N/A
Media	No Members	N/A

**2. Agenda:**

74-24: Fenerty

That the Smoky Lake County Council Budget Meeting Agenda for Tuesday, October 29, 2024, be adopted, as presented.

Carried Unanimously.

**3. Minutes:**

Nil.

**4. Delegation:**

Nil.

**5. Request for Decision:**

**Policy Statement No. 08-18-10: Council Remuneration**

75-24: Céré

That Smoky Lake County Council amend Policy Statement No. 08-18-10: Council Remuneration, by removing Section 3.1.4. "Councillor monthly divisional travel mileage allowance is \$400.00 per month." as an electronic public engagement platform through the County's website will be implemented in Year-2025 to increased public reporting of concerns thereby requiring less travel by Council.

**Councillor Fenerty requested a Recorded Vote:**

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

Carried.

**Policy Statement No. 08-18-10: Council Remuneration**

76-24: Halisky

That Smoky Lake County Council further amend Policy Statement No. 08-18-10: Council Remuneration, to revise Section 3.3.1 from: “Mileage will be reimbursed when required to drive a personal vehicle for County business purposes and the current mileage rate per kilometer shall be \$0.55 per km.” to “Mileage will be reimbursed when required to drive a personal vehicle for County business purposes and the current mileage rate per kilometer shall be \$0.68 per kilometer for the first 5,000 kilometers driven per year, and \$0.64 cents for each extra kilometer accumulated over 5,000 kilometers, within the same year.”:

<b>Title:</b> Council Remuneration and Expenses	<b>Policy No.:</b> 18-11
<b>Section:</b> 08	<b>Code:</b> P-R
	<b>Page No.:</b> 1 of 6 E

<b>Legislation Reference:</b>	Alberta Provincial Statutes.
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<b>Purpose:</b>	To provide clarity and an equitable and transparent means of reimbursing Council members for business expenses and for their duties and responsibilities required to handle all functions as an Elected Official.
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<b>Policy Statement and Guidelines:</b>	
<b>1. STATEMENT:</b>	
1.1	The County recognizes that in order to carry out County business, it is necessary for Council members to network, meet with ratepayers, participate in training, and attend related business and community functions.
1.2	Council of Smoky Lake County are required to commit a substantial amount of time and effort to the duties and responsibilities of their elected office. Not all duties and commitments can be identified in actual time.
1.3	The reimbursement of expenses will be guided by the following principles:
1.3.1	Taxpayers dollars shall be spent responsibly with a focus on accountability and transparency.
1.3.2	County commits to providing fair and reasonable level of remuneration.
1.3.3	Only legitimate expenses incurred when undertaking Council authorized functions will be reimbursed.
<b>2. DEFINITIONS:</b>	
2.1	<b>Remuneration:</b> means the annual rate of pay for the Reeve, Deputy Reeve and Councillors.
2.2	<b>Expenses:</b> includes transportation, lodging (hotel), mileage, taxi fare, parking and other out-of-pocket expense incurred while on County business.
2.3	<b>Hospitality Event:</b> an authorized event where food and beverage are provided, at public expense to people who are not employed by the County.
2.4	<b>Benefit Package:</b> is the insurance coverage available to Council through the County's group carrier.

<b>Title:</b> Council Remuneration and Expenses	<b>Policy No.:</b> 18-11
<b>Section:</b> 08	<b>Code:</b> P-R
	<b>Page No.:</b> 2 of 6 E

<b>Policy Statement and Guidelines:</b>	
<b>3. GUIDELINES:</b>	
3.1	<b>Remuneration</b> Council will discuss the remuneration for the Reeve, Deputy Reeve and Councillors at a Budget Meeting.
3.1.1	The Council annual remuneration is: Reeve: \$ 73,075.20 Deputy Reeve: \$ 66,434.40 Councillor: \$ 63,112.80
3.1.2	Effective January 1 <sup>st</sup> of each year, a Cost of Living increment rate (as established in the Statistics Canada - Consumer Price Index for the province of Alberta in the month of October from the previous year), will be automatically applied to Elected Officials salaries or R.R.S.P. unless a motion of Council determines otherwise.
3.1.3	Cost of Living increments as established in the County's Collective Agreement with CUPE (Canadian Union of Public Employees) will be automatically applied to Smoky Lake County Management and non-union (out-of-scope) employees.
3.2	<b>Meals</b>
3.2.1	A Meal allowance shall be payable when travel is required to be away from home or office (and will be paid requiring no receipt) at a rate of: Breakfast: \$ 20.00 before 7:00 a.m. Lunch: \$ 20.00 before 12:00 p.m. Dinner: \$ 30.00 after 5:00 p.m.
3.2.2	Receipts for meals that accompany an expense claim form or that are charged to County Credit Card will be paid to the Councillor or, in the case of credit card charges, coded to the Councillor's expenses at the value (including gratuity) on the receipt.
3.3	<b>Mileage</b>
3.3.1	Mileage will be reimbursed when required to drive a personal vehicle for County business purposes and the current mileage rate per kilometer shall be <b>\$0.68 per kilometer for the first 5,000 kilometers</b> driven per year, and \$0.64 cents for each extra kilometer accumulated over 5,000 kilometers, within the same year.
3.3.2	A review of mileage rates will be undertaken annually with consideration for other Canadian Public Sector mileage reimbursements.
3.3.3	For Council members, mileage is calculated from and back to residence.
3.4	<b>Transportation</b>
3.4.1	<b>Automobile Travel:</b> actual kilometers travelled outside of the County may be claimed at the current rate established in this policy.
3.4.1.1	Members of Council use their personal vehicles for Municipal Business shall be required to adhere to <b>Policy Statement No. 14.A-07: Use of Personal Vehicles on Municipal Business.</b>



<b>Title: Council Remuneration and Expenses</b>		<b>Policy No.: 18-11</b>
<b>Section: 08</b>	<b>Code: P-R</b>	<b>Page No.: 3 of 6 E</b>

**Policy Statement and Guidelines:**

3.4.2 **Ground Transportation:** includes taxi or bus, parking will be reimbursed at cost.

3.4.3 **Air Travel:** will be at economy rates by the most direct route available. Submission of receipts required.

3.5 **Lodging**

3.5.1 The cost of hotel accommodation and all taxes may be prepaid using a County Credit Card.

3.5.2 When the hotel and taxes are paid by the individual Councillor, Smoky Lake County will provide a reimbursement based on the original receipt.

3.5.3 It is the attendees' responsibility to give adequate notice of non-attendance. Failure to do so may, at the discretion of Council, result in the individual being liable for all non-refundable costs.

3.6 **Hospitality Event**  
A County organized Hospitality Event is considered a Business Expense. A Councillor engaged in an authorized County Hospitality Event may claim or submit receipts for alcoholic and other beverages and food purchased at these special events for consumption by the Councillors and/or others while promoting the interests of Smoky Lake County.

3.7 **Information Technology Equipment and Services**

**Cell Phone:**

3.7.1 Cell phones / Smart Phones are provided to Councillors.

3.7.2 A monthly fee of \$50.00 shall be charged to Councillors to cover the cost of personal use of cell phones/smart phones.

3.7.3 Upon leaving Elected Office, the Councillor may keep the cell phone and number. The contract will be transferred to the individual's name.

3.7.4 If a Councillor chooses to use his/her own personal cell phone or device, the County will reimburse the actual costs up to a maximum of \$100.00 per month upon submission of a receipt.

3.7.5 When travelling, the Councillor shall advise the County Safety Officer in order to ensure that the cell phone plan is adjusted to avoid excessive roaming charges.

**Internet:**

3.7.6 A monthly amount of \$25.00 shall be paid monthly to each Councillor as an allowance for home internet use, effective January 2019.

**Laptop:**

3.7.7 A laptop with carrying case will be provided to each Councillor.

3.7.8 Upon leaving Elected Office, or after necessary computer replacement, the Councillor may keep the Computer and case. Smoky Lake County will cease to provide support services for these devices.

<b>Title: Council Remuneration and Expenses</b>		<b>Policy No.: 18-11</b>
<b>Section: 08</b>	<b>Code: P-R</b>	<b>Page No.: 4 of 6 E</b>

**Policy Statement and Guidelines:**

3.8 **Benefit Package**  
Benefit Package will be available to members of Council through the County's Insurance Carrier.  
At the beginning of their first Elected Term, members of Council will be provided with the AMSC Group Benefits a booklet.

3.9 **R.R.S.P.**  
Smoky Lake County will contribute nine percent (9%) of gross remuneration to a Registered Retirement Pension Plan (RRSP) at either the Smoky Lake Branch of ATB or CIBC.

3.9.1 A Councillor may waive the RRSP contributions for a specified term upon written request to the Chief Administrative Officer.

3.10 **Non Standard Expenses**  
If a Councillor incurs business expenses not specifically authorized by this Policy, Council as a Whole, may, subject to availability of funds, and appropriate budget, authorize payment of such a business expense claim.

3.10.1 A member of Council will not be reimbursed for the cost of a fine.

3.10.2 An expense for a spouse or companion is not an eligible individual expense and will not be reimbursed.

**3 PROCEDURE:**

4.1 An Expense Claim Form, as per **Schedule "A": Councillor Business Expense Claim**, must be submitted in order for a claim to be processed, unless provided otherwise.

4.1.1 All necessary receipts and/or documentation must accompany the Expense Claim.

4.1.2 Receipts must be detailed and must show the vendor GST registration number.

4.1.3 Councillor Business Expense Claims shall be submitted on a monthly basis.

4.1.4 Councillors will submit all detailed receipts charged to the Smoky Lake County Credit Card, as per **Policy Statement No. 08-07: County Credit Card**, in a timely manner in order to prevent credit card interest charges.

<b>Title: Council Remuneration and Expenses</b>		<b>Policy No.: 18-11</b>
<b>Section: 08</b>	<b>Code: P-R</b>	<b>Page No.: 5 of 6 E</b>

<b>Policy Statement and Guidelines:</b>	
4.2	All expense claims must be reviewed by administration to ensure compliance with Policy.
4.2.1	The Reeve or Deputy Reeve will sign the expense claim for council members to indicate that they have been received and approved.
4.2.2	The Deputy Reeve shall sign the expense claim submitted by the Reeve, to indicate it has been received and approved, and may in the absence of the Reeve sign all other expense claims.
4.2.3	The Reeve or Deputy Reeve, as the case may be, will bring discrepancies of interpretation to Council for decision.
4.2.4	Upon submission of a signed Business Expense Claim Form, a Member of Council warrants all claims are related to Smoky Lake County business.
4.3	<b>Public Disclosure:</b> The Councillor's Business Expenses will be made available in the Smoky Lake County Administration Office.
4.4	<b>Policy Review and Changes:</b> Council will review the "Council Remuneration and Expense" Policy annually in the Month of October at a County Council Budget Meeting.
4.5	Expenses related to partisan political functions shall comply with <b>Policy Statement No. 01-36: Expenses and Contributions to Political Functions.</b>



**SCHEDULE "A"**  
**SMOKY LAKE COUNTY**  
Councillor Business Expense Claim

Policy 18-11

Name: \_\_\_\_\_

Claim for the Month of: \_\_\_\_\_

Date DD/MM/YY	Description Event Name & Location	Meals			Total Meals	KM	Mileage \$0.68/km for the 1 <sup>st</sup> 5,000 KM & \$0.94 for every extra KM	Misc. Parking, etc.	TOTAL
		Breakfast \$20	Lunch \$20	Dinner \$30					
<b>TOTAL MUNICIPAL</b>					1-2-212-11-__		1-2-212-11-__	1-2-212-11-__	

Date DD/MM/YY	Description Event Name & Location	Meals			Total Meals	KM	Mileage \$0.68/km for the 1 <sup>st</sup> 5,000 KM & \$0.94 for every extra KM	Misc. Parking, etc.	TOTAL
		Breakfast \$20	Lunch \$20	Dinner \$30					
<b>TOTAL OTHER</b>					1-2-212-61-__		1-2-211-61-__	1-2-212-61-__	
<b>TOTAL OF MUNICIPAL AND OTHER COMBINED</b>									

Carried.

One Member of the Public virtually joined the meeting, time 9:38 a.m.

**6. Correspondence:**

Nil.

**7. Information Release:**

**7.1. 2025 Draft Budget Presentation**

Administration presented the Year-2025 Draft Budget and held discussion with Council for clarification on each department's budgetary needs, including the operating and capital budgets.

**Meeting Recessed**

Meeting recessed for Lunch, time 12:16 p.m.

**Meeting Reconvened**

The meeting reconvened on a call to order by the Reeve at 1:06 p.m. in the physical (or virtual) presence of all Council, Chief Administrative Officer, Finance Manager, Executive Services Clerk, Public Works Manager, Safety Coordinator, Planning & Development Manager, Agricultural Fieldman, GIS Operator, Fire Chief, Communications Officer, and one Member of the Public.

**7. Information Release:**

**7.1. 2025 Draft Budget Presentation (Continued)**

Administration continued to present the Year-2025 Draft Budget and held discussion with Council for clarification on each department's budgetary needs, including the operating and capital budgets.

**8. Financial Reports:**

Nil.

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

**Personnel Issue – Salaries and Wages**

77-24: Halisky

That Smoky Lake County go into Executive Session, to discuss a Personnel Issue, under the authority of the FOIP Act, Section 17: Third Party Personal Privacy, Section 27: Privileged Information, and Section 24: Advice from Officials, in respect to salaries and wages, in the presence of all Council, Chief Administrative Officer, Finance Manager, and Executive Services Clerk, time 2:21 p.m.

Carried.

78-24: Gawalko

That Smoky Lake County go out of Executive Session, time 2:54 p.m.

Carried.

**9. Next Meetings:**

**Schedule Next Budget Meeting**

79-24: Halisky

That the next Smoky Lake County Council Budget Meeting be scheduled for **Wednesday, November 20, 2024, at 9:00 a.m.**, to be held physically and/or virtually in County Council Chambers.

Carried.

**Schedule Virtual Public Open House for the Draft Budget 2025**

80-24: Gawalko

That Smoky Lake County Council scheduled a Virtual Public Open House for **Thursday, December 12, 2024, at 7:00 p.m.** to be held in online, for the purpose receiving public feedback on the draft Year-2025 Budget.

Carried.

**11. Adjournment:**

81-24: Serben

That the Smoky Lake County Council Budget Meeting of October 29, 2024, be adjourned, time 2:57 p.m..

Carried.

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REEVE

S E A L

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CHIEF ADMINISTRATIVE OFFICER

SMOKY LAKE COUNTY

Minutes of the **Special County Council Meeting** held Wednesday, **October 30, 2024**, at 9:05 A.M. in Smoky Lake County Council Chambers.

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

<u>Title</u>	<u>Name</u>	<u>ATTENDANCE</u> <u>Wednesday, Oct. 30, 2024</u>
Councillor Division 1	Dan Gawalko	Present in Chambers
Councillor Division 2	Linda Fenerty	Present in Chambers
Councillor Division 3/ Deputy Reeve	Dominique C��r��	Present in Chambers
Councillor Division 4	Lorne Halisky	Virtually Present
Councillor Division 5 / Reeve	Jered Serben	Present in Chambers
CAO	Kevin Lucas	Present in Chambers
Finance Manager	Brenda Adamson	Present in Chambers
Executive Services /R.S.	Patti Priest	Present in Chambers
Planning & Development Manager	Jordan Ruegg	Virtually Present
Town of Smoky Lake CAO	Dawn Phillips	Present in Chambers
Town of Smoky Lake Mayor	Amy Cherniwchan	Present in Chambers
Town of Smoky Lake Deputy Mayor	Marianne Prockiw-Zarusky	Present in Chambers
Town of Smoky Lake Councillor	Evelynne Kobes	Present in Chambers
Town of Smoky Lake Councillor	Terry Makowichuk	Present in Chambers @9:33am
Town of Smoky Lake Councillor	Mel Morton	Absent
Members of the Public	N/A	Nil

\*\*\*\*\*

**WAIVER NOTICE**

82-24: Fenerty

That Smoky Lake County Council acknowledge all County Councillors signed a ‘‘Waiver Notice’’ as displayed below:

SMOKY LAKE COUNTY

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

\*\*\*\*\*

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

<https://video.businessconnect.telus.com/join/833210115>  
Meeting ID: 833210115

on **Wednesday, October 30, 2024**, commencing at **9:00 A.M.**, and/or acting on an:

- Executive Session / In Camera:**  
Legal Issue: discussion with the **Town of Smoky Lake**, in respect to the Smoky Lake Development Corp.  
Party Business Interest, and Section 21: Intergovernmental Relations.

\*\*\*\*\*

<u>COUNCILLOR:</u>	<u>SIGNATURE</u>	<u>DATE</u>
Dan Gawalko, Division One		October 30, 2024
Linda Fenerty, Division Two		October 30, 2024
Dominique Cere, Division Three		October 30, 2024
Lorne Halisky, Division Four		October 30, 2024
Jered Serben, Division Five		October 30, 2024

Carried.

**Agenda:**

83-24: Gawalko

That the **Smoky Lake County Special Council Meeting Agenda**, as per the ‘‘Waiver Notice’’ for Wednesday, October 30, 2024, be adopted as presented.

Carried Unanimously.

Jordan Ruegg, Planning & Development Manager, left the meeting, time 9:09 a.m.

**Executive Session:**

**Legal Issue: MCC For Smoky Lake Development Corp.**

84-24: Céré

That Smoky Lake County Council go into Executive Session, under the authority of the FOIP Act, Section 16: Third Party Business Interest, and Section 21: Intergovernmental Relations, to hold discussion in respect to the MCC For Smoky Lake Development Corp. in the presence of the Town of Smoky Lake's Chief Administrative Officer, and Town Council Members as listed in the attendance, and County Council, Chief Administrative Officer (CAO), Finance Manager, and Executive Services Clerk, time 9:10 a.m.

Carried.

Terry Makowichuk, Town of Smoky Lake Councillor, joined the meeting in Executive Session, time 9:33 a.m.

Kevin Lucas, Chief Administrative Officer, left Executive Session, time 9:36 a.m.

Kevin Lucas, Chief Administrative Officer, re-joined Executive Session, time 9:37 a.m.

Evelynne Kobes, Town of Smoky Lake Councillor, left Executive Session, time 10:01 a.m.

Evelynne Kobes, Town of Smoky Lake Councillor, re-joined Executive Session, time 10:04 a.m.

Amy Cherniwchan, Town of Smoky Lake Mayor, left the meeting, time 10:20 a.m.

85-24: Gawalko

That Smoky Lake County Council go out of Executive Session, time 10:21 a.m.

Carried.

**Request For Decision:**

**MCC For Smoky Lake Development Corp.**

86-24: Serben

That Smoky Lake County provide notice to the MCC For Smoky Lake Development Corp. of the intent to remove financial support towards the MCC For Smoky Lake Development Corp..

Carried.

**Adjournment:**

87-24: Céré

That the Smoky Lake County Special Council Meeting of Wednesday, October 30, 2024, be adjourned, time 10:23 a.m.

Carried.

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REEVE

S E A L

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CHIEF ADMINISTRATIVE OFFICER

**SMOKY LAKE COUNTY**

Minutes of the **County Council Meeting** held on Thursday, **November 14, 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:

<b>ATTENDANCE</b>		
<u>Div. No.</u>	<u>Councillor(s)</u>	<u>Thursday, Nov. 14, 2024</u>
1	Dan Gawalko	Present in Chambers
2	Linda Fenerty	Present in Chambers
3 / Deputy Reeve	Dominique Céré	Present in Chambers
4	Lorne Halisky	Present in Chambers
5 / Reeve	Jered Serben	Present in Chambers
CAO	Kevin Lucas	Present in Chambers
Finance Manager	Brenda Adamson	Present in Chambers
Executive Srv/RS	Patti Priest	Present in Chambers

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Observers in Attendance Upon Call to Order:

Comm. Officer	Evonne Zukiwski	Absent
P & D Manager	Jordan Ruegg	Virtually Present
Fire Srv/Muni Clerk	Meaghan Andreychuk	Virtually Present
P.W. Manager	Chris Minailo	Present in Chambers
Nat Gas Manager	Daniel Moric	Virtually Present
GIS Operator	Carole Dowhaniuk	Virtually Present
Health & Safety Cor.	Jasmine Schaub	Virtually Present
Asst. Ag. Fieldman	Kierstin Dubitz	Virtually Present
Public	6 Members	Present
Media	No Members	N/A

**2. Agenda:**

88-24: Céré

That the Smoky Lake County Council Meeting Agenda for Thursday, November 14, 2024, be adopted, as amended:

**Additions to the Agenda:**

1. Request for Donation to the Smoky Lake Christmas Hamper.
2. Go East of Edmonton Call for New Directors & Annual General Meeting.

Carried Unanimously.

89-24: Céré

That the Smoky Lake County Council Meeting Agenda for Thursday, November 14, 2024, be further amended:

**Deletions to the Agenda:**

- #3.1 Minutes of October 10, 2024 (as those Minutes were adopted at the October 24, 2024, Regular Council Meeting).
- #10.4 From Alberta Association of Community Peace Officers, dated September 25, 2024, invitation to attend a closed information session.

Carried Unanimously.

**3. Minutes:**

Nil.

**4. Delegation:**

**4.1. Delegation - Bonnie Lake Resort Community Representative**

Physically Present before Council from 9:04 a.m. to 9:20 a.m., was Bonnie Lake Resort Community Representative: Peter A. Therrien, President of the Bonnie Lake Social Club, in place of Darrell Ewaskiw, who was virtually present, to express concerns from the Bonnie Lake Resort Community and the need to upgrade amenities.

**Bonnie Lake Resort Community Representatives Information**

90-24: Gawalko

That Smoky Lake County accept the information received from the November 14, 2024, Delegation: Bonnie Lake Resort Community Representative: Peter A. Therrien, President of the Bonnie Lake Social Club, along with the letter received from Darrell Ewaskiw, dated October 21, 2024, expressing concerns and communicating the needs of the Community in respect to upgrading amenities.

Carried.

**Bonnie Lake Resort Community**

91-24: Gawalko

That Smoky Lake County directs Administration to respond to the Bonnie Lake Resort Community representatives: Peter A. Therrien and Darrell Ewaskiw, to provide them with information in respect to potential grant funding available to community organizations which could potentially fund their desired upgrades within the common areas of the Resort; and to provide them with an accurate estimate of the amount of in-kind assistance the County is able to provide.

Carried.

**5. Public Hearing:**

Nil.

**6. Municipal Planning Commission (MPC):**

Nil.

**7. Request for Decision:**

**7.1. Remembrance Day Ceremonies**

92-24: Fenerty

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 Deputy Reeve placed a wreath at the ceremony held in the Town of Smoky Lake, and acknowledge the Reeve placed a wreath at the ceremony held in the Village of Waskatenau.

Carried.

**7.2. Backsloping Applications - Kurt & Lillian Stahl**

93-24: Halisky

That Smoky Lake County Council approve the backsloping program project along the lands legally described as NE-09-59-14-W4, for ¼ of a mile, as per the application received from Kurt & Lillian Stahl, dated October 29, 2024, and subject to the pass of an inspection conducted 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 \$1,250.00, in accordance with County Policy Statement No.03-21-06.

Carried.

**7.2. Backsloping Applications - Daniel Malysh**

94-24: Fenerty

That Smoky Lake County Council approve the backsloping program project along the lands legally described as NE-09-58-13-W4, for ½ of a mile, as per the application received from Daniel Malysh, dated November 7, 2024, and subject to the pass of an inspection conducted 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.

Carried.

**7.3. Policy Statement No. 09-39-13: Dust Control**

95-24: Cere

That Smoky Lake County Council **table** further discussion of Policy Statement No. 03-39-13: Dust Control, to later on the November 14, 2024, agenda to allow the Public Works Manager to gather further information.

Carried.

**7.4. Intermunicipal Subdivision Development Appeal Board Membership**

96-24: Cere

That Smoky Lake County Council remove the appointment of Amy Cherniwchan, as a Member-at-Large to the Intermunicipal Subdivision and Development Appeal Board (ISDAB), 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, and Amy Cherniwchan is the Mayor of the Town of Smoky Lake.

Carried.

**7.5. Policy Statement No. 01-22-01 Policy Committee Terms of Reference**

97-24: Fenerty

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 and Regular Council meetings.

Carried.

**7.6. Policy Statement No. 08-13-01 Disposal of Assets**

98-24: Halisky

That Smoky Lake County Policy Statement No. 08-13-01: Disposal of Assets, be amended to version 08-13-02, to update the name from “Disposal of Assets” to “Disposal of Surplus Equipment”, and to expand the statement and guidelines, as follows:

<b>Title:</b> Disposal of Surplus Equipment	<b>Policy No.:</b> 13-02	
<b>Section:</b> 08	<b>Code:</b> P-R	<b>Page No.:</b> 1 of 2 E
<b>Legislation Reference:</b>	Municipal Government Act, Section 70 and 445.	
<b>Purpose:</b>	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.	
<b>Policy Statement and Guidelines:</b>		
<b>1. STATEMENT:</b>		
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.		
<b>2. OBJECTIVE:</b>		
2.1. To recovery the maximum residual value of Equipment that is no longer used by the County.		
<b>3. GUIDELINES:</b>		
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.		
<b>4. PROCEDURES:</b>		
4.1. Annually on or before August 1 <sup>st</sup> , 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 31 <sup>st</sup> .		
4.2. All Surplus <u>vehicles and machinery</u> , 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 to the attention of the CAO or designate, 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.		



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

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.

Carried.

**7.7. Remuneration for Public-at-Large**

99-24: Serben

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

Carried.

**7.8. Renew Assessment Review Board Services Contract**

100-24: Halisky

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.

Carried.

**7.3. Policy Statement No. 09-39-13: Dust Control**

101-24: Halisky

That Smoky Lake County Council directs Administration to provide Council the actual cost of oil-based dust control, detailing each amount for gravel, oil, and manpower/equipment, based on a 100M distance, and determine the most efficient minimum distance over 100M, as well as confirm the best deadline date for receiving applications; prior to Council's consideration of amending Policy Statement No. 03-39-13: Dust Control.

Carried.

**In-Camera (Executive Session):**

**Legal & Land Issue - Non-Residential Tax Incentives**

102-24: Serben

That Smoky Lake County Council go into Executive Session to discuss a Legal & Land Issue: in respect to the proposed Non-Residential Tax Incentive Bylaw No. 1464-24, (which was given 1<sup>st</sup> Reading on August 8, 2024) under the authority of the FOIP Act Section 16: Third Party Business Interests, in the presence of all Council, Chief Administrative Officer, Finance Manager, and Executive Services Clerk, time 10:38 a.m.

Carried.

103-24: Cere

That Smoky Lake County Council go out of Executive Session, time 11:18 a.m.

Carried.

**7.9. Bylaw 1464-24: Non-Residential Tax Incentive**

104-24: Halisky

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 SECOND READING.**

Carried.

**7.10. Retuning Officer for Municipal Election 2025**

105-24: Gawalko

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.

Carried.

**7.11. 40<sup>th</sup> Annual RMRF Central Municipal Law Seminar**

106-24: Halisky

That Smoky Lake County Council who can attend – 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.

Carried.

11:34 to 11:35 a.m.

**Public Question and Answer Period:**

None.

**7.12. Recreational Are Facility Supervision and Cleaning Services – Request for Proposal**


107-24: Cere

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, Hanmore Lake West, and Island Lake; **Contract 2:** Mons Lake; and **Contract 3:** Bellis Beach, with the option to include Kaduk Lake.

Carried.

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

**8.1 Chief Administrative Officer (CAO) Report**

Chief Administrative Officer - Report Period: Oct 1, 2024 – Oct 31, 2024			
<b>LEGISLATIVE / GOVERNANCE</b>			
	<b>Projects</b>	<b>In Progress</b>	<b>Completed</b>
	Oct 1 Special meeting of Council		x
	Regional water commission meeting / Organizational Meeting		x
	Regular Council Meetings / Organizational Council meeting		x
	Town and County Council Meeting		x
<b>ADMINISTRATIVE</b>			
	<b>Projects</b>	<b>In Progress</b>	<b>Completed</b>
	Weekly Manager meetings / Joint Health and Safety / Titan GPS review		x
	PW Toolbox Meeting/ Site visit at Spedden Landfill with Evergreen		x
	Associated engineering Bridge program / ICC meeting, Regional Fire	x	
<b>FINANCIAL</b>			
	<b>Projects</b>	<b>In Progress</b>	<b>Completed</b>
	Departmental budgeting meeting	x	
	Gravel pit land purchase	x	
<b>HUMAN RESOURCES</b>			
	<b>Projects</b>	<b>In Progress</b>	<b>Completed</b>
	Interviewed Candidates / hired CPO start date Nov 25 Maternity leave return meeting		x
	Union Meetings / Negotiations	x	
	Grader operators meeting		x
<b>COMMUNITY</b>			
	<b>Projects</b>	<b>In Progress</b>	<b>Completed</b>
	Smoky Lake Pumpkin Fair		x
	Fletcher farms water crossing agreement meeting	x	
<b>TRAINING / MEETINGS</b>			
	Meeting with Town CAO		x
<b>ACTION LIST</b>			
Local 955 and CUPE union Negotiations / 2025 Budget discussions / Water Crossing Agreement / Land acquisitions			
Signature: 		County Council Meeting: Nov 14, 2024	
Chief Administrative Officer			

**In-Camera (Executive Session):**

**Personnel Issue - Union Negotiations**

108-24: Serben That Smoky Lake County Council go into Executive Session to discuss a Personnel Issue in respect to Union Negotiations, under the authority of the FOIP Act Section 24: Advice from Officials and Section 27: Privileged Information, in the presence of all Council, Chief Administrative Officer, Finance Manager, and Executive Services Clerk, time 11:48 a.m.

Carried.

109-24: Cere That Smoky Lake County Council go out of Executive Session, time 12:18 a.m.

Carried.

**8.1 Chief Administrative Officer (CAO) Report**

110-24: Fenerty That Smoky Lake County Council accept the Chief Administrative Officer Report, for the period of October 1, 2024, to October 31, 2024, as presented, as information.

Carried.

**Meeting Recessed** Meeting recessed for Lunch, time 12:19 p.m.

**Meeting Reconvened** The meeting reconvened on a call to order by the Reeve at 1:00 p.m. in the physical (or virtual) presence of all Council Members, Chief Administrative Officer, Finance Manager, Executive Services Clerk, Natural Gas Manager, Health & Safety Coordinator, GIS Operator, Assistant Ag. Fieldman, and 4 Members of the Public, and 3 Delegations.

**4. Delegation:**

**4.2. Village of Waskatenau Council**

Present before Council from 1:01 p.m. to 1:17 p.m., was the Village of Waskatenau Council members to request County Council's reconsideration in providing consent to the Village to acquire the lands legally described as: "Railway Plan 371BV Station Grounds in Township 59, Range 19, West of the 4<sup>th</sup> Meridian, comprising parts of Section NE 8 (4.44 hectares) and NW 9 (2.55 hectares).

**Delegation Village of Waskatenau**

110-24: Halisky That Smoky Lake County Council accept the information received from the November 14, 2024, Delegation: the Village of Waskatenau Council members, in respect to their request to the County to reconsider providing consent to the Village to acquire the lands legally described as: "Railway Plan 371BV Station Grounds in Township 59, Range 19, West of the 4<sup>th</sup> Meridian, comprising parts of Section NE 8 (4.44 hectares) and NW 9 (2.55 hectares); **and table discuss** of same to Executive Session at the end of the November 14, 2024, meeting agenda.

Carried.

**9. Council Committee Reports:**

**9.1 Division One Councillor's Report on various Committees, Boards & Commissions**

Dan Gawalko – Division One Councillor's report from various Committees, Boards and Commissions:

- Oct 1, Special Council Meeting.
- Oct 3, Ag Service Board meeting, updated grass hopper bait distributor policy, received an update from LARA, discussed the AgKnow Alberta mental health network and recommended the county provide funds for the program in 2024 and 2025, received the report card on the resolutions, next meeting December 10 @ 9 am.
- Oct 7, 28/63 Water Commission meeting.

- Oct 10, council meeting.
- Oct 10, LICA AGM (Lorne and I) key speaker Wes Jickling of Pathway Alliance talked about the innovation and research to improve the oilsands industry's environmental performance, some bylaws were reviewed, finance report and chairs report, an election of directors was also held with Murray Phillips Reeve of Two Hills County getting one position.
- Oct 17, Citizens on Patrol meeting in Vilna, Sgt Doktor gave her report helicopter has been out twice along with the dogs and crime reduction unit, very good turnout at the Vilna show & shine 54 vehicles and always a long lineup at the BBQ the members put on, 7 members attended the ACOPA AGM in Red Deer training included child exportation, ICE, security scams, safer communities & neighborhoods next year the AGM will be in Redwater, Leanna gave the financials, meat raffle just about sold out, gave an update on the puppet shows at the schools, next meeting January 16 @aA 7pm at Bellis.
- Oct 21, attended the LARA meeting, discussed capital funding 3.2 million finalized number for 12 associations ARECA will be in charge applications must be in by end of October all assoc. get together and see who gets what by end of November funds must be spent by December 31 2025, looking into grants and letter of support for new storage building, LARA will sponsor BJ Thomas cowboy poet for the Vilna Ag Society fall supper, Alyssa gave the executive director report, working with Lakeland HR on staff wages and grid, working on 2025 budget, looking at business & corporate sponsorship, Jay gave the LFA report all the heifers are out and the next LFA meeting is next month in Goodridge, the LARA AGM will be in St. Paul county on February 26 @ 10:00 am, other upcoming events were sent out by the Ag department.
- Oct 25, attended the NE Agricultural Service Board Conference in Czar AB. Had an update from Alberta Ag ensure your legislative requirements are being met, ASB grant cycle has been approved by the Ag minister for a 5 year agreement, update on the weed review that was started in 2021/2022, keep an eye on Bertha army worms for 2025, Dutch elm disease 4 trees in Edmonton, the road side weed survey 4,500 weed records 46% Canada thistle then sow thistle, Tansy & oxeye daisy, next ASB townhall November 14 11-12pm, a presentation on the Alberta rat patrol program past & present, Jade Alberg from Prairie Shore Agronomy talked about running an agronomy business in cattle country they service over 80,000 acres and help farmers and ranchers access grants, the MD of Provost gave a talk about reclamation and the key to social license in municipal operations they rebuild approx. 20 miles of road a year seeding grass on the shoulders with hydro seeders also reclaiming some of their gravel pits to beyond what's needed, went through the resolutions and had a provincial chair update, Natasha Warwaruk of Powerhouse Embryonics from Provost gave an introduction to assisted reproductive technologies in cattle talking about conventional flushes, embryo grading, frozen versus fresh, invitro fertilization ,cloning she is able to provide world class cutting edge technologies to cattle producers, the 2025 Regional conference will be in Minburn county.
- Oct 26, 28/63 Water Commission Meeting
- Oct 29, Budget meeting
- Oct 30, Town/County MCC meeting
- Oct 31, Evergreen Regional Waste Management Commission meeting, had an update on the EPR and circular materials lots of questions that need to be answered, the compactor was picked up in Calgary by the County of St. Paul, have to do some hard surfacing and add brackets to mount raker bars to clean the packer, the old compactor was hauled to the county shop for work to begin on the transmission, Ashley gave the treasurers report, Paul gave the site report need to replace the segments on the track loader, 3,800 mattresses shredded along with some large furniture, waste survey is being done, metal crusher will be on site late November crushing at Spedden site also, Omni Mcann did a site tour of Spedden landfill along with the county CAO, Jason & Paul, Saddle Lake First Nation is doing a site cleanup Paul met with public works director Ken Large on Oct 7 the shredder was there and they brought in 64 loads to Evergreen the band has 7,118 members, reviewed some bylaws and policies, next meeting November 22 @ 10am.
- Nov. 4 – 7 RMA convention
- Nov. 8 Smoky Lake regional fire committee meeting.

