



# SMOKY LAKE COUNTY COUNCIL MEETING

## AGENDA

Thursday, January 23, 2025, at 9:00 a.m. held

Virtually <https://video.businessconnect.telus.com/join/385887700> (Meeting ID # 385887700) 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 Regular Council Meeting, Thursday, January 9, 2025
- 4. Delegation(s)
  - 4.1. Casey Tchir, Landowner, to discuss an offer to purchase County-Owned Land, in Executive Session, under the authority of the FOIP Act Section 16: Third party business interests and Section 27: Privileged information @ 9:30 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. Bylaw No. 1464-24: Non-Residential Tax Incentive
  - 7.2. Family and Community Support Services (FCSS) Grant Applications
  - 7.3. Property Tax Sale Results
  - 7.4. Policy Statement No. 62-06-02: Agricultural Service Board Poster Contest
  - 7.5. Policy Statement No. 62-28-07: Mowing Program
  - 7.6. Bylaw No. 1472-25: LUB Amendment for NE-34-59-13-W4 from Residential to Agricultural Land
  - 7.7. Alberta CARE (Coordinated Action for Recycling Enterprises) Spring Seminar
  - 7.8. Peace Officer Policy Statement No. 02-39-01: Primary Highway Enforcement & Policy Statement No. 02-13-02: Emergency Vehicle Operations
  - 7.9. Peace Officer Policy Statement No. 02-11-16: Peace Officer Annual Reporting
  - 7.10. Ukrainian Twinning Memorandum of Understanding (MOU) with Kosiv
  - 7.11. Smoky Lake Regional Heritage Board Recommendations
  - 7.12. RMA Rural Municipalities of Alberta, Spring Convention
  - 7.13. Meeting Requests with Ministers at the Spring RMA Convention
  - 7.14. Bonnie Lake Resort Community in-kind assistance
- 8. Chief Administrative Officer (CAO) Report
  - 8.1. CAO Report – December 6, 2024 to January 16, 2025
  - 8.2. Strategic Priorities Progress Update to December 31, 2024

**9. Council Committee Reports**

- 9.1. Division One
- 9.2. Division Two
- 9.3. Division Three (Deputy Reeve)
- 9.4. Division Four
- 9.5. Division Five (Reeve)

**10. Correspondence**

- 10.1. Smoky Lake County Community Learning Council, Thank You for 50 years 1975 to 2025
- 10.2. Inside Outside Studio Inc., Landowner Map Sale Revenue to the County, dated January 7, 2025
- 10.3. RMA Rural Municipalities of Alberta, January 2025, Member Visit Schedule
- 10.4. RMA Rural Municipalities of Alberta, January 6, 2025, Board Governance Review Member Survey

**11. Information Release**

Nil.

**12. Financial Reports**

- 12.1. Budget to Actual Reports as at December 31, 2024
- 12.2. Bills & Accounts Report as of January 23, 2025

**13. Next Meetings**

- 13.1. Reconfirm Smoky Lake County Council's scheduled upcoming Meetings are as follows:
  - 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. Executive Session**

- 14.1. Land Issue: in respect to an offer to purchase County-Owned lands legally described as SE-08-62-13-W4 & SW-08-62-13-W4 (near Whitefish Lake), under the authority of the FOIP Act Section 16: Third party business interests and Section 27: Privileged information

**15. Adjournment.**

**SMOKY LAKE COUNTY**

Minutes of the **County Council Meeting** held on Thursday, **January 9, 2025**, at 9:01 A.M. held both virtually online and physically in Council Chambers.

The meeting was called to order by the Deputy Reeve, Dominique Céré, in the presence of the following persons:

<b>ATTENDANCE</b>		
<u>Div. No.</u>	<u>Councillor(s)</u>	<u>Thursday, Jan. 9, 2025</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	Virtually Present
CAO	Kevin Lucas	Present in Chambers
Finance Manager	Brenda Adamson	Absent
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
GIS Operator	Carole Dowhaniuk	Virtually Present
Health & Safety Cor.	Jasmine Schaub	Virtually Present
Acting Ag Fieldman	Kierstin Dubitz	Virtually Present
Public	2 Members	Present

**2. Agenda:**

209-25: Fenerty                      That the Smoky Lake County Council Meeting Agenda for Thursday, January 9, 2025, be adopted, as presented.

Carried Unanimously.

**3. Minutes:**

**3.1. Minutes of the Committee of the Whole Council Meeting, December 4, 2024**  
210-25: Halisky                      That the minutes of the Smoky Lake County Committee of the Whole Council Meeting, held on Wednesday, December 4, 2024, be adopted as presented.

Carried.

**3.2. Minutes of the Regular Council Meeting, December 12, 2024**  
211-25: Gawalko                      That the minutes of the Smoky Lake County Regular Council Meeting, held on Thursday, December 12, 2024, be adopted as presented.

Carried.

**5. Public Hearing:**

Nil.

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

Nil.

7. Request for Decision:

7.1. **Bylaw No. 1468-25: Designation of the Bellis Store & Heritage Shoppe as a Municipal Historic Resource**

212-25: Fenerty

That Smoky Lake County **Bylaw No. 1468-25: Designation of the Bellis Store & Heritage Shoppe as a Municipal Historic Resource**, being a bylaw for the purpose of designating the Bellis Store & Heritage Shoppe as a Municipal Historic Resource, be given **FIRST READING**.

Carried.

Moved by Councillor Gawalko that Smoky Lake County **Bylaw No. 1468-25: Designation of the Bellis Store & Heritage Shoppe as a Municipal Historic Resource**, being a bylaw for the purpose of designating the Bellis Store & Heritage Shoppe as a Municipal Historic Resource, be given **SECOND READING**.

Carried.

Moved by Councillor Halisky that Smoky Lake County **Bylaw No. 1468-25: Designation of the Bellis Store & Heritage Shoppe as a Municipal Historic Resource**, being a bylaw for the purpose of designating the Bellis Store & Heritage Shoppe as a Municipal Historic Resource, be given **PERMISSION** for **THIRD AND FINAL READING**.

Carried Unanimously.

Moved by Councillor Fenerty that Smoky Lake County **Bylaw No. 1468-25: Designation of the Bellis Store & Heritage Shoppe as a Municipal Historic Resource**, being a bylaw for the purpose of designating the Bellis Store & Heritage Shoppe as a Municipal Historic Resource, be given **THIRD and FINAL READING** and the Reeve and Chief Administrative Officer be hereby authorized to fix their signatures to all necessary documents and the corporate seal be fastened where it is deemed to be necessary.

Carried.

Scott Franchuk, Fire Chief, virtually joined the meeting, time 9:09 a.m.

Daniel Moric, Natural Gas Manager, virtually joined the meeting, time 9:11 a.m.

One Member of the Public, virtually joined the meeting, time 9:13 a.m.

7.2. **Bylaw No. 1469-25: Designation of the White Earth School Hall as a Municipal Historic Resource**

213-25: Halisky

That Smoky Lake County **Bylaw No. 1469-25: Designation of the White Earth School Hall as a Municipal Historic Resource**, being a bylaw for the purpose of designating the White Earth School Hall as a Municipal Historic Resource, be given **FIRST READING**.

Carried.

Moved by Councillor Serben that Smoky Lake County **Bylaw No. 1469-25: Designation of the White Earth School Hall as a Municipal Historic Resource**, being a bylaw for the purpose of designating the White Earth School Hall as a Municipal Historic Resource, be given **SECOND READING**.

Carried.

Moved by Councillor Gawalko that Smoky Lake County **Bylaw No. 1469-25: Designation of the White Earth School Hall as a Municipal Historic Resource**, being a bylaw for the purpose of designating the White Earth School Hall as a Municipal Historic Resource, be given **PERMISSION** for **THIRD AND FINAL READING**.

Carried Unanimously.

Moved by Councillor Fenerty that Smoky Lake County **Bylaw No. 1469-25: Designation of the White Earth School Hall as a Municipal Historic Resource**, being a bylaw for the purpose of designating the White Earth School Hall as a Municipal Historic Resource, be given **THIRD and FINAL READING** and the Reeve and Chief Administrative Officer be hereby authorized to fix their signatures to all necessary documents and the corporate seal be fastened where it is deemed to be necessary.

Carried.

**7.3. Bylaw No. 1470-25: Designation of the MacDonald Stopping House General Store & Pine Creek Post Office as a Municipal Historic Resource**

214-25: Halisky

That Smoky Lake County **Bylaw No. 1470-25: Designation of the MacDonald Stopping House General Store & Pine Creek Post Office as a Municipal Historic Resource**, being a bylaw for the purpose of designating the MacDonald Stopping House General Store & Pine Creek Post Office as a Municipal Historic Resource, be given **FIRST READING**.

Carried.

Moved by Councillor Gawalko that Smoky Lake County **Bylaw No. 1470-25: Designation of the MacDonald Stopping House General Store & Pine Creek Post Office as a Municipal Historic Resource**, being a bylaw for the purpose of designating the MacDonald Stopping House General Store & Pine Creek Post Office as a Municipal Historic Resource, be given **SECOND READING**.

Carried.

Moved by Councillor Fenerty that Smoky Lake County **Bylaw No. 1470-25: Designation of the MacDonald Stopping House General Store & Pine Creek Post Office as a Municipal Historic Resource**, being a bylaw for the purpose of designating the MacDonald Stopping House General Store & Pine Creek Post Office as a Municipal Historic Resource, be given **PERMISSION** for **THIRD AND FINAL READING**.

Carried Unanimously.

Moved by Councillor Serben that Smoky Lake County **Bylaw No. 1470-25: Designation of the MacDonald Stopping House General Store & Pine Creek Post Office as a Municipal Historic Resource**, being a bylaw for the purpose of designating the MacDonald Stopping House General Store & Pine Creek Post Office as a Municipal Historic Resource, be given **THIRD and FINAL READING** and the Reeve and Chief Administrative Officer be hereby authorized to fix their signatures to all necessary documents and the corporate seal be fastened where it is deemed to be necessary.

Carried.

**7.4. Policy Statement No. 62-05-07: Grasshopper Control Compensation**

215-25: Gawalko

That Smoky Lake County Policy Statement No. 62-05-07: Grasshopper Control Compensation, be amended:

<b>Title: Grasshopper Control Compensation</b>	<b>Policy No.: 05-07</b>
<b>Section: 62</b>	<b>Code:</b>
	<b>Page No.: 1 of 3</b>

**Legislation Reference:** *Agricultural Pests Act*

**Purpose:** To providing funding in the event of an Agricultural Disaster to landowners for the control of grasshoppers on County right-of-ways.

**Policy Statement and Guidelines:**

- 1. STATEMENT:**
  - 1.1. Smoky Lake County recognizes that grasshoppers are a provincially regulated pest that can cause devastation to agricultural crops and that there is an obligation of pest control under the *Agricultural Pests Act*; and as such, the County will take an active measure to compensate landowners for grasshopper control subject to the guidelines and procedures of this policy.
- 2. OBJECTIVE:**
  - 2.1. To financially assist landowners with grasshopper control during Agricultural Disaster.
- 3. DEFINITIONS:**
  - 3.1. **Agricultural Disaster** means a significant event, such as drought, flood, pest infestation, or other conditions that severely affect crop production, livestock, or infrastructure, necessitating emergency assistance.
  - 3.2. **Economic Threshold** for the purpose of this policy shall be 12 grasshoppers/m<sup>2</sup> based on the Economic Thresholds of the Provincial government.
- 4. GUIDELINES:**
  - 4.1. It is the landowner's responsibility to prevent the establishment of, to control, or destroy pests under the *Agricultural Pests Act, Sec. 5, RSA 200, Chapter A-8*.
  - 4.2. When the Economic Threshold has been met or exceeded, and the County has declared an Agricultural Disaster, the County may allocate funds to compensate landowners for grasshopper control on County right-of-ways; however, the availability of funds is contingent upon the budgetary discretion of Council.
  - 4.3. Compensation for grasshopper control on County right-of-ways shall be Twenty-Five Dollars (\$25.00) per mile of adjacent land, up to a maximum compensation in the amount of Two-Hundred Dollars (\$200.00) per applicant, per year.
  - 4.4. The County will coordinate with Provincial Programs, if provincial assistance is available for the control of grasshoppers and assist landowners in expediting access to these programs.
- 5. PROCEDURES:**
  - 5.1. The Agricultural Services Department shall conduct field and County right-of-way surveys to monitor grasshopper populations as required by the Government of Alberta for Economic Threshold data.

<b>Title: Grasshopper Control Compensation</b>	<b>Policy No.: 05-07</b>
<b>Section: 62</b>	<b>Code:</b>
	<b>Page No.: 2 of 3</b>

- 5.2. Landowners seeking compensation for controlling grasshoppers on County right-of-ways must complete and submit the application form under "**Schedule A" Application for Grasshopper Control Compensation**, between May 15<sup>th</sup> and September 15<sup>th</sup> along with:
  - 5.2.1. valid receipts for chemicals and/or custom spraying applications, indicating the area treated, the date of application, product used, and the total cost of the service, and
  - 5.2.2. a detailed map of treated area.
- 5.3. Applications will be reviewed by the Agricultural Fieldman or designate, to ensure it meets the criteria outlined in this policy and will be rejected if the applicant's land does not directly border the County road right-of-way.

<b>Title: Grasshopper Control Compensation</b>	<b>Policy No.: 05-07</b>
<b>Section: 62</b>	<b>Code:</b>
	<b>Page No.: 3 of 3</b>

**SCHEDULE "A"  
APPLICATION FOR GRASSHOPPER CONTROL COMPENSATION**

<b>DETAILS</b>	Property Owner: Name: _____ Address: _____ Telephone Number: _____ Cell Number: _____ Email: _____
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<b>LEGAL DETAILS</b>	I DO HEREBY apply for compensation of \$25.00/mile for chemicals and/or completing a custom spray application for grasshopper control. I declare that I have incurred expenses along the following road right-of-way as described by the following legal land locations.  Maximum one application per year to a maximum compensation in the amount of \$200.00  Adjacent Legal Land Description _____ Adjacent Legal Land Description _____ Adjacent Legal Land Description _____ Adjacent Legal Land Description _____ Total number of miles _____
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<b>PROOF OF EXPENDITURES</b>	Please attach: <ul style="list-style-type: none"> <li>o valid receipts for custom spraying applications, indicating the area treated, the date of application, product used, and the total cost of the service, and</li> <li>o a detailed map of treated area.</li> </ul>
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**I, THE UNDERSIGNED, HAVE READ THIS POLICY AND APPLICATION AND AM AWARE OF ITS CONTENTS AND AGREE TO THE CONDITIONS THEREIN.**

SIGNATURE OF OWNER: _____	DATE: _____
SIGNATURE OF SMOKY LAKE COUNTY: _____	DATE: _____

Carried.

**7.5. Policy Statement No. 62-08-01: Agricultural Use of Municipal Right of Way**

216-25: Gawalko

That Smoky Lake County Policy Statement No. 62-08-01: Agricultural Use of Municipal Right of Way, be adopted:

<b>Title: Agricultural Use of Municipal Right-of-Ways</b>		<b>Policy No.: 08-01</b>
<b>Section: 62</b>	<b>Code:</b>	<b>Page No.: 1 of 5</b>

<b>Legislation Reference:</b>	<i>Municipal Government Act, Chapter M26.1, Section 18(1) and Section 545.</i>
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<b>Purpose:</b>	To provide landowners authorization to conduct the agricultural activities of haying or livestock grazing, within the road right-of-ways adjacent to their land.
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<b>Policy Statement and Guidelines:</b>	
<p><b>1. STATEMENT:</b></p> <p>1.3 Smoky Lake County supports local agricultural operations by permitting agricultural haying and grazing within the untraveled portion of the road right-of-ways by issuing haying permits or grazing licenses, which are subject to conditions and seasonal restrictions to ensure public safety and infrastructure integrity.</p> <p><b>2. DEFINITIONS:</b></p> <p>2.1 <b>License:</b> A formal authorization allowing livestock grazing within the untraveled portion of the road right-of-way, under specific conditions.</p> <p>2.2 <b>Permit:</b> A formal authorization allowing landowners to cut and remove hay the untraveled portion of the road right-of-way, under specific conditions.</p> <p>2.3 <b>Zone:</b> The designated area the untraveled portion of the road right-of-way that can be used for haying or livestock grazing as outlined on the License or Permit application.</p> <p>2.4 <b>Ditch:</b> Drainage areas between the County roads edge and the landowners land(s) that are managed by the municipality.</p> <p>2.5 <b>Temporary Fencing:</b> An easily moveable barrier designed for short-term use to contain livestock. Approved materials consist of electric poly wire, poly tape, or portable mesh netting, supported by stakes or small posts that are quick to install and remove (there shall be no pounding of any wooden posts into County ditches).</p> <p>2.6 <b>Roads Edge:</b> Boundary where gravel/paved surface meets the surrounding natural terrain, such as grass, soil, etc.</p> <p><b>3. OBJECTIVE:</b></p> <p>3.1 To govern the issuance of Permits and Licenses, authorizing adjacent landowners to utilize the untraveled portion of the road right-of-way for haying and grazing purposes.</p> <p>3.2 To support local agriculture while maintaining the integrity of municipal infrastructure.</p> <p>3.3 To specify the conditions, responsibilities, and requirements for adjacent landowners, to facilitate a structured and mutually beneficial use of municipal lands and ensure compliance from the Permit and License holders.</p> <p><b>4. GUIDELINE:</b></p> <p>4.1 Applications made under <b>Schedule "A": Haying Permit Application</b> and <b>Schedule "B": Grazing License Application</b>, must be received by the County <b>prior to June 1<sup>st</sup> of each year</b>.</p> <p>4.2 Smoky Lake County may grant landowners, the right to use and occupy a portion of the municipal right-of-way, which is not closer than such distance that may interfere with road grading, snowplowing, or maintenance, to the outer edge of the traveled portion of the road nearest the applicants' land, for purposes of haying or livestock grazing, at the landowners' risk.</p>	

<b>Title: Agricultural Use of Municipal Right-of-Ways</b>		<b>Policy No.: 08-01</b>
<b>Section: 62</b>	<b>Code:</b>	<b>Page No.: 2 of 5</b>

<p><b>5. PROCEDURE</b></p> <p>5.1 <b>Haying Permit Application:</b> Applicants must read and understand the conditions within <b>Schedule "A": Haying Permit Application</b> and complete and submit the application prior to June 1<sup>st</sup> of each year, at no cost.</p> <p>5.2 <b>Grazing Permit Application:</b> Applicants must read and understand the conditions within <b>Schedule "A": Haying Permit Application</b> and complete and submit the application prior to June 1<sup>st</sup> of each year, at no cost.</p> <p>5.3 <b>Right to Enter:</b> Smoky Lake County officers, employees, agents and contractors shall have the right at any time to enter upon the municipal right-of-way for the purpose of reconstructing, maintaining, repairing, inspecting, testing or removing any public works, utility or road existing at the date of this agreement, and shall make reasonable effort to communicate the intent to the applicant prior to entry. The County shall in undertaking such activities use reasonable efforts to cause its officers, employees, agents and contractors to minimize any disruption or damage to the landowners use and fence which occurs pursuant to such activities to the extent that any loss, damage or injury shall have been caused by the acts of negligence of the County's officers, employees, agents or contractors.</p> <p>5.4 <b>Inspections:</b> Smoky Lake County's Agricultural Department staff will conduct periodic inspections to ensure compliance with License and Permit conditions and failure to meet the conditions may result in the License or Permit being immediately revoked.</p> <p>5.5 <b>Cancellation or Denial:</b> Permits and Licenses may be cancelled or denied at any time with no liability or obligation to the County, under the following circumstances:</p> <p>5.5.1 If spraying schedule priorities for vegetation control on that specific right-of-way cannot be deferred until after the haying or grazing period.</p> <p>5.5.2 If road construction, repair, gravelling or any other maintenance activities are scheduled during the haying or grazing period.</p> <p>5.5.3 If the applicant did not comply with Permit of License conditions previously.</p>	
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<b>Title: Agricultural Use of Municipal Right-of-Ways</b>		<b>Policy No.: 08-01</b>
<b>Section: 62</b>	<b>Code:</b>	<b>Page No.: 3 of 5</b>

**SCHEDULE "A"**  
**Haying Permit Application**

**Applicant Name:** \_\_\_\_\_

**Date of Application:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

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

Legal Land Description of the Adjacent Lands:

Qrt	Sec	Twp	Rge	Mer
				W4
				W4
				W4
				W4

In consideration of granting this license, the following conditions apply:

- Up to June 1<sup>st</sup>, priority will be given to applications received from landowners for the purpose of cutting hay along Municipal right-of-way adjacent to their land. Applications received after June 1<sup>st</sup> cannot be guaranteed to be free of herbicide application.
- Approved permits are valid only from June 15<sup>th</sup> to August 1<sup>st</sup>. All haying operations must be completed by this time.
- Baled hay must be removed within 7 days of cutting. Permitted bales not removed after 7 days shall, at the discretion of the County, invalidate the permit and be removed by County forces with no liability to the County.
- Approved permits will be noted by the appropriate County personnel conducting right-of-way and road management.
- Permits may be cancelled at any time by the County with no liability or obligation from the County to the permit holder.
- The permit holder indemnifies and saves harmless the County from any claims arising from his/her operations.
- The permit holder will carry out haying operations in a manner creating no hazard to vehicular traffic.
- The permit holder will not sublet or sell the rights granted under this permit.
- The permit holder will satisfy himself as to the presence of herbicides or pesticides.
- The County reserves the right to enter upon the right-of-way described in this permit for the purposes of weed control, roadside maintenance or any other reason whatsoever.

I (We) hereby agree to, in consideration of the benefit derived by me (us) from the work description above shall indemnify and save harmless Smoky Lake County, its councillors, officers, employees, and agents from any claim, damage, liability, cost, fee, penalty, action, cause of action, demand, damage to property, injury to person/livestock or death (including, without limitation to, legal fees of Smoky Lake County on a solicitor-client full indemnity basis), that may arise directly or indirectly out of the performances of the above described activities.

I (We) have read, understand, and accept the terms and conditions of the policy and of this permit.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agricultural Fieldman

\_\_\_\_\_  
Date

<b>Title: Agricultural Use of Municipal Right-of-Ways</b>		<b>Policy No.: 08-01</b>
<b>Section: 62</b>	<b>Code:</b>	<b>Page No.: 4 of 5</b>

**SCHEDULE "A"**  
**Grazing License Application**

**Applicant Name:** \_\_\_\_\_

**Date of Application:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

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

Legal Land Description of the Adjacent Lands:

Qrt	Sec	Twp	Rge	Mer
				W4
				W4
				W4
				W4

In consideration of granting this license, the following conditions apply:

- Up to June 1<sup>st</sup>, priority will be given to applications received from landowners for the purpose of grazing livestock along Municipal right-of-way adjacent to their land. Applications received after June 1 cannot be guaranteed to be free of herbicide application.
- Approved licenses are valid only from June 15<sup>th</sup> to October 1<sup>st</sup>. All grazing operations must be completed by this time.
- Temporary electric fences must be removed by October 15<sup>th</sup>; if fences remain and at the discretion of the County, they will be removed by County forces with no liability to the County.
- Approved license will be noted by the appropriate County personnel conducting right-of-way and road management.
- License may be cancelled at any time by the County with no liability or obligation of the license holder.
- The license holder indemnifies and saves harmless the County from any claims arising from his/her operations.
- The license holder will carry out grazing operations in a manner creating no hazard to vehicular traffic.
- The license holder will not sublet or sell the rights granted under this license.
- The license holder will satisfy himself as to the presence of herbicides or pesticides.
- The County reserves the right to enter upon the right-of-way described in this license for the purposes of weed control, roadside maintenance or any other reason whatsoever.

I (We) hereby agree to, in consideration of the benefit derived by me (us) from the work description above shall indemnify and save harmless Smoky Lake County, its councillors, officers, employees, and agents from any claim, damage, liability, cost, fee, penalty, action, cause of action, demand, damage to property, injury to person/livestock or death (including, without limitation to, legal fees of Smoky Lake County on a solicitor-client full indemnity basis), that may arise directly or indirectly out of the performances of the above described activities.

I (We) have read, understand, and accept the terms and conditions of the policy and of this permit.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agricultural Fieldman

\_\_\_\_\_  
Date

Carried.



**Policy Statement No. 62-17-02: License of Occupation of Road Allowance for Ranching and Farming Purposes**

217-25: Gawalko

That Smoky Lake County Policy Statement No. 62-17-02: License of Occupation of Road Allowance for Ranching and Farming Purposes, **be rescinded** as made redundant by Policy Statement No. 62-08-01: Agricultural Use of Municipal Right of Way.

Carried.

**7.6. Policy Statement No. 62-30-01: Animal Health & Livestock Emergency Preparedness**

218-25: Fenerty

That Smoky Lake County Policy Statement No. 62-30-01: Animal Health & Livestock Emergency Preparedness, be adopted:

<b>Title: Animal Health &amp; Livestock Emergency Preparedness</b>		<b>Policy No.:</b> 30-01
<b>Section:</b> 62	<b>Code:</b>	<b>Page No.:</b> 1 of 3
<b>Legislation Reference:</b> <i>Animal Health Act</i>		
<b>Purpose:</b>	To identify Smoky Lake County's role in supporting animal health and disease prevention under the <i>Animal Health Act</i> and ensure coordination of timely communication and collaboration with the Chief Veterinary Officer, producers and provincial authorities.	

<b>Policy Statement and Guidelines:</b>	
<b>1. STATEMENT:</b>	
<ul style="list-style-type: none"> <li>1.1. Under the <i>Animal Health Act</i>, Smoky Lake County, in partnership with the Provincial Chief Veterinary Officer (CVO), will assist the Provincial authorities in implementing animal health regulations that relate to animal diseases affecting animal health, public health, and food safety, animal disease outbreaks, or animal health during natural disasters.</li> <li>1.2. Smoky Lake County promotes and encourages producers to develop an Emergency Response Plan for their livestock.</li> </ul>	
<b>2. OBJECTIVE:</b>	
<ul style="list-style-type: none"> <li>2.1. To ensure a coordinated approach to preparedness, response and recovery for livestock related emergencies, such as disease outbreaks, natural disasters or other threats, while working collaboratively with producers and provincial authorities.</li> <li>2.2. To facilitate effective communication and collaboration between Smoky Lake County, the CVO, residents, livestock owners and agricultural producers.</li> <li>2.3. To promote education and resources for livestock producers in respect to emergency preparedness measures, including biosecurity, evacuation plans and emergency feeding.</li> <li>2.4. To establish clear communication channels between the municipality, livestock producers, emergency services, and provincial authorities to ensure timely and effective responses to livestock emergencies.</li> </ul>	
<b>3. PROCEDURES:</b>	
<ul style="list-style-type: none"> <li>3.1. The County's Agricultural Fieldman or designate, will act as the primary liaison between the municipality and the Chief Veterinary Officer (CVO).</li> <li>3.2. The County's Agricultural Fieldman or designate, will monitor and report any animal health concerns to the CVO as required under the <i>Animal Health Act</i>.</li> <li>3.3. Smoky Lake County will provide residents with accurate, timely and relevant information regarding animal health, disease outbreaks, and preventative measures through available communication channels.</li> <li>3.4. Smoky Lake County will assist producers by providing information on any recovery resources, including financial assistance programs and veterinary support, to rebuild and restore operations following an emergency.</li> <li>3.5. The County's Agricultural Fieldman or designate will work closely with the CVO, agricultural organizations, and other municipalities to align local efforts with regional and provincial livestock emergency management strategies.</li> </ul>	

<b>Title: Animal Health &amp; Livestock Emergency Preparedness</b>		<b>Policy No.:</b> 30-01
<b>Section:</b> 62	<b>Code:</b>	<b>Page No.:</b> 2 of 3

<ul style="list-style-type: none"> <li>3.6. The County shall encourage producers to develop an Emergency Response Plan for their livestock that addresses: <ul style="list-style-type: none"> <li>3.6.1. Risk Assessments - identify potential threats such as floods, wildfires, disease outbreaks etc. this would include conducting regular evaluations of farm vulnerabilities.</li> <li>3.6.2. Shelter in place strategies in the event evacuation is not feasible.</li> <li>3.6.3. Identifying and prioritizing a risk animal (pregnant, young, sick)</li> <li>3.6.4. Access to feed, water and veterinary care during crisis.</li> <li>3.6.5. Communication plan- maintain up-to-date list of emergency contacts (vets, local authorities, transportation services, your neighbours)</li> <li>3.6.6. Livestock records- inventory, including current location</li> <li>3.6.7. Pre-identifying safe relocation sites i.e. higher ground or neighbouring farms.</li> <li>3.6.8. Shelter in place procedures - designate secure areas on property to house livestock during an emergency, stockpile at least 72 hours with of feed, water and essential medical supplies</li> <li>3.6.9. Establishing quarantine procedure, maintain sanitation protocols.</li> <li>3.6.10. Conducting post-emergency assessment as soon as possible (animal health, infrastructure damage) and updating your emergency management plan asap on lessons learned.</li> </ul> </li> </ul>	
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Carried.

One Member of the Public, virtually joined the meeting, time 9:27 a.m.

Town of Smoky Lake Family and Community Support Services (FCSS), Director, Rachele Amyotte, and Chief Administrative Officer, Dawn Phillips, entered Council Chambers, time 9:27 a.m.

**7.7. Bylaw No. 1471-25: Fire Protection Services**

219-25: Halisky

That Smoky Lake County **Bylaw No. 1471-25: Fire Protection Services**, being a bylaw of providing for the establishment and operation of fire protection services, be given **FIRST READING**.

Carried.

Moved by Councillor Gawalko that Smoky Lake County **Bylaw No. 1471-25: Fire Protection Services**, being a bylaw of providing for the establishment and operation of fire protection services, be given **SECOND READING**.