## 9.2 Division Two Councillor's Report on various Committees, Boards & Commissions

### Linda Fenerty – Division Two Councillor's written report from various Committees, Boards and Commissions:

September 24, 2024 – Council's Role in Land Use and Development Approvals (EOEP) – Red Deer

- Objective of this course was to understand what planning is, why it's important and what the Provincial/Municipal relationship in planning is. This course was designed to help Council understand their role in the planning process, in planning decisions, and the role of the land use bylaw. It also gave a basic understanding of the re-designation and the subdivision process and to understand appeals and dispute of appeals.

September 25 – 27, 2024 – Alberta Municipalities – Red Deer

- My attendance at Alberta Municipalities was absolutely positive! It was an opportunity to network with Councillors from all over Alberta and discover solutions/alternatives to some of the issues they have faced and how they conquered them. The breakout sessions of significant importance were: "Steering the Governance Ship Through Election Waters" and "Dusting Off the Ballot Box and Positive Election in a Smaller Community". Both were designed to explore strategies for maintaining transparency and accountability with the public and stakeholders. The third session was "Making the Case: Enhancing Health Supports for Municipal Officials". It discussed current challenges and solutions to promote the physical & psychological safety in the workplace.

October 7, 2024 – Muni-Corr – St. Paul County Chambers – 10:00 a.m.

- Discussion on 2024 Trail Ride, all who attended were impressed. Dale Hedrick brought up the poor condition of the City of Cold Lake ATV parking lot. City of Cold Lake Councillors Vicky Lefebvre & Bill Parker advised they are looking at City budget and possibly installing a safe place for storing ATV's so Iron Horse Travelers can explore the city. They will get a grader to the parking facility and gravel and level. Also brought up was the garbage and uncut grass along the trail. Marianne to look into this.
- RRTS – Marvin Bjornstad gave report. They are working with St. Paul County re: outdoor toilets (salt plant & Ashmont). AB Wagon Trekkers may be able to provide some financial support for maintenance on the trail. This hopefully will go forward in the spring 2025.

- The Board reviewed a request from Vilna regarding installing their 1936 Fire Department's antique truck at staging area (approximate 18' x 38'). Approved
  - Elk Point hosted the Elk Point Ultra 60K for runners who were considering running a marathon. It was a huge success.
  - Discussion on regional water line – will work in conjunction with MD of Bonnyville as to most feasible way to install. It will require approval from all ten municipalities before moving forward with design and construction.
  - Next meeting – November 18, 2024 – St. Paul County Council Chambers – 10:00 a.m.
- October 8, 2024 – Smoky Lake Regional Heritage Board/Smoky Lake Heritage Board – Council Chambers – 8:30 a.m.
- AGM held – same executive as previous
  - Correspondence received – Revenue Canada has accepted Heritage Board return
  - Treasurer's Report presented & accepted.
  - House in the Middle of the Road needs maintenance on windows & doors. Levi (?) has submitted a quote for \$3,300.00. The fascia and soffit have never been painted so price is higher than expected. Previous motion made to spend up to \$5,000.00.
  - Ruthenia School – will check paint in Spring 2025.
  - Heritage Awareness Promotion – will continue with brochures.
  - Clayton Didier has requested partnering with SLRHB on a digital project being offered through Digital Museums Canada. Motion made.
  - A letter is being drafted to Smoky Lake County regarding municipal historic designation on Bellis Store, White Earth Hall and Samuel L. MacDonald Post Office/Stopping House.
- October 16, 2024 – Community Futures – CF Office – St. Paul – 5:00 p.m.
- Loans & client supports – discussed – confidential so no information is given
  - Digital Services Squad – ended September 30. Will transition from Digital Service Squad to Digital Service Specialist.
  - Promotion re: TrailblazHER Magazine
  - Code of Conduct draft presented at this meeting
  - Next meeting – Wednesday, November 20 – 5:00 p.m.
- November 4, 2024 – Council's Role in Public Engagement (EOEP) – Edmonton
- The purpose of this course was to explore positive ways to incorporate residents' values, interests and needs when making decisions. Public engagement is paramount in strengthening the relationship between local government and the community. Transparency, accountability, and participation is key to building that trust. This course will delve into effective methods of public engagement, and to offer solutions to challenges faced with public engagement.
  - I have successfully completed the required 7 courses in the Elected Officials Education Program, but will look into other opportunities with which to serve my community better.
- Other Meetings
- September 1, 2024 – Special Council Meeting – Council Chambers – 9:00 a.m.
  - October 10, 2024 – Regular Council Meeting – Council Chambers – 9:00 a.m.
  - October 22, 2024 – Physicians Health Care Professionals Committee – 9:00 a.m.,
  - October 24, 2024 – Organization/Regular Council Meeting – Council Chambers – 9:00 a.m.
  - October 28, 2024 – Special Meeting (MCC) – Council Chambers – 9:00 a.m.
  - October 29, 2024 – Council Budget Meeting – Council Chambers – 9:00 a.m.
  - November 5-7, 2024 – Rural Municipalities of Alberta Convention – Edmonton
  - November 8, 2024 – Smoky Lake Fire and Rescue Committee – Curling Rink – 9:00 a.m.
  - November 14, 2024 – Regular Council Meeting – Council Chambers – 9:00 a.m.

### 9.3 Division Three Councillor's Report on various Committees, Boards & Commissions

Dominique Céré – Deputy Reeve & Division Three Councillor's written report from various Committees, Boards and Commissions:

- September 26 Regular County Council Mtg.  
October 01 Special Meeting  
October 02 AB Bilingual Municipalities AGM.
- Arrangements will be made for Financials to be reviewed and the Board executive will remain as is. As for the signage projects, it was asked if the Iron Horse trail would be able to participate and someone is looking into that at present.
- October 03 Ag. Board Mtg., (attended via Zoom, as the alternate)  
October 09 Health and Safety Mtg., (attended via Zoom)  
October 09 Municipal Corporate Planning and Finance course, EOEP, via Zoom  
October 10 Regular County Council Mtg.  
October 16 Municipal Corporate Planning and Finance course, EOEP, via Zoom  
October 18 Smoky Lake Foundation Mtg.  
October 21 Warspite Hall Association Mtg.  
October 23 Smoky Lake Region Intermunicipal Collaboration Committee, Regional Fire  
October 23 Municipal Corporate Planning and Finance course, EOEP, via Zoom  
October 24 Organizational Mtg. followed by Regular County Council Mtg.  
October 29 Budget Meeting  
October 30 Special Meeting  
November 4-7 Rural Municipalities Convention  
November 8 Smoky Lake Region Fire and Rescue meeting held at the Smoky Lake Curling Rink  
November 11 Smoky Lake Legion Remembrance Day
- Attended the Legion Remembrance Day Observation at the Smoky Lake Complex; laid the wreath on behalf of the County
- November 12 Smoky Lake Region ICC Meeting for Regional Fire

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

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

- September 19, 2024 – Evergreen Regional Waste Management Services Commission Meeting (in-person)
- Attended this meeting, as per Dan Gawalko's Report.

September 19, 2024 – Alberta's Lakeland DMO Meeting (in-person)

- Project Manager working on asset inventory for future funding opportunities.
- Social Media reported that new user growth increased and user growth continues to increase overall.
- Tradeshow Committee reported that they are looking at attending the Edmonton Boat & Sportsman Show, and Sherwood Park and Fort McMurray Shows.
- Financial Report was in good standing.
- A new member Cold Lake First Nations Entertainment Group joined the membership.
- 2025 Travel Lakeland Visitor Guide, set up a committee to develop a guide.

October 01, 2024 – Northeast Alberta Information HUB Board/Membership Meeting (in-person)

- MLA's Jackie Armstrong-Homeniuk and Scott Cyr spoke on economic development and GOA approach on current/potential projects in the region.
- Current Regional Focus Areas are hydrogen, rail and biomass for potential project grant funding.
- Current projects are Airports/Airmarket, Eastern Alberta Trade Corridor connecting with other East/West/North and South Highways, BioMass for aviation/transportation fuels and natural gas, Canadian Manufacturers & Exporters working on a plan to drive investment/create jobs and grow exports, Housing Initiative creating a qualified master agreement for Canadian Infrastructure Bank financing, Carbon Capture Pathways support, Innotech opportunities, Large Scale Operations support, and aligning with Invest Alberta and Ag/Irrigation to increase regions investments.
- Develop HUB Survey to share with the GOA for continued funding in the future.
- Financial Report was in good standing.
- HUB Chair discussed attraction plan, membership fee options and the HUB will be looking for a new chairperson in 2025.

October 07, 2024 – Highway 28/63 Regional Water Services Commission Regular Meeting (Dan and Lorne in-person)

- Commission Manager discussed North East Muni-Corr Utility Right of Way Agreement, Whitefish Lake Member Agreement progress, Water for Life Grant SCADA work progress, Thorhild customer West Water Connection progress, Warspite Generator Project progress, and Water Commission Management RFP progress.
- Financials all in good standing.
- Acknowledged receipt of Village of Waskatenau Second Revised Notice of Intent to Annex Lands Letter, Minister of Transportation & Economic Corridors Project Funding Letter, and Capital Region Northeast Water Services Commission Water Rates Letter.
- In-Camera session was held on Commission Management Services RFP Proposals.

October 07, 2024 – Bellis Board of Trade Meeting (in-person)

- CAO Kevin Lucas came to the meeting.
- Financial Report was in good standing.
- Discussion was held on the use/maintenance/repairs etc. of Bellis Lagoon, vehicles speeding on main street, unsightly premises, and Regional Water and Wastewater Study.
- Bellis Highway Sign needs repairs.
- Progress on beautifying the main street.
- Developing a Bellis Business Brochure.

October 10, 2024 – LICA Annual General Meeting (Dan and Lorne in-person)

- Keynote Speaker Wes Jickling of Pathways Alliance gave a presentation on the innovation and research to improve the oil sands industry's environmental performance such as Carbon Capture Projects.
- Executive Director, Manager of Environmental Monitoring Programs, Environmental Coordinator, Education and Outreach Coordinator, and Community Outreach Coordinator gave updates on current projects etc.
- Year-end Financial Report was in good standing.
- Discussed proposed Bylaws Amendments.
- Elections for one (1) Non-Government Organization, and one (1) Community Director were held.

October 24, 2024 – Crime Prevention Townhall - Smoky Lake RCMP (in-person)

- Attended event.

October 28, 2024 – Highway 28/63 Regional Water Services Commission Regular Meeting (Dan and Lorne in-person)

- Commission Manager discussed Whitefish Lake Member Agreement progress, Water for Life Grant SCADA work progress, Thorhild customer West Water Connection progress.
- Financials all in good standing.
- Discussed revisiting Bylaw 008-2022 Commission Operations etc. including business plan.
- In-Camera session was held on Commission Management Services Proposals with a motion out of camera to keep Smoky Lake County managing the commission.

November 08, 2024 – Smoky Lake Region Fire and Rescue Meeting (All Council in-person)

- Election on Chairperson and Vice Chairperson was carried out.
- Transition Solutions Inc. presented Phase 3 of the Fire Master Plan with an option to hold the same presentation with all Fire and Rescue Members.
- Discussed volunteer Fire Fighter education to help recruit more Fire Fighters. Many current activities were discussed with proposing that more focus is required on Fire Fighter Recruitment Education in the schools.
- In-Camera session was held on personnel with a motion out of camera to have Administration to work with the Fire Chiefs on personnel matter(s).

## **9.5 Reeve & Div Five Councillor's Report on various Committees, Boards & Commissions**

Jered Serben – Reeve & Division Five Councillor written report from various Committees, Boards and Commissions:

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.
  - Received an extensive update from the new Safety Coordinator on her current and upcoming projects.
- October 9, 2024 – Smoky Lake Agricultural Society Meeting (Jered)
- Discussed the repairs to the HVAC system for Complex which is estimated to cost \$350,000 and applying for a Community Facility Enhancement Program (CFEP) matching grant.
- 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) (Jered, Dominique, Linda)
- 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.
- 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 Burka		
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 Semenluk, 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 Dabiel, 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

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

- Appointed the County's 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 24, 2024 – RCMP Town Hall on Crime Prevention in Smoky Lake (Jered, Dominique & Lorne)

- Attended the Town of Smoky Lake's community event for awareness and support.

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 mitigate 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 (Jered, Dominique, Dan, Lorne)

- 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 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.



**Reeve's Report and Councillors Reports on various Committees, Boards & Commissions**

111-24: Gawalko That Smoky Lake County's Reeve Report received for the period September 20, 2024, November 6, 2024, be posted to the County's website and the Councillors reports on various committees, boards and commissions, be accepted as presented.

Carried.

**10. Correspondence:**

**10.1. Village of Waskatenau Organizational Meeting appointments for 2024-2025**

112-24: Halisky That Smoky Lake County acknowledge receipt of the correspondence received from the Village of Waskatenau, listing their Organizational Meeting appointments for 2024-2025.

Carried.

**10.2. Village of Vilna Organizational Meeting appointments for 2024-2025**

113-24: Fenerty That Smoky Lake County acknowledge receipt of the correspondence received from the Village of Vilna, listing their Organizational Meeting appointments for 2024-2025.

Carried.

**10.3. Wheatland County's Collaborative Stance on FCM Conference Attendance**

114-24: Cere That Smoky Lake County acknowledge receipt the correspondence received from Wheatland County, dated November 1, 2024, inviting Rural Municipalities to join their collaborative stance on not participating in the Federation of Canadian Municipalities (FCM) Conference.

Carried.

115-24: Halisky That Smoky Lake County write a letter to Federation of Canadian Municipalities (FCM) and Rural Municipalities of Alberta (RMA) outlining concerns with FCM's current structure and priorities not provide sufficient opportunity to represent the distinct needs of rural communities; in response to the correspondence received from Wheatland County, dated November 1, 2024, inviting Rural Municipalities to join their collaborative stance on not participate in the FCM Conference.

Carried.

**10.5. Invitation to Visit to the RCMP Real Time Operations Center in Edmonton**

116-24: Gawalko That the correspondence received by Smoky Lake County 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, be filed for information.

Carried.

**10.6. Minister of Transportation & Economic Corridors – Highway Vegetation Control**

117-24: Fenerty That Smoky Lake County acknowledge receipt of the letter received from Minister of Transportation and Economic Corridors, dated October 29, 2024, responding the County's concerns in respect to vegetation control on provincial highways, noting the department maintains vegetation to meet safety, environmental, and esthetic objectives.

Carried.

**Additions to the Agenda:**

**Smoky Lake County Christmas Hamper**

118-24: Céré That Smoky Lake County Council approved to provide funding in the amount of **\$240.00** to the Smoky Lake Christmas Hamper Program, towards one hamper for a small family (\$80.00) and one hamper for a larger family (\$160.00), in response to the letter request from the Smoky Lake Christmas Hamper representative: Chrissy Ikert, received on November 12, 2024.

Carried.

119-24: Cere That Smoky Lake County Council acknowledge receipt of the letter from the Smoky Lake Christmas Hamper representative: Chrissy Ikert, received on November 12, 2024, requesting any monetary donation towards the 2024 Smoky Lake Christmas Hampers.

Carried.

**Go East of Edmonton – Board Member & Annual General meeting**

120-24: Gawalko That the correspondence received by Smoky Lake County from Go East of Edmonton Regional Tourism Board, in respect to a call for new directors to their Board, dated November 1, 2024, and an invitation to their Annual General Meeting in Mannville, dated November 12, 2024, be filed for information.

Carried.

**11. Information Releases:**

**Information Releases to Council – September - November 2024**

121-24: Gawalko That Smoky Lake County “Information Releases” sent to Council for the period of September – November, 2024, listed as follows, be filed for information:

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	RMA Website
R139.24 - RMA Contact Newsletter September 13, 2024	Sept. 13, 2024	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	RMA Website
R142.24 – Managers Monthly Reports – Aug-Sept 2024	Sept. 23, 2024	N/A
RMA Contact Newsletter Sept. 27, 2024	Sept. 27, 2024	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	RMA Website
RMA Contact Newsletter Oct. 11, 2024	Oct. 11, 2024	RMA Website
RMA Contact Newsletter Oct. 21, 2024	Oct. 21, 2024	RMA Website
RMA Contact Newsletter Oct. 25, 2024	Oct. 25, 2024	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	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

Carried.

**12. Financial Reports:**

**12.1. Financial Statement**

122-24: Halisky That Smoky Lake County’s Financial Statement for the Month of September, 2024, as prepared by the Finance Manager, be filed for information.

Carried.

**12.2. Budget to Actual Report**

123-24: Cere

That Smoky Lake County's Budget to Actual Report as at November 6, 2024, as prepared by the Finance Manager, be filed for information.

Carried.

**12.3. Bills and Accounts**

124-24: Cere

That Smoky Lake County's Bills & Accounts report as of November 14, 2024, be accepted for information:

**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
<b>Total Cheques from 53042 to 53196</b>		<b>\$545,797.53</b>

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
<b>Total EFTs from 1565 to 1638</b>		<b>\$2,940,052.64</b>

**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
<b>Total Direct Debits</b>		<b>\$970.53</b>

<b>Grand Total Bills and Accounts</b>	<b>\$3,486,820.70</b>
<i>(Note: From General Account)</i>	

Carried.

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

**Schedule a Committee of the Whole Council Meeting**

125-24: Cere

That the next Smoky Lake County Council Committee of the Whole Meetings be scheduled for December 4, 2024, at 9:00 a.m., to be held physically and/or virtually in County Council Chambers.

Carried.

**Reconfirm County Council Meeting Dates**

126-24: Cere That the previously scheduled upcoming Smoky Lake County Council Meetings be re-confirmed as follows:  
Tuesday, November 19, 2024, at 9:00 a.m. (CAO Evaluation), and  
Thursday, December 12, 2024 at 9:00 a.m. (Regular),  
to be held physically and/or virtually in County Council Chambers.

Carried.

**Schedule the County Council Meeting Dates**

127-24: Halisky That the next Smoky Lake County Council Meetings be scheduled as follows:  
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), and  
Thursday, March 27, 2025, at 9:00 a.m. (Regular),  
to be held physically and/or virtually in County Council Chambers.

Carried.

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

**Legal Issue - Duty Risk Assessment & Mitigation Report for Community Peace Officers**

**Legal Issue - Village of Waskatenau Request to Purchase Land within the County**

128-24: Fenerty That Smoky Lake County Council go into Executive Session in the presence of all Council, Chief Administrative Officer, Finance Manager, and Executive Services Clerk, to discuss two Legal Issues:  
1. in respect to the Duty Risk Assessment & Mitigation Report for Community Peace Officers, under the authority of the FOIP Act Section 27: Privileged Information, time 2:07 p.m.  
2. Village of Waskatenau – Request to Purchase Land within the County, under the authority of the FOIP Act Section 21: Intergovernmental Relations, time 2:13 p.m.

Carried.

129-24: Serben That Smoky Lake County Council go out of Executive Session, time 2:28 a.m.

Carried.

**Alberta Association of Community Peace Officers - Closed Information Session**

130-24: Cere That Smoky Lake County's Deputy Reeve Cere and Councillor Fenerty attend the Alberta Association of Community Peace Officers, closed information session, scheduled for November 27, 2024, in Lacombe, Alberta, in response to their email invitation, dated September 25, 2024.

Carried.

**4.2. Village of Waskatenau – Request to Purchase Land within the County**

131-24: Serben That Smoky Lake County Council **RESCIND** the October 10, 2024, **Motion #906-24** stating: “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 4<sup>th</sup> 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.

132-24: Serben

That Smoky Lake County Council **provide consent** to the Village of Waskatenau, to acquire the lands located within Smoky Lake County, legally described as: “Railway Plan 371BV Station Grounds in Township 59, Range 19, West of the 4th Meridian, comprising parts of Section NE 9 (4.44 hectares) and NW 9 (2.55 hectares), excepting thereout all mines and minerals”; pursuant to the requirements outlined in Section 72 of the Municipal Government Act, R.S.A. 2000, c M-26, as amended.

Carried.

**15. ADJOURNMENT:**

133-24: Gawalko

That the Smoky Lake County Council Meeting of November 14, 2024, be adjourned, 2:32 p.m.

Carried.

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REEVE

**S E A L**

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CHIEF ADMINISTRATIVE OFFICER

**SMOKY LAKE COUNTY**

Minutes of the **County Council Budget Meeting** held on Wednesday, **November 20, 2024**, at 9:02 A.M. held both virtually online and physically in Council Chambers.

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

		<b>ATTENDANCE</b>
		<u>Wed., Nov. 20, 2024</u>
<u>Div. No.</u>	<u>Councillor(s)</u>	
1	Dan Gawalko	Present in Chambers
2	Linda Fenerty	Present @ 9:10 a.m.
3 / Deputy Reeve	Dominique Céré	Present in Chambers
4	Lorne Halisky	Present in Chambers
5 / Reeve	Jered Serben	Present in Chambers
CAO	Kevin Lucas	Present in Chambers
Finance Manager	Brenda Adamson	Present in Chambers
Executive Svcs/R.S.	Patti Priest	Present in Chambers
*****		

Observers in Attendance Upon Call to Order:

Nat. Gas Manager	Daniel Moric	In Chambers
P & D Manager	Jordan Ruegg	Present Virtually
Comm. Officer	Evonne Zukiwski	Present Virtually
Ag. Fieldman	Carleigh Danyluk	Present Virtually
GIS Operator	Carole Dowhaniuk	Present Virtually
Fire Chief	Scott Franchuk	Present Virtually
P.W. Manger	Chris Minailo	In Chambers
Safety Coor.	Jasmine Schaub	Present Virtually
Utilities Tech.	Terry Bodnar	In Chambers
Fire Assist/Muni Clerk	Meaghan Andreychuk	Present Virtually
Public	2 Members	Present Virtually
Media	No Members	N/A

**November 20, 2024 Council Budget Meeting Agenda**

134-24: Halisky That the Smoky Lake County Council Budget Meeting Agenda for Wednesday, November 20, 2024, be adopted, as amended to correct the day from Tuesday to Wednesday.

Carried Unanimously.

Councillor Linda Fenerty entered Council Chambers, time 9:10 a.m.

**Natural Gas Year-2025 Operating Budget**

135-24: Halisky That Smoky Lake County Council adopt the Year-2025 Natural Gas System Operating Budget with a total revenue in the amount of \$3,121,900 and total expenditures in the amount of \$3,246,900 (including amortization).

Carried.

**Natural Gas Year-2025 Capital Budget**

136-24: Gawalko That Smoky Lake County Council adopt the Year-2025 Natural Gas System Capital Budget with a total revenue in the amount of \$169,000 and total expenditures in the amount of \$289,000.

Carried.

One Member of the Public virtually joined the meeting, time 9:28 a.m. Spencer Kotylak, Deputy Fire Chief, virtually joined the meeting, time 10:03 a.m.

**Smoky Lake Regional Heritage Board Funding Increase for Years 2025, 2026 & 2027**

137-24: Serben That Smoky Lake County Council approve to increase the budgeted contribution amount towards the Smoky Lake Regional Heritage Board in the amount of \$21,500.00, funded from reserves, for a total budgeted contribution in the amount of \$35,000.00 in Years 2025, 2026, and 2027.

Carried.

**Municipal Year-2025 Interim Budget**

138-24: Serben

That Smoky Lake County Council **defer** further discussion of a proposed tax increase and the Year-2025 Municipal Interim Budget to the Committee of the Whole Council meeting scheduled for December 4, 2024.

Carried.

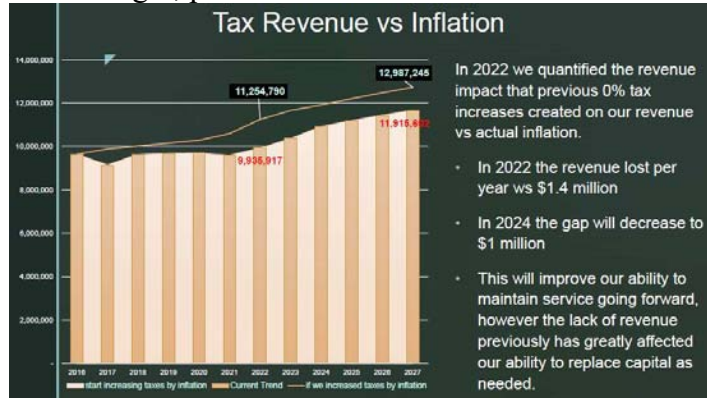
**Road Plan & 10 Year Capital Plan**

Council reviewed and held discussion in respect to the necessary projects within the Road Plan as well as the 10-Year Capital Plan.

**Year-2024 Tax Presentation and Reserve Balances**

139-24: Gawalko

That Smoky Lake County Council accept the information provided by the Finance Manager, presented as follows:



**Restricted Surplus**

Restricted Surplus		2024	2025
Municipal Reserve	Funds collected in lieu of subdivision natural reserve	52,422	52,422
General Operating	Reserves not allocated to projects as well as reserves carried forward to the next year - funding source property taxes and fees	1,872,358	1,372,358
General Capital	Primarily for specific purchases and projects - funding source property taxes and fees	1,214,091	1,214,091
Building Reserve	Building repairs & rehabilitation - funding source property taxes and fees	1,189,721	1,189,721
Fire	For Fire equipment replacement and fire emergencies - funding source property taxes and fees	1,731,073	1,731,073
Landfill	For waste equipment and landfill improvements - funding source property taxes and fees	344,160	394,160
Transportation	For specific public works projects and equipment - funding source property taxes and fees	807,609	1,046,609
Road Development	For roads damaged by natural resource extraction - funding source aggregate license fee	1,319,796	1,409,796
Gravel Pit Reclamation	For the reclamation of gravel pits - funding source gravel sales	537,542	425,542
Gravel Pit Development	For the development of new gravel pits - funding source gravel sales	136,711	150,711
Connectivity	For the development or improvement of internet services - funding source was the sale of CCI shares in 2020	476,523	476,523
Street Sweeper	For the replacement of a regional street sweeper - funding source - fees charged for street sweeping services	61,171	61,171
Water	For water and sewer projects - funding source property taxes and fees	255,559	260,559
Agriculture Services	For Agricultural Equipment replacement - funding source property taxes	117,000	117,000
<b>Total Municipal Reserves</b>		<b>10,117,761</b>	<b>9,903,762</b>
Gas Reserve	For natural gas projects - funding source gas, odorant.	2,172,093	2,113,093

Carried.

**Adjournment**

140-24: Halisky

That the Smoky Lake County Council Budget Meeting of November 20, 2024, be adjourned, time 11:54 a.m..

Carried.

REEVE

SEAL

CHIEF ADMINISTRATIVE OFFICER

**SMOKY LAKE COUNTY**

Minutes of the **County Council Meeting for the Purpose of Chief Administrative Officer Evaluation** held Friday, **November 22, 2024**, at 9:06 A.M. in Smoky Lake County Council Chambers.

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

			<b>ATTENDANCE</b>
			<u>Friday, Nov. 22, 2024</u>
<u>Title</u>	<u>Name</u>		
Councillor Division 1	Dan Gawalko	Present in Chambers	
Councillor Division 2	Linda Fenerty	Present in Chambers	
Councillor Division 3/ Deputy Reeve	Dominique Céré	Present in Chambers	
Councillor Division 4	Lorne Halisky	Present in Chambers	
Councillor Division 5 / Reeve	Jered Serben	Present in Chambers	
CAO	Kevin Lucas	Absent	
Executive Services /R.S.	Patti Priest	Present in Chambers	
Members of the Public	N/A	Nil	

\*\*\*\*\*

**Agenda:**

**Approve Action to Reschedule Meeting**

141-24: Céré                    That Smoky Lake County Council approve action taken in rescheduling the County Council Meeting for the Purpose of Chief Administrative Officer Evaluation, from Tuesday, November 19, 2024, at 9:00 a.m., to Friday, November 22, 2024, at 9:00 a.m., to be held in County Council Chambers.

Carried Unanimously.

**Agenda for November 22, 2024**

142-24: Halisky              That the Smoky Lake County Council Meeting for the Purpose of Chief Administrative Officer Evaluation Agenda, for Friday, November 22, 2024, be adopted as presented.

Carried Unanimously.

**Executive Session:**

**Personnel Issue: Chief Administrative Officer (CAO) Evaluation**

143-24: Céré                    That Smoky Lake County Council go into Executive Session, under the authority of the FOIP Act, Section 19: Confidential Evaluation, to conduct a review of the Chief Administrative Officer (CAO) in the physical presence of all Council and Executive Services Clerk, time 9:07 a.m.

Carried.

144-24: Céré                    That Smoky Lake County Council go out of Executive Session, time 11:10 a.m.

Carried.

**Chief Administrative Officer (CAO) Evaluation**

145-24: Halisky              That Smoky Lake County Council defer further discussion of the Chief Administrative Officer (CAO) Evaluation to the Council Committee of the Whole Meeting scheduled for Wednesday, December 4, 2024.

Carried.

**Adjournment:**

146-24: Gawalko              That the Smoky Lake County Council Meeting for the Purpose of Chief Administrative Officer Evaluation, of Friday, November 22, 2024, be adjourned, time 11:11 a.m.

Carried.

\_\_\_\_\_  
REEVE

**S E A L**

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





# Delegation Request Form

APPLICATION

*Thank-you* for your interest in becoming a Delegation before County Council.

Personal information on this Application is being collected under the authority of the Freedom of Information & Protection of Privacy Act (FOIP).

*Please* complete this application form. Please refer to Policy Statement No: 01-49 for Delegation Protocol and Procedures.

Smoky Lake County considers the author's address relevant to Council's consideration of this matter and will disclose this personal information if it is provided to us. However, the author's phone number and email address are not required and should be omitted if the author does not wish this personal information disclosed.

**NOTE:** By filling out this application form, you are consenting to disclosure of any personal information made evident through your speech or presentation materials and grant permission to the County to publish these materials and agrees to abide by the terms of this Policy.

### APPLICANT NAME AND CONTACT INFORMATION:

Last Name: <b>MYKYTIUK</b>	First Name: <b>Thomas</b>
Phone Number: [REDACTED]	E-mail Address: [REDACTED]
Mailing Address: [REDACTED] Alberta [REDACTED]	
Box	Town
	Postal Code

### Group / Organization / Business / Individual:

Representing a Group / Organization / Business : \_\_\_\_\_

Attending as a Individual

### NAME OF PRESENTERS / ORGANIZATION:

	Name	Position Title	Supporting documentation (optional)
1.	<b>Tom Mykytiuk</b>	<b>Citizen</b>	<input checked="" type="checkbox"/> Handouts at the meeting (please provide copies to the Municipal Clerk or bring 12 copies to the meeting)
2.	_____	_____	<input type="checkbox"/> Audio / visual presentation (must be received in pdf or jpg format accompanying the Application Form).
3.	_____	_____	
4.	_____	_____	

### TOPIC AND PURPOSE OF PRESENTATION:

Clearly outline the topic of your presentation:  Yes  No Executive Session

**to protest the levy of a tax penalty of \$1493.58 for default of taxes.**

List desired outcome of presentation/recommend to Council: **penalty waived by council.**

**Note:** That all correspondence submitted to Smoky Lake County will form part of the public record and will be published when this matter is before Council.

**Please Note for clarity:** You do not need to complete this form to ask questions of Council at the "Public Question and Answer Period" scheduled between 11:30 a.m. and noon at each regular Council Meeting. All meetings are open to the Public.

Comments: [REDACTED]

APPLICANT NAME: (PLEASE PRINT) <b>Tom Mykytiuk</b>	SIGNATURE [REDACTED]	DATE <b>28 Nov 24</b>
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### OFFICE USE Only:

Applicant Received: \_\_\_\_\_ By: \_\_\_\_\_

Confirmed by: \_\_\_\_\_ Council Meeting Date: \_\_\_\_\_

TNM Mykytiuk



28

Nov 2024

Patti Priest

Executive Services Clerk

**Request to Appear as a Delegation Before County Council**

I, Tom Mykytiuk, am requesting to appear before county council as a delegation to protest the tax penalty of \$493.38 levied against me in November 2024. I contend that I did not receive a second tax bill with the reassessed taxes on my properties in Smoky Lake County. I submit that I received only one tax bill that showed a tax credit.

I request to appear before council before January 2025



I have attached my completed Delegation Request form.

Regards,



T. Mykytiuk





# Delegation Request Form

## APPLICATION

**Thank-you** for your interest in becoming a Delegation before County Council.

Personal information on this Application is being collected under the authority of the Freedom of Information & Protection of Privacy Act (FOIP).

**Please** complete this application form. Please refer to Policy Statement No: 01-49 for Delegation Protocol and Procedures.

**Smoky Lake County considers the author's address relevant to Council's consideration of this matter and will disclose this personal information if it is provided to us. However, the author's phone number and email address are not required and should be omitted if the author does not wish this personal information disclosed.**

**NOTE:** By filling out this application form, you are consenting to disclosure of any personal information made evident through your speech or presentation materials and grant permission to the County to publish these materials and agrees to abide by the terms of this Policy.

### APPLICANT NAME AND CONTACT INFORMATION:

Last Name: Olah

First Name: Melissa

Phone Number: 780-398-3568

E-mail Address: info@ddcsandandgravel.ca

Mailing Address:

Box

Thorhild

Town

Alberta

TOA 3J0

Postal Code

Group / Organization / Business / Individual:



Representing a Group / Organization / Business : DDC Sand & Gravel



Attending as a Individual

### NAME OF PRESENTERS / ORGANIZATION:

	Name	Position Title
1.	Cam Croswell	Manager
2.	Doug Croswell	Manager
3.	Dale Croswell	CEO
4.		

#### Supporting documentation (optional)

**Handouts** at the meeting (please provide copies to the Municipal Clerk or bring 12 copies to the meeting)

**Audio / visual** presentation (must be received in pdf or jpg format accompanying the Application Form).

### TOPIC AND PURPOSE OF PRESENTATION:

Clearly outline the topic of your presentation:  Yes  No **Executive Session**

Request winter haul route on 604.

List desired outcome of presentation/recommend to Council:

**Note:** That all correspondence submitted to Smoky Lake County will form part of the public record and will be published when this matter is before Council.

**Please Note for clarity:** You do not need to complete this form to ask questions of Council at the "Public Question and Answer Period" scheduled between 11:30 a.m. and noon at each regular Council Meeting. All meetings are open to the Public.

### Comments:

APPLICANT NAME: (PLEASE PRINT)  
Melissa Olah

SIGNATURE



DATE Nov 6, 2024

### OFFICE USE Only:

Applicant Received: \_\_\_\_\_

By: \_\_\_\_\_

Confirmed by: \_\_\_\_\_

Council Meeting Date: \_\_\_\_\_



# Request for Decision (RFD)

Meeting Date: Thursday, December 12, 2024

Agenda Item: #7.1

Topic: Request for Property Tax Penalty waive

Presented By: Brenda Adamson, Finance Manager

**Recommendation:**

**Option #1 That Smoky Lake County write off \$147.49 tax penalties on tax roll 17590542.**

**Option #2 That Smoky Lake County take no action with regards to the Nov 28 request to write off tax penalties on tax roll 17590542 .**

**Option #3 That Smoky Lake County write off \$493.38 tax penalties on tax roll 17590542.**

Attached is a request to have tax penalties waived for tax roll 17590542. Tax roll 17590540 was subdivided in November 2023 separating out the homesite from the farmland.

Roll 17590542 was on a monthly payment plan, however the ratepayer did not advise the tax department about the subdivision and enroll the new parcel on monthly payments. As a result when the taxes were levied in June, the farmland (1759040) was over paid. The system stopped monthly payments on that roll. The attached notices were sent out. The ratepayer states that the notice for 1759042 was not received so they did not know taxes were outstanding. Section 337 leaves the ratepayer responsible to reach out to the county if they don't receive a notice.

	17590540	17590542	total owing
taxes levied	\$ 562.85	\$ 4,111.43	\$ 4,674.28
Jan-May payments	-\$ 1,794.35		-\$ 1,794.35
June balance	-\$ 1,231.50	\$ 4,111.43	\$ 2,879.93
Nov 1 penalty levied		\$ 493.38	\$ 345.59
Nov balance	-\$ 1,231.50	\$ 4,604.81	\$ 3,225.52

If the payments made were allocated to the homesite, the penalties would have been lower by \$147.49

Administration recommends to Council to waive \$147.49 in tax penalties as recognition that we did have an overpayment on one of their rolls. The ratepayer was responsible to contact the office when they received a notice with a credit, but did not receive a tax notice on the home property. If this had occurred, it would have been dealt with before Oct 31.

**Benefits:**

- A partial waiver acknowledges that the county did receive additional funds of \$1,231.50

**Disadvantages:**

-



# Request for Decision (RFD)

## Alternatives:

- Cancel all penalties
- Don't cancel any penalties
- Cancel a portion of the penalties.

## Financial Implications:

The request is to cancel penalties of \$493.38. 15% penalties will be levied on this outstanding balance on March 1, 2024.

## Legislation:

### **Deemed receipt of tax notice**

**337** *A tax notice is deemed to have been received 7 days after it is sent.*  
1994 cM-26.1 s337

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

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

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

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

## Intergovernmental:

n/a

## Strategic Alignment:

n/a

## Enclosure(s):

Letter and delegation request.

Signature of the CAO:

A handwritten signature in black ink, appearing to be a cursive name, written over a horizontal line.



# Request for Decision (RFD)

Meeting Date: Thursday, December 12, 2024

Agenda Item: #7.2

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 to recoup the actual cost of Blade Mix Oil dust control by reducing the length from 150 meters at a cost in the amount of \$3,000.00 to 100 meters at a cost in the amount of \$2,700.00, and to increase Public Works efficiencies by changing the application deadline from May 1<sup>st</sup> to May 31<sup>st</sup>.

**Background:**

1. **Cost Breakdown:**

**Oil based Dust Control Cost Break Down - 100m**

	QTY:	Cost:	Total
<b>Material:</b>			
Gravel: 3/4" (Tonne)	25.6	\$10.50	\$268.80
Oil (litre)	1408	\$0.96	\$1,351.68
<b>Equipment (/hr):</b>			
Tandem Oil Truck	1	\$100.00	\$100.00
Grader 1	1	\$244.00	\$244.00
Grader 2	1	\$244.00	\$244.00
Double Drum Packer	1	\$150.00	\$150.00
Truck/trailer (Belly Dump)	1	\$150.00	\$150.00
<b>Labour (/hr):</b>			
Oil Truck Operator	1	\$43.49	\$43.49
Grader 1 Operator	1	\$43.49	\$43.49
Grader 2 Operator	1	\$43.49	\$43.49
Double Drum Packer Operator	1	\$36.44	\$36.44
Truck/trailer operator	1	\$43.49	\$43.49
<b>TOTAL COST:</b>			<b>\$2,718.88</b>

2. **Efficient Minimum Distance Over 100 Meters:**

Based on analysis, the optimal minimum application distance beyond 100 meters is 150 meters. This recommendation simplifies resource calculation by aligning with 50-meter increments.

3. **Application Deadline:**

The recommended deadline for receiving applications is May 31. This date aligns with optimal seasonal conditions, ensuring timely procurement of materials and scheduling of resources for application.

**For Reference, the Current Policy States:**

- 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.



# Request for Decision (RFD)

BLADE MIX OIL			MG-30 (MAGNESIUM CHLORIDE)			
County Cost		2 1/2"	County Cost		1st Application	2nd Application
Gravel <sup>1</sup>	128 Tonne of 3/4" at \$21.00	\$2,688.00	30 Tonne of 1" at \$21.00	\$ 630.00	\$ 0.00	
<b>Total</b>	<b>Material</b>	<b>\$2,688.00</b>	<b>Material</b>	<b>\$ 630.00</b>	<b>\$ 0.00</b>	
Equipment <sup>2</sup>	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		
<b>Total</b>	<b>Equipment</b>	<b>\$ 1,470.00</b>	<b>Equipment</b>	<b>\$ 862.50</b>	<b>\$ 301.00</b>	
Labour <sup>3</sup>	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				
<b>Total</b>	<b>Labour</b>	<b>\$ 295.63</b>	<b>Labour</b>	<b>\$ 193.60</b>	<b>\$ 68.02</b>	
	<b>Sub-Total</b>	<b>\$ 4,453.63</b>	<b>Sub-Total</b>	<b>\$ 1,686.10</b>	<b>\$ 369.02</b>	
Oil <sup>4</sup>	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	
<b>Total</b>	<b>PROJECT COST</b>	<b>\$ 8,255.23</b>	<b>PROJECT COST</b>	<b>\$ 2,219.85</b>	<b>\$ 769.02</b>	
<b>Total</b>	<b>Residence: Fee</b>	<b>\$3,000.00</b>	<b>Residence: Fee</b>	<b>\$ 850.00</b>	<b>\$ 0.00</b>	

<sup>1</sup> Gravel: Cost includes the cost of crushing & dewatering plus the average of the cost of trucking and labour to each division.  
<sup>2</sup> Equipment: Cost includes the estimated cost of amortization, insurance, maintenance, and fuel.  
<sup>3</sup> Labour: Includes the employee hourly salary plus 23% for payroll costs and benefits.  
<sup>4</sup> Oil/MG30: Costs are the estimated purchase cost.  
**Overhead:** Has not been allocated. Overhead is the cost that the county 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 1<sup>st</sup> of each year. Minimum of two advertisements: one in the Month of March and one in the Month of April of the current year.

**Benefits:** Better understanding of cost breakdown. Extending application deadline allows ratepayers more flexibility and time to apply for service.

**Disadvantages:** Unknown

**Alternatives:** Council's discretion

**Financial Implications:** Dependent upon Council discretion.

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

**Intergovernmental:** N/A

**Strategic Alignment:** N/A

**Enclosure(s):** N/A

Signature of the CAO: 



# Request for Decision (RFD)

Meeting Date: Thursday, December 12, 2024

Agenda Item: #7.3

Topic: Backsloping Program Applications

Presented By: Public Works Road Foreman

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## Recommendation(s):

### Motion #1:

That Smoky Lake County Council approve the backsloping program project along the lands legally described as NW-27-60-18-W4, as per the application received from Nicky George, dated December 6, 2024, and subject to the pass of an inspection conducted 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 December 6, 2024 from Nicky George

Signature of the CAO:

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





# BACKSLOPING PROGRAM

Application Date:  
Dec 6/24

APPLICANT NAME NICKY GEORGE

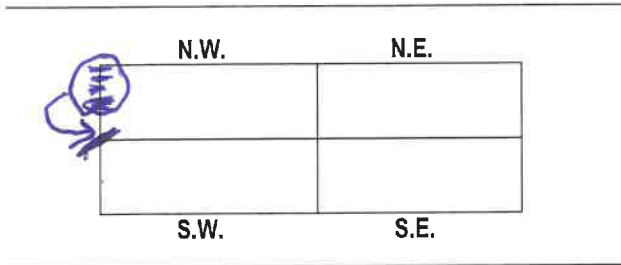
ADDRESS [REDACTED]

TELEPHONE NUMBER [REDACTED]

LEGAL, LAND LOCATION OF BACKSLOPING PROJECT:  
1/4 NW SECTION: 34 TOWNSHIP: 60 RANGE: 18 W4M  
27

DISTANCE TO BE BACKSLOPED: 1/4 MILE(S) ESTIMATED COST OF PROJECT \$ 2500 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.

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:  Yes  No

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

DATED THIS 06 DAY OF December, 2024

SIGNATURE OF APPLICANT [REDACTED]

PUBLIC WORKS MANAGER/FOREMAN:

# SMOKY LAKE COUNTY



<b>Title: Backsloping Program</b>	<b>Policy No.: 21-06</b>
<b>Section: 03</b>	<b>Code: P-S</b>
<b>Page No.: 1 of 2 E</b>	

<b>Legislation Reference:</b>	Alberta Provincial Statutes
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<b>Purpose:</b>	This 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. Only County landowners and ratepayers are eligible to apply for funding under this program. It will not apply to public works constructions projects or the funding thereof.
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### Policy Statement and Guidelines:

The objective of the **Backsloping Program** 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.

1. All Backsloping Applications shall come to Council for approval. Consideration shall be given to available money in current-year budget for backsloping.
2. 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.
3. The area backsloped shall be kept free of noxious weeds, brush, and rocks in future years.
4. 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. The applicant is responsible for the erection and the cost of said fence.
5. The site will be inspected by the Public Works Department before commencement of the project and after completion. No funds will be paid unless the project has been inspected and approved.
6. The applicant must make available all receipts for expenses occurred on the project to Smoky Lake County Public Works Manager or designate.
7. 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**, up to a maximum of 1 (one) mile, per year.
8. 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 no cost for the forage seed mixture.
9. Before commencement of any project, an application form, **Schedule "A": Backsloping Program**, must be completed and returned to the Public Works Department.

	Date	Resolution Number
Approved	February 14, 1994	# 220 - Page # 5647
Amended	September 25, 2007	# 651-07 - Page # 8497
Amended	May 26, 2011	# 548-11 - Page # 9725
Amended	August 30, 2018	#863-18 - Page # 13251
Amended	February 10, 2020	#455-20 - Page # 13989
Amended	April 29, 2021	#673-21 - Page # 14639



# Request for Decision (RFD)

Meeting Date: Thursday, December 12, 2024

Agenda Item: #7.4

**Topic:** Bylaw No. 1467-24: A Bylaw to Amend Land Use Bylaw No. 1272-14 to Redistrict Plan 9121735, Lot A, Pt. NE-33-58-18-W4M from Agriculture (AG) District to Rural Industrial (M2) District and Amend Municipal Development Plan Bylaw No. 1249-12 to Reclassify Plan 9121735, Lot A, Pt. NE-33-58-18-W4M from Agriculture Area to Industrial Area.

**Presented By:** Planning & Development Services

**Recommendation:** That Smoky Lake County give First Reading to Bylaw No. 1467-24 and to schedule a Public Hearing, to be held on February 13, 2025, at 9:15 a.m., and to advertise said Public Hearing in accordance with the Municipal Government Act, in the Redwater Review and on the County’s website.

**Background:** On November 11, 2024, an application was received by administration to amend Municipal Development Plan Bylaw No. 1249-12 to reclassify the lands legally described as Plan 9121735, Lot A, from Agriculture Area to Industrial Area, and to amend Land Use Bylaw No. 1272-14, to redistrict said lands from Agriculture (AG) District to Rural Industrial (M2) District, for the purposes of developing a Heavy Equipment Sales and Service, Repair or Storage operation. The applicant proposes to sell/lease/service compressors, power generators, excavation & construction equipment, welding equipment, etc.

The Agriculture District in the Land Use Bylaw does not allow for the development of this type of use on neither a permitted nor discretionary basis. Furthermore, the Land Use Bylaw and the Municipal Development Plan (MDP) must always be consistent with one another, which is the reason for the proposed amendment to the MDP.

**Benefits:** Provide an opportunity for the development of Heavy Equipment Sales and Service, Repair or Storage operation to serve the local community and surrounding region.

**Disadvantages:** Potential impacts of noise and traffic on adjacent landowners.

**Alternatives:** Council may propose changes to Bylaw 1467-24 or defeat said Bylaw.

**Financial Implications:** Costs of advertising Public Hearing and mailing of notices to adjacent landowners (approximately \$700).

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

**Intergovernmental:** Nil.

**Strategic Alignment:** Proactivity in Development

**Enclosure(s):**

- Application to Amend LUB & Certificate of Title © Attachment 1
- Bylaw 1467-24 © Attachment 2

Approved by the Interim CAO:  Date: Nov 20, 2024



Date of Application: NOVEMBER 8, 2024

**APPLICATION TO AMEND**

**LAND USE BYLAW**     **AREA STRUCTURE PLAN**     **MUNICIPAL DEVELOPMENT PLAN**

**APPLICANT INFORMATION**

NAME OF APPLICANT <b>WILLIAM MERRIFIELD</b>		NAME OF REGISTERED LANDOWNER (COMPLETE IF DIFFERENT FROM APPLICANT)	
[REDACTED]		SIGNATURE	
[REDACTED]		MAILING ADDRESS	
POSTAL CODE	TELEPHONE	POSTAL CODE	TELEPHONE

**LEGAL DESCRIPTION**

QTR/LSD NE	SECTION 33	TOWNSHIP 58	RANGE 18	W4M 4
REGISTERED PLAN 9121735	BLOCK	LOT <b>A</b>		

**PLANNING DOCUMENT**

<p><b>EXISTING LAND USE DISTRICT</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> AGRICULTURAL DISTRICT (AG)</li> <li><input type="checkbox"/> VICTORIA AGRICULTURE DISTRICT (A1)</li> <li><input type="checkbox"/> MULTI-LOT COUNTRY RESIDENTIAL DISTRICT (R1)</li> <li><input type="checkbox"/> RESIDENTIAL (CLUSTER) CONSERVATION DISTRICT (R2)</li> <li><input type="checkbox"/> VICTORIA RESIDENTIAL DISTRICT (R3)</li> <li><input type="checkbox"/> HAMLET RESIDENTIAL DISTRICT (R4)</li> <li><input type="checkbox"/> HIGHWAY COMMERCIAL DISTRICT (C1)</li> <li><input type="checkbox"/> VICTORIA COMMERCIAL DISTRICT (C2)</li> <li><input type="checkbox"/> HAMLET COMMERCIAL DISTRICT (C3)</li> <li><input type="checkbox"/> INDUSTRIAL DISTRICT (M1)</li> <li><input type="checkbox"/> RURAL INDUSTRIAL DISTRICT (M2)</li> <li><input type="checkbox"/> COMMUNITY AND INSTITUTIONAL DISTRICT (P)</li> <li><input type="checkbox"/> DIRECT CONTROL DISTRICT (DC)</li> <li><input type="checkbox"/> DIRECT CONTROL LANDFILL DISTRICT (DC1)</li> </ul>	<p><b>PROPOSED LAND USE DISTRICT</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> AGRICULTURAL DISTRICT (AG)</li> <li><input type="checkbox"/> VICTORIA AGRICULTURE DISTRICT (A1)</li> <li><input type="checkbox"/> MULTI-LOT COUNTRY RESIDENTIAL DISTRICT (R1)</li> <li><input type="checkbox"/> RESIDENTIAL (CLUSTER) CONSERVATION DISTRICT (R2)</li> <li><input type="checkbox"/> VICTORIA RESIDENTIAL DISTRICT (R3)</li> <li><input type="checkbox"/> HAMLET RESIDENTIAL DISTRICT (R4)</li> <li><input type="checkbox"/> HIGHWAY COMMERCIAL DISTRICT (C1)</li> <li><input type="checkbox"/> VICTORIA COMMERCIAL DISTRICT (C2)</li> <li><input type="checkbox"/> HAMLET COMMERCIAL DISTRICT (C3)</li> <li><input type="checkbox"/> INDUSTRIAL DISTRICT (M1)</li> <li><input checked="" type="checkbox"/> RURAL INDUSTRIAL DISTRICT (M2)</li> <li><input type="checkbox"/> COMMUNITY AND INSTITUTIONAL DISTRICT (P)</li> <li><input type="checkbox"/> DIRECT CONTROL DISTRICT (DC)</li> <li><input type="checkbox"/> DIRECT CONTROL LANDFILL DISTRICT (DC1)</li> </ul>
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<p><b>MUNICIPAL DEVELOPMENT PLAN:</b> AGRICULTURE AREA TO INDUSTRIAL AREA</p>	<p><b>AREA STRUCTURE PLAN:</b> <b>N/A</b></p>
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REASON IN SUPPORT OF APPLICATION FOR AMENDMENT:

**OFFICE USE ONLY**

REPORTS <b>N/A</b>	<input type="checkbox"/> Environmental Site Assessment <input type="checkbox"/> Stormwater Management Plan	<input type="checkbox"/> Biophysical Assessment <input type="checkbox"/> Certificate Of Title	<input type="checkbox"/> Geotechnical Report
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APPLICATION FEE <b>\$1,000.00</b>	RECEIPT #	BYLAW NO.
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Bylaw 1467-24

**SMOKY LAKE COUNTY  
IN THE PROVINCE OF ALBERTA  
BYLAW NO. 1467-24**

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**A BYLAW OF THE MUNICIPALITY OF SMOKY LAKE COUNTY IN THE PROVINCE OF ALBERTA, TO  
AMEND BYLAW NO. 1272-14 BEING THE LAND USE BYLAW, & TO AMEND BYLAW NO. 1249-12 BEING  
THE MUNICIPAL DEVELOPMENT PLAN, FOR SMOKY LAKE COUNTY.**

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**WHEREAS** Council has adopted Smoky Lake County Bylaw No. 1249-12 to be used at the Municipal Development Plan;

**WHEREAS** Council has adopted Smoky Lake County Bylaw No. 1272-14 to be used at the Land Use Bylaw;

**WHEREAS** it is deemed expedient to amend Bylaw No. 1249-12, and Bylaw No. 1272-14 as set out in Section 692 of the Municipal Government Act, R.S.A. 2000, c. M-26, and amendments thereto;

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

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

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

1. That Section 7.2 "Future Land Use Map" of Smoky Lake County Bylaw 1249-12: Municipal Development Plan, be amended such that all the portions of the lands legally described as Plan 9121735, Lot A, containing +/- 2.83 Ha (6.99 acres) in size more or less, as shown on Schedule "A", be reclassified from Agricultural Area to Industrial Area;
2. That Appendix "B" of Smoky Lake County Bylaw No. 1272-14: Land Use Bylaw, be amended such that all the portions of the lands legally described as Plan 9121735, Lot A, containing +/- 2.83 Ha (6.99 acres) in size more or less, as shown on Schedule 'B', be rezoned from Agriculture (AG) District to Rural Industrial (M2) District;
3. This Bylaw shall come into effect after third and final reading.

READ A FIRST TIME IN COUNCIL THIS \_\_\_\_ DAY OF \_\_\_\_\_, AD 2024.

\_\_\_\_\_  
Jered Serben  
Reeve

**S E A L**

\_\_\_\_\_  
Kevin Lucas  
Chief Administrative Officer

**Bylaw 1467-24**

READ A SECOND TIME IN COUNCIL THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, AD 20\_\_.

READ A THIRD AND FINAL TIME IN COUNCIL \_\_\_\_\_ DAY OF \_\_\_\_\_, AD 20\_\_.

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Jered Serben  
Reeve

**S E A L**

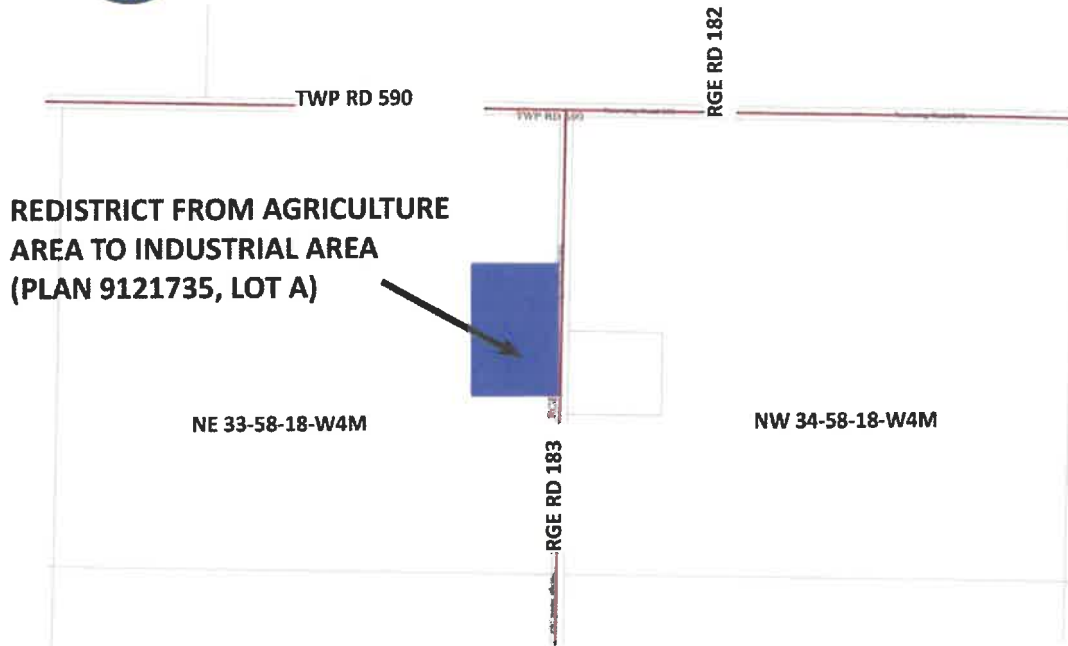
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Kevin Lucas  
Chief Administrative Officer

Bylaw 1467-24



# SCHEDULE "A" BYLAW NO. 1467-24



**REDISTRICIT FROM AGRICULTURE  
AREA TO INDUSTRIAL AREA  
(PLAN 9121735, LOT A)**

NE 33-58-18-W4M

NW 34-58-18-W4M

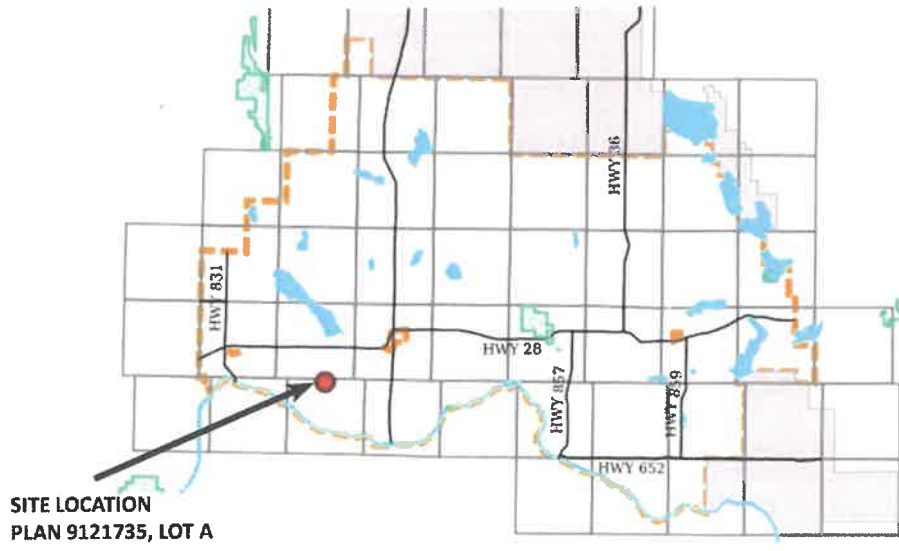
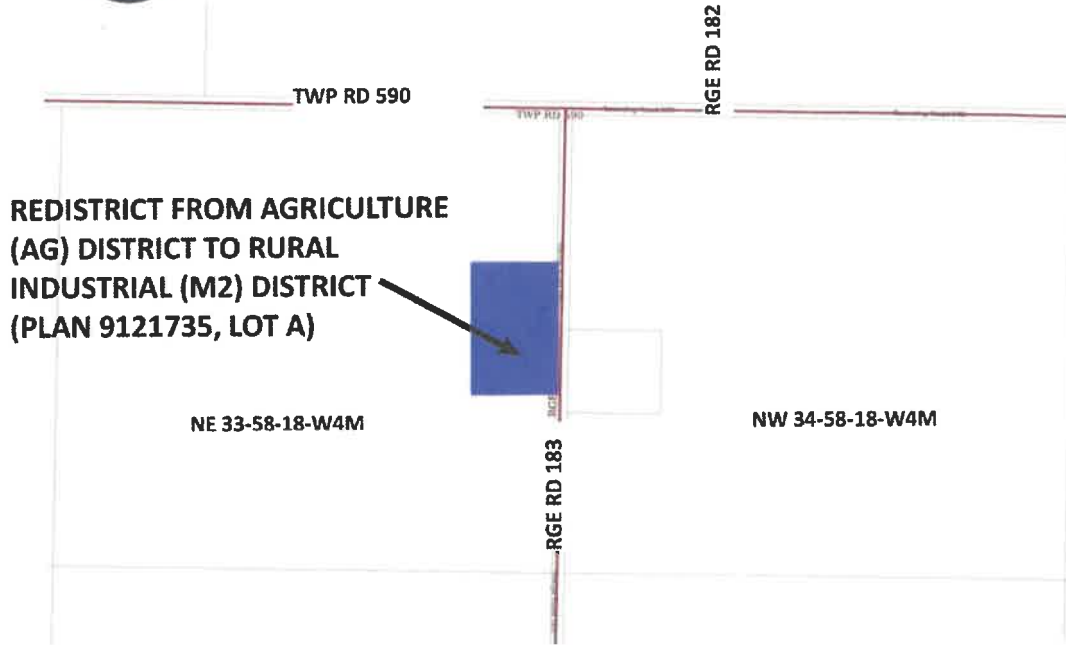


**SITE LOCATION  
PLAN 9121735, LOT A**

Bylaw 1467-24



# SCHEDULE "B" BYLAW NO. 1467-24







# Request for Decision (RFD)

Meeting Date: Thursday, December 12, 2024

Agenda Item: #7.5

Topic: Surface Lease of Municipally-Owned Properties

Presented By: Jordan Ruegg, Planning and Development Manager

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**Recommendation:**

That Smoky Lake County Council accept the offer to lease the lands legally described as SW 12-61-16-W4M, dated December 1, 2024, received from Ryan Franchuk, President, Clear Hills Grazing Association, in the amount of \$1,400.00 per year, and enter into a Surface Land Lease Agreement, for a 5-year term, as per Policy No. 13-01, commencing on January 1, 2025, and expiring December 31, 2029, and waive the requirement to advertise a Limited Invitation to Tender as required by County Policy No. 13-01.

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**Background:**

The Planning and Development Department received an offer to lease municipally-owned land legally described as SW 12-61-16-W4M, from the Clear Hills Grazing Association, for \$1,400.00 per year. Smoky Lake County Policy No. 13-01 requires that a Limited Invitation to Tender be advertised for the lease of municipally-owned properties, so a motion of Council is required to waive this Policy and enter into a lease agreement directly with the applicant.

**Benefits:** Additional revenue for the County; less maintenance costs for maintaining County-owned lands.

**Disadvantages:** According to Policy No. 13-01, a Right of First Refusal will be written into a surface lease agreement which would allow the leaseholder the first opportunity to purchase the lands that they hold a lease for in the event that a third-party offer is made to purchase said lands. This clause may prevent the sale of municipally-owned lands for development purposes.

**Alternatives:** Do not accept the offer to lease as presented and advertise a Limited Invitation to Tender to lease said lands; do not consider leasing said lands.

**Financial Implications:** There are no financial or budget implications to this recommendation.

**Legislation:** Nil.

**Intergovernmental:** Nil.

**Strategic Alignment:** Nil.

**Enclosure(s):**

**Enclosure #1 – Offer to Lease SW-12-61-16-W4M – Clear Hills Grazing Association**

**Enclosure #2 – Policy No. 13-01: Surface Lease of Municipally-Owned Properties**

Approved by the CAO:

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

Date:

Dec 2 2024

**Enclosure #1 – Offer to Lease SW-12-61-16-W4M – Clear Hills Grazing Association**

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

December 1, 2024

Dear County Council,

As per conversation with Jordan, this letter is a proposal to lease the quarter sw12-61-16w4. Government standards are a quarter of bush such as that one generally has a carrying capacity of 7 pairs per grazing season. Using an average grazing fee of \$200 per pair per season, we get an annual rate of \$1400. This is our offer, and I hope you find it fair. Any questions, please contact me at 7806500492.

Thank you,

Ryan Franchuk  
President  
Clear Hills Grazing Association

**Enclosure #2 – Policy No. 13-01: Surface Lease of Municipally-Owned Properties**

**SMOKY LAKE COUNTY**



<b>Title: Surface Lease of Municipally-Owned Properties</b>		<b>Policy No.: 01-03</b>
<b>Section: 13</b>	<b>Code: P-S</b>	<b>Page No.: 1 of 12 E</b>
<b>Legislation Reference:</b> Alberta Provincial Statutes.		
<b>Purpose:</b>	This Policy is to guide Smoky Lake County in the management of municipally-owned properties that are leased for agricultural purposes.	
<b>Policy Statement and Guidelines:</b>		
<p><b>1. STATEMENT:</b></p> <p>1.1 Smoky Lake County desires to establish standards, conditions and procedures for the leasing of municipally-owned properties for agricultural purposes.</p> <p>1.2 Smoky Lake County supports agricultural utilization of municipally-owned properties and may lease these properties to individuals and/or businesses, in accordance with the guidelines and procedures outlined in this Policy, to safeguard the County's assets and interests.</p> <p><b>2. OBJECTIVES:</b></p> <p>2.1 Smoky Lake County shall provide municipally-owned properties for lease to serve the interests and needs of the agricultural sector, when it is deemed that these properties are suitable for such purposes and where the County does not plan to develop or use these properties in the short or long term.</p> <p>2.2 The municipally-owned properties must be managed efficiently and maintained or improved through proper agricultural practices to ensure their long-term viability and to ensure adequate stewardship of the properties.</p> <p><b>3. GUIDELINES:</b></p> <p>3.1 <u><b>Lease of Municipally-Owned Properties</b></u></p> <p>3.1.1 The County provides the opportunity for County residents and businesses to lease municipally-owned properties for agricultural purposes. The process will include the preparation of a Resolution for Council to authorize a municipally-owned property to be leased through a limited invitation to tender process. Only those individuals and businesses that pay property taxes to the County are eligible to lease municipally-owned properties.</p> <p>3.1.2 Properties available to be leased shall be advertised through a limited invitation to tender process, as specified in <b>Schedule "A": Limited Invitation to Tender: Surface Lease of Municipally-Owned Properties</b>. Bids are to be submitted as detailed in the limited invitation to tender. It is noted that no late submissions shall be accepted.</p> <p>3.1.3 Council reserves the right to refuse, at its sole discretion, any bid, regardless of whether the applicant is the highest bidder.</p>		

<b>Title: Surface Lease of Municipally-Owned Properties</b>		<b>Policy No.: 01-03</b>
<b>Section: 13</b>	<b>Code: P-S</b>	<b>Page No.: 2 of 12 E</b>

**Policy Statement and Guidelines:**

3.1.4 If a bid is deemed to be incomplete, at the sole discretion of the County, it may be rejected.

**3.2 Lease Terms**

3.2.1 The term of a lease for municipally-owned properties shall not exceed (5) five-years.

3.2.2 The County, at its sole discretion, and after providing 60-days notice, may cancel a lease at any time, for any of the following reasons:

- the lessee requests the cancellation of the lease;
- the leased property is not being used for the purpose for which it was leased;
- the lease was issued in error;
- the lessee fails to pay the required lease fees by the due date;
- the lessee has failed to comply with the terms and conditions of the lease agreement; and
- the County, at its sole discretion, determines that the leased property is required for municipal purposes or wishes to dispose of the land via sale.

3.2.3 Lease payments are to be made annually as per the successful bid, and shall include the payment of all applicable taxes on the property.

3.2.4 Leaseholders have thirty (30) days to pay the invoiced amount in full to the County.

3.2.5 If payment is not received by the County within 30 days of the invoice date, the leaseholder is in default of their lease agreement and will be notified accordingly. If the outstanding fees are not paid in full within sixty (60) days of the invoiced date, the lease agreement may be unilaterally terminated by the County.

3.2.6 A minimum of Two Million Dollars (\$2,000,000.00) personal Liability Insurance, with Smoky Lake County as named insured, must be maintained for the duration of the lease and shall provide proof of such insurance to the satisfaction of the County upon demand.

3.2.7 Leaseholders shall, at all times, indemnify and save harmless the County from any and all losses, costs, damages, actions, causes of action, suits, claims and demands whatsoever that may be lawfully brought or made against the County by reason of anything done by the leaseholder, your invitees, or agents, whether or not such things are done in the exercise or purposed exercise of the rights herein conferred upon you. The County shall not be liable nor responsible for any bodily or personal injury or property damage of any nature what-so-ever that may be suffered or sustained by the leaseholder, their invitees, or agents in the performance of the lease agreement.