Carried.

Moved by Councillor Fenerty that Smoky Lake County **Bylaw No. 1471-25: Fire Protection Services**, being a bylaw of providing for the establishment and operation of fire protection services, be given **PERMISSION** for **THIRD AND FINAL READING**.

Carried Unanimously.

Moved by Councillor Serben that Smoky Lake County **Bylaw No. 1471-25: Fire Protection Services**, being a bylaw of providing for the establishment and operation of fire protection services, be given **THIRD and FINAL READING** and the Reeve and Chief Administrative Officer be hereby authorized to fix their signatures to all necessary documents and the corporate seal be fastened where it is deemed to be necessary.

Carried.

**7.8. North Saskatchewan Watershed Alliance (NSWA) Membership for 2025**

220-25: Fenerty

That Smoky Lake County Council approve to purchase a Year-2025 membership in the amount of \$1,510.20 as per their invoice #2025.028, dated October 02, 2024, calculated as a per capita funding request based on a population of 2,517 x \$0.60/capita, to North Saskatchewan Watershed Alliance (NSWA).

Carried.

**4. Delegation:**

**4.1. Town of Smoky Lake Family and Community Support Services (FCSS), Director, Rachele Amyotte, to discuss a proposal for Regional FCSS**

Physically Present before Council from 9:33 a.m. to 9:53 a.m., was Town of Smoky Lake Family and Community Support Services (FCSS), Director, Rachele Amyotte, and Chief Administrative Officer, Dawn Phillips, to discuss a proposal for Regional FCSS, with the following presentation, including but not limited to the following slides:

SINGLE-MUNICIPALITY FCSS STRUCTURE

	SMOKY LAKE TOWN OF SMOKY LAKE	SMOKY LAKE COUNTY	VILLAGE OF WASKATENAU	VILLAGE OF VILNA
Delivery Model	Direct Programming Includes FCSS and FRN	Family School Liaison FTE Grant Funds to Partners	Family School Liaison FTE Programming (in partnerships with the Anne Charney Public Library, Mary Family Catholic School & the Senior Citizen Association)	Family School Liaison FTE Direct Programming via Library
Staffing	Fiscal Management 1x FTE FCSS Director 2x PT FRN Program Specialists	Fiscal Management	Fiscal Management	Fiscal Management PT Direct Programming w/ Library Staff
Grants & Partnerships	Grants received (past 3 years) • Alberta for Healthy Communities Initiative • New Horizon • Rural Mental Health Animators  Partnerships • Drive Happiness, Cyber Seniors • Metis Nation of AB (Truth & Reconciliation Annual Event) • Community Helpers Program (AHS)		Grants received (past 3 years) • Celebrate Canada Day Grant • Volunteer Alberta Grant  Partnerships • Smoky Lake Region Junior Fire Fighting Camp  There is a recognized need for community support through system navigation and referral services.	Grants received (past 3 years) • Celebrate Canada Grant (Indigenous Peoples Day, Multiculturalism Day & Canada Day) • OROS Grant (Northern Lights)  By enhancing librarian-led direct programming, the Village of Vilna has seen improvements in program delivery, including the launch of a monthly community newsletter. There is a recognized need for community support through system navigation and referral services.

**MULTI-MUNICIPALITY OPPORTUNITY**

**KEY BENEFITS**

**ENHANCED PROGRAMMING CAPACITY**  
Combining resources enables FCSS programs to deliver enhanced regional support and streamline services effectively.

**INCREASED FRN ACCESSIBILITY**  
Enhance access to Family Resource Network (FRN) services, ensuring more families benefit from localized programs.

**COMMUNITY DEVELOPMENT**  
Regional development brings benefits to each participating community.

**FUNDING STREAMS**  
Increase eligibility for larger grants and strategic partnerships, maximizing the impact of shared goals.

**GROWTH STRATEGY**

How we'll scale in the future



221-25: Gawalko

That Smoky Lake County Council acknowledge the information received from the January 9, 2025, Delegation: Town of Smoky Lake Family and Community Support Services (FCSS), Director, Rachelle Amyotte, with Chief Administrative Officer, Dawn Phillips, in respect to Regional FCSS.

Carried.

Town of Smoky Lake Family and Community Support Services (FCSS), Director, Rachelle Amyotte, and Chief Administrative Officer, Dawn Phillips, left Council Chambers, time 9:54 a.m.

One Member of the Public, virtually joined the meeting, time 10:00 a.m.

**7. Delegation:**

**7.9. Federation of Canadian Municipalities (FCM) Membership for 2025**

222-25: Halisky

That Smoky Lake County Council approve to purchase a Year-2025 membership in the amount of \$829.08, as per their invoice #INV-43416-D1L7Q3, dated December 17, 2024, calculated as a per capita funding request based on a population of 2,517 x \$0.2263/capita, to Federation of Canadian Municipalities (FCM).

Carried.

**7.10. Go East of Edmonton Membership for 2025**

223-25: Gawalko

That Smoky Lake County Council approve to purchase a Year-2025 membership in the amount of \$400.00 to Go East of Edmonton.

Carried.

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

**8.1 Action List from October 2024 Council Meetings**

224-25: Halisky That Smoky Lake County Council accept Action List report from the October 2024 Council Meetings, as information. Carried.

**8.2 Action List from November 2024 Council Meetings**

225-25: Fenerty That Smoky Lake County Council accept Action List report from the November 2024 Council Meetings, as information. Carried.

**8.3 Action List from December 2024 Council Meetings**

226-25: Gawalko That Smoky Lake County Council accept Action List report from the December 2024 Council Meetings, as information. Carried.

**8.4 Ratification of the Collective Agreement with CUPE Local 4575**

227-25: Halisky That Smoky Lake County Council approve the ratification of the Collective Agreement between Smoky Lake County and the Canadian Union of Public Employees (CUPE) Local 4575, effective January 1, 2025, to December 31, 2026. Carried.

**8.5 Ratification of the Collective Agreement with IUOE Local 955**

228-25: Gawalko That Smoky Lake County Council approve the ratification of the Collective Agreement between Smoky Lake County and the International Union of Operating Engineers (IUOE) Local 955, effective January 1, 2025, to December 31, 2026. Carried.

**9. Council Committee Reports:**

Nil.

**10. Correspondence:**

**10.1 Federation of Alberta Gas Co-ops Ltd. Spring 2025 Zone Meeting**

229-25: Halisky That Smoky Lake County Council who can attend – attend the Federation of Alberta Gas Co-ops Ltd., Spring 2025 Zone Meeting, scheduled for February 21, 2025, to be held at a location to be determined. Carried.

**10.2 Alberta Transportation & Economic Corridors – Response to the Fall RMA Meeting**

230-25: Serben That Smoky Lake County acknowledge receipt of the correspondence received from Alberta Transportation and Economic Corridors Regional Director, dated December 20, 2024, responding to the 2024 Fall RMA meeting noting “As part of the safety improvements along the Highway 28 corridor, the existing intersection at Highway 28 and Highway 855 will be replaced with a two-lane roundabout. An engineering consultant has been engaged and design work is underway. In addition, the following safety improvements are identified for west of Smoky Lake to Highway 36:

- 12 intersection improvements;
- upgrading an existing Safety Rest Area;
- constructing two new Safety Rest Areas;
- constructing five new climbing/passing lanes; and
- improving three horizontal curves.”

Carried.

**10.3. County of Stettler No. 6 - Non-Renewal of FCM Membership for 2025**

231-25: Serben That Smoky Lake County acknowledge receipt of the correspondence received from County of Stettler No. 6 to Federation of Canadian Municipalities (FCM), dated December 16, 2024, formally notify the FCM of their decision to not renew their membership for the 2025 fiscal year.

Carried.

**10.4. Del Huchulak Letter in respect to the St. Albert Gazette’s Oct. 31, 2024, Article**

232-25: Halisky That Smoky Lake County acknowledge receipt of the correspondence received from Del Huchulak, received December 1, 2024, in respect to the St. Albert Gazette’s October 31, 2024, article titled “Advocacy plays crucial role in thriving communities”.

Carried.

**10.5. Minister of Public Safety & Emergency Services, Civilian Governance of RCMP**

233-25: Gawalko That Smoky Lake County acknowledge receipt of the correspondence received from the Minister of Public Safety & Emergency Services, dated November 20, 2024, in respect to civilian governance of the RCMP and frequently asked questions.

Carried.

**10.6. Call for RMA District 5 Agenda items to add to the January 24, 2025 Meeting**

234-25: Serben That Smoky Lake County acknowledge receipt of the correspondence received from the Executive Assistant of Legislative Services, Beaver County, dated January 2, 2025, calling for RMA District 5 Agenda items to add to the January 24, 2025, Meeting; and respond to ensure the following subjects are on the agenda:

- the decline of rural volunteers for community halls,
- rural crime reduction,
- rural healthcare,
- Local Government Fiscal Framework (LGFF) funding, and
- Oil & Gas Property Tax.

Carried.

**11. Information Releases:**

**Information Releases to Council – November to December 2024**

235-25: 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 #:
R145-24 - Go East of Edmonton Letter of Support Travel AB Grant	Nov. 08, 2024	7-28
R128-24 - LARA Message to the Board & Report	Nov. 15, 2024	62-9
R129-24 - LICA Region Lake Summary Report	Nov. 15, 2024	1-244
R146-24 - DRAFT Minutes AFCA Region 3, September 28 2024	Nov. 15, 2024	2-6
R147-24 - ERWMS Budget to Actual & Draft Minutes - October 2024	Nov. 15, 2024	4-29
R148-24 - RMA District Update - November 2024	Nov. 15, 2024	1-10
R149-24 - LICA Region Lake Summary Report	Nov. 15, 2024	1-244
R150 -24 - RMA Contact Newsletter Nov.15, 2024	Nov. 18, 2024	See RMA Website
R151 -24 - RMA Contact Newsletter Nov.22, 2024	Nov. 22, 2024	See RMA Website
R152-24 - Waskatenau Pryveet Dance Meeting Minutes Nov.6 2024	Nov. 27, 2024	7-69
R158-24 - RMA Contact Newsletter Nov.29, 2024	Nov. 29, 2024	See RMA Website
R153-24 - Managers Monthly Reports Nov-Dec, 2024	Dec. 06, 2024	N/A
R154-24 - RMA Follow-up on delinquent oil & gas taxpayers & LGFF	Dec. 06, 2024	1-10
R155-24 - RMA Contact Newsletter Dec.6, 2024	Dec. 06, 2024	See RMA Website
R156-24 - RMA District Update - December 2024	Dec. 12, 2024	1-10
R157-24 - RMA Contact Newsletter Dec.13, 2024	Dec. 16, 2024	See RMA Website
R159-24 - RMA 12 18 24 Mature Asset Strategy Member Update #2	Dec. 18, 2024	1-10
R160-24 - RMA Contact Newsletter Dec. 20, 2024	Dec. 20, 2024	See RMA Website
R161-24 – Evergreen Regional Waste Management Agenda Pkg Items	Dec. 23, 2024	4-29

Carried.

**12. Financial Reports:**

Nil.

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

**Schedule the County Council Meeting Dates**

236-25: Halisky

That the next Smoky Lake County Council Meetings be reconfirmed as follows:

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.

**Schedule a County Council Committee of the Whole Retreat for Strategic Planning**

237-25: Halisky

That a Smoky Lake County Council Committee of the Whole Retreat for the purpose of Strategic Planning be scheduled for Thursday, January 30 and Friday January 31, 2025, to be held at Smoky Lake Agricultural Society's Complex, upstairs, if available.

Carried.

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

No In-Camera.

**Meeting Recessed**

Meeting recessed for Lunch, time 10:39 a.m.

H.A. Kostash School's Grade 6 Class of 22 students, entered Council Chambers, time 11:21 a.m.

**Meeting Reconvened**

The meeting reconvened on a call to order by the Deputy Reeve at 11:30 a.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.

11:31 to 12:16 a.m.

**Public Question and Answer Period:**

The H.A. Kostash School's Grade 6 Students questioned:

- why the County doesn't have a cat bylaw?

The County Reeve responded:

- we haven't felt the need to create one – we create bylaws based on data and needs and we haven't had people asking for one, but now that you've brought it up we can.

The H.A. Kostash School's Grade 6 Students questioned:

- why is Jered the Reeve?

The County Reeve responded:

- to make a difference; I've lived here all my life and want to contribute to my community, I was nominated and elected as Reeve.

The H.A. Kostash School's Grade 6 Students questioned:

- How big is the County?

The County Reeve responded:

- Just over 2,500 people and covers almost 3,400 square kilometers.

The H.A. Kostash School's Grade 6 Students questioned:

- What is the most recent bylaw passed?

The County Reeve responded:

- Bylaw No. 1471-25: Fire Protection Services.

The H.A. Kostash School's Grade 6 Students questioned:

- Do we always have fire services 24/7?

The County responded:

- We have 2 working full time and all others are volunteer.

The H.A. Kostash School's Grade 6 Students questioned:

- What was the last bylaw defeated?

The County responded:

- Not sure, there had not been one recently, we would have to look further into our records.

The H.A. Kostash School's Grade 6 Students questioned:

- How long will it take for fire services to come out to the countryside?

The County responded:

- 7 minutes before the fire truck leaves the fire hall – so anywhere from 10 -30 minutes to get to sight.

The H.A. Kostash School's Grade 6 Students questioned:

- How long does it take to pass a bylaw?

The County responded:

- It varies.

To help the students understand the County invited them all to switch spots with Council and sit in the Councillors chairs and conduct a meeting to debate a hypothetical proposed cat bylaw.

**15. ADJOURNMENT:**

238-25: Gawalko

That the Smoky Lake County Council Meeting of January 9, 2025, be adjourned, 12:18 p.m.

Carried.

\_\_\_\_\_  
REEVE

**S E A L**

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



# Request for Decision (RFD)

Meeting Date: Thursday, January 23, 2025

Agenda Item: #7.1

Topic: Bylaw 1464-24 Non Residential Tax Incentive Bylaw

Presented By: Brenda Adamson/Finance

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**Recommendation:**

**That Smoky Lake County Bylaw No. 1464-24: Non Residential Development Municipal Tax Incentive Bylaw be given third reading**

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**Background:**

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

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

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

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

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

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

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

A notice for public participation was posted in August:





# Request for Decision (RFD)

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

**NOTICE**  
*Invitation for  
Public Participation*



## Notice: Public Participation

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

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

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

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

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

Finance received one response to this posting via email.

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

Council gave second reading to the bylaw in November

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.



# Request for Decision (RFD)

Discussions before the second reading lead to changes in the exemption levels as well as the base year was changed from 2023 to 2024. This means that only developments that start in 2025 and on will qualify.

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

1. The property must be assessed non-residential or machinery and equipment
2. Linear property is expressly excluded.
3. The property must be in good standing (compliant with permits and applicable laws) and current taxes paid in full.
4. The assessment must have increased more than \$20,000 from one year to the next.
5. bylaw provides the following tax incentives.
6. The amount of incentive is calculated :

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

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

**Benefits:**

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

**Disadvantages:**

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

**Alternatives:**



# Request for Decision (RFD)

Levels and incentive amounts can be changed

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

## **Financial Implications:**

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

## **Legislation:**

*347(1) If a council considers it equitable to do so, it may, generally or with respect to a particular taxable property or business or a class of taxable property or business, do one or more of the following, with or without conditions:(a) cancel or reduce tax arrears;(b) cancel or refund all or part of a tax;(c) defer the collection of a tax.(2) A council may phase in a tax increase or decrease resulting from the preparation of any new assessment.1994 cM-26.1*

### **Tax incentives for non-residential property**

*364.2(1) In this section,*

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

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

*(a) full or partial exemptions from taxation under this Division for property in one or both of those assessment classes, or*

*(b) deferrals of the collection of tax under this Division on property referred to in clause (a).*

*(3) A bylaw under subsection (2)*

*(a) must set criteria to be met for property to qualify for an exemption or deferral,*  
*(b) must establish a process for the submission and consideration of applications for an exemption or deferral,*

*(c) must not provide for an exemption or deferral to have effect in respect of a property for more than 15 consecutive taxation years, but may, if the council considers it appropriate, provide for subsequent exemptions or deferrals of 15 consecutive taxation years or less to be applied for and granted in respect of the property, and*

*(d) if the bylaw provides for any person other than the council, including a designated officer, to refuse to grant an exemption or deferral or to cancel an exemption or deferral, must establish a process for applications to the council for the review of those decisions and must specify the period of time within which the application must be made.*

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

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

- (a) the taxation years to which the exemption or deferral applies, which must not include any taxation year earlier than the taxation year in which the exemption or deferral is granted,*
- (b) in the case of a partial exemption, the extent of the exemption, and*



# Request for Decision (RFD)

*(c) any condition the breach of which will result in cancellation under subsection (6) and the taxation year or years to which the condition applies.*

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

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

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

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

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

*2019 c6 s7;2019 c21 s2*

## **Intergovernmental:**

n/a

## **Strategic Alignment:**

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

## **Enclosure(s):**

1. Bylaw 1464-24

**Signature of the CAO:**

A handwritten signature in black ink, appearing to be "S. [unclear]", written over a horizontal line.



# Request for Decision (RFD)

Example  
municipal tax rate 21.9292

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



# Request for Decision (RFD)

<b>PUBLIC PARTICIPATION PLAN</b>		PAGE TWO
<b>STEP THREE</b>	<b>ENCOURAGE THE PUBLIC</b>	
<b>D</b> Determine the of Public Participation Tools	<b>Select Tools:</b> Different public participation goals typically require different tools and approaches. <b>Policy Section: 4.3.3</b> <input type="checkbox"/> In-Person <input checked="" type="checkbox"/> Digital <input type="checkbox"/> Written <input type="checkbox"/> Representation	
	<b>Tool Activities:</b> <b>Advertise on Social Media</b> <b>Advertise on website</b> <b>Advertise in Grapevine</b> _____ _____                      _____	
<b>E</b> Public Participation Notice	<b>Public Notification Process:</b> advertised in order to notify the public of an issue and with a time frame of a 30-day public comment period will be provided prior to a decision being made. <b>Policy Section: 4.6.1</b>	
	<b>Advertise:</b> Complete <b>Schedule "B": Public Participation Notice.</b>	
	<b>Gather Inputs and Disseminate Results for Reporting:</b> (Concerns and Impact)	
<b>STEP FOUR</b>	<b>REPORTING</b>	
<b>F</b> Follow-up	<b>Communicate feedback of the outcome to Council and Public.</b> <b>Policy Section: 4.7</b> <b>Complete <i>Schedule "C": Public Participation Report.</i></b>	
	<b>Council Meeting Date:</b> _____ <b>Request For Decision - Agenda Item:</b> _____	
<b>STEP FIVE</b>	<b>EVALUATE THE PROCESS</b>	
	Evaluation measures the effectiveness of your public involvement process - Public Feedback and Public Participation Outcomes. Evaluate and report to Council. <b>Policy Section: 4.8</b>	
	<b>Complete <i>Schedule "D": Internal Evaluation</i></b>	
	Evaluation summary will be provided through the Department Manager Report after the Public Participation Engagement Meeting with Council has been completed. To the following Council Meeting for Review. <b>Council Meeting Date:</b> _____	
<b>SMOKY LAKE COUNTY: Engagement Coordinator</b> <b>Name:</b> _____ <b>Title:</b> _____		<b>DEPARTMENT:</b> _____  <b>DATE:</b> _____

**SMOKY LAKE COUNTY  
IN THE PROVINCE OF ALBERTA  
BYLAW NO. 1464-24**

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

\*\*\*\*\*

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

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

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

**1. THE PURPOSE OF THIS BYLAW IS TO:**

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

**2. DEFINITIONS**

When used in this Bylaw:

- 2.1 “Act” means *Municipal Government Act*, RSA 2000, M-26, as amended or repealed and replaced for time to time;
- 2.2 “Affiliated Party” means a party that directly or indirectly, through one or more persons, corporations, or partnerships, controls, is controlled by, or is under common control with an assessed person;
- 2.3 “Appeal Fee” means the fee established by this bylaw to be paid at the time an appeal application is submitted pursuant to this bylaw
- 2.4 “Application Fee” means the fee established by this bylaw to be paid at the time an application is submitted pursuant to this bylaw;
- 2.5 “Arrear taxes” shall mean taxes remaining unpaid after December 31 of the year in which they are levied;
- 2.6 “Assessed Person” means an assessed person as defined under section 284(1) of the Act, or an authorized agent for assessed person;
- 2.7 “Assessment” means a value of property as defined under section 284(1) of the act;
- 2.8 “Base Assessment Year” means the assessment year immediately prior to the assessment year that has an increase in improvement assessment as a result of new development or renovated development, not be prior to the 2024 assessment year;
- 2.9 “Chief Administration Officer” (CAO) means the Chief Administrative Officer of the County, or delegate;

- 2.10 “Complete Application” means an application submitted pursuant to this bylaw that includes the application fee, the application form, any information and documents set out on the application and any additional application requirements for the tax incentives under this bylaw;
- 2.11 “County” shall mean the municipal corporation of Smoky Lake County;
- 2.12 “Council” means all of the councilors of the County, including the chief elected official for the County;
- 2.13 “Current taxes” means the property taxes levied for the current tax year;
- 2.14 “Decision” means the decision to grant an exemption, to reject an exemption application, or to cancel an exemption;
- 2.15 “Eligible Property” means property within Assessment Class 2 – Non-residential and Assessment Class 4 – Machinery and Equipment as defined in the Act that meet the criteria set out in section 3 of this bylaw. This bylaw shall specifically exclude Linear Property from Eligible Property;
- 2.16 “Exemption” means the portion of municipal property taxes for eligible property that has been determined to be exempt and subject to refund, in accordance with this bylaw, and which are computed separately under this bylaw;
- 2.17 “Improvement(s)” has the meaning given to it in section 284(1) of the Act;
- 2.18 “Improvement Assessment Change” means the change in an Assessment attributed solely to an improvement or improvements on a property;
- 2.19 “Improvement Assessment” refers to the portion of the assessment attributed to all improvements on the property.
- 2.20 “Land Assessment” refers to the portion of assessment attributed to the value of land.
- 2.21 “Linear Property” has the meaning given to it in section 284(1) of the Act;
- 2.22 “Non-residential” means the type of property falling within the assessment class specified in section 297(1)(b) of the Act. This bylaw shall specifically exclude the land assessment and linear property as defined in the Act;
- 2.23 “Machinery and Equipment” (M&E) has the meaning given to it in section 297(1)(d) of the Act and associated regulation(s) i.e. (Matters Relating to Assessment Regulation, as amended from time to time);
- 2.24 “New Development” shall mean new improvements on an eligible property that results in an increased improvement assessment of that Property;
- 2.25 “Renovated Development” means renovations or physical additions to existing improvements on an eligible property that results in an increase to the improvement assessment of that property;
- 2.26 “Tax Incentive Agreement” means a written agreement between the county and the Assessed Person setting out the terms and conditions applicable to the eligible property for exemption of municipal property tax and shall be the result of the calculation reference in section 6 of this bylaw; and
- 2.27 “Working day” shall mean days the County’s central administration building is open to serve the public

### 3. CRITERIA FOR TAX INCETIVE AGREEMENT

- 3.1. New Developments and Renovated Developments may be eligible for an exemption and Tax Incentive Agreement provided that:
  - 3.1.1 The property subject to the New Development or Renovated Development must not have any arrear taxes or have amounts owing with regards to property tax, utilities, or other fees owing to the County. Current taxes must be paid in full.
  - 3.1.2 The property subject to the New Development or Renovated Development must not have development compliance issues, be in violation of a development agreement, or be in violation of the *Safety Codes Act* at any time during the taxation years for which the exemption applies to the new development or renovated development;



- 3.1.3 All applicable provincial or federal approvals and permits must be in place with respect to the property subject to the New Development or renovated development;
- 3.1.4 The registered property owner or the Assessed Person, excluding any authorized agent, of the property to the New Development or Renovated Development is not involved in some form of litigation (including an Assessment Review Board Complaint) with the County; and
- 3.1.5 The current Improvement Assessment for the New Development or Renovated Development on the subject property must have increased by at least \$20,000 compared to the Base Assessment Year, not prior to the 2024 assessment year. The change in valuation for the Assessment of land is excluded from this from this calculation.

3.2. Under this bylaw, the Exemption or Tax Incentive Agreement will not apply to:

- 3.2.1. Linear Property, or
- 3.2.2. the Land Assessment.

#### 4. APPLICATION FOR TAX INCENTIVE AGREEMENT

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

#### 5. CONSIDERATION OF APPLICATIONS

- 5.1. The CAO shall receive and consider Complete Applications within the provisions of this Bylaw and may consult with, obtain information from, and verify information with other employees or agents of the County, other governments, government agencies, or persons.
- 5.2. The CAO may, at any time, require an Assessed Person to provide any documents the County deems necessary to verify any information contained in a Complete Application or to confirm ongoing compliance with the eligibility criteria of the Exemption.
- 5.3. The CAO may take into consideration other agreements including those which have the Assessed Person or Affiliated Party and the County as parties, or other municipal incentives which may apply to the Assessed Person or Affiliated Party.
- 5.4. The CAO will consider each Complete Application and shall either:
  - 5.4.1 Grant the Exemption and enter into a Tax Incentive Agreement with the Assessed Person; or

- 5.4.2 Reject the application and advise the Assessed Person with written reasons as why the application was rejected. The written reasons shall also provide the date by which an appeal to council must be submitted.
- 5.5. The County shall enter into a Tax Incentive Agreement with the Assessed Person if an Exemption is granted under section 5.4.1 of this Bylaw
- 5.6. The Exemption shall not be refunded until the Tax Incentive Agreement is fully executed.

**6. CALCULATION OF THE EXEMPTION**

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

**7. PAYMENT OF EXEMPTION**

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

**8. DURARTION OF THE EXEMPTION PROGRAM**

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

**9. TAX INCENTIVE AGREEMENT**

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

**10. CANCELLATION OF EXEMPTION**

- 10.1. If at any time after an Exemption is granted, the County determines that:
  - 10.1.1 The Assessed Person, their application, or the property subject to the application did not meet or ceases to meet any of criteria in which formed the basis of granting the exemption; or
  - 10.1.2 There was a breach of any condition of the Tax Incentive Agreement;The CAO may cancel the exemption for the taxation year or years in which the criterion was not met or to which the condition applies
- 10.2. The county may, at any time, require an Assessed Person to provide any documents the County deems necessary to verify compliance with the conditions of the Tax Incentive Agreement
- 10.3. A written decision to cancel an exemption must be provided to the Applicant and must include reasons for the cancellation, identify the taxation year or years to which the cancellation applies, and provide the date by which an application for an appeal to council must be made.

**11. APPEAL TO COUNCIL**

- 11.1. An Assessed Person may appeal to Council in the following situations:
  - 11.1.1 An application for Exemption is refused or rejected;
  - 11.1.2 An Exemption is cancelled for one or more taxation years;
  - 11.1.3 A Tax Incentive Agreement is cancelled; or
  - 11.1.4 The content of the Tax Incentive Agreement is inconsistent with this Bylaw or the Act
- 11.2. A request for appeal must be submitted in writing to the CAO within 30 days of:
  - 11.2.1 Written notice being sent to the Assessed Person that an application has been refused or rejected;
  - 11.2.2 Written notice being sent to the Assessed Person that an Exemption is cancelled for one or more taxation years;
  - 11.2.3 A Tax Incentive Agreement being cancelled; or
  - 11.2.4 The execution of a Tax Incentive Agreement as the case may be.
- 11.3. An Assessed Person must submit a non-refundable appeal fee of \$500 (Canadian dollars) concurrent with the appeal
- 11.4. Council will consider an appeal at:
  - 11.4.1 A regularly scheduled meeting of council; or
  - 11.4.2 A special meeting of Council
- 11.5. Remedies available to Council upon conclusion of an appeal are:
  - 11.5.1 Council may uphold or revoke a decision of the CAO with respect to the outcome of an application or cancellation of an Exemption or Tax Incentive Agreement; or
  - 11.5.2 Council can revise or direct the CAO to revise a Tax Incentive Agreement.
- 11.6. In accordance with section 460(7) of the Act, complaints about Decision may not be made to the Assessment review board

**12. SEVERABILITY**

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

This bylaw shall take effect on the date of the third and Final Reading.

READ a First Time this **8<sup>th</sup>** day of **August, 2024**.

READ a Second Time this **14<sup>th</sup>** day of **November, 2024**.

READ a Third and Final Time this **23<sup>rd</sup>** day of **January, 2025** and finally passed by Council.

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

S E A L

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

**SCHEDULE A – Municipal Tax Exemption Levels & Duration**

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

**SCHEDULE B – Non-Residential Tax Incentive Application**  
*Pursuant to Bylaw No. 1464-24: Non-Residential Development*  
**Municipal Tax Incentive Bylaw**

**1. APPLICANT INFORMATION:**

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

**2. AGENT FOR APPLICANT INFORMATION:**

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

**3. DESCRIBE BUSINESS ACTIVITY:**

**4. PROPERTY INFORMATION:**

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

**5. THE FOLLOWING MUST BE ATTACHED TO THE APPLICATION:**

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

**6. I/We the undersigned acknowledge**

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

\_\_\_\_\_  
 Print Name and Position

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Print Name and Position

\_\_\_\_\_  
 Signature



# Request for Decision (RFD)

Meeting Date: Thursday, January 23, 2025

Agenda Item: #7.2

Topic: FCSS Applications

Presented By: Brenda/Finance

**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:**

**\$1,500 to Vilna Veselka Dancing Club for volunteer appreciation**

**Background:**

There is currently \$19,776 in FCSS funding available to grant out. The Fire Department will be requesting funding for the 2025 summer camp.