<b>Title: Surface Lease of Municipally-Owned Properties</b>		<b>Policy No.: 01-03</b>
<b>Section: 13</b>	<b>Code: P-S</b>	<b>Page No.: 3 of 12 E</b>

**Policy Statement and Guidelines:**

- 3.2.8 No development, construction of any buildings or improvements, nor tree/brush removal shall be permitted on the leased property unless approval is granted by the County. Any improvements (e.g., fencing, animal shelter, etc.) made to any leased municipally-owned property, shall be at the sole expense of the leaseholder, and any chattels remaining on the leased property shall become the property of the County if they are not removed prior to the effective date of termination of the lease agreement.
- 3.2.9 Subletting or subleasing of leases of municipally-owned properties is not permitted and is grounds for immediate and unilateral cancellation of the lease agreement by the County.
- 3.2.10 All bids to lease municipally-owned property shall be approved by resolution of Council and shall be subject to the signing of a Surface Land Lease Agreement with the County.
- 3.2.11 The leaseholder shall allow the County the right to enter the municipally-owned property as the County deems necessary or appropriate, from time to time, to cause or allow third-parties to construct or install permanent underground or above ground utility lines, pipeline facilities and transmission lines which cross the leased property, or to perform such other work upon the leased property as may be deemed necessary at the sole discretion of the County, and the leaseholder shall in no way interfere with or hinder the construction, installation, repair or maintenance work undertaken by the County or by any person to whom the County has granted such permission. The leaseholder shall forthwith, upon having received reasonable notice of the request from the County, execute such further documentation as deemed appropriate, in the sole discretion of the County, for the purposes of expediting any such work by the County or other person granted permission by the County. The leaseholder shall have the right to post signage on the property to prohibit trespassing from May 1<sup>st</sup> to October 31<sup>st</sup>. Any member of the public who wishes to access leased municipally-owned property shall make a request to the lessee to obtain access.
- 3.2.12 Leaseholders shall be responsible to maintain the quality and integrity of the municipally-owned property through adherence to land management practices consistent with agricultural practices commonly used in the area where the property is located.

**3.3 Lease Agreements**

- 3.3.1 Leaseholders shall comply with the terms and conditions of their lease agreement, in accordance with **Schedule "B": Surface Land Lease Agreement**, at all times.
- 3.3.2 Leaseholders must conform to all Federal, Provincial and Municipal legislation, regulations and policies relating to land management.

<b>Title: Surface Lease of Municipally-Owned Properties</b>		<b>Policy No.: 01-03</b>
<b>Section: 13</b>	<b>Code: P-S</b>	<b>Page No.: 4 of 12 E</b>

**Policy Statement and Guidelines:**

- 3.3.3 Leaseholders are responsible for weed control on municipally-owned land. If a noxious weed as designated under the *Weed Control Act* is found on lands that are subject to a lease agreement, the County's Agricultural Service Department will notify the leaseholder in accordance with **Policy Statement No. 62-14: *Weed Inspection and Weed Notice***.
- 3.3.4 The County will communicate warnings in writing via Registered Mail, in the event of a breach of a lease agreement. If the breach identified in the notice is not rectified in a time and manner suitable to the County, and as indicated in the notice, the County reserves the right to unilaterally terminate the lease agreement.
- 3.3.5 Smoky Lake County reserves the right to terminate lease agreements due to breaches of the lease agreement and/or this Policy. If a leaseholder is found in breach of this Policy or of his or her lease agreement, the County reserves the right to not accept future bids from said leaseholder. In such circumstances, the County agrees to notify the affected leaseholder at least sixty (60) days prior to the termination of the lease agreement.
- 3.3.6 When a lease is due to expire in the following year, the leaseholder will be contacted by the County in writing, informing the leaseholder of the expiration date and to indicate the intent that the leased property will be subject to a limited invitation to tender process when advertised by the County.

**4. PROCEDURES:**

- 4.1 Individuals and businesses who are interested in leasing municipally-owned properties are directed to inquire with the Planning and Development Department. The Planning and Development Manager or designate will assist in the "Limited Invitation to Tender" application process to ensure all required information is included.
- 4.2 All bids submitted via the "Limited Invitation to Tender" process must include the following:
  - Legal name, address and contact information of the bidder;
  - Legal land description of municipally-owned property to lease;
  - Bid amount;
  - Purpose of intended use or activity relating to the municipally-owned property; and
  - Date and authorized signature.
- 4.3 All bids submitted will be reviewed by the Planning and Development Department. A report will be prepared by the Planning and Development Manager or designate summarising the bids received and a Request for Decision shall be forwarded to County Council outlining the recommendations for endorsement.

<b>Title: Surface Lease of Municipally-Owned Properties</b>		<b>Policy No.: 01-03</b>
<b>Section: 13</b>	<b>Code: P-S</b>	<b>Page No.: 5 of 12 E</b>

**Policy Statement and Guidelines:**

- 4.4 Once a bid is approved by Council, a lease agreement shall be signed and executed by the County and the successful bidder. The lease agreement shall be issued for a (5) five-year term and shall be billed annually until the expiration of the term. Either party may cancel the lease agreement at any time, provided that the party instigating the cancellation provides the other party with a minimum of sixty (60) days' notice.
- 4.5 Once the lease agreement has been executed, the Planning and Development Department will send a copy to the Finance Department who will be responsible for creating an accounts receivable based on the amount defined in the lease agreement and to ensure receipt of the yearly lease fees throughout the term of the lease.
- 4.6 A Right of First Refusal to Purchase clause will be written into the Surface Land Lease Agreement which shall grant the leaseholder the right to have the first opportunity to purchase the municipally-owned property that they hold a lease for, at the price and subject to the terms and conditions contained in a third-party offer that the County has expressed a willingness to accept, or if the County wishes to sell the municipally-owned property that is the subject of the lease.
  - 4.6.1 The Right of First Refusal to Purchase clause will be initiated if the County receives a third-party offer to purchase a municipally-owned property that is currently being leased, at terms that the County has agreed to. The County shall notify the leaseholder of this offer within forty (40) days of receipt. The leaseholder must exercise their Right of First Refusal to Purchase by notifying the County within thirty (30) days of having received notice, and must match the price offered by the third-party offer. Should the leaseholder choose not to exercise their Right of First Refusal to Purchase, they shall notify the County in writing, within thirty (30) days of having received notice, that they waive this Right.
  - 4.6.2 If the leaseholder declines to purchase or waives their Right of First Refusal to Purchase pursuant to Section 4.6.1, the County shall be at liberty to proceed with acceptance of the third-party offer to purchase said municipally-owned property and subsequently terminate the lease agreement, pursuant to Section 3.6.
  - 4.6.3 If the leaseholder exercises their Right of First Refusal to Purchase, the leaseholder shall be obligated to purchase the property and shall provide a cash deposit, in the amount of Two Hundred Dollars (\$200.00), at the time that they provide notice of exercising of their Right. The Leaseholder shall be required to execute an "Agreement to Purchase" with the County and to adhere to its terms and conditions, in accordance with **Policy Statement No. 61-10: Disposition of County Owned Property.**

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	<b>March 20, 2001</b>	<b># 338 - Page # 7053</b>
<b>Amended</b>	<b>April 25, 2022</b>	<b># 319 - Page # 7253</b>
<b>Amended</b>	<b>February 15, 2023</b>	<b># 372 - Page # 15506</b>
<b>Amended</b>		



### Schedule "A"

## LIMITED INVITATION TO TENDER Lease of Municipally-Owned Properties

**SMOKY LAKE COUNTY** extends an invitation to tender for lease the following Municipally-Owned Properties in accordance with Policy Statement No. 13-01:

Tender #	Legal Description of Property	
1	NE 23-60-13-W4	+/- 136.30 acres
2	SW 34-61-13-W4	+/- 127.60 acres
3	SW 8-62-13-W4	+/- 153.50 acres
4	SE 8-62-13-W4	+/- 125.10 acres
5	Pt. NE 30-59-14-W4	+/- 56.27 acres
6	NW 2-61-18-W4	160.00 acres
7	SW 11-61-18-W4	160.00 acres
8	Un-surveyed property intersecting river road trails located in the South East of SW 3-58-15-W4 bordered by SH 857 to the west side of SH 652 to the north side: Plan 5022 MC	+/- 0.82 acres
9	NE 32-59-14-W4	160.00 acres
10	Reclaimed Gravel Pit Pt. SE 9-58-15-W4	+/- 22.04 acres

**Sealed bids** for the leasing of Municipal Owned Lands are to be submitted to:

Smoky Lake County  
Planning and Development Department  
P.O. Box 310  
4612 McDougall Drive  
Smoky Lake, Alberta T0A 3C0

up to 2:00:00 P.M. on Month \_\_, 20\_\_. Bids will not be accepted after this time.

**TENDER CLOSING: MONTH 00, 20\_\_**

Bids are to be placed in a sealed envelope marked "Surface Lease Tender" with the tender number clearly indicated on the outside of the tender bid envelope.

**Municipal Land Surface Lease Agreement:** The successful bidder shall enter into a Surface Lease Agreement with the County – attached as per Schedule "B".

**Terms of Lease:** The term of the Municipal Land Surface Lease shall be for a five (5) year term: January 1, 20\_\_ to December 31, 20\_\_.



**Taxes:** The Leaseholder will be issued an annual tax notice for the municipally-owned property leased and will be responsible to pay the taxes directly to the Smoky Lake County.

Smoky Lake County reserves the right to accept or reject any and all bids. The County reserves the right to accept a bid other than the highest with stated reasons. By the act of submitting its bid, the bidder waives any right to contest in any proceedings or action, the right of the County to award a lease to any party in its sole discretion.

**ALL BIDS MUST INCLUDE THE FOLLOWING INFORMATION:**

- Legal name, address and contact information (phone number and email whenever possible) of the bidder;
- Legal land description of municipally-owned property the bidder wishes to lease;
- Bid amount;
- Purpose of intended use(s) or activity relating to the municipally-owned property;
- Date and authorized signature of the bidder.

**Advertised:** Week of Month Day and Year in Paper(s): \_\_\_\_\_

**Posted:** Month Day and Year on Website: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**Smoky Lake County**



Schedule "B"

SURFACE LAND LEASE AGREEMENT

This Agreement made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_;

BETWEEN:

SMOKY LAKE COUNTY
P.O. Box 310
Smoky Lake, Alberta T0A 3C0
a Municipal Corporation in the Province of Alberta
(hereinafter referred to as the "County")

OF THE FIRST PART

- AND -

Mailing Address: \_\_\_\_\_

Civic Address: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ or ( ) \_\_\_\_\_
(hereinafter referred to as the "Leaseholder")

OF THE SECOND PART

\*\*\*\*\*

WHEREAS, the Council of the County may grant rights, to its property, including property under the direction, control and management within the municipal boundaries of the County.

AND WHEREAS, the County desires to grant a lease and charge for the use of its property, including property under the direction, control and management of the County.

NOW THEREFORE, in consideration of the premises and the mutual terms, covenants and conditions to be observed and performed, this Surface Land Lease Agreement (the "Agreement") is granted to you by Smoky Lake County and agreed by the Leaseholder as follows:

1. Lease Site:

The County shall lease approximately \_\_\_\_ acres located on \_\_\_\_\_

(hereinafter referred to as the "Lease Land").

**2. Purpose:**

The County does hereby, in consideration of the payments hereinafter specified and in consideration of the terms and conditions herein contained, grant permission to the Leaseholder exclusive rights to use the ("Lease Land)", for the purpose(s) herein specified:

\_\_\_\_\_

Nothing herein shall give the Leaseholder the right to use the Lands for any other purpose without the prior written consent of the County. The County makes no representation or warranty regarding the legality of the Lease Land, and the Leaseholder shall bear all risk of any adverse change in applicable laws.

**3. Term:**

This Agreement will be for a **five (5) year** term beginning on \_\_\_\_\_ and ending on \_\_\_\_\_ (the "Term"), unless terminated earlier as provided for herein.

**4. Annual Payment:**

The Leaseholder shall pay to the County the following lease payment annually as per the submitted bid:

\$ \_\_\_\_\_ **plus GST.**

If payment is not received within thirty (30) days, the Leaseholder is in default of this Agreement and will be notified in writing of this default. If the outstanding fees are not paid in full within sixty (60) days of the invoiced date, this Agreement may be unilaterally terminated by the County.

**5. Taxes:**

The Leaseholder will pay Smoky Lake County property taxes for the Lease Land directly to Smoky Lake County Taxation Department.

**6. Land Management:**

**6.1 Noxious Weeds:**

The Leaseholder is responsible for weed control on the Lease Land. If a noxious weed as designated under the *Weed Control Act*, is found on the Lease land, the County Agricultural Service Department will notify the leaseholder in accordance with **Policy Statement No. 62-14: Weed Inspection and Weed Notice.**

6.2 **Right to Enter:**

The Leaseholder acknowledges that the County may deem it necessary or appropriate, from time to time, to cause or allow third parties to construct or install permanent underground or above ground utility lines, pipelines facilities and transmission lines which will cross the lease land; or to perform such other work upon the Lease Land as may be deemed necessary at the sole discretion of the County, and the agrees that the Leaseholder shall in no way interfere or hinder the construction, installation, repair or maintenance undertaken by the County or any person to whom the County has granted such permission, and further, the Leaseholder shall forthwith, upon receiving reasonable notice of the request from the County, execute such further documentation as deemed appropriate in the sole discretion of the County, for the purposes of expediting or permitting any such work within the Lease Land by the County or the nominee of the County.

6.3 **Buildings and Improvements:**

The Leaseholder agrees that it shall not erect any buildings, improvements or structures on the Lease Land, without the express written consent of the County. If the Leaseholder is permitted to erect any buildings, improvements or structures, the same are to be constructed in a work-man-like manner so as to minimize damage to the Lease Land, and the Leaseholder shall, after any such work, restore the Lease Land to a level and condition equivalent to that which existed prior to the commencement of any such construction.

Any improvements (e.g. fencing, animal shelter, etc.) made to the Lease Land, shall be at the sole expense of the Leaseholder and any such improvements shall remain with the Lease Land or be removed from the property upon termination of this Agreement.

7. **Liability:**7.1 **Insurance:**

A minimum of Two Million Dollars (\$2,000,000.00) personal Liability Insurance with Smoky Lake County as named insured must be maintained for the duration of the lease and shall provide proof of such insurance to the satisfaction of the County upon demand.

7.2 **Indemnification:**

The Leaseholder shall, at all times, indemnify and save harmless the County from any and all losses, costs, damages, actions, causes of action, suits, claims and demands whatsoever that may be lawfully brought or made against the County by reason of anything done by the Leaseholder, your invitees, or agents, whether or not such things are done in the exercise or purposed exercise of the rights herein conferred upon you. The County shall not be liable nor responsible for any bodily or personal injury or property damage of any nature what-so-ever that may be suffered or sustained by the Leaseholder, your invitees, or agents in the performance of this agreement. Such indemnification shall survive termination of this Agreement.

**8. Non-Assignment:**

The Leaseholder shall not sublet the Lease Land or any portion thereof, or assign this Agreement, or part with the possession of the Lease Land during the Term.

**9. Applicable Law**

The issuance of this Agreement by the County does not excuse the Leaseholder from complying with the requirements of any Federal, Provincial, or Municipal legislation, regulations, bylaws and policies and shall apply and bind the parties in any all questions pertaining to this Agreement.

**10. Termination:**

It is understood by both the County and the Leaseholder, that the County shall have the absolute right and privilege to terminate this Agreement, herein granted, together with all rights contained herein or ancillary thereto.

**10.1 County:**

10.1.1 The County Reserves the right to terminate this Agreement due to any breach of the Agreement. If the Leaseholder is found in breach of this Agreement, the County reserves the right to not accept future tender bids for lease from the Leaseholder. The County shall give a minimum of sixty (60) days' notice to the Leaseholder of its intent to terminate the Agreement prior to termination.

10.1.2 The County reserves the right to terminate this Agreement in the event it chooses to sell the Lease Land prior to the conclusion of the Term of this Agreement. In such an instance, the Leaseholder shall be given a right of first refusal that shall grant the Leaseholder the right to have the first opportunity to purchase the Lease Land, at the price, and subject to the terms and conditions contained in a third-party offer that the County has expressed a willingness to accept.

**10.2 Leaseholder:**

If the Leaseholder wishes to vacate the Lease Land before the conclusion of the Term of this Agreement, the Leaseholder will give the County advance written notice of not less than Sixty (60) days of such termination.

**11. Notice:**

11.1 The County hereby designates and appoints the Planning and Development Manager as the representative for the purposes of this Agreement.

11.2 All notices, invoices and payments referred to herein shall be given in writing and may be personally delivered or mailed by prepaid, registered mail and addressed as follows:

The County: **Smoky Lake County**  
4612 McDougall Drive OR  
P.O. Box 310  
Smoky Lake, Alberta T0A 3C0

ATTENTION: Planning and Development Manager

The Leaseholder: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ or Cellular: (\_\_\_\_) \_\_\_\_\_  
Email: \_\_\_\_\_

The address of either party may be changed from time to time to any other address in Alberta by notice in writing to the other party. All notices and payments sent by prepaid, registered mail shall be deemed to be received by the addressee on the fourth business day following the mailing thereof in any post office in Alberta, except in the case of a postal strike, in which event any notices shall be given by telegram or by personal delivery, as the case may be. In this paragraph, business day means any day except Saturday, Sunday or a Statutory Holiday.

11.3 It is agreed that this written instrument embodies the entire Agreement of the parties hereto in regard to the matters dealt with herein, and that no understandings or agreements, verbal or otherwise, exist between the parties except as herein expressly set out.

**IN WITNESS WHEREOF** the parties hereto have executed this document on the date first above written.

SIGNED AND DELIVERED }  
in the presence of: } **SMOKY LAKE COUNTY**  
\_\_\_\_\_ }  
Witness C.A.O. \_\_\_\_\_

SIGNED AND DELIVERED }  
in the presence of: } **LEASEHOLDER**  
\_\_\_\_\_ }  
Witness Leaseholder's Signature \_\_\_\_\_

Enclosure #4 – Draft Limited Invitation to Tender

Section 13

Policy 01-03



**Schedule "A"**  
**LIMITED INVITATION TO TENDER**  
 Lease of Municipally-Owned Properties

**SMOKY LAKE COUNTY** extends an invitation to tender for lease the following Municipally-Owned Properties in accordance with Policy Statement No. 13-01:

Tender #	Legal Description of Property	
1	SW 8-62-13-W4	+/- 153.50 acres
2	SE 8-62-13-W4	+/- 125.10 acres
3	SW 12-61-16-W4	160.00 acres

**Sealed bids** for the leasing of Municipal Owned Lands are to be submitted to:

Smoky Lake County  
 ATTN: Planning and Development Department  
 P.O. Box 310  
 4612 McDougall Drive  
 Smoky Lake, Alberta T0A 3C0

by to 4:00:00 P.M. on JANUARY 31, 2025.

Bids will not be accepted after this time.

Bids are to be placed in a sealed envelope marked "Surface Lease Tender" with the tender number clearly indicated on the outside of the tender bid envelope.

**Municipal Land Surface Lease Agreement:** The successful bidder shall enter into a Surface Lease Agreement with the County pursuant to Policy No. 13-01.

**Terms of Lease:** The term of the Municipal Land Surface Lease shall be for a five (5) year term:

**Taxes:** The Leaseholder will be issued an annual tax notice for the municipally-owned property leased and will be responsible to pay the taxes directly to the Smoky Lake County.

Smoky Lake County reserves the right to accept or reject any and all bids. The County reserves the right to accept a bid other than the highest with stated reasons. By the act of submitting its bid, the bidder waives any right to contest in any proceedings or action, the right of the County to award a lease to any party in its sole discretion.

**ALL BIDS MUST INCLUDE THE FOLLOWING INFORMATION:**

- Legal name, address and contact information (phone number and email whenever possible) of the bidder;
- Legal land description of municipally-owned property the bidder wishes to lease;
- Bid amount;

- Purpose of intended use(s) or activity relating to the municipally-owned property;
- Date and authorized signature of the bidder.





# Request for Decision (RFD)

Meeting Date: Thursday, December 12, 2024

Agenda Item: #7.6

Topic: Surface Lease of Municipally-Owned Properties

Presented By: Jordan Ruegg, Planning and Development Manager

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**Recommendation:**

That Smoky Lake County Council advertise a Limited Invitation to Tender, pursuant to Policy No. 13-01: *Surface Lease of Municipally-Owned Properties*, for the lease of the municipally-owned properties legally described as: SE 8-62-13-W4M & SW 8-62-13-W4M, on the County's website and social media channels and in the Redwater Review, with a closing date of Friday, January 31, 2025, at 4:00 Mountain Time.

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**Background:**

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

Following the recent sale of several parcels of municipally-owned lands, this list has been reduced. Moreover, administration has been contacted by members of the public who are interested in leasing municipally-owned lands. Smoky Lake County Policy No. 13-01 requires that a Limited Invitation to Tender be advertised for the lease of municipally-owned properties.

**Benefits:** Additional revenue for the County; less maintenance costs for maintaining County-owned lands.

**Disadvantages:** According to Policy No. 13-01, a Right of First Refusal will be written into a surface lease agreement which would allow the leaseholder the first opportunity to purchase the lands that they hold a lease for in the event that a third-party offer is made to purchase said lands. This clause may prevent the sale of municipally-owned lands for development purposes.

**Alternatives:** Do not advertise a Limited Invitation to Tender to lease municipally-owned lands.

**Financial Implications:** There are no financial or budget implications to this recommendation.

**Legislation:** Nil.

**Intergovernmental:** Nil.

**Strategic Alignment:** Nil.

**Enclosure(s):**

Enclosure #1 – List of County-Owned Properties – November 25, 2024

Enclosure #2 – Policy No. 61-10: Disposition of County Owned Properties

Enclosure #3 – Policy No. 13-01: Surface Lease of Municipally-Owned Properties

Enclosure #4 – Draft Limited Invitation to Tender

Approved by the CAO:

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

Date:

Dec 2, 2024

Enclosure #1 – List of County-Owned Properties – November 25, 2024

PROPERTY #	ROLL#	LEGAL DESCRIPTION	SIZE OF PARCEL	ASSESSED VALUE	NOTES
1	12592941	00 79 59 12 4	2.02 ACRES	11,870.00	SOUTH OF HWY 28 ON RGE RD 114 (LARGE LOT FOR NUISANCE GROUND)
2	13000850	00 80 33 5 4	17.57 ACRES	2,390.00	SOUTH SIDE OF WHITEHORN DAM
3	13000850	00 80 33 5 4	153.50 ACRES	3,528.00	SOUTH SIDE OF WHITEHORN DAM
4	13000850	00 80 33 5 4	153.50 ACRES	3,528.00	SOUTH SIDE OF WHITEHORN DAM
5	16580740	00 77 58 16 4	2.5 ACRES	25,030.00	ADJACENT TO NORTH-SOUTH HEWAN RIVER EAST OF RGE RD 163 (NO ROAD ACCESS)
6	10611276	00 11 63 18 4	109 ACRES	6,170.00	WEST OF RGE RD 404 EAST OF RGE RD 153 (NO ROAD ACCESS)
7	14591021	00 01 32 01 7	1.4 ACRES	11,140.00	EAST OF RGE RD 183 & SOUTH OF WAERSPITE (LAND TAKEN FOR NUISANCE GROUND?)
9	38632510	00 25 63 28 4	107.35 ACRES	155,830.00	ADJACENT TO HAMMOR LAKE WEST CAMPGROUND
10	38632540	00 25 63 28 4	32.78 ACRES	43,970.00	NORTHWEST SIDE OF HAMMOR LAKE
11	21010114	00 01 32 01 7	6.72 ACRES	2,330.00	4927 S.E. 1/4 RUE SPLODEN
12	40310201	00 01 32 01 7	1,800 SQUARE FEET	8,680.00	5035 505 ST WAERSPITE
13	40341501	00 01 32 01 7	0.85 ACRES	37,970.00	WAERSPITE
14	40351210	00 01 32 01 7	12,800 SQUARE FEET	12,650.00	5104 490 AVE WAERSPITE (NO PHYSICAL ROAD ACCESS - UNDEVELOPED ROAD PLAN)
<b>TOTALS</b>			<b>752.92 ACRES</b>	<b>\$ 510,500.00</b>	

**LEGEND:**

<span style="background-color: #90EE90; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> SMALL LOTS
<span style="background-color: #90EE90; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> LARGER RURAL LOTS
<span style="background-color: #ADD8E6; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> HAMMOR LAKE LANDS
<span style="background-color: #FF4500; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> LARGE RIVER LOTS

**LIST OF COUNTY-OWNED LANDS CURRENT AS OF NOVEMBER 25, 2024**

- ALL MUNICIPAL RESERVE/ENVIRONMENTAL RESERVE/PUBLIC UTILITY LOT PARCELS HAVE BEEN REMOVED FROM THIS LIST
- ALL PARCELS THAT HAVE MUNICIPAL INFRASTRUCTURE/UTILITIES/RECREATION FACILITIES LOCATED ON THEM HAVE BEEN REMOVED FROM THIS LIST
- ALL COUNTY-OWNED GRAVEL PITS HAVE BEEN REMOVED FROM THIS LIST
- ALL PARCELS THAT ARE CLOSED PORTIONS OF ROAD PLANS HAVE BEEN REMOVED FROM THIS LIST
- THE VICTORIA DISTRICT NATIONAL HISTORIC SITE COMMERCIAL SITE/VICTORIA CEMETERY HAVE BEEN REMOVED FROM THIS LIST

Enclosure #2 – Policy No. 61-10: Disposition of County Owned Properties

SMOKY LAKE COUNTY



<b>Title: Disposition of County Owned Property</b>		<b>Policy No: 10-01</b>
<b>Section: 61</b>	<b>Code: P-R</b>	<b>Page No.: 1 of 14 E</b>

<b>Legislative Reference:</b>	Alberta Provincial Statutes
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<b>Purpose:</b>	To outline the procedures and requirements for disposition of County owned lands not required for present or future County operations.
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**Policy Statement and Guidelines:**

<p><b>1.0 STATEMENT</b></p> <p>Smoky Lake County owns a variety of land assets, some of which the County acquired through tax forfeiture. The County recognizes that these lands are deemed as surplus and wishes to dispose of same with a consistent and transparent process at a fair market value whenever possible.</p> <p><b>2.0 OBJECTIVE</b></p> <p>On behalf of County Council, administration is to receive and coordinate all requests to dispose of surplus property in accordance with federal, provincial, and municipal laws.</p> <p><b>3.0 GUIDELINES</b></p> <p>It shall be the policy of Council to consider the sale of municipally owned land when requests are received or when land is no longer required for municipal purposes.</p> <p><b>4.0 REQUEST TO PURCHASE LAND:</b></p> <p>4.1 An individual wishing to purchase land owned by Smoky Lake County must complete the <b>Schedule A - Expression of Interest Form</b> in its entirety and submit a cash deposit of \$200.00.</p> <p>4.2 Upon receipt of the “Expression of Interest”, the Planning and Development Manager will:</p> <p>4.2.1 Circulate the legal land description to the management team to determine if the County has a potential for future use of said lands.</p> <p>4.2.2 Obtain a current assessed value for the said lands from the County’s assessor.</p> <p>4.2.3 Prepare a report and recommendation to be presented to Council for consideration attaching the compiled comments from the management team.</p> <p>4.2.4 If County Council agrees to proceed with the sale of the said lands by resolution, an advertisement will be placed in the local newspaper for (2) two consecutive weeks.</p>
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<b>Title: Disposition of County Owned Property</b>	<b>Policy No: 10-01</b>
<b>Section: 61</b>	<b>Code: P-R</b>
	<b>Page No.: 2 of 14 E</b>

<b>Policy Statement and Guidelines:</b>	
4.2.5	Develop and maintain a list of County owned lands for sale to be reviewed by County Council by December 31 <sup>st</sup> of each calendar year.
4.2.6	The listing will be made available on Webmap and the County's website.
4.3	If a decision is made not to sell the land in question, the \$200.00 cash deposit shall be refunded in its entirety.
4.4	If the Administration advertises (sample attached as <b>Schedule B – Sample Advertisement For Sale of County Owned Property</b> ) as per Council direction for the sale of the land, and if the applicant is the successful bidder or if a decision is made pursuant to Section (8) hereof to waive this policy and sell directly to the applicant, then the \$200.00 cash deposit shall be applied to the price of the land.
4.5	If the applicant is not the successful bidder for the land, the \$200.00 cash deposit will be returned to the applicant.
4.6	If the applicant is the only bidder (and the bid is accepted by County Council) for the land in question, the \$200.00 cash deposit will be applied to the price of the land.
4.7	Interested Purchaser(s) are responsible for obtaining the following documents: Certificate of Title, Caveats registered on the land title, Property Dimensions, Zoning, Aerial Photo, Tax Certificate at his or her own costs. Alternatively, some of this information may be obtained free of charge by accessing the County's Geographical Information Systems (GIS) on the County's website at <a href="http://webmap.smokylakecounty.ab.ca">http://webmap.smokylakecounty.ab.ca</a> . This information can be obtained by an interested Purchaser prior to submitting an "Expression of Interest".
<b>5.0</b>	<b>REQUEST FOR PROPOSALS:</b>
5.1	Council may consider, from time to time, the sale of certain parcels of municipally owned land by way of "Request For Proposals" which shall be advertised in a local paper for a period of not less than (3) three consecutive weeks and the County's website.
5.2	Proposals submitted to the County for the purchase of municipally owned land may include but not be limited to the following information:
5.2.1	Detailed description of economic impact of the project including number of jobs created both part-time and full-time.
5.2.2	Detailed description of the development proposed;
5.2.3	Detailed plot plan showing specific location of any buildings, structures or developments (including parking area) within the site;
5.2.4	Schedule for the construction of all components of the proposed development;

<b>Title: Disposition of County Owned Property</b>	<b>Policy No: 10-01</b>
<b>Section: 61</b>	<b>Code: P-R</b>
	<b>Page No.: 3 of 14</b>

<b>Policy Statement and Guidelines:</b>	
5.2.5	Detailed description of the building design and other components such as exterior building materials, façade, signage, landscape and other aesthetics impacting on the area where the development will occur;
5.2.6	Amount offered for land on a per acre basis and an estimate of total value of project when complete; and,
5.2.7	Detailed description of economic impact of the project including number of jobs created both part-time and full-time.
5.3	Criteria for rating proposals shall be as follows:
5.3.1	Suitability of Development Rating 20 pts.
5.3.1.1	Land Use Planning compatibility
5.3.1.2	Accessibility
5.3.1.3	Complimentary to existing uses in the area
5.3.1.4	Aesthetic impact (ie. structure, landscape, signage, etc.)
5.3.2	Economic Development Rating 20 pts.
5.3.2.1	Employment opportunities
5.3.2.2	Tax base impact (displacement)
5.3.2.3	Need for service
5.3.2.4	Competitiveness to Community
5.3.3	Infrastructure Benefits Rating 20 pts.
5.3.3.1	Potential to improve sewer service.
5.3.3.2	Potential to improve road/access service.
5.3.3.3	Potential to improve other provincial or municipal services.
5.3.3.4	Potential to allow for improved communication services.
5.3.4	Community Benefits Rating 20 pts.
5.3.4.1	Provides for needs of local residents.
5.3.4.2	Reduces need to seek services outside local area.
5.3.4.3	Enhances the building compliment in the area.
5.3.4.4	Supports or encourages tourism.
5.4	Council is not bound to accept any proposal, and may accept a proposal in whole or in part.
5.5	The Transfer of Land will be made subject to the conditions of a land sale agreement which shall be negotiated between the developer and County Council.

<b>Title: Disposition of County Owned Property</b>	<b>Policy No: 10-01</b>
<b>Section: 61</b>	<b>Code: P-R</b>
	<b>Page No.: 4 of 14 E</b>

<b>Policy Statement and Guidelines:</b>	
5.6	Provision for Transfer of Land back to the County based upon project timelines not being met will be considered.
5.7	Pursuant to the provisions of the Municipal Government Act the County must receive at least market value for land sold.
<b><u>Procedures for Section 5.0 – Request For Proposals</u></b>	
5.8	All Request For Proposals for the purchase of land shall be accompanied by a cash or cheque deposit equal to ten percent (10%) of the bid price, or such other amount as the Council may have determined. Failure to enclose the required deposit will result in rejection of the bid.
5.9	The County reserves the right to reject any or all proposals received. Should the County decide that it is in the best interest of the County to retain the subject lands, the bidders shall have no claim against the County.
5.10	Only those bids received on or before the deadline date advertised for the submission of Request For Proposals will be considered by the County.
5.11	If a proposal is withdrawn following acceptance by the County, the accepted deposit shall be forfeited to and retained by the County as liquidated damages, with the County reserving the right to proceed against the bidder for additional expenses and damages incurred and the bidder deemed not to have been received.
5.12	The County accepts no responsibility for damage to the tendered land after the date of notification of acceptance of the proposals to the successful bidder.
<b>6.0</b>	<b>ELIGIBILITY OF PROPERTY FOR SALE</b>
6.1	Council shall investigate and verify the ownership of land before offering land for sale. Ownership will be determined by the completion of a title search by the Planning & Development Manager.
6.2	Council may request a valuation of the land (appraisal) to be sold at any time.
6.3	All sales of municipally owned land shall comply with the provisions set out in Section 70 of the Municipal Government Act and amendments thereto for the sale of municipal land.
<b>7.0</b>	<b>TERMS OF SALE</b>
7.1	A <b>Schedule C - Agreement To Purchase</b> shall be signed by all parties within 30 days of a Council resolution attached hereto as.

<b>Title: Disposition of County Owned Property</b>	<b>Policy No: 10-01</b>
<b>Section: 61</b>	<b>Code: P-R</b> <b>Page No.: 5 of 14</b> <b>E</b>

**Policy Statement and Guidelines:**

- 7.2 Once all conditions have been completed as stated in the agreement the Chief Administrative Officer shall sign **Schedule D -- Sample Notice** and forward the original signed document to the Purchaser. The Purchaser shall forward same to his/her solicitor.
- 7.3 Within 60 days of receiving the executed Schedule D, the purchaser shall arrange to have a solicitor of their choice complete the Transfer of Land. All costs associate with same shall be borne by the Purchaser.

**8.0 WAIVER OF THIS POLICY**

- 8.1 Advertising is not required for the sale of land in the following instances as per Section 70 (2) of the Municipal Government Act:
  - 8.1.1 To be used for the purposes of supplying a public utility as defined in Section 1(1)(y)the Municipal Government Act,
  - 8.1.2 Transferred or granted under Division 8 Part 10 of the Municipal Government Act before the period of redemption under that Division, or
  - 8.1.3 To be used by a non-profit organization as defined in Section 241(f) of the Municipal Government Act.

**9.0 OTHER**

- 9.1 This policy does not apply to lands listed and/or sold at a Public Auction held by the municipality.
- 9.2 Smoky Lake County provides no representation or warranty in regards to the presence or absence of any environmental contamination or hazardous substances, soil conditions, accessibility or suitability for development. Each Parcel (including any and all structures located thereon) is sold on an "as is" basis and the Purchaser is the purchasing the parcel(s) at his or her own risk.
- 9.3 All costs for servicing the lot shall be borne by the Purchaser.
- 9.4 The Purchaser shall be responsible for obtaining all necessary development, building, and other related permits if the Purchaser wishes to commence with the development on said lands.
- 9.5 The County reserves the right at its discretion to accept, reject or further negotiate with any and all applications and/or cancel a listing at any given time.
- 9.6 The County reserves the right to specify a reserve bid on the lands being offered for sale.
- 9.7 The proceeds from the sale of non-reserve lands shall be allocated to a County reserve as directed by Council.

<b>Title: Disposition of County Owned Property</b>	<b>Policy No: 10-01</b>
<b>Section: 61</b>	<b>Code: P-R</b>
<b>Page No.: 6 of 14</b>	<b>E</b>

<b>Policy Statement and Guidelines:</b>	
9.8	The proceeds from sales of Municipal Reserves (MR) and/or, Municipal and School Reserves shall be allocated to the Cash in Lieu of Municipal Reserve Account.
<b>10.0</b>	<b>PENDING LAND SALES</b>
10.1	Any land sale pending prior to the adoption of this policy shall be considered null and void unless a written extension has been agreed to by County Council on or before the adoption of this policy.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	<b>March 28, 2014</b>	<b># 368-14 - Page #11163</b>
<b>Approved</b>		
<b>Amended</b>		
<b>Amended</b>		



**SCHEDULE A – EXPRESSION OF INTEREST FORM**

**ATTENTION: PLANNING AND DEVELOPMENT MANAGER  
EXPRESSION OF INTEREST  
TO PURCHASE PROPERTY FROM SMOKY LAKE COUNTY**

The information below is not an offer or a contract and does not constitute an interest in land. The purpose of this Expression of Interest is to provide information regarding a desire to purchase property owned by Smoky Lake County prior to negotiation of a formal agreement of purchase and sale. The completion and submission of the Expression of Interest in no way obligates the applicant to purchase the property in question and is not in any way binding upon Smoky Lake County. The Expression of Interest is for information purposes only.

Expressions of Interest will not be reviewed until after any stated deadline date. Where no deadline date is stated, expressions of Interest will be reviewed as received. Smoky Lake County reserves the right to negotiate with only those parties that Smoky Lake County so determines in its sole discretion.

**Contact information**

*Required fields marked with asterisk (\*)*

Date*	
Interested Purchaser's Name*	
Organization (if applicable)	
Phone Number*	
E-mail address	
Mailing Address*	

Description of proposed development, including specific uses anticipated for the site (for information purposes only):

[Empty text box for description of proposed development]

Realtor Name and Address (if applicable): \_\_\_\_\_

**Legal Description of property requesting to purchase**

Lot:		Block:		Plan:	
Pt.	Sec.	Township	Range	W4M	
Size:		Location/Area:			

**What sale price are you prepared to pay?**

Sale Price	\$ (Please indicate specific dollar amount)
Deposit (to be submitted with this form)	\$200.00
Total Price (before GST)	\$
GST (on sale price and deposit)	\$
Balance Due at Closing	\$

**Closing Date**

What is your preferred date to complete the transaction, take possession and have any adjustments made?

YYYY: \_\_\_\_\_ MM: \_\_\_\_\_ DD: \_\_\_\_\_

This information is collected under the authority of section 33 (c) of the *Freedom of Information and Protection of Privacy Act* and for the purpose of property sale transactions with Smoky Lake County. It is protected by the privacy provisions of the *Freedom of Information Act*.

**SCHEDULE B – SAMPLE ADVERTISEMENT FOR SALE OF COUNTY OWNED PROPERTY**

**PUBLIC NOTICE  
SMOKY LAKE COUNTY**

NOTICE is hereby given that Smoky Lake County is offering for sale, by Public Bid, lands described as:

Roll #	Legal Description:	Area of Development:	Title Number:	Size:	Electoral Division:	Zoning:
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<insert map>

TERMS: Cash plus G.S.T. Each parcel offered for sale is subject to Council acceptance and to the reservations and conditions contained in the existing Certificate Of Title including Caveats and/or Easements. The purchaser is responsible for the cost of all services including water, sewer, roads, power, natural gas, sanitary and storm sewer where applicable and necessary access to the property, and for any and all other costs associated with the sale of the lands (including Transfer of Land).

The minimal accepted bid shall be \$ \_\_\_\_\_ (excluding GST).

Person(s) interested must submit the required Expression Of Interest Form in a sealed envelope marked "EXPRESSION OF INTEREST FORM TO PURCHASE PROPERTY".

The aforementioned property is being offered for sale on an "AS IS" basis and the County makes no representation and gives no warranty whatsoever as to the adequacy of services, soil conditions, absence or presence of environmental contamination or the development ability of the subject lands for any intended use by the Purchaser.

No offer will be accepted where the Purchaser attempts to attach conditions precedent to the sale of any parcel. No terms or conditions of sale will be considered other than those specified by Smoky Lake County.

**Smoky Lake County Council has the full right to reject any or all Expression(s) Of Interest(s).**

**Deadline for submitting an interest is \_\_\_\_\_ at 12:00:00 Noon.**

**Please submit to:** Cory Ollikka, Chief Administrative Officer  
Smoky Lake County  
Box 310  
Smoky Lake County, Alberta T0A 3C0

**SCHEDULE C – SAMPLE AGREEMENT TO PURCHASE**

**AGREEMENT TO PURCHASE**

THIS AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 20\_\_.

**BETWEEN:**

**SMOKY LAKE COUNTY**  
a Municipal Corporation  
Box 310  
4612 McDougall Drive  
Smoky Lake, Alberta T0A 3C0  
Phone: 780-656-3730  
(hereinafter called "the County")

**OF THE FIRST PART**

- AND -

**PURCHASER'S NAME**

\_\_\_\_\_  
Mailing Address                      Phone Numbers:    Residence    Work    Cellular

(hereinafter called "the Purchaser")

**OF THE SECOND PART**

\*\*\*\*\*  
**WHEREAS**, the Purchaser agrees to purchase the lands legally described as:

**Legal Land Description:**  
\_\_\_\_\_  
(hereinafter called "the Lands")

**AND WHEREAS** the County and the Developer wish to enter into an Agreement regarding the sale of said Lands.

**THE PARTIES** of this Agreement, in consideration of the promises and the mutual terms, covenants and conditions to be observed and performed by each party, agree as follows:

**Section 61**

**Policy 10-01**

1. Smoky Lake County provides no representation or warranty in regards to the presence or absence of any environmental contamination or hazardous substances, soil conditions, or suitability for development. Each Parcel is sold on an "as is" basis and the Purchaser is purchasing the Parcel(s) at its own risk.
2. No terms or conditions of final sale will be considered other than those specified by Smoky Lake County in this agreement.
3. The Purchaser shall pay the County the full purchase price is full at the time of signing this agreement. Purchase price: \$ \_\_\_\_\_.
4. The Land Transfer must be completed prior to the acceptance of a development permit, subdivision application, rezoning application, and/or any safety codes permits.
5. The purchaser is responsible for the cost of all services including water, sewer, roads, power, natural gas, sanitary and storm sewer where applicable and necessary access to the property and for any other costs associated with the sale.
6. Applicants who rescind their land purchase application after it has been accepted (by resolution of Council) will be subject to an administrative processing fee of \$200.00.
7. Applicants owing overdue debts with the municipality will not be considered for approval until all debts have been paid to the County.
8. Applicants who are under litigation with the municipality will not be considered for approval until the case has been resolved with the County.
9. All fees, including hiring a solicitor to transfer said lands, are to be paid by the purchaser.
10. The purchaser will be responsible for obtaining all necessary development, building, and other related permits if the purchaser desires to proceed with development on said lands.
11. Failure to adhere to all conditions outlined in this agreement will result in a non-refundable administrative fee as stated in Section 6.
12. This Agreement shall not be assignable by the Purchaser.
13. The County has the legal right to sell the said property.
14. This Agreement is for the benefit of and shall be binding upon heirs, executors, administrators and assigns of the individual parties and the successors and assigns of corporate parties.

15. Any notices required by one party to be given to the other shall be given at the following address:

Name  
Address

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

IN WITNESS WHEREOF the Parties here have caused their signatures to be hereunto affixed the day and year first above written.

SMOKY LAKE COUNTY

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

\_\_\_\_\_  
REEVE

\_\_\_\_\_  
WITNESS

}

\_\_\_\_\_  
PURCHASER

\_\_\_\_\_  
WITNESS

}

\_\_\_\_\_  
PURCHASER

**AFFIDAVIT OF EXECUTION**

CANADA	)	I, _____,
PROVINCE OF ALBERTA	)	of the Smoky Lake County,
TO WIT:	)	in the Province of Alberta,
	)	MAKE OATH AND SAY:

- 1. THAT I was personally present and did see NAME(S), named in the within instrument, on the basis of the identification provided to me, duly sign and execute the same for the purpose named therein;
- 2. THAT the instrument was executed at the Smoky Lake County, Alberta and that I am the subscribing witness thereto;
- 3. THAT I believe the person(s), whose signature(s) I witnessed, is (are) at least eighteen (18) years of age.

Sworn before me at the Smoky Lake County,	)	
in the Province of Alberta	)	
this ____ day of _____, 20__	)	
	)	_____
	)	
	)	
_____	)	
A Commissioner for Oaths in and for the	)	
Province of Alberta	)	

**SCHEDULE D – SAMPLE NOTICE**

(to be printed on County letterhead)

**NOTICE TO TRANSFER LAND**

TO: Name of Purchaser

DATE: \_\_\_\_\_

FILE #: \_\_\_\_\_

RE: Land Sale of \_\_\_\_\_

I, Cory Ollikka, Chief Administrative Officer of Smoky Lake County, hereby authorize for the Transfer of Land to be completed on behalf of the Purchaser. The Purchaser shall be responsible for any and all costs associated with the Transfer of Land. Motion No. was passed on \_\_\_\_\_ authorizing said transfer as follows:

*“state the motion as indicated in the Council minutes”*

Please prepare all necessary documentation for Smoky Lake County’s signature and seal.

Thank you.

\_\_\_\_\_  
Cory Ollikka  
Chief Administrative Officer



Enclosure #3 – Policy No. 13-01: Surface Lease of Municipally-Owned Properties

SMOKY LAKE COUNTY



<b>Title: Surface Lease of Municipally-Owned Properties</b>		<b>Policy No.: 01-03</b>
<b>Section: 13</b>	<b>Code: P-S</b>	<b>Page No.: 1 of 12 E</b>

<b>Legislation Reference:</b>	Alberta Provincial Statutes.
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<b>Purpose:</b>	This Policy is to guide Smoky Lake County in the management of municipally-owned properties that are leased for agricultural purposes.
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**Policy Statement and Guidelines:**

**1. STATEMENT:**

- 1.1 Smoky Lake County desires to establish standards, conditions and procedures for the leasing of municipally-owned properties for agricultural purposes.
- 1.2 Smoky Lake County supports agricultural utilization of municipally-owned properties and may lease these properties to individuals and/or businesses, in accordance with the guidelines and procedures outlined in this Policy, to safeguard the County's assets and interests.

**2. OBJECTIVES:**

- 2.1 Smoky Lake County shall provide municipally-owned properties for lease to serve the interests and needs of the agricultural sector, when it is deemed that these properties are suitable for such purposes and where the County does not plan to develop or use these properties in the short or long term.
- 2.2 The municipally-owned properties must be managed efficiently and maintained or improved through proper agricultural practices to ensure their long-term viability and to ensure adequate stewardship of the properties.

**3. GUIDELINES:**

**3.1 Lease of Municipally-Owned Properties**

- 3.1.1 The County provides the opportunity for County residents and businesses to lease municipally-owned properties for agricultural purposes. The process will include the preparation of a Resolution for Council to authorize a municipally-owned property to be leased through a limited invitation to tender process. Only those individuals and businesses that pay property taxes to the County are eligible to lease municipally-owned properties.
- 3.1.2 Properties available to be leased shall be advertised through a limited invitation to tender process, as specified in **Schedule "A": Limited Invitation to Tender: Surface Lease of Municipally-Owned Properties**. Bids are to be submitted as detailed in the limited invitation to tender. It is noted that no late submissions shall be accepted.
- 3.1.3 Council reserves the right to refuse, at its sole discretion, any bid, regardless of whether the applicant is the highest bidder.

<b>Title: Surface Lease of Municipally-Owned Properties</b>	<b>Policy No.: 01-03</b>
<b>Section: 13</b>	<b>Code: P-S</b>
	<b>Page No.: 2 of 12 E</b>

**Policy Statement and Guidelines:**

3.1.4 If a bid is deemed to be incomplete, at the sole discretion of the County, it may be rejected.

**3.2 Lease Terms**

3.2.1 The term of a lease for municipally-owned properties shall not exceed (5) five-years.

3.2.2 The County, at its sole discretion, and after providing 60-days notice, may cancel a lease at any time, for any of the following reasons:

- the lessee requests the cancellation of the lease;
- the leased property is not being used for the purpose for which it was leased;
- the lease was issued in error;
- the lessee fails to pay the required lease fees by the due date;
- the lessee has failed to comply with the terms and conditions of the lease agreement; and
- the County, at its sole discretion, determines that the leased property is required for municipal purposes or wishes to dispose of the land via sale.

3.2.3 Lease payments are to be made annually as per the successful bid, and shall include the payment of all applicable taxes on the property.

3.2.4 Leaseholders have thirty (30) days to pay the invoiced amount in full to the County.

3.2.5 If payment is not received by the County within 30 days of the invoice date, the leaseholder is in default of their lease agreement and will be notified accordingly. If the outstanding fees are not paid in full within sixty (60) days of the invoiced date, the lease agreement may be unilaterally terminated by the County.

3.2.6 A minimum of Two Million Dollars (\$2,000,000.00) personal Liability Insurance, with Smoky Lake County as named insured, must be maintained for the duration of the lease and shall provide proof of such insurance to the satisfaction of the County upon demand.

3.2.7 Leaseholders shall, at all times, indemnify and save harmless the County from any and all losses, costs, damages, actions, causes of action, suits, claims and demands whatsoever that may be lawfully brought or made against the County by reason of anything done by the leaseholder, your invitees, or agents, whether or not such things are done in the exercise or purposed exercise of the rights herein conferred upon you. The County shall not be liable nor responsible for any bodily or personal injury or property damage of any nature what-so-ever that may be suffered or sustained by the leaseholder, their invitees, or agents in the performance of the lease agreement.

<b>Title: Surface Lease of Municipally-Owned Properties</b>		<b>Policy No.: 01-03</b>
<b>Section: 13</b>	<b>Code: P-S</b>	<b>Page No.: 3 of 12 E</b>

**Policy Statement and Guidelines:**

- 3.2.8 No development, construction of any buildings or improvements, nor tree/brush removal shall be permitted on the leased property unless approval is granted by the County. Any improvements (e.g., fencing, animal shelter, etc.) made to any leased municipally-owned property, shall be at the sole expense of the leaseholder, and any chattels remaining on the leased property shall become the property of the County if they are not removed prior to the effective date of termination of the lease agreement.
- 3.2.9 Subletting or subleasing of leases of municipally-owned properties is not permitted and is grounds for immediate and unilateral cancellation of the lease agreement by the County.
- 3.2.10 All bids to lease municipally-owned property shall be approved by resolution of Council and shall be subject to the signing of a Surface Land Lease Agreement with the County.
- 3.2.11 The leaseholder shall allow the County the right to enter the municipally-owned property as the County deems necessary or appropriate, from time to time, to cause or allow third-parties to construct or install permanent underground or above ground utility lines, pipeline facilities and transmission lines which cross the leased property, or to perform such other work upon the leased property as may be deemed necessary at the sole discretion of the County, and the leaseholder shall in no way interfere with or hinder the construction, installation, repair or maintenance work undertaken by the County or by any person to whom the County has granted such permission. The leaseholder shall forthwith, upon having received reasonable notice of the request from the County, execute such further documentation as deemed appropriate, in the sole discretion of the County, for the purposes of expediting any such work by the County or other person granted permission by the County. The leaseholder shall have the right to post signage on the property to prohibit trespassing from May 1<sup>st</sup> to October 31<sup>st</sup>. Any member of the public who wishes to access leased municipally-owned property shall make a request to the lessee to obtain access.
- 3.2.12 Leaseholders shall be responsible to maintain the quality and integrity of the municipally-owned property through adherence to land management practices consistent with agricultural practices commonly used in the area where the property is located.

**3.3 Lease Agreements**

- 3.3.1 Leaseholders shall comply with the terms and conditions of their lease agreement, in accordance with **Schedule "B": Surface Land Lease Agreement**, at all times.
- 3.3.2 Leaseholders must conform to all Federal, Provincial and Municipal legislation, regulations and policies relating to land management.

<b>Title: Surface Lease of Municipally-Owned Properties</b>		<b>Policy No.: 01-03</b>
<b>Section: 13</b>	<b>Code: P-S</b>	<b>Page No.: 4 of 12 E</b>

**Policy Statement and Guidelines:**

- 3.3.3 Leaseholders are responsible for weed control on municipally-owned land. If a noxious weed as designated under the *Weed Control Act* is found on lands that are subject to a lease agreement, the County's Agricultural Service Department will notify the leaseholder in accordance with **Policy Statement No. 62-14: *Weed Inspection and Weed Notice***.
- 3.3.4 The County will communicate warnings in writing via Registered Mail, in the event of a breach of a lease agreement. If the breach identified in the notice is not rectified in a time and manner suitable to the County, and as indicated in the notice, the County reserves the right to unilaterally terminate the lease agreement.
- 3.3.5 Smoky Lake County reserves the right to terminate lease agreements due to breaches of the lease agreement and/or this Policy. If a leaseholder is found in breach of this Policy or of his or her lease agreement, the County reserves the right to not accept future bids from said leaseholder. In such circumstances, the County agrees to notify the affected leaseholder at least sixty (60) days prior to the termination of the lease agreement.
- 3.3.6 When a lease is due to expire in the following year, the leaseholder will be contacted by the County in writing, informing the leaseholder of the expiration date and to indicate the intent that the leased property will be subject to a limited invitation to tender process when advertised by the County.

**4. PROCEDURES:**

- 4.1 Individuals and businesses who are interested in leasing municipally-owned properties are directed to inquire with the Planning and Development Department. The Planning and Development Manager or designate will assist in the "Limited Invitation to Tender" application process to ensure all required information is included.
- 4.2 All bids submitted via the "Limited Invitation to Tender" process must include the following:
  - Legal name, address and contact information of the bidder;
  - Legal land description of municipally-owned property to lease;
  - Bid amount;
  - Purpose of intended use or activity relating to the municipally-owned property; and
  - Date and authorized signature.
- 4.3 All bids submitted will be reviewed by the Planning and Development Department. A report will be prepared by the Planning and Development Manager or designate summarising the bids received and a Request for Decision shall be forwarded to County Council outlining the recommendations for endorsement.

<b>Title: Surface Lease of Municipally-Owned Properties</b>		<b>Policy No.: 01-03</b>
<b>Section: 13</b>	<b>Code: P-S</b>	<b>Page No.: 5 of 12 E</b>

**Policy Statement and Guidelines:**

- 4.4 Once a bid is approved by Council, a lease agreement shall be signed and executed by the County and the successful bidder. The lease agreement shall be issued for a (5) five-year term and shall be billed annually until the expiration of the term. Either party may cancel the lease agreement at any time, provided that the party instigating the cancellation provides the other party with a minimum of sixty (60) days' notice.
- 4.5 Once the lease agreement has been executed, the Planning and Development Department will send a copy to the Finance Department who will be responsible for creating an accounts receivable based on the amount defined in the lease agreement and to ensure receipt of the yearly lease fees throughout the term of the lease.
- 4.6 A Right of First Refusal to Purchase clause will be written into the Surface Land Lease Agreement which shall grant the leaseholder the right to have the first opportunity to purchase the municipally-owned property that they hold a lease for, at the price and subject to the terms and conditions contained in a third-party offer that the County has expressed a willingness to accept, or if the County wishes to sell the municipally-owned property that is the subject of the lease.
  - 4.6.1 The Right of First Refusal to Purchase clause will be initiated if the County receives a third-party offer to purchase a municipally-owned property that is currently being leased, at terms that the County has agreed to. The County shall notify the leaseholder of this offer within forty (40) days of receipt. The leaseholder must exercise their Right of First Refusal to Purchase by notifying the County within thirty (30) days of having received notice, and must match the price offered by the third-party offer. Should the leaseholder choose not to exercise their Right of First Refusal to Purchase, they shall notify the County in writing, within thirty (30) days of having received notice, that they waive this Right.
  - 4.6.2 If the leaseholder declines to purchase or waives their Right of First Refusal to Purchase pursuant to Section 4.6.1, the County shall be at liberty to proceed with acceptance of the third-party offer to purchase said municipally-owned property and subsequently terminate the lease agreement, pursuant to Section 3.6.
  - 4.6.3 If the leaseholder exercises their Right of First Refusal to Purchase, the leaseholder shall be obligated to purchase the property and shall provide a cash deposit, in the amount of Two Hundred Dollars (\$200.00), at the time that they provide notice of exercising of their Right. The Leaseholder shall be required to execute an "Agreement to Purchase" with the County and to adhere to its terms and conditions, in accordance with **Policy Statement No. 61-10: *Disposition of County Owned Property.***

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	<b>March 20, 2001</b>	<b># 338 - Page # 7053</b>
<b>Amended</b>	<b>April 25, 2022</b>	<b># 319 - Page # 7253</b>
<b>Amended</b>	<b>February 15, 2023</b>	<b># 372 - Page # 15506</b>
<b>Amended</b>		



### Schedule "A"

## LIMITED INVITATION TO TENDER Lease of Municipally-Owned Properties

**SMOKY LAKE COUNTY** extends an invitation to tender for lease the following Municipally-Owned Properties in accordance with Policy Statement No. 13-01:

Tender #	Legal Description of Property	
1	NE 23-60-13-W4	+/- 136.30 acres
2	SW 34-61-13-W4	+/- 127.60 acres
3	SW 8-62-13-W4	+/- 153.50 acres
4	SE 8-62-13-W4	+/- 125.10 acres
5	Pt. NE 30-59-14-W4	+/- 56.27 acres
6	NW 2-61-18-W4	160.00 acres
7	SW 11-61-18-W4	160.00 acres
8	Un-surveyed property intersecting river road trails located in the South East of SW 3-58-15-W4 bordered by SH 857 to the west side of SH 652 to the north side: Plan 5022 MC	+/- 0.82 acres
9	NE 32-59-14-W4	160.00 acres
10	Reclaimed Gravel Pit Pt. SE 9-58-15-W4	+/- 22.04 acres

**Sealed bids** for the leasing of Municipal Owned Lands are to be submitted to:

Smoky Lake County  
Planning and Development Department  
P.O. Box 310  
4612 McDougall Drive  
Smoky Lake, Alberta T0A 3C0

up to 2:00:00 P.M. on Month \_\_, 20\_\_. Bids will not be accepted after this time.

**TENDER CLOSING: MONTH 00, 20\_\_.**

Bids are to be placed in a sealed envelope marked "Surface Lease Tender" with the tender number clearly indicated on the outside of the tender bid envelope.

**Municipal Land Surface Lease Agreement:** The successful bidder shall enter into a Surface Lease Agreement with the County – attached as per Schedule "B".

**Terms of Lease:** The term of the Municipal Land Surface Lease shall be for a five (5) year term: January 1, 20\_\_ to December 31, 20\_\_.

**Taxes:** The Leaseholder will be issued an annual tax notice for the municipally-owned property leased and will be responsible to pay the taxes directly to the Smoky Lake County.

Smoky Lake County reserves the right to accept or reject any and all bids. The County reserves the right to accept a bid other than the highest with stated reasons. By the act of submitting its bid, the bidder waives any right to contest in any proceedings or action, the right of the County to award a lease to any party in its sole discretion.

**ALL BIDS MUST INCLUDE THE FOLLOWING INFORMATION:**

- Legal name, address and contact information (phone number and email whenever possible) of the bidder;
- Legal land description of municipally-owned property the bidder wishes to lease;
- Bid amount;
- Purpose of intended use(s) or activity relating to the municipally-owned property;
- Date and authorized signature of the bidder.

**Advertised:** Week of Month Day and Year in Paper(s): \_\_\_\_\_

**Posted:** Month Day and Year on Website: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**Smoky Lake County**



Schedule "B"

**SURFACE LAND LEASE AGREEMENT**

This Agreement made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_;

**BETWEEN:**

**SMOKY LAKE COUNTY**

P.O. Box 310

Smoky Lake, Alberta T0A 3C0

a Municipal Corporation in the Province of Alberta  
(hereinafter referred to as the "County")

OF THE FIRST PART

- AND -

Mailing Address: \_\_\_\_\_

Civic Address: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ or ( ) \_\_\_\_\_  
(hereinafter referred to as the "Leaseholder")

OF THE SECOND PART

\*\*\*\*\*

**WHEREAS**, the Council of the County may grant rights, to its property, including property under the direction, control and management within the municipal boundaries of the County.

**AND WHEREAS**, the County desires to grant a lease and charge for the use of its property, including property under the direction, control and management of the County.

**NOW THEREFORE**, in consideration of the premises and the mutual terms, covenants and conditions to be observed and performed, this **Surface Land Lease Agreement** (the "Agreement") is granted to you by Smoky Lake County and agreed by the Leaseholder as follows:

**1. Lease Site:**

The County shall lease approximately \_\_\_\_\_ acres located on \_\_\_\_\_

(hereinafter referred to as the "Lease Land").



**2. Purpose:**

The County does hereby, in consideration of the payments hereinafter specified and in consideration of the terms and conditions herein contained, grant permission to the Leaseholder exclusive rights to use the ("Lease Land)", for the purpose(s) herein specified:

\_\_\_\_\_

Nothing herein shall give the Leaseholder the right to use the Lands for any other purpose without the prior written consent of the County. The County makes no representation or warranty regarding the legality of the Lease Land, and the Leaseholder shall bear all risk of any adverse change in applicable laws.

**3. Term:**

This Agreement will be for a **five (5) year** term beginning on \_\_\_\_\_ and ending on \_\_\_\_\_ (the "Term"), unless terminated earlier as provided for herein.

**4. Annual Payment:**

The Leaseholder shall pay to the County the following lease payment annually as per the submitted bid:

\$ \_\_\_\_\_ **plus GST.**

If payment is not received within thirty (30) days, the Leaseholder is in default of this Agreement and will be notified in writing of this default. If the outstanding fees are not paid in full within sixty (60) days of the invoiced date, this Agreement may be unilaterally terminated by the County.

**5. Taxes:**

The Leaseholder will pay Smoky Lake County property taxes for the Lease Land directly to Smoky Lake County Taxation Department.

**6. Land Management:**

**6.1 Noxious Weeds:**

The Leaseholder is responsible for weed control on the Lease Land. If a noxious weed as designated under the *Weed Control Act*, is found on the Lease land, the County Agricultural Service Department will notify the leaseholder in accordance with **Policy Statement No. 62-14: Weed Inspection and Weed Notice.**

6.2 **Right to Enter:**

The Leaseholder acknowledges that the County may deem it necessary or appropriate, from time to time, to cause or allow third parties to construct or install permanent underground or above ground utility lines, pipelines facilities and transmission lines which will cross the lease land; or to perform such other work upon the Lease Land as may be deemed necessary at the sole discretion of the County, and the agrees that the Leaseholder shall in no way interfere or hinder the construction, installation, repair or maintenance undertaken by the County or any person to whom the County has granted such permission, and further, the Leaseholder shall forthwith, upon receiving reasonable notice of the request from the County, execute such further documentation as deemed appropriate in the sole discretion of the County, for the purposes of expediting or permitting any such work within the Lease Land by the County or the nominee of the County.

6.3 **Buildings and Improvements:**

The Leaseholder agrees that it shall not erect any buildings, improvements or structures on the Lease Land, without the express written consent of the County. If the Leaseholder is permitted to erect any buildings, improvements or structures, the same are to be constructed in a work-man-like manner so as to minimize damage to the Lease Land, and the Leaseholder shall, after any such work, restore the Lease Land to a level and condition equivalent to that which existed prior to the commencement of any such construction.

Any improvements (e.g. fencing, animal shelter, etc.) made to the Lease Land, shall be at the sole expense of the Leaseholder and any such improvements shall remain with the Lease Land or be removed from the property upon termination of this Agreement.

7. **Liability:**

7.1 **Insurance:**

A minimum of Two Million Dollars (\$2,000,000.00) personal Liability Insurance with Smoky Lake County as named insured must be maintained for the duration of the lease and shall provide proof of such insurance to the satisfaction of the County upon demand.

7.2 **Indemnification:**

The Leaseholder shall, at all times, indemnify and save harmless the County from any and all losses, costs, damages, actions, causes of action, suits, claims and demands whatsoever that may be lawfully brought or made against the County by reason of anything done by the Leaseholder, your invitees, or agents, whether or not such things are done in the exercise or purposed exercise of the rights herein conferred upon you. The County shall not be liable nor responsible for any bodily or personal injury or property damage of any nature what-so-ever that may be suffered or sustained by the Leaseholder, your invitees, or agents in the performance of this agreement. Such indemnification shall survive termination of this Agreement.

**8. Non-Assignment:**

The Leaseholder shall not sublet the Lease Land or any portion thereof, or assign this Agreement, or part with the possession of the Lease Land during the Term.

**9. Applicable Law**

The issuance of this Agreement by the County does not excuse the Leaseholder from complying with the requirements of any Federal, Provincial, or Municipal legislation, regulations, bylaws and policies and shall apply and bind the parties in any all questions pertaining to this Agreement.

**10. Termination:**

It is understood by both the County and the Leaseholder, that the County shall have the absolute right and privilege to terminate this Agreement, herein granted, together with all rights contained herein or ancillary thereto.

10.1 **County:**

10.1.1 The County Reserves the right to terminate this Agreement due to any breach of the Agreement. If the Leaseholder is found in breach of this Agreement, the County reserves the right to not accept future tender bids for lease from the Leaseholder. The County shall give a minimum of sixty (60) days' notice to the Leaseholder of its intent to terminate the Agreement prior to termination.

10.1.2 The County reserves the right to terminate this Agreement in the event it chooses to sell the Lease Land prior to the conclusion of the Term of this Agreement. In such an instance, the Leaseholder shall be given a right of first refusal that shall grant the Leaseholder the right to have the first opportunity to purchase the Lease Land, at the price, and subject to the terms and conditions contained in a third-party offer that the County has expressed a willingness to accept.

10.2 **Leaseholder:**

If the Leaseholder wishes to vacate the Lease Land before the conclusion of the Term of this Agreement, the Leaseholder will give the County advance written notice of not less than Sixty (60) days of such termination.

**11. Notice:**

11.1 The County hereby designates and appoints the Planning and Development Manager as the representative for the purposes of this Agreement.

11.2 All notices, invoices and payments referred to herein shall be given in writing and may be personally delivered or mailed by prepaid, registered mail and addressed as follows:

The County: **Smoky Lake County**  
4612 McDougall Drive OR  
P.O. Box 310  
Smoky Lake, Alberta T0A 3C0

ATTENTION: Planning and Development Manager

The Leaseholder: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ or Cellular: (\_\_\_\_) \_\_\_\_\_  
Email: \_\_\_\_\_

The address of either party may be changed from time to time to any other address in Alberta by notice in writing to the other party. All notices and payments sent by prepaid, registered mail shall be deemed to be received by the addressee on the fourth business day following the mailing thereof in any post office in Alberta, except in the case of a postal strike, in which event any notices shall be given by telegram or by personal delivery, as the case may be. In this paragraph, business day means any day except Saturday, Sunday or a Statutory Holiday.

11.3 It is agreed that this written instrument embodies the entire Agreement of the parties hereto in regard to the matters dealt with herein, and that no understandings or agreements, verbal or otherwise, exist between the parties except as herein expressly set out.

**IN WITNESS WHEREOF** the parties hereto have executed this document on the date first above written.

SIGNED AND DELIVERED }  
in the presence of: } **SMOKY LAKE COUNTY**  
}

\_\_\_\_\_  
Witness C.A.O.

SIGNED AND DELIVERED }  
in the presence of: } **LEASEHOLDER**  
}

\_\_\_\_\_  
Witness Leaseholder's Signature



**Schedule "A"**  
**LIMITED INVITATION TO TENDER**  
 Lease of Municipally-Owned Properties

**SMOKY LAKE COUNTY** extends an invitation to tender for lease the following Municipally-Owned Properties in accordance with Policy Statement No. 13-01:

Tender #	Legal Description of Property	
1	SW 8-62-13-W4	+/- 153.50 acres
2	SE 8-62-13-W4	+/- 125.10 acres
3	SW 12-61-16-W4	160.00 acres

**Sealed bids** for the leasing of Municipal Owned Lands are to be submitted to:

Smoky Lake County  
 ATTN: Planning and Development Department  
 P.O. Box 310  
 4612 McDougall Drive  
 Smoky Lake, Alberta T0A 3C0

by to 4:00:00 P.M. on JANUARY 31, 2025.

Bids will not be accepted after this time.

Bids are to be placed in a sealed envelope marked "Surface Lease Tender" with the tender number clearly indicated on the outside of the tender bid envelope.

**Municipal Land Surface Lease Agreement:** The successful bidder shall enter into a Surface Lease Agreement with the County pursuant to Policy No. 13-01.

**Terms of Lease:** The term of the Municipal Land Surface Lease shall be for a five (5) year term:

**Taxes:** The Leaseholder will be issued an annual tax notice for the municipally-owned property leased and will be responsible to pay the taxes directly to the Smoky Lake County.

Smoky Lake County reserves the right to accept or reject any and all bids. The County reserves the right to accept a bid other than the highest with stated reasons. By the act of submitting its bid, the bidder waives any right to contest in any proceedings or action, the right of the County to award a lease to any party in its sole discretion.

**ALL BIDS MUST INCLUDE THE FOLLOWING INFORMATION:**

- Legal name, address and contact information (phone number and email whenever possible) of the bidder;
- Legal land description of municipally-owned property the bidder wishes to lease;
- Bid amount;

- Purpose of intended use(s) or activity relating to the municipally-owned property;
- Date and authorized signature of the bidder.