Vilna Veselka Dancing Club has requested \$1,500 to fund an appreciation lunch for the club volunteers. This meets the FCSS granting requirements. The club did not apply for funds in 2024 or 2022. In previous years we have provided funding for this project.

**Previous allocations:**

2023		2024	
\$ 1,250.00	SL Holubka Dancers	\$ 1,706.00	Wask Library
\$ 1,000.00	SL Legion	\$ 1,875.00	Vilna Ag Society
\$ 1,000.00	Vilna Veselka Dancers	\$ 1,500.00	Legion
\$ 6,000.00	Fire Camp motion 371-23	\$ 6,500.00	Fire Camp
\$ 3,250.00	SL Library	\$ 6,500.00	SL Library
\$ 1,000.00	Warspite Community Hall	\$ 2,000.00	Warspite Community Hall
\$ 2,700.00	Green Thumb/Golden Needles	\$ 1,290.00	Friends of Vilan Pool Hall
\$ 2,000.00	Respect in Sports	\$ 2,500.00	Smoky Lake Minor Hockey
\$ 900.00	Victoria Trail Ag Soc		
\$ 5,000.00	Public Skating		
<b>\$ 24,100.00</b>		<b>\$ 23,871.00</b>	

**Benefits:**

Contributing to Vilna Veselka Dance Club encourages volunteerism.



# Request for Decision (RFD)

**Disadvantages:**

*(Describe the disadvantages of the recommendation or select from dropdown)*

**Alternatives:**

Approve a different amount or nothing.

**Financial Implications:**

Current unspent budget is \$19,776

**Legislation:**

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

**Intergovernmental:**

n/a

**Strategic Alignment:**

n/a

**Enclosure(s):**

A: Vilna Veselka Dancing Club application

B

**Signature of the CAO:**

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

SCHEDULE "A"

SMOKY LAKE COUNTY - FCSS GRANT APPLICATION

LEGAL REGISTERED NAME OF ORGANIZATION: Vilna Veselka Dancing Club

ADDRESS: [Redacted] [Redacted] [Redacted]  
Box City or Town Postal Code

PHONE # [Redacted] FAX #: [Redacted]

CONTACT PERSON: Donna Cherniochan EMAIL: [Redacted]

▶ COMPLETE THIS APPLICATION IN ITS ENTIRETY

- 1. Is your organization registered as a not-for-profit entity?  Yes  No
- 2. Does your organization operate within Smoky Lake County region?  Yes  No
- 3. Project Description (Include amount requested) \$ 1500.00

Volunteer appreciation lunch. We reach out to numerous community and family volunteers to assist with our annual peregrine supper and peregrine making bee. We would like to show our gratitude to our wonderful volunteers by offering them a luncheon.

- 4. What is the target group or population you wish to reach with this program? - We also engage seniors to join us for an afternoon to help and socialize.
  - Infants/Toddlers - 0-3 years
  - Preschoolers - 3-5 years
  - Children 5-12 years
  - Youth 12-18 years
  - Adults
  - Seniors
  - Families
  - Community

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



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

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

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

8. What indicators of success will you use? How will you know the program has been successful? What is your outcome statement? When you show appreciation to your volunteers, they feel encouraged to participate and engage in future volunteer opportunities. Networking in rural areas

9. What measurement tool will you use to measure success? (survey, interview, community documentation review, observation, focus group, or case studies) Observation and verbal feedback is vital to rural sustainability

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:

Donna Chernowchan

Signature:

[Redacted Signature]

Position:

President

Date:

January 7, 2025



# Request for Decision (RFD)

Meeting Date: Thursday, January 23, 2025

Agenda Item: #7.3

Topic: Property Tax Sale Results

Presented By: Brenda Adamson, Finance Manager

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## Recommendation:

**#1 That Smoky Lake County register Roll 22010117 Lot 17 Block 1 Plan 1955CL under Smoky Lake County Tax Forfeiture due to non payment of property taxes.**

**#2 That Smoky Lake County register Roll 41410215 Lot 15 Block 2 Plan 0323059 under Smoky Lake County Tax Forfeiture due to non payment of property taxes.**

---

There are two properties from the 2024 tax sale that did not sell at auction.

- ✓ Tax roll 22010117 is a lot in Spedden that hasn't been paid since 2021. There were no bids at the sale. Taxes owing are \$544.79
- ✓ Tax roll 41410215 is a lot at Hillside Acres that hasn't been paid since 2020. There were no bids at the sale. Taxes owing are \$8,089.22

When a property does not sell, Smoky Lake County Council has three options:

**Option 1:** Tax Forfeiture Title – the County does not purchase the property, but registers its name on the title via a Tax Forfeiture Instrument. The county would have the ability to rent, lease or dispose of the property at a price as close to market value as possible. If the property is not disposed of under s. 425(1), the County can, 15 years following the date of the auction, request that the Registrar cancel the existing certificate of title from Tax Forfeiture to a certificate of title in the County's name. If we take title the property is exempt from future taxation under MGA s.362(1)(b) & we can dispose of the property in accordance with section 425.

**Option 2:** Clear Title – the County can acquire the property by depositing an amount equal to the reserve bid (market value into a separate account). The amount paid goes to the tax arrears and all costs and expenses as required under s. 427(2). The County must notify the previous owner if there is money remaining. The property is then the County's to do with as we wish.

**Option 3:** Do nothing - Taxes continue to accrue and remain on the books as a growing liability. The County cannot dispose of the property or rent or lease it. This option doesn't allow the property to revert to the County after the 15 year time period.

## Benefits:

- Can dispose of the property

## Disadvantages:

- Smoky Lake County becomes responsible for the property

## Alternatives:

- Leave title as is
- Purchase each property for the assessed value.

## Financial Implications:



# Request for Decision (RFD)

In all scenarios, Smoky Lake County will need to maintain the lot in Spedden. If we purchase them outright, the funds will clear off the taxes owing and the rest of the funds will go into a separate account that the owner can claim.

## Legislation:

### *Transfer of parcel to municipality*

*424(1) The municipality at whose request a tax recovery notification was endorsed on the certificate of title for a parcel of land may become the owner of the parcel after the public auction, if the parcel is not sold at the public auction.*

*(2) If the municipality wishes to become the owner of the parcel of land, it must request the Registrar to cancel the existing certificate of title for the parcel of land and issue a certificate of title in the name of the municipality. Right to dispose of parcel*

*(3) A municipality that becomes the owner of a parcel of land pursuant to subsection (1) acquires the land free of all encumbrances, except*

*(a) encumbrances arising from claims of the Crown in right of Canada,*

*(b) irrigation or drainage debentures,*

*(c) registered easements and instruments registered pursuant to section 69 of the Land Titles Act,*

*(d) right of entry orders as defined in the Surface Rights Act registered under the Land Titles Act,*

*(e) a notice of lien filed pursuant to section 38 of the Rural Utilities Act,*

*(f) a notice of lien filed pursuant to section 20 of the Rural Electrification Loan Act, and*

*(g) liens registered pursuant to section 21 of the Rural Electrification Long-term Financing Act.*

*(4) A certificate of title issued to the municipality under this section must be marked "Tax Forfeiture" by the Registrar.*

*425(1) A municipality that becomes the owner of a parcel of land pursuant to section 424 may dispose of the parcel*

*(a) by selling it at a price that is as close as reasonably possible to the market value of the parcel, or*

*(b) by depositing in the account referred to in section 427(1)(a) an amount of money equal to the price at which the municipality would be willing to sell the parcel under clause (a).*

*(2) The municipality may grant a lease, licence or permit in respect of the parcel.*

*(3) Repealed 1995 c24 s65.*

## Intergovernmental:

n/a

## Strategic Alignment:

n/a

## Enclosure(s):

GIS print out of property

Signature of the CAO:

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

<b>Total</b>	<b>Value per Assessor</b>	<b>Acres</b>	<b>Legal</b>
544.79	\$3,000 to \$6,000	Spedden	Lot 17, Block 1, Plan 1955CL
194.61	\$10,000 to \$15,000	Warspite - 580.63m2	Lot 10, Block 4, Plan 314HW
8,089.22	\$105,000 to \$120,000	Whitefish - Hillside Acres	Lot 15, Block 2, Plan 0323059

ve from listing

## Cadastre



Roll	22010117
Provincial Linc Number	20142808
Rural Legal	SW-34-59-12-4
Urban Legal	1955CL 1 17
Address	4931 51 AVE
Parcel Area	0 Feet
Parcel Area Value	0
Subdivision	22
Zoning Code	HG
Zoning Description	Hamlet General
Electoral Area	1
Has Structures	False
Residential Occupied	False
Description	
Non-Standard Description	SPEDDEN

Taxes

Roll	22010117
Total Assessment	\$2,900.00
Assessment Year	2023
Annual Taxes	\$108.60
Tax Year	2024
Primary Year Built	N/A



Scale 1: 541

10 yd  
10 m



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## Cadastre



Roll	41410215
Provincial Linc Number	29948593
Rural Legal	SW-9-62-13-4
Urban Legal	0323059 2 15
Address	191 62103 RGE RD 133A
Parcel Area	0 Feet
Parcel Area Value	0
Subdivision	41
Zoning Code	R1
Zoning Description	Country Residential
Electoral Area	1
Has Structures	False
Residential Occupied	False
Description	
Non-Standard Description	HILLSIDE ACRES

Taxes

Roll	41410215
Total Assessment	\$107,970.00
Assessment Year	2023
Annual Taxes	\$944.06
Tax Year	2024
Primary Year Built	N/A





Scale 1: 691

10 yd 

10 m 

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# Request for Decision (RFD)

Meeting Date: Thursday, January 23, 2025

Agenda Item: #7.4

Topic: Policy Statement No. 62-06-02 Agricultural Service Poster Contest

Presented By: Agriculture Department

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## Recommendation:

**That Smoky Lake County Council amend Policy Statement No. 62-06-01 Agricultural Service Poster Contest as presented.**

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## Background:

Smoky Lake County developed Policy Statement No. 62-06-01 in 2016. **Motion # 1074-16**

This policy aims to enhance science, health, and safety curricula in elementary schools while raising awareness and educating students about agricultural and farm safety. Teaching kids about agriculture and the sources of their food while allowing them to be creative and have fun.

## Benefits:

To help students acknowledge the importance of agriculture through creativity.

## Disadvantages:

N/A

## Alternatives:

*(Describe the alternatives to the recommendation or select from dropdown)*

## Financial Implications:

Budgeted- Prize money will be taken out of the ASB Extension budget.

## Legislation:

*(Describe any associated legislation, bylaws or policies relating to or affecting the recommendation or select from dropdown)*

## Intergovernmental:

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

## Strategic Alignment:

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

## Enclosure(s):

Policy Statement No. 62-06-02

Signature of the CAO:

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



<b>Title:</b> Agricultural Services Poster Contest	<b>Policy No.:</b> 06-02
<b>Section:</b> 62	<b>Code:</b> P-R
	<b>Page No.:</b> 1 of 4 E

<b>Legislation Reference:</b>	Alberta Provincial Statues
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<b>Purpose:</b>	To provide a guideline for the Smoky Lake County Agricultural Services Poster Contest
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<b>Policy Statement and Guidelines:</b>	
<b>1. STATEMENT:</b>	
1.1	County Council acknowledges the importance of raising awareness and education in agriculture, food production and farm safety to elementary school children.
<b>2. GUIDELINES:</b>	
2.1	Students enrolled in Grades one to six in Holy Family Catholic School, H.A.Kostash School, Vilna School, Smoky Lake Hutterite Colony School are eligible to enter the poster contest.
2.1.1	Agricultural Services Department will contact the principle principal of each school in Smoky Lake County to invite their school to participate in the poster contest.
2.1.2	School/ class participation will be at determined by the principle principal and teachers of each school/ class.
<b>3. PROCEDURE:</b>	
3.1	Posters must be hand drawn and original artwork of the student.
3.2	Posters can be made using any flat media (such as pen, pencil crayon, crayon, painted, felt markers, etc).
3.3	Computer generated posters will not be eligible.
3.4	Posters must be on 8.5" x 11" white paper. Landscape or portrait format.
3.5	Only one entry per student.
3.6	Posters must relate to the theme chosen for the year. Please see <b>Schedule "A" Agricultural Services Poster Contest Themes.</b>
3.7	Students name, grade and school name must be clearly printed on the back of the poster in pencil.
3.8	All poster contest entries must be accompanied by a <b>Schedule "B" Agricultural Services Poster Contest Release Form</b> in order to be eligible.
3.9	All entries from the school must be submitted at the same time before the May 1 <sup>st</sup> deadline.
3.10	Criteria for judging includes: creativity, originality, neatness, overall appearance, relevance to the theme.
3.11	Posters will be displayed during an Agricultural Service Board meeting in which council will judge and select first and second place winners in each category.

<b>Title: Agricultural Services Poster Contest</b>		<b>Policy No.: 06-02</b>
<b>Section: 62</b>	<b>Code: P-R</b>	<b>Page No.: 2 of 4 E</b>

<b>Policy Statement and Guidelines:</b>	
3.12	There will be three categories of competition: Grades 1 & 2, Grades 3 & 4, Grades 5 & 6. Prizes will be awarded to the first and second place winners in each category in each participating school.
3.13	An overall first place winner will be selected amongst all first place category winners from each school.
3.14	Prizes will be as follows: <ul style="list-style-type: none"> <li>• In each category of each participating school: First Place: \$25.00 cash &amp; County ASB backpack County lunch kit Second Place: County water bottle or toque</li> <li>• Overall County Winner: First Place: \$50.00 cash &amp; County ASB backpack</li> </ul>
3.15	Posters will be displayed at Smoky Lake County Farmers and Ranchers Appreciation BBQ. <del>Appreciation events.</del>
3.16	All posters become property of Smoky Lake County Agricultural Service Board and will not be returned.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	<b>October 3, 2016</b>	<b>Motion # 1074-16 - Page # 12393</b>
<b>Amended</b>		
<b>Amended</b>		

**SCHEDULE "A"**

**Agricultural Services Poster Contest Themes**

**Farm Fresh**

**A Day on the Farm**

**From the Ground Up**

**Farmers Feed Families**

**Farmers Love the Land**

**Keep Calm and Farm On**

**Farming: Roots and Boots**

**Agriculture Grows on You**

**Farm Safety: It's No Accident**

**Our Farms, Our Food, Our Future**

**Agriculture: The Root of Our Community**



SCHEDULE "B"

AGRICULTURE SERVICES POSTER CONTEST  
RELEASE FORM

Release Form for Publication

<b>CONTESTANT DETAILS</b>	<b>Date:</b> _____
	<b>Name of Student:</b> _____
	<b>Mailing Address:</b> _____ _____
	<b>Phone Number:</b> _____

<b>SCHOOL DETAILS</b>	<b>Name of School:</b> _____
	<b>Grade:</b> _____
	<b>Teacher Name:</b> _____

<b>PARENT/ LEGAL GUARDIAN</b>	I, _____ (please print name of parent, legal guardian)				
	agree too: (please indicate below)				
	Allow publication of the name and/ or photograph of my child in local newspapers and on the Smoky Lake County Social Media sites should my child win a prize in the Smoky Lake County Agricultural Services Poster Contest.				
	<table> <tr> <td>Publication of Name</td> <td>Publication of Photograph</td> </tr> <tr> <td><input type="checkbox"/> YES   <input type="checkbox"/> NO</td> <td><input type="checkbox"/> YES   <input type="checkbox"/> NO</td> </tr> </table>	Publication of Name	Publication of Photograph	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
	Publication of Name	Publication of Photograph			
<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO				
_____					
<b>Signature of Parent/ Legal Guardian</b>	<b>Date</b>				

All posters become property of Smoky Lake County Agricultural Service Department and will not be returned.





# Request for Decision (RFD)

Meeting Date: Thursday, January 23, 2025

Agenda Item: #7.5

Topic: Policy Statement No. 62-28-07 Mowing Program

Presented By: Agricultural Department

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## Recommendation:

**That Smoky Lake County Policy Statement No. 62-28-07: Mowing Program, be amended to cease mowing operations October 1<sup>st</sup> each year, to update the secondary seasonal pass to be a 'shoulder pass'; and to add Iron Horse Trail to the list under Schedule "A": Approved Additional Mowing.**

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## Background:

Under the *Weed Control Act* must be control of noxious and prohibited noxious weeds in Smoky Lake County's municipal right-of ways.

The objective of the Mowing Program was to control vegetation on County right-of-way, thereby providing improved sightlines for traffic as well as improving country-side esthetics and helping to control weeds in the mowed area.

## Policy Statement No. 62-28:

- May 24, 2018, Policy Statement No. 62-28-01 was implemented and created the mowing program through the Agricultural Services Department. The defined mowing area will consist of three zones, divided using RR 150 and HWY 855 as boundaries. The mowing program will commence in June and will cease no later than November 1<sup>st</sup>. Developed Road allowances: all grassy areas along oiled, or gravel, roads will be mowed once a year with a single pass (one cut) mowing from the roads edge to the fenceline where conditions allow. Main roads into lake resorts will only be mowed prior to the July and August long weekends (two passes per year). The Iron Horse Trail shall only be mowed once per season. *Schedule "A" Approved Additional Mowing* was created. **Motion #581-18**
- October 22, 2018, Policy Statement No. 62-28-02 be amended to define the Mowing Program will commence in the last week of June and will cease no later than November 1<sup>st</sup>. **Motion # 1030-18**
- April 13, 2021, Policy Statement No. 62-28-03 be amended to include Ditch cleanup and equipment maintenance will commence 2 weeks prior to mowing program start date. One-pass herbicide mowers will begin mowing operation in the first week of June for more effective weed control. Non-herbicide mower operations will begin the last week of June. All mowing operations will cease no later than November 1<sup>st</sup>. Developed Road Allowances will be mowed once a year mowing from roads edge to property line where conditions allow. Which may require several mowing passes to accomplish. The secondary passes should be a minimum of 5ft. **Motion # 572-21**
- August 10, 2021, Policy Statement No. 62-28-04 was amended to include TWP 610 from RR 181 East to HWY 855 will be mowed in conjunction with the lake resorts prior to July and August long weekends (two seasonal passes per year). **Motion # 1009-21**



# Request for Decision (RFD)

- December 14, 2021, Policy Statement No. 62-28-04 be amended to include a second seasonal shoulder pass will be completed once all developed road allowances have received the first seasonal pass to the property line. The second seasonal pass will be completed where the mowers began mowing in the early season and if there is high grass regrowth and approved by the Agricultural Fieldman. This second seasonal pass will only be a 'shoulder pass' meaning one width of the mower, mowers will not need to go to the property line on this second seasonal pass. **Motion # 108-21**
- October 11, 2022, Policy Statement No. 62-28-05 was amended that mowers will begin operation by the third week in May. Two seasonal passes will be completed per year, one shoulder pass and a second pass to the property line once the first pass is completed. Mowers will start second seasonal pass from their 'home base' to avoid high blading and unnecessary travel times. **Motion # 1111-22**

## Benefits:

Mowers will be able to complete more miles of second passes in County.

Increased visibility of wildlife in sightlines

Control up to the property line for regulated weeds

## Disadvantages:

Reduced sightlines impairing visibility of wildlife

Reduced control of regulated weeds and brush up to property lines

## Alternatives:

N/A

## Financial Implications:

Approximately a \$30,000 Savings

## Legislation:

Weed Control Act

## Intergovernmental:

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

## Strategic Alignment:

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

## Enclosure(s):

Policy Statement No. 62-28-07 Mowing Program

Signature of the CAO:

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



# SMOKY LAKE COUNTY



Title: <b>Mowing Program</b>	Policy No.: <b>28-07</b>
Section: <b>62</b>	Code: <b>P-R</b> Page No.: <b>1 of 3</b> <b>E</b>

Legislation Reference:	Alberta Provincial Statutes
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Purpose:	Smoky Lake County will govern the municipal mowing program on developed road allowances and County lands under the Agricultural Service Board.
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<b>Policy Statement and Guidelines:</b>	
<b>1. STATEMENT:</b>	
1.1	Smoky Lake County will mow developed road allowances annually to maintain safe visibility for the travelling public and to improve drainage of infrastructure.
1.2	The mowing program promotes effective control of weeds and brush within the municipal right-of-way encroaching the roads surface.
1.3	The County will mow County lands on a as needed basis.
<b>2. DEFINITION(S):</b>	
2.1	<b>County Lands:</b> Property owned and/ operated by Smoky Lake County
2.2	<b>Developed Road Allowances:</b> Road allowances containing a gravel or hard surfaced roadway under the jurisdiction of Smoky Lake County.
<b>3. OBJECTIVES:</b>	
3.1	Define areas that will be mowed within the right-of-way and on County lands.
3.2	Provide the level of right-of-way mowing as set out by the Agricultural Service Board.
3.3	The County's desire to achieve the following objectives with its roadside mowing program: <ul style="list-style-type: none"> <li>▪ to assist with weed control by preventing the seed set of noxious weeds in the right-of-way and to cut any brush regrowth encroaching on the road</li> <li>▪ to enhance road maintenance with minimal gravel loss and allow positive drainage of rainwater to be more efficiently channeled to the right-of-way</li> <li>▪ to increase visibility of wildlife crossing and reduce obstructed visibility of signs at intersections for the safety of the travelling public</li> <li>▪ to provide a fire break and reduce the amount of fire load material in right-of-way.</li> <li>▪ To prevent drifting on roads, where the blowing snow will travel across the road, rather than being trapped by standing vegetation which will travel across</li> </ul>
<b>4. GUIDELINES:</b>	
4.1	The mowing program will be developed and planned by the Agricultural Service Board and implemented through the Agricultural Services Department. The defined mowing areas consist of three (3) zones, divided using range road 150 and Highway 855 as boundaries.

Title: <b>Mowing Program</b>		Policy No.: <b>28-07</b>	
Section: <b>62</b>	Code: <b>P-R</b>	Page No.: <b>2 of 3</b>	<b>E</b>

Policy Statement and Guidelines:	
4.2	Roadside prep and equipment maintenance will commence 2 weeks prior to mowing program start date.
4.3	Mowers will begin mowing operation the third week in May. All mowing operations will cease no later than <del>November 1<sup>st</sup></del> <b>October 1<sup>st</sup></b> .
4.4	Mowing Operations consist of three (3) tractors and mowers used to cut grass, brush, and noxious weeds. These mowers are able to accomplish a significant amount of mowing and right-of-way clearing very efficiently when compared to other methods of mechanical control.
4.5	Without limiting the program or its effectiveness, it will generally be planned as following:
4.5.1	Developed Road Allowances will be mowed twice a season: All grassy areas along oiled, or gravel roads receive a shoulder pass first, meaning one width of the mower. <del>A second seasonal shoulder pass will to the property line will</del> be completed once all developed road allowances have received the first seasonal shoulder pass. The second seasonal pass will be completed where the mowers began mowing in the early season and if there is high grass regrowth, and approved by the Agricultural Fieldman. <ul style="list-style-type: none"> <li>• Mowers will begin mowing outwards from their 'home base' to avoid high blading and eliminate unnecessary travel.</li> <li>• <del>These secondary passes to the property line should be a minimum of 5ft.</del></li> <li>• Main roads into lake resorts will only be mowed prior to the July and August long weekends (two seasonal passes per year)</li> <li>• Township Road 610 from Range Road 181 East to HWY 855 (gravel haul road) and Victoria Trail will be mowed in conjunction with the lake resorts prior to July and August long weekends (two seasonal passes per year)</li> <li>• The Iron Horse Trail shall only be mowed once per season</li> <li>• It is recognized that inclement weather, such as rain and early winter could prevent completion of the program</li> </ul>
4.6	All other mowing requests will be at the discretion of the Agricultural Service Board and added to <b>Schedule "A" Approved Additional Mowing</b>

	Date	Resolution Number
Approved	<b>May 24, 2018</b>	# 581-18 - Page # 13130
Amended	<b>October 22, 2018</b>	#1030-18 - Page # 13312
Amended	<b>April 13, 2021</b>	# 572-21 - Page # 14597
Amended	<b>August 10, 2021</b>	#1009-21 - Page # 14755
Amended	<b>December 14, 2021</b>	# 108-21 - Page # 14883
Amended	<b>October 11, 2022</b>	#1111-22 - Page # 15362



**SCHEDULE "A"**  
**APPROVED ADDITIONAL MOWING**

Metis Crossing

Smoky Lake Rodeo Grounds

Smoky Lake Air Strip

Hamlin Ball Diamonds

Waskatenau Ball Diamonds

Bellis Ball Diamonds

Bonnie Lake Enviro Reserve 7921626

Victoria Trail

Iron Horse Trail



# Request for Decision (RFD)

Meeting Date: Thursday, January 23, 2025

Agenda Item: #7.6

**Topic:** Bylaw No. 1472-25: A Bylaw to amend Land Use Bylaw No. 1272-14 to Redistrict the lands legally described as NE-34-59-13-W4M from Residential Conservation Cluster (R2) District to Agriculture (AG) District; and to amend Municipal Development Plan Bylaw No. 1249-12 to Reclassify the lands legally described as NE-34-59-13-W4M from Residential Conservation Area to Agriculture Area; and to amend Bonnie Lake Area Structure Plan No. 1146-07 to Reclassify the lands legally described as NE-34-59-13-W4M from Residential Conservation Area to Agriculture Area.

**Presented By:** Planning & Development Services

**Recommendation:** That Smoky Lake County give First Reading to Bylaw No. 1472-25 and to schedule a Public Hearing, to be held on March 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 December 17, 2024, an application was received by administration to amend Municipal Development Plan Bylaw No. 1249-12 to reclassify the lands legally described as NE-34-59-13-W4M, Residential Conservation Area to Agriculture Area, to amend Land Use Bylaw No. 1272-14, to redistrict said lands from Residential Conservation Cluster (R2) District to Agriculture (AG) District, and to amend Bonnie Lake Area Structure Plan Bylaw No. 1146-07 to Reclassify the lands legally described as NE-34-59-13-W4M from Residential Conservation Area to Agriculture Area.

The Applicant’s rationale for requesting the change in land use districting/classification is due to the uncertainty regarding the potential access and developability challenges of said lands as currently districted/classified.

**Benefits:** Nil.

**Disadvantages:** Loss of lands districted to allow for multi-lot country residential use.

**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:** Nil.

**Enclosure(s):**

- Application to Amend LUB & Certificate of Title © Attachment 1
- Bylaw 1472-25 © Attachment 2

Approved by the Interim CAO:  Date: Jan 15, 2025



Date of Application: December 17, 2024

**APPLICATION TO AMEND**

- LAND USE BYLAW     AREA STRUCTURE PLAN     MUNICIPAL DEVELOPMENT PLAN

APPLICANT INFORMATION				
NAME OF APPLICANT <b>CASEY TCHIR</b>		NAME OF REGISTERED LANDOWNER (COMPLETE IF DIFFERENT FROM APPLICANT)		
SIGNATURE		SIGNATURE		
MAILING ADDRESS		MAILING ADDRESS		
		POSTAL CODE	TELEPHONE	
LEGAL DESCRIPTION				
QTR/LSD NE	SECTION 34	TOWNSHIP 59	RANGE 14	W4M
REGISTERED PLAN		BLOCK	LOT	
PLANNIG DOCUMENT				
<b>EXISTING LAND USE DISTRICT</b> <input type="checkbox"/> AGRICULTURAL DISTRICT (AG) <input type="checkbox"/> VICTORIA AGRICULTURE DISTRICT (A1) <input type="checkbox"/> MULTI-LOT COUNTRY RESIDENITAL DISTRICT (R1) <input checked="" type="checkbox"/> RESIDENTIAL (CLUSTER) CONSERVATION DISTRICT (R2) <input type="checkbox"/> VICTORIA RESIDENTIAL DISTRICT (R3) <input type="checkbox"/> HAMLET RESIDENTIAL DISTRICT (R4) <input type="checkbox"/> HIGHWAY COMMERCIAL DISTRICT (C1) <input type="checkbox"/> VICTORIA COMMERCIAL DISTRICT (C2) <input type="checkbox"/> HAMLET COMMERCIAL DISTRICT (C3) <input type="checkbox"/> INDUSTRIAL DISTRICT (M1) <input type="checkbox"/> RURAL INDUSTRIAL DISTRICT (M2) <input type="checkbox"/> COMMUNITY AND INSTITUTIONAL DISTRICT (P) <input type="checkbox"/> DIRECT CONTROL DISTRICT (DC) <input type="checkbox"/> DIRECT CONTROL LANDFILL DISTRICT (DC1)		<b>PROPOSED LAND USE DISTRICT</b> <input checked="" type="checkbox"/> AGRICULTURAL DISTRICT (AG) <input type="checkbox"/> VICTORIA AGRICULTURE DISTRICT (A1) <input type="checkbox"/> MULTI-LOT COUNTRY RESIDENITAL DISTRICT (R1) <input type="checkbox"/> RESIDENTIAL (CLUSTER) CONSERVATION DISTRICT (R2) <input type="checkbox"/> VICTORIA RESIDENTIAL DISTRICT (R3) <input type="checkbox"/> HAMLET RESIDENTIAL DISTRICT (R4) <input type="checkbox"/> HIGHWAY COMMERCIAL DISTRICT (C1) <input type="checkbox"/> VICTORIA COMMERCIAL DISTRICT (C2) <input type="checkbox"/> HAMLET COMMERCIAL DISTRICT (C3) <input type="checkbox"/> INDUSTRIAL DISTRICT (M1) <input type="checkbox"/> RURAL INDUSTRIAL DISTRICT (M2) <input type="checkbox"/> COMMUNITY AND INSTITUTIONAL DISTRICT (P) <input type="checkbox"/> DIRECT CONTROL DISTRICT (DC) <input type="checkbox"/> DIRECT CONTROL LANDFILL DISTRICT (DC1)		
<b>MUNICIPAL DEVELOPMENT PLAN:</b> RESIDENTIAL CONSERVATION AREA TO AGRICULTURE AREA		<b>AREA STRUCTURE PLAN:</b> RESIDENTIAL CONSERVATION AREA TO AGRICULTURE AREA		
<b>REASON IN SUPPORT OF APPLICATION FOR AMENDMENT:</b>  				
OFFICE USE ONLY				
REPORTS	<input type="checkbox"/> Environmental Site Assessment <input type="checkbox"/> Stormwater Management Plan	<input type="checkbox"/> Biophysical Assessment <input type="checkbox"/> Certificate Of Title	<input type="checkbox"/> Geotechnical Report	
APPLICATION FEE <b>\$1,000.00</b>	RECEIPT #	BYLAW NO. <b>1472-25</b>		

To council regarding reasons for rezoning of NE 34 59 14 W4  
Dec17 / 2024

The previous council in 2015 were instructed by developer not to rezone the Property if any work upgrading RRD 132 was required by the developer as it is Two miles long as this work would not be feasible as the cost of that upgrade would cost over 2 million dollars and if HWY 28 turning lanes were needed that would also cost \$500,000 after repaving in 2015 dollars. As that costs would be more than any possible profit of selling lots not including the cost of the property itself and the necessary development costs. The council at the time agreed, but for some reason this council has put this issue back .