# Request for Decision (RFD)

Meeting Date: Thursday, December 12, 2024

Agenda Item: #7.7

Topic: Regional GIS Agreement

Presented By: Carole Dowhaniuk, GIS Operator

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**Recommendation:**

**That Smoky Lake County re-enter the Regional GIS Agreement with the Town of Smoky Lake, Village of Waskatenau and the Village of Vilna for the purpose of outlining roles and responsibilities relating to the Regional Geographic Information System (GIS) facilitated through Catalis Technologies Canada Ltd. software products and services contracts to coincide with the new Five-Year Term commencing January 1, 2025, and ending December 31, 2029.**

**Background:**

- The Regional GIS Agreement coincides with the Geographic Information System (GIS) Software Products and Services contracts between Smoky Lake County and Catalis Technologies Canada Ltd. on behalf of the Smoky Lake Region encompassing the municipalities of Smoky Lake County, Town of Smoky Lake, Village of Waskatenau, and the Village of Vilna, for a Five-Year Term commencing January 1, 2025 and ending December 31, 2029, as per quote No.:006Ph00000BsbM1IAJ Dated November 1, 2024 for Software Licensing, and quote No.:006Ph00000DGIt7IAD, dated November 5, 2024 for Recurring Professional Services.

**Benefits:**

- Clearly outlines the Roles and Responsibilities of the Region.
- Clearly outlines the Town of Smoky Lake, Village of Waskatenau and the Village of Vilna annual reimbursement costs to the County of Smoky Lake for the 5-year term.

**Disadvantages:**

N/A

**Alternatives:**

N/A

**Financial Implications:**

N/A

**Legislation:**

N/A

**Intergovernmental:**

N/A

**Strategic Alignment:**

N/A

**Enclosure(s):**

1. Regional GIS Agreement

Signature of the CAO: 

## **REGIONAL GIS AGREEMENT**

**BETWEEN:**

**TOWN OF SMOKY LAKE,**

a municipal corporation incorporated pursuant to the laws of the Province of Alberta, having an address at Box 460, Smoky Lake, AB TOA 3CO.

(hereinafter referred to as "**Smoky Lake**")

**OF THE FIRST PART**

-and-

**VILLAGE OF WASKATENAU,**

a municipal corporation incorporated pursuant to the laws of the Province of Alberta, having an address at PO Box 99 Waskatenau, AB TOA 3PO.

(hereinafter referred to as "**Waskatenau**")

**OF THE SECOND PART**

(herein referred to collectively with Smoky Lake, Waskatenau, and Vilna as the "Regional Partners")

-and-

**VILLAGE OF VILNA,**

a municipal corporation incorporated pursuant to the laws of the Province of Alberta, having an address at Box 10 Vilna, AB, TOA 3LO.

(hereinafter referred to as "**Vilna**")

**OF THE THIRD PART**

(herein referred to collectively with Smoky Lake, Waskatenau, and Vilna as the "Regional Partners")

-and-

**SMOKY LAKE COUNTY,**

a municipal corporation incorporated pursuant to the laws of the Province of Alberta, having an address at Box 310, Smoky Lake, Alberta TOA 3CO.

(hereinafter referred to as the "**Smoky Lake County**")

**OF THE FOURTH PART**

(herein referred to collectively with Smoky Lake, Waskatenau, and Vilna as the "**Parties**")



Regional GIS  
Agreement

Smoky Lake County  
Town of Smoky Lake  
Village of Waskatenau  
Village of Vilna

=====

WHEREAS the Parties wish to enter into an Agreement with Smoky Lake County for the Roles and Responsibilities as that term is hereinafter defined; and

WHEREAS Smoky Lake County has agreed, subject to the terms and provisions of this Agreement, to provide the Services as that term is hereinafter defined;

THEREFORE, the Parties to this Agreement, in consideration of the mutual promises hereinafter contained, agree as follows:

**1. Definitions:**

- (1) **ADMIN** means the Customer named in the Catalis Order forms No.: 006Ph00000BsbM1IAJ and No.: 006Ph00000DGIt7IAD.
- (2) **Catalis** means Catalis Technologies Canada Ltd. - the provider of GIS software and services for the Parties, and provider of GIS maintenance, general services to the Parties of this Agreement.
- (3) **Catalis Contract** means Order forms No.: 006Ph00000BsbM1IAJ and No.: 006Ph00000DGIt7IAD from Catalis and attached as Appendices A and B to this Agreement. The Parties hereby acknowledge that Smoky Lake County is the owner of this Contract.
- (4) **CMMS Collector** means Catalis Mobile App available for Apple and Android devices. The Mobile App lets you take Catalis with you, allowing you to view, add or edit Data.
- (5) **Catalis User Listing** means a listing of user login names, site permissions and roles.
- (6) **Data Sharing Agreements** means the Parties' formal contract of their GIS Data with 3rd parties that clearly documents what data are being shared and how the data can be used. It protects the Parties providing the data, ensuring that the data will not be misused.
- (7) **General Service Hours** Identified in Section 3 of Order form No.: 006Ph00000DGIt7IAD. Recurring Professional Services Renewal Fees and described in "SCHEDULE B: RECURRING PROFESSIONAL SERVICES SCOPE OF WORK". These are service hours that are incurred by Catalis for tasks such as updating GIS Data and Integrated Data, training, new layer requests or map requests, and the Catalis Mobile App.
- (8) **GIS Data** means the geographic/spatial information contained in, produced by, and/ or provided for the Parties' Geographic Information Systems. Catalis contains a large amount of information from several different sources. Some of this information is maintained by Catalis, some is maintained by the Parties' staff, and some is automatically updated as per "Catalis Order forms No.: 006Ph00000BsbM1IAJ and No.: 006Ph00000DGIt7IAD".
- (9) **GIS Operator** means the Smoky Lake County employee who is responsible for all GIS activities.

- 
- (10) **Integrated Data** means data that Catalis integrates with the Parties' tax/finance system to incorporate quantities of official information. This includes almost all the information visible when you click on a land parcel in Web Map, such as ownership, legal description, address, zoning, taxes and utilities. This information will automatically stay up to date. If there are any errors noted in this information, changing the information for that account in the tax system will automatically update the GIS Data with the changes reflected the next day in WebMap.
- (11) **Management of Users** means the set up and deletion of users, permissions, and roles of municipal staff for each Regional Parties' Webmap and the Regional Webmap.
- (12) **Regional Webmap** means the WebMap Application Interface created for the purpose of providing authorized staff from all Parties', members of the public and 3<sup>rd</sup> Party users with access to an agreed-upon subset of each Parties' GIS Data.
- (13) **Regional Parties' Webmap(s)** means the WebMap Application Interface created for the purpose of providing municipal staff from each of the Regional Parties' with exclusive, unrestricted access to WebMap that contains data pertaining only to each respective Party.
- (14) **WebMap Application Interface** means the web-based features and functionality developed by Catalis that allows the Parties' end-users to access and interact with their GIS data.

## 2. Roles and Responsibilities:

1. Smoky Lake County will administer payment of the Catalis Contract.
2. Parties are responsible to reimburse Smoky Lake County annually upon receipt of an invoice for their portion of the Catalis Contract. These costs are divided as:
  - 2.2.1 Costs are divided in Section #3 Recurring Professional Services Renewal Fees of Order form No.: 006Ph00000DGI7IAD
  - 2.2.2 Allocation: The General Service hours are allocated as follows:
    - Smoky Lake County -165 hours annually
    - Town of Smoky Lake -15 hours annually
    - Village of Vilna -10 hours annually
    - Village of Waskatenau-10 hours annually
  - 2.2.3 If any Party needs additional hours above the allocation, they will be billed directly by Catalis.
  - 2.2.4 Attached hereto is Appendix C showing the pro-rated costs to each Party.
2. Nonpayment by a Party will result in said Party's loss of access to its Webmap Application Interface. General Service Hours will be allocated to the remaining Parties on a prorated basis.
4. For the reinstatement of the Party's access through Catalis Interface and General Service-Hours -Smoky Lake County shall be reimbursed prior to activation.

- 
5. Smoky Lake County will provide a monthly General Service Hours Report to the Parties once received from Catalis. Each respective Party is responsible for reviewing and verifying its General Service Hours Report.
  6. Each respective Party appoints its (CAO) or authorized representative to make a written request to the GIS Operator for the establishment of a new user and/or to change permissions and/or for deletion of an existing user. The GIS Operator will provide each Party or authorized representative with an updated user listing, upon request.
  7. Each respective Party is responsible for preparing and renewing its Data Sharing Agreements. The Parties acknowledge that Smoky Lake County is not responsible or liable for the Parties' data sharing obligations.
  8. The Parties hereby acknowledge that Catalis will be the first point of contact for the purposes of requesting updating GIS Data, Integrated Data, training, new layer requests, the Mobile App. The GIS Operator will be notified by a Party when making such requests to Catalis.
  9. Each Party is responsible for the accuracy and input of their data in their WebMap Application Interface.
  10. Smoky Lake County will provide oversight to the Regional WebMap. Note that the subset of GIS Data to be provided for the Regional Webmap must be agreed upon by all Parties and be in compliance with the Freedom of Information and Protection of Privacy Act (FOIPP).
  11. The initial term of this Agreement shall be from January 1, 2025, to December 31, 2029. Following the Subscription Start and End Date of Order Form No.: 006Ph00000BsbM1IAJ and Order Form No.: 006Ph00000DGI7IAD.
  12. Each Party shall indemnify and save harmless each and any of the other Parties, their officers, employees, and agents from any and all claims, demands, actions and costs, to the extent that such claims, demands, actions and costs are attributable to a negligent act or omission of the offending Party, its officers, employees or agents in the performance by the offending Party of this Agreement. If any such claim or demand is made, the affected Regional Party or Parties shall;
    - 12.1. promptly notify the offending Party; and
    - 12.2. permit the offending Party, if requested, to conduct and control at the offending Party's own expense, the defense of such claim or demand and any related settlement negotiations; and
    - 12.3. provide all reasonable assistance to the offending Party and make no prejudicial admission in respect of the defense of any such claim or demand.
- Such indemnification shall survive termination or expiry of this Agreement for a period of three years from the said termination or expiry.
13. The Parties to this Agreement may add to, delete, vary or amend any provision of this Agreement by mutual agreement in writing and any changes that are mutually agreed upon by the said Parties shall be included in and form part of this Agreement.

14. Any notice required or permitted to be given under this Agreement shall be made in writing and shall be sent via registered mail, or via email addressed to the Parties to whom it is to be given at the address shown below, or such other address notified by the other Parties in writing.

**if to Smoky Lake at:** Town of Smoky Lake  
Box 460  
Smoky Lake, AB TOA 3CO  
to the attention of: Dawn Phillips, Chief Administrative Officer  
Facsimile #: 780-656-3675  
Email: cao@smokylake.ca

**if to Waskatenau at:** Village of Waskatenau  
PO Box 99  
Waskatenau, AB TOA 3PO  
to the attention of: Bernice Macyk, Chief Administrative Officer  
Facsimile #: 780-358-2208  
Email: waskvillage@mcsnet.ca

**if to Vilna at:** Village of Vilna  
Box 10  
Vilna, Alberta TOA 3LO  
to the attention of: Earla Wagar, Chief Administrative Officer  
Facsimile #: 780-636-3022  
Email: vilna@mcsnet.ca

**if to the Smoky Lake County at:** Smoky Lake County  
Box 310  
Smoky Lake, Alberta TOA 3CO  
to the attention of: Kevin Lucas, Chief Administrative Officer  
Facsimile #: 780-656-3768  
Email: cao@smokylakecounty.ab.ca

Any notice shall:

- 1) if **emailed**, a read receipt notice must be included in the email; or
- 2) if transmitted by **facsimile** transmission, to expedite matters, it must be followed by original within five (5) business days.
- 3) if **mailed**, be deemed to have been given and received at the place of receipt at the expiration of seven (7) business days after the mailing thereof. In the event of a postal disruption, such notices must either be delivered personally or sent by facsimile transmission.
- 4) be **carbon copied** (cc:) to Catalis as follows:  
Catalis, 203-10328 81 Ave NW Edmonton, Alberta T6E 1 X2  
to the attention of: Teresa Yeager, President  
Facsimile #: 587-200-0197 E-mail: Teresa.Yeager@catalis.com

Regional GIS  
Agreement

Smoky Lake County  
Town of Smoky Lake  
Village of Waskatenau  
Village of Vilna

=====

**IN WITNESS WHEREOF**, Smoky Lake has affixed its' seal under the hands of its officers authorized in that behalf this \_\_\_\_ day of \_\_\_\_\_,

\_\_\_\_\_  
TOWN OF SMOKY LAKE  
DAWN PHILLIPS  
CHIEF ADMINISTRATIVE OFFICER

(Seal)

**IN WITNESS WHEREOF**, Waskatenau has affixed its' seal under the hands of its officers authorized in that behalf this \_\_\_\_ day of \_\_\_\_\_,

\_\_\_\_\_  
VILLAGE OF WASKATENAU  
BERNICE MACYK  
CHIEF ADMINISTRATIVE OFFICER

(Seal)

**IN WITNESS WHEREOF**, Vilna has affixed its' seal under the hands of its officers authorized in that behalf this \_\_\_\_ day of \_\_\_\_\_,

\_\_\_\_\_  
VILLAGE OF VILNA  
EARLA WAGAR  
CHIEF ADMINISTRATIVE OFFICER

(Seal)

**IN WITNESS WHEREOF**, Smoky Lake County has affixed its' seal under the hands of its officers authorized in that behalf this \_\_\_\_ day of \_\_\_\_\_,

\_\_\_\_\_  
SMOKY LAKE COUNTY  
KEVIN LUCAS  
CHIEF ADMINISTRATIVE OFFICER

(Seal)

**Appendix "C" to the Regional GIS Agreement**

**Regional MuniSight Breakdown 2025**

General Support Service Hours	hours	rate/hr	total
Town	15	150.00	2,250.00
Waskatenau	10	150.00	1,500.00
Vilna	10	150.00	1,500.00

**Regional MuniSight Breakdown 2026**

General Support Service Hours	hours	rate/hr	total
Town	15	156.00	2,340.00
Waskatenau	10	156.00	1,560.00
Vilna	10	156.00	1,560.00

**Regional MuniSight Breakdown 2027**

General Support Service Hours	hours	rate/hr	total
Town	15	162.24	2,433.60
Waskatenau	10	162.24	1,622.40
Vilna	10	162.24	1,622.40

**Regional MuniSight Breakdown 2028**

General Support Service Hours	hours	rate/hr	total
Town	15	173.73	2,605.95
Waskatenau	10	173.73	1,737.30
Vilna	10	173.73	1,737.30

**Regional MuniSight Breakdown 2029**

General Support Service Hours	hours	rate/hr	total
Town	15	175.48	2,632.20
Waskatenau	10	175.48	1,754.80
Vilna	10	175.48	1,754.80



# Request for Decision (RFD)

Meeting Date: Thursday, December 12, 2024

Agenda Item: #7.8

Topic: Policy Statement No. 01-45-02: Geographic Information System (GIS)

Presented By: Carole Dowhaniuk, GIS Operator

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## Recommendation:

**That Smoky Lake County Council amend Policy Statement No. 01-45-02: Geographic Information System (GIS), to reflect the changes, updates, and addition of Section # 6: Responsibilities.**

## Background:

Smoky Lake County first began the implantation of our Geographic Information System (GIS) back in 2001 for the purpose of capturing, storing, analyzing, and displaying geographically referenced information. A GIS combines this geographically referenced data with non-spatial data to create an information repository that can be analyzed graphically for the purposes of decision making, and managing use of land, resources, transportation and other spatially described entities.

Smoky Lake County provides a wide variety of services to County ratepayers and other stakeholders that require accurate and current spatial data, including data related to land ownership, zoning, planning, maintenance and rehabilitation of physical infrastructure assets including land, buildings, roads/transportation, sewer, water and natural gas infrastructure. This data supports the future of our Asset Management Program by enhancing planning, maintenance, and decision-making for smarter asset management.

Policy Statement No. 01-45-01: Geographic Information System (GIS) was first approved in January 22, of 2016.

- Current Policy does not:
  - clearly define definitions
  - outline the responsibilities of each department
  - specify current software and provider

Revised Policy Statement No. 01-45-02: Geographic Information System (GIS), details:

- *Revised Policy does:*
  - *clearly defines definitions*
  - *adequately outlines the responsibilities*
    - *defining detailed staff responsibilities, ensuring adoption of this Policy across all departments, and*
    - *establishes responsibilities for data within its managing departments for efficiencies of operation.*
  - *addresses the gap within the purpose, statement and guidelines, and*
  - *specifies current software and provider*



# Request for Decision (RFD)

**Benefits:**

The benefit of the recommendation clearly outlines the responsibilities in ensuring the County's GIS database will be updated regularly and ensure accurate data is provided to stakeholders.

**Disadvantages:**

N/A

**Alternatives:**

N/A

**Financial Implications:**

There are no financial or budget implications to this recommendation.

**Legislation:**

N/A

**Intergovernmental:**

N/A

**Strategic Alignment:**

N/A

**Enclosure(s):**

1. 2016 Approved Policy Statement No. 01-45-01: Geographic Information System (GIS)
2. Revised Policy Statement No. 01-45-02: Geographic Information System (GIS)

Signature of the CAO:

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



# SMOKY LAKE COUNTY



<b>Title:</b> Geographic Information System (GIS)	<b>Policy No.:</b> <b>45-01</b>
<b>Section:</b> <b>01</b>	<b>Code:</b> <b>P - I</b>
	<b>Page No.:</b> <b>1 of 3</b>

<b>Legislation Reference:</b>	Alberta Provincial Statutes
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<b>Purpose:</b>	<ol style="list-style-type: none"><li>1. To deploy and maintain an efficient, integrated and comprehensive spatial data system that provides County personnel, decision-makers, businesses, and citizens with geographic information and tools to meet a wide variety of needs.</li><li>2. To incorporate the delivery of leading GIS technology and enhance products and services that provides optimum value to the County, citizens, and businesses.</li></ol>
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<b>Policy Statement and Guidelines:</b>	
<b>1. STATEMENT:</b>	
1.1	A geographic Information System is a digital database of all physical and spatial features in the county.
1.2	GIS allows us to view, understand, question, interpret, and visualize data in many ways that reveal relationships, patterns, and trends in the form of maps, globes, reports, and charts.
1.3	Smoky Lake County's GIS department, collect, inputs and manages, large and varied data sets. From that information, creative solutions may be derived, making the best use of limited staff and financial resources. County department heads can make confident, data-driven decisions.
1.4	The GIS data is often linked to a geographic location and is organized into layers, which helps county personnel and citizens answer questions and solve problems by looking at data on the Smoky Lake County <a href="#">MuniSight ES</a> in a way that is quickly understood and easily shared.
<b>2. DEFINITION:</b>	
2.1	GIS is a geographic information system that integrates hardware, software, and data, for capturing, managing, analyzing, forecasting and displaying all forms of geographically referenced information, which is supplied by sources internal and external to the organization.
<b>3. OBJECTIVES:</b>	
3.1	The function of the GIS Department is to facilitate the use of GIS to be a long-lived asset that will improve county operations, evolve with changing technologies and adapt to the County's changing needs by:
3.1.1	Fostering informed and effective decision making.
3.1.2	Improving the delivery and efficiency of public services.
3.1.3	Providing relevant information to staff and residents.
3.1.4	Promoting innovative solutions for Smoky Lake County.

<b>Title:</b> Geographic Information System (GIS)		<b>Policy No.:</b> 45-01
<b>Section:</b> 01	<b>Code:</b> P - I	<b>Page No.:</b> 2 of 3

## Policy Statement and Guidelines:

### 4. GUIDELINES:

4.1 A Geographic Information System consists of five (5) important components:

- 4.1.1 **Computer Hardware:** The County Server forms the general hardware component of the GIS which is used to store the GIS program and warehouse our data files. Other peripherals included: digital scanners which converts paper maps and documents into digital data, plotter which is used to print out large maps and graphics; and Portable Global Positioning Satellite (GPS) devices used by field personnel to capture new data points.
- 4.1.2 **GIS Software:** The GIS Software component is very important for generating, analyzing, manipulating, and displaying the geographical information. GIS Software determining factors included user friendliness, cost-effectives, system compatibility and software documentation. (Current software includes: Geomedia Professional, Intergraph Webmap, CAMS VA Plus, MuniSight ES, and AIMS).
- 4.1.3 **Data:** The most important and delicate component of GIS is data. This spatially referenced information has many important uses. GIS data is collected or produced in-house; as well as purchased or provided from data organizations, government departments and vendors. Significant time, money and resources are allocated to collecting, storing, analyzing, securing and ensuring the integrity of the GIS data.
- 4.1.4 **People:** GIS technology is useless without people power. Users include specialists who design and support the system, data collectors and office personnel that need to refer to the GIS information in order to complete office tasks and service to citizens. Proper user training is essential for ensuring effective use of a GIS System.

### 5. PROCEDURES:

- 5.1 **Operational Models and Procedures:** In order to ensure that GIS equipment, data and resources are used appropriately and effectively, it is imperative to clearly define the operational models and procedures. To understand how the system is to be used, by whom, for what purpose and within what operational procedures – Smoky Lake County will continue in policies development to ensure the smooth operation of a GIS network.

The following services are necessary to make GIS an efficient platform for information sharing:

- 5.1.1 **Data and Records Management:** GIS is the data steward for all County geographic asset records. These County records include hardcopy maps; digital computer aided drafting files; as-built and records of many sizes and formats.

<b>Title:</b> Geographic Information System (GIS)		<b>Policy No.:</b> 45-01
<b>Section:</b> 01	<b>Code:</b> P - I	<b>Page No.:</b> 3 of 3

<b>Policy Statement and Guidelines:</b>	
5.1.2	<b>GIS Data Analyses and Visualization:</b> GIS provides the technical expertise and computing capabilities to analyze and update geographic datasets. GIS technology facilitates the use of multiple diverse datasets undertaking complex analyses and yet provides simple map visualizations to support business decision making and operational processes.
5.1.3	<b>Mapping and Graphics Services:</b> GIS is responsible for working with end users in the planning and coordinating, and development of customized map products and series maps that focus on municipal management information. GIS group is the data stewards of the corporate geographic data, drafting standards and requirements.
5.1.4	<b>Plotting and Large Format Printing:</b> GIS provides large format printing and plotting services. We provide engineering size scanning services, permanent corporate mapping retention processes, and online access to our library of corporate records.
5.1.5	<b>GIS Application:</b> GIS application design and development activities provide full lifecycle services: business needs definition; technologies options assessment; application, database and systems integration design; application development and testing; user documentation and training; and application updating based on changing needs.
5.1.6	The County will endeavor to provide support and educational programs for in-house users.
<b>6.</b>	<b>DISCLAIMER:</b>
6.1	Smoky Lake County makes information available through the County's Public MuniSight to enhance public knowledge and promote a better understanding of the County and its government. Smoky Lake County attempts to provide up-to-date accurate information to all users.
6.1.1	However, GIS data may include inaccuracies or typographical errors. The information is provided without warranty or condition of any kind. Smoky Lake County assumes no liability for any damages or loss of any kind that might arise for the use of, misuse of, or the inability to use the Public MuniSight System.
6.1.2	Furthermore, this mapping data is for information purposes only and is not intended to act as legal record; and should not be used as a substitute for legal, accounting, surveying real estate, business tax, or other professional advice.
6.1.3	Any use of this data beyond that of general information should be verified by the County's GIS Officer before use.
6.1.4	Smoky Lake County retains the right to change any GIS content on the County's Public MuniSight without prior notice.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	<b>January 22, 2016</b>	<b># 312-16 - Page # 12047</b>
<b>Amended</b>		
<b>Amended</b>		





<b>Title: Geographic Information System (GIS)</b>		<b>Policy No.: 45-02</b>
<b>Section: 01</b>	<b>Code: P - I</b>	<b>Page No.: 1 of 5</b>

<b>Legislation Reference:</b>	Alberta Provincial Statutes
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<b>Purpose:</b>	<ol style="list-style-type: none"> <li>1. To develop, deploy and maintain an efficient, integrated, current and comprehensive spatial data system that provides stakeholders, including County personnel and decision-makers, ratepayers and businesses, with access to spatial data and tools that meet a wide variety of users' needs.</li> <li>2. To incorporate the use and delivery of leading and current Geographic Information System (GIS) technology into the County administrative and decision-making processes, thereby ensuring that these processes increase administrative efficiencies and provide optimum value to County ratepayers and other stakeholders.</li> <li>3. To ensure that the County's GIS database is updated regularly to ensure accurate data is provided to stakeholders, thereby ensuring efficiency of operations.</li> </ol>
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**Policy Statement and Guidelines:**

<ol style="list-style-type: none"> <li>1. <b>STATEMENT:</b> <ol style="list-style-type: none"> <li>1.1 A Geographic Information System (GIS) is a digital database of all physical and spatial features within the County, which is comprised of data collected from a wide range of sources, both internal and external.</li> <li>1.2 Smoky Lake County provides a wide variety of services to County ratepayers and other stakeholders that require accurate and current spatial data, including data related to land ownership, zoning, planning, maintenance and rehabilitation of physical infrastructure assets including land, buildings, roads/transportation, sewer, water and natural gas infrastructure.</li> <li>1.3 A Geographic Information System is an integrated approach involving all stakeholders, to maximize value of physical assets from a digital database of spatial and non-spatial data within the county.</li> <li>1.4 GIS allows County administration, ratepayers and other third-party stakeholders to view, understand, question, interpret, and visualize data in many ways, revealing relationships, patterns, and trends in the form of maps, reports, and charts, allowing County Council, administration and other stakeholders to make confident, data-driven decisions.</li> <li>1.5 Smoky Lake County's GIS department, collects, inputs, updates and manages, large and varied datasets. The information collected and stored in the GIS database allows for creative solutions to be derived, making the best use of limited staff and financial resources. Additionally, County departments can make confident, data-driven decisions that help achieve operational efficiencies, while providing excellent service to ratepayers and other stakeholders.</li> </ol> </li> </ol>
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<b>Title: Geographic Information System (GIS)</b>		<b>Policy No.: 45-02</b>
<b>Section: 01</b>	<b>Code: P - I</b>	<b>Page No.: 2 of 5</b>

- 1.6 GIS data is linked to a geographic location and is organized into layers, which helps County personnel and stakeholders to visualize different datasets, allow for creative and innovative ways to solve problems.

## 2. DEFINITIONS:

- 2.1 **“Geographic Information System (GIS)”** means a system that consists of integrated computer hardware and software that store, manage, analyze, edit, output and visualize geographic (spatial) data, which is supplied by both internal and external sources.
- 2.2 **“County”** means Smoky Lake County.
- 2.3 **“Stakeholders”** means County Council, CAO, administration, management, staff, ratepayers and business partners.
- 2.4 **“Web Map”** means an interactive display of geographic information that can be accessed via an internet browser, on mobile devices, or on a desktop computer.

## 3. OBJECTIVE:

- 3.1 The function of the GIS department is to facilitate the use of the County’s GIS in all facets of the County’s operations, while also ensuring that the County’s GIS evolves with changes in GIS software and hardware, and while ensuring that the County’s GIS adapts to the changing needs and goals of the County, by:
- 3.1.1 Fostering informed and effective decision making.
  - 3.1.2 Improving the delivery and efficiency of public services.
  - 3.1.3 Providing relevant, accurate and current information/data to Stakeholders.
  - 3.1.4 Promoting innovative solutions to the County’s problems/challenges; and
  - 3.1.5 Aiding in the asset management process.

## 4. GUIDELINES:

- 4.1 A Geographic Information System consists of four (4) essential components:
- 4.1.1 **Computer Hardware:** The County server forms the general hardware component of the GIS and is used to store the GIS program and acts as a warehouse for the County’s data files. Other peripheral hardware includes digital scanners, which convert paper maps and documents into digital data; a plotter, which is used to print large maps and graphics; and portable Global Positioning Satellite (GPS) devices which are used by field personnel to capture data and upload it to the GIS.

<b>Title: Geographic Information System (GIS)</b>		<b>Policy No.: 45-02</b>
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4.1.2 **GIS Software:** The GIS software component is integral to generating, analyzing, manipulating and displaying spatial and non-spatial data. Factors used for determining which GIS software is most suitable for the County's purpose include cost-effectiveness, user friendliness, system compatibility, and features. Current GIS software used by the County includes: QGIS, Catalis Software subscription including GIS Webmap, CMMS Collector, Weed & Pest Management, and Permit & License Management.

4.1.3 **Data:** The most important and sensitive component of GIS is data. This spatially referenced information has many important uses. GIS data is collected or produced in-house as well as purchased or provided from outside organizations, government departments and other vendors. Significant time, money and human resources are allocated to collecting, storing, analyzing, securing and ensuring the integrity of the County's GIS data.

4.1.4 **People:** GIS technology is useless without skilled GIS professionals to compliment the hardware, software and data. Users include specialists who design and support the GIS, data collectors, and office personnel who utilize GIS data to complete varied office tasks and to provide services to Stakeholders.

## 5. PROCEDURES:

5.1 **Operational Models and Procedures:** In order to ensure that GIS hardware, software, data and human resources are used appropriately and effectively, it is imperative to clearly define the operational models and procedures, to understand how the system is to be used, by whom, for what purpose and within what operational procedures.

The following services are necessary to make GIS an efficient platform for spatial analysis and information sharing:

5.1.1 **Data and Records Management:** The GIS Department is the data steward for all the County's geographic asset records. These records include hardcopy maps, digital computer-aided drafting (CAD) files; as-built drawings and infrastructure asset records of many sizes and formats.

5.1.2 **GIS Data Analyses and Visualization:** The GIS Department provides technical expertise and computing capabilities to analyze and update geographic datasets. GIS technology facilitates the use of multiple diverse datasets undertaking complex analyses and yet provides simple map visualizations to support decision-making and efficiencies in operational processes.

<b>Title: Geographic Information System (GIS)</b>		<b>Policy No.: 45-02</b>
<b>Section: 01</b>	<b>Code: P - I</b>	<b>Page No.: 4 of 5</b>

- 5.1.3 **Mapping and Graphics Services:** The GIS Department is responsible for working with end users in the planning, coordination and development of customized map products and series maps that focus on municipal analysis.
- 5.1.4 **Plotting and Large Format Printing:** The GIS Department provides large format printing and plotting services of the County's GIS data where necessary to assist other personnel and support efficient operational practices.
- 5.1.5 **GIS Education & Training:** The County will endeavor to provide GIS training, education and upgrading to applicable County personnel in order to ensure that the GIS is being utilized to its full potential and to ensure that personnel using GIS have the necessary skills to maximize use of the GIS.

## 6. RESPONSIBILITIES:

### 6.1 Council Responsibilities

- 6.1.1 Adopt and support the GIS Policy.
- 6.1.2 Support the GIS Strategic Plan.
- 6.1.3 Clearly define GIS priorities.
- 6.1.4 Establish and maintain funding of GIS hardware, software, data and personnel through multi-year and long-range financial plans.

### 6.2 Staff Responsibilities

- 6.2.1 The **Chief Administrative Officer** will lead the implementation and set the strategic direction of the GIS Policy across all County departments.
- 6.2.2 The **Department Managers** will lead the adoption of the GIS Policy within their department and will supply appropriate resources to support the GIS Policy within their department, including the collection of data and management of records.
- 6.2.3 The **Department Managers** and **Designated Staff** are responsible for ensuring that their department's data is maintained, reliable and accurate, so that County decision-making and reporting is based on accurate, reliable and up-to-date data.
- 6.2.4 The **GIS Operator** will support all departments by allocating appropriate resources to ensure that each department has the necessary resources to implement the GIS Strategic Plan and maximize the efficiency of the GIS in each department's decision-making process. The GIS Operator will provide operational support by assessing and prioritizing GIS-related issues and requests, and by ensuring training and support is provided to each department in the disciplines of GIS, data collection and records management.



<b>Title: Geographic Information System (GIS)</b>		<b>Policy No.:</b> <b>45-02</b>
<b>Section: 01</b>	<b>Code: P - I</b>	<b>Page No.:</b> <b>5 of 5</b>

**7. DISCLAIMER:**

7.1 Smoky Lake County provides information to its Stakeholders through Catalis GIS Webmap, thereby enhancing public knowledge and promoting a better understanding of the County and its operations. Smoky Lake County makes every effort to ensure that its data is accurate, reliable and current, wherever possible.

7.2 Despite the County's best efforts, GIS data may at times include inaccuracies or typographical errors. The information provided by the County via the GIS is provided without warranty of any kind. Smoky Lake County assumes no liability for any damages or loss of any kind that might arise from the use or misuse of, or the inability to use, the County's publicly accessible GIS and its data.

7.3 Furthermore, data provided through the County's publicly accessible GIS is for informational purposes only and is not intended to act as a legal record and should not be relied upon or used as a substitute for legal, accounting, surveying, real estate, business tax, or other professional advice.

7.4 The County retains the right to change, revise, add, remove or otherwise alter any GIS data or content on its publicly accessible GIS without providing prior notice to its Stakeholders.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	<b>January 22, 2016</b>	<b># 312-16 - Page # 12047</b>
<b>Amended</b>	<b>XXXXXXXX XX, 2024</b>	
<b>Amended</b>		



# Request for Decision (RFD)

Meeting Date: Thursday, December 12, 2024

Agenda Item: #7.9

Topic: FCSS Applications

Presented By: Brenda Adamson / Finance

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**Recommendation:**

**That Smoky Lake County approve to allocate funding from the 2025 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:**

**\$2,500 to the Town of Smoky Lake FCSS for the 2025 Family Day Celebration**

**\$2,100 to the Smoky Lake Holubka Dancers for 2025 Volunteer Appreciation**

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**Background:**

There are two requests for funding for events early in January. These events would fall under the 2025 grant.

The Town of Smoky Lake FCSS has partnered with the Smoky Lake Agricultural Society to host a family day event in February , 2025. They are requesting \$2,500.

The Smoky Lake Holubka Dancers would like to cover the costs for the parent volunteers to attend Malanka. This is their way of encouraging volunteerism within the club. They have asked for \$2,100.00 . The club would like to cover the cost for of the meal for the volunteers.

**Benefits:**

Family day supports families and the Smoky Lake Holubka Dancers support the volunteers needed to keep the club operational.

**Disadvantages:**

n/a

**Alternatives:**

Council can approve no funding or can choose an amount other than the amount requested.

**Financial Implications:**

The budget is

\$24,377

Balance available

**\$ 24,377**

**Legislation:**

Policy 08-17-01 Family and Community Support Services

**Intergovernmental:**

n/a

**Strategic Alignment:**

n/a



# Request for Decision (RFD)

**Enclosure(s):**

*A Application from Smoky Lake FCSS*

*B Application from Smoky Lake Holubka Dancers*

**Signature of the CAO:** 

for 2024 grant



SCHEDULE "B"

SMOKY LAKE COUNTY - FCSS PROGRAM EVALUATION REPORT

LEGAL REGISTERED NAME OF ORGANIZATION: Smoky Lake Holubka Dance

ADDRESS: [Redacted] Box [Redacted] City or Town JOA300 Postal Code

PHONE #: [Redacted] FAX #: [Redacted]

CONTACT PERSON: Angela Semeruk EMAIL: [Redacted]

COMPLETE THIS APPLICATION IN ITS ENTIRETY

1. What did your program accomplish? we reduced the make-up for our parent volunteers to have our proceeds

2. How many participants were involved? 4/0

3. How many volunteers were involved? over 80 volunteers

- 4. Outcomes:
a. Please select at least one of the social outcome statements to report on
- Individuals experience personal well being
- Individuals are connected with others
- Children and youth develop positively
- Healthy functioning within families
- Families have social supports
- [X] The community is connected and engaged
- Community social issues are identified and addressed

b. How did you measure results? (survey, interview, documentation review, observation, focus group, or case studies) observation

c. What is your outcome statement?

d. How many participants completed the measurement tool?

e. How many participants experienced a positive change? all

Name: Angela Semeruk

Signature: [Redacted]

Position: Vice President

Date: Dec 3/24

## SCHEDULE "A"

### SMOKY LAKE COUNTY – FCSS GRANT APPLICATION

LEGAL REGISTERED NAME OF ORGANIZATION: Town of Smoky Lake, FCSS

ADDRESS: Box 460 Smoky Lake T0A 3C0  
                                   Box                                   City or Town                                   Postal Code

PHONE #: 780-656-3674

FAX #: \_\_\_\_\_

CONTACT PERSON: Rachelle Amyotte

EMAIL: fcss@smokylake.ca

#### ▶ **COMPLETE THIS APPLICATION IN ITS ENTIRETY**

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

The Town of Smoky Lake FCSS is excited to announce the 2025 Family Day event, taking place at the Ag Complex on February 17, 2025. With the rising cost of living, this event provides an invaluable opportunity for families to enjoy quality time together at little to no cost. In 2024, the event welcomed 140 attendees, with survey data showing that approximately 60% were residents of Smoky Lake County. To support this important community event, the Town of Smoky Lake FCSS requests a contribution of \$2,500 from the County of Smoky Lake FCSS. These funds will help cover expenses for venue rental, food, and entertainment, ensuring a memorable day for all families who attend.

4. What is the target group or population you wish to reach with this program?
  - Infants/Toddlers – 0-3 years
  - Preschoolers – 3-5 years
  - Children 5-12 years
  - Youth 12-18 years
  - Adults
  - Seniors
  - Families**
  - Community**
  
5. Please select the main strategic social direction of the program.
  - Help people develop independence, strengthen coping skills, and become more resistance to crisis
  - Help people develop an awareness of social needs.
  - Help people develop interpersonal and group skills which enhance constructive relationships among people.
  - Help people and communities assume responsibility for decisions and actions which affect them.
  - Provide support that helps sustain people as active members of**

**the community.** (*Family Day aims to unite people for quality time, fostering a sense of belonging and connection within the community. Offering an affordable and inclusive event supports individuals and families in maintaining active participation in the community's social fabric.*)

6. Please select the main strategic social outcome the program will attain.
- Individuals experience personal well being
  - Individuals are connected with others
  - Children and youth develop positively
  - Healthy functioning within families
  - Families have social supports
  - The community is connected and engaged**
  - Community social issues are identified and addressed
7. will the program be carried out by staff or volunteers? Combination of TOSL staff (FCSS & FRN), as well as volunteers
8. What indicators of success will you use? How will you know the program has been successful? What is your outcome statement?

**Indicators of Success:**

- High attendance numbers, aiming for an increase from the 2024 turnout of 140 attendees.
- Positive feedback from attendees, particularly around the affordability and enjoyment of the event.
- A sense of connection and community as reported by attendees through qualitative feedback.

**Outcome Statement:** Families in the Smoky Lake region will have access to an affordable and inclusive event that promotes stronger family bonds and fosters greater community engagement.

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

An **event survey** will be used to measure success. This survey will collect both quantitative and qualitative data, including:

- Attendance demographics (e.g., location and family size)
- Participant satisfaction with the event (e.g., food, entertainment, and overall experience)
- Feedback on the event's affordability and inclusivity
- Impact on fostering family connections and community engagement

I declare that

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

County.

Name: Rachelle Amyotte

Signature: *Rachelle Amyotte*

Position: FCSS Director, Town of Smoky Lake

Date: December 2<sup>nd</sup>, 2024



# Request for Decision (RFD)

Meeting Date: Thursday, December 12, 2024

Agenda Item: #7.10

Topic: NSWA Membership

Presented By: Brenda Adamson, Finance

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**Recommendation:**

**#1 That Smoky Lake County renew membership with North Saskatchewan Watershed Alliance and contribute \$2,457.60 for membership from January 1 – December 31, 2025.**

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

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**Background:**

Attached is the membership information and invoice from NSWA along with County Policy 04-05-01 North Saskatchewan Watershed Alliance (NSWA) – Liaison Committee Terms of Reference.

Membership fees :

2025	\$2,457.60
2024	\$1,510.20
2022	\$1,230.50
2021	\$1,230.50

**Benefits:**

**Disadvantages:**

**Alternatives:**

**Financial Implications:**

The budget for memberships is \$18,000 did not anticipate increased membership fees.

**Legislation:**

na

**Intergovernmental:**

na

**Strategic Alignment:**

na

**Enclosure(s):**

1. *NSWA membership information*

**Signature of the CAO:**

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





202, 9440 49 Street, Edmonton, AB T6B 2M9 | [NSWA.AB.CA](http://NSWA.AB.CA)

Terms of reference  
00 05-01

October 15, 2024

*Reeve Serben and Council,  
Smoky Lake County*

**RE: Partnering for Smoky Lake County's Sustainable Water Future**

I hope this message finds you well. I'm writing on behalf of the North Saskatchewan Watershed Alliance (NSWA) to thank you for your past contributions and to request your continued support in 2024. Your ongoing partnership is crucial to maintaining the environmental health of Smoky Lake County and the entire watershed.

Water management is central to Smoky Lake County's well-being. Clean drinking water, protection from floods and droughts, and effective stormwater systems are vital to your community's prosperity. The wetlands, streams, and lakes in and around Smoky Lake County are all connected to the larger North Saskatchewan watershed, meaning water issues can't be managed in isolation. **What happens upstream affects you, and your actions affect your neighbors downstream.** That's why regional cooperation through the NSWA is so essential.

For 25 years, the NSWA has been at the forefront of water management in our region, bringing together municipalities, government bodies, and experts to address complex water challenges. Last year, Smoky Lake County was one of 47 municipalities that joined forces to support this essential work.

This year, we ask for your continued collaboration and a contribution of **\$ 2,457.60** to sustain these efforts. Your support enables:

- **Practical, science-driven water management** tools to inform local decision-making;
- **Collaborative solutions** for water quality, flood risks, and drought preparedness;
- **Cutting-edge projects** like the State of the Watershed update, using the global-standard Freshwater Health Index, will offer a comprehensive view of the North Saskatchewan River's health. This will help Beaver County set priorities and provide tools to communicate water health to residents. Your contribution makes this possible."

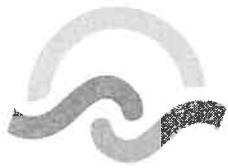
We invite you to explore our [latest Annual Report](#) or visit [www.nswa.ab.ca](http://www.nswa.ab.ca) for more information. If you'd like further details, I'm happy to meet with you, and our Executive Director, Scott Millar ([scott.millar@nswa.ab.ca](mailto:scott.millar@nswa.ab.ca)), is also available for presentations or questions.

We sincerely appreciate your ongoing commitment to water stewardship and look forward to continuing our partnership into 2025.

Warm regards,

*Steph Neufeld*

Chair, North Saskatchewan Watershed Alliance



# NSWA

NORTH SASKATCHEWAN  
WATERSHED ALLIANCE

## Invoice

Date	Invoice #
10/02/2024	2025.028

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

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

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

Description	Amount
Municipal Contribution January 1 to December 31, 2025 - Per Capita Funding Request	2,457.60
Thank you for your support	<b>Total</b> \$2,457.60

GST/HST No. 890443419



# NSWA

NORTH SASKATCHEWAN  
WATERSHED ALLIANCE

## HIGHLIGHTS FROM 2023-2024

The North Saskatchewan Watershed Alliance (NSWA) is a non-profit, multi-stakeholder organization dedicated to improving the health and sustainability of the North Saskatchewan River and its watershed.

Under the Alberta *Water for Life* strategy, the NSWA carries the responsibility of developing and then encouraging voluntary implementation of an integrated watershed management plan.

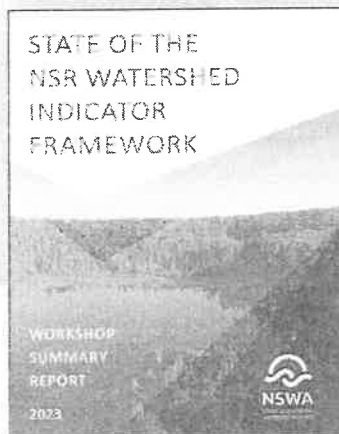
Implemented through collaboration and community engagement, the plan sets out the actions needed to protect and enhance the quantity and quality of water and the health of aquatic ecosystems within the watershed and support the social and economic well-being of the region.



River Reaches of the North Saskatchewan River

## STATE OF THE WATERSHED ASSESSMENT

The State of the Watershed assessment examines numerous aspects of watershed health so that we have a baseline from which to determine if actions are needed to improve watershed health.



The State of the Watershed will make use of an internationally recognized methodology called the Freshwater Health Index (FHI), developed by Conservation International and adapted for its first use in North America by the NSWA.

Throughout the last year, NSWA has hosted workshops, launched a Governance and Engagement survey, and convened subject matter experts from many different sectors to validate the evaluations used in the FHI.

## YOUTH WATER COUNCIL

The NSWA launched the inaugural session of the Youth Water Council in February 2024 with nine students from grades 10, 11, and 12 who live in the central portion of the North Saskatchewan watershed.

The first of its kind for the NSWA, the Council is a youth-led initiative that aims to provide education on local watershed issues and empowering Council members with the opportunity to act.



## RIPARIAN HEALTH ACTION PLAN

The NSWA continues to promote practices and policies that support riparian health. Over the summer of 2023, the NSWA engaged with over 60 people to hear their riparian policy concerns and innovations.

Additionally, the NSWA published the report Legal Foundations for Municipal Riparian Management (2023) that discusses municipal roles and responsibilities, liabilities and tools enabled through provincial and federal legislation.

## WATERSHED MOMENTS ANIMATED SERIES

NSWA developed a 4-part animated video series starring the dynamic water droplet duo, H<sub>2</sub> and O, from Alberta Watersheds Inc. These characters go on an educational adventure that promotes watershed literacy and highlights the importance of watersheds.

The videos were released at the 2024 World Water Day event on March 22. Be sure to find them on NSWA's YouTube Channel Playlist called Watershed Moments.



## STAY CONNECTED TO NSWA

Email us at [water@nswa.ab.ca](mailto:water@nswa.ab.ca) to join our newsletter and event mailing list.

Visit us at [www.nswa.ab.ca](http://www.nswa.ab.ca) to see more on our partners, our work, and our results.

Connect with us on the social media platform of your choice.



NorthSaskRiver



north\_sask\_river



@NorthSaskRiver



northsaskriver



Title: North Saskatchewan Watershed Alliance (NSWA) - Liaison Committee Terms of Reference		Policy No.: 05-01
Section: 04	Code: P-S	Page No.: 1 of 2

Legislation Reference:	Alberta Provincial Statutes
------------------------	-----------------------------

Purpose:	To establish the North Saskatchewan Watershed Alliance (NSWA) - Liaison Committee Terms of Reference under Environmental Health Services, and allow for appointments to be made to the Committee at the County's Organizational Meeting.
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**Policy Statement and Guidelines:**

**1. STATEMENT:**

1.1 The NSWA is a non-profit society that is provided strategic direction and guidance by an elected 20-member Board of Directors which reflect the range of stakeholders within the watershed.



1.2 Under the provincial Water for Life Strategy the North Saskatchewan Watershed Alliance became one of 11 Watershed Planning and Advisory Councils (WPAC) in Alberta in 2005.

1.3 NSWA fosters collaboration at the watershed level, create opportunities for stakeholders to come together, share resources and explore innovative solutions to watershed challenges. Its role is reflected in its our key strategic goals which state the NSWA:

- Supports Collaborative Watershed Planning
- Provides Leadership in Watershed Management
- Promotes Watershed Knowledge Sharing

1.4 The day-to-day operations of the NSWA Society are run by the Executive Director and staff.

1.4.1 **Vision:** People working together for a healthy and functioning North Saskatchewan River watershed – today and tomorrow.

1.4.2 **Mission:** To protect and improve water quality, water quantity (instream flow) and the health of our watershed by: seeking, developing and sharing knowledge; facilitating partnerships and collaborative planning; and working in an adaptive management process.

1.4.3 **Purpose:**

- To educate and increase the public's understanding of watershed protection and its importance by developing and providing programs on the improvement of water quality, water quantity, and the health of the North Saskatchewan Watershed.
- To conduct research relating to the protection of the North Saskatchewan Watershed and to share results of the research

<b>Title: North Saskatchewan Watershed Alliance (NSWA) - Liaison Committee Terms of Reference</b>		<b>Policy No.: 05-01</b>
<b>Section: 04</b>	<b>Code: P-S</b>	<b>Page No.: 2 of 2</b>

<b>Policy Statement and Guidelines:</b>	
<b>2. MEMBERSHIP:</b>	
2.1	Smoky Lake County is a paid Municipal Member of the NSWA, through a yearly membership fee that varies based on a per capita.
2.1.1	NSWA public events are typically free to attend.
2.1.2	From time to time, opportunities may also arise for an Elected Official to sit on the NSWA Board of Directors for a three-year term, by being further elected at the NSWA's Annual General Meeting in about June each year.
2.2	Two Elected Officials, shall be appointed at the County's Organizational meeting to the North Saskatchewan Watershed Alliance (NSWA) Liaison Committee who will fulfill the duties of a member of the NSWA:
2.2.1	one Elected Official shall be appointed as the member; and
2.2.2	another Elected Official shall be appointed as the as alternate member.
<b>3. OBJECTIVE:</b>	
3.1	To provide representation of Smoky Lake County on the North Saskatchewan Watershed Alliance.
<b>4. MANDATE:</b>	
4.1	An appointed member shall:
4.1.1	comply with all NSWA bylaws and policies,
4.1.2	attend the Annual General Meeting an all and other scheduled meetings, and engage in discussion,
4.1.3	share ideas, proposals, and issues with Council for discussion and bring feedback, solutions and/or County perspective back to the NSWA,
4.1.4	inform Council of any events, opportunities, etc., including the implementation of:
4.1.4.1	the NSWA Strategic Plan;
4.1.4.2	the Integrated Watershed Management Plan.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	<b>January 26, 2023</b>	<b># 303-23 - Page # 15477</b>
<b>Amended</b>		
<b>Amended</b>		



# Request for Decision (RFD)

Meeting Date: Thursday, December 12, 2024

Agenda Item: #7.11

Topic: Physicians & Health Care Professionals Committee Budget

Presented By: CAO

**Recommendation:**

That Smoky Lake County approve the Year-2025 Budget for the Smoky Lake Region’s Physicians & Health Care Professionals Committee, with Smoky Lake County’s contribution in the amount of \$14,640.00 based on 61% of the total budget in the amount of \$24,000.00 as recommended by the Committee’s November 21, 2024 Motion #65-2024, with the following cost-sharing percentage funding formula:

Municipality	Percentage	Amount
Smoky Lake County	61%	\$ 14,640.00
Town of Smoky Lake	26%	\$ 6,240.00
Village of Vilna	7%	\$ 1,680.00
<u>Village of Waskatenau</u>	<u>6%</u>	<u>\$ 1,440.00</u>
<b>Year-2025 Total Budget</b>	<b>100%</b>	<b>\$ 24,000.00</b>

**Background:**

November 21, 2024 Physicians & Health Care Professionals Committee’s Motion: 65-2024:  
That the Physicians and Health Care Professionals Committee recommend each respective municipality approve the 2025 Budget for Retention in the amount of \$24,000.00 based on the following cost-sharing percentage funding formula:

Municipality	Percentage	Total Amount
Smoky Lake County	61%	\$14,640.00
Town of Smoky Lake	26%	\$ 6,240.00
Village of Vilna	7%	\$ 1,680.00
<u>Village of Waskatenau</u>	<u>6%</u>	<u>\$ 1,440.00</u>
<b>Total</b>	<b>100%</b>	<b>\$24,000.00</b>

The approved budget from Year-2024 was \$24,000.00

**Benefits:**

**Disadvantages:** Expense

**Alternatives:** Council discretion.

**Financial Implications:**

**Legislation:**

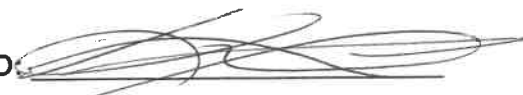
Bylaw No. 1450-23: Physicians and Health Care Professionals Committee

Policy Statement No. 05-05-03: Physicians & Health Care Professionals Committee: Terms of Reference

**Intergovernmental:** Town of Smoky Lake, Village of Vilna, and Village of Waskatenau

**Strategic Alignment:** N/A

**Enclosure(s):** N/A

Signature of the CAO: 



# Request for Decision (RFD)

Meeting Date: Thursday, December 12, 2024

Agenda Item: #7.12

Topic: December Requests for Donations

Presented By: Brenda Adamson, Finance

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**Recommendation:**

**#1 That Smoky Lake County provide a \$100 donation to the Smoky Lake Food Bank on behalf of the 20<sup>th</sup> annual Charity Dart Shoot in memory of Cathy and Tom Bullas.**

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

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**Background:**

We have received one request for funding for this meeting. \$6,110 is still available under the Grants to Individuals and Organizations budget.

The Smoky Lake Legion is hosting a dart shoot in memory of Tom and Cathy Bullas to raise funds for the Food Bank. In 2022 and 2023 we contributed \$100.00

**Benefits:**

**Disadvantages:**

**Alternatives:**

**Financial Implications:**

\$6,110 is available in the grants to individuals and organizations budget.

**Legislation:**

na

**Intergovernmental:**

na

**Strategic Alignment:**

na

**Enclosure(s):**

1. *Letter from Tim Campbell, Smoky Lake Legion*

Signature of the CAO:

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



Hello

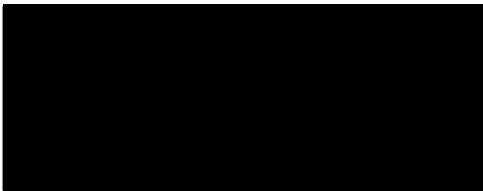
On December 7, 2024 we are having the 20<sup>th</sup> annual Charity Dart Shoot in memory of Cathy and Tom Bullas. We will be holding the event at the Smoky Lake Legion again this year. All proceeds will go to the Smoky Lake Food Bank and the Christmas Hamper.

We are looking for door prizes and 1<sup>st</sup> through 3<sup>rd</sup> place prizes and we would appreciate any items you can donate to this event.

Over the last few years we have regularly had cash donations from people at the event totaling over \$1000.00 and this is the 20<sup>th</sup> anniversary of this event so we are hoping to raise as much or more.

All donations will receive a thank you letter and an update on how we did this year.

Thanks for your time  
Tim Campbell



NOV 21 2024



# Request for Decision (RFD)

Meeting Date: Thursday, December 12, 2024

Agenda Item: #7.13

Topic: ACP Grant Application for 9 Alberta’s Iron Horse Trail Staging Area Design Plans

Presented By: CAO

## Recommendation:

That Smoky Lake County, in partnership with the Town of St. Paul, County of St. Paul #19, Town of Smoky Lake, Town of Bonnyville, Town of Elk Point, Village of Vilna, City of Cold Lake, and Village of Glendon (all being Members of N. E. Muni-Corr Ltd.) **support the application** to the Alberta Community Partnership (ACP) 2024-25 Grant Intake, under the Intermunicipal Collaboration Stream, for the purpose of creating nine staging area design plans for Alberta’s Iron Horse Trail within the adjacent municipalities of Waskatenau, Smoky Lake, St. Paul, Heinsburg, Elk Point, Bonnyville, Ardmore, and at the Beaver River Trestle; **and approve** the Village of Horseshoe Bay as the Managing Partner.

## Background:



November 25, 2024

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

**Request For Decision**  
**ACP Grant Application for 9 Alberta’s Iron Horse Trail Staging Area Design Plans**

Dear Kevin,

Alberta’s Lakeland Management Organization (DMO) is continuing to work closely with Travel Alberta to implement the North East Lakeland Tourism Destination Zone (TDZ) report. In the study commissioned by Travel Alberta, the Iron Horse Trail was identified as a major tourist attraction for the region along with a number of outcomes for execution. Notably, the unification and urbanization of our major staging areas. This aligns with the work identified in the 2021 “A Master Plan to Unlock Our Potential”, a ten-year strategic development plan completed for Riverland Recreational Trail Society.

The Village of Horseshoe Bay has taken the lead on an ACP grant which would see nine major staging area design plans completed over the next year: Waskatenau, Smoky Lake, St. Paul, Heinsburg, Elk Point, Bonnyville, Beaver River Trestle and Ardmore. Once completed, our next step will be applying to Travel Alberta for infrastructure funding for these shovel ready projects, including municipalities that already have design plans in place. In addition, we have a couple of other sources of funding we will be exploring which could support infrastructure projects along the trail.

As a member of N.E. Muni-Corr, owner of the land, we would like to submit a request for decision from Smoky Lake County council to support this grant application. If you require any additional information, please reach out to me.

Sincerely,

Marianne Janke, Executive Director  
North East Muni-Corr Ltd.  
Travel Lakeland  
Alberta’s Iron Horse Trail

Box 874 St. Paul, AB. T0A 3A0  
(780) 645-2913 [info@ironhorsetrail.ca](mailto:info@ironhorsetrail.ca)



# Request for Decision (RFD)

**Benefits:** Supports recreation and tourism locally.

**Disadvantages:** unknown

**Alternatives:** Council discretion.

**Financial Implications:** There are no financial of budget implications to this recommendation. There is no matching contribution required.

**Legislation:** N/A

**Intergovernmental:** Town of St. Paul, County of St. Paul #19, Town of Smoky Lake, Town of Bonnyville, Town of Elk Point, Village of Vilna, City of Cold Lake, and Village of Glendon (all being Members of N. E. Muni-Corr Ltd.)

**Strategic Alignment:** N/A

**Enclosure(s):** N/A

Signature of the CAO:

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



# Request for Decision (RFD)

Meeting Date: Thursday, December 12, 2024

Agenda Item: #7.14

Topic: Agricultural Fieldman Appointment

Presented By: Agricultural Department

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**Recommendation:**

**That Smoky Lake Council appoint Kierstin Dubitz as Agricultural Fieldman for Smoky Lake County, effective December 12<sup>th</sup>, 2024, to termination of employment.**

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**Background:**

Under the *Agricultural Service Board Act* of Alberta Section 8(1), states a local authority shall appoint an Agricultural Fieldman to implement agricultural policies and programs and to manage the agricultural resources of the municipality.

**Benefits:**

These appointments are done as part of our legislative requirements to the Province of Alberta and we report on how many inspections are done at the end of each year through our ASB Grant Reporting. This reporting determines if we continue to qualify for grant funding.

**Disadvantages:**

N/A

**Alternatives:**

There are no alternatives to the recommendation because it is a legislative requirement.

**Financial Implications:**

There are no financial or budget implications to this recommendation.

**Legislation:**

- Alberta Weed Control Act
- Agricultural Pests Act
- Agricultural Service Board Act
- Soil Conservation Act

**Intergovernmental:**

Alberta Agriculture & Irrigation

**Strategic Alignment:**

N/A

**Enclosure(s):**

N/A

Signature of the CAO:

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



# Request for Decision (RFD)

**Meeting Date:** Thursday, December 12, 2024

**Agenda Item:** #7.15

**Topic:** Appointment of Bylaw Enforcement Officer

**Presented By:** CAO

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**Recommendation:**

That Smoky Lake County appoint Chandler Kerr to be the designated Bylaw Enforcement Officer for Smoky Lake County for the purpose of inspections pursuant to Section 542 of the *Municipal Government Act* and enforcement of Bylaws pursuant to Sections 545 and 546 of the *Municipal Government Act*; and execute an "Oath of Office" in accordance with Bylaw No. 1405-21: Bylaw Enforcement Officer.

**Background:**

Chandler Kerr was hired into the Community Peace Officer Position for the County on November 25, 2024. In order for him to issue tickets or fines under the County's bylaws, he must be appointed as a Designated Bylaw Enforcement Officer, as per legislation

**Benefits:** Authorizes Chandler to enforce County Bylaws.

**Disadvantages:** N/A

**Alternatives:** N/A

**Financial Implications:** Gain revenue from fines.

**Legislation:** MGA & County Bylaw No. 1405-21

**Intergovernmental:** N/A

**Strategic Alignment:** N/A

**Enclosure(s):** N/A

**Signature of the CAO:**

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



# Request for Decision (RFD)

Meeting Date: Thursday, December 12, 2024

Agenda Item: #7.16

Topic: Director of Emergency Management (DEM) Appointment for Smoky Lake County

Presented By: CAO

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## Recommendation:

That Smoky Lake County Council appoint the County's Health & Safety Coordinator: Ms. Jasmine Schaub, as the designated Director of Emergency Management (DEM) for Smoky Lake County, effective December 12, 2024, who shall be responsible for performing those duties, powers and functions set out in the *Emergency Management Act (RSA 2000, cE-6.8)*, with advice and assistance from the Regional Emergency Manager, as per Bylaw 1466-24: Emergency Management.

## Background:

The Loss Prevention Coordinator, who was also the County's Director of Emergency Management (DEM), retired from the County on July 26, 2024. Alberta's *Emergency Management Act* requires each community to appoint a DEM to lead its emergency management activities and perform key emergency management functions.

Pursuant to the *Emergency Management Act (RSA 2000, cE-6.8)*, Council is responsible for the direction and control of the local authority's emergency responses; pursuant to the *Emergency Management Act (RSA 2000, cE-6.8)*, Council is responsible for approving emergency plans and program, and is required to appoint an Emergency Advisory Committee and establish and maintain an Emergency Management Agency (which has been done through Bylaw 1466-24). Council is also responsible for appointing a Director of Emergency Management (DEM) for the municipality, who shall be responsible for performing those duties, powers and functions set out in the Act, with advice and assistance from the Regional Emergency Manager.

**Benefits:** Legislated

**Disadvantages:** Legislated

**Alternatives:** N/A

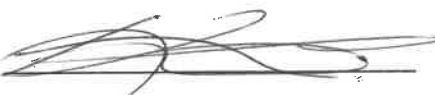
**Financial Implications:** N/A

**Legislation:** *Bylaw 1466-24: Regional Emergency Management*  
*Emergency Management Act (RSA 2000, cE-6.8),*  
*Local Authority Emergency Management Regulation (AR 203/2018).*

**Intergovernmental:** Smoky Lake Region

**Strategic Alignment:** N/A

**Enclosure(s):** N/A

Signature of the CAO: 

**Policy M-01-30-01: Monthly Departmental Reporting**
**Chief Administrative Officer - Report Period: November 1, 2024 – December 6, 2024**
**LEGISLATIVE / GOVERNANCE**

Projects	In Progress	Completed
RMA conference, Meetings with MLA/Ministers		X
Smoky Lake Regional ICC meeting for Regional Fire	X	
Property tax sale		X
Update meeting with Associated Engineering for Hwy 28/63 Water lines		X
Regular Smoky Lake Council meeting		X
Smoky Lake Bridge Maintenance meeting with Associated Engineering	X	
Site visit to Bellis Beach/Stairs		X
Federation Gas Annual general meeting		X

**ADMINISTRATIVE**

Projects	In Progress	Completed
Regional Fire Meeting with Consultants report presented		X
Weekly meetings with Mangers and team members	X	
Joint Health and safety meeting		X
External Cor Audit / onboarding meeting	X	
GIS documentation review		X
Catalis Software review for Smoky Lake County		X
Town resident concerns through FOIP/Bylaws/operations/traffic/material	Ongoing	
Prep for Hwy 28/63 Regional Services Commission meeting		X
Met with Legal consultation for 955 union mediations Dec 19	X	

**FINANCIAL**

Projects	In Progress	Completed
Budget discussions continued with various operational departments		X
CUPE Union Meeting, Ratified CUPE Collective agreement		X
Council Budget meeting	X	

**HUMAN RESOURCES**

Projects	In Progress	Completed
On Boarding CPO Kerr	X	
CAO evaluation meeting		X
Staffing changes, including 1 conclusion of employment for PW		X

**COMMUNITY**

Projects	In Progress	Completed
Meeting with Town CAO		X
Meeting with Whitefish Lake Band/HWY 28/63		X

**TRAINING / MEETINGS**

Safety Program software review	X	
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**ACTION LIST**

Mandate Letter from Council

**Signature:**

**Chief Administrative Officer**
**County Council Meeting:  
Dec 12, 2024**



LEGISLATIVE ASSEMBLY OF ALBERTA

November 8, 2024

Reeve Jered Serben  
Smoky Lake County  
P.O. Box 310  
4612 McDougall Drive  
Smoky Lake, Alberta T0A 3C0

Dear Reeve Serben,

Thank you for bringing forward Smoky Lake County's concerns regarding the increasing volume of wide and heavy loads traveling along the Highway 28 corridor. We understand that the impact of these large vehicles is not only a logistical matter but also a significant issue for infrastructure sustainability, public safety, and local resources.

We acknowledge the significant challenges posed by the increasing number of wide and heavy loads on Highway 28, as they accelerate road wear and require enhanced maintenance, putting pressure on local budgets and potentially delaying other infrastructure needs. The safety implications are equally concerning, as oversized vehicles reduce maneuverability, narrow passing zones, and heighten accident risks, particularly in areas lacking sufficient shoulders or lanes. You are correct in emphasizing the need for a balanced approach that addresses both the road's durability and public safety.

Like you, I am cc'ing Glenn van Dijken as your local MLA and Northeast Alberta Alliance for Growth and Opportunities (NAAGO) Chair Amy Cherniwchan to ensure that this issue receives the visibility and attention it deserves among key stakeholders. Engaging with NAAGO will strengthen our collective voice in advocating for measures that address both the infrastructural and safety challenges posed by this increase in wide and heavy load traffic along Highway 28.

Please let us know if we can support your efforts further on this matter, or if there are specific actions or proposals that you would like us to consider as we move forward together on this issue.

Warm regards,

A handwritten signature in black ink, appearing to read "Scott Cyr".

Scott Cyr, MLA  
Bonnyville-Cold Lake-St. Paul

**CC:** MLA Glenn van Dijken, Athabasca-Barrhead-Westlock  
Chair Amy Cherniwchan, NAAGO



**Patti Priest**

---

**From:** Jenn Anheliger <Jenn@eoep.ca>  
**Sent:** November 15, 2024 12:13 PM  
**To:** CAO; Dan Gawalko; Linda Fenerty; Dominique Cere; Lorne Halisky; Jered Serben  
**Subject:** EOEP - Congratulations Councillor Fenerty

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

Good Afternoon,

Last week at our annual RMA Convention Councillor Fenerty was recognized for their achievement in completing all 7 core courses required to receive their Municipal Elected Leadership Certificate. This year 17 RMA graduates were presented with the MELC through University of Alberta's Augustana Extended Education.

Please join me in congratulating your colleague on their accomplishment and dedication to professional development in the pursuit of service to their community. It is the commitment to ongoing learning that leads to impactful municipal leadership.

Thank you for your service to your communities.

Jenn Anheliger



Jenn Anheliger  
Registrar

P: 780-989-7431  
E: registrar@eoep.ca  
[www.eoep.ca](http://www.eoep.ca)



# JMD Group LLP

CHARTERED PROFESSIONAL ACCOUNTANTS

**#10.3**

Maurice R. Joly, CPA, CA, CFP\*  
Barbara K. M<sup>C</sup>Carthy, CPA, CA\*  
Claude R. Dion, CPA, CA, CMA\*  
Richard R. Jean, CPA, CA\*  
Amie J. Anderson, CPA, CA\*  
Stephanie Ference, CPA, CA\*

\*Denotes Professional Corporation

November 14, 2024

Reeve and Council  
Smoky Lake County  
Box 310  
Smoky Lake, Alberta T0A 3C0

Dear Reeve and Council:

## **Re: Audit Planning**

We are writing this letter in connection with our audit of the financial statements of Smoky Lake County for the year ending December 31, 2024.

Our purpose in writing is to ensure effective two-way communication between us in our role as auditors and yourselves with the role of overseeing the financial reporting process. In this letter we will:

- a) Address our responsibilities as independent auditors and provide information about the planned scope and timing of our audit.
- b) Request a response to some audit questions and any additional information you may have that could be relevant to our audit.

## **Auditor Responsibilities**

The respective responsibilities of ourselves and of management in relation to the audit of the financial statements are set out in the engagement letter that was signed by management.

## **Planned Scope and Timing of Our Audit**

Our objective as auditors is to express an opinion on whether the financial statements are prepared, in all material respects, in accordance with Canadian public sector accounting standards for local governments.

In developing our audit plan, we worked with management to understand the operations of Smoky Lake County and to identify and assess the risks of material misstatement in the financial statements, whether due to fraud or error. Our audit plan has been designed to focus on the identified areas of risk.

## **Materiality**

For the current period, we have determined an overall materiality amount of \$270,000. This amount will be used to:

- a) plan and perform the audit; and,
- b) evaluate the effects of identified and uncorrected misstatements on the audit procedures performed as well as on the financial statements.

The materiality amount will be reassessed at period end to ensure it remains appropriate.

## **Significant Changes During the Period**

There were no significant changes in operations or accounting and auditing standards that need to be addressed in planning the audit for the current period. The change in the CAO will be addressed in our review of internal controls.

## **Internal Control**

To help identify and assess the risks of material misstatement in the financial statements, we obtain an understanding of internal control relevant to the audit. This understanding is used in the design of appropriate audit procedures. It is not used for the purpose of expressing an opinion on the effectiveness

of internal control. Should we identify any significant deficiencies in the internal control and accounting systems, we will communicate them to you in our audit findings letter.