The failure to allow access in the NW corner as previously discussed was not given any guarantee even after all necessary reports and studies would be completed. And no decision is being made regarding this after about one year now.

Council is not making a fire smart public safety decision of this area.

The property was placed up for sale for about 10 months other developers showed some interest but then declined due to not being allowed access in the NW corner for easy access to the county amenities and golf course, rather than driving six miles around to amenities that are 1/2 a mile away.

Both the county's MPS and MPS ( Jane Dauphinee ) are in favour of allowing the NW access. A reduction of the amount of lots was discussed with MPS to about 45 to reduce the impact on the Bonnie Lake Resorts area, no feedback was received, on this matter.

The above issues are the reason for rezoning back to agriculture then will be subdivided to a 50/50 split with 3 additional lots.

As the subdivisions rules on agriculture land only allow one parcel out of a quarter at a time until a building permit is issued this once again shows a lack of desire for the county of Smoky Lake to encourage developers from development in this region. As most people take years to start building on there property after purchase. Including in this letter is a photo from Strathcona County a quarter section that allows 6 lots on one quarter at one time, common sense thinking for tax revenue potential.

I'm requesting this change in our county's zoning rules.

Casey Tchir

October 2, 2018  
1:54 PM

Edit

LIVE ▾



**SMOKY LAKE COUNTY  
IN THE PROVINCE OF ALBERTA  
BYLAW NO. 1472-25**

---

**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, TO AMEND BYLAW NO. 1146-07 BEING THE BONNIE LAKE AREA STRUCTURE PLAN FOR SMOKY LAKE COUNTY.**

---

**WHEREAS** Council has adopted Smoky Lake County Bylaw No.1146-07 to be used at the Bonnie Lake Area Structure Plan;

**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. 1146-07, 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. Appendix "B" of the Smoky Lake County Land Use Bylaw No. 1272-14 be amended such that all that portions of NE 34-59-13-W4M containing +/- 57.7 Ha (142.70 acres) in size more or less, as shown on Schedule 'A' be rezoned from Residential (Cluster) Conservation District (R2) to Agriculture District (AG).
2. That Section 7.2 of Bylaw No. 1249-12: Municipal Development Plan is hereby amended such that all portions of NE 34-59-13-W4M as shown on Schedule "B", and being approximately +/- 57.7 Ha (142.70 acres) in size more or less be reclassified from Residential Conservation Area to Agricultural Area.
3. That Bylaw No. 1146-07: Bonnie Lake Area Structure Plan is hereby amended such that all portions of NE 34-59-13-W4M as shown on Schedule "C", and being approximately +/- 57.7 Ha (142.70 acres) in size more or less be reclassified from Residential Conservation Area to Agricultural Area.
4. This Bylaw shall come into effect after third and final reading.



Bylaw 1472-25

READ A FIRST TIME IN COUNCIL THIS 9TH DAY OF JANUARY, AD 2025.

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

**S E A L**

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

READ A SECOND TIME IN COUNCIL THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, AD 2025.

READ A THIRD AND FINAL TIME IN COUNCIL \_\_\_\_\_ DAY OF \_\_\_\_\_, AD 2025.

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

**S E A L**

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

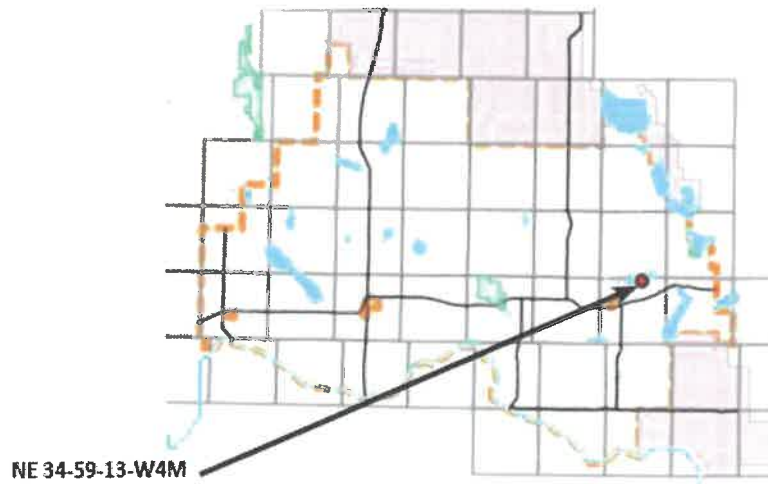
DRAFT

Bylaw 1472-25



# SCHEDULE "A" BYLAW NO. 1472-25

REDISTRIBUTE FROM RESIDENTIAL  
CONSERVATION (R2) DISTRICT TO  
AGRICULTURE (AG) DISTRICT  
UNDER LAND USE BYLAW #1272-14

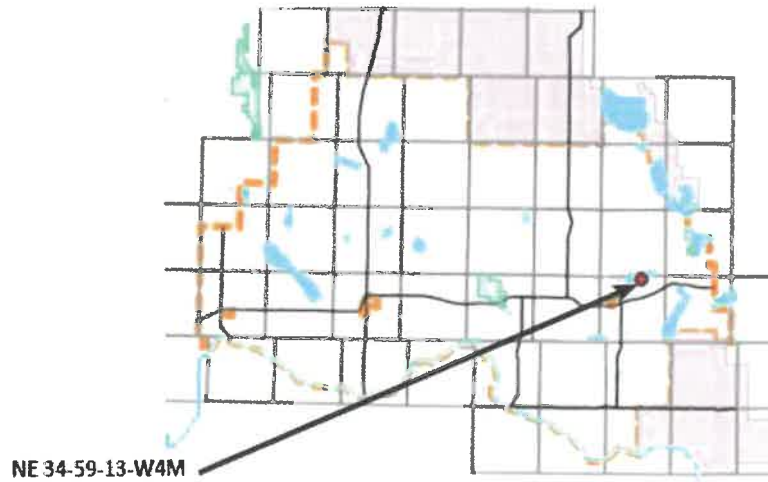
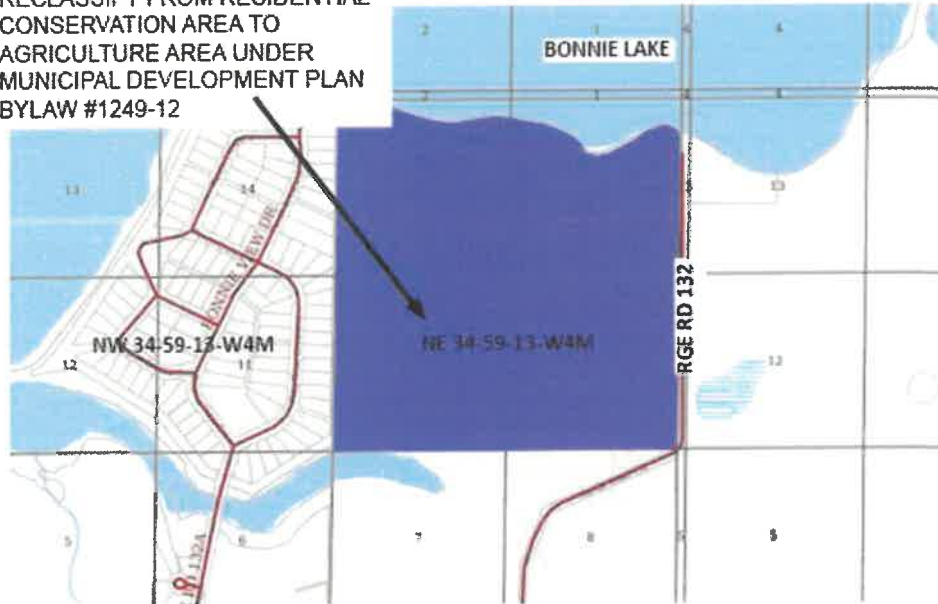


Bylaw 1472-25



# SCHEDULE "B" BYLAW NO. 1472-25

RECLASSIFY FROM RESIDENTIAL  
CONSERVATION AREA TO  
AGRICULTURE AREA UNDER  
MUNICIPAL DEVELOPMENT PLAN  
BYLAW #1249-12

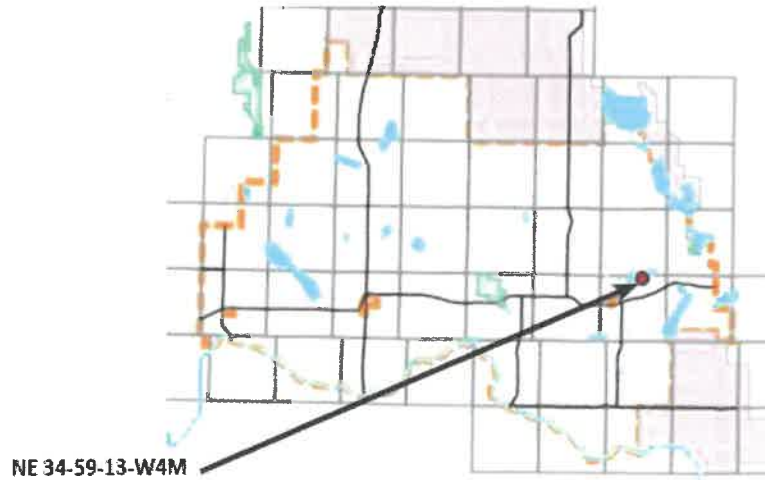


Bylaw 1472-25



# SCHEDULE "C" BYLAW NO. 1472-25

RECLASSIFY FROM RESIDENTIAL  
CONSERVATION AREA TO  
AGRICULTURE AREA UNDER  
BONNIE LAKE AREA STRUCTURE  
PLAN BYLAW #1146-07





# Request for Decision (RFD)

**Meeting Date:** Thursday, January 23, 2025

**Agenda Item:** #7.7

**Topic:** Alberta CARE (Coordinated Action for Recycling Enterprises) Spring Conference

**Presented By:** Environment and Parks

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**Recommendation:**

That Smoky Lake County Councilors and relevant administration who can attend- attend the 14<sup>th</sup> Alberta CARE (Coordinated Action for Recycling Enterprises) Annual Spring Seminar, scheduled for February 26 to 28, 2025, being held in Camrose, Alberta.

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**Background:**

Well attended by Smoky Lake County for Several Years, this annual conference has proven to be of value.

**Benefits:**

Explore other waste facilities and learn about best practices and latest recycling information and programs.

**Disadvantages:**

Unknown

**Alternatives:**

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

**Financial Implications:**

\$600.00 + GST/registration (10% less if 3 or more people attending) plus mileage, meals, and Lodging at \$116+tax/night, for the conference in Camrose.

**Legislation:**

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

**Intergovernmental:**

N/A

**Strategic Alignment:**

N/A

**Enclosure(s):**

1. Alberta Care Annual Spring Conference Pamphlet

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

# 14th Annual Alberta CARE Spring Seminar

February 26th-February 28th

# 2025

## Accommodations

Days Inn & Conference Center  
by Wynham (Norseman)  
6505 48 Avenue, Camrose, AB  
1-780-672-9171

Group Booking: Alberta CARE



Norsemen Inn



Ramada Inn  
4702 73 Street, Camrose. AB  
1-780-672-5220

Group Booking: Alberta CARE

# 14th Annual Alberta CARE Spring Seminar

February 26th-February 28th

# 2025

Days Inn & Conference Center  
by Wynham (Norseman)  
6505 48 Avenue, Camrose, AB



Lacombe, AB



Vegreville, AB



Please forward registrations & payment to:  
ALBERTA C.A.R.E.  
Linda McDonald, Executive Director  
5212-49 Street  
Leduc, AB T9E 7H5  
Cell: 780-668-6767  
Email: [executivedirector@albertacare.org](mailto:executivedirector@albertacare.org)  
Web: [www.albertacare.org](http://www.albertacare.org)

## Who Should Attend?

- Municipal Elected Officials
- Waste Commission Managers
- Landfill Operators
- Public Works Employees
- Eco Centre Employees
- Alberta Recycling Associations
- Alberta Landfill Engineers
- Waste Management Vendors
- Waste Disposal Companies
- School Boards, Education Facilitators
- Anyone interested in Reusing, Reducing, Recycling and Recovery

**Silent Auction**  
Going once...  
Going twice...

Ends February 27/24  
at 8:00 p.m.

# Tuesday February 25th

9:00 a.m.- 5:00 p.m. **Transfer Station Basics**  
Register with [executivedirector@albertacare.org](mailto:executivedirector@albertacare.org)  
*(Refreshments Side Bar)*

# Wednesday February 26th

9:00 a.m.- 5:00 p.m. **Registration and Exhibit Set Up**

11:00 a.m. - NOON **Lunch and Refreshments**

12:30 p.m. **TOUR #1**

- Town of Vegreville Sanitary Landfill
- Vegreville Materials Recovery Facility

*(Buses provided)*

5:00 p.m. **COCKTAILS (Cash Bar)**

6:30 p.m. **BUFFET BANQUET**

8:00 p.m. **Entertainment**



\$600.00 Registration Per Person  
Register 3 or more Delegates  
and receive a....

**10% Discount!**

**This Seminar is Alberta Environment approved  
for 'Continuing Education Units'**

# Thursday, February 27th

7:00 a.m. **Exhibit Viewing & Buffet Breakfast**

8:30 a.m. **Welcome – Tom Moore, Alberta CARE Member**

8:45 a.m. **Product Care Recycling Association of Canada  
Representative for the Manufactures for HSP**  
Kelly Li, Product Care

9:30 a.m. **Alberta Recycling EPR Updates for April 1st 2025**  
Ed Gugenhiemer, CEO

10:30 a.m. **Circular Materials Updates for April 1st 2025**  
Sherry Arcaro, Vice President National Operations  
& Program Implementation

*(Coffee Side Bar)*

NOON **BUFFET LUNCHEON**

1:15 p.m. **TOUR #2**



- Grey is Green, Lacombe, AB

- Prentis Landfill
- Transfer Station

*(Buses provided)*

OR

- TOUR #3

**NHL Hall of Fame**  
Red Deer, AB *(Car pool on your own)*

5:00 p.m. **COCKTAILS (Cash Bar)**

6:30 p.m. **BUFFET BANQUET**

8:00 p.m. **Silent Auction Ends**

9:00 p.m. **HOSPITALITY EVENING -**  
Hosted by K&K Prairie Recycling



**Vegreville Recovery Facility**

# Friday, February 28th

7:00 a.m. **Exhibit Viewing & Hot Buffet Breakfast**

9:00 a.m. **Youngstown, AB Landfill Fire**  
Jim Lapp, Technologist

9:45 a.m. **Stickland Composting**  
Odourless Feed Stock  
Brian Stickland, Owner/Operations

10:30 a.m. **CALL2RECYCLE**  
Jason Brown, Director

11:00 a.m. **Closing Remarks**  
Tom Moore, Alberta CARE Member

11:15 a.m. **Conference Ends** *(Coffee Side Bar all Morning)*





# Request for Decision (RFD)

**Meeting Date:** Thursday, January 23, 2025

**Agenda Item:** #7.8

**Topic:** Community Peace Officer Policies

**Presented By:** CPO

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**Recommendation:**

**Motion #1**

**That Smoky Lake County Policy Statement No. 02-39-01: Primary Highway Enforcement, be adopted.**

**Motion #2**

**That Smoky Lake County Policy Statement No. 02-13-02: Emergency Vehicle Operations, be amended.**

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**Background:**

These two policies are required to apply for amendment to authorization or appointment in accordance with the Alberta Public Security Peace Officer Program, to allow the County CPO authority under:

Section 24.15, Unrestricted Primary Highway Authority.

The business case for this expansion of authority is as follows: due to the frequent travel of primary highways by the Peace Officer to travel from one side of the county to the other, and the size of the local RCMP detachment and limitations due to manpower, in order to limit the amount of dangerous driving behaviors observed the Peace officer should be able to take enforcement action, should the behavior be severe enough, while traveling from point A to point B along Primary Highways in the County. Please also see attached map of primary highways, outlining specific jurisdiction.

Section 24.13 Emergency Response Authority.

The majority of the time, the County Peace Officer will be on the road, in the community engaging in their duties, when emergencies occur. The County currently has several volunteer fire departments, however due to arrival times being slightly longer for these professionals, this authority is sought so that, should the Peace Officers' assistance be required, another emergency service can request the Peace Officer to respond and be first on scene to assist.

Trespass to Premises Act.

This authority is requested as an added measure towards ensuring the safety/security of the County. Additionally, the County is planning to implement an AGENT program sometime within 2025-2026, for which this authority will be needed. This authority is also necessary due to several instances of banned individuals attending County property and refusing to leave.

The Stray Animals Act.

To add to Peace Officer Chandler KERR's (REG#20068) appointment.

The Tobacco, Smoking, and Vaping Reduction Act.

So that enforcement can be undertaken for smoking on County property, and smoking in vehicles where children are present.





# Request for Decision (RFD)

**Benefits:**

Provide the CPO with additional authority.

**Disadvantages:**

Unknown

**Alternatives:**

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

**Financial Implications:**

Potential to gain additional revenue through fines.

**Legislation:**

Peace Officer Ministerial Regulations Act & Public Security Peace Officer Program.

**Intergovernmental:**

N/A

**Strategic Alignment:**

Priority #3: Emergency Services

**Enclosure(s):**

1. Policy Statement No. 02-39-01: Primary Highway Enforcement
2. Policy Statement No. 02-13-02: Emergency Vehicle Operations

Signature of the CAO: 



Title: <b>Emergency Vehicle Operations</b>		Policy No.: <b>13-02</b>
Section: <b>02</b>	Code:	Page No.: <b>1 of 2</b>

<b>Legislation Reference:</b>	Public Security Peace Officer Program; Peace Officer Act.
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<b>Purpose:</b>	<p>To allow the Peace Officer the ability to respond to certain emergency situations outline in this policy utilizing emergency vehicle lights and sirens.</p> <p>It is recognized that there are situations where the Peace Officer can be of assistance to the public as well as Police, Fire and Ambulance and this assistance should be rendered in a priority fashion necessitating the use of emergency equipment.</p>
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<b>Policy Statement and Guidelines:</b>	
<b>1. STATEMENT</b>	
1.1	Only peace officers who have successfully completed a forty- hour (40) Emergency Vehicle Operations Course based on a police curriculum may apply to the Director for emergency response authority.
1.2	The pursuit course elements of EVOC training are in no manner intended to suggest that peace officers are legally permitted or sufficiently trained to engage in pursuits. All pursuit training provided to peace officers are treated as skill development related to the handling of a motor vehicle only.
1.3	Emergency Response by the Peace Officer may only be conducted within the jurisdictional boundaries outlined in Smoky Lake County <b>Policy 34-01: Enforcement Jurisdiction</b> , with the exception of when the Peace Officer is assisting another agency in a JFO, or during a state of local, provincial, or national emergency.
<b>2. DEFINITIONS</b>	
2.1	<u>Chief Administrative Officer</u> means the Chief Administrative Officer employed as such by the Smoky Lake County.
2.2	<u>Director of Law Enforcement</u> means the Alberta Solicitor General and Public Security has overall authority for the Public Security Peace Officer Programs, as provided in the <i>Peace Officer Act</i> . The program is administered by the Public Security Division under the Assistant Deputy Minister/Director of Law Enforcement (hereinafter, referred to as the Director of Law Enforcement).
2.3	<u>Council</u> means the Council of Smoky Lake County.
2.4	<u>Peace Officer Act 2006</u> as may be amended from time to time, The Act, Regulations and Policy apply to Alberta police services utilizing peace officers appointed through the <i>Peace Officer Act</i> .
2.5	<u>Peace Officer (Ministerial)</u> regulations as may be amended.

Title: <b>Emergency Vehicle Operations</b>		Policy No.: <b>13-02</b>
Section: <b>02</b>	Code:	Page No.: <b>2 of 2</b>

<b>Policy Statement and Guidelines:</b>	
<b>3. OPERATIONAL DIRECTIVE:</b>	
3.1	Peace officers may only engage in emergency response duties if they have applied to the Director and had their peace officer appointment amended to include this authority.
3.2	Situations in which an emergency response is allowed are restricted to: <ul style="list-style-type: none"> <li>■ Injury collisions.</li> <li>■ Providing backup to police or peace officers where there is a reasonable belief that the officer is in serious danger and the peace officer may be the closest assistance available.</li> <li>■ Attending a fire or medical situation at the request of the Fire or EMS department. (It must not become standard practice to provide a co-response to all fire or medical situations).</li> <li>■ Any emergent situation if requested by a police service to attend in an emergency response capacity.</li> </ul>
3.3	All situations will be evaluated by the peace officer to assess if the services they can provide on-scene outweigh the risk created to the public and peace officer by traveling in an emergency response capacity. Public Safety is the primary consideration in all emergency response situations.
3.4	Emergency Vehicle Response will <u>not</u> be conducted for: <ul style="list-style-type: none"> <li>3.4.1 Non-injury motor vehicle collisions.</li> <li>3.4.2 Providing backup to police or peace officers where there is a police officer closer and already responding to the situation, unless requested by that police service to attend.</li> <li>3.4.3 Any other non-urgent situations.</li> </ul>
3.5	All motor vehicle collisions resulting from emergency vehicle responses are to be reported to the Director of Law Enforcement as a sensitive/serious occurrence on the approved <b>Incident Report Form PS3535</b> (2023/03). Additionally, all motor vehicle collisions resulting from emergency response shall be reported to the Health and Safety Coordinator and the Chief Administrative Officer for Smoky Lake County at the earliest reasonable opportunity.

	<b>Date</b>	<b>Resolution Number</b>
<b>Approved</b>	<b>February 18, 2010</b>	<b># 369-10 - Page # 9267</b>
<b>Amended</b>		
<b>Amended</b>		



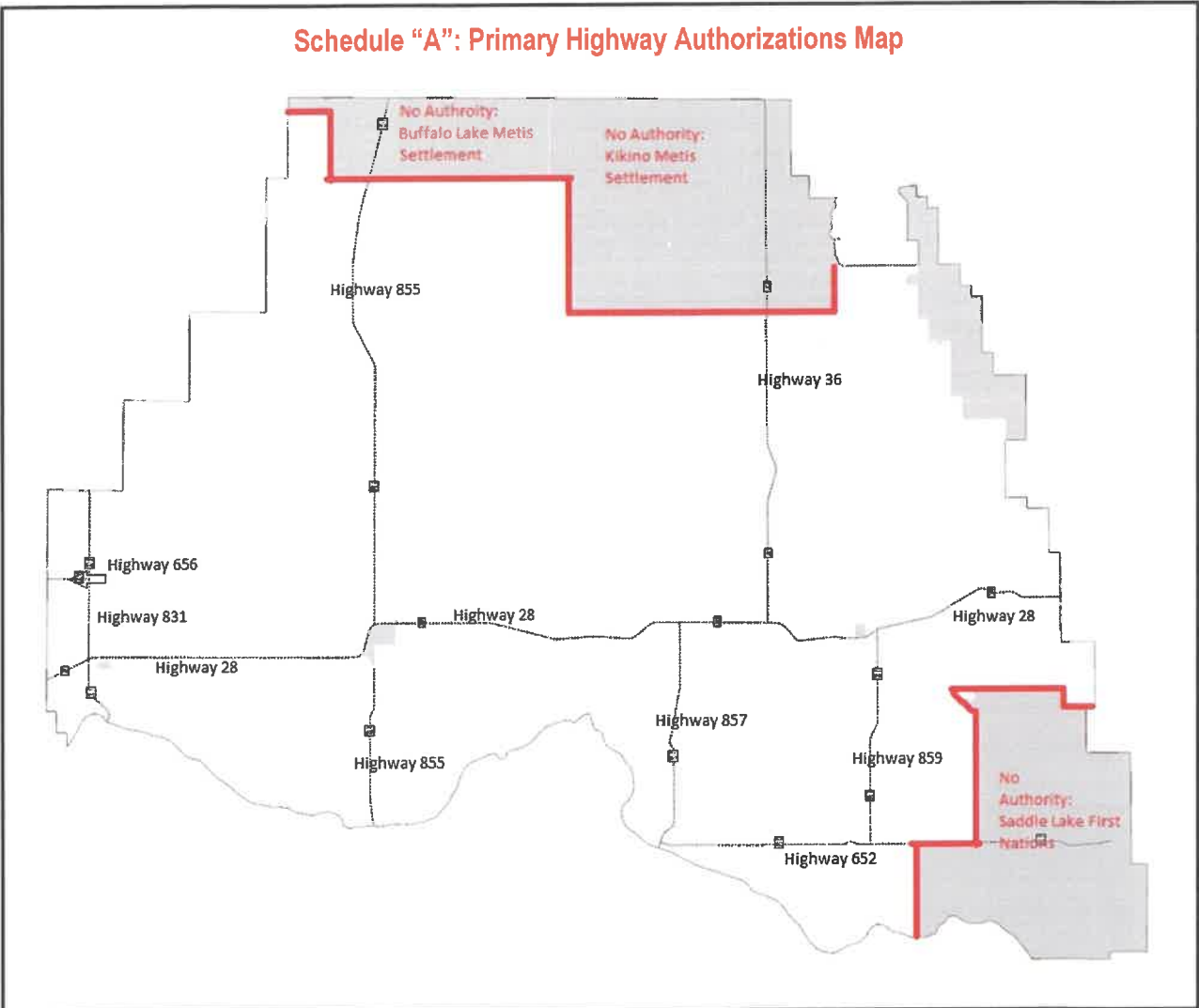
<b>Title:</b> Peace Officer - Primary Highway Enforcement	<b>Policy No.:</b> 39-01
<b>Section:</b> 02	<b>Page No.:</b> 1 of 2

<b>Legislation Reference:</b>	<i>Public Security Peace Officer Program; Peace Officer Act; Traffic Safety Act</i>
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<b>Purpose:</b>	To expand the Community Peace Officer’s authority on Primary Highways and outline their authority and restrictions.
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<b>Policy Statement and Guidelines:</b>	
<p><b>1. STATEMENT</b></p> <p>1.1. Smoky Lake County aims to limit dangerous driving behaviors within its’ municipal boundaries, through enabling the County’s Community Peace Officer to conduct traffic enforcement on Primary Highways in Alberta, identified as one-, two-, and three-digit highways. (Three-digit highways were formally called “secondary highways” until the Government of Alberta converted the secondary highways into primary highways and assumed responsibility for the maintenance of these roadways.)</p> <p><b>2. OPERATIONAL DIRECTIVE</b></p> <p>2.1. Prior to any enforcement action on Primary Highways, Peace Officers must hold proof of EVOC training.</p> <p>2.2. Enforcement on Primary Highways is limited to the jurisdictional boundaries as described in <i>Smoky Lake County Policy Statement No. 34-01: Peace Officer: Enforcement Jurisdiction</i>, and as mapped on the attached hereto <b>Schedule “A”: Primary Highway Authorizations Map</b>.</p> <p>2.3. Enforcement on Primary Highways where the posted speed exceeds 90 KM/h shall not be a primary focus for the Smoky Lake County Enforcement Services team, and should only occur:</p> <p>2.3.1. When the Peace Officer is travelling from one location in the county to another (Point A to Point B) along a Primary Highway and witnesses an infraction or behaviour that, based on reasonable and probable grounds, is either creating or likely to create a hazard to other users of the roadway.</p> <p>2.3.2. When the Peace Officer observes behaviour that is in direct violation of Provincial Statutes</p> <p>2.3.3. When the Peace Officer is taking part in a Joint Force Operation with an external agency (RCMP, Fish and Wildlife Sheriffs, Commercial Vehicle Enforcement, Sheriff Highway Patrol, Conservation, etc.)</p> <p>2.4. Enforcement on Primary Highways where the posted speed is equal to or less than 90 KM/h shall occur on an as-needed basis, subject to the authorizations on individual Peace Officer appointments.</p> <p>2.5. Enforcement on Primary Highways will occur with the Peace Officers discretion, taking into account all factors including but not limited to: weather, time of day, severity of offense, location of backup, officer safety factors, subject factors and environmental factors</p> <p>2.6. Peace Officer shall at all times while conducting traffic enforcement activities utilize an approved high-visibility vest with reflective lettering displaying approved wording.</p>	

Schedule "A": Primary Highway Authorizations Map



	Date	Resolution Number
Adopted	January 23, 2025	# ___-25 - Page # ___
Amended		
Amended		



# Request for Decision (RFD)

**Meeting Date:** Thursday, January 23, 2025  
**Topic:** Community Peace Officer Annual Reporting  
**Presented By:** CPO

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**Agenda Item:** #7.9

**Recommendation:**

**That Smoky Lake County Policy Statement No. 02-11: Peace Officer: Annual Reporting, be amended, and forego the “Public Participation” process due to the Annual Reporting being legislatively controlled through the Public Security Peace Officer Program.**

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**Background:**

Alberta Solicitors General’s office is requiring authorized employers to submit a written report to the Director on an annual basis.