**Significant Risks**

In planning our audit, we identify significant financial reporting risks that, by their nature, require special audit consideration. The significant risks we have identified and our proposed audit response is outlined below:

Significant Risks	Proposed Audit Response
Management Override and Fraud	Inquiries of management Review of journal entries Review of management estimates Maintain professional skepticism
Financial Statement Disclosures – completeness and accuracy	Inquiries of management Review of general ledger and journal entries Review of management estimates

**Other Risks**

We have also identified the following other risks and noted our proposed audit procedures.

Other Risks	Proposed Audit Response
Grant Revenue and Deferred Revenue – accuracy and completeness	Confirm grants and review grant documents Analyze grant spending and recalculate unspent grants Discuss expected grants with management Balance deferred grants with SFE’s
Tax Revenue and Taxes Receivable – completeness and valuation	Overall recalculation of property taxes. Verify write-offs and cancellations are authorized by council. Review receivable listing with management and discuss old or unusual items.
Gas Revenue – accuracy and completeness	Analytical procedures Substantive testing
Other Expenses – occurrence and accuracy	Substantive testing Analytical procedures Review budget and council minutes
Payroll – occurrence and accuracy	Substantive testing Overall analytic
Receivables – valuation and completeness	Review aging and determine if allowance is adequate Review cut-off procedures and perform cut-off testing
Accounts Payable – completeness and existence	Substantive testing Review cut-off procedures and perform cut-off testing

Tangible Capital Assets – existence, completeness and valuation	Substantive testing of additions and disposals General ledger review for missed additions Discussion with management and review of minutes Recalculation of amortization
Inventory - existence, completeness and valuation	Substantive testing Analytical procedures Vouching of gravel costing

If there are specific areas that warrant our particular attention during the audit or where you would like us to undertake some additional procedures, please let us know.

**Uncorrected Misstatements**

Where we identify uncorrected misstatements during our audit, we will communicate them to management and request that they be corrected. If not corrected by management, we will then request that you correct them. If not corrected by you, we will also communicate the effect that they may have individually, or in aggregate, on our audit opinion.

**Audit Findings**

At the conclusion of our audit, we will prepare an audit findings letter to assist you with your review of the financial statements. This letter will include our views and comments on matters such as:

- significant matters, if any, arising from the audit that were discussed with management;
- significant difficulties, if any, encountered during the audit;
- qualitative aspects of the entity’s accounting practices, including accounting policies, accounting estimates and financial statement disclosures;
- uncorrected misstatements; and
- any other audit matters of governance interest.

**Audit Questions and Requests**

***Fraud***

To help us in identifying and responding to the risks of fraud within the entity, we would appreciate your responses to the following questions:

1. What oversight, if any, do you provide over management’s processes for identifying and responding to fraud risks? Management’s processes could include policies, procedures, programs or controls that serve to prevent, detect and deter fraud.
2. Do you have any knowledge of any actual, suspected or alleged fraud, including misappropriation of assets or manipulation of the financial statements, affecting the organization? If so, please provide details and how the fraud or allegations of fraud were addressed.

***Other Matters***

Would you please bring to our attention any significant matters or financial reporting risks, of which you are aware, that may not have been specifically addressed in our proposed audit plan. This could include such matters as future plans, contingencies, events, decisions, non-compliance with laws and regulations, potential litigation, specific transactions (such as with related parties or outside of the normal course of business) and any additional sources of audit evidence that might be available.

We recognize your significant role in the oversight of the audit and would welcome any observations on our audit plan.

This letter was prepared for the sole use of those charged with governance of Smoky Lake County to carry out and discharge their responsibilities. The content should not be disclosed to any third party without our prior written consent, and we assume no responsibility to any other person.

Yours truly,



JMD Group LLP  
Chartered Professional Accountants



ALBERTA

Energy and Minerals

*Office of the Minister**MLA, Fort McMurray- Lac La Biche*

AR46657

August 13, 2024

Mr. Paul McLauchlin, President  
Rural Municipalities of Alberta  
2510 Sparrow Drive  
Nisku, Alberta T9E 8N5

Dear President McLauchlin:

The Government of Alberta takes the issue of unpaid municipal property taxes seriously and expects oil and gas producers to pay their taxes. Alberta's oil and gas industry currently pays about \$1.6 billion in municipal taxes annually. It is clear the vast majority of companies pay their taxes, but we understand why municipalities are frustrated by overdue municipal taxes from a handful of operating oil and gas companies. We share this frustration.

The property taxes assessed to oil and gas companies in Alberta by municipalities under the Municipal Government Act contribute to the sustainability of communities across Alberta, and resolving municipal tax arrears is a complex issue and involves multiple interests. Finding the best balance for both municipalities providing services in their jurisdiction and for oil and gas companies that support jobs and local business while contributing to government revenues requires collaboration among all impacted stakeholders.

In the past ten years, the oil and gas industry has faced multiple global economic challenges and continues to adapt to global challenges, demand cycles, and the energy transition. These have all impacted local governments and the Government of Alberta. Because of recent challenges in the oil and gas industry and the resulting impacts to local government revenues, the Government of Alberta acted to support municipalities by implementing a suite of improvements including:

- The Provincial Education Requisition Credit (PERC) program, which provides municipalities with an education property tax credit equal to the uncollectable education property taxes on delinquent oil and gas properties for the 2015 through 2025 tax years.
- Restoration of a special priority lien in 2021 under Bill 77 for linear property and machinery and equipment, applicable to all a debtor's assessable property within the municipality and giving municipalities priority over other creditors (apart from the Crown and environmental liability obligations) for unpaid taxes.

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Government also provided funding to Rural Municipalities of Alberta (RMA) to develop a resource that would help its members understand how to enforce the special lien.

- Energy and Minerals issued Ministerial Order 043/2023 requiring payment of municipal taxes as a mandatory condition for the approval of new well licences and well licence transfers between oil and gas, which became effective May 1, 2023. Please note: I will be providing additional direction to the Alberta Energy Regulator (AER) on that order to help maximize the number of oil and gas assets that return to municipal tax paying status.

Responsible operators in Alberta must comply with all applicable provincial requirements in order to produce and develop energy resources, including the timely payment of municipal taxes assessed on oil and gas infrastructure. I continue to encourage and support Government and AER initiatives that proactively address unpaid taxes and impose appropriate consequences on the small number of operators who do not comply with tax payment obligations or other provincial requirements. As Minister, I am willing to consider other tools, in cooperation with the AER, to implement further compliance and enforcement actions on companies with significant property taxes in arrears.

You should be aware that, any additional process that are additive to Ministerial Order 043/2023 may place these companies at an increased risk of bankruptcy. This in turn would increase the risk of assets going to the Orphan Well Association which is not required to pay municipal taxes.

With these risks in mind, as part of a contemplated additional process, we would require evidence of due diligence on the part of municipalities to ensure that bad tax debts are written off, current tax debts are accurate, and all available tools are being used in a timely and reasonable manner to collect them. On top of this, the additional enforcement tools would apply only to an individual request submitted by a municipality about an operating company with municipal property tax arrears in excess of \$50,000. Only such arrears that are past due for more than 12 months would be eligible for this additional process.

Before I work with the AER to help a municipality in these situations, I would need the municipality to provide me with a municipal council resolution which must include:

1. the details of the tax arrears,
2. the steps taken by the municipality within its toolkit to collect them,
3. and an unambiguous request to the Minister of Energy and Minerals to employ all available tools to aid the municipality in the tax collection.

The “details of the tax arrears” in the resolution would have to include a legal description of the specific assets (i.e. legal land description of where they are located, serial

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numbers of any assessed equipment and machinery, and such other particulars as may be necessary in the circumstances) in addition to (by asset) the tax amount owing, when the tax was assessed and originally due, and how the tax amount was calculated. The impacted company, my office, and the AER would have to be provided at least thirty days written notice of the council resolution vote.

My ministry will work with the Ministry of Municipal Affairs and the AER to further develop this process in consultation with key stakeholders and municipalities.

To further assist municipalities in communicating the actual realizable municipal tax arrears, I will ask the AER to make available to municipalities a list of companies which have appeared on recent unpaid tax rolls who are not producing or operating in Alberta because of insolvency status. This will allow municipalities to distinguish in their reporting between companies that are operating and not paying their taxes, and companies that are defunct or under court insolvency protections. Correctly distinguishing between those two categories provides a more accurate understanding of the problem.

I have also begun discussions with the Ministry of Municipal Affairs around the policy issue of how municipal tax is assessed on energy assets belonging to companies that are either defunct or going through court insolvency proceedings. Maintaining these assets on the assessment roll has historically served a policy purpose, as the assets have generally come back into production under a new owner. It is possible given the evolving nature of the energy industry and court precedents around asset retirement obligations that this policy purpose can be revisited.

I also invite the RMA to make specific suggestions on how municipalities can effectively communicate information about unpaid taxes with the AER, the Ministry of Energy and Minerals, and the Ministry of Municipal Affairs in support of this process. We all agree that municipal tax information across Alberta should be consistent, accurate, and up to date so that Albertans have the facts.

Thank you for your attention to this issue.

Sincerely,

A handwritten signature in blue ink that reads "Brian Jean".

Brian Jean, K.C., ECA  
Minister



cc: **Minister Ric McIver, Municipal Affairs**  
**Larry Kaumeyer, Deputy Minister Energy and Minerals**  
**Brandy Cox, Deputy Minister Municipal Affairs**  
**Laurie Pushor, CEO Alberta Energy Regulator**  
**David Goldie, Board Chair, Alberta Energy Regulator**  
**Duncan Au, Incoming Board Chair, Alberta Energy Regulator**

**Subject:** RMA District 5 meeting - January 24, 2025  
**Location:** Killam Community Hall  
  
**Start:** Fri 2025-01-24 9:30 AM  
**End:** Fri 2025-01-24 2:00 PM  
**Show Time As:** Tentative  
  
**Recurrence:** (none)  
  
**Meeting Status:** Not yet responded  
  
**Organizer:** [REDACTED]

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The next RMA District No. 5 meeting will be hosted by Flagstaff County and is scheduled for the following:

**Date:** Friday, January 24, 2025  
**Location:** Killam Community Hall, 4902 50th Street, Town of Killam  
**Time:** 9:30 a.m.

**President  
Présidente**

Rebecca Bligh

Councillor

City of Vancouver, BC

Conseillère municipale

Ville de Vancouver (C.-B.)

**First Vice-President  
Premier vice-président**

Tim Tierney

Councillor

City of Ottawa, ON

Conseiller municipal

Ville d'Ottawa (Ont.)

**Second Vice-President  
Deuxième vice-présidente**

Kathy Valentino

Deputy Mayor

City of Thompson, MB

Mairesse suppléante

Ville de Thompson (Man.)

**Third Vice-Presidence  
Troisième vice-présidence**

Vacant

À pourvoir

**Past President  
Président sortant**

Scott Pearce

Mayor

Township of Gore, QC

Maire

Municipalité du

Canton de Gore (Qc)

**Chief Executive Officer  
Cheffe de la direction**

Carole Saab

Ottawa, ON

24, rue Clarence Street  
Ottawa, Ontario, K1N 5P3

T. 613-241-5221

fcm.ca

December 2, 2024

Dear Wheatland County Council members,

We have received a copy of your recent letter circulated to rural Alberta municipalities and to provincial and territorial associations (PTAs), raising concerns regarding FCM's advocacy efforts on rural and regionally relevant issues. Please be assured that my FCM colleagues and I take this very seriously as part of our ongoing commitment to represent the voices of all municipalities.

Rural innovation and resiliency influences everything from the food on our tables, to the energy that powers our buildings and the materials that are used to build our homes. But rural communities also face unique challenges that need tailor-made policy and resource solutions. With limited budgets and staff resources as well as large geographic areas to service, you and many of your colleagues tend to have high infrastructure burdens and constraints when accessing federal and provincial funding that you need to improve the quality of life for your residents.

We understand this reality and have worked to incorporate this lens in all our major policy and advocacy submissions, including our advocacy paper on the Municipal Growth Framework, our response to the Canada Housing Infrastructure Fund, and our forthcoming paper on the future of rural and northern Canada.

At the recent Rural Municipalities of Alberta (RMA) conference, FCM Vice-President Kathy Valentino and Rural Forum Chair Neal Comeau had the opportunity to connect directly with many of your colleagues to discuss the work FCM is doing on behalf of rural, Western members, and hear directly from them about their priorities. They discussed the work our Rural Forum is doing and how we're continuing to advance the outstanding priorities of FCM's Western Economic Solutions Taskforce (WEST). They also heard how we can do better to communicate, show up and demonstrate our commitment to rural members, particularly in the west.

There are areas we can continue to improve, and the work has already begun.

Key elements of our current rural advocacy and engagement, along with opportunities for enhancement, include:

- Consistent dialogue with board members and staff from PTAs in all regions, to address rural priorities.
- Ongoing development of a rural-focused research paper, with input from members and PTAs, that will analyze key rural trends impacting municipalities and provide a strong foundation for rural advocacy into the next federal election and beyond.



- Ensuring relevant content at our Annual Conference that addresses the unique priorities and challenges of rural municipalities – your suggestions for session topics and speakers are welcome at any time.
- Creation of region-specific advocacy updates, which will be distributed in the coming months.
- Updating our communications to better reflect rural issues and better positioning FCM as a national rural advocate ahead of the next federal election.
- Increasing the presence of FCM’s Executive Committee members at PTA conferences and board meetings. For a start, FCM’s Director of Policy and Research, Matt Gemmel, and I will be attending the next Rural Municipalities of Alberta Board meeting next January to listen to your concerns and discuss how we can move forward.

In addition to these efforts, we are working to engage directly with FCM board members from rural communities. Our upcoming discussions at our December board meeting will be an important moment to organize around collectively strengthening and expanding the reach of our rural advocacy. Your feedback will be critical, and we’ll adjust our approach to be effective.

If you have any questions or would like to discuss this further, please don’t hesitate to reach out to me or CEO Carole Saab.

Thank you for your candor and your attention. I look forward to our upcoming discussions.

Sincerely,

A handwritten signature in black ink, appearing to read 'R Bligh', with a long horizontal flourish extending to the right.

Rebecca Bligh  
President, FCM



Box 7068, Bonnyville, AB T9N 2H4  
Tel. (780) 826-7260 Fax. (780) 826-7099

**L·A·R·A**  
LAKELAND AGRICULTURAL RESEARCH ASSOCIATION

November 18<sup>th</sup>, 2024

Smoky Lake County  
4612 McDougall Drive  
PO Box 310  
Smoky Lake, AB T0A 3C0  
[cao@smokylakecounty.ab.ca](mailto:cao@smokylakecounty.ab.ca)

RE: Funding of Lakeland Agricultural Research Association

Dear Mr. Lucas,

Lakeland Agricultural Research Association (LARA) and Smoky Lake County have partnered since 2015 to bring local agricultural producers regionally specific research projects and provide the opportunity to address specific concerns in the Lakeland. By working together, we have been able to create a means of linking all facets of agriculture – agriculture industry and farmers – to produce a team effort towards research and extension services in the area.

We greatly appreciate the partnership and support provided by Smoky Lake County, which has helped to see the services that LARA offers to local agriculture producers grow and expand across the region. However, as a non-profit organization, funding can often be uncertain and this can make long-term planning a challenge. Currently, the County provides \$55,000.00 annual to LARA through a 1-year contract signed in the first quarter of each year. In order to ensure long-term consistency in the services LARA provides, we are inquiring if the County would enter into a 2-to-3-year contract with our organization at the current funding level. This would enhance our organization's ability to plan long-term research and extension-based projects to ensure that our local farmers and ranchers continue to have access to the latest in agriculture research, innovation and extension.

We look forward to receiving your response.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Jay Cory', is written over a light blue horizontal line.

Jay Cory  
Chair, Lakeland Agricultural Research Association

cc: Amanda Fischer, Vice-Chair, Lakeland Agricultural Research Association  
Murray Scott, Secretary/Treasurer, Lakeland Agricultural Research Association

**Patti Priest**

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**From:** Jered Serben  
**Sent:** December 4, 2024 8:53 PM  
**To:** Patti Priest  
**Subject:** Fwd: Smoky Lake County Police Study - Invitation to Participate in Group Interview (Smoky Lake County)

Hi Patti,

Please add this to the December 12th Council meeting. We will decide on a date, then.

Begin forwarded message:

**From:** Chartina Nahorniak <Chartina.Nahorniak@mnp.ca>  
**Date:** December 4, 2024 at 11:25:07 AM MST  
**To:** Jered Serben <jserben@smokylakecounty.ab.ca>, Dominique Cere <dcere@smokylakecounty.ab.ca>, Lorne Halisky <lhalisky@smokylakecounty.ab.ca>, Dan Gawalko <dgawalko@smokylakecounty.ab.ca>, Linda Fenerty <lfenerty@smokylakecounty.ab.ca>  
**Cc:** Brenda Adamson <badamson@smokylakecounty.ab.ca>  
**Subject: Smoky Lake County Police Study - Invitation to Participate in Group Interview (Smoky Lake County)**

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Good Morning,

My name is Chartina, and I work with [MNP LLP \("MNP"\)](#) consulting practice out of Alberta. I hope this email finds you well and your December is off to a great start.

Smoky Lake County has contracted MNP to conduct a comprehensive review of policing services for the County, as part of a Provincial Grant. As part of this process, we are reaching out to key stakeholders, such as yourself, whose insights and experiences are critical to this review. We would like to invite you to participate in a focus group interview to discuss your perspectives on the current state of policing services and opportunities for improvement. The feedback gathered will help shape recommendations tailored to the needs of the community.

To coordinate this session, we kindly ask for your availability as a group. Please reply to this email with the following:

1. Your collective availability over the next 2 weeks (December 9<sup>th</sup> to 20<sup>th</sup>). If you do not have availability in December, please send your collective availability for January.
2. Preferred times for a 90-minute session.

We appreciate your willingness to contribute to this important project. Should you have any questions or require further details, please feel free to reach out.

Thank you for your time, and we look forward to your response.

**Chartina Nahorniak, MBA**

*(She/Her)*

SENIOR CONSULTANT

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**Budget to Actual 2024  
Notes As At December 1, 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 92% of the year. Council has spent 87% of the budget. Some Councillor expenses are over budget and some under budget. Overall, the department should end very close to budget.

**Administration** Administration has spent 79% 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 will end the year on budget. Additional interest revenue and small savings throughout the department will provide a surplus of \$200,000

**Communications** Communications has spent 83% of the budget. It should end within \$10,000 of the budget

**GIS** GIS has spent 90% of the budget. It will end within \$10,000 of the budget

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

250.00 STARS hockey tour	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 Katyna 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
240.00 Christmas Hamper	500.00 MS Society
200.00 Smoky Lake Remembrance Day	200.00 Waskatenau Remembrance Day
1,000.00 Fireworks	250.00 Jasper
<u>383,890.00</u>	
<b>balance remaining</b>	<b>6,110.00</b>

**Fire Services** Fire has spent 91% 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.

**Bylaw** Bylaw has spent 71 % of the budget. There should be a savings of about \$10,000 due to the temporary position vacancy

**Transportation** Public works has spent 95% of the budget. We do not anticipate any savings in this department

**Environmental Services** Water has spent 88% of the budget. Sewer 87%. Bellis Sewer has cost \$12,334 to date which is \$10,334 over budget. An unexpected repair was necessary. Landfill has spent 97% 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.

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
97506.86 Aspenview FSLW	
<u>\$ 121,377.86</u>	<b>grant remaining to cover overhead</b>
	<u>\$ 506.00</u>

**Planning & Communicator** Planning has spent 47%. Savings due to a vacant position along with higher than usual development fees will provide a surplus of approximately \$200,000

**Agriculture Service Board** ASB has spent 88%. Position vacancies will provide a surplus of approximately \$40,000

**Economic Development** RD CD did not provide a budget for approval. Expenditures to date are \$14,004 Dr Recruitment/Retention costs are \$14,640

**Recreation & Cultural Serv** Parks and Rec has spent 73% of the budget. There should be a surplus of approximately \$60,000



**Legislative**

We have completed 92% of the year. Council has spent 87% of the budget. Some Councillor expenses are over budget and some under budget. Overall, the department should end very close to budget.

**Administration**

Administration has spent 79% 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 will end the year on budget. Additional interest revenue and small savings throughout the department will provide a surplus of \$200,000

**Gas**

Natural Gas Administration has spent 79% of the budget

The odorant has a profit is \$130,155

The CNG program has been cancelled

Natural Gas Distribution expenses are at 86%

Gross Margin to October 31 is \$375,308. November gas has not been billed yet.

	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	Receivables under review
\$	152,990.64	\$ 106,156.38	\$ 106.24	\$ 46,728.02

**Taxes Receivable**

	Total	2024 o/s	Arrears prior to 2023	Allowance for write off
Percentage of 2024 taxes collect 96%	\$ 3,136,993.17	\$ 489,444.34	\$ 2,647,548.83	\$ 2,202,904.40

**Natural Gas Receivable**

Total	Current	Over 90 days
\$18,557.85	\$3,439.63	\$ 77,385.04

November has not been billed yet

**Warspite Water Receivable**

Total	Current	Over 90 days
\$ 1,667.12	-\$ 514.04	\$ 1,545.11

November has not been billed yet

SMOKY LAKE COUNTY  
For the Twelve Months Ending December 31,

Municipal  
Budget to Actual Report

	YTD ACTUAL Period 12	YTD BUDGET 2024 BUDGET	VARIANCE	VAR %	Notes
<b>OPERATING REVENUE</b>					
<b>Taxes</b>					
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	1,380,811	1,318,187	-62,624	(4.75%)	<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%)	
<b>Other Income</b>					
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	271,319	85,200	-186,119	(218.45%)	
User Fees and Sales of Goods	595,761	641,950	46,189	7.20%	
Investment Income	679,652	693,498	13,846	2.00%	
Development Levies	138,821	69,000	-69,821	(101.19%)	
Licenses and Permits	229,682	224,500	-5,182	(2.31%)	<i>Aggregate fees</i>
<b>Sales to Other Governments</b>	<b>215,635</b>	<b>336,135</b>	<b>120,500</b>	<b>35.85%</b>	
<b>Grants</b>					
Provincial Conditional - Operating	784,388	609,753	-174,635	(28.64%)	
CLC	134,478	113,230	-21,248	(18.77%)	
<b>Transfer from Operating Reserve</b>	<b>1,035,000</b>	<b>1,035,000</b>	<b>0.00%</b>		
<b>TOTAL OPERATING REVENUE</b>	<b>17,584,894</b>	<b>17,307,458</b>	<b>-277,436</b>	<b>(1.60%)</b>	
<b>OPERATING EXPENSES</b>					
<b>Salaries, Wages, and Benefits</b>					
Salaries & Wages	5,657,756	5,822,998	165,242	2.84%	
Benefits	519,081	1,243,983	724,903	58.27%	<i>Payroll costs variance</i>
WCB	59,785	85,000	25,215	29.67%	<i>20%</i>
Other Wages	1,250	10,000	8,750	87.50%	
<b>Contracted and General Services</b>					
Mileage	19,734	45,700	25,966	56.82%	
Meals and Lodgings	44,891	95,360	50,469	52.93%	
Membership & Conference Fees	48,191	60,435	12,244	20.26%	
Freight, Express, Postage	25,953	42,250	16,297	38.57%	
Telephone & Communication	61,826	98,150	36,324	37.01%	
Training	69,039	112,700	43,661	38.74%	
Advertising, Printing, Subscriptions	41,888	60,550	18,662	30.82%	
Accounting & Auditing	33,500	34,000	500	1.47%	
Legal Fees	9,186	40,000	30,814	77.03%	
Assessor Fees	135,232	146,000	10,768	7.38%	
					<i>Includes Engineering</i>
					<i>fees for bridges which</i>
					<i>will be capitalized</i>
Engineering Fees	309,955	133,670	-176,285	(131.88%)	<i>Includes fees to</i>
					<i>auction land</i>
Other Consulting	63,181	62,700	-481	(0.77%)	
Computer Programing	126,042	187,417	61,375	32.75%	
Insurance	139,269	271,261	131,992	48.66%	
Other Services	982,819	1,648,358	665,539	40.38%	
<b>Materials, Goods, and Utilities</b>					
Office/Food/Janitorial Supplies	79,360	95,830	16,470	17.19%	
Fuel/Parts/ Etc	2,442,755	1,547,100	-895,655	1809.61%	<i>fuel &amp; equip costs</i>
					<i>allocated to road proj</i>
Offset to road plan	-1,214,469	-1,618,946	-404,477	24.98%	<i>fuel &amp; equip costs</i>
					<i>allocated to road proj</i>
Gravel	522,461	490,000	-32,461	(6.62%)	

	YTD ACTUAL Period 12	YTD BUDGET 2024 BUDGET	VARIANCE	VAR %	Notes
Chemicals	76,002	40,000	-36,002	(90.00%)	
Computer Supplies	24,602	69,148	44,546	64.42%	<i>weed control</i>
Utilities	141,086	220,999	79,913	36.16%	
Employee Recognition	5,931	30,000	24,069	80.23%	
Other General Supplies	831,817	819,800	-12,017	(1.47%)	
<b>Transfers to Local Boards &amp; Agencies</b>	<b>675,878</b>	<b>678,794</b>	<b>2,916</b>	<b>0.43%</b>	
<b>Write Offs</b>	<b>1,587</b>	<b>3,000</b>	<b>1,413</b>	<b>47.10%</b>	<i>includes transfer to Aspen View</i>
<b>Bank Charges &amp; Interest</b>	<b>4,800</b>	<b>6,100</b>	<b>1,300</b>	<b>21.32%</b>	
<b>Requisitions</b>	<b>2,653,262</b>	<b>2,583,857</b>	<b>-69,405</b>	<b>(2.69%)</b>	
<b>Contingency</b>		<b>13,749</b>	<b>13,749</b>	<b>100.00%</b>	
<b>Amortization</b>		<b>2,044,300</b>	<b>2,044,300</b>	<b>100.00%</b>	
	<u>14,593,650</u>	<u>17,224,263</u>	<u>2,630,614</u>	<u>15.27%</u>	
<b>Total Operations</b>	<b>2,991,244</b>	<b>83,195</b>	<b>-2,908,050</b>		
<b>Capital Funding</b>					
Sale of Capital Assets	1,051,239	1,306,699	255,460	19.55%	
Provincial Capital Grants	646,464	4,074,411	3,427,947	84.13%	<i>land sales</i>
Transfer from Reserve		1,431,717	1,431,717	100.00%	
<b>Capital Funding</b>	<b>1,697,703</b>	<b>6,812,827</b>	<b>5,115,124</b>	<b>75.08%</b>	
<b>Capital Expenses</b>					
Buildings & Land	45	14,000	13,955	99.68%	
Transfer to Reserve	820,000	1,428,000	608,000	42.58%	
Land Improvements	2,203,023	18,000	-2,185,023	#####	<i>land sales</i>
Engineering Structures	1,214,469	6,011,475	6,011,475	100.00%	
Equipment	833,598	874,427	40,829	4.67%	
Vehicles	243,903	594,419	350,516	58.97%	
	<u>5,315,038</u>	<u>8,940,321</u>	<u>4,839,752</u>	<u>54.13%</u>	
<b>Total Capital</b>	<b>-3,617,335</b>	<b>-2,127,494</b>	<b>275,372</b>	<b>(12.94%)</b>	
<b>Net Profit/Loss</b>	<b>-626,091</b>	<b>-2,044,299</b>	<b>-2,632,678</b>	<b>128.78%</b>	
<b>Remove Amortization</b>		<b>2,044,300</b>	<b>2,044,300</b>	<b>100.00%</b>	
<b>Adjusted Surplus (Deficit)</b>	<b>-626,091</b>	<b>1</b>	<b>-588,378</b>	<b>#####</b>	

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SMOKY LAKE COUNTY  
For the Twelve Months Ending December 31,

Council  
Budget to Actual Report

	YTD ACTUAL Period 12	YTD BUDGET 2024 BUDGET	VARIANCE	VAR %	<i>Notes</i>
<b>OPERATING REVENUE</b>					
Taxes					
Other Income					
Grants					
<hr/> <hr/>					
<b>OPERATING EXPENSES</b>					
<b>Salaries, Wages, and Benefits</b>					
Salaries & Wages	\$330,813	\$362,792	\$31,979	8.81%	
Benefits	73,793	77,105	3,312	4.30%	
<b>Contracted and General Services</b>					
Mileage	13,705	28,200	14,495	51.40%	
Meals and Lodgings	14,359	23,770	9,411	39.59%	
Membership & Conference Fees	12,979	15,185	2,206	14.53%	
Telephone & Communication	4,752	6,100	1,348	22.10%	
Other Services		1,500	1,500	100.00%	
<b>Materials, Goods, and Utilities</b>					
Office/Food/Janitorial Supplies	243	3,000	2,757	91.90%	
Computer Supplies	27	3,000	2,973	99.10%	
	<u>450,671</u>	<u>520,652</u>	<u>69,980</u>	<u>13.44%</u>	
<b>Total Operations</b>	<b>-450,671</b>	<b>-520,652</b>	<b>-69,980</b>	<b>13.44%</b>	
<b>Capital Funding</b>					
<hr/> <hr/>					
<b>Capital Expenses</b>					
<hr/> <hr/>					
<b>Net Profit/Loss</b>	<b>-450,671</b>	<b>-520,652</b>	<b>-69,980</b>	<b>13.44%</b>	
<b>Adjusted Surplus (Deficit)</b>	<b>-450,671</b>	<b>-520,652</b>	<b>-69,980</b>	<b>13.44%</b>	
<b>Expense Breakdown by Division</b>					
1	-\$8,983	-\$12,985	-\$4,002		
2	-\$14,967	-\$14,600	\$367		
3	-\$5,070	-\$12,885	-\$7,815		
4	-\$9,026	-\$19,700	-\$10,674		
5	-\$7,750	-\$13,585	-\$5,836		
	<u><b>-\$45,796</b></u>	<u><b>-\$73,755</b></u>	<u><b>-\$27,960</b></u>		

*Some councillors  
are over budget*

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
<b>OPERATING REVENUE</b>					
<b>Taxes</b>					
<b>Other Income</b>					
Penalties	\$18,331	\$10,000	(\$8,331)	(83.31%)	
User Fees and Sales of Goods	1,855,726	2,970,620	1,114,894	37.53%	<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%	
<b>Grants</b>					
<b>TOTAL OPERATING REVENUE</b>	<b>1,874,057</b>	<b>3,025,220</b>	<b>1,151,164</b>	<b>38.05%</b>	
<b>OPERATING EXPENSES</b>					
<b>Salaries, Wages, and Benefits</b>					
Salaries & Wages	784,114	889,889	105,775	11.89%	
Benefits	159,962	144,020	-15,942	(11.07%)	
<b>Contracted and General Services</b>					
Mileage		3,000	3,000	100.00%	
Meals and Lodgings	7,916	18,500	10,584	57.21%	
Membership & Conference Fees	9,190	38,000	28,810	75.82%	
Freight, Express, Postage	8,493	12,600	4,107	32.60%	
Telephone & Communication	13,579	20,400	6,821	33.44%	
Training	3,846	7,000	3,154	45.06%	
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	633	1,200	567	47.24%	
Computer Programing	18,656	30,000	11,344	37.81%	
Insurance	25,246	35,000	9,754	27.87%	
Other Services	49,849	51,750	1,901	3.67%	
<b>Materials, Goods, and Utilities</b>					
Office/Food/Janitorial Supplies	6,206	18,200	11,994	65.90%	
Fuel/Parts/ Etc	77,282	95,500	18,218	19.08%	
Computer Supplies	1,333	19,000	17,667	92.98%	
Utilities	9,383	12,120	2,737	22.58%	
Employee Recognition		2,000	2,000	100.00%	
Other General Supplies	695,694	1,550,042	854,348	55.12%	<i>Includes purchase of natural gas</i>
<b>Amortization</b>		<b>245,000</b>	<b>245,000</b>	<b>100.00%</b>	
	1,892,864	3,220,221	1,327,356	41.22%	
<b>Total Operations</b>	<b>-18,807</b>	<b>-195,001</b>	<b>-176,192</b>	<b>90.35%</b>	
<b>Capital Funding</b>					
Transfer from Reserve		267,000	267,000	100.00%	
<b>Capital Funding</b>		<b>267,000</b>	<b>267,000</b>	<b>100.00%</b>	
<b>Capital Expenses</b>					
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	1,260	67,000	65,740	98.12%	
	15,378	317,000	301,623	95.15%	
<b>Total Capital</b>	<b>-15,378</b>	<b>-50,000</b>	<b>-34,623</b>	<b>69.25%</b>	
<b>Net Profit/Loss</b>	<b>-34,185</b>	<b>-245,001</b>	<b>-210,815</b>	<b>86.05%</b>	
<b>Remove Amortization</b>		<b>245,000</b>	<b>245,000</b>	<b>100.00%</b>	
<b>Adjusted Surplus (Deficit)</b>	<b>-34,185</b>	<b>-1</b>	<b>34,185</b>		

## 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	
<b>ADM</b>	<b>Admin Total</b>	<b>- 501,000</b>	<b>-</b>	
Bylaw	LIDAR GUN	7,000		
<b>Bylaw</b>	<b>Bylaw Total</b>	<b>7,000</b>	<b>-</b>	
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%
<b>FIRE</b>	<b>Fire Total</b>	<b>43,435</b>	<b>32,613</b>	
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	239,966	
PW	NEW SANDER FOR UNIT 435	13,992	12,574	
PW	GRAVEL DISPOSITIONS PER MOTION		2,200,868	funded from reserve
PW	GRAVEL SALES TO RESERVE	27,000		
<b>PW</b>	<b>PUBLIC WORKS DEPARTMENT TOTAL</b>	<b>1,787,411</b>	<b>3,112,408</b>	
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		
<b>E &amp; P</b>	<b>Motion 491-24 Water Storage</b>	<b>28,000</b>	<b>27,400</b>	
<b>E &amp; P</b>	<b>ENV &amp; PARKS DEPARTMENT TOTAL</b>	<b>88,000</b>	<b>35,230</b>	
PLN	HISTORIC DESIGNATION PLAQUE	10,000		
<b>PLN</b>	<b>PLANNING TOTAL</b>	<b>10,000</b>	<b>-</b>	
AG	REPLACE FLEX ARM & MOWER 473/474	92,000	92,000	sell old for 30,000 / 50,000 from reserve
<b>PW</b>	<b>AGRICULTURE DEPARTMENT TOTAL</b>	<b>92,000</b>	<b>92,000</b>	
<b>MUNICIPAL TOTAL</b>		<b>1,526,846</b>	<b>3,272,251</b>	
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		
<b>NATURAL GAS TOTAL</b>		<b>317,000</b>	<b>14,118</b>	