Policy 02-11: Peace Officer: Annual Reporting, was Originally adopted: March 27, 2008, as a requirement for the Peace Officer Agency Office (Smoky Lake County) to comply, in accordance with Peace Officer Acts Regulation.

The Policy needs amending to update Schedule “A”, and upon amendment of Policy, Smoky Lake County as the Peace Officer Agency will forward the Annual Report to the Solicitor General Department to ensure the department that Smoky Lake County as a Peace Officer Agency is.

**Benefits:**

Meets the necessary requirements of the Public Security Peace Officer Program Policy and Procedure – Section 22.

**Disadvantages:** N/A

**Alternatives:** N/A

**Financial Implications:** None.

**Legislation:** Peace Officers Act & Peace Officers (Ministerial) Regulation.

**Intergovernmental:** N/A

**Strategic Alignment:** N/A

**Enclosure(s):**

1. Policy Statement No: 02-11-15: Peace Officer: Annual Reporting

**Signature of the CAO:** 



<b>Title: Peace Officer: Annual Reporting</b>		<b>Policy No.: 11-16</b>
<b>Section: 02</b>	<b>Code: P-I</b>	<b>Page No.: 1 of 7</b> <span style="float: right;"><b>E</b></span>

<b>Legislation Reference:</b>	Peace Officer Ministerial Regulations Act
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<b>Purpose:</b>	To submit a written report to the Alberta Solicitor General on an annual basis on the Peace Officer Program.
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<b>Policy Statement and Guidelines:</b>	
<p><b>1. STATEMENT</b></p> <p>1.1 Smoky Lake County submitted an Application to the Alberta Justice and Solicitor General and Public Security on August 17, 2006 – Motion 627-06 for “Authorization to Employ a Special Constable.”</p> <p>1.2 Under the Public Security Division – Peace Officer Program, Smoky Lake County was authorized as of January 2007 to be an Employer of a Peace Officer Appointment by the director of Law Enforcement.</p> <p><b>2. OBJECTIVE</b></p> <p>2.1 An annual written report is a requirement designed to facilitate communication with the Director of the Alberta Solicitor General.</p> <p>2.2 The annual report includes areas such as the service provided operational practices of the Peace Officer and enforcement related activities.</p> <p><b>3. GUIDELINES</b></p> <p>The Annual report must include:</p> <p>3.1 The general nature of the services provided by the peace officer.</p> <p>3.2 Operational practices of the peace officer.</p> <p>3.3 Enforcement and enforcement-related activities of the peace officer.</p> <p>3.4 Name and position of the agency contact person in a senior management position.</p> <p>3.5 Statistical data related to offences and tickets issued (summaries only) required by the director.</p> <p>3.6 An updated list of peace officers employed and their positions in the agency.</p>	

Title: Peace Officer: Annual Reporting		Policy No.: 11-16
Section: 02	Code: P-I	Page No.: 2 of 7 <span style="float: right;">E</span>

**Policy Statement and Guidelines:**

**4. PROCEDURES**

- 4.1 The Annual Written Report format will be in accordance with **Schedule "A":Peace Officer Annual Report.**
- 4.2 The Peace Officer employed by Smoky Lake County will complete the Annual Report by **January 31<sup>st</sup>** each year and submit to the Director of Law Enforcement, Public Security Peace Officer Program.

	Date	Resolution Number
Approved	<b>March 27, 2008</b>	# 367-08 - Page # 8639
Amended	<b>February 19, 2009</b>	# 250-09 - Page # 8862
Amended	<b>January 21, 2010</b>	# 261-10 - Page # 9217
Amended	<b>January 27, 2011</b>	# 262-11 - Page # 9612
Amended	<b>February 23, 2012</b>	# 316-12 - Page # 9971
Amended	<b>March 1, 2013</b>	# 468-13 - Page # 10504
Amended	<b>February 20, 2014</b>	# 253-14 - Page # 11086
Amended	<b>March 26, 2015</b>	# 490-15 - Page # 11716
Amended	<b>February 18, 2016</b>	# 377-16 - Page # 12076
Amended	<b>February 16, 2017</b>	# 367-17 - Page # 12517
Amended	<b>January 25, 2018</b>	# 206-18 - Page # 12923
Amended	<b>January 31, 2019</b>	# 280-19 - Page # 13443
Amended	<b>January 23, 2020</b>	# 360-20 - Page # 13962
Amended	<b>January 28, 2021</b>	# 291-21 - Page # 14436
Amended	<b>January 25, 2024</b>	# 284-24 - Page # 15488
Amended	<b>January 23, 2025</b>	# __-25 - Page # _____



*Schedule "A"*



**SMOKY LAKE COUNTY**

**PEACE OFFICER PROGRAM**

**ENFORCEMENT SERVICES**

**ANNUAL REPORT  
2024**

**Submit to:  
Tammy Spink  
Manager  
Public Security Peace Officer Program**

**PEACE OFFICER: ANNUAL REPORT**EMPLOYEE FILE NUMBER:  
APPOINTMENT NO: 20068**1. General Nature of the Services provided by the Peace Officer:****Program Overview:**

1. The Peace Officer is responsible for the enforcement and investigation of Municipal Bylaw and Provincial Statutes for Smoky Lake County.
2. As a Peace Officer, the overall duty is to protect and educate people and property; and to preserve and maintain the public peace.
3. The Peace Officer reports to the Smoky Lake County, Chief Administrative Officer (C.A.O.)

**2. Operational Practices of the Peace Officer:****Key Areas:**

- Ensuring public compliance with various County bylaws.
- Provide information and interpretation of Municipal bylaws and Provincial Statutes requirements to the Smoky Lake County residents and community groups.
- Develop and implement to educate on public awareness programs and maintain positive public relations.
- Conducts highly visible mobile patrols of the County for the purpose of preventing and detecting violations of Municipal Bylaws and selected Provincial statutes.

## PEACE OFFICER: Annual Report

Page 2

**3. Enforcement and Enforcement-related activities of the Peace Officer:****ENFORCEMENT:****Responsibilities: Public Safety:**

- 3.1 As a Peace Officer appointed under the **Peace Officer Act**, enforce the following Provincial Statutes and Regulations, including:
- The Animal Protection Act.
  - The Dangerous Dogs Act.
  - The Environmental Protection and Enhancement Act.
  - The Fuel Tax Act.
  - The Gaming, Liquor, and Cannabis Act.
  - The Petty Trespass Act.
  - The Provincial Administrative Penalties Act.
  - The Provincial Offences Act.
  - The Traffic Safety Act.
- 3.2 As the Enforcement Officer appointed under the **Municipal Government Act**, enforce Municipal Bylaws, Including:
- The Animal Control Bylaw.
  - The Road Ban/Restriction Bylaw
  - The Land Use Bylaw.
  - The Off Highway Vehicle Bylaw.
  - The Parks Control Bylaw.
  - The Fire Bylaw
  - The Respecting Road Right of Way Bylaw
  - The Nuisance and Unsightly Premises Bylaw
  - The Corridor Regulation Bylaw
  - The Dog Control Bylaw
  - The Recreational Vehicles (RV) Bylaw
  - The Noise Bylaw
- 3.3. In accordance with the **Municipal Government Act**, the Bylaw Enforcement Officer is a Designated Officer. The Enforcement Officer time is to be equally divided between patrolling and enforcing.

**PEACE OFFICER: Annual Report**

Page 3

**3. Enforcement and Enforcement-related activities of the Peace Officer:****ENFORCEMENT-RELATED ACTIVITIES:****Enforcing Duties:**

- 3.4 ■ Receiving complaints and inquires.
- Investigation of complaints.
  - Perform proactive traffic safety enforcement on roadways within the County
  - Advising responsible parties of infractions, and taking remedial actions and/or following enforcement procedures.
  - Advising responsible parties of infractions and laying of charges if founded.
  - Educating and/or prosecuting violators.
  - Conducts patrols of the trail systems, roads and hamlets within the corporate limits of Smoky Lake County.
  - Receives and documents evidence relating to investigation and ensures that continuity of such evidence is maintained, stored and destroyed accordance with Provincial County Regulations and/or County policies.
  - Prepares prosecutor information sheets and court briefs concerning a charge or ticket.

**Other Duties:**

- Assist R.C.M.P., EMS, Fire, or any other public agency/body as required.
- Prepare Monthly reports and distribute to Council, Chief Administrative Officer.
- Report at weekly Management meetings.
- To be familiar with the Policies of the Smoky Lake County and the mandate of the Peace Officer Program.
- Conduct themselves in a professional manner to build rapport/establish trust with the residents of Smoky Lake County.
- Attendance at conference and training programs that are pre-approved by the Chief Administrative Officer.
- Preparation and revision of Municipals Bylaws and policies relating to Enforcement Services.
- Issue various letters of Permission and Permits relating to Municipal Bylaws.
- Develop and/or take part in public awareness programs, community engagement and maintain positive public relations.
- Conducts other related duties as required.

## PEACE OFFICER: Annual Report

Page 4

### 3. Enforcement and Enforcement-related activities of the Peace Officer:

#### ENFORCEMENT-RELATED ACTIVITIES: *Continued*

##### Working Relationship:

- To be accessible, approachable and helpful to the residents and public who require information or assistance.
- To establish and maintain a positive working relationship with Smoky Lake County employees.
- To establish and maintain positive working relationships with neighboring government bodies, external and stakeholders, and other emergency services agencies.
- To continue and enhance communication to the Chief Administrative Officer to be informed on all issues or concerns that could affect the Peace Officer Program.

##### Decision Making: Independence of Action:

- Works under minimal supervision while on patrol.
- Deals with the public in confrontational situations and must use own judgment to resolve them, based on instant decisions relating to knowledge of laws and regulations.

### 4. Name of the Agency Contact Person in a Senior Management Position:

**Smoky Lake County:** Kevin LUCAS, Chief Administrative Officer  
 Box 310  
 4612 McDougall Drive Phone: 780-656-3730  
 Smoky Lake, Alberta Fax: 780-656-3768  
 T0A 3C0 E-Mail: klucas@smokylakecounty.ab.ca

### 5. Statistical Data Required by the Director:

Types of Incidents	2024
Animal Control:	3
Unsightly Premises:	1
Land Use Issues:	1
Road Right of Way:	0
Traffic Safety Issues:	0
Iron Horse Trail	0
Campgrounds	2
Noise	0
Fire Ban	0
Landfill	0
Littering	0
<b>TOTAL</b>	<b>7</b>

Combined complaints, written warnings, and violation tickets.

### 6. An updated List of Peace Officer Employed and their Position in the Agency:

**Name:** Chandler KERR Phone: 780-656-3730 ext. 114  
**Title:** Community Peace Officer Fax: 780-656-3768  
**Agency:** Smoky Lake County Cellular: 780-650-5006  
**Address:** Box 310, 4612 McDougall Drive  
 Smoky Lake Alberta T0A 3C0 E-Mail: ckerr@smokylakecounty.ab.ca



# Request for Decision (RFD)

**Meeting Date:** Thursday, January 23, 2025

**Agenda Item:** #7.10

**Topic:** Ukrainian Twinning Memorandum of Understanding with Kosiv

**Presented By:** CAO

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**Recommendation:**

**That Smoky Lake County Council approve to honor an extension of the Memorandum of Understanding (MOU) between: the Kosiv District, Ivano-Frankivska Oblast, Ukraine, and the Smoky Lake Region (Smoky Lake County, Town of Smoky Lake, Village of Vilna and Village of Waskatenau), which expires on September 30, 2025, for an additional five (5) years, commencing October 1, 2025, to October 1, 2030, to continue the work of the Ukrainian Twinning Committee which is outlined under Bylaw No. 1404-21, and to show support for our Ukrainian counterparts.**

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**Background:**

The Ukrainian Twinning initiative with the Kosiv District, Ivano-Frankivska Oblast, in Ukraine, was initiated by the Regional Community Development Committee (RCDC) in January 27, 2020, between the Kosiv District, and the Smoky Lake Region (Smoky Lake County, Town of Smoky Lake, Village of Vilna and Village of Waskatenau). A Memorandum of Understanding (MOU) was fully executed by all parties on September 30, 2020, for a 5-year period, expiring September 30, 2025. A Ukrainian Twinning Committee was established under Bylaw No. 1404-21, with the Town of Smoky Lake as the Managing Partner.

At the Joint Municipalities Meeting held on January 13, 2025, the Ukrainian Twinning initiative was discussed with the Ukraine Chamber of Commerce's President: Vitaliy Milentyev, who noted:

*Most other municipalities MOUs have faded away, due the ongoing Russian invasion of Ukraine that started in February 2022. However, the Smoky Lake Region has continued to support Ukraine and they are very humbled and grateful for it. Even if it's just moral support – ongoing cultural exchanges help them understand that they are not left alone – it is very uplifting for Ukraine. There are cultural, spiritual and humanitarian, benefits to continue the MOU; the decision should not be an economic one.*

**Benefits:** Noted above.

**Disadvantages:** Unknown

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

**Financial Implications:** There is no cost to continue the MOU.

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

**Intergovernmental:** Between Kosiv District & Smoky Lake Region Municipalities

**Strategic Alignment:** Priority #6: Cultural Diversity

**Enclosure(s):**

1. Bylaw No. 1404-21: Ukrainian Twinning Committee (which includes a copy of the Memorandum of Understanding with the Kosiv District, Ivano-Frankivska Oblast, in Ukraine).

**Signature of the CAO:**

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

**SMOKY LAKE COUNTY  
IN THE PROVINCE OF ALBERTA  
BYLAW NO. 1404-21**

Being a Bylaw of Smoky Lake County in the Province of Alberta, to authorize the Municipal Council to enter into a **JOINT AGREEMENT** to establish the provision of a **Ukrainian Twinning Committee**, for the purpose of pursuing joint projects of benefit to the **Smoky Lake Region, Alberta, Canada and Kosiv District, Ivano-Frankivska Oblast, Ukraine.**

\*\*\*\*\*

**WHEREAS** the Municipal Government Act, S.A. 2000, c. M-26 as amended ("the Act") provides that a Municipal Council may pass such bylaws to enter into an agreement as to the joint control and management of anything that concerns respective municipalities; and

**AND WHEREAS**, the Council of Smoky Lake County wishes to enter into a Joint Agreement with the Town of Smoky Lake, Village of Waskatenau, and Village of Vilna to pursue joint projects of benefit to Smoky Lake Region and Kosiv District in Ukraine, all pursuant to the laws of the Province of Alberta and operate such undertaking as per **Schedule "A" - Terms of Reference**, included in this Bylaw; and

**NOW THEREFORE**, the Council of Smoky Lake County duly assembled, in consideration of the mutual covenants contained herein agree to a Joint Agreement - Terms of Reference for the **Ukrainian Twinning Committee**, as jointly executed, by the municipalities of Smoky Lake County, Town of Smoky Lake, Village of Waskatenau, and Village of Vilna. **Joint Agreement**

This bylaw shall be cited as the "Ukrainian Twinning Committee" bylaw.

**EFFECTIVE DATE**

This Bylaw shall come into force and effect on the final date of passing thereof.

READ A **FIRST TIME** IN COUNCIL THIS 23<sup>rd</sup> day of September, AD 2021.

READ A **SECOND TIME** IN COUNCIL THIS 23<sup>rd</sup> day of September, AD 2021.

READ A **THIRD AND FINAL TIME, WITH THE UNANIMOUS CONSENT OF ALL COUNCILLORS PRESENT, THIS 23<sup>rd</sup> day of September, AD 2021.**

  
REEVE

S E A L

  
CHIEF ADMINISTRATIVE OFFICER

**Schedule "A" - Terms of Reference**

**BETWEEN:**

**SMOKY LAKE COUNTY – BYLAW NO. 1404-21**  
a Municipal Corporation, in the Province of Alberta  
Box 310  
4612 McDougall Drive  
Smoky Lake, Alberta T0A 3C0

OF THE FIRST PART

AND

**TOWN OF SMOKY LAKE – BYLAW NO. 612-2021**  
a Municipal Corporation, in the Province of Alberta  
Box 460  
56 Wheatland Avenue  
Smoky Lake, Alberta T0A 3C0

OF THE SECOND PART

AND

**VILLAGE OF WASKATENAU – BYLAW NO. 691-2021**  
a Municipal Corporation, in the Province of Alberta  
Box 99  
5008 - 51st Street  
Waskatenau, Alberta T0A 3P0

OF THE THIRD PART

AND

**VILLAGE OF VILNA – BYLAW NO. 138-21**  
a Municipal Corporation, in the Province of Alberta  
Box 10  
5135 - 50 Street  
Vilna, Alberta T0A 3L0

OF THE FOURTH PART

Hereinafter referred to collectively as the "Smoky Lake Region".

\*\*\*\*\*

**WHEREAS** the four municipalities of the Smoky Lake Region wish to enter into a Joint Agreement to establish the provision of a **Ukrainian Twinning Committee**, for the purpose of pursuing joint projects of benefit to **Smoky Lake Region, Alberta, Canada and Kosiv District, Ivano-Frankivska Oblast, Ukraine**; and

**NOW THEREFORE**, in consideration of the mutual provisions and covenants contained hereunder in this Agreement, and intending to be legally bound hereby, the Smoky Lake Region agrees as follows in accordance with the provisions of the Terms of Reference hereafter.



**Schedule "A" - Terms of Reference (continued)**

**1. VISION**

Execution of Memorandum of Understanding on Cooperation for a five (5) year term between

**KOSIV DISTRICT, IVANO-FRANKIVSKA OBLAST, UKRAINE**

**AND**

**SMOKY LAKE REGION, ALBERTA, CANADA**

**As Per the Four Municipalities Motions:**

**SMOKY LAKE COUNTY:**

**September 26, 2019**

**Motion: 165-19**

That Smoky Lake County, as a municipality in partnership, of the Regional Community Development Committee (RCDC) approve to execute a Memorandum of Understanding on Cooperation in an English version and Ukrainian version with both versions having equal standing between Kosiv District, Ivano-Frankivska Oblast, Ukraine and the Smoky Lake Region representing the regional municipalities: Smoky Lake County, Town of Smoky Lake, Village of Vilna and Village of Waskatenau, for a period of five (5) years from the date of execution, to pursue the Ukrainian Twinning Initiative, subject to all regional partners of RCDC participate in the Initiative

**TOWN OF SMOKY LAKE:**

**October 15, 2019**

**Motion: 714-19**

Moved by Mayor Holowaychuk that Town of Smoky Lake, as a municipality in partnership of the Regional Community Development Committee (RCDC) approve to execute a Memorandum of Understanding on Cooperation in an English version and Ukrainian version with both versions having equal standing between Kosiv District, Ivano-Frankivska Oblast, Ukraine and the Smoky Lake Region representing the regional municipalities: Smoky Lake County, Town of Smoky Lake, Village of Vilna and Village of Waskatenau for a period of five (5) years term to pursue the Ukrainian Twinning Initiative, subject to all regional partners of RCDC participate in the Initiative.

**VILLAGE OF WASKATENAU:**

**July 18, 2019**

**Motion: 138-2019**

Councillor Richard Warren moves that Village of Waskatenau in partnership with the Town of Smoky Lake, Smoky Lake County, and the Village of Vilna participate in the Ukrainian Twinning Initiative proposed to commence in Year-2020, facilitated through the Canada Ukraine Chamber of Commerce (CUCC) Alberta, and as recommended by the June 25, 2019 Smoky Lake Regional Community Development Committee Motion #116-19; and, approve the Town of Smoky Lake to be the Managing Partner of the Initiative to pursue a Memorandum of Understanding agreement between all parties involved.

**VILLAGE OF VILNA:**

**October 21, 2019**

**Motion: 132-19**

Moved by Councillor Dyck that the Village of Vilna support in principle, the Regional Community Development Committee in its twinning initiative with Kosiv District of Ivano-Frankivsk Region Ukraine, to support efforts to prepare and execute a Twinning Agreement, support opportunities for collaboration between private sector organizations by facilitating connections and direct introductions and to facilitate opportunities for collaboration in the areas of education, culture, economic and social initiatives.

Schedule "A" - Terms of Reference (continued)

Memorandum of Understanding:

MEMORANDUM OF UNDERSTANDING ON COOPERATION BETWEEN KOSIV DISTRICT, IVANO-FRANKIVSKA OBLAST, UKRAINE AND SMOKY LAKE REGION, ALBERTA, CANADA

Recognizing the long cultural and historic connections and friendships that exist between citizens of Ivano-Frankivska Oblast and the Province of Alberta, recognizing the commitment shared in improving and sustaining the historic and cultural connections, Kosiv District and Smoky Lake Region enter into this Memorandum of Understanding on Cooperation to work together to:

- support efforts to prepare and execute a Twinning Agreement between Kosiv District and the Smoky Lake Region;
• support opportunities for collaboration between private sector organizations by facilitating connections and direct introductions;
• facilitate opportunities for collaboration in the areas of education, culture, economics and social initiatives.

This Memorandum of Understanding on Cooperation will be for a period of five (5) years from the date of execution. Extension for any additional period will be at mutual written consent.

This Memorandum of Understanding on Cooperation will be signed in both Ukrainian and English, with both versions having equal standing.

Signed at Smoky Lake, Alberta this 27th day of January, 2020.

Signatures and official stamps of Craig Lukniak (Mayor, Smoky Lake County), Hans H. Erdwyl (Mayor, Town of Smoky Lake), Leo Chabotaino (Mayor, Village of Vilsa), and Casey Caron (Mayor, Village of Waskeskanau).

Signed at Kosiv, Ivano-Frankivska, this 30th day of September, 2020.

Signatures and official stamps of Pavlo Vaidzhurskiy (Head of Kosiv district council) and Yuri H. Hryzans (Mayor, Town of Kosiv).

МЕМОРАНДУМ ПРО ВЗАМОРОЗУМІННЯ ПРОДО СІЛІВРАМІ МІЖ КОСІВСЬКИМ РАЙОНОМ, ІВАНО-ФРАНКІВСЬКОЇ ОБЛАСТІ, УКРАЇНА ТА РЕГІОНОМ СМОКІ ЛЕЙК, АЛЬБЕРТА, КАНАДА

Вісмаючи тривалі культурні та історичні зв'язки та дружбу, що існують між жителями Івано-Франківської області та Альберти, визнаючи зобов'язання щодо покращення і збереження історичних та культурних зв'язків, Косівський район та Регіон Смок Лік вступили цей Меморандум про взаморозуміння щодо співпраці в наступних напрямках:

- допомогти зусилля до підготовки та підписання договору про побратимство між Косівським районом та Регіоном Смок Лік;
• підтримувати можливості для співпраці між організаціями приватного сектору шляхом створення взаємоступових зв'язків та прямих контактів;
• створення сильної зв'язки між жителями для співпраці в сферах освіти, культури, економіки та громадських ініціатив.

Цей Меморандум про взаморозуміння щодо співпраці в чинний протягом 5 (п'ять) років з моменту його підписання. Продовження його дії на додатковий період здійснюється у письмовій формі за взаємної згоди сторін.

Цей Меморандум про взаморозуміння щодо співпраці утворюється у двох примірниках на українській та англійській мовах, кожен з яких має однакову юридичну силу.

Підписано Smoky Lake, AB, в 27 лютого, 2020

Signatures and official stamps of Craig Lukniak, Hans H. Erdwyl, Leo Chabotaino, and Casey Caron.

Signed at Kosiv, Ivano-Frankivska, this 30th day of September, 2020.

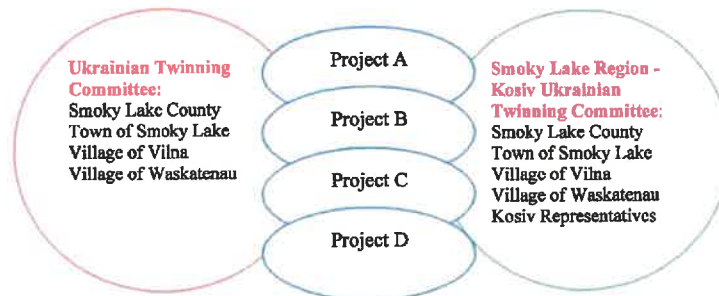
Signatures and official stamps of Pavlo Vaidzhurskiy and Yuri H. Hryzans.

Handwritten mark or signature.

**Schedule "A" - Terms of Reference (continued)**

**2. PURPOSE OF THE UKRAINIAN TWINNING COMMITTEE**

- 2.1. One of the **Ukrainian Twinning Committee's** annual key roles and responsibilities is to work in conjunction with the Kosiv District, Ivano-Frankivska Oblast, Ukraine representatives, to jointly create a recommended **Twinning Project Plan** between the **Smoky Lake Region and the Kosiv District**, for the Municipalities' Councils to consider; and, upon approval, to monitor and assist in the implementation and execution of that plan.
- 2.2. Whether a multi-year or annual update to the Twinning Project Plan, the Committee is responsible for overseeing the plans' development and for bringing the plan forward for the approval of each respective Municipalities' Council.
- 2.3. The Committee is the representative body for the Municipalities in the ongoing discussions with the Kosiv District representatives, for project execution.
- 2.4. The Committee identifies potential project opportunities for the Twinning Project Plan.
- 2.5. Before recommending the Twinning Project Plan to each respective Municipalities' Council, the plan should include, but not be limited to:
  - 2.5.1. A review of the current project action plan including status and performance measures.
  - 2.5.2. An assessment of Smoky Lake Region's, respective Municipalities', and Kosiv District's current economic situation and overall business climate.
  - 2.5.3. Recommended actions that ensure Smoky Lake Region and Kosiv Region is well-positioned to take full advantage of new and emerging twinning opportunities.
  - 2.5.4. Specific action items which further promote and enhance business retention, attraction, and growth for Smoky Lake Region and Kosiv District.
  - 2.5.5. An outline of the plans' specific goals/objectives and related performance measures and targets.
  - 2.5.6. A proposal of action for responding to any specific issues to be reviewed and explored in more detail which have been brought forward by the Councils of the Municipalities. This may also involve stakeholder or broader public consultations, depending on the specific issue(s) the Committee has been asked to address.
- 2.6. The structure of the Ukrainian Twinning Committee and the Smoky Lake Region -Kosiv Ukrainian Twinning Committee is envisioned to be set as follows:



The Smoky Lake Region-Kosiv Ukrainian Twinning Committee identifies projects of interest to both Regions. The project resourcing is determined by Smoky Lake Ukrainian Twinning Committee and Kosiv Representatives and project reporting is to both the Smoky Lake Ukrainian Twinning Committee by the Smoky Lake accountable parties (monthly or bi-monthly), and to the larger group (quarterly). The project accountable parties may be municipal, regional, or private entities, depending on the project.

**Schedule "A" - Terms of Reference (continued)**

**3. FUNCTIONAL RESPONSIBILITIES OF THE UKRAINIAN TWINNING COMMITTEE**

Ukrainian Twinning Committee is intended to serve as both a strategic advisory committee to the Municipalities and as a senior-level, multi-stakeholder oversight committee who:

- 3.1. Provides broad-based community leadership, experience, and expertise in helping build and effectively implement the Twinning Project Plan.
- 3.2. Oversees and is responsible (accountable) for recommending twinning opportunities to the Municipalities Councils for approval.
- 3.3. Monitors, assists, and helps guide in the implementation and execution of the plan.
- 3.4. Manages the Committee's annual budget and aids in locating grant funding opportunities to support projects.
- 3.5. Provides resources for project execution.
- 3.6. Identifies specific goals / objectives, corresponding performance measures and targets, and makes recommendations for fine-tuning the Twinning Project Plan, as required.
- 3.7. Responds to specific requests made by the Municipalities Councils to review, further consider, advise and/or undertake consultations around a particular twinning opportunity.
- 3.8. Consults with and maintains contact with regional businesses, volunteers, community leaders, and other stakeholders, as required.
- 3.9. Meets quarterly with the Kosiv District, Ivano-Frankivska Oblast, Ukraine representatives to review and assign project teams, build relationships, and confirm compliance to the project plan, as referenced in Section 2.5.
- 3.10. Communicates with the Smoky Lake Regions' public and other stakeholders on completed projects and other celebrations.

**4. MEMBERSHIP OF THE UKRAINIAN TWINNING COMMITTEE**

- 4.1. The Committee shall be comprised of a total of **six (6)** Elected Officials from the Municipalities as outlined in Section 4.2 and shall be appointed by a resolution of Council.
- 4.2. **Voting membership** shall include:
  - **Two (2)** members from Smoky Lake County,
  - **Two (2)** members from the Town of Smoky Lake,
  - **One (1)** member from the Village of Waskatenau, and
  - **One (1)** member from the Village of Vilna.
- 4.3. Each respective Council shall ensure that an alternate Elected Official voting member is also appointed by a resolution of Council to the Committee.
- 4.4. **Non-voting participants** of the Committee meetings are the four Chief Administrative Officers of the Municipalities (or their respective designate), and/or the Twinning Project Manager.

**5. GOVERNANCE AND PROCEDURES OF THE UKRAINIAN TWINNING COMMITTEE**

- 5.1. Annually, during the month of November, the Committee shall hold a meeting at which time a Chairperson and Vice-Chairperson shall be elected from its' membership for the ensuing year.
- 5.2. The Chairperson and Vice-Chairperson, with the approval of the Committee, shall establish (or reconfirm) the operating ground-rules for committee meetings and ensure that these are in accordance with generally accepted standards and practices.
- 5.3. Regular meetings be held quarterly on a date and time agreed to by the Committee, and at other such times as the Committee deems necessary.
- 5.4. Special meetings of the Committee may be called by the Chairperson or Vice-Chairperson provided that not less than two (2) full business days' notice is given to each member of the committee.
- 5.5. No regular or special meetings of the Committee shall be convened unless the Chairperson or Vice-Chairperson is present.
- 5.6. In-Camera or Closed Session portions of meetings can lawfully be held in private and not open to the public only in accordance with the Municipal Government Act and only to discuss information that the Committee is either: prohibited from disclosing, required to refuse to disclose, or has refused to disclose under discretion and in accordance with the FOIP (Freedom of Information and Protection of Privacy) Act or other legislation.



**Schedule "A" - Terms of Reference (continued)**

- 5.7. A quorum for regular and special meetings of the Committee shall be three (3) members from two (2) or more municipalities.
- 5.8. All members shall have equal voting privileges on issues / items where a vote is called, with a simple majority (with quorum) deciding any vote.

**6. ROLES OF THE MANAGING PARTNER OF THE UKRAINIAN TWINNING COMMITTEE**

- 6.1. The **Managing Partner** shall:
  - 6.1.1. Be the **Town of Smoky Lake**.
  - 6.1.2. Assist the Committee in responding to specific issues that the Municipalities have requested to be reviewed or considered in more detail.
  - 6.1.3. Prepare agendas, maintain minutes, records, and action lists; as well as prepare correspondence relating to the Committee's ongoing activities and joint meetings with Kosiv District representatives; and shall provide quarterly reporting of such to the Municipalities.
  - 6.1.4. Monitor and manage employment contracts with any support or team resources such as the Twinning Project Manager (if reassigned by the Committee as per Section 6.2.1); and shall provide office space and/or additional resources as deemed necessary.
  - 6.1.5. Monitor and manage financial resources including any grant funds received.
  - 6.1.6. Prepare, oversee, and advise the Committee on its' operating budget which must be approved by each respective Municipalities' Council; and present interim budget updates as requested by the Committee.
  - 6.1.7. Prepare an annual year-end report for submission to each respective Municipalities' Council on the various initiatives and activities undertaken.
- 6.2. The **Twining Project Manager** shall:
  - 6.2.1. Be the **Managing Partners' Chief Administrative Officer**, unless reassigned otherwise by the Committee.
  - 6.2.2. Plan, organize, and direct the completion of specific twinning projects while ensuring the projects are on budget and within scope.
  - 6.2.3. Liaison with the Municipalities' Chief Administrative Officers as issues arise.
  - 6.2.4. Assist the Committee in carrying out its primary purpose, roles and responsibilities related to the pursuit of twinning opportunities between the Smoky Lake Region and Kosiv District.
  - 6.2.5. Refer specific twinning project matters to the Committee for its' information, review, consideration and/or recommendations.

**7. FUNDING FORMULA FOR THE UKRAINIAN TWINNING COMMITTEE**

- 7.1. **Funding Formula** for each respective municipality's budget contribution shall be:
  - Smoky Lake County: 50.0%**
  - Town of Smoky Lake: 25.0%**
  - Village of Vilna: 12.5%** (or a maximum of \$625.00 whichever is less),
  - Village of Waskatenau: 12.5%** (or a maximum of \$625.00 whichever is less),**and any municipality may, by resolution of the respective Council, contribute additional funds.**
- 7.2. Finances shall be administered by the Managing Partner of the Committee.
- 7.3. Budgets shall be prepared annually by the Committee and presented to each respective Municipalities Council for approval.
- 7.4. Any per diems and/or expenses for Committee Members shall be paid by the Committee Members' respective municipality, unless specifically provided for with the projects' budget.

**Schedule "A" - Terms of Reference (continued)**

IN WITNESS WHEREOF the Municipalities hereto execute this Agreement and affixed their corporate seals of its proper signing officers duly authorized:

**SMOKY LAKE COUNTY**

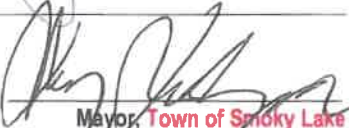
DATE: Sept 23-2021

  
Reeve, Smoky Lake County

  
Chief Administrative Officer, Smoky Lake County

**TOWN OF SMOKY LAKE**

DATE: September 21, 2021

  
Mayor, Town of Smoky Lake

  
Chief Administrative Officer, Town of Smoky Lake

**VILLAGE OF WASKATENAU**

DATE: October 8-2021

  
Mayor, Village of Waskatenau

  
Chief Administrative Officer, Village of Waskatenau

**VILLAGE OF VILNA**

DATE: Dec 2, 2021

  
Mayor, Village of Vilna

  
Chief Administrative Officer, Village of Vilna



# Request for Decision (RFD)

**Meeting Date:** Thursday, January 23, 2025

**Agenda Item:** #7.11

**Topic:** Smoky Lake Regional Heritage Board Recommendations

**Presented By:** CAO

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**Recommendation:**

**That Smoky Lake County Council address the Smoky Lake Regional Heritage Board (SLRHB) recommendation from the January 13, 2025, Joint Municipalities Meeting: to form a committee to collaboratively manage historic resources and increase heritage driven tourism; by acknowledging Smoky Lake County's existing appointees to the SLRHB (being Councillor Fenerty and Councillor Halisky as alternate) serve as the County's representation on the SLRHB, as well we as any SLRHB subcommittee.**

**That Smoky Lake County Council address the Smoky Lake Regional Heritage Board (SLRHB) recommendation from the January 13, 2025, Joint Municipalities Meeting: for the County to employ a seasonal temporary employee to augment the existing two employees hired by the Town of Smoky Lake to enhance the visitor experience beyond paper and electronic media, thereby increasing heritage-driven tourism for the region; by providing an option of utilizing a portion of the Year-2025 SLRHB budget allocation to hire an employee under a season temporary employment position, for the purpose of heritage-driven tourism.**

**That Smoky Lake County Council address the Smoky Lake Regional Heritage Board (SLRHB) recommendation from the January 13, 2025, Joint Municipalities Meeting: to install a tourism booth in a prominent location, with a variety of guides to services and heritage information for visitors from mid-April through to the Pumpkin Fair week; by recommending the Town of Smoky Lake and/or the SLRHB seek grant funding for a tourism booth, with the County providing a letter of support for any grant applications.**

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**Background:**

Council approved to increase the budgeted contribution amount towards the Smoky Lake Regional Heritage Board (SLRHB) to \$35,000 for 2025, 2026, and 2027, at the November 20, 2024, County Council Budget Meeting

The SLRHB Chairperson, Noreen Easterbrook, provided a presentation at the January 13, 2025, Joint Municipalities Meeting to seek collaboration with the County, Town, Villages and SLRHB to devise a plan for promoting heritage through education, tourism and heritage-driven economic development. The SLRHB envisions:

1. Historic resources promoted as showpieces and ensure that visitors are able to access them.
2. A directional sign on Highway 28 indicating a tourist information centre and historic train station.
3. A Smoky Lake regional tourist booth in a prominent location just off of highway 28 would provide information on services and heritage sites in a timeframe additional to July and August.
4. Knowledgeable and enthusiastic summer staff, central to a positive visitor experience directing people to services and points of interest in the area.



# Request for Decision (RFD)

5. Seasonal staff as the contact for arranging individual visitor viewings or group tours, who would provide access to locked historic resources. Dressed in period costume, they could bring some of our historic buildings to life.
6. Integrated schedules of the Town and County summer staff to allow weekend coverage.
7. If the museum chooses to be involved, their building can be open for certain times utilizing the summer student schedule.
8. Short films that the heritage board has produced could be shown in key locations providing perspectives on the history and culture of the region. For example, audio or video recordings of elders relating stories of their school days would greatly enhance the visitor experience at the newly restored Ruthenia School. There are additional recordings available for the House In The Middle Of The Road and other potential venues. There are recently completed oral history films of the train station-master and family that can be played at the town's CN station.
9. Outside of the summer employment months, the visitor booth should be configured with a self-serve weather-proof kiosk for continual information distribution.
10. Information on business services, artisans, cultural events, recreation, cultural experiences, heritage tours, and maps of the region along with historic walking tour of the town, and driving tours of the county and villages would all be available. Brochures from other sites can be exchanged with our own to promote this region in central Alberta for a wider distribution of promotional materials.

With this vision in mind, the SLRB made three recommendations:

**SLRHB RECOMMENDATION 1:** Form a committee to collaboratively manage historic resources and increase heritage-driven tourism. This committee will be made up of Heritage Board and municipal representatives for inclusive decision making to plan strategies that will achieve shared goals and objectives.

**RECOMMENDATION 2:** Hire one seasonal employee. The County could provide a summer student to augment the two that are hired by the town for similar purposes considering that people enhance the visitor experience beyond paper and electronic media, thereby increasing heritage-driven tourism for our region.

**RECOMMENDATION 3:** Consider having a tourism booth to be installed in a prominent location, with a variety of guidance to services and heritage available for visitors to access throughout the tourism period, which tends to run from mid-April through Pumpkin Fair week.

**Benefits:** See above

**Disadvantages:** Unknown

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

**Financial Implications:** The County's SLRHB budget allocation for 2025 is \$35,000

**Legislation:** Bylaw No. 1371-20: Smoky Lake Regional Heritage Board

**Intergovernmental:** Smoky Lake Region Municipalities

**Strategic Alignment:** N/A

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

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





# Request for Decision (RFD)

Meeting Date: Thursday, January 23, 2025

Agenda Item: #7.12

Topic: RMA Rural Municipalities of Alberta, Spring Convention

Presented By: CAO

## Recommendation:

That Smoky Lake County Councilors and relevant administration who can attend - attend the RMA Rural Municipalities of Alberta, Spring Convention, scheduled for March 17-19, 2025, in Edmonton, Alberta

## Background:

The draft agenda is as follows:



Unless otherwise stated, events are held at the Edmonton Convention Centre.

### MONDAY, MARCH 17, 2025

- 8:30 am – 4:30 pm EOEP Course – Council’s Role in Land Use Planning and Development
- 8:30 am – 4:30 pm EOEP Course – Council’s Role in Strategic Planning
- 8:30 am – 4:30 pm EOEP Course – Council’s Role in Corporate Planning and Finance
- 12:00 – 5:00 pm RMA Registration / Information Desk  
*Hall D Foyer, Pedway Level*
- 1:00 – 2:30 pm BREAKOUT SESSIONS (90 MIN)
- 3:00 – 4:30 pm BREAKOUT SESSIONS (90 MIN)
- 5:00 – 6:00 pm Mayors and Reeves Meeting  
*(only RMA Full Member Mayors/Reeves will be permitted)*

### TUESDAY, MARCH 18, 2025

- 6:30 – 8:00 am Breakfast
- 6:30 am – 3:30 pm RMA Registration / Information Desk  
*Hall D Foyer, Pedway Level*
- 8:00 – 8:15 am Opening Ceremonies & Welcome  
*Hall D, Pedway Level*
- 8:15 – 12:00 pm Regular Programming
- 12:00 – 1:00 pm Buffet Lunch
- 1:00 – 2:30 pm BREAKOUT SESSIONS (90 MIN)
- 3:45 – 5:00 pm Regular Programming

### WEDNESDAY, MARCH 19, 2025

- 6:30 – 8:00 am Breakfast
- 6:30 am – 12:00 pm RMA Registration / Information Desk  
*Hall D Foyer, Pedway Level*
- 8:00 – 8:15 am Morning Welcome  
*Hall D, Pedway Level*
- 8:15 – 11:30 am Regular Programming
- 11:30 – 11:45 am Convention Closing

## Benefits:

The RMA hosts two conventions per year, one in spring and one in fall, at the Edmonton Convention Centre in Edmonton, Alberta. Each convention sees a variety of plenary addresses and workshops, as well as the ministerial forum and resolutions session. In addition to these



# Request for Decision (RFD)

events, the fall convention hosts the opposition party leader panel, as well as our RMA Board elections and partners program.

**Disadvantages:**

Unknown

**Alternatives:**

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

**Financial Implications:**

\$600.00 + GST/registration plus mileage & meals

\$239+tax/night, at the Courtyard by Marriott Edmonton Downtown

**Legislation:**

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

**Intergovernmental:**

Liaise with any rural municipality and potential to meet with Ministers.

**Strategic Alignment:**

N/A

**Enclosure(s):**

N/A

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



# Request for Decision (RFD)

Meeting Date: Thursday, January 23, 2025

Agenda Item: #7.13

Topic: Meeting Requests with Ministers at the Spring RMA Convention

Presented By: CAO

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**Recommendation:**

That Smoky Lake County pursue the following side meetings with the following provincial Ministries to discuss the following topics, during the RMA Rural Municipalities of Alberta, Spring Convention, scheduled for March 17-19, 2025:

Minister of \_\_\_\_\_

To discuss the following topics:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

Minister of \_\_\_\_\_

To discuss the following topics:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

Minister of \_\_\_\_\_

To discuss the following topics:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

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**Background:**

From time to time, Provincial Ministers agree to side meetings with individual municipalities. The Ministers that are willing to meet are announced sporadically leading up the RMA Conventions in Spring & Fall each year. It is prudent to be prepared to respond to the invitations (should there be any) in order to secure a spot as soon as possible.

**Benefits:** Advocate to address Smoky Lake County’s provincial concerns.

**Disadvantages:** None

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

**Financial Implications:** There are no additional costs (in conjunction with the RMA Convention).

**Legislation:** N/A

**Intergovernmental:** Liaise with any rural municipality and potential to meet with Ministers.

**Strategic Alignment:** N/A

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

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



# Request for Decision (RFD)

Meeting Date: Thursday, January 23, 2025

Agenda Item: #7.14

Topic: Bonnie Lake Social Club Letter of Support & In-kind Assistance

Presented By: Public Works Manager

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## Recommendation:

That Smoky Lake County Council approve to provide a letter of support to the Bonnie Lake Social Club, for their grant funding application(s) towards their playground rejuvenation project at Bonnie Lake Resort; and confirm the County will provide in-kind assistance in Year-2025, of manpower and equipment up to a maximum in the amount of \$ \_\_\_\_\_ towards the said project, based on the following rates:

- Gravel: \$34.00/tonne,
- Skid Steer with Operator: \$135.00/hour,
- Tandem Truck with Operator: \$137.00/hour,
- Laborer: \$35.00/hour.

## Background:

November 14, 2024, Council Meeting Motion 91-24:

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 regarding 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.

The Club estimated they would require \$20,000 worth of in-kind assistance from the County. Administration has determined that while Smoky Lake County cannot fulfill all requests made by the Bonnie Lake Social Club, the County can provide equipment, labor, and gravel at the following rates:

- Gravel: \$34.00/tonne
- Skid Steer with Operator: \$135.00/hour
- Tandem Truck with Operator: \$137.00/hour
- Laborer: \$35.00/hour

The final scope of work and design will determine the specific allocation of resources, ensuring that total support does not exceed the maximum amount of in-kind assistance agreed to.

**Benefits:** The Bonnie Lake Social Club will gain the necessary support to complete their Community Facility Enhancement Program (CFEP) grant application. The project will enhance the common areas of the Bonnie Lake Resort Community.

**Disadvantages:** Occupies County resources that may be required for County projects.

**Alternatives:** Council's discretion

**Financial Implications:** In-kind equipment, materials, and labor.

**Legislation:** N/A

**Intergovernmental:** N/A

**Strategic Alignment:** N/A

**Enclosure(s):** Letter from the President of BLSC, received by Council on Nov. 14, 2024, for reference.

Signature of the Interim CAO: \_\_\_\_\_

Smoky Lake County meeting Nov. 14, 2024

My name is Peter Therrien, and I am the president of the Bonnie Lake Social Club.

Thank you for giving me the time to speak to our communities' concerns.

I am here to support and speak to as well as answer questions rising from the Letter dated Oct 21, 2024, from Darrell Ewaskiw sent to you on the social club's behalf.

Item 1 – Playground Rejuvenation is a need to refurbish the community playground. Notice I call this a need and not a want.

The reasons it is a need are as follows:

1. The playground is 40 years old with a most recent upgrade over 20 years ago. Many of the apparatus are unsafe unused and not accessible to children with handicaps or other disabilities.
2. Accessibility issues to be considered include permanent pathways (boardwalks and platforms?) Apparatus we would look to install are of the "Inclusive" nature making the grounds accessible to all children whether they have mobility issues or even autistic or learning disabled. In these current times we must ensure the grounds are utilized by all children from toddler to preteen years.
3. The need is also required as our population is growing including the addition of over 100 lots without a playground to support the new subdivision addition doubling the intended original use.
4. The playground is a year-round gathering place for children. Not only the families living her year-round use it, but we also have a large part of the population using their homes for winter and weekend holidays. We also have a very busy Scout camp that is used year-round and these visitors consistently use the playground.

Our preliminary findings include a budget cost of \$80000.00 for the purchase and delivery of select apparatus. Its important to note this configuration is only for a section of the playgrounds and not a complete refurbishment. The equipment we look to use should be of the safest available where applicable be CSA/ and or approved by a governing body.

Additional costs will include removal and dispersal of existing apparatus, removal of surface and any existing lining in the applicable area, installation of subsurface, surface (sand and black lining), final assembly of new units, and building and installation of accessibility paths (ramps and platforms).

All vendors we spoke with inform that cost breakdowns are generally in the 50/50 arena of supply of product versus install costs. This figure does not include accessibility path costs.

The Oct. 21<sup>st</sup> letter states an application and install date of summer 2025. We will be pushing this date back in order to gain Social Club approval, (expected May 2025) and then applying to Community Facility Equipment Program (CFEP) for the 50/50 grant. Our application to CFEP will be in the \$80K area primarily to buy and land the apparatus to Bonnie Lake.

Our ask to the County is as follows.

- Minimum 5 truckloads of playground grade sand
- Supply black liner (weed control)
- Removal of existing sand and liner
- Provide a minimum of 3 days to include skid steer/operator, and 2-3 men as labourers
- Provide materials and construct/install accessibility paths and platforms (final design and materials TBD)

We ask the County to provide a "work in kind" letter that we can include with our application to CFEP and would require the letter by Feb 2025. We estimate the work in kind portion from the County to be approximately \$20k and would like this figure to be included in the letter.

Item 2 of the letter, Refresh Sports Court.

Supply and paint all ground surfaces (lines) as well as any other painted surfaces currently in place.

Ensure all posts, gates and fencing is of a safe, and good working order.

Provide new basketball stands rims and nets.

Item 3 of the letter, Horseshoe pits area.

Supply, install and grade 2 truckloads of black earth.

Provide and apply grass to the new dirt.

Item 4 of the letter, Boat Launch refurbishment.

Please provide anticipated footprint to include precast ramps and anticipated install date of same.

Correspondence relative to all these items can be addressed to myself at.

Peter A Therrien, President BLSC

Box 278 Vilna AB T0A3L0,

PH: 780 614 5988

Email: [peteratherrien@gmail.com](mailto:peteratherrien@gmail.com)

I conclude my presentation and will answer any questions you may have.

**Policy M-01-30-01: Monthly Departmental Reporting**

Chief Administrative Officer - Report Period: December 6, 2024 - January 16, 2025		
LEGISLATIVE / GOVERNANCE		
Projects	In Progress	Completed
Managers meetings	Ongoing	
Smoky Lake Region Intermunicipal Collaboration Committee (ICC) Meeting		X
Highway 28/63 Regional Water Services Commission Regular Meeting		X
Smoky Lake Regional Fire & Rescue Committee Meeting	X	
Regular Council Meeting	X	
Smoky Lake County Policing Study: Stakeholder Interview		X
Tree removal meeting, future gravel pits		X
Joint Municipalities Meeting		X
ADMINISTRATIVE		
Projects	In Progress	Completed
Agricultural Service Board Meeting		X
Smoky Lake Bridge Maintenance, Weekly Progress Meeting	X	
Joint Health & Safety Committee Meeting		X
Regional Emergency Plan ICS Positions Meeting		X
Smoky Lake Tourism Company Board Meeting		X
Regional Recreation Study	X	
FINANCIAL		
Projects	In Progress	Completed
Both union agreements ratified		X
Interim 2025 operational budget		X
HUMAN RESOURCES		
Projects	In Progress	Completed
Continued onboarding and policy updates for CPO position	X	
Working on Organizational chart, organizational efficiencies	X	
Updates to organization job descriptions	X	
COMMUNITY		
Projects	In Progress	Completed
County Christmas Party		X
Meeting with Community member		X
TRAINING / MEETINGS		
Joint Health & Safety Committee Member Training		X
Office ergonomics		X
ACTION LIST		
Working on CAO goals 1-8 from Council		
<b>Signature:</b>  <b>Chief Administrative Officer</b>	County Council Meeting: Jan 23, 2025	



# STRATEGIC PLAN 2023-2025

(Revision #1, Apr. 27, 2023, Motion #565-23)

## Priorities Progress Update as of December 31<sup>st</sup> 2024

1. **Grow Employment Opportunities** - Council is committed to lobby for the re-instatement of healthcare services in the region, the re-opening of the courthouse, and supporting growth in all industries, including agricultural business and producers to stimulate population growth in the region. To attain this priority, Council recognizes the following tasks will be required to be undertaken:
  - 1.1. Lobby efforts to the Provincial and/or Federal Governments
 

**Ongoing**, lobbying is taking place through the “Northeast Alberta Alliance for Growth and Opportunities (NAAGO)” formed in 2023 comprised of 40 member municipalities and Indigenous communities that are working together to identify common issues and advocate for investment into our region, representing more than 137,000 residents.
  - 1.2. Collaboration with Municipalities and Healthcare Providers
 

**January 2024**, implemented a letter writing campaign implemented through the Physicians & Health Care Professionals Committee involving members of the public, community stakeholders, businesses, Smoky Lake Region Municipalities, Settlements, Reserves, and anyone, to urge the Provincial Government and Regional Health Authority in taking action to remove the red tape hindering the attraction and retention of physicians affecting the George McDougall Health Care Centre’s Emergency Room Services and Medical Clinics in the Smoky Lake Region.

**February 2024**, letters were written from the NAAGO to 22 Ministers and the Premier bringing attention to concerns regarding prolonged health care challenges including recruitment and retention of doctors and nurses and enhancing our EMS.
  - 1.3. Examine recreation opportunities and new facilities
 

**In 2023 & 2024**, partnered with the Town of Smoky Lake & Villages of Vilna & Waskatenau to conduct a Smoky Lake Regional Recreation Services Strategy funded through an Alberta Community Partnership (ACP) 2023-24 grant. Public feedback is expected to be engaged in early 2025 and the final report is expected to be received in December 2026.

**In 2024**, partnered with Village of Waskatenau for grant funding to complete the Waskatenau Creek Corridor Restoration and Trail Concept study.
  - 1.4. Examine Incentive Initiatives
 

**In 2024** Gave 1<sup>ST</sup> & 2<sup>ND</sup> Reading to 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 (3<sup>rd</sup> reading will be considered in January 2025).
2. **Proactivity in Development** – Council is committed to the development of policy and programming to foster a proactive approach to land development within our region:
  - 2.1. Sell land to raise revenues for development initiatives
 

**In 2023:**  
 Sold River Lot 10 for \$80,000  
 Sold Plan 716CL, Block 1, Lot 9, in Warspite for \$9,000

**In 2024:**  
 Sold PT. SE-09-58-15-4W (20.04 acres) for \$50,000.00  
 Sold NE 23-60-13-W4M (136.30 acres) through CLHBid.com for \$210,655.30 profit  
 Sold SW 34-61-13-W4M (127.60 acres) through CLHBid.com for \$266,148.55 profit  
 Sold NE 32-59-14-W4M (160.0 acres) through CLHBid.com for \$224,394.64 profit  
 Sold PT. NW-2-59-12-W4M (13.57 acres) for \$4,500  
 Sold PT. SW-21-60-13-W4M (1 acre) for \$1,000  
 Sold PT. SW-35-59-15-W4M (0.5 acre) for \$500  
 Sold PLAN 8120163, LOT 1 (20.16 acres) for \$40,000  
 Sold PLAN 1955CL, BLOCK 1, LOT 3 (3,900 sq ft) for \$1,600  
 Sold PLAN 1039CL, BLOCK 4, LOTS 12-14 (13,660 sq ft) for \$1,800  
 Sold PLAN 1039CL, BLOCK 4, LOTS 15-16 (12,785 sq ft) for \$1,200  
 Sold PLAN 0425044, BLOCK H, LOT 11A (10,000 sq ft) for \$5,000





# STRATEGIC PLAN 2023-2025

(Revision #1, Apr. 27, 2023, Motion #565-23)

## Priorities Progress Update as of December 31<sup>st</sup> 2024

### 2.2. Review existing policy framework

**August 2023**, Policy Statement No. 61-08-01: Regional Engineering Design Standards (REDS), was adopted to establish a minimum acceptable regional design standards and criteria for the preparation and submission of plans and specifications for the orderly and satisfactory development of subdivisions and other municipal services within the County.

**April 2024**, Policy Statement No. 61-03-07: Application for Development Permit, was amended to align with other County policies and bylaws.

**April 2024**, Policy Statement No. 61-02-03: Resource Extraction Development Permit Application, was rescinded because it was made redundant by updating Policy Statement No. 61-03-07.

### 2.3. Market Evaluation

**September 2024**, the Investment Attraction Strategy, was completed as a project funded through the Rural Municipalities of Alberta (RMA) Microgrant program, to identify growth opportunities.

Also, there is market data available through the Alberta HUB website:

<https://albertahub.com/smoky-lake-county/>

### 2.4. Lobby efforts to the Provincial and/or Federal Governments

No opportunities have been available.

### 2.5. Proactive Preliminary Planning

**April 2024**, Bylaw No. 1453-23 was passed, to redistrict River Lot 15, Victoria Settlement, to Direct Control (DC2) District and to add provisions relating to Supportive Living Facilities.

**October 2024**, Council approve to issue Development Permit DP 024-24, for a Supportive Living Facility, on River Lot 15, Victoria Settlement, subject to conditions.

### 2.6. Effective Geographic Information Systems (GIS)

**December 12, 2024**, Policy Statement No. 01-45-02: Geographic Information Systems (GIS), was amended to clearly outline responsibilities to ensure the GIS database is updated regularly and ensure accurate data is provided to stakeholders.

### 2.7. Housing Diversity

**February 2023, Needs & Demand Assessment for the Region of Smoky Lake**: prepared by The Sustainable Housing Initiative at the Rural Development Network, through ACP Grant Funding with Vilna as the managing partner of the project.

**August 9, 2023, ICC Meeting Motion ICC11-23**: Established an ad-hoc working group committee for "Housing Opportunities and Initiatives".

**January 16, 2024**, aimed to review each respective municipality's Strategic Plan and Land Use Bylaw's permitted use, to regionally align the reduction of red tape to aim to be development ready and developer ready and attract housing investment to the region.

### 2.8. Agriculture

**December 2024**, 1<sup>st</sup> Reading was given to Bylaw 1467-24, to amend Land Use Bylaw to Redistrict Plan 9121735, Lot A, Pt. NE-33-58-18-W4M from AG to M2 and Amend Municipal Development Plan Bylaw 1249-12 to Reclassify Plan 9121735, Lot A, Pt. NE-33-58-18-W4M from Agriculture Area to Industrial Area.

### 2.9. Environment

**June 2023** passed Bylaw No. 1436-23: Major Alternative Energy, and Lake, Watershed, and Regional Planning Bylaw, Amending Land Use Bylaw No. 1272-14 and Municipal Development Plan Bylaw No. 1249-12, to address provisions for dealing with major alternative energy developments.

**2024**, the Waskatenau Creek Corridor Restoration and Trail Concept study was completed and will be utilized should funding become available for development.

### Rural investment attract strategy

## 3. Emergency Services – Council is committed to ensure that all County residents have access to full-service Police, Fire and EMS services:



# STRATEGIC PLAN 2023-2025

(Revision #1, Apr. 27, 2023, Motion #565-23)

## Priorities Progress Update as of December 31<sup>st</sup> 2024

- 3.1. Lobby efforts to the Provincial and/or Federal Governments
  - November 2023**, Met with RCMP K-Division, Deputy Commissioner Curtis Zablocki to discuss: Enhancing Service Delivery, Crime Reduction, & Enhancing Engagement and Communication with Communities and Stakeholders. Met with Mike Ellis, Deputy Premier & Minister of Public Safety and Emergency Services to discuss Regional Emergency Services and Volunteer Firefighters.
  - January 2024**, applied to the Alberta Indigenous & Municipal Policing Transition Grant Program, to fund a project titled: Smoky Lake County Crime Strategy Study.
  - January 2024, RMA District 5 Meeting**: brought forward a resolution for the Rural Municipalities of Alberta (RMA) to advocate to the Government of Alberta to collaborate with the Federal Government and Fire Underwriters Survey for the purpose of assisting municipalities to retain fire services by recruiting firefighters and addressing the declining Fire Department Services across Rural Alberta.
  - November 2024**, met with the Deputy Premier / Minister of Public Safety & Emergency Services to discuss the need for funding towards community safety, and increased policing to mitigation rural armed / violent property crimes in Smoky Lake County. Met with the Minister of Justice to discuss repeated offenders and lack of consequences for charges laid – catch and release, and the need for a plan to achieve safe, crime free communities.
- 3.2. Explore the possibility of Partnership/Investment Opportunities
  - The County's Community Peace Officer works closely with the Smoky Lake RCMP Detachment Member to assist where possible.
4. **Education** - Council is committed to ensuring that educational opportunities for County residents continue to grow:
  - 4.1. Create and enhance Partnerships
    - Aspen View Public School Division and Lakeland Roman Catholic Separate School Division are invited to attend Joint Municipalities Meetings as delegations to provide updates.
    - The County continues to participate in employing high school students through Alberta's Registered Apprenticeship Program.
  - 4.2. Lobby efforts to the Provincial and/or Federal Governments
    - No opportunities have been available:
  - 4.3. Explore the possibility of Partnership/Investment Opportunities
    - January 2024**, invited Portage College President & CEO, and Associate Dean of Economic Development & Sustainability, to the Joint Municipalities Meeting to provide an update open the door to and explore opportunities.
5. **Cultural Diversity** – Council is committed to ensuring that the County is recognized as being a Culturally Diverse Community:
  - 5.1. Apply to Provincial Government to become a Designated Community
    - September 9, 2024**, Smoky Lake Region was approved for participation in the Rural Renewal Stream (RRS) which empowers rural communities to recruit and retain foreign nationals to live, work and settle in their communities. This approval includes Smoky Lake County, Town of Smoky Lake, Village of Waskatenau, Village of Vilna. The Smoky Lake Region is now officially a Designated Community for this.
  - 5.2. Create Policy Statements
    - January 26, 2023**, Policy Statement No. 07-09-01: Alberta Bilingual Municipalities Association (ABMA) – Liaison Committee Terms of Reference, was adopted to allow for representation to the
    - March 16, 2023**, Policy Statement No. 01-35-02: Flag Protocol & Half Mast, was amended to include Ukrainian Flag and Treaty 6 Flag.
    - December 14, 2023**, Policy Statement No. 01-53-02: Treaty 6 and Indigenous Acknowledgement, was amended with updates and added definitions.



# Councillor's Report

**For November 14, 2024 to January 16, 2025  
From Councillor Lorne Halisky, Division 4.**

## **November 18, 2024 – Ukrainian Twinning Kosiv & Smoky Lake Region Meeting and Ukrainian Twinning Organizational Meeting (in-person)**

- Appointment of Chair (Lorne Halisky) and Vice Chair (Marianne Prockiwi-Zarusky).
- Discussion was held on the Kosiv District/Smoky Lake Region Ukrainian Twinning MOU Memorandum of Understanding expiry on January 27, 2025 and to recommend on bringing it to the next JMM for discussion and direction.
- Education project is still in the works with creating virtual Pen Pals through Kosiv student videos sharing culture, heritage etc.
- Discussion on creating a website page with educational videos, presentations etc. to promote school projects and continue to work with SL Region Schools on educational projects.
- Financial report was giving with all in good standing and no budget is required for 2025 as was for 2024 with a current balance of \$3,347.42.

## **November 26 & 27, 2024 – Federation of Alberta Gas Coops Conference (in-person)**

- Attended Trade Fair to educate myself on new technologies, opportunities etc.
- Attended Gas Alberta Inc. Annual General Meeting who gave a presentation on the organization with employee introductions, future gas pricing to continue to be on par or better than competitors, always looking into new business opportunities that align with the organizations vision, and financial status is in good standing.
- Keynote Address from General Mark Milley was on Leadership focusing on commitment, interpersonal relationships, competence/grounding, communication skills, and character/integrity.
- Aon insurance coverage rates increase of 4% and claims were down.
- Mental Health Cases is presently the leading cause of disability claims in Canada.
- Metrix Group LLP presented the Financial Auditors Report with all good standing and reappointing Metrix Group LLP as Financial Auditor for 2024/2025.
- Levy Motion for \$13.60 per/riser was made.
- Resolutions that were presented: Urban Funding Program Resolution(passed), Grain Dryer Upgrade Grant Support Resolution(passed), New Director Training for Membership Resolution(passed), Mandate all Members of Fed Gas Coops to achieve and maintain COR - Certificate of Recognition or SECOR - Small Employer Certificate of Recognition safety certification Resolution(failed), Continuation of Rural Gas Grant Program Resolution(passed), Rural Gas Grant Expansion Resolution(passed), Franchise Protection Resolution(passed), Removal of Natural Gas Carbon Levy Surcharge Resolution(passed), Federal Fuel Charge Resolution(passed), Correspondence from the Federation Resolution(passed), Energy Use to Qualify for Franchise Area Exemption Resolution(passed), and Offences under the Gas Distribution Act Resolution(passed).



# Councillor's Report

**For November 14, 2024 to January 16, 2025  
From Councillor Lorne Halisky, Division 4.**

## **November 28, 2024 – Highway 28/63 Regional Water Services Commission and Whitefish Lake #128 Meeting (in-person)**

- The main purpose for this meeting was for the Commission Manager, Commission Finance Manager, Commission Chair, and Associated Engineering Representative to have meet & greet with WFL Council.
- Discussion on WFL becoming a Commission Member, the status of that process and what needs to get done to continue to complete this matter was held with all agreeing on the actions etc. required.
- A gift exchange and sharing of historical experiences/data was shared.
- A Safety Moment on Extreme Cold Weather was shared with discussion on preparation, awareness, communication etc.
- Reservoir Project Status was discussed with construction completed, station operation, ownership of building/reservoir/land, utilities, disposition, agreements, future projects etc.
- WFL looks forward to partnership on current and future assignments.
- Other opportunities were discussed such as RR130 and Twp620 support etc, Education, Fire & Rescue, Health Services, Waste, Policing etc.
- A WFL Project Ribbon Cutting Ceremony at the Reservoir was discussed and hopefully will take place in 2025.
- Commission and WFL shared the perspective of a proud partnership which should be celebrated with sharing the completion on delivery of safe drinking water etc.

## **December 02, 2024 – MCC Meeting (in-person)**

- Discussion was held on the dissolution of the MCC and SLTC which included gathering MCC expenses such as recruiter, lawyer, insurance etc. to be paid.
- Not to hire a CEO.
- Discussed Lawyer required steps for dissolution.
- Extending the shareholder payment date from December 31, 2024 to March 31, 2025 to hopefully have all dissolution actions completed with one final payment etc.

## **December 09, 2024 – Highway 28/63 Regional Water Services Commission Regular Meeting (Dan and Lorne in-person)**

- Commission Manager discussed November 28<sup>th</sup> meeting with Whitefish Lake #128 Council and holding a successful meeting discussing Whitefish Lake Member Agreement progress etc., Water for Life Grant SCADA design work progress with a two package process, Thorhild customer West Water Connection completed/ in operation, Warspite Generator Project progress with RFP process, Water Commission Management RFP progress/ Smoky Lake County continuing to manage the Commission, Warspite Booster Station pump failure caused by debris found in pumps/ will be installing screen system on all pumps, and Commission Bylaw review process.
- 2025 budget and Five – Year Budget 2025-2029 was presented and approved.
- Financials all in good standing.
- Member Municipalities appointments to the Board was presented and acknowledged.



# Councillor's Report

**For November 14, 2024 to January 16, 2025  
From Councillor Lorne Halisky, Division 4.**

**December 11, 2024 – Smoky Lake Region Fire and Rescue Committee Meeting (Linda and Lorne in-person)**

- Discussion was held on the Occupational Health & Safety Contact Report with finishing the required items.
- Draft Policies on Firefighter Respiratory Protection Program and Volunteer Firefighter Compensation was discussed and will be brought to member councils for consideration, approval etc.
- Thank You Letters and Certificates to Employers who employ Firefighters was discussed and will be actioned.
- Emergency Access to Willow Creek Manor was discussed and will be actioned by the property owner and required emergency service.
- Progress on the TSI Report and with ICC Fire Committee was discussed.

**December 18, 2024 – LICA Board of Directors Meeting (Dan and Lorne in-person)**

- Executive Director, Manager of Environmental Monitoring Programs, Environmental Coordinator, Education and Outreach Coordinator, and Community Outreach Coordinator gave updates on current projects etc.
- Soil/Air Quality Testing projects was discussed.
- Evasive Species Testing in Garner Lake and Whitefish Lake will be taking place.
- Youth Calendar Contest, Field Days on Winter Watershed, Riparian Areas Survey, Stream of Dreams Program and Writing Contest on Electrical Energy are all taking place in 2025.
- Applying for \$50k LFIF – Local Food Infrastructure Funding.
- Governance Committee reviewed and amended Committee Terms of Reference, Board Member Job Descriptions Policy, Management of LICA Revenues Policy, Bylaws, and Social Media Management Policy.
- Financial Report was in good standing.

**January 10, 2025 – SLTC Smoky Lake Tourism Company LTD. Board of Directors Meeting (Linda and Lorne virtually)**

- Discussion and Motion passed to begin the process to dissolve the SLTC.
- Discussion and Motion passed on Appointment of Procido LLP as Legal Council for dissolution matter.
- Discussion and Motion passed to pay the outstanding invoices and supply spreadsheet with information prior to finalizing/ making payment.
- Discussion and Motion passed to not proceed with hiring the CEO due to the dissolution of SLTC.
- Discussed public notification on and when the dissolution is completed.
- Discussion and Motion passed to hold the next meeting on the dissolution progress on February 5, 2025 keeping in mind the March 31, 2025 proposed completion date.



# Councillor's Report

**For November 14, 2024 to January 16, 2025  
From Councillor Lorne Halisky, Division 4.**

**January 16, 2025 – ALDMO - Alberta's Lakeland Destination Marketing Organization Board Meeting (virtually)**

- Project Manager Reported that Asset Inventory details and new entries continue to be updated. Focussed onlat/long for mapping. Asset Inventory potential new experiences identified and in review. NRED grant submitted, CIP grant submitted. NRED is Destination Development Plan – how to create sustainable visitor economy in Lakeland. CIP–Travel Lakeland Strategy and program expansions including policies and procedure development and software/hardware to support program delivery. Open Farm Day strategy continues to develop – Water is the 2025 theme. Lakeland team engaging with roles and responsibilities to get farms interested and support a good turnout. E-bike outline initiated, first draft new bylaws for renamed entity. Following up with PrairiesCan on grant application and other funding. Working on final version of bylaws. E-bike network development. Operator Benefits package – resource library, event calendar, Super Host, Facebook group page, ATIS listing process, DMO membership, TA learning, PUN, CF DSS, and Ambassador Program.
- Financial reported that all is within budget and good standing including approving the 2025 budget.
- Discussed the 2025/2026 Travel Alberta Funding Proposal of \$250,000 for Travel Lakeland operations.
- Discussed the NE Muni-Corr Ltd. Contract using Management Services for ALDMO, asked for a justification letter for fees etc.
- Social Media reported that since the website was set up the user traffic grew substantially with female and male users on par since the IHT web page was added. User method was primarily through Facebook and majority were from Edmonton, Calgary and Red Deer and outside Alberta Vancouver and Toronto.
- Working on final stages of designing the 2025 Travel Lakeland Activity Guide to have before the Tradeshow start in Q1/25.
- Working on Kalyna Country Ecomuseum MOU joining the ALDMO.

\*Please contact myself if you would like to discuss any of these items in further detail.

Thank you,

Lorne



## Reeve's Report

**Jered Serben: Reeve and Councillor for Division 5  
November 8, 2024, to January 16, 2025**

November 8, 2024 – Smoky Lake Regional Fire & Rescue Committee, held at the Smoky Lake Curling Club (All Council)

- Lorne Halisky was acclaimed as Chairperson & Linda Fenerty was acclaimed a Vice-Chairperson.
- Representatives from Transitional Solutions Inc. (TSI), presented the Smoky Lake Regional Fire & Rescue Services Fire Master Plan, to continue on the path towards fire service regionalization.

November 8, 2024 – HAK School Remembrance Day Ceremony (Jered)

- Participated in the Remembrance Day Ceremony and addressed the students and those present to emphasise the importance of pausing to reflect on the lives lost and encouraged learning about: the sacrifices made by those who fought, the nurses and doctors in field hospitals, and the young women and men that worked in the factories constructing everything from planes, ships and artillery to clothing and bedding for those frontline soldiers.
- Paused to think about the soldiers who bravely faced danger and hardship; and reflected on the young people who showed incredible courage and selflessness, and how much we owe them our deep gratitude.
- Encouraged the students to show gratitude by simply being kind and respectful to everyone and be grateful for the freedom that we take for granted.

November 11, 2024 – Remembrance Day Ceremony in Waskatenau (Jered)

- Laid a wreath on behalf of the County. The County donated \$200 to the Waskatenau Legion.

November 12, 2024 – Smoky Lake Region Intermunicipal Collaboration Committee

- Dominique Céré became the Chairperson and Leroy Kunyk became the Vice-Chairperson.
- Agreed to incorporate the draft schedules; 911 Next gen dispatch, Fee for Services, Water Usage, and Fire Department Insurance into the Regional Fire Rescue Bylaw for the next Meeting.

November 13, 2024 – Joint Health & Safety Committee (Jered & Dominique)

- Adam Shupenia & Brett Rurka were acclaimed as Co-Chairpersons.
- The Visitor Check-In / Check-Out safety policy was amended to include a visitor orientation.
- Implemented and weekly Emergency Eye Wash & Shower Weekly inspection checklist.
- Amended the County Council Statement of Commitment with the current CAO info.
- Received updates on training and reviewed 10 incidents.

November 14, 2024 – Regular Council Meeting

- Members from the Bonnie Lake Community attended as a delegation to talk about the need to upgrade amenities; Council responded by providing grant program information and will determine in-kind assistance required.
- Approved two backsloping applications.
- Rescinded Policy Statement No. 01-22-01 Policy Committee Terms of Reference, due to redundancy.
- Amended Policy Statement No. 08-13-01: Disposal of Assets, and updated the name to “Disposal of Surplus Equipment”.
- Set the Remuneration for Public-at-Large to \$175 per meeting day.
- Renewed the agreement with Capital Region Assessment Services Commission for three more years to take care of Local & Composite Assessment Review Boards (LARB & CARB) Services.
- Gave Second Reading to Bylaw No. 1464-24: Non-Residential Development Municipal Tax Incentive.



# Reeve's Report

**Jered Serben: Reeve and Councillor for Division 5  
November 8, 2024, to January 16, 2025**

- Approved to advertise for a Returning Officer to conduct the Year-2025 Municipal Election.
- Approved to advertise a Request for Proposals (RFP) for Recreational Area Facility Supervision and Cleaning Services for 3 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.
- The Village of Waskatenau Council was a delegation to request County Council's reconsideration in providing consent to the Village to acquire the lands north of, and adjacent to the Village; Council responded by rescinding the previous denial motion and approve to provide consent.
- Approved to provide \$240.00 to the Smoky Lake Christmas Hamper Program.

November 15, 2024 – Smoky Lake Foundation Meeting (Jered & Dominique)

- Received updates from the Foundation CAO, highlighting the annual fire alarm and sprinkler system inspection is complete.
- A portable marketing sign will be placed outside of Vilna aimed to increase occupancy.
- Received reports for the year-to-date Financial Statements, Capital & Operating budget, and occupancy reports.
- Reallocated 2024 capital budget funds intended for the Bar-V-Nook dishwasher replacement that was repaired instead of replaced, to electric beds & additional dining room table and chairs.

November 20, 2024 – Budget Council Meeting (All Council)

- Adopted the 2025 Natural Gas System Operating Budget with a total revenue of \$3,121,900 and total expenditures of \$3,246,900 (including amortization).
- Adopted the 2025 Natural Gas System Capital Budget with a total revenue of \$169,000 and total expenditures of \$289,000.
- Approved to increase the budgeted contribution amount towards the Smoky Lake Regional Heritage Board to be \$35,000.00 in Years 2025, 2026, and 2027.
- Received information in respect to the gap between tax revenue & inflation and the impact that previous 0% tax increases have created on the County's revenue which impairs the ability to replace capital items as needed.

November 21, 2024 - Smoky Lake Physicians & Healthcare Professionals Committee (Jered & Dominique)

- Discussed community support for Internationally Educated Nurses arriving in Smoky Lake with the Town's FCSS Director.
- Reviewed the Physician and Health Care Committee Bylaw to determine any updates needed.
- Received information on Health System Refocus Legislative Amendments, and the New Alberta Health Advisory Councils.
- Agreed to apply for the Rural Health Professional Action Plan (RhPAP) Attraction and Retention Grant of \$1,000.00 with the intention of using it for the Professional Recognition program.
- Received the 2024 Retention and Recruitment Financial position as of October 31, 2024 and recommended the 2025 budget be approved by each municipality's Council.

November 22, 2024 – Chief Administrative Officer (CAO) Evaluation Council Meeting (All Council)

- Council, in the absence of the CAO, discussed the work performance of the CAO and compiled the information in preparation for further review with the CAO present.

December 4, 2024 – Committee of the Whole Council Meeting (All Council)





# Reeve's Report

Jered Serben: Reeve and Councillor for Division 5  
November 8, 2024, to January 16, 2025

- Received information relating to Victim Services, RCMP, Prosecution, and Rural Crime, from the Delegations: Smoky Lake RCMP Detachment Commander Sgt. Anita Doktor, Smoky Lake Area Victims Services Unit Advocate Sara McCullough, RCMP Eastern Alberta District (EAD) C/Supt. Gary Graham and Supt. Tony Hanson, and Patricia Hankinson, Deputy Chief Crown Prosecutor, Fort Saskatchewan Prosecutor's Office.
- Continued the Chief Administrative Officer's Evaluation.

December 11, 2024 – Smoky Lake Regional Fire & Rescue Committee

- Reviewed draft policies for Firefighter Respiratory Protection Program, Firefighter Compensation and Occupational Health and Safety-Contact Report.
- Agreed to acknowledge local businesses whose staff are volunteer firefighters with a framed certificate of recognition and appreciation.

December 12, 2024 – Regular Council Meeting (All Council)

- Amended Policy Statement No. 03-39-13: Dust Control, to recoup the actual cost of Blade Mix Oil dust control by reducing the length from 150 meters at \$3,000 to 100 meters at \$2,700, and changed the application deadline from May 1<sup>st</sup> to May 31<sup>st</sup>.
- Approved a backslipping application.
- Approved to write off penalties in the amount of \$493.38 on roll # 17590542 in response to the written & in-person request from the landowner.
- Gave 1<sup>st</sup> Reading to Bylaw No. 1467-24 to redistrict and reclassify a parcel of land 2 miles south of Warspite, (Plan 9121735, Lot A) and scheduled a Public Hearing, to be held on February 13, 2025, at 9:15 am.
- Accepted an offer to lease SW 12-61-16-W4M, from Clear Hills Grazing Association, for \$1,400.00 per year for 5-years.
- Approved to advertise a Limited Invitation to Tender to lease County lands SE 8-62-13-W4M & SW 8-62-13-W4M.
- Approved to renew the Geographic Information System (GIS) Software & Service for 5 more years.
- Amended Policy Statement No. 01-45-02: Geographic Information System (GIS), to correct outdated information.
- Approved to provide \$2,500 of FCSS grant funds to the Town FCSS and \$2,100 to Smoky Lake Holubka Dancers.
- Approved the 2025 Budget for Smoky Lake Region's Physicians & Health Care Professionals Committee with the County's contribution being \$14,650, but agreed to withhold the funds until the Committee's surplus has been diminished.
- Approved to donate \$100 to the Smoky Lake Food Bank on behalf of the 20th Annual Charity Dart Shoot in memory of Cathy and Tom Bullas.
- Agreed in partnership with the Members of N. E. Muni-Corr Ltd., to support an Alberta Community Partnership (ACP) 2024-25 Grant application for creating nine staging area design plans for Alberta's Iron Horse Trail within Waskatenau, Smoky Lake, St. Paul, Heinsburg, Elk Point, Bonnyville, Ardmore, and at the Beaver River Trestle.
- Appointed Kierstin Dubitz, as the Acting Agricultural Fieldman.
- Appointed Chandler Kerr, as the designated Bylaw Enforcement Officer.
- Appointed Jasmine Schaub, as the designated Director of Emergency Management (DEM).
- Approved a winter haul road agreement with DDC Sand + Gravel + Concrete, provided the conditions are right, from Twp Rd 610 South on Rge Rd 181 to Twp Rd 604 & West to Hwy 831.



# Reeve's Report

Jered Serben: Reeve and Councillor for Division 5  
November 8, 2024, to January 16, 2025

- Approved the 2025 Interim Municipal Budget, with revenues of \$20,841,629 and total Expenditures of \$22,885,929 including amortization expense of \$2,044,300.
- Approved the Ten-Year Capital Budget for 2025 to 2034.
- Acknowledged the discontinuation of January 7th being recognized as "Ukrainian" Christmas and reopened the offices for that day.
- Approved to name: Smoky Lake Food Bank, as the chosen recipient to receive a \$3,500 donation from Gas Alberta through the Gas Alberta Gives Back program.
- Approved a time extension for the loan re-payment of \$100,000.00 to be received from the MCC for Smoky Lake Development Corp., subject to the entire principal of loan being repaid in full on or before March 31, 2025.
- Acknowledged the Probationary Period for the Chief Administrative Officer (CAO) Kevin Lucas has been successfully completed as of December 12, 2024, & the next evaluation will be June 3, 2025.

December 12, 2024 – Virtual Open House for Smoky Lake County 2025 Budget (All Council)

- There were 18 participants including Council and Staff.
- To review the presentation, please visit: <https://www.smokylakecounty.ab.ca/finance>

December 16, 2024 – Smoky Lake Agricultural Society Meeting (Jered)

- Grant approval for HVAC system to be replaced in March/April.
- Finalized the December 28<sup>th</sup>, New Year celebration event.
- The Ag. Society attended the Town Council meeting as a delegation, to ask for increased funding and the Town agreed to increase funding and in-kind services.

December 17, 2024 – Smoky Lake Region Intermunicipal Collaboration Committee

- Agreed to the first 2 pages of the draft Inter-Municipal Regional Fire Rescue Services Bylaw which will have an agreement attached as a schedule.
- Directed the CAOs to work collaboratively to draft a policy by February 2025, to address holding each respect Municipality accountable for the collection of their fire services fees.

December 18, 2024 – Joint Health & Safety Committee Meeting (Jered & Dominique)

- Appointed 17 employees as Members to the Committee.
- Reviewed 11 incidents and 2 nears misses.
- Received a report on training taken, upcoming training, and safety program updates.
- Amended Safety Policy Statement No. 07-31-03: Cold Weather Mobilization.

December 18, 2024 – Information Session on Changes to Policing Legislation (Jered)

- This information session was poorly attended. It was intended to cover information related to policing legislation for communities policed by the RCMP under the Provincial Police Service Agreement (PPSA) that will be represented by the Provincial Police Advisory Board, following the Police Amendment Act, 2022 (PAA), which passed in December 2022.
- The Police Governance Regulation and Police Governance (Ministerial) Regulation, both come into force on March 1, 2025, which provide further information in connection with these civilian bodies.

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



# Reeve's Report

Jered Serben: Reeve and Councillor for Division 5  
November 8, 2024, to January 16, 2025

- Received updates from the Foundation CAO, highlighting that new artwork will be installed for Bar-V-Nook dining room and Pumpkin Neighbourhood, a new maintenance worker has been hired for Vilna Lodge, and working on retrofitting warm white LED for all dining rooms.
- Received reports for the year-to-date Financial Statements, Capital & Operating budget, and occupancy reports.

December 20, 2024 – Policing Study – Stakeholder Interview (All Council)

- The intent of this study was to analyze the current state of policing in the community, to gather from Council's perspective, aiming to address current policing challenges and explore opportunities for enhancing public safety.

January 9, 2025 – Regular Council Meeting (All Council)

- Gave 3<sup>rd</sup> & Final Reading to Bylaws 1468-25, 1469-25, and 1470-25, to designate three Municipal Historic Resources: Bellis Store & Heritage Shoppe; White Earth School Hall; and MacDonald Stopping House General Store & Pine Creek Post Office.
- Amended Policy Statement No. 62-05-07: Grasshopper Control Compensation, to align with the County not directly providing grasshopper control service.
- Adopted Policy Statement No. 62-08-01: Agricultural Use of Municipal Right of Way, which allows permits haying and rescinded Policy Statement No. 62-17-02: License of Occupation of Road Allowance for Ranching and Farming Purposes

January 13, 2025 – Joint Municipalities Meeting (All Council)

- Received an update from Sgt. Doktor: Cst. Lidstone is being transferred and the Detachment will be getting someone to replace him. The Members will be working closely and utilizing the County's new Community Peace Officer. The Victim Service Unit is up and running out of the Detachment.
- The Ukraine Chamber of Commerce, President Vitaliy Milentyev, encouraged the Smoky Lake Region to continue to support Ukraine.
- Smoky Lake Regional Heritage Board, Chairperson Norreen Easterbrook, provided a presentation with recommendations to collaboratively manage historic resources to increase historic tourism.
- Discussed the decline of volunteers causing financial impacts on municipalities.
- MLA Glenn van Dijken, spoke about the upgrades intended for Hwy 28, including a roundabout installation for the intersection at Hwy 855. He also acknowledged the meeting Premier Smith had with Donald Trump and expressed concerns over tariffs.

## **Other Community Events attended:**

- December 6<sup>th</sup>, Waskatenau Village light up
- December 19<sup>th</sup>, H. A. Kostash School Christmas concert
- December 28<sup>th</sup>, Smoky Lake Agricultural Society New Year Family Concert Event

Sincerely,

Jered Serben

[jserven@smokylakecounty.ab.ca](mailto:jserven@smokylakecounty.ab.ca)

Cell: 780-656-5244

More information about County meetings, minutes, agendas, bylaws, policies, and departments, is available at: [www.smokylakecounty.ab.ca](http://www.smokylakecounty.ab.ca)

**SMOKY LAKE COUNTY  
COMMUNITY LEARNING COUNCIL**



A heartfelt "Thank You" to our LEGAL HOST of 50 years who has been part of this glorious journey in reaching this milestone for making a difference in learning opportunities in our communities.

**COMMUNITY LEARNING COUNCIL - History**

**Then**

**1975**

**Further Education Council**

On November 17, 1975 - (50 years ago)  
A group of residents of the County of Smoky Lake met at the Town Hall at 1:30 p.m. to discuss the possibility of setting up a Further Education Council. The Policy, Guidelines and Procedures set out by the **Government of Alberta - Advanced Education** (CALP) Community Adult Learning Program Department were discussed at length.

It was decided that a **Further Education Council** be formed in the County to help adults in the County of Smoky Lake to benefit from informative and interesting courses and projects funded by the Government of Alberta - Advanced Education.

Martha Bielish consented to be the **Chairperson**.



**Now**

**2025**

**Smoky Lake County Community Learning Council**

We continue to help adults in the Smoky Lake County region to expand learning opportunities in Foundational Learning, Adult Literacy, English Language Learning, Numeracy, Community Building, and Basic Digital Skills. These learning opportunities are available locally, whether in-person or using technology.

**Council Decision-Making Body**

**CURRENT**

- Melody Kaban: Chairperson - 28 Years
- Mary Lou Doshewnek - Vice-Chairperson & Contact Person - Smoky Lake Area - 22 Years
- Barb Shapka - Contact Person - Vilna Area - 40 Years
- Phoebe Hunter - Contact Person - Waskatenau Area - 1 Year
- Karen Wood - Director - 38 Years
- Tracy Wilhelm - Director - 8 Years
- Leon Boychuk-Hunter - Director - 7 Years
- Darren Trembecky - Director - 5 Years
- Michelle Wright - Director - 4 Years
- OUR STAFF:**
- Christine Hominiuk: Executive Program Coordinator - 40 Years
- Lydia Cielin: Secretary-Treasurer - 30 Years
- Emilee Feniak: Family Literacy Program Coordinator - 7 Years

**Years of Dedicated Service**

**SPECIAL THANKS**



**SMOKY LAKE COUNTY** - For 50 years as the Legal Host:  
Working together to serve the learning needs of our community with all our Volunteers, Partners, Instructors, and Learners.  
This Program GRANT is prioritized towards responding to learning needs that are not already met by other providers in the community.

Inside Outside Studios Inc  
AB Landowner Map Sales Report  
info@ihunterapp.com  
January 7, 2025

# 2024 Landowner Map Sales Report

Greetings,

Inside Outside Studios and the iHunter Alberta team would like to thank you once again for your participation in the landowner map program. Your continued support has been instrumental in making iHunter a trusted destination for hunters, businesses, and landowners seeking digital landowner maps.

## Sales and Performance Update

Sales have increased moderately this year, with an average growth of approximately 4%. Although it's not the case for all counties, there is a trend where landowner maps that received a 2024 update before September saw increased sales compared to those that did not. This highlights the importance of timely updates to maximize user engagement and sales.

## App Updates and Future Outlook

This year we made the iHunter app free to use, introducing an optional subscription tier. This change is expected to attract more users in the coming years, ultimately driving increased map sales as the user base expands. By lowering the barrier to entry, we aim to make iHunter accessible to more hunters and landowners while continuing to provide high-quality, value-added services.

## New Offerings and Tools

We'd also like to remind you of some resources available to counties:

- **Free Maps for County Staff:** Counties with maps available in iHunter can arrange for their staff to access their maps within the app at no charge. This initiative supports county operations and ensures seamless use of landowner data.

- **Web Version of iHunter:** The web version of iHunter (available at [web.ihunterapp.com](http://web.ihunterapp.com)) provides a versatile tool for county offices. It could be particularly useful for asset management and other administrative tasks, extending the utility of iHunter beyond mobile devices.

## **Upcoming Sales Agreement Update**

We are in the process of updating our sales agreement. While the core terms will remain largely unchanged, the new agreement will offer improved clarity on revenue sharing. We will share more information about this update in 2025.

## **Continued Benefits of the iHunter Store**

Our alternative purchasing platform, [store.ihunterapp.com](http://store.ihunterapp.com), remains a valuable resource. This platform allows us to sell digital content with much lower fees than Google or Apple stores. These savings are shared with counties and help incentivize users to update to the latest versions of their maps. For example, we offer a 20% discount for updates purchased on the store, ensuring users are happier and more willing to adopt the latest landowner data.

## **Pricing Adjustments**

If your county feels that a price change is necessary, we encourage you to reach out, and we're happy to discuss adjustments as needed.

Thank you once again for your participation and support. Please reference the data below to see 2020-2024 map sales. If you have any questions about sales, revenue, or pricing, feel free to reach out. If you've created a new map, send it our way—we'll get it integrated into the app right away.

Thanks,

Mark Stenroos

Inside Outside Studios Inc (iHunter Alberta)

	2024	2023	2022	2021	2020
<b>Acadia (2022)</b>	101	151	133	134	165
<b>Beaver (2024)</b>	649	636	538	620	593
<b>Big Lakes (2023)</b>	491	508	439	-	-
<b>Bonnyville (2024)</b>	587	650	354	541	559
<b>Brazeau (2024)</b>	643	567	479	526	523
<b>Camrose (2024)</b>	535	555	362	419	492
<b>Cardston (2024)</b>	585	630	507	469	576
<b>Clear Hills (2023)</b>	519	368	379	459	393
<b>Clearwater (2020)</b>	1092	1199	1001	1244	1435
<b>Flagstaff (2023)</b>	510	474	511	605	587
<b>Greenview (2024)</b>	1231	1174	-	-	-
<b>Kananaskis ID (2009)</b>	276	289	286	329	395
<b>Lac Ste Anne (2021)</b>	476	525	553	660	624
<b>Lacombe (2024)</b>	555	446	445	454	424
<b>Lethbridge (2024)</b>	378	409	285	373	375
<b>Mackenzie (2024)</b>	447	252	-	-	-
<b>Minburn (2024)</b>	387	405	340	246	276
<b>Mountain View (2024)</b>	740	681	666	-	-
<b>Northern Lights (2024)</b>	721	683	623	-	-
<b>Northern Sunrise (2024)</b>	395	300	327	322	268
<b>Paintearth (2024)</b>	418	414	356	410	404
<b>Peace (2022)</b>	202	231	215	168	191
<b>Ponoka (2023)</b>	433	524	428	430	437
<b>Red Deer (2024)</b>	800	632	668	674	654
<b>Saddle Hills (2024)</b>	1260	1283	1133	1167	1038
<b>Smoky Lake (2024)</b>	334	345	326	318	333
<b>Smoky River (2023)</b>	390	373	-	-	-
<b>Special Area No. 2 (2023)</b>	592	660	-	-	-
<b>Special Area No. 3 (2023)</b>	338	378	-	-	-
<b>Special Area No. 4 (2023)</b>	351	382	-	-	-
<b>Stettler (2024)</b>	725	452	460	568	606
<b>Sturgeon (2023)</b>	385	474	300	376	424
<b>Taber (2024)</b>	407	419	450	438	366
<b>Wainwright (2024)</b>	527	548	442	522	489
<b>Warner (2023)</b>	433	577	517	483	536
<b>Wetaskiwin (2024)</b>	532	456	361	-	-
<b>Wheatland (2024)</b>	454	378	438	529	461
<b>Woodlands (2024)</b>	853	753	775	761	704



**Smoky Lake County**

4612 McDougall Drive  
PO Box 310  
Smoky Lake AB T0A 3C0

**RECEIPT OF PAYMENT**

Inside Outside Studios

Receipt Number: 37077

Tax Number:

Date: January 14, 2025

Initials: BS

Type	Account / Ref. #	Description	Quantity	Discount	Amount Paid	Balance Remaining
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General	MAPSL	Map	N/A	\$0.00	\$2,976.00	N/A
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Cheque Number: 1252

Subtotal: \$2,976.00

Taxes: \$0.00

Total Receipt: \$2,976.00

Cheque: \$2,976.00

Total Amount Received: \$2,976.00

Rounding: \$0.00

Amount Returned: \$0.00



January 2025

Dear Reeve/Mayor & CAO,

**Re: RMA 2025 Member Visit Scheduling**

The RMA schedules council member visits with all our members on three -year rotation. We are pleased to advise that your municipality is on the roster for our 2025 member visit schedule and are looking forward to connecting with you and your council.

The purpose of these visits is for the RMA President, your District Director, and members of our administration is to travel to each municipality to meet in the member's home base and this provides a great opportunity to learn about our members. Member visits provide valuable insight for the RMA board and staff, and we have found that the information shared also provides unique perspective on local initiatives and approaches to issues impacting rural municipalities. We appreciate your effort to accommodate our visit to your municipality.

**Scheduling Options**

Recognizing scheduling can be a challenge, we have found the following meeting options are the most beneficial for both our members and RMA attendees:

1. A standard 1-hour meeting, either attached to a council meeting, or stand-alone separate in-person event; or
2. A more extended meeting (2 – 3 hours) where we can learn more about your operations and what makes your municipality unique.

If given a choice, the RMA appreciates the opportunity to meet outside of a regular council meeting to provide more time for discussion. Further, members have often used these stand-alone meetings as opportunities to highlight unique elements of their municipalities, often engaging in a tour of facilities or inviting department leads in to join and engage in discussion.

To make our visits cost-effective and time-effective, the RMA will attempt to meet with two municipalities on one day within a driving distance of each other (i.e. usually within the same district). As such, we have limited the longer meeting option to 3 hours or less to facilitate scheduling, and we will seek opportunities to meet with more than one member in a district daily.

**Your Availability**

To get started, we request a response regarding your general availability. Specifically:

- a) Your preference of Member Visit option:
  1. Standard 1-hour meeting
  2. Longer familiarization meeting (up to 3 hours)
- b) Your general council availability per month up to and including September plus any other meetings when all of council will be together. Include potential stand-alone dates separate from your meetings if possible.
- c) The key contact's name, email address, and phone number to schedule the meeting.

In the table below, we have identified typical monthly dates that will prove difficult for either myself or your district director to attend so that other date options can be considered.

Please send your responses to the above-noted questions to Natalie Bartlett at [natalie@RMAAlberta.com](mailto:natalie@RMAAlberta.com) or 780.886.7937 by January 31, as member visits will commence as soon as possible.

Your attention to this matter is greatly appreciated. I look forward to our upcoming visit.

Sincerely,



Kara Westerlund

President

**2025 RMA Member Visit Rotation:**

District 1	District 2	District 3	District 4	District 5
Lethbridge	Lacombe	Athabasca	Peace	Lamont
Cardston	Kneehill	Lesser Slave River	Birch Hills	Smoky Lake
Newell	Starland	Parkland	Greenview	St. Paul
	Red Deer	Yellowhead	Northern Lights	Minburn
	Ponoka	Wetaskiwin	Clear Hills	
Monthly Conflict dates for President & District 1 Director	Monthly Conflict dates for President & District 2 Director	Monthly Conflict dates for President & District 3 Director	Monthly Conflict dates for President & District 4 Director	Monthly Conflict dates for President & District 5 Director
Twice per Month (Tuesday)	Twice per Month (Tuesday)	Twice per Month (Tuesday)	Twice per Month (Tuesday)	Twice per Month (Tuesday)
1 <sup>st</sup> & 3 <sup>rd</sup> Wed	1 <sup>st</sup> & 3 <sup>rd</sup> Tues	Every 2 weeks on a Tuesday	Twice a month on Mondays	2 <sup>nd</sup> & 4 <sup>th</sup> Tuesday

January 6, 2025

# RMA Board Governance Review Member Survey

Every four years, the RMA undertakes a board governance review to review and update the association's governance process to ensure that it aligns with its strategic plan and meets the needs of the RMA membership. To do so, the RMA has formed a Board Governance Review Committee (BGRC) comprised of one representative from each RMA district and a non-voting chairperson.

This survey is intended to gather feedback from RMA member municipalities on the key governance-related themes that the BGRC is considering. The survey may be completed by councils as a whole or by individual elected officials. Individual survey responses will be confidential, and only viewed by the BGRC and RMA staff.

Please complete the survey by **February 5, 2025**.

The committee has organized the questions into six categories:

- ◆ Board Structure
- ◆ District Representation
- ◆ Board Election Processes
- ◆ Member Connection
- ◆ Member Input
- ◆ Board Compensation

Each category below also includes an introductory section providing a brief background on RMA's current governance approach and, where applicable, how similar organizations elsewhere in Canada function.

Please include answers to the two introductory questions below. We encourage responses from both entire councils as well as responses from individuals.

1. Please indicate your municipality below.
  
  
  
  
  
  
  
  
  
  
2. Is this response a council position or an individual position?

Please provide input to any of the remaining questions as you see fit and skip questions to which you have no input or opinion.

## Board Structure

The RMA board consists of seven members. Several other provincial municipal associations elsewhere in Canada operate with large boards (i.e. fifteen and larger) and two levels of governance – an overall board and a smaller executive committee (President plus at least two VPs). As RMA is a relatively small board and has fewer member municipalities than most municipal associations in Canada, it does not operate with an executive committee.

Other municipal associations in Canada determine board representatives based on geography, municipality type, or a combination of both. RMA's board is structured geographically with members of each of the five RMA districts electing a representative onto the board. The President and Vice President are elected by the entire membership.

RMA board members are unique in that they also serve as board members on the RMA Insurance Board, the Genesis Reciprocal Board and provide the governance for the Canoe Procurement Group of Canada. [RMA Insurance](#) works to help organizations gain the safety and service that they need, while helping to control and reduce long-term risk-related costs. [Genesis](#) is operated and serviced by RMA insurance and is one of the largest reciprocal insurance exchanges in Canada. [Canoe Procurement](#) is one of the largest public sector buying groups in the country. Effective oversight of these business entities requires sound governance and significant effort and training from the RMA Board of Directors to understand the complexities of the insurance industry, national procurement legislation and the benefit of focused relationships that enhance business offerings.

This section seeks input on how you think the RMA board structure is working for members.

3. Does the current board composition and size (one President, one Vice President, five district directors) adequately represent the full (voting) membership? If not, how should it change?
  
4. Is the number of municipalities represented by each board director appropriate? If not, what is an appropriate level of representation?
  
5. Is a geographically based board representation the ideal structure? If not, what alternate structures should be considered?

## District Representation

The RMA has 69 full member municipalities, who have voting authority and representation on the RMA board.

The RMA full membership is divided into five districts covering all of Alberta. The [RMA Members Map](#) provides a breakdown of each district and the municipalities that are located within them.

Each RMA district functions as an autonomous entity with its own chair, governance structure, administrative support, and funding mechanisms.

This section seeks input on whether current district boundaries and district representation adequately reflects the needs of RMA members.

6. Does the current district structure and boundaries properly represent RMA's full members? If not, how could they be changed?

7. Please share your view on the relationship between RMA and the districts. Does this relationship need to be more clearly defined or otherwise changed?

## Board Election Processes

The RMA facilitates its election process leading up to and during its annual fall convention. The RMA uses a returning officer and an advance nomination deadline. Candidate speeches, the formal election, and requiring an AGM motion to accept the election results all happen during the convention. This approach aligns with most municipal associations across Canada.

Elected officials of the member municipalities of each district elect a representative to the board. The elected officials of all member municipalities (approximately 460 elected officials) elect the President and Vice President. The term for each director, Vice President, and President is two years, with appointments staggered. There is no limit on how many terms a director or Vice President can serve, but a President has a term limit of six years (three terms). There is also no overall limit on how long an individual may serve on the Board of Directors in multiple positions.

This section seeks input on the RMA board election process.

8. Currently, only the RMA President has a term limit. Should there be a term limit for Vice President and district director roles? If so, how many years should the term limit be?
9. Should there be a maximum number of consecutive years that an individual, in more than one position, can serve on the RMA Board? If so, what should the number of years be?
10. Please suggest any improvements to the RMA's board election process.

## Member Connection

Effective governance requires regular connections with members to support information-sharing and accountability.

The RMA utilizes various mechanisms to support such connection. This includes the use of resolutions, member surveys, attendance at district meetings, member committees, conventions, and the use of technology such as webinars, video conferencing, and e-newsletters.

This section seeks input on how RMA's Board of Directors connects with members.

11. What are the most effective and valuable ways that RMA connects with members?

12. Does the RMA board sufficiently connect with members currently? If not, how can connection be enhanced?

13. To assist the RMA Board of Directors advocacy efforts, what role should municipalities play in providing data to RMA?

## Member Direction

The RMA is a member-driven organization that utilizes resolutions to guide much of its advocacy. The RMA has a detailed [resolution policy](#) that formalizes the resolution process. Key aspects of the resolution policy include establishing a Resolutions Committee, requiring district endorsement of resolutions, clarifying different types of resolutions and requiring a specific resolution debate and voting process.

In recent years, the number of resolutions endorsed by members has increased. RMA has recently increased capacity to enhance research and advocacy on resolutions. In addition to resolutions, much of RMA's advocacy is focused on addressing contentious or time-sensitive emerging issues linked to policy decisions made by provincial or federal levels of government. It is important that RMA strikes a balance between advocating for member priorities linked to resolutions with emerging issues.

This section seeks input on how effective you think that the resolution process is as a means for members to provide RMA with advocacy direction, and how you think the RMA balances the advocacy of both emerging issues and endorsed resolutions.

14. What role (if any) should districts play in vetting resolutions prior to being presented at conventions?

15. Should there be a limit on the number of resolutions submitted for voting at each convention? If you think that the number of resolutions should be limited, how could this be implemented?

16. Is the current resolution process effective in establishing membership direction for advocacy? If not, how can it be improved?

17. Should advocacy efforts on endorsed resolutions and emerging issues be prioritized/ranked by RMA? If so, on what basis?

18. What would be the most effective way for the RMA to report on the advocacy status of both endorsed resolutions and emerging issues?

## Board Compensation

RMA board compensation is reviewed by the BGRC once every four years. Cross-jurisdictional municipal association comparisons are considered alongside other Alberta association comparisons to ensure that the policy reflects standards across the province. Board compensation has not been updated since the 2016 Board Governance Review. Attached is the [current RMA compensation policy](#) plus the most recent [2023-2024 Summary of Directors' Compensation and Expenses](#).

This section seeks input on the fair compensation of RMA board members.

19. Should RMA Board of Director per diem expenses be tied to financial indicators (ie: inflation, rolling averages, consumer pricing index, etc.)?

20. Please provide any comments or suggestions related to RMA board compensation.

## Other

21. Please provide any other input or comments you believe will be helpful to the RMA Board Governance Review Committee.

**Budget to Actual 2024**  
**Notes As At December 31, 2024**

**Taxes (net)** Taxes have been levied (\$13,601,369 including requisitions). Some 305.1 assessment changes to linear have decreased the total revenue down to \$13,489,590 .

**Legislative** Council has spent 95% of the budget. There should be a savings of about \$25,000.

**Administration** Costs are still expected for 2024. Other Services are 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 will be close to budget

**GIS** GIS will be close to budget

**Other Government Service:** The budget for grants was \$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>	<u>6,110.00</u>
<b>balance remaining</b>	<b>6,110.00</b>

**Fire Services** 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. Many costs are billed at year end therefore we can't credit the final number yet. It should end the year within budgets.

**Bylaw** There should be a savings in wages/benefits and fuel of about \$40,000 due to the temporary position vacancy

**Transportation** There are still invoices being processed for Public works. Once the reserve transfers are recorded, it is expected to finish off very close to budget

**Environmental Services** Water may have a surplus of about \$25,000. Bellis Sewer has cost \$12,334 to date which is \$10,334 over budget. An unexpected repair was necessary, however the additional cost is offset by savings within the Sewer Dept. No savings are expected in the Landfill department. Garbage truck repairs have resulted in higher parts costs as well as the costs to contract out garbage pick up.

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>	<u>grant remaining to cover overhead</u>
	<u>\$ 506.00</u>

**Planning & Communicatio** There are substantial savings in the Planning department due to a vacant position along with higher than usual development fee. We are estimating a surplus of approximately \$200,000

**Agriculture Service Board** Position vacancies will provide a surplus of approximately \$50,000

**Economic Development** RD CD did not provide a budget for approval. Expenditures to date are \$14,237 Dr Recruitment/Retention costs are \$14,640



**Legislative**

Council has spent 95% of the budget. There should be a savings of about \$25,000.

**Administration**

Costs are still expected for 2024. Other Services are 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

**Recreation & Cultural Serv**

There should be a surplus of approximately \$100,000

**Gas**

Natural Gas Administration is under budget

The odorant has a profit is \$135,969

The CNG program has been cancelled

Natural Gas will be billed mid January. After the billing is complete, we will be able to provide a final estimate

Gross Margin to Nov 30 is \$375,308. December gas has not been billed yet.

	Total Gas Rev	Purchase	Capital	Gross Marg	Profit Marg
2024	\$ 1,316,234.28	-\$ 729,722.12	-\$ 114,045.80	\$ 474,490.38	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
	\$ 80,182.51	\$ 29,109.76	\$ 4,344.73	\$ 46,728.02

Taxes Receivable	Total	2024 o/s	Arrears prior to 2023	Allowance for write off
Percentage of 2024 taxes collect 97%	\$ 3,043,772.81	\$ 451,259.51	\$2,592,513.30	\$ 2,202,904.40

Natural Gas Receivable	Total	Current	Over 90 days	
	\$15,358.24	-\$15,055.52	\$ 37,249.05	December has not been billed yet

Warspite Water Receivable	Total	Current	Over 90 days	
	\$ 3,144.56	-\$ 514.04	\$ 1,545.11	December 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>\$13,489,590 (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	270,855	85,200	-185,655	(217.90%)	
User Fees and Sales of Goods	602,483	641,950	39,467	6.15%	
Investment Income	823,069	693,498	-129,571	(18.68%)	
Development Levies	360,296	69,000	-291,296	(422.17%)	<i>Aggregate fees to be</i>
					<i>transferred to reserve</i>
Licenses and Permits	230,682	224,500	-6,182	(2.75%)	
<b>Sales to Other Governments</b>	<b>258,382</b>	<b>336,135</b>	<b>77,753</b>	<b>23.13%</b>	
<b>Grants</b>					
Provincial Conditional - Operating	794,388	609,753	-184,635	(30.28%)	
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>18,009,791</b>	<b>17,307,458</b>	<b>-702,333</b>	<b>(4.06%)</b>	
<b>OPERATING EXPENSES</b>					
<b>Salaries, Wages, and Benefits</b>					
Salaries & Wages	6,158,465	5,822,998	-335,467	(5.76%)	
Benefits	559,925	1,243,983	684,058	54.99%	<i>Payroll savings</i>
WCB	59,785	85,000	25,215	29.67%	<i>\$380,000</i>
Other Wages	1,250	10,000	8,750	87.50%	
<b>Contracted and General Services</b>					
Mileage	24,862	45,700	20,838	45.60%	
Meals and Lodgings	52,716	95,360	42,644	44.72%	
Membership & Conference Fees	52,638	60,435	7,797	12.90%	
Freight, Express, Postage	27,293	42,250	14,957	35.40%	
Telephone & Communication	67,285	98,150	30,865	31.45%	
Training	81,378	112,700	31,322	27.79%	
Advertising, Printing, Subscriptions	44,702	60,550	15,848	26.17%	
Accounting & Auditing	33,500	34,000	500	1.47%	
Legal Fees	9,186	40,000	30,814	77.03%	
Assessor Fees	146,762	146,000	-762	(0.52%)	
					<i>Includes Engineering</i>
					<i>fees for bridges which</i>
					<i>will be capitalized</i>
Engineering Fees	565,896	133,670	-432,226	(323.35%)	<i>Includes fees to</i>
					<i>auction land</i>
Other Consulting	63,168	62,700	-468	(0.75%)	
Computer Programing	132,040	187,417	55,377	29.55%	
Insurance	166,518	271,261	104,743	38.61%	
Other Services	1,110,582	1,648,358	537,776	32.62%	
<b>Materials, Goods, and Utilities</b>					
Office/Food/Janitorial Supplies	92,284	95,830	3,546	3.70%	
Fuel/Parts/ Etc	1,351,425	1,547,100	216,308	1981.00%	<i>fuel &amp; equip costs</i>
					<i>allocated to road proj</i>
Offset to Road Plan	-1,254,584	-1,618,946	-1,639,579	101.27%	-1254584
Gravel	529,554	490,000	-39,554	(8.07%)	
Chemicals	76,002	40,000	-36,002	(90.00%)	<i>weed control</i>
Computer Supplies	30,175	69,148	38,973	56.36%	

	YTD ACTUAL Period 12	YTD BUDGET 2024 BUDGET	VARIANCE	VAR %	Notes
Utilities	166,468	220,999	54,531	24.67%	
Employee Recognition	15,187	30,000	14,813	49.38%	
Other General Supplies	851,421	819,800	-31,621	(3.86%)	
<b>Transfers to Local Boards &amp; Agencies</b>	<b>675,978</b>	<b>678,794</b>	<b>2,816</b>	<b>0.41%</b>	<i>includes transfer to</i>
<b>Write Offs</b>	<b>7,640</b>	<b>3,000</b>	<b>-4,640</b>	<b>(154.67%)</b>	<i>Aspen View</i>
<b>Bank Charges &amp; Interest</b>	<b>5,277</b>	<b>6,100</b>	<b>823</b>	<b>13.48%</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>14,558,040</u>	<u>17,224,263</u>	<u>1,411,639</u>	<u>8.20%</u>	
<b>Total Operations</b>	<b>3,451,751</b>	<b>83,195</b>	<b>-2,113,973</b>		
<b>Capital Funding</b>					
Sale of Capital Assets	1,110,739	1,306,699	195,960	15.00%	<i>land sales</i>
Provincial Capital Grants	646,464	4,074,411	3,427,947	84.13%	
Transfer from Reserve		1,431,717	1,431,717	100.00%	
<b>Capital Funding</b>	<b>1,757,203</b>	<b>6,812,827</b>	<b>5,055,624</b>	<b>74.21%</b>	
<b>Capital Expenses</b>					
Buildings & Land	-1,535	14,000	15,535	110.97%	
Transfer to Reserve	820,000	1,428,000	608,000	42.58%	
Land Improvements	2,203,023	18,000	-2,185,023	#####	<i>Gravel pit</i>
Engineering Structures	1,275,216	6,011,475	6,011,475	100.00%	
Equipment	833,598	874,427	40,829	4.67%	
Vehicles	245,895	594,419	348,524	58.63%	
	<u>5,376,197</u>	<u>8,940,321</u>	<u>4,839,340</u>	<u>54.13%</u>	
<b>Total Capital</b>	<b>-3,618,994</b>	<b>-2,127,494</b>	<b>216,284</b>	<b>(10.17%)</b>	
<b>Net Profit/Loss</b>	<b>-167,243</b>	<b>-2,044,299</b>	<b>-1,897,688</b>	<b>92.83%</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>-167,243</b>	<b>1</b>	<b>146,612</b>	<b>#####</b>	

2025-01-06  
11:01 AM

&P of &N

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	\$359,102	\$362,792	\$3,690	1.02%	
Benefits	79,311	77,105	-2,206	(2.86%)	
<b>Contracted and General Services</b>					
Mileage	17,211	28,200	10,989	38.97%	
Meals and Lodgings	18,167	23,770	5,603	23.57%	
Membership & Conference Fees	12,979	15,185	2,206	14.53%	
Telephone & Communication	6,350	6,100	-250	(4.10%)	
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	104	3,000	2,896	96.52%	
	<u>493,467</u>	<u>520,652</u>	<u>27,184</u>	<u>5.22%</u>	
<b>Total Operations</b>	<b>-493,467</b>	<b>-520,652</b>	<b>-27,184</b>	<b>5.22%</b>	
<b>Capital Funding</b>					
<hr/> <hr/>					
<b>Capital Expenses</b>					
<hr/> <hr/>					
<b>Net Profit/Loss</b>	<b>-493,467</b>	<b>-520,652</b>	<b>-27,184</b>	<b>5.22%</b>	
<b>Adjusted Surplus (Deficit)</b>	<b>-493,467</b>	<b>-520,652</b>	<b>-27,184</b>	<b>5.22%</b>	
<b>Expense Breakdown by Division</b>					
1	-\$11,078	-\$12,985	-\$1,907		
2	-\$16,098	-\$14,600	\$1,498		
3	-\$6,829	-\$12,885	-\$6,056		
4	-\$10,739	-\$19,700	-\$8,961		
5	-\$9,963	-\$13,585	-\$3,622		
	<u><b>-\$54,707</b></u>	<u><b>-\$73,755</b></u>	<u><b>-\$19,048</b></u>		

SMOKY LAKE COUNTY  
For the Twelve Months Ending December 31,

Natural Gas  
Budget to Actual Report

	YTD ACTUAL Period 12	YTD BUDGET 2024 BUDGET	VARIANCE	VAR %
<b>OPERATING REVENUE</b>				
<b>Taxes</b>				
<b>Other Income</b>				
Penalties	\$22,004	\$10,000	(\$12,004)	(120.04%)
User Fees and Sales of Goods	2,094,436	2,970,620	876,184	29.49%
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>2,116,440</b>	<b>3,025,220</b>	<b>908,780</b>	<b>30.04%</b>
<b>OPERATING EXPENSES</b>				
<b>Salaries, Wages, and Benefits</b>				
Salaries & Wages	848,043	889,889	41,846	4.70%
Benefits	170,627	144,020	-26,607	(18.47%)
<b>Contracted and General Services</b>				
Mileage	168	3,000	2,832	94.41%
Meals and Lodgings	9,894	18,500	8,606	46.52%
Membership & Conference Fees	31,453	38,000	6,547	17.23%
Freight, Express, Postage	8,783	12,600	3,817	30.29%
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	8,912	7,500	-1,412	(18.82%)
Other Consulting	633	1,200	567	47.24%
Computer Programing	19,655	30,000	10,345	34.48%
Insurance	28,308	35,000	6,692	19.12%
Other Services	96,290	51,750	-44,540	(86.07%)
<b>Materials, Goods, and Utilities</b>				
Office/Food/Janitorial Supplies	7,681	18,200	10,519	57.79%
Fuel/Parts/ Etc	89,371	95,500	6,129	6.42%
Computer Supplies	1,741	19,000	17,259	90.84%
Utilities	11,051	12,120	1,069	8.82%
Employee Recognition		2,000	2,000	100.00%
Other General Supplies	815,893	1,550,042	734,149	47.36%
<b>Write Offs</b>	<b>-519</b>		<b>519</b>	<b>0.00%</b>
<b>Amortization</b>		<b>245,000</b>	<b>245,000</b>	<b>100.00%</b>
	2,178,579	3,220,221	1,041,642	32.35%
<b>Total Operations</b>	<b>-62,139</b>	<b>-195,001</b>	<b>-132,862</b>	<b>68.13%</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	1,798	67,000	65,202	97.32%
	15,916	317,000	301,085	94.98%
<b>Total Capital</b>	<b>-15,916</b>	<b>-50,000</b>	<b>-34,085</b>	<b>68.17%</b>
<b>Net Profit/Loss</b>	<b>-78,055</b>	<b>-245,001</b>	<b>-166,946</b>	<b>68.14%</b>
<b>Remove Amortization</b>		<b>245,000</b>	<b>245,000</b>	<b>100.00%</b>
<b>Adjusted Surplus (Deficit)</b>	<b>-78,055</b>	<b>-1</b>	<b>78,054</b>	<b>#####</b>

## Smoky Lake County 2024 Capital Budget

Dept		BUDGET	ACTUAL	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>	

**County Council Meeting: Jan. 23rd 2025**

Batch #	Cheque Numbers	Total of Batch
PMCHQ287	53197 to 53201	\$201,410.77
PMCHQ289	53202 to 53228	\$70,403.77
PMCHQ292	53229 to 53252	\$132,399.36
PMCHQ294	53253 to 53280	\$23,800.02
PMCHQ295	53281 to 53300	\$294,115.28
PMCHQ297	53301 to 53327	\$47,413.68
PMCHQ299	55328 to 55384	\$100,680.08
PMCHQ301	55385 to 55386	\$1,926.61
PMCHQ302	55387 to 55392	\$185,574.54
PMCHQ303	55393 to 55398	\$123,000.82
PMCHQ304	55399 to 55425	\$133,109.60
<b>Total Cheques from 53197 to 55425</b>		<b>\$1,313,834.53</b>

Batch #	EFT Numbers	Total of Batch
241106	1639 to 1654	\$138,096.98
241113	1655 to 1661	\$11,867.82
241121	1662 to 1675	\$154,153.34
241128	1676 to 1681	\$59,443.49
241209	1682 to 1686	\$46,346.16
241217	1687 to 1714	\$453,884.53
240106	1715 to 1725	\$146,015.73
<b>Total EFTs from 1639 to 1725</b>		<b>\$1,009,808.05</b>

**Direct Debit Register**

Batch #	Description	Total of Batch
PMPAY088	My HAS	\$530.40
PMPAY089	ENTERPRISE FLEET MNMT	\$233.26
PMPAY090	My HAS	\$265.51
PMPAY091	My HAS	\$327.60
PMPAY 094	My HAS	\$1,065.51
PMPAY 095	My HAS	\$1,212.43
PMPAY096	My HAS	\$583.02
PMPAY097	My HAS	\$353.60
PMPAY098	My HAS	\$2,122.69
PMPAY099	My HAS	\$1,141.53
PMPAY100	My HAS	\$449.63
PMPAY104	My HAS	\$98.19
PMTRX912	AB SCHOOL FOUNDATION	\$532,178.33
PMTRX931	ENTERPRISE FLEET MNMT	\$597.58
PMTRX950	ENTERPRISE FLEET MNMT	\$1,768.94
PMTRX951	ENTERPRISE FLEET MNMT	\$845.72
<b>Total Direct Debits</b>		<b>\$543,773.94</b>

<b>Grand Total Bills and Accounts</b>	<b>\$2,867,416.52</b>
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*(Note: From General Account)